

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, August 19, 2015
at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, MI 48375

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

- 1. Call to Order and Roll Call
- 2. Pledge of Allegiance
- 3. Approval and Overview of Agenda
- 4. Consent Agenda
 - A. Approval of Claims and Warrants L533 3-5
 - B. Approval of Regular Meeting Minutes – July 15, 2015..... 6-14
- 5. Correspondence
 - A. N/A
- 6. Presentation/Special Guest
 - A. **2015 Staff Recognitions**
Above and Beyond Award:
 - 1. Kathleen Alberga – Information Services Librarian
 - 2. Keith Perfect – Facilities
 - 3. Sam Gillman – Support Services, Library Assistant
 - 4. Nancy Bohdan – Support Services, Clerk
 - 5. Deb Carbott – Support Services Supervisor
Customer Service Award:
 - 1. Bill Bembeneck - Facilities
 - 2. Jackie Liebau – Support Services Clerk
 - 3. Scott Rakestraw – Information Technology, Systems Administrator
 - B. Erin Durett – Shark Bowl update.....38
- 7. Public Comment
- 8. Student Representatives Report 15-16
- 9. President’s Report
 - A. Goals Update – July 2015.....17-24
- 10. Treasurer’s Report
 - A. Library Budget Fund 268 - 2015-2016..... 25-27
 - B. Library Fund 268 Expenditure & Revenue Report (July 30, 2015)..... 28-31
 - C. Contributed Fund Budget 26932-33
 - D. Contributed Fund 269 Expenditure & Revenue Report (July 30, 2015).....34
 - E. Balance Sheets.....35

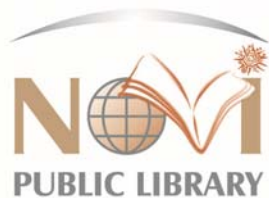
11. Director's Report	36-44
A. Public Services Report	45-46
B. Building Operations Report.....	47
C. Library Usage Statistics.....	48-57
D. Friends of the Novi Library.....	N/A
E. Novi Historical Commission	N/A
12. Committee Reports	
A. Policy Committee (Lesko, Michener– Chair)	
B. HR Committee (Michener, Verma – Chair)	
1. Staff is currently meeting and reviewing policies	
C. Finance Committee (Sturing, Lesko, Messerknecht - Chair)	
D. Events/Marketing/Fundraising Committee (Funk, Lawler, Michener – Chair)	
1. Meeting held on Friday, August 7, 2015	
E. Strategic Planning Committee (Lawler, Funk- Chair)	
F. Building/Landscape Committee (Funk, Messerknecht – Chair)	
1. Meeting held on Friday, August 14, 2015 re: Rain garden improvements	
13. Public Comment	
14. Matters for Board Action	
A. Rain garden improvements.....	39-40
15. Adjourn	

Supplemental Information:

• Library Board Calendar.....	58
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Future Events:

- Library Staff In-Service and Training – Friday, August 21st - LIBRARY CLOSED
- Strategic Planning Public Awareness Meeting – Wednesday, August 26th at 7:00pm, Novi Library
- September – Library Card Sign-up Month
- Labor Day Weekend – September 5-7th – LIBRARY CLOSED
- Friends of the Novi Library Regular Meeting – Wednesday, September 9th at 7:00pm, Novi Library
- Library Board of Trustees Regular Meeting – Wednesday, September 16th at 7:00pm, City of Novi
- Strategic Planning Public Awareness Meeting – Wednesday, September 23rd at 7:00pm, Novi Library
- On the Road Fundraising Bus Trip – Friday, October 9th 8:00am – 4:00pm, City of Toledo, OH



Inform. Inspire. Include.

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

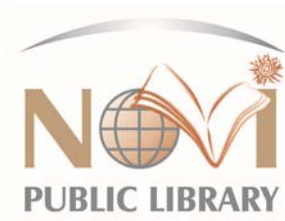
<http://www.novilibrary.org>

Warrant 533	268 Accounts	August 2015	
Payable to	Invoice #	Account number	Account Total
Global Office Solutions (7/8/15)	CM104591	268-000.00-727.000	\$ 1,866.95
Michigan Chamber Services	500086; St & Fed Labor Law Posters	268-000.00-727.000	\$ 37.50
Sam's Club (7/22/15)	3893921673	268-000.00-727.000	\$ 1,210.64
Staples (7/11/15)	HP971XL ink Cart (4)	268-000.00-727.000	\$ 362.96
United States Postal Office	Forever Stamps (4 rolls)	268-000.00-728.000	\$ 196.00
1&1 Internet Inc. (7/10/15)	novilibrary.org; 7/10/15-7/09/16;15-16fy	268-000.00-734.000	\$ 34.97
Amazon.com (6/30/15)	15-16 fy	268-000.00-734.000	\$ 542.89
CDW-G (7/30/15)		268-000.00-734.000	\$ 1,270.04
Feedly.com (7/7/15)	Feedly Pro; 1 yr sub; 15-16 fy	268-000.00-734.000	\$ 45.00
Merit Network (7/10/15)	support 7/27/15-7/26/16	268-000.00-734.000	\$ 4,456.13
Muniweb (7/18/15)	June 2015; 14-15 fy	268-000.00-734.000	\$ 707.50
Netech Corporation (6/30/15)	Dell EqualOgic PS6100E; 14-15 fy	268-000.00-734.000	\$ 21,489.00
The Library Network (7/8/15)	Envisionware; 15-16 fy	268-000.00-734.000	\$ 493.12
VidCom Solutions, Inc. (8/1/15)	Main/Monitoring Cont; 8/1-10/31/15	268-000.00-734.000	\$ 164.85
Amazon.com (7/1/15)	102-1745738-3331403; 15-16 fy	268-000.00-734.500	\$ 261.64
Amazon.com (6/30/15)	USB wired Mouse; 14-15 fy	268-000.00-734.500	\$ 258.88
Batteries & Bulbs (7/28/15)	20 12V Lead Dura 12-7F	268-000.00-734.500	\$ 339.00
CDW-G (7/28/15)		268-000.00-734.500	\$ 55.71
GroupOn (7/1/15)	OtterBox iPhone5; 15-16 fy	268-000.00-734.500	\$ 20.11
Netech Corporation (7/9/15)	14-15 fy	268-000.00-734.500	\$ 8,726.10
Netech Corporation (7/1/15)	15-16 fy	268-000.00-734.500	\$ 13,014.24
Allied-Eagle Supply Co (7/9/15)		268-000.00-740.000	\$ 783.80
Conney Safety (7/13/15)		268-000.00-740.000	\$ 229.06
Demco (7/21/15)		268-000.00-740.000	\$ 917.03
Global Office Solutions (7/28/15)		268-000.00-740.000	\$ 41.60
Gordon Food Service (7/28/15)	dist water	268-000.00-740.000	\$ 9.98
Grainger (7/17/15)		268-000.00-740.000	\$ 98.80
Home Depot (7/9/15)	15-16 fy	268-000.00-740.000	\$ 3.98
Midwest Tape (7/17/15)	DVD Case	268-000.00-740.000	\$ 280.99
Showcases (7/27/15)		268-000.00-740.000	\$ 244.64
Specialty Store Services (7/10/15)		268-000.00-740.000	\$ 238.68
Barnes & Noble (6/30/15)	14-15 fy	268-000.00-742.000	\$ (38.92)
Brodart (7/6/15)	15-16 fy	268-000.00-742.000	\$ 6,273.01
Gale/Cengage (7/17/15)		268-000.00-742.000	\$ 558.88
Clawson Blair Memorial Library	Kiana's Iditarod; 39082120937365	268-000.00-742.100	\$ 9.95
Northville District Library	Frommer's Italy; 39082122505988	268-000.00-742.100	\$ 26.00
Springfield Township Library	The Wrong Crowd;29066000428084	268-000.00-742.100	\$ 4.00
Midwest Tape (7/17/15)		268-000.00-744.000	\$ 803.77
Midwest Tape (7/14/15)		268-000.00-745.200	\$ 1,634.68
Gale/Cengage (7/1/15)	7/1/15-6/30/16; 15-16 fy	268-000.00-745.300	\$ 300.00

Midwest Collaborative for Library Services (6/1/15)	Morningstar 9/1/15-8/31/16; 15-16fy	268-000.00-745.300	\$ 2,480.00
Tutor.com (7/1/15)	7/1/15-6/30/16; 15-16 fy	268-000.00-745.300	\$ 13,900.00
Bright House Networks (7/26/15)	August 2015	268-000.00-801.925	\$ 29.85
Merchant Billing Statement	June 2015; 14-15 fy	268-000.00-802.100	\$ 20.87
Providence Occupational Health Partners (6/23/15)	14-15 fy	268-000.00-804.000	\$ 138.00
Foster Swift (7/2/15)	Policy reviews; 14-15 fy	268-000.00-806.000	\$ 152.00
Michigan Library Association (7/8/15)	1 yr MLA mem; 15-16 fy	268-000.00-809.000	\$ 170.00
The Novi Chamber of Commerce (7/1/15)	Ann Memb; 8/1/15-7/31/16; 15-16 fy	268-000.00-809.000	\$ 330.00
Rotary Club of Novi (6/27/15)	Summer 2015 dues; 15-16 fy	268-000.00-809.000	\$ 178.00
Sam's Club (5/29/15)	one yr memb; 15-16 fy	268-000.00-809.000	\$ 15.00
H&K Janitorial Service, Inc. (6/30/15)	June; 14-15 fy	268-000.00-817.000	\$ 3,900.00
AT&T (6/22/15)	security lines;6/22-7/21/15; 14-15 fy	268-000.00-851.000	\$ 154.00
AT&T (7/22/15)	security lines; 7/23-8/22/15; 15-16 fy	268-000.00-851.000	\$ 158.67
TelNet Worldwide (7/15/15)		268-000.00-851.000	\$ 563.43
Verizon Wireless (6/28/15)	14-15 fy	268-000.00-851.000	\$ 490.03
The Library Network (7/9/15)	7/1-9/30/15; SAS-Sh Auto ;15-16 fy	268-000.00-855.000	\$ 11,047.28
The Library Network (7/10/15)	4/1-6/30/15; Datamailers; 14-15 fy	268-000.00-855.000	\$ 489.93
City of Novi	June 2015; 14-15 fy	268-000.00-861.000	\$ 68.06
JanWay Company USA, Inc.	green wave bags 10,000; 14-15 fy	268-000.00-880.000	\$ 2,600.00
YP (7/5/15)	Advertising; 7/25/15 due date	268-000.00-880.000	\$ 63.00
Barry, Michael Gordon	Pgm-adt; To Kill a Mockingbird; 9/30/15	268-000.00-880.268	\$ 125.00
Discount School Supply (7/16/15)		268-000.00-880.268	\$ 87.19
Global Office Solutions (7/28/15)		268-000.00-880.268	\$ 655.71
Gordon Food Service (7/17/15)	Youth program supplies	268-000.00-880.268	\$ 219.71
Hill-Vasquez, Heather	Pgm-adt; To Kill a Mockingbird; 9/30/15	268-000.00-880.268	\$ 125.00
Oriental Trading Company, Inc. (7/1/15)	15-16 fy	268-000.00-880.268	\$ 744.53
Panera Breads (7/31/15)	SRP adt prizes	268-000.00-880.268	\$ 950.00
Ratey, John (4/28/15)	Spark Pgm; 14-15 fy	268-000.00-880.268	\$ 5,513.67
Upstart (7/16/15)		268-000.00-880.268	\$ 13.45
Wise, Craig (7/17/15)	Light up the Night; 12/4/15	268-000.00-880.268	\$ 50.00
Konica Minolta (6/30/15)	June 2015; 14-15 fy	268-000.00-900.000	\$ 389.79
VistaPrint (7/22/15)	Zurmuehlen	268-000.00-900.000	\$ 14.98
Consumers Energy	6/10-7/8/15; 14-15 FY	268-000.00-921.000	\$ 118.18
AT&T (7/13/15)	July 13-Aug 12, 2015	268-000.00-922.000	\$ 27.84
DTE	6/24-7/23/15; (a) 15-16 fy	268-000.00-922.000	\$ 8,350.53
Cintas (7/27/15)		268-000.00-934.000	\$ 239.00
Home Depot (7/9/15)	Tool Cart & supplies; plug in	268-000.00-934.000	\$ 464.33
Laforce (7/28/15)	7 Primus Keys	268-000.00-934.000	\$ 63.70
Lyon Mechanical (7/27/15)	7/24/15 ser:elevator shaft	268-000.00-934.000	\$ 211.33
Republic Services (6/25/15)	July 2015; 15-16 fy	268-000.00-934.000	\$ 195.25
Schindler (7/1/15)	insp ser; 7/1/15-6/30/16	268-000.00-934.000	\$ 1,103.04
Creating Sustainable Landscapes (7/23/15)		268-000.00-941.000	\$ 640.00
Home Depot (7/7/15)		268-000.00-941.000	\$ 40.76

Konica Minolta (7/19/15)	prop tax incl	268-000.00-942.000	\$ 2,536.21
Corrigan Record Storage (7/1/15)	July 2015	268-000.00-942.100	\$ 20.02
Fred Pryor (7/7/15)	Bus Writing Wksp; 7/10/15; Salvatore	268-000.00-956.000	\$ 179.00
Lang, Betty	Arch of MI/Lansing; 7/10-11/15; mile	268-000.00-956.000	\$ 148.90
SkillPath Seminars (7/10/15)	leadership Skills for Women; jf/br/as/mz	268-000.00-956.000	\$ 1,076.00
Sleep Inn & Suites	Smale 6/4-5/15	268-000.00-956.000	\$ (7.04)
Petty Cash (Programming)	2015-16 fy	268-000.00-880.268	\$ 70.83
Petty Cash (Conferences & Workshops)	2014-15 fy	268-000.00-956.000	\$ 18.30
TOTAL			\$ 129,306.49
Accounts indicated in red deducted in Period	2014-2015 fy	Revenue and Expenditure	Report

Warrant 533	269 Accounts	August 2015	
Payable to	Invoice #	Account number	Account total
Home Depot (7/22/15)	Read Box repair; 15-16 fy	269-000.00-742.231	\$109.35
MBS Inc. (4/28/15)	Community Promo pens (2000);14-15 fy	269-000.00-742.232	\$658.92
TOTAL			\$768.27
Accounts indicated in red deducted in Period	2014-2015 fy	Revenue and Expenditure	Report



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
July 15, 2015**

DRAFT

1. Call to Order and Roll Call

Library Board

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

Library Board Absent/Excused

Paul Funk, Board Member

Student Representatives

Ruchira Ankireddygari (departed at 7:40 p.m.)
Cindy Huang (Absent/Excused)

Library Staff

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

Guest(s)

Sue Johnson, President, Friends of the Novi Library
Kathy Crawford, Chair, Novi Historical Commission
Betty Lang, Information Services Librarian
Mary Robinson, Information Services Librarian
John MacInnis, Secretary, Novi Historical Commission
Kelly Sexton, Novi Historical Commission
Roshini Ankireddygari, Novi Historical Commission Student Representative
Meenaakshi Seetharaman, Novi Historical Commission Student Representative

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

2. **Pledge of Allegiance**

The Pledge of Allegiance was recited.

3. **Approval and Overview of Agenda**

Trustee Lesko noted that page numbers listed in the Agenda did not match the pages in the Library Board Packet. Ms. Farkas explained that there is a problem with the file and that an extra document keeps being inserted when printed which then throws off the page enumeration. The IT department is helping her resolve this issue.

A motion was made to approve the Approval and Overview of the Agenda as amended.

1st – Ramesh Verma

2nd – John Lesko

The motion was approved unanimously.

4. **Consent Agenda**

A. **Approval of Claims and Warrants L532**

A motion was made to approve the Claims and Warrants L532.

1st – Ramesh Verma

2nd – John Lesko

The motion was passed unanimously.

B. **Approval of Regular Meeting Minutes – June 17, 2015**

1st – Ramesh Verma

2nd – John Lesko

The motion was passed unanimously.

5. **Correspondence**

There was no correspondence.

6. **Presentation/Special Guest**

A. **Check Presentation—Friends of the Novi Library**

President Sue Johnson informed the Board that the Friends of the Novi Library brought in \$25,000.00 during the 2014/2015 fiscal year. \$20,000.00 came from the

used book sale and another \$5,000.00 came from membership fees. She presented the \$25,000.00 check to Ms. Farkas and Trustee Sturing.

- Ms. Farkas informed the Board that because of this money, all the items on the Library's wish list that was presented at the Budget discussions in December 2014 and January 2015 would be purchased. The money will help fund programs, services, and new technologies.

B. Historical Commission Annual Update—Kathy Crawford

Ms. Crawford addressed the Commission's desire to be more visible in the community. In addition to having a presence at Spring Into Novi, the Historical Commission wants to share the city of Novi's story with the students in the community. With more visibility comes the opportunity to gather more historical items and hear other stories from the community.

Highlights for the year included:

- Resident Tom Lazlo donated many items that he recovered from Pavilion Shores Park using his metal detector. Shell casings from the amusement park, coins, and other items were recovered. He also donated a large, lockable display case to house the items he donated. The case resides in the Local History Room of the Novi Library.
- A member of the community brought to the attention of the Historical Commission a Civil War veteran buried in the Novi Cemetery. Lieutenant Curtis Z. Pratt is buried in the cemetery but his name is not included with other military veterans listed on the sign at the cemetery. The Historical Commission is now researching other military veterans buried in the cemetery and a new, updated sign will be posted.
- The DAR researched the history of Hooper Bishop, who served in the Revolutionary War, and in conjunction with Novi Parks and Recreation and the Novi Historical Commission planned and implemented a grave dedication ceremony at the Novi Cemetery. Ms. Crawford mentioned that there is a problem with people taking plaques and medallions from the tombstones of these veterans and is working on ways to protect the cemetery from vandalism.
- Local artist David Barr turned over the rights to his book Villa Barr to the Novi Historical Commission in hopes of continuing to tell his story after he is gone and to use the book sales as a fundraiser. The City of Novi owns the property to his home and hopes to make it a place for artists and residents to tour and take classes at.

C. Mary Robinson, Information Services Librarian—Local Author/Artist Digital Collection

In 2012 Novi Library started the Local Author/Artist collection. At this time the collection contains about 20 items. Ms. Robinson, who maintains the digital collection, recognized that a time would come when an electronic book would need to be added to the collection. After much research, she discovered Local Content which comes free with our Overdrive subscription. Overdrive is the Library's e-book resource. Using the Overdrive platform, she is able to add and

edit e-books, audio-books, music and video so that it is searchable in both the Novi Library's catalog and Overdrive's catalog.

- Ms. Robinson was asked to speak at Digipalooza being held in Cleveland, Ohio in August to share her knowledge with other libraries.

7. **Public Comment**

There was no public comment.

8. **Student Representatives Report**

The Student Representative Report can be found on page 14 of the Library Board Packet.

- The Novi Library Teen Summer Interns for 2015 are Austin Morton and Shraddha Jadhav.
- Trustee Michener complimented all the teen volunteers for their efforts during the Summer Reading Program.

9. **President's Report**

A. **Goals Update – June 2015**

The Novi Public Library 2014/2015 Goals can be found on Pages 15-29 of the July 15, 2015 Library Board packet.

Highlights for the monthly goals are:

- Goal #1: Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
 - Strategy – Consider adding new collections and services.
 - Tactic – Investigate adding new and more interactive play components for the Youth area.
 - With the help of the Friends of the Novi Library, the library will be adding new play components to the Youth area.
- Goal #2: Develop a fiscal plan for 2015/2016 to reduce the projected fund balance usage of \$468,575 by approximately 20%.
 - Strategy - Seek funding through grants.
 - Tactic – Teens and technology ideas for YALSA Shark Bowl.
 - Erin Durrett presented at the ALA Conference. She was awarded a prize which at this time has not been announced, but will be shared with the Board at the August Library Board Meeting.
- Goal #4: Provide quality services, collections, programs and technology with an emphasis on the aging population.
 - Strategy - Engage the older adult community in Library programs and services.
 - Tactic – Partner with Older Adult Services/Meadowbrook Activity Center to attract older adults for Library programming, services, resources and technology (provide no fee transportation to Library).
 - The second book discussion was held in June at the Meadowbrook Activity Center. It is a strategy for the Library to reach out to people can't physically come to the Library. Most of

the participants are already library card holders. A third discussion is to be held on August 19, 2015.

- Strategy – Increase/Implement programming opportunities for each patron group.
 - Tactic – Provide cultural programs (music, authors, poetry, festivals) from around the world
 - 20 Novi High School students were chosen by school staff to display their art in the Teen Stop. The work of these very talented artists will be on display for one year.
- Goal #5: The Library Board shall be active and engaged and represent the Library in Novi and the greater library community.
 - Strategy – Library Board Trustees participate in NPL events.
 - Tactic – Unveiling and dedication of “I Love My Country” statue.
 - Ms. Farkas graciously thanked Trustees Lesko and Sturing for attending the event. Close to 40 people were in attendance for the unveiling of this new piece of art honoring Hugh and Kathy Crawford’s 50th wedding anniversary.
- Goal #6: Promote the Library in Novi’s residential and business communities; promote Library services to non-library users balancing existing resources whenever possible.
 - Strategy – Increase awareness of services, collections, programs and technology.
 - Tactic – Ensure a social media presence that best suits Novi Public Library.
 - NPL Teen Stop Facebook page was updated and the Library now has an Instagram account.
- Goal #8: Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.
 - Strategy – Maintain best practices and policies.
 - Tactic – Review Library policies regularly, updating and adding as needed.
 - An in-house committee has been formed to review the HR policies at the Library. They will convene in the Fall with the Policy Committee to share their findings.

10. Treasurer’s Report

A. Library budget 2014-2015

The total projected revenue for 2014/2015 is \$2,637,000.00 and the total projected expenditures are \$2,950,000.00. This leaves an estimated fund draw of \$313,000.00.

B. Library Financials and 269 Contributed Fund as of June 30, 2015

The Library Financials and 269 Contributed Fund can be found on pages 36-41 of the July 15, 2015 Library Board Packet.

- Fund 268 Revenue:

The year to date revenue for June increased about \$27,000.00 due to interest earned on investments which came in at about \$11,000.00. Total revenue for the month of June put the 12 month revenue at \$2,668,000.00 which is about \$102,000.00 more than was budgeted for. The 2014/2015 budgeted revenue was up about \$87,000.00 from the 2013/2014 budgeted revenue. Trustee Messerknecht hopes to see a continued moderate increase in revenue for upcoming years.

- **Fund 268 Expenditures:**

The year to date expenditures increased about \$202,000.00 for the month of June. This amount includes several old charges which occurred prior to June and totaled about \$35,000.00. Through June we have had expenditures that total \$2,685,000.00 about 88% of what we had in the budget. The expenditure amount is about \$135,000.00 lower than in the prior fiscal year. The lower amount can be attributed to:

- Lower permanent and temporary salaries
- Lower expenses for books
- Lower expenses for grounds maintenance

- Total revenue and expenditures through June total -\$16,834.00. This indicates that the expenditures exceeded revenue by almost \$17,000.00 which is what will be drawn on the fund balance. Trustee Messerknecht said that this amount is significantly lower than what the Board had originally planned on using a year ago and it is a credit to Ms. Farkas and her staffs' dedication of lowering expenditures.

C. Library Balance Sheets for 268 and 269 Funds – as of June 30, 2015

The balance sheets can be found on pages 41-42 of the Library Board Packet. Fund 268 had assets that totaled \$1,896,422.54 and liabilities that totaled \$67,280.75.

Fund 269 showed minimal activity for the month of June. The majority of revenue was from investments. The total fund balance increased by about \$11,000.00 for the month of June bringing the total to \$1,638,000.00.

D. Proposed Budget 2015-2016—269 Contributed Fund

The 269 Library Contributed Funds Revenue & Expenditures proposed budget for 2015/2016 can be found on pages 43-44 of the Library Board Packet.

- Ms. Farkas presented the proposed 2015/2016 to the Library Board and requested an approval.

A motion was made to approve the 269 Library Contribution Fund Revenue and Expenditures budget for 2015/2016.

1st—John Lesko

2nd—William Lawler

The motion passed unanimously.

11. **Director's Report**

The Director's Report can be found on pages 42-54 of the July 15, 2015 Library Board packet.

- The Library will be closed on Friday, August 21, 2015 for a Staff In-Service Day. Ms. Farkas thanked the Board for allowing the staff a day to be together as a group.
 - An active shooter drill and debriefing will be held from 10:30-12:30 in conjunction with the Novi Police Department. As a public building Ms. Farkas feels it is important to practice this. Other libraries are also practicing this drill.
 - Following the drill, staff will enjoy an afternoon at Paradise Park where lunch will be served.
 - The Friends of the Novi Library support this event with a \$500 toward staff lunch costs.
- On June 24, 2015 Wendy Teagan retired after 27 years of service to the Novi Library. She was given a gift and a plaque presented by Ms. Farkas and Trustee Verma.
- In August the Library will start sharing a van with the City of Novi for outreach.
- Novi Library Staff Recognitions for 2014-2015:
 - **Above and Beyond Award:** Kathleen Alberga (Information Services Librarian), Keith Perfect (Facilities), Sam Gillman (Support Services, Library Assistant), Nancy Bohdan (Support Services, Clerk), and Deb Carbott (Support Services, Supervisor)
 - **Customer Service Award:** Bill Bembeneck (Facilities), Jackie Liebau (Support Services, Clerk), and Scott Rakestraw (Information Technology).
- Novi Library will be the showcase library at the Michigan Library Association Conference being held in Novi from October 28-30, 2015. Thursday, October 29, 2015 the Library will be closed to the public from 7:00-9:00 p.m. in order to host an event in conjunction with the conference.
- Ms. Farkas requested to move forward with the staff salary increases.

A motion was made to approve a 1.5% salary increase for eligible library staff effective August 21, 2015.

1st—Tara Michener

2nd—Ramesh Verma

The motion passed unanimously.

- The Strategic Planning Committee met on July 11, 2015. The Committee has meetings scheduled in August and September that will be open to the community to gain feedback.

- FOIA Policy
 - Ms. Farkas will be the designated person the City of Novi will contact if there is a FOIA issue related to the Library.

A motion was made to approve the new FOIA Policy (Public Policy P5) with the modifications.

1st—John Lesko

2nd—Tara Michener

The motion passed unanimously.

A. Public Services Report

The Public Services Report can be found on pages 55-56.

- Summer Reading has been busy. The ending numbers for 2014 were 2,400 and Ms. Farkas feels confident we will pass those numbers.

B. Building Operations Report

The Buildings Operations Report can be found on page 60.

- The IT department installed a new firewall on July 8th and made improvements to the wireless network.

C. Library Usage Statistics

The statistics can be found on pages 61-70.

- The Read Boxes are again a success. Ms. Farkas said library staff is filling them weekly and the books are being utilized.
- The usage of the charging stations doubled from a year ago.
- The Novi Library App is being downloaded and many patrons use it to look at the art in the Library.

D. Friends of the Novi Library

The Friends of the Novi Library meeting minutes for June 10, 2015 can be found on page 71.

E. Novi Historical Commission

The Novi Historical Commission minutes from May 26, 2015 can be found on pages 72-73.

12. Committee Reports

A. Policy Committee (Lesko, Michener- Chair)

There was no report provided for the Policy Committee.

B. HR Committee (Michener, Verma - Chair)

There was no report provided for the HR Committee.

C. Finance Committee (Sturing, Lesko, Messerknecht - Chair)

There was no report provided for the Finance Committee.

D. Events/Marketing/Fundraising Committee (Funk, Lawler, Michener - Chair)

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

E. Strategic Planning Committee (Lawler, Funk - Chair)

- A meeting was held on Saturday, July 11, 2015 with meetings also scheduled in August and September.

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

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

13. **Public Comment**

There was no public comment.

14. **Matters for Board Discussion**

A. **Freedom of Information Act (FOIA) Policy Changes; adoption of City of Novi Policy**

This item was discussed in the Director's Report.

B. **Motor Vehicle Operations Policy—City of Novi (1st Reading)**

- Knowing that Novi Library will now be sharing a van with the City of Novi, Ms. Farkas recommended that the Library adopt the City's policy.

A motion was made to approve the Motor Vehicle Operation Policy for the City of Novi/Library.

1st—John Lesko

2nd—Ramesh Verma

The motion passed unanimously.

15. **Adjourn**

A motion was made to adjourn the meeting at 8:55 p.m.

1st – John Lesko

2nd – Ramesh Verma

The motion was passed unanimously.

Ramesh Verma, Secretary

Date

Student Representative Report

By: Cindy Huang, Ruchira Ankireddygari

On July 1st, teens met to watch a fun superhero movie.

Teens dove into the wonders of mythology on July 9th at the Mythological Heroes Epic Quest program.

Later on July 15th, teens unleashed their creativity at the T-Shirt Design Remix. Students brought their own t shirts and redesigned them for a new refreshing look.

In collaboration with the Howell Nature Center, teens met remarkable creatures on July 22nd at the Creatures of the Night program.

On July 29th, teens met for Cupcake Warz: a battle for the best cupcake designs.

Upcoming Programs:

August 1st - Teen Book Club

August 5th - Summer Reading Finale: Paradise Park

NOVI PUBLIC LIBRARY TEEN SPACE FINAL REPORT 2014-2015

Teen Space at the Novi Public Library went on for a successful third year in 2014-2015, and included many suggested improvements. Over the course of 166 sessions we saw over 6,000 students; and made many wonderful connections.

The same partners were gracious enough to team up with us again this year. The Novi Public Library provided a monitor on Monday, Novi Community Schools gave us our Tuesday monitor, Wednesdays it was up to Novi Parks, Recreation & Cultural Services, and Thursday was Novi Youth Assistance's day. Friday's responsibility fell on the Novi Library's Building Monitor to keep an eye on the room.

We continued to require student IDs and this was a big help in getting to know the students. Behavior issues were minor this year and were mainly concentrated at the beginning of the school year as new students learned the procedures. Due to marketing to the Novi Middle School we saw an increase in students from this age group as well.

We had a couple of community businesses offer their services and products including Club Z for quick homework help to Teen Space attendees and Tony Sacco's for donating pizza to the students on a couple of occasions. We received \$160.00 in monetary donations, as well as, \$250.00 from the Friends of the Novi Public Library that will be put toward more items in the coming year.

In order to give the students a consistent voice we have a suggestion box that is put out daily. This yielded some interesting requests. So, our Building Monitor; Tia Marie Sanders ran a successful donation campaign to acquire new games, art supplies, new Ping-Pong paddles and other fun material for the students. She also on occasion brought in treats because the students are always hungry. In addition, the heavily used Ping-Pong table received a much needed fix up by our Facilities staff person, Keith Perfect.

Teens continued to come to the space day in and day out, to play Ping-Pong, Xbox and other games, or just to chat and do homework with friends. It has now become a place that they look to go to and are disappointed when it's closed.



NOVI PUBLIC LIBRARY – 2015/2016 GOALS (July 2015)

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

Goal #1:
Staff will continue to provide excellent customer service in all facets of the Library's operations and community involvement; Administration will provide ongoing training and development opportunities for the staff.

Strategy:	Provide appropriate staffing for best customer service.		
Tactic	Owner	Status	Due Date
Provide opportunities for staff training	AD	Annual in-service day planned for 8/21/15	Ongoing; 8/15

Goal #2:
Balance the needs of the community with fiscal responsibility and reduce the deficit spending.

Strategy:	Partner with City of Novi and Novi School District.		
Tactic	Owner	Status	Due Date
Engage IT departments in quarterly meetings to review opportunities for resource sharing, technology best practices and education	IT		Annually
Investigate with City of Novi to be a "go to" for additional City services; offer/advertise City services if applicable	AD		Annually
Maintain open communication between Library and City Facilities departments through regular meetings	F		Ongoing
Participate in employee opportunities offered by City	AD	Staff attend various events, such as wellness, quarterly recognition, etc.	Ongoing
Investigate with City an all in one calendar for Library, City, and School info/dates/events	AD		2015/16

Strategy:	Investigate and implement changes that save money.		
Tactic	Owner	Status	Due Date
Look for cost-cutting measures in everyday processes	SS; IT; F; IS; AD		Ongoing

Work with managers for budget planning	AD		1/16
Develop budget for next FY and future projections	AD; Board		3/16

Strategy:		Seek funding through grants.	
Tactic	Owner	Status	Due Date
ALA/YALSA Shark Bowl	IS	ALA announced winners (including NPL's Erin Durrett) & prizes: a monetary reward worth \$2,000 each, along with various donated technology prizes	8/15

Goal #3:			
Continue a high level of awareness for Library Board member representation, ambassadors and engagement in Novi and the greater library community.			
Strategy:		Library Board Trustees participate in City events.	
Tactic	Owner	Status	Due Date
Annual City Evening of Appreciation	AD; Board		12/15
City Council Early Budget Input Session	AD; Board		1/16
State of the City Address	AD; Board		2/16
Spring into Novi	AD; Board		5/16
City Council meetings	AD; Board		
Strategy:		Library Board Trustees participate in NPL events.	
Tactic	Owner	Status	Due Date
Welcome Desk Ambassadors	Board	Trustees take weekly shifts at Welcome Desk	Ongoing
Strategy:		Library Board Trustees participate in greater library community.	
Tactic	Owner	Status	Due Date
Michigan Library Association	AD; Board	Annual Conference to be held in Novi, October 2015	10/15
Strategy:		Library staff participate in community events.	
Tactic	Owner	Status	Due Date

Maintain ties with government officials	AD		Ongoing
Novi Youth Assistance	AD	Library Director serves on Board	Ongoing
Represent NPL in various outlets	AD		Ongoing

Goal #4:			
Provide quality services, collections, programs and technology with an emphasis on the diverse and aging population.			
Strategy:		Engage the Older Adult community in Library programs and services.	
Tactic	Owner	Status	Due Date
Publicize and engage the Older Adult community with info about Oakland County service for visually impaired	IS; SS		Annually
Expand info in Meadowbrook Commons through newsletter, dining hall, flyers, door to door, kiosks, etc.	AD; IS		Annually
Promote Library programs at Older Adult programs	IS		Annually
Survey Meadowbrook Commons residents	AD		Annually
Engage local Older Adult talent for displays, arts, crafts, collections, etc.; reach out quarterly	IS; AD		Annually
Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services, resources and technology (providing no fee transportation to Library)	IS; AD		Annually
Investigate expanding Library services and outreach 10% over 3 years, knowing that Older Adult population will increase	IS; SS		2015/16
Implement programs for Older Adults using videoconferencing (3/year with 50+ attendance), bringing in experts, celebrities, authors, programs from libraries in other countries	IS; IT		2015/16
Strategy:		Increase/implement programming opportunities for each patron group.	
Tactic	Owner	Status	Due Date

Host worldwide celebrations, festivals, events, etc.	IS; AD		Annually
Host music/dance programs by different cultural groups	IS		Annually
Implement 15 programs per year for each group (youth, tween, teen, adult, Older Adult) averaging 50 attendees at each	IS; IT		Annually
Increase use of the Youth Activity Room with more crafts, hands-on events, etc.	IS		Annually
Investigate programming based on patron suggestions, including the GEEK the Library campaign	IS; AD; IT		Annually
Implement a Patio program series of five programs, May-October, weather permitting	IS	Earth Angels program scheduled for August 25	Annually; 8/15
Increase reference services by 10% in a 3 year period (marketing what Info Services is, roaming, ref/computer assistance, reader's advisory)	IS		2015/16
Host events to recognize community members and talents	AD		2015/16
Utilize community business expertise to offer informational and educational programming; increase business relations and usage by 10% each year over 3 years	IS; AD		2015/16
Strategy:	Provide up to date technology and resources.		
Tactic	Owner	Status	Due Date
Survey patrons to solicit technology needs for hardware, software, programming and training	IS; IT		Annually
Expand technology learning initiatives for Older Adults: computer classes, troubleshooting, "geek squad" with teen volunteers	IT; IS		2015/16
Strategy:	Partner with the Novi School District.		
Tactic	Owner	Status	Due Date
Introduce Social Justice to the community; create a core collection; participate in learning sessions; provide space for forums/events	AD; IS		Annually

Increase activities with Novi and other area school districts	IS; AD		Annually
Implement an advisory group for middle school age students to gain program, resource, service ideas; meet with this age group quarterly at Middle School	IS		2015/16
Strategy:	Maintain current collections and services.		
Tactic	Owner	Status	Due Date
Investigate and add new collections/pathfinders based on interests and needs of patrons	IS; SS		Annually
Implement reference survey	IS		Annually
Strategy:	Consider adding new collections and services.		
Tactic	Owner	Status	Due Date
Investigate adding new and more interactive play components for youth	IS		Annually
Investigate/implement a homework resource center (collections, resources, tutoring opportunities)	IS		2015/16
Start a cultural book club (different languages or reading about different cultures)	IS		2015/16
Investigate establishment of a local arts council in Novi with various partners from the community	IS; AD		2015/16

Goal #5:			
Promote the Library in Novi's residential and business communities; promote library services to non-library users balancing existing resources whenever possible.			
Strategy:	Increase awareness of services, collections, programs and technology.		
Tactic	Owner	Status	Due Date
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs: Facebook, Twitter, videos,	IS; AD; IT		Annually

podcasts			
Create one video/podcast per year for website about Library services	AD; IS		Annually
Promote and highlight the Local History collection/space and its relevance to the community; offer an open house; increase web and physical presence	IS		Annually
Increase publicity of meeting rooms and patio	AD	Meeting room rentals have been overwhelmingly successful so no additional publicity needed	Annually
Reach out to homeowners groups by letter to president, get in newsletters, offer tours/talks, inviting groups to have their meetings at the Library, providing free room rental if they allow a 10-15 minute Library presentation	AD		Annually
Work with homeowners groups to highlight a subdivision in e-newsletter, display of kids' art from sub, contest for most card holders in sub	AD		Annually
Increase number of library card holders in each Novi subdivision by 10% over five years; use geomapping data	AD; SS		Annually
Consider annual mailing of "The Novi Library and YOU" to homeowners/businesses; 4-page brochure about NPL	AD		Annually
Provide regular (weekly/monthly) columns in Novi News and Patch.com	AD		Annually
Host business related clubs (Chamber, Rotary, BRC) to improve visibility in the community	AD; IS		2015/16
Increase publicity for services related to: Skype, videoconferencing by 10% over 3 years	IS; IT		2015/16
Increase amount of remote programming by 10% over 3 years, offering at least 3 remote programs	IS	Authors LIVE Luncheon planned for October 7	2015/16; 10/15

annually			
Develop a community resource page on website	IS; AD		2015/16
Consider a book club page on website: where community clubs are, book/movie reviews by community members, great reads	IS; AD		2015/16

Goal #6			
Utilize efficient and increased fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.			
Strategy:	Review past fundraising and plan future fundraising.		
Tactic	Owner	Status	Due Date
Continue "On the Road" series	AD; IS	Next trip scheduled for October 9 to visit Toledo	10/15
Scrapbook for a Cause	AD		

Goal #7:			
Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.			
Strategy:	Maintain best practices and policies.		
Tactic	Owner	Status	Due Date
Investigate Library employment opportunities for ages 14 and up (summer/seasonal/weekends/subs)	AD		2015/16
Review Library policies regularly, updating and adding as needed	AD; Board	Policies currently under review by staff committee to make recommendations to Board	Ongoing; 8/15
Strategic Planning process	AD	Public invited to Strategic Planning Update	8/15

		sessions in August & September	
Review QSAC measures for certification	AD	In process; all certification levels have been reviewed and updated, with areas for further attention noted	12/15
State Aid process	AD		1/16
Strategy:	Provide convenient access to collections, programs and services.		
Tactic	Owner	Status	Due Date
Improve Library entrance/exit at Ten Mile	AD; Board	Working with City on project to widen NPL driveway to include right and left turn lanes	6/16
Strategy:	Maintain communication with Read a Latte Café.		
Tactic	Owner	Status	Due Date
Investigate with owner to offer lower prices and different cultural food options	AD		Annually
Meet with owner as needed regarding patron comments, suggestions, etc.	AD		Ongoing
Strategy:	Consider premium services.		
Tactic	Owner	Status	Due Date
Investigate offering a fee-based premium library card with added services, such as notification of new releases, extended renewals, limited amnesty on fines, discounts at Café and Book Nook	SS; AD		2015/16

2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
Revenues						
Account	Description					
403.000	Property Tax Revenue	2,309,000.00	2,368,947.00	2,449,491.00	2,532,774.00	2,618,888.00
403.001	Tax Revenue - Current Levy			-25,000.00	-25,000.00	-30,000.00
403.002	Tax Revenue - County Charter			-10,000.00	-10,000.00	-10,000.00
403.003	Tax Revenue - Tx Tribunal			-210.00	-217.00	-226.00
420.000	Tax Reveune - Brownfield			-6,000.00	-6,100.00	-6,200.00
567.000	State Aid	20,000.00	24,000.00	27,000.00	27,000.00	27,000.00
657.000	Library book fines	74,000.00	65,000.00	70,000.00	70,000.00	70,000.00
658.000	State penal fines	73,000.00	83,205.00	77,000.00	77,000.00	77,000.00
664.000	Interest on Investments	25,700.00	24,000.00	24,000.00	24,000.00	24,000.00
664.500	Unrealized gain(loss) invest	0.00	4,090.00	0.00	0.00	0.00
665.000	Miscellaneous income	17,000.00	16,400.00	16,500.00	16,500.00	16,500.00
665.100	Copier	2,500.00	2,200.00	2,200.00	2,200.00	2,200.00
665.200	Electronic media	300.00	200.00	200.00	200.00	200.00
665.266	SRP - T-shirt sales	2,800.00	0.00	0.00	0.00	0.00
665.289	Adult Programming	0.00	6,981.72	0.00	0.00	0.00
665.290	Library Fundraising	3,000.00	0.00	3,000.00	3,000.00	3,000.00
665.300	Meeting Room	23,000.00	26,000.00	28,000.00	30,000.00	30,000.00
665.400	Gifts and donations	5,000.00	6,000.00	6,000.00	6,000.00	6,000.00
665.404	Novi Township Assessment	5,900.00	5,933.00	6,000.00	6,000.00	6,000.00
665.650	Library Café	5,000.00	4,500.00	5,000.00	5,000.00	5,000.00
Total Revenues		2,566,200.00	2,637,456.72	2,673,181.00	2,758,357.00	2,839,362.00
2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
Expenditures						
Personnel Svcs.						
Account	Description					
704.000	Permanent Salaries	952,200.00	914,000.00	914,000.00	914,000.00	914,000.00
704.200	Wages (non-pensionable)	47,700.00	25,000.00	25,000.00	25,000.00	25,000.00
705.000	Temporary Salaries	636,800.00	617,000.00	609,000.00	609,000.00	609,000.00
715.000	Social Security	122,000.00	122,300.00	122,300.00	122,300.00	122,300.00
716.000	Insurance	173,000.00	205,000.00	235,147.00	249,256.00	264,211.00
716.200	HSA - Health Savings Acct.	4,000.00	3,000.00	3,000.00	3,000.00	3,000.00
716.999	Ins. Employee Reimbursement		-33,000.00	-43,202.00	-45,794.00	-48,542.00
718.000	Pension DB	0.00	0.00	0.00	0.00	0.00
718.050	Pension - add'l DB	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	27,700.00	26,500.00	26,400.00	26,400.00	26,400.00
719.000	Unemployment Ins	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	2,500.00	2,700.00	4,300.00	4,300.00	4,300.00
Total Personnel Services		1,965,900.00	1,882,500.00	1,895,945.00	1,907,462.00	1,919,669.00

2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
Supplies						
Account	Description					
727.000	Office supplies	15,000.00	23,000.00	23,000.00	23,000.00	23,000.00
728.000	Postage	700.00	700.00	700.00	700.00	700.00
734.000	Computer software/licensing	96,900.00	96,900.00	86,400.00	80,000.00	80,000.00
734.500	Computer supplies equip	21,000.00	22,400.00	28,000.00	28,000.00	28,000.00
740.000	Operating supplies	32,800.00	28,000.00	30,000.00	30,000.00	30,000.00
740.200	Desk, chairs, cabinets, etc.	0.00	0.00	800.00	0.00	0.00
741.000	Uniforms	300.00	300.00	300.00	300.00	300.00
Materials						
742.000	Books	210,000.00	200,000.00	195,000.00	195,000.00	195,000.00
742.100	Book Fines	1,500.00	700.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	21,200.00	21,200.00	23,800.00	23,800.00	23,800.00
744.000	Audio visual materials	67,700.00	67,700.00	71,000.00	71,000.00	71,000.00
745.200	Electronic media	58,500.00	58,500.00	51,000.00	51,000.00	51,000.00
745.300	Online (Electronic) Resources	60,000.00	57,200.00	55,000.00	55,000.00	55,000.00
Total Supplies & Materials		585,600.00	576,600.00	566,000.00	558,800.00	558,800.00
2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
Expenditures						
Services & Charges						
Account	Description					
801.925	Public Information (cable)	1,000.00	1,100.00	1,000.00	1,000.00	1,000.00
802.100	Bank Services	3,500.00	1,500.00	2,000.00	2,000.00	2,000.00
803.000	Independent Audit	700.00	700.00	700.00	700.00	700.00
804.000	Medical Service	1,000.00	300.00	300.00	300.00	300.00
806.000	Legal Fees	1,000.00	200.00	1,000.00	1,000.00	1,000.00
809.000	Memberships & Dues	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
816.000	Professional services	3,000.00	1,500.00	4,000.00	4,000.00	4,000.00
817.000	Custodial Services	37,800.00	46,800.00	48,800.00	48,800.00	48,800.00
818.000	TLN Central Services	4,750.00	4,495.00	4,500.00	4,500.00	4,500.00
851.000	Telephone	16,500.00	11,500.00	11,500.00	11,800.00	12,000.00
855.000	TLN Automation Services	66,500.00	56,000.00	56,000.00	57,600.00	57,600.00
861.000	Gasoline and oil	0.00	500.00	500.00	1,500.00	1,500.00
862.000	Mileage	1,250.00	500.00	300.00	300.00	300.00
880.000	Community Promotion	5,000.00	2,500.00	11,800.00	11,800.00	11,800.00
880.267	Library Programming - Book It	1,000.00	0.00	0.00	0.00	0.00
880.268	Library Programming	20,000.00	20,000.00	22,500.00	22,500.00	22,500.00
880.271	Adult Programming	0.00	4,258.42	0.00	0.00	0.00
900.000	Printing, Graphic Design, Publishing	28,800.00	28,800.00	29,500.00	29,500.00	29,500.00
910.000	Property & Liability Insurance	13,000.00	13,000.00	14,300.00	15,300.00	16,400.00

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

08/12/2015		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 07/31/2015		*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.										
% Fiscal Year Completed: 8.47		END BALANCE		2015-16		MONTH ACTIVITY		YTD BALANCE		AVAILABLE		
		06/30/2015		ORIGINAL		JULY 2015		07/31/2015		BALANCE		% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	NORM (ABNORM)	NORM (ABNORM)	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	2,367,212.28	2,449,491.00	2,469,427.87	2,469,427.87	(19,936.87)					100.81	
268-000.00-403.001	Property Tax Revenue- County Chargebacks	(4,521.44)	(25,000.00)	0.00	0.00	(25,000.00)					0.00	
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	13,862.00	(10,000.00)	0.00	0.00	(10,000.00)					0.00	
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(199.00)	(210.00)	(214.67)	(214.67)	4.67					102.22	
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(3,424.77)	(6,000.00)	0.00	0.00	(6,000.00)					0.00	
Property tax revenue		2,372,929.07	2,408,281.00	2,469,213.20	2,469,213.20	(60,932.20)					102.53	
State sources												
268-000.00-567.000	State aid	32,841.43	27,000.00	16,458.92	16,458.92	10,541.08					60.96	
State sources		32,841.43	27,000.00	16,458.92	16,458.92	10,541.08					60.96	
Other revenue												
268-000.00-633.100	Insurance Reimbursement	913.00	0.00	0.00	0.00	0.00					0.00	
268-000.00-665.000	Miscellaneous income	15,417.29	16,500.00	1,308.50	1,308.50	15,191.50					7.93	
268-000.00-665.100	Copier	2,492.39	2,200.00	186.55	186.55	2,013.45					8.48	
268-000.00-665.200	Electronic media (previously VHS)	238.00	200.00	42.00	42.00	158.00					21.00	
268-000.00-665.266	Summer reading t-shirt sales	138.73	0.00	0.00	0.00	0.00					0.00	
268-000.00-665.290	Library fund raising revenue	0.00	3,000.00	0.00	0.00	3,000.00					0.00	
268-000.00-665.300	Meeting room	27,728.02	28,000.00	3,100.10	3,100.10	24,899.90					11.07	
268-000.00-665.404	Novi Township assessment	5,933.00	6,000.00	0.00	0.00	6,000.00					0.00	
268-000.00-665.650	Library Cafe	4,688.25	5,000.00	422.00	422.00	4,578.00					8.44	
Other revenue		57,548.68	60,900.00	5,059.15	5,059.15	55,840.85					8.31	
Fines and forfeitures												
268-000.00-657.000	Library book fines	65,010.47	70,000.00	6,480.31	6,480.31	63,519.69					9.26	
268-000.00-658.000	State penal fines	83,205.14	77,000.00	0.00	0.00	77,000.00					0.00	
Fines and forfeitures		148,215.61	147,000.00	6,480.31	6,480.31	140,519.69					4.41	
Interest income												
268-000.00-664.000	Interest on investments	28,693.56	24,000.00	0.00	0.00	24,000.00					0.00	
268-000.00-664.500	Unrealized gain (loss) on investments	7,871.32	0.00	0.00	0.00	0.00					0.00	
Interest income		36,564.88	24,000.00	0.00	0.00	24,000.00					0.00	
Donations												
268-000.00-665.289	Adult programs	6,981.72	0.00	2,713.56	2,713.56	(2,713.56)					100.00	
268-000.00-665.400	Gifts and donations	15,070.42	6,000.00	25.30	25.30	5,974.70					0.42	
Donations		22,052.14	6,000.00	2,738.86	2,738.86	3,261.14					45.65	

		END BALANCE	2015-16	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	JULY 2015	07/31/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Personnel services							
268-000.00-704.000	Permanent salaries	902,359.69	914,000.00	43,402.41	43,402.41	870,597.59	4.75
268-000.00-704.200	Wages - Stipend	24,743.89	25,000.00	0.00	0.00	25,000.00	0.00
268-000.00-704.250	Final Payout	11,294.19	0.00	0.00	0.00	0.00	0.00
268-000.00-705.000	Temporary salaries	596,921.16	609,000.00	26,846.14	26,846.14	582,153.86	4.41
268-000.00-715.000	Social security	119,251.99	122,300.00	5,259.00	5,259.00	117,041.00	4.30
268-000.00-716.000	Insurance	202,537.39	235,147.00	15,406.47	15,406.47	219,740.53	6.55
268-000.00-716.200	HSA - employer contribution	1,248.71	3,000.00	23.21	23.21	2,976.79	0.77
268-000.00-716.999	Insurance - Employee Reimbursement	(36,900.20)	(43,202.00)	(1,871.07)	(1,871.07)	(41,330.93)	4.33
268-000.00-718.000	Pension - DB Normal Cost	14,964.00	0.00	1,176.00	1,176.00	(1,176.00)	100.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(18,120.00)	0.00	(1,424.81)	(1,424.81)	1,424.81	100.00
268-000.00-718.200	Pension - defined contribution	18,516.01	26,400.00	1,346.97	1,346.97	25,053.03	5.10
268-000.00-719.000	Unemployment insurance	933.20	0.00	0.00	0.00	0.00	0.00
268-000.00-720.000	Workers compensation	2,080.00	4,300.00	208.58	208.58	4,091.42	4.85
Personnel services		1,839,830.03	1,895,945.00	90,372.90	90,372.90	1,805,572.10	4.77
Supplies							
268-000.00-727.000	Office supplies	18,881.44	23,000.00	2,541.47	2,541.47	20,458.53	11.05
268-000.00-728.000	Supplies - Postage	682.39	700.00	196.00	196.00	504.00	28.00
268-000.00-734.000	Computer supplies, software & licensing	64,703.59	86,400.00	28,668.95	28,668.95	57,731.05	33.18
268-000.00-734.500	Computer supplies/equipment	11,999.19	28,000.00	22,396.69	22,396.69	5,603.31	79.99
268-000.00-740.000	Operating supplies	26,411.22	30,000.00	1,687.23	1,687.23	28,312.77	5.62
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	800.00	0.00	0.00	800.00	0.00
268-000.00-741.000	Supplies - Uniforms	227.00	300.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	173,814.23	195,000.00	6,999.30	6,999.30	188,000.70	3.59
268-000.00-742.100	Library Book - Fines	565.88	1,000.00	9.95	9.95	990.05	1.00
268-000.00-743.000	Library periodicals	19,386.58	23,800.00	0.00	0.00	23,800.00	0.00
268-000.00-744.000	Audio visual materials	60,108.91	71,000.00	162.94	162.94	70,837.06	0.23
268-000.00-745.200	Electronic media	44,788.70	51,000.00	1,288.38	1,288.38	49,711.62	2.53
268-000.00-745.300	Electronic resources (CD rom materials)	55,399.44	55,000.00	28,480.50	28,480.50	26,519.50	51.78
Supplies		476,968.57	566,000.00	92,431.41	92,431.41	473,568.59	16.33

		END BALANCE	2015-16	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	JULY 2015	07/31/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Other services and charges							
268-000.00-740.010	Gift and donations expense	8,533.33	0.00	0.00	0.00	0.00	0.00
268-000.00-801.925	Public information (cable, etc)	833.41	1,000.00	29.85	29.85	970.15	2.99
268-000.00-802.100	Bank Service Charges	2,476.65	2,000.00	159.94	159.94	1,840.06	8.00
268-000.00-803.000	Independent audit	700.00	700.00	0.00	0.00	700.00	0.00
268-000.00-804.000	Medical service	452.80	300.00	0.00	0.00	300.00	0.00
268-000.00-806.000	Legal fees	342.00	1,000.00	0.00	0.00	1,000.00	0.00
268-000.00-809.000	Memberships and dues	4,266.00	4,500.00	2,752.00	2,752.00	1,748.00	61.16
268-000.00-816.000	Professional services	1,355.00	4,000.00	0.00	0.00	4,000.00	0.00
268-000.00-817.000	Custodial services	46,145.00	48,800.00	0.00	0.00	48,800.00	0.00
268-000.00-818.000	TLN Central Services	4,495.00	4,500.00	0.00	0.00	4,500.00	0.00
268-000.00-851.000	Telephone	12,082.53	11,500.00	83.82	83.82	11,416.18	0.73
268-000.00-855.000	TLN Automation Services	57,006.34	56,000.00	11,047.28	11,047.28	44,952.72	19.73
268-000.00-861.000	Gasoline and oil	363.61	500.00	0.00	0.00	500.00	0.00
268-000.00-862.000	Mileage	436.43	300.00	0.00	0.00	300.00	0.00
268-000.00-880.000	Community promotion	3,961.68	11,800.00	(511.25)	(511.25)	12,311.25	(4.33)
268-000.00-880.268	Library programming	11,717.97	22,500.00	2,187.98	2,187.98	20,312.02	9.72

		END BALANCE	2015-16	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	JULY 2015	07/31/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
268-000.00-880.271	Adult programs	4,563.52	0.00	0.00	0.00	0.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	29,634.55	29,500.00	0.00	0.00	29,500.00	0.00
268-000.00-910.000	Property & liability insurance	13,000.00	14,300.00	13,464.00	13,464.00	836.00	94.15
268-000.00-921.000	Heat	11,257.52	11,000.00	118.18	118.18	10,881.82	1.07
268-000.00-922.000	Electricity	101,729.02	103,000.00	0.00	0.00	103,000.00	0.00
268-000.00-923.000	Water and sewer	5,393.13	5,500.00	0.00	0.00	5,500.00	0.00
268-000.00-934.000	Building maintenance	65,253.18	90,000.00	2,001.62	2,001.62	87,998.38	2.22
268-000.00-935.000	Vehicle maintenance	1,717.20	1,500.00	0.00	0.00	1,500.00	0.00
268-000.00-941.000	Grounds maintenance	31,580.91	28,600.00	1,360.76	1,360.76	27,239.24	4.76
268-000.00-942.000	Office equipment lease	12,596.78	12,000.00	2,097.90	2,097.90	9,902.10	17.48
268-000.00-942.100	Records storage	264.34	300.00	20.02	20.02	279.98	6.67
268-000.00-956.000	Conferences and workshops	8,464.64	14,500.00	1,240.90	1,240.90	13,259.10	8.56
Other services and charges		440,622.54	479,600.00	36,053.00	36,053.00	443,547.00	7.52
Capital outlay							
268-000.00-976.000	Building improvements	0.00	136,200.00	0.00	0.00	136,200.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	7,020.40	0.00	0.00	0.00	0.00	0.00
268-000.00-990.000	Furniture	0.00	10,000.00	0.00	0.00	10,000.00	0.00
Capital outlay		7,020.40	146,200.00	0.00	0.00	146,200.00	0.00
Net - Dept 000.00-treasury		(94,289.73)	(414,564.00)	2,281,093.13	2,281,093.13	(2,695,657.13)	
Fund 268 - LIBRARY FUND 268:							
TOTAL REVENUES		2,670,151.81	2,673,181.00	2,499,950.44	2,499,950.44	173,230.56	(550.24)
TOTAL EXPENDITURES		2,764,441.54	3,087,745.00	218,857.31	218,857.31	2,868,887.69	(550.24)
NET OF REVENUES & EXPENDITURES		(94,289.73)	(414,564.00)	2,281,093.13	2,281,093.13	(2,695,657.13)	(550.24)

269 - Library Contributed Funds - Revenues & Expenditures						
2015-2016 Approved Budget (7/15/15)						
			2014-2015		2015-2016	
Collections/Materials	665.230	Revenues	Budget	As of 6/12/15	Approved	Notes
		Beginning Balance 6/30/2014	33,603.99	33,603.99		
		Tu Family*		723.00		
		Berman Family (Parenting)		50.00		
		ABWA - Women's History*		310.00		
		Unsolicited donations	2,000.00	625.00	2,500.00	
TOTAL			\$35,603.99	\$35,311.99	\$2,500.00	
Collections/Materials	742.230	Expenditures				
		Large print collection	(1,005.00)	0.00		
		Youth Collections	(1,000.00)	(853.56)		
		Druschel Library Collection	(400.00)	0.00	(400.00)	
		Parenting Library Collection	(1,300.00)	0.00	(1,000.00)	
		Tu, ABWA			(500.00)	
TOTAL			(\$3,705.00)	(\$853.56)	(\$1,900.00)	
TOTAL			\$31,898.99	\$34,458.43		
Bldgs/Ground/Furniture	665.231	Revenues				
		Beginning Balance 6/30/2014	54,244.67	54,244.67		
		Unsolicited donations	2,000.00	989.10	2,000.00	
		Read Box - Novi Rotary*		707.92		
		Crawford - Patriotic Statue	12,000.00	12,000.00	2,000.00	
		Lending Library - Fundraiser			20,000.00	Lending box (north Novi)
TOTAL			68,244.67	67,941.69	\$24,000.00	
Bldgs/Ground/Furniture	742.231	Expenditures				
		Reallocate to Undesignated	(46,051.84)	(46,051.84)		
		Read Box		(29.65)	(500.00)	
		Crawford - Patriotic statue*	(12,000.00)	(11,072.20)	(500.00)	
		Brick pavers*	(1,400.00)	(287.83)		
		Teen Stop frames for artwork (Friends)	(1,000.00)	(520.92)		
		HD Camcorder (Friends)	(300.00)	(228.63)		
		4 Educational learning stations (Friends)*	(4,000.00)	(2,360.75)		
		Upholstery (6 benches/4 teen chairs)			(5,000.00)	
		Prost			(2,500.00)	
		Lending Library			(20,000.00)	
TOTAL			(\$64,751.84)	(\$60,551.82)	(\$28,500.00)	
TOTAL			\$3,492.83	7,389.87		
Programming	665.232	Revenues				
		Beginning Balance 6/30/2014	10,572.94	10,572.94		
		Unsolicited donations	2,000.00	909.64	2,000.00	
		Berenguer - Light up the Night		200.00		
		Tu Family*		300.00		
		Students for Success (Friends)*		4,000.00	3,000.00	
		Joy Inc.		1,885.67		
		Teen Space*		325.00	200.00	
		Listen @ the Library (Friends)*		400.00		
		Sponsorship		500.00	1,000.00	
Friends Donation		Community Read	2,000.00	750.00	2,000.00	
NLA Funds		Community Read	650.00	650.00	3,000.00	
TOTAL			\$15,222.94	\$20,493.25	\$11,200.00	
Programming	742.232	Expenditures				
		Berenguer - Light up the Night	(265.05)	(200.00)		
		Students for Success*		(832.80)	(3,000.00)	
		Joy Inc.		(1,448.40)		
		Sponsorship		(158.26)		
		Community Read - Staff Appreciation		(186.96)	(500.00)	
Friends Donation		Community Read/Fox Run	(2,000.00)	(2,943.70)	(2,000.00)	
		Teen Space*			(200.00)	
TOTAL			(2,265.05)	(\$5,770.12)	(\$5,700.00)	
TOTAL			\$12,957.89	\$14,723.13		

Technology	742.233	Expenditures				
		Book-It Technology	(3,600.00)	0.00		
		3-D Printer (Friends)			(3,000.00)	
TOTAL			(\$3,600.00)	\$0.00	(\$3,000.00)	
TOTAL			\$4,500.00	\$6,910.00		
Undesignated (Misc.)	665.234	Revenues				
269-000.00-390.000		Fund balance 6/30/2014	1,487,507.00	1,487,506.93		
		Unsolicited donations	2,000.00	1,000.00	2,000.00	
		Listen @ the Library (Friends)		1,500.00		
269-000.00-664.000		Interest on investments	31,582.59	13,096.02		
269-000.00-664.500		Unrealized gain (loss) on investments	0.00	18,078.44		
Berman Donation/Naming		Reallocated from Bldgs/Ground/Furniture	46,051.84	46,051.84		
TOTAL			\$1,567,141.43	\$1,567,233.23	\$2,000.00	
Undesignated (Misc.)	742.234	Expenditures				
		Misc expenses (staff appreciation)	(2,000.00)	(438.11)	(500.00)	
		Listen @ the Library (Friends)		(1,500.00)		
TOTAL			(2,000.00)	(1,938.11)	(\$500.00)	
TOTAL			\$1,565,141.43	\$1,565,295.12		
TOTAL			\$1,617,991.14	\$1,628,776.55		
*Accounts still active beyond fiscal year						
		Beginning Fund Balances Forward*	1,592,028.60	1,590,760.53	1,638,430.62	Ending balance as of 6/30/15
		Revenues	56,232.59	59,809.79	41,700.00	
		Expenditures	(30,270.05)	(23,061.77)	(39,600.00)	
		NET Revenues vs. Expenditures	25,962.54	36,748.02	2,100.00	
Approved 7/15/2015		Ending Fund Balance Expected	\$1,617,991.14	\$1,627,508.55	\$1,640,530.62	

		END BALANCE	2015-16	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2015	ORIGINAL	JULY 2015	07/31/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269							
Dept 000.00-treasury							
Interest income							
269-000.00-664.000	Interest on investments	24,270.10	15,000.00	0.00	0.00	0.00	0.00
269-000.00-664.500	Unrealized gain (loss) on investments	7,426.03	5,000.00	0.00	0.00	0.00	0.00
	Interest income	31,696.13	20,000.00	0.00	0.00	0.00	0.00
Donations							
269-000.00-665.230	Collections/Materials Revenue	1,733.00	0.00	165.00	165.00	2,335.00	6.60
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	15,867.02	0.00	2,645.71	2,645.71	21,354.29	11.02
269-000.00-665.232	Programming Revenue	10,421.14	0.00	2,000.00	2,000.00	9,200.00	17.86
269-000.00-665.233	Technology Library Revenue	810.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-665.234	Undesignated Misc Donations	3,500.00	12,000.00	0.00	0.00	2,000.00	0.00
	Donations	32,331.16	12,000.00	4,810.71	4,810.71	36,889.29	11.54
Supplies							
269-000.00-742.230	Collections/Materials Expense	1,222.98	5,000.00	0.00	0.00	1,900.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Expense	15,188.00	18,000.00	104.62	104.62	28,395.38	0.37
269-000.00-742.232	Programming Expense	6,034.64	3,000.00	4,300.00	4,300.00	1,400.00	75.44
269-000.00-742.233	Technology Library Expense	104.95	4,000.00	0.00	0.00	3,000.00	0.00
269-000.00-742.234	Undesignated Misc	1,880.58	2,000.00	0.00	0.00	500.00	0.00
	Supplies	24,431.15	32,000.00	4,404.62	4,404.62	35,195.38	11.12
Other services and charges							
269-000.00-802.100	Bank Service Charges	92.49	0.00	0.00	0.00	0.00	0.00
	Other services and charges	92.49	0.00	0.00	0.00	0.00	0.00
	Net - Dept 000.00-treasury	39,503.65	0.00	406.09	406.09	1,693.91	
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269:							
	TOTAL REVENUES	64,027.29	32,000.00	4,810.71	4,810.71	36,889.29	19.34
	TOTAL EXPENDITURES	24,523.64	32,000.00	4,404.62	4,404.62	35,195.38	19.34
	NET OF REVENUES & EXPENDITURES	39,503.65	0.00	406.09	406.09	1,693.91	19.34
	TOTAL REVENUES - ALL FUNDS	2,734,179.10	2,705,181.00	2,504,761.15	2,504,761.15	210,119.85	
	TOTAL EXPENDITURES - ALL FUNDS	2,788,965.18	3,119,745.00	223,261.93	223,261.93	2,904,083.07	
	NET OF REVENUES & EXPENDITURES	(54,786.08)	(414,564.00)	2,281,499.22	2,281,499.22	(2,693,963.22)	

07/10/2015		BALANCE SHEET FOR CITY OF NOVI	
As of 06/30/2015			
GL Number	Description		Balance
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica		124,032.79
268-000.00-017.008	Investment - Oakland County Investment		678,519.41
268-000.00-017.009	Investment - UBS		1,069,422.50
268-000.00-018.000	Cash on hand		500.00
268-000.00-020.000	Current taxes receivable		23,947.84
	Total Assets		1,896,422.54
*** Liabilities ***			
268-000.00-202.000	Accounts payable		23,334.19
268-000.00-215.200	Unemployment insurance liability		26.56
268-000.00-259.702	Accrued liabilities-tax		43,420.00
268-000.00-276.400	Deposit for Cafe		500.00
	Total Liabilities		67,280.75
*** Fund Balance ***			
268-000.00-390.000	Fund balance		1,845,975.99
	Total Fund Balance		1,845,975.99
	Beginning Fund Balance		1,845,975.99
	Net of Revenues VS Expenditures		(16,834.20)
	Ending Fund Balance		1,829,141.79
	Total Liabilities And Fund Balance		1,896,422.54

Director's Report



Sparty Day

On July 15th the MSU mascot Sparty visited the Summer Sizzling morning program which is sponsored by the City of Novi – Parks and Rec and the Library. Sparty posed for many photos with many excited young attendees and afterwards spent time walking through the Library and even made himself useful at the check-out desk.

Out and About in Novi and Library Profession

- 7/15: Sizzling Summer with Sparty
- 7/16: Novi Rotary mtg.
- 7/16: Eagle Scout project mtg.
- 7/17: TLN Membership mtg. (Farmington Community Library)
- 7/21: Leadership mtg. – City of Novi
- 7/22: Rotary lunch program at Village Oaks
- 7/22: MLA Conference planning mtg.

Strategic Planning Public Feedback Sessions

The Novi Public Library launched a 5 year Strategic Plan in 2013 that provided goals and strategies for meeting the needs of the Novi Community. In that plan a new motto was created – ***Inform. Inspire. Include.*** It has now been two years and the Library Board and staff want the opportunity to update you on how we are doing.

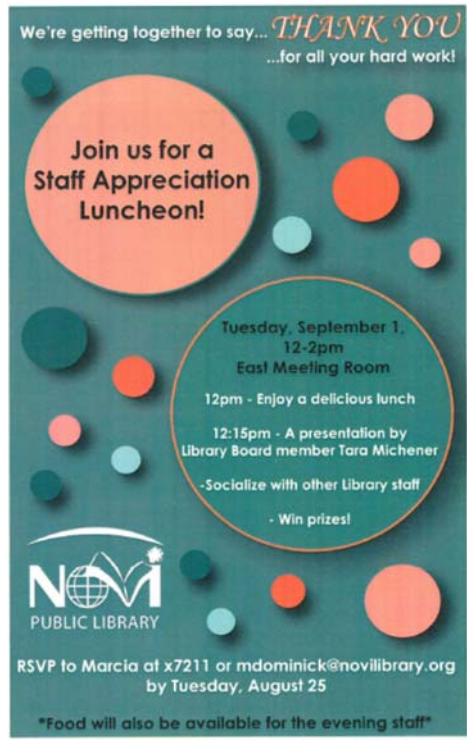
You are invited to a 1 hour Strategic Planning update session that promises to engage you in all things “Library.” In addition, we will want to hear from you on how well the Library is serving you, or if there are ways we can serve you better. Members of the Library Board will be on site to hear your feedback. No official business will be conducted. This meeting is appropriate for attendees 12 and older.

Two sessions will be held (please RSVP to attend one):

- Wednesday, August 26th at 7:00-8:00pm (West Meeting Room)
- Wednesday, September 23rd at 7:00-8:00pm (West Meeting Room)

Contact: Library Administration at 248-869-7204

Thank you for your continued support of the Novi Public Library!



Staff Appreciation Luncheon planning mtg.

Trustee Michener and Director Farkas met on Friday, July 24th to plan the staff appreciation luncheon for the library staff. The lunch is scheduled for Tuesday, September 1st from 12-2pm. Trustee Michener will plan to say a few words on behalf of the Library Board, in addition, a small token of appreciation will be awarded to each staff member. All Board Members are welcome to stop by and enjoy the event with the NPL team.



Roary at Summer Reading Finale Event!

Special thanks to the Novi Community School District for arranging for Detroit Lions mascot Roary to attend the Summer Reading finale party at Paradise Park on Wednesday, August 5, 2015. As you can see from the photo even the Library staff had a great time! 421 students attended the finale party. A HUGE thank you to Paradise Park for sponsoring the event for our amazing readers!

Ownership of Villa Barr Book – Novi Historical Commission

On Friday, July 24th I met with David Barr and legal council to discuss the opportunity to purchase the full rights to own Barr's book Villa Barr. Papers are currently being drawn up. This is a project that was initiated with the Historical Commission. Once papers are reviewed and signed, the Historical Commission will begin the process for printing copies of the book to sell in the community. It is hopeful that this will create a fundraising opportunity for the Historical Commission for the future.



Durrett, Miles and Quinto named winners of YALSA's digital literacy program contest, Shark Bowl

For Immediate Release
Mon, 07/20/2015

CHICAGO – The winners of YALSA's President's Program, Taking a Deep Dive into Digital Literacy: Shark Bowl for Library Staff, were named on Monday, June 29 at ALA's Annual Conference in San Francisco.

A total of six finalists were chosen to present their digital literacy programming ideas to a panel of YALSA's very own sharks. From the six finalists, three winners were chosen by the panel of judges.

The winners are:

- Erin Durrett, Novi (Michigan) Public Library; [Interactive 3D Display](#)
- Shanna Miles – South Atlanta High School; [America's Next Top Maker](#)
- Ricah Quinto - Napa (California) County Library; [Creating CLIMBERS](#)

“It was a great experience seeing the passion and enthusiasm of the finalists as they presented their innovative ideas. We're extremely excited to see the ideas the winners proposed come to fruition and hope they'll continue creating fun and innovative programming for and with teens,” said Christopher Shoemaker, YALSA past president.

Each winner will receive a monetary reward worth \$2,000 each, along with various technology prizes generously donated by corporate sponsors, [3D Systems](#) and [Tutor.com](#).

To learn more about the Shark Bowl, visit <http://yalsa.ala.org/shark/>. The purpose of this project was to provide a way to help members implement some of the recommendations put forth in YALSA's recent report, “[The Future of Library Services for and with Teens: a Call to Action](#),” which can be accessed at www.ala.org/yaforum.

For more than 50 years, YALSA has worked to build the capacity of libraries and library staff to engage, serve and empower teens. For more information about YALSA or to access national guidelines and other resources go to www.ala.org/yalsa, or contact the YALSA office by phone, (800) 545-2433, ext. 4390, or e-mail: yalsa@ala.org.

Building & Grounds Committee Mtg. (Friday, August 14, 2015)

Trustee Funk and I met with Drew Lathin of Creative Sustainable Landscapes on Friday. Drew presented a short summary of his recommendations and then we toured the southern garden along the east/south Library parking lots.

His proposal calls suggests the Library to engage his services to clean up the area and re-plant with appropriate plants, either with plantings or by seed. There is a several year delay in result if seeding is chosen. I recommend planting this fall rather than to re-seed the area next spring and re-invite the run-away weeds scenario we currently have. This is the \$11,000 option. The \$8,500 option is more likely if we can come up with a volunteer work team to assist Drew. The smaller \$2,500 option was to re-seed and is not as strong an option.

I am in favor of moving forward and would offer this as a report to the Board and as a starting point towards a Board action/motion since I will be out of town and miss the August Board meeting.

1) Recommend to engage CSL with a not-to-exceed contract of \$11,000 with the work to be performed this fall.

The amount could be reduced should the Library come up with a volunteer group to work on the project under Drew's supervision.

2) Regarding funding, the Board may need to discuss where these funds would be coming from. However, Julie is in discussion with a family that has some funds dedicated to the Library that might choose to be a named donor. I will let Julie discuss this as it wasn't final at the time of the meeting.

3) I would also suggest additional requirements to be some form of inventory of plantings. Drew mentioned he would plant "several hundred" items but there was no list provided or description of what they are, at least at the meeting I attended.

4) I would also ask for some kind of warranty period on the plants.

Tentative project date: September 12th and 13th



To the left is an example of signage that could be created to educate library visitors of the native species that will be planted in the rain garden. In addition, I have been in contact with a teen Novi resident that is planning to initiate his Eagle Scout project with the Library and partner in some of the new design work that will enhance the improved gardens. The student will be defending his project proposal in the next few months to the Scout council.

Proposal from Creating Sustainable Landscapes, LLC

- ▶ Parking Lot Rain Garden Proposal
- ▶ Drew Lathin
- ▶ Creating sustainable landscapes, LLC
- ▶ Novi, MI
- ▶ Two Approaches
- ▶ Replant with plants
 - ▶ Spray weeds – NOW
 - ▶ Lay mulch – by early September
 - ▶ Plant with plugs – by mid September (September 12/13)
- ▶ Replant with seed
 - ▶ Spray weeds – NOW
 - ▶ Sow seeds and lay erosion control fabric – November
- ▶ Advantages and Disadvantages
- ▶ Costs
- ▶ Mulch and plants - \$11,000
- ▶ Mulch and plants using volunteer labor, led by me - \$8,500
- ▶ Seed and erosion control fabric - \$2,700

Marketing/Fundraising/Events Committee – Friday, August 7, 2015

Our Mktg/fundraising committee met yesterday. The questions that arose involved wanting more specifics for:

State Fair representation (dates/duties/time slots)

MLA Conference specific needs (dates/duties/time slots)

Overall the meeting was a good information session. I mentioned the importance of targeting Novi home owner and condo association meetings like we discussed so hopefully we will have new subdivisions interested in presentations this year. We also discussed the value of word of mouth, social media, the north and being as engaging as possible when we are at the welcome desk.

Please keep me posted on your needs for the staff appreciation event on September 1st. Lastly let me know when you and Christina would like to meet with the committee as I remember this being the next step.



FOOD SERVICE ESTABLISHMENT INSPECTION REPORT

Establishment Name: READ A LATTE CAFE	Establishment ID: 830
Establishment Address: 45255 10 MILE RD	Establishment Type: FIXED ESTABLISHMENT
City, State, Zip: NOVI MI 48374	License Number: SFE4063066921
Establishment Phone: (248)869-7249	Owner Name: GARY BERNSTEIN
Establishment Fax:	CVT: 246

INSPECTION INFORMATION:

Inspection Date:	08/04/2015	NSDI:	02/04/2016
Follow-up Date:	08/14/2015	Inspection Type:	Routine
Consumer Advisory Required:	No	Consumer Advisory Correct:	N/A
Consumer Advisory Handout Provided:	N/A		
Priority and Priority Foundation Violations Cited:	Yes	All Priority and Priority Foundation Violations Corrected:	No
Repeat Violations Cited:	No		
All Priority and Priority Foundation Violations Not Corrected:	5-203.14, 5-402.11, 7-204.11		
Inspection ID:	304422		
License Limitations:	No	Water:	Municipal
Variance:	No	Sewage:	Municipal
License Posted:	Yes	Seating Capacity:	6
Anti-Choking Techniques Posted:	No	Non-Smoking Area:	Yes

Based on this inspection, the following items marked are violations of the Michigan Food Law. Violations cited in this report shall be corrected within the time frames specified, but within a period not to exceed 10 calendar days for priority and priority foundation items (8-405.11) or 90 days for core items (8-406.11). Failure to comply with this notice may result in action against your food service license. You have the right to appeal any violations listed.

Received By: Gary
(Person in Charge)

Inspected By: Megan Sredzinski
Public Health Sanitarian Technician

Date: 08/04/2015

Page 1 of 3

North Oakland Health Center | 1200 N. Telegraph Road 34E | Pontiac, MI 48341-0432 | (248) 858-1280 | oakgov.com/health
South Oakland Health Center | 27725 Greenfield Road | Southfield, MI 48076-3663 | (248) 424-7000 | oakgov.com/health

**OAKLAND COUNTY HEALTH DIVISION
FOOD SERVICE ESTABLISHMENT INSPECTION REPORT**

Establishment Name: READ A LATTE CAFE	Establishment ID: 830
Establishment Address: 45255 10 MILE RD	Establishment Type: FIXED ESTABLISHMENT
City, State, Zip: NOVI MI 48374	License Number: SFE4063066921
Establishment Phone: (248)869-7249	Owner Name: GARY BERNSTEIN
Establishment Fax:	CVT: 246

CURRENT OBSERVATIONS:

Source	Violation Number	Violation Type	Correct By Date	Corrected	Repeat
--------	------------------	----------------	-----------------	-----------	--------

Code Requirements: Sponges may not be used in contact with cleaned and sanitized or in-use food-contact surfaces.

Method of Correction: Use clean cloths to sanitize food contact surfaces.

Food Code	4-602.11	Core	08/14/2015	No	No
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Observation: Inside components of pop nozzles were soiled. Person in charge stated that the nozzles were cleaned weekly.

Code Requirements: Utensils and equipment contacting food that is not potentially hazardous (time/temperature control for safety food), such as beverage dispensing nozzles, shall be cleaned:

- (a) At a frequency specified by the manufacturer, or
- (b) Absent manufacturer specifications, at a frequency necessary to preclude accumulation of soil or mold.

Method of Correction: Clean the above noted non-potentially hazardous food contact surface and maintain clean.

Food Code	4-602.13	Core	08/14/2015	No	No
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Observation: 1. Floor fan in the kitchen area was heavily soiled.
2. Fan cover in the single door beverage cooler in the self service area was soiled.

Code Requirements: Nonfood-contact surfaces of equipment shall be cleaned at a frequency necessary to preclude accumulation of soil residues.

Method of Correction: Clean the above noted nonfood contact surfaces and maintain clean.

Food Code	5-205.15	Core	08/14/2015	No	No
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Observation: Hot water handle is leaking at the handsink.

Code Requirements: A plumbing system shall be maintained in good repair.

Method of Correction: Repair the above noted plumbing system so that it is in good repair.

Food Code	6-501.18	Core	08/14/2015	No	No
-----------	----------	------	------------	----	----

Observation: End of the drain line from the espresso machine is soiled.

Code Requirements: Plumbing fixtures such as handwashing sinks, toilets, and urinals shall be cleaned as often as necessary to keep them clean.

Method of Correction: Clean the above noted plumbing fixtures and maintain free of soil accumulation.

COMMENTS:

A follow-up inspection will be conducted on or after 8/14/15 to ensure compliance with 5-402.11, 5-203.14 and 7-204.11.

This inspection was conducted by Megan Sredzinski. If you have any questions please contact me at (248) 221-9824 or at sredzinskim@oakgov.com.

Received By: Gary
(Person in Charge)

Inspected By: Megan Sredzinski
Public Health Sanitarian Technician **Date:** 08/04/2015

**OAKLAND COUNTY HEALTH DIVISION
FOOD SERVICE ESTABLISHMENT INSPECTION REPORT**

Establishment Name: READ A LATTE CAFE	Establishment ID: 830
Establishment Address: 45255 10 MILE RD	Establishment Type: FIXED ESTABLISHMENT
City, State, Zip: NOVI MI 48374	License Number: SFE4063066921
Establishment Phone: (248)869-7249	Owner Name: GARY BERNSTEIN
Establishment Fax:	CVT: 246

CERTIFIED MANAGER INFORMATION:

<u>Manager Name</u>	<u>Certificate Number</u>	<u>Certificate Type</u>	<u>Issue Date</u>	<u>Exp. Date</u>	<u>Verified</u>
GARY BERNSTEIN	1780080	Thomson Prometric	10/01/2013	10/01/2018	Yes

A certified foodservice manager is a requirement of the Oakland County Sanitary Code, Article IV.

CURRENT OBSERVATIONS:

<u>Source</u>	<u>Violation Number</u>	<u>Violation Type</u>	<u>Correct By Date</u>	<u>Corrected</u>	<u>Repeat</u>
Food Code	5-203.14	Priority	08/14/2015	No	No

Observation: Unable to observe backflow prevention device on the espresso machine. Person in charge stated that the machine could not be moved to obtain a clearer view of the water line.

Code Requirements: A plumbing system shall be installed to preclude backflow of a solid, liquid, or gas contaminant into the water supply system at each point of use at the food establishment, including on a hose bibb if a hose is attached or on a hose bibb if a hose is not attached and backflow prevention is required by law, by installing an approved backflow prevention device as specified under § 5-202.14.

Method of Correction: Install backflow prevention device on the above noted espresso machine.

Food Code	5-402.11	Priority	08/14/2015	No	No
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Observation: The following drain lines are not air gapped: 1. The drain line from the pop machine and 2. The drain line from the espresso machine. The floor drain is located in an enclosed cabinet under the 3 compartment sink.

Code Requirements: A direct connection may not exist between the sewage system and a drain originating from equipment in which food, portable equipment, or utensils are placed.

Method of Correction: Repair the above noted drain lines so that there is at least one inch of space between the end of the drain lines and the flood level rim of the cabinet.

Food Code	7-204.11	Priority	08/14/2015	No	No
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Observation: Unapproved bleach used on food contact surfaces. "Original Strength Cleaning Bleach" did not have an EPA label nor did it contain directions for using on food contact surfaces.

Code Requirements: Chemical sanitizers and other chemical antimicrobials applied to food-contact surfaces shall meet the requirements specified in 40 CFR 180.940 Tolerance exemptions for active and inert ingredients for use in antimicrobial formulations (food-contact surface sanitizing solutions).

Method of Correction: Use only approved sanitizing solutions on food contact surfaces; those with an EPA registered label.

Food Code	4-101.16	Core	08/14/2015	No	No
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Observation: Sponges used to wipe and sanitize food contact surfaces.

Received By: Gary
(Person in Charge)

Inspected By: Megan Sredzinski
Public Health Sanitarian Technician

Date: 08/04/2015

Email from Gary Bernstein – Friday, August 14, 2015

hi, hope u had a great trip alone and with ur kids.
I put together the receipts from may and june and I broke it up in to 3 payments.
one I will give tomorrow, the second next week , and the third the following week.
this will leave us only owing for july by the end of the month.

thank you
will hand sheets in with first payment tomorrow.

Email from Jim Flury – 8/12/2015 to TLN Listserv

All,

Please join me in congratulating Mary Robinson at Novi Public Library. Mary was a presenter at the 2015 OverDrive DigitalPalooza conference in Cleveland, the first Download Destination member librarian to do so! Mary's talk, titled Share Your Creative Community, outlined the collaborative partnership between NPL and local authors to post content to the Download Destination site.

A link to Mary's presentation is available at <http://tln.lib.mi.us/committee/econtent/files/docs/DigitalPalooza.pdf> Mary's slide is number seven. The presentation is also available on the eContent User's Group committee page at <http://tln.lib.mi.us/committee/econtent/> under 2015 DigitalPalooza Slide Show. It is also worth noting that the CEO of OverDrive made multiple references to this project during the course of the conference.

Congratulations, Mary!

Jim

Jim Flury
Technical Services Manager
The Library Network
41365 Vincent Court
Novi, MI 48375
248-536-3100 x133
Fax 248-536-3098
jflury@tln.lib.mi.us

Public Services Report by Margi Karp-Opperer



2015

Featured Adult Programs:

Thank you to Mary Kondraciuk for her beautiful "See Their Souls" photographic display
American Red Cross Blood Drive
Miller Vein
Educatus International



The summer reading program will be ending soon and we hope you had a chance to sign up and read with us over the summer.

Monthly Adult Programs:

- Four Help for Families by OLHSA (Oakland Livingston Human Service Agency)
- Computer Tutor 1 on 1 (5 times a week = 23 sessions this month)
- Five Knit 2gether Knitting Circles
- Three Book Discussion Groups
- French, German, & Spanish Language Conversation Groups
- Two Information Services Department Meetings
- Novi Writers' Group

Business Programs:

- ❖ 3 SCORE Business Mentoring sessions



Featured Youth Programs:

- CARE kids from Novi Schools visited five times
- Camp Power Play visited four times
- Superhero Gear
- Sizzling Summer Wednesday with Crazy Craig, Juggler
- Science Superheroes (two sessions)
- Exotic Zoo Educational Wildlife
- Sizzling Summer Wednesdays with Cupcakesaurus Musical Duo
- Edible Architecture
- Sizzling Summer Wednesdays with Scheer Genius
- Musical Movement for Young Children
- Dog Days at the Library
- Pokemon
- Sizzling Summer Wednesdays with Tom Plunkard, magician
- Superhero Training Academy
- Four Baby Times Story Times
- Eight Playgroups
- Four Tot Time Story Times
- Thirteen Two-Three Year Olds Story Times
- Ten On My Own Story Times
- Bright Loritos Spanish Story Time

Monthly Youth Programs:

- Kiddie Craft
- Lego Club

Tween and Teen Program:

- ❖ Summer Movie Fun – Superhero Style
- ❖ T-Shirt Design Remix
- ❖ Creatures of the Night
- ❖ Cupcake Warz

Featured Collections:

Adult: Beach Reads And Check out Creative NOVI

Youth: Heroes come in all shapes and sizes

Youth DVD: Picture books on DVD

Audiobooks: Health and Wellness

Building Operations Report by Mary Ellen Mulcrone

Most of the accomplishments over the past month were routine, such as minor repairs, cleaning, and regular inspections. There were a few things of note, including painting additional directional arrows on the driveway in front of the entrance to the building, caulking and repainting the columns under the front canopy, and installing new LED light fixtures in one of the display cases to save on light bulbs and energy. We have also purchased the new extended surface air filters for the air handlers. These will be replaced at the beginning of September, according to schedule. (The smaller pre-filters are replaced on a quarterly basis.) Thanks to the Friends of the Library, we also purchased a new tool cart and some tools that were needed. We were finally able to obtain several quotes for concrete repairs. The quotes are currently under review, and we anticipate being able to have the repairs completed by fall.

Rehabilitation of the two smaller bioswales on the south side of the property began on July 1st. The first phase of the project, herbiciding to remove invasive species, was completed on July 23rd. We've seen that these unwanted plants are dying, while the other species remain. The next phase of the project will be to fill in the empty spaces with wetland species of native plants in the fall.

Eight staff members attended CPR/AED training offered by the Novi Fire Department. Our AED (automated external defibrillator) equipment is checked regularly by Library staff and the Fire Department.

An improved wireless network controller was installed on July 15th. This was done to improve the overall performance of the wireless network. Other adjustments were made at the same time, and everything is working well. The public can now play the popular Minecraft program via the Library's public wireless network.

A number of certificates were renewed, updates were installed, and batteries were replaced. Planning for implementation of the Envisionware upgrade is in process. (Envisionware is the software used for time and print management of the public computers.) A barcode scanner, keyboards and mice were replaced, as needed, and a laptop was restored for staff use. Quotes for digital equipment to be installed in the Youth Activity Room are being reviewed. This equipment is to be purchased with funds from the Friends of the Library. IT staff did troubleshooting and performed other routine tasks. They are working with a vendor to create a 3-D virtual tour of the Library. Many other routine tasks and duties were accomplished, including assisting patrons and staff.

The following computer training was provided for the public: three VHS to DVD workshops; two Tech Time sessions.

Support Services Statistics 2015-2016													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	434												434
Items checked out	79,554												79,554
Items borrowed	4,800												4,800
Items loaned	4,942												4,942
Read Boxes	326												326

	July 2015	July 2014		July 2015	July 2014
Library cards issued	434	457			
Total checkouts	79,554	81,433	READ Boxes	Adult 51	62
				Youth <u>275</u>	<u>318</u>
Items borrowed	TLN 4,713	4,628		Total 326	380
	MeL <u>87</u>	<u>91</u>			
	4,800	4,719			
Items loaned	TLN 4,874	5,225			
	MeL <u>68</u>	<u>80</u>			
	4,942	5,305			

Self-Check Totals 2015-16 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
Jul	79,554	56.67%	45,081	10,025	8,678	5,023	7,611	12,073	1,671
Aug									
Sep									
Oct									
Nov									
Dec									
Jan									
Feb									
Mar									
Apr									
May									
Jun									
FYTD	79,554	56.67%	45,081	10,025	8,678	5,023	7,611	12,073	1,671

Library Usage									
2014-2015 Fiscal Year					2015-2016 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
Jul	41,988	1,400	289	30	Jul	42,588	1,469	280	29
Aug	37,590	1,296	272	29	Aug			281	30
Sep	31,986	1,103	275	29	Sep			261	27
Oct	36,332	1,172	294	31	Oct			291	31
Nov	30,030	1,073	259	28	Nov			266	29
Dec	28,625	1,022	264	28	Dec			263	28
Jan	30,566	1,019	280	30	Jan			278	30
Feb	28,186	1,044	264	27	Feb			275	29
Mar	31,116	1,004	292	31	Mar			283	29
Apr	31,008	1,107	272	28	Apr			280	30
May	28,010	1,000	263	28	May			269	28
Jun	36,610	1,262	280	29	Jun			274	29
FYTD	392,047	1,127	3,304	348	FYTD	42,588	122	3,301	349

Computer Logins

2014-2015 Fiscal Year						2015-2016 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
Jul	5,620	46,177	3	51,800	1,727	Jul	3,794	74,618	5	78,417	2,704
Aug	4,816	48,923	7	53,746	1,853	Aug					
Sep	4,866	49,382	1	54,249	1,871	Sep					
Oct	4,167	54,461	2	58,630	1,891	Oct					
Nov	4,463	54,338	2	58,803	2,100	Nov					
Dec	4,228	47,196	1	51,425	1,837	Dec					
Jan	3,395	51,759	2	55,156	1,839	Jan					
Feb	2,918	66,156	2	69,076	2,467	Feb					
Mar	3,556	68,265	2	71,823	2,317	Mar					
Apr	3,287	61,087	4	64,378	2,299	Apr					
May	2,890	69,463	0	72,353	2,584	May					
Jun	3,637	72,043	1	75,681	2,610	Jun					
FYTD	47,843	689,250	27	737,120	2,112	FYTD	3,794	74,618	5	78,417	225

Early Literacy Workstation Usage							
2014-2015 Fiscal Year				2015-2016 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
Jul	1,460	38,035	26	Jul	1,505	37,569	24
Aug	1,297	33,735	26	Aug			
Sep	1,039	23,683	22	Sep			
Oct	1,005	22,557	22	Oct			
Nov	995	24,158	24	Nov			
Dec	953	21,756	22	Dec			
Jan	971	22,936	23	Jan			
Feb	962	22,029	22	Feb			
Mar	1,185	28,393	23	Mar			
Apr	1,026	23,551	22	Apr			
May	901	18,957	21	May			
Jun	1,209	29,678	24	Jun			
FYTD	13,003	309,468	23	FYTD	1,505	37,569	24

Technology Training Sessions 2015-2016 Fiscal Year

	Tech Time	eReader	VHS to DVD	iPad	Keyboarding	Paint.NET	Freegal	Zinio Magazines	Staff Training	Impromptu	Total Classes	Total Patrons
Jul	3		2		1					5	11	
<i>patrons</i>	3		2		4					5		14
Aug												
<i>patrons</i>												
Sep												
<i>patrons</i>												
Oct												
<i>patrons</i>												
Nov												
<i>patrons</i>												
Dec												
<i>patrons</i>												
Jan												
<i>patrons</i>												
Feb												
<i>patrons</i>												
Mar												
<i>patrons</i>												
Apr												
<i>patrons</i>												
May												
<i>patrons</i>												
Jun												
<i>patrons</i>												
Sessions	3		2		1					5	11	
<i>Patrons</i>	3		2		4					5		14

2015-2016 Fiscal Year						
	Freegal		Zinio		Gale Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts*	Active Learners	Completed Classes
Jul	2,036	201	1,030	14,045	43	1
Aug						
Sep						
Oct						
Nov						
Dec						
Jan						
Feb						
Mar						
Apr						
May						
Jun						
FYTD	2,036	201	1,030	14,045	**	1

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

2015-2016 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
Jul	3,133	1,203	4,336	136
Aug				
Sep				
Oct				
Nov				
Dec				
Jan				
Feb				
Mar				
Apr				
May				
Jun				
FYTD	3,133	1,203	4,336	136

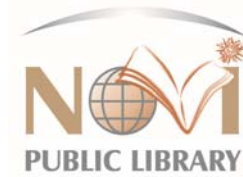
*Includes: Addison, Allen Park, Auburn Hills, Bacon, Belleville, Berkley, Blair, Brighton, Chelsea, Clarkston, Commerce Township, Cromaine, Dearborn Heights, Dexter, Ferndale, Flat Rock, Franklin, Garden City, Hazel Park, Highland, Huntington Woods, Inkster, Lincoln Park, Livonia, Lyon Township, Madison Heights, Manchester, Milford, Northfield Township, Northville, Novi, Oak Park, Oxford, Pontiac, Redford, Romulus, Saline, Southgate, Springfield, Taylor, Trenton, Walled Lake, Waterford Township, Wayne, Westland, White Lake Township, Wixom, Ypsilanti

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

Meeting Room Rentals					
2014-15 Fiscal Year			2015-16 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
Jul	44	1,234	Jul	21	522
Aug	54	1,810	Aug		
Sep	29	760	Sep		
Oct	36	964	Oct		
Nov	33	890	Nov		
Dec	19	470	Dec		
Jan	22	910	Jan		
Feb	23	656	Feb		
Mar	36	924	Mar		
Apr	31	818	Apr		
May	33	965	May		
Jun	27	765	Jun		
FYTD	387	11,166	FYTD	21	522

Library App - 2015-16 Fiscal Year

	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
Jul	36,763	1. Catalog	Jan		
		2. My Account			
		3. OverDrive			
		4. Artwork at the Library			
		5. Events			
Aug			Feb		
Sep			Mar		
Oct			Apr		
Nov			May		
Dec			Jun		
			Total	36,763	



Library Board Calendar

2015

August – October	Community Reads Program
August 19	Library Board Regular Meeting
August 21	Staff In-Service, Library Closed
September 5	Library Closed
September 6	Library Closed
September 7	Holiday – Labor Day, Library Closed
September 16	Library Board Regular Meeting
October 21	Library Board Regular Meeting
October 29	Library hosts Michigan Library Assn. Conf., Library closes at 5 p.m.
November 3	General Election Day
November	Annual Library Report – City Council Meeting, TBD
November	Community Read, Library, TBD
November 11	Holiday – Veteran’s Day – Library Open
November 18	Library Board Regular Meeting
November 25	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 26	Holiday – Thanksgiving, Library Closed
December 16	Library Board Regular Meeting
December 16	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

2016

January 1	Holiday – New Year’s Day, Library Closed
January 20	Library Board Regular Meeting
February 17	Library Board Regular Meeting
February	TBD Budget Planning Session, Library
March 16	Library Board Regular Meeting
March 26	Library Closed
March 27	Holiday – Easter, Library Closed
April 10-16	National Library Week
April 20	Library Board Regular Meeting
April	Budget presented to Council, TBD
May	Library Board - Goal Setting Session, TBD
May 8	Mother’s Day, Library Closed
May 18	Library Board Regular Meeting
May 29	Library Closed
May 30	Holiday – Memorial Day, Library Closed

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