

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Thursday, February 28, 2019
at 7:00 p.m.
City of Novi – Council Chambers
45175 W. Ten Mile Road, Novi, MI 48375

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

- 1. Call to Order by President, Tara Michener
 - A. Adopt public comment language to reflect 3 minute time limit which follows the City Council guidelines.
 - B. Institute the 3 minute timer in order to accommodate all guests in a timely manner during library board meetings.
- 2. Roll Call by Secretary, Bill Lawler
- 3. Pledge of Allegiance
- 4. Approval and Overview of Agenda 1-4
- 5. Consent Agenda
 - A. Approval of Budget Study Session Minutes – January 19, 2019.....5-11
 - B. Approval of Regular Meeting Minutes – January 24, 2019..... 12-19
 - C. Approval of Budget Study Session Minutes – February 9, 2019.....20-24
 - D. Approval of Claims and Warrants 575 25-27
- 6. Correspondence
 - A. Comment Cards re: Cold Temperatures in the Library lobby28
 - B. Email from Gwen Markham re: MKL Day – January 21, 2019.....28
 - C. Email from Vinit Gupta re: Overdue notices and CARL system.....28-29
- 7. Presentation/Special Guest
 - A. Communications Update by Christina Salvatore
- 8. Public Comment

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the ~~five minute~~ (3 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
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 - A. 2018-2019 Library Goals33
 - B. 2018-2019 Goals Update (July, October, January, April)N/A
 - C. 2019-2020 Library Board Officers: present slate in March, approve in April, take office in May

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13. Committee Reports	
A. Policy Committee: Review current public policies for the Library	
(Michener–Chair, Dooley)	
• Board approved revised policy manual on June 22, 2017	
• New policy being presented to the Board regarding a Drug-Free Workplace (see information included)	
B. HR Committee: HR Policies, Director Review, Salary Study	
(Lawler – Chair, Yu, Staff Liaison – Marcia Dominick)	
• Staff satisfaction and strategic planning survey	
C. Finance Committee: Financial plan based on building assessment review, Library endowment investigation	
(Agosta- Chair, Messerknecht, Lawler)	
• Craig Messerknecht and Director Farkas met with the library's attorney on Friday, November 30, 2018, to discuss the library's options for an endowment/foundation. The attorney is currently gathering information relevant to the start-up (policies, bylaws, costs, etc.).	
• As of January 14, 2019: Director contacted the library attorney for updates to the discussion on November 30, 2018. Attorney is still working on investigating start-up costs, policies, bylaws, etc.	
• As of February 20, 2019: No update from Attorney at this time	
• As of February 20, 2019: There was a request from the Board to start looking into future funding for the library. The Director contacted John Chratska from EveryLibrary.org to discuss options. A meeting is scheduled for: Thursday, March 28 th at 2:00pm.	
D. Events/Marketing/Fundraising Committee: Outreach opportunities	
(Michener – Chair, Agosta, Wood)	
1. Library Board Member Bingo Idea	
• 2/1/2019: Toast of the Town – Agosta, Dooley, Michener	
• 2/9/2019: Let's Talk About... Race – Michener	

- 2/11/2019: City of Novi 50th Anniversary Celebration – Agosta
- 2/13/2019: Suburban Collection Grand Opening – Agosta, Messerknecht

E. Strategic Planning Committee: Annual review of current plan

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

- Council Member, Doreen Poupard, has offered to stay involved with the Committee through June 2019 based on her months of knowledge and participation since July 2018.
- As of February 20, 2019: Strategic Planning Committee meeting scheduled for Friday, February 22nd at 4:00pm to review the data and decide on next steps.

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

(Messerknecht – Chair, Lawler, Yu, Wood)

- January 15, 2019: Planning meeting with Novi School District regarding library café partnership. Considered options for operation, staffing, equipment, hours of operation. Library attorney will draft language based on desires for the educational partnership. Meeting attended by: Director Farkas, Trustee Lawler and Trustee Wood.
- As of February 20, 2019: Attorney was contacted regarding draft of café contract. No information has been received.
- LED project is almost complete. There was a final meeting with consultant and committee on Wednesday, January 30, 2019. Lights for the parking lot were received on February 19, 2019. Installation will be scheduled. See reports from Keith Perfect and Karl Geil, Consultant.

G. Bylaw Committee: Review of Library Board Bylaws

(Lawler- Chair, Agosta)

- Bylaw revisions were approved at the October 25, 2018 meeting.
- Nothing to report at this time

14. Public Comment

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the ~~five minute~~ (3 minute) time limit. This is not a question-answer session, therefore, Library Board members will not respond to questions. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees.

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15. Matters for Board Action

- A. Approve: OPERATING AGREEMENT BETWEEN THE NOVI PUBLIC LIBRARY AND THE FRIENDS OF THE NOVI PUBLIC LIBRARY (This will be brought back again at another time after further discussion with the Friends President)N/A
- B. Approve: 2019-2020 Budget Fund 268.....45-48
- C. Approve: 2019-2020 Contributed Fund 269.....49

16. Adjourn

Supplemental Information:

- Novi News: Novi Library Participating in Cuban Challenge.....74
- Library Calendar76

Future Events:

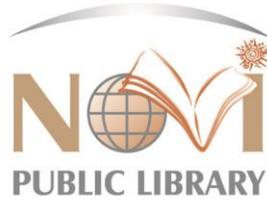
- Friends of Novi Library Regular Meeting: March CANCELLED
- Library Board Trustees Workshop: Wednesday, March 13th at 5:00pm – 8:00pm, Novi Library
- Battle of the Books: Saturday, March 16th at 3pm, City of Novi
- Historical Commission Regular Meeting: Wednesday, March 20th at 7pm, Novi Library
- Library Board Regular Meeting: Thursday, March 28th at 7:00pm, City of Novi



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<http://www.novilibrary.org>



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
BUDGET STUDY SESSION
January 19, 2019**

1. Call to Order

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Tara Michener, President, at 8:28 a.m.

2. Welcome New Board Member – Katherine (Kat) Dooley

President Michener introduced and welcomed new Board Member, Kat Dooley. Kat is a resident of Novi and is employed in Novi. Kat is a community advocate. She is involved in Novi Rotary, Housing and Community, and resides on her HOA Board. Kat is honored to be a part of the Novi Library Board.

3. Roll Call

Roll Call by Secretary, Bill Lawler

Library Board

Tara Michener, President
Melissa Agosta, Treasurer
Bill Lawler, Secretary
Craig Messerknecht, Board Member
Kat Dooley, Board Member
Geoff Wood, Board Member
Torry Yu, Board Member

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

4. Pledge of Allegiance

The Pledge of Allegiance was recited.

5. Approval and Overview of Agenda

A motion was made to approve the January 19, 2019 Library Board Budget Session Agenda.

1st—Melissa Agosta

2nd—Kat Dooley

The motion passed unanimously.

Documents provided at meeting:

- 2019-2020 Budget Narrative
- 2018-2019 End of Yr.
- 2019-2020 Proposed 268 Budget (Projected 20/21 and 21/22) (Draft 1: 1/19/2019)
- 2019-2020 Proposed 269 Budget (Draft 1: 1/19/2019)

- Fund 268 and 269 Revenue and Expenditure Reports through 12/31/18
- Fund 268 and 269 Balance Sheets For the City of Novi through 12/31/18

6. Public Comment

None.

7. 2019-2020 Proposed 268 and 269 Library Budgets – Julie Farkas, Library Director

A. 2019-2020 Budget Narrative

1. Unexpected Costs as of January 14, 2019

- a. The technology budget unexpected costs total \$400.00. Therefore, the 2018-2019 year-end for account 734.500 will be increased from \$58,000 to \$58,400.
- b. Building Maintenance is highlighted in yellow and this area has been a struggle this year due to faulty equipment. The detail is listed on page 1 and the 2018-2019 year-end for account 934.000 will be increased from \$98,000 to \$108,322.50. This is an increase of \$10,322.50.
- c. Director Farkas inquired about a 5-year maintenance contract for the Lending Library in order to secure a cost savings. Lending Library offered a 5-year contract for \$27,720, which is a substantial savings of \$16,280 if the agreement is entered into prior to the installation of the machine. The maintenance contract would not go into effect until the kiosk is received. A trustee asked if this could go into the 2019-2020 budget. Director Farkas said she will ask the vendor if the payment can be made out of the 2019-2020 budget and inform the Board of the vendor's response.

A Trustee inquired whether the budget numbers are actually changed to reflect the year-end adjustments. Director Farkas responded that the City changes the numbers once they are submitted. Some of the trustees' do not support amending the budget numbers. A trustee asked if someone from the City's Finance Department could explain why the numbers are amended from the approved budget. Director Farkas will reach out to the Finance Department and get an explanation to the Board.

2. Technology (Budget 986.000) Capital Improvements

The computers are on a 5-year cycle of replacement. Security cameras are on a rotation of 5-7 years.

- No upgrades are scheduled for Technology Capital Improvements for physical computers for 2019-2020.
- The building has been open for 8 years and we are on a cycle to replace and upgrade security cameras. The cost is \$17,500 and the specific locations included are: elevator, hall-admin., 2nd floor corner stacks, study rooms, teen room, adult workstations, and the north stairs. This expense is included the 269 budget for 2019-2020. (269 account 742.233)
- The cost to upgrade the second floor meeting room to digital equipment is \$14,000 and this cost is factored into the 268 budget for 2019-2020.

3. New Delivery Van Capital Purchase (Budget 983.000 Vehicles)

The Library sold their van about a year ago. The Library is appreciative that the City of Novi, Parks and Recreation Services, allows the Library to use their van.

However, the Library will need to purchase its own van. Director Farkas is open to allowing Parks and Recreation to borrow the Library van, should it be purchased. The Library will be able to save considerable money by purchasing a van at the price the City is paying to replace their fleet of vans.

- \$28,500 is being budgeted for the purchase of the 2019 Ford Transit Van. This expense is included the 269 Budget for 2019-2020.
- Director Farkas explained to the Board that there is an opportunity to make money from the van by offering sponsorships. Businesses in the community could pay a set amount of money to advertise their business on the van.
- A trustee was aware of Ford offsetting or crediting the wrap cost on the Transit model and inquired if Ford will offset the wrap cost for the Library. Director Farkas said she will contact her representative at Ford and find out.

4. Capital Improvement Projects

b. Upholstery Project (Budget 990.00 Furniture)

- The Capital Improvements projects include reupholstering the furniture in the 1st floor study rooms, costing \$15,000. Details can be found on page 5. This cost is factored in the 269 budget for 2019-2020. (269 account 742.231)

c. Lending Library – 2nd payment and operational costs

- The Lending Library was paid a deposit of \$32,750 in December 2018 and we carry a contingency of \$2,000 (both transactions from the 269 account 976.044).
- Detailed operational costs for the Lending Library include materials, personnel, technology maintenance, operating supplies and TLN Automation Services, which total \$25,850. These expenditures are included in various 268 accounts and can be found on page 5.

5. Salary Study

A salary study was completed about a year ago. The newly developed salary structure is being used by administration. Director Farkas pointed out that there is an increase in minimum wage from \$9.25 to \$9.45 an hour, which will go into effect in March 2019. This wage was adjusted on the salary structure along with an intern position rate of pay from \$11.52 to \$12.00 per hour.

6. Health Insurance

The contribution has not changed, still 20% employee, 80% City.

7. Employee Compensation for 2018-2019

Director Farkas included a 2% increase for staff that meets expectations or above. However, more than meets or exceeds expectations in the past received a higher percentage. Director Farkas is asking the Board for a more than meets or exceeds option, recommending a 3% increase, costing about \$6,000.

- One trustee's comment is that like most businesses, we rely on the backs of our strongest employees and believes the Library's effectiveness is related to the core of the outstanding employees. Additionally, there would be a cost to integrate new employees. The trustees were all in agreement with this thought process and the trustees agreed that they would like to offer more but within close proximity to what the City is offering.
- Director Farkas will ask the City what they are planning for salary increases for the employees and how they determine stipends for part time and full time employees and provide that information to the Board.

8. Building Assessment Information for Future Planning of the 269 Contributed Funds

Account

Keith Perfect, Facilities Assistant II, provided preliminary quotes for major building repairs and/or replacements on page 7. The Trustees appreciate Keith's work in gathering the preliminary quotes.

9. What is currently under warranty with the Library building? (Information gathered as of budget time: January 2015)

Director Farkas included a summary from January 2015, on page 8, which indicates which warranties are active and no longer active.

10. What has been the fund balance overage/usage over the past few years

Director Farkas included a detail of fund 268 overage/usage over the past few years on page 8. The last three years include overages to the fund balance.

11. QSAC (Quality Services Assessment Checklist) – Library of Michigan

The Novi Library has received the essential and the enhanced levels for the QSAC (Quality Services Assessment Checklist). The library is currently working on excellent status. In order to acquire excellent status the library has to maintain that 15% of the overall budget is specific to collections.

12. 3 Goal recommendations made by Novi resident, Michael Duchesneau (Library Board meeting on December 19, 2018)

Director Farkas included a response to Mr. Duchesneau, a Novi Resident who made goal recommendations at the December Library Board Meeting, on page 10 and 11. This information is also included in the January Board Packet with an update to the Bylaws regarding the Library student representatives.

13. Projects Currently in the Works for 2019-2020

Director Farkas included a list of projects that will continue into 2019-2020 on the bottom of page 11.

14. Friends Wish List 2019-2020

The Wish List totals \$12,050 (please eliminate the button maker) and Friends generously contribute approximately \$15,300 to various programs. Resulting in the Library potentially receiving \$27,350 in support in the 2019-2020 fiscal year.

15. Historical Commission Budget 2019-2020 (Approved 1/16/2019)

Director Farkas included the Historical Commissions 2019-2020 Budget on page 13. These funds are supported by the City of Novi and Director Farkas submits this budget to the City on behalf of the Historical Commission.

16. Outstanding Fines at the Library

As of June 30, 2018, there are \$35,560.05 in outstanding fines and lost items on Novi Library materials.

17. Term Limit Expirations for Board Members

Terms expiring in 2019 include Trustee Melissa Agosta and Trustee Torry Yu whose terms expire on March 1, 2019.

Break 10:06 am – 10:20 am

B. 2018-2019 End of Yr.

2018-2019 End of Year changes are discussed under **Section 7. A 2019-2020 Budget Narrative**

2019-2020 268 Proposed Budget (Projected 20/21 and 21/22)

1. Revenue

The proposed revenue is \$3,136,439.00 for the 2019-2020 Proposed Budget.

- 567.000-State Aid: \$36,000
 - The State Aid report has been filed.
- 657.000-Library book fines: \$58,000
 - A trustee noticed that Library book fines are expected to decrease.
 - Trustees discussed Library book fines collected at one TLN Library that belong to another TLN Library.
- 658.000-State penal fines \$107,000
 - Discussion took place about the importance of State penal fines revenue to the Novi Public Library.
- 665.289-Adult Programming-\$3,000.00
 - A trustee asked to be provided with the expenses associated with the adult programming revenue.
- 665.290-Library Fundraising-\$4,000.00
 - A surplus of books that are donated but not utilized by the Library or Friends are sold and a percentage is earned by the Library.
- 665.300-Meeting Room-\$45,000.00
 - Discussions took place about meeting rooms and libraries fines.
 - HOA's use of meeting rooms at the Library were discussed.
- 665.650-Library Café-\$5,000.00
 - New lessee in June 2019

2. Expenditures

The second phase of the salary adjustment is taken into effect. Also, the adjustment of 2% merit increase is included.

- 704.000-Permanent Salaries: \$945,000
 - Includes a temporary employee moving into a permanent position in the support services department.
- 705.000-Temporary Salaries: \$675,000
 - This can sometimes fluctuate.
- 728.000-Postage: \$1,000
 - Increase due to returning items for repair. Also, to allow for consideration to send a postcard into the North end regarding Lending Library.
- 734.000- Computer/software licensing: \$65,500
 - Reminder that 2018-2019 year end highlighted in yellow reflects cost of Lending Library Maintenance Contract.
- 734.500-Computer supplies equipment: \$51,000
 - Discussion took place about years computers were replaced compared to years computers were not replaced and how it affects this account.
- 740.200-Desk, chairs, cabinets, etc.: \$2,500
 - Increase at 2018-2019 year end to \$750 as a result of some chairs that needed repair.
- 742.000-Books: \$185,800
 - The amount allocated to this account has increased.
- 742.010-Lending Library Books: \$10,000
 - Planning for Spring 2020
- 744.000-Audio/visual materials: \$96,000
 - Costs increase based on demand.
- 855.000-TLN Automation: \$74,000
 - This number is a more accurate reflection of costs based on the TLN contract.
 - The year end 2018-2019 is increased to \$70,000 reflecting more accurate numbers provided by TLN contract.
- 922.000-Electricity: \$100,000
 - This amount is still less than 2017-2018 audited of \$115,543
 - A LED comparison will be taken into consideration when a full year is available.
- 934.000-Building Maintenance- \$82,500
 - Reminder that year end increased as a result of unexpected costs the Library is experiencing.
- 941.000 Grounds Maintenance-\$45,400
 - Burn of Bio swale rescheduled to Spring 2020
- 986.000-Internal Tech/Capital Outlay: \$14,000
 - Cost to upgrade the second floor meeting room to digital equipment

2019-2020 269 Contributed Fund Proposed Budget

End of Year 2018-2019 LED Lighting Conversion Project increased from \$15,000 to \$20,000 but the overall project will still come in considerably under budget.

269 Capital Expenditures for 2019-2020: Library Van \$28,500, Camera Replacement \$17,500 and Public Furniture Replacement \$15,000.

Discussion took place about capital expenditures and classifying them in 268 vs. 269 and maintaining a balanced budget in 268. After discussions, Treasurer Agosta and the Board asked Director Farkas to move \$17,500 for security camera replacement from 269 to 268 and \$28,500 for the Library van from 269 to 268 and including the \$6,000 merit increase in 268. The 269 Furniture replacements will remain in 269.

C. Revenue & Expenditure Report through 12/31/18

Included in the packet

8. Board Member's Individual Reflections

President Michener offered the Board members an additional opportunity to express their thoughts on the proposed 2019-2020 Budget. The Trustees were able to make reflections throughout the meeting.

9. Public Comment

None.

10. Approval of 2019-202 268 and 269 Library Budgets (which includes 268 Budgets 18/19 Yr. End, Projected budgets for 20/21 and 21/22)

No approvals

11. Next Budget Session: Saturday, February 9, 2019 (8am-10am)

12. Adjourn

A motion was made to adjourn the meeting at 11:47 a.m.

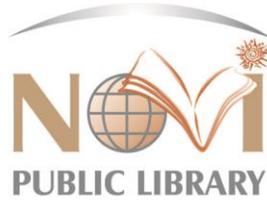
1st—Melissa Agosta

2nd—Kat Dooley

The motion passed unanimously.

William Lawler, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
January 24, 2019**

DRAFT

1. Call to Order

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

A. Welcome to new Board Member – Katherine (Kat) Dooley

Kat has been a resident of Novi since 2009 and has been employed in the City of Novi prior to becoming a resident. Kat is a Board Member of the Novi Rotary and is involved with Feed the Need. Kat is honored to work in the Community and to be a member of the Novi Library Board.

B. Committee Assignments based on Board Member appointments (until May 2019)

1. Torry Yu – Buildings/Grounds, HR
2. Kat Dooley – Strategic Planning, Policy

C. Welcome 2 new Student Representatives – Mahek Nasser and Tarun Tangirala

Mahek Nasser is a sophomore at Novi High School that enjoys playing field hockey in her free time. Also, Mahek is involved in choir and several academic clubs. Tarun Tangirala is a freshman at Walled Lake Western. Tarun played soccer on the JV team and is involved in Model UN and many other extra-curricular activities. Tarun is looking forward to giving back to his community.

2. Roll Call by Secretary, Bill Lawler

Library Board

Tara Michener, President
Melissa Agosta, Treasurer
Bill Lawler, Secretary
Kat Dooley, Board Member
Craig Messerknecht, Board Member
Geoffrey Wood, Board Member (absent and excused)
Torry Yu, Board Member

Student Representatives

Mahek Nasser, Student Representative (departed at 7:18pm)
Tarun Tangirala, Student Representative (departed at 7:18pm)

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

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

These motions were accepted and approved as amended.

1st—Melissa Agosta

2nd—Kat Dooley

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes – December 19, 2018

A motion was made to approve the regular meeting minutes from December 19, 2018. Trustee Agosta requested that item **17. A. Library Board Director Mid-Year Review** on page 14 is changed from February to January. The line will be amended to read, this session will take place at the January Board Meeting. The minutes were approved with the above noted change.

1st—Torry Yu

2nd—Melissa Agosta

The motion passed unanimously.

B. Approval of Claims and Warrants L574

A motion was made to approve the Claims and Warrants L574.

1st – Torry Yu

2nd – Melissa Agosta

The motion passed unanimously.

6. Correspondence

A. Email from Beth Sommers regarding story time programs

7. Presentation/Special Guest

A. None

8. Public Comment

The first public commenter was Mr. Alan Bialeck regarding his personal growth workshop at the Novi Library. Mr. Bialeck discussed his interactions with the Library staff and the staff's determination to not move forward with his personal growth program.

The next public commenter was Mike Duchesneau. He thanked the Board and the Library staff for the information that is included on pages 54 and 55 of the Board packet. In summary, Mr. Duchesneau requested that 1,500 books be added to the international book collection and discussed Novi's population of Japanese citizens.

9. Student Representatives Report

The Student Representative Report can be found on pages 18-22 of the January 24, 2019 Library Board packet.

December Programs:

12/11/18 Battle of the Books Coaches' Kick-Off Meeting (50 attendees)

12/12/18 The NASA @ My Library STEM Kit Activities Program (10 attendees)

12/18/18 The Gingerbread Engineering Challenge (143 attendees)

12/19/18 The Tween Pizza & Pages Book Club (12 attendees)

12/21/18 Teen Advisory Board Meeting (TAB) (18 attendees)

Upcoming Programs:

02/15/19 Teen Advisory Board Meeting

02/27/19 Tween Pizza & Pages Book Club

Director Farkas included the Novi Public Library Student Representatives Expectations on page 22. Teen Librarian Lindsay Gojcaj, Director Farkas and the new student representatives, Mahek and Tarun met weeks ago to discuss these expectations. Trustee Lawler welcomed the new representatives and is pleased to see students early in their high school careers join the library. Past representatives have been juniors and seniors.

10. President's Report (Tara Michener)

A. 2018-2019 Library Goals

The Library Goals are on page 23 of the January Board Packet.

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

On pages 24-38 is the update, changes are marked in red for review. Director Farkas reports on the goals quarterly to the Board.

11. Treasurer's Report (Melissa Agosta)

Trustee Agosta provided a printed summary of the Treasurer's Report to all members. The Treasurer's Report can be found on pages 39-52 of the January 24, 2019 Library Board packet.

A. 2018-2019 Library Budget Fund 268

The 2018-2019 Fund 268 Budget can be found on pages 39-42 of the January 24, 2019 Library Board packet.

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

B. 2018-2019 Contributed Fund Budget 269

The 2018-2019 Contributed Fund 269 Budget can be found on page 43 of the January 24, 2019 Library Board packet.

- The 2018-2019 Fund 269 budget calls for revenue of \$33,000.00 and expenditures of \$145,700.00 consuming \$112,700 of the fund balance.
Trustee Agosta explained that the Board approved an amended budget for Fund 269 and expects the financials to reflect this by the next meeting.

C. Treasurer's Overview of Financials – January 24, 2019

Please refer to page 44 and 45 for the Treasurer's Overview of Financials.

D. Library Fund 268 Expenditure & Revenue Report as of December 31, 2018

The Fund 268 Expenditure and Revenue Report can be found on pages 46-49 of the January 24, 2019 Library Board packet.

- Revenue ending December 31, 2018 was \$2,971,762
- Expenditures ending December 31, 2018 were \$1,332,800

E. Contributed Fund 269 Expenditure & Revenue Report as of December 31, 2018

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 50 of the January 24, 2019 Library Board packet.

- Revenue ending December 31, 2018 was \$36,631.24.
- Expenditures ending December 31, 2018 was \$59,475.24.

Trustee Agosta mentioned that the Increase in expenditures is the result of \$32,750 deposit made to the Lending Library.

F. Balance Sheets for Funds 268 and 269 as of December 31, 2018

The Balance Sheet for Funds 268 and 269 can be found on pages 51 and 52 of the January 24, 2019 Library Board packet.

- Ending Fund Balance for Fund 268 as of December 31, 2018 was \$3,532,153.40.
- Ending Fund Balance for Fund 269 as of December 31, 2018 was \$1,683,492.28.

Please refer to page 45 for Trustee Agosta's brief explanation of Funds 268 and 269.

12. Director's Report

The Director's Report can be found on pages 53-89 of the January 24, 2019 Library Board packet.

Staff members celebrating anniversaries in February are:

- April Stevenson – 8 years
- Tia Marie Sanders – 5 years
- Eva Sabolcik – 3 years

Director Farkas included information about the Trustee Workshop which will be held March 13, 2019 at the Novi Library. Details can be found on page 53 of January 24, 2019 Library Board packet. Director Farkas appreciates this great opportunity for the Board Members to network with other Board Members of the neighboring libraries that are participating in the event. A trustee inquired whether other Library Directors will be present. Director Farkas responded that all Directors from the Libraries being represented are attending.

Please refer to pages 54 and 55 for the response to Mr. Duchesneau's request from the December meeting. Director Farkas agrees with Mr. Duchesneau and expressed her intentions of continuing to grow the international collection.

On page 55 Director Farkas included dates of meetings that she has been involved in, this is followed by a paragraph personally thanking staff that contributed in building the budget that was presented on January 19, 2019.

On page 68 and 69 is a brochure promoting a new pilot program with our neighborhood libraries. The program is called The Let's Talk About Series. Director Farkas explained that each month there is a library that is hosting and discussing a theme. This discussion encourages discussion of a natural topic with young children ages 4-11 and their parents. Novi Library's first topic is race and Library Board President, Tara Michener, is going to be helping out with that program.

On page 70, the Novi Library is hosting non-profit organizations to be present and have a table at a community volunteer fair. If you are looking for a way to get involved in your community as a volunteer, please attend on Saturday, April 27th and get to know all of the non-profits in the community. Director Farkas is grateful to Community Financial who paid for Chuck Gaidica to be the Honorary Speaker for this event.

A. Information Technology Report

The Information Technology Report can be found on page 71 of the January 24, 2019 Library Board packet. Training details can be found on page 72.

B. Facilities Report

The Facilities Report can be found on the bottom of page 72 of the January 24, 2019 Library Board packet.

C. Information Service Report

The Information Service Report is found on pages 73-75, prepared by April Stevenson. Director Farkas mentioned the Raising a Reader Program on page 74. This program has 275 children actively participating; 1,038 logs have been received this year and 2,400 books read in December 2018.

D. Support Service Report

The Support Services report is found on pages 76 -78, prepared by Maryann Zurmuehlen. Director Farkas is happy to point out that all 24 of her 24 staff members tested 100 percent on CARL proficiency testing.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 79-85 of the January 24, 2019 Library Board packet.

F. Director Performance Evaluation Form (2nd draft)

Please see section **13. B. HR Committee: HR Policy, Director Review, Salary Study.**

G. Friends of the Novi Library

No report was provided.

H. Novi Historical Commission

On pages 86-88 are the minutes from the November 28th meeting. Director Farkas pointed out that the Novi Historical Commissions Budget and expenditures is on page 86. The Historical Commission is very helpful with gathering data for the City of Novi's 50th Anniversary.

Trustee Dooley discussed the Libraries social media presence recommending that the Library build out the future programming schedule on Facebook. Trustee Agosta agreed and added that Facebook has reminders available that indicate events followers are attending or interested in attending. Director Farkas will work with the staff to get this implemented.

Trustee Lawler noticed that the percentage of self-checks seems to be decreasing and asked for others thoughts on this. Director Farkas confirmed that Trustee Lawler is correct and mentioned they are usually around the 50% mark and said that all the self-checks are working. Adding that perhaps people would like to talk to staff and check out items with the staff.

13. Committee Reports

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

(Michener-Chair, Dooley)

- i. Board approved revised policy manual on June 22, 2017
- ii. New policy being presented to the Board regarding a Drug-Free Workplace on pages 66 and 67. Director Farkas explained this is a policy that the City has adopted and made active. Director Farkas is looking for direction from the Board to move forward with this policy. This is discussed further under item **15.C. Drug-Free Workplace policy.**
- iii. President Michener asked the Trustees on the Policy Committee to make a note that the Board will be doing some policy review very soon.

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

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

- i. Staff satisfaction and strategic planning. Director Farkas will set up a meeting with the HR Committee to review the staff satisfaction survey information.
- ii. President Michener stated that the HR Committee will be contacted for a meeting very soon.

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

(Agosta – Chair, Messerknecht, Lawler)

- i. Trustee Messerknecht and Director Farkas met with the library's attorney on Friday, November 30, 2018, to discuss the library's options for an endowment/foundation. The attorney is currently gathering information relevant to the start-up process (policies, bylaws, costs, etc.)
- ii. Director Farkas contacted the library attorney for an update and the attorney is still working on investigating the start-up information.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Michener – Chair, Agosta, Wood)

1. Library Board Member Bingo Idea

President Michener suggested a Library Board Card, which includes the Trustees pictures and a fun fact. President Michener suggested this could engage the community and bridge the gap. Director Farkas will be meeting with President Michener on the details and creativity of the Bingo Idea. Also, President Michener discussed a potential for Board Books with the Board entertaining the possibility a Summer Reading Program.

- i. 01/12/2019: City of Novi Early Budget Input Session - Michener
- ii. 01/14/2019: Mental Health Presentation - Michener

E. Strategic Planning Committee: Annual review of current plan

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

- Council Member, Doreen Poupard, has offered to stay involved with the Committee through June 2019 based on her months of knowledge and participation since July 2018.
- Strategic Planning data was received on January 11, 2019. Director Farkas is currently reviewing and will be setting up a session to go over the findings with the Committee.

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

(Messerknecht – Chair, Lawler, Yu, Wood)

- January 15, 2019: Planning meeting with Novi School District regarding library café partnership. Considered options for operating, staffing, equipment, hours of operation. Library attorney will draft language based on desires for the educational partnership. Meeting attended by Director Farkas, Trustee Lawler, and Trustee Wood.
- LED project is almost completed. There is a final meeting with consultant and committee scheduled for Wednesday, January 30, 2019 at 10:00 am at the Library.

G. Bylaw Committee: Review Library Board Bylaws

(Lawler – Chair, Agosta)

- i. Bylaw revisions were approved at the October 25, 2018 meeting.
- ii. Revision being proposed to the Board based on student representative requirements. Please refer to item **15.A. Approve: Amendment to Library Board Bylaws to reflect updated language for student representative.**

14. Public Comment

None

15. Matters for Board Action

- A. Approve: Amendment to Library Board Bylaws to reflect updated language for student representative.** Director Farkas wanted to update the information in the Bylaws regarding the Student Representatives. Please refer to page 57 for changes highlighted in yellow. Approved wording: Student Representative must be a resident of Novi, Michigan.

A motion was made to approve the amendment to the **Bylaws of the City of Novi Library Board**

1st— Melissa Agosta

2nd— Kat Dooley

The motion passed unanimously.

- B. Approve: OPERATING AGREEMENT BETWEEN THE NOVI PUBLIC LIBRARY AND THE FRIENDS OF THE NOVI PUBLIC LIBRARY (1ST draft – Attorney recommended).**

Director Farkas and Trustee Messerknecht had an appointment with an attorney and the memorandum changes were made based on the attorney's recommendation. Director Farkas has already reviewed these changes with Friends President, Sue Johnson and Vice President Carol Hoffman, both agree with the language that was presented. Trustee Messerknecht mentioned that the attorney recommendation was to have more formal wording with some of the aspects of the agreement. Director Farkas gave an example of page 63 section 1.e. discussing where the space is allowed to Friends for a nominal fee.

A motion was made to approve the 1st draft of the **OPERATING AGREEMENT BETWEEN THE NOVI PUBLIC LIBRARY AND THE FRIENDS OF THE NOVI PUBLIC LIBRARY**

1st— Melissa Agosta

2nd—Kat Dooley

The motion passed unanimously.

- C. Drug-Free Workplace policy**

Please refer to pages 66 and 67 to review this policy. Trustee Agosta asked if this pertains to volunteers. Director Farkas stated that it does.

A motion was made to approve the **Drug-Free Workplace policy.**

1st— Melissa Agosta

2nd—Torry Yu

The motion passed unanimously.

16. Library Director Mid-year review (Closed Session)

No decisions will be made tonight during this closed session.

17. Adjourn

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

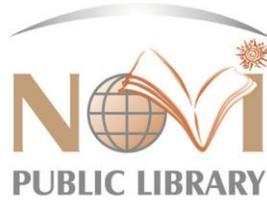
1st— Melissa Agosta

2nd—Kat Dooley

The motion passed unanimously.

William Lawler, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
BUDGET STUDY SESSION
February 9, 2019**

1. Call to Order

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Tara Michener, President, at 8:04 a.m.

2. Roll Call

Roll Call by Secretary, Bill Lawler

Library Board

Tara Michener, President

Melissa Agosta, Treasurer

Bill Lawler, Secretary

Craig Messerknecht, Board Member

Kat Dooley, Board Member

Geoff Wood, Board Member

Torry Yu, Board Member

Library Staff

Julie Farkas, Director

Barbara Cook, Bookkeeper

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

A motion was made to approve the February 9, 2019 Library Board Budget Session Agenda.

1st—Melissa Agosta

2nd—Geoff Wood

The motion passed unanimously.

Documents provided at meeting:

- 2019-2020 Budget Narrative; Updated 2/8/19
- 2018-2019 End of Yr. (Draft 2: 02/09/2019)
- 2019-2020 Proposed 268 Budget (Projected 20/21 and 21/22) (Draft 2: 02/09/2019)
- 2019-2020 Proposed 269 Budget (Draft 2: 02/09/2019)

The Trustees received a copy of the Robert's Rules of Order; these books are checked out on the individual Trustees Library Cards. President Michener refreshed the Trustees about some of the proper procedures when calling motions.

5. Public Comment

None.

6. 2019-2020 Proposed 268 and 269 Library Budgets – Julie Farkas, Library Director

C. 2019-2020 Budget Narrative

18. Unexpected Costs as of January 14, 2019

- d. Technology 734.500. No changes from January 19, 2019 Budget Study Session.
- e. Building Maintenance is amended to reflect a heating and plumbing issue occurring in the last week and a half, due to the cold temperatures. The 2018-2019 year-end for account 934.000 will be increased from \$98,000 to \$112,322.50.
- f. Director Farkas followed up with Envisionware (Lending Library Kiosk) confirming that maintenance costs will not be billed until the unit is delivered. Therefore, the \$27,720 will be expensed from account 734.000 in 2019-2020 and not year-end 2018-2019.

19. Technology (Budget 986.000) Capital Improvements

The computers are on a 5-year cycle of replacement. Security cameras are on a rotation of 5-7 years.

- As of 02/09/19, the \$17,500 cost to upgrade security cameras in specific locations throughout the Library are now expensed from 268-986.000 instead of 269-742.233.

20. New Delivery Van Capital Purchase (Budget 983.000 Vehicles)

- No changes.

21. Capital Improvement Projects

b. Upholstery Project (Budget 990.00 Furniture)

- No changes.

c. Lending Library – 2nd payment and operational costs

- Detailed operational costs were updated on page 5 to reflect Lending Library 5 year maintenance contract cost from account 268-734.000 for 2019-2020.

22. Salary Study

No Changes. However, Director Farkas updated page 6 to include a chart of the minimum wage structure increases through January 1, 2021.

23. Health Insurance

No changes. Some employees moved from Blue Cross Blue Shield to Priority Health and HAP.

24. Employee Compensation for 2018-2019

No changes.

25. Building Assessment Information for Future Planning of the 269 Contributed Funds Account

No changes.

26. What is currently under warranty with the Library building? (Information gathered as of budget time: January 2015)

No changes.

27. What has been the fund balance overage/usage over the past few years

No changes.

28. QSAC (Quality Services Assessment Checklist) – Library of Michigan

No changes.

29. 3 Goal recommendations made by Novi resident, Michael Duchesneau (Library Board meeting on December 19, 2018)

No changes.

30. Projects Currently in the Works for 2019-2020

No changes.

31. Friends Wish List 2019-2020

Communications Area (Public Area) was added to the Wish List which now totals \$12,600.

32. Historical Commission Budget 2019-2020 (Approved 1/16/2019)

No changes.

33. Outstanding Fines at the Library

No changes.

34. Term Limit Expirations for Board Members

No changes

D. 2018-2019 End of Yr.

2018-2019 End of Year changes are also discussed under **Section 6. A 2019-2020 Budget Narrative**

2019-2020 268 Proposed Budget (Projected 20/21 and 21/22)

3. Revenue

- 665.289-Adult Programming: \$4,500 – End of Yr.
 - The 2018-2019 year-end amount for adult programming increased to \$4,500.
- 665.400-Gifts and Donations: \$6,000- End of Yr.
 - The 2018-2019 year-end amount for gifts and donations increased to \$6,000.

4. Expenditures

- 716.200-HSA- Employer Contribution: \$5,000-End of Yr.
 - The 2018-2019 year-end increased to \$5,000
- 734.000-Computer/software licensing: \$94,000-Proposed
 - Includes the \$27,720 5 year maintenance cost for the Lending Library Kiosk.
- 734.500-Computer supplies equipment: \$56,100-Proposed
 - The 2019-2020 proposed amount increased due to the West and East Meeting Rooms requiring an upgrade to the microphone system.
- 806.000-Legal Fees: \$2,500-Proposed
 - President Michener and the Board requested to increase legal fees to \$5,000.
 - Discussion of 2018-2019 year-end legal fees continued. The Trustees agreed to amend this expenditure at a future date to better reflect future expenditures.
- 934.000-Building Maintenance: \$112,322.50-End of Yr.
 - The year-end 2018-2019 includes the unexpected cost of \$4,000 for building maintenance.
- 976.000-Building Improvements/Entrance: \$10,000-Proposed
 - The 2019-2020 proposed amount includes alternative options for the main entrance due to cold winds/temperature.
- 983.000-Van: \$28,500-Proposed
 - The new vehicle for outreach moved from 269-983.000 to 268-983.000.
- 986.000-Internal Tech Capital Outlay: \$14,000-Proposed
 - No changes. Second Floor Meeting Room upgrade to digital equipment
- 986.000-Data Proc.-Camera Replacement: \$17,500-Proposed
 - Upgrade to security cameras moved from 269-742.233 to 268-986.000

2019-2020 269 Contributed Fund Proposed Budget

The 2018-2019 year-end Technology Library Expenditures account 269-742.233 decreased to \$24,000. The technology for MakerSpace is going to be lower than budgeted. The 2019-2020 proposed for Technology Library Expenditures is \$5,000 to allow for funds for MakerSpace Technology for next year.

LED Conversion 2018-2019 year-end remains at \$20,000. The 2019-2020 proposed for LED Conversion project amount is \$2,000.

The 2018-2019 MakerSpace Renovation account 269-976.046 is budgeted for \$38,700. However, the team expects the costs to be \$29,000. The 2019-2020 proposed for MakerSpace Renovation amount is \$7,000.

C. Revenue & Expenditure Report through 12/31/18

Included in the January 19, 2019 Budget Session packet

7. Board Member's Individual Reflections

President Michener offered the Board members an additional opportunity to express their thoughts on the proposed 2019-2020 Budget.

Trustee Wood revealed that the 2018-2019 269 End of Year column should reflect a Beginning Fund Balance of \$1,707,428.28 to match the audited 2017-2018 Ending Fund Balance of \$1,707,428.28

The Trustees felt that they are looking at the budget thoroughly before making decisions. The Trustees were appreciative of Director Farkas and the staff's efforts to keep the Library in the black.

Discussions took place about the budget and possibility of future expenditures for significant maintenance issues. Additional discussions were focused on the millage process and the Board requested to be educated about that process. Director Farkas will schedule a learning workshop on this procedure in the future.

8. Public Comment

None.

9. Approval of 2019-2020 268 and 269 Library Budgets (which includes 268 Budgets 18/19 Yr. End, Projected budgets for 20/21 and 21/22)

Approval will be made at the February Board Meeting

10. Adjourn

A motion was made to adjourn the meeting at 9:01 a.m.

1st—Melissa Agosta

2nd—Geoff Wood

The motion passed unanimously.

William Lawler, Trustee

Date

Warrant 575	268 Accounts	February 2019	
Payable to	Invoice #	Account number	Amount
Amazon (12/17/18)		268-000.00-727.000	\$ 21.99
Global Office Solutions (12/27/18)		268-000.00-727.000	\$ 555.58
The Office Connection (12/27/18)		268-000.00-727.000	\$ 518.91
UPS	Shipping costs	268-000.00-728.000	\$ 16.66
CDW-G (01/08/19)		268-000.00-734.000	\$ 1,635.56
Solution Control Services		268-000.00-734.000	\$ 282.50
Amazon (12/07/18)		268-000.00-734.500	\$ 384.89
Business Payment Dev. Systems		268-000.00-734.500	\$ 764.00
Bosch	printer repairs	268-000.00-734.500	\$ 96.95
CDW-G (01/02/19)		268-000.00-734.500	\$ 629.20
Pro Vantage (11/27/18)		268-000.00-734.500	\$ 930.51
Demco		268-000.00-740.000	\$ 143.83
Global Office Solutions (12/27/18)		268-000.00-740.000	\$ 22.70
Amazon (12/03/18)		268-000.00-742.000	\$ 913.46
Barnes & Nobles (01/07/19)		268-000.00-742.000	\$ 698.25
Brodart (12/13/18)		268-000.00-742.000	\$ 9,931.34
CCH Incorporated (12/21/18)		268-000.00-742.000	\$ 162.06
Center Point Large Print		268-000.00-742.000	\$ 23.25
Gale/Cengage (12/26/18)		268-000.00-742.000	\$ 536.72
Lakeshore (01/16/19)		268-000.00-742.000	\$ 76.22
Michaels (01/10/19)		268-000.00-742.000	\$ 27.98
Office Depot/ Office Max		268-000.00-742.000	\$ 38.86
Novi Public Library (01/21/19)		268-000.00-742.000	\$ (500.00)
SAWA Books (01/10/19)		268-000.00-742.000	\$ 227.67
The Container Store (01/10/19)		268-000.00-742.000	\$ 84.97
Tsai Fong Books (12/20/18)		268-000.00-742.000	\$ 540.05
WT Cox Information Services		268-000.00-742.000	\$ 566.19
Michigan.Com		268-000.00-743.000	\$ 8.50
WT Cox Information Services		268-000.00-743.000	\$ 10,689.81
Hoopla (01/18/19)		268-000.00-744.000	\$ 10,750.00
Midwest Tape (12/19/18)		268-000.00-744.000	\$ 1,279.61
Midwest Tape (11/21/18)		268-000.00-745.200	\$ 3,073.48
The Library Network (01/10/19)		268-000.00-745.300	\$ 559.30
Spectrum (12/26/18)		268-000.00-801.925	\$ 37.07
Merchant Billing Statement		268-000.00-802.100	\$ 714.55
Providence Medical Occ.		268-000.00-804.000	\$ 98.00
Foster Swift (01/08/19)		268-000.00-806.000	\$ 240.00

Rosati, Schultz, Joppich, etc.		268-000.00-806.000	\$ 196.00
Rubbish		268-000.00-808.100	\$ 104.92
AAUW- Northville-Novu Affiliate	Membership	268-000.00-809.000	\$ 75.00
Historical Society of Michigan	renew membership	268-000.00-809.000	\$ 25.00
Rotary Club of Novi	Winter Dues	268-000.00-809.000	\$ 401.00
Knight Technologies (01/15/19)		268-000.00-816.000	\$ 932.50
H&K Janitorial Service	December Cleaning	268-000.00-817.000	\$ 4,060.67
AT&T (12/22/18)	12/22/18-01/21/19	268-000.00-851.000	\$ 293.58
T Mobile (12/21/18)	11/21/18-12/20/18	268-000.00-851.000	\$ 342.03
Telnet (12/15/18)	12/15/18-01/14/18	268-000.00-851.000	\$ 421.24
Verizon (12/28/18)	12/29/18-01/28/19	268-000.00-851.000	\$ 380.28
The Library Network (01/02/19)		268-000.00-855.000	\$ 17,072.39
City of Novi - Fuel		268-000.00-861.000	\$ 58.32
Brush, Emily	Mileage	268-000.00-862.000	\$ 33.90
Harbor House Publisher (01/11/19)		268-000.00-880.000	\$ 1,195.00
Municipal Web Services	12/01/18-12/31/18	268-000.00-880.000	\$ 384.50
The Novi Chamber of Commerce	2019 Toast of Town Awards	268-000.00-880.000	\$ 800.00
Accucut (1/4/19)		268-000.00-880.268	\$ 255.00
Acme Party Works (12/18/18)		268-000.00-880.268	\$ 174.50
Amazon (12/05/18)		268-000.00-880.268	\$ 223.68
Benito's Café (12/19/18)		268-000.00-880.268	\$ 33.75
Big Tommy's Parthenon(01/22/19)	MLK Program; catering	268-000.00-880.268	\$ 300.00
Blissfield Dinner Train	On the Road; deposit; 5/3/19	268-000.00-880.268	\$ 500.00
Buffalo Wild Wings (01/08/19)		268-000.00-880.268	\$ 30.00
Demco (01/2/19)		268-000.00-880.268	\$ 27.70
Discount School Supply (01/04/19)		268-000.00-880.268	\$ 82.41
Gordon Food Service (01/09/19)		268-000.00-880.268	\$ 6.99
Kroger (01/15/19)		268-000.00-880.268	\$ 12.85
Meijer (01/12/19)		268-000.00-880.268	\$ 28.63
Michaels (01/08/19)		268-000.00-880.268	\$ 54.67
Party City (01/08/19)		268-000.00-880.268	\$ 11.96
Sam's Club (01/15/19)		268-000.00-880.268	\$ 163.60
The Office Connection (01/24/19)		268-000.00-880.268	\$ 68.05
Walmart (01/17/19)		268-000.00-880.268	\$ 33.87
City of Novi	Engage Publication	268-000.00-900.000	\$ 8,632.99
Geisler (12/27/18)	nameplates	268-000.00-900.000	\$ 207.40
Millennium Business Systems		268-000.00-900.000	\$ 486.10
Vista Print (01/22/19)	Business Cards	268-000.00-900.000	\$ 106.59
Consumers Energy (02/04/19)	12/09/18-01/10/19	268-000.00-921.000	\$ 1,554.79
DTE	11/20/18-12/19/18	268-000.00-922.000	\$ 6,794.87
City of Novi	09/20/18-12/24/18; Utilities	268-000.00-923.000	\$ 1,810.55

24/7/365 (01/10/19)	window cleaning	268-000.00-934.000	\$ 1,095.00
Allied Eagle Supply (12/04/18)		268-000.00-934.000	\$ 824.68
Boynnton (01/09/19)		268-000.00-934.000	\$ 230.00
Dalton Commercial Cleaning	carpet care	268-000.00-934.000	\$ 1,325.00
Ferguson (12/20/18)		268-000.00-934.000	\$ 52.09
Home Depot (12/13/18)		268-000.00-934.000	\$ 39.70
Library Design (01/29/19)		268-000.00-934.000	\$ 3,780.00
Lyon Mechanical (11/13/18)		268-000.00-934.000	\$ 5,866.60
North Star Mat Service (12/31/18)		268-000.00-934.000	\$ 155.92
Orkin (12/27/18)	date of service 12/12/18	268-000.00-934.000	\$ 67.80
Voss Lighting		268-000.00-934.000	\$ 79.40
Brien's (01/18/19)		268-000.00-941.000	\$ 1,625.00
Home Depot (01/02/19)		268-000.00-941.000	\$ 38.13
TruGreen (01/30/19)		268-000.00-941.000	\$ 414.00
Millennium Business Systems		268-000.00-942.000	\$ 716.40
Corrigan (01/01/19)	01/01-01/31/19	268-000.00-942.100	\$ 23.06
Busch's		268-000.00-956.000	\$ 43.47
Historical Society of Michigan	MI in Perspectives Conference	268-000.00-956.000	\$ 99.00
Hyatt Regency Crystal City	Computers in Lib 2019	268-000.00-956.000	\$ 981.88
Information Today (01/14/19)	Computers in Libraries 2019	268-000.00-956.000	\$ 499.00
MCLS Training		268-000.00-956.000	\$ 573.00
Panera (01/19/19)		268-000.00-956.000	\$ 22.98
Actron Security Alarm Systems		268-000.00-986.000	\$ 6,070.27
Library Design Associates		268-000.00-990.000	\$ 14,249.00
Petty Cash (Operating Supplies)		268-000.00-740.000	\$ 4.45
Petty Cash (Programming)		268-000.00-880.268	\$ 54.92
TOTAL			\$134,088.65

Warrant 575	269 Accounts	February 2019	
Payable to	Invoice #	Account number	Account total
Amazon (12/18/18)	RAR	269-000.00-742.229	\$ 422.97
Amazon (12/17/18)	Donation purchase	269-000.00-742.230	\$ 28.44
Amazon (01/11/19)	eNable	269-000.00-742.233	\$ 89.57
CDW-G (01/10/19)	MakerSpace	269-000.00-742.233	\$ 10,798.06
First Impressions (01/16/19)	magnets for culture club	269-000.00-742.236	\$ 149.58
Graybar (12/19/18)		269-000.00-976.045	\$ 1,193.50
Great Lakes Power & Lighting	3 LED flagpole lights	269-000.00-976.045	\$ 1,085.52
Voss Lighting (12/10/18)		269-000.00-976.045	\$ 1,092.00
TOTAL			\$ 14,859.64

Subject: Library Lobby
Date: Monday, January 21, 2019
From: 5 patrons (comment cards)

5 comment cards were received related to the main lobby area being very cold. Patrons were concerned about the staff as well as themselves and requested something be done to remedy the cold temperatures. We found that the library was experiencing a heating issue which resulted in the library closing on Thursday, January 31, 2019. In addition, a temporary entrance using the East meeting room was implemented to keep the colder temperatures from coming into the main lobby through the main doors. 3 years ago, the library installed an air curtain to help deter cold temperatures from coming into the building. This was an improvement, but when temperatures dip to negative wind chill numbers and winds are high, it is difficult to maintain warmth in this area due to the constant patron use of the doors. Staff use portable heaters and are welcome to dress warmly, wear gloves, coats, hats, etc. The patrons that requested a response were contacted about this issue. Information was shared with the Library Board at the 2nd budget session on February 9, 2019 and a contingency of \$10,000 has been placed in the 19/20 budget to look further into this situation. The Director has reached out to Charles Boulard from the City to help brainstorm some ideas.

From: Gwen Markham
Sent: January 22, 2019
Re: MLK Day Event

Julie, I just wanted to thank you and Gail and everyone involved in making such a wonderful program happen. You always do such great work, but this event for some reason seemed really special. That you would open the library when the rest of the city has the day off, really says something.

If you need my help in the future to drum up interest and support, let me know.
Thanks again.
Gwen

From: Vinit Gupta
Sent: Monday, February 18, 2019 10:27 AM
Subject: Online account notifications

Hi

This is Vinit Gupta and I have a few concerns I want to raise regarding the new online library account portal. The new portal does not send items due text or email a day before due date it only send three days before. It also does not send over due notice the next day item is overdue but randomly waits for 7-8 days. I understand that it is users responsibility to keep track of due date however the old account system was very helpful in avoiding large fines as it would send a notification the very day item is overdue. Can Library please look into adding these notifications back.

Thanks
Vinit Gupta

Good Morning Vinit!

Thank you for your email. I wish I had a better answer for you at this time, but unfortunately I do not. When we changed over to our new system in May 2018, the option for having a day of notice for patrons for materials due was unable to be put in our software. We are part of a larger consortium of over 60 libraries and the rules are for all of our buildings. At this time, we cannot make the change to the day of notice, however, you are not the first patron to voice your concern and I have shared this information with my library board along with the consortium director, and I am hoping as we get to our first year with the new system, we can make modifications that work best for our patrons. This is a topic that is definitely on my radar and is important to our Novi community. I will continue to pursue for a change. I appreciate your patience!

Thank you,
Julie Farkas

January 2019 Student Representative Report

Prepared by: Lindsay Gojcaj

Student Representatives: Mahek Nasser and Taron Tangirala

Programs:

The Tween Advisory Board Meeting took place on January 23rd. At this program, attendees were asked to provide feedback regarding tween programming, including the Summer Reading Program and other tween programs. Library staff gathered information which can be used to put together future programming. (Attendance = 6)

Due to inclement weather, the Library's Preschool and Childcare Information Fair originally scheduled for January 19th was rescheduled to February 12th.

Due to the Library's early closure, the Tween Pizza and Pages Book Club originally scheduled for January 30th was rescheduled to February 9th.

Teen Space Update:

There were 452 attendees in Teen Space for the month of January. Teen Space resumed on January 7th after being off on winter break. There was no Teen Space on January 21st due to MLK Jr. Day. There was no Teen Space on January 23rd, January 28th, and January 30th due to inclement weather. In addition, there was no Teen Space on January 25th due to school closure. There was also no Teen Space on January 31st due to school and Library closure. In total, there was no Teen Space for 10 out of 31 days in January. We offered a hot chocolate station with marshmallows during final exam week of January 22nd.

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

September 2018 = 699

October 2018 = 1,156

November 2018 = 658

December 2018 = 405

January 2019 = 452

Total for 2018-2019 school year = 3,370

Teen Advisory Board Update:

The fifth Teen Advisory Board (TAB) meeting of the year took place on January 18th. At this meeting, the new Library Board Student Representatives were recognized. Then, members assisted Library staff by looking for damaged items in the youth, tween, and teen fiction collections. They pulled books off the shelves that could no longer circulate, which would then go to a Librarian to make the final determination of what should happen with the materials. This project was a way to give back to the Library and help to ensure that the Library maintains a collection in good condition. (Attendance = 21)

Upcoming Programs:

Teen Advisory Board (TAB) Meeting – March 15th

Battle of the Books – March 16th

Tween Pizza and Pages Book Club – March 27th

Hi all,

As some of you may know, I served as a member of YALSA's Best Fiction for Young Adults Committee for the last two years. The Library received many teen fiction books that we either added to our collection (thanks Tech Services!) or are used as summer reading teen prizes. As a committee, over the last year, about 130 titles were considered, 108 books were nominated, and 69 books made the [final list](#). I wanted to share the [official press release](#) as I am very proud to have served on this committee. ☺ This list is very helpful when looking for recently published popular teen fiction titles.

Thanks,
Lindsay



YALSA names 2019 Best Fiction for Young Adults

CHICAGO — The Young Adult Library Services Association (YALSA), a division of the American Library Association (ALA), announced its [2019 Best Fiction for Young Adults](#) list.

The [list](#) consists of 69 titles selected from 108 official nominations, which were posted and discussed in blogposts on [The Hub](#). [View](#) the full list at www.ala.org/yalsa/best-fiction-young-adults. From the full list, a top ten list will be available after the Best Fiction for Young Adults Teen Feedback Session takes place at the 2019 ALA Midwinter Meeting.

“For the 2019 list, team bloggers read a wide variety of fiction titles to establish a diverse list that reflects student interest and literary merit,” said Coordinator Lorrie Roussin. “Our blogging team read hundreds of books and discussed all of the nominated titles in a virtual setting. A blog post was written for each nominated title and published to YALSA’s The Hub.”

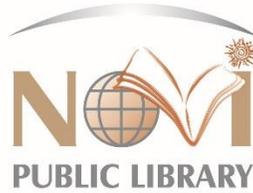
The [suggestion form](#) for the 2020 Best Fiction for Young Adults list is open. If you’d like to [suggest](#) a title to the blogging team for consideration as a nominee, please fill out the [form](#).

YALSA’s portfolio of [book and media awards](#) helps strengthen library services for and with teens by identifying quality, age appropriate resources for librarians and library workers to share with the teens in their communities. Learn more about YALSA’s other book and media lists [here](#).

The members of the Best Fiction for Young Adults Bloggin Team are: Coordinator, Lorraine Roussin, San Antonio ISD, San Antonio, TX; Megan Baird, Yuma County Library District, San Luis, AZ; Cathy DeCampli, Haddonfield Public Library, Haddonfield, NJ; Kimmie DePinto, Thornton, CO; Molly Dettmann, Pioneer Library System, Moore, OK; [Lindsay Fricke, Novi Public Library, Novi, MI](#); Mary Gensel, Lansing, IL; Dana Hutchins, Jackson Middle School, San Antonio, TX; Carol Maples, Central High School, Lufkin, TX; Shelbie Marks, Prescott Valley Public Library, Prescott Valley, AZ; Cate Merlin, Peabody Institute Library, Peabody, MA; Cathy Rettberg, Menlo School, Atherton, CA; Celeste Rhoads, The American Library in Paris, Paris

France; Jenny Zbrizher, Morris County Library, Whippany, NJ; and with the help of administrative assistant Molly Moore, Bogart Library, Bogart, GA.

The mission of the Young Adult Library Services Association (YALSA) is to support library staff in alleviating the challenges teens face, and in putting all teens – especially those with the greatest needs – on the path to successful and fulfilling lives. For more information about YALSA or to access national guidelines and other resources go to www.ala.org/yalsa, or contact the YALSA office by phone, 800-545-2433, ext. 4390; or e-mail: yalsa@ala.org.



Inform. Inspire. Include.

6 Strategic Objectives
2013-2018

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

Library Goals
2018-2019

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

Approved: June 28, 2018

FINANCIALS

2018-2019 Library Budget 268 2/22/2018 Final Draft		2016-2017 Audited	2017-2018 Approved	2017-2018 Amended	2018-2019 Approved	2018-2019 Amended	2020-2021 Projected
Revenues				5/24/2018		5/24/2018	
Account	Description						
403.000	Tax Revenue - Current Levy	2,537,769.36	2,629,295.00	2,629,295.00	2,729,513.00	2,729,513.00	2,952,241.00
403.001	Tax Revenue - Cnty Chargebk	2,422.46	-15,000.00	-15,000.00	2,000.00	2,000.00	2,000.00
403.002	Tax Revenue - Tx Tribunal	4,000.00	-5,000.00	-5,000.00	-1,000.00	-1,000.00	-1,000.00
403.003	Tax Revenue - Brownfield 2008	-217.02	-225.00	-225.00	-233.00	-233.00	-252.00
403.006	Tax Revenue - Brownfield 2015				-3,000.00	-3,000.00	-6,000.00
420.000	Tax Reveune - C/Y Del PPT	-6,712.21	-5,000.00	-5,000.00	-5,500.00	-5,500.00	-6,000.00
567.000	State Aid	36,210.14	34,000.00	34,000.00	34,000.00	34,000.00	34,000.00
633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
657.000	Library book fines	62,701.26	62,000.00	62,000.00	62,000.00	62,000.00	62,000.00
658.000	State penal fines	117,150.58	100,000.00	112,141.45	100,000.00	100,000.00	100,000.00
664.000	Interest on Investments	51,568.50	35,000.00	35,000.00	36,000.00	36,000.00	37,000.00
664.500	Unrealized gain(loss) invest	-47,460.19	0.00	0.00	0.00	0.00	0.00
665.000	Miscellaneous income	15,326.59	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
665.100	Copier	2,270.05	2,100.00	1,500.00	1,500.00	1,500.00	1,500.00
665.200	Electronic media	81.00	50.00	50.00	50.00	50.00	50.00
665.266	SRP - T-shirt sales	0.00	0.00	0.00	0.00	0.00	0.00
665.289	Adult Programming	4,873.65	2,500.00	4,080.33	3,000.00	3,000.00	3,000.00
665.290	Library Fundraising	0.00	0.00	0.00	0.00	0.00	0.00
665.300	Meeting Room	49,160.49	34,000.00	40,000.00	45,000.00	45,000.00	45,000.00
665.400	Gifts and donations	2,571.41	1,000.00	4,000.00	3,500.00	3,500.00	3,500.00
665.404	Novi Township Assessment	6,197.00	6,300.00	6,194.00	6,200.00	6,200.00	6,200.00
665.650	Library Café	4,469.07	5,000.00	5,000.00	5,000.00	5,000.00	7,500.00
Total Revenues		2,842,382.14	2,901,020.00	2,923,035.78	3,033,030.00	3,033,030.00	3,255,739.00

2018-2019 Library Budget 268 2/22/2018 Final Draft		2016-2017 Audited	2017-2018 Approved	2017-2018 Amended	2018-2019 Approved	2018-2019 Amended	2020-2021 Projected
Expenditures							
Personnel Svcs.							
Account	Description						
704.000	Permanent Salaries	785,289.97	800,500.00	800,500.00	877,000.00	886,000.00	921,500.00
704.200	Wages (non-pensionable)		0.00	0.00	56,000.00	0.00	56,000.00
704.250	Final Payout	6,558.03	0.00	0.00	0.00	0.00	0.00
705.000	Temporary Salaries	585,147.40	691,000.00	671,000.00	691,000.00	716,000.00	735,500.00
706.000	Overtime					2,500.00	0.00
715.000	Social Security	102,475.43	105,150.00	103,150.00	110,150.00	112,150.00	116,000.00
716.000	Insurance	223,731.54	224,400.00	224,400.00	233,000.00	233,000.00	266,750.00
716.200	HSA - Health Savings Acct.	2,019.71	1,500.00	2,000.00	1,800.00	1,800.00	1,800.00
716.999	Ins. Employee Reimbursement	-41,124.63	-45,000.00	-40,300.00	-46,600.00	-46,600.00	-53,530.00
718.000	Pension DB	13,452.00	9,144.00	9,200.00	9,700.00	9,700.00	10,900.00
718.050	Pension - add'l DB	-15,028.56	15,852.00	15,900.00	16,800.00	16,800.00	18,900.00
718.200	Pension - Defined Contribution	21,194.72	32,000.00	32,000.00	32,700.00	32,700.00	34,300.00
719.000	Unemployment Ins	0.00	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	2,591.57	3,000.00	2,500.00	3,000.00	3,000.00	3,500.00
Total Personnel Services		1,686,307.18	1,837,546.00	1,820,350.00	1,984,550.00	1,967,050.00	2,111,620.00
Supplies and Materials							
Account	Description						
727.000	Office supplies	17,582.47	23,000.00	23,000.00	20,000.00	20,000.00	20,000.00
728.000	Postage	608.68	700.00	300.00	300.00	300.00	300.00
734.000	Computer software/licensing	73,598.06	75,000.00	75,000.00	67,500.00	67,500.00	71,500.00
734.500	Computer supplies equip	48,298.19	74,000.00	84,000.00	58,000.00	58,000.00	62,000.00
740.000	Operating supplies	30,299.17	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00
740.010	Gift and Donations expense	14.32	0.00	0.00	0.00	0.00	0.00
740.200	Desk, chairs, cabinets, etc.	0.00	2,000.00	2,000.00	0.00	0.00	0.00
741.000	Uniforms	184.56	300.00	300.00	300.00	300.00	300.00
742.000	Books	161,658.17	196,000.00	180,000.00	180,000.00	180,000.00	180,000.00
742.010	Lending Library Books	0.00	10,000.00	0.00	10,000.00	10,000.00	10,000.00
742.100	Book Fines	1,126.56	1,000.00	1,000.00	1,200.00	1,200.00	1,200.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	21,048.33	24,800.00	24,800.00	24,000.00	24,000.00	24,000.00
744.000	Audio visual materials	75,644.65	76,200.00	76,200.00	92,000.00	92,000.00	92,000.00
745.200	Electronic media	47,376.40	46,000.00	46,000.00	41,000.00	41,000.00	41,000.00
745.300	Online (Electronic) Resources	67,312.79	59,000.00	59,000.00	67,000.00	67,000.00	67,000.00
Total Supplies & Materials		544,752.35	615,000.00	598,600.00	588,300.00	588,300.00	596,300.00

2018-2019 Library Budget 268 2/22/2018 Final Draft		2016-2017 Audited	2017-2018 Approved	2017-2018 Amended	2018-2019 Approved	2018-2019 Amended	2020-2021 Projected
Services & Charges							
Account	Description						
801.925	Public Information (cable)	387.61	500.00	500.00	500.00	500.00	500.00
802.100	Bank Services	2,561.24	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
803.000	Independent Audit	665.00	700.00	700.00	700.00	700.00	700.00
804.000	Medical Service	1,971.00	1,500.00	1,000.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	3,525.80	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
808.000	Rubbish	0.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
809.000	Memberships & Dues	4,742.57	5,200.00	6,000.00	6,000.00	6,000.00	6,000.00
816.000	Professional services	3,169.55	12,000.00	8,500.00	7,500.00	7,500.00	7,500.00
817.000	Custodial Services	46,900.00	46,800.00	46,800.00	48,000.00	48,000.00	48,000.00
818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	11,655.25	14,000.00	19,500.00	19,500.00	19,500.00	19,500.00
855.000	TLN Automation Services	57,017.61	56,000.00	60,000.00	60,000.00	60,000.00	60,000.00
861.000	Gasoline and oil	0.00	500.00	300.00	500.00	500.00	500.00
862.000	Mileage	185.58	300.00	200.00	200.00	200.00	200.00
880.000	Community Promotion	21,489.18	25,000.00	25,000.00	23,000.00	23,000.00	23,000.00
880.267	Library Programming - Book It	0.00	0.00	0.00	0.00	0.00	0.00
880.268	Library Programming	20,837.71	22,500.00	22,500.00	26,500.00	26,500.00	26,500.00
880.271	Adult Programming	2,539.90	3,000.00	4,500.00	0.00	0.00	0.00
900.000	Print, Graphic Design, Publish	27,677.70	29,500.00	29,500.00	30,000.00	30,000.00	30,000.00
910.000	Property & Liability Insurance	13,222.00	14,000.00	13,230.00	14,000.00	14,000.00	14,000.00
910.001	Ins deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00	0.00
921.000	Heat	10,848.89	11,500.00	16,000.00	12,000.00	12,000.00	12,000.00
922.000	Electricity	91,991.32	99,000.00	99,000.00	85,000.00	85,000.00	85,000.00
923.000	Water and Sewer	7,226.80	5,500.00	7,500.00	7,500.00	7,500.00	8,300.00
934.000	Building Maintenance	80,621.62	80,000.00	80,000.00	98,000.00	98,000.00	98,000.00
935.000	Vehicle Maintenance	70.64	0.00	50.00	500.00	500.00	500.00
941.000	Grounds Maint.	24,859.96	52,000.00	52,000.00	37,000.00	37,000.00	41,000.00
942.000	Office Equipment Lease	12,793.59	12,000.00	14,000.00	14,000.00	14,000.00	14,000.00
942.100	Records storage	272.65	300.00	300.00	300.00	300.00	300.00
956.000	Conferences & Workshops	10,318.57	15,500.00	15,500.00	13,000.00	13,000.00	13,000.00
Total Services & Charges		461,046.74	517,000.00	532,275.00	514,900.00	514,900.00	519,700.00

2018-2019 Library Budget 268 2/22/2018 Final Draft		2016-2017 Audited	2017-2018 Approved	2017-2018 Amended	2018-2019 Approved	2018-2019 Amended	2020-2021 Projected
Capital Outlay							
Account	Description						
962.000	Building Maint.						
941.000	Grounds Maint./Entrance Project						
976.000	Building Improvements/Entrance						
976.100	Parking lot improvements	8,475.00					
983.000	Vehicles						28,000.00
986.000	Internal Tech - Capital Outlay	56,032.80	30,000.00	30,000.00	34,000.00	34,000.00	
986.000	Data Proc - camera replace	0.00	2,100.00	2,100.00	21,000.00	21,000.00	
990.000	Furniture		31,000.00	35,000.00	15,000.00	15,000.00	
Total Capital Outlay		64,507.80	63,100.00	67,100.00	70,000.00	70,000.00	28,000.00
965.269	Walker Transfer						
Total Expenditures		2,756,614.07	3,032,646.00	3,018,325.00	3,157,750.00	3,140,250.00	3,255,620.00
680.000	TOTAL Fundbalance	85,768.07	-138,126.00	-95,289.22	127,220.00	-107,220.00	119.00

5/24/18: 2017/2018 Budget amendment for additional \$4,000 for chair upholstery 2018/2019: \$36,000 for Perm/Temp/Social Security for salary chart increases (this is a decrease from \$56,000 in approved budget as of 2/22/2018; LED project overtime costs: \$2,500 Overtime & \$150 Social Security in 18/19.

269 - Library Contributed Funds - Revenues & Expenditures							
2018-2019							
		2016-2017 Amended	2017-2018 Approved	2017-2018 Amended	2017-2018 Audited	2018-2019 Amended	2018-2019 Amended
			4/27/2017	5/24/2018	6/30/2018	5/24/2018	12/19/2018
Revenues							
Interest Income							
664.000	Interest on Investments	\$ 15,000.00	\$ 36,000.00	\$ 36,000.00	\$ 31,885.58	\$ 27,000.00	\$ 27,000.00
664.500	Unrealized gain (loss) on investments	5,000.00	6,000.00	6,000.00	(12,758.73)	(4,500.00)	(4,500.00)
TOTAL		\$ 20,000.00	\$ 42,000.00	\$ 42,000.00	\$ 19,126.85	\$ 22,500.00	\$ 22,500.00
Donations							
665.046	Makerspace Renovation						2,000.00
665.230	Collections/Materials Revenue	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 619.00	\$ 1,000.00	\$ 1,000.00
665.229	Raising a Reader	5,000.00	1,000.00	1,000.00	-	1,000.00	5,500.00
665.231	Buildings/Ground/Furniture Revenue	2,000.00	1,000.00	6,000.00	6,564.79	1,000.00	1,000.00
665.232	Programming Revenue	2,000.00	2,500.00	17,000.00	18,391.18	5,500.00	5,500.00
665.233	Technology Library Revenue	500.00	500.00	5,500.00	3,320.00	1,500.00	1,500.00
665.234	Undesignated Misc. Donations	500.00	500.00	500.00	1,320.99	500.00	500.00
TOTAL		\$ 12,000.00	\$ 6,500.00	\$ 31,000.00	\$ 30,215.96	\$ 10,500.00	\$ 17,000.00
TOTAL Revenues		\$ 32,000.00	\$ 48,500.00	\$ 73,000.00	\$ 49,342.81	\$ 33,000.00	\$ 39,500.00
Expenditures							
Supplies							
742.229	Raising a Reader						4,000.00
742.230	Collections/Materials Expenditures	\$ 5,000.00	\$ 2,000.00	\$ 2,000.00	\$ 317.49	\$ 2,000.00	\$ 2,000.00
742.231	Buildings/Ground/Furniture Exp	-	500.00	500.00	304.00	-	-
742.232	Programming Expenditures	3,000.00	3,000.00	20,000.00	18,316.54	3,000.00	3,000.00
742.233	Technology Library Expenditures	4,000.00	2,000.00	7,000.00	5,888.30	33,500.00	33,500.00
742.234	Undesignated Misc. Expenditures	-	-	5,000.00	3,865.00	-	-
742.236	Staff Recognition	1,000.00	1,000.00	1,000.00	-	1,500.00	1,500.00
TOTAL		\$ 13,000.00	\$ 8,500.00	\$ 35,500.00	\$ 28,691.33	\$ 40,000.00	\$ 44,000.00
Capital Outlay							
976.044	Auto Lending Library	\$ -	\$ 39,965.00	\$ 39,965.00	\$ -	\$ 67,000.00	\$ 67,000.00
976.045	LED Lighting Conversion project	-		92,500.00	11,169.60	-	15,000.00
976.046	Makerspace Renovation					38,700.00	38,700.00
TOTAL		\$ -	\$ 39,965.00	\$ 132,465.00	\$ 11,169.60	\$ 105,700.00	\$ 120,700.00
TOTAL Expenditures		\$ 13,000.00	\$ 48,465.00	\$ 167,965.00	\$ 39,860.93	\$ 145,700.00	\$ 164,700.00
	Beginning Fund Balance Yr. End	\$ 1,671,812.62	\$ 1,679,802.77	\$ 1,609,812.62	\$ 1,697,946.40	\$ 1,514,847.62	\$ 1,707,428.28
	Revenues	32,000.00	48,500.00	73,000.00	49,342.81	33,000.00	39,500.00
	Expenditures	(13,000.00)	(48,465.00)	(167,965.00)	(39,860.93)	(145,700.00)	(164,700.00)
	NET Revenues vs. Expenditures	19,000.00	35.00	(94,965.00)	9,481.88	(112,700.00)	(125,200.00)
	Beginning Fund Balance						
	Ending Fund Balance Expected	\$ 1,690,812.62	\$ 1,679,812.62	\$ 1,514,847.62	\$ 1,707,428.28	\$ 1,402,147.62	\$ 1,582,228.28
Notes: 2017/2018 269 Approved Budget 4/27/17; 2017/2018 Approved Amendment to add \$70,000 to 269 for LED project 6/22/2017;							
2017/2018 Approved budget amendment for increase of \$22,500 for LED project from \$70k to \$92.5k 1/13/2018							
12/19/2018: 2017/2018 Audited report added; 2018-2019 Amended for continued LED work; Revenue Makerspace & Expenditure Raising a Reader added							

02/11/2019 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 01/31/2019										
% Fiscal Year Completed: 58.90										
		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	NOV 2018	DEC 2018	JAN 2019	01/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00 - treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,621,897.57	2,729,513.00	2,729,513.00	0.00	0.00	0.00	2,724,019.42	5,493.58	99.80
268-000.00-403.001	Property Tax Revenue- County Chargeback	3,337.31	2,000.00	2,000.00	15.61	106.81	166.61	2,197.25	(197.25)	109.86
268-000.00-403.002	Property Tax Rev - Tax Tribunal Accr	5,000.00	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(222.62)	(233.00)	(233.00)	0.00	0.00	0.00	(238.66)	5.66	102.43
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(1,445.84)	(3,000.00)	(3,000.00)	0.00	0.00	0.00	(1,726.23)	(1,273.77)	57.54
268-000.00-420.000	Property Tax Rev - C/Y Delequent PPT	(6,349.04)	(5,500.00)	(5,500.00)	0.00	0.00	0.00	0.00	(5,500.00)	0.00
Property tax revenue		2,622,217.38	2,721,780.00	2,721,780.00	15.61	106.81	166.61	2,724,251.78	(2,471.78)	100.09
State sources										
268-000.00-567.000	State aid	38,689.09	34,000.00	34,000.00	0.00	0.00	0.00	20,451.82	13,548.18	60.15
State sources		38,689.09	34,000.00	34,000.00	0.00	0.00	0.00	20,451.82	13,548.18	60.15
Fines and forfeitures										
268-000.00-657.000	Library book fines	55,449.41	62,000.00	62,000.00	4,953.32	4,837.04	5,951.14	43,909.45	18,090.55	70.82
268-000.00-658.000	State penal fines	112,141.45	100,000.00	100,000.00	0.00	0.00	0.00	115,794.64	(15,794.64)	115.79
Fines and forfeitures		167,590.86	162,000.00	162,000.00	4,953.32	4,837.04	5,951.14	159,704.09	2,295.91	98.58
Interest income										
268-000.00-664.000	Interest on investments	53,643.17	36,000.00	36,000.00	6,164.18	5,588.15	0.00	31,832.68	4,167.32	88.42
268-000.00-664.500	Unrealized gain (loss) on investments	(27,462.99)	0.00	0.00	7,399.07	13,033.36	0.00	16,099.66	(16,099.66)	100.00
Interest income		26,180.18	36,000.00	36,000.00	13,563.25	18,621.51	0.00	47,932.34	(11,932.34)	133.15
Other revenue										
268-000.00-665.000	Miscellaneous income	15,402.89	15,000.00	15,000.00	1,007.49	1,014.83	1,302.61	8,696.60	6,303.40	57.98
268-000.00-665.100	Copier	1,841.45	1,500.00	1,500.00	96.25	123.15	183.85	1,072.81	427.19	71.52
268-000.00-665.200	Electronic media (previously VHS)	0.00	50.00	50.00	0.00	0.00	0.00	0.00	50.00	0.00
268-000.00-665.300	Meeting room	50,239.43	45,000.00	45,000.00	3,895.22	2,134.91	3,358.24	22,462.97	22,537.03	49.92
268-000.00-665.404	Novi Township assessment	6,194.00	6,200.00	6,200.00	0.00	0.00	0.00	6,342.00	(142.00)	102.29
268-000.00-665.650	Library Cafe	5,613.63	5,000.00	5,000.00	489.83	368.59	284.68	2,332.89	2,667.11	46.66
Other revenue		79,291.40	72,750.00	72,750.00	5,488.79	3,641.48	5,129.38	40,907.27	31,842.73	56.23
Donations										
268-000.00-665.289	Adult programs	8,748.33	3,000.00	3,000.00	0.00	0.00	0.00	4,323.11	(1,323.11)	144.10
268-000.00-665.400	Gifts and donations	9,841.57	3,500.00	3,500.00	585.98	1,321.47	1,553.09	5,613.69	(2,113.69)	160.39
Donations		18,589.90	6,500.00	6,500.00	585.98	1,321.47	1,553.09	9,936.80	(3,436.80)	152.87

		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	NOV 2018	DEC 2018	JAN 2019	01/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	799,649.63	877,000.00	886,000.00	70,146.01	70,073.20	67,176.40	481,856.18	404,143.82	54.39
268-000.00-704.200	Wages - Stipend	0.00	56,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-705.000	Temporary salaries	624,779.07	691,000.00	716,000.00	45,450.61	44,872.35	43,901.93	314,090.65	401,909.35	43.87
268-000.00-706.000	Overtime	0.00	0.00	2,500.00	0.00	0.00	2,217.21	2,217.21	282.79	88.69
268-000.00-715.000	Social security	107,133.60	110,000.00	112,150.00	8,712.14	8,537.81	8,440.81	59,758.79	52,391.21	53.28
268-000.00-716.000	Insurance	210,812.42	233,000.00	233,000.00	20,620.66	18,388.21	19,354.95	126,809.80	106,190.20	54.42
268-000.00-716.200	HSA - employer contribution	2,005.22	1,800.00	1,800.00	253.11	253.11	3,037.62	4,134.43	(2,334.43)	229.69
268-000.00-716.999	Insurance - Employee Reimbursement	(39,032.12)	(46,600.00)	(46,600.00)	(3,452.08)	(3,452.08)	(3,097.12)	(21,601.35)	(24,998.65)	46.35
268-000.00-718.000	Pension - DB Normal Cost	9,144.00	9,700.00	9,700.00	750.00	750.00	0.00	4,500.00	5,200.00	46.39
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	15,852.00	16,800.00	16,800.00	2,011.00	2,011.00	0.00	12,066.00	4,734.00	71.82
268-000.00-718.200	Pension - defined contribution	32,155.16	32,700.00	32,700.00	3,299.39	3,256.18	3,167.32	21,672.68	11,027.32	66.28
268-000.00-720.000	Workers compensation	2,162.63	3,000.00	3,000.00	273.67	268.49	265.82	1,971.17	1,028.83	65.71
Personnel services		1,764,661.61	1,984,400.00	1,967,050.00	148,064.51	144,958.27	144,464.94	1,007,475.56	959,574.44	51.22
Supplies										
268-000.00-727.000	Office supplies	17,845.54	20,000.00	20,000.00	349.25	1,391.70	569.77	7,568.25	12,431.75	37.84
268-000.00-728.000	Supplies - Postage	487.85	300.00	300.00	399.82	48.59	0.00	473.41	(173.41)	157.80
268-000.00-734.000	Computer supplies, software & licensing	33,365.13	67,500.00	67,500.00	5,266.78	493.12	1,635.56	24,949.46	42,550.54	36.96
268-000.00-734.500	Computer supplies/equipment	59,182.71	58,000.00	58,000.00	1,414.75	1,413.36	645.10	31,237.47	26,762.53	53.86
268-000.00-740.000	Operating supplies	24,351.72	27,000.00	27,000.00	0.00	223.55	166.53	4,305.52	22,694.48	15.95
268-000.00-740.200	Supplies - Desk chairs and file cabinets	29.99	0.00	0.00	0.00	0.00	0.00	184.99	(184.99)	100.00
268-000.00-741.000	Supplies - Uniforms	195.09	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	182,730.95	180,000.00	180,000.00	12,370.83	8,614.60	9,760.77	81,572.67	98,427.33	45.32
268-000.00-742.010	Library Books - Lending	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
268-000.00-742.100	Library Books - Fines	1,048.36	1,200.00	1,200.00	77.94	16.99	0.00	227.93	972.07	18.99
268-000.00-743.000	Library periodicals	23,040.22	24,000.00	24,000.00	0.00	10,689.81	8.50	10,710.84	13,289.16	44.63
268-000.00-744.000	Audio visual materials	71,885.73	92,000.00	92,000.00	4,199.16	1,871.58	11,622.74	52,508.05	39,491.95	57.07
268-000.00-745.200	Electronic media	44,889.81	41,000.00	41,000.00	3,252.59	3,191.07	3,448.63	25,211.60	15,788.40	61.49
268-000.00-745.300	Electronic resources (CD rom materials)	65,869.80	67,000.00	67,000.00	0.00	0.00	559.30	40,009.83	26,990.17	59.72
Supplies		524,922.90	588,300.00	588,300.00	27,331.12	27,954.37	28,416.90	278,960.02	309,339.98	47.42
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	419.68	500.00	500.00	37.13	37.13	0.00	222.82	277.18	44.56
268-000.00-802.000	Data processing	0.00	0.00	0.00	0.00	0.00	0.00	679.80	(679.80)	100.00
268-000.00-802.100	Bank Service Charges	2,456.91	2,500.00	2,500.00	269.43	624.00	230.23	1,815.37	684.63	72.61
268-000.00-803.000	Independent audit	700.00	700.00	700.00	0.00	0.00	0.00	700.00	0.00	100.00
268-000.00-804.000	Medical service	980.00	1,500.00	1,500.00	0.00	0.00	98.00	490.00	1,010.00	32.67

		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	NOV 2018	DEC 2018	JAN 2019	01/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
268-000.00-806.000	Legal fees	3,370.80	2,500.00	2,500.00	40.00	196.00	240.00	476.00	2,024.00	19.04
268-000.00-808.100	Rubbish Monthly	1,222.32	1,200.00	1,200.00	0.00	104.92	0.00	524.60	675.40	43.72
268-000.00-809.000	Memberships and dues	6,123.50	6,000.00	6,000.00	75.00	416.00	25.00	5,691.97	308.03	94.87
268-000.00-816.000	Professional services	5,050.00	7,500.00	7,500.00	1,620.00	1,410.00	932.50	4,502.50	2,997.50	60.03
268-000.00-817.000	Custodial services	47,406.68	48,000.00	48,000.00	0.00	4,060.67	0.00	20,303.35	27,696.65	42.30
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,495.00	5.00	99.86
268-000.00-851.000	Telephone	14,382.11	19,500.00	19,500.00	1,276.88	1,653.88	331.24	8,659.21	10,840.79	44.41
268-000.00-855.000	TLN Automation Services	68,013.29	60,000.00	60,000.00	(4,579.75)	0.00	17,072.39	37,076.43	22,923.57	61.79
268-000.00-861.000	Gasoline and oil	26.25	500.00	500.00	0.00	19.25	0.00	148.93	351.07	29.79
268-000.00-862.000	Mileage	464.22	200.00	200.00	87.74	80.60	0.00	253.49	(53.49)	126.75
268-000.00-880.000	Community promotion	25,562.34	23,000.00	23,000.00	2,939.76	2,269.68	384.50	9,600.89	13,399.11	41.74
268-000.00-880.268	Library programming	24,399.20	26,500.00	26,500.00	1,958.76	1,381.01	475.32	16,543.66	9,956.34	62.43
268-000.00-880.271	Adult programs	7,169.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	34,642.18	30,000.00	30,000.00	865.47	9,468.84	626.99	14,304.03	15,695.97	47.68
268-000.00-910.000	Property & liability insurance	13,230.00	14,000.00	14,000.00	0.00	0.00	0.00	12,412.00	1,588.00	88.66
268-000.00-921.000	Heat	7,000.11	12,000.00	12,000.00	309.67	710.51	0.00	1,665.35	10,334.65	13.88
268-000.00-922.000	Electricity	115,543.00	85,000.00	85,000.00	0.00	14,378.92	0.00	48,571.68	36,428.32	57.14
268-000.00-923.000	Water and sewer	7,174.80	7,500.00	7,500.00	0.00	1,810.55	0.00	3,599.65	3,900.35	48.00
268-000.00-934.000	Building maintenance	71,775.59	98,000.00	98,000.00	13,646.31	6,504.64	3,474.68	55,762.10	42,237.90	56.90
268-000.00-935.000	Vehicle maintenance	8.99	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-941.000	Grounds maintenance	45,453.20	37,000.00	37,000.00	5,579.00	2,279.11	2,077.13	17,923.31	19,076.69	48.44
268-000.00-942.000	Office equipment lease	7,988.55	14,000.00	14,000.00	716.40	716.40	716.40	5,371.40	8,628.60	38.37
268-000.00-942.100	Records storage	276.72	300.00	300.00	23.06	23.06	23.06	161.42	138.58	53.81
268-000.00-956.000	Conferences and workshops	20,051.51	13,000.00	13,000.00	234.53	172.92	981.88	6,648.80	6,351.20	51.14
Other services and charges		534,386.56	514,900.00	514,900.00	25,099.39	48,318.09	27,689.32	277,603.76	237,296.24	53.91
Capital outlay										
268-000.00-986.000	Internal Technology - Capital Outlay	30,350.05	55,000.00	55,000.00	6,070.28	0.00	6,070.27	12,888.05	42,111.95	23.43
268-000.00-990.000	Furniture	30,173.00	15,000.00	15,000.00	0.00	0.00	14,249.00	14,049.00	951.00	93.66
Capital outlay		60,523.05	70,000.00	70,000.00	6,070.28	0.00	20,319.27	26,937.05	43,062.95	38.48
Net - Dept 000.00 - treasury		68,064.69	(124,570.00)	(107,220.00)	(181,958.35)	(192,702.42)	(208,090.21)	1,412,207.71	(1,519,427.71)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		2,952,558.81	3,033,030.00	3,033,030.00	24,606.95	28,528.31	12,800.22	3,003,184.10	29,845.90	(1,317.11)
TOTAL EXPENDITURES		2,884,494.12	3,157,600.00	3,140,250.00	206,565.30	221,230.73	220,890.43	1,590,976.39	1,549,273.61	(1,317.11)
NET OF REVENUES & EXPENDITURES		68,064.69	(124,570.00)	(107,220.00)	(181,958.35)	(192,702.42)	(208,090.21)	1,412,207.71	(1,519,427.71)	(1,317.11)

		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	NOV 2018	DEC 2018	JAN 2019	01/31/2019	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNRM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNRM)	NRM (ABNRM)	USED
Fund 269 - LIBRARY CONTRIBUTION 269										
Dept 000.00 - treasury										
Interest income										
269-000.00-664.000	Interest on investments	31,885.58	27,000.00	27,000.00	2,780.32	2,642.78	0.00	17,038.07	9,961.93	63.10
269-000.00-664.500	Unrealized gain (loss) on investments	(12,758.73)	(4,500.00)	(4,500.00)	3,337.42	6,163.79	0.00	7,240.24	(11,740.24)	(160.89)
Interest income										
		19,126.85	22,500.00	22,500.00	6,117.74	8,806.57	0.00	24,278.31	(1,778.31)	107.90
Donations										
269-000.00-665.046	Makerspace Renovation Revenue	0.00	0.00	2,000.00	77.35	0.00	0.00	1,638.95	361.05	81.95
269-000.00-665.229	Raising a Reader in Novi Sponsors	0.00	1,000.00	5,500.00	0.00	0.00	0.00	5,050.00	450.00	91.82
269-000.00-665.230	Collections/Materials Revenue	619.00	1,000.00	1,000.00	0.00	230.00	596.80	1,334.85	(334.85)	133.49
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	6,564.79	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.232	Programming Revenue	18,391.18	5,500.00	5,500.00	279.17	(918.53)	0.00	8,432.50	(2,932.50)	153.32
269-000.00-665.233	Technology Library Revenue	3,320.00	1,500.00	1,500.00	0.00	5,000.00	0.00	5,300.00	(3,800.00)	353.33
269-000.00-665.234	Undesignated Misc Donations	1,320.99	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
Donations										
		30,215.96	10,500.00	17,000.00	356.52	4,311.47	596.80	21,756.30	(4,756.30)	127.98
Supplies										
269-000.00-742.229	Raising a Reader Expense	0.00	0.00	4,000.00	719.04	632.82	0.00	3,817.78	182.22	95.44
269-000.00-742.230	Collections/Materials Expense	317.49	2,000.00	2,000.00	12.75	28.44	0.00	557.77	1,442.23	27.89
269-000.00-742.231	Buildings/Ground/ Furniture Expense	304.00	38,700.00	0.00	0.00	0.00	0.00	4,859.00	(4,859.00)	100.00
269-000.00-742.232	Programming Expense	18,316.54	3,000.00	3,000.00	141.75	24.99	0.00	4,845.44	(1,845.44)	161.51
269-000.00-742.233	Technology Library Expense	5,888.30	33,500.00	33,500.00	0.00	0.00	10,887.63	11,195.04	22,304.96	33.42
269-000.00-742.234	Undesignated Misc	3,865.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.236	Staff Recognition	0.00	1,500.00	1,500.00	523.08	590.98	(350.42)	1,356.16	143.84	90.41
Supplies										
		28,691.33	78,700.00	44,000.00	1,396.62	1,277.23	10,537.21	26,631.19	17,368.81	60.53
Capital outlay										
269-000.00-976.044	Auto Lending Library	0.00	0.00	67,000.00	0.00	32,750.00	0.00	32,750.00	34,250.00	48.88
269-000.00-976.045	LED Lighting Conversion Project	11,169.60	0.00	15,000.00	0.00	2,285.50	1,085.52	13,593.41	1,406.59	90.62
269-000.00-976.046	Makerspace Renovation	0.00	0.00	38,700.00	0.00	0.00	0.00	0.00	38,700.00	0.00
Capital outlay										
		11,169.60	0.00	120,700.00	0.00	35,035.50	1,085.52	46,343.41	74,356.59	38.40
Net - Dept 000.00 - treasury										
		9,481.88	(45,700.00)	(125,200.00)	5,077.64	(23,194.69)	(11,025.93)	(26,939.99)	(98,260.01)	
Fund 269 - LIBRARY CONTRIBUTION 269:										
TOTAL REVENUES		49,342.81	33,000.00	39,500.00	6,474.26	13,118.04	596.80	46,034.61	(6,534.61)	21.52
TOTAL EXPENDITURES		39,860.93	78,700.00	164,700.00	1,396.62	36,312.73	11,622.73	72,974.60	91,725.40	21.52
NET OF REVENUES & EXPENDITURES		9,481.88	(45,700.00)	(125,200.00)	5,077.64	(23,194.69)	(11,025.93)	(26,939.99)	(98,260.01)	21.52
TOTAL REVENUES - ALL FUNDS										
		3,001,901.62	3,066,030.00	3,072,530.00	31,081.21	41,646.35	13,397.02	3,049,218.71	23,311.29	
TOTAL EXPENDITURES - ALL FUNDS										
		2,924,355.05	3,236,300.00	3,304,950.00	207,961.92	257,543.46	232,513.16	1,663,950.99	1,640,999.01	
NET OF REVENUES & EXPENDITURES		77,546.57	(170,270.00)	(232,420.00)	(176,880.71)	(215,897.11)	(219,116.14)	1,385,267.72	(1,617,687.72)	

02/11/2019		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 01/31/2019	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(199,297.32)	
268-000.00-017.000	Investments - Pooled	3,548,206.65	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-020.000	Current taxes receivable	35,358.60	
	Total Assets	3,385,267.93	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	64,636.60	
268-000.00-259.702	Accrued liabilities-tax	5,000.00	
268-000.00-276.400	Deposit for Cafe	500.00	
	Total Liabilities	70,136.60	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	1,904,550.82	
	Total Fund Balance	1,904,550.82	
	Beginning Fund Balance	1,904,550.82	
	Net of Revenues VS Expenditures	1,410,580.51	
	Ending Fund Balance	3,315,131.33	
	Total Liabilities And Fund Balance	3,385,267.93	

Fund 269 - LIBRARY CONTRIBUTION 269			
*** Assets ***			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(20,438.88)	
269-000.00-017.000	Investments - Pooled	1,713,501.31	
	Total Assets	1,693,062.43	
*** Liabilities ***			
269-000.00-202.000	Accounts payable	12,574.14	
	Total Liabilities	12,574.14	
*** Fund Balance ***			
269-000.00-390.000	Fund balance - Unrestricted	1,574,456.36	
269-000.00-390.230	Fund Balance Collections/Materials	36,331.37	
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	59,473.28	
269-000.00-390.232	Fund Balance Programming	27,986.52	
269-000.00-390.233	Fund Balance Technology Library	9,180.75	
	Total Fund Balance	1,707,428.28	
	Beginning Fund Balance	1,707,428.28	
	Net of Revenues VS Expenditures	(26,939.99)	
	Ending Fund Balance	1,680,488.29	
	Total Liabilities And Fund Balance	1,693,062.43	

Proposed 2019-2020 268 Budget Fund 268

2019-2020 Library Budget 268							
February 28, 2019		2017-2018 Audited	2018-2019 Amended	2018-2019 End of Yr.	2019-2020 Proposed	2020-2021 Projected	2021-2022 Projected
Revenues			5/24/2018	2/9/2019	2/28/2019		
Account	Description						
403.000	Tax Revenue - Current Levy	2,621,897.57	2,729,513.00	2,724,019.42	2,827,689.00	2,951,197.00	3,069,245.00
403.001	Tax Revenue - Cnty Chargebk	3,337.31	2,000.00	2,030.64	2,000.00	2,000.00	2,000.00
403.002	Tax Revenue - Tx Tribunal	5,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00
403.003	Tax Revenue - Brownfield 2008	-222.62	-233.00	-233.00	-250.00	-250.00	-250.00
403.006	Tax Revenue - Brownfield 2015	-1,445.84	-3,000.00	-3,000.00	-3,000.00	-4,500.00	-6,000.00
420.000	Tax Reveune - C/Y Del PPT	-6,349.04	-5,500.00	-5,500.00	-6,500.00	-6,500.00	-6,500.00
567.000	State Aid	38,689.09	34,000.00	34,000.00	36,000.00	36,000.00	36,000.00
633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
657.000	Library book fines	55,449.41	62,000.00	64,000.00	58,000.00	58,000.00	58,000.00
658.000	State penal fines	112,141.45	100,000.00	115,794.64	113,000.00	107,000.00	107,000.00
664.000	Interest on Investments	53,643.17	36,000.00	46,000.00	53,000.00	54,000.00	55,000.00
664.500	Unrealized gain(loss) invest	-27,462.99	0.00	-10,000.00	-20,000.00	-20,000.00	-20,000.00
665.000	Miscellaneous income	15,402.89	15,000.00	14,600.00	15,000.00	15,000.00	15,000.00
665.100	Copier	1,841.45	1,500.00	1,600.00	1,600.00	1,600.00	1,600.00
665.200	Electronic media	0.00	50.00	0.00	0.00	0.00	0.00
665.266	SRP - T-shirt sales	0.00	0.00	0.00	0.00	0.00	0.00
665.289	Adult Programming	8,748.33	3,000.00	4,500.00	3,000.00	3,000.00	3,000.00
665.290	Library Fundraising	0.00	0.00	0.00	4,000.00	4,000.00	4,000.00
665.300	Meeting Room	50,239.43	45,000.00	40,000.00	45,000.00	45,500.00	46,000.00
665.400	Gifts and donations	9,841.57	3,500.00	6,000.00	3,500.00	3,500.00	3,500.00
665.404	Novi Township Assessment	6,194.00	6,200.00	6,342.00	6,400.00	6,450.00	6,500.00
665.650	Library Café	5,613.63	5,000.00	4,200.00	5,000.00	6,000.00	6,500.00
Total Revenues		2,952,558.81	3,033,030.00	3,043,353.70	3,142,439.00	3,260,997.00	3,379,595.00

2019-2020 February 28, 2019		2017-2018 Audited	2018-2019 Amended	2018-2019 End of Yr.	2019-2020 Proposed	2020-2021 Projected	2021-2022 Projected
Expenditures							
Personnel Svcs.							
Account	Description						
704.000	Permanent Salaries	799,649.63	886,000.00	886,000.00	949,000.00	965,000.00	985,000.00
704.200	Wages (non-pensionable)	0.00	0.00	0.00			
704.210	Vacation Payout			4,000.00	4,000.00	4,000.00	4,000.00
704.250	Final Payout	0.00	0.00	0.00			
705.000	Temporary Salaries	624,779.07	716,000.00	630,000.00	677,000.00	685,000.00	698,700.00
706.000	Overtime	0.00	2,500.00	2,500.00	500.00	500.00	500.00
715.000	Social Security	107,133.60	112,150.00	115,000.00	123,000.00	126,000.00	128,000.00
716.000	Insurance	210,812.42	233,000.00	215,000.00	211,000.00	223,700.00	237,100.00
716.200	HSA - Employer Contribution	2,005.22	1,800.00	5,000.00	5,800.00	6,200.00	6,500.00
716.999	Ins. Employee Reimbursement	-39,032.12	-46,600.00	-42,000.00	-40,700.00	-43,145.00	-45,730.00
718.000	Pension DB	9,144.00	9,700.00	9,200.00	8,400.00	8,700.00	9,100.00
718.010	DB Unfunded Accrued Liability			25,000.00	29,300.00	30,400.00	31,600.00
718.050	Pension - add'l DB	15,852.00	16,800.00				
718.200	Pension - Defined Contribution	32,155.16	32,700.00	36,000.00	34,000.00	34,700.00	35,475.00
719.000	Unemployment Ins	0.00	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	2,162.63	3,000.00	3,400.00	3,900.00	4,100.00	4,200.00
Total Personnel Services		1,764,661.61	1,967,050.00	1,889,100.00	2,005,200.00	2,045,155.00	2,094,445.00
Supplies and Materials							
Account	Description						
727.000	Office supplies	17,845.54	20,000.00	20,000.00	19,000.00	19,000.00	19,000.00
728.000	Postage	487.85	300.00	550.00	1,000.00	1,000.00	1,000.00
734.000	Computer software/licensing	33,365.13	67,500.00	67,500.00	94,000.00	65,500.00	65,500.00
734.500	Computer supplies equip	59,182.71	58,000.00	58,400.00	56,100.00	53,442.00	54,000.00
740.000	Operating supplies	24,351.72	27,000.00	27,000.00	28,100.00	28,100.00	28,100.00
740.010	Gift and Donations expense	0.00	0.00	0.00	0.00	0.00	0.00
740.200	Desk, chairs, cabinets, etc.	29.99	0.00	750.00	2,500.00	2,500.00	2,500.00
741.000	Uniforms	195.09	300.00	300.00	389.00	300.00	300.00
742.000	Books	182,730.95	180,000.00	180,000.00	185,800.00	189,500.00	193,300.00
742.010	Lending Library Books	0.00	10,000.00	0.00	10,000.00	11,000.00	12,000.00
742.100	Book Fines	1,048.36	1,200.00	700.00	1,100.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	23,040.22	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00
744.000	Audio visual materials	71,885.73	92,000.00	92,000.00	96,000.00	97,000.00	98,000.00
745.200	Electronic media	44,889.81	41,000.00	41,000.00	41,900.00	43,000.00	45,000.00
745.300	Online (Electronic) Resources	65,869.80	67,000.00	67,000.00	61,500.00	61,500.00	61,500.00
Total Supplies & Materials		524,922.90	588,300.00	579,200.00	621,389.00	596,842.00	605,200.00

2019-2020 Library Budget 268 February 28, 2019		2017-2018 Audited	2018-2019 Amended	2018-2019 End of Yr.	2019-2020 Proposed	2020-2021 Projected	2021-2022 Projected
Services & Charges							
Account	Description						
801.925	Public Information (cable)	419.68	500.00	500.00	500.00	500.00	500.00
802.000	Data Processing - OnBase			700.00	700.00	700.00	700.00
802.100	Bank Services	2,456.91	2,500.00	3,000.00	2,500.00	2,500.00	2,500.00
803.000	Independent Audit	700.00	700.00	700.00	1,000.00	1,000.00	1,000.00
804.000	Medical Service	980.00	1,500.00	800.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	3,370.80	2,500.00	2,500.00	5,000.00	5,000.00	5,000.00
808.100	Rubbish	1,222.32	1,200.00	1,250.00	1,250.00	1,300.00	1,300.00
809.000	Memberships & Dues	6,123.50	6,000.00	6,000.00	7,000.00	7,000.00	7,000.00
816.000	Professional services	5,050.00	7,500.00	7,500.00	5,500.00	5,500.00	5,500.00
817.000	Custodial Services	47,406.68	48,000.00	48,300.00	48,300.00	49,500.00	49,500.00
818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	3,500.00	3,700.00	3,700.00
851.000	Telephone	14,382.11	19,500.00	19,500.00	19,900.00	20,000.00	20,100.00
855.000	TLN Automation Services	68,013.29	60,000.00	70,000.00	74,000.00	74,000.00	75,500.00
861.000	Gasoline and oil	26.25	500.00	500.00	1,200.00	1,200.00	1,200.00
862.000	Mileage	464.22	200.00	400.00	700.00	700.00	700.00
880.000	Community Promotion	25,562.34	23,000.00	23,000.00	20,000.00	20,000.00	20,000.00
880.267	Library Programming - Book It	0.00	0.00	0.00	0.00	0.00	0.00
880.268	Library Programming	24,399.20	26,500.00	26,500.00	26,500.00	26,500.00	26,500.00
880.271	Adult Programming	7,169.61	0.00	0.00	0.00	0.00	0.00
900.000	Print, Graphic Design, Publish	34,642.18	30,000.00	30,000.00	34,500.00	34,500.00	34,500.00
910.000	Property & Liability Insurance	13,230.00	14,000.00	12,412.00	13,500.00	13,500.00	14,000.00
910.001	Ins deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00	0.00
921.000	Heat	7,000.11	12,000.00	12,000.00	10,000.00	10,000.00	10,000.00
922.000	Electricity	115,543.00	85,000.00	100,000.00	100,000.00	96,000.00	94,000.00
923.000	Water and Sewer	7,174.80	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
934.000	Building Maintenance	71,775.59	98,000.00	112,322.50	82,500.00	84,000.00	86,000.00
935.000	Vehicle Maintenance	8.99	500.00	200.00	200.00	200.00	200.00
941.000	Grounds Maint.	45,453.20	37,000.00	35,000.00	45,400.00	45,400.00	46,000.00
942.000	Office Equipment Lease	7,988.55	14,000.00	10,000.00	10,000.00	11,500.00	11,500.00
942.100	Records storage	276.72	300.00	300.00	300.00	300.00	300.00
956.000	Conferences & Workshops	20,051.51	13,000.00	13,000.00	15,000.00	12,000.00	15,000.00
Total Services & Charges		534,386.56	514,900.00	547,379.50	537,950.00	535,500.00	541,200.00

2019-2020 Library Budget 268 February 28, 2019		2017-2018 Audited	2018-2019 Amended	2018-2019 End of Yr.	2019-2020 Proposed	2020-2021 Projected	2021-2022 Projected
Capital Outlay							
Account	Description						
962.000	Building Maint.						
941.000	Grounds Maint./Entrance Project						
976.000	Building Improvements/Entrance				10,000.00		
976.100	Parking lot improvements						
983.000	Vehicles - Van				28,500.00		
986.000	Internal Tech - Capital Outlay	30,350.05	34,000.00	34,000.00	14,000.00	50,000.00	55,000.00
986.000	Data Proc - camera replacement	0.00	21,000.00	12,500.00	17,500.00	21,000.00	21,000.00
990.000	Furniture	30,173.00	15,000.00	14,300.00			
Total Capital Outlay		60,523.05	70,000.00	60,800.00	70,000.00	71,000.00	76,000.00
965.269	Walker Transfer						
Total Expenditures		2,884,494.12	3,140,250.00	3,076,479.50	3,234,539.00	3,248,497.00	3,316,845.00
680.000	TOTAL Fundbalance	68,064.69	-107,220.00	-33,125.80	-92,100.00	15,000.00	65,250.00

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

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

Proposed 2019-2020 Contributed Fund 269

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

Director's Report by Julie Farkas

**NOVI PUBLIC LIBRARY
EMPLOYEE ANNIVERSARY CELEBRATIONS**



• JOLANTA BOREK	Support Services Supervisor	MARCH 12	12 YEARS
• MARYANN ZURMUEHLEN	Support Services Department Head	MARCH 9	8 YEARS
• JEAN ALDRICH	Support Services Clerk	MARCH 6	2 YEARS
• HILLARY HENTSCHEL	Information Services Librarian	MARCH 8	2 YEARS
• SARAH ANDRUS	Information Services Librarian Substitute	MARCH 28	1 YEAR

State Aid Update

Dear Ms. Julie E. Farkas,

Thank you for participating in the FY2018/2019 Annual Report. I am grateful and happy to report that this year 393 Michigan public libraries completed the survey, giving us a 98.7% response rate. The data you reported is very valuable and will be made available to a wide audience at the local, state and national level. I anticipate having the FY2018/2019 Annual Report Data available for use by early July 2019.

Thank you,
Joe
Joseph Hamlin
Library Data Coordinator
Library of Michigan

January 24, 2019 Patron Response – Al Bialek

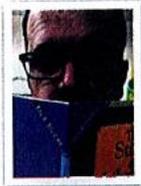
Based on patron's comments and request, the library staff is currently looking into a better way to assess programs that are being held at the library to determine their continuation or not based on attendance, topic, demand by the public and patron comments. This type of tracking will begin as early as July 2019 so that we can better determine patron needs and relevance to the library's motto of Inform. Inspire. Include.

Budget Question Re: Discount for Van Wrap:

The only additional rebates that can be used in conjunction with a municipal purchase is Motoring Mobility which gives you an extra \$1,000.00 on a handicap upfit. They do offer a decal package, but it is only available with a minimum order of 25. Usually all graphics are done locally or through an upfitter.

Out and About in Novi and Library Profession

- 1/29: Rotary membership mtg.
- 1/30: All staff mtg.
- 1/30: LED Wrap-up mtg.
- 1/30: Lending Library mtg.
- 2/4: Lending Library mtg.
- 2/4: NCSD Mental Health mtg.
- 2/4: City of Novi Leadership mtg.
- 2/5: Makerspace planning mtg.
- 2/7: Novi's Caring Community mtg.
- 2/8: Money Smart mtg.
- 2/9: 2nd Budget Session
- 2/11: Lyon Mechanical mtg.
- 2/12: City of Novi Leadership mtg.
- 2/13: Novi University Presentation
- 2/14: NCSD Media Specialists mtg.
- 2/14 – 2/19: Out of the Office – Vacation



Contributing Editor
KEVIN KING is Head of
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Kevin is currently listening to the entire *Beastie Boys* catalog again and again.

Editor's note: A version of this column was given as a keynote speech at the Michigan Rural and Small Libraries Conference on May 1, 2018.

Forward Thinking focuses on innovation and new ideas in public libraries.

It's Called Gratitude

Until about ten months ago, I was pretty miserable at work. This fun-loving, energetic librarian had a super difficult time going to the office and finding joy. My solution was to blame everyone and everything for my intense misery. Here are a few of the things I thought during that time:

- People at work don't understand me.
- The anxiety of others on social media is depressing me.
- The idea of the next four years is causing monumental levels of stress that no human should have to endure.

My sadness at work was growing like my blood pressure: dangerously high.

Many different things converged to get me out of this funk, but I can point to a specific incident that was the catalyst for my recovery—I was asked to give a tour of the library. This was not an unusual request, as being one of the four extroverted librarians in the country, I am often called upon to show off the central location of the Kalamazoo (MI) Public Library (KPL) to visiting library workers. The highlight is a large metal structure in the rotunda on the second level called the "Electrolier" designed by noted sculptor Michael Hayden. Each glass panel in the Electrolier is imbued with holographic flakes so when the light strikes them, they glow and sparkle as if live electricity is dancing all about the structure. The rotunda also features a collar of holographic sections that reflect rainbows, like the large arm of a clock, all around the walls of the space. On sunny days in West Michigan, the entire space is aglow with colors.

My tour always ends at the balcony on the third level, so guests can see the Electrolier from above and get a better look at the rotunda collar. I can never remember a time when this tour hasn't ended with multiple "oohs" and "aahs." Usually the reactions do not move me because, I've not only given the tour dozens of times, but I also walk past the spectacle every day. But this time, before I could thank the visitors for coming to KPL, a woman said, "I bet you are so grateful to work in such a beautiful place." I affirmed her statement with a "most definitely" but inside my heart I knew that I had become immune to rainbows. While walking back to my office it had become clear that my own lack of gratitude was the root cause of my sadness.

Unstuck, a website which provides individuals the tools to remove themselves from being stuck in adverse situations, summed up where I was at in life: "In a stuck moment, it's hard to see positive forces when obstacles are blaring and fears are looming. This is a good time to be grateful. Not grateful for what has us stuck, but appreciating what doesn't. Gratitude helps us see our situation in a way that can lessen panic and open up our thinking to new solutions."¹

The problem is that people are not naturally hardwired to be grateful. Like any trait we want to improve, we have to practice it every day. It needs to become a part of our everyday routine. Most of us feel that we are way too busy to take on another task, let alone a new practice. The other problem is that humans are narcissistic by nature because it is much easier to care about yourself and tend to your own needs first before even thinking of helping others. It was tough to admit that my own dependency on narcissism was fueling my lack of gratitude. So, the challenge for me became carving out time to exercise gratitude to rewire my brain, and also, become less self-centered. Sounds easy right?

We cannot afford not to radically change our practices of gratitude in both our personal lives and our libraries. When we embrace an attitude of gratitude, we will increase happiness in our life, reduce stress, and strengthen resiliency. Furthermore, gratitude will also improve physical health, boost self-esteem, enhance sleep, and increase empathy.² Imagine a well-rested library staff with less stress, in tip-top physical shape, confident, and able to easily absorb the tough everyday interactions with patrons. Now imagine what that staff could accomplish in the community.

The good news is that gratitude can produce a natural high, causing our brains to produce the feel-good chemicals that go straight to the bliss center of our noggin. The result is a level of happiness and contentment that will not only push away the misery, but also retrain our brains to use gratitude all the time. In fact, research suggests that with regular practice we can train the prefrontal cortex to better appreciate and retain positive experiences and thoughts while deflecting negative ones.

Hopefully it has become clear that adopting an attitude of gratitude can bestow great physical, mental, and emotional benefits. But let's take it a step further and ask ourselves the following questions: (1) How will adopting and promoting a culture of gratitude benefit my library? and (2) What exactly can the people working in my library do to be more grateful?

The goal is to identify simple things we can do both personally and at the library to cultivate an attitude of gratitude.

It no longer surprises me when I learn of libraries that do not take the time to celebrate and savor successes. Often after a program or project, we immediately focus on the failings or what we could have done better. I am not suggesting that you should not spend time analyzing how things went, but do not sacrifice the simple act of sharing the stories of success. The goal is to not solely dwell upon the "shoulda, coulda, wouldas" but cheer about the positive impact you are making in your community. This act will ignite innovation and elevate the work you are doing for patrons to a much higher level.

The lack of gratitude in our world also

impacts the amount of love we share with one another. When you make it a daily goal to express your appreciation of family, friends, and colleagues, you are practicing gratitude in its purest form. This act results in a pure shot of dopamine and serotonin that will ultimately rewire your brain to make gratitude a habit. I suggest scheduling gratitude until it becomes an automatic reaction. This tactic has helped me tremendously in recent months. Remember to thank patrons for making suggestions, helping with programs, and simply coming into the library. That simple act will spread gratitude beyond your doors and into the community.

Another way to move towards an attitude of gratitude is to simply be more kind to one another. In a previous column, I wrote about the Fundamental Attribution Error, for the idea that the worst traits we see in others we blame their personalities but when we exhibit those traits ourselves, we blame the environment. This is what causes us to think that the parent yelling at the child in the library is a jerk, but when we yell at our kids it is simply because we are tired. When we treat all patrons with trust and compassion, trust their intentions are noble, and simply consider the possibly difficult or painful conditions of their lives, we are defeating the fundamental attribution error. Do we greet every single individual who comes into the library or just the people like us? Do we thank patrons when they leave? When we kindly acknowledge patrons for using the library, we are practicing gratitude.

Keeping a gratitude journal is very common in the process of becoming more grateful. Recently a colleague told me that she encourages library workers to keep a gratitude journal at the public service desks. The idea is to document the occurrences in which patrons expressed gratitude about the work of the library. Staff are also encouraged to write the times in which they practiced gratitude in the library. Keeping track of gratitude will help the team truly see what is important. It will also help focus on what really matters and allow us to become more innovative. Also, a gratitude journal can reinforce the library's mission and goals.

When I realized I needed to be more grateful in my work life, it was as if I was granted a new opportunity at KPL. Projects that were dormant became alive with new energy. My team members were more responsive to my requests and ideas. Levels of innovation, exceptional customer service, and smiles grew at exponential levels. My blood pressure dropped. I loved going to work again. Most importantly, when I walked near the Electrolier, I could feel the rainbows following me.

I would like to close with some words from a few of the greatest philosophical minds of our times, The Beastie Boys. The song "Gratitude" was one of the first things I thought of when I walked back to my office, the day of the library tour. These lyrics nailed what I was feeling that day. May the song become a familiar tune on your soundtrack of gratitude.

*Good times gone, and you missed them
What's gone wrong in your system?
Things they bounce like a Spaulding
What'd you think, did you miss your calling?
It's so free, this kind of feeling
It's like life, it's so appealing
When you've got so much to say it's called
gratitude
And that's right
Good times gone but you feed it
Hate's grown strong, you feel you need it
Just one thing, do you know you?
What you think, that the world owes you?
What's gonna set you free?
Look inside and you'll see
When you've got so much to say it's called
gratitude
And that's right!* 🎧

References

1. "A Practical Guide to Gratitude," accessed June 13, 2018, www.unstuck.com/gratitude.
2. "The Science of Gratitude," accessed June 13, 2018, <http://tremendo.us/work/tremendousness-the-science-of-gratitude>.
3. Beastie Boys, "Gratitude," by Adam Horowitz, Adam Nathaniel Yauch, Michael Louis Diamond, and Tom Cushman, released in 1992; © Universal Music Publishing Group.

Information Technology Report by Barbara Rutkowski - January

General

- The Information Technology Staff closed 51 Help Desk tickets.
- Moved charging cables to the Information Desk for checkout due to high degree of theft.
- Scott is scheduling training sessions for Historical Commission volunteers on indexing and publishing photos/articles.

Presentations

- Scott presented our e-mail migration procedure to Saline District Library personnel.

Upgrades

- Upgraded seven (7) security cameras.
- Upgraded the HVAC software.
- Upgraded two (2) staff workstations.
- An additional cell phone was set up for Facilities staff.
- Training apps were installed for the Support Services staff.
- Work continues on the migration of servers/files to the upgraded datacenter equipment.
- Articles covering staff training subjects were added to the wiki.

Training

- IT Staff held 16 patron sessions:
 - 3 VHS to MP4/DVD
 - 4 Vinyl/Cassette to MP3
 - 17 Tech Time – topics included:
 - Browser privacy
 - Email security
 - Procedure to digitize VHS tapes
 - How to use Movie Maker software
 - How to scan slides
 - How to transfer VHS tape to a flash drive
 - Help setup a new laptop
 - Reformatting a flash drive
 - Online shopping
 - Print PDF from smartphone
 - MAC file conversion
 - Editing PDFs
 - Video editing on the Creation Station
 - Domain name basics
- IT Staff held 16 staff sessions:
 - Using MS Publisher
 - Using Outlook
 - How to use shortcut keys in circulation program, CircIT
 - Using video equipment
 - Using Google drives and cloud storage
 - Using public copiers
 - Using the Virtual Reality equipment
 - Using remote desktop
 - Using the Meeting Room's A/V equipment
 - Using the portable speaker and microphone
 - Using public and staff copiers
 - Using Google drives and cloud storage
 - Using Outlook
 - Printing

Facilities Report by Keith Perfect

In the past month the Facilities Department has closed 21 Facilities tickets, 90 Meeting Room Requests and has updated 394 Periodic Maintenance tickets.

Facilities Staff has accepted 5 large book donations at the receiving door.

6 Gaylord pallets of discarded books were shipped to Thrift Books for re-sale or recycling.

A large order of janitorial supplies was received.

A lot of snow removal was done throughout the property, six drainage chutes at bioswale were cleared of snow to allow water to drain from the lot.

The padded cushions in the Youth Early Literacy play area were cleaned and sanitized.

One of the waterless urinals in the first floor men's room needed to have the drain cleared with a power snake by Facilities staff.

A cracked grout line at the base of fireplace was repaired with new grout.

A HVAC issue was resolved by vendor in relation to the heat not working.

A burst pipe that froze was repaired by vendor in the café kitchen.

A few large ink stains were removed from carpet in a study room.

A repair was made to the dollhouse in the youth play area.

“HOT” signs were replaced on both sides of the fireplace.

The LED lighting project is complete for this phase. (exterior parking lot lights will be replaced/upgraded in February.)

The quarterly HVAC filter change was completed.

The small Toro snow blower received new scraper bar and paddles and is now operating at peak performance.

A pallet of ice melt was received, 26 of 40 bags used in January.

LED Final Report by Keith Perfect and Karl Geil (Consultant) – January 30, 2019

A large map was provided to show areas where LED lighting and ballast work occurred. This map will be kept on file as a reference tool for the Facilities staff to show the types of bulbs needed in the various areas of the library.

First and second floor public area, mechanical rooms, storage closets and receiving area-

A Lunera brand HN-T-48-15W-835 G2 bulb was used in all 4' ft. fixtures, except the study rooms.

In locations marked "B1" a ballast was replaced with a Phillips Advance IOP-2P32-SC ballast. In areas where dimmer switches were present, the dimmer function was disabled at the Smart Relay Panel located above the ceiling grid for the necessary fixtures. Location of Smart Relay Panels marked on map as black triangles. A technician from Gasser Bush Lighting Solutions has re-programmed all the Chelsea Switches, omitting the dimming mode and programmed the buttons as "on" and "off" buttons.

First and second floor staff offices, study rooms- A Green Creative brand T8 10.5W 4' DIR bulb was used. This bulb was chosen due to the compatibility with the current ballasts in those fixtures. We did not have any compatibility issues with this bulb and did not need to change any ballasts in these areas.

Book Nook and other "can style" lighting- A GE brand GE LED19-Gx24Q-V/835 bulb was used.

First floor Youth Media and Main Stairwell area wall wash lights- A Lunera brand HN-T5-D-48-25W 835 G2P was used. No ballasts in these areas needed to be changed.

First and second floor Gull lighting above reference desks- This fixture requires two different bulb lengths. The longer side required a Lunera brand HN-T5-D-48-25W 835 G2P. The short side required a Lunera brand HN-T5-D-24-11W-835-G1. All fixtures required a new ballast on the short side which was replaced with a Phillips Advance IZT-2S54-D ballast. This is marked on the map as "B2".

First floor Magazine room and second floor Quiet Study including outside perimeter of room-A Lunera brand HN-H-G24Q-B-11W-835-G4 was used. No ballasts were changed in these areas.

North and South Emergency Stairwell Wall Wash Lights- A GE brand GE LED19GX24Q-H/835 was used. No ballasts were changed in this area.

Main Lobby except above Circulation Desk and Self-Checks- A Lunera brand HN-H-G24Q-B-11W-835-G4 bulb was used. One ballast was changed in this area with a Phillips Advance ICF-2S-42-M2-LD ballast. This area is marked on map as "B3".

Main Lobby above and behind Circulation Desk- A Lunera brand HN-V-G24Q-B-11W-835-G4 bulb was used. No ballasts were changed in this area. One Phillips Advance ICF-2S-42-M2-LD ballast. This area is marked on map as “B3”.

All other “can style” lighting such as restrooms, Administration hallway, elevator hallway, Facilities office hallway, above reference desks, second floor restroom hallway- A Lunera brand HN-V-G24Q-b-11W-835-G4 bulb was used. One ballast in the Administration hallway was replaced with a Phillips Advance ICF-2S-42-M2-LD ballast. Two of the same ballast type were changed at the top of main stairs. These areas are marked on map as “B3”.

Additional work that has been completed/in progress,

Flagpole lights have been upgraded to LED.

Parking lot lights will be upgraded to LED, Bulbs are on order and a vendor has been selected to complete the work as soon as bulbs arrive. We have a total of 16 fixtures, one fixture was upgraded during the sampling phase. We are to have the remaining 15 fixtures upgraded to use, GE LED130/2M400/740 bulb.

The following areas have not yet been completed due to the need of the dimmer switches which are shown on the map in red boxes-

- **Story Time Room-** LED bulbs are available for this fixture but the dimmer function is needed for programs where the use of TV monitor may require dimming of the lights.
- **Board Room-** LED bulbs are available for this fixture but the dimmer function is needed for programs where the use of projector may require dimming of the lights.
- **Computer Lab-** LED bulbs are available for this fixture but the dimmer function is needed for programs where the use of projector may require dimming of the lights. Converting this room to LED would also require some wiring and ballast work.
- **Large Meeting Room-** LED bulbs are available for the “can style” fixture but the dimmer function is needed for programs where the use of projector may require dimming of the lights. LED bulbs are not available for the glass pendant type fixtures, upgrading to LED would require new fixtures and dimmer feature would not be available.

The following fixtures have not yet been completed due to bulbs not being available for this type of fixture- **Karl, have there been any changes in availability for any of the following bulbs?*

- ***Café kitchen-** LED bulbs are not available for this fixture. Upgrading to LED would require new fixtures.
 - *Still no appropriate lamp available. The incumbent lamps are inexpensive, widely available, relatively inexpensive to operate, and are easy to access for*

maintenance. I would recommend keeping them as-is until a time comes when you'd like a different interior design appearance in the café, or fixtures begin to fail, at which point the entire fixture is replaced with a new decorative LED fixture.

- ***Hanging Pendant style lights at main entrance and main stairwell-** LED bulbs are not available for this fixture. Upgrading to LED would require new fixtures.
 - *There are replacement lamps available, but they require the disconnecting and bypassing of the fixture ballast. I would recommend having a contractor undertake this work. The contractor should evaluate the existing lamps to verify replacement options, but based on provided documentation, the following are my suggestions:*
 - *GREEN CREATIVE: 58006*
 - *TCPI L19MHE265040K*

- ***Main entrance vestibule, exterior canopy, patio canopy-**LED bulbs are not available for this fixture. Upgrading to LED would require new fixtures.
 - *Still no appropriate lamp available and it is unlikely there will ever be an LED replacement for this lamp type. See attached information for new fixtures/retrofit options for these locations.*

- ***Second floor study tables-**LED bulbs are not available for this fixture. Upgrading to LED would require new fixtures.
 - *The incumbent lamp is a very unique fluorescent lamp (see attached information), and I would be surprised if there was ever an LED replacement lamp available for it. In discussing with Keith the limited usage that these fixtures see, it's my recommendation to just keep them as-is until the lamps become no longer available, at which point you would have to totally change out the fixtures to one that use an LED light source. Further, I'd recommend that you contact your supplier and stock up on the lamps, buying as many as you think is prudent, so that when burnouts do happen, you have lamps available. At some point due to the rarity of these lamps, they will likely become prohibitively expensive to purchase.*

- **Display cabinets-** LED bulbs are not available for this fixture. Upgrading to LED would require new fixtures.
 - *See attached specification that matches/is similar to existing display lighting. This fixture is largely plug-and-play and could likely be installed by Keith if he felt comfortable with it.*

- ***Exterior Wall Wash lights-** LED bulbs are not available for this fixture. Upgrading to LED would require new fixtures. LED fixtures are available. *LED Fixtures available for approx. \$150.00 ea. We would need 16 fixtures for this upgrade=\$2400.00*

- *I would proceed with the complete replacement of these fixtures, having the work done by a contractor.*

Desk lamps in staff offices have not been changed- LED bulbs should be available but this was not included in this phase of project. We have three different size lengths for this bulb. ****Karl, what are our options for these lamps?***

Replacement lamps identified below. Lamps should be tested to make sure they work with existing ballasts before purchasing bulk of required lamps.

(Qty. 32) - T5 48”in.

- *GREEN CREATIVE: 97930*
- *PHILIPS: 476507*

(Qty.13) - T5 34”in.

- *GREEN CREATIVE: 57955*
- *PHILIPS: 476465*

(Qty.23) – T5 22”

- *GREEN CREATIVE: 57959*
- *PHILIPS: 476424*

*****Due to Lunera going out of business, Lunera bulbs will most likely not be available for replacement or warranty coverage. Karl, what are our options for replacements/warranty coverage?***

- *Based on conversations that I’ve had with the manufacturer’s representative, there is currently no recourse available if there is a warranty claim for Lunera lamps. I will continue to monitor the situation, but at this point it doesn’t look good. Moving forward, I would recommend looking at alternates from Green Creative, GE, or TCP.*

We currently have some stock of the GE LED19-GX24Q-V/835 bulbs leftover that were not compatible with the current ballasts in several locations for “can style” lights and the Lunera equivalent was used.

At the time a replacement bulb is needed, it is recommended that the ballast be replaced to match the GE LED19-GX24Q-V/835 for those bulbs to be used when needed since the availability in the future appears to be at greater odds.

Information Services Department Report by April Stevenson

January Report

News and Notes

- The Information Services Department offered 142 programs.
- We held our annual MLK Unity Breakfast with close to 150 in attendance. We also held our youth MLK program with 45 in attendance.
- Hillary was Chamber Ambassador of the Month for December.
- Jessie finished shifting the entire fiction, mystery, and science fiction sections including relabeling the shelves.
- Shannon received a large donation of Brazilian Portuguese books and added them to our International collection.
- Kirsten created Communication Cards – these are pictorial cards to help accommodate patrons with language barriers/disabilities. These are available at each information desk. (See below for further info and picture)
- David worked with Buffalo Wild Wings to continue our Trivia program through June.
- Lindsay created a checklist of expectations for new Student Representatives to the Library Board.
- Hillary and April met with SCORE Mentors to make changes to the appointments and discuss future programs.
- Kathleen and Emily provided two extra programs for Freedom Work, helping adults with special needs.
- Jessie created a display of Charlie LeDuff books to market his upcoming program. Located on the shelves between the magazine room and the fireplace.
- David has placed surveys in the magazine room. We are trying to find out what may be looked at without being checked out and what patrons may like to see added.
- Kathleen and Lindsay added shelf markers to the Youth Reader and Youth Fiction sections. (See photo)
- Shannon brought back our Chinese Mandarin Conversation group. She also created Spanish and German bookmarks (translated by our conversation groups).
- Hillary completed a research request for MI Senator Runestad's office regarding information/statistics about the Asian-Indian population in Novi.
- We are adding genre labels to our youth and tween books and audiobooks; Science Fiction, Fantasy, Mystery, Sports, and Historical Fiction.
- Betty met with a Novi News reporter looking for historical information on Novi for an upcoming article. She also met with Damon Parnell, the city's multimedia production specialist to find photos and background material for a video.
- Lindsay applied for the Michigan Center for the Book mini-grant to have a mini Battle of the Books for adults over the summer.
- We exceeded our goal in the Winter Reading challenge. Thank you Kathleen for pulling this together and keeping track.
- In honor of Braille Literacy Month BTBL gave out a copy of the picture book "Bubble Gum, Bubble Gum" with braille overlay to each of their demo sites, including us.
- Shannon held our first ESL movie discussion.
- Mary created a helpful chart to update staff and patrons on Overdrive and Libby.
- Lindsay created a Teen Volunteer Manual for staff and teen volunteers.
- Shannon met with Minae Sawai of the GEN-J (Grassroots Exchange Network Japan) and has been asked to attend and participate in the Hina-Matsuri 2019 festival, representing NPL at the DIA.

Conferences, Workshops & Webinars

- Learning about your Tweens Webinar - Lindsay

IS Staff Out & About

- TLN Outreach Committee meeting presentation by Washtenaw Literacy Council – Shannon
- Oakland Literacy Council event Park West Gallery – Shannon
- Goddard School – Emily
- KinderCare – Emily
- Little Birds Montessori - Emily

January Adult Programs & Displays

In addition to our regularly scheduled programs, we also offered:

- Smart Home, Smarter You – 12
- MLK Unity Breakfast – 143
- Strong Moms, Strong Girls – 13
- Virtual Reality Demonstration - 5
- Increasing Your Communication Power with Allen Bialek – 11
- Genealogy – Where Do I Begin – 3 (max of 6)
- Our Feature Collection was Chinese books, and Top Reads of 2018
- Desk display featured Staff Picks of 2018
- Display at bottom of stairs was MLK Day and African-American history
- Business Kiosk displayed books on How to Start a Business

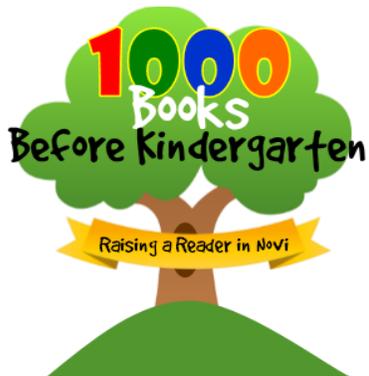
January Tween/Teen Programs & Displays

- Coding the Future - 16
- The Teen Stop Display was Best Teen Fiction books of 2018.

January Youth Programs & Displays

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

- MLK Unity Day Pancakes, Crafts & Movie for Kids - 45
- Our Youth Feature Display was Get Ready to Hibernate with a Good Book
- Our Youth Desk display was the Winter Reading Challenge
- Our Youth DVD Display was winter themed movies



January Raising a Reader 1,000 Books Before Kindergarten Stats

of active participants logging 100 books or more: 280

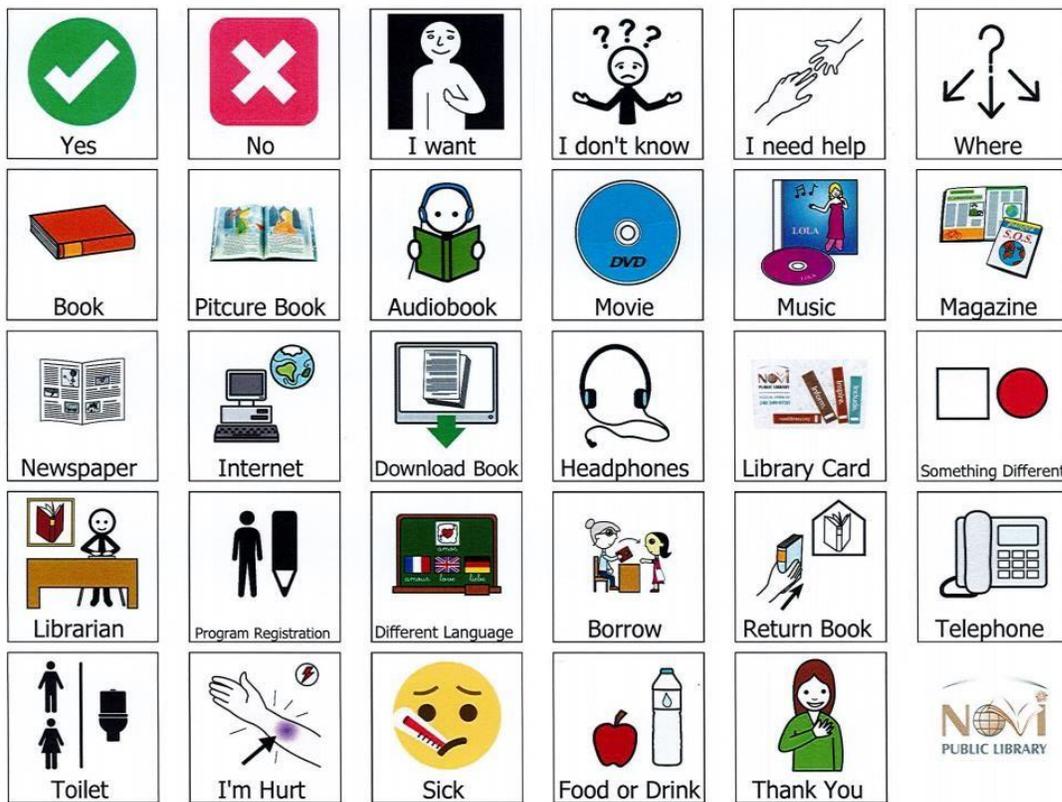
of logs received to date: 1,069

of books read this month: 45,000

100 Books – 280	600 Books – 71
200 Books – 177	700 Books – 65
300 Books – 136	800 Books - 56
400 Books – 100	900 Books – 50
500 Book – 89	1000 Books – 45



In order to better serve our patrons, Kirsten created a pictorial communication board. The board allows patrons with language barriers or disabilities to point to pictures to get the information and help they desire. The board includes various images for things like books and movies, as well as things like how to check out materials and where to find the restroom.





We are proud to announce our
December Ambassador of the Month.



Hillary Hentschel
[Novi Public Library - 45255 W. 10 Mile Road](#)
Information Services Librarian - Business Resources

I enjoy being a Novi Chamber Ambassador because it is a great way to meet and connect with other Novi businesses and pass on my enthusiasm for the city of Novi and its community. I love it when I can help raise awareness of great Chamber, city, and library services and connect people to services that are good fits for their businesses. There are so many great networking opportunities to meet people and promote what I do, but I also get a chance to hear more about others' needs and how I can play a part in helping them. Because I live and work in Novi, I especially love attending Ribbon Cuttings because I can take my family and show off the new and exciting things going on in our hometown. I am already looking forward to growing my new relationships with my fellow Chamber members in 2019!

SUPPORT SERVICES DEPARTMENT MONTHLY UPDATE by Maryann Zurmuehlen

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.
- Completed staff Mid-Year Performance Reviews.
- Hosted a TLN SASUG meeting on January 24th.
- Held a Shelf Reports Class for IS Staff on January 29th.
- Held interviews for 1 open position on January 30th.

Circulation & Shelves

- Supervisor retraining will begin this month.
- A Hoopla informational session was held for SS Staff on January 15th.
- A Lynda.com/Mango informational session will be held for SS Staff on February 18th.

Tech Services

- Tech Services is working on the following projects: cleanup of CARL migration catalog errors, Adult Graphic collection changes, foreign language additions, and genre label changes.
- A Tech Services meeting was held on January 11th.

Statistics (January 2019)

- **Library Cards Issued: 325**
- **Items Checked Out: 69,122**
- **Items Interloaned for NPL Patrons: 5,461 (91 through MeLCat)**
- **Items Interloaned to Other Libraries: 4,104 (146 through MeLCat)**
- **Items Added to the Collection: 1,519**
- **Items Discarded from the Collection: 1,595**
- **Novi School's Card Registration: 9**
- **MAP Checkouts: 2**
- **Outreach:**
 - 8 Facilities Visits / 51 Items Checked Out**
 - 6 Book Discussions / 96 Items Provided**

Support Services Statistics 2018-2019													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	494	445	419	354	252	227	325						2,516
Items checked out	81,644	78,014	67,084	68,276	63,684	64,719	69,122						492,543
Items borrowed	5,122	4,980	4,428	5,057	4,436	4,086	5,461						495,059
Items loaned	3,609	3,678	3,327	3,633	3,588	2,995	4,104						24,934
Read Boxes	249	254	176	0	0	0	0						679
MAP Checkouts	18	21	2	5	4	3	2						25,613
Novi School's Card Registration	15	37	24	13	9	12	9						119

	January 2019	January 2018		January 2019	January 2018
Library cards issued	325	379			
Total checkouts	69,122	61,774	READ Boxes	Adult 0	0
				Youth 0	0
Items borrowed	TLN 5,370	5,064		Total 0	0
	MeL 91	142			
	5,461	5,206			
Items loaned	TLN 3,958	5,697			
	MeL 146	111			
	4,104	5,808			

May 2 through October 4, 2018 was our sixth season of Read Box Service in Novi. Lakeshore Park is the original location with Rotary and ITC Parks added in 2014. ITC Park proved to be the most used with Lakeshore coming in a close second.

Read Box Totals May 2 - October 3, 2018

	2018	2017
Adult	159	198
Youth	1065	1073
Total	1,224	1,271

Self-Check Totals 2018-19 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	81,644	45.86%	37,445	8,383	6,719	4,503	8,011	9,829	0
August	78,014	47.08%	36,729	8,906	6,189	3,926	7,422	10,286	0
September	67,084	44.66%	29,957	6,755	5,482	3,426	6,007	8,287	0
October	68,276	44.42%	30,327	6,835	5,566	2,991	6,456	8,479	0
November	63,684	44.29%	28,205	6,631	4,705	2,587	5,078	8,559	645
December	64,719	41.86%	27,091	6,673	4,377	2,134	5,192	8,058	657
January	69,122	45.01%	31,113	7,241	5,116	3,090	6,080	9,032	554
February			0						
March			0						
April			0						
May			0						
June			0						
FYTD	492,543	44.74%	220,867	51,424	38,154	22,657	44,246	62,530	1,856

**Inquired with Support Services about reduced use of self-checks. For the past 6 months due to the CARL migration, patrons have been asked to see a staff person if there is an issue on their account (fine owed, lost item, etc.) when using the self-check. This has limited the use of the machines. As of February 22, 2019 we have instituted the credit card service again on the self-checks as well.

Library Usage									
2017-2018 Fiscal Year					2018-2019 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	44,976	4,770	49,746	1,658	July	49,562	4,656	54,218	1,807
August	46,477	4,533	51,010	1,700	August	36,668	4,163	40,831	1,317
September	49,912	3,984	53,896	1,996	September*	39,587	3,619	43,206	1,600
October	43,260	3,410	46,670	1,556	October	39,602	3,400	43,002	1,387
November	42,448	3,221	45,669	1,575	November	35,017	3,177	38,194	1,364
December	32,007	3,374	35,381	1,264	December	27,557	3,022	30,579	1,092
January	27,295	3,735	31,030	1,034	January	30,059	3,237	33,296	1,110
February	29,847	3,261	33,108	1,182	February			0	0
March	28,003	3,936	31,939	1,030	March			0	0
April	30,261	3,949	34,210	1,180	April			0	0
May	32,678	3,901	36,579	1,306	May			0	0
June	35,988	3,552	39,540	1,363	June			0	0
FYTD Total	443,152	45,626	488,778	1,401	FYTD Total	258,052	25,274	283,326	1,382

* Counter was unavailable 9-28 and 9-29

Computer Logins											
2017-2018 Fiscal Year						2018-2019 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	3,422	65,015	18	68,455	2,282	July	3,256	70,042	1	73,299	2,443
August	3,503	61,578	7	65,088	2,170	August	2,869	55,316	3	58,188	1,877
September	3,160	49,691	12	52,863	1,958	September	2,552	59,641	2	62,195	2,304
October	3,580	53,678	5	57,263	1,847	October	3,242	83,123	1	86,366	2,786
November	3,204	50,678	7	53,889	1,858	November	2,511	73,548	0	76,059	2,716
December	2,489	51,767	3	54,259	1,938	December	1,977	62,202	0	64,179	2,292
January	3,184	42,798	3	45,985	1,533	January	2,426	59,867	0	62,293	2,076
February	2,797	45,364	3	48,164	1,720	February				0	0
March	3,300	48,465	0	51,765	1,670	March				0	0
April	3,039	49,597	9	52,645	1,815	April				0	0
May	2,868	50,861	5	53,734	1,919	May				0	0
June	2,893	50,016	1	52,910	1,824	June				0	0
FYTD Total	37,439	619,508	73	657,020	1,883	FYTD Total	18,833	463,739	7	482,579	2,354

Early Literacy Workstation Usage							
2017-2018 Fiscal Year				2018-2019 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,067	21,897	20	July	1,092	22,924	20
August	987	20,913	21	August	946	19,856	20
September	761	14,602	19	September	870	17,049	19
October	771	14,056	18	October	848	16,301	19
November	804	16,212	20	November	765	16,183	21
December	557	10,871	19	December	654	12,676	19
January	789	16,180	20	January	771	15,823	20
February	765	16,128	21	February			
March	952	19,737	20	March			
April	840	17,957	21	April			
May	720	14,788	20	May			
June	989	21,361	21	June			
FYTD Total	10,002	204,702	20	FYTD Total	5,946	120,812	20

Technology Training Sessions 2018-19 Fiscal Year

	eReader/RB Digital	VHS to MP4	Inkscape	Vinyl/Cassette to MP3	GIMP Photo Editing	Virtual Reality	3D Printing	Tech Time	Impromptu Tech Time	Staff Training	Total Classes	Total Patrons
July	1	2		2	1	1		5	3		15	
<i>Patrons</i>	0	2		2	1	18		5	3			31
August	1	2		2	1	1		5	7	13	32	
<i>Patrons</i>	1	2		2	1	11		5	7	13		42
September		2		2	2			5	3	3	17	
<i>Patrons</i>		2		2	2			5	3	3		17
October		2	1	2	2	1		4	6	7	25	
<i>Patrons</i>		2	5	2	2	60		4	6	10		91
November		2		2	2	1		3	13	8	31	
<i>Patrons</i>		2		2	2	4		3	16	12		41
December		2		2	2			5	1	9	21	
<i>Patrons</i>		2		2	2			5	1	10		22
January		3		4				3	14	16	40	
<i>Patrons</i>		3		4				3	14	16		40
February											0	
<i>Patrons</i>												0
March											0	
<i>Patrons</i>												0
April											0	
<i>Patrons</i>												0
May											0	
<i>Patrons</i>												0
June											0	
<i>Patrons</i>												0
Sessions	2	15	1	16	10	4	0	30	47	56	181	
<i>Patrons</i>	1	15	5	16	10	93	0	27	36	48		284

2018-2019 Fiscal Year							
	Hoopla		RB Digital		Lynda.com		
	Check-outs	New Users	Novi Checkouts	Consortium Checkouts	Active Users	Logins	Total Video Views
July	637	248	596	15,133	54	221	795
August	641	250	630	17,993	62	86	510
September	623	231	591	16,779	71	15	121
October	556	213	1,035	23,626	86	60	485
November	543	215	1,912	42,683	99	140	948
December	618	204	1,355	30,080	111	245	949
January	777	260	1,494	36,834	131	173	670
February							
March							
April							
May							
June							
FYTD Total	4,395	1,621	7,613	183,128	614	940	4,478

2018-2019 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	3,169	1,668	4,837	80
August	3,283	1,555	4,838	61
September	2,972	1,566	4,538	87
October	2,967	1,386	4,353	55
November	2,863	1,409	4,272	47
December	2,930	1,459	4,389	71
January	3,249	1,560	4,809	95
February			0	
March			0	
April			0	
May			0	
June			0	
FYTD Total	21,433	10,603	32,036	496

Meeting Room Rentals					
2017-2018 Fiscal Year			2018-2019 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	48	1,080	July	49	1,235
August	53	881	August	56	1,367
September	34	755	September	76	1,696
October	60	1,296	October	74	1,372
November	42	931	November	64	1,709
December	32	636	December	59	1,347
January	50	1,033	January	45	1,071
February	48	1,041	February		
March	73	1,566	March		
April	37	778	April		
May	38	1,089	May		
June	55	1,320	June		
FYTD	570	12,406	FYTD	423	9,797

Library App - 2018-2019 Fiscal Year							
	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages	
July	32,473	1.	Catalog	January	48,988	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	RB Digital			5.	Boopsie Popular Books
August	25,309	1.	Catalog	February			
		2.	My Account				
		3.	OverDrive				
		4.	RB Digital				
		5.	Library Locator				
September	39,816	1.	Catalog	March			
		2.	My Account				
		3.	OverDrive				
		4.	Library Locator				
		5.	Zinio				
October	39,472	1.	Catalog	April			
		2.	My Account				
		3.	OverDrive				
		4.	Library Locator				
		5.	Events				
November	40,869	1.	Catalog	May			
		2.	My Account				
		3.	Library Locator				
		4.	OverDrive				
		5.	Zinio				
December	37,115	1.	Catalog	June			
		2.	My Account				
		3.	Library Locator				
		4.	OverDrive				
		5.	Popular Books				
				Total	264,042		

**CHARTER TOWNSHIP OF NORTHVILLE
NOTICE TO THE RESIDENTS
OFFICE CLOSING**

The Charter Township of Northville Administrative Offices will be closed on Monday, January 21, 2019 in observance of Martin Luther King Jr. Day. The offices will re-open at 8:00 a.m. on Tuesday, January 22, 2019.

**POLICE & FIRE EMERGENCY SERVICES
WILL REMAIN AVAILABLE**

Sue A. Hillebrand, Clerk

Published: January 17, 2019

LD-0001498 2d

Novi library participating in Cuban challenge

Billionaire investor and "Shark Tank" personality Mark Cuban has announced his sponsorship of the second annual Beanstack Winter Reading Challenge in support of public libraries, including the Novi Public Library, and school systems throughout the United States. This year, Cuban challenges more than 250 schools and libraries, more than double that of the inaugural Winter Reading Challenge, to meet a collective goal of reading at least five million minutes and 75,000 books during the month of January. If achieved, Cuban pledges to donate \$35,000 to the top-performing libraries and schools.

Participating libraries will use Beanstack, a web and mobile application, to track self-directed reading time and help build a culture of reading in school and at home. The software makes it easier for students and families to track reading and stay motivated while providing insights and data about reading habits to school and library administrators.

This year, all prize money will be divided directly among the top performing schools and libraries. Prizes are awarded based on four elements: outreach, active participation, logging numbers and community (social) sharing.

Cuban will announce the results in February.

***Notice of Sale* Pursuant to Michigan Statute 570 – Self-Service Storage Facility Act: Novi Office & Warehouse LLC will hold a public sale of delinquent units in order to satisfy the owner's lien. Each unit will be sold by competitive bidding to the highest bidder for cash only. All property in the storage unit contains household items unless otherwise mentioned. Novi Office & Warehouse will conduct this auction online at Bid13.com. Location: 22222 Roethel Drive, Novi, Michigan 48375. Bidding will begin on Monday, January 21 at 12:00pm. All Bidding will end on Monday, January 28 at 12:00pm. Unit 74, Elektronik Kosseke LLC; Herve E. Kosseke or Herve Eric Kosseke. Microwave, baby strollers, bicycle, jackets, miscellaneous items.**

Published: January 10, 2019

LD-0001498 2d

**City of Novi
Notice of Public Hearing
Community Development Block Grant Funds**

NOTICE IS HEREBY GIVEN that the City of Novi will hold a Public Hearing on the use of Community Development Block Grant Funds. The hearing will be held Monday, January 28, 2019 at 7:00 p.m., EST, at the Novi Civic Center, 45175 Ten Mile Road, Novi, Michigan 48375, for the purpose of hearing public comments on the Community Development Block Grant Program Year 2017 reprogramming of funds as follows:

Existing (from) - 2017 Program Year

Activity Number	732185
Activity Description	Youth Services
Amount	\$8,629.25

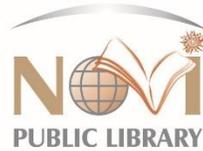
Proposed (to) - 2017 Program Year

Activity Number	731227
Activity Description	Minor Home Repair
Amount	\$6,629.25
Activity Number	732185
Activity Description	Child Care Services
Amount	\$2,000.00

All interested citizens are requested to attend this hearing. Comments will also be received in writing or in person at the City Clerk's Office, 45175 Ten Mile Road, Novi, Michigan 48375, until 5:00 p.m., January 28, 2019. Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter will be made upon receiving 72 hour advance notice. Contact City Clerk, Corbin H. Hines at 946-3474, M-F, 9:00 a.m. - 5:00 p.m.

Historical Commission Budget 2019-2020 (Approved 1/16/2019)

Novi Historical Commission 2019-2020 Budget Approved 1/16/2019	
Account: General Fund 101	Expenditures
Display Cabinet Exhibit	\$900
Marketing/Brochures/Engage/Shirts/Name Badges	\$1,200
Equipment/Supplies/Office/Upgrades/Repairs/Data Storage	\$1,200
Program/Speaker Fees	\$1,800
Storage Unit	\$2,500
Acquisition (books/materials)	\$500
Conference/Continuing Education	\$2,500
Special Projects	\$3,400
TOTAL	\$14,000



Library Board Calendar

2019

February 28	Library Board Regular Meeting
March 13	NLA Trustees Training for Library Board Members (5:00pm-8:00pm)
March 28	Library Board Regular Meeting
April 7-13	National Library Week
April 21	Holiday – Easter, Library Closed
April 25	Library Board Regular Meeting
May 12	Holiday – Mother's Day, Library Closed
May 23	Library Board Regular Meeting
May 26	Library Closed
May 27	Holiday – Memorial Day, Library Closed
June 10	Summer Reading Begins
June 16	Holiday- Father's Day, Library Closed
June 27	Library Board Regular Meeting
July 4	Holiday – Independence Day, Library Closed
July 25	Library Board Regular Meeting
August 15	Community Reads Launches
August 16	Staff In-Service, Library Closed
August 17	Summer Reading Ends
August 22	Library Board Regular Meeting
August 31	Library Closed
September 1	Library Closed
September 2	Holiday – Labor Day, Library Closed
September 26	Library Board Regular Meeting
October 18	Friends of Library Booked for the Evening, Library Closes at 5 p.m.
October 24	Library Board Regular Meeting
November 21	Library Board Regular Meeting
November 27	Holiday – Thanksgiving Eve, Library Closes at 5 p.m.
November 28	Holiday – Thanksgiving, Library Closed
December 19	Library Board Regular Meeting
December 24	Holiday- Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year's Eve, Library Closed

- 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.