

**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Wednesday, March 23, 2017  
at 7:00 p.m.  
City of Novi, Council Chambers  
45175 W. Ten Mile Road, Novi, MI 48375

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

- 1. Call to Order by President, Craig Messerknecht
- 2. Roll Call by Secretary, Ramesh Verma
- 3. Pledge of Allegiance
- 4. Approval and Overview of Agenda
- 5. Consent Agenda
  - A. Approval of Claims and Warrants L549 .....4-5
  - B. Approval of Regular Meeting Minutes – February 23, 2017 .....6-11
- 6. Correspondence
  - A. N/A
- 7. Presentation/Special Guest
  - A. Staff Introduction: Jessica Schenk – Full-time Information Services Librarian  
(This was a position filled due to a resignation)
- 8. Public Comment
 

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

DISCLAIMER: Audiovisual presentations are welcome. To insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting
- 9. Student Representatives Report ..... 12-15
- 10. President's Report (Craig Messerknecht)
  - A. Goals Update (Updates: April, July, October, January) .....N/A
  - B. Library Board Goal Setting Session: Saturday, May 6<sup>th</sup> 10am – 12pm, Novi Library Board Room
- 11. Treasurer's Report (Melissa Agosta)
  - A. Library Budget Fund 268 – 2016-2017 Approved ..... 16-18
  - B. Contributed Fund Budget 269 ..... 19
  - C. Library Fund 268 Expenditure & Revenue Report (February 28, 2017) ..... 20-23
  - D. Contributed Fund 269 Expenditure & Revenue Report (February 28, 2017) ..... 24
  - E. Balance Sheets for Funds 268 and 269 ..... 25-26

12. Director's Report.....	27-29
A. Information Technology Report .....	29-30
B. Facilities Report .....	31-32
C. Information Services Report.....	32-34
D. Support Services Report .....	34-35
E. Library Usage Statistics .....	36-38
F. Friends of the Novi Library .....	N/A
G. Novi Historical Commission – January 25, 2017 minutes .....	39-41

13. Committee Reports

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

(Michener–Chair, Poupard)

- Library Staff is currently reviewing current policies. Meetings Held: 9/29, 11/3, 1/19, 3/8.
- Tentative Meeting Date for April 20<sup>th</sup> with Board Policy Committee to begin review

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

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

- Decision made at February 4<sup>th</sup> Library Board budget session to continue work on the salary structure that relates to the changes with minimum wage and other salary categories effective January 1, 2018.
- March 16, 2017: No further action at this time

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

(Agosta- Chair, Messerknecht, Lawler)

- Tentative mtg. scheduled for end of March with a firm (at no cost) to discuss Endowment/Trust options

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

(Michener – Chair, Agosta, Wood)

- Board Trustees attended the State of the City Address on Thursday, March 9, 2017

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

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

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

(Messerknecht – Chair, Lawler, Verma, Wood)

- Meeting held on Tuesday, March 14, 2017 with a lighting design firm recommended by the City of Novi to help provide the scope/specifications for the LED Lighting project that will lead to RFP. The person I met with was Robert White from Illuminart. Rob will be getting me a preliminary cost estimate for the work that will be provided leading up to RFP, RFP specifications and review of bids for the project. At this time, the Library Board approved \$2,000 for design and bid specs. I do not know what the cost of this prep work will be. Rob is planning to have a cost to me by Monday, March 20<sup>th</sup> at which time I will bring to the Library Board.

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

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

#### 14. Public Comment

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

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#### 15. Matters for Board Action

A. N/A

#### 16. Adjourn

#### Supplemental Information:

- TLN Bits & Pieces by Jim Pletz (February 2017).....42
- Students for Success flyer featuring Nell Duke Author Event.....43
- Novi News – Local libraries pitch in for young Detroit readers (March 14, 2017.....44-45
- Library Calendar.....46

#### Future Events:

- Friends of the Novi Library regular meeting – Wednesday, April 12<sup>th</sup> at 7:00pm – Novi Library
- April 15<sup>th</sup> and 16<sup>th</sup> **LIBRARY CLOSED** – Easter holiday
- City of Novi Historical Commission regular meeting – Wednesday, April 26<sup>th</sup> at 7:00pm, Novi Library
- Library Board of Trustees regular meeting – Thursday, April 27<sup>th</sup> at 7:00pm – City of Novi, Council Chambers
- **Library Board Goal Setting Session – Saturday, May 6<sup>th</sup> 10am – 12pm, Novi Library – Board Room 2<sup>nd</sup> floor**
- Spring Palooza Community Event – Friday, May 19<sup>th</sup> 6:00-9:00pm, City of Novi Atrium



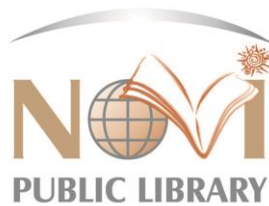
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45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

<b>Warrant 552</b>	<b>268 Accounts</b>	<b>March 2017</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account Total</b>
Global Office Solutions (02/16/17)		268-000.00-727.000	\$ 46.55
The Office Connection (02/07/17)		268-000.00-727.000	\$ 1,302.54
Demco Software (01/31/17)		268-000.00-734.000	\$ 1,990.03
Presidio (02/16/17)	Serv-CW Pager & remote	268-000.00-734.000	\$ 1,387.50
Amazon (02/16/17)		268-000.00-734.500	\$ 579.05
Telsystems (02/06/17)		268-000.00-734.500	\$ 265.00
VidCom Solutions (11/2/16)		268-000.00-734.500	\$ 1,565.71
Allied Eagle Supply (02/08/17)		268-000.00-740.000	\$ 1,046.56
Amazon (02/03/17)	Acrylics	268-000.00-740.000	\$ 395.42
Demco (02/13/17)		268-000.00-740.000	\$ 118.44
ELM USA Inc. (02/03/17)		268-000.00-740.000	\$ 147.90
Global Office Solutions (02/16/17)		268-000.00-740.000	\$ 183.36
Showcase (2/10/17)	CD Cases	268-000.00-740.000	\$ 421.20
Amazon (01/20/17)		268-000.00-742.000	\$ 112.81
Barnes and Noble (01/25/17)	Parent -Parent	268-000.00-742.000	\$ 385.84
Brodart (02/16/17)		268-000.00-742.000	\$ 7,368.83
Center Point Large Print (02/01/17)		268-000.00-742.000	\$ 196.53
Gale/Cengage (02/15/17)		268-000.00-742.000	\$ 774.14
Sawa Books (1/23/17)		268-000.00-742.000	\$ 253.67
Scholastic (02/08/17)		268-000.00-742.000	\$ 888.55
Tsai Fong Books, Inc. (02/01/17)		268-000.00-742.000	\$ 1,037.40
Berkley Public Library (02/20/17)		268-000.00-742.100	\$ 29.99
Clawson Blair Memorial Lib. (02/20/17)		268-000.00-742.100	\$ 14.95
Lincoln Park Public Library (02/20/17)		268-000.00-742.100	\$ 29.00
Southgate Veteran's Memorial (02/20/17)		268-000.00-742.100	\$ 16.99
Gailliard, Robin (02/11/17)	Det News and FP; Jan-March	268-000.00-743.000	\$ 178.50
Midwest Tape (02/14/17)		268-000.00-744.000	\$ 1,430.20
OverDrive (1/21/17)		268-000.00-744.000	\$ 2,372.32
Midwest Tape (02/13/17)		268-000.00-745.200	\$ 1,523.29
The Library Network (01/26/17)	TumbleBook 1/31/17-1/31/18	268-000.00-745.300	\$ 559.30
Merchant Billing Statement		268-000.00-802.100	\$ 113.86
Johnson, Rosati, Schultz & Joppich (2/10/17)		268-000.00-806.000	\$ 98.00
Waste Management		268-000.00-808.100	\$ 98.72
H & K Janitorial Service (01/30/17)	January	268-000.00-817.000	\$ 3,900.00
AT&T (2/13/17)	DTE	268-000.00-851.000	\$ 33.66
TelNet Worldwide (02/15/17)	2/15/17	268-000.00-851.000	\$ 535.16
Verizon (01/28/17)	12/29/16-1/28/17	268-000.00-851.000	\$ 336.63
Demco (02/01/17)	SRP Tshirts 2017	268-000.00-880.000	\$ 320.65
Muniweb (02/02/17)		268-000.00-880.000	\$ 717.50

Novi Youth Assistance (2/3/17)	Bowl-a-Thon Lane Sponsorship	268-000.00-880.000	\$ 125.00
Sam's Club (02/16/17)	Supplies	268-000.00-880.000	\$ 45.83
Amazon (02/01/17)		268-000.00-880.268	\$ 108.10
Brush, Emily (02/11/17)	Meijer; Snack Tales	268-000.00-880.268	\$ 28.96
Czarnik, Karen (02/27/17)	Storytelling with Karen Czarnik	268-000.00-880.268	\$ 250.00
Demco (02/01/17)	SRP 2017	268-000.00-880.268	\$ 227.08
Global Office Solutions (02/07/17)	Card Stock	268-000.00-880.268	\$ 56.66
Gordon, Russ 2/27/17)	Magician	268-000.00-880.268	\$ 325.00
Gordon's Food Service (2/23/17)	Yth Program Dr. Seuss	268-000.00-880.268	\$ 172.34
Hobby Lobby (02/08/17)	Poster Board (4)	268-000.00-880.268	\$ 11.96
Lang, Elizabeth (02/17/17)	Genealogy Program 2/11/17	268-000.00-880.268	\$ 35.00
Meijer (02/15/17)	Love of Chocolate	268-000.00-880.268	\$ 56.42
Sam's Club (2/28/17)	cookies with a cop pgm	268-000.00-880.268	\$ 26.96
Tony Sacco's Pizza (02/17/17)	TAB Meeting	268-000.00-880.268	\$ 35.00
Walmart (02/02/17)	Youth Programming	268-000.00-880.268	\$ 76.69
Walmart (02/14/17)	Love of Chocolate	268-000.00-880.268	\$ 52.35
Millennium Business Systems (02/10/17)	1/10/17-2/9/17	268.000.00-900.000	\$ 376.82
Venngage, Inc. (03/01/17)	Infographics: March 2017	268.000.00-900.000	\$ 9.58
Consumers Energy	1/12-2/10/17	268-000.00-921.000	\$ 1,641.87
DTE Energy	1/24-2/6/17a	268-000.00-922.000	\$ 7,479.13
Dalton Commercial Cleaning (02/02/17)	Qrtly Carpet Maintenance	268-000.00-934.000	\$ 1,700.00
Library Design Associates (02/15/17)	Graphic panel replacement	268-000.00-934.000	\$ 330.00
North Star Mat Service (01/31/17)	1/3/17-1/31/17	268-000.00-934.000	\$ 199.90
Schindler Elevator Corp. (01/19/17)		268-000.00-934.000	\$ 2,141.83
B & B Landscaping (11/14/16)	Fall clean-up	268.000.00-941.000	\$ 1,900.00
Brien's Services, Inc. (12/31/16)	12/11-30/16	268.000.00-941.000	\$ 3,875.00
Konica Minolta Premier Finance (02/22/17)	Konica Lease Final Payout	268-000.00-942.000	\$ 403.76
Millennium Business Systems (02/10/17)	1/10/17-2/9-17	268-000.00-942.000	\$ 716.40
Corrigan Storage (02/01/17)	02/01-02/28/17	268-000.00-942.100	\$ 22.18
American Library Association (02/02/17)	Ann Conf; 6/22-27, 2017; Fricke	268-000.00-956.000	\$ 370.00
Bavarian Inn of Frankenmuth (02/15/17)	MLA-Sp Instit; 3/30&31, 2017	268-000.00-956.000	\$ 120.99
Delta Airlines (02/10/17)	ALA Conf Airfare; June 2017; Fricke	268-000.00-956.000	\$ 246.40
Hyatt Regency McCormick Place (2/10/17)	ALA Annual Conference 2017	268-000.00-956.000	\$ 1,355.95
Hyatt Regency Crystal City (2/2/17)	Comp In Lib Conf. 3/27-3/30/17	268-000.00-956.000	\$ 889.71
Michigan Library Association (02/02/17)	MLA Full Conf. Pass L. Fricke	268-000.00-956.000	\$ 270.00
Scholastic (02/08/17)		268-000.00-956.000	\$ 68.35
Skill Path Seminars (02/13/17)	E. Sabolcik	268-000.00-956.000	\$ 89.00
Amazon.com	refund	268-000.00-986.000	\$ (339.80)
Petty Cash			\$ 75.35
<b>TOTAL</b>			<b>\$ 58,351.52</b>



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
February 23, 2017**

**DRAFT**

**1. Call to Order and Roll Call**

**Library Board**

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

**Student Representatives**

Ravina Joshi (Departed 7:10)  
Lahari Vavilala (Departed 7:10)

**Library Staff**

Julie Farkas, Director  
Julie Prottengeier, Office Assistant

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

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

A motion was made to approve the agenda for the February 23, 2017  
Library Board meeting.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Melissa Agosta

The motion passed unanimously.

**4. Consent Agenda**

- A. **Approval of Claims and Warrants L551**
- B. **Approval of Regular Meeting Minutes – January 26, 2017**
- C. **Approval of Library Board Budget Session Minutes-February 4, 2017**

A motion was made to approve the Claims and Warrants L551, the regular meeting minutes for January 26, 2017 and the budget session minutes from February 4, 2017.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Tara Michener

The motion passed unanimously.

5. **Correspondence**

A. **Thank you letter from John Kuenzel, President Echo Valley Civic Association**

Mr. Kuenzel thanked Ms. Farkas for the presentation she gave to the residents of the Echo Valley Subdivision in January.

B. **Thank you letter from Tara Michener, Bowl-A-Thon Chair—Novi Youth Assistance**

Ms. Michener, who also works with Novi Youth Assistance, thanked Ms. Farkas for a lane sponsorship at the Novi Youth Assistance annual bowl-a-thon on March 4, 2017.

6. **Presentation/Special Guest**

There was no presentation.

7. **Public Comment**

There was no public comment.

8. **Student Representatives Report—January 2017**

The Student Representative Report can be found on pages 25-26 of the February 23, 2017 Library Board packet.

A. **Programs**

- January 12: Getting Mobbed with Minecraft (Attendance: 17)
- January 16: MLK Day Power of Unity Breakfast (Teens in attendance: 62)
- January 17: Maker Tween Club: Choose Your Own Adventure (Attendance:16)
- January 24: Keeping Safe Self-Defense Workshop (Attendance: 72)
- January 25: Chinese New Year Celebration (Attendance: 85)
  - Trustee Lawler commended the students for offering a variety different programs.

B. **Upcoming Programs:**

- March 1: Dr. Seuss Birthday Celebration
- March 7: Coding Bitsbox/Javascript Workshop
- March 11: Battle of the Books
- March 17: TAB Meeting
- March 28: Maker Tween Club: Robotics Demonstration

C. **Teen Space:** Teen Space had 494 attendees in January.

9. **President's Report**

A. **Goals Update Quarterly**

Goals will be discussed quarterly with the next discussion at the March 23, 2017 Library Board meeting.

**B. Library Director Mid-Year Review**

Ms. Farkas has requested entering into executive session after the conclusion of Matters for Board Action.

**10. Treasurer's Report**

**A. Library Budget Fund 268—2016-2017 Approved**

The approved 2016-2017 Fund 268 budget can be found on pages 27-29 of the February 23, 2017 Library Board packet.

- The budget calls for revenue to be \$2,774,726.00 and expenditures to be \$3,035,900.00 consuming \$261,174.00 of the fund balance. Because \$17,500.00 for security camera replacements was rolled over from the 2015-2016 budget, expenditures increased by this amount.

**B. Contributed Fund Budget 269**

The budget for fund 269 can be found on page 30 of the February 23, 2017 Library Board packet.

**C. Library Fund 268 Expenditure and Revenue Report (January 31, 2017)**

The Fund 268 Expenditure and revenue report can be found on pages 31-33 of the February 23, 2017 Library Board packet.

- Revenue increased \$15,747.00 for the month of January to a total of \$2,731,520.00.
- Expenditures increased \$164,112.00 for the month of January to a total of \$1,490,048.00. 51% of the budgeted expenses have been used and since the Library is through 58% of the fiscal year we are still tracking under budget.
- Trustee Messerknecht noted that some of the numbers in the report were not clearly printed and asked that it is corrected in the next month's report.
- Trustee Messerknecht inquired as to why there was no interest on investments reflected in the January report (268-000.00-664.000). Ms. Farkas explained that due to timing constraints the report had to be pulled earlier than normal. She thinks that the amount hadn't been added to the report at the time she put the packet together.

**D. Contributed Fund 269 Expenditure & Revenue Report (January 31, 2017)**

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 34 of the February 23, 2017 Library Board packet.

- The year to date total of revenue is \$7,135.85.
- The year to date expenditures are \$7,373.24.

**E. Balance Sheets for Funds 268 and 269**

The balance sheets for funds 268 and 269 can be found on pages 35-36 of the February 23, 2017 Library Board packet.

- Fund 268 has an ending fund balance of \$2,995,990.11 for the month of January.
  - Fund 269 has an ending fund balance of \$1,671,575.23 for the month of January.
- Trustee Agosta gave a summary of the difference between the two accounts. She explained Fund 268 is the general operating fund. The Library receives revenue from



taxes, state aid, fines, gifts and donations, the café, and other miscellaneous things. This money goes into fund 268 and is used for operating costs such as, utilities, maintenance, payroll, supplies, books and programs. Fund 269 started with a generous donation from the Walker family. This money is only used for special programs and Library upgrades. A portion of this money will be used for the lending library that will be purchased in the 2017-2018 fiscal year.

## **11. Director's Report**

The Director's Report can be found on pages 37-40 of the February 23, 2017 Library Board packet.

- The State Aid report was completed and submitted. Ms. Farkas thanked Marcia Dominick, Administration Assistant, for her work on completing this important report. She is unsure how much will be given to the Library but that the Library will be receiving two checks from the State of Michigan; one in late spring and one in July.
- Ms. Farkas reported back that at last month's Teen club meeting where there was zero attendance, the meeting was to see if there would be an interest in starting a tween book club.
- The café underwent a food inspection and there were only two minor issues that were resolved on the spot.
- Ms. Farkas reported that there are 215 pre-kindergarten children registered for the Raise a Reader in Novi program and 2 children have reached the 1,000 book limit. A party will be held in August. She hopes that with the new preschool, Everbrook Academy opening, will encourage more children to register. The Library will be part of an open house at the academy in March.
- Trustee Michener expressed her pleasure at the Black History Month display. She was impressed with the variety of people that were showcased. Ms. Farkas said that Gail Anderson, Adult Programming Coordinator, was responsible for putting up the impressive display.
- Trustee Lawler inquired about the number of full time staff and their retirement accounts. He asked the difference between defined contribution and defined benefits. Ms. Farkas explained that there are 5 staff members with defined benefit. These retirement plans are a fixed rate. In 2007 the City went with defined contribution. These employees contribute to a 457 account. There are 11 staff members that fall under this category.

### **A. Information Technology Report**

The Information Technology Report can be found on page 41 of the February 23, 2017 Library Board packet.

### **B. Facilities Report**

The Facilities Report can be found on page 42 of the February 23, 2017 Library Board packet.

### **C. Information Services Report**

The Information Services Report can be found on pages 43-44 of the February 23, 2017 Library Board packet.

### **D. Library Usage Statistics**

N/A

**E. Friends of the Novi Library**

N/A

**F. Novi Historical Commission**

N/A

**12. Committee Reports**

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

- Library staff continues to look at current policies. Meetings were held on 9/29/16, 11/3/16, and 1/19/17.

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

- A decision was made at the February 4, 2017 Budget Session meeting to continue working on the salary structure that relates to the changes with minimum wage and other salary categories effective January 1, 2018.

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

**Building assessment review.**

- Ms. Farkas met with the Director of Baldwin Public Library to further understand how they created their Trust/Endowment. The Friends expressed concern about the cost of having an endowment and Ms. Farkas was happy to learn it is not as costly as originally thought.

**D. Events/Marketing/Fundraising Committee (Michener—Chair, Agosta Wood): 2017 Gala**

**And outreach events.**

- Trustee Michener reported that the State of The City is on March 9, 2017.

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

- Annual review is complete.

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

**Project, Energy Reduction Coalition project, building assessment.**

- The Library is in the process of creating a bid process with the City of Novi for the LED project which is planned for the early 2017-2018 fiscal year. An amount of \$70,000.00 has been set aside for this project. Trustee Verma expressed his unhappiness at how the budget was set-up. He feels that the lump sum should be broken down into several categories such as materials, design, and contingency. Trustee Messerknecht suggested that once the bids come in, the committee will sit down and go over the budgeted amount in detail.
- There is an RFP out for a new landscaping service provider.

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

- Annual review is complete.

**13. Public Comment**

There was no public comment.

**14. Matters for Board Action**

**A. Approve the 2017/2018 268 General Fund Library Budget: Revenue \$2,901,020.00 Expenditures \$3,090,996.00 with a fund balance allocation of \$189,976.00.**

Due to a mathematical error when figuring fund balance usage for 2017/2018, it was discovered that more of the fund balance would need to be used than originally planned. Revenue and expenditures remain unchanged.

A motion was made to approve the 2017/2018 268 general fund Library budget with revenue of \$2,901,020.00 and expenditures of \$3,090,996.00 and a fund balance allocation of \$189,976.00.

1<sup>st</sup>—Craig Messerknecht

2<sup>nd</sup>—Tara Michener

The motion passed unanimously.

**B. Approve a not to exceed allocation of \$39,965.00 for the purchase of (1) lending library vending machine and one (1) drop box unit for Contributed fund 269 for 2017/2018.**

A motion was made to approve a not to exceed allocation of \$39,965.00 for the purchase of (1) lending library vending machine and one (1) drop box unit for Contributed fund 269 for 2017/2018.

1<sup>st</sup>—Geoff Wood

2<sup>nd</sup>—Tara Michener

The motion passed unanimously.

- Trustee Lawler requested that the following statistics be included each month in the Board packet: Percentage of self-check-out usage, meeting room statistics, and the number of patron visits.

**15. Executive Session**

The Library Board broke into executive session For Director's mid-year Review at 7:56 p.m.

**16. Adjourn**

A motion was made to adjourn the meeting at 8:45 p.m.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Tara Michener

The motion passed unanimously.

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Ramesh Verma, Secretary

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Date

## **Student Representative Report**

By: Raveena Joshi, Lahari Vavilala

### **Programs:**

The Tween Chocolate Party took place on February 7<sup>th</sup>. Teen Librarian, Lindsay Fricke, played chocolate games and gave away chocolate prizes. (Attendance = 27)

The Teen Chocolate Party took place on February 14<sup>th</sup>. Schoolcraft College's Culinary Arts Chef George Rapisit taught attendees how to make tuxedo strawberries and gave a presentation about chocolate. (Attendance = 50)

The Maker Tween Club took place on February 21<sup>st</sup>. Attendees learned how to make a catapult with simple items like Popsicle sticks and tested out how far it could launch. (Attendance = 25)

### **Teen Space Update:**

There were 571 attendees in Teen Space in February. There was no Teen Space from February 20-February 22 for mid-winter break.

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

The sixth Teen Advisory Board meeting took place on February 17<sup>th</sup>. At this meeting, members enjoyed pizza from Tony Sacco's. The student representatives for the Library Board were also introduced. Later in the meeting, members discussed fall program ideas for the months of September to December. Then, members went to the Teen Stop upstairs to select their favorite book, and made bookmarks stating why they recommend that book. These books and bookmarks will be displayed throughout the month of March because March is Reading Month. (Attendance = 23)

### **Upcoming Programs:**

Miniature Golf in the Library – April 4<sup>th</sup>

Gordon Russ Magic Show – April 5<sup>th</sup>

Movie Matinee – April 6<sup>th</sup>

Teen Volunteer Appreciation Event – April 11<sup>th</sup>

Maker Tween Club: Chain Reaction – April 18<sup>th</sup>

Teen Advisory Board (TAB) Meeting – April 21<sup>st</sup>

Teen Volunteer Orientation Summer Reading Program – April 24<sup>th</sup>

Teen Volunteer Orientation Summer Reading Program – April 26<sup>th</sup>



Tween chocolate party patrons enjoyed “dirt” cups full of chocolate pudding, crushed Oreo cookies, and gummy worms



Chef George Rapitis from Schoolcraft College Culinary of Arts program teaching teens about chocolate



Chef George Rapitis teaching the teens how to make tuxedo strawberries



TAB Meeting where student representative, Lahari Vavilala, introduced herself





Tweens building their catapult and testing how far marshmallows will launch

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



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

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

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

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

03/13/2017 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI											
PERIOD ENDING 2/28/2017											
% Fiscal Year Completed: 66.58											
		END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	NOV 2016	DEC 2016	JAN 2017	FEB 2017	02/28/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268											
Dept 000.00-treasury											
Property tax revenue											
268-000.00-403.000	Property Tax Revenue - Current Levy	2,461,558.07	2,522,777.00	2,522,777.00	0.00	1.00	0.00	0.00	2,536,930.91	(14,153.91)	100.56
268-000.00-403.001	Property Tax Revenue- County Chargebacks	294.61	(21,000.00)	(21,000.00)	90.16	99.17	75.76	52.68	1,271.06	(22,271.06)	(6.05)
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	15,558.00	(5,000.00)	(5,000.00)	0.00	0.00	0.00	0.00	0.00	(5,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(214.67)	(220.00)	(220.00)	0.00	0.00	0.00	0.00	(217.02)	(2.98)	98.65
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(4,846.69)	(5,100.00)	(5,100.00)	0.00	0.00	0.00	0.00	0.00	(5,100.00)	0.00
Property tax revenue		2,472,349.32	2,491,457.00	2,491,457.00	90.16	100.17	75.76	52.68	2,537,984.95	(46,527.95)	101.87
State sources											
268-000.00-567.000	State aid	34,495.52	29,000.00	29,000.00	0.00	0.00	0.00	0.00	18,225.12	10,774.88	62.85
State sources		34,495.52	29,000.00	29,000.00	0.00	0.00	0.00	0.00	18,225.12	10,774.88	62.85
Fines and forfeitures											
268-000.00-657.000	Library book fines	66,886.35	70,000.00	70,000.00	5,471.77	3,392.71	4,421.24	5,982.20	41,438.99	28,561.01	59.20
268-000.00-658.000	State penal fines	111,926.44	83,000.00	83,000.00	0.00	0.00	0.00	0.00	117,150.58	(34,150.58)	141.15
Fines and forfeitures		178,812.79	153,000.00	153,000.00	5,471.77	3,392.71	4,421.24	5,982.20	158,589.57	(5,589.57)	103.65
Interest income											
268-000.00-664.000	Interest on investments	41,574.64	30,000.00	30,000.00	5,422.76	4,859.73	4,331.61	0.00	30,638.59	(638.59)	102.13
268-000.00-664.500	Unrealized gain (loss) on investments	23,055.12	0.00	0.00	(31,659.22)	(4,510.71)	1,431.68	0.00	(49,899.43)	49,899.43	100.00
Interest income		64,629.76	30,000.00	30,000.00	(26,236.46)	349.02	5,763.29	0.00	(19,260.84)	49,260.84	(64.20)
Other revenue											
268-000.00-665.000	Miscellaneous income	15,020.65	16,500.00	16,500.00	1,145.97	997.55	1,310.72	1,349.75	10,188.31	6,311.69	61.75
268-000.00-665.100	Copier	2,727.08	2,200.00	2,200.00	273.44	205.50	117.55	153.15	1,409.66	790.34	64.08
268-000.00-665.200	Electronic media (previously VHS)	217.50	200.00	200.00	0.00	0.00	0.00	0.00	17.00	183.00	8.50
268-000.00-665.266	Summer reading t-shirt sales	131.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.290	Library fund raising revenue	0.00	3,000.00	3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	35,193.65	32,000.00	32,000.00	2,433.76	2,044.83	7,133.39	3,952.68	29,240.31	2,759.69	91.38
268-000.00-665.404	Novi Township assessment	6,154.00	6,369.00	6,369.00	0.00	0.00	0.00	0.00	6,197.00	172.00	97.30
268-000.00-665.650	Library Cafe	5,658.29	5,000.00	5,000.00	491.16	457.74	338.16	428.74	3,248.11	1,751.89	64.96
Other revenue		65,102.34	65,269.00	65,269.00	4,344.33	3,705.62	8,899.82	5,884.32	50,300.39	14,968.61	77.07
Donations											
268-000.00-665.289	Adult programs	4,267.33	0.00	0.00	0.00	86.55	1,575.03	702.19	2,363.77	(2,363.77)	100.00
268-000.00-665.400	Gifts and donations	5,205.32	6,000.00	6,000.00	100.20	1,170.45	426.45	0.00	1,702.27	4,297.73	28.37
Donations		9,472.65	6,000.00	6,000.00	100.20	1,257.00	2,001.48	702.19	4,066.04	1,933.96	67.77

03/13/2017 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI											
PERIOD ENDING 2/28/2017											
% Fiscal Year Completed: 66.58											
		END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	NOV 2016	DEC 2016	JAN 2017	FEB 2017	02/28/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Personnel services											
268-000.00-704.000	Permanent salaries	848,742.23	805,000.00	805,000.00	61,653.81	60,064.99	59,005.80	58,879.36	492,655.20	312,344.80	61.20
268-000.00-704.200	Wages - Stipend	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.250	Final Payout	18,963.41	0.00	0.00	2,139.18	4,418.85	0.00	0.00	6,558.03	(6,558.03)	100.00
268-000.00-705.000	Temporary salaries	552,249.03	661,000.00	661,000.00	45,155.71	45,226.29	42,686.83	45,454.18	354,200.86	306,799.14	53.59
268-000.00-715.000	Social security	106,814.50	112,200.00	112,200.00	8,074.89	8,141.93	7,532.30	7,733.83	63,333.86	48,866.14	56.45
268-000.00-716.000	Insurance	224,763.56	217,000.00	217,000.00	19,533.24	19,886.61	16,525.00	17,189.21	148,120.34	68,879.66	68.26
268-000.00-716.200	HSA - employer contribution	998.21	1,500.00	1,500.00	162.50	162.50	975.00	0.00	1,868.75	(368.75)	124.58
268-000.00-716.999	Insurance - Employee Reimbursement	(41,734.26)	(43,400.00)	(43,400.00)	(3,519.86)	(3,371.03)	(3,351.96)	(3,353.26)	(26,156.38)	(17,243.62)	60.27
268-000.00-718.000	Pension - DB Normal Cost	14,112.00	0.00	0.00	1,121.00	1,121.00	1,121.00	1,121.00	8,968.00	(8,968.00)	100.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(17,097.72)	0.00	0.00	(1,252.38)	(1,252.38)	(1,252.38)	(1,252.38)	(10,019.04)	10,019.04	100.00
268-000.00-718.200	Pension - defined contribution	24,086.16	26,400.00	26,400.00	2,367.48	2,367.48	2,367.48	2,359.89	19,224.47	7,175.53	72.82
268-000.00-719.000	Unemployment insurance	1,295.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-720.000	Workers compensation	1,948.58	4,300.00	4,300.00	200.08	201.41	186.89	191.74	1,659.42	2,640.58	38.59
Personnel services		1,745,140.90	1,784,000.00	1,784,000.00	135,635.65	136,967.65	125,795.96	128,323.57	1,060,413.51	723,586.49	59.44
Supplies											
		END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	NOV 2016	DEC 2016	JAN 2017	FEB 2017	02/28/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
268-000.00-727.000	Office supplies	19,615.69	23,000.00	23,000.00	848.04	1,677.40	1,737.60	1,110.74	11,958.34	11,041.66	51.99
268-000.00-728.000	Supplies - Postage	623.79	700.00	700.00	15.56	115.39	0.00	0.00	452.93	247.07	64.70
268-000.00-734.000	Computer supplies, software & licensing	66,110.20	82,000.00	82,000.00	2,563.36	1,655.15	906.98	1,479.97	28,579.17	53,420.83	34.85
268-000.00-734.500	Computer supplies/equipment	29,899.05	60,000.00	60,000.00	2,022.85	4,389.05	4,165.09	1,978.17	24,165.86	35,834.14	40.28
268-000.00-740.000	Operating supplies	18,702.42	30,000.00	30,000.00	1,027.45	2,242.47	1,353.82	2,523.64	24,104.71	5,895.29	80.35
268-000.00-740.010	Gift and donations expense	1,199.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	3,500.00	3,500.00	0.00	0.00	0.00	0.00	0.00	3,500.00	0.00
268-000.00-741.000	Supplies - Uniforms	134.95	300.00	300.00	0.00	0.00	45.56	0.00	184.56	115.44	61.52
268-000.00-742.000	Library books	174,336.21	190,000.00	190,000.00	14,433.26	10,711.71	15,037.30	9,274.65	100,812.52	89,187.48	53.06
268-000.00-742.100	Library Book - Fines	779.42	1,000.00	1,000.00	0.00	126.82	200.80	90.93	931.92	68.08	93.19
268-000.00-743.000	Library periodicals	20,297.83	23,800.00	23,800.00	321.02	168.00	0.00	178.50	14,893.69	8,906.31	62.58
268-000.00-744.000	Audio visual materials	67,548.99	76,000.00	76,000.00	5,067.98	2,593.18	3,411.00	793.35	46,734.56	29,265.44	61.49
268-000.00-745.200	Electronic media	44,507.93	51,000.00	51,000.00	4,143.68	3,924.36	1,103.08	443.81	23,125.69	27,874.31	45.34
268-000.00-745.300	Electronic resources (CD rom materials)	50,362.92	60,000.00	60,000.00	0.00	3,147.90	5,144.30	673.22	55,929.82	4,070.18	93.22
Supplies		494,118.44	601,300.00	601,300.00	30,443.20	30,751.43	33,105.53	18,546.98	331,873.77	269,426.23	55.19

03/13/2017 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI											
PERIOD ENDING 2/28/2017											
% Fiscal Year Completed: 66.58											
		END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	NOV 2016	DEC 2016	JAN 2017	FEB 2017	02/28/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Other services and charges											
268-000.00-801.925	Public information (cable, etc)	369.29	500.00	500.00	32.30	32.30	32.30	0.00	226.10	273.90	45.22
268-000.00-802.100	Bank Service Charges	3,112.49	4,800.00	4,800.00	181.54	196.36	113.86	216.27	1,391.70	3,408.30	28.99
268-000.00-803.000	Independent audit	665.00	700.00	700.00	0.00	0.00	0.00	0.00	665.00	35.00	95.00
268-000.00-804.000	Medical service	1,286.00	1,500.00	1,500.00	84.00	84.00	0.00	0.00	795.00	705.00	53.00
268-000.00-806.000	Legal fees	4,230.00	1,000.00	1,000.00	687.00	189.00	0.00	98.00	1,780.50	(780.50)	178.05
268-000.00-808.000	Rubbish	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-809.000	Memberships and dues	4,331.00	5,000.00	5,000.00	90.00	191.00	188.00	0.00	4,356.07	643.93	87.12
268-000.00-816.000	Professional services	2,356.00	10,000.00	10,000.00	0.00	250.00	0.00	0.00	500.00	9,500.00	5.00
268-000.00-817.000	Custodial services	46,800.00	46,800.00	46,800.00	3,900.00	3,900.00	3,900.00	3,900.00	31,200.00	15,600.00	66.67
268-000.00-818.000	TLN Central Services	3,995.00	4,500.00	4,500.00	0.00	0.00	0.00	0.00	3,495.00	1,005.00	77.67
268-000.00-851.000	Telephone	12,932.05	11,500.00	11,500.00	407.18	629.08	1,813.05	445.16	7,637.37	3,862.63	66.41
268-000.00-855.000	TLN Automation Services	52,801.04	61,000.00	61,000.00	0.00	(1,219.62)	13,326.81	0.00	40,787.31	20,212.69	66.86
268-000.00-861.000	Gasoline and oil	125.07	1,500.00	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
268-000.00-862.000	Mileage	184.61	300.00	300.00	0.00	9.72	0.00	0.00	15.66	284.34	5.22
268-000.00-880.000	Community promotion	9,065.00	20,000.00	20,000.00	736.39	891.98	1,390.74	1,208.98	9,025.09	10,974.91	45.13
268-000.00-880.268	Library programming	17,495.94	22,500.00	22,500.00	2,157.59	(787.85)	1,151.80	737.56	9,482.18	13,017.82	42.14
268-000.00-880.271	Adult programs	2,640.19	3,000.00	3,000.00	100.00	0.00	595.00	0.00	695.00	2,305.00	23.17
268-000.00-900.000	Printing, graphic design and publishing	27,533.58	29,500.00	29,500.00	147.44	1,241.65	355.89	376.82	11,196.47	18,303.53	37.95
268-000.00-910.000	Property & liability insurance	13,464.00	14,800.00	14,800.00	0.00	0.00	0.00	0.00	13,222.00	1,578.00	89.34
268-000.00-921.000	Heat	8,483.52	11,500.00	11,500.00	660.42	758.89	2,868.49	1,641.87	6,551.34	4,948.66	56.97
268-000.00-922.000	Electricity	95,236.64	106,000.00	106,000.00	7,757.42	7,472.24	0.00	15,260.50	66,975.32	39,024.68	63.18
268-000.00-923.000	Water and sewer	9,477.30	5,500.00	5,500.00	0.00	1,801.60	0.00	0.00	3,644.00	1,856.00	66.25
268-000.00-934.000	Building maintenance	47,114.55	100,000.00	100,000.00	5,705.45	4,224.11	4,016.34	2,050.00	38,339.91	61,660.09	38.34
268-000.00-935.000	Vehicle maintenance	215.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-941.000	Grounds maintenance	51,558.43	33,000.00	33,000.00	832.62	2,695.80	2,739.80	750.00	14,893.72	18,106.28	45.13
268-000.00-942.000	Office equipment lease	14,734.88	15,000.00	15,000.00	0.00	2,092.87	716.40	716.40	7,901.80	7,098.20	52.68
268-000.00-942.100	Records storage	251.09	300.00	300.00	22.18	22.18	22.18	22.18	180.41	119.59	60.14
268-000.00-956.000	Conferences and workshops	10,577.11	13,500.00	13,500.00	227.04	104.76	1,516.54	2,828.95	8,474.71	5,025.29	62.78
Other services and charges		441,035.58	523,700.00	523,700.00	23,728.57	24,780.07	34,747.20	30,252.69	283,431.66	240,268.34	54.12

03/13/2017 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI											
PERIOD ENDING 2/28/2017											
% Fiscal Year Completed: 66.58											
		END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	NOV 2016	DEC 2016	JAN 2017	FEB 2017	02/28/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
268-000.00-965.101	Transfer to general fund	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers out		40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay											
268-000.00-976.000	Building improvements	4,784.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-976.100	Parking lot improvements	0.00	53,400.00	53,400.00	0.00	0.00	0.00	0.00	0.00	53,400.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	54,619.88	56,000.00	73,500.00	0.00	0.00	0.00	11,569.15	55,908.35	17,591.65	76.07
268-000.00-990.000	Furniture	9,475.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		68,880.34	109,400.00	126,900.00	0.00	0.00	0.00	11,569.15	55,908.35	70,991.65	44.06
Net - Dept 000.00-treasury		35,687.12	(243,674.00)	(261,174.00)	(206,037.42)	(183,694.63)	(172,487.10)	(176,071.00)	1,018,277.94	(1,279,451.94)	
Fund 268 - LIBRARY FUND 268:											
		END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	NOV 2016	DEC 2016	JAN 2017	FEB 2017	02/28/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
TOTAL REVENUES		2,824,862.38	2,774,726.00	2,774,726.00	(16,230.00)	8,804.52	21,161.59	12,621.39	2,749,905.23	24,820.77	
TOTAL EXPENDITURES		2,789,175.26	3,018,400.00	3,035,900.00	189,807.42	192,499.15	193,648.69	188,692.39	1,731,627.29	1,304,272.71	
NET OF REVENUES & EXPENDITURES		35,687.12	(243,674.00)	(261,174.00)	(206,037.42)	(183,694.63)	(172,487.10)	(176,071.00)	1,018,277.94	(1,279,451.94)	

03/13/2017 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI												
PERIOD ENDING 2/28/2017												
% Fiscal Year Completed: 66.58												
		END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE		
		06/30/2016	ORIGINAL	2016-17	NOV 2016	DEC 2016	JAN 2017	FEB 2017	02/28/2017	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED	
Fund 269 - LIBRARY CONTRIBUTION 269												
Dept 000.00-treasury												
Interest income												
269-000.00-664.000	Interest on investments	26,726.32	15,000.00	15,000.00	2,578.96	2,437.32	2,222.89	0.00	17,646.64	(2,646.64)	117.64	
269-000.00-664.500	Unrealized gain (loss) on investments	18,051.92	5,000.00	5,000.00	(15,060.50)	(2,261.31)	734.71	0.00	(25,484.71)	30,484.71	(509.69)	
Interest income		44,778.24	20,000.00	20,000.00	(12,481.54)	176.01	2,957.60	0.00	(7,838.07)	27,838.07	(39.19)	
Donations												
269-000.00-665.230	Collections/Materials Revenue	461.35	0.00	2,000.00	0.00	0.00	400.00	0.00	600.00	1,400.00	30.00	
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	5,150.71	0.00	2,000.00	0.00	0.00	0.00	0.00	1,015.16	984.84	50.76	
269-000.00-665.232	Programming Revenue	18,387.46	0.00	2,000.00	1,166.05	750.00	1,838.10	1,272.70	16,496.61	(14,496.61)	824.83	
269-000.00-665.233	Technology Library Revenue	409.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	
269-000.00-665.234	Undesignated Misc Donations	3,212.09	12,000.00	500.00	0.00	0.00	0.00	0.00	1,092.45	(592.45)	218.49	
Donations		27,620.61	12,000.00	7,000.00	1,166.05	750.00	2,238.10	1,272.70	19,204.22	(12,204.22)	274.35	
Supplies												
269-000.00-742.230	Collections/Materials Expense	187.13	5,000.00	5,000.00	0.00	0.00	198.37	0.00	198.37	4,801.63	3.97	
269-000.00-742.231	Buildings/Ground/ Furniture Expense	6,672.11	18,000.00	0.00	0.00	0.00	0.00	0.00	111.53	(111.53)	100.00	
269-000.00-742.232	Programming Expense	16,344.22	3,000.00	3,000.00	1,403.80	0.00	773.31	(750.00)	5,828.07	(2,828.07)	194.27	
269-000.00-742.233	Technology Library Expense	965.00	4,000.00	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00	
269-000.00-742.234	Undesignated Misc	6,023.03	2,000.00	0.00	100.00	211.06	0.00	200.90	1,487.24	(1,487.24)	100.00	
Supplies		30,191.49	32,000.00	12,000.00	1,503.80	211.06	971.68	(549.10)	7,625.21	4,374.79	63.54	
Net - Dept 000.00-treasury		42,207.36	0.00	15,000.00	(12,819.29)	714.95	4,224.02	1,821.80	3,740.94	11,259.06		
Fund 269 - LIBRARY CONTRIBUTION 269:												
TOTAL REVENUES		72,398.85	32,000.00	27,000.00	(11,315.49)	926.01	5,195.70	1,272.70	11,366.15	15,633.85	24.94	
TOTAL EXPENDITURES		30,191.49	32,000.00	12,000.00	1,503.80	211.06	971.68	(549.10)	7,625.21	4,374.79	24.94	
NET OF REVENUES & EXPENDITURES		42,207.36	0.00	15,000.00	(12,819.29)	714.95	4,224.02	1,821.80	3,740.94	11,259.06	24.94	
TOTAL REVENUES - ALL FUNDS												
		2,897,261.23	2,806,726.00	2,801,726.00	(27,545.49)	9,730.53	26,357.29	13,894.09	2,761,271.38	40,454.62		
TOTAL EXPENDITURES - ALL FUNDS												
		2,819,366.75	3,050,400.00	3,047,900.00	191,311.22	192,710.21	194,620.37	188,143.29	1,739,252.50	1,308,647.50		
NET OF REVENUES & EXPENDITURES		77,894.48	(243,674.00)	(246,174.00)	(218,856.71)	(182,979.68)	(168,263.08)	(174,249.20)	1,022,018.88	(1,268,192.88)		



03/13/2017	BALANCE SHEET FOR CITY OF NOVI	
	As of 02/28/2017	
GL Number	Description	Balance
<hr/>		
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-002.500	Cash - Payroll	(170.75)
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(189,285.26)
268-000.00-017.000	Investments - Pooled	2,997,130.74
268-000.00-018.000	Cash on hand	500.00
268-000.00-020.000	Current taxes receivable	34,499.35
	Total Assets	<hr/> 2,842,674.08
*** Liabilities ***		
268-000.00-202.000	Accounts payable	55,378.32
268-000.00-259.702	Accrued liabilities-tax	14,000.00
268-000.00-276.400	Deposit for Cafe	500.00
	Total Liabilities	<hr/> 69,878.32
*** Fund Balance ***		
268-000.00-390.000	Fund balance	1,755,110.14
	Total Fund Balance	<hr/> 1,755,110.14
	Beginning Fund Balance	1,755,110.14
	Net of Revenues VS Expenditures	1,017,685.62
	Ending Fund Balance	<hr/> 2,772,795.76
	Total Liabilities And Fund Balance	<hr/> 2,842,674.08

GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTION 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	47,997.95
269-000.00-017.000	Investments - Pooled	1,627,868.29
	Total Assets	1,675,866.24
*** Liabilities ***		
269-000.00-202.000	Accounts payable	312.68
	Total Liabilities	312.68
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,562,697.29
269-000.00-390.230	Fund Balance Collections/Materials	34,468.23
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	52,054.29
269-000.00-390.232	Fund Balance Programming	16,343.76
269-000.00-390.233	Fund Balance Technology Library	6,249.05
	Total Fund Balance	1,671,812.62
	Beginning Fund Balance	1,671,812.62
	Net of Revenues VS Expenditures	3,740.94
	Ending Fund Balance	1,675,553.56
	Total Liabilities And Fund Balance	1,675,866.24

## **Director's Report by Julie Farkas**

### **Money Smart Week Project**

Date: Saturday, March 5, 2017

Email From: Kelly Masters, Money Smart Week Coordinator

Greetings *Money Smart Kids Read* hosting partner ~

You're receiving this email because you requested copies of the book, *A Dollar For Penny*, to be used in *Money Smart Kids Read* story time events this April. Congrats!

Thank you for entering your *Money Smart Kids Read* story time events into the MoneySmartWeek.org website calendar. **NOTE: There are several story time entries that raised questions, so if you received email from me under separate cover, please get back with me at your first opportunity.**

#### **BOOK SHIPPING STATUS:**

- Your requested copies of *A Dollar For Penny* are boxed and being picked up from Novi Public Library early this week, to be delivered to you via RIDES/TLN by March 29. Thanks again to Julie Farkas, Novi Library Director, and the volunteers from Community Financial Credit Union for helping to sort and package 8,000 books on Friday.
- If you do not receive your books by March 30, please check throughout your building; most often the box(es) are there somewhere.
- If, by March 30, you're certain that your books haven't arrived, email me right away.
- NOTE: if you did not provide us with a name to direct the shipment to, we labeled the boxes YOUTH DEPT in red marker.

#### **Out and About in Novi**

- 2/23: SAY Detroit donation event
- 2/23: Passport Across Cultures mtg. w/Cristen Colleen
- 2/24: Jenn Preston Memorial dedication
- 2/24: YOU mtg. Fox Run – Author event planning
- 2/27: City/School/Library monthly mtg.
- 2/28: Staff Culture Club workshop
- 2/28: City Leadership mtg.
- Rotary: 2/28, 3/2, 3/6, 3/16
- 3/3: Money Smart Week delivery project
- 3/4: Youth Assistance Bowl-A-Thon
- 3/6: Historical Commission mtg. re: Barr book
- 3/7: ECEC Guest Reader
- 3/8: Policy Committee mtg.
- 3/14: Illuminart LED lighting mtg.
- 3/15: Brodart book vendor mtg.
- 3/16: Beyond Books cable taping
- 

#### **TLN Annual Usage Statistics for Novi (2016)**

Below is a chart showing the various libraries that use Novi based on percentage. As you can see the majority of usage (90.51%) is by our own community of Novi.

<b>2016 Circ at Novi by User Library</b>			
<b>User Library</b>	<b>Total Circulation</b>		
All	705,554		
ADDI_43	1	0.00%	
ALPK_04	46	0.01%	
AUBN_50	151	0.02%	
BELL_20	10	0.00%	
BERK_30	379	0.05%	
BRIT_212	1,219	0.17%	
CHEL_216	2	0.00%	
CLAW_15	82	0.01%	
COMM_98	2,994	0.42%	
DEXT_221	4	0.00%	
DHTN_07	18	0.00%	
DHTS_28	42	0.01%	
FERN_69	105	0.01%	
FLAT_18	6	0.00%	
FRAN_40	17	0.00%	
GARC_05	24	0.00%	
HART_213	161	0.02%	
HIGH_56	757	0.11%	
HMTK_34	23	0.00%	
HRTB_218	51	0.01%	
HTWD_31	24	0.00%	
HZPK_39	1	0.00%	
INKS_03	27	0.00%	
LIPK_12	1	0.00%	
LIVN_19	154	0.02%	
LIVS_21	325	0.05%	
LVCC_32	2,561	0.36%	
LYON_93	19,973	2.83%	
MANC_217	11	0.00%	
MDHT_29	3	0.00%	
MELV_06	1	0.00%	
MILF_58	1,581	0.22%	
NORT_13	22,834	3.24%	
NOVI_66	638,631	90.51%	
OAPK_37	160	0.02%	
OXFD_42	2	0.00%	
PONT_41	16	0.00%	
REDF_09	388	0.05%	
RIVW_24	1	0.00%	
ROAK_65	499	0.07%	
ROMS_22	466	0.07%	
SLYN_97	3,006	0.43%	
SOGT_14	25	0.00%	

SPRI_71	7	0.00%
TAYL_26	15	0.00%
TLN_49	29	0.00%
TREN_16	84	0.01%
UNDEFINED	1	0.00%
WALL_62	2,335	0.33%
WATE_64	191	0.03%
WAYN_23	35	0.00%
WHLK_73	477	0.07%
WIXM_38	5,597	0.79%
WYDT_95	1	0.00%

### **Information Technology Report by Barbara Rutkowski**

Updates: 02-01-2017 through 02-28-2017

- 26 IT Help Desk tickets were closed.
- Dominic Doot held 2 3D Thursdays, 1 Basic Photo Editing (GIMP), 2 VHS to DVD and 2 Vinyl/Cassette to MP3 sessions. Topics requested during the 15 Tech Times included: syncing email on an iPhone, Facebook posting, transferring vinyl to MP3 (patron was able to transfer 4 albums) and burn a music CD, Google Forms, laptop web cam, transferring photos on iPhone to flash drive, Kindle Fire basics, Google Docs basics, Apple Laptop basics, GIMP, Gmail, Zinio, Windows 10 and iPhone basics.
- All IT staff members provided training sessions for staff on our new Gmail interface and staff/public copiers.
- We plan to shut down the Exchange and Exchange Edge servers on Wednesday, 03-15-2017 since the email archives have been updated and we believe all data has been retrieved.
- Forms, such as the Teen Volunteer Application, were migrated to Google Drive.
- Five 3D objects were printed.
- New staff and public workstation hardware was ordered, prepped and will be deployed shortly.
- Scott Rakestraw submitted additional articles to the CMS for the staff wiki and updated the site with plugins and templates.
- The security camera server and server switch stack were reconfigured for performance.
- The audio problem in the East Meeting Room was resolved, functionality was restored to the West Meeting Room's projector/laptop remote and equipment was installed in the 2<sup>nd</sup> Floor Meeting Room to restore the ability to play DVDs via a wireless appliance since the room's audio/video cable was damaged.
- Scott assisted a speaker by creating a PowerPoint presentation including screen captures that she used for her program.
- Barb Rutkowski met with Wanda Ciancio, Technology Support for the Novi Community School District, to visit the Maker Spaces at Novi Meadows. The MakerSpaces encourage students to explore electronics/robotics with Snap Circuits, Little Bits and Ozobots; create 3D objects, create and edit videos and so much more. Also discussed if a partnership opportunity exists for 3D printing.



- Due to changes with our circulation software, Scott worked with our mobile app vendor to restore the ability to place "holds".
- In order to receive an additional discount from our vendor, print audit software was installed which allows the vendor to record meter readings remotely.
- Testing the Asian language package for deployment on the public workstations.
- Investigating Help Desk application upgrade options.
- Patrons were assisted with Minecraft connection issues, copying files from DVD to USB, copier scanning to USB/email and 3D printing.
- Routine tasks were completed: replaced failed hardware, prepped servers for multiple library events; Windows updates were deployed; the internet filter received several definition updates and the Youth iPads were restored to their base image a few times.

## **Facilities Report by Bill Bembeneck**

Facilities department closed 14 tickets in February and performed 107 room set ups for the month.

So much of the facilities responsibilities are the same from month to month. Here is a list of performance for February.

1. The strobe lights and horns were tested and all are functioning properly.
2. There was a concern about the brakes on the van grinding. These were looked at and brake pads still had 70% life on them. Diagnosis was rust because of wetness and lack of use. Using the van should wear off the rust. If the problem persists, further action will be taken.
3. Sixty boxes of books were delivered to S.A.Y. youth center in Detroit. Jon loaded the van, Bill drove it down and three young men unloaded.
4. Our elevators received their quarterly inspection.
5. Fire extinguishers were checked to make sure the charge is correct. Presently all are properly charged.
6. Barb has a tech from Tech Logic to clean the sorting machine every three months. In between scheduled maintenance, the machine receives a Facilities blow out which includes sweeping and mopping the floor. This was performed in February.
7. Facilities takes boxes of hard cover donated books which the library cannot use to Thrift Books in Riverview. This month we took 42 boxes weighing 1,555 lbs. to their warehouse. Total so far in 3 trips is 126 boxes, weighing 4,737 lbs. We are to receive payment as they sell the books. Thus far we have not received any money, but at least they escape the dumpster.
8. Jon cleaned several instances of graffiti off the patio tables. Nice to have good weather in February.
9. All of the HVAC filters were changed as they are due on a quarterly basis.
10. By taking advantage of the nice weather, three bulbs were changed outside the north emergency entrance.
11. A partial urinal flush was performed on the waterless urinals. This requires flushing the drains with a gallon of water and replacing the Blue Seal sealant. A total flush using 5 gallons of water and some drain opener is performed monthly.
12. Facilities checks and cleans the drain beneath the sink in the Café. Bleach water is used to clean the drain and the bottom of the cabinet. Sinks, faucets and the fronts of the cabinets are also cleaned.
13. A shelving switch was begun this month in the reference area on the second floor. To overcome a gap in the shelving, shelves are being replaced by shelves around the perimeter of the Quiet Study Room. Additional shelving may be used from the first floor around the Magazine Room. We are hoping to have this completed in the next week or two.
14. Jon needed to remedy a fuse issue which created a problem in the East Meeting Room. The issue was resolved.
15. Jon spent some time with an event host by walking her through the technology she would be using for her program.
16. Public workstations were cleaned on a weekly basis in February. Using Chlorox wet wipes on the keyboards is a prominent factor in cleaning these workstations.
17. Our mild winter left debris on the library grounds. Jon picked up much debris on the patio. Debris in other areas around the building will be addressed soon. Bioswales will be cleaned out as well.
18. Plant maintenance is performed by Jon on a weekly basis.

19. We have handled a few calls (only 2 myself) concerning patrons dropping off large quantities of books (5 or more bags or boxes). We are able to unload for them, provide them with a receipt and sent them on their way. This new program has worked well when patrons use it.
20. A boiler check was performed while inspecting the fire extinguishers. Release valves are checked and recorded. The pressure gage is also checked. A record is left on the wall of these recordings.
21. February's moderate temperature called for the Chiller to respond with air conditioning. It needed to be reset, but then the cooler air kicked in and temperatures in the building began to drop.

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

~The Information Services Department put on 105 programs.

~Novi Police joined us for a Cookies with a Cop story time on March 2<sup>nd</sup>.

~Kathleen and Emily hosted their first Sensory Story Time for children with special needs and their families. There will be another one on March 12<sup>th</sup>.

~David along with a couple of our story time presenters did Story Time Live via Facebook.

~David attended the TLN ILS demos.

~Mid-Year Performance reviews were completed.

~We added a few new magnifiers to our collection and all magnifiers have been cataloged and barcoded. Thank you Mary Storch, Maryann Zurmuehlen and the Tech Services Department. Mary created a binder with photos and codes that identifies each magnifier, purchased pouches and NPL tote bags to circulate, wrote instructions for the new check out procedure (available at 2<sup>nd</sup> fl. Info desk.)

~Mary S. also updated the Low Vision Resources brochure.

~The kiosk outside of the Teen Stop has been moved to the first floor next to the Historical Commission Display to better reach patrons and de-clutter the first floor Information Desk.

~STEAM kits (Science, Technology, Engineering, Art & Math kits for children Kindergarten – 6<sup>th</sup> grade) were cataloged, assembled, tagged, and put out to the shelves for patrons. Thank you to Sarah and Maryann

~Sarah applied for the *NASA@ My Library*, a STEM educational initiative that will increase and enhance STEM learning opportunities for libraries across the nation.

~Kathleen applied for a \$1,500.00 grant from the Walmart Foundation requesting funds directly from the Novi Sam's Club.

~ Lindsay and Gail partnered to host For the Love of Chocolate program.



~The Novi Library's TAB group created and entered the Summer Reading Video Challenge and has been selected to represent the state of Michigan in the Nationals. Thank you to Lindsay and the TAB group.

~ Lindsay hosted the first Parade of Preschools program.

~Kathleen and Mary S. assisted April in interviewing for new Librarians.

~Kathleen, Lindsay, David, and Matt are working on programming the new summer reading software.

~Emily created a bibliography on Computers & Technology. She also attended a webinar on Story Time Crafts.

~Emily created a video on the Who Was? Series to promote via social media. She also created a poster to go with it and revamped the bibliography.

~Matt and the rest of the 3D Committee have agreed to print out small "thumbs up" shelf talkers to promote good reads within the shelves.

~Two iPads will be put out to the public with Zinio magazines preloaded. They will be available for in-house use shortly. Thank you David and Mary R.

~Mary R. created signage with QR codes to promote our Chinese International Language books on Overdrive within the Chinese International print collection.

## **February Adult Programs & Displays**

In addition to our regularly scheduled programs we also offered:

- For the Love of Chocolate – 52 patrons
- Cooking with an Area Restaurant: Cooking with Soul – 61 patrons
- Morning Arts Series – Steel Drum Performance – 33 patrons
- Parade of Preschools – 75 patrons
- Beating the Winter Blues; Providence Hospital – 8 patrons
- Our Adult Feature Display featured African-American History Month
- A second Adult Feature Display hosted books on Physics.
- Our Adult Music Display featured Black Artists across all genres.
- First Floor Display case featured African-American History Month

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

- Tween Chocolate Party – 27 patrons
- Teen Chocolate Party – 50 patrons
- Maker Tween Club Catapult – 25 patrons
- The Teen Stop Display for February was "RED any good books lately?"

## **February Youth Programs & Displays**

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

- Sensory Sunday Story Time – 16 patrons
- Mini Doodlers – 12 patrons
- Our Parenting collection showcased books "Raising Boys."

- Our Youth Non-Fiction/Biography Display was all about music and musicians.
- Our Youth Feature Display was African-American History Month
- Our Picture Book Display included; Valentines & Pets,
- Our Youth DVD display was: African-American history, documentaries, and features.
- Our first floor information desk display featured Reading Takes You Up, Up and Away and Black History Month – Inventors.



### February Raising a Reader Stats:

**216 children have registered for the program.**

<b>100 Books – 78</b>	<b>600 Books – 12</b>
<b>200 Books – 45</b>	<b>700 Books – 9</b>
<b>300 Books – 31</b>	<b>800 Books - 7</b>
<b>400 Books – 17</b>	<b>900 Books - 6</b>
<b>500 Books – 14</b>	<b>1000 Books - 4</b>

## Support Services Report by Maryann Zurmuehlen

### Department Head/General

- Support Service Department Monthly meetings will take place on Tuesday, March 14<sup>th</sup> and Wednesday, March 15<sup>th</sup>.
- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.
- The TLN Circ meeting was held at NPL on Thursday, March 9<sup>th</sup>.
- The TLN SASUG meeting will be held at NPL on Thursday, March 23<sup>rd</sup>.
- Maryann:
  - completed Mid-Year Performance Reviews for 6 Supervisors.
  - conducted interviews for 3 remaining open positions.
  - is conducting a two week training program for our newest Clerk hires.
  - presented to an HOA group on Monday, March 6<sup>th</sup>.
  - ran 3 Director's Station Reports for Selectors.
  - began the Missing Items Project for Selectors.
  - trained staff in preparation for the Patron Account Database Cleanup Project.
- Maryann, Kristin Abate, and Eva Sabolcik attended TLN Vendor Demos on February 15<sup>th</sup>, 16<sup>th</sup>, 22<sup>nd</sup>, 23<sup>rd</sup>, and 28<sup>th</sup> at Redford Library.
- Maryann, Kristin Abate, and Eva Sabolcik attended at TLN Vendor Demo meeting with Julie Farkas and David Silberman on Tuesday, March 7<sup>th</sup>.

### Circulation & Shelves

- We currently have a 24 hour Clerk position and a 12 hour Shelver position that will soon be filled.
- We had a 21 hour Clerk, Katie Koppin, and a 15 hour Clerk, Jean Aldrich, start on Monday, March 6<sup>th</sup>. Please welcome them to the library when you see them.
- We have a 12 hour Shelver, Ramya Pinreddy, starting on Tuesday, March 14<sup>th</sup>.

- Clerks are working on their goal to increase our Self-Check Station usage percentage by directing patrons to the stations and educating them about the process.
- The recently added STEAM Kits are in high demand and are being frequently checked out at the Circulation Desk.
- The Outreach Team and Conor Schultz have begun work on the Patron Account Database Cleanup Project.
- Circ Clerks & Shelves continue to handle the steady flow of new card signup, material checkouts and returns, daily holds and unclaims, and delivery and transit of other TLN library materials.

### Tech Services

- A Tech Services Department meeting will take place on Monday, March 20<sup>th</sup>.
- Tech Services continues to work on the following projects: Tween Switchover, YA Bio/NF Switchover.
- We have a 23 hour Clerk position that will soon be filled.
- Mary Grewell completed the printing of all RIDES labels for the Money Smart Week book delivery for Julie Farkas.
- Tech Services has been temporarily assigned to assist the Outreach Team with the Patron Account Database Cleanup Project.
- The first preparation phase of the Catalog Database Cleanup Project has begun.
- We appreciate your continued patience regarding processing and ordering. With recent staffing changes we are down 20 hours permanently in the department, and currently because of a staff leave of absence, we are down another 28 hours temporarily. These staffing shortages as well as open positions in Circulation and Shelving will impact not only the tasks Tech Services handles daily but also the staffing hours to accomplish department tasks. Thank you for understanding!

### Statistics (February 2016)

- **Library Cards Issued:** 310
- **Items Checked Out:** 59,122
- **Items Interloaned for NPL Patrons:** 4,751 (87 through MeLCat)
- **Items Interloaned to Other Libraries:** 4,765 (72 through MeLCat)
- **Items Added to the Collection:** 1,375
- **Items Discarded from the Collection:** 1,370
- **MAP Checkouts:** 2
- **Outreach:**
  - 9 Facilities Visits / 90 Items Checked Out
  - 1 Homebound Patron / 12 Items Delivered
  - 6 Book Discussions / 102 Items Provided

**Self-Check Totals 2016-17 Fiscal Year**

	<b>Total Circulation</b>	<b>Self-check % of Total</b>	<b>Total Self-checks</b>	<b>Self-Check #1</b>	<b>Self-Check #2</b>	<b>Self-Check #3</b>	<b>Youth #1</b>	<b>Youth #2</b>	<b>Adult South</b>
<b>July</b>	77,623	56.07%	43,527	8,895	6,634	5,395	7,916	13,049	1,638
<b>August</b>	72,263	56.95%	41,153	9,328	6,700	3,623	7,791	12,102	1,609
<b>September</b>	57,501	53.40%	30,706	7,407	4,967	3,040	5,464	8,732	1,096
<b>October</b>	60,728	55.11%	33,469	7,870	5,209	3,620	6,358	9,083	1,329
<b>November</b>	58,116	54.33%	31,572	7,210	4,762	2,903	6,714	8,844	1,139
<b>December</b>	52,596	49.31%	25,937	6,204	4,181	2,384	4,627	7,717	824
<b>January</b>	63,571	56.15%	35,697	7,905	6,057	3,403	6,836	10,276	1,220
<b>February</b>	59,122	52.23%	30,878	7,051	5,526	2,972	5,921	8,375	1,033
<b>March</b>									
<b>April</b>									
<b>May</b>									
<b>June</b>									
<b>FYTD</b>	<b>501,520</b>	<b>54.19%</b>	<b>272,939</b>	<b>61,870</b>	<b>44,036</b>	<b>27,340</b>	<b>51,627</b>	<b>78,178</b>	<b>9,888</b>

<b>Meeting Room Rentals</b>					
<b>2015-16 Fiscal Year</b>			<b>2016-17 Fiscal Year</b>		
	<b>Rentals</b>	<b>Attendees</b>		<b>Rentals</b>	<b>Attendees</b>
<b>Jul</b>	21	522	<b>Jul</b>	29	755
<b>Aug</b>	47	996	<b>Aug</b>	41	1,224
<b>Sep</b>	46	960	<b>Sep</b>	41	1,284
<b>Oct</b>	40	738	<b>Oct</b>	41	883
<b>Nov</b>	31	652	<b>Nov</b>	45	1,166
<b>Dec</b>	26	425	<b>Dec</b>	25	567
<b>Jan</b>	41	934	<b>Jan</b>	37	1,221
<b>Feb</b>	43	796	<b>Feb</b>	48	1,185
<b>Mar</b>	31	811	<b>Mar</b>		
<b>Apr</b>	38	1,125	<b>Apr</b>		
<b>May</b>	26	890	<b>May</b>		
<b>Jun</b>	41	1,249	<b>Jun</b>		
<b>FYTD</b>	<b>431</b>	<b>10,098</b>	<b>FYTD</b>	<b>307</b>	<b>8,285</b>

2015-2016 Fiscal Year					2016-2017 Fiscal Year						
	Monthly Total	Daily Average	Hours Open	Days Open		Lobby	Drive-Up	Total	Daily Average	Hours Open	Days Open
July	42,588	1,469	280	29	July	41,803	4,401	46,204	1,540	275	30
August	34,009	1,134	281	30	August	39,539	4,021	43,560	1,452	289	30
September	29,854	1,106	261	27	September	38,934	3,911	42,845	1,587	258	27
October	32,524	1,049	291	31	October	38,993	4,371	43,364	1,399	289	31
November	33,567	1,157	266	29	November	25,943	3,487	29,430	1,015	271	29
December	33,716	1,204	263	28	December	22,348	3,640	25,988	1,000	253	26
January	29,989	1,000	278	30	January	22,426	3,477	25,903	809	302	32
February	29,908	1,031	275	29	February	22,934	3,570	26,504	947	264	28
March	32,239	1,112	283	29	March			0	0	294	31
April	34,696	1,157	280	30	April			0	0	264	28
May	34,733	1,240	269	28	May			0	0	274	28
June	37,156	1,281	274	29	June			0	0	277	29
<b>FYTD Total</b>	<b>404,979</b>	<b>1,160</b>	<b>3,301</b>	<b>349</b>	<b>FYTD Total</b>	<b>252,920</b>	<b>30,878</b>	<b>283,798</b>	<b>1,218</b>	<b>3,310</b>	<b>349</b>



## **Novi Historical Commission**

**Wednesday, January 25, 2017 7pm**

**Novi Library History Room**

**Call to Order:** 7pm

**Introduction of Guests:** Kathy Crawford, John MacInnis, Betty Lang, Sue Grifor, Kim Nice,

**Approval of Agenda:** Approved, All in Favor

**Approval of Minutes-December 2016:** Minutes require corrections from John and Kathy

**Communications:** None

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

Hands – On Intermediate Genealogy, Saturday, February 11 10:30-3:30pm

Michigan in Perspective Local History Conference, March 3-4

History Skills Workshops 17 workshops from Feb. 17<sup>th</sup> thru Dec. 8<sup>th</sup> 2017

Betty recommends the following for our team:

2-17-17 - Keeping Cemeteries Alive

3-31-17 - Genealogy 101

9-29-17 - Telling Stories: Setting up an Oral History Project

11-10-17 – Taking Oral Histories One Step Further

**History Room Office Hours:** Feb. 6<sup>th</sup> 12-2pm: Kathy Crawford

Feb. 20<sup>th</sup> 6-8pm: John MacInnis

Mar. 6<sup>th</sup> 12-2pm: Tammy Lee Knopp

Mar. 20<sup>th</sup> 6-8pm: Kim Nice

### **Ordinance Review**

Kathy reported that the Ordinance Review Committee has approved the request to remove the School Superintendent and stipulations on who shall serve items and the request for (2) additional commission members. The City Council will have the 1<sup>st</sup> reading of the new ordinance on February 6<sup>th</sup>. Interviews for new members will take place in June 2017.

**School Visit – Tammy and Rae -** Rae reported it went well.

**Report on History Room Visits:** Kim Nice had (1) visitor on Jan. 16<sup>th</sup> who was interested in when the Comau building was originally built. Betty referred him to the City Assessors office.

### **Villa Barr**

100 books on order and are expected in by the end of January

Kathy Munch was unable to attend this meeting but is busy completing the presentation changes. Margie to do programs for presentations and have ready for Spring 2017.

### **Novi Cemeteries**

Grave mapping is currently being done by city.

Kathy mentioned the possibility of future potential to develop an “app” that would give the history of the person. Also our commission conducting further research on the veterans buried there. The addition of new members will certainly aide in accomplishing these items.

### **Upcoming Historical Commission Programs:**

**Detroit History Tours presents “Dames of Detroit” March 2**

**War Dog Memorial-Thursday, May 11, 2017**

**Discovering Michigan Counties Barbara Vandermolen Sept. 28**

**Myth/Mythology Professor Arie Burke Oct. 19**

**French Festival Nov. 9th Genot Picour**

### **Refreshments for Events**

It was decided that we will still plan to have water and coffee for the events and also serve additional beverages or items that may coordinate with the specifics event. (Dames of Detroit we could serve Vernors) Rae can offer recommendations.

### **Display Cabinet, Sue Grifor**

Sue is working with Grace Wilfong from Northville Genealogy Society on the display for Feb 11<sup>th</sup> event Rae requested Sue develop display for the Dames of Detroit to be displayed next.

### **Goals 2017:**

John mentioned that it may be nice to start a “Friends of the Cemetery” program Museum?? Not feasible at this time due to lack of “building” or downtown area. Perhaps at a future date. Something at the Barr property?

Update from City on property next to the cemetery for a parking lot. Mayor Gatt has tasked the city manager to investigate.

### **Elections at January meeting**

Elections moved to February meeting due the Rae and Tammy’s absence.

**Website/Facebook/Instagram** Kim to contact Sheryl Walsh for photo to update website.

**New/Other Business** None

**Adjourn: 8:00pm**

**NEXT MEETING: 7pm February 22**



**Historical Commission Budget 2017-2018**

The budget was approved at the December 2016 meeting.

**Budget**

Same budget as last year

Display Cabinet: \$800

Marketing/Engage \$800

Equipment/Supplies: \$500

Programs/Speakers: \$1,000

Storage Unit \$2000

Acquisition/Books for Local History Room: \$400

Conference/Continuing Ed: \$1000

Special Projects        \$8,000

    Villa Barr

    Photography of Hist. Sites

    Veteran ID (Signs)

**Total: 14,500**

Approval of Budget: All in Favor

# Bits and Pieces

Vol. 8 Number 1

February 2017

## Shared Automation Services Integrated Library System RFP

After six weeks of intensive reading, reflection and rating the Shared Automation RFP committee recommended three of the five vendors move on to the demonstration phase of the process. Autographics and Liblime scored in the 60 point range, from a maximum score of 120, and were released from further consideration. Three finalists, **Innovative Interfaces** (Polaris and Polaris Leap), **SirsiDynix** (Symphony and BlueCloud) and **The Library Corporation** (Carl and Carl Connect) scored in the 90 to 100 point range, and, by random drawing, were scheduled for the demonstration phase, February 15 to March 1. **Garrett Hungerford, Martin Smith** and **Michael Gazzarari** deserve special thanks for their hospitality in hosting the RFP review committee and the three weeks of vendor demonstrations. Also deserving recognition are **Amy Rosen** (White Lake Township Library) who has committed countless hours and energy serving as the RFP Chair and **Hillary Savage** (Belleville District Library) who kept everyone organized serving as the committee Secretary.

**Celia Morse**, Automation Services Consultant, has provided exceptional leadership and service to the RFP Committee. TLN recognizes the contributions of the following staff and their libraries for granting them time to engage as RFP Committee members: **Ron Andrews** (Chelsea), **Mable Doot** and **Elizabeth Alexander** (Livonia), **Sarah Neidert** and **Jennifer Osborne** (Brighton), **Joan Rogers** (Waterford), **Patty Braden** (Romulus), **Paul McCann** (Dexter), **Kimberley Schaaf** (Springfield), **David Silberman** (Novi), **Tyson Mock** and **Karen Schiller** (Salem-South Lyon), **Irinia Kushner** (oak Park), **Alyson Lobert** (Walled Lake), **Mike Gazzarari** (Redford), **Tina Russette** (Clawson and Commerce), **Colleen Tabaka** (Taylor) and **James Lenze** (Garden City).

## Black Belt Librarian Cancels October 2017 Workshop

Warren Graham, the Black Belt Librarian, has cancelled his October 11 workshop scheduled for the Civic Center Library in Livonia. We will try to book him for an appearance in 2018.

## Centennial Library in Dearborn Hosts Special Security Program on September 7.

Dearborn Public Library will host a special library security workshop on September 7 featuring Steve Albrecht from the greater Denver area, Jodie Lane from Canada and a special appearance from a TLN Library Director. The Michigan Cooperative Directors Association is the lead agency, with support from the Library of Michigan, Michigan Library Association, Midwest Collaborative for Library Services and Michigan Association of Media Educators. Tickets are anticipated to sell for \$50, lunch included. More information will be forthcoming.

# Students for Success

Parents & caregivers are encouraged to read *Beyond Bedtime Stories: A Parents Guide to Promoting Reading, Writing, and Other Literacy Skills From Birth to 5*. To borrow a copy of the book visit the Novi Public Library.

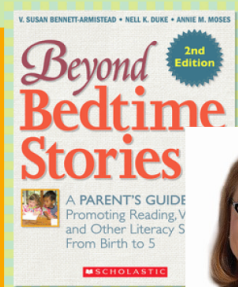
This year the Library and Novi Community School District have also partnered to launch a preschool reading initiative. Learn more about our program “Raising a Reader in Novi— 1000 Books Before Kindergarten” at [novilibrary.org](http://novilibrary.org)



Meet the author: **Wednesday, April 19, 7-8:45pm**  
**@ Novi Middle School**

Registration is required

Visit [novilibrary.org](http://novilibrary.org) or call 248-349-0720



Nell K. Duke, Ed.D., is a professor of language, literacy, and culture and faculty associate in the combined program in education and psychology at the University of Michigan. Her specific areas of expertise include development of informational literacies in young children, comprehension development and instruction in early schooling, and issues of equity in literacy education.

The Novi Middle School is  
located at:  
49000 W. 11 Mile Rd. Novi



# Local libraries pitch in for young Detroit readers

Hometown Life 10:53 a.m. ET March 14, 2017



The library at the SAY Detroit Play Center, a closed city recreation center that was restored and reopened through Mitch Albom's charitable organization.

Visitors to an east-side Detroit recreation center will benefit from the donation of more than 2,000 books from the Neighborhood Library Association, an umbrella organization for six suburban library systems, including the Novi Public Library and the Northville District Library.

The NLA spread the word in member districts' communities and gathered new and gently used books for the SAY Detroit Play Center, a formerly closed city recreation center that was restored and reopened with private donations. The restoration project was the brainchild of Detroit Free Press columnist Mitch Albom, whose charitable organization is called SAY (Super All Year) Detroit.

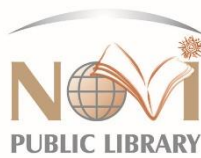
“It was a pleasure for the six local libraries to support the cause and bring an opportunity for a lending library and a promotion of literacy to our neighboring county,” Julie Farkas, director of the Novi Public Library, said in a press release. “This was a wonderful example of gently used and new books being utilized in a very positive way to promote reading.”

The Friends of the Novi Library joined the NLA's effort, quickly raising \$1,000 to buy new books, for teen-aged readers, for the Play Center.

The SAY Detroit Play Center opened in 2015 at the city's Lipke Recreation Center on Van Dyke. Designed for youths ages 8-18, the center combines facilities for academics, sports and music and dance and aims to give young people opportunities to have fun as well as learn.

The center includes a football field that was partially funded by Detroit Lions quarterback Matthew Stafford, a digital learning center and a recording studio for young musicians.

The NLA — in addition to the Novi and Northville libraries, the group includes the Wixom, Walled Lake, Salem-South Lyon and Lyon Township library systems — plans to continue supporting the Play Center, with another book drive planned for later this year.



## Library Board Calendar

### 2017

<b>March 23</b>	<b>Library Board Regular Meeting</b>
April 9-15	National Library Week
April 15	Library Closed
April 16	Holiday—Easter, Library Closed
<b>April 27</b>	<b>Library Board Regular Meeting</b>
April 24-28	Money Smart Week @ Library
May 6	Library Board Goal Setting Session
May 14	Mother's Day, Library Closed
<b>May 25</b>	<b>Library Board Regular Meeting</b>
May 28	Library Closed
May 29	Holiday – Memorial Day, Library Closed
June 18	Father's Day, Library Closed
<b>June 22</b>	<b>Library Board Regular Meeting</b>
<b>June 22</b>	<b>Library Director Annual Review</b>
July 4	Holiday – Independence Day, Library Closed
<b>July 27</b>	<b>Library Board Regular Meeting</b>
August 10	Community Reads Book Unveiling
August 18	Staff In-Service, Library Closed
<b>August 24</b>	<b>Library Board Regular Meeting</b>
September 2	Library Closed
September 3	Library Closed
September 4	Holiday – Labor Day, Library Closed
<b>September 28</b>	<b>Library Board Regular Meeting</b>
<b>October 26</b>	<b>Library Board Regular Meeting</b>
<b>November</b>	<b>Annual Library Report – City Council Meeting, TBD</b>
<b>November</b>	<b>Strategic Planning Sessions-TBD</b>
November	Community Read, Library TBD
November 8	General Election Day
November 11	Holiday – Veteran's Day – Library Open
<b>November 15</b>	<b>Library Board Regular Meeting</b>
November 22	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 23	Holiday – Thanksgiving, Library Closed
<b>December 20</b>	<b>Library Board Regular Meeting</b>
<b>December 20</b>	<b>Library Director – Mid-year Review</b>
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year's Eve, Library Closed

- 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.