

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, May 18, 2016
at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, MI 48375

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

- 1. Call to Order by President Craig Messerknecht
 - A. Recognition of new Library Board Officers:
President – Craig Messerknecht
Vice President- Tara Michener
Treasurer – Melissa Agosta
Secretary – Ramesh Verma
- 2. Roll Call by Secretary Ramesh Verma
- 2. Pledge of Allegiance
- 3. Approval and Overview of Agenda
- 4. Consent Agenda
 - A. Approval of Claims and Warrants L542.....4-6
 - B. Approval of Regular Meeting Minutes – April 20, 20167-14
- 5. CorrespondenceN/A
- 6. Presentation/Special Guest.....N/A
- 7. 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
- 8. Student Representatives Report 15-16
- 9. President's Report (Craig Messerknecht)
 - A. Goals Update 17-33
 - B. Director's Evaluation – Wednesday, June 15, 2016 in Executive Session
 - C. Library Board Committee Appointments for 2016-2017 slate presented by Secretary, Ramesh Verma
 - 1. Policy: Tara Michener (Chair), Doreen Poupard
 - 2. HR: Ramesh Verma (Chair , Tara Michener
 - 3. Finance: Melissa Agosta (Chair), Craig Messerknecht, Bill Lawler
 - 4. Events/Marketing: Tara Michener (Chair), Melissa Agosta, Geoff Wood

- 5. Strategic Planning: Doreen Poupard (Chair), Geoff Wood
- 6. Building/Landscaping: Craig Messerknecht (Chair), Ramesh Verma, Bill Lawler, Geoff Wood
- 7. By-Law Review: Bill Lawler (Chair), Melissa Agosta

- 11. Treasurer's Report (Melissa Agosta)
 - A. Library Budget Fund 268 – 2016-2017 Approval..... 34-36
 - B. Library Fund 268 Expenditure & Revenue Report (April 30, 2016) 37-40
 - C. Contributed Fund Budget 269 41-42
 - D. Contributed Fund 269 Expenditure & Revenue Report (April 30, 2016) 43
 - E. Balance Sheets for Funds 268 and 269 44-45
- 12. Director's Report..... 46-47
 - A. Information Technology Report 48-50
 - B. Facilities Report 50-51
 - C. Information Services Report..... 52-56
 - D. Support Services Report..... 57
 - E. Library Usage Statistics..... 58-67
 - F. Friends of the Novi Library - – Approved April 13, 2016 minutes 68
 - G. Novi Historical Commission – Approved March 23, 2016 minutes 69-71

13. Committee Reports

- A. Policy Committee: Review current public policies for the Library**
(Open, Michener– Chair) – No action at this time.
- B. HR Committee: HR Policies, Director Review, Salary Study**
(Michener, Verma – Chair) – Library Board Officer Elections
- C. Finance Committee: Financial plan based on building assessment review**
(Open, Open, Messerknecht - Chair) – No action at this time.
- D. Events/Marketing/Fundraising Committee 2016 Gala, outreach events**
(Lawler, Michener – Chair) – No action at this time.
- E. Strategic Planning Committee: Annual review of current plan**
(Lawler, Open- Chair) – No action at this time.
- F. Building/Landscape Committee: Entrance project, Energy Reduction Coalition project, Building assessment**
(Open, Messerknecht – Chair)

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.

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

15. Matters for Board Action

- A. Approval for an additional \$4,500 to be spent for Library Entrance Widening Project in budget line 941.000 for 2015-2016 Capital Outlay.....X

16. Adjourn

Supplemental Information:

- Bits & Pieces by Jim Pletz, TLN Director – April 2016.....72
- Bits & Pieces by Jim Pletz, TLN Director – May 2016.....73
- Business Blender flyer for May 24, 2016.....74
- Library Board Calendar75

Future Events:

- Historical Commission Regular Meeting – Wednesday, May 25th at 7pm, Novi Library
- Library CLOSED – Sunday, May 29th and Monday, May 30th
- City of Novi Memorial Day Parade – Monday, May 30th at 10am – Library will host a table
- Library Board Retreat and Goal Setting – Wednesday, June 1st 5:00-8:30pm, Novi Library
- Friends of the Novi Library Regular Meeting – Wednesday, June 8th at 7pm, Novi Library
- Library Board of Trustees Regular Meeting – Wednesday, June 15th at 7pm, City of Novi
- Summer Reading kick-off – Monday, June 20th
- Library Entrance Way Widening project begins – Monday, June 20th
- Historical Commission Regular Meeting – Wednesday, June 22nd at 7pm, Novi Library
- Library CLOSED – Monday, July 4th



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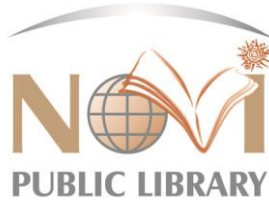
45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

Warrant 542	268 Accounts	May 2016	
Payable to	Invoice #	Account number	Account Total
Global Office Solutions (4/22/16)		268-000.00-727.000	\$ 961.03
Sam's Club (4/7/16)	Royal 1600 Shredder	268-000.00-727.000	\$ 109.76
Staples (4/22/16)	HP Toner Cart	268-000.00-727.000	\$ 79.99
Amazon.com (4/12/16)	Linksys Ether Switch	268-000.00-734.000	\$ 58.28
CDW-G (4/5/16)	antispam (100)	268-000.00-734.000	\$ 1,500.00
Addison Township Public Library	Privacy screen purchase	268-000.00-734.500	\$ (60.00)
Amazon.com (3/21/16)		268-000.00-734.500	\$ 10.65
City of Berkley (Library)	Privacy screen purchase	268-000.00-734.500	\$ (45.00)
City of Wixom Library	Receipt Printer purchase	268-000.00-734.500	\$ (60.00)
Flat River Community Library	Receipt Printer purchase	268-000.00-734.500	\$ (90.00)
Highland Township Library	Receipt Printer purchase	268-000.00-734.500	\$ (120.00)
VX520Store.com (4/11/16)	cc adapters	268-000.00-734.500	\$ 135.90
Allied-Eagle Supply Co. (4/6/16)		268-000.00-740.000	\$ 626.32
Global Office Solutions (4/22/16)		268-000.00-740.000	\$ 32.29
Lands' End Business Outfitters (4/1/16)	5 shirts facilities	268-000.00-741.000	\$ 134.95
Amazon.com (3/28/16)		268-000.00-742.000	\$ 636.97
Brodart (4/20/16)		268-000.00-742.000	\$13,211.39
Center Point Large Print (4/1/16)		268-000.00-742.000	\$ 172.56
Gale/Cengage (4/22/16)		268-000.00-742.000	\$ 1,198.21
Little Caesars (4/11/16)	Teen Book Club	268-000.00-742.000	\$ 15.00
Michigan Chamber Services (4/5/16)	Employment Law Hdbk(3)	268-000.00-742.000	\$ 207.50
Novi Public Library	ESL Book Purchases	268-000.00-742.000	\$ (14.00)
Tsai Fong Books, Inc. (4/21/16)		268-000.00-742.000	\$ 322.92
Ebsco (4/20/16)	Money Sense/Reason/The Wk	268-000.00-743.000	\$ 120.87
Michigan.com (4/15/16)	3/1/16-4/30/17	268-000.00-743.000	\$ 66.82
Smith, April (4/15/16)	FP/NEWS; June-August 2016	268-000.00-743.000	\$ 185.50
Midwest Tape (4/6/16)		268-000.00-744.000	\$ 2,190.62
OverDrive (3/31/16)		268-000.00-744.000	\$ 594.69
Amazon.com (3/14/16)		268-000.00-745.200	\$ 177.35
Midwest Tape (4/12/16)		268-000.00-745.200	\$ 5,204.12
Mango Languages (4/13/16)	5/31/16-5/31/17	268-000.00-745.300	\$ 3,082.93
Merchant Billing Statement	Apr-16	268-000.00-802.100	\$ 172.78
Providence Occupational Health System		268-000.00-804.000	\$ 116.00
Foster Swift (4/11/16)	3D Policy review	268-000.00-806.000	\$ 114.00
Johnson, Rosati, Schultz & Joppich (4/28/16)	Café	268-000.00-806.000	\$ 453.00
H&K Janitorial Service, Inc. (3/31/16)	March	268-000.00-817.000	\$ 3,900.00
AT&T (4/13/16)	3/14-4/13/16;DTE	268-000.00-851.000	\$ 91.91

TelNet Worldwide (4/15/16)		268-000.00-851.000	\$ 525.31
Verizon (3/28/16)	2/29-3/28/16	268-000.00-851.000	\$ 594.77
The Library Network (4/13/16)	1/1-3/31/16 Datamailers	268-000.00-855.000	\$12,229.02
Muniweb (4/7/16)	March	268-000.00-880.000	\$ 370.00
Upstart (4/18/16)	SRP giveaways	268-000.00-880.000	\$ 250.75
YP (4/5/16)	advertising	268-000.00-880.000	\$ 63.00
AccuCut (3/28/16)	sports set	268-000.00-880.268	\$ 95.00
Alberga, Kathleen	Sp Carnival; 4/8/16	268-000.00-880.268	\$ 54.37
Demco		268-000.00-880.268	\$ 36.90
Discount School Supply (3/25/16)	youth-baby tubes/spinner cc	268-000.00-880.268	\$ 83.93
Kroger (4/22/16)	Yth Pgm; Edible Arch 4/22/16	268-000.00-880.268	\$ 46.05
Marshall, Susan	ESL Book Disc; Spring 2016	268-000.00-880.268	\$ 350.00
Music in Motion (3/28/16)		268-000.00-880.268	\$ 34.95
Mutch, Kathleen	Adt Writing Pgm; April	268-000.00-880.268	\$ 100.00
Party City (4/6/16)	Yth Pgm; Carnival	268-000.00-880.268	\$ 15.98
Accuform (4/18/16)	Engage May-August 2016; 16 pgs	268-000.00-900.000	\$ 6,005.12
J. L. Geisler Corp. (4/15/16)	Agosta/Wood	268-000.00-900.000	\$ 85.15
Konica Minolta (4/1/16)	April 2016	268-000.00-900.000	\$ 632.88
VistaPrint (4/22/16)	credit for tax charged	268-000.00-900.000	\$ 84.91
Consumers Energy (4/15/16)	3/12-4/8/16	268-000.00-921.000	\$ 952.85
DTE Energy		268-000.00-922.000	\$ 7,863.11
City of Novi - Utility	9/22-12/13/15 & 12/14/15- 3/16/16	268-000.00-923.000	\$ 4,564.50
Cintas (4/18/16)		268-000.00-934.000	\$ 190.50
Library Design Associates Inc. (4/22/16)	signage	268-000.00-934.000	\$ 159.00
Republic Services (4/25/16)	May	268-000.00-934.000	\$ 436.76
State of Michigan (4/11/16)	Boiler Insp; MIR424403/4	268-000.00-934.000	\$ 250.00
B&B Landscaping (4/15/16)	spring cleanup	268-000.00-941.000	\$ 125.00
Brien's Services, Inc. (3/30/16)	bal due full mulch NPL	268-000.00-941.000	\$ 4,381.54
Capital Building Systems, LLC (4/25/16)	bal concrete repair/walkways	268-000.00-941.000	\$ 6,355.00
Konica Minolta Premier Finance (4/22/16)	May	268-000.00-942.000	\$ 999.00
Corrigan Storage Solutions (4/1/16)	April	268-000.00-942.100	\$ 15.69
Fricke, Lindsay	MLA Sp Inst 4/15/16 mileage	268-000.00-956.000	\$ 73.88
Michigan Library Association (4/28/16)	Farkas; Exec Summit 2016	268-000.00-956.000	\$ (405.00)
CDW-G Government (3/24/16)	Vidwsonic Touch Disp(44)	268-000.00-986.000	\$11,405.00
Home Depot (4/5/16)	outlets (6)	268-000.00-986.000	\$ 55.88
Petty Cash			\$ 25.98
TOTAL			\$94,602.09

Warrant 542	269 Accounts	Ma 2016	
Payable to	Invoice #	Account number	Account total
Beadle, Emilie (4/25/16)	Prost Oil Painting, Autumn Kaleidoscope	269-000.00-742.231	\$2,000.00
Library Design Associates Inc (4/22/16)	Prost signage	269-000.00-742.231	\$ 159.00
TOTAL			\$2,159.00



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
April 20, 2016**

DRAFT

1. Call to Order and Roll Call

Library Board

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

Student Representatives

Ruchira Ankireddygari (Absent and Excused)
Cindy Huang (Departed 7:06 p.m.)

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

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. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A motion was made to approve the Overview of the Agenda for April 20, 2016.

1st—Ramesh Verma
2nd—William Lawler

The motion passed unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L541

- Trustee Messerknecht inquired about an item for \$14,245.00 made payable to CDW-G Government. Ms. Farkas explained that the expense was for upgrading software to accommodate new computer equipment in the second floor computer area.

B. Approval of Regular Meeting Minutes – March 16, 2016

A motion was made to approve Claims and Warrants L541 as well as the Regular Meeting Minutes for March 16, 2016.

1st—Ramesh Verma

2nd—Tara Michener

The motion passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation/Special Guest

There was no presentation.

7. Public Comment

There was no public comment.

- Trustee Verma asked about the Library's five-minute policy for public presentations when the City's policy is three minutes. Ms. Farkas clarified that the Library's bylaws state five minutes which is why there is a difference between the two.

8. Student Representatives Report

The Student Representative Report can be found on page 16 of the April 20, 2016 Library Board packet.

A. Programs

- Kidpreneur Coding Workshop (3/4/16): participants were instructed on how to design and create a game in less than two hours.
- Battle of the Books (3/12/16): Teams of students competed against each other on questions about six books that each team read.
- Saving for College (3/16/16): Megan Buonodona of the Michigan Education Trust shared valuable knowledge on how the Michigan Education Savings Program plan can help students with tuition at eligible colleges.
- Teen Writing Contest (3/28/16): participants are to submit an original poem or short story by April 22, 2016. The contest is open to teens in grades 9-12.
- Prom Prep 101 (3/29/16): teens met to learn about skincare, fashion and style.

B. Teen Space

- Teen Space had a total of 672 attendees in March.

C. Teen Advisory Board

- Veteran Alan Bialek shared his life lessons through workshops and storytelling.
- Jackie Smale, human resource generalist for the City of Novi, shared her valuable knowledge of resume writing and interviewing skills.
- Librarian Erin Durrett expressed her desire to work with TAB on creating 3D printer programs.

D. Upcoming Programs

- Teen Book Club (4/12/16); Draw Your Own Anime & Manga (4/14/16); Tween Poetry Fun (4/16/16).

9. President's Report

A. Goals Update—Goals can be found on pages 17-31 of the April 20, 2016 Library Board packet. Ms. Farkas took questions from Board members about this month's Goals Update.

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

- **Strategy: Investigate and implement changes that save money.**

Trustee Verma inquired about the sale of retired IT equipment. Ms. Farkas explained that the money made from these items goes back into the IT account that it came from. She was unsure of the amount collected, but she would put together a comprehensive list for the June Board meeting.

- Trustee Messerknecht asked how the items were sold. It was explained by Ms. Farkas that the items are first listed on MichLib, which is a listserv for libraries, and then the items are put on the City's Bidnet. Ms. Farkas reported that the Library has had much success using these services.

- **Strategy: Seek funding through grants.**

Ms. Farkas informed the Board that she applied for the Library of the Year award. This award is sponsored through Library Journal and the American Library Association and includes all libraries, not just public libraries, in all 50 states. The winner receives a \$10,000.00 cash award as well as major media attention. Ms. Farkas would be notified in early May and it would be presented the end of June in Florida.

- Trustee Messerknecht had an opportunity to review the submission and was very impressed with all Ms. Farkas shared about the Novi Library. Ms. Farkas said that she would share the submission with the Board members. Trustees Michener and Verma thanked Ms. Farkas for nominating the Library.

- **Goal #7: Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.**

- **Strategy: Maintain communication with Read a Latte Café.**

Trustee Verma asked about the legal opinion being considered for the café. Ms. Farkas explained that when

she met with Mr. Bernstein about the lease renewal and the Library Board not wanting to continue another 3 year renewal, she received a letter from the attorney representing the café owner, Mr. Bernstein. Mr. Bernstein was under the impression that he had the option to renew his lease. The Library's attorney responded by saying that was not the intent. Ms. Farkas is awaiting a secondary response from Mr. Bernstein's attorney.

B. Library Board Officer Elections

Trustee Verma read the slate of Board officers for the 2016-2017 year. They are:

1. Craig Messerknecht—President
2. Tara Michener—Vice President
3. Melissa Agosta—Treasurer
4. Ramesh Verma—Secretary

The slate was voted on and passed unanimously.

C. Approve the addition of a Library Board Bylaw Review Committee for 2016-2017

Ms. Farkas explained that the bylaws have not been reviewed since she became the Director over eight years ago. With all of the policy changes made while updating the employee handbook, Ms. Farkas found herself referencing the bylaws. She feels it is time to review them.

A motion was made to form a Bylaw Review Committee for 2016-2017.

- 1st—Craig Messerknecht
- 2nd—Tara Michener

The motion passed unanimously.

D. Library Board Committee Appointments

Ms. Farkas volunteered to send an email to the Board members suggesting they each choose two committees. The Board members would then contact Trustee Verma with their choices. The Board members may choose three committees since some of the committees require less time. Trustee Verma will share the new committee members at the May Library Board meeting.

10. Treasurer's Report

A. Library Budget Fund 268 2016-2017 Approval

The Library Budget Fund 268 2016-2017 can be found on pages 32-34 of the April 20, 2016 Library Board packet.

- 2015-2016 revenue is projected to be \$2,673,000 with expenditures of \$3,870,000.00 thus leaving a fund balance draw of \$414,000.00. Through nine months, it looks like the Library will continue to use significantly less of the fund balance this current fiscal year.
- 2016-2017 revenue is budgeted to be \$2,774,000.00 and expenditures are budgeted to be \$3,018,000.00 thus requiring a fund draw of \$243,000.00. This is significantly less than the current fiscal year.

B. Library Fund 268 Expenditure and Revenue Report (March 31, 2016)

The Library Fund 268 Expenditure and Revenue Report can be found on pages 35-38 of the April 20, 2016 Library Board packet.

- **Revenue:** Revenue increased almost \$15,000.00 for the month of March bringing the total YTD revenue to \$2,736,593.00.
- **Expenditures:** Expenditures increased \$258,000.00 for the month of March bringing the year to date expenditures to \$2,010,000.00 which is about 65% of what was budgeted. Since the Library is already through three-fourths of the fiscal year, this is very good.
 - Trustee Messerknecht had concerns over a line item on page 38 of the Library Board packet. Account 268-000.00-986.000 shows it had no budget for \$25,659.00. Ms. Farkas explained that that it was an error on the part of the City and she is working with them to fix it. The money had been budgeted but the City had lumped it in with another account.
- i. **Net Revenue and Expenditures:** are a positive \$726,000.00. Currently the Library is on track to use very little of the fund balance, and the most little used in several years.

C. Contributed Fund Budget 269

The Contributed Fund Budget 269 can be found on pages 39-40 of the April 20, 2016 Library Board packet.

- Little activity was reported for the month of March.

D. Contributed Fund 269 Expenditure and Revenue Report (March 31, 2016)

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 41 of the April 20, 2016 Library Board packet.

E. Balance Sheets for Funds 268 and 269

The Balance Sheets for Funds 268 and 269 can be found on pages 42-43 of the April 20, 2016 Library Board packet.

- **Account 268** had an ending fund balance of \$2,445,457.36 for the month of March.
- **Account 269** had an ending fund balance of \$1,655,623.09 for the month of March.

11. Director's Report

The Director's Report can be found on pages 44-81 of the April 20, 2016 Library Board packet.

- Staff have received the new policy manuals.
- Consul General of Japan Mitsuhiro Wada, and his wife Naoko, were given a tour of the Library by Ms. Farkas and Trustee Verma. The tour allowed the Consul General the opportunity to see how the Japanese population is using the Library. Consul General Wada was given a complimentary library card.
- Trustee Michener and Christina Salvatore attended the April City Council meeting to receive a proclamation from Mayor Gatt in honor of National Library Week. Ms. Farkas thanked both of them for attending.
- Novi Library joined with Walled Lake City Library for a program with the hopes of reaching out to more members of the community. Over 60 people attended. There were games and activities for children and patrons were allowed to renew their library cards. Ms. Farkas hopes to do more partnerships and thanked the Walled Lake library.

- Ms. Farkas attended the City of Novi Quarterly Breakfast. In addition to welcoming new staff, Ms. Farkas recognized staff members Erin Durrett, Dominic Doot, Evan Smale, Barb Rutkowski and April Stevenson for their work on installing the 3D printer.
- The Library had a tornado drill. Ms. Farkas thanked the Novi Police Department and Ray Garbarino for his assistance. A fire drill we be practiced in August, and Ms. Farkas is looking to do a bomb threat drill in the future.
- Ms. Farkas invited the Board members to a Library Board retreat on Wednesday, June 1, 2016 in the Board Room of the Novi Public Library. From 5:00-6:30 attorney Anne Seurnyck will speak and hold a question and answer session about library boards and the legal issues they encounter. From 6:45-8:30 Ms. Farkas would like to hold a goal setting session. There will be a light dinner served at 4:30 for those available.
- Trustee Lawler informed Ms. Farkas that he and Trustee Messerknecht switched welcome desk dates. Trustee Messerknecht will work May 9, 2016 and Trustee Lawler will work June 13, 2016.

A. Information Technology Report

Provided by Barb Rutkowski, the report can be found on pages 52-60 of the April 20, 2016 Library Board packet.

- The NPL Technology Survey results are included in the Library Board packet. The number of responses was disappointing. Next year this survey will be solicited more aggressively.
 - Trustee Lawler asked about the additional comments patrons provided on page 60 of the Library Board packet. He wondered if some of these questions could be resolved by contacting the patrons. Ms. Farkas explained that only if they provided an email address would they be able to reach out to the patron. She would check with Barb Rutkowski to see if there were any emails provided.
 - Trustee Verma asked what can be done with the comments provided by patrons on page 56 of the Library Board packet under "What Kinds of technology would you like to see at the library". Ms. Farkas explained that these comments are, indeed, looked at and provide excellent feed-back. The staff looks at the information as a guide for future programs and what types of new technology could be purchased.

B. Facilities Report

The Facilities Report can be found on pages 61-62 of the April 20, 2016 Library Board packet.

- Trustee Verma asked about the fire extinguisher inspection cards. Ms. Farkas said that they are signed and kept inside the compartment.

C. Information Services Report

Provided by April Stevenson, the report can be found on pages 63-66 of the April 20, 2016 Library Board packet.

D. Library Usage Statistics

The Library Usage Statistics can be found on pages 67-76 of the April 20, 2016 Library Board packet.

- Trustee Messerknecht asked Ms. Farkas to be sure to thank Barbara Rutkowski (IT), Keith Perfect (Facilities) and April Stevenson (Information Services) for providing these reports each month.

E. Friends of the Novi Library (no March meeting)

F. Novi Historical Commission—Approved March 2, 2016 minutes

The minutes can be found on pages 77-81 of the April 20, 2016 Library Board packet.

- The contract for selling the David Barr book, Villa Barr, is nearly complete and the Library hopes to sell the book at the Spring into Novi event in May 14, 2016.

12. Committee Reports

A. Policy Committee (Open, Michener- Chair)

No action at this time.

B. HR Committee (Michener, Verma – Chair)

No action at this time.

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

No action at this time.

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

No action at this time.

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

No action at this time.

F. Building/Landscape Committee: Entrance project, Energy Reduction Coalition project, Building Assessment (Open, Messerknecht-Chair)

1. Trustee Messerknecht and Ms. Farkas met to go over references provided by Energy Reduction Coalition. When all the feed-back is gathered, they will present it to the Board.
 - Trustee Messerknecht explained to new Trustee Agosta that the coalition can provide energy efficient lighting to the Library and also lower the cost. The coalition takes a percentage of the savings over a period of time. The Library currently spends about \$100,000.00 per year on electricity.
2. The bid opening for the main entrance project begins April 21, 2016 at 10:00 a.m.
 - Ms. Farkas explained to Trustee Agosta that there are two bids going out because there are two options available. One bid involves extra work on Ten Mile Road.
3. A letter was submitted to Ms. Farkas on behalf of Gary Bernstein owner of Read a Latte Café. Ms. Farkas is awaiting a response from his attorney.

13. Public Comment

There was no public comment.

14. Executive Session

A motion was made to move to Executive Session at 7:41 p.m.

1st—Tara Michener

2nd—Ramesh Verma

The motion passed unanimously.

The Board reconvened at 7:58 p.m.

15. Matters for Board Action

A. Audience Comment (3rd Draft)

A motion was made to adopt the Audience Comment language.

1st—Tara Michener

2nd—Ramesh Verma

The motion was passed unanimously.

B. 3D Printing Policy (3rd draft)

A motion was made to approve the 3D Printing Policy.

1st—Ramesh Verma

2nd—Melissa Agosta

The motion was passed unanimously.

16. Adjourn

A motion was made to adjourn the meeting at 8:02 p.m.

1st—Tara Michener

2nd—William Lawler

The motion passed unanimously.

Ramesh Verma, Secretary

Date

Student Representative Report

By: Cindy Huang, Ruchira Ankireddygari

Programs:

- On April 12, the Teen Book Club met to discuss the bestseller book *I'll Give You the Sun* by Jandy Nelson while enjoying snacks. Participants also decorated ceramic plates with sharpies.
- To celebrate National Poetry Month, Melanie Zwegers, a local author, shared the delight of mixing poetry and drawing.
- Teens were introduced to the basics of Robotics Programming at the Introduction to Robotics program on April 17 and April 24.
- On April 20, Paradise Park of Novi's owner discussed the best tips and techniques to enhance interview skills at the Tips and Techniques for a Successful Interview program.
- Teens celebrated National Pretzel Day on April 26 at Pretzel Palooza by enjoying a variety of pretzels with a cheese, chocolate, and mustard dips.
- Community Financial discussed saving options at the Smart Money Saving Tips for Teens program on April 28.

Teen Space Attendance for April: 469

Teen Advisory Board Update:

At the April Teen Advisory Board Meeting, members had the opportunity to listen to guest speakers, Jeff Hocking and Lynette Curtiss from COEI to discuss a potential TAB service project for the next year. Their mission is to help one person get through one day with a little less hurt than the day before. COEI works to collect backpacks, socks, and other vital items to help the homeless throughout the year.

Afterward, the TAB held officer elections and potential candidates gave speeches, after which members voted for their top choice in each position. The new board of officers will be announced at the final TAB meeting in May. Also, in the month of April, the Teen Advisory Board worked with the National Honor Society at the Novi High School and the Library to collect travel sized toiletries for their spring service project. A collection bin was also placed near the library's entrance throughout April. All the donations will be sorted and donated to the Holy Family Church at the May TAB meeting.

Upcoming Programs:

Comic Book Magnets - May 7

Introduction To Robotics Programming - May 15, May 22

TAB meeting - May 20



Community Credit Union explaining money saving tips to teens



Participants made sharpie art plates at the first teen book club meeting

NOVI PUBLIC LIBRARY – 2015/2016 GOALS (April/May updates)

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

Goal #1:

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

Strategy:		Provide appropriate staffing for best customer service.	
Tactic	Owner	Status	Due Date
Provide opportunities for staff training	AD	Annual in-service day planned for 8/21/15; 50 staff participated in department meetings, active shooter drill, and customer service presentation on 8/21; IS staff attended TLN Tech Forum, Blackbelt Librarian Seminar, MLA Annual conference; IS staff presented at Ignite session at MLA Annual conference about Shark Bowl win; Bill Bembeneck completed MIOSHA General Industry 10-Hour + training; a Library of Michigan Continuing Education Grant was awarded to an IS staff member to attend Leadership Academy; Management attended a Cultural Diversity workshop at the City; attended Library UpLoad conference to share IT expertise; several IS Staff attended webinars; an IS Staff member is currently attending Leadership Academy; 2 IS staff attended an Every Child Ready to Read workshop; <i>IS staff members completed the following webinars: 1,000 Books Before Kindergarten, Makerspace Magic Using Little Bits in Your Library Makerspace, STEM training, ReadyRosie Every Child Ready to Read 2, Great Middle Grade Reads, Find the Information You Need, SYNC Audiobooks for Teens; IS staff attended the following workshops: Adaptive Umbrella, Money Smart Week Kick-off, Library Camp, Spring Institute, annual Oakland County Historical Resources meeting; MS Office 2013, 3D printer and TinkerCad sessions were held for staff.</i>	Ongoing; 8/15; 10/15; 11/15; 1/16; 2/16; 3/16; <i>4/16</i>

Goal #2:			
Balance the needs of the community with fiscal responsibility and reduce the deficit spending.			
Strategy:		Partner with City of Novi and Novi School District.	
Tactic	Owner	Status	Due Date
Engage IT departments in quarterly meetings to review opportunities for resource sharing, technology best practices and education	IT	Currently partnering with Schools on two projects: TumbleBooks trial and screening of Most Likely to Succeed documentary; coordinating with City on RFP for security video cameras; meeting with City/Schools/Library staff scheduled for 03-24-2016 to explore partnership opportunities. Met with NCSD Technology System Manager to exchange ideas. Discussed final specification for security camera RFP with City CIO.	Annually; 11/15; 3/16, 4/16
Investigate with City of Novi to be a "go to" for additional City services; offer/advertise City services if applicable	AD	Advertising need for volunteers to work elections.	7/15; 1/16
Maintain open communication between Library and City Facilities departments through regular meetings	F	Quarterly meetings scheduled and occurring	Ongoing
Participate in employee opportunities offered by City	AD	Staff attend various events, such as wellness, quarterly recognition, etc.	Ongoing
Investigate with City an all in one calendar for Library, City, and School info/dates/events	AD	Had discussions with the City of Novi Communications Dept in early fall, however a solution for coordinating an all-encompassing calendar was not found. With so many events from each entity it was determined it would be difficult to communicate properly to the Novi community. All three entities have different software for registration as well.	2015/16: 10/15
Strategy:		Investigate and implement changes that save money.	
Tactic	Owner	Status	Due Date
Look for cost-cutting measures in everyday processes	SS; IT; F; IS; AD	Advising staff to primarily use copiers for printers; installed energy/cost saving LED lamps in display case; replaced adult computer area printer with faster, more cost effective model; re-purposing and utilizing extra supplies recently uncovered; phone system upgrade to restore 3-digit dial to the civic center; investigating print/copier pricing to determine if lease pull-ahead would be more economical; sold end-of-life technology devices.	Ongoing; 8/15; 9/15; 11/15; 12/15; 2/16; 4/16
Work with managers for budget planning	AD	Dept. budget meetings scheduled for December; 1 st drafts developed; dept. meetings held	1/16; 9/15; 12/15
Develop budget for next FY and future projections	AD; Board	2 budget planning sessions (January 20, 2016 and	3/16

		February 6, 2016); Approval of 16/17 budget for Feb. 17, 2016	
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Strategy:		Seek funding through grants.	
Tactic	Owner	Status	Due Date
ALA/YALSA Shark Bowl	IS	ALA announced winners (including NPL's Erin Durrett) & prizes: a monetary reward worth \$2,000 each, along with various donated technology prizes; 3D Systems Cube 3 rd Generation arrived; have started printing examples; examining future needs in relation to patron and program usage; 3D printer policy, FAQ sheet and resource guide being developed; display case for project has arrived and will be set up; display case is set up just outside of the Teen Stop. The grid has been made and will be added and sample pieces are being made. Meetings with various students groups to inform and begin the project have begun.	8/15; 11/15; 2/16; 3/16
Community Financial Summer of Sharing grant contest	IS	Applied in July, at end of August learned we will receive \$1,000 for startup of a teen book club; grant funding would cover the purchase of paperback books as well as author visits at the Library; book was chosen and copies purchased	8/15; 2/16
Metro Detroit Book and Author Grants	IS	Applied for the Dick Johnston Award grant that would allow the Library to establish a new tween collection; winner will be announced in October; unfortunately we did not win this grant. Applied for the Mary J. Ritter Literacy Award to go towards our preschool literacy program Raising a Reader in Novi	9/15; 12/15; 4/16
Curiosity Creates ALSC (Association for Library Service to Children) Grant through ALA	IS	Submitted this grant; if funded would provide \$7500.00 toward youth programs and collections. It discussed infusing existing programs, such as Lego Club with more STEAM elements, as well as, creating new STEAM-based programs. Unfortunately we did not win this grant.	9/15; 1/16
3D Systems in collaboration with YALSA Maker Lab Club 2015	IS	Submitted application for Maker Lab Club 2015 that would give NPL two free 3D Cube printers; they can decide to give 2, 1, or none at all. Unfortunately we	10/15; 1/16

		did not win this grant.	
YALSA's top 10 giveaway contest	IS	Submitted application where 40 libraries will be selected to receive free copies of the 2016 best fiction for teens.	4/16
ALA Library of the Year Award 2016	Admin	Applied for the Library of the Year award; Received notification that we did not win award.	3/16, 5/16

Goal #3:

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

Strategy:	Library Board Trustees participate in City events.		
Tactic	Owner	Status	Due Date
Annual City Evening of Appreciation	AD; Board		12/15
City Council Early Budget Input Session	AD; Board	Board President Sturing and Library Director	1/16
State of the City Address	AD; Board	Date is scheduled for May 3, 2016, attended by Messerknecht, Michener, Verma, Agosta, Lawler and Poupard	2/16, 5/16
Spring into Novi	AD; Board	Date is scheduled for May 14, 2016	5/16
City Council meetings	AD; Board	Library Director, President Sturing and Secretary Verma presented Annual Report, Strategic Planning update; National Library Week proclamation received by Tara Michener	12/15, 4/16
Strategy:	Library Board Trustees participate in NPL events.		
Tactic	Owner	Status	Due Date
Welcome Desk Ambassadors	Board	Trustees take weekly shifts at Welcome Desk	Ongoing
Staff appreciation	Board	Trustees Michener and Verma represented Board in providing appreciation luncheon for staff on 9/1	9/15
Annual Friends Gala	Board	Trustees Lawler, Lesko, Michener, and Verma attended on 10/23	10/15
Strategy:	Library Board Trustees participate in greater library community.		
Tactic	Owner	Status	Due Date
Michigan Library Association	AD; Board	Annual Conference to be held in Novi, October 2015; planning for reception to be at NPL 10/29; all Trustees attended Hats off to Learning reception	10/15
Strategy:	Library staff participate in community events.		
Tactic	Owner	Status	Due Date
Maintain ties with government officials	AD		Ongoing
Novi Youth Assistance	AD	Library Director serves on Board; Staff attended Novi Youth Assistance Luncheon; met with new Youth	Ongoing; 7/15; 8/15; 11/15; 4/16

		Assistance Caseworker Lisa Shields; Director & Assistant Director attended annual breakfast on 11/6; Library Director is chairing the Youth Assistance Volunteer recognition scheduled for 4/14/2016	
Novi Rotary	AD	Library Director serves on Board of Directors, serves as Programming Chair (15/16)	Ongoing; 15/16
Represent NPL in various outlets	AD	An IS staff member was a presenter at the Michigan Library Association Spring Institute on creating a Tween Collection; an IS staff member has been selected to make a joint presentation at the annual MLA conference this October. The title of their presentation is, Let's Talk...ELL/ESL Programs in Public Libraries.	Ongoing; 4/16
Michigan State Fair	AD	Library is providing assistance with fair planning and an opportunity to connect Michigan Libraries with the fair by co-sponsoring youth author Johnathan Rand	5/16-9/16

Goal #4:			
Provide quality services, collections, programs and technology with an emphasis on the diverse and aging population.			
Strategy:		Engage the Older Adult community in Library programs and services.	
Tactic	Owner	Status	Due Date
Publicize and engage the Older Adult community with info about Oakland County service for visually impaired	IS; SS	Made flyers promoting OTBS (Oakland Talking Book Service) and placed them near the OTBS applications on 2nd floor and near NEW Adult audiobooks on 1st floor; stapled applications to flyers so patrons will have application in hand with the information; added information to Winter Engage promoting this service; shared information on this service at a meeting with local Activities Directors from the surrounding Senior Facilities.	Annually; 8/15; 9/15; 10/15; 11/15; 1/16
Expand info in Meadowbrook Commons through newsletter, dining hall, flyers, door to door, kiosks, etc.	AD; IS	MAC LCDs and kiosks updated for August; September; October; November; December; January; February; March; April	Annually; 8/15; 9/15; 10/15; 11/15; 12/15; 1/16; 2/16; 3/16; 4/16
Promote Library programs at Older Adult programs	IS	Marketing box always used at programs, services,	Annually; 9/15

		and activities	
Survey Meadowbrook Commons residents	AD	Working on a survey for spring; timeline for survey was changed to late summer due to instituting a new collection process for outreach.	Annually; 1/16, 5/16
Engage local Older Adult talent for displays, arts, crafts, collections, etc.; reach out quarterly	IS; AD		Annually
Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services, resources and technology (providing no fee transportation to Library)	IS; AD	Attended meeting on 8/19 where the Advisory Board worked on 5-year strategic plan; met with new Older Adult Services programmer to discuss ways we can partner; set up SWOCC taping for early November with MAC resident and OAS Manager to promote MAC book discussion; attended November and December meetings of City of Novi Older Adult services to go over their strategic plan; met with local Activities Directors from the surrounding Senior Facilities to discuss shared programming, transportation, and other; IS staff member will be attending City of Novi Older Adult Services focus group meetings; sharing a cloud based system to enable local Activities Directors to share information on speakers and program ideas; attended 3 focus group meetings for City of Novi Older Adult Services 5 Year Strategic Plan, met again with local Senior Residence Activities Directors, currently sharing a spreadsheet via cloud drive for program ideas, speakers, and entertainers; attended the Fox Run Expo to promote library information and sign up library patrons for cards	Annually; 8/15; 10/15; 11/15; 12/15; 3/16; 4/16, 5/16
Investigate expanding Library services and outreach 10% over 3 years, knowing that Older Adult population will increase	IS; SS	Began investigating a Lending Library feature for northern boundary; meeting scheduled with local Activities Directors from Novi senior residences and the City of Novi Older Adult Services staff to promote library collections, services, and programs; met with local Activities Directors from the surrounding Senior Facilities; Local Activity Director is bringing memory loss residents to the library on a monthly basis to read and use Bifolkal kits.	2015/16; 8/15; 12/15; 2/16
Implement programs for Older Adults using videoconferencing (3/year with 50+ attendance), bringing in experts, celebrities, authors, programs from libraries in other countries	IS; IT	Held the Author's LIVE Luncheon at Fox Run; Planning meeting for October 2016 event 1/22/2016	2015/16; 10/15; 1/16
Strategy:	Increase/implement programming opportunities for each patron group.		

Tactic	Owner	Status	Due Date
Host worldwide celebrations, festivals, events, etc.	IS; AD	Hosted International Story time Fair featuring presentations from 6 different countries about their cultures; presenters want to make this a yearly event	Annually; 8/15
Host music/dance and other types of programs by different cultural groups	IS	Hosted Indian cooking program; hosted program on how to make Challah bread by Novi Center for Jewish Life; hosted Celebrate Chanukah program; hosted Indian cooking program; continue to host German, Spanish, French, Japanese, and Korean Language conversation groups;	Annually; 10/15; 12/15; 1/16; 4/16
Implement 15 programs per year for each group (youth, tween, teen, adult, Older Adult) averaging 50 attendees at each	IS; IT	Summer Superhero movie (83), story time for 2s and 3s (50/59/54/62), Superhero Gear Making (96/71), Kiddie crafts (53), Tot Time (58/64/53), Exotic Zoo (200), Edible Architecture (65), Creatures of the Night (49), Musical movement (75), Baby time (62), Cupcake Warz (85), Earth Angels music (90), Rainbow Loom (61/67), International Story Time Fair (120), Monday Movie Matinee (62); Two of Us story time (54), Just Like a Pirate (60), Tot Time story time (58), Tot Time story time (62); Listen @ the Library (100), Halloween Tales (250), Pumpkinfest MSU Tollgate (2000), Costume Dance Party (127), Plate Days (180), Spaghetti in a Hot Dog Bun Musical (64), Star Wars (64), Michigan Opera Theater (51), On the Road (51); Tot Time (53), Parkview Elementary classroom visit (54), Train Station Preschool visit (60); Light Up the Night (1,580), Minecraft (51), Tot Time (51), Rainbow Magic (56), Clean Out the Cupboards (52), Gingerbread House (57), Get Your Wiggles Out (58), Silver Strings Dulcimer Society (92); Listen @ the Library (80); MLK day (76); Flying Friends (53), Pizza Taste Fest (56), Tot Time (59); Listen @ the Library (145); Tot Time (53) (62); Franklin Road Christian School visit (130); Bunny Hop program (150), Battle of the Books (209); Monday Movie Matinee (72), Miniature Golf in the Library (150), Wildlife Safari (165), DIY Crafternoon (82), Spring Carnival (250), Tot Time (51), Baby Time (58), Tot Time (58), Swing Into Spring with the Novi Choralaires (58), Listen @ the Library (70), It Don't Mean a Thing if it Ain't Got that Swing (60), Rich Eddy's Rocking Oldies Band (66)	Annually; 7/15; 8/15; 9/15; 10/15; 11/15; 12/15; 2/16; 3/16; 4/16
Increase use of the Youth Activity Room with more crafts, hands-on events, etc.	IS	Opened room for Playgroup sessions over the summer months; held Pokemon programs; hosted programs in	Annually; 7/15; 8/15; 10/15;

		multiple rooms including YAR for Star Wars and Halloween Tales; held part of International Games Day in YAR; hold Battle of the Books practice sessions	11/15; 1/16
Increase teen program attendance by 10% in a 3 year period	IS	Attended Summer Teen Online Conference that discussed ideas for implementing new programs at the library and upcoming teen titles and won a 3-book giveaway of teen books with lesson plans; held 2 teen programs during after school time resulting in increased attendance; updated the Teen Tab on website with new information about Teen Advisory Board; partnered with Library Café to offer free coupons for a small beverage to be used as incentives in Teen Stop; held six tween & teen programs during after-school time (3:00-5:00) and have seen increased attendance; Teen Book club kicked off and the students have chosen the first book. They will continue to choose the books each month.	Annually; 8/15; 9/15; 11/15; 2/16
Improve use of NPL Teen Stop room (new marketing, displays, contests)	IS	Added information kiosk in Teen Stop as a new way to help promote and market teen information, including upcoming teen programs, TAB information, and other fun teen news; researched display units for NEW YA Fiction; shifting YA books for better use of shelving space within the room and making browsing of collections easier; updated information kiosk in Teen Stop room with upcoming teen programs, TAB information, and other fun teen news; investigating ways to market only Teen programs on the screen in Teen Stop; pulled all Printz winners and put in a separate display similar to Newbery in Youth area; hosted a Banned Books display; October Teen Stop feature display was Horror, Mysteries, and Thrillers; Club Z (tutoring company) comes in one hour on a Monday in Teen Stop to offer free homework help; offered a contest during Teen Read Week allowing teens to stop in the Teen Stop and vote for one of 10 YALSA best fiction books; displayed all of the pledges that local teens made to Stomp Out Bullying for National Bullying Prevention month; young adult fiction subject guide binder added for patron convenience; The Teen Stop LCD monitor has been set to market all teen/tween programs, The Teen Stop	2015/16; 8/15; 9/15; 10/15; 11/15; 12/15; 2/16; 3/16; 4/16

		book display has included; Sports (in honor of the Novi High School Volleyball team winning the state championship); posted a Teen Winter Reading Program in the Teen Stop, teens who complete the activity sheet can claim their prize the last week in March; added the Top Teen Reads of 2015 display; Interview with Tia Marie Sanders and Yolanda Hockaday-Dennis regarding Teen Space and library behaviors; a Tween/Teen calendar of programs was created and on display in the Teen Stop and Teen Space; kiosk updated; Teen Stop March Display was technology related YA fiction and non-fiction books to recognize Teen Tech Week, which was March 6-12; To celebrate Teen Tech Week there was a texting acronym quiz in Teen Stop for teens to complete; created a Tween/Teen Calendar and placed it in the Teen Stop; added a Printz Award banner above the Printz collection; prizes given to teens who completed the Teen Winter Reading program; teen booklists updated with 2016 award winners; added a new brochure of 2016 best fiction for young adults; celebrated poetry month with a book display; updated monthly teen program calendar; prizes given to winners of the Teen Writing Contest.	
Investigate programming based on patron suggestions, including the GEEK the Library campaign	IS; AD; IT	3D printing session being developed for April	Annually; 2/16
Implement a Patio program series of five programs, May-October, weather permitting	IS	Earth Angels program scheduled for August 25	Annually; 8/15
Increase reference services by 10% in a 3 year period (marketing what Info Services is, roaming, ref/computer assistance, reader's advisory)	IS	IS staff now offer Computer Tutor One on One programs five days a week; added a display of computer help sheets for several MS Office products; doing another reference survey in November	2015/16; 9/15; 10/15; 11/15
Host events to recognize community members and talents	AD		2015/16
Preschool Partnership with Novi Community School District	AD; IS	Introductory meeting with Superintendent Matthews and Ann Hansen (2/16); Update meeting confirming 4 hours per week of library staff incorporated into the preschool weekly schedule along with parent outreach and a reading program; working on marketing and sponsorship for this program; submitted a grant for \$1,000 to Metro Detroit Book and Author to support	3/16, 5/16
Utilize community business expertise to offer informational and	IS; AD	Partnered with local business owner of the Rainbow	2015/16; 8/15;

<p>educational programming; increase business relations and usage by 10% each year over 3 years</p>		<p>Loom products for two programs and use of the 2nd floor display case in August; partnered with Tony Sacco's pizza of Novi to provide pizza for Teen Space students one day and for the October display case; partnered with Bright Loritos for a Spanish story time; partnered with Michigan Ear Institute and City of Novi Older Adult Services for program on ear infections; partnered with MSU Tollgate for Pumpkinfest that included educational elements about farming and agriculture; Novi Kroger provided all of the pumpkins for pumpkin decorating contest; partnered with Novi Center for Jewish Life for Challah Bread program; partnered with the Michigan Organ Donor Registry to provide a table with information; partnered with the local chapter of the Daughters of the American Revolution for a table of information on Constitution week; planning Job-Seekers program with Michigan Works for January; holding more story times in different languages hosted by Bright Loritos; partnered with Megafun Fitness in Novi for the Get Your Wiggles Out programs; held a story time session with Bright Loritos; partnered with 4 pizza places for the Pizza Taste Fest Program including, Blaze, Benitos, Guido's and Tony Sacco's; Dunkin' Donuts for Teen Book Club; partnered with the American Association of University Women for a series of math classes for elementary age students; partnered with AccelerateKid for the Kidpreneur Coding Workshop; partnered with Creating Sustainable Landscapes for the Beauty of Native Plants program; partnered with Gina Agosta Salon and CakeFace Makeup for the Prom Prep 101 program; partnered with Tony Sacco's for the Battle of the Books; partnered with Jeff and Theresa Wainwright for the tween/teen event Tips and Techniques for a Successful Interview; Cygnet Institute for the Financial Fusion program; Community Financial for Smart Money Saving Tips for Teens; Bright Loritos for a Spanish story time.</p>	<p>9/15; 10/15; 11/15; 12/15; 1/16; 2/16; 3/16; 4/16</p>
Strategy:	Provide up to date technology and resources.		
Tactic	Owner	Status	Due Date
Survey patrons to solicit technology needs for hardware,	IS; IT	Questions are being developed for the 02-2016	Annually 12/15;

software, programming and training		patron technology survey. Upgraded phone system; technology survey is in progress; 3D printer in-house; increased internet bandwidth limit from 50MB to 100MB; new "Technology, etc." and 3D Printer pages added to website; per survey results, investigating costs for additional software such as PhotoShop and digitizing LPs (vinyl) and cassettes; upgraded credit card devices with tap/chip/magstripe capabilities and pin pads; launched 3D Printer service and developing 3D scanner service.	1/16; 2/16; 3/16; 4/16; 5/16
Expand technology learning initiatives for Older Adults: computer classes, troubleshooting, "geek squad" with teen volunteers	IT; IS	Initiated conversation with potential teen volunteers for "geek squad." Initiated conversation about teen geek squad with Activities Director at Fox Run	2015/16; 12/15; 1/16
Strategy:	Partner with the Novi School District.		
Tactic	Owner	Status	Due Date
Introduce Social Justice to the community; create a core collection; participate in learning sessions; provide space for forums/events	AD; IS	Was asked to host a Social Justice community event at the Library, unfortunately meeting room space was not available on dates needed; plans to participate in event at the off-site location on May 17, 2016	2/16
Increase activities with Novi and other area school districts	IS; AD	Meeting with school media specialists and principals from Novi Schools and Catholic Central for annual thank you breakfast; provided a tour to two 5 th grade classes from Novi Meadows; will be working with teachers from Novi Meadows to create a Tween fiction collection; offered an information program on Asperger's that Novi teachers attended; hosted thank you breakfast for local media specialists and principals, included presentations by local partners MSU Tollgate and Barnes & Noble; working with Novi Meadows Media Specialist to choose Battle of the Books titles for upcoming 2016 program; attended Walk to School Day program at Novi Woods Elementary; continuing to host Coffee with the Superintendent program and Parent to Parent book discussions; Novi Middle School Robotics team did their outreach program at our Lego Club inviting young students to view a presentation and their robot and ask questions; presented 2015 Summer Reading statistics and info about upcoming 2016 program; visited two 3rd grade classrooms at Parkview Elementary for stories and information about NPL; met	Annually; 9/15; 10/15; 11/15; 12/15; 1/16; 2/16; 4/16

		with High School Media Specialist to discuss ways of partnering, summer reading statistics, teen book clubs, and ways of organizing young adult literature; currently involved in Tumblebook School/Library Partnership Pilot Program with Novi Schools, allowing libraries to partner with local schools and grant them unlimited access to their TumbleBook Library collections; attended Leader in Me Celebrations at Novi Woods and Parkview Elementary; attended documentary film at Novi Middle School, Most Likely to Succeed; attended grand opening of Oakland Flextech High School Makerspace lab; visited Village Oaks for a preschool story time; 3 visits to Novi Preschool for story times, visited Franklin Christian for story time kick-off for their literature week; Story time at Deerfield Elementary for Milk and Cookies night; visited Hickory Woods Elementary for performer presentation; met with Kim Clark (Novi Meadows Media Specialist) to begin planning SRP Presentation to grades 4 th and 5 th ; Novi High School HOSA students did a presentation in Teen Space on the importance of an active lifestyle; met with Instructional Coach of Novi schools to plan Summer Reading skit (2 times); visited Village Oaks for a preschool story time; met with Novi Meadows Media Specialist for Summer Reading presentation planning; presented at Kindergarten Round up at Novi Woods; 100 kindergarteners from Village Oaks visited the library for story time, tour, and craft; provided a story time to the Novi Community Preschool.	
Implement an advisory group for middle school age students to gain program, resource, service ideas; meet with this age group quarterly at Middle School	IS		2015/16
Strategy:	Maintain current collections and services.		
Tactic	Owner	Status	Due Date
Investigate and add new collections/pathfinders based on interests and needs of patrons	IS; SS	Started a blog called Baby Time and Tot Time Story Time Fun on the website (under the Youth tab) for parents to continue teaching the skills they learn in Baby Time and Tot Time; bibliography created on youth series books for beginning readers; created a "2015 Best Fiction for Teens" brochure with YALSA	Annually; 8/15; 9/15; 10/15; 11/15; 12/15; 1/16; 2/16; 3/16; 4/16

		<p>recommended titles that is kept in the Teen Stop information kiosk; investigating a way to either start a tween collection or label books as tween; pathfinder for Math resources created and placed in the adult 500s area; YA booklist titles have been created for the following genres: Alex award; Printz award; action, adventure, survival; coming-of-age; fantasy, dystopian; historical; horror, mystery, thriller; LGBTQ; novels in verse; realistic; science fiction; sports; and popular series; pathfinder for science resources created and placed in the adult 500s area; created a bookmark on the top 10 frequently challenged books; made program proposal form available for patrons who are interested in presenting a program at NPL; three new youth DVD bibliographies: concepts, Halloween, and Christmas; creating and processing new collections; 1st – 4th grade reading lists updated, now including Accelerated Reader and Lexile levels for quick reference; Young Adult fiction subject guide binders updated; we now provide Story Time-to-Go picture book bundles related to a particular theme during our story time breaks, continue to update the picture book subject guide A-D is now complete; created a display of Women's history books with the donation from the ABWA; cards promoting specific albums on Freegal are regularly displayed; signage promoting the Great Michigan Reads book in print, electronic, and audio were displayed; updated International Resources brochure and Language Conversation Group flyers; Local Author collection is now accepting e-books and signage indicating this has been placed with that collection; Newbery Award bibliography updated; Picture Book Subject Binder updated monthly; Odilo handout created to assist patrons with this new service; Freegal signage showing the Grammy winners added; Some Featured Collection Lists were added to Overdrive including Books to Movies, and Do you Downton? ; Picture Book Subject Binder updated monthly; a Tween Biographies bibliography has been created; the Downloadable Media directions have been updated; updated the Foreign Film list; teen booklists binder</p>	
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		updated; created 2016 Best Fiction for Young Adults; new signage placed in travel section alerting patrons to our downloadable travel-guides via Overdrive and Gale Virtual Reference; created homebrewing bibliography for program and display;	
Implement reference survey	IS	Will be updated and implemented in November; in lobby and online; survey completed, results to be summarized; survey received 627 responses	Annually; 11/15; 12/15
Strategy:	Consider adding new collections and services.		
Tactic	Owner	Status	Due Date
Investigate adding new and more interactive play components for youth	IS	New play components have arrived and will soon be added to puppet bins area in easy reader section; new play components added to the side of the race car being enjoyed by patrons; met with potential vendors while at the Public Library Association conference to gather sample pictures and information	Annually; 9/15; 11/15; 4/16
Investigate/implement a homework resource center (collections, resources, tutoring opportunities)	IS	Math homework pathfinder added to Homework Resource Center on website	2015/16; 9/15
Start a cultural book club (different languages or reading about different cultures)	IS		2015/16
Investigate establishment of a local arts council in Novi with various partners from the community	IS; AD		2015/16

Goal #5:			
Promote the Library in Novi's residential and business communities; promote library services to non-library users balancing existing resources whenever possible.			
Strategy:	Increase awareness of services, collections, programs and technology.		
Tactic	Owner	Status	Due Date
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs: Facebook, Twitter, videos, podcasts	IS; AD; IT	Updated Teen Stop Facebook page with current info, new posts, pictures, info about upcoming programs; looking into giveaways and contests to do through the Facebook page during the school year to attract a larger audience to NPL's pages; adding a Goodreads account for patrons to follow what we are reading in our various book discussions and to	Annually; 9/15; 10/15; 2/16

		promote our book discussions; staff were panelists for a podcast presentation on our mobile app	
Create one video/podcast per year for website about Library services	AD; IS	3D printer demo and Zinio magazines tutorial videos added to website	Annually; 4/16
Promote and highlight the Local History collection/space and its relevance to the community; offer an open house; increase web and physical presence	IS	Evening open office hours added; document donation day held in October; transferring old oral histories produced by SWOCC from VHS to DVD to be made available on our website; organizing, scanning, and uploading historical photos to the Local History Room computer; staff spent time training new Historical Commission members on how to use the Local History Room; arranging for a donation of items from a former Justice of the Peace including the gavel and badge, as well as, facts and pictures to be displayed in April; continuing to transfer oral histories from VHS to DVD; 11 cub scouts received a tour of the Local History room as well as a family tree lesson to fulfill one of their requirements; scanning and organizing of photos and documents continues.	Annually; 9/15; 10/15; 1/16; 2/16; 4/16
Increase publicity of meeting rooms and patio	AD	Meeting room rentals have been overwhelmingly successful so no additional publicity needed; meeting room rental information provided in a packet at front counter	Annually; 4/16
Reach out to homeowners groups by letter to president, get in newsletters, offer tours/talks, inviting groups to have their meetings at the Library, providing free room rental if they allow a 10-15 minute Library presentation	AD	Homeowner's presentation to: Churchill Crossing; Cheltenham Estates; Chase Farms; Riverbridge; Briarwood Village; Churchill Crossing; Taft Knolls	Annually; 1/16; 2/16; 3/16
Work with homeowners groups to highlight a subdivision in e-newsletter, display of kids' art from sub, contest for most card holders in sub	AD		Annually
Increase number of library card holders in each Novi subdivision by 10% over five years; use geomapping data	AD; SS		Annually
Consider annual mailing of "The Novi Library and YOU" to homeowners/businesses; 4-page brochure about NPL	AD	Cost prohibited at this time for print; Communications Coordinator is investigating E-newsletters specifically for Adults, Teens and Youth	2/16
Provide regular (weekly/monthly) columns in Novi News and Patch.com	AD		Annually
Host business related clubs (Chamber, Rotary, BRC) to improve visibility in the community	AD; IS	Hosted ABWA (American Business Women's Assoc.) for a new book collection launch; Business Blender event in cooperation with City of Novi to be hosted	1/16, 5/16

		at NPL on May 24, 2016	
Increase publicity for services related to: Skype, videoconferencing by 10% over 3 years	IS; IT		2015/16
Increase amount of remote programming by 10% over 3 years, offering at least 3 remote programs annually	IS	Authors LIVE Luncheon at Fox Run planned for October 7; hosted Summer Reading Finale parties at Paradise Park; provided story time and craft at Paradise Park 10-year anniversary party; partnered with MSU Tollgate for Pumpkinfest	2015/16; 8/15; 10/15
Develop a community resource page on website	IS; AD		2015/16
Consider a book club page on website: where community clubs are, book/movie reviews by community members, great reads	IS; AD		2015/16

Goal #6			
Utilize efficient and increased fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.			
Strategy:		Review past fundraising and plan future fundraising.	
Tactic	Owner	Status	Due Date
Continue "On the Road" series	AD; IS	Next trip scheduled for October 9 to visit Toledo; 48 attended, raised \$1,774.84	10/15
Scrapbook for a Cause	AD	Scheduled for November 7; 29 participants, raising \$870; next event scheduled for February 13; 3 rd program scheduled for Saturday, May 21, 2016 (Cancelled due to low registration)	11/15, 2/16, 5/16
Summer Reading Sponsors 2016	AD	Received 2 \$750 SRP sponsorships from Twelve Oaks Mall and DFCU; added additional sponsor for \$750 with Town and Country Eye	1/16, 5/16
Goal #7:			
Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.			
Strategy:		Maintain best practices and policies.	
Tactic	Owner	Status	Due Date
Investigate Library employment opportunities for ages 14 and up (summer/seasonal/weekends/subs)	AD	New policies have gone into effect with number of hours a young person can be employed weekly based on school commitment making it difficult to coordinate and meet library needs.	2015/16, 4/16
Review Library policies regularly, updating and adding as needed	AD; Board	Policies currently under review by staff committee to make recommendations to Board; HR committee is reviewing Employee Policies; Board received 1 st draft	Ongoing; 8/15; 9/15-2/16, 3/16

		of HR policies on Feb. 6 and will review until March 4, 2016; Policies approved by Library Board 3/20/16 and distributed to the library staff.	
Strategic Planning process	AD	Public invited to Strategic Planning Update sessions in August & September; about 25 people attended on 8/26 for updates and providing feedback; about 30 attended session on 9/23	8/15; 10/15
Review QSAC measures for certification	AD	In process; all certification levels have been reviewed and updated, with areas for further attention noted	12/15
State Aid process	AD	State Aid Report submitted January 26, 2016	1/16
Strategy:	Provide convenient access to collections, programs and services.		
Tactic	Owner	Status	Due Date
Improve Library entrance/exit at Ten Mile	AD; Board	Working with City on project to widen NPL driveway to include right and left turn lanes; continuing to look at other options before proceeding; 2 nd traffic study scheduled for 1/14/16; Traffic study info received 2/11/2016; tentative project timeline and costs rec'd 2/29/16; Bid opening 4/22; Contract awarded by City Council 5/9.	6/16; 10/15; 1/16; 2/16, 4/16, 5/16
Strategy:	Maintain communication with Read a Latte Café.		
Tactic	Owner	Status	Due Date
Investigate with owner to offer lower prices and different cultural food options	AD	Meetings and legal opinion being considered for future owner of library café 4/12/16	Annually
Meet with owner as needed regarding patron comments, suggestions, etc.	AD	Held mtgs. On 9/30/2015; 2/5/16	Ongoing
Strategy:	Consider premium services.		
Tactic	Owner	Status	Due Date
Investigate offering a fee-based premium library card with added services, such as notification of new releases, extended renewals, limited amnesty on fines, discounts at Café and Book Nook	SS; AD		2015/16

2016-2017 Library Budget 268						
March 16, 2016		2014-2015 Audited	2015-2016 Approved	2015-2016 Yr. End	2016-2017 Approved	2017-2018 Projected
Revenues						
Account	Description					
403.000	Tax Revenue - Current Levy	2,367,212.28	2,449,491.00	2,469,427.87	2,522,777.00	2,618,888.00
403.001	Tax Revenue - Cnty Chargebk	-4,521.44	-25,000.00	-25,000.00	-21,000.00	-30,000.00
403.002	Tax Revenue - Tx Tribunal	13,862.00	-10,000.00	-10,000.00	-5,000.00	-10,000.00
403.003	Tax Revenue - Brow nfield Cap	-199.00	-210.00	-210.00	-220.00	-226.00
420.000	Tax Reveune - C/Y Del PPT	-3,424.77	-6,000.00	-6,000.00	-5,100.00	-6,200.00
567.000	State Aid	32,741.43	27,000.00	29,000.00	29,000.00	29,000.00
633.100	Insurance Reimbursement	913.00	0.00	0.00		
657.000	Library book fines	65,010.47	70,000.00	70,000.00	70,000.00	70,000.00
658.000	State penal fines	83,205.14	77,000.00	111,926.44	83,000.00	83,000.00
664.000	Interest on Investments	28,693.56	24,000.00	30,000.00	30,000.00	30,000.00
664.500	Unrealized gain(loss) invest	7,871.32	0.00	2,064.64	0.00	0.00
665.000	Miscellaneous income	15,417.29	16,500.00	16,500.00	16,500.00	16,500.00
665.100	Copier	2,492.39	2,200.00	2,200.00	2,200.00	2,200.00
665.200	Electronic media	238.00	200.00	200.00	200.00	200.00
665.266	SRP - T-shirt sales	138.73	0.00	131.17	0.00	0.00
665.289	Adult Programming	6,981.72	0.00	4,267.33	0.00	0.00
665.290	Library Fundraising	0.00	3,000.00	0.00	3,000.00	3,000.00
665.300	Meeting Room	27,728.02	28,000.00	32,000.00	32,000.00	32,000.00
665.400	Gifts and donations	15,070.42	6,000.00	2,500.00	6,000.00	6,000.00
665.404	Novi Tow nship Assessment	5,933.00	6,000.00	6,154.00	6,369.00	6,591.00
665.650	Library Café	4,688.25	5,000.00	5,000.00	5,000.00	5,000.00
Total Revenues		2,670,051.81	2,673,181.00	2,740,161.45	2,774,726.00	2,855,953.00
2016-2017 Library Budget 268						
March 16, 2016		2014-2015 Audited	2015-2016 Approved	2015-2016 Yr. End	2016-2017 Approved	2017-2018 Projected
Expenditures						
Personnel Svcs.						
Account	Description					
704.000	Permanent Salaries	902,359.69	914,000.00	842,000.00	805,000.00	821,100.00
704.200	Wages (non-pensionable)	24,743.89	25,000.00	10,000.00		
704.250	Final Payout	11,294.19	0.00	19,000.00	0.00	0.00
705.000	Temporary Salaries	596,921.16	609,000.00	582,000.00	661,000.00	674,500.00
715.000	Social Security	119,251.99	122,300.00	105,000.00	112,200.00	114,500.00
716.000	Insurance	202,537.39	235,147.00	215,000.00	217,000.00	232,000.00
716.200	HSA - Health Savings Acct.	1,248.71	3,000.00	1,500.00	1,500.00	1,500.00
716.999	Ins. Employee Reimbursement	-36,900.20	-43,202.00	-43,000.00	-43,400.00	-46,400.00
718.000	Pension DB	14,964.00	0.00	15,000.00	0.00	0.00
718.050	Pension - add'l DB	-18,120.00	0.00	-17,000.00	0.00	0.00
718.200	Pension - Defined Contribution	18,516.01	26,400.00	26,000.00	26,400.00	26,400.00
719.000	Unemployment Ins	933.20	0.00	0.00	0.00	0.00
720.000	Workers' Comp	2,080.00	4,300.00	1,000.00	4,300.00	4,300.00
Total Personnel Services		1,839,830.03	1,895,945.00	1,756,500.00	1,784,000.00	1,827,900.00

2016-2017 Library Budget 268 March 16, 2016		2014-2015 Audited	2015-2016 Approved	2015-2016 Yr. End	2016-2017 Approved	2017-2018 Projected
Supplies						
Account	Description					
727.000	Office supplies	18,881.44	23,000.00	23,000.00	23,000.00	23,000.00
728.000	Postage	682.39	700.00	700.00	700.00	700.00
734.000	Computer software/licensing	86,900.09	86,400.00	89,700.00	82,000.00	80,000.00
734.500	Computer supplies equip	20,725.29	28,000.00	31,800.00	60,000.00	60,000.00
740.000	Operating supplies	26,411.22	30,000.00	30,000.00	30,000.00	30,000.00
740.010	Gift and Donations expense	8,533.33	0.00	565.00		
740.200	Desk, chairs, cabinets, etc.	0.00	800.00	0.00	3,500.00	0.00
741.000	Uniforms	227.00	300.00	0.00	300.00	300.00
Materials						
742.000	Books	173,792.87	195,000.00	190,000.00	190,000.00	190,000.00
742.100	Book Fines	565.88	1,000.00	700.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	19,386.58	23,800.00	23,800.00	23,800.00	23,800.00
744.000	Audio visual materials	60,108.91	71,000.00	71,000.00	76,000.00	76,000.00
745.200	Electronic media	44,788.70	51,000.00	51,000.00	51,000.00	51,000.00
745.300	Online (Electronic) Resources	55,399.44	55,000.00	55,000.00	60,000.00	60,000.00
Total Supplies & Materials		516,403.14	566,000.00	567,265.00	601,300.00	595,800.00

2016-2017 Library Budget 268 March 16, 2016		2014-2015 Audited	2015-2016 Approved	2015-2016 Yr. End	2016-2017 Approved	2017-2018 Projected
Services & Charges						
Account	Description					
801.925	Public Information (cable)	833.41	1,000.00	400.00	500.00	500.00
802.100	Bank Services	2,476.65	2,000.00	3,600.00	4,800.00	4,800.00
803.000	Independent Audit	700.00	700.00	700.00	700.00	700.00
804.000	Medical Service	659.80	300.00	2,500.00	1,500.00	1,500.00
806.000	Legal Fees	342.00	1,000.00	500.00	1,000.00	1,000.00
809.000	Memberships & Dues	4,266.00	4,500.00	4,500.00	5,000.00	4,500.00
816.000	Professional services	1,355.00	4,000.00	4,000.00	10,000.00	4,000.00
817.000	Custodial Services	46,145.00	48,800.00	46,800.00	46,800.00	48,800.00
818.000	TLN Central Services	4,495.00	4,500.00	4,000.00	4,500.00	4,500.00
851.000	Telephone	12,082.53	11,500.00	11,500.00	11,500.00	11,500.00
855.000	TLN Automation Services	57,006.34	56,000.00	59,000.00	61,000.00	61,000.00
861.000	Gasoline and oil	363.61	500.00	500.00	1,500.00	1,500.00
862.000	Mileage	436.43	300.00	100.00	300.00	300.00
880.000	Community Promotion	3,961.68	11,800.00	11,800.00	20,000.00	20,000.00
880.267	Library Programming - Book It	0.00	0.00	0.00	0.00	0.00
880.268	Library Programming	11,717.97	22,500.00	22,500.00	22,500.00	22,500.00
880.271	Adult Programming	4,563.52	0.00	2,640.19	3,000.00	3,000.00
900.000	Printing, Graphic Design, Publishing	29,634.55	29,500.00	29,500.00	29,500.00	29,500.00
910.000	Property & Liability Insurance	13,000.00	14,300.00	13,464.00	14,800.00	16,300.00
910.001	Insurance deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00
921.000	Heat	11,257.52	11,000.00	11,000.00	11,500.00	12,000.00
922.000	Electricity	101,729.02	103,000.00	103,000.00	106,000.00	109,000.00
923.000	Water and Sewer	5,393.13	5,500.00	6,500.00	5,500.00	6,000.00
934.000	Building Maintenance	65,253.18	90,000.00	92,000.00	100,000.00	92,500.00
935.000	Vehicle Maintenance	1,717.20	1,500.00	500.00	0.00	0.00
941.000	Grounds Maint.	32,735.91	28,600.00	40,200.00	33,000.00	33,000.00
942.000	Office Equipment Lease	12,596.78	12,000.00	15,000.00	15,000.00	15,000.00
942.100	Records storage	264.34	300.00	300.00	300.00	300.00
956.000	Conferences & Workshops	8,464.64	14,500.00	14,500.00	13,500.00	14,500.00
Total Services & Charges		433,451.21	479,600.00	501,004.19	523,700.00	518,200.00
2016-2017 Library Budget 268 March 16, 2016		2014-2015 Audited	2015-2016 Approved	2015-2016 Yr. End	2016-2017 Approved	2017-2018 Projected
Capital Outlay						
Account	Description					
962.000	Building Maint.					
941.000	Grounds Maint.		75,900.00	67,400.00		
976.000	Building Improvements					
976.100	Parking lot improvements				53,400.00	
986.000	Internal Technology - Capital Outlay		64,800.00	55,800.00	56,000.00	26,000.00
986.000	Data Processing - Security Camera upgrade	7,020.40		17,500.00		
990.000	Furniture		10,000.00	9,475.00		
Total Capital Outlay		7,020.40	150,700.00	150,175.00	109,400.00	26,000.00
965.269	Walker Transfer					
Total Expenditures		2,796,704.78	3,092,245.00	2,974,944.19	3,018,400.00	2,967,900.00
680.000	TOTAL Fundbalance	-126,552.97	-419,064.00	-234,782.74	-243,674.00	-111,947.00
*Budget Amendment \$4,500 for add'l entrance project 5/18/2016						

05/12/2016 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI									
PERIOD ENDING 04/30/2016									
% Fiscal Year Completed: 83.33									
		END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	FEBRUARY 2016	MARCH 2016	APRIL 2016	04/30/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268									
Dept 000.00-treasury									
Property tax revenue									
268-000.00-403.000	Property Tax Revenue - Current Levy	2,367,212.28	2,449,491.00	0.00	0.00	0.00	2,461,636.23	994.77	99.96
268-000.00-403.001	Property Tax Revenue- County Chargebacks	(4,521.44)	(25,000.00)	169.46	221.00	272.18	(919.28)	(37,220.72)	2.41
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	13,862.00	(10,000.00)	0.00	0.00	0.00	0.00	(10,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(199.00)	(210.00)	0.00	0.00	0.00	(214.67)	4.67	102.22
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(3,424.77)	(6,000.00)	0.00	0.00	0.00	0.00	(6,000.00)	0.00
Property tax revenue		2,372,929.07	2,408,281.00	169.46	221.00	272.18	2,460,502.28	(52,221.28)	102.17
State sources									
268-000.00-567.000	State aid	32,841.43	27,000.00	0.00	0.00	0.00	16,510.50	12,489.50	56.93
State sources		32,841.43	27,000.00	0.00	0.00	0.00	16,510.50	12,489.50	56.93
Other revenue									
268-000.00-633.100	Insurance Reimbursement	913.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.000	Miscellaneous income	15,417.29	16,500.00	1,399.74	1,644.97	1,435.82	12,582.75	3,917.25	76.26
268-000.00-665.100	Copier	2,492.39	2,200.00	266.13	373.25	237.00	2,277.55	(77.55)	103.53
268-000.00-665.200	Electronic media (previously VHS)	238.00	200.00	12.00	27.00	2.00	217.50	(17.50)	108.75
268-000.00-665.266	Summer reading t-shirt sales	138.73	0.00	0.00	0.00	0.00	131.17	(0.17)	100.13
268-000.00-665.290	Library fund raising revenue	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.300	Meeting room	27,728.02	28,000.00	2,034.11	3,226.33	1,762.39	27,402.31	597.69	97.87
268-000.00-665.404	Novi Township assessment	5,933.00	6,000.00	0.00	0.00	0.00	6,154.00	0.00	100.00
268-000.00-665.650	Library Cafe	4,688.25	5,000.00	860.05	392.51	423.56	4,889.12	110.88	97.78
Other revenue		57,548.68	60,900.00	4,572.03	5,664.06	3,860.77	53,654.40	4,530.60	92.21
Fines and forfeitures									
268-000.00-657.000	Library book fines	65,010.47	70,000.00	6,531.10	5,320.24	4,381.47	55,404.73	14,595.27	79.15
268-000.00-658.000	State penal fines	83,205.14	77,000.00	0.00	0.00	0.00	111,926.44	(34,926.44)	145.36
Fines and forfeitures		148,215.61	147,000.00	6,531.10	5,320.24	4,381.47	167,331.17	(20,331.17)	113.83
Interest income									
268-000.00-664.000	Interest on investments	28,693.56	24,000.00	3,940.33	3,470.16	0.00	29,366.19	(5,366.19)	122.36
268-000.00-664.500	Unrealized gain (loss) on investments	7,871.32	0.00	(672.40)	5,548.08	0.00	17,310.27	(15,245.27)	838.27
Interest income		36,564.88	24,000.00	3,267.93	9,018.24	0.00	46,676.46	(20,611.46)	179.08
Donations									
268-000.00-665.289	Adult programs	6,981.72	0.00	0.00	0.00	0.00	4,267.33	(2,117.33)	198.48
268-000.00-665.400	Gifts and donations	15,070.42	6,000.00	30.50	250.00	0.40	5,184.67	(2,684.67)	207.39
Donations		22,052.14	6,000.00	30.50	250.00	0.40	9,452.00	(4,802.00)	203.27

		END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	FEBRUARY 2016	MARCH 2016	APRIL 2016	04/30/2016	BALANCE	% B DGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Personnel services									
268-000.00-704.000	Permanent salaries	902,359.69	914,000.00	60,661.31	60,661.30	90,991.97	701,692.76	212,307.24	76.77
268-000.00-704.200	Wages - Stipend	24,743.89	25,000.00	0.00	0.00	0.00	10,000.00	0.00	100.00
268-000.00-704.250	Final Payout	11,294.19	0.00	0.00	0.00	0.00	18,963.41	36.59	99.81
268-000.00-705.000	Temporary salaries	596,921.16	609,000.00	42,367.52	44,058.89	64,253.63	450,421.48	158,578.52	73.96
268-000.00-715.000	Social security	119,251.99	122,300.00	7,620.45	7,749.72	11,600.86	88,093.89	16,906.11	83.90
268-000.00-716.000	Insurance	202,537.39	235,147.00	18,155.99	19,000.57	18,435.73	185,125.24	48,175.76	79.35
268-000.00-716.200	HSA - employer contribution	1,248.71	3,000.00	81.25	0.00	0.00	998.21	501.79	66.55
268-000.00-716.999	Insurance - Employee Reimbursement	(36,900.20)	(43,202.00)	(3,541.96)	(3,541.96)	(3,541.96)	(33,132.45)	(9,867.55)	77.05
268-000.00-718.000	Pension - DB Normal Cost	14,964.00	0.00	1,176.00	1,176.00	1,176.00	11,760.00	3,240.00	78.40
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(18,120.00)	0.00	(1,424.81)	(1,424.81)	(1,424.81)	(14,248.10)	(2,751.90)	83.81
268-000.00-718.200	Pension - defined contribution	18,516.01	26,400.00	(8,340.47)	9,049.74	3,486.96	18,456.85	7,543.15	70.99
268-000.00-719.000	Unemployment insurance	933.20	0.00	0.00	0.00	0.00	1,295.20	(1,295.20)	100.00
268-000.00-720.000	Workers compensation	2,080.00	4,300.00	210.30	213.75	316.48	1,522.82	(522.82)	152.28
Personnel services		1,839,830.03	1,895,945.00	116,965.58	136,943.20	185,294.86	1,440,949.31	432,851.69	76.90
Supplies									
268-000.00-727.000	Office supplies	18,881.44	23,000.00	1,038.54	599.51	1,070.49	16,973.57	6,026.43	73.80
268-000.00-728.000	Supplies - Postage	682.39	700.00	0.49	16.44	0.00	603.79	96.21	86.26
268-000.00-734.000	Computer supplies, software & licensing	86,900.09	86,400.00	7,103.69	22,660.06	1,558.28	60,147.56	29,552.44	67.05
268-000.00-734.500	Computer supplies/equipment	20,725.29	28,000.00	3,647.28	1,198.45	(540.00)	25,964.26	5,835.74	81.65
268-000.00-740.000	Operating supplies	26,411.22	30,000.00	963.14	1,255.17	658.61	15,050.68	14,949.32	50.17
268-000.00-740.010	Gift and donations expense	8,533.33	0.00	0.00	66.67	0.00	1,199.04	(634.04)	212.22
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-741.000	Supplies - Uniforms	227.00	300.00	0.00	0.00	134.95	134.95	(134.95)	100.00
268-000.00-742.000	Library books	173,792.87	195,000.00	13,480.55	15,322.06	11,892.45	147,230.04	42,769.96	77.49
268-000.00-742.100	Library Book - Fines	565.88	1,000.00	141.38	105.99	0.00	654.52	45.48	93.50
268-000.00-743.000	Library periodicals	19,386.58	23,800.00	0.00	677.79	373.19	15,021.85	8,778.15	63.12
268-000.00-744.000	Audio visual materials	60,108.91	71,000.00	2,128.63	4,426.74	1,033.70	53,623.14	17,376.86	75.53
268-000.00-745.200	Electronic media	44,788.70	51,000.00	6,177.29	4,979.14	1,709.94	36,432.90	14,567.10	71.44
268-000.00-745.300	Electronic resources (CD rom materials)	55,399.44	55,000.00	1,583.00	0.00	3,082.93	50,362.92	4,637.08	91.57
Supplies		516,403.14	566,000.00	36,263.99	51,308.02	20,974.54	423,399.22	143,865.78	74.64

		END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	FEBRUARY 2016	MARCH 2016	APRIL 2016	04/30/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Other services and charges									
268-000.00-801.925	Public information (cable, etc)	833.41	1,000.00	30.30	32.30	0.00	272.39	127.61	68.10
268-000.00-802.100	Bank Service Charges	2,476.65	2,000.00	199.59	172.42	172.78	2,566.23	1,033.77	71.28
268-000.00-803.000	Independent audit	700.00	700.00	0.00	0.00	0.00	665.00	35.00	95.00
268-000.00-804.000	Medical service	659.80	300.00	420.00	116.00	0.00	950.00	1,550.00	38.00
268-000.00-806.000	Legal fees	342.00	1,000.00	532.00	453.00	114.00	1,411.00	(911.00)	282.20
268-000.00-809.000	Memberships and dues	4,266.00	4,500.00	0.00	178.00	0.00	4,331.00	169.00	96.24
268-000.00-816.000	Professional services	1,355.00	4,000.00	0.00	0.00	0.00	1,425.00	2,575.00	35.63
268-000.00-817.000	Custodial services	46,145.00	48,800.00	3,900.00	3,900.00	3,900.00	39,000.00	7,800.00	83.33
268-000.00-818.000	TLN Central Services	4,495.00	4,500.00	0.00	0.00	0.00	3,995.00	5.00	99.88
268-000.00-851.000	Telephone	12,082.53	11,500.00	483.02	1,604.18	60.63	9,896.27	1,603.73	86.05
268-000.00-855.000	TLN Automation Services	57,006.34	56,000.00	0.00	2,280.83	12,229.02	49,601.60	9,398.40	84.07
268-000.00-861.000	Gasoline and oil	363.61	500.00	10.00	18.26	0.00	125.07	374.93	25.01
268-000.00-862.000	Mileage	436.43	300.00	0.00	0.00	0.00	46.26	53.74	46.26
268-000.00-880.000	Community promotion	3,961.68	11,800.00	476.75	3,498.52	370.00	6,612.56	5,187.44	56.04
268-000.00-880.268	Library programming	11,717.97	22,500.00	1,806.28	4,070.13	510.36	14,195.39	8,304.61	63.09
268-000.00-880.271	Adult programs	4,563.52	0.00	0.00	0.00	0.00	2,640.19	(0.19)	100.01
268-000.00-900.000	Printing, graphic design and publishing	29,634.55	29,500.00	740.14	685.29	222.56	18,520.02	10,979.98	62.78
268-000.00-910.000	Property & liability insurance	13,000.00	14,300.00	0.00	0.00	0.00	13,464.00	0.00	100.00

		END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	FEBRUARY 2016	MARCH 2016	APRIL 2016	04/30/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
268-000.00-921.000	Heat	11,257.52	11,000.00	1,465.43	1,444.95	952.85	7,420.29	3,579.71	67.46
268-000.00-922.000	Electricity	101,729.02	103,000.00	14,157.21	8,327.67	7,863.11	78,188.27	24,811.73	75.91
268-000.00-923.000	Water and sewer	5,393.13	5,500.00	0.00	4,564.50	0.00	7,272.45	(772.45)	111.88
268-000.00-934.000	Building maintenance	65,253.18	90,000.00	3,521.16	1,025.95	680.46	38,127.41	53,872.59	41.44
268-000.00-935.000	Vehicle maintenance	1,717.20	1,500.00	0.00	0.00	0.00	170.80	329.20	34.16
268-000.00-941.000	Grounds maintenance	32,735.91	28,600.00	4,750.00	1,367.51	10,861.54	47,369.96	(7,169.96)	117.84
268-000.00-942.000	Office equipment lease	12,596.78	12,000.00	0.00	999.00	999.00	11,737.88	3,262.12	78.25
268-000.00-942.100	Records storage	264.34	300.00	20.02	27.91	15.69	203.76	96.24	67.92
268-000.00-956.000	Conferences and workshops	8,464.64	14,500.00	239.84	438.48	(421.13)	10,029.81	4,470.19	69.17
Other services and charges		433,451.21	479,600.00	32,751.74	35,204.90	38,530.87	370,237.61	130,766.39	73.90
Capital outlay									
268-000.00-976.000	Building improvements	0.00	136,200.00	(500.00)	0.00	0.00	4,784.96	58,115.04	7.61
268-000.00-986.000	Internal Technology - Capital Outlay	7,020.40	0.00	0.00	37,064.00	55.88	37,119.88	36,180.12	50.64
268-000.00-990.000	Furniture	0.00	10,000.00	0.00	0.00	0.00	9,475.50	(0.50)	100.01
Capital outlay		7,020.40	146,200.00	(500.00)	37,064.00	55.88	51,380.34	94,294.66	35.27
Net - Dept 000.00-treasury		(126,552.97)	(414,564.00)	(170,910.29)	(240,046.58)	(236,341.33)	468,160.33	(882,724.33)	
Fund 268 - LIBRARY FUND 268:									
TOTAL REVENUES		2,670,151.81	2,673,181.00	14,571.02	20,473.54	8,514.82	2,754,126.81	(80,945.81)	(112.93)
TOTAL EXPENDITURES		2,796,704.78	3,087,745.00	185,481.31	260,520.12	244,856.15	2,285,966.48	801,778.52	(112.93)
NET OF REVENUES & EXPENDITURES		(126,552.97)	(414,564.00)	(170,910.29)	(240,046.58)	(236,341.33)	468,160.33	(882,724.33)	(112.93)

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

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

Fund 269 - LIBRARY CONTRIBUTION 269									
Dept 000.00-treasury									
Interest income									
269-000.00-664.000	Interest on investments	24,270.10	15,000.00	2,325.02	2,103.22	0.00	17,404.91	(17,404.91)	100.00
269-000.00-664.500	Unrealized gain (loss) on investments	7,426.03	5,000.00	(397.02)	3,366.53	0.00	12,918.20	(12,918.20)	100.00
Interest income		31,696.13	20,000.00	1,928.00	5,469.75	0.00	30,323.11	(30,323.11)	100.00
Donations									
269-000.00-665.230	Collections/Materials Revenue	1,733.00	0.00	0.00	0.00	0.00	411.35	2,088.65	16.45
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	15,867.02	0.00	0.00	0.00	0.00	5,150.71	18,849.29	21.46
269-000.00-665.232	Programming Revenue	10,421.14	0.00	300.82	750.00	615.80	14,387.46	(3,187.46)	128.46
269-000.00-665.233	Technology Library Revenue	810.00	0.00	0.00	0.00	0.00	409.00	1,591.00	20.45
269-000.00-665.234	Undesignated Misc Donations	3,500.00	12,000.00	0.00	0.00	0.00	3,212.09	(1,212.09)	160.60
Donations		32,331.16	12,000.00	300.82	750.00	615.80	23,570.61	18,129.39	56.52
Supplies									
269-000.00-742.230	Collections/Materials Expense	1,222.98	5,000.00	0.00	0.00	0.00	187.13	1,712.87	9.85
269-000.00-742.231	Buildings/Ground/ Furniture Expense	15,188.00	18,000.00	0.00	0.00	2,159.00	6,672.11	21,827.89	23.41
269-000.00-742.232	Programming Expense	6,693.56	3,000.00	463.07	9.88	0.00	13,111.95	(7,411.95)	230.03
269-000.00-742.233	Technology Library Expense	104.95	4,000.00	(3,500.00)	0.00	0.00	965.00	2,035.00	32.17
269-000.00-742.234	Undesignated Misc	1,880.58	2,000.00	0.00	0.00	0.00	3,023.03	(2,523.03)	604.61
Supplies		25,090.07	32,000.00	(3,036.93)	9.88	2,159.00	23,959.22	15,640.78	60.50
		END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	FEBRUARY 2016	MARCH 2016	APRIL 2016	04/30/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Other services and charges									
269-000.00-802.100	Bank Service Charges	92.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other services and charges		92.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 000.00-treasury		38,844.73	0.00	5,265.75	6,209.87	(1,543.20)	29,934.50	(27,834.50)	
Fund 269 - LIBRARY CONTRIBUTION 269:									
TOTAL REVENUES		64,027.29	32,000.00	2,228.82	6,219.75	615.80	53,893.72	(12,193.72)	1,425.45
TOTAL EXPENDITURES		25,182.56	32,000.00	(3,036.93)	9.88	2,159.00	23,959.22	15,640.78	1,425.45
NET OF REVENUES & EXPENDITURES		38,844.73	0.00	5,265.75	6,209.87	(1,543.20)	29,934.50	(27,834.50)	1,425.45
TOTAL REVENUES - ALL FUNDS									
		2,734,179.10	2,705,181.00	16,799.84	26,693.29	9,130.62	2,808,020.53	(93,139.53)	
TOTAL EXPENDITURES - ALL FUNDS									
		2,821,887.34	3,119,745.00	182,444.38	260,530.00	247,015.15	2,309,925.70	817,419.30	
NET OF REVENUES & EXPENDITURES									
		(87,708.24)	(414,564.00)	(165,644.54)	(233,836.71)	(237,884.53)	498,094.83	(910,558.83)	

05/12/2016		BALANCE SHEET FOR CITY OF NOVI	
As of 04/30/2016			
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	15,267.18	
268-000.00-017.000	Investments - Pooled	2,266,285.32	
268-000.00-018.000	Cash on hand	500.00	
268-000.00-020.000	Current taxes receivable	28,004.38	
Total Assets		2,310,056.88	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	89,825.13	
268-000.00-215.200	Unemployment insurance liability	2,590.40	
268-000.00-259.702	Accrued liabilities-tax	29,558.00	
268-000.00-276.400	Deposit for Cafe	500.00	
Total Liabilities		122,473.53	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	1,719,423.02	
Total Fund Balance		1,719,423.02	
Beginning Fund Balance		1,719,423.02	
Net of Revenues VS Expenditures		468,160.33	
Ending Fund Balance		2,187,583.35	
Total Liabilities And Fund Balance		2,310,056.88	

GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTION 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	13,489.36
269-000.00-017.000	Investments - Pooled	1,648,219.28
	Total Assets	1,661,708.64
*** Liabilities ***		
269-000.00-202.000	Accounts payable	2,168.88
	Total Liabilities	2,168.88
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,520,729.99
269-000.00-390.230	Fund Balance Collections/Materials	34,194.01
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	53,575.69
269-000.00-390.232	Fund Balance Programming	14,300.52
269-000.00-390.233	Fund Balance Technology Library	6,805.05
	Total Fund Balance	1,629,605.26
	Beginning Fund Balance	1,629,605.26
	Net of Revenues VS Expenditures	29,934.50
	Ending Fund Balance	1,659,539.76
	Total Liabilities And Fund Balance	1,661,708.64

Director's Report by Julie Farkas

Change in Meeting Room rental service

Over the past 2 years, the Administration office has offered Saturday hours from 10am – 6pm for patrons wishing to rent meeting rooms. The traffic in the past two years has been minimal. In fact, many Saturdays were offered with no patron traffic. Therefore, effective Memorial weekend, we will go back to Administration hours M-Fri 10am - 6pm.

A patron question that still comes up frequently is a last minute rental (patron walking in, wanting a room at that moment). The Management Team will take on the responsibility of handling such requests. It's really hard to tell a patron they can't have a room when it's sitting empty, and if they are willing to pay why not accommodate them. In most instances, the 2nd floor small meeting room and the board room would typically be the spaces requested.

Library Entry Way Widening Project - Update

A. Email sent to Library Board on Sunday, April 24, 2016:

Hello Library Board-

The bid opening was on Thursday, April 21st at 2:00pm. 4 bids were received for the widening project. Base bids ranged from \$77,890 – 167,064.36. The alternative bids (which included some additional work that was recommended by OHM) ranged from \$87,720 - \$195,512.47.

The library has allocated \$35,500 for this project with the City assisting with the remaining costs. At this time, we can move forward with the base bid.

I spoke to Brian Coburn on Friday, April 22nd and if we wanted to accept the Alternative Bid and take care of the additional work suggested by OHM, the additional cost to the Library would be \$4,500. I do feel this is not an unreasonable additional amount of money. Therefore, total cost to the Library would be: \$40,000.

Therefore, I am asking for you to consider the following:

Approve the Alternative Bid with an additional amount of \$4,500 to be paid by Novi Public Library for a total not to exceed cost of \$40,000.

Please do not reply to this email, but send me your vote of YES or NO to Julie Farkas no later than Wednesday, April 27th at 5:00pm. I will record the responses and send them to the full board to keep all members aware of the decision. Please call me if you have any questions (248-869-7233).

Brian needs an answer from the Board no later than Friday, April 29th in order to prepare the appropriate award sheet for council for the upcoming May 9th council meeting.

Thank you,
Julie

Preliminary Vote Results:

- YES VOTES: Messerknecht, Michener, Verma, Poupard, Lawler and Wood (6)
- NO VOTES: (0)
- VOTE NOT CAST before deadline: (1) Agosta

B. Email received by Adam Wayne on May 12, 2016:

City Council approved award to Nagle Paving Company in the amount of \$78,760. We are currently schedule to start construction June 20th after school gets out with substantial completion projected for July 16th. Egress to 10 Mile Rd will be maintained during construction with ingress to the parking lot from Wildcat Drive. We will send an update once contracts are executed and the pre-construction meeting has been scheduled.

Best regards,
Adam

Library Café Update

There have been no further correspondence received by Mr. Bernstein or his legal council since the Library's response letter was sent on April 14, 2016. I inquired with Tom Schultz, City of Novi attorney on May 10th and sent a follow-up email on May 12th. Mr. Schultz has made several attempts to contact the attorney by phone, with no response at this time. I have expressed the need to revise the current lease with Mr. Schultz once we know further information. Received

Author Events in the Planning Stage

One of Novi Library's claim to fame is the opportunity to connect readers with authors. At this time, planning for the annual Community Read event and the Fox Run Author's Live program, both offered in the fall, are underway. Mark your calendar for: Fox Run Author's Live – Wednesday, October 12th and Community Read – Wednesday, November 2nd. In addition, I am currently working with the State Fair of Michigan to bring in youth author Jonathan Rand.



New Artwork at Novi Library – Sunday, May 15, 2016

A new piece of artwork will be unveiled at the Library on Sunday, May 15, 2016 in a private dedication by the Prost family to honor husband and father, Robert. The new piece is a large canvas oil painting (6ft by 4ft) by Emilie Beadle. The work will hang on the fabric panels adjacent to the large staircase. The artwork was commissioned by the Prost family based on donations received by the library in Robert's memory.

Autumn Kaleidoscope was created through the use of oil paint applied in many layers entirely with a palette knife. A palette knife is a flexible pointed steel spatula. The work represents the fall season, and the beauty and wonder that it brings. It has been broken down to its simplest form of color, which has been arranged in a precise way to capture the essence of autumn here in Michigan.

Out and About in Novi and in the Library Profession

Novi Rotary – 4/21, 4/28, 5/5, 5/12
Bid Opening for Library Entry Way Project – 4/21
Money Smart Week kick-off – 4/22
Staff In-Service mtg. – 4/26
Artwork unveiling mtg. w/artist Emilie Beadle – 5/1
Interviews for Programming Coordinator – 5/2
State of the City Address – 5/3
City of Novi Leadership Mtgs. – 5/3, 5/10
Fox Run Expo – 5/5
Friends of the Library Author Event – 5/6

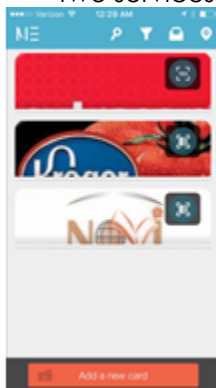
Information Technology Report by Barbara Rutkowski

Updates 04-10-2016 through 04-30-2016

1. 29 IT Help Desk tickets were closed.
2. Dominic Doot held 1 3D Printer/TinkerCAD demo for the Friends of the NPL and 3 sessions for the staff, 2 iPad Tips and Tricks, 2 VHS to DVD Workshops, 1 eReader/OverDrive Instruction, 1 Zinio Digital Magazines and 1 Improve Your Typing Skills sessions for the public. Topics requested during the 10 Tech Times included photo editing, email setup on an Android phone, texting with photos on an iPhone, Movie Maker, iPad basics and "Square" register set-up/basics
3. In partnership with the city, a RFP for additional security cameras was posted to BidNet on 04-19-2016 with the bid opening scheduled for 05-04-2016 and the bid award expected by 05-23-2016.
4. The Circulation Desk and Drive-up Window now have a PIN pad for credit/debit transactions with swipe, chip and tap capabilities.



5. Since the Library Board approved the 3D Printer Policy at their meeting on 04-20-2016, we are excited to be launch our 3D printer service to the public on Monday, 05-02-2016.
6. On 04-07-2016 two worn/broken conveyor drive bands were replaced when the AST hardware, nicknamed Bookie Monster by the staff, received its bi-monthly cleaning/inspection. The air filters and photoelectric sensors on the hardware/smart bins were cleaned and the book drop door/transfer section bands were inspected to insure continued smooth operation.
7. Two of the Youth public area iPad devices were restored to their base image.
8. The Surface tablet for the Outreach Team has been repaired and returned to service.
9. Six Windows updates were deployed to the meeting room laptops, public workstations, staff workstations and the self-check workstations while the library internet filter received four definition updates.
10. Based on patron/staff feedback, the image for the public workstations has been updated – deployment pending.
11. Digital wallets allow consumers to consolidate their loyalty, membership and rewards cards directly into their mobile phones. CardMobili, one of the service providers, is saying good-bye with all online/sync features unavailable after 04-30-2016. NPL is still a partner on the two services with the largest



What kinds of technology would you like to see at the library? (New hardware, computer software, etc.)

1. Nothing – you guys are perfect!
 - ***Thank you!***
2. Device to create MP3s from vinyl/tapes
 - ***We are currently investigating costs for a device that will be capable of converting vinyl and cassettes directly to a USB or SD/MMC card.***
3. Create videos from old home movies
 - ***Currently we have the hardware/software to transfer VHS and VHS-C to a DVD.***
4. Photoshop
 - ***While we do not have the budget to install the highly popular “Adobe Photoshop”, we have installed the most popular open source competitor: GIMP 2. The program has a large user base and many video tutorials are available on YouTube. Instruction is currently available via a Tech Time session and classroom based learning opportunities are coming soon.***
5. Updated Windows OS
6. More computers and new hardware.
7. Updated computers with faster processors.
 - ***(Questions 5-7) Over the last year we've upgraded our data center to improve the performance of the entire network which translates into faster downloads and a better experience for streaming media. This April, we deployed new hardware running Windows 10 with touchscreen displays, an increase in RAM, enhanced video cards, and easy access to USB 3.0 ports and the headphone jack.***
8. Wi-Fi printer
 - ***We currently have both color and black and white Wi-Fi printing available. Please take a look at our “Technology, etc.” webpage under “Resources” for more details.***
9. Apple computers
 - ***Unfortunately, our current budget does not allow us to add Apple computers.***
10. Color laser printers
 - ***We have color laser printers on both floors.***
11. Large format scanner/printer. If the copy machine presently scans large format documents and has the capability to store the scan image onto removable media (pen drive) then there is no need for it.
 - ***Our current copiers are able to scan to email, but cannot save a scan to a flash drive. This capability will be one of our requirements for our new copier contract which will begin in January, 2017.***
12. I would appreciate a class (or classes) on Windows 10 and how W10 might affect other programs I use. Also, how does W10 affect future hardware purchases? Thank you.
 - ***An Introduction to Windows 10 is offered through our Gale courses and watch for your Engage guide for classes that are scheduled to begin in 09-2016.***
13. Greater availability of e-books – greater variety and number of titles as well as more copies of any one title, particularly those with horrendous waiting lists. Often I have found a book on the shelf at the library long before the e-book hold I submitted was fulfilled.
 - ***Novi residents have access to two collections within OverDrive. We are part of a consortium where each member library contributes towards purchasing content which is called the Consortium Collection. The second collection is called the Novi Advantage Collection, where funds are allocated for our own private collection within OverDrive that is only available to Novi residents.***

Even though it probably doesn't seem like it, Novi residents do not wait as long as the patrons without access to our Novi Advantage Collection. This is a very popular collection and we are exploring all options to speed up the wait list in order to make this content available to our patrons.

Facilities Team Monthly Update – by Keith Perfect

In the past month the Facilities Department has closed 29 Facilities tickets, 110 Meeting Room Requests and has updated 326 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 \$8.40 was collected for break room supplies.
- The bi-weekly cleaning/dusting of the AST machine has been completed.
- 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)
- The quarterly HVAC filter change has been completed.
- The quarterly restroom deep clean and sanitization has been performed by vendor.
- Several clock batteries have been changed.
- The Battle of The Books plaque has been updated with the 2016 champions- "Books Battalion".
- The West meeting room door stop has been replaced.

- The Book Nook desk drawers have received new locks in all drawers.
- The first floor men's room floor has been stripped and re-sealed in an effort to eliminate odors.
- We are currently working with a vendor to repair the second floor men's room automatic push button door opener and replacement parts are on order.
- The flush valve in the second stall of the first floor women's room has been repaired and the toilet is now flushing once again.
- We are currently working with a vendor to address some lighting issues related to the lighting clock and Chelsea switches located on the gray columns throughout the building and in staff areas.
- The middle sink in the Café kitchen received a new basin strainer cup and is no longer leaking.
- All first aid kits have been replenished with necessary supplies.
- We are scheduled to have some concrete repairs made outside around the property including the patio this week. The patio will be closed for a few days until the contractor has cleared the area and the concrete is cured. The North and South emergency exits will not be available for casual use during the repairs outside these doors as well. **THESE DOORS CAN BE USED IN AN ACTUAL EMERGENCY AND WILL NOT BE BLOCKED AT ANYTIME DURING REPAIRS.** Please use the staff entrance or the main entrance for entry/exit to the building when you leave/arrive.
- As most of you may have already noticed, the Facilities Department has affixed yellow tape/signage to many fixtures throughout the building. This is in accordance with the Site Wise evaluation done last year for persons with vision disabilities. We will soon be addressing some outdoor issues in the near future.

NPL Information Services March Update – by April Stevenson

~The Information Services Department put on 117 programs.

~Kathleen Alberga and Kathryn Bauss attended part 2 of the Every Child Ready to Read webinar version.

~The Youth Fiction Series books have been combined into the youth fiction either by author if the series is all by one author or by series names if the series has multiple authors. Signage indicating the more popular series has been placed within the youth fiction shelving.

~The area where the Youth Fiction Series books used to be is going to house a new area called Tween Fiction. These are books culled from the Youth Fiction, the Youth Fiction Series, and the Young Adult areas. This is an area targeted to our upper elementary through 6th graders. Those that are not quite ready for the Young Adult area, but are ready to move on from Youth Fiction.

~Mary Robinson created signage for the travel section alerting patrons to our downloadable travel guides available through Overdrive and Gale Virtual Reference.

~Maureen Simari and Mary Robinson created bookmarks with a list of e-books and audiobooks for the Money Smart book display.

~Information Services staff had 2 meetings this month.

~Kathleen Alberga, Erin Durrett, and Lindsay Fricke attended the Makerspace Magic: Using littleBits in Your Library Makerspace webinar.

~Erin Durrett and Evan Smale attended Ann Arbor District Library's Library Camp workshop.

~At the end of September the Large Print books will be moved to the 1st floor to make this collection more accessible to our users. The Audiobooks will be moved to the 2nd floor next to Adult Fiction. At the same time, the Playaway collection will be discontinued.

~Lindsay Fricke was a presenter at the Michigan Library Association's 2016 Spring Institute; she spoke about starting a Tween collection. She also attended the conference.

~Kathleen Alberga attended a webinar on ReadyRosie (This is a mobile service that helps libraries reach and equip parents and caregivers with brief daily videos (in English and Spanish) that model everyday activities and interactions that help create homes filled with language and learning.)

~Kathryn Bauss was interviewed by Brigham Young University radio about her portrayal of Mother Goose for the Library. Here is the link to listen: <http://www.byuradio.org/episode/fe7c6b61-da89-41cc-9a74-4fa32e40781f?playhead=911&autoplay=true>

~Lindsay Fricke submitted the Library into YALSA's top 10 giveaway contest where 40 libraries will be selected to receive free copies of the 2016 best fiction for teens.

~ Mary Storch and two other librarians from the Canton and Dearborn libraries have been selected to make a joint presentation at the annual MLA conference this October. The title of their presentation is, Let's Talk...ELL/ESL Programs in Public Libraries.

~April Stevenson attended the 2016 Public Library Association Conference.

~100 kindergarteners from Village Oaks Elementary visited the Library and received a story time, tour, and craft.

~April Stevenson presented at the Novi Woods Elementary In-Coming Kindergarten Parent meeting.

~Kathleen Alberga and April Stevenson met with Novi School's Instructional Coach Diana Stotler to create the skit for summer reading promotion at the elementary schools.

~Mary Storch met with local senior residence activities directors to inform them of Library activities/programs and to share ideas regarding speakers, presenters, and programs.

~Kathleen Alberga and Emily Brush attended the Adaptive Umbrella Workshop. (This biennial daylong workshop features interactive sessions about current special needs topics, led by doctors, therapists, and other professionals working with youth who have special needs.)

~Mary Storch attended 3 of the focus group meetings for the City of Novi's Older Adult Services five year strategic plan.

~Mary Robinson attended The Library Network's E-Content meeting.

April Adult Programs & Displays

In addition to our regularly scheduled programs we also offered:

- Listen @ the Library with the Great Waters Quartet
- Swing into Spring with the Novi Choralaires
- The Great Detroit; It was...It is...It will be. (Documentary)
- Financial Fusion (Part of Money Smart Week programming)
- Protect Your Assets From Long-Term Care Expenses (Part of Money Smart Week programming)
- Rich Eddy's Rockin' Oldies Band
- Our Audiobook Display for the month was "Truth is stranger than fiction."
- Our second floor display was "Your Money" and it featured books on investing, budgeting and saving money! (Part of Money Smart Week)



April Tween/Teen Programs & Displays

- Teen Book Club
- Draw Your Own Anime and Manga
- Tween Poetry Fun
- Tips and Techniques for a Successful Interview
- Pretzel Palooza
- Smart Money Saving Tips for Teens (Part of Money Smart Week programming)
- Teen Advisory Board meeting
- To celebrate National Library Week in April, the TAB created messages with their favorite books and things about the Library. These are on display on the windows in Teen Stop.
- The Teen Stop Display recognized National Poetry Month with novels in verse and short stories.
- The Teen Advisory Board hosted a donation drive during the month of February to collect an assortment of toiletries for the less fortunate. Donations to be given to the Church of the Holy Family for distribution.
- We held a Teen Winter Reading Program; a smaller version of the summer reading program just for teens. Prizes have been awarded.
- We held a Teen Writing contest for National Poetry Month. Prizes have been awarded.



April Youth Programs & Displays

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

- Monday Movie Matinee
- Miniature Golf in the Library: **Thank you to Paradise Park for donating 50 gift certificates for this program.**
- Wildlife Safari
- DIY Crafternoon
- Spring Carnival
- Bird Races
- Storytelling
- Science Saturday
- Novi Library Author Night
- Money Smart Kids
- To celebrate National Library Week in April, we ran a contest called "Book in a Jar." We shredded a picture book, a youth fiction book and a young adult book and placed them in jars. Patrons were able to guess the title of each book.
- Our Youth Non-Fiction/Biography Display featured books on inventors and inventions.



- Our Youth Feature Display was for National Poetry Month; "We Love Our Poet Tree."
- Our Picture Book Displays included; National Library Week - libraries, books and reading; Spring, Rain, and Rainbows; Digging for Dinosaurs;
- Our first floor information desk displays featured Draw a Story and Write a Poem.



Public Library Association Conference 2016 Denver, Colorado by April Stevenson

Make It Extraordinary: Kari Chapin A guru in the homemade industry. I learned how to optimize my time at PLA, adapt ideas I've learned at conference to fit my circumstances, and further my creativity and imagination.

Big Ideas with Verna Myers This was one of a series of speakers usually people that have done TED talks. This one was about how to be culturally effective and move diversity forward.

Score! Engaging Sports Fans at Your Library This provided ideas on how to target programs to sports fans; most of whom would not think of the library as the place to go for sports.

This Ain't Your Grandma's Library... Or is It? Serving Older Adults in a Changing World Trends, strategies, and impacts were explored, as well as, some programming ideas.

Blast Off with San Jose Public Library's Maker[Space]Ship! This explained why it was important to take making on the road to your community and what kind of impact it will have on your library.

Play Your Way to an Engaged Staff This described how to transform your staff into a highly engaged team. How to create a holistic staff development package that connects the strategic plan to meaningful work with minimal budget impact.

How Two Libraries Quit Summer Reading and You Can, Too This taught how to build a patron-centered summer program that provides an easy and customizable user experience. It detailed how the library can engage more participants, reduce staff workload, and recapture the community's passion for their library.

Every Person Is A Book, Every Life Tells A Story This taught three main ideas; 1: Recognize the compelling life stories in your community. 2: Discover new ways to tell your community's stories. 3: Plan a "living library" event at your library.

Big Ideas with Anand Giridharadas Author of [The True American: Murder and Mercy in Texas.](#) Discussed how to get your community talking and sharing knowledge about one another. Learning how to share information on cultures and stories brings empathy to one another, as well as, commonality.

Bite-Sized Staff Training: Transform Staff Development for Busy Employees Learned to develop a training program using a short-burst learning style called "microlearning" that fits easily into the busy schedules of public libraries.

Learned to identify topics that can be adapted to the microlearning format and gain resources to help incorporate microlearning into current training.

Support Service Report by Maryann Zurmuehlen

MARCH –APRIL 2016

Circulation & Shelves

- Laura Bateman applied for and was offered Rebecca Davis's old position. She began her regular new hours on March 28th. Congrats, Laura!
- Eva Sabolcik applied for and was offered Victoria Wheeler's position. She will begin her regular new hours on May 10th. Congrats, Eva!
- David McCown has resigned his position as Support Services Supervisor. His last day will be by May 24th.
- We held interviews to fill 2 Clerk positions and 1 Shelves position. Candidates were selected and will be offered positions soon. We also have a current posting for 1 Supervisor position.
- There are now new credit card machines at the Circ Desk and the Drive-Up Window that allow for PIN-required, chipped debit cards to be accepted.
- Our new revised Outreach service has received much praise from residents at each of the facilities that we visit. Residents have stated that they enjoy getting to talk more one-on-one with the Outreach Team, and that they are getting the materials they request much sooner. The Outreach Team is also enjoying the time they get to work more closely with residents too.

Tech Services

- TS is transitioning away from processing holds and unclaims in the morning as Shelves take these duties back on after a long hiatus due to staffing shortages. This is freeing up some additional time for processing of incoming materials and projects.
- TS is preparing for the end of the fiscal year ordering process and deadlines.
- Kristin Abate and Mary Grewell worked with April Stevenson to redesign the newspaper check-in spreadsheet. The sheet is now organized more efficiently and effectively according to workflow patterns and delivery methods.
- The Tween project is progressing on schedule.

Support Services Statistics 2015-2016													
	July*	Aug*	Sept*	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	434	479	401	371	312	254	332	294	346	335			3,558
Items checked out	79,295	74,019	61,936	65,368	62,011	58,619	65,282	62,645	67,917	67,042			664,134
Items borrowed	4,800	4,562	4,283	4,681	3,973	4,626	5,018	4,557	5,538	4,710			46,748
Items loaned	4,942	4,892	4,715	4,832	4,373	4,039	4,914	4,563	4,461	4,697			46,428
Read Boxes	326	228	245	0	0	0	0	0	0	0			799

	April 2016	April 2015		October 2015	October 2014
Library cards issued	335	313			
Total checkouts	67,042	61,254	READ Boxes	Adult 0	9
				Youth 0	50
Items borrowed	TLN 4,627	4,093		Total 0	59
	MeL 83	104			
	4,710	4,197			
Items loaned	TLN 4,607	4,386			
	MeL 90	80			
	4,697	4,466			

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

Read Box Totals May 6 - October 7, 2015:

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

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

Self-Check Totals 2015-16 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
Jul	79,554	56.67%	45,081	10,025	8,678	5,023	7,611	12,073	1,671
Aug	74,310	57.44%	42,681	11,294	2,906	7,603	7,620	11,698	1,560
Sep	62,846	54.83%	34,456	8,578	4,972	4,167	6,467	9,629	643
Oct	65,368	55.82%	36,490	8,548	6,300	3,820	6,646	10,190	986
Nov	62,011	56.69%	35,154	7,815	5,932	3,504	6,594	10,067	1,242
Dec	58,619	52.66%	30,871	7,651	4,829	3,233	5,976	8,190	992
Jan	65,282	54.25%	35,414	8,244	6,251	3,960	6,279	9,451	1,229
Feb	62,645	53.07%	33,244	7,521	5,852	3,300	6,013	9,584	974
Mar	67,917	51.10%	34,708	8,006	6,074	3,734	6,200	9,547	1,147
Apr	67,042	54.66%	36,643	8,366	5,766	3,551	6,707	11,099	
May									
Jun									
FYTD	665,594	54.72%	364,742	86,048	57,560	41,895	66,113	101,528	11,598

Library Usage									
2014-2015 Fiscal Year					2015-2016 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
Jul	41,988	1,400	289	30	Jul	42,588	1,469	280	29
Aug	37,590	1,296	272	29	Aug	34,009	1,134	281	30
Sep	31,986	1,103	275	29	Sep	29,854	1,106	261	27
Oct	36,332	1,172	294	31	Oct	32,524	1,049	291	31
Nov	30,030	1,073	259	28	Nov	33,567	1,157	266	29
Dec	28,625	1,022	264	28	Dec	33,716	1,204	263	28
Jan	30,566	1,019	280	30	Jan	29,989	1,000	278	30
Feb	28,186	1,044	264	27	Feb	29,908	1,031	275	29
Mar	31,116	1,004	292	31	Mar	32,239	1,112	283	29
Apr	31,008	1,107	272	28	Apr	34,696	1,157	280	30
May	28,010	1,000	263	28	May			269	28
Jun	36,610	1,262	280	29	Jun			274	29
FYTD	392,047	1,127	3,304	348	FYTD	333,090	1,141	3,301	349

Computer Logins

2014-2015 Fiscal Year						2015-2016 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
Jul	5,620	46,177	3	51,800	1,727	Jul	3,794	74,618	5	78,417	2,704
Aug	4,816	48,923	7	53,746	1,853	Aug	3,607	73,816	6	77,429	2,581
Sep	4,866	49,382	1	54,249	1,871	Sep	3,047	72,714	1	75,762	2,806
Oct	4,167	54,461	2	58,630	1,891	Oct	3,278	71,625	1	74,904	2,416
Nov	4,463	54,338	2	58,803	2,100	Nov	2,154	71,483	1	73,638	2,539
Dec	4,228	47,196	1	51,425	1,837	Dec	2,532	69,924	1	72,457	2,588
Jan	3,395	51,759	2	55,156	1,839	Jan	2,747	63,846	2	66,595	2,220
Feb	2,918	66,156	2	69,076	2,467	Feb	2,639	68,165	5	70,809	2,442
Mar	3,556	68,265	2	71,823	2,317	Mar	2,996	71,567	1	74,564	2,571
Apr	3,287	61,087	4	64,378	2,299	Apr	2,763	72,856	2	75,621	2,521
May	2,890	69,463	0	72,353	2,584	May					
Jun	3,637	72,043	1	75,681	2,610	Jun					
FYTD	47,843	689,250	27	737,120	2,112	FYTD	29,557	710,614	25	740,196	2,535

Early Literacy Workstation Usage							
2014-2015 Fiscal Year				2015-2016 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
Jul	1,460	38,035	26	Jul	1,505	37,569	24
Aug	1,297	33,735	26	Aug	1,416	35,537	25
Sep	1,039	23,683	22	Sep	953	20,433	21
Oct	1,005	22,557	22	Oct	938	19,497	20
Nov	995	24,158	24	Nov	869	18,597	21
Dec	953	21,756	22	Dec	841	17,415	20
Jan	971	22,936	23	Jan	904	20,182	22
Feb	962	22,029	22	Feb	866	18,705	21
Mar	1,185	28,393	23	Mar	970	19,812	20
Apr	1,026	23,551	22	Apr	1,047	19,812	20
May	901	18,957	21	May			
Jun	1,209	29,678	24	Jun			
FYTD	13,003	309,468	23	FYTD	10,309	227,559	21

Technology Training Sessions 2015-2016 Fiscal Year

	Tech Time	eReader	VHS to DVD	iPad	Typing	Paint.NET	Zinio Magazines	Staff Training	3D Printing	Impromptu	Total Classes	Total Patrons
Jul	3		2		1					5	11	
<i>patrons</i>	3		2		4					5		14
Aug	5	1	2	2	1	1	1			14	27	
<i>patrons</i>	4	3	2	2	8	4	3			14		40
Sep	5	1	2	2		1	1			8	20	
<i>patrons</i>	5	3	2	4		4	1			8		27
Oct	5	1	2	2	1	1	1	1		9	23	
<i>patrons</i>	4	3	2	13	3	3	2	1		9		40
Nov	5		2	1	1			1		3	13	
<i>patrons</i>	5		2	3	0			1		3		14
Dec	5		2	1	1	1				8	18	
<i>patrons</i>	5		2	6	5	4				8		30
Jan	5	1	2	2	1	1	1			6	19	
<i>patrons</i>	4	2	2	3	5	1	2			6		25
Feb	5	1	2	2	1	1	1			3	16	
<i>patrons</i>	4	3	2	7	4	3	2			3		28
Mar	5	1	2	2	1	1	1			7	20	
<i>patrons</i>	4	3	2	6	3	3	3			7		31
Apr	5	1	2	2	1		1	3	2	8	25	
<i>patrons</i>	3	3	2	6	1		3	14	12	8		52
May												
<i>patrons</i>												
Jun												
<i>patrons</i>												
Sessions	41	20	20	50	33	22	16	16		71	192	
<i>Patrons</i>	48	7	20	16	9	7	7	5		71		301

2015-2016 Fiscal Year						
	Freegal		Zinio		Gale Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts	Active Learners	Completed Classes
Jul	2,036	201	1,030	14,045	43	1
Aug	1,993	218	773	14,748	70	2
Sep	1,872	189	1,022	14,737	98	1
Oct	1,966	207	891	15,534	81	1
Nov	2,289	231	711	14,570	66	2
Dec	2,184	233	874	17,311	58	1
Jan	2,403	245	938	19,682	71	1
Feb	2,273	209	610	13,713	61	8
Mar	2,085	207	829	18,679	50	1
Apr	2,103	208	746	18,064	38	0
May						
Jun						
FYTD	21,204	2,148	8,424	161,083	**	18

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

2015-2016 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
Jul	3,133	1,203	4,336	136
Aug	2,898	1,181	4,079	118
Sep	3,713	966	4,679	96
Oct	2,662	897	3,559	113
Nov	2,728	971	3,699	95
Dec	3,039	1,008	4,047	138
Jan	3,155	1,151	4,306	124
Feb	2,905	993	3,898	85
Mar	2,541	1,762	4,303	107
Apr	2,765	967	3,732	90
May				
Jun				
FYTD	29,539	11,099	40,638	1,102

Charging Stations Usage					
	2011-12FY	2012-13FY	2013-14FY	2014-15FY	2015-16FY
Jul		3	3	10	23
Aug		2	8	11	4
Sep	3	8	2	4	3
Oct	1	3	4	3	5
Nov	7	3	4	3	5
Dec	1	3	0	4	0
Jan	8	4	1	3	0
Feb	7	3	1	2	0
Mar	11	4	0	0	0
Apr	5	3	3	3	0
May	8	1	4	9	
Jun	4	1	5	16	
FYTD	55	38	35	68	40

Meeting Room Rentals					
2014-15 Fiscal Year			2015-16 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
Jul	44	1,234	Jul	21	522
Aug	54	1,810	Aug	47	996
Sep	29	760	Sep	46	960
Oct	36	964	Oct	40	738
Nov	33	890	Nov	31	652
Dec	19	470	Dec	26	425
Jan	22	910	Jan	41	934
Feb	23	656	Feb	43	796
Mar	36	924	Mar	31	811
Apr	31	818	Apr	38	1,125
May	33	965	May		
Jun	27	765	Jun		
FYTD	387	11,166	FYTD	364	7,959

Library App - 2015-16 Fiscal Year

	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
Jul	36,763	1. Catalog	Jan	44,143	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. Library Locator
		4. Artwork at the Library			4. OverDrive
		5. Events			5. Artwork at the Library
Aug	44,983	1. Catalog	Feb	36,669	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. OverDrive
		4. Artwork at the Library			4. Library Locator
		5. Book/DVD Lists			5. Events
Sep	41,040	1. Catalog	Mar	23893	1. Catalog
		2. My Account			2. My Account
		3. Library Locator			3. OverDrive
		4. OverDrive			4. Library Locator
		5. Artwork at the Library			5. Boopsie Popular Books
Oct	42,150	1. Catalog	Apr	39,598	1. Catalog
		2. My Account			2. My Account
		3. Library Locator			3. Library Locator
		4. OverDrive			4. OverDrive
		5. Artwork at the Library			5. Boopsie Popular Books
Nov	36,909	1. Catalog	May		
		2. My Account			
		3. OverDrive			
		4. Library Locator			
		5. Artwork at the Library			
Dec	38,644	1. Catalog	Jun		
		2. My Account			
		3. OverDrive			
		4. Library Locator			
		5. Book/DVD lists			
			Total	384,792	

Friends of the Novi Library
Meeting Minutes of April 13, 2016

I. Call to Order—Sue Johnson, President
Present: Pat Brunett, Barb Brunett, Julie Abrams, Evelyn Young, Carol Bauer, Evelyn Cadicamo, Carol Hoffman, Marilyn Amberger, Carol Neumann, Sue Johnson
Guests: Library Liaison Marcia Dominick, Kathy Mutch

II. Minutes of January 13, 2016—Barb Brunett
Motion to accept—Julie Abrams, second—Carol Neumann. Passed 10-0.

III. Treasurer's Report—Carol Bauer
Carol thanked the members of the board for their support during her recent recovery.

- Sue reviewed the cash flows for February and March, 2016.
- Current account summary:

Checking Account	\$14,094.65
Savings Account	10,613.67
CD Account	<u>10,041.39</u>
Total	\$34,749.71
Startup Fund	<u>100.00</u>
	\$34,849.71

Motion to approve the Treasurer's Report: Marilyn Amberger; second—Julie Abrams. Passed 10-0.

IV. Reports

- Library Board—Marcia Dominick was welcomed as the new library liaison following the retirement of Margie Kopp-Opperer.
- Kaleidoscope—Kathy Mutch
Kathy provided the Board with a copy of the Kaleidoscope programs for the 2016-17 year. Speakers are generally paid \$100 for their presentations; this year, Jack Lessenberry (\$220) and Anna Clark (\$500) are exceptions.
- Book Nook—Carol Hoffman
Book Nook sellers had a meeting to discuss issues regarding the running of the Book Nook. Locks on the glass shelves are being replaced.
- Membership—Sue Johnson
Sue provided the Board with membership data charts. There has been a slight decline in memberships over the past four years. Currently, there are 216 memberships (some represent multiple members) for a total of \$5,775 in dues. Of these, 65.7% are \$10 or \$15 memberships, 26.4% are \$30 and \$50 memberships and 7.9% are \$100 or \$150 memberships.
The Library Director's Wish List for 2016-17: No priorities. The ~~Library~~ ^{FRIENDS} Board would like a \$25,000 budget limit.
Sue has begun working with the new historian to continue to organize Friends "history" into binders.
The Friends are committed to support "Spring Into Novi" Day which will be on May 14 for 10 am-1 pm.

V. Announcements

- Pat Brunett: Vocalist Sheila Landis will present a 1¼ hour jazz program in the library on Thursday, April 21 at 7:00 pm. Questions will be allowed the last ¼ hour.
- Mary Storch may need to change the format of her Thursday Morning Music programs. Pat will work with her to generate some ideas.

VI. Adjournment: 9:00pm Motion: Pat Brunett, second—Evelyn Cadicamo. Passed—10-0.

Submitted by:
Barbara Brunett, Secretary



NOVI HISTORICAL COMMISSION
Wednesday, March 23, 2016 7pm
Novi Library History Room

Call to Order 7:00pm

Attendance: Commission members: Kathy Crawford, Tammy-Lee Knop, Roger Crownover, Rachel Manela, John MacInnis, Betty Lang (Library Liason),
Guests: Sue Griffor, Jim and Laura Paulk, Cullen Kullick, Kathy Mutch

Approval of Agenda: APPROVED

Approval of Minutes-March 7, 2016: Motion by Tammy-Lee Knopp, 2nd by Roger Crownover

Library Liaison Report - Betty Lang

Upcoming Library/Friends Programs

- “Heritage Trail Route US 12” Thursday April 20th at 7pm
- “If This Novi House could Talk” Thursday April 28th at 7pm
 - Jim and Laura Paulk
- “Floating Palaces of the Great Lakes” Tuesday May 17th at 7pm
 - Ships of the Great Lakes

Library Historian → Kathy Mutch

New display in Local History Room: William McDermaid

Kathy Mutch and Betty Lang will be working together to create the display

Article 2 of the City Ordinance: Discusses the Historical Commission

Document Day...Sunday, May 24 2-4 pm...talk it up

History Room Volunteers beginning 1st and 3rd Mon. 12-2pm

3/21 John (6-8pm)

April 4 (12-2) **Roger**

April 18 (6-8) **Kathy**

May 2nd (12-2) **Rachel Manela**

May 16 (6-8) **Roger**

Eagle Scout Presentation- Cullen Kulick Troop 407

Project: Knapp and Novi Cemetery Civil War Veterans

Cullen’s Report:

He cleaned up some foliage in both the Knapp and Novi Cemeteries

Proposal: A plaque in the Knapp Cemetery to honor Civil War Veterans:

J C Bruce, Dwayne Cook, H Parmenter, W.M. Draper

Cullen Kulick is proposing donating \$250-\$300 to help offset the cost of the plaque

Motion by Tammy-Lee Knopp to Approve Cullen Kulick's project to receive his Eagle Scout Commendation
2nd by Roger Crownover

*After the meeting Rachel Manela contacted Wendy Duvall and Tracie Ringle regarding approval of Cullen's project

*Database: Fold 3 can be used to research military records

Michigan in Perspective History Conference 3/11-3/12

Tammy-Lee Knopp discussed an interactive experience she watched with historic redactors related to the Lusitania with Michigan connections and is hoping to contact her about doing a presentation for us.

Discussion of Potential youth programs in connection with the schools

Helping students with a Michigan History Conference Project

Pros: engaging students, working in and connecting with the community on a deeper level,

Cons: Man power, time, resources, money, fees, developing a program, maintaining a program, mentoring ability/capacity

We are a year or 2 out from starting a program like this

Where to start? A small program/power point that goes into the schools (assembly style) to teach about Novi history. 20-30min. program

Plan for next school year

Could the Friends of the Library collaborate with us?

Native American Boarding Schools Program from the Conference could be a presentation in the future.

Military History potential future program or Display Case

Historical Commission Resource Management Plan comments

Comments were provided by the commission members and provided to

Rachel Manela will be typing up the changes and sending them to Betty for Parks and Rec.

Plans for Pavilion Shores Park Pavilion

Discussed photos to include and a brief blurb/history of the location

Commission members to meet April 6th at 1pm at the Local History Room to find photos and begin to lay them out and decide on a design.

David Barr Villa Barr Presentations by Kathy Mutch

Kathy Mutch apologized for missing previous meetings.

Kathy Mutch, on her own has sold 13 copies of *Villa Barr*

What are we looking for in a program?

1 hour to 1 1/2 hrs.

Presentation with Q & A section

Kathy Mutch's Proposal: We want to spark interest in David Barr that sparks interest so people will want to buy the book. She proposed talking about not just his sculpture work, but to talk about his writing as an artistic pursuit and how he wrote about art to help people see what he intended with his sculptures.

Kathy Crawford's hopes for the presentation: Who was David Barr, what was unique about him, the sculptures including building his home and furniture and the fact that it was in Novi. His local and Global impact.

Only book of David Barr's available to the public is Villa Barr

We all agreed to hear Kathy Mutch's presentation to the Commission at the May 25th meeting

The advertising of the book/flyers are poorly done and should be changed.

Plan to develop a more concrete plan for presentations before ordering another book

Historical Commission Programs

"If This Novi House could Talk" Thursday April 28th at 7pm

Jim and Laura Paulk

Kathy Mutch proposed we might want to co-sponsor a Friends of the Library program

Spring into Novi...

Saturday, May 14 10-1pm (Set up Friday by 6pm) Civic Center

hand outs will be on Betty's Desk for pick up on Friday

Rae is making a Poster for the Table

Rae can be at the booth in the morning

Tammy-Lee will be at the table

Volunteer Appreciation at Duel Thursday, April 14 at 5pm

Display Cabinet Downstairs Volunteer Sue Grifor, Cabinet MANAGER

Ideas for new displays

"Then and "Now" display from the Local History Room can be put in the cabinet downstairs

Borrowing a display from Northville Genealogical Society?

Website updates

Rae updated the Website, Facebook and Instagram for the Commission

New Business/Other Business

None

NEXT MEETING: Wednesday, April 27 7pm

Adjourn 8:57pm

Bits and Pieces

Vol. 7 Number 3

April 2016

TLN Delivery Fee Rate – 2017

It takes time for good news to reach everyone. For the third year in a row, the cost per TLN delivery stop will be reduced. As of October 1, 2016 participating libraries will pay **\$699** per stop. This assessment works out to the following rate:

2 stops per week	\$1,398
3 stops per week	\$2,097
4 stops per week	\$2,796
5 stops per week	\$3,495

May 17 – Salem-South Lyon District Library

Join us for the third TLN Membership meeting of FY 2016. OK, if you can't attend alive and in person, we're trying a new way to reach you and secure your attendance. YES, the TLN Membership meeting, hosted by the Salem-South Lyon District Library will be web cast on our Go to Meeting site. <https://global.gotomeeting.com/join/653707317>

What excuse do you have now for not joining your colleagues and participating in your cooperative membership meeting? The agenda remains the same – hope to see you live or via the webcast.

- 10:00 AM Steering Committee – Major review of two year professional development program and training services for part time staff
- 11:00 AM Membership Meeting
- 11:30 AM **Program – Are You Gambling With Your Future**
Simple Strategies to Build a Retirement Fund on a Limited Income
Mark J. Woolhiser – President and CEO MBC Investment Consulting

July 1, 2016 Value Added Report

Has your library increased the return on dollars allocated for TLN services – remained the same or decreased in value added? The answer will be provided as we distribute the third annual Dollar Value Report from TLN. 36 months is a significant statistical milestone for data reporting and analysis. We've documented value added for libraries who seldom utilize our services to ones who take advantage of the full range of services TLN offers. For many, it's a business decision. We hope to secure and maintain your choice to participate and utilize our vast menu of services, discounts, reciprocal borrowing and staff development. 200+ participants found value in the Black Belt Librarian workshop hosted by the Dearborn Public Library. The Wide Area Network discount rate has dramatically reduced access cost over the past three years. Even the collegiality of sharing common challenges during the Leader's Book Club provides a useful development platform.

Bits and Pieces

Vol. 7 Number 4

May 2016

<https://global.gotomeeting.com/join/653707317>

Join your colleagues, in person or via live webcast, at the May 17 TLN Membership Meeting. What is the forecast for Michigan library services in the next three years, how does TLN intend to address professional development issues for an increasing pool of part time staff and will Ebooks impact our culture of service – these are issues we need to and will address during the 11:00 am membership meeting. As important, we offer a special look at steps, near or long term, you can activate to secure your eventual retirement nest egg. Mark J. Woolhiser, President and CEO of MBC Investment Consulting will demonstrate how, if started now, a little bit of money put aside on a regular basis, can mushroom into a tidy investment pool to augment your financial needs in your retirement years. Mark’s presentation will commence at 11:30 am.

Michigan Activity Pass (MAP) Ready To Launch Year 9

What’s new for MAP in Year 9? PLENTY! The National Park Service becomes MAP’s newest partner. Passes for Michigan National Parks will be part of Year 9 new venues. Twelve new cultural attractions – can you name them – are also part of the ever expanding range of options to celebrate Michigan based recreational, cultural and museum venues now open for MAP use. The MAP electronic foot print has also been refreshed, updated and given a new access face. TLN MAP staff administrators, Jim Flury and Brigette Felix, have worked tirelessly to incorporate modifications in public access, visibility and regional identification to improve the overall MAP experience for our patrons.

Are You Missing Out?

Join your friends and colleagues in our once every other month Leaders Book Club. Moderated by Dr. Lee Meadows of Walsh College, we explore contemporary trends in management with a discussion of a title selected by the host site club participant. There is still time to join the final three discussions, which commence at 1:00 pm as follows:

May	25	Wixom	Shawn Anchor	The Happiness Advantage
July	27	Novi	L. David Marquet	Turn the Ship Around
Sept.	28	Romulus	Patrick Lencioni	The Five Dysfunctions of a Team

Decreasing Delivery Costs – Good Luck Plus Good Management

TLN reduces delivery fee three years in a row. Moving to Novi, contracting for bulk fuel prices and upgrading the quality of trucks are good decisions which reduced fee schedules. TLN also had the good fortune of reduced gas prices nationally and an increase in the level of state aid payments to libraries. At \$699 per stop, TLN delivery fees are low and include the option of two day per week scheduling.

You're invited to the City of Novi's first

BUSINESS BLENDER

Come mix it up & meet new business friends over breakfast



TUESDAY, MAY 24
NOVI PUBLIC LIBRARY
8-10 AM

It's a great opportunity for small to medium sized businesses to come and meet like-minded people while also learning valuable information about the services available to them in the area.

Come join us for a delicious, hot breakfast!

Novi's business team will be on hand to answer questions specific to the city, while showing off the various free marketing tools available to all businesses.

Registration Required
Event Registration:
<http://conta.cc/1qVZCEu>



The Novi Public Library is located at 45255 Ten Mile Road. For more information, please call 248.349.0720 ext. 7287



Library Board Calendar

2016

May 8	Mother's Day, Library Closed
May 18	Library Board Regular Meeting
May 29	Library Closed
May 30	Holiday – Memorial Day, Library Closed
June 1	Library Board—Goal Setting Session (5-8:30pm)
June 15	Library Board Regular Meeting
June 15	Library Director Annual Review
June 19	Father's Day, Library Closed
July 4	Holiday – Independence Day, Library Closed
July 20	Library Board Regular Meeting
August – October	Community Reads Program
August 17	Library Board Regular Meeting
August 19	Staff In-Service, Library Closed
September 3	Library Closed
September 4	Library Closed
September 5	Holiday – Labor Day, Library Closed
September 21	Library Board Regular Meeting
October 19	Library Board Regular Meeting
November 8	General Election Day
November	Annual Library Report – City Council Meeting, TBD
November	Community Read, Library, TBD
November 11	Holiday – Veteran's Day – Library Open
November 16	Library Board Regular Meeting
November 23	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 24	Holiday – Thanksgiving, Library Closed
December 21	Library Board Regular Meeting
December 21	Library Director – Mid-year Review
December 23	Library Closed
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 30	Library Closed
December 31	Holiday – New Year's Eve, Library Closed
January 1	Holiday—New Year's Day, Library Closed
January	Library Board, Budget Planning Session, TBD
January 26	Library Board Regular Meeting
February	Library Board, Budget Planning Session, TBD
February 23	Library Board Regular Meeting

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