

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, December 20, 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 L5614-6
 - B. Approval of Regular Meeting Minutes – November 16, 20177-14
- 6. Correspondence
 - A. Email from library patron Alvin Wood regarding library magazine subscriptions..... 15
 - B. Response to Mr. Wood's email by David Silberman, Librarian..... 16
 - C. Email from Sally Denoyer regarding library mobile app and materials 17
- 7. Presentation/Special Guest
 - A. Maryann Zurmuehlen, Head of Support Services, the branding of library card info.....54-58
- 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 18
- 10. President's Report (Craig Messerknecht)
 - A. Library Director Mid-Year Review by HR Committee – January 25, 2018 (Executive Session)
 - B. 2017-2018 Library Board Goals 19
 - C. Goals Update (October, January, April and June/July)N/A
- 11. Treasurer's Report (Melissa Agosta)
 - A. Written Report by Melissa Agosta (Dec. 12, 2017). She will be absent 12/20/17.....20
 - B. 2017-2018 Library Budget Fund 268..... 21-25
 - C. 2017-2018 Contributed Fund Budget 269 26
 - D. Library Fund 268 Expenditure & Revenue Report as of 27-29
 - E. Contributed Fund 269 Expenditure & Revenue Report as of 30-31

F.	Balance Sheets for Funds 268 and 269 as of	32-33
12.	Director's Report.....	34-44
A.	Information Technology Report	45-47
B.	Facilities Report	48-49
C.	Information Services Report.....	49-51
D.	Support Services Report	52-57
E.	Library Usage Statistics	58-66
F.	Friends of the Novi Library (November 15 th Agenda/October 11 th Minutes).....	67-70
G.	Novi Historical Commission	N/A
13.	Committee Reports	
A.	Policy Committee: Review current public policies for the Library (Michener–Chair, Poupard)	
	• Board approved revised policy manual on June 22, 2017	
B.	HR Committee: HR Policies, Director Review, Salary Study (Verma– Chair, Michener)	
	• Library Director Mid-Year Review – January 25, 2018 (Executive Session)	
	• A HR Meeting is scheduled for December 27, 2017 at 3:00pm	
C.	Finance Committee: Financial plan based on building assessment review, Library endowment investigation (Agosta- Chair, Messerknecht, Lawler)	
	• A meeting is scheduled for Tuesday, January 23 rd at 6:00pm to discuss an Endowment option with Jessica Striegle from the Northville Community Foundation	
D.	Events/Marketing/Fundraising Committee: Outreach opportunities (Michener – Chair, Agosta, Wood)	
	• Light Up the Night (Dec. 1, 2017) – Messerknecht, Michener	
	• Lakeshore Park Public Mtg. (Dec. 2, 2017) – Messerknecht, Poupard	
	• Evening of Appreciation (Dec. 8, 2017) – Messerknecht, Michener	
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)	
	• Mr. Bernstein has paid his late fees of \$750. His November rent is due no later than Dec. 20 th .	
	• LED meeting was held on Dec. 1, 2017. In Attendance: Lawler, Messerknecht, Verma, Karl (Illuminart), Charles Boulard (City of Novi), Julie Farkas, and Keith Perfect. Keith presented information about the lighting samples as well as questions/concerns. Julie is working with the City now on additional bid language. A bid draft is expected Dec. 20 th with an anticipated date for bid to go out on January 15, 2018.	

G. Bylaw Committee: Review of Library Board Bylaws

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

14. Public Comment

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15. Matters for Board Action

- A. First Draft: SAFETY, INJURIES AND WORKERS COMPENSATION INSURANCE.....39-40
- B. First Draft: DISCRIMINATION AND HARASSMENT.....41-42

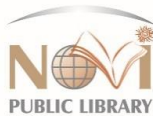
16. Adjourn

Supplemental Information:

- Library Calendar71

Future Events:

- **LIBRARY CLOSED** – December 24th, December 25th, December 31st & January 1st
- Library Board Budget Sessions: Saturday, January 13th & Saturday, February 10th at 8:00am at the Novi Library
- Friends of the Novi Library Mtg. – Wednesday, January 10th at 4:00pm, Novi Library
- Unity Breakfast – Monday, January 15th at 10:00am, Novi Library
- City of Novi Historical Commission Mtg. – Wednesday, January 24th at 7:00pm, Novi Library
- Library Board of Trustees Mtg. – Thursday, January 25th at 7:00pm, City of Novi – Council Chambers
- Toast of the Town Chamber Event – Friday, February 2nd at 7:00pm
- State of the City – Saturday, February 24th at 9:00am, City of Novi – Civic Center



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

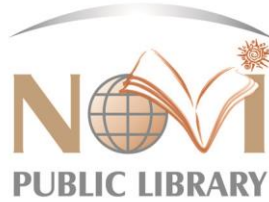
<http://www.novilibrary.org>

Warrant 561	268 Accounts	December 2017	
Payable to	Invoice #	Account number	Amount
Demco (10/30/17)		268-000.00-727.000	\$ 205.62
Global Office Solutions (11/27/17)		268-000.00-727.000	\$ 270.15
The Office Connection (11/7/17)	toner	268-000.00-727.000	\$ 2,412.01
U.S. Postal Service (11/16/17)	Annual Report mailing	268-000.00-728.000	\$ 108.55
CDW-G (10/13/17)		268-000.00-734.000	\$ 399.89
Presidio (11/8/17)		268-000.00-734.000	\$ 1,638.75
VidCom Solutions, Inc. (11/1/17)		268-000.00-734.000	\$ 164.85
Amazon.com (11/3/17)		268-000.00-734.500	\$ 256.96
Amazon.com (11/3/17)		268-000.00-740.000	\$ 290.99
CashRegisterStore.com (10/31/17)	Cash Tray for DL-2425	268-000.00-740.000	\$ 78.20
Global Office Solutions (11/27/17)		268-000.00-740.000	\$ 173.12
Barnes & Noble (11/8/17)	PAASN	268-000.00-742.000	\$ 1,847.69
Brodart (11/27/17)		268-000.00-742.000	\$ 11,857.43
Center Point Large Print (11/3/17)		268-000.00-742.000	\$ 161.19
DK Agencies Ltd (11/24/17)		268-000.00-742.000	\$ 423.10
Gale/Cengage (11/28/17)		268-000.00-742.000	\$ 1,189.28
Midwest Tape (10/20/17)	Hoopla Adv Digital	268-000.00-742.000	\$ 3,000.00
Multicultural Bks & Videos (11/28/17)		268-000.00-742.000	\$ 87.78
SAWA Books (11/17/17)		268-000.00-742.000	\$ 449.42
Tsai Fong Books, Inc. (11/16/ 17)		268-000.00-742.000	\$ 505.21
WT Cox Information Services (10/4/17)		268-000.00-742.000	\$ 730.25
Lyon Township Public Library		268-000.00-742.100	\$ 7.99
Madison Heights Public Library		268-000.00-742.100	\$ 35.00
Gailliard, Robin (11/14/17)	DFP/News; Sept - December 2017	268-000.00-743.000	\$ 119.00
Midwest Tape (11/22/17)		268-000.00-744.000	\$ 1,071.88
OverDrive (11/2/17)		268-000.00-744.000	\$ 2,821.70
Amazon.com (10/18/17)		268-000.00-745.200	\$ 34.38
Midwest Tape (11/15/17)		268-000.00-745.200	\$ 2,219.77
Spectrum Business (10/26/17)	November	268-000.00-801.925	\$ 35.80
Merchant Billing Statement		268-000.00-802.100	\$ 182.20
Providence Occupational Health	Iversen	268-000.00-804.000	\$ 98.00
Johnson, Rosati, Schultz, Joppich (11/10/17)	café lease	268-000.00-806.000	\$ 730.20
Waste Management		268-000.00-808.100	\$ 98.72
H&K Janitorial Service, Inc. (10/31/17)	October	268-000.00-817.000	\$ 3,900.00
AT&T (11/13/17)		268-000.00-851.000	\$ 35.40
TelNet Worldwide (11/15/17)	11/15-12/14/17	268-000.00-851.000	\$ 562.54

Verizon (10/28/17)	9/29/10/18/17	268-000.00-851.000	\$ 379.76
The Library Network (11/14/17)	Telecomm.;10/1/17-12/31/17	268-000.00-855.000	\$ 3,108.96
Gasoline & Oil	October	268-000.00-861.000	\$ 65.96
Municipal Web Services (11/3/17)	October	268-000.00-880.000	\$ 565.50
Sam's Club (11/22/17)	Poinsettia (4)	268-000.00-880.000	\$ 77.56
AccuCut (11/8/17)		268-000.00-880.268	\$ 322.50
Amazon.com (11/1/17)		268-000.00-880.268	\$ 117.26
Benitos Café (11/29/17)	Youth program	268-000.00-880.268	\$ 34.75
City of Dearborn Heights	sale of cabinet	268-000.00-880.268	\$ (435.21)
Fricke, Lindsay	Youth Programming supplies	268-000.00-880.268	\$ 29.00
Movie Licensing USA (11/30/17)	12/28/17-12/27/18	268-000.00-880.268	\$ 600.00
Mutch, Kathleen	November Adult Writing	268-000.00-880.268	\$ 100.00
Sam's Club (11/17/17)	Scrapbook	268-000.00-880.268	\$ 242.23
Stevenson, April	Programming supplies	268-000.00-880.268	\$ 28.34
The Office Connection (10/6/17)		268-000.00-880.268	\$ 114.99
Walmart (11/10/17)	Snack Tales	268-000.00-880.268	\$ 26.93
Wawrzaszek, Jeff	Pgm cancel due to water closure	268-000.00-880.268	\$ (315.00)
Millennium Business Sys (11/23/17)	10/3-11/3/17	268-000.00-900.000	\$ 1,573.07
Venngage (6/22/17)	Infographics; December 2017	268-000.00-900.000	\$ 9.50
Consumers Energy (11/9/17)	10/11-11/7/17e	268-000.00-921.000	\$ (1,118.99)
DTE Energy (11/22/17)	10/25-11/20/17a	268-000.00-922.000	\$ 7,722.21
Aero Filter, Inc. (10/25/17)		268-000.00-934.000	\$ 533.49
Allied- Eagle Supply Co. (11/3/17)		268-000.00-934.000	\$ 914.53
Dalton Commercial Cleaning Corp (11/9/17)	quarterly carpet/furn/semiann furn	268-000.00-934.000	\$ 3,879.00
Ferguson Enterprises Inc. (11/2/17)		268-000.00-934.000	\$ 50.72
Grt Lakes Ace Hardware (11/25/17)		268-000.00-934.000	\$ 17.25
Home Depot (11/21/17)		268-000.00-934.000	\$ 1,049.58
North Star Mat Service (10/31/17)	October 2017	268-000.00-934.000	\$ 185.00
Orkin (10/25/17)	10/20/17	268-000.00-934.000	\$ 63.66
Stanley Access Tech (11/4/17)		268-000.00-934.000	\$ 194.00
Brien's Services, Inc. (11/26/17)	snow contract; 2of3	268-000.00-941.000	\$ 2,447.40
C&J Parking Lot Sweeping (10/31/17)	October 29, 2017	268-000.00-941.000	\$ 55.00
Trugreen (11/16/17)	ice melt pallet	268-000.00-941.000	\$ 364.80
Xpert Lawn and Snow (11/3/17)	7of 7 payments	268-000.00-941.000	\$ 956.42
Millennium Business Sys (11/23/17)	10/3-11/3/17	268-000.00-942.000	\$ 1,432.80
Corrigan Storage (11/1/17)		268-000.00-942.100	\$ 23.06
Dominick, Marcia	HR Conf; 11/2/17	268-000.00-956.000	\$ 98.28
Merit Network (11/1/17)	Rakestraw; Sec Summit; 11/13/17	268-000.00-956.000	\$ 125.00
Philadelphia Marriott Downtown	PLA Conf 2018; 2 rms	268-000.00-956.000	\$ 2,208.36

Ruby Tuesday (11/1/17)	Conf; 11/1/17	268-000.00-956.000	\$ 34.00
The Library Network (11/1/17)	Bk Dis 17-18fy; Stevenson/Farkas	268-000.00-956.000	\$ 100.00
Woodlands Library Coop (10/31/17)	HR workshop; 11/2/17; Dominick	268-000.00-956.000	\$ 30.00
Petty Cash			\$ 125.43
TOTAL			\$ 66,340.12

Warrant 561	269 Accounts	December 2017	
Payable to	Invoice #	Account number	Account total
City of Dearborn Heights	sale of cabinet	269-000.00-742.231	\$ (1,014.79)
Fox Run (10/27/17)	Auth Live; 32 guests @\$20; 10/11/17	269-000.00-742.232	\$ 640.00
Friends of the Novi Public Library	Gala; 10/13/17	269-000.00-742.232	\$ 1,820.00
John the Magician	Light up the Night	269-000.00-742.232	\$ 275.00
Jordan, Ann	Scrapbook cancellation	269-000.00-742.232	\$ 40.00
Little Conductors	Light up the Night	269-000.00-742.232	\$ 425.00
Maisano's	Comm Read Auth Dinner; 11/10/17	269-000.00-742.232	\$ 112.75
Martin, Rosalyn	Scrapbook cancellation	269-000.00-742.232	\$ 40.00
Steve & Rocky's	Community Read Event; 11/10/17	269-000.00-742.232	\$ 3,300.00
Amazon.com (10/3/17)	4 Filament Cart.	269-000.00-742.233	\$ 395.60
3D Systems (10/27/17)	cartridges (2) plus glue	269-000.00-742.233	\$ 278.00
Uline.com (11/28/17)	Velco; e-Nable	269-000.00-742.233	\$ 336.35
TOTAL			\$ 6,647.91



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
November 16, 2017**

DRAFT

1. Call to Order

The meeting was held at Fox Run of Novi, 41000 Thirteen Mile Road, Novi, Michigan, 48377, and was called to order by Craig Messerknecht, President, at 7:00 p.m.

2. Roll Call

Library Board

Craig Messerknecht, President
Tara Michener, Vice President
Melissa Agosta, Treasurer
Ramesh Verma, Secretary (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 at 7:23 p.m.)
Lahari Vavilala, Student Representative (Departed at 7:23 p.m.)

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

Guests

24 Fox Run residents in attendance

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

- Trustee Messerknecht thanked Fox Run and the residents of Fox Run for hosting the November 16, 2017 Library Board meeting.
- Trustee Poupard welcomed the Novi Library Board on behalf Executive Director Mike McCormick. Trustee Poupard suggested Fox Run can be a trial-run for holding Library Board meetings outside of the Novi the Civic Center in an attempt to reach out to the community.

4. Approval and Overview of Agenda

Ms. Farkas requested that the two following items be added to the agenda:

- Item **10E** to the **President's Report** to discuss a letter that was sent to Mr. Bernstein, proprietor of the Read a Latte Café by Ms. Farkas.
- Item **15B** to **Matters for Board Action** to discuss Mr. Bernstein's request for closure of the Café on Friday, November 24, 2017.

A motion was made to approve the Agenda as amended.

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

5. Consent Agenda

A. **Approval of Claims and Warrants L560**

Trustee Messerknecht asked Ms. Farkas about the \$15,987.00 expense for projection equipment in account 268-000.00-734.500 on the Claims and Warrant L560.

- Ms. Farkas explained that this money was spent in order to upgrade the meeting rooms' video and projection capabilities. The upgrade was necessary to stay current with changing technologies as the previous equipment was seven years old.

A motion was made to approve the Claims and Warrants L560

1st— Doreen Poupard

2nd— Melissa Agosta

The motion passed unanimously.

B. Approval of Regular Meeting Minutes—October 26, 2017

A motion was made to approve the regular meeting minutes from October 26, 2017.

1st—Melissa Agosta

2nd—Doreen Poupard

The motion passed unanimously.

6. Correspondence

A. **Thank you email from Al Bialek—November 6, 2017**

- Vietnam veteran Al Bialek gave a presentation to the TAB members and students in Teen Space sharing his life experience and honoring Veterans Day. 30 students were in attendance. Mr. Bialek thanked Ms. Farkas for allowing him the opportunity to share his message.

7. Presentation/Special Guest

A. **2016-2017 Annual Report by Julie Farkas, Library Director (created by Christina Salvatore, Communications Coordinator)**

Referencing the Novi Library's 2016-2017 Annual Report, Ms. Farkas highlighted the following accomplishments:

- The Library hosts 100 programs per month. One program is *Raising a Reader in Novi—1000 Books before Kindergarten*. This program encourages children under the age of 5 to read with their parents. The registration goal in the first year was 200 and with 427 children actually registering, the program exceeded expectations.
- Technology allowing for the transcribing of vinyl albums into a digital format was purchased.
- The Novi Library hosted the 2016 Community Reads event that had over 1,000 people reading the book *Born to Run*. This event is a joint effort between Lyon

Township Public Library, Northville District Library, Novi Public Library, Salem-South Lyon Library, Walled Lake City Library, and Wixom Public Library.

- The Library hosted its first wedding provided all by donations. The couples had to submit a video and tell why they deserved to win. The Library provided the location for the ceremony and reception.
- The Library started a television show with Dr. Matthews, Superintendent of Novi Schools, called *Let's Read*. Youth, teen and adult books are discussed on this local cable TV show.
 - Trustee Poupard informed the audience that at Fox Run the show can be viewed on channel 20.
- Financially, the Library was able to budget and refrain from drawing on the fund balance for the 2016-2017 fiscal year. Ms. Farkas thanked the Library Board and the Library staff for their fiscal responsibility. The annual report contains a chart that illustrates how the money was spent.
- Ms. Farkas thanked the following people at Fox Run who continue to foster the relationship between the Novi Library and Fox Run: Peggy Mather, Tom Hollinshead, Geri Angel, Doreen Poupard and Mike McCormick.
 - Ms. Farkas shared that with the success of A Taste of Art that was held in September for residents of Fox Run, another event will be planned for the spring of 2018.

B. Thank you to Fox Run

- Ms. Farkas thanked the members of YOU (Your Own University) for co-hosting the Author's Live event with the Novi Library. The YOU members help Ms. Farkas pick authors/books for the event and bring over one hundred people to Fox Run for an afternoon of lunch and literature.
- Ms. Farkas thanked the Fox Run book discussion group leaders. The Library provides the books for these groups.
- Ms. Farkas said it is a pleasure working with all the residents of Fox Run and thanked them for allowing the Novi Library to come in to their residence.

8. Public Comment

- Fox Run residents thanked the Library for the large print books that are donated to their library and for the Taste of Art event held in September.

9. Student Representatives Report-October 2017

The Student Representative Report can be found on pages 15-18 of the November 16, 2017 Library Board packet.

A. Programs

- 10/10/17: If you Give a Tween Cupcake (22 in attendance)
- 10/17/17: Eats & Treats Teen Cooking Club—Cake Decorating (25 in attendance)
- 10/25/17: Pizza & Pages Book Club—*School of the Dead*, by Avi (10 in attendance)
- 10/28/17: Pumpkin Decorating Palooza (46 in attendance)

B. Upcoming Programs

- 12/7/17: Virtual Reality in Teen Space
- 12/12/17: Eats & Treats Teen Cooking Club—Edible Holiday Gifts
- 12/15/17: TAB Meeting
- 12/19/17: STEM—Gingerbread Engineering Challenge

12/20/17: Pizza and Pages Book Club
12/21/17: Virtual Reality in Teen Space

C. TAB Update

The Teen Advisory Board met on October 20, 2017 and formed 3 new committees: A Community Service Project Committee; an Arts and Craft Committee; and a Teen Programming Committee.

D. Teen Space

Teen Space had 1,048 attendees for the month of October, 2017.

10. President's Report

A. Role of the Novi Library Board Trustees reported by Trustee Messerknecht, President

- Responsibility for the operation of the Novi Library is vested in the Library Board. The Library Board is responsible for the following:
 - The Board has the power and the duty to determine the policy, the rules, and the regulations governing the Library's operations and services.
 - The Board selects, appoints and supervises the Library Director as well as review the Director's performance, salary and benefits.
 - The Board adopts and approves a budget each fiscal year which begins on July 1st of each year. Planning for the 2018-2019 budget will begin in January of 2018.
 - The Board has exclusive control of the revenue and expenditures of the Library.
 - The Board is in charge of supervising and maintaining the building and the grounds around the building.
 - To be on the Novi Library Board an application must be submitted to the City and then an interview takes place by Novi City Council. The ultimate decision is made by the Mayor of Novi.
 - The seven member Library Board elects its own officers (President, Vice-President, Treasurer and Secretary).
 - The Director is the Chief Officer responsible for the implementation of the rules and policies established by the Board. The Director is also responsible for the day to day management and operation of the Library.
 - The relationship between the Library Board and the Library Director is key to the success of the Novi Library.

B. 2017-2018 Library Board Goals

- Maintain excellent customer service in all facets of the Library's operations, Board functions and community involvement.
 - The Lending Library at Lakeshore Park is an opportunity to bring library materials to areas in Novi that currently do not use the Novi Library. The Lending Library is a large unit that contains books and DVD's that can be checked out from the unit using a library card. Lakeshore Park is a possible location for one of these units.
- Balance the needs of the community with fiscal responsibility and reduce the deficit spending.

- The Library is working on a LED light conversion project that will reduce spending. The Director and the Board are also looking into an endowment opportunity.
- Provide quality and diverse services, materials, programs and technology.
 - Virtual Reality programming
 - Fostering connections with the diverse community through programs and discussions.
- Promote the Library in Novi's residential and business communities and provide outreach to non-library users.
 - Conducting the Library Board meeting at Fox Run is an opportunity to reach out to the north end of Novi and make contact with non-library users. Ms. Farkas hopes to continue with this trend of reaching out to the community.
 - The Library Card Campaign was an opportunity to reach Novi residents that did not have a Novi Library card.
 - 1000 Books before Kindergarten is an opportunity to reach families of young children.
- Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experience or patrons and staff.
 - The Library Board will create a staff survey
 - Human Resource Salary Review

C. Goals Update (October, January, April and June/July)

D. Inform. Inspire. Include.

The Library's motto is Inform. Inspire. Include. This phrase is used as a guidepost when the Board and the Director are creating policies.

E. Café Letter

- Ms. Farkas sent a letter to Mr. Bernstein reminding him of the Library's policy of providing good customer service. A dialogue between Mr. Bernstein and a library staff member, who was purchasing from the café, took place that left the staff member unsatisfied. Ms. Farkas asked Mr. Bernstein to refrain from using negative comments to patrons and staff members.

11. Treasurer's Report

A. Library Budget Fund 268—2017-2018

The 2017-2018 Fund 268 budget can be found on pages 25-29 of the November 16, 2017 Library Board packet.

- The 2017-2018 approved budget for Fund 268 calls for revenue of \$2,901,020.00 and expenditures of \$3,032,496.00 which would consume \$131,476.00 of the fund balance.

B. 2017-2018 Contributed Fund Budget 269

The 2017-2018 Contributed Fund 269 Budget can be found on page 30 of the November 16, 2017 Library Board packet.

- The 2017-2018 approved budget for Fund 269 calls for revenue of \$48,500.00 and expenditures of \$118,465.00 which would consume \$69,965.00 of the fund balance.

C. Library Fund 268 Revenue and Expenditure Report (October 31, 2017)

The Fund 268 Expenditure and Revenue Report can be found on pages 31-34 of the November 16, 2017 Library Board packet.

- Year-to-date revenue through October 31, 2017 totals \$2,816,872.00 which is an increase of \$2,635,361.00. Trustee Agosta informed the Board that the tax revenue has been received.
- Year-to-date expenditures through October 31, 2017 total \$914,149.00 which is an increase of \$221,799.00.

D. Contributed Fund 269 Expenditure & Revenue Report (October 31, 2017)

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 35 of the November 16, 2017 Library Board packet.

- Year-to-date revenue through October 31, 2017 is \$22,111.00 which is an increase of \$7,854.00.
- Year-to-date expenditures through October 31, 2017 total \$10,125.00 which is an increase of \$3,869.00.

E. Balance Sheets for Funds 268 and 269

The balance sheets for funds 268 and 269 can be found on pages 36-37 of the November 16, 2017 Library Board packet.

- The ending fund balance for fund 268 through October 31, 2017 is \$3,741,267.59
- The ending fund balance for fund 269 through October 31, 2017 is \$1,709,933.24

F. How the Library is Funded

- Fund 268 is considered the general fund. Revenue comes from taxes, penal fines, gifts and donations, assessments, the Café, meeting room rentals, and library overdue fines. This money is used for the operation of the Library which includes utilities, personnel, supplies, books, office supplies, services and charges.
- Fund 269 is the result of a generous donation by the Walker family. When the new building was being considered, the family donated that money for special programs and updates to the Library. The automated Lending Library will come out of fund 269.
- The Friends of the Novi Library also give money to the Library annually. Purchases made with their money were an Apple TV, a 3-D printer, a laptop for the youth area, as well as funding for the Raising a Reader in Novi. The Friends gave over \$20,000.00 to the Novi Library in the 2016-2017 fiscal year.

12. Director's Report

The Director's Report can be found on pages 38-44 of the November 16, 2017 Library Board packet.

- Adopting a Little Library
 - Ms. Farkas was approached by friends of former Teen Librarian Jennifer Preston. Jennifer's friends were able to have a Little Library, which is a free standing kiosk that houses youth and teen books, donated in Jennifer's memory at the Children's Hospital of Michigan-DMC. Ms. Farkas was asked to help fill the kiosk with donated books.

Donations will be accepted at any of the six Neighborhood Libraries until January 10, 2018.

A. Information Technology Report

The Information Technology Report can be found on pages 45-46 of the November 16, 2017 Library Board packet.

- Monthly virtual reality patron events are scheduled through February 2018.
- The 3-D printer is busy making parts for the e-NABLE Community 3-D Hand Assembly Day scheduled for December 14, 2017.

B. Facilities Report

The Facilities Report can be found on pages 47-48 of the November 16, 2017 Library Board packet.

- The Library passed all fire inspections and Keith Perfect continues to work on the LED project by testing bulbs and fixtures.

C. Information Services Report

The Information and Services Report can be found on pages 48-50 of the November 16, 2017 Library Board packet.

- Currently there are 518 children registered for the Raise a Reader in Novi program and 16 children have read 1,000 books.

D. Support Service Report

The Support Service report can be found on pages 51-52 of the November 16, 2017 Library Board packet.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 53-61 of the November 16, 2017 Library Board packet.

- 387 new library cards were issued in October and over 60,000 items were checked out.
- The Library App. had 36,000 hits in October.

F. Novi Historical Commission

The September 27, 2017 Novi Historical Commission Report can be found on pages 62-64 of the November 16, 2017 Library Board packet.

G. Friends of the Novi Library

No report included.

13. 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 Study

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

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

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.

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

14. Public Comment

Fox Run resident Mr. George W. Smith reported that he had several thousand books that he would be interested in donating to the Library.

15. Matters for Board Action

A. Second draft of Limited part-time Assignment Policy

Trustee Agosta believes since the City has implemented this policy the library should as well. Ms. Farkas explained that in order for an employee to take advantage of this policy, they must exhaust all vacation time, sick time and personal business time.

A motion was made to approve the Limited Part-Time Assignment Policy.

1st—Doreen Poupard

2nd—Tara Michener

The motion passed unanimously.

B. Request by Mr. Bernstein to close the Café on Friday, November 24, 2017

Mr. Bernstein requested that he be closed on the Friday after Thanksgiving. Ms. Farkas and the Board were in agreement that it is not good business to be closed when the library is open.

A motion was made to deny closing the Read-A-Latte Café on Friday, November 24, 2017.

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

16. Adjourn

A motion was made to adjourn at 8:05 p.m.

1st—Melissa Agosta

2nd—Doreen Poupard

The motion passed unanimously.

Ramesh Verma, Secretary

Date

On Thu, Nov 9, 2017 at 3:26 PM, alvin wood wrote:

To Whom It May Concern:

As an African American Novi Resident for over 10 years I enjoy going to the library to review magazines and read the latest news. My problem is that in the past I really enjoyed reading African American periodicals such as Ebony, Black Enterprise, Jet, not to mention the Michigan Chronicle that this library should have. When I now go to the library there are no periodicals of African American topics for me to read and review.

Now my problem is simply the explanation that you provided in the magazine area. You mentioned that your vendor you work with and the publications were having some issues. I find this a complete excuse and if this library wanted to solve the problem all you would need to do is reach out to the Detroit Library or Southfield Library speak with whoever handles magazines and see how they go about not having the issues you speak of.

Furthermore as a retired teacher, principal, and deputy school superintendent who worked in Detroit I know for a fact that issues that you speak of can be solved if the organization wants to solve the issue. I was compelled to write this e-mail because what I am seeing at this library is not right. I for one do not like excuses and as a tax payer I feel that having magazines that the community wishes to have should be worked on. Hopefully you agree with my concern.

Alvin Wood, Novi Resident

Response to Mr. Wood by David Silberman, Librarian (November 14, 2017)

Good Afternoon Mr. Wood,

Thank you for taking the time to write to me concerning these publications. I do agree with your concern - these issues have certainly been on my radar and I am looking for a suitable solution. The digital age has greatly disrupted the landscape of the print publishing industry, and African-American periodicals has been particularly hard hit.

Of the titles you mentioned:

- Black Enterprise - We do subscribe however their publication has had some issues. The last we received was Jan/Feb.. - The "Magazine" link at the top of their website goes to a page where the July/August issue is still showing as current...
- Ebony & Jet - were sold to a private equity firm in 2016. Ebony has laid off a significant percent of their staff and the delivery issues are widespread. They have been widely accused of not paying their journalists & freelancers, and even blocking their own writers on Twitter
- Michigan Chronicle - Full Text of the is accessible through the Gale InfoTrac Newsstand Database, available through our Online Tools page through MeL.org [Michigan eLibrary]
- VIBE magazine [you didn't mention this but it also stopped printing a few years ago]

Other titles I've been looking at include:

- Essence [bi-weekly]
- Black Masks [quarterly]
- Savoy Magazine [quarterly]

I have reached out to both the Detroit & Southfield Public Libraries, as you suggested, to see exactly what they're doing about these issues as well. The DPL periodicals person will next be in on Tuesday and the SF public Library is closed for the holiday weekend. I'm happy to follow-up and keep you in the loop in identifying a solution. Feel free to reach me at the phone number below, or continue the conversation via e-mail.

Thanks again for your concern. I appreciate your taking the time to contact me. Have a great weekend and I look forward to hearing from you.

From: On Behalf Of Dennis Denoyer
Sent: Tuesday, December 5, 2017 8:29 AM
Subject: Enterprise Catalog Contact Us Link

I appreciate the information about the mobile app to access my library. It's wonderful !!!

Benjamin Franklin would be very proud of you. Your services have enhanced the literary access for my entire family. The Novi Library is a gem to this city.

Sincerely,

Sally Denoyer (mother of four)

p.s.

My husband just walked by mumbling "*stayed up reading until 1:00 in the morning again*"...
We could have worse problems !

November 2017 Student Representative Report

By: Raveena Joshi and Lahari Vavilala

Programs:

The How to Navigate the College-Going Process: Financial Aid Overview took place on November 8th. MI Student Aid's Outreach Team presented an overview of state financial aid resources in which attendees learned about state financial aid programs and discussed a variety of factors to achieve maximum college affordability. (Attendance = 23)

The Eats & Treats Teen Cooking Club: Peanut Butter Lovers Month took place on November 21st. Attendees enjoyed and assisted in making no-bake peanut butter treats. (Attendance = 20)

The Pizza & Pages Book Club took place on November 29th. December's title is *The Wild Robot* by Peter Brown. Attendees read the book, *The Book Scavenger*, by Jennifer Bertman. The purpose of this book club is to encourage tweens to read and also allow tweens to practice for the Battle of the Books program that the Library holds annually. (Attendance = 10)

Teen Space Update:

There were 970 attendees in Teen Space in the month of November. Teen Space was closed on November 7th due to Election Day. Virtual Reality was promoted on November 9th and November 16th and will also be available in Teen Space on December 7th and December 21st. Teen Space was offered at an earlier time on November 22nd due to the Library closure at 5 pm. The Library was closed on November 23rd. Teen Space was closed on November 24th due to no school.

Teen Advisory Board Update:

The third Teen Advisory Board Meeting took place on November 17. At this meeting, the committees looked at the ideas for projects that were formulated at the past meeting, and reported their top 2 choices to the whole group. In addition, the Teen Video Challenge was introduced. The theme this year is "Libraries Rock!" Interested members formed a committee and came up with ideas to have in the video. The Teen Advisory Board won the Teen Video Challenge last year for the State of Michigan. Members hope to do this again this year, and advance to the national level! At the end of the meeting, members were encouraged to bring cans for the TAB can drive happening at the December meeting. (Attendance = 30)

Upcoming Programs:

Get Cracking on Code: Coding Club- January 10th

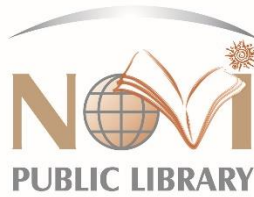
Parade of Preschools- January 17th

Teen Advisory Board (TAB) Meeting- January 19th

Create-A-Puzzle- January 24th

After-Hours Harry Potter Party- January 26th

Pizza & Pages Book Club- January 30th



Inform. Inspire. Include.

6 Strategic Objectives
2013-2018

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

Library Goals
2017-2018

1. Maintain excellent customer service in all facets of the library's operations, Board functions and community involvement.
Focus: Lending Library at Lakeshore Park
2. Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
Focus: LED conversion project, Endowment
3. Provide quality and diverse services, materials, programs and technology.
Focus: Virtual Reality programming, Fostering connections with our diverse community
4. Promote the Library in Novi's residential and business communities and provide outreach to non-library users.
Focus: Library card campaign, 1,000 Books before Kindergarten, Library Board meetings out in the community
5. Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.
Focus: Staff survey by Library Board, HR salary review

Approved: May 25, 2017

December 12, 2017 (Report provided by Treasurer, Melissa Agosta)

Budget for Fund 268

Approved budget for Fund 268 Fiscal Year 2017-2018 calls for Revenue of \$2,901,020 and Expenditures of \$3,032,296 consuming \$131,476 of the Fund Balance.

Budget for Fund 269

2017 proposed budget calls for Revenue of \$48,500 and Expenditures of \$118,465 using \$69,965 of Fund Balance.

Revenue & Expenditure Report for Fund 268

Revenue year to date ending November 30, 2017 were \$2,827,591 an increase of \$10,719.

Our Expenditures ending November 30, 2017 were \$1,133,241 an increase of \$219,092.

Revenue & Expenditure Report for Fund 269

Revenue as of November 30, 2017 is \$23,672 an increase of \$1,561 and Expenditures were \$16,858 an increase of \$6,460.

Balance Sheet

The Balance Sheet for Fund 268 shows our fund balance as of November 30, 2017 is \$3,532.893

The Fund Balance for Fund 269 as of November 30, 2017 is \$1,704,761.

2017-2018 Library Budget 268							
2/23/2017; rev 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						
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 2/23/2017; rev 6/22/17		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	800,500.00	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	691,000.00	700,000.00	714,000.00
715.000	Social Security	106,814.50	112,200.00	100,000.00	105,000.00	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	1,837,396.00	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

2017-2018 Library Budget 268 2/23/2017; rev 6/22/17		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	800,500.00	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	691,000.00	700,000.00	714,000.00
715.000	Social Security	106,814.50	112,200.00	100,000.00	105,000.00	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	1,837,396.00	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

2017-2018 Library Budget 268 2/23/2017; rev 6/22/17		2015-2016	2016-2017	2016-2017	2017-2018	2018-2019	2019-2020
		Audited	Approved	Year End	Approved	Projected	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 2/23/2017; rev 6/22/17		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					
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	63,100.00	38,100.00	11,100.00
965.269	Walker Transfer						
Total Expenditures		2,789,175.26	3,035,900.00	2,945,839.00	3,032,496.00	3,032,990.00	3,046,680.00
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 lighting conversion project \$70,000

12/07/2017 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI											
PERIOD ENDING 11/30/2017											
% Fiscal Year Completed: 41.92											
		END BALANCE	2017-18		MTH ACT	MTH ACT	MTH ACTIVITY	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2017	ORIGINAL	2017-18	JULY 2017	SEPT 2017	OCTOBER 2017	NOV 2017	11/30/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMEND 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	2,537,769.36	2,629,295.00	2,629,295.00	2,616,983.30	0.00	0.00	0.00	2,616,983.30	12,311.70	99.53
268-000.00-403.001	Property Tax Revenue - County Chargebacks	2,422.46	(15,000.00)	(15,000.00)	0.00	1,358.37	314.10	261.97	2,264.04	(17,264.04)	(15.09)
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	4,000.00	(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-Brownfld Cap 2008	(217.02)	(225.00)	(225.00)	(222.62)	0.00	0.00	0.00	(222.62)	(2.38)	98.94
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(6,712.21)	(5,000.00)	(5,000.00)	0.00	0.00	0.00	0.00	0.00	(5,000.00)	0.00
Property tax revenue		2,537,262.59	2,604,070.00	2,604,070.00	2,616,760.68	1,358.37	314.10	261.97	2,619,024.72	(14,954.72)	100.57
State sources											
268-000.00-567.000	State aid	36,210.14	34,000.00	34,000.00	0.00	222.36	0.00	0.00	18,457.34	15,542.66	54.29
State sources		36,210.14	34,000.00	34,000.00	0.00	222.36	0.00	0.00	18,457.34	15,542.66	54.29
Fines and forfeitures											
268-000.00-657.000	Library book fines	62,701.26	62,000.00	62,000.00	5,102.67	4,328.99	5,709.72	3,872.85	25,523.97	36,476.03	41.17
268-000.00-658.000	State penal fines	117,150.58	100,000.00	100,000.00	112,141.45	0.00	0.00	0.00	112,141.45	(12,141.45)	112.14
Fines and forfeitures		179,851.84	162,000.00	162,000.00	117,244.12	4,328.99	5,709.72	3,872.85	137,665.42	24,334.58	84.98
Interest income											
268-000.00-664.000	Interest on investments	51,568.50	35,000.00	35,000.00	3,178.84	3,625.42	0.00	0.00	9,712.14	25,287.86	27.75
268-000.00-664.500	Unrealized gain (loss) on investments	(47,460.19)	0.00	0.00	1,192.34	(5,981.42)	0.00	0.00	(1,203.26)	1,203.26	100.00
Interest income		4,108.31	35,000.00	35,000.00	4,371.18	(2,356.00)	0.00	0.00	8,508.88	26,491.12	24.31
Other revenue											
268-000.00-665.000	Miscellaneous income	15,326.59	15,000.00	15,000.00	1,297.50	1,458.38	1,459.25	1,005.23	6,562.06	8,437.94	43.75
268-000.00-665.100	Copier	2,270.05	2,100.00	2,100.00	63.25	180.00	104.50	193.04	572.44	1,527.56	27.26
268-000.00-665.200	Electronic media (previously VHS)	81.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00
268-000.00-665.290	Library fund raising revenue	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00
268-000.00-665.300	Meeting room	49,160.49	34,000.00	34,000.00	3,402.13	3,456.48	4,711.03	3,728.20	20,729.41	13,270.59	60.97
268-000.00-665.404	Novi Township assessment	6,197.00	6,300.00	6,300.00	0.00	6,194.00	0.00	0.00	6,194.00	106.00	98.32
268-000.00-665.650	Library Cafe	4,469.07	5,000.00	5,000.00	384.73	318.07	683.31	770.14	2,539.52	2,460.48	50.79
Other revenue		77,504.20	64,950.00	64,950.00	5,147.61	11,606.93	6,958.09	5,696.61	36,597.43	28,352.57	56.35
Donations											
268-000.00-665.289	Adult programs	4,873.65	0.00	0.00	967.72	1,124.47	0.00	0.00	4,080.33	(4,080.33)	100.00
268-000.00-665.400	Gifts and donations	2,571.41	1,000.00	1,000.00	237.84	366.11	1,127.64	1,121.55	3,256.88	(2,256.88)	325.69
Donations		7,445.06	1,000.00	1,000.00	1,205.56	1,490.58	1,127.64	1,121.55	7,337.21	(6,337.21)	733.72

		END BALANCE	2017-18		MTH ACT	MTH ACT	MTH ACTIVITY	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2017	ORIGINAL	2017-18	JULY 2017	SEPT 2017	OCTOBER 2017	NOV 2017	11/30/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMEND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Personnel services											
268-000.00-704.000	Permanent salaries	785,289.97	795,000.00	800,500.00	32,810.88	92,152.83	61,435.23	63,496.47	311,330.64	489,169.36	38.89
268-000.00-704.250	Final Payout	6,558.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-705.000	Temporary salaries	585,147.40	686,000.00	691,000.00	24,375.70	72,497.22	50,488.62	49,997.55	244,953.44	446,046.56	35.45
268-000.00-715.000	Social security	102,475.43	104,000.00	105,000.00	4,370.31	12,483.95	8,332.52	8,454.41	41,752.11	63,247.89	39.76
268-000.00-716.000	Insurance	223,731.54	224,400.00	224,400.00	17,301.60	18,210.29	17,206.78	17,206.78	87,801.85	136,598.15	39.13
268-000.00-716.200	HSA - employer contribution	2,019.71	1,500.00	1,500.00	11.54	162.50	162.50	162.50	661.54	838.46	44.10
268-000.00-716.999	Insurance - Employee Reimbursement	(41,124.63)	(45,000.00)	(45,000.00)	(1,793.41)	(3,353.26)	(3,351.01)	(3,353.26)	(15,204.21)	(29,795.79)	33.79
268-000.00-718.000	Pension - DB Normal Cost	13,452.00	9,144.00	9,144.00	762.00	762.00	762.00	762.00	3,810.00	5,334.00	41.67
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(15,028.56)	15,852.00	15,852.00	1,321.00	1,321.00	1,321.00	1,321.00	6,605.00	9,247.00	41.67
268-000.00-718.200	Pension - defined contribution	21,194.72	32,000.00	32,000.00	1,309.01	3,675.30	2,450.20	2,450.20	12,334.91	19,665.09	38.55
268-000.00-720.000	Workers compensation	2,591.57	3,000.00	3,000.00	196.31	304.39	205.23	208.04	1,113.94	1,886.06	37.13
Personnel services		1,686,307.18	1,825,896.00	1,837,396.00	80,664.94	198,216.22	139,013.07	140,705.69	695,159.22	1,142,236.78	37.83
Supplies											
268-000.00-727.000	Office supplies	17,582.47	23,000.00	23,000.00	1,398.58	491.70	1,173.08	2,055.50	7,669.46	15,330.54	33.35
268-000.00-728.000	Supplies - Postage	608.68	700.00	700.00	0.00	0.00	6.65	0.00	26.65	673.35	3.81
268-000.00-734.000	Computer supplies, software & licensing	73,598.06	75,000.00	75,000.00	3,580.30	0.00	3,220.94	1,662.40	9,178.03	65,821.97	12.24
268-000.00-734.500	Computer supplies/equipment	48,298.19	74,000.00	74,000.00	12,082.22	18,364.14	125.66	60.99	31,487.46	42,512.54	42.55
268-000.00-740.000	Operating supplies	30,299.17	27,000.00	27,000.00	1,880.99	1,531.83	90.78	153.68	3,881.68	23,118.32	14.38
268-000.00-740.010	Gift and donations expense	14.32	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	2,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00
268-000.00-741.000	Supplies - Uniforms	184.56	300.00	300.00	136.50	0.00	58.59	0.00	195.09	104.91	65.03
268-000.00-742.000	Library books	161,658.17	196,000.00	196,000.00	12,867.18	17,200.38	24,832.99	8,405.11	75,031.07	120,968.93	38.28
268-000.00-742.100	Library Books - Fines	1,126.56	1,000.00	1,000.00	37.59	175.32	72.19	58.99	532.35	467.65	53.24
268-000.00-743.000	Library periodicals	21,048.33	24,800.00	24,800.00	971.25	308.00	3,704.88	119.00	5,049.54	19,750.46	20.36
268-000.00-744.000	Audio visual materials	75,644.65	76,200.00	76,200.00	12,868.70	3,456.84	1,907.09	3,355.32	40,069.48	36,130.52	52.58
268-000.00-745.200	Electronic media	47,376.40	46,000.00	46,000.00	3,998.72	3,295.44	1,334.61	1,384.75	15,940.15	30,059.85	34.65
268-000.00-745.300	Electronic resources (CD rom materials)	67,312.79	59,000.00	59,000.00	36,651.88	2,109.00	1,750.00	0.00	40,510.88	18,489.12	68.66
Supplies		544,752.35	605,000.00	605,000.00	86,473.91	46,932.65	38,277.46	17,255.74	229,571.84	375,428.16	37.95

GL NUMBER	DESCRIPTION	END BALANCE	2017-18		MTH ACT	MTH ACT	MTH ACTIVITY	MTH ACT	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2017	ORIGINAL	2017-18	JULY 2017	SEPT 2017	OCTOBER 2017	NOV 2017	11/30/2017	BALANCE	
		NORM (ABNORM)	BUDGET	AMEND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	
Other services and charges											
268-000.00-801.925	Public information (cable, etc)	387.61	500.00	500.00	32.31	32.31	32.30	0.00	129.23	370.77	25.85
268-000.00-802.100	Bank Service Charges	2,561.24	2,500.00	2,500.00	329.74	218.09	182.20	0.00	940.50	1,559.50	37.62
268-000.00-803.000	Independent audit	665.00	700.00	700.00	0.00	0.00	0.00	0.00	0.00	700.00	0.00
268-000.00-804.000	Medical service	1,971.00	1,500.00	1,500.00	196.00	98.00	0.00	98.00	490.00	1,010.00	32.67
268-000.00-806.000	Legal fees	3,525.80	2,500.00	2,500.00	0.00	42.00	730.20	0.00	1,778.70	721.30	71.15
268-000.00-809.000	Memberships and dues	4,742.57	5,200.00	5,200.00	3,836.07	178.00	633.00	0.00	4,980.07	219.93	95.77
268-000.00-816.000	Professional services	3,169.55	12,000.00	12,000.00	0.00	2,400.00	0.00	0.00	2,400.00	9,600.00	20.00
268-000.00-817.000	Custodial services	46,900.00	46,800.00	46,800.00	7,800.00	3,900.00	3,900.00	0.00	15,600.00	31,200.00	33.33
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	3,495.00	0.00	3,495.00	5.00	99.86
268-000.00-851.000	Telephone	11,655.25	14,000.00	14,000.00	1,077.42	1,072.97	928.18	(165.00)	3,908.25	10,091.75	27.92
268-000.00-855.000	TLN Automation Services	57,017.61	56,000.00	56,000.00	16,228.58	198.29	16,164.41	3,108.96	35,700.24	20,299.76	63.75
268-000.00-861.000	Gasoline and oil	0.00	500.00	500.00	0.00	0.00	65.96	0.00	65.96	434.04	13.19
268-000.00-862.000	Mileage	185.58	300.00	300.00	0.00	57.25	0.00	0.00	57.25	242.75	19.08
268-000.00-880.000	Community promotion	21,489.18	25,000.00	25,000.00	563.00	1,927.77	875.81	643.06	17,312.47	7,687.53	69.25
268-000.00-880.268	Library programming	20,837.71	22,500.00	22,500.00	1,550.89	89.81	2,024.56	321.56	8,094.87	14,405.13	35.98
268-000.00-880.271	Adult programs	2,539.90	3,000.00	3,000.00	0.00	978.15	0.00	0.00	4,283.15	(1,283.15)	142.77
268-000.00-900.000	Printing, graphic design and publishing	27,677.70	29,500.00	29,500.00	114.14	1,439.57	884.38	698.19	3,242.17	26,257.83	10.99
268-000.00-910.000	Property & liability insurance	13,222.00	14,000.00	14,000.00	13,230.00	0.00	0.00	0.00	13,230.00	770.00	94.50
268-000.00-921.000	Heat	10,848.89	11,500.00	11,500.00	285.80	119.07	208.42	(1,641.87)	(911.13)	12,411.13	(7.92)
268-000.00-922.000	Electricity	91,991.32	99,000.00	99,000.00	9,642.71	9,547.37	9,766.39	0.00	39,700.84	59,299.16	40.10
268-000.00-923.000	Water and sewer	7,226.80	5,500.00	5,500.00	0.00	1,828.80	0.00	0.00	1,828.80	3,671.20	33.25
268-000.00-934.000	Building maintenance	80,621.62	80,000.00	80,000.00	4,234.75	5,845.81	3,239.41	5,129.09	24,561.30	55,438.70	30.70
268-000.00-935.000	Vehicle maintenance	70.64	0.00	0.00	8.99	0.00	0.00	0.00	8.99	(8.99)	100.00
268-000.00-941.000	Grounds maintenance	24,859.96	52,000.00	52,000.00	1,386.42	1,550.04	3,235.01	2,447.40	10,183.83	41,816.17	19.58
268-000.00-942.000	Office equipment lease	12,793.59	12,000.00	12,000.00	698.90	1,432.80	716.40	716.40	3,564.50	8,435.50	29.70
268-000.00-942.100	Records storage	272.65	300.00	300.00	23.06	23.06	23.06	23.06	115.30	184.70	38.43
268-000.00-956.000	Conferences and workshops	10,318.57	15,500.00	15,500.00	1,730.99	3,048.01	2,804.01	228.28	10,657.29	4,842.71	68.76
Other services and charges		461,046.74	515,800.00	515,800.00	62,969.77	36,027.17	49,908.70	11,607.13	205,417.58	310,382.42	39.83

GL NUMBER	DESCRIPTION	END BALANCE	2017-18		MTH ACT	MTH ACT	MTH ACTIVITY	MTH ACT	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2017	ORIGINAL	2017-18	JULY 2017	SEPT 2017	OCTOBER 2017	NOV 2017	11/30/2017	BALANCE	
		NORM (ABNORM)	BUDGET	AMEND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	
Capital outlay											
268-000.00-976.000	Building improvements	0.00	70,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-976.100	Parking lot improvements	8,475.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	56,032.80	32,100.00	32,100.00	0.00	0.00	0.00	0.00	3,092.55	29,007.45	9.63
268-000.00-990.000	Furniture	0.00	31,000.00	31,000.00	0.00	0.00	0.00	0.00	0.00	31,000.00	0.00
Capital outlay		64,507.80	133,100.00	63,100.00	0.00	0.00	0.00	0.00	3,092.55	60,007.45	4.90
Net - Dept 000.00-treasury											
		85,768.07	(178,776.00)	(120,276.00)	2,514,620.53	(264,524.81)	(213,089.68)	(158,615.58)	1,694,349.81	(1,814,625.81)	
Fund 268 - LIBRARY FUND 268:											
TOTAL REVENUES											
		2,842,382.14	2,901,020.00	2,901,020.00	2,744,729.15	16,651.23	14,109.55	10,952.98	2,827,591.00	73,429.00	(1,408.72)
TOTAL EXPENDITURES											
		2,756,614.07	3,079,796.00	3,021,296.00	230,108.62	281,176.04	227,199.23	169,568.56	1,133,241.19	1,888,054.81	(1,408.72)
NET OF REVENUES & EXPENDITURES											
		85,768.07	(178,776.00)	(120,276.00)	2,514,620.53	(264,524.81)	(213,089.68)	(158,615.58)	1,694,349.81	(1,814,625.81)	(1,408.72)
Fund 269 - LIBRARY CONTRIBUTION 269											
Dept 000.00-treasury											
Interest income											
269-000.00-664.000	Interest on investments	31,478.76	36,000.00	36,000.00	2,628.73	2,387.79	0.00	0.00	7,416.07	28,583.93	20.60
269-000.00-664.500	Unrealized gain (loss) on investments	(24,333.20)	6,000.00	6,000.00	983.68	(3,939.52)	0.00	0.00	2.46	5,997.54	0.04
Interest income		7,145.56	42,000.00	42,000.00	3,612.41	(1,551.73)	0.00	0.00	7,418.53	34,581.47	17.66
Donations											
269-000.00-665.230	Collections/Materials Revenue	1,760.00	1,000.00	1,000.00	80.00	0.00	50.00	0.00	289.00	711.00	28.90
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	1,449.26	6,465.00	1,000.00	0.00	0.00	0.00	1,564.79	1,564.79	(564.79)	156.48
269-000.00-665.232	Programming Revenue	19,215.51	2,500.00	2,500.00	3,450.00	792.85	2,601.60	115.50	11,595.18	(9,095.18)	463.81
269-000.00-665.233	Technology Library Revenue	5,500.00	500.00	500.00	0.00	1,000.00	1,180.00	35.00	2,215.00	(1,715.00)	443.00
269-000.00-665.234	Undesignated Misc Donations	1,092.45	500.00	500.00	0.00	28.34	61.75	0.00	590.09	(90.09)	118.02
Donations		29,017.22	10,965.00	5,500.00	3,530.00	1,821.19	3,893.35	1,715.29	16,254.06	(10,754.06)	295.53
Supplies											
269-000.00-742.230	Collections/Materials Expense	198.37	2,000.00	2,000.00	0.00	0.00	0.00	0.00	287.68	1,712.32	14.38
269-000.00-742.231	Buildings/Ground/ Furniture Expense	291.06	6,000.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.232	Programming Expense	7,647.39	3,000.00	3,000.00	2,876.48	3,228.09	5,254.00	2,240.00	13,882.37	(10,882.37)	462.75
269-000.00-742.233	Technology Library Expense	0.00	2,000.00	2,000.00	0.00	77.99	0.00	197.80	275.79	1,724.21	13.79
269-000.00-742.234	Undesignated Misc	1,892.18	0.00	0.00	324.93	219.45	675.00	0.00	2,412.10	(2,412.10)	100.00
Supplies		10,029.00	13,000.00	7,500.00	3,201.41	3,525.53	5,929.00	2,437.80	16,857.94	(9,357.94)	224.77
Net - Dept 000.00-treasury											
		26,133.78	39,965.00	40,000.00	3,941.00	(3,256.07)	(2,035.65)	(722.51)	6,814.65	33,185.35	

		END BALANCE	2017-18		MTH ACT	MTH ACT	MTH ACTIVITY	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2017	ORIGINAL	2017-18	JULY 2017	SEPT 2017	OCTOBER 2017	NOV 2017	11/30/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMEND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 269 - LIBRARY CONTRIBUTION 269:											
TOTAL REVENUES		36,162.78	52,965.00	47,500.00	7,142.41	269.46	3,893.35	1,715.29	23,672.59	23,827.41	17.04
TOTAL EXPENDITURES		10,029.00	13,000.00	7,500.00	3,201.41	3,525.53	5,929.00	2,437.80	16,857.94	(9,357.94)	17.04
NET OF REVENUES & EXPENDITURES		26,133.78	39,965.00	40,000.00	3,941.00	(3,256.07)	(2,035.65)	(722.51)	6,814.65	33,185.35	17.04
TOTAL REVENUES - ALL FUNDS		2,878,544.92	2,953,985.00	2,948,520.00	2,751,871.56	16,920.69	18,002.90	12,668.27	2,851,263.59	97,256.41	
TOTAL EXPENDITURES - ALL FUNDS		2,766,643.07	3,092,796.00	3,028,796.00	233,310.03	284,701.57	233,128.23	172,006.36	1,150,099.13	1,878,696.87	
NET OF REVENUES & EXPENDITURES		111,901.85	(138,811.00)	(80,276.00)	2,518,561.53	(267,780.88)	(215,125.33)	(159,338.09)	1,701,164.46	(1,781,440.46)	

12/07/2017	BALANCE SHEET FOR CITY OF NOVI	
	As of 11/30/2017	
GL Number	Description	Balance
<hr/>		
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	544,458.25
268-000.00-017.000	Investments - Pooled	2,973,366.72
268-000.00-018.000	Cash on hand	790.00
268-000.00-020.000	Current taxes receivable	50,488.76
268-000.00-040.400	Prepaid expenditures	4,588.00
	Total Assets	<hr/> 3,573,691.73
*** Liabilities ***		
268-000.00-202.000	Accounts payable	29,968.29
268-000.00-202.100	Accounts Payable - Manual	329.74
268-000.00-259.702	Accrued liabilities-tax	10,000.00
268-000.00-276.400	Deposit for Cafe	500.00
	Total Liabilities	<hr/> 40,798.03
*** Fund Balance ***		
268-000.00-390.000	Fund balance	1,839,989.73
	Total Fund Balance	<hr/> 1,839,989.73
	Beginning Fund Balance	1,839,989.73
	Net of Revenues VS Expenditures	1,692,903.97
	Ending Fund Balance	<hr/> 3,532,893.70
	Total Liabilities And Fund Balance	<hr/> 3,573,691.73

GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTION 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	75,778.79
269-000.00-017.000	Investments - Pooled	1,629,022.26
	Total Assets	1,704,801.05
*** Liabilities ***		
269-000.00-202.000	Accounts payable	40.00
	Total Liabilities	40.00
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,569,043.12
269-000.00-390.230	Fund Balance Collections/Materials	36,029.86
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	53,212.49
269-000.00-390.232	Fund Balance Programming	27,911.88
269-000.00-390.233	Fund Balance Technology Library	11,749.05
	Total Fund Balance	1,697,946.40
	Beginning Fund Balance	1,697,946.40
	Net of Revenues VS Expenditures	6,814.65
	Ending Fund Balance	1,704,761.05
	Total Liabilities And Fund Balance	1,704,801.05

Director's Report



Novi Public Library Staff Anniversaries

The following staff members will be celebrating their special years of service at the Novi Public Library this quarter:

- Barbara Rutkowski – 20 years
- Patricia Amireskandari – 15 years
- Jacqueline Liebau – 10 years
- Julie Farkas – 10 years
- Steven Palizzi – 5 years

Out and About in Novi & Library Profession:

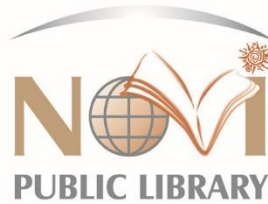
- 11/18: Scrapbook event at the Library
- 11/20: e-Nable mtg.; A Will to Speak Depression program at the Library
- 11/21: Intro mtg. w/new owner at Novi Coffee & Tea
- 11/22: City of Novi Leadership mtg.;
- 11/27: Novi City Council Annual Presentation (unveil of Annual Report)
- 11/29: Library Design makerspace mtg.; e-Nable assembly at Woods Elem.
- 11/30: e-Nable assembly at Parkview Elem.
- 12/1: NYA Annual Breakfast; LED walk-thru mtg.; LUTN event
- 12/2: Lakeshore Park Public mtg.
- 12/5: City of Novi Quarterly Breakfast; City of Novi Leadership mtg.; Chamber of Commerce holiday lunch
- 12/6: NYA CDBG mtg.
- 12/7: ACS planning mtg.; Starbucks Info mtg.
- 12/8: Money Smart Week Girl Scout program mtg.; Dr. Ofili mtg. at Village Oaks
- 12/11: Rotary membership mtg.
- 12/12: City of Novi Leadership mtg.; Oakpointe Church holiday event
- 12/13: Community Financial program mtg.
- 12/16 Novi Rotary pancake breakfast

Budget Time

I will be holding meetings with all Dept. Heads, Admin staff and Collection staff to determine the needs for the 2018/2019 budget. These meetings will take place the end of December/early January.

Mid-year Evaluations

In January, mid-year evaluations will begin for all Library staff.



Library Goals 2017-2018

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

Focus: Lending Library at Lakeshore Park

7. Balance the needs of the community with fiscal responsibility and reduce the deficit spending.

Focus: LED conversion project, Endowment

8. Provide quality and diverse services, materials, programs and technology.

Focus: Virtual Reality programming, Fostering connections with our diverse community

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

Focus: Library card campaign, 1,000 Books before Kindergarten, Library Board meetings out in the community

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

Focus: Staff survey by Library Board, HR salary review

GIS Data reports:

26 subdivisions in Lakeshore Park Area

Library Usage Avg. 21%

26 subdivisions in Library Area

Library Usage Avg. 53%

Opportunities to Connect with the Novi Library at Lakeshore Park

- **FREE programs:** story times (ages 0-5yrs), book discussions, performances, teen programs, technology demos (Virtual Reality events, Computer classes), community conversations, educational learning opportunities
- **Lending Library Kiosk:** Vending unit that allows for 300-500 items (books, DVDs/Blu-rays, music, etc.) to be checked out with a library card. For ease, Items can be returned to the Lakeshore Park location.
- **Library Card Sign-up Days**
- **Summer Reading Initiatives**

COMMUNITY



The prosthetic limbs are made of plastic filament and printed on the 3D printers at the library and at the school district.

Helping hands: Library, robotics team partner to produce limbs for kids

Maria Taylor, Correspondent Published 4:34 p.m. ET Nov. 13, 2017

There's giving a hand – and there's giving 200 hands.

That's one of this year's goals for the Novi Public Library. Partnering with the Novi High School robotics team, the library is working to establish itself as an official chapter of e-NABLE, joining the group's grassroots effort to create free 3D-printed limbs for kids overseas who've lost a hand, arm or fingers due to war, disease or natural disaster.

Novi's e-NABLE project got started about two years ago by the high school robotics team, Frog Force 503. Kirsten Anderson and Fenton Lawler are among the students leading the project. This year, the two had a chance to meet Jen Owens, e-NABLE's founder, at the robotics world championship – and they came away inspired.

“It was her vision: that engineering is not just automotive, there's a lot of innovation going into the medical field as well – robots, prosthetics,” said Anderson, a junior at Novi High/MIAT (Michigan Institute of Aviation Technology).

For Lawler, a Novi High senior, it was the message behind the project that really hit home. “Jen was entering a password into her phone to log on [to the e-NABLE site], and I happened by accident to see it, and the password was ‘love’: spread the love,” he said. “It made me fall in love with the whole project.”

A few weeks later, someone contacted Julie Farkas, director of the Novi Public Library, about a possible partnership with e-NABLE and she and the two high school students sat down together to make it a reality. They set a goal: to make and assemble 200 hands by the end of the 2017-18 school year.

The prosthetic limbs are made of plastic filament. They're printed on the 3D printers at the library and at the school district, using open-source files available from the e-NABLE website. Each hand has about 30 parts. “You piece them together like a puzzle – a lot like Legos,” Anderson said. “add strings that act as tendons, so that when you flex your wrist or elbow joint, it opens and closes.”

The prosthetic limbs are made of plastic filament and printed on the 3D printers at the library and at the school district.

Each hand takes a couple of hours to put together. For workers, Frog Force reached out to fourth-grade classrooms in each of Novi's five elementary schools – then, to the community at large. The idea caught on quickly: registration for the library's Community 3D Hand Assembly Day event Dec. 14 is already filled.

Once a hand is assembled, the wearer fastens it onto his or her stub via Velcro straps. “It makes the child feel complete,” Farkas said. “That's the goal at this point.”

Prior to this year, the team had made and distributed about 70 prosthetics. Now members have set themselves another ambitious goal: creating an actual bionic hand. “Robotics is about innovation and the newer, more bionic ones use electronics,” Anderson said. Recently, the robotics team and some students from the medical club met with a prosthetic surgeon to discuss the intricacies of muscles and tendons.

Linking the robotics team with the e-NABLE chapter is a step up from what most chapters normally do. “These robotics students and this team is amazing,” Farkas said. “They've been wonderful to work with and they are really the ones driving the project themselves.”

Gaining status as an official e-NABLE chapter will mean the Novi group gets included on e-NABLE's world map. "Once our name gets out there, people can come to us directly and we'll start getting personalized letters," Anderson said. "We'll be a part of that innovative process – individual measurements, personal connections."

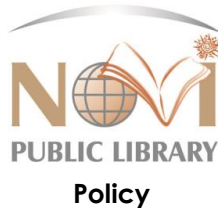
Those kinds of personalized connections mean a lot – to both donors and recipients. The prosthetics made in Novi are sent to New York and, from there, to children in countries like Korea and Iraq — children born missing a limb or who have lost one in a war zone or disaster.

Two years ago, the robotics team made a pink prosthetic for a little girl named Misha in Georgia (the country, not the state), who'd been missing a hand since birth. "We got this picture of her with her Barbie," Anderson said. "It was the cutest thing."

It was the first time in her life she'd been able to hold the doll with both hands.

Anyone interested in participating in the Novi e-NABLE project is invited to pitch in as a donor (funding goes specifically to materials and supplies), help the robotics team with custom hand requests or put together the hands at one of the assembly days. While the Dec. 14 assembly day is booked, another will be scheduled for this spring.

To learn more about the Novi e-NABLE effort, go to novilibrary.org/Resources/Access-Technology/Enabling-The-Future.aspx.



SAFETY, INJURIES AND WORKERS COMPENSATION INSURANCE

~~The Library should be a safe and healthy place to work. Accidents can be serious, cause pain and result in loss of work, time and income. If you see unsafe conditions, report them immediately to your Department Head so they can be corrected.~~

~~You must report all job-related injuries and illnesses to your Department Head immediately. If the accident or injury happened at work and requires medical treatment after going home, proceed to the Library clinic or, if it is an emergency, go to the emergency room at the hospital. Advise your Department Head of the name of the doctor or hospital where treatment was received.~~

~~Follow this procedure if you are involved in or observe an accident on the Library property:~~

- ~~1. Report the accident to your Department Head immediately. If your Department Head is not available, report it to any Supervisor or Manager in charge.~~
- ~~2. Assist the injured person, but do not risk aggravating an injury through ill-advised attempts at treatment. Call 911 if more than first aid is needed.~~

~~All employees are covered by Workers' Compensation Insurance, which is purchased by the City of Novi. This insurance provides an employee with compensation for illness, accidental injury or death suffered in the course of or as a result of employment with the Library in accordance with the laws of the State of Michigan.~~

~~Any employee that has been injured in the course of their job must immediately report the incident to his/her Department Head and complete the required paperwork. Employer's report of injury form can be obtained at the Library or through the City of Novi. The Library/City of Novi and/or its insurer reserve the right to require an injured employee to obtain a medical examination of any injury, and to report the results of that examination to the City of Novi. Failure to immediately be evaluated by qualified medical personnel may result in denial of present and future claims related to that injury.~~

~~Employees covered by this Policy occupying a position of a permanent nature who are unable to work as the result of an injury which incurred while performing his/her job shall receive pay during such disability as follows:~~

~~A "duty disability" shall mean a leave required as a result of the employee incurring a workplace illness or injury covered by the Michigan Worker's Compensation Act while in the employ of the Library. In order to be eligible for duty disability leave, an employee shall immediately report any illness or injury however minor, to his/her immediate Department Head or the Director. The employee shall also be required to immediately record the injury in writing by completing the appropriate injury form, which can be found on the Library's and City's Intranet (e-Web). Completed forms shall be forwarded to the Library's Administration Office. The employee shall~~

also be required to seek medical treatment from the City's occupational health provider, or if after hours, the nearest emergency room.

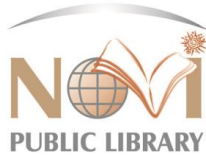
- A. A work related illness or injury requiring employee to be off work for more than five (5) work days shall be coordinated through the City of Novi's Worker's Compensation carrier. The employee shall receive ninety-five percent (95%) of his/her regular net pay, which is computed by the employee's actual number of dependents, including sums received by way of weekly benefits under the Worker's Compensation law, any other disability benefit provided by law, disability insurance provided for by this Agreement, and any social security benefits.
- B. Disability payments shall be paid for the duration of the employee's illness or injury but shall not exceed twelve (12) months from the date of injury or illness. If an employee is unable to return to work after the twelve (12) months has lapsed, the employee will be considered to have resigned from his/her position. All benefits afforded to employees will be continued during the period of worker's compensation. Employees must make arraignment to pay their portion of the health care premium while on disability leave. Eligibility for disability benefits shall depend upon a clear showing by competent medical evidence that such disability leave is necessary.
- C. No employee shall be entitled to his/her regular compensation for absence from duty on account of injuries, if said injuries were not job incurred. Such absence from duty will be considered as sick leave and will be governed by the rules pertaining to sick leave.

NPL Employee Handbook: Approved March 16, 2016

Signed:

A handwritten signature in black ink that reads "Craig Messerknecht". The signature is written in a cursive style with a large initial 'C' and a long horizontal stroke at the end.

Craig Messerknecht
President
Novi Public Library Board of Trustees



PROHIBITING DISCRIMINATION AND HARASSMENT

Policy

The Novi Public Library will not tolerate unlawful discrimination or harassment by any of its elected officials, employees, vendors, contractors or others doing business with the Library. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individual's sex (including same sex), race, color, national origin, age, religion, height, weight, marital status or handicap/disability constitutes harassment when:

- Submission to the conduct is made either an explicit or implicit condition of employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- The harassment substantially interferes with an employee's work performance; creates an intimidating, hostile, offensive or abusive work environment; or otherwise adversely affects an individual's employment opportunities.

Any employee or applicant who believes he or she has suffered discrimination or harassment, or who has reason to believe that another employee or applicant may have suffered discrimination or harassment, shall report the incident(s), in writing to the Director. If, for any reason, the employee or applicant feels that he or she cannot report the incident(s) to the Director, the employee or applicant shall report the incidents(s), in writing, to the Library Board, **who in consultation with the City's labor attorney, shall take steps to insure that an investigation is conducted.**

The Library guarantees that an employee reporting incident(s) of discrimination or harassment will not suffer any form of reprisal.

The Library has the responsibility of investigating and resolving complaints of discrimination and harassment. In determining whether the alleged conduct constitutes discrimination or harassment, the totality of the circumstances, the nature of the discrimination or harassment and the context in which the alleged incident(s) occurred will be investigated. The results of an investigation and any action taken thereon will be communicated to the complaining employee or applicant, **as well as the person(s) being investigated.**

The Library considers discrimination or harassment on the basis of religion, race, color, national origin, age, sex, height, weight, marital status or handicap/disability to be a major offense which may result in disciplinary action against the offender, regardless of the offender's position with the Library.

NPL Employee Handbook: Approved March 16, 2016;

Signed:

Craig Messerknecht

President

Novi Public Library Board of Trustees

ACKNOWLEDGMENT STATEMENT

I have read, understand and will comply with the Library's Policy Prohibiting Discrimination and Harassment. I have been given a copy of this policy to keep as a reference.

Date: _____

Signature: _____

Print Name: _____

A Community Connects with...

Students for Success

Celebrate Black History Month by enjoying a great read and taking part in a thoughtful community conversation. Copies of the book *All American Boys* by Jason Reynolds and Brendan Kiely will be available for check out through February 2018.

Tuesday, February 27, 6-8:30pm

@Novi Public Library
45255 W. Ten Mile Rd.

Registration Required

Visit novilibrary.org or call 248-349-0720

Ages 13+



A 2016 Coretta Scott King Author Honor book, and recipient of the Walter Dean Myers Award for Outstanding Children's Literature.

In this *New York Times* bestselling novel, two teens—one black, one white—grapple with the repercussions of a single violent act that leaves their school, their community, and, ultimately, the country bitterly divided by racial tension.



P.A.A.S.N.
PARENTS OF AFRICAN AMERICAN STUDENTS IN NOVI





Adopting A Little Library

The little library is a small, free-standing kiosk that houses youth and teen books for families who visit the Children's Hospital of Michigan-DMC. It was donated in memory of former Novi Teen Librarian, Jennifer Preston, who lost her life very early to heart disease and was a former patient at the DMC.

**Children's Hospital
of Michigan**

DMC DETROIT MEDICAL CENTER

**Donations Accepted:
November 10th, 2017-January 10th, 2018**

Donations will be accepted for any new or gently-used books (reading levels K-12)

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

Thank you for giving the gift of reading!



Information Technology Report by Barbara Rutkowski

Updates: 11-01-2017 through 11-30-2017

The Information Technology Staff closed 41 Help Desk tickets.

Dominic Doot held 1 Virtual Reality Sunday, 2 Teen Space Virtual Reality Days, 1 Basic Photo Editing with GIMP, 2 Vinyl/Cassette to MP3, 2 VHS to MP4/DVD, 1 Inkscape and 1 eReader/RB Digital training sessions for patrons.

Topics requested during the 11 patron Tech Time sessions included: android tablet help, GIMP basic photo editing tips, adding text to photos, layering photos, downloading eBooks to a Kindle, burning MP3s to a CD, Pinterest, iPad basics, backup up laptop files to external hard drive, create a Craigslist post, transferring photos from a SD card to a USB drive Patrons were also assisted with transferring photos from an android phone to a laptop and printing PDFs.

Staff training sessions were held for the digital projection equipment in the East and West Meeting Rooms and hosting a WebEx meeting using the conference phone.

Performed demo and basic training to the IS staff on the newly created "Youth" Google Drive. Each staff member is moving files to the cloud and a department archive has been created.

The Virtual Reality Sunday and Teen Space sessions have been very successful. The public and students have thoroughly enjoyed using the equipment.

Recorded the "A Community Reads" presentation by author of "Underground Airlines", Ben Winter, uploaded to YouTube and created DVDs for the participating libraries.

Scott Rakestraw provided an Outreach visit for a couple patrons covering Outlook, Skype and accessing various public records on the city's and county's websites.

The Admin Office iPad and Square device were updated.

The failed East Meeting Room projector was replaced under warranty, installed and working once again.

A hard drive was purchased and installed for the Teen Space Xbox video console in order to install game updates.

A failed hard drive on a staff workstation was replaced under warranty.

One of the digital magazine iPads was repurposed for Outreach Story Time visits.

Scott installed and configured a replacement encoder that streams content to our Public, Educational and Government (PEG) channel on AT&T U-verse.

A VGA to composite converter was installed which allows the Scala player to be used for our U-verse channel. Royalty-free music tracks were also added to our channel.

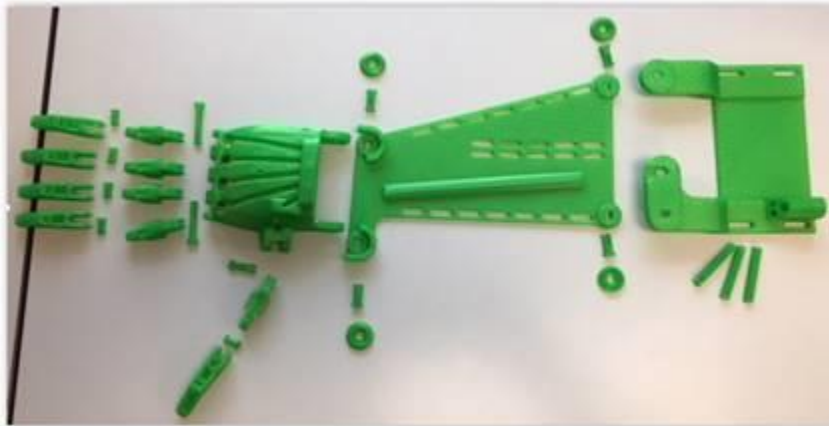
Testing options to reduce the delay experienced by THE FaceRig software when using the STEAM client app if used over the LAN.

The main power switch to the meeting room audio-visual equipment rack has been reconfigured to allow the remotes to charge when the switch is placed in the off position. This makes it possible to charge the remotes and turn the rest of the equipment off. Investigating various laptop models to determine replacements for the current meeting room laptops.

The configuration for the EZProxy stanza was modified for Heritage Quest interface changes.

The Broadcast Cart is under re-construction in order to provide greater ease of mobility.

The 3D printer has been busy creating the components for the Library's e-NABLE Community 3D Hand Assembly Day scheduled for December 14th.



Routine tasks were completed: servers including the SQL server received updates, new image snapshots were taken, Windows updates were deployed, the internet filter received several definition updates and failed hardware has been replaced.

VR Event Statistics					
		Signups	Players	Spectators	Totals
Attendance	Grand Totals:	72	132	133	265
67	Friends Gala, October 13, [2017]				
	1st Floor EMR		10	13	23
	2nd Floor Quiet Study		12	32	34
	Totals		22	45	67
91	VR Showcase, October 20, 21 & 22 [2017]				
	Friday	18	15	7	22
	Saturday	16	17	22	39
	Sunday	19	20	10	30
	Totals	53	52	39	91
36	Teen Space, November 9, 2017				
	2-4pm [not required]		12	24	36
15	VR Sunday, November 12, 2017				
	1-3pm 8+4		8	3	15
20	Teen Space, November 16, 2017				
	2-4pm [not required]		14	6	20
16	VR Sunday, December 3, 2017				
	1-3pm 6+2		6	8	16
26	Teen Space, December 7, 2017				
	2-4pm [not required]		18	8	26

Facilities Report by Keith Perfect

In the past month the Facilities Department has closed 7 Facilities tickets, 97 Meeting Room Requests and has updated 360 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 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 4 large book donations at the receiving door.

100 boxes of used books have been delivered to Thrift Books, weighing 4,039 lbs.

20 used toner cartridges were dropped off at Staple for recycling.

A new Holiday Tree was purchased from ACE Hardware and was decorated by ACE Hardware staff.

Poinsettias were purchased and placed at all service desks.

A meeting was held with the Library Board Building Committee and LED lighting consultant to discuss issues that Keith had found during LED light bulb sampling.

The staff break room ice maker has been repaired and is once again making Ice.

The exterior fall clean-up has been started and should be finished soon.

Keith has successfully completed FEMA training for the City of Novi Emergency Operations Center.

All three café faucets were rebuilt with new seals/washers/o-rings and are no longer dripping.

Information Services Department September Report by April Stevenson

~The Information Services Department put on 112 programs.

~The IS team has been joined by Kirsten Malzahn, our new youth Librarian, and Katie Iversen our new Intern. Welcome!

~April assisted about 40 Parkview students with their visit to the Library to research a history project.

~We also said good-bye to Sarah O'Brien who will have an expanded role at her job at Oakland University.

~Shannon redesigned the International Language Request Form, updated the International film list, and with the help of Tech Services is relabeling the International Film Collection by language. (Just like the books)

~April attended both the Novi Youth Assistance Annual meeting and the Oakland County Youth Assistance Annual Meeting. Also attended The Library Network's Leaders Book Club to discuss "Everybody Matters" by Bob Chapman.

~Jessie and David attended the "Social Media for Book Lovers" webinar.

~April and Julie met with Cindy Kern of Maybury Farm to look at ways to partner for programming.

~Mary S. met with the new Programming Assistant at Rose Senior Living to give her a tour of the library and talk about library visits starting in March.

~Hillary, Kathleen, and Lindsay attended the Get Ready for Money Smart Week 2018 webinar.

~Battle of the Books titles have been ordered and teams are beginning to register. Coaches' Kick-off meeting is Tuesday, December 12th.

~April, Julie, and Mary R. met with Steve Teeri, a makerspace designer and Library Design consultants regarding the potential revamp of the computer lab to include a makerspace area.

~Hillary attended the MeL Databases webinar on "Market Research and Community Data for Entrepreneurs."

~April, Kathleen, Lindsay, & Linda presented to the Novi School Board regarding summer reading and our partnership.

~Lindsay attended a Teen Clubs webinar.

~April met with the Library Director of South University to discuss becoming another voice on their Library Advisory Board. Presentation to South University will take place on December 5th.

~Kathleen and Emily co-wrote and submitted the "Autism Welcome Here: Library Programs, Services and More" grant.

~Linda attended the "Put Down the Book and Engage" webinar about storytelling techniques, and "Technology and Interactive Media in Early Childhood" webinar which focused on the amount of time children should be spending on media consumption.

~Betty is training IS staff so more are available to assist patrons in the Local History Room.

~Lindsay applied for the YALSA's BWI Collection Development grant.

~Vietnam Veteran and Emmy award winner Al Bialek presented to Teen Space attendees about being a veteran.

November Adult Programs & Displays

In addition to our regularly scheduled programs we also offered:

- Listen @ the Library Violinist Clayton Penrose-Whitmore - 93
- A Community Reads – 154
- Scrapbook for a Cause - 34
- Craftastic Wednesday: Cozy Needle Felted Bookmarks - 12
- I Wish Someone Taught Me: Party Planning - 48
- Detroit Red Wings If These Walls Could Talk - 40
- Simple Logo Design with Inkscape - 4
- Our Adult Feature Display hosted books about party planning.
- Our Adult Music Display featured selections from Folk and Americana
- First Floor Display case featured Red Wings and Detroit Lions memorabilia

November Tween/Teen Programs & Displays

- How to Navigate the College Going Process: Financial Aid Overview - 23
- Eats and Treats Teen Cooking Club: Peanut Butter Lovers Month - 20
- Pizza and Pages Book Club - 10
- The Teen Stop Display featured Salute to Service in honor of Veteran's Day. Plus a smaller display featuring John Green books to recognize his most recently published book.

November Youth Programs & Displays

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

- Full STEAM Ahead – 15/16
- Bedtime Stories - 14
- Crafternoon - 13
- Our Youth Non-Fiction/Biography Display was new arrivals.
- Our Youth Feature Display was graphic novels and super hero books.
- Our Picture Book Display featured; Dragons, Food, Bedtime stories.
- Our Parenting Display was All Things Preschool
- Our Youth DVD Display was Dinovember.
- Our first floor information desk display featured photos of kids that finished the 1,000 books, and Thankful Trees for people to write and post what they are thankful for.



November Raising a Reader Stats (including print and online):

525 children have registered for the program.

100 Books – 159	600 Books – 34
200 Books – 111	700 Books – 26
300 Books – 74	800 Books – 22
400 Books – 46	900 Books – 21
500 Book – 40	1000 Books – 19



SUPPORT SERVICES DEPARTMENT MONTHLY UPDATE by Maryann Zurmuehlen NOVEMBER – DECEMBER 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.
- Maryann Zurmuehlen:
 - held monthly one-on-one meetings with Supervisors.
 - is working on the Support Service budget.
 - is working to complete the Support Services Department manual.
 - met with Julie Farkas and Hillary Hentschel to discuss Novi Chamber of Commerce library cards.
 - met with new IS Dept staff Katie Iversen and Kirsten Malzahn for a SS Dept Orientation on Monday, November 27 and Tuesday, November 28.
 - met with Celia Morse from TLN to discuss preparations for the ILS migration to TLC Carl.

Circulation & Shelters

- Support Services meetings were held on Tuesday, November 14th and Wednesday, November 15th.
- Mary Jane Brugeman has announced her retirement. Her last day is December 22nd.
- Shelters completed shifting in the Youth Fiction and YA Fiction collections.
- The Circulation Clerks and Supervisors continue to work on the Patron Account Database Cleanup Project.

Tech Services

- A Tech Services meeting was held on Monday, November 20th.
- Tech Services is working on the following projects: International DVD Relabel Project.
- Tech Services continues to work on the Catalog Database Cleanup Project.

Statistics (November 2017)

- **Library Cards Issued:** 344
- **Items Checked Out:** 58,101
- **Items Interloaned for NPL Patrons:** 4,130 (61 through MeLCat)
- **Items Interloaned to Other Libraries:** 4,792 (90 through MeLCat)
- **Items Added to the Collection:** 1,156
- **Items Discarded from the Collection:** 1,037
- **MAP Checkouts:** 4
- **Outreach:**
 - 9 Facilities Visits / 74 Items Checked Out
 - 6 Book Discussions / 110 Items Provided

City of Novi Employee Card

****May live in TLN area but MUST give up Shared System home library card. Valid at NPL only.****

If employee already has a library card from their home library within The Library Network (TLN), they are welcome to use that library card for most services at the Novi Public Library. If they prefer the Novi Public Library services to those provided by their home library, they MUST trade in their home library card for a Novi Public Library Card and receive full privileges at Novi Public Library only.

What is needed to get a card:

- Your valid Michigan Driver's License or state-issued ID with current home address OR your valid picture identification (Passport or Out-of-State Driver's License) with current home address
- AND-
- Official City of Novi Employee Badge

Card Privileges:

- Card valid for 1 year
- Charge Limit: 100 items
- Holds Limit: 25 items
- \$25.00 in fines suspends service

Access To:

- Books, A/V Items, Kits, Lending Laptops, HotSpots
- Use of Public Computers
- Downloadable Materials
- Online Databases & Resources
- Programming



SAS Guest Card (Non-Resident From TLN Standalone Library)

****Must have a TLN Standalone Library Card.****

What is needed to get a card:

- Your valid Michigan Driver's License or state-issued ID with current home address OR your valid picture identification (Passport or Out-of-State Driver's License) with current home address
- AND-
- Library Card from a TLN Standalone Library (Reciprocal Borrowing):

Birmingham Baldwin
Bloomfield Township
Brandon
Canton
Clarkston Independence Township
Dearborn Bryant / Centennial / Esper
Farmington / Farmington Hills
Fowlerville
Grosse Pointe Central / Ewald / Woods
Hamburg
Howell Carnegie
Northfield Township
Orion Township
Pinckney
Plymouth District
Rochester Hills
Southfield
West Bloomfield / Westacres Branch
Westland
Ypsilanti / Michigan Ave / Superior Twp

Card Privileges:

- Card valid for 1 year
- Checkout Limit: 10 items
- Holds Limit: 3 items
- \$15.00 in fines suspends service

Access To:

- Books, A/V Items, Kits
- Use of Public Computers
- Programming
- NOT ELLIGIBLE FOR: Downloadable Materials or Online Databases**

Library Card Options & Privileges



LIBRARY CARD MUST BE PRESENTED FOR SERVICES

Monday—Thursday: 10am-9pm
Friday—Saturday: 10am-6pm
Sunday: 12pm-6pm

45255 W. Ten Mile Rd.
Novi, MI 48375
(248) 349-0720
www.NoviLibrary.org

Novi Resident Library Card

****For Residents Age 18 & Over****

What is needed to get a card:

- Your valid Michigan Driver's License or state-issued ID with current Novi address (or address that pays Novi taxes)

OR

- Your valid picture identification (Passport or Out-of-State Driver's License)
-AND-
- One piece of documentation that must show **your name** and Novi address to be used as proof of residency:
 - ⇒ Current (signed within last 3 months) purchase agreement or lease
 - ⇒ Current (dated within last 3 months) gas or electric bill only
 - ⇒ Current property tax bill

****For Residents Under Age 18****

What is needed to get a card:

- Parent or guardian (guardianship papers required) with the above identification and/or documentation.
- Parent or guardian's valid library card in **good standing**.
- Parents who sign child's card have access to account information and are responsible for all materials borrowed.

Card Privileges:

- Card valid for 1 year
- Charge Limit: 100 items
- Holds Limit: 25 items
- \$25.00 in fines suspends service

Access To:

- Books, A/V Items, Kits, Lending Laptops, HotSpots
- Use of Public Computers
- Downloadable Materials
- Online Databases & Resources
- Programming

Purchase a NPL Card

Non-residents who have a library card from a library that is a member of the TLN network may choose to relinquish their home library card and purchase a NPL card for an annual fee with full access to library resources.

Non-residents whose home libraries are not part of the TLN network may purchase a NPL card for an annual fee with full access to library resources.

The annual fee is stated in the Schedule of Loans, Fines, and Fees.

Card privileges and access is identical to a Novi Resident.

Novi Business Owner Card

****May live in TLN area and may retain home library card. Valid at NPL only.****

What is needed to get a card:

- Your valid Michigan Driver's License or state-issued ID with current home address OR your valid picture identification (Passport or Out-of-State Driver's License) with current home address
-AND-
- Incorporation Papers OR Tax Bill (showing Novi address) that includes:
 - ⇒ Owner's Name
 - ⇒ Business Name
 - ⇒ Business Address
 - ⇒ NOT ACCEPTABLE: Business Cards or Business Utility Bills

Card Privileges:

- Card valid for 1 year
- Charge Limit: 100 items
- Holds Limit: 25 items
- \$25.00 in fines suspends service

Access To:

- Books, A/V Items, Kits, Lending Laptops, HotSpots
- Use of Public Computers
- Downloadable Materials
- Online Databases & Resources
- Programming

Employed in Novi Card

****Must NOT live in TLN area including the Standalone Libraries. Valid at NPL only.****

What is needed to get a card:

- Your valid Michigan Driver's License or state-issued ID with current home address OR your valid picture identification (Passport or Out-of-State Driver's License) with current home address
-AND-
- One of the following (showing Novi address):
 - ⇒ Current (within last 3 months) official business letter signed by company representative or Human Resources representative
 - ⇒ Current (within last 3 months) paycheck
 - ⇒ NOT ACCEPTABLE: Business Cards or Employee ID Badge

Card Privileges:

- Card valid for 1 year
- Checkout Limit: 10 items
- Holds Limit: 3 items
- \$15.00 in fines suspends service

Access To:

- Books, A/V Items, Kits
- Use of Public Computers
- Programming
- NOT ELLIGIBLE FOR: Downloadable Materials or Online Databases & Resources

Schedule of Loans, Fines, and Fees

Overdue fines accrue daily and are based on the type of material checked out and the owning library. Remember to note your due dates to ensure your items are returned on time.

Type of Material	Loan Period (Days)	Renew Limit	Overdue Fine Per Day
RENEWABLE			
Adult Books	21	2	20 ¢
Adult Paperbacks	21	2	20 ¢
International Books	21	2	20 ¢
Large Print Books	21	2	20 ¢
Tween Books	21	2	20 ¢
YA (Young Adult) Books	21	2	20 ¢
Youth Books	21	2	20 ¢
Audiobooks	21	2	20 ¢
Games (PS3, Wii, Xbox)	7	2	\$1.00
Movies (DVDs, Blu-rays)	7	2	\$1.00
Music CDs	7	2	20 ¢
NOT RENEWABLE			
7-Day Books	7	0	20 ¢
Bi-Folkal Kits	21	0	20 ¢
Bike Locks	1	0	\$1.00
Book Club Kits	42	0	\$1.00
Circulating Magazines	7	0	20 ¢
Holiday Picture Books	7	0	20 ¢
Kill-A-Watt Meters	7	0	20 ¢
Laptop Computer	1	0	\$1200.00
Lucky Day Books	7	0	20 ¢
Mobile HotSpot	7	0	\$1.00
STEAM Kit	7	0	\$1.00
CONSUMABLE SUPPLIES FEE			
Black & White Print (8.5" x 11") (single sided)			10 ¢
Color Print (8.5" x 11") (single sided)			50 ¢
Fax (Requires Credit or Debit Card)			Varies
Earbuds			\$1.50
Flash Drive			\$7.00
MISC FEE			
Library Card (Non-Residents)(annual)			\$111.00

What do I need to register for a Novi Public Library card?

Age 18 and Over

- Your valid Michigan Driver's License or state-issued ID with current Novi address (or address that pays Novi taxes)

OR

- Your valid picture identification (Passport or Out-of-State Driver's License)
- AND-
- One piece of documentation that must show your name and Novi address to be used as proof of residency:
 - ⇒ Current (signed within last 3 months) purchase agreement or lease
 - ⇒ Current (dated within last 3 months) gas or electric bill only
 - ⇒ Current property tax bill

Under Age 18

- Parent or guardian (guardianship papers required) with the above identification and/or documentation.
- Parent or guardian's valid library card in good standing, if applicable.
- Parents who sign child's card have access to account information and are responsible for all materials borrowed.

The Michigan Library Privacy Act

Michigan law protects the confidentiality of library users' records. The records of library materials you request or borrow cannot be disclosed to anyone without your written consent, unless ordered by a court of law. In the case of a minor, parental access is granted if you have co-signed the library card. Refer to Public Policies P1 and P5.



Updated 11/01/17

Using Your New Novi Public Library Card



LIBRARY CARD MUST BE PRESENTED FOR SERVICES

Monday—Thursday: 10am-9pm
 Friday—Saturday: 10am-6pm
 Sunday: 12pm-6pm

45255 W. Ten Mile Rd.
 Novi, MI 48375
 (248) 349-0720
 www.NoviLibrary.org

Your NPL Card Provides Access to All of These Services

Card For Service

A valid library card is required for services.

SmartCard Apps

Use your smart phone and download one of these free apps to add yours or a family member's library card to the app. The card can then be scanned at any checkout station.

Cardstar • Mobile-Pocket • NPL Mobile App

My Account

To view your account, see your checkouts, renew materials, place holds, sign up for text notifications, and pay fines, visit www.Novilibrary.org and click on the **My Account** link.

Your new library card is set with a default PIN of 1234.

*You may change it to something personalized when you log in to your **My Account**.*

If you forget your PIN, please use the "Forgot My PIN" link on the **My Account** log in page. You will receive an email from noreply@yourlibrary.org on how to reset your PIN.

Notification Emails

Be sure to add this address (YourLibrary [sirsi@unicorn.tln.lib.mi.us]) to your contact list to receive notification emails when:

items are coming due, are overdue, or are considered lost; a hold is available; your card is 30 days from expiring; or it is your birthday.

Card Privileges for Novi Residents

- Card valid for 1 year
- Charge Limit: 100 items
- Holds Limit: 25 items
- \$25.00 in fines suspends service

Renewing Your Library Card

Library cards must be renewed annually with valid picture ID and proof of Novi residency and/or business ownership. **All fines and fees must be paid in full prior to renewal.** Prior to renewing a child's card, parent's card's fines/fees must be paid in full.

Items Not Available at Novi

NPL is a member of The Library Network (TLN) and participates in the Michigan Electronic Library Catalog (MeLCat) program. Both programs broaden the number of titles you can borrow beyond our local holdings. There are more than 60 TLN libraries in SE Michigan where you may use your Novi library card. A complete list is available on TLN's website: www.tln.lib.mi.us

Request an Item

Put materials on hold by using the online catalog or calling the Information Desk (248-349-0720). Library card and PIN are required. When an item becomes available, you will receive an email or an automated telephone call indicating the item is available for pick up. Items are held for a maximum of 7 days. **In accordance with privacy laws, the library card used to request the hold must be used to check out the item.**

Renewing Items

Items not on hold for another patron and not over the renewal limit can be renewed. See **Schedule of Loans, Fines and Fees** for renewal limits. Renew items by calling an automated 24-hour telephone line at 888-672-8983 (numerical PIN required), through the NPL mobile app, or by going online to your My Account. **Always wait for confirmation that your item has renewed.**

Returning Items

Return materials to the automated 24-hour drive-up return slot. The second, manual return slot is available as back-up for the automated system. If you are coming into the Library, sort your items into the return slots as you enter the lobby.

Special Return Items

Special request items from MeLCat must be returned or renewed at the library from which they were checked out.

STEAM Kits and Mobile HotSpots **MUST** be returned **ONLY** to the NPL Circulation Desk. A fine will be assessed if these items are returned in the automated return slot or the lobby return slots.

Keep Your Account in Good Standing

Fines are charged on overdue materials to ensure the timely return of items for other members of the community to enjoy. If your account exceeds the maximum fine, library privileges will be suspended until materials are returned and fines are paid.

Damaged or Lost Items

You are responsible for all materials checked out on your card. Keep library items in good condition for the next patron. The Library will notify you of charges for lost or damaged items. **Substitute materials cannot be accepted in lieu of payment. No refunds will be made.**

Self-Check Stations

There are six self-check stations located in the Library. Scan your library card and check items out using the computer. For an NPL item, place item on pad and wait for it to turn green on the monitor. For another library's item, scan the library barcode sticker, place item on the pad, and wait for it to turn green on the monitor.

Self-Service Holds

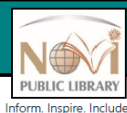
Holds are located in the lobby on the Self-Service Holds shelf and are arranged alphabetically by the patron's last name. **Holds must be checked out prior to leaving the Library.**

After-Hours Hold Lockers

If you cannot come to the Library during NPL business hours, call to arrange for this service. Your requested item(s) will be checked out to you and placed in a locker available only after closing and until opening the next business day. If not picked up in the allotted time, the item(s) will be removed and discharged from your account.

Drive-Up Window

For fast, convenient service, call ahead to have your available hold moved to the window for pick-up at a time mutually agreed upon with staff or at least two (2) hours in advance. Payment of basic fines is also allowed at the window. **All other transactions and any account inquiries/issues must be addressed inside the Library.**



Self-Check Stations

Check for Damage & Correct Number of Pieces:

- Please check materials for any **damage** prior to checkout.
- Please **verify all discs/parts are present** prior to checkout.

****You are responsible for any damage or missing pieces not reported to the Circulation Desk.****

How to Use a Self-Check Station:

- ✓ Scan your library card and check items out using the computer.
- ✓ For an **NPL item**:
 - place item on pad
 - wait for it to turn green on the monitor.
- ✓ For **another library's item**:
 - scan the library barcode sticker
 - place item on the pad
 - wait for it to turn green on the monitor.
- ✓ For **items that turn red**:
 - bring these items to a staff member for assistance.

Support Services Statistics 2017-2018													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	516	563	451	387	344								2,261
Items checked out	72,945	70,224	57,224	60,490	58,101								318,984
Items borrowed	4,965	5,332	4,551	4,415	4,130								23,393
Items loaned	5,058	5,108	4,892	4,865	4,882								24,805
Read Boxes	294	251	113	0	0								658
MAP Checkouts	23	10	11	6	4								54

	November 2017	November 2016		October 2017	October 2016
Library cards issued	344	297			
Total checkouts	58,101	58,116	READ Boxes	Adult 0	0
				Youth 0	7
Items borrowed	TLN 4,069	4,154		Total 0	7
	MeL 61	41			
	4,130	4,195			
Items loaned	TLN 4,792	4,586			
	MeL 90	56			
	4,882	4,642			

May 3 through October 4, 2017 was our fifth season of Read Box service in Novi. Lakeshore Park is the original location with Rotary and ITC Parks added in 2014. ITC Park proved to be the most used with Lakeshore coming in a close second.

Read Box Totals May 3 - October 4, 2017:

	2017	2016
Adult	198	178
Youth	1,073	1,239
Total	1,271	1,417

Self-Check Totals 2017-2018 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	72,945	53.37%	38,931	8,391	6,722	3,448	7,547	11,420	1,403
August	70,224	54.41%	38,212	9,083	6,203	3,167	7,044	11,357	1,358
September	57,224	49.08%	28,087	7,065	4,291	2,163	5,463	8,183	922
October	60,490	50.85%	30,761	7,598	4,963	2,813	5,610	9,001	776
November	58,101	53.09%	30,845	7,858	4,671	2,809	5,441	9,244	822
December									
January									
February									
March									
April									
May									
June									
FYTD	318,984	52.16%	166,836	39,995	26,850	14,400	31,105	49,205	5,281

Library Usage

2016-2017 Fiscal Year							2017-2018 Fiscal Year						
	Lobby	Drive-Up	Total	Daily Average	Hours Open	Days Open		Lobby	Drive-Up	Total	Daily Average	Hours Open	Days Open
July	41,803	4,401	46,204	1,540	275	30	July	44,976	4,770	49,746	1,658	278	30
August	39,539	4,021	43,560	1,452	289	30	August	46,477	4,533	51,010	1,700	289	30
September	38,934	3,911	42,845	1,587	258	27	September	49,912	3,984	53,896	1,996	255	27
October	38,993	4,371	43,364	1,399	289	31	*October	43,260	3,410	46,670	1,556	281	30
November	25,943	3,487	29,430	1,015	271	29	November	42,448	3,221	45,669	1,575	271	29
December	22,348	3,640	25,988	1,000	253	26	December				0	263	28
January	22,426	3,477	25,903	809	302	32	January				0	270	30
February	22,934	3,570	26,504	947	264	28	February				0	252	28
March	23,008	4,054	27,062	902	286	30	March				0	275	31
April	29,476	3,926	33,402	1,193	264	28	April				0	259	29
May	31,951	3,788	35,739	1,276	274	28	May				0	258	28
June	40,055	4,345	44,400	1,531	277	29	June				0	258	29
FYTD Total	377,410	46,991	424,401	1,221	3,302	348	FYTD Total	227,073	19,918	246,991	1,692	3,209	349

*Closed October 24 due to lack of water

Computer Logins											
2016-2017 Fiscal Year						2017-2018 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	3,364	86,571	1	89,936	2,998	July	3,422	65,015	18	68,455	2,282
August	3,873	84,255	1	88,129	2,938	August	3,503	61,578	7	65,088	2,170
September	3,098	83,276	1	86,375	3,199	September	3,160	49,691	12	52,863	1,958
October	3,363	80,006	2	83,371	2,689	October	3,580	53,678	5	57,263	1,847
November	3,185	78,646	0	81,831	2,822	November	3,204	50,678	7	53,889	1,858
December	2,461	76,091	0	78,552	3,021	December				0	0
January	3,161	68,433	2	71,596	2,237	January				0	0
February	3,068	72,684	6	75,758	2,706	February				0	0
March	3,787	78,532	5	82,324	2,744	March				0	0
April	3,047	81,674	2	84,723	3,026	April				0	0
May	3,205	84,464	0	87,669	3,131	May				0	0
June	37,321	66,583	1	103,905	3,583	June					0
FYTD Total	72,933	941,215	21	1,014,169	2,914	FYTD Total	16,869	280,640	49	297,558	2,038

Early Literacy Workstation Usage							
2016-2017 Fiscal Year				2017-2018 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,202	25,840	21	July	1,067	21,897	20
August	1,211	26,145	21	August	987	20,913	21
September	844	16,616	19	September	761	14,602	19
October	911	18,000	19	October	771	14,056	18
November	843	17,349	20	November	804	16,212	20
December	658	13,529	20	December			
January	1,064	22,786	21	January			
February	908	19,564	21	February			
March	1,037	22,274	21	March			
April	930	18,679	20	April			
May	810	15,277	18	May			
June	955	19,124	20	June			
FYTD Total	11,373	235,183	20	FYTD Total	4,390	87,680	20

Technology Training Sessions 2017-2018 Fiscal Year

	Tech Time	eReader/RB Digital	VHS to DVD	Inkscape	Viny/Cassette to MP3	GIMP Photo Editing	Virtual Reality	Staff Training	3D Printing	Impromptu	Total Classes	Total Patrons
July	5		2		2	1				11	21	
<i>patrons</i>	5		2		2	4				11		24
August	4		2		2			2		3	13	
<i>patrons</i>	3		2		2			2		3		12
September	5	1	2		2	1				4	15	
<i>Patrons</i>	5	3	2		2	3				4		19
October	2		2		2	1	12			4	23	
<i>Patrons</i>	2		2		2	2	158			4		170
November	5	1	2	1	2	1	1			6	19	
<i>Patrons</i>	5	1	2	4	2	1	15			6		36
December												
<i>Patrons</i>												
January												
<i>Patrons</i>												
February												
<i>Patrons</i>												
March												
<i>patrons</i>												
April												
<i>patrons</i>												
May												
<i>patrons</i>												
June												
<i>patrons</i>												
Sessions	21	2	10	1	10	4	13	2	0	28	91	
<i>Patrons</i>	20	4	10	4	10	10	173	2	0	28		261

2017-2018 Fiscal Year						
	Freegal		RB Digital		Universal Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts*	New Registrations	Login Sessions
July	1,773	165	630	11,729	48	256
August	1,556	156	727	12,646	17	230
September	1,308	144	748	15,036	20	214
October	1,427	134	685	13,899	14	134
November	1,291	136	857	11,671	10	156
December						
January						
February						
March						
April						
May						
June						
FYTD Total	7,355	735	3,647	64,981	109	990

2017-2018 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	2,505	1,589	4,094	118
August	2,799	1,747	4,546	116
September	2,380	1,433	3,813	84
October	2,639	1,359	3,998	78
November	2,532	1,402	3,934	94
December				
January				
February				
March				
April				
May				
June				
FYTD Total	12,855	7,530	20,385	490

Meeting Room Rentals					
2016-2017 Fiscal Year			2017-2018 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	29	755	July	48	1,080
August	41	1,224	August	53	881
September	41	1,284	September	34	755
October	41	883	October	60	1,296
November	45	1,166	November	42	931
December	25	567	December		
January	37	1,221	January		
February	48	1,185	February		
March	72	1,763	March		
April	46	1,183	April		
May	50	1,244	May		
June	32	790	June		
FYTD	507	13,265	FYTD	237	4,943

Library App - 2017-2018 Fiscal Year						
	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages
July	36,877	1.	Catalog	January		1.
		2.	My Account			2.
		3.	Zinio			3.
		4.	Library Locator			4.
		5.	OverDrive			5.
August	36,306	1.	Catalog	February		1.
		2.	My Account			2.
		3.	OverDrive			3.
		4.	Library Locator			4.
		5.	Zinio			5.
September	35,003	1.	Catalog	March		1.
		2.	My Account			2.
		3.	OverDrive			3.
		4.	Library Locator			4.
		5.	Boopsie Popular Books			5.
October	36,859	1.	Catalog	April		1.
		2.	My Account			2.
		3.	OverDrive			3.
		4.	Zinio			4.
		5.	Library Locator			5.
November	33,958	1.	Catalog	May		1.
		2.	My Account			2.
		3.	OverDrive			3.
		4.	Library Locator			4.
		5.	Boopsie Popular Books			5.
December		1.		June		1.
		2.				2.
		3.				3.
		4.				4.
		5.				5.
				Total	179,003	

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – November 15, 2017**

I. Call to Order, Roll Call

Carol Hoffman

II. Minutes of the October 11, 2017 Meeting *

Evelyn Cadicamo

III. Treasurer's Report*

Marilyn Amberger

- Prior month(s) Income and Expense
- Statement Balances

IV. Reports

- | | |
|--|---|
| <ul style="list-style-type: none">• Library Director• Booked for the Evening• Book Nook• Membership• President<ul style="list-style-type: none">○ Board Meetings Through April○ December Newsletter○ Gift of Reading○ Allocation of funds for furniture upholstery○ December/January Meeting○ Fundraising for library business area/grant | <p>Marcia Dominick
Sue Johnson/Lin Rose
Carol Neumann
Sue Johnson
Carol Hoffman</p> |
|--|---|

V. Announcements

VI. Calendar

- November 14 - Kaleidoscope - Donut Dolly: American Red Cross Girl's War in Viet Nam, Joann Puffer Kotcher, 7:00-8:45pm
- January 4, 2018 – Evening Arts - Warm Up with Jazz & Hot Chocolate/Curtis Jones, 6:30 – 8:00 pm
- March 21, 2018 - Kaleidoscope - The Man Who Made Detroit Beautiful, Jennifer Baross and Jack P. Johnson, Atelier Cinelux film producers, 7:00-8:45 pm
- April 17, 2018 - Kaleidoscope - Adventures into Michigan's Past, Larry Massie, author, historian, and engaging storyteller, 7:00-8:45 pm
- May 15, 2018 - Kaleidoscope - El Alma Espanola!, repertoire of the regional, classical and Flamenco dancers of Spain, 7:00-8:45 pm

VII. Adjournment*

*Requires Action

Membership Summary for Current Year 2017

Month	New Memberships	Memberships Renewed	Memberships Not Renewed,	Membership Renewals Expected,	Dues,
January	2	8	0	0	\$160.00
February	1	8	1	0	\$330.00
March	0	26	4	0	\$835.00
April	0	6	4	0	\$135.00
May	0	16	0	0	\$415.00
June	0	8	2	0	\$360.00
July	1	6	3	0	\$130.00
August	2	27	8	0	\$775.00
September	1	22	5	0	\$690.00
October	16	38	1	0	\$1,190.00
November	0	0	0	17	\$0.00
December	0	0	0	26	\$0.00
Totals,	23	165	28	43	\$5,020.00

Number of Current Memberships (renewed in the last 18 months) 250 (Households)

Number of Members having a Current Membership are 373 (Individuals)

1. Memberships Not Renewed - Number of prior year memberships due in past months that have not yet been renewed. Note that if a membership is due in January, but renewal is sent in March, the membership is added to the March "Memberships Renewed" and subtracted from the January "Memberships Not Renewed" total.
2. Membership Renewals Expected - the total memberships expected in the current and future months based on members who paid last year.
3. Dues - dues collected in the month for the current year
4. Totals are a count for the year to date.

Report from Friends Membership database as of: Monday, November 6, 2017

Friends of the Novi Library
Minutes of the Board of Directors
October 11, 2017

Call to Order: - Sue Johnson at 7:10 p.m.

Present: Marilyn Amberger, Carol Bauer, Sandy Butler, Evelyn Cadicamo, Sue Johnson, Vicky McLean, Carol Neumann, Evelyn Young and Marcia Dominick, Library Liaison.

Late Arrival: Lin Rose.

Absent: Carol Hoffman

Minutes of Meeting, September 13, 2017 There being no corrections or additions to the Minutes, they were accepted as written. Motion made to do so by Carol Neumann and seconded by Sandy Butler. Motion carried 9-0.

Treasurer's Report: Marilyn Amberger. Marilyn prefaced her remarks by informing us that we are in the process of spending down our commitments. This necessitates our moving money among our accounts in order to "pay our bills." These were reflected in the report she delivered to us. Motion for acceptance of Treasurer's Report made by Carol Bauer and seconded by Evelyn Cadicamo. Motion carried 10-0.

Income	\$3,536.17	CF CD	\$10,231.63
Expenses:	<u>2,933.75</u>	CF Checking	2,449.91
Overall Total \$	602.42	Vibe Checking	6,463.78
		Vibe Savings	<u>10,994.83</u>
		Total	30,140.15
		Startup Fund	<u>100.00</u>
		Total Cash Amt.	\$30,240.15.

Before reports were delivered, discussion was had regarding the hand out we had been given. Our job duties were listed for our "Booked for the Evening" event on October 11, 2017. We talked about our job descriptions, the duties involved and who would handle which responsibilities.

Reports:

Library Director: Marcia Dominick. Marcie informed us we all had to wear volunteer badges in the library before the 6 o'clock hour on Oct. 11, 2017. Once the library was closed and we were actively setting us for the event, there would be no need for those badges.

We talked about the tablecloths needed for the 6 foot long tables. The Friends logo is so close to that of the Library that it was decided we would stick with the same color scheme (namely black and taupe) but our tablecloths would be the reverse (taupe with black lettering). Information was presented regarding two different types of tablecloths: one was polyester twill and was slightly larger than 70" x 90" we had in mind. The price for this one was \$139.00 with set-up charges ranging from \$40.00 to \$65.00. Our other choice was 100%

polyester, had no se-up charges and cost \$99.00 After reading the descriptors as well as recommendations, it was decided that we would purchase two (2) of these tablecloths. Since we have had to use more than one table at a number of events, it was determined that with the purchase of two we would have the freedom of "spreading out" should the need be there. Also, if we ever have to have a large display, etc. that would require four tables, it would be complimentary to use both the library tablecloths as well as the Friends, and the affect would be harmonious. Motion was made to purchase two of the \$99.00 tablecloths by Evelyn Cadicamo and seconded by Sue Johnson. Motion carried 10-0.

Marcia drew our attention to the Community Reads Author event on November 10th. Norm and Evelyn Young as well as Carol Bauer will be in attendance.

Promotion Committee – Vicky McLean. The discussion regarding the tablecloths continued as the Diversity event had to make use of the Library's tablecloths. Carol Neumann and Carol Bauer were thanked for their participation in this event.

Book Nook - Carol Neumann. Carol announced that we took in almost \$2,300. for the month of October; \$582 was for last week alone! CDs are being featured in the Nook. Also, the Library of Congress will be donating extra books to the Library this month. When the vintage books are gone, the new feature will be books on quilting and sewing.

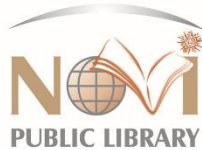
Membership – Sue Johnson. We are "doing nicely;" eight (8) new memberships; 15 overall for the year. She offered that she felt this was in response to our "gala" and they wanted to be a part of it.

Booked for the Evening - Lin Rose. We went over the placement of the restaurant sponsors tables; where dessert offerings would be located as well as where sponsor signage would be placed. Sue will be in charge having money available for paying for the auction items. We will be taking credit cards. Raffle tickets will be 5/\$5. or 12/\$10. Marcia will be at the front desk with Evelyn. Lin advised us about the bid sheets as well as the easel so that all could see the grid of the items available. We walked through the proposed schedule of events for the evening and the procedure that would be followed raffle line, the auction and the payment lines. Marcia and Marilyn will be handling this. Lin also informed us which room would house the virtual reality events, both the individual and the group. She also let us know that the people from the brewery would also act as bartenders.

November meeting - Sue Johnson. One last item: Carol Hoffman could not be present for our regular meeting on November 8th so **all** present agreed that our next board meeting would be held on November 15th from 4-6 p.m. Motion made by Sue Johnson and seconded by Carol Bauer. Motion carried 10-0.

There being no further business, motion was made and seconded to adjourn this meeting. Motion was made by Marilyn and seconded by Vicky. Meeting adjourned at 8:28 p.m.

Respectfully submitted,
Evelyn Cadicamo



Library Board Calendar

2017

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

2018

January 1	Holiday—New Year’s Day, Library Closed
January 13	Budget Planning Session, 8:00 a.m. East Meeting Room
January 25	Library Board Regular Meeting

February 10	Budget Planning Session, 8:00 a.m. East Meeting Room
February 22	Library Board Regular Meeting

March 29	Library Board Regular Meeting
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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

May	Library Board Goal Setting Session TBD
May 13	Mother’s Day, Library Closed
May 24	Library Board Regular Meeting
May 25	Staff In-Service, Library Closed
May 26	Library Closed
May 27	Library Closed
May 28	Holiday – Memorial Day, Library Closed

June 17	Father’s Day, Library Closed
June 28	Library Board Regular Meeting
June 28	Library Director Annual Review

July 4	Holiday – Independence Day, Library Closed
July 26	Library Board Regular Meeting

August – October	Community Reads Program
August 23	Library Board Regular Meeting

September 1	Library Closed
September 2	Library Closed
September 3	Holiday – Labor Day, Library Closed
September 20	Library Board Regular Meeting, Novi Library

- 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.