

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Thursday, January 26, 2017
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 L550.....4-6
 - B. Approval of Regular Meeting Minutes – December 21, 20167-14
 - C. Approval of Library Board Budget Session Minutes – January 7, 2017.....15-23
 - D. Library Board Budget Session Agenda – January 7, 2017.....24
- 6. Correspondence
 - A. Thank you letter from Christina Struwe and Marcia Green, Auction Co-Chairs for American Business Women's Association and donation certificate (copy not in packet, provided at meeting).
- 7. Presentation/Special Guest
 - A. Introductions of new Student Representatives – Raveena Joshi and Lahari Vavilala
- 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 (December 2016)..... 25-29
- 10. President's Report (Craig Messerknecht)
 - A. Goals Update as of December 2016/January 2017 30-44
 - B. Thank you letter to Corey Grassmyer, Eagle Scout, by Library Board..... 45
 - C. Library Director Mid-Year Review – February 23, 2017
- 11. Treasurer's Report (Melissa Agosta)
 - A. Library Budget Fund 268 – 2016-2017 Approved 46-48
 - B. Contributed Fund Budget 269 49
 - C. Library Fund 268 Expenditure & Revenue Report (December 31, 2016) 50-51
 - D. Contributed Fund 269 Expenditure & Revenue Report (December 31, 2016)52

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F.	Friends of the Novi Library – no meeting in December.....	N/A
G.	Novi Historical Commission – October 2016 approved minutes	76-78
13.	Committee Reports	
A.	Policy Committee: Review current public policies for the Library (Michener–Chair, Poupard)	
	<ul style="list-style-type: none"> • Library Staff is currently reviewing current policies. Meetings Held: 9/29, 11/3, 1/19 	
B.	HR Committee: HR Policies, Director Review, Salary Study (Verma– Chair, Michener) – No action at this time.	
	<ul style="list-style-type: none"> • Meeting held on Tuesday, January 10th. Committee requested more information pertaining to City of Novi salaries similar to positions at the Library (Ex: clerk, facilities that are in the Administrative category) and information from O-Net (Online Bureau of Labor employment information). Next meeting is scheduled for Tuesday, January 27th. 	
C.	Finance Committee: Financial plan based on building assessment review (Agosta- Chair, Messerknecht, Lawler)	
	Director Farkas met with Rob and Marcia David to discuss their donation and possible Endowment options.	
D.	Events/Marketing/Fundraising Committee 2016 Gala, outreach events (Michener – Chair, Agosta, Wood)	
	MLK Event on Monday, January 16, 2017: Ramesh Verma in attendance	
E.	Strategic Planning Committee: Annual review of current plan (Poupard- Chair, Wood)	
	3 sessions held; 1 Teen session pending	
F.	Building/Landscape Committee: Entrance project, Energy Reduction Coalition project, Building assessment (Messerknecht – Chair, Lawler, Verma, Wood)	
	Quotes being reviewed	
G.	Bylaw Committee: Review of Library Board Bylaws (Lawler- Chair, Agosta)	
	Bylaw review completed September 2016	

14. Public Comment

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

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15. Matters for Board Action

A. No Matters for Action

16. Adjourn

Supplemental Information:

- Library Calendar79

Future Events:

- City of Novi Historical Commission Regular Meeting – Wednesday, January 25th, Novi Library
- Library Board Budget Session – Saturday, February 4th at 8:00am, Novi Library
- Friends of Novi Library Meeting – Wednesday, February 8th – CANCELLED
- Library Board Regular Meeting – Thursday, February 23rd at 7:00pm, City of Novi
- Battle of the Books – Saturday, March 11th at 1:00pm, City of Novi



Inform. Inspire. Include.

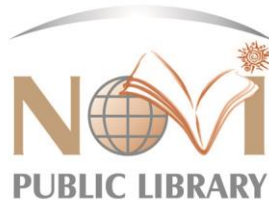
45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

Warrant 550	268 Accounts	January 2017	
Payable to	Invoice #	Account number	Account Total
Global Office Solutions (12/8/16)		268-000.00-727.000	\$ 556.10
The Office Connection, Inc. (12/5/16)		268-000.00-727.000	\$ 830.56
Farkas, Julie (12/6/16)	Annual Report Mailing	268-000.00-728.000	\$ 115.39
Boopsie (12/5/16)	bal due; chg in service	268-000.00-734.000	\$ 131.25
Suntel Services (12/13/16)	Voice Services	268-000.00-734.000	\$ 1,064.01
The Library Network (12/7/16)	Envisionware Client Serv. 1/1/17-12/31/17	268-000.00-734.000	\$ 575.33
Tracfone (12/20/16)	Outreach Team Tracfone 120 min/90days	268-000.00-734.000	\$ 21.91
Amazon (12/12/16)	Wireless Microphone	268-000.00-734.500	\$ 107.88
Armor Active (12/19/16)	ETL w/Enterprise Tablet Case, Ipad Air	268-000.00-734.500	\$ 985.50
Factory Outlet Store	refund	268-000.00-734.500	\$ (4.00)
Tech Logic (12/13/16)	Chutes	268-000.00-734.500	\$ 3,361.19
Allied Eagle Supply Co. (12/7/16)		268-000.00-740.000	\$ 661.85
Demco (12/15/16)	Vistafoil Laminate	268-000.00-740.000	\$ 289.62
Hanover Technical Sales Inc. (12/14/16)		268-000.00-740.000	\$ 559.50
Home Depot (11/22/16)		268-000.00-740.000	\$ 45.85
Showcases One Call Does It All (12/14/16)	DVD Cases	268-000.00-740.000	\$ 142.56
Amazon (12/8/16)		268-000.00-742.000	\$ 81.20
Barnes and Noble (12/12/16)	Parent to Parent	268-000.00-742.000	\$ 291.41
Brodart (12/15/16)		268-000.00-742.000	\$ 7,966.29
Center Point Large Print (12/1/16)		268-000.00-742.000	\$ 221.70
DK Agencies LTD (12/2/16)		268-000.00-742.000	\$ 2,199.40
Ebsco (12/13/16)	Michigan Family Law	268-000.00-742.000	\$ 231.00
Gale/Cengage (12/14/16)		268-000.00-742.000	\$ 1,308.29
Multicultural Books and Videos (12/8/16)		268-000.00-742.000	\$ 398.66
The Library Network (11/30/16)		268-000.00-742.000	\$ 49.15
Thomson Reuters (12/4/16)	MI Child Support Formula Man. 2017	268-000.00-742.000	\$ 22.50
Tsai Fong Books Inc. (12/5/16)		268-000.00-742.000	\$ 582.50
Huntington Woods Public Library		268-000.00-742.100	\$ 17.99
Livonia Public Library-Noble Branch		268-000.00-742.100	\$ 27.00
Oxford Public Library		268-000.00-742.100	\$ 3.99
Riverview Public Library		268-000.00-742.100	\$ 8.99
Salem-South Lyon District Library		268-000.00-742.100	\$ 3.99
Gaillard, Robin	Oct-Dec., 2016 DFP and DN	268-000.00-743.000	\$ 168.00
Midwest Tape (11/29/16)		268-000.00-744.000	\$ 809.62
OverDrive (11/16/16)		268-000.00-744.000	\$ 1,493.68
Midwest Tape (12/6/16)		268-000.00-745.200	\$ 2,645.06
MCLS (12/13/16)	Novelist 1/1/17-12/31/17	268-000.00-745.300	\$ 3,147.90
Merchant Billing Statement		268-000.00-802.100	\$ 181.54
Johnson, Rosati, Schultz & Joppich, PC (11/30/16)		268-000.00-806.000	\$ 459.00
Waste Management		268-000.00-808.000	\$ 98.72

Novi Rotary (12/27/16)	Winter Dues	268-000.00-809.000	\$ 364.00
Your Path of Life, LLC (12/1/16)		268-000.00-816.000	\$ 250.00
H&K Janitorial Service, Inc. (11/30/16)	November	268-000.00-817.000	\$ 3,900.00
Verizon (11/28/16)	10/29/16-11/28/16	268-000.00-851.000	\$ 304.18
The Library Network (12/8/16)	USF funds 2015-16	268-000.00-855.000	\$ (4,328.58)
Gordon Food Service (12/2/16)	Light up Night	268-000.00-880.000	\$ 19.98
Home Depot (11/25/16)	poinsettia	268-000.00-880.000	\$ 55.04
Muniweb 12/9/16		268-000.00-880.000	\$ 806.25
Alberga, Kathleen	youth programs	268-000.00-880.268	\$ 107.32
Amazon.com (12/7/16)	STEAM	268-000.00-880.268	\$ 1,829.79
Brewin, Linda	Youth Program; Pig Palooza 12/14/16	268-000.00-880.268	\$ 72.38
Chamberlin Pony Rides & Mob Petting Zoo (12/13/16)	deposit; 6/20/17	268-000.00-880.268	\$ 50.00
Constructive Playthings (12/20/16)	Wd Bk Sets; Fr WL	268-000.00-880.268	\$ 200.28
Fricke, Lindsay	yth pgm; 12/5/16	268-000.00-880.268	\$ 32.97
Friends of Novi Public Library	STEAM Project	268-000.00-880.268	\$ (2,467.23)
Gordon Food Services (12/6/16)	yth	268-000.00-880.268	\$ 216.24
Mutch, Kathleen	Ad Writing Pgm; December 2016	268-000.00-880.268	\$ 100.00
Oriental Trading Co. (12/6/16)	Youth Programming	268-000.00-880.268	\$ 135.85
Technology Education Concepts, Inc. (11/14/16)	STEAM Project	268-000.00-880.268	\$ 210.64
The Abundant Experience	Pro Martial Arts wrkshp; 1/24/17-LF	268-000.00-880.268	\$ 250.00
Thought Perspectives Counseling, PLLC (12/21/16)	Bldg Blks Succ Marr; 1/21/17	268-000.00-880.268	\$ 300.00
Konica Minolta (12/1/16)	11/1-29/16	268-000.00-900.000	\$ 475.01
Venngage.com (11/3/16)	Graphic templates; JF	268-000.00-900.000	\$ 9.58
Consumers Energy	11/10-12/10/16	268-000.00-921.000	\$ 758.89
DTE Energy	11/22-12/20/16	268-000.00-922.000	\$ 7,472.24
Batteries & Bulbs (12/15/16)		268-000.00-934.000	\$ 39.60
Grainger (12/1/16)		268-000.00-934.000	\$ 230.80
Lyon Mechanical (11/30/16)	November maintenance plan	268-000.00-934.000	\$ 1,838.00
North Star Mat Service (11/30/16)	November	268-000.00-934.000	\$ 190.00
Brien's Services, Inc. (9/26/16)	snow plow; pyt 3of3	268-000.00-941.000	\$ 1,472.50
Home Depot (12/15/16)	Toro Snowblower	268-000.00-941.000	\$ 726.64
TruGreen (11/23/16)	Ice Melt Pallet	268-000.00-941.000	\$ 364.80
Konica Minolta Premier Finance (12/23/16)	inc Prop Tax \$94.87	268-000.00-942.000	\$ 1,093.87
Corrigan (12/1/16)	Storage 12/1/16-12/31/16	268-000.00-942.100	\$ 22.18
Fricke, Lindsay	YSAC Mtg; 12/5/16	268-000.00-956.000	\$ 68.04
Kalamazoo Public Library (12/20/16)	Library Upload; Rakestraw; 1/27/17	268-000.00-956.000	\$ 10.00
Amazon (10/11/16)	Cable mini display ports (20)	268-000.00-986.000	\$ 339.80
Petty Cash (Programming)		268-000.00-880.268	\$ 20.02
TOTAL			\$ 49,403.16

Warrant 550	269 Accounts	January 2017	
Payable to	Invoice #	Account number	Account total
Amazon.com (10/25/16)	Teen Space	269-000.00-742.232	\$ 17.95
TOTAL			\$ 17.95



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
December 21, 2016**

DRAFT

1. Call to Order

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

2. 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
Geoffrey Wood, Board Member

Student Representatives

Ruchira Ankireddygari (Departed at 7:13)
Cindy Huang (Departed at 7:13)

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

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

1st—Doreen Poupard

2nd—Ramesh Verma

The motion passed unanimously.

5. Consent Agenda

A. Approval of Claims and Warrants L549

A motion was made to approve Claims and Warrants L549.

1st—Bill Lawler

2nd—Ramesh Verma

The motion passed unanimously.

B. Approval of Regular Meeting Minutes –November 16, 2016

A motion was made to approve the Regular Meeting Minutes from November 16, 2016.

1st—Melissa Agosta

2nd—Tara Michener

The motion passed with 6 votes in favor and 1 abstention.

6. Correspondence

There was no correspondence.

7. Presentation/Special Guest

A. Novi High School Student Corey Grassmyer, Eagle Scout

Mr. Grassmyer was unable to attend. Ms. Farkas explained that as part of his Eagle Scout project, Mr. Grassmyer created signage explaining the bioswale with the help of Drew Lathin from Creating Sustainable Landscapes. He also provided a bench next to the bioswale. Ms. Farkas is proud and appreciative of his hard work. Trustee Messerknecht asked that Ms. Farkas send a letter of appreciation to Mr. Grassmyer on behalf of the Library Board.

8. Public Comment

There was no public comment.

9. Student Representatives Report

The Student Representative Report can be found on pages 15-16 of the December 21, 2016 Library Board packet.

A. Certificate Presentation to Ruchira Ankireddygari and Cindy Huang

Miss Ankireddygari (2 ½ years) and Miss Huang (1 ½ years) concluded their appointments as Student Representatives on December 31, 2016. They were presented certificates and gift cards for sharing their leadership skills, hard work and creative ideas with the Teen Advisory Board and the Novi Library Board.

B. Programs

November 15: The Maker Tween Club used MakeyMakey kits to create coding. (8 in attendance)

November 19: Life-sized version of the board game Candyland was played. (63 in attendance)

November 22: Teens played a game based on the book *Escape from Mr. Lemoncello's Library*. (27 in attendance)

November 29: Harry Potter Fantastic Beasts/Live Owl Presentation (100 in attendance)

C. Upcoming Programs

- December 6: DIY M&M holiday gift
- December 7: Teen Book Club Q&A Meeting
- December 13: Maker Tween Club
- December 16: TAB meeting
- December 20: STEM-Gingerbread House Engineering

D. TAB Update

A TAB meeting was held on November 18, 2016. Members started working on holiday cards they are creating to take to Manor of Novi and Providence Hospital. An incentive to recruit new members started where if a TAB member brings two friends to a meeting, their name will be entered into a drawing to win a gift card.

E. Teen Space: 729 attendees for the month of November. Because the Library is a voting precinct, there was no Teen Space on November 7th or November 8th.

10. President's Report

A. Goals Update (as of November, 2016)

The Goals updates can be found on pages 17-29 of the December 21, 2016 Library Board packet.

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

- On page 22 of the Library Board packet, Trustee Verma asked about meeting with the City of Novi IT personnel for a treadmill desk demonstration.
 - Ms. Farkas explained that City installed a treadmill desk that allowed staff to work and walk on the treadmill at the same time. Barb Rutkowski attended the demonstration. Ms. Farkas reported that it is used by City staff on a sign-up basis.
 - Trustee Verma asked that insurance be considered if it is something the Library decides to invest in.
 - Trustee Poupard commended the Director and staff for all the creative ideas that are generated on the Goals Report.
- On page 26 of the Library Board packet, Trustee Michener was happy to see that Ms. Farkas added investigating Facebook and Twitter for online book discussions. Trustee Michener feels this is a great way to publicize and that by using hashtags the Library can reach non-library users.
- Trustee Poupard asked Ms. Farkas how much she feels has been accomplished with the goals. Ms. Farkas reported she feels they are on target for six months.
- Trustee Wood asked about the survey on pages 24-25 of the Library Board packet. Ms. Farkas explained that this a survey based on foot traffic. It has not been emailed to patrons. This kind of survey, she feels, is immediate and shows what is working or not working when somebody uses the Library. She will look to include it in the January email that goes out to patrons.

- Trustee Poupard congratulated Ms. Farkas on the 1,000 in attendance at the Diversity Day. She commended Ms. Farkas for her work with the Novi School District but encourages her to continue reaching out to the Walled Lake School District since it is a larger, diverse district.

B. Library Director Mid-Year Review in January 26, 2017

Ms. Farkas' mid-year review was moved to the Thursday, February 23, 2017 Library Board meeting in an Executive Session.

11. Treasurer's Report

A. Audited Year End Report for Fiscal 2015-2016 Fund 268 and 269

The Audited Year End Report for Fiscal 2015-2016 can be found on pages 34-37 of the December 21, 2016 Library Board packet.

Fund 268:

- The budget for 2015-2016 called for revenue to total \$2,740,161.00 and expenditures to total \$2,970,444.00 consuming \$230,283.00 of the fund balance.
- The final audited numbers show that revenue totaled \$2,824,862.38, an increase of \$84,701.38. Expenditures totaled \$2,789,175.26 which is under budget by \$181,268.74. These numbers leave a net of revenues and expenditures of a positive \$35,687.12.

Fund 269:

The final audited numbers show a total of \$72,398.85 in revenue and \$30,191.49 in expenditures. This leaves a total of \$42,207.36 in the fund balance.

- Trustee Agosta reported that 2010 was the last year that the Library did not have to draw on the fund balance. The Library Board commended Ms. Farkas for getting the Library back on track. She thanked the staff for their contribution and for working with her on finding ways to cut costs.
- Trustee Poupard shared that Ms. Farkas was recognized by City Council for ability to not use fund balance.

B. Library Budget Fund 268—2016-2017

The approved 2016-2017 Fund 268 budget can be found on pages 30-32 of the December 21, 2016 Library Board packet.

- Revenue is budgeted to be \$2,774,726.00 and expenditures are budgeted to be \$3,035,900.00 which would consume \$261,174.00 of the fund balance.

C. Contributed Fund Budget 269

The Contributed Fund Budget 269 can be found on page 33 of the December 21, 2016 Library Board packet.

D. Library Fund 268 Expenditure and Revenue Report (November 30, 2016)

The Fund 268 Expenditure and revenue report can be found on pages 38-41 of the December 21, 2016 Library Board packet.

- Year-to-date revenue is \$2,735,002.00 which increased \$6,978.00 in the month of November.
- Year-to-date expenditures are \$1,118,083.00 which is an increase of \$184,436.00 in the month of November. 37% of the budget has been used; since the Library is budgeted for 42%, it is still tracking under budget for expenditures. Trustee Agosta noted that November expenditures were

down due to a decrease in spending and the lack of custodial fees, but she cautioned these expenditures will return.

E. Contributed Fund 269 Expenditure & Revenue Report (November 30, 2016)

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 42 of the December 21, 2016 Library Board packet.

- Year to date revenue is \$17,161.61 and expenditures are \$6,550.52.

F. Balance Sheets for Funds 268 and 269

The balance sheets for funds 268 and 269 can be found on pages 44-45 of the December 21, 2016 Library Board packet.

- The ending balance in November for Fund 268 was \$3,372,029.19
- The ending balance in November for Fund 269 was \$1,682,378.71

Trustee Poupard asked if Ms. Farkas knew the interest rate on Fund 269. Ms. Farkas has been unable to get a specific rate from the City of Novi Finance Department but knows that the rate varies from year to year. The Library is able to pool the money with the City's investments for a higher rate of return. After further discussion it was found that accounts 268-000.00-664.000 and 269-000.00-664.000 both show interest on investments.

12. Director's Report

The Director's Report can be found on page 49 of the December 21, 2016 Library Board packet.

- Budget planning has been in high gear. The first budget planning session is on Saturday, January 7, 2017 at 8:00 a.m. at the Novi Library.
- Ms. Farkas attended a National Citizen's Survey meeting on November 29, 2016. Every two years the Library participates in a survey with other libraries. The numbers went up but Ms. Farkas wants them higher so she reached out to the consulting firm for the list of the top five libraries in the survey. She hopes to look at their websites to see what they are doing differently.
- Ms. Farkas attended a quarterly City Manager meeting with Pete Auger where she presented the Annual Report and talked about the Library. She also presented to City Council the Annual Report, shared information about Strategic Planning, and thanked the City for their help with the entrance project.
- There are 200 children registered for the Raise a Reader in Novi. The goal is 250 by June.
- Ms. Farkas is looking forward to more involvement with the Novi Early Childhood Education Center. She is also investigating hosting an education specialist at the Library for a program that would benefit the teachers, parents and students of Novi. She will share details with the Board as they become available.
- Ms. Farkas thanked Christina Salvatore for all her work on the Annual Report. She also thanked Trustee Messerknecht for the letter he contributed to the report. The Annual Report was mailed to over 700 people. It was also included in the E-Newsletter, posted on the website with printed copies available in the Library.
- The Power of Unity Breakfast is to be held on Monday, January 16, 2017 at the Library.

- The Library is hosting a wedding in June, 2017. Ms. Farkas wanted to go on record to say that all of the expenses for this program have been donated by businesses in the community. No library money is being used. Gail Anderson, Program Coordinator, is in charge of this event.
 - Trustee Poupard asked why a library would host this program. Ms. Farkas said that it is a way to connect with couples, and it is different and exciting.

A. Information Technology Report

The Information Technology Report can be found on page 56-57 of the December 21, 2016 Library Board packet.

- Car charging stations have gone under a new company and the City is no longer charging for use of the stations. Unfortunately this company cannot provide statistics.

B. Facilities Report

The Facilities Report can be found on pages 57-59 of the December 21, 2016 Library Board packet.

C. Information Services Report

The Information and Services Report can be found on pages 60-62 of the December 21, 2016 Library Board packet.

D. Support Services Report

The Support Service report can be found on pages 62-63 of the December 21, 2016 Library Board packet.

- 1,400 materials were taken out of the Read Boxes from May through October. These are all donated books.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 64-73 of the December 21, 2016 Library Board packet.

F. Friends of the Novi Library

The Friends of the Novi Library sent an email to its members asking for help in reaching it's \$1,000.00 goal toward purchasing new books for the SAY Detroit Play Center. The goal was reached and the Friends will be working with youth librarians to order books that are urban focused and of interest to teen readers of this library.

G. Novi Historical Commission

No report was provided.

- Trustee Verma asked about the LED lighting project. Ms. Farkas reported that the last quote was scheduled for December 28, 2016 and it would move forward from there.
- Trustee Messerknecht commended the circulation staff for their patience and hard work checking materials out by hand on December 16, 2016 while the computers were down. Ms. Farkas reported that this was the first time ever in the new building that this has happened. A "work around" for this problem was discovered, so should it happen again, the staff would be able to check out materials on the computer.

13. Committee Reports

- A. Policy Committee (Michener– Chair, Poupard): Review current public policies for the Library.**
- No action at this time.
- B. HR Committee (Verma – Chair, Michener): HR policies, Director Review, Salary**
- Ms. Farkas reported she was waiting on one library for the salary study report.
- C. Finance Committee (Agosta – Chair, Messerknecht, Lawler): Financial plan based on Building assessment review.**
- The committee sat with Ms. Farkas on November 30, 2016 to discuss the Lending Library.
- D. Events/Marketing/Fundraising Committee (Michener—Chair, Agosta Wood): 2016 Gala_And outreach events.**
- Trustee Michener reported she and Trustee Messerknecht attended Light Up the Night. Ms. Farkas said the numbers were down for attendance at the Library. Trustee Verma suggested the Library be at the City for the event instead of having programs at both locations. Ms. Farkas will be thinking of ways to change it up for next year.
 - Trustee Michener thanked the Board Members that attended the Evening of Appreciation.
- E. Strategic Planning Committee (Poupard—Chair, Wood): Annual review of current plan.**
- The committee met with Julie Farkas to design a written format for sharing the feedback from the sessions. A one page document focused on the Library's motto "Inform, Inspire, Include" was designed. Several sessions were planned with attendance from various key people in the community attending. Ms. Farkas and Trustee Poupard would like to reach out to the teen library users for feedback. Ms. Farkas will look into this in January, 2017.
- F. Building/Landscape Committee (Messerknecht—Chair, Lawler, Verma, Wood): Entrance Project, Energy Reduction Coalition project, building assessment.**
- A meeting was held to discuss the Lending Library design. No conclusions was drawn at the time but rather it was an opportunity to raise questions and discuss options.
 - LED project is moving along.
 - The café owner's insurance was not legitimate and he was sent a letter informing him of this. He has since presented a legitimate insurance policy.
 - Ms. Farkas apologized for not including the letters in the Board packet but that she would send them to the Board members.
- G. Bylaw Committee (Lawler—Chair, Agosta): Review Library Board bylaws.**
- Trustee Lawler reported no action was taken.

14. Public Comment

There was no public comment.

15. Matters for Board Action

A. 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).

- Ms. Farkas explained that there are occasionally events that begin at closing time which makes it difficult for staff to prepare and set-up for the event. She is asking to close an hour early for these events. These events all occur on Friday evenings.
 - Trustee Poupard asked about communicating this early closing to the patrons. Ms. Farkas said that it would begin way in advance of the date.
 - Trustee Lawler asked if it would be possible to modify the closing announcement to include an invite to those in the Library, and Ms. Farkas reported that could be done.

A motion was made to close the library one hour early, typically at 5:00 p.m., to accommodate for events such as Light Up the Night in December, Spring Into Novi in May, and the Friends Gala in August.

1st—Doreen Poupard

2nd—Tara Michener

The motion passed unanimously.

16. Adjourn

A motion was made to adjourn the meeting at 8:12 p.m.

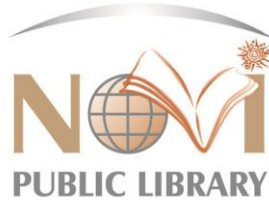
1st—Melissa Agosta

2nd—Tara Michener

The motion passed unanimously.

Ramesh Verma, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
BUDGET STUDY SESSION
January 7, 2017**

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
Geoff Wood, Board Member

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Craig Messerknecht, President, at 8:05a.m. The pledge of allegiance was recited.

Documents provided at meeting:

- 2017-2018 Budget Narrative
- 2017-2018 Proposed Budget (Draft 1: 1/07/2017)
- Revenue and Expenditure Report for City of Novi (Period Ending 12/31/16)
- Lending Library-Public Information Kiosk, Inc.- Cost Estimate (12/1/16)
- Budget Report for City of Novi (Calculations as of 6/30/17)

Approval and Overview of Agenda

Trustee Messerknecht made a motion to approve the 2017-2018 Budget Planning Session Agenda for January 7, 2017.

1st—Doreen Poupard
2nd—Geoff Wood

The motion passed unanimously.

Welcome

- Trustee Messerknecht welcomed and thanked the Board members for attending the meeting. He explained the budget meeting is a good opportunity to hear from Ms. Farkas the ideas and needs of the Library for the next fiscal year. It is also a time for the Board to analyze its fiduciary responsibilities as far as setting priorities for projects and seeing where the Library is financially.
- Ms. Farkas named the various documents included in the packet, which are listed above, that will be discussed in the meeting. She plans to have the 2017-2018 budget approved at the next Budget Planning Session meeting on Saturday, February 4, 2017.
 - Trustee Wood asked what the objective was between this meeting and the meeting on February 4, 2017. Trustee Messerknecht explained that the Board members will go through the proposed budget in detail, sometimes line by line, allowing for lots of constructive discussion. Between January and the next budget planning session meeting Ms. Farkas will meet with the City to get further financial input from them. Ms. Farkas explained to Trustee Wood that the City has no input into the Library budget, but she must have her approved budget to them on February 6, 2017 because the Library's budget is included with the larger City budget. Ms. Farkas also explained that the year-end figure is important. When she has that information, she can share it with the City so that they can change their numbers.
- Ms. Farkas explained the 2017-2018 Library Budget 268 document. The document displays the 2015-2016 audited numbers, the 2016-2017 approved budget, the 2016-2017 projected year-end numbers, the 2017-2018 proposed budget, and also the projected budgets for 2018-2019 and 2019-2020.
 - Trustee Poupard asked Ms. Farkas what big issues with income or expenses are expected. Ms. Farkas said the lending library is the biggest item for discussion along with some furniture reupholstery. She also mentioned salaries will need to be discussed. Ms. Farkas explained to the Board that there is still fund balance budgeted to be used, but each year the amount decreases. The year 2020 will be the first year since 2008 that fund balance will not figure into the budget.

2017-2018 Library Budget 268—January 7, 2017

A. Revenue

- **403.000-420.000 Tax Revenue:** The City says the year-end 2015-2016 revenue will be \$2,536,930.00 which is higher than was budgeted. The proposed 2017-2018 revenue is \$2,629,295.00. The revenue continues to go up.
 - Trustee Agosta asked about County Charge Backs. Ms. Farkas explained this line item is put in by the City for residents that may challenge their tax bill. It is a number that is estimated; it is budgeted as a loss but for 2015-2016 it was a gain.
 - Trustee Wood requested further information on tax tribunals and PPT taxes so Ms. Farkas said she would gather more information about these line items and share at the February 4, 2017 budget session meeting.
 - On the Revenue and Expenditure Report ending 12/31/16, Trustee Messerknecht asked about 2016-2017 original budget and the 2016-2017 amended budget and the discrepancy between the two over fund

balance usage. Trustee Agosta reminded the Board of the \$18,000.00 for security cameras that was transferred over from 2015-2016.

- **567.000 State Aid:** This is money that is received from the state of Michigan based on a report that is filed every year. The report relies on statistics of Library usage, hours open, and budget information. Once the report is received, the state will issue a check to the Library. The amount can fluctuate based on the money available at the state level. The 2015-2016 audited number was \$34,000.00. Ms. Farkas had budgeted lower for 2016-2017 but increased the proposed budget to \$34,000.00 for 2017-2018. The checks come twice a year; at the beginning and at the end of the year.
- **633.100 Insurance Reimbursement:** none has been received.
- **657.000 Library Book Fines:** This is money brought in by overdue items. Ms. Farkas reported that the amount stays consistent.
 - Trustee Michener asked about the money owed that never gets paid. Ms. Farkas said she could run a report to find the amount and she would share with the Board.
 - Ms. Farkas reported that the overdue fine charge of 25 cents per item is on par with other libraries' fines.
- **658.000 State penal fines:** This is money given to libraries from tickets that are issued on state highways (example I96). It is always being discussed at the state level to redirect this money to other areas. The Library of Michigan does a good job working to keep the money available to local libraries.
- **664.000 Interest on Investments:** These are numbers given by the City.
 - Trustee Wood asked if this is a fixed interest and what happens to the money that is saved at the end of the year. Ms. Farkas reported that it stays in the fund balance if unused and it comes out of the fund balance if it is needed.
 - The Novi Library continues using the same operating budget as it did when in the old building. The current building is three times the size and has a larger staff but continues operating on the same budget.
 - The Library has a millage rate of 1.0 but with the Headlee Roll Back only brings in .77 of that. Ms. Farkas said the difference amounts to between \$500,000 and \$600,000 the Library is not collecting. Having this money would keep the Library from using fund balance, but is something the City would not encourage.
- **664.500 Unrealized gain (loss) of investment**
- **665.000 Miscellaneous Income:** Items such as flash drives can be purchased. Ms. Farkas is budgeting for \$15,000.00 for the 2017-2018 fiscal year.
- **665.100 Copier:** This amount has gone down through the years as the faxing and scanning of documents has increased. The Library has two public copiers in the Library. \$2,100.00 is in the 2017-2018 proposed budget.
- **665.200 Electronic Media:** This amount has also gone down due to extending the check-out time for DVDs and also making these items renewable.
- **665.266 SRP-T Shirt Sale:** No money is budgeted for this line item.

- **665.289 Adult Programming:** This is the On the Road program. It is a fundraiser but because the Library has to provide money upfront for the transportation and tickets for this event, it isn't included with general fundraising.
 - Trustee Wood asked why there was no amount for this line item when the 2016-2017 was approved. Ms. Farkas explained that when the budget was approved she did not know if there would be staffing to provide this event. There has since been a position filled and one is scheduled for April 28, 2017. \$2,500.00 is added to the 2016-2017 year-end number as well as the proposed 2017-2018 budget.
- **665.290 Library Fundraising:** Although this line item shows \$0.00, Ms. Farkas wanted the Board to know that the Library does fundraising through company sponsorships. Much of this money goes into Fund 269. Currently the Library is working on the Summer Reading Program which has three sponsorship options; \$250.00, \$500.00 and \$750.00.
- **665.300 Meeting Room:** Room rentals are a steady source of income for the Library. \$32,000.00 is budgeted for the 2017-2018 fiscal year.
 - Trustee Poupard expressed interest in knowing how much it costs the Library in staffing to do this job. It is important that the amount of money spent to provide this revenue does not exceed what is brought in.
 - Trustee Michener stressed the importance of a clear, written policy so that the Library can rent rooms to many groups and still say no to those that might be undesirable. Ms. Farkas explained that she uses an attorney who specializes in libraries to look over the verbiage of the policy.
- **665.400 Gifts and Donations:** This is money given to the Library with no specific instructions as to how it is spent. It is separate from fundraising because it does not go toward a specific area.
- **665.404 Novi Township Assessment:** The projected year-end amount is \$6,197.00 and the proposed 2017-2018 is \$6,300.00.
- **665.650 Library Café:** The projected year-end revenue is \$4,700.00 and the proposed 2017-2018 amount of revenue is \$5,000.00
 - Trustee Lawler asked if the Library only relies on rent but Ms. Farkas explained that the Library does not receive rent but gets 10% of sales. If he is not making sales, then he must pay \$150.00 per month.
- Revenue Overview: Ms. Farkas is comfortable with the numbers to date. The revenue going up is advantageous to the Library.

BREAK 9:20-9:43

Budget Narrative

A. Unexpected Costs

- Technology: \$6,231.05 was needed to be spent in technology. Circuits in the server room needed replacing which totaled \$2,256.89; I Pad cases needed to be purchased at \$985.50; other technological monies totaling \$2,988.66 also needed to be spent. Ms. Farkas explained that the Library is at life-span on many

technologies, and the IT manager, Barb Rutkowski, is very good at getting quotes and being frugal on fixing and replacing technology.

- Facilities: At this time, \$15,148.13 has needed to be spent from account 934.000 for various issues in the Library. The elevators have had mechanical issues and car-2 is still not working at 100%. Since the issues are not resolved, payment has not been sent. Some of the HVAC system mixing boxes have stopped working. Some were able to be fixed by lubricating them and some will have to be replaced. Since Ms. Farkas is still waiting on resolutions to these issues, the \$15,148.13 has not been added to the 2016-2017 budget. \$4,800.00 has been added to 941.000 for rain garden damages and sidewalk repairs.
 - Ms. Farkas informed the group there is a \$10,000.00 contingency for facilities so she is hopeful she will not go over budget.

B. Personnel

- **Minimum Wage Increase**

On January 1, 2018 the minimum wage will increase from \$8.90 to \$9.25 per hour. Eleven employees will be affected by this increase and the increase is reflected in the 2017-2018 proposed budget.

- **Employee Compensation 2017-2018**

- Ms. Farkas made no changes to salary increase range. It will continue to be 0-3%. The evaluations will be in June and the money will be given in July. The amount budgeted is \$32,000.00 but she believes it will be lower than this. The amount is already factored into the permanent/temporary salary lines.

C. Technology

- In 2017-2018 thirty computers will be replaced. This is a capital expense which is seen in line 986.000 of the 2017-2018 proposed budget.
 - Trustee Wood asked what is done with the old computers. Ms. Farkas said that they are put up for sale but not much money is generated since they are so old.
- There are 44 security cameras inside the building. The system is online and can be viewed from the computers. Recordings are kept 30 days. Because the cameras are seven years old, the equipment won't interface with new software. The proposed 2017-2018 calls for replacing 7 cameras for a total of \$2,100.00. This amount has been added to the budget.

D. Salary Study

- Ms. Farkas has completed the salary comparison study and has a meeting scheduled with the HR Committee to discuss the findings. The salary structure had not been looked at in eight years. Instead of using a consulting firm, Ms. Farkas relied on data from the Detroit Suburban Libraries Round Table as well as other Class 6 libraries.
 - Trustee Agosta asked if the proposed budget for salaries could change as a result of this study and Ms. Farkas said that it could.
 - Trustee Messerknecht said the bottom line year-end number will be important as decisions are made about salary increases.

E. Health Insurance

- Health insurance remains the same in that 20% is employee contributions and 80% is City contributions.

F. Pension

- The Library pension is underfunded. The Library will need to contribute \$24,996.00 for 2017-2018 and for the next several years. This amount has been added to line items 718.000 and 718.050.
 - Trustee Lawler asked if the Library funds their own pension and Ms. Farkas answered that it does. He also asked if she projects for potential retirees which she hasn't done in the past.
 - Trustee Messerknecht asked if that money is put directly into an account for the purpose of pension payouts. Ms. Farkas believes that it is.

G. Friends Wish List 2017-2018

- Business Resource Area Renovation (Collections)--\$4,000.00
- Virtual Reality Equipment (Technology/Programming) --\$5,180.00
- Xbox Games for Teen Space (Programming)--\$100.00
- Tabletop Air Hockey Game (Programming; Teen Space)--\$100.00
- Site Cues (Technology)--\$2,500.00
 - A website upgrade that will allow for better viewing for the visually impaired.
- Shelf Talkers (Collections)--\$300.00
 - Signage that allow staff members to write recommendations next to books on the shelf.
- Brick Building Activity Table and Blocks (Programming/Youth Play)--\$400.00
 - Lego table for Early Literacy Area
- Accucut Die Cut Number Set (Programming/Marketing)--\$255.00
- Library Card Marketing Campaign (Marketing)--\$3,000.00
- These wish list items total \$15,835.00. The Friends also contribute \$15,300.00 to various programs throughout the year.

H. Capital Improvement Projects

- **Youth Area Remodel (\$20,000 cost estimate)**
 - A remodel is planned for the youth area near the race car. The space is utilized by children ages 2-5 and the remodel will focus on activities in keeping with the age group. Stair seating is planned to be added for motor skill development.
 - Trustee Verma asked about carpet replacement and wall painting. Ms. Farkas informed him that the carpet is under a 20 year warranty and is regularly cleaned. There is also a supply of carpet squares on hand in case one needs replacing. The painting is done as part of routine maintenance.
- **Lending Library Kiosks**
 - The purchase of 2 Lending Library kiosks that will come out of Fund 269 will be \$69,500.00. This price includes: both machines; freight, installation and training. It would also include, free of charge, an

upgraded Lexan door, an LED message board for the top of the machine, and custom graphics wrap on the side panels.

- Trustee Verma requested Ms. Farkas add a 10% contingency to the budget for unexpected costs and to also get everything in writing that the vendor and the City has offered.
- This money has not been added to the 2017-2018 proposed budget.
- To come out of Fund 268 would operating costs for a total of \$44,350.00. \$20,000.00 would go toward a new line item 742.010 Lending Library Books; \$19,000 per year for increased staffing; \$5,000.00 per year for technology maintenance, and \$350 for operating supplies (such as bins, processing tape, hand truck). These expenses total \$44,350.00 and are included in the 2017-2018 proposed budget.
- The City of Novi is looking to revitalize Lakeshore Park and is hoping to have a Lending Library at this location. It is hoped that they would provide the space and electricity for the machine. The second machine's location is still to be determined.
- Ms. Farkas shared with the Board that she is unsure how to handle the returns at this point. There is an option to purchase a return bin from the same company, but she feels she could find one at a lower cost elsewhere. Trustee Verma would like to see her include the cost of a return bin in the 2017-2018 budget.
- Trustee Messerknecht expressed concern about damage caused by vandalizing. He wondered about insurance coverage for the machine and Ms. Farkas said she would find out.
- A discussion about wear and tear on the van came up since it will be driven more frequently. The cost of this will be something to think about in the future. Ms. Farkas is hoping if a new van is needed, she can still work with the City since they will be doing more programming at Lakeshore Park.
- Trustee Poupard asked what the one time only capital expense was. Trustee Agosta informed her it was \$77,000.00.
- **Electric Signage (\$51,481.43)**
 - The Library is allowed to use the City sign. Ms. Farkas included installing a sign for discussion because the idea had come up but she doesn't feel it is necessary. It is not included in the 2017-2018 proposed budget, nor did the Board think it should be pursued.
- **Upholstery Project**
 - \$10,500.00 is in the 2017-2018 budget for first floor reupholstery projects. Trustee Messerknecht requested that Ms. Farkas add the account numbers to make it easier to reference what account the money will be coming from.
 - Trustee Poupard asked why line item 990.00 Furniture was so high at \$31,000.00. Ms. Farkas explained that amount includes both the

\$20,000.00 Youth Area renovation and the \$10,500.00 reupholster project.

I. Public Comment

There was no public comment

Board Members Individual Reflections

- Ms. Farkas asked that if any Board members have questions about the numbers or the meeting to please email her. She will then put it in the Budget Narrative for all the Board members to see at the February 4, 2017 Budget Planning Session.
- Trustee Poupard asked Ms. Farkas if there was anything she sees as an issue. Ms. Farkas said that she is unsure what to do with results from the salary study. She is looking to the Board for guidance. Trustee Poupard recommended reaching out to the City's HR department.
 - Trustee Michener said that meeting with the HR Committee will be beneficial for Ms. Farkas to go over the results from the salary study.
- The three quotes for the LED project are finished and a meeting with the Building Committee is scheduled. Trustee Messerknecht requested copies of all the quotes a few days prior to the meeting.
- Trustee Agosta is optimistic about the budget and is excited about the Lending Library. She sees the potential for more revenue and is relieved to see the decrease in fund usage.
- Trustee Lawler feels the budget planning sessions are necessary and productive. He appreciates the unexpected costs information because it shows the Library is frugal and not reckless with expenditures.
- Trustee Poupard finds it refreshing that the relationship between the Board and Ms. Farkas is so truthful. She is pleased with Ms. Farkas' job.
- Trustee Verma is in his eighth year on the Board. He is concerned with the aging building and believes that contingency money should be available to Ms. Farkas when something needs replacing.
- Trustee Wood has concerns that the Library is still budgeting to use fund balance. He has concerns about capital expenses.
 - Ms. Farkas understands his concern but believes the Library budgets conservatively and is confident not all the money will be spent.
- Trustee Michener likes the diversity of thought and understanding that the Board exhibits to each other.
- Trustee Messerknecht thanked Ms. Farkas for putting the information together for the meeting. He feels relatively comfortable with the amount of money in Fund 269 but also has concerns about using it for operating costs. Since 2015-2016 ended in the black, he would hate to slip back into the red. Although the 2017-2018 budget draws on fund balance he believes it is important to work toward not having to use any of it.
- Ms. Farkas feels good about the information shared. She will look closer at the December numbers which will alter the 2017-2018 proposed budget. Her only concern at this time is adjusting the salaries with the HR Committee.

Total Revenue budgeted for 2017-2018: \$2,905,020.00
Total Expenditures budgeted for 2017-2018: \$3,018,476.00
Total fund balance usage is projected: \$113,456.00

Adjournment

A motion was made to adjourn the January 7, 2017 Library Budget Planning Session at 11:24 a.m.

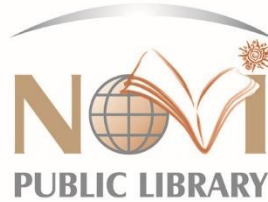
1st—Tara Michener

2nd—Melissa Agosta

The motion passed unanimously.

Ramesh Verma, Secretary

Date



Library Board Budget Session
Saturday, January 7, 2017
8:00am – 2:00pm
East Meeting Room, Novi Public Library

AGENDA

1. Call to Order- Craig Messerknecht, President
2. Roll Call – Ramesh Verma, Secretary
3. Pledge of Allegiance
4. Approval and Overview of Agenda
5. Welcome by Craig Messerknecht, President
6. 2017-2018 Proposed 268 Library Budget – Julie Farkas, Library Director
 - A. 2017-2018 Budget Narrative
 - B. Revenue & Expenditures Report through 12/31/2016
 - C. Budget Report Calculations as of 6/30/17
 - D. Lending Library Project
7. Public Comment

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

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

8. Board Members Individual Reflections
9. Adjourn

- Breaks at 9:30am and 11:00am

Next Meeting: Saturday, February 4, 2017 at 8:00am – East Meeting Room

Welcome New Student Representatives to the Novi Library Board of Trustees

1. Raveena Joshi
2. Lahari Vavilala

Both ladies have accepted their duties as Student Representatives for the Novi Library. They will each complete 2 – 1 year terms on the Library Board. On January 11, 2017, Raveena and Lahari met with Library Director, Julie Farkas and Librarian, Lindsay Fricke to discuss the duties, role as a student rep and responsibilities.

Raveena Joshi

Novi High School rajoshi@novischools.net

I am a student at Novi High School and have lived in Novi all my life. I am so grateful to be part of this beautiful city, it's safe environment, and the welcoming community that provides many wonderful learning opportunities for students. I have been inspired to contribute to help build this community into an even more wonderful place and also share those opportunities with children in other communities in the area that may not have the same access. I would be thrilled if I got the opportunity to be a part of the Novi Youth Council to share and hopefully execute my ideas.

Last year I helped my sister start a Battle of Books program at the Academy of the Americas in the City of Detroit. This program encourages students to read by participating in competitions on the books and giving out prizes, medals, t-shirts and certificates. I help out in this program by writing questions for the books and by helping run the competitions. When we go to the school for the competitions I am overwhelmed by the enthusiasm the students show. The kind of joy and excitement the students have for the competition is a sight to see, to say the least. It is a privilege to be able to share the excitement of reading, one of the most important things in ones academic career. We have also started a book drive to help grow their school libraries. I intend to continue and expand this program after my sister graduates high school. It would only be possible for this program to thrive if we were to have volunteers for the competitions to help run the program and the competitions. I would like to use my experience and learning from the Youth Council activities to expand the program, and bring some of the advantages enjoyed by Novi children to children from the City of Novi schools, specifically the Academy of the Americas.

I believe I would really benefit from being on the Novi Youth Council, and also will be able to contribute actively to the council. By being able to volunteer on different Youth Council

programs such as the “Say Yes to Movies, Not Drugs” program, I can learn how to organize a volunteer event. I will have the opportunity to learn how to participate in student government, and to learn how formal public meetings are conducted, and how to present my ideas to a group of people. I will be able to contribute the Youth Council by volunteering at the events, and by sharing my ideas on different volunteer programs.

I hope I will be considered for the opportunity to serve on the Novi City Youth Council, as I would learn a lot from the experience, and also serve our community.

Lahari Vavilala

When I moved to Novi in 4th grade, I was scared – of making new friends, of finding my way around my tiny elementary school, but most importantly, I was anxious about finding my place in the community. Six years later, after seeing all that the City of Novi has to offer, from the friendly people at the Novi Public Library to the positive messages being spread at Addicted to Movies Not Drugs, to the beautiful faces of Novi lit up at the town’s annual tree-lighting ceremony, Light up the Night, I am proud to call Novi my home.

For the past six years, Novi has done so much for me, and now it is my time to give back. I would like to be a part of the Novi Youth Council because I would like to impact something bigger than myself – my community. I may not be old enough to vote for our City Council, but I am old enough to have a voice in our city as a member of the Youth Council.

I have been doing my part for the community on a small scale for the past few years, from regularly volunteering with the Novi Public Library and Detroit Public TV to representing my city in DECA, HOSA, Debate, Spelling Bees, and Robotics at the local, regional, and even international level. And I hope to take my contributions and commitment to Novi to the next level with the Youth Council by getting behind the scenes and organizing events like Addicted to Movies Not Drugs and Sticker Shock so as to spread awareness within the community and make the voice of the youth heard.

Most of all, I would like to be a member of the Novi Youth Council because I AM NOVI.

Student Representative Report

By: Cindy Huang, Ruchira Ankireddygari

Programs:

The DIY M&M Holiday Gift program took place on December 6. Attendees were provided supplies to personalize their own gift and fill with M&M candies. (Attendance = 43)

The Teen Book Club Q&A Meeting was held on December 7. Unfortunately, no teens showed up. (Attendance = 0; Due to the attendance, the youth department is investigating the startup of a tween book club to use the funds from the grant awarded for a book club.)

Kids and tweens enjoyed playing the popular game at the Getting Mobbed with Minecraft program on December 8. (Attendance = 24)

On December 20, attendees had the chance to build their own gingerbread house to take home at the STEM: Gingerbread House Engineering program. (Attendance =71)

There were 601 attendees in Teen Space in December. There was no Teen Space on December 12 and during the week of December 26th as the school is closed for break.

Teen Advisory Board Update:

The fourth TAB meeting took place on December 16. At this meeting, members continued to decorate cards for both Providence Hospital and the Manor of Novi. The cards were delivered to the Manor of Novi on December 21 and Providence Hospital on December 24. A video committee consisted of 12 members was also formed to create a video promoting the summer reading program. They will be writing the script and filming from late December until early January. At the end of the meeting, a winner was drawn for the Bring a Friend raffle to receive a \$25 gift card.

Upcoming Programs:

Getting Mobbed with Minecraft - January 12
MLK Day: The Power of Unity Breakfast - January 16
Maker Tween Club: Choose Your Own Adventure - Jan 17
Teen Advisory Board Meeting - January 20
Keeping Safe Self-Defense Workshop - January 24
Chinese New Year Celebration - January 25



TAB members decorating holiday cards for their community service project

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

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" 12/29 – 2 nd mtg. discussed article "The Answer is Yes"	9/16; 12/16
Investigate electronic birthday cards for patrons.	SS-Outreach	Currently offer a birthday email that gives a discount at Paradise Park	7/16
Culture Club: Staff are meeting 4 times per year to discuss how to better serve or diverse community.	All Depts. Represented	Staff In-Service 8/16 introduced Social Justice to staff; 11/30: Staff Culture club Into Mtg.; committee members sent to a workshop on "Increasing Understanding of Muslim and Arab Americans" – currently working on a powerpoint to share with staff	8/16; 11/16
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. IT staff created customer service survey in Google Forms	10/16, 12/16
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	SS		

library, and where to be directed for common questions and issues. Competency will be measured by written 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; Staff have been sent all the revised emergency procedures to review 12/30: First draft of manual shared with Management Team	10/16; 11/16; 12/16
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; recommending that staff have the evaluation form available so patrons have choice.	9/16; 10/16; 12/16
Investigate creating a pajama story time in the evening once per month.	IS	Investigating potential days and times, as well as, themes.; an evening story time has been scheduled for the second Monday of each month in June, July, and August. They will fill the spot that Snack Tales normally occupies during the school year and will be a family story time.	9/16; 12/16
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; Zinio will be debuting a new look and log-in in February so we are	9/16; 10/16; 12/16

		waiting until after that to premier tablets.	
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; proposals and scores have been evaluated and demos will be offered in February –staff planning to attend.	9/16; 12/16
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; 12/30: Met with resident based on conversations with Library Finance Committee regarding gift and moving forward with endowment language	8/16; 9/16; 10/16; 11/16; 12/16
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; many staff are using Director's Station reports to effectively keep their collections up to date. Once the new QSAC collection levels are established staff will review and compare.	9/16; 10/16; 12/16
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	IT	Investigating and developing possible migration	9/16, 11/16

accounts to Google mail.		timeline; applied/received Google for Non-Profit status and in process of creating staff accounts to test transfer capabilities.	
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; picked up magnifiers from Dr. Crissman of Town and Country Eyecare, cleaned current magnifiers and shelves, updated low vision brochure, updated magnifier brochure, working on plan with Support Services on cataloging, barcoding, and how to best check out to patrons.	9/16; 10/16, 11/16, 12/16

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	10/16, 11/16, 12/16

		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; installed upgraded stand-by power option for the datacenter; updated phone system auto-attendant menu options and scripts to reflect collection location changes; upgraded software/hardware for Creation Station used by patrons; replaced two of the Youth iPad enclosures	
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 motor failures and reduce noise; investigating upgrade to CirclIT software used by staff/self-checks; the fixed chutes on the AST hardware have been installed; upgraded hardware in the Friends of the Novi Library work area.	11/16, 12/16
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, Historical Commission projects.	IS	Offering a Document Donation day on Oct. 23; put up the display on William Macdermaid, which includes his Fire Helmet- posted on Facebook.	10/16; 12/16
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), Pumpkifest MSU Tollgate (300+), Time for Twos (53), Mickey Mouse (75), Candyland (63), Harry Potter (100), Listen @ the Library (80); Light Up the Night (516), Family story time (50), Gingerbread engineering (68), Novi Concert Band (62)	9/16; 10/16; 11/16; 12/16
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; met with IS Head to discuss addition of magnifiers.	10/16; 11/16; 1/17
Become a partner with the Novi School District to	IS/AD	PAASN is meeting monthly at NPL	9/16-6/17

introduce Social Justice to the Novi community by creating a core collection, providing space for forums/events, participating in committee learning sessions.			
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; added puppets, blocks, and a wooden community set via the Friends Wish List	9/16; 10/16; 12/16
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; equipment has been ordered.	9/16; 12/16
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; updated brochures	9/16; 10/16 12/16
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,	IS/AD		

collections); reach out quarterly.			
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; demonstrated equipment to staff for Traveling Story Time sessions	9/16; 10/16, 12/16
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	9/16; 10/16; 11/16, 12/16

		registering new users; continue to add content in Knowledge Base; added documentation on 3D printing and transferring VHS to DVD and cassette/vinyl to digital	
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; schedule has been revised again to breakdown tasks for better staff understanding and facilitation.	10/16; 1/17
Supervise and bring to completion the Patron Database Cleanup Project.	SS	Part 1 of project (lost notifications) has been completed.	1/17
Track time spent shelf reading with the aim to accumulate consistent and regular shelf reading per week.	SS	Staff have reported regular shelf reading stats to supervisors each month.	1/17
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; E-911 phone system has been completed and verified with the Novi Police Department.	9/16; 11/16, 12/16
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; changing location on website for better viewing	9/16; 12/16
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; current display is Parenting Teenagers	9/16; 10/16; 12/16
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; finished developing Book Buddies bibliography.	9/16; 10/16; 12/16
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; updated/streamlined 3D Printer Form and Procedure	9/16; 10/16; 12/16
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 made; Survey has been marketed; gathering results from survey.	9/16; 10/16; 11/16; 12/16
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	IS	The first issue began in the August issue of our e-	9/16; 12/16

e-newsletter; offer the opportunity to the Historical Commission to participate in these spotlights.		newsletter, the Historical Commission liked the idea and provided a few pieces; November focused on Agriculture in Novi and December was the history of Tollgate	
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; the Battle of the Books display featured both print and QR codes to our Overdrive e-books and audiobooks	9/16; 10/16; 12/16
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 make this change at the end of the fiscal due to changing of fund numbers.	9/16; 10/16
Create an online book discussion group to offer book	IS	Currently investigating online books discussions that	9/16; 10/16; 11/16

discussion options to patrons who may not be able to attend in person.		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.	
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; a mock-up of the new page is being developed	9/16; 12/16
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; three additional hotspots have been ordered.	10/16; 11/16, 12/16
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 April 2017 event	11/16

Goal #4:

Promote the Library in Novi's residential and business communities and provide outreach to non-library users.

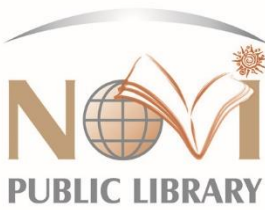
Tactic	Owner	Status	Due Date
Reach out to homeowner's groups by letter to President, get in newsletters, offer tours/talks.	AD		
Library Board/Library inviting groups to have their meetings at the Library (one time rental freebie).	AD	Ongoing	
Host Homeowners Associations for meetings, highlight a subdivision in e-News, display of kid's art from subdivision, contest for most card holders in a subdivision.	AD	July 2016 Monday, July 18, 6:30-8:30pm-North Haven Woods HOA Tuesday, July 19, 6:30-8:30pm-Crosswinds West Condominium Assoc. August 2016 Tuesday, August 16, 6:30-8:45pm-Vista Hills Condominium Assoc. Tuesday, August 16, 6:30-8:30pm-Crosswinds West Condominium Assoc. Thursday, August 18, 6-7pm-Normandy Hills HOA Monday, August 29, 6:30-7:30pm-Valencia HOA September 2016 Sunday, September 11, 4-5:45pm-Barclay Estates HOA Wednesday, September 14, 6:30-8:30pm-Vista Hills Condominium Assoc. Tuesday, September 20, 6:30-8:30pm- Crosswinds West HOA October 2016 Monday, October 17, 5:45-8:45pm-Barclay Estates HOA November 2016 Monday, November 14, 6:30-8:30pm-Barclay Estates HOA Tuesday, November 15, 6:30-8:30pm-Crosswinds West Condominium Assoc. Monday, November 21, 7-8pm-Westmont Village HOA December 2016 NONE January 2017 Tuesday, January 10, 7-8:45pm-Cheltenham Estates HOA Tuesday, January 17, 6:30-8:30pm-Crosswinds West HOA Tuesday, January 17, 6:30-8:45pm-Chase Farms HOA	July - June

		Tuesday, January 24, 6:30-8:30pm-Roma Ridge HOA Monday, January 30, 6:30-8:45pm- Barclay Estates HOA	
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 one-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; added budget considerations to the FY17/18 SS Dept budget proposal.	11/16; 12/16; 1/17
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	8/16; 9/16; 10/16; 11/16; 12/16

		be delivered in January when story times start; planning date of first party for those reaching 1000 for this summer.	
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; Story times have started at the preschool.	9/16; 11/16; 12/16
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 giveaways; 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; Decision made by Library Board on 1/7/17 to not fund an electronic sign on Ten Mile	11/16/ 1/17
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	AD/SS/IS/F/IT	Held meeting with IT staff to review/discuss current policies; meeting held November 3 rd ; staff committee first review meeting 11/3/16; 2 nd meeting 12/22/16	9/16; 11/16; 12/16

departments. Present revised policies to staff once Board approves.			
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; Continue to assess programs and make changes as necessary.	9/16; 11/16
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



December 28, 2016

Mr. Corey Grassmyer
48847 Pebble Lane
Novi, MI 48374

Dear Corey,

On behalf of myself and the Novi Public Library Board of Trustees, I would like to extend a heartfelt thank you for your generous donation of time, monetary resources, design work and construction of the library's rain garden signage and bench located on the south end of the library's property. This installation is a wonderful added feature to the library's grounds and will provide an educational piece to those interested in learning more about the library's rain garden features on the property. In addition, the bench will provide the perfect seating element for observing and enjoying the rain garden feature and the various insect life that will call the plantings home. I can see many patrons walking from the Fuerst Park property and library enjoying the landscape element as they travel the sidewalks that coordinate with the location of your project.

We are proud of the fact that you chose the Novi Library as your community organization to fulfill your Eagle Scout project and wish you the very best in achieving your scouting goal.

Please don't hesitate to contact me if you need further assistance with your project. My office number is 248-869-7233.

Sincerely,

Julie Farkas, Library Director

Cc: Craig Messerknecht – Library Board President

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 nshp Assessment	5,933.00	6,000.00	6,154.00	6,369.00	6,591.00
665.650	Library Caf�e	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

01/19/2017 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 12/31/2016										
% Fiscal Year Completed: 50.41										
		END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	OCT 2016	NOV 2016	DEC 2016	12/31/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	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	0.40	0.00	1.00	2,536,930.91	(14,153.91)	100.56
268-000.00-403.001	Property Tax Revenue- County Chargeba	294.61	(21,000.00)	(21,000.00)	334.56	90.16	99.17	1,142.62	(22,142.62)	(5.44)
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 Captu	(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	334.96	90.16	100.17	2,537,856.51	(46,399.51)	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	5,110.52	5,471.77	3,392.71	31,035.55	38,964.45	44.34
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	5,110.52	5,471.77	3,392.71	148,186.13	4,813.87	96.85
Interest income										
268-000.00-664.000	Interest on investments	41,574.64	30,000.00	30,000.00	6,808.80	5,422.76	0.00	21,447.25	8,552.75	71.49
268-000.00-664.500	Unrealized gain (loss) on investments	23,055.12	0.00	0.00	(11,285.43)	(31,659.22)	0.00	(46,820.40)	46,820.40	100.00
Interest income		64,629.76	30,000.00	30,000.00	(4,476.63)	(26,236.46)	0.00	(25,373.15)	55,373.15	(84.58)
Other revenue										
268-000.00-665.000	Miscellaneous income	15,020.65	16,500.00	16,500.00	1,203.44	1,145.97	997.55	7,527.84	8,972.16	45.62
268-000.00-665.100	Copier	2,727.08	2,200.00	2,200.00	122.90	273.44	205.50	1,138.96	1,061.04	51.77
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	2,812.61	2,433.76	2,044.83	18,154.24	13,845.76	56.73
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	427.21	491.16	457.74	2,481.21	2,518.79	49.62
Other revenue		65,102.34	65,269.00	65,269.00	4,566.16	4,344.33	3,705.62	35,516.25	29,752.75	54.42
Donations										
268-000.00-665.289	Adult programs	4,267.33	0.00	0.00	0.00	0.00	86.55	86.55	(86.55)	100.00
268-000.00-665.400	Gifts and donations	5,205.32	6,000.00	6,000.00	1.05	100.20	1,170.45	1,275.82	4,724.18	21.26
Donations		9,472.65	6,000.00	6,000.00	1.05	100.20	1,257.00	1,362.37	4,637.63	22.71
Personnel services										
268-000.00-704.000	Permanent salaries	848,742.23	805,000.00	805,000.00	61,653.81	61,653.81	64,483.84	379,188.89	425,811.11	47.10
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	2,139.18	0.00	2,139.18	(2,139.18)	100.00
268-000.00-705.000	Temporary salaries	552,249.03	661,000.00	661,000.00	45,748.50	45,155.71	45,226.29	266,059.85	394,940.15	40.25
268-000.00-715.000	Social security	106,814.50	112,200.00	112,200.00	7,956.37	8,074.89	8,141.93	48,067.73	64,132.27	42.84
268-000.00-716.000	Insurance	224,763.56	217,000.00	217,000.00	18,755.99	19,533.24	19,886.61	114,406.13	102,593.87	52.72
268-000.00-716.200	HSA - employer contribution	998.21	1,500.00	1,500.00	162.50	162.50	162.50	893.75	606.25	59.58
268-000.00-716.999	Insurance - Employee Reimbursement	(41,734.26)	(43,400.00)	(43,400.00)	(3,518.58)	(3,519.86)	(3,371.03)	(19,451.16)	(23,948.84)	44.82
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	6,726.00	(6,726.00)	100.00

GL NUMBER	DESCRIPTION	END BALANCE	2016-17	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE		% BDGT
		06/30/2016	ORIGINAL					2016-17	OCT 2016	
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	
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)	(7,514.28)	7,514.28	100.00
268-000.00-718.200	Pension - defined contribution	24,086.16	26,400.00	26,400.00	2,367.48	2,367.48	2,367.48	14,497.10	11,902.90	54.91
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	197.31	200.08	201.41	1,280.79	3,019.21	29.79
Personnel services		1,745,140.90	1,784,000.00	1,784,000.00	133,192.00	135,635.65	136,967.65	806,293.98	977,706.02	45.20
Supplies										
268-000.00-727.000	Office supplies	19,615.69	23,000.00	23,000.00	540.01	848.04	1,677.40	9,062.93	13,937.07	39.40
268-000.00-728.000	Supplies - Postage	623.79	700.00	700.00	35.43	15.56	115.39	452.93	247.07	64.70
268-000.00-734.000	Computer supplies, software & licensing	66,110.20	82,000.00	82,000.00	9,100.06	2,563.36	1,633.24	26,170.31	55,829.69	31.92
268-000.00-734.500	Computer supplies/equipment	29,899.05	60,000.00	60,000.00	378.48	227.29	3,403.55	15,144.12	44,855.88	25.24
268-000.00-740.000	Operating supplies	18,702.42	30,000.00	30,000.00	957.95	1,027.45	2,242.47	20,107.97	9,892.03	67.03
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	0.00	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	14,425.88	14,433.26	10,419.14	76,208.00	113,792.00	40.11
268-000.00-742.100	Library Book - Fines	779.42	1,000.00	1,000.00	118.74	0.00	126.82	640.19	359.81	64.02
268-000.00-743.000	Library periodicals	20,297.83	23,800.00	23,800.00	5.50	321.02	168.00	14,715.19	9,084.81	61.83
268-000.00-744.000	Audio visual materials	67,548.99	76,000.00	76,000.00	4,749.13	4,694.09	1,790.45	41,353.59	34,646.41	54.41
268-000.00-745.200	Electronic media	44,507.93	51,000.00	51,000.00	2,238.03	4,021.35	924.64	18,456.75	32,543.25	36.19
268-000.00-745.300	Electronic resources (CD rom materials)	50,362.92	60,000.00	60,000.00	1,690.00	0.00	3,147.90	50,112.30	9,887.70	83.52
Supplies		494,118.44	601,300.00	601,300.00	34,239.21	28,151.42	25,649.00	272,563.28	328,736.72	45.33
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	369.29	500.00	500.00	32.30	32.30	32.30	193.80	306.20	38.76
268-000.00-802.100	Bank Service Charges	3,112.49	4,800.00	4,800.00	196.98	181.54	196.36	1,061.57	3,738.43	22.12
268-000.00-803.000	Independent audit	665.00	700.00	700.00	665.00	0.00	0.00	665.00	35.00	95.00
268-000.00-804.000	Medical service	1,286.00	1,500.00	1,500.00	168.00	84.00	0.00	711.00	789.00	47.40
268-000.00-806.000	Legal fees	4,230.00	1,000.00	1,000.00	523.00	687.00	0.00	1,493.50	(493.50)	149.35
268-000.00-809.000	Memberships and dues	4,331.00	5,000.00	5,000.00	611.00	90.00	191.00	4,118.07	881.93	82.36
268-000.00-816.000	Professional services	2,356.00	10,000.00	10,000.00	250.00	0.00	250.00	500.00	9,500.00	5.00
268-000.00-817.000	Custodial services	46,800.00	46,800.00	46,800.00	3,900.00	3,900.00	0.00	19,500.00	27,300.00	41.67
268-000.00-818.000	TLN Central Services	3,995.00	4,500.00	4,500.00	3,495.00	0.00	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	1,906.82	407.18	629.08	5,379.16	6,120.84	46.78
268-000.00-855.000	TLN Automation Services	52,801.04	61,000.00	61,000.00	12,969.29	0.00	(4,328.58)	24,351.54	36,648.46	39.92
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	5.94	0.00	9.72	15.66	284.34	5.22
268-000.00-880.000	Community promotion	9,065.00	20,000.00	20,000.00	1,454.55	736.39	883.61	6,888.32	13,111.68	34.44
268-000.00-880.268	Library programming	17,495.94	22,500.00	22,500.00	419.90	1,660.48	(1,052.38)	6,299.81	16,200.19	28.00
268-000.00-880.271	Adult programs	2,640.19	3,000.00	3,000.00	0.00	100.00	0.00	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	474.10	137.86	1,232.07	10,704.28	18,795.72	36.29
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	260.39	660.42	758.89	2,040.98	9,459.02	17.75
268-000.00-922.000	Electricity	95,236.64	106,000.00	106,000.00	8,043.65	7,757.42	7,472.24	51,714.82	54,285.18	48.79
268-000.00-923.000	Water and sewer	9,477.30	5,500.00	5,500.00	0.00	0.00	1,801.60	3,644.00	1,856.00	66.25
268-000.00-934.000	Building maintenance	47,114.55	100,000.00	100,000.00	1,089.89	5,705.45	397.25	28,464.60	71,535.40	28.46
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	2,995.50	382.62	785.80	7,593.92	25,406.08	23.01
268-000.00-942.000	Office equipment lease	14,734.88	15,000.00	15,000.00	999.00	0.00	2,092.87	6,469.00	8,531.00	43.13
268-000.00-942.100	Records storage	251.09	300.00	300.00	22.18	22.18	22.18	136.05	163.95	45.35
268-000.00-956.000	Conferences and workshops	10,577.11	13,500.00	13,500.00	620.53	94.97	104.76	3,978.15	9,521.85	29.47
Other services and charges		441,035.58	523,700.00	523,700.00	41,103.02	22,639.81	11,478.77	202,740.23	320,959.77	38.71

		END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	OCT 2016	NOV 2016	DEC 2016	12/31/2016	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
	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
	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	5,679.60	0.00	0.00	44,339.20	29,160.80	60.33
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	5,679.60	0.00	0.00	44,339.20	82,560.80	34.94
	Net - Dept 000.00-treasury	35,687.12	(243,674.00)	(261,174.00)	(208,677.77)	(202,656.88)	(165,639.92)	1,389,836.54	(1,651,010.54)	
	Fund 268 - LIBRARY FUND 268:									
	TOTAL REVENUES	2,824,862.38	2,774,726.00	2,774,726.00	5,536.06	(16,230.00)	8,455.50	2,715,773.23	58,952.77	(532.15)
	TOTAL EXPENDITURES	2,789,175.26	3,018,400.00	3,035,900.00	214,213.83	186,426.88	174,095.42	1,325,936.69	1,709,963.31	(532.15)
	NET OF REVENUES & EXPENDITURES	35,687.12	(243,674.00)	(261,174.00)	(208,677.77)	(202,656.88)	(165,639.92)	1,389,836.54	(1,651,010.54)	(532.15)
	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	3,098.34	2,578.96	0.00	12,986.43	2,013.57	86.58
269-000.00-664.500	Unrealized gain (loss) on investments	18,051.92	5,000.00	5,000.00	(5,145.29)	(15,060.50)	0.00	(23,958.11)	28,958.11	(479.16)
	Interest income	44,778.24	20,000.00	20,000.00	(2,046.95)	(12,481.54)	0.00	(10,971.68)	30,971.68	(54.86)
	Donations									
269-000.00-665.230	Collections/Materials Revenue	461.35	0.00	2,000.00	100.00	0.00	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	1,015.16	0.00	0.00	1,015.16	984.84	50.76
269-000.00-665.232	Programming Revenue	18,387.46	0.00	2,000.00	961.94	1,166.05	750.00	13,385.81	(11,385.81)	669.29
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	1,092.45	0.00	0.00	1,092.45	(592.45)	218.49
	Donations	27,620.61	12,000.00	7,000.00	3,169.55	1,166.05	750.00	15,693.42	(8,693.42)	224.19
	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		6,672.11	18,000.00	0.00	0.00	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	1,109.49	1,289.80	0.00	5,567.75	(2,567.75)	185.59
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	244.23	100.00	0.00	900.28	(900.28)	100.00
	Supplies	30,191.49	32,000.00	12,000.00	1,353.72	1,389.80	0.00	6,579.56	5,420.44	54.83
	Net - Dept 000.00-treasury	42,207.36	0.00	15,000.00	(231.12)	(12,705.29)	750.00	(1,857.82)	16,857.82	
	Fund 269 - LIBRARY CONTRIBUTION 269:									
	TOTAL REVENUES	72,398.85	32,000.00	27,000.00	1,122.60	(11,315.49)	750.00	4,721.74	22,278.26	(12.39)
	TOTAL EXPENDITURES	30,191.49	32,000.00	12,000.00	1,353.72	1,389.80	0.00	6,579.56	5,420.44	(12.39)
	NET OF REVENUES & EXPENDITURES	42,207.36	0.00	15,000.00	(231.12)	(12,705.29)	750.00	(1,857.82)	16,857.82	(12.39)
	TOTAL REVENUES - ALL FUNDS	2,897,261.23	2,806,726.00	2,801,726.00	6,658.66	(27,545.49)	9,205.50	2,720,494.97	81,231.03	
	TOTAL EXPENDITURES - ALL FUNDS	2,819,366.75	3,050,400.00	3,047,900.00	215,567.55	187,816.68	174,095.42	1,332,516.25	1,715,383.75	
	NET OF REVENUES & EXPENDITURES	77,894.48	(243,674.00)	(246,174.00)	(208,908.89)	(215,362.17)	(164,889.92)	1,387,978.72	(1,634,152.72)	

01/19/2017

BALANCE SHEET FOR CITY OF NOVI
As of 12/31/2016

GL Number	Description	Balance
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(146,354.22)
268-000.00-017.000	Investments - Pooled	3,356,868.99
268-000.00-018.000	Cash on hand	500.00
268-000.00-020.000	Current taxes receivable	46,148.33
	Total Assets	3,257,163.10
*** Liabilities ***		
268-000.00-202.000	Accounts payable	70,212.28
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	84,715.70
*** Fund Balance ***		
268-000.00-390.000	Fund balance	1,755,110.14
	Total Fund Balance	1,755,110.14
	Beginning Fund Balance	1,755,110.14
	Net of Revenues VS Expenditures	1,417,337.26
	Ending Fund Balance	3,172,447.40
	Total Liabilities And Fund Balance	3,257,163.10

Fund 269 - LIBRARY CONTRIBUTION 269

*** Assets ***

269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	38,000.29
269-000.00-017.000	Investments - Pooled	1,644,455.39
	Total Assets	1,682,455.68
GL Number	Description	Balance

*** Liabilities ***

269-000.00-202.000	Accounts payable	17.95
	Total Liabilities	17.95

*** 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	10,625.11
	Ending Fund Balance	1,682,437.73
	Total Liabilities And Fund Balance	1,682,455.68

Director's Report by Julie Farkas

Money Smart Week (April 22nd – April 29th, 2017)

The Library of Michigan encourages libraries to join the 2017 Money Smart Week campaign. Money Smart Week partners are working together to provide public libraries in Michigan with books and materials to encourage both children and parents to learn basic money concepts in fun and engaging ways. Financial literacy is a core 21st Century skill for all age groups. During Money Smart Week 2016, Michigan libraries across the state held more than 200 story times and gave away donated books to more than 8,000 families in 53 counties. We hope to build on this success by once again promoting *Money Smart Kids Read* and encouraging you to request free copies of the Step Into Reading book, *A Dollar For Penny*, for your Money Smart Week story time(s).

Please consider participating in this wonderful opportunity for your community members. We would also like to thank Julie Farkas at the **Novi Public Library** for her role in once again helping coordinate this program for Michigan Libraries, and the **Michigan Credit Union League & Affiliates** for their generous donation of books.

For more information and details on how your library can receive copies of *A Dollar For Penny* for your Money Smart Week story time program, submit your request at the following link before **January 27**: <https://www.surveymonkey.com/r/MSW2017>.

Grant Won!

From Lindsay Fricke – Librarian

Good news! I wanted to share with you that we have been awarded 4 grants from the Michigan Humanities Council for 2017.

- \$100 for Karen Czarnik on 4/11/17
- \$140 for Doug Scheer on 5/16/17
- \$80 for 4th Wall Theater on 7/25/17
- \$158 for Baffling Bill on 8/1/17

TOTAL: \$478.00

TLN Investigating New ILS for Cooperative Libraries

We received five responses to the RFP, and the ILS RFP Committee spent six weeks reading and evaluating them. Committee members and TLN staff used scoring sheets to rate the responses as objectively as possible, and the scores were averaged for each section and totaled to give one final number to each vendor's submission. Two vendors (Auto-Graphics and Liblime) were grouped very close together in the 60 point range (out of 120 possible) and the other three scored between 90 and 100 points. The committee met on December 9 to discuss the evaluations and selected three finalists to invite for demos in February. The finalists are Innovative Interfaces (Polaris and Polaris Leap software), SirsiDynix (Symphony and BlueCloud), and The Library Corporation (Carl and Carl Connect).

All demos will be held at the Redford Township District Library. Here is the schedule:

February 15-16--The Library Corporation
February 22-23--Innovative Interfaces
February 27-28--SirsiDynix

Circulation and Online Catalog demos will be repeated to allow you to send as many staff members as possible. SirsiDynix will be asked to do a full demo so we can compare them side by side with the other two vendors. A more detailed agenda will be available in January.

Each staff member attending will be asked to fill out an evaluation form and score each demo. Those scores will be averaged with the scores from the committee members to give us the final point totals.

These demos will determine the future of the shared system for the next 5-7 years. We understand that staffing is tight and we appreciate your commitment to attend and help choose the best possible software for the shared system.

The 20 committee members who spent hours reading and evaluating proposals in addition to their regular job duties deserve our thanks for their efforts. In no particular order they include Ron Andrews (CHEL), Mabel Doot and Elizabeth Alexander (LVCC), Sarah Neidert and Jennifer Osborne (BRIT), Joan Rogers (WATE), Patty Braden (ROMS), Paul McCann (DEXT), Kimberley Schaaf (SPRI), David Silberman (NOVI), Tyson Mock and Karen Schiller (SLYN), Irina Kushner (OAPK), Alyson Lobert (WALL), Mike Gazzarari (REDF), Tina Russette (CLAW), Colleen Tabaka (TAYL), and James Lenze (GARC). Special thanks go to committee chair Amy Rosen (WHLK) and secretary Hilary Savage (BELL) for their extra time spent making this process a success.

Please contact me or Amy Rosen if you have any questions about the process. We look forward to seeing all of you at the demos!

Celia Morse
Automation Services Consultant

***** We currently have 4 staff members that will be in attendance for the ILS demos in February to provide feedback and bring back information.**

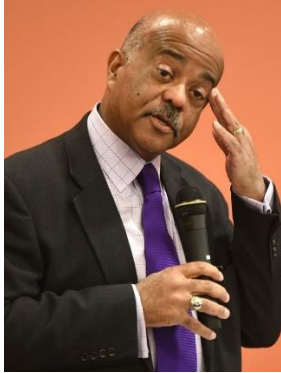
Out and About in Novi and Library Profession

- Rotary: 12/22, 1/5, 1/10, 1/19
- Donation mtg. w/Rob and Marcia David 12/28
- Echo Valley HOA mtg. 1/4
- All Staff mtg. 1/3 & 1/5
- Youth Assistance mtg. 1/5
- Cultures Connect mtg. 1/8
- Preschool Guest Reader 1/10
- HR Committee mtg. 1/10
- Youth Assistance mtg. 1/10
- ABWA mtg. 1/11
- Student Reps Intro mtg. 1/11
- Twelve Oaks Sponsorship mtg. 1/12
- CPR training 1/12
- Author planning mtg. w/Dr. Matthews 1/13
- City of Novi Budget Planning session 1/14
- Mid-year reviews for 7 staff
- MLK Event 1/16

Novi honors King with ceremony

[Brad Kadrich](#), hometownlife.com 10:56 a.m. ET Jan. 17, 2017

Novi gathers to honor Martin Luther King at Unity Breakfast



After coming to the U.S. from Jamaica, Dr. Herman Gray's father had to live and work as a dishwasher in New York and take the train to Boston, where he attended medical school, because Boston "wasn't too favorable" to African Americans back then.

During a visit to a doctor's office in Detroit, Gray's father met — and eventually married — that doctor's receptionist and, following medical school, tried to find work in Detroit. He couldn't, Gray recalled, because Detroit hospitals weren't friendly to African-American doctors.

Gray told his father's story as part of his keynote address Monday at the Novi Public Library's first "Power of Unity Breakfast, Celebration & Essay Contest," honoring the legacy of Dr. Martin Luther King Jr. While acknowledging these are "still difficult times," Gray pointed out that King's message of peace and love, of inclusion -- highlighted by his iconic "I Have a Dream" speech, which was "tried out right here in Detroit" — must have worked.

"Dad couldn't get a job because Detroit hospitals wouldn't have African-American doctors on their staffs," Gray said. "Ironically, his son grew up to be president of one of those hospitals."

Gray, former president of the Detroit Medical Center and currently president/CEO of United Way of Southeastern Michigan, was one of several speakers on the agenda at Monday's event. He also talked of his mother, who cooked meals and baked cookies for Detroit firefighters during the city's 1967 riots.

He said King's legacy lives on in him and in his wife and two adult children, because of his parents, who were influenced by King.

"My father taught me the meaning of perseverance and my mother taught me about love, that we are, indeed, our brothers' keepers," Gray said. "(King's) legacy lives on."



Novi Meadows' sixth-grader Taylor Weston, front applauds a speaker at the Power of Unity breakfast at the Novi Public Library. The morning was filled with speakers, music and performances to celebrate the spirit of Dr. Martin Luther King Jr. Behind Weston are speakers Dr. Herman Gray (right), president and CEO of United Way of Southeastern Michigan, and India League of America and Novi Public Library board member Ramesh Verma.

Monday's event also recognized essay writers and included remarks from a variety of local leaders. Members of the Novi Middle School band and the Novi High School Theater Group also performed. Kids also made unity cookies and bracelets in honor of the occasion.

Gail Anderson, programming coordinator for the Novi Public Library, said the inaugural event fit in with the library's motto: "Inform, Inspire and Include."

"Our mission as a library is to embrace our community's diversity," Anderson said. "We want to make sure we expand upon that mission. ... This day is a perfect day to recognize that."



A brass quintet from Novi Middle School, including Drew Van Goethem (far right), entertains the MLK celebration at Novi Public Library. The group was under the direction of Evan Blanchard.

Information Technology Report by Barbara Rutkowski

Updates 12-01-2016 through 12-31-2016

1. 53 IT Help Desk tickets were closed.
2. Dominic Doot held 3 VHS to DVD sessions, 1 Basic Photo Editing (GIMP) session and 2 Staff training sessions. The staff training sessions included Tinkercad Basics and 3D Printing. Topics requested during the 5 Tech Times included: iPhone and general computer help; OverDrive; using GIMP and MacBook-iTunes-iPod.
3. Dominic updated the documentation on How to Print 3D Models, Transferring VHS to DVD, Transferring from Cassette/Vinyl to Digital and Basic Photo Editing (GIMP).
4. Dominic created a Google form for the Support Services Department Customer Service online survey.
5. Ten 3D objects were printed.
6. Scott Rakestraw provided training for staff on the content management software for the internal Knowledge Base containing technology FAQs and submitted additional articles.
7. Scott also identified port failures on network switches, temporarily reconfigured ports and requested/received new hardware which was available for replacement per warranty.
8. The hardware, software and documentation for video capture on the Creation Station were updated.
9. Replaced end-of-life alternate energy supply in the data center.
10. The E911 phone system has been completed and verified with the Novi Police Department.



11. Due to their popularity with our patrons, three additional mobile hotspots have been ordered. The mobile hotspots are available for a one-week checkout and able to connect ten Wi-Fi-enabled devices.



12. The four stepper side chutes on the AST hardware have been replaced with fixed chutes which eliminates future motor failures and reduces the noise in the room.



13. Due to some recent collection location changes, the telephone auto-attendant menu options and scripts were updated.
14. Tested and demonstrated equipment to staff for Traveling Story Time sessions.
15. Due to hardware failure, two of the Youth iPad enclosures have been replaced and all four are functioning normally.
16. Upgraded hardware in the Friends of Novi Library work area.
17. Set up and testing continues for moving the staff email accounts to Google for Non-Profits.
18. Routine tasks were completed: replaced failed hardware, prepped servers for multiple library 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 a few times.

Facilities Report by Keith Perfect

In the past month the Facilities Department has closed 17 Facilities tickets, 57 Meeting Room Requests and has updated 423 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 \$7.50 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.
- Bill and Keith have met with Julie to discuss the Facilities budget for 2017/2018.
- Bill has attended the Policy Committee meeting.
- A new snow blower was purchased.
- Facilities Staff have accepted 4 large book donations at the receiving door.
- Extensive cleaning up of popcorn after the Light Up The Night program inside and outside the main entrance took place following the event.
- We had experienced 2 elevator failures within the same week, repair technicians were able to repair one car on the first visit and returned later with parts to fix the second car.
- We had experienced 3 HVAC Mixing Box failures due to seized motors, 2 in the Admin. Office and one in the second floor storage room. (Motors replaced in all three, Jan. 4th)
- Approximately 18 hours of snow removal performed by Facilities Staff, 20 bags of ice melt (salt) has been used so far this winter.

Information Services Report by April Stevenson

~The Information Services Department put on 93 programs.

~We have 12 teams for our Battle of the Books.

~Lindsay put up a Battle of the Books display with this year's copies and Mary Robinson, designed easily accessible QR Code labels for each of the titles for the e-books and online audiobooks.

~David attended a TLN program on Linked Data explaining the basics of it and why it is vital to make library catalog information visible on the internet.

~Kathleen, Julie, and April met with Library Design to discuss possible future renovations to the area around the race car.

~The Novi Middle School Robotics Team was able to show and demo their robot after our STEAM Sunday program on December 4th.

~Kathleen attended the Every Child Ready to Read webinar focusing on preschoolers.

~Betty attended a workshop on Taking Oral Histories One Step Further. It included best practices, preservation, interview release forms, and more.

~David helped us take part in the IRS social media thunderclap. This is an outreach campaign to educate as many taxpayers as possible about steps they can take in December regarding changes that could affect their ability to timely file their tax returns and get their refunds as quickly as possible.

~Kathleen investigated the development of a new early literacy collection: Story Time Backpacks.

~Shannon created shelf markers for each language in the Adult International collection. Each one states whether fiction or non-fiction in the respective language and English.

~Lindsay entered a contest to win a "Makey Makey" Makerspace Classic Kit from DK Publishing.

~Emily created a Book Buddies bibliography. This features a picture book with a non-fiction book to complement it. Children get both a story and factual information at the same time.

~Thank you to Lindsay for pulling together the urban fiction list for the SAY Detroit Lending Library.

~Kathleen and Emily are looking into conducting sensory story times this winter.

~Fox 2 News did a segment on our Wedding program.

~Lindsay attended the Booklist webinar "Middle Grade Matters."

~Mary Robinson updated the list of Zinio magazines.

~David attended the TLN ILS RFP meeting to discuss vendor proposals, scores and demos.

~Thank you to Lindsay and Kathleen for working on the Michigan Humanities Grant. We have been awarded \$478.00 to go toward four specific programs between April and August of 2017. These include; Karen Czarnik (storytelling for National Library Week), Doug Scheer, 4th Wall Theater, and Baffling Bill.

~Mary Robinson provided a Freegal tribute flyer to market George Michael's music.

December Adult Programs & Displays

In addition to our regularly scheduled programs we also offered:

- Healthy Holiday Eating (Providence Hospital) – 38 patrons
- Battle of the Books Coaches' Kick-off Meeting – 16 parents
- Our Adult Feature Display was "Tis' the Season" Holiday Cooking & Entertaining
- Our Adult Music Display features Jazz
- First Floor Display case featured Holidays

December Tween/Teen Programs & Displays

- M & M Gift – 43 patrons
- Teen Advisory Board – 26 students
- The Teen Stop Display for November/December is the Best YA Fiction from 2016

December Youth Programs & Displays

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

- Light Up the Night – 516 patrons
- Pig Palooza – 40 patrons
- Gingerbread Engineering – 68 patrons
- STEAM Sunday -28 patrons
- Movie Matinee – 45 patrons
- Our Parenting collection showcased books on "Parenting Teenagers."
- Our Youth Non-Fiction/Biography Display was Look What We Made, featuring books all about crafts and other creations. Children were encouraged to bring in pictures of their own creations to be displayed.
- Our Youth Feature Display was "Buddy the Elf: I Just Like to Read, Reading's My Favorite"
- Our Picture Book Display included; Opposites
- Our Youth DVD display was: Holidays
- Our first floor information desk display featured "Reading Makes You Bright" with a light up element.



December Raising a Reader Stats:

204 children have registered for the program.

100 Books – 61	600 Books – 5
200 Books – 27	700 Books - 2
300 Books – 18	
400 Books – 7	
500 Books – 6	



SUPPORT SERVICES DEPARTMENT MONTHLY UPDATE by Maryann Zurmuehlen

DECEMBER 2016 – JANUARY 2017

Department Head/General

- All one-on-one meetings with the manager have been completed.
- Mid-Year Performance Reviews are underway and will be completed by mid-February.
- Additional prep work has been completed for adding STEAM Kits to the collection.
- The SS Department Customer Service survey began January 1st. It is available on our website and in paper form at the Circulation Desk.
- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.

Circulation & Shelves

- We currently have a 21 hour Clerk position and a 12 hour Shelver position posted. They are both open until January 23rd.
- A 19 hour Clerk position will be posted today. That posting will be open until January 28th.
- Outreach has added 2 additional book discussions and 1 additional facility (Lakes of Novi) to their monthly rotation beginning in January.
- 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.
- We are adding 3 more Mobile HotSpots due to the high demand for them. They will be in the collection very soon.
- Circ Clerks & Shelves continue to handle the steady flow of new card signup, material checkouts and returns, daily holds and unclaims, and delivery and transit of other TLN library materials.

Tech Services

- Tech Services continues to work on the following projects: Tween Switchover, Youth Reader/Reader Paperback Switchover, YA Bio/NF Switchover, and a donation made to the Youth/Tween Collection
- Tech Services continues to process the steady influx of orders, new materials to process, and discards to remove each week.
- We appreciate your continued patience regarding processing and ordering. With recent staffing changes we are down 20 hours permanently in the department, and currently because of a staff leave of absence, we are down another 28 hours temporarily. These staffing shortages as well as open positions in Circulation and Shelving will impact not only the tasks Tech Services handles daily but also the staffing hours to accomplish department tasks. Thank you for understanding!

Statistics (December 2016)

- **Library Cards Issued:** 213
- **Items Checked Out:** 52,596
- **Items Interloaned for NPL Patrons:** 4,116 (48 through MeLCat)
- **Items Interloaned to Other Libraries:** 4,099 (43 through MeLCat)
- **Items Added to the Collection:** 962
- **Items Discarded from the Collection:** 2,244
- **MAP Checkouts:** 2
- **Outreach:**
 - 8 Facilities Visits / 63 Items Checked Out
 - 1 Homebound Patron / 9 Items Delivered
 - 6 Book Discussions / 102 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	213							2,064
Items checked out	77,623	72,263	57,501	60,728	58,116	52,596							378,827
Items borrowed	5,348	5,226	4,579	4,223	4,195	4,116							27,687
Items loaned	4,633	5,029	4,285	4,352	4,642	4,099							27,040
Read Boxes	267	248	248	7	0	0							770
MAP Checkouts	24	30	9	7	1	2							73

	December 2016	December 2015
Library cards issued	213	254
Total checkouts	52,596	58,619
Items borrowed	TLN align="right">4,068 MeL align="right"> <u>48</u> align="right">4,116	4,587 <u>39</u> 4,626
Items loaned	TLN align="right">4,056 MeL align="right"> <u>43</u> align="right">4,099	3,999 <u>40</u> 4,039

READ Boxes	December 2016	December 2015
Adult	0	0
Youth	<u>7</u>	<u>0</u>
Total	7	0

May 4 through October 12, 2016 was our fourth season of Read Box service in Novi. Lakeshore Park is the original location with Rotary and ITC Parks added in 2014. ITC Park proved to be the most used with Lakeshore coming in a close second.

	2016	2015
Adult	178	244
Youth	<u>1,239</u>	<u>1,047</u>
Total	1,417	1,291

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	52,596	49.31%	25,937	6,204	4,181	2,384	4,627	7,717	824
Jan									
Feb									
Mar									
Apr									
May									
Jun									
FYTD	378,827	54.20%	206,364	46,914	32,453	20,965	38,870	59,527	7,635

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	22,348	3,640	25,988	1,000	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	207,560	23,831	231,391	1,338	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	2,461	76,091	0	78,552	3,021
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	19,344	488,845	5	508,194	2,938

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	658	13,529	20
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	5,669	117,479	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	4		3			1		2		1	11	
<i>patrons</i>	3		3			3		2		1		12
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	36	2	13	4	0	4	1	3	6	19	88	
<i>Patrons</i>	32	6	12	5	0	15	3	3	45	19		140

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	1,997	200	814	17,603	23	1
Jan						
Feb						
Mar						
Apr						
May						
Jun						
FYTD	12,072	1,182	4,259	111,855	**	3

** 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	1,925	1,857	3,782	87
Jan				
Feb				
Mar				
Apr				
May				
Jun				
FYTD	15,515	7,745	23,260	535

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	25	567
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	222	5,879

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	35,733	1. Catalog	Jun		
		2. My Account			
		3. Zinio			
		4. OverDrive			
		5. Library Locator			
			Total	257,300	



Novi Historical Commission

Wednesday, October 26 2016 7pm

Novi Library History Room

Call to Order: 7pm

Introduction of Guests: Kathy Crawford, Rachel Manela, Tammy-Lee Knopp, John MacInnis, Betty Lang, Sue Grifor, Kim Nice, Stephen Winterbottom,

Approval of Agenda: Approved

Approval of Minutes-September 2016: After some discussion, Approved

Communications: None

A bill for the Commission's portion of Engage sept.-Dec. 2016: Approx. \$255

Motion to approve, John MacInnis, 2nd by Tammy-Lee Knopp

All Approved

Kim Nice, Ambassador Program

Ensuring that the Commission will be involved to present to the new Ambassador class about our commission and volunteering or serving on the commission.

Library Liaison Repot, Betty Lang

Upcoming Events

Heritage Quest talk, Saturday Nov. 5 1-3pm

Friends Program: Under your Keel, Tuesday Nov. 15 at 7pm

About researching the Great Lakes with Daniel Harrison

History Room Hours: Mon. Nov. 7 12-2 John MacInnis and Kathy Crawford

Mon. Nov. 21, 6-8pm Kim Nice and Sue Grifor

Making Sure Library Staff know who is supposed to be there so they know who to call if someone does not show up.

Document Day- Sunday October 23rd 2-4pm

5 people came, 3 of whom were from the commission

Betty was happy to have members of the commission there

Arlene Somerville brought photos and programs from class events

New type of publicity was used: Small flyer placed in older people's books

Posted on our Facebook and the "I grew up in Novi Facebook"

Speaking before events

Next one will be in May

Spotlight on Novi History

Aug: Ad

Sept. Name of Novi

October: First Settlers

Members of the commission are encouraged to write their own short pieces about Novi's history. 3-4 sentences, give them to Betty and she will put them in the Newsletter



Novi Historical Commission

Wednesday, October 26 2016 7pm

Novi Library History Room

Walled Lake Presentation-October 20 (Thanks Rae)

About 25 attendees, it was a successful event

We got emails of some people who attended and how they heard about the event

Library poster, Email from the library, from commission members

Do we want to continue to have coffee at our events?

The coffee is not being used but the small water bottles are being used

City videographer was there, not sure how much he filmed

Villa Barr

Book sales No updates yet

Villa Barr Presentation: Kathy Crawford reached out to Margie to see if she wants to be a presenter for us

Novi Cemetery Documentary, October 11 with Geri Angel (Fox Run)

Kathy Crawford had a good time, presenting for "Off the Beaten Path" for Fox Run

Some city Photographers and videographers were there also

Concerns about the back of the Novi Cemetery, big cliff you may fall off. We need a fence or sign warning that there is a steep drop off. Contacting Parks and Rec about remedying this safety issue.

Grave Documentation: City is mapping the graves

Plantings, Thank you to John O'Brian for the donation of the flowers

Volunteers from Fox Run: May take a hedge-stone and research the family

Norm Young has been working to add information from burial permits, lot numbers and names where names have gone missing.

Novi Parks Foundation "Needs/wants" list

What are ways we can enhance the cemetery?

Paved pathway, defined driving area

Parking lot

Timeline

Signs to identify all of the veterans

Park benches

Fence

What about erosion on the back of the cemetery?

City engineers said the land is firm, but its still concerning, the Trains that go by shake the ground. Perhaps we need a new retaining wall?

Walled Lake Amusement Park at Novi Rotary, Oct. 27 12pm Suburban Showplace



Novi Historical Commission

Wednesday, October 26 2016 7pm

Novi Library History Room

Historical Commission Programs for Spring

Detroit History Tours presents "Wild Women of Detroit" March 2, 2017

War Dog Memorial Presentation May 11, 2017

For Next Year 2017/2018

Sept. Barbra J. Vandermolen "Michigan from A-Z"

Oct. Dr. Ari Berk, Folklore and Mythology

Nov. Genot Picor, French Social Gathering

February: Lois Keel, Underground Railroad

March: Michigan Women's Hall of Fame "Petticoat Patriots, how Michigan Women got the vote"

April: Detroit Historical Society: "Detroit and the War of 1812: Border Crossings"

Display Cabinet Downstairs: Volunteer and Cabinet Manager, Sue Grifor

Keep the Walled Lake Amusement Park and Casino display up until January, and in January put up a display related to the Wild Women of Detroit Presentation

Storage Unit?

No bill received yet

Is what we have there enough to keep the unit?

Do we ever envision having a museum?

The city of Novi does not have a historic district and not many artifacts

To have a museum we would need more people, lots of money, man hours, grant writing

The pulpit and the Bell should definitely be saved

Novi China?

We will renew the Storage Unit one more time

Ordinance Update Making sure the City Council and City Clerk know we need an update to our charter/ordinance

Website updates

It is being kept up to date.

Pictures from events

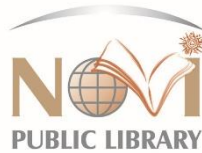
New/Other Business: None

Next Meeting: Tuesday, November 22nd, 7pm

Rae will have to see if she can make it to the meeting due to class

John Will have to let Kathy know if he will be back.

Adjourn: 8:30pm



Library Board Calendar

2017

January 26	Library Board Regular Meeting
February 4	8:00am-12:00pm Budget Planning Session, NPL East Meeting Room
February 23	Library Board Regular Meeting
February 23	Library Director – Mid-year Review
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.