

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Thursday, January 24, 2019
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, Tara Michener
 - A. Welcome to new Board Member – Katherine (Kat) Dooley
 - B. Committee Assignments based on Board Member appointments (until May 2019)
 - 1. Torry Yu – Building/Grounds, HR
 - 2. Kat Dooley – Strategic Planning, Policy
 - C. Welcome 2 new Student Representatives – Mahek Nasser and Tarun Tangirala
- 2. Roll Call by Secretary, Bill Lawler
- 3. Pledge of Allegiance
- 4. Approval and Overview of Agenda1-4
- 5. Consent Agenda
 - A. Approval of Regular Meeting Minutes – December 19, 20185-14
 - B. Approval of Claims and Warrants 574..... 15-17
- 6. Correspondence
 - A. Email from Beth Sommers regarding story time programs.....17
- 7. Presentation/Special Guest
 - A. None
- 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 18-22
- 10. President's Report (Tara Michener)
 - A. 2018-2019 Library Goals23
 - B. 2018-2019 Goals Update (July, October, **January**, April) 24-38
- 11. Treasurer's Report (Melissa Agosta)
 - A. 2018-2019 Library Budget Fund 268..... 39-42
 - B. 2018-2019 Contributed Fund Budget 269 43
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E.	Contributed Fund 269 Expenditure & Revenue Report as of December 31, 2018	50
F.	Balance Sheets for Funds 268 and 269 as of December 31, 2018	51-52
12.	Director's Report.....	X
A.	Information Technology Report	X
B.	Facilities Report	X
C.	Information Services Report.....	X
D.	Support Services Report	X
E.	Library Usage Statistics	X
F.	Director Performance Evaluation Form... (2 nd draft)	X
G.	Friends of the Novi Library	X
H.	Novi Historical Commission	X
13.	Committee Reports	
A.	Policy Committee: Review current public policies for the Library (Michener–Chair, Dooley)	
	<ul style="list-style-type: none"> • Board approved revised policy manual on June 22, 2017 • New policy being presented to the Board regarding a Drug-Free Workplace (see information included) 	
B.	HR Committee: HR Policies, Director Review, Salary Study (Lawler – Chair, Yu, Staff Liaison – Marcia Dominick)	
	<ul style="list-style-type: none"> • Staff satisfaction and strategic planning survey 	
C.	Finance Committee: Financial plan based on building assessment review, Library endowment investigation (Agosta- Chair, Messerknecht, Lawler)	
	<ul style="list-style-type: none"> • Craig Messerknecht and Director Farkas met with the library's attorney on Friday, November 30, 2018, to discuss the library's options for an endowment/foundation. The attorney is currently gathering information relevant to the start-up (policies, bylaws, costs, etc.). • As of January 14, 2019: Director contacted the library attorney for updates to the discussion on November 30, 2018. Attorney is still working on investigating start-up costs, policies, bylaws, etc. 	
D.	Events/Marketing/Fundraising Committee: Outreach opportunities (Michener – Chair, Agosta, Wood)	
	<ol style="list-style-type: none"> 1. Library Board Member Bingo Idea <ul style="list-style-type: none"> • 1/12/2019: City of Novi Early Budget Input Session – Michener • 1/14: Mental Health Presentation - Michener 	
E.	Strategic Planning Committee: Annual review of current plan (Wood- Chair, Dooley). Review completed in November 2017.	
	<ul style="list-style-type: none"> • Council Member, Doreen Poupard, has offered to stay involved with the Committee through June 2019 based on her months of knowledge and participation since July 2018. • Strategic Planning data was received on January 11, 2019. Director is currently reviewing and will be setting up a session to go over the findings with the Committee. 	

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

(Messerknecht – Chair, Lawler, Yu, Wood)

- January 15, 2019: Planning meeting with Novi School District regarding library café partnership. Considered options for operation, staffing, equipment, hours of operation. Library attorney will draft language based on desires for the educational partnership. Meeting attended by: Director Farkas, Trustee Lawler and Trustee Wood
- LED project is almost completed. There is a final meeting with consultant and committee scheduled for Wednesday, January 30, 2019 at 10:00am at the Library.

G. Bylaw Committee: Review of Library Board Bylaws

(Lawler- Chair, Agosta)

- Bylaw revisions were approved at the October 25, 2018 meeting.
- January 24, 2019: Revision being proposed to the Board based on student representative requirements (see enclosed information under Director’s report)

14. Public Comment

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

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15. Matters for Board Action

- A. Approve: Amendment to Library Board Bylaws to reflect updated language for student representative.....56-61
- B. Approve: OPERATING AGREEMENT BETWEEN THE NOVI PUBLIC LIBRARY AND THE FRIENDS OF THE NOVI PUBLIC LIBRARY (1st draft - Attorney recommended)..... 62-65
- C. Drug-Free Workplace Policy.....66-67

16. Library Director Mid-year review (Closed Session)

17. Adjourn

Supplemental Information:

- TLN Bits & Pieces: December 2018 – by Executive Director, Jim Pletz.....N/A
- Library Calendar.....89

Future Events:

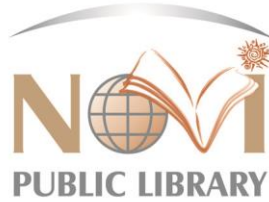
- Villa Barr presentation by Historical Commission: Thursday, January 31st at 7pm, Novi Library
- Friends of Novi Library Regular Meeting: February CANCELLED
- Historical Commission Regular Meeting: Wednesday, February 20th at 7pm, Novi Library
- Novi Library Board Budget Session: Saturday, February 9th at 8:00am, Novi Library
- Novi Library Board of Trustees Regular Meeting: Thursday, February 28th at 7pm, City of Novi
- Friends of Novi Library Regular Meeting: March CANCELLED
- Library Board Trustees Workshop: Wednesday, March 13th at 5:00pm, Novi Library
- Battle of the Books: Saturday, March 16th at 3pm, City of Novi
- Historical Commission Regular Meeting: Wednesday, March 20th at 7pm, Novi Library



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**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
December 19, 2018**

DRAFT

1. Call to Order

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

A. Welcome to new Library Board Member, appointed by Novi City Council on Monday, December 17, 2018.

B. New Board Member gives brief bio

The Library Board welcomed new member, Torry Yu. Torry was a past student representative for the Novi Public Library. Torry is a graduate of Walled Lake Western and Eastern Michigan University. Torry is a life-long resident of Novi and holds a degree in teaching. Currently, he is employed by Walled Lake School District.

C. Two open committee seats – HR and Building/Grounds

2. Roll Call by Secretary, Bill Lawler

Library Board

Tara Michener, President
Melissa Agosta, Treasurer
Bill Lawler, Secretary
Craig Messerknecht, Board Member
Doreen Poupard, Board Member
Geoffrey Wood, Board Member
Torry Yu, Board Member

Student Representatives

Raveena Joshi, Student Representative (departed at 7:50)
Lahari Vavilala, Student Representative (departed at 7:50)

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

Guests

Elizabeth Lang, Novi Public Library Librarian
Christina Salvatore, Novi Public Library Communications Coordinator

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

A motion was made to approve the overview of the Agenda as presented. Director Farkas requested to add item **7. C. 2017-18 Annual Report Presented by Christina Salvatore**. Trustee Lawler requested to add **Update on the New Café Lease**. Trustee Lawler recommends this is added as a standing item each month moving forward. Director Farkas suggested adding this under **13. F. Building/Landscape Committee**.

These motions were accepted and approved as amended.

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes – October 25, 2018

A motion was made to approve the regular meeting minutes from October 25, 2018.

1st—Melissa Agosta

2nd—Geoffrey Wood

The motion passed unanimously.

B. Approval of Claims and Warrants L572

A motion was made to approve the Claims and Warrants L572.

1st – Melissa Agosta

2nd – Geoffrey Wood

The motion passed unanimously.

C. Approval of Claims and Warrants L573

A motion was made to approve the Claims and Warrants L573.

1st – Melissa Agosta

2nd – Geoffrey Wood

The motion passed unanimously.

6. Correspondence

- A.** 10/20/18: Thank you email from library patron Kandy & Matt Kalbfleisch-Lazell
- B.** 11/5/18: Email correspondence with café owner regarding patron complaint
- C.** 11/10/18: Thank you email from Author, Anna Clark, regarding Community Read
- D.** 11/21/18: Thank you card from Kneifel family re: 1,000 Books program

7. Presentation/Special Guest

- A.** Recognition of Librarian, Betty Lang, for 30 years of service to the Novi Public Library
- B.** Recognition of Student Representatives Raveena Joshi and Lahari Vavilala for their two years of service to the Novi Public Library Board of Trustees
- C.** 2017-18 Annual Report Presented by Christina Salvatore

8. Public Comment

Mike Duchesneau, a resident of Novi for about 40 years. Mr. Duchesneau commented that the services the Library continually provides show that the Library supports the multicultural diversity of its community. Mr. Duchesneau would like this support to continue and suggests that the Library increase the Foreign Language Book collection to be the largest City owned in the state of

Michigan. His vision is to double the books that the Library currently has by next year and set a goal of having 10,000 books in 2 years that are foreign language books. Mr. Duchesneau's vision is for most of these books be directed at the Youth's International Collection. Mr. Duchesneau's second goal for the Library is to take the lead implementing Wi-Fi in all the parks, and for the Library Board to oversee this process. He would like this to be included in the upcoming budget. Also, Mr. Duchesneau suggested that funds could be raised through reaching out to the international businesses located throughout the community. Mr. Duchesneau's third goal is to identify all Blu-Ray and DVD collections and subtitles in a foreign language and categorize in an easy to search format. Lastly, Mr. Duchesneau discussed student representatives and referred to the program as excellent. He mentioned that the Bylaws are written to allow a Novi High School Student to participate as a student representative. Mr. Duchesneau would like the program to continue and include City of Novi residents that attend other High Schools to participate.

9. Student Representatives Report –October & November 2018

The Student Representative Report can be found on pages 24-26 of the December 19, 2018 Library Board packet.

October Programs:

10/02/18 Eat Together, Craft Together (50 attendees)
10/03, 10/10, 10/15, 10/22 Done with Bullying (26; 22; 14; 14 attendees, respectively)
10/06/18 ACT Practice Test (24 attendees)
10/09/18 Creatures of the Night (50 attendees)
10/23/18 Battle of the Books Informational Meeting (40 attendees)
10/24/18 Tween Pizza & Pages Book Club (13 attendees)

November Programs:

11/28/18 Tween Pizza & Pages Book Club (19 attendees)

Upcoming Programs:

12/11/18 Battle of the Books Coaches' Kick off Meeting
12/18/18 STEM: Gingerbread Engineering Challenge
12/19/18 Tween Pizza & Pages Book Club
12/21/18 Teen Advisory Board Meeting
01/18/19 Teen Advisory Board Meeting
01/23/19 Tween Advisory Board Meeting
01/30/19 Tween Pizza & Pages Book Club

Total attendees at Teen Space for 2018-19 school year:

September 2018: 699
October 2018: 1,156
November 2018: 658
December 2018: 2,513

Director Farkas commented that there are 15 teen patron teams signed up for Battle of the Books, which is the highest ever. This program has continued to grow over the years and is of interest to 5th and 6th graders to be involved.

Diversified Members Credit Union (DMCU) came to talk about financial planning to the teenage population.

On page 27 is the letter from Teen Librarian, Lindsay Gojcay (Fricke), thanking the student volunteers for their 2 years of service. Director Farkas and the Board said thank you and goodbye to the student representatives.

10. President's Report (Tara Michener)

A. Acknowledgement of former Board Member Ramesh Verma and his 11 years of service to Novi

Public Library (presentation of plaque)

President Michener presented Trustee Verma with a plaque, gratefully recognizing his 11 years of service and his integral role in the planning and executing of a new library. Trustee Michener was pleased to serve on the Board with Trustee Verma whom she described as jovial, smart and able to get business done for the City of Novi. Trustee Verma is out of town and was unable to attend the Board meeting this evening. Director Farkas was able to attend a lunch with Trustee Verma and personally thank him for his 11 years of service. Director Farkas describes him as a dear friend with an amazing heart and an amazing leader that kept the staff needs in his vision. Trustee Verma volunteered on several additional committees throughout the years. Trustee Poupard described Trustee Verma as man of integrity whom is committed to doing things for others.

B. 2018-2019 Library Goals

The Library Goals are on page 28 of the December Board Packet. On pages 29-39 is the update through the month of October. This includes meeting the various tactics based on the goals that have been set up by the Library Board. Trustee Agosta is impressed with the staff and their ability to think out of the box when accomplishing the goals.

C. 2018-2019 Goal Update (July, October, January, April)

On pages 29-39 is the update through the month of October. This includes meeting the various tactics based on the goals that have been set up by the Library Board. Trustee Agosta is impressed with the staff and their ability to think out of the box when completing these goals.

D. MLA Conference Review by Library Board Members

Personal thoughts from Board Members about the MLA Conference held October 17 -19 is included on pages 40 and 41. Director Farkas said that the MLA Conference will be held in Novi again next year. It is a valuable conference to attend, providing different perspectives among the different libraries involved. Director Farkas will keep the Board posted as the next conference date approaches.

11. Treasurer's Report (Melissa Agosta)

Trustee Agosta provided a printed summary of the Treasurer's Report to all members. The Treasurer's Report can be found on pages 42-63 of the December 19, 2018 Library Board packet.

A. 2018-2019 Library Budget Fund 268

The 2018-2019 Fund 268 Budget can be found on pages 42-45 of the December 19, 2018 Library Board packet.

- The 2018-2019 Fund 268 budget calls for revenue of \$3,033,030.00 and expenditures of \$3,140,250.00 consuming \$107,220.00 of the fund balance.

B. 2018-2019 Contributed Fund Budget 269

The 2018-2019 Contributed Fund 269 Budget can be found on page 46 of the December 19, 2018 Library Board packet.

- The 2018-2019 Fund 269 budget calls for revenue of \$33,000.00 and expenditures of \$145,700.00 consuming \$112,700 of the fund balance.

C. 2018-2019 Contributed Fund Budget 269 Amendment (1st draft)

Please see **15 A. 2018-2019 Contributed Fund Budget Amendment (1st draft)**

D. November 15, 2018 Treasurer's Written Report (absent November meeting)

The Treasurer's written report can be found on page 48 of the December 19, 2018 Board packet.

E. Library Fund 268 Expenditure & Revenue Report as of October 31, 2018

The Fund 268 Expenditure and Revenue Report can be found on pages 49-53 of the December 19, 2018 Library Board packet.

- Revenue ending October 31, 2018 was \$2,929,663
- Expenditures ending October 31, 2018 were \$916,980

F. Contributed Fund 269 Expenditure and Revenue Report as of October 31, 2018

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 53 of the December 19, 2018 Library Board packet.

- Revenue ending October 31, 2018 was \$22,513.
- Expenditures ending October 31, 2018 was \$22,518.

G. Balance Sheets for Funds 268 and 269 as of October 31, 2018

The Balance Sheet for Funds 268 and 269 can be found on pages 54 and 55 of the December 19, 2018 Library Board packet.

- Ending Fund Balance for Fund 268 as of October 31, 2018 was \$3,916,554.35
- Ending Fund Balance for Fund 269 as of October 31, 2018 was \$1,707,383.07

H. Library Fund 268 Expenditure & Revenue Report as of November 30, 2018

The Fund 268 Expenditure and Revenue Report can be found on pages 56-59 of the December 19, 2018 Library Board packet.

- Revenue ending November 30, 2018 was \$2,948,292.
- Expenditures ending November 30, 2018 were \$1,119,170.

I. Contributed Fund 269 Expenditure & Revenue Report as of November 30, 2018

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 61 of the December 19, 2018 Library Board packet.

- Revenue ending November 30, 2018 was \$26,202.
- Expenditures ending November 30, 2018 was \$24,008.

J. Balance Sheets for Funds 268 & 269 as of November 30, 2018

The Balance Sheet for Funds 268 and 269 can be found on pages 62 and 63 of the December 19, 2018 Library Board packet.

- Ending Fund Balance for Fund 268 as of November 30, 2018 was \$3,731,303.45
- Ending Fund Balance for Fund 269 as of November 30, 2018 was \$1,709,622.56

12. Director's Report

Annual Report 2017-2018

A copy of the Annual Report presented by Christina Salvatore can be found on pages 68 and 69 of the December Library Board Packet.

The Director's Report can be found on pages 64-72 of the December 19, 2018 Library Board packet.

Staff members celebrating anniversaries in December and January are:

- o David Silberman – 9 years
- o Emily Brush – 3 years
- o Shannon O'Leary – 3 years
- o Kelly Kolchuk – 17 years
- o Dorothy Manty – 16 years
- o Christina Salvatore – 6 years
- o Kathleen Alberga – 6 years
- o Aisar Taha – 6 years

Director Farkas informed the Board that both the Detroit Suburban Libraries Round Table (DSLRT) and the State Aid reports have been filed for 2017-2018. This is the earliest that the State Aid has ever been turned in. Director Farkas is grateful for Marcia Dominick's effort in compiling the data. The early submission should result in receiving the State Aid funds earlier.

Director Farkas included the Staff Satisfaction and Strategic Planning Survey on pages 70 and 71. Director Farkas is interested in receiving feedback about Staff satisfaction. This opportunity to investigate staff satisfaction was shared with President Michener and Trustee Lawler. Also, this form was shared with the HR department at the City of Novi to measure the appropriateness of the questions. An independent consultant volunteered her time to collect the data for the Library. Just over half of the staff was able to meet with the independent consultant. Those whom were unable to meet received an envelope with the form inside and these forms were completed anonymously, not identifying who completed the form. The consultant is compiling the data and putting a report together for the Director to receive by the end of January. The results will be shared with the Board.

A. Information Technology Report – October & November 2018

The Information Technology Report can be found on pages 73-81 of the December 19, 2018 Library Board packet. On pages 78 and 79 is the e-Nable Annual Report summarizing the accomplishments. Director Farkas said the goal this year is to focus on quality control, finalizing and shipping. This effort is based strictly on donations.

B. Facilities Report – October & November 2018

The Facilities Report can be found on page 81 and 82 of the December 19, 2018 Library Board packet.

C. Information Service Report – October & November 2018

The Information Service Report can be found on pages 83-91 of the December 19, 2018 Library Board packet. On page 86 is Mary Robinson's, "Sharing the Library Love" at Novi Public Library. Patrons created small trading cards that were exchanged with other libraries in other states. This is a way to connect with other libraries and share artistic talent. There will be another opportunity to create the

trading cards in the spring, 2019. Director Farkas is appreciative of Mary Robinson's creative efforts. Also, Mary Robinson was asked by the ALA to be involved in a published book on Maker Space projects. The title of the book is 50 Kawaii Craft Projects for Libraries. Director Farkas thinks this is amazing and is a reflection of the creativity at the Novi Library.

D. Support Service Report – October & November 2018

The Support Services report is found on pages 92 and 93, prepared by Maryann Zurmuehlen. Read Boxes are completed for October with 1,224 items circulated. This is the highest to date for usage of Read Boxes in our parks. The Read Boxes are located in Lakeshore, Rotary and ITC Park.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 94-102 of the December 19, 2018 Library Board packet.

F. Director Performance Evaluation Form (2nd draft)

Please see section **13. B. HR Committee: HR Policy, Director Review, Salary Study.**

G. Friends of the Novi Library – Novi News Article, November 1, 2018

Page 106 features an article that was published in the Novi News, thanking Friends. Director Farkas truly appreciates Friends support of the Library. Director Farkas thanks the Friends for their support and commented that we would not have the Library that we have without the Friends. Friends have graciously provided funds in order to purchase many wish list items that the Library would not be able to budget for.

H. Novi Historical Commission – October 24, 2018 Minutes

On page 107-109 are the minutes from the Wednesday, October 24th meeting.

13. Committee Reports

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

(Michener-Chair, Poupard)

- i. Board approved revised policy manual on June 22, 2017
- ii. No action at this time

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

(Lawler – Chair, Verma, Staff Liaison – Marcia Dominick)

- i. Director's Annual Performance Evaluation (2nd draft attached).
Trustee Lawler announced that the evaluation is on pages 103-105. The suggested changes from the October meeting were implemented. Trustee Lawler pointed out that the narrative questions that will provoke excellent discussion. Trustee Poupard spoke very positively about the narrative format and believes it will allow a deeper discussion. Trustee Yu commented it is written in a comprehensive format and is comfortable with the rating system used in the form.

A motion was made to approve the Directors Performance Evaluation.

1st – William Lawler

2nd – Geoffrey Wood

The motion passed unanimously.

Trustee Lawler requested that the Board provide this completed Performance Evaluation form by January 15, 2019. Trustee Lawler will tabulate the results for the January meeting. Director Farkas will be bringing a self-evaluation to the June meeting.

- ii. Staff satisfaction and strategic planning survey
Discussed under the Director's Report.

C. Finance Committee: Financial plan based on building assessment review, Library endowment investigation

(Agosta – Chair, Messerknecht, Lawler)

- i. Trustee Messerknecht and Director Farkas met with a representative from Raymond James on Friday, November 2, 2018, to understand and consider options for a library endowment. Another meeting took place with an attorney discussing how to set up the endowments. Trustee Messerknecht felt that the meeting with the attorney was very valuable and is looking forward to hearing back from the attorney in order to decide the next step. Director Farkas said that during the meeting in October the attorney looked over the Friends memorandum and there were some minor tweaks that Director Farkas has informed the Friends about. Trustee Messerknecht would like the attorney to speak to the Board about the various rules and regulations that the Board should be aware of since it encompasses issues the Board encounters. Director Farkas agreed and will attempt to set this meeting up during an in-service day.
- ii. Director Farkas said that a meeting is scheduled for November 2 with an outside financial advisor and Trustee Messerknecht will accompany Director Farkas to the meeting.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Michener – Chair, Agosta, Wood)

1. Library Board Member Bingo Idea

President Michener suggested a Library Board Card, which includes the Trustees pictures and a fun fact. President Michener suggested this could engage the community and bridge the gap. Director Farkas is interested in this idea and would like to work with President Michener on the details and creativity of the Bingo Idea starting in January.

- i. 10/31: Strategic Planning Public Sessions - Poupard
- ii. 11/08: Veteran's Day Brunch at City of Novi – Messerknecht, Agosta
- iii. 11/09: Community Reads Author Event- Michener
- iv. 11/26: Fox Run Strategic Planning Session - Poupard
- v. 11/30: Light up the Night - Messerknecht
- vi. 12/07: City of Novi Evening of Appreciation: Michener, Agosta, Messerknecht, Poupard

E. Strategic Planning Committee: Annual review of current plan

(Poupard – Chair, Wood)

Trustee Poupard discussed the Strategic Planning Committee's commitment and assertiveness to discover what the community has to say about the Library, as the Library begins to plan for the future. Trustee Poupard attended three sessions and is impressed by the power of attendees' positive viewpoints of the Library. Trustee Poupard said that the environment of the sessions has been positive and inviting,

allowing great ideas and discussions to flow which help enhance the planning for the next three years.

Director Farkas is appreciative of Trustee Poupard, Trustee Wood, Christina Salvatore and April Stevenson's efforts. Director Farkas believes the aggressive approach has created a total different data dump than with past planning sessions. Director Farkas is confident that a draft will be compiled by April Stevenson mid –January for Board review.

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

(Messerknecht – Chair, Lawler, Verma, Wood)

- i. Trustee Messerknecht updated the Board on the progress of the LED conversion project. The project is coming to a close and a meeting will take place at the end of January. Director Farkas said the week of January 7th is reserved for LED work to be done based on another shipment of bulbs. Although the project has been slow at times, the Director believes the project has run fairly positively. A Trustee asked if we are seeing an impact on electrical bills. Director Farkas will begin to compare bills and notify the Board of any changes.

Trustee Messerknecht informed the Board that the Lending Library Kiosk project is underway. Director Farkas said the deposit has been mailed for the lending library. Although, Director Farkas has seen a map and all suggested locations are positive, these recommendations are not final.

Director Farkas has a meeting on January 15th with the school district regarding the café. Director Farkas is exploring the opportunity of a possible partnership with the Novi Community School District and the café situation. If it doesn't seem to be a good fit then a bid could take place in February or March. The café lease is up in June 1, 2019. Director Farkas invited the Building and Grounds Committee to attend the January 15th meeting with her.

G. Bylaw Committee: Review Library Board Bylaws

(Lawler – Chair, Agosta)

- i. Trustee Lawler reminded the Board that the Bylaw Committees work is completed. Director Farkas agreed to remove the bullet regarding the September 17th meeting information from the Agenda.
- ii. Bylaw revisions were approved at the October 25, 2018 meeting

14. Public Comment

At 8:44 pm resident Mike Duchesneau approached the podium to mention some of the libraries special educational classes and events. In October, he attended a Medicare seminar about how to sign up for the proper parts of Medicare and prescription drugs. Mr. Duchesneau felt this program was available at a perfect time to assist with the complications of signing up. Also, Mr. Duchesneau recalls a special planetarium event

that the library held some time ago, which was open to all ages. Mr. Duchesneau recalls being surrounded by kids with flashlights in tents exploring the planetarium. Mr. Duchesneau expressed his deep appreciation for all that the Library does.

15. Matters for Board Action

A. 2018-2019 Contributed Fund Budget Amendment (1st draft)

Director Farkas updated the Board with more accurate numbers for the Library Contributed Fund (1st Draft) on page 47. Two general ledger account numbers were added 665.046 for Maker Space Revenue and 742.229 for Raising a Reader Expenditures. Additionally, the budget was completed so long ago that we did not take into account the LED Conversion would extend into this year. Therefore, Director Farkas added \$15,000 to the budget for this under line item Capital Outlay 976.045 LED Conversion project. The amended numbers were based on the audited 2107-18 numbers. The Board decided to vote tonight.

A motion was made to accept the 2018-2019 Contributed Fund Budget Amendment (1st draft).

1st— Geoffrey Wood

2nd— Doreen Poupard

The motion passed unanimously.

B. Director's Evaluation Form (2nd draft)

Please see section **13. B. HR Committee: HR Policy, Director Review, Salary Study**

16. Highlights for Next Month's Agenda (Thursday, January 24, 2019 – City of Novi)

Director Farkas added this section to inform Board members about items to look forward to.

A. Friends & Library Board Memorandum of Understanding, pending attorney review (2nd draft)

B. Introduction of new student representatives

17. Executive Session – Library Director has requested a closed session

A. Library Director Mid-Year Review

This session will take place at the February Board Meeting.

18. Adjourn

A motion was made to adjourn at 8:50 p.m.

1st—Geoffrey Wood

2nd—Craig Messerknecht

The motion passed unanimously.

William Lawler, Secretary

Date

Warrant 574	268 Accounts	January 2019	
Payable to	Invoice #	Account number	Amount
Global (11/30/18)		268-000.00-727.000	\$ 930.12
UPS		268-000.00-728.000	\$ 31.93
CBTS (12/04/18)		268-000.00-734.000	\$ 208.25
Presidio (11/30/18)		268-000.00-734.000	\$ 370.00
The Library Network (12/04/18)	01/01/19-12/31/19	268-000.00-734.000	\$ 493.12
VidCom Solutions (12/03/18)		268-000.00-734.000	\$ 164.85
Amazon		268-000.00-734.500	\$ 843.66
Provantage (11/27/18)		268-000.00-734.500	\$ 934.92
Demco (12/03/18)		268-000.00-740.000	\$ 223.55
Amazon		268-000.00-742.000	\$ 848.81
Barnes & Nobles		268-000.00-742.000	\$ 181.61
Brodart		268-000.00-742.000	\$ 7,230.20
Center Point Large Print		268-000.00-742.000	\$ 23.37
Gale/Cengage (11/16/18)		268-000.00-742.000	\$ 1,352.57
Lakeshore (11/29/18)		268-000.00-742.000	\$ 64.98
The Library Network (12/18/18)		268-000.00-742.000	\$ 13.50
Tsai Fong Books (11/21/18)		268-000.00-742.000	\$ 1,107.68
World Book, Inc. (11/30/18)		268-000.00-742.000	\$ 999.00
Commerce Township Library		268-000.00-742.100	\$ 16.99
Midwest Tape (11/07/18)		268-000.00-744.000	\$ 1,838.48
Overdrive		268-000.00-744.000	\$ 3,037.51
Amazon		268-000.00-745.200	\$ 290.93
Midwest Tape		268-000.00-745.200	\$ 3,642.85
Spectrum (11/26/18)	12/01/19-12/31/18	268-000.00-801.925	\$ 37.13
Merchant Billing Statement		268-000.00-802.100	\$ 221.96
Rubbish		268-000.00-808.100	\$ 104.92
Knight Technology Group, Inc.		268-000.00-816.000	\$ 1,270.00
Foster Swift (12/03/18)		268-000.00-816.000	\$ 1,040.00
H&K Janitorial Service		268-000.00-817.000	\$ 4,060.67
AT&T (11/22/18)	11/22-12/21/18	268-000.00-851.000	\$ 307.98
Telnet (11/15/18)	11/15/18-12/14/18	268-000.00-851.000	\$ 428.86
T Mobile		268-000.00-851.000	\$ 292.04
Verizon		268-000.00-851.000	\$ 380.28
Brush, Emily	Mileage	268-000.00-862.000	\$ 49.48
City of Novi (11/30/18)	Ice Utilization	268-000.00-880.000	\$ 10.00
First Impressions (11/30/18)	Light up the Night Exp.	268-000.00-880.000	\$ 414.41
Fox Run Catering (11/30/18)		268-000.00-880.000	\$ 363.66

Home Depot (12/04/18)		268-000.00-880.000	\$ 79.92
Municipal Web Services		268-000.00-880.000	\$ 1,281.00
Sam's Club (11/29/18)	Light up Night Snacks	268-000.00-880.000	\$ 19.96
Alberga, Kathleen (12/06/18)	reimburse for craft supplies	268-000.00-880.268	\$ 95.36
Amazon (11/12/18)		268-000.00-880.268	\$ 268.78
American Button		268-000.00-880.268	\$ 103.47
Benito's Café (11/28/18)		268-000.00-880.268	\$ 33.75
Buffalo Wild Wings (12/11/18)		268-000.00-880.268	\$ 30.00
Demco (11/28/18)		268-000.00-880.268	\$ 126.35
Gordon Food Service (12/04/18)		268-000.00-880.268	\$ 203.42
Hobby Lobby (12/04/18)		268-000.00-880.268	\$ 41.36
Meijer (12/04/18)		268-000.00-880.268	\$ 13.03
Oriental Trading (11/19/18)		268-000.00-880.268	\$ 160.51
Sacred Heart Church (12/18/18)		268-000.00-880.268	\$ 100.00
Sam's Club (12/06/18)		268-000.00-880.268	\$ 175.82
Swank Movie Licensing USA	12/28/18-12/27/19	268-000.00-880.268	\$ 615.00
Engraving Connection (12/13/18)		268-000.00-900.000	\$ 144.20
Millennium Business Systems		268-000.00-900.000	\$ 865.47
Consumers Energy (01/10/19)	11/06/18-12/08/18	268-000.00-921.000	\$ 1,374.57
DTE		268-000.00-922.000	\$ 7,584.05
Allied Eagle Supply (12/04/18)		268-000.00-934.000	\$ 972.58
Batteries Plus Bulbs (12/13/18)		268-000.00-934.000	\$ 57.60
Boynton		268-000.00-934.000	\$ 110.00
Dalton Commercial Cleaning	carpet care	268-000.00-934.000	\$ 1,325.00
Kenwhirl Appliance (12/18/18)		268-000.00-934.000	\$ 255.95
Lyon Mechanical (09/30/18)		268-000.00-934.000	\$ 2,243.95
North star Mat Service (11/30/18)		268-000.00-934.000	\$ 194.90
Stanley Steamer (11/23/18)		268-000.00-934.000	\$ 1,914.00
Brien's Services, Inc. (11/20/18)		268-000.00-941.000	\$ 4,172.50
Thelen Landscaping, Inc.		268-000.00-941.000	\$ 125.00
Weingartz (12/06/18)	salt spreader	268-000.00-941.000	\$ 306.61
Millennium Business Systems		268-000.00-942.000	\$ 716.40
Corrigan (12/01/18)	12/01-12/31/18	268-000.00-942.100	\$ 23.06
American Library Association		268-000.00-956.000	\$ 54.00
Sabolcik, Eva (12/06/18)		268-000.00-956.000	\$ 39.24
Zurmuehlen, Maryann		268-000.00-956.000	\$ 79.68
Petty Cash (Mileage)		268-000.00-862.000	\$ 7.63
Petty Cash (Programming)		268-000.00-880.268	\$ 49.24
Petty Cash (Staff Recognition)		269-000.00-742.236	\$ 15.98
TOTAL			\$59,809.61

Warrant 574	269 Accounts	January 2019	
Payable to	Invoice #	Account number	Account total
Friends	Booked for the Evening Gala	269-000.00-665.232	\$ 918.53
Amazon	Raising a Reader	269-000.00-742.229	\$ 1,528.22
Brodart	Raising a Reader	269-000.00-742.229	\$ 29.76
Scholastic	Raising a Reader	269-000.00-742.229	\$ 11.00
Amazon		269-000.00-742.230	\$ 364.16
Farkas, Julie	Gift Cards for Student Reps	269-000.00-742.236	\$ 108.76
Olive Garden (12/11/18)	Staff Recognition	269-000.00-742.236	\$ 575.00
Envision Ware (12/17/18)	Lending Library	269-000.00-976.044	\$32,750.00
TOTAL			\$36,285.43

Email from: Beth Sommers
 Re: Story time programming
 Date: Sunday, January 13, 2019

Good morning :)

I just wanted to send an email because I have to mention how much we LOVE Wednesday storytime with Miss Emily at the library! It is one of our favorite days of the week.. She is cheerful, fun, and has great activities that really keep the kids interested - the songs with movement, bubble machine, and weekly themes. Her presentation style is so engaging-- she really is a great teacher with so much positive energy. My daughter soaks it all up and even learned to "stomp" through hearing a song at storytime. (At any other cities' story times I've been to, my daughter is distracted and has no idea there is even a teacher that is leading the class--that is just a testament to Miss Emily's engaging lessons!) Just wanted to tell someone who can pass along how appreciated she is!

Beth Sommers (& Emily Sommers- 17 months)

December 2018 Student Representative Report

Written by: Raveena Joshi and Lahari Vavilala

Reported by: Mahek Nasser and Tarun Tangirala

Programs:

The Battle of the Books Coaches' Kick-Off Meeting took place on December 11th. At this meeting, titles for this year's Battle were announced, a set of books for each team was distributed, and a discussion of coaches' responsibilities was conducted. Coaches also saw a video of a previous year's Battle. Extra books and the Battle of the Books Kits were available for check out at the meeting. (Attendance = 50)

The NASA @ My Library STEM Kit Activities Program took place on December 12th. Attendees got to join for some fun hands-on STEM activities while the Library tested out the brand new NASA @ My Library Kits available through the Library of Michigan. (Attendance = 10)

The Gingerbread Engineering Challenge took place on December 18th. Attendees got to make and decorate their own gingerbread house. The program was divided into two programs for different age groups (ages 4-8 and ages 9+). (Attendance for ages 4-8 = 77) (Attendance for ages 9+ = 66)

The Tween Pizza & Pages Book Club took place on December 19th. Attendees read the book *Under Their Skin* by Margaret Peterson Haddix. 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 hold annually. (Attendance = 12)

Teen Space Update:

There were 405 attendees in Teen Space for the month of December. Teen Space is closed from December 24-January 4 as Novi High School is closed for break. There was also a craft day on December 20th.

Total breakdown of Teen Space numbers for 2018-2019 school year:

September 2018 = 699

October 2018 = 1,156

November 2018 = 658

December 2018 = 405

Total for 2018-2019 school year = 2,918

Teen Advisory Board Update:

The fourth Teen Advisory Board (TAB) meeting of the year took place on December 21st. Members shared their plans for winter break. Attendees then suggested ideas for a future community service project. Then, members decorated sugar cookies to celebrate the winter time, and made decorations to be displayed in Teen Stop during the winter. (Attendance = 18)

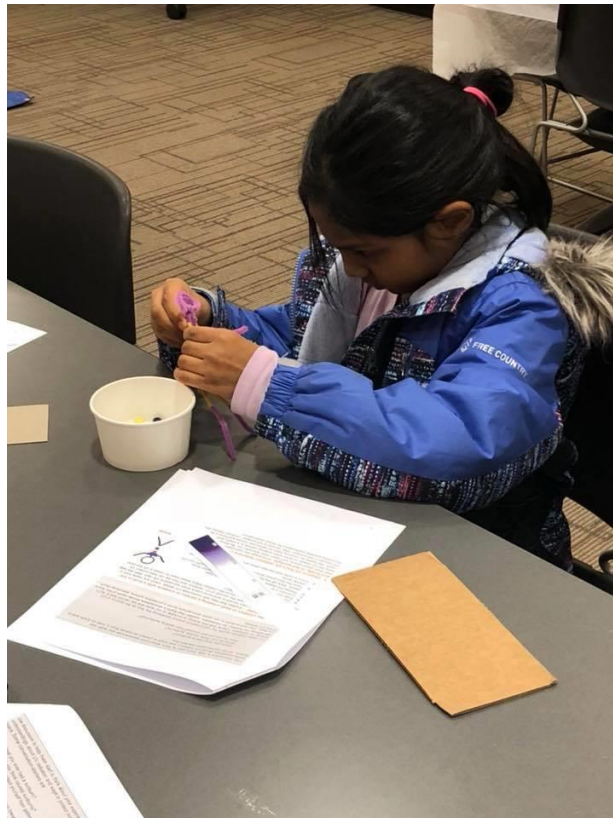
Upcoming Programs:

Teen Advisory Board Meeting- February 15

Tween Pizza & Pages Book Club- February 27



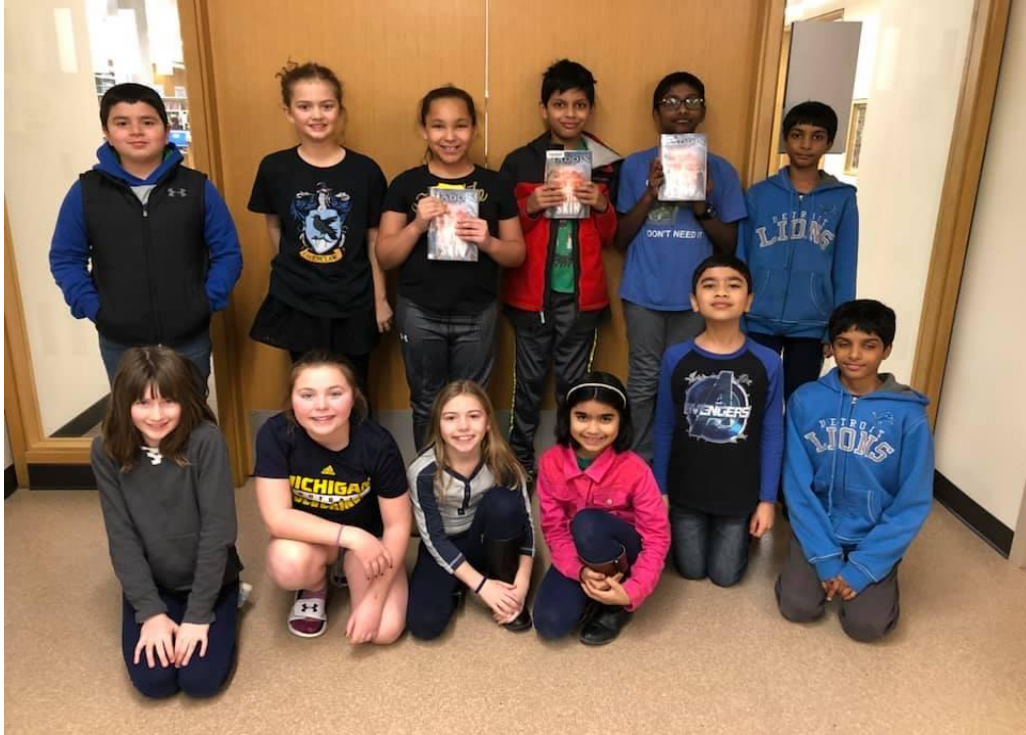
Some of the participants at the NASA @ My Library STEM Kit program dropping marbles into flour to create craters and then measuring their impact



A participant at the NASA @ My Library STEM Kit program making a UV ray pipe cleaner person to use outside to see how high the UV rays are



Some of the participants from the Gingerbread Engineering Challenge with their houses



Members of the Tween Pizza & Pages Book Club show this month's book, *Under Their Skin* by Margaret Peterson Haddix

Novi Public Library

Student Representatives Expectations

Library Board Meetings

- ✓ Attend monthly Library Board Meetings; meetings held on the fourth Thursday of the month
- ✓ Verbally present information, including programs and stats

Monthly Reports

- ✓ Write-up a monthly report to be submitted to the Library Board; includes tween and teen programming descriptions, attendance statistics, program pictures, and upcoming programs

Year-End Reflection Presentation

- ✓ Compile yearly information, including important accomplishments and what you learned into a presentation given to the Library Board; presented in either June or July

Teen Advisory Board (TAB)

- ✓ Attend a monthly TAB Meeting; meetings held on Fridays at 3:30pm
- ✓ Future TAB dates: 1/18, 2/15, 3/15, 4/19, 5/17
- ✓ Write-up information about TAB Meeting for monthly report
- ✓ Recruit new members to join TAB

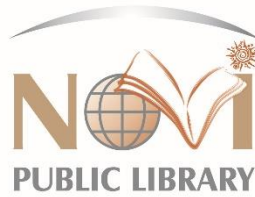
Outreach

- ✓ Attend at least one outreach event per year (i.e. Novi High School Open House in October 2019)

Teen Volunteering

- ✓ Sign-up to be a teen volunteer at the Novi Public Library





Inform. Inspire. Include.

6 Strategic Objectives
2013-2018

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

Library Goals
2018-2019

1. Maintain excellent customer service in all facets of the library's operations, Board functions and community involvement.
Focus: Lending Library at Lakeshore Park, ILS Upgrade and proficiency of staff, Fillable Library Card On-line, New Café Lease & Services (June 2019)
2. Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
Focus: LED conversion project, Endowment, Building Assessment for Future Capital Expenditures in 269 (HVAC, Roofing, Carpeting, Elevators, AST, Parking Lot Replacement, LED Lighting Phase 3-5), Present a Balanced Budget for 19/20
3. Provide quality and diverse services, materials, programs and technology.
Focus: Fostering connections with our diverse community, Cultural Events, Let's Talk About It Series, Makerspace Renovation
4. Promote the Library in Novi's residential and business communities and provide outreach to non-library users.
Focus: 1,000 Books before Kindergarten, Library Board meetings (2 Options – Library and Offsite Location), Strategic Planning Outreach, Host Town Hall Engagements w/Elected Officials, Mental Health Awareness
5. Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.
Focus: Strategic Planning Project

Approved: June 28, 2018

NOVI PUBLIC LIBRARY – 2018/2019 GOALS

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

Goal #1:

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

Tactic	Owner	Status	Due Date
Lending Library at Lakeshore Park	AD	City Council approved the Lakeshore Park development on Monday, October 8, 2018; Vendor planning meeting set for Wednesday, November 28, 2018	10/18
ILS Upgrade and proficiency of staff	AD/IS/SS	Started drafting questions based on everyday CARL tasks and patron interactions. Submitted first draft of quiz questions for review, starting how-to document to accompany. IS Staff is currently being tested. IS staff testing complete, all passed. SS Dept staff have completed testing; 24 out of 24 received 100% correct and passed.	8/18, 9/18, 11/18, 12/18
Community Outreach Presentations	AD	Novi Community School District Board Presentation – August 9, 2018 Walled Lake Consolidated School District Board Presentation – 9/6/2018 Novi Ambassador Academy – 10/9/2018 City Council Presentation - Novi University – City of Novi Employees – 2/19	8/18, 9/18, 10/18
Fillable Library Card On-Line	AD/SS	Director has started addressing CARL needs for on-line renewal of library card as well as automatic renewal with TLN (comment cards from patrons have been shared with Board and TLN Executive, discussion with Celia Morse at MLA Conference). Per discussions with TLN, online fillable card renewal is not available through TLN at this time due to consortium policy stating cards must be renewed in person at the patron's home library. Automatic renewal of items is also not currently available through CARL.	9/18, 10/18; 12/18
New Café Lease & Services	AD	Director has started looking into options for a new café vendor	8/18
Create, implement, and test for CARL with all Supervisors/Clerks/Shelvers (August – draft of test; December 15 th – testing to be completed)	SS	SS Dept staff have completed testing; 24 out of 24 received 100% correct and passed.	12/18

Attend the Disney's Approach to Quality Service seminar	SS	Goal complete; Jolanta Borek and Sandee Lim attended.	8/18; 12/18
Create a Customer Service training module for department employees to participate in as part of their onboarding/retraining, with special focus on the 5 Customer Service Ideals of the Support Services Department by December 2018. Elements needed may include a mini training handout/packet, roleplaying scenarios, the viewing of relevant video webinars, and a handwritten test. Then January – June 2019 complete training for all current employees in module.	SS		
Acclimate fully to the new ILS system, TLC Carl, in order to accurately and efficiently perform all duties in the ILS Module. Essential Task Testing will occur by December 2018, and Supervisor must pass test with 75-84% correct or better to receive "Meets Expectations" on performance evaluation. Beyond the passing grade, the following percentages correct will receive the corresponding designations: 95-100% Exceeds Expectations 85-94% More Than Meets Expectations 75-84% Meets Expectations 65-74% Improvement Needed (PIP enacted) 64% or less Unsatisfactory (PIP enacted)	SS	Five out of five Supervisors passed at 100%, receiving "Exceeds Expectations."	12/18
Acclimate to new position as a Supervisor of the Outreach Team, including developing relationships with Activities Directors and Senior Facilities, assisting with the development of the Lending Library Kiosk Project, and holding quarterly engagement meetings with the Shelving Staff.	SS	Eva Sabolcik started in her new position in August and has held her first shelving staff quarterly meeting. She has held a first Lending Library Committee meeting and met with Envisionware about the kiosk with Director and Head of SS.	10/18; 12/18
Complete the newly created Customer Service training module between January - June 2019.	SS		
Acclimate to new position as a Circulation Clerk, including completing training in CARL.	SS	Ann Harris is doing well acclimating to her new position in the three months she has been here.	12/18
Acclimate to new position as a Tech Services Clerk, including completing training in CARL.	SS	Allison Janicki is doing well acclimating to her new position in the 1 ½ months since her promotion.	12/18
Working with the Historical Commission members create an internal website for Local History Room archives, index the files based on the Historical Commission's priorities and train staff/volunteers.	IS/IT	Added Google File Sharing to workstation; Created Local History-City Civic Center share; Demonstrated Google Drive operation to Historical Commission member; Uploaded documents: Council Minutes Oct 1958-Jul 1960, Novi Historical Commission, Novi Township and Village of Novi; "Share" invitation sent to City Clerk's Office staff; Indexed PDFs to make searchable. Continuing training of NHC volunteers and staff liaison.	9/18; 10/18, 12/18

<p>Prepare and deliver instruction and training to IS Staff on meeting room AV equipment, laptops and related technology available for staff events as well as public rental. Provide demonstration of public multi-media services [MP3/Creation Station, etc.] to Support Services Staff.</p>	<p>IT</p>	<p>Provided four (4) training sessions and documentation for IS Staff; documentation posted on wiki. One-on-one sessions are being held for staff on request.</p>	<p>9/18, 12/18</p>
<p>Implement a Business Resource Center launch with an event that includes demonstrations on available resources. Promote the Business Owner Library Card. Survey attendees and report on results.</p>	<p>F/IS/IT</p>	<p>Digital display was ordered and affixed to the Business Resource Area kiosk. Business Blender and BRC launch scheduled for October 10. Digital links were updated. Launch event was a success. Demo of databases given to 20-30 attendees, as well as tours of BRC. Three attendees received Business Owner Library Cards and several additional applications went out. 13 attendees filled out surveys about future business programming. 4 were first time attendees of a library program. The most popular request for programming included database tutorials, social media for business, headshot programs, and business technology.</p>	<p>9/18; 10/18, 11/18</p>
<p>Acclimate fully to the new ILS system, TLC Carl, in order to accurately and efficiently perform all duties in the ILS Module. Essential Task Testing will occur by June 2019, and Clerk must pass test with 75% correct or better to receive "Goal Completed" on performance evaluation. If Clerk receives 74% or less correct, they will receive "Goal Partially Completed" and will be placed on a Performance Improvement Plan (PIP) for July – December 2019 with retesting to be administered in December 2019 in which the Clerk must pass at 95%.</p>	<p>SS</p>		
<p>Acclimate fully to the new ILS system, TLC Carl, in order to accurately and efficiently perform all duties in the ILS Module. Essential Task Testing will occur by December 2018, and Clerk must pass test with 75% correct or better to receive "Goal Completed" on performance evaluation. If Clerk receives 74% or less correct, they will receive "Goal Partially Completed" and will be placed on a Performance Improvement Plan (PIP) for January - June 2019 with retesting to be administered in June 2019 in which the Clerk must pass at 95%.</p>	<p>SS</p>	<p>Ten out of ten Clerks passed at 100%, receiving "Goal Completed."</p>	<p>12/18</p>
<p>Acclimate fully to the new ILS system, TLC Carl, in order to accurately and efficiently perform all duties in the ILS Module. Essential Task Testing will occur by December 2018, and Shelver must pass test with 75% correct or better to receive "Goal Completed" on performance evaluation. If Shelver receives 74% or less correct, they will receive "Goal Partially Completed" and will be placed on a Performance Improvement Plan (PIP) for January - June 2019 with retesting to be administered in June 2019 in which the Shelver must pass at 95%.</p>	<p>SS</p>	<p>Nine out of nine Shelves passed at 100%, receiving "Goal Completed."</p>	<p>12/18</p>

<p>Begin a series of small classes (no more than 6 attendees) in a Local History Room once a month. These classes would be for beginners only in genealogy lasting no longer than two hours. Always same day of week at same time. Possibly begin January 2019. Overview of Genealogy; Forms; Use of Ancestry Library Edition; Use of Heritage Quest</p>	IS	<p>Finished planning class, preparing publicity for engage. Flyer is out on kiosk and in December display case. First class is coming up. The class is full.</p>	9/18, 11/18, 12/18
<p>Serve on the 50th Anniversary Program Planning Committee. Plan, coordinate, and implement library programming focusing on the 50th Anniversary of the City of Novi.</p>	IS	<p>Attended second meeting, Set specific dates for programs; Staff include Admin, IS and Library Board, Programs are planned and on the calendar for February through August.</p>	9/18, 11/18
<p>Investigate an online form for teen volunteer applications that will generate automated email response messages to let applicants know their application has been received. Investigate software with the IT Department that will allow teen volunteers to sign in electronically for shifts and record hours worked.</p>	IS	<p>Online form is up and running. This form continues to serve its purpose of sending automated email messages to teens interested in volunteering. Working on manually entering information into the software for July, August and September. Finished manually entering information into the software. Working with IT to figure out how to approve hours entered.</p>	9/18, 10/18, 11/18
<p>Create a teen volunteer orientation manual to provide to new teen volunteers. Investigate monthly teen volunteer orientations, which would allow teens to ask questions and get information about volunteering at the Library. Investigate the start-up of a Tween Advisory Board.</p>	IS	<p>Continue to investigate other examples of orientation manuals. Reached out to student library board reps and TAB reps to gather more information about helping to start up a tween advisory board. This idea stemmed from their suggestions. Reviewing other libraries manuals. Scheduled one Tween Advisory Board program for January to get feedback from tweens and to see what kind of interest there is. Investigating ideas and planning activities for the Tween Advisory Board meeting. Working on a draft of the orientation manual.</p>	9/18, 11/18, 12/18
<p>Participate in Novi Chamber of Commerce's new Ambassador Program and make 15 new connections to businesses.</p>	IS	<p>Formally, became a chamber ambassador, attended 7 chamber events, made 9 connections, found two possible speakers for social media marketing, made connections with Chase Bank which will hopefully lead to giving a lunch and learn for the business loan staff and providing a library resources brochure for them to give to business loan applicants. Attended 5 Chamber events, YTD connections made 9+. Attended 3 chamber events, YTD connections made 12+. Successful partnership with the Chamber on the Business at Breakfast program with Marilyn Suttle. Patrons were very engaged: lots of good application steps even for library staff; Marilyn requested a library card application. Promoting the library's room rentals at Chamber events led directly to a call to book</p>	9/18, 10/18, 11/18, 12/18

		a room for a corporate event this month. Attended the Chamber holiday lunch. YTD connections made 13+.	
Implement a Business Resource Center launch with an event that includes demonstrations on available resources. Promote the Business Owner Library Card. Survey attendees and report on results.	IS	Scheduled for Wednesday, October 10 th with the Business Blender. Launch event was a success. Game demonstrations of Reference USA, Gale Small business Builder, and Lynda.com to 20-30 attendees. Gave tours of the new BRC. Three attendees received Business Owner Library cards. This goal is complete.	9/18, 10/18
Implement snack tales program monthly and evaluate the possibility of adding an arts/craft element. Create and present at least one new arts and/or craft program for adults per Engage cycle.	IS	Added coloring pages/puzzles to this month's program. Received feedback from attendees on what sort of snacks/crafts they'd like to see. Added a regular craft to this program in addition to the snack/craft aspect. Did not have a lot of time for both activities. Will stick to food-crafts next time. Completed the bullet journaling program, went well. Received a recommendation for a brush lettering calligraphy program.	9/18, 10/18, 11/18
Read a popular fiction author each month in order to expand knowledge of current authors and improve recommendations to patrons. Write small description of book and add to the adult subject binder.	IS	Read three titles and added them to the adult subject binder. Read two titles and added them to the subject binder. Read a fiction and non-fiction, updated descriptions in the binder.	9/18, 10/18, 11/18
Investigate new ways to make the STEAM Kit Collection both easier to use and more appealing. Ideas: Look in to new containers; create detailed contents sheets that can be placed in each kit; create videos detailing the contents of each kit that can be put on our website/social media.	IS	Working on inventory sheets that can be placed inside each kit.	9/18, 11/18
Participate on the Culture Club Committee. Attend meetings, take part in projects.	IS	Culture Club meeting: The committee is working on bookmarks and magnets to advertise. The book club will be starting in February.	12/18
Create a list (for website and collection) listing all foreign film titles in multiple languages and their location. For example: Movie Title Languages Location	IS		
Improve upon current Japanese language skills. Create two NPL brochures in Japanese that market the Library's services in general and the ESL/International resources.	IS	Final draft on Japanese Anime and Japanese resource brochure done.	9/18
Review adult Chinese foreign language collection to determine percentage of simplified versus traditional. Use this information to determine best purchasing practices. Provide a system for other Librarians to know if the books are simplified or traditional.	IS	With the assistance of a volunteer, we now have a master list of all simplified Chinese in collection. Looking to label accordingly. Submitted form to request additional labels.	9/18, 11/18
Oversee remodel of Quiet Computer Room into the new NPL MakerSpace. Work to implement makerspace ideas that are most suitable for our community while working within our budget.	IS	MakerSpace Library Tours on July 31 (Baldwin, Oakland University and E. Lansing) Planning meetings: 9/6/18, 11/2/18	7/18, 9/18, 10/18, 11/18, 12/18

Determine the best uses of the room, available open hours, and staffing. Plan and implement an unveiling of the new area.		Talked to a few places about furniture costs. Filled out a Makerspace application with Rockler Woodworking company. Contacted a VR Company to see if they could help us visualize the space. Continued research on furniture, CNC equipment, and programming ideas. Submitted information about the Computer Lab's closure to Engage and eNewsletter. Came up with a possible name for the space. Budget was reviewed and reworked. Still looking into equipment to add as well as furniture options. A list of possible kits was created.	
Goal #2:			
Balance the needs of the community with fiscal responsibility and reduce the deficit spending.			
Tactic	Owner	Status	Due Date
LED conversion project	AD/F	Work began 5/18. Slow process due to some issues with lighting samples, long lead times for ordering bulbs, configuring the dimmer option on the lower level (10/18), returning of bulbs that were not compatible;	5/18 – in progress
QSAC (Quality Services Audit Checklist)	IS/AD	Essential Level: Achieved 7/2018 Enhanced Level: Achieved 10/18	7/18, 10/18
Endowment	AD	Still looking into options to best fit the library organization; Meeting scheduled for Friday, November 2, 2018 with potential vendor	11/18
State Aid Data Gathering/Submission	AD/Dept. Heads	State Aid database training – September 19, 2018	9/18
Building Assessment for Future Capital Expenditures in 269 (HVAC, Roofing, Carpeting, Elevators, AST, Parking Lot Replacement, LED Lighting Phase 3-5, Painting)	AD/F	Retrieved CAD drawings of the building from Community Development to issue to vendors who are in need (10/18) Painting Walk-through for quote: 10/18	10/18
Present a Balance Budget for 19/20	AD	Director is attending a budget workshop on 11/7 with new Bookkeeper to begin planning of 19/20 budget Bookkeeper will be putting together a 5 year analysis of spending to help forecast budgets for 19/20 – 11/18 19/20 Library Board Budget Planning Sessions: January 19 th and February 9 th	11/18
Google Cloud Training for Staff: multiple training sessions covering online document management, replication and permissions management.	IT	Posted two (2) Wiki training videos: 10 Quick Tips on Google Drive and How to Share Files (Correctly) with Google Drive. Creation of shares and team drives	9/18; 10/18, 12/18

		completed; Configuring of team permissions and uploading of team files are underway. Utilizing cloud services saved NPL approximately \$10,000 - \$7,000 in software and \$3,000 in hardware expenditures. Continuing to upload staff files and hold training sessions for staff.	
Upgrade the building's security alarm from a phone-based panel to an internet-based panel which allows the elimination of an analog phone line – breakeven point is 15 months.	IT	Upgrade has been completed. Internet-based panel increased the number of allowed alarm users, daily reports are web-based and disconnected phone line reduces phone expenditures. Renamed building alarm location titles to staff friendly labels..	9/18; 10/18
Goal #3:			
Provide quality and diverse services, materials, programs and technology.			
Tactic	Owner	Status	Due Date
Fostering connections with our diverse community	AD/IS	Understanding Religion Programs – Muslim and Jewish	9/18, 10/18
Author Events	AD/IS	Fox Run Authors LIVE – 10/2/18 Community Reads Event – 11/9/18 Students for Success with NCSD – 3/19 National Library Week – 4/19	10/18
Cultural Events	AD/IS	Experience Culture – Mexico and India Villa Barr Art Park Unveiling – October 12, 2018, Experience Culture: Romanian, Nigerian	8/18, 9/18, 10/18, 12/18
Let's Talk About It Series	AD	With NLA a 12 month series will launch on 1/19 focusing on Let's Talk topics for young people; Novi will host the topics of race and adoption	
MakerSpace Renovation	AD/IS/IT	Julie, April, Mary Robinson and Barb visited several area makerspaces including Baldwin Library, Oakland University and East Lansing Public Library. Planning meetings: 9/6/18, 11/2/18. Held meeting to discuss next steps to implement renovation. Contacted a VR Company to see if they could help us visualize the space. Continued research on furniture, CNC equipment, and programming ideas. Submitted information about the Computer Lab's closure to Engage and eNewsletter. Verifying pricing for the equipment chosen for the MakerSpace.	7/18, 9/18; 10/18, 11/18, 12/31
Complete the Support Services Department main manual and three reference binders by April 2019	SS		

Reorganize the Support Services Supervisors' responsibilities and monitor for improvement/training; oversee the Lending Library for installation (TLN, collection, launch) by March 2019.	SS		
Complete uniform training for the Supervisors, and complete training specific to individual revised responsibilities.	SS		
Acclimate to new position as a Supervisor of the Customer Service Team, including developing management procedures for ordering Circulation Supplies,	SS	Chris Nadeau is doing well acclimating to his new position in the four months he has been here.	12/18
Attend four out of eight "Library Services" training sessions (Overdue, Hoopla, RBDigital, Lynda.com, 3D Printer, VR, Creation Station, or Vinyl/Cassette to Digital) and submit a training class summary for each (1 paragraph) to receive "Goal Completed."	SS	3D Printer session held 11/16 (3 attended); VR session held 11/29 (4 attended); OverDrive session held 12/11 (8 attended)	11/18; 12/18
Prepare and deliver four (4) public programs providing basic instruction and demonstration of the gaming coding language Roblox Studio.	IT	The next edition of Engage will list the four dates training will be available: May 5 and 19 plus June 9 and 30.	11/18
Create catalogue of VR games for staff and patrons.	IT	Completed creation and shared the catalog with staff and posted on wiki.	9/18
Investigate Apple/Macintosh IT needs for adult patrons.	IT	Received 637 responses. Forty-two percent of the responses stated they would not use Apple/Macintosh devices if they were available, 32% stated they might use an iPad, and 26% would prefer to use a MacBook or iPad over a Windows PC. Ninety-eight percent of the responses stated their experience with library technology is usually good or are satisfied. Information provided to staff conducting survey for Strategic Planning.	10/18
Meet with IS staff for their tech needs for 2018/19FY and 2019/20FY.	IT	Discussed partnership with IS Staff on five (5) projects planned for 2018-19FY. Met with IS staff on a one-on-one basis.	9/18, 10/18, 11/18, 12/18
Serve on e-NABLE board and help determine 2018/19FY goals and projects.	IT	Monthly e-NABLE Board meetings have been held to determine 2018-19 projects/timeline, annual report of accomplishments, language for care instructions, contents of "care package", partnership with Novi High School HOSA group and possible partnership with "Backyard Brains" organization..	10/18, 11/18, 12/18
Expand resources for library patrons with special needs by creating inclusive Technology Station with relevant apps and programs.	IS/IT	Joint project meeting with IS and IT staff where hardware/software requirements and installation deadline were determined. Equipment was ordered. Equipment was configured and given to IS staff for testing. Station has been introduced to the public. It is available by the windows in the youth area opposite one of the AWE stations.	9/18; 10/18, 11/18, 12/18

Attend two out of four quarterly "Shelver Engagement" meetings to receive "Goal Completed."	SS	Most of the shelvers attended the first quarterly meeting in September.	10/18
Successfully complete assigned section of the CARL Catalog Cleanup Project	SS	Project in progress.	12/18
Using direction from the IT Department, back up historical photos and documents from the Local History website to the Cloud. Use Wordpress to make folders searchable with titles, descriptions and tags. This will organize materials in a way that researchers will find useable, as well as preventing materials from becoming lost. This project will be a multi-year goal.	IS		
Oversee implementation of the Special Needs technology station.	IS	Joint project meeting with IS and IT staff where hardware/software requirements and installation deadline were determined. Equipment was ordered. Received equipment, testing in progress, deciding on links and applications. Station has been introduced to the public. It is available by the windows in the youth area opposite one of the AWE stations.	10/18, 11/18, 12/18
Implement a special needs resource page on the website. Promote Library collection and provide links to relevant resources.	IS	Reviewing other libraries with special needs resource pages.	9/18
Increase cultural diversity awareness, acknowledgement, and visibility through library programming and displays	IS	Provided Michigan Indian Immigrant documentary with special guest and good turnout. Provided highly successful Experience Culture – India program with approximately 220 attendees. Had 4 assistants from various groups of India, 3 participating restaurants. Held a festival processional representing the states of India. Provided an elaborate display in the first floor display case with items representing the Indian culture shared from 8 different providers. Provided an Understanding Religion – Muslim program. This included special guest speakers, displays, slideshow, crafts for kids and adults and snacks. Prepared and provided understanding religion – Judaism program. Displayed Jewish items in display case and Romanian items in display case promoting the next cultural program. Held Nigerian program. Provided 1 st floor display of December holidays, Christmas, Hanukkah, and Kwanzaa.	9/18eva, 10/18, 12/18
Conduct a quarterly yoga story time for children K-4. Create a yoga materials bibliography including books and DVD's for those who are interested in learning more, as well as a contact list of local yoga studios/classes.	IS	Booked a December program and started gathering information regarding local yoga studios. Currently creating a bibliography. Programs scheduled for December and March. Bibliography created. Program conducted successfully, included books, yoga, and	9/18, 10/18, 11/18, 12/18

		making mala beads. Another program is scheduled for March.	
Develop a book club geared toward children Kindergarten – 1 st grade. Include STEAM elements in the craft portion.	IS	Chose first book and planning launch next quarter. Programs scheduled for March and April 2019.	9/18, 11/18
Expand resources for library patrons with special needs by creating Inclusive Technology Station with relevant apps and programs.	IS	Joint project meeting with IS and IT staff where hardware/software requirements and installation deadline were determined. Equipment was ordered. Received equipment, testing in progress, deciding on links and applications. Station has been introduced to the public. It is available by the windows in the youth area opposite one of the AWE stations.	11/18, 12/18
Create six featured book displays for the new kiosk in the Business Resource Center. Feature these on the Business page of the website. Promote the new BRC visually on the Business page of the website.	IS	September display business classics created a booklist from display items and put a copy in the business binder. October display was customer service and engagement. November/December display is non-profits.	9/18, 10/18, 11/18
Provide improved reader's advisory tools for patrons including Adult Subject Suggestion binder, and Shelf Talkers. Utilize SelectReads and LibraryAware to offer seasonal and topical bookmarks and reading lists.	IS	Updated adult subject binder with new "NEW" books for each genre. Edited/added a few sections for various genres. Created a military/veterans bookmark. Continued updating adult subject binder with New Romance and Pulitzer Prize winners. Created a "feel good" holiday reads bookmark.	10/18, 11/18
Communication Cards-create pictorial cards to help accommodate patrons with language barriers/disabilities.	IS	Researched various board maker software. Downloaded Picto-Select and made a few draft cards. Once approved, they can be placed at the desks for use by patrons.	11/18, 12/18
Oversee marketing of Hoopla. Provide staff and patron training opportunities.	IS	Ordered promotional flyers and materials for October/Halloween. Increased checkouts to 6. Holiday signage was updated to reflect the new checkouts. Blurb added to enews and handout updated for website. Signage for holiday music placed in the CD music area.	9/18, 11/18, 12/18
Develop curriculum and conduct Support Services training on NPL's digital services. Utilize these opportunities as ways to gain feedback for improvement and ways to better promote these services. December – Overdrive; January – Hoopla; April – RBDigital	IS	Updating handouts and developing a lesson plan for the first training on December 11 th . Created a chart to help staff know what app works best on each device.	11/18, 12/18
Explore new options for providing reads advisory/reading suggestions via social media and in- house databases; increase staff awareness of readers advisory tools. Provide readers advisory to senior living facilities.	IS	Using some of the RA lists from Library Aware to share via social media. Created new staff picks using LibraryAware – used for display and social media post. Assisted staff with using LibraryAware for bookmarks and flyers. Created a staff picks list of 2018 favorites.	9/18, 10/18, 11/18

Design and implement a test of the CARL system geared toward the everyday uses of Librarians. Test each Librarian in a demonstration style. Report results to Department Head.	IS	Started drafting questions based on everyday CARL tasks and patron interactions. Submitted first draft of quiz questions for review, starting how-to document to accompany. Questions and study guide complete. Sent out training document, scheduled tests, and started testing. All testing of Librarians is complete and passed by all.	8/18, 9/18, 10/18, 11/18, 12/18
Create / Update training materials for 3D printing staff.	IS	Started drafting document, testing via one-on-one training. Received feedback for clarity. Sent to committee for further feedback and continue to add instruction as needed. Document is now "live" and available for all to see. Bookmarks placed at 3D printer station.	8/18, 9/18, 10/18
Train Support Services staff in the use / and general knowledge of library services and resources.	IS	Established tentative schedule. Held one "3D Printing 101 session. Will be scheduling another. Held one "3D Printing 101" session. Another one will be scheduled.	8/18, 11/18, 12/18
Oversee VR Programming: Learn the VR Technology; Provide two in-house demonstrations; Provide one outreach demonstration in the fall and one in the winter	IS	Given VR demo by Scott and have been trying out and practicing games to get familiar with the technology. VR outreach event held at Fox Run. Drafting a proposal for VR appointments that patrons can register for similar to computer tutor and tech time. Have planned two in-house demonstrations of the VR system; Jan. 29 and Mar 26.	9/18, 10/18, 11/18, 12/18
Develop a Spanish story time to fit the needs of the Novi community. Present during the International Story Time breaks. Showcase youth International Spanish books.	IS	Preparing for the October 17 th story time. Preparing a bibliography representing our International collection. October session was cancelled will keep for winter session.	9/18, 10/18
Upgrade servers, switches, etc. in data center to remain current	IT	Approximately 80% of the systems have been moved to the upgraded equipment w/o staff or patrons experiencing any downtime. Migration of the Wi-Fi and Security servers is scheduled for outside of normal operational hours to avoid service disruptions.	10/18, 11/18, 12/18
Investigate the idea of adding musical instruments to the STEAM Kit collection. Review circulation stats before budget time to determine interest in a larger musical instrument collection. Provide a cost analysis in time for budget. Investigate adding one-on-one ukulele lessons for the winter session.	IS		

Goal #4:			
Promote the Library in Novi's residential and business communities and provide outreach to non-library users.			
Tactic	Owner	Status	Due Date
1,000 Books before Kindergarten	AD/IS	Unveiling of the Youth Area Renovation to the community – 7/18 Updated the raising a reader webpage, held the second annual 1,000 books party. Started creating Early Literacy Boxes to loan out to preschools. We currently have 3 early literacy boxes in use (Goddard, ECEC, and Novi Woods)	7/18; 9/18, 12/18
Library Board Meetings (2 Options – Library and Offsite Location)	AD	September 20, 2018 at Novi Library November 15, 2018 at Novi Library	9/18
Strategic Planning Outreach	AD/IS	Public Feedback Sessions: 10/3 Hickory Woods Elementary (5), 10/4/18 (3 sessions). 10/9 City of Novi Ambassador Program (14), 10/10 Coffee with the Superintendent (18), 10/11 Knitting group (7), 10/22-10/27 seven story times (49), 10/29 Parent to Parent (15), 10/31 Public Feedback Session (6), 11/8 Cutting the Cord program (37), 11/11 HOA (12), 11/19 Friends meeting (2), Public Feedback Session (2), 11/26 Fox Run (15), random submissions (6), Information Desks (18), Online (349)	9/18 – 11/18
Host Town Hall Engagements with Elected Officials	AD	Reached out to League of Women Voters, but their board felt that the candidates would just be providing "a message the public has already heard." They were not willing to work on this project, but suggested they would be willing to partner during another election.	11/18
Mental Health Awareness	AD/IS	Hosted theater production of Every Brilliant Thing – a play that addresses growing up with behavioral health challenges in a family including depression and suicide. Included a presentation by the American Foundation for Suicide Prevention.	9/18
Assist IS and SS Department Heads with the training of new full time Supervisor (FT) and Outreach Librarian. Assist with development of relations with Activities Directors and Senior Facilities, and with the revision of responsibilities.	SS	Elizabeth Kopko is assisting with acclimating Eva Sabolcik to her new full time position.	12/18
Organize the David Barr project and provide presentations to other Libraries and interested groups.	IS	Attended meetings with Julie and Kathy Crawford, gave input for putting together a power point presentation. Attended official opening of David Barr Art Park on Oct. 12. Kathy Crawford gave the presentation to the Historical Commission at the November meeting. The	9/18, 10/18, 11/18, 12/18

		members gave suggestions, additions and changes. These are currently being made. Final presentation is being completed and the first program will be given by Kathy Crawford on Jan. 31 st .	
Design and implement four programs specifically to draw interest from older adults. Connect with the City of Novi's Older Adult Services. Survey attendees of these programs to determine success. Provide survey results to Department Head after each program.	IS	Met with Julie and city of Novi Senior Services to discuss plans for senior programming. Communicated with OAS regarding two programs for August. Providing a hula performance for a Luau themed event. Contacted a vocalist for other event.	9/18, 12/18
Develop an Early Literacy page for the Library's website, including information about Raising a Reader in Novi, Story Time Backpacks, information about the five early literacy practices, and more. Research what other libraries include on their website about early literacy.	IS	Added roving early literacy story time page and request form to website. Updated raising a reader page. Started created story time back pack page. Began research on early literacy web page. Continued to work on development of Story Time back pack page, and began development of early literacy page.	9/18, 11/18
Explore opportunities for providing youth programs to patrons in the north end of Novi. Consider possibilities for programming throughout the year, as well as during the Summer Reading Program.	IS	Reached out via email twice to inquire about program possibilities at Oakland Glen. Working on dates for programs with staff at Oakland Glens. Have not heard back from Oakland Glens representative. Will plan on making a visit to meet in person to discuss dates. Connected with Tia Marie Sanders on bringing SRP program to Oakland Glens in conjunction with FTN. Discussed the idea of running a "take a book, leave a book" style loaning system on a bookshelf in the park's club house. Will also visit on Wednesdays over the summer so kids can log books and participate in the SRP.	9/18, 10/18, 11/18, 12/18
Participate in Novi University, offered through the City of Novi. Participation in this would increase knowledge of city departments and their functions and result in better customer service for our patrons at the Library.	IS	Submitted application waiting to hear back. Accepted into the program, will begin in January.	9/18, 10/18, 11/18

Goal #5:

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

Tactic	Owner	Status	Due Date
Strategic Planning Project	AD/IS	Public Feedback Sessions: 10/4/18 (3 sessions offered) 10/3 Hickory Woods Elementary (5), 10/4/18 (3 sessions). 10/9 City of Novi Ambassador Program (14), 10/10 Coffee with the Superintendent (18), 10/11 Knitting group (7), 10/22-10/27 seven story times (49), 10/29 Parent to Parent (15), 10/31 Public Feedback Session (6), 11/8	10/18, 11/18, 12/18

		Cutting the Cord program (37), 11/11 HOA (12), 11/19 Friends meeting (2), Public Feedback Session (2), 11/26 Fox Run (15), random submissions (6), Information Desks (18), Online (349) Looked at five other similarly sized libraries for information on their programs, outreach, and marketing.	
Create a system to track, manage and produce reports for teen volunteers for IS Department.	IS/IT	Completed installation of WordPress Site and plugins, user data entry module, reports module, automated backup, volunteer directory for browse/print purposes and set up of data entry terminal. On hold waiting for input from IS Staff. IS Staff finished manually entering information into the system. Will work with IT to resolve issues in the procedure to approve the hours entered.	9/18; 10/18, 12/18
Add server room and data closets to HVAC temperature monitoring software and add temperature sensing device with staff notification for early warning of environmental hardware failures as experienced in July, 2018.	F/IT	A space temperature sensing device was installed in the server room that will send a signal to the building's alarm monitoring vendor and several staff members if a predetermined temperature is reached. Hardware was upgraded to allow inclusion of server room and data closets in HVAC temperature monitoring software.	9/18
Participate in the Customer Service Committee (must attend 3 of 4 quarterly meetings). Monitors progress of dept. goals related to customer service and reports status to dept. members.	IS	Created Doodle Poll to determine best meeting dates. Sent out Disney Institute manual to be read and first meeting date set for end of November. Held first meeting, started presentation, developed a list of service standards. Next meeting January. Created 3 out of 5 key terms with statements. Homework to create two more and prioritize.	9/18, 10/18, 11/18, 1/19
Continue to explore the necessary steps to achieve QSAC Excellent Level certification. Identify all areas where we currently meet the QSAC requirements, and determine what changes are necessary to reach this level.	IS	Received notice of Enhanced Level. Working on Excellent. Received a "Special Tribute" from the State of Michigan in honor of achieving Enhanced status. Hoping to submit for the excellent level in early 2019.	9/18, 10/18, 12/18
Evaluate 2 or more scheduling software programs to determine if they might be effective and cost efficient options for scheduling staff and creating desk schedules. Compare with homegrown options to determine our best options going forward Submit for 2019-2020 budget proposal.	IS	Started free trials of a few different products to begin to narrow down our choices. Spoke with a couple of different companies to see if their pricing makes it worth trying or not. Did a trial of When 2 Work along with When I Work and Schedule Base. Will be looking at LibStaffer which hopeful will work better for a library setting. LibStaffer looks promising.	9/18, 10/18, 11/18
Evaluate and analyze NPL adult programs for the Fall and Winter Engage cycle. Set percentage goals of attendance for adult programs; Provide surveys to adult programs on a regular basis; Document the results from these surveys; Report on what is working	IS	Provided program evaluation forms for introductory program-Agile Problem Solving, Oakland County Water Wars, Craftastic Wednesday, and Understanding Religion. Introductory Programs work well for those submitting program proposals to have a chance to see if	9/18, 10/18, 11/18

and what is not; Provide an analysis on what types of programs should be presented in the future.		their program is a fit for the library. Provided program evaluations for understanding religion, sweets with sweetheart, and couples dance, et al. Created spreadsheet to track Provided program evaluations for Mocktails program and Listen @ the Library.	
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FINANCIALS

2018-2019 Library Budget 268 2/22/2018 Final Draft		2016-2017 Audited	2017-2018 Approved	2017-2018 Amended	2018-2019 Approved	2018-2019 Amended	2020-2021 Projected
Revenues				5/24/2018		5/24/2018	
Account	Description						
403.000	Tax Revenue - Current Levy	2,537,769.36	2,629,295.00	2,629,295.00	2,729,513.00	2,729,513.00	2,952,241.00
403.001	Tax Revenue - Cnty Chargebk	2,422.46	-15,000.00	-15,000.00	2,000.00	2,000.00	2,000.00
403.002	Tax Revenue - Tx Tribunal	4,000.00	-5,000.00	-5,000.00	-1,000.00	-1,000.00	-1,000.00
403.003	Tax Revenue - Brownfield 2008	-217.02	-225.00	-225.00	-233.00	-233.00	-252.00
403.006	Tax Revenue - Brownfield 2015				-3,000.00	-3,000.00	-6,000.00
420.000	Tax Reveune - C/Y Del PPT	-6,712.21	-5,000.00	-5,000.00	-5,500.00	-5,500.00	-6,000.00
567.000	State Aid	36,210.14	34,000.00	34,000.00	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	62,701.26	62,000.00	62,000.00	62,000.00	62,000.00	62,000.00
658.000	State penal fines	117,150.58	100,000.00	112,141.45	100,000.00	100,000.00	100,000.00
664.000	Interest on Investments	51,568.50	35,000.00	35,000.00	36,000.00	36,000.00	37,000.00
664.500	Unrealized gain(loss) invest	-47,460.19	0.00	0.00	0.00	0.00	0.00
665.000	Miscellaneous income	15,326.59	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
665.100	Copier	2,270.05	2,100.00	1,500.00	1,500.00	1,500.00	1,500.00
665.200	Electronic media	81.00	50.00	50.00	50.00	50.00	50.00
665.266	SRP - T-shirt sales	0.00	0.00	0.00	0.00	0.00	0.00
665.289	Adult Programming	4,873.65	2,500.00	4,080.33	3,000.00	3,000.00	3,000.00
665.290	Library Fundraising	0.00	0.00	0.00	0.00	0.00	0.00
665.300	Meeting Room	49,160.49	34,000.00	40,000.00	45,000.00	45,000.00	45,000.00
665.400	Gifts and donations	2,571.41	1,000.00	4,000.00	3,500.00	3,500.00	3,500.00
665.404	Novi Township Assessment	6,197.00	6,300.00	6,194.00	6,200.00	6,200.00	6,200.00
665.650	Library Café	4,469.07	5,000.00	5,000.00	5,000.00	5,000.00	7,500.00
Total Revenues		2,842,382.14	2,901,020.00	2,923,035.78	3,033,030.00	3,033,030.00	3,255,739.00

2018-2019 Library Budget 268 2/22/2018 Final Draft		2016-2017 Audited	2017-2018 Approved	2017-2018 Amended	2018-2019 Approved	2018-2019 Amended	2020-2021 Projected
Expenditures							
Personnel Svcs.							
Account	Description						
704.000	Permanent Salaries	785,289.97	800,500.00	800,500.00	877,000.00	886,000.00	921,500.00
704.200	Wages (non-pensionable)		0.00	0.00	56,000.00	0.00	56,000.00
704.250	Final Payout	6,558.03	0.00	0.00	0.00	0.00	0.00
705.000	Temporary Salaries	585,147.40	691,000.00	671,000.00	691,000.00	716,000.00	735,500.00
706.000	Overtime					2,500.00	0.00
715.000	Social Security	102,475.43	105,150.00	103,150.00	110,150.00	112,150.00	116,000.00
716.000	Insurance	223,731.54	224,400.00	224,400.00	233,000.00	233,000.00	266,750.00
716.200	HSA - Health Savings Acct.	2,019.71	1,500.00	2,000.00	1,800.00	1,800.00	1,800.00
716.999	Ins. Employee Reimbursement	-41,124.63	-45,000.00	-40,300.00	-46,600.00	-46,600.00	-53,530.00
718.000	Pension DB	13,452.00	9,144.00	9,200.00	9,700.00	9,700.00	10,900.00
718.050	Pension - add'l DB	-15,028.56	15,852.00	15,900.00	16,800.00	16,800.00	18,900.00
718.200	Pension - Defined Contribution	21,194.72	32,000.00	32,000.00	32,700.00	32,700.00	34,300.00
719.000	Unemployment Ins	0.00	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	2,591.57	3,000.00	2,500.00	3,000.00	3,000.00	3,500.00
Total Personnel Services		1,686,307.18	1,837,546.00	1,820,350.00	1,984,550.00	1,967,050.00	2,111,620.00
Supplies and Materials							
Account	Description						
727.000	Office supplies	17,582.47	23,000.00	23,000.00	20,000.00	20,000.00	20,000.00
728.000	Postage	608.68	700.00	300.00	300.00	300.00	300.00
734.000	Computer software/licensing	73,598.06	75,000.00	75,000.00	67,500.00	67,500.00	71,500.00
734.500	Computer supplies equip	48,298.19	74,000.00	84,000.00	58,000.00	58,000.00	62,000.00
740.000	Operating supplies	30,299.17	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00
740.010	Gift and Donations expense	14.32	0.00	0.00	0.00	0.00	0.00
740.200	Desk, chairs, cabinets, etc.	0.00	2,000.00	2,000.00	0.00	0.00	0.00
741.000	Uniforms	184.56	300.00	300.00	300.00	300.00	300.00
742.000	Books	161,658.17	196,000.00	180,000.00	180,000.00	180,000.00	180,000.00
742.010	Lending Library Books	0.00	10,000.00	0.00	10,000.00	10,000.00	10,000.00
742.100	Book Fines	1,126.56	1,000.00	1,000.00	1,200.00	1,200.00	1,200.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	21,048.33	24,800.00	24,800.00	24,000.00	24,000.00	24,000.00
744.000	Audio visual materials	75,644.65	76,200.00	76,200.00	92,000.00	92,000.00	92,000.00
745.200	Electronic media	47,376.40	46,000.00	46,000.00	41,000.00	41,000.00	41,000.00
745.300	Online (Electronic) Resources	67,312.79	59,000.00	59,000.00	67,000.00	67,000.00	67,000.00
Total Supplies & Materials		544,752.35	615,000.00	598,600.00	588,300.00	588,300.00	596,300.00

2018-2019 Library Budget 268 2/22/2018 Final Draft		2016-2017 Audited	2017-2018 Approved	2017-2018 Amended	2018-2019 Approved	2018-2019 Amended	2020-2021 Projected
Services & Charges							
Account	Description						
801.925	Public Information (cable)	387.61	500.00	500.00	500.00	500.00	500.00
802.100	Bank Services	2,561.24	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
803.000	Independent Audit	665.00	700.00	700.00	700.00	700.00	700.00
804.000	Medical Service	1,971.00	1,500.00	1,000.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	3,525.80	2,500.00	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	1,200.00
809.000	Memberships & Dues	4,742.57	5,200.00	6,000.00	6,000.00	6,000.00	6,000.00
816.000	Professional services	3,169.55	12,000.00	8,500.00	7,500.00	7,500.00	7,500.00
817.000	Custodial Services	46,900.00	46,800.00	46,800.00	48,000.00	48,000.00	48,000.00
818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	11,655.25	14,000.00	19,500.00	19,500.00	19,500.00	19,500.00
855.000	TLN Automation Services	57,017.61	56,000.00	60,000.00	60,000.00	60,000.00	60,000.00
861.000	Gasoline and oil	0.00	500.00	300.00	500.00	500.00	500.00
862.000	Mileage	185.58	300.00	200.00	200.00	200.00	200.00
880.000	Community Promotion	21,489.18	25,000.00	25,000.00	23,000.00	23,000.00	23,000.00
880.267	Library Programming - Book It	0.00	0.00	0.00	0.00	0.00	0.00
880.268	Library Programming	20,837.71	22,500.00	22,500.00	26,500.00	26,500.00	26,500.00
880.271	Adult Programming	2,539.90	3,000.00	4,500.00	0.00	0.00	0.00
900.000	Print, Graphic Design, Publish	27,677.70	29,500.00	29,500.00	30,000.00	30,000.00	30,000.00
910.000	Property & Liability Insurance	13,222.00	14,000.00	13,230.00	14,000.00	14,000.00	14,000.00
910.001	Ins deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00	0.00
921.000	Heat	10,848.89	11,500.00	16,000.00	12,000.00	12,000.00	12,000.00
922.000	Electricity	91,991.32	99,000.00	99,000.00	85,000.00	85,000.00	85,000.00
923.000	Water and Sewer	7,226.80	5,500.00	7,500.00	7,500.00	7,500.00	8,300.00
934.000	Building Maintenance	80,621.62	80,000.00	80,000.00	98,000.00	98,000.00	98,000.00
935.000	Vehicle Maintenance	70.64	0.00	50.00	500.00	500.00	500.00
941.000	Grounds Maint.	24,859.96	52,000.00	52,000.00	37,000.00	37,000.00	41,000.00
942.000	Office Equipment Lease	12,793.59	12,000.00	14,000.00	14,000.00	14,000.00	14,000.00
942.100	Records storage	272.65	300.00	300.00	300.00	300.00	300.00
956.000	Conferences & Workshops	10,318.57	15,500.00	15,500.00	13,000.00	13,000.00	13,000.00
Total Services & Charges		461,046.74	517,000.00	532,275.00	514,900.00	514,900.00	519,700.00

2018-2019 Library Budget 268 2/22/2018 Final Draft		2016-2017 Audited	2017-2018 Approved	2017-2018 Amended	2018-2019 Approved	2018-2019 Amended	2020-2021 Projected
Capital Outlay							
Account	Description						
962.000	Building Maint.						
941.000	Grounds Maint./Entrance Project						
976.000	Building Improvements/Entrance						
976.100	Parking lot improvements	8,475.00					
983.000	Vehicles						28,000.00
986.000	Internal Tech - Capital Outlay	56,032.80	30,000.00	30,000.00	34,000.00	34,000.00	
986.000	Data Proc - camera replace	0.00	2,100.00	2,100.00	21,000.00	21,000.00	
990.000	Furniture		31,000.00	35,000.00	15,000.00	15,000.00	
Total Capital Outlay		64,507.80	63,100.00	67,100.00	70,000.00	70,000.00	28,000.00
965.269	Walker Transfer						
Total Expenditures		2,756,614.07	3,032,646.00	3,018,325.00	3,157,750.00	3,140,250.00	3,255,620.00
680.000	TOTAL Fundbalance	85,768.07	-138,126.00	-95,289.22	127,220.00	-107,220.00	119.00

5/24/18: 2017/2018 Budget amendment for additional \$4,000 for chair upholstery 2018/2019: \$36,000 for Perm/Temp/Social Security for salary chart increases (this is a decrease from \$56,000 in approved budget as of 2/22/2018; LED project overtime costs: \$2,500 Overtime & \$150 Social Security in 18/19.

269 - Library Contributed Funds - Revenues & Expenditures							
2018-2019							
		2016-2017 Amended	2017-2018 Approved	2017-2018 Amended	2017-2018 Audited	2018-2019 Amended	2018-2019 Amended
			4/27/2017	5/24/2018	6/30/2018	5/24/2018	12/19/2018
Revenues							
Interest Income							
664.000	Interest on Investments	\$ 15,000.00	\$ 36,000.00	\$ 36,000.00	\$ 31,885.58	\$ 27,000.00	\$ 27,000.00
664.500	Unrealized gain (loss) on investments	5,000.00	6,000.00	6,000.00	(12,758.73)	(4,500.00)	(4,500.00)
TOTAL		\$ 20,000.00	\$ 42,000.00	\$ 42,000.00	\$ 19,126.85	\$ 22,500.00	\$ 22,500.00
Donations							
665.046	Makerspace Renovation						2,000.00
665.230	Collections/Materials Revenue	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 619.00	\$ 1,000.00	\$ 1,000.00
665.229	Raising a Reader	5,000.00	1,000.00	1,000.00	-	1,000.00	5,500.00
665.231	Buildings/Ground/Furniture Revenue	2,000.00	1,000.00	6,000.00	6,564.79	1,000.00	1,000.00
665.232	Programming Revenue	2,000.00	2,500.00	17,000.00	18,391.18	5,500.00	5,500.00
665.233	Technology Library Revenue	500.00	500.00	5,500.00	3,320.00	1,500.00	1,500.00
665.234	Undesignated Misc. Donations	500.00	500.00	500.00	1,320.99	500.00	500.00
TOTAL		\$ 12,000.00	\$ 6,500.00	\$ 31,000.00	\$ 30,215.96	\$ 10,500.00	\$ 17,000.00
TOTAL Revenues		\$ 32,000.00	\$ 48,500.00	\$ 73,000.00	\$ 49,342.81	\$ 33,000.00	\$ 39,500.00
Expenditures							
Supplies							
742.229	Raising a Reader						4,000.00
742.230	Collections/Materials Expenditures	\$ 5,000.00	\$ 2,000.00	\$ 2,000.00	\$ 317.49	\$ 2,000.00	\$ 2,000.00
742.231	Buildings/Ground/Furniture Exp	-	500.00	500.00	304.00	-	-
742.232	Programming Expenditures	3,000.00	3,000.00	20,000.00	18,316.54	3,000.00	3,000.00
742.233	Technology Library Expenditures	4,000.00	2,000.00	7,000.00	5,888.30	33,500.00	33,500.00
742.234	Undesignated Misc. Expenditures	-	-	5,000.00	3,865.00	-	-
742.236	Staff Recognition	1,000.00	1,000.00	1,000.00	-	1,500.00	1,500.00
TOTAL		\$ 13,000.00	\$ 8,500.00	\$ 35,500.00	\$ 28,691.33	\$ 40,000.00	\$ 44,000.00
Capital Outlay							
976.044	Auto Lending Library	\$ -	\$ 39,965.00	\$ 39,965.00	\$ -	\$ 67,000.00	\$ 67,000.00
976.045	LED Lighting Conversion project	-		92,500.00	11,169.60	-	15,000.00
976.046	Makerspace Renovation					38,700.00	38,700.00
TOTAL		\$ -	\$ 39,965.00	\$ 132,465.00	\$ 11,169.60	\$ 105,700.00	\$ 120,700.00
TOTAL Expenditures		\$ 13,000.00	\$ 48,465.00	\$ 167,965.00	\$ 39,860.93	\$ 145,700.00	\$ 164,700.00
	Beginning Fund Balance Yr. End	\$ 1,671,812.62	\$ 1,679,802.77	\$ 1,609,812.62	\$ 1,697,946.40	\$ 1,514,847.62	\$ 1,707,428.28
	Revenues	32,000.00	48,500.00	73,000.00	49,342.81	33,000.00	39,500.00
	Expenditures	(13,000.00)	(48,465.00)	(167,965.00)	(39,860.93)	(145,700.00)	(164,700.00)
	NET Revenues vs. Expenditures	19,000.00	35.00	(94,965.00)	9,481.88	(112,700.00)	(125,200.00)
	Beginning Fund Balance						
	Ending Fund Balance Expected	\$ 1,690,812.62	\$ 1,679,812.62	\$ 1,514,847.62	\$ 1,707,428.28	\$ 1,402,147.62	\$ 1,582,228.28

Notes: 2017/2018 269 Approved Budget 4/27/17; 2017/2018 Approved Amendment to add \$70,000 to 269 for LED project 6/22/2017;

2017/2018 Approved budget amendment for increase of \$22,500 for LED project from \$70k to \$92.5k 1/13/2018

12/19/2018: 2017/2018 Audited report added; 2018-2019 Amended for continued LED work; Revenue Makerspace & Expenditure Raising a Reader added

January 24, 2019

2018-2019 Fiscal Year

Budget for Fund 268 last blue column amended

Approved Amended budget for Fund 268 Fiscal Year 2018-2019 calls for Revenue of \$3,033,030 and Expenditures of \$3,140,250 consuming \$107,220 of the Fund Balance.

Budget for Fund 269 last light green column

2018-2019 amended budget calls for Revenue of \$33,000 and Expenditures of \$145,700 consuming \$112,700.

We did approve an amended amended budget but the city has not updated as of December 31st

Revenue & Expenditure Report for Fund 268

Revenue year to date ending December 31, 2018, was \$2,971,762 an increase of \$23,470

Our Expenditures ending December 31, 2018, was \$1,332,800 an increase of \$213,630

42% of budget used
50% complete

Revenue & Expenditure Report for Fund 269

Revenue year to date ending December 31, 2018 was \$36,631.24

Our Expenditures ending December 31, 2018 was \$59,475.24

Expenditures increased largely due to Lending Library \$32,750 payment

Balance Sheet Report as of December 31, 2018

The ending fund balance for Fund 268 is \$3,532,153.40

The ending fund balance for Fund 269 is \$1,683,492.28

Brief explanation of Fund 268 (General Fund)

We receive revenue from tax revenue, Penal Fines (Speed to read), gifts, donations, assessments, cafe, meeting rooms and other miscellaneous means. We use these funds to pay for operating costs, utilities, maintenance, supplies, material, personnel, new books, furniture, computers and different services and programming that we offer at the Library.

Fund 269 is a special fund that was started with a generous donation from the Walker family when the new building was being considered for specials programs and upgrades to the library. For example we are purchasing an automated lending library for the West side of Novi that can be used to check out books. It is being installed in the New building @ Lakeshore Park. We also are using Fund 269 to upgrade our lighting system throughout the Library that will save the General Fund for Electricity costs. These purchases are made possible without having to use the funds from the General Fund 268.

We also receive a generous donation yearly from the Friends of the Library. The Friends raise money for "Special Wish list" the Staff and Director wish to have to enhance our Patron's experience at the Library above the normal budget. Such items that were given to the Library team in the past were: business area renovation (displays, furniture), Virtual Reality equipment, Xbox games for Teen Space, summer reading program events, Community Reads/Fox Run author events, Listen @ the Library concert series, Raising a Reader – 1,000 Books Before Kindergarten, just to name a few. In July 2018, the Friends donated \$25,700.

01/10/2019 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI											
PERIOD ENDING 12/31/2018											
% Fiscal Year Completed: 50.41											
		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE		
		06/30/2018	ORIGINAL	2018-19	OCT 2018	NOV 2018	DEC 2018	12/31/2018	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NRM (ABNM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNM)	NRM (ABNM)	USED	
Fund 268 - LIBRARY FUND 268											
Dept 000.00 - treasury											
Property tax revenue											
268-000.00-403.000	Property Tax Revenue - Current Levy	2,621,897.57	2,729,513.00	2,729,513.00	0.00	0.00	0.00	2,724,019.42	5,493.58	99.80	
268-000.00-403.001	Property Tax Revenue- County Chargebacks	3,337.31	2,000.00	2,000.00	280.55	15.61	106.81	2,030.64	(30.64)	101.53	
268-000.00-403.002	Property Tax Rev - Tax Tribunal Accr	5,000.00	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00	
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(222.62)	(233.00)	(233.00)	0.00	0.00	0.00	(238.66)	5.66	102.43	
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(1,445.84)	(3,000.00)	(3,000.00)	0.00	0.00	0.00	(1,726.23)	(1,273.77)	57.54	
268-000.00-420.000	Property Tax Rev - C/Y Delequent PPT	(6,349.04)	(5,500.00)	(5,500.00)	0.00	0.00	0.00	0.00	(5,500.00)	0.00	
Property tax revenue		2,622,217.38	2,721,780.00	2,721,780.00	280.55	15.61	106.81	2,724,085.17	(2,305.17)	100.08	
State sources											
268-000.00-567.000	State aid	38,689.09	34,000.00	34,000.00	0.00	0.00	0.00	20,451.82	13,548.18	60.15	
State sources		38,689.09	34,000.00	34,000.00	0.00	0.00	0.00	20,451.82	13,548.18	60.15	
Fines and forfeitures											
268-000.00-657.000	Library book fines	55,449.41	62,000.00	62,000.00	8,510.99	4,953.32	4,837.04	37,958.31	24,041.69	61.22	
268-000.00-658.000	State penal fines	112,141.45	100,000.00	100,000.00	0.00	0.00	0.00	115,794.64	(15,794.64)	115.79	
Fines and forfeitures		167,590.86	162,000.00	162,000.00	8,510.99	4,953.32	4,837.04	153,752.95	8,247.05	94.91	
Interest income											
268-000.00-664.000	Interest on investments	53,643.17	36,000.00	36,000.00	7,770.48	6,164.18	0.00	26,244.53	9,755.47	72.90	
268-000.00-664.500	Unrealized gain (loss) on investments	(27,462.99)	0.00	0.00	(185.48)	7,399.07	0.00	3,066.30	(3,066.30)	100.00	
Interest income		26,180.18	36,000.00	36,000.00	7,585.00	13,563.25	0.00	29,310.83	6,689.17	81.42	
Other revenue											
268-000.00-665.000	Miscellaneous income	15,402.89	15,000.00	15,000.00	1,747.84	1,007.49	1,014.83	7,393.99	7,606.01	49.29	
268-000.00-665.100	Copier	1,841.45	1,500.00	1,500.00	234.76	96.25	123.15	888.96	611.04	59.26	
268-000.00-665.200	Electronic media (previously VHS)	0.00	50.00	50.00	0.00	0.00	0.00	0.00	50.00	0.00	
268-000.00-665.300	Meeting room	50,239.43	45,000.00	45,000.00	4,347.29	3,895.22	2,134.91	19,104.73	25,895.27	42.45	
268-000.00-665.404	Novi Township assessment	6,194.00	6,200.00	6,200.00	0.00	0.00	0.00	6,342.00	(142.00)	102.29	
268-000.00-665.650	Library Cafe	5,613.63	5,000.00	5,000.00	308.38	489.83	368.59	2,048.21	2,951.79	40.96	
Other revenue		79,291.40	72,750.00	72,750.00	6,638.27	5,488.79	3,641.48	35,777.89	36,972.11	49.18	
Donations											
268-000.00-665.289	Adult programs	8,748.33	3,000.00	3,000.00	0.00	0.00	0.00	4,323.11	(1,323.11)	144.10	
268-000.00-665.400	Gifts and donations	9,841.57	3,500.00	3,500.00	591.59	585.98	1,321.47	4,060.60	(560.60)	116.02	
Donations		18,589.90	6,500.00	6,500.00	591.59	585.98	1,321.47	8,383.71	(1,883.71)	128.98	

		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	OCT 2018	NOV 2018	DEC 2018	12/31/2018	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNM)	NRM (ABNM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	799,649.63	877,000.00	886,000.00	69,393.62	70,146.01	70,073.20	414,679.78	471,320.22	46.80
268-000.00-704.200	Wages - Stipend	0.00	56,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-705.000	Temporary salaries	624,779.07	691,000.00	716,000.00	45,955.59	45,450.61	44,872.35	270,188.72	445,811.28	37.74
268-000.00-706.000	Overtime	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
268-000.00-715.000	Social security	107,133.60	110,000.00	112,150.00	8,568.79	8,712.14	8,537.81	51,317.98	60,832.02	45.76
268-000.00-716.000	Insurance	210,812.42	233,000.00	233,000.00	17,279.13	20,620.66	17,664.64	106,731.28	126,268.72	45.81
268-000.00-716.200	HSA - employer contribution	2,005.22	1,800.00	1,800.00	253.11	253.11	253.11	1,096.81	703.19	60.93
268-000.00-716.999	Insurance - Employee Reimbursement	(39,032.12)	(46,600.00)	(46,600.00)	(3,451.10)	(3,452.08)	(3,452.08)	(18,504.23)	(28,095.77)	39.71
268-000.00-718.000	Pension - DB Normal Cost	9,144.00	9,700.00	9,700.00	750.00	750.00	750.00	4,500.00	5,200.00	46.39
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	15,852.00	16,800.00	16,800.00	2,011.00	2,011.00	2,011.00	12,066.00	4,734.00	71.82
268-000.00-718.200	Pension - defined contribution	32,155.16	32,700.00	32,700.00	3,215.40	3,299.39	3,256.18	18,505.36	14,194.64	56.59
268-000.00-720.000	Workers compensation	2,162.63	3,000.00	3,000.00	269.94	273.67	268.49	1,705.35	1,294.65	56.85
Personnel services		1,764,661.61	1,984,400.00	1,967,050.00	144,245.48	148,064.51	144,234.70	862,287.05	1,104,762.95	43.84
Supplies										
268-000.00-727.000	Office supplies	17,845.54	20,000.00	20,000.00	2,397.76	349.25	1,142.35	6,749.13	13,250.87	33.75
268-000.00-728.000	Supplies - Postage	487.85	300.00	300.00	2.26	399.82	0.00	424.82	(124.82)	141.61
268-000.00-734.000	Computer supplies, software & licensing	33,365.13	67,500.00	67,500.00	10,111.72	5,266.78	493.12	23,313.90	44,186.10	34.54
268-000.00-734.500	Computer supplies/equipment	59,182.71	58,000.00	58,000.00	21,281.10	1,414.75	19.99	29,199.00	28,801.00	50.34
268-000.00-740.000	Operating supplies	24,351.72	27,000.00	27,000.00	474.62	0.00	223.55	4,138.99	22,861.01	15.33
268-000.00-740.200	Supplies - Desk chairs and file cabinets	29.99	0.00	0.00	0.00	0.00	0.00	184.99	(184.99)	100.00
268-000.00-741.000	Supplies - Uniforms	195.09	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	182,730.95	180,000.00	180,000.00	14,801.54	12,370.83	4,494.07	67,691.37	112,308.63	37.61
268-000.00-742.010	Library Books - Lending	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
268-000.00-742.100	Library Books - Fines	1,048.36	1,200.00	1,200.00	0.00	77.94	16.99	227.93	972.07	18.99
268-000.00-743.000	Library periodicals	23,040.22	24,000.00	24,000.00	0.00	0.00	0.00	12.53	23,987.47	0.05
268-000.00-744.000	Audio visual materials	71,885.73	92,000.00	92,000.00	1,769.49	4,199.16	1,087.79	40,101.52	51,898.48	43.59
268-000.00-745.200	Electronic media	44,889.81	41,000.00	41,000.00	2,704.16	3,148.39	1,973.80	20,441.50	20,558.50	49.86
268-000.00-745.300	Electronic resources (CD rom materials)	65,869.80	67,000.00	67,000.00	0.00	0.00	0.00	39,450.53	27,549.47	58.88
Supplies		524,922.90	588,300.00	588,300.00	53,542.65	27,226.92	9,451.66	231,936.21	356,363.79	39.42

		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	OCT 2018	NOV 2018	DEC 2018	12/31/2018	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNM)	NRM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	419.68	500.00	500.00	37.13	37.13	0.00	185.69	314.31	37.14
268-000.00-802.000	Data processing	0.00	0.00	0.00	0.00	0.00	0.00	679.80	(679.80)	100.00
268-000.00-802.100	Bank Service Charges	2,456.91	2,500.00	2,500.00	210.29	269.43	624.00	1,585.14	914.86	63.41
268-000.00-803.000	Independent audit	700.00	700.00	700.00	0.00	0.00	0.00	700.00	0.00	100.00
268-000.00-804.000	Medical service	980.00	1,500.00	1,500.00	0.00	0.00	0.00	392.00	1,108.00	26.13
268-000.00-806.000	Legal fees	3,370.80	2,500.00	2,500.00	0.00	40.00	0.00	40.00	2,460.00	1.60
268-000.00-808.100	Rubbish Monthly	1,222.32	1,200.00	1,200.00	209.84	0.00	104.92	524.60	675.40	43.72
268-000.00-809.000	Memberships and dues	6,123.50	6,000.00	6,000.00	305.50	0.00	401.00	5,576.97	423.03	92.95
268-000.00-816.000	Professional services	5,050.00	7,500.00	7,500.00	540.00	1,620.00	1,410.00	3,570.00	3,930.00	47.60
268-000.00-817.000	Custodial services	47,406.68	48,000.00	48,000.00	4,060.67	0.00	0.00	16,242.68	31,757.32	33.84
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	3,495.00	0.00	0.00	3,495.00	5.00	99.86
268-000.00-851.000	Telephone	14,382.11	19,500.00	19,500.00	1,253.89	1,276.88	202.04	6,876.13	12,623.87	35.26
268-000.00-855.000	TLN Automation Services	68,013.29	60,000.00	60,000.00	9,307.89	(4,579.75)	0.00	20,004.04	39,995.96	33.34
268-000.00-861.000	Gasoline and oil	26.25	500.00	500.00	60.00	0.00	19.25	148.93	351.07	29.79
268-000.00-862.000	Mileage	464.22	200.00	200.00	56.37	87.74	72.97	245.86	(45.86)	122.93
268-000.00-880.000	Community promotion	25,562.34	23,000.00	23,000.00	746.74	1,744.76	2,160.92	7,912.63	15,087.37	34.40
268-000.00-880.268	Library programming	24,399.20	26,500.00	26,500.00	2,639.52	1,958.76	687.02	15,374.35	11,125.65	58.02
268-000.00-880.271	Adult programs	7,169.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	34,642.18	30,000.00	30,000.00	924.26	865.47	9,674.39	13,733.59	16,266.41	45.78
268-000.00-910.000	Property & liability insurance	13,230.00	14,000.00	14,000.00	0.00	0.00	0.00	12,412.00	1,588.00	88.66
268-000.00-921.000	Heat	7,000.11	12,000.00	12,000.00	162.01	309.67	0.00	954.84	11,045.16	7.96
268-000.00-922.000	Electricity	115,543.00	85,000.00	85,000.00	17,225.93	0.00	14,378.92	48,571.68	36,428.32	57.14
268-000.00-923.000	Water and sewer	7,174.80	7,500.00	7,500.00	0.00	0.00	0.00	1,789.10	5,710.90	23.85
268-000.00-934.000	Building maintenance	71,775.59	98,000.00	98,000.00	8,655.23	10,160.77	2,394.88	44,692.12	53,307.88	45.60
268-000.00-935.000	Vehicle maintenance	8.99	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-941.000	Grounds maintenance	45,453.20	37,000.00	37,000.00	2,040.50	5,579.00	2,279.11	15,846.18	21,153.82	42.83
268-000.00-942.000	Office equipment lease	7,988.55	14,000.00	14,000.00	716.40	716.40	716.40	4,655.00	9,345.00	33.25
268-000.00-942.100	Records storage	276.72	300.00	300.00	23.06	23.06	23.06	138.36	161.64	46.12
268-000.00-956.000	Conferences and workshops	20,051.51	13,000.00	13,000.00	290.26	234.53	118.92	5,612.92	7,387.08	43.18
Other services and charges		534,386.56	514,900.00	514,900.00	52,960.49	20,343.85	35,267.80	231,959.61	282,940.39	45.05

		END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2018	ORIGINAL	2018-19	OCT 2018	NOV 2018	DEC 2018	12/31/2018	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NRM (ABNM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNM)	NRM (ABNM)	USED
Capital outlay										
268-000.00-986.000	Internal Technology - Capital Outlay	30,350.05	55,000.00	55,000.00	0.00	6,070.28	0.00	6,817.78	48,182.22	12.40
268-000.00-990.000	Furniture	30,173.00	15,000.00	15,000.00	(200.00)	0.00	0.00	(200.00)	15,200.00	(1.33)
Capital outlay		60,523.05	70,000.00	70,000.00	(200.00)	6,070.28	0.00	6,617.78	63,382.22	9.45
Net - Dept 000.00 - treasury		68,064.69	(124,570.00)	(107,220.00)	(226,942.22)	(177,098.61)	(179,047.36)	1,638,961.72	(1,746,181.72)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		2,952,558.81	3,033,030.00	3,033,030.00	23,606.40	24,606.95	9,906.80	2,971,762.37	61,267.63	(1,528.60)
TOTAL EXPENDITURES		2,884,494.12	3,157,600.00	3,140,250.00	250,548.62	201,705.56	188,954.16	1,332,800.65	1,807,449.35	(1,528.60)
NET OF REVENUES & EXPENDITURES		68,064.69	(124,570.00)	(107,220.00)	(226,942.22)	(177,098.61)	(179,047.36)	1,638,961.72	(1,746,181.72)	(1,528.60)

GL NUMBER	DESCRIPTION	END BALANCE	2018-19		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2018	ORIGINAL	2018-19	OCT 2018	NOV 2018	DEC 2018	12/31/2018	BALANCE	
		NRM (ABNM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NRM (ABNM)	NRM (ABNM)	
Fund 269 - LIBRARY CONTRIBUTION 269										
Dept 000.00 - treasury										
Interest income										
269-000.00-664.000	Interest on investments	31,885.58	27,000.00	27,000.00	3,413.34	2,780.32	0.00	14,395.29	12,604.71	53.32
269-000.00-664.500	Unrealized gain (loss) on investments	(12,758.73)	(4,500.00)	(4,500.00)	(81.50)	3,337.42	0.00	1,076.45	(5,576.45)	(23.92)
Interest income										
		19,126.85	22,500.00	22,500.00	3,331.84	6,117.74	0.00	15,471.74	7,028.26	68.76
Donations										
269-000.00-665.046	Makerspace Renovation Revenue	0.00	0.00	0.00	1,561.60	77.35	0.00	1,638.95	(1,638.95)	100.00
269-000.00-665.229	Raising a Reader in Novi Sponsors	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00	5,050.00	(4,050.00)	505.00
269-000.00-665.230	Collections/Materials Revenue	619.00	1,000.00	1,000.00	315.20	0.00	230.00	738.05	261.95	73.81
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	6,564.79	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.232	Programming Revenue	18,391.18	5,500.00	5,500.00	931.31	279.17	(918.53)	8,432.50	(2,932.50)	153.32
269-000.00-665.233	Technology Library Revenue	3,320.00	1,500.00	1,500.00	0.00	0.00	5,000.00	5,300.00	(3,800.00)	353.33
269-000.00-665.234	Undesignated Misc Donations	1,320.99	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
Donations										
		30,215.96	10,500.00	10,500.00	3,808.11	356.52	4,311.47	21,159.50	(10,659.50)	201.52
Supplies										
269-000.00-742.230	Collections/Materials Expense	317.49	2,000.00	2,000.00	516.58	12.75	0.00	529.33	1,470.67	26.47
269-000.00-742.231	Buildings/Ground/ Furniture Expense	304.00	38,700.00	0.00	0.00	0.00	0.00	4,859.00	(4,859.00)	100.00
269-000.00-742.232	Programming Expense	18,316.54	3,000.00	3,000.00	2,697.06	141.75	24.99	4,845.44	(1,845.44)	161.51
269-000.00-742.233	Technology Library Expense	5,888.30	33,500.00	33,500.00	0.00	0.00	0.00	307.41	33,192.59	0.92
269-000.00-742.234	Undesignated Misc	3,865.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.236	Staff Recognition	0.00	1,500.00	1,500.00	0.00	523.08	108.76	1,373.36	126.64	91.56
Supplies										
		28,691.33	78,700.00	40,000.00	3,213.64	677.58	133.75	11,914.54	28,085.46	29.79
Capital outlay										
269-000.00-976.044	Auto Lending Library	0.00	0.00	67,000.00	0.00	0.00	32,750.00	32,750.00	34,250.00	48.88
269-000.00-976.045	LED Lighting Conversion Project	11,169.60	0.00	0.00	500.00	0.00	1,193.50	11,415.89	(11,415.89)	100.00
269-000.00-976.046	Makerspace Renovation	0.00	0.00	38,700.00	0.00	0.00	0.00	0.00	38,700.00	0.00
Capital outlay										
		11,169.60	0.00	105,700.00	500.00	0.00	33,943.50	44,165.89	61,534.11	41.78
Unclassified										
269-000.00-742.229	Raising a Reader Expense	0.00	0.00	0.00	2,465.92	719.04	209.85	3,394.81	(3,394.81)	100.00
Unclassified										
		0.00	0.00	0.00	2,465.92	719.04	209.85	3,394.81	(3,394.81)	100.00
Net - Dept 000.00 - treasury										
		9,481.88	(45,700.00)	(112,700.00)	960.39	5,077.64	(29,975.63)	(22,844.00)	(89,856.00)	
Fund 269 - LIBRARY CONTRIBUTION 269:										
TOTAL REVENUES		49,342.81	33,000.00	33,000.00	7,139.95	6,474.26	4,311.47	36,631.24	(3,631.24)	20.27
TOTAL EXPENDITURES		39,860.93	78,700.00	145,700.00	6,179.56	1,396.62	34,287.10	59,475.24	86,224.76	20.27
NET OF REVENUES & EXPENDITURES		9,481.88	(45,700.00)	(112,700.00)	960.39	5,077.64	(29,975.63)	(22,844.00)	(89,856.00)	20.27
TOTAL REVENUES - ALL FUNDS										
		3,001,901.62	3,066,030.00	3,066,030.00	30,746.35	31,081.21	14,218.27	3,008,393.61	57,636.39	
TOTAL EXPENDITURES - ALL FUNDS										
		2,924,355.05	3,236,300.00	3,285,950.00	256,728.18	203,102.18	223,241.26	1,392,275.89	1,893,674.11	
NET OF REVENUES & EXPENDITURES		77,546.57	(170,270.00)	(219,920.00)	(225,981.83)	(172,020.97)	(209,022.99)	1,616,117.72	(1,836,037.72)	

01/10/2019		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 12/31/2018	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(134,334.51)	
268-000.00-017.000	Investments - Pooled	3,685,173.29	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-020.000	Current taxes receivable	41,348.92	
	Total Assets	3,593,187.70	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	55,534.30	
268-000.00-259.702	Accrued liabilities-tax	5,000.00	
268-000.00-276.400	Deposit for Cafe	500.00	
	Total Liabilities	61,034.30	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	1,904,550.82	
	Total Fund Balance	1,904,550.82	
	Beginning Fund Balance	1,904,550.82	
	Net of Revenues VS Expenditures	1,627,602.58	
	Ending Fund Balance	3,532,153.40	
	Total Liabilities And Fund Balance	3,593,187.70	

Fund 269 - LIBRARY CONTRIBUTION 269			
*** Assets ***			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	12,866.75	
269-000.00-017.000	Investments - Pooled	1,707,337.52	
	Total Assets	1,720,204.27	
*** Liabilities ***			
269-000.00-202.000	Accounts payable	36,711.99	
	Total Liabilities	36,711.99	
*** Fund Balance ***			
269-000.00-390.000	Fund balance - Unrestricted	1,574,456.36	
269-000.00-390.230	Fund Balance Collections/Materials	36,331.37	
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	59,473.28	
269-000.00-390.232	Fund Balance Programming	27,986.52	
269-000.00-390.233	Fund BalanceTechnology Library	9,180.75	
	Total Fund Balance	1,707,428.28	
	Beginning Fund Balance	1,707,428.28	
	Net of Revenues VS Expenditures	(23,936.00)	
	Ending Fund Balance	1,683,492.28	
	Total Liabilities And Fund Balance	1,720,204.27	

Director's Report by Julie Farkas

**NOVI PUBLIC LIBRARY
EMPLOYEE ANNIVERSARY CELEBRATIONS**



- | | | |
|---------------------|-------------|---------|
| • APRIL STEVENSON | FEBRUARY 7 | 8 YEARS |
| • TIA MARIE SANDERS | FEBRUARY 11 | 5 YEARS |
| • EVA SABOLCIK | FEBRUARY 3 | 3 YEARS |
| • MARIA NUCCILLI | FEBRUARY 7 | 6 YEARS |

Trustee Workshop – Wednesday, March 13, 2019 at 5:00-8:30pm

The NLA Libraries (Novi, Northville, Wixom, Salem-South Lyon, Lyon Township and Walled Lake) will be getting together with their Library Board members and Directors for a networking and learning opportunity. Many of our libraries have elected/appointed new library board leaders in the past year. Speaker will be: Claire Membiela from the Library of Michigan.

Agenda:

5:00pm – 5:30pm Dinner at NPL (I will look into Italian – veggie/meat lasagna, salad, breadsticks, cannoli (dessert) and beverages)

5:45pm – 7:30pm Presentation

7:30pm – 8:00pm Q&A

Presentation Agenda:

1. Role of the Library Board vs. Director
2. How to Have a Productive Library Board Meeting/Robert's Rules
3. FOIA changes
4. Minimum Wage changes
5. Paid Leave changes
6. Any new legislation that may pertain to libraries
7. Fines and Fees

3 Goal recommendations made by Novi resident, Michael Duchesneau (Library Board meeting on December 19, 2018)

Goal 1: Increase the foreign language books collection to be the largest city owned in the state of Michigan.

Response:

Current Collection: as of 1/3/2019

Adult International Books:	2,230
Youth International Books:	1,331
International Magazines/Newspapers:	24
International DVDs:	750
International Downloadable Titles (Youth/Adult):	23,512 (not factored into the 2%)
International Downloadable Magazines:	3 (not factored into the 2%)
Total Items	27,850

We currently have 2% of the collection represented by International Language materials. This is just one of 28 categories of book materials that the library purchases. Last year we added 18,623 items to the collection. Mr. Duchesneau has asked for 5,000 new International materials to be added in 19/20 and another 5,000 materials to be added in 20/21. This would mean over 30% of the materials purchased for the library would be in international languages. I find this difficult to provide based on a variety of community reading needs. Shelf space is another concern for adding such a large number of books to the collection in two years' time. In addition, when international books are on the shelf, we look for a variety of reasons for keeping them or discarding them (popularity, age of book, relevance, has it checked out, condition of the book).

I believe Mr. Duchesneau has a valid point for adding more international materials to our collection based on how Novi is changing demographically. However, at the rate at which he has asked, I find it too aggressive for our budget, space and community needs. My staff and I are committed to increasing the collections steadily over the future years to balance the needs of our community. In addition, we always welcome donations (which come in regularly) from the public for international titles as well as other titles that make a great fit for the collection. Donations do pour in regularly from our international residents and we are greatly appreciative of this. Should Mr. Duchesneau want to make a monetary donation to the library specifically for international materials, we would gladly welcome it.

Goal 2: The Library should take the lead as far as implementing Wi-Fi with internet access in all our city parks.

Response:

The Library currently provides Wi-Fi access to Fuerst Park. I understand that the city is currently investigating other park options for Wi-Fi, and this will continue to remain an action item led by the Parks & Recreation Dept. I understand this to be a very large cost for annual access and unfortunately the library does not have the funds to support this service. Should the city want to connect a library card to Wi-Fi use in the future, I would be happy to discuss options with the city.

Goal 3: Identify from our DVD/Blu-Ray collection all foreign languages and sub-title options in an easy to search form.

Response: In May 2018, the Library launched a new catalog system (CARL). This is a system that is shared by 60+ libraries in the Detroit Suburban area. With such a huge migration, there are many new configurations and changes to the system. There are also universal rules that have to stay consistent among all the libraries participating. Based on Mr. Duchesneau's request, I will need to further investigate if Novi can identify our foreign language materials in the manner he is requesting. I will be working both with my staff and TLN to see if this is doable without redefining the search options or adding any additional staff or monetary burden.

Final Comment

Mr. Duchesneau voiced concern for student representatives being able to participate from a variety of high school's in our Novi area.

Response:

City charter requires a student representative to live in Novi in order to be involved with Youth Council or the Library. The question of what school a student attends is not relevant. We have been honoring that charter language on the Library Board, however, the library's bylaws were not up to date and this new language will be presented to the Library Board on Thursday, January 24 2019 for an amendment. Currently we have a student representative from Novi High School and Walled Lake Western serving on the Library Board.

Out and About in Novi Community and Library Profession:

- 12/13, 1/10: Rotary mtg.
- 12/14: Meeting w/Community Financial C.U. regarding sponsorship
- 12/17, 12/18, 12/19, 12/20: Dept. Budget Meetings
- 12/17: e-Nable mtg.
- 12/18: NYA student recognition planning mtg.
- 12/28: Board Orientation mtg. – Torry Yu and Tara Michener
- 1/2, 1/8, City of Novi Leadership mtg.
- 1/3: Follow-up mtg. w/former board member Ramesh Verma
- 1/7: Trustee workshop planning mtg.
- 1/8: DSLRT Strategic Planning Committee mtg.
- 1/8: NYA mtg.
- 1/9: Catch up mtg. w/Superintendent Matthew, Novi Community Schools
- 1/10: Friends update mtg. w/Sue Johnson and Carol Hoffman
- 1/11: Student Rep Orientation mtg. w/Tarun and Mahek and Lindsay Gojcaj
- 1/12: City of Novi Budget Input Session
- 1/14: Mental Health presentation by Tara Michener and Novi Community Schools
- 1/14: Board Orientation mtg. – Kat Dooley
- 1/15: School/Library café mtg. with Novi Community Schools, Geoff Wood and Bill Lawler
- 1/15: Woods Elementary Geography Bee
- 1/15: Taft Knolls HOA presentation
- 1/15: Historical Commission mtg.

Budget Season

Most of December and January was spent finalizing the budgets for the board session to be held on Saturday, January 24, 2019. I would like to thank the following staff who contributed information and held meetings with me to build the budget that will be presented. Thank you... April Stevenson, Barbara Rutkowski, Maryann Zurmuehlen, Barbara Cook, Marcia Dominick, Christina Salvatore, Keith Perfect, Betty Lang, and David Silberman. A lot of time and research was put into the work that was done this year.

BYLAWS OF THE CITY OF NOVI LIBRARY BOARD NOVI PUBLIC LIBRARY

Article I Identification

The official name of this body shall be the City of Novi Library Board, and it shall be referred to herein as the "Library Board". The authority of the Library Board is established and defined under Chapter 16 of the Novi City Charter, Chapter 19 of the City of Novi Code of Ordinances, and Act Number 164 of the Public Acts of Michigan of 1877 as amended. The Library Board will exercise the powers and assume the duties granted or assigned to it under said statute and ordinances.

Article II Membership

Section 1. Appointments and Terms of Office. The City of Novi Library Board shall consist of seven (7) members (a "member" or a "trustee"), appointed by the Mayor, with the approval of the City Council. Members shall serve terms of three (3) years each and shall hold office until their respective terms have expired and their successors have been duly appointed and qualified, or until they earlier resign.

Section 2. Meeting Attendance. Members shall attend all regular and special meetings of the Library Board. The Library Board may request the City Council to remove any member for neglect of duty who has two successive unexcused absences from regular or special meetings. An unexcused absence is one in which the Board member failed to notify the Library in advance of an anticipated absence

Section 3. Vote. Each Board member shall have one vote on any question being considered. Votes may only be cast in person, and Board members may not grant proxies to other Board members.

Section 4. Compensation. Members of the Board shall serve without compensation.

Section 5. Resignation. Resignations from the Library Board shall be submitted in writing to the Mayor and the City Council and shall be automatically effective upon delivery without need of acceptance.

Section 6. Vacancies. In the event of a vacancy on the Board, the Library Board will await appointment by the Mayor with the approval of City Council within the next appointment cycle.

Section 7. Student Representatives. The Mayor of the City of Novi may appoint two student representatives from the Novi High School to attend all open meetings of the Library Board. The student representatives will act as liaison between the Library and student organizations of the Novi High School the schools in which they attend and will advise the Board and Library staff concerning youth and teen issues that are pertinent to the Library. Students serve ex-officio, as non-voting members of the Library Board. Appointment cycle runs January – December, serving two terms based on positive attendance records and engagement. (Refer to Resolution Regarding Terms of Youth Council Members and Appointment to Other Boards and Commission – August 8, 2016). Student Representative must be residents of Novi, Michigan.

Article III Officers

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the April annual meeting of the Library Board or if adjourned or cancelled, at the next regularly scheduled meeting of the Library Board. No member shall hold more than one office at a time.

Section 2. At least one month prior to the annual meeting, the secretary shall present a slate of officers to the board for consideration. Additional nominations may be made by any member from the floor at that time.

Section 3. Officers shall serve until the next annual meeting and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, call special meetings and authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on Library funds (except at times that the Library funds are administered by the City of Novi), and generally perform all duties associated with the office of president.

Section 5. The vice president shall act as the president in the absence of the president. In the event of a vacancy in the office of president the vice president shall assume the office of president for the remainder of the president's unexpired term. The vice president shall perform such other duties as may be assigned by the president.

Section 6. A member of the Library staff designated by the Library Director shall be assigned to keep true and accurate minutes of all open meetings of the Board and shall issue and post notice of all regular and special meetings. The secretary shall perform the foregoing duties in the absence of Library staff and shall perform such other duties as are generally associated with the office of secretary.

Section 7. The treasurer shall make monthly reports to the Board showing in summary detail the amount and investment of, and additions to and disbursements from the Library funds.

Section 8. In case of a vacancy in any office other than the office of president, the vacancy shall be filled by vote at the next regular meeting of the Library Board after the vacancy occurs.

Section 9. In the event that the Library Board fails, refuses or is otherwise unable to fill any office, officers shall be automatically appointed with the eligible members with the most seniority filling the offices in the order of president, vice president, treasurer and secretary. Seniority is measured from the date and time of the member was first sworn in as a member of the Library Board.

Article IV Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meetings. An annual meeting for the purpose of the election of officers shall be held at the time of the regular meeting in April of each year or at the next regular meeting thereafter if the regular meeting in April does not occur. The President shall schedule a meeting at least once each year for the purpose of setting annual goals.

Section 3. Agendas and Notices. The order of business for regular meetings shall be according to an agenda that shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. The agenda shall be transmitted to Board members at least two days prior to the meeting. The agenda will provide time for public participation. The agenda may be amended by action of the Library Board during Library Board meetings.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted in the Library.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of a majority of the members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. The purpose of the meeting shall be stated in the notice of the meeting.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of a majority of the members of the Board.

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with the Michigan Open Meetings Act, PA 267 of the Public Acts of 1976.

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board. The Library Board may appoint a parliamentarian.

Section 9. Public Participation. Members of the public may address the Board at any of its regular or special meetings, as provided for in the Open Meetings Act. Public comment is limited to five minutes per person and an individual may only speak once per meeting.

The president will present the following public comment guidelines prior to inviting guests to speak:

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.

Guests will be required to state their full name and address.

Section 10. Broadcast and Recording. Meetings of the Board shall be broadcast by a media generally available to the citizens of the City of Novi unless broadcast facilities are unavailable, inoperable or if it is otherwise impractical for broadcast to occur. Visual/audio recordings of all meetings shall be available at the Library and on the Library's internet site for a period of time determined by the Library Director but not less than 3 months after the meeting. Closed meetings shall not be broadcast or recorded.

Article V Committees

Section 1. Standing Committees. The following committees: Finance Committee, Human Resources Committee Events/Marketing/Fundraising Committee, Strategic Planning Committee, Building/Landscaping Committee and Policy Committee and a chairperson for each shall be appointed by the president promptly after the annual meeting.

Section 2. Powers. Committees shall make recommendations to the Board as pertinent to Board meeting agenda items and no committee shall have other than advisory powers.

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special circumstances shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed.

Section 4. Board committees may be appointed by the President and may also consist of Novi citizens, Library staff and other qualified resource persons or experts.

Article VI
Duties of the Board of Trustees

Section 1. Responsibility for the operation of the Novi Public Library is vested in the Library Board. Subject to State law and City ordinance, the Board has the power and duty to determine the policies, rules and regulations governing Library operations and services.

Section 2. The Library Board shall select, appoint and supervise a Library Director. The Library Board shall annually review the performance of the Library Director and set the salary and benefits of the Library Director.

Section 3. The Library Board shall adopt and approve a budget for each fiscal year.

Section 4. The Library Board shall have exclusive control of the expenditure of all monies collected, donated or appropriated for the library fund and shall approve all library expenditures. The Board may delegate administration of any Library funds to the City of Novi.

Section 5. The Library Board regularly reviews various physical and building needs to see that they meet the requirements of the overall library program.

Section 6. The Library Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Library Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Library Board shall approve and submit an annual report of the operations of the Library to the Novi City Council.

Article VII
Library Director

The Library Director shall be the chief officer of the Library and shall be responsible for the implementation of the rules and policies established by the Library Board. The Library Director shall be responsible for the day-to-day management and operation of the Library. The Library Director shall act as an advisor to the Board. The Library Director shall attend all Board meetings unless excused for good cause, and may be excused from closed sessions other than any closed session to review the performance of the Library Director, and shall have no vote.

Article VIII
Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Novi Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence a vote or other official action.

Article IX General

Section 1. An affirmative vote of the majority of all members of the Board present at a meeting at which a quorum is present shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any notice permitted or required to be given by these Bylaws may be given by personal delivery, first class mail, or by e-mail transmission. In the case of first class mail, then notice shall be deemed to have been given on the date of the postmark. It is the responsibility of each member to keep the Library Director informed of their current and accurate contact information.

Section 3. These bylaws may be amended at any regular meeting of the Library Board by majority vote of all members of the Board, provided that notice of the proposed amendment shall have been given to all members at least ten days prior to the meeting at which such action is proposed to be taken.

**OPERATING AGREEMENT BETWEEN
THE NOVI PUBLIC LIBRARY AND
THE FRIENDS OF THE NOVI PUBLIC LIBRARY**

DRAFT

THIS AGREEMENT is entered into this ____ day of _____, 2018, by the Novi Public Library, a Michigan city library, and the Friends of the Novi Public Library, a Michigan non-profit corporation.

WHEREAS, the Novi Public Library (“Library”) is a city library established under the City, Village and Township Libraries Act, 1877 PA 164 (MCL 397.201 *et seq.*); and

WHEREAS, Friends of the Novi Public Library (“Friends”) is a non-profit corporation with a stated purpose of promoting the utilization of the City of Novi Public Library, assisting in the promotion, development and use of the Library and raising funds to support the operation of the Library; and

WHEREAS, as a non-profit corporation, the Friends is a legally distinct entity from the Library; and

WHEREAS, the Library and the Friends wish to enter into this Operating Agreement and provide for the respective responsibilities and obligations to fulfill a mutual goal of encouraging literacy, education, and the use of all the Library’s resources; and

WHEREAS, the Library has determined that entering into this Operating Agreement is in the best interests of the health and welfare of the residents of the Library.

NOW, THEREFORE, the Library and the Friends agree as follows:

1. **Library Responsibilities.** During the term of this Operating Agreement, the Library agrees to the following responsibilities:

- a. During the preparation of the Library’s fiscal year budget each year, the Library agrees to share with the Friends the Library’s goals for the next fiscal year and discuss with the Friends how the Friends’ resources and support might help forward these initiatives.
- b. The Library agrees to supply the Friends with a list of the programs, items or other anticipated needs (i.e., a “Wish List”) for which the Library may desire additional support. The Library may also make periodic requests for funding outside of the annual budget throughout the year.
- c. At the Library’s sole discretion, the Library shall provide the Friends with surplus materials, such as used books and other donated material (“Surplus Material”) that the Library has deemed to be of no value to the Library and the Library’s collection. However, the Library is not required to provide all Surplus Materials to the Friends.

d. The Library Director shall have the primary responsibility for administering and approving services to be performed by the Friends or items to be purchased by the Friends and shall coordinate all communications between the Friends and the Library. A staff liaison will be designated by the Library Director for additional communication purposes and to attend Friends' Board meetings in the absence of the Director.

e. At the Library's sole discretion and if available, the Library may provide the Friends with space in the Library for book sales and storage for \$1.00 per year. The Library shall have sole discretion regarding what type of items may be sold at the Library. However, any book sale shall be scheduled according to the Library's meeting room policies.

f. The Library agrees to share its long-term planning goals with the Friends and seek input from the Friends regarding how the Friends may support or assist the Library with the long-term goals.

2. **Friends Responsibilities.** During the term of this Operating Agreement, the Friends agree to the following responsibilities:

a. The Friends shall use its best efforts to liquidate the Surplus Material through a book sale. The Friends agree that any and all money raised at a book sale held at the Library or raised from the sale of Surplus Materials shall be spent exclusively for Library programs, services, and other Library-defined needs unless otherwise agreed to by both the Friends and the Library.

b. The Friends agree to publicly support the Library, Library staff and its policies.

c. The Friends agree that all communication shall be through the Library Director and/or liaison.

d. The Friends agree that the Library Board has the final decision in accepting or declining any and all gifts made to the Library.

e. The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library Board.

f. The Friends will make available to the Library all work-related accounts, records and documents for inspection, auditing or evaluation during normal business hours in order to assess performance or compliance under this Operating Agreement.

g. The Friends collect the proceeds from the book sales. That money shall be accounted for separately from the Library funds.

h. The Friends agree that its Board members and volunteers are not employees of the Library.

i. The Friends shall determine which funding requests identified in paragraph 1(b) that it shall approve. Upon approval, the Friends shall notify the Director of the approved funding so that the Library may proceed with purchasing the requested items, programs or services. The Friends shall reimburse the Library for any approved expenditure within sixty (60) days after receipt of an invoice from the Library.

3. **Term; Termination.** This Operating Agreement shall become effective on _____, 2018 and shall remain in effect until terminated by either Party. Either party may terminate this Operating Agreement with fifteen (15) days written notice.

4. **Notices.** The Parties shall be provided any notice required or permitted under this Operating Agreement at the addresses listed below, or at such other address as may be designated by a Party upon written notice to the other Party:

Novi Public Library
Attention: Library Director
45255 W. 10 Mile
Novi, MI 48375

Friends of the Novi Public Library
Attention: President
45255 W. 10 Mile
Novi, MI 48375

All notices to be given under this Operating Agreement shall be served personally, by deposit in the United States mail, first class postage pre-paid by registered or certified mail, or by deposit with an overnight courier with charges pre-paid. Any such notices shall be deemed to have been given on the day of personal service, one (1) business day after deposit with an overnight courier, or three (3) business days after deposit in the United States mail, as applicable.

5. **Waiver and Release.** In consideration of this Operating Agreement, the Friends waive, and forever release the Library and its officers, agents, and employees, from any and all claims, actions, and demands of whatever type or nature arising out of this Operating Agreement. The waiver and release set forth in this Paragraph shall survive the expiration or termination of this Agreement.

6. **Assignment, Delegation, Subcontract.** Neither party shall assign, delegate, subcontract, or otherwise transfer its obligations under or interest in this Operating Agreement, in whole or in part.

7. **Amendment.** This Operating Agreement shall not be amended except by a written amendment approved and executed by the Parties.

8. **Entire Agreement.** This Operating Agreement constitutes the entire agreement

between the Parties, and supersedes any and all prior understandings or representations of any kind except to the extent incorporated in this Operating Agreement.

9. **Governing Law.** This Operating Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

IN WITNESS WHEREOF, the Parties have executed this Operating Agreement as of the day and year first written above.

NOVI PUBLIC LIBRARY

By: _____

Its: _____

By: _____

Its: _____

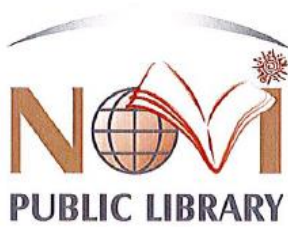
FRIENDS OF THE NOVI PUBLIC LIBRARY

By: _____

Its: _____

By: _____

Its: _____



Drug-Free Workplace Policy

Policy

PURPOST AND INTENT

The purpose of this policy is to provide a workplace that is free from substance abuse. The employees of the Novi Public Library are unable and cannot work safely and/or productively if either they report for work under the influence of drugs and/or alcohol, or their safety and welfare are jeopardized by another employee impaired by a controlled substance while at work.

APPLICATION:

- (a) The provisions of this policy apply to all departments and divisions of the Novi Public Library. "Employee" includes full time, part time, seasonal and temporary personnel.
- (b) All employees are hereby notified that the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited in the workplace, and disciplinary action up to and including discharge may be taken against employees for violations of these provisions.

GUIDELINES:

The following guidelines list violations which shall be grounds for immediate action:

- (a) Possess, use, distribute, sell, or offer for sale narcotics, or any controlled illegal substance, including marijuana, while on duty.
- (b) Report for work or work while under the influence of alcohol, narcotics or any controlled or illegal substance, including marijuana, except a drug prescribed for the employee by a licensed physician. An employee whose ability to work is impaired by a drug prescribed, will not be permitted to remain at work, and may use personal business or other leave hours, but will not be subject to discipline.

GENERAL PROVISIONS:

- (a) An employee must report to the Library Administration any drug-related criminal conviction for violations occurring in the workplace within five (5) days. The Library must both report and notify the federal grant agency of such conviction for violation of a criminal statute occurring in the workplace within ten (10) days and is required to impose "sanctions" on the employee involved. "Sanctions" may mean either termination, satisfactory participation in a rehabilitation program, or a progressive disciplinary step between the two.
- (b) The Library is committed to a drug-free workplace. It will not hire a job applicant with a "positive" pre-employment drug screen test.
- (c) The Library Administration may be contacted for information on a Library sponsored Employee Assistance Program that provides voluntary counseling and rehabilitation services.

EXECUTION OF POLICY:

The Library Administration will ensure that this policy is distributed to all employees and posted in the Library building.

Adopted: January 24, 2019

Signed:

Tara Michener
President
Novi Public Library Board of Trustees

VISIT US TODAY

Lyon Township Public Library
27005 S. Milford Road, South Lyon, MI
248.437.8800 • lyon.lib.mi.us

Northville District Library
212 West Cady Street, Northville, MI
248.349.3020 • northvillelibrary.org

Novi Public Library
45255 West Ten Mile Road, Novi, MI
248.349.0720 • novilibrary.org

Salem-South Lyon District Library
9800 Pontiac Trail, South Lyon, MI
248.437.6431 • ssldl.info

Walled Lake City Library
1499 E. West Maple Road, Walled Lake, MI
248.624.3772 • walledlakelibrary.org

Wixom Public Library
49015 Pontiac Trail, Wixom, MI
248.624.2512 • wixomlibrary.org



The Mission of the Neighborhood Library Association (NLA) is to bring people from neighboring libraries together to discuss and participate in programs selected to strengthen community ties and promote literacy among a diverse population.



THE *Let's Talk About ...* SERIES



ABOUT THE SERIES

This monthly program is designed to engage youth in critical exploration of social justice topics through children's literature. Topics include bullying, immigration, gender, race, and more. Guest community volunteers share children's stories, and lead an age-appropriate discussion on that month's topic, followed by a craft or a special take-home craft.

Designed for ages 4 to 12. Families are welcome. Parents are required to stay with children during the program to help guide them through the discussion.

The *Let's Talk About* series meets one Saturday every month from 11:00am - noon at one of 6 partnering libraries beginning January 2019. Visit your library's webpage for a complete list of dates and topics.

2019 CALENDAR OF EVENTS

Date	Library	Theme
January 27	Walled Lake	Poverty & Homelessness
February 9	Novi	Race
March 9	Northville	Autism
April 6	Wixom	Environment
May 11	Walled Lake	Mental Health
June 8	Salem-South Lyon	Indigenous People
July 13	Lyon Township	Civil Disobedience
August 10	Wixom	Immigration
September 14	Northville	Bullying
October 12	Lyon Township	Gender
November 9	Salem-South Lyon	War/The Military
December 14	Novi	Adoption



Presents...

Caring in the Community Volunteer Fair featuring keynote speaker Chuck Gaidica

**Saturday, April 27, 2019
10am-1pm**

**Welcome & keynote speaker will
kick off event at 10am.
Seating available for 200 guests.**

**Drop in between 10:30am and 1pm
to meet with several local
organizations to find out about their
volunteer needs and see how you can
make a difference.**

For more information contact:
Christina Salvatore at 248-869-7213
or csalvatore@novilibrary.org

Event location:
Novi Public Library
45255 W. Ten Mile Rd.



Chuck Gaidica has been in the TV and radio broadcast business in Detroit since 1982. As a top keynote speaker and podcast host, Chuck inspires audience members to journey strong in life.



Information Technology Report by Barbara Rutkowski **December**

General

- The Information Technology Staff closed 43 Help Desk tickets.
- Patron training sessions for Roblox have been scheduled for May and June. Roblox is an online multiplayer game and game creation platform that allows users to design their own games and play the games created by other users. The platform hosts social network games constructed of Lego-like virtual blocks, which the November TechCrunch report states has over 70 million active users monthly.
- All members of the IT Department attended the City Administration's Employee Retreat where sessions were held on Novi's Customer Service Guarantee, FOIA law and techniques to use when dealing with difficult people.



- With the two 3D printers we borrowed from the schools, the 3D Committee printed 32 objects for patrons and several pieces for the e-NABLE project. Our 3D printer has been repaired and the printers belonging to the schools will be returned after the winter break.
- The tagline, ***City of Novi Celebrating 50 Years of Excellence 1969-2019***, has been added to the staff's email signature in recognition of Novi's 50th anniversary.

Presentations

- Scott provided a patron Outreach visit covering general Windows topics.

Upgrades

- A Special Needs Technology Station was deployed to assist those with physical and cognitive special needs – a big thank you to the Friends for funding this project.



- A Winter Reading Challenge workstation has been deployed for the month of January to assist patrons with joining and keeping their accounts updated.

- Work continues on the migration of servers/files to the upgraded datacenter equipment. Several servers are being migrated outside of normal operational hours to avoid any service disruptions.
- Articles covering staff training subjects were added to the wiki.

Training

- IT Staff held 12 patron sessions:
 - 2 VHS to MP4/DVD
 - 2 Vinyl/Cassette to MP3
 - 2 Basic Photo Editing with GIMP
 - 6 Tech Time – topics included:
 - Linked In
 - Overdrive ebooks
 - Excel pivot tables
 - Windows 10 general assistance
 - Setting up a new laptop
 - Using Word to edit a PDF
- IT Staff held 9 staff sessions:
 - Using the Virtual Reality equipment
 - Using remote desktop
 - Using the Meeting Room's A/V equipment
 - Using the portable speaker and microphone
 - Using public and staff copiers
 - Using Google drives and cloud storage
 - Using Outlook
 - Printing

Facilities Report by Keith Perfect

December

In the past month the Facilities Department has closed 11 Facilities tickets, 91 Meeting Room Requests and updated 253 Periodic Maintenance tickets.

- An aluminum carpet to tile transition strip was added to the AST room doorway and permanently affixed to the floor.
- A sink trap was replaced in the café kitchen since the original had rusted out.

Information Services Department Report by April Stevenson

News and Notes

- The Information Services Department put on 92 programs.
- Kathleen, Emily, and Barb worked to make the Special Needs Technology Station available to the public. It is located in the youth area next to the window, opposite the AWE station. Thank you to our Friends for funding this station.
- All Librarians passed the CARL test.
- We kicked off our Winter Reading Challenge for the month of January. Thank you to Kathleen and to the IT Department for setting up a special station where patrons can keep track of all their reading.
- Jessie was recognized for her work on our QSAC awards.
- Linda created a Yoga Resources bibliography for kids and parents.
- Lindsay and Kathleen provided a drop in tween STEM program to test the NASA @ My Library Kit. This was made available through the Library of Michigan YSAC Committee.
- Mary has been asked to write five articles for an ALA publication on Makerspace programming. It is slated to be published at the end of 2019 or early 2020.
- Hillary updated the Business Collection, Business Resources Online, and Career Resources brochures.
- Lindsay presented in the "Universe of Stories" webinar for the Youth Services Advisory Council through the Library of Michigan.
- Jessie created a staff picks list of 2018 favorites.
- We now have three preschools participating in the Early Childhood Literacy Boxes program. (ECEC, Novi Woods, and Goddard)
- Kathleen and Emily created an activity cart for adult special needs groups who visit the library each day.

Conferences, Workshops & Webinars

- Star Net Libraries webinar – Kathleen (Star Net is a Space Science Institution that offers museums and libraries resources for informal education.
- Yoga Story Time webinar - Linda

IS Staff Out & About

- Lindsay met to vote on titles for the YALSA Best Fiction for Young Adults Committee
- Emily and Kathleen attended the Special Needs Roundtable Meeting
- Emily visited Little Birds Montessori and Novi Woods Montessori
- April attended the Walled Lake Head Start Advisory Meeting and the City of Novi Staff Retreat

December Adult Programs & Displays

In addition to our regularly scheduled programs, we also offered:

- Experience Culture: Nigerian – 85
- Light Up Your Holiday – 15
- Listen @ the Library - 80
- Protecting Yourself Online – 6
- Making Cocktails While Sampling Mocktails – 21
- Battle of the Books Coaches' Kick-off Meeting – 50
- Novi Concert Band – 50
- Corel Painter Demonstration – 2
- American Red Cross Blood Drive - 25

- Our Feature Collection was holiday reads
- Desk display featured a tribute to President George Bush
- Display at bottom of stairs was Christmas, Hanukkah, and Kwanzaa
- Business Kiosk displayed books on non-profit management and fundraising

December Tween/Teen Programs & Displays

- NASA @ My Library – 10
- Teen Space End of Fall Celebration - 25
- STEM Gingerbread Engineering Challenge - 66
- The Teen Stop Display was winter-related YA Fiction.

December Youth Programs & Displays

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

- Yoga Story Time – 15
- Families that Train Together, Stick Together - 8
- STEM Gingerbread Engineering Challenge - 77
- Youth desk Display featured Ugly Sweaters
- Our Youth Feature Display was Get Wrapped Up in a Good Book
- Our Youth DVD Display was holiday movies



December Raising a Reader 1,000 Books Before Kindergarten Stats

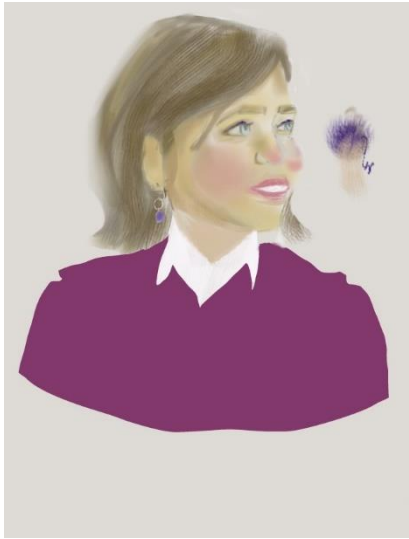
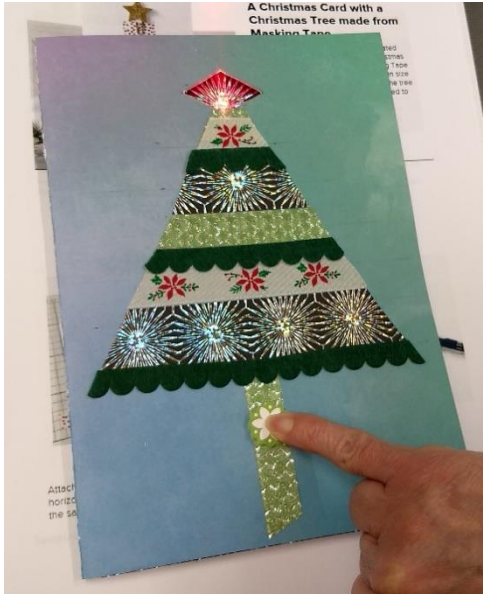
of active participants logging 100 books or more: 275

of logs received to date: 1,038

of books read this month: 2,400

100 Books – 275	600 Books – 70
200 Books – 170	700 Books – 61
300 Books – 132	800 Books - 53
400 Books – 98	900 Books – 43
500 Book – 83	1000 Books – 39





Drawing of Mary done by a patron on our Wacom Tablet.



Support Services Department Report by Maryann Zurmuehlen

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:
 - Is currently completing staff Mid-Year Performance Reviews.
 - Will host a TLN SASUG meeting on January 24th.
 - Held interviews for 4 open positions.
 - Completed proficiency testing in CARL for SS Dept staff. All 24 out of 24 staff passed with 100% correct!**
 - Attended the City of Novi Quarterly Employee recognition breakfast on December 4th.
 - Attended the City of Novi employee in-service on December 6th.
 - Attended a TLN SASUG meeting at Livonia Public Library on December 13th.
 - Attended a TLN CARL Reports class at TLN offices on December 14th.
 - Gave an HOA presentation on December 18th.

Circulation & Shelves

- We currently have 1 Clerk position open. The posting for the 19 hour position is open until January 21st.
- We welcomed Shelves, Linda Olshansky, as a new SS Dept staff member on January 3rd. Please say "hi" when you see her!
- We expect two Clerks to start later this month.
- Supervisor retraining will begin this month.
- Shelves meetings were held on December 10th and 11th.
- An OverDrive informational session was held for SS staff on December 11th.
- A Hoopla informational session will be held for SS Staff on January 15th.

Tech Services

- Tech Services is working on the following projects: cleanup of CARL migration catalog errors.
- A Tech Services meeting will be held on January 11th.

Statistics (December 2018)

- **Library Cards Issued: 227**
- **Items Checked Out: 64,719**
- **Items Interloaned for NPL Patrons: 4,086 (81 through MeLCat)**
- **Items Interloaned to Other Libraries: 2,995 (86 through MeLCat)**
- **Items Added to the Collection: 865**
- **Items Discarded from the Collection: 2,263**
- **Novi School's Card Registration: 12**
- **MAP Checkouts: 3**
- **Outreach:**
 - 8 Facilities Visits / 69 Items Checked Out**
 - 6 Book Discussions / 96 Items Provided**

Support Services Statistics 2018-2019													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	494	445	419	354	252	227							2,191
Items checked out	81,644	78,014	67,084	68,276	63,684	64,719							423,421
Items borrowed	5,122	4,980	4,428	5,057	4,436	4,086							425,612
Items loaned	3,609	3,678	3,327	3,633	3,588	2,995							20,830
Read Boxes	249	254	176	0	0	0							679
MAP Checkouts	18	21	2	5	4	3							21,509
Novi School's Card Registration	15	37	24	13	9	12							110

		December 2018	December 2017
Library cards issued		227	213
Total checkouts		64,719	52,596
Items borrowed	TLN	4,005	4,068
	MeL	<u>81</u>	<u>48</u>
		4,086	4,116
Items loaned	TLN	2,909	4,056
	MeL	<u>86</u>	<u>43</u>
		2,995	4,099

READ Boxes	December 2018	December 2017
Adult	0	0
Youth	<u>0</u>	<u>0</u>
Total	0	0

May 2 through October 4, 2018 was our sixth 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 2 - October 3, 2018

	2018	2017
Adult	159	198
Youth	<u>1065</u>	<u>1073</u>
Total	1,224	1,271

Self-Check Totals 2018-19 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	81,644	45.86%	37,445	8,383	6,719	4,503	8,011	9,829	0
August	78,014	47.08%	36,729	8,906	6,189	3,926	7,422	10,286	0
September	67,084	44.66%	29,957	6,755	5,482	3,426	6,007	8,287	0
October	68,276	44.42%	30,327	6,835	5,566	2,991	6,456	8,479	0
November	63,684	44.29%	28,205	6,631	4,705	2,587	5,078	8,559	645
December	64,719	41.86%	27,091	6,673	4,377	2,134	5,192	8,058	657
January			0						
February			0						
March			0						
April			0						
May			0						
June			0						
FYTD	423,421	44.69%	189,754	44,183	33,038	19,567	38,166	53,498	1302

Library Usage									
2017-2018 Fiscal Year					2018-2019 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	44,976	4,770	49,746	1,658	July	49,562	4,656	54,218	1,807
August	46,477	4,533	51,010	1,700	August	36,668	4,163	40,831	1,317
September	49,912	3,984	53,896	1,996	September*	39,587	3,619	43,206	1,600
October	43,260	3,410	46,670	1,556	October	39,602	3,400	43,002	1,387
November	42,448	3,221	45,669	1,575	November	35,017	3,177	38,194	1,364
December	32,007	3,374	35,381	1,264	December	27,557	3,022	30,579	1,092
January	27,295	3,735	31,030	1,034	January				
February	29,847	3,261	33,108	1,182	February				
March	28,003	3,936	31,939	1,030	March				
April	30,261	3,949	34,210	1,180	April				
May	32,678	3,901	36,579	1,306	May				
June	35,988	3,552	39,540	1,363	June				
FYTD Total	443,152	45,626	488,778	1,401	FYTD Total	227,993	22,037	250,030	1,429

* Counter was unavailable 9-28 and 9-29

Computer Logins											
2017-2018 Fiscal Year						2018-2019 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	3,422	65,015	18	68,455	2,282	July	3,256	70,042	1	73,299	2,443
August	3,503	61,578	7	65,088	2,170	August	2,869	55,316	3	58,188	1,877
September	3,160	49,691	12	52,863	1,958	September	2,552	59,641	2	62,195	2,304
October	3,580	53,678	5	57,263	1,847	October	3,242	83,123	1	86,366	2,786
November	3,204	50,678	7	53,889	1,858	November	2,511	73,548	0	76,059	2,716
December	2,489	51,767	3	54,259	1,938	December	1,977	62,202	0	64,179	2,292
January	3,184	42,798	3	45,985	1,533	January					
February	2,797	45,364	3	48,164	1,720	February					
March	3,300	48,465	0	51,765	1,670	March					
April	3,039	49,597	9	52,645	1,815	April					
May	2,868	50,861	5	53,734	1,919	May					
June	2,893	50,016	1	52,910	1,824	June					
FYTD Total	37,439	619,508	73	657,020	1,883	FYTD Total	16,407	403,872	7	420,286	2,402

Early Literacy Workstation Usage							
2017-2018 Fiscal Year				2018-2019 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,067	21,897	20	July	1,092	22,924	20
August	987	20,913	21	August	946	19,856	20
September	761	14,602	19	September	870	17,049	19
October	771	14,056	18	October	848	16,301	19
November	804	16,212	20	November	765	16,183	21
December	557	10,871	19	December	654	12,676	19
January	789	16,180	20	January			
February	765	16,128	21	February			
March	952	19,737	20	March			
April	840	17,957	21	April			
May	720	14,788	20	May			
June	989	21,361	21	June			
FYTD Total	10,002	204,702	20	FYTD Total	5,175	104,989	20

Technology Training Sessions 2018-19 Fiscal Year

	eReader/RB Digital	VHS to MP4	Inkscape	Vinyl/Cassette to MP3	GIMP Photo Editing	Virtual Reality	3D Printing	Tech Time	Impromptu Tech Time	Staff Training	Total Classes	Total Patrons
July	1	2		2	1	1		5	3		15	
<i>Patrons</i>	0	2		2	1	18		5	3			31
August	1	2		2	1	1		5	7	13	32	
<i>Patrons</i>	1	2		2	1	11		5	7	13		42
September		2		2	2			5	3	3	17	
<i>Patrons</i>		2		2	2			5	3	3		17
October		2	1	2	2	1		4	6	7	25	
<i>Patrons</i>		2	5	2	2	60		4	6	10		91
November		2		2	2	1		3	13	8	31	
<i>Patrons</i>		2		2	2	4		3	16	12		41
December		2		2	2			5	1	9	21	
<i>Patrons</i>		2		2	2			5	1	10		22
January											0	
<i>Patrons</i>												0
February											0	
<i>Patrons</i>												0
March											0	
<i>Patrons</i>												0
April											0	
<i>Patrons</i>												0
May											0	
<i>Patrons</i>												0
June											0	
<i>Patrons</i>												0
Sessions	2	12	1	12	10	4	0	27	33	40	141	
<i>Patrons</i>	1	12	5	12	10	93	0	27	36	48		244

2018-2019 Fiscal Year							
	Hoopla		RB Digital		Lynda.com		
	Check-outs	New Users	Novi Checkouts	Consortium Checkouts	Active Users	Logins	Total Video Views
July	637	248	596	15,133	54	221	795
August	641	250	630	17,993	62	86	510
September	623	231	591	16,779	71	15	121
October	556	213	1,035	23,626	86	60	485
November	543	215	1,912	42,683	99	140	948
December	618	204	1,355	30,080	111	245	949
January							
February							
March							
April							
May							
June							
FYTD Total	3,618	1,361	6,119	146,294	483	767	3,808

2018-2019 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	3,169	1,668	4,837	80
August	3,283	1,555	4,838	61
September	2,972	1,566	4,538	87
October	2,967	1,386	4,353	55
November	2,863	1,409	4,272	47
December	2,930	1,459	4,389	71
January				
February				
March				
April				
May				
June				
FYTD Total	18,184	9,043	27,227	401

Meeting Room Rentals					
2017-2018 Fiscal Year			2018-2019 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	48	1,080	July	49	1,235
August	53	881	August	56	1,367
September	34	755	September	76	1,696
October	60	1,296	October	74	1,372
November	42	931	November	64	1,709
December	32	636	December	59	1,347
January	50	1,033	January		
February	48	1,041	February		
March	73	1,566	March		
April	37	778	April		
May	38	1,089	May		
June	55	1,320	June		
FYTD	570	12,406	FYTD	378	8,726

Library App - 2018-2019 Fiscal Year						
	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages
July	32,473	1.	Catalog	January		
		2.	My Account			
		3.	OverDrive			
		4.	Library Locator			
		5.	RB Digital			
August	25,309	1.	Catalog	February		
		2.	My Account			
		3.	OverDrive			
		4.	RB Digital			
		5.	Library Locator			
September	39,816	1.	Catalog	March		
		2.	My Account			
		3.	OverDrive			
		4.	Library Locator			
		5.	Zinio			
October	39,472	1.	Catalog	April		
		2.	My Account			
		3.	OverDrive			
		4.	Library Locator			
		5.	Events			
November	40,869	1.	Catalog	May		
		2.	My Account			
		3.	Library Locator			
		4.	OverDrive			
		5.	Zinio			
December	37,115	1.	Catalog	June		
		2.	My Account			
		3.	Library Locator			
		4.	OverDrive			
		5.	Popular Books			
				Total	215,054	



NOVI HISTORICAL COMMISSION MINUTES
Wednesday, November 28, 2018
Novi Library History Room

Call to Order: 6:45pm

Started early because we had so much to cover.

Attendance: Kathy Crawford, Rachel Manela, Kim Nice, Tammy-Lee Knopp, Dhara Sanghavi, Tom Alexandris, Kelly Kasper

Introductions of guests: Betty Lang (Library Liaison), Sue Grifor

Approval of Agenda: APPROVED

Approval of Minutes- October 2018: ALL APPROVED

Treasurer's report -Kim

Michigan Genealogical Conference: \$155.38 for Tammy-Lee Knopp

ALL APPROVED

Rachel still needs her reimbursement from last month.

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2018/2019 Fiscal Year			
11/28/2018	BUDGET	EXPENDURES Through November 2018	
Display Cabinet Exhibit	\$ 800	\$ (51.00)	
Marketing/Brochures/Engage	\$ 800	(137.39)	
Equipment/Supplies/Office	\$ 500	\$ -	
Program/Speaker Fees	\$ 1,500	\$ (275.00)	
Storage Unit	\$ 2,500	\$ -	
Acquisition	\$ 400	\$ (202.94)	
Conference/Continuing Education	\$ 1,500	\$ (80.55)	
Special Projects	\$ 8,000	\$ (54.04)	
Villa Barr Photography Veterans Sign Oral Histories			
Villa Barr Book Sales YTD			
Total:	\$ 14,000	\$ (800.92)	\$ 13,199

Library Liaison Report, Betty Lang

History Room hours:

Monday December 3, 12-2pm Dhara Monday December 17, 6-8pm Tammy-Lee



NOVI HISTORICAL COMMISSION MINUTES

Wednesday, November 28, 2018

Novi Library History Room

SPECIAL PRESENTATION: The Extraordinary Genius of Michigan's David Barr Kathy

Kathy gave a semi-finished draft form of the official David Barr Presentation. The goal of the presentation is to share the history of David Barr's life, the building of his home, his art, and his impact on the world, Michigan and Novi.

Commission members made comments and suggestions on corrections and additions.

Need to make sure that what is on the computer is what is on the projector screen

Need to make sure it is in a more organized.

Villa Barr Presentations-meeting with Julie Farkas Kathy
Premier Event Thursday, 1/31 7-8:30

Discussion items:

Wrap Up: "History of Faygo"

Very successful Event, about 50 people attended

Novi Veteran War Memorial Registration Form Tom & Dhara
Waiting to hear back from Jeff Muck

City of Novi 50th year celebration Kim/Tammy
Feb. 24th is the date we became a City
Feb. 11, 2019 Celebration

Business interviews

Copeland Concrete, boxes of information and photos brought in.

Some photos from Lacey Tool

Can get artifacts from the Feedstore – large items

Looking to contact Violet "Skip" Tuck and Mable Ash

Newsletter/Calendar

Calendar goes to print on Friday

How do we want to keep and store Artifacts for the 50th?

HISTORICAL COMMISSION PROGRAMS FOR 2019: please put on your calendar

- | | | |
|---------------|---|-----|
| Thursday 1/24 | New York Burned Over District 1820-1850 | 7pm |
| Thursday 1/31 | The Extraordinary Genius of Michigan's David Barr | 7pm |
| Thursday 2/28 | Farmington Junction | 7pm |
| Thursday 3/21 | WWI Hello Girls | 7pm |
| Thursday 4/25 | Walled Lake Amusement Park | 7pm |



NOVI HISTORICAL COMMISSION MINUTES

Wednesday, November 28, 2018

Novi Library History Room

Display Cabinet Repair Tammy Lee

Track is damaged, new track is ordered, no dollar amount yet.

Money will come from Novi Historical Commission Budget

DISPLAY CABINET DOWNSTAIRS

Volunteer Sue Grifor, Cabinet Manager

November Display: Toys from the 1800s

December Display: Genealogy

January: Burned Over District

February: Trolley History (Farmington)

March: WWI Hello Girls, World War I

April: Walled Lake Amusement Park

Summer: Novi's 50th, Return of the Michigan Polar Bears

Novi Rd. Cemetery Sign- Removal and update

Need to talk to Jeff Muck

Other Projects

Novi Originals/Silhouettes

Novi Historical Landmarks

Making the map and the brochure match

Developing the criteria

Look at what is still in existence, what isn't?

Phase II: Landmarks

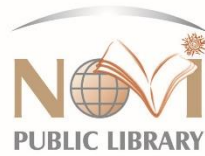
NEW BUSINESS/Other Business

WEBSITE UPDATES new Facebook link/Instagram

NOTE: No regular Commission meeting in December **HAPPY HOLIDAYS!!**

NOTE: Next MEETING: Wednesday, January 16-7pm

Adjourn: 8:50pm



Library Board Calendar

2019

January 1	Holiday – New Year's Day, Library Closed
January 19	Budget Planning Session TBD
January 24	Library Board Regular Meeting
February 9	Budget Planning Session TBD
February 28	Library Board Regular Meeting
March 13	NLA Trustees Training for Library Board Members
March 28	Library Board Regular Meeting
April 7-13	National Library Week
April 21	Holiday – Easter, Library Closed
April 25	Library Board Regular Meeting
May 12	Holiday – Mother's Day, Library Closed
May 23	Library Board Regular Meeting
May 26	Library Closed
May 27	Holiday – Memorial Day, Library Closed
June 10	Summer Reading Begins
June 16	Holiday- Father's Day, Library Closed
June 27	Library Board Regular Meeting
July 4	Holiday – Independence Day, Library Closed
July 25	Library Board Regular Meeting
August 15	Community Reads Launches
August 16	Staff In-Service, Library Closed
August 17	Summer Reading Ends
August 22	Library Board Regular Meeting
August 31	Library Closed
September 1	Library Closed
September 2	Holiday – Labor Day, Library Closed
September 26	Library Board Regular Meeting
October 18	Friends of Library Booked for the Evening, Library Closes at 5 p.m.
October 24	Library Board Regular Meeting
November 21	Library Board Regular Meeting
November 27	Holiday – Thanksgiving Eve, Library Closes at 5 p.m.
November 28	Holiday – Thanksgiving, Library Closed
December 19	Library Board Regular Meeting
December 24	Holiday- Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year's Eve, Library Closed

- Friends Board Meeting meets the second Wednesday of the month, 7 p.m. at the Library.
- Historical Commission meets the fourth Wednesday of the month, 7 p.m. at the Library.