

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, April 20, 2016
at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, MI 48375

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

- 1. Call to Order and Roll Call
- 2. Pledge of Allegiance
- 3. Approval and Overview of Agenda
- 4. Consent Agenda
 - A. Approval of Claims and Warrants L5414-6
 - B. Approval of Regular Meeting Minutes – March 16, 20167-15
- 5. Correspondence.....N/A
- 6. Presentation/Special GuestN/A
- 7. Public Comment
- 8. Student Representatives Report 16
- 9. President's Report
 - A. Goals Update 17-31
 - B. Library Board Officer Elections
 - C. Approve the addition of a Library Board Bylaw Review Committee for 2016-2017
 - D. Library Board Committee Appointments
- 11. Treasurer's Report
 - A. Library Budget Fund 268 – 2016-2017 Approval..... 32-34
 - B. Library Fund 268 Expenditure & Revenue Report (March 31, 2016) 35-38
 - C. Contributed Fund Budget 269 39-40
 - D. Contributed Fund 269 Expenditure & Revenue Report (March 31, 2016) 41
 - E. Balance Sheets for Funds 268 and 269 42-43
- 12. Director's Report..... 44
 - A. Information Technology Report 52-60
 - B. Facilities Report 61-62
 - C. Information Services Report.....63-66
 - D. Library Usage Statistics..... 67-76
 - E. Friends of the Novi LibraryN/A
 - F. Novi Historical Commission – Approved March 2, 2016 minutes..... 77-81
- 13. Committee Reports
 - A. Policy Committee: Review current public policies for the Library**
(Open, Michener– Chair) – No action at this time.
 - B. HR Committee: HR Policies, Director Review, Salary Study**

(Michener, Verma – Chair) – Library Board Officer Elections

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

(Open, Open, Messerknecht - Chair) – No action at this time.

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

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

E. Strategic Planning Committee: Annual review of current plan

(Lawler, Open- Chair) – No action at this time.

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

(Open, Messerknecht – Chair)

1. Trustee Messerknecht and Julie Farkas met to discuss information received from follow-up reference calls for the Energy Reduction Coalition project. More details are still needed before presenting to the full board. The bid opening for the main entrance project is scheduled for Thursday, April 21 at 10:00am.

A letter was received by an attorney representing Mr. Gary Bernstein, Café tenant, in response to Julie Farkas telling Mr. Bernstein on Friday, February 6, 2016, that the Board wished to not renew the lease and instead go out for bid. A letter has been drafted by the City Attorney in response and sent to Mr. Bernstein's legal council. Letters included in this packet.....49-51

14. Public Comment

15. Executive Session

A. Motion to discuss a written attorney/client privileged opinion pertaining to the 3D printer policy

16. Matters for Board Action

A. AUDIENCE COMMENT (3rd draft)

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

City of Novi AUDIENCE COMMENT – In order to hear all citizen comments at a reasonable hour, the City Council requests that speakers respect the three-minute time limit. This is not a question-answer session. However, it is an opportunity to voice your thoughts with City Council. Speakers wishing to display visual materials through the City's audiovisual system must provide the materials to the City Clerk's Office no later than 5 p.m. five days before the meeting and the materials cannot be changed before the meeting.

B. 3D Printing Policy – 2nd draft 45-48

17. Adjourn

Supplemental Information:

- Library Board CalendarX

Future Events:

- Money Smart Week (April 23 – 29, 2016)
- Historical Commission Regular Meeting – Wednesday, April 27th at 7:00pm, Novi Library
- State of the City Address - Tuesday, May 3rd at 7:30am, Suburban Collection Showplace
- Library CLOSED – Sunday, May 8, 2016
- Friends of Novi Library Regular Meeting – Wednesday, May 11th at 7:00pm, Novi Library
- Library Board of Trustees Regular Meeting – Wednesday, May 18th at 7:00pm, City of Novi
- Historical Commission Regular Meeting – Wednesday, May 25th at 7:00pm, Novi Library
- Library CLOSED – Sunday, May 29th and Monday, May 30th
- City of Novi Memorial Day Parade – Monday, May 30th at 10:00am – Library will host a table
- Spring into Novi – Saturday, May 14th at 9:00am, City of Novi Atrium



Inform. Inspire. Include.

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

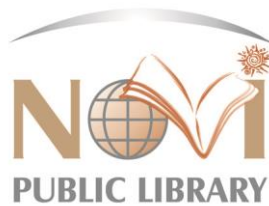
<http://www.novilibrary.org>

Warrant 541	268 Accounts	April 2016	
Payable to	Invoice #	Account number	Account Total
Global Office Solutions (3/29/16)		268-000.00-727.000	\$ 1,120.54
Staples (3/31/16)	toner	268-000.00-727.000	\$ 215.90
CDW-G Government (3/17/16)	Intel Nuc Kit (45)	268-000.00-734.000	\$ 14,245.00
Comprise (3/9/16)	Int Filter ann ren eff 4/29/16	268-000.00-734.000	\$ 1,524.40
IOS Consulting, Inc. (1/27/16)	IOS-RAM 96GB-Dell R710 server	268-000.00-734.000	\$ 7,200.00
Merit Network (3/22/16)	Prod sup Vmware (6)	268-000.00-734.000	\$ 833.70
Staples (3/12/16)	Computer Cables	268-000.00-734.000	\$ 5.36
Tech Logic Corp (2/1/16)	CircIT Software	268-000.00-734.000	\$ 6,056.96
Batteries + Bulbs (3/14/16)		268-000.00-734.500	\$ 99.80
CDW-G Government (3/7/16)	Intel 535 series	268-000.00-734.500	\$ 1,188.00
City of Berkley	barcode scanner/rec printer	268-000.00-734.500	\$ (100.00)
Ypsilanti District Library	receipt printer purchase	268-000.00-734.500	\$ (165.00)
Affordable Alternatives Inc.com (2/26/16)	labels yth	268-000.00-740.000	\$ 127.00
Allied-Eagle Supply Co (3/15/16)		268-000.00-740.000	\$ 722.01
Demco (2/29/16)		268-000.00-740.000	\$ 387.24
Global Office Solutions (3/28/16)		268-000.00-740.000	\$ 218.00
Midwest Tape (3/4/16)		268-000.00-740.000	\$ 221.99
Research Technology International (3/8/16)	disc cleaner supp	268-000.00-740.000	\$ 61.95
Sam's Club (3/23/16)		268-000.00-740.000	\$ 40.81
Sanitor (3/3/16)	NeatSeat (2)	268-000.00-740.000	\$ 171.86
Showcases (2/26/16)		268-000.00-740.000	\$ 123.90
MyCouponGenie (3/9/16)	Tony Saccos	268-000.00-740.010	\$ 66.67
Amazon.com (3/8/16)		268-000.00-742.000	\$ 799.24
Brodart (3/23/16)		268-000.00-742.000	\$ 10,815.77
Center Point Large Print (3/24/16)		268-000.00-742.000	\$ 152.19
Charter Township of Lyon	payment for book	268-000.00-742.000	\$ (27.95)
DK Agencies Ltd (3/15/16)		268-000.00-742.000	\$ 1,699.60
Friends of Novi Library	Teen Book Club	268-000.00-742.000	\$ (1,000.00)
Gale/Cengage Learning (3/28/16)		268-000.00-742.000	\$ 2,745.29
Novi Public Library	ESL book purch; \$7 ea; 3/16/16	268-000.00-742.000	\$ (189.00)
The Library Network (3/15/16)		268-000.00-742.000	\$ 89.29
Thomson Reuters - West (3/4/16)	Mi Rules of Court	268-000.00-742.000	\$ 241.00
Tsai Fong Books, Inc. (3/22/16)		268-000.00-742.000	\$ 550.34

Lincoln Park Public Library		268-000.00-742.100	\$ 20.00
Northville District Library		268-000.00-742.100	\$ 20.99
Wayne State University		268-000.00-742.100	\$ 65.00
Wixom Public Library		268-000.00-742.100	\$ 67.45
Ebsco (3/9/16)		268-000.00-743.000	\$ 511.47
Michigan.com #1008 (3/15/16)	4/1/16-3/31/17	268-000.00-743.000	\$ 166.32
Midwest Tape (3/8/16)		268-000.00-744.000	\$ 1,141.24
OverDrive (3/8/16)		268-000.00-744.000	\$ 1,591.87
Amazon.com (2/10/16)		268-000.00-745.200	\$ 249.34
Midwest Tape (3/8/16)		268-000.00-745.200	\$ 5,700.45
Bright House Networks Business Sol (3/27/16)	Apr-16	268-000.00-801.925	\$ 32.30
Merchant Billing Statement	Mar-16	268-000.00-802.100	\$ 172.42
Providence Occupational Health System	Gainer	268-000.00-804.000	\$ 420.00
Johnson, Rosati, Schultz & Joppich, P.C.	Café lease	268-000.00-806.000	\$ 247.00
Rotary Club of Novi (3/30/16)	Spring dues 2016; 4/1/16	268-000.00-809.000	\$ 178.00
AT&T (3/13/16)	DTE	268-000.00-851.000	\$ 407.63
TelNet Worldwide (3/15/16)		268-000.00-851.000	\$ 534.22
Verizon Wireless (2/28/16)	1/29-2/28/16	268-000.00-851.000	\$ 383.59
The Library Network (3/2/16)	Jan 1-Mar 31, 2016; circuit cost	268-000.00-855.000	\$ 2,280.83
Imageamerica (3/30/16)	wrist bds; pens; nt pds (1000eq)	268-000.00-880.000	\$ 1,495.00
Muniweb (3/2/16)	Feb-16	268-000.00-880.000	\$ 785.00
NovoPrint USA (3/16/16)	Ch of Comm Dir	268-000.00-880.000	\$ 1,195.00
Sam's Club (3/23/16)		268-000.00-880.000	\$ 23.52
YP (3/5/16)	Advertising; 3/25/16	268-000.00-880.000	\$ 63.00
Amazon.com (3/7/16)		268-000.00-880.268	\$ 49.69
Barnes & Noble (3/21/16)	gift cert (6)	268-000.00-880.268	\$ 350.00
Brewin, Linda	Winter Blues Bh Party; 1/20/16	268-000.00-880.268	\$ 39.40
Brodart (3/3/16)	exhibit case	268-000.00-880.268	\$ 2,435.21
Brogdon, Anthony (3/28/16)	Great Detroit; 4/19/16	268-000.00-880.268	\$ 100.00
Discount School Supply (3/24/16)		268-000.00-880.268	\$ 107.31
Farkas, Julie	Quilt project	268-000.00-880.268	\$ 45.00
Global Office Solutions (3/28/16)		268-000.00-880.268	\$ 81.15
Gordon Food Service Store (3/30/16)	youth	268-000.00-880.268	\$ 118.75
Little Caesars (3/4/16)	Kidpreneur Coding; 3/4/16 cc	268-000.00-880.268	\$ 20.78
Oriental Trading (3/18/16)		268-000.00-880.268	\$ 95.87
Party City (3/19/16)	yth pgm; Bird Races 4/9/16	268-000.00-880.268	\$ 7.99
Sam's Club (3/9/16)	Battle of Books 3/12/16	268-000.00-880.268	\$ 83.08
Staples (3/31/16)	Card stock	268-000.00-880.268	\$ 11.49

Upstart (3/16/16)	SRP	268-000.00-880.268	\$ 287.21
Upstart (3/16/16)	SRP	268-000.00-880.268	\$ 32.25
Alex Delvecchio Ent. LLC (3/8/16)	badges(5)	268-000.00-900.000	\$ 131.83
Engraving Connection	Sturing	268-000.00-900.000	\$ 148.50
J.L. Geisler Corp (1/4/16)	Poupard	268-000.00-900.000	\$ 47.20
Konica Minolta (3/1/16)	March	268-000.00-900.000	\$ 591.64
Consumers Energy	2/12-3/11/16a	268-000.00-921.000	\$ 1,444.95
DTE Energy	2/23-3/22/16a	268-000.00-922.000	\$ 8,327.67
Batteries + Bulbs (3/14/16)		268-000.00-934.000	\$ 96.96
Cintas (3/28/16)		268-000.00-934.000	\$ 282.00
Factory Direct Supply (3/10/16)	Zurn Solenoid Kit faucets (4)	268-000.00-934.000	\$ 148.36
Home Depot (3/17/16)		268-000.00-934.000	\$ 128.11
Lyon Mechanical (2/29/16)	preventative main; 2/2016	268-000.00-934.000	\$ 641.00
Menards	coffee mkr	268-000.00-934.000	\$ (4.22)
Orkin (2/29/16)	2/29/2016	268-000.00-934.000	\$ 61.79
Republic Services (2/25/16)	March; inc cont refresh	268-000.00-934.000	\$ 204.25
Schindler (2/23/16)	1/27/2016	268-000.00-934.000	\$ 611.52
Voss Lighting		268-000.00-934.000	\$ 136.04
Brien's Services, Inc. (3/15/16)	Feb 24-Mar 5	268-000.00-941.000	\$ 2,367.51
Konica Minolta Premier Finance (3/15/16)	April	268-000.00-942.000	\$ 999.00
Corrigan Storage Solutions (3/1/16)	March	268-000.00-942.100	\$ 27.91
Farkas, Julie	Friends B&A; 5/6/16 (4)	268-000.00-956.000	\$ 200.00
Lang, Elizabeth	mileage-OCHR; 3/22/16	268-000.00-956.000	\$ 19.44
Michigan Library Association (3/24/16)	Fricke; Sp Inst; 4/15/16	268-000.00-956.000	\$ 155.00
Stevenson, April	PLA Conf; transfers	268-000.00-956.000	\$ 43.20
Zurmuehlen, Maryann	TLN Circ Mtg; 1/14/16 mileage	268-000.00-956.000	\$ 20.84
CDW-G Government (3/21/16)	Inter NUC Kit (12)	268-000.00-986.000	\$ 25,659.00
IOS Consulting, Inc. (1/27/16)	IOS-RAM 96GB-Dell R710 server	268-000.00-986.000	\$ (7,200.00)
Petty Cash (Programming)	youth	268-000.00-880.268	\$ 53.53
TOTAL			\$107,201.71

Warrant 541	269 Accounts	April 2016	
Payable to	Invoice #	Account number	Account total
Petty Cash (Programming)	Teen Space	269-000.00-742.232	\$ 9.88
Friends of Novi Public Library	3D Printer;MOS	269-000.00-665.233	\$ (3,500.00)
TOTAL			\$ (3,490.12)



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
March 16, 2016**

DRAFT

1. Call to Order and Roll Call

Library Board

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

Student Representatives

Ruchira Ankireddygari (Departed 7:09 p.m.)
Cindy Huang (Arrived 7:06; Departed 7:09 p.m.)

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

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

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

Trustee Messerknecht requested that item 9 of the Agenda, President's Report, be altered to include two additional topics. He would like **9A. Goal Updates** to become **9C**; then, add **9A. Congratulations and Welcome to the new Board Appointees**, **9B. Officer Appointments**, and finally **9C. Goals Update**.

A motion was made to approve the Overview of Agenda as amended.

1st—Ramesh Verma

2nd—Doreen Poupard

The motion passed unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L540

B. Approval of Budget Planning Session Meeting Minutes—January 16, 2016

- Trustee Lawler noted that his name was not listed with the other Board members even though he was present.
- Trustee Agosta noted an error in the number of hours the Shelving staff works each week on page 8 of the January 16, 2016 Budget Planning Session Meeting Minutes. They do not work 12-16 hour shifts, rather they work 12-16 hours per week.

C. Approval of Regular Meeting Minutes – February 17, 2016

A motion was made to approve the Consent Agenda based on changing the two discrepancies discussed in the January 16, 2016 Budget Planning Session Minutes.

1st—Doreen Poupard

2nd—William Lawler

The motion passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation/Special Guest

There was no presentation.

7. Public Comment

There was no public comment.

8. Student Representatives Report

The Student Representative Report can be found on pages 29-33 of the March 16, 2016 Library Board packet.

A. Programs

- On February 8, teens honored the Chinese New Year by sampling Chinese foods, making paper lanterns and creating fortune bookmarks.
- On February 9, teens celebrated National Pizza Day by tasting various types of pizza from local Novi pizza shops. All the pizzas were donated.
- On February 12, teens were introduced to robotics at the Introduction to Robotics program sponsored by Club Z.
- On February 17, teens attended the first Teen Book Club, which was generously sponsored by a grant received from Community Financial.
- On February 19, teens enjoyed a chocolate fondue party.
- On February 23, teens had the opportunity to write their first resume at the Resume Writing Workshop.
 - Trustee Poupard inquired about the success and popularity of this program. Ms. Farkas explained that the Library utilized the City of Novi's Human Resource Department to help with this event. She is unsure of the specific number of attendees, but will find out and share the number with the Library Board.
- Trustee Agosta asked the Student Representatives to explain what programs are most popular, how programs are decided upon, and how the programs are run. The Student Representatives reported that

programs that include food are very popular. Prior to the Engage magazine being published, the Teen Advisory Board and their advisor brainstorm topics that would make for interesting programs. Most of the programs utilize teen volunteers to help.

B. Teen Space

- Teen Space had a total of 482 attendees in February.

C. Teen Advisory Board

- TAB members made library themed valentines to celebrate "Love Your Library Month".
- Work continues on planning an upcoming community service project.
- Guest speaker Jane Hecker spoke about the upcoming AAUW Let's Read Math program and sought out teen volunteers to help at this program.

D. Upcoming Programs

- Kidpreneur Coding Workshop (3/4); Tips and Techniques for a Successful Interview (3/9); Battle of the Books (3/12); Saving for College (3/16); TAB Meeting (3/18); Introduction to Robotics Demonstration (3/19); Prom Prep 101 (3/29).

9. President's Report

A. Congratulations and Welcome of New Board Appointees

Trustee Messerknecht welcomed, congratulated, and thanked the following returning and new Board members:

- Trustee Ramesh Verma was reappointed to the Library Board. Trustee Verma began serving on the Library Board in March, 2007. He not only brings a unique perspective to the Board, but he also brings years of valuable experience.
- Trustee Melissa Agosta is new to the Library Board. She is a graduate of Novi High School, Schoolcraft College, and Henry Ford Community College. She has been a resident of Novi for the past 18 years as well as a business owner in Novi for the past 11 years. Ms. Agosta was part of the City's Ambassador Program and she credits that for bringing her to the Novi Library Board.
- Also new to the Board is Trustee Geoffrey Wood, an 11-year resident of Novi, and a graduate of Grand Valley State University. Mr. Wood has over 18 years of sales and management experience in a high tech company. Since 2005 he has served on the Novi Educational Foundation, and from 2006-2012 he served as a youth baseball coach for Novi Parks and Recreation.
- Trustee Verma asked about a meeting between Ms. Farkas and the new Board members and she informed him it was scheduled for March 24, 2016 from 3:00-4:30.

B. Officer Appointments

Trustee Verma reported that a slate for the Library Board officers will be presented at the April Library Board meeting.

C. Goals Update

1. **Goal #2: Balance the needs of the community with fiscal responsibility and reduce the deficit spending.**
 - **Strategy: Seek funding through grants.**
The display case that was purchased with grant money awarded to librarian Erin Durrett was delivered and will be on display outside the Teen Stop room located on the second floor. Part of the grant requirement was to showcase the finished designs of the 3D printer.
2. **Goal #4: Provide quality services, collections, programs and technology with an emphasis on the diverse and aging population.**
 - **Strategy: Engage the older adult community in Library programs and services.**
Local Activity Directors from senior centers are bringing memory loss residents to the Library on a monthly basis to read and use BiFolkal Kits. The kits are a packaged program designed to bring back memories of a particular time or topic. Ms. Farkas explained to Trustee Agosta that the senior center residents are seeking out the Library for these kits; it is not a program that the Library is hosting. Anybody that stops into the Library can use the kits if they ask. Trustee Poupard asked if the items can be taken to the senior centers, which they can, but Ms. Farkas was not sure if they could be checked out to an individual patron as asked by Trustee Agosta.
 - **Strategy: Increase/Implement programming opportunities for each patron group.**
Teen librarian Lindsey Fricke worked hard to start the Teen Book Club which was highly attended at its first meeting. With the help of Community Financial, Ms. Fricke will be able to sustain the club on a monthly basis. Trustee Lawler asked if audio/visual items were going to be used for the book club, and Ms. Farkas explained for now it will just be printed novels but that the student could listen to the book if necessary.
3. **Goal #5: Promote the Library in Novi's residential and business communities; promote library services to non-library users balancing existing resources whenever possible.**
 - **Strategy: Increase awareness of services, collections, programs and technology.**
Two Novi staff members were asked to be a part of a podcast for Boopsie which is the company that runs the Novi Library App. They shared their knowledge of marketing, customer response, and integrating social media with the App.
4. **Goal #7: Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.**
 - **Strategy: Provide convenient access to collections, programs and services.**

- Trustee Verma asked for a readable blue print of the drive-way project and Ms. Farkas said she would ask the City for something easier to read.
- Trustee Poupard asked how Ms. Farkas keeps track of all the different goals and strategies. Ms. Farkas explained that she relies on staff members from the different departments that are assigned various goals. Since it is getting toward the end of the fiscal year, Ms. Farkas will email her staff requesting updates.
- Trustee Michener expressed that setting these goals and strategies allows for the Board to get together as a group and go over each Goal/Strategy and discuss how it ties in with the Library's motto of "inform, include, inspire". It takes a huge team effort to set the goals, she also added.
- Ms. Farkas hopes to have a Goal setting session at the end of April and hopes to have a speaker present as well as some Trustees from neighboring library boards.
- Trustee Verma suggested tying the speaker in with National Library Week event at Walled Lake Library.

10. Treasurer's Report

A. Library Budget Fund 268 2015-2016

The Library Budget Fund 268 2015-2016 can be found on pages 48-50 of the March 16, 2016 Library Board packet.

B. Library Budget Fund 268 2016-2017 Approval

The Library Budget Fund 268 2016-2017 can be found on pages 51-54 of the March 16, 2016 Library Board packet.

- The City made no changes to the numbers in the Budget but they did include amounts for account **976.000 Parking Lot Improvements \$53,400.00** and account **976.100 Internal Technology- Capital Outlay \$56,000.00**.
- Ms. Farkas explained to the Board that \$17,500.00 included in the 2015-2016 year end number in account **986.000-Data Processing-Security Camera Update** may be moved into the 2016-2017 Budget. Originally the Library was going to share this update with work being done at City Hall, but the latest information shows that the City has moved the project to a status date of to-be-determined. Ms. Farkas and the Board agree that there is cost savings to sharing RFP's with the City, and should this project move to the next fiscal year, Ms. Farkas will bring it to the Board.
- Trustee Poupard inquired about changes in the mileage being discussed by the City, but Ms. Farkas believes at this point these changes shouldn't affect the Library's Budget.

A motion was made to approve the 2016-2017 Budget Fund 268.

1st—Ramesh Verma

2nd—Tara Michener

The motion passed unanimously.

C. Library Fund 268 Expenditure and Revenue Report (February 29, 2016)

The Library Fund 268 Expenditure and Revenue Report can be found on pages 55-57 of the March 16, 2016 Library Board packet.

- **Revenue:** Revenue increased \$17,000.00 for the month of February bringing the total YTD revenue to \$2,721,000.00.
- **Expenditures:** Through seven months, the total expenditures are \$1,752,000.00 which is 57% of what was budgeted. Since the Library is through 66% of its fiscal year budget, expenditures are looking good.
- **Net Revenue and Expenditures:** are a positive \$969,000. Currently the Library is on track to use very little of the fund balance which has been a serious concern of the Board over the past few years. Trustee Messerknecht thanked Ms. Farkas and her staff for working so diligently at reducing this amount.

D. Contributed Fund Budget 269

The Contributed Fund Budget 269 can be found on pages 58-59 of the March 16, 2016 Library Board packet.

- Little activity was reported for the month of February.

E. Contributed Fund 269 Expenditure and Revenue Report (February 29, 2016)

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 60 of the March 16, 2016 Library Board packet.

F. Balance Sheets for Funds 268 and 269

The Balance Sheets for Funds 268 and 269 can be found on pages 61-62 of the March 16, 2016 Library Board packet.

- **Fund 268:** Ending fund balance of \$2,688,000.00 for the month of February.
- **Fund 269:** Ending fund balance of \$1,653,000.00 for the month of February.

G. Library Bond Refunding Opportunity

Library Bond refunding opportunity can be found on pages 73-77 of the March 16, 2016 Library Board packet.

- The City of Novi was able to get its bond rating upgraded to AAA status which will allow them to do an advance refund and save the City \$95,000.00 per year over the remainder of the bond. Since the Library operates on a separate bond, this should not affect Library.
- Trustee Poupard asked Ms. Farkas if anything was planned to showcase this upgraded bond status by the City. Ms. Farkas offered to reach out to the City and find an answer. Trustee Poupard feels it is a wonderful opportunity to show the community how fiscally responsible the Library and City are and that there is a cooperative spirit between the two organizations.

11. Director's Report

The Director's Report can be found on pages 63-100 of the March 16, 2016 Library Board packet.

- Ms. Farkas confirmed the new 2017 Library Board Meeting dates. The City was able to accommodate the changes.
- As part of the Money Smart Week program, Novi Library helped almost 200 libraries across the state receive free books to share with students. The

Library had 8,000 books delivered, and with the help of Community Financial, was able to box-up the books to be shipped to libraries across the state. TLN delivery service helped with the deliveries. Ms. Farkas is glad to partake in a Library of Michigan sponsored program.

- Ms. Farkas attended a meeting with Dr. Matthews, Superintendent of Novi Schools, about the new preschool opening in Novi in the fall. The Library would like to have a big part in the opening of this school. Over 300 children are already registered for the school. Since there is no media center in the school, Ms. Farkas thinks this is a great opportunity for the Library to step in.
- On page 64 of the Board packet, Ms. Farkas included an email from Adam Wayne from the City of Novi listing the schedule of the planned driveway project. Trustee Verma asked what "MITN" meant. MITN is the online bidding resource the City of Novi uses. More work may be done on 10 Mile road than was originally planned, but it would save the Library problems in the future.

A. Memorandum of Understanding—City of Novi and Library for van usage

- Trustee Verma suggested putting money aside for any expenses accrued for damage to the van since the Library is responsible for the cost of repairs.

B. Information Services Report

Provided by April Stevenson, the report can be found on pages 83-86 of the March 16, 2016 Library Board packet.

C. Information Technology Report

The Information Technology Report can be found on pages 87-88 of the March 16, 2016 Library Board packet.

- Trustee Agosta asked about the Technology survey. Ms. Farkas said she would send it to her. The number of responses was low so in the future the Library will be more proactive about soliciting responses.
- Ms. Farkas explained Freegal is the free downloadable music resource the patrons use. They are allowed five free songs per week with a library card. Zinio is the free online magazine resource you can use with a library card. There are over 200 online magazines available.

D. Library Usage Statistics

The Library Usage Statistics can be found on pages 89-98 of the March 16, 2016 Library Board packet.

- The Read Boxes will begin in early May. Lakeshore Park, Rotary Park and ITC Park are the locations. The Library is always thinking about adding a fourth location. A location close to Northwest Novi would be beneficial.
- Trustee Messerknecht noted that completed Gale courses in February increased. Ms. Farkas said that staff has worked harder at promoting the courses.
- Trustee Lawler noted the increase in room rentals. It is beneficial monetarily, but also it brings in community members that might not be familiar with Library.

- The charging station was not working and is being repaired. The City handles all the repairs.

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

F. Novi Historical Commission—January

The minutes are on pages 99-100 of the March 16, 2016 Library Board packet.

- Trustee Agosta reported that the Historical Commission is in need of volunteers to cover office hours in the Local History Room.

12. Committee Reports

A. Policy Committee (Open, Michener- Chair)

There was no report provided for the Policy Committee.

B. HR Committee (Michener, Verma – Chair)

Trustee Verma and Trustee Michener are working on a slate of officers for the April Board meeting.

- After the new officers take their positions in May, the Board can work on filling new committee positions.

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

There was no report provided for the Finance Committee.

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

There was no report provided for the Events/Marketing/Fundraising Committee.

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

There was no report provided for the Strategic Planning Committee.

F. Building/Landscape Committee (Open, Messerknecht-Chair)

There was no report for the Building/Landscape Committee.

13. Public Comment

There was no public comment.

14. Matters for Board Action

A. Library Budget 268 for 2016-2017 (2nd approval following City of Novi Finance Department review)

- This matter was voted on during the Treasurer's Report.

B. Approval of audience comment language by Library Board (2nd draft)

AUDIENCE COMMENT—In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the ~~three~~ five minute time limit. This is not a question-answer session. However, 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.

- Trustee Messerknecht commented that while attending the City Council meeting he noticed that their Public Comment policy included verbiage saying the Council Members are not to respond to what is being discussed by the audience member. The Council Members are there to listen, not engage in dialogue. He feels it would be beneficial to include this in the Library's policy.
 - Trustee Michener agreed with this inclusion and Trustee Agosta thinks it is good to be consistent with the City's policy.
 - Trustee Poupard liked the changes to the words on the disclaimer. She also inquired about why the speaker's time-limit was changed

from three to five minutes. Ms. Farkas explained that the bylaws say five minutes so keeping it at five minutes is easier than changing the bylaws.

- Trustee Messerknecht asked fellow Board members if there was a need to read the disclaimer at every meeting. Trustee Michener feels that it is unnecessary to read it at each meeting and Trustee Agosta also agreed. Ms. Farkas said that she would add the disclaimer to the pamphlet that is available to the public at each meeting.
- Ms. Farkas offered to reach out to the City to review their policy and then bring it back for approval at the April Board meeting. The Board members agreed with this suggestion.

C. HR Employees Policies (2nd draft)

- Trustee Messerknecht thanked Trustees Verma and Michener as well as Ms. Farkas and her staff for all the hard work over the six month long period.
- Trustee Poupard asked what changes were made after the Board members read through the policies. Ms. Farkas reported a minor grammatical error was fixed and a question was raised about the probationary period of new hires receiving benefits. Trustee Messerknecht wondered if it would be more work to have their benefits begin immediately as opposed to waiting until the probationary period ends. Ms. Farkas explained that it is easier to be on track with the City, therefore it was decided benefits would begin immediately.

A motion was made to approve the HR Employees Policies as has been distributed to the Board members.

1st—Ramesh Verma
2nd—Tara Michener

The motion passed unanimously.

D. 3D Printing Policy (1st draft)

- The Board members discussed concerns about weapons of any kind being made with the 3D printer. Ms. Farkas said she would consult with an attorney for guidance as to how it can be worded in the policy. She also assured Board Members that she would inquire about the Library's responsibility in copyright law infractions. Ms. Farkas will bring this policy back for review at the April Library Board meeting.

15. Adjourn

A motion was made to adjourn the meeting at 8:23 p.m.

1st—Ramesh Verma
2nd—Doreen Poupard

The motion passed unanimously.

Ramesh Verma, Secretary

Date

March 2016 Student Representative Report

By: Cindy Huang, Ruchira Ankireddygari

Programs:

The Kidpreneur Coding Workshop on March 4th taught participants coding skills to design and create a game in less than two hours.

The Battle of the Books program took place on March 12th. Students formed teams and read from a list of six books throughout the year. Teams then met to compete against one another in a contest of questions about those books.

March 16th was the Saving for College program. Megan Buonodono of the Michigan Education Trust shared valuable knowledge on how the Michigan Education Savings Program plan can help students with tuition at eligible colleges.

March 28th marked the beginning of the Teen Writing Contest at the library. Participants are to submit an original poem or short story. It is open to all teens in grades 9-12 and entries are accepted until April 22nd.

Teens met to learn about skincare, fashion, and style in preparations for prom at the Prom Prep 101 program on March 29th.

The Teen Space had 672 attendees in the month of March.

Teen Advisory Board Update:

At the March Teen Advisory Board Meeting, members had the opportunity to listen to three guest speakers. The first speaker, Mr. Alan Bialek, reached out to TAB to share his passion for teaching the next generation his life lessons through workshops and storytelling. Through working with TAB members, he also hopes to create library programs that honor the service of veterans. Jackie Smale, human resources generalist for the city of Novi, shared her valuable knowledge with the group as the second speaker. Her in-depth presentation covered the topics of resume writing and the overall interview process. The final guest speaker, Information Services Librarian, Erin Durrett, spoke about creating teen programs that involve the library's 3D printer. She wants to work with TAB members in creating a program that allows teens to create their own original design for 3D printed figurines.

Upcoming Programs:

Teen Book Club - April 12

Draw Your Own Anime and Manga - April 14

Tween Poetry Fun - April 16

NOVI PUBLIC LIBRARY – 2015/2016 GOALS

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

Goal #1:

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

Strategy: Provide appropriate staffing for best customer service.			
Tactic	Owner	Status	Due Date
Provide opportunities for staff training	AD	Annual in-service day planned for 8/21/15; 50 staff participated in department meetings, active shooter drill, and customer service presentation on 8/21; IS staff attended TLN Tech Forum, Blackbelt Librarian Seminar, MLA Annual conference; IS staff presented at Ignite session at MLA Annual conference about Shark Bowl win; Bill Bembeneck completed MIOSHA General Industry 10-Hour + training; a Library of Michigan Continuing Education Grant was awarded to an IS staff member to attend Leadership Academy; Management attended a Cultural Diversity workshop at the City; attended Library UpLoad conference to share IT expertise; several IS Staff attended webinars; an IS Staff member is currently attending Leadership Academy; 2 IS staff attended an Every Child Ready to Read workshop;	Ongoing; 8/15; 10/15; 11/15; 1/16; 2/16; 3/16,

Goal #2:

Balance the needs of the community with fiscal responsibility and reduce the deficit spending.

Strategy: Partner with City of Novi and Novi School District.			
Tactic	Owner	Status	Due Date
Engage IT departments in quarterly meetings to review opportunities for resource sharing, technology best practices and education	IT	Currently partnering with Schools on two projects: TumbleBooks trial and screening of Most Likely to Succeed documentary; coordinating with City on RFP for security video cameras; meeting with City/Schools/Library staff scheduled for 03-24-2016 to explore partnership opportunities; Met with NCSD Technology System Manager to exchange ideas. Discussed final specification for security camera RFP with City CIO.	Annually; 11/15; 3/16, 4/16

Investigate with City of Novi to be a "go to" for additional City services; offer/advertise City services if applicable	AD	Advertising need for volunteers to work elections.	7/15; 1/16
Maintain open communication between Library and City Facilities departments through regular meetings	F	Quarterly meetings scheduled and occurring	Ongoing
Participate in employee opportunities offered by City	AD	Staff attend various events, such as wellness, quarterly recognition, etc.	Ongoing
Investigate with City an all in one calendar for Library, City, and School info/dates/events	AD		2015/16
Strategy:	Investigate and implement changes that save money.		
Tactic	Owner	Status	Due Date
Look for cost-cutting measures in everyday processes	SS; IT; F; IS; AD	Advising staff to primarily use copiers for printers; installed energy/cost saving LED lamps in display case; replaced adult computer area printer with faster, more cost effective model; re-purposing and utilizing extra supplies recently uncovered; phone system upgrade to restore 3-digit dial to the civic center; investigating print/copier pricing to determine if lease pull-ahead would be more economical; sold retired IT equipment .	Ongoing; 8/15; 9/15; 11/15; 12/15; 2/16; 4/16
Work with managers for budget planning	AD	Dept. budget meetings scheduled for December; 1 st drafts developed; dept. meetings held	1/16; 9/15; 12/15
Develop budget for next FY and future projections	AD; Board	2 budget planning sessions (January 20, 2016 and February 6, 2016); Approval of 16/17 budget for Feb. 17, 2016	2/16

Strategy:	Seek funding through grants.		
Tactic	Owner	Status	Due Date
ALA/YALSA Shark Bowl	IS	ALA announced winners (including NPL's Erin Durrett) & prizes: a monetary reward worth \$2,000 each, along with various donated technology prizes; 3D Systems Cube 3 rd Generation arrived; have started printing examples; examining future needs in relation to patron and program usage; 3D printer policy, FAQ sheet and resource guide being developed; display case for project has arrived and will be set up; display case is set up just outside of the Teen Stop. The grid has been made and will be added and sample pieces are being made. Meetings with various students groups to inform and begin the project have begun.	8/15; 11/15; 2/16; 3/16
Community Financial Summer of Sharing grant contest	IS	Applied in July, at end of August learned we will	8/15; 2/16

		receive \$1,000 for startup of a teen book club; grant funding would cover the purchase of paperback books as well as author visits at the Library; book was chosen and copies purchased	
Metro Detroit Book and Author Grants	IS	Applied for the Dick Johnston Award grant that would allow the Library to establish a new tween collection; winner will be announced in October; unfortunately we did not win this grant.	9/15; 12/15
Curiosity Creates ALSC (Association for Library Service to Children) Grant through ALA	IS	Submitted this grant; if funded would provide \$7500.00 toward youth programs and collections. It discussed infusing existing programs, such as Lego Club with more STEAM elements, as well as, creating new STEAM-based programs. Unfortunately we did not win this grant.	9/15; 1/16
3D Systems in collaboration with YALSA Maker Lab Club 2015	IS	Submitted application for Maker Lab Club 2015 that would give NPL two free 3D Cube printers; they can decide to give 2, 1, or none at all. Unfortunately we did not win this grant.	10/15; 1/16
ALA Library of the Year Award 2016	Admin	Applied for the Library of the Year award	3/16

Goal #3:

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

Strategy: Library Board Trustees participate in City events.			
Tactic	Owner	Status	Due Date
Annual City Evening of Appreciation	AD; Board		12/15
City Council Early Budget Input Session	AD; Board	Board President Sturing and Library Director attended	1/16
State of the City Address	AD; Board	Date is scheduled for May 3, 2016	2/16
Spring into Novi	AD; Board	Date is scheduled for May 14, 2016	5/16
City Council meetings	AD; Board	Library Director, President Sturing and Secretary Verma presented Annual Report, Strategic Planning update	12/15
Strategy: Library Board Trustees participate in NPL events.			
Tactic	Owner	Status	Due Date
Welcome Desk Ambassadors	Board	Trustees take weekly shifts at Welcome Desk	Ongoing
Staff appreciation	Board	Trustees Michener and Verma represented Board in providing appreciation luncheon for staff on 9/1	9/15
Annual Friends Gala	Board	Trustees Lawler, Lesko, Michener, and Verma attended on 10/23	10/15

Welcome Dignitaries to the Library	Board/Admin	Tour and Informational meeting with Consul General of Japan, Mitsuhiro Wada and his wife Naoko	3/16
Strategy:	Library Board Trustees participate in greater library community.		
Tactic	Owner	Status	Due Date
Michigan Library Association	AD; Board	Annual Conference to be held in Novi, October 2015; planning for reception to be at NPL 10/29; all Trustees attended Hats off to Learning reception	10/15
Strategy:	Library staff participate in community events.		
Tactic	Owner	Status	Due Date
Maintain ties with government officials	AD		Ongoing
Novi Youth Assistance	AD	Library Director serves on Board; Staff attended Novi Youth Assistance Luncheon; met with new Youth Assistance Caseworker Lisa Shields; Director & Assistant Director attended annual breakfast on 11/6; Library Director is chairing the Youth Assistance Volunteer recognition scheduled for 4/14/2016	Ongoing; 7/15; 8/15; 11/15; 4/16
Represent NPL in various outlets	AD		Ongoing

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

Engage local Older Adult talent for displays, arts, crafts, collections, etc.; reach out quarterly	IS; AD		Annually
Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services, resources and technology (providing no fee transportation to Library)	IS; AD	Attended meeting on 8/19 where the Advisory Board worked on 5-year strategic plan; met with new Older Adult Services programmer to discuss ways we can partner; set up SWOCC taping for early November with MAC resident and OAS Manager to promote MAC book discussion; attended November and December meetings of City of Novi Older Adult services to go over their strategic plan; met with local Activities Directors from the surrounding Senior Facilities to discuss shared programming, transportation, and other; IS staff member will be attending City of Novi Older Adult Services focus group meetings; sharing a cloud based system to enable local Activities Directors to share information on speakers and program ideas	Annually; 8/15; 10/15; 11/15; 12/15; 3/16
Investigate expanding Library services and outreach 10% over 3 years, knowing that Older Adult population will increase	IS; SS	Began investigating a Lending Library feature for northern boundary; meeting scheduled with local Activities Directors from Novi senior residences and the City of Novi Older Adult Services staff to promote library collections, services, and programs; met with local Activities Directors from the surrounding Senior Facilities; Local Activity Director is bringing memory loss residents to the library on a monthly basis to read and use Bifolkal kits.	2015/16; 8/15; 12/15; 2/16
Implement programs for Older Adults using videoconferencing (3/year with 50+ attendance), bringing in experts, celebrities, authors, programs from libraries in other countries	IS; IT	Held the Author's LIVE Luncheon at Fox Run; Planning meeting for October 2016 event 1/22/2016	2015/16; 10/15; 1/16
Strategy: Increase/implement programming opportunities for each patron group.			
Tactic	Owner	Status	Due Date
Host worldwide celebrations, festivals, events, etc.	IS; AD	Hosted International Story time Fair featuring presentations from 6 different countries about their cultures; presenters want to make this a yearly event	Annually; 8/15
Host music/dance and other types of programs by different cultural groups	IS	Hosted Indian cooking program; hosted program on how to make Challah bread by Novi Center for Jewish Life; hosted Celebrate Chanukah program; hosted Indian cooking program	Annually; 10/15; 12/15; 1/16
Implement 15 programs per year for each group (youth,	IS; IT	Summer Superhero movie (83), story time for 2s and	Annually; 7/15;

<p>tween, teen, adult, Older Adult) averaging 50 attendees at each</p>		<p>3s (50/59/54/62), Superhero Gear Making (96/71), Kiddie crafts (53), Tot Time (58/64/53), Exotic Zoo (200), Edible Architecture (65), Creatures of the Night (49), Musical movement (75), Baby time (62), Cupcake Warz (85), Earth Angels music (90), Rainbow Loom (61/67), International Story Time Fair (120), Monday Movie Matinee (62); Two of Us story time (54), Just Like a Pirate (60), Tot Time story time (58), Tot Time story time (62); Listen @ the Library (100), Halloween Tales (250), Pumpkifest MSU Tollgate (2000), Costume Dance Party (127), Plate Days (180), Spaghetti in a Hot Dog Bun Musical (64), Star Wars (64), Michigan Opera Theater (51), On the Road (51); Tot Time (53), Parkview Elementary classroom visit (54), Train Station Preschool visit (60); Light Up the Night (1,580), Minecraft (51), Tot Time (51), Rainbow Magic (56), Clean Out the Cupboards (52), Gingerbread House (57), Get Your Wiggles Out (58), Silver Strings Dulcimer Society (92); Listen @ the Library (80); MLK day (76); Flying Friends (53), Pizza Taste Fest (56), Tot Time (59); Listen @ the Library (145); Tot Time (53) (62); Franklin Road Christian School visit (130); Bunny Hop program (150), Battle of the Books (209)</p>	<p>8/15; 9/15; 10/15; 11/15; 12/15; 2/16; 3/16</p>
<p>Increase use of the Youth Activity Room with more crafts, hands-on events, etc.</p>	<p>IS</p>	<p>Opened room for Playgroup sessions over the summer months; held Pokemon programs; hosted programs in multiple rooms including YAR for Star Wars and Halloween Tales; held part of International Games Day in YAR; hold Battle of the Books practice sessions</p>	<p>Annually; 7/15; 8/15; 10/15; 11/15; 1/16</p>
<p>Increase teen program attendance by 10% in a 3 year period</p>	<p>IS</p>	<p>Attended Summer Teen Online Conference that discussed ideas for implementing new programs at the library and upcoming teen titles and won a 3-book giveaway of teen books with lesson plans; held 2 teen programs during after school time resulting in increased attendance; updated the Teen Tab on website with new information about Teen Advisory Board; partnered with Library Café to offer free coupons for a small beverage to be used as incentives in Teen Stop; held six tween & teen programs during after-school time (3:00-5:00) and have seen increased attendance; Teen Book club</p>	<p>Annually; 8/15; 9/15; 11/15; 2/16</p>

		kicked off and the students have chosen the first book. They will continue to choose the books each month.	
Improve use of NPL Teen Stop room (new marketing, displays, contests)	IS	Added information kiosk in Teen Stop as a new way to help promote and market teen information, including upcoming teen programs, TAB information, and other fun teen news; researched display units for NEW YA Fiction; shifting YA books for better use of shelving space within the room and making browsing of collections easier; updated information kiosk in Teen Stop room with upcoming teen programs, TAB information, and other fun teen news; investigating ways to market only Teen programs on the screen in Teen Stop; pulled all Printz winners and put in a separate display similar to Newbery in Youth area; hosted a Banned Books display; October Teen Stop feature display was Horror, Mysteries, and Thrillers; Club Z (tutoring company) comes in one hour on a Monday in Teen Stop to offer free homework help; offered a contest during Teen Read Week allowing teens to stop in the Teen Stop and vote for one of 10 YALSA best fiction books; displayed all of the pledges that local teens made to Stomp Out Bullying for National Bullying Prevention month; young adult fiction subject guide binder added for patron convenience; The Teen Stop LCD monitor has been set to market all teen/tween programs, The Teen Stop book display has included; Sports (in honor of the Novi High School Volleyball team winning the state championship); posted a Teen Winter Reading Program in the Teen Stop, teens who complete the activity sheet can claim their prize the last week in March; added the Top Teen Reads of 2015 display; Interview with Tia Marie Sanders and Yolanda Hockaday-Dennis regarding Teen Space and library behaviors; a Tween/Teen calendar of programs was created and on display in the Teen Stop and Teen Space; kiosk updated; Teen Stop March Display was technology related YA fiction and non-fiction books to recognize Teen Tech Week, which was March 6-12; To celebrate Teen Tech Week there was a texting acronym quiz in Teen Stop for teens to complete;	2015/16; 8/15; 9/15; 10/15; 11/15; 12/15; 2/16; 3/16

		<p>created a Tween/Teen Calendar and placed it in the Teen Stop; added a Printz Award banner above the Printz collection</p> <p>Teen Stop committee mtg. 3/30/2016 – update from Yolanda Hockaday-Dennis and discussion about how the program is working this year (Attendees: Farkas, Spiller, Sanders, Hockaday-Dennis, Stevenson and Zabick)</p>	
Investigate programming based on patron suggestions, including the GEEK the Library campaign	IS; AD; IT	3D printing session being developed for April; Two 3D Printer demos held for patrons and one for NPL Friends.	Annually; 2/16; 4/16
Implement a Patio program series of five programs, May-October, weather permitting	IS	Earth Angels program scheduled for August 25	Annually; 8/15
Increase reference services by 10% in a 3 year period (marketing what Info Services is, roaming, ref/computer assistance, reader's advisory)	IS	IS staff now offer Computer Tutor One on One programs five days a week; added a display of computer help sheets for several MS Office products; doing another reference survey in November	2015/16; 9/15; 10/15; 11/15
Host events to recognize community members and talents	AD		2015/16
Preschool Partnership with Novi Community School District	AD; IS	Introductory meeting with Superintendent Matthews and Ann Hansen (2/16); Update meeting confirming 4 hours per week of library staff incorporated into the preschool weekly schedule along with parent outreach and a reading program.	3/30
Utilize community business expertise to offer informational and educational programming; increase business relations and usage by 10% each year over 3 years	IS; AD	Partnered with local business owner of the Rainbow Loom products for two programs and use of the 2nd floor display case in August; partnered with Tony Sacco's pizza of Novi to provide pizza for Teen Space students one day and for the October display case; partnered with Bright Loritos for a Spanish story time; partnered with Michigan Ear Institute and City of Novi Older Adult Services for program on ear infections; partnered with MSU Tollgate for Pumpkinfest that included educational elements about farming and agriculture; Novi Kroger provided all of the pumpkins for pumpkin decorating contest; partnered with Novi Center for Jewish Life for Challah Bread program; partnered with the Michigan Organ Donor Registry to provide a table with information; partnered with the local chapter of the Daughters of the American Revolution for a table of information	2015/16; 8/15; 9/15; 10/15; 11/15; 12/15; 1/16; 2/16; 3/16

		on Constitution week; planning Job-Seekers program with Michigan Works for January; holding more story times in different languages hosted by Bright Loritos; partnered with Megafun Fitness in Novi for the Get Your Wiggles Out programs; held a story time session with Bright Loritos; partnered with 4 pizza places for the Pizza Taste Fest Program including, Blaze, Benitos, Guido's and Tony Sacco's; Dunkin' Donuts for Teen Book Club; partnered with the American Association of University Women for a series of math classes for elementary age students; partnered with AccelerateKid for the Kidpreneur Coding Workshop; partnered with Creating Sustainable Landscapes for the Beauty of Native Plants program; partnered with Gina Agosta Salon and CakeFace Makeup for the Prom Prep 101 program; partnered with Tony Sacco's for the Battle of the Books;	
Strategy:		Provide up to date technology and resources.	
Tactic	Owner	Status	Due Date
Survey patrons to solicit technology needs for hardware, software, programming and training	IS; IT	Questions are being developed for the 02-2016 patron technology survey. Upgraded phone system; technology survey is in progress; 3D printer in-house; increased internet bandwidth limit from 50MB to 100MB; deployed workstations in the public Youth and Adult areas running Windows 10, have touchscreen displays, 8GB RAM and easy access to two USB 3.0 ports and the headphone jack; IT held staff training on MS Word and Outlook.	Annually 12/15; 01/16; 2/16; 3/16; 4/16
Expand technology learning initiatives for Older Adults: computer classes, troubleshooting, "geek squad" with teen volunteers	IT; IS	Initiated conversation with potential teen volunteers for "geek squad." Initiated conversation about teen geek squad with Activities Director at Fox Run	2015/16; 12/15; 1/16
Strategy:		Partner with the Novi School District.	
Tactic	Owner	Status	Due Date
Introduce Social Justice to the community; create a core collection; participate in learning sessions; provide space for forums/events	AD; IS	Was asked to host a Social Justice community event at the Library, unfortunately meeting room space was not available on dates needed; plans to participate in event at the off-site location when known.	2/16
Increase activities with Novi and other area school districts	IS; AD	Meeting with school media specialists and principals from Novi Schools and Catholic Central for annual thank you breakfast; provided a tour to two 5 th	Annually; 9/15; 10/15; 11/15; 12/15; 1/16; 2/16;

		<p>grade classes from Novi Meadows; will be working with teachers from Novi Meadows to create a Tween fiction collection; offered an information program on Asperger's that Novi teachers attended; hosted thank you breakfast for local media specialists and principals, included presentations by local partners MSU Tollgate and Barnes & Noble; working with Novi Meadows Media Specialist to choose Battle of the Books titles for upcoming 2016 program; attended Walk to School Day program at Novi Woods Elementary; continuing to host Coffee with the Superintendent program and Parent to Parent book discussions; Novi Middle School Robotics team did their outreach program at our Lego Club inviting young students to view a presentation and their robot and ask questions; presented 2015 Summer Reading statistics and info about upcoming 2016 program; visited two 3rd grade classrooms at Parkview Elementary for stories and information about NPL; met with High School Media Specialist to discuss ways of partnering, summer reading statistics, teen book clubs, and ways of organizing young adult literature; currently involved in Tumblebook School/Library Partnership Pilot Program with Novi Schools, allowing libraries to partner with local schools and grant them unlimited access to their TumbleBook Library collections; attended Leader in Me Celebrations at Novi Woods and Parkview Elementary; attended documentary film at Novi Middle School, Most Likely to Succeed; attended grand opening of Oakland Flextech High School Makerspace lab; visited Village Oaks for a preschool story time; 3 visits to Novi Preschool for story times, visited Franklin Christian for story time kick-off for their literature week; Story time at Deerfield Elementary for Milk and Cookies night; visited Hickory Woods Elementary for performer presentation; met with Kim Clark (Novi Meadows Media Specialist) to begin planning SRP Presentation to grades 4th and 5th; Novi High School HOSA students did a presentation in Teen Space on the importance of an active lifestyle</p>	3/16
Implement an advisory group for middle school age students	IS		2015/16

to gain program, resource, service ideas; meet with this age group quarterly at Middle School			
Strategy: Maintain current collections and services.			
Tactic	Owner	Status	Due Date
Investigate and add new collections/pathfinders based on interests and needs of patrons	IS; SS	Started a blog called Baby Time and Tot Time Story Time Fun on the website (under the Youth tab) for parents to continue teaching the skills they learn in Baby Time and Tot Time; bibliography created on youth series books for beginning readers; created a "2015 Best Fiction for Teens" brochure with YALSA recommended titles that is kept in the Teen Stop information kiosk; investigating a way to either start a tween collection or label books as tween; pathfinder for Math resources created and placed in the adult 500s area; YA booklist titles have been created for the following genres: Alex award; Printz award; action, adventure, survival; coming-of-age; fantasy, dystopian; historical; horror, mystery, thriller; LGBTQ; novels in verse; realistic; science fiction; sports; and popular series; pathfinder for science resources created and placed in the adult 500s area; created a bookmark on the top 10 frequently challenged books; made program proposal form available for patrons who are interested in presenting a program at NPL; three new youth DVD bibliographies: concepts, Halloween, and Christmas; creating and processing new collections; 1 st – 4 th grade reading lists updated, now including Accelerated Reader and Lexile levels for quick reference; Young Adult fiction subject guide binders updated; we now provide Story Time-to-Go picture book bundles related to a particular theme during our story time breaks, continue to update the picture book subject guide A-D is now complete; created a display of Women's history books with the donation from the ABWA; cards promoting specific albums on Freegal are regularly displayed; signage promoting the Great Michigan Reads book in print, electronic, and audio were displayed; updated International Resources brochure and Language Conversation Group flyers; Local Author collection is now	Annually; 8/15; 9/15; 10/15; 11/15; 12/15; 1/16; 2/16; 3/16

		accepting e-books and signage indicating this has been placed with that collection; Newbery Award bibliography updated; Picture Book Subject Binder updated monthly; Odilo handout created to assist patrons with this new service; Freegal signage showing the Grammy winners added; Some Featured Collection Lists were added to Overdrive including Books to Movies, and Do you Downton? ; Picture Book Subject Binder updated monthly; a Tween Biographies bibliography has been created; the Downloadable Media directions have been updated	
Implement reference survey	IS	Will be updated and implemented in November; in lobby and online; survey completed, results to be summarized; survey received 627 responses	Annually; 11/15; 12/15
Strategy:	Consider adding new collections and services.		
Tactic	Owner	Status	Due Date
Investigate adding new and more interactive play components for youth	IS	New play components have arrived and will soon be added to puppet bins area in easy reader section; new play components added to the side of the race car being enjoyed by patrons	Annually; 9/15; 11/15
Investigate/implement a homework resource center (collections, resources, tutoring opportunities)	IS	Math homework pathfinder added to Homework Resource Center on website	2015/16; 9/15
Start a cultural book club (different languages or reading about different cultures)	IS		2015/16
Investigate establishment of a local arts council in Novi with various partners from the community	IS; AD		2015/16

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

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

Increase publicity for services related to: Skype, videoconferencing by 10% over 3 years	IS; IT	Broadcast TLN SASUG Committee meeting for virtual attendees.	2015/16; 4/16
Increase amount of remote programming by 10% over 3 years, offering at least 3 remote programs annually	IS	Authors LIVE Luncheon at Fox Run planned for October 7; hosted Summer Reading Finale parties at Paradise Park; provided story time and craft at Paradise Park 10-year anniversary party; partnered with MSU Tollgate for Pumpkinfest	2015/16; 8/15; 10/15
Develop a community resource page on website	IS; AD		2015/16
Consider a book club page on website: where community clubs are, book/movie reviews by community members, great reads	IS; AD		2015/16

Goal #6			
Utilize efficient and increased fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.			
Strategy:		Review past fundraising and plan future fundraising.	
Tactic	Owner	Status	Due Date
Continue "On the Road" series	AD; IS	Next trip scheduled for October 9 to visit Toledo; 48 attended, raised \$1,774.84	10/15
Scrapbook for a Cause	AD	Scheduled for November 7; 29 participants, raising \$870; next event scheduled for February 13; 3 rd program scheduled for Saturday, May 21, 2016	11/15; 2/13
Summer Reading Sponsors 2016	AD	Received 2 \$750 SRP sponsorships from Twelve Oaks Mall and DFCU	1/16

Goal #7:			
Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.			
Strategy:		Maintain best practices and policies.	
Tactic	Owner	Status	Due Date
Investigate Library employment opportunities for ages 14 and up (summer/seasonal/weekends/subs)	AD		2015/16
Review Library policies regularly, updating and adding	AD; Board	Policies currently under review by staff committee to	Ongoing; 8/15;

as needed		make recommendations to Board; HR committee is reviewing Employee Policies; Board received 1 st draft of HR policies on Feb. 6 and will review until March 4, 2016. Policies approved by Library Board 3/20/16 and distributed to the library staff.	9/15-2/16 3/20
Strategic Planning process	AD	Public invited to Strategic Planning Update sessions in August & September; about 25 people attended on 8/26 for updates and providing feedback; about 30 attended session on 9/23	8/15; 10/15
Review QSAC measures for certification	AD	In process; all certification levels have been reviewed and updated, with areas for further attention noted	12/15
State Aid process	AD		1/16
Strategy:	Provide convenient access to collections, programs and services.		
Tactic	Owner	Status	Due Date
Improve Library entrance/exit at Ten Mile	AD; Board	Working with City on project to widen NPL driveway to include right and left turn lanes; continuing to look at other options before proceeding; 2 nd traffic study scheduled for 1/14/16; Traffic study info received 2/11/2016; tentative project timeline and costs rec'd 2/29/16; Bid opening scheduled for 4/21/16	6/16; 10/15; 1/16; 2/16
Strategy:	Maintain communication with Read a Latte Café.		
Tactic	Owner	Status	Due Date
Investigate with owner to offer lower prices and different cultural food options	AD	Meetings and legal opinion being considered for future owner of library café 4/12/16	Annually
Meet with owner as needed regarding patron comments, suggestions, etc.	AD	Held mtgs. On 9/30/2015; 2/5/16	Ongoing
Strategy:	Consider premium services.		
Tactic	Owner	Status	Due Date
Investigate offering a fee-based premium library card with added services, such as notification of new releases, extended renewals, limited amnesty on fines, discounts at Café and Book Nook	SS; AD		2015/16

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

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

2016-2017 Library Budget 268 March 16, 2016		2014-2015 Audited	2015-2016 Approved	2015-2016 Yr. End	2016-2017 Proposed	2017-2018 Projected
Services & Charges						
Account	Description					
801.925	Public Information (cable)	833.41	1,000.00	400.00	500.00	500.00
802.100	Bank Services	2,476.65	2,000.00	3,600.00	4,800.00	4,800.00
803.000	Independent Audit	700.00	700.00	700.00	700.00	700.00
804.000	Medical Service	659.80	300.00	2,500.00	1,500.00	1,500.00
806.000	Legal Fees	342.00	1,000.00	500.00	1,000.00	1,000.00
809.000	Memberships & Dues	4,266.00	4,500.00	4,500.00	5,000.00	4,500.00
816.000	Professional services	1,355.00	4,000.00	4,000.00	10,000.00	4,000.00
817.000	Custodial Services	46,145.00	48,800.00	46,800.00	46,800.00	48,800.00
818.000	TLN Central Services	4,495.00	4,500.00	4,000.00	4,500.00	4,500.00
851.000	Telephone	12,082.53	11,500.00	11,500.00	11,500.00	11,500.00
855.000	TLN Automation Services	57,006.34	56,000.00	59,000.00	61,000.00	61,000.00
861.000	Gasoline and oil	363.61	500.00	500.00	1,500.00	1,500.00
862.000	Mileage	436.43	300.00	100.00	300.00	300.00
880.000	Community Promotion	3,961.68	11,800.00	11,800.00	20,000.00	20,000.00
880.267	Library Programming - Book It	0.00	0.00	0.00	0.00	0.00
880.268	Library Programming	11,717.97	22,500.00	22,500.00	22,500.00	22,500.00
880.271	Adult Programming	4,563.52	0.00	2,640.19	3,000.00	3,000.00
900.000	Printing, Graphic Design, Publishing	29,634.55	29,500.00	29,500.00	29,500.00	29,500.00
910.000	Property & Liability Insurance	13,000.00	14,300.00	13,464.00	14,800.00	16,300.00
910.001	Insurance deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00
921.000	Heat	11,257.52	11,000.00	11,000.00	11,500.00	12,000.00
922.000	Electricity	101,729.02	103,000.00	103,000.00	106,000.00	109,000.00
923.000	Water and Sewer	5,393.13	5,500.00	6,500.00	5,500.00	6,000.00
934.000	Building Maintenance	65,253.18	90,000.00	92,000.00	100,000.00	92,500.00
935.000	Vehicle Maintenance	1,717.20	1,500.00	500.00	0.00	0.00
941.000	Grounds Maint.	32,735.91	28,600.00	40,200.00	33,000.00	33,000.00
942.000	Office Equipment Lease	12,596.78	12,000.00	15,000.00	15,000.00	15,000.00
942.100	Records storage	264.34	300.00	300.00	300.00	300.00
956.000	Conferences & Workshops	8,464.64	14,500.00	14,500.00	13,500.00	14,500.00
Total Services & Charges		433,451.21	479,600.00	501,004.19	523,700.00	518,200.00
2016-2017 Library Budget 268 March 16, 2016		2014-2015 Audited	2015-2016 Approved	2015-2016 Yr. End	2016-2017 Proposed	2017-2018 Projected
Capital Outlay						
Account	Description					
962.000	Building Maint.					
941.000	Grounds Maint.		71,400.00	62,900.00		
976.000	Building Improvements					
976.100	Parking lot improvements				53,400.00	
986.000	Internal Technology - Capital Outlay		64,800.00	55,800.00	56,000.00	26,000.00
986.000	Data Processing - Security Camera upgrade	7,020.40		17,500.00		
990.000	Furniture		10,000.00	9,475.00		
Total Capital Outlay		7,020.40	146,200.00	145,675.00	109,400.00	26,000.00
965.269	Walker Transfer					
Total Expenditures		2,796,704.78	3,087,745.00	2,970,444.19	3,018,400.00	2,967,900.00
680.000	TOTAL Fundbalance	-126,552.97	-414,564.00	-230,282.74	-243,674.00	-111,947.00

04/13/2016		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI								
		PERIOD ENDING 03/31/2016								
		% Fiscal Year Completed: 75.14								
		END BALANCE	2015-16	MON ACT	MON ACT	MON ACT	YTD BALANCE	AVAILABLE		
		06/30/2015	ORIGINAL	JAN 2016	FEB 2016	MA 2016	03/31/2016	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED	
Fund 268 - LIBRARY FUND 268										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,367,212.28	2,449,491.00	0.00	0.00	0.00	2,461,636.23	(0.23)	100.00	
268-000.00-403.001	Property Tax Revenue - County Chargeback	(4,521.44)	(25,000.00)	84.72	169.46	221.00	(1,191.46)	(36,948.54)	3.12	
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	13,862.00	(10,000.00)	0.00	0.00	0.00	0.00	(10,000.00)	0.00	
268-000.00-403.003	Property Tax Revenue - Brownfield Capture	(199.00)	(210.00)	0.00	0.00	0.00	(214.67)	(0.33)	99.85	
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(3,424.77)	(6,000.00)	0.00	0.00	0.00	0.00	(5,000.00)	0.00	
Property tax revenue										
		2,372,929.07	2,408,281.00	84.72	169.46	221.00	2,460,230.10	(51,949.10)	102.16	
State sources										
268-000.00-567.000	State aid	32,841.43	27,000.00	0.00	0.00	0.00	16,510.50	10,489.50	61.15	
State sources										
		32,841.43	27,000.00	0.00	0.00	0.00	16,510.50	10,489.50	61.15	
Other revenue										
268-000.00-633.100	Insurance Reimbursement	913.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
268-000.00-665.000	Miscellaneous income	15,417.29	16,500.00	1,043.44	1,399.74	1,644.97	11,146.93	5,353.07	67.56	
268-000.00-665.100	Copier	2,492.39	2,200.00	171.00	266.13	373.25	2,040.55	159.45	92.75	
268-000.00-665.200	Electronic media (previously VHS)	238.00	200.00	46.50	12.00	27.00	215.50	(15.50)	107.75	
268-000.00-665.266	Summer reading t-shirt sales	138.73	0.00	0.00	0.00	0.00	131.17	(131.17)	100.00	
268-000.00-665.290	Library fund raising revenue	0.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00	
268-000.00-665.300	Meeting room	27,728.02	28,000.00	3,546.50	2,034.11	3,226.33	25,639.92	2,360.08	91.57	
268-000.00-665.404	Novi Township assessment	5,933.00	6,000.00	0.00	0.00	0.00	6,154.00	(154.00)	102.57	
268-000.00-665.650	Library Cafe	4,688.25	5,000.00	457.31	860.05	392.51	4,465.56	534.44	89.31	
Other revenue										
		57,548.68	60,900.00	5,264.75	4,572.03	5,664.06	49,793.63	11,106.37	81.76	
Fines and forfeitures										
268-000.00-657.000	Library book fines	65,010.47	70,000.00	5,024.28	6,531.10	5,320.24	51,023.26	18,976.74	72.89	
268-000.00-658.000	State penal fines	83,205.14	77,000.00	0.00	0.00	0.00	111,926.44	(34,926.44)	145.36	
Fines and forfeitures										
		148,215.61	147,000.00	5,024.28	6,531.10	5,320.24	162,949.70	(15,949.70)	110.85	
Interest income										
268-000.00-664.000	Interest on investments	28,693.56	24,000.00	2,939.80	3,940.33	0.00	25,896.03	(1,896.03)	107.90	
268-000.00-664.500	Unrealized gain (loss) on investments	7,871.32	0.00	14,304.87	(672.40)	0.00	11,762.19	(11,762.19)	100.00	
Interest income										
		36,564.88	24,000.00	17,244.67	3,267.93	0.00	37,658.22	(13,658.22)	156.91	
Donations										
268-000.00-665.289	Adult programs	6,981.72	0.00	0.00	0.00	0.00	4,267.33	(4,267.33)	100.00	
268-000.00-665.400	Gifts and donations	15,070.42	6,000.00	2,875.20	30.50	250.00	5,184.27	815.73	86.40	
Donations										
		22,052.14	6,000.00	2,875.20	30.50	250.00	9,451.60	(3,451.60)	157.53	

		END BALANCE	2015-16	MON ACT	MON ACT	MON ACT	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	JAN 2016	FEB 2016	MA 2016	03/31/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Personnel services									
268-000.00-704.000	Permanent salaries	902,359.69	914,000.00	64,660.79	60,661.31	60,661.30	610,700.79	303,299.21	66.82
268-000.00-704.200	Wages - Stipend	24,743.89	25,000.00	10,000.00	0.00	0.00	10,000.00	15,000.00	40.00
268-000.00-704.250	Final Payout	11,294.19	0.00	18,963.41	0.00	0.00	18,963.41	(18,963.41)	100.00
268-000.00-705.000	Temporary salaries	596,921.16	609,000.00	38,893.94	42,367.52	44,058.89	386,167.85	222,832.15	63.41
268-000.00-715.000	Social security	119,251.99	122,300.00	9,875.04	7,620.45	7,749.72	76,493.03	45,806.97	62.55
268-000.00-716.000	Insurance	202,537.39	235,147.00	19,967.60	18,155.99	19,000.57	166,698.30	68,448.70	70.89
268-000.00-716.200	HSA - employer contribution	1,248.71	3,000.00	487.50	81.25	0.00	998.21	2,001.79	33.27
268-000.00-716.999	Insurance - Employee Reimbursement	(36,900.20)	(43,202.00)	(3,541.96)	(3,541.96)	(3,541.96)	(29,590.49)	(13,611.51)	68.49
268-000.00-718.000	Pension - DB Normal Cost	14,964.00	0.00	1,176.00	1,176.00	1,176.00	10,584.00	(10,584.00)	100.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(18,120.00)	0.00	(1,424.81)	(1,424.81)	(1,424.81)	(12,823.29)	12,823.29	100.00
268-000.00-718.200	Pension - defined contribution	18,516.01	26,400.00	2,265.75	(8,340.47)	9,049.74	14,969.89	11,430.11	56.70
268-000.00-719.000	Unemployment insurance	933.20	0.00	0.00	0.00	0.00	1,295.20	(1,295.20)	100.00
268-000.00-720.000	Workers compensation	2,080.00	4,300.00	285.15	210.30	213.75	1,206.34	3,093.66	28.05
Personnel services		1,839,830.03	1,895,945.00	161,608.41	116,965.58	136,943.20	1,255,663.24	640,281.76	66.23
Supplies									
268-000.00-727.000	Office supplies	18,881.44	23,000.00	3,019.84	1,038.24	580.97	15,884.24	7,115.76	69.06
268-000.00-728.000	Supplies - Postage	682.39	700.00	0.00	0.49	0.00	587.35	112.65	83.91
268-000.00-734.000	Computer supplies, software & licensing	86,900.09	86,400.00	7,552.36	7,103.69	22,660.06	58,589.28	27,810.72	67.81
268-000.00-734.500	Computer supplies/equipment	20,725.29	28,000.00	(95.39)	3,647.28	1,187.80	26,493.61	1,506.39	94.62
268-000.00-740.000	Operating supplies	26,411.22	30,000.00	841.78	963.14	1,226.26	14,363.16	15,636.84	47.88
268-000.00-740.010	Gift and donations expense	8,533.33	0.00	0.00	0.00	66.67	1,199.04	(1,199.04)	100.00
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	800.00	0.00	0.00	0.00	0.00	800.00	0.00
268-000.00-741.000	Supplies - Uniforms	227.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	173,792.87	195,000.00	9,104.05	13,480.55	11,819.04	131,834.57	63,165.43	67.61
268-000.00-742.100	Library Book - Fines	565.88	1,000.00	66.46	141.38	105.99	654.52	345.48	65.45
268-000.00-743.000	Library periodicals	19,386.58	23,800.00	185.50	0.00	677.79	14,648.66	9,151.34	61.55
268-000.00-744.000	Audio visual materials	60,108.91	71,000.00	5,668.99	2,128.63	2,032.30	50,195.00	20,805.00	70.70
268-000.00-745.200	Electronic media	44,788.70	51,000.00	3,634.15	6,177.29	2,143.13	31,886.95	19,113.05	62.52
268-000.00-745.300	Electronic resources (CD rom materials)	55,399.44	55,000.00	2,782.34	1,583.00	0.00	47,279.99	7,720.01	85.96
Supplies		516,403.14	566,000.00	32,760.08	36,263.69	42,500.01	393,616.37	172,383.63	69.54

		END BALANCE	2015-16	MON ACT	MON ACT	MON ACT	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	JAN 2016	FEB 2016	MA 2016	03/31/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Other services and charges									
268-000.00-801.925	Public information (cable, etc)	833.41	1,000.00	30.30	30.30	32.30	272.39	727.61	27.24
268-000.00-802.100	Bank Service Charges	2,476.65	2,000.00	177.76	199.59	172.42	2,393.45	(393.45)	119.67
268-000.00-803.000	Independent audit	700.00	700.00	(35.00)	0.00	0.00	665.00	35.00	95.00
268-000.00-804.000	Medical service	659.80	300.00	0.00	420.00	116.00	950.00	(650.00)	316.67
268-000.00-806.000	Legal fees	342.00	1,000.00	0.00	532.00	0.00	844.00	156.00	84.40
268-000.00-809.000	Memberships and dues	4,266.00	4,500.00	154.00	0.00	178.00	4,331.00	169.00	96.24
268-000.00-816.000	Professional services	1,355.00	4,000.00	1,200.00	0.00	0.00	1,425.00	2,575.00	35.63
268-000.00-817.000	Custodial services	46,145.00	48,800.00	3,900.00	3,900.00	0.00	31,200.00	17,600.00	63.93
268-000.00-818.000	TLN Central Services	4,495.00	4,500.00	0.00	0.00	0.00	3,995.00	505.00	88.78
268-000.00-851.000	Telephone	12,082.53	11,500.00	1,546.29	483.02	1,009.41	9,240.87	2,259.13	80.36
268-000.00-855.000	TLN Automation Services	57,006.34	56,000.00	8,594.15	0.00	2,280.83	37,372.58	18,627.42	66.74
268-000.00-861.000	Gasoline and oil	363.61	500.00	9.75	10.00	18.26	125.07	374.93	25.01
268-000.00-862.000	Mileage	436.43	300.00	0.00	0.00	0.00	46.26	253.74	15.42
268-000.00-880.000	Community promotion	3,961.68	11,800.00	878.54	476.75	3,498.52	6,242.56	5,557.44	52.90
268-000.00-880.268	Library programming	11,717.97	22,500.00	620.41	1,806.28	3,972.98	13,587.88	8,912.12	60.39
268-000.00-880.271	Adult programs	4,563.52	0.00	0.00	0.00	0.00	2,640.19	(2,640.19)	100.00
268-000.00-900.000	Printing, graphic design and publishing	29,634.55	29,500.00	6,222.68	740.14	189.82	17,801.99	11,698.01	60.35
268-000.00-910.000	Property & liability insurance	13,000.00	14,300.00	0.00	0.00	0.00	13,464.00	836.00	94.15
268-000.00-921.000	Heat	11,257.52	11,000.00	1,561.23	1,465.43	1,444.95	6,467.44	4,532.56	58.79
268-000.00-922.000	Electricity	101,729.02	103,000.00	0.00	14,157.21	8,327.67	70,325.16	32,674.84	68.28
268-000.00-923.000	Water and sewer	5,393.13	5,500.00	0.00	0.00	0.00	2,707.95	2,792.05	49.24
268-000.00-934.000	Building maintenance	65,253.18	90,000.00	2,233.16	3,521.16	784.44	37,205.44	52,794.56	41.34
268-000.00-935.000	Vehicle maintenance	1,717.20	1,500.00	0.00	0.00	0.00	170.80	1,329.20	11.39
268-000.00-941.000	Grounds maintenance	32,735.91	28,600.00	(4,425.00)	2,250.00	1,367.51	34,008.42	(5,408.42)	118.91
268-000.00-942.000	Office equipment lease	12,596.78	12,000.00	999.00	0.00	999.00	10,738.88	1,261.12	89.49
268-000.00-942.100	Records storage	264.34	300.00	20.02	20.02	27.91	188.07	111.93	62.69
268-000.00-956.000	Conferences and workshops	8,464.64	14,500.00	3,063.89	239.84	438.48	10,450.94	4,049.06	72.08
Other services and charges									
		433,451.21	479,600.00	26,751.18	30,251.74	24,858.50	318,860.34	160,739.66	66.48

		END BALANCE	2015-16	MON ACT	MON ACT	MON ACT	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	JAN 2016	FEB 2016	MA 2016	03/31/2016	BALANCE	% BGD
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Capital outlay									
268-000.00-976.000	Building improvements	0.00	136,200.00	500.00	2,000.00	0.00	7,284.96	128,915.04	5.35
268-000.00-986.000	Internal Technology - Capital Outlay	7,020.40	0.00	0.00	0.00	25,659.00	25,659.00	(25,659.00)	100.00
268-000.00-990.000	Furniture	0.00	10,000.00	0.00	0.00	0.00	9,475.50	524.50	94.76
Capital outlay		7,020.40	146,200.00	500.00	2,000.00	25,659.00	42,419.46	103,780.54	29.01
Net - Dept 000.00-treasury									
		(126,552.97)	(414,564.00)	(191,126.05)	(170,909.99)	(218,505.41)	726,034.34	(1,140,598.34)	
Fund 268 - LIBRARY FUND 268:									
TOTAL REVENUES									
		2,670,151.81	2,673,181.00	30,493.62	14,571.02	11,455.30	2,736,593.75	(63,412.75)	(175.13)
TOTAL EXPENDITURES									
		2,796,704.78	3,087,745.00	221,619.67	185,481.01	229,960.71	2,010,559.41	1,077,185.59	(175.13)
NET OF REVENUES & EXPENDITURES									
		(126,552.97)	(414,564.00)	(191,126.05)	(170,909.99)	(218,505.41)	726,034.34	(1,140,598.34)	(175.13)

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

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

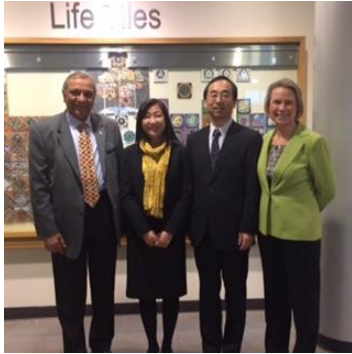
GL NUMBER	DESCRIPTION	END BALANCE	2015-16	MON ACT	MON ACT	MON ACT	YTD BALANCE	AVAILABLE	% BDGT
		06/30/2015	ORIGINAL	JAN 2016	FEB 2016	MA 2016	03/31/2016	BALANCE	
		NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 269 - LIBRARY CONTRIBUTION 269									
Dept 000.00-treasury									
Interest income									
269-000.00-664.000	Interest on investments	24,270.10	15,000.00	1,637.61	2,325.02	0.00	15,301.69	(15,301.69)	100.00
269-000.00-664.500	Unrealized gain (loss) on investments	7,426.03	5,000.00	7,947.26	(397.02)	0.00	9,551.67	(9,551.67)	100.00
Interest income		31,696.13	20,000.00	9,584.87	1,928.00	0.00	24,853.36	(24,853.36)	100.00
Donations									
269-000.00-665.230	Collections/Materials Revenue	1,733.00	0.00	0.00	0.00	0.00	411.35	2,088.65	16.45
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	15,867.02	0.00	0.00	0.00	0.00	5,150.71	18,849.29	21.46
269-000.00-665.232	Programming Revenue	10,421.14	0.00	1,352.35	300.82	750.00	13,771.66	(2,571.66)	122.96
269-000.00-665.233	Technology Library Revenue	810.00	0.00	409.00	0.00	0.00	409.00	1,591.00	20.45
269-000.00-665.234	Undesignated Misc Donations	3,500.00	12,000.00	0.00	0.00	0.00	3,212.09	(1,212.09)	160.60
Donations		32,331.16	12,000.00	1,761.35	300.82	750.00	22,954.81	18,745.19	55.05
Supplies									
269-000.00-742.230	Collections/Materials Expense	1,222.98	5,000.00	0.00	0.00	0.00	187.13	1,712.87	9.85
269-000.00-742.231	Buildings/Ground/ Furniture Expense	15,188.00	18,000.00	0.00	0.00	0.00	4,513.11	23,986.89	15.84
269-000.00-742.232	Programming Expense	6,693.56	3,000.00	20.11	463.07	0.00	13,102.07	(7,402.07)	229.86
269-000.00-742.233	Technology Library Expense	104.95	4,000.00	4,465.00	(3,500.00)	0.00	965.00	2,035.00	32.17
269-000.00-742.234	Undesignated Misc	1,880.58	2,000.00	0.00	0.00	0.00	3,023.03	(2,523.03)	604.61
Supplies		25,090.07	32,000.00	4,485.11	(3,036.93)	0.00	21,790.34	17,809.66	55.03
Other services and charges									
269-000.00-802.100	Bank Service Charges	92.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other services and charges		92.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 000.00-treasury		38,844.73	0.00	6,861.11	5,265.75	750.00	26,017.83	(23,917.83)	
Fund 269 - LIBRARY CONTRIBUTION 269:									
TOTAL REVENUES		64,027.29	32,000.00	11,346.22	2,228.82	750.00	47,808.17	(6,108.17)	1,238.94
TOTAL EXPENDITURES		25,182.56	32,000.00	4,485.11	(3,036.93)	0.00	21,790.34	17,809.66	1,238.94
NET OF REVENUES & EXPENDITURES		38,844.73	0.00	6,861.11	5,265.75	750.00	26,017.83	(23,917.83)	1,238.94
TOTAL REVENUES - ALL FUNDS		2,734,179.10	2,705,181.00	41,839.84	16,799.84	12,205.30	2,784,401.92	(69,520.92)	
TOTAL EXPENDITURES - ALL FUNDS		2,821,887.34	3,119,745.00	226,104.78	182,444.08	229,960.71	2,032,349.75	1,094,995.25	
NET OF REVENUES & EXPENDITURES		(87,708.24)	(414,564.00)	(184,264.94)	(165,644.24)	(217,755.41)	752,052.17	(1,164,516.17)	

04/13/2016	BALANCE SHEET FOR CITY OF NOVI	
	As of 03/31/2016	
GL Number	Description	Balance
<hr/>		
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(179,266.69)
268-000.00-017.000	Investments - Pooled	2,710,737.24
268-000.00-018.000	Cash on hand	500.00
268-000.00-020.000	Current taxes receivable	28,004.38
	Total Assets	2,559,974.93
*** Liabilities ***		
268-000.00-202.000	Accounts payable	81,869.17
268-000.00-215.200	Unemployment insurance liability	2,590.40
268-000.00-259.702	Accrued liabilities-tax	29,558.00
268-000.00-276.400	Deposit for Cafe	500.00
	Total Liabilities	114,517.57
*** Fund Balance ***		
268-000.00-390.000	Fund balance	1,719,423.02
	Total Fund Balance	1,719,423.02
	Beginning Fund Balance	1,719,423.02
	Net of Revenues VS Expenditures	726,034.34
	Ending Fund Balance	2,445,457.36
	Total Liabilities And Fund Balance	2,559,974.93

GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTION 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	10,770.34
269-000.00-017.000	Investments - Pooled	1,644,852.75
	Total Assets	1,655,623.09
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,520,729.99
269-000.00-390.230	Fund Balance Collections/Materials	34,194.01
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	53,575.69
269-000.00-390.232	Fund Balance Programming	14,300.52
269-000.00-390.233	Fund Balance Technology Library	6,805.05
	Total Fund Balance	1,629,605.26
	Beginning Fund Balance	1,629,605.26
	Net of Revenues VS Expenditures	26,017.83
	Ending Fund Balance	1,655,623.09
	Total Liabilities And Fund Balance	1,655,623.09

Director's Report by Julie Farkas

HR Policy manual staff updates – All staff received their new copies of HR policies as of April 13, 2016. 3 meetings (3/21, 3/23, 3/24) were held following the Board's March meeting to highlight major changes to the manual. Staff is required to sign and submit documentation pertaining to the manual.



Visit by Consul General of Japan

On Wednesday, March 23, 2016, we were visited by the Consul General of Japan, Mitsuhiro Wada and his wife Naoko. Trustee Verma and I gave the couple a tour of the library, shared information and presented him with an honorary library card. It was an honor to meet with him and Naoko and discuss how the Novi Library is supporting our Japanese patrons.

Library Proclamation

On Monday, April 4, 2016, Christina Salvatore and Trustee Tara Michener attended the City Council meeting to receive a proclamation from Mayor Bob Gatt in honor of National Library Week (April 10-April 16).

City of Novi Quarterly Breakfast

On Tuesday, April 12, 2016, I attended the city quarterly breakfast to introduce new staff who joined the library family in the last 4 months. In addition, the 3D printer team (Erin Durrett, Evan Smale, Dominic Doot, Barb Rutkowski and April Stevenson) was recognized for their months of work to prepare a policy, procedures and application for the unveiling of the public 3D printer, which will occur in May 2016.

Tornado Drill

The library staff took part in the annual tornado drill efforts that were scheduled for Oakland County on Wednesday, April 13th at 1:00pm. Ray Garbarino, City of Novi Police Department, assisted in the drill and gave the staff high praise for their fast response time. This was a drill that occurred with approximately 100 patrons in the building. Most of the patrons were compliant. We are currently reviewing comments from team members to update the severe weather procedures based on this exercise.

Out and About in the City/Library Profession

- Rotary mtg. 3/17, 4/14
- Rotary High School scholarship interviews - 3/21
- City Leadership meeting - 3/22
- Library Board member orientations - 3/24 for Geoffrey Wood & Ramesh Verma, 3/31 - Melissa Agosta
- NLA Community Reads mtg. - 3/23
- Tour for Larry Butler, Deputy Director of Community Development - 3/30
- Tour of Canton Library youth area renovation - 4/11
- Oakland County Literacy Council mtg. w/Lisa Machesky - 4/11
- TLN Michael Tyler Lecture hosted by NPL - 4/13
- Teen Space mtg. - 4/13
- Novi Preschool program planning mtg. - 4/13
- ABWA monthly mtg. w/guest Melissa Agosta - 4/13
- City of Novi Volunteer Appreciation dinner - 4/14
- Novi Youth Assistance Volunteer Appreciation event - 4/14



2nd DRAFT 3D Printer Policy

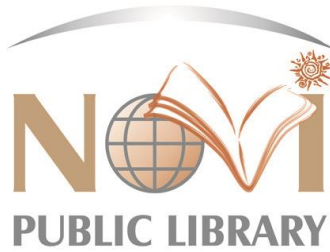
The purpose of the 3D printer is to provide the community with access to emerging technology that encourages the design and creation of innovative projects. The following policy establishes the guidelines by which the 3D printer can be used.

1. ~~The Library's 3D printer may be used only for lawful purposes.~~ (board wants to remove this sentence) The public will not be permitted to use the 3D printer to create material that is:
 - a. Prohibited by local, state or federal law.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
 - c. Obscene, sexually explicit or otherwise inappropriate.
 - d. In violation of another's intellectual property rights.
 - e. Weapons or weapon replicas of any kind (board wants to add)
2. The Library reserves the right to:
 - a. Refuse any 3D print request.
 - b. Review and approve all materials before printing. If there is a problem with the design and/or production, the patron will be informed. The Library cannot guarantee that a print job will be completed within a particular time frame.
 - c. Stop printing a request due to time or printer capabilities.
 - d. Set a limit as to the maximum amount of time a print job may take.
 - e. Limit the number of print requests. If there is high demand, the Library will schedule only one print per person per week.
3. NPL is responsible for mechanical equipment failure and will reprint an object at no additional charge whenever possible should failure occur.
4. Patrons will not receive a replacement print job if dissatisfied with color, scale, quality, design, or other options within the patron's control.
5. Items printed on the 3D printer must be picked up by the individual who submitted the 3D Printer Request Form within seven days of being notified via email or the item will become the property of the Library.
6. Reprints or additional copies of items must be requested within ten days of email notification, otherwise, a new 3D Printer Request Form and file will need to be submitted.

7. Only designated Library staff and volunteers will have hands-on access to the 3D printer.

Board has concerns with being held responsible for the items that could be created and they also want to make sure the Library is not held liable for a person infringing on intellectual property rights and copyright.

03-16-2016



3rd DRAFT – Attorney Reviewed 3D Printer Policy

The purpose of the 3D printer is to provide the community with access to emerging technology that encourages the design and creation of innovative projects. The following policy establishes the guidelines by which the 3D printer can be used.

Procedures for Use:

Only one file may be submitted at a time for printing. Objects must fit within the printer's build space of 9.56"W x 9.06"H x 10.6"D or 24.29cm W x 23cm H x 27.04cm D.

The project file:

- must be in .stl file format
- be no larger than 50MB
- name must follow the NPL name convention: LastName-FirstName-ObjectName.stl

Approval and payment of the total fee must be made before the item will be printed.

All fees will be set by the Library Director or Director's designee and may be subject to change from time to time. The current fee schedule is attached as Exhibit A to this Policy.

1. Attach your completed "3D Printer Request Form" which is available on the Library's website under "Resources/3D Printer" and your file to an email addressed to NoviPublicLibrary3D@gmail.com. You will be notified within 72 hours of the fees for materials and print time.
2. If you would like to proceed with your print job after receiving the email containing the total fee, submit payment through your "My Account" login, check the "Fee approval and print authorization YES" box and enter the amount paid on the form, then email the form to NoviPublicLibrary3D@gmail.com.
3. The Library must receive the signed waiver and release before proceeding.
4. To submit payment, log into your "My Account" on our homepage, www.novilibrary.org, and click on the "Fines" tab. The fee for the 3D print will be listed under "Fines" and can be paid by clicking the PayPal button.
5. Once payment is made, and we have received your 3D Printer Request Form with a check in the "Fee approval and print authorization YES" box, your item will be added to the print queue.



My Account

6. Patrons will be notified via email when their item is ready to be picked up. Items must be picked up at the Check-out Desk by the individual who submitted the 3D Printer Request Form within seven days of being notified or the item becomes the property of the Library.
7. NPL is responsible for mechanical equipment failure and will reprint an object at no additional charge whenever possible should failure occur.
8. Patrons will not receive a replacement print job if dissatisfied with color, scale, quality, design, or other options within the patron's control.
9. Reprints or additional copies of items must be requested within ten days of email notification, otherwise, a new 3D Printer Request Form and file will need to be submitted.

Please note that procedures governing the use of the Library's 3D printer are subject to change.

Rules and Regulations for Use

8. The Library's 3D printer may be used only for lawful purposes subject to any condition set forth in this policy or any other Library policy. The public will not be permitted to use the 3D printer to create material that is:
 - a. Prohibited by local, state or federal law or regulation.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
 - c. Obscene, sexually explicit or harmful to minors.
 - d. In violation of another's intellectual property rights. The patron will be responsible for compliance with all intellectual property laws, including patent, trade dress, trademark and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with the user and the Novi Public Library disclaims any responsibility or liability resulting there from. The person requesting to use the 3D printer is liable for any infringement. All patrons using the 3D printer must sign the Library's waiver and release regarding intellectual property rights.
 - e. Weapons or weapon replicas of any kind
9. The Library Director or his or her designee reserves the right to:
 - a. Refuse any 3D print request. If the request is denied, the patron may appeal that decision to deny the 3D print request to the Library Board by sending a written notice of appeal to the Library Board President within 10 days of notice of the denial.
 - b. Review and approve all materials before printing. If there is a problem with the design and/or production, the patron will be informed. The Library cannot guarantee that a print job will be completed within a particular time frame.
 - c. Stop printing a request due to time or printer capabilities.
 - d. Set a limit as to the maximum amount of time a print job may take.
 - e. Limit the number of print requests. If there is high demand, the Library will schedule only one print per person per week.
10. Only designated Library staff and volunteers will have hands-on access to the 3D printer.

TABAKA & CHIESA, P.C.

ATTORNEYS AT LAW
40400 E. Ann Arbor Road
Suite 104B
Plymouth, Michigan 48170
TandCLaw@gmail.com
734) 459-8770

A. V. TABAKA
MARK G. CHIESA

February 25, 2016

Novi Public Library
Ms. Julie Farkas, Director
45255 W. Ten Mile Road
Novi, Michigan 48375

VIA E-MAIL AND FIRST CLASS MAIL
(JFarkas@novilibrary.org)

Re: Read A Latte Cafe Lease

Dear Ms. Farkas,

Please be advised that this firm has been retained by Lola and Gary Bernstein and the Read A Latte Cafe. to resolve what appears to be a misunderstanding regarding their Library Cafe Lease.

I am aware that the Novi Public Library and Read A Latte Cafe entered into a Lease Agreement on June 1, 2013. This Lease was for an initial term of 3 years with an option for Read A Latte Cafe to extend the Lease for an additional 3 year term.

It is clear that Read A Latte Cafe timely exercised this option and thus Read A Latte Cafe and the Bernsteins have an additional three year Lease with the Novi Public Library which begins on June 1, 2016 and expires on May 30, 2019.

It is equally clear that the Novi Public Library has no control over the exercise of this option. In other words, once Read A Latte Cafe exercised its option it was automatic and the Novi Public Library must continue the Lease Agreement with Read A Latte Cafe.

I hope this letter resolves any confusion regarding the Lease Agreement between the Novi Public Library and my clients.

Should you have any questions or require additional information, please contact my office.

Yours very truly,

TABAKA & CHIESA, P.C.

MARK G. CHIESA
/mser
Encl.

cc: Read A Latte Cafe



JOHNSON ROSATI SCHULTZ JOPPICH PC

27555 Executive Drive Suite 250 ~ Farmington Hills, Michigan 48331
Phone: 248.489.4100 | Fax: 248.489.1726

Elizabeth Kudla Saarela
esaarela@jrsjlaw.com

www.johnsonrosati.com

April 14, 2016

Mark G. Chiesa, Esq.
Tabaka & Chiesa PC
40400 Ann Arbor Rd E Ste 104B
Plymouth, MI 48170-4590

Re: Read A Latte Café Lease

Dear Mr. Chiesa:

We are writing in response to your February 25, 2016 correspondence to the City's Library Director. Please note, per the enclosed Library Board Minutes, dated October 21, 2009, the initial term of the Lease ran from 2010 to 2013. The renewal term ran from 2013 through 2016. A second renewal option was not contemplated or discussed by the Library Board when the initial Lease was approved or when the option lease term was approved. Please see the October, 2009 and April, 2013 minutes, enclosed.

Moreover, the Library Board as a public entity typically would not enter into a Lease Agreement that omits or restricts its rights to review the performance of a contractor after an initial contract period. Typically, an "option" to renew the lease as included in a public contract would permit the renewal of the contract with both parties assent *without having to place the contract out for bid* as is typically required for a public contract. The Library Board did not intend to provide a renewal period that omitted its right to review the performance of the café in the library setting after the expiration of the initial three-year term.

Having considered the café's performance after the initial three-year term from 2010 through 2013, the Library Board approved the exercise of the option through 2016. An additional option period was not considered or discussed by the Library Board. Although there was probably no real need to sign another copy of the Library Café Lease after the Library Board's approval to exercise the option in 2013, the Library Board provided a duplicate version of the original lease memorializing its approval of the exercise of the three-year option period. The Library Board did not consider, and there was no intent to provide a second three-year option period.

FARMINGTON HILLS | LANSING | MARSHALL

Mark G. Chiesa, Esq.
April 14, 2016
Page 2

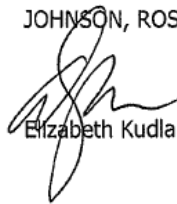
Furthermore, in the event that the Library Board intended to provide a Lease in which it had "no control over exercise of this option," the Library Board would not have seen the need to place the matter on its April, 2013 Agenda for approval.

In conclusion, if it is your client's position that the Library Board had no control over the exercise of the option period, and/or that a second three-year extension was contemplated by the Library Board, there was, apparently, no meeting of the minds of the parties.

Please feel free to contact me with any questions or concerns in regard to this matter.

Very truly yours,

JOHNSON, ROSATI, SCHULTZ & JOPPICH, P.C.



Elizabeth Kudla Saarela

EKS

Enclosures

C: Maryanne Cornelius, Clerk (w/Enclosures)
Julie Farkas, Library Director (w/Enclosures)
Thomas R. Schultz, Esquire (w/Enclosures)

Information Technology Report by Barbara Rutkowski

1. 58 IT Help Desk tickets were closed.
2. Scott Rakestraw created a master image that was cloned to 45 workstations that were deployed in the public Youth and Adult areas. These workstations are running Windows 10, have touchscreen displays, 8GB RAM and easy access to two USB 3.0 ports and the headphone jack. Our public MS Office licenses were re-armed for the new hardware.



3. MS Internet Explorer 11 is the default browser and each browser has a number of “help” links in the bookmarks/favorites folder. A pdf on “How to Turn off Pop-off Blocker” is on the desktop.
4. What's the difference between the blue and orange USB ports on the new hardware?



Blue is a USB 3.0 port, which means data is transferred at a much faster rate.

Orange is also a USB 3.0 port, but it is “always-on” – the port has power even when the workstation is off.

5. Dominic Doot and Erin Durrett held two 3D Printer sessions during Spring Break, both of which had waiting lists. The participants were excited about the new touchscreens since they could change the orientation, size and other settings of objects in TinkerCad by touch. The owls were a couple of the objects that were made.



6. Dominic Doot held 2 iPad Tips and Tricks, 2 VHS to DVD Workshops, 1 Paint.NET Photo Editing, 1 eReader Instruction, 1 Zinio Digital Magazines and 1 Improve Your Typing Skills sessions for the public. Topics requested during the 14 Tech Times included scanning pages into a single PDF; Paint.NET for photo touch ups; iPad/iPhone questions; using Overdrive; texting photos using an android phone; Movie Maker and a few VHS to DVD questions.
7. The new hardware allowed us to upgrade the Minecraft servers and clients to version 17.x. Patrons are able to play Minecraft at our public workstations with a choice of three servers: Creative World, Escape from Everest and Prodigious Washington, DC. The new

version has many improvements for better game play with only minor "look and feel" differences. The biggest improvement is in the overall performance in speed and graphics.

8. We broadcast the TLN SASUG Committee meeting on 03-24-2016 for virtual attendees.
9. We increased our bandwidth to the internet from 50MB to 100MB on Friday, 03-11-2016.
10. The IT staff assisted with the transfer of oral histories from VHS tape to DVD for the Novi Historical Commission liaison.
11. Software was added to the AST machine which allows it to power itself off if an item is caught on the conveyor belt for more than 15 seconds.
12. Room numbers have been added to the interactive wayfinding device in the lobby to assist patrons in pinpointing meeting rooms or the location of library programs.
13. The issue of patrons having difficulties connecting to our WiFi network has been resolved.
14. Barb Rutkowski met with the Novi Community School District Technology System Manager, Wanda Ciancio, to exchange ideas and share the nature of our current projects to see if a partnering opportunity was available. The NPL IT Staff have partnered with the City's Chief Information Officer, Rob Petty, on the security camera RFP due in this fiscal year's fourth quarter.
15. The Creation Station has returned to its original location and furniture giving patrons more room to work.
16. Two of the Youth public area iPad devices were restored to their base image.
17. Equipment was replaced due to hardware failure: three Computer Lab workstations and a couple mice/keyboards for the Early Learning Stations.
18. A new image with auto-login has been deployed for Support Services workstations.
19. The footer on our receipt now displays our motto: Inform. Inspire. Include.
20. Our Exchange Edge server received upgraded anti-virus and anti-spam software.
21. Auctioned some surplus equipment for a total of \$105.
22. Upgraded the workstation display equipment for the Facilities staff.
23. The 2016 Patron Technology survey has concluded. A summary and analysis of the 97 responses will be available by the end of April.
24. The room setup floorplans have been updated in the Room Reserve/Events software.
25. Created documentation and demonstrated the setup and operation of the audio-visual equipment in each of the meeting rooms for the Administration Office and Facilities staff.

26. Had training for the Information Services staff on using columns in MS Word, printing "hold cover sheets", using the NPL HelpDesk software and capturing video on the Creation Station. Also had training for the Support Services staff on taking screenshots and using MS Outlook.
27. Six Windows updates were deployed to the meeting room laptops, public workstations, staff workstations and the self-check workstations while the library internet filter received four definition updates.
28. Routine tasks were completed: assisted patrons with printing photos, patron printing issues were resolved, setup a laptop for the Support Services' interviews, the staff entrance access reader was repaired, the Administration Office door's dead-latch was replaced, email accounts were created for the 3D training session and responded to three event speaker assistance calls.



NPL Technology Survey – Winter 2016
97 responses

What is your age group?

- 19 70 or over
- 16 60-69
- 15 50-59
- 15 40-49
- 9 18-29
- 8 No answer
- 8 Under 18
- 7 30-39

How often do you visit the library?

- 48 At least once a week
- 24 Once a month
- 19 Once every 3 weeks
- 4 Once every 6 months
- 1 Never
- 1 No answer
- 0 Once a year

Do you have Internet access at home?

- 88 Yes
- 6 No
- 3 No answer

Which web browser do you prefer?

- 29 Chrome
- 29 Internet Explorer
- 15 Firefox
- 10 No Preference
- 9 Safari
- 2 Opera

Which of the following do you own?

- 65 Computer Windows
- 50 Digital camera
- 45 Printer with Scanner

- 41 Phone – Apple
- 38 Printer
- 34 Phone – Android
- 34 Tablet – Apple
- 28 Videogame console
- 27 Portable media player (e.g., iPod)
- 13 Tablet – Android
- 12 Computer – Apple
- 9 eReader – Kindle
- 8 Tablet – Kindle Fire
- 4 Tablet – Windows
- 4 eReader – Nook
- 2 Phone – Windows
- 0 Tablet – Nook Color

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

1. Nothing – you guys are perfect!
2. Device to create MP3s from vinyl/tapes
 - Investigating costs.
3. Create videos from old home movies
 - Able to transfer VHS and VHS-C to DVD.
4. Photoshop
 - Cost prohibitive, but will investigate if an alternative is available.
5. Updated Windows OS
 - Upgraded to Windows 10 - 04-2016
6. More computers and new hardware
 - Upgraded hardware - 04-2016
7. Updated computers with faster processors
 - Upgraded RAM from 2GB to 8GB
 - Increased internet connection to 100MB – 03-2016.
8. Wi-Fi printer
 - Already have this service – will need to advertise more
9. Apple computers
 - Will investigate Apple lending laptops.
10. Color laser printers
 - Have color laser printers on both floors
11. Large format scanner/printer. If the copy machine presently scans large format documents and has the capability to store the scan image onto removable media (pen drive) then there is no need for it.
 - Copiers have this capability.
12. I would appreciate a class (or classes) on Windows 10 and how W10 might affect other programs I use. Also, how does W10 affect future hardware purchases? Thank you.
 - Windows 10 programming planned for 09-2017.

13. Greater availability of e-books – greater variety and number of titles as well as more copies of any one title, particularly those with horrendous waiting lists. Often I have found a book on the shelf at the library long before the e-book hold I submitted was fulfilled.
- Will give comment to IS Staff selector.

Which library equipment have you used in the past 12 months?

- 52 Wi-Fi access
- 48 Public computers
- 26 Copiers
- 24 Printers
- 13 Scanners
- 6 Creation Station
- 6 Fax machine
- 5 AWE stations (children's software)
- 5 Lending laptop computers
- 4 Mango languages
- 3 iPads
- 0 Low vision computer

Which of the following computer classes have you attended at Novi Public Library in the past 12 months?

- 5 iPad
- 5 Pinterest
- 5 VHS to DVD transfer
- 4 Cloud computing
- 3 E-Readers
- 2 E-Mail basics
- 2 Microsoft Excel
- 2 Microsoft PowerPoint
- 2 Microsoft Word
- 1 Facebook
- 1 Internet basics
- 1 Photo editing (Paint.NET, Picassa)
- 0 Keyboard skills
- 0 Skype

What time of day do you prefer to attend classes?

- 36 No Preference
- 21 Evening
- 13 Afternoon
- 13 No answer
- 12 Morning

Would you be interested in attending classes if they were offered during Sunday hours (12-6 pm)?

- 51 No
- 34 Yes
- 12 No answer

Which of the following classes would you be interested in attending if they were offered at Novi Public Library?

- 37 3D printing & design
- 26 Windows 10
- 22 Genealogy
- 22 No answer
- 18 eBay, Craigslist
- 18 YouTube
- 9 Windows Movie Maker
- 8 Blogging basics / How to blog
- 8 Microsoft Publisher
- 7 LinkedIn
- 7 Twitter
- 2 Other: iPad
- 1 Other: Etsy
- 1 Other: Illustrator
- 1 Other: InDesign
- 1 Other: iPhone
- 1 Other: Microsoft Excel
- 1 Other: Photoshop
- 1 Other: PowerPoint – Advanced

Which of these online library resources have you accessed in the past 12 months?

- 71 My library account (placed a hold or renewed library materials)
- 67 The library's online catalog
- 43 Basic library information such as hours of operation, location, or directions
- 24 Downloadable eBooks and eAudiobooks
- 18 MeL (Michigan electronic Library)
- 16 Downloadable music (Freegal)
- 15 Downloadable magazines (Zinio)
- 12 Subscription databases and websites (e.g., Consumer Reports, Ancestry.com)
- 3 Career Resources
- 1 Homework Resource Center
- 0 Business Resource Center

Do you use the library's mobile app to access online resources? <http://novi.boopsie.com/>

- 72 No
- 19 Yes
- 6 No answer

Do you use the library's online catalog to search for materials? If you have, rate the ease of use.

- 32 Somewhat Easy
- 24 Easy
- 17 I do not use the online catalog.
- 14 Somewhat Difficult
- 6 Difficult
- 4 No answer

How often do you access online library resources?

- 33 About 1-3 times a month
- 26 At least once a week
- 18 Never
- 7 Every day or most days
- 7 No answer
- 6 About once a year or less

If you have used databases in the past 12 months, for what purpose?

- 52 No answer
- 25 Book suggestions
- 10 Business related research
- 9 Genealogy research
- 8 School work
- 4 Language learning
- 2 Other: Job Searching
- 1 Other: Auto Repair
- 1 Other: Book Review
- 1 Other: NPL Discussion Books

If you haven't used the databases in the past 12 months, why not?

- 42 No answer
- 36 I don't have a reason to use these resources
- 11 I don't know what library databases are
- 6 I don't know where to find the library databases
- 1 I use another library (school, college, specialized) for my research needs
- 1 Other: No time for Mango

Are there any databases we currently do not have access to that you would be interested in using? (Please specify)

- 1. Major Detroit newspapers

Additional Comments:

1. Great facilities – keep up the good work!
2. Thank the library staff for always being so friendly and knowledgeable.
3. Keep up the good work and thanks for being in the City of Novi!
4. I come here almost every day. Thank you for having such a great place to study/eat/socialize. Thank you so much. I will continue to come here because I just love this place so much.
5. Thank you for this great library! I am thankful to have such a great place where I can eat/study/socialize at the same time. Thank you.
6. If there was a time when some of the above could be explained, perhaps I would be more apt to use them. I can use a computer well, but am not comfortable using public machines, etc. And perhaps there have been classes and I have missed them as I worked until 2 years ago.
7. Haven't tried Mango or online magazines, but would like to if it isn't too complicated or in need of new passwords!
8. Digital download search is painful.
9. Logging in is complicated by the random ID number. If there is a way to alter my login, I am unaware of it.

I would like to be able to access The Detroit Free Press and The Detroit News online for genealogy historical research, obits, historical events, etc. I don't find where that is available at NPL or, do I need to find some other way to do that? Please help!

Facilities Team Monthly Update – by Keith Perfect

In the past month the Facilities Department has closed 120 Meeting Room Request tickets, 24 Facilities tickets and has updated 336 Periodic Maintenance tickets.

- The monthly fire extinguisher inspection has been completed and all are in good working order.
- All public workstations have been cleaned weekly and sanitized and gum was removed from under tables.
- All interior plants have been watered weekly and no new deaths reported.
- Many light bulbs have been changed throughout the building.
- The weekly urinal flushes have been completed.
- The monthly fire horn/strobe test has been completed and all are in good working order.
- The pop cans collected from the staff break room have been returned and \$5.40 has been turned over for break room supplies.
- The library van has been washed.
- The recycling of cardboard and plastic has been dropped off at the recycling center.
- All study room windows have been washed.
- The paper towel dispenser in the first floor women's room has received new batteries.
- The right-hand sink in the first floor men's room has received new batteries.
- The sink faucet in the restroom located in the Facilities Department hall has received a new faucet diaphragm kit and the sink is now working once again.
- Several clocks have received new batteries.
- A display case for 3D printing projects was assembled and placed outside the Teen Stop area.
- A custom chute has been designed and built by Facilities and installed on the wall underneath the manual book drop in the AST room.

The purpose for this chute is to deflect books away from the wall to keep them from stacking against the wall during our holiday closings.

To lift the chute into place, use your left-hand forefinger in the hole where it says "PULL", at the same time using your right hand on the board behind the chute. Raise the top piece while holding the other, and then lower the bottom support into place.

Safety straps have been installed as a precaution only. **DO NOT LET THE BOTTOM PIECE FREE FALL INTO PLACE.**

Please lower it into place gently.

NOT FOLLOWING THESE INSTRUCTIONS MAY CAUSE INJURY OR DAMAGE TO CHUTE.

To lower the chute, follow the above instructions in reverse.



- A motorized windmill was built by Facilities for the Youth Department Putt-Putt program in April and was a huge success.



- Spray adhesive overspray was removed from an employee desk.. Please use extra caution when using any adhesive, paint or any other chemicals inside the building to ensure that damage is not done to personal or library property.

NPL Information Services March Update – by April Stevenson

~The Information Services Department put on 115 programs.

~Erin Durrett attended the webinar: Mix It Up: Spaces, Programs, and Outreach that Engage Teens.

~Erin Durrett met with the Teen Advisory Board to introduce them to our 3D printer project and what type of designs they will be able to make for the display case.

~David Silberman interviewed the owner of Ascension Brewery for a Beyond Books segment to promote our partnership for the upcoming programs; Home Brewing Basics and Brewery Tour & Tasting.

~Mary Robinson attended a webinar from American Libraries on the state of eBooks and Audiobooks in libraries.

~Kathleen Alberga attended the TLN Youth Services meeting focusing on STEM programming.

~Kathleen Alberga and Kathryn Bauss are attending the Every Child Ready to Read workshop.

~Mike Postula began attending Leadership Academy.

~Lindsay Fricke attended the Booklist webinar, "YA Announcements – Spring 2016", School Library Journal's webinar, "Teen Book Buzz Spring 2016", Junior Library Guild's webinar "Get to Know Spring's Hottest Debut Authors and Illustrators" and Tutor.com's webinar, "Connecting with Teens – A Beginner's Guide."

~We debuted a new service on the website called SelectReads. This is a readers' advisory newsletter tool that allows patrons to find material specific to their personal tastes.

~Betty Lang attended the annual Oakland County Historical Resources meeting.

~April Stevenson visited Hickory Woods Elementary for a performer presentation.

~April Stevenson and Lindsay Fricke met with Novi Meadows Media Specialist Kim Clark to begin planning part of the Summer Reading Presentations.

~Novi High School HOSA students did a presentation in Teen Space on the importance of an active lifestyle.

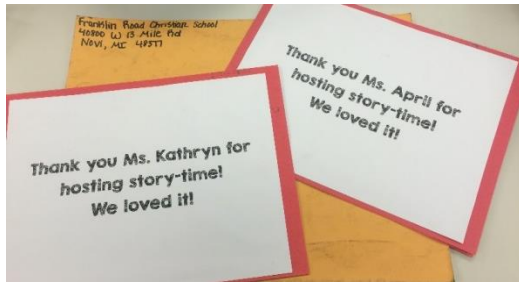
(HOSA is an international student organization recognized by the U.S. Department of Education and the Health Science Education (HSE) Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people.)

~April Stevenson was a reader at Milk & Cookies Night at Deerfield Elementary.

~Kathryn Bauss and Linda Brewin visited the Novi Community Preschool for 3 story times.

~Erin Durrett has been appointed by YALSA to be a Virtual Member of the Publications Advisory Board.

~Kathryn Bauss and April Stevenson visited Franklin Road Christian School to help them kick off their Literature Week.



March Adult Programs & Displays

In addition to our regularly scheduled programs we also offered:

- Listen @ the Library with pianist Tian Tian
- Beauty of Native Plants
- Parent to Parent Book Discussion
- Michigan's Troubadour: Neil Woodward
- Race, Death, and Justice in Detroit
- Excel 2010 Basics
- Our Audiobook Display included book titles that were or will be made into movies.
- Our second floor display was "Trailblazing Women."

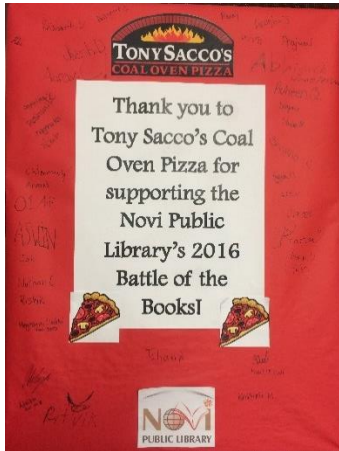


March Tween/Teen Programs & Displays

- Kidpreneur Coding Workshop
- Battle of the Books 2016
- Saving for College
- Teen Advisory Board meeting
- Prom Prep 101
- Teen Stop March Display was technology related YA fiction and non-fiction books to recognize Teen Tech Week, which was March 6-12.



- To celebrate Teen Tech Week there was a texting acronym quiz in Teen Stop for teens to complete.



March Youth Programs & Displays

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

- Bunny Hop Dance Party
- Dr. Seuss Birthday Celebration
- AAUW Let's Read Math (3 sessions hosted by the American Association of University Women)
- Family Story Time
- Dog Days @ the Library
- Get Mobbed with Minecraft
- Our Youth Non-Fiction/Biography Display featured books about exploring space
- Our Youth Feature Display was March is Reading Month and included youth staff favorites
- Our Picture Book Displays included; All about Pigs, Youth Art Month (all about art, drawing and imagination), Rhyming stories, and "It's All very Bunny."





Support Services Statistics 2015-2016													
	July*	Aug*	Sept*	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	434	479	401	371	312	254	332	294	346				3,223
Items checked out	79,295	74,019	61,936	65,368	62,011	58,619	65,282	62,645	67,917				597,092
Items borrowed	4,800	4,562	4,283	4,681	3,973	4,626	5,018	4,557	5,538				42,038
Items loaned	4,942	4,892	4,715	4,832	4,373	4,039	4,914	4,563	4,461				41,731
Read Boxes	326	228	245	0	0	0	0	0	0				799

	March 2016	March 2015		October 2015	October 2014
Library cards issued	346	395			
Total checkouts	67,917	70,638	READ Boxes	Adult 0	9
				Youth 0	50
Items borrowed	TLN 5,407	4,342		Total 0	59
	MeL 131	72			
	5,538	4,414			
Items loaned	TLN 4,393	4,929			
	MeL 98	78			
	4,461	5,007			

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

Read Box Totals May 6 - October 7, 2015:

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

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

Self-Check Totals 2015-16 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
Jul	79,554	56.67%	45,081	10,025	8,678	5,023	7,611	12,073	1,671
Aug	74,310	57.44%	42,681	11,294	2,906	7,603	7,620	11,698	1,560
Sep	62,846	54.83%	34,456	8,578	4,972	4,167	6,467	9,629	643
Oct	65,368	55.82%	36,490	8,548	6,300	3,820	6,646	10,190	986
Nov	62,011	56.69%	35,154	7,815	5,932	3,504	6,594	10,067	1,242
Dec	58,619	52.66%	30,871	7,651	4,829	3,233	5,976	8,190	992
Jan	65,282	54.25%	35,414	8,244	6,251	3,960	6,279	9,451	1,229
Feb	62,645	53.07%	33,244	7,521	5,852	3,300	6,013	9,584	974
Mar	67,917	51.10%	34,708	8,006	6,074	3,734	6,200	9,547	1,147
Apr									
May									
Jun									
FYTD	598,552	54.72%	328,099	77,682	51,794	38,344	59,406	90,429	10,444

Library Usage									
2014-2015 Fiscal Year					2015-2016 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
Jul	41,988	1,400	289	30	Jul	42,588	1,469	280	29
Aug	37,590	1,296	272	29	Aug	34,009	1,134	281	30
Sep	31,986	1,103	275	29	Sep	29,854	1,106	261	27
Oct	36,332	1,172	294	31	Oct	32,524	1,049	291	31
Nov	30,030	1,073	259	28	Nov	33,567	1,157	266	29
Dec	28,625	1,022	264	28	Dec	33,716	1,204	263	28
Jan	30,566	1,019	280	30	Jan	29,989	1,000	278	30
Feb	28,186	1,044	264	27	Feb	29,908	1,031	275	29
Mar	31,116	1,004	292	31	Mar	32,239	1,112	283	29
Apr	31,008	1,107	272	28	Apr			280	30
May	28,010	1,000	263	28	May			269	28
Jun	36,610	1,262	280	29	Jun			274	29
FYTD	392,047	1,127	3,304	348	FYTD	298,394	1,139	3,301	349

Computer Logins

2014-2015 Fiscal Year						2015-2016 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
Jul	5,620	46,177	3	51,800	1,727	Jul	3,794	74,618	5	78,417	2,704
Aug	4,816	48,923	7	53,746	1,853	Aug	3,607	73,816	6	77,429	2,581
Sep	4,866	49,382	1	54,249	1,871	Sep	3,047	72,714	1	75,762	2,806
Oct	4,167	54,461	2	58,630	1,891	Oct	3,278	71,625	1	74,904	2,416
Nov	4,463	54,338	2	58,803	2,100	Nov	2,154	71,483	1	73,638	2,539
Dec	4,228	47,196	1	51,425	1,837	Dec	2,532	69,924	1	72,457	2,588
Jan	3,395	51,759	2	55,156	1,839	Jan	2,747	63,846	2	66,595	2,220
Feb	2,918	66,156	2	69,076	2,467	Feb	2,639	68,165	5	70,809	2,442
Mar	3,556	68,265	2	71,823	2,317	Mar	2,996	71,567	1	74,564	2,571
Apr	3,287	61,087	4	64,378	2,299	Apr					
May	2,890	69,463	0	72,353	2,584	May					
Jun	3,637	72,043	1	75,681	2,610	Jun					
FYTD	47,843	689,250	27	737,120	2,112	FYTD	26,794	637,758	23	664,575	2,537

Early Literacy Workstation Usage							
2014-2015 Fiscal Year				2015-2016 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
Jul	1,460	38,035	26	Jul	1,505	37,569	24
Aug	1,297	33,735	26	Aug	1,416	35,537	25
Sep	1,039	23,683	22	Sep	953	20,433	21
Oct	1,005	22,557	22	Oct	938	19,497	20
Nov	995	24,158	24	Nov	869	18,597	21
Dec	953	21,756	22	Dec	841	17,415	20
Jan	971	22,936	23	Jan	904	20,182	22
Feb	962	22,029	22	Feb	866	18,705	21
Mar	1,185	28,393	23	Mar	970	19,812	20
Apr	1,026	23,551	22	Apr			
May	901	18,957	21	May			
Jun	1,209	29,678	24	Jun			
FYTD	13,003	309,468	23	FYTD	9,262	207,747	22

Technology Training Sessions 2015-2016 Fiscal Year

	Tech Time	eReader	VHS to DVD	iPad	Typing	Paint.NET	Zinio Magazines	Staff Training	Impromptu	Total Classes	Total Patrons
Jul	3		2		1				5	11	
<i>patrons</i>	3		2		4				5		14
Aug	5	1	2	2	1	1	1		14	27	
<i>patrons</i>	4	3	2	2	8	4	3		14		40
Sep	5	1	2	2		1	1		8	20	
<i>patrons</i>	5	3	2	4		4	1		8		27
Oct	5	1	2	2	1	1	1	1	9	23	
<i>patrons</i>	4	3	2	13	3	3	2	1	9		40
Nov	5		2	1	1			1	3	13	
<i>patrons</i>	5		2	3	0			1	3		14
Dec	5		2	1	1	1			8	18	
<i>patrons</i>	5		2	6	5	4			8		30
Jan	5	1	2	2	1	1	1		6	19	
<i>patrons</i>	4	2	2	3	5	1	2		6		25
Feb	5	1	2	2	1	1	1		3	16	
<i>patrons</i>	4	3	2	7	4	3	2		3		28
Mar	5	1	2	2	1	1	1		7	20	
<i>patrons</i>	4	3	2	6	3	3	3		7		31
Apr											
<i>patrons</i>											
May											
<i>patrons</i>											
Jun											
<i>patrons</i>											
Sessions	43	6	18	14	8	7	6	2	63	167	
<i>Patrons</i>	38	17	18	44	32	22	13	2	63		249

2015-2016 Fiscal Year						
	Freegal		Zinio		Gale Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts	Active Learners	Completed Classes
Jul	2,036	201	1,030	14,045	43	1
Aug	1,993	218	773	14,748	70	2
Sep	1,872	189	1,022	14,737	98	1
Oct	1,966	207	891	15,534	81	1
Nov	2,289	231	711	14,570	66	2
Dec	2,184	233	874	17,311	58	1
Jan	2,403	245	938	19,682	71	1
Feb	2,273	209	610	13,713	61	8
Mar	2,085	207	829	18,679	50	1
Apr						
May						
Jun						
FYTD	19,101	1,940	7,678	143,019	**	18

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

2015-2016 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
Jul	3,133	1,203	4,336	136
Aug	2,898	1,181	4,079	118
Sep	3,713	966	4,679	96
Oct	2,662	897	3,559	113
Nov	2,728	971	3,699	95
Dec	3,039	1,008	4,047	138
Jan	3,155	1,151	4,306	124
Feb	2,905	993	3,898	85
Mar	2,541	1,762	4,303	107
Apr				
May				
Jun				
FYTD	26,774	10,132	36,906	1,012

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

Meeting Room Rentals					
2014-15 Fiscal Year			2015-16 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
Jul	44	1,234	Jul	21	522
Aug	54	1,810	Aug	47	996
Sep	29	760	Sep	46	960
Oct	36	964	Oct	40	738
Nov	33	890	Nov	31	652
Dec	19	470	Dec	26	425
Jan	22	910	Jan	41	934
Feb	23	656	Feb	43	796
Mar	36	924	Mar	31	811
Apr	31	818	Apr		
May	33	965	May		
Jun	27	765	Jun		
FYTD	387	11,166	FYTD	326	6,834

Library App - 2015-16 Fiscal Year

	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
Jul	36,763	1. Catalog	Jan	44,143	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. Library Locator
		4. Artwork at the Library			4. OverDrive
		5. Events			5. Artwork at the Library
Aug	44,983	1. Catalog	Feb	36,669	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. OverDrive
		4. Artwork at the Library			4. Library Locator
		5. Book/DVD Lists			5. Events
Sep	41,040	1. Catalog	Mar	23893	1. Catalog
		2. My Account			2. My Account
		3. Library Locator			3. OverDrive
		4. OverDrive			4. Library Locator
		5. Artwork at the Library			5. Boopsie Popular Books
Oct	42,150	1. Catalog	Apr		
		2. My Account			
		3. Library Locator			
		4. OverDrive			
		5. Artwork at the Library			
Nov	36,909	1. Catalog	May		
		2. My Account			
		3. OverDrive			
		4. Library Locator			
		5. Artwork at the Library			
Dec	38,644	1. Catalog	Jun		
		2. My Account			
		3. OverDrive			
		4. Library Locator			
		5. Book/DVD lists			
			Total	345,194	



NOVI HISTORICAL COMMISSION

Wednesday, March 2, 2016 7pm
Novi Library History Room

Call to Order: 7:00pm Rescheduled (February) meeting.

Attendance:

Members:, Kathy Crawford, John MacInnis, Tammy-Lee Knopp, Rachel Manela, Library
Liaison: Betty Lang
Absent: Roger Crownover
Guests: Sue Griffor, Jim and Laura Paulk, Sarah Chapman, Julie Farkas (NPL Director),
Jeff Muck (Parks & Recreation Director)

Agenda: APPROVED

Approval of January 2016 Minutes: APPROVED

Motion by Tammy-Lee Knopp

2nd by John MacInnis

Library Liaison Report: Betty Lang

Upcoming Library/Friends

Document Donation Day: May 22nd (Sunday) 2-4pm at the Novi Public Library
William MacDermaid – Display in Local history room
Police, Fireman, Justice of the Peace, Newspaper articles, Court Docs,
Novi News report to encourage people to come to the document day on May 22nd

History Room Volunteers 1st and 3rd Mon. of every Month

Mon. 3/7: Rae (12-2 pm) 3/21: John (6-8pm)

April 4: _____ (12-2pm) April 18: _____ (6-8pm)

Upcoming Event: Letter from Oakland County Historical Resources:

Annual meeting is on Tuesday March 22nd 10-12pm at Bloomfield Township Library
Commission members welcome to attend, Tammy and Sue expressed interest in attending

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

Reimbursement: All attending will be reimbursed for registration and mileage

Novi Parks and Recreation National Accreditation

Jeff Muck, Director of Parks & Rec

Commission for Accreditation of Parks and Recreation (CAPRA)

Only 2 agencies in Michigan are accredited

Document with 150 standards ranging from HR to money management to programing.
Three visitors from across the country reviewing standards and documentation.

Historical Commission Resource Management Plan

Karen Kopchonick put together a preliminary plan for Historical Preservation
Borrowed a sample from Austin Texas

Commission members are asked to review and edit and adopt officially by the
commission.

Commission members will be making edits, including goals, and mission statement,
verification of dates, then, giving those edits to Betty Lang to give to Parks and
Recreation at the March 23rd Meeting

The Standard for National Accreditation:

“Historical and Cultural plans include an inventory of Historical and Cultural resources
and strategy for how they will be managed. These resources may be addressed as part of
the jurisdiction’s comprehensive plan or the agency’s Park and Recreation System Master
Plan”

Discussion:

Does the plan we draw up have to go through City Council or can we approve it
ourselves and incorporate it into the Parks and Rec plan ourselves?

Discussion:

Rachel: Do we need a treasurer, vice-President etc?

Kathy Crawford: No, commission is too small. City acts as our Treasurer

But, going forward we will parse out tasks to commission members

Township Hall Museum?

Do we have enough resources, people, curation abilities?

More involvement with Township Hall by the Commission

Plans for Pavilion Shores Park Jeff Muck, Director of Parks & Rec

Location: Pavilion Shores. Lake at end of Novi Road

Jeff Muck took commission members through a PDF presentation of the plans for the pavilion.

What it looks like

A park for enjoying the water and hopes of respecting the history of the park.

Old Casino, Dance hall

Design: The arch to reflect what the dance hall looked like.

Interior, Open, airy

Exterior: Heavy but moveable picnic tables, large enough for small performances

Not cement block pre-fab shelter, it will be a pavilion that has a building for restrooms and exterior that is open but covered.

The fieldstone design was approved

3 Restrooms: Men and women and Family

designed to be able to serve 400 people an hour

Sits parallel to the lake, to stop it from becoming a wind tunnel, open so Police can see into it.

Space for Historical Display

Historic Dedication plaque and MI Natural Resources plaque will also be attached to the building

Display Dimensions

1 inch deep, 12ft by 6ft Permanent display roughly

Something similar to Motor City Markers

Should it be a changeable display?

But, it is outside it could be damaged

Decision: changeable display would not be ideal, Motor City Marker style will be used, Pictures from the Park and a written narrative of the park, perhaps with a timeline

Preliminary design Deadline: End of April?

Jeff muck will give us the dimensions, and we will design the plaque and work with the people who made the Motor City Markers to make a display for the Pavilion

Commission members who are able will meet Sunday, March 6th 1pm to look for Pictures of the park, casino and dance hall from its hay-day.

Finished product by July or at least a mock up of the marker

Discussion: The success of the Motor City Markers around Novi

Jeff Muck left the meeting: 7:50pm

Discussion: Giving photos and narrative to some graphic designers to mock up for us
Or, give the photos and verbiage directly to the company that made the motor city markers to make some mock-ups.

Julie Farkas said she would get the dimensions for the display

David Barr Villa Barr Presentations by Kathy Mutch

Barr Property Project discussion- books on sale in Library

Kathy Mutch was unable to attend the meeting.

Rachel: Kathy's idea is to book end her presentation with his voice and his ideas. Then the presentation would be about his art and his global impact and how he designed his property

Julie Farkas will reach out to Kathy Mutch to find another time for her to give us a presentation.

Draft Policy regarding Conveyance and Assignment of Creative Materials

Approved: Move by Tammy-Lee Knopp 2nd by John MacInnis

Historical Commission Programs

April 28th at 7pm Laura and Jim Paulk on Philip Shaw home

Presentation: History of the home and architecture
Timeline of what was happening in broader history?
Why did people come to Michigan and this area?

Display Showcase to be developed by Sue Griffor with Laura and Jim Paulk

Spring Into Novi ... Saturday, May 14 10-1pm

(Set up Friday by 6pm) at Novi Civic Center
Shirts and badges to be worn plus hand outs

Table: Sell David Barr book?

We had 50 books printed, about 10-12 have been sold so far.

Display – Rae will be in charge of making it

Historical Photos, Current Photos, Links to Social Media,

Brochure: Motor City Markers, 19 Historical Sights of Novi

Display Cabinet Downstairs Volunteer Sue Griffor, Cabinet MANAGER

Congratulations to Sue and Rae for the Black Women's History Display

Paulk Display goes up in mid March

Website updates new Facebook link: www.facebook.com/HistoryofNovi

New Business/Other Business

Discussion: Do we need students/kids as members of the Historical Commission?

Tammy talked about the struggle of getting the students assigned to the commission to actually do what they say they will do. There are no consequences for the students if they don't do what they are supposed to do.

Kathy Crawford talked about how the city just places students on any board/commission if they do not get on the city youth council

Anyone can come to the meetings including high school students who are interested and want to volunteer are welcome but there will no longer be a made position on the commission

Julie Farkas agreed to reach out to the city to tell them the Historical Commission no longer wants an appointed student from Council.

However, any student who wants to come is welcome and the Commission is welcome to recruit its own students, but no longer wants an appointment from the city.

Tammy no longer needs to worry about the students

Discussion: Age for Signing up for activities

The commission is going to change the age for programs: from 18+ to 12 and up

Discussion: Chapman House

Novi Road

Large white house for sale, Sarah is looking into buying and is interested in buying the historic property a restaurant

Expense Approval Request

Rachel asked for approval for poster bought for Display case (\$10.14)

Motion by Tammy-Lee

2nd by John for Rae's expenses for Display case (\$10.14)

All in favor

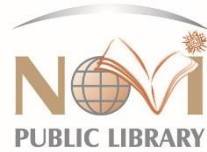
APPROVED

Adjourn: 8:52pm

Motion by Tammy

2nd by John MacInnis

NEXT MEETING: Wednesday, March 23 at 7pm in local History Room



Library Board Calendar

2016

April 20

April

April

Library Board Regular Meeting
Budget presented to Council, TBD
 Money Smart Week @ Library

May

May 8

May 18

May 29

May 30

Library Board – Goal Setting Session, TBD
 Mother's Day, Library Closed
Library Board Regular Meeting
 Library Closed
 Holiday – Memorial Day, Library Closed

June 15

June 15

June 19

Library Board Regular Meeting
Library Director Annual Review
 Father's Day, Library Closed

July 4

July 20

Holiday – Independence Day, Library Closed
Library Board Regular Meeting

August – October

August 17

August 19

Community Reads Program
Library Board Regular Meeting
 Staff In-Service, Library Closed

September 3

September 4

September 5

September 21

Library Closed
 Library Closed
 Holiday – Labor Day, Library Closed
Library Board Regular Meeting

October 19

Library Board Regular Meeting

November 8

November

November

November 11

November 16

November 23

November 24

General Election Day
Annual Library Report – City Council Meeting, TBD
 Community Read, Library, TBD
 Holiday – Veteran's Day – Library Open
Library Board Regular Meeting
 Wednesday before Thanksgiving, Library Closes at 5 p.m.
 Holiday – Thanksgiving, Library Closed

December 21

December 21

December 23

December 24

December 25

December 30

December 31

January 1

Library Board Regular Meeting
Library Director – Mid-year Review
 Library Closed
 Holiday – Christmas Eve, Library Closed
 Holiday – Christmas, Library Closed
 Library Closed
 Holiday – New Year's Eve, Library Closed
 Holiday—New Year's Day, 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.