

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Thursday, September 28, 2017
at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, MI 48375

Novi Public Library provides the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community.

- 1. Call to Order by President, Craig Messerknecht
- 2. Roll Call by Secretary, Ramesh Verma
- 3. Pledge of Allegiance
- 4. Approval and Overview of Agenda
- 5. Consent Agenda
 - A. Approval of Claims and Warrants L558.....4-7
 - B. Approval of Regular Meeting Minutes – August 24, 20178-13
- 6. Correspondence
 - A. Thank you letter – Dave Johnson, NYA Golf Outing 14
 - B. Thank you letter – Amelia Purdy-Ketchum, Novi Parks, Recreation and Cultural Services – Sizzling Summer 15-16
 - C. Thank you note – Sandy Pennington, Fox Run Resident 17
 - D. Thank you email – Geri Angel, Fox Run President 18
- 7. Presentation/Special Guest
 - A. N/A
- 8. Public Comment

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

DISCLAIMER: Audiovisual presentations are welcome. To insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting
- 9. Student Representatives Report – August 2017 19-20
- 10. President's Report (Craig Messerknecht)
 - A. Goals Update (October, January, April and June/July)N/A
- 11. Treasurer's Report (Melissa Agosta)
 - A. 2017-2018 Library Budget Fund 268..... 22-26
 - B. 2017-2018 Contributed Fund Budget 269 27
 - C. Library Fund 268 Expenditure & Revenue Report as of **08-31-2017** 28-31
 - D. Contributed Fund 269 Expenditure & Revenue Report as of **08-31-2017**32
 - E. Balance Sheets for Funds 268 and 269 as of **08-31-2017** 33-34

12. Director's Report.....	35-43
A. Information Technology Report	44
B. Facilities Report	45-46
C. Information Services Report.....	46-48
D. Support Services Report	49
E. Library Usage Statistics	50-58
F. Novi Historical Commission	N/A
G. Friends of the Novi Library	59-62

13. Committee Reports

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

(Michener-Chair, Poupard)

- Board approved revised policy manual on June 22, 2017

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

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

- Committee met on Thursday, September 21, 2017 to further discuss salary compensation. Additional information pertaining to class 6 libraries and salary comparisons were shared. Director will be reaching out to local libraries for additional information about HR Consultants for potential assistance on a Salary Structure chart. Information about a vacation buy-back program was presented for full-time employees. Committee requested a separate email communication in advance of the Library meeting (sent Saturday, September 23, 2017) to Board members to introduce the buy-back details.

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

(Agosta-Chair, Messerknecht, Lawler)

- Library Director met with

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Michener – Chair, Agosta, Wood)

- Library Card Campaign will be completed at the end of September. Library Board members received their NPL Trustee shirts and have been wearing them to city functions and library events.
- Fox Run event was a HUGE success on Friday, September 15, 2017. Trustees Verma and Poupard were in attendance.
- President Messerknecht joined Library Director to host the annual City of Novi Ambassador program (9/20/2017) to educate Novi residents about the library. 17 residents were in attendance. See info sheet attached.

E. Strategic Planning Committee: Annual review of current plan

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

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

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

(Messerknecht – Chair, Lawler, Verma, Wood)

- City attorney reviewed the letter from former landscape vendor. Library Director sent a letter (9/18/2017) to former landscape vendor responding to vendor's request for payment.
- A meeting is being scheduled the week of September 25th for installation of example LED lighting to be tested and reviewed by Library Director, Facilities Team and Committee members.

G. Bylaw Committee: Review of Library Board Bylaws

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

14. Public Comment

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

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15. Matters for Board Action

A. One time approval of \$6,000 for 2017-2018 Permanent Salaries budget line for vacation buy-back program for eligible full-time library employees. Total not to exceed \$806,500.00 in budget line Permanent Salaries 704.000.

16. Adjourn

Supplemental Information:

- TLN Bits and Pieces – September 2017 by Jim Pletz, Executive Director 63
- Library Calendar 64-65

Future Events:

- Library Board of Trustees Regular Meeting – Thursday, September 28th at 7:00pm, City of Novi – Council Chambers
- MSU Pumpkin Fest – October 7th and 8th at 11 am -5pm, MSU Tollgate Farms
- Friends of Novi Library Regular Meeting – Wednesday, October 11th at 4:00pm, Novi Library
- Friends Gala – Friday, October 13th at 7:00pm, Novi Library (Registration Required)
- Virtual Reality Weekend – October 20th – 22nd, Novi Library (Registration Required)
- Novi Historical Commission Regular Meeting – Wednesday, October 25th at 7:00pm, Novi Library
- Library Board of Trustees Regular Meeting – Thursday, October 26th at 7:00pm, City of Novi – Council Chambers
- Community Reads Event – Friday, November 10th at 7:00pm, Novi Library
- Library Board of Trustee Regular Meeting – Thursday, November 16th at 7:00pm, Fox Run of Novi



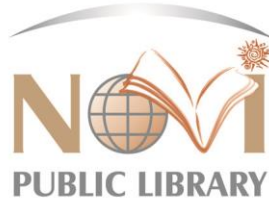
Inform. Inspire. Include.

Warrant 558	268 Accounts	September 2017	
Payable to	Invoice #	Account number	Account Total
Global Office Solutions (8/30/17)		268-000.00-727.000	\$ 783.41
Sam's Club (8/23/17)	Scotch Pkg Tape (6)	268-000.00-727.000	\$ 16.67
Staples	refund Dymo cartridges (2)	268-000.00-727.000	\$ (40.68)
The Office Connection (8/23/17)	toner	268-000.00-727.000	\$ 1,791.20
CDW-G (7/19/17)		268-000.00-734.500	\$ 129.00
Presidio (7/12/17)	project closeout	268-000.00-734.500	\$ 5,920.00
Telsystems (8/1/17)		268-000.00-734.500	\$ 368.00
Demco (7/25/17)		268-000.00-740.000	\$ 107.19
Global Office Solutions (8/23/17)		268-000.00-740.000	\$ 224.40
Hanover Technical Sales, Inc. (7/27/17)		268-000.00-740.000	\$ 1,651.46
Showcases (7/24/17)		268-000.00-740.000	\$ 122.34
The Library Network (6/30/17)	2016-17 fy	268-000.00-740.000	\$ 75.00
Amazon.com (8/2/17)		268-000.00-742.000	\$ 33.60
Barnes & Noble (8/26/17)		268-000.00-742.000	\$ (756.97)
Brodart (8/15/17)		268-000.00-742.000	\$ 12,273.76
Center Point Large Print (7/25/17)		268-000.00-742.000	\$ 417.63
Charter Township of Lyon	Community Read Books	268-000.00-742.000	\$ (185.40)
Gale/Cengage (8/18/17)		268-000.00-742.000	\$ 1,145.65
Genealogical.com (7/24/17)		268-000.00-742.000	\$ 86.90
The Library Network (7/31/17)	2 books	268-000.00-742.000	\$ 34.30
Thomson Reuters (7/4/17)	2016-17 fy	268-000.00-742.000	\$ 128.00
Bonnau, Rhonda	29064001405078	268-000.00-742.100	\$ 3.60
Chelsea District Library	39216007366799	268-000.00-742.100	\$ 16.99
Clawson Blair Memorial Library	39082110324566	268-000.00-742.100	\$ 23.95
Garden City Public Library	39082133348923	268-000.00-742.100	\$ 28.00
Jabbour, Sarah	29066000670412	268-000.00-742.100	\$ 4.40
Khaimov, Zorik	29066000669828	268-000.00-742.100	\$ 15.99
Lyon Township Public Library	39082117319205	268-000.00-742.100	\$ 15.00
Riverview Public Library	39082099290986	268-000.00-742.100	\$ 4.95
Waterford Township Public Library	39082130181913	268-000.00-742.100	\$ 37.00
White Lake Township Library	39082130610069	268-000.00-742.100	\$ 16.99
Ebsco (8/1/17)	NY Times; credit; 5/16-4/17	268-000.00-743.000	\$ (53.59)
Midwest Tape (8/16/17)		268-000.00-744.000	\$ 1,526.12
OverDrive (8/11/17)		268-000.00-744.000	\$ 5,667.32
Amazon.com (8/6/17)		268-000.00-745.200	\$ 241.29
Midwest Tape (8/16/17)		268-000.00-745.200	\$ 2,736.14
Gale/Cengage (7/2/17)	GVRL Hosting/Ebookscengage	268-000.00-745.300	\$ 300.00

The Library Network (7/21/17)	Uni CI Online Databs; 7/1/17-6/30/18	268-000.00-745.300	\$ 3,600.00
Spectrum Business (7/27/17)	August	268-000.00-801.925	\$ 32.31
Merchant Billing Statement		268-000.00-802.100	\$ 329.74
Waste Management		268-000.00-808.100	\$ 98.72
American Library Association (8/9/17)	Brush; 1-yr membership	268-000.00-809.000	\$ 38.00
Michigan Library Association (8/8/17)		268-000.00-809.000	\$ 85.00
Illuminart, Inc. (6/2/17)	2017.0179.00-1; LED project	268-000.00-816.000	\$ 2,669.55
H&K Janitorial Service, Inc. (7/31/17)	July	268-000.00-817.000	\$ 3,900.00
AT&T (8/13/17)	7/14-8/13/17; DTE	268-000.00-851.000	\$ 202.27
Verizon (7/28/17)	6/29-7/18/17	268-000.00-851.000	\$ 335.02
City of Novi	ice	268-000.00-880.000	\$ 10.00
Farkas, Julie	Library Card Campaign; August 2017	268-000.00-880.000	\$ 1,150.23
Metcom (8/3/17)	Library Card Campaign; August 2017	268-000.00-880.000	\$ 1,741.73
Municipal Web Services (8/3/17)	July	268-000.00-880.000	\$ 640.50
Sam's Club (8/10/17)		268-000.00-880.000	\$ 88.68
Alberga, Kathleen	Story Walk	268-000.00-880.268	\$ 172.12
Amazon.com (8/7/17)		268-000.00-880.268	\$ 312.21
Anderson, Gail	Grilling Program	268-000.00-880.268	\$ 38.43
Dickey's Barbecue Pit	License to Grill program	268-000.00-880.268	\$ 50.00
Friends of Novi Public Library	Summer Reading Program	268-000.00-880.268	\$ (1,505.00)
Global Office Solutions (8/23/17)		268-000.00-880.268	\$ 188.98
Gordon Food Service Store (8/28/17)	Youth Programming	268-000.00-880.268	\$ 247.20
Hobby Lobby (8/3/17)	Youth; Rock painting	268-000.00-880.268	\$ 10.01
Kroger (8/3/17)	Youth; Kiddie Craft	268-000.00-880.268	\$ 16.95
Linman, Jennifer	Comic Art Camp	268-000.00-880.268	\$ 50.00
Mutch, Kathleen	Adt Writing Program; September	268-000.00-880.268	\$ 200.00
Oriental Trading (8/18/17)		268-000.00-880.268	\$ 352.41
Sam's Club (8/23/17)	Seville Classic shelving unit; AS	268-000.00-880.268	\$ 149.98
Target (8/3/17)	Youth; SRP Grand prizes	268-000.00-880.268	\$ 225.00
Tony Sacco's Coal Oven Pizza (8/3/17)	Teen Program; SRP finale	268-000.00-880.268	\$ 86.00
Walmart (8/3/17)	Youth Programming	268-000.00-880.268	\$ 437.38
West Music	S11468354	268-000.00-880.268	\$ 162.65
Bistro Bella Vita	On the Road Bus Trip; 9/16/17	268-000.00-880.271	\$ 1,200.00
Frederik Meijer Gardens Sculpture Pk	On the Road Bus Trip; 9/16/17	268-000.00-880.271	\$ 600.00
Gerald R. Ford Museum	On the Road Bus Trip; 9/16/17	268-000.00-880.271	\$ 240.00
Getaway Tours & Charters	On the Road Bus Trip; 9/16/17	268-000.00-880.271	\$ 1,025.00
Grand Rapids Brewing Co.	On the Road Bus Trip; 9/16/17	268-000.00-880.271	\$ 240.00
Venngage (6/22/17)	Infographics; September 2017	268-000.00-900.000	\$ 9.50
VistaPrint (8/15/17)	business cards; E. Brush	268-000.00-900.000	\$ 42.39

Consumers Energy	7/12-8/9/17; a	268-000.00-921.000	\$ 119.07
DTE Energy (8/30/17)	7/25-8/23/17	268-000.00-922.000	\$ 9,547.37
Allied-Eagle Supply Co (7/28/17)	City marked as 2016-17 fy	268-000.00-934.000	\$ 1,334.87
Aventric Technologies (8/30/17)	HEARTAED18145	268-000.00-934.000	\$ 98.00
Boynton (6/30/17)	Fire Panel Upgrade/replacement	268-000.00-934.000	\$ 3,385.72
Cintas (7/31/17)	restroom sanitation	268-000.00-934.000	\$ 508.98
Dalton Comm. Cleaning Corp (8/14/17)		268-000.00-934.000	\$ 2,700.00
Home Depot (8/23/17)		268-000.00-934.000	\$ 56.56
Lyon Mechanical (8/21/17)	Server Room	268-000.00-934.000	\$ 759.30
North Star Mat Service (7/31/17)	7/4-25/17	268-000.00-934.000	\$ 148.00
Sam's Club (8/10/17)		268-000.00-934.000	\$ 26.96
C&J Parking Lot Sweeping (8/31/17)	August	268-000.00-941.000	\$ 110.00
Home Depot	8/12/2017	268-000.00-941.000	\$ 9.97
Xpert Lawn and Snow (8/1/17)	4of7 payment	268-000.00-941.000	\$ 956.42
Corrigan Storage	August	268-000.00-942.100	\$ 23.06
ALA Store (8/8/17)	Rakestraw; webinar; 8/23/17	268-000.00-956.000	\$ 60.00
Bahama Breeze (8/16/17)	staff seminar (3)	268-000.00-956.000	\$ 49.37
Farkas, Julie (8/22/17)	Dtw Metro Bk/Author; 10/16/17 (3)	268-000.00-956.000	\$ 176.64
Fred Pryor Seminars (8/7/17)	12+Month Friend Offer	268-000.00-956.000	\$ 597.00
Michigan Library Association (8/28/17)	MLA Ann Conf	268-000.00-956.000	\$ 1,130.00
Radisson Hotel Lansing	MLA Ann Conf; 10/17/17;	268-000.00-956.000	\$ 617.04
Stevenson, April	MLA Ann Conf; 6/30/17; mileage	268-000.00-956.000	\$ 63.93
Storch, Mary	MLA Presentation Prep	268-000.00-956.000	\$ 74.90
The Library Network (8/10/17)	Tech Forum; 9/29/17; D. Silberman	268-000.00-956.000	\$ 60.00
Zurmuehlen, Maryann (8/15/17)	mileage 4/27;5/2;6/14;6/15	268-000.00-956.000	\$ 69.23
Petty Cash (Postage)		268-000.00-728.000	\$ 20.00
Petty Cash (Community Promotion)		268-000.00-880.000	\$ 17.99
Petty Cash (Programming)		268-000.00-880.268	\$ 26.96
Petty Cash (Conferences & Workshops)		268-000.00-956.000	\$ 17.12
TOTAL			\$ 77,147.03

Warrant 558	269 Accounts	September 2017	
Payable to	Invoice #	Account number	Account total
Amazon.com (8/2/17)		269-000.00-742.230	\$ 287.68
Books in Common	Community Read 2017	269-000.00-742.232	\$ 2,375.00
Burch, David (8/29/17)	Community Read 2017	269-000.00-742.232	\$ 338.03
City of Novi (8/28/17)	Business Blender (4)	269-000.00-742.232	\$ 192.40
Falbaum, Berl (8/30/17)	Author Live; 10/11/17; author	269-000.00-742.232	\$ 206.63
Lewis, Tola (8/24/17)	Taste of Art/Fox Run 9/15/17	269-000.00-742.232	\$ 200.00
Target (8/10/17)	Pinewood Derby; 8/12/17	269-000.00-742.232	\$ 55.00
Sam's Club (8/10/17)	Pinewood Derby; 8/12/17	269-000.00-742.232	\$ 28.80
Red Olive XV (8/18/17)		269-000.00-742.234	\$ 482.29
Sam's Club (8/17/18)	Staff In-service 8/18/19	269-000.00-742.234	\$ 138.86
Steve & Rocky's (8/2/17)	Staff appreciation dinner	269-000.00-742.234	\$ 528.40
TOTAL			\$ 4,833.09



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
August 24, 2017**

DRAFT

1. Call to Order

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

2. Roll Call

Library Board

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

Student Representatives

Ravenna Joshi, Student Representative (Absent and Excused)
Lahari Vavilala, Student Representative (Absent and Excused)

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

Guests

Jeff Muck, Director of Parks, Recreation and Cultural Services, City of Novi

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

Trustee Poupard requested that in the Consent Agenda the approval of Claims and Warrants L557 and the regular meeting minutes for July 27, 2017 be separated and approved singularly.

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

1st—Melissa Agosta

2nd—Doreen Poupard

The motion passed unanimously.

5. Consent Agenda

A. Approval of Claims and Warrants L557

A motion was made to approve the Claims and Warrants L557.

1st—Melissa Agosta

2nd—Doreen Poupard

The motion passed unanimously.

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

A motion was made to approve the regular meeting minutes for July 27, 2017.

1st—Melissa Agosta

2nd—Ramesh Verma

The motion passed with 6 ayes and 1 abstention.

6. Correspondence

There was no correspondence.

7. Presentation/Special Guest

A. Jeff Muck, Director of Parks, Recreation and Cultural Services—Lakeshore Park

- Mr. Muck shared information with the Library Board about the plans for the upcoming Lakeshore Park renovation.
- The renovated park will have a new camp building which will have several rooms, one that will hold 100 people, and a usable outdoor patio. There will also be new paved pathways, paved parking, handicap access, an updated playground, new landscaping as well as indoor and outdoor bathroom facilities.
- The new building will hold two voting precincts.
- The City plans to do year round programming at the park which will allow for year round access to the Lending Library that will be housed in the building.
- The new building will not be available for renting, but the pavilion will be rentable.
- Mr. Muck is hopeful that renovations can be started by the end of 2017. Once work is started, he expects 8-9 months of renovation.

8. Public Comment

There was no public comment.

9. Student Representatives Report-July 2017

The Student Representative Report can be found on pages 22-24 of the August 24, 2017 Library Board packet.

A. Programs

- 7/8/17: Teen SRP Readathon (4 in attendance)
- 7/11/17: Taste Test Challenge (40 in attendance)

- 7/12/17: STEAM Challenges (75 in attendance)
- 7/15/17: Tween SRP Readathon (15 in attendance)
- 7/19/17: DIY Animal Shelter Blankets (25 in attendance)
- 7/20/17: Comic Art Camp (14 in attendance)
- 7/26/17: Rock Wall Climbing Adventure (75 in attendance)

B. Upcoming Programs

- 9/12/17: Chocolate Milk Shakes for all
- 9/16/17: SAT Practice Test
- 9/18/17: Eats and Treats Teen Cooking Club—Rice Krispies
- 9/22/17: TAB Meeting
- 9/27/17: Pizza & Pages Book Club
- 9/30/17: ACT Practice Test

C. TAB Update

TAB meetings will resume in September.

D. Teen Space

Teen Space will resume in September.

- Trustee Michener offered the TAB members the support of the Board if needed. Ms. Farkas encouraged any Board members interested to attend the September 22, 2017 TAB meeting.

10. President's Report

A. Goals Update

Goals are addressed quarterly.

11. Treasurer's Report

A. Library Budget Fund 268—2017-2018

The Fund 268 2017-2018 Budget can be found on pages 26-28 of the August 24, 2017 Library Board packet.

- The 2017-2018 approved budget for Fund 268 calls for revenue of \$2,901,020.00 and expenditures of \$3,090,996.00 which would consume \$189,976.00 of the fund balance.

B. 2017-2018 Contributed Fund Budget 269

The 2017-2018 Contributed Fund 269 Budget can be found on page 29 of the August 24, 2017 Library Board packet.

- Ms. Farkas reported that the "2017-2018 Proposed" budget should read "2017-2018 Approved". She will make the change for the September 28, 2017 Library Board meeting.
- The 2017-2018 Fund 269 budget calls for revenue of \$48,500.00 and expenditures of \$118,465.00 which would consume \$69,965.00 of the fund balance.

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

The Fund 268 Expenditure and Revenue Report can be found on pages 30-33 of the August 24, 2017 Library Board packet.

- Revenue through 7/31/17 totals \$124,377.89
- Expenditures through 7/31/17 totals \$169,502.80

- Property tax revenue has not been received but State Penal Fines were received for a total of \$112,141.45.

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

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 34 of the August 24, 2017 Library Board packet.

E. Balance Sheets for Funds 268 and 269

The balance sheets for funds 268 and 269 can be found on pages 35-36 of the August 24, 2017 Library Board packet.

- The ending balance for Fund 268 through July 31, 2017 is \$1,795,042.12.
 - Trustee Agosta noted that the beginning 2016-2017 Fund 268 balance was \$1,755,110.14. At the end of the 2016-2017 fiscal year there is a positive revenue of \$85,056.89 which will be added to the fund balance making the ending balance \$1,840,167.03. Ms. Farkas cautioned that a few expenditures might come in, but is pleased with the 2016-2017 fiscal year.
- The ending balance for Fund 269 through July 31, 2017 is \$1,696,634.20.

12. Director's Report

The Director's Report can be found on pages 37-38 of the August 24, 2017 Library Board packet.

- Ms. Farkas informed the Board of the staff in-service that was held on Friday, August 18, 2017. The morning was spent practicing emergency procedures (tornado, fire and active shooter drills). Ms. Farkas thanked Jerrod Hart (police), Marshall Johnson (Emergency Management Coordinator), and Kevin Pierce (Fire Marshal) for their help planning the drills. The remainder of the day was spent learning about the various departments within the Library. Ms. Farkas thanked the Board for allowing the Library to close so that staff can connect and practice procedures.
- Ms. Farkas explained that the \$18,000.00 that was removed from account 742.231 Building/Grounds/Furniture of the approved 2016-2017 269 budget was a result of moving the Lending Library project to the 2017-2018 269 budget.
- Former Novi Chief of Police Lee BeGole received a library card in the mail as a result of the library card campaign. At the age of 97, Mr. BeGole activated his card.
- Christina Salvatore, Communication Coordinator, is being nominated for the Marketer of the Year award. \$2,000.00 will be awarded to the winner sponsored by Library Journal.
- Ms. Farkas is waiting on lighting samples to be delivered to the Library for the LED project. When the lights are available, Ms. Farkas will invite the Building Committee to come view them.
- The book "Underground Airlines" has been chosen for the 8th Annual Community Reads. The author, Ben H. Winters, will be in the Library on November 10, 2017 at 7:00 p.m. Following the presentation there will be a wine after-glow. Because of the wine event, the attendants must be 21

and over. The author will be speaking at the Novi High School earlier in the day.

A. Information Technology Report

The Information Technology Report can be found on pages 48-49 of the August 24, 2017 Library Board packet.

- The Library is in the beginning stages of working with the Novi High School Frog Force Robotics Team and E-Nable to use the 3D printer to make prosthetic hands for people overseas. The Library will serve as an E-Nable chapter and host a community assembly day.

B. Facilities Report

The Facilities Report can be found on pages 50-51 of the August 24, 2017 Library Board packet.

C. Information Services Report

The Information and Services Report can be found on pages 51-53 of the August 24, 2017 Library Board packet.

- 455 children have registered for the Raise a Reader in Novi program.
- Ms. Farkas reported that connections were made with Walled Lake Schools and she is hopeful that the Library will be working on programming with them.

D. Support Service Report

The Support Service report can be found on pages 54 of the August 24, 2017 Library Board packet.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 55-63 of the August 24, 2017 Library Board packet.

F. Novi Historical Commission

The Novi Historical Commission minutes from June 28, 2017 can be found on pages 64-65 of the August 24, 2017 Library Board packet.

G. Friends of the Novi Library

The Friends June 14, 2017 minutes and August 9, 2017 agenda can be found on pages 66-68 of August 24, 2017 Library Board packet.

- The Friends have decided to vary the meeting times. Some will be held from 4:00-6:00 p.m. and some from 7:00-9:00 p.m.
- The Library will be hosting Taste of Art on Friday, September 15, 2017 for Fox Run residents. Wine and desserts will be served as guests mingle and learn about the various art in the Library.

13. Committee Reports

A. Policy Committee (Michener– Chair, Poupard): Review current public policies for the Library.

B. HR Committee (Verma – Chair, Michener): HR policies, Director Review, Salary Study

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

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

- The Library Card campaign kicked off on August 15, 2017.
- Board members have received their logo-wear shirts.

E. Strategic Planning Committee (Poupard—Chair, Wood): Annual review of current plan.

F. Building/Landscape Committee (Messerknecht—Chair, Lawler, Verma, Wood): Entrance

Project, Energy Reduction Coalition project, building assessment.

- A letter was received from the previous lawn-service company about money that was withheld from their last payment for damage that was done to the bioswales. Ms. Farkas reported that information has been sent to the attorney and is awaiting a reply.

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

14. Public Comment

There was no public comment.

15. Matters for Board Action

A. Approval of 2018 Calendar Changes for Library Openings and Closings

- The Library will be converting to a new ILS system over the Memorial Day weekend in May, 2018. Ms. Farkas is requesting that to accommodate this major change, the Library close on Saturday, May 26, 2018. The Library is already scheduled to be closed on Sunday, May 27 and Monday, May 28, 2018.
- Ms. Farkas is requesting that the date for the 2018 Staff In-Service be moved from Friday, August 17, 2018 to Friday, August 24, 2018.

A motion was made to approve the 2018 Library Closings on page 40 of the August 24, 2017 Library Board packet with two exceptions: The addition of closing Saturday, May 26, 2018 and changing the August 17, 2018 closing date to August 24, 2018.

1st—Doreen Poupard

2nd—Geoff Wood

The motion passed unanimously.

16. Adjourn

A motion was made to adjourn at 8:23 p.m.

1st—Melissa Agosta

2nd—Tara Michener

The motion passed unanimously.

Ramesh Verma, Secretary

Date



Novi

Strengthening Families
Through Community Involvement

OFFICE
45175 Ten Mile Road
Novi, MI 48375-3024

TELEPHONE
(248) 347-0410

FAX
(248) 347-0552

EMAIL
nya@cityofnovi.org

SPONSORED BY:
Oakland County
Circuit Court-Family Division
City of Novi
Novi Community Schools

STANDING COMMITTEES
-Board of Directors
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-Camp
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-Public Relations
-Youth Recognition
-Fund Raising
-Teen Center
-Alcohol/Drug Awareness

**PROFESSIONAL
COUNSELING
TO YOUTH AND
THEIR FAMILIES**

NOVI YOUTH ASSISTANCE

August 16, 2017

Novi Public Library
Ms. Julie Farkas
45255 W. Ten Mile Road
Novi, MI 48375

Dear Ms. Julie Farkas:

We would like to take this opportunity to thank you for supporting Novi Youth Assistance 6th Annual Golf Outing.

Our Novi Youth Assistance General Citizens Committee will use the funds raised by this event to support camp scholarships, the summer teen center and other programs that Novi Youth Assistance sponsors. We believe that in making these opportunities available to youth we are able to help encourage positive behavior in our young people.

NYA is a non-profit 501(c)(3) organization and your donation is tax deductible. Our tax number is 38-257 3157.

Thank you, again for helping to make the golf outing a great success.

Sincerely,

Dave Johnson

Dave Johnson, Golf Outing Chair
Novi Youth Assistance

The Circuit Court-Family Division for the County of Oakland does not discriminate on the basis of disability in admission or access to its programs, activities, or services as required by Title II of the Americans with Disabilities Act of 1990. The Circuit Court-Family Division is An Equal Employment Opportunity Employer.



August 23, 2017

Novi Public Library
Julie Farkas
45255 Ten Mile
Novi, Michigan 48375

CITY COUNCIL

Mayor

Bob Gatt

Mayor Pro Tem

Dave Staudt

Andrew Mutch

Wayne Wrobel

Laura Marie Casey

Gwen Markham

Brian Burke

City Manager

Peter E. Auger

**Director of Parks, Recreation &
Cultural Services**

Jeffrey A. Muck

Dear Mrs. Farkas,

Thank you so much for supporting this year's Sizzling Summer programs! Novi Public Library has been such a great partner for the Novi Parks department and we want to recognize the amazing support you have given this program over the last several years. The staff from NPL put together a great looking booth each week with fun giveaways and always friendly faces.

This year we had our best season ever with over 4000 participants attending the events from June through August. I have been diligent on recognizing NPL's support in many ways but particularly in event announcements and social media postings. If you have any suggestions on how we can better recognize your efforts please feel free to contact me.

Thank you again for your continued support and I look forward to continuing our partnership in the future!

Sincerely,

Amelia Purdy-Ketchum
Recreation Supervisor – Cultural Arts
Novi Parks, Recreation, and Cultural Services

Enclosure

City of Novi
45175 Ten Mile Road
Novi, Michigan 48375
248.347.0400
248.347.3286 fax
cityofnovi.org



SIZZLING SUMMER 2017

Thank you so much for supporting your local Novi Parks programs! We couldn't do it without you!



and out both welcome and inspire.

Food and wine from Steve + Rochys, music and well-informed staff were so appreciated. Thank you, thank you.

Sincerely,
Sandy Pennington

Sept. 16, 2017

Dear Julie,

What a classy event that you and the wonderful staff at the Nori Library held for all of us from Fox Run. The library is beautiful, laid out to perfection with glorious art work and an incredible patio. The sculptures inside

Email from: Geri Angel, Fox Run Resident
Date: September 18, 2017

All weekend long I have been receiving email, phone calls, texts, etc. telling me that A Taste of Art was WOW! Thank you to your entire team for a memorable event. Folks will be talking about this one for a long time to come! Can't wait to work on another one!

August 2017 Student Representative Report

By: Raveena Joshi, Lahari Vavilala

Programs:

The Teen After-Hours Party took place on August 4th. This was a lock-in where teens who completed the summer reading program enjoyed a make your own sundae bar, movies, games, prizes, and more! (Attendance = 29)

Life Size Pac-Man took place on August 15th. Attendees played a live-action version of the popular game. (Attendance = 20)

The third session of Comic Art Camp took place on August 17th. Attendees used Graphic Tablets to enhance their comic art designs. (Attendance = 5)

The DIY Back to School Bags Program took place on August 22nd. Those who attended added designs and decorations to their own personal tote bags. (Attendance = 24)

The College Application Essay Workshop took place on August 22nd and August 29th. Attendees got to submit a draft of their college application essay to the presenter and get feedback. (Attendance on 8/22 = 11 and Attendance on 8/29 = 6)

Teen Space Update:

There was no Teen Space for the month of August.

Teen Advisory Board Update:

There was no Teen Advisory Board for the month of August.

Upcoming Programs:

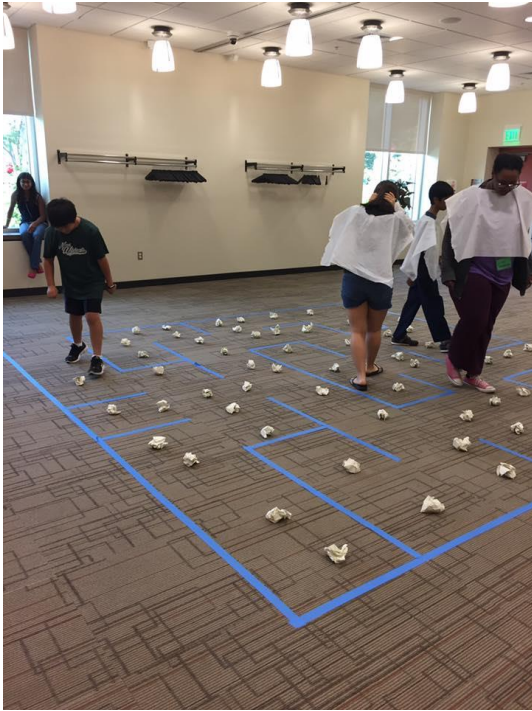
If You Give a Tween a Cupcake - October 10th

Eats & Treats Teen Cooking Club: Cake Decorating - October 17th

Teen Advisory Board (TAB) Meeting - October 20th

Virtual Reality Showcase – October 22nd

Pizza & Pages Book Club - October 25th



Teens having fun playing Life-Size Pac-Man



An attendee shows the bag she made at the DIY Back to School Bags Program

GOALS (Updates in October, January, April and July)

2017-2018 Library Budget 268							
2/23/2017; rev 6/22/17		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
Revenues							
Account	Description						
403.000	Tax Revenue - Current Levy	2,461,558.07	2,522,777.00	2,536,930.00	2,629,295.00	2,729,208.00	2,832,918.00
403.001	Tax Revenue - Cnty Chargebk	294.61	-21,000.00	1,043.00	-15,000.00	-15,000.00	-15,000.00
403.002	Tax Revenue - Tx Tribunal	15,558.00	-5,000.00	0.00	-5,000.00	-5,000.00	-5,000.00
403.003	Tax Revenue - Brow nfield Cap	-214.67	-220.00	-217.00	-225.00	-234.00	-243.00
420.000	Tax Reveune - C/Y Del PPT	-4,846.69	-5,100.00	0.00	-5,000.00	-5,200.00	-5,400.00
567.000	State Aid	34,495.52	29,000.00	29,000.00	34,000.00	34,000.00	34,000.00
633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
657.000	Library book fines	66,886.35	70,000.00	62,000.00	62,000.00	62,000.00	62,000.00
658.000	State penal fines	111,926.44	83,000.00	117,000.00	100,000.00	100,000.00	100,000.00
664.000	Interest on Investments	41,574.64	30,000.00	32,000.00	35,000.00	36,000.00	37,000.00
664.500	Unrealized gain(loss) invest	23,055.12	0.00	0.00	0.00	0.00	0.00
665.000	Miscellaneous income	15,020.65	16,500.00	15,000.00	15,000.00	15,000.00	15,000.00
665.100	Copier	2,727.08	2,200.00	2,100.00	2,100.00	2,100.00	2,100.00
665.200	Electronic media	217.50	200.00	50.00	50.00	50.00	50.00
665.266	SRP - T-shirt sales	131.17	0.00	0.00	0.00	0.00	0.00
665.289	Adult Programing	4,267.33	0.00	2,500.00	2,500.00	2,500.00	2,500.00
665.290	Library Fundraising	0.00	3,000.00	0.00	0.00	0.00	0.00
665.300	Meeting Room	35,193.65	32,000.00	34,000.00	34,000.00	34,000.00	34,000.00
665.400	Gifts and donations	5,205.32	6,000.00	200.00	1,000.00	1,000.00	1,000.00
665.404	Novi Tow nship Assessment	6,154.00	6,369.00	6,197.00	6,300.00	6,426.00	6,555.00
665.650	Library Caf�	5,658.29	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Total Revenues		2,824,862.38	2,774,726.00	2,842,803.00	2,901,020.00	3,001,850.00	3,106,480.00

2017-2018 Library Budget 268 2/23/2017; rev 6/22/17		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
Expenditures							
Personnel Svcs.							
Account	Description						
704.000	Permanent Salaries	848,742.23	805,000.00	805,000.00	800,500.00	813,000.00	830,000.00
704.200	Wages (non-pensionable)	10,000.00		0.00	0.00	0.00	0.00
704.250	Final Payout	18,963.41	0.00	6,557.00	0.00	0.00	0.00
705.000	Temporary Salaries	552,249.03	661,000.00	600,000.00	691,000.00	700,000.00	714,000.00
715.000	Social Security	106,814.50	112,200.00	100,000.00	105,000.00	106,000.00	108,000.00
716.000	Insurance	224,763.56	217,000.00	220,200.00	224,400.00	240,000.00	256,800.00
716.200	HSA - Health Savings Acct.	998.21	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
716.999	Ins. Employee Reimbursement	-41,734.26	-43,400.00	-43,000.00	-45,000.00	-48,150.00	-51,520.00
718.000	Pension DB	14,112.00	0.00	0.00	9,144.00	9,300.00	9,500.00
718.050	Pension - add'l DB	-17,097.72	0.00	0.00	15,852.00	16,100.00	16,500.00
718.200	Pension - Defined Contribution	24,086.16	26,400.00	30,700.00	32,000.00	32,640.00	33,300.00
719.000	Unemployment Ins	1,295.20	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	1,948.58	4,300.00	2,800.00	3,000.00	3,000.00	3,000.00
Total Personnel Services		1,745,140.90	1,784,000.00	1,723,757.00	1,837,396.00	1,873,390.00	1,921,080.00
Supplies							
Account	Description						
727.000	Office supplies	19,615.69	23,000.00	23,000.00	23,000.00	23,000.00	23,000.00
728.000	Postage	623.79	700.00	700.00	700.00	700.00	700.00
734.000	Computer software/licensing	66,110.20	82,000.00	82,000.00	75,000.00	75,000.00	75,000.00
734.500	Computer supplies equip	29,899.05	60,000.00	66,300.00	74,000.00	74,000.00	64,000.00
740.000	Operating supplies	18,702.42	30,000.00	30,000.00	27,000.00	27,000.00	27,000.00
740.010	Gift and Donations expense	1,199.04	0.00	0.00	0.00	0.00	0.00
740.200	Desk, chairs, cabinets, etc.	0.00	3,500.00	3,500.00	2,000.00	0.00	0.00
741.000	Uniforms	134.95	300.00	300.00	300.00	300.00	300.00
Materials							
742.000	Books	174,336.21	190,000.00	190,000.00	196,000.00	196,000.00	196,000.00
742.010	Lending Library Books				10,000.00	20,000.00	20,000.00
742.100	Book Fines	779.42	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	20,297.83	23,800.00	23,800.00	24,800.00	24,800.00	24,800.00
744.000	Audio visual materials	67,548.99	76,000.00	76,000.00	76,200.00	76,200.00	76,200.00
745.200	Electronic media	44,507.93	51,000.00	51,000.00	46,000.00	46,000.00	46,000.00
745.300	Online (Electronic) Resources	50,362.92	60,000.00	60,000.00	59,000.00	59,000.00	59,000.00

2017-2018 Library Budget 268 2/23/2017; rev 6/22/17		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
Expenditures							
Personnel Svcs.							
Account	Description						
704.000	Permanent Salaries	848,742.23	805,000.00	805,000.00	800,500.00	813,000.00	830,000.00
704.200	Wages (non-pensionable)	10,000.00		0.00	0.00	0.00	0.00
704.250	Final Payout	18,963.41	0.00	6,557.00	0.00	0.00	0.00
705.000	Temporary Salaries	552,249.03	661,000.00	600,000.00	691,000.00	700,000.00	714,000.00
715.000	Social Security	106,814.50	112,200.00	100,000.00	105,000.00	106,000.00	108,000.00
716.000	Insurance	224,763.56	217,000.00	220,200.00	224,400.00	240,000.00	256,800.00
716.200	HSA - Health Savings Acct.	998.21	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
716.999	Ins. Employee Reimbursement	-41,734.26	-43,400.00	-43,000.00	-45,000.00	-48,150.00	-51,520.00
718.000	Pension DB	14,112.00	0.00	0.00	9,144.00	9,300.00	9,500.00
718.050	Pension - add'l DB	-17,097.72	0.00	0.00	15,852.00	16,100.00	16,500.00
718.200	Pension - Defined Contribution	24,086.16	26,400.00	30,700.00	32,000.00	32,640.00	33,300.00
719.000	Unemployment Ins	1,295.20	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	1,948.58	4,300.00	2,800.00	3,000.00	3,000.00	3,000.00
Total Personnel Services		1,745,140.90	1,784,000.00	1,723,757.00	1,837,396.00	1,873,390.00	1,921,080.00
Supplies							
Account	Description						
727.000	Office supplies	19,615.69	23,000.00	23,000.00	23,000.00	23,000.00	23,000.00
728.000	Postage	623.79	700.00	700.00	700.00	700.00	700.00
734.000	Computer software/licensing	66,110.20	82,000.00	82,000.00	75,000.00	75,000.00	75,000.00
734.500	Computer supplies equip	29,899.05	60,000.00	66,300.00	74,000.00	74,000.00	64,000.00
740.000	Operating supplies	18,702.42	30,000.00	30,000.00	27,000.00	27,000.00	27,000.00
740.010	Gift and Donations expense	1,199.04	0.00	0.00	0.00	0.00	0.00
740.200	Desk, chairs, cabinets, etc.	0.00	3,500.00	3,500.00	2,000.00	0.00	0.00
741.000	Uniforms	134.95	300.00	300.00	300.00	300.00	300.00
Materials							
742.000	Books	174,336.21	190,000.00	190,000.00	196,000.00	196,000.00	196,000.00
742.010	Lending Library Books				10,000.00	20,000.00	20,000.00
742.100	Book Fines	779.42	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	20,297.83	23,800.00	23,800.00	24,800.00	24,800.00	24,800.00
744.000	Audio visual materials	67,548.99	76,000.00	76,000.00	76,200.00	76,200.00	76,200.00
745.200	Electronic media	44,507.93	51,000.00	51,000.00	46,000.00	46,000.00	46,000.00
745.300	Online (Electronic) Resources	50,362.92	60,000.00	60,000.00	59,000.00	59,000.00	59,000.00

2017-2018 Library Budget 268 2/23/2017; rev 6/22/17		2015-2016	2016-2017	2016-2017	2017-2018	2018-2019	2019-2020
		Audited	Approved	Year End	Approved	Projected	Projected
Services & Charges							
Account	Description						
801.925	Public Information (cable)	369.29	500.00	500.00	500.00	500.00	500.00
802.100	Bank Services	3,112.49	4,800.00	2,500.00	2,500.00	2,500.00	2,500.00
803.000	Independent Audit	665.00	700.00	665.00	700.00	700.00	700.00
804.000	Medical Service	1,286.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	4,230.00	1,000.00	2,500.00	2,500.00	2,500.00	2,500.00
808.000	Rubbish	0.00		1,200.00	1,200.00	1,200.00	1,200.00
809.000	Memberships & Dues	4,331.00	5,000.00	5,000.00	5,200.00	5,200.00	5,200.00
816.000	Professional services	2,356.00	10,000.00	5,000.00	12,000.00	5,000.00	5,000.00
817.000	Custodial Services	46,800.00	46,800.00	46,800.00	46,800.00	46,800.00	46,800.00
818.000	TLN Central Services	3,995.00	4,500.00	3,495.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	12,932.05	11,500.00	11,500.00	14,000.00	14,000.00	14,000.00
855.000	TLN Automation Services	52,801.04	61,000.00	56,000.00	56,000.00	56,000.00	56,000.00
861.000	Gasoline and oil	125.07	1,500.00	500.00	500.00	500.00	500.00
862.000	Mileage	184.61	300.00	100.00	300.00	300.00	300.00
880.000	Community Promotion	9,065.00	20,000.00	25,000.00	25,000.00	20,000.00	20,000.00
880.267	Library Programming - Book It	0.00	0.00	0.00	0.00	0.00	0.00
880.268	Library Programming	17,495.94	22,500.00	22,500.00	22,500.00	22,500.00	22,500.00
880.271	Adult Programming	2,640.19	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
900.000	Print, Graphic Design, Publish	27,533.58	29,500.00	29,500.00	29,500.00	29,500.00	29,500.00
910.000	Property & Liability Insurance	13,464.00	14,800.00	13,222.00	14,000.00	15,000.00	16,000.00
910.001	Ins deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00	0.00
921.000	Heat	8,483.52	11,500.00	10,000.00	11,500.00	11,500.00	11,500.00
922.000	Electricity	95,236.64	106,000.00	102,000.00	99,000.00	99,000.00	99,000.00
923.000	Water and Sewer	9,477.30	5,500.00	5,500.00	5,500.00	6,000.00	6,000.00
934.000	Building Maintenance	47,114.55	100,000.00	75,000.00	80,000.00	84,000.00	84,000.00
935.000	Vehicle Maintenance	215.80	0.00	0.00	0.00	0.00	0.00
941.000	Grounds Maint.	51,558.43	33,000.00	37,800.00	52,000.00	42,000.00	42,000.00
942.000	Office Equipment Lease	14,734.88	15,000.00	13,000.00	12,000.00	12,000.00	12,000.00
942.100	Records storage	251.09	300.00	300.00	300.00	300.00	300.00
956.000	Conferences & Workshops	10,577.11	13,500.00	13,500.00	15,500.00	13,500.00	15,500.00
Total Services & Charges		441,035.58	523,700.00	487,582.00	517,000.00	498,500.00	501,500.00

2017-2018 Library Budget 268 2/23/2017; rev 6/22/17		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
Capital Outlay							
Account	Description						
962.000	Building Maint.						
941.000	Grounds Maint./Entrance Project	40,000.00					
976.000	Building Improvements/Entrance	4,784.96					
976.100	Parking lot improvements	0.00	53,400.00	53,400.00			
986.000	Internal Tech - Capital Outlay	54,619.88	56,000.00	56,000.00	30,000.00	27,000.00	0.00
986.000	Data Proc - camera replace		17,500.00	17,500.00	2,100.00	2,100.00	2,100.00
990.000	Furniture	9,475.50			31,000.00	9,000.00	9,000.00
Total Capital Outlay		108,880.34	126,900.00	126,900.00	63,100.00	38,100.00	11,100.00
965.269	Walker Transfer						
Total Expenditures		2,789,175.26	3,035,900.00	2,945,839.00	3,032,496.00	3,032,990.00	3,046,680.00
680.000	TOTAL Fundbalance	35,687.12	-261,174.00	-103,036.00	-131,476.00	-31,140.00	59,800.00

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

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

269 - Library Contributed Funds - Revenues & Expenditures							
2017-2018							
Approved 4/27/2017; rev 6/22/17							
				Year End (6/30/16)	2016-2017 Approved	2016-2017 Amended	2017-2018 Approved
Revenues							
664.000		Interest on Investments		26,726.32	15,000.00	15,000.00	36,000.00
664.500		Unrealized gain (loss) on investments		18,051.92	5,000.00	5,000.00	6,000.00
Interest Income				44,778.24	20,000.00	20,000.00	42,000.00
Donations							
665.230		Collections/Materials Revenue		461.35	2,000.00	2,000.00	1,000.00
665.231		Buildings/Ground/Furniture Revenue		5,150.71	2,000.00	2,000.00	1,000.00
665.232		Programming Revenue		18,387.46	2,000.00	2,000.00	2,500.00
		Raising a Reader in Novi Sponsors			5,000.00	5,000.00	1,000.00
665.233		Technology Library Revenue		409.00	500.00	500.00	500.00
665.234		Undesignated Misc. Donations		3,212.09	500.00	500.00	500.00
TOTAL				\$27,620.61	\$12,000.00	\$12,000.00	\$6,500.00
TOTAL Revenues				72,398.85	32,000.00	32,000.00	48,500.00
Expenditures							
742.230		Collections/Materials Expenditures		187.13	5,000.00	5,000.00	2,000.00
742.231		Buildings/Ground/Furniture Exp		6,672.11	18,000.00	-	500.00
		LED Lighting Conversion project					70,000.00
742.232		Programming Expenditures		16,344.22	3,000.00	3,000.00	3,000.00
742.233		Technology Library Expenditures		965.00	4,000.00	4,000.00	2,000.00
		Automated Lending Library/Drop box				-	39,965.00
742.234		Undesignated Misc. Expenditures		6,023.03	2,000.00	-	
		Staff Recognition			-	1,000.00	1,000.00
TOTAL				30,191.49	32,000.00	13,000.00	118,465.00
TOTAL Expenditures				30,191.49	\$32,000.00	13,000.00	118,465.00
Beginning Fund Balance Yr. End					1,629,605.26	1,671,812.62	1,679,802.77
Revenues				72,398.85	32,000.00	32,000.00	48,500.00
Expenditures				30,191.49	32,000.00	(13,000.00)	(118,465.00)
NET Revenues vs. Expenditures				42,207.36	0.00	19,000.00	-69,965.00
Beginning Fund Balance				1,629,605.26			
Net of Rev/Exp 2015/2016							
Ending Fund Balance Expected				\$1,671,812.62	\$1,629,605.26	\$1,690,812.62	\$1,609,837.77

Julie, just noticed that the Automated Lending Library Unit is Capital so I put the budget in a capital GL 269-000.00-976.044 instead of a supplies GL 269-000.00-742.235. Let me know if you have any questions.

Thank you,



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09/20/2017 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI									
PERIOD ENDING 08/31/2017									
% Fiscal Year Completed: 16.99									
		END BALANCE	2017-18		MONTHLY ACT	MONTHLY ACT	YTD BALANCE	AVAILABLE	
		06/30/2017	ORIGINAL	2017-18	JULY 2017	AUGUST 2017	08/31/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMEND BUDGET	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268									
Dept 000.00-treasury									
Property tax revenue									
268-000.00-403.000	Property Tax Revenue - Current Levy	2,537,769.36	2,629,295.00	2,629,295.00	0.00	0.00	0.00	2,629,295.00	0.00
268-000.00-403.001	Property Tax Revenue- County Chargebacks	2,422.46	(15,000.00)	(15,000.00)	780.60	329.60	1,110.20	(16,110.20)	(7.40)
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	4,000.00	(5,000.00)	(5,000.00)	0.00	0.00	0.00	(5,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(217.02)	(225.00)	(225.00)	0.00	0.00	0.00	(225.00)	0.00
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(6,712.21)	(5,000.00)	(5,000.00)	0.00	0.00	0.00	(5,000.00)	0.00
Property tax revenue		2,537,262.59	2,604,070.00	2,604,070.00	780.60	329.60	1,110.20	2,602,959.80	0.04
State sources									
268-000.00-567.000	State aid	36,210.14	34,000.00	34,000.00	0.00	18,234.98	18,234.98	15,765.02	53.63
State sources		36,210.14	34,000.00	34,000.00	0.00	18,234.98	18,234.98	15,765.02	53.63
Fines and forfeitures									
268-000.00-657.000	Library book fines	62,701.26	62,000.00	62,000.00	5,102.67	6,391.15	11,493.82	50,506.18	18.54
268-000.00-658.000	State penal fines	117,150.58	100,000.00	100,000.00	112,141.45	0.00	112,141.45	(12,141.45)	112.14
Fines and forfeitures		179,851.84	162,000.00	162,000.00	117,244.12	6,391.15	123,635.27	38,364.73	76.32
Interest income									
268-000.00-664.000	Interest on investments	51,568.50	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	0.00
268-000.00-664.500	Unrealized gain (loss) on investments	(47,460.19)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest income		4,108.31	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	0.00
Other revenue									
268-000.00-665.000	Miscellaneous income	15,326.59	15,000.00	15,000.00	1,297.50	1,341.70	2,639.20	12,360.80	17.59
268-000.00-665.100	Copier	2,270.05	2,100.00	2,100.00	63.25	31.65	94.90	2,005.10	4.52
268-000.00-665.200	Electronic media (previously VHS)	81.00	50.00	50.00	0.00	0.00	0.00	50.00	0.00
268-000.00-665.290	Library fund raising revenue	0.00	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
268-000.00-665.300	Meeting room	49,160.49	34,000.00	34,000.00	3,402.13	5,431.57	8,833.70	25,166.30	25.98
268-000.00-665.400	Novi Township assessment	6,197.00	6,300.00	6,300.00	0.00	0.00	0.00	6,300.00	0.00
268-000.00-665.650	Library Cafe	4,469.07	5,000.00	5,000.00	384.73	383.27	768.00	4,232.00	15.36
Other revenue		77,504.20	64,950.00	64,950.00	5,147.61	7,188.19	12,335.80	52,614.20	18.99
Donations									
268-000.00-665.289	Adult programs	4,873.65	0.00	0.00	967.72	1,988.14	2,955.86	(2,955.86)	100.00
268-000.00-665.400	Gifts and donations	2,571.41	1,000.00	1,000.00	237.84	403.74	641.58	358.42	64.16
Donations		7,445.06	1,000.00	1,000.00	1,205.56	2,391.88	3,597.44	(2,597.44)	359.74

		END BALANCE	2017-18		MONTHLY ACT	MONTHLY ACT	YTD BALANCE	AVAILABLE		
		06/30/2017	ORIGINAL	2017-18	JULY 2017	AUGUST 2017	08/31/2017	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMEND BUDGET	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED	
Personnel services										
268-000.00-704.000	Permanent salaries	785,289.97	795,000.00	795,000.00	32,810.88	61,435.23	94,246.11	700,753.89	11.85	
268-000.00-704.250	Final Payout	6,558.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
268-000.00-705.000	Temporary salaries	585,147.40	686,000.00	686,000.00	24,375.70	47,594.35	71,970.05	614,029.95	10.49	
268-000.00-715.000	Social security	102,475.43	104,000.00	104,000.00	4,370.31	8,110.92	12,481.23	91,518.77	12.00	
268-000.00-716.000	Insurance	223,731.54	224,400.00	224,400.00	697.85	175.00	872.85	223,527.15	0.39	
268-000.00-716.200	HSA - employer contribution	2,019.71	1,500.00	1,500.00	11.54	162.50	174.04	1,325.96	11.60	
268-000.00-716.999	Insurance - Employee Reimbursement	(41,124.63)	(45,000.00)	(45,000.00)	(1,793.41)	(3,353.27)	(5,146.68)	(39,853.32)	11.44	
268-000.00-718.000	Pension - DB Normal Cost	13,452.00	9,144.00	9,144.00	0.00	0.00	0.00	9,144.00	0.00	
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(15,028.56)	15,852.00	15,852.00	0.00	0.00	0.00	15,852.00	0.00	
268-000.00-718.200	Pension - defined contribution	21,194.72	32,000.00	32,000.00	1,309.01	2,450.20	3,759.21	28,240.79	11.75	
268-000.00-720.000	Workers compensation	2,591.57	3,000.00	3,000.00	107.40	199.97	307.37	2,692.63	10.25	
Personnel services										
		1,686,307.18	1,825,896.00	1,825,896.00	61,889.28	116,774.90	178,664.18	1,647,231.82	9.79	
Supplies										
268-000.00-727.000	Office supplies	17,582.47	23,000.00	23,000.00	1,171.16	2,550.60	3,721.76	19,278.24	16.18	
268-000.00-728.000	Supplies - Postage	608.68	700.00	700.00	0.00	0.00	0.00	700.00	0.00	
268-000.00-734.000	Computer supplies, software & licensing	73,598.06	75,000.00	75,000.00	3,580.30	714.39	4,294.69	70,705.31	5.73	
268-000.00-734.500	Computer supplies/equipment	48,298.19	74,000.00	74,000.00	12,082.22	368.00	12,450.22	61,549.78	16.82	
268-000.00-740.000	Operating supplies	30,299.17	27,000.00	27,000.00	1,880.99	224.40	2,105.39	24,894.61	7.80	
268-000.00-740.010	Gift and donations expense	14.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00	
268-000.00-741.000	Supplies - Uniforms	184.56	300.00	300.00	136.50	0.00	136.50	163.50	45.50	
268-000.00-742.000	Library books	161,658.17	196,000.00	196,000.00	13,464.59	9,622.06	23,086.65	172,913.35	11.78	
268-000.00-742.100	Library Books - Fines	1,126.56	1,000.00	1,000.00	25.59	163.27	188.86	811.14	18.89	
268-000.00-743.000	Library periodicals	21,048.33	24,800.00	24,800.00	971.25	(53.59)	917.66	23,882.34	3.70	
268-000.00-744.000	Audio visual materials	75,644.65	76,200.00	76,200.00	12,868.70	17,147.33	30,016.03	46,183.97	39.39	
268-000.00-745.200	Electronic media	47,376.40	46,000.00	46,000.00	3,998.72	2,923.21	6,921.93	39,078.07	15.05	
268-000.00-745.300	Electronic resources (CD rom materials)	67,312.79	59,000.00	59,000.00	36,651.88	0.00	36,651.88	22,348.12	62.12	
Supplies										
		544,752.35	605,000.00	605,000.00	86,831.90	33,659.67	120,491.57	484,508.43	19.92	

		END BALANCE	2017-18		MONTHLY ACT	MONTHLY ACT	YTD BALANCE	AVAILABLE		
		06/30/2017	ORIGINAL	2017-18	JULY 2017	AUGUST 2017	08/31/2017	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMEND BUDGET	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED	
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	387.61	500.00	500.00	32.31	32.31	64.62	435.38	12.92	
268-000.00-802.100	Bank Service Charges	2,561.24	2,500.00	2,500.00	329.74	0.00	329.74	2,170.26	13.19	
268-000.00-803.000	Independent audit	665.00	700.00	700.00	0.00	0.00	0.00	700.00	0.00	
268-000.00-804.000	Medical service	1,971.00	1,500.00	1,500.00	196.00	98.00	294.00	1,206.00	19.60	
268-000.00-806.000	Legal fees	3,525.80	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00	
268-000.00-809.000	Memberships and dues	4,742.57	5,200.00	5,200.00	3,836.07	333.00	4,169.07	1,030.93	80.17	
268-000.00-816.000	Professional services	3,169.55	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	0.00	
268-000.00-817.000	Custodial services	46,900.00	46,800.00	46,800.00	7,800.00	3,900.00	11,700.00	35,100.00	25.00	
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00	
268-000.00-851.000	Telephone	11,655.25	14,000.00	14,000.00	1,077.42	994.68	2,072.10	11,927.90	14.80	
268-000.00-855.000	TLN Automation Services	57,017.61	56,000.00	56,000.00	16,228.58	0.00	16,228.58	39,771.42	28.98	
268-000.00-861.000	Gasoline and oil	0.00	500.00	500.00	0.00	0.00	0.00	500.00	0.00	
268-000.00-862.000	Mileage	185.58	300.00	300.00	0.00	0.00	0.00	300.00	0.00	
		END BALANCE	2017-18		MONTHLY ACT	MONTHLY ACT	YTD BALANCE	AVAILABLE		
		06/30/2017	ORIGINAL	2017-18	JULY 2017	AUGUST 2017	08/31/2017	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMEND BUDGET	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED	
268-000.00-880.000	Community promotion	21,489.18	25,000.00	25,000.00	563.00	10,407.85	10,970.85	14,029.15	43.88	
268-000.00-880.268	Library programming	20,837.71	22,500.00	22,500.00	1,550.89	3,746.36	5,297.25	17,202.75	23.54	
268-000.00-880.271	Adult programs	2,539.90	3,000.00	3,000.00	0.00	3,305.00	3,305.00	(305.00)	110.17	
268-000.00-900.000	Printing, graphic design and publishing	27,677.70	29,500.00	29,500.00	114.14	51.89	166.03	29,333.97	0.56	
268-000.00-910.000	Property & liability insurance	13,222.00	14,000.00	14,000.00	13,230.00	0.00	13,230.00	770.00	94.50	
268-000.00-921.000	Heat	10,848.89	11,500.00	11,500.00	285.80	117.45	403.25	11,096.75	3.51	
268-000.00-922.000	Electricity	91,991.32	99,000.00	99,000.00	9,642.71	10,744.37	20,387.08	78,612.92	20.59	
268-000.00-923.000	Water and sewer	7,226.80	5,500.00	5,500.00	0.00	0.00	0.00	5,500.00	0.00	
268-000.00-934.000	Building maintenance	80,621.62	80,000.00	80,000.00	7,620.47	4,673.62	12,294.09	67,705.91	15.37	
268-000.00-935.000	Vehicle maintenance	70.64	0.00	0.00	8.99	0.00	8.99	(8.99)	100.00	
268-000.00-941.000	Grounds maintenance	24,859.96	52,000.00	52,000.00	1,011.42	1,021.39	2,032.81	49,967.19	3.91	
268-000.00-942.000	Office equipment lease	12,793.59	12,000.00	12,000.00	698.90	0.00	698.90	11,301.10	5.82	
268-000.00-942.100	Records storage	272.65	300.00	300.00	23.06	23.06	46.12	253.88	15.37	
268-000.00-956.000	Conferences and workshops	10,318.57	15,500.00	15,500.00	1,730.99	2,828.88	4,559.87	10,940.13	29.42	
Other services and charges										
		461,046.74	515,800.00	515,800.00	65,980.49	42,277.86	108,258.35	407,541.65	20.99	

		END BALANCE	2017-18		MONTHLY ACT	MONTHLY ACT	YTD BALANCE	AVAILABLE	
		06/30/2017	ORIGINAL	2017-18	JULY 2017	AUGUST 2017	08/31/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMEND BUDGET	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Capital outlay									
268-000.00-976.000	Building improvements	0.00	70,000.00	70,000.00	0.00	0.00	0.00	70,000.00	0.00
268-000.00-976.100	Parking lot improvements	8,475.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	56,032.80	32,100.00	32,100.00	0.00	0.00	0.00	32,100.00	0.00
268-000.00-990.000	Furniture	0.00	31,000.00	31,000.00	0.00	0.00	0.00	31,000.00	0.00
Capital outlay		64,507.80	133,100.00	133,100.00	0.00	0.00	0.00	133,100.00	0.00
Net - Dept 000.00-treasury		85,768.07	(178,776.00)	(178,776.00)	(90,323.78)	(158,176.63)	(248,500.41)	69,724.41	
Fund 268 - LIBRARY FUND 268:									
TOTAL REVENUES		2,842,382.14	2,901,020.00	2,901,020.00	124,377.89	34,535.80	158,913.69	2,742,106.31	139.00
TOTAL EXPENDITURES		2,756,614.07	3,079,796.00	3,079,796.00	214,701.67	192,712.43	407,414.10	2,672,381.90	139.00
NET OF REVENUES & EXPENDITURES		85,768.07	(178,776.00)	(178,776.00)	(90,323.78)	(158,176.63)	(248,500.41)	69,724.41	139.00

GL NUMBER	DESCRIPTION	END BALANCE	2017-18		MONTHLY ACT	MONTHLY ACT	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2017	ORIGINAL	2017-18	JULY 2017	AUGUST 2017	08/31/2017	BALANCE	
		NORM (ABNORM)	BUDGET	AMEND BUDGET	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	
Fund 269 - LIBRARY CONTRIBUTION 269									
Dept 000.00-treasury									
Interest income									
269-000.00-664.000	Interest on investments	31,478.76	36,000.00	36,000.00	0.00	0.00	0.00	36,000.00	0.00
269-000.00-664.500	Unrealized gain (loss) on investments	(24,333.20)	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00
Interest income		7,145.56	42,000.00	42,000.00	0.00	0.00	0.00	42,000.00	0.00
Donations									
269-000.00-665.230	Collections/Materials Revenue	1,760.00	1,000.00	1,000.00	80.00	159.00	239.00	761.00	23.90
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	1,449.26	6,465.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.232	Programming Revenue	19,215.51	2,500.00	2,500.00	3,450.00	4,635.23	8,085.23	(5,585.23)	323.41
269-000.00-665.233	Technology Library Revenue	5,500.00	500.00	500.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	1,092.45	500.00	500.00	0.00	500.00	500.00	0.00	100.00
Donations		29,017.22	10,965.00	5,500.00	3,530.00	5,294.23	8,824.23	(3,324.23)	160.44
Supplies									
269-000.00-742.230	Collections/Materials Expense	198.37	2,000.00	2,000.00	0.00	287.68	287.68	1,712.32	14.38
269-000.00-742.231	Buildings/Ground/ Furniture Expense	291.06	6,000.00	500.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.232	Programming Expense	7,647.39	3,000.00	3,000.00	2,876.48	283.80	3,160.28	(160.28)	105.34
269-000.00-742.233	Technology Library Expense	0.00	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-742.234	Undesignated Misc	1,892.18	0.00	0.00	324.93	1,192.72	1,517.65	(1,517.65)	100.00
Supplies		10,029.00	13,000.00	7,500.00	3,201.41	1,764.20	4,965.61	2,534.39	66.21
Net - Dept 000.00-treasury		26,133.78	39,965.00	40,000.00	328.59	3,530.03	3,858.62	36,141.38	
Fund 269 - LIBRARY CONTRIBUTION 269:									
TOTAL REVENUES		36,162.78	52,965.00	47,500.00	3,530.00	5,294.23	8,824.23	38,675.77	9.65
TOTAL EXPENDITURES		10,029.00	13,000.00	7,500.00	3,201.41	1,764.20	4,965.61	2,534.39	9.65
NET OF REVENUES & EXPENDITURES		26,133.78	39,965.00	40,000.00	328.59	3,530.03	3,858.62	36,141.38	9.65
TOTAL REVENUES - ALL FUNDS									
TOTAL REVENUES - ALL FUNDS		2,878,544.92	2,953,985.00	2,948,520.00	127,907.89	39,830.03	167,737.92	2,780,782.08	
TOTAL EXPENDITURES - ALL FUNDS		2,766,643.07	3,092,796.00	3,087,296.00	217,903.08	194,476.63	412,379.71	2,674,916.29	
NET OF REVENUES & EXPENDITURES		111,901.85	(138,811.00)	(138,776.00)	(89,995.19)	(154,646.60)	(244,641.79)	105,865.79	

09/20/2017		BALANCE SHEET FOR CITY OF NOVI	
		As of 08/31/2017	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	526,494.12	
268-000.00-017.000	Investments - Pooled	1,974,569.98	
268-000.00-018.000	Cash on hand	500.00	
268-000.00-020.000	Current taxes receivable	(814,444.44)	
268-000.00-040.400	Prepaid expenditures	4,588.00	
	Total Assets	1,691,707.66	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	86,091.79	
268-000.00-202.100	Accounts Payable - Manual	3,715.46	
268-000.00-215.000	Accrued workers compensation	(88.91)	
268-000.00-259.702	Accrued liabilities-tax	10,000.00	
268-000.00-276.400	Deposit for Cafe	500.00	
	Total Liabilities	100,218.34	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	1,755,110.14	
	Total Fund Balance	1,755,110.14	
	Beginning Fund Balance - 16-17	1,755,110.14	
	Net of Revenues VS Expenditures - 16-17	84,879.59	
	*16-17 End FB/17-18 Beg FB	1,839,989.73	
	Net of Revenues VS Expenditures - Current Year	(248,500.41)	
	Ending Fund Balance	1,591,489.32	
	Total Liabilities And Fund Balance	1,691,707.66	
* Year Not Closed			

GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTION 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	74,520.62
269-000.00-017.000	Investments - Pooled	1,629,019.80
	Total Assets	1,703,540.42
*** Liabilities ***		
269-000.00-202.000	Accounts payable	1,735.40
	Total Liabilities	1,735.40
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,562,697.29
269-000.00-390.230	Fund Balance Collections/Materials	34,468.23
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	52,054.29
269-000.00-390.232	Fund Balance Programming	16,343.76
269-000.00-390.233	Fund BalanceTechnology Library	6,249.05
	Total Fund Balance	1,671,812.62
	Beginning Fund Balance - 16-17	1,671,812.62
	Net of Revenues VS Expenditures - 16-17	26,133.78
	*16-17 End FB/17-18 Beg FB	1,697,946.40
	Net of Revenues VS Expenditures - Current Year	3,858.62
	Ending Fund Balance	1,701,805.02
	Total Liabilities And Fund Balance	1,703,540.42
* Year Not Closed		

Director's Report by Julie Farkas

Vacation Buy-back Opportunity for Full-time Employees

Following City Council approval, an email was received on Monday, September 11th from the City's HR Dept. alerting the City's Leadership team that a vacation buy-back opportunity would be made available this fall to employees that are part of the Administrative Employee Category. Library employees fall under this category. The buy-back would allow for any full-time employee that has a minimum of 80 hours of vacation time to buy back a maximum of up to 40 hours and be paid out for those hours instead of taking the time off.

The City's HR Dept. needs information about employees who are wanting this option no later than October 6th.

There are 5 employees that are eligible to accept this vacation buy-back option resulting in approximately \$6,000 in additional expenditures in the 704.000 budget line that was not accounted for this year.

I believe this is a wonderful option to be given to employees and would like to see support of this approval. I would recommend the additional \$6,000 be approved in the 704.000 for fiscal year 2017/2018. Changing the current Permanent Salaries budget line (704.000) from \$795,000 to \$801,000.

In the future, this will be a matter of budget preparation and will not need further approval from the Library Board as it will be included in the Permanent Salaries budget recommendations annually.

Library Endowment Investigation

I had the opportunity to meet with Jessica Striegle from the Northville Community Foundation (20 year granting non-profit) to discuss options for a library endowment. There is now new leadership at the foundation and an opportunity to re-investigate this option. Jessica and I will work towards a meeting in late January when she returns from maternity leave to discuss further options for the library.

Out and About in Novi and the Library Profession

8/26: Novi Town Center back to school event

8/29: Business Blender event with City of Novi and Novi Chamber of Commerce

8/29, 9/13: City Leadership Meetings

8/30: Feed the Need event

8/30, 9/11: Fox Run planning mtgs.

8/31: Debrief mtg. with Marshall Johnson for Active Shooter, Fire and Tornado drills at In-Service

8/31: Novi Community School District In-Service

9/6: NYA Annual planning mtg.

9/6: Library Board planning mtg. for Fox Run November mtg.

9/6: Library café mtg. re: storage space

9/7: Rotary mtg.

9/11: NCSD Preschool planning mtg. w/Ann Hansen

9/11: Tree removal mtg. w/City of Novi

9/12: City of Novi Quarterly Breakfast

9/14: Friends planning mtg. w/Vicky McLean
9/15: City of Novi Employee In-Service
9/18: Author Gary Rambisz mtg.
9/18: Marilyn Suttle Customer Service mtg.
9/20: Endowment mtg. w/Jessica Striegle
9/20: Library Design Associates planning mtg.
9/20: City of Novi Ambassador Academy presentation with Craig Messerknecht
9/21: HR Committee mtg.
9/21: Feed the Need Celebration
9/20: E-nable planning mtg.

YOUR Novi Public Library

Inform. Inspire. Include.



Inform

- **Established:** in 1960 by the Friends of the Novi Library (celebrated 55 years in September 2015). Library's current building is 59,314 + 5,904 (patio space).
- **Funded:** by a tax revenue source of 1.0 mils annually (currently collecting .77 mils). Current budget tax revenue for 2017-2018: \$2,629,285. Additional funding sources include: state aid, fines/fees, penal fines (speed to read).
- **Governed:** by a 7 member board of trustees that is appointed by the Mayor. Members serve 3 year terms. Main functions of the board: financial oversight, budget approval, policy making, advocacy, fundraising/marketing, strategic planning.
- **Managed:** by a Library Director. Currently, 17 Full-time staff and approximately 45 Part-time staff). Library Departments: Administration, Information Services, Support Services, Information Technology and Facilities. All Librarians have a Master Degree in Library Science or Information by an ALA accredited institution.
- **Items checked out:** 803,281 – includes materials and downloadables (based on population of 60,593 that is approx. 13 items per person/per year).
- **Visited in 2015-2016:** 424,401 visitors, 4.5 % increase from 14/15. We see approximately 1,221 patrons daily). Open 7 days a week.

Inspire

- **Technology:** 3D Printing, VHS to DVD conversion (launching vinyl/cassette conversion to digital in Fall 2016), one on one computer classes, Tech times
- **Artwork:** One of a kind pieces of artwork are displayed throughout the Library.
- **Programming:** There are opportunities for every age group.
- **Resources/Collections:** Over 175,000 items are in the Library's physical and digital collections.
- **Online Resources:** RBDigital, Freegal, Universal Class, and Overdrive just to name a few!
- **Cooperative Sharing:** The Library participates in The Library Network, a consortium of over 60 libraries in southeast Michigan that allows for reciprocal borrowing and a shared catalog system with over 4 million items.
- **Outreach:** 3 Read Boxes located in 3 City of Novi Parks (Lakeshore, Rotary and ITC); Delivery of materials to various Older Adult facilities (Fox Run, Waltonwood, MAC, etc).
- **Cultural Experiences:** Story times in 6 different languages, conversation groups in a variety of languages, monthly concerts, ethnic food events, author events, and guest lectures.
- **Literacy:** Pre-school program "Raising a Reader in Novi – 1,000 Books before Kindergarten", ESL conversation and book discussion groups.

Include

- Friends of the Novi Library (volunteer opportunity)
- Novi Historical Commission – preserving Novi's history (appointed by the Mayor)
- Teen Space – a place for high school age students to hang out and socialize (Monday – Friday from 2:00pm-5:00pm). Sponsored by Library, Novi Youth Assistance, Novi Community School District and Novi Parks & Recreation). In 16/17, 5,491 visits were made to Teen Space.
- Longtime partners with: Novi Community School District and other area schools, NLA (Neighborhood Library Association), City of Novi, local businesses, MSU Tollgate, Novi Rotary, American Business Women's Association, Novi Youth Assistance, Fox Run of Novi
- Annual Summer Reading program (All ages welcome)
- 7 meeting room spaces available for rent
- Website, Library App, Monthly E-newsletter, social media, monthly cable shows
- Homeowners Association meetings FREE of charge if library can give a 10-15 minute update on what is new at NPL
- Full service café
- Study spaces
- Computer Lab

Programming Spotlight

- What's going on currently at the Novi Library! (Hundreds of events offered for all age groups annually)

Challenges

- Squashing the "Library" stereotype. We consider ourselves a "Destination place" in our community. Going "beyond books" and providing more for our residents.
- Funding for the future
- Getting our word out to the community.
- **EVERYTHING** you get for your tax dollars
- Being known as the "Information gateway" in Novi

DAVE TROTT
11TH DISTRICT, MICHIGAN

COMMITTEE ON FINANCIAL SERVICES
SUBCOMMITTEE ON FINANCIAL INSTITUTIONS
AND CONSUMER CREDIT

SUBCOMMITTEE ON
HOUSING AND INSURANCE

SUBCOMMITTEE ON
OVERSIGHT AND INVESTIGATION



1722 LONGWORTH HOUSE OFFICE BUILDING
WASHINGTON, DC 20515
(202) 225-6171

625 EAST BIG BEAVER ROAD, SUITE 204
TROY, MI 48063
(248) 528-0711

Congress of the United States
House of Representatives
Washington, DC 20515-2211

September 6, 2017

Ms. Julie Farkas
Novi Public Library
45255 W 10 Mile Rd
Novi, MI 48375

Dear Ms. Farkas,

I am impressed by your level of community engagement and dedication to provide resources that promote lifelong learning. To recognize your hard work, I have nominated Novi Public Library for the 2018 National Medal for Museum and Library Service from the Institute of Museum and Library Services (IMLS).

The National Medals are designed to honor outstanding libraries and museums that contribute to the well-being of their local communities. To learn more about this award please visit their website: <https://www.ims.gov/grants/available/national-medal-museum-and-library-service>.

IMLS will notify your institution to ask for additional information and to complete an application. Please feel free to contact my District Representative, Anthony Lewis at (248) 528-0711 or Anthony.Lewis@mail.house.gov, with any further questions or concerns.

I hope you are interested in participating in this program to receive recognition for making our community a better place to live.

Sincerely,

A handwritten signature in blue ink that reads "Dave Trott". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dave Trott
Member of Congress

CERTIFICATE OF APPRECIATION

PRESENTED TO

Novi Public Library

for outstanding support of the 2017 Michigan Money Smart Week campaign and commitment to helping consumers better manage their personal finances

WITH GRATITUDE, ON BEHALF OF MICHIGAN RESIDENTS,



Heather Greenwell
Heather Greenwell

Kelly Masters
Kelly Masters



Rise and Shine

You're invited to a

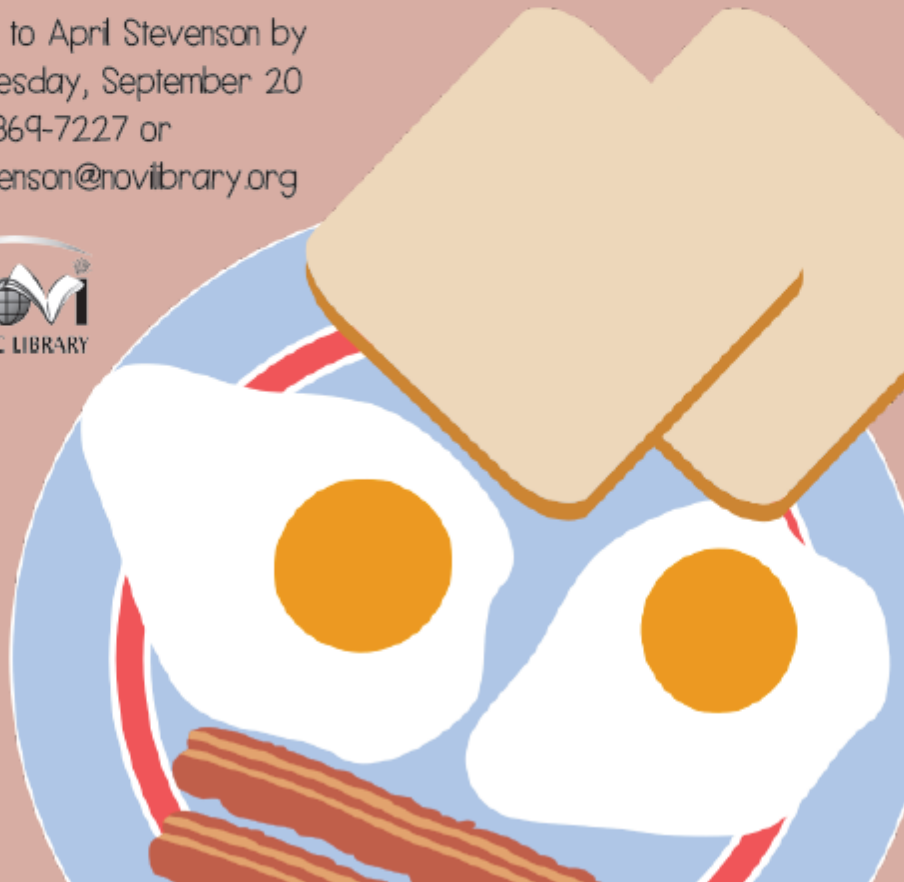
BREAKFAST

@ IHOP of Novi
43317 Grand River

Monday, September 25, 7-8:30am

Hear about new programs and services
at the Novi Public Library

RSVP to April Stevenson by
Wednesday, September 20
248-869-7227 or
astevenson@novilibrary.org





ENABLING THE FUTURE

Learn more about this **handtastic** project
launching in the **Novi Community**

Join us on:

Monday, October 2
7pm

Novi Public Library
Youth Activity Room
45255 W. Ten Mile Rd. Novi

This project is in partnership with the
Novi Community School District and the
Novi Public Library

Current sponsorships by:



For more information contact:

Julie Farkas
248-869-7233

jfarkas@novilibrary.org

Authors LIVE Luncheon

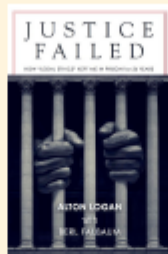
WEDNESDAY, OCTOBER 11, 11:30AM-1:30PM
\$20 PER PERSON

Fox Run Signatures Restaurant at the Belmont Clubhouse 41200 Fox Run Rd. Novi

Enjoy a lunch experience that brings people together to talk about great books and hear from the authors who created them!



Annemarie DeClark
First Case Scenario
\$16



Berl Falbaum
Justice Failed
\$26



David Burch
Pocket Full of Dreams
\$15

Books will be available for purchase at event  

To reserve your spot for this event contact the Library Administration Office:
248-869-7204



Information Technology Report by Barbara Rutkowski (August 1 – August 31, 2017)

- The Information Technology staff closed 67 Help Desk tickets.
- Dominic Doot held 2 Vinyl/Cassette to MP3 and 2 VHS to MP4/DVD training sessions for patrons.
- Topics requested during the 7 patron Tech Time sessions included: how to use an iPad, how to transfer "contacts" on an iPhone, basic laptop operation, GIMP photo editing, downloading eBooks and Gmail.
- Scott Rakestraw demonstrated to the Support Services staff how to use the Excel Mail Merge feature to print bar code labels.
- Scott discussed creating a new network drive with Admin Office staff for the department's documents.
- Scott provided an Outreach email exchange with a patron.
- Various apps were demonstrated to the Youth Information Services staff for possible programming.
- IT Staff demonstrated the Sony PlayStation4 Virtual Reality equipment to many staff members.
- Staff were provided training on Gmail and digitizing videos.
- Scott completed the IT Department's "Day in the Life" video shown at our In-Service day.
- Dominic updated the video for patrons on "How to Scan to Email from Public Copiers".
- The IT Department staff attended the In-Service day training and participated in various safety drills.
- Nine (9) 3D objects were printed this month.
- Department and staff goals were discussed at the IT Department's monthly meeting.
- A Virtual Reality Committee meeting was held to discuss staffing for upcoming events, details for participation in the Friends Gala and our after-hours event. Committee members used this opportunity to become familiar with the current software and hardware.
- Barb met with representatives from the Novi High School Robotics Team to discuss details of our joint 3D printer project.
- Updated hardware and software were deployed for the "low vision" and "express" workstations.
- One of the Tech Services' PEARLabel printers was replaced under warranty due to hardware failure.
- Six (6) security cameras were replaced with upgraded models.
- The intermittent functionality issue with the Story Time Room's microphone was resolved.
- The monitor on the broadcast cart used for viewing our U-verse cable channel was restored/repaired.
- A network link on one of the network switches was repaired and is working properly once again.
- The configuration for the EZProxy stanza was modified for Value Line and Tutor.com changes.
- The new "Novi12K.org" email extension for school contacts was added in the Gmail Address Book
- Investigated and obtained quotes for staff training in email security awareness.
- Routine tasks were completed: laptop and iPad images restored, Windows updates were deployed and the internet filter received several definition updates.

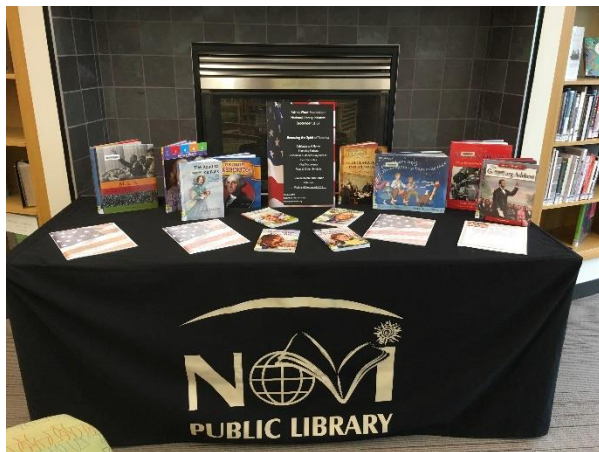
Facilities Report by Keith Perfect

In the past month the Facilities Department has closed 18 Facilities tickets, 84 Meeting Room Requests and has updated 396 Periodic Maintenance tickets.

- The monthly fire extinguisher check/inspection has been completed and all are in good working order.
- The monthly boiler check/inspection has been completed and both boilers are operating as they should.
- The monthly emergency horn/strobe test was completed and all are in good working order.
- The monthly AED inspection/battery check has been completed and is showing sufficient charge.
- The monthly van wash/fluid check has been completed and all fluids were at their normal operating levels.
- The monthly study room window washing has been completed and all are squeaky clean.
- The weekly public workstation cleaning and sanitization has been performed. (4 times)
- The weekly urinal flush and deodorizer in all men's rooms has been performed.
- The monthly pop can return has been completed and funds were collected for break room supplies.
- The bi-weekly cleaning/dusting of the AST machine has been completed.
- All sorting bins were checked for lost materials.
- Many light bulbs throughout the building have been changed.
- The weekly indoor plant care has been performed and all plants are still alive. (4 times)
- All high-traffic carpet has been cleaned.
- Facilities Staff has accepted 5 large book donations at the receiving door.
- 40 boxes of used books have been delivered to Thrift Books, weighing 1466lbs. a profit of \$362.00 was made for sold books in August.

- Lyon Mechanical was called twice to repair two separate issues involving the HVAC. The problems were corrected and things are back to normal.
- Two large trees were removed due to bad health and wind damage.
- Drywall repairs to the area adjacent to the skylights was completed by a vendor, where equipment was needed to reach the high area.
- A new shelving unit was purchased, assembled and installed in the Youth Department Storage Closet.
- The fireplace has been cleaned and inspected.
- Extra weeding has been completed on the patio.
- Several light ballasts have been changed.
- All interior/exterior glass has been cleaned by vendor.

Information Services Report by April Stevenson



Patriot week table display being used in the National Library Initiative as part of the Oakland County Bar Foundation's Annual Report.

- ~The Information Services Department put on 72 programs.
- ~Sarah partnered with the Novi Middle School Black Frog Robotics Team to present at the STEAM Saturday program.
- ~Emily has been chosen to be an Idea Exchange speaker at the MLA Annual conference in October. She will speak on the Sensory Sunday video she has created.
- ~Mary Robinson attended the Digipalooza Conference.
- ~Kathleen and Emily attended the ALA Webinar; Creating Inclusive Story Times for ALL Children.
- ~Mary Storch attended two webinars on the basics of Project Outcome; this helps libraries measure four key patron outcomes – knowledge, confidence, application, and awareness in seven key library service areas – civic/community engagement, digital learning, economic

development, education/lifelong learning, early childhood literacy, job skills, and summer reading.

~Kathleen assembled and displayed our Braille Enhanced StoryWalk® in Fuerst Park. This will run to the last week in September.

~Mother Goose attended a story time at MSU Tollgate.

~Lindsay put together the TAB community service project to collect back-to-school supplies in the Library lobby that ran through the end of August.

~Emily attended the Tech Tools for Early Literacy webinar.

~Kathleen and Linda provided a yoga story time at the Athleta Store at 12 Oaks Mall.

~Hillary created new business Collection, Business Resources Online, and Career Resources brochures, as well as, signage promoting them.

~Hillary facilitated the renewal of the Business Resource Collection agreement with the SBDC. As part of that agreement/partnership, she created a sign-up for the Guide to Starting and Operating a Small Business booklet.

~Lindsay attended Booklist's Fall YA Announcements webinar, Booklist's Making Time for Middle Grade webinar, Booklist's Back-to-School webinar, SLJ Teen Live Online all-day conference, YALSA's Teen Read Week webinar,

~Hillary attended the ribbon-cutting at Rocket Fizz in Novi.

~Kathleen created a Beginning to Read Bibliography (Level 1 Readers).

~Emily developed library promo bags based on our Raising a Reader theme to send home with children on outreach visits.

~Lindsay was selected to serve on the CSLP Children's and Teen Summer Reading Manual Committees.

~Kathleen, Kathryn, Emily, and Linda are co-writing an Early Literacy and Beyond Blog: <https://nplearlylit.wordpress.com/> You can also find this on the front of our website by clicking on the Wordpress icon on the top right.

~The IS Department also wants to thank all of the Teen Volunteers that assisted us with summer reading sign-ups and programs; especially our Teen Intern Joshua Woolston. ☺

August Adult Programs & Displays

In addition to our regularly scheduled programs we also offered:

- License to Grill - 110
- Cook the Book: Essentials of Classic Italian Cooking - 7
- Summer Music on the Patio - 76
- Our Adult Feature Display hosted books about Staff Picks for Good Summer Reads.
- Our Adult Music Display featured singer-songwriters.
- First Floor Display case featured Build a Better World Summer Reading

August Tween/Teen Programs & Displays

- Teen After-Hours Party - 29
- Life-Size Pac Man - 20
- Comic Arts Camp - 5
- College Application Essay Workshop: Writing an Essay that Stands Out – 11/6
- DIY Back to School Bags - 24
- The Teen Stop Display was current nominations for YALSA's Best Fiction for Young Adults

August Youth Programs & Displays

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

- Summer Reading Finale Parties at Paradise Park – 157/136
- Baffling Bill the Magician - 198
- An Evening of Anime - 39
- 3D Print Pinewood Derby - 55

- MSU Tollgate Farm Children's Garden Story Hours – 62/62
- Bedtime Stories Family Story Time - 28
- Great American Solar Eclipse – 250+
- Movin' Munchkins Dance Party Story Time - 85
- STEAM Saturday - 32
- Sensory Sunday - 10
- Musikgarten - 19
- Rock On! Rock Painting - 75
- Back to School with Circus Vowels - 22
- Monday Movie Matinee - 30
- Downward Dog @ the Mall (Athleta Store) - 5
- Our Youth Non-Fiction/Biography Display was Commotion in the Ocean featuring books on sea life, ships and shipwrecks, coral reefs, submarines, famous oceanographers and marine biologists, and other ocean themes.
- Our Youth Feature Display was back to school
- Our Parenting Display was Good Night, Sleep Tight featuring books about putting your baby to sleep
- Our Youth DVD Display was about things that go
- Our first floor information desk display featured famous book characters



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

472 children have registered for the program.

100 Books – 132	600 Books – 25
200 Books – 79	700 Books – 20
300 Books – 59	800 Books - 18
400 Books – 59	900 Books - 18
500 Books – 30	1000 Books - 14

SUPPORT SERVICES DEPARTMENT MONTHLY UPDATE by Maryann Zurmuehlen

AUGUST – SEPTEMBER 2017

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.
- Maryann Zurmuehlen, along with the In-Service Committee (Kathryn Bauss, Lindsay Fricke, Keith Perfect, Julie Prottengeier, Christina Salvatore, and David Silberman) completed the 2017 In-Service Day on August 18th.
- Maryann Zurmuehlen:
 - Updated the Business Owner Card Registration Form.
 - Issued new cards to the City of Novi for their Universal Classes.
 - Updated all of the Novi Public School cards for the new school year.
 - Updated all IS staff maintenance cards for the new fiscal year.
 - Ran 13 Director's Station reports for IS staff as part of the Catalog Database Cleanup.

Circulation & Shelters

- Interviews were held for an open 18-hour Clerk position and an offer has been made to the individual.
- Supervisors and Clerks have been answering questions and signing up new card holders as part of the September Card Marketing Campaign.
- Outreach member, Katie Koppin, attended the Meadowbrook Elementary Curriculum night to issue new cards on September 12th from 5:30-9pm. Ten new cards were issued and two cards were renewed.
- The Circulation Clerks continue to work on the Database Cleanup Project.

Tech Services

- Tech Services is working on the following projects: Fiction/Large Print/Audio Book Genre Project and other small relabeling projects.
- Tech Services continues to work on the Catalog Database Cleanup Project.
- Tech Services staff have been filling in very frequently for holds and unclaims during the summer due to several new Circ clerks on staff and due to the busyness of the SRP.

Statistics (August 2017)

- **Library Cards Issued:** 563
- **Items Checked Out:** 70,224
- **Items Interloaned for NPL Patrons:** 5,332 (65 through MeLCat)
- **Items Interloaned to Other Libraries:** 5,108 (83 through MeLCat)
- **Items Added to the Collection:** 1,648
- **Items Discarded from the Collection:** 404
- **MAP Checkouts:** 10
- **Read Boxes:**
 - 5 Weekly Deliveries
 - 43 Adult Items Circulated
 - 208 Youth Items Circulated
- **Outreach:**
 - 11 Facilities Visits / 55 Items Checked Out
 - 6 Book Discussions / 106 Items Provided

Support Services Statistics 2017-2018													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	516	563											1,079
Items checked out	72,945	70,224											143,169
Items borrowed	4,965	5,332											10,297
Items loaned	5,058	5,108											10,166
Read Boxes	294	251											545
MAP Checkouts	23	10											33

	August 2017	August 2016		August 2017	August 2016
Library cards issued	563	407			
Total checkouts	70,224	72,263	READ Boxes	Adult 43	18
				Youth <u>208</u>	<u>230</u>
Items borrowed	TLN 5,267	5,143		Total 251	248
	MeL <u>65</u>	<u>83</u>			
	5,332	5,226			
Items loaned	TLN 5,025	4,948			
	MeL <u>83</u>	<u>81</u>			
	5,108	5,029			

READ BOX TOTALS MONTHLY & YEAR-TO-DATE				
	JUL	AUG	SEP	OCT
Adult	49	43		
Youth	245	208		
Total	294	251		
YTD	294	545		

Self-Check Totals 2017-2018 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	72,945	53.37%	38,931	8,391	6,722	3,448	7,547	11,420	1,403
August	70,224	54.41%	38,212	9,083	6,203	3,167	7,044	11,357	1,358
September									
October									
November									
December									
January									
February									
March									
April									
May									
June									
FYTD	143,169	53.89%	77,143	17,474	12,925	6,615	14,591	22,777	2,761

Library Usage

2016-2017 Fiscal Year							2017-2018 Fiscal Year						
	Lobby	Drive-Up	Total	Daily Average	Hours Open	Days Open		Lobby	Drive-Up	Total	Daily Average	Hours Open	Days Open
July	41,803	4,401	46,204	1,540	275	30	July	44,976	4,770	49,746	1,658	278	30
August	39,539	4,021	43,560	1,452	289	30	August	46,477	4,533	51,010	1,700	289	30
September	38,934	3,911	42,845	1,587	258	27	September					255	27
October	38,993	4,371	43,364	1,399	289	31	October					292	31
November	25,943	3,487	29,430	1,015	271	29	November					271	29
December	22,348	3,640	25,988	1,000	253	26	December					263	28
January	22,426	3,477	25,903	809	302	32	January					270	30
February	22,934	3,570	26,504	947	264	28	February					252	28
March	23,008	4,054	27,062	902	286	30	March					275	31
April	29,476	3,926	33,402	1,193	264	28	April					259	29
May	31,951	3,788	35,739	1,276	274	28	May					258	28
June	40,055	4,345	44,400	1,531	277	29	June					258	29
FYTD Total	377,410	46,991	424,401	1,221	3,302	348	FYTD Total	91,453	9,303	100,756	1,679	3,220	350

Computer Logins											
2016-2017 Fiscal Year						2017-2018 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	3,364	86,571	1	89,936	2,998	July	3,422	65,015	18	68,455	2,282
August	3,873	84,255	1	88,129	2,938	August	3,503	61,578	7	65,088	2,170
September	3,098	83,276	1	86,375	3,199	September				0	0
October	3,363	80,006	2	83,371	2,689	October				0	0
November	3,185	78,646	0	81,831	2,822	November				0	0
December	2,461	76,091	0	78,552	3,021	December				0	0
January	3,161	68,433	2	71,596	2,237	January				0	0
February	3,068	72,684	6	75,758	2,706	February				0	0
March	3,787	78,532	5	82,324	2,744	March				0	0
April	3,047	81,674	2	84,723	3,026	April				0	0
May	3,205	84,464	0	87,669	3,131	May				0	0
June	37,321	66,583	1	103,905	3,583	June					0
FYTD Total	72,933	941,215	21	1,014,169	2,914	FYTD Total	6,925	126,593	25	133,543	2,226

Early Literacy Workstation Usage							
2016-2017 Fiscal Year				2017-2018 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,202	25,840	21	July	1,067	21,897	20
August	1,211	26,145	21	August	987	20,913	21
September	844	16,616	19	September			
October	911	18,000	19	October			
November	843	17,349	20	November			
December	658	13,529	20	December			
January	1,064	22,786	21	January			
February	908	19,564	21	February			
March	1,037	22,274	21	March			
April	930	18,679	20	April			
May	810	15,277	18	May			
June	955	19,124	20	June			
FYTD Total	11,373	235,183	20	FYTD Total	2,054	42,810	21

Technology Training Sessions 2017-2018 Fiscal Year

	Tech Time	eReader/RB Digital	VHS to DVD	iPad	Viny/Cassette to MP3	GIMP Photo Editing	Virtual Reality	Staff Training	3D Printing	Impromptu	Total Classes	Total Patrons
July	5		2		2	1				11	21	
<i>patrons</i>	5		2		2	4				11		24
August	4		2		2			2		3	13	
<i>patrons</i>	3		2		2			2		3		12
September												
<i>Patrons</i>												
October												
<i>Patrons</i>												
November												
<i>Patrons</i>												
December												
<i>Patrons</i>												
January												
<i>Patrons</i>												
February												
<i>Patrons</i>												
March												
<i>patrons</i>												
April												
<i>patrons</i>												
May												
<i>patrons</i>												
June												
<i>patrons</i>												
Sessions	9	0	4	0	4	1	0	2	0	14	34	
<i>Patrons</i>	8	0	4	0	4	4	0	2	0	14		36

2017-2018 Fiscal Year						
	Freegal		RB Digital		Universal Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts*	New Registrations	Login Sessions
July	1,773	165	630	11,729	48	256
August	1,556	156	727	12,646	17	230
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
FYTD Total	3,329	321	1,357	24,375	65	486

2017-2018 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	2,505	1,589	4,094	118
August	2,799	1,747	4,546	116
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
FYTD Total	5,304	3,336	8,640	234

Meeting Room Rentals					
2016-2017 Fiscal Year			2017-2018 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	29	755	July	48	1,080
August	41	1,224	August	53	881
September	41	1,284	September		
October	41	883	October		
November	45	1,166	November		
December	25	567	December		
January	37	1,221	January		
February	48	1,185	February		
March	72	1,763	March		
April	46	1,183	April		
May	50	1,244	May		
June	32	790	June		
FYTD	507	13,265	FYTD	101	1,961

Library App - 2017-2018 Fiscal Year						
	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages
July	36,877	1.	Catalog	January		1.
		2.	My Account			2.
		3.	Zinio			3.
		4.	Library Locator			4.
		5.	OverDrive			5.
August	36,306	1.	Catalog	February		1.
		2.	My Account			2.
		3.	OverDrive			3.
		4.	Library Locator			4.
		5.	Zinio			5.
September		1.		March		1.
		2.				2.
		3.				3.
		4.				4.
		5.				5.
October		1.		April		1.
		2.				2.
		3.				3.
		4.				4.
		5.				5.
November		1.		May		1.
		2.				2.
		3.				3.
		4.				4.
		5.				5.
December		1.		June		1.
		2.				2.
		3.				3.
		4.				4.
		5.				5.
				Total	73,183	

FRIENDS

**Friends of the Novi Library
Minutes of the Board of Directors
August 19, 2017**

I. Call to Order -- 7:07 p.m.

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

II. Minutes of Meeting, June 14, 2017. Motion for Acceptance by Vicky McLean; seconded by Carol Bauer.

III. Treasurer's Report -- Marilyn Amberger. Motion for Acceptance by Sue Johnson; seconded by Vicky McLean.

Income:	\$2,295.39	CF CD	\$10,197.19
Expenses:	5,640.80	CF Checking	6,995.75
Overflow	-3,345.41	Vibe Checking	6,477.94
		<u>Vibe Savings</u>	<u>10,616.47</u>
		Total	\$34,287.35
		<u>Start up</u>	<u>100.00</u>
		Total Cash Amt.	\$34,387.35

IV. Reports:

A. Library Liaison -- Marcia Davenport; No Report

B. Promotion Committee -- Vicky McLean.

1. Propose a display of donors that can be used for all events, not just the current one. Suggest something (e.g.) "we enthusiastically support Friends of the Novi Library." - Perhaps a window decal or a tent card which is out on display. Sue Johnson will work on a mock-up and volunteers to be a member of the Promotion Committee.

2. North End Project -- coupons.

C. Book Nook -- Carol Hoffman

The Nook made \$1,911. in July. Paperback books on sale for \$.25; looking for more volunteers to work a shift or two. Need help sorting. Marilyn will again help with sorting. As of this meeting, children's materials/books were on sale.

On August 29th, we will sort CDs in the Storage Room/Board Room. We will need to sort them in some way to make them more saleable. There are some foreign language CDs, some of which are Indian. We have many boxes. We anticipate 3 to 4 hours of work sorting and setting up for easy purchase.

D. Membership - Sue Johnson

Membership returns are slow this year. With a Fall Gala, it does bring people back. Discussion re mailing invitations vs. emailing; discussion re current membership vs. those nearly current and how to handle. We do have new membership envelopes.

E. President – Carol Hoffman

1. Discussion re meetings during the winter and availability of participants; November through March could meet from 4-6 p.m. rather than 7-9 p.m. At September meeting discuss which months not to have a meeting – depends upon what is going on.

2. Thank you note from Kathleen re Lego Table.

3. Rick Lieder Band at the library. People loved this group and expect a large crowd. Evelyn and Norm will handle presentation at the performance

4. Discussion about “branding” ourselves. Ideas presented: technology, virtual reality; revamping business section; Julie’s program – raising a reader. We need to put ourselves “out there” – what is it that most people “don’t know” about us. Involvement with the Promotional Committee???? List 5 top things; talking points

5. Fox Run/Library joint venture on September 15th. Need ten volunteers to help with the Library Artwork Tour, scavenger hunt and a wine tasting done by Cantoro’s.

6. Invitation from FOML workshop in Kent District Library in Grand Rapids on October 12th. Topics are very pertinent to us. If anyone attends, please take notes and report back to us.

7. Presentation of \$500. check to Joshua, NL intern for the summer. He is to be complimented as he made it all the way through the whole program.

8. For next meeting, check our calendars as to months we may not be here so that we can make up a workable schedule wherein business can be transacted.

Fall Event Updates:

Sue, Carol Neumann and Evelyn C. have split up donations to the baskets. Vicky has some left-over donations she will provide. Also Kathy has some.

Glass Class in Dearborn, Sandy will pick up this certificate.

Carol N. – contacting craft stores, pizzerias, hair salons. Donation forms done on line. Carol stated she did hand out a lot of donation letters.

Lin will move onto movie tickets. Also has two cross-stitch kits from Rocking Horse.

Richard Kramer volunteered a new fishing rod.

Lin - once we know what we have, we will be able to group things together for a basket or a stand-alone.

Restaurants - Bravo, Carraba's, Bonefish, Steve & Rocky's; also Trader Joe's. Hope is to get close to all of it donated.

Sponsorships: \$250., \$500., \$1,000. levels, if possible....these categories are available for people who want to sponsor but are not able to actually donate an item/items. This person would be a donor. Signage would appear on the donor list.

Mailing will go out for "Save the Date" and will go out through the Library. There will be two separate emails with those who have paid and those who have not paid their dues. They have until the end of the month to do so. Invitation is for October 13th and should go out in September. This will be in postcard format.

Reminder: September Board meeting will be held on September 13th at 4:00 p.m. due to conflict with Kaleidoscope meeting at 7:00 p.m. The October meeting (October 11th) will meet at our regular time, 7:00 p.m.

Having finished all items on the agenda, business was concluded at 8:31 p.m. Motion made for adjournment made by Marilyn Amberger and seconded by Carol Neumann. Meeting was adjourned.

Respectfully submitted.

Evelyn Cadicamo
Secretary



Save *the* Date

Booked for the Evening
with the Friends of the Novi Library

Friday, October 13, 2017
7-9pm
Novi Public Library

Current Friends of the Novi Library members are invited
to enjoy a night of wine, food and music

This is an invitation only event for members
Anyone can purchase a Friends membership to attend

More information to follow



Look for your invitation in the mail mid-September

Bits and Pieces

What Are You Missing?

Each of us is pressed to use our limited time wisely. The multiple demands for attendance at meetings, community and family events compete with our “me time.” We get it, and you are not alone. TLN holds four (4) membership meetings annually. Speakers are arranged by your peers. Can you spare time to attend at least one meeting this fiscal year? Here are the dates and locations for TLN Membership meetings, held at 11:00 am, for Fiscal Year 2018:

October 6	Saline
March 2	Ferndale
May 4	Farmington
July 20	Commerce (Dodge Park Pavilion) Annual Picnic

Director Therapy – That’s What One Participant Calls the Leader’s Book Club

Sometimes we just need to vent! Share your concerns and triumphs with colleagues who have been there and done that. Six times a year, TLN leaders gather to discuss a current book in the field of management, administration and public policy. Titles are selected by the host site. For \$10 per discussion you get the selected title, a chance to network with colleagues and enjoy a really good read. Get all six for a packaged rate of \$50. All discussions are kept on track and facilitated by Walsh College Professor of Management, Dr. Lee Meadows. Register online at the TLN website – left side “Leaders Book Club.” Here’s a sample of what your TLN colleagues think about the Leader’s Book Club:

Julie Farkas – Novi: “Love this group and the books we experience.”

Dave Ewick – Southfield: “I get more from the discussion than I could by reading all The books by myself.”

Mary Karshner – Royal Oak: “I love this group – but I feel it is the hidden gem in the TLN Universe. It gets me to read books I would never know about Or pick up unless forced to – but I can handle that once every Two months. Those books, along with the informal talk with all of the attendees, have given me new perspectives and insights that have been practical, theoretical, helpful – all in a low key.”

Mark your calendar for 1:00 PM and join the Leader’s Book Club as follows: Novi 11/29; Southfield 01/24; Royal Oak 03/28; Salem-South Lyon 05/23; Redford 07/25; and, Romulus 09/26.



Library Board Calendar

2017

September 28	Library Board Regular Meeting
October 26	Library Board Regular Meeting
November	Annual Library Report – City Council Meeting, TBD
November	Strategic Planning Sessions-TBD
November 10	Community Read, Library TBD
November 7	General Election Day
November 11	Holiday – Veteran’s Day – Library Open
November 16	Library Board Regular Meeting, Fox Run 7:00 p.m.
November 22	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 23	Holiday – Thanksgiving, Library Closed
December 20	Library Board Regular Meeting
December 20	Library Director – Mid-year Review
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year’s Eve, Library Closed

2018

January 1	Holiday—New Year’s Day, Library Closed
January	Budget Planning Session TBD
January 25	Library Board Regular Meeting
February	Budget Planning Session TBD
February 22	Library Board Regular Meeting
March 22	Library Board Regular Meeting
April	Budget presented to Council, TBD
April 1	Holiday—Easter, Library Closed
April 8-14	National Library Week
April 21-28	Money Smart Week @ Library
April 26	Library Board Regular Meeting
May	Library Board Goal Setting Session TBD
May 13	Mother’s Day, Library Closed
May 24	Library Board Regular Meeting
May 26	Library Closed
May 27	Library Closed
May 28	Holiday – Memorial Day, Library Closed
June 17	Father’s Day, Library Closed
June 28	Library Board Regular Meeting

June 28 Library Director Annual Review

July 4 Holiday – Independence Day, Library Closed

July 26 Library Board Regular Meeting

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