

**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Wednesday, December 16, 2015  
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 and Roll Call
- 2. Pledge of Allegiance
- 3. Approval and Overview of Agenda
- 4. Consent Agenda
  - A. Approval of Claims and Warrants L537 .....4-6
  - B. Approval of Regular Meeting Minutes – November 18, 2015 .....7-13
- 5. Correspondence
  - A. N/A
- 6. Presentation/Special Guest
  - A. Board recognition of Margi Karp-Opperer (23 years of service) and Mary Ellen Mulcrone (29 years of service)
- 7. Public Comment
- 8. Student Representatives Report ..... 14
- 9. President's Report
  - A. Goals Update – November 2015 ..... 15-25
  - B. Welcome Desk schedule:
    - Dec 14: Bill
    - Dec 21: Open
    - Dec 28: Tara
    - Jan 4: Mark
    - Jan 11: John
    - Jan 18: Ramesh
    - Jan 25: Craig
    - Feb 1: Bill
    - Feb 8: Open
    - Feb 15: Tara
    - Feb 22: Mark

**Library Holiday Closures:**

Thursday, December 24 (Christmas Eve)  
Friday, December 25 (Christmas Day)  
Thursday, December 31 (New Year's Eve Day)  
Friday, January 1 (New Year's Day)

10. Treasurer's Report	
A. Library Budget Fund 268 - 2015-2016 .....	26-28
B. Library Fund 268 Expenditure & Revenue Report (November 30, 2015).....	29-31
C. Contributed Fund Budget 269 .....	32-33
D. Contributed Fund 269 Expenditure & Revenue Report (November 30, 2015) .....	34
E. Balance Sheets .....	35-36
11. Director's Report.....	37-38
A. Public Services Report .....	39-41
B. Building Operations Report.....	42
C. Library Usage Statistics.....	43-52
D. Friends of the Novi Library – No scheduled meeting in December 2015 .....	N/A
E. Novi Historical Commission .....	53-55
12. Committee Reports	
A. Policy Committee (Lesko, Michener– Chair) – No action at this time.	
B. HR Committee (Michener, Verma – Chair)	
1. Last staff HR Committee meeting was held on Thursday, December 10, 2015. A first meeting with Trustees Michener and Verma is tentatively scheduled for Thursday, December 17, 2015.	
C. Finance Committee (Sturing, Lesko, Messerknecht - Chair)	
1. Trustee Messerknecht was asked to attend a Leaving a Legacy seminar hosted by TLN on Friday, December 11, 2015. This was pursued in order to consider possible investment options for some of the library's 269 funds and the opportunity as well as gift giving to the Library.	
D. Events/Marketing/Fundraising Committee (Lawler, Michener – Chair) – No action at this time.	
E. Strategic Planning Committee (Lawler, Open- Chair) – No action at this time.	
F. Building/Landscape Committee (Open, Messerknecht – Chair)	
1. Trustee Messerknecht and Director Farkas met with Brian Coburn and Traffic Consultant reps to discuss the main entrance and the additional entrance consideration on Wednesday, December 9, 2015. The reps are planning to make an investigative visit in early January to observe traffic patterns at the Library. Based on observations and traffic data through Oakland County, a report will be compiled and shared with the Library and City.	
2. Trustee Verma and Trustee Messerknecht will attend an introductory meeting with Director Farkas and reps from the Energy Reduction Coalition on Tuesday, December 15 <sup>th</sup> to discuss lighting efficiencies for the Library.	
13. Public Comment	
14. Matters for Board Action	
A. N/A	
15. Executive Session – Library Director Mid-year review	
16. Adjourn	

**Supplemental Information:**

- Trustee’s Corner, Library Hotline Magazine – December 7, 2015..... 56
- Library Board Calendar ..... 57

**Future Events:**

- Historical Commission Regular Mtg. – Wednesday, December 23<sup>rd</sup> CANCELLED
- Friends of the Novi Library Regular Mtg. – Wednesday, January 13<sup>th</sup> at 7:00pm – Novi Library
- Library Board of Trustees Budget Planning Session - Saturday, January 16<sup>th</sup> (8am – 2pm) – Novi Library
- Library Board of Trustees Regular Mtg. – Wednesday, January 20<sup>th</sup> at 7:00pm – City of Novi, Council Chambers
- Novi Historical Commission Regular Mtg. – Wednesday, January 27<sup>th</sup> at 7:00pm – Novi Library
- Library Board of Trustees Budget Planning Session - Saturday, February 6<sup>th</sup> (8am – 2pm) – Novi Library
- 2016-2017 Library Board Budget Approval - Wednesday, February 17<sup>th</sup> at 7:00pm – City of Novi, Council Chambers



**Inform. Inspire. Include.**

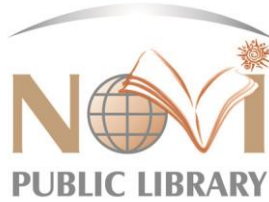
45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720

<http://www.novilibrary.org>

<b>Warrant 537</b>	<b>268 Accounts</b>	<b>December 2015</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account Total</b>
Global Office Solutions (11/30/15)		268-000.00-727.000	\$ 1,060.73
Karp-Opperer, Marjorie	Annual Report Mailing tabs	268-000.00-727.000	\$ 29.97
Staples (11/12/15)	Toner/Tape	268-000.00-727.000	\$ 231.67
Farkas, Julie	postage;annual report(npl/sf)	268-000.00-728.000	\$ 114.12
Evanced (9/24/15)	rm/events/SRP pgm	268-000.00-734.000	\$ 4,911.00
Telsystems (11/25/15)	scala player	268-000.00-734.000	\$ 280.00
VidCom Solutions, Inc. (11/1/15)	11/1/15-1/31/16cell/maint.	268-000.00-734.000	\$ 164.85
Allied Eagle Supply (11/6/15)		268-000.00-740.000	\$ 676.90
Global Office Solutions (11/30/15)		268-000.00-740.000	\$ 114.73
Sam's Club (11/5/15)		268-000.00-740.000	\$ 101.04
Showcases (10/26/15)	CD Case (100)	268-000.00-740.000	\$ 120.96
Specialty Store Services (11/10/15)	DVD Case	268-000.00-740.000	\$ 554.16
Staples		268-000.00-740.000	\$ 29.48
Amazon.com (11/3/15)		268-000.00-742.000	\$ 415.96
Barnes & Noble (10/13/15)	Parent-Parent 2015/16 (3 titles)	268-000.00-742.000	\$ 2,018.45
Brodart (11/25/15)		268-000.00-742.000	\$ 14,389.65
Center Point Large Print (11/1/15)		268-000.00-742.000	\$ 171.36
Gale/Cengage (11/23/15)		268-000.00-742.000	\$ 903.77
Springfield Township Library		268-000.00-742.100	\$ 27.00
Ebsco (11/4/15)	Valueline Invest Survey	268-000.00-743.000	\$ (69.99)
Smith, April (11/3/15)	FP/DN Dec15/Jan/Feb16	268-000.00-743.000	\$ 182.00
Midwest Tape (11/23/15)		268-000.00-744.000	\$ 4,322.17
OverDrive (11/12/15)		268-000.00-744.000	\$ 1,495.66
Midwest Tape (11/10/15)		268-000.00-745.200	\$4,406.06
Midwest Collaborative for Library Services (11/12/15)	Ebsco/Novelist 1/1-12/31/16	268-000.00-745.300	\$ 3,027.15
Bright House Networks Business Solutions (11/26/15)	Dec-15	268-000.00-801.925	\$ 30.24
Merchant Billing Statement	Nov-15	268-000.00-802.100	\$ 570.96
Butzel Long Attorneys and Counselors (11/10/15)	Services	268-000.00-806.000	\$ 175.50
American Business Women's Assoc.	J. Farkas Ann mem renewal	268-000.00-809.000	\$ 90.00
H&K Janitorial Service, Inc. (10/30/15)	October	268-000.00-817.000	\$ 3,900.00
AT&T (10/22/15)	9/23-10/22/15	268-000.00-851.000	\$ 156.83
TelNet Worldwide (11/15/15)		268-000.00-851.000	\$ 554.06
Verizon Wireless (10/28/15)	9/29-10/28/15	268-000.00-851.000	\$ 472.92
MaiKai Cleaners (11/1/15)	tablecloths	268-000.00-880.000	\$ 131.40
Muniweb (11/9/15)	October	268-000.00-880.000	\$ 552.50
YP (11/5/15)	November 2015; Advertisement	268-000.00-880.000	\$ 63.00

Alberga, Kathleen	Youth Pgm	268-000.00-880.268	\$ 16.06
Farkas, Julie	Light Up the Night 12/4/15	268-000.00-880.268	\$ 32.00
Gordon Food Service (11/3/15)	Yth Pgm; Snack Tales	268-000.00-880.268	\$ 89.62
Kroger (11/3/15)	Youth Pgm; Snack Tales	268-000.00-880.268	\$ 10.35
Oriental Trading (11/12/15)		268-000.00-880.268	\$ 70.16
Sam's Club (11/5/15)	Scrapbook; 11/7/15	268-000.00-880.268	\$ 49.74
Friends of Novi Public Library	Vintage Bk Sale; Comm Read Bks	268-000.00-880.271	\$ 125.02
City of Novi/Accuform	Sept-Dec 2015 pub	268-000.00-900.000	\$ 6,942.11
Friends of Novi Public Library	Engage portion Sep-Dec 2015	268-000.00-900.000	\$ (210.37)
Konica Minolta (11/1/15)	November	268-000.00-900.000	\$ 697.07
Consumers Energy	10/7-11/5/15	268-000.00-921.000	\$ 647.40
DTE Energy	October 23-November 19, 2015	268-000.00-922.000	\$ 7,650.34
Bembeneck, Bill	keys tool cabinet	268-000.00-934.000	\$ 15.00
Cintas (10/23/15)		268-000.00-934.000	\$ 722.67
Dalton Commercial Cleaning Corp(10/28/15)	mthly carpet;stair wall panels	268-000.00-934.000	\$ 1,100.00
Home Depot (11/27/15)		268-000.00-934.000	\$ 109.35
Schindler Elevator Corp. (11/10/15)	cir bd/mtr str	268-000.00-934.000	\$ 1,157.53
Voss Lighting (11/2/15)		268-000.00-934.000	\$ 56.50
Home Depot (11/5/15)		268-000.00-935.000	\$ 2.06
B&B Landscaping (10/31/15)	9/2-10/28/15	268-000.00-941.000	\$ 1,480.00
Brien's Services, Inc. (11/20/15)	2of3 snow contract	268-000.00-941.000	\$ 1,472.50
C&J Parking Lot Sweeping, Inc. (10/26/15)	21-Oct-15	268-000.00-941.000	\$ 55.00
Trugreen Commercial (11/04/15)	ice melt pallets	268-000.00-941.000	\$ 729.60
Konica Minolta Premier Finance (11/25/15)		268-000.00-942.000	\$ 999.00
Corrigan Record Storage (11/1/15)	November	268-000.00-942.100	\$ 20.02
City of Novi	Comp Train; Storch/Prottengeier	268-000.00-956.000	\$ 148.00
Farkas, Julie	MLA conf; parking(2); Misc	268-000.00-956.000	\$ 28.00
Monroe County Community College	MIOSHA; Bembeneck	268-000.00-956.000	\$ 240.00
Robinson, Mary	TLN eCont User Gp Mtg;11/5/15	268-000.00-956.000	\$ 21.04
Salvatore, Christina	workshop mileage	268-000.00-956.000	\$ 160.54
Zurmuehlen, Maryann	SASUG/Skillpath/TLN; mile;10- 11/15	268-000.00-956.000	\$ 54.05
Petty Cash (Conference & Workshops)	MLA conference parking/lunch	268-000.00-956.000	\$ 36.00
<b>TOTAL</b>			<b>\$71,102.62</b>

<b>Warrant 537</b>	<b>269 Accounts</b>	<b>December 2015</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Library Design Associates, Inc. (10/22/15)	15-232-02; bench (6) reuphol	269-000.00-742.231	\$ 4,099.46
The Baronette Renaissance	Comm Read speaker food	269-000.00-742.232	\$ 44.10
Cantoro's Market	Gala 10/23/15; bal due	269-000.00-742.232	\$ 710.00
Moe's on Ten	Comm Read speaker lunch	269-000.00-742.232	\$ 26.51
Steve & Rocky's	Comm Read committee dinner	269-000.00-742.232	\$ 267.64
Moe's on Ten	Comm Read Author lunch	269-000.00-742.234	\$ 20.95
Paradise Park	deposit; retirement party 12/13/15	269-000.00-742.234	\$ 524.00
<b>TOTAL</b>			<b>\$5,692.66</b>



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
November 18, 2015**

**DRAFT**

**1. Call to Order and Roll Call**

**Library Board**

Mark Sturing, President  
John Lesko, Vice President  
Craig Messerknecht, Treasurer  
Ramesh Verma, Secretary  
William Lawler, Board Member  
Tara Michener, Board Member

**Student Representatives**

Ruchira Ankireddygari (departed at 7:12 p.m.)  
Cindy Huang (departed at 7:12 p.m.)

**Library Staff**

Julie Farkas, Director  
Mary Ellen Mulcrone, Assistant Director, Building Operations  
Julie Prottengeier, Office Assistant

**Guest(s)**

Margi Karp-Opperer, Assistant Director, Novi Public Library  
Amanda Jacobs, MSU Tollgate  
Kay Pratt, Quilter  
Sue Johnson, President, Friends of the Novi Library

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 Mark Sturing, President at 7 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

Trustee Sturing made a motion to move into an Executive Session prior to adjournment.

1<sup>st</sup> – Craig Messerknecht

2<sup>nd</sup> – John Lesko

The motion was approved unanimously.

**4. Consent Agenda**

**A. Approval of Claims and Warrants L536**

A motion was made to approve the Claims and Warrants L536 as presented.

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – John Lesko

The motion was passed unanimously.

**B. Approval of Regular Meeting Minutes – October 21, 2015**

A motion was made to approve the Regular Meeting Minutes of October 21, 2015 as presented.

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – John Lesko

The motion was passed unanimously.

**5. Correspondence**

**A. Thank you letter from Ellen Kohler regarding the 2015 Pumpkin Fest**

Novi Library partnered with MSU Tollgate Education Center and Farm for their annual Pumpkin Fest in October. The Library offered face painting and story times for the children that attended this event.

**B. Thank you letter from Maryann Cornelius regarding the Election**

Ms. Cornelius thanked the Library for allowing the building to be used as a voting precinct.

**6. Presentation/Special Guests**

**A. Gift of a Library Quilt**

In 2014 the Novi Library, in collaboration with the Friends of the Library, joined with MSU Tollgate to create a quilt project. The title of the project was "Growing Together". Ms. Karp-Opperer explained the Library hoped this project would be an opportunity to outreach in the community and work with MSU Tollgate. Quilt squares were given to the members of the community to paint and decorate. The squares were then given to Kay Pratt to design and sew a quilt. The quilt will be hung in the Library as a piece of art for all the community to enjoy.

**7. Public Comment**

There was no public comment.

**8. Student Representatives Report**

The Student Representative Report can be found on pages 17-18 in the November 18, 2015 Library Board packet.

The Student Representative Report highlighted the following events:

- October 16 – Teen Advisory Board held their second meeting.
- October 21 – Teens decorated pumpkins and enjoyed cider and donuts at the Pumpkin Decorating contest.
- October 24 – DIY Zombie Makeup event.



November Programs:

- November 4-6 – Great Books 2 Great Movies
- November 13 – Art Institute of Novi visited the Library
- November 13 – Teen Advisory Board Meeting

The Teen Space reported 809 attendees in the month of October.

## **9. President's Report**

### **A. Goals Update – October 2015**

The Novi Public Library 2015-2016 Goals for October, 2015 can be found on pages 19-28 of the November 18, 2015 Library Board packet. Ms. Farkas shared the following information:

- Ms. Farkas explained that the Library is coordinating with the City on an RFP for security video cameras which was budgeted for in this fiscal year.
- Ms. Farkas referenced additional grants that the Library has applied for in hopes of expanding the Library's 3-D systems. She also informed the Board that the 3-D printer that librarian Erin Durett was awarded has arrived and will be up and running in early 2016.
- Ms. Farkas thanked the Board members for their participation at the Friend's Gala on October 23, 2015 and the MLA reception on October 29, 2015. Trustees Lawler, Lesko, Michener and Verma were able to attend the Gala and the unveiling of the JFK exhibit. For the MLA reception Ms. Farkas was appreciative to all the Library Board Trustees for attending.
- October is National Anti-Bullying month and teen librarian Lindsay Fricke worked with the City of Novi to obtain free t-shirts that read "Stomp-out Bullying". At the Library teen events, students were allowed to sign a pledge saying they would not bully other kids.
- Ms. Farkas was pleased to report that the online survey has been a tremendous success. She reported there have been over one hundred responses. Ms. Farkas hopes to have the results for the Library Board at the December, 2015 Library Board Meeting.
- The On the Road event on October 9, 2015 raised \$1,774.84 in fundraising dollars. The scrapbooking event hosted at the Library on November 7, 2015 brought in \$870 of fundraising dollars. More scrapbook events are being scheduled for 2016.

### **B. Welcome Desk**

The Welcome Desk schedule through February 22, 2016 can be found on page one of the November 18, 2015 Library Board packet.

## **10. Treasurer's Report**

### **A. Library Budget Fund 268 – 2015-2016**

The Library Budget Fund 268 2015-2016 can be found on pages 29-31 of the November 18, 2015 Library Board packet.

- The Library Budget for Fund 268 remains unchanged. Budget projections for revenue are \$2,673,000.00 and projections for expenditures are \$3,087,000.00.

**B. Library Fund 268 Expenditure & Revenue Report (October 31, 2015)**

Library Fund 268 Expenditure and Revenue Report can be found on pages 32-35 of the November 18, 2015 Library Board packet.

**Revenue:**

- Revenue increased by almost \$20,000.00 for the month of October. Through October, 2015 the total revenue received is \$2,673,000.00. The Library has reached the annual budgeted amount for revenue.

**Expenditures:**

- Expenditures increased \$296,000.00 through the month of October. Through the first four months, the Library's expenditures are \$931,000.00 which is about 30% of what is in our budget. Since we are already about through one third through the fiscal year, the Library is tracking as planned.
- Salaries were higher in October due to October being a three pay period month. This accounts for much of the increase in October's expenditures
- TLN Central Services is an annual expenditure which was paid in October. It will not be paid again until the next fiscal year.
- TLN Automation Services totaled just under \$12,000.00 for October, 2015. This charge is billed quarterly.
- Vehicle maintenance went up to \$2,300.00. The Library had to spend money moving the lift from the Library van to the City owned van that the Library will now be using. The proceeds from the sale of the Library van will offset that expense.
- Grounds maintenance was high for October, 2015. The expense of renovating the rain garden contributed to this.
- After four months, the year to date net of revenues and expenditures for fund 268 total \$1,742,000.00.

**C. Contributed Fund Budget 269**

The approved 2015-16 fiscal year Library Contributed Fund 269 budget is located on pages 36-38 of the November 18, 2015 Library Board packet.

- The budget for fund 269 has projected revenue of \$41,700.00 and projected expenditures of \$39,600.00. The net revenues and expenditures is \$2,100.00.

**D. Contributed Fund 269 Expenditure & Revenue Report (October 31, 2015)**

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 39 of the November 18, 2015 Library Board packet.

- Through the month of October 2015, the total revenue for fund 269 is \$31,494.00 and total expenditures are \$12,256.00 which leaves the net revenues and expenditures at about \$19,200.00.
- Trustee Messerknecht explained that the budget amounts for revenue and expenditures on the City report are different from the numbers on the Library report. Ms. Farkas is working the City of Novi to resolve this issue.

**E. Balance Sheets**

The Library Balance Sheets for period ending October 31, 2015 Fund 268 and Contributed Fund 269 can be found on pages 40-41 of the November 18, 2015 Library Board packet.

- **Fund 268:** the beginning balance of fund 268 is \$1,719,423.00. The net of revenue and expenditures is \$1,742,594.00. This leaves an ending fund balance of \$3,462,017.00. For the 2014/2015 fiscal year, the total revenue was \$2,670,000.00 and expenditures totaled \$2,796,000.00. Expenditures exceeded revenue by \$126,000.00 which was significantly less than what was budgeted for.
- **Fund 269:** The fund began with a balance of \$1,629,000.00 and the net revenues and expenditures were \$19,200.00 leaving an ending fund balance of about \$1,648,000.00.

## **11. Director's Report**

The Director's Report can be found on pages 42-51 of the November 18, 2015 Library Board packet. Highlights include:

- Trustee Sturing and Ms. Farkas met with the City of Novi Ambassador Program participants on November 5, 2015. On page 43 of the November 18, 2015 Library Board packet, Ms. Farkas provided the handout used for the hour long presentation. A small tour was also given. Ms. Farkas received emails from two Ambassador's thanking her for the informative presentation and tour.
- The Novi Library Annual Report is on pages 45-48. Ms. Farkas is scheduled to speak at the City Council meeting in December and will be sharing the Annual Report, Strategic Planning information, and the information about the Ambassador program.
- On pages 49-51 of the November 18, 2015 Library Board packet are notes written by trustees and staff members that attended the MLA conference in October sharing their experiences at the conference.
- Friday December 4, 2015 is Light up the Night at Novi Library.
- Trustee Messerknecht asked about the absence of the 2016 Holidays and closures on the website. He requested Ms. Farkas add them to the website.

### **A. Public Services Report**

The Public Services Report can be found on pages 52-54 of the November 18, 2015 Library Board packet.

### **B. Building Operations Report**

The Building Operations Report can be found on pages 55-59 of the November 18, 2015 Library Board packet.

- In regards to the DTE report it was determined that replacing the lights with LED's would be a way to save money. Although expensive, there is a possibility of working with a non-profit corporation that would help replace the light bulbs at a low cost. Facilities staff is working on this project.
- Ms. Farkas recommended that the Building and Grounds Committee meet to discuss this project.

- Trustee Lawler requested that someone calculate the amount of savings compared to the amount of investing in the bulbs.

**C. Library Usage Statistics**

The Library Usage Statistics can be found on pages 72-81 of the November 18, 2015 Library Board packet.

**D. Friends of the Novi Library**

There was no report provided by the Friends of the Novi Library.

**E. Novi Historical Commission-September 23, 2015 minutes**

The Novi Historical Commission report is on pages 84-86 of the November 18, 2015 Library Board packet.

**12. Committee Reports**

**A. Policy Committee (Lesko, Michener- Chair)**

There was no report provided for the Policy Committee.

**B. HR Committee (Michener, Verma – Chair)**

- The Library committee has held four meetings to review HR policies. The review is still not complete.

**C. Finance Committee (Sturing, Lesko, Messerknecht – Chair)**

There was no report provided for the Finance Committee.

**D. Events/Marketing/Fundraising Committee (Lawler, Michener – Chair)**

There was no report provided for the Events/Marketing/Fundraising Committee.

**E. Strategic Planning Committee (Lawler- Chair)**

There was no report provided for the Strategic Planning Committee.

**F. Building/Landscape Committee (Messerknecht-Chair)**

There was no report provided for the Building/Landscape Committee.

**13. Public Comment**

There was no public comment.

**14. Matters for Board Discussion**

- A. **Marketing Plan 2<sup>nd</sup> Draft-** The second draft can be found on pages 60-69 of the November 18, 2015 Library Board packet.

A motion was made to approve the second draft of the new Marketing Plan.

1<sup>st</sup>—Tara Michener

2<sup>nd</sup>—John Lesko

The motion passed unanimously.

- B. **Policy B7: Drive-up Window Service Policy**—Can be found on page 71 of the November 18, 2015 Library Board packet.

- Trustee Sturing requested that the verbiage read “Absent and accommodation disability, any patron requiring more staff interaction will be asked to pull into a parking space and come into the building.”

A motion was made to approve the revised Policy B7 Drive-up Window Service Policy.

1<sup>st</sup>—Ramesh Verma  
2<sup>nd</sup>—John Lesko

The motion passed unanimously.

C. **Memorandum of Understanding**—can be found on pages 82-83 of the Library Board packet.

A motion was made to adopt the Memorandum as revised in the second paragraph and the last paragraph.

1<sup>st</sup>—Bill Lawler  
2<sup>nd</sup>—Tara Michener

The motion passed unanimously.

D. **Executive Session for Director's Goals 2015/2016**

Trustee Sturing made a motion to move into Executive Session and the motion passed unanimously.

#### 15. **Executive Session**

Executive Session began at 8:15 with a discussion pertaining to the Library Director's goals for 2015-2016 based on changes in staffing as of December 31, 2015.

A. **Library Director Goals 2015-2016:**

- Assess the current library staffing levels based on changes with the Administrative team.
- Evaluate programming and outreach needs based on changes with the Administrative team.
- The Board expects the Library Director to spend more time familiarizing herself with the internal works of the physical library building (building functions, daily building operations, managing facilities operations).

#### 16. **Adjournment**

A motion was made adjourn the meeting at 8:40 p.m.

1<sup>st</sup>—Tara Michener  
2<sup>nd</sup>—Ramesh Verma

The motion passed unanimously.

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Ramesh Verma, Secretary

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Date

# **Student Representative Report**

By: Cindy Huang and Ruchira Ankireddygari

## **Programs:**

The Great Books 2 Great Movies movie extravaganza program was from November 4-6. Teens watched the film interpretations of Paper Towns, Divergent, and The Perks of Being a Wallflower.

The Art Institute of Novi came to the Novi Library on November 13. Students had the opportunity to meet with faculty members and learn more about the school.

On November 21, teens met to watch Mockingjay Part I at the Catch Up On Hunger Games program.

The Teen Space had a total of 720 attendees in November.

## **Teen Advisory Board Update:**

TAB dedicated their November meeting to completing their fall service project. Members used their creativity to make cards that will be delivered to patients at Providence Hospital. The hospital has graciously offered a tour of the building for members that attend to deliver the cards.

## **Upcoming Programs:**

Teen Advisory Board meeting - December 11

Mason Jar Cooking Time - December 11

Gingerbread Decorating Day - December 22

## NOVI PUBLIC LIBRARY – 2015/2016 GOALS

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

### Goal #1:

**Staff will continue to provide excellent customer service in all facets of the Library's operations and community involvement; Administration will provide ongoing training and development opportunities for the staff.**

<b>Strategy:</b>			
<b>Provide appropriate staffing for best customer service.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Provide opportunities for staff training	AD	Annual in-service day planned for 8/21/15; 50 staff participated in department meetings, active shooter drill, and customer service presentation on 8/21; IS staff attended TLN Tech Forum, Blackbelt Librarian Seminar, MLA Annual conference; IS staff presented at Ignite session at MLA Annual conference about Shark Bowl win; <b>Bill Bembeneck completed MIOSHA General Industry 10-Hour + training</b>	Ongoing; 8/15; 10/15; <b>11/15</b>

### Goal #2:

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

<b>Strategy:</b>			
<b>Partner with City of Novi and Novi School District.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Engage IT departments in quarterly meetings to review opportunities for resource sharing, technology best practices and education	IT	Currently partnering with Schools on two projects: TumbleBooks trial and screening of Most Likely to Succeed documentary; coordinating with City on RFP for security video cameras	Annually; 11/15
Investigate with City of Novi to be a "go to" for additional City services; offer/advertise City services if applicable	AD		Annually
Maintain open communication between Library and City Facilities departments through regular meetings	F	Quarterly meetings scheduled and occurring	Ongoing
Participate in employee opportunities offered by City	AD	Staff attend various events, such as wellness, quarterly recognition, etc.	Ongoing
Investigate with City an all in one calendar for Library, City, and School info/dates/events	AD		2015/16
<b>Strategy:</b>			
<b>Investigate and implement changes that save money.</b>			
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Look for cost-cutting measures in everyday processes	SS; IT; F; IS; AD	Advising staff to primarily use copiers for printers; installed energy/cost saving LED lamps in display case; replaced adult computer area printer with	Ongoing; 8/15; 9/15; 11/15

		faster, more cost effective model; re-purposing and utilizing extra supplies recently uncovered	
Work with managers for budget planning	AD	Dept. budget meetings scheduled for December; <b>1<sup>st</sup> drafts developed; dept. meetings held</b>	1/16; 9/15; <b>12/15</b>
Develop budget for next FY and future projections	AD; Board		3/16

<b>Strategy:</b>		<b>Seek funding through grants.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
ALA/YALSA Shark Bowl	IS	ALA announced winners (including NPL's Erin Durrett) & prizes: a monetary reward worth \$2,000 each, along with various donated technology prizes; <b>3D Systems Cube 3<sup>rd</sup> Generation arrived; have started printing examples; examining future needs in relation to patron and program usage; 3D printer policy, FAQ sheet and resource guide being developed</b>	8/15; <b>11/15</b>
Community Financial Summer of Sharing grant contest	IS	Applied in July, at end of August learned we will receive \$1,000 for startup of a teen book club; grant funding would cover the purchase of paperback books as well as author visits at the Library	8/15
Metro Detroit Book and Author Grants	IS	Applied for the Dick Johnston Award grant that would allow the Library to establish a new tween collection; winner will be announced in October	9/15
Curiosity Creates ALSC (Association for Library Service to Children) Grant through ALA	IS	Submitted this grant; if funded would provide \$7500.00 toward youth programs and collections. It discussed infusing existing programs, such as Lego Club with more STEAM elements, as well as, creating new STEAM-based programs	9/15
3D Systems in collaboration with YALSA Maker Lab Club 2015	IS	Submitted application for Maker Lab Club 2015 that would give NPL two free 3D Cube printers; they can decide to give 2, 1, or none at all	10/15

<b>Goal #3:</b>			
<b>Continue a high level of awareness for Library Board member representation, ambassadors and engagement in Novi and the greater library community.</b>			
<b>Strategy:</b>		<b>Library Board Trustees participate in City events.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Annual City Evening of Appreciation	AD; Board		12/15



City Council Early Budget Input Session	AD; Board		1/16
State of the City Address	AD; Board		2/16
Spring into Novi	AD; Board		5/16
City Council meetings	AD; Board	Library Director & Board present annual report	12/21/2015
<b>Strategy:</b>	<b>Library Board Trustees participate in NPL events.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Welcome Desk Ambassadors	Board	Trustees take weekly shifts at Welcome Desk	Ongoing
Staff appreciation	Board	Trustees Michener and Verma represented Board in providing appreciation luncheon for staff on 9/1	9/15
Annual Friends Gala	Board	Trustees Lawler, Lesko, Michener, and Verma attended on 10/23	10/15
<b>Strategy:</b>	<b>Library Board Trustees participate in greater library community.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Michigan Library Association	AD; Board	Annual Conference to be held in Novi, October 2015; planning for reception to be at NPL 10/29; all Trustees attended Hats off to Learning reception	10/15
<b>Strategy:</b>	<b>Library staff participate in community events.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Maintain ties with government officials	AD		Ongoing
Novi Youth Assistance	AD	Library Director serves on Board; Staff attended Novi Youth Assistance Luncheon; met with new Youth Assistance Caseworker Lisa Shields; Director & Assistant Director attended annual breakfast on 11/6; Library Director attended Oakland County YA annual event 12/4	Ongoing; 7/15; 8/15; 11/15
Represent NPL in various outlets	AD		Ongoing
Novi Rotary	AD	Library Director serves on Board as Programming Chair, Membership Committee; Library presentation 9/15	Ongoing
ABWA – American Business Women’s Assoc.	AD	Library Director member	Ongoing
Michigan State Fair committee	AD	Library Director committee member – attended kickoff meeting for 2016 – 11/15	

**Goal #4:**

Provide quality services, collections, programs and technology with an emphasis on the diverse and aging population.			
Strategy:		Engage the Older Adult community in Library programs and services.	
Tactic	Owner	Status	Due Date
Publicize and engage the Older Adult community with info about Oakland County service for visually impaired	IS; SS	Made flyers promoting OTBS (Oakland Talking Book Service) and placed them near the OTBS applications on 2nd floor and near NEW Adult audiobooks on 1st floor; stapled applications to flyers so patrons will have application in hand with the information; added information to Winter Engage promoting this service	Annually; 8/15; 9/15; 10/15; 11/15
Expand info in Meadowbrook Commons through newsletter, dining hall, flyers, door to door, kiosks, etc.	AD; IS	MAC LCDs and kiosks updated for August; September; October; November	Annually; 8/15; 9/15; 10/15; 11/15
Promote Library programs at Older Adult programs	IS	Marketing box always used at programs, services, and activities	Annually; 9/15
Survey Meadowbrook Commons residents	AD		Annually
Engage local Older Adult talent for displays, arts, crafts, collections, etc.; reach out quarterly	IS; AD		Annually
Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services, resources and technology (providing no fee transportation to Library)	IS; AD	Attended meeting on 8/19 where the Advisory Board worked on 5-year strategic plan; met with new Older Adult Services programmer to discuss ways we can partner; set up SWOCC taping for early November with MAC resident and OAS Manager to promote MAC book discussion	Annually; 8/15; 10/15
Investigate expanding Library services and outreach 10% over 3 years, knowing that Older Adult population will increase	IS; SS	Began investigating a Lending Library feature for northern boundary	2015/16; 8/15
Implement programs for Older Adults using videoconferencing (3/year with 50+ attendance), bringing in experts, celebrities, authors, programs from libraries in other countries	IS; IT	Held the Author's LIVE Luncheon at Fox Run	2015/16; 10/15
Fox Run Annual Author Event	AD	Library Director meets monthly with Y.O.U. group for planning purposes	2015/2016
Strategy:		Increase/implement programming opportunities for each patron group.	
Tactic	Owner	Status	Due Date
Host worldwide celebrations, festivals, events, etc.	IS; AD	Hosted International Story time Fair featuring presentations from 6 different countries about their cultures; presenters want to make this a yearly event	Annually; 8/15
Host music/dance and other types of programs by different cultural groups	IS	Hosted Indian cooking program; hosted program on how to make Challah bread by Novi Center for Jewish Life	Annually; 10/15
Implement 15 programs per year for each group (youth, tween, teen, adult, Older Adult) averaging 50 attendees at each	IS; IT	Summer Superhero movie (83), story time for 2s and 3s (50/59/54/62), Superhero Gear Making (96/71), Kiddie crafts (53), Tot Time (58/64/53), Exotic Zoo	Annually; 7/15; 8/15; 9/15; 10/15; 11/15

		(200), Edible Architecture (65), Creatures of the Night (49), Musical movement (75), Baby time (62), Cupcake Warz (85), Earth Angels music (90), Rainbow Loom (61/67), International Story Time Fair (120), Monday Movie Matinee (62); Two of Us story time (54), Just Like a Pirate (60), Tot Time story time (58), Tot Time story time (62); Listen @ the Library (100), Halloween Tales (250), Pumpkinfest MSU Tollgate (2000), Costume Dance Party (127), Plate Days (180), Spaghetti in a Hot Dog Bun Musical (64), Star Wars (64), Michigan Opera Theater (51), On the Road (51); <b>Tot Time (53), Parkview Elementary classroom visit (54), Train Station Preschool visit (60)</b>	
Annual Community Read Event w/4 neighboring libraries	AD	<b>6<sup>th</sup> Annual Event – Susan Vreeland (955 readers, 172 at author event, 150 students at HS event, 11 at Sunrise of W. Bloomfield)</b>	11/17, 11/18/2015
Increase use of the Youth Activity Room with more crafts, hands-on events, etc.	IS	Opened room for Playgroup sessions over the summer months; held Pokemon programs; hosted programs in multiple rooms including YAR for Star Wars and Halloween Tales; <b>held part of International Games Day in YAR</b>	Annually; 7/15; 8/15; 10/15; <b>11/15</b>
Increase teen program attendance by 10% in a 3 year period	IS	Attended Summer Teen Online Conference that discussed ideas for implementing new programs at the library and upcoming teen titles and won a 3-book giveaway of teen books with lesson plans; held 2 teen programs during after school time resulting in increased attendance; updated the Teen Tab on website with new information about Teen Advisory Board; partnered with Library Café to offer free coupons for a small beverage to be used as incentives in Teen Stop; <b>held six tween &amp; teen programs during after-school time (3:00-5:00) and have seen increased attendance</b>	Annually; 8/15; 9/15; <b>11/15</b>
Improve use of NPL Teen Stop room (new marketing, displays, contests)	IS	Added information kiosk in Teen Stop as a new way to help promote and market teen information, including upcoming teen programs, TAB information, and other fun teen news; researched display units for NEW YA Fiction; shifting YA books for better use of shelving space within the room and making browsing of collections easier; updated information kiosk in Teen Stop room with upcoming teen programs, TAB information, and other fun teen news; investigating	2015/16; 8/15; 9/15; 10/15; <b>11/15</b>

		ways to market only Teen programs on the screen in Teen Stop; pulled all Printz winners and put in a separate display similar to Newbery in Youth area; hosted a Banned Books display; October Teen Stop feature display was Horror, Mysteries, and Thrillers; Club Z (tutoring company) comes in one hour on a Monday in Teen Stop to offer free homework help; offered a contest during Teen Read Week allowing teens to stop in the Teen Stop and vote for one of 10 YALSA best fiction books; displayed all of the pledges that local teens made to Stomp Out Bullying for National Bullying Prevention month; <b>young adult fiction subject guide binder added for patron convenience</b>	
Investigate programming based on patron suggestions, including the GEEK the Library campaign	IS; AD; IT		Annually
Implement a Patio program series of five programs, May-October, weather permitting	IS	Earth Angels program scheduled for August 25	Annually; 8/15
Increase reference services by 10% in a 3 year period (marketing what Info Services is, roaming, ref/computer assistance, reader's advisory)	IS	IS staff now offer Computer Tutor One on One programs five days a week; added a display of computer help sheets for several MS Office products; doing another reference survey in November	2015/16; 9/15; 10/15; 11/15
Host events to recognize community members and talents	AD		2015/16
Utilize community business expertise to offer informational and educational programming; increase business relations and usage by 10% each year over 3 years	IS; AD	Partnered with local business owner of the Rainbow Loom products for two programs and use of the 2nd floor display case in August; partnered with Tony Sacco's pizza of Novi to provide pizza for Teen Space students one day and for the October display case; partnered with Bright Loritos for a Spanish story time; partnered with Michigan Ear Institute and City of Novi Older Adult Services for program on ear infections; partnered with MSU Tollgate for Pumpkinfest that included educational elements about farming and agriculture; Novi Kroger provided all of the pumpkins for pumpkin decorating contest; partnered with Novi Center for Jewish Life for Challah Bread program; partnered with the Michigan Organ Donor Registry to provide a table with information; partnered with the local chapter of the Daughters of the American Revolution for a table of information on Constitution week; <b>planning Job-Seekers program</b>	2015/16; 8/15; 9/15; 10/15; <b>11/15</b>

		with Michigan Works for January; holding more story times in different languages hosted by Bright Loritos	
<b>Strategy:</b>	<b>Provide up to date technology and resources.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Survey patrons to solicit technology needs for hardware, software, programming and training	IS; IT		Annually
Expand technology learning initiatives for Older Adults: computer classes, troubleshooting, "geek squad" with teen volunteers	IT; IS		2015/16
<b>Strategy:</b>	<b>Partner with the Novi School District.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Introduce Social Justice to the community; create a core collection; participate in learning sessions; provide space for forums/events	AD; IS		Annually
Increase activities with Novi and other area school districts	IS; AD	Meeting with school media specialists and principals from Novi Schools and Catholic Central for annual thank you breakfast; provided a tour to two 5 <sup>th</sup> grade classes from Novi Meadows; will be working with teachers from Novi Meadows to create a Tween fiction collection; offered an information program on Asperger's that Novi teachers attended; hosted thank you breakfast for local media specialists and principals, included presentations by local partners MSU Tollgate and Barnes & Noble; working with Novi Meadows Media Specialist to choose Battle of the Books titles for upcoming 2016 program; attended Walk to School Day program at Novi Woods Elementary; continuing to host Coffee with the Superintendent program and Parent to Parent book discussions; Novi Middle School Robotics team did their outreach program at our Lego Club inviting young students to view a presentation and their robot and ask questions; presented 2015 Summer Reading statistics and info about upcoming 2016 program; visited two 3rd grade classrooms at Parkview Elementary for stories and information about NPL; met with High School Media Specialist to discuss ways of partnering, summer reading statistics, teen book clubs, and ways of organizing young adult literature; currently involved in Tumblebook School/Library Partnership Pilot Program with Novi	Annually; 9/15; 10/15; 11/15

		Schools, allowing libraries to partner with local schools and grant them unlimited access to their TumbleBook Library collections	
Implement an advisory group for middle school age students to gain program, resource, service ideas; meet with this age group quarterly at Middle School	IS		2015/16
<b>Strategy:</b>	<b>Maintain current collections and services.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate and add new collections/pathfinders based on interests and needs of patrons	IS; SS	Started a blog called Baby Time and Tot Time Story Time Fun on the website (under the Youth tab) for parents to continue teaching the skills they learn in Baby Time and Tot Time; bibliography created on youth series books for beginning readers; created a "2015 Best Fiction for Teens" brochure with YALSA recommended titles that is kept in the Teen Stop information kiosk; investigating a way to either start a tween collection or label books as tween; pathfinder for Math resources created and placed in the adult 500s area; YA booklist titles have been created for the following genres: Alex award; Printz award; action, adventure, survival; coming-of-age; fantasy, dystopian; historical; horror, mystery, thriller; LGBTQ; novels in verse; realistic; science fiction; sports; and popular series; pathfinder for science resources created and placed in the adult 500s area; created a bookmark on the top 10 frequently challenged books; made program proposal form available for patrons who are interested in presenting a program at NPL; three new youth DVD bibliographies: concepts, Halloween, and Christmas; creating and processing new collections; 1 <sup>st</sup> – 4 <sup>th</sup> grade reading lists updated, now including Accelerated Reader and Lexile levels for quick reference; Young Adult fiction subject guide binders updated	Annually; 8/15; 9/15; 10/15; 11/15
Implement reference survey	IS	Will be updated and implemented in November; in lobby and online; survey completed, results to be summarized	Annually; 11/15
<b>Strategy:</b>	<b>Consider adding new collections and services.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate adding new and more interactive play components for youth	IS	New play components have arrived and will soon be added to puppet bins area in easy reader section;	Annually; 9/15; 11/15

		new play components added to the side of the race car being enjoyed by patrons	
Investigate/implement a homework resource center (collections, resources, tutoring opportunities)	IS	Math homework pathfinder added to Homework Resource Center on website	2015/16; 9/15
Start a cultural book club (different languages or reading about different cultures)	IS		2015/16
Investigate establishment of a local arts council in Novi with various partners from the community	IS; AD		2015/16

<b>Goal #5:</b>			
<b>Promote the Library in Novi's residential and business communities; promote library services to non-library users balancing existing resources whenever possible.</b>			
<b>Strategy:</b>		<b>Increase awareness of services, collections, programs and technology.</b>	
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs: Facebook, Twitter, videos, podcasts	IS; AD; IT	Updated Teen Stop Facebook page with current info, new posts, pictures, info about upcoming programs; looking into giveaways and contests to do through the Facebook page during the school year to attract a larger audience to NPL's pages; adding a Goodreads account for patrons to follow what we are reading in our various book discussions and to promote our book discussions	Annually; 9/15; 10/15
Create one video/podcast per year for website about Library services	AD; IS		Annually
Promote and highlight the Local History collection/space and its relevance to the community; offer an open house; increase web and physical presence	IS	Evening open office hours added; document donation day held in October; transferring old oral histories produced by SWOCC from VHS to DVD to be made available on our website; organizing, scanning, and uploading historical photos to the Local History Room computer	Annually; 9/15; 10/15
Increase publicity of meeting rooms and patio	AD	Meeting room rentals have been overwhelmingly successful so no additional publicity needed	Annually
Reach out to homeowners groups by letter to president, get in newsletters, offer tours/talks, inviting groups to have their meetings at the Library, providing free room rental if they allow a 10-15 minute Library presentation	AD	Homeowner's presentation to Churchill Crossing	Annually
Work with homeowners groups to highlight a subdivision in e-newsletter, display of kids' art from sub, contest for most card holders in sub	AD		Annually

Increase number of library card holders in each Novi subdivision by 10% over five years; use geomapping data	AD; SS		Annually
City of Novi Ambassador program	AD	Library Director and Board President provided a 1 hour overview of library operations/tour	11/5/15
Consider annual mailing of "The Novi Library and YOU" to homeowners/businesses; 4-page brochure about NPL	AD		Annually
Provide regular (weekly/monthly) columns in Novi News and Patch.com	AD		Annually
Host business related clubs (Chamber, Rotary, BRC) to improve visibility in the community	AD; IS		2015/16
Increase publicity for services related to: Skype, videoconferencing by 10% over 3 years	IS; IT		2015/16
Increase amount of remote programming by 10% over 3 years, offering at least 3 remote programs annually	IS	Authors LIVE Luncheon at Fox Run planned for October 7; hosted Summer Reading Finale parties at Paradise Park; provided story time and craft at Paradise Park 10-year anniversary party; partnered with MSU Tollgate for Pumpkinfest	2015/16; 8/15; 10/15
Develop a community resource page on website	IS; AD		2015/16
Consider a book club page on website: where community clubs are, book/movie reviews by community members, great reads	IS; AD		2015/16

### Goal #6

Utilize efficient and increased fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.

<b>Strategy:</b>	<b>Review past fundraising and plan future fundraising.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Continue "On the Road" series	AD; IS	Next trip scheduled for October 9 to visit Toledo; 48 attended, raised \$1,774.84	10/15
Scrapbook for a Cause	AD	Scheduled for November 7; 29 participants, raising \$870; next event scheduled for February 13	11/15

### Goal #7:

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

<b>Strategy:</b>	<b>Maintain best practices and policies.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>



Investigate Library employment opportunities for ages 14 and up (summer/seasonal/weekends/subs)	AD		2015/16
Review Library policies regularly, updating and adding as needed	AD; Board	Policies currently under review by staff committee to make recommendations to Board	Ongoing; 8/15
Strategic Planning process	AD	Public invited to Strategic Planning Update sessions in August & September; about 25 people attended on 8/26 for updates and providing feedback; about 30 attended session on 9/23	8/15; 10/15
Review QSAC measures for certification	AD	In process; all certification levels have been reviewed and updated, with areas for further attention noted	12/15
State Aid process	AD		1/16
<b>Strategy:</b>	<b>Provide convenient access to collections, programs and services.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Improve Library entrance/exit at Ten Mile	AD; Board	Working with City on project to widen NPL driveway to include right and left turn lanes; continuing to look at other options before proceeding; meeting with B/G committee, city and traffic consultants on 12/9	6/16; 10/15
<b>Strategy:</b>	<b>Maintain communication with Read a Latte Café.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate with owner to offer lower prices and different cultural food options	AD		Annually
Meet with owner as needed regarding patron comments, suggestions, etc.	AD		Ongoing
<b>Strategy:</b>	<b>Consider premium services.</b>		
<b>Tactic</b>	<b>Owner</b>	<b>Status</b>	<b>Due Date</b>
Investigate offering a fee-based premium library card with added services, such as notification of new releases, extended renewals, limited amnesty on fines, discounts at Café and Book Nook	SS; AD		2015/16

2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
<b>Revenues</b>						
Account	Description					
403.000	Property Tax Revenue	2,309,000.00	2,368,947.00	2,449,491.00	2,532,774.00	2,618,888.00
403.001	Tax Revenue - Current Levy			-25,000.00	-25,000.00	-30,000.00
403.002	Tax Revenue - County Charter			-10,000.00	-10,000.00	-10,000.00
403.003	Tax Revenue - Tx Tribunal			-210.00	-217.00	-226.00
420.000	Tax Reveune - Brownfield			-6,000.00	-6,100.00	-6,200.00
567.000	State Aid	20,000.00	24,000.00	27,000.00	27,000.00	27,000.00
657.000	Library book fines	74,000.00	65,000.00	70,000.00	70,000.00	70,000.00
658.000	State penal fines	73,000.00	83,205.00	77,000.00	77,000.00	77,000.00
664.000	Interest on Investments	25,700.00	24,000.00	24,000.00	24,000.00	24,000.00
664.500	Unrealized gain(loss) invest	0.00	4,090.00	0.00	0.00	0.00
665.000	Miscellaneous income	17,000.00	16,400.00	16,500.00	16,500.00	16,500.00
665.100	Copier	2,500.00	2,200.00	2,200.00	2,200.00	2,200.00
665.200	Electronic media	300.00	200.00	200.00	200.00	200.00
665.266	SRP - T-shirt sales	2,800.00	0.00	0.00	0.00	0.00
665.289	Adult Programming	0.00	6,981.72	0.00	0.00	0.00
665.290	Library Fundraising	3,000.00	0.00	3,000.00	3,000.00	3,000.00
665.300	Meeting Room	23,000.00	26,000.00	28,000.00	30,000.00	30,000.00
665.400	Gifts and donations	5,000.00	6,000.00	6,000.00	6,000.00	6,000.00
665.404	Novi Township Assessment	5,900.00	5,933.00	6,000.00	6,000.00	6,000.00
665.650	Library Café	5,000.00	4,500.00	5,000.00	5,000.00	5,000.00
<b>Total Revenues</b>		<b>2,566,200.00</b>	<b>2,637,456.72</b>	<b>2,673,181.00</b>	<b>2,758,357.00</b>	<b>2,839,362.00</b>
<b>2015-2016 Budget 3/25/2015 Approved</b>		<b>2014-2015 Approved</b>	<b>2014-2015 Est Yr. End</b>	<b>2015-2016 Approved</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Projected</b>
<b>Expenditures</b>						
<b>Personnel Svcs.</b>						
Account	Description					
704.000	Permanent Salaries	952,200.00	914,000.00	914,000.00	914,000.00	914,000.00
704.200	Wages (non-pensionable)	47,700.00	25,000.00	25,000.00	25,000.00	25,000.00
705.000	Temporary Salaries	636,800.00	617,000.00	609,000.00	609,000.00	609,000.00
715.000	Social Security	122,000.00	122,300.00	122,300.00	122,300.00	122,300.00
716.000	Insurance	173,000.00	205,000.00	235,147.00	249,256.00	264,211.00
716.200	HSA - Health Savings Acct.	4,000.00	3,000.00	3,000.00	3,000.00	3,000.00
716.999	Ins. Employee Reimbursement		-33,000.00	-43,202.00	-45,794.00	-48,542.00
718.000	Pension DB	0.00	0.00	0.00	0.00	0.00
718.050	Pension - add'l DB	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	27,700.00	26,500.00	26,400.00	26,400.00	26,400.00
719.000	Unemployment Ins	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	2,500.00	2,700.00	4,300.00	4,300.00	4,300.00

2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
<b>Total Personnel Services</b>		<b>1,965,900.00</b>	<b>1,882,500.00</b>	<b>1,895,945.00</b>	<b>1,907,462.00</b>	<b>1,919,669.00</b>
<b>Supplies</b>						
<b>Account</b>	<b>Description</b>					
727.000	Office supplies	15,000.00	23,000.00	23,000.00	23,000.00	23,000.00
728.000	Postage	700.00	700.00	700.00	700.00	700.00
734.000	Computer software/licensing	96,900.00	96,900.00	86,400.00	80,000.00	80,000.00
734.500	Computer supplies equip	21,000.00	22,400.00	28,000.00	28,000.00	28,000.00
740.000	Operating supplies	32,800.00	28,000.00	30,000.00	30,000.00	30,000.00
740.200	Desk, chairs, cabinets, etc.	0.00	0.00	800.00	0.00	0.00
741.000	Uniforms	300.00	300.00	300.00	300.00	300.00
<b>Materials</b>						
742.000	Books	210,000.00	200,000.00	195,000.00	195,000.00	195,000.00
742.100	Book Fines	1,500.00	700.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	21,200.00	21,200.00	23,800.00	23,800.00	23,800.00
744.000	Audio visual materials	67,700.00	67,700.00	71,000.00	71,000.00	71,000.00
745.200	Electronic media	58,500.00	58,500.00	51,000.00	51,000.00	51,000.00
745.300	Online (Electronic) Resources	60,000.00	57,200.00	55,000.00	55,000.00	55,000.00
<b>Total Supplies &amp; Materials</b>		<b>585,600.00</b>	<b>576,600.00</b>	<b>566,000.00</b>	<b>558,800.00</b>	<b>558,800.00</b>
<b>2015-2016 Budget 3/25/2015 Approved</b>		<b>2014-2015 Approved</b>	<b>2014-2015 Est Yr. End</b>	<b>2015-2016 Approved</b>	<b>2016-2017 Projected</b>	<b>2017-2018 Projected</b>
<b>Expenditures</b>						
<b>Services &amp; Charges</b>						
<b>Account</b>	<b>Description</b>					
801.925	Public Information (cable)	1,000.00	1,100.00	1,000.00	1,000.00	1,000.00
802.100	Bank Services	3,500.00	1,500.00	2,000.00	2,000.00	2,000.00
803.000	Independent Audit	700.00	700.00	700.00	700.00	700.00
804.000	Medical Service	1,000.00	300.00	300.00	300.00	300.00
806.000	Legal Fees	1,000.00	200.00	1,000.00	1,000.00	1,000.00
809.000	Memberships & Dues	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
816.000	Professional services	3,000.00	1,500.00	4,000.00	4,000.00	4,000.00
817.000	Custodial Services	37,800.00	46,800.00	48,800.00	48,800.00	48,800.00
818.000	TLN Central Services	4,750.00	4,495.00	4,500.00	4,500.00	4,500.00
851.000	Telephone	16,500.00	11,500.00	11,500.00	11,800.00	12,000.00
855.000	TLN Automation Services	66,500.00	56,000.00	56,000.00	57,600.00	57,600.00
861.000	Gasoline and oil	0.00	500.00	500.00	1,500.00	1,500.00
862.000	Mileage	1,250.00	500.00	300.00	300.00	300.00
880.000	Community Promotion	5,000.00	2,500.00	11,800.00	11,800.00	11,800.00
880.267	Library Programming - Book It	1,000.00	0.00	0.00	0.00	0.00
880.268	Library Programming	20,000.00	20,000.00	22,500.00	22,500.00	22,500.00
880.271	Adult Programming	0.00	4,258.42	0.00	0.00	0.00
900.000	Printing, Graphic Design, Publishing	28,800.00	28,800.00	29,500.00	29,500.00	29,500.00

2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
910.000	Property & Liability Insurance	13,000.00	13,000.00	14,300.00	15,300.00	16,400.00
910.001	Insurance deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00
921.000	Heat	17,500.00	9,000.00	11,000.00	11,500.00	12,000.00
922.000	Electricity	93,200.00	103,000.00	103,000.00	106,000.00	109,000.00
923.000	Water and Sewer	6,500.00	5,200.00	5,500.00	5,500.00	6,000.00
934.000	Building Maintenance	73,900.00	92,000.00	90,000.00	90,000.00	90,000.00
935.000	Vehicle Maintenance	1,500.00	2,000.00	1,500.00	0.00	0.00
941.000	Grounds Maint.	26,000.00	30,200.00	28,600.00	28,600.00	28,600.00
942.000	Office Equipment Lease	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
942.100	Records storage	250.00	300.00	300.00	300.00	300.00
956.000	Conferences & Workshops	11,000.00	9,000.00	14,500.00	13,500.00	14,500.00
<b>Total Services &amp; Charges</b>		<b>451,150.00</b>	<b>460,853.42</b>	<b>479,600.00</b>	<b>484,500.00</b>	<b>490,800.00</b>
2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est. Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
<b>Capital Outlay</b>						
Account	Description					
962.000	Building Maint. - Plumbing/Main Ent	24,550.00	7,600.00			
934.000	Building Improvements	0.00	0.00			
941.000	Grounds Maint.			71,400.00	53,400.00	
976.000	Data Processing - Computers/Equip	14,000.00	14,000.00	64,800.00	56,000.00	26,000.00
986.000	Data Processing - Phone Upgrade	15,000.00	9,000.00			
990.000	Furniture	0.00	0.00	10,000.00		
<b>Total Capital Outlay</b>		<b>53,550.00</b>	<b>30,600.00</b>	<b>146,200.00</b>	<b>109,400.00</b>	<b>26,000.00</b>
965.269	Walker Transfer					
<b>Total Expenditures</b>		<b>3,056,200.00</b>	<b>2,950,553.42</b>	<b>3,087,745.00</b>	<b>3,060,162.00</b>	<b>2,995,269.00</b>
<b>680.000</b>	<b>Fund Balance</b>					
	<b>TOTAL Fundbalance</b>	<b>490,000.00</b>	<b>313,096.70</b>	<b>414,564.00</b>	<b>301,805.00</b>	<b>155,907.00</b>

12/11/2015 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI											
PERIOD ENDING 11/30/2015											
% Fiscal Year Completed: 41.80											
*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.											
		END BALANCE	2015-16 MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	JULY 2015	AUGUST 2015	SEPTEMBER 2015	OCTOBER 2015	NOVEMBER 2015	11/30/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND											
Dept 000.00-treasury											
<b>Property tax revenue</b>											
268-000.00-403.000	Property Tax Rev - Current Levy	2,367,212.28	2,449,491.00	2,469,427.87	0.00	0.00	0.00	0.00	2,469,427.87	(19,936.87)	100.81
268-000.00-403.001	Property Tax Rev- County Chargebacks	(4,521.44)	(25,000.00)	0.00	(757.83)	0.00	68.81	(977.62)	(1,666.64)	(23,333.36)	6.67
268-000.00-403.002	Property Tax Rev - Tx Tribunal Accr	13,862.00	(10,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	(10,000.00)	0.00
268-000.00-403.003	Property Tax Rev -Brownfield Capture	(199.00)	(210.00)	(214.67)	0.00	0.00	0.00	0.00	(214.67)	4.67	102.22
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(3,424.77)	(6,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	(6,000.00)	0.00
Property tax revenue		2,372,929.07	2,408,281.00	2,469,213.20	(757.83)	0.00	68.81	(977.62)	2,467,546.56	(59,265.56)	102.46
<b>State sources</b>											
268-000.00-567.000	State aid	32,841.43	27,000.00	16,458.92	0.00	51.58	0.00	0.00	16,510.50	10,489.50	61.15
State sources		32,841.43	27,000.00	16,458.92	0.00	51.58	0.00	0.00	16,510.50	10,489.50	61.15
<b>Other revenue</b>											
268-000.00-633.100	Insurance Reimbursement	913.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.000	Miscellaneous income	15,417.29	16,500.00	1,308.50	1,001.01	1,339.33	1,475.58	1,160.28	6,284.70	10,215.30	38.09
268-000.00-665.100	Copier	2,492.39	2,200.00	186.55	208.45	189.35	270.10	217.72	1,072.17	1,127.83	48.74
268-000.00-665.200	Electronic media (previously VHS)	238.00	200.00	42.00	46.00	3.00	9.00	9.00	109.00	91.00	54.50
268-000.00-665.266	Summer reading t-shirt sales	138.73	0.00	0.00	114.57	0.00	0.00	0.00	114.57	(114.57)	100.00
268-000.00-665.290	Library fund raising revenue	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	27,728.02	28,000.00	3,100.10	4,993.90	2,418.27	2,299.22	2,564.37	15,375.86	12,624.14	54.91
268-000.00-665.404	Novi Township assessment	5,933.00	6,000.00	0.00	6,154.00	0.00	0.00	0.00	6,154.00	(154.00)	102.57
268-000.00-665.650	Library Cafe	4,688.25	5,000.00	422.00	257.18	563.24	554.25	420.39	2,217.06	2,782.94	44.34
Other revenue		57,548.68	60,900.00	5,059.15	12,775.11	4,513.19	4,608.15	4,371.76	31,327.36	29,572.64	51.44
<b>Fines and forfeitures</b>											
268-000.00-657.000	Library book fines	65,010.47	70,000.00	6,479.31	6,695.05	5,090.64	6,491.07	4,673.75	29,429.82	40,570.18	42.04
268-000.00-658.000	State penal fines	83,205.14	77,000.00	0.00	111,889.54	36.90	0.00	0.00	111,926.44	(34,926.44)	145.36
Fines and forfeitures		148,215.61	147,000.00	6,479.31	118,584.59	5,127.54	6,491.07	4,673.75	141,356.26	5,643.74	96.16
<b>Interest income</b>											
268-000.00-664.000	Interest on investments	28,693.56	24,000.00	2,483.80	2,017.73	3,413.26	4,215.30	0.00	12,130.09	11,869.91	50.54
268-000.00-664.500	Unrealized gain(loss) on investments	7,871.32	0.00	6,139.39	(456.53)	5,918.67	(4,935.55)	0.00	6,665.98	(6,665.98)	100.00
Interest income		36,564.88	24,000.00	8,623.19	1,561.20	9,331.93	(720.25)	0.00	18,796.07	5,203.93	78.32
<b>Donations</b>											
268-000.00-665.289	Adult programs	6,981.72	0.00	2,713.56	797.73	550.59	176.81	28.64	4,267.33	(4,267.33)	100.00
268-000.00-665.400	Gifts and donations	15,070.42	6,000.00	25.30	600.40	786.47	176.00	0.00	1,588.17	4,411.83	26.47
Donations		22,052.14	6,000.00	2,738.86	1,398.13	1,337.06	352.81	28.64	5,855.50	144.50	97.59

		END BALANCE	2015-16 MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	JULY 2015	AUGUST 2015	SEPTEMBER 2015	OCTOBER 2015	NOVEMBER 2015	11/30/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Personnel services											
268-000.00-704.000	Permanent salaries	902,359.69	914,000.00	43,402.41	66,251.16	70,697.64	104,728.35	69,818.90	354,898.46	559,101.54	38.83
268-000.00-704.200	Wages - Stipend	24,743.89	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	0.00
268-000.00-704.250	Final Payout	11,294.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-705.000	Temporary salaries	596,921.16	609,000.00	26,846.14	43,537.15	41,166.23	64,148.20	44,396.10	220,093.82	388,906.18	36.14
268-000.00-715.000	Social security	119,251.99	122,300.00	5,259.00	8,188.44	8,348.41	12,692.64	8,518.95	43,007.44	79,292.56	35.17
268-000.00-716.000	Insurance	202,537.39	235,147.00	15,406.47	17,079.45	16,424.09	21,429.76	1,482.73	71,822.50	163,324.50	30.54
268-000.00-716.200	HSA - employer contribution	1,248.71	3,000.00	23.21	81.25	81.25	81.25	81.25	348.21	2,651.79	11.61
268-000.00-716.999	Insurance - Employee Reimbursement	(36,900.20)	(43,202.00)	(1,871.07)	(3,346.12)	(3,346.12)	(3,467.10)	(3,467.10)	(15,497.51)	(27,704.49)	35.87
268-000.00-718.000	Pension - DB Normal Cost	14,964.00	0.00	1,176.00	1,176.00	1,176.00	1,176.00	1,176.00	5,880.00	(5,880.00)	100.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(18,120.00)	0.00	(1,424.81)	(1,424.81)	(1,424.81)	(1,424.81)	(1,424.81)	(7,124.05)	7,124.05	100.00
268-000.00-718.200	Pension - defined contribution	18,516.01	26,400.00	1,346.97	592.36	2,238.64	3,350.10	2,233.40	9,761.47	16,638.53	36.98
268-000.00-719.000	Unemployment insurance	933.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-720.000	Workers compensation	2,080.00	4,300.00	317.95	221.45	(895.59)	357.27	252.89	253.97	4,046.03	5.91
Personnel services		1,839,830.03	1,895,945.00	90,482.27	132,356.33	134,465.74	203,071.66	123,068.31	683,444.31	1,212,500.69	36.05
Supplies											
268-000.00-727.000	Office supplies	18,881.44	23,000.00	3,478.05	2,843.49	758.56	1,924.44	468.67	9,473.21	13,526.79	41.19
268-000.00-728.000	Supplies - Postage	682.39	700.00	196.00	0.00	236.75	39.99	114.12	586.86	113.14	83.84
268-000.00-734.000	Comp supplies, software & licensing	86,900.09	86,400.00	12,211.80	734.54	4,976.75	579.41	164.85	18,667.35	67,732.65	21.61
268-000.00-734.500	Comp supplies/equipment	20,725.29	28,000.00	13,710.81	4,537.29	1,454.30	582.50	0.00	20,284.90	7,715.10	72.45
268-000.00-740.000	Operating supplies	26,411.22	30,000.00	3,872.29	180.64	1,700.52	2,069.49	1,362.04	9,184.98	20,815.02	30.62
268-000.00-740.010	Gift and donations expense	8,533.33	0.00	0.00	0.00	0.00	425.70	0.00	425.70	(425.70)	100.00
268-000.00-740.200	Supplies - Desk chairs & file cabinets	0.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	0.00
268-000.00-741.000	Supplies - Uniforms	227.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	173,792.87	195,000.00	21,976.11	19,098.62	13,289.24	16,583.19	8,707.38	79,654.54	115,345.46	40.85
268-000.00-742.100	Library Book - Fines	565.88	1,000.00	9.95	118.96	54.94	80.92	0.00	264.77	735.23	26.48
268-000.00-743.000	Library periodicals	19,386.58	23,800.00	0.00	13,467.26	0.00	6.60	182.00	13,655.86	10,144.14	57.38
268-000.00-744.000	Audio visual materials	60,108.91	71,000.00	13,316.12	11,724.55	2,962.12	4,581.51	2,329.37	34,913.67	36,086.33	49.17
268-000.00-745.200	Electronic media	44,788.70	51,000.00	4,121.15	3,830.12	3,629.36	3,222.44	1,500.30	16,303.37	34,696.63	31.97
268-000.00-745.300	Electronic resources (CD rom)	55,399.44	55,000.00	28,780.50	2,480.00	1,988.00	1,635.00	0.00	34,883.50	20,116.50	63.42
Supplies		516,403.14	566,000.00	101,672.78	59,015.47	31,050.54	31,731.19	14,828.73	238,298.71	327,701.29	42.10

		END BALANCE	2015-16 MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	JULY 2015	AUGUST 2015	SEPTEMBER 2015	OCTOBER 2015	NOVEMBER 2015	11/30/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Other serv & charges											
268-000.00-801.925	Public information (cable, etc)	833.41	1,000.00	29.85	29.85	29.85	29.85	0.00	119.40	880.60	11.94
268-000.00-802.100	Bank Service Charges	2,476.65	2,000.00	159.94	267.32	260.52	680.80	285.48	1,654.06	345.94	82.70
268-000.00-803.000	Independent audit	700.00	700.00	0.00	0.00	0.00	700.00	0.00	700.00	0.00	100.00
268-000.00-804.000	Medical service	659.80	300.00	0.00	69.00	69.00	138.00	0.00	276.00	24.00	92.00
268-000.00-806.000	Legal fees	342.00	1,000.00	0.00	0.00	0.00	0.00	175.50	175.50	824.50	17.55
268-000.00-809.000	Memberships and dues	4,266.00	4,500.00	2,752.00	0.00	688.00	504.00	(85.00)	3,859.00	641.00	85.76
268-000.00-816.000	Professional services	1,355.00	4,000.00	0.00	0.00	0.00	225.00	0.00	225.00	3,775.00	5.63
268-000.00-817.000	Custodial services	46,145.00	48,800.00	3,900.00	0.00	7,800.00	3,900.00	0.00	15,600.00	33,200.00	31.97
268-000.00-818.000	TLN Central Services	4,495.00	4,500.00	0.00	0.00	0.00	3,995.00	0.00	3,995.00	505.00	88.78
268-000.00-851.000	Telephone	12,082.53	11,500.00	599.91	1,797.76	1,107.82	1,112.89	(110.00)	4,508.38	6,991.62	39.20
268-000.00-855.000	TLN Automation Services	57,006.34	56,000.00	11,047.28	0.00	3,558.07	11,892.25	0.00	26,497.60	29,502.40	47.32
268-000.00-861.000	Gasoline and oil	363.61	500.00	25.63	5.38	28.65	0.00	0.00	59.66	440.34	11.93
268-000.00-862.000	Mileage	436.43	300.00	0.00	0.00	0.00	8.29	0.00	8.29	291.71	2.76
268-000.00-880.000	Community promotion	3,961.68	11,800.00	(448.25)	(642.00)	73.00	1,229.85	683.90	896.50	10,903.50	7.60
268-000.00-880.268	Library programming	11,717.97	22,500.00	2,557.46	(3,473.69)	4,845.08	1,979.24	309.52	6,217.61	16,282.39	27.63
268-000.00-880.271	Adult programs	4,563.52	0.00	0.00	0.00	2,373.00	142.17	125.02	2,640.19	(2,640.19)	100.00
268-000.00-900.000	Printing, graphic design & publishing	29,634.55	29,500.00	583.80	636.36	7,443.64	697.07	137.41	9,498.28	20,001.72	32.20
268-000.00-910.000	Property & liability insurance	13,000.00	14,300.00	13,464.00	0.00	0.00	0.00	0.00	13,464.00	836.00	94.15
268-000.00-921.000	Heat	11,257.52	11,000.00	118.18	199.18	25.72	204.09	647.40	1,194.57	9,805.43	10.86
268-000.00-922.000	Electricity	101,729.02	103,000.00	17,519.25	0.00	7,596.90	7,966.40	7,650.34	40,732.89	62,267.11	39.55
268-000.00-923.000	Water and sewer	5,393.13	5,500.00	0.00	0.00	2,707.95	0.00	0.00	2,707.95	2,792.05	49.24
268-000.00-934.000	Building maintenance	65,253.18	90,000.00	6,585.59	5,774.91	3,187.35	7,971.99	1,718.87	25,238.71	64,761.29	28.04
268-000.00-935.000	Vehicle maintenance	1,717.20	1,500.00	0.00	0.00	2,169.00	146.80	0.00	2,315.80	(815.80)	154.39
268-000.00-941.000	Grounds maintenance	32,735.91	28,600.00	1,360.76	11,206.91	356.09	17,610.88	2,202.10	32,736.74	(4,136.74)	114.46
268-000.00-942.000	Office equipment lease	12,596.78	12,000.00	2,097.90	2,536.21	0.00	1,998.00	0.00	6,632.11	5,367.89	55.27
268-000.00-942.100	Records storage	264.34	300.00	20.02	20.02	20.02	20.02	20.02	100.10	199.90	33.37
268-000.00-956.000	Conferences and workshops	8,464.64	14,500.00	2,014.01	(195.57)	1,750.21	2,469.65	251.84	6,290.14	8,209.86	43.38
Other serv & charges											
		433,451.21	479,600.00	64,387.33	18,231.64	46,089.87	65,622.24	14,012.40	208,343.48	271,256.52	43.44
Capital outlay											
268-000.00-976.000	Building improvements	0.00	136,200.00	0.00	4,784.96	0.00	0.00	0.00	4,784.96	131,415.04	3.51
268-000.00-986.000	Internal Technology - Capital Outlay	7,020.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-990.000	Furniture	0.00	10,000.00	0.00	0.00	0.00	9,475.50	0.00	9,475.50	524.50	94.76
Capital outlay											
		7,020.40	146,200.00	0.00	4,784.96	0.00	9,475.50	0.00	14,260.46	131,939.54	9.75
Net - Dept 000.00-treasury											
		(126,552.97)	(414,564.00)	2,252,030.25	(80,827.20)	(191,244.85)	(299,100.00)	(143,812.91)	1,537,045.29	(1,951,609.29)	
Fund 268 - LIBRARY FUND 268:											
TOTAL REVENUES		2,670,151.81	2,673,181.00	2,508,572.63	133,561.20	20,361.30	10,800.59	8,096.53	2,681,392.25	(8,211.25)	(370.76)
TOTAL EXPENDITURES		2,796,704.78	3,087,745.00	256,542.38	214,388.40	211,606.15	309,900.59	151,909.44	1,144,346.96	1,943,398.04	(370.76)
NET OF REVENUES & EXPENDITURES		(126,552.97)	(414,564.00)	2,252,030.25	(80,827.20)	(191,244.85)	(299,100.00)	(143,812.91)	1,537,045.29	(1,951,609.29)	(370.76)

269 - Library Contributed Funds - Revenues & Expenditures					
2015-2016 Approved Budget (7/15/15)					
			2014-2015 Budget	As of 6/12/15	2015-2016 Approved
<b>Collections/Materials</b>	<b>665.230</b>	<b>Revenues</b>			
		Beginning Balance 6/30/2014	33,603.99	33,603.99	
		Tu Family*		723.00	
		Berman Family (Parenting)		50.00	
		ABWA - Women's History*		310.00	
		Unsolicited donations	2,000.00	625.00	2,500.00
<b>TOTAL</b>			<b>\$35,603.99</b>	<b>\$35,311.99</b>	<b>\$2,500.00</b>
<b>Collections/Materials</b>	<b>742.230</b>	<b>Expenditures</b>			
		Large print collection	(1,005.00)	0.00	
		Youth Collections	(1,000.00)	(853.56)	
		Druschel Library Collection	(400.00)	0.00	(400.00)
		Parenting Library Collection	(1,300.00)	0.00	(1,000.00)
		Tu, ABWA			(500.00)
<b>TOTAL</b>			<b>(\$3,705.00)</b>	<b>(\$853.56)</b>	<b>(\$1,900.00)</b>
<b>TOTAL</b>			<b>\$31,898.99</b>	<b>\$34,458.43</b>	
<b>Bldgs/Ground/Furniture</b>	<b>665.231</b>	<b>Revenues</b>			
		Beginning Balance 6/30/2014	54,244.67	54,244.67	
		Unsolicited donations	2,000.00	989.10	2,000.00
		Read Box - Novi Rotary*		707.92	
		Crawford - Patriotic Statue	12,000.00	12,000.00	2,000.00
		Lending Library - Fundraiser			20,000.00
<b>TOTAL</b>			<b>68,244.67</b>	<b>67,941.69</b>	<b>\$24,000.00</b>
<b>Bldgs/Ground/Furniture</b>	<b>742.231</b>	<b>Expenditures</b>			
		Reallocate to Undesignated	(46,051.84)	(46,051.84)	
		Read Box		(29.65)	(500.00)
		Crawford - Patriotic statue*	(12,000.00)	(11,072.20)	(500.00)
		Brick pavers*	(1,400.00)	(287.83)	
		Teen Stop frames for artwork (Friends)	(1,000.00)	(520.92)	
		HD Camcorder (Friends)	(300.00)	(228.63)	
		4 Educational learning stations (Friends)*	(4,000.00)	(2,360.75)	
		Upholstery (6 benches/4 teen chairs)			(5,000.00)
		Prost			(2,500.00)
		Lending Library			(20,000.00)
<b>TOTAL</b>			<b>(\$64,751.84)</b>	<b>(\$60,551.82)</b>	<b>(\$28,500.00)</b>
<b>TOTAL</b>			<b>\$3,492.83</b>	<b>7,389.87</b>	
<b>Programming</b>	<b>665.232</b>	<b>Revenues</b>			
		Beginning Balance 6/30/2014	10,572.94	10,572.94	
		Unsolicited donations	2,000.00	909.64	2,000.00
		Berenguer - Light up the Night		200.00	
		Tu Family*		300.00	
		Students for Success (Friends)*		4,000.00	3,000.00
		Joy Inc.		1,885.67	
		Teen Space*		325.00	200.00
		Listen @ the Library (Friends)*		400.00	
		Sponsorship		500.00	1,000.00
Friends Donation		Community Read	2,000.00	750.00	2,000.00
NLA Funds		Community Read	650.00	650.00	3,000.00
<b>TOTAL</b>			<b>\$15,222.94</b>	<b>\$20,493.25</b>	<b>\$11,200.00</b>



<b>Programming</b>	<b>742.232</b>	<b>Expenditures</b>			
		Berenguer - Light up the Night	(265.05)	(200.00)	
		Students for Success*		(832.80)	(3,000.00)
		Joy Inc.		(1,448.40)	
		Sponsorship		(158.26)	
		Community Read - Staff Appreciation		(186.96)	(500.00)
Friends Donation		Community Read/Fox Run	(2,000.00)	(2,943.70)	(2,000.00)
		Teen Space*			(200.00)
<b>TOTAL</b>			<b>(2,265.05)</b>	<b>(\$5,770.12)</b>	<b>(\$5,700.00)</b>
<b>TOTAL</b>			<b>\$12,957.89</b>	<b>\$14,723.13</b>	
<b>Technology</b>	<b>665.233</b>	<b>Revenues</b>			
		Beginning Balance 6/30/2014	6,100.00	6,100.00	
		Unsolicited donations	2,000.00	810.00	2,000.00
<b>TOTAL</b>			<b>\$8,100.00</b>	<b>\$6,910.00</b>	<b>\$2,000.00</b>
<b>Technology</b>	<b>742.233</b>	<b>Expenditures</b>			
		Book-It Technology	(3,600.00)	0.00	
		3-D Printer (Friends)			(3,000.00)
<b>TOTAL</b>			<b>(\$3,600.00)</b>	<b>\$0.00</b>	<b>(\$3,000.00)</b>
<b>TOTAL</b>			<b>\$4,500.00</b>	<b>\$6,910.00</b>	
<b>Undesignated (Misc.)</b>	<b>665.234</b>	<b>Revenues</b>			
269-000.00-390.000		Fund balance 6/30/2014	1,487,507.00	1,487,506.93	
		Unsolicited donations	2,000.00	1,000.00	2,000.00
		Listen @ the Library (Friends)		1,500.00	
269-000.00-664.000		Interest on investments	31,582.59	13,096.02	
269-000.00-664.500		Unrealized gain (loss) on investments	0.00	18,078.44	
Berman Donation/Naming		Reallocated from Bldgs/Ground/Furniture	46,051.84	46,051.84	
<b>TOTAL</b>			<b>\$1,567,141.43</b>	<b>\$1,567,233.23</b>	<b>\$2,000.00</b>
<b>Undesignated (Misc.)</b>	<b>742.234</b>	<b>Expenditures</b>			
		Misc expenses (staff appreciation)	(2,000.00)	(438.11)	(500.00)
		Listen @ the Library (Friends)		(1,500.00)	
<b>TOTAL</b>			<b>(2,000.00)</b>	<b>(1,938.11)</b>	<b>(\$500.00)</b>
<b>TOTAL</b>			<b>\$1,565,141.43</b>	<b>\$1,565,295.12</b>	
<b>TOTAL</b>			<b>\$1,617,991.14</b>	<b>\$1,628,776.55</b>	
*Accounts still active beyond fiscal year					
		Beginning Fund Balances Forward*	1,592,028.60	1,590,760.53	1,638,430.62
		Revenues	56,232.59	59,809.79	41,700.00
		Expenditures	(30,270.05)	(23,061.77)	(39,600.00)
		NET Revenues vs. Expenditures	25,962.54	36,748.02	2,100.00
Approved 7/15/2015		Ending Fund Balance Expected	<b>\$1,617,991.14</b>	<b>\$1,627,508.55</b>	<b>\$1,640,530.62</b>

Fund 269 - LIBRARY CONTRIBUTED 269											
Dept 000.00-treasury											
Interest income											
269-000.00-664.000	Interest on investments	24,270.10	15,000.00	2,164.93	1,736.68	2,041.06	1,941.86	0.00	7,884.53	(7,884.53)	100.00
269-000.00-664.500	Unrealized gain (loss) on investments	7,426.03	5,000.00	5,342.96	(397.30)	3,587.86	(2,276.91)	0.00	6,256.61	(6,256.61)	100.00
Interest income		31,696.13	20,000.00	7,507.89	1,339.38	5,628.92	(335.05)	0.00	14,141.14	(14,141.14)	100.00
Donations											
269-000.00-665.230	Collections/Materials Revenue	1,733.00	0.00	165.00	50.00	0.00	100.00	96.35	411.35	2,088.65	16.45
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	15,867.02	0.00	2,645.71	250.00	0.00	0.00	0.00	2,895.71	21,104.29	12.07
269-000.00-665.232	Programming Revenue	10,421.14	0.00	2,000.00	3,750.00	2,781.22	2,297.62	333.10	11,161.94	38.06	99.66
269-000.00-665.233	Technology Library Revenue	810.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-665.234	Undesignated Misc Donations	3,500.00	12,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00	(1,000.00)	150.00
Donations		32,331.16	12,000.00	4,810.71	4,050.00	2,781.22	5,397.62	429.45	17,469.00	24,231.00	41.89
Supplies											
269-000.00-742.230	Collections/Materials Expense	1,222.98	5,000.00	0.00	137.63	49.50	0.00	0.00	187.13	1,712.87	9.85
269-000.00-742.231	Buildings/Ground/ Furniture Expense	15,188.00	18,000.00	104.62	16.58	172.45	4,219.46	0.00	4,513.11	23,986.89	15.84
269-000.00-742.232	Programming Expense	6,693.56	3,000.00	4,300.00	57.50	1,095.63	5,738.31	910.00	12,101.44	(6,401.44)	212.31
269-000.00-742.233	Technology Library Expense	104.95	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00
269-000.00-742.234	Undesignated Misc	1,880.58	2,000.00	0.00	588.50	753.00	0.00	0.00	1,341.50	(841.50)	268.30
Supplies		25,090.07	32,000.00	4,404.62	800.21	2,070.58	9,957.77	910.00	18,143.18	21,456.82	45.82
Other serv & charges											
269-000.00-802.100	Bank Service Charges	92.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other services and charges		92.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 000.00-treasury		38,844.73	0.00	7,913.98	4,589.17	6,339.56	(4,895.20)	(480.55)	13,466.96	(11,366.96)	
Fund 269 - LIBRARY CONTRIBUTED 269:											
TOTAL REVENUES		64,027.29	32,000.00	12,318.60	5,389.38	8,410.14	5,062.57	429.45	31,610.14	10,089.86	641.28
TOTAL EXPENDITURES		25,182.56	32,000.00	4,404.62	800.21	2,070.58	9,957.77	910.00	18,143.18	21,456.82	641.28
NET OF REVENUES & EXPENDITURES		38,844.73	0.00	7,913.98	4,589.17	6,339.56	(4,895.20)	(480.55)	13,466.96	(11,366.96)	641.28
TOTAL REVENUES - ALL FUNDS		2,734,179.10	2,705,181.00	2,520,891.23	138,950.58	28,771.44	15,863.16	8,525.98	2,713,002.39	1,878.61	
TOTAL EXPENDITURES - ALL FUNDS		2,821,887.34	3,119,745.00	260,947.00	215,188.61	213,676.73	319,858.36	152,819.44	1,162,490.14	1,964,854.86	
NET OF REVENUES & EXPENDITURES		(87,708.24)	(414,564.00)	2,259,944.23	(76,238.03)	(184,905.29)	(303,995.20)	(144,293.46)	1,550,512.25	(1,962,976.25)	

12/11/2015		BALANCE SHEET FOR CITY OF NOVI	
		As of 11/30/2015	
GL Number	Description		Balance
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)		8,044.32
268-000.00-017.000	Investments - Pooled		3,265,641.03
268-000.00-018.000	Cash on hand		500.00
268-000.00-020.000	Current taxes receivable		48,633.57
	Total Assets		3,322,818.92
*** Liabilities ***			
268-000.00-202.000	Accounts payable		40,289.31
268-000.00-215.200	Unemployment insurance liability		(3,996.70)
268-000.00-259.702	Accrued liabilities-tax		29,558.00
268-000.00-276.400	Deposit for Cafe		500.00
	Total Liabilities		66,350.61
*** Fund Balance ***			
268-000.00-390.000	Fund balance		1,719,423.02
	Total Fund Balance		1,719,423.02
	Beginning Fund Balance		1,719,423.02
	Net of Revenues VS Expenditures		1,537,045.29
	Ending Fund Balance		3,256,468.31
	Total Liabilities And Fund Balance		3,322,818.92

Fund 269 - LIBRARY CONTRIBUTED 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	6,323.99
269-000.00-017.000	Investments - Pooled	1,641,557.69
	Total Assets	1,647,881.68
*** Liabilities ***		
269-000.00-202.000	Accounts payable	4,809.46
	Total Liabilities	4,809.46
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,520,729.99
269-000.00-390.230	Fund Balance Collections/Materials	34,194.01
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	53,575.69
269-000.00-390.232	Fund Balance Programming	14,300.52
269-000.00-390.233	Fund Balance Technology Library	6,805.05
	Total Fund Balance	1,629,605.26
	Beginning Fund Balance	1,629,605.26
	Net of Revenues VS Expenditures	13,466.96
	Ending Fund Balance	1,643,072.22
	Total Liabilities And Fund Balance	1,647,881.68

## Director's Report by Julie Farkas



### **Saying Good-bye to Longtime Library Professionals**

At the end of December we will say good-bye to Margi Karp-Opperer (23 years of service) and Mary Ellen Mulcrone (29 years of service). These two Assistant Directors have played very important roles at NPL over the years. Margi – also known as Miss Margi has been instrumental in program development, community relationship building and providing excellent customer service to our patrons. Mary Ellen has kept the Library's building operations

and IT services in excellent working condition as many of our patrons have enjoyed meeting in our facility and taking full advantage of our technology. I have often referred to them as my right and left hand as they have helped me steer our very large library "ship" over the years. Both will be greatly missed and the staff and I wish them the very best as they journey on!



### **Community Reads 2016**

The Novi Library hosted another successful Community Read initiative this year! The 3 month program kicked off in mid-August with the book **Lisette's List** by author Susan Vreeland. Many programs and book discussions were held at each of the partnering libraries (Northville District, Salem-South Lyon District, Lyon Township and Wixom). A total of 955 books were checked out between the 5 libraries. The author event, held on November 17, 2015, welcomed 172 guests.

The Novi High school event the following day hosted 150 students and another 11 guests had the opportunity to meet Susan Vreeland in person at Sunrise of West Bloomfield. Many compliments were received by attendees and readers. A HUGE thank you to our committee members who chose such a fantastic read, the library partners and their Friends groups, Bethany Bratney – Media Specialist, Novi High School, Barnes & Noble and The Hotel Barronette of Novi.

### **Library Van Sold**

I am happy to report that the Library van went up for bid and was sold at a profit of \$4400 to the Library. Costs to relocate the lift from the original van to the shared City van were recouped and the additional funds will be placed in the 269 account under building/grounds.

### **Light Up the Night**

We had another successful holiday event in partnership with the City of Novi. 2 variety shows were presented to a packed house, as well as families enjoying Peanuts Gang photos and raffle at the Advice Booth, face-painting, popcorn, coffee and hot chocolate. A total of 1,580 people attended the event. Special thanks to our sponsors: Taubman Company - Twelve Oaks, Biggy, VIBE Credit Union and Today's Orthodontics.



## **JFK Exhibit at Novi Library**

The community enjoyed the photographic retrospective of the late president by former Detroit Free Press Chief Photographer and Pulitzer Prize winner, Tony Spina (1914-1995). This compelling exhibit was on display in the Library through **December 5**.



Special thanks to The Taubman Company- Twelve Oaks Mall, O'Brien-Sullivan Funeral Home, Simon Property Group-Novu Town Center, Town & Country Eyecare and LifeTime Fitness for sponsoring this exhibit!



## **Library Budget Planning Underway and Reports on Track for Filing**

Meetings with the Library Department Heads were held this week December 7 – December 11, 2015. The DSLRT report was submitted in mid-November. The results have not been shared with the participating libraries as of yet. The State Aid report compilation and filing is underway and my goal is to get it submitted by January 1. The due date is February 4.

## **Out and About in the Community and Library Profession – November/December**

Novi Rotary – 11/19, 12/3, 12/8, 12/10/15  
2 All Staff meetings – 11/23  
City of Novi Leadership Team mtgs. – 11/24, 12/1, 12/8  
Historical Commission mtg. – 11/24  
Novi Woods Elementary Leadership Day – 12/1  
Library Ideas vendor mtg. – 12/3  
Community Party for Margi Karp-Opperer – 12/3  
NPL Tour of Teen Space to Clinton Macomb Library staff – 12/8  
Youth Assistance Board Holiday Dinner – 12/8  
Walsh College holiday breakfast – 12/11

## Public Services Report by Margi Karp-Opperer



### **Highlights of the Month:**

- Three part series “Investment Relationship Matters”
- UFO Sightings, Close Encounters?
- Scrapbook for a Cause
- Identity Theft & Financial Crimes/Scams
- Currently involved in the Tumblebook School/Library Partnership Pilot Program
- Art Institute of Novi Visits NPL
- Toddlers, Transitions and Tantrums
- Parent to Parent Book Discussion
- 6<sup>th</sup> Annual Community Read
- Unveiling at Library Board Meeting of the MSU/NPL Quilt
- April Stevenson & Margi Karp-Opperer presented at the Novi School District Board Meeting
- Mary Storch & Margi Karp-Opperer led a tour for new ESL (English as a Second Language) adults
- April Stevenson & Lindsay Fricke met with the Novi High Media Specialist
- Two new emergent literacy manipulatives were added to side of race car display
- HOSA.org (Student Group @ NSD) Community Awareness Display
- Fabulous Listen @ the Library
- Battle of the Books Registration Begins

### **Monthly Adult Programs:**

- Four Help for Families by OLHSA (Oakland Livingston Human Service Agency)
- Computer Tutor 1 on 1 (5 times a week = 22 sessions this month)
- Three Knit 2gether Knitting Circles
- Excel Basics 2010
- Coffee with Superintendent, Dr. Steve Matthews
- Four Book Discussion Groups
- French, German, Japanese & Spanish Language Conversation Groups
- 2 English Conversation Groups
- 6 ESL Book Discussions
- Novi Writers’ Group

- Two Information Services Department Meetings

### **Business Programs:**

- 3 SCORE Business Mentoring sessions



### **Featured Youth Programs:**

- 4 Baby Time Story Times
- 7 Tot Time Story Times
- 8 Two of Us Story Times
- 5 Three's Company Story Times
- 3 On My Own Story Times
- Get Mobbed with Minecraft
- Dog Days at the Library
- International Games Day
- Bright Loritos Spanish
- International Games Day – Tabletop/Board Games
- International Games Day – Video Games



### **Featured Tween-Teen Programs**

- ❖ 3 part series – Great Books 2 Great Movies
- ❖ May the Odds Be Ever in Your Favor
- ❖ Teen Advisory Board (TAB) Meeting
- ❖ Catch Up on Hunger Games



### **Monthly Youth Programs:**

- Snack Tales
- Kiddie Craft
- Lego Club

### **Featured Collections:**

**Adult:** Biographies: Women Who Shaped History

**Teen:** Read It Before You See It (teen books that were turned into movies) and anti-bullying

**Youth:** Picture Book Displays included National Native American Heritage Month and Food And Every Child is An Artist

**First Floor Desk Display:** Good Night Moon

**Youth DVD:** Happy Owlidays

## **Building Operations Report December 2015**

After all the extra activity in September, October, and November, Facilities work has settled down somewhat to the more routine duties—but that will change when the snow begins to fly. Some items to note are that corrections to all of the minor violations cited during our annual fire inspection have been completed, except for two emergency lights that needed special batteries created. Those batteries are currently on order, so the two remaining lights will be working soon. There was still a small amount of re-stripping to be done in the parking lot, and that has been completed. Some new games/activities have been installed near the race car in the youth area. Batteries in several clocks have needed to be replaced recently, so we are keeping an eye out as those begin to fail after about five years of use. Other weekly and monthly checks and duties continue to be completed, such as the emergency horns and strobes, the AST machine and room, watering plants, recycling, etc.

The glass panel on the second floor that broke last month has been replaced, and the frosted accents for the glass have been ordered for replacement. We were not able to have the concrete repairs done in November as had been hoped. This work will be done as soon as weather permits in the spring.

We are in the holiday spirit with beautiful white poinsettias at the service desks and the holiday tree lit and decorated in the lobby.

The 2015 Community Reads Meet the Author—Susan Vreeland event was held at NPL on November 17. IT staff video recorded the event so that it could be broadcast live through U-verse and on monitors inside the building. DVDs of the event were also created for each of the partner libraries.

The 3D printer that Erin Durrett won for her Shark Bowl proposal through ALA has been received, and it is currently installed in the first floor staff conference room. The printer continues to be tested while plans are made for programming use.

MS Office 2013 has been rolled out for both staff and public. Many other software and hardware updates, upgrades, and backups have been completed. Several items (iPads and Surface tablets) were repaired and restored. Scott continues to work on fine-tuning of the 360 virtual tour of NPL.

IT staff prepared for two Minecraft programs and set up video conferencing for a TLN meeting. Many other routine tasks were completed, such as repairing email accounts, assisting patrons with printing issues, assisting event speakers with hardware and software issues, etc.

Dominic met with staff to answer questions regarding MS Office 2013. He also provided the following computer training for the public: one E-Reader Instruction, one Zinio Digital Magazines, one Improve Your Typing Skills, two VHS to DVD Workshops, and four Tech Times.

Support Services Statistics 2015-2016													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	434	479	401	371	312								<b>1,997</b>
<b>Items checked out</b>	79,554	74,310	62,846	65,368	62,011								<b>344,089</b>
<b>Items borrowed</b>	4,800	4,562	4,283	4,681	3,973								<b>22,299</b>
<b>Items loaned</b>	4,942	4,892	4,715	4,832	4,373								<b>23,754</b>
<b>Read Boxes</b>	326	228	245	0	0								<b>799</b>

	November 2015	November 2014
Library cards issued	312	348
Total checkouts	62,011	64,700
Items borrowed		
TLN	3,887	3,123
MeL	<u>86</u>	<u>90</u>
	3,973	3,213
Items loaned		
TLN	4,316	4,078
MeL	<u>57</u>	<u>75</u>
	4,373	4,153

	October 2015	October 2014
READ Boxes		
Adult	0	9
Youth	0	50
Total	0	59

May 6 through October 7, 2015 was our third season of 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 6 - October 7, 2015:

	2015	2014
Adult	244	212
Youth	1,047	886
Total	1,291	1,098

<b>Self-Check Totals 2015-16 Fiscal Year</b>									
	<b>Total Circulation</b>	<b>Self-check % of Total</b>	<b>Total Self-checks</b>	<b>Self-Check #1</b>	<b>Self-Check #2</b>	<b>Self-Check #3</b>	<b>Youth #1</b>	<b>Youth #2</b>	<b>Adult South</b>
<b>Jul</b>	79,554	56.67%	45,081	10,025	8,678	5,023	7,611	12,073	1,671
<b>Aug</b>	74,310	57.44%	42,681	11,294	2,906	7,603	7,620	11,698	1,560
<b>Sep</b>	62,846	54.83%	34,456	8,578	4,972	4,167	6,467	9,629	643
<b>Oct</b>	65,368	55.82%	36,490	8,548	6,300	3,820	6,646	10,190	986
<b>Nov</b>	62,011	56.69%	35,154	7,815	5,932	3,504	6,594	10,067	1,242
<b>Dec</b>									
<b>Jan</b>									
<b>Feb</b>									
<b>Mar</b>									
<b>Apr</b>									
<b>May</b>									
<b>Jun</b>									
<b>FYTD</b>	<b>344,089</b>	<b>56.34%</b>	<b>193,862</b>	<b>46,260</b>	<b>28,788</b>	<b>24,117</b>	<b>34,938</b>	<b>53,657</b>	<b>6,102</b>

Library Usage									
2014-2015 Fiscal Year					2015-2016 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
<b>Jul</b>	41,988	1,400	289	30	<b>Jul</b>	42,588	1,469	280	29
<b>Aug</b>	37,590	1,296	272	29	<b>Aug</b>	34,009	1,134	281	30
<b>Sep</b>	31,986	1,103	275	29	<b>Sep</b>	29,854	1,106	261	27
<b>Oct</b>	36,332	1,172	294	31	<b>Oct</b>	32,524	1,049	291	31
<b>Nov</b>	30,030	1,073	259	28	<b>Nov</b>	33,567	1,157	266	29
<b>Dec</b>	28,625	1,022	264	28	<b>Dec</b>			263	28
<b>Jan</b>	30,566	1,019	280	30	<b>Jan</b>			278	30
<b>Feb</b>	28,186	1,044	264	27	<b>Feb</b>			275	29
<b>Mar</b>	31,116	1,004	292	31	<b>Mar</b>			283	29
<b>Apr</b>	31,008	1,107	272	28	<b>Apr</b>			280	30
<b>May</b>	28,010	1,000	263	28	<b>May</b>			269	28
<b>Jun</b>	36,610	1,262	280	29	<b>Jun</b>			274	29
<b>FYTD</b>	<b>392,047</b>	<b>1,127</b>	<b>3,304</b>	<b>348</b>	<b>FYTD</b>	<b>172,542</b>	<b>1,182</b>	<b>3,301</b>	<b>349</b>

**Computer Logins**

2014-2015 Fiscal Year						2015-2016 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
<b>Jul</b>	5,620	46,177	3	51,800	1,727	<b>Jul</b>	3,794	74,618	5	78,417	2,704
<b>Aug</b>	4,816	48,923	7	53,746	1,853	<b>Aug</b>	3,607	73,816	6	77,429	2,581
<b>Sep</b>	4,866	49,382	1	54,249	1,871	<b>Sep</b>	3,047	72,714	1	75,762	2,806
<b>Oct</b>	4,167	54,461	2	58,630	1,891	<b>Oct</b>	3,278	71,625	1	74,904	2,416
<b>Nov</b>	4,463	54,338	2	58,803	2,100	<b>Nov</b>	2,154	71,483	1	73,638	2,539
<b>Dec</b>	4,228	47,196	1	51,425	1,837	<b>Dec</b>					
<b>Jan</b>	3,395	51,759	2	55,156	1,839	<b>Jan</b>					
<b>Feb</b>	2,918	66,156	2	69,076	2,467	<b>Feb</b>					
<b>Mar</b>	3,556	68,265	2	71,823	2,317	<b>Mar</b>					
<b>Apr</b>	3,287	61,087	4	64,378	2,299	<b>Apr</b>					
<b>May</b>	2,890	69,463	0	72,353	2,584	<b>May</b>					
<b>Jun</b>	3,637	72,043	1	75,681	2,610	<b>Jun</b>					
<b>FYTD</b>	<b>47,843</b>	<b>689,250</b>	<b>27</b>	<b>737,120</b>	<b>2,112</b>	<b>FYTD</b>	<b>15,880</b>	<b>364,256</b>	<b>14</b>	<b>380,150</b>	<b>2,604</b>

Early Literacy Workstation Usage							
2014-2015 Fiscal Year				2015-2016 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
<b>Jul</b>	1,460	38,035	26	<b>Jul</b>	1,505	37,569	24
<b>Aug</b>	1,297	33,735	26	<b>Aug</b>	1,416	35,537	25
<b>Sep</b>	1,039	23,683	22	<b>Sep</b>	953	20,433	21
<b>Oct</b>	1,005	22,557	22	<b>Oct</b>	938	19,497	20
<b>Nov</b>	995	24,158	24	<b>Nov</b>	869	18,597	21
<b>Dec</b>	953	21,756	22	<b>Dec</b>			
<b>Jan</b>	971	22,936	23	<b>Jan</b>			
<b>Feb</b>	962	22,029	22	<b>Feb</b>			
<b>Mar</b>	1,185	28,393	23	<b>Mar</b>			
<b>Apr</b>	1,026	23,551	22	<b>Apr</b>			
<b>May</b>	901	18,957	21	<b>May</b>			
<b>Jun</b>	1,209	29,678	24	<b>Jun</b>			
<b>FYTD</b>	<b>13,003</b>	<b>309,468</b>	<b>23</b>	<b>FYTD</b>	<b>5,681</b>	<b>131,633</b>	<b>22</b>

**Technology Training Sessions 2015-2016 Fiscal Year**

	Tech Time	eReader	VHS to DVD	iPad	Typing	Paint.NET	Zinio Magazines	Staff Training	Impromptu	Total Classes	Total Patrons
<b>Jul</b>	3		2		1				5	11	
<i>patrons</i>	<b>3</b>		<b>2</b>		<b>4</b>				<b>5</b>		<b>14</b>
<b>Aug</b>	5	1	2	2	1	1	1		14	27	
<i>patrons</i>	<b>4</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>8</b>	<b>4</b>	<b>3</b>		<b>14</b>		<b>40</b>
<b>Sep</b>	5	1	2	2		1	1		8	20	
<i>patrons</i>	<b>5</b>	<b>3</b>	<b>2</b>	<b>4</b>		<b>4</b>	<b>1</b>		<b>8</b>		<b>27</b>
<b>Oct</b>	5	1	2	2	1	1	1	1	9	23	
<i>patrons</i>	<b>4</b>	<b>3</b>	<b>2</b>	<b>13</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>9</b>		<b>40</b>
<b>Nov</b>	5		2	1	1			1	3	13	
<i>patrons</i>	<b>5</b>		<b>2</b>	<b>3</b>	<b>0</b>			<b>1</b>	<b>3</b>		<b>14</b>
<b>Dec</b>											
<i>patrons</i>											
<b>Jan</b>											
<i>patrons</i>											
<b>Feb</b>											
<i>patrons</i>											
<b>Mar</b>											
<i>patrons</i>											
<b>Apr</b>											
<i>patrons</i>											
<b>May</b>											
<i>patrons</i>											
<b>Jun</b>											
<i>patrons</i>											
Sessions	21	9	10	22	15	11	6	2	39	94	
<i>Patrons</i>	<b>23</b>	<b>3</b>	<b>10</b>	<b>7</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>39</b>		<b>135</b>



2015-2016 Fiscal Year						
	Freegal		Zinio		Gale Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts	Active Learners	Completed Classes
<b>Jul</b>	2,036	201	1,030	14,045	43	1
<b>Aug</b>	1,993	218	773	14,748	70	2
<b>Sep</b>	1,872	189	1,022	14,737	98	1
<b>Oct</b>	1,966	207	891	15,534	81	1
<b>Nov</b>	2,289	231	711	14,570	66	2
<b>Dec</b>						
<b>Jan</b>						
<b>Feb</b>						
<b>Mar</b>						
<b>Apr</b>						
<b>May</b>						
<b>Jun</b>						
<b>FYTD</b>	<b>10,156</b>	<b>1,046</b>	<b>4,427</b>	<b>73,634</b>	<b>**</b>	<b>7</b>

\*\* No FYTD due to the rollover of students in six-week classes.

2015-2016 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
Jul	3,133	1,203	4,336	136
Aug	2,898	1,181	4,079	118
Sep	3,713	966	4,679	96
Oct	2,662	897	3,559	113
Nov	2,728	971	3,699	95
Dec				
Jan				
Feb				
Mar				
Apr				
May				
Jun				
<b>FYTD</b>	<b>15,134</b>	<b>5,218</b>	<b>20,352</b>	<b>558</b>

Charging Stations Usage					
	2011-12FY	2012-13FY	2013-14FY	2014-15FY	2015-16FY
Jul		3	3	10	23
Aug		2	8	11	4
Sep	3	8	2	4	3
Oct	1	3	4	3	5
Nov	7	3	4	3	5
Dec	1	3	0	4	
Jan	8	4	1	3	
Feb	7	3	1	2	
Mar	11	4	0	0	
Apr	5	3	3	3	
May	8	1	4	9	
Jun	4	1	5	16	
<b>FYTD</b>	<b>55</b>	<b>38</b>	<b>35</b>	<b>68</b>	<b>40</b>

<b>Meeting Room Rentals</b>					
<b>2014-15 Fiscal Year</b>			<b>2015-16 Fiscal Year</b>		
	<b>Rentals</b>	<b>Attendees</b>		<b>Rentals</b>	<b>Attendees</b>
<b>Jul</b>	44	1,234	<b>Jul</b>	21	522
<b>Aug</b>	54	1,810	<b>Aug</b>	47	996
<b>Sep</b>	29	760	<b>Sep</b>	46	960
<b>Oct</b>	36	964	<b>Oct</b>	40	738
<b>Nov</b>	33	890	<b>Nov</b>	31	652
<b>Dec</b>	19	470	<b>Dec</b>		
<b>Jan</b>	22	910	<b>Jan</b>		
<b>Feb</b>	23	656	<b>Feb</b>		
<b>Mar</b>	36	924	<b>Mar</b>		
<b>Apr</b>	31	818	<b>Apr</b>		
<b>May</b>	33	965	<b>May</b>		
<b>Jun</b>	27	765	<b>Jun</b>		
<b>FYTD</b>	<b>387</b>	<b>11,166</b>	<b>FYTD</b>	<b>185</b>	<b>3,868</b>



**City of Novi Historical Commission**  
**October 28, 2015, 7:00 p.m.**  
**Novi Library Local History Room**  
**Minutes for October 28, 2015**

**Call to Order: 7 PM**

**Attendance:** Kathy Crawford, John MacInnis, Tammy Lee Knopp, Roger Crownover, abs: students Meena, & Roshini Member abs: Kelly Sexton

**Visitors:** Sue Grifor

**Approval of Agenda October:** the agenda was approved,

**Additions: talks:** Brian Golden Jan 20, 2016,. Laura Paulk talk, 4/28/16 Susan Nenadic 3/3/16

Laura Paulk property - Taft Road next to the Sears house

Properties Research Project: from the previous owner and his family history. she found Plans for Building the house in a box in her basement.

**Historic Ordinance,** Is there one currently in the city of Novi for protection of the Historical property, esp Cemeteries? Carter is restoring both the Novi rd and Knapp Cemeteries

Strategic plan meeting 9/23/15, report & Hattie Fisher house

**Approval of Minutes,** Sept there being no changes, approved

**Minutes from August** need to be submitted next month see Tammy or Kelly  
**conference report Sept 25-27, 2015 State history Conference**

**Finance Report: none**

**Communication:** historic preservation membership Application, National Trust for national preservation, there was discussion about the possible benefit to the History Commission, we don't see how it can help Novi. We will pass

There was no other communication

**Liaison Report:** Betty Lang,

Programs to mention, Nov 17 meeting neighborhood read, expect 200 + attendees, John F Kennedy Photographs taken in Detroit, the photos are located in the library, mainly in the teen area along the walls on display until Dec. 5<sup>th</sup>,

**Document day** presented nothing. We had one city resident Chances last name, asked him to look for things and pictures, from his collection at home

**Staffing the LH Room:** Third Evening 6 till 8 PM, November 2 appointment someone coming, need volunteer, JRM & Tammy volunteers

**Ordinance discussion:** Novi needs an ordinance Cemetery preservation ordinance. Legal Counsel reviewed and passed the Council. there is an ordinance now in place by the City. It should help the City protect the antiquities in the Cemeteries. The new ordinance is effective Oct 27<sup>th</sup>,

**Cemeteries are places of history:**

Chair Kathy Crawford is very concerned about the proper maintenance and preservation of the Cemeteries. We need to get the Community and the Schools involved.

Discussion about what we can do to register the graves etc. Maybe we can Start a “Friends of the Cemeteries”. We will be looking for Volunteers for this Friends project.

Set a priority of things to do, for the next year, Kathy provided a potential list.

**History Commission Storage Unit:** Lock had to be cut off, & replace lock, \$8 cost, Need to look for a new site as cost is too high \$1688, we need to look for new storage location before renewing the rent for the year.

Polar Bear talk was very good on Sept 17<sup>th</sup> & Roger provided 2nd talk on Oct 17<sup>th</sup>,

Betty, to talk about Speaker fee, all the steps one by one.

There are several pages of paperwork that need to be filled early in advance.

Betty to send the paper work on Digital format to all commissioners

**Display cabinet** on the first Floor needs to be changed frequently. Sue Grifor volunteered to reset the RR Display.

Barr Property no discussion due to time.

Brian Golden discussion Jan 20, 2016, needs paperwoerk filled out.

Tammy, State conference was not as informative as the first conference

Discussion about the old newspaper Digitizing. Archival, Tammy attended.

Favorite part, photography workshop - how to preserve and Display photos. For example don't put them in a basement or attic. We should plan on Attending the Regional conference in the spring, probably in Sterling Hgts.

Strategic plan Kathy Crawford, and Roger attended in October led by Julie Farkas,

Increasing Fundraising is necessary. Historical Commission was representing history on 9 23/15

Hattie Fisher house on the providence hospital property, Hattie lived till age 97 and recently died,

Her son is living in South Lyon, the location is on Beck Road just north of 11 mile road, the house and bldgs. seems to be over a 100 yrs old as she was born there.

Upcoming talks March 3, and April 2016

Other business

### **Adjourn**

Next Meeting Nov 24<sup>th</sup>, Tuesday non-normal

Ended at 8:45 PM

## Now Showing: Library Board Meetings

By Elizabeth Michaelson Monaghan

Libraries have long championed accessibility, transparency, and the adoption of new technologies. A number of systems are promoting these values by recording library board meetings and making them available to the public via the Internet and/or local cable television. A YouTube search found board meeting videos from public libraries across the country. *Hotline* spoke to staff at several libraries about the practice.

### AVAILABILITY, ACCESSIBILITY, TRANSPARENCY

The decision to record meetings was an obvious one for board members at the Novi Public Library, MI, and the Park Ridge and Des Plaines Public Libraries, both in Illinois. As Park Ridge director Janet Van De Carr put it, "The board wanted more members of the community to have the opportunity to be informed about the operations, plans, and decisions made by the library board and staff."

For the Des Plaines and Park Ridge libraries, the policy aligned with state guidelines, since "The Illinois Open Meetings Act requires all government bodies to provide the public full access to decisions and discussions about government matters," according to Van De Carr. While meetings need not be recorded, "All meetings (there are a few limited exceptions) must be open to the public, and the minutes of each meeting posted on the library's website." Recording and posting board meeting videos seemed like the next step.

In Novi, "It was becoming a more common practice to televise city commission and board meetings," said director Julie Farkas. "The library is not a city department, but we do follow many of the practices of our city." Initially there was some concern that recordings "would require more staff time for additional cable crew members to tape/record the meetings," and "that conversations could be stifled; however, that has not been the case," she added. "When all is said and done, the board presents itself with one voice, and has maintained that type of presentation to the public."

At the Park Ridge and Novi Public Libraries, videos are posted to YouTube, while Des Plaines has a Vimeo channel. All three libraries also broadcast meetings on local cable channels.

### BENEFITS—AND LIMITS

The appeal of these recordings extends beyond the clarity and insight they provide into boards' decision making process. Recordings are also an excellent resource for those with limited literacy skills, and since the videos contain nuances like a speaker's tone of voice, they often offer helpful context that agendas, minutes, and even transcripts can't always provide.

However, unless patrons have home computers and Internet access—or cable television subscriptions—the videos are of limited benefit. Fortunately, "Close to 86–88 percent of households in our area have a computer at home, and 75–82 percent of homes have broad-

band subscriptions," said Des Plaines's head of public information services Heather Imhoff.

Another accessibility concern involves visually and hearing impaired patrons: the videos don't have closed-captioning, although Park Ridge provides an accessible computer for use by the visually impaired, and at Des Plaines, said Imhoff, "there is full audio on the videos."

Finally, all patrons must contend with a lack of search functionality. With meetings often lasting between one and two hours, finding specific information can be time-consuming and potentially frustrating. Unfortunately, adding a search function (such as keywords) would likely require more time to process and index the videos, noted AliVan Doren, Des Plaines's manager of web services. However, she said, "I'll be thinking about how we could make the content of each video more findable, perhaps by linking the meeting agendas."



Live attendance at library board meetings varies, but, "Typically we will have 0–5 [members of the public at meetings]," Van De Carr estimated. Recordings, however, draw a bigger audience: "The last time I looked, there were over 400 views of the September meeting via YouTube." At Des Plaines, "In total, our 60 videos have been played 1,428 times," Imhoff said. And these statistics don't take into account the number of people who watch the meetings on local cable television.

### PUBLIC RESPONSE

Whether or not they attend meetings in person, patrons appreciate the videos. "I hear from other community leaders who watch the board meetings and comment on events at the library or on board decisions," Imhoff said. "They watch the meetings on local cable."

"We frequently hear from patrons that they have seen us on TV," Farkas agreed. And paradoxically, a lack of crowds at meetings may actually attest to the popularity of the recordings: "We hardly ever get in-person audience participation at our meetings," she said, "perhaps because they know they can watch from home."

*Elizabeth Michaelson Monaghan is an editor at a health website. A former librarian in the Queens Library system, she lives in New York City.*





## Library Board Calendar

### 2015

<b>December 16</b>	<b>Library Board Regular Meeting</b>
<b>December 16</b>	<b>Library Director – Mid-year Review</b>
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year’s Eve, Library Closed

### 2016

January 1	Holiday – New Year’s Day, Library Closed
<b>January 16</b>	<b>Budget Planning Session, Library</b>
<b>January 20</b>	<b>Library Board Regular Meeting</b>
<b>February 6</b>	<b>Budget Planning Session, Library</b>
<b>February 17</b>	<b>Library Board Regular Meeting</b>
<b>March 16</b>	<b>Library Board Regular Meeting</b>
March 26	Library Closed
March 27	Holiday – Easter, Library Closed
April 10-16	National Library Week
<b>April 20</b>	<b>Library Board Regular Meeting</b>
<b>April</b>	<b>Budget presented to Council, TBD</b>
<b>May</b>	<b>Library Board - Goal Setting Session, TBD</b>
May 8	Mother’s Day, Library Closed
<b>May 18</b>	<b>Library Board Regular Meeting</b>
May 29	Library Closed
May 30	Holiday – Memorial Day, Library Closed
<b>June 15</b>	<b>Library Board Regular Meeting</b>
<b>June 15</b>	<b>Library Director Annual Review</b>
June 19	Father’s Day, Library Closed
July 4	Holiday – Independence Day, Library Closed
<b>July 20</b>	<b>Library Board Regular Meeting</b>
<b>August 17</b>	August –October Community Reads Program
August 19	<b>Library Board Regular Meeting</b>
	Staff In-Service, Library Closed
September 3	Library Closed
September 4	Library Closed
September 5	Holiday – Labor Day, Library Closed
<b>September 21</b>	<b>Library Board Regular Meeting</b>
<b>October 19</b>	<b>Library Board Regular Meeting</b>

- Friends Board Meeting meets the second Wednesday of the month, 7 p.m.
  - Historical Commission meets the fourth Wednesday of the month, 7 p.m.
- The Friends Board Meetings and Historical Commission Meetings are held at the Novi Public Library.