

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Thursday, June 22, 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 L555.....5-7
 - B. Approval of Regular Meeting Minutes – May 25, 20178-14
- 6. Correspondence
 - A. Email from Patron, Linda Potts.....15
 - B. Email to Novi Community School District Educators.....16
- 7. Presentation/Special Guest
 - A. N/A
- 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 17-18
- 10. President's Report (Craig Messerknecht)
 - A. Goals Update (Next update: July 2017)N/A
- 11. Treasurer's Report (Melissa Agosta)
 - A. 2016-2017 Library Budget Fund 268.....19-21
 - B. 2016-2017 Contributed Fund Budget 26922
 - C. Library Fund 268 Expenditure & Revenue Report23-26
 - D. Contributed Fund 269 Expenditure & Revenue Report27
 - E. Balance Sheets for Funds 268 and 26928-29
- 12. Director's Report.....30-37
 - A. Information Technology Report38-40
 - B. Facilities Report40-41

C. Information Services Report.....	42-45
D. Support Services Report	46-47
E. Library Usage Statistics	48-56
F. Friends of the Novi Library	57-69
G. Novi Historical Commission –	70-76

13. Committee Reports

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

(Michener–Chair, Poupard)

- Request for Board approval – June 22, 2017

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

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

- Decision made at February 4th Library Board budget session to continue work on the salary structure that relates to the changes with minimum wage and other salary categories effective January 1, 2018.
- March 16, 2017: No further action at this time
- Director’s Evaluation – June 22, 2017

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

(Agosta- Chair, Messerknecht, Lawler)

- N/A

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

(Michener – Chair, Agosta, Wood)

- Library Card Outreach campaign meeting – June 13, 2017 (see pages 32-35)
- Promotional shirts for the Library Board members was discussed (see page 36)

E. Strategic Planning Committee: Annual review of current plan

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

- Plans for a new Strategic Plan will need to be discussed as the current plan expires June 2018.

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

(Messerknecht – Chair, Lawler, Verma, Wood)

- Illuminart has been in the building for a full building walk-through and assessment of needs. An electronic copy of the library’s building plans was received.

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. Approval of Public Policies (copies of the policy drafts were given to Board Members in April and May).
- B. Approval of additional \$11,500 for the permanent and temporary staff salaries based on information received from City of Novi. The additional money would be added to the 2017/2018 budget. City of Novi Administrative employees will received 2.5% increase for "meeting expectations" on performance evaluations.
- C. Approval to adjust 2017/2018 budget to expend the LED project out of the 269 Account vs. the 268 Account.

2017-2018 Library Budget 268							
February 23, 2017		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
Revenues							
Account	Description						
704.000	Permanent Salaries	848,742.23	805,000.00	805,000.00	795,000.00	813,000.00	830,000.00
704.200	Wages (non-pensionable)	10,000.00		0.00	0.00	0.00	0.00
704.250	Final Payout	18,963.41	0.00	6,557.00	0.00	0.00	0.00
705.000	Temporary Salaries	552,249.03	661,000.00	600,000.00	686,000.00	700,000.00	714,000.00
715.000	Social Security	106,814.50	112,200.00	100,000.00	104,000.00	106,000.00	108,000.00
Capital Outlay							
Account	Description						
962.000	Building Maint.						
941.000	Grounds Maint./Entrance Project	40,000.00					
976.000	Building Improvements/Entrance	4,784.96			70,000.00		
976.100	Parking lot improvements	0.00	53,400.00	53,400.00			
986.000	Internal Tech - Capital Outlay	54,619.88	56,000.00	56,000.00	30,000.00	27,000.00	0.00
986.000	Data Proc - camera replace		17,500.00	17,500.00	2,100.00	2,100.00	2,100.00
990.000	Furniture	9,475.50			31,000.00	9,000.00	9,000.00
Total Capital Outlay		108,880.34	126,900.00	126,900.00	133,100.00	38,100.00	11,100.00
965.269	Walker Transfer						
Total Expenditures		2,789,175.26	3,035,900.00	2,945,839.00	3,090,996.00	3,032,990.00	3,046,680.00
680.000	TOTAL Fundbalance	35,687.12	-261,174.00	-103,036.00	-189,976.00	-31,140.00	59,800.00

Proposed Changes to 2017/2018 Budget

2017-2018 Library Budget 268							
February 23, 2017 (revised 6/22/17)		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
Revenues							
Account	Description						
704.000	Permanent Salaries	848,742.23	805,000.00	805,000.00	800,500.00	813,000.00	830,000.00
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680.000	TOTAL Fundbalance	35,687.12	-261,174.00	-103,036.00	-131,476.00	-31,140.00	59,800.00

** 2/4/17: Approval for account 269: 1 Lending Library unit, 1 dropbox unit \$39,965

** 6/22/17: Approval for account 269: LED conversion project \$70,000

16. Director's Evaluation (Executive Session requested)

17. Adjourn

Supplemental Information:

- June 2017 Bits and Pieces TLN Update by Jim Pletz, TLN Director..... 77
- MAP Flyer..... 78
- Novi News article – June 8, 2017: Tom Sharpe Performance..... 79
- Library Calendar 80

Future Events:

- Saturday, June 24th: Library Wedding - Township Hall and Novi Library
- LIBRARY CLOSED: Tuesday, July 4th
- Wednesday, July 12th at 7:00pm: Friends of Novi Library Regular Mtg. – Novi Public Library
- Wednesday, July 26th at 7:00pm: City of Novi Historical Commission Regular Mtg. – Novi Public Library
- Thursday, July 27th at 7:00pm: Library Board Trustee Regular Mtg. – City of Novi, Council Chambers



Inform. Inspire. Include.

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

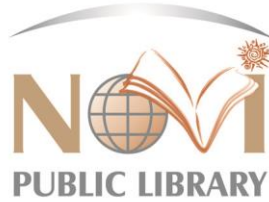
<http://www.novilibrary.org>

Warrant 555	268 Accounts	June 2017	
Payable to	Invoice #	Account number	Account Total
Amazon.com (5/18/17)		268-000.00-727.000	\$ 24.48
Global Office Solutions (5/16/17)		268-000.00-727.000	\$ 194.61
The Office Connection (5/22/17)		268-000.00-727.000	\$ 798.88
Presidio (5/11/17)	cisco 3yr license	268-000.00-734.000	\$ 198.00
Solutions Control Services, LLC (5/10/17)	ann main	268-000.00-734.000	\$ 545.00
T-Mobile (4/21/17)	3/21-4/20/17	268-000.00-734.000	\$ 241.86
Amazon.com (5/4/17)	J-Tech Endurance Mouse	268-000.00-734.500	\$ 42.80
City of Novi	Mifin equipment sale	268-000.00-734.500	\$ (61.00)
eBay (5/17/17)	Axis 216FD surveillance camera	268-000.00-734.500	\$ 41.98
Techlogic (5/18/17)		268-000.00-734.500	\$ 632.85
Allied-Eagle Supply Co. (5/4/17)		268-000.00-740.000	\$ 702.35
ELM USA Inc (5/9/17)	Disc cleaner supplies	268-000.00-740.000	\$ 112.20
Sanitor Manufacturing Co. (4/24/17)		268-000.00-740.000	\$ 172.66
Amazon.com (5/18/17)		268-000.00-742.000	\$ 1,137.93
Brodart (5/17/17)		268-000.00-742.000	\$ 10,144.05
Center Point Large Print (5/3/17)		268-000.00-742.000	\$ 45.54
DK Agencies, Ltd. (5/3/17)		268-000.00-742.000	\$ 501.80
Gale/Cengage (5/18/17)		268-000.00-742.000	\$ 825.36
Multicultural Books & Videos (5/12/17)		268-000.00-742.000	\$ 28.55
The Library Network (4/30/17)	Book Billing 3/2017	268-000.00-742.000	\$ 395.90
Bacon Memorial District Library-Wyandotte		268-000.00-742.100	\$ 9.99
Wixom Public Library		268-000.00-742.100	\$ 26.99
The Library Network (5/1/17)	Zinio Access/Content	268-000.00-743.000	\$ 5,463.09
Adorama (4/27/17)	Wacom Mobilestudio Pro 13	268-000.00-744.000	\$ 1,663.75
Amazon.com (5/18/17)	Clip Studio Paint Pro	268-000.00-744.000	\$ 28.86
Clerbridge, Inc. (5/18/17)	Painter 2017 Education Edition	268-000.00-744.000	\$ 99.00
Midwest Tape (5/17/17)		268-000.00-744.000	\$ 4,136.15
OverDrive (5/9/17)		268-000.00-744.000	\$ 1,993.52
Midwest Tape (5/17/17)		268-000.00-745.200	\$ 8,135.00
Mango Languages (5/11/17)	5/31/17-5/30/2020;3yr contract	268-000.00-745.300	\$ 8,901.97
Spectrum Business (4/26/17)	May 2017	268-000.00-801.925	\$ 32.30
Merchant Billing Statement		268-000.00-802.100	\$ 206.30
Providence Occupational Health System		268-000.00-804.000	\$ 392.00
Waste Management		268-000.00-808.100	\$ 98.72
H&K Janitorial Service, Inc. (4/30/17)	April	268-000.00-817.000	\$ 3,900.00

AT&T (5/13/17)	4/14-5/13/17	268-000.00-851.000	\$ 190.32
Verizon (4/28/17)	3/29-4/28/17	268-000.00-851.000	\$ (23.98)
The Library Network (5/9/17)	1/1-3/31/17; Circuit cost	268-000.00-855.000	\$ 3,108.96
Sam's Club (5/3/17)		268-000.00-880.000	\$ 140.19
Walmart (5/17/17)		268-000.00-880.000	\$ 39.92
Alberga, Kathleen (5/16/17)	Amazon order	268-000.00-880.268	\$ 181.65
Amazon.com (5/5/17)		268-000.00-880.268	\$ 164.86
Benito's Café (5/17/17)	Couples Program; 5/17/17	268-000.00-880.268	\$ 141.93
Brewin, Linda (4/17/17)	SRP visits; Dino Story Cr; Monkey St Cr	268-000.00-880.268	\$ 76.82
Brush, Emily (5/13/17)	youth pgm	268-000.00-880.268	\$ 75.74
Chamberlin Zoo and Rides, LLC	Youth Pgm; 6/20/17	268-000.00-880.268	\$ 550.00
City of Novi (5/10/17)	Sizz Sum Arts Series 2017;pyt 1 of 2	268-000.00-880.268	\$ 1,000.00
Doug Scheer (5/2/17)	Wacky Science; 5/16/17	268-000.00-880.268	\$ 350.00
Gordon Food Service (5/24/17)		268-000.00-880.268	\$ 5.99
Lakeshore Learning (5/12/17)	youth play area	268-000.00-880.268	\$ 103.44
Linman, Jennifer (5/10/17)	Comic Art; 6/22/17	268-000.00-880.268	\$ 50.00
Millsbaugh, Jennifer (5/10/17)	Craftastic; 6/14/17	268-000.00-880.268	\$ 100.00
Mutch, Kathleen	Adt Writers Program; May	268-000.00-880.268	\$ 500.00
Novi Youth Assistance	program	268-000.00-880.268	\$ 48.64
Oriental Trading (5/17/17)		268-000.00-880.268	\$ 65.37
Sam's Club (5/16/17)	Adt pgm	268-000.00-880.268	\$ 134.16
Sharp, Thomas S.	Styx Performance; 6/10/17	268-000.00-880.268	\$ 300.00
Stevenson, April (5/1/17)	Staples purchases	268-000.00-880.268	\$ 33.75
Thomas, Alex (5/22/17)	Alex Thomas and Friends 6/27/17	268-000.00-880.268	\$ 330.00
Walmart (5/17/17)	youth programming supplies	268-000.00-880.268	\$ 281.73
Chelsea Alehouse Brewery (4/28/17)	On the Road; 4/28/17; bal due	268-000.00-880.271	\$ 122.00
Common Grille (4/28/17)	On the Road; 4/28/17; bal due	268-000.00-880.271	\$ 132.00
Accuform (4/18/17)	May-August Engage	268-000.00-900.000	\$ 6,798.56
Alex Delvecchio Ent, LLC. (4/5/17)	11 name badges/staff/st rep	268-000.00-900.000	\$ 113.42
Michigan.com (5/1/17)	facilities position; 3/27-4/30/17	268-000.00-900.000	\$ 212.00
Venngage, Inc. (5/1/17)	Infographics; mthly fee	268-000.00-900.000	\$ 9.58
Consumers Energy		268-000.00-921.000	\$ 692.66
DTE Energy	4/24-5/22/17	268-000.00-922.000	\$ 8,232.45
Dalton Commercial Cleaning Corp (5/9/17)	quar carpt clean/semi furn/quar yth furn	268-000.00-934.000	\$ 3,554.00
Home Depot (5/18/17)		268-000.00-934.000	\$ 53.92
Lyon Mechanical (4/27/17)	replace VFD condenser fan motor	268-000.00-934.000	\$ 8,876.00
Orkin (4/26/17)		268-000.00-934.000	\$ 62.72
Amazon.com (4/13/17)	security gates patio	268-000.00-941.000	\$ 703.56
C&J Parking Lot Sweeping, Inc. (4/26/17)	spring clean-up; 4/4/17	268-000.00-941.000	\$ 195.00

Home Depot (5/18/17)		268-000.00-941.000	\$ 98.03
Xpert Lawn and Snow	April	268-000.00-941.000	\$ 956.42
Millennium Business Systems (4/26/17)	dd 6/10/17	268-000.00-942.000	\$ 851.89
Corrigan Storage (5/1/17)	May 2017	268-000.00-942.100	\$ 23.06
Fricke, Lindsay	TLN Y/T Serv Mtg - Canton Library	268-000.00-956.000	\$ 14.98
GO Airport Express (5/17/17)	ALA Conf; 6/22-27/17; Fricke	268-000.00-956.000	\$ 62.94
Lang, Betty	Meeting	268-000.00-956.000	\$ 20.22
LSTA Council	Mileage reimbursement; Fricke	268-000.00-956.000	\$ (67.62)
Sam's Club (5/3/17)		268-000.00-956.000	\$ 21.96
Petty Cash			\$ 80.49
TOTAL			\$ 91,583.17

Warrant 555	269 Accounts	June 2017	
Payable to	Invoice #	Account number	Account total
Home Depot (4/22/17)	Read Boxes	269-000.00-742.231	\$ 52.89
Signs by Tomorrow (5/1/17)	Read Box Signs	269-000.00-742.231	\$ 45.00
TOTAL			\$ 97.89



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
May 25, 2017**

DRAFT

1. Call to Order and Roll Call

Library Board

Craig Messerknecht, President (absent and excused)
Tara Michener, Vice President
Melissa Agosta, Treasurer
Ramesh Verma, Secretary (absent and excused)
Bill Lawler, Board Member (absent and excused)
Doreen Poupard, Board Member
Geoffrey Wood, Board Member

Student Representatives

Ravenna Joshi, Student Representative (Departed 7:16)
Lahari Vavilala, Student Representative (Departed 7:16)

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant
April Stevenson, Information Services Manger

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

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

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

1st—Doreen Poupard

2nd—Geoff Wood

The motion passed unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L554

B. Approval of Regular Meeting Minutes –April 27, 2017

C. Approval of Library Board Goal Setting Session Meeting Minutes—May 6, 2017

A motion was made to approve Claims and Warrants L554, the regular meeting minutes for April 27, 2017 and the goal setting session meeting minutes from May 6, 2017.

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation/Special Guest

A. Summer Reading 2017 by April Stevenson, Head of Information Services

- Ms. Stevenson reported the following information about the 2017 Summer Reading Program (SRP):
 - The theme for 2017 is “Build a Better World”
 - SRP started on May 15, 2017 a month earlier than usual in hopes of having more participants following the school visits that take place in early in May.
 - Pre-schoolers will be participating in the Raising a Reader in Novi program. At the time of the Board meeting there were 273 registered and the goal was 250 for the year.
 - K-4th grade students are to read 20 hours. If they read an additional 10 hours they can return their calendar to school in the fall for an additional prize.
 - 5th-8th grade students read for 24 hours and if they read an additional 12 hours they may return their calendar to their school for an additional prize.
 - Teens through 12th grade must read 3 books and complete 5 activities to attend the end of summer Teen After-Hours Party.
 - There is also an Adult Summer Reading Program that can be logged online. Participants will receive a book for registering and have the chance to win prizes.
 - Ms. Stevenson thanked the generous sponsors of the 2017 SRP: Friends of the Novi Library, Novi Community School District, Everbrook Academy, Twelve Oaks Mall, Paradise Park, and Town and Country Eyecare.
- Ms. Farkas thanked Ms. Stevenson and her staff for their hard work and dedication to this program.

7. Public Comment

There was no public comment.

8. Student Representatives Report

The Student Representative Report can be found on pages 21-23 of the May 25, 2017 Library Board packet.

A. Programs

April 11: Teen Volunteer Appreciation Dinner (20 in attendance)
April 18: Maker Tween Club Chain Reaction (14 in attendance)
April 24: Teen Volunteer Orientation (18 in attendance)
April 26: Teen Volunteer Orientation (28 in attendance)

B. Upcoming Programs

June 6: Simple Summer Recipes
June 16: Kick-Off Teen Summer Party
June 20: Summer Carnival Extravaganza at Fuerst Park
June 22: Comic Art Camp
June 28: T-Shirt Design

C. TAB Update

Officer positions for the next year were discussed at the April 21, 2017 TAB meeting. Voting will take place for these positions at the May meeting. (24 in attendance)

D. Teen Space

Attendance for the month of April was 241. There was no school April 3-7 and April 14th.

9. President's Report

A. Goals Update

Although there were no Goals on the agenda to discuss in the President's report, Trustee Poupard noted that goals were discussed at the May 6, 2017 Goal Setting Session. Ms. Farkas explained that during Matter's for Board Action, the modifications from the May 6, 2017 Goal Setting Session will be discussed.

B. Library Director Annual Evaluation June 22, 2017 (Request for Executive Session)

It was noted that the Library Director's annual evaluation will be held during executive session at the June 22, 2017 Library Board meeting. Trustee Michener said that because of Trustee Verma's absence, she would reach out to him about correspondence from fellow board members in regards to the evaluation.

10. Treasurer's Report

A. Library Budget Fund 268—2016-2017

The approved 2016-2017 Fund 268 budget can be found on pages 25-27 of the May 25, 2017 Library Board packet.

- o The 2016-2017 Approved budget calls for revenue to total \$2,774,726.00 and expenditures to total \$3,035,900.00 which would consume \$261,174.00 of the fund balance.

B. 2016-2017 Contributed Fund Budget 269

The Contributed Fund Budget 269 can be found on page 28 of the May 25, 2017 Library Board packet.

C. 2017-2018 Contributed Fund Budget 269

The Contributed Fund Budget 269 can be found on page 29 of the May 25, 2017 Library Board packet.

D. Library Fund 268 Revenue and Expenditure Report (April 30, 2017)

The Fund 268 Expenditure and Revenue Report can be found on pages 30-33 of the May 25, 2017 Library Board packet.

- Total revenue through April 30, 2017 is \$2,786,821.77 which is an increase of \$10,386.00.
- Expenditures totaled \$2,191,683.00 through April 30, 2017 which is an increase of \$201,312.00.
- Trustee Agosta reported that roughly \$2,200,000.00 of a \$3,000,000.00 budget has been used and with only 2 months left in the fiscal year the Library is on target to use no fund balance. Ms. Agosta stressed that although a significant amount of fund balance usage is on track to go unused, due to the technology renewals in the spring and expenditures coming in after the fiscal year, the number may not be as high as it is showing at the end of April, 2017. Trustee Agosta hopes to save, conservatively, \$100,000.00
- Trustee Wood asked about the sources of revenue. Trustee Agosta report that nearly 90% is tax based. Trustee Wood also inquired about fund balance surplus. Trustee Agosta informed him that any surplus remains in Fund 269 and goes unused.
- Ms. Farkas noted that the Library is still waiting on a State Aid check which generally arrives before the end of the fiscal year. Receiving this check would further increase the revenue for the 2016-2017 fiscal year.

E. Contributed Fund 269 Expenditure & Revenue Report (April 30, 2017)

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 34 of the May 25, 2017 Library Board packet.

- Year to date revenue totals \$16,989.05 and with expenditures totaling \$8,076.29 there is a positive \$8,912.76 net of revenue and expenditures.

F. Balance Sheets for Funds 268 and 269

The balance sheets for funds 268 and 269 can be found on pages 35-36 of the May 25, 2017 Library Board packet.

- Fund 268 total as of April 30, 2017 is \$1,755,110.14
- Fund 269 total as of April 30, 2017 is \$1,671,812.62

11. Director's Report

The Director's Report can be found on pages 37-38 of the May 25, 2017 Library Board packet.

- Ms. Farkas suggested that since the Board meeting has three Trustees absent, discussion about the new public policies be put on hold until the June 22, 2017 meeting. Board members in attendance agreed with Ms. Farkas.
- Ms. Farkas met the new City of Novi Chamber Director Farrah Shammami.
- Ms. Farkas had the opportunity to attend the Fox Run Expo on May 4, 2017.
- Ms. Farkas attended the Metro Detroit Book and Author Event on May 15, 2017.

- Ms. Farkas highlighted the flier on page 55 of the Board packet for the movie “13th” that was shown on May 24, 2017 in conjunction with PAASN, the Novi Police Department and Novi Community Schools.

A. Information Technology Report

The Information Technology Report can be found on pages 39-42 of the May 25, 2017 Library Board packet.

- On pages 40-42 Ms. Rutkowski, IT manager, included the technology survey questions and answers that patrons were able to participate in online. Ms. Farkas said that this survey is a great way to connect with community on technology needs.

B. Facilities Report

The Facilities Report can be found on pages 43-44 of the May 25, 2017 Library Board packet.

C. Information Services Report

The Information and Services Report can be found on pages 45-48 of the May 25, 2017 Library Board packet.

- April Stevenson included the results from the survey that was administered at the Fox Run Expo on May 4, 2017 on pages 47-48 of the Board packet.
 - Trustee Poupard asked if the Library reaches out to other senior communities. Ms. Farkas reported that they do. Some senior centers use the Library’s outreach service and receive carts of books. The surveys administered to these centers ask different questions.
 - Trustee Poupard asked Ms. Farkas what percentage of Library users are older adults. Ms. Farkas would get the numbers for her, but reported that she thinks the numbers are high. Afternoon concerts, senior book discussions, and the knitting group all bring in older adults.

D. Support Services Report

The Support Service report can be found on pages 49-50 of the May 25, 2017 Library Board packet.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 51-53 of the May 25, 2017 Library Board packet.

F. Friends of the Novi Library

No report included.

G. Novi Historical Commission

No report included.

H. Bits and Pieces

- TLN will be using a new vendor for its software system. Planning will begin in the fall with a launch in spring 2018. The new software will require a lot of training for the Support Services Department. The system will bring a new catalog as well as a new circulation system. Staff training will begin in the winter.

12. Committee Reports

- A. Policy Committee (Michener– Chair, Poupard): Review current public policies for the Library.**
- B. HR Committee (Verma – Chair, Michener): HR policies, Director Review, Salary**
- The salary study continues and Ms. Farkas is looking at dates for a meeting with the HR committee.
 - The Library Director's evaluation will be done at the June 22, 2017 Library Board meeting.
 - Ms. Farkas informed the Board that she would like to have a discussion on salary compensation at the next Board meeting to discuss the information she learned from the City's HR Department. The City has moved from 2.0 to 2.5 for "Meets Expectations" and, for the Library, this would require additional money to the permanent and temporary salaries.
- C. Finance Committee (Agosta – Chair, Messerknecht, Lawler): Financial plan based on Building assessment review.**
- D. Events/Marketing/Fundraising Committee (Michener—Chair, Agosta Wood):**
- A June 13, 2017 meeting is scheduled to discuss the Library Card campaign.
 - Polo shirts will be ordered for the Board members.
- E. Strategic Planning Committee (Poupard—Chair, Wood): Annual review of current plan.**
- F. Building/Landscape Committee (Messerknecht—Chair, Lawler, Verma, Wood): Entrance Project, Energy Reduction Coalition project, building assessment.**
- Ms. Farkas, Trustee Lawler and Trustee Verma met with Illuminart to discuss the bid specs for the upcoming LED project. Illuminart will continue gathering information through June with the project going out to bid in July. Work should begin in early fall.
 - Trustee Poupard thanked Ms. Farkas for listening to the Board members' concerns on this big project.
- G. Bylaw Committee (Lawler—Chair, Agosta): Review Library Board bylaws**

13. Public Comment

There was no public comment.

14. Matters for Board Action

A. Approval of the 2017-2018 Library Board Goals

The Board was satisfied with the goals from 2016-2017 and for 2017-2018 chose to add a specific focus for each goal based on projects that need to be completed in 2017-2018.

- Trustee Poupard asked how the Strategic Objectives interface with the Library Goals.
 - Ms. Farkas explained that the Goals are more specific but related to the objectives.
 - Ms. Farkas said that the Strategic Objectives are due to be revised in 2018. In 2012 she created the objectives in-house which took 9

months. Ms. Farkas suggested that using a consulting firm for 2018 might be an option. Although Board members are cautious of paying a consulting firm, Ms. Farkas explained that these firms can reach members in the community that may not use the Library.

A motion was made to approve the 2017-2018 Library Board Goals as submitted.

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

B. Approval of the revised Library Public Policies as of May 25, 2017

As mentioned earlier in the meeting, to be discussed at the June 22, 2017 Library Board meeting.

15. Adjourn

A motion was made to adjourn at 8:02 p.m.

1st—Melissa Agosta

2nd—Doreen Poupard

The motion passed unanimously.

Tara Michener, Vice-President

Date

From: Linda Potts
Sent: Friday, June 9, 2017 12:22 PM
To: jfarkas@novilibrary.org
Subject: Audio Books

Hey Julie,

While logging in my first summer reading program book, I was compelled to include a review I think you should be made aware of:

*"I enjoy this writer very much and was looking forward to her **new** book. The audio book, disk 1, is heavily gouged! Tracks 6, 7, 8, 11 and 12 have to be skipped. At this point I gave up on the book, disgusted!"*

It seems to me only the number of disks returned in each book are watched. The quality of the product is very important when audio is involved. If the quality of the disks were checked on a regular basis, individuals could be held responsible for destructed materials.

I've been getting audio books for over 15 years and I'm so fed up with the amount of unidentified product and gouges on some disks. It's shocking. I don't put anything in my machine until I clean it first.

Novi shares their materials with other Cities, you should be embarrassed.

I appreciate everything you do for the library, Julie. But the audio department needs stepping up!

Thank you,

Linda

[Email Response to Linda – June 14, 2017](#)

Hi Linda!

Thank you for your email. I apologize for not getting a response to you quicker, but I was out of town until Monday and I am still weighing through the emails.

I am sorry about your experience with Novi's audio collection and the issues you have had with the discs not being clean. We have a very large collection of both audio books and music CDs, thousands to be exact and to keep up on the cleaning and maintenance of these materials is quite a challenge. I can definitely understand your frustration when you get one that is not in the best shape. These materials check-out frequently. Our procedure has been to rely on community volunteers to assist us with the cleaning of these materials and currently we have a person that comes in frequently to tackle the task. When a material is deemed damaged or dirty we take it out of circulation and use a disc cleaning machine to buff the disc. In addition, we mark the material to track that it has been cleaned so that if it comes back again to us dirty or scratched we can evaluate the material for quality, clean again or replace new. We do rely on our patrons to alert us to any damage, cleaning or scratching issues as we

have found our patrons to be our best responders and advocates. In addition, as materials are returned, the staff does look quickly as the materials pass through the check-in process for any issues or concerns.

Your email is the first I have received for this type of issue and I have not heard from other libraries being dissatisfied with Novi's materials being unacceptable to their patrons who borrow from us.

I have alerted my support services team and we will continue to monitor this concern should other issues arise of this nature.

We certainly try our best to give the Novi residents quality materials and clean and replace when needed.

Your email has allowed me to begin to look further into this matter and make my staff aware of the collection concerns.

Thank you for your comments!
Julie

Email to Novi Community School District Educators – June 16, 2017

Good Morning!

On behalf of myself and the staff at the Novi Library, I congratulate you on another wonderful and successful school year!

Without the amazing partnerships and support of YOU, the Novi Library would be just a library. Instead, we are a community gathering place in our great Novi community that aims to INFORM, INSPIRE, and INCLUDE. YOU made an phenomenal impact on our work this year and I truly thank you!!!!

Here are just a few examples of how you made us shine and connect with our community....

The launch of 1,000 books before Kindergarten Coffee with the Superintendent Parent to Parent Book Discussion PAASN collaborations Library tours with your students Leader in Me Art in the Library by students Battle of the Books Summer Reading Community Reads Geography Bee Nell Duke workshop & public presentation Classroom interactions Hosting AR testing Walk to school day Feed the Need Let's Read cable show Open Houses IT updates Awkward Pause presentations Musical performances STEAM kit launch

(Pretty awesome when I can tell you this is NOT a complete list)

Everyday, you helped us connect with a child, a family an educational opportunity!!!

You are an amazing person and we are so grateful for the time we spent with you this year!

Have a wonderful summer! Read and relax!!
All the best!
Julie Farkas and the Novi Public Library Team

May 2017 Student Representative Report

By: Lahari Vavilala and Raveena Joshi

Programs:

The Cinco de Mayo Celebration took place on May 5th. Attendees enjoyed an afternoon of delicious snacks, including a buffet style of Mexican foods. (Attendance = 72)

The Teen Volunteer Orientation for the Summer Reading Program took place on May 10th. This event was a required orientation meeting for teens who have already submitted applications to be volunteers for the Summer Reading Program. Information and demonstration of new software was presented followed by a Q&A. (Attendance = 16)

The Study Skills Survival Guide-Sylvan Learning Center took place on May 13th. Teens and their parents were invited to a study skills workshop presented by Sylvan Learning Center of Novi to discuss time management, note taking, reading and study strategies, and test taking. Students learned the proper way to use their student planner, how to produce a study schedule, and different study techniques and useful tips. (Attendance = 12)

Teen Space Update:

There were 518 attendees in Teen Space for the month of May. There was no Teen Space on May 29th as the Library was closed.

Teen Advisory Board Update:

At the final Teen Advisory Board meeting of the year, Teen Advisory Board elections were held. The officer positions were President, Vice President, Secretary, Activities Director, and Historian. Each candidate for the officer position gave a 2-3 minute speech. Members enjoyed ice cream with toppings of their choice at this meeting and cast their ballots to elect the officers. Later, they colored worlds because of the "Build a Better World" Summer Reading Program to decorate Teen Stop. At the end of the meeting, those receiving officer positions were announced. (Attendance = 30)

Upcoming Programs:

Teen SRP Readathon - July 8
Taste Test Challenge - July 11
STEAM Challenges - July 12
Tween SRP Readathon - July 15
DIY Animal Shelter Blankets - July 19
Comic Art Camp - July 20
Rock Wall Climbing Adventure - July 26



Attendees enjoyed nachos and tacos at the Cinco de Mayo Celebration

2017-2018 Library Budget 268							
February 23, 2017		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
Revenues							
Account	Description						
403.000	Tax Revenue - Current Levy	2,461,558.07	2,522,777.00	2,536,930.00	2,629,295.00	2,729,208.00	2,832,918.00
403.001	Tax Revenue - Cnty Chargebk	294.61	-21,000.00	1,043.00	-15,000.00	-15,000.00	-15,000.00
403.002	Tax Revenue - Tx Tribunal	15,558.00	-5,000.00	0.00	-5,000.00	-5,000.00	-5,000.00
403.003	Tax Revenue - Brow nfield Cap	-214.67	-220.00	-217.00	-225.00	-234.00	-243.00
420.000	Tax Reveune - C/Y Del PPT	-4,846.69	-5,100.00	0.00	-5,000.00	-5,200.00	-5,400.00
567.000	State Aid	34,495.52	29,000.00	29,000.00	34,000.00	34,000.00	34,000.00
633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
657.000	Library book fines	66,886.35	70,000.00	62,000.00	62,000.00	62,000.00	62,000.00
658.000	State penal fines	111,926.44	83,000.00	117,000.00	100,000.00	100,000.00	100,000.00
664.000	Interest on Investments	41,574.64	30,000.00	32,000.00	35,000.00	36,000.00	37,000.00
664.500	Unrealized gain(loss) invest	23,055.12	0.00	0.00	0.00	0.00	0.00
665.000	Miscellaneous income	15,020.65	16,500.00	15,000.00	15,000.00	15,000.00	15,000.00
665.100	Copier	2,727.08	2,200.00	2,100.00	2,100.00	2,100.00	2,100.00
665.200	Electronic media	217.50	200.00	50.00	50.00	50.00	50.00
665.266	SRP - T-shirt sales	131.17	0.00	0.00	0.00	0.00	0.00
665.289	Adult Programing	4,267.33	0.00	2,500.00	2,500.00	2,500.00	2,500.00
665.290	Library Fundraising	0.00	3,000.00	0.00	0.00	0.00	0.00
665.300	Meeting Room	35,193.65	32,000.00	34,000.00	34,000.00	34,000.00	34,000.00
665.400	Gifts and donations	5,205.32	6,000.00	200.00	1,000.00	1,000.00	1,000.00
665.404	Novi Tow nship Assessment	6,154.00	6,369.00	6,197.00	6,300.00	6,426.00	6,555.00
665.650	Library Caf�	5,658.29	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Total Revenues		2,824,862.38	2,774,726.00	2,842,803.00	2,901,020.00	3,001,850.00	3,106,480.00

2017-2018 Library Budget 268 February 23, 2017		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
Expenditures							
Personnel Svcs.							
Account	Description						
704.000	Permanent Salaries	848,742.23	805,000.00	805,000.00	795,000.00	813,000.00	830,000.00
704.200	Wages (non-pensionable)	10,000.00		0.00	0.00	0.00	0.00
704.250	Final Payout	18,963.41	0.00	6,557.00	0.00	0.00	0.00
705.000	Temporary Salaries	552,249.03	661,000.00	600,000.00	686,000.00	700,000.00	714,000.00
715.000	Social Security	106,814.50	112,200.00	100,000.00	104,000.00	106,000.00	108,000.00
716.000	Insurance	224,763.56	217,000.00	220,200.00	224,400.00	240,000.00	256,800.00
716.200	HSA - Health Savings Acct.	998.21	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
716.999	Ins. Employee Reimbursement	-41,734.26	-43,400.00	-43,000.00	-45,000.00	-48,150.00	-51,520.00
718.000	Pension DB	14,112.00	0.00	0.00	9,144.00	9,300.00	9,500.00
718.050	Pension - add'l DB	-17,097.72	0.00	0.00	15,852.00	16,100.00	16,500.00
718.200	Pension - Defined Contribution	24,086.16	26,400.00	30,700.00	32,000.00	32,640.00	33,300.00
719.000	Unemployment Ins	1,295.20	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	1,948.58	4,300.00	2,800.00	3,000.00	3,000.00	3,000.00
Total Personnel Services		1,745,140.90	1,784,000.00	1,723,757.00	1,825,896.00	1,873,390.00	1,921,080.00
Supplies							
Account	Description						
727.000	Office supplies	19,615.69	23,000.00	23,000.00	23,000.00	23,000.00	23,000.00
728.000	Postage	623.79	700.00	700.00	700.00	700.00	700.00
734.000	Computer software/licensing	66,110.20	82,000.00	82,000.00	75,000.00	75,000.00	75,000.00
734.500	Computer supplies equip	29,899.05	60,000.00	66,300.00	74,000.00	74,000.00	64,000.00
740.000	Operating supplies	18,702.42	30,000.00	30,000.00	27,000.00	27,000.00	27,000.00
740.010	Gift and Donations expense	1,199.04	0.00	0.00	0.00	0.00	0.00
740.200	Desk, chairs, cabinets, etc.	0.00	3,500.00	3,500.00	2,000.00	0.00	0.00
741.000	Uniforms	134.95	300.00	300.00	300.00	300.00	300.00
Materials							
742.000	Books	174,336.21	190,000.00	190,000.00	196,000.00	196,000.00	196,000.00
742.010	Lending Library Books				10,000.00	20,000.00	20,000.00
742.100	Book Fines	779.42	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	20,297.83	23,800.00	23,800.00	24,800.00	24,800.00	24,800.00
744.000	Audio visual materials	67,548.99	76,000.00	76,000.00	76,200.00	76,200.00	76,200.00
745.200	Electronic media	44,507.93	51,000.00	51,000.00	46,000.00	46,000.00	46,000.00
745.300	Online (Electronic) Resources	50,362.92	60,000.00	60,000.00	59,000.00	59,000.00	59,000.00
Total Supplies & Materials		494,118.44	601,300.00	607,600.00	615,000.00	623,000.00	613,000.00

2017-2018 Library Budget 268 February 23, 2017		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
Services & Charges							
Account	Description						
801.925	Public Information (cable)	369.29	500.00	500.00	500.00	500.00	500.00
802.100	Bank Services	3,112.49	4,800.00	2,500.00	2,500.00	2,500.00	2,500.00
803.000	Independent Audit	665.00	700.00	665.00	700.00	700.00	700.00
804.000	Medical Service	1,286.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	4,230.00	1,000.00	2,500.00	2,500.00	2,500.00	2,500.00
808.000	Rubbish	0.00		1,200.00	1,200.00	1,200.00	1,200.00
809.000	Memberships & Dues	4,331.00	5,000.00	5,000.00	5,200.00	5,200.00	5,200.00
816.000	Professional services	2,356.00	10,000.00	5,000.00	12,000.00	5,000.00	5,000.00
817.000	Custodial Services	46,800.00	46,800.00	46,800.00	46,800.00	46,800.00	46,800.00
818.000	TLN Central Services	3,995.00	4,500.00	3,495.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	12,932.05	11,500.00	11,500.00	14,000.00	14,000.00	14,000.00
855.000	TLN Automation Services	52,801.04	61,000.00	56,000.00	56,000.00	56,000.00	56,000.00
861.000	Gasoline and oil	125.07	1,500.00	500.00	500.00	500.00	500.00
862.000	Mileage	184.61	300.00	100.00	300.00	300.00	300.00
880.000	Community Promotion	9,065.00	20,000.00	25,000.00	25,000.00	20,000.00	20,000.00
880.267	Library Programming - Book It	0.00	0.00	0.00	0.00	0.00	0.00
880.268	Library Programming	17,495.94	22,500.00	22,500.00	22,500.00	22,500.00	22,500.00
880.271	Adult Programming	2,640.19	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
900.000	Print, Graphic Design, Publish	27,533.58	29,500.00	29,500.00	29,500.00	29,500.00	29,500.00
910.000	Property & Liability Insurance	13,464.00	14,800.00	13,222.00	14,000.00	15,000.00	16,000.00
910.001	Ins deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00	0.00
921.000	Heat	8,483.52	11,500.00	10,000.00	11,500.00	11,500.00	11,500.00
922.000	Electricity	95,236.64	106,000.00	102,000.00	99,000.00	99,000.00	99,000.00
923.000	Water and Sewer	9,477.30	5,500.00	5,500.00	5,500.00	6,000.00	6,000.00
934.000	Building Maintenance	47,114.55	100,000.00	75,000.00	80,000.00	84,000.00	84,000.00
935.000	Vehicle Maintenance	215.80	0.00	0.00	0.00	0.00	0.00
941.000	Grounds Maint.	51,558.43	33,000.00	37,800.00	52,000.00	42,000.00	42,000.00
942.000	Office Equipment Lease	14,734.88	15,000.00	13,000.00	12,000.00	12,000.00	12,000.00
942.100	Records storage	251.09	300.00	300.00	300.00	300.00	300.00
956.000	Conferences & Workshops	10,577.11	13,500.00	13,500.00	15,500.00	13,500.00	15,500.00
Total Services & Charges		441,035.58	523,700.00	487,582.00	517,000.00	498,500.00	501,500.00
2017-2018 Library Budget 268 February 23, 2017		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
Capital Outlay							
Account	Description						
962.000	Building Maint.						
941.000	Grounds Maint./Entrance Project	40,000.00					
976.000	Building Improvements/Entrance	4,784.96			70,000.00		
976.100	Parking lot improvements	0.00	53,400.00	53,400.00			
986.000	Internal Tech - Capital Outlay	54,619.88	56,000.00	56,000.00	30,000.00	27,000.00	0.00
986.000	Data Proc - camera replace		17,500.00	17,500.00	2,100.00	2,100.00	2,100.00
990.000	Furniture	9,475.50			31,000.00	9,000.00	9,000.00
Total Capital Outlay		108,880.34	126,900.00	126,900.00	133,100.00	38,100.00	11,100.00
965.269	Walker Transfer						
Total Expenditures		2,789,175.26	3,035,900.00	2,945,839.00	3,090,996.00	3,032,990.00	3,046,680.00
680.000	TOTAL Fundbalance	35,687.12	-261,174.00	-103,036.00	-189,976.00	-31,140.00	59,800.00

** 2/4/17: Approval for account 269: 1 Lending Library unit, 1 dropbox unit \$39,965

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
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
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			-
742.234		Undesignated Misc. Expenditures	6,023.03	2,000.00	-
		Staff Recognition		-	1,000.00
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			
Amended 9/21/2016		Ending Fund Balance Expected	\$1,671,812.62	\$1,629,605.26	\$1,690,812.62

06/14/2017 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI											
PERIOD ENDING 05/31/2017											
% Fiscal Year Completed: 91.78											
		END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	JULY 2016	MARCH 2017	APRIL 2017	MAY 2017	05/31/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMD BUDGET	INCR (DECR)	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	2,537,769.36	0.00	0.00	0.00	2,537,769.36	(14,992.36)	100.59
268-000.00-403.001	Property Tax Revenue- Cty Chargebacks	294.61	(21,000.00)	(21,000.00)	0.00	0.00	30.98	29.90	1,331.94	(22,331.94)	(6.34)
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	0.00	(5,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(214.67)	(220.00)	(220.00)	(217.02)	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	(6,712.21)	1,612.21	131.61
Property tax revenue		2,472,349.32	2,491,457.00	2,491,457.00	2,537,552.34	0.00	30.98	29.90	2,532,172.07	(40,715.07)	101.63
State sources											
268-000.00-567.000	State aid	34,495.52	29,000.00	29,000.00	0.00	0.00	0.00	17,985.02	36,210.14	(7,210.14)	124.86
State sources		34,495.52	29,000.00	29,000.00	0.00	0.00	0.00	17,985.02	36,210.14	(7,210.14)	124.86
Fines and forfeitures											
268-000.00-657.000	Library book fines	66,886.35	70,000.00	70,000.00	5,078.43	5,291.85	4,017.97	6,273.93	57,022.74	12,977.26	81.46
268-000.00-658.000	State penal fines	111,926.44	83,000.00	83,000.00	0.00	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	5,078.43	5,291.85	4,017.97	6,273.93	174,173.32	(21,173.32)	113.84
Interest income											
268-000.00-664.000	Interest on investments	41,574.64	30,000.00	30,000.00	2,690.75	4,030.12	4,643.39	0.00	43,883.04	(13,883.04)	146.28
268-000.00-664.500	Unrealized gain (loss) on investments	23,055.12	0.00	0.00	(103.16)	(2,322.56)	3,990.90	0.00	(46,094.13)	46,094.13	100.00
Interest income		64,629.76	30,000.00	30,000.00	2,587.59	1,707.56	8,634.29	0.00	(2,211.09)	32,211.09	(7.37)
Other revenue											
268-000.00-665.000	Miscellaneous income	15,020.65	16,500.00	16,500.00	1,151.48	1,524.72	1,146.78	1,179.70	14,039.51	2,460.49	85.09
268-000.00-665.100	Copier	2,727.08	2,200.00	2,200.00	160.85	157.05	265.75	210.44	2,042.90	157.10	92.86
268-000.00-665.200	Electronic media (previously VHS)	217.50	200.00	200.00	17.00	64.00	0.00	0.00	81.00	119.00	40.50
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	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	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	35,193.65	32,000.00	32,000.00	3,056.21	9,341.77	3,920.73	3,168.51	45,671.32	(13,671.32)	142.72
268-000.00-665.404	Novi Township assessment	6,154.00	6,369.00	6,369.00	6,197.00	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	408.61	425.19	0.20	795.57	4,469.07	530.93	89.38
Other revenue		65,102.34	65,269.00	65,269.00	10,991.15	11,512.73	5,333.46	5,354.22	72,500.80	(7,231.80)	111.08
Donations											
268-000.00-665.289	Adult programs	4,267.33	0.00	0.00	0.00	1,212.15	797.73	0.00	4,373.65	(4,373.65)	100.00
268-000.00-665.400	Gifts and donations	5,205.32	6,000.00	6,000.00	0.25	118.78	182.38	0.64	2,004.07	3,995.93	33.40
Donations		9,472.65	6,000.00	6,000.00	0.25	1,330.93	980.11	0.64	6,377.72	(377.72)	106.30

		END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	JULY 2016	MARCH 2017	APRIL 2017	MAY 2017	05/31/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNRM)	NORM (ABNRM)	USED
268-000.00-704.000	Permanent salaries	848,742.23	805,000.00	805,000.00	37,262.97	88,415.10	58,943.38	58,943.39	698,957.07	106,042.93	86.83
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	0.00
268-000.00-704.250	Final Payout	18,963.41	0.00	0.00	0.00	0.00	0.00	0.00	6,558.03	(6,558.03)	100.00
268-000.00-705.000	Temporary salaries	552,249.03	661,000.00	661,000.00	23,713.78	68,963.21	47,894.73	48,134.00	519,192.80	141,807.20	78.55
268-000.00-715.000	Social security	106,814.50	112,200.00	112,200.00	4,520.29	11,801.41	7,941.36	7,959.54	91,036.17	21,163.83	81.14
268-000.00-716.000	Insurance	224,763.56	217,000.00	217,000.00	18,343.53	13,938.47	20,923.90	17,189.76	203,172.95	13,827.05	93.63
268-000.00-716.200	HSA - employer contribution	998.21	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,868.75	(368.75)	124.58
268-000.00-716.999	Insurance - Employee Reimbursement	(41,734.26)	(43,400.00)	(43,400.00)	(1,894.65)	(3,353.26)	(3,350.87)	(3,353.26)	(36,213.77)	(7,186.23)	83.44
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	1,121.00	12,331.00	(12,331.00)	100.00
		END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	JULY 2016	MARCH 2017	APRIL 2017	MAY 2017	05/31/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNRM)	NORM (ABNRM)	USED
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)	(1,252.38)	(13,776.18)	13,776.18	100.00
268-000.00-718.200	Pension - defined contribution	24,086.16	26,400.00	26,400.00	1,430.17	(6,219.32)	2,363.74	2,363.74	17,732.63	8,667.37	67.17
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	0.00
268-000.00-720.000	Workers compensation	1,948.58	4,300.00	4,300.00	204.00	288.73	196.24	196.58	2,340.97	1,959.03	54.44
Personnel services		1,745,140.90	1,784,000.00	1,784,000.00	83,448.71	173,702.96	134,781.10	131,302.37	1,503,200.42	280,799.58	84.26
Supplies											
268-000.00-727.000	Office supplies	19,615.69	23,000.00	23,000.00	3,206.77	1,508.38	303.48	1,137.94	14,912.06	8,087.94	64.84
268-000.00-728.000	Supplies - Postage	623.79	700.00	700.00	1.93	147.00	8.75	0.00	608.68	91.32	86.95
268-000.00-734.000	Computer supplies, software & licensing	66,110.20	82,000.00	82,000.00	7,319.29	14,455.69	1,214.47	1,026.34	45,275.67	36,724.33	55.21
268-000.00-734.500	Computer supplies/equipment	29,899.05	60,000.00	60,000.00	3,233.44	1,423.07	1,614.80	656.63	27,904.57	32,095.43	46.51
268-000.00-740.000	Operating supplies	18,702.42	30,000.00	30,000.00	938.23	1,593.54	1,585.95	856.07	28,140.27	1,859.73	93.80
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	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	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	0.00	184.56	115.44	61.52
268-000.00-742.000	Library books	174,336.21	190,000.00	190,000.00	12,432.85	12,782.16	10,783.89	7,927.46	138,650.32	51,349.68	72.97
268-000.00-742.100	Library Books - Fines	779.42	1,000.00	1,000.00	40.00	3.95	101.90	74.89	1,117.61	(117.61)	111.76
268-000.00-743.000	Library periodicals	20,297.83	23,800.00	23,800.00	182.00	0.00	0.00	5,463.09	20,356.78	3,443.22	85.53
268-000.00-744.000	Audio visual materials	67,548.99	76,000.00	76,000.00	12,204.82	5,042.10	9,170.70	5,093.20	68,360.60	7,639.40	89.95
268-000.00-745.200	Electronic media	44,507.93	51,000.00	51,000.00	5,250.31	7,667.51	3,949.14	6,945.72	43,207.03	7,792.97	84.72
268-000.00-745.300	Electronic resources (CD rom materials)	50,362.92	60,000.00	60,000.00	38,832.40	0.00	0.00	8,901.97	64,681.79	(4,681.79)	107.80
Supplies		494,118.44	601,300.00	601,300.00	83,642.04	44,623.40	28,733.08	38,083.31	453,399.94	147,900.06	75.40

		END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	JULY 2016	MARCH 2017	APRIL 2017	MAY 2017	05/31/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNRM)	NORM (ABNRM)	USED
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	32.30	355.30	144.70	71.06
268-000.00-802.100	Bank Service Charges	3,112.49	4,800.00	4,800.00	42.00	200.33	206.30	249.32	2,047.65	2,752.35	42.66
268-000.00-803.000	Independent audit	665.00	700.00	700.00	0.00	0.00	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	0.00	490.00	98.00	98.00	1,873.00	(373.00)	124.87
268-000.00-806.000	Legal fees	4,230.00	1,000.00	1,000.00	0.00	56.00	0.00	0.00	1,967.80	(967.80)	196.78
268-000.00-809.000	Memberships and dues	4,331.00	5,000.00	5,000.00	2,676.07	476.50	(90.00)	0.00	4,742.57	257.43	94.85
268-000.00-816.000	Professional services	2,356.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	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	3,900.00	0.00	39,000.00	7,800.00	83.33
268-000.00-818.000	TLN Central Services	3,995.00	4,500.00	4,500.00	0.00	0.00	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	865.68	443.78	1,162.28	100.34	9,885.56	1,614.44	85.96
268-000.00-855.000	TLN Automation Services	52,801.04	61,000.00	61,000.00	12,261.46	0.00	13,121.34	3,108.96	57,017.61	3,982.39	93.47
268-000.00-861.000	Gasoline and oil	125.07	1,500.00	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
268-000.00-862.000	Mileage	184.61	300.00	300.00	0.00	74.90	0.00	0.00	90.56	209.44	30.19
268-000.00-880.000	Community promotion	9,065.00	20,000.00	20,000.00	1,205.88	1,410.51	169.76	190.11	10,795.47	9,204.53	53.98
268-000.00-880.268	Library programming	17,495.94	22,500.00	22,500.00	2,600.13	1,912.11	2,334.14	2,919.62	17,107.43	5,392.57	76.03
268-000.00-880.271	Adult programs	2,640.19	3,000.00	3,000.00	0.00	990.00	450.90	0.00	2,135.90	864.10	71.20
268-000.00-900.000	Printing, graphic design and publishing	27,533.58	29,500.00	29,500.00	1,215.49	218.51	7,282.13	326.39	25,141.88	4,358.12	85.23
268-000.00-910.000	Property & liability insurance	13,464.00	14,800.00	14,800.00	13,222.00	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	130.81	0.00	2,898.15	890.32	10,339.81	1,160.19	89.91
268-000.00-922.000	Electricity	95,236.64	106,000.00	106,000.00	9,612.31	0.00	8,343.51	8,440.04	83,758.87	22,241.13	79.02
268-000.00-923.000	Water and sewer	9,477.30	5,500.00	5,500.00	0.00	1,781.20	0.00	0.00	5,425.20	74.80	98.64
268-000.00-934.000	Building maintenance	47,114.55	100,000.00	100,000.00	11,436.89	1,854.50	18,425.56	3,591.94	68,987.30	31,012.70	68.99
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	0.00
268-000.00-941.000	Grounds maintenance	51,558.43	33,000.00	33,000.00	55.00	1,000.00	195.00	1,758.01	17,846.73	15,153.27	54.08
268-000.00-942.000	Office equipment lease	14,734.88	15,000.00	15,000.00	999.00	1,504.44	1,568.29	0.00	11,378.29	3,621.71	75.86
268-000.00-942.100	Records storage	251.09	300.00	300.00	31.64	23.06	23.06	23.06	249.59	50.41	83.20
268-000.00-956.000	Conferences and workshops	10,577.11	13,500.00	13,500.00	899.00	569.42	204.14	45.94	9,935.61	3,564.39	73.60
Other services and charges		441,035.58	523,700.00	523,700.00	61,185.66	16,937.56	60,324.86	21,774.35	397,964.13	125,735.87	75.99

		END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	06/30/2016	ORIGINAL	2016-17	JULY 2016	MARCH 2017	APRIL 2017	MAY 2017	05/31/2017	BALANCE	% BDGT
		NORM (ABNORM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNRM)	NORM (ABNRM)	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	0.00
Transfers out											
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	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	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	26,267.40	84.49	39.96	0.00	56,032.80	17,467.20	76.24
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	0.00
Capital outlay											
		68,880.34	109,400.00	126,900.00	26,267.40	84.49	39.96	0.00	56,032.80	70,867.20	44.16
Net - Dept 000.00-treasury											
		35,687.12	(243,674.00)	(261,174.00)	2,301,665.95	(215,505.34)	(204,882.19)	(161,516.32)	408,625.67	(669,799.67)	
Fund 268 - LIBRARY FUND 268:											
TOTAL REVENUES											
		2,824,862.38	2,774,726.00	2,774,726.00	2,556,209.76	19,843.07	18,996.81	29,643.71	2,819,222.96	(44,496.96)	(156.46)
TOTAL EXPENDITURES											
		2,789,175.26	3,018,400.00	3,035,900.00	254,543.81	235,348.41	223,879.00	191,160.03	2,410,597.29	625,302.71	(156.46)
NET OF REVENUES & EXPENDITURES											
		35,687.12	(243,674.00)	(261,174.00)	2,301,665.95	(215,505.34)	(204,882.19)	(161,516.32)	408,625.67	(669,799.67)	(156.46)
Fund 269 - LIBRARY CONTRIBUTION 269											
Dept 000.00-treasury											
Interest income											
269-000.00-664.000	Interest on investments	26,726.32	15,000.00	15,000.00	2,429.12	2,471.37	3,085.92	0.00	25,782.90	(10,782.90)	171.89
269-000.00-664.500	Unrealized gain (loss) on investments	18,051.92	5,000.00	5,000.00	(93.10)	(1,428.18)	2,654.64	0.00	(23,052.31)	28,052.31	(461.05)
Interest income											
		44,778.24	20,000.00	20,000.00	2,336.02	1,043.19	5,740.56	0.00	2,730.59	17,269.41	13.65
Donations											
269-000.00-665.230	Collections/Materials Revenue	461.35	0.00	2,000.00	50.00	0.00	0.00	0.00	600.00	1,400.00	30.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	5,150.71	0.00	2,000.00	0.00	434.10	0.00	0.00	1,449.26	550.74	72.46
269-000.00-665.232	Programming Revenue	18,387.46	0.00	2,000.00	1,250.00	270.70	90.00	1,510.10	18,367.41	(16,367.41)	918.37
269-000.00-665.233	Technology Library Revenue	409.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	3,212.09	12,000.00	500.00	0.00	0.00	0.00	0.00	1,092.45	(592.45)	218.49
Donations											
		27,620.61	12,000.00	7,000.00	1,300.00	704.80	90.00	1,510.10	21,509.12	(14,509.12)	307.27
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	198.37	4,801.63	3.97
269-000.00-742.231	Buildings/Ground/ Furniture Expense	6,672.11	18,000.00	0.00	0.00	40.33	52.89	45.00	249.75	(249.75)	100.00
269-000.00-742.232	Programming Expense	16,344.22	3,000.00	3,000.00	0.00	240.50	125.00	0.00	6,193.57	(3,193.57)	206.45
269-000.00-742.233	Technology Library Expense	965.00	4,000.00	4,000.00	0.00	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	0.00	0.00	404.94	0.00	1,892.18	(1,892.18)	100.00
Supplies											
		30,191.49	32,000.00	12,000.00	0.00	280.83	582.83	45.00	8,533.87	3,466.13	71.12
Net - Dept 000.00-treasury											
		42,207.36	0.00	15,000.00	3,636.02	1,467.16	5,247.73	1,465.10	15,705.84	(705.84)	

		END BALANCE	2016-17		MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	06/30/2016	ORIGINAL	2016-17	JULY 2016	MARCH 2017	APRIL 2017	MAY 2017	05/31/2017	BALANCE	% BDGT
		NORM (ABNORM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 269 - LIBRARY CONTRIBUTION 269:											
TOTAL REVENUES		72,398.85	32,000.00	27,000.00	3,636.02	1,747.99	5,830.56	1,510.10	24,239.71	2,760.29	104.71
TOTAL EXPENDITURES		30,191.49	32,000.00	12,000.00	0.00	280.83	582.83	45.00	8,533.87	3,466.13	104.71
NET OF REVENUES & EXPENDITURES		42,207.36	0.00	15,000.00	3,636.02	1,467.16	5,247.73	1,465.10	15,705.84	(705.84)	104.71
TOTAL REVENUES - ALL FUNDS		2,897,261.23	2,806,726.00	2,801,726.00	2,559,845.78	21,591.06	24,827.37	31,153.81	2,843,462.67	(41,736.67)	
TOTAL EXPENDITURES - ALL FUNDS		2,819,366.75	3,050,400.00	3,047,900.00	254,543.81	235,629.24	224,461.83	191,205.03	2,419,131.16	628,768.84	
NET OF REVENUES & EXPENDITURES		77,894.48	(243,674.00)	(246,174.00)	2,305,301.97	(214,038.18)	(199,634.46)	(160,051.22)	424,331.51	(670,505.51)	

06/14/2017		BALANCE SHEET FOR CITY OF NOVI	
		As of 05/31/2017	
GL Number		Description	Balance
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	46,151.08	
268-000.00-017.000	Investments - Pooled	2,175,936.04	
268-000.00-018.000	Cash on hand	500.00	
268-000.00-020.000	Current taxes receivable	23,698.45	
268-000.00-040.400	Prepaid expenditures	13,890.00	
	Total Assets	2,260,175.57	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	82,824.58	
268-000.00-236.000	Sales tax payable	3.66	
268-000.00-259.702	Accrued liabilities-tax	14,000.00	
268-000.00-276.400	Deposit for Cafe	500.00	
	Total Liabilities	97,328.24	
*** 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	407,737.19	
	Ending Fund Balance	2,162,847.33	
	Total Liabilities And Fund Balance	2,260,175.57	

GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTION 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	57,270.66
269-000.00-017.000	Investments - Pooled	1,630,300.69
	Total Assets	1,687,571.35
*** Liabilities ***		
269-000.00-202.000	Accounts payable	52.89
	Total Liabilities	52.89
*** 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 BalanceTechnology Library	6,249.05
	Total Fund Balance	1,671,812.62
	Beginning Fund Balance	1,671,812.62
	Net of Revenues VS Expenditures	15,705.84
	Ending Fund Balance	1,687,518.46
	Total Liabilities And Fund Balance	1,687,571.35

Director's Report by Julie Farkas

Out and About in Novi

- 5/26: Rotary programming mtg.
- 5/30: Teen Space presentation
- 5/31-6/11: Vacation
- 6/12: Let's Read book talk cable taping with Dr. Steve Matthews
- 6/13: HR Webinar (Millennials in the workplace)
- 6/13: Events/Marketing Committee mtg.
- 6/14: Twelve Oaks Storytime
- 6/14: State Fair Luncheon
- 6/14: Culture Club mtg.
- 6/15: Rotary mtg.

Novi Career Prep Commencement


The Library was asked to participate for its third year in the annual commencement for Novi Career Prep. Special thanks to Jessie Schenk, Librarian, for attending the event and providing a table of gently used books for the students to pick from as a gift from the Library.



**Novi Career Prep
High School**

**Commencement
June 15, 2017
6:00 p.m.**





Board of Education
Bobbie Murphy, President
Ann Glubzinski, Vice President
Willy Mena, Secretary
Paul Cook, Treasurer
Dennis O'Connor, Trustee
Tracey Stevenson, Trustee
Kathy Hood, Trustee

Novi Community Schools Administration
Dr. Steve Matthews, Superintendent
Dr. R.J. Webber, Assistant Superintendent Academic Services
Steve Barr, Assistant Superintendent Business/Finance
Carol Diglio, Assistant Superintendent Human Resources
Nicole Carter, Principal Novi High School

Career Prep Staff

<i>Robert Steeb</i>	<i>Community Education Director</i>
<i>Linda Cianferra</i>	<i>Coordinator Alternative & Adult Education</i>
<i>Bette Born</i>	<i>Secretary</i>
<i>Diane Hoskins</i>	<i>Secretary</i>
<i>Rob Armstrong</i>	<i>Business Teacher</i>
<i>Mike Camilleri</i>	<i>Distance Learning/Sports Coach</i>
<i>Suzy Cohen</i>	<i>Math, Science & E2020 Teacher</i>
<i>Mike Gaden</i>	<i>GED Prep Teacher</i>
<i>Patti Hokett</i>	<i>Social Studies & E2020 Teacher</i>
<i>Tom Rasor</i>	<i>Language Arts Teacher</i>
<i>Kathy Spencer-Chapman</i>	<i>Science Teacher</i>
<i>Lynn Traxler</i>	<i>Teacher Consultant</i>

Special Thank You (Book Donation)
Julie Farkas, Director, Novi Public Library
Jessica Schenk, Librarian, Novi Public Library

***We extend a big Thank You to all members of the
Novi Business Council for your ongoing support!***



On the Road Chelsea Bus Trip by Gail Anderson

There were 49 paid attendees at \$89 each. Total: \$4361.

Expenses Totalled: \$2641

Amount Raised: \$1720

We had an excellent day, filled with laughter, and fellowship. Our bus ride started with a provided continental breakfast of juice and pastries. Our excellent tour guide from the Chelsea Chamber of Commerce gave an entertaining step-on bus tour of the city, pointing out all of the historical sites and businesses in the area. The day continued with a tour of the Jiffy Mix Factory, which brought back memories for some, and brand new experiences for others. Next stop was the Common Grill for a delicious meal, full of conversation. This was followed by the Chelsea Alehouse Brewery, which speaks for itself. In addition to beer samples, everyone had the opportunity to witness and learn about the making of various types of beer. The final stop was back to downtown Chelsea, where everyone had the opportunity to do some shopping at many of the unique shops in the city.

The bus ride home was just as exciting as the venues. Kathy Crawford and I, kept the ride full of surprises. We engaged the patrons in city and cultural trivia, which included singing. I also provided over 20 prize giveaways, including mugs, key rings, Jiffy Mix products, Novi Library totes, and more,

An overwhelming positive response was expressed by all. The excitement is brewing for our next trip to Grand Rapids in September!


Library Card Campaign Update (Scheduled for August 15th – September 30th)



NOVI PUBLIC LIBRARY

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(248) 349.0720 • novilibrary.org

FREE RESOURCES

OVER **199,487** 
public libraries in the United States.



MOVIES



VIDEO GAMES



3-D PRINTING

FUN KIDS' PROGRAMS

STEM/STEAM



PROGRAMS/
KITS



ONLINE
HOMEWORK
HELP

ART &



CRAFTS



LEGO CLUB



DOWNLOADABLE
BOOKS, MUSIC AND
MAGAZINES



SUMMER
READING
PROGRAM



NOVI
PUBLIC LIBRARY

Bring your library card in and
activate your account between
August 15th - September 30th

Enter your name in a
FREE drawing for a fabulous prize.

Sponsored by the Friends of the Novi Library.
Offer good for new library accounts ONLY.
Must present a valid driver's license or state ID to qualify.

ELEMENTARY AGE

PRESCHOOL READINESS
AND STORY TIME PROGRAMS

SPECIAL EVENTS:
MAGIC, DANCE, ROBOTICS

FOR TEENS

TWEEN & TEEN EVENTS

AFTERSCHOOL TEEN SPACE PROGRAM


VOLUNTEER OPPORTUNITIES (12&UP)

TEEN ADVISORY BOARD

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public libraries in the United States.



DVDs



LENDING
LAPTOPS



E-BOOKS

PROGRAMS



HEALTH
SEMINARS



COOKING
CLASSES

CRAFTS



KNIT & COLOR



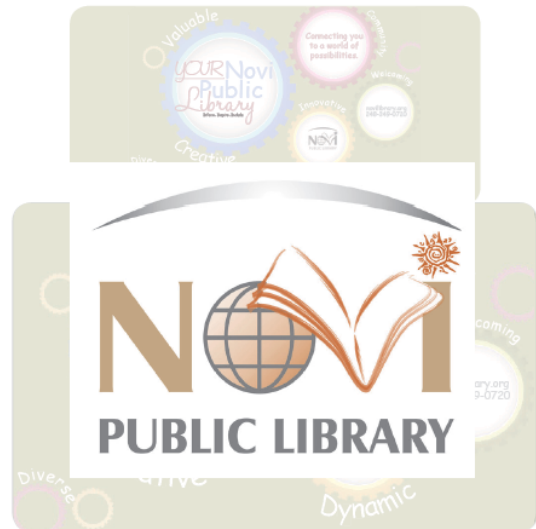
FINANCE



AUTHOR
EVENTS



CULTURAL
EVENTS



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Offer good for new library accounts **ONLY**.
Must present a valid driver's license or state ID to qualify.

AND MUCH MORE!

BIFOCAL KITS AND MAGNIFIERS

LARGE PRINT
MATERIALS AND MOVIES

ONE-ON-ONE
TECHNOLOGY SESSIONS

USED BOOK STORE


**JOIN THE
FRIENDS OF THE NOVI LIBRARY**

VOLUNTEER OPPORTUNITIES

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DVDs



WI-FI



3-D PRINTING

FREE PROGRAMS



DOWNLOADABLE
BOOKS, MUSIC AND
MAGAZINES



COOKING
CLASSES



BOOK CLUBS

ONE-ON-ONE



TECH
SESSIONS



AUTHOR
EVENTS



CULTURAL
EVENTS



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AND MUCH MORE!

SPACE TO HOLD MEETINGS

**FOREIGN LANGUAGE
CONVERSATION CLASSES**

**BUSINESS CLASSES,
RESUMÉ WORKSHOPS**

**CHECK-OUT A HOTSPOT FOR WHEN
YOU ARE ON THE GO OR TRAVELING**

VOLUNTEER OPPORTUNITIES



M280W
Harriton Ladies' 5 oz. Blend-Tek™ Polo

MSRP (A): \$19.98 USD

[Learn more about Harriton](#) | [Save to Favorites](#)

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11 Available Colors - Hover over swatch to preview. Click swatch to keep selection.

Alphabetical Shade



M280 prime
Harriton Men's 6 oz. Blend-Tek™

MSRP (A): \$19.98 USD

[Learn more about Harriton](#) | [Save to Favorites](#)

[Email this Page](#) | [Create Spec PDF](#) | [Self Sheet](#)

10 Available Colors - Hover over swatch to preview. Click swatch to keep

Alphabetical Shade



2017 Rotary Club of Novi, Michigan presents the

Summer Lunch Program

For students preschool to 12th grade

Feed the Need
 June 19-September 1
 Monday-Friday
 11am-1pm

Main Location:
 Orchard Hills Elementary
 41900 Quince St. Novi
 Lunch, crafts, activities, programs and tutoring
 (only at main location)

Satellite Locations:
 Village Oaks Elementary
 23333 Willowbrook Dr. Novi
 Novi High School
 24062 Taft Rd. Novi
 Oakland Glen Park
 41875 Carousel St. Novi
 (Tue. only) Country Cousin
 26855 Haggerty Rd. Novi

For more information contact:
 Tia Marie Sanders-Program Coordinator
 Bruce Hinkle/Pam Janson-Volunteer Coordinators
 feedtheneednovi@gmail.com-248-667-8007

Facebook: [Feedtheneednovi](#)
 Twitter: [@feedtheneednovi](#)
feedtheneednovi.org

Presenting Sponsors:



Information Technology Report by Barbara Rutkowski

Updates: 05-01-2017 through 05-31-2017

- 56 IT Help Desk tickets were closed.
- Dominic Doot held 1 GIMP Photo Editing, 2 Vinyl/Cassette to MP3 and 2 VHS to DVD training sessions
- Topics requested during the 19 Tech Time sessions included: iPhone, PowerPoint, OverDrive, Zinio, online job applications, ripping a CD to a flash drive, scanning photos, Microsoft Word, photo-editing, Windows Defender, iPads, transferring VHS to DVD and laptop assistance and Craigslist.
- The summary of the 2017 Patron Technology Survey is available on our website and was highlighted in the June eNewsletter.
- Dominic provided training for staff on iPads and digitizing DVDs to MP4.
- Windows 10 refresher training sessions were offered to staff as requested on the internal IT Customer Service Survey.
- Scott Rakestraw provided training for staff on printers, Adobe products and the new standardized VPN logins for the Outreach Team.
- Scott also provided Microsoft Access support to the "Friends" for a mailing list database issue.
- Scott submitted articles to the staff wiki on Wi-Fi Troubleshooting.
- Patrons were assisted with Gale Courses, creating/printing PDFs and using laptops/iPads.
- 18 3D objects were printed this month including the flange pictured below.
- The flange was printed on our 3D printer by a member of our 3D Printer Committee, David Silberman, and was used in relocating one of the security cameras. By producing our own parts for less than \$50 and having a Facilities Staff member, Keith Perfect, perform the installation/relocation, the Library was able to save nearly \$1,000. A big "Thank You!" goes to Keith and David.



- One of the brackets supporting the drum motor for the AST's conveyor belt de-shingler was replaced because of a broken weld. The de-shingler separates stacked items.



- Laptops were prepped for the Summer Reading Program's volunteers and reconfigured the Teen Volunteer form.
- Verified the security system phone line is in working order and not causing the fire panel false alarms.
- Surplus IT equipment was sold on the MITN Cooperative website which is comprised of government agencies that actively work together on cooperative purchasing opportunities.
- Dominic provided details about the Virtual Reality (VR) technology that will be available at the Library this fall for the Friends' newsletter. The Friends are funding two PlayStation (VR) systems, including headsets, controllers, videogame consoles, large-screen monitors for audience viewing and a diverse selection of VR software. The soft-launch for the equipment will be at The Friends Annual Gala on October 13th. Weekend-long events will be held quarterly while smaller events will be held throughout the year.



- Replaced one of our hotspots that had failed.
- The printer used at the Circulation Hold Station-East failed and was replaced with a backup printer.
- Scott developed code to generate Codabar-compliant barcodes, which incorporates a calculated checksum digit, for the Feed the Need library cards. The Library was able to reduce costs dramatically by generating the barcodes and cards in-house.

- The software for our HVAC system was upgraded.
- Our M86 filtering appliance received a software upgrade.
- Verified servers were updated and protected from the WannaCry malware threat.
- Ordered and installed Corel Painter 2017 and Clip Studio Paint Pro on the new graphics tablet which will be used at our "Comic Art Camp" programming this summer.
- The login issues with our app were resolved.
- Several meetings held on-site were broadcast to the TLN membership.
- Barb presented to one HOA group in May.
- Contracted with our security system vendor to replace one of the security cameras located in the parking lot that has failed.
- TLN successfully completed their transition to "HTTPS" for the Novi Catalog. HTTPS is a secure way of moving data because it encrypts the communication from your PC to the server, while HTTP sends the communication in clear text.
- Routine tasks were completed: assisted in the set up for multiple staff programming and patron rentals, Windows updates were deployed and the internet filter received several definition updates.

Facilities Report by Keith Perfect

In the past month the Facilities Department has closed 16 Facilities tickets, 58 Meeting Room Requests and has updated 356 Periodic Maintenance tickets.

The monthly fire extinguisher check/inspection has been completed and all are in good working order.

The monthly boiler check/inspection has been completed and both boilers are operating as they should.

The monthly emergency horn/strobe test was completed and all are in good working order.

The monthly AED inspection/battery check has been completed and is showing sufficient charge.

The monthly van wash/fluid check has been completed and all fluids were at their normal operating levels.

The monthly study room window washing has been completed and all are squeaky clean.

The weekly public workstation cleaning and sanitization has been performed. (4 times)

The weekly urinal flush and deodorizer in all men's rooms has been performed.

The monthly pop can return has been completed and \$15.80 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.

Facilities Staff has accepted 6 large book donations at the receiving door.

New security gate push bars were installed on both patio gates.

"Read Box" plaques and shingled roofs were installed on three Read Boxes.

A power supply power pack was installed to correct the "no light" issue in the East Meeting Room.

All of the garden beds have been weeded.

Three flats of Petunias and three spikes installed in patio flower pots.

71 boxes weighing 2149 lbs. were delivered to Thrift Books, to date we have delivered 292 boxes, 10,935lbs. of books and have a profit of \$386.73.

New mulch was placed in all flower beds.

The patio concrete and furniture has been power-washed.

A security camera has been relocated to provide a better view without obstructions. (first floor table area)

The parking lot sealcoat project was completed on time, with time to spare.

Julie Farkas and Keith Perfect have met with Luminart to discuss the plans for the LED lighting project and they are on track with their assessment.

Interviews were held for the Facilities Assistant position and a candidate was selected.

Several error/trouble codes were received on the fire alarm panel and a replacement fire panel is due to be completed in June.

Several meetings were held regarding the planning of the wedding at the library.

Information Services Report by April Stevenson

- ~The Information Services Department put on 139 programs.
- ~The Teen Stop on the second floor received a new table that matches the chairs.
- ~We celebrated Children's Book Week with a desk display, handouts, and the opportunity to vote for a favorite book.
- ~David attended Ann Arbor District Library's Unconference Library Camp.
- ~Kathleen and Emily viewed a Library of Michigan webinar on ADHD, including; learning the signs of ADHD, story time tips, and ideas for supporting Parents/Caregivers of ADHD children in the Youth Department. They also viewed Every Child Ready to Read: Family Engagement in Early Learning.
- ~Emily viewed the More Than Story Times: Outreach to Childcare Centers and Preschools webinar, Developmentally Appropriate Programming for Babies and Toddlers webinar, and Empathy, Resources and Story Time to Support Early Onset Childhood Disorders webinar.
- ~Julie Farkas, Marcia Dominick, and April viewed the How to Hire a New Library Employee webinar.
- ~The Library will be receiving an Eclipse Glasses Kit from the Space Science Institute to help prepare for the August 2017 Solar Eclipse. Thank you Lindsay.
- ~Dog Days was mentioned and dogs from that program were included in an article and segment on Michigan Radio. Thanks Jessie.
- ~The Library has been selected to host a Braille Enhanced Story Walk this summer. It will be available at Fuerst Park. Thanks Kathleen.
- ~April met with staff of the Novi Parks and Rec to determine best placement for the story walk.
- ~Our Tamil Story Time hosted Jeeva Ragunath, the author of several children's books and well known pioneer in story telling in India.
- ~April, Julie M., Kathleen, Linda, and Lindsay provided story times, crafts, and library tours to over 100 Kindergarteners from Village Oaks.
- ~Julie Mills attended the "Wish your kids in the library would do more than just putter?" Workshop. This focused on creating Design Challenges for students.
- ~Mary Storch attended the Fox Run Expo.
- ~Mary also met with two residents from Fox Run interested in starting a Spanish Conversation Group at Fox Run. She shared Spanish learning materials from our collection and samples of lessons.
- ~Mary connected with Fox Run to see if they might offer weekly transportation to their residents so they don't miss their holds. She also met with Fox Run program directors and Julie Farkas to plan two after-hours events at the library for Fox Run residents.
- ~Two Ramadan displays were put up in both the youth and adult areas.

~Mary Robinson viewed the RBDigital webinar in preparation of the launch of their new app (coming soon); she also viewed the OverDrive webinar on the Advantage Plus Program – how to move or share titles from an Advantage member collection to the shared collection.

~Jessie viewed the QSAC webinar which reviewed updates/revisions from their last version of requirements, which was from 2013.

~Jessie and April attended the Friends of the Plymouth Library's Author Luncheon.

~David finalized a multi-year deal with Mango to free up budget money for next year.

~The Library now has a Wacom Mobile Studio Pro graphic tablet intended for upcoming public use and art/graphic design classes. Thank you Mary Robinson.

~Sarah O. and Emily designed and prepared all of the summer reading tri-folds that go to the Novi elementary schools, Meadows, and Novi Middle.

~Kathleen, Linda, Emily, Lindsay, and April visited all the Novi Elementary Schools to promote the Summer Reading Program.

~Lindsay conducted interviews for the Teen Intern positions and selected two.

~The 2016 edition of the Novi News was added online to our website.

~Betty met with genealogy Librarian, Mark Mullinax at the Brighton District Library to view their Local History Room and its set-up.

~The Historical Commission currently has a Library Science intern working on a project about the history of the Novi Fire Department. She will also work on getting acquainted with the overall workings of a public library by shadowing the Librarians.

~50 3rd graders from Parkview Elementary visited the library to look for youth non-fiction books and have lunch at the park.

~Set up Summer Reading promotion around the library and started the program on May 15th.

~April presented to the Library Board regarding the different levels of summer reading and the programs we are offering over the summer.

May Adult Programs & Displays

In addition to our regularly scheduled programs we also offered:

- Managing for Service Excellence
- Couples Enjoy Dinner and Quality Time Together
- Becoming a Love and Logic Parent (with Novi Youth Assistance)
- Community Resources for Seniors
- Couples Ready to Dance
- Couples Get Fit Together
- Board Games @ the Library
- Our Adult Feature Display hosted books about Teachers
- A second Adult Feature Display hosted graphic novel books on out of the ordinary super heroes.
- Our Adult Music Display featured Artist and Album; a collection of self-titled albums from all genres.

- First Floor Display case featured Build a Better World Summer Reading

May Tween/Teen Programs & Displays

- Cinco De Mayo
- Teen Volunteer Orientation
- Study Skills Survival Guide with Sylvan Learning Center
- Parkview Elementary SRP Visit
- Deerfield Elementary SRP Visit
- Village Oaks Elementary SRP Visit
- Orchard Hills Elementary SRP Visit
- Novi Woods Elementary SRP Visit -
- The Teen Stop Display was on mental health awareness

May Youth Programs & Displays

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

- Children's Book Week Donut Party Celebration
- We don't Babysit, We Inspire Kids to Be Their Best with IMA Sports Novi
- Cookies with a Cop
- Doug Scheer
- Sensory Story Time
- STEAM Saturday
- Village Oaks Kindergarten Visit to the Library
- Parkview Elementary SRP Visit
- Deerfield Elementary SRP Visit
- Village Oaks Elementary SRP Visit
- Orchard Hills Elementary SRP Visit
- Novi Woods Elementary SRP Visit
- Our Parenting collection showcased Get Caught Reading books about reading suggestions.
- Our Youth Non-Fiction/Biography Display was New & True about biographies and non-fiction.
- Our Youth Feature Display was Wheelie Good Books on Transportation.
- Our Picture Book Display included; Ducks, Monkey/Jungles,
- Our Youth DVD Display was Watch a Good Book, movies based on books.
- Our first floor information desk display featured Children's Book Week, and Lego Build a Better World and World Puzzle.



May Raising a Reader Stats:

273 children have registered for the program (Goal was 250).

100 Books – 97	600 Books – 18
200 Books – 62	700 Books – 14
300 Books – 44	800 Books - 14
400 Books – 26	900 Books - 11
500 Books – 23	1000 Books – 7

SUPPORT SERVICES DEPARTMENT MONTHLY UPDATE by Maryann Zurmuehlen MAY-JUNE 2017

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.
- A SS Dept Supervisors meeting was held on Monday, May 22nd.
- Maryann Zurmuehlen:
 - concluded a three week training program for our newest Circulation Clerk hires, Allison Janicki and Amy Markus.
 - attended a Skillpath Seminar on Wednesday, June 14th and Thursday, June 15th in Farmington Hills.
 - completed finalized designs and registration forms for a Feed the Need student library card.

Circulation & Shelves

- Support Services meetings were held on Tuesday, May 23rd and Wednesday, May 24th.
- We currently have two 20 hour Clerk positions to be filled.
- Rebecca Davis' last day was Tuesday, May 30th. She has been offered an internship at Canton library.
- Katie Koppin attended the Fox Run Expo on Wednesday, June 7th. She had 5 new patrons sign up for library cards and 7 more patrons renew their cards.
- Supervisors and Clerks are busy training and assisting all recent 5 new hires to get acclimated to their positions.
- The Outreach Team continues to work on the Patron Account Database Cleanup Project.
- 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: Adult Fiction/Large Print/Audiobook Consolidation Project and the Anime Project.
- Tech Services has been finishing processing the mass influx of orders and materials from the end of fiscal year.
- Tech Services continues to assist the Outreach Team with the Patron Account Database Cleanup Project.
- The first preparation phase of the Catalog Database Cleanup Project has begun.

Statistics (May 2016)

- **Library Cards Issued:** 360
- **Items Checked Out:** 59,477
- **Items Interloaned for NPL Patrons:** 4,729 (63 through MeLCat)
- **Items Interloaned to Other Libraries:** 4,835 (93 through MeLCat)
- **Items Added to the Collection:** 1,970
- **Items Discarded from the Collection:** 1,472
- **MAP Checkouts:** 7
- **Outreach:**
 - 9 Facilities Visits / 99 Items Checked Out
 - 1 Homebound Patron / 12 Items Delivered
 - 6 Book Discussions / 112 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	337	310	390	311	360		3,772
Items checked out	77,623	72,263	57,501	60,728	58,116	52,596	63,571	59,122	65,425	61,070	59,477		687,492
Items borrowed	5,348	5,226	4,579	4,223	4,195	4,116	5,540	4,751	5,698	4,180	4,729		52,585
Items loaned	4,633	5,029	4,285	4,352	4,642	4,099	5,991	4,765	5,353	4,501	4,835		52,485
Read Boxes	267	248	248	7	0	0	0	0	0	0	401		1,171
MAP Checkouts	24	30	9	7	1	2	5	2	2	8	7		97

	May 2017	May 2016		May 2017	May 2016
Library cards issued	360	327			
Total checkouts	59,477	60,465	READ Boxes	Adult 56	43
				Youth 345	335
Items borrowed	TLN 4,666	4,409		Total 401	378
	MeL <u>63</u>	<u>111</u>			
	4,729	4,520			
Items loaned	TLN 4,742	4,322			
	MeL <u>93</u>	<u>70</u>			
	4,835	4,392			

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
July	77,623	56.07%	43,527	8,895	6,634	5,395	7,916	13,049	1,638
August	72,263	56.95%	41,153	9,328	6,700	3,623	7,791	12,102	1,609
September	57,501	53.40%	30,706	7,407	4,967	3,040	5,464	8,732	1,096
October	60,728	55.11%	33,469	7,870	5,209	3,620	6,358	9,083	1,329
November	58,116	54.33%	31,572	7,210	4,762	2,903	6,714	8,844	1,139
December	52,596	49.31%	25,937	6,204	4,181	2,384	4,627	7,717	824
January	63,571	56.15%	35,697	7,905	6,057	3,403	6,836	10,276	1,220
February	59,122	52.23%	30,878	7,051	5,526	2,972	5,921	8,375	1,033
March	65,425	53.14%	34,765	8,054	5,735	3,377	6,177	10,282	1,140
April	61,070	53.54%	32,699	7,711	5,925	3,239	5,421	9,735	668
May	59,477	52.51%	31,233	7,752	5,249	3,068	5,181	8,837	1,146
June									
FYTD	687,492	53.89%	371,636	85,387	60,945	37,024	68,406	107,032	12,842

Library Usage											
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	22,426	3,477	25,903	809	302	32
February	29,908	1,031	275	29	February	22,934	3,570	26,504	947	264	28
March	32,239	1,112	283	29	*March	23,008	4,054	27,062	902	286	30
April	34,696	1,157	280	30	April	29,476	3,926	33,402	1,193	264	28
May	34,733	1,240	269	28	May	31,951	3,788	35,739	1,276	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	337,355	42,646	380,001	1,191	3,302	348

* Closed March 18 due to power outage

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
July	3,794	74,618	5	78,417	2,704	July	3,364	86,571	1	89,936	2,998
August	3,607	73,816	6	77,429	2,581	August	3,873	84,255	1	88,129	2,938
September	3,047	72,714	1	75,762	2,806	September	3,098	83,276	1	86,375	3,199
October	3,278	71,625	1	74,904	2,416	October	3,363	80,006	2	83,371	2,689
November	2,154	71,483	1	73,638	2,539	November	3,185	78,646	0	81,831	2,822
December	2,532	69,924	1	72,457	2,588	December	2,461	76,091	0	78,552	3,021
January	2,747	63,846	2	66,595	2,220	January	3,161	68,433	2	71,596	2,237
February	2,639	68,165	5	70,809	2,442	February	3,068	72,684	6	75,758	2,706
March	2,996	71,567	1	74,564	2,571	March	3,787	78,532	5	82,324	2,744
April	2,763	72,856	2	75,621	2,521	April	3,047	81,674	2	84,723	3,026
May	2,735	72,680	1	75,416	2,693	May	3,205	84,464	0	87,669	3,131
June	3,274	76,245	0	79,519	2,742	June					
FYTD Total	35,566	859,539	26	895,131	2,565	FYTD Total	35,612	874,632	20	910,264	2,853

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)
July	1,505	37,569	24	July	1,202	25,840	21
August	1,416	35,537	25	August	1,211	26,145	21
September	953	20,433	21	September	844	16,616	19
October	938	19,497	20	October	911	18,000	19
November	869	18,597	21	November	843	17,349	20
December	841	17,415	20	December	658	13,529	20
January	904	20,182	22	January	1,064	22,786	21
February	866	18,705	21	February	908	19,564	21
March	970	19,812	20	March	1,037	22,274	21
April	1,047	19,812	20	April	930	18,679	20
May	821	15,847	19	May	810	15,277	18
June	932	15,847	19	June			
FYTD Total	12,062	259,253	21	FYTD Total	10,418	216,059	20

Technology Training Sessions 2016-2017 Fiscal Year

	Tech Time	eReader	VHS to DVD	iPad	Vinyl/Cassette to MP3	GIMP Photo Editing	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	5		2		5	1			1	11	25	
<i>patrons</i>	3		2		5	0			3	11		24
Feb	5		2		2	1		3	1	10	24	
<i>patrons</i>	5		2		2	1		3	2	10		25
Mar	4		6		1	1			1	8	21	
<i>patrons</i>	3		6		1	2			2	8		22
Apr	5		2		1	1			1	4	14	
<i>patrons</i>	5		2		1	3			3	4		18
May	5		2		2	1		2		14	26	
<i>patrons</i>	5		2		2	4		2		14		29
Jun												
<i>patrons</i>												0
Sessions	60	2	27	4	11	9	1	8	10	66	198	
<i>Patrons</i>	53	6	26	5	11	25	3	8	55	66		258

2016-2017 Fiscal Year						
	Freegal		Zinio		Gale Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts*	Active Learners	Completed Classes
July	2,193	224	848	18,796	49	0
August	2,131	200	619	19,247	35	0
September	1,747	183	673	17,701	53	1
October	2,145	198	660	19,870	17	0
November	1,859	177	645	18,638	51	1
December	1,997	200	814	17,603	23	1
January	1,905	172	902	21,698	39	0
February	1,797	176	609	185,647	23	1
March	1,781	173	994	20,258	19	0
April	1,655	152	795	12,573	16	1
May	1,767	154	933	12,867	37	1
June						
FYTD Total	20,977	2,009	8,492	197,818	**	6

2016-2017 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	3,020	1,238	4,258	99
August	2,960	1,326	4,286	108
September	2,611	1,071	3,682	76
October	2,567	1,122	3,689	82
November	2,432	1,131	3,563	83
December	1,925	1,857	3,782	87
January	2,686	1,439	4,125	118
February	2,396	1,160	3,556	83
March	2,733	1,281	4,014	78
April	2,005	1,707	3,712	74
May	2,478	1,364	3,842	73
June				
FYTD Total	27,813	14,696	42,509	961

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	37	1,221
Feb	43	796	Feb	48	1,185
Mar	31	811	Mar	72	1,763
Apr	38	1,125	Apr	46	1,183
May	26	890	May	50	1,244
Jun	41	1,249	Jun		
FYTD	431	10,098	FYTD	475	12,475

Library App - 2016-17 Fiscal Year							
	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages	
July	42,461	1.	Catalog	January	40,469	1.	Catalog
		2.	My Account			2.	My Account
		3.	Zinio			3.	OverDrive
		4.	OverDrive			4.	Zinio
		5.	Library Locator			5.	Library Locator
August	51,441	1.	Catalog	February	35,100	1.	Catalog
		2.	My Account			2.	My Account
		3.	Zinio			3.	Zinio
		4.	OverDrive			4.	OverDrive
		5.	Library Locator			5.	Library Locator
September	45,985	1.	Catalog	March	38,519	1.	Catalog
		2.	My Account			2.	My Account
		3.	Zinio			3.	Zinio
		4.	OverDrive			4.	OverDrive
		5.	Library Locator			5.	Library Locator
October	41,177	1.	Catalog	April	29,836	1.	Catalog
		2.	My Account			2.	My Account
		3.	Zinio			3.	OverDrive
		4.	OverDrive			4.	Zinio
		5.	Library Locator			5.	Library Locator
November	40,503	1.	Catalog	May	33,727	1.	Catalog
		2.	My Account			2.	My Account
		3.	Zinio			3.	Zinio
		4.	OverDrive			4.	Library Locator
		5.	Library Locator			5.	OverDrive
December	35,733	1.	Catalog	June		1.	
		2.	My Account			2.	
		3.	Zinio			3.	
		4.	OverDrive			4.	
		5.	Library Locator			5.	
				Total	434,951		

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – May 10, 2017**

- | | |
|---|--|
| I. Call to Order, Roll Call | Sue Johnson |
| II. Minutes of the April 12, 2016 Meeting * | Barb Brunett |
| III. Treasurer's Report* | Carol Bauer |
| <ul style="list-style-type: none">• April 2017 Income and Expense• Statement Balances | |
| IV. Reports | |
| <ul style="list-style-type: none">• Wish List explanation• Promotion Committee• Book Nook• Membership• President<ul style="list-style-type: none">o 2017/2018 Budget discussiono Wish List Discussiono Committee for the "Afternoon with Friends" evento Newsletter topicso Election slate for July 12, 2017 Annual Meeting | Marcia Dominick, Julie Farkas
Vicky McLean
Carol Hoffman
Sue Johnson
Sue Johnson |
| V. Announcements | |
| VI. Calendar | |
| <ul style="list-style-type: none">• May 23, 2017 – Kaleidoscope – "Highland Fling!" by Pipe Major David B. Martin, Performance and History of Bagpipers, Bagpipes and Bagpipes Music, 7-8:30 pm• July 12, 2017 – Annual Friends Board Meeting | |
| VII. Adjournment* | |
| *Requires Action | |

Minutes of the Friends of the Novi Public Library Board Meeting
Wednesday, April 12, 2017

I. Call to Order: Roll Call—President Sue Johnson

Present: Sue Johnson, Barb Brunett, Carol Hoffman, Carol Neumann, Evelyn Cadicamo,
Carol Bauer, Marilyn Amberger, Sandy Butler, Vicky McLean, Library Liaison: Marcia Dominick
Guest: Gail Anderson
Absent: Evelyn Young

II. Approval of Minutes of October 12, 2016 Meeting

Minutes were amended to show Sandy Butler in attendance at the November 9, 2016 meeting.
Motion to approve Minutes as amended: Carol Bauer; second—Carol Hoffman. Approved, 9-0.

III. Treasurer's Report for Nov. 1, 2016-Mar. 31, 2017—Carol Bauer

Income	\$12,402.03	CF CD	\$10,163.24
Expenses	<u>- 8,821.69</u>	CF Checking*	5,380.44
Total	\$ 3,580.34	Vibe Checking**	7,384.04
		Vibe Savings	<u>10,615.77</u>
		Total	\$33,543.49
		Startup	+ 100.00
		Total Cash Amt.	\$33,643.49

- o CF Checking—For coins and membership deposits
- ** Vibe Checking—For Book Nook deposits and check writing

The motion to approve the report—Marilyn Amberger; second-Vicky McLean. Passed 9-0.

IV. Reports

- A. Library Liaison—Marcia Dominick—There will be a new look to the Library website.
- B. Promotion Committee—Vicky McLean
There is a need to approach those individuals who show some interest in volunteering with the Friends. The Friends website could be updated (difficult to use).
- C. Book Nook—Carol Hoffman
 - o Sales have dropped recently.
 - o Three tubs of books (about 100 books) were sold to an individual for \$200.
 - o A decision has been made to not sell books on Ebay.
 - o There will be a vintage book sale in August.
- D. Membership—Sue Johnson
 - o Eighty-eight letters to two-year non-renewals reaped twelve memberships totaling \$365.
 - o The membership database is being cleaned up, especially in renewals and drops.
- E. Scholarship Award—Evelyn Young
In Evelyn's absence, Sue Johnson announced the Committee has selected this year's scholarship winner.
- F. President—Sue Johnson
 - o Julie Abrams memorial donation motion: A \$100 donation from the Friends gift budget shall be sent to Novi Youth Assistance Scholarship Fund in Julie's name. Motion passed unanimously.
 - o Membership envelopes will be revised to allow for gift or memorial memberships which will be noted in the data base. "Corporate memberships" will be dropped.

- o The June Newsletter will be ready by the third week in June.
- o Kathy Mutch has three Kaleidoscope programs set up for fall.
- o Gail Anderson offered that the Morning Music Programs are not being well attended, probably due to the 11:00 a.m. time. It was suggested that there might only be a spring and fall program in the future, perhaps with a jazz focus in the evening. (\$1,100 of the budget allotment of \$1,600 was used for the four programs this year).
- o Gail is looking for volunteers to assist in serving and cleaning up at the wedding on June 24th. A request for helpers from the general membership will be put on-line.
- o Our Friends did not win the Outstanding Michigan Friends of the Library Award this year.
- o Sue prepared and presented a new Procedures Manual.
- o The Novi Spring Palooza (orig., Fall for Novi) is set for Friday, May 19 for 6-9 p.m. The Friends will not participate.
- o Gala: Following much discussion, it was determined that the "Gala" will occur probably every 5th-year anniversary, beginning in 2020, and will be replaced with an afternoon "Time with Friends" event on the patio in August. The membership will be notified ahead of the change of plans.
- o Discussion of Endowments and the visit to the storage room were postponed.

V. Calendar—The calendar of future Friends events was made available.

VI. Adjournment—Motion to adjourn: Barb Brunett, second—Carol Hoffman.

Respectfully submitted,
Barbara Brunett, Secretary

5/9/2017

Account Balances - 4/30/2017 - As of 4/30/2017
As of 4/30/2017

Page 1

Account	4/30/2017 Balance
Bank Accounts	
CF CD	10,163.24
CF Checking	5,759.33
Vibe Checking	8,201.18
Vibe Savings	10,615.94
TOTAL Bank Accounts	34,739.69
Cash Accounts	
Startup Fund	100.00
TOTAL Cash Accounts	100.00
OVERALL TOTAL	34,839.69

5/9/2017

Cash Flow - April, 2017 - Last month
4/1/2017 through 4/30/2017

Page 1

Category Description	4/1/2017- 4/30/2017
INFLOWS	
Book Sales	
Book Nook - weekly	2,075.89
TOTAL Book Sales	2,075.89
Donations	20.00
Interest Inc	0.31
Membership	270.00
TOTAL INFLOWS	2,366.20
OUTFLOWS	
Annual Lib Contribution	
Listen at the Library	750.00
TOTAL Annual Lib Contribution	750.00
Cards or Gifts	100.00
Taxes	320.00
TOTAL OUTFLOWS	1,170.00
OVERALL TOTAL	1,196.20

Budget:2

7/1/2016 through 6/30/2017 Using Friends Budget 2016/2017

5/9/2017

Page 1

Category Description	7/1/2016 Actual	- Budget	6/30/2017 Difference
INCOME			
Book Sales			
Book Nook - weekly	20,484.36	20,000.00	484.36
Book Nook Events	204.20	500.00	-295.80
Thrift Books	0.00	0.00	0.00
Other Book Sales	0.00	0.00	0.00
TOTAL Book Sales	20,688.56	20,500.00	188.56
Div Income	4.97	0.00	4.97
Donations	70.00	500.00	-430.00
Gala Raffle	226.00	0.00	226.00
Gala Sponsors	1,000.00	500.00	500.00
Grants			
Other Grants	1,000.00	0.00	1,000.00
TOTAL Grants	1,000.00	0.00	1,000.00
Interest Inc	92.85	20.00	72.85
Membership	5,416.41	5,000.00	416.41
SAY Detroit Lending Library	675.00	0.00	675.00
TOTAL INCOME	29,173.79	26,520.00	2,653.79
EXPENSES			
Annual Lib Contribution			
Battle of the Books	499.40	500.00	0.60
Book Page	480.00	500.00	20.00
Community Reads	2,523.34	2,900.00	376.66
Engage	383.10	400.00	16.90
Listen at the Library	1,950.00	3,000.00	1,050.00
Morning Arts	1,100.00	1,600.00	500.00
Programming in North End	0.00	400.00	400.00
Staff In-Service	500.00	500.00	0.00
Students for Success	3,000.00	3,000.00	0.00
Summer Reading	2,500.00	2,500.00	0.00
Other Annual Lib Contribution	0.00	0.00	0.00
TOTAL Annual Lib Contribution	12,935.84	15,300.00	2,364.16
Book Nook	1,336.92	1,000.00	-336.92
Cards or Gifts	100.00	100.00	0.00
Director's Wish List			
Digital Photo Frame	239.98	200.00	-39.98
Laptop for Youth Activity Room	641.59	1,000.00	358.41
Lego Baseplate	239.90	250.00	10.10
Play Area - kitchen-blocks	300.27	375.00	74.73
Staff Jackets	2,500.00	2,500.00	0.00
Staff Lunch	0.00	500.00	500.00
STEAM project	3,150.00	2,150.00	-1,000.00
Storytime - Board Book Sets	786.25	800.00	13.75
Storytime Digital Equipment	2,047.31	2,100.00	52.69
Teen - Coffee Table	0.00	750.00	750.00
Teen Book Display Kiosk	2,500.00	2,500.00	0.00
Three Tier Display Rack - DVD	77.12	180.00	102.88
Other Director's Wish List	0.00	0.00	0.00
TOTAL Director's Wish List	12,482.42	13,305.00	822.58

Budget:2

7/1/2016 through 6/30/2017 Using Friends Budget 2016/2017

5/9/2017

Page 2

Category Description	7/1/2016 Actual	- Budget	6/30/2017 Difference
Fees, Dues, Registration	100.00	250.00	150.00
Gala	3,380.52	1,500.00	-1,880.52
Gift of Reading	1,175.95	500.00	-675.95
Kaleidoscope Program	870.00	1,250.00	380.00
Scholarship	1,000.00	2,000.00	1,000.00
Special Program	0.00	500.00	500.00
Supplies and Postage	23.63	700.00	676.37
Taxes	1,436.00	1,500.00	64.00
TOTAL EXPENSES	34,841.28	37,905.00	3,063.72
OVERALL TOTAL	-5,667.49	-11,385.00	5,717.51

**Friends of Novi Library
2017 - 2018 Budget**

	Adopted 2016-2017 Budget	Actual 2016-2017	Proposed 2017-2018 Budget	
INCOME				
Book Sales - Weekly	20,000	20,484	20,000	
Book Sales - Other	500	204	200	
Donations	500	70	250	
Gala Sponsor	500	1000	500	
Gala Raffle		226		
Interest	20	98	100	
Membership	5,000	5,146	5,000	
TOTAL INCOME	26,520	27,228	26,050	
Fund Balance Transfer	11,385	0	10,185	
Income + Transfer	37,905	27,228	36,235	
EXPENSES				
Annual Library Contributions (1)	15,300	12,936	13,335	
Book Nook	1,000	1,337	1,000	
Cards/Gifts	100	100	100	
Director's Wish Lists (2)	13,305	12,482	13,800	
Fees/Dues/Registrations	250	100	250	
Gala/Patio Party	1,500	3,381	1,500	
Gift of Reading	500	501	500	
Kaleidoscope Programs	1,250	870	1,250	100
Membership Expense	0	0	0	
Promotion	0	0	0	
Scholarships (3)	2,000	1,000	2,000	1,000
Special Program	500	0	500	
Supplies/Postage	700	24	500	
Taxes	1,500	1,436	1,500	
TOTAL EXPENSES	37,905	34,167	36,235	

1. Annual Library Contributions - Programs and items funded: Adult and Youth Summer Reading (\$2,500), Battle of the Books (\$500), Community Reads (\$2,500), Programming in North Novi (\$800), Morning Art Series (\$1,600), Engage (\$400), Listen@ the Library (\$3,000), Staff In-Service (\$500), Raising a Reader (\$1,500) and Book Page Subscription (\$500).

2. Director's Wish List - Purchases to be determined jointly with Director.

3. Scholarships - \$1,000 for Novi student, \$1,000 for library interns.

Proposed May 10, 2017

Friends of Novi Library
Actual Revenue/Expense Comparison

	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017
INCOME				
Book Sales - Weekly	21,556	24,655	25,707	20,484
Book Sales - Other	1,339	1,437	381	204
Donations	4,438	390	174	70
Gala Sponsor	0	0	500	1000
Gala Raffle	0	0	245	226
Interest	16	62	5	98
Membership	6,065	5,712	5,295	5,146
TOTAL INCOME	33,414	32,256	32,307	27,228
Fund Balance Transfer	0	0	0	0
Income + Transfer	33,414	32,256	32,307	27,228
EXPENSES				
Annual Library Contributions (1,3)	11,279	10,120	10,918	12,936
Book Nook	1,749	154	132	1,337
Cards/Gifts	166	106	0	100
Director's Wish Lists (2)	7,605	8,817	17,076	12,482
Fees/Dues/Registrations	110	140	140	100
Gala/Patio Party	978	1,660	1,719	3,381
Gift of Reading	0	500	500	501
Kaleidoscope Programs	800	475	582	870
Membership Expense	266	0	0	0
Promotion	0	0	0	0
Scholarships (4)	1,000	2,000	2,000	1,000
Special Program	353	0	300	0
Supplies/Postage	373	760	573	24
Taxes	1,346	1,493	1,520	1,436
TOTAL EXPENSES	26,025	26,225	35,460	34,167

Wish List 2017/2018

Business Resource Area Renovation (Collections)	Improved display areas and access to collections, relocation of shelving and new signage	\$4,000.00
Virtual Reality Viewers, Stations & Accessories (Technology/Programming)	Technology that will allow the library to offer virtual reality (3D programming) for the public	\$5,180.00
XBOX Games for Teen Space (Programming)	2 video games for teenagers to use in the Teen Space	\$100.00
Tabletop Air Hockey Game (Programming)	An interactive tabletop game for teenagers to use in Teen Space	\$100.00
Shelf Talkers (Collections)	Small plastic clear signage templates that allow staff members to write up recommendations and advertise the information next to books on the shelf	\$300.00
Brick Building Activity Table & Blocks (Programming/Youth Play)	LEGO table for Early Literacy Area, plus blocks to go with it	\$400.00
Accucut Die Cut Number Set (Programming/Marketing)	A metal die cut set that allows for creating numbers for programming and marketing	\$255.00
Library Card Marketing Campaign (Marketing)	Reaching out to homeowners that do not have a library card and putting card in hand for activation (August/September 2017)	\$3,000.00
TOTAL		\$13,335.00

Annual Library Contributions — 2017/2018

Summer Reading Program (Adult/Youth)	\$2,500.00
Battle of the Books	\$500.00
Community Read/Fox Run event	\$2,500.00
Programming in north Novi	\$800.00
Evening Arts Series	\$1,600.00
Engage	\$400.00
Listen @ the Library	\$3,000.00
Staff In-Service	\$500.00
Raising a Reader	\$1,500.00
Book Page	\$500.00
TOTAL	\$13,800.00

Proposed 5/10/2017

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – June 14, 2017**

- | | |
|---|--|
| I. Call to Order, Roll Call | Sue Johnson |
| II. Minutes of the May 10, 2017 Meeting * | Barb Brunett |
| III. Treasurer's Report* | Carol Bauer |
| <ul style="list-style-type: none">• May 2017 Income and Expense• Statement Balances | |
| IV. Reports | |
| <ul style="list-style-type: none">• Library Liaison• Promotion Committee• Book Nook• Membership• President<ul style="list-style-type: none">○ Kaleidoscope for 2017/2018○ June 21 table at the Library○ Help with newsletter mailing○ Review of Budget/Wish List○ Discussion of gift giving○ Election slate for July 12, 2017 Annual Meeting○ Appreciation Event discussion | Marcia Dominick
Vicky McLean
Carol Hoffman
Sue Johnson
Sue Johnson |
| V. Announcements | |
| VI. Calendar | |
| <ul style="list-style-type: none">• July 12, 2017 – Annual Friends Board Meeting | |
| VII. Adjournment* | |
| *Requires Action | |

Minutes of the Friends of the Novi Public Library Board Meeting
Wednesday, May 10, 2017

Presentation of the Friends College Scholarship to Sarena Lanyon by Evelyn Young and Denise Sinkovich.

- I. Call to Order: Roll Call—President Sue Johnson
Present: Sue Johnson, Barb Brunett, Carol Hoffman, Carol Neumann, Evelyn Cadicamo, Carol Bauer, Marilyn Amberger, Vicky McLean, Evelyn Young, Library Liaison: Marcia Dominick
Guests: Scholarship winner Sarena Lanyon and her family, Denise Sinkovich
Absent: Sandy Butler

- II. Approval of Minutes as of April 30, 2017
Motion to approve Minutes: Carol Bauer; second—Evelyn Cadicamo. Approved, 9-0.

- III. Treasurer's Report—Carol Bauer
- | | |
|-----------------|-------------------|
| Income | \$2,366.20 |
| <u>Expenses</u> | <u>- 1,170.00</u> |
| Total | \$1,196.20 |

CF CD	\$10,163.24
CF Checking	5,759.33
Vibe Checking	8,201.18
<u>Vibe Savings</u>	<u>10,615.94</u>
Total	\$34,739.69
<u>Startup</u>	<u>+ 100.00</u>
Total Cash Amt.	\$34,839.69

Motion to approve the report—Vicky McLean, second—Marilyn Amberger. Passed 9-0.

IV. Reports

- A. Wish List—In Julie Farkas's absence, Sue explained the various items in the Wish List.
B. Promotion Committee—Vicky McLean
Vicky stated the goals of her committee.
C. Book Nook—Carol Hoffman
There are now fewer quality book donations.
D. Membership—Sue Johnson
Special mailing reaped \$415 in membership.
E. President—Sue Johnson
- Sue reviewed the 2016-2017 budget. She observed that book sales have remained steady over the past several years, but donations have gone down. The next two months should be "pure income" for the Friends.
 - Kroger donates a percentage of your purchase when using your Kroger card. She will pursue this interest as a means of increasing income.
 - Sue suggested Friends need to go out to the larger businesses in the community to raise funds, eg., a scuba diving company to raise funds for 3-D imaging. A committee may be formed to approach certain businesses.
 - Vicky will create a letter to be used for a fund-raising campaign.
 - "An Afternoon with Friends" has been arranged for August 20 from 1-3:00 p.m. A band has been engaged for \$300. "Passport" stamps will be awarded for a gift basket drawing. Refreshments will be provided. No one offered to lead this committee.
 - Suggestions were given for thanking the volunteers for their service.
 - Sue reviewed newsletter topics.
 - Sue will establish an election slate for the July meeting.

- V. Announcements—June 1 will be the date of the inauguration of the new library website.

- VI. Calendar—The calendar of future Friends events to the end of the fiscal year was made available.

- VII. Adjournment—Motion to adjourn: Marilyn Amberger, second—Vicky McLean. Passed, 9-0.

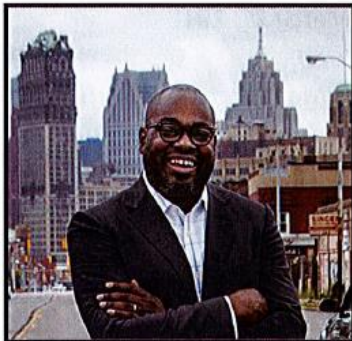
Respectfully submitted,
Barbara Brunett, Secretary



KALEIDOSCOPE

2017 FALL PROGRAMS

All programs begin at 7:00 P.M. Novi Public Library 45255 W. Ten Mile Rd. Novi, MI 48375



Wednesday, September 13, 2017
Politics and Policy: Always Personal
Stephen Henderson, Editorial Page editor, Detroit Free Press, multi-award winning writer, host of programs on WDET and Detroit Public Television, shares his views on the changing politics of our time.



Wednesday, October 18, 2017
Books: Stores and Stories Making a Difference
Susan Murphy, owner of Pages Bookshop, will share how bookstores such as hers promote literacy, not just book sales, in ways that engage their communities.



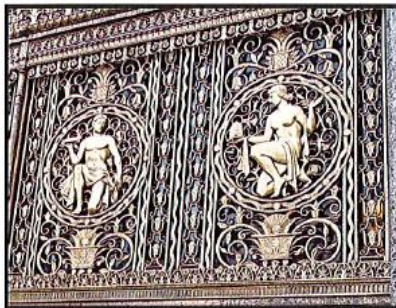
Tuesday, November 14, 2017
Donut Dolly: An American Red Cross Girl's War in Viet Nam
Joann Puffer Kotcher, was one of the first women in combat in Vietnam. In uniform, she commemorates the 50th anniversary of the Vietnam War. Come hear her story, share yours!



KALEIDOSCOPE

2018 SPRING PROGRAMS

All programs begin at 7:00 P.M. Novi Public Library 45255 W. Ten Mile Rd. Novi, MI 48375

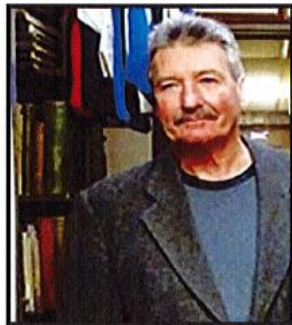


Wednesday, March 21, 2018

Corrado Parducci:

The Man Who Made Detroit Beautiful

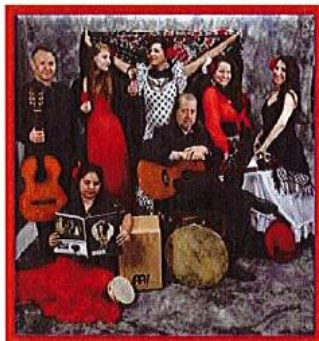
Jennifer Baross and Jack P. Johnson, Atelier Cinelux film producers, share their research and award-winning film about one of Detroit's most artistic, prolific, yet too-often overlooked, architectural sculptors.



Tuesday, April 17, 2018

Adventures into Michigan's Past

Larry Massie, author, historian, engaging storyteller, will entertain with tales shared over generations of Michiganders. All ages will enjoy hearing these histories, mysteries and tall tales!



Tuesday, May 15, 2018

El Alma Espanola!

This amazing group of musicians and dancers will present and perform from their repertoire of the regional, classical and Flamenco dances of Spain. A grand finale for this year's Kaleidoscope series.



NOVI HISTORICAL COMMISSION
Wednesday, March 22, 2017 7pm
Novi Library History Room

Call to Order 7:01pm

Attendance: Kathy Crawford, Rachel Manela, Tammy-Lee Knopp, John MacInnis, Kim Nice, Betty Lang, Sue Gifford

Approval of Agenda: Motion by Tammy-Lee, All in favor

Approval of Minutes-February, 2017: All in favor

Communications: None

Library Liaison Report, Betty Lang

The commission has been asked by Brookdale living to give a talk about Novi/Walled Lake History. Contact information was given to Kathy Crawford, to potentially give the Walled Lake Amusement park presentation.

Walking tour of Woodmere Cemetery (Detroit) Saturday May 13th. and Saturday Sept. 9th
\$32 with box lunch, handouts, tour and other “surprises”
Gail Hershenzon Could potentially give a talk for us at the library

HISTORY ROOM OFFICE HOURS

12-2 April 3: John MacInnis
6-8pm April 17th: Rachel Manela
12-2pm May 8th: Kathy Crawford
6-8pm May 22: Kim Nice

Local History Room Tour with Betty

E-mail Betty, telling her when the best day and time is for you to have a tour with Betty.
What do you want to know about the local history room, to help people?

When in the room, check the binder for commonly asked questions, and answers.

At the suggestion of Kathy, in the future when attending events, do a small write up of what the event was like, what you learned, who gave the talk/workshop, how we can use it or contact the person to do an event. Then, bring the write up to the next meeting to share with the commission.
Betty: Figure out a file system within the Local History Room to keep information about the speakers/events



NOVI HISTORICAL COMMISSION

Wednesday, March 22, 2017 7pm
Novi Library History Room

History Conference March 3 & 4-Sterling Heights (Kathy, Sue, Betty, Tammy-Lee)

A few potential future speakers

Dig Michigan, from CMU; historic newspaper database

2017 History Skills Workshops “Keeping Cemeteries Alive” (Kathy & Sue 2/17)

Receipts, mileage, need to be turned in to Marcia.

Sue can turn in her receipts also as the commission’s volunteer “groupie”.

Elections

Nominations for Secretary: Tammy-Lee nominated Rae with a second by Kim.

Rae Accepted

Nomination for Chair Person: Kim nominated Kathy Crawford, second by Rae.

Kathy Crawford accepted

Communication with Cortney Hanson, City Clerk

Adding 2 additional members to the Historical Commission, and removing some of the stipulations for how the commission will function.

We need to find out if/when the display will be placed in the Pavilion

School Visit— Rae

The visit was successful. The teachers enjoyed having us in the classroom. The kids had fun, but since they were 2nd graders they were only mildly interested.

Wooden Nickels—Tammy-Lee

The wooden pieces are stuck in customs.

Tammy has turned in her request for reimbursement.

Message from Andre Audette Simpatico, from Ontario

Sent a picture of a tire cover with a promotional image of the Walled Lake Casino



NOVI HISTORICAL COMMISSION

Wednesday, March 22, 2017 7pm

Novi Library History Room

Goals 2017

Kathy Crawford- a Cemetery Tour

Research some of the oldest headstones, look into the families, their contribution to the community.

Rae Manela – Speaker paperwork, event coordination

John MacInnis – Villa Barr, Correcting the Maps of historic homes in Novi

Kim Nice – Being the Commission's liaison to the City (communications department) for developing interviews with local businesses about their time in Novi. (especially for the 50th anniversary celebrations)

Lacey Tool, Guernsey Ice Cream, Michigan CAT, Feed store, Heslip, Railroad

Tammy-Lee – Finishing creating a scavenger hunt for the Novi Cemetery, and one for the Knapp cemetery. Geared toward kids.

Finishing the Historical calendar, for the 50th anniversary. Each day will have a small blurb from the news from that day/year.

Future Goal: Developing “Friends of the Historical Commission” or “Friends of the Cemetery” or “Friends of Villa Barr”

We want to ensure we are kept in the loop with the city's plans for the 50th Anniversary

As we move forward, continue to work towards that goal, and check in each month at the commission meeting with your progress.

Historical Commission Programs:

Detroit History Tours presents “Dames of Detroit” March 2

Was cancelled due to a funeral.

War Dog Memorial-Thursday, May 11, 2017

Discovering Michigan Counties, Barbara Vandermolen, Sept. 28 2018

French Festival, Genot Picor, Nov. 9, 2017

Cemetery Clean Up Saturday, June 10 9-11am



NOVI HISTORICAL COMMISSION

Wednesday, March 22, 2017 7pm

Novi Library History Room

Kim Nice – When she was hosting Local History Room office hours, she had a man named Stephen Seiler who is writing a book about the history of Faygo. He is looking for us to say we are interested in having him come and talk about his book, for publishers.

He also had an uncle who drowned in Walled Lake, and is looking for a newspaper article(s) about the drowning.

David Barr/Villa Barr

Book Sales

The money from book sales is reinvested into buying more books to be printed.

John needs to buy the book.

Villa Barr presentation

We are paying Kathy Mutch for the research she has about David Barr and his property (\$500).

Annual Report to City Council

Develop a PowerPoint about what we have accomplished in the past year, and what we plan for the future.

John MacInnis – Researching the fire Department, photos.

Display Cabinet Downstairs Volunteer Sue Grifor, Cabinet MANAGER

Getting ready for the May event.

Sue can turn in her receipts

Website updates, Facebook & Instagram

Rae has pictures to send to Betty for the website.

New Business/Other Business

NONE

NEXT MEETING: Wednesday, April 26th 7pm

Adjourn: 8:45pm



NOVI HISTORICAL COMMISSION

Wednesday, April 26 2017 7pm

Novi Library History Room

Call to Order: 7pm

Attendance: Kathy Crawford, Rachel Manela, Tammy-Lee Knopp, Betty Lang, Sue Gifor, Kathy Mutch

Approval of Agenda: All in favor

Approval of Minutes-March, 2017: All in favor

Communications: Invite to Spring Palooza, Friday May 19th 6-9pm
Wooden Nickels, Brochures, Display board.

Library Liaison Report, Betty Lang

HISTORY ROOM OPEN HOURS

May 8 (12-2) Kathy May 15 (6-8) Kim Nice
June 5th 12-2 Tammy-Lee June 19th 6-8 Kathy Crawford
July and August by Appointment

The Local History Room along with Kathy Mutch and John MacInnis is working on a history project about the Novi Fire department. Photo gallery, Timeline and Oral History
Rachel Manela will be interning in the local history room from May-August 2 days a week to help with this project and other library needs.

The Commission website has been updated.

Upcoming Library/Friends Programs

May 21st: Highland Fling at 7pm

“On the Road” trip with Kathy and Gail. Friday, April 28

Local History Room Tour with Betty?

All commission members need to schedule a tour with Betty to better acclimate themselves with the room.

Wooden Nickels: Arrived! (Promotional tokens)

Tammy-Lee is looking for information about the history of wooden nickels

Novi Cemetery on Novi Road

Kathy Crawford has contacted Jeff Muck about getting Engineering to look at the back of the cemetery to ensure safety of people and cars. Also, maybe the pathways asphalt.

Could the city look into buying the parking lot property next to the cemetery so people could park there in order to walk more easily to the cemetery?

Concerns about the weeds and hedge stones in the back that need some attention.

Also, what can be done with the stones that have worn away due to the elements?



NOVI HISTORICAL COMMISSION

Wednesday, April 26 2017 7pm
Novi Library History Room

Pavilion Shore Mural/Display

Kathy Crawford asked when that would be going into the pavilion shore shelter, was told Tracey Ringle "has been working on the mural with community relations and is hoping to have the draft ready soon." We had sent them pictures and information about the photos a year ago.

GOALS-2017 and beyond

Tammy-Lee Knopp

Novi Cemetery Scavenger Hunt

Tammy-Lee is going to go on a tour of the Woodmire Cemetery to learn more about how information about cemeteries is/can be presented.

Historical Calendar for City's 50th

½ way done with December.

Starting with 1955 (1st year of Novi News) Looking for information about what was happening, what products cost.

Kathy Crawford

Headstone Research

Example: Morren, Goodell, etc.

Wants to tell the stories of some of the older/more prominent names buried at the Novi Cemetery.

John MacInnis

Correcting and confirming the maps of historic sites of Novi

Kim Nice

Local business interviews in prep for 50th Anniversary of the City of Novi

Rachel Manela

Event booking and management

Upcoming Historical Commission Programs:

War Dog Memorial-Thursday, May 11, 2017

Flyer is up, Display case is finished.

Age was lowered to 12+

Facebook Ad was placed (\$14.00)

Flyer was sent to the high school and middle school

May 21st Document Donation Day, 2-4pm

Saturday, June 10th Cemetery Clean Up, 9-11am

Sept. 28th, Discovering Michigan County by County, 7pm

October 19th, Michigan Forgotten Boomtowns of Michigan that were forgotten,

Alan Naldrett, 7pm

November 9th, French Festival, Genot Picor, 7:30pm

All paperwork was completed for 2017-2018 calendar year of events.



NOVI HISTORICAL COMMISSION

Wednesday, April 26 2017 7pm

Novi Library History Room

Villa Barr

Book Sales

Villa Barr presentation

Kathy Mutch, returning the check the Commission gave her for her work on the David Barr Presentation. She will no longer be involved with any of our future presentations about David Barr or his home: Villa Barr. Communication between the commission and Kathy Mutch will maintain open communication in order to ensure any presentation/project we do concerning Villa Barr is done well with good information.

Display Cabinet Downstairs, Volunteer Sue Gifor, Cabinet Manager

Possible Summer display: All of David Barr's Books, with the Villa Barr book in the center, advertising that it is for sale at the library by the Commission.

New Business/Other Business

Possibly co-hosting an event in Spring 2018 with the Friends.

App- Clio; Connecting people with their local history. Considering logging in as an institution. Self curation, using them to make an app for your own community.

<https://www.theclio.com/web/>

Needs some significant infrastructure behind it, possibly partnering with the Library to make our own as an "institution".

NEXT MEETING: NOTE: Wednesday May 24, 7pm.

Adjourn: 8:10pm

Bits and Pieces

Vol. 8 Number 3

June 2017

Marian Rafal Wins MLA Frances H. Pletz Award

Bloomfield Township Public Library Youth Services Department Head, Marian Rafal, has won the 2017 Michigan Library Association Frances H. Pletz Award for excellence in service to youth. This award tribute recognizes Marian's 35 years of service to the children and youth served by the Bloomfield Township Public Library. Of note is Marian's First Grade Reading Rally program which attracts every Bloomfield Hills Schools first graders to visit the library for a first hand guided tours of the many treasures the library offers. This annual MLA Award is near and dear to the Pletz family. Mom would take time each year to write a personal note to the winner. She would even visit the award committee meetings which produced this stunned response from the Committee chair, "You're Fran Pletz ... we thought she was dead and gone!" Marian, it is great to see the award go to someone from The Library Network. From the Pletz family – CONGRATULATIONS!

Update on Integrated Library System RFP Process

On May 18, at the regularly scheduled Board of Directors meeting, the recommendation from the Shared Automation Services Directors to, "begin negotiations with a new vendor to provide Integrated Library Services for the TLN Shared Automation User Group of member libraries," was approved unanimously. This concludes the first phase of an extensive process. The goal is to be in place and up and running before the close of the third quarter, in June, of 2018.

Annual TLN Picnic and Membership Meeting – July 14

State Librarian, Randy Riley, is the featured guest for the 2017 TLN Membership Meeting and Picnic starting at 11:00 am on July 14. Farmington Community Library will host the event at Heritage Park, 25099 Farmington Road. Lunch is \$11 and may be ordered by phone at 248-848-4303 or email Diane.Serresseque@farmlib.org Join your colleagues and get the latest news from the Library of Michigan direct from our State Librarian. Help us frame service goals for the next fiscal year.

Michigan Activity Pass (MAP) Turns Ten

The Michigan Activity Pass just turned ten years old. Thanks to our partnership with the Michigan Department of Natural Resources, MAP has expanded to almost 500 venues. Use for the past year is close to 10,000 passes checked out. Southeast Michigan, with TLN and the Suburban Library Cooperative accounting for 60% of overall use. Adding Ann Arbor District Library use and 63% of MAP use comes from patrons in SE Michigan. Social media contact, Brigitte Felix, reports in excess of 10,000 likes. Jim Flury, MAP Administrator, has added 20 new MAP destinations this year.

Exercise Your Mind and Body to

Soar and Explore

Michigan Activity Pass (MAP)
Presented by:

 **The Library Network**
Libraries Working Together

Discover Michigan –Using your library card, check out a pass for one of Michigan’s cultural attractions or state parks and recreation areas!
For more information, and to see a list of participants visit:
<http://www.michiganactivitypass.info>

Michigan Activity Pass

INSTITUTE of Museum and Library SERVICES

Library of Michigan

MI Big Green Gym
A partnership of the Michigan Recreation and Park Association, the Michigan Department of Natural Resources and Blue Cross Blue Shield of Michigan

DEPARTMENT OF NATURAL RESOURCES
DNR MICHIGAN

COOPERATIVE DIRECTORS ASSOCIATION

Blue Cross Blue Shield Blue Care Network of Michigan
Nonprofit corporations and independent licensees of the Blue Cross and Blue Shield Association

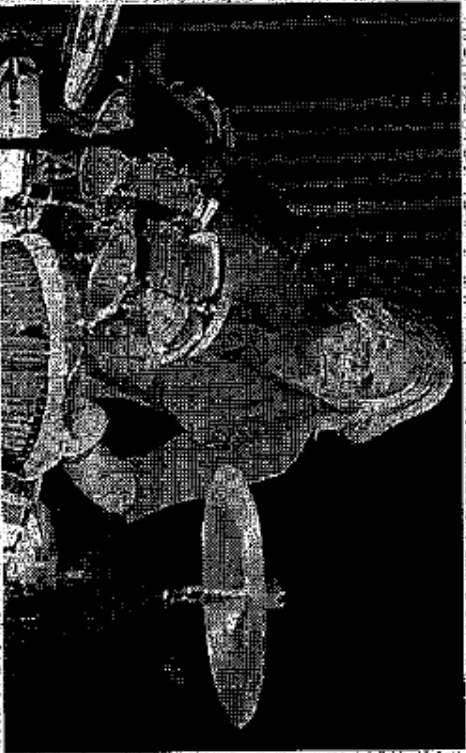
PLYMOUTH ROCKET

MRPA
Michigan Recreation and Park Association



Sharpe will perform June 10 at Novi Public

Tom Sharpe will perform at 10:30 a.m. Saturday, June 10, at the Novi Public Library.



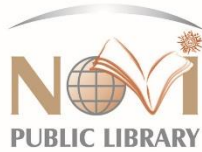
Detroit native Tom Sharpe, an internationally recognized award-winning composer, percussionist, pianist and recording artist, will perform a concert at 10:30 a.m. Saturday, June 10, at the Novi Public Library. His performance of original works will include pieces from his latest release, "Lifting the World."

Sharpe is drummer for popular Grammy-winning group Mannheim Steamroll-

er, former drummer for Denis DeYoung founding member of Styx and artistic director of the Tom Sharpe Ensemble.

Sharpe attended high school at Interlochen Arts Academy and earned the degrees of bachelor and master of music degrees from DePaul University.

His music is a percussive symphony — a sonic and visual feast for the senses.



Library Board Calendar

2017

July 4	Holiday – Independence Day, Library Closed
July 27	Library Board Regular Meeting
August 10	Community Reads Book Unveiling
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
November	Annual Library Report – City Council Meeting, TBD
November	Strategic Planning Sessions-TBD
November	Community Read, Library TBD
November 7	General Election Day
November 11	Holiday – Veteran’s Day – Library Open
November 16	Library Board Regular Meeting, Fox Run 7:00 p.m.
November 22	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 23	Holiday – Thanksgiving, Library Closed
December 20	Library Board Regular Meeting
December 20	Library Director – Mid-year Review
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year’s Eve, Library Closed
January 1	Holiday—New Year's Day, Library Closed
January	Budget Planning Session TBD
January 25	Library Board Regular Meeting
February	Budget Planning Session TBD
February 22	Library Board Regular Meeting
March 22	Library Board Regular Meeting
April	Budget presented to Council, TBD
April 1	Holiday—Easter, Library Closed
April 8-14	National Library Week
April 21-28	Money Smart Week @ Library
April 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.