

Agenda

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

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

- 1. Call to Order by President, Craig Messerknecht
- 2. Roll Call by Secretary, Ramesh Verma
- 3. Pledge of Allegiance
- 4. Approval and Overview of Agenda
- 5. Consent Agenda
 - A. Approval of Claims and Warrants L544.....4-6
 - B. Approval of Regular Meeting Minutes – June 15, 20167-15
- 6. CorrespondenceN/A
- 7. Presentation/Special Guest
 - A. Check Presentation by Pat Burnett, Friends of the Novi Public Library, for 2016-2017 Wish List items and Annual Library Contributions in the amount of \$28,605.00.
 - B. Introduction of Gail Anderson – Part-time Programming Coordinator
 - C. Annual Staff Recognitions – Customer Service and Above & Beyond Awards

NPL Customer Service Award for 2015-2016: Honors a staff person who has provided the most consistent and most positive customer service to our NPL patrons or staff over the past year. This person always greets patrons and staff with a smile. This person goes above and beyond to assist a patron or fellow NPL employee. This person is calm in chaotic situations.

Florence Woodbridge
Sarah O’Brien
Christina Salvatore
Dominic Doot

NPL Above & Beyond Award: Honors a staff person who has shown their dedication to NPL. This person has reached all or most of their goals and has made an impact on our library by living the motto: **Inform. Inspire. Include.**

Kristin Abate
Denise Johnston
Aisar Taha
April Stevenson
Lindsay Fricke

8. Public Comment

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

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

9. Student Representatives Report 16-17

10. President's Report (Craig Messerknecht)

 A. Goals Update (as of June 2016) 18-36

11. Treasurer's Report (Melissa Agosta)

 A. Library Budget Fund 268 – 2016-2017 Approved 37-39

 B. Library Fund 268 Expenditure & Revenue Report (June 30, 2016) 40-43

 C. Contributed Fund Budget 269 44-45

 D. Contributed Fund 269 Expenditure & Revenue Report (June 30, 2016) 46

 E. Balance Sheets for Funds 268 and 269 47-48

12. Director's Report..... 49-52

 A. Information Technology Report 53-59

 B. Facilities Report 60-61

 C. Information Services Report..... 62-63

 D. Support Services Report 64

 E. Library Usage Statistics..... 65-74

 F. Friends of the Novi Library (April 13 and May 11, 2016 meeting minutes) 75-79

 G. Novi Historical CommissionN/A

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) – Meeting held on Wednesday, July 13, 2016 to discuss the annual evaluation process for the Library Director

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 held on Wednesday, June 29, 2016, to review the current Library Board Trustee bylaws.

14. Public Comment

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15. Matters for Board Action

- A. Approve an amendment to the 16/17 budget to reflect the addition of \$17,500 in Capital Outlay for 986.000 Data Processing – Security Camera upgrade due to work not being completed in 15/16.

2016-2017 Library Budget 268 March 16, 2016		2014-2015 Audited	2015-2016 Approved	2015-2016 Yr. End	2016-2017 Approved	2017-2018 Projected
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	132,675.00	126,900.00	26,000.00
965.269	Walker Transfer					
Total Expenditures		2,796,704.78	3,092,245.00	2,957,444.19	3,035,900.00	2,967,900.00
680.000	TOTAL Fundbalance	-126,552.97	-419,064.00	-217,282.74	-261,174.00	-111,947.00
*Budgt Amendment 7/20/16: \$17,500 for security camera project not completed in 15/16.						

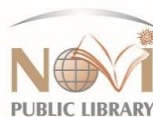
16. Adjourn

Supplemental Information:

- Novi News – Avoid the Summer Slump by Reading Throughout Vacation.....80
- Library Board Calendar81

Future Events:

- Novi Historical Commission Regular Meeting – Wednesday, July 27th at 7pm, Novi Library
- Friends of the Novi Library Regular Meeting – Wednesday, August 10th CANCELLED
- Library Board of Trustee Regular Meeting – Wednesday, August 17th at 7pm, City of Novi – Council Chambers
- Library Staff In-Service – Friday, August 19th – LIBRARY CLOSED
- Novi Historical Commission Regular Meeting – Wednesday, August 24th at 7pm, Novi Library
- Friends of Novi Library Patio Party – By Invitation Only – Friday, August 26th at 7pm, Novi Library
- LIBRARY CLOSED – Labor Day Weekend (Saturday, September 3th – Monday, September 5th)



Inform. Inspire. Include.

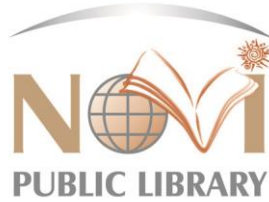
45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

Warrant 544	268 Accounts	July 2016	
Payable to	Invoice #	Account number	Account Total
Global Office Solutions (6/20/16)		268-000.00-727.000	\$998.39
Staples (6/10/16)		268-000.00-727.000	\$9.97
Amazon.com (5/15/16)		268-000.00-734.000	\$14.98
Michigan Office Solutions (6/8/16)		268-000.00-734.000	\$198.00
Presidio (6/14/16)	Serv-CW remote	268-000.00-734.000	\$155.00
SunTel Services (5/26/16)	Voice Services; 16-17fy	268-000.00-734.000	\$4,614.13
CTC Technologies, Inc. (6/17/16)	15-16 fy	268-000.00-734.000	\$2,121.00
VidCom Solutions, Inc. (5/1/16)	monitoring cell basic	268-000.00-734.000	\$164.85
Tech Logic Corp. (6/9/16)	AST repair	268-000.00-734.500	\$3,100.24
Global Office Solutions (6/14/16)		268-000.00-740.000	\$304.73
Home Depot (5/23/16)		268-000.00-740.000	\$128.70
Amazon.com (5/10/16)		268-000.00-742.000	\$100.63
Audiocraft Publishing, Inc. (6/27/16)		268-000.00-742.000	\$721.53
Barnes & Noble (6/24/16)		268-000.00-742.000	\$4,256.17
BookPal, LLC (6/16/16)	Community Read boo	268-000.00-742.000	\$1,392.00
Brodart (6/7/16)		268-000.00-742.000	\$1,576.60
Center Point Large Print (6/1/16)		268-000.00-742.000	\$112.65
Gale/Cengage (5/26/16)		268-000.00-742.000	\$66.38
Tsai Fong Books, Inc. (6/2/16)		268-000.00-742.000	\$35.30
Livonia Civic Center Library		268-000.00-742.100	\$19.95
Northville District Library		268-000.00-742.100	\$43.00
Pontiac Public Library		268-000.00-742.100	\$17.00
Wixom Public Library		268-000.00-742.100	\$30.00
Ebsco (5/27/16)		268-000.00-743.000	\$35.75
Midwest Tape (6/2/16)	USA Today	268-000.00-743.000	\$29.99
Barnes & Noble (6/14/16)		268-000.00-744.000	\$277.44
Midwest Tape (5/31/16)		268-000.00-744.000	\$1,393.34
OverDrive (5/25/16)		268-000.00-744.000	\$4,429.04
Amazon.com (5/15/16)		268-000.00-745.200	\$78.95
Barnes & Noble (6/22/16)		268-000.00-745.200	\$927.60
Midwest Tape (5/24/16)		268-000.00-745.200	\$1,293.20
Credo Reference Ltd. 1/22/16)	16-17 fy	268-000.00-745.300	\$5,500.00
Gale/Cengage 5/9/16)	Gale Courses; 16-17 fy	268-000.00-745.300	\$4,950.00
Midwest Coll for Library Services (3/17/16)	Ref USA; 16-17 fy	268-000.00-745.300	\$10,382.40
Bright House Networks Business Sol (5/27/16)		268-000.00-801.925	\$32.30
Merchant Billing Statement		268-000.00-802.100	\$141.26
Michigan Library Association (4/25/16)	Organiz + ind mem; 16-17 fy	268-000.00-809.000	\$1,768.07
Midwest Coll for Library Services (4/26/16)		268-000.00-809.000	\$250.00
H&K Janitorial Service, Inc. (6/30/16)		268-000.00-817.000	\$3,900.00
AT&T (6/13/16)		268-000.00-851.000	\$249.76
TelNet Worldwide (6/15/16)		268-000.00-851.000	\$532.24
Verizon Wireless (5/28/16)		268-000.00-851.000	\$306.85
The Library Network (6/24/16)	Circuit Cost 4/1-6/30/16	268-000.00-855.000	\$3,199.44

AIA/Alex Delvecchio Ent. LLC (6/22/16)	Table coverings	268-000.00-880.000	\$557.51
Muniweb (6/9/16)		268-000.00-880.000	\$487.50
Sam's Club (6/29/16)		268-000.00-880.000	\$18.63
Upstart (6/17/16)		268-000.00-880.000	\$153.10
YP (6/5/16)		268-000.00-880.000	\$63.00
ALA Store (6/17/16)		268-000.00-880.268	\$73.10
Dharma Trading Co. (6/3/16)		268-000.00-880.268	\$68.21
Durrett, Erin		268-000.00-880.268	\$20.86
Exotic Zoo		268-000.00-880.268	\$350.00
Farkas, Julie	SRP adult gift card prizes	268-000.00-880.268	\$100.00
Five Below (6/14/16)		268-000.00-880.268	\$249.00
Global Office Solutions (6/16/16)		268-000.00-880.268	\$35.69
Gordon Food Service (6/20/16)		268-000.00-880.268	\$106.91
Hobby Lobby (6/15/16)		268-000.00-880.268	\$36.95
Oriental Trading (6/9/16)		268-000.00-880.268	\$74.96
City of Novi Parks, Rec & Cul Ser (7/1/16)	Sizzling Summer Art Series	268-000.00-880.268	\$2,000.00
Party City (6/14/16)		268-000.00-880.268	\$11.97
Accuform (6/23/16)	Summer Reading Brochure	268-000.00-900.000	\$1,415.00
Konica Minolta (5/31/16)		268-000.00-900.000	\$668.77
Novi Community School District	Summer Reading Brochure	268-000.00-900.000	-\$707.50
VistaPrint (6/28/16)	business cards	268-000.00-900.000	\$30.80
Consumers Energy	5/11-6/9/16	268-000.00-921.000	\$320.35
DTE Energy	5/24-6/23/16 a	268-000.00-922.000	\$8,815.03
City of Novi (7/8/16)	water/sewer; 3/16-6/20/16	268-000.00-923.000	\$2,204.85
Cintas (6/27/16)		268-000.00-934.000	\$254.00
Home Depot (6/9/16)		268-000.00-934.000	\$76.50
Lyon Mechanical (6/16/16)	service; chiller ck/inspect	268-000.00-934.000	\$3,704.95
Republic Services (6/25/16)	Jun-16	268-000.00-934.000	\$195.25
B&B Landscaping (6/12/16)	4/29-6/9/26 mowing	268-000.00-941.000	\$875.00
Brien's Services, Inc. (6/13/16)	Transplant entry plants	268-000.00-941.000	\$836.84
Cougar Sales & Rental (6/1/16)	chemicals/color patio	268-000.00-941.000	\$639.93
Dedoes (6/6/16)	brown color packs	268-000.00-941.000	\$131.39
Glenda's Garden Center	patio flowers	268-000.00-941.000	\$32.95
Home Depot (6/9/16)		268-000.00-941.000	\$43.36
Konica Minolta Premier Finance (6/24/16)		268-000.00-942.000	\$999.00
Corrigan Storage Solutions (6/1/16)	Jun-16	268-000.00-942.100	\$31.64
Farmington Community Library	TLN Mem Mtg; Farkas/Rutkowski	268-000.00-956.000	\$21.00
Picasso Café (6/1/16)	Goal Setting Session	268-000.00-956.000	\$159.25
Zurmuehlen, Maryann		268-000.00-956.000	\$52.16
Petty Cash			\$58.90
TOTAL			\$85,125.64

Warrant 544	269 Accounts	July 2016	
Payable to	Invoice #	Account number	Account total
Novi Public Library	Donation	269-000.00-665.230	-\$50.00
City of Walled Lake	Community Read	269-000.00-665.232	-\$250.00
Northville District Library	Community Read	269-000.00-665.232	-\$1,500.00
Novi Town Center	Light Up The Night; 12/2/16 sponsorship	269-000.00-665.232	-\$750.00
Books In Common (6/1/16)	BIC2273; Community Read; 11/2-3/16	269-000.00-742.232	\$2,750.00
Petty Cash (Programming)	Teen Space	269-000.00-742.232	\$26.62
TOTAL			\$226.62



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
June 15, 2016**

DRAFT

1. Call to Order and Roll Call

Library Board

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

Student Representatives

Ruchira Ankireddygari
Cindy Huang

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

- Melissa Agosta noted that Items 11-B and 11-D in the Treasure's Report should read "May 31, 2016" and not "April 30, 2016" as written in the Agenda.
- Trustee Wood asked if the Student Representatives would be presenting the Student Representative report in addition to their presentation. Ms. Farkas said that they would be doing both.

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

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L543

B. Approval of Regular Meeting Minutes – May18, 2016

C. Approval of Minutes—Goal Setting Session, June 1, 2016

- Trustee Poupard wanted a correction made on page 16, item number 3 of the 2016-2017 Goals. In goal number 3, “Providing” needs to change to “Provide” so that it reads “Provide quality and diverse services, materials, programs and technology”.
- Trustee Poupard noted that the language in the goals listed in the minutes from the June 1, 2016 Goal Setting Session meeting does not match the language in the Library Goals 2016-2017 that are to be approved in Matters for Board Action. Ms. Farkas explained that when it is time to vote, these discrepancies can be discussed and changed so that they do get approved.

A motion was made to approve Claims and Warrants L543, the Regular Meeting Minutes for May 18, 2016, and the Goal Setting Session Minutes from June 1, 2016 based on changing the word “Providing” to “Provide”.

1st—Melissa Agosta

2nd—Doreen Poupard

The motion passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation

Ms. Farkas welcomed Ruchira Ankireddygari and Cindy Huang to the podium to do a presentation about their year as Student Representatives. They gave a PowerPoint presentation summarizing the projects and events they worked on with the Teen Advisory Board. This presentation is done annually by the representatives.

7. Public Comment

There was no public comment.

8. Student Representatives Report

The Student Representative Report can be found on pages 17-18 of the June 15, 2016 Library Board packet.

A. Programs

- May 7: The Library hosted the Comic Book Magnet program where participants made magnets by cutting out their favorite comic book pictures.
- May 22: Club Z offered a robotic programming class to teens.
- May Teen Space: 447 attendees

B. TAB Update

- The last TAB meeting was held on May 20, 2016. New officers were announced and they are:
 - Cindy Huang, President
 - Sarah Jacob, Vice-President
 - Ruchira Ankireddygari, Secretary
 - Madison Bates, Activities Director
 - Roshini Ankireddygari, Historian
- 15 bags of items from the *It's the Small Things* collection drive were delivered to the Holy Family Church.

C. Upcoming Programs

- June 6th & 7th: SRP Teen Volunteer Orientation
 - Trustee Agosta asked what the teen volunteers help with. The representatives explained that they log into the computer the minutes and hours that the participants read.
 - Ms. Farkas reported that there are over 200 teen volunteers working this summer which is the largest number of teen volunteers to date. She said that the online program "Sign-Up Genius" has made the process easy for staff and volunteers.
 - The Library also participates in *Wonderful Wednesdays* with the City of Novi. A performance is held every Wednesday in Fuerst

Park. About 400 children and adults attend and many come to the Library afterwards.

- Trustee Verma asked who represents the Library at *Wonderful Wednesdays* and Ms. Farkas reported that Christina Salvatore is the Library's representative.
- June 20: Launch of the Teen SRP
- June 22: Tie Dye Day
- June 29: Bubble Soccer

9. Teen Space End of Year Report

The Teen Space End of the Year Report 2015-2016 can be found on pages 19-21 of the June 15, 2016 Library Board packet.

- Yolanda Hockaday-Dennis is the Teen Space monitor. Her position is paid by the Library but her salary is shared with Youth Assistance, the City of Novi Parks and Recreation, and the Novi Schools. Ms. Farkas wanted Ms. Hockaday-Dennis to provide this written report as a means to share feedback with the Library Board and the Teen Space partners.
- For the 2015-2016 school year, Ms. Farkas reported that Teen Space had 5,464 visits by students which averages about 40 per day. Most of the students that visit are in the 9th and 10th grade. Many of the students are repeat visitors, but Ms. Farkas said that as the different sports seasons change, so do the faces at Teen Space.
- Trustee Messerknecht inquired about the wear and tear on the meeting room. Ms. Farkas reported that the carpet has held up well. Repairs have been made to the Ping-Pong table but the partners have been good about sharing expenses.
- Trustee Wood asked if there was a way to make services available for struggling students at Teen Space. Ms. Farkas reported that Club Z comes on Mondays and provides free tutoring. Also, National Honor Society has shared some tutoring time for students.
- Trustee Lawler inquired about a food budget for Teen Space. Ms. Farkas explained that through the programming budget Ms. Hockaday-Dennis would be reimbursed for the money spent on small food items.
- Trustee Poupard commended Ms. Farkas for the Teen Space program. Ms. Farkas explained that Novi is not the first Library to offer this, but that Novi has developed it. Other districts and communities have reached out to Novi for guidance in setting up their own programs.

10. President's Report

The President's Report can be found on pages 22-39 of the June 15, 2016 Library Board packet

A. Goals Update

- Trustee Michener asked about the Social Justice event on page 32 of the June 15, 2016 Library Board packet. Ms. Farkas said that this event was a great opportunity to connect with Parents of African American Students in Novi (PAASN). Novi has had a large growth in diversity in recent years and this group provides help and assistance to any struggling student. The Library hopes to be involved in a diversity day in the fall in conjunction with the City of Novi and the Novi Schools.

11. Treasures Report

A. Library Budget Fund 268 2015-2016 and 2016-2017 Approved

The Library Budget Fund 268 2015-2016 and 2016-2017 can be found on pages 40-42 of the June 15, 2016 Library Board packet.

- 2015-2016 total revenue is budgeted to be \$2,673,181.00 and expenditures are budgeted to be \$3,092,245.00. This would consume \$419,064.00 of the fund balance.
- 2016-2017 total revenue is budgeted to be \$2,774,726.00 and expenditures budgeted to be \$3,018,400.00. This would consume \$234,674.00 of the fund budget. 2016-2017 sees a projected increase in revenue of \$101,545.00 and a decrease in expenditures of \$73,845 compared to the 2015-2016 fiscal year.

B. Library Fund 268 Expenditure & Revenue Report (May 31, 2016)

The Fund 268 Expenditure and Revenue report can be found on pages 43-45 of the June 15, 2016 Library Board packet.

- **Revenue:** The year to date revenue totals \$2,781,251.00. This is an increase of \$27,125.00 for the month of May.
- **Expenditures:** Expenditures increased \$185,419.00 for the month of May. The total year to date expenditures is \$2,471,385.00 which is 80% of what was budgeted. Since the Library is through 90% of the fiscal year, the overall position of expenditures is very good.
- The net of revenues and expenditures is a positive \$309,866.00. The Library is on track to use little of the fund balance.

C. Contributed Fund Budget 269

The budget for Fund 269 can be found on pages 46-47 of the June 15, 2016 Library Board packet.

- Little activity was recorded.

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

The contributed fund 269 Expenditure and Revenue Report can be found on page 48 of the June 15, 2016 Library Board packet.

E. Balance Sheets for Funds 268 and 269

The balance sheets for funds 268 and 269 can be found on pages 49-50 of the June 15, 2016 Library Board packet.

- **Fund 268:** Ending balance of \$2,099,543.76
- **Fund 269:** Ending Balance of \$1,663,942.12
- Ms. Farkas reminded the Board that the final books do not close until October when the audit takes place. Although the audit doesn't take place until October, the Board should have a very good idea of the final numbers by August.

12. Director's Report

The Director's Report can be found on pages 51-54 of the June 15, 2016 Library Board packet.

- On May 24, 2016 Ms. Farkas walked the grounds with Forestry and Landscape Design. They reported the loss of many bushes was due to salt and winter weather. They will come up with some hardier alternatives. Day lilies and grasses from the entry way project will be relocated to other areas. Trustee Verma expressed disappointment that the architects did not make moving the plants near the entry way part of the plan. Now the library must pay an additional cost for the relocation of these plants.
- Ms. Farkas sent a letter to Mr. Bernstein reminding him of the hours of operation for the cafe in his lease agreement. He has been keeping the hours in his lease with the exception of one day when he opened late.
- Ms. Farkas shared the document made available to the patrons about the upcoming entry way project. The map of the entry and exit is available on the library website, Facebook, and as a handout provided at check-out.
- The high school is planning a road project on Wildcat Drive at the conclusion of the Library's project.

A. Information Services Report

The Information Service Report is located on pages 55-56 of the June 15, 2016 Library Board packet.

- Ms. Farkas reported to Trustee Lawler the money gathered from the sale of computer equipment is listed on page 56 of the Library Board packet.

B. Facilities Report

The Facilities Report by Keith Perfect can be found on pages 57-58 of the June 15, 2016 Library Board packet.

C. Information Services Report

The Information Services Report can be found on pages 59-60 of the June 15, 2016 Library Board packet.

D. Support Services Report

The Support Services Report can be found on page 61 of the June 15, 2016 Library Board packet.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 62-71 of the June 15, 2016 Library Board packet.

- Ms. Farkas hopes to get the self-check usage rate to 60% for the upcoming fiscal year. She has met with staff to work on ways to bring that number up from the normal 50-55%.
- Trustee Agosta expressed concerned about the time required to gather all the statistics and Ms. Farkas explained that much of it is recorded as they work and doesn't require extra time.

F. Friends of the Novi Library

There was no report.

G. Novi Historical Commission

The City of Novi Historical Commission approved minutes can be found on pages 72-73 of the June 15, 2016 Library Board packet.

- Historical Commission Resource Management Plan located on pages 74-77 of the June 15, 2016 Library Board packet.
 - The City of Novi Parks and Receptions is working on an accreditation and this plan was submitted as part of the accreditation.
 - Trustee Poupard commended Jeff Muck, Director of Parks and Recreation for stepping up and providing excellent services to all the residents of Novi.

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)

- Ms. Farkas has information to share about the lighting project and she will be scheduling a meeting soon.

G. Bylaw Committee: Review of Library Board Bylaws (Lawler—Chair, Agosta)

- A Bylaw Committee meeting is scheduled for Wednesday, June 29, 2016 at 7:00 p.m.

14. Public Comment

There was no public comment.

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.

A motion was made to approve the 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.

1st—Doreen Poupard

2nd—Geoff Wood

B. Approval of the 2016-2017 Library Goals

Trustee Poupard asked that the language in the goals on page 54 match the language of the goals recorded in the June 1, 2016 Goal Setting Session minutes located on page 16 of the June 15, 2016 Library Board packet.

A motion was made to accept the 2016-2017 goals as worded with corrections on page 16 of the June 15, 2016 Library Board packet.

1st—Doreen Poupard

2nd—Geoff Wood

The motion passed unanimously.

16. Executive Session—Director’s Review

Trustee Messerknecht informed Ms. Farkas that she had the option of a closed session and Ms. Farkas said that she would like a closed session for her review.

A roll-call vote was read by Trustee Verma to move into a closed executive session at 8:08 p.m.

Trustee Agosta—Yes

Trustee Lawler—Yes

Trustee Messerknecht—Yes

Trustee Michener---Yes

Trustee Wood—Yes

Trustee Verma—Yes

The roll call vote to move into closed executive session passed 7-0.

17. Adjournment

A motion was made to adjourn the meeting in closed session at 8:50 p.m.

1st—Tara Michener

2nd—Melissa Agosta

The motion passed unanimously.

Ramesh Verma, Secretary

Date



Student Representative Report

By: Cindy Huang, Ruchira Ankireddygari

Programs:

On June 6th and 7th, interested teen volunteers attended a mandatory orientation meeting to become summer reading program volunteers.

Teens met on June 22nd, for the annual summer-kickoff, Tie Dye Day.

On June 29th, Bubble Soccer Detroit brought Bubble Soccer to Novi. Teens enjoyed playing soccer while inside a giant bubble.

The total attendance in teen space this month is 259. It is now closed because students are no longer in school.

Summer Reading Program Update

The 2016 Summer Reading Program began on June 20. There are currently around 250 students signed up in the 7th-12th grade reading program. There are five reading programs for each age group. Read to Me is for infants - pre K, On your Mark, Get set...Read is for K-4, Get in the Game Read is for 5th-6th graders, Exercise Your Mind is for 7th-12th graders, and the 2016 Adult Summer Reading Program is for adults. Students in the Exercise Your Mind Read program who read 3 books can attend the Library's after hour teen lock-in party and a free book. Teens can also participate in weekly drawings by completing exercises and earning raffle tickets.

The two student interns this year are Meera Shivakumar and Sheri Lee. They oversee all the teen volunteers and help patrons sign up for the summer reading program as well as log their time spent reading. We are very excited to have them with us this summer.

Upcoming Programs:

Spectacular Sports Movie - July 6

Makeover Mondays - July 11, 18, 25

Fitness Training Workshop - July 13

Get Your Own Groove on - July 19

Candy Olympics - July 27



Teens enjoyed playing Bubble Soccer in Fuerst Park.



The Summer Reading Program began on June 20th. These are some of the decorations in the Teen Stop.

NOVI PUBLIC LIBRARY – 2015/2016 GOALS (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; operation of meeting rooms' audio-visual equipment training	Ongoing; 8/15; 10/15; 11/15; 1/16; 2/16; 3/16; 4/16; 6/1

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; tour of NCSD Instructional Technology Center on 6-23; tour of new Preschool building scheduled for August	Annually; 11/15; 3/16; 4/16; 6/23
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; in-house hosting of content for	Ongoing; 8/15; 9/15; 11/15; 12/15; 2/16; 4/1; 6/15

		wayfinding device; sold end-of-life technology; submitted draft 2016-19 Technology Plan for approval	
Work with managers for budget planning	AD	Dept. budget meetings scheduled for December; 1 st drafts developed; dept. meetings held	1/16; 9/15; 12/15
Develop budget for next FY and future projections	AD; Board	2 budget planning sessions (January 20, 2016 and February 6, 2016); Approval of 16/17 budget for Feb. 17, 2016	3/16

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

3D Systems in collaboration with YALSA Maker Lab Club 2015	IS	Submitted application for Maker Lab Club 2015 that would give NPL two free 3D Cube printers; they can decide to give 2, 1, or none at all. Unfortunately we did not win this grant.	10/15; 1/16
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
Community Financial Summer of Sharing grant contest	IS	To create STEAM kits that teach children important and fundamental Science, Technology, Engineering, Art and Math skills.	6/16
ALA Library of the Year Award 2016	Admin	Applied for the Library of the Year award; received notification that we did not win award.	3/16; 5/16

Goal #3:

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

Strategy:	Library Board Trustees participate in City events.		
Tactic	Owner	Status	Due Date
Annual City Evening of Appreciation	AD; Board		12/15
City Council Early Budget Input Session	AD; Board	Board President Sturing and Library Director	1/16
State of the City Address	AD; Board	Date is scheduled for May 3, 2016; attended by Messerknecht, Michener, Verma, Agosta, Lawler and Poupard	2/16; 5/16
Spring into Novi	AD; Board	Date is scheduled for May 14, 2016	5/16
City Council meetings	AD; Board	Library Director, President Sturing and Secretary Verma presented Annual Report, Strategic Planning update; National Library Week proclamation received by Tara Michener	12/15; 4/16
Strategy:	Library Board Trustees participate in NPL events.		
Tactic	Owner	Status	Due Date
Welcome Desk Ambassadors	Board	Trustees take weekly shifts at Welcome Desk	Ongoing
Staff appreciation	Board	Trustees Michener and Verma represented Board in providing appreciation luncheon for staff on 9/1	9/15
Annual Friends Gala	Board	Trustees Lawler, Lesko, Michener, and Verma attended on 10/23	10/15
Welcome Dignitaries to the Library	Board/Admin	Tour and Informational meeting with Consul General of Japan, Mitsuhiro Wada and his wife Naoko	3/16

Strategy:			
Library Board Trustees participate in greater library community.			
Tactic	Owner	Status	Due Date
Michigan Library Association	AD; Board	Annual Conference to be held in Novi, October 2015; planning for reception to be at NPL 10/29; all Trustees attended Hats off to Learning reception	10/15
Strategy:			
Library staff participate in community events.			
Tactic	Owner	Status	Due Date
Maintain ties with government officials	AD		Ongoing
Novi 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; June	Annually; 8/15; 9/15; 10/15; 11/15; 12/15; 1/16; 2/16; 3/16; 4/16; 5/16; 6/16
Promote Library programs at Older Adult programs	IS	Marketing box always used at programs, services, and activities	Annually; 9/15
Survey Meadowbrook Commons residents	AD	Working on a survey for spring; 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; Staff went to the Meadowbrook Activity Center to help the Bits and Bytes class learn to download ebooks, audiobooks, and use Zinio and Freegal.	Annually; 8/15; 10/15; 11/15; 12/15; 3/16; 4/16; 5/16; 6/16
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	2015/16; 8/15; 12/15; 2/16; 6/16

		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; investigated, with the help of Outreach librarian, adding new senior residence to Outreach deliveries schedule in 2016.	
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	Annually; 7/15; 8/15; 9/15; 10/15; 11/15; 12/15; 2/16; 3/16; 4/16; 5/16; 6/16

		(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), Japanese Story Time (65), Harmonie Detroit (54), Authentic Indian Cooking (50), Preschool science fun (52), Preschool dance program (95), SRP kick off performer (154), SRP craft program (73), Tie dye day (67), Lego Club (57), Sport science (52), Bubble soccer (120)	
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; Opened room for Playgroup sessions over the summer months	Annually; 7/15; 8/15; 10/15; 11/15; 1/16; 6/16
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

<p>Improve use of NPL Teen Stop room (new marketing, displays, contests)</p>	<p>IS</p>	<p>Added information kiosk in Teen Stop as a new way to help promote and market teen information, including upcoming teen programs, TAB information, and other fun teen news; researched display units for NEW YA Fiction; shifting YA books for better use of shelving space within the room and making browsing of collections easier; updated information kiosk in Teen Stop room with upcoming teen programs, TAB information, and other fun teen news; investigating ways to market only Teen programs on the screen in Teen Stop; pulled all Printz winners and put in a separate display similar to Newbery in Youth area; hosted a Banned Books display; October Teen Stop feature display was Horror, Mysteries, and Thrillers; Club Z (tutoring company) comes in one hour on a Monday in Teen Stop to offer free homework help; offered a contest during Teen Read Week allowing teens to stop in the Teen Stop and vote for one of 10 YALSA best fiction books; displayed all of the pledges that local teens made to Stomp Out Bullying for National Bullying Prevention month; young adult fiction subject guide binder added for patron convenience; The Teen Stop LCD monitor has been set to market all teen/tween programs, The Teen Stop book display has included; Sports (in honor of the Novi High School Volleyball team winning the state championship); posted a Teen Winter Reading Program in the Teen Stop, teens who complete the activity sheet can claim their prize the last week in March; added the Top Teen Reads of 2015 display; Interview with Tia Marie Sanders and Yolanda Hockaday-Dennis regarding Teen Space and library behaviors; a Tween/Teen calendar of programs was created and on display in the Teen Stop and Teen Space; kiosk updated; Teen Stop March Display was technology related YA fiction and non-fiction books to recognize Teen Tech Week, which was March 6-12; To celebrate Teen Tech Week there was a texting acronym quiz in Teen Stop for teens to complete; 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.</p>	<p>2015/16; 8/15; 9/15; 10/15; 11/15; 12/15; 2/16; 3/16; 4/16</p>
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		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; additional Minecraft worlds created and remote access enabled; "3D Thursdays" sessions held during June, July and August	Annually; 2/16; 4/16; 6/10
Implement a Patio program series of five programs, May-October, weather permitting	IS	Earth Angels program scheduled for August 25; held some of the Play group sessions outside on the patio.	Annually; 8/15; 6/16
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; met with Preschool Director and teacher to discuss future visits, and reading program	3/16; 5/16; 6/16
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	2015/16; 8/15; 9/15; 10/15; 11/15; 12/15; 1/16; 2/16; 3/16; 4/16; 5/16; 6/16

		<p>Pumpkinfest that included educational elements about farming and agriculture; Novi Kroger provided all of the pumpkins for pumpkin decorating contest; partnered with Novi Center for Jewish Life for Challah Bread program; partnered with the Michigan Organ Donor Registry to provide a table with information; partnered with the local chapter of the Daughters of the American Revolution for a table of information on Constitution week; planning Job-Seekers program with Michigan Works for January; holding more story times in different languages hosted by Bright Loritos; partnered with Megafun Fitness in Novi for the Get Your Wiggles Out programs; held a story time session with Bright Loritos; partnered with 4 pizza places for the Pizza Taste Fest Program including, Blaze, Benitos, Guido's and Tony Sacco's; Dunkin' Donuts for Teen Book Club; partnered with the American Association of University Women for a series of math classes for elementary age students; partnered with AccelerateKid for the Kidpreneur Coding Workshop; partnered with Creating Sustainable Landscapes for the Beauty of Native Plants program; partnered with Gina Agosta Salon and CakeFace Makeup for the Prom Prep 101 program; partnered with Tony Sacco's for the Battle of the Books; partnered with Jeff and Theresa Wainwright for the tween/teen event Tips and Techniques for a Successful Interview; Cygnet Institute for the Financial Fusion program; Community Financial for Smart Money Saving Tips for Teens; Bright Loritos for a Spanish story time; How to Allocate your 401K with Patrick Shope & Associates, Home Brewing and Tour of Brewery with Ascension Brewery; Running Fit for SRP program; Kroger donated funding toward ice cream for SRP kick off; MSU Tollgate for summer story times; Providence Hospital CareLink</p>	
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	Annually 12/15; 1/16; 2/16; 3/16; 4/16; 5/16; 6/1

		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; answers to survey questions on website and June eNewsletter.; external floppy disk drives and cassette players acquired per patron requests; deployed GIMP2, popular open-source Adobe PhotoShop competitor on public workstations	
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
Maintain/upgrade technology to insure positive patron and staff experience.	IT	Installed new access reader for door from lobby to staff area for staff security; completed server memory upgrade; replaced AST conveyor belts, actuator, motor, stepper, book bin brake cables and upgraded workstation; replacement computer pod grommets installed to provide power and USB outlets; upgraded wireless network server; "Donate" button added to website to expedite patron donations through PayPal accepting major credit cards	6/16
Strategy:	Partner with the Novi School District.		
Tactic	Owner	Status	Due Date
Introduce Social Justice to the community; create a core collection; participate in learning sessions; provide space for forums/events	AD; IS	Was asked to host a Social Justice community event at the Library, unfortunately meeting room space was not available on dates needed; plans to participate in event at the off-site location on May 17, 2016.	2/16
Increase activities with Novi and other area school districts	IS; AD	Meeting with school media specialists and principals from Novi Schools and Catholic Central for annual thank you breakfast; provided a tour to two 5 th grade classes from Novi Meadows; will be working	Annually; 9/15; 10/15; 11/15; 12/15; 1/16; 2/16; 4/16; 5/16; 6/16

		<p>with teachers from Novi Meadows to create a Tween fiction collection; offered an information program on Asperger's that Novi teachers attended; hosted thank you breakfast for local media specialists and principals, included presentations by local partners MSU Tollgate and Barnes & Noble; working with Novi Meadows Media Specialist to choose Battle of the Books titles for upcoming 2016 program; attended Walk to School Day program at Novi Woods Elementary; continuing to host Coffee with the Superintendent program and Parent to Parent book discussions; Novi Middle School Robotics team did their outreach program at our Lego Club inviting young students to view a presentation and their robot and ask questions; presented 2015 Summer Reading statistics and info about upcoming 2016 program; visited two 3rd grade classrooms at Parkview Elementary for stories and information about NPL; met with High School Media Specialist to discuss ways of partnering, summer reading statistics, teen book clubs, and ways of organizing young adult literature; currently involved in Tumblebook School/Library Partnership Pilot Program with Novi Schools, allowing libraries to partner with local schools and grant them unlimited access to their TumbleBook Library collections; attended Leader in Me Celebrations at Novi Woods and Parkview Elementary; attended documentary film at Novi Middle School, Most Likely to Succeed; attended grand opening of Oakland Flextech High School Makerspace lab; visited Village Oaks for a preschool story time; 3 visits to Novi Preschool for story times, visited Franklin Christian for story time kick-off for their literature week; Story time at Deerfield Elementary for Milk and Cookies night; visited Hickory Woods Elementary for performer presentation; met with Kim Clark (Novi Meadows Media Specialist) to begin planning SRP Presentation to grades 4th and 5th; Novi High School HOSA students did a presentation in Teen Space on the importance of an active lifestyle; met with Instructional Coach of Novi schools to plan Summer Reading skit (2 times); visited Village Oaks</p>	
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		for a preschool story time; met with Novi Meadows Media Specialist for Summer Reading presentation planning; presented at Kindergarten Round up at Novi Woods; 100 kindergarteners from Village Oaks visited the library for story time, tour, and craft; provided a story time to the Novi Community Preschool; met with Instructional Coach of Novi Schools for Summer Reading skit practice; began skit performance at Parkview elementary; performed skit at all Novi elementaries, presented SRP information to Novi Meadows, and Thornton Creek elementary, sent SRP information to Hickory Woods and Meadowbrook elementaries	
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	Annually; 8/15; 9/15; 10/15; 11/15; 12/15; 1/16; 2/16; 3/16; 4/16; 5/16; 6/16

		<p>lists updated, now including Accelerated Reader and Lexile levels for quick reference; Young Adult fiction subject guide binders updated; we now provide Story Time-to-Go picture book bundles related to a particular theme during our story time breaks, continue to update the picture book subject guide A-D is now complete; created a display of Women's history books with the donation from the ABWA; cards promoting specific albums on Freegal are regularly displayed; signage promoting the Great Michigan Reads book in print, electronic, and audio were displayed; updated International Resources brochure and Language Conversation Group flyers; Local Author collection is now accepting e-books and signage indicating this has been placed with that collection; Newbery Award bibliography updated; Picture Book Subject Binder updated monthly; Odilo handout created to assist patrons with this new service; Freegal signage showing the Grammy winners added; Some Featured Collection Lists were added to Overdrive including Books to Movies, and Do you Downnton? ; 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; SS/TS dept. has mostly completed a major change-over project of Youth/YA Fiction & Series Paperbacks to create a new Tween collection; created a pathfinder for youth nonfiction sports books.</p>	
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 various partners from the community	IS; AD	Staff member is currently a part of the Cultural Arts Advisory Board with the City.	2015/16	

Goal #5:				
Promote the Library in Novi's residential and business communities; promote library services to non-library users balancing existing resources whenever possible.				
Strategy:		Increase awareness of services, collections, programs and technology.		
Tactic	Owner	Status	Due Date	
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs: Facebook, Twitter, videos, podcasts	IS; AD; IT	Updated Teen Stop Facebook page with current info, new posts, pictures, info about upcoming programs; looking into giveaways and contests to do through the Facebook page during the school year to attract a larger audience to NPL's pages; adding a Goodreads account for patrons to follow what we are reading in our various book discussions and to 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; transfer of oral histories from VHS to DVD for Novi Historical Commission	1/16; 2/16; 4/16; 6/1	

Promote and highlight the Local History collection/space and its relevance to the community; offer an open house; increase web and physical presence	IS	Evening open office hours added; document donation day held in October; transferring old oral histories produced by SWOCC from VHS to DVD to be made available on our website; organizing, scanning, and uploading historical photos to the Local History Room computer; staff spent time training new Historical Commission members on how to use the Local History Room; arranging for a donation of items from a former Justice of the Peace including the gavel and badge, as well as, facts and pictures to be displayed in April; continuing to transfer oral histories from VHS to DVD; 11 cub scouts received a tour of the Local History room as well as a family tree lesson to fulfill one of their requirements; scanning and organizing of photos and documents continues.	Annually; 9/15; 10/15; 1/16; 2/16; 4/16
Increase publicity of meeting rooms and patio	AD	Meeting room rentals have been overwhelmingly successful so no additional publicity needed; meeting room rental information provided in a packet at front counter	Annually; 4/16
Reach out to homeowners groups by letter to president, get in newsletters, offer tours/talks, inviting groups to have their meetings at the Library, providing free room rental if they allow a 10-15 minute Library presentation	AD	Homeowner's presentation to: Churchill Crossing; Cheltenham Estates; Chase Farms; Riverbridge; Briarwood Village; Churchill Crossing; Taft Knolls	Annually; 1/16; 2/16; 3/16
Work with homeowners groups to highlight a subdivision in e-newsletter, display of kids' art from sub, contest for most card holders in sub	AD		Annually
Increase number of library card holders in each Novi subdivision by 10% over five years; use geomapping data	AD; SS	Did not investigate this year. Will be performing geomapping data project in fall 2016.	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		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,	Ongoing; 8/15; 9/15-2/16; 3/16

		2016; Policies approved by Library Board 3/20/16 and distributed to the library staff.	
Strategic Planning process	AD	Public invited to Strategic Planning Update sessions in August & September; about 25 people attended on 8/26 for updates and providing feedback; about 30 attended session on 9/23	8/15; 10/15
Review QSAC measures for certification	AD	In process; all certification levels have been reviewed and updated, with areas for further attention noted	12/15
State Aid process	AD	State Aid Report submitted January 26, 2016	1/16
Strategy:	Provide convenient access to collections, programs and services.		
Tactic	Owner	Status	Due Date
Improve Library entrance/exit at Ten Mile	AD; Board	Working with City on project to widen NPL driveway to include right and left turn lanes; continuing to look at other options before proceeding; 2 nd traffic study scheduled for 1/14/16; Traffic study info received 2/11/2016; tentative project timeline and costs rec'd 2/29/16; bid opening 4/22; contract awarded by City Council 5/9	10/15; 1/16; 2/16; 5/16
Strategy:	Maintain communication with Read a Latte Café.		
Tactic	Owner	Status	Due Date
Investigate with owner to offer lower prices and different cultural food options	AD	Meetings and legal opinion being considered for future owner of library café 4/12/16.	Annually
Meet with owner as needed regarding patron comments, suggestions, etc.	AD	Held mtgs. On 9/30/2015; 2/5/16	Ongoing
Strategy:	Consider premium services.		
Tactic	Owner	Status	Due Date
Investigate offering a fee-based premium library card with added services, such as notification of new releases, extended renewals, limited amnesty on fines, discounts at Café and Book Nook	SS; AD	Investigated a Family Card service for patrons, but parameters didn't suit our patrons needs.	2015/16; 6/16

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 softw are/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	132,675.00	126,900.00	26,000.00
965.269	Walker Transfer					
Total Expenditures		2,796,704.78	3,092,245.00	2,957,444.19	3,035,900.00	2,967,900.00
680.000	TOTAL Fundbalance	-126,552.97	-419,064.00	-217,282.74	-261,174.00	-111,947.00

*Budgt Amendment 7/20/16: \$17,500 for security camera project not completed in 15/16.

07/12/2016		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI			PERIOD ENDING 06/30/2016					
		% Fiscal Year Completed: 100.00								
				MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE		
		06/30/2015	ORIGINAL	APRIL 2016	MAY 2016	JUNE 2016	06/30/2016	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED	
Fund 268 - LIBRARY FUND 268										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,367,212.28	2,449,491.00	0.00	(78.16)	113.03	2,461,671.10	7,756.90	99.69	
268-000.00-403.001	Property Tax Revenue- County Chargebacks	(4,521.44)	(25,000.00)	272.18	(926.84)	(107.51)	(1,953.63)	(23,046.37)	7.81	
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	(4,846.69)	0.00	(4,846.69)	(1,153.31)	80.78	
Property tax revenue		2,372,929.07	2,408,281.00	272.18	(5,851.69)	5.52	2,454,656.11	(26,438.11)	101.09	
State sources										
268-000.00-567.000	State aid	32,841.43	27,000.00	0.00	17,985.02	0.00	34,495.52	(5,495.52)	118.95	
State sources		32,841.43	27,000.00	0.00	17,985.02	0.00	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	1,435.82	1,219.23	1,218.67	15,020.65	1,479.35	91.03	
268-000.00-665.100	Copier	2,492.39	2,200.00	237.00	228.18	221.35	2,727.08	(527.08)	123.96	
268-000.00-665.200	Electronic media (previously VHS)	238.00	200.00	2.00	0.00	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	1,762.76	3,106.89	4,684.08	35,193.65	(3,193.65)	109.98	
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	423.56	373.58	395.59	5,658.29	(658.29)	113.17	
Other revenue		57,548.68	60,900.00	3,861.14	4,927.88	6,519.69	65,102.34	(2,917.34)	104.69	
Fines and forfeitures										
268-000.00-657.000	Library book fines	65,010.47	70,000.00	4,381.47	5,602.38	5,766.21	66,773.32	3,226.68	95.39	
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	4,381.47	5,602.38	5,766.21	178,699.76	3,226.24	98.23	
Interest income										
268-000.00-664.000	Interest on investments	28,693.56	24,000.00	4,789.89	3,804.92	0.00	37,961.00	(7,961.00)	126.54	
268-000.00-664.500	Unrealized gain (loss) on investments	7,871.32	0.00	(227.65)	(1,885.21)	0.00	15,197.41	(13,132.41)	735.95	
Interest income		36,564.88	24,000.00	4,562.24	1,919.71	0.00	53,158.41	(21,093.41)	165.78	
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	0.40	0.65	20.00	5,205.32	(2,705.32)	208.21	
Donations		22,052.14	6,000.00	0.40	0.65	20.00	9,472.65	(2,705.65)	139.98	

		06/30/2015	ORIGINAL	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
			BUDGET	APRIL 2016	MAY 2016	JUNE 2016	06/30/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)		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	90,991.97	60,661.31	60,661.32	823,015.39	18,984.61	97.75
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	64,253.63	42,556.17	43,374.26	536,351.91	45,648.09	92.16
268-000.00-715.000	Social security	119,251.99	122,300.00	11,600.86	7,634.72	7,801.22	103,529.83	1,470.17	98.60
268-000.00-716.000	Insurance	202,537.39	235,147.00	18,435.73	20,179.23	19,459.09	224,763.56	(9,763.56)	104.54
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)	(40,216.37)	(2,783.63)	93.53
268-000.00-718.000	Pension - DB Normal Cost	14,964.00	0.00	1,176.00	1,176.00	1,176.00	14,112.00	888.00	94.08
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(18,120.00)	0.00	(1,424.81)	(1,424.81)	(1,424.81)	(17,097.72)	97.72	100.57
268-000.00-718.200	Pension - defined contribution	18,516.01	26,400.00	3,486.96	2,324.64	2,324.64	23,106.13	2,893.87	88.87
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	316.48	210.70	215.06	1,948.58	(948.58)	194.86
Personnel services		1,839,830.03	1,895,945.00	185,294.86	129,776.00	130,044.82	1,700,770.13	55,729.87	96.83
Supplies									
268-000.00-727.000	Office supplies	18,881.44	23,000.00	1,281.96	1,410.31	998.39	19,605.72	3,394.28	85.24
268-000.00-728.000	Supplies - Postage	682.39	700.00	0.00	0.00	20.00	623.79	76.21	89.11
268-000.00-734.000	Computer supplies, software & licensing	86,900.09	86,400.00	1,558.28	1,590.98	6,966.30	69,205.20	20,494.80	77.15
268-000.00-734.500	Computer supplies/equipment	20,725.29	28,000.00	(265.67)	560.22	3,100.24	29,899.05	1,900.95	94.02
268-000.00-740.000	Operating supplies	26,411.22	30,000.00	1,263.55	2,742.07	286.44	18,702.42	11,297.58	62.34
268-000.00-740.010	Gift and donations expense	8,533.33	0.00	0.00	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	134.95	0.00	0.00	134.95	(134.95)	100.00
268-000.00-742.000	Library books	173,792.87	195,000.00	14,273.78	14,351.63	6,680.72	172,325.42	17,674.58	90.70
268-000.00-742.100	Library Book - Fines	565.88	1,000.00	0.00	74.95	19.95	749.42	(49.42)	107.06
268-000.00-743.000	Library periodicals	19,386.58	23,800.00	373.19	42.79	30.25	15,094.89	8,705.11	63.42
268-000.00-744.000	Audio visual materials	60,108.91	71,000.00	5,221.65	9,275.52	462.38	67,548.99	3,451.01	95.14
268-000.00-745.200	Electronic media	44,788.70	51,000.00	3,639.70	4,899.59	1,217.69	44,507.93	6,492.07	87.27
268-000.00-745.300	Electronic resources (CD rom materials)	55,399.44	55,000.00	3,082.93	0.00	0.00	50,362.92	4,637.08	91.57
Supplies		516,403.14	566,000.00	30,564.32	34,948.06	19,782.36	489,959.74	77,305.26	86.37

		END BALANCE	2015-16	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	APRIL 2016	MAY 2016	JUNE 2016	06/30/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Other services and charges									
268-000.00-801.925	Public information (cable, etc)	833.41	1,000.00	32.30	32.30	0.00	336.99	63.01	84.25
268-000.00-802.100	Bank Service Charges	2,476.65	2,000.00	172.78	166.37	183.01	2,915.61	684.39	80.99
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	0.00	84.00	252.00	1,286.00	1,214.00	51.44
268-000.00-806.000	Legal fees	342.00	1,000.00	491.00	2,247.00	0.00	4,035.00	(3,535.00)	807.00
268-000.00-809.000	Memberships and dues	4,266.00	4,500.00	0.00	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	0.00	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	310.53	1,326.34	440.35	11,912.86	(412.86)	103.59
268-000.00-855.000	TLN Automation Services	57,006.34	56,000.00	12,229.02	0.00	0.00	49,601.60	9,398.40	84.07
268-000.00-861.000	Gasoline and oil	363.61	500.00	0.00	0.00	0.00	125.07	374.93	25.01
268-000.00-862.000	Mileage	436.43	300.00	0.00	0.00	40.18	86.44	13.56	86.44
268-000.00-880.000	Community promotion	3,961.68	11,800.00	683.75	583.95	1,169.61	8,742.87	3,057.13	74.09
268-000.00-880.268	Library programming	11,717.97	22,500.00	672.42	1,090.51	564.83	16,125.49	6,374.51	71.67
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	7,002.27	668.77	1,552.41	27,520.91	1,979.09	93.29
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	952.85	742.88	320.35	8,483.52	2,516.48	77.12
268-000.00-922.000	Electricity	101,729.02	103,000.00	7,863.11	8,233.34	8,815.03	95,236.64	7,763.36	92.46
268-000.00-923.000	Water and sewer	5,393.13	5,500.00	0.00	0.00	0.00	7,272.45	(772.45)	111.88
268-000.00-934.000	Building maintenance	65,253.18	90,000.00	2,211.42	3,661.60	3,513.00	47,051.83	44,948.17	51.14
268-000.00-935.000	Vehicle maintenance	1,717.20	1,500.00	0.00	45.00	0.00	215.80	284.20	43.16
268-000.00-941.000	Grounds maintenance	32,735.91	28,600.00	11,056.54	55.00	3,158.08	50,778.04	(10,578.04)	126.31
268-000.00-942.000	Office equipment lease	12,596.78	12,000.00	999.00	999.00	999.00	13,735.88	1,264.12	91.57
268-000.00-942.100	Records storage	264.34	300.00	15.69	15.69	31.64	251.09	48.91	83.70
268-000.00-956.000	Conferences and workshops	8,464.64	14,500.00	(326.13)	201.88	187.03	10,513.72	3,986.28	72.51
Other services and charges									
		433,451.21	479,600.00	48,266.55	24,053.63	21,226.52	425,648.00	75,356.00	84.96

		END BALANCE	2015-16	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	APRIL 2016	MAY 2016	JUNE 2016	06/30/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED

Transfers out									
268-000.00-965.101	Transfer to general fund	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00	0.00

Transfers out									
		0.00	0.00	0.00	0.00	0.00	0.00	40,000.00	0.00

Capital outlay									
268-000.00-976.000	Building improvements	0.00	136,200.00	0.00	0.00	0.00	4,784.96	18,115.04	20.90
268-000.00-986.000	Internal Technology - Capital Outlay	7,020.40	0.00	55.88	0.00	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	55.88	0.00	0.00	51,380.34	54,294.66	48.62

Net - Dept 000.00-treasury									
		(126,552.97)	(414,564.00)	(251,104.18)	(164,193.74)	(158,742.28)	127,826.58	(358,109.58)	

		END BALANCE	2015-16	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	APRIL 2016	MAY 2016	JUNE 2016	06/30/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED

Fund 268 - LIBRARY FUND 268:									

TOTAL REVENUES									
		2,670,151.81	2,673,181.00	13,077.43	24,583.95	12,311.42	2,795,584.79	(55,423.79)	102.02

TOTAL EXPENDITURES									
		2,796,704.78	3,087,745.00	264,181.61	188,777.69	171,053.70	2,667,758.21	302,685.79	89.81

NET OF REVENUES & EXPENDITURES									
		(126,552.97)	(414,564.00)	(251,104.18)	(164,193.74)	(158,742.28)	127,826.58	(358,109.58)	55.51

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

		END BALANCE	2015-16	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	APRIL 2016	MAY 2016	JUNE 2016	06/30/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 269 - LIBRARY CONTRIBUTION 269									
Dept 000.00-treasury									
Interest income									
269-000.00-664.000	Interest on investments	24,270.10	15,000.00	3,299.27	2,925.07	0.00	23,629.25	(23,629.25)	100.00
269-000.00-664.500	Unrealized gain (loss) on investments	7,426.03	5,000.00	(156.91)	(1,451.13)	0.00	11,310.16	(11,310.16)	100.00
Interest income		31,696.13	20,000.00	3,142.36	1,473.94	0.00	34,939.41	(34,939.41)	100.00
Donations									
269-000.00-665.230	Collections/Materials Revenue	1,733.00	0.00	0.00	0.00	50.00	461.35	2,038.65	18.45
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	615.80	1,500.00	2,500.00	18,387.46	(7,187.46)	164.17
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	615.80	1,500.00	2,550.00	27,620.61	14,079.39	66.24
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	2,159.00	0.00	0.00	6,672.11	21,827.89	23.41
269-000.00-742.232	Programming Expense	6,693.56	3,000.00	0.00	455.65	2,776.62	16,344.22	(10,644.22)	286.74
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	3,000.00	0.00	6,023.03	(5,523.03)	1,204.61
Supplies		25,090.07	32,000.00	2,159.00	3,455.65	2,776.62	30,191.49	9,408.51	76.24
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	1,599.16	(481.71)	(226.62)	32,368.53	(30,268.53)	
Fund 269 - LIBRARY CONTRIBUTION 269:									
TOTAL REVENUES		64,027.29	32,000.00	3,758.16	2,973.94	2,550.00	62,560.02	(20,860.02)	150.02
TOTAL EXPENDITURES		25,182.56	32,000.00	2,159.00	3,455.65	2,776.62	30,191.49	9,408.51	76.24
NET OF REVENUES & EXPENDITURES		38,844.73	0.00	1,599.16	(481.71)	(226.62)	32,368.53	(30,268.53)	1,541.36
TOTAL REVENUES - ALL FUNDS									
		2,734,179.10	2,705,181.00	16,835.59	27,557.89	14,861.42	2,858,144.81	(76,283.81)	89.63
TOTAL EXPENDITURES - ALL FUNDS									
		2,821,887.34	3,119,745.00	266,340.61	192,233.34	173,830.32	2,697,949.70	312,094.30	89.63
NET OF REVENUES & EXPENDITURES		(87,708.24)	(414,564.00)	(249,505.02)	(164,675.45)	(158,968.90)	160,195.11	(388,378.11)	70.20

07/12/2016	BALANCE SHEET FOR CITY OF NOVI	
	As of 06/30/2016	
GL Number	Description	Balance
<hr/>		
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(96,767.34)
268-000.00-017.000	Investments - Pooled	2,014,172.46
268-000.00-018.000	Cash on hand	500.00
	Total Assets	1,917,905.12
*** Liabilities ***		
268-000.00-202.000	Accounts payable	38,007.12
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	70,655.52
*** 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	127,826.58
	Ending Fund Balance	1,847,249.60
	Total Liabilities And Fund Balance	1,917,905.12

GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTION 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	18,139.17
269-000.00-017.000	Investments - Pooled	1,646,611.24
	Total Assets	1,664,750.41
*** Liabilities ***		
269-000.00-202.000	Accounts payable	2,776.62
	Total Liabilities	2,776.62
*** 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	32,368.53
	Ending Fund Balance	1,661,973.79
	Total Liabilities And Fund Balance	1,664,750.41

Director's Report by Julie Farkas

Amendment to 16/17 Budget for Security Camera project

As you know the budgets expired 6/30 and only the work done thru 6/30 gets charged to last year. To the extent the project is not done and you will be expending funds in 16/17 there would be no budget for them and you would need to have your board amend their budget for the amount that was left unspent at 6/30. The net result to your fund balance is the same.



Carl Johnson | Finance Director/Treasurer/CFO
City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
t: 248.347.0470 c: 248.756.8958 f: 248.735.5682

Café Update – July 6, 2017

On July 6, 2016, there was a report from Library staff that the café had not opened at its expected time of 10:00am. The café owner was contacted. The scheduled staff person had failed to show up to work. The café was delayed in opening by 1 hour. Café opened at 11:00am.

Main Entrance Construction Project Update

As of Friday, July 15, 2016, Everett from OHM reported that the project is expected to be completed next week (July 22nd). Items that are still pending include: cure time for the new cement work, striping, a wiring issue with one of the light poles and final connections for irrigation. Overall, the project has run smoothly.

Welcome New Staff Person – Gail Anderson

Gail began her employment with the Novi Library in early June. Gail has been hired to coordinate the adult programming for NPL. We have a very creative team of Librarians that offer ideas and talents. Gail will provide her expertise and coordinate others in order to provide quality programs for the Library. In this first year, we look for Gail to review the types of adult programs that have been offered to determine their relevance for repeating, changing, expanding, as well as looking at future trends and community needs.

Position: Programming Coordinator, Part-time

Job Duties:

- Plan, prepare, and execute monthly library events including the gathering of necessary resources, development of themes, and communication of such across departments.
- Assist in the planning, preparation, execution, and evaluation of various programs for Adults; Promote Library services and programs by participating in community events and partnering with community groups.
- Coordinate program speakers and performers; Manage contracts, event dates and schedules; Assist with promotion of events (cable interviews, library presentations, create promotional pieces).
- Create and manage displays for the second floor area that are of interest to teens/adults and provide a welcoming and engaging atmosphere.

- Have knowledge of current cultural and library trends.
- Enforce public policies related to promotion, programming and library displays.

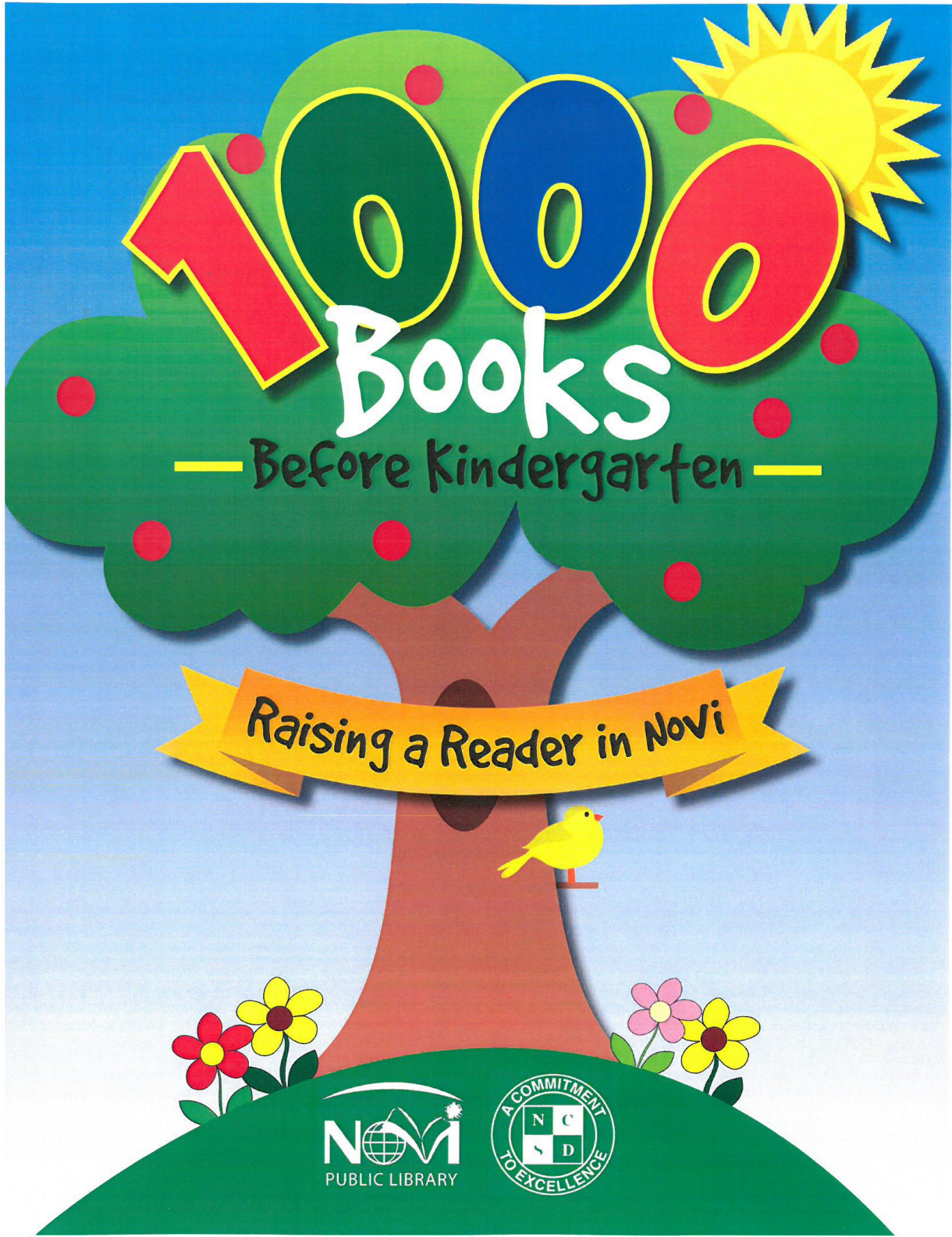
Out and About in Novi and Library Profession:

- 6/20, 6/22: Feed the Need library outreach
- 6/21: On the Road planning mtg.
- 6/23, 7/14: Rotary mtg.
- 6/24: Fox Run Y.O.U. author planning mtg.
- 6/27: Graphic Design intern interview
- 6/28: Friends Patio Party planning mtg.
- 6/20, 6/27, 7/11: Readers Run program
- 6/28: Preschool program planning mtg.
- 6/28: Outreach mtg.
- 6/28, 7/5: City of Novi Leadership mtg.
- 6/28: Quarterly City of Novi staff welcome mtg.
- 6/30: Library financial mtg. w/Jessica Dorey
- 7/5: Deerfield Elementary SRP promo
- 7/11: Business Blender mtg.

Raising a Reader in Novi – Early Literacy Initiative

After a few months of planning, the Library is getting ready to launch its newest reading initiative with the Novi Community School District in mid-August in conjunction with the opening of the NCSD's new preschool building on Taft Rd. This project will engage parents and young children ages 3-5 to take part in a multi-year reading program that will encourage reading development prior to entering kindergarten. The program will require young readers to read up to 1,000 books before entering kindergarten. As readers reach goals of 100, they will receive small incentives from the Library. Once the 1,000 books is reached a reader will be able to designate a book in the library's collection with his/her name as a "Reader Raised in Novi" as well as celebrating at a 1,000 books party.

This program is proudly sponsored by the Friends of the Novi Public Library, Novi Community School District and Novi business, Vibe Credit Union. (See examples of the draft brochure attached). To make this program most effective, the Library will be committing 4 hours of staff time to the new preschool building each week. This will allow for our staff to interact with the children, provide story time programming and promote the reading initiative. Ann Hansen, Child Development Coordinator, and her teachers have been amazing to work with to make this program already a success before its launch. It is proven that children who read early and often grasp learning skills easier and stay stronger readers throughout school and beyond.



Information Technology Report by Barbara Rutkowski

Updates 06-01-2016 through 06-30-2016

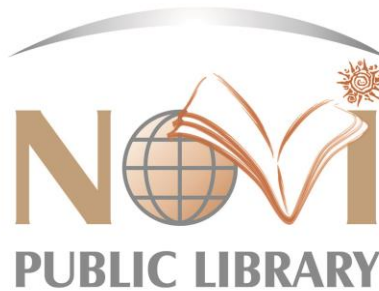
1. 59 IT Help Desk tickets were closed.
2. Dominic Doot held two Transfer VHS to DVD sessions, one eReader/OverDrive instruction, one Zinio Digital Magazines session and one 3D Printer demo. Topics requested during the 13 Tech Times included: Microsoft Word, Facebook, transferring from VHS to DVD, eMail, iPad usage, downloading from Freegal/OverDrive and using android phones.
3. Dominic Doot and Mary Robin demonstrated how to use eReaders and download ebooks at the Meadowbrook Activity Center.
4. Scott Rakestraw assisted a patron recover files from 3.5" floppies using the portable external floppy drive acquired in response to requests from patrons.
5. In response to requests from patrons, we now have portable cassette players for patron use.
6. Scott Rakestraw assisted a patron with translating a document from English to Korean using Google Translate.
7. Scott Rakestraw demonstrated to a patron the basics of his GPS device such as using the voice activated commands, how to find a saved location and creating a route to a new destination.
8. Barb Rutkowski attended an E911 webinar where the necessary configuration changes for compliance were discussed.
9. As an alternate bid on the city's security camera RFP, we awarded our project to Actron Integrated Security Systems.
10. Replacement hardware has been ordered for the Computer Lab.
11. Barb Rutkowski met with the NCSD Technology System Manager, Wanda Ciancio, and the City's Chief Information Officer, Rob Petty, to exchange ideas and share future project plans. Possible partnering opportunities were explored.
12. Staff iPhone and hot spot devices have been upgraded.
13. The software for our WiFi network has been upgraded.
14. The patron print management software, Envisionware, has been upgraded to the current version.
15. WorkFlows, the integrated library system, was upgraded to the latest version.
16. Processed several 3D print requests for patrons.
17. A draft version of the NPL 2016-19 Technology Plan was submitted for approval.
18. The replacement microphones arrived, were set to the proper frequencies and were used successfully.
19. Coordinated the procurement and installation of a replacement motor/attenuator for the AST hardware.
20. The drive-up window's vehicle counter has been installed, tested and statistical reports have been generated for future use in the NPL Board packet.
21. Coordinated the restoration of the City of Novi Bright House channel after the driveway construction project had severed the cable TV feed.
22. The cause of the phone system outage was determined and service was restored.
23. Testing of the new staff image has been completed and clones have been prepared and are being deployed.
24. Quotes were obtained for datacenter stand-by power options.
25. Surplus equipment was auctioned for a total of \$640.
26. Routine tasks were completed: prepped servers for four Minecraft events; six Windows updates were deployed to the appropriate public/staff laptops/workstations; the library internet filter received five definition updates; 15 patron assists for printing/copier/MS Office/PDFs and a couple Wi-Fi connection issues.

Novi Public Library Technology Plan 2016-2019

Contents

- ✓ Mission
- ✓ Technology Goals:
 - Goals for Public Service
 - Goals for Collection Development
 - Goals for Community Relations
 - Goals for Staff Development and Training
 - Goals for Facilities and Equipment
- ✓ Current Status

Motto and Mission Statement



Inform. Inspire. Include.

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

The goal of this plan is to detail how technology can contribute to fulfilling the library's motto and mission statement.

The Novi Public Library is a center of community activity and a source of local pride. It is a library that fulfills the needs of the community in a comfortable, user-friendly, well-staffed facility that is capable of adapting to change.

Increasingly, new technology offers the means to meet these varied needs. As technology continues to play a vital role in providing access to information, our library patrons' expectations continue to demand increased access to technology. An integral part of fulfilling our mission and motto includes providing materials, resources and services in an online format. Successful integration of technology into our library environment requires ongoing training for all staff.

Technology Goals

Goals for Public Service

- Objective 1: Continue to improve methods for accessing a patron's accounts online.
 - ◆ Investigate online library card registration.

Objective 2: Enhance and improve methods for accessing online resources.

- ◆ Review new technology for tools to improve access to online resources by mobile devices.
- ◆ Update and maintain a robust and reliable wireless network for the library and Fuerst Park properties.

Objective 3: Maintain and upgrade computer equipment and supplies to provide consistent and efficient access to online training, products and services.

- ◆ Maintain up-to-date software to manage public computers and printing.
- ◆ Investigate additional hardware/software for public computers as requested in the annual patron technology survey.

Objective 4: Improve access to library services for patrons who do not visit the library on a regular basis.

- ◆ Continue to evaluate the user interface and make changes as necessary to simplify access to online resources.
- ◆ In conjunction with the Information Services Staff continue to offer internet, mobile device and general technology training sessions to the public.

Objective 5: Continually improve web site functionality and the user interface.

- ◆ Assist in evaluating the user interface and making changes to provide straightforward access to online resources.
- ◆ Investigate live streaming video platforms such as Twitch to highlight library staff or programming that feature the creation of artistic or creative works.
- ◆ Investigate creating training content for Google+.

II. Goals for Collection Development

Objective 1: Provide and maximize technology, programs, services and collections that meet the changing needs of our community.

- ◆ Investigate offering on-site patrons tablets to access online magazines.

Objective 2: Expand and enhance the library's multimedia computer offerings.

- ◆ Investigate granting access to our Minecraft servers to patrons outside the building.

Objective 3: Collect statistics on usage of the library's resources.

- ◆ Monitor web site usage in order to analyze web page effectiveness.
- ◆ Monitor statistics of online databases to analyze product use.
- ◆ Provide statistical reports as needed.

III. Goals for Staff Development and Training

Objective 1: Provide a well-trained staff that is engaged in the Novi community and within the library profession.

- ◆ Develop a new staff member "technology" orientation/training
- ◆ Provide specialized training for individuals, if necessary, so staff members are able to meet the Basic Competencies adopted by the TLN Steering Committee.

Objective 2: Implement technology solutions that improve staff efficiency and productivity.

- ◆ Maintain most current version of Microsoft Office suite software.

- ◆ Maintain most current version of Microsoft operating system.

Objective 3: Implement a formalized Internet Volunteer program to help alleviate staffing concerns at the Information Desk.

- ◆ Recruit and train volunteers to assist with basic Internet/troubleshooting questions.

IV. Goals for Community

Objective 1: In conjunction with Information Services and Marketing, increase the promotion of our marketing plan.

- ◆ Highlight online resources on our web site and in library publications.
- ◆ Continue providing remote library programs at schools, community club houses and City buildings/parks.

Objective 2: Use technology to promote library events and services.

- ◆ Investigate technology that can be used to help promote the library (social media, Pinterest, Twitch, Google+, RSS feeds, etc.).

V. Goals for Facilities and Equipment

Objective 1: Maintain and upgrade the library's network technology to provide optimal performance and service for staff and public.

- ◆ Monitor the library's WAN/internet connection bandwidth to determine if upgrades are necessary.
- ◆ Expand/update data center capabilities as necessary to support optimal performance.

Objective 2: Investigate improved methods for network operations.

- ◆ Investigate options to use the cloud for backup services.
- ◆ Investigate cost advantages of using Google mail.

Server Environment - Current Status – 2016

One physical server manages the virtual servers listed below:

- Microsoft Exchange Server - email
- Microsoft Exchange Edge Server - checks email for viruses and spam before sending it through the firewall to the Exchange Server
- EZ Proxy Server – allows authentication for NPL website users to reach NPL databases
- File Server – StaffShare, user profiles, user personal files such as “My Documents”
- Microsoft Office Communication Server – instant messaging for staff within the library
- PC over IP Management Console Servers – management of the software on thin clients
 - Staff
 - Public
- vmWare vCenter Server – management of virtual workstations
- vmWare View Connection Servers – manage the connections between virtual machines and the thin clients
 - Staff
 - Public
- Domain Controller Servers – Computer Accounts, User Accounts, DNS, DHCP
 - 2 Staff

- 2 Public
- Web Server – hosts the Help Desk
- SQL Server – runs databases for virtual environment, RFID gates and self-check software.
- Security Server – management of the security cameras

The virtual environment also uses:

- 2 Dell EqualLogic servers for a Storage Area Network (SAN) array
- 8 Dell PowerEdge servers loaded with ESXi 5 to host the virtual machines (3 for servers, 5 for workstations)
- 13 designated VLANs:
 - Servers
 - Public
 - Staff
 - Staff Wireless
 - Voice
 - Call Pilot Server
 - Video
 - HVAC/Lighting
 - Security Cameras
 - Wireless Controller and Access Points
 - vMotion
 - Firewall
 - Cisco Network Devices
- Some standard applications are installed in the VM image, but most are virtualized with ThinApps and streamed to clients over the LAN.
- Users have roaming profiles with their “Application Data”, “My Documents” and “Desktop” folders redirected to a location on the LAN.

The library's lighting can be scheduled, via IP address, to power on or off by zone:

- 1st Floor Staff
- 1st Floor Public
- 2nd Floor Staff
- 2nd Floor Public
- Outdoors

One server and two players run the Scala system, which manages the video slideshows that are distributed to the monitors throughout the library – video only, no audio.

Three servers and 12 devices run the vBrick system, which provides the ability to create/store a video-on-demand library and easy access to the NPL channel from the cable television provider, BrightHouse, for display on any or all of the library monitors – video and audio. The broadcast cart has a video camera and 2 video encoders which allow broadcasting to the library channel on U-verse.

For backup there is a Tape Storage device which can hold six 800GB tapes and automatically loads them during backups. We also have a 2TB external drive for backup data and in case of power failure there are five Uninterruptible Power Supplies - battery backup.

RFID is used for material security and check-out – 6 self-check stations. Security gates are installed at the front door and conduit has been installed at the patio door if gates are needed in the future. There are a total of 14 RFID antennas in the building:

- 6 self-check stations – 5 first floor and 1 second floor
- 2 at the Circulation Desk
- 2 at the Holds Desk
- 1 at the Drive-up Window
- 3 in the Support Services Department

The library has an Avaya/Nortel Voice over IP server, managing all library phones which are Nortel 1140e IP phones. There is a paging system with ten zones for use within the library.

- 1st Floor Public
 - 2nd Floor Public
 - 1st Floor Staff
 - 2nd Floor Staff
 - Story Time and Activity Rooms
 - Youth and Adult Reference Offices
 - Support Services and Sorting Room
 - Entire Building
 - All Public Areas
 - All Staff Areas
- There is fiber running between the library and Civic Center which allows library staff to access financial and human resources software/files located on the civic center's servers. The library is able to use a three-digit dial to reach the City offices and the City offices use a four-digit dial to reach the library.
 - The Call Pilot server also provides the ability to fax from the desktop. Six staff members (Director, Head of Information Services, Head of Support Services, Head of Information Technology, System Administrator and Facilities Assistant) have use of library-owned smartphones with the "Find Me/Follow Me" feature enabled. This feature forwards calls made to their desk phones to their smartphones and email accounts.

A 40" NEC 24/7 commercial touch LCD and a FireSign player device, which is a web-based platform for managing digital signage and touchscreen kiosks, are mounted in the lobby. The interactive map programming is hosted in-house and the events list is automatically populated from the library's E'vanced calendar. The floor plan highlights meeting rooms or specific items of interest and when touched, expands to display photos and a description of the space.

Remote access to desktops is provided via IPsec VPN (Cisco).

Networking Environment

The network ports throughout the 1st floor connect to Intermediate Distribution Frame 1 in data closet 118A via CAT-6 cable. IDF1 is comprised of 8 Cisco 3750 Switches.

The network ports throughout the 2nd floor connect to Intermediate Distribution Frame 2 in data closet 223 via CAT-6 cable. IDF2 is comprised of 9 Cisco 3750 Switches.

Both IDF1 and IDF2 connect to the Main Distribution Frame in the File Server room (218). The MDF has 5 Cisco 3750 Switches. The MDF connects to all the above listed servers and the following devices in the server room.

- An 8e6 Internet Filter for content filtering via SAM.
- A Cisco ASA 5525 firewall, a Cisco 4300 Series router and VPN access.
- Fiber for Internet access and direct connections to both The Library Network (TLN) and the Civic Center.
- A Cisco 4400 Wireless Controller which manages 22 Wireless Access Points -- 11 on the 1st Floor, 10 on the 2nd Floor and 1 on the patio to cover Fuerst Park.
- A Primex wireless transmitter which keeps the network clocks throughout the building synchronized.

TLN Services

The Novi Public Library participates in the shared catalog, automation services and circulation services provided by TLN. The AT&T telecommunications contract for the 100MB circuit is serviced by TLN and Merit.

Domain Environment

The Novi Public Library uses 2 separate domains.

Staff – npl.local – 3 Domain controllers manage:

- 9 Member Servers
- 72 Virtual Workstations
- 21 PCs
 - 11 PCs for circulation of materials and patron management
 - 6 PCs in the Technology Department
 - 4 PCs in the Technical Services department
- 9 Laptop computers
- 4 tablet devices
- 3 Bizhub copy/print/scan machines
- 24 HP LaserJet printers
- 113 User accounts
- 61 Security and/or Distribution Groups

Public – nplpub.local – 2 Domain Controllers manage:

- 3 Member Servers
- 82 Virtual Workstations
- 3 PCs
 - 2 Mango language computers
 - 1 Creation Station
- Laptops
- Bizhub copy/print/scan machines
- HP LaserJet printers
- Security and/or Distribution Groups

Facilities Team Monthly Update – by Keith Perfect

In the past month the Facilities Department has closed 15 Facilities tickets, 75 Meeting Room Requests and has updated 301 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 \$15.70 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 has been power-washed.
- Several fallen meeting room signs have been re-attached to the glass.
- The quarterly HVAC Maintenance has been completed.
- A leak detection procedure has been conducted on the HVAC chiller system and several leaks were found and repaired. The system has been re-charged and is now working to its full capacity.
- The HVAC chiller has been power-washed by vendor.
- The library's outdoor patio has been stained and sealed and looks like 2009 once again.
- A light bulb in the break room refrigerator has been changed.
- New laminating film rolls have been installed in the Youth Department laminator.

- The main parking lot entrance widening project has started and should be completed by mid-July.
- A zone valve on the lawn irrigation system has been replaced and the system is once again working. (except zones 8,9,10 due to construction)

Information Services Monthly Update – by April Stevenson

- ~The Information Services Department put on 85 programs.
- ~Mary Storch, Mary Robinson, and Dominic Doot went to the Meadowbrook Activity Center to help the Bits and Bytes class learn to download ebooks, audiobooks, and use Zinio and Freegal.
- ~Mike Postula attended the Continuing Education Graduation Ceremony.
- ~The FIRST Robotics Teams held a demonstration in the lobby on Tuesday, June 21st in the evening.
- ~Sarah O'Brien created a pathfinder for youth nonfiction sports books.
- ~Betty Lang assisted a patron in finding vintage photos of 12 Oaks Mall.
- ~Lindsay Fricke applied for Community Financials' Summer of Sharing Grant to create STEAM kits that teach children important and fundamental Science, Technology, Engineering, Art and Math skills.
- ~Kathleen Alberga and April Stevenson performed summer reading skits spreading information about summer reading to all of the Kindergarten through third graders at all of the Novi Elementary Schools.
- ~Lindsay Fricke spoke to every fourth grader about the summer reading program at all of the Novi Elementary Schools.
- ~April Stevenson spoke to all of the students at Thornton Creek Elementary about the summer reading program.
- ~April Stevenson performed a story time at MSU Tollgate and spoke about the summer reading program.

June Adult Programs & Displays

In addition to our regularly scheduled programs we also offered:

- Plan Now or Pay Later – The Truth About Long Term Care, Medicare, and Medicaid
- Time for a De-Clutter
- Readers Run and Walk
- Adult Coloring and Conversation
- Sustainable Eating
- Our Adult Feature Display is Beach Reads
- Our Audiobook Display for the month was Read on the Road



June Tween/Teen Programs & Displays

- Summer Reading Program Teen Volunteer Orientations
- Tie-Dye Day
- Sport Science
- Bubble Soccer
- The Teen Stop Display featured sports-related fiction books to go with the summer reading theme.



June Youth Programs & Displays

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

- Summer Reading Kick-Off Events included; a table with die-cut shapes for the kids to write their name on and tape to the window. Ongoing craft in the Activity Room, Scavenger Hunt, Photo Booth – set up near graphic novels using the window as a backdrop, Ice Cream was handed out after the Doug Scheer performance, a story mob, and a song/dance mob.
- Preschool Science Fun
- Get Mobbed with Minecraft
- On Your Mark, Get Set, Dance
- Family Story Time
- My Little Pony Party
- Have a Laughing Fit with Doug Scheer
- On Your Mark, Get Set, Craft
- Yoga Story Time
- STEAM Saturday
- MSU Tollgate Story Hour (@ MSU Tollgate)
- There was a Ramadan Display with information about the Holiday.
- Our Youth Non-Fiction/Biography Display is about sports.
- Our Youth Feature Display was health, and sports related
- Our Picture Book Displays included; Father's Day and summer reading.
- Our first floor information desk displays featured race cars and reading for the win.



Support Service Report by Maryann Zurmuehlen

MAY – JUNE 2016

General

- Performance Reviews for the department have been completed.

Circulation & Shelves

- We have a new Clerk joining our team on June 15th. Please welcome Kathy Rainko when you see her!
- Training continues for our new Clerks and Supervisor.
- The postings have closed for our 2 open Shelver positions, and interviews will begin the week of 6/19.
- Circ and Shelves have already begun to see an increase in material circulation ahead of the start of SRP.
- Read Boxes began on May 4th and have been heavily visited in our first month.
- The AST machine was temporarily down the weeks of 5/29 and 6/5 due to a motor failing. It has been replaced, and thankfully, the AST machine is back up and running.

Tech Services

- Tech Services has finally caught up on the new, incoming materials to be processed! After a tumultuously busy fiscal year, their workload is starting to return to normal, and we hope in the new fiscal year, workload will be more balanced.
- In the interim before the new fiscal year starts, TS is catching up on donations and projects before we receive our shipment of the last Barnes & Noble orders for this fiscal year.
- All purchased materials and their corresponding invoices for this fiscal year need to be turned into Kristin Abate by **June 23rd at 5pm.**
- The new fiscal year, as well as when new orders can be placed, is **July 1st.**
- The Tween project continues to progress on schedule. TS is currently also working on a Youth Staff material project.

Statistics (MAY 2016)

- Library Cards Issued: 327
- Items Checked Out: 60,465
- Items Interloaned for NPL Patrons: 4,520 (111 through MeLCat)
- Items Interloaned to Other Libraries: 4,392 (70 through MeLCat)
- Items Added to the Collection: 1,623
- Items Discarded from the Collection: 1,706
- Read Boxes:
 - 4 Weekly Deliveries
 - 43 Adult Items Circulated
 - 335 Youth Items Circulated
- Outreach:
 - 11 Facilities Visits / 124 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	422	4,307
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	69,392	793,991
Items borrowed	4,800	4,562	4,283	4,681	3,973	4,626	5,018	4,557	5,538	4,710	4,520	5,300	56,568
Items loaned	4,942	4,892	4,715	4,832	4,373	4,039	4,914	4,563	4,461	4,697	4,392	4,628	55,448
Read Boxes	326	228	245	0	0	0	0	0	0	0	378	269	1,446

	June 2016	June 2015		June 2016	June 2015
Library cards issued	422	432			
Total checkouts	69,392	74,450	READ Boxes	Adult 49	38
				Youth 220	141
Items borrowed	TLN 5,204	4,686		Total 269	179
	MeL 96	67			
	<u>5,300</u>	<u>4,753</u>			
Items loaned	TLN 4,542	4,627			
	MeL 86	92			
	<u>4,628</u>	<u>4,719</u>			

*Due to a discrepancy in TLN's previous statistics (in red italics below), the statistics above (in bold 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	69,392	57.78%	40,093	9,055	6,631	3,861	7,314	11,547	1,685
FYTD	795,451	54.88%	437,256	102,814	69,165	49,307	79,039	122,459	14,472

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	37,156	1,281	274	29
FYTD	392,047	1,127	3,304	348	FYTD	404,979	1,160	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	3,274	76,245	0	79,519	2,742
FYTD	47,843	689,250	27	737,120	2,112	FYTD	35,566	859,539	26	895,131	2,565

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	932	15,847	19
FYTD	13,003	309,468	23	FYTD	12,062	259,253	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	5	1	2	2			1	3	1	10	25	
<i>patrons</i>	3	2	2	5			2	3	5	10		32
Sessions	58	9	25	20	9	7	9	8		88	237	
<i>Patrons</i>	48	25	25	63	33	22	21	19		88		373

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	1,983	218	793	18,289	41	0
FYTD	25,536	2,584	10,022	196,088	**	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	2,754	1,082	3,836	73
FYTD	35,173	13,284	48,457	1,271

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	0
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	41	1,249
FYTD	387	11,166	FYTD	431	10,098

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	47,098	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. Zinio
		4. Library Locator			4. OverDrive
		5. Book/DVD lists			5. Library Locator
			Total	475,236	

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – May 11, 2016**

- I. Call to Order, Roll Call Sue Johnson
- II. Minutes of the April 13, 2015 Meeting * Barb Brunett
- III. Treasurer's Report* Carol Bauer
 - April 2016 Income and Expense
 - Statement Balances
- IV. Reports
 - Library Director Marcia Dominick
 - Morning Arts Mary Storch/Pat Brunett
 - Book Nook Carol Hoffman
 - Membership Sue Johnson
 - President Sue Johnson
 - 2016/2017 Wish List
 - Gala
 - Schedule Budget meeting
 - Nominating Committee person
 - New members
 - June Newsletter
 - Historian survey
 - Disposal of glass case in storage room
 - Spring Into Novi, Volunteer for Saturday, May 14, 9 a.m. - 1 p.m.
- V. Announcements
- VI. Calendar
 - May 14, 2016, Spring Into Novi, Saturday, 10 a.m. - 1 p.m.
 - May 17, 2016, Kaleidoscope - Floating Palaces of the Great Lakes, Joel Stone, Senior Curator for the Detroit Historical Society, 7:00-8:30 pm
 - June 8, 2016, Friends Board Meeting, 7-9 pm
 - July 13, 2016 – Friends Annual Meeting

VII. Adjournment*

*Requires Action

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

I. Call to Order—Sue Johnson, President

Present: Pat Brunett, Barb Brunett, Julie Abrams, Evelyn Young, Carol Bauer, Evelyn Cadicamo, Carol Hoffman, Marilyn Amberger, Carol Neumann, Sue Johnson
Guests: Library Liaison Marcia Dominick, Kathy Mutch

II. Minutes of January 13, 2016—Barb Brunett

Motion to accept—Julie Abrams, second—Carol Neumann. Passed 10-0.

III. Treasurer's Report—Carol Bauer

Carol thanked the members of the board for their support during her recent recovery.

- Sue reviewed the cash flows for February and March, 2016.

- Current account summary:

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

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

IV. Reports

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

V. Announcements

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

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

Submitted by:

Barbara Brunett, Secretary

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – Jun 8, 2016**

- | | |
|---|----------------------------|
| I. Call to Order, Roll Call | Sue Johnson |
| II. Minutes of the May 11, 2015 Meeting * | Barb Brunett |
| III. Treasurer's Report* | Carol Bauer |
| • May 2016 Income and Expense | |
| • Statement Balances | |
| IV. Reports | |
| • Library Director | Marcia Dominick |
| • Morning Arts program | Pat Brunett, Gail Anderson |
| • Book Nook | Carol Hoffman |
| • Gala | Barb Brunett |
| • Membership | Sue Johnson |
| • President | Sue Johnson |
| ○ Discussion of 2016/2017 Wish List | |
| ○ Discussion of 2016/2017 Budget | |
| ○ June Newsletter | |
| ○ Annual Meeting | |
| V. Announcements | |
| VI. Calendar | |
| • July 13, 2016 – Friends Annual Meeting | |
| VII. Adjournment* | |
| *Requires Action | |

Friends of the Novi Library
Meeting Minutes of May 14, 2016

- I. Call to Order—Sue Johnson, President
Present: Pat Brunett, Barb Brunett, Evelyn Young, Carol Bauer, Evelyn Cadicamo, Carol Hoffman, Marilyn Amberger, **Carol Neumann**, Sue Johnson
Guests: Scholarship winner, Catherine Boileau, Mrs. Marcia Boileau, Julie Farkas, Mary Storch, Denise Sinkovich, Liaison Marcia Dominick
Presentation of scholarship to Novi High Senior C. Boileau—Sue Johnson, Evelyn Young
- II. Minutes of April 13, 2016—Barb Brunett
Correction: Minutes to read “Friends” (not “Library”).
Motion to accept as corrected—Evelyn Cadicamo, second—Pat Brunett. Passed 9-0.
- III. Treasurer’s Report—Carol Bauer
- Sue reviewed the Friends income and expenses, noting that expenses are often \$6,000 to \$7,000 over budget (covered by the slush fund). This might be kept in mind when considering the wish list approval.
 - Current account balances as of 4/30/2016:

Checking Account	\$15,301.06
Savings Account	10,613.67
CD Account	<u>10,041.39</u>
Total	\$35,956.12
Startup Fund	<u>100.00</u>
	\$36,056.12
- Motion to approve the Treasurer’s Report: Marilyn Amberger; second—Barb Brunett. Passed 9-0.
- IV. Reports
- Library Director—Julie Farkas
 - Julie said the library will have a presence in the preschool reading program. The library will recommend 100 books for reading and rereading. One library staff person will work on the program four hours a week.
 - Marcia Dominick apologized for omitting credit to the Friends for the purchase of the 3-D printer; will credit in future literature.
 - Carol Hoffman remarked that she had received favorable calls regarding the recent jazz program and also suggested that the Gala be moved to nicer weather, perhaps on the patio. It was determined that the event will take place on August 26, 2016. Pat Brunett will ask Marian Hayden, jazz artist, to provide the entertainment. The gala will still be by invitation with food and wine tasting provided by Cantoro’s. Barb Brunett and Carol Cadicamo will serve with Julie Farkas on the committee.
 - Morning Arts Program—Mary Storch would like to expand the programs to include topics other than just music. She would be willing to host the programs if, in partnership, the Friends would procure the entertainment. Christina would handle promotion. The programs could begin again in January in order to meet the deadline for the Engage. It was suggested we advertise for a volunteer to handle the bookings. Discussion followed. Consensus: Continue the Morning Arts Program. In the meantime, Julie Farkas will work with Evelyn Young.
 - Book Nook—Carol Hoffman
The locks in the Book Nook have been replaced. The space in the Book Nook is “maxed out”. Carol gave credit to the good workers. All donations are scrutinized and Salvation Army takes the overflow books.
 - Membership—Sue Johnson is looking for a fund-raising member.
 - President—Sue Johnson
 - 2016-17 Wish List—In considering the list, Julie Farkas indicated that two technology and one programming item might not be priorities. Any decision on the Wish List is delayed.
 - Budget Meeting—Carol Bauer, Sue Johnson and Carol Hoffman will determine a date to meet on the budget.
 - New Members—It was suggested the Friends not necessarily be encouraged to promote bringing new members to the Gala.
 - June Newsletter—Sue reviewed material for the newsletter. Pat will write an article by June 1 regarding the Annual Meeting.
 - The Board filled out a survey for the historian regarding the use of the Friends history files.
 - Carol Bauer volunteered to represent the Friends at the Spring Into Novi event on May 14.
- V. Announcements—None
- VI. Calendar—Reviewed.
- VII. Adjournment: Motion: Barb Brunett, second—Evelyn Cadicamo. Passed—9-0.



Friends Annual Meeting
July 13, 2016



Avoid the 'summer slump' by reading throughout vacation

As this school year winds to a close, the question parents and students begin to ask is, "What should we do?" Summer is a wonderful time for a wide variety of activities. One of the activities that should be included for any family in Novi is spending time reading.

Summer is a time that can take a toll on academic achievement. Many researchers have studied the "summer slump." Richard Allington, a reading researcher, suggests that young readers can actually lose ability in the summer. By the end of sixth grade, this accumulated loss during the summer can actually create a reader who is up to 18 months behind where they should be. Why? Reading requires constant practice. During the summer, some young readers



Steve Matthews
SUPER TALK

never get the chance to practice. In the summer, young children are so busy that we never encourage them to read.

The Kaiser Family Foundation says that on any given day, 30 percent of all children will play a video game, spending just over an hour engaged with the game. While video games may have a purpose, they are not meant to help develop readers and writers.

Jim Trelease, an advocate of reading aloud to children, advocates getting books into the hands of students during the summer. This is especially important for students from

preschool through sixth grade. One summer activity that all families should plan to participate in that can have a tremendous impact on our students' fall success is reading. Finding opportunities to encourage children to read can have tremendous positive benefits in the fall.

Luckily, here in Novi we have a strong reading advocate in the Novi Public Library. Its summer reading program begins Monday, June 20, and continues until Saturday, Aug. 6. Those who are interested in participating can go online or visit the Novi Public Library to sign up. There are teen volunteers on-hand to assist with the registration process.

Participants can keep track of the time they spend reading or being read to. "Read to Me" participants will earn an entry

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into a weekly drawing for a special prize for every two hours of reading completed per week. "On Your Mark, Get Set ... Read!" participants will earn an entry into a weekly drawing for a special prize for every four hours of reading completed per week. Weekly drawings will begin July 1.

"Read to Me" program participants must complete 10 hours of reading by Saturday, Aug. 6, to be entered into the

grand prize drawing and to receive a free book. "On Your Mark, Get Set ... Read!" program participants must complete 20 hours of reading by Saturday, Aug. 6, to be entered into the grand prize drawing and to receive a free book.

Assemblies have been held in all our Novi schools to alert students to this summer reading program. If you and your child have not signed up to participate, I would encourage you to do so. Summer reading is one of the most powerful ways to ensure that students are prepared for school in the fall.

Plus, it is a lot of fun!

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Library Board Calendar

2016

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	Annual Library Report – City Council Meeting, TBD
November 2	Community Read, Library
November 8	General Election Day
November 11	Holiday – Veteran's Day – Library Open
November 16	Library Board Regular Meeting
November 23	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 24	Holiday – Thanksgiving, Library Closed
December 21	Library Board Regular Meeting
December 21	Library Director – Mid-year Review
December 23	Library Closed
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 30	Library Closed
December 31	Holiday – New Year's Eve, Library Closed
January 1	Holiday—New Year's Day, Library Closed
January	Library Board, Budget Planning Session, TBD
January 26	Library Board Regular Meeting
February	Library Board, Budget Planning Session, TBD
February 23	Library Board Regular Meeting
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
May 14	Mother's Day, Library Closed
May 25	Library Board Regular Meeting
May 28	Library Closed
May 29	Holiday – Memorial Day, Library Closed

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