

**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Wednesday, August 17, 2016  
at 7:00 p.m.  
City of Novi, Council Chambers  
45175 W. Ten Mile Road, Novi, MI 48375

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

- 1. Call to Order by President, Craig Messerknecht
- 2. Roll Call by Secretary, Ramesh Verma
- 3. Pledge of Allegiance
- 4. Approval and Overview of Agenda
- 5. Consent Agenda
  - A. Approval of Claims and Warrants L545.....4-5
  - B. Approval of Regular Meeting Minutes – July 20, 2016 .....6-15
- 6. Correspondence .....N/A
- 7. Presentation/Special Guest
  - A. Check presentation of \$1,000 by Erin Ilg, Community Financial Credit Union, to Sue Johnson, President – Friends of the Novi Library.
  - B. Introduction of David Silberman, Electronic Services Librarian
- 8. Public Comment
 

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

DISCLAIMER: Audiovisual presentations are welcome. To insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting
- 9. Student Representatives Report .....N/A
  - A. City Council Resolution Regarding Terms of Youth Council Members..... 16-17
- 10. President's Report (Craig Messerknecht)
  - A. Goals Update (as of July 2016) .....N/A
- 11. Treasurer's Report (Melissa Agosta)
  - A. Library Budget Fund 268 – 2016-2017 Approved ..... 19-21
  - B. Library Fund 268 Expenditure & Revenue Report (July 31, 2016) ..... 22-25
  - C. Contributed Fund Budget 269 .....N/A
  - D. Contributed Fund 269 Expenditure & Revenue Report (July 31, 2016) ..... 27
  - E. Balance Sheets for Funds 268 and 269 ..... 28-29

12. Director's Report.....	30-36
A. Information Technology Report .....	37
B. Facilities Report .....	N/A
C. Information Services Report.....	38-39
D. Support Services Report .....	39-40
E. Library Usage Statistics.....	41-50
F. Friends of the Novi Library .....	51
G. Novi Historical Commission .....	52-54

13. Committee Reports

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

(Michener–Chair, Poupard)

Library staff have met to discuss the process for the review of current policies. Next staff meeting is Thursday, September 29<sup>th</sup>.

**GOAL for Committee Members:** Take part in the Policy Review Committee. Review current policies, take part in individual department meetings to discuss policies with library staff, report back to committee edits/changes/new language. Present changes to Library Board Committee for consideration of adoption. Must participate in 3 committee planning meetings and edit policies related to specific departments. Present revised policies to staff once Board approves.

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

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

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

(Agosta- Chair, Messerknecht, Lawler)

Meeting scheduled for Thursday, August 25<sup>th</sup> to meet with potential donor and discuss options for a library trust/endowment. Review of 269 Fund for 16/17.

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

(Michener – Chair, Agosta, Wood)

Library Director is working with a vendor for an opportunity to reach out to library non-users. More information will be presented to the committee in late fall 2016.

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

(Poupard- Chair, Wood) – No action at this time.

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

(Messerknecht – Chair, Lawler, Verma, Wood)

Building/Landscape Committee Meeting: Thursday, July 21, 2016

1. Library Bioswales update
2. Status of Library trees
3. Energy Reduction Coalition (Lighting Project)

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

(Lawler- Chair, Agosta) – No action 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 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. None

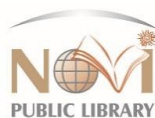
16. Adjourn

**Supplemental Information:**

- Fall Business Blender – Tuesday, September 27<sup>th</sup> 8-10am at Novi Library.....55
- Authors LIVE Luncheon – Wednesday, October 12<sup>th</sup> 12pm – 2pm at Fox Run of Novi.....56
- Community Reads Events – Author, Chris McDougall Title: Born to Run.....57
- Library Calendar.....58

**Future Events:**

- Library Staff In-Service – Friday, August 19<sup>th</sup> – LIBRARY CLOSED
- Novi Historical Commission regular meeting – Wednesday, August 24<sup>th</sup> at 7:00pm, Novi Library
- Preschool Literacy Event – Saturday, August 27<sup>th</sup> at 1-3pm, Novi Library
- Labor Day Holiday – Saturday, September 3 – Monday, September 5 LIBRARY CLOSED
- Friends of the Novi Library regular meeting – Wednesday, September 14<sup>th</sup> at 7:00pm, Novi Library
- Library Board of Trustees regular meeting – Wednesday, September 21<sup>st</sup> at 7:00pm, City of Novi
- Novi Historical Commission regular meeting – Wednesday, September 28<sup>th</sup> at 7:00pm, Novi Library



**Inform. Inspire. Include.**

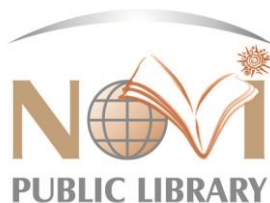
45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

<b>Warrant 545</b>	<b>268 Accounts</b>	<b>August 2016</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account Total</b>
Global Office Solutions (7/29/16)		268-000.00-727.000	\$ 2,094.79
Michigan Chamber of Commerce (7/28/16)	St & Fed Labor Law Posters	268-000.00-727.000	\$ 37.50
Staples (7/6/16)		268-000.00-727.000	\$ 91.98
The Office Connection (7/8/16)	pallet of paper	268-000.00-727.000	\$ 1,020.00
1&1 Internet, Inc. (7/12/16)	Domain renewal: novilibrary.org 7/10/16-7/9/17	268-000.00-734.000	\$ 34.97
Actron Integrated Security Systems, Inc. (6/21/16)	sec cameras	268-000.00-734.000	\$ 1,640.00
Adobe (7/12/16)	Adobe Creative Cloud apps 1-yr	268-000.00-734.000	\$ 239.88
CTC Technologies (6/30/16)	CISCO Prime Virt Install; 15-16 fy	268-000.00-734.000	\$ 1,400.00
Skaneateles.occipital.com (7/9/16)	Skaneateles 3D scanning software; 16-17 fy	268-000.00-734.000	\$ 129.00
Tech Soup (7/12/16)	Adobe Create Cloud 1-yr Ind mem	268-000.00-734.000	\$ 5.00
Bidnet	screen purchases	268-000.00-734.500	\$ (250.50)
CDW-G (7/13/16)	Startech 1m mini-DVI-D cable	268-000.00-734.500	\$ 270.00
Cedar Springs Public Library	purchase scanner	268-000.00-734.500	\$ (350.00)
Miller	scanner	268-000.00-734.500	\$ (20.00)
Richard Township Public Library	scanner	268-000.00-734.500	\$ (40.00)
SunTel Services (7/18/16)	refurbished Avaya Nortel phone	268-000.00-734.500	\$ 465.94
Tech Logic Corp. (7/1/16)	8/1/16-7/31/17 cleaning pgm; 16-17 fy	268-000.00-734.500	\$ 2,700.00
Telsystems (6/27/16)	Telex transmitter; 16-17 fy	268-000.00-734.500	\$ 458.00
Allied-Eagle Supply Co. (7/2/16)		268-000.00-740.000	\$ 687.09
Demco (7/5/16)	durafold jackets	268-000.00-740.000	\$ 201.16
Barnes & Noble (7/15/16)		268-000.00-742.000	\$ (17.21)
Brodart (7/14/16)		268-000.00-742.000	\$ 1,556.35
Ebsco (7/13/16)	JK Lassers Your Inc Tax	268-000.00-742.000	\$ 10.11
Gale/Cengage (7/22/16)		268-000.00-742.000	\$ 1,454.85
Berkley Public Library		268-000.00-742.100	\$ 18.00
The Library Network (5/17/16)	Zinio; 5/1/16-4/30/17; 15-16 fy	268-000.00-743.000	\$ 5,202.94
Library Ideas (7/1/16)	Fregall Music Sub; 7/1/16-6/30/17	268-000.00-744.000	\$ 8,652.00
Midwest Tape (7/12/16)		268-000.00-744.000	\$ 80.34
Midwest Tape (7/12/16)		268-000.00-745.200	\$ 2,963.02
DearReader.com (7/1/16)	select reads 7/1/16-6/30/17	268-000.00-745.300	\$ 3,800.00
Midwest Collaborative for Library Services (5/2/16)	Morningstar Inv 9/1/16-8/31/17	268-000.00-745.300	\$ 2,554.00
Paid In Full Movie, LLC (7/18/16)	DVD/BluRay; 1 each	268-000.00-745.300	\$ 150.00
tutor.com (6/28/16)	7/1/16-6/30/17; Learning Suite	268-000.00-745.300	\$ 13,900.00
Bright House Networks Business Solutions (6/26/16)	Jul-16	268-000.00-801.925	\$ 32.30
Merchant Billing Statement	June 2016; 15-16 fy	268-000.00-802.100	\$ 238.63
Johnson, Rosati, Schultz & Joppich, PC	entry driveway	268-000.00-806.000	\$ 195.00
American Library Association (7/18/16)	Fricke; incl YALSA memb	268-000.00-809.000	\$ 128.00
Michigan Library Association (5/17/16)	2016-17 fy	268-000.00-809.000	\$ 340.00
Novi Rotary (7/25/16)	Summer 2016 dues; Farkas	268-000.00-809.000	\$ 190.00
Foster Swift (7/12/16)	June; 15-16 fy	268-000.00-816.000	\$ 931.00

BuyBack Corp	sale of 6 iPhones	268-000.00-851.000	\$ (235.00)
TelNet Worldwide (8/4/16)		268-000.00-851.000	\$ 525.44
Verizon (6/28/16)	5/29-6/28/16	268-000.00-851.000	\$ 314.32
The Library Network (7/8/16)	Sh Auto; 7/1-9/30/16	268-000.00-855.000	\$ 12,261.46
Farkas, Julie	4/11-5/16/16 mileage	268-000.00-862.000	\$ 98.17
Michigan.com (6/27/16)	5/30-6/26/16;15-16 fy	268-000.00-880.000	\$ 212.00
Muniweb (7/8/16)	Jun-16	268-000.00-880.000	\$ 457.50
YP (7/5/16)	7/1/16-6/30/17;cc	268-000.00-880.000	\$ 740.88
Alberga, Kathleen	youth/tween pgm	268-000.00-880.268	\$ 270.54
Amazon.com (7/6/16)	youth pgm	268-000.00-880.268	\$ 51.57
Biggby Coffee (7/6/16)	SRP adult gift cards	268-000.00-880.268	\$ 100.00
Brewin, Linda	youth pgm; Tutu making; 7/23/16	268-000.00-880.268	\$ 68.91
Farkas, Julie	Adt SRP gift cards (Panera) npl	268-000.00-880.268	\$ 100.00
Five Below (7/6/16)	SRP youth prizes	268-000.00-880.268	\$ 217.50
Friends of Novi Public Library	Wish List; Adt gift card purchase	268-000.00-880.268	\$ (300.00)
Gordon Food Service Store (7/1/16)	youth	268-000.00-880.268	\$ 105.83
Motion Picture Licensing Corp (7/5/16)	2016-17fy	268-000.00-880.268	\$ 240.00
Mutch, Kathleen	Adt Writing Pgm; August 2016	268-000.00-880.268	\$ 200.00
Oriental Trading (7/19/16)		268-000.00-880.268	\$ 100.96
Panera Bread	SRP adult gift cards; 16-17 fy	268-000.00-880.268	\$ 550.00
Porter, Soo (Your Path of Life LLC)	Conquer your Paper Mtn; 8/14/16	268-000.00-880.268	\$ 75.00
Storch, Mary	Adt Coloring; 7/20/16	268-000.00-880.268	\$ 19.98
Engraving Connection (7/24/16)	Star plaque	268-000.00-900.000	\$ 144.74
First Impression Print & Marketing (7/31/16)	Friends Patio Party Invites (650)	268-000.00-900.000	\$ 259.08
Konica Minolta (6/30/16)	June 2016; 15-16 fy	268-000.00-900.000	\$ 689.37
Konica Minolta (7/1/16)	July 2016; 16-17 fy	268-000.00-900.000	\$ 137.41
Consumers Energy	6/10-7/9/16	268-000.00-921.000	\$ 130.81
DTE Energy	6/24-7/24/16	268-000.00-922.000	\$ 9,612.31
24/7/365 Inc. (4/15/16)	Window clean in/out ann; 8/19/16	268-000.00-934.000	\$ 1,180.00
Cintas (7/21/16)		268-000.00-934.000	\$ 738.75
Orkin (6/30/16)		268-000.00-934.000	\$ 62.72
Schindler (7/1/16)	Inspection Ser; 7/1/16-6/30/17	268-000.00-934.000	\$ 1,157.04
Brien's Services, Inc. (6/28/16)		268-000.00-941.000	\$ (95.00)
C&J Parking Lot Sweeping, Inc. (6/30/16)	June 23, 2016; 15-16 fy	268-000.00-941.000	\$ 55.00
Konica Minolta Premier Finance (8/19/16)		268-000.00-942.000	\$ 999.00
Corrigan Storage Solutions (7/1/16)	July 2016	268-000.00-942.100	\$ 31.64
Farkas, Julie	TLN Membership 5/17/16	268-000.00-956.000	\$ 91.23
Fred Pryor Seminars (7/6/16)	Fac (2 attending) 8/22-32/16	268-000.00-956.000	\$ 798.00
State of Michigan	Stevenson; 9/15/16; New Dir Wksp	268-000.00-956.000	\$ 30.00
Actron Integrated Security Systems, Inc. (6/21/16)	camera/outdoor encl.; sec cam	268-000.00-986.000	\$ 17,500.00
CDW-G (7/12/16)	Intel NUC Kit; 30; 16-17 fy	268-000.00-986.000	\$ 26,267.40
Petty Cash			\$ 4.43
<b>TOTAL</b>			<b>\$ 129,163.13</b>

Items highlighted in yellow are charged to the 15/16 budget



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
July 20, 2016**

**DRAFT**

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

**Library Board**

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

**Student Representatives**

Ruchira Ankireddygari (Absent and Excused)  
Cindy Huang (Departed at 7:39)

**Library Staff**

Julie Farkas, Director  
Julie Prottengeier, Office Assistant

**Guests**

Kristin Abate, Support Services Supervisor  
Gail Anderson, Part-Time Programming Coordinator  
Pat Brunett, Friends of the Novi Library  
Lindsay Fricke, Information Services Librarian  
Sarah O'Brien, Information Services Librarian  
April Stevenson, Head of Information Services  
Aisar Taha, Shelver

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

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

### **3. Approval and Overview of Agenda**

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

1<sup>st</sup>—Ramesh Verma  
2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.

### **4. Consent Agenda**

#### **A. Approval of Claims and Warrants L544**

#### **B. Approval of Regular Meeting Minutes – June 15, 2016**

A motion was made to approve the Claims and Warrants L544 and the Regular Meeting minutes from June 15, 2016.

1<sup>st</sup>—Tara Michener  
2<sup>nd</sup>—William Lawler

The motion passed unanimously.

### **5. Correspondence**

There was no correspondence.

### **6. Presentation**

#### **A. Mr. Pat Brunett, from the Friends of the Novi Library, check presentation.**

- Mr. Burnett reported to the Board that the Friends of the Novi Library had passed a budget of \$40,000.00 for the upcoming fiscal year. Included in that budget are two items that will go to the Library. The Friends will purchase items on the Library's wish list and the Friends will support programs within the Library. Mr. Brunett presented Ms. Farkas with a check in the amount of \$28,605.00.
- Ms. Farkas reported that all but two items from the wish list were approved for purchase. Trustee Poupard asked what was on the wish list and Ms. Farkas said that she would send out a list of the items to everyone on the Board.

#### **B. Introduction of Ms. Gail Anderson, Part-time Programming Coordinator.**

- Ms. Anderson joined the staff at the Novi Public Library in June, 2016.  
Ms.

Anderson spent over 16 years at the WDIV news station as a reporter. Her years as a reporter allowed her the opportunity to connect with various communities throughout the state of Michigan. In addition to reporting, Ms. Anderson has an event production business that has allowed her the opportunity to produce many large scale programs and events. Ms. Anderson hopes to create more programs for adults between the ages of 20 and 50 and also work on theme-based programming.

- Ms. Anderson informed the Board of a diversity program being held on October 4, 2016 from 6:30-8:30 at the Novi Library.
- The Library Board members welcomed Ms. Anderson to the Novi Library and are excited about the up-coming programs.

### **C. Annual Staff Recognitions**

- **NPL Customer Service Award for 2015-2016:** Honors a staff person who has provided the most consistent and most positive customer service to our NPL patrons and staff over the past year. This year's recipients are:
  - Florence Woodbridge, Support Services
  - Sarah O'Brien, Information Services
  - Christina Salvatore, Communications Coordinator
  - Dominic Doot, Information Technology
- **NPL Above & Beyond Award:** Honors a staff person who has shown their dedication to the Novi Public Library. This year's recipients are:
  - Kristin Abate, Support Services
  - Denise Johnston, Support Services
  - Aisar Taha, Support Services
  - April Stevenson, Information Services
  - Lindsay Fricke, Information Services
- Ms. Farkas presented each of the winners a certificate and also presented a plaque to hang in the library with everyone's name engraved on it. Along with Trustee Messerknecht, Ms. Farkas will host a dinner at Steve and Rocky's in Novi on August 3, 2016.



## 7. Public Comment

There was no public comment.

## 8. Student Representatives Report

The Student Representative Report can be found on pages 16-17 of the July 20, 2016 Library Board packet.

### A. Programs

- June 6 and June 7: Orientation for Summer Reading Program teen volunteers.
- June 22: Tie Dye Day to kick off the annual Summer Reading Program.
- June 29: Bubble Soccer was held at the Novi Library.

### B. Summer Reading Update

- There are five reading programs for each of the following age groups:
  - Read to Me: Infants to pre-kindergarten
  - On your Mark, Get Set, Read: K-4<sup>th</sup> grade
  - Get in the Game Read: 5<sup>th</sup> and 6<sup>th</sup> grade
  - Exercise your Mind: 7<sup>th</sup>-12<sup>th</sup> grade
  - Adult Summer Reading Program: ages 18 and up.
- Teens can participate in weekly drawings by completing exercises and earning raffle tickets, and those that read three books can attend an after-hours lock-in at the Library on August 12, 2016.
- The two student interns, sponsored by the Friends of the Library, are **Meera Shivakumar** and **Sheri Lee**. The interns oversee all the teen volunteers and help patrons sign-up for Summer Reading. They each receive a \$500.00 stipend at the conclusion of Summer Reading that is graciously given by the Friends of the Novi Library.

### C. Upcoming Programs

- July 6: Spectacular Sports Movie
- July 11, 18, 25: Makeover Mondays
- July 13: Fitness Training Workshop
- July 19: Get Your Groove On

- July 27: Candy Olympics

**D. Teen Space:** 259 Attendees for the month of June.

## **9. President's Report**

The President's Report can be found on pages 18-36 of the July 20, 2016 Library Board packet.

### **A. Goals Update**

- Ms. Farkas reported that staff is working on a new goal document based on the 2016/2017 goals that were approved by the Library Board at the June 20, 2016 Library Board meeting. The new document will be presented at the August meeting.
- Trustee Messerknecht inquired about the end-of-life technology that was sold referenced on page 20 of the Library Board packet. Ms. Farkas explained it was computers that were sold in June.
- Ms. Farkas explained that every single employee at the Library plays a part in the goal document. She thanked the staff for all their work and dedication in making the Novi Library what it is.

## **10. Treasures Report**

The Treasurer's Report can be found on pages 37-38 of the July 20, 2016 Library Board packet.

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

The Library Budget Fund 268 2015-2016 and 2016-2017 can be found on pages 37-39 of the July 20, 2016 Library Board packet.

- 2015-2016: Revenue is projected to be \$2,673,181.00 and expenditures are projected to be \$3,092,245.00. This would require fund balance usage of \$419,064.00.
- 2016-2017: Revenue is projected to be \$2,774,726.00 and expenditures are projected to be \$3,035,900.00 pending an increase of \$17,500 for security camera installation that was not completed in 2015/2016. This budget will require fund usage of \$261,174.00.

### **B. Library Fund 268 Expenditure & Revenue Report (June 30, 2016)**

The Fund 268 Expenditure and Revenue report can be found on pages 40-43 of the July 20, 2016 Library Board packet.

- Revenue increased \$14,333.00 for the month of June bringing the year to date total to \$2,795,584.00.

- Expenditures increased \$196,373.00 for the month of June bringing the year to date total of expenditures to \$2,667,758.00. This is about 86% of what was budgeted and since the Library is at the end of the fiscal year, much less of the fund balance will need to be used.
- The net revenue and expenditures are a positive \$127,826.00.

**C. Contributed Fund Budget 269**

The budget for Fund 269 can be found on pages 44-45 of the July 20, 2016 Library Board packet. Little activity was recorded.

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

The contributed fund 269 Expenditure and Revenue Report can be found on page 46 of the July 20, 2016 Library Board packet. Little activity was recorded.

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

The balance sheets for funds 268 and 269 can be found on pages 47-48 of the July 20, 2016 Library Board packet.

- The ending balance for fund 268 in June was \$1,847,249.00
- The ending balance for fund 269 in June was \$1,661,973.00

Trustee Lawler inquired about an item on the Warrant. On page 5 of the Library Board packet is a charge for \$999.00 from Konica Minolta Premier Finance. Ms. Farkas explained that Konica Minolta is the copier that the public and staff use to make copies. There are currently five in the building. The amount fluctuates based on the number of copies made each month. The Library is currently looking into new leases as that contract ends in the fall.

**11. Director's Report**

The Director's Report can be found on pages 49-80 of the July 20, 2016 Library Board packet.

- Ms. Farkas shared a plastic castle that was created with the 3-D printer. The Library asked a patron to share his experience with the 3-D printer for an article in the Novi News. He provided very positive feed-back about his experience. Novi Schools is also implementing 3-D printing for students.
- On July 6, 2016 the Café did not open at its scheduled time and the issue was discussed with the Café owner.
- The entrance project is nearly 100% complete. An electrical conduit must be fixed as well as some irrigation issues. Ms. Farkas thanked the DPS for putting the project together and the Novi Police Department for making the area safe as people were entering and exiting at the beginning of the project. Trustee Lawler commented that proper signage would have been better at the start of the

project.

- Ms. Farkas discussed the new program Raising a Reader in Novi and hopes it will be a signature program for literacy for the young children in Novi. The Library is working with the Novi Community Schools and the new preschool that is to open with close to 400 students already registered. With the help of parents she hopes that 1,000 books will be read by Kindergarten. As readers reach goals of 100 books, they will receive small incentives from the Library. Once 1,000 books are read the child will designate a book in the Library's collection with his or her name as "Reader Raised in Novi".
  - The Friends of the Novi Library donated \$3,000.00 and Vibe Credit Union donated \$1,000.00 to the program.
  - Trustee Poupard commented that it is important to include the children that may not have as much parental involvement. Ms. Farkas agreed and reported that there will be an effort to reach out to those students. She has plans to reach out to Novi News and other pre-schools in Novi as well as attend the City Council meeting in the fall with hopes of spreading the word.
  - Trustee Agosta commented that Facebook will also be a great way to get the word out.
  - Trustee Michener said that the Library does a great job at reaching out to the community both actively and passively.

**A. Information Services Report**

The Information Service Report is located on pages 53-59 of the July 20, 2016 Library Board packet.

- The Technology Plan for 2016-2019 is located on pages 54-59. Ms. Farkas reported that the Library is a bit behind in Technology. Some of the hardware is too old for software updates. This issue will be discussed at future Board meetings.

**B. Facilities Report**

The Facilities Report by Keith Perfect can be found on pages 60-61 of the July 20, 2016 Library Board packet.

**C. Information Services Report**

The Information Services Report can be found on pages 62-63 of the July 20, 2016 Library Board packet.

- Librarian Mary Storch hosted an adult coloring program. Twenty adults met in the Board Room to take part in this trending, stress reducing activity.

**D. Support Services Report**

The Support Services Report can be found on page 64 of the July 20, 2016 Library Board packet.

**E. Library Usage Statistics**

The Library Usage Statistics can be found on pages 65-74 of the July 20, 2016 Library Board packet.

- Library usage is higher than last year's numbers.
- A new statistic will be added on the next report tracking the usage of the drive-up service counter.
- The library App went up for the month of June.

**F. Friends of the Novi Library**

The Friends of the Novi Library report can be found on pages 75-79 of the July 20, 2016 Library Board packet.

**G. Novi Historical Commission**

No report was provided.

**H. Novi News Article**

- Superintendent Steve Matthews submitted an article to the Novi News which referenced the Novi Library as being a great source for summer reading. The article can be found on page 80 of the July 20, 2016 Library Board packet.

**12. Committee Reports**

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

**(Michener—Chair, Poupard)**

No action at this time.

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

**(Verma—Chair, Michener)**

- Trustee Verma explained that he, Trustee Michener and Ms. Farkas met to discuss director evaluations. It was determined that Ms. Farkas would contribute a self-evaluation once a year as part of her yearly evaluation.
  - Trustee Verma requested an organizational chart for the library and Ms. Farkas will send it to all the board members.

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

**(Agosta—Chair; Messerknecht, Lawler)**

No action at this time.

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

**(Michener—Chair, Agosta, Wood)**

No action at this time.

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

**(Poupard—Chair, Wood)**

No action at this time.

**F. Building/Landscape Committee: Entrance project, Energy Reduction Coalition project, Building Assessment (Messerknecht—Chair, Lawler, Verma, Wood)**

- Trustee Messerknecht informed the board that there will be a meeting of this committee on July 21, 2016.

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

- Trustee Lawler reported that the committee had met after looking at another library's bylaws and determined that only a few changes needed to be made. There remains one element that the City needs to complete and once that is done, the committee can present to the Library Board. Ms. Farkas hopes for a draft in September.

**13. Public Comment**

There was no public comment.

**14. Matters for Board Action**

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

- Ms. Farkas explained that when a project isn't completed by the end of the fiscal year it must be rolled over into the new fiscal year. Time delays on the part of the company providing the upgrade caused the delay.

A motion was made to approve an amendment to the 2016/2017 budget to reflect the addition of \$17,500 in Capital Outlay for 986.000 Data Processing—Security Camera upgrade due to work not being completed in 2015/2016.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—William Lawler

The motion passed unanimously.

- Trustee Verma requested that Ms. Farkas find out if there is any contingency money from the entrance project that the Library can get back. Ms. Farkas would get that information from the City.

- Ms. Farkas reminded the Board of the Friends Gala being held on Friday, August 26, 2016. The staff in-service will be held on August 19, 2016 and the Library will be closed. She will include the Agenda for the planned day at the August Library Board meeting.

**15. Adjournment**

A motion was made to adjourn the meeting at 8:24 p.m.

1<sup>st</sup>—Ramesh Verma

2<sup>nd</sup>—Melissa Agosta

The motion passed unanimously.

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Ramesh Verma, Secretary

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Date

**CITY OF NOVI**  
**COUNTY OF OAKLAND, MICHIGAN**

**RESOLUTION REGARDING TERMS OF YOUTH COUNCIL MEMBERS**  
**AND APPOINTMENT TO OTHER BOARDS AND COMMISSIONS**

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on August 8, 2016, at 7:00 o'clock P.M. Prevailing Eastern Time.

PRESENT: Councilmembers Gatt, Staudt, Burke, Casey, Markham, Mutch, Wrobel

ABSENT: None

The following preamble and Resolution were offered by Councilmember Wrobel and supported by Councilmember Casey.

**WHEREAS;** the City Council established the Novi Youth Council by Resolution on September 26, 2005; and

**WHEREAS;** the Youth Council as then established originally consisted of 19 members, with one-year terms that ended on June 30 of each year, and new members to serve beginning July 1 of such year unless the incumbent's term was extended; and

**WHEREAS;** at the same meeting, the City Council approved a Resolution providing for members of the Youth Council to serve *ex officio*, as non-voting members, on the Parks, Recreation and Cultural Services Commission, the Historical Commission, the Beautification Commission, the Library Board, and Housing and Community Development Advisory Committee; and

**WHEREAS;** on June 5, 2006, the City Council amended its initial Resolution to extend the term length to two years; and

**WHEREAS;** on June 6, 2011, the City Council further amended the initial Resolution to increase the number of Youth Council members to 21(19 regular members and 2 alternates); and

**WHEREAS;** the City Council has determined that additional changes to the current Youth Council makeup are required to ensure its effective assistance to the City as originally contemplated when the Youth Council was established.



**NOW THEREFORE, IT IS THEREFORE RESOLVED** as follows:

1. The current Youth Council representative terms will be extended to December 31, 2016.
2. Youth Council terms thereafter will continue to be for two years, but with new membership beginning January, 2017.
3. Student representatives shall be appointed by the City Council to the Youth Council, Library Board and the Parks, Recreation and Cultural Services Commission only. No other commissions or committees of the City shall have student representatives appointed as members.

**AYES:** Gaff, Staudt, Burke, Casey, Markham, Mutch, Wrobel (7)

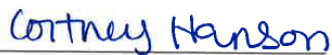
**NAYS:** None (0)

RESOLUTION DECLARED ADOPTED.

  
Cortney Hanson, City Clerk

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this 8th day of August, 2016, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

  
Cortney Hanson, City Clerk  
City of Novi

**Goals document is currently being edited with new goals from various departments and staff. Document will be available for September 21, 2016.**

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

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

2016-2017 Library Budget 268 March 16, 2016		2014-2015 Audited	2015-2016 Approved	2015-2016 Yr. End	2016-2017 Approved	2017-2018 Projected
<b>Services &amp; Charges</b>						
Account	Description					
801.925	Public Information (cable)	833.41	1,000.00	400.00	500.00	500.00
802.100	Bank Services	2,476.65	2,000.00	3,600.00	4,800.00	4,800.00
803.000	Independent Audit	700.00	700.00	700.00	700.00	700.00
804.000	Medical Service	659.80	300.00	2,500.00	1,500.00	1,500.00
806.000	Legal Fees	342.00	1,000.00	500.00	1,000.00	1,000.00
809.000	Memberships & Dues	4,266.00	4,500.00	4,500.00	5,000.00	4,500.00
816.000	Professional services	1,355.00	4,000.00	4,000.00	10,000.00	4,000.00
817.000	Custodial Services	46,145.00	48,800.00	46,800.00	46,800.00	48,800.00
818.000	TLN Central Services	4,495.00	4,500.00	4,000.00	4,500.00	4,500.00
851.000	Telephone	12,082.53	11,500.00	11,500.00	11,500.00	11,500.00
855.000	TLN Automation Services	57,006.34	56,000.00	59,000.00	61,000.00	61,000.00
861.000	Gasoline and oil	363.61	500.00	500.00	1,500.00	1,500.00
862.000	Mileage	436.43	300.00	100.00	300.00	300.00
880.000	Community Promotion	3,961.68	11,800.00	11,800.00	20,000.00	20,000.00
880.267	Library Programming - Book It	0.00	0.00	0.00	0.00	0.00
880.268	Library Programming	11,717.97	22,500.00	22,500.00	22,500.00	22,500.00
880.271	Adult Programming	4,563.52	0.00	2,640.19	3,000.00	3,000.00
900.000	Printing, Graphic Design, Publishing	29,634.55	29,500.00	29,500.00	29,500.00	29,500.00
910.000	Property & Liability Insurance	13,000.00	14,300.00	13,464.00	14,800.00	16,300.00
910.001	Insurance deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00
921.000	Heat	11,257.52	11,000.00	11,000.00	11,500.00	12,000.00
922.000	Electricity	101,729.02	103,000.00	103,000.00	106,000.00	109,000.00
923.000	Water and Sewer	5,393.13	5,500.00	6,500.00	5,500.00	6,000.00
934.000	Building Maintenance	65,253.18	90,000.00	92,000.00	100,000.00	92,500.00
935.000	Vehicle Maintenance	1,717.20	1,500.00	500.00	0.00	0.00
941.000	Grounds Maint.	32,735.91	28,600.00	40,200.00	33,000.00	33,000.00
942.000	Office Equipment Lease	12,596.78	12,000.00	15,000.00	15,000.00	15,000.00
942.100	Records storage	264.34	300.00	300.00	300.00	300.00
956.000	Conferences & Workshops	8,464.64	14,500.00	14,500.00	13,500.00	14,500.00
<b>Total Services &amp; Charges</b>		<b>433,451.21</b>	<b>479,600.00</b>	<b>501,004.19</b>	<b>523,700.00</b>	<b>518,200.00</b>
<b>2016-2017 Library Budget 268 March 16, 2016</b>		<b>2014-2015 Audited</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Yr. End</b>	<b>2016-2017 Approved</b>	<b>2017-2018 Projected</b>
<b>Capital Outlay</b>						
Account	Description					
962.000	Building Maint.					
941.000	Grounds Maint.		75,900.00	67,400.00		
976.000	Building Improvements					
976.100	Parking lot improvements				53,400.00	
986.000	Internal Technology - Capital Outlay		64,800.00	55,800.00	56,000.00	26,000.00
986.000	Data Processing - Security Camera upgrade	7,020.40			17,500.00	
990.000	Furniture		10,000.00	9,475.00		
<b>Total Capital Outlay</b>		<b>7,020.40</b>	<b>150,700.00</b>	<b>132,675.00</b>	<b>126,900.00</b>	<b>26,000.00</b>
965.269	Walker Transfer					
<b>Total Expenditures</b>		<b>2,796,704.78</b>	<b>3,092,245.00</b>	<b>2,957,444.19</b>	<b>3,035,900.00</b>	<b>2,967,900.00</b>
<b>680.000</b>	<b>TOTAL Fundbalance</b>	<b>-126,552.97</b>	<b>-419,064.00</b>	<b>-217,282.74</b>	<b>-261,174.00</b>	<b>-111,947.00</b>

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

08/10/2016 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI							
PERIOD ENDING 07/31/2016							
% Fiscal Year Completed: 8.49							
		END BALANCE	2016-17	MON ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	JULY 2016	07/31/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268							
Dept 000.00-treasury							
Property tax revenue							
268-000.00-403.000	Property Tax Revenue - Current Levy	2,461,671.10	2,522,777.00	165.50	165.50	2,522,611.50	0.01
268-000.00-403.001	Property Tax Revenue- County Chargebacks	294.61	(21,000.00)	2,248.24	2,248.24	(23,248.24)	(10.71)
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	0.00	(5,000.00)	0.00	0.00	(5,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(214.67)	(220.00)	0.00	0.00	(220.00)	0.00
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(4,846.69)	(5,100.00)	0.00	0.00	(5,100.00)	0.00
Property tax revenue		2,456,904.35	2,491,457.00	2,413.74	2,413.74	2,489,043.26	0.10
State sources							
268-000.00-567.000	State aid	34,495.52	29,000.00	0.00	0.00	29,000.00	0.00
State sources		34,495.52	29,000.00	0.00	0.00	29,000.00	0.00
Fines and forfeitures							
268-000.00-657.000	Library book fines	66,773.32	70,000.00	4,912.93	4,912.93	65,087.07	7.02
268-000.00-658.000	State penal fines	111,926.44	83,000.00	0.00	0.00	83,000.00	0.00
Fines and forfeitures		178,699.76	153,000.00	4,912.93	4,912.93	148,087.07	3.21
Interest income							
268-000.00-664.000	Interest on investments	41,574.64	30,000.00	0.00	0.00	30,000.00	0.00
268-000.00-664.500	Unrealized gain (loss) on investments	23,055.12	0.00	0.00	0.00	0.00	0.00
Interest income		64,629.76	30,000.00	0.00	0.00	30,000.00	0.00
Other revenue							
268-000.00-665.000	Miscellaneous income	15,020.65	16,500.00	1,151.48	1,151.48	15,348.52	6.98
268-000.00-665.100	Copier	2,727.08	2,200.00	160.85	160.85	2,039.15	7.31
268-000.00-665.200	Electronic media (previously VHS)	217.50	200.00	17.00	17.00	183.00	8.50
268-000.00-665.266	Summer reading t-shirt sales	131.17	0.00	0.00	0.00	0.00	0.00
268-000.00-665.290	Library fund raising revenue	0.00	3,000.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	35,193.65	32,000.00	3,056.21	3,056.21	28,943.79	9.55
268-000.00-665.404	Novi Township assessment	6,154.00	6,369.00	6,197.00	6,197.00	172.00	97.30
268-000.00-665.650	Library Cafe	5,658.29	5,000.00	408.61	408.61	4,591.39	8.17
Other revenue		65,102.34	65,269.00	10,991.15	10,991.15	54,277.85	16.84

		END BALANCE	2016-17	MON ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	JULY 2016	07/31/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
<b>Donations</b>							
268-000.00-665.289	Adult programs	4,267.33	0.00	0.00	0.00	0.00	0.00
268-000.00-665.400	Gifts and donations	5,205.32	6,000.00	0.25	0.25	5,999.75	0.00
Donations		9,472.65	6,000.00	0.25	0.25	5,999.75	0.00
<b>Personnel services</b>							
268-000.00-704.000	Permanent salaries	848,742.23	805,000.00	37,262.97	37,262.97	767,737.03	4.63
268-000.00-704.200	Wages - Stipend	10,000.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.250	Final Payout	18,963.41	0.00	0.00	0.00	0.00	0.00
268-000.00-705.000	Temporary salaries	553,606.11	661,000.00	22,356.70	22,356.70	638,643.30	3.38
268-000.00-715.000	Social security	106,814.50	112,200.00	4,520.29	4,520.29	107,679.71	4.03
268-000.00-716.000	Insurance	224,763.56	217,000.00	18,224.70	18,224.70	198,775.30	8.40
268-000.00-716.200	HSA - employer contribution	998.21	1,500.00	0.00	0.00	1,500.00	0.00
268-000.00-716.999	Insurance - Employee Reimbursement	(41,734.26)	(43,400.00)	(1,894.65)	(1,894.65)	(41,505.35)	4.37
268-000.00-718.000	Pension - DB Normal Cost	14,112.00	0.00	0.00	0.00	0.00	0.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(17,097.72)	0.00	0.00	0.00	0.00	0.00
268-000.00-718.200	Pension - defined contribution	24,086.16	26,400.00	1,430.17	1,430.17	24,969.83	5.42
268-000.00-719.000	Unemployment insurance	1,295.20	0.00	0.00	0.00	0.00	0.00
268-000.00-720.000	Workers compensation	1,948.58	4,300.00	113.05	113.05	4,186.95	2.63
Personnel services		1,746,497.98	1,784,000.00	82,013.23	82,013.23	1,701,986.77	4.60
<b>Supplies</b>							
268-000.00-727.000	Office supplies	19,615.69	23,000.00	2,272.85	2,272.85	20,727.15	9.88
268-000.00-728.000	Supplies - Postage	623.79	700.00	0.00	0.00	700.00	0.00
268-000.00-734.000	Computer supplies, software & licensing	70,605.20	82,000.00	4,596.05	4,596.05	77,403.95	5.60
268-000.00-734.500	Computer supplies/equipment	30,357.05	60,000.00	2,775.44	2,775.44	57,224.56	4.63
268-000.00-740.000	Operating supplies	18,702.42	30,000.00	888.25	888.25	29,111.75	2.96
268-000.00-740.010	Gift and donations expense	1,199.04	0.00	0.00	0.00	0.00	0.00
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	3,500.00	0.00	0.00	3,500.00	0.00
268-000.00-741.000	Supplies - Uniforms	134.95	300.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	173,738.95	190,000.00	1,230.45	1,230.45	188,769.55	0.65
268-000.00-742.100	Library Book - Fines	779.42	1,000.00	35.00	35.00	965.00	3.50
268-000.00-743.000	Library periodicals	20,297.83	23,800.00	0.00	0.00	23,800.00	0.00
268-000.00-744.000	Audio visual materials	67,548.99	76,000.00	8,652.00	8,652.00	67,348.00	11.38
268-000.00-745.200	Electronic media	44,507.93	51,000.00	0.00	0.00	51,000.00	0.00
268-000.00-745.300	Electronic resources (CD rom materials)	50,362.92	60,000.00	38,682.40	38,682.40	21,317.60	64.47
Supplies		498,474.18	601,300.00	59,132.44	59,132.44	542,167.56	9.83

		END BALANCE	2016-17	MON ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	JULY 2016	07/31/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
<b>Other services and charges</b>							
268-000.00-801.925	Public information (cable, etc)	369.29	500.00	0.00	0.00	500.00	0.00
268-000.00-802.100	Bank Service Charges	3,112.49	4,800.00	196.88	196.88	4,603.12	4.10
268-000.00-803.000	Independent audit	665.00	700.00	0.00	0.00	700.00	0.00
268-000.00-804.000	Medical service	1,286.00	1,500.00	0.00	0.00	1,500.00	0.00
268-000.00-806.000	Legal fees	4,230.00	1,000.00	0.00	0.00	1,000.00	0.00
268-000.00-808.000	Rubbish	0.00	0.00	98.72	98.72	(98.72)	100.00
268-000.00-809.000	Memberships and dues	4,331.00	5,000.00	2,676.07	2,676.07	2,323.93	53.52
268-000.00-816.000	Professional services	2,356.00	10,000.00	0.00	0.00	10,000.00	0.00
268-000.00-817.000	Custodial services	46,800.00	46,800.00	0.00	0.00	46,800.00	0.00
268-000.00-818.000	TLN Central Services	3,995.00	4,500.00	0.00	0.00	4,500.00	0.00
268-000.00-851.000	Telephone	12,932.05	11,500.00	277.57	277.57	11,222.43	2.41
268-000.00-855.000	TLN Automation Services	52,801.04	61,000.00	12,261.46	12,261.46	48,738.54	20.10
268-000.00-861.000	Gasoline and oil	125.07	1,500.00	0.00	0.00	1,500.00	0.00
268-000.00-862.000	Mileage	184.61	300.00	0.00	0.00	300.00	0.00
268-000.00-880.000	Community promotion	9,065.00	20,000.00	465.00	465.00	19,535.00	2.33
268-000.00-880.268	Library programming	16,495.94	22,500.00	2,846.25	2,846.25	19,653.75	12.65
268-000.00-880.271	Adult programs	2,640.19	3,000.00	0.00	0.00	3,000.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	28,241.08	29,500.00	(570.09)	(570.09)	30,070.09	(1.93)
268-000.00-910.000	Property & liability insurance	13,464.00	14,800.00	13,222.00	13,222.00	1,578.00	89.34
268-000.00-921.000	Heat	8,483.52	11,500.00	130.81	130.81	11,369.19	1.14
268-000.00-922.000	Electricity	95,236.64	106,000.00	9,612.31	9,612.31	96,387.69	9.07
268-000.00-923.000	Water and sewer	9,477.30	5,500.00	0.00	0.00	5,500.00	0.00
268-000.00-934.000	Building maintenance	47,114.55	100,000.00	3,075.79	3,075.79	96,924.21	3.08
268-000.00-935.000	Vehicle maintenance	215.80	0.00	0.00	0.00	0.00	0.00
268-000.00-941.000	Grounds maintenance	50,964.43	33,000.00	0.00	0.00	33,000.00	0.00
268-000.00-942.000	Office equipment lease	14,734.88	15,000.00	999.00	999.00	14,001.00	6.66
268-000.00-942.100	Records storage	251.09	300.00	31.64	31.64	268.36	10.55
268-000.00-956.000	Conferences and workshops	10,577.11	13,500.00	899.00	899.00	12,601.00	6.66
<b>Other services and charges</b>							
		440,149.08	523,700.00	46,222.41	46,222.41	477,477.59	8.83
<b>Transfers out</b>							
268-000.00-965.101	Transfer to general fund	40,000.00	0.00	0.00	0.00	0.00	0.00
<b>Transfers out</b>							
		40,000.00	0.00	0.00	0.00	0.00	0.00



		END BALANCE	2016-17	MON ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	JULY 2016	07/31/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Capital outlay							
268-000.00-976.000	Building improvements	4,784.96	0.00	0.00	0.00	0.00	0.00
268-000.00-976.100	Parking lot improvements	0.00	53,400.00	0.00	0.00	53,400.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	37,119.88	56,000.00	26,267.40	26,267.40	29,732.60	46.91
268-000.00-990.000	Furniture	9,475.50	0.00	0.00	0.00	0.00	0.00
Capital outlay		51,380.34	109,400.00	26,267.40	26,267.40	83,132.60	24.01
Net - Dept 000.00-treasury		32,802.80	(243,674.00)	(195,317.41)	(195,317.41)	(48,356.59)	
Fund 268 - LIBRARY FUND 268:							
TOTAL REVENUES		2,809,304.38	2,774,726.00	18,318.07	18,318.07	2,756,407.93	80.16
TOTAL EXPENDITURES		2,776,501.58	3,018,400.00	213,635.48	213,635.48	2,804,764.52	80.16
NET OF REVENUES & EXPENDITURES		32,802.80	(243,674.00)	(195,317.41)	(195,317.41)	(48,356.59)	80.16

**A 269 Budget for 16/17 is not being provided as of 8/17/2016 due to revisions needing to be made and an upcoming Finance Committee meeting being held on 8/25/16.**

		END BALANCE	2016-17	MON ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	JULY 2016	07/31/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 269 - LIBRARY CONTRIBUTION 269							
Dept 000.00-treasury							
Interest income							
269-000.00-664.000	Interest on investments	26,726.32	15,000.00	0.00	0.00	15,000.00	0.00
269-000.00-664.500	Unrealized gain (loss) on investments	18,051.92	5,000.00	0.00	0.00	5,000.00	0.00
Interest income							
		44,778.24	20,000.00	0.00	0.00	20,000.00	0.00
Donations							
269-000.00-665.230	Collections/Materials Revenue	461.35	0.00	50.00	50.00	(50.00)	100.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	5,150.71	0.00	0.00	0.00	0.00	0.00
269-000.00-665.232	Programming Revenue	18,387.46	0.00	1,250.00	1,250.00	(1,250.00)	100.00
269-000.00-665.233	Technology Library Revenue	409.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.234	Undesignated Misc Donations	3,212.09	12,000.00	0.00	0.00	12,000.00	0.00
Donations							
		27,620.61	12,000.00	1,300.00	1,300.00	10,700.00	10.83
Supplies							
269-000.00-742.230	Collections/Materials Expense	187.13	5,000.00	0.00	0.00	5,000.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Expense	6,672.11	18,000.00	0.00	0.00	18,000.00	0.00
269-000.00-742.232	Programming Expense	16,344.22	3,000.00	0.00	0.00	3,000.00	0.00
269-000.00-742.233	Technology Library Expense	965.00	4,000.00	0.00	0.00	4,000.00	0.00
269-000.00-742.234	Undesignated Misc	6,023.03	2,000.00	0.00	0.00	2,000.00	0.00
Supplies							
		30,191.49	32,000.00	0.00	0.00	32,000.00	0.00
Net - Dept 000.00-treasury							
		42,207.36	0.00	1,300.00	1,300.00	(1,300.00)	
		END BALANCE	2016-17	MON ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	JULY 2016	07/31/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 269 - LIBRARY CONTRIBUTION 269:							
TOTAL REVENUES							
		72,398.85	32,000.00	1,300.00	1,300.00	30,700.00	100.00
TOTAL EXPENDITURES							
		30,191.49	32,000.00	0.00	0.00	32,000.00	100.00
NET OF REVENUES & EXPENDITURES							
		42,207.36	0.00	1,300.00	1,300.00	(1,300.00)	100.00
TOTAL REVENUES - ALL FUNDS							
		2,881,703.23	2,806,726.00	19,618.07	19,618.07	2,787,107.93	
TOTAL EXPENDITURES - ALL FUNDS							
		2,806,693.07	3,050,400.00	213,635.48	213,635.48	2,836,764.52	
NET OF REVENUES & EXPENDITURES							
		75,010.16	(243,674.00)	(194,017.41)	(194,017.41)	(49,656.59)	

08/10/2016		BALANCE SHEET FOR CITY OF NOVI	
		As of 07/31/2016	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-002.500	Cash - Payroll	(64.71)	
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(19,759.81)	
268-000.00-017.000	Investments - Pooled	1,832,030.17	
268-000.00-018.000	Cash on hand	500.00	
268-000.00-020.000	Current taxes receivable	(159,872.47)	
268-000.00-040.000	Accounts Receivable - Manual	1,357.08	
268-000.00-040.050	Accounts Receivable BSA	6,197.00	
	<b>Total Assets</b>	<b>1,660,387.26</b>	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	70,724.52	
268-000.00-202.100	Accounts Payable - Manual	196.88	
268-000.00-215.000	Accrued workers compensation	(90.95)	
268-000.00-215.200	Unemployment insurance liability	2,590.40	
268-000.00-259.702	Accrued liabilities-tax	29,558.00	
268-000.00-276.400	Deposit for Cafe	500.00	
	<b>Total Liabilities</b>	<b>103,478.85</b>	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	1,719,423.02	
	<b>Total Fund Balance</b>	<b>1,719,423.02</b>	
	Beginning Fund Balance - 15-16	1,719,423.02	
	Net of Revenues VS Expenditures - 15-16	32,802.80	
	*15-16 End FB/16-17 Beg FB	1,752,225.82	
	Net of Revenues VS Expenditures - Current Year	(195,317.41)	
	Ending Fund Balance	1,556,908.41	
	<b>Total Liabilities And Fund Balance</b>	<b>1,660,387.26</b>	
* Year Not Closed			

GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTION 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	19,759.62
269-000.00-017.000	Investments - Pooled	1,653,353.00
	<b>Total Assets</b>	<b>1,673,112.62</b>
*** Liabilities ***		
	<b>Total Liabilities</b>	<b>0.00</b>
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,520,729.99
269-000.00-390.230	Fund Balance Collections/Materials	34,194.01
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	53,575.69
269-000.00-390.232	Fund Balance Programming	14,300.52
269-000.00-390.233	Fund Balance Technology Library	6,805.05
	<b>Total Fund Balance</b>	<b>1,629,605.26</b>
	Beginning Fund Balance - 15-16	1,629,605.26
	Net of Revenues VS Expenditures - 15-16	42,207.36
	*15-16 End FB/16-17 Beg FB	1,671,812.62
	Net of Revenues VS Expenditures - Current Year	1,300.00
	Ending Fund Balance	1,673,112.62
	<b>Total Liabilities And Fund Balance</b>	<b>1,673,112.62</b>
* Year Not Closed		

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

### **Patron driven request for improved customer service**

We have been asked by several patrons if the library lobby could open a few minutes earlier to allow for the large crowds that gather to come out of the weather elements (both hot and cold), to lessen the crowd that gathers in the vestibule, and to allow for use of the restrooms.

**Beginning Monday, August 15<sup>th</sup> the library lobby will open at 9:50am (Monday – Saturday) and 11:50am on Sundays.**

We will use the morning announcement as our signal to bring down the gates in the lobby and open the front doors to welcome patrons. Support Services will not start check-out services earlier than 10am. In fact, 2 signs will be placed at the stations indicating service beginning at 10am.

In most instances, the responsibility for the opening of the main doors to allow for patrons to enter will fall on the Support Services team. Other staff that may assist in the early opening can include facilities, administration and the Manager on duty.

This will be recorded as a new customer service opportunity being offered to the library patrons!

### **Added account to Library 268 Fund**

The City created a new account, Rubbish 268-000.00-808.000, to charge our trash services to. This was discovered when creating the financial reports for the Board packet. The City created the same account number for all the departments 808.000, not just us. The first invoice came as one total amount, but finance has asked WM to provide a separate invoice for each entity, DPS, Police, Fire, NPL... Our first months charge was \$98.72, which is half of what we used to pay with Republic Services.

### **In-Service Day – Friday, August 19<sup>th</sup> (Library will be CLOSED)**

8:30-8:45am	Continental Breakfast
8:45 – 9:15	Welcome, Agenda for the day, New Faces, Staff Recognitions, Library Goals, Library Budget
9:15 – 9:45	Customer Service Guarantee – City of Novi, presented by Stephanie Schuetzler
9:45 – 10:15	Customer Service Dept. Breakouts
10:15 – 10:30	Break
10:30 – 11:00	Dr. Steve Matthews – Superintendent, Novi Community School District
11:00 – 11:45	LUNCH
11:45 – 12:15	Sharing of Customer Service Dept. Goals
12:15 – 1:00	Social Justice Program (Jay Marks - Oakland County, Dr. RJ Webber & Darby Hoppenstedt – Novi Community School District, Tara Michener – Therapist)
1:00 – 2:00	Department Meetings
2:00 – 3:00	Bubble Soccer (Fuerst Park)
3:00 – 3:30	Ice Cream Social
3:30	Dismissal

## **Friends of the Novi Library**

### **Posted By: Sue Johnson**

The Friends of the Novi Public Library is a dynamic group of individuals dedicated to supporting the Library. NPL and the Friends are collaborating to create STEAM kits that teach children important and fundamental Science, Technology, Engineering, Art and Math skills. The Novi community has shown increasing interest in STEAM programs at the Library. These kits aim to engage children with interactive components for self-pace learning at home. Children will participate in a learning environment that encourages innovations, imagination, problem solving, and critical thinking skills. The kits will also inspire further interest in new technologies. All kits will contain instructions on how to use each item and most kits will have books and/or a DVD. The funding will allow us to create 18 kits and support lifelong learning through hands-on activities that will highlight the Library's collection that will open a world of learning to young patrons in our community. A \$1,000 grant was awarded to the Friends of the Novi Library by Community Financial Credit Union for the STEAM kit project.

## **Out and About in Novi and Library Profession**

- Rotary mtgs. 7/21, 7/28, 8/4, 8/11
- All Staff mtgs. 7/25, 7/26
- Facilities Interviews 7/25
- Readers Run 7/25, 8/1
- QSAC planning mtg. 7/26
- TLN Book Discussion 7/27
- ESL Group Tour 7/27
- City of Novi Leadership mtg. 8/2
- NPL Staff Dinner 8/3
- Library Policy mtg. 8/4
- Paradise Park 8/8
- Business Blender planning mtg. 8/8
- In-Service planning mtg. 8/10
- Youth Assistance 8/10
- Friends Patio planning mtg. 8/11

# Memo

**To:** Mayor Bob Gatt and City Council Members

**From:** Julie Farkas, Library Director

**cc:** Pete Auger, City Manager

**Date:** August 1, 2016

**Re:** Library Main Entrance Construction Project

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**Mayor Gatt and City Council Members:**

On behalf of the Board of Trustees and Staff for the Novi Public Library, I would like to share my deepest appreciation for the monetary and staff support that was provided by Novi's City Council members and City Staff to plan, execute and complete the Library's main entrance project in July 2016. At this time, the project is 98% complete with just a few minor irrigation and electrical fixes to be tackled.

The 3 week project was a huge success! Once seen as a difficult driveway to enter and exit during peak hours of library usage, the Library now provides a separate left turn lane to allow improved traffic flow. In addition, an opportunity to educate library users of an existing entrance off of Wildcat Drive was promoted. Only positive comments from the community have been received to date.

I would also like to recognize the Department of Public Services for the City of Novi, led by Rob Hayes and his team that included Adam Wayne and Aaron Staup. They handled all of the coordination of the project, as well as a very thorough survey and design phase that led the project to its final plan.

With the support of City Council, the Library was able to reach a goal for 2015-2016 pertaining to building improvements.

Thank you again for your continued support!

**Library Motto: Inform. Inspire. Include.**



## FOOD SERVICE ESTABLISHMENT INSPECTION REPORT

<b>Establishment Name:</b> READ A LATTE CAFE	<b>Establishment ID:</b> 830
<b>Establishment Address:</b> 45255 10 MILE RD	<b>Establishment Type:</b> FIXED ESTABLISHMENT
<b>City, State, Zip:</b> NOVI MI 48374	<b>License Number:</b> SFE4063066921
<b>Establishment Phone:</b> (248)869-7249	<b>Owner Name:</b> GARY BERNSTEIN
<b>Establishment Fax:</b>	<b>CVT:</b> 246

**INSPECTION INFORMATION:**

<b>Inspection Date:</b> 08/11/2016	<b>NSDI:</b> 02/11/2017
<b>Follow-up Date:</b>	<b>Inspection Type:</b> Routine
<b>Consumer Advisory Required:</b> No	<b>Consumer Advisory Correct:</b> N/A
<b>Consumer Advisory Handout Provided:</b> N/A	
<b>Priority and Priority Foundation Violations Cited:</b> Yes	<b>All Priority and Priority Foundation Violations Corrected:</b> Yes
<b>Repeat Violations Cited:</b> Yes	
<b>All Priority and Priority Foundation Violations Not Corrected:</b>	
<b>Inspection ID:</b> 325058	<b>Allergen Awareness Posted:</b> Yes
<b>License Limitations:</b> No	<b>Water:</b> Municipal
<b>Variance:</b> No	<b>Sewage:</b> Municipal
<b>License Posted:</b> Yes	<b>Seating Capacity:</b> 6
<b>Anti-Choking Techniques Posted:</b> No	<b>Non-Smoking Area:</b> Yes

Based on this inspection, the following items marked are violations of the Michigan Food Law. Violations cited in this report shall be corrected within the time frames specified, but within a period not to exceed 10 calendar days for priority and priority foundation items (8-405.11) or 90 days for core items (8-406.11). Failure to comply with this notice may result in action against your food service license. You have the right to appeal any violations listed.

Received By: Gary  
(Person in Charge)

Inspected By: Faith Guenthardt  
Sanitarian

Date: 08/11/2016

Page 1 of 3

North Oakland Health Center | 1200 N. Telegraph Road 34E | Pontiac, MI 48341-0432 | (248) 858-1280 | oakgov.com/health  
South Oakland Health Center | 27725 Greenfield Road | Southfield, MI 48076-3663 | (248) 424-7000 | oakgov.com/health

**OAKLAND COUNTY HEALTH DIVISION  
FOOD SERVICE ESTABLISHMENT INSPECTION REPORT**

<b>Establishment Name:</b>	READ A LATTE CAFE	<b>Establishment ID:</b>	830
<b>Establishment Address:</b>	45255 10 MILE RD	<b>Establishment Type:</b>	FIXED ESTABLISHMENT
<b>City, State, Zip:</b>	NOVI MI 48374	<b>License Number:</b>	SFE4063066921
<b>Establishment Phone:</b>	(248)869-7249	<b>Owner Name:</b>	GARY BERNSTEIN
<b>Establishment Fax:</b>		<b>CVT:</b>	246

**CERTIFIED MANAGER INFORMATION:**

<b>Manager Name</b>	<b>Certificate Number</b>	<b>Certificate Type</b>	<b>Issue Date</b>	<b>Exp. Date</b>	<b>Verified</b>	<b>Allergen</b>
GARY BERNSTEIN	1780080	Thomson Prometric	10/01/2013	10/01/2018	Yes	No

A certified foodservice manager is a requirement of the Oakland County Sanitary Code, Article IV.

**CURRENT OBSERVATIONS:**

Source	Violation Number	Violation Type	Correct By Date	Corrected	Repeat
Food Code	3-501.18	Priority	08/11/2016	Yes	No

**Observation:** 1) Two pre-made sandwiches stored in the front display cooler with a facility discard date of 8-10-16.  
2) Container of sauerkraut stored in the one door stand up cooler with a facility discard date of 8-10-16.

**Code Requirements:** Refrigerated, ready-to-eat, potentially hazardous food prepared and held OR a commercially prepared, ready-to-eat, potentially hazardous food that is opened and held in a food establishment shall be discarded if it exceeds the discard date recorded by the facility or if the food does not bear a discard date.

**Method of Correction:** Discard the noted foods.

**Correction Detail:** Person in charge discarded the noted foods.

Food Code	4-602.13	Core	11/09/2016	No	Repeat(2)
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**Observation:** 1) Shelves in the one door stand up cooler soiled.  
2) Fan cover of the Coke display cooler soiled.

**Code Requirements:** Nonfood-contact surfaces of equipment shall be cleaned at a frequency necessary to preclude accumulation of soil residues.

**Method of Correction:** Clean the noted items and maintain clean.

Food Code	6-501.18	Core	11/09/2016	No	No
-----------	----------	------	------------	----	----

**Observation:** 1) Drain line of the espresso machine drip tray soiled.  
2) Floor drain below the three compartment sink soiled.

**Code Requirements:** Plumbing fixtures such as handwashing sinks, toilets, and urinals shall be cleaned as often as necessary to keep them clean.

**Method of Correction:** Clean the noted plumbing fixtures.

Received By: Gary  
(Person in Charge)

Inspected By: Faith Guenthardt  
Sanitarian

Date: 08/11/2016

**OAKLAND COUNTY HEALTH DIVISION  
FOOD SERVICE ESTABLISHMENT INSPECTION REPORT**

<b>Establishment Name:</b> READ A LATTE CAFE	<b>Establishment ID:</b> 830
<b>Establishment Address:</b> 45255 10 MILE RD	<b>Establishment Type:</b> FIXED ESTABLISHMENT
<b>City, State, Zip:</b> NOVI MI 48374	<b>License Number:</b> SFE4063066921
<b>Establishment Phone:</b> (248)869-7249	<b>Owner Name:</b> GARY BERNSTEIN
<b>Establishment Fax:</b>	<b>CVT:</b> 246

**UNCORRECTED VIOLATIONS FROM PREVIOUS INSPECTIONS:**

Source	Violation Number	Violation Type	Violation Date	Correct By Date	Repeat
Food Code	4-602.13	Core	02/02/2016	02/12/2016	Repeat(1)

**Observation:** 1. Floor fan in the kitchen area was heavily soiled. 2. Fan cover in the single door beverage cooler in the self service area was soiled.

3. (a) Fan cover and (b) shelving racks in the single door, stand-up cooler were soiled with build-up.

**Code Requirements:** Nonfood-contact surfaces of equipment shall be cleaned at a frequency necessary to preclude accumulation of soil residues.

**Method of Correction:** Clean the above noted areas and maintain clean.

**Correction Detail:** Partial correction: 1) Floor fan clean 8-11-16.

Food Code	4-602.13	Core	08/04/2015	09/25/2015	No
-----------	----------	------	------------	------------	----

**Observation:** 1. Floor fan in the kitchen area was heavily soiled.

2. Fan cover in the single door beverage cooler in the self service area was soiled.

**Code Requirements:** Nonfood-contact surfaces of equipment shall be cleaned at a frequency necessary to preclude accumulation of soil residues.

**Method of Correction:** Clean the above noted nonfood contact surfaces and maintain clean.

**Correction Detail:** Partial correction: 1) Floor fan clean 8-11-16.

**CORRECTED VIOLATIONS FROM PREVIOUS INSPECTIONS:**

Source	Violation Number	Violation Type	Violation Date	Repeat
Food Code	5-205.15	Core	02/02/2016	Repeat(1)

**Observation:** Hot water handle on the handsink is leaking.

**Code Requirements:** A plumbing system shall be maintained in good repair.

**Method of Correction:** Repair the above noted faucet so that it is no longer leaking.

**Correction Detail:** Hot water handle in good condition 8-11-16.

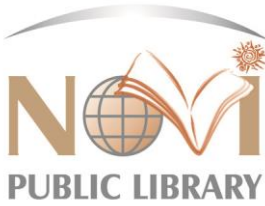
**COMMENTS:**

Today's routine inspection was performed by Faith Guenthardt. An allergen flyer was provided. If you have any questions, contact me at 248.285.8442 or guenthardt@oakgov.com.

Received By: Gary  
(Person in Charge)

Inspected By: Faith Guenthardt  
Sanitarian

Date: 08/11/2016



Monday, August 1, 2016

Dear Preschool Director:

Can you believe it is August? Before you know it, buses will be running and school will be back in session. This year, the Novi Public Library is launching a preschool reading initiative that will encourage parents to work with their young child (ages 3-5) with early learning and literacy. It is our hope to be a part of the preparation that leads young people to kindergarten. We all know that reading is critical to a young person's development and school achievements and Novi Library wants to be an important part of that development. In fact, we want **YOU** to be a part of that development as well!

**Please join us on Saturday, August 27<sup>th</sup> from 1:00pm – 3:00pm for an Early Literacy Fair at the Novi Public Library.**

At the event, learn about fun and creative ways to practice early literacy skills that you can easily replicate in your preschool and share with parents for home. Stations will address skills such as fine motor skill development, letter recognition, sight word practice, and more! Feel free to invite your families of pre-readers to try out some activities!

In addition, the Library will introduce its new preschool reading initiative called...

### **“Raising a Reader in Novi”**

For more information about this event, please contact April Stevenson, Head of Information Services, at the Novi Public Library at [astevenson@novilibrary.org](mailto:astevenson@novilibrary.org) or 248-869-7227.

We hope you can join us!

Sincerely,

Julie E. Farkas  
Library Director

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

Updates 07-01-2016 through 07-31-2016

1. 39 IT Help Desk tickets were closed.
2. Dominic Doot held 2 Transfer VHS to DVD sessions, 1 eReader/OverDrive instruction, 1 Zinio Digital Magazines session, 1 3D Printer session and 2 iPad Tips & Tricks sessions. Topics requested during the 7 Tech Times included: photo editing, syncing email, downloading from OverDrive, GIMP 2, TinkerCAD, YouTube and internet browsers.
3. Due to hardware failure, an access reader controller card, an iPad and a conference room phone have been replaced.
4. Arrangements were made for the installation of panic buttons and service desk hardware during our closure to the public for Staff Development Day.
5. New hardware is being configured for deployment in the Computer Lab.
6. Set ups were performed for the weekly elementary school coding class.
7. Scott Rakestraw provisioned the vLAN for the new security cameras.
8. Hardware capable of transferring vinyl and cassette to digital files has been ordered.
9. Several 3D print requests were processed for patrons.
10. Equipment was configured and deployed for the Marketing intern and staff relocations.
11. Barb Rutkowski and Maryann Zurmuehlen attended the Annual TLN Membership Meeting and Picnic. Dr. Lee Meadows from Walsh College gave a presentation on toxic workplaces.
12. Three of the Youth public area iPad devices were restored to their base image.
13. New databases were added to the EZProxy server to enable remote access by patrons.
14. Worked with the vendor on the installation of the new security camera hardware and software.
15. Brainstorming and goal setting have begun for the department.
16. Youth and the Mango Language workstations were repaired and systems restored.
17. Routine tasks were completed: prepped servers for multiple Minecraft events; Windows updates were deployed; the internet filter received several definition updates; 29 patron assists for printing/copier/MS Office/PDFs and Wi-Fi connection issues.

## **Facilities Report by Keith Perfect (N/A)**

## Information Services Report by April Stevenson

- ~The Information Services Department put on 111 programs.
- ~The Novi Schools K-3<sup>rd</sup> ESL program visited the library for a tour.
- ~All of our past Battle of the Books titles now have special stickers to indicate such for quick recommended reading.
- ~Jessie Schenk viewed a webinar on Best Bets for Book Groups.
- ~Shannon O'Leary created a Pokemon Go Brochure featuring areas around Fuerst Park and the Library to catch Pokemon, as well as, further resources.
- ~Signage indicating our new Tween Fiction collection has been added.
- ~David Silberman has joined the The Library Network's ILS Subcommittee.
- ~Lindsay Fricke won the Community Financial Summer of Sharing Grant for \$1,000.00 towards STEAM Kits.



## July Adult Programs & Displays

In addition to our regularly scheduled programs we also offered:

- A performance by the Novi Concert Band
- A summertime concert on the patio with the Crossroads Family Band
- Aspie's Hangin' Out with a Purpose
- Bloggin Basics
- Our Adult Feature Display is Beach Reads
- A Graphic Novel display was added to the New For You Kiosk next to the NEW Science Fiction



## July Tween/Teen Programs & Displays

- Makeover Mondays
- Spectacular Sports Movie
- Fitness Training Workshop
- Candy Olympics
- The Teen Stop Display featured sports-related fiction books and books on Summer.

## July Youth Programs & Displays

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

- Exotic Zoo Educational Wildlife
- Novi Police Department K-9 Program
- Summer Plate Days
- Tutu Making Workshop
- Dog Days @ the Library
- MSU Tollgate Story Hour (@ MSU Tollgate) including Mother Goose.
- There is a Pokemon Go display on top of the youth magazine area.
- We highlighted summer workbooks in the Parenting Collection.
- Our Youth Non-Fiction/Biography Display is about sports.
- Our Youth Feature Display was health, and sports related
- Our Picture Book Displays included; Beach Reads, Food, Circus



- Our first floor information desk displays featured race cars and reading for the win.



### **Support Service Report by Maryann Zurmuehlen**

#### **Department Head/General**

- Goal Setting has begun for the department, and 5 major projects have commenced for the department.
- On July 15, Barb and Maryann attended the annual TLN Membership Picnic at Heritage Park in Farmington Hills.
- Departmental job descriptions, job posting, and responsibilities are being reviewed and revised for the new fiscal year.
- Support Services Departmental Monthly Meetings took place on July 21<sup>st</sup>.
- The Collections/Selectors Breakdown Chart and Maintenance Cards were updated for the new fiscal year.
- Board Packet Statistics were completed for the Support Services Department.

#### **Circulation & Shelves**

- We had a new Shelver join our team on July 19<sup>th</sup>. Please welcome Lisa Brinkman when you see her!
- We will have a new Clerk joining our team on July 27<sup>th</sup>. Please welcome Donna Filipiak when you see her!
- Training continues for our new Clerks, Shelves, and Supervisor.
- We have one posting currently open for a 16 hour Shelver position. The posting closes August 3<sup>rd</sup>.
- Circ and Shelves have been extremely busy with SRP, but have done admirably in keeping up with the heavy increases in patrons checking out, new library cards, and returning materials to be shelved. Keep up the great work, team!
- Read Box materials continue to be in high demand in our parks. The Outreach Team is forever finding them empty each week (we've gotten many comments from parents that they and their kids LOVE the boxes).
- The Outreach Team has also received many compliments from the residents of our local senior centers on the new friendlier and more personable format for Outreach deliveries.

## Tech Services

- A Tech Services Department Meeting took place on July 18<sup>th</sup>.
- Tech Services is all caught up from the end of the fiscal year. We can finally see empty shelves! ☺
- Kristin and Judy have gotten the onslaught of orders placed from the July 1<sup>st</sup> fiscal year start date.
- TS is working on several relabeling/processing projects for IS, including the continuing Tween Project, the Parenting Project, and other soon-to-be projects that have been on the waiting list.
- The Community Reads 2016 books have been received are in processing for the start date in August.
- With the demand of SRP preoccupying the Shelves, TS has taken over the daily processing of holds and unclaims until late September.
- TS has noticed a significant increase in MeLCat material processing.

## Statistics (JUNE 2016)

- **Library Cards Issued:** 422
- **Items Checked Out:** 69,392
- **Items Interloaned for NPL Patrons:** 5,300 (96 through MeLCat)
- **Items Interloaned to Other Libraries:** 4,628 (86 through MeLCat)
- **Items Added to the Collection:** 1,870
- **Items Discarded from the Collection:** 2,016
- **Read Boxes:**
  - 5 Weekly Deliveries
  - 49 Adult Items Circulated
  - 220 Youth Items Circulated
- **Outreach:**
  - 9 Facilities Visits / 108 Items Checked Out
  - 1 Homebound Patron / 12 Items Delivered
  - 4 Book Discussions / 99 Items Provided



Support Services Statistics 2016-2017													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	419												<b>419</b>
<b>Items checked out</b>	77,623												<b>77,623</b>
<b>Items borrowed</b>	5,348												<b>5,348</b>
<b>Items loaned</b>	4,633												<b>4,633</b>
<b>Read Boxes</b>	267												<b>267</b>
<b>MAP Checkouts</b>	24												<b>24</b>

	July 2016	July 2015		July 2016	July 2015
Library cards issued	419	434			
Total checkouts	77,623	79,554	READ Boxes	Adult 50	51
				Youth 217	275
Items borrowed	TLN 5,209	4,713		Total 267	326
	MeL 139	87			
	5,348	4,800			
Items loaned	TLN 4,583	4,874			
	MeL 50	68			
	4,633	4,942			

<b>Self-Check Totals 2016-17 Fiscal Year</b>									
	<b>Total Circulation</b>	<b>Self-check % of Total</b>	<b>Total Self-checks</b>	<b>Self-Check #1</b>	<b>Self-Check #2</b>	<b>Self-Check #3</b>	<b>Youth #1</b>	<b>Youth #2</b>	<b>Adult South</b>
<b>Jul</b>	77,623	56.07%	43,527	8,895	6,634	5,395	7,916	13,049	1,638
<b>Aug</b>									
<b>Sep</b>									
<b>Oct</b>									
<b>Nov</b>									
<b>Dec</b>									
<b>Jan</b>									
<b>Feb</b>									
<b>Mar</b>									
<b>Apr</b>									
<b>May</b>									
<b>Jun</b>									
<b>FYTD</b>	77,623	56.07%	43,527	8,895	6,634	5,395	7,916	13,049	1,638

2015-2016 Fiscal Year					2016-2017 Fiscal Year						
	Monthly Total	Daily Average	Hours Open	Days Open		Lobby	Drive-Up	Total	Daily Average	Hours Open	Days Open
July	42,588	1,469	280	29	July	41,803	4,401	46,204	1,540	275	30
August	34,009	1,134	281	30	August			0	0	289	30
September	29,854	1,106	261	27	September			0	0	258	27
October	32,524	1,049	291	31	October			0	0	289	31
November	33,567	1,157	266	29	November			0	0	271	29
December	33,716	1,204	263	28	December			0	0	253	26
January	29,989	1,000	278	30	January			0	0	302	32
February	29,908	1,031	275	29	February			0	0	264	28
March	32,239	1,112	283	29	March			0	0	294	31
April	34,696	1,157	280	30	April			0	0	264	28
May	34,733	1,240	269	28	May			0	0	274	28
June	37,156	1,281	274	29	June			0	0	277	29
<b>FYTD Total</b>	<b>404,979</b>	<b>1,160</b>	<b>3,301</b>	<b>349</b>	<b>FYTD Total</b>	<b>41,803</b>	<b>4,401</b>	<b>46,204</b>	<b>1,540</b>	<b>3,310</b>	<b>349</b>

**Computer Logins**

2015-2016 Fiscal Year						2016-2017 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
<b>Jul</b>	3,794	74,618	5	78,417	2,704	<b>Jul</b>	3,364	86,571	1	89,936	2,998
<b>Aug</b>	3,607	73,816	6	77,429	2,581	<b>Aug</b>					
<b>Sep</b>	3,047	72,714	1	75,762	2,806	<b>Sep</b>					
<b>Oct</b>	3,278	71,625	1	74,904	2,416	<b>Oct</b>					
<b>Nov</b>	2,154	71,483	1	73,638	2,539	<b>Nov</b>					
<b>Dec</b>	2,532	69,924	1	72,457	2,588	<b>Dec</b>					
<b>Jan</b>	2,747	63,846	2	66,595	2,220	<b>Jan</b>					
<b>Feb</b>	2,639	68,165	5	70,809	2,442	<b>Feb</b>					
<b>Mar</b>	2,996	71,567	1	74,564	2,571	<b>Mar</b>					
<b>Apr</b>	2,763	72,856	2	75,621	2,521	<b>Apr</b>					
<b>May</b>	2,735	72,680	1	75,416	2,693	<b>May</b>					
<b>Jun</b>	3,274	76,245	0	79,519	2,742	<b>Jun</b>					
<b>FYTD</b>	<b>35,566</b>	<b>859,539</b>	<b>26</b>	<b>895,131</b>	<b>2,565</b>	<b>FYTD</b>	<b>3,364</b>	<b>86,571</b>	<b>1</b>	<b>89,936</b>	<b>2,998</b>

Early Literacy Workstation Usage							
2015-2016 Fiscal Year				2016-2017 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
<b>Jul</b>	1,505	37,569	24	<b>Jul</b>	1,505	37,569	24
<b>Aug</b>	1,416	35,537	25	<b>Aug</b>			
<b>Sep</b>	953	20,433	21	<b>Sep</b>			
<b>Oct</b>	938	19,497	20	<b>Oct</b>			
<b>Nov</b>	869	18,597	21	<b>Nov</b>			
<b>Dec</b>	841	17,415	20	<b>Dec</b>			
<b>Jan</b>	904	20,182	22	<b>Jan</b>			
<b>Feb</b>	866	18,705	21	<b>Feb</b>			
<b>Mar</b>	970	19,812	20	<b>Mar</b>			
<b>Apr</b>	1,047	19,812	20	<b>Apr</b>			
<b>May</b>	821	15,847	19	<b>May</b>			
<b>Jun</b>	932	15,847	19	<b>Jun</b>			
<b>FYTD</b>	12,062	259,253	21	<b>FYTD</b>	1,505	37,569	24

**Technology Training Sessions 2016-2017 Fiscal Year**

	Tech Time	eReader	VHS to DVD	iPad	Typing	Paint.NET	Zinio Magazines	Staff Training	3D Printing	Impromptu	Total Classes	Total Patrons
<b>Jul</b>	5	1	2	2			1		1	2	14	
<i>patrons</i>	<b>4</b>	<b>3</b>	<b>2</b>	<b>0</b>			<b>3</b>		<b>8</b>	<b>2</b>		<b>22</b>
<b>Aug</b>												
<i>patrons</i>												
<b>Sep</b>												
<i>patrons</i>												
<b>Oct</b>												
<i>patrons</i>												
<b>Nov</b>												
<i>patrons</i>												
<b>Dec</b>												
<i>patrons</i>												
<b>Jan</b>												
<i>patrons</i>												
<b>Feb</b>												
<i>patrons</i>												
<b>Mar</b>												
<i>patrons</i>												
<b>Apr</b>												
<i>patrons</i>												
<b>May</b>												
<i>patrons</i>												
<b>Jun</b>												
<i>patrons</i>												
Sessions	5	1	2	2	0	0	1	0		2	14	
<i>Patrons</i>	<b>4</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>		<b>2</b>		<b>22</b>

2016-2017 Fiscal Year						
	Freegal		Zinio		Gale Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts	Active Learners	Completed Classes
<b>Jul</b>	2,193	224	848	18,796	49	0
<b>Aug</b>						
<b>Sep</b>						
<b>Oct</b>						
<b>Nov</b>						
<b>Dec</b>						
<b>Jan</b>						
<b>Feb</b>						
<b>Mar</b>						
<b>Apr</b>						
<b>May</b>						
<b>Jun</b>						
<b>FYTD</b>	<b>2,193</b>	<b>224</b>	<b>848</b>	<b>18,796</b>	<b>**</b>	<b>0</b>

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

2016-2017 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
Jul	3,020	1,238	4,258	99
Aug				
Sep				
Oct				
Nov				
Dec				
Jan				
Feb				
Mar				
Apr				
May				
Jun				
FYTD	3,020	1,238	4,258	99

Charging Stations Usage						
	2011-12FY	2012-13FY	2013-14FY	2014-15FY	2015-16FY	2016-2017
Jul		3	3	10	23	0
Aug		2	8	11	4	
Sep	3	8	2	4	3	
Oct	1	3	4	3	5	
Nov	7	3	4	3	5	
Dec	1	3	0	4	0	
Jan	8	4	1	3	0	
Feb	7	3	1	2	0	
Mar	11	4	0	0	0	
Apr	5	3	3	3	0	
May	8	1	4	9	0	
Jun	4	1	5	16	0	
FYTD	55	38	35	68	40	



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

**Library App - 2016-17 Fiscal Year**

	<b>Number of Visits</b>	<b>Most Requested Webpages</b>		<b>Number of Visits</b>	<b>Most Requested Webpages</b>
<b>Jul</b>	42,461	1. Catalog	<b>Jan</b>		
		2. My Account			
		3. Zinio			
		4. OverDrive			
		5. Library Locator			
<b>Aug</b>			<b>Feb</b>		
<b>Sep</b>			<b>Mar</b>		
<b>Oct</b>			<b>Apr</b>		
<b>Nov</b>			<b>May</b>		
<b>Dec</b>			<b>Jun</b>		
			<b>Total</b>	<b>42,461</b>	

Friends of the Novi Library  
Meeting Minutes of June 8, 2016

I. Call to Order—Sue Johnson, President  
Present: Pat Brunett, Barb Brunett, Evelyn Young, Carol Bauer, Evelyn Cadicamo, Carol Hoffman, Carol Neumann, Sue Johnson  
Absent: Marilyn Amberger  
Guests: Program Coordinator Gail Anderson, Liaison Marcia Dominick

II. Minutes of May 11, 2016—Barb Brunett  
Correction: Minutes to read “Not present: Carol Neumann”  
Motion to accept as corrected—Pat Brunett, second—Carol Hoffman. Passed 8-0.

III. Treasurer’s Report—Carol Bauer  
Current account balances as of 5/31/2016 (Report updated):

Checking Account	\$16,644.66	Cash Inflow: Book Nook:	\$2,053.60
Savings Account	10,613.67	Membership	440.00
CD Account	10,041.39	Total	\$2,493.60
Total	\$37,299.72	Cash Outflow: Kaleidoscope	150.00
		Scholarship	1,000.00
		Total	\$1,150.00
		Overall Total	\$1,343.60

Motion to approve the Treasurer’s Report: Pat Brunett; second—Carol Hoffman. Passed 8-0.

IV. Reports

- Library Director—Liaison Marcia Dominick  
The Friends webpage is updated quarterly.
- The Morning Arts Program—Pat Brunett, Gail Anderson  
Pat introduced the library’s new Program Coordinator, Gail Anderson. Gail has two programs planned for the fall: Sept. 15—Jazz, Oct. 20—A Potpourri of Music. These programs (\$300 each) will run from 11:00-12:00 noon and will include door prizes and refreshments. Gail may be reached at [ganderson@Novilibrary.com](mailto:ganderson@Novilibrary.com) or by phone on Tues. and Thurs. 9:30-4:00 and/or Wed. 12:30-4:00.
- Book Nook—Carol Hoffman  
Book Nook income for May was \$1,904.94. Audio books feature will be replaced by automobile books. Carol Neumann’s bear collection will be displayed in the small glass case in the Book Nook. The large glass display case was sold for \$40.
- Gala—Barb Brunett.  
The following plans for the Gala were determined after discussion by the Board:
  - The party will be held on the library patio on Friday, August 26 from 7-9:00 p.m.
  - Refreshments: Wine tasting, desserts, fruit and cheese, and possibly, breads.
  - Entertainment will be provided by Jazz Artist Marian Hayden.
  - E-mail and paper invitations, designed by Christina Salvatore, will be mailed by 7/29 with responses due by 8/19. Three design options will be offered to the Gala committee (Julie Farkas, Marcia Dominick, Christina Salvatore, Barb Brunett, Carol Bauer and Evelyn Cadicamo) at a meeting in the library on 6/27.
  - Plaques honoring Library/Friends partnerships will be presented to Novi Community Schools and Town and Country Eyecare.
  - Sponsors for the event are O’Brien Sullivan Funeral Home (John O’Brien-\$500) and Town and Country Eyecare (Dr. Timothy Kirk-\$250).
  - The Library will showcase three new items: a 3-D printer, a quilt and an oil painting.
  - Baskets for a drawing may or not may be offered.
  - Evelyn Cadicamo agreed to be in charge of decorations.
- Membership—Sue Johnson  
11 new members; 10 not renewed; a total of 234 memberships
- President—Sue Johnson
  - 2016-17 Budget/Wish List—Budgets for 2015 and 2016 were reviewed and discussed. The laser cutter was removed from the 2016-17 Wish List. More discussion regarding the MS Surface tablet and case and a small bench may be necessary. If items are removed from the Wish List, the total budget for the Wish List (\$16,200) will still remain the same. The budget for the coming year will be approved at the Annual Meeting on July 13. ~~\$16,200~~ \$15,305
  - Concern regarding insufficient lighting in the Book Nook was voiced. Marcia will inquire about it.
  - Sue thanked contributors to the Newsletter for their input.
  - Annual Meeting--No refreshments. Barb will create a slate of nominees; nominations may be taken from the floor. If Sue is absent, Vice-President Carol Hoffman will conduct the meeting. Pat will handle the nominations.

V. Announcements—None

VI. Calendar—Reviewed.

VII. Adjournment: Motion: Carol Bauer, second—Evelyn Cadicamo. Passed—8-0.

Respectfully submitted by:  
Barbara Brunett, Secretary



## NOVI HISTORICAL COMMISSION

Wednesday, May 25 2016 7pm  
Novi Library History Room

### **Call to Order: 7:10pm**

**Introductions of guests:** Rachel Manela, Kathy Crawford, John MacInnis, Tammy-Lee Knopp, Betty Lang, Sue Griffor, Kathy Mutch

Absent: Roger Crownover

**Approval of Agenda:** APPROVED

**Approval of Minutes-**April, 2016 APPROVED Motion by John MacInnis and 2<sup>nd</sup> by Tammy-Lee Knopp

### **Communications**

None

### **Library Liaison Report**

**Betty Lang**

#### **Upcoming Library/Friends Program**

Be sure! If you're in the local history room be sure to leave a note for Betty or email her that day letting her know how many people were in the room that day.

None due to Summer agenda

#### **Document Day...Sunday, May 22<sup>nd</sup> 2-4 ...report**

Very few people but not getting documents, will rephrase how we advertise it in the future. Adding publicity at the service desks. Have someone speak at programs that tend to have older people in attendance.

Future Document day will be in October

#### **History Room Volunteers beginning 1<sup>st</sup> and 3<sup>rd</sup> Mon. 12-2pm**

Week by week basis due to summer

Rae will host hours in July and August on Wednesdays 2-5pm in the Local History Room.

Betty will be updating the website

### **Pavilion Shores Park Pavilion display**

Rachel and Kathy presented the write up they made for the photos to be included at the Pavilion Shore display.

design...confirmed 4 x 8 ft.

City Council approved construction contract...moving forward ASAP

Betty had the jpgs. and the wording to send to the company to make the display



## NOVI HISTORICAL COMMISSION

Wednesday, May 25 2016 7pm

Novi Library History Room

### **Historical Commission Programs for Fall 2016**

There are no programs for Fall because the person Tammy-Lee had contacted fell through.

September: Kathy Mutch recommended that we co-host a program with the Friends of the Library in September: Brian Golden

We will pay the Friends to help co-host the event.

October: Possible program the Commission can put on without bringing in a speaker: Myths and Urban Legends of Novi/Northville?

November: None

**Winter/Spring Programs 2017: (Deadline to have these scheduled is**

January: TBD

February: TBD

March: TBD

April/May: Possibly Co-Host an event with Friends of the Library?

Contacting Andrew Mutch and Ron Campbell about doing presentations in the future.

### **Shaw Home Presentation Report: If this Novi House could Talk**

On April 28, 2016 Laura and Jim Paulk presented about their experience of living and exploring their historic home. The event had about 30 attendees. The Paulk's dated their house to about 1872-1878.

### **PowerPoint for Schools**

Everyone needs to come prepared to the June meeting with 5 Things you consider necessary to be included in Novi's story

Teachers are looking for: "Why is local history important?" The unit on Local history is usually at the end of the school year.

We need to develop a Power Point with pictures with a narrative for the Commission member to use when presenting to students.

What are teachers doing now?

Geography



## **NOVI HISTORICAL COMMISSION**

**Wednesday, May 25 2016 7pm  
Novi Library History Room**

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

One book sold to Rae

Rae was there some people came by including members of the Beautification commission might want to partner with us in the future. Someone asked about The Water Tower:

It is privately owned so the city can't clean it up

### **David Barr *Villa Barr* Presentations by Kathy Mutch**

Kathy Mutch presented to Commission how she would talk about David Barr and his home and how he talked about his work. She is hoping to spark interest but maintain some mystery so people will still want to buy the book.

She talked about how everything he did had meaning from his sculpture to his home to his books.

Kathy talks about how the property is laid out and why certain sculptures are where he placed them.

Kathy is working on putting a video together to start off her presentation

**Barr Property Project discussion- books on sale in Library**

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

**Display Cabinet Downstairs** Volunteer Sue Grifor, Cabinet MANAGER  
For the summer: Novi Then and Now. Looks good.

### **New Business/Other Business**

None

NEXT MEETING: Wednesday June 22, 7pm (CANCELED)

**Adjourn 8:55pm**

You're invited to the City of Novi's

# FALL BUSINESS BLENDER

Come mix it up & meet new business friends over breakfast



**TUESDAY,  
SEPTEMBER 27  
NOVI PUBLIC LIBRARY  
8-10 AM**

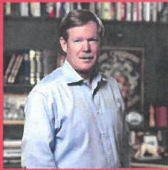
It's a great opportunity for small to medium sized businesses to come and meet like-minded people while also learning valuable information about the services available to them in the area.

Come join us for a delicious breakfast!

Novi's business team will be on hand to answer questions specific to the city, while showing off the various free marketing tools available to all businesses.



To register for this free networking event, please visit: [bit.ly/Blender2016](http://bit.ly/Blender2016).  
For more information, please contact Wenona Graham at 248.347.0573 or [wgraham@cityofnovi.org](mailto:wgraham@cityofnovi.org)  
The Novi Public Library is located at 45255 Ten Mile Road.



# L Authors LIVE Luncheon

Wednesday, October 12, 12-2pm • \$18 per person

Fox Run Signatures Restaurant at the Belmont Clubhouse 41200 Fox Run Rd. Novi, Mi. 48377

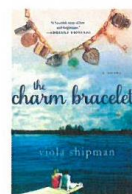
Enjoy a lunch experience that brings people together to talk about great books and hear from the authors who created them!



**Kelly Fordon-*Garden for the Blind***-Trouble lurks just outside the door for Kelly Fordon's diverse yet interdependent characters. As a young girl growing up in an affluent suburb bordering Detroit, Alice Townley witnesses a tragic accident at her parents' lavish party. In the years that follow, Alice is left mostly in the care of the household staff, free to forge friendships with other pampered and damaged teens. When she and her friend Mike decide to pin a crime on another student at their exclusive high school, the consequences will reverberate for years to come.



**Peter Leonard-*Unknown Remains***-Jack McCann is a high-stakes Wall Street trader who sneaks into his office early one morning to try and clear out his things and get out of dodge; he knows he's in trouble, deep legal trouble, a fact highlighted by the urgent phone calls from his boss. Outside his office window, Jack hears a booming sound, and then the worst thing imaginable. He works in the World Trade Center, and it is September 11, 2001.



**Wade Rouse (under the pen name Viola Shipman) *The Charm Bracelet***- Through an heirloom charm bracelet three women will rediscover the importance of family and a passion for living as each charm changes their lives. On her birthday each year, Lolly's mother gave her a charm, along with the advice that there is nothing more important than keeping family memories alive, and so Lolly's charm bracelet would be a constant reminder of that love.

Books will be available for purchase



To reserve your spot for this event contact the Administration Office at 248-869-7204

Thank you to the Friends of the Novi Library and Fox Run Y.O.U. for making this program possible!





**JOIN US!**

The Neighborhood Library Association's  
**7<sup>TH</sup> ANNUAL COMMUNITY READS**  
**BORN TO RUN**

By Christopher McDougall

**NLA COMMUNITY READS EVENTS**

**YOGA BASICS**

SEPTEMBER 14 & 28, 1:00 pm  
OCTOBER 12 & 26, 1:00 pm  
Salem-South Lyon District Library

**YOU CAN ACHIEVE YOUR GOALS**

OCTOBER 5, 6:30 pm  
Wixom Public Library

**GUIDED MEDITATION**

OCTOBER 6, 6:30 pm  
Lyon Township Public Library

**MOTIVATION AND COURAGE  
WITH MARATHONER DOUG KURTIS**

OCTOBER 13, 7:00 pm  
Northville District Library

**SMART EATING FOR YOUR WORKOUTS**

OCTOBER 18, 6:30 pm  
Walled Lake City Library

**RUNNING 101**

OCTOBER 27, 6:30 pm  
Novi Public Library

**DOCUMENTARY FILM: GOSHEN**

OCTOBER 27, 7:30 pm  
Northville Township Hall  
Hosted by Northville District Library

**MEET THE AUTHOR: CHRISTOPHER McDOUGALL**

November 2, 7:00 pm, Novi Public Library

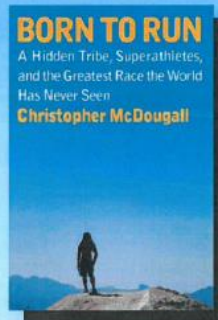
\* Registration begins August 11

Registration for programs may be required.  
Please contact individual libraries for details.

Each library will be hosting adult book discussions.  
Please check with individual libraries for dates and times.

Books are available to check out at all libraries.  
Everyone is welcome to attend programs at all libraries.

**BORN TO RUN**  
A Hidden Tribe, Superathletes,  
and the Greatest Race the World  
Has Never Seen  
Christopher McDougall

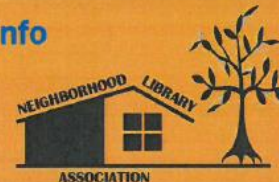


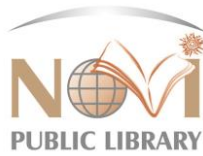
Generously sponsored by  
the NLA's Friends' Groups  
and the Baronette Hotel in Novi!

Visit the NLA website for program dates: <http://mylna.info>

**SIX COMMUNITIES UNITED BY ONE BOOK!**  
**Participating Neighborhood Library Association Libraries**

Lyon Township Public Library ■ Northville District Library ■ Novi Public Library  
Salem-South Lyon District Library ■ Walled Lake City Library ■ Wixom Public Library





## Library Board Calendar

### 2016

August – October	Community Reads Program
<b>August 17</b>	<b>Library Board Regular Meeting</b>
August 19	Staff In-Service, Library Closed
September 3	Library Closed
September 4	Library Closed
September 5	Holiday – Labor Day, Library Closed
<b>September 21</b>	<b>Library Board Regular Meeting</b>
<b>October 19</b>	<b>Library Board Regular Meeting</b>
<b>November</b>	<b>Annual Library Report – City Council Meeting, TBD</b>
November 2	Community Read, Library
November 8	General Election Day
November 11	Holiday – Veteran's Day – Library Open
<b>November 16</b>	<b>Library Board Regular Meeting</b>
November 23	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 24	Holiday – Thanksgiving, Library Closed
<b>December 21</b>	<b>Library Board Regular Meeting</b>
<b>December 21</b>	<b>Library Director – Mid-year Review</b>
December 23	Library Closed
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 30	Library Closed
December 31	Holiday – New Year's Eve, Library Closed
January 1	Holiday—New Year's Day, Library Closed
<b>January</b>	<b>Library Board, Budget Planning Session, TBD</b>
<b>January 26</b>	<b>Library Board Regular Meeting</b>
<b>February</b>	<b>Library Board, Budget Planning Session, TBD</b>
<b>February 23</b>	<b>Library Board Regular Meeting</b>
<b>March 23</b>	<b>Library Board Regular Meeting</b>
April 9-15	National Library Week
April 15	Library Closed
April 16	Holiday—Easter, Library Closed
<b>April 27</b>	<b>Library Board Regular Meeting</b>
<b>April</b>	<b>Budget presented to Council, TBD</b>
April	Money Smart Week @ Library
May 14	Mother's Day, Library Closed
<b>May 25</b>	<b>Library Board Regular Meeting</b>
May 28	Library Closed
May 29	Holiday – Memorial Day, Library Closed

- 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.