

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, December 21, 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 L5494-6
 - B. Approval of Regular Meeting Minutes – November 16, 20167-14
- 6. Correspondence
 - A. N/A
- 7. Presentation/Special Guest
 - A. Novi High School Student - Corey Grassmyer, Eagle Scout (Tentative as of 12/16)
- 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 15-16
- 10. President's Report (Craig Messerknecht)
 - A. Goals Update (as of October 2016) 17-29
 - B. Library Director Mid-year review – January 26th, Director requesting Executive Session
- 11. Treasurer's Report (Melissa Agosta)
 - A. Library Budget Fund 268 – 2016-2017 Approved 30-32
 - B. Contributed Fund Budget 269 33
 - C. Audited Year End Report for Fiscal 2015-2016 (November 21, 2016).....34-37
 - D. Library Fund 268 Expenditure & Revenue Report (November 30, 2016) 38-41
 - E. Contributed Fund 269 Expenditure & Revenue Report (November 30, 2016) 42
 - F. Email from Jessica Dorey re: BS&A reporting and percentages.....43
 - G. Balance Sheets for Funds 268 and 269 44-45
 - H. Library Budget Comparison 2010-2015.....46-48

12. Director's Report.....	49
A. Annual Report 2015-2016.....	50-53
B. Information Technology Report	56-57
C. Facilities Report	57-59
D. Information Services Report.....	60-62
E. Support Services Report	62-63
F. Library Usage Statistics	64-73
G. Friends of the Novi Library - Adopt a Sister Library Match	74-75
H. Novi Historical Commission	N/A

13. Committee Reports

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

(Michener-Chair, Poupard)

- Library Staff is currently reviewing current policies. Meetings Held: 9/29, 11/3

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

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

- Staff is currently pulling salary comparisons from other class VI libraries in the Metro Detroit area for committee to review.

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

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

11/30 Meeting: Discussion pertaining to costs for the Lending Library initiative, review of the 15/16 audited financial report, and further discussion to investigate language for a library endowment in cooperation with the Friends of the Novi Library.

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

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

12/2: City of Novi Light up the Night – Michener, Messerknecht

12/9: City of Novi Evening of Appreciation – Michener, Messerknecht, Verma

E. Strategic Planning Committee: Annual review of current plan

(Poupard-Chair, Wood)

Strategic Planning Feedback Sessions:

Thursday, November 3, 7pm-Youth Activity Room (3 people in attendance)

Monday, November 28, 7pm-East Meeting Room (2 people in attendance)

Tuesday, December 13, 3pm – Youth Activity Room (3 people in attendance)

Library staff and Board Members updated the community on goals reached and projects accomplished. Another feedback session is being planned for the teen community after the holiday.

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

(Messerknecht – Chair, Lawler, Verma, Wood)

- Committee met with staff members - Farkas, Rutkowski and Zurmuehlen to discuss Lending Library design options, preliminary costs, and possible timeframe for

implementation. A complete report will be shared and discussed during the January and February 2017 budget sessions.

- LED lighting project – 2 quotes have been received another quote is being sought after the 3rd company declined quote submission. A walk-through for the 3rd company is scheduled for Monday, December 19th. Information will be complete by December 22nd. A meeting will be scheduled with the Committee following the holidays.
- It was found that the café owner's insurance policy had lapsed (as of November 16th). When café owner was questioned, café owner submitted a policy that did not comply with current lease. A letter was sent to café owner asking for compliance. Café owner submitted paperwork, however, based on attorney review, the policy was still not in compliance with current lease. A second letter was sent to café owner. Café owner submitted a policy from a new insurance company that is in compliance with the current lease. (see letters enclosed).

G. Bylaw Committee: Review of Library Board Bylaws

(Lawler- Chair, Agosta) – Bylaw review completed September 2016

14. Public Comment

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15. Matters for Board Action

- A. Consideration by the Library Board to close the Library one hour early (typically 5pm) to accommodate for the set-up for the Light Up the Night Event (annually in December), the Spring Into Novi event (annually in May), and the Friends Gala (annually in August).

16. Adjourn

Supplemental Information:

- Library Calendar76

Future Events:

- Library Board Budget Session – Saturday, January 7th at 8:00am, Novi Library
- Friends of Novi Library Meeting – Wednesday, January 11th at 7:00pm, Novi Library
- MLK Library Event – Monday, January 16th at 10am, Novi Library
- Novi Historical Commission Meeting – Wednesday, January 25th at 7:00pm, Novi Library
- **Library Board Meeting – Thursday, January 26th at 7:00pm, City of Novi Council Chambers**
- Library Board Budget Session – Saturday, February 4th at 8:00am, Novi Library
- Friends of Novi Library Meeting – Wednesday, February 8th - CANCELLED
- Battle of the Books – Saturday, March 11th at 1:00pm, City of Novi



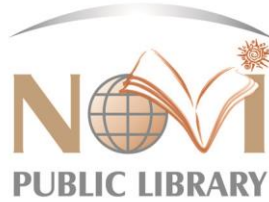
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45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720
<http://www.novilibrary.org>

Warrant 549	268 Accounts	December 2016	
Payable to	Invoice #	Account number	Account Total
Global Office Solutions (11/28/16)		268-000.00-727.000	\$ 518.06
The Office Connection (11/4/16)		268-000.00-727.000	\$ 666.52
Michigan Office Supply (11/30/16)	3D Cubepro Red	268-000.00-734.000	\$ 206.80
Presidio (11/14/16)		268-000.00-734.000	\$ 2,401.50
Refund		268-000.00-734.000	\$ (141.16)
T-Mobile (11/10/16)		268-000.00-734.000	\$ 6.92
Amazon	remote mic	268-000.00-734.500	\$ 78.99
CDW-G (11/17/16)	Flash Drive (10)	268-000.00-734.500	\$ 195.75
Motorola Factory Outlet Store (11/4/16)	Charging Stations	268-000.00-734.500	\$ 233.85
Allied Eagle Supply Co. (11/1/16)		268-000.00-740.000	\$ 594.02
Global Office Solutions (11/7/16)		268-000.00-740.000	\$ 162.75
Grainger (11/7/16)		268-000.00-740.000	\$ 105.20
Lawson Products (11/1/16)		268-000.00-740.000	\$ 119.63
Amazon.com (11/2/16)		268-000.00-742.000	\$ 927.92
Brodart (11/22/16)		268-000.00-742.000	\$ 9,478.29
Center Point Large Print		268-000.00-742.000	\$ 89.28
Gale/Cengage Learning (11/18/16)		268-000.00-742.000	\$ 1,092.50
Michigan Chamber Services (11/4/16)	Guide for Emp Handbk Policies	268-000.00-742.000	\$ 99.00
Omnigraphics 10/20/16	Govt. Assist Almanac 2017 24th	268-000.00-742.000	\$ 240.75
Town & Country Eyecare (11/14/16)	Outreach-magnifiers	268-000.00-742.000	\$ 962.53
Tsai Fong Books, Inc. (10/27/16)		268-000.00-742.000	\$ 237.67
Leanna Hicks Public Library of Inkster		268-000.00-742.100	\$ 4.99
Lyon Twp Public Library		268-000.00-742.100	\$ 7.99
Walled Lake City Library		268-000.00-742.100	\$ 36.88
Ebsco (11/13/16)		268-000.00-743.000	\$ 321.02
Midwest Tape (11/8/16)		268-000.00-744.000	\$ 3,544.39
Amazon.com (10/22/16)		268-000.00-745.200	\$ 29.98
Midwest Tape (11/8/16)		268-000.00-745.200	\$ 3,043.36
Bright House Networks Bus. Sol. (11/26/16)	November/ December 2016	268-000.00-801.925	\$ 64.60
Merchant Billing Statement		268-000.00-802.100	\$ 196.98
Foster Swift Collins & Smith PC (11/3/16)		268-000.00-806.000	\$ 228.00
Johnson, Rosati, Schultz & Joppich, P.C. (11/16/16)	entrance/café/café ins.	268-000.00-806.000	\$ 523.00
Waste Management	November	268-000.00-808.000	\$ 98.72
Farkas, Julie (11/14/16)	ABWA; 12/1/16-11/30/17	268-000.00-809.000	\$ 90.00
HS Michigan (10/26/16)	Betty Lang -Workshop-11/4/16	268-000.00-809.000	\$ 50.00
Your Cluttered Space (10/31/16)	Mystery Shopping Nov.-Dec.	268-000.00-816.000	\$ 250.00
H&K Janitorial Service, Inc.	October	268-000.00-817.000	\$ 3,900.00
AT&T (11/22/16)		268-000.00-851.000	\$ 277.81
TelNet Worldwide (11/15/16)		268-000.00-851.000	\$ 533.25
Verizon (10/28/16)	9/29/16-10/28/16	268-000.00-851.000	\$ 319.99

The Library Network	Qtrly Charges 10/1/16-12/31/16	268-000.00-855.000	\$ 12,969.29
Farkas, Julie	10/25/16 Atty/endowment	268-000.00-862.000	\$ 9.72
City of Novi	Ice Utilization	268-000.00-880.000	\$ 10.00
George Patton Associates (10/4/16)	Displays2GO; acrylic holders	268-000.00-880.000	\$ 28.68
Global Office Solutions (12/1/16)	Ann Rpt paper	268-000.00-880.000	\$ 47.38
Muniweb (11/8/16)		268-000.00-880.000	\$ 367.50
The Office Connection (11/9/16)		268-000.00-880.000	\$ 114.99
Sam's Club (11/29/16)		268-000.00-880.000	\$ 188.87
AccuCut (11/9/16)	Youth Programming	268-000.00-880.268	\$ 200.00
Alberga, Kathleen	SRP prizes--Kohls	268-000.00-880.268	\$ 40.00
Brush, Emily (11/15/16)	Youth Program	268-000.00-880.268	\$ 71.93
Durrett, Erin	Candyland 11/19; STEAM 12/4/16	268-000.00-880.268	\$ 63.82
Global Office Solutions (11/28/16)	YTH	268-000.00-880.268	\$ 74.64
Howell Nature Center (11/7/16)		268-000.00-880.268	\$ 219.56
Michaels (11/4/16)	Youth Program	268-000.00-880.268	\$ 15.77
Movie Licensing USA (11/28/16)	12/28/16-12/27/17	268-000.00-880.268	\$ 571.00
Party City (11/4/16)	Youth Program	268-000.00-880.268	\$ 34.33
The Office Connection	Poster Paper	268-000.00-880.268	\$ 114.99
Walmart (11/4/16)	Youth Program	268-000.00-880.268	\$ 36.37
Konica Minolta (11/1/16)	11/1/16-11/29/16	268-000.00-900.000	\$ 721.49
Consumers Energy	10/8-11/9/16	268-000.00-921.000	\$ 660.42
DTE Energy	10/25-11/21/16	268-000.00-922.000	\$ 7,757.42
Dalton Commercial Cleaning (11/1/16)	Yth Furn; Semiannual Furn.	268-000.00-934.000	\$ 3,554.00
Grainger (11/8/16)		268-000.00-934.000	\$ 10.04
Home Depot (11/3/16)		268-000.00-934.000	\$ 55.71
Lyon Mechanical (11/1/16)		268-000.00-934.000	\$ 177.33
Brien's Services Inc. (9/26/16)	Plow/Sidewalks; 11/1/16-4/30/19; 2of3	268-000.00-941.000	\$ 1,472.50
Konica Minolta Premier Finance (11/23/16)		268-000.00-942.000	\$ 999.00
Corrigan Storage Solutions (11/1/16)	11/1/16-11/30/16	268-000.00-942.100	\$ 22.18
Cracker Barrel (11/11/16)	Lend Lib Vendor Demo 11/11/16	268-000.00-956.000	\$ 44.00
Farkas, Julie	OC Sr Adv 9/13; TLN Bk Disc 9/28/16	268-000.00-956.000	\$ 36.72
HS Michigan (10/26/16)	Betty Lang -Workshop-11/4/16	268-000.00-956.000	\$ 39.00
Kroger (11/11/16)	Lend Lib Vendor Demo 11/11/16	268-000.00-956.000	\$ 14.47
Lang, Betty (11/4/16)	mileage workshop	268-000.00-956.000	\$ 66.96
Marathon (11/11/16)	Lend Lib Vendor Demo 11/11/16	268-000.00-956.000	\$ 23.60
Max&Ermas (11/11/16)	Lend Lib Vendor Demo 11/11/16	268-000.00-956.000	\$ 50.00
Stevenson, April (11/28/16)	MLA Conference 10/26-10/28	268-000.00-956.000	\$ 28.01
The Library Network (10/27/16)	6 Leaders bk disc reg; AS	268-000.00-956.000	\$ 125.00
Petty Cash			\$ 35.10
TOTAL			\$ 62,869.52

Warrant 549	269 Accounts	December 2016	
Payable to	Invoice #	Account number	Account total
Demco (11/1/16)	TableTop Flannel Board	269-000.00-742.232	\$ 36.99
Fox Run Catering (11/1/16)	Author's Live	269-000.00-742.232	\$ 1,080.00
Lone Star percussion (11/7/16)	Youth animal shakers	269-000.00-742.232	\$ 121.72
Schweninger, Heather	Scrapbook refund	269-000.00-742.232	\$ 40.00
Steve and Rocky's (11/2/16)	Comm. Read Staff/Author	269-000.00-742.232	\$ 114.00
Farkas, Julie	Staff Retirement	269-000.00-742.234	\$ 100.00
Penn Station (11/30/16)	Retirement Event - J. Hurley	269-000.00-742.234	\$ 192.00
Sam's Club (11/30/16)	Retirement Event - J. Hurley	269-000.00-742.234	\$ 142.07
Petty Cash (Programming)	Teen Space	269-000.00-742.232	\$ 11.09
TOTAL			\$ 1,837.87



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

DRAFT

1. Call to Order and Roll Call

Library Board

Craig Messerknecht, President
Tara Michener, Vice President
Melissa Agosta, Treasurer
Ramesh Verma, Secretary
Bill Lawler, Board Member
Doreen Poupard, Board Member (Absent and Excused)
Geoffrey Wood, Board Member (Arrived at 7:02)

Student Representatives

Ruchira Ankireddygari (Departed at 7:19)
Cindy Huang (Departed at 7:19)

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

Guests

Maryanne Zurmuehlen, Support Services Manger
Judy Hurley, Support Services Supervisor

The meeting was held at the Novi Public Library, in the Board Room, 45255 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.

1st—Ramesh Verma

2nd—Tara Michener

The motion passed unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L548

B. Approval of Regular Meeting Minutes –October 19, 2016

A motion was made to approve Claims and Warrants L548 and the Regular Meeting Minutes for October 19, 2016.

1st—Ramesh Verma

2nd—Melissa Agosta

The motion passed unanimously.

5. Correspondence

A. Thank you postcard from Ellen and Annie, MSU Tollgate Farms

A postcard was sent from Ellen and Annie at MSU Tollgate thanking April Stevenson and Kathleen Alberga for participating in Pumpkinfest 2016 at MSU Tollgate.

B. Thank you letter from Mary Ann Cook, A Growing Place

Ms. Cook sent a thank you to Kathleen Alberga, Youth Librarian, thanking her for the Storytime she presented to the students at A Growing Place preschool on November 3, 2016.

6. Presentation/Special Guest

A. Recognition of Christine Krieger, Support Services Clerk

Ms. Zurmuehlen accepted a certificate on behalf of Christine Krieger who retired from the Novi Library after 29 years of loyal service in the Support Services Department. Ms. Zurmuehlen commended Ms. Krieger for being a loyal and enthusiastic employee.

B. Recognition of Judy Hurley, Support Services Supervisor

Ms. Zurmuehlen presented Ms. Hurley with a certificate for her 31 years of service to the Novi Library. Ms. Hurley was a supervisor in the Support Services department and did all the ordering of new materials for the Library. Ms. Hurley joked that she came to the Library for 2 years and stayed for 31. She will be greatly missed.

C. Presentation of a plaque to the Novi Library from Novi Rotary for their continued support of the Feed the Need Summertime Lunch Program

The Library was given a plaque from the Novi Rotary for their second year of participation in the Feed the Need program. The first year saw 1,400 lunches served and the second year served nearly 5,000 lunches. Ms. Farkas thanked the Board members for allowing staff to use work time as an opportunity for volunteering. Many staff members chose to participate in supporting this wonderfully successful program.

7. Public Comment

There was no public comment.

8. Student Representatives Report

The Student Representative Report can be found on pages 17-18 of the November 16, 2016 Library Board packet.

A. Programs

October 4: Easy No Sew Emoji Pillows

October 5, 19: Gene Wilder Wednesdays
October 6, 25: Library Tours given to Novi High School Students
October 6, 10, 11: 3D Print Program
October 8: Star Wars Read Day
October 11: Cupcake Warz
October 16: Pokémon Go
October 18: Maker Tween Club
October 29: Pumpkin Decorating Palooza

B. Upcoming Programs

November 15: Maker Tween Club: Coding
November 18: TAB meeting
November 19: Life-sized Candyland
November 22: Escape from Mr. Lemoncello's Library Great Game
November 29: Harry Potter Fantastic Beasts/Live Owl Presentation

C. TAB Update

On October 21, 2016 TAB had its second meeting. Members chose this year's community service projects. The chosen projects are holiday card-making, collecting canned goods, and a school supplies drive.

D. Teen Space 762 attendees for the month of October.

- Ms. Farkas reminded the Board that December would be the last meeting for the two current student representatives. She said they would be recognized at the December 21, 2016 Library Board meeting. Two new student representative would be coming on board in January.

9. President's Report

A. Goals Update (as of October, 2016)

The Goals updates can be found on pages 19-30 of the November 16, 2016 Library Board packet.

Goal #3: Provide quality and diverse services, materials, programs and technology.

- Expanding on Community Read events, the Novi Library has joined with the Neighborhood Library Association to adopt a sister library. The Library is adopting SAY Detroit. From November 25, 2016 to January 20, 2017 the Library will be accepting new and gently used books. The Friends have agreed to match monetary donations up to \$500. With this money, the Library will purchase books to give to SAY Detroit.
 - Ms. Farkas will notify the Board when the date for the book delivery has been chosen.

Goal #4: To promote the Library in Novi's residential and business communities and provide outreach to non-library users.

- Trustee Verma asked how the Library would go about mapping current library cards in the Novi area. Ms. Farkas explained that addresses of card holders (no names are used) are sent to the City and are plotted on a map of the Novi area. This allows a visualization of what neighborhoods in Novi have a concentration of library card

holders. Four years have passed since the last mapping and there has been significant residential growth in Novi.

- Ms. Farkas, along with Maryann Zurmuehlen and Barb Rutkowski, drove to the Columbus Ohio area to visit two different lending library kiosks which are being considered for purchase by the Novi Library. Ms. Farkas believes purchasing one of these machines would provide an opportunity to reach remote areas of Novi. Novi would be the first library in the state to have one of these machines.

Lending Library (seen on page 46 of the November 16, 2016 Library Board Packet)

- Priced at about \$38,000.00
- Vending machine style that can hold 350-500 different items. Adult books, youth books, CD books, and DVDs can all be available to check out in each machine.
- Non-browsing; meaning, you can only check out what is in the front space of a row as you would in a vending machine.
- No return box, but a return box can be purchased for those locations that are further from the Library.
- The machine is movable so if a location does not get traffic, it can be relocated.
- Multiple machines can be purchased for the price of one of the large machines. Ms. Farkas has many ideas for places she could place the lending library for maximum circulation.
- Ms. Farkas thinks there is an option to lease as well as buy.

Envisionware 24-Hour Library (seen on page 47 November 16, 2016 Library Board Packet)

- \$294,000.00 including lighting, cameras and installation.
- This state of the art machine has browsing capability.
- Offers downloadable E Books.
- Can place holds and have books sent to the machine.
- Includes multiple return bins.
- Has a built in computer which allows you to search for items.
- Unmovable, so once it is installed it must stay in that location.
- Built in lighting and security cameras.
- Ms. Farkas would like to meet with the Buildings and Grounds Committee before the next Library Board meeting and come to the December 21, 2016 meeting a recommendation.
 - Trustee Verma asked if the City would pay for a portion of the machine and Ms. Farkas informed the Board that the City has offered to provide the electricity.

Goal #5 Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.

- Trustee Verma asked about investigating the installation of an electric sign in front of the Library to promote programs. Ms. Farkas reached out to another Library who had just installed a similar sign and she said the cost would be about \$54,000.00.

B. Library Director Mid-Year Review in December 2016

Trustee Verma suggested that the review be moved to the January 26, 2017 meeting to accommodate schedules and fellow members agreed.

C. Welcome Desk Schedule for January-May 2017

Trustee Messerknecht said that if the dates do not work, Board members are welcome to switch dates.

10. Treasurer's Report

A. Library Budget Fund 268—2016-2017

The approved 2016-2017 Fund 268 budget can be found on pages 31-33 of the November 16, 2016 Library Board packet.

- Revenue is budgeted to be \$2,774,726.00 with expenditures totaling \$3,035,900.00 consuming \$261,174.00 of the fund balance.

B. Contributed Fund Budget 269

The Contributed Fund Budget 269 can be found on page 34 of the November 16, 2016 Library Board packet.

C. Library Fund 268 Expenditure and Revenue Report (October 31, 2016)

The Fund 268 Expenditure and revenue report can be found on pages 35-37 of the November 16, 2016 Library Board packet.

- Revenue for the month of October increased \$14,045.00 to a total of \$2,728,024.00. Trustee Agosta reported that nearly all of the budgeted revenue has been received.
- Expenditures increased \$239,950.00 for the month of October bringing the year to date total to \$933,647.00. The budgeted expenditures are 31% used. Since the Library should be at 33%, the Library is under budget in expenditures.

D. Contributed Fund 269 Expenditure & Revenue Report (October 31, 2016)

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 38 of the November 16, 2016 Library Board packet.

- Year to date revenue is \$17,334.00 and expenditures are \$5,271.00. Very little activity has occurred in Fund 269.

E. Balance Sheets for Funds 268 and 269

The balance sheets for funds 268 and 269 can be found on pages 39-40 of the November 16, 2016 Library Board packet.

- The ending balance in October for Fund 268 was \$3,549,487.50
- The ending balance in October for Fund 269 was \$1,683,974.99

Trustee Lawler asked about account 704.000 Permanent Salaries in Fund 268's 2016-2017 approved budget and the projected 2017-2018 budget. He commended Ms. Farkas for lowering this line item from previous years and asked what accounted for the increase in 2017-2018. Ms. Farkas explained that the increase reflects increased wages and potential new staffing. If the Library decides to move forward with the Lending Libraries, there will be a need for increased outreach staffing.

11. Director's Report

The Director's Report can be found on pages 41-50 of the November 16, 2016 Library Board packet.

- The Novi Library opened early on Election Day, November 8, 2016, to accommodate voters. She included a photo on page 41 of the November 16, 2016 Library Board packet of a resident receiving a new card while waiting to vote. 400 voters had entered the building by 9:00 a.m.
- The café hours and Mr. Bernstein's contract were discussed.
- Corey Grassmyer, a Novi High School senior, is completing his Eagle Scout project which was creating an informational sign explaining the purpose of a bioswale and describing the plants in the Library's rain garden on the south side of the building. Ms. Farkas complemented his fundraising, leadership and design skills in making this project a reality. Corey worked closely with Drew Lathin from Creating Sustainable Landscapes and Keith Perfect from the Library facilities department.
- In regards to the endowment, the attorney recommends connecting with the Friends since they are established as a 501C3. The Friends are interested in being involved in creating an endowment and have approved \$10,000.00 to the establishment. Ms. Farkas suggested that the Friends collect the money for the endowment and the money used would be generated from a wish list that both the Director and Library Board members would see. The Friends would like to have this ready for the Gala in August, 2017.
 - Trustee Wood asked if the endowment was defined and Ms. Farkas said that at this time it is not, which is why they need to continue working with an attorney to work out the specifics.
- Over 1,000 books were read for the Community Read event on November 2, 2016.
- Ms. Farkas recommended that if there are not many attendees at the next Strategic Planning session then she would look at adding dates in December.

A. Information Technology Report

The Information Technology Report can be found on page 51 of the November 16, 2016 Library Board packet.

- The Library has begun circulating to patrons 3 Hot Spots through Verizon.

B. Facilities Report

The Facilities Report can be found on pages 52-53 of the November 16, 2016 Library Board packet.

- The rose bushes were divided and replanted in the area where driveway construction was done. New plants were also added to this area.

- Trustee Agosta inquired about graffiti on the outdoor table. Ms. Farkas explained it wasn't spray paint and facilities staff was able to buff out the scratches.
- Trustee Verma asked about the monthly van wash/fluid check. Ms. Farkas explained that the Library keeps the van parked at the Library and takes care of these monthly checks.
- The Library annual fire inspection was completed with zero violations issued.

C. Information Services Report

The Information and Services Report can be found on pages 55-58 of the November 16, 2016 Library Board packet.

- 185 children have registered for the program so far and 1 child has read 500 books.
- Ms. Farkas included photos of the Diversity Day program on page 58 of the November 16, 2016 Library Board packet.
- Ms. Farkas included notes that were submitted by librarians who attended the MLA Annual Conference. Those notes can be found on pages 59-61 of the November 16, 2016 Library Board packet.

D. Support Services Report

The Support Service report can be found on pages 65-67 of the November 16, 2016 Library Board packet.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 68-77 of the November 16, 2016 Library Board packet.

- Ms. Farkas reported the City discovered that one of the electric car charging stations service had been turned off. A new vendor is in the works and there is a potential for no cost to the users of the charging station.

F. Friends of the Novi Library

The Friends of the Novi Library report for October can be found on pages 78-79 of the November 16, 2016 Library Board packet.

G. Novi Historical Commission

The Novi Historical Commission report can be found pages 80-82 of the November 16, 2016 Library Board packet.

12. Committee Reports

A. Policy Committee (Michener– Chair, Poupard): Review current public policies for the Library.

- Trustee Michener reported that the committee is waiting for Library staff to finish going through all the policies. Meetings on September 29 and November 3 were held.

B. HR Committee (Verma – Chair, Michener): HR policies, Director Review, Salary

- Trustee Verma reported no action was taken.

C. Finance Committee (Agosta – Chair, Messerknecht, Lawler): Financial plan based on Building assessment review.

- Trustee Agosta reported no action was taken.

D. Events/Marketing/Fundraising Committee (Michener—Chair, Agosta Wood): 2016 Gala

And outreach events.

- Trustee Michener reported no action was taken.

E. Strategic Planning Committee (Poupard—Chair, Wood): Annual review of current plan.

- Ms. Farkas reported on one Strategic Planning session that was held and another scheduled later in November.

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

- Ms. Farkas is waiting on quotes from three electrical companies for the LED project.

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

- Trustee Lawler reported no action was taken.

13. Public Comment

There was no public comment.

14. Matters for Board Action

A. Approval of revised overtime policy

- New changes in labor laws have forced the Library to make revisions to their overtime policy. Ms. Farkas sent Tia Gronlund-Fox, Director of Human Resources for the City of Novi, the Library's current overtime policy so she could make recommendations based on the new law. The new law states that if an employee is under a certain pay threshold, they are entitled to overtime pay at a rate of time-and-one-half, if they work over 40 hours in a week. Ms. Farkas explained that the Library tries to avoid these situations, but in an emergency situation Information Technology staff and facilities staff may need to exceed their hours. A motion was made to approve newly revised overtime policy as presented.

1st—Tara Michener

2nd—Melissa Agosta

The motion passed unanimously.

15. Adjourn

A motion was made to adjourn the meeting at 8:32 p.m.

1st—Melissa Agosta

2nd—William Lawler

The motion passed unanimously.

Ramesh Verma, Secretary

Date

Student Representative Report

By: Cindy Huang, Ruchira Ankireddygar

Programs:

The Maker Tween Club meet on November 15th and used MakeyMakey kits to create coding. (Attendance = 8)

On November 19th, teens and families came to the library to play a special life-sized version of the classic board game, Candyland. (Attendance = 63)

On November 22, teens played a game based on the popular tween book, "Escape from Mr. Lemoncello's Library", by Chris Grabenstein, which was read during this year's Battle of the Books competition. (Attendance = 27)

Patrons searched for fantastic beasts in a scavenger hunt, enjoyed snacks, and learned about four species of owls from the Howell Nature Center at the Harry Potter Fantastic Beasts/Live Owl Presentation show on November 29th. (Attendance = 100)

There were 729 attendees in Teen Space in November. There was no Teen Space on November 7th or 8th due to the election.

Teen Advisory Board Update:

The Teen Advisory Board had its third meeting on November 18th. The teens played an ice breaker game of people BINGO where they had to find someone to match the criteria on the BINGO sheet. The members started working on their first service project, which is making holiday cards. These cards will be given to those at the Manor of Novi and Providence Hospital. The TAB is also giving out a new incentive to encourage new members to join. If someone brings a friend for two meetings, their name will be entered into a drawing to win a gift card. At the last TAB meeting in May, all names will be entered into a grand prize drawing.

Upcoming Programs:

December 6 – DIY M&M Holiday Gift
December 7 - Teen Book Club Q&A Meeting
December 13 - Maker Tween Club
December 16 - Teen Advisory Board Meeting
December 20 - STEM: Gingerbread House Engineering



Kids working together with the MakeyMakey Kit at the Maker Tween Club program

NOVI PUBLIC LIBRARY – 2016/2017 GOALS (November/December)

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

Goal #1:

Maintain excellent customer service in all facets of the library's operations, Board functions, and community involvement.

Tactic	Owner	Status	Due Date
Investigate holds – way for family members to pick up each other's holds; advertise ways to make the pick-up process easier for patrons.	SS	Discussed WF group cards at SASUG/with JF again. Determined this option did not meet our needs. Voiced needs at SASUG meeting about true family card.	12/16
Customer Service Committee: Participates by attending 3 of 4 quarterly meetings; monitor progress of dept. goals related to customer service and reports status to department members; provide a final presentation to the Library Board in July 2017 on obstacles and successes.	All Depts. Represented	9/15 – Introduction mtg. Established goals 10/27 – first meeting of committee; discussed 10 Common Customer Service Mistakes	9/16
Investigate electronic birthday cards for patrons.	SS-Outreach	Currently offer a birthday email that gives a discount at Paradise Park	7/16; 11/16
Culture Club: Staff is meeting 4 times per year to discuss how to better serve our diverse community.	All Depts. Represented	Staff In-Service 8/16 introduced Social Justice to staff 11/30: Staff Culture Club Intro Mtg.	8/16
Investigate the options for updating patron info (phone/email online); renew their library card on-line.	IT/SS	TLN driven initiative	10/16
Celebrate/recognize long-term residents' years of having a library card; engage TLN with historical date field; first anniversary.	SS/AD	Ran a Director Station report to determine long term patrons, but can only go back to 2004 per TLN.	11/16
Provide superior customer service to NPL patrons and coworkers by fully demonstrating the 5 Support Service Department Customer Service Ideals throughout the year; two separate survey periods (both internal and public) will be held in the fall and spring to assess the level of improvement in departmental customer service and a goal of moving up an average of one scale, on a sliding scale of 1-5.	SS	Compiling survey questions and creating survey.	10/16
With the completion of the Support Services Department Training Manual and the corresponding training videos, retrain existing staff to be fully competent in using and/or explaining to patrons the OPAC, how to navigate the library, and where to be directed for common questions and issues. Competency will be measured by written	SS		

test.			
Create new volunteer application with specific types of potential jobs.	AD		
Meet all meeting room renters at their room at the start of their event to make sure their accommodations are met.	AD		
Survey the staff to find out how the facilities department can better serve the library employees; look at results and identify at least two areas for improvement.	F	Survey ended on 10/31; Info is being compiled	10/16
Improve the donation of large donation process (5 boxes/bags or more) by offering 3 specific days of the week for donation drop off; less than 5 boxes/bags can be dropped in the main vestibule; provide a contact number for facilities to connect directly with a staff person for arranging drop offs.	F	Began new process as of 10/1/2016; 11/10 flyer has been revised based on patron feedback and misunderstandings	10/16
Create a facilities emergency manual for staff to better serve them and the public when situations arise including drill information, building descriptions and contact information.	F	Fire Drill 10/13/2016 – revision of fire procedures 11/16: Staff have been sent all the revised emergency procedures to review	10/16; 11/16
Increase the usage of the Self-Check Stations to 60% by assigning Support Services staff to direct patrons to and educate them on the self-check process.	SS	Clerks are approaching patrons on self-checks and keeping stats on how many they educate.	10/16
Review the current program evaluation form to see if it meets current needs; make necessary changes to the form to provide the most useful information.	IS	Beginning to receive more forms from staff and noticing how few comments are made. Considering revising with fewer more targeted questions; more evaluation forms are being turned in by staff and patron responses have provided some useful recommendations	9/16; 10/16
Investigate creating a pajama story time in the evening once per month.	IS	Investigating potential days and times, as well as, themes.	9/16
Integrate Zinio e-magazines with physical magazines, relabeling the magazine room for greater discoverability, and creating procedures and promotion for the Zinio tablets.	IS	Researching tablet chargers that can be easily retrieved and accommodate multiple devices; met with SS to investigate check out procedure	9/16; 10/16
Work with the TLN ILS Committee to improve functionality and usability of the public catalog; investigate new potential ILS companies.	IS	Attended a meeting at the Redford Library; TLN is currently reaching out to members for feedback on catalog.	9/16
Hire, supervise and develop interns – use task lists, goals, projects, and reviews to measure their performance; create a job posting and interview candidates for future openings.	IS	Currently have 2 interns on staff, assigned tasks and created goals. Reviewing projects as well.	9/16

Goal #2:**Balance the needs of the community with fiscal responsibility and reduce the deficit spending.**

Tactic	Owner	Status	Due Date
Investigate funding resources and park use for Story Walk; discuss idea with City of Novi and Novi Parks and Rec; secure funding.	IS	Began looking at grant opportunities; scheduled an appointment to meet with Novi Parks and Rec to discuss possible placement; P & R offered other parks rather than Fuerst Park.	9/16; 10/16, 11/16
Investigate the opportunity with the Energy Reduction Coalition (ERC) to reduce lighting costs in the Library	AD/F	Meetings began in spring 2016; timeline mtg.; meeting with DTE regarding lighting options 10/4; 10/31/16: 3 lighting vendors have been contacted and have walked the building – waiting on quotes for materials/labor	9/16; 10/16
Investigate an Endowment/Trust financial opportunity for the Library based on a Novi resident gift.	AD	Gift meeting with resident; contact with attorney to investigate options 9/16; 10/25/16: Mtg. w/attorney re: endowment options; 11/8/16: Mtg. w/C. Bauer and S. Johnson re: endowment options through the Friends of NPL	8/16; 9/16; 10/16; 11/16
Effectively use Director's Station; work with staff using Director's Station to run reports using their parameters; use Director's Station to aid staff in reaching proper QSAC collection levels; better use of purchasing and weeding of collections.	IS	Have started running reports for staff for effective collection development.	9/16; 10/16
Quality Services Audit Checklist project – take training through Library of Michigan, review current work that has been initiated, complete assessment, potentially submit to Library of Michigan for all 3 levels (Essential, Enhanced and Excellent).	IS	Began looking at notes and progress made from previous employee responsible for this, LOM is not currently offering training, but will keep looking for when they do; LOM will be debuting a new checklist in January.	9/16, 11/16
Investigate migrating current Exchange server email accounts to Google mail.	IT	Investigating costs and developing possible migration timeline; applied/received Google for Non-Profit status and in process of creating staff accounts to test transfer capabilities.	9/16, 11/16
Investigate Cloud options for network storage/back-up.	IT	Researched Cloud options and propose moving forward with iDrive	11/16
Assess and weed the Library's current magnifier collection; use Outreach funds to purchase new magnifies where needed; search for replacement for the Optelek machine; have all magnifies barcoded for checkout; market collection in available media.	IS	Working with Dr. Amy Crissman at Town and Country Eyecare to identify new magnifiers on the market; will be meeting in November with Dr. Crissman; Placed an order for several magnifiers and met with Maryann to discuss cataloging.	9/16; 10/16, 11/16

Goal #3:**Provide quality and diverse services, materials, programs and technology.**

Tactic	Owner	Status	Due Date
Expand on Community Read events – more authors; investigate a Local Author in conjunction with a new collection; local author showcase, local artist showcase.	IS/AD	Added Walled Lake City Library; recorded and created DVDs of event that were distributed to sponsoring libraries; 11/16-17: Adopting a sister Library and NLA and SAY Detroit – collecting new/gently used books from communities to donate to a newly created lending library in Detroit	2/16; 11/16
Explore projects or tasks that the TAB (Teen Advisory Board) can be involved in to help the library and its staff; investigate ways to recognize and thank all of the Library's teen volunteers.	IS	Investigating how TAB may be able to make a promotional video about the Summer Reading Program to promote at Novi Meadows and the Middle School; Certificates of Appreciation with total hours volunteered were printed and made available for our teen volunteers and a teen volunteer appreciation event is being planned for next April; several TAB committees are being worked out to help put up displays in the Teen Stop on the windows and a Summer Reading Program committee to help put together a video to promote the SRP to the 4 th -6 th graders.	9/16; 10/16
Evaluate hardware/software used in the meeting rooms and by the public for possible upgrades.	IT	Deployed device to transfer audio from vinyl records and cassette tapes to a digital format with software for tagging and audio editing tools; Purchased laptop for use in the Youth Activity Room; Obtained quote for upgrading meeting room audio/visual equipment connections to HDMI; Installed three 30 AMP 220V circuits in the server room to accommodate datacenter's upgraded stand-by power option; included meeting rooms audio-visual upgrade proposal in 2017-18FY IT Department proposed budget	10/16, 11/16
Evaluate hardware/software used by staff for possible upgrades.	IT	Began deploying upgraded staff workstations; obtained quote to replace stepper side chutes on AST hardware with fixed chutes to eliminate possible future failures and reduce noise; investigating upgrade to CirclT software used by staff/self-checks.	11/16
Promote and highlight the Local History collection/space and its relevance to the community 3 times per year; offer an open house; increase web and physical presence; assist with patron queries, digitizing collections,	IS	Offering a Document Donation day on Oct. 23	10/16

Historical Commission projects.			
Increase/implement programming opportunities for each patron group implementing 15 programs per year, averaging 50 attendees at each program	IS/IT/AD	Tot Time (55), Tot Time (63), Family Story Time (53); Tot Time (64), Star Wars Reads Day (54), Costume Dance Party (130), Family Story Time (50), Tot Time (67), Time for Twos (65), Halloween Tales (400+), Pumpkin Decorating Palooza (73), Listen @ the Library (60), Author's luncheon (60), Pumpkinfest MSU Tollgate (300+), Time for Twos (53), Mickey Mouse (75), Candyland (63), Harry Potter (100), Listen @ the Library (80).	9/16; 10/16; 11/16
Investigate and add new collections/pathfinders for our patrons based on their interests and needs	IS/SS	SS Head met with IS staff to discuss introduction of STEAM kits. Shelves assisted with LP/BOC move; SS Head met with IT Head to introduce HotSpots into circulation and met with IS staff to discuss eReader tablets for magazines	10/16; 11/16
Become a partner with the Novi School District to introduce Social Justice to the Novi community by creating a core collection, providing space for forums/events, participating in committee learning sessions.	IS/AD	PAASN is meeting monthly at NPL	9/16-6/17
Investigate adding new and more interactive play components for the youth area.	IS	Added a child's rocking chair, a small table with a chalkboard top and two small chairs to go with it; added a play kitchen	9/16; 10/16
Partner with the City/Older Adults Center to attract older adults at the Library for programming, services, resources, technology.	IS/AD	Planning on having local Activities Directors meeting at Meadowbrook with the Older Adults Center	10/16
Implement a patio program series in order to hold more activities on the patio; 5 programs May-October (weather permitting)	IS	Friends Patio Party; hosted part of Business Blender program on patio	8/16; 9/16
Host music/dance programs by different cultural groups to educate others – one per year.	IS	Held a Diversity Day program October 4 th (1,000 in attendance)	10/16
Investigate loaning out reader devices and other technical devices to library patrons; investigate grant options for funding.	IT/SS	Met with IS staff to determine device requirements for iPads for Zinio use by patrons in-house.	9/16
Increase the usage of the Self-Check Stations to 60% by assigning Support Services staff to direct patrons to and educate them on the self-check process.	SS	Clerks are approaching patrons on self-checks and keeping stats on how many they educate.	10/16
Investigate the adoption of a sister library-Skype, trade info, videoconferencing events, etc.	IS	Spoke with a librarian from the Tamarack Library during the MLA Conference about doing a Community Read based program via skype or video conferencing	10/16

Investigate with City of Novi to be a "go to" for additional city services; offer/advertise a new city service annually at library, if applicable.	AD	Program promotion in Library monthly e-news; Waste Management garbage pick-up project advertised for Novi residents in Library lobby.	7/16-8/16
Publicize more info about Oakland County services for the blind quarterly; engage the Older Adult Community with this info.	IS/AD	Have moved the adaptive technology computer with the large font keyboard and low vision software closer to the display for the Oakland County Services for the Blind display; looking into a new service called Sitecues to help low vision patrons see our website better	9/16; 10/16
Expand info to Meadowbrook Commons newsletter, table tent info in dining hall, flyers door-to-door; attend Older Adult programs to promote library programs, kiosk for library info, survey Meadowbrook residents, plasma screen advertising at Meadowbrook.	IS/AD	Continuing with plasma screen marketing each month.	9/16; 10/16, 11/16
Engage local older adult talent (displays, arts, crafts, collections); reach out quarterly.	IS/AD		
Engage the City of Novi IT/Novi School District IT with quarterly meetings to review opportunities for resource sharing; technology best practices; technology education.	IT	Met with City of Novi IT personnel for Treadmill Desk demo.	11/16
Host an ethnic food tasting event	IS	Indian food and continual; new Diversity Day	1/13; 10/16
Develop a survey component to be used annually to solicit technology needs of our library patrons in order to meet hardware/software and programming/training needs.	IT/IS	Plan for 04-01-2017 through 05-01-2017 survey period with a goal of 300 responses.	9/16
Increase activities with Novi School District and area districts over the 5 yrs. (benchmark from current activities).	IS/AD	Hosted annual Media Specialists breakfast; participated in Walk to School day at Novi Woods, met with Novi Preschool Coordinator to plan for story time visits.; met with Instructional coach to prepare SRP presentation to School Board, The Novi Middle School Robotics Team presented at our Lego Club; provided a library tour and scavenger hunt to two Special Education classes from the Novi High School; arranged for the Robotics Team: FTC (FIRST Tech Challenge) 11276 Dream Machine - from the Novi Middle School to demonstrate/discuss the team, robot building, programming and competitions. Presented to the Novi School Board on the ways that the Library partners with the schools throughout the year as well as the summer reading program.	10/16; 10/16, 11/16

Investigate with Café owner to offer lower prices and different cultural food options.	AD		
Investigate computer lab rental for community/local businesses.	AD/IT	Building instructional resources in preparation for possible rentals.	9/16
Increase use of the Youth Activity Room for more craft/hands-on events by 5%.	IS/IT		
Provide on-going training in order to meet basic skill competency; weekly/monthly 10 minute training sessions available for staff in the Break Room during mealtimes – "Tech Tips and Tricks".	IT	Surveyed the staff to determine topics they would need training sessions developed. 1 st sessions were on the use of A/V equipment in the meeting rooms; "Using WordPress Content Management System" sessions are being done on a one-on-one basis as needed.	9/16; 10/16
Create a content management system for patrons/staff that would contain a searchable NPL Knowledge Base containing technology FAQs.	IT	Met with IS staff to determine their needs and are currently testing new internal wiki with IS and IT staff; Created categories and adding content and registering new users; continue to add content in Knowledge Base.	9/16; 10/16; 11/16
Create and implement a staff technology orientation checklist.	IT	Integrating checklist with on-going training in basic skill competencies.	9/16
Provide meeting room booklet electronically for website which will include all meeting room information in one location; update meeting room photos on website.	AD	Booklet published for public on website including costs, policies	10/16
Revision of the Circulation Desk Schedule to suit the full range of responsibilities for Circulation Clerks.	SS	With more staffing shortages, revised holds process to include Circ Clerks to facilitate task.	10/16
Supervise and bring to completion the Patron Database Cleanup Project.	SS		
Track time spent shelf reading with the aim to accumulate consistent and regular shelf reading per week.	SS		
Complete the Technical Services Sticker/Label Updating and Revision Project.	SS	Completed inventory of different types of stickers/labels used.	10/16
Complete training in Unclaims List NOS Maintenance Procedure, and perform weekly evaluation and upkeep of Unclaims List.	SS	Completed initial training in process with commencement scheduled for week of 10/10/16.	10/16
Complete the update of the MeLCat Manual to include "Reports to Run" and "How to Solve Common and Uncommon Issues" instruction sheets.	SS	Began creation of specific cheat sheets.	10/16
Implement phone system changes to be in compliance with the E-911 law which improves the information received by emergency services personnel.	IT	Submitted floor plans/phone locations to our vendor to determine the number of E-911 zones that are necessary; submitted naming convention for E-911 zones to vendor for approval	9/16; 11/16

Implement and maintain a file organization system for work desk space in order to keep track of multiple assignments.	SS	Created and implemented a filing system.	12/16
Complete training for placing Brodart order in WorkFlows to take on role of backup/substitute orderer, and periodically maintain skills by placing Brodart orders at regular intervals.	SS	Clerk began training in August. Continues to place a small amount of orders each week to keep skills fresh.	10/16
Complete training for AST Room procedures and for unloading the TLN delivery.	SS	Shelvers have begun training for both procedures.	11/16
Maintain and respond to the Program Proposal Form; evaluate its usage by providing documentation on the pros and cons and whether it should be scrapped, stay as is, or be redesigned.	IS	Although this is not used that often it is a convenient option for patrons/presenters so we will keep for now.	9/16
Evaluate scope of parenting and expand collection accordingly; feature a specific topic within the collection each month.	IS	Have finished moving all relevant parenting books out of the adult non-fiction and into the parenting collection downstairs. Currently also providing a small display within that collection to focus on certain parenting topics; September's topic was Reading and October's was the benefit of Play.	9/16; 10/16
Evaluate the need of bibliographies in Youth non-fiction and implement accordingly.	IS	Making targeted purchases on computers and coding before creating bibliography on this topic; began compiling a list of titles and creating sections for "Computers & Coding" bib. Investigating book buddies matching pictures books with non-fiction books on the same topic.	9/16; 10/16
Explore new ways to incorporate STEM and sensory activities into Family Story Time.	IS	Viewed archived webinar on integrating STEAM into the story times; created sensory bags for squishing that help fine motor skills Create dinosaur footprints with plastic toys and paint.	9/16; 10/16
Increase the number of Family Story Times from once a month to twice a month beginning January 2017.	IS	Implementing this by combining Kiddie Crafts into the Family Story time	9/16
Continue working on the Shark Bowl project and with the 3D printing committee to revise any procedures as needed and perform 3D prints for the display and the public.	IS	Several teens have designed and printed object; have started offering 3D Print Project programs to encourage use	9/16; 10/16
Research adding 3D scanner to current 3D services.	IT	Purchased, demonstrated, developed documentation and patron programming for 3D scanner.	10/16
Run a Focus Group and create a Survey about Youth, Tween, and Teen programming for parents to investigate patron requests and interests.	IS	Have surveyed a few parents informally at programs, working on creating a draft of a survey; draft of survey has been reviewed and changes are being	9/16; 10/16; 11/16

		made; Survey has been marketed.	
Start a Maker Tween Club which focuses on STEAM learning for students in Grades 4-6.	IS	Hosted a "Hack Your Notebook" program in September involving the use of programmable circuits; October involved Balloon Race Cars; November involved coding.	9/16; 10/16; 11/16
Write a monthly spotlight on Novi history to be included in e-newsletter; offer the opportunity to the Historical Commission to participate in these spotlights.	IS	The first issue began in the August issue of our e-newsletter, the Historical Commission liked the idea and provided a few pieces	9/16
Make information on the Local History computer more useful to our patrons by indexing it and working it into a use database; upload to OCHR, then some of this information can be added to the Local History site; this would entail no additional cost or software.	IS		
Improve findability in the Music CD collection by creating clearer, more specific classifications and re-dividing collection into those categories.	IS	Using Director's Station lists was able to create a first draft of reclassifying the existing collection to improve findability, possible changes could be implemented in early 2017; have created a feature collection to focus on trending music	9/16; 10/16
Strive to better reflect our diverse patron base by making targeted purchases in international music and marketing those acquisitions to patrons through signage and featured displays.	IS	Evaluating what is currently available in the World classification, as well as, looking into resources to guide future purchases; Looking at what World-Music is circulating and of interest to our patrons, as well as, expanding the languages in which we collect music to reflect the languages in which we have books and other materials.	9/16; 11/16
Effectively utilize library material to enhance the feature displays; create pathfinders for each of the displays for future patron and staff use; add an element to each display that focuses on material found through our website.	IS	Multiple displays have been accomplished with both print material and visuals of materials available; different displays created each month, created an Early Chapter Book Series List document to help both patrons and staff when looking for books that are targeted towards newly independent readers and are a step-up from the easy readers; created a poster with pictures of some of the Early Chapter Book series and the location of where to find each series.	9/16; 10/16
Create special collections in OverDrive-International Language and Graphic Novels for youth and adult.	IS	Graphic novels for Overdrive were investigated and purchased.	9/16
Investigate creating a Tween audiobook collection to mirror the tween book collection.	IS	Now that the Large Print and Audiobooks have been switched and the Playaways have been removed we can move forward with creating this collection, lists are being shared between Selectors; will wait to	9/16; 10/16

		make this change at the end of the fiscal due to changing of fund numbers.	
Create an online book discussion group to offer book discussion options to patrons who may not be able to attend in person.	IS	Currently investigating online books discussions that are hosted by other organizations to get ideas; working with Goodreads to announce monthly books that are being read; Looked into how to use FB and Twitter for book discussions.	9/16; 10/16; 11/16
Update Book Discussion section of website to enhance the current look, and to increase the amount of information currently available.	IS	Some basic updates have been made to the archives	9/16
Research virtual reality systems that fuel the community's passion for learning and innovation with diverse technologies.	IT	Demonstrated possible VR programming ideas and researching top systems for costs as well as pros/cons; Included VR hardware purchase in 2017-18FY IT Department proposed budget	10/16; 11/16
Research feasibility of a circulating "HotSpot" program.	IT	Met with vendor to determine costs/devices and developing patron/staff documentation with possible Dec/Jan launch; HotSpots made available for checkout 11-01; Due to popularity of HotSpots, investigating adding 3 more devices.	10/16; 11/16
Improve Story Time Room programming options by adding digital equipment.	IT/IS	Met with IS staff to determine technology requirements and placed equipment order. Apple TV, iPad and monitor installed/configured and apps are being selected and downloaded. Demonstration for "The Friends" scheduled for November; a Bluetooth microphone was purchased for staff use during Story Time sessions.	9/16, 10/16, 11/16
Improve the volunteer recognition event with the City; become involved in the planning of the event; recognize all regular volunteers with a bookplate in a book purchased by the Library in the year they volunteered.	AD	Julie Prottengeier will coordinate with city staff for the Aril 2017 event	11/16

Goal #4:			
Promote the Library in Novi's residential and business communities and provide outreach to non-library users.			
Tactic	Owner	Status	Due Date
Reach out to homeowner's groups by letter to President, get in newsletters, offer tours/talks.	AD		
Library Board/Library inviting groups to have their meetings at the Library (one time rental freebie).	AD	Ongoing	
Host Homeowners Associations for meetings, highlight a subdivision in e-News, display of kid's art from subdivision, contest for most card holders in a subdivision.	AD	Presentation to Barclay Estates	9/16
Increase publicity of meeting rooms and patio.	AD	Meeting room info packet was created for publicity	9/16
Consider an annual mailing of the Novi Library and YOU to homeowners/businesses: 4 page brochure about the Library.	AD	Investigating a 1 time mailing for the promotion of a library card	7/16-6/17
Market work from home benefits at the Library (Wi-Fi, Space, databases)	IS/AD		
Investigate the options for remote drop boxes or a satellite library in the community (north end).	SS/AD	2 tours will take place in November 2016 to investigate options for lending library concepts; visited Licking County and Worthington Library to review 2 lending library concepts; Met with 3 board members for review of Lending Library demos. Presented expense considerations for SS Dept.	11/16; 12/16
Implement a regular (weekly/monthly) Library column in Novi News/Patch.com.	AD	Ongoing	
Investigate more spotlights on the Library through Facebook, twitter, videos, podcasts; create 1 video/podcast per year that talks about library services for website	AD	Info graphics being investigated as of 7/16 – being used for Strategic Planning feedback session in November 2016	
Consider looking at needs not age of a patron – Are you new to the web, reading interests, downloading, E-books, Large Print, computers for marketing programs, services, collections, resources, technology	IS/AD		
Increase amount of library card holders in each Novi subdivision by 10% over the next 5 years based on geo-mapping data	AD	Met with K. Blough at City of Novi to discuss an update to the current mapping of library cards in the Novi area	10/16
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs.	IS/IT	New Electronic Services Librarian; Info graphics?; Electronic Services Librarian attended Social Media Strategy workshop	6/16; 9/16

Implement the 1,000 Books Before Kindergarten program; choose 100 book titles; purchase books for Novi Preschool; augment library's collection with the same titles; sticker 100 books for easy identification; create book list brochure; purchase prizes to be given for every 100 books read; coordinate for prize distribution at preschool; determine number of parties to host when program is completed; purchase books for patrons choosing – label and add to collection.	IS	Kick-off Literacy event 8/27; Open House at ECEC 8/31; 100 book titles chosen and purchased for both preschool and in-house, books have been stickered, book list brochure done, prizes purchased and set up in staff area for quick access, photo booth set up for kids and parents to use when they finish each 100, this will be added to the website and/or social media; this has been added to the website and parents have been sending pictures that they took in the photo booth; Books for the school are ready to go and will be delivered in January when story times start.	8/16; 9/16; 10/16; 11/16
Provide weekly Story Times for the students of the new Novi Community Preschool; planned story time visits to the Novi Community Preschool; acquire any duplicate materials needed to present at a second location; assist the preschool director with planning a schedule that works for them and the library; develop a relationship with the students that fosters a strong and lasting relationship with me/the library.	IS	Working on developing a schedule to fit the needs of the school with the current staff hours available; Start date will be January.	9/16; 11/16
Seek out information from local area Story Time locations by visiting Downtown Farmington, Farmington Hills, Northville, South Lyon and Plymouth Libraries' Story Times.	IS		
Increase Outreach library card ownership at Waltonwood, Brookdale Living and the Meadowbrook Activity Center by 5% by holding library card sign-up events at those facilities and any other available means.	IS	Ordered white and black tote bags to use as give-aways; sent flyers marketing the event with Outreach staff and to Activities Directors; Increased Outreach library card ownership by over 10%.	9/16

Goal #5			
Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.			
Tactic	Owner	Status	Due Date
Investigate adding more staff/resources to dedicate to teen population based on outcomes/needs from the Teen Space pilot program (programming/outreach)	IS/AD	Teen Space Monitor employed permanent part-time from September to June	15/16
Investigate installing an electronic sign at 10 Mile to advertise library programs.	AD	Gathering cost proposals for 17/18 budget	11/16
Complete the Support Services Department Training Manual and the corresponding training videos to be used for future new hires to the department and to complete a retraining program for existing staff.	SS		

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.	AD/SS/IS/F/IT	Held meeting with IT staff to review/discuss current policies; meeting held November 3 rd ; Full committee first review meeting 11/3/16	9/16; 11/16
Identify and evaluate the programming needs of the Information Services Department; review current programming (summer/fall); meet with each staff member to discover the types of programs they do, what they want to see the library do for programs, and the best ways to implement these changes, this would include filtering program ideas from staff.	IS	Implemented a program proposal form for staff to help facilitate the best placement of programs on the calendar and to determine the need for the program; will continue to analyze throughout this next Engage cycle; <i>Continue to assess programs and make changes as necessary.</i>	9/16; 11/16
Participate in the Customer Service Committee by attending 3 of 4 quarterly meetings; monitor progress of department goals related to customer service and reports status to department members; provide a final presentation to the Library Board in July 2017 on obstacles and successes.	AD/IS/SS/F/IT	Intro meeting held 9/15 to discuss the progress of each department's goals; first meeting 10/27/16	9/16; 10/16
Manage project and create procedure where selectors of the fiction, mystery, and audiobook collects move toward consistency in author placement across all collections.	IS	Sharing authors in various genre's among selectors	9/16
Upgrade security camera system. Install panic alarm buttons at Service Desks/Administration Office and create "Procedure to Contact the Police – Non-Emergency/911/Panic Alarm Button".	IT	Security camera upgrade completed and client deployed to staff; panic alarm buttons installation completed and procedure reviewed with staff on activation	10/16

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

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

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

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

269 - Library Contributed Funds - Revenues & Expenditures

2016-2017 Budget (Amended 9/21/2016)

Revenues		Year End (6/30/16)	2016-2017 Approved	2016-2017 Amended	Notes
664.000	Interest on Investments	26,726.32	15,000.00	15,000.00	
664.500	Unrealized gain (loss) on investments	18,051.92	5,000.00	5,000.00	
Interest Income		44,778.24	20,000.00	20,000.00	
Donations					
665.230	Collections/Materials Revenue	461.35	2,000.00	2,000.00	
665.231	Buildings/Ground/Furniture Revenue	5,150.71	2,000.00	2,000.00	
665.232	Programming Revenue	18,387.46	2,000.00	2,000.00	
	Raising a Reader in Novi Sponsors		5,000.00	5,000.00	Friends/VIBE/Novi Rotary
665.233	Technology Library Revenue	409.00	500.00	500.00	
665.234	Undesignated Misc. Donations	3,212.09	500.00	500.00	
TOTAL		\$27,620.61	\$12,000.00	\$12,000.00	
TOTAL Revenues		72,398.85	32,000.00	32,000.00	
Expenditures					
742.230	Collections/Materials Expenditures	187.13	5,000.00	5,000.00	
742.231	Buildings/Ground/Furniture Exp	6,672.11	18,000.00	-	
742.232	Programming Expenditures	16,344.22	3,000.00	3,000.00	
742.233	Technology Library Expenditures	965.00	4,000.00	4,000.00	
	Automated Lending Library			-	Not Approved \$45,000
742.234	Undesignated Misc. Expenditures	6,023.03	2,000.00	-	
	Staff Recognition		-	1,000.00	Appreciation lunch/awards
TOTAL		30,191.49	32,000.00	13,000.00	
TOTAL Expenditures		30,191.49	\$32,000.00	13,000.00	
	Beginning Fund Balance Yr. End		1,629,605.26	1,671,812.62	
	Revenues	72,398.85	32,000.00	32,000.00	
	Expenditures	30,191.49	32,000.00	(13,000.00)	
	NET Revenues vs. Expenditures	42,207.36	0.00	19,000.00	
	Beginning Fund Balance	1,629,605.26			
	Net of Rev/Exp 2015/2016				
	Ending Fund Balance Expected	\$1,671,812.62	\$1,629,605.26	\$1,690,812.62	

Amended 9/21/2016

11/21/2016		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI					
PERIOD ENDING 06/30/2016							
% Fiscal Year Completed: 100.00							
		END BALANCE	2015-16		YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	2015-16	06/30/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268							
Revenues							
268-000.00-403.000	Property Tax Revenue - Current Levy	2,367,212.28	2,449,491.00	2,469,428.00	2,461,558.07	7,869.93	99.68
268-000.00-403.001	Property Tax Revenue- County Chargebacks	(4,521.44)	(25,000.00)	(25,000.00)	294.61	(25,294.61)	(1.18)
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	13,862.00	(10,000.00)	(10,000.00)	15,558.00	(25,558.00)	(155.58)
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(199.00)	(210.00)	(210.00)	(214.67)	4.67	102.22
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(3,424.77)	(6,000.00)	(6,000.00)	(4,846.69)	(1,153.31)	80.78
268-000.00-567.000	State aid	32,841.43	27,000.00	29,000.00	34,495.52	(5,495.52)	118.95
268-000.00-633.100	Insurance Reimbursement	913.00	0.00	0.00	0.00	0.00	0.00
268-000.00-657.000	Library book fines	65,010.47	70,000.00	70,000.00	66,886.35	3,113.65	95.55
268-000.00-658.000	State penal fines	83,205.14	77,000.00	111,926.00	111,926.44	(0.44)	100.00
268-000.00-664.000	Interest on investments	28,693.56	24,000.00	30,000.00	41,574.64	(11,574.64)	138.58
268-000.00-664.500	Unrealized gain (loss) on investments	7,871.32	0.00	2,065.00	23,055.12	(20,990.12)	1,116.47
268-000.00-665.000	Miscellaneous income	15,417.29	16,500.00	16,500.00	15,020.65	1,479.35	91.03
268-000.00-665.100	Copier	2,492.39	2,200.00	2,200.00	2,727.08	(527.08)	123.96
268-000.00-665.200	Electronic media (previously VHS)	238.00	200.00	200.00	217.50	(17.50)	108.75
268-000.00-665.266	Summer reading t-shirt sales	138.73	0.00	131.00	131.17	(0.17)	100.13
268-000.00-665.289	Adult programs	6,981.72	0.00	4,267.00	4,267.33	(0.33)	100.01
268-000.00-665.290	Library fund raising revenue	0.00	3,000.00	0.00	0.00	0.00	0.00
268-000.00-665.300	Meeting room	27,728.02	28,000.00	32,000.00	35,193.65	(3,193.65)	109.98
268-000.00-665.400	Gifts and donations	15,070.42	6,000.00	2,500.00	5,205.32	(2,705.32)	208.21
268-000.00-665.404	Novi Township assessment	5,933.00	6,000.00	6,154.00	6,154.00	0.00	100.00
268-000.00-665.650	Library Cafe	4,688.25	5,000.00	5,000.00	5,658.29	(658.29)	113.17
TOTAL REVENUES		2,670,151.81	2,673,181.00	2,740,161.00	2,824,862.38	(84,701.38)	103.09

GL NUMBER	DESCRIPTION	END BALANCE	2015-16		YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	2015-16	06/30/2016	BALANCE	% BDGT
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)	USED
Expenditures							
268-000.00-704.000	Permanent salaries	902,359.69	914,000.00	842,000.00	848,742.23	(6,742.23)	100.80
268-000.00-704.200	Wages - Stipend	24,743.89	25,000.00	10,000.00	10,000.00	0.00	100.00
268-000.00-704.250	Final Payout	11,294.19	0.00	19,000.00	18,963.41	36.59	99.81
268-000.00-705.000	Temporary salaries	596,921.16	609,000.00	582,000.00	552,249.03	29,750.97	94.89
268-000.00-715.000	Social security	119,251.99	122,300.00	105,000.00	106,814.50	(1,814.50)	101.73
268-000.00-716.000	Insurance	202,537.39	235,147.00	215,000.00	224,763.56	(9,763.56)	104.54
268-000.00-716.200	HSA - employer contribution	1,248.71	3,000.00	1,500.00	998.21	501.79	66.55
268-000.00-716.999	Insurance - Employee Reimbursement	(36,900.20)	(43,202.00)	(43,000.00)	(41,734.26)	(1,265.74)	97.06
268-000.00-718.000	Pension - DB Normal Cost	14,964.00	0.00	15,000.00	14,112.00	888.00	94.08
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(18,120.00)	0.00	(17,000.00)	(17,097.72)	97.72	100.57
268-000.00-718.200	Pension - defined contribution	18,516.01	26,400.00	26,000.00	24,086.16	1,913.84	92.64
268-000.00-719.000	Unemployment insurance	933.20	0.00	0.00	1,295.20	(1,295.20)	100.00
268-000.00-720.000	Workers compensation	2,080.00	4,300.00	1,000.00	1,948.58	(948.58)	194.86
268-000.00-727.000	Office supplies	18,881.44	23,000.00	23,000.00	19,615.69	3,384.31	85.29
268-000.00-728.000	Supplies - Postage	682.39	700.00	700.00	623.79	76.21	89.11
268-000.00-734.000	Computer supplies, software & licensing	86,900.09	86,400.00	89,700.00	66,110.20	23,589.80	73.70
268-000.00-734.500	Computer supplies/equipment	20,725.29	28,000.00	31,800.00	29,899.05	1,900.95	94.02
268-000.00-740.000	Operating supplies	26,411.22	30,000.00	30,000.00	18,702.42	11,297.58	62.34
268-000.00-740.010	Gift and donations expense	8,533.33	0.00	565.00	1,199.04	(634.04)	212.22
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	800.00	0.00	0.00	0.00	0.00
268-000.00-741.000	Supplies - Uniforms	227.00	300.00	0.00	134.95	(134.95)	100.00
268-000.00-742.000	Library books	173,792.87	195,000.00	190,000.00	174,336.21	15,663.79	91.76
268-000.00-742.100	Library Book - Fines	565.88	1,000.00	700.00	779.42	(79.42)	111.35
268-000.00-743.000	Library periodicals	19,386.58	23,800.00	23,800.00	20,297.83	3,502.17	85.29
268-000.00-744.000	Audio visual materials	60,108.91	71,000.00	71,000.00	67,548.99	3,451.01	95.14
268-000.00-745.200	Electronic media	44,788.70	51,000.00	51,000.00	44,507.93	6,492.07	87.27
268-000.00-745.300	Electronic resources (CD rom materials)	55,399.44	55,000.00	55,000.00	50,362.92	4,637.08	91.57
268-000.00-801.925	Public information (cable, etc)	833.41	1,000.00	400.00	369.29	30.71	92.32
268-000.00-802.100	Bank Service Charges	2,476.65	2,000.00	3,600.00	3,112.49	487.51	86.46
268-000.00-803.000	Independent audit	700.00	700.00	700.00	665.00	35.00	95.00
268-000.00-804.000	Medical service	659.80	300.00	2,500.00	1,286.00	1,214.00	51.44
268-000.00-806.000	Legal fees	342.00	1,000.00	500.00	4,230.00	(3,730.00)	846.00

GL NUMBER	DESCRIPTION	END BALANCE	2015-16		YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	2015-16	06/30/2016	BALANCE	% BDGT
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)	USED
268-000.00-809.000	Memberships and dues	4,266.00	4,500.00	4,500.00	4,331.00	169.00	96.24
268-000.00-816.000	Professional services	1,355.00	4,000.00	4,000.00	2,356.00	1,644.00	58.90
268-000.00-817.000	Custodial services	46,145.00	48,800.00	46,800.00	46,800.00	0.00	100.00
268-000.00-818.000	TLN Central Services	4,495.00	4,500.00	4,000.00	3,995.00	5.00	99.88
268-000.00-851.000	Telephone	12,082.53	11,500.00	11,500.00	12,932.05	(1,432.05)	112.45
268-000.00-855.000	TLN Automation Services	57,006.34	56,000.00	59,000.00	52,801.04	6,198.96	89.49
268-000.00-861.000	Gasoline and oil	363.61	500.00	500.00	125.07	374.93	25.01
268-000.00-862.000	Mileage	436.43	300.00	100.00	184.61	(84.61)	184.61
268-000.00-880.000	Community promotion	3,961.68	11,800.00	11,800.00	9,065.00	2,735.00	76.82
268-000.00-880.268	Library programming	11,717.97	22,500.00	22,500.00	17,495.94	5,004.06	77.76
268-000.00-880.271	Adult programs	4,563.52	0.00	2,640.00	2,640.19	(0.19)	100.01
268-000.00-900.000	Printing, graphic design and publishing	29,634.55	29,500.00	29,500.00	27,533.58	1,966.42	93.33
268-000.00-910.000	Property & liability insurance	13,000.00	14,300.00	13,464.00	13,464.00	0.00	100.00
268-000.00-921.000	Heat	11,257.52	11,000.00	11,000.00	8,483.52	2,516.48	77.12
268-000.00-922.000	Electricity	101,729.02	103,000.00	103,000.00	95,236.64	7,763.36	92.46
268-000.00-923.000	Water and sewer	5,393.13	5,500.00	6,500.00	9,477.30	(2,977.30)	145.80
268-000.00-934.000	Building maintenance	65,253.18	90,000.00	92,000.00	47,114.55	44,885.45	51.21
268-000.00-935.000	Vehicle maintenance	1,717.20	1,500.00	500.00	215.80	284.20	43.16
268-000.00-941.000	Grounds maintenance	32,735.91	28,600.00	40,200.00	51,558.43	(11,358.43)	128.25
268-000.00-942.000	Office equipment lease	12,596.78	12,000.00	15,000.00	14,734.88	265.12	98.23
268-000.00-942.100	Records storage	264.34	300.00	300.00	251.09	48.91	83.70
268-000.00-956.000	Conferences and workshops	8,464.64	14,500.00	14,500.00	10,577.11	3,922.89	72.95
268-000.00-965.101	Transfer to general fund	0.00	0.00	40,000.00	40,000.00	0.00	100.00
268-000.00-976.000	Building improvements	0.00	136,200.00	22,900.00	4,784.96	18,115.04	20.90
268-000.00-986.000	Internal Technology - Capital Outlay	7,020.40	0.00	73,300.00	54,619.88	18,680.12	74.52
268-000.00-990.000	Furniture	0.00	10,000.00	9,475.00	9,475.50	(0.50)	100.01
TOTAL EXPENDITURES		2,796,704.78	3,087,745.00	2,970,444.00	2,789,175.26	181,268.74	93.90

GL NUMBER	DESCRIPTION	END BALANCE	2015-16		YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	2015-16	06/30/2016	BALANCE	% BDGT
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268:							
TOTAL REVENUES		2,670,151.81	2,673,181.00	2,740,161.00	2,824,862.38	(84,701.38)	103.09
TOTAL EXPENDITURES		2,796,704.78	3,087,745.00	2,970,444.00	2,789,175.26	181,268.74	93.90
NET OF REVENUES & EXPENDITURES		(126,552.97)	(414,564.00)	(230,283.00)	35,687.12	(265,970.12)	
Fund 269 - LIBRARY CONTRIBUTION 269							
Revenues							
269-000.00-664.000	Interest on investments	24,270.10	15,000.00	0.00	26,726.32	(26,726.32)	100.00
269-000.00-664.500	Unrealized gain (loss) on investments	7,426.03	5,000.00	0.00	18,051.92	(18,051.92)	100.00
269-000.00-665.230	Collections/Materials Revenue	1,733.00	0.00	2,500.00	461.35	2,038.65	18.45
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	15,867.02	0.00	24,000.00	5,150.71	18,849.29	21.46
269-000.00-665.232	Programming Revenue	10,421.14	0.00	11,200.00	18,387.46	(7,187.46)	164.17
269-000.00-665.233	Technology Library Revenue	810.00	0.00	2,000.00	409.00	1,591.00	20.45
269-000.00-665.234	Undesignated Misc Donations	3,500.00	12,000.00	2,000.00	3,212.09	(1,212.09)	160.60
TOTAL REVENUES		64,027.29	32,000.00	41,700.00	72,398.85	(30,698.85)	173.62
Expenditures							
269-000.00-742.230	Collections/Materials Expense	1,222.98	5,000.00	1,900.00	187.13	1,712.87	9.85
269-000.00-742.231	Buildings/Ground/ Furniture Expense	15,188.00	18,000.00	28,500.00	6,672.11	21,827.89	23.41
269-000.00-742.232	Programming Expense	6,693.56	3,000.00	5,700.00	16,344.22	(10,644.22)	286.74
269-000.00-742.233	Technology Library Expense	104.95	4,000.00	3,000.00	965.00	2,035.00	32.17
269-000.00-742.234	Undesignated Misc	1,880.58	2,000.00	500.00	6,023.03	(5,523.03)	1,204.61
269-000.00-802.100	Bank Service Charges	92.49	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		25,182.56	32,000.00	39,600.00	30,191.49	9,408.51	76.24
Fund 269 - LIBRARY CONTRIBUTION 269:							
TOTAL REVENUES		64,027.29	32,000.00	41,700.00	72,398.85	(30,698.85)	173.62
TOTAL EXPENDITURES		25,182.56	32,000.00	39,600.00	30,191.49	9,408.51	76.24
NET OF REVENUES & EXPENDITURES		38,844.73	0.00	2,100.00	42,207.36	(40,107.36)	
TOTAL REVENUES - ALL FUNDS		2,734,179.10	2,705,181.00	2,781,861.00	2,897,261.23	(115,400.23)	104.15
TOTAL EXPENDITURES - ALL FUNDS		2,821,887.34	3,119,745.00	3,010,044.00	2,819,366.75	190,677.25	93.67
NET OF REVENUES & EXPENDITURES		(87,708.24)	(414,564.00)	(228,183.00)	77,894.48	(306,077.48)	

12/10/2016 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 11/30/2016										
% Fiscal Year Completed: 41.92										
GL NUMBER	DESCRIPTION	END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	SEPT 2016	OCT 2016	NOV 2016	11/30/2016	BALANCE	% BDGT
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00-treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,461,558.07	2,522,777.00	2,522,777.00	0.00	0.40	0.00	2,536,929.91	(14,152.91)	100.56
268-000.00-403.001	Property Tax Revenue- County Chargebacks	294.61	(21,000.00)	(21,000.00)	161.17	334.56	90.16	1,043.45	(22,043.45)	(4.97)
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	15,558.00	(5,000.00)	(5,000.00)	0.00	0.00	0.00	0.00	(5,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(214.67)	(220.00)	(220.00)	0.00	0.00	0.00	(217.02)	(2.98)	98.65
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(4,846.69)	(5,100.00)	(5,100.00)	0.00	0.00	0.00	0.00	(5,100.00)	0.00
Property tax revenue										
		2,472,349.32	2,491,457.00	2,491,457.00	161.17	334.96	90.16	2,537,756.34	(46,299.34)	101.86
State sources										
268-000.00-567.000	State aid	34,495.52	29,000.00	29,000.00	0.00	0.00	0.00	18,225.12	10,774.88	62.85
State sources										
		34,495.52	29,000.00	29,000.00	0.00	0.00	0.00	18,225.12	10,774.88	62.85
Fines and forfeitures										
268-000.00-657.000	Library book fines	66,886.35	70,000.00	70,000.00	4,741.02	5,110.52	5,465.17	27,636.24	42,363.76	39.48
268-000.00-658.000	State penal fines	111,926.44	83,000.00	83,000.00	0.00	0.00	0.00	117,150.58	(34,150.58)	141.15
Fines and forfeitures										
		178,812.79	153,000.00	153,000.00	4,741.02	5,110.52	5,465.17	144,786.82	8,213.18	94.63
Interest income										
268-000.00-664.000	Interest on investments	41,574.64	30,000.00	30,000.00	3,598.13	6,808.80	0.00	16,024.49	13,975.51	53.41
268-000.00-664.500	Unrealized gain (loss) on investments	23,055.12	0.00	0.00	427.05	(9,830.51)	0.00	(13,706.26)	13,706.26	100.00
Interest income										
		64,629.76	30,000.00	30,000.00	4,025.18	(3,021.71)	0.00	2,318.23	27,681.77	7.73
Other revenue										
268-000.00-665.000	Miscellaneous income	15,020.65	16,500.00	16,500.00	1,750.78	1,203.44	1,145.97	6,530.29	9,969.71	39.58
268-000.00-665.100	Copier	2,727.08	2,200.00	2,200.00	179.20	122.90	273.44	933.46	1,266.54	42.43
268-000.00-665.200	Electronic media (previously VHS)	217.50	200.00	200.00	0.00	0.00	0.00	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	0.00	0.00	0.00
268-000.00-665.290	Library fund raising revenue	0.00	3,000.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	35,193.65	32,000.00	32,000.00	2,522.64	2,812.61	2,433.76	16,109.41	15,890.59	50.34
268-000.00-665.404	Novi Township assessment	6,154.00	6,369.00	6,369.00	0.00	0.00	0.00	6,197.00	172.00	97.30
268-000.00-665.650	Library Cafe	5,658.29	5,000.00	5,000.00	329.20	427.21	491.16	2,023.47	2,976.53	40.47
Other revenue										
		65,102.34	65,269.00	65,269.00	4,781.82	4,566.16	4,344.33	31,810.63	33,458.37	48.74
Donations										
268-000.00-665.289	Adult programs	4,267.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.400	Gifts and donations	5,205.32	6,000.00	6,000.00	0.40	1.05	100.20	105.37	5,894.63	1.76
Donations										
		9,472.65	6,000.00	6,000.00	0.40	1.05	100.20	105.37	5,894.63	1.76

GL NUMBER	DESCRIPTION	END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	% BDT
		06/30/2016	ORIGINAL	2016-17	SEPT 2016	OCT 2016	NOV 2016	11/30/2016	BALANCE	
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	848,742.23	805,000.00	805,000.00	92,480.68	61,653.81	61,653.81	314,705.05	490,294.95	39.09
268-000.00-704.200	Wages - Stipend	10,000.00	0.00	0.00	0.00	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	2,139.18	2,139.18	(2,139.18)	100.00
268-000.00-705.000	Temporary salaries	552,249.03	661,000.00	661,000.00	63,933.68	45,748.50	45,155.71	220,833.56	440,166.44	33.41
268-000.00-715.000	Social security	106,814.50	112,200.00	112,200.00	11,690.68	7,956.37	8,074.89	39,925.80	72,274.20	35.58
268-000.00-716.000	Insurance	224,763.56	217,000.00	217,000.00	20,237.57	18,755.99	18,038.72	93,025.00	123,975.00	42.87
268-000.00-716.200	HSA - employer contribution	998.21	1,500.00	1,500.00	162.50	162.50	162.50	731.25	768.75	48.75
268-000.00-716.999	Insurance - Employee Reimbursement	(41,734.26)	(43,400.00)	(43,400.00)	(3,519.86)	(3,518.58)	(3,519.86)	(16,080.13)	(27,319.87)	37.05
268-000.00-718.000	Pension - DB Normal Cost	14,112.00	0.00	0.00	1,121.00	1,121.00	1,121.00	5,605.00	(5,605.00)	100.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(17,097.72)	0.00	0.00	(1,252.38)	(1,252.38)	(1,252.38)	(6,261.90)	6,261.90	100.00
268-000.00-718.200	Pension - defined contribution	24,086.16	26,400.00	26,400.00	3,551.22	2,367.48	2,367.48	12,129.62	14,270.38	45.95
268-000.00-719.000	Unemployment insurance	1,295.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-720.000	Workers compensation	1,948.58	4,300.00	4,300.00	286.97	197.31	200.08	1,079.38	3,220.62	25.10
Personnel services		1,745,140.90	1,784,000.00	1,784,000.00	188,692.06	133,192.00	134,141.13	667,831.81	1,116,168.19	37.43
Supplies										
268-000.00-727.000	Office supplies	19,615.69	23,000.00	23,000.00	1,579.70	391.40	848.04	7,236.92	15,763.08	31.46
268-000.00-728.000	Supplies - Postage	623.79	700.00	700.00	220.84	35.43	0.00	321.98	378.02	46.00
268-000.00-734.000	Computer supplies, software & licensing	66,110.20	82,000.00	82,000.00	5,322.60	9,100.06	30.61	22,004.32	59,995.68	26.83
268-000.00-734.500	Computer supplies/equipment	29,899.05	60,000.00	60,000.00	6,195.11	297.12	227.29	11,659.21	48,340.79	19.43
268-000.00-740.000	Operating supplies	18,702.42	30,000.00	30,000.00	12,154.66	957.95	981.60	17,819.65	12,180.35	59.40
268-000.00-740.010	Gift and donations expense	1,199.04	0.00	0.00	0.00	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	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00
268-000.00-741.000	Supplies - Uniforms	134.95	300.00	300.00	139.00	0.00	0.00	139.00	161.00	46.33
268-000.00-742.000	Library books	174,336.21	190,000.00	190,000.00	11,648.14	13,768.61	7,603.29	56,436.59	133,563.41	29.70
268-000.00-742.100	Library Book - Fines	779.42	1,000.00	1,000.00	9.95	118.74	0.00	513.37	486.63	51.34
268-000.00-743.000	Library periodicals	20,297.83	23,800.00	23,800.00	15,903.70	5.50	321.02	16,412.22	7,387.78	68.96
268-000.00-744.000	Audio visual materials	67,548.99	76,000.00	76,000.00	1,767.30	4,749.13	1,833.94	36,702.99	39,297.01	48.29
268-000.00-745.200	Electronic media	44,507.93	51,000.00	51,000.00	2,380.71	2,238.03	1,236.56	14,747.32	36,252.68	28.92
268-000.00-745.300	Electronic resources (CD rom materials)	50,362.92	60,000.00	60,000.00	3,738.00	1,690.00	0.00	46,964.40	13,035.60	78.27
Supplies		494,118.44	601,300.00	601,300.00	61,059.71	33,351.97	13,082.35	230,957.97	370,342.03	38.41

GL NUMBER	DESCRIPTION	END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	SEPT 2016	OCT 2016	NOV 2016	11/30/2016	BALANCE	% BDT
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	369.29	500.00	500.00	32.30	32.30	0.00	129.20	370.80	25.84
268-000.00-802.100	Bank Service Charges	3,112.49	4,800.00	4,800.00	216.22	196.98	181.54	865.21	3,934.79	18.03
268-000.00-803.000	Independent audit	665.00	700.00	700.00	0.00	665.00	0.00	665.00	35.00	95.00
268-000.00-804.000	Medical service	1,286.00	1,500.00	1,500.00	207.00	168.00	84.00	711.00	789.00	47.40
268-000.00-806.000	Legal fees	4,230.00	1,000.00	1,000.00	283.50	0.00	228.00	511.50	488.50	51.15
268-000.00-808.000	Rubbish	0.00	0.00	0.00	98.72	0.00	0.00	296.16	(296.16)	100.00
268-000.00-809.000	Memberships and dues	4,331.00	5,000.00	5,000.00	0.00	611.00	90.00	3,927.07	1,072.93	78.54
268-000.00-816.000	Professional services	2,356.00	10,000.00	10,000.00	0.00	250.00	0.00	250.00	9,750.00	2.50
268-000.00-817.000	Custodial services	46,800.00	46,800.00	46,800.00	3,900.00	0.00	0.00	11,700.00	35,100.00	25.00
268-000.00-818.000	TLN Central Services	3,995.00	4,500.00	4,500.00	0.00	3,495.00	0.00	3,495.00	1,005.00	77.67
268-000.00-851.000	Telephone	12,932.05	11,500.00	11,500.00	1,040.96	1,906.82	(90.00)	4,252.90	7,247.10	36.98
268-000.00-855.000	TLN Automation Services	52,801.04	61,000.00	61,000.00	3,449.37	12,969.29	0.00	28,680.12	32,319.88	47.02
268-000.00-861.000	Gasoline and oil	125.07	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
268-000.00-862.000	Mileage	184.61	300.00	300.00	0.00	5.94	0.00	5.94	294.06	1.98
268-000.00-880.000	Community promotion	9,065.00	20,000.00	20,000.00	1,160.63	954.55	619.35	5,387.67	14,612.33	26.94
268-000.00-880.268	Library programming	17,495.94	22,500.00	22,500.00	1,153.14	(1,164.30)	1,429.14	5,471.13	17,028.87	24.32
268-000.00-880.271	Adult programs	2,640.19	3,000.00	3,000.00	0.00	0.00	100.00	100.00	2,900.00	3.33
268-000.00-900.000	Printing, graphic design and publishing	27,533.58	29,500.00	29,500.00	735.53	214.42	132.82	9,118.26	20,381.74	30.91
268-000.00-910.000	Property & liability insurance	13,464.00	14,800.00	14,800.00	0.00	0.00	0.00	13,222.00	1,578.00	89.34
268-000.00-921.000	Heat	8,483.52	11,500.00	11,500.00	133.57	260.39	660.42	1,282.09	10,217.91	11.15
268-000.00-922.000	Electricity	95,236.64	106,000.00	106,000.00	9,368.68	8,043.65	7,757.42	44,242.58	61,757.42	41.74
268-000.00-923.000	Water and sewer	9,477.30	5,500.00	5,500.00	1,842.40	0.00	0.00	1,842.40	3,657.60	33.50
268-000.00-934.000	Building maintenance	47,114.55	100,000.00	100,000.00	3,895.11	1,080.90	3,619.75	25,972.66	74,027.34	25.97
268-000.00-935.000	Vehicle maintenance	215.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-941.000	Grounds maintenance	51,558.43	33,000.00	33,000.00	1,847.50	2,995.50	0.00	4,953.00	28,047.00	15.01
268-000.00-942.000	Office equipment lease	14,734.88	15,000.00	15,000.00	999.00	999.00	0.00	4,376.13	10,623.87	29.17
268-000.00-942.100	Records storage	251.09	300.00	300.00	22.18	22.18	22.18	113.87	186.13	37.96
268-000.00-956.000	Conferences and workshops	10,577.11	13,500.00	13,500.00	650.01	470.53	94.97	3,723.39	9,776.61	27.58
Other services and charges										
		441,035.58	523,700.00	523,700.00	31,035.82	34,177.15	14,929.59	175,294.28	348,405.72	33.47
Transfers out										
268-000.00-965.101	Transfer to general fund	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers out										
		40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	END BALANCE	2016-17	2016-17	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	% BDGT
		06/30/2016	ORIGINAL		AMENDED BUDGET	SEPT 2016	OCT 2016	NOV 2016	11/30/2016	
		NORM (ABNORM)	BUDGET		INCR (DECR)	INCR (DECR)	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	0.00	0.00	0.00
268-000.00-976.100	Parking lot improvements	0.00	53,400.00	53,400.00	0.00	0.00	0.00	0.00	53,400.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	54,619.88	56,000.00	73,500.00	12,392.20	5,339.80	0.00	43,999.40	29,500.60	59.86
268-000.00-990.000	Furniture	9,475.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		68,880.34	109,400.00	126,900.00	12,392.20	5,339.80	0.00	43,999.40	82,900.60	34.67
Net - Dept 000.00-treasury										
		35,687.12	(243,674.00)	(261,174.00)	(279,470.20)	(199,069.94)	(152,153.21)	1,616,919.05	(1,878,093.05)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES										
		2,824,862.38	2,774,726.00	2,774,726.00	13,709.59	6,990.98	9,999.86	2,735,002.51	39,723.49	
TOTAL EXPENDITURES										
		2,789,175.26	3,018,400.00	3,035,900.00	293,179.79	206,060.92	162,153.07	1,118,083.46	1,917,816.54	
NET OF REVENUES & EXPENDITURES										
		35,687.12	(243,674.00)	(261,174.00)	(279,470.20)	(199,069.94)	(152,153.21)	1,616,919.05	(1,878,093.05)	

GL NUMBER	DESCRIPTION	END BALANCE	2016-17	2016-17	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	% BDGT
		06/30/2016	ORIGINAL		AMENDED BUDGET	SEPT 2016	OCT 2016	NOV 2016	11/30/2016	
		NORM (ABNORM)	BUDGET		INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 269 - LIBRARY CONTRIBUTION 269										
Dept 000.00-treasury										
Interest income										
269-000.00-664.000	Interest on investments	26,726.32	15,000.00	15,000.00	2,155.07	3,098.34	0.00	10,407.47	4,592.53	69.38
269-000.00-664.500	Unrealized gain (loss) on investments	18,051.92	5,000.00	5,000.00	259.17	(4,481.96)	0.00	(8,234.28)	13,234.28	(164.69)
Interest income		44,778.24	20,000.00	20,000.00	2,414.24	(1,383.62)	0.00	2,173.19	17,826.81	10.87
Donations										
269-000.00-665.230	Collections/Materials Revenue	461.35	0.00	2,000.00	50.00	100.00	0.00	200.00	1,800.00	10.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	5,150.71	0.00	2,000.00	0.00	1,015.16	0.00	1,015.16	984.84	50.76
269-000.00-665.232	Programming Revenue	18,387.46	0.00	2,000.00	2,610.89	961.94	1,166.05	12,635.81	(10,635.81)	631.79
269-000.00-665.233	Technology Library Revenue	409.00	0.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	3,212.09	12,000.00	500.00	0.00	1,092.45	0.00	1,092.45	(592.45)	218.49
Donations		27,620.61	12,000.00	7,000.00	2,660.89	3,169.55	1,166.05	14,943.42	(7,943.42)	213.48
Supplies										
269-000.00-742.230	Collections/Materials Expense	187.13	5,000.00	5,000.00	0.00	0.00	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	111.53	0.00	0.00	111.53	(111.53)	100.00
269-000.00-742.232	Programming Expense	16,344.22	3,000.00	3,000.00	2,301.48	1,091.54	1,278.71	5,538.71	(2,538.71)	184.62
269-000.00-742.233	Technology Library Expense	965.00	4,000.00	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00
269-000.00-742.234	Undesignated Misc	6,023.03	2,000.00	0.00	147.50	244.23	100.00	900.28	(900.28)	100.00
Supplies		30,191.49	32,000.00	12,000.00	2,560.51	1,335.77	1,378.71	6,550.52	5,449.48	54.59
Net - Dept 000.00-treasury		42,207.36	0.00	15,000.00	2,514.62	450.16	(212.66)	10,566.09	4,433.91	
Fund 269 - LIBRARY CONTRIBUTION 269:										
TOTAL REVENUES		72,398.85	32,000.00	27,000.00	5,075.13	1,785.93	1,166.05	17,116.61	9,883.39	70.44
TOTAL EXPENDITURES		30,191.49	32,000.00	12,000.00	2,560.51	1,335.77	1,378.71	6,550.52	5,449.48	70.44
NET OF REVENUES & EXPENDITURES		42,207.36	0.00	15,000.00	2,514.62	450.16	(212.66)	10,566.09	4,433.91	70.44
TOTAL REVENUES - ALL FUNDS		2,897,261.23	2,806,726.00	2,801,726.00	18,784.72	8,776.91	11,165.91	2,752,119.12	49,606.88	
TOTAL EXPENDITURES - ALL FUNDS		2,819,366.75	3,050,400.00	3,047,900.00	295,740.30	207,396.69	163,531.78	1,124,633.98	1,923,266.02	
NET OF REVENUES & EXPENDITURES		77,894.48	(243,674.00)	(246,174.00)	(276,955.58)	(198,619.78)	(152,365.87)	1,627,485.14	(1,873,659.14)	

From: Dorey, Jessica [<mailto:jdorey@cityofnovi.org>]
Sent: Tuesday, December 6, 2016 3:55 PM
To: Marcia Dominick <MDominick@novilibrary.org>
Subject: RE: R&E Library

BSA is still working on a solution for the percentages, so I would just recommend removing any percentages that are not correct in the meantime. I will let you know as soon as this is corrected.

12/10/2016	BALANCE SHEET FOR CITY OF NOVI		
	As of 11/30/2016		
GL Number	Description		Balance
<hr/>			
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	11,683.53	
268-000.00-017.000	Investments - Pooled	3,358,323.91	
268-000.00-018.000	Cash on hand	500.00	
268-000.00-020.000	Current taxes receivable	51,952.07	
	Total Assets		3,422,459.51
<hr/>			
*** Liabilities ***			
268-000.00-202.000	Accounts payable	35,926.90	
268-000.00-236.000	Sales tax payable	3.42	
268-000.00-259.702	Accrued liabilities-tax	14,000.00	
268-000.00-276.400	Deposit for Cafe	500.00	
	Total Liabilities		50,430.32
<hr/>			
*** Fund Balance ***			
268-000.00-390.000	Fund balance	1,755,110.14	
	Total Fund Balance		1,755,110.14
<hr/>			
	Beginning Fund Balance	1,755,110.14	
	Net of Revenues VS Expenditures	1,616,919.05	
	Ending Fund Balance	3,372,029.19	
	Total Liabilities And Fund Balance		3,422,459.51

GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTION 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	37,381.71
269-000.00-017.000	Investments - Pooled	1,645,118.72
	Total Assets	1,682,500.43
*** Liabilities ***		
269-000.00-202.000	Accounts payable	121.72
	Total Liabilities	121.72
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,562,697.29
269-000.00-390.230	Fund Balance Collections/Materials	34,468.23
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	52,054.29
269-000.00-390.232	Fund Balance Programming	16,343.76
269-000.00-390.233	Fund Balance Technology Library	6,249.05
	Total Fund Balance	1,671,812.62
	Beginning Fund Balance	1,671,812.62
	Net of Revenues VS Expenditures	10,566.09
	Ending Fund Balance	1,682,378.71
	Total Liabilities And Fund Balance	1,682,500.43

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI

Month Ended: June

GL NUMBER	DESCRIPTION	BALANCE AS OF 06/30/2010	BALANCE AS OF 06/30/2011	BALANCE AS OF 06/30/2012	BALANCE AS OF 06/30/2013	BALANCE AS OF 06/30/2014	BALANCE AS OF 06/30/2015
Fund 268 - LIBRARY FUND 268							
Revenues							
Dept 000.00-treasury							
268-000.00-403.000	Property Tax Revenue - Current	2,674,686.39	2,358,422.49	2,191,703.70	2,226,167.59	2,285,842.67	2,367,212.28
268-000.00-403.001	Property Tax Revenue- County C	0.00	0.00	0.00	0.00	(20,118.00)	(4,521.44)
268-000.00-403.002	Property Tax Revenue - Tx Trib	0.00	0.00	0.00	0.00	16,154.00	13,862.00
268-000.00-403.003	Property Tax Revenue -Brownfie	0.00	0.00	0.00	0.00	(183.71)	(199.00)
268-000.00-404.000	Novi Township fees per contrac	7,692.95	0.00	0.00	0.00	0.00	0.00
268-000.00-420.000	Property Tax Revenue - C/Y Del	0.00	0.00	0.00	0.00	(5,358.22)	(3,424.77)
268-000.00-567.000	State aid	26,147.62	25,465.76	22,266.68	26,409.02	30,103.08	32,841.43
268-000.00-633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	913.00
268-000.00-657.000	Library book fines	36,416.64	54,889.38	67,906.15	76,718.03	74,642.97	65,010.47
268-000.00-658.000	State penal fines	70,103.30	66,908.28	64,306.05	74,701.05	73,539.99	83,205.14
268-000.00-664.000	Interest on investments	7,069.21	31,723.53	98,713.87	44,878.93	42,597.69	28,693.56
268-000.00-664.500	Unrealized gain (loss) on inve	0.00	0.00	0.00	(18,073.00)	17,240.00	7,871.32
268-000.00-665.000	Miscellaneous income	19,790.87	13,822.54	22,622.27	16,933.28	16,175.47	15,417.29
268-000.00-665.100	Copier	2,234.06	2,462.88	2,670.73	2,482.29	2,981.78	2,492.39
268-000.00-665.200	Electronic media (previously V	5,389.15	5,034.58	2,374.71	530.00	239.80	238.00
268-000.00-665.266	Summer reading t-shirt sales	0.00	145.00	130.00	0.00	0.00	138.73
268-000.00-665.267	Library Programming - Book It	0.00	12,663.60	0.00	0.00	0.00	0.00
268-000.00-665.289	Adult programs	0.00	0.00	0.00	6,906.00	4,688.39	6,981.72
268-000.00-665.290	Library fund raising revenue	0.00	835.00	590.00	360.00	180.00	0.00
268-000.00-665.295	Library Network Charges	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.300	Meeting room	4,449.50	11,770.00	18,514.00	21,180.00	30,559.14	27,728.02
268-000.00-665.400	Gifts and donations	846.16	16,282.77	10,312.71	6,705.50	5,043.81	15,070.42
268-000.00-665.404	Novi Township assessment	0.00	6,822.00	6,128.00	5,681.00	5,787.00	5,933.00
268-000.00-665.500	Book rental	22.60	0.00	0.00	0.00	0.00	0.00
268-000.00-665.650	Library Cafe	0.00	5,923.75	5,762.07	5,198.36	4,105.44	4,688.25
268-000.00-665.800	Paper/supplies/public computer	36.20	0.00	0.00	43.35	0.00	0.00
268-000.00-676.269	Transfer from Walker Fund	130,924.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00-treasury		2,985,808.65	2,613,171.56	2,514,000.94	2,496,821.40	2,584,221.30	2,670,151.81
TOTAL REVENUES		2,985,808.65	2,613,171.56	2,514,000.94	2,496,821.40	2,584,221.30	2,670,151.81
Expenditures							
Dept 000.00-treasury							
268-000.00-704.000	Permanent salaries	972,330.58	860,005.65	864,953.27	897,681.69	940,355.54	902,359.69
268-000.00-704.200	Wages - Stipend	0.00	0.00	0.00	20,797.26	0.00	24,743.89
268-000.00-704.250	Final Payout	0.00	0.00	0.00	0.00	0.00	11,294.19
268-000.00-705.000	Temporary salaries	494,001.55	520,388.22	565,707.57	556,025.44	603,046.15	596,921.16
268-000.00-709.100	Sick bank payout	12,634.04	0.00	0.00	0.00	0.00	0.00
268-000.00-715.000	Social security	111,522.95	103,577.16	105,904.68	110,824.16	113,783.62	119,251.99
268-000.00-716.000	Insurance	173,269.62	154,168.88	152,960.80	149,186.95	169,574.81	202,537.39
268-000.00-716.200	HSA - employer contribution	0.00	3,750.00	7,200.00	5,025.06	2,890.76	1,248.71
268-000.00-716.999	Insurance - Employee Reimburse	0.00	0.00	0.00	0.00	0.00	(36,900.20)
268-000.00-718.000	Pension - DB Normal Cost	45,097.90	30,828.00	25,440.00	0.00	0.00	14,964.00
268-000.00-718.010	Pension - DB Unfunded Accrued	0.00	0.00	0.00	0.00	0.00	(18,120.00)
268-000.00-718.050	Pension - additional contribut	0.00	150,000.00	0.00	0.00	0.00	0.00
268-000.00-718.200	Pension - defined contribution	0.00	16,561.06	20,134.60	23,821.55	25,952.43	18,516.01
268-000.00-718.500	Retiree health care benefits	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-719.000	Unemployment insurance	2,448.00	13,338.37	3,916.80	6,314.70	0.00	933.20
268-000.00-720.000	Workers compensation	2,778.28	1,990.70	3,572.72	5,384.80	4,808.96	2,080.00
268-000.00-726.400	Supplies - Cash over/short	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-727.000	Office supplies	37,651.47	15,791.20	16,311.54	17,679.70	16,019.58	18,881.44
268-000.00-728.000	Supplies - Postage	4,587.56	1,150.05	1,331.16	846.15	516.03	682.39

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI

Month Ended: June

GL NUMBER	DESCRIPTION	BALANCE AS OF 06/30/2010	BALANCE AS OF 06/30/2011	BALANCE AS OF 06/30/2012	BALANCE AS OF 06/30/2013	BALANCE AS OF 06/30/2014	BALANCE AS OF 06/30/2015
Fund 268 - LIBRARY FUND 268							
Expenditures							
268-000.00-734.000	Computer supplies, software &	37,528.06	66,058.98	65,230.82	69,770.18	62,751.63	86,900.09
268-000.00-734.500	Computer supplies/equipment	22,515.35	9,544.24	12,485.73	12,253.86	12,941.56	20,725.29
268-000.00-740.000	Operating supplies	15,515.09	23,203.69	20,058.07	26,441.90	26,928.78	26,411.22
268-000.00-740.010	Gift and donations expense	0.00	0.00	0.00	0.00	0.00	8,533.33
268-000.00-740.200	Supplies - Desk chairs and fil	0.00	4,163.00	0.00	0.00	14,017.44	0.00
268-000.00-741.000	Supplies - Uniforms	0.00	520.50	44.90	262.10	246.85	227.00
268-000.00-742.000	Library books	182,108.59	180,593.07	199,017.17	190,563.79	197,431.08	173,792.87
268-000.00-742.100	Library Book - Fines	0.00	0.00	0.00	1,306.67	1,317.64	565.88
268-000.00-742.666	Books - miscellaneous grants	1,939.37	0.00	0.00	0.00	0.00	0.00
268-000.00-743.000	Library periodicals	14,524.87	12,764.04	12,732.39	17,806.94	20,425.94	19,386.58
268-000.00-744.000	Audio visual materials	34,398.53	47,671.45	56,460.66	59,740.57	58,515.49	60,108.91
268-000.00-745.200	Electronic media	29,449.90	42,990.91	37,227.41	43,623.44	47,459.63	44,788.70
268-000.00-745.300	Electronic resources (CD rom m	57,219.44	41,427.28	39,129.59	44,507.73	52,922.29	55,399.44
268-000.00-801.925	Public information (cable, etc	0.00	0.00	997.49	885.97	984.25	833.41
268-000.00-802.100	Bank Service Charges	1,099.59	2,046.76	2,851.96	3,531.92	3,048.82	2,476.65
268-000.00-803.000	Independent audit	810.00	670.00	670.00	590.00	590.00	700.00
268-000.00-804.000	Medical service	375.80	1,204.70	539.00	1,034.10	1,131.90	659.80
268-000.00-806.000	Legal fees	3,676.80	5,489.46	977.00	589.00	0.00	342.00
268-000.00-808.000	Rubbish	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-808.100	Rubbish Monthly	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-809.000	Memberships and dues	5,432.00	4,483.00	5,690.10	5,191.00	5,000.08	4,266.00
268-000.00-816.000	Professional services	7,155.00	3,970.00	1,660.00	700.00	1,980.00	1,355.00
268-000.00-817.000	Custodial services	20,520.00	33,000.00	44,459.25	29,859.50	31,721.42	46,145.00
268-000.00-818.000	TLN Central Services	3,500.00	3,000.00	5,401.32	5,401.98	4,750.00	4,495.00
268-000.00-851.000	Telephone	11,016.26	14,763.95	15,615.63	14,498.77	13,091.18	12,082.53
268-000.00-855.000	TLN Automation Services	47,855.40	53,556.05	53,779.89	56,641.14	55,469.91	57,006.34
268-000.00-861.000	Gasoline and oil	0.00	0.00	0.00	0.00	151.96	363.61
268-000.00-862.000	Mileage	596.19	618.76	515.05	319.57	201.05	436.43
268-000.00-880.000	Community promotion	20,381.20	9,047.40	8,166.46	8,414.06	6,973.05	3,961.68
268-000.00-880.267	Library Programming-Book It	0.00	2,405.16	0.00	0.00	0.00	0.00
268-000.00-880.268	Library programming	10,501.27	13,246.05	13,248.56	19,515.24	19,778.29	11,717.97
268-000.00-880.271	Adult programs	0.00	0.00	0.00	4,701.15	3,987.91	4,563.52
268-000.00-900.000	Printing, graphic design and p	34,093.75	28,749.88	33,618.71	25,385.57	21,579.90	29,634.55
268-000.00-910.000	Property & liability insurance	5,423.00	18,000.00	13,005.00	12,684.00	13,668.00	13,000.00
268-000.00-910.001	Insurance deductibles/Uninsure	0.00	0.00	0.00	0.00	5,913.00	0.00
268-000.00-921.000	Heat	9,416.67	15,190.23	10,040.23	14,235.04	12,546.45	11,257.52
268-000.00-922.000	Electricity	78,808.61	87,180.72	85,403.97	94,095.78	106,199.86	101,729.02
268-000.00-923.000	Water and sewer	3,112.72	6,119.39	4,840.82	4,898.24	5,097.26	5,393.13
268-000.00-934.000	Building maintenance	17,074.48	39,183.63	49,419.26	49,727.24	61,724.63	65,253.18
268-000.00-935.000	Vehicle maintenance	5,041.20	1,753.01	1,743.44	1,362.22	948.75	1,717.20
268-000.00-941.000	Grounds maintenance	11,874.43	30,011.49	32,647.63	58,988.57	36,702.04	32,735.91
268-000.00-942.000	Office equipment lease	9,893.29	13,356.24	12,833.17	12,817.57	13,855.74	12,596.78
268-000.00-942.100	Records storage	93.00	62.00	170.50	143.08	261.56	264.34
268-000.00-956.000	Conferences and workshops	17,027.42	8,707.26	17,153.09	9,619.89	18,359.99	8,464.64
268-000.00-962.000	Contingencies	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-965.101	Transfer to general fund	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-965.269	Transfer to Walker Fund	0.00	0.00	10,258.44	0.00	0.00	0.00
268-000.00-976.000	Building improvements	0.00	0.00	8,246.44	0.00	0.00	0.00
268-000.00-976.100	Parking lot improvements	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-986.000	Internal Technology - Capital	0.00	0.00	0.00	0.00	25,112.75	7,020.40
268-000.00-989.000	Grounds Improvement	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-990.000	Furniture	0.00	0.00	0.00	0.00	8,801.51	0.00
Total Dept 000.00-treasury		2,576,299.23	2,696,301.59	2,643,772.29	2,695,695.34	2,851,537.47	2,796,704.78

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 DB: Novi

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI

Page: 3/3

Month Ended: June

GL NUMBER	DESCRIPTION	BALANCE AS OF 06/30/2010	BALANCE AS OF 06/30/2011	BALANCE AS OF 06/30/2012	BALANCE AS OF 06/30/2013	BALANCE AS OF 06/30/2014	BALANCE AS OF 06/30/2015
Fund 268 - LIBRARY FUND 268							
Expenditures							
Dept 693.00							
268-693.00-851.100	Online access	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 693.00		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		2,576,299.23	2,696,301.59	2,643,772.29	2,695,695.34	2,851,537.47	2,796,704.78
Fund 268 - LIBRARY FUND 268:							
TOTAL REVENUES		2,985,808.65	2,613,171.56	2,514,000.94	2,496,821.40	2,584,221.30	2,670,151.81
TOTAL EXPENDITURES		2,576,299.23	2,696,301.59	2,643,772.29	2,695,695.34	2,851,537.47	2,796,704.78
NET OF REVENUES & EXPENDITURES		409,509.42	(83,130.03)	(129,771.35)	(198,873.94)	(267,316.17)	(126,552.97)

Director's Report by Julie Farkas

17/18 Budget Planning Sessions

Budget sessions with all departments have been taking place during the first two weeks of December. Information has been pulled from various areas: Information Services, Support Services, Information Technology, Facilities, Administration, Furniture and Materials). These have been very productive sessions. A huge thank you to the various staff that have compiled information for the budget process.

Out and About in Novi

- 11/21: All Staff Mtg.
- 11/28: Scholastic Book mtg.
- 11/29: National Citizens Survey mtg.
- 11/29: City of Novi Leadership mtg.
- Rotary: 11/29, 12/8, 12/15/
- 11/30: Staff Culture Club mtg.
- 12/3: Light Up the Night event
- 12/5: Quarterly City Manager's Update mtg.
- 12/6: Oakpointe Church community event
- 12/7: Novi Meadows 5th grade library tour
- 12/8: Friends mtg. w/Pat Brunett
- 12/9: Preschool Building update mtg.
- 12/9: Historical Commission planning mtg.
- 12/9: City of Novi Evening of Appreciation
- 12/10: Rotary Breakfast with Santa

Raising a Reader in Novi - Update

From: Kathleen Alberga
Sent: Thursday, December 8, 2016 3:32 PM
Subject: Raising a Reader

Hi,

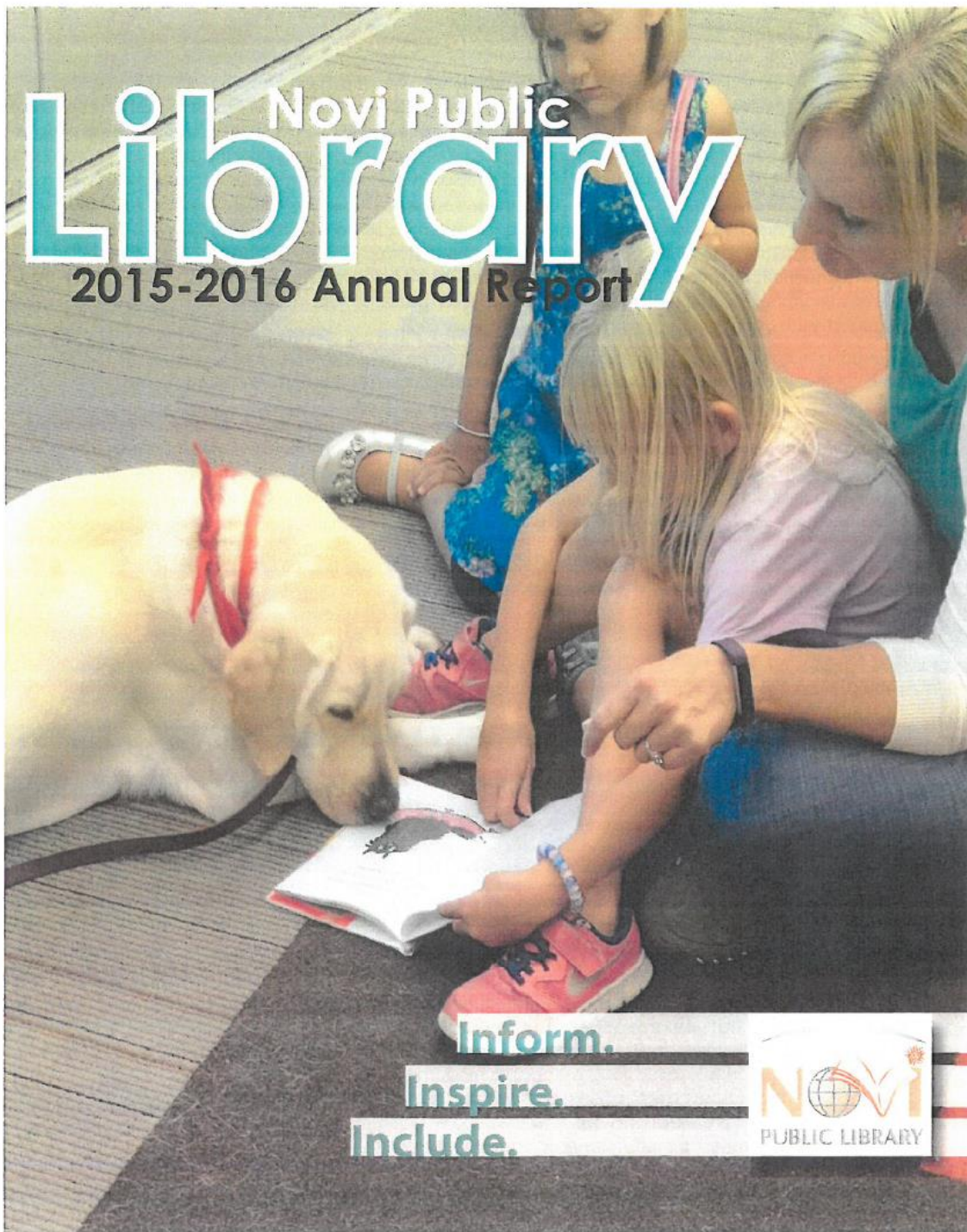
As of today we have 200 registered for the program. YAY!!

stats:

100 = 58
200 = 26
300 = 14
400 = 7
500 = 6
600 = 5
700 = 2

Novi Public Library

2015-2016 Annual Report



Inform.
Inspire.
Include.



A Letter From the President



It may be hard to believe, but the Novi Public Library has been in its current building for six years now. Some of you may remember when the library was started in 1960 near the intersection of Novi Road and Grand River. Still more of you may recall the 23,190 square foot building that served as the Novi Library from 1975 till 2010. Hopefully, all of you are familiar with our current 59,314 square foot Library. Although this larger Library allows us to carry more books it also has allowed us to become so much more than a building with books.

The Novi Public Library has become a Destination Place for the Novi Community. There are literally hundreds of programs offered at the library all throughout the year. There are programs for EVERYONE! Young, old, in-between . . . it doesn't matter. If you would like to figure out your new smart phone, meet a foreign language group, learn to download some music, view an assortment of original art, attend a reading program, rent a meeting room, make a 3-D model, or hear chamber music . . . we have it. And, the things I just listed are only a beginning of all the things we offer.

If, after reading this array of programs you begin to worry that we have forgotten about books, DON'T WORRY, we haven't. This past year we had over 400,000 visitors and they checked out almost 800,000 items!

If you are not currently using the Novi Library I urge you to give us a try. Please do not let the size of the building or the vast array of programs and opportunities overwhelm you. We have some of the nicest, friendliest people working at the Novi Library and any of them will be glad to talk to you about whatever it is you are interested in and they will do their best to make sure you are comfortable in using the Novi Library.

You can easily learn a lot about the Novi Library through our website, novilibrary.org. In addition to using our website to learn about the Novi Library, you can also search our on-line catalog for books or CDs. Our Novi Library app works on all smart phones and is yet another handy tool. We thank you for your continued support and hope to see you soon!

Craig Messerknecht-Library Board President

2015-2016 Library Board Trustees



Craig Messerknecht
President



Tara Michener
Vice President



Melissa Agosta
Treasurer



Ramesh Verma
Secretary



Doreen Poupard
Trustee



William Lawler
Trustee



Geoffrey Wood
Trustee

Supporting YOUR Novi Library

Over the years, wonderful donations have been received from patrons like you!

There are many ways that you can donate to the Library—a general monetary gift in memory/honor of someone to help support the Library's various collections, electronic resources, programming or technology; dedication of a tree; a naming opportunity for a room or collection, etc.

To learn more about these opportunities or to meet in person to discuss making a gift to the Novi Public Library, please contact **Julie Farkas, Library Director, at 248-869-7233.**



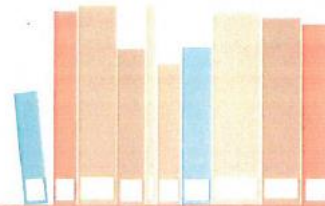
2015-2016 Library Statistics

Visitors at the Library-404,979	Book Collections-140,895
Cardholders-24,154	Audio/Video/CD Collections-29,077
Zinio Magazine Downloads-10,022	Magazine/News. Subscriptions-207
Freegal Music Downloads-25,536	Meeting Room Rentals-431
Items Checked Out-793,991	Meeting Room Participants-10,098
Read Box Circulation-1,446	Teen Space Participants-5,468
Downloadables (Overdrive)-48,457	Computer Logins-35,566
Library App Usage-475,236	New Library Cards Issued-4,307
Reference Transactions-113,778	Summer Reading Participants-2,403
Program Participants-39,920	Interlibrary Loans-112,016
Volunteers-255	Volunteer Service Hours-6,262
Homeowners Assoc. Meetings-36	Homeowner Participants-883



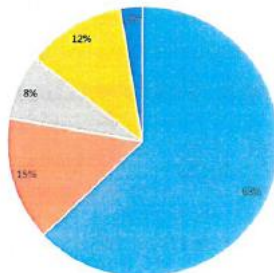
"The Library has become a **destination place** for the Novi Community. There are **hundreds of programs** offered all throughout the year."

Craig Messerknecht-Library Board President



2015-2016 Audited Financial Review

2015-2016 Library Expenditures



1 Personnel/Benefits	\$1,755,852.96
2 Collections/Online Resources/Catalog	\$414,629.34
3 Supplies/Equipment/Technology/Furniture	\$214,980.45
4 Utilities/Maintenance/Building/Grounds	\$330,318.34
5 Other Services	\$73,394.17

Accomplishments Throughout the Year...

- Received the \$1,000 Summer of Sharing Grant by Community Financial to start a Teen Book Club (**July 2016**).
- Celebrated 55 years of the Library being open at the annual Friends of the Novi Library Gala (**October 2015**).
- Displayed over 50 prints throughout the Library taken by former Detroit Free Press Chief Photographer and Pulitzer Prize winner, Tony Spina (1914-1995) (**October 2015**).
- Hosted the 6th Annual Community Reads with neighborhood libraries (Lyon Township, Northville District Library, Salem-South Lyon District Library, and Wixom Public Library). The communities read the book Lisette's List by Susan Vreeland (**November 2015**).
- Thanks to a generous \$500 donation from ABWA (American Business Women's Association) a new collection focusing on women in history was added to the Library (**January 2016**).
- Patrons can now take a virtual tour of the Library on our website without leaving their home (**March 2016**).
- Upgraded the data center to improve the performance of the network which translates into faster downloads and a better experience for streaming media. New hardware running Windows 10 with touchscreen displays were added for faster accessibility (**April 2016**).
- Two new art pieces were added to the Library's collection including a quilt that was handmade in partnership with MSU Tollgate (**May 2015**) and an oil painting created by artist Emilie Beadle (**May 2016**).
- Unveiled a CubePro Duo 3D printer that turns your ideas and digital designs into real objects and a 3D Scanner that lets you capture a full-color 3D model of an object, person, or a room. Take a 3D selfie and have us print it on the CubePro printer (**May 2016**).
- Added an extra turn lane to the Library's parking lot to make it more convenient and safe for patrons to enter and exit the building (**June 2016**).



Hours of Operation:
Monday-Thursday: 10am-9pm
Friday-Saturday: 10am-6pm
Sunday: 12pm-6pm
45255 W. Ten Mile Rd.
Novi, Michigan 48375
248-349-0720
novilibrary.org


Watch. Follow. Like.



Inform. Inspire. Include.

The Power of **Unity** Breakfast, Celebration & Essay Contest

Monday, January 16, 10am-12pm



Join us for a delicious catered breakfast,
music from area schools, spoken word,
and fellowship.

Essay Contest:

Youth, teens and adults may submit a poem or essay,
100 words or less, on "The Power of Unity" and
winners will be announced at the breakfast.

Email essays and poems to:

ganderson@novilibrary.org by January 8.

Be sure to include name, grade, school and contact
information. Children must provide parent
or guardian contact information.

12 finalists will receive certificates at the breakfast
and 3 grand prize winners will be announced, have the
opportunity to read their submission at the event
and be awarded a special prize.

Stop by the Youth Activity Room and
make unity cookies, friendship bracelets
and other crafts!

Registration Required

novilibrary.org
248-349-0720



DIVERSIFIED
MEMBERS CREDIT UNION
"We Believe in You"

The Novi Library is offering one lucky couple the chance to win a
Wedding of a Lifetime!

Once upon a time...



...and they lived happily ever after ♥

We are seeking couples who are ready to tie the knot at a storybook venue - the Novi Library. Interested couples should visit novilibrary.org for contest details and start planning the two minute video as to why they're the couple that should win! The deadline to enter is January 24.

The public will get to vote on the dress, cake, rings and most importantly - who the winning couple will be! Voting will take place between February 20 and March 6. Want to learn more? Interested in being a part of the voting process?



Want to be that lucky couple? Visit novilibrary.org for details or call 248.349.0720.

Information Technology Report by Barbara Rutkowski

Updates 11-01-2016 through 11-30-2016

1. 51 IT Help Desk tickets were closed.
2. Dominic Doot held 2 VHS to DVD sessions, 1 Basic Photo Editing (GIMP) session and 1 3D Printer session. Topics requested during the 12 Tech Times included: converting music from cassette to a digital format, photo editing for a foreign visa application, DVD playback issues, transferring photos from an iPhone, contacts and calendar on iPad, Facebook privacy settings, Chromebook usage, transferring VHS to DVD, laptop/projector set-up and burning a DVD from Windows Movie Maker.
3. There were seven 3D files printed and Dominic created documentation for correcting bad 3D files using Tinkercad.com.
4. Dominic also prepared a 3D Printer Update for the NPL and the Friends December newsletters.



5. Scott Rakestraw attended the Information Services monthly meetings to demonstrate the operation of the security camera software and event scheduling software.
6. Scott also provided training for staff on Excel and the content management software for the internal Knowledge Base containing technology FAQs.
7. Scott demonstrated how to use the new Wi-Fi Hot Spots we have available for patron check-out during the last Beyond Books taping.
8. Began process of setting up staff email accounts in Google for Non-Profits.
9. Provisioned Server 2012 for CircIT software upgrade.
10. A Bluetooth microphone was purchased for staff use during Story Time sessions.
11. Barb Rutkowski participated in the road trip with Julie Farkis and Maryann Zurmuehlen to Ohio for demos of two different lending library machine options.
12. A Request for Proposal to supply both public and staff copier service was made with proposals requested no later than 12-13-2016.
13. Researched and prepared 2017-18FY IT Department proposed budget.
14. The vehicle charging station has been changed from ChargePoint to Schneider Electric. It is now free to charge an electric vehicle. The station is able to charge all electric vehicles, except the Tesla, and accommodates two simultaneous charging operations.



15. Provided hardware and setup for a patron's video interview.
16. Replaced one of the language PCs due to a hardware failure.
17. Recorded new overhead closing announcement containing music.
18. Restored audio and video in the East Meeting Room.
19. Submitted naming convention to vendor for E911 phone system upgrade.
20. Routine tasks were completed: failed hardware was replaced, prepped servers for multiple Minecraft events; Windows updates were deployed; the internet filter received several definition updates; many patron assists for printing/copier/MS Office/PDFs questions and the Youth iPads were restored to their base image several times.

Facilities Report by Keith Perfect

In the past month the Facilities Department has closed 16 Facilities tickets, 127 Meeting Room Requests and has updated 314 Periodic Maintenance tickets.

- The monthly fire extinguisher check/inspection has been completed and all are in good working order.
- The monthly boiler check/inspection has been completed and both boilers are operating as they should.
- The monthly emergency horn/strobe test was completed and all are in good working order.
- The monthly AED inspection/battery check has been completed and is showing sufficient charge.
- The monthly van wash/fluid check has been completed and all fluids were at their normal operating levels.
- The monthly study room window washing has been completed and all are squeaky clean.
- The weekly public workstation cleaning and sanitization has been performed. (4 times)
- The weekly urinal flush and deodorizer in all men's rooms has been performed.
- The monthly pop can return has been completed and \$11.60 in funds were collected for break room supplies.

- The bi-weekly cleaning/dusting of the AST machine has been completed.
- All sorting bins were checked for lost materials.
- Many light bulbs throughout the building have been changed.
- The weekly indoor plant care has been performed and all plants are still alive. (4 times)
- All high-traffic carpet has been cleaned.
- HVAC filters have been changed.
- A HVAC air duct diffuser above the Circulation Desk has been relocated in order to not blow cooler air directly down on staff working in that area.
- The quarterly HVAC preventative maintenance was performed by vendor.
- The walls underneath the West windows have been washed.
- Bill has played a celebrity role in a commercial highlighting the library's new services for making large book donations.
- Glass windows at main entrance and patio doors have been cleaned.
- The CSD-1 inspection on HVAC boilers has been completed by vendor.
- The holiday tree was assembled and displayed in lobby. Much effort was given to address the burnt out lights. Over 60 burnt bulbs and two strands were replaced.
- Special temporary signage for the voting line was tested on the lobby floor and carpet, using wet chalk application and stencils.
- The Facilities Department has worked with an Eagle Scout, Corey Grassmyer to install a section of paver stones, a wooden bench and permanent signage describing the types of plants located within the bioswale/raingardens. The new sign and bench is located along the sidewalk next to the bioswale along the South end of the building.



- The sign on the Story Time window has been repaired and re-attached.

Information Services Report by April Stevenson

- ~The Information Services Department put on 127 programs.
- ~Kathleen demonstrated the new technology available in the Story Time Room to the Friends of the Novi Library.
- ~Erin and Lindsay attended the YALSA webinar "Making the Transition from Summer Reading to Summer Learning."
- ~Sarah attended a webinar on using leveled non-fiction books for early literacy.
- ~Lindsay applied for the 2017 Michigan Reads Author Tour Request
- ~Nursing students from South University hosted an educational table on the dangers of drug use.
- ~April arranged for author Ruth McNally Barshaw of the Ellie McDoodle Diaries Series to do a presentation at Hickory Woods Elementary School.
- ~Mary R. included QR codes with book cover images linking titles to Overdrive on this month's second floor feature display on Books to Movies.
- ~April put up a small display on Unity, Kindness, and Peace above the youth magazine area.
- ~Lindsay has been appointed to YALSA's Best Fiction for Young Adults group. Congratulations Lindsay!
- ~April made a presentation to the Taft Knolls HOA at their November 17th meeting here at NPL.
- ~Kathleen and Lindsay submitted an application for the Michigan Humanities Council grant.
- ~Lindsay entered the "Stars of 2016" books sweepstakes by School Library Journal to win a set of books.
- ~April was a judge for the Thornton Creek Elementary Reflections in Literature Program
- ~Erin and Lindsay's program presentation on STEAM Kit implementation has been accepted by the Michigan Library Association for Spring Institute 2017.
- ~Battle of the Books Team Registration Applications are now available on the website.

November Adult Programs & Displays

In addition to our regularly scheduled programs we also offered:

- Listen @ the Library – 80 patrons
- Financial Quick Checks – 3 spots available with 3 patrons attending
- Medicare Facts – 21 patrons
- HeritageQuest 101 – 8 patrons
- Scrapbooking for a Cause – 27 patrons
- Our Adult Feature Displays included; Books to Movies, Veteran's Day, and Thanksgiving cooking
- Our Adult Music Display features Broadway Musicals
- First Floor Display case featured Veteran's Day

November Tween/Teen Programs & Displays

- Maker Tween Club: Coding – 8 students
- Teen Advisory Board – 28 students
- Escape From Mr. Lemoncello's Library Great Game – 27 students
- The Teen Stop Display for November/December is the Best YA Fiction from 2016

November Youth Programs & Displays

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

- Harry Potter Fantastic Beasts/Live Owl Presentation – 100 patrons
- Mickey Mouse Birthday Celebration – 75 patrons
- Life-Sized Candy Land – 63 patrons
- STEAM Saturday: Animal Camouflage – 14 patrons
- Our Parenting collection showcased books on "Learning through Play."
- Our Youth Non-Fiction/Biography Display was All About Pets
- Our Youth Feature Display was "I Mustache you a Question."
- Our Picture Book Displays included; Dragons, Rhyming books, Things that Go, Take a Look, Bedtime, and varied genres.
- Our Youth DVD display was Fall Harvest/Thanksgiving
- Our first floor information desk display featured "Rake Up a Good Read" and "Whoop Whoop Likes to Read."





November Raising a Reader Stats:

195 children have registered for the program.

100 Books – 51

200 Books – 21

300 Books – 8

400 Books – 6

500 Books – 5

600 Books – 1

Support Service Report by Maryann Zurmuehlen

OCTOBER - NOVEMBER 2016

Department Head/General

- On Friday, November 11th, Maryann, Barb, and Julie went on a road trip to Ohio to see demos for two different lending library machine options.
- The Collections/Selectors Breakdown Chart and Maintenance Cards were updated again for the new fiscal year.
- Maryann has completed all of the mapping for the AST Machine (and the many errors that sprang up in return) to reflect the collections shifting and new item types recently added.
- GIS Mapping data was provided to Keri Blough at the City offices to provide us with detail maps and analysis of the Novi residents with library cards in each neighborhood.
- 3 Mobile HotSpots were added to the collection for patron check-out. They are available at the Circulation Desk.
- Prep work has been completed for new items soon to be added to the collection, including Zinio Tablets and STEAM Kits.
- Maryann made a presentation to the Barclay Estates HOA at their November 14th meeting here at NPL.
- Maryann and Judy Hurley attended the November 16th Board Meeting held here at NPL and made a presentation to celebrate the retirements of Christine Krieger (10/31) and Judy Hurley (11/30).
- Maryann is currently working on the FY 2017-2018 SS Dept. budget.
- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.

Circulation & Shelters

- Christine Krieger has retired from Novi Public Library. Her last day was officially October 31st. We wish her all the best in her retirement!!
- We have had 3 new Shelters start in the last three weeks. Please welcome Lisa Rinkel (11/2), Kathleen Napier (11/8), and Dinnah Turner (11/14) when you see them!
- We have 2 Clerk postings (15 hour & 19 hour) that closed on November 14th. Interviews are being scheduled for the weeks of November 21st and 28th.
- Debbie Carbott's 19 hour Supervisor position was not filled, but instead the hours were redistributed to current Supervisors. As a result, Ellen Horton and Sandee Lim now have 27

hours, Elizabeth Kopko now has 26 hours, and there have been changes/additions to responsibilities and to the reassignment of the supervision of clerks to account for the increase in hours.

- Clerks are working on their goal to increase our Self-Check Station usage percentage by directing patrons to the stations and educating them about the process.
- The AST Machine received routine cleaning on November 14th. As a result of the inspection, Keith replaced the brake cables on one of our bins.

Tech Services

- A Tech Services Department Meeting will be held on Monday, November 21st.
- Judy Hurley is retiring from Novi Public Library. Her last day is officially November 30th, and we will be holding a celebratory luncheon in the Youth Activity Room that day from 12pm – 2pm. We wish her all the best in her retirement!!
- We had a Supervisor posting (27 hours) close on November 14th. Interviews are being scheduled for the weeks of November 21st and 28th.
- With Judy's retirement, we ask for your patience with ordering and loading of materials until her position is filled and the new hire fully trained. With Judy leaving, that just leaves Kristin to manage all the incoming orders and items, so please be prepared temporarily for a little more wait time for these duties to be completed.

Statistics (October 2016)

- **Library Cards Issued:** 311
- **Items Checked Out:** 60,728
- **Items Interloaned for NPL Patrons:** 4,223 (84 through MeLCat)
- **Items Interloaned to Other Libraries:** 4,352 (64 through MeLCat)
- **Items Added to the Collection:** 1,009
- **Items Discarded from the Collection:** 1,879
- **MAP Checkouts:** 7
- **Read Boxes:**
 - 1 Weekly Delivery
 - 0 Adult Items Circulated
 - 7 Youth Items Circulated
 - **Read Boxes Cleaned Out October 12, 2016**
 - **May 4 – October 12, 2016 Totals**
 - Adult 178
 - Youth 1,239
 - Total 1,417
- **Outreach:**
 - 8 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
Cards Issued	419	407	417	311	297								1,851
Items checked out	77,623	72,263	57,501	60,728	58,116								326,231
Items borrowed	5,348	5,226	4,579	4,223	4,195								23,571
Items loaned	4,633	5,029	4,285	4,352	4,642								22,941
Read Boxes	267	248	248	7	0								770
MAP Checkouts	24	30	9	7	1								71

		November 2016	November 2015		November 2016	November 2015
Library cards issued		297	312			
Total checkouts		58,116	62,011	READ Boxes	Adult	0
					Youth	7
Items borrowed	TLN	4,154	3,887		Total	7
	MeL	41	86			
		4,195	3,973			
Items loaned	TLN	4,586	4,316			
	MeL	56	57			
		4,642	4,373			

Self-Check Totals 2016-17 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
Jul	77,623	56.07%	43,527	8,895	6,634	5,395	7,916	13,049	1,638
Aug	72,263	56.95%	41,153	9,328	6,700	3,623	7,791	12,102	1,609
Sep	57,501	53.40%	30,706	7,407	4,967	3,040	5,464	8,732	1,096
Oct	60,728	55.11%	33,469	7,870	5,209	3,620	6,358	9,083	1,329
Nov	58,116	54.33%	31,572	7,210	4,762	2,903	6,714	8,844	1,139
Dec									
Jan									
Feb									
Mar									
Apr									
May									
Jun									
FYTD	326,231	55.17%	180,427	40,710	28,272	18,581	34,243	51,810	6,811

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	39,539	4,021	43,560	1,452	289	30
September	29,854	1,106	261	27	September	38,934	3,911	42,845	1,587	258	27
October	32,524	1,049	291	31	October	38,993	4,371	43,364	1,399	289	31
November	33,567	1,157	266	29	November	25,943	3,487	29,430	1,015	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
FYTD Total	404,979	1,160	3,301	349	FYTD Total	185,212	20,191	205,403	1,397	3,310	349

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
Jul	3,794	74,618	5	78,417	2,704	Jul	3,364	86,571	1	89,936	2,998
Aug	3,607	73,816	6	77,429	2,581	Aug	3,873	84,255	1	88,129	2,938
Sep	3,047	72,714	1	75,762	2,806	Sep	3,098	83,276	1	86,375	3,098
Oct	3,278	71,625	1	74,904	2,416	Oct	3,363	80,006	2	83,371	2,689
Nov	2,154	71,483	1	73,638	2,539	Nov	3,185	78,646	0	81,831	2,822
Dec	2,532	69,924	1	72,457	2,588	Dec					
Jan	2,747	63,846	2	66,595	2,220	Jan					
Feb	2,639	68,165	5	70,809	2,442	Feb					
Mar	2,996	71,567	1	74,564	2,571	Mar					
Apr	2,763	72,856	2	75,621	2,521	Apr					
May	2,735	72,680	1	75,416	2,693	May					
Jun	3,274	76,245	0	79,519	2,742	Jun					
FYTD	35,566	859,539	26	895,131	2,565	FYTD	16,883	412,754	5	429,642	2,923

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)
Jul	1,505	37,569	24	Jul	1,202	25,840	21
Aug	1,416	35,537	25	Aug	1,211	26,145	21
Sep	953	20,433	21	Sep	844	16,616	19
Oct	938	19,497	20	Oct	911	18,000	19
Nov	869	18,597	21	Nov	843	17,349	20
Dec	841	17,415	20	Dec			
Jan	904	20,182	22	Jan			
Feb	866	18,705	21	Feb			
Mar	970	19,812	20	Mar			
Apr	1,047	19,812	20	Apr			
May	821	15,847	19	May			
Jun	932	15,847	19	Jun			
FYTD	12,062	259,253	21	FYTD	5,011	103,950	20

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
Jul	5	1	2	2			1		1	2	14	
<i>patrons</i>	4	3	2	0			3		8	2		22
Aug	5	1	1	2				1	2	4	16	
<i>patrons</i>	4	3	1	5				1	25	4		43
Sep	5		2			1			1	3	12	
<i>patrons</i>	5		2			5			5	3		20
Oct	12		3			1			1	2	19	
<i>patrons</i>	12		3			4			5	2		26
Nov	5		2			1			1	7	16	
<i>patrons</i>	4		1			3			2	7		17
Dec												
<i>patrons</i>												
Jan												
<i>patrons</i>												
Feb												
<i>patrons</i>												
Mar												
<i>patrons</i>												
Apr												
<i>patrons</i>												
May												
<i>patrons</i>												
Jun												
<i>patrons</i>												
Sessions	32	2	10	4	0	3	1	1	6	18	77	
<i>Patrons</i>	29	6	9	5	0	12	3	1	45	18		128

2016-2017 Fiscal Year						
	Freegal		Zinio		Gale Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts	Active Learners	Completed Classes
Jul	2,193	224	848	18,796	49	0
Aug	2,131	200	619	19,247	35	0
Sep	1,747	183	673	17,701	53	1
Oct	2,145	198	660	19,870	17	0
Nov	1,859	177	645	18,638	51	1
Dec						
Jan						
Feb						
Mar						
Apr						
May						
Jun						
FYTD	10,075	982	3,445	94,252	**	2

** 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	2,960	1,325	4,285	111
Sep	2,611	1,071	3,682	76
Oct	2,567	1,122	3,689	82
Nov	2,432	1,131	3,563	83
Dec				
Jan				
Feb				
Mar				
Apr				
May				
Jun				
FYTD	13,590	5,888	19,478	448

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	0
Sep	3	8	2	4	3	0
Oct	1	3	4	3	5	0
Nov	7	3	4	3	5	0
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	0

12-01-2016 The charging station at the Police Department has been removed and the one at the library has been changed from ChargePoint to Schneider Electric. It is now FREE to charge your electric vehicle. The station is able to charge all electric vehicles, except the Tesla, and accommodates two simultaneous charging operations. This chart will be removed from future Board Packets since this charging station is unable to supply statistics.



Meeting Room Rentals					
2015-16 Fiscal Year			2016-17 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
Jul	21	522	Jul	29	755
Aug	47	996	Aug	41	1,224
Sep	46	960	Sep	41	1,284
Oct	40	738	Oct	41	883
Nov	31	652	Nov	45	1,166
Dec	26	425	Dec		
Jan	41	934	Jan		
Feb	43	796	Feb		
Mar	31	811	Mar		
Apr	38	1,125	Apr		
May	26	890	May		
Jun	41	1,249	Jun		
FYTD	431	10,098	FYTD	197	5,312

Library App - 2016-17 Fiscal Year

	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
Jul	42,461	1. Catalog	Jan		
		2. My Account			
		3. Zinio			
		4. OverDrive			
		5. Library Locator			
Aug	51,441	1. Catalog	Feb		
		2. My Account			
		3. Zinio			
		4. OverDrive			
		5. Library Locator			
Sep	45,985	1. Catalog	Mar		
		2. My Account			
		3. Zinio			
		4. OverDrive			
		5. Library Locator			
Oct	41,177	1. Catalog	Apr		
		2. My Account			
		3. Zinio			
		4. OverDrive			
		5. Library Locator			
Nov	40,503	1. Catalog	May		
		2. My Account			
		3. Zinio			
		4. OverDrive			
		5. Library Locator			
Dec			Jun		
			Total	221,567	

To all Friends:

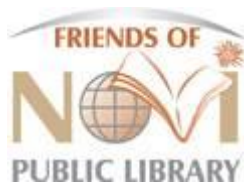
Mitch Albom's new **SAY Detroit Play Center** is building a lending library and has asked for donations of new or gently-used books for ages K-12. A donation from Matthew Stafford, Detroit Lions quarterback, went toward a football field so it is only appropriate that the Novi Library Friends help with a book donation. We think this is a great cause – perfect for Holiday giving.

We would like to put out a challenge to our members. Rather than books we would like to collect \$1000 to purchase teen books for the new library. We will ask the Novi youth librarians to recommend books for us to purchase that are urban focused and of interest to the teen readers of this library.

The Friends Board approved a donation of \$500, but we need you to help us get to our \$1000 goal.

Here's how it will work. For the month of December there will be donation envelopes/receipts on the desk in the Book Nook. Just take one and put in your check or cash. Then take your receipt from the envelope to record your donation. Take the envelop to the front circulation desk and ask that it be put into the canister on the counter behind the desk. We will be collecting the money and reporting weekly on our progress. We will also display our progress on a candy cane in the Book Nook.

If you prefer, the Novi Library and other NLA libraries will be accepting book donations from November 25-January 20 in support of their lending library. There will be a box for the SAY Detroit book donations located next to our holiday tree.

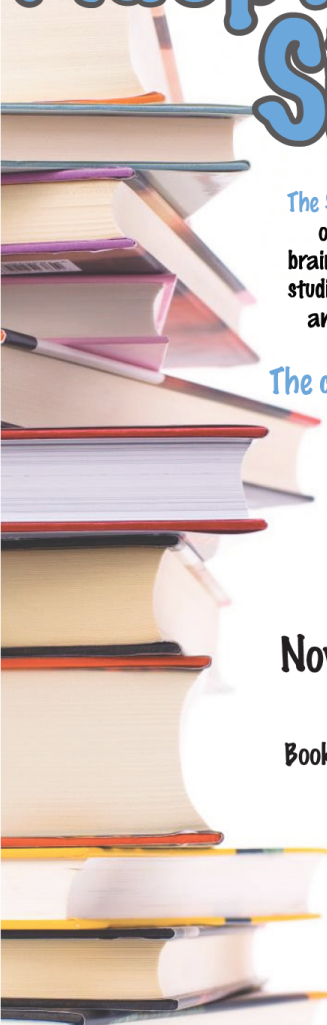


Novi Public Library | 45255 West Ten Mile Road | Novi, MI 48375

www.novilibrary.org

Supporting and Advocating for Our Library

Adopting A Sister Library



The **SAY Detroit Play Center** is a youth training center on the northeast side of Detroit with a mission of developing readers and great people. The brainchild of Mitch Albom, the center features a state-of-the-art recording studio, a synthetic turf football field donated in part by Matthew Stafford, and a 7,000 square-foot digital learning center, among other amenities.

The center is building a lending library and wants your help!

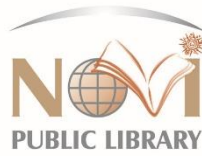
Donations will be accepted for any new or gently-used books (reading levels K-12) for young people to increase their love of reading.

**Donations Accepted:
November 25th, 2016-January 20th, 2017**

Books can be dropped off at any of the six Neighborhood Libraries (Novi, Salem-South Lyon, Northville District, Wixom, Lyon Township, and Walled Lake City Library).

Thank you for giving the gift of reading!





Library Board Calendar

2016

December 21	Library Board Regular Meeting
December 23	Library Closed
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 30	Library Closed
December 31	Holiday – New Year's Eve, Library Closed
January 1	Holiday—New Year's Day, Library Closed
January 7	8:00-2:00 Budget Planning Session, NPL East Meeting Room
January 26	Library Board Regular Meeting
January 26	Library Director – Mid-year Review
February 4	8:00-12:00 Budget Planning Session, NPL East Meeting Room
February 23	Library Board Regular Meeting
March 23	Library Board Regular Meeting
April 9-15	National Library Week
April 15	Library Closed
April 16	Holiday—Easter, Library Closed
April 27	Library Board Regular Meeting
April	Budget presented to Council, TBD
April	Money Smart Week @ Library
May 14	Mother's Day, Library Closed
May 25	Library Board Regular Meeting
May 28	Library Closed
May 29	Holiday – Memorial Day, Library Closed
June 18	Father's Day, Library Closed
June 22	Library Board Regular Meeting
June 22	Library Director Annual Review
July 4	Holiday – Independence Day, Library Closed
July 27	Library Board Regular Meeting
August – October	Community Reads Program
August 18	Staff In-Service, Library Closed
August 24	Library Board Regular Meeting
September 2	Library Closed
September 3	Library Closed
September 4	Holiday – Labor Day, Library Closed
September 28	Library Board Regular Meeting
October 26	Library Board Regular Meeting

- 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.