

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, December 17, 2014
at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, Michigan 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 L525.....3-5
 - B. Approval of Regular Meeting Minutes – November 19, 2014.....6-10
5. Correspondence
6. Presentation
 - A. Financial Update – Carl Johnson and Deb Peck, City of Novi
7. Public Comment
8. Student Representatives Report..... 11
9. President's Report
 - A. 2014-2015 Achievement of Goals update (December 2014) 12-15
10. Treasurer's Report
 - A. Library Budget 2014-2015.....16-18
 - B. Library Budget Update as of December 17, 2014..... 19-21
 - C. Employer Contribution Details Fiscal Year Beginning January 2015.....22
 - D. Memorandum from Sabrina Lila re: Library Board Financial Committee Questions, December 11, 2014.....23
 - E. Library Revenues and Expenditures Report as of November 20, 2014 with notations.....24-26
 - F. Library Financials and Contributed Fund – November 30, 2014 (extracted 12/11/2014).....27-31
 - G. Monthly Financial Overview (extracted 12/11/2014).....32-34
 - H. Balance Sheet – November 30, 2014.....35-36
 - I. Quarterly Investment Report as of September 30, 2014.....37-41
11. Director's Report 42-45
 - A. Annual Report 2013-2014.....46-49
 - B. Reference Service Observation by Melissa McLachlin, Wayne State MLIS student.....50-57
 - C. Public Services Report and Calendar of Events 58-59
 - D. Building Operations Report..... 60
 - E. Library Usage Statistics – October 31, 2014 61-69
 - F. Friends of the Novi Library.....N/A
 - G. Novi Historical Commission – September/October.....N/A
12. Committee Reports
 - A. Policy Committee (Lesko, Messerknecht– Chair)
 - B. HR Committee (Lesko, Verma – Chair)

- C. Finance Committee (Czekaj - Chair, Sturing, Margolis)
- D. Fundraising Committee (Lesko, Sturing – Chair)
- E. Strategic Planning Committee (Messerknecht, Sturing- Chair)
- F. Building/Landscape Committee (Messerknecht, Margolis, Czekaj – Chair)

13. Public Comment

14. Matters for Board Discussion

15. Matters for Board Action

- A. Accept updated version of the Library Board budget 2014-2015 for reporting purposes.

16. Adjourn

Supplemental Information:

- Bits and Pieces by Jim Pletz, TLN Director (December 2014)70
- Library Board Calendar.....71-72

Future Events:

- Christmas Eve, Wednesday, December 24th – **LIBRARY CLOSED**
- Christmas Day, Thursday, December 25th – **LIBRARY CLOSED**
- New Year's Eve – Wednesday, December 31st – **LIBRARY CLOSED**
- New Year's Day – Thursday, January 1st – **LIBRARY CLOSED**
- Friends of Novi Library Regular Meetings (**January – March CANCELLED**)
- City of Novi Goal Planning Session – Saturday, January 10th at 9:00am, Location TBD
- Library Board Trustees Regular Meeting – Wednesday, January 21st at 7:00pm, City of Novi
- Historical Commission Regular Meeting – Wednesday, January 28th at 7:00pm, Novi Public Library
- **Library Board Budget Planning Session – Saturday, February 21st at 8:00am, Novi Public Library**
- **Library Board Budget Planning Session – Saturday, March 14th at 8:00am, Novi Public Library**
- **Library Board Budget Approval – Wednesday, March 25th**



Inform. Inspire. Include.

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

<http://www.novilibrary.org>

Warrant 525		December 2014	
Payable to	Invoice #	Account number	Account total
Global Office Solutions		268-000.00-727.000	\$ 1,289.33
Anode, Inc.	Firesign	268-000.00-734.000	\$ 1,128.60
Muniweb	October	268-000.00-734.000	\$ 436.25
Telsystems	Projector WMR	268-000.00-734.000	\$ 1,096.00
The Library Network	Mob Print Ser Sub;2015	268-000.00-734.000	\$ 2,900.00
Amazon.com		268-000.00-734.500	\$ 298.96
Amazon.com		268-000.00-734.500	\$ 173.12
Groupon, Inc.	iPhone offer cases (5)	268-000.00-734.500	\$ 79.41
Demco	durafold jackets	268-000.00-740.000	\$ 108.45
Discount Paper Products, Inc.	50 rolls	268-000.00-740.000	\$ 406.30
Global Office Solutions		268-000.00-740.000	\$ 1,055.65
Grainger	coffee mkr	268-000.00-740.000	\$ 52.77
Rainbow Printing	1000	268-000.00-740.000	\$ 1,570.00
Sam's Club	11/19/2014	268-000.00-740.000	\$ 66.91
Sanitor Mfg. Co.	neatseat	268-000.00-740.000	\$ 178.34
Specialty Store Services	DVD cases	268-000.00-740.000	\$ 550.57
Amazon.com		268-000.00-742.000	\$ 658.32
Amazon.com		268-000.00-742.000	\$ 147.84
Brodart		268-000.00-742.000	\$ 1,731.82
Brodart		268-000.00-742.000	\$ 7,818.77
CCH		268-000.00-742.000	\$ 103.61
Center Point Large Print		268-000.00-742.000	\$ 65.31
Center Point Large Print		268-000.00-742.000	\$ 152.79
Gale/Cengage		268-000.00-742.000	\$ 1,103.66
Genealogical.com		268-000.00-742.000	\$ 70.45
Michigan Chamber Services	257826; HR/Policies	268-000.00-742.000	\$ 160.00
Multicultural Books & Videos		268-000.00-742.000	\$ 66.80
Tsai Fong Books, Inc.		268-000.00-742.000	\$ 609.10
Alpena County Library	MEL; 860491000175664	268-000.00-742.100	\$ 25.00
Brandon Township Public Library	39082050945404	268-000.00-742.100	\$ 18.95
Brighton District Library	39082119531476	268-000.00-742.100	\$ 10.00
Commerce Township Community Library	39098002506979	268-000.00-742.100	\$ 12.99
Howard Miller Public Library	MEL04; 31376001175774	268-000.00-742.100	\$ 5.00
Walled Lake City Library	39082126542334	268-000.00-742.100	\$ 3.99
Hartman, Laura	FP/ News; 12/1/14-2/28/15	268-000.00-743.000	\$ 156.00
Midwest Tape		268-000.00-744.000	\$ 544.85
Midwest Tape		268-000.00-744.000	\$ 2,531.31
OverDrive		268-000.00-744.000	\$ 1,022.33
Midwest Tape		268-000.00-745.200	\$ 1,507.49
Midwest Tape		268-000.00-745.200	\$ 2,204.06
Midwest Collaborative for Library Services	Novelist; ann1/1/2015-12/31/15	268-000.00-745.300	\$ 2,899.00
Bright House	Nov 2014	268-000.00-801.925	\$ 107.40
Merchant Billing Statement	Nov-14	268-000.00-802.100	\$ 124.95
Providence Occupation Health Partners	Johnston	268-000.00-804.000	\$ 107.80
H&K Janitorial Service, Inc.	November	268-000.00-817.000	\$ 7,800.00
AT&T	11/22-12/21/14; sec lines	268-000.00-851.000	\$ 153.44
TelNet Worldwide		268-000.00-851.000	\$ 500.69

Verizon Wireless	9/29-10/28/14	268-000.00-851.000	\$ 804.57
Sam's Club	11/19/2014	268-000.00-880.000	\$ 9.28
YP	November	268-000.00-880.000	\$ 63.00
Amazon.com	Battle Books	268-000.00-880.268	\$ 21.85
Demco	youth	268-000.00-880.268	\$ 57.45
Discount School Supply	preschool art	268-000.00-880.268	\$ 29.96
Farkas, Julie	Adt Pgm	268-000.00-880.268	\$ 25.31
Kroger	Youth; Snack Tales; 11/10/14	268-000.00-880.268	\$ 35.61
Mutch, Kathleen	Adt Writing; December & January 2015	268-000.00-880.268	\$ 200.00
Sam's Club	Adt Pgm 11/14/14	268-000.00-880.268	\$ 22.07
Barnes & Noble Booksellers	Nthg Smile(7);HockeyDoc(15)	268-000.00-880.271	\$ 373.80
Konica Minolta	November 2014	268-000.00-900.000	\$ 650.83
Max Printing and Copy	2000 Letterhead/envelopes	268-000.00-900.000	\$ 752.50
Consumers Energy	10/08/-11/07/14	268-000.00-921.000	\$ 845.67
AT&T	10/24-11/13/14	268-000.00-922.000	\$ 22.21
DTE Energy	10/24-11/20/14	268-000.00-922.000	\$ 7,885.76
Banks Vacuum	10/31/14	268-000.00-934.000	\$ 15.00
Boynton Fire Safety Service		268-000.00-934.000	\$ 915.00
Cintas		268-000.00-934.000	\$ 217.39
Cintas		268-000.00-934.000	\$ 407.89
Dalton Commercial Cleaning Corp	mthly incl. meeting room	268-000.00-934.000	\$ 425.00
Home Depot	10/25/2014	268-000.00-934.000	\$ 48.37
Home Depot	11/29/2014	268-000.00-934.000	\$ 11.91
Lyon Mechanical	11/14/14	268-000.00-934.000	\$ 1,242.00
Orkin		268-000.00-934.000	\$ 58.30
Republic Services		268-000.00-934.000	\$ 182.66
Sam's Club	Poinsettia;11/28/14	268-000.00-934.000	\$ 63.92
Voss Lighting		268-000.00-934.000	\$ 55.58
Ad Wixom Auto Service	11/6/14; oil chg	268-000.00-935.000	\$ 32.99
Home Depot	11/29/2014	268-000.00-935.000	\$ 13.76
Brien's Services, Inc.	two of three	268-000.00-941.000	\$ 1,472.50
Home Depot	salt/ice blend; 11/20/14	268-000.00-941.000	\$ 122.05
Mark's Outdoor Power Equipment	snow blower repair	268-000.00-941.000	\$ 48.93
Konica Minolta Premier Finance	December	268-000.00-942.000	\$ 999.00
Corrigan Record Storage	November	268-000.00-942.100	\$ 19.24
Benito's Pizza	Staff InService 11/21/14	268-000.00-956.000	\$ 231.71
Fred Pryor	Farkas; 1/22/15; Understd Fin Stmt	268-000.00-956.000	\$ 249.00
Meadows, Lee	donated serv; voided check	268-000.00-956.000	\$ (150.00)
Midwest Collaborative for Library Services	Salvatore workshop	268-000.00-956.000	\$ 70.00
Postula, Michael	MLA Conf 10/13-17/14; mileage	268-000.00-956.000	\$ 145.60
Robinson, Mary	Staff InService 11/21/14	268-000.00-956.000	\$ 75.00
Salvatore, Christina	workshop mileage 11/6/14	268-000.00-956.000	\$ 64.70
Sam's Club	Staff InService 11/21/14	268-000.00-956.000	\$ 128.37
Simply Organized Life(Anderson-Fermann)	Staff InService 11/21/14	268-000.00-956.000	\$ 100.00
Storch, Mary	Staff InService 11/21/14	268-000.00-956.000	\$ 10.93
Petty Cash			\$ 49.16
TOTAL 268 ACCOUNT			\$ 62,940.21
Accounts indicated in red deducted in Period	Ending October 31, 2014 Revenue	and Expenditure Report	

	Accounts indicated in black	are current	

Warrant 525		December 2014	
Payable to	Invoice #	Account number	Account total
Amazon.com	Margolis	269-000.00-742.230	\$ 555.99
Amazon.com	Margolis	269-000.00-742.230	\$ 314.50
Randolph Rose Collection, Inc.	statue; pyt 2 of 4	269-000.00-742.231	\$ 2,600.00
Moe's on Ten	Community Read; author lunch	269-000.00-742-232	\$ 49.70
Steve & Rocky's	Community Read;staff/auth dinner	269-000.00-742-232	\$ 186.96
Petty Cash (Community Read)		269-000.00-742.232	\$ 6.00
TOTAL 269 ACCOUNT			\$ 3,713.15
Accounts indicated in red deducted in Period	Ending October 31, 2014 Revenue	and Expenditure Report	
	Accounts indicated in black	are current	



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
November 19, 2014**

DRAFT

1. Call to Order and Roll Call

Library Board

David Margolis, President
John Lesko, Vice President
Larry Czekaj, Treasurer
Craig Messerknecht, Board Member
Mark Sturing, Board Member

Absent and Excused

Ramesh Verma, Secretary

Student Representatives

Ziyang Huang (Departed at 7:08)
Ruchira Ankireddygari (Departed at 7:08)

Library Staff

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

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 David Margolis, President at 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A motion was made to approve the November 19, 2014 Agenda as presented.

1st – John Lesko
2nd – Mark Sturing

The motion was passed unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L524

President Margolis thanked the staff for listening to his request to include the full page numbers on the November 19, 2014 Agenda and on all future Agendas.

President Margolis made mention of the fact that on page 5 of the Agenda there is now a second set of Warrants that need approval because there are now two budgets, the 268 and 269.

A motion was made to approve the Claims and Warrants L524 as presented.

1st – Mark Sturing

2nd – John Lesko

The motion was passed unanimously.

B. Approval of Regular Meeting Minutes – October 15, 2014.

A motion was made to approve the Regular Meeting Minutes for October 15, 2014.

1st – Mark Sturing

2nd – John Lesko

The motion was passed unanimously.

5. Correspondence

A. Thank you from Superintendent Steve Matthews, Novi Community School District.

Mr. Matthews thanked Assistant Director Margi Karp-Opperer and April Stevenson for attending the October School Board meeting to share the success of the Summer Reading Program. He values the partnership between the Novi Public Library and the Novi School District.

B. Thank you from Tricia Hughes from Great Start Oakland County.

Ms. Hughes thanked the Novi Public Library for hosting the Help Me Grow Activity Group.

C. Thank you from Mary Cornelius, City Clerk.

Ms. Cornelius thanked the Novi Public Library for the use of the Library as a voting Precinct.

6. Presentation

There was no presentation

7. Public Comment

There was no public comment.

8. Student Representatives Report

The Student Representative Report was provided by Ziyang Huang and Ruchira Ankireddygari and can be found on page 19 of the Board Packet.

It was noted that the statistics for the Teen programs are incorporated into the annual statistics and are not tracked separately.

9. President's Report

A. 2014-2015 Achievement of Goals Update

The goals are located on pages 20-23 of the Board Packet. President Margolis referenced the following strategies:

- **Goal #2**

- **Investigate and implement changes that save money.**

- Ms. Farkas explained the implementation of Envisionware, the library's new system used for public printing, will reduce costs.

- **Goal #3**

- **Library Board Trustees participate in City events.**

- President Margolis thanked Trustees Verma and Lesko for representing the library at two community events. The Motorcites Marker unveiling on September 5, 2014 and Fall for Novi on September 20, 2014.

- **Goal #4**
Increase/Implement programming opportunities for each patron group.
 - Two international cooking demonstrations were held. An Indian cooking demonstration on October 10, 2014 and a Japanese cooking demonstration on November 14, 2014.
- Partner with the Novi School District.**
 - Novi Public Library partnered with the district to educate the Parents of African American Students in Novi (PAASN) of the services the library can provide for students.
 - In reaching out to younger students, the library hosted 84 5th Grade students in September for a tour and scavenger hunt.
 - The Friends of the Novi Library was given an award of \$1,000.00 to implement a parent community read project in the spring of 2015.
- **Goal #6**
Increase awareness of services, collections, programs and technology.
 - The Cornucopia of Thanks was held on October 24, 2014. With the help of the Friends of the Novi Library, the library hosted an event for library supporters and businesses in the community that highlighted various services that the library provides. Trustees Messerknecht, Sturing, and Verma were in attendance.
- **Goal #7**
Review past fundraising and plan future fundraising.
 - The On the Road series will continue in light of the fact that it generated \$1,900.00 to the library's revenue.
 - Ms. Farkas explained that by partnering with Coupon Genie and taking the past coupon book digital, the library will be able to offer a larger and more diverse selection of choices for patrons. The goal for 2015 is to have 200,000 followers and 200 various businesses connected with the Novi Library.

A. Gary Bernstein, Read a Latte Café

The September 2014 revenue was received. Mr. Bernstein requested that the July and August payments be broken into 3 payments in which they will be paid in October, November and December. October has not been received. Monthly meetings between Ms. Farkas and Mr. Bernstein are to begin in December, 2014. The Board intends to meet with Mr. Bernstein in January.

10. Treasurer's Report

A. Library Budget 2014-2015

The Budget can be found on pages 24-26 of the Board Packet.

Trustee Czekaj reported that Administration is doing a good job focusing on controllable expenses verses uncontrollable expenses.

B. Final Audited Financial Report ending 6/30/2014

The report can be found on pages 27-29 of the Board Packet.

C. Library Financials and Contributed Fund October 31, 2014

The library is slightly ahead of plan on a revenue basis. With 33% of the calendar year over, expenditures are tracking at 33%. State Penal fines were \$10,000 more than was budgeted for. Meeting room rentals are also coming in over and above what was budgeted.

A question was presented as to why there is a discrepancy in the Ending Fund Balance and Beginning Fund balance of the Library Contributed Fund 269 for October 31, 2014. The City had not responded to this question to either Trustee Czekaj or Ms. Farkas by the beginning of the November 19, 2014 board meeting.

A. City of Novi –Library Funds, Quarterly Investment Report thru March 31, 2014

B. City of Novi—Library Funds, Quarterly Investment Report thru June 30, 2014

There were questions about both the March 31, 2014 and June 30, 2014 reports that the City provided. In hopes of gaining a better understanding of the numbers and how these numbers were generated, Ms. Farkas will put in a request to the Treasurer's Office to have a representative attend the December 17, 2014 Library Board Meeting with the hope of explaining some of the information in the Quarterly Reports.

C. Email from Sabrina Lila, Senior Financial Analyst—Elimination of Department 299 in General Fund.

The email can be found on page 47 of the Board Packet.

- It was noted that eliminating this fund would impact the Historical Commission. A new department was created for the Historical Commission with a new account for charges to go to.

11. Director's Report

A. Public Services Report and Calendar of Events

A staff in-service day will be held on Friday, November 21, 2014 which Ms. Farkas said was a great day for the staff because they are all together for one day to work as a team. Ms. Farkas thanked the Library Board for supporting this day by allowing for the closure of the library. The Agenda for the day's events is located on page 49 of the Board Packet.

President Margolis made a point to compliment the City of Novi for creating the Novi Ambassador Academy that allows for citizens in the community to gain an understanding of how city government works. The twenty people that visited the library on November 10, 2014 and met with President Margolis and Ms. Farkas will be citizens that can share all that Novi Public Library has to offer the community.

B. Building Operations Report

The Building Operations Report is provided by Mary Ellen Mulcrone and is located on page 53 of the November 19, 2014 Library Board Packet.

- The heated air curtain that was installed in the fall of 2014 is not producing heat. The company that installed the curtain is working with the manufacturer to figure out why it is not working properly. The facilities department is waiting on a solution.

C. Library Usage Statistics – July 2014

The October 2014 statistics are located on pages 54-62 of the November 19, 2014 Library Board Packet.

- Ms. Farkas pointed out the final Read Box numbers for 2014. She is pleased with the success as 1,098 items were circulated.

D. Friends of the Novi Library

No report was submitted.

E. Novi Historical Commission – September/October

The minutes can be found on pages 63-65 of the Library Board Packet.

A. Bits & Pieces

Information can be found on page 68 of the Library Board Packet.

12. Committee Reports

A. Policy Committee (Lesko, Messerknecht, Margolis – chair)

There was no report provided.

B. HR Committee (Lesko, Verma – chair)

There was no report provided.

C. Finance Committee (Czekaj, Sturing, Margolis – chair)

There was no report provided.

D. Fundraising Committee (Lesko, Sturing)

There was no report provided.

E. Strategic Planning Committee (Messerknecht, Sturing)

There was no report provided.

F. Building/Landscape Committee (Margolis, Messerknecht, Czekaj – chair)

A meeting is to be held at the conclusion of the November 19, 2014 Board of Trustees Meeting.

13. Public Comment

There was no public comment.

14. Matters for Board Discussion

Ms. Farkas said the Selection and Separation policy will not be brought forth to the Library Board. It was suggested by legal counsel to pursue this as a procedure. The procedure is planned to be implemented with staff in January, 2015 by Library Administration.

15. Matters for Board Action

No action was taken.

16. Adjourn

A motion was made to adjourn the meeting at 8:03 p.m.

1st – Larry Czekaj

2nd- John Lesko

The motion was passed unanimously.

David, Margolis, President

Date

Student Representative's Report

By: Ziyang Huang and Ruchira Ankireddy

This month, we had 4 programs in addition to Teen Space:

Teen Cultural Celebration – 15 attending

WOW Scholarship Writing Workshop – 18 attending

Catching Fire Movie – 12 attending

Dollars for College – 8 attending

Teen Space:

628 attending – 13 sessions, averaging 48 attendees per session.

Upcoming programs:

Manga Club - Dec 4 – 4 attendining

Teen Advisory Board - December 12 – 22 attending

Teen Iron Chef - Dec 12 – 27 attending

NOVI PUBLIC LIBRARY – 2014/2015 GOALS (December 2014)

Goal #1:

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

Strategy:			
Maintain communication with Read a Latte Café.			
Tactic	Owner	Status	Due Date
Meet with owner as needed regarding patron comments, suggestions, etc.	AD	Met with owner in August & October about rent and cleanliness; café painted; met with owner on 12/5 and will meet monthly on first Fridays	Annually; ongoing; 10/14; 12/14
Strategy:			
Provide appropriate staffing for best customer service.			
Tactic	Owner	Status	Due Date
Provide opportunities for staff training	AD	Staff in-service day held November 21	11/14

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	Owner	Status	Due Date
Investigate opportunity for 3-D printer grant funding	IT; IS	IT & IS departments partnered with Catholic Central High School and submitted grant proposal	11/14

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	Owner	Status	Due Date
Publicize and engage the Older Adult community with info about Oakland County service for visually impaired	IS; SS	Identified and photographed limitations to accessibility within the building using the Sitewise guidelines as developed by Henry Ford Hospital and created an excel file to record findings and notes; report to be completed by December 1; photos of various areas and light measurements taken; report is finished and being reviewed by Admin	Annually; 9/14; 10/14; 11/14
Expand info in Meadowbrook Commons through newsletter, dining hall, flyers, door to door, kiosks, etc.	AD; IS	Updated Flickr slides on plasma screens at Meadowbrook Activity Center	Annually; 11/14
Promote Library programs at Older Adult programs	IS	Promoted the Morning Music program held at the	Annually; ongoing;

		Library on December 4th	11/14
Engage local Older Adult talent for displays, arts, crafts, collections, etc.	IS; AD	Currently have an older adult volunteering to lead a chess program (Sept-Oct/Jan-April)	Annually; 11/14; ongoing
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	City Council approved complimentary transportation for Older Adults to Library/City facilities and programs; in discussions to provide quarterly book discussion beginning after the first of the year; met with OAS to discuss AARP Tax Days, Gale Courses, and the possibility of holding programs here at the Library; Older Adult Services to hold a Dementia program and two memoir writing classes at the Library next quarter; visited Meadowbrook Commons on 11/19 for an informal meeting with potential book club members and Sarah Douglass from the City; 7 seniors attended and seemed very excited about the book group; now have 4 book discussions scheduled for 2015	Annually; 9/14; 11/14; 11/14
Strategy:	Increase/implement programming opportunities for each patron group.		
Tactic	Owner	Status	Due Date
Host worldwide celebrations, festivals, events, etc.	IS; AD	Participated in City's Ethnic Taste & Tune Fest; met with MSU Tollgate to discuss potential program partnership for fall of 2015	Annually; 9/14; 11/14
Provide cultural programs (music, authors, poetry, festivals) from around the world	IS; AD	Held an Indian Cooking demonstration; held a Japanese cooking demonstration; chose dates for International Fair and confirmed participation with Korean, Japanese, and Tamil volunteer presenters; partnering with local Japanese volunteer to investigate a program on early literacy for Japanese parents; a Cultural Celebration was hosted by some of our Novi Teens; International Games Day was also offered and included both board and video games	2014/2015; 10/14; 11/14; 11/14
Institute a cultural advisory board to gain program, resource, services and technology feedback	IS; AD	Established and met with international language committee for program ideas; attended September meeting; attended October meeting; spoke with WSU LIS professor Joan Beaudoin about securing a practicum student during spring/summer semester to assist with the David Barr oeuvre digital preservation project as part of the Cultural Advisory Board	5/14; 2014/2015; 9/14; 10/14; 11/14
Showcase cultures, religious experiences; teaching different languages by community members	IS	Hold monthly language conversation groups for French, German, Italian and Spanish speakers; on track to add Japanese group; had successful first meeting of Japanese group	2014/2015; ongoing; 10/14; 12/14
Strategy:	Provide up to date technology and resources.		
Tactic	Owner	Status	Due Date
Investigate technology more in depth; online resources,	IT; IS	Laptops available for in-Library loan since 2012;	2014/2015; 11/14

loaning of tech tools, hands-on experiences (technology "petting zoo")		periodically offer "petting zoos" for tablets and e-readers; attended webinar: Every Kid Ready to Read: Tech Tools for Early Literacy	
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	Developing a baby/toddler page with literacy info for webpage; working on "CPU Science / Coding" section for the Homework Resource Center; draft of baby/toddler literacy page for website submitted and being reviewed by web team; created new youth DVD subject list "Under the Sea"; CPU Science/coding section added to Homework Resource Center	Annually; 9/14; 10/14; 11/14

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	Owner	Status	Due Date
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs, including facebook, twitter, videos, podcasts	IS; AD; IT	2014 Community Read presentation available on website via YouTube	Annually; 11/14
Reach out to homeowners groups by letter to president, get in newsletters, offer tours/talks, inviting groups to have their meetings at the Library	AD	Providing tours/talks as requested by groups, including info about programs and services; presentations to Lennox Park and Orchard Hills West; presentation to Crosswinds West; presentation to Vista Hills	Annually; ongoing; 9/14; 10/14; 11/14
Develop and promote information on OverDrive and downloadable resources	IS	Added OverDrive media station; promoting new OverDrive app; updated Overdrive handout, eliminating Adobe authorization; new flyers about Overdrive streaming movies reviewed; presented info at Friends Gala; met with TLN Overdrive Policy Committee to plan the Nov. 14th meeting (hosted by NPL) with special guest Monique Sanchez who addressed questions about the new Odilo service; created a new Overdrive streaming video handout for the Downloadable Media Center and for the website; updated Freegal Top Download poster for public area, Teen Space and Teen Stop for October and November; met to discuss new OverDrive Periodicals service; Updated Freegal handout for the web site	5/14; 2014/2015; 9/14; 10/14; 11/14

Create info videos/podcasts about NPL, e.g., tour of the Library, "Live at the Library"	AD; IT	Friends donation allowed purchase of new camcorder; currently developing tutorial for staff to use in creating info videos; "how to" tutorial now available on eWeb; tutorial for scanning to the copier also available	2014/2015; 8/14; 10/14; 11/14
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Goal #7:

Utilize efficient 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
Implement digital coupon campaign	AD	Planning for January; launched to community 12/5	1/15; 12/14

2014-2015 Budget					
Final Draft: 3/19/2014		2013-2014	2013-2014	2014-2015	2015-2016
Revenues		Budget	Forecast	Approved	Projected
Account	Description				
403.000	Property Tax Revenue	2,254,000.00	2,254,000.00	2,309,000.00	2,366,725.00
567.000	State Aid	20,000.00	20,000.00	20,000.00	20,000.00
657.000	Library book fines	68,500.00	73,000.00	74,000.00	75,000.00
658.000	State penal fines	76,000.00	73,539.99	73,000.00	73,000.00
664.000	Interest on Investments	25,000.00	25,000.00	25,700.00	26,000.00
664.500	Unrealized gain(loss) invest	0.00	0.00	0.00	0.00
665.000	Miscellaneous income	15,000.00	16,500.00	17,000.00	17,000.00
665.100	Copier	2,500.00	2,800.00	2,500.00	2,500.00
665.200	Electronic media	800.00	200.00	300.00	300.00
665.266	SRP - T-shirt sales	0.00	200.00	2,800.00	0.00
665.289	Adult Programming	0.00	0.00	0.00	0.00
665.290	Library Fundraising	1,000.00	1,000.00	3,000.00	3,000.00
665.300	Meeting Room	15,000.00	20,000.00	23,000.00	23,000.00
665.400	Gifts and donations	5,000.00	3,500.00	5,000.00	5,000.00
665.404	Novi Township Assessment	5,800.00	5,787.00	5,900.00	6,000.00
665.650	Library Café	5,000.00	5,000.00	5,000.00	5,000.00
Total Revenues		2,493,600.00	2,500,526.99	2,566,200.00	2,622,525.00
Expenditures					
Personnel Svcs.					
Account	Description				
704.000	Permanent Salaries	943,600.00	943,600.00	952,200.00	952,200.00
704.200	Wages (non-pensionable)	0.00	0.00	47,700.00	0.00
705.000	Temporary Salaries	631,000.00	611,000.00	636,800.00	642,800.00
715.000	Social Security	120,000.00	120,000.00	122,000.00	122,000.00
716.000	Insurance	175,000.00	168,000.00	173,000.00	175,000.00
716.200	HSA - Health Savings Acct.	8,000.00	4,000.00	4,000.00	4,000.00
718.000	Pension DB	2,200.00	0.00	0.00	0.00
718.050	Pension - add'l DB	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	26,200.00	26,200.00	27,700.00	28,300.00
719.000	Unemployment Ins	2,000.00	0.00	0.00	0.00
720.000	Workers' Comp	5,300.00	2,500.00	2,500.00	2,500.00
Total Personnel Services		1,913,300.00	1,875,300.00	1,965,900.00	1,926,800.00
Supplies					
Account	Description				
727.000	Office supplies	16,000.00	16,000.00	15,000.00	16,000.00
728.000	Postage	1,800.00	700.00	700.00	700.00
734.000	Computer software/licensing	88,000.00	88,000.00	96,900.00	90,600.00
734.500	Computer supplies equip	13,000.00	13,000.00	21,000.00	16,000.00
740.000	Operating supplies	33,200.00	33,600.00	32,800.00	33,600.00

740.200	Desk, chairs, cabinets, etc.	13,200.00	13,200.00	0.00	0.00
741.000	Uniforms	300.00	300.00	300.00	300.00
Materials					
742.000	Books	220,500.00	220,500.00	210,000.00	211,000.00
742.100	Book Fines	700.00	1,200.00	1,500.00	1,500.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00
743.000	Library Periodicals	20,000.00	20,000.00	21,200.00	21,200.00
744.000	Audio visual materials	56,500.00	61,500.00	67,700.00	70,000.00
745.200	Electronic media	55,700.00	55,700.00	58,500.00	66,000.00
745.300	Online (Electronic) Resources	60,000.00	55,000.00	60,000.00	60,000.00
Total Supplies & Materials		578,900.00	578,700.00	585,600.00	586,900.00
Expenditures					
Services & Charges					
Account	Description				
801.925	Public Information (cable)	1,000.00	1,000.00	1,000.00	1,000.00
802.100	Bank Services	3,500.00	3,500.00	3,500.00	3,500.00
803.000	Independent Audit	700.00	590.00	700.00	700.00
804.000	Medical Service	500.00	1,000.00	1,000.00	1,000.00
806.000	Legal Fees	1,500.00	0.00	1,000.00	1,000.00
809.000	Memberships & Dues	5,500.00	5,500.00	4,500.00	4,500.00
816.000	Professional services	3,000.00	2,500.00	3,000.00	8,000.00
817.000	Custodial Services	37,200.00	37,200.00	37,800.00	37,800.00
818.000	TLN Central Services	5,000.00	4,750.00	4,750.00	5,500.00
851.000	Telephone	17,000.00	15,000.00	16,500.00	17,000.00
855.000	TLN Automation Services	63,900.00	63,900.00	66,500.00	69,100.00
862.000	Mileage	500.00	150.00	1,250.00	1,250.00
880.000	Community Promotion	5,000.00	6,000.00	5,000.00	5,000.00
880.267	Library Programming - Book It	1,000.00	0.00	1,000.00	1,000.00
880.268	Library Programming	26,000.00	22,000.00	20,000.00	20,000.00
880.271	Adult Programming	0.00	0.00	0.00	0.00
900.000	Printing, Graphic Design, Publishing	30,000.00	28,000.00	28,800.00	29,500.00
910.000	Property & Liability Insurance	12,800.00	13,668.00	13,000.00	13,400.00
921.000	Heat	17,500.00	17,500.00	17,500.00	18,000.00
922.000	Electricity	90,500.00	90,500.00	93,200.00	96,400.00
923.000	Water and Sewer	6,000.00	6,000.00	6,500.00	6,500.00
934.000	Building Maintenance	55,500.00	76,300.00	73,900.00	73,900.00
935.000	Vehicle Maintenance	1,500.00	1,500.00	1,500.00	1,500.00
941.000	Grounds Maint.	25,000.00	47,100.00	26,000.00	27,300.00
942.000	Office Equipment Lease	13,000.00	13,000.00	12,000.00	12,000.00
942.100	Records storage	100.00	250.00	250.00	250.00
956.000	Conferences & Workshops	15,500.00	17,000.00	11,000.00	15,500.00
Total Services & Charges		438,700.00	473,908.00	451,150.00	470,600.00
Expenditures					
Capital Outlay					
Account	Description				
962.000	Contingency	0.00	0.00	0.00	0.00

934.000	Building Maint. - Plumbing/Main Ent			24,550.00	
976.000	Building Improvements	0.00	0.00	0.00	0.00
986.000	Data Processing - Computers/Equip	35,000.00	35,000.00	14,000.00	106,800.00
986.000	Data Processing - Phone Upgrade			15,000.00	
990.000	Furniture	8,800.00	8,800.00	0.00	0.00
Total Capital Outlay		43,800.00	43,800.00	53,550.00	106,800.00
965.269	Walker Transfer				
Total Expenditures		2,974,700.00	2,971,708.00	3,056,200.00	3,091,100.00
680.000	Fund Balance				
934.000	Building Maintenance Add'l expenses		20,731.62		
941.000	Grounds Maintenance Add'l expenses		22,086.45		
	TOTAL Fundbalance	481,100.00	471,181.01	490,000.00	468,575.00

2014-2015 Proposed Budget				
Final Draft: 3/19/2014 Updated: 12/17/2014		2013-2014	2014-2015	2015-2016
Revenues		Audited	Approved	Projected
Account	Description			
403.000	Property Tax Revenue	2,276,336.74	2,309,000.00	2,366,725.00
567.000	State Aid	30,103.08	20,000.00	20,000.00
657.000	Library book fines	74,642.97	74,000.00	75,000.00
658.000	State penal fines	73,539.99	73,000.00	73,000.00
664.000	Interest on Investments	42,597.69	25,700.00	26,000.00
664.500	Unrealized gain(loss) invest	17,240.00	0.00	0.00
665.000	Miscellaneous income	16,175.47	17,000.00	17,000.00
665.100	Copier	2,981.78	2,500.00	2,500.00
665.200	Electronic media	239.80	300.00	300.00
665.266	SRP - T-shirt sales	0.00	2,800.00	0.00
665.289	Adult Programming	4,688.39	0.00	0.00
665.290	Library Fundraising	180.00	3,000.00	3,000.00
665.300	Meeting Room	30,559.14	23,000.00	23,000.00
665.400	Gifts and donations	5,043.81	5,000.00	5,000.00
665.404	Novi Township Assessment	5,787.00	5,900.00	6,000.00
665.650	Library Café	4,105.44	5,000.00	5,000.00
Total Revenues		2,584,221.30	2,566,200.00	2,622,525.00
Expenditures				
Personnel Svcs.				
Account	Description			
704.000	Permanent Salaries	940,355.54	952,200.00	952,200.00
704.200	Wages (non-pensionable)	0.00	47,700.00	0.00
705.000	Temporary Salaries	603,046.15	636,800.00	642,800.00
715.000	Social Security	113,783.62	122,000.00	122,000.00
716.000	Insurance	169,574.81	173,000.00	175,000.00
716.200	HSA - Health Savings Acct.	2,890.76	4,000.00	4,000.00
718.000	Pension DB	0.00	0.00	0.00
718.050	Pension - add'l DB	0.00	0.00	0.00
718.200	Pension - Defined Contribution	25,952.43	27,700.00	28,300.00
719.000	Unemployment Ins	0.00	0.00	0.00
720.000	Workers' Comp	4,808.96	2,500.00	2,500.00
Total Personnel Services		1,860,412.27	1,965,900.00	1,926,800.00
Supplies				
Account	Description			
727.000	Office supplies	16,019.58	15,000.00	16,000.00
728.000	Postage	516.03	700.00	700.00
734.000	Computer software/licensing	62,751.63	96,900.00	90,600.00
734.500	Computer supplies equip	12,941.56	21,000.00	16,000.00
740.000	Operating supplies	26,928.78	32,800.00	33,600.00
740.200	Desk, chairs, cabinets, etc.	14,017.44	0.00	0.00

741.000	Uniforms	246.85	300.00	300.00
Materials				
742.000	Books	197,431.08	210,000.00	211,000.00
742.100	Book Fines	1,317.64	1,500.00	1,500.00
742.666	Books - Misc. Grants	0.00	0.00	0.00
743.000	Library Periodicals	20,425.94	21,200.00	21,200.00
744.000	Audio visual materials	58,515.49	67,700.00	70,000.00
745.200	Electronic media	47,459.63	58,500.00	66,000.00
745.300	Online (Electronic) Resources	52,922.29	60,000.00	60,000.00
Total Supplies & Materials		511,493.94	585,600.00	586,900.00
Expenditures				
Services & Charges				
Account	Description			
801.925	Public Information (cable)	984.25	1,000.00	1,000.00
802.100	Bank Services	3,048.82	3,500.00	3,500.00
803.000	Independent Audit	590.00	700.00	700.00
804.000	Medical Service	1,131.90	1,000.00	1,000.00
806.000	Legal Fees	0.00	1,000.00	1,000.00
809.000	Memberships & Dues	5,000.08	4,500.00	4,500.00
816.000	Professional services	1,980.00	3,000.00	8,000.00
817.000	Custodial Services	31,721.42	37,800.00	37,800.00
818.000	TLN Central Services	4,750.00	4,750.00	5,500.00
851.000	Telephone	13,091.18	16,500.00	17,000.00
855.000	TLN Automation Services	55,469.91	66,500.00	69,100.00
861.000	Gasoline and oil	151.96		
862.000	Mileage	201.05	1,250.00	1,250.00
880.000	Community Promotion	6,973.05	5,000.00	5,000.00
880.267	Library Programming - Book It	0.00	1,000.00	1,000.00
880.268	Library Programming	19,778.29	20,000.00	20,000.00
880.271	Adult Programming	3,987.91	0.00	0.00
900.000	Printing, Graphic Design, Publishing	21,579.90	28,800.00	29,500.00
910.000	Property & Liability Insurance	13,668.00	13,000.00	13,400.00
910.001	Insurance deductibles/Uninsured claims	5,913.00		
921.000	Heat	12,546.45	17,500.00	18,000.00
922.000	Electricity	106,199.86	93,200.00	96,400.00
923.000	Water and Sewer	5,097.26	6,500.00	6,500.00
934.000	Building Maintenance	61,724.63	73,900.00	73,900.00
935.000	Vehicle Maintenance	948.75	1,500.00	1,500.00
941.000	Grounds Maint.	36,702.04	26,000.00	27,300.00
942.000	Office Equipment Lease	13,855.74	12,000.00	12,000.00
942.100	Records storage	261.56	250.00	250.00
956.000	Conferences & Workshops	18,359.99	11,000.00	15,500.00
Total Services & Charges		445,717.00	451,150.00	470,600.00
Capital Outlay				
Account	Description			
962.000	Building Maint. - Plumbing/Main Ent		24,550.00	

934.000	Building Improvements	0.00	0.00	0.00
976.000	Data Processing - Computers/Equip	25,112.75	14,000.00	106,800.00
986.000	Data Processing - Phone Upgrade		15,000.00	
990.000	Furniture	8,801.51	0.00	0.00
Total Capital Outlay		33,914.26	53,550.00	106,800.00
965.269	Walker Transfer			
Total Expenditures		2,851,537.47	3,056,200.00	3,091,100.00
680.000	Fund Balance			
934.000	Building Maintenance Add'l expenses	0.00		
941.000	Grounds Maintenance Add'l expenses	0.00		
	TOTAL Fundbalance	267,316.17	490,000.00	468,575.00

Employer Contribution Details For the Fiscal Year Beginning July 1, 2015

Table 1

Division	Amort. Period for Unfund. Liab. ^{4,5}	Employer Contributions ¹			Blended Employer Contribut. ⁷	GASB ARC ⁶	Member Contribut. Conversion Factor ²
		Normal Cost	Unfunded Accrued Liability	Total Required Employer Contribut.			
Percentage of Payroll							
01 - General NonUnion	13	-	-	-	19.06%		
02 - POLC	25	-	-	-			
05 - Fire Local 3232	18	-	-	-			
10 - General Union	21	-	-	-			
11 - MAPE	14	-	-	-			
12 - Library Emplys	14	-	-	-			
13 - Apptd Officials	22	-	-	-			
20 - Dispatchers	21	-	-	-			
21 - COAM Emplys	25	7.68%	30.25%	37.93%			
HA - POLC after 4/1/201	25	7.09%	-0.34%	6.75%			
Estimated Monthly Contribution³							
01 - General NonUnion	13	\$ 9,347	\$ 58,615	\$ 67,962	287,400		
02 - POLC	25	20,009	35,686	55,695			
05 - Fire Local 3232	18	6,144	15,684	21,828			
10 - General Union	21	1,209	(60)	1,149			
11 - MAPE	14	15,795	21,855	37,650			
12 - Library Emplys	14	1,176	(1,358)	0			
13 - Apptd Officials	22	1,353	7,164	8,517			
20 - Dispatchers	21	4,993	3,404	8,397			
21 - COAM Emplys	25	7,227	28,467	35,694			
HA - POLC after 4/1/201	25	1,485	(71)	1,414			
Total Municipality		\$ 68,738	\$ 169,386	\$ 238,306			
Estimated Annual Contribution³							
		\$ 824,856	\$ 2,032,632	\$ 2,859,672			

¹ The above Employer contribution requirements are in addition to the Member contributions, if any, shown in Table 2.

² If Member contributions are increased/decreased by 1.00% of pay, the Employer contribution requirement will decrease/increase by the Member Contribution Conversion Factor.

³ For divisions that are open to new hires, estimated contributions are based on valuation payroll. Actual contributions will be based on actual reported monthly pays, and will be different from the above amounts (usually higher). For divisions that will have no new hires, invoices will be based on the above dollar amounts which are based on projected fiscal year payroll. See description of Open Divisions and Closed Divisions in the [Appendix](#).

⁴ If projected assets exceed projected liabilities as of the beginning of the July 1, 2015 fiscal year, the negative unfunded accrued liability is amortized (spread) over 10 years. This amortization is used to reduce the employer contribution rate. Note that if the overfunding credit is larger than the normal cost, the full credit is shown above but the total contribution requirement is zero. This will cause the displayed normal cost and unfunded accrued liability contributions to not add across.

⁵ If the division is closed to new hires, with new hires not covered by MERS Defined Benefit Plan or Hybrid Plan provisions, the amortization period will decrease as follows: Under Amortization Option A, the period will decrease by 2 years each valuation year, until a minimum 5-year amortization is attained. Under Amortization Option B, the period will decrease by 2 years each valuation year, until reaching 15 years. Thereafter, the period will reduce by 1 year each valuation year, until a minimum 5-year amortization is attained. This will result in amortization payments that increase faster



TO: JULIE FARKAS, LIBRARY DIRECTOR
FROM: SABRINA LILLA, SENIOR FINANCIAL ANALYST
SUBJECT: LIBRARY BOARD FINANCE COMMITTEE QUESTIONS
DATE: DECEMBER 11, 2014

MEMORANDUM

Below are questions you received from the Library Board Finance Committee. Please see our responses.

1. When will we be in a position that the statements are in a consistent format each month?

The City has made changes to the general ledger (impacting the budget to actual reports) as needed to make the financial information more straight forward and easier for the end user (department heads, boards, etc) to follow. While we hope to keep the changes minimal, we cannot guarantee we will not, at a future date, add or change the account structure.

2. How can we make sure the initial or amended budget from the library is the same as the initial or amended budget from the city?

Assuming the Library Board approves its budget prior to the City finalizing its budget, there should be no difference between the two. The City has shared its budget calendar with you. As we discussed, if you can provide preliminary numbers to us by mid-March, the Library's budget should agree with the City's approved budget. To the extent the board's budget is not received prior to finalizing the city budget, the Library budget will be amended at the beginning of the fiscal year.

3. How is it best to address in a consistent way the use of funds reserves? Sometimes it is source of revenue and sometimes it is not a source of revenues but merely the excess of expenses over revenues.

In the past, the administration showed, for budgeting purposes, that a use of fund balance reserve was a revenue. This was strictly a budgeting tool to show that the fund had a balanced budget meaning revenues (revenues included use of fund balance) equaled expenses. The current administration will not utilize this type of account which shows the use of fund balance as revenue; it will be shown as an excess of expenses over revenues. The use of fund balance, for actual activity, has always and will always be an excess of expenses or revenues.

4. Is it possible to re-format the Revenue & Expenditure statements to show:

BALANCES PER PRIOR STATEMENT + RETRO-ACTIVE ADJUSTMENTS + CURRENT PERIOD EXPENDITURES
= YEAR-to-DATE EXPENDITURES EXPENDITURES BUDGETED VARIANCE (ACTUAL vs BUDGET)?

A report can be generated to show monthly activity for all months in the fiscal year. A separate report can show original budget, amended budget, current month activity, year to date activity, and budget to actual variance. There, however, is not a report that can display the "retro-active adjustments." The City does not perform a hard close at month end. As an example, if the budget to actual report is ran on November 10th for the month of October's activity, there may be adjustments to the October balances if an invoice is received on November 15th that has a service provided date of October. We will retro-actively apply that invoice back to the month in which the activity takes place.

11/20/2014 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI						
PERIOD ENDING 11/30/2014						
% Fiscal Year Completed: 41.92						
		2014-15	2014-15	YTD BALANCE		
		ORIGINAL	AMENDED	11/30/2014		
GL NUMBER	DESCRIPTION	BUDGET	BUDGET	NORM (ABNORM)		amendment notes
Fund 268 - LIBRARY FUND 268						
Revenues						
Dept 000.00-treasury						
Property tax revenue						
268-000.00-403.000	Property Tax Revenue - Current Levy	2,309,000.00	2,368,947.00	2,368,947.16	59,947.00	
268-000.00-403.001	Property Tax Revenue- County Chargebacks	0.00	(34,996.00)	(4,134.40)	(34,996.00)	
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	0.00	(15,000.00)	0.00	(15,000.00)	property tax revenue amended so the current levy is separate from chargebacks, MTT adjustments, etc.
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	0.00	(199.00)	(199.00)	(199.00)	
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	0.00	(9,752.00)	(9,751.69)	(9,752.00)	
Property tax revenue		2,309,000.00	2,309,000.00	2,354,862.07	0.00	
					0.00	
State sources						
268-000.00-567.000	State aid	20,000.00	20,000.00	16,694.05	0.00	
State sources		20,000.00	20,000.00	16,694.05	0.00	
					0.00	
Other revenue						
268-000.00-633.100	Insurance Reimbursement	0.00	0.00	913.00	0.00	
268-000.00-665.000	Miscellaneous income	17,000.00	17,000.00	6,715.37	0.00	
268-000.00-665.100	Copier	2,500.00	2,500.00	921.34	0.00	
268-000.00-665.200	Electronic media (previously VHS)	300.00	300.00	41.00	0.00	
268-000.00-665.266	Summer reading t-shirt sales	2,800.00	2,800.00	0.00	0.00	
268-000.00-665.290	Library fund raising revenue	3,000.00	3,000.00	0.00	0.00	
268-000.00-665.300	Meeting room	23,000.00	23,000.00	12,144.16	0.00	
268-000.00-665.404	Novi Township assessment	5,900.00	5,900.00	5,933.00	0.00	
268-000.00-665.650	Library Cafe	5,000.00	5,000.00	1,611.13	0.00	
Other revenue		59,500.00	59,500.00	28,279.00	0.00	
					0.00	
Fines and forfeitures						
268-000.00-657.000	Library book fines	74,000.00	74,000.00	26,581.51	0.00	
268-000.00-658.000	State penal fines	73,000.00	73,000.00	83,205.14	0.00	
Fines and forfeitures		147,000.00	147,000.00	109,786.65	0.00	
					0.00	
Interest income						
268-000.00-664.000	Interest on investments	25,700.00	25,700.00	585.74	0.00	
268-000.00-664.500	Unrealized gain (loss) on investments	0.00	0.00	5,103.79	0.00	
Interest income		25,700.00	25,700.00	5,689.53	0.00	
					0.00	
Donations						
268-000.00-665.289	Adult programs	0.00	0.00	6,981.72	0.00	
268-000.00-665.400	Gifts and donations	5,000.00	5,000.00	4,405.15	0.00	
Donations		5,000.00	5,000.00	11,386.87	0.00	
					0.00	
Total Dept 000.00-treasury		2,566,200.00	2,566,200.00	2,526,698.17	0.00	
					0.00	
TOTAL Revenues		2,566,200.00	2,566,200.00	2,526,698.17	0.00	
					0.00	
					0.00	

					0.00	
Expenditures					0.00	
Dept 000.00-treasury					0.00	
Personnel services					0.00	
268-000.00-704.000	Permanent salaries	952,200.00	952,200.00	328,843.33	0.00	
268-000.00-704.200	Wages - Stipend	47,700.00	24,744.00	24,743.89	(22,956.00)	adjust stipend budget to actual; stipend paid Aug 2014
268-000.00-705.000	Temporary salaries	636,800.00	636,800.00	232,982.37	0.00	
268-000.00-715.000	Social security	122,000.00	122,000.00	48,099.41	0.00	
268-000.00-716.000	Insurance	173,000.00	205,375.00	79,141.63	32,375.00	break out employee portion (20%) of insurance cost, so total insurance cost budgeted for instead of net amount
268-000.00-716.200	HSA - employer contribution	4,000.00	4,000.00	625.04	0.00	
268-000.00-716.999	Insurance - Employee Reimbursement	0.00	(32,375.00)	(12,778.98)	(32,375.00)	break out employee portion (20%) of insurance cost, so total insurance cost budgeted for instead of net amount
268-000.00-718.000	Pension - DB Normal Cost	0.00	14,964.00	6,235.00	14,964.00	
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	0.00	(18,120.00)	(7,550.00)	(18,120.00)	reclass pension costs throughout all funds to reconcile to MERS actuarial report
268-000.00-718.200	Pension - defined contribution	27,700.00	27,700.00	10,027.90	0.00	
268-000.00-720.000	Workers compensation	2,500.00	2,500.00	1,041.26	0.00	
Personnel services		1,965,900.00	1,939,788.00	711,410.85	(26,112.00)	Page 1 of 2

11/20/2014 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI				
PERIOD ENDING 11/30/2014				
% Fiscal Year Completed: 41.92				
		2014-15	2014-15	YTD BALANCE
		ORIGINAL	AMENDED	11/30/2014
GL NUMBER	DESCRIPTION	BUDGET	BUDGET	NORM (ABNORM)
Fund 268 - LIBRARY FUND 268				
				0.00
Supplies				0.00
268-000.00-727.000	Office supplies	15,000.00	15,000.00	7,914.12
268-000.00-728.000	Postage	700.00	700.00	400.58
268-000.00-734.000	Computer supplies, software & licensing	96,900.00	96,900.00	18,927.87
268-000.00-734.500	Computer supplies/equipment	21,000.00	21,000.00	1,899.23
268-000.00-740.000	Operating supplies	32,800.00	32,800.00	5,916.42
268-000.00-741.000	Uniforms	300.00	300.00	0.00
268-000.00-742.000	Library books	210,000.00	210,000.00	66,620.46
268-000.00-742.100	Library Book - Fines	1,500.00	1,500.00	144.94
268-000.00-743.000	Library periodicals	21,200.00	21,200.00	13,977.67
268-000.00-744.000	Audio visual materials	67,700.00	67,700.00	32,953.65
268-000.00-745.200	Electronic media	58,500.00	58,500.00	14,547.72
268-000.00-745.300	Electronic resources (CD rom materials)	60,000.00	60,000.00	35,101.87
Supplies		585,600.00	585,600.00	198,404.53
				0.00

Other services and charges					0.00	
268-000.00-801.925	Public information (cable, etc)	1,000.00	1,000.00	328.12	0.00	
268-000.00-802.100	Bank services	3,500.00	3,500.00	1,139.12	0.00	
268-000.00-803.000	Independent audit	700.00	700.00	0.00	0.00	
268-000.00-804.000	Medical service	1,000.00	1,000.00	0.00	0.00	
268-000.00-806.000	Legal fees	1,000.00	1,000.00	190.00	0.00	
268-000.00-809.000	Memberships and dues	4,500.00	4,500.00	3,662.00	0.00	
268-000.00-816.000	Professional services	3,000.00	3,000.00	0.00	0.00	
268-000.00-817.000	Custodial services	37,800.00	37,800.00	10,950.00	0.00	
268-000.00-818.000	TLN Central Services	4,750.00	4,750.00	4,495.00	0.00	
268-000.00-851.000	Telephone	16,500.00	16,500.00	4,271.93	0.00	
268-000.00-855.000	TLN Automation Services	66,500.00	66,500.00	30,916.77	0.00	
268-000.00-861.000	Gasoline and oil	0.00	650.00	163.10	650.00	861.000 is newly created account for gas and oil so reallocated budget from 935.000
268-000.00-862.000	Mileage	1,250.00	1,250.00	4.28	0.00	
268-000.00-880.000	Community promotion	5,000.00	5,000.00	374.45	0.00	
268-000.00-880.267	Library Programming-Book It	1,000.00	1,000.00	0.00	0.00	
268-000.00-880.268	Library programming	20,000.00	20,000.00	3,070.22	0.00	
268-000.00-880.271	Adult programs	0.00	0.00	4,258.42	0.00	
268-000.00-900.000	Printing, graphic design and publishing	28,800.00	28,800.00	10,661.51	0.00	
268-000.00-910.000	Property & liability insurance	13,000.00	13,000.00	13,000.00	0.00	
268-000.00-921.000	Heat	17,500.00	17,500.00	1,717.07	0.00	
268-000.00-922.000	Electricity	93,200.00	93,200.00	37,563.76	0.00	
268-000.00-923.000	Water and sewer	6,500.00	6,500.00	1,400.97	0.00	
268-000.00-934.000	Building maintenance	73,900.00	73,900.00	23,647.19	0.00	
268-000.00-935.000	Vehicle maintenance	1,500.00	850.00	1,590.94	(650.00)	861.000 is newly created account for gas and oil so reallocated budget from 935.000
268-000.00-941.000	Grounds maintenance	26,000.00	26,000.00	6,432.18	0.00	
268-000.00-942.000	Office equipment lease	12,000.00	12,000.00	4,957.86	0.00	
268-000.00-942.100	Records storage	250.00	250.00	76.96	0.00	
268-000.00-956.000	Conferences and workshops	11,000.00	11,000.00	3,398.93	0.00	
Other services and charges		451,150.00	451,150.00	168,270.78	0.00	

Capital outlay					0.00	
268-000.00-986.000	Data processing-capital outlay	53,550.00	14,000.00	0.00	(39,550.00)	data entry error in original budget, so amended budget so City budget reconciles to Library Board approved budget
Capital outlay		53,550.00	14,000.00	0.00	(39,550.00)	
					0.00	
Total Dept 000.00-treasury		3,056,200.00	2,990,538.00	1,078,086.16	(65,662.00)	
					0.00	
TOTAL Expenditures		3,056,200.00	2,990,538.00	1,078,086.16	(65,662.00)	
					0.00	
Fund 268 - LIBRARY FUND 268:					0.00	
TOTAL REVENUES		2,566,200.00	2,566,200.00	2,526,698.17	0.00	
TOTAL EXPENDITURES		3,056,200.00	2,990,538.00	1,078,086.16	(65,662.00)	
NET OF REVENUES & EXPENDITURES		(490,000.00)	(424,338.00)	1,448,612.01	65,662.00	

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI

PERIOD ENDING 11/30/2014

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014 NORM (ABNORM)	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	ACTIVITY FOR MONTH 11/30/20 INCR (DECR)	YTD BALANCE 11/30/2014 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
Fund 268 - LIBRARY FUND 268								
Revenues								
Dept 000.00-treasury								
268-000.00-403.000	Property Tax Revenue - Curren	2,285,842.67	2,309,000.00	2,368,947.00	0.00	2,368,947.16	(0.16)	100.00
268-000.00-403.001	Property Tax Revenue- County	(20,118.00)	0.00	(34,996.00)	0.00	(4,134.40)	(30,861.60)	11.81
268-000.00-403.002	Property Tax Revenue - Tx Tri	16,154.00	0.00	(15,000.00)	0.00	0.00	(15,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfi	(183.71)	0.00	(199.00)	0.00	(199.00)	0.00	100.00
268-000.00-420.000	Property Tax Revenue - C/Y De	(5,358.22)	0.00	(9,752.00)	0.00	(9,751.69)	(0.31)	100.00
268-000.00-567.000	State aid	30,103.08	20,000.00	20,000.00	0.00	16,694.05	3,305.95	83.47
268-000.00-633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	913.00	(913.00)	100.00
268-000.00-657.000	Library book fines	74,642.97	74,000.00	74,000.00	4,246.96	27,669.73	46,330.27	37.39
268-000.00-658.000	State penal fines	73,539.99	73,000.00	73,000.00	0.00	83,205.14	(10,205.14)	113.98
268-000.00-664.000	Interest on investments	42,597.69	25,700.00	25,700.00	939.92	585.74	25,114.26	2.28
268-000.00-664.500	Unrealized gain (loss) on inv	17,240.00	0.00	0.00	0.00	5,103.79	(5,103.79)	100.00
268-000.00-665.000	Miscellaneous income	16,175.47	17,000.00	17,000.00	1,243.28	6,986.61	10,013.39	41.10
268-000.00-665.100	Copier	2,981.78	2,500.00	2,500.00	203.71	921.34	1,578.66	36.85
268-000.00-665.200	Electronic media (previously	239.80	300.00	300.00	4.00	41.00	259.00	13.67
268-000.00-665.266	Summer reading t-shirt sales	0.00	2,800.00	2,800.00	0.00	0.00	2,800.00	0.00
268-000.00-665.289	Adult programs	4,688.39	0.00	0.00	0.00	6,981.72	(6,981.72)	100.00
268-000.00-665.290	Library fund raising revenue	180.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	30,559.14	23,000.00	23,000.00	2,015.04	12,561.26	10,438.74	54.61
268-000.00-665.400	Gifts and donations	5,043.81	5,000.00	5,000.00	2,450.00	4,405.15	594.85	88.10
268-000.00-665.404	Novi Township assessment	5,787.00	5,900.00	5,900.00	0.00	5,933.00	(33.00)	100.56
268-000.00-665.650	Library Cafe	4,105.44	5,000.00	5,000.00	409.37	1,611.13	3,388.87	32.22
Total Dept 000.00-treasury		2,584,221.30	2,566,200.00	2,566,200.00	11,512.28	2,528,474.73	37,725.27	98.53
TOTAL Revenues		2,584,221.30	2,566,200.00	2,566,200.00	11,512.28	2,528,474.73	37,725.27	98.53

Expenditures

Dept 000.00-treasury

268-000.00-704.000	Permanent salaries	940,355.54	952,200.00	952,200.00	70,160.23	363,923.45	588,276.55	38.22
268-000.00-704.200	Wages - Stipend	0.00	47,700.00	24,744.00	0.00	24,743.89	0.11	100.00
268-000.00-705.000	Temporary salaries	603,046.15	636,800.00	636,800.00	49,321.88	258,561.67	378,238.33	40.60
268-000.00-715.000	Social security	113,783.62	122,000.00	122,000.00	8,936.77	52,613.11	69,386.89	43.13
268-000.00-716.000	Insurance	169,574.81	173,000.00	205,375.00	17,923.67	80,750.93	124,624.07	39.32
268-000.00-716.200	HSA - employer contribution	2,890.76	4,000.00	4,000.00	156.26	625.04	3,374.96	15.63
268-000.00-716.999	Insurance - Employee Reimburs	0.00	0.00	(32,375.00)	(3,071.63)	(14,288.67)	(18,086.33)	44.13
268-000.00-718.000	Pension - DB Normal Cost	0.00	0.00	14,964.00	1,247.00	6,235.00	8,729.00	41.67
268-000.00-718.010	Pension - DB Unfunded Accrued	0.00	0.00	(18,120.00)	(1,510.00)	(7,550.00)	(10,570.00)	41.67
268-000.00-718.200	Pension - defined contributio	25,952.43	27,700.00	27,700.00	2,023.34	11,039.57	16,660.43	39.85
268-000.00-720.000	Workers compensation	4,808.96	2,500.00	2,500.00	329.54	1,207.53	1,292.47	48.30
268-000.00-727.000	Office supplies	16,019.58	15,000.00	15,000.00	126.57	8,040.69	6,959.31	53.60
268-000.00-728.000	Postage	516.03	700.00	700.00	1.40	401.98	298.02	57.43
268-000.00-734.000	Computer supplies, software &	62,751.63	96,900.00	96,900.00	436.25	19,364.12	77,535.88	19.98
268-000.00-734.500	Computer supplies/equipment	12,941.56	21,000.00	21,000.00	125.22	2,323.41	18,676.59	11.06
268-000.00-740.000	Operating supplies	26,928.78	32,800.00	32,800.00	2,917.65	8,618.65	24,181.35	26.28
268-000.00-740.200	Desks, chairs, file cabinets,	14,017.44	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-741.000	Uniforms	246.85	300.00	300.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	197,431.08	210,000.00	210,000.00	5,280.49	74,965.50	135,034.50	35.70
268-000.00-742.100	Library Book - Fines	1,317.64	1,500.00	1,500.00	35.93	176.88	1,323.12	11.79
268-000.00-743.000	Library periodicals	20,425.94	21,200.00	21,200.00	156.00	14,133.67	7,066.33	66.67
268-000.00-744.000	Audio visual materials	58,515.49	67,700.00	67,700.00	2,798.84	35,279.61	32,420.39	52.11
268-000.00-745.200	Electronic media	47,459.63	58,500.00	58,500.00	2,204.06	16,902.95	41,597.05	28.89
268-000.00-745.300	Electronic resources (CD rom	52,922.29	60,000.00	60,000.00	5,649.73	40,751.60	19,248.40	67.92
268-000.00-801.925	Public information (cable, et	984.25	1,000.00	1,000.00	0.00	328.12	671.88	32.81

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI

PERIOD ENDING 11/30/2014

GL NUMBER	DESCRIPTION	END BALANCE	2014-15	2014-15	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDDT
		06/30/2014	ORIGINAL	AMENDED	MONTH 11/30/20	11/30/2014	BALANCE	
		NORM (ABNORM)	BUDGET	BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268								
Expenditures								
268-000.00-802.100	Bank services	3,048.82	3,500.00	3,500.00	196.01	1,139.12	2,360.88	32.55
268-000.00-803.000	Independent audit	590.00	700.00	700.00	0.00	0.00	700.00	0.00
268-000.00-804.000	Medical service	1,131.90	1,000.00	1,000.00	107.80	107.80	892.20	10.78
268-000.00-806.000	Legal fees	0.00	1,000.00	1,000.00	0.00	190.00	810.00	19.00
268-000.00-809.000	Memberships and dues	5,000.08	4,500.00	4,500.00	0.00	3,662.00	838.00	81.38
268-000.00-816.000	Professional services	1,980.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
268-000.00-817.000	Custodial services	31,721.42	37,800.00	37,800.00	3,900.00	14,850.00	22,950.00	39.29
268-000.00-818.000	TLN Central Services	4,750.00	4,750.00	4,750.00	0.00	4,495.00	255.00	94.63
268-000.00-851.000	Telephone	13,091.18	16,500.00	16,500.00	922.55	4,772.62	11,727.38	28.92
268-000.00-855.000	TLN Automation Services	55,469.91	66,500.00	66,500.00	0.00	30,916.77	35,583.23	46.49
268-000.00-861.000	Gasoline and oil	151.96	0.00	650.00	0.00	163.10	486.90	25.09
268-000.00-862.000	Mileage	201.05	1,250.00	1,250.00	0.00	4.28	1,245.72	0.34
268-000.00-880.000	Community promotion	6,973.05	5,000.00	5,000.00	9.28	383.73	4,616.27	7.67
268-000.00-880.267	Library Programming-Book It	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
268-000.00-880.268	Library programming	19,778.29	20,000.00	20,000.00	451.09	3,249.31	16,750.69	16.25
268-000.00-880.271	Adult programs	3,987.91	0.00	0.00	11.42	4,258.42	(4,258.42)	100.00
268-000.00-900.000	Printing, graphic design and	21,579.90	28,800.00	28,800.00	137.41	10,798.92	18,001.08	37.50
268-000.00-910.000	Property & liability insuranc	13,668.00	13,000.00	13,000.00	0.00	13,000.00	0.00	100.00
268-000.00-910.001	Insurance deductibles/Uninsur	5,913.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-921.000	Heat	12,546.45	17,500.00	17,500.00	845.67	1,717.07	15,782.93	9.81
268-000.00-922.000	Electricity	106,199.86	93,200.00	93,200.00	0.00	37,563.76	55,636.24	40.30
268-000.00-923.000	Water and sewer	5,097.26	6,500.00	6,500.00	0.00	1,400.97	5,099.03	21.55
268-000.00-934.000	Building maintenance	61,724.63	73,900.00	73,900.00	2,209.02	25,734.41	48,165.59	34.82
268-000.00-935.000	Vehicle maintenance	948.75	1,500.00	850.00	46.75	1,604.70	(754.70)	188.79
268-000.00-941.000	Grounds maintenance	36,702.04	26,000.00	26,000.00	1,643.48	8,075.66	17,924.34	31.06
268-000.00-942.000	Office equipment lease	13,855.74	12,000.00	12,000.00	0.00	4,957.86	7,042.14	41.32
268-000.00-942.100	Records storage	261.56	250.00	250.00	19.24	96.20	153.80	38.48
268-000.00-956.000	Conferences and workshops	18,359.99	11,000.00	11,000.00	611.85	3,662.00	7,338.00	33.29
268-000.00-986.000	Data processing-capital outla	25,112.75	53,550.00	14,000.00	0.00	0.00	14,000.00	0.00
268-000.00-990.000	Furniture	8,801.51	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00-treasury		2,851,537.47	3,056,200.00	2,990,538.00	176,360.77	1,175,952.40	1,814,585.60	39.32
TOTAL Expenditures		2,851,537.47	3,056,200.00	2,990,538.00	176,360.77	1,175,952.40	1,814,585.60	39.32
Fund 268 - LIBRARY FUND 268:								
TOTAL REVENUES		2,584,221.30	2,566,200.00	2,566,200.00	11,512.28	2,528,474.73	37,725.27	98.53
TOTAL EXPENDITURES		2,851,537.47	3,056,200.00	2,990,538.00	176,360.77	1,175,952.40	1,814,585.60	39.32
NET OF REVENUES & EXPENDITURES		(267,316.17)	(490,000.00)	(424,338.00)	(164,848.49)	1,352,522.33	(1,776,860.33)	318.74

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI

PERIOD ENDING 11/30/2014

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2014 NORM (ABNORM)	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	ACTIVITY FOR MONTH 11/30/20 INCR (DECR)	YTD BALANCE 11/30/2014 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269								
Revenues								
Dept 000.00-treasury								
269-000.00-664.000	Interest on investments	33,850.35	0.00	0.00	783.90	(206.84)	206.84	100.00
269-000.00-664.500	Unrealized gain (loss) on inv	17,260.50	0.00	0.00	0.00	4,815.05	(4,815.05)	100.00
269-000.00-665.230	Collections/Materials Revenue	0.00	0.00	2,000.00	750.00	800.00	1,200.00	40.00
269-000.00-665.231	Buildings/Ground/ Furniture R	0.00	0.00	14,000.00	1,102.10	9,955.02	4,044.98	71.11
269-000.00-665.232	Programming Revenue	0.00	0.00	4,650.00	1,917.62	1,917.62	2,732.38	41.24
269-000.00-665.233	Technology Library Revenue	0.00	0.00	8,100.00	30.00	90.00	8,010.00	1.11
269-000.00-665.234	Undesignated Misc	0.00	0.00	33,583.00	0.00	0.00	33,583.00	0.00
269-000.00-665.267	Library Programming - Book It	5,833.77	0.00	0.00	(750.00)	0.00	0.00	0.00
269-000.00-665.271	Donation-general-youth collec	1,361.02	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.274	Donations-brick pavers	1,137.18	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.276	Donations-library trees	0.00	0.00	0.00	(1,102.10)	0.00	0.00	0.00
269-000.00-665.285	Donations - Community Read	2,600.00	0.00	0.00	(1,400.00)	0.00	0.00	0.00
269-000.00-665.286	Donations - Light Up the Nigh	200.00	0.00	0.00	(200.00)	0.00	0.00	0.00
269-000.00-665.287	Donations-Crop for a Cause	472.07	0.00	0.00	(317.62)	0.00	0.00	0.00
269-000.00-665.402	Donations - specific collecti	1,926.50	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00-treasury		64,641.39	0.00	62,333.00	813.90	17,370.85	44,962.15	27.87
TOTAL Revenues		64,641.39	0.00	62,333.00	813.90	17,370.85	44,962.15	27.87

Expenditures

Dept 000.00-treasury

269-000.00-742.230	Collections/Materials Expense	0.00	0.00	3,705.00	284.50	840.49	2,864.51	22.69
269-000.00-742.231	Buildings/Ground/ Furniture E	0.00	0.00	18,700.00	3,387.38	6,279.21	12,420.79	33.58
269-000.00-742.232	Programming Expense	0.00	0.00	2,266.00	2,706.00	2,706.00	(440.00)	119.42
269-000.00-742.233	Technology Library Expense	0.00	0.00	3,600.00	104.95	104.95	3,495.05	2.92
269-000.00-742.234	Undesignated Misc	0.00	0.00	2,000.00	333.16	333.16	1,666.84	16.66
269-000.00-742.262	BookIt costs & childrens coll	12,955.19	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.267	Books - parenting	992.99	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.273	Friends of the Novi Library -	7,207.94	0.00	0.00	(228.63)	0.00	0.00	0.00
269-000.00-742.283	Novi Newbies expenditures	4.20	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.285	Community Read expenditures	1,188.13	0.00	0.00	(2,500.00)	0.00	0.00	0.00
269-000.00-742.286	Light Up the Night expenditur	200.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.291	Friends of Novi Library - Pri	2,272.69	0.00	0.00	(959.03)	0.00	0.00	0.00
269-000.00-742.402	Collections - donor specific	0.00	0.00	0.00	30.00	0.00	0.00	0.00
269-000.00-742.800	Engraving, trees, brick paver	1,348.00	0.00	0.00	(37.83)	0.00	0.00	0.00

Total Dept 000.00-treasury

26,169.14	0.00	30,271.00	3,120.50	10,263.81	20,007.19	33.91
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TOTAL Expenditures

26,169.14	0.00	30,271.00	3,120.50	10,263.81	20,007.19	33.91
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Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269:

TOTAL REVENUES	64,641.39	0.00	62,333.00	813.90	17,370.85	44,962.15	27.87
TOTAL EXPENDITURES	26,169.14	0.00	30,271.00	3,120.50	10,263.81	20,007.19	33.91
NET OF REVENUES & EXPENDITURES	38,472.25	0.00	32,062.00	(2,306.60)	7,107.04	24,954.96	22.17

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI														
PERIOD ENDING 11/30/2014														
		END BALANCE	2014-15	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE		
GL NUMBER	DESCRIPTION	06/30/2014	ORIGINAL	AMENDED	JULY 2014	AUGUST 2014	SEPTEMBER 2014	OCTOBER 2014	NOVEMBER 2014	11/30/2014	BALANCE	% BDGT		
		NORM (ABNORM)	BUDGET	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED		
Fund 268 - LIBRARY FUND 268														
Dept 000.00-treasury														
Property tax revenue														
268-000.00-403.000	Property Tax Revenue - Current Levy	2,285,842.67	2,309,000.00	2,368,947.00	2,372,091.47	(1,943.29)	(1,201.02)	0.00	0.00	2,368,947.16	(0.16)	100.00		
268-000.00-403.001	Property Tax Revenue- County Chargeb	(20,118.00)	0.00	(34,996.00)	(314.77)	(444.93)	(1,574.46)	(1,800.24)	0.00	(4,134.40)	(30,881.60)	11.81		
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	16,154.00	0.00	(15,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	(15,000.00)	0.00		
268-000.00-403.003	Property Tax Revenue - Brownfield Capt	(183.71)	0.00	(199.00)	(199.00)	0.00	0.00	0.00	0.00	(199.00)	0.00	100.00		
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(5,358.22)	0.00	(9,752.00)	0.00	0.00	(9,751.69)	0.00	0.00	(9,751.69)	(0.31)	100.00		
Property tax revenue		2,276,336.74	2,309,000.00	2,309,000.00	2,371,577.70	(2,388.22)	(12,527.17)	(1,800.24)	0.00	2,354,862.07	(45,862.07)			
State sources														
268-000.00-567.000	State aid	30,103.08	20,000.00	20,000.00	0.00	16,466.34	227.71	0.00	0.00	16,694.05	3,305.95	83.47		
State sources		30,103.08	20,000.00	20,000.00	0.00	16,466.34	227.71	0.00	0.00	16,694.05	3,305.95			
Other revenue														
268-000.00-633.100	Insurance Reimbursement	0.00	0.00	0.00	913.00	0.00	0.00	0.00	0.00	913.00	(913.00)	100.00		
268-000.00-665.000	Miscellaneous income	16,175.47	17,000.00	17,000.00	1,518.41	1,124.28	1,469.71	1,630.93	1,243.28	6,986.61	10,013.39	41.10		
268-000.00-665.100	Copier	2,981.78	2,500.00	2,500.00	209.33	175.45	185.65	147.20	203.71	921.34	1,578.66	36.85		
268-000.00-665.200	Electronic media (previously VHS)	239.80	300.00	300.00	12.00	8.00	4.00	13.00	4.00	41.00	259.00	13.67		
268-000.00-665.266	Summer reading t-shirt sales	0.00	2,800.00	2,800.00	0.00	0.00	0.00	0.00	0.00	0.00	2,800.00	0.00		
268-000.00-665.290	Library fund raising revenue	180.00	3,000.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00		
268-000.00-665.300	Meeting room	30,559.14	23,000.00	23,000.00	2,109.11	2,565.03	3,613.85	2,258.23	2,015.04	12,561.26	10,438.74	54.61		
268-000.00-665.404	Novi Township assessment	5,787.00	5,900.00	5,900.00	0.00	0.00	5,933.00	0.00	0.00	5,933.00	(33.00)	100.56		
268-000.00-665.650	Library Cafe	4,105.44	5,000.00	5,000.00	398.54	409.61	0.00	393.61	409.37	1,611.13	3,388.87	32.22		
Other revenue		60,028.63	59,500.00	59,500.00	5,160.39	4,282.37	11,206.21	4,442.97	3,875.40	28,967.34	30,532.66			
Fines and forfeitures														
268-000.00-657.000	Library book fines	74,642.97	74,000.00	74,000.00	6,120.84	6,101.31	5,149.99	6,050.63	4,246.96	27,669.73	46,330.27	37.39		
268-000.00-658.000	State penal fines	73,539.99	73,000.00	73,000.00	83,205.14	0.00	0.00	0.00	0.00	83,205.14	(10,205.14)	113.98		
Fines and forfeitures		148,182.96	147,000.00	147,000.00	89,325.98	6,101.31	5,149.99	6,050.63	4,246.96	110,874.87	36,125.13			
Interest income														
268-000.00-664.000	Interest on investments	42,597.69	25,700.00	25,700.00	(2,108.10)	366.85	308.07	1,079.00	939.92	585.74	25,114.26	2.28		
268-000.00-664.500	Unrealized gain (loss) on investments	17,240.00	0.00	0.00	(10,459.64)	9,576.63	(2,432.66)	8,419.46	0.00	5,103.79	(5,103.79)	100.00		
Interest income		59,837.69	25,700.00	25,700.00	(12,567.74)	9,943.48	(2,124.59)	9,498.46	939.92	5,689.53	20,010.47			
Donations														
268-000.00-665.289	Adult programs	4,688.39	0.00	0.00	0.00	3,044.59	2,168.46	1,768.67	0.00	6,981.72	(6,981.72)	100.00		
268-000.00-665.400	Gifts and donations	5,043.81	5,000.00	5,000.00	0.00	0.15	0.00	1,955.00	2,450.00	4,405.15	594.85	88.10		
Donations		9,732.20	5,000.00	5,000.00	0.00	3,044.74	2,168.46	3,723.67	2,450.00	11,386.87	(6,386.87)			
Personnel services														
268-000.00-704.000	Permanent salaries	940,355.54	952,200.00	952,200.00	48,023.77	70,239.60	70,239.63	105,260.22	70,160.23	363,923.45	588,276.55	38.22		
268-000.00-704.200	Wages - Stipend	0.00	47,700.00	24,744.00	0.00	24,743.89	0.00	0.00	0.00	24,743.89	0.11	100.00		
268-000.00-705.000	Temporary salaries	603,046.15	636,800.00	636,800.00	15,416.13	81,061.56	44,923.01	67,839.09	49,321.88	258,561.67	378,238.33	40.60		
268-000.00-715.000	Social security	113,783.62	122,000.00	122,000.00	8,815.43	13,260.27	8,594.00	13,006.64	8,936.77	52,613.11	69,386.89	43.13		
268-000.00-716.000	Insurance	169,574.81	173,000.00	205,375.00	12,832.75	11,629.02	21,068.29	17,297.20	17,923.67	80,750.93	124,624.07	39.32		
268-000.00-716.200	HSA - employer contribution	2,890.76	4,000.00	4,000.00	156.26	0.00	156.26	156.26	156.26	625.04	3,374.96	15.63		
268-000.00-716.999	Insurance - Employee Reimbursement	0.00	0.00	(32,375.00)	0.00	0.00	(8,093.16)	(3,123.88)	(3,071.63)	(14,288.67)	(18,086.33)	44.13		
268-000.00-718.000	Pension - DB Normal Cost	0.00	0.00	14,964.00	1,247.00	1,247.00	1,247.00	1,247.00	6,235.00	8,729.00	10,570.00	41.67		
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	0.00	0.00	(18,120.00)	(1,510.00)	(1,510.00)	(1,510.00)	(1,510.00)	(7,550.00)	(10,570.00)	(10,570.00)	41.67		
268-000.00-718.200	Pension - defined contribution	25,952.43	27,700.00	27,700.00	1,934.54	2,023.34	2,023.34	3,035.01	2,023.34	11,039.57	16,660.43	39.85		
268-000.00-720.000	Workers compensation	4,808.96	2,500.00	2,500.00	325.13	483.86	(407.29)	476.29	329.54	1,207.53	1,292.47	48.30		
Personnel services		1,860,412.27	1,965,900.00	1,939,788.00	87,241.01	203,178.54	138,241.08	203,683.83	145,517.06	777,861.52	1,161,926.48			
Supplies														
268-000.00-727.000	Office supplies	16,019.58	15,000.00	15,000.00	2,445.55	2,171.93	2,332.10	964.54	126.57	8,040.69	6,959.31	53.60		
268-000.00-728.000	Postage	516.03	700.00	700.00	0.00	0.00	253.58	147.00	1.40	401.98	298.02	57.43		
268-000.00-734.000	Computer supplies, software & licensing	62,751.63	96,900.00	96,900.00	1,509.75	3,952.17	10,034.00	3,431.95	436.25	19,364.12	77,535.88	19.98		
268-000.00-734.500	Computer supplies/equipment	12,941.56	21,000.00	21,000.00	430.28	101.94	1.47	1,664.50	125.22	2,323.41	18,676.59	11.06		

GL NUMBER	DESCRIPTION	END BALANCE	2014-15	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	% BDGT
		06/30/2014	ORIGINAL	AMENDED	JULY 2014	AUGUST 2014	SEPTEMBER 2014	OCTOBER 2014	NOVEMBER 2014	11/30/2014	BALANCE	
		NORM (ABNORM)	BUDGET	BLDGCT	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
268-000.00-740.000	Operating supplies	26,928.78	32,800.00	32,800.00	1,859.06	1,711.16	1,636.44	494.34	2,917.65	8,618.65	24,181.35	26.28
268-000.00-740.200	Desks, chairs, file cabinets, etc	14,017.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-741.000	Uniforms	246.85	300.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	197,431.08	210,000.00	210,000.00	22,101.98	17,030.54	13,648.80	16,903.69	5,280.49	74,965.50	135,034.50	35.70
268-000.00-742.100	Library Book - Fines	1,317.64	1,500.00	1,500.00	53.98	0.00	39.98	46.99	35.93	176.88	1,323.12	11.79
268-000.00-743.000	Library periodicals	20,425.94	21,200.00	21,200.00	(74.50)	156.00	0.00	13,896.17	156.00	14,133.67	7,066.33	66.67
268-000.00-744.000	Audio visual materials	58,515.49	67,700.00	67,700.00	15,378.30	11,892.35	2,721.92	2,488.20	2,798.84	35,279.61	32,420.39	52.11
268-000.00-745.200	Electronic media	47,459.63	58,500.00	58,500.00	3,253.52	2,576.71	4,567.08	4,301.58	2,204.06	16,902.95	41,597.05	28.89
268-000.00-745.300	Electronic resources (CD rom materials)	52,922.29	60,000.00	60,000.00	33,171.87	0.00	0.00	1,930.00	5,649.73	40,751.60	19,248.40	67.92
Supplies		511,493.94	585,600.00	585,600.00	80,129.79	39,592.80	35,235.37	46,268.96	19,732.14	220,959.06	364,640.94	
Other services and charges												
268-000.00-801.925	Public information (cable, etc)	984.25	1,000.00	1,000.00	82.03	82.03	82.03	82.03	0.00	328.12	671.88	32.81
268-000.00-802.100	Bank services	3,048.82	3,500.00	3,500.00	299.26	195.94	244.26	203.65	196.01	1,139.12	2,360.88	32.55
268-000.00-803.000	Independent audit	590.00	700.00	700.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00	0.00
268-000.00-804.000	Medical service	1,131.90	1,000.00	1,000.00	0.00	0.00	0.00	0.00	107.80	107.80	892.20	10.78
268-000.00-806.000	Legal fees	0.00	1,000.00	1,000.00	0.00	0.00	0.00	190.00	0.00	190.00	810.00	19.00
268-000.00-809.000	Memberships and dues	5,000.08	4,500.00	4,500.00	2,959.00	85.00	440.00	178.00	0.00	3,662.00	838.00	81.38
268-000.00-816.000	Professional services	1,980.00	3,000.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-817.000	Custodial services	31,721.42	37,800.00	37,800.00	3,150.00	3,900.00	3,900.00	0.00	3,900.00	14,850.00	22,950.00	39.29
268-000.00-818.000	TLN Central Services	4,750.00	4,750.00	4,750.00	0.00	0.00	0.00	4,495.00	0.00	4,495.00	255.00	94.63
268-000.00-851.000	Telephone	13,091.18	16,500.00	16,500.00	949.22	580.27	1,452.62	867.96	922.55	4,772.62	11,727.38	28.92
268-000.00-855.000	TLN Automation Services	55,469.91	66,500.00	66,500.00	10,732.73	4,300.03	523.36	15,360.65	0.00	30,916.77	35,583.23	46.49
268-000.00-861.000	Gasoline and oil	151.96	0.00	650.00	60.90	20.30	55.60	26.30	0.00	163.10	486.90	25.09
268-000.00-862.000	Mileage	201.05	1,250.00	1,250.00	0.00	0.00	4.28	0.00	0.00	4.28	1,245.72	0.34
268-000.00-880.000	Community promotion	6,973.05	5,000.00	5,000.00	76.26	63.00	125.41	109.78	9.28	383.73	4,616.27	7.67
268-000.00-880.267	Library Programming-Book It	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-880.268	Library programming	19,778.29	20,000.00	20,000.00	(217.56)	877.70	509.57	1,628.51	451.09	3,249.31	16,750.69	16.25
268-000.00-880.271	Adult programs	3,987.91	0.00	0.00	250.00	450.00	825.00	2,722.00	11.42	4,258.42	(4,258.42)	100.00
268-000.00-900.000	Printing, graphic design and publishing	21,579.90	28,800.00	28,800.00	515.73	9,058.61	731.24	355.93	137.41	10,798.92	18,001.08	37.50
268-000.00-910.000	Property & liability insurance	13,668.00	13,000.00	13,000.00	13,000.00	0.00	0.00	0.00	0.00	13,000.00	0.00	100.00
268-000.00-910.001	Insurance deductibles/Uninsured claims	5,913.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-921.000	Heat	12,546.45	17,500.00	17,500.00	0.00	218.57	161.33	491.50	845.67	1,717.07	15,782.93	9.81
268-000.00-922.000	Electricity	106,199.86	93,200.00	93,200.00	(11,231.75)	32,188.66	8,361.22	8,245.63	0.00	37,563.76	55,636.24	40.30
268-000.00-923.000	Water and sewer	5,097.26	6,500.00	6,500.00	0.00	0.00	1,400.97	0.00	0.00	1,400.97	5,099.03	21.55
268-000.00-934.000	Building maintenance	61,724.63	73,900.00	73,900.00	5,797.43	5,459.98	5,054.22	7,213.76	2,209.02	25,734.41	48,165.59	34.82
268-000.00-935.000	Vehicle maintenance	948.75	1,500.00	850.00	1,557.95	0.00	0.00	0.00	46.75	1,604.70	(754.70)	188.79
268-000.00-941.000	Grounds maintenance	36,702.04	26,000.00	26,000.00	55.00	1,274.90	55.00	5,047.28	1,643.48	8,075.66	17,924.34	31.06
268-000.00-942.000	Office equipment lease	13,855.74	12,000.00	12,000.00	0.00	1,661.16	2,197.80	1,098.90	0.00	4,957.86	7,042.14	41.32
268-000.00-942.100	Records storage	261.56	250.00	250.00	19.24	19.24	38.48	0.00	19.24	96.20	153.80	38.48
268-000.00-956.000	Conferences and workshops	18,359.99	11,000.00	11,000.00	567.36	1,073.13	600.88	808.78	611.85	3,662.00	7,338.00	33.19
Other services and charges		445,717.00	451,150.00	451,150.00	28,622.80	61,508.52	26,763.27	49,125.66	11,111.57	177,131.82	274,018.18	
Capital outlay												
268-000.00-986.000	Data processing-capital outlay	25,112.75	53,550.00	14,000.00	0.00	0.00	0.00	0.00	0.00	0.00	14,000.00	0.00
268-000.00-990.000	Furniture	8,801.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		33,914.26	53,550.00	14,000.00	0.00	0.00	0.00	0.00	0.00	0.00	14,000.00	
Net - Dept 000.00-treasury		(267,316.17)	(490,000.00)	(424,338.00)	2,257,502.73	(266,829.84)	(196,139.11)	(277,162.96)	(164,848.49)	1,352,522.33	(1,776,860.33)	
Fund 268 - LIBRARY FUND 268:												
TOTAL REVENUES		2,584,221.30	2,566,200.00	2,566,200.00	2,453,496.33	37,450.02	4,100.61	21,915.49	11,512.28	2,528,474.73	37,725.27	
TOTAL EXPENDITURES		2,851,537.47	3,056,200.00	2,990,518.00	195,993.60	304,279.86	200,239.72	299,078.45	176,360.77	1,175,952.40	1,814,585.60	
NET OF REVENUES & EXPENDITURES		(267,316.17)	(490,000.00)	(424,338.00)	2,257,502.73	(266,829.84)	(196,139.11)	(277,162.96)	(164,848.49)	1,352,522.33	(1,776,860.33)	

GL NUMBER	DESCRIPTION	END BALANCE	2014-15	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2014	ORIGINAL BUDGET	AMENDED BUDGET	JULY 2014	AUGUST 2014	SEPTEMBER 2014	OCTOBER 2014	NOVEMBER 2014	11/30/2014	BALANCE	
		NORM (ABNORM)	BUDGET	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269												
Dept 000.00-treasury												
Other revenue												
269-000.00-665.230	Collections/Materials Revenue	0.00	0.00	2,000.00	0.00	0.00	0.00	50.00	750.00	800.00	1,200.00	40.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	0.00	14,000.00	0.00	0.00	0.00	8,852.92	1,102.10	9,955.02	4,044.98	71.11
269-000.00-665.232	Programming Revenue	0.00	0.00	4,650.00	0.00	0.00	0.00	0.00	1,917.62	1,917.62	2,732.38	41.24
269-000.00-665.233	Technology Library Revenue	0.00	0.00	8,100.00	0.00	0.00	0.00	60.00	30.00	90.00	8,010.00	1.11
269-000.00-665.234	Undesignated Misc	0.00	0.00	33,583.00	0.00	0.00	0.00	0.00	0.00	0.00	33,583.00	0.00
	Other revenue	0.00	0.00	62,333.00	0.00	0.00	0.00	8,962.92	3,799.72	12,762.64	49,570.36	
Interest income												
269-000.00-664.000	Interest on investments	33,850.35	0.00	0.00	(2,004.37)	275.71	205.67	532.25	783.90	(206.84)	206.84	100.00
269-000.00-664.500	Unrealized gain (loss) on investments	17,260.50	0.00	0.00	(9,867.92)	9,034.86	(2,295.04)	7,943.15	0.00	4,815.05	(4,815.05)	100.00
	Interest income	51,110.85	0.00	0.00	(11,872.29)	9,310.57	(2,089.37)	8,475.40	783.90	4,608.21	(4,608.21)	
Donations												
269-000.00-665.267	Library Programming - Book It	5,833.77	0.00	0.00	360.00	150.00	210.00	30.00	(750.00)	0.00	0.00	0.00
269-000.00-665.271	Donation-general-youth collections	1,361.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.274	Donations-brick pavers	1,137.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.276	Donations-library trees	0.00	0.00	0.00	0.00	1,102.10	0.00	0.00	(1,102.10)	0.00	0.00	0.00
269-000.00-665.285	Donations - Community Read	2,600.00	0.00	0.00	650.00	0.00	0.00	750.00	(1,400.00)	0.00	0.00	0.00
269-000.00-665.286	Donations - Light Up the Night	200.00	0.00	0.00	200.00	0.00	0.00	0.00	(200.00)	0.00	0.00	0.00
269-000.00-665.287	Donations-Crop for a Cause	472.07	0.00	0.00	0.00	300.00	0.00	17.62	(317.62)	0.00	0.00	0.00
269-000.00-665.402	Donations - specific collections	1,926.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Donations	13,530.54	0.00	0.00	1,210.00	1,552.10	210.00	797.62	(3,769.72)	0.00	0.00	
Supplies												
269-000.00-742.230	Collections/Materials Expense	0.00	0.00	3,705.00	0.00	0.00	0.00	555.99	284.50	840.49	2,864.51	22.69
269-000.00-742.231	Buildings/Ground/ Furniture Expense	0.00	0.00	18,700.00	0.00	291.83	0.00	2,600.00	3,387.38	6,279.21	12,420.79	33.58
269-000.00-742.232	Programming Expense	0.00	0.00	2,266.00	0.00	0.00	0.00	0.00	2,706.00	2,706.00	(940.00)	119.42
269-000.00-742.233	Technology Library Expense	0.00	0.00	3,600.00	0.00	0.00	0.00	0.00	104.95	104.95	3,495.05	2.92
269-000.00-742.234	Undesignated Misc	0.00	0.00	2,000.00	0.00	0.00	0.00	333.16	333.16	333.16	1,666.84	16.66
269-000.00-742.262	Bookit costs & childrens collections	12,955.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.267	Books - parenting	992.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.273	Friends of the Novi Library - Other Exp	7,207.94	0.00	0.00	0.00	228.63	0.00	0.00	(228.63)	0.00	0.00	0.00
269-000.00-742.283	Novi Newbies expenditures	4.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.285	Community Read expenditures	1,188.13	0.00	0.00	1,250.00	0.00	1,250.00	0.00	(2,500.00)	0.00	0.00	0.00
269-000.00-742.286	Light Up the Night expenditures	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.291	Friends of Novi Library - Principal Exps	2,272.69	0.00	0.00	0.00	520.92	438.11	0.00	(959.03)	0.00	0.00	0.00
269-000.00-742.402	Collections - donor specific	0.00	0.00	0.00	0.00	(30.00)	0.00	0.00	30.00	0.00	0.00	0.00
269-000.00-742.800	Engraving, trees, brick pavers, etc.	1,348.00	0.00	0.00	0.00	37.83	0.00	0.00	(37.83)	0.00	0.00	0.00
	Supplies	26,169.14	0.00	30,271.00	1,250.00	1,049.21	1,688.11	3,155.99	3,120.50	10,263.81	20,007.19	
Net - Dept 000.00-treasury												
		38,472.25	0.00	32,062.00	(11,912.29)	9,813.46	(3,567.48)	15,079.95	(3,306.60)	7,107.04	24,954.96	
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269:												
TOTAL REVENUES		64,641.39	0.00	62,333.00	(10,662.29)	10,862.67	(1,879.37)	18,235.94	813.90	17,370.85	44,962.15	
TOTAL EXPENDITURES		26,169.14	0.00	30,271.00	1,250.00	1,049.21	1,688.11	3,155.99	3,120.50	10,263.81	20,007.19	
NET OF REVENUES & EXPENDITURES		38,472.25	0.00	32,062.00	(11,912.29)	9,813.46	(3,567.48)	15,079.95	(3,306.60)	7,107.04	24,954.96	
TOTAL REVENUES - ALL FUNDS												
		2,648,862.69	2,566,200.00	2,628,533.00	2,442,834.04	48,312.69	2,221.24	40,151.43	12,326.18	2,545,845.58	82,687.42	
TOTAL EXPENDITURES - ALL FUNDS		2,877,706.61	3,056,200.00	3,020,809.00	197,243.60	305,329.07	201,927.83	302,234.44	175,481.27	1,186,216.21	1,834,592.79	
NET OF REVENUES & EXPENDITURES		(228,843.92)	(490,000.00)	(392,276.00)	2,245,590.44	(257,016.38)	(199,706.59)	(262,083.01)	(167,155.09)	1,359,629.37	(1,751,905.37)	

12/10/2014		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 11/30/2014	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	1,405,277.91	
268-000.00-017.002	Investment - Chase	98,910.01	
268-000.00-017.008	Investment - Oakland County Investment	675,628.89	
268-000.00-017.009	Investment - UBS	1,055,363.79	
268-000.00-018.000	Cash on hand	500.00	
268-000.00-020.000	Current taxes receivable	39,274.59	
	Total Assets	3,274,955.19	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	23,310.90	
268-000.00-259.702	Accrued liabilities-tax	43,420.00	
268-000.00-276.400	Deposit for Cafe	500.00	
	Total Liabilities	67,230.90	
*** 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	1,361,748.30	
	Ending Fund Balance	3,207,724.29	
	Total Liabilities And Fund Balance	3,274,955.19	

GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTED FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	92,020.31
269-000.00-017.008	Investment - Oakland County Investment	511,064.20
269-000.00-017.009	Investment - UBS	995,659.55
	Total Assets	1,598,744.06
*** Liabilities ***		
269-000.00-202.000	Accounts payable	876.49
	Total Liabilities	876.49
*** Fund Balance ***		
269-000.00-390.000	Fund balance	1,487,296.11
269-000.00-390.262	Restricted-Book It-childrens collections	26,310.68
269-000.00-390.267	Restricted for Druschel collections	1,000.38
269-000.00-390.271	Restricted for youth collection area	2,839.27
269-000.00-390.273	Restricted-Friends of Novi Library Other	11,910.94
269-000.00-390.275	Restricted for specific collections	25.00
269-000.00-390.279	Restricted for youth activity room	46,051.84
269-000.00-390.280	Restricted for parenting-youth&teen serv	3,665.31
269-000.00-390.282	Restricted-artwork in memory of M Locke	35.65
269-000.00-390.283	Restricted for Novi Newbies	396.85
269-000.00-390.284	Restricted for Local History Room	115.00
269-000.00-390.285	Restricted for Community Read	3,131.15
269-000.00-390.286	Restricted for Light Up the Night	65.05
269-000.00-390.287	Restricted-youth dept programming (Crop)	1,197.57
269-000.00-390.291	Restricted-Friends of Library -Principal	3,768.23
269-000.00-390.401	Restricted for Crawford donations	20.00
269-000.00-390.402	Restricted - donor specific collections	2,931.50
	Total Fund Balance	1,590,760.53
	Beginning Fund Balance	1,590,760.53
	Net of Revenues VS Expenditures	7,107.04
	Ending Fund Balance	1,597,867.57
	Total Liabilities And Fund Balance	1,598,744.06

CITY OF NOVI - Library Funds

Quarterly Investment Report

September 30, 2014



	Beginning 06/30/2014	Ending 09/30/2014
Local Government Investment Pools / Money Market		
Market Value	1,548,869	3,250,714
WAM (1) in Days	1	1
Weighted Average Yield to Maturity	0.49%	0.58%
Fixed Income Assets		
Book Value	1,975,000	1,975,000
Market Value	2,041,105	2,024,549
Change in Market Value	27,368	-16,556
Unrealized Gain / Loss	27,368	-16,556
Realized Gain / Loss	0	0
WAM (1) in Days	1,810	1,711
WAM / Callable (1) in Days	1,810	1,711
Yield to Maturity @ Cost	2.69%	2.70%
Annualized, Total Rate of Return - Market Value	8.22%	-0.67%
BENCHMARK		
1 Year Treasury	0.10%	0.11%
6 Month Treasury	0.06%	0.04%
Total Portfolio Value		
Book Value	3,523,869	5,225,714
Market Value	3,589,974	5,275,263
Change in Market Value	27,368	-16,556
Unrealized Gain / Loss	27,368	-16,556
Realized Gain / Loss	0	0
WAM (1) in Days	1,015	657
WAM / Callable (1) in Days	1,015	657
Yield to Maturity @ Cost	1.73%	1.39%
Annualized, Total Rate of Return - Market Value	5.47%	-0.11%
BENCHMARK		
1 Year Treasury	0.10%	0.11%
6 Month Treasury	0.06%	0.04%

Carl A. Johnson, Jr
Finance Director / Treasurer, Chief Financial Officer

12/10/14
Date

CITY OF NOVI - Library Funds

Quarterly Investment Report - Investment Listing, by Security Type

September 30, 2014



Description	YTM @ Cost	Amount	Cost Value	Book Value	Market Value	Days To Maturity	% of Portfolio
Fixed Income Assets							
FFCB	2.125	525,000	525,000	525,000	518,144	2257	25.59%
Michigan State GO Bond	2.900	1,450,000	1,445,331	1,450,000	1,506,405	1523	74.41%
Weighted Average Yield	2.702	1,975,000	1,970,331	1,975,000	2,024,549	1,711	100.00%
Local Government Investment Pools / Money Market							
Chase Bank	0.030	98,907	98,907	98,907	98,907	1	3.04%
Fifth Third	0.200	1,966,080	1,966,080	1,966,080	1,966,080	1	60.48%
Oakland County	1.255	1,185,727	1,185,727	1,185,727	1,185,727	1	36.48%
Weighted Average Yield	0.579	3,250,714	3,250,714	3,250,714	3,250,714	1	100.00%
Total / Average	1.394	5,225,714	5,221,045	5,225,714	5,275,263	657	100.00%

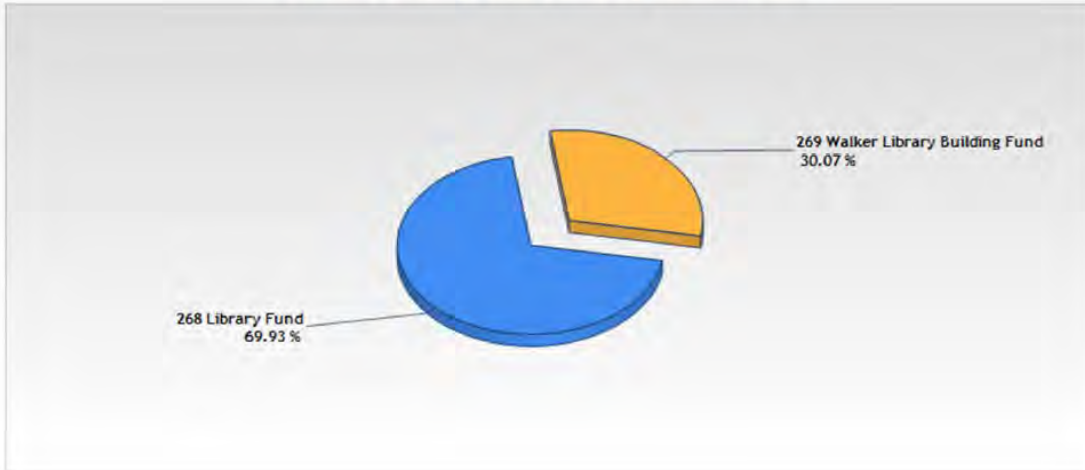
CITY OF NOVI - Library Funds

Investment Portfolio - Diversification, by Portfolio (Fund)

September 30, 2014



Portfolio Holdings Distribution by Portfolio Name

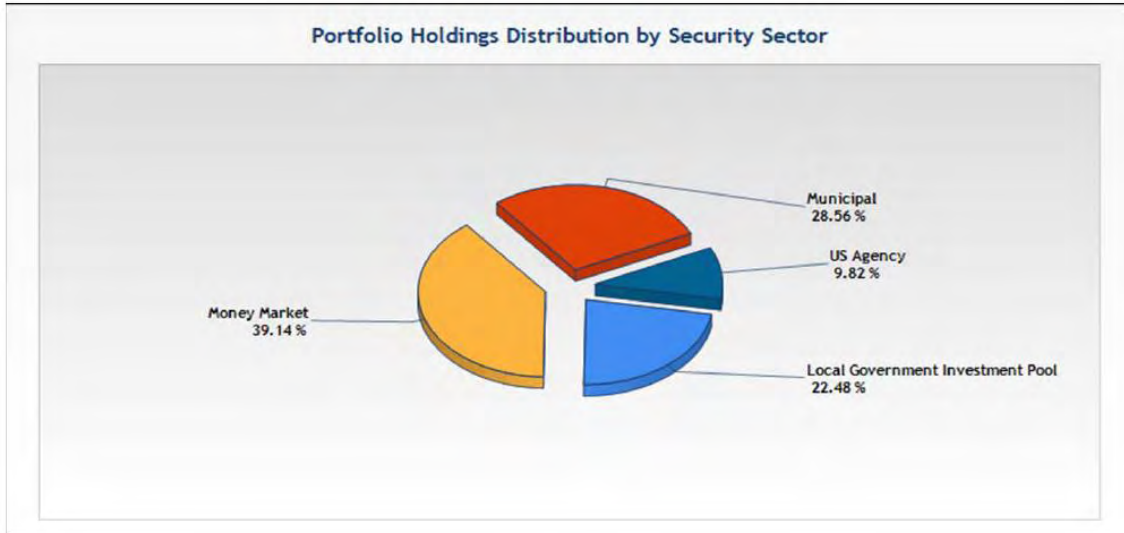


Description	YTM @ Cost	09/30/2014 Market Value	Investment Income - Market Value	% of Portfolio
268 Library Fund				
LGIP	1.255	675,079	1,308	18.30%
Money Market	0.191	1,975,246	71	53.54%
Municipal Bonds	2.900	1,038,900	-4,235	28.16%
	1.149	3,689,225	-2,856	100.00%
269 Walker Library Building Fund				
LGIP	1.255	510,648	989	32.20%
Money Market	0.200	89,741	15	5.66%
Municipal Bonds	2.900	467,505	-1,906	29.48%
US Agency	2.125	518,144	2,705	32.66%
	1.964	1,586,038	1,803	100.00%
Total / Average	1.394	5,275,263	-1,053	

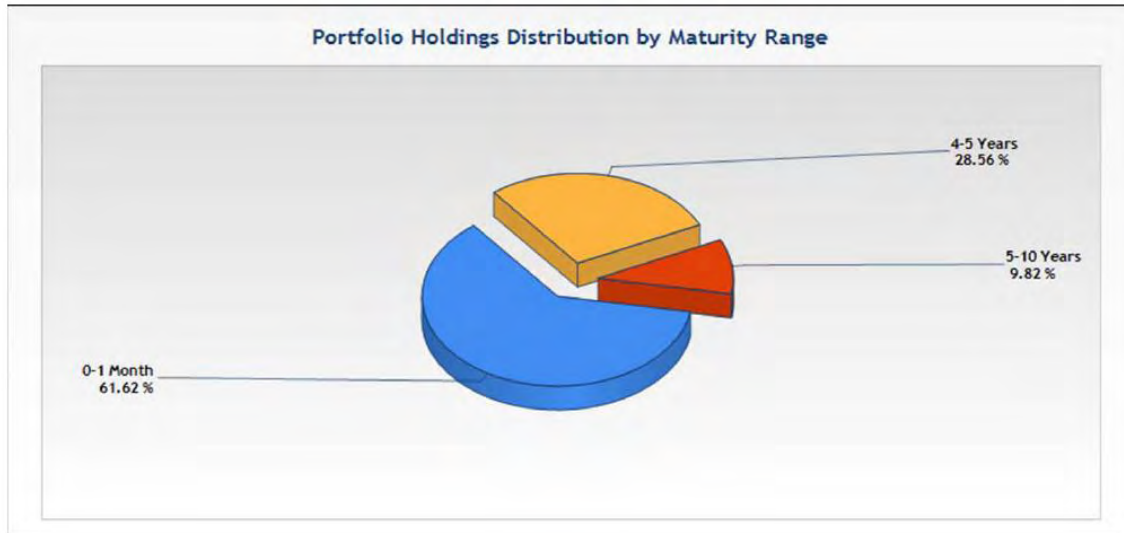
CITY OF NOVI - Library Funds

Investment Portfolio - Diversification, by Sector

September 30, 2014



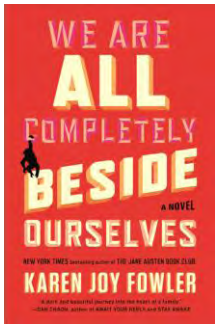
Description	YTM @ Cost	09/30/2014 Market Value	Investment Income - Market Value	% of Portfolio
LGIP	1.255	1,185,727	2,297	22.48%
Money Market	0.192	2,064,987	86	39.14%
Municipal Bonds	2.900	1,506,405	-6,141	28.56%
US Agency	2.125	518,144	2,705	9.82%
Total / Average	1.394	5,275,263	-1,053	100.00%



Description	YTM @ Cost	09/30/2014 Market Value	Days to Maturity	% of Portfolio
* 0-1 Month	0.579	3,250,714	1	61.62%
4-5 Years	2.900	1,506,405	1523	28.56%
5-10 Years	2.125	518,144	2257	9.82%
Total / Average	1.394	5,275,263	657	100.00%

* Includes Cash, Money Market & Local Government Investment Pools

Director's Report – Julie Farkas

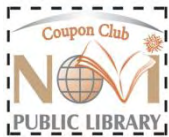


5th Annual Community Read

This year's reading event featured author Karen Joy Fowler. Karen presented on her most recent book **We Are All Completely Beside Ourselves**. To a packed room, the author gave a lively talk on the book, her writing style and personal stories. The comments received about the event were overwhelmingly positive. This has been a wonderful partnership with Northville District Library, Salem-South Lyon District Library, Lyon Township and Wixom Public Library, as well as each library's Friends groups. We had 823 checkouts (not including the Novi High School numbers) of her book (over 100 books were purchased for check-out between the 5 libraries) and 352 in attendance at a variety of events.

Novi Coupon Club

On December 5, 2014, the Library launched its new version of the coupon fundraiser. We are going DIGITAL!! This year, there is NO cost to the customer/patron, they just download the FREE app and save! Our goal is 200 business partners and 200,000 followers of the app by the end of 2015.



Looking for a discount when shopping in Novi?

The Library has partnered with [MyCouponGenie](#) to save Novi residents hundreds of dollars!



MyCouponGenie.com/users/register



MyCouponGenie.com

- 1) Download app or set up account on desktop (It's FREE)
- 2) Confirm account by text or email code
- 3) Set zip code, Set Radius, Set Gender preference
- 4) Select ALL categories initially, then SAVE PREFERENCES

GOING DIGITAL



JOHN HEIDER | STAFF PHOTOGRAPHER

My Coupon Genie app inventor Michael Korson chats with Calico Corner owner Candice Marston (left) and Novi Library Director Julie Farkas. The app allows users to hook up to deals and discounts through local retailers while also helping to support the library's fundraising efforts.

Novi library elevates coupon fundraising

By Cal Stone
Staff Writer

The Novi Public Library last year raised more than \$4,000 for new technologies at the facility when it introduced a coupon book fundraising campaign.

But within six months, nearly all of the library's patrons had been tapped into.

This year, the library has taken that campaign digital, via My Coupon Genie, and library Director Julie Farkas is hoping 200 merchants will support it and 50,000 residents will look at the offers daily.

"The goal of the campaign was to connect the Novi residents and patrons with the Novi business community, as well as establishing a greater value for Novi consumers," Farkas said of the 2013 campaign that sold more than 100 of the \$30 coupon books.

Now, with the help of Michael Korson, founder and CEO of My Coupon Genie, the library is offering a digital platform with more opportunity and value to Novi merchants and a complete front end distribution to the public with web accounts, mobile apps, email client and bea-

See DIGITAL, Page A2

DIGITAL

Continued from Page A1

con technology coming in the first quarter of 2015.

"The sophistication of these tools allows My Coupon Genie to offer more to all Novi merchants and amazing discounts to thousands of consumers who shop in Novi," Farkas said. "At the same time, you will be advertised as a supporting merchant of the library's coupon club in all our media distribution and events for the coming year."

Korson, a Novi resident who recently moved to South Lyon, got one of the paper coupon books and in August approached Farkas.

"I said, 'I want to show you something digital that will take this one step further,' because everybody has their phone on them," Korson said. "We want consumers to download the app and select Novi Library as one of their categories. Every merchant gets their own button, too."

Beneficial to businesses, consumers

Korson emphasized that My Coupon Genie protects privacy, doesn't

sell information, merchants can't see email addresses of members and each member gets a unique number that is never shared with the merchants.

"We protect consumer privacy, but at the same time give merchants a channel without fatiguing consumers to see their deals on daily basis," he said.

My Coupon Genie went live May 17, 2012. Various versions of the free app are available for desktop, Facebook, web for Microsoft, Blackberries, Androids and iPhones. Membership is synonymous with whatever device the app is opened on.

Once downloaded, select the categories you wish to see. If you need help, call 877-239-9585.

Now, Farkas is reaching out to her relationships in the community to get those businesses to be part of the coupon club. Each business will have its own "button."

"Our technology allows me to give them their own icon on the app when it opens," Korson said. "Then select that as a preference as a consumer. It gives the merchant their own branding inside their own native mobile app that you can't get anywhere else."

Farkas' goal is to get

200 businesses to connect to the library. She's got 45 commitments in the last four weeks.

"Businesses are 'sponsors' of the library, so that's a feel-good for them - supporting a non-profit for all ages in their community," she said.

And Korson said he can get merchants up an running in an hour.

"The portal is way more impressive than the front end of the app," he said. "It's self-serving if they wish and we provide reps if they want."

Farkas and Korson are

now working to expand beyond Novi. She's reached out to some of her library director colleagues not too close to Novi and Novi Public Library will receive some revenue for their referrals.

"In Novi, if you shop, you're crazy if you don't download this app and use it," Farkas said. "Everything is in there."

For more information, contact Farkas at jfarkas@novilibrary.org or 248-869-7233.

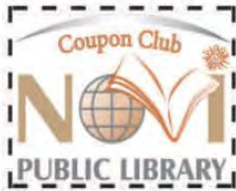
cstone@hometownlife.com

Idol's ride



JOHN HEIDER | STAFF PHOTOGRAPHER

Tom Holzer Ford salesman Brian Burke hands over the keys to a 2015 Ford Mustang to "American Idol" season 13 runner-up Jena Irene on Nov. 12. Irene stopped by the Farmington Hills Ford dealer to seal the deal. Ford is a major sponsor of the Fox TV singing competition.



Looking for a discount when shopping in Novi?

The Library has partnered with **MyCouponGenie** to save Novi residents hundreds of dollars!



MyCouponGenie.com/users/register

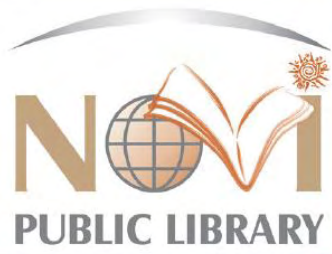


MyCouponGenie.com

- 1) Download app or set up account on desktop (It's FREE)
- 2) Confirm account by text or email code
- 3) Set zip code, Set Radius, Set Gender preference
- 4) Select ALL categories initially, then SAVE PREFERENCES

Merchant partners include:





Inform. Inspire. Include.

The background of the cover is a photograph of a modern library staircase. The stairs are wide and have a light-colored carpet. The railings are made of glass and metal. The lighting is warm and comes from recessed ceiling lights. A large, stylized orange graphic, resembling a book or a flame, is overlaid on the bottom half of the image. The text 'Annual Report - 2013-2014' is written in a large, bold, sans-serif font across the bottom of the image. The words 'Annual Report' are in white, and '- 2013-2014' is in a dark grey color.

Annual Report - 2013-2014

A Letter from the Director



I have had the pleasure of working in libraries for almost 20 years. Do you remember your childhood library? My childhood library was a small one-room space that consisted of a few thousand books. My mother took me there almost every Saturday, and I regularly sifted through numerous 3x5 cards in a wooden card catalog to search for the perfect read. I was known by the librarian for signing out the same children's book week after week because the little blonde girl in the story (who I thought looked like me) had a weasel as a pet that she warned others not to tease. I loved that book!

Fast forward forty years...YOUR Novi Library goes beyond books to offer a wealth of materials, services and events that **INFORM. INSPIRE. INCLUDE.** 7 days a week, a resident of Novi can experience a 21st century library that offers digital opportunities for downloading books, music and magazines, online learning courses for FREE, comfortable meeting and gathering spaces, education-based programming, inspiring artwork and knowledgeable staff to assist you with your questions and library needs.

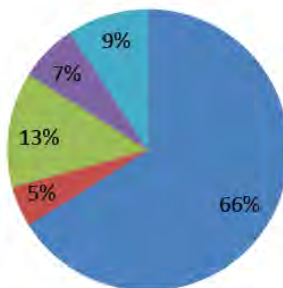
This year, I challenge the residents of Novi to take a fresh look at what the Library can do for you. The Library is a destination place for all ages and is just waiting for you to connect!

Happy Reading!

Julie Farkas
Executive Director

Library Board Trustees & Accomplishments

- Mark Sturing**, President
- Willy Mena**, Vice President
- Larry Czekaj**, Treasurer
- Ramesh Verma**, Secretary
- John Lesko**, Trustee
- David Margolis**, Trustee
- Craig Messerknecht**, Trustee
- Julie Farkas**, Library Director
- Ziyang Huang**, Student Representative
- Jessica Mathew**, Student Representative



Category	Amount
1 Personnel	\$1,883,772.34
2 Supplies/Equipment/Furniture	\$133,421.87
3 Collections	\$378,072.07
4 Operations/Services/Utilities	\$188,955.02
5 Fund Balance Allocation	\$267,316.17
Total Expenditures:	\$2,851,537.47

- **Approved extended Library hours**
Fridays & Saturdays until 6pm
Sundays 12-6pm
- **Approved a Social Media Policy**



NPL by the Numbers 2013-2014 Fiscal Year

“ I love all the computer and other Library classes. I take many of them.
-Debbie Fatt ”



Visitors at the Library: 401,994
Cardholders: 27,386
Items Checked Out: 738,790
New Library Cards Issued: 4,444
Book Collections: 152,236
Audio/Video/CD Collections: 25,677
Magazine/Newspaper Subscriptions: 213

Reference Transactions: 115,392
Computer Logins: 398,116
Summer Reading Participants: 2,340
Program Participants: 39,406
Interlibrary Loans: 106,250

Meeting Room Rentals: 435
Meeting Room Participants: 13,684
Homeowners Assoc. Meetings: 36
Homeowner Participants: 1,114

Downloadables (OverDrive): 33,738
Freemal Music Downloads: 18,531
Zinio (Magazines): 7,274

Volunteers: 251
Volunteer Service Hours: 5,139

Supporting YOUR Novi Library

Over the years, wonderful donations have been received from patrons like you! There are many ways that you can donate to the Library – a general monetary gift in memory/honor of someone to help support the Library’s various collections, electronic resources, programming or technology; dedication of a tree or brick; a naming opportunity for a room or collection, etc.

Currently, the Library is accepting specific donations for the **I Love My Country** statue which is planned for installation in early summer of 2015. This statue will be placed on the Library’s patio area and is a fundraising opportunity instituted by Hugh and Kathy Crawford in honor of their 50th wedding anniversary. To date, almost \$8,000 has been raised. The goal is \$12,000. Donors for this project will be acknowledged on a plaque that introduces the statue.

To learn more about these opportunities or to meet in person to discuss making a gift to the Novi Public Library, contact Julie Farkas, Library Director, at 248-869-7233.



Significant Accomplishments

- Hosted a movie premiere and fundraiser for the film **The Wrecking Crew**.
- In fall 2013, began offering extended hours: Fridays & Saturdays until 6pm, Sundays 12-6pm, and Sundays open 12-6pm year round.
- Hosted the 4th Annual Community Read with neighborhood libraries (Lyon Township, Northville District Library, Salem-South Lyon District Library and Wixom Public Library). The communities read the book **Detroit City is the Place to Be** by Mark Binelli.



- Fundraising: Shop for a Cause with Macy's of Novi \$150; Launched a Facebook campaign with Novi Town Center raising just over \$700; Scrapbook for a Cause event, partnering with Penn Station and Olive Garden \$450; On the Road event \$800.



- Presented a new fundraising campaign to the community in partnership with local Novi businesses – Book It Coupon Book. Raised just over \$4,000 for library technology.

- Achieved highest Summer Reading Program attendance on record! Had 2,340 participants. Paradise Park was the premiere sponsor.

- Received recognition by Senator Mike Kowall, 15th Senate District for achieving Quality Service Audit Checklist (QSAC) Essential Level by the Library of Michigan.



- Launched a new Library App.

- Hosted author, Lori Taylor at two Novi Community schools in celebration of National Library Week.



- 2nd year offering Teen Space program (Monday – Friday; 2:00pm – 5:00pm) in partnership with the Novi Community School District, City of Novi Parks, Recreation and Cultural Services and Novi Youth Assistance.

- Completed the Geek program initiative, which allowed the Library to gather great feedback on what patrons want for programming subject matter. Top ten topics: reading, music, family, art, cooking, dancing, mysteries, video games, animals and hockey.

- Partnered with Fox Run of Novi to host an author luncheon that welcomed over 150 guests.

- Surveyed the Novi community on what their expectations are for technology at the Library.



- Hosted a monthly parent book discussion and coffee with the Superintendent in partnership with the Novi Community School District.

- Implemented text messaging for materials on hold at the Library.

- Installed an art hanging system in the Teen Stop on the 2nd floor courtesy of the Friends of the Novi Library, and began showcasing Novi High School student artwork.

- Library staff began participating in the Older Adults Committee and Arts Committee for the City of Novi.

- Established an International Language committee for Novi residents to participate in.

- Unveiled the Glass Etchings artwork created by Ryan and Mindy Trainer in the Library's Local History Room. The project was sponsored by the Novi Historical Commission.



- Added two additional Read Boxes to ITC and Rotary Parks to promote reading thanks to a generous donation by the Novi Rotary.

Hours of Operation:

Monday-Thursday: 10am-9pm

Friday-Saturday: 10am-6pm

Sunday: 12pm-6pm

45255 W. Ten Mile Rd.

Novi, Michigan 48375

248-349-0720

novilibrary.org

Watch. Follow. Like.



Reference Service Observation

Melissa McLachlin

LIS 6120

Dr. Jen Pecoskie

Abstract

The name and location of the library chosen for this observation is not disclosed in this paper. To protect the confidentiality of the library, staff and the director, the library discussed will be referenced as the TPL library. The professor, director and library staff were informed of this non-disclosure.

Reference Service Observation

The library chosen for this observation assignment is a large public library located in a suburb outside of metro Detroit. The TPL has become a central hub in the community due to its growing population. The demographics of the community has changed greatly over the years due to an increase of various ethnic groups migrating to the area for jobs in the auto and business industries. Due to this increase in population, the TPL has expanded to meet this need. The TPL has met the needs of its patrons by building a larger library to fit the needs of the community as well as the needs of the youth as it is next door to a high school. Over twenty hours of observation were used to complete this observation of reference service. For every inquiry, the level of service given by the librarians was professional and thorough. During the twenty hours of observation, several issues were revealed. Issues regarding the impact of library layout on its services, including signage, reference services to specific types of users and staff approachability were revealed.

TPL Layout

The digital revolution has changed the appearance of today's libraries entirely. (Hohmann, 2006) The TPL built a new 55,000 square foot library in 2010 to accommodate the growing population. Upon entering the library, a patron is immediately greeted by library staff at an information desk. The library has an open design with large windows with ample space for patrons to access materials, gather and talk, or sit in a quiet space.

The main floor was designed with a focus on patron needs and accessibility. There is a café with fresh food and drinks and areas for cell phone usage. The patrons that come to TPL are allowed to discover and learn on their own by utilizing the many self-checkouts and computers located throughout the library. There are study and meeting rooms designated for

classes, programs and tutoring. There are several spaces designated to accommodate the high school population and they have volunteers that help monitor the teens when they arrive every weekday.

Located on the main floor is the children's library and the DVD/audio rentals. Centrally located is a station for new materials and next to it is the main reference desk which is always staffed with two reference librarians. Located on the second level is the adult section with another reference desk staffed with librarians. The main floor is busier and louder as there are many programs and events happening daily. There are stations for printing as well as downloading for e-books and music. There is not excessive signage in the TPL as per the director, "it makes the library more professional looking". (personal communication, October 2, 2014) According to Hohmann (2006), the principles for an effective library design are:

- Access to the library and its medias should be obvious and easy for everybody.
- There should be multifarious space for formal and informal communication between customers and staff.
- The interior should offer an attractive and comfortable environment for both customers and staff.
- The library building should adequately represent its institutional philosophy and aims.
- Its building design, structure and appliances should give consideration to sustainability.

Essentially, user experience design critiques the library's service anywhere the user interacts with any attribute of the library. The totality of in-person and virtual services produces a complete "experience" of service for the library. (Bopp, 2011) The TPL's design is geared for its community and focused on its patrons by providing a clean and open layout, available friendly

staff, and by having simple signage throughout the building. TPL's goal is to have the patron be independent and learn for themselves with librarians there to guide them if they need help.

Reference Service for Specific Users

Public libraries, in order to be relevant in the future, must position themselves to serve the needs of their diverse communities. (Pyati, 2003) The TPL has met the needs of the diverse community by incorporating many programs for the changing population. Many Indian, Asian, and European ethnic groups have migrated to the area due to the influx of auto and business industry jobs in the area. Many of these groups would come to the library to study and practice English, have study groups and meetings, and to use the library's services.

Another important aspect of effective reference service is the presence of foreign language reference materials. (Pyati, 2003) TPL offers monthly English speaking meeting groups where many people come to practice conversational English with each other. Books, audio, DVD, and other materials are provided in different languages and dialects that are representative of the community. TPL also has volunteers from the community that provide story times in other languages for the children. There were many questions asked during the observation regarding the English speaking group meetings and classes, audio materials, and books in the patron's language. During these inquiries, patience was demonstrated in all of the reference transactions. Many patrons had accents that were hard to understand, but the librarians would listen attentively, ask more questions, and repeat what the patron said. With non-English speakers it is especially important to anticipate a possible reticence toward public institutions. It is crucial to be aware of and understand both cultural and individual differences. (Bopp, 2011) In fact, some researchers state that sensitivity and a user-friendly approach are more important than

linguistic knowledge. (Pyati, 2003) The librarians at TPL remained patient, and asked more in depth questions to facilitate a better understanding and provide the patron with the right information they were seeking. The librarians were culturally competent in their service to provide reference information. “Cultural competency goes beyond diversity awareness. It denotes an individual's ability to effectively interact with and among others whose values, behaviors and environments are different from one's own.” (Mestre, 2010)

Staff Approachability

Librarian courtesy, interest, and helpfulness, are crucial in providing successful reference service. (Ward, 2004) The librarians at TPL were all very professional and friendly. During every reference encounter the librarian would smile and ask the patron questions to find more information for their search. Whether the patron called on the phone or inquired in person, the librarian would get up from the desk each time and either go retrieve the material(s) for the patron or take them to the location personally. The librarians who were highly rated for their helpful behavior took deliberate steps to overcome the barriers in the physical environment by using welcoming body language: smiling, nodding, looking up, putting away other work, and moving out from their desks. (Stock, 2009) The librarians also initiated eye contact with the patrons, thus opening up a line of communication. Eye contact sends a strong signal that the “communication channel is open” and almost establishes an obligation to interact. (Radford, 1998) During busy and slow times, the librarians would assist the patrons with locating materials. The librarians would always turn the computer screen towards the patron to explain their search results and always offered to find the item in question or place it on hold. They also explained the process of navigating the library's website to the patron while offering follow-up

questions. They ensured that the patron understood what was found, how they found it, and that the patron walked away satisfied.

All the librarians were very aware of the importance of acknowledging the patrons standing in line or waiting to ask a question. This is important because this makes the patron feel welcome and important rather than feeling ignored. In one instance, the reference desk was very busy. There was a long line of patrons waiting to ask the librarian for assistance and many of the patrons were irritated for waiting so long. The librarian acknowledged their presence with a nod or a smile and patiently continued to help each patron. When asked about how she stayed so calm during a stressful situation, she replied that “it took her years to learn that working faster does not help the patron but hurts them because rushing would cause her to make mistakes or give inadequate information.” (personal communication, October 10, 2014)

The RUSA Guidelines for Behavioral Performance (Ward, 2004) states in regards to approachability:

- 1.5 Acknowledges patrons through the use of a friendly greeting to initiate Conversation and by standing up, moving forward, or moving closer to them.

The importance of staff approachability and the reference desk are vital for a library’s success. The initial contact between the patron and the librarian is the first impression for the patron and if it is successful then it is more likely that the patron will return to the library and the reference desk. The reference transaction does not end when the librarian leaves the patrons. (Ward, 2004) TPL’s staff has ensured the library’s future success by employing knowledgeable and approachable staff that are willing and ready to assist.

Conclusion

Evaluation of reference services was the focus of this observation assignment. In all forms of reference services, the success of the transaction is measured not only by the information conveyed, but also by the positive or negative impact of the patron/staff interaction. The positive or negative behavior of the reference staff member (as observed by the patron) becomes a significant factor in perceived success or failure. (Shachaf, 2008) TPL has an effective user-friendly design and layout to facilitate the user experience and to showcase the library's assets. The staff were patient and accommodating to those who spoke limited English or none at all by displaying patience by actively listening, maintaining eye contact and by asking questions to fully comprehend the inquiry and give the right information. TPL created programs, offered classes and provided materials to meet the needs of their diverse community. Finally, TPL has professional and approachable staff which is key factor in a library's success. The librarians were knowledgeable and always willing to assist every patron. The importance of teaching a patron how to search and find the information on their own was observed throughout this experience. During every reference inquiry, in-depth questions were asked and the search process was explained. TPL is a busy library located in a diverse and growing community; they have risen to meet this community's needs by providing a larger library, full of diverse materials and programs as well as having a welcoming staff to ensure a positive experience for the patron.

Public Services Report by Margi Karp-Opperer

We hosted the Novi Meadows Red Ribbon Poster Contest winners.

Partnered with Dr. Steve Matthews and the Novi Community School District for the Parent to Parent Book Discussion Group

Novi Northville Camera Club photographs are in the 2nd floor display case

Featured Adult Programs:

- Be A Shutterbug with Picasa
- Japanese Home Cooking Demonstration
- No More Tomorrows: A Look into the Kennedy Assassination
- Lifelong Learning: Get Going with Gale Courses & Learning Express Library
- Leader Dogs: Helpers, Guides and Friends
- Be Healthy Empowerment Series: Understanding Depression
- Easy Transitioning to a Senior Community

Special Business/Financial Programs:

- a. Business Research: Feasibility and Growth
- b. Four SCORE Business Mentoring Sessions

Monthly Adult Programs:

- Four Help for Families by OLHSA (Oakland Livingston Human Service Agency)
- Three Knit 2gether Knitting Circles
- Four Adult Book Discussion Groups
- Monthly delivery of Novi Newbies to St. John Providence Park Hospital
- Two 1-on-1 internet basics, one 1-on-1 email basics and two 1-on-1 Facebook basics
- French, German, Italian & Spanish Language Conversation Groups
- Novi Writer Groups
- Computer instruction class (Excel 2010 Basics)
- Two Information Services Department Meetings
- Three ESL Conversation Groups
- Two ESL Book Discussions
- Two Coffee with the Superintendent

Featured Youth Programs:

- Three Baby Times Story Times
- Nine Tot Time Story Times
- Five Two of Us Story Times
- Eight Three's Company Story Times
- Three On My Own Story Times
- Mini Masters Art Series
- International Games Day – Board Games
- International Games Day – Video Games
- 2 Preschool Art Fun

Monthly Youth Programs:

- Kiddie Craft
- Snack Tales
- Lego Club
- Family Story time

Tween and Teen Program:

- ❖ Teen Book Club
- ❖ WOW Scholarship Essay Writing Workshop
- ❖ Catching up with Catching Fire
- ❖ Cultural Celebration hosted by Novi Teens
- ❖ Dollars for College & Filling Out the FAFSA

Featured Collections:

Adult: National Aviation Month

Adult DVD Display: Great Courses

Adult Audiobook Display: War Stories – military fiction and non fiction

Youth: International Collection

Youth DVD Display: Something Fishy – Water, Water Everywhere & Sea Life too

Building Operations Report by Mary Ellen Mulcrone

Though it is not officially winter, it does feel like winter, and we have had some snow and ice that required attention from both our snow removal contractor and our Facilities staff. We continue to work on having the heated air curtain fine-tuned so that it will work according to expectations, and we anticipate that the corrections will soon be completed. In the meantime, we are in constant contact with the company that installed the product.

In order to move our holiday tree to a new location in the lobby, Keith added a permanent electrical outlet at the ceiling near the Life Tiles introduction display. This outlet will also be helpful for other future (temporary) displays. The holiday tree, which is being decorated with ornaments donated by the community, and the white poinsettias that have been placed at service points lend a festive air to the building for this holiday season.

The Library was closed on Friday, November 21, for staff in-service training. The topics for the day were varied, including information shared by the Novi Police Department about how to respond to violence in the workplace. We also took advantage of this closed day to have the windows washed, inside and outside.

The project to shift and add more shelving for audio/visual materials has been completed. A number of other projects, repairs, and routine tasks were also completed, including: the Library van had an oil change and tire check; a light ballast was changed in a fixture above the Book Nook; the slide lock on one of the Book Nook display cases was repaired; a wind break was added to the AST conveyor chute to help keep the cold air out when materials are returned; monthly checks/tests of fire extinguishers, emergency horns and strobes were completed, and all are in good working order.

An audit of all Library printers and copiers was completed, and recommendations were implemented. Barb and Wendy worked with students from UM Dearborn who were assigned to perform an audit of NPL's information system security. Barb and Julie attended the students' presentation about their class project and will consider the recommendations that were provided.

Barb completed and submitted a grant proposal in the hopes of obtaining up to four 3-D printers for the Library. If the proposal is funded, NPL will partner with Catholic Central High School for classes and projects. Staff would also plan to provide classes and programs using the printers.

The IT staff was also quite busy with other projects and tasks, including: upgrades to lending laptops and meeting room laptops; setting up a Minecraft server for Library programming; working on improved Wi-Fi access; providing repairs for the poster printer, the meeting room projector, and speakers in the Board room; filming the Community Read author presentation and editing the film for optimal viewing; routine server maintenance; solving printer and hardware problems; assisting patrons.

The following computer classes/training were provided for the public: two VHS to DVD Introductions, three VHS to DVD Workshops, two Skype Essentials, two Improve Your Typing Skills, one Downloading Zinio Digital Magazines, one Downloading Freegal Music, one Using Your iPad, one eReader Instruction, one Basic Photo Editing with Paint.NET, and six Tech Time sessions.

Support Services Statistics 2014-2015

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	457	364	409	339	348								1,917
Items checked out	81,433	73,600	67,803	67,091	64,700								354,627
Items borrowed	4,719	4,078	3,840	4,201	3,213								20,051
Items loaned	5,305	4,733	4,619	4,688	4,153								23,498
Read Boxes	380	217	153	59	0								809

	November 2014	November 2013	October 2014	October 2013
Library cards issued	348	335		
Total checkouts	64,700	63,631	READ Boxes	
			Adult	9
			Youth	50
Items borrowed	TLN 3,123	3,617	total	59
	MeL 90	72		
	3,213	3,689		
Items loaned	TLN 4,078	4,101		
	MeL 75	103		
	4,153	4,204		

May through October of 2014 was our second season of Read Box service in Novi. Lakeshore Park is the original location with Rotary and ITC Parks added this year.

ITC Park proved to be the box most used, with Lakeshore coming in a close 2nd.

Read Box totals May through October 8, 2014:

	2014	2013
Adult	212	90
Youth	886	192
total	1,098	282

Self-Check Totals 2014-15 Fiscal Year

	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	81,433	63.09%	51,379	10,899	9,645	5,006	13,934	9,913	1,982
August	73,600	58.02%	42,705	9,394	5,695	5,629	7,397	11,492	3,098
September	67,803	55.41%	37,571	9,120	6,723	3,846	6,845	9,712	1,325
October	67,091	54.90%	36,834	9,154	6,310	3,761	5,137	11,222	1,250
November	64,700	56.33%	36,443	8,253	6,897	4,551	3,669	11,981	1,092
December									
January									
February									
March									
April									
May									
June									
FYTD	354,627	57.55%	204,932	46,820	35,270	22,793	36,982	54,320	8,747

Library Usage

2013-2014 Fiscal Year					2014-2015 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
July	37,620	1,447	254	26	July	41,988	1,400	289	30
August	32,464	1,249	250	26	August	37,590	1,296	272	29
September	30,079	1,074	264	28	September	31,986	1,103	275	29
October	31,249	1,008	297	31	October	36,332	1,172	294	31
November	30,109	1,075	257	28	November	30,030	1,073	259	28
December	27,986	1,000	259	28	December			264	28
January	37,006	1,234	283	30	January			280	30
February	28,760	1,027	264	28	February			264	28
March	32,829	1,059	289	31	March			292	31
April	41,665	1,488	272	28	April			272	28
May	32,683	1,167	268	28	May			263	28
June	39,534	1,412	267	28	June			280	29
FYTD Total	401,984	1,182	3,224	340	FYTD Total	177,926	1,210	3,304	349

Computer Logins

2013-2014 Fiscal Year						2014-2015 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	5,549	24,600	6	30,155	1,160	July	5,620	46,177	3	51,800	1,727
August	5,075	22,623	1	27,699	1,065	August	4,816	48,923	7	53,746	1,853
September	4,915	30,828	3	35,746	1,277	September	4,866	49,382	1	54,249	1,871
October	5,806	35,096	0	40,902	1,319	October	4,167	54,461	2	58,630	1,891
November	5,240	32,155	3	37,398	1,336	November	4,463	54,338	2	58,803	2,100
December	4,279	32,168	4	36,451	1,302	December				0	0
January	4,327	30,792	5	35,124	1,171	January				0	0
February	4,583	36,568	0	41,151	1,470	February				0	0
March	5,092	39,344	2	44,438	1,433	March				0	0
April	4,603	35,152	5	39,760	1,420	April				0	0
May	4,653	33,037	2	37,692	1,346	May				0	0
June	5,322	45,753	3	51,078	1,824	June				0	0
FYTD Total	59,444	398,116	35	457,595	1,346	FYTD Total	23,932	253,281	15	277,228	1,886

Early Literacy Workstation Usage							
2013-2014 Fiscal Year				2014-2015 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,309	32,845	25	July	1,132	30,068	27
August	1,324	34,520	26	August	1,015	26,723	26
September	987	22,767	23	September	746	17,111	22
October	1,067	24,139	22	October	765	17,162	22
November	816	19,935	24	November	762	18,392	24
December	658	15,590	23	December			
January	720	16,998	23	January			
February	718	16,702	23	February			
March	834	21,063	25	March			
April	844	20,061	23	April			
May	734	15,847	21	May			
June	968	23,181	23	June			
FYTD Total	10,979	263,648	24	FYTD Total	5,025	124,305	24

Technology Training Sessions 2014-2015 Fiscal Year

	Tech Time	eReader	VHS to DVD	iPad	Keyboarding	Paint.NET	Freegal	Zinio Magazines	Staff Training	Impromptu	Total Classes	Total Patrons
Jul	4	1	4	2	0	1	0	0	0	7	19	
<i>patrons</i>	2	7	6	5	0	3	0	0	0	7		30
Aug	4	0	1	2	0	1	0	1	0	7	16	
<i>patrons</i>	1	0	1	15	0	5	0	4	0	7		33
Sep	5	1	3	1	1	1	0	0	0	2	14	
<i>patrons</i>	3	3	2	6	4	5	0	0	0	2		25
Oct	5	0	4	1	1	1	1	1	0	7	21	
<i>patrons</i>	4	0	8	6	2	4	4	2	0	7		37
Nov	4	1	4	1	1	1	0	0	0	1	13	
<i>patrons</i>	3	2	9	6	3	4	0	0	0	1		28
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	22	3	16	7	3	5		2	0	24	83	
<i>Patrons</i>	13	12	26	38	9	21		6	0	24		153

2014-2015 Fiscal Year

	Freegal		OverDrive				Zinio		Indieflix	Gale Courses	
	Check-outs	Number of Patrons	Consortium Collection	Advantage Collection	Total OverDrive	New Users	Novi Checkouts	Consortium Checkouts*	Videos Viewed	Active Learners	Completed Classes
July	2,070	205	3,185	1,209	4,394	112	752	9,968			
August	1,884	198	3,477	816	4,293	147	704	8,981			
September	2,089	201	3,176	1,140	4,316	369	700	8,701	32	107	16
October	2,237	235	3,272	1,085	4,357	644	632	8,594	33	73	16
November	2,244	235	3,376	681	4,057	785	874	10,932	21	85	2
December											
January											
February											
March											
April											
May											
June											
FYTD Total	10,524	1,074	16,486	4,931	21,417	2,057	3,662	47,176	86	**	34

*Includes: Allen Park, Auburn Hills, Belleville, Bloomfield Township, Brighton, Canton, Chelsea, Clarkston, Commerce Township, Cromaine, Dearborn, Dearborn Heights, Dexter, Garden City, Grosse Pointe, Farmington, Howell, Milford, Northville, Novi, Orion Township, Redford, Rochester Hills, Romulus, Salem-South Lyon, Saline, St. Clair County, Waterford Township, Westland, White Lake Township

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

Charging Stations Usage				
	2011-12FY	2012-13FY	2013-14FY	2014-15FY
July		3	3	10
August		2	8	11
September	3	8	2	4
October	1	3	4	3
November	7	3	4	3
December	1	3	0	
January	8	4	1	
February	7	3	1	
March	11	4	0	
April	5	3	3	
May	8	1	4	
June	4	1	5	
Total	55	38	35	31

Meeting Room Rentals					
2013-14 Fiscal Year			2014-15 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	29	696	July	44	1,234
August	41	1,172	August	54	1,810
September	49	1,274	September	29	760
October	35	1,077	October	36	964
November	32	1,485	November	33	890
December	21	447	December		
January	42	981	January		
February	51	1,505	February		
March	47	1,344	March		
April	32	1,031	April		
May	35	1,726	May		
June	21	946	June		
Total	435	13,684	Total	196	5,658

Bits and Pieces

Vol.5 Number 9

NOVEMBER/DECEMBER 2014

TLN BOARD HONORS RETIRING CHAIRMAN

By unanimous vote on October 23, the TLN Board of Directors moved, “Now therefore we, as members of The Library Network do hereby honor Michael P. Tyler for his years of service and leadership, and we recognize that contribution with the creation of the Michael P. Tyler spring lecture, and, furthermore this lecture series become an annual feature of the cooperative continuing education program of staff development, and, further the Board will expect the TLN administration to fund and budget annually a figure which will insure a top level professional be retained each year and designate same the Michael P. Tyler Lecturer.”

We Value Your Input

Do you have a hot topic we can develop as a spring continuing education class? Is there a speaker of prominence you are interested in hearing? Can we go outside the box of the traditional library circuit topic or presenter? What would help you give up time to attend our spring workshop? Please contact me direct with your ideas at jpletz@tln.lib.mi.us or call me at 248-536-3100 extension 107. I look forward to your response.

Victor Cardenas Joins TLN Board

On October 23, Victor Cardenas officially accepted his appointment to serve on the TLN Board of Directors. Cardenas will complete the one year term remaining for the Class VI representative, previously held by departing City of Novi, City Manager Clay Pearson. Victor, a Novi resident, serves as the Assistant City Manager for the City of Novi. This marks the second time Victor joins his mentor, TLN chair Mark Wollenweber, in government service, the first when Victor was an Intern with St. Clair Shores where Mark was the City Manager.

MAP (Michigan Activity Pass) Expansion in Discussion Phase

TLN staff initiated several conversations with potential venues and funding sources to explore the viability of an expansion of the MAP statewide service. Thanks to a relentless, often folk centric approach to promotion, efforts to grow the MAP program and brand recognition by TLN staffers Jim Flury and Brigitte Felix have gained momentum. These TLN staff efforts are likely to produce a new way of service, venues and funding if the current dialogue bears fruit in the next few months. Be prepared to welcome a new and vastly expanded MAP in 2015.



Library Board Calendar

2015

January 1	Holiday – New Year’s Day, Library Closed
January 21	Library Board Regular Meeting
February	Budget Planning Session, TBD
February 18	Library Board Regular Meeting
March	Budget Planning Session, TBD
March 25	Library Board Regular Meeting – held at Library
April	Budget presented to Council, TBD
April 4	Library Closed
April 5	Holiday – Easter, Library Closed
April 12-18	National Library Week
April 15	Library Board Regular Meeting
April 18-25	Money Smart Week @ Library
May	Library Board – Goal Setting Session, TBD
May 10	Mother’s Day, Library Closed
May 20	Library Board Regular Meeting
May 24	Library Closed
May 25	Holiday – Memorial Day, Library Closed
June 17	Library Board Regular Meeting
June 17	Library Director Annual Review
June 21	Father’s Day, Library Closed
July 4	Holiday – Independence Day, Library Closed
July 5	Library Closed
July 15	Library Board Regular Meeting
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
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	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**

- 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.