

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, June 15, 2016
at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, MI 48375

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

- 1. Call to Order by President, Craig Messerknecht
- 2. Roll Call by Secretary, Ramesh Verma
- 2. Pledge of Allegiance
- 3. Approval and Overview of Agenda
- 4. Consent Agenda
 - A. Approval of Claims and Warrants L543.....4-6
 - B. Approval of Regular Meeting Minutes – May 18, 20167-14
 - C. Approval of Library Board Goal Setting Session Minutes – June 1, 2016.....15-16
- 5. CorrespondenceN/A
- 6. Presentation/Special Guest
 - A. Library Board Student Representatives Annual Review by Cindy Huang and Ruchira Ankireddygari
- 7. Public Comment

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

DISCLAIMER: Audiovisual presentations are welcome. To insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting
- 8. Student Representatives Report 17-18
- 9. Teen Space End of Year Report by Yolanda Hockaday-Dennis, Teen Space Monitor.....19-21
- 10. President's Report (Craig Messerknecht)
 - A. Goals Update 22-39
- 11. Treasurer's Report (Melissa Agosta)
 - A. Library Budget Fund 268 – 2016-2017 Approved 40-42
 - B. Library Fund 268 Expenditure & Revenue Report (April 30, 2016) 43-45
 - C. Contributed Fund Budget 269 46-47
 - D. Contributed Fund 269 Expenditure & Revenue Report (April 30, 2016) 48
 - E. Balance Sheets for Funds 268 and 269 49-50

12. Director's Report.....	51-54
A. Information Technology Report	55-56
B. Facilities Report	57-58
C. Information Services Report.....	59-60
D. Support Services Report	61
E. Library Usage Statistics.....	62-71
F. Friends of the Novi Library	N/A
G. Novi Historical Commission	72-73
1. Historical Commission Resource Management Plan.....	74-77

13. Committee Reports

- A. Policy Committee: Review current public policies for the Library**
(Michener–Chair, Poupard) – No action at this time.
- B. HR Committee: HR Policies, Director Review, Salary Study**
(Verma– Chair, Michener) – No action at this time.
- C. Finance Committee: Financial plan based on building assessment review**
(Agosta- Chair, Messerknecht, Lawler) – No action at this time.
- D. Events/Marketing/Fundraising Committee 2016 Gala, outreach events**
(Michener – Chair, Agosta, Wood) – No action at this time.
- E. Strategic Planning Committee: Annual review of current plan**
(Poupard- Chair, Wood) – No action at this time.
- F. Building/Landscape Committee: Entrance project, Energy Reduction Coalition project, Building assessment**
(Messerknecht – Chair, Lawler, Verma, Wood) – No action at this time.
- G. Bylaw Committee: Review of Library Board Bylaws**
(Lawler- Chair, Agosta) – Meeting scheduled for Wednesday, June 29th at 7:00pm

14. Public Comment

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

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

15. Matters for Board Action

A. Approval to transfer \$4,500 from 941.000 grounds maintenance to 965.101 (General Fund) and \$35,500 from 941.000 grounds maintenance to 965.101 (General Fund) for the main entrance construction project.

B. Approval of the 2016-2017 Library Board Goals.....54

16. Closed Executive Session – Library Director's Annual Review
Roll Call Vote to enter closed session

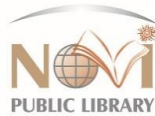
17. Adjourn

Supplemental Information:

- Library Board Calendar78

Future Events:

- Summer Reading kick-off – Monday, June 20th
- Library Entrance Way Widening project – Tentative Schedule: June 20th – July 15th
- Library CLOSED – Sunday, June 19th
- Historical Commission Regular Meeting – Wednesday, June 22nd at 7pm, Novi Library
- Library CLOSED – Monday, July 4th
- Friends of the Novi Library Regular Meeting – Wednesday, July 13th at 7pm, Novi Library
- Library Board Regular Meeting – Wednesday, July 20th at 7pm, City of Novi
- Novi Historical Commission Regular Meeting – Wednesday, July 27th at 7pm, Novi Library
- Friends of Novi Library Patio Party – By Invitation Only – Friday, August 26th at 7pm, Novi Library



Inform. Inspire. Include.

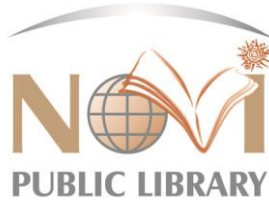
45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

Warrant 543	268 Accounts	June 2016	
Payable to	Invoice #	Account number	Account Total
Global Office Solutions (5/19/16)		268-000.00-727.000	\$ 1,070.83
Staples (5/26/16)	toner	268-000.00-727.000	\$ 339.48
Apple.com	Apple Dev Pgm 1-yr 6/23/16-6/23/17	268-000.00-734.000	\$ 99.00
Boopsie, Inc. (5/31/16)		268-000.00-734.000	\$ 131.15
OCLC (3/31/16)	Ezproxy 1 yr sub	268-000.00-734.000	\$ 495.00
Solution Control Services, LLC 5/20/16)	Ann Main Agreement	268-000.00-734.000	\$ 545.00
Tech Logic Corp (5/6/16)		268-000.00-734.000	\$ 28.93
The Library Network (5/25/16)	EnvisionWare-Mobile Prt Ser	268-000.00-734.000	\$ 575.00
Novi Public Library	staff auction	268-000.00-734.500	\$ (161.00)
SenSource	People Counter	268-000.00-734.500	\$ 617.22
TechSoup Global (5/20/16)	Microsoft Off 2016 Pro Plus (2)	268-000.00-734.500	\$ 104.00
The Library Network (4/27/16)	earbuds/flashdrive	268-000.00-734.500	\$ 138.43
Allied-Eagle Supply Co. (5/27/16)		268-000.00-740.000	\$ 1,459.34
Global Office Solutions (5/3/16)		268-000.00-740.000	\$ 283.20
Grainger (4/28/16)	drain seal liq (4)	268-000.00-740.000	\$ 101.80
Hanover Technical Sales, Inc. (5/3/16)	label tape (30)	268-000.00-740.000	\$ 1,233.64
Sam's Club	5/31/2016	268-000.00-740.000	\$ 89.28
Showcases (5/10/16)	Blu-Ray DVD Cases (5)	268-000.00-740.000	\$ 51.05
Amazon.com (4/12/16)		268-000.00-742.000	\$ 394.75
Barnes & Noble (4/22/16)	Parent-Parent books returned	268-000.00-742.000	\$ (597.26)
Brodart (5/25/16)		268-000.00-742.000	\$15,133.63
Center Point Large Print (5/1/16)		268-000.00-742.000	\$ 178.56
DK Agencies, Ltd. (5/2/16)		268-000.00-742.000	\$ 1,099.80
Ebsco (1/13/16)		268-000.00-742.000	\$ 489.75
Gale/Cengage (5/19/16)		268-000.00-742.000	\$ 2,215.68
Novi Community Schools	Parent-Parent BD portion	268-000.00-742.000	\$ (1,502.33)
The Library Network (4/11/16)	Todd/Brad Reeds' Mich	268-000.00-742.000	\$ 114.00
Tsai Fong Books, Inc. (2/29/16)		268-000.00-742.000	\$ 610.08
Brighton District Library		268-000.00-742.100	\$ 16.95
Manchester District Library		268-000.00-742.100	\$ 15.00
Ebsco (5/13/16)		268-000.00-743.000	\$ 37.29
Midwest Tape (5/25/16)		268-000.00-744.000	\$ 5,098.66
OverDrive (4/28/16)		268-000.00-744.000	\$ 3,495.15
Amazon.com (4/20/16)		268-000.00-745.200	\$ 248.17
Midwest Tape (5/24/16)		268-000.00-745.200	\$ 5,802.77
Bright House Networks Business Solutions	May	268-000.00-801.925	\$ 32.30
Merchant Billing Statement	May-16	268-000.00-802.100	\$ 166.37
Foster, Swift, Collins & Smith, P.C. (5/12/16)		268-000.00-806.000	\$ 1,843.00
Johnson, Rosati, Schultz & Joppich, P.C.	café lease; April 2016	268-000.00-806.000	\$ 377.00
H&K Janitorial Service, Inc. (5/31/16)	May	268-000.00-817.000	\$ 7,800.00
AT&T (5/22/16)	sec lines	268-000.00-851.000	\$ 407.53
TelNet Worldwide (5/15/16)		268-000.00-851.000	\$ 530.35

Verizon Wireless (4/28/16)	Mar29-April 28, 2016	268-000.00-851.000	\$ 334.51
Sanders, Tia Marie	Roch Hills Library Presentation; 5/13/16	268-000.00-862.000	\$ 40.18
City of Novi	Ice Utilization	268-000.00-880.000	\$ 10.00
Gordon Food Service (5/13/16)		268-000.00-880.000	\$ 45.95
Muniweb (5/6/16)	April 2016	268-000.00-880.000	\$ 455.00
Tony Sacco's Coal Oven Pizza (5/27/16)	Spring Into Novi Gift Card	268-000.00-880.000	\$ 10.00
YP (5/5/16)	advertising	268-000.00-880.000	\$ 63.00
Amazon.com (5/9/16)		268-000.00-880.268	\$ 72.61
Dynamic School Assemblies	yth pgm; 6/28/16	268-000.00-880.268	\$ 295.00
Gordon Food Service (5/13/16)	yth pgm	268-000.00-880.268	\$ 4.99
Joann Fabrics and Craft (5/21/16)	yth pgm; My Little Pony; 6/18/16	268-000.00-880.268	\$ 7.71
Kroger (5/6/16)	Yth pgm; Snack Tales; May 2016	268-000.00-880.268	\$ 40.68
Michaels (5/21/16)	yth pgm; My Little Pony; 6/18/16	268-000.00-880.268	\$ 21.03
Mutch, Kathleen	Adt Writing Pgm; June 2016	268-000.00-880.268	\$ 200.00
Porter, Soo	Adt Pgm; De-Clutter; 6/12/16	268-000.00-880.268	\$ 75.00
Scheer, Doug	Yth pgm; Laughing Fit 6/20/16; ka	268-000.00-880.268	\$ 375.00
Upstart (5/25/16)	SRP; stickers/t-shirts	268-000.00-880.268	\$ 23.00
Walmart (5/13/16)	yth pgm	268-000.00-880.268	\$ 55.96
Konica Minolta (5/1/16)	May 2016	268-000.00-900.000	\$ 827.09
Consumers Energy	4/9-5/10/16 (a)	268-000.00-921.000	\$ 742.88
DTE Energy	4/25-5/23/16	268-000.00-922.000	\$ 8,233.34
Cintas (4/28/16)		268-000.00-934.000	\$ 913.17
Dalton Commercial Cleaning Corp	carpet monthly	268-000.00-934.000	\$ 1,000.00
Gasser Bush Assoc. (5/10/16)	1st/2nd fl switches poles; 5/10/16	268-000.00-934.000	\$ 625.00
Home Depot	5/25/2016	268-000.00-934.000	\$ 73.31
LaForce (4/25/16)	Falcon Deadlatch	268-000.00-934.000	\$ 144.30
Orkin (4/25/16)		268-000.00-934.000	\$ 61.79
Republic Services (4/25/16)	April	268-000.00-934.000	\$ 195.25
Signs by Tomorrow (4/29/16)	yellow emerg tape	268-000.00-934.000	\$ 40.00
Stanley (5/12/16)	Class I misc part/labor	268-000.00-934.000	\$ 1,556.04
Brien's Services, Inc. (5/27/16)	shrub/bed cleanup/removal	268-000.00-941.000	\$ 730.00
C&J Parking Lot Sweeping, Inc. (5/18/16)	May	268-000.00-941.000	\$ 250.00
Konica Minolta Premier Finance (5/25/16)	June	268-000.00-942.000	\$ 999.00
Corrigan Storage Solutions (5/1/16)	May 2016	268-000.00-942.100	\$ 15.69
Postula, Michael	mileage; leadership 5/16/16	268-000.00-956.000	\$ 138.24
Robinson, Mary	mileage; TLN e-Content 5/5/16	268-000.00-956.000	\$ 42.66
Sam's Club	5/31/2016	268-000.00-956.000	\$ 32.96
Petty Cash (Programming)	adult	268-000.00-880.268	\$ 24.56
TOTAL			\$69,983.45

Warrant 543	269 Accounts	June 2016	
Payable to	Invoice #	Account number	Account total
Boyce, Alecia	Scrapbook for Cause - cancel (1)	269-000.00-742.232	\$ 40.00
DFCU Financial	SRP Sponsorship	269-000.00-742.232	\$(750.00)
Fulton, Nicole	scrapbook for Cause - cancel (1)	269-000.00-742.232	\$ 40.00
Green, Lee	scrapbook for Cause - cancel (1)	269-000.00-742.232	\$ 40.00
Heasley, Julie	Scrapbook for Cause - Cancel(1)	269-000.00-742.232	\$ 40.00
Jewell, Laura	Scrapbook for Cause - cancel(3)	269-000.00-742.232	\$ 120.00
Kosmowski, Cheryl	Scrapbook for Cause - cancel (2)	269-000.00-742.232	\$ 80.00
Meininger, Rose	Scrapbook for Cause - Cancel (1)	269-000.00-742.232	\$ 40.00
Zaleski, Nancy	Scrapbook for Cause - cancel (1)	269-000.00-742.232	\$ 40.00
Petty Cash (Programming)	Prost Unveiling	269-000.00-742.232	\$ 15.65
TOTAL			\$(294.35)
Chamber Music Society of Detroit (5/23/16)	Listen at the Library (Friends)	269-000.00-742.234	\$ 3,000.00
TOTAL			\$ 3,000.00



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
May 18, 2016**

DRAFT

1. Call to Order and Roll Call

Trustee Messerknecht made a point to introduce and welcome the new officers as well as new board member Geoffrey Wood.

Library Board

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

Student Representatives

Ruchira Ankireddygari (Departed at 7:08)
Cindy Huang (Departed at 7:08)

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 Agosta corrected an error on page 2 of the Agenda under Treasurer's Report. Item **A. Library Budget Fund 268—2016-2017 Approval** is incorrect. **Approval** should read **Approved**.
- Trustee Verma congratulated Trustee Poupard on her recognition by the Novi City Council.

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

1st—Doreen Poupard

2nd—Ramesh Verma

The motion passed unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L542

B. Approval of Regular Meeting Minutes – April 20, 2016

A motion was made to approve both the Claims and Warrants L542 and the Regular Meeting Minutes for April 20, 2016.

1st—Ramesh Verma

2nd—Tara Michener

Trustee Poupard abstained.

The motion passed with a majority.

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 15-16 of the May 18, 2016 Library Board packet.

A. Programs

- The Teen Book Club met to discuss *I'll Give You the Sun*, by Jandy Nelson, on April 12, 2016.
- Local author Melanie Zwegers shared the delight of mixing poetry and drawing.
- An Introduction to Robotics program was held on April 17 and April 24, 2016.
- On April 20, 2016 the owner of Paradise Park discussed tips and techniques for a successful interview.
- Teens celebrated National Pretzel Day on April 26, 2016 by enjoying a variety of pretzels with cheese, chocolate and mustard dips
- Community Financial discussed saving options at the Smart Money Saving Tips for Teens program on April 28, 2016.

B. Teen Space

- Teen Space had a total of 469 attendees in April.

C. Teen Advisory Board

- Jeff Hocking and Lynette Curtiss from COEI discussed a potential TAB service project for next year. Their organization assists the homeless by collecting backpacks, socks and other vital items throughout the year.
- The new TAB officers were voted on and will be announced at the May TAB meeting.
- The spring service project involved collecting toiletries in collaboration with Novi National Honor Society and the Novi Library. The items will be collected and delivered to the Holy Family Church at the May TAB meeting on May 20, 2016.

- Trustee Agosta offered a bag of sample size items for the Students Representatives to take and add to the collection.

D. Upcoming Programs

- May 7: Comic Book Magnets
- May 15 & 22: Introduction to Robotics
- May 20: TAB meeting

9. President's Report

A. Goals Update

The Goals Updates can be found on pages 17-33 of the May 18, 2016 Library Board packet. Ms. Farkas offered to take questions.

- Trustee Poupard expressed concerned about the volume of information contained in the goals and hopes that the staff is not overwhelmed. Ms. Farkas thanked Trustee Poupard for her concern and explained that she has informed her staff that not every goal has to be completed every year. Many of the goals are a team effort and do not fall on a single staff member.
- Trustee Michener feels the goals are a collaborative team effort between the staff and also the board members. The board members contribute to achieving the goals by participating in community events and attending meetings.
- Trustee Lawler also expressed concern about balancing the day-to-day activities with the goal strategies. At this time he doesn't feel it is problem, but it is important to be aware of that balance.

B. Directors Evaluation

The Director's evaluation will take place on Wednesday, June 15, 2016 in Executive Session.

- Trustee Verma will send the evaluation form to all the board members to fill out and return to him prior to the June board meeting.
 - Trustee Poupard asked if there were other responsibilities required of the board members and if salary would be discussed. Trustee Messerknecht explained that there are not any other responsibilities and that the Director's salary was addressed at the December evaluation. The June evaluation would focus primarily on performance.

C. Library Board Committee Appointments for 2016-2017

- Trustee Messerknecht thanked Trustee Verma for coordinating the new committee assignments. Trustee Poupard asked what the expectations of the committee members were and Ms. Farkas gave a brief summary of what each committee might be addressing in the forthcoming fiscal year.
- Trustee Messerknecht told the new committee members that although many of committee ideas come from Ms. Farkas, ideas can also be suggested by the board members.

1. Policy Committee: Tara Michener (Chair), Doreen Poupard

- The committee will be working on updating the policies for the Library. Trustee Michener explained that the HR Committee took about six months to complete the new employee handbook. The

committee and Ms. Farkas met initially to go over the nuts and bolts of the handbook, and then the internal committee, made up of staff members, went through each policy. The committee and Ms. Farkas met again after the staff completed their updates. Trustee Michener and Ms. Farkas both agreed it was a smooth and efficient process.

2. **HR Committee:** Ramesh Verma (Chair), Tara Michener
3. **Finance Committee:** Melissa Agosta (Chair), Craig Messerknecht, Bill Lawler
 - o Ms. Farkas hopes to have a finance plan in place that she can share with the community. The building will be requiring some costly updates and replacements in the future and she hopes to look at ways to put aside and invest fund balance so the money is available for use when needed.
4. **Events/Marketing Committee:** Tara Michener (Chair), Melissa Agosta, Geoff Wood
 - o The committee will be working on the annual gala that the Library puts on in collaboration with the Friends of the Novi Library. The gala is an opportunity to reach out to sponsors and patrons as a thank you for giving generously to the Library.
5. **Strategic Planning Committee:** Doreen Poupard (Chair), Geoff Wood
 - o Ms. Farkas hopes to host a strategic planning session with members of the community to share what the Library has achieved over the past year and to discover what the community wants and expects from the Library.
6. **Building/Landscape Committee:** Craig Messerknecht (Chair), Ramesh Verma, Bill Lawler, Geoff Wood
 - o The committee is already working on the entry-way project that is to begin in June. The parking lot is also in need of repair and that work will likely be started in the spring of 2017.
7. **By-Law Review:** Bill Lawler (Chair), Melissa Agosta

A motion was made accept the committee assignments as outlined.

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

10. Treasurer's Report

A. Library Budget Fund 268—2016/2017 Approved

The Library Budget Fund 268 2015-2016 and 2016-2017 can be found on pages 34-36 of the May 18, 2016 Library Board packet.

- The budget for fund 268 2015-2016 ending June 30, 2016 shows revenue of \$2,673,181.00 and expenditures of \$3,092,245.00 consuming \$419,064.00 of the fund balance. The expenditures will increase \$4,500.00 pending review by the Board after increasing the Capital Outlay account Grounds Maintenance \$4,500.00

- The budget for fund 268 2016-2017 calls for revenues to total \$2,774,726.00 and expenditures to total \$2,974,944.00 consuming \$234,782.00 of the fund balance.

B. Library Fund 268 Expenditure and Revenue Report (April 30, 2016)

The Library Fund 268 Expenditure and Revenue Report can be found on pages 37-40 of the May 18, 2016 Library Board packet.

- **Revenue:** Revenue increased \$17,533.00 for the month of April bringing the total revenue through April 30, 2016 to \$2,754,126.81.
- **Expenditures:** Expenditures increased \$275,407.00 through the month of April bringing the total expenditures through April 30, 2016 to \$2,284,966.45. This amount is 75% of what was budgeted for and since the Library is 80% through the fiscal year, expenditures are tracking well.
- **Net Revenue & Expenditures** are a positive \$468,160.33. The Library is on track to use very little of the fund balance for this fiscal year.

C. Contributed Fund Budget 269

The Contributed Fund Budget 269 can be found on pages 41-42 of the May 18, 2016 Library Board packet.

D. Contributed Fund 269 Expenditure and Revenue Report (April 30, 2016)

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 43 of the May 18, 2016 Library Board packet.

- \$2,159.00 was used toward the new art in honor of Mr. Robert Prost. Of this amount, \$2,000.00 had been donated from friends and family of Mr. Prost.

E. Balance Sheets for Funds 268 and 269

The Balance Sheets for Funds 268 and 269 can be found on pages 44-45 of the May 18, 2016 Library Board packet.

- Fund 268: The ending fund balance through April 30, 2016 is \$2,187,583.00
- Fund 269: The ending fund balance through April 30, 2016 is \$1,659,539.00

Trustee Agosta inquired if the issue with the \$25,659.00 that was incorrectly allocated to Fund 268 line 986.000 had been resolved. Ms. Farkas said she would get that information and share it with the Board.

11. Director's Report

The Director's Report can be found on pages 46-47 of the May 18, 2016 Library Board packet.

- Ms. Farkas informed the Board that beginning Saturday, May 28, 2016 the Administration Office would no longer be open on Saturdays. After two years the amount of traffic generated did not justify staying open. Staff is available Monday through Friday 10:00-6:00 to assist with rental inquiries. Ms. Farkas explained that the management team will be trained to handle last minute rentals during evening hours.
 - Trustee Verma asked if there would be an opportunity for people to leave a message if they called on Saturday. Ms. Farkas assured him that there is and staff would get back with the caller as soon as possible.
- Ms. Farkas included the email that she sent to the Library Board members to approve an additional \$4,500.00 for the entry way project.

- Ms. Farkas included an email received by Adam Wayne confirming the time frame for the entry way project beginning June 20, 2016 and ending July 16, 2016. She will be working with the City and The Novi News to get the word out to the community. The Library entry will be off of Wildcat Drive and the exit will be on Ten Mile.
 - Trustee Messerknecht asked if the City would be handling the signage and Trustee Poupard wondered how soon the signage would be going up. Ms. Farkas would confirm all this with the City.
- The Library will be continuing the lease with the café owner but would not be signing another with the owner in 2019. Ms. Farkas will be sending a copy of the lease to all the board members and will be holding Mr. Bernstein responsible to the language of the lease.
- Community Read is in its seventh year and this year's book will be revealed on August 11, 2016. The author will be present on Wednesday, November 2, 2016 for a discussion.
- On October 12, 2016 the Authors Live Luncheon will be held at Fox Run.
- The Michigan State Fair will host Michigan author Johnathan Rand writer of Michigan Chillers.
- Ms. Farkas encourages everyone to stop in and see the new artwork in memory of Robert Prost. The piece, titled "Autumn Kaleidoscope", was created in oil by artist Emilie Beadle. Ms. Farkas thanked Trustees Messerknecht and Verma for being at the unveiling.
 - Trustee Poupard asked what the process is for donations like this. Ms. Farkas explained that she meets with the family to see what things connect them to the Library. Then, she offers suggestions to the family based on the Library's needs. Ms. Farkas feels the Library has reached its limit with art and in the future she would be looking at other options.

A. Information Technology Report

The Information Technology Report can be found on pages 48-50 of the May 18, 2016 Library Board packet.

- In response to Trustee Lawler's question about contacting patron's from the technology survey that was discussed at the April 20, 2016 Library Board meeting, Ms. Farkas explained that the answers to the survey have been uploaded to the Novi Library website with comments added by IT staff. Patrons will have the opportunity to get some feed-back from their survey responses.

B. Facilities Report

The Library Usage Statistics can be found on pages 50-51 of the May 18, 2016 Library Board packet.

- Trustee Verma asked about monthly wash/fluid check for the van since it belongs to the City. Ms. Farkas explained it is a courtesy check. The van belongs to the City but is kept at the Library.

- Trustee Lawler asked if the 29 Facilities Help Tickets that were closed in April are the same as the 29 IT Help Tickets that were closed. Ms. Farkas explained that they are separate. Both departments operate separately.

C. Information Services Report

- Trustee Lawler commented on the number of programs held in April. Ms. Farkas reported that the 117 programs included story times, teen programs, adult programs, and all library events. It works out to be about 3-4 programs a day.
- Trustee Agosta asked about April Stevenson's report on the Public Library Association held in Denver. Ms. Farkas explained that Ms. Stevenson returned with lots of ideas to implement at the Novi Library.
- Trustee Poupard thanked Ms. Farkas for attending the Fox Run Expo.
- Trustee Poupard noticed a lot of shrubs along the edge of parking lot have died. Ms. Farkas said close to 50 shrubs will need to be replaced from salt damage. She hopes to have a meeting with the City landscape designer to find a more viable landscape solution.

D. Support Services Report

- Trustee Agosta asked if out-going Support Service Supervisor, David McCown, would be replaced and Ms. Farkas said that a person has already been hired for the part-time position.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 58-67 of the May 18, 2016 Library Board packet.

F. Friends of the Novi Library (Approved April 13, 2016 Minutes)

The Friends of the Novi Library meeting minutes for April 13, 2016 can be found on page 68 of the May 18, 2016 Library Board packet.

G. Novi Historical Commission (Approved March 23, 2016 Minutes)

The Novi Historical Commission minutes for March 23, 2016 can be found on pages 69-71 of the May 18, 2016 Library Board packet.

12. Committee Reports

- Trustee Messerknecht explained that the new members are not listed but that will change for the next meeting. Ms. Farkas reported she had not had any committee meetings for the month.
- Trustee Poupard asked about the opportunity for the Library to communicate with the community in regards to Strategic Planning. Ms. Farkas hopes to have that opportunity in the fall.

A. Policy Committee (Open, Michener- Chair)

There was no report provided for the Policy Committee.

B. HR Committee (Michener, Verma - Chair)

There was no report provided for the HR Committee.

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. Approval for an additional \$4,500.00 to be spent for the library entrance widening project in budget line 941.000 for 2015-2016 Capital Outlay.

- Trustee Verma wanted confirmation that the money will be transferred to the City and the City will pay the contractors, which it will. Ms. Farkas assured the Board that the \$4,500.00 is now reflected in the budget.

A motion was made to accept the approval of the \$4,500.00 to be spent for the widening project.

1st—Bill Lawler

2nd—Melissa Agosta

The motion passed unanimously.

15. Adjourn

Trustee Messerknecht reminded the Board of the June 1, 2016 event being held at the Novi Library.

A motion was made to adjourn the meeting at 8:00 p.m.

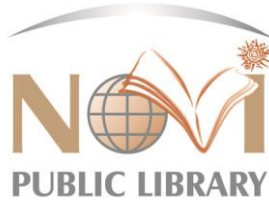
1st—Melissa Agosta

2nd—Ramesh Verma

The motion passed unanimously.

Ramesh Verma, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
Goal Setting Session
June 1, 2016**

DRAFT

Call to Order and Roll Call

The Goal Setting Session meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, MI 48375 in the Board Room and was called to order at 5:05 p.m.

Library Board

Craig Messerknecht, President
Tara Michener, Vice President
Melissa Agosta, Treasurer
Ramesh Verma, Secretary
William Lawler, Board Member; Absent/Excused
Doreen Poupard, Board Member
Geoffrey Wood, Board Member

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant

Guest

Anne Seuryneck, Attorney, Foster Swift Collins & Smith, PC

Director Farkas introduced guest speaker, Anne Seuryneck, an attorney for Foster Swift Collins & Smith, P.C., who discussed the *Top Ten Issues Every Library Trustee Should Know*. Ms. Seuryneck presented a PowerPoint highlighting the top ten issues and answered questions brought to her by the Board of Trustees.

Issue #1 – Authority
Issue #2 – Role of Board Member
Issue #3 – Friends of the Library
Issue #4 – Know the OMA
Issue #5 – Know the FOIA
Issue #6 – Follow your Own Rules
Issue #7 – Understanding the Role of Policy Maker
Issue #8 – Understand Library Privacy Laws
Issue #9 – Getting Along
Issue#10 - Officers

At the conclusion of Ms. Seuryneck's presentation, a break was taken at 6:45 p.m.

Resumption of Goal Setting Session – 7 p.m.

Director Farkas provided the 6 Strategic Objectives for 2013-2018, which were approved at the Strategic Planning Session in November 2012:

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

The Board evaluated each of the current 2015-2016 Goals for retention, elimination or amending.

During the discussion regarding the present 2015-2016 Goals, the Trustees decided to eliminate Goal #3 – Continue a high level of awareness for Library Board member representation, ambassadors and engagement in Novi and the greater library community.

The Trustees decided to eliminate 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.

2016-2017 Goals:

1. Maintain excellent customer service in all facets of the library's operations, Board functions, and community involvement.
2. Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
3. Providing quality and diverse services, materials, programs and technology.
4. Promote the Library in Novi's residential and business communities and provide outreach to non-library users.
5. Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.

The 2016-2017 Goals will be brought to the June 15, 2016 Library Board meeting for approval. Once approved, the Library staff will then create their department goals based on the approved goals.

Adjourn

The meeting adjourned at 8:10 p.m.

Ramesh Verma, Secretary

Date

Student Representative Report

By: Cindy Huang, Ruchira Ankireddygari

Programs:

On May 7, the library hosted the Comic Book Magnets program where participants made magnets by cutting their favorite comic book pictures.

Club Z of Novi came to teach the basic of programming to teens at the Introduction to Robotics Programming program on May 22.

In the month of May, the Teen Space had a total of 447 attendees.

TAB Update:

The last TAB meeting took place on May 20. The meeting began with an ice cream social to celebrate the year coming to an end. Following, the new officers for the 2016-2017 school year were announced. The new President of TAB is Cindy Huang, Vice President is Sarah Jacob, Secretary is Ruchira Ankireddygari, Activities Director is Madison Bates, and Historian is Roshini Ankireddygari. Following the officer announcement, TAB members helped to sort all the donations collected for the *It's the Small Things* collection drive into brown paper bags. There were over 15 bags of donations. The donations were later delivered to the Holy Family Church to help those in need. Even though the year is coming to a closing, TAB and its officers will continue to work together to make the 2016-2017 year the best year yet!

Upcoming Programs:

Summer Reading Program Teen Volunteer Orientation – attend either June 6 or 7

Launch of Teen Summer Reading Program – June 20

Tie Dye Day – June 22

Bubble Soccer – June 29



TAB members sorting toiletry donations into paper brown bags.



Tweens cutting out their favorite scene in comic books to turn into magnets.

Novi Public Library Teen Space End of the Year Report 2015-2016

Submitted by Yolanda Hockaday-Dennis – Teen Space Monitor

As of May 31, 2016 Teen Space has served 5,468 students.

As this year's Teen Space Monitor, I can attest to having very few incidences of noncompliance of TS expectations and rules. The students that enter TS quickly learned to respect the space and library property. There were only 2 formal write-ups.

2 TS meetings were held this year with NPL partners.

Announcements/reminders were regularly given regarding scheduled Teen Program events with Lindsey Fricke. Some events include: monthly TAB meetings, Smoothie Challenge, and Minecraft. Calendars and flyers were also made available by Lindsey and handed out to inform students of event information and registration.

Attaining Teen Space Monitor goals for the year incorporated:

- Café coupons, 1 given per week as an incentive.
- The suggestion box was used & checked weekly. From this came the paper recycling bin that is now in TS.
- New ping pong paddles and balls were so badly needed. We did receive the items for TS!
- Different games were switched out for Xbox as well as some board games.
- On at least 4 occasions throughout the year, I offered special holiday food items along with drinks and also a movie that was chosen by the TS students by way of survey and voting.
- Attendance of Diversity Training with the Novi Police
- Unfortunately, the presentation I had planned with Erin for TS on the 3D printer did not happen.

There were donations received throughout the year by the NPL for TS. Tony Sacco's donated several pizzas for a beginning of the year pizza party and they plan to do so again the last week of school. Novi Youth Assistance donated a large container of ping pong balls. Those students that made "THE LIST" for smashing ping pong balls also donated them for TS for destruction of property. Tia Marie Sanders held her annual TS Donation Drive. We received 4 new board games and 15 used games along with 8 packs of playing cards, 2 slinkies, pencils, and construction paper. This was a community based drive.

April Stevenson created a Teen Brag Board as well as allowed HOSA students to present group presentations in TS. We often had visits from the local newspaper's photographer and staff from other libraries interested in the workings of our TS. One day per week, either Wednesday or Friday, I provided a snack for TS students. Food means a lot to teens, but they also enjoyed *teaching* each other chess, playing ping-pong, sorry, and Uno. Lots of students met for study groups and others just came in to be social butterflies. I treat them all the same. I love them all the same. They love to hear that too.

My recommendations for TS for the coming school year are as follows:

- I appreciated having the large pop-up of NPL Teen Space Rules & Expectations. I think this should continue to be used as well as possibly handing out the book marks to students as they enter the space next school year. I had the convenience of directing any student's attention to concrete evidence of behavioral guidelines. This usually stopped any need for argument; helped reiterate what was set in stone so to speak.
- Students, particularly regulars, had big opinions over the course of this school year about showing school I.D.s "every" day upon entering TS. My opinion is that this was a great repetitive way to help me as the Monitor learn student names and faces. I would like this procedure to stay in place. Students were pleasantly directed to the suggestion box, TAB meeting schedule, and verbally given information for the library Director if they were interested in initiating changes or voicing their opinions for Teen Space.
- I know that this was a pilot year for the NPL to have one consistent employee monitor TS. I believe this is an absolute need for TS. Students came to rely on the stability received from Teen Space. For those that lack a constant, this was the "constant" offered every week Monday through Friday. Given my social service background, I recognized the needs of a few students eager for any kind of attention, a daily familiar face, even food needs. Some students just came in daily if to do nothing more than say "hello" or update me on how they did on an exam. I have given feminine hygiene products, food, had students ask for advice, and used as an alarm clock from needed naps. I found students were more receptive to following directives and respectful of limit setting when they realized I knew who they were. Some seemed so taken that I actually knew them by name. Rapport building was a big aspect of how the students were in TS.
- I feel having a master key to TS is necessary. Being able to enter the room early for set-up was very helpful as well as having access to the AV closet for the computer and Xbox. This cut down on having to track people down to get into the space if it was not unlocked as well as allotted needed set-up time before student arrival. They tend to swarm in at times which can make it difficult to multitask.
- Due to the fact that snacks seemed to be a need and very much appreciated by those that have to spend very long hours some days at NPL, I think a weekly food budget would be a good thing. I spent \$3.00 or less while purchasing healthier snack items for TS. Those that were in need knew where to find me. I often brought in extra granola bars and such in my tote daily. I observed and made assessments accordingly before offering.

Student quotes/comments:

A regular to TS this year: Venkatesh Nagalle-

"The one thing I look forward to after school is Teen Space. For not only me but for all my friends, Teen Space combines the academic, social, and fun aspects of a typical student's life."

A student familiar to TS last year: Jeremy-

He came in 5/31/16 for the first time this year. He stopped on his way in and shared with me the fact that he noticed TS was much nicer in his opinion than last year. He noticed that it was not as loud or rowdy. He thought the new atmosphere was pleasant. He stayed most of the time TS was opened playing ping-pong, studying with friends, and playing Xbox.



Study group in Teen Space

NOVI PUBLIC LIBRARY – 2015/2016 GOALS (May/June 2016)

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; IS staff members completed the following webinars: 1,000 Books Before Kindergarten, Makerspace Magic Using Little Bits in Your Library Makerspace, STEM training, ReadyRosie Every Child Ready to Read 2, Great Middle Grade Reads, Find the Information You Need, SYNC Audiobooks for Teens; IS staff attended the following workshops: Adaptive Umbrella, Money Smart Week Kick-off, Library Camp, Spring Institute, annual Oakland County Historical Resources meeting; MS Office 2013, 3D printer and TinkerCad sessions were held for staff.	Ongoing; 8/15; 10/15; 11/15; 1/16; 2/16; 3/16; 4/16

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	Had discussions with the City of Novi Communications Dept in early fall, however a solution for coordinating an all-encompassing calendar was not found. With so many events from each entity it was determined it would be difficult to communicate properly to the Novi community. All three entities have different software for registration as well.	2015/16; 10/15
Strategy:		Investigate and implement changes that save money.	
Tactic	Owner	Status	Due Date
Look for cost-cutting measures in everyday processes	SS; IT; F; IS; AD	Advising staff to primarily use copiers for printers; installed energy/cost saving LED lamps in display case; replaced adult computer area printer with faster, more cost effective model; re-purposing and utilizing extra supplies recently uncovered; phone system upgrade to restore 3-digit dial to the civic center; investigating print/copier pricing to determine if lease pull-ahead would be more economical; sold end-of-life technology devices.	Ongoing; 8/15; 9/15; 11/15; 12/15; 2/16; 4/16
Work with managers for budget planning	AD	Dept. budget meetings scheduled for December; 1 st drafts developed; dept. meetings held	1/16; 9/15; 12/15
Develop budget for next FY and future projections	AD; Board	2 budget planning sessions (January 20, 2016 and	3/16

		February 6, 2016); Approval of 16/17 budget for Feb. 17, 2016	
--	--	---	--

Strategy:		Seek funding through grants.	
Tactic	Owner	Status	Due Date
ALA/YALSA Shark Bowl	IS	ALA announced winners (including NPL's Erin Durrett) & prizes: a monetary reward worth \$2,000 each, along with various donated technology prizes; 3D Systems Cube 3 rd Generation arrived; have started printing examples; examining future needs in relation to patron and program usage; 3D printer policy, FAQ sheet and resource guide being developed; display case for project has arrived and will be set up; display case is set up just outside of the Teen Stop. The grid has been made and will be added and sample pieces are being made. Meetings with various students groups to inform and begin the project have begun.	8/15; 11/15; 2/16; 3/16
Community Financial Summer of Sharing grant contest	IS	Applied in July, at end of August learned we will receive \$1,000 for startup of a teen book club; grant funding would cover the purchase of paperback books as well as author visits at the Library; book was chosen and copies purchased	8/15; 2/16
Metro Detroit Book and Author Grants	IS	Applied for the Dick Johnston Award grant that would allow the Library to establish a new tween collection; winner will be announced in October; unfortunately we did not win this grant; Applied for the Mary J. Ritter Literacy Award to go towards our preschool literacy program Raising a Reader in Novi; Unfortunately we did not win this grant.	9/15; 12/15; 4/16
Curiosity Creates ALSC (Association for Library Service to Children) Grant through ALA	IS	Submitted this grant; if funded would provide \$7500.00 toward youth programs and collections. It discussed infusing existing programs, such as Lego Club with more STEAM elements, as well as, creating new STEAM-based programs. Unfortunately we did not win this grant.	9/15; 1/16
3D Systems in collaboration with YALSA Maker Lab Club 2015	IS	Submitted application for Maker Lab Club 2015 that would give NPL two free 3D Cube printers; they can	10/15; 1/16

		decide to give 2, 1, or none at all. Unfortunately we did not win this grant.	
YALSA's top 10 giveaway contest	IS	Submitted application where 40 libraries will be selected to receive free copies of the 2016 best fiction for teens.	4/16
ALA Library of the Year Award 2016	Admin	Applied for the Library of the Year award; Received notification that we did not win award.	3/16; 5/16

Goal #3:

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

Strategy:		Library Board Trustees participate in City events.	
Tactic	Owner	Status	Due Date
Annual City Evening of Appreciation	AD; Board	Michener, Verma, Messerknecht, Lesko	12/15
City Council Early Budget Input Session	AD; Board	Board President Sturing and Library Director	1/16
State of the City Address	AD; Board	Date is scheduled for May 3, 2016; attended by Messerknecht, Michener, Verma, Agosta, Lawler and Poupard	2/16; 5/16
Spring into Novi	AD; Board	Date is scheduled for May 14, 2016	5/16
City Council meetings	AD; Board	Library Director, President Sturing and Secretary Verma presented Annual Report, Strategic Planning update; National Library Week proclamation received by Tara Michener	12/15; 4/16
Strategy:		Library Board Trustees participate in NPL events.	
Tactic	Owner	Status	Due Date
Welcome Desk Ambassadors	Board	Trustees take weekly shifts at Welcome Desk	Ongoing
Staff appreciation	Board	Trustees Michener and Verma represented Board in providing appreciation luncheon for staff on 9/1	9/15
Annual Friends Gala	Board	Trustees Lawler, Lesko, Michener, and Verma attended on 10/23	10/15
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 – attended by Michener, Lawler and Lesko; 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 Rotary	AD	Library Director serves on Board of Directors, serves as Programming Chair (15/16)	Ongoing; 15/16
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	An IS staff member was a presenter at the Michigan Library Association Spring Institute on creating a Tween Collection; an IS staff member has been selected to make a joint presentation at the annual MLA conference this October. The title of their presentation is, Let's Talk...ELL/ESL Programs in Public Libraries.	Ongoing; 4/16

Goal #4:			
Provide quality services, collections, programs and technology with an emphasis on the diverse and aging population.			
Strategy:		Engage the Older Adult community in Library programs and services.	
Tactic	Owner	Status	Due Date
Publicize and engage the Older Adult community with info about Oakland County service for visually impaired	IS; SS	Made flyers promoting OTBS (Oakland Talking Book Service) and placed them near the OTBS applications on 2nd floor and near NEW Adult audiobooks on 1st floor; stapled applications to flyers so patrons will have application in hand with the information; added information to Winter Engage promoting this service; shared information on this service at a meeting with local Activities Directors from the surrounding Senior Facilities.	Annually; 8/15; 9/15; 10/15; 11/15; 1/16
Expand info in Meadowbrook Commons through newsletter, dining hall, flyers, door to door, kiosks, etc.	AD; IS	MAC LCDs and kiosks updated for August; September; October; November; December; January; February; March; April; May	Annually; 8/15; 9/15; 10/15; 11/15, 12/15; 1/16; 2/16; 3/16; 4/16; 5/16
Promote Library programs at Older Adult programs	IS	Marketing box always used at programs, services,	Annually; 9/15

		and activities	
Survey Meadowbrook Commons residents	AD	Working on a survey for spring; timeline for survey was changed to late summer due to instituting a new collection process for Outreach	Annually; 1/16; 5/16
Engage local Older Adult talent for displays, arts, crafts, collections, etc.; reach out quarterly	IS; AD	Did not work on this goal this year.	Annually
Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services, resources and technology (providing no fee transportation to Library)	IS; AD	Attended meeting on 8/19 where the Advisory Board worked on 5-year strategic plan; met with new Older Adult Services programmer to discuss ways we can partner; set up SWOCC taping for early November with MAC resident and OAS Manager to promote MAC book discussion; attended November and December meetings of City of Novi Older Adult services to go over their strategic plan; met with local Activities Directors from the surrounding Senior Facilities to discuss shared programming, transportation, and other; IS staff member will be attending City of Novi Older Adult Services focus group meetings; sharing a cloud based system to enable local Activities Directors to share information on speakers and program ideas; attended 3 focus group meetings for City of Novi Older Adult Services 5 Year Strategic Plan, met again with local Senior Residence Activities Directors, currently sharing a spreadsheet via cloud drive for program ideas, speakers, and entertainers; attended the Fox Run Expo to promote library information and sign up library patrons for cards;	Annually; 8/15; 10/15; 11/15; 12/15; 3/16; 4/16; 5/16
Investigate expanding Library services and outreach 10% over 3 years, knowing that Older Adult population will increase	IS; SS	Began investigating a Lending Library feature for northern boundary; meeting scheduled with local Activities Directors from Novi senior residences and the City of Novi Older Adult Services staff to promote library collections, services, and programs; met with local Activities Directors from the surrounding Senior Facilities; Local Activity Director is bringing memory loss residents to the library on a monthly basis to read and use Bifolkal kits.	2015/16; 8/15; 12/15; 2/16
Implement programs for Older Adults using videoconferencing (3/year with 50+ attendance), bringing in experts, celebrities, authors, programs from libraries in other countries	IS; IT	Held the Author's LIVE Luncheon at Fox Run; Planning meeting for October 2016 event 1/22/2016; sharing program ideas via cloud with local activities directors	2015/16; 10/15; 1/16; 5/16
Strategy:	Increase/implement programming opportunities for each patron group.		

Tactic	Owner	Status	Due Date
Host worldwide celebrations, festivals, events, etc.	IS; AD	Hosted International Story time Fair featuring presentations from 6 different countries about their cultures; presenters want to make this a yearly event	Annually; 8/15
Host music/dance and other types of programs by different cultural groups	IS	Hosted Indian cooking program; hosted program on how to make Challah bread by Novi Center for Jewish Life; hosted Celebrate Chanukah program; hosted Indian cooking program; continue to host German, Spanish, French, Japanese, and Korean Language conversation groups; hosted Indian cooking program; International story times	Annually; 10/15; 12/15; 1/16; 4/16; 5/16
Implement 15 programs per year for each group (youth, tween, teen, adult, Older Adult) averaging 50 attendees at each	IS; IT	Summer Superhero movie (83), story time for 2s and 3s (50/59/54/62), Superhero Gear Making (96/71), Kiddie crafts (53), Tot Time (58/64/53), Exotic Zoo (200), Edible Architecture (65), Creatures of the Night (49), Musical movement (75), Baby time (62), Cupcake Warz (85), Earth Angels music (90), Rainbow Loom (61/67), International Story Time Fair (120), Monday Movie Matinee (62); Two of Us story time (54), Just Like a Pirate (60), Tot Time story time (58), Tot Time story time (62); Listen @ the Library (100), Halloween Tales (250), Pumpkinfest MSU Tollgate (2000), Costume Dance Party (127), Plate Days (180), Spaghetti in a Hot Dog Bun Musical (64), Star Wars (64), Michigan Opera Theater (51), On the Road (51); Tot Time (53), Parkview Elementary classroom visit (54), Train Station Preschool visit (60); Light Up the Night (1,580), Minecraft (51), Tot Time (51), Rainbow Magic (56), Clean Out the Cupboards (52), Gingerbread House (57), Get Your Wiggles Out (58), Silver Strings Dulcimer Society (92); Listen @ the Library (80); MLK day (76); Flying Friends (53), Pizza Taste Fest (56), Tot Time (59); Listen @ the Library (145); Tot Time (53) (62); Franklin Road Christian School visit (130); Bunny Hop program (150), Battle of the Books (209); Monday Movie Matinee (72), Miniature Golf in the Library (150), Wildlife Safari (165), DIY Crafternoon (82), Spring Carnival (250), Tot Time (51), Baby Time (58), Tot Time (58), Swing Into Spring with the Novi Chorales (58), Listen @ the Library (70), It Don't Mean a Thing if it Ain't Got that Swing (60), Rich Eddy's Rocking Oldies Band (66); Tot Time (66) (57), Two's (53), Train Station Preschool visit (82),	Annually; 7/15; 8/15; 9/15; 10/15; 11/15; 12/15; 2/16; 3/16; 4/16; 5/16

		Japanese Story Time (65), Harmonie Detroit (54), Authentic Indian Cooking (50),	
Increase use of the Youth Activity Room with more crafts, hands-on events, etc.	IS	Opened room for Playgroup sessions over the summer months; held Pokemon programs; hosted programs in 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	Annually; 7/15; 8/15; 10/15; 11/15; 1/16
Increase teen program attendance by 10% in a 3 year period	IS	Attended Summer Teen Online Conference that discussed ideas for implementing new programs at the library and upcoming teen titles and won a 3-book giveaway of teen books with lesson plans; held 2 teen programs during after school time resulting in increased attendance; updated the Teen Tab on website with new information about Teen Advisory Board; partnered with Library Café to offer free coupons for a small beverage to be used as incentives in Teen Stop; held six tween & teen programs during after-school time (3:00-5:00) and have seen increased attendance; Teen Book club kicked off and the students have chosen the first book. They will continue to choose the books each month.	Annually; 8/15; 9/15; 11/15; 2/16
Improve use of NPL Teen Stop room (new marketing, displays, contests)	IS	Added information kiosk in Teen Stop as a new way to help promote and market teen information, including upcoming teen programs, TAB information, and other fun teen news; researched display units for NEW YA Fiction; shifting YA books for better use of shelving space within the room and making browsing of collections easier; updated information kiosk in Teen Stop room with upcoming teen programs, TAB information, and other fun teen news; investigating ways to market only Teen programs on the screen in Teen Stop; pulled all Printz winners and put in a separate display similar to Newbery in Youth area; hosted a Banned Books display; October Teen Stop feature display was Horror, Mysteries, and Thrillers; Club Z (tutoring company) comes in one hour on a Monday in Teen Stop to offer free homework help; offered a contest during Teen Read Week allowing teens to stop in the Teen Stop and vote for one of 10 YALSA best fiction books; displayed all of the pledges that local teens made to Stomp Out Bullying for	2015/16; 8/15; 9/15; 10/15; 11/15; 12/15; 2/16; 3/16; 4/16

		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; created a Tween/Teen Calendar and placed it in the Teen Stop; added a Printz Award banner above the Printz collection; Teen Stop committee mtg. 3/30/16 – update from Yolanda Hockaday-Dennis and discussion about how the program is working this year (Attendees: Farkas, Spiller, Sanders, Hockaday-Dennis, Stevenson and Zabick); prizes given to teens who completed the Teen Winter Reading program; teen booklists updated with 2016 award winners; added a new brochure of 2016 best fiction for young adults; celebrated poetry month with a book display; updated monthly teen program calendar; prizes given to winners of the Teen Writing Contest.	
Investigate programming based on patron suggestions, including the GEEK the Library campaign	IS; AD; IT	3D printing session being developed for April; 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; working on marketing and sponsorship for this program; submitted a grant for \$1,000 to Metro Detroit Book and Author to support	3/16; 5/16
Utilize community business expertise to offer informational and 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 on Constitution week; planning Job-Seekers program with Michigan Works for January; holding more story times in different languages hosted by Bright Loritos; partnered with Megafun Fitness in Novi for the Get Your Wiggles Out programs; held a story time session with Bright Loritos; partnered with 4 pizza places for the Pizza Taste Fest Program including, Blaze, Benitos, Guido's and Tony Sacco's; Dunkin' Donuts for Teen Book Club; partnered with the American Association of University Women for a series of math classes for elementary age students; partnered with AccelerateKid for the Kidpreneur Coding Workshop; partnered with Creating Sustainable Landscapes for the Beauty of Native Plants program; partnered with Gina Agosta Salon and CakeFace Makeup for the Prom Prep 101 program; partnered with Tony Sacco's for the Battle of the Books; partnered with Jeff and	2015/16; 8/15; 9/15; 10/15; 11/15; 12/15; 1/16; 2/16; 3/16; 4/16; 5/16

		Theresa Wainwright for the tween/teen event Tips and Techniques for a Successful Interview; Cygnet Institute for the Financial Fusion program; Community Financial for Smart Money Saving Tips for Teens; Bright Loritos for a Spanish story time; How to Allocate your 401K with Patrick Shope & Associates, Home Brewing and Tour of Brewery with Ascension Brewery.	
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; new "Technology, etc." and 3D Printer pages added to website; per survey results, investigating costs for additional software such as PhotoShop and digitizing LPs (vinyl) and cassettes; upgraded credit card devices with tap/chip/magstripe capabilities and pin pads; launched 3D Printer service and developing 3D scanner service.	Annually 12/15; 1/16; 2/16; 3/16; 4/16; 5/16
Expand technology learning initiatives for Older Adults: computer classes, troubleshooting, "geek squad" with teen volunteers	IT; IS	Initiated conversation with potential teen volunteers for "geek squad." Initiated conversation about teen geek squad with Activities Director at Fox Run	2015/16; 12/15; 1/16
Strategy:		Partner with the Novi School District.	
Tactic	Owner	Status	Due Date
Introduce Social Justice to the community; create a core collection; participate in learning sessions; provide space for forums/events	AD; IS	Was asked to host a Social Justice community event at the Library, unfortunately meeting room space was not available on dates needed; plans to participate in event at the off-site location on May 17, 2016.	2/16; 5/16
Increase activities with Novi and other area school districts	IS; AD	Meeting with school media specialists and principals from Novi Schools and Catholic Central for annual thank you breakfast; provided a tour to two 5 th grade classes from Novi Meadows; will be working with teachers from Novi Meadows to create a Tween fiction collection; offered an information program on Asperger's that Novi teachers attended; hosted thank	Annually; 9/15; 10/15; 11/15; 12/15; 1/16; 2/16; 4/16; 5/16

		<p>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; met with Instructional Coach of Novi schools to plan Summer Reading skit (2 times); visited Village Oaks for a preschool story time; met with Novi Meadows Media Specialist for Summer Reading presentation planning; presented at Kindergarten Round up at Novi Woods; 100</p>	
--	--	--	--

		kindergarteners from Village Oaks visited the library for story time, tour, and craft; provided a story time to the Novi Community Preschool; met with Instructional Coach of Novi Schools for Summer Reading skit practice; began skit performance at Parkview elementary	
Implement an advisory group for middle school age students to gain program, resource, service ideas; meet with this age group quarterly at Middle School	IS	Investigated and implemented this idea in 2014 for 3 quarters.	2015/16
Strategy:	Maintain current collections and services.		
Tactic	Owner	Status	Due Date
Investigate and add new collections/pathfinders based on interests and needs of patrons	IS; SS	Started a blog called Baby Time and Tot Time Story Time Fun on the website (under the Youth tab) for parents to continue teaching the skills they learn in Baby Time and Tot Time; bibliography created on youth series books for beginning readers; created a "2015 Best Fiction for Teens" brochure with YALSA 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	Annually; 8/15; 9/15; 10/15; 11/15; 12/15; 1/16; 2/16; 3/16; 4/16; 5/16

		donation from the ABWA; cards promoting specific albums on Freegal are regularly displayed; signage promoting the Great Michigan Reads book in print, electronic, and audio were displayed; updated International Resources brochure and Language Conversation Group flyers; Local Author collection is now accepting e-books and signage indicating this has been placed with that collection; Newbery Award bibliography updated; Picture Book Subject Binder updated monthly; Odilo handout created to assist patrons with this new service; Freegal signage showing the Grammy winners added; Some Featured Collection Lists were added to Overdrive including Books to Movies, and Do you Downton? ; Picture Book Subject Binder updated monthly; a Tween Biographies bibliography has been created; the Downloadable Media directions have been updated; updated the Foreign Film list; teen booklists binder updated; created 2016 Best Fiction for Young Adults; new signage placed in travel section alerting patrons to our downloadable travel-guides via Overdrive and Gale Virtual Reference; created homebrewing bibliography for program and display; finished Picture Book Subject Guide binder.	
Implement reference survey	IS	Will be updated and implemented in November; in lobby and online; survey completed, results to be summarized; survey received 627 responses	Annually; 11/15; 12/15
Strategy:	Consider adding new collections and services.		
Tactic	Owner	Status	Due Date
Investigate adding new and more interactive play components for youth	IS	New play components have arrived and will soon be added to puppet bins area in easy reader section; new play components added to the side of the race car being enjoyed by patrons; met with potential vendors while at the Public Library Association conference to gather sample pictures and information	Annually; 9/15; 11/15; 4/16
Investigate/implement a homework resource center (collections, resources, tutoring opportunities)	IS	Math homework pathfinder added to Homework Resource Center on website	2015/16; 9/15
Start a cultural book club (different languages or reading about different cultures)	IS	Did not investigate this year.	2015/16
Investigate establishment of a local arts council in Novi with	IS; AD	Staff member is currently a part of the Cultural Arts	2015/16

various partners from the community		Advisory Board with the City.	
-------------------------------------	--	-------------------------------	--

Goal #5:			
Promote the Library in Novi's residential and business communities; promote library services to non-library users balancing existing resources whenever possible.			
Strategy:		Increase awareness of services, collections, programs and technology.	
Tactic	Owner	Status	Due Date
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs: Facebook, Twitter, videos, podcasts	IS; AD; IT	Updated Teen Stop Facebook page with current info, new posts, pictures, info about upcoming programs; looking into giveaways and contests to do through the Facebook page during the school year to attract a larger audience to NPL's pages; adding a Goodreads account for patrons to follow what we are reading in our various book discussions and to promote our book discussions; staff were panelists for a podcast presentation on our mobile app	Annually; 9/15; 10/15; 2/16
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; 3D printer demo and Zinio magazines tutorial videos added to website	1/16; 2/16; 4/16
Promote and highlight the Local History collection/space and its relevance to the community; offer an open house; increase web and physical presence	IS	Evening open office hours added; document donation day held in October; transferring old oral histories produced by SWOCC from VHS to DVD to be made available on our website; organizing, scanning, and uploading historical photos to the Local History Room computer; staff spent time training new Historical Commission members on how to use the Local History Room; arranging for a donation of items from a former Justice of the Peace including the gavel and badge, as well as, facts and pictures to be displayed in April; continuing to transfer oral histories from VHS to DVD; 11 cub scouts received a tour of the Local History room as well as a family tree lesson to fulfill one of their requirements; scanning and organizing of photos and documents continues.	Annually; 9/15; 10/15; 1/16; 2/16; 4/16
Increase publicity of meeting rooms and patio	AD	Meeting room rentals have been overwhelmingly	Annually; 4/16

		successful so no additional publicity needed; meeting room rental information provided in a packet at front counter	
Reach out to homeowners groups by letter to president, get in newsletters, offer tours/talks, inviting groups to have their meetings at the Library, providing free room rental if they allow a 10-15 minute Library presentation	AD	Homeowner's presentation to: Churchill Crossing; Cheltenham Estates; Chase Farms; Riverbridge; Briarwood Village; Churchill Crossing; Taft Knolls	Annually; 1/16; 2/16; 3/16
Work with homeowners groups to highlight a subdivision in e-newsletter, display of kids' art from sub, contest for most card holders in sub	AD	Began highlighting HOA's in June 2016 e-newsletter with plans of monthly.	Annually; 6/16
Increase number of library card holders in each Novi subdivision by 10% over five years; use geomapping data	AD; SS	Reached out to City of Novi GIS Team to follow-up on more recent data showing us usage stats 6/7/16	Annually; 6/16
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	Done on a weekly basis by the Communications Coordinator	Annually
Host business related clubs (Chamber, Rotary, BRC) to improve visibility in the community	AD; IS	Hosted ABWA (American Business Women's Assoc.) for a new book collection launch; Business Blender event in cooperation with City of Novi to be hosted at NPL on May 24, 2016;	1/16; 5/16
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	Investigated and found the City already offers this.	2015/16
Consider a book club page on website: where community clubs are, book/movie reviews by community members, great reads	IS; AD	Anticipate investigating this in the coming fiscal year.	2015/16

Goal #6

Utilize efficient and increased fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.

Strategy:	Review past fundraising and plan future fundraising.		
Tactic	Owner	Status	Due Date

Continue "On the Road" series	AD; IS	Next trip scheduled for October 9 to visit Toledo; 48 attended, raised \$1,774.84	10/15
Scrapbook for a Cause	AD	Scheduled for November 7; 29 participants, raising \$870; next event scheduled for February 13; 3 rd program scheduled for Saturday, May 21, 2016 (Cancelled due to low registration)	11/15; 2/16; 5/16
Summer Reading Sponsors 2016	AD	Received 2 \$750 SRP sponsorships from Twelve Oaks Mall and DFCU; added additional sponsor for \$750 with Town and Country Eyecare	1/16; 5/16

Goal #7:

Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.

Strategy:	Maintain best practices and policies.		
Tactic	Owner	Status	Due Date
Investigate Library employment opportunities for ages 14 and up (summer/seasonal/weekends/subs)	AD	New policies have gone into effect with number of hours a young person can be employed weekly based on school commitment making it difficult to coordinate and meet library needs.	2015/16; 4/16
Review Library policies regularly, updating and adding as needed	AD; Board	Policies currently under review by staff committee to make recommendations to Board; HR committee is reviewing Employee Policies; Board received 1 st draft 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.	Ongoing; 8/15; 9/15-2/16; 3/16
Strategic Planning process	AD	Public invited to Strategic Planning Update sessions in August & September; about 25 people attended on 8/26 for updates and providing feedback; about 30 attended session on 9/23	8/15; 10/15
Review QSAC measures for certification	AD	In process; all certification levels have been reviewed and updated, with areas for further attention noted	12/15
State Aid process	AD	State Aid Report submitted January 26, 2016	1/16
Library Board Annual Goal Setting Session		Session held on June 1, 2016	6/16
Strategy:	Provide convenient access to collections, programs and services.		
Tactic	Owner	Status	Due Date
Improve Library entrance/exit at Ten Mile	AD; Board	Working with City on project to widen NPL driveway to include right and left turn lanes; continuing to look at other options before proceeding; 2 nd traffic study scheduled for 1/14/16; Traffic study info received 2/11/2016; tentative project timeline and costs rec'd 2/29/16; bid opening 4/22; contract awarded by City	6/16; 10/15; 1/16; 2/16; 5/16; 6/16

		Council 5/9; Pre-construction meeting held on 6/7/16	
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	Staff will be putting this into the 16/17 planning document	2015/16

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

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

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

06/08/2016 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI									
PERIOD ENDING 05/31/2016									
% Fiscal Year Completed: 91.80									
		END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	MARCH 2016	APRIL 2016	MAY 2016	05/31/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268									
Dept 000.00-treasury									
Property tax revenue									
268-000.00-403.000	Property Tax Revenue - Current Levy	2,367,212.28	2,449,491.00	0.00	0.00	(78.16)	2,461,558.07	7,869.93	99.68
268-000.00-403.001	Property Tax Revenue- County Chargebacks	(4,521.44)	(25,000.00)	221.00	272.18	(926.84)	(1,846.12)	(23,153.88)	7.38
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	13,862.00	(10,000.00)	0.00	0.00	0.00	0.00	(10,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(199.00)	(210.00)	0.00	0.00	0.00	(214.67)	4.67	102.22
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(3,424.77)	(6,000.00)	0.00	0.00	(4,846.69)	(4,846.69)	(1,153.31)	80.78
Property tax revenue		2,372,929.07	2,408,281.00	221.00	272.18	(5,851.69)	2,454,650.59	(26,432.59)	101.09
State sources									
268-000.00-567.000	State aid	32,841.43	27,000.00	0.00	0.00	17,985.02	34,495.52	(5,495.52)	118.95
State sources		32,841.43	27,000.00	0.00	0.00	17,985.02	34,495.52	(5,495.52)	118.95
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	1,644.97	1,435.82	1,219.23	13,801.98	2,698.02	83.65
268-000.00-665.100	Copier	2,492.39	2,200.00	373.25	237.00	228.18	2,505.73	(305.73)	113.90
268-000.00-665.200	Electronic media (previously VHS)	238.00	200.00	27.00	2.00	0.00	217.50	(17.50)	108.75
268-000.00-665.266	Summer reading t-shirt sales	138.73	0.00	0.00	0.00	0.00	131.17	(0.17)	100.13
268-000.00-665.290	Library fund raising revenue	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.300	Meeting room	27,728.02	28,000.00	3,226.33	1,762.76	3,106.89	30,509.57	1,490.43	95.34
268-000.00-665.404	Novi Township assessment	5,933.00	6,000.00	0.00	0.00	0.00	6,154.00	0.00	100.00
268-000.00-665.650	Library Cafe	4,688.25	5,000.00	392.51	423.56	373.58	5,262.70	(262.70)	105.25
Other revenue		57,548.68	60,900.00	5,664.06	3,861.14	4,927.88	58,582.65	3,602.35	94.21
Fines and forfeitures									
268-000.00-657.000	Library book fines	65,010.47	70,000.00	5,320.24	4,381.47	5,500.58	60,905.31	9,094.69	87.01
268-000.00-658.000	State penal fines	83,205.14	77,000.00	0.00	0.00	0.00	111,926.44	(0.44)	100.00
Fines and forfeitures		148,215.61	147,000.00	5,320.24	4,381.47	5,500.58	172,831.75	9,094.25	95.00
Interest income									
268-000.00-664.000	Interest on investments	28,693.56	24,000.00	3,470.16	4,789.89	0.00	34,156.08	(4,156.08)	113.85
268-000.00-664.500	Unrealized gain (loss) on investments	7,871.32	0.00	5,548.08	(227.65)	0.00	17,082.62	(15,017.62)	827.25
Interest income		36,564.88	24,000.00	9,018.24	4,562.24	0.00	51,238.70	(19,173.70)	159.80
Donations									
268-000.00-665.289	Adult programs	6,981.72	0.00	0.00	0.00	0.00	4,267.33	(0.33)	100.01
268-000.00-665.400	Gifts and donations	15,070.42	6,000.00	250.00	0.40	0.65	5,185.32	(2,685.32)	207.41
Donations		22,052.14	6,000.00	250.00	0.40	0.65	9,452.65	(2,685.65)	139.69

		END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	MARCH 2016	APRIL 2016	MAY 2016	05/31/2016	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	60,661.30	90,991.97	60,661.31	762,354.07	79,645.93	90.54
268-000.00-704.200	Wages - Stipend	24,743.89	25,000.00	0.00	0.00	0.00	10,000.00	0.00	100.00
268-000.00-704.250	Final Payout	11,294.19	0.00	0.00	0.00	0.00	18,963.41	36.59	99.81
268-000.00-705.000	Temporary salaries	596,921.16	609,000.00	44,058.89	64,253.63	42,556.17	492,977.65	89,022.35	84.70
268-000.00-715.000	Social security	119,251.99	122,300.00	7,749.72	11,600.86	7,634.72	95,728.61	9,271.39	91.17
268-000.00-716.000	Insurance	202,537.39	235,147.00	19,000.57	18,435.73	20,179.23	205,304.47	9,695.53	95.49
268-000.00-716.200	HSA - employer contribution	1,248.71	3,000.00	0.00	0.00	0.00	998.21	501.79	66.55
268-000.00-716.999	Insurance - Employee Reimbursement	(36,900.20)	(43,202.00)	(3,541.96)	(3,541.96)	(3,541.96)	(36,674.41)	(6,325.59)	85.29
268-000.00-718.000	Pension - DB Normal Cost	14,964.00	0.00	1,176.00	1,176.00	1,176.00	12,936.00	2,064.00	86.24
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(18,120.00)	0.00	(1,424.81)	(1,424.81)	(1,424.81)	(15,672.91)	(1,327.09)	92.19
268-000.00-718.200	Pension - defined contribution	18,516.01	26,400.00	9,049.74	3,486.96	2,324.64	20,781.49	5,218.51	79.93
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	213.75	316.48	210.70	1,733.52	(733.52)	173.35
Personnel services		1,839,830.03	1,895,945.00	136,943.20	185,294.86	129,776.00	1,570,725.31	185,774.69	89.42
Supplies									
268-000.00-727.000	Office supplies	18,881.44	23,000.00	611.49	1,281.96	1,070.83	18,267.85	4,732.15	79.43
268-000.00-728.000	Supplies - Postage	682.39	700.00	16.44	0.00	0.00	603.79	96.21	86.26
268-000.00-734.000	Computer supplies, software & licensing	86,900.09	86,400.00	22,665.42	1,558.28	735.08	60,888.00	28,812.00	67.88
268-000.00-734.500	Computer supplies/equipment	20,725.29	28,000.00	1,198.45	(265.67)	(161.00)	26,077.59	5,722.41	82.01
268-000.00-740.000	Operating supplies	26,411.22	30,000.00	1,255.17	1,263.55	2,504.52	18,160.14	11,839.86	60.53
268-000.00-740.010	Gift and donations expense	8,533.33	0.00	66.67	0.00	0.00	1,199.04	(634.04)	212.22
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-741.000	Supplies - Uniforms	227.00	300.00	0.00	134.95	0.00	134.95	(134.95)	100.00
268-000.00-742.000	Library books	173,792.87	195,000.00	16,793.19	14,871.04	14,184.62	166,048.08	23,951.92	87.39
268-000.00-742.100	Library Book - Fines	565.88	1,000.00	105.99	0.00	31.95	686.47	13.53	98.07
268-000.00-743.000	Library periodicals	19,386.58	23,800.00	1,172.79	373.19	37.29	15,554.14	8,245.86	65.35
268-000.00-744.000	Audio visual materials	60,108.91	71,000.00	4,426.74	1,726.50	2,781.38	57,097.32	13,902.68	80.42
268-000.00-745.200	Electronic media	44,788.70	51,000.00	5,007.13	3,639.70	3,420.95	41,811.60	9,188.40	81.98
268-000.00-745.300	Electronic resources (CD rom materials)	55,399.44	55,000.00	0.00	3,082.93	0.00	50,362.92	4,637.08	91.57
Supplies		516,403.14	566,000.00	53,319.48	27,666.43	24,605.62	456,891.89	110,373.11	80.54

		END BALANCE	2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	06/30/2015	ORIGINAL	MARCH 2016	APRIL 2016	MAY 2016	05/31/2016	BALANCE	% BDGT
		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	32.30	32.30	0.00	304.69	95.31	76.17
268-000.00-802.100	Bank Service Charges	2,476.65	2,000.00	172.42	172.78	166.37	2,732.60	867.40	75.91
268-000.00-803.000	Independent audit	700.00	700.00	0.00	0.00	0.00	665.00	35.00	95.00
268-000.00-804.000	Medical service	659.80	300.00	116.00	123.00	0.00	1,073.00	1,427.00	42.92
268-000.00-806.000	Legal fees	342.00	1,000.00	453.00	491.00	1,843.00	3,631.00	(3,131.00)	726.20
268-000.00-809.000	Memberships and dues	4,266.00	4,500.00	178.00	0.00	0.00	4,331.00	169.00	96.24
268-000.00-816.000	Professional services	1,355.00	4,000.00	0.00	0.00	0.00	1,425.00	2,575.00	35.63
268-000.00-817.000	Custodial services	46,145.00	48,800.00	3,900.00	3,900.00	3,900.00	42,900.00	3,900.00	91.67
268-000.00-818.000	TLN Central Services	4,495.00	4,500.00	0.00	0.00	0.00	3,995.00	5.00	99.88
268-000.00-851.000	Telephone	12,082.53	11,500.00	1,604.18	310.53	769.82	10,915.99	584.01	94.92
268-000.00-855.000	TLN Automation Services	57,006.34	56,000.00	2,280.83	12,229.02	0.00	49,601.60	9,398.40	84.07
268-000.00-861.000	Gasoline and oil	363.61	500.00	18.26	0.00	0.00	125.07	374.93	25.01
268-000.00-862.000	Mileage	436.43	300.00	0.00	0.00	0.00	46.26	53.74	46.26
268-000.00-880.000	Community promotion	3,961.68	11,800.00	3,561.52	683.75	510.95	7,500.26	4,299.74	63.56
268-000.00-880.268	Library programming	11,717.97	22,500.00	4,182.83	672.42	917.57	15,387.72	7,112.28	68.39
268-000.00-880.271	Adult programs	4,563.52	0.00	0.00	0.00	0.00	2,640.19	(0.19)	100.01
268-000.00-900.000	Printing, graphic design and publishing	29,634.55	29,500.00	685.29	7,002.27	137.41	25,437.14	4,062.86	86.23
268-000.00-910.000	Property & liability insurance	13,000.00	14,300.00	0.00	0.00	0.00	13,464.00	0.00	100.00
268-000.00-921.000	Heat	11,257.52	11,000.00	1,444.95	952.85	742.88	8,163.17	2,836.83	74.21
268-000.00-922.000	Electricity	101,729.02	103,000.00	8,327.67	7,863.11	0.00	78,188.27	24,811.73	75.91
268-000.00-923.000	Water and sewer	5,393.13	5,500.00	4,564.50	0.00	0.00	7,272.45	(772.45)	111.88
268-000.00-934.000	Building maintenance	65,253.18	90,000.00	1,244.81	1,868.47	2,001.26	41,535.54	50,464.46	45.15
268-000.00-935.000	Vehicle maintenance	1,717.20	1,500.00	0.00	0.00	0.00	170.80	329.20	34.16
268-000.00-941.000	Grounds maintenance	32,735.91	28,600.00	1,367.51	11,056.54	55.00	47,619.96	(7,419.96)	118.46
268-000.00-942.000	Office equipment lease	12,596.78	12,000.00	999.00	999.00	999.00	12,736.88	2,263.12	84.91
268-000.00-942.100	Records storage	264.34	300.00	27.91	15.69	15.69	219.45	80.55	73.15
268-000.00-956.000	Conferences and workshops	8,464.64	14,500.00	438.48	(326.13)	180.90	10,305.71	4,194.29	71.07
Other services and charges		433,451.21	479,600.00	35,599.46	48,046.60	12,239.85	392,387.75	108,616.25	78.32
Capital outlay									
268-000.00-976.000	Building improvements	0.00	136,200.00	0.00	0.00	0.00	4,784.96	58,115.04	7.61
268-000.00-986.000	Internal Technology - Capital Outlay	7,020.40	0.00	37,064.00	55.88	0.00	37,119.88	36,180.12	50.64
268-000.00-990.000	Furniture	0.00	10,000.00	0.00	0.00	0.00	9,475.50	(0.50)	100.01
Capital outlay		7,020.40	146,200.00	37,064.00	55.88	0.00	51,380.34	94,294.66	35.27
Net - Dept 000.00-treasury		(126,552.97)	(414,564.00)	(242,452.60)	(247,986.34)	(144,059.03)	309,866.57	(540,149.57)	
Fund 268 - LIBRARY FUND 268:									
TOTAL REVENUES		2,670,151.81	2,673,181.00	20,473.54	13,077.43	22,562.44	2,781,251.86	(41,090.86)	(134.56)
TOTAL EXPENDITURES		2,796,704.78	3,087,745.00	262,926.14	261,063.77	166,621.47	2,471,385.29	499,058.71	(134.56)
NET OF REVENUES & EXPENDITURES		(126,552.97)	(414,564.00)	(242,452.60)	(247,986.34)	(144,059.03)	309,866.57	(540,149.57)	(134.56)

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

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

Fund 269 - LIBRARY CONTRIBUTION 269									
Dept 000.00-treasury									
Interest income									
269-000.00-664.000	Interest on investments	24,270.10	15,000.00	2,103.22	3,299.27	0.00	20,704.18	(20,704.18)	100.00
269-000.00-664.500	Unrealized gain (loss) on investments	7,426.03	5,000.00	3,366.53	(156.91)	0.00	12,761.29	(12,761.29)	100.00
Interest income		31,696.13	20,000.00	5,469.75	3,142.36	0.00	33,465.47	(33,465.47)	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	750.00	615.80	1,500.00	15,887.46	(4,687.46)	141.85
269-000.00-665.233	Technology Library Revenue	810.00	0.00	0.00	0.00	0.00	409.00	1,591.00	20.45
269-000.00-665.234	Undesignated Misc Donations	3,500.00	12,000.00	0.00	0.00	0.00	3,212.09	(1,212.09)	160.60
Donations		32,331.16	12,000.00	750.00	615.80	1,500.00	25,070.61	16,629.39	60.12
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	2,159.00	0.00	6,672.11	21,827.89	23.41
269-000.00-742.232	Programming Expense	6,693.56	3,000.00	9.88	0.00	440.00	13,551.95	(7,851.95)	237.75
269-000.00-742.233	Technology Library Expense	104.95	4,000.00	0.00	0.00	0.00	965.00	2,035.00	32.17
269-000.00-742.234	Undesignated Misc	1,880.58	2,000.00	0.00	0.00	3,000.00	6,023.03	(5,523.03)	1,204.61
Supplies		25,090.07	32,000.00	9.88	2,159.00	3,440.00	27,399.22	12,200.78	69.19
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	6,209.87	1,599.16	(1,940.00)	31,136.86	(29,036.86)	
Fund 269 - LIBRARY CONTRIBUTION 269:									
TOTAL REVENUES		64,027.29	32,000.00	6,219.75	3,758.16	1,500.00	58,536.08	(16,836.08)	1,482.71
TOTAL EXPENDITURES		25,182.56	32,000.00	9.88	2,159.00	3,440.00	27,399.22	12,200.78	1,482.71
NET OF REVENUES & EXPENDITURES		38,844.73	0.00	6,209.87	1,599.16	(1,940.00)	31,136.86	(29,036.86)	1,482.71
END BALANCE		2015-16	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE		
06/30/2015		ORIGINAL	MARCH 2016	APRIL 2016	MAY 2016	05/31/2016	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
TOTAL REVENUES - ALL FUNDS		2,734,179.10	2,705,181.00	26,693.29	16,835.59	24,062.44	2,839,787.94	(57,926.94)	
TOTAL EXPENDITURES - ALL FUNDS		2,821,887.34	3,119,745.00	262,936.02	263,222.77	170,061.47	2,498,784.51	511,259.49	
NET OF REVENUES & EXPENDITURES		(87,708.24)	(414,564.00)	(236,242.73)	(246,387.18)	(145,999.03)	341,003.43	(569,186.43)	

06/08/2016	BALANCE SHEET FOR CITY OF NOVI	
	As of 05/31/2016	
GL Number	Description	Balance
<hr/>		
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	82,986.09
268-000.00-017.000	Investments - Pooled	2,016,057.67
268-000.00-018.000	Cash on hand	500.00
	Total Assets	2,099,543.76
*** Liabilities ***		
268-000.00-202.000	Accounts payable	37,605.77
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	70,254.17
*** 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	309,866.57
	Ending Fund Balance	2,029,289.59
	Total Liabilities And Fund Balance	2,099,543.76

GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTION 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	15,879.75
269-000.00-017.000	Investments - Pooled	1,648,062.37
	Total Assets	1,663,942.12
*** Liabilities ***		
269-000.00-202.000	Accounts payable	3,200.00
	Total Liabilities	3,200.00
*** 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	31,136.86
	Ending Fund Balance	1,660,742.12
	Total Liabilities And Fund Balance	1,663,942.12

Director's Report by Julie Farkas

Out and About in Novi and Library Profession:

- Novi Rotary: 5/19, 5/24, 5/26, 6/2
- Library Tour for CLAIR -Council of Local Authorities for International Relations (5 Japanese delegates) – 5/19
- Small Business Networking Breakfast – 5/24 in partnership with City of Novi and Novi Chamber of Commerce
- TLN Book Discussion – 5/25
- Memorial Day Parade – 5/30
- Fox Run Senior Health & Fitness Expo – 6/1
- In-Service Planning Mtg. – 6/6
- All Staff Mtgs. – 6/6, 6/7
- City Leadership Mtg. – 6/7
- City Production Mtg. – 6/7

Forestry Walk-through

On May 24th, I met with members of the City of Novi from Forestry and Landscape Design to discuss the plantings and trees on the Library property that are not surviving. A detailed plant inventory was initiated by the City and details have been received on areas of concern. I will be engaging the Building/Landscaping Committee on directives in the next month. We will need to put a plan in place for replacement.

Library Café Update

Email to Gary and Lola Bernstein on May 19, 2016 regarding café hours. A hard copy was also presented to them.

Gary and Lola-

Per the lease agreement signed on June 1, 2013, the café is to be open no less than the hours indicated below. Attached is a copy of signage that I photographed today (May 19, 2016) that indicates you are not following the lease agreement. The Board and I expect this change in hours, reflecting the lease, to be effective immediately or no later than Monday, May 23, 2016. Failure to comply is in violation of the lease agreement.

Management and Hours

Lessee agrees that it will open the Café for business to the public no less than the hours indicated: Monday – Thursday 10:00a.m – 7:30p.m., Friday and Saturday 11:00a.m. – 4:30p.m., Sundays 12:00p.m. – 5:00p.m. Lessee shall be responsible for the maintenance and cleaning of the Premises, its equipment and the bussing of the Library's main area of any refuse resulting from operation of the Premises. Lessee shall continuously use and occupy the Premises during the term of this Lease. In the event Lessee discontinues operation for a period in excess of seven (7) business days, Lessor may immediately terminate this Lease by written notice to Lessee. Lola Bernstein shall, at all times during the term of this Lease and any renewal term(s), be primarily responsible for the management and operation of the Café on the Leased Premises.

Thank you,
Julie Farkas

Friday, May 27, 2016 – Mr. Bernstein called a staff person on the support services team to let us know that he was not opening on time. Café was supposed to be open at 10:00am. He did not open until 11:30am.

Pre-construction Mtg. – June 7, 2016

Keith Perfect and I met with many City staff and contractors to review the plans for the upcoming entry-way construction project. The project is still on time to begin as early as June 20th, with an approximate 4 week construction timeline. Below is an informational piece that has been circulating with patrons visiting the library, as well as on the website, Facebook, E-newsletter, City e-newsletters and soon the Novi News. At this time, I do not anticipate any delays unless Mother Nature does not cooperate.

Library Construction Project

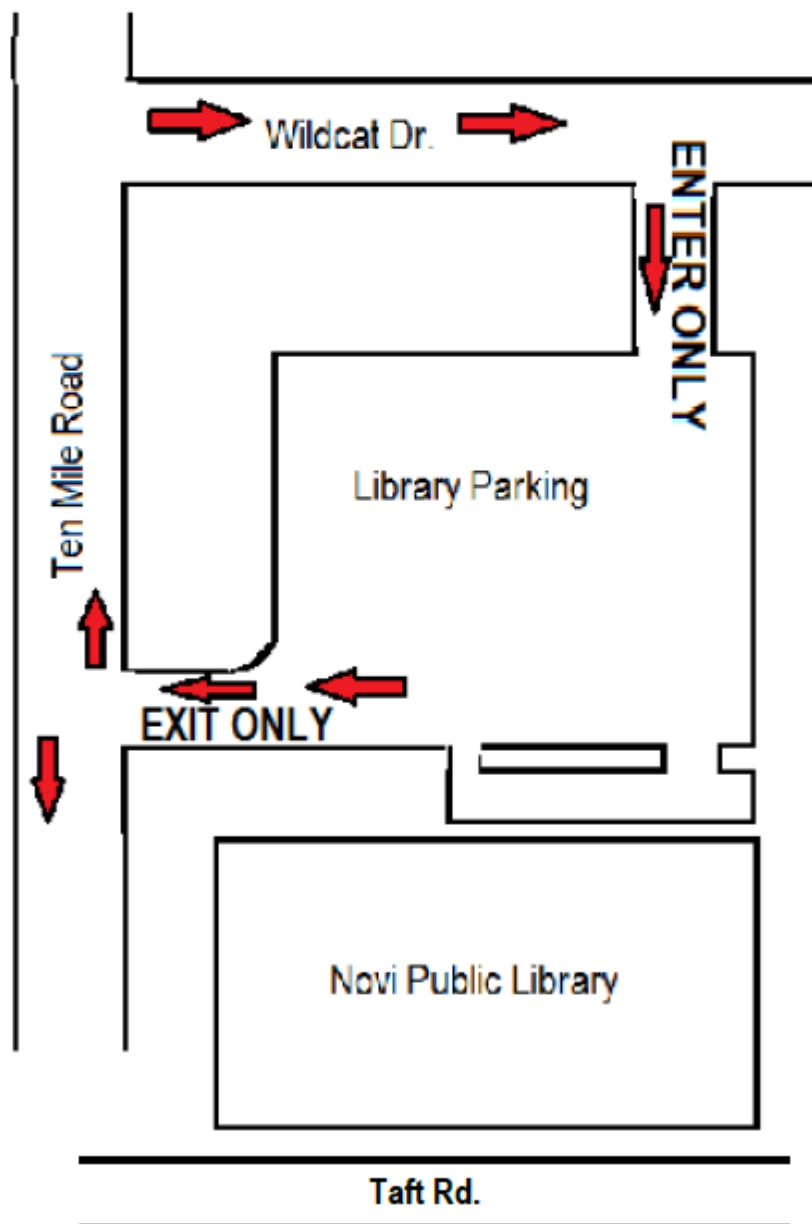
June 20th – July 15th (Approximate Dates)

In an effort to improve traffic flow, the library's main entrance driveway will be widened to add a left turn lane.

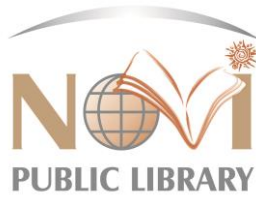


ENTER the library parking lot using Wildcat Drive.
EXIT the library parking lot using Ten Mile Road.

LIBRARY OPEN DURING CONSTRUCTION



Novilibrary.org
248-349-0720



Inform. Inspire. Include.

6 Strategic Objectives
2013-2018

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

Library Goals
2016-2017

1. Maintain excellent customer service in all facets of the library's operations, board functions and community involvement; Provide ongoing training and development opportunities for the staff.
2. Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
3. Provide quality services, materials, programs, technology and cultural learning with an emphasis on diverse populations.
4. Promote the Library in Novi's residential and business communities; Provide outreach to non-library users.
5. Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.

Approved: June 15, 2016

Information Technology Report by Barbara Rutkowski

Updates 05-01-2016 through 05-31-2016

1. 53 IT Help Desk tickets were closed.
2. Dominic Doot held 2 iPad Tips and Tricks sessions, 1 eReader/OverDrive instruction, 1 Zinio Digital Magazines session and a 3D Printer demo with 12 participants. Topics requested during the 10 Tech Times included: transferring videos from VHS to DVD, general laptop help, installing the "Square" register, general iPhone operation, and OverDrive/music downloads.
3. As an alternate bid on the city's security camera RFP, we awarded our project to Actron Integrated Security Systems with the installation scheduled to be completed by the end of June.
4. Patrons responding to the 2016 Tech Survey once again expressed an interest in graphic art tools. While we do not have budget to install the highly popular Adobe Photoshop, we have installed the most popular open source competitor: GIMP 2. The program has a large user base and many video tutorials available on YouTube. Dominic Doot will be available for Tech Time sessions with the app and classroom-based learning opportunities are coming soon.
5. Dominic Doot is continuing to develop training materials for 3D training sessions being held throughout the summer entitled 3D Thursdays. The sessions explore the software that allows you to design your own models, a scanner that allows real-world objects to be turned into 3D models, and, of course, the 3D printer.
6. All meeting room laptops have been upgraded to Windows 10 and have Minecraft and the 3D printer, CubePro, installed for training purposes.
7. Hand-held microphones have been ordered for the meeting room to replace the current failed hardware which had been used for programming and rentals for the last six years.
8. Hardware/software for a vehicle counter at the drive-up window/book drop is currently being tested in-house with installation scheduled to be completed by the end of June.
9. Since the monitor in the Teen Stop has experienced a hardware failure, it will be removed and, currently, there are no plans for a replacement.
10. Clue Universe has been installed on the MineCraft #1 server and the public workstations received the client MODS.
11. Clones of staff workstations containing VMware upgrades have been prepared, deployed and are currently being tested by staff.
12. Scott Rakestraw uploaded updated content to Google Docs for our 360° virtual spin tour.
13. The Square device located in the Admin Office has been upgraded to accept contactless payments, EMV chip payments and NFC (Apple Pay) payments.
14. The cash register for the drive-up window has been repaired and is back in service.
15. Scott Rakestraw worked with Marcia Dominick to generate and capture the HTML code needed for a "Donate" button via PayPal to be placed on our web site.
16. Two of the Youth public area iPad devices were restored to their base image.
17. We now have an external USB floppy drive available for patron use at the 2nd Floor Information Desk. This hardware was prompted by patron requests for equipment capable of reading 3.5" floppy disks.
18. More efficient stand-by power options are being investigated for our datacenter.
19. MS Office 2016 has been installed on an IT Office workstation so training materials can be developed. The general look and feel of Office 2016 is similar to Office 2013 with some cosmetic differences and functional improvements.
20. An upgrade to our self-check/RFID software is being planned for the 3rd quarter of 2016.
21. Our phone vendors have been contacted to schedule the necessary configuration changes for compliance with the E911 legislation. As of 12-31-2016, all multi-line telephone systems in

structures containing 7,000 square feet or more must provide a specific location to which a 9-1-1 emergency response team may be dispatched.

22. Routine tasks were completed: six Windows updates were deployed to the meeting room laptops, public/staff/self-check workstations; the library internet filter received four definition updates; 31 patron assists for printing/copier/MS Office/PDFs and 5 Wi-Fi connection issues.

2016 Sales - 734.500 Computer Supplies and Equipment	Quantity	Price	Total
New Star TSP143U gray receipt printer	6	\$60	\$360
Verizon Apple iPhone 5s, 16GB, silver with blue OtterBox Defender Series case	1	\$60	\$60
Used Star TSP143U gray receipt printer	3	\$45	\$135
Kindle Fire 7 WiFi - purchased 11-27-2011	1	\$35	\$35
Samsung Galaxy Tablet Wi-Fi - purchased 10-06-2011	1	\$35	\$35
Canon PowerShot A620 digital camera - 7.1MP	1	\$25	\$25
Metrologic Voyager Model MS9520 USB barcode scanner	21	\$20	\$420
New 3M Privacy filter PF19.0	4	\$15	\$60
New 3M Privacy filter PF24.0W	1	\$10	\$10
Used 3M Privacy filter PF19.0	7	\$5	\$35
Verizon Jetpack 4G MiFi Mobile Hotspot	1	\$5	\$5
USB Wall AC Adapter Charger	1	\$1	\$1
Subtotal			\$1,181
2015 Sales- 269 Technology Account	Quantity	Price	Total
Xbox console with 1 wired controller	1	\$60	\$60
2002 laptop - WinXP SP3, 1.73GHz, 1GB RAM, DVD/CD ReWritable drive	1	\$52	\$52
PS3 console with 4 controllers (2 wired and 2 wireless)	1	\$50	\$50
2002 laptop - WinXP SP3, 1.73GHz, 1GB RAM, DVD/CD ReWritable drive	1	\$47	\$47
2002 laptop - WinXP SP3, 1.73GHz, 1GB RAM, DVD/CD ReWritable drive	2	\$45	\$90
2002 laptop - WinXP SP3, 1.73GHz, 1GB RAM, DVD/CD ReWritable drive	2	\$43	\$86
Package with a set of 2 wired PS3 controllers	1	\$15	\$15
Package with a set of 2 wired Xbox controllers	1	\$10	\$10
Subtotal			\$410
Total			\$1,591

Facilities Team Monthly Update – by Keith Perfect

In the past month the Facilities Department has closed 20 Facilities tickets, 95 Meeting Room Requests and has updated 313 Periodic Maintenance tickets.

- The monthly fire extinguisher check/inspection has been completed and all are in good working order.
- The monthly boiler check/inspection has been completed and both boilers are operating as they should.
- The monthly emergency horn/strobe test was completed and all are in good working order.
- The monthly AED inspection/battery check has been completed and is showing sufficient charge.
- The monthly van wash/fluid check has been completed and all fluids were at their normal operating levels.
- The monthly study room window washing has been completed and all are squeaky clean.
- The weekly public workstation cleaning and sanitization has been performed. (4 times)
- The weekly urinal flush and deodorizer in all men's rooms has been performed.
- The monthly pop can return has been completed and \$8.40 was collected for break room supplies.
- The bi-weekly cleaning/dusting of the AST machine has been completed.
- Many light bulbs throughout the building have been changed.
- The weekly indoor plant care has been performed and all plants are still alive. (4 times)
- The I Love My Country statue dedication plaque has been re-installed.
- Several fallen meeting room signs have been re-attached to the glass.
- Two bulbs changed in first floor local history cabinet in main lobby.
- The handicap push button door opener has been repaired by vendor.
- An issue with two Chelsea light switches has been resolved and are now working once again.
- A bent leg on a Teen Stop chair was removed, straightened and re-attached.
- The annual cleaning of the Librarian statue in front of building has been done.

- Several sections of sidewalk and a portion of the patio have been replaced due to cracks and heaving.
- Two dead bushes south of the main lobby entrance in the rock bed have been removed and a third was relocated.
- Several rose bushes and other plants near the Ten Mile Road entrance have been relocated to allow for the upcoming driveway widening.
- New mulch has been installed in all flower beds across the property.

Information Services Monthly Update – by April Stevenson

~The Information Services Department put on 123 programs.

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

~The Read Boxes have begun again.

~Lindsay Fricke created three booklets to be used for the summer reading program when patrons want recommendations on sports fiction books. They are divided by grades; 1-3, 4-6, and 7-12 and include the Accelerated Reader level.

~Lindsay Fricke created a youth sports books bookmark to be available during SRP.

~Sarah O'Brien compiled a few reading lists of youth nonfiction on different topics—they are in the Youth Subject List Binder at the first floor desk. They include books on gods, heroes and monsters, Planet Earth, space, U.S. history, weird-but-true facts, and a list of award-winning children's nonfiction

~Mary Robinson and Lindsay Fricke visited Novi Meadows School to teach struggling readers about downloadable books.

~There are currently two displays on top of the picture book section near the youth computers. One is on Foster Care and the other on Animal Rescues. Both are by a local Girl Scout troop.

~Erin Durrett is looking into the Best Buy Community Grants Program that provides support to community-based organizations that are located within 50 miles of a [Best Buy facility](#). Eligible programs must create hands-on learning opportunities for underserved teens to engage in learning, experimenting, and interacting with the latest technologies to build 21st century skills. Eligible programs must deliver community-based youth programs for teens, ages 13-18, during out of school time; and serve a diverse population.

~Kathleen Alberga and April Stevenson met with Novi School's Instructional Coach Diana Stotler to design the summer reading skit that will be performed at all of the Novi Elementary schools.

~Mary Robinson attended the TLN E-Content Users Group meeting.

~April Stevenson met with MSU Tollgate staff to plan for the fall Pumpkinfest program.

~Mary Storch attended the Older Adult Advisory Board meeting.

~Jessie Schenk led the quarterly book discussion at Meadowbrook Commons.

~Kathleen Alberga completely updated the Picture Book Subject Binder located on top of the Youth Magazine area.



May Adult Programs & Displays

In addition to our regularly scheduled programs we also offered:

- Harmonie Detroit
- How To Allocate Your 401K, 403b or 457 For Retirement
- Aspies Hangin' Out with a Purpose
- Home Brewing Basics
- Authentic Indian Cooking
- Brewery Tour & Tasting (@Ascension Brewery)
- Adult Coloring & Conversation
- Novi Concert Band Performance
- Local History Room Document Donation Day
- Business Blender Breakfast
- Our Audiobook Display featured books on Cats and Dogs.
- Our second floor display was "Home Brewing" to complement our two





- programs; Home Brewing Basics and Ascension Brewery Tour.

May Tween/Teen Programs & Displays

- Comic Book Magnets
- Teen Advisory Board meeting
- The Teen Stop Display featured the theme "Read the Movies" with YA books that have been made into movies.

May Youth Programs & Displays

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

- International Story Times; Spanish, Hindi, Chinese, Russian, Japanese, Korean, Tamil.
- Family Story Time
- Excite Your Emotions (based on Inside Out movie)
- Family Coloring Party
- Our Youth Non-Fiction/Biography Display is about environmentalism and conservation.
- Our Youth Feature Display was "Explore Your World with Field Guides."
- Our Picture Book Displays included; Ducks, Monkeys, Story Time To-Go bundles,
- Our first floor information desk displays featured dinosaurs.



Support Service Report by Maryann Zurmuehlen

Circulation & Shelters

- We had a new Clerk join our team on May 10th. Please welcome Holly Lubzik when you see her!
- We have a new Supervisor joining our team on May 23rd. Please welcome Ellen Horton when you see her! She is taking David's position.
- David McCown has resigned his position as Support Services Supervisor. His last day will be May 24th.

Tech Services

- TS is preparing for the end of the fiscal year ordering process and deadlines.
- The Tween project continues to progress on schedule.

Statistics (MAR 2016)

- Library Cards Issued: 335
- Items Checked Out: 67,042
- Items Interloaned for NPL Patrons: 4,710 (83 through MeLCat)
- Items Interloaned to Other Libraries: 4,697 (90 through MeLCat)
- Items Added to the Collection: 1,609
- Items Discarded from the Collection: 1,968
- Outreach:
 - 10 Facilities Visits / 97 Items Checked Out
 - 1 Homebound Patron / 12 Items Delivered
 - 4 Book Discussions / 99 Items Provided

Support Services Statistics 2015-2016													
	July*	Aug*	Sept*	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	434	479	401	371	312	254	332	294	346	335	327		3,885
Items checked out	79,295	74,019	61,936	65,368	62,011	58,619	65,282	62,645	67,917	67,042	60,465		724,599
Items borrowed	4,800	4,562	4,283	4,681	3,973	4,626	5,018	4,557	5,538	4,710	4,520		51,268
Items loaned	4,942	4,892	4,715	4,832	4,373	4,039	4,914	4,563	4,461	4,697	4,392		50,820
Read Boxes	326	228	245	0	0	0	0	0	0	0	378		1,177

	May 2016	May 2015		May 2016	May 2015
Library cards issued	327	297			
Total checkouts	60,465	61,252	READ Boxes	Adult 43	62
				Youth 335	251
Items borrowed	TLN 4,409	3,506		Total 378	313
	MeL 111	42			
	4,520	3,548			
Items loaned	TLN 4,322	4,386			
	MeL 97	61			
	4,392	4,447			

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

Self-Check Totals 2015-16 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
Jul	79,554	56.67%	45,081	10,025	8,678	5,023	7,611	12,073	1,671
Aug	74,310	57.44%	42,681	11,294	2,906	7,603	7,620	11,698	1,560
Sep	62,846	54.83%	34,456	8,578	4,972	4,167	6,467	9,629	643
Oct	65,368	55.82%	36,490	8,548	6,300	3,820	6,646	10,190	986
Nov	62,011	56.69%	35,154	7,815	5,932	3,504	6,594	10,067	1,242
Dec	58,619	52.66%	30,871	7,651	4,829	3,233	5,976	8,190	992
Jan	65,282	54.25%	35,414	8,244	6,251	3,960	6,279	9,451	1,229
Feb	62,645	53.07%	33,244	7,521	5,852	3,300	6,013	9,584	974
Mar	67,917	51.10%	34,708	8,006	6,074	3,734	6,200	9,547	1,147
Apr	67,042	54.66%	36,643	8,366	5,766	3,551	6,707	11,099	1,154
May	60,465	53.62%	32,421	7,711	4,974	3,551	5,612	9,384	1,189
Jun									
FYTD	726,059	54.62%	397,163	93,759	62,534	45,446	71,725	110,912	12,787

Library Usage									
2014-2015 Fiscal Year					2015-2016 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
Jul	41,988	1,400	289	30	Jul	42,588	1,469	280	29
Aug	37,590	1,296	272	29	Aug	34,009	1,134	281	30
Sep	31,986	1,103	275	29	Sep	29,854	1,106	261	27
Oct	36,332	1,172	294	31	Oct	32,524	1,049	291	31
Nov	30,030	1,073	259	28	Nov	33,567	1,157	266	29
Dec	28,625	1,022	264	28	Dec	33,716	1,204	263	28
Jan	30,566	1,019	280	30	Jan	29,989	1,000	278	30
Feb	28,186	1,044	264	27	Feb	29,908	1,031	275	29
Mar	31,116	1,004	292	31	Mar	32,239	1,112	283	29
Apr	31,008	1,107	272	28	Apr	34,696	1,157	280	30
May	28,010	1,000	263	28	May	34,733	1,240	269	28
Jun	36,610	1,262	280	29	Jun			274	29
FYTD	392,047	1,127	3,304	348	FYTD	367,823	1,149	3,301	349

Computer Logins

2014-2015 Fiscal Year						2015-2016 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
Jul	5,620	46,177	3	51,800	1,727	Jul	3,794	74,618	5	78,417	2,704
Aug	4,816	48,923	7	53,746	1,853	Aug	3,607	73,816	6	77,429	2,581
Sep	4,866	49,382	1	54,249	1,871	Sep	3,047	72,714	1	75,762	2,806
Oct	4,167	54,461	2	58,630	1,891	Oct	3,278	71,625	1	74,904	2,416
Nov	4,463	54,338	2	58,803	2,100	Nov	2,154	71,483	1	73,638	2,539
Dec	4,228	47,196	1	51,425	1,837	Dec	2,532	69,924	1	72,457	2,588
Jan	3,395	51,759	2	55,156	1,839	Jan	2,747	63,846	2	66,595	2,220
Feb	2,918	66,156	2	69,076	2,467	Feb	2,639	68,165	5	70,809	2,442
Mar	3,556	68,265	2	71,823	2,317	Mar	2,996	71,567	1	74,564	2,571
Apr	3,287	61,087	4	64,378	2,299	Apr	2,763	72,856	2	75,621	2,521
May	2,890	69,463	0	72,353	2,584	May	2,735	72,680	1	75,416	2,693
Jun	3,637	72,043	1	75,681	2,610	Jun					
FYTD	47,843	689,250	27	737,120	2,112	FYTD	32,292	783,294	26	815,612	2,549

Early Literacy Workstation Usage							
2014-2015 Fiscal Year				2015-2016 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
Jul	1,460	38,035	26	Jul	1,505	37,569	24
Aug	1,297	33,735	26	Aug	1,416	35,537	25
Sep	1,039	23,683	22	Sep	953	20,433	21
Oct	1,005	22,557	22	Oct	938	19,497	20
Nov	995	24,158	24	Nov	869	18,597	21
Dec	953	21,756	22	Dec	841	17,415	20
Jan	971	22,936	23	Jan	904	20,182	22
Feb	962	22,029	22	Feb	866	18,705	21
Mar	1,185	28,393	23	Mar	970	19,812	20
Apr	1,026	23,551	22	Apr	1,047	19,812	20
May	901	18,957	21	May	821	15,847	19
Jun	1,209	29,678	24	Jun			
FYTD	13,003	309,468	23	FYTD	11,130	243,406	21

Technology Training Sessions 2015-2016 Fiscal Year

	Tech Time	eReader	VHS to DVD	iPad	Typing	Paint.NET	Zinio Magazines	Staff Training	3D Printing	Impromptu	Total Classes	Total Patrons
Jul	3		2		1					5	11	
<i>patrons</i>	3		2		4					5		14
Aug	5	1	2	2	1	1	1			14	27	
<i>patrons</i>	4	3	2	2	8	4	3			14		40
Sep	5	1	2	2		1	1			8	20	
<i>patrons</i>	5	3	2	4		4	1			8		27
Oct	5	1	2	2	1	1	1	1		9	23	
<i>patrons</i>	4	3	2	13	3	3	2	1		9		40
Nov	5		2	1	1			1		3	13	
<i>patrons</i>	5		2	3	0			1		3		14
Dec	5		2	1	1	1				8	18	
<i>patrons</i>	5		2	6	5	4				8		30
Jan	5	1	2	2	1	1	1			6	19	
<i>patrons</i>	4	2	2	3	5	1	2			6		25
Feb	5	1	2	2	1	1	1			3	16	
<i>patrons</i>	4	3	2	7	4	3	2			3		28
Mar	5	1	2	2	1	1	1			7	20	
<i>patrons</i>	4	3	2	6	3	3	3			7		31
Apr	5	1	2	2	1		1	3	2	8	25	
<i>patrons</i>	3	3	2	6	1		3	14	12	8		52
May	5	1	3	2			1		1	7	20	
<i>patrons</i>	4	3	3	8			3		12	7		40
Jun												
<i>patrons</i>												
Sessions	45	23	23	58	33	22	19	16		78	212	
<i>Patrons</i>	53	8	23	18	9	7	8	5		78		341

2015-2016 Fiscal Year						
	Freegal		Zinio		Gale Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts	Active Learners	Completed Classes
Jul	2,036	201	1,030	14,045	43	1
Aug	1,993	218	773	14,748	70	2
Sep	1,872	189	1,022	14,737	98	1
Oct	1,966	207	891	15,534	81	1
Nov	2,289	231	711	14,570	66	2
Dec	2,184	233	874	17,311	58	1
Jan	2,403	245	938	19,682	71	1
Feb	2,273	209	610	13,713	61	8
Mar	2,085	207	829	18,679	50	1
Apr	2,103	208	746	18,064	38	0
May	2,349	218	805	16,716	49	0
Jun						
FYTD	23,553	2,366	9,229	177,799	**	18

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

2015-2016 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
Jul	3,133	1,203	4,336	136
Aug	2,898	1,181	4,079	118
Sep	3,713	966	4,679	96
Oct	2,662	897	3,559	113
Nov	2,728	971	3,699	95
Dec	3,039	1,008	4,047	138
Jan	3,155	1,151	4,306	124
Feb	2,905	993	3,898	85
Mar	2,541	1,762	4,303	107
Apr	2,765	967	3,732	90
May	2,880	1,103	3,983	96
Jun				
FYTD	32,419	12,202	44,621	1,198

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

Meeting Room Rentals					
2014-15 Fiscal Year			2015-16 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
Jul	44	1,234	Jul	21	522
Aug	54	1,810	Aug	47	996
Sep	29	760	Sep	46	960
Oct	36	964	Oct	40	738
Nov	33	890	Nov	31	652
Dec	19	470	Dec	26	425
Jan	22	910	Jan	41	934
Feb	23	656	Feb	43	796
Mar	36	924	Mar	31	811
Apr	31	818	Apr	38	1,125
May	33	965	May	26	890
Jun	27	765	Jun		
FYTD	387	11,166	FYTD	390	8,849

Library App - 2015-16 Fiscal Year

	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
Jul	36,763	1. Catalog	Jan	44,143	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. Library Locator
		4. Artwork at the Library			4. OverDrive
		5. Events			5. Artwork at the Library
Aug	44,983	1. Catalog	Feb	36,669	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. OverDrive
		4. Artwork at the Library			4. Library Locator
		5. Book/DVD Lists			5. Events
Sep	41,040	1. Catalog	Mar	23893	1. Catalog
		2. My Account			2. My Account
		3. Library Locator			3. OverDrive
		4. OverDrive			4. Library Locator
		5. Artwork at the Library			5. Boopsie Popular Books
Oct	42,150	1. Catalog	Apr	39,598	1. Catalog
		2. My Account			2. My Account
		3. Library Locator			3. Library Locator
		4. OverDrive			4. OverDrive
		5. Artwork at the Library			5. Boopsie Popular Books
Nov	36,909	1. Catalog	May	43,346	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. Library Locator
		4. Library Locator			4. OverDrive
		5. Artwork at the Library			5. Artwork at the Library
Dec	38,644	1. Catalog	Jun		
		2. My Account			
		3. OverDrive			
		4. Library Locator			
		5. Book/DVD lists			
			Total	428,138	



NOVI HISTORICAL COMMISSION

Wednesday, April 27, 2016 7pm
Novi Library History Room

Call to Order: 7:00pm

Introductions: Commission Members: Kathy Crawford, Tammy-Lee Knopp, Roger Crownover, Rachel Manela, Julie Farkas (Library Liason),
Guests: Sue Griffor (Cabinet Manager) Jim and Laura Paulk, Kim Nice (Ambassador Academy Alumni), Mark Adams,
Approval of Agenda: APPROVED:

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

Communications

- Tammy Lee: Bill needs approval for Engage Magazine
Motion by Rachel Manela, 2nd by Kathy Crawford All in Favor? Yes, APPROVED \$94, May-August ad in Engage
- 2nd Grade teacher from Orchard Hills(?) request for Historical Commission member to come to her class to present a project based learning experience for her students
- Artwork agreement, to use things in the Display cabinet

Library Liaison Report, Julie Farkas

- Villa Barr Book contract has been signed.
- Spring into Novi May 14th:
Rae pick up cashbox, brochures, Villa Barr books (for sale), and poster for the event.
- Document Day...Sunday, May 22nd 2-4 pm...talk it up!
Scanning in documents: photos, journals, contracts, deeds, medical documents, newspaper articles, letters, etc.
- History Room Volunteers beginning 1st and 3rd Mon. 12-2pm and 6-8pm.
Mon. 5/2 (12-2) Kathy Mon. 5/16 (6-8) Roger

Resource Management Plan Discuss and approve

Motion to Approve by Roger Crownover, 2nd by Rachel Manela, APPROVED

Plans for Pavilion Shores Park Pavilion

Pictures were chosen
Design confirmed 4 x 8 ft arch
One or two sentences to go along with each of the photos
Send photos and narrative
City Council approved construction contract...moving forward ASAP

David tinder Collection at the Clements Library at UofM has postcards and documents about Walled Lake and Michigan

Historical Commission Programs

April 28... Laura and Jim Paulk on Philip Shaw home
We want to make sure enough flyers are made for Historical Commission events

October: Civil War Obituaries, Headstones and monuments
Railroads in the Civil War Dr. Hoyer
Gordon Lightfoot
March: Michigan's Women's History Association
Tom Bennett

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

Shirts and badges plus hand outs
Villa Barr Books for sale \$20

David Barr *Villa Barr* Presentations by Kathy Mutch in May.

Barr Property Project discussion- books on sale in Library: \$20

Novi Cares Cemetery Clean-up Saturday, June 4 9-11am (Novi Rd.)

Working towards making the Novi Cemetery as a passive park with pathways and benches.

Display Cabinet Downstairs Volunteer Sue Grifor, Cabinet MANAGER

Ideas for new displays: coordinate with upcoming events,
Current: Novi Then and Now

New Business/Other Business

Michigan Historic Preservation Network

Grants, Loans, vendors who work with historic buildings

Approval for costs: Art supplies for the historical Commission \$50.34 for Rachel Manela APPROVED

NEXT MEETING: Wednesday, May 25, 7pm

Adjourn Motion to Adjourn: Rachel Manela All in Favor: ALL

MEMORANDUM



TO: PETER AUGER, CITY MANAGER
FROM: JEFF MUCK, DIRECTOR, PARKS, RECREATION, AND CULTURAL SERVICES
SUBJECT: HISTORICAL COMMISSION RESOURCE MANAGEMENT PLAN
DATE: MAY 19, 2016

Parks, Recreation and Cultural Services (PRCS) has completed the process to achieve Commission for Accreditation of Parks and Recreation Agencies (CAPRA) accreditation through the National Recreation and Park Association (NRPA). Final notification of accreditation will be made at the NRPA annual conference and trade show in St. Louis, MO from Oct. 5-8, 2016.

One of the 151 standards of accreditation is the development and implementation of Historical and Cultural Resource Management Plans. The standard states: Historical and cultural plans include an inventory of historical, cultural resources and strategies for how they will be managed. These resources may be addressed as part of the jurisdiction's comprehensive plan or the agency's parks and recreation system master plan.

A draft of the plan was presented to the Historical Commission on March 2, 2016, with an overview of the PRCS CAPRA accreditation process and requirements. Historical Commission Members were asked to provide input and develop a final version of the plan. At the April 27, 2016, general meeting for the Novi Historical Commission, the Commission approved a Resource Management Plan that details the responsibilities of the Historical Commission as it relates to responsibilities, historical resources, research, planning and projects.

PRCS is grateful for Library Director Julie Farkas, Librarian Betty Lang and the Historical Commission Members for their assistance in development and approval of the plan. The Novi Historical Commission Resource Management Plan will be added to the documentation provided as part of CAPRA accreditation. The final version of the plan is attached.

Cc. Julie Farkas, Library Director



Novi Historical Commission **Resource Management Plan**

Since 1983, the Novi Historical Commission has worked in partnership with the City of Novi, Novi Public Library, educators and others to provide programs and services concerning the history of our community. The collection and preservation of the history of Novi is being accomplished through the solicitation of donated documents, photographs and recorded personal experiences. The Commission's work includes the development of presentations, exhibits and events that showcase more than 180 years of Novi history. The Novi Historical Commission is located within the Novi Public Library and offers open office hours in the Local History Room on the first and third Mondays of each month.

Members shall be appointed by the City Council for a three-year term. The commission shall consist of five (5) voting members, who shall be residents of the city. In addition, a staff representative of the Novi Public Library shall serve as a nonvoting member of the commission.

Responsibilities of the Historical Commission:

- Collecting, arranging and preserving historical materials, including books, pamphlets, maps, charts, manuscripts, papers, copies of domestic and foreign records and archives, paintings, statuary, and other objects and materials illustrative of and relating to the history of the city and surrounding area.
- Procuring and preserving narratives of the early pioneers, settlers and founders; including but not limited to their exploits, perils, privations and achievements.
- Collecting, preparing and displaying in the library, objects indicative of the life, customs, dress and resources of the early residents of the surrounding area.
- Publishing materials and historical studies relative to and illustrative of the history of the city and surrounding area.
- Erecting and maintaining historical markers in the city.
- The commission shall cooperate with and assist other local and state historical societies, and the public library, with a view toward gathering historical material pertaining to the city and its early pioneers.

Historic Resources

The Novi Historical Commission shall be a valuable resource in providing historical information by way of identifying historical buildings, cemeteries and landscapes, thus leading to a comprehensive inventory for the purpose of preservation.

Elements of the inventory will include:

- Historic and cultural resource identification.

- Documentation of building, structure, object and site details such as architectural descriptions and historic designations.
- Assessment of integrity of historic and cultural resources.
- Identification of properties eligible for historic designation individually, as a part of a district or as part of a multiple property designation.
- Documentation of historic designations at the municipal, state and national levels.
- Notation of deteriorated conditions.
- Work with Novi Public Services and Parks, Recreation and Cultural Services to maintain and preserve sites.
- The Commission is authorized, upon council approval, to accept gifts and bequests for the furtherance of its authorized purposes in the name of the city under control of the commission.

Research

Research for identification, evaluation, documentation and full understanding and interpretation of cultural resources is essential to informed decision-making for park planning and operations, including maintenance and visitor services. Without basic inventory data and research on resources, park planning processes cannot provide for their protection. Even where natural or recreational resources are the primary reason for a park's establishment, historic and cultural resources must be identified, evaluated, understood in their cultural contexts, preserved and managed in light of their values

- The Historical Commission shall allow volunteers to conduct research when necessary.
- The Historical Commission shall share findings with the City and City Council by way of community programs and publications.

Planning

The Novi Historical Commission believes historic resource management serves to 1) integrate historic and cultural resource concerns into park planning and management processes, 2) avoid or minimize adverse effects on historic and cultural resources, 3) provide information for interpretation and public understanding, and 4) identify the most appropriate uses for historic and cultural resources and determine their ultimate treatment through processes that include involvement by groups with ties to park resources. Park plans involving historic and cultural resources shall be prepared and reviewed in interdisciplinary efforts that include city planners, historic resource specialists in relevant disciplines.

Stewardship

The Novi Historical Commission works diligently to protect and preserve historic resources in their existing condition. The effort involves education of city leaders and the public about the importance of providing adequate funding for preservation and maintenance of historic resources. In reaching decisions about resource treatment, preservation receives first consideration whenever feasible. Decisions about preservation treatments are balanced with an awareness of long-range goals and the interests and concerns of traditionally associated groups.

Individualized Management Plans

In addition to the development of a general Historic Resource Management Plan, the department encourages individualized management plans for Fuerst Park and Pavilion Shore Park, the oldest parks and historically significant properties.

Fostering Partnerships

The Novi Historical Commission will actively foster partnerships with the Novi Library, Novi Parks, Recreation and Cultural Services, and the Daughters and Sons of the American Revolution. Various scout groups volunteer in the cemeteries. This collaborative approach provides volunteers with valuable experience and raises community awareness of the historic resources within the City of Novi.

Furthermore, the Novi Historical Commission works to maintain active communications with various city departments, Novi Community Schools, civic organizations, local businesses and state agencies for historic preservation.

Recent and Ongoing Projects Related to Historic Preservation

- The Novi Historical Commission composed a brochure that identified 19 historical sites along with interesting facts about each.
- Designated eight (8) Motorcities Markers commemorating historic areas in the city. These markers were installed throughout Novi as part of the Motorcities National Heritage Area, which “preserves the cultural and historic landscapes associated with the automobile in Southeastern and Central Michigan.”
- Digitization efforts to preserve newspapers, photographs and other important documents.
- The “Coasting the Baseline” Project to erect an obelisk on Eight Mile Road as part of an effort to celebrate the early surveyors and history of Michigan’s baseline, which stretches across Michigan from Lake St. Clair to Lake Michigan.
- The Novi Historical Commission is consistently engaging in stakeholder meetings for projects that involve master planning, redevelopment and restoration projects.

Conclusion

The Novi Historical Commission will work hard to protect the city’s historic resources through inventory and documentation, preservation, planning and management, as well as fostering community partnerships.



Library Board Calendar

2016

June 1	Library Board—Goal Setting Session
June 15	Library Board Regular Meeting
June 15	Library Director Annual Review
June 19	Father's Day, Library Closed
July 4	Holiday – Independence Day, Library Closed
July 20	Library Board Regular Meeting
August – October	Community Reads Program
August 17	Library Board Regular Meeting
August 19	Staff In-Service, Library Closed
September 3	Library Closed
September 4	Library Closed
September 5	Holiday – Labor Day, Library Closed
September 21	Library Board Regular Meeting
October 19	Library Board Regular Meeting
November 8	General Election Day
November	Annual Library Report – City Council Meeting, TBD
November 2	Community Read, Library, TBD
November 11	Holiday – Veteran's Day – Library Open
November 16	Library Board Regular Meeting
November 23	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 24	Holiday – Thanksgiving, Library Closed
December 21	Library Board Regular Meeting
December 21	Library Director – Mid-year Review
December 23	Library Closed
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 30	Library Closed
December 31	Holiday – New Year's Eve, Library Closed
<u>2017</u>	
January 1	Holiday—New Year's Day, Library Closed
January	Library Board, Budget Planning Session, TBD
January 26	Library Board Regular Meeting
February	Library Board, Budget Planning Session, TBD
February 23	Library Board Regular Meeting
March 23	Library Board Regular Meeting
April 9-15	National Library Week
April 15	Library Closed
April 16	Holiday—Easter, Library Closed
April 27	Library Board Regular Meeting
April	Budget presented to Council, TBD
April	Money Smart Week @ Library

- 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.