

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Thursday, June 27, 2019
at 7:00 p.m.
City of Novi – Council Chambers
45175 W. Ten Mile Road, Novi, MI 48375

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

- 1. Call to Order by President, Melissa Agosta
- 2. Roll Call by Secretary, Kat Dooley
- 3. Pledge of Allegiance
- 4. Approval and Overview of Agenda 1-4
- 5. Consent Agenda
 - A. Approval of Regular Meeting Minutes5-13
 - B. Approval of Claims and Warrants 14-16
- 6. Correspondence
 - A. Comment Card: Anetra Faison re: Café.....17
 - B. Comment Card: Library Patron re: Library Cards.....17
 - C. Email to School Educators re: Last Day of School and Thank You.....18-19
- 7. Presentation/Special Guest
 - A. Recognition by State Representative Kathy Crawford (District 38) for QSAC Excellent Award and the opening of the iCube Makerspace
- 8. Public Comment
In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three minute time limit. This is not a question-answer session, therefore, Library Board members will not respond to questions. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees.

DISCLAIMER: Audiovisual presentations are welcome. To insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting
- 9. Student Representatives Report – May 2019 20-22
 - A. Teen Space Annual Report by Yolanda Hockaday-Dennis (Teen Monitor) 23-24
- 10. President's Report (Melissa Agosta)
 - A. 2018-2019 Library Goals25
 - B. 2018-2019 Goals Update (July, October, January, April)N/A
 - C. We have a Board Training with Library Managers scheduled for July 11, 2019 at 6:00pm-8:00pm
- 11. Treasurer's Report (Geoffrey Wood)
 - A. 2018-2019 Library Budget Fund 268..... 26-28
 - B. 2018-2019 Contributed Fund Budget 26929
 - C. Library Fund 268 Expenditure & Revenue Report (as of May 31, 2019) 30-33

D. Contributed Fund 269 Expenditure & Revenue Report (as of May 31, 2019)	34
E. Balance Sheets for Funds 268 and 269 (as of May 31, 2019)	35-36
12. Director's Report	37-59
A. Information Technology Report	60
B. Facilities Report	N/A
C. Information Services Report	61-63
D. Support Services Report	64
E. Library Usage Statistics	65-73
F. Friends of the Novi Library	N/A
G. Novi Historical Commission	74-75
13. Committee Reports	
A. Policy Committee: Review current public policies for the Library (Michener-Chair, Agosta)	
• Board approved revised policy manual on June 22, 2017; committee will begin review work in fall 2019.	
• No action at this time	
B. HR Committee: HR Policies, Director Review, Salary Study (Wood – Chair, Dooley, Staff Liaison – Marcia Dominick)	
• Staff satisfaction and strategic planning survey on hold until further notice.	
• No action at this time	
C. Finance Committee: Financial plan based on building assessment review, Library endowment investigation (Wood- Chair, Messerknecht, Lawler)	
• As of June 6 th : received a draft of a Resolution to Establish Endowment Program and need to meet with the committee to review	
D. Events/Marketing/Fundraising Committee: Outreach opportunities (Yu – Chair, Michener, Dooley)	
1. Library Board Member Bingo Idea (let's coordinate a meeting to discuss further?)	
• June 1 st : Salem-South Lyon Youth Area Unveiling – Agosta, Farkas	
• June 9 th : Summer Reading Kickoff Party – Yu, Agosta	
• June 20 th : State Fair Press Luncheon - Agosta	
• June 22 nd : iCube unveiling – Agosta, Messerknecht, Michener, Yu, Dooley, Wood	
E. Strategic Planning Committee: Annual review of current plan (Dooley- Chair, Yu). Review completed in November 2017.	
• May 23 rd : 3 Strategic Objectives were approved by Library Board. Information will be in the design phase following the start date of July 1 st for new Communications Coordinator. Hoping to provide the Board with a rough draft of Objectives and the tactics (goals) that would fit with each Objective so that the Board members can get a sense of the work to be done in 2019-2022.	
F. Building/Landscape Committee: Entrance project, LED conversion project, Building assessment (Messerknecht – Chair, Lawler, Yu, Wood)	
• <u>Novi Special Race Car</u> – City Council approved the budget and moving of the car from the Library. Director had a meeting with Rob Petty to discuss costs that were quoted for shelving to be moved, security gates to be moved and carpet	

to be replaced in order for the library to be fully-functional again as car is moved. No time frame for this project to begin as of yet, more data needs to be collected. As of June 23, 2019: no report.

- Library Café – As of June 23rd: Café owner has removed all equipment from the space. Payments for April and May for operations have not been received by Mr. Bernstein. Once the payments are received, Mr. Bernstein will receive his \$500 deposit. At this time the late payments violate the lease agreement.
- Grounds – As of June 23rd: Met with bioswale vendor Drew Lathin and City of Novi Landscape Architect, Rick Meader to discuss the condition of the bioswales as well as a puddling issue on the north end of the building.
- Lending Library Kiosk – There is a meeting scheduled for August 21st. The date for the unveiling has been moved up and will like occur the middle of May due to the City's calendar.
- LED Lighting – As of Tuesday, May 15th we have experienced a lighting issue with a large section of LED bulbs on our 2nd floor southwest corner. Calls have been put in to our lighting vendor and our lighting consultant to trouble shoot why such a large bank of lights have failed. Right now we are placing fluorescent bulbs back in the sections to provide some lighting for patrons until a solution can be found. We are not sure if this a faulty bulb or ballast inconsistency with the new bulbs. As of June 23rd: No issues with the lighting.

G. Bylaw Committee: Review of Library Board Bylaws

(Lawler- Chair, Agosta)

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

14. Public Comment

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

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15. Executive Session: Library Director Annual Review

16. Matters for Board Action

- A. Consideration of 3 additional days for library closings in 2020.....42-43
- B. P13: Unattended Children (2nd draft, Attorney reviewed) 46-47
- C. P11: Rules of Conduct (2nd draft, Attorney reviewed) 53-57
- D. B4: Meeting Room Rental and Use (1st draft, Attorney reviewed – still pending based on questions from staff members)N/A
- E. B8: Social Media (2nd draft, Attorney reviewed) 58-59

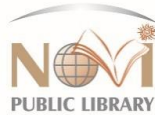
17. Adjourn

Supplemental Information:

- Library Calendar76

Future Events:

- June 27th: Library Board of Trustees Regular Meeting – 7:00pm, City of Novi
- July 4th: LIBRARY CLOSED
- July 10th: Friends of Novi Library Annual Meeting – 7:00pm, Novi Library
- July 11th: Library Board & Management Training – 6:00pm-8:00pm, Novi Library
- July 17th: Novi Historical Commission Regular Meeting – 7pm, Novi Library
- July 25th: Library Board of Trustees Regular Meeting – 7:00pm, City of Novi



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**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
May 23, 2019**

DRAFT

1. Call to Order

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

2. Roll Call by Secretary, Bill Lawler

Library Board

Melissa Agosta, President

Bill Lawler, Secretary

Kat Dooley, Board Member

Craig Messerknecht, Board Member

Tara Michener, Board Member

Geoffrey Wood, Board Member (absent and excused)

Torry Yu, Board Member

Student Representatives

Mahek Nasser, Student Representative (absent and excused)

Tarun Tangirala, Student Representative (absent and excused)

Library Staff

Julie Farkas, Director

Barbara Cook, Bookkeeper

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

A motion was made to move item **15. Executive Session** to **5.** on the Agenda.

1st—Craig Messerknecht

2nd—Torry Yu

The motion passed unanimously.

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

1st—Kat Dooley

2nd—Craig Messerknecht

The motion passed unanimously.

A motion was made to go into Executive Session: Attorney client privileged communication.

1st—Kat Dooley
2nd—Bill Lawler

The motion passed unanimously.

Roll Call was taken by Trustee Lawler to go into Closed Executive Session. All trustees were in favor of the closed Executive Session.

5. Executive Session: Attorney client privileged communication

Closed Executive Session began at 7:04pm and ended at 8:23pm.

6. Consent Agenda

A. Approval of Regular Meeting Minutes

A motion was made to approve the Regular Meeting Minutes from April 25, 2019.

1st – Craig Messerknecht
2nd – Bill Lawler

The motion passed unanimously.

B. Approval of Claims and Warrants

A motion was made to approve the Claims and Warrant 578.

1st – Craig Messerknecht
2nd – Bill Lawler

The motion passed unanimously.

7. Correspondence

A. Thank you email from Sundara Rajan re: chess tournament at library, April 22, 2019

B. Thank you card by Novi Incubator, April 30, 2019

C. Thank you card by staff at ECEC – NCSD, May 9, 2019

Early Literacy Librarian, Emily Brush, received a thank you card from the Early Childhood Education Center (ECEC) for her great work this year. Ms. Brush's work with the ECEC will start up again in the fall.

The Trustees discussed the Novi Incubator and the amazing talent at the Novi High School. Quest T-Shirts and On Purpose Socks were some of the creative concepts that were launched this year.

8. Presentation/Special Guest

A. None

9. Public Comment

There was no public comment.

10. Student Representatives Report

The Student Representative Report can be found on pages 18 and 19 of the May 23, 2019 Library Board packet.

A. Grant Award Letter from Michigan Humanities to Lindsay Gojcaj, Librarian

Information Services Librarian, Lindsay Gojcay, was awarded two grants from Michigan Humanities for programming this summer. The Trustees were very appreciative of Mrs. Gojcay's dedication in securing grant funds for Novi Library programs. The detail of the awards can be found on pages 20 and 21.

11. President's Report (Melissa Agosta)

A. 2018-2019 Library Goals

Goals can be found on page 22 of the May 23, 2019 Library Board packet.

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

N/A

C. Accept Nominations and Vote of Officers for 2019-2020

Offices: Vice President, Treasurer and Secretary

Nominations for officers are as follows:

- Vice President – Craig Messerknecht
- Treasurer – Geoffrey Wood
- Secretary – Kat Dooley

A motion was made to accept the nominations for 2019-2020 Officers for Vice President, Secretary and Treasurer.

1st—Bill Lawler

2nd—Torry Yu

The motion passed unanimously.

D. Appointment of Chair to the following committees:

Policy, HR, Finance, Events/Marketing/Fundraising, Strategic Planning, Building/Landscape and Bylaw.

President Agosta handed out a worksheet listing all the committees and chairs. A Trustee mentioned that the Treasurer has traditionally been Chair of the Finance committee because of the close alliance of some of the topics. However, it is not required that the Treasurer be the Chair of the Finance committee. President Agosta decided to take another look at the Chairs and confirm the Chair appointments for the next meeting.

Trustee Dooley offered to Chair more than one committee and would like to be added to the Events/Marketing/Fundraising committee.

12. Treasurer's Report (Melissa Agosta)

President Agosta provided a printed summary of the Treasurer's Report.

A. 2018-2019 Library Budget Fund 268

The 2018-2019 Library Fund 268 Budget can be found on pages 23-25 of the May 23, 2019 Library Board packet.

- The 2018-2019 Library Fund 268 budget calls for revenue of \$3,033,030.00 and expenditures of \$3,140,250.00 consuming \$107,220.00 of the fund balance.

B. 2018-2019 Contributed Fund Budget 269

The 2018-2019 Contributed Fund 269 Budget can be found on page 26 of the May 23, 2019 Library Board packet.

- The 2018-2019 Contributed Fund 269 budget calls for revenue of \$39,500.00 and expenditures of \$164,700.00 consuming \$125,200.00 of the fund balance.

C. Library Fund 268 Expenditure & Revenue Report

The Library Fund 268 Expenditure and Revenue Report can be found on pages 27-30 of the May 23, 2019 Board packet.

- Revenue ending April 30, 2019 was \$3,085,301.
- Expenditures ending April 30, 2019 was \$2,349,787.

D. Contributed Fund 269 Expenditure & Revenue Report

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 31 of the May 23, 2019 Library Board packet.

- Revenue ending April 30, 2019 was \$66,242.
- Expenditures ending April 30, 2019 was \$84,414.

E. Balance Sheets for Fund 268 and 269

The Balance Sheet for Funds 268 and 269 can be found on pages 32 and 33 of the May 23, 2019 Library Board packet.

- Ending Fund Balance for Fund 268 as of April 30, 2019 was \$2,638,438.05.
- Ending Fund Balance for Fund 269 as of April 30, 2019 was \$1,689,256.10.

During the discussion of the financials, Director Farkas mentioned that the second installment of State Aid was received and was higher than budgeted. Also, the Café deposit will be expedited fairly soon.

Director Farkas reviewed the updated version of the 269 revenue and expenditure totals as requested by the City. The requested revenue and expenditure changes are highlighted in yellow in the 2018-2019 column. The Trustees discussed the 269 4th quarter library revenue and expenditure changes that were presented.

A motion was made to approve the 269 2018-2019 Amendment 4th Quarter Budget.

1st—Kat Dooley

2nd—Craig Messerknecht

The motion passed unanimously.

13. Director's Report

The Director's Report can be found on pages 34-71 of the May 23, 2019 Library Board packet.

Staff members celebrating anniversaries in June are:

- Nancy Bohdan – Support Services Clerk – 23 years
- Catherine Huff - Support Services Clerk – 11 years
- Mary Grewell – Support Services Clerk – 11 years
- Lindsay Gojcaj – Librarian – 4 years
- Laura Bateman – Support Services Clerk – 4 years
- Eileen Massarello – Support Services Shelver – 2 years

- Josef Ploski – Facilities Assistant – 2 years
- Ruth Rice – Support Services Shelver- 1 year
- On pages 34-35 is the Strategic Planning Committee Report. Trustee Dooley will address this under item **14. Committee Reports.**
- On pages 36-71 are policies that will be addressed under item **16. Matter for Board Action.**

A. Information Technology Report

The Information Technology Report, provided by Barb Rutkowski, can be found on pages 72-73 of the May 23, 2019 Library Board packet. The Library App has been updated and users can now place holds and choose the Library where items can be picked up.

B. Facilities Report

The Facilities Report, created by Keith Perfect, can be found on page 73 of the May 23, 2019 Library Board packet. A majority of work is in the iCube Makerspace room and a new catch pad for the AST room book drop was created to protect the falling books from damage. LED updates can be read under item **14.F Building**

C. Information Services Report

The Information Service Report is found on pages 74-78, prepared by April Stevenson. Many great programs took place this month. Raising a Reader has 296 active participants logging 100 books or more, 1,148 logs received to date and 27,000 books read this month. On the top of page 76 is a photo of Mary Robinson who is the lead for the iCube. Ms. Robinson attended the Volunteer Fair on April 27, 2019 as the Library searches for attendees to be a part of the talent team. On page 77 are photos and details of the On the Road Trip to Blissfield, hosted by Programming Coordinator, Gail Anderson.

D. Support Service Report

The Support Services report is found on page 79, prepared by Maryann Zurmuehlen. The Read Boxes are out in the community. The locations are ITC, Rotary and Pavilion Shore Parks. Statistics will be provided on the Read Boxes next month.

E. Library Usage Statistics

The Library Usage Statistics report can be found on pages 80-88.

F. Friends of the Novi Library- April 10, 2019 minutes, May 8, 2019 agenda

The Friends of the Novi Public meeting minutes from April 10, 2019 can be found on pages 89-93. The May 8, 2019 Agenda can be found on page 94.

G. Novi Historical Commission- May 15, 2019 agenda

Included on page 95 is the Novi Historical Commission Agenda for the May 15, 2019 meeting.

14. Committee Reports

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

(Michener-Chair, Dooley)

- i. Board approved revised policy manual on June 22, 2017; committee will begin review work in fall 2019.

- ii. President Michener stated that the 1st draft of policies are available for review

under item **16. Matters for Board Action**

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

(Lawler – Chair, Yu, Staff Liaison – Marcia Dominick)

- Staff satisfaction and strategic planning survey on hold until further notice.

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

(Agosta – Chair, Messerknecht, Lawler)

- i. Craig Messerknecht and Director Farkas met with the library's attorney on Friday, November 30, 2018, to discuss the library's options for an endowment/foundation. The attorney is currently gathering information relevant to the start-up (policies, bylaws, costs, etc.).
- ii. As of January 14, 2019: Director contacted the library attorney for updates to the discussion on November 30, 2018. Attorney is still working on investigating start-up costs, policies, bylaw, etc. As of February 20, 2019: No update from Attorney; As of March 19, 2019: No update from Attorney; April 18, 2019: No update from the Attorney.
- iii. As of Monday, May 6, 2019: Spoke to attorney about the new draft for Friends MOU and endowment information. She was going to be getting back to Director Farkas with further information.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Michener – Chair, Agosta, Wood)

- 1. Library Board Member Bingo Idea
 - i. April 27th: Volunteer Fair– Yu, Messerknecht
 - ii. April 30th: Equity, Diversity & Inclusion webinar – Dooley (with Farkas and Dominick), Michener (remote)
 - Trustee Michener discussed the webinar and the importance in understanding the difference between diversity and equity. Trustee Dooley felt the webinar teachings could be incorporated in how we view our interactions with the public, our team and the Library staff.
 - iii. May 2nd: State of the City Address – Michener, Agosta, Lawler, Messerknecht, Dooley
 - iv. May 13th: Meet your Elected Officials – Messerknecht, Michener
 - Trustees Michener and Messerknecht discussed the Meet your Elected Officials event. They were pleased with the presenters and the questions from the participants.

Trustee Michener was pleased to announce that Summer Reading t-shirts have arrived. Trustees plan to wear their Summer Reading t-shirts at the next meeting.

E. Strategic Planning Committee: Annual review of current plan

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

- April 26th: Committee met to finalize the 2019-2020 Strategic Objectives based on data and public feedback sessions. The committee has a recommendation for the Library Board to consider.
 - Members of the Strategic Planning Committee are: Geoffrey Wood (Chair), Kat Dooley, Doreen Poupard, April Stevenson, Christina Salvatore and Director Farkas. Trustee Dooley presented the foundation for the objectives, in her report, which can be found at the bottom of page 34. Also, the 2019-2022 Strategic Objectives can be found on page 35 of the May 23, 2019 Board packet.
 - Trustees made numerous positive comments about the Strategic Objectives.

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

(Messerknecht – Chair, Lawler, Yu, Wood)

- Novi Special Race Car – City Council approved the budget and moving of the car from the Library. Director had a meeting with Rob Petty to discuss costs that were quoted for shelving to be moved, security gates to be moved and carpet to be replaced in order for the library to be fully-functional again as car is moved. No timeframe for this project to begin as of yet, more data needs to be collected. As of May 14, 2019: No report.
- Library Café – May 1st: committee met with attorney and Mr. Bernstein to discuss the close out plans for his current lease. Lease will expire on June 1, 2019. Mr. Bernstein plans to move most of his owned equipment out during the Memorial Day weekend. Mr. Bernstein was reminded that the library is not open on Sunday, May 26th and 27th. Library Administration has processed the deposit check that will be returned to Mr. Bernstein in the amount of \$500 as of June 1, 2019. A notice and thank you was placed in the library's May and June e-newsletter regarding the café lease coming to an end for Mr. and Mrs. Bernstein. May 15th: Trustee Wood joined a conference call with Julie Farkas, the library attorney, and possible new tenant to discuss agreement language. The agreement will not be ready for Board review for the May and possibly June meetings. Still questions need to be investigated. Director Farkas and Trustee Wood believe the café could be vacant through the summer based on the time still needed for negotiations. On the good side, this will give the library plenty of time to clean, fix and prep the café space for the possible new tenant. Planned timeframe for new café is fall 2019.
 - Director Farkas approved a statement presented by Mr. Bernstein notifying patrons of the café closing.
 - Director Farkas will be providing snacks for the teenagers visiting the Library for the last two weeks of school.
 - Teen Space participants will be provided pizza donated from a local business.
- Grounds- A 1-year contract (April 2019 – December 2019) for lawn services was signed with Brien's Lawn Care. Spring-cleaning has been completed,

weed killer and fertilizer has been applied. Mulch is expected to be installed before the Memorial Day holiday. The City of Novi installed some new bushes in the islands (at no cost to the library).

- iCube Makerspace-the date for the grand opening has been moved to Saturday, June 22nd at 10:30 am due to timing of receiving new technology in the building, installation of furniture, staff training, and policy/procedure development. We found we needed a few more weeks in order for the space to be optimal for public use. The Friends of the Library were given an overview of the space at their May 8th meeting by Mary Robinson and an additional \$2,500 was granted to the library by the Friends for more technology purchases. HUGE thank you to the Friends.
 - A Trustee asked if media presence would be at the event. Director Farkas will try hard to recruit the media, however, based on past experience it is not easy to do.
- Lending Library Kiosk- As of May 14th, Rob Petty, City of Novi reports: the Lakeshore Project will go to City Council for approval on May 20th. The tentative timeline is for shovels to go quickly into the ground in June 2019. In addition, substantial park completion is planned for December 2019. The recommendation is for the kiosk to be planned for installation in late spring 2020 with an opening planned around June 1, 2020 (10th birthday of Library). This allows for the final punch list and landscaping in the park to be completed and launches the start of summer programming in the park as well as summer reading 2020 for the library.
 - Update: Lakeshore Project was approved by City Council.
- LED Lighting- As of Tuesday, May 15th we have experienced a lighting issue with a large section of LED bulbs on our 2nd floor southwest corner. Calls have been put in to our lighting vendor and our lighting consultant to trouble shoot why such a large bank of lights have failed. Right now, we are placing fluorescent bulbs back in the sections to provide some lighting for patrons until a solution can be found. We are not sure if this is a faulty bulb or ballast inconsistency with the new bulbs.

G. Bylaw Committee: Review Library Board Bylaws

(Lawler – Chair, Agosta)

- i. Bylaw revisions were approved at the March 28, 2019 meeting.

15. Public Comment

There was no public comment.

16. Matters for Board Action

- A.** 2019-2022 Strategic Objectives (1st review submitted by Strategic Planning Committee)

A motion was made to approve the 2019-2022 Strategic Objectives

1st—Tara Michener

2nd—Bill Lawler

The motion passed unanimously.

- B.** Approve iCube Public Policy (2nd draft, Attorney reviewed)

A motion was made to approve the iCube Public Policy

1st—Craig Messerknecht

2nd—Kat Dooley

The motion passed unanimously.

- C. Approve Sick Leave Policy Revised (2nd draft has been reviewed by City HR Dept.)

A motion was made to approve the Sick Leave Policy Revised

1st—Kat Dooley

2nd—Torry Yu

The motion passed unanimously.

- D. P23: Customer Service Policy (1st draft)

A motion was made to approve the P23: Customer Service Policy

1st—Tara Michener

2nd—Bill Lawler

The motion passed unanimously.

- E. P13: Unattended Children (1st draft, Attorney reviewed)
F. P11: Rules of Conduct (1st draft, Attorney reviewed)
G. B4: Meeting Room Rental and Use (1st draft, Attorney reviewed)
H. B8: Social Media (1st draft, Attorney reviewed)
I. Approve 4th quarter library financials provided at the May 23, 2019 meeting
Approved under section **12. Treasurer's Report**

Items **16. Matters for Board Action E. – H.** President Agosta explained that the committee reviewed the policies found on pages 46-71. This review of policies stemmed from an incident that occurred in January. President Agosta would like the Trustees to carefully read over these policies and prepare to vote at the next meeting. Additionally, President Agosta and the Board requested Director Farkas to proceed as discussed in the closed session.

17. **Adjourn**

A motion was made to adjourn at 9:25 p.m.

1st—Tara Michener

2nd—Kat Dooley

The motion passed unanimously.

Bill Lawler, Secretary

Date

Warrant 579	268 Accounts	June 2019	
Payable to	Invoice #	Account number	Amount
Bernstein dba Read a Latte Café	Refund Deposit; Read A Latte Café	268-000.00-276.400	\$ 500.00
Global Office Solutions		268-000.00-727.000	\$ 322.73
Office Connection		268-000.00-727.000	\$ 1,279.60
Quill.com		268-000.00-727.000	\$ 1,081.30
USPS	Postage; Return an Intel Comp.	268-000.00-728.000	\$ 14.35
Adobe Creative Cloud)	Creative Cloud	268-000.00-734.000	\$ 254.27
VidCom Solutions Inc.	Software Main.; Monitor Cell Basic	268-000.00-734.000	\$ 164.85
Amazon		268-000.00-734.500	\$ 222.96
Global Office Solutions		268-000.00-740.000	\$ 53.84
Amazon.com		268-000.00-742.000	\$ 618.13
Brodart (05/2019)		268-000.00-742.000	\$ 12,103.75
Center Point Large Print		268-000.00-742.000	\$ 336.43
Gale Cengage		268-000.00-742.000	\$ 805.35
Tsai Fong Books (05/03/19)		268-000.00-742.000	\$ 649.80
WT. Cox (05/2019)		268-000.00-743.000	\$ 1,417.00
Midwest Tape		268-000.00-744.000	\$ 11,159.88
Amazon.com		268-000.00-745.200	\$ 294.18
Midwest Tape		268-000.00-745.200	\$ 2,750.96
Pronunciator		268-000.00-745.300	\$ 1,800.00
Vid Code (5/22/19)		268-000.00-745.300	\$ 2,900.00
Spectrum	Broadcast TV	268-000.00-801.925	\$ 46.13
Merchant Billing Statement		268-000.00-802.100	\$ 87.09
Providence Medical Occ.		268-000.00-804.000	\$ 294.00
Rosati, Schultz, Joppich	services through 04/30/19	268-000.00-806.000	\$ 784.00
Rubbish		268-000.00-808.100	\$ 104.92
Knight Technology Group (5/7/19)		268-000.00-816.000	\$ 675.00
H&K Janitorial Service, Inc.	Cleaning	268-000.00-817.000	\$ 4,060.67
AT&T	05/13/19 - 06/12/19	268-000.00-851.000	\$ 366.89
T Mobile		268-000.00-851.000	\$ 277.61
Telnet	04/15/19-05/14/19	268-000.00-851.000	\$ 414.95
Verizon		268-000.00-851.000	\$ 415.80
City of Novi - Fuel		268-000.00-861.000	\$ 28.98
Demco (05/22/19)	staff shirts SRP	268-000.00-880.000	\$ 109.22
Gordon Food Services (05/01/19)	Fox Run Expo; 5/2; snack expense;	268-000.00-880.000	\$ 29.57
Municipal Web Services (5/3/19)	April 2019	268-000.00-880.000	\$ 516.50
Sam's Club		268-000.00-880.000	\$ 176.75
Walmart (05/31/19)	Poster Frames Expense	268-000.00-880.000	\$ 44.49

Alberga, Kathleen	Hack a Toy Program reimburse	268-000.00-880.268	\$ 50.24
Amazon.com		268-000.00-880.268	\$ 25.80
Benito's (5/22/19)	Tween Pizza and Pages Book Club	268-000.00-880.268	\$ 33.75
Cakes N Shakes (05/03/19)	On the Road; Snack Expense;	268-000.00-880.268	\$ 201.97
Chamberlin Pony Rides	Universe of Summer Reading	268-000.00-880.268	\$ 550.00
Gordon Food Service (5/20/19)	Adult Sensory; Story-time	268-000.00-880.268	\$ 45.25
Hobby Lobby (05/28/2019)	Story-time Display	268-000.00-880.268	\$ 23.89
Meijer (5/11/19)	Snack Tales Program; Snacks	268-000.00-880.268	\$ 35.64
Mutch, Kathleen	Novi Writers	268-000.00-880.268	\$ 100.00
One World Market (05/09/19)	ICLR Conference	268-000.00-880.268	\$ 28.75
Oriental Trading (05/16/19)	Craft expense; Youth Program	268-000.00-880.268	\$ 18.59
Sam's Club (05/01/19)	On the Road; Snack Expense	268-000.00-880.268	\$ 126.76
Silberman, David (05/08/19)	Trivia Reimbursement	268-000.00-880.268	\$ 45.00
Walmart (05/24/19)	Snack Expense; Book Bites	268-000.00-880.268	\$ 6.32
Engage	March -June 2019	268-000.00-900.000	\$ 7,712.94
Millennium Business Systems		268-000.00-900.000	\$ 567.40
Novi Public Library	Reimbursement for Engage	268-000.00-900.000	\$ (199.54)
Consumers Energy (06/06/19)		268-000.00-921.000	\$ 797.22
DTE		268-000.00-922.000	\$ 8,224.81
Allied Eagle		268-000.00-934.000	\$ 837.09
Batteries + Bulbs		268-000.00-934.000	\$ 85.95
Dalton Commercial Cleaning		268-000.00-934.000	\$ 3,879.00
Lyon Mechanical		268-000.00-934.000	\$ 11,000.43
North Star Mat Service		268-000.00-934.000	\$ 149.98
Orkin		268-000.00-934.000	\$ 67.80
Sanitor		268-000.00-934.000	\$ 175.44
Sherwin- Williams		268-000.00-934.000	\$ 221.97
Signs By Tomorrow (5/3/19)		268-000.00-934.000	\$ 25.00
Brien's		268-000.00-941.000	\$ 4,345.00
C&J Parking Lot Sweep		268-000.00-941.000	\$ 195.00
Thelen Landscaping		268-000.00-941.000	\$ 796.00
Millennium Business Systems		268-000.00-942.000	\$ 716.20
Corrigan Record Storage	5/01/19-5/31/19	268-000.00-942.100	\$ 23.98
Alberga, Kathleen	conference; reimbursement	268-000.00-956.000	\$ 44.40
Robinson, Mary	Maker Conference; 5/2/19;	268-000.00-956.000	\$ 38.97
Petty Cash (Fines & Fees)		268-000.00-657.000	\$ 1.00
Petty Cash (Books - Battle)		268-000.00-742.000	\$ 48.00
Petty Cash (Programming)		268-000.00-880.268	\$ 63.88
TOTAL			\$ 88,271.83

Warrant 579	269 Accounts	June 2019	
Payable to	Invoice #	Account number	Account total
Tsai Fong Books (5/17/19)	Donation; purchases	269-000.00-742.230	\$ 444.98
Amazon.com	iCube; heat press machine;	269-000.00-742.233	\$ 133.99
Amazon.com	iCube; photo/document scanning; cutting machine	269-000.00-742.233	\$ 863.53
Amazon.com	iCube; iron; fume extractor	269-000.00-742.233	\$ 92.47
Full Spectrum Laser (4/30/19)	iCube; Laser cutter	269-000.00-742.233	\$ 9,675.00
Matter Hackers (05/07/19)	3D	269-000.00-742.233	\$ 2,424.03
TechSoup	Adobe Creative Cloud	269-000.00-742.233	\$ 5.00
Petty Cash (Enable)	Enable; storage bags	269-000.00-742.233	\$ 3.70
Amazon.com	iCube; Cutting Mat; various	269-000.00-976.046	\$ 324.53
TOTAL			\$ 13,967.23

NOVI PUBLIC LIBRARY

Your comments and suggestions are welcome

Date 5/15/2019 Time 5:00 am/pm

Name Nathan Faison

E-mail _____ Telephone _____

Address Frequent Patron

Comments
Smack shop customer service is horrendous AT BEST. The guy had a problem with customer's daughter and his response was he was behind the counter pronouncing us. The guy returned me along the bell but we embarrassed his appearance with me.

Response requested N/A

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

* Rolled his eyes, etc. *

5/17/19 JB

Response:

Library patron did not request a response back. As of June 1, 2019, the library café is closed. Lola and Gary Bernstein served library patrons for 9 years. The Library Board is currently looking for a new café vendor. The café will be closed the month of June for cleaning, repair and painting.

NOVI PUBLIC LIBRARY

Your comments and suggestions are welcome

Date 6/18/19 Time 5 am/pm

Name _____

E-mail _____ Telephone _____

Address _____

Comments
If someone wants a card + key, only use the keychain one, let them go green! why make more plastic! Mem needed especially in this day + waste

Response requested N/A

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

6/19/19 JB

Response:

Library patron did not request a response back. Information was shared with Support Services Dept. Head, Maryann Zurmuehlen, to investigate if a more "green" library card can be provided to library patrons. Do we need two pieces? Is there an alternative to plastic that is durable and long-lasting?

Email sent by Julie Farkas to Novi and Walled Lake Educators on Friday, June 14, 2019 (Last day of school)

Hello My Wonderful Educators!

At 6:30am this morning I was telling my 12 year old she could not wear her sisters muddy shoes to school, the 14 year old was complaining that her sister dumped clean clothes on her bed to look for a shirt, and the 16 year old I am praying pulls off a C in chemistry this morning! Who is ready for summer? This momma!!!

Where did the school year go?

Honestly, I thought it was the fastest year yet. As I take just a few minutes to reflect back, I am sorry to say some of us did not connect as often as we normally do! And...some of you I am thanking and saying good-bye to for the last time because you have the pleasure of taking that next step towards retirement or a new position. I wish you the very best!!

This year at NPL we focused on:
New strategic objectives

Unveiled some new renovations to our youth area for our littlest patrons (and if you haven't heard, the race car might be leaving and 200 more square feet will be developed)

Progressed with our e-Nable hands project with the high school students from Frog Force

We toured a ton of your students!

Celebrated with your Incubator initiative and bought some cool shirts and socks

We are looking into a partnership with your food service for the library cafe

Had our highest summer reading numbers to date (over 3,000) in August 2018 and blasted off to record numbers this spring with your teachers at our SRP assemblies

Miss Emily loved reading and connecting at the ECEC

Doc Matthews shared some wonderful books with parents as well as conversations

The Mental health outreach grew stronger

We had an author visit at Hickory Woods

We have been working on a new lending library kiosk that will vend materials and benefit our Walled Lake School families- opening June 2020 (located in Lakeshore Park)

Presentations were made at both school boards

We donated some cool, funky furniture to the Novi middle school

We will open our iCube maker space on Saturday, June 22nd at 10:30am, please stop by! Lots of cool DIY technologies to explore.

And...we earned the QSAC Excellent Award from the Library of Michigan for our services and practices. Your Novi Library is the only library in Michigan with this status.

This is just a few examples of success with YOU!!

So, if I didn't see you, it was because the staff and I were busy trying to make the BEST library for you, your families and our Novi community.

I hope you have a few minutes to yourself this summer and can sit back and read. If you need a place to hang out or you need a lunch buddy, don't hesitate to call! My cell is 248-331-7815 and I would love to catch up with you!

Happy summer and thank you for your amazing partnerships!!
Julie

May 2019 Student Representative Report

By: Mahek Nasser and Tarun Tangirala

Programs:

The Tween Pizza and Pages Book Club took place on May 22nd. Attendees read the book, *The Report Card*, by Andrew Clements. The purpose of this book club is to encourage tweens to read and also allow tweens to practice for the Battle of the Books program that the Library holds annually. (Attendance= 13)

Teen Space Update:

There were 265 attendees in Teen Space for the month of May. There was no Teen Space on May 27th because of Memorial Day.

Total breakdown of Teen Space numbers for the 2018-2019 school year:

September 2018 = 699

October 2018 = 1,156

November 2018 = 658

December 2018 = 405

January 2019 = 452

February 2019 = 417

March 2019 = 326

April 2019 = 240

May 2019 = 265

Total for 2018-2019 school year = 4,618

(**Lower numbers this year than last year may be attributed to many school day closers and needing to move Teen Space the Youth Activity Room a few more times than usual due to requests for large meeting room use)

Teen Advisory Board Update:

The ninth and final Teen Advisory Board (TAB) Meeting for the current 2018-2019 school year took place on May 17th. At the meeting, there were elections for the 2019-2020 TAB officers and new officers were selected. Summer Reading Program string backpacks were also provided as a thank you to members for winning the Teen Video Challenge the previous year and for their participation in TAB. See photo on next page. (Attendance= 15)

Upcoming Programs:

Teen Book Swap- July 10th

Dr. Nitro's Mad Science Show & Liquid Nitrogen Ice Cream Social- July 17th

Blast Off Into Space: Astronaut Training- July 24th

BeTWEEN the Pages: Tween Book Club- July 31st



TAB Members showing off their string backpacks for the Summer Reading Program's 2019 theme of "A Universe of Stories"

Please join me in welcoming our two Summer Teen Leaders to the Library! They will be working at the Summer Reading Program information table this summer. This leader program is sponsored by the Friends of the Novi Library. Each student receives a stipend at the end of the summer for the hours they complete for this summer volunteer experience.

Krithika



Nadia



Novi Public Library Teen Space End of the Year Report 2018-2019
Submitted by: Yolanda Hockaday-Dennise (Teen Monitor)

June 13, 2019

Teen Space student total for the year: 4,858

Formal Evictions: 3 (2 during the month of February)

Teen Space Events:

The Teen Events Board was used to promote programs/events for Teen Space as well as post information for other happenings NPL had to offer relevant to teens. As always, Partners were welcome and invited to attend all TS events.

Events Held:

October

- TS held a Halloween popcorn and movie day.

November

- VR day became a weekly scheduled event in TS which took place every Wednesday and Friday.
- Holiday card making was offered in TS.

December

- Ugly sweater poster making was available as well as other holiday crafts.
- TS held a Winter Party with holiday treats, crafts, and photo prop station.

January

- TS offered a hot cocoa bar during finals week.

February

- Candy was given for Valentine's Day.

March

- Mini cupcakes were given for St. Patrick's Day.
- TS held a viewing of the March Madness college basketball game (Michigan State.)

April

- TS held the Spring Fling event for students with food, crafts, and give-a-ways such as sunglasses, beach totes, and key chains. There was also a photo prop station available.

May

- TS held a Cinco de Mayo event with chips and salsa, mini Cokes, and candy.

June

- TS held a pizza party as an end of the school year event.

Presentations:

- Throughout the school year some students were given permission to do HOSA presentations in TS

November

- Mr. Omar from DMCU provided a presentation and offered a drawing where a \$50 gift card was awarded to the winner. He also gave out candy and other items such as tote bags, cell phone accessories, etc.

Miscellaneous:

- I implemented and created a new suggestion box and system.
- There was a new cart along with supplies purchased for TS.
- Lots of parents and visitors have continued to drop into TS to inquire and/or observe.
- I continued to bring in snacks to share from time to time.
- TS was moved to the Youth Activity Room quite a bite this year but, most students still found me back there.
- There was several snow days this school year. We had a rough winter.
- Students still used TS for project filming, DECA, and HOSA related business with permission from Admin.

Meetings attended:

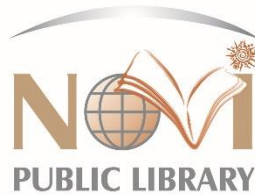
- Staff meetings
- Performance Review (goal setting, mid-year, & year-end)
- TS snack planning (re: closing of café.)
-

My recommendations for TS for the coming year:

- I felt that some of the suggestions given by students were really great ideas such as “yoga Fridays” and they really wanted the therapy dogs to come in again this year. For the coming school year I would love to have some of the suggested events that were made by students. I believe a staff member even suggested having someone come in to play soft music. “Music Mondays” sounds fabulous!
- We offer a suggestion box and now that students have become more active in making suggestions, I would love for the students to have some type of feedback. The system of follow-up has not been the best.

Other Comments:

- It has once again been a pleasure to work with April. I appreciate having her be available to me with TS events, questions/concerns, etc. She’s been a wonderful “sidekick” with events.
- I still have frequent visitors (students) in TS. Dr. Matthews also continues to drop in. Ms. Sanders and our NPL manager Maryanne are definitely great about introducing me to new staff and community members as well.
- I have enjoyed being included in receiving NPL gear and t-shirts!



Inform. Inspire. Include.

6 Strategic Objectives
2013-2018

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

Library Goals
2018-2019

1. Maintain excellent customer service in all facets of the library's operations, Board functions and community involvement.
Focus: Lending Library at Lakeshore Park, ILS Upgrade and proficiency of staff, Fillable Library Card On-line, New Café Lease & Services (June 2019)
2. Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
Focus: LED conversion project, Endowment, Building Assessment for Future Capital Expenditures in 269 (HVAC, Roofing, Carpeting, Elevators, AST, Parking Lot Replacement, LED Lighting Phase 3-5), Present a Balanced Budget for 19/20
3. Provide quality and diverse services, materials, programs and technology.
Focus: Fostering connections with our diverse community, Cultural Events, Let's Talk About It Series, Makerspace Renovation
4. Promote the Library in Novi's residential and business communities and provide outreach to non-library users.
Focus: 1,000 Books before Kindergarten, Library Board meetings (2 Options – Library and Offsite Location), Strategic Planning Outreach, Host Town Hall Engagements w/Elected Officials, Mental Health Awareness
5. Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.
Focus: Strategic Planning Project

Approved: June 28, 2018

FINANCIALS

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

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

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

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

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

269 - Library Contributed Funds - Revenues & Expenditures							
2019-2020 (as of 2/28/2019)							
		2017-2018 Amended	2017-2018 Audited	2018-2019 Amended	2018-2019 End of Year	2018-2019 Amendment 4Q	2019-2020 Approved
		5/24/2018	6/30/2018	12/19/2018	2/28/2019	5/23/2019	2/28/2019
Revenues							
Interest Income							
664.000	Interest on Investments	\$ 36,000.00	\$ 31,885.58	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
664.500	Unrealized gain (loss) on investment	6,000.00	(12,758.73)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
TOTAL		\$ 42,000.00	\$ 19,126.85	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
Donations							
665.046	Makerspace Renovation			2,000.00	2,000.00	2,000.00	2,000.00
665.230	Collections/Materials Revenue	\$ 1,000.00	\$ 619.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
665.229	Raising a Reader	1,000.00	-	5,500.00	5,500.00	5,500.00	5,500.00
665.231	Buildings/Ground/Furniture Revenue	6,000.00	6,564.79	1,000.00	1,000.00	1,000.00	1,000.00
665.232	Programming Revenue	17,000.00	18,391.18	5,500.00	5,500.00	12,163.50	5,500.00
665.233	Technology Library Revenue	5,500.00	3,320.00	1,500.00	1,500.00	1,500.00	1,500.00
665.234	Undesignated Misc. Donations	500.00	1,320.99	500.00	500.00	500.00	500.00
TOTAL		\$ 31,000.00	\$ 30,215.96	\$ 17,000.00	\$ 17,000.00	\$ 23,663.50	\$ 17,000.00
TOTAL Revenues		\$ 73,000.00	\$ 49,342.81	\$ 39,500.00	\$ 39,500.00	\$ 46,163.50	\$ 39,500.00
Expenditures							
Supplies							
742.229	Raising a Reader			4,000.00	4,000.00	4,000.00	4,000.00
742.230	Collections/Materials Expenditures	\$ 2,000.00	\$ 317.49	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
742.231	Buildings/Ground/Furniture Exp	500.00	304.00	-		4,859.00	15,000.00
742.232	Programming Expenditures	20,000.00	18,316.54	3,000.00	3,000.00	12,163.50	3,000.00
742.233	Technology Library Expenditures	7,000.00	5,888.30	33,500.00	24,000.00	24,000.00	5,000.00
742.234	Undesignated Misc. Expenditures	5,000.00	3,865.00	-		500.00	-
742.236	Staff Recognition	1,000.00	-	1,500.00	2,200.00	2,200.00	2,500.00
TOTAL		\$ 35,500.00	\$ 28,691.33	\$ 44,000.00	\$ 35,200.00	\$ 49,722.50	\$ 31,500.00
Capital Outlay							
976.044	Auto Lending Library	\$ 39,965.00	\$ -	\$ 67,000.00	\$ 34,750.00	\$ 34,750.00	\$ 34,750.00
976.045	LED Lighting Conversion project	92,500.00	11,169.60	15,000.00	20,000.00	20,000.00	2,000.00
976.046	Makerspace Renovation			38,700.00	29,000.00	29,000.00	7,000.00
983.000	Vehicle						-
TOTAL		\$ 132,465.00	\$ 11,169.60	\$ 120,700.00	\$ 83,750.00	\$ 83,750.00	\$ 43,750.00
TOTAL Expenditures		\$ 167,965.00	\$ 39,860.93	\$ 164,700.00	\$ 118,950.00	\$ 133,472.50	\$ 75,250.00
	Beginning Fund Balance Yr. End	\$ 1,609,812.62	\$ 1,697,946.40	\$ 1,707,428.28	\$ 1,707,428.28	\$ 1,707,428.28	\$ 1,608,778.28
	Revenues	73,000.00	49,342.81	39,500.00	39,500.00	46,163.50	39,500.00
	Expenditures	(167,965.00)	(39,860.93)	(164,700.00)	(118,950.00)	(133,472.50)	(75,250.00)
	NET Revenues vs. Expenditures	(94,965.00)	9,481.88	(125,200.00)	(98,650.00)	(87,309.00)	(35,750.00)
	Beginning Fund Balance						
	Ending Fund Balance Expected	\$1,514,847.62	\$1,707,428.28	\$1,582,228.28	\$1,608,778.28	\$1,620,119.28	\$1,573,028.28
Notes:	19/20 Phase 2 Makerspace: \$5,000 Technology and \$7,000 Makerspace Renovation; \$15,000 Furniture upgrades;						
	\$37,750 Lending Library final payment of machine; LED contingency \$2,000						

06/13/2019 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 05/31/2019										
% Fiscal Year Completed: 91.78										
		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	MAR 2019	APRIL 2019	MAY 2019	05/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00 - treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,621,897.57	2,729,513.00	2,724,020.00	(1,361.48)	0.00	0.00	2,722,657.94	1,362.06	99.95
268-000.00-403.001	Property Tax Revenue- County Chargebacks	3,337.31	2,000.00	2,031.00	291.60	48.83	(196.10)	2,402.71	(371.71)	118.30
268-000.00-403.002	Property Tax Rev - Tax Tribunal Accr	5,000.00	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(222.62)	(233.00)	(233.00)	0.00	0.00	0.00	(238.66)	5.66	102.43
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(1,445.84)	(3,000.00)	(3,000.00)	0.00	0.00	0.00	(1,726.23)	(1,273.77)	57.54
268-000.00-420.000	Property Tax Rev - C/Y Delequent PPT	(6,349.04)	(5,500.00)	(5,500.00)	(3,711.48)	0.00	0.00	(3,711.48)	(1,788.52)	67.48
Property tax revenue		2,622,217.38	2,721,780.00	2,716,318.00	(4,781.36)	48.83	(196.10)	2,719,384.28	(3,066.28)	100.11
State sources										
268-000.00-567.000	State aid	38,689.09	34,000.00	34,000.00	0.00	21,977.38	0.00	42,429.20	(8,429.20)	124.79
State sources		38,689.09	34,000.00	34,000.00	0.00	21,977.38	0.00	42,429.20	(8,429.20)	124.79
Fines and forfeitures										
268-000.00-657.000	Library book fines	55,449.41	62,000.00	64,000.00	5,031.47	5,017.51	5,111.22	64,425.27	(425.27)	100.66
268-000.00-658.000	State penal fines	112,141.45	100,000.00	115,795.00	0.00	0.00	0.00	115,794.64	0.36	100.00
Fines and forfeitures		167,590.86	162,000.00	179,795.00	5,031.47	5,017.51	5,111.22	180,219.91	(424.91)	100.24
Interest income										
268-000.00-664.000	Interest on investments	53,643.17	36,000.00	46,000.00	4,884.67	4,872.25	0.00	51,285.09	(5,285.09)	111.49
268-000.00-664.500	Unrealized gain (loss) on investments	(27,462.99)	0.00	(10,000.00)	8,191.63	526.11	0.00	28,851.26	(38,851.26)	(288.51)
Interest income		26,180.18	36,000.00	36,000.00	13,076.30	5,398.36	0.00	80,136.35	(44,136.35)	222.60
Other revenue										
268-000.00-665.000	Miscellaneous income	15,402.89	15,000.00	14,600.00	1,510.38	1,392.68	838.43	13,652.68	947.32	93.51
268-000.00-665.100	Copier	1,841.45	1,500.00	1,600.00	147.45	244.60	185.65	1,776.28	(176.28)	111.02
268-000.00-665.200	Electronic media (previously VHS)	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.300	Meeting room	50,239.43	45,000.00	40,000.00	2,843.63	3,474.11	2,283.39	35,372.06	4,627.94	88.43
268-000.00-665.404	Novi Township assessment	6,194.00	6,200.00	6,342.00	0.00	0.00	0.00	6,342.00	0.00	100.00
268-000.00-665.650	Library Cafe	5,613.63	5,000.00	4,200.00	356.54	297.39	0.00	3,299.86	900.14	78.57
Other revenue		79,291.40	72,750.00	66,742.00	4,858.00	5,408.78	3,307.47	60,442.88	6,299.12	90.56
Donations										
268-000.00-665.289	Adult programs	8,748.33	3,000.00	4,500.00	3,920.60	350.28	0.00	8,503.99	(4,093.99)	190.98
268-000.00-665.400	Gifts and donations	9,841.57	3,500.00	6,000.00	1,030.18	594.62	621.41	8,337.26	(2,337.26)	138.95
Donations		18,589.90	6,500.00	10,500.00	4,950.78	944.90	621.41	16,931.25	(6,431.25)	161.25

		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	MAR 2019	APRIL 2019	MAY 2019	05/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	799,649.63	877,000.00	886,000.00	104,090.43	69,393.63	68,589.61	793,323.46	92,676.54	89.54
268-000.00-704.200	Wages - Stipend	0.00	56,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.210	Vacation Payout	3,503.60	0.00	4,000.00	0.00	0.00	0.00	1,627.20	2,372.80	40.68
268-000.00-705.000	Temporary salaries	624,779.07	691,000.00	630,000.00	71,152.68	47,416.66	46,813.70	524,518.04	105,481.96	83.26
268-000.00-706.000	Overtime	0.00	0.00	2,500.00	36.41	0.00	145.62	2,878.57	(378.57)	115.14
268-000.00-715.000	Social security	107,133.60	110,000.00	115,000.00	13,161.23	8,707.48	8,621.33	98,813.67	16,186.33	85.92
268-000.00-716.000	Insurance	210,812.42	233,000.00	215,000.00	16,177.68	16,437.43	16,302.93	189,533.25	25,466.75	88.16
268-000.00-716.200	HSA - employer contribution	2,005.22	1,800.00	5,000.00	0.00	0.00	0.00	4,134.43	865.57	82.69
268-000.00-716.999	Insurance - Employee Reimbursement	(39,032.12)	(46,600.00)	(42,000.00)	(3,098.12)	(3,097.12)	(2,958.62)	(33,853.33)	(8,146.67)	80.60
268-000.00-718.000	Pension - DB Normal Cost	9,144.00	9,700.00	9,200.00	750.00	750.00	750.00	8,250.00	950.00	89.67
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	15,852.00	16,800.00	25,000.00	2,011.00	2,011.00	2,011.00	22,121.00	2,879.00	88.48
268-000.00-718.200	Pension - defined contribution	32,155.16	32,700.00	36,000.00	4,681.05	3,119.24	3,079.74	35,300.62	699.38	98.06
268-000.00-720.000	Workers compensation	2,162.63	3,000.00	3,400.00	409.95	273.79	269.87	3,193.82	206.18	93.94
Personnel services		1,768,165.21	1,984,400.00	1,889,100.00	209,372.31	145,012.11	143,625.18	1,649,840.73	239,259.27	87.33
Supplies										
268-000.00-727.000	Office supplies	17,845.54	20,000.00	20,000.00	1,004.89	835.90	2,683.63	13,552.24	6,447.76	67.76
268-000.00-728.000	Postage	487.85	300.00	550.00	20.24	0.00	14.35	546.13	3.87	99.30
268-000.00-734.000	Computer supplies, software & licensing	33,365.13	67,500.00	67,500.00	8,240.00	5,828.00	164.85	45,930.16	21,569.84	68.04
268-000.00-734.500	Computer supplies/equipment	59,182.71	58,000.00	58,400.00	3,044.74	113.55	2,521.18	39,608.58	18,791.42	67.82
268-000.00-740.000	Operating supplies	24,351.72	27,000.00	27,000.00	7.12	764.60	53.84	8,622.40	18,377.60	31.93
268-000.00-740.200	Supplies - Desk chairs and file cabinets	29.99	0.00	750.00	0.00	141.00	0.00	325.99	424.01	43.47
268-000.00-741.000	Supplies - Uniforms	195.09	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	182,730.95	180,000.00	180,000.00	15,294.35	14,016.11	12,848.01	141,082.17	38,917.83	78.38
268-000.00-742.010	Library Books - Lending	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-742.100	Library Books - Fines	1,048.36	1,200.00	700.00	59.00	0.00	0.00	309.92	390.08	44.27
268-000.00-743.000	Library periodicals	23,040.22	24,000.00	24,000.00	0.00	0.00	1,404.47	13,894.91	10,105.09	57.90
268-000.00-744.000	Audio visual materials	71,885.73	92,000.00	92,000.00	1,687.58	6,273.00	11,084.90	76,589.50	15,410.50	83.25
268-000.00-745.200	Electronic media	44,889.81	41,000.00	41,000.00	3,733.75	1,918.52	2,862.79	42,417.51	(1,417.51)	103.46
268-000.00-745.300	Electronic resources (CD rom materials)	65,869.80	67,000.00	67,000.00	5,324.17	733.16	2,900.00	48,967.16	18,032.84	73.09
Supplies		524,922.90	588,300.00	579,200.00	38,415.84	30,623.84	36,538.02	431,846.67	147,353.33	74.56

		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	MAR 2019	APRIL 2019	MAY 2019	05/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	419.68	500.00	500.00	37.07	46.13	46.13	426.29	73.71	85.26
268-000.00-802.000	Data processing	0.00	0.00	700.00	0.00	0.00	0.00	679.80	20.20	97.11
268-000.00-802.100	Bank Service Charges	2,456.91	2,500.00	3,000.00	730.82	287.71	0.00	3,077.33	(77.33)	102.58
268-000.00-803.000	Independent audit	700.00	700.00	700.00	0.00	0.00	0.00	700.00	0.00	100.00
268-000.00-804.000	Medical service	980.00	1,500.00	800.00	0.00	98.00	196.00	1,176.00	(376.00)	147.00
268-000.00-806.000	Legal fees	3,370.80	2,500.00	2,500.00	1,224.96	784.00	0.00	5,973.92	(3,473.92)	238.96
268-000.00-808.100	Rubbish Monthly	1,222.32	1,200.00	1,250.00	104.92	104.92	104.92	1,049.20	200.80	83.94
268-000.00-809.000	Memberships and dues	6,123.50	6,000.00	6,000.00	486.00	0.00	0.00	6,315.97	(315.97)	105.27
268-000.00-816.000	Professional services	5,050.00	7,500.00	7,500.00	900.00	0.00	675.00	6,077.50	1,422.50	81.03
268-000.00-817.000	Custodial services	47,406.68	48,000.00	48,300.00	4,060.67	4,060.67	0.00	40,606.70	7,693.30	84.07
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	0.00	0.00	0.00	3,495.00	0.00	100.00
268-000.00-851.000	Telephone	14,382.11	19,500.00	19,500.00	807.11	1,697.62	691.81	13,759.87	5,740.13	70.56
268-000.00-855.000	TLN Automation Services	68,013.29	60,000.00	70,000.00	2,116.50	14,963.30	0.00	54,177.50	15,822.50	77.40
268-000.00-861.000	Gasoline and oil	26.25	500.00	500.00	0.00	0.00	28.98	200.69	299.31	40.14
268-000.00-862.000	Mileage	464.22	200.00	400.00	0.00	0.00	0.00	321.41	78.59	80.35
268-000.00-880.000	Community promotion	25,562.34	23,000.00	23,000.00	2,684.26	454.68	832.04	15,112.21	7,887.79	65.71
268-000.00-880.268	Library programming	24,399.20	26,500.00	26,500.00	713.41	5,325.71	1,311.93	25,761.07	738.93	97.21
268-000.00-880.271	Adult programs	7,169.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	34,642.18	30,000.00	30,000.00	8,371.93	567.40	814.14	31,173.68	(1,173.68)	103.91
268-000.00-910.000	Property & liability insurance	13,230.00	14,000.00	12,412.00	0.00	0.00	0.00	12,412.00	0.00	100.00
268-000.00-921.000	Heat	7,000.11	12,000.00	12,000.00	2,338.45	1,648.32	963.10	9,544.58	2,455.42	79.54
268-000.00-922.000	Electricity	115,543.00	85,000.00	100,000.00	0.00	14,073.70	8,224.81	77,891.31	22,108.69	77.89
268-000.00-923.000	Water and sewer	7,174.80	7,500.00	7,500.00	1,796.25	0.00	0.00	5,395.90	2,104.10	71.95
268-000.00-934.000	Building maintenance	71,775.59	98,000.00	112,323.00	10,851.29	5,741.49	17,348.27	100,064.39	12,258.61	89.09
268-000.00-935.000	Vehicle maintenance	8.99	500.00	200.00	0.00	0.00	0.00	0.00	200.00	0.00
268-000.00-941.000	Grounds maintenance	45,453.20	37,000.00	35,000.00	500.00	195.00	4,641.00	28,964.43	6,035.57	82.76
268-000.00-942.000	Office equipment lease	7,988.55	14,000.00	10,000.00	716.40	716.20	716.40	8,333.04	1,666.96	83.33
268-000.00-942.100	Records storage	276.72	300.00	300.00	23.98	23.98	23.98	256.42	43.58	85.47
268-000.00-956.000	Conferences and workshops	20,051.51	13,000.00	13,000.00	526.99	786.27	135.69	10,534.05	2,465.95	81.03
Other services and charges										
		534,386.56	514,900.00	547,380.00	38,991.01	51,575.10	36,754.20	463,480.26	83,899.74	84.67

		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	MAR 2019	APRIL 2019	MAY 2019	05/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNM)	USED
Capital outlay										
268-000.00-986.000	Internal Technology - Capital Outlay	30,350.05	55,000.00	46,500.00	8,143.00	0.00	0.00	21,031.05	25,468.95	45.23
268-000.00-990.000	Furniture	30,173.00	15,000.00	14,300.00	0.00	0.00	0.00	14,049.00	251.00	98.24
Capital outlay		60,523.05	70,000.00	60,800.00	8,143.00	0.00	0.00	35,080.05	25,719.95	57.70
Net - Dept 000.00 - treasury		64,561.09	(124,570.00)	(33,125.00)	(271,786.97)	(188,415.29)	(208,073.40)	519,296.16	(552,421.16)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		2,952,558.81	3,033,030.00	3,043,355.00	23,135.19	38,795.76	8,844.00	3,099,543.87	(56,188.87)	(1,567.69)
TOTAL EXPENDITURES		2,887,997.72	3,157,600.00	3,076,480.00	294,922.16	227,211.05	216,917.40	2,580,247.71	496,232.29	(1,567.69)
NET OF REVENUES & EXPENDITURES		64,561.09	(124,570.00)	(33,125.00)	(271,786.97)	(188,415.29)	(208,073.40)	519,296.16	(552,421.16)	(1,567.69)

		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	MAR 2019	APRIL 2019	MAY 2019	05/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION 269										
Dept 000.00 - treasury										
Interest income										
269-000.00-664.000	Interest on investments	31,885.58	27,000.00	27,000.00	2,732.52	2,947.74	0.00	27,638.82	(638.82)	102.37
269-000.00-664.500	Unrealized gain (loss) on investments	(12,758.73)	(4,500.00)	(4,500.00)	4,582.47	318.30	0.00	14,132.94	(18,632.94)	(314.07)
Interest income										
		19,126.85	22,500.00	22,500.00	7,314.99	3,266.04	0.00	41,771.76	(19,271.76)	185.65
Donations										
269-000.00-665.046	Makerspace Renovation Revenue	0.00	0.00	2,000.00	78.45	2,000.00	0.00	3,794.30	(1,794.30)	189.72
269-000.00-665.229	Raising a Reader in Novi Sponsors	0.00	1,000.00	5,500.00	0.00	0.00	0.00	5,050.00	450.00	91.82
269-000.00-665.230	Collections/Materials Revenue	619.00	1,000.00	1,000.00	0.00	0.00	512.35	1,847.20	(847.20)	184.72
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	6,564.79	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.232	Programming Revenue	18,391.18	5,500.00	5,500.00	81.00	0.00	0.00	12,163.50	(6,663.50)	221.15
269-000.00-665.233	Technology Library Revenue	3,320.00	1,500.00	1,500.00	0.00	0.00	0.00	5,300.00	(3,800.00)	353.33
269-000.00-665.234	Undesignated Misc Donations	1,320.99	500.00	500.00	0.00	0.00	0.00	93.85	406.15	18.77
Donations										
		30,215.96	10,500.00	17,000.00	159.45	2,000.00	512.35	28,248.85	(11,248.85)	166.17
Supplies										
269-000.00-742.229	Raising a Reader Expense	0.00	0.00	4,000.00	0.00	0.00	0.00	3,923.81	76.19	98.10
269-000.00-742.230	Collections/Materials Expense	317.49	2,000.00	2,000.00	0.00	0.00	444.98	1,582.29	417.71	79.11
269-000.00-742.231	Buildings/Ground/ Furniture Expense	304.00	38,700.00	0.00	0.00	0.00	0.00	4,859.00	(4,859.00)	100.00
269-000.00-742.232	Programming Expense	18,316.54	3,000.00	3,000.00	5,251.66	70.01	0.00	10,753.58	(7,753.58)	358.45
269-000.00-742.233	Technology Library Expense	5,888.30	33,500.00	24,000.00	41.45	10,538.53	101.17	22,308.15	1,691.85	92.95
269-000.00-742.234	Undesignated Misc	3,865.00	0.00	0.00	0.00	0.00	0.00	245.75	(245.75)	100.00
269-000.00-742.236	Staff Recognition	0.00	1,500.00	2,200.00	0.00	0.00	0.00	1,695.10	504.90	77.05
Supplies										
		28,691.33	78,700.00	35,200.00	5,293.11	10,608.54	546.15	45,367.68	(10,167.68)	128.89
Capital outlay										
269-000.00-976.044	Auto Lending Library	0.00	0.00	34,750.00	0.00	0.00	0.00	32,750.00	2,000.00	94.24
269-000.00-976.045	LED Lighting Conversion Project	11,169.60	0.00	20,000.00	0.00	(717.30)	0.00	15,634.61	4,365.39	78.17
269-000.00-976.046	Makerspace Renovation	0.00	0.00	29,000.00	968.88	324.53	0.00	2,141.33	26,858.67	7.38
Capital outlay										
		11,169.60	0.00	83,750.00	968.88	(392.77)	0.00	50,525.94	33,224.06	60.33
Net - Dept 000.00 - treasury										
		9,481.88	(45,700.00)	(79,450.00)	1,212.45	(4,949.73)	(33.80)	(25,873.01)	(53,576.99)	
Fund 269 - LIBRARY CONTRIBUTION 269:										
TOTAL REVENUES		49,342.81	33,000.00	39,500.00	7,474.44	5,266.04	512.35	70,020.61	(30,520.61)	32.57
TOTAL EXPENDITURES		39,860.93	78,700.00	118,950.00	6,261.99	10,215.77	546.15	95,893.62	23,056.38	32.57
NET OF REVENUES & EXPENDITURES		9,481.88	(45,700.00)	(79,450.00)	1,212.45	(4,949.73)	(33.80)	(25,873.01)	(53,576.99)	32.57
TOTAL REVENUES - ALL FUNDS		3,001,901.62	3,066,030.00	3,082,855.00	30,609.63	44,061.80	9,356.35	3,169,564.48	(86,709.48)	
TOTAL EXPENDITURES - ALL FUNDS		2,927,858.65	3,236,300.00	3,195,430.00	301,184.15	237,426.82	217,463.55	2,676,453.34	451,928.67	
NET OF REVENUES & EXPENDITURES		74,042.97	(170,270.00)	(112,575.00)	(270,574.52)	(193,365.02)	(208,107.20)	493,423.15	(605,998.15)	

06/13/2019		BALANCE SHEET FOR CITY OF NOVI	
As of 05/31/2019			
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(197,732.77)	
268-000.00-017.000	Investments - Pooled	2,660,958.25	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-020.000	Current taxes receivable	22,936.90	
268-000.00-040.400	Prepaid expenditures	914.58	
	Total Assets	2,488,076.96	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	59,229.98	
268-000.00-259.702	Accrued liabilities-tax	5,000.00	
	Total Liabilities	64,229.98	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	1,904,550.82	
	Total Fund Balance	1,904,550.82	
	Beginning Fund Balance	1,904,550.82	
	Net of Revenues VS Expenditures	519,296.16	
	Ending Fund Balance	2,423,846.98	
	Total Liabilities And Fund Balance	2,488,076.96	

Fund 269 - LIBRARY CONTRIBUTION 269				
*** Assets ***				
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	24,994.50		
269-000.00-017.000	Investments - Pooled	1,670,394.01		
	Total Assets	1,695,388.51		
*** Liabilities ***				
269-000.00-202.000	Accounts payable	13,833.24		
	Total Liabilities	13,833.24		
*** Fund Balance ***				
269-000.00-390.000	Fund balance - Unrestricted	1,574,456.36		
269-000.00-390.230	Fund Balance Collections/Materials	36,331.37		
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	59,473.28		
269-000.00-390.232	Fund Balance Programming	27,986.52		
269-000.00-390.233	Fund Balance Technology Library	9,180.75		
	Total Fund Balance	1,707,428.28		
	Beginning Fund Balance	1,707,428.28		
	Net of Revenues VS Expenditures	(25,873.01)		
	Ending Fund Balance	1,681,555.27		
	Total Liabilities And Fund Balance	1,695,388.51		

Director's Report by Julie Farkas



**NOVI PUBLIC LIBRARY
EMPLOYEE ANNIVERSARY CELEBRATIONS**

MARCIA DOMINICK – Administrative Assistant	July 12	19 YEARS
KEITH PERFECT – Facilities Assistant	July 9	7
YEARSSCOTT RAKESTRAW – Systems Administrator	July 7	5 YEARS
LISA BRINKMAN – Support Services Shelver	July 19	3 YEARS
DONNA FILIPIAK – Support Services Clerk	July 27	3 YEARS
TRACEY PELLETIER – Support Services Clerk	July 13	2 YEARS
BARBARA COOK – Bookkeeper	July 16	1 YEAR
SARAH VANDER – Information Services Librarian	July 17	1 YEAR



Customer Service Award 2019

The award recognizes a staff person that has provided the most consistent and most positive customer service to our NPL patrons or staff over the past year 2018-2019. The person ALWAYS greets patrons and staff with a smile. The person goes ABOVE & BEYOND to assist a patron or fellow NPL employee. The person is calm in chaotic situations.

Winners Are: Joe Ploski (Facilities Assistant I), David Silberman (Librarian – Electronic Services), Dominic Doot (Technology Assistant), Barbara Cook (Bookkeeper), Jean Aldrich (Support Services Clerk), Emily Brush (Librarian - Early Literacy), Tia Marie Sanders (Building Monitor), Robin Dircks (Support Services Shelver)



Above and Beyond Award 2019

This award recognizes staff by their Department Heads who are seen going Above & Beyond in their attempts to reach their annual goals OR have made a significant impact on a library service, collection, program for NPL in 2018-2019 that truly meets our motto of Inform. Inspire. Include.

Winners Are: Shannon O'Leary (Librarian – International Languages), Mary Robinson (Librarian), Scott Rakestraw (IT - Systems Administrator), Lisa Rinkel (Support Services Shelver), Keith Perfect (Facilities Assistant II)

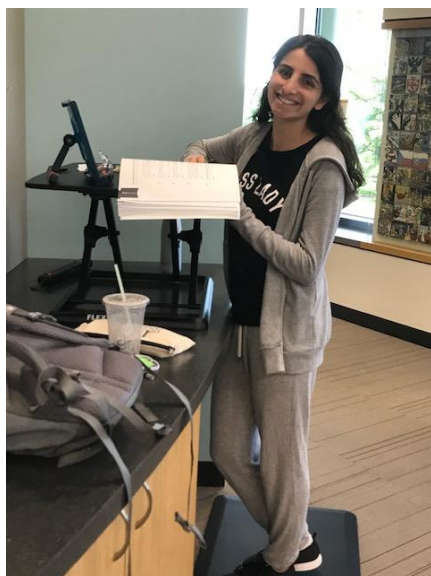
These staff members will be recognized at the July 25, 2019 meeting at 7:00pm and then taken to dinner on Thursday, August 15, 2019 at 5:00pm to celebrate their accomplishments with President Agosta and Director Julie Farkas. This dinner is sponsored by the Friends of the Novi Library.



iCube Launch: Saturday, June 22, 2019

The launch was a HUGE success and the iCube room is now officially open to our Novi residents. The team of Mary Robinson (Lead), April Stevenson, Katie Iverson and Barbara Rutkowski did a fabulous job executing all the moving and non-moving parts of this project. The team from the beginning brought forth excellent ideas and worked seamlessly and respectfully with each other. Also, thank you to Scott Rakestraw (IT) and Keith Perfect (Facilities) for their assistance with technology building, implementation and furniture installation. The idea of the iCube was born out of lively conversations with this talented team and made a reality thanks to the design efforts of Signarama of Novi. Now the fun really begins

as we will welcome a part-time Technology Supervisor to the space beginning in mid-July and begin to offer classes, drop-in hours and demos. More equipment is scheduled to be unveiled throughout the year. In addition, I want to thank the Friends of the Novi Library for their very generous monetary support of the space (over \$5,000 has been donated from the Friends), as well as a gift in honor of Larry Kilgore by Council Member Laura Marie Casey and the support of two scrapbook events that were held in 18/19. The staff is now looking for people from our Novi community to offer their talents and be a part of our Talent Team to teach, demo and share their DIY love. In addition to the launch, State Representative Kathy Crawford (34th District) acknowledged the library with a proclamation from the Governor for the library's QSAC achievement for Excellent status and a proclamation for the iCube space. Also, Mayor Bob Gatt introduced the library's two new adjustable, stand-up work stations that were unveiled for patrons who need to change their work environment if sitting for long periods of time while working at the library. The two new stations are located on the 2nd floor near the public photo copier. This new service came to library staff through a suggestion by Novi resident, Nicole Khamis who frequents the library to study. She has a history of back issues and needs to stand at times while working.



Nicole Khamis using the new stand-up work station on the 2nd floor at NPL.



Visit our new Library Makerspace!

Libraries are known places of learning, exploration, creativity, accessibility and sharing, as demonstrated in our motto of Inform. Inspire. Include = i³ or i-cubed. We are excited to see NPL's iCube makerspace be a physical extension of these traits. In this fun, new space, visitors are encouraged to play, explore and try a variety of equipment and resources.

Introducing... a new iCube makerspace book collection as well as drop-in workshop kits. Not sure what to do in the iCube? Pick up a **Creative Kit**. Each kit contains a self-guided make and take experience that appeals to beginners and experienced makers alike. New kits will be introduced periodically.



Also new... are subscriptions to **CreativeBug**, a go-to resource for high-quality, on-trend arts and crafts instructional videos, as well as **Vidcode**, a research-backed computer science curriculum and coding platform for tweens and teens.



The iCube allows for **13 people** to utilize the room at one time. First come, first served.

- **iCube Policy** and **Procedures** for using the space are available in the room.

The iCube Supervisor's hours:

Tuesdays, 6-8 pm

Thursdays, 10-1 pm

Saturdays, 10-12/2-5

Please contact us with questions and to schedule an appointment with iCube staff. icube@novilibrary.org

The equipment in the iCube fall into 3 usage categories:

Green = can be used without supervision for DIY projects

YELLOW = Please use during staffed hours assistance with set-up

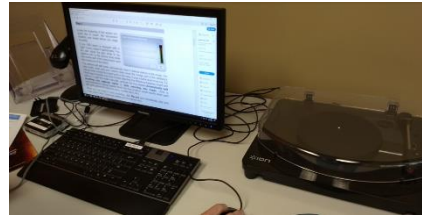
Red = requires an appointment with a staff member

GREEN = can be used without supervision for DIY projects

Video editing and VHS to Digital transfer



Vinyl/Cassette to digital transfer



Rapid VHS to digital transfer



Wacom MobileStudio Pro Graphic Tablet

with Corel Painter software



[Click here for more info on the MobileStudio Pro](#)

Adobe Creative Cloud

(Image coming)



Epson Fastfoto photo scanner - (Available in July)



Silhouette Cameo vinyl cutter

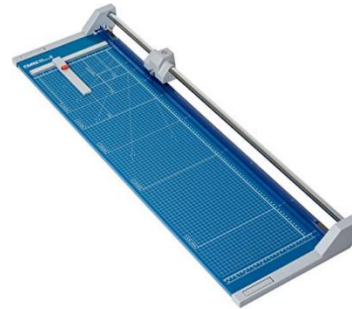
[Click here for more information on Silhouette!](#)

Button maker

-supply kits purchased at the 2nd floor Info desk
\$1.50 Kit for 3 buttons, \$3 for 6 buttons



Dahle 556 Professional 37in. paper cutter



YELLOW = Please use during iCube staffed hours for assistance with set-up.

Dremel rotary tool with workstation



Heat press



Cuttlelola Dotspen - An electric drawing pen that lets you create dot-based artwork.



RED = requires an appointment with a staff member.

3D Printers



Muse laser engraver



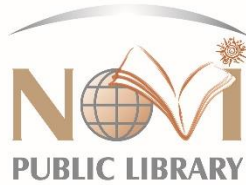
[Click here for information on the Muse laser engraver!](#)

LIBRARY CLOSINGS 2020

Below is the calendar for 2020 and will need to be approved by August 2019 for dates to be included in the new city calendar.

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

- July 4th is a Saturday, would the board consider closing on Sunday, July 5th?
- Christmas holidays December 24th and 25th are Thursday/Friday, would the board consider being closed on Saturday, December 26th and Sunday, December 27th?



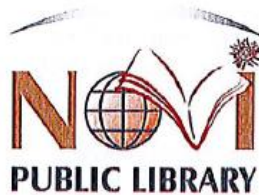
LIBRARY CLOSINGS 2020

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

LIBRARY BOARD MEETINGS

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

H – Paid Holiday



Policy Manual

PUBLIC

P13: Unattended Children

The purpose of this policy is to provide for the safety and well-being of children on the Library's premises. A "child" is any person under the age of 18.

- A. Children are the responsibility of parents or caregivers (ages 18 and older). Children must comply with the Library's Rules of Conduct Policy (P11) at all times.
- B. The Library will not function as a babysitting service or day care facility. Library staff will not be expected to monitor or supervise children.
- C. Parents, guardians or caregivers of children under the age of 7 years must be responsible for, maintain visual contact and in the presence of their child at all times including programming and trips to the restroom, except when the child is attending library programs that are specifically designated as allowing children to attend alone. However, the parent or caregiver must remain in the Library for the duration of the program.
- D. Parents or caregivers of children 7 – 11 years must remain on the library's premises but not necessarily in visual contact. Children 12 and older may be left on their own to attend library programs or use the Library unless Library staff determines the child needs supervision, assistance or the child has demonstrated that he/she cannot comply with the Library's Rules of Conduct Policy.
- E. Children of any age who, because of a disability or medical issue, require supervision or personal care shall be attended by a parent, guardian or responsible caregiver at all times.
- F. Staff will not be responsible if unattended children leave the Library premises alone or with other persons. Further, staff will not be responsible for children who may be asked to leave the Library if the child is in violation of a Library policy.
- G. Unattended children 12 and older cannot be left at the library for more than 2 hours.
- H. Children 12 years or older who are unattended at the Library must know their telephone number and other contact. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls

- I. Unattended youth must be picked up at least 10 minutes before closing time. If a child (under the age of 18) has not been picked up at closing time, staff will contact the Novi Police Department Non-Emergency number to request assistance.
- J. Disciplinary Process. The Library shall enforce violations of this Policy as follows:
 - 1. Incident Reports. Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
 - 2. Suspension of Privileges. The Library shall handle violations as follows:
 - a. Initial Violation: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
 - b. Subsequent Violations: The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of this Policy shall result in additional suspensions of increasing length.
 - 3. Reinstatement. The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated.
- K. Right of Appeal. Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within 10 business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

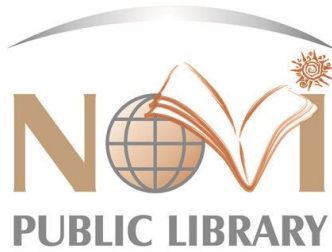
Approved: January 16, 2008; Amended: May 15, 2010; June 20, 2012; June 22, 2017

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees

Policy Manual - May, 2010; June, 2017



2nd Draft – Attorney reviewed

Policy Manual

PUBLIC

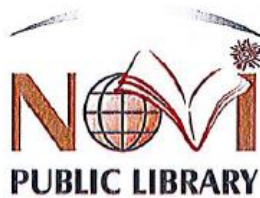
P13: Unattended Children

The purpose of this policy is to provide for the safety and well-being of children on the Library's premises. A "child" is any person under the age of 18. Children need to feel comfortable in the use of the library and the services and collections designed specifically for them. However, as in any public facility, the usual cautions and dangers exist. The purpose of this policy is to provide for the safety and well-being of children on Novi Public Library premises. If you see or experience something suspicious, please report it to library staff immediately.

- A. Children are the responsibility of parents or caregivers (ages 18 and older). Children must comply with the Library's Rules of Conduct Policy (P11) at all times.
- B. The Library will not function as a babysitting service or day care facility. Library staff will not be expected to monitor or supervise children.
- C. Parents, guardians or caregivers of children under the age of 7 years must be responsible for, maintain visual contact and in the presence of their child at all times including programming and trips to the restroom, except when the child is attending library programs that are specifically designated as allowing children to attend alone. However, the parent or caregiver must remain in the Library for the duration of the program.
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- E. Children of any age who, because of a disability or medical issue, require supervision or personal care shall be attended by a parent, guardian or responsible caregiver at all times.
- F. Staff will not be responsible if unattended children leave the Library premises alone or with other persons. Further, staff will not be responsible for children who may be asked to leave the Library if the child is in violation of a Library policy.
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Approved: January 16, 2008; Amended: May 15, 2010; June 20, 2012; June 22, 2017
Signed
President



Policy Manual

PUBLIC

P11: Rules of Conduct

The Novi Public Library is open for specific and designated civic, educational and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. The purpose of this policy is to protect the right of the public to orderly, peaceful, and productive access to Library facilities and services, to insure the safety of patrons and staff, and to protect library resources and facilities. The word "Library" relates to the Novi Public Library building and grounds, interior and exterior, unless otherwise specified in this Policy. For the purpose of this policy, "patron" means any person using the Library or on Library grounds, regardless of whether they possess a library card. All patrons are expected to follow these Rules of Conduct in order to provide a safe and pleasant environment for library patrons and staff. Failure to conform to the Rules of Conduct may result in a suspension of Library use for a specified period of time up to a permanent revocation of the right to enter and use the Library (MCL 397.206).

1. Patrons shall be engaged in activities associated with the use of the public Library while in the building or on library property. Patrons not reading, studying, attending a library program or using library materials or facilities as intended and for civic, educational and cultural uses may be required to leave the premises.
2. Patrons shall respect the rights of other patrons. Patrons may not stare, photograph, record, stalk, harass, threaten, or behave in a manner that can be reasonably expected to disturb Library staff or patrons while in the Library or on Library property or that interferes with any patron's use of the Library or the ability of the staff person to do his/her job.
3. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
4. Library staff members may ask a patron to provide identification, name, address, phone number, and name of parent or guardian at any time.
5. Patrons are expected to speak in a tone of voice appropriate for the area in which they are speaking. Producing or allowing any loud,

Policy Manual - May, 2010; June, 2017

unreasonable, or disturbing noises that interferes with a patron's use of the Library or which can be reasonably expected to disturb other persons, including those from electronic, entertainment, and communication devices is prohibited. The use of headphones to listen to audio equipment is required.

6. Engaging in any sexual contact, activities or conduct is prohibited.
7. Patrons cannot use, sell, distribute or be under the influence of alcohol or illegal drugs.
8. Patrons cannot engage or attempt to engage in illegal activities while at the Library or on Library premises. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation is prohibited.
9. Smoking of any kind, including e-cigarettes, is strictly prohibited inside the Library building, on the Patio, and anywhere on Library grounds that is within 100 feet of any exit/entrance to the Library building. (See Policy P12).
10. Quiet conversations utilizing phones or other electronic devices are permitted. (See Policy B5). Patrons are not permitted to use the Library's phone system. Staff may not make calls for patrons except in case of an accident, emergency or child needing to contact a parent/caregiver.
11. Patrons shall not block aisles with personal items or leave such items unattended on library premises at any time. Items may be removed from the Library premises if they reasonably appear to be abandoned or have been left unattended for 30 minutes or more. Personal items may not take up seating or space if needed for use by other patrons.
12. The Library is not responsible for lost or stolen items.
13. Patrons are not permitted in any areas designated as "staff only" without prior authorization.
14. In the interest of safety, patrons are asked to abide by one person per chair and one person per computer except in designated areas. Tables are designed to accommodate a limited number of people.
15. Parents or caregivers and children must comply with the Unattended Children Policy (See Policy P13).
16. The Youth area of the Library is intended for use by children and the parent, guardian or caregiver who accompanies them. Computers located in the Youth area are for children and adults who are accompanying a child. Adults who are not accompanied by a child may browse the collection but may not remain or be seated in the Youth area. In the interests of protecting children, any patron may be asked to leave the area if they are not using the Youth area for its intended purpose.
17. The Café seating area is reserved for Café customers.
18. Food and drink are allowed in designated areas of the Library. Patrons are expected to use care when eating or drinking. Closed containers for liquids are required. Visitors are expected to pick up after themselves and properly dispose of waste.
19. Patrons cannot bring pets or animals other than service animals or those required for library programming. Animals may not be left unattended on the Library grounds.

20. Bicycles cannot be brought into the building. They must be secured to the bike rack that is provided.
21. All doors, aisles and obstacles must remain obstacle free. Personal items, such as strollers or power cords, cannot obstruct an entrance, exit, or passageway or interfere with the normal operations of the Library.
22. Skate-boarding, rollerblading, roller-skating and the use of similar rolling footwear is not permitted.
23. Patrons shall wear shirts and shoes at all times. Bathing suits and similar attire is not permitted.
24. Patrons whose body odor, due to poor personal hygiene, overpowering perfume or cologne is offensive so as to constitute a nuisance to other patrons or staff may be required to leave the Library.
25. Weapons of any kind are prohibited on Library property unless the carrier is a law enforcement officer or has a valid permit to carry a concealed weapon.
26. Campaigning, petitioning, leafleting, survey-taking, soliciting or sales by the public is prohibited inside the Library and otherwise regulated by the Campaigning, Petitioning, Interviewing and Similar Activities Policy. (See Policy P21).
27. Sales, solicitations and/or solicitations of monetary donations or the selling of products or services are prohibited unless incidental to library programming and require advance approval by the Library Director.
28. With approval of the Library Director or a designated staff person, community nonprofit organizations may place containers in the Library or on Library property to collect approved non-monetary donations as space allows, in areas designated by the Library. The length of time for collecting donations may be limited by the Library.
29. Distributing or posting printed materials/literature on library property not in accordance with Library policy is prohibited (See Policy P7).
30. All photography and recording of library facilities and programs must be approved in advance by the Administration. Taking pictures of Library staff or patrons without their knowledge and consent is prohibited. This paragraph does not apply to photography or recordings made at meetings that are open to the public pursuant to the Open Meetings Act.
31. Patrons may be subject to photo or video surveillance.
32. Patrons shall not damage, mar, or deface library materials or damage Library furnishings, walls, equipment/devices, or other Library property.
33. Library materials are not allowed in the public restrooms.
34. Misuse of restrooms, including laundering, shaving, hair cutting or trimming, bathing and sexual activity is prohibited.
35. Climbing on tables, shelving or other library furnishings is prohibited.
36. Patrons must leave the building promptly upon closing. Children (under the age of 18) who are still at the Library at closing time will be turned over to the Novi Police Department as set forth in the Unattended Children Policy (See Policy P13).

37. Any patron whose privileges have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his/her designee, or the Library Board.
38. Lighters and other incendiary devices cannot be used inside the Library.
39. No person may use or set up a table, stand, sign or similar structure on Library property. This does not apply to Library-sponsored or co-sponsored events. Library materials may only be removed from Library property with authorization through established lending procedures.

Disciplinary Process for Library Facilities

As stated more fully below for violations of the Policy, the Library Director or the Director's designee may restrict access to the Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to the Library facilities for a set period of time, or by denying access to specific services and/or program pursuant to this Policy. If necessary, the local police may be called to intervene.

1. Incident Reports – Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
2. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy, (see Section 3 below), the Library shall handle violations as follows:
 - a. Initial Violation: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
 - b. Subsequent Violations: The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
3. Violations that Affect Safety and Security – Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
 - a. Initial Violation: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is

Policy Manual - May, 2010; June, 2017

completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.

- b. Subsequent Violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.
4. Reinstatement – The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated.

Right of Appeal

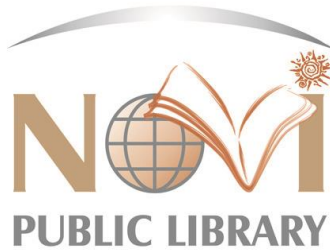
Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within 10 business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Adopted: June 17, 2009; Amended: May 15, 2010; August 15, 2012; July 17, 2013; June 22, 2017

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees



Policy Manual

PUBLIC

P11: Rules of Conduct

The Novi Public Library is open for specific and designated civic, educational and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. The purpose of this policy is to protect the right of the public to orderly, peaceful, and productive access to Library facilities and services, to insure the safety of patrons and staff, and to protect library resources and facilities. The word “Library” relates to the Novi Public Library building and grounds, interior and exterior, unless otherwise specified in this Policy. For the purpose of this policy, “patron” means any person using the Library or on Library grounds, regardless of whether they possess a library card. All patrons are expected to follow these Rules of Conduct in order to provide a safe and pleasant environment for library patrons and staff. Failure to conform to the Rules of Conduct may result in a suspension of Library use.

1. Patrons shall be engaged in activities associated with the use of the public Library while in the building or on library property. Patrons not reading, studying, attending a library program or using library materials or facilities as intended and for civic, educational and cultural uses may be required to leave the premises.
2. Patrons shall respect the rights of other patrons. Patrons may not stare, photograph, bully, record, stalk, harass, threaten, or behave in a manner (1) that can be reasonably expected to disturb Library staff or patrons while in the Library or on Library property; (2) that interferes with any patron’s use of the Library or the ability of the staff person to do his/her job; 3) would create or may result in a hostile work environment for Library staff; and/or (4) that violates Michigan law. For the purposes of this Policy,
 - a. Harassment is defined as: behavior that demeans, humiliates or embarrasses a person, and it is characteristically identified by its unlikelihood in terms of social and moral reasonableness. In the legal sense, these are behaviors that appear to be disturbing, upsetting or threatening. They evolve from discriminatory grounds, and have an effect of nullifying or impairing a person from benefiting their rights.
 - b. For the purposes of this Policy, Bullying is defined as: the use of force, threat, or coercion to abuse, intimidate or aggressively dominate others. The behavior is often repeated and

habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets. Rationalizations of such behavior sometimes include differences of social class, race, religion, gender, sexual orientation, appearance, behavior, body language, personality, reputation, lineage, strength, size, or ability. If bullying is done by a group, it is called mobbing.

3. Verbal or physical harassment of library staff will not be tolerated and will be reported to the police.
4. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
5. Library staff members may ask a patron to provide identification, name, address, phone number, and name of parent or guardian at any time.
6. Patrons are expected to speak in a tone of voice appropriate for the area in which they are speaking. Producing or allowing any loud, unreasonable, or disturbing noises that interferes with a patron's use of the Library or which can be reasonably expected to disturb other persons, including those from electronic, entertainment, and communication devices is prohibited. The use of headphones to listen to audio equipment is required.
7. Engaging in any sexual contact, activities or conduct is prohibited.
8. Patrons cannot use, sell, distribute or be under the influence of alcohol or illegal drugs.
9. Patrons cannot engage or attempt to engage in illegal activities while at the Library or on Library premises. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from the property without authorization through the approved lending procedures, vandalism or copyright infringement) is prohibited.
10. Smoking of any kind, including e-cigarettes, is strictly prohibited inside the Library building, on the Patio, and anywhere on Library grounds that is within 100 feet of any exit/entrance to the Library building. (See Policy P12).
11. Quiet conversations utilizing phones or other electronic devices are permitted. (See Policy B5). Patrons are not permitted to use the Library's phone system. Staff may not make calls for patrons except in case of an accident, emergency or child needing to contact a parent/caregiver.
 - a. In the event that a child or library staff notice suspicious activity involving a child, that child can also request to contact a parent/caregiver. Or if library staff deems appropriate, local authorities.
12. Patrons shall not block aisles with personal items or leave such items unattended on library premises at any time. Items may be removed from the Library premises if they reasonably appear to be abandoned or have been left unattended for 30 minutes or more. Personal items may not take up seating or space if needed for use by other patrons.
13. The Library is not responsible for lost or stolen items.
14. Patrons are not permitted in any areas designated as "staff only" without prior authorization.

15. In the interest of safety, patrons are asked to abide by one person per chair and one person per computer except in designated areas. Tables are designed to accommodate a limited number of people.
16. Parents or caregivers and children must comply with the Unattended Children Policy (See Policy P13).
17. The Youth area of the Library is intended for use by children and the parent, guardian or caregiver who accompanies them. Computers located in the Youth area are for children and adults who are accompanying a child. Adults who are not accompanied by a child may browse the collection but may not remain or be seated in the Youth area. In the interests of protecting children, any patron may be asked to leave the area if they are not using the Youth area for its intended purpose.
18. The Café seating area is reserved for Café customers.
19. Food and drink are allowed in designated areas of the Library. Patrons are expected to use care when eating or drinking. Closed containers for liquids are required. Visitors are expected to pick up after themselves and properly dispose of waste.
20. Patrons cannot bring pets or animals other than service animals or those required for library programming. Animals may not be left unattended on the Library grounds.
Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment is not allowed in the Library or on Library property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other power driven mobility devices are permitted by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements
21. All doors, aisles and obstacles must remain obstacle free. Personal items, such as strollers or power cords, cannot obstruct an entrance, exit, or passageway or interfere with the normal operations of the Library.
22. Patrons shall wear shirts and shoes at all times in the Library building. **Bathing suits are not permitted.**
23. Patrons whose body odor, due to poor personal hygiene, overpowering perfume or cologne is offensive so as to constitute a nuisance to other patrons or staff may be required to leave the Library.
24. Weapons of any kind are prohibited on Library property unless the carrier is a law enforcement officer or has a valid permit to carry a concealed weapon.
25. Campaigning, petitioning, leafleting, survey-taking, soliciting or sales by the public is prohibited inside the Library and otherwise regulated by the Campaigning, Petitioning, Interviewing and Similar Activities Policy. (See Policy P21).
26. Sales, solicitations and/or solicitations of monetary donations or the selling of products or services are prohibited unless incidental to library programming and require advance approval by the Library Director.
27. Distributing or posting printed materials/literature on library property not in accordance with Library policy is prohibited (See Policy P7).
28. All photography and recording of library facilities and programs must be approved in advance by the Administration. Taking pictures of Library staff or patrons without their knowledge and consent is prohibited. This paragraph does not apply to photography

or recordings made at meetings that are open to the public pursuant to the Open Meetings Act.

29. Patrons may be subject to photo or video surveillance.
30. Patrons shall not damage, mar, or deface library materials or damage Library furnishings, walls, equipment/devices, or other Library property.
31. Library materials are not allowed in the public restrooms.
32. Misuse of restrooms, including laundering, shaving, hair cutting or trimming, bathing and sexual activity is prohibited.
33. Climbing on tables, shelving or other library furnishings is prohibited.
34. Patrons must leave the building promptly upon closing. Children (under the age of 18) who are still at the Library at closing time will be turned over to the Novi Police Department as set forth in the Unattended Children Policy (See Policy P13).
35. Any patron whose privileges have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his/her designee, or the Library Board.
36. Lighters and other incendiary devices cannot be used inside the Library.
37. No person may use or set up a table, stand, sign or similar structure on Library property. This does not apply to Library-sponsored or co-sponsored events. Library materials may only be removed from Library property with authorization through established lending procedures.

Disciplinary Process for Library Facilities

As stated more fully below for violations of the Policy, the Library Director or the Director's designee may restrict access to the Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to the Library facilities for a set period of time, or by denying access to specific services and/or program pursuant to this Policy. If necessary, the local police may be called to intervene.

1. Incident Reports – Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
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 - a. Initial Violation: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
 - b. Subsequent Violations: The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

3. Violations that Affect Safety and Security – Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
 - a. Initial Violation: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of his nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.
 - b. Subsequent Violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.
4. Reinstatement – The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated.

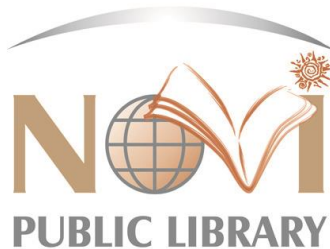
Right of Appeal

Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within 10 business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Adopted: June 17, 2009; Amended: May 15, 2010; August 15, 2012; July 17, 2013; June 22, 2017

Signed:

President



Policy Manual

BUILDING

B8: Social Media

Purpose

The Library is committed to using current forms of Social Media to be more accessible to library users and to promote library services and resources. This policy is intended as a supplement to existing library policies and as a guideline for best practices. The Library is not responsible for the reposting or accuracy of a reposting of content from any of the Library's Social Media by another content provider.

Definition of Social Media

Social Media is defined as a web application, website, or account that is created and/or maintained by the Library which creates an environment where library staff and users can share opinions and information on library related subjects, events, or issues. Social Media includes community created content sites like Blogs, YouTube, Wikis, Social Networks, Twitter, and other content sharing sites.

When you use Social Media your behavior and content is not only a reflection of you but also of (our) Library, **especially when using Library social media accounts**. This policy complements, rather than overrides, any existing requirements that you act responsibly, respectfully and honestly.

Social Media do's:

- Have a Voice - Talk the way you would talk to real people in professional situations. Avoid overly formal or "composed" language. Don't be afraid to bring in your own personality. Be courteous, helpful, calm, confident, and listen and ask questions.
- Be Precise - Make sure you are accurate and check your facts (as well as grammar) before you post.

- Engage - Don't be afraid to add content that engages the user instead of directly promoting library services. Add content because you have something interesting to say, not for the sake of regular posting.
- Be Visual – Be succinct and use images, audio, and video to engage the user.
- Market your Strengths – Provide some value. Don't talk down. Offer insight and create opportunities to become an expert.
- Be Prompt – If you need to moderate or respond to a comment do so as quickly as possible.

Social Media Don'ts

- Don't Overshare - Maintain privacy, confidentiality and obtain permission to use content created by other people. If you aren't sure you can disclose something, just don't do it.
- Don't Bad Mouth – Keep the language clean and avoid insulting people or companies.
- Don't Spam – Keep in mind that certain Social Media applications are better suited for frequent posts than others. For example posting four or five times on Twitter in a couple hour span is less likely to turn off your users than doing the same thing on Facebook. Think about how often you would like to see content from other businesses and institutions show up on your feeds as a guideline.

Moderation

Moderation is the act of reviewing and approving content from others. Our aim is to promote community conversation, so we will remove content that:

- is abusive
- is off-topic
- contains personal and/or cultural attacks or insults
- promotes hate of any kind
- is offensive in nature or contains offensive language
- is spam
- is potentially libelous
- contains plagiarized material
- contains commercial content

Approved: September 18, 2013; Amended June 22, 2017

Signed:

President

Information Technology Report by Barbara Rutkowski – May

General

- The Information Technology Staff closed 39 Help Desk tickets.
- The 3D Committee printed 10 objects for patrons and various pieces for the e-NABLE project.
- The failed audio-visual equipment in the Board Room has been replaced under warranty.
- IT staff worked with the electricians to make the necessary changes for the iCube makerspace scheduled to open on 06-22-2019.
- IT staff has also been setting up and testing new equipment for the iCube makerspace.

Upgrades

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

Training

- IT Staff held 26 patron sessions:
 - 3 VHS to MP4/DVD
 - 3 Vinyl/Cassette to MP3
 - 5 Roblox
 - 15 Tech Time – topics included:
 - iPad Messenger
 - Movie Maker
 - How to scan and edit photos
 - Digitize photos and uploading to Facebook
 - Convert music cassette to MP3
 - Transfer songs from CD to flash drive
 - Using the Creation Station
 - Using RBDigital
 - Using OverDrive/Libby
 - Basic computer instruction, web searches, email
- IT Staff held 15 staff sessions:
 - Vinyl/Cassette to MP3
 - Using the Creation Station
 - Using Google drives and cloud storage
 - Using remote desktop
 - Using the Meeting Room A/V equipment
 - Using the poster printer
 - General Windows10 tips
 - General laptop tips
 - General photo scanning tips
 - Using the Virtual Reality equipment

Facilities Report by Keith Perfect

No Report Provided

Information Services Department Report by April Stevenson - May

News and Notes

- The Information Services Department offered 113 programs.
- Kathleen coordinated visits from Freedom Works and Jewish Vocational Services.
- Shannon hosted the ICLR meeting here.
- The IS Department hosted an LIS Student for observation.
- David added Pronunciator a new language-learning database. This will co-exist with Mango for the next year.
- Emily debuted the Special Needs Collection/Braille Books: the goal of this collection is to support children and adults with special needs, as well as their families, caregivers, and teachers, by providing materials to assist in learning about and practicing social and life skills. Thank you Linda for assisting.
- Youth staff hosted all Village Oaks kindergarteners for a library visit, thank you, Linda, Lindsay, Kathleen, Emily and Katie.
- Rachel created a Dewey Decimal bookmark and a teen non-fiction book list.
- Lindsay applied and received three Michigan Humanities Touring Grants totaling \$332.00.
- Shannon created a brochure on citizenship resources. She also applied and received a free citizenship toolkit to share with patrons.
- Mary gave an iCube presentation to the Friends group. She also met with two potential volunteer experts to discuss upcoming programming.
- Kirsten created signage for the Sync Audio Book program for teens providing two free downloadable audiobooks over the summer.
- Lindsay accepted a volunteer position for YALSA's Train-the-Trainer Cohort.
- Kirsten created the summer reading display boards for the local elementary schools. Thank you to Sarah for assisting.
- Lindsay updated the Life Topics bookmark.
- April spoke about Summer Reading at the Coffee with the Superintendent program.

Conferences, Workshops & Webinars

- STEAMers Think Tank: A Maker Unconference - Mary
- Kent District Library's virtual event "Next Nexus: Equity, Diversity and Inclusion Summit" – Lindsay & Kirsten
- PBS Books Library Engagement Program – Jessie, Lindsay, Kathleen
- All Things YA - Lindsay

IS Staff Out & About

- Emily visited ECEC 83 times over the course of this school year! Thank you!
- Shannon attended the Hanami Festival at Tollgate Farm.
- TLN Adult Services Committee Workshop: Mad Skillz for Librarians - Jessie
- Emily visited Goddard School, Little Birds Montessori, Novi Northville Montessori, and KinderCare.
- Linda, Emily, David, Lindsay, Kathleen and April visited Village Oaks, Orchard Hills, Deerfield, Novi Woods, and Parkview for SRP promotion

Adult Programs & Displays

- The Extraordinary Genius of Michigan's David Barr – 50
- On the Road to Blissfield – 52
- Experience Culture Puerto Rico – 72

- Meet Your Elected Officials – 41
- American Red Cross Blood Drive – 27
- The Plant Based Diet - 103
- Our Feature Collection was Memorial Day
- Desk display featured Mother's Day
- Business Kiosk displayed books on workplace communication

Tween/Teen Programs & Displays

- Pizza and Pages - 13
- The Teen Stop Display was Mental Health Awareness month included book list and pertinent phone numbers

Youth Programs & Displays

- Hack A Toy – 16
- May the Fourth - 30
- Youth pop up displays on Ramadan, Star Wars
- Our Youth Feature Display was "The Library is the Place to BEE!" featuring youth fiction and non-fiction bug books.
- Our Youth DVD Display featured sports themed movies.



Raising a Reader 1,000 Books Before Kindergarten Stats

of active participants logging 100 books or more: 302

of logs received to date: 1,181

of books read this month: 33,000

100 Books – 302	600 Books – 82
200 Books – 190	700 Books – 72
300 Books – 153	800 Books – 66
400 Books – 114	900 Books – 56
500 Book – 99	1000 Books – 47



Support Services Department Report by Maryann –May

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.
- Completed a MCLS webinar on BIBRAME on May 2nd.
- Attended a TLN CIRC meeting on May 9th.
- Attended a TLN SASUG meeting on May 23rd.
- Performance Reviews are underway for all staff in the department.

Circulation & Shelves

- A Vinyl to Digital Station information session was held for SS Staff on May 16th.
- The Food for Fines Event from April 7-13 was very successful, with 293 pounds of food (equaling 243 meals) donated to benefit Gleaners. Thank you to all who participated!
- Jessica Howard's first day as our new 16-hour Shelves was May 15th. Please say "hi" and welcome her to NPL when you see her!
- Read Boxes were installed and filled in Rotary, ITC, and Pavilion Shore Parks on May 1st. The books have been flying out of the boxes, and patrons are making great use of this service.
- It was recently brought to TLN's attention that a bug from the 4/12/19 CARL X Update is causing a few patrons to experience issues logging into their My Account. They try to log in with their correct library card number and PIN, but they receive the message that they have "incorrect credentials." Patrons are asked to go to the Circulation Desk to have this bug fixed on their account.

Tech Services

- Working on the following projects: cleanup of CARL migration catalog errors, processing of materials for the iCube collection, and genre label changes.
- Final end of the fiscal year tasks are being completed in preparation for our rollover to the new fiscal year.

Statistics (May 2019)

- **Library Cards Issued: 270**
- **Items Checked Out: 64,049**
- **Items Interloaned for NPL Patrons: 4,884 (123 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,619 (89 through MeLCat)**
- **Items Added to the Collection: 2,009**
- **Items Discarded from the Collection: 1,007**
- **Novi School's Card Registration: 6**
- **MAP Checkouts: 1**
- **Read Boxes:**
 - **5 Weekly Deliveries**
 - **69 Adult Items Circulated**
 - **332 Youth Items Circulated**
- **Outreach:**
 - **11 Facilities Visits / 80 Items Checked Out**
 - **6 Book Discussions / 105 Items Provided**

Support Services Statistics 2018-2019													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	494	445	419	354	252	227	325	323	462	328	270		3,899
Items checked out	81,644	78,014	67,084	68,276	63,684	64,719	69,122	70,134	85,148	71,453	64,049		783,327
Items borrowed	5,122	4,980	4,428	5,057	4,436	4,086	5,461	5,501	5,395	5,194	4,884		54,544
Items loaned	3,609	3,678	3,327	3,633	3,588	2,995	4,104	3,721	4,083	3,668	3,619		40,025
Read Boxes	249	254	176	0	0	0	0	0	0	0	401		1,080
MAP Checkouts	18	21	2	5	4	3	2	4	5	6	1		71
Novi School's Card Registration	15	37	24	13	9	12	9	21	12	20	6		178

	May 2019	May 2018		May 2019	May 2018
Library cards issued	270	223			
Total checkouts	64,049	43,785	READ Boxes	Adult 69	43
				Youth <u>332</u>	<u>170</u>
Items borrowed	TLN 4,761	3,744		Total 401	213
	MeL <u>123</u>	<u>0</u>			
	4,884	3,744			
Items loaned	TLN 3,530	3,868			
	MeL <u>89</u>	<u>0</u>			
	3,619	3,868			

Self-Check Totals 2018-19 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	81,644	45.86%	37,445	8,383	6,719	4,503	8,011	9,829	0
August	78,014	47.08%	36,729	8,906	6,189	3,926	7,422	10,286	0
September	67,084	44.66%	29,957	6,755	5,482	3,426	6,007	8,287	0
October	68,276	44.42%	30,327	6,835	5,566	2,991	6,456	8,479	0
November	63,684	44.29%	28,205	6,631	4,705	2,587	5,078	8,559	645
December	64,719	41.86%	27,091	6,673	4,377	2,134	5,192	8,058	657
January	69,122	45.01%	31,113	7,241	5,116	3,090	6,080	9,032	554
February	70,134	43.63%	30,602	7,211	5,322	3,113	5,887	7,744	1,325
March	85,148	41.85%	35,637	7,662	6,141	3,878	7,164	9,038	1,754
April	71,453	43.88%	31,355	6,846	4,687	2,904	6,418	8,734	1,766
May	64,049	43.41%	27,805	6,441	4,482	2,464	5,342	7,257	1,819
June			0						
FYTD	783,327	40.23%	346,266	79,584	58,786	35,016	69,057	95,303	8,520

Library Usage									
2017-2018 Fiscal Year					2018-2019 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	44,976	4,770	49,746	1,658	July	49,562	4,656	54,218	1,807
August	46,477	4,533	51,010	1,700	August	36,668	4,163	40,831	1,317
September	49,912	3,984	53,896	1,996	September*	39,587	3,619	43,206	1,600
October	43,260	3,410	46,670	1,556	October	39,602	3,400	43,002	1,387
November	42,448	3,221	45,669	1,575	November	35,017	3,177	38,194	1,364
December	32,007	3,374	35,381	1,264	December	27,557	3,022	30,579	1,092
January	27,295	3,735	31,030	1,034	January	30,059	3,237	33,296	1,110
February	29,847	3,261	33,108	1,182	February	30,380	3,228	33,611	1,200
March	28,003	3,936	31,939	1,030	March	34,270	3,804	38,074	1,228
April	30,261	3,949	34,210	1,180	April	32,766	3,519	36,285	1,251
May	32,678	3,901	36,579	1,306	May	30,631	3,424	34,055	1,261
June	35,988	3,552	39,540	1,363	June				
FYTD Total	443,152	45,626	488,778	1,401	FYTD Total	386,102	39,249	425,351	1,329

* Counter was unavailable 9-28 and 9-29

Computer Logins											
2017-2018 Fiscal Year						2018-2019 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	3,422	65,015	18	68,455	2,282	July	3,256	70,042	1	73,299	2,443
August	3,503	61,578	7	65,088	2,170	August	2,869	55,316	3	58,188	1,877
September	3,160	49,691	12	52,863	1,958	September	2,552	59,641	2	62,195	2,304
October	3,580	53,678	5	57,263	1,847	October	3,242	83,123	1	86,366	2,786
November	3,204	50,678	7	53,889	1,858	November	2,511	73,548	0	76,059	2,716
December	2,489	51,767	3	54,259	1,938	December	1,977	62,202	0	64,179	2,292
January	3,184	42,798	3	45,985	1,533	January	2,426	59,867	0	62,293	2,076
February	2,797	45,364	3	48,164	1,720	February	2,387	62,768	0	65,155	2,327
March	3,300	48,465	0	51,765	1,670	March	2,706	71,829	2	74,537	2,404
April	3,039	49,597	9	52,645	1,815	April	2,492	68,634	1	71,127	2,453
May	2,868	50,861	5	53,734	1,919	May	2,480	62,519	1	65,000	2,407
June	2,893	50,016	1	52,910	1,824	June				0	0
FYTD Total	37,439	619,508	73	657,020	1,883	FYTD Total	28,898	729,489	11	758,398	2,370

Early Literacy Workstation Usage							
2017-2018 Fiscal Year				2018-2019 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,067	21,897	20	July	1,092	22,924	20
August	987	20,913	21	August	946	19,856	20
September	761	14,602	19	September	870	17,049	19
October	771	14,056	18	October	848	16,301	19
November	804	16,212	20	November	765	16,183	21
December	557	10,871	19	December	654	12,676	19
January	789	16,180	20	January	771	15,823	20
February	765	16,128	21	February	696	14,967	21
March	952	19,737	20	March	817	17,047	20
April	840	17,957	21	April	841	17,047	21
May	720	14,788	20	May	688	12,618	18
June	989	21,361	21	June			
FYTD Total	10,002	204,702	20	FYTD Total	8,988	181,732	20

Technology Training Sessions 2018-19 Fiscal Year

	eReader/RB Digital	VHS to MP4	Inkscape	Vinyl/Cassette to MP3	GIMP Photo Editing	Virtual Reality	3D Printing	Tech Time	Impromptu Tech Time	Staff Training	Total Classes	Total Patrons
July	1	2		2	1	1		5	3		15	
<i>Patrons</i>	0	2		2	1	18		5	3			31
August	1	2		2	1	1		5	7	13	32	
<i>Patrons</i>	1	2		2	1	11		5	7	13		42
September		2		2	2			5	3	3	17	
<i>Patrons</i>		2		2	2			5	3	3		17
October		2	1	2	2	1		4	6	7	25	
<i>Patrons</i>		2	5	2	2	60		4	6	10		91
November		2		2	2	1		3	13	8	31	
<i>Patrons</i>		2		2	2	4		3	16	12		41
December		2		2	2			5	1	9	21	
<i>Patrons</i>		2		2	2			5	1	10		22
January		3		4				3	14	16	40	
<i>Patrons</i>		3		4				3	14	16		40
February		4		3				4	11	15	37	
<i>Patrons</i>		4		3				4	11	18		40
March		4		4				7	1	20	36	
<i>Patrons</i>		4		4				7	1	20		36
April		3		4				4	9	13	33	
<i>Patrons</i>		3		4				4	9	15		35
May		3		3			2	4	5	15	32	
<i>Patrons</i>		3		3			5	3	12	15		41
June											0	
<i>Patrons</i>												0
Sessions	2	29	1	30	10	4	2	49	73	119	319	
<i>Patrons</i>	1	29	5	30	10	93	5	48	83	132		436

2018-2019 Fiscal Year							
	Hoopla		RB Digital		Lynda.com		
	Check-outs	New Users	Novi Checkouts	Consortium Checkouts	Active Users	Logins	Total Video Views
July	637	248	596	15,133	54	221	795
August	641	250	630	17,993	62	86	510
September	623	231	591	16,779	71	15	121
October	556	213	1,035	23,626	86	60	485
November	543	215	1,912	42,683	99	140	948
December	618	204	1,355	30,080	111	245	949
January	777	260	1,494	36,834	131	173	670
February	572	230	1,574	35,222	147	194	1,281
March	735	241	1,537	37,914	155	311	1,472
April	720	245	1,488	36,275	157	178	839
May	788	259	1,522	37,602	173	221	952
June							
FYTD Total	7,296	2,596	13,734	330,141	1,250	1,844	9,022

2018-2019 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	3,169	1,668	4,837	80
August	3,283	1,555	4,838	61
September	2,972	1,566	4,538	87
October	2,967	1,386	4,353	55
November	2,863	1,409	4,272	47
December	2,930	1,459	4,389	71
January	3,249	1,560	4,809	95
February	3,068	1,349	4,417	55
March	3,302	1,462	4,764	73
April	4,491	1,318	5,809	43
May	3,113	1,569	4,682	65
June				
FYTD Total	35,407	16,301	51,708	732

Meeting Room Rentals					
2017-2018 Fiscal Year			2018-2019 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	48	1,080	July	49	1,235
August	53	881	August	56	1,367
September	34	755	September	76	1,696
October	60	1,296	October	74	1,372
November	42	931	November	64	1,709
December	32	636	December	59	1,347
January	50	1,033	January	45	1,071
February	48	1,041	February	71	1,669
March	73	1,566	March	70	1,325
April	37	778	April	63	1,683
May	38	1,089	May	62	1,227
June	55	1,320	June		
FYTD	570	12,406	FYTD	689	15,701

Library App - 2018-2019 Fiscal Year							
	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages	
July	32,473	1.	Catalog	January	48,988	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	RB Digital			5.	Boopsie Popular Books
August	25,309	1.	Catalog	February	43,150	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	RB Digital			4.	Library Locator
		5.	Library Locator			5.	Boopsie Popular Books
September	39,816	1.	Catalog	March	45,941	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	Zinio			5.	Zinio
October	39,472	1.	Catalog	April	39,831	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	Library Locator
		4.	Library Locator			4.	OverDrive
		5.	Events			5.	Zinio
November	40,869	1.	Catalog	May	41,156	1.	Catalog
		2.	My Account			2.	My Account
		3.	Library Locator			3.	OverDrive
		4.	OverDrive			4.	Library Locator
		5.	Zinio			5.	Boopsie Popular Books
December	37,115	1.	Catalog	June			
		2.	My Account				
		3.	Library Locator				
		4.	OverDrive				
		5.	Popular Books				
				Total	434,120		



NOVI HISTORICAL COMMISSION

Wednesday, June 19, 2019 7pm

Novi Library History Room

Call to Order

Introductions of guests

Approval of Agenda

Approval of Minutes- May 2019

Treasurer's report –Kim

Communications:

Library Liaison Report

Betty Lang

NOTE: History Room hours :

June 17, 6-8 Kelly

July and August History Room by appointment only

Recap- Document Day

Barb Rutkowski....Novi Library IT...discussion

Discussion item

Walled Lake Amusement South Lyon Historical Commission 6/18

Historical sights Brochure

Dhara/Tom

Spring Palozza Recap

Kim/Dhara

Cornelius Austin Marker/walk-through

Wreaths across Novi

Kelly

Veterans Memorial

David Barr presentation at Fox Run Thursday, 8/8

Kathy

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

BACK BURNER PROJECTS

Narratives and PP for Walled Lake Amusement and David Barr

Novi Rd. Cemetery Sign- Removal and update

HISTORICAL COMMISSION PROGRAMS -2019/2020

Guernsey,(Greg or Marty MaGuire) Thursday,

Sept. 19

Northville Psychiatric Hospital (Joel Oldenburg),

Oct. 24

The 19th Century evolution of Football Jim Craft

Jan. 23

Guardians of Detroit: Architecture of the Motor City

February 27

Women of the 1913 Copper Miners Strike

March 26

The Yankee Air Museum Barry Levine

April 23

History of the Detroit Coney Island

May 28

Old Business:

Storage Unit move to Corrigan

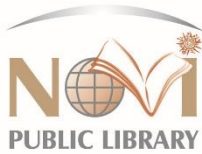
DISPLAY CABINET DOWNSTAIRS Volunteer Sue Grifor, Cabinet MANAGER
Ideas for new displays

NEW BUSINESS/Other Business

WEBSITE UPDATES : Facebook link/Instagram

NOTE: Next MEETING: Wednesday, July 17-7pm

Adjourn



Library Board Calendar

2019

June 27	Library Board Regular Meeting
July 4	Holiday – Independence Day, Library Closed
July 25	Library Board Regular Meeting
August 15	Community Reads Launches
August 16	Staff In-Service, Library Closed
August 17	Summer Reading Ends
August 22	Library Board Regular Meeting
August 31	Library Closed
September 1	Library Closed
September 2	Holiday – Labor Day, Library Closed
September 26	Library Board Regular Meeting
October 18	Friends of Library Booked for the Evening, Library Closes at 5 p.m.
October 24	Library Board Regular Meeting
November 21	Library Board Regular Meeting
November 27	Holiday – Thanksgiving Eve, Library closes at 5 p.m.
November 28	Holiday – Thanksgiving, Library Closed
November 29	Library Closed
December 19	Library Board Regular Meeting
December 24	Holiday- Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year’s Eve, Library Closed

2020

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

- 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.