

**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Thursday, October 26, 2017  
at 7:00 p.m.  
City of Novi, Council Chambers  
45175 W. Ten Mile Road, Novi, MI 48375

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

- 1. Call to Order by President, Craig Messerknecht
- 2. Roll Call by Secretary, Ramesh Verma
- 3. Pledge of Allegiance
- 4. Approval and Overview of Agenda
- 5. Consent Agenda
  - A. Approval of Claims and Warrants L559.....4-7
  - B. Approval of Regular Meeting Minutes – September 28, 2017.....8-13
- 6. Correspondence
  - A. Thank you email from Kim Clark, NCSD Media Specialist ..... 14
  - B. Thank you letter from Berl Faulbaum, Author..... 15
  - C. Thank you letter from Julie Farkas, Library Director.....16
- 7. Presentation/Special Guest
  - A. Maryann Zurmuehlen, Head of Support Services, rebranding of library card and patron information
  - B. Introduction of Emily Brush, Early Literacy Librarian (Part-time)
- 8. Public Comment
 

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

DISCLAIMER: Audiovisual presentations are welcome. To insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting
- 9. Student Representatives Report – September 2017 ..... 17-18
- 10. President's Report (Craig Messerknecht)
  - A. Goals Update (October, January, April and June/July) ..... 19-20
- 11. Treasurer's Report (Melissa Agosta)
  - A. 2017-2018 Library Budget Fund 268..... 21-25
  - B. 2017-2018 Contributed Fund Budget 269 ..... 26
  - C. Library Fund 268 Expenditure & Revenue Report as of **09-30-2017** ..... 27-30
  - D. Contributed Fund 269 Expenditure & Revenue Report as of **09-30-2017** .....31
  - E. Balance Sheets for Funds 268 and 269 as of **09-30-2017**..... 32-33

12. Director's Report.....	34-43
A. Information Technology Report .....	44-45
B. Facilities Report .....	46-47
C. Information Services Report.....	48-50
D. Support Services Report .....	51
E. Library Usage Statistics .....	52-60
F. Friends of the Novi Library .....	61-64
G. Novi Historical Commission .....	65-68

13. Committee Reports

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

(Michener-Chair, Poupard)

- Board approved revised policy manual on June 22, 2017

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

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

- V. President Michener reports: I was able to attend a HR Committee meeting with Julie and Marcia on October 2, 2017. We are continuing to navigate what is best for our library and the Director shared some great insights that she received from other colleagues specifically in the Rochester area. Secretary Verma was unable to attend the meeting, but an update was provided. Next committee meeting is scheduled for November 8<sup>th</sup>.

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

(Agosta-Chair, Messerknecht, Lawler)

- A meeting is scheduled for Tuesday, January 23<sup>rd</sup> at 6:00pm to discuss an Endowment option with Jessica Striegle from the Northville Community Foundation

**D. Events/Marketing/Fundraising Committee: Outreach opportunities**

(Michener – Chair, Agosta, Wood)

- October 2<sup>nd</sup>: e-Nable Launch – Wood
- October 3<sup>rd</sup>: Diversity Day – Lawler, Michener, Verma
- October 11<sup>th</sup>: Fox Run Author's LIVE – Poupard
- October 13<sup>th</sup>: Friends Gala – Michener, Agosta, Poupard
- October 17<sup>th</sup>: Congressman David Trott's Book Donation Event – Agosta, Messerknecht, Poupard
- October 17<sup>th</sup>: State Fair Celebratory Dinner – Michener

**E. Strategic Planning Committee: Annual review of current plan**

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

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

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

(Messerknecht – Chair, Lawler, Verma, Wood)

- LED lighting samples are being installed. Keith Perfect, has run into a few issues with some of the lighting not fitting well and some examples not available for installation and is currently working with the consultant to address these issues. A

walkthrough with the committee will be scheduled once all lighting examples have been installed.

**G. Bylaw Committee: Review of Library Board Bylaws**

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

**14. Public Comment**

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

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**15. Matters for Board Action**

- A. 1<sup>st</sup> Draft of the Limited Part-time Assignment Policy.....37-40
- B. Consideration of closing the Novi Library on Friday, May 25<sup>th</sup> for a staff In-Service day with The Library Network to take part in two workshops on civility and active shooter. The Library would remain open on Friday, August 24<sup>th</sup>.

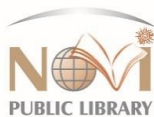
**16. Adjourn**

**Supplemental Information:**

- TLN Bits and Pieces – October 2017 by Jim Pletz, Executive Director..... 69-70
- Library Calendar .....71

**Future Events:**

- Friends of Novi Board Meeting – Wednesday, November 8<sup>th</sup> NO MEETING
- Community Reads Event – Friday, November 10<sup>th</sup> at 7:00pm, Novi Library
- Library Board of Trustee Regular Meeting – Thursday, November 16<sup>th</sup> at 7:00pm, Fox Run of Novi
- City of Novi Historical Commission Meeting – Tuesday, November 21<sup>st</sup> at 7:00pm, Novi Library
- LIBRARY CLOSED – Thursday, November 23<sup>rd</sup>
- Light up the Night – Friday, December 1<sup>st</sup> at 6:00-9:00pm, City of Novi Campus
- **Library Board Budget Sessions: Saturday, January 13<sup>th</sup> & Saturday, February 10<sup>th</sup>**



**Inform. Inspire. Include.**

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

<http://www.novilibrary.org>

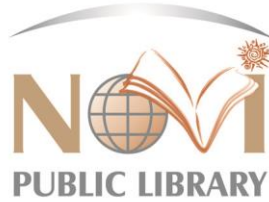
<b>Warrant 559</b>	<b>268 Accounts</b>	<b>October 2017</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Global Office Solutions (9/27/17)		268-000.00-727.000	\$ 491.70
Presidio Network Solutions (8/31/17)	Con-Smartnet	268-000.00-734.000	\$ 675.00
3D Systems.com (9/9/17)	CubePro Cartridges (2)	268-000.00-734.500	\$ 208.00
Amazon.com (9/12/17)	MakeShaper	268-000.00-734.500	\$ 782.41
CDW-G (8/28/17)		268-000.00-734.500	\$ 123.60
Conney Safety (8/28/17)		268-000.00-740.000	\$ 101.55
Demco (9/8/17)	labels	268-000.00-740.000	\$ 27.53
Global Office Solutions (9/8/17)	report hangers	268-000.00-740.000	\$ 42.88
Showcases (9/14/17)		268-000.00-740.000	\$ 288.36
Specialty Store Services (9/12/17)	DVD cases	268-000.00-740.000	\$ 520.21
Amazon.com (8/24/17)		268-000.00-742.000	\$ 684.69
Barnes & Noble (8/22/17)	Parent-Parent	268-000.00-742.000	\$ 558.60
Book Farm Inc.		268-000.00-742.000	\$ 159.13
Brodart (9/25/17)		268-000.00-742.000	\$ 12,321.23
Center Point Large Print (9/3/17)		268-000.00-742.000	\$ 430.23
Ebsco (9/13/17)	Mi Family Law cancelled	268-000.00-742.000	\$ -
Gale/Cengage (9/25/17)		268-000.00-742.000	\$ 1,281.23
Multicultural Books & Videos (9/22/17)		268-000.00-742.000	\$ 488.62
Novi Public Library	ESL book purchase	268-000.00-742.000	\$ (224.00)
The Library Network (9/18/17)	Mi Energy Code Bk	268-000.00-742.000	\$ 55.00
Tsai Fong Books, Inc. (9/18/17)		268-000.00-742.000	\$ 719.44
Clawson Blair Memorial Library		268-000.00-742.100	\$ 37.99
Flat Rock Public Library		268-000.00-742.100	\$ 29.95
Hartland Croumaine Library	book returned	268-000.00-742.100	\$ -
Hazel Park District Library		268-000.00-742.100	\$ 4.99
Lyon Township Public Library		268-000.00-742.100	\$ 3.99
Milford Public Library		268-000.00-742.100	\$ 68.91
Northville District Library		268-000.00-742.100	\$ 15.00
Royal Oak Public Library		268-000.00-742.100	\$ 24.99
Salem-South Lyon District Library		268-000.00-742.100	\$ 9.50
White Lake Township Library		268-000.00-742.100	\$ 4.99
Gailliard, Robin (8/29/17)	Free Press/Det News; April - August	268-000.00-743.000	\$ 308.00
Midwest Tape (9/20/17)		268-000.00-744.000	\$ 4,203.68
Overdrive (9/13/17)		268-000.00-744.000	\$ 1,889.47
The Library Network (8/16/17)	overdrive 8/1/17-7/31/18	268-000.00-744.000	\$ 8,800.00
Amazon.com (9/6/17)		268-000.00-745.200	\$ 26.43
Midwest Tape (9/20/17)		268-000.00-745.200	\$ 6,008.44
The Library Network (9/1/17)	Cons Report 10/1/17-9/30/18	268-000.00-745.300	\$ 2,109.00

Zoobean (7/5/17)	7/1/17-6/30/18; Cust Beanstack Ser	268-000.00-745.300	\$ 2,750.00
Spectrum Business (8/26/17)	9/1/17-9/30/17	268-000.00-801.925	\$ 32.31
Merchant Billing Statement		268-000.00-802.100	\$ 210.47
Johnson, Rosati, Schultz & Joppich (9/14/17)	Landscaping; up to 8/31/17	268-000.00-806.000	\$ 1,006.50
Waste Management		268-000.00-808.100	\$ 98.72
Novi Rotary (9/14/17)	Farkas; Fall Dues 2017	268-000.00-809.000	\$ 178.00
Illuminart (9/1/17)	lighting project/lamp retrofit	268-000.00-816.000	\$ 2,400.00
H&K Janitorial Service, Inc. (8/31/17)	August	268-000.00-817.000	\$ 3,900.00
AT&T (9/13/17)	8/14-9/13/17; DTE	268-000.00-851.000	\$ 200.48
Telnet Worldwide (8/15/17)	8/15-9/14/17	268-000.00-851.000	\$ 553.62
T-Mobile (8/21/17)	7/21-8/20/17	268-000.00-851.000	\$ (143.46)
Verizon (08/28/17)	7/29-8/28/17	268-000.00-851.000	\$ 328.77
Illuminart (9/1/17)	lighting project/lamp retrofit	268-000.00-862.000	\$ 57.25
City of Novi	ice utilization	268-000.00-880.000	\$ 17.50
Imagamerica (9/5/17)	Community Promotion	268-000.00-880.000	\$ 1,372.58
Marbex, Inc. (8/21/17)	PageMarker	268-000.00-880.000	\$ 2,359.49
Municipal Web Services (9/4/17)	August	268-000.00-880.000	\$ 503.00
Novi Athletic Boosters.com (8/20/17)	1/4 pg ad for 3 edit; 17-18 Sports Pgm	268-000.00-880.000	\$ 500.00
Oakland Schools (8/31/17)	Library Card Campaign	268-000.00-880.000	\$ 9,703.74
Storch, Mary	Sr. res gift bskt; lib card sign-up	268-000.00-880.000	\$ 55.46
Alberga, Kathleen (9/27/17)	Youth Programming	268-000.00-880.268	\$ 36.95
Barnes & Noble (9/26/17)	Youth Programming	268-000.00-880.268	\$ 20.31
Bauss, Kathryn	Youth Programming	268-000.00-880.268	\$ 41.33
Benito's Café (9/27/17)	Youth Book Club; 9/27/17	268-000.00-880.268	\$ 31.75
Book Farm Inc. (9/25/17)		268-000.00-880.268	\$ 173.31
Brush, Emily	Youth Programming	268-000.00-880.268	\$ 50.82
Deepika, T. (9/18/17)	Plate Days	268-000.00-880.268	\$ 8.00
Demco (8/28/17)		268-000.00-880.268	\$ 130.33
Discount School Supply (8/31/17)		268-000.00-880.268	\$ 64.20
Friends of Novi Library	Michigan Humanities Council	268-000.00-880.268	\$ (238.00)
Global Office Solutions (9/7/17)	Youth Programming	268-000.00-880.268	\$ 15.84
Gordon Food Service (9/19/17)	Youth Programming	268-000.00-880.268	\$ 149.89
Kroger (9/29/17)	Yth Pgm; Book Party; Sn Tales	268-000.00-880.268	\$ 38.33
Library Pub (9/6/17)	Adult Program--Trivia Night	268-000.00-880.268	\$ 70.00
Marshall, Susan	ESL Book Disc; Fall 2017	268-000.00-880.268	\$ 375.00
Music in Motion (8/31/17)	story time	268-000.00-880.268	\$ 140.20
Mutch, Kathleen	October Adult Writing Pgm	268-000.00-880.268	\$ 100.00
Northville Cidermill (9/21/17)	Evening Arts with Jazz, 9/21/17	268-000.00-880.268	\$ 75.85
Oriental Trading Company (9/12/17)	youth pgm; 9/30 & 10/28	268-000.00-880.268	\$ 272.80
Rapitis, Chef George (9/18/17)	10/17/17; Eats & Treats	268-000.00-880.268	\$ 150.00

Sam's Club (9/23/17)	Career Fair; 9/23/17	268-000.00-880.268	\$ 155.18
Wawrzaszek, Jeff (9/20/17)	Yth Pgm; 10/24/17; A2Magic	268-000.00-880.268	\$ 315.00
Anderson, Gail	On the Road	268-000.00-880.271	\$ 20.00
Bilak, Willie	On the Road	268-000.00-880.271	\$ 30.00
Bistro Bella Vita (9/16/17)	On the Road	268-000.00-880.271	\$ 349.20
Ford Museum (9/16/17)	On the Road	268-000.00-880.271	\$ 78.00
Frederik Meijer Gard & Sculp Pk (9/16/17)	On the Road	268-000.00-880.271	\$ 207.50
Grand Rapids Brewing (9/16/17)	On the Road	268-000.00-880.271	\$ 128.00
Sam's Club (9/12/17)	On the Road	268-000.00-880.271	\$ 106.74
Walmart (9/15/17)	On the Road	268-000.00-880.271	\$ 32.72
Geisler (8/9/17)	Joshi, Vavilala	268-000.00-900.000	\$ 54.00
Millennium Business Systems (9/7/17)		268-000.00-900.000	\$ 802.50
Venngage (6/22/17)	Infographics; October 2017	268-000.00-900.000	\$ 9.50
Consumers Energy	8/10-9/11/17	268-000.00-921.000	\$ 208.42
DTE Energy	8/24-9/24/17	268-000.00-922.000	\$ 9,766.39
24/7/365 (9/14/17)	in/out window clean; 8/18/17	268-000.00-934.000	\$ 1,195.00
Allied-Eagle Supply Co. (9/6/17)		268-000.00-934.000	\$ 635.83
American Firepl & Barb Dist (8/28/17)	Annual Safety Ck	268-000.00-934.000	\$ 270.00
Batteries + Bulbs (9/26/17)		268-000.00-934.000	\$ 738.90
Boynton Fire Safety Service (8/30/17)	Annual Inspection	268-000.00-934.000	\$ 450.00
Cornerstone Painting (9/2/17)		268-000.00-934.000	\$ 300.00
Dalton Commercial Cleaning Co(9/11/17)	Monthly	268-000.00-934.000	\$ 1,325.00
Home Depot (9/21/17)		268-000.00-934.000	\$ 630.88
Lyon Mechanical (8/31/17)	August 2017	268-000.00-934.000	\$ 932.00
North Star Mat Service (8/31/17)	8/1/17-8/31/17	268-000.00-934.000	\$ 185.00
Orkin (8/31/17)	8/30/17 service	268-000.00-934.000	\$ 63.66
Sanitor (8/29/17)		268-000.00-934.000	\$ 172.96
Stanley (9/12/17)	main entrance lock	268-000.00-934.000	\$ 194.00
Asplundh (8/18/17)	tree removal	268-000.00-941.000	\$ 543.57
C&J Parking Lot Sweep (9/28/17)	September 15, 2017	268-000.00-941.000	\$ 55.00
Creating Sustainable Landscapes (7/28/17)	Three Bioswales main	268-000.00-941.000	\$ 375.00
Xpert Lawn and Snow (9/6/17)	payment 5of7	268-000.00-941.000	\$ 956.42
Millennium Business Systems (9/7/17)		268-000.00-942.000	\$ 716.40
Corrigan Storage	September 2017	268-000.00-942.100	\$ 23.06
American Library Association (9/19/17)	Fricke; ALA Midwint Denver; 2/8-13/18	268-000.00-956.000	\$ 230.00
Delta Airlines (9/18/17)	Fricke; ALA Midwint Denver; 2/8-13/18	268-000.00-956.000	\$ 268.40
Fred Pryor Seminars (9/27/17)	12 mth unlt'd train; Rutkowski	268-000.00-956.000	\$ 199.00
Historical Society of Michigan	E. Lang; Oral History webinar; 9/29/17	268-000.00-956.000	\$ 39.00
Ihop (9/25/17)	Media Specialists Meeting	268-000.00-956.000	\$ 168.00
OnPeak (9/19/17)	Fricke; ALA Midwinter Denver; 2/8-13/18; hotel	268-000.00-956.000	\$ 952.45
Public Library Association (9/25/17)	PLA Conf 2018; 3/20-24/18; Schenk	268-000.00-956.000	\$ 1,120.00

Storch, Mary	Activities Dir. Mtg; 9/6/17	268-000.00-956.000	\$ 27.25
The Library Network (9/1/17)	TLN Tech Forum	268-000.00-956.000	\$ 30.00
Actron Security Alarm Systems (8/1/17)	Spectra HD 1080P camera	268-000.00-986.000	\$ 3,092.55
Petty Cash		268-000.00-956.000	\$ 91.17
<b>TOTAL</b>			<b>\$ 99,315.73</b>

<b>Warrant 559</b>	<b>269 Accounts</b>	<b>October 2017</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
DeClark, Annemarie (9/12/17)	Authors Live; 10/11/17	269-000.00-742.232	\$ 233.71
Party City	Taste of Art; 9/15/17	269-000.00-742.232	\$ 34.98
Sam's Club (9/12/17)	Taste of Art; 9/15/17	269-000.00-742.232	\$ 146.84
Petty Cash (Programming)		269-000.00-742.232	\$ 1.06
3DUniverse (9/10/17)	eNable project	269-000.00-742.233	\$ 77.99
<b>TOTAL</b>			<b>\$ 494.58</b>



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
September 28, 2017**

**DRAFT**

**1. Call to Order**

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

**2. Roll Call**

**Library Board**

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

**Student Representatives**

Ravenna Joshi, Student Representative (Absent and Excused)  
Lahari Vavilala, Student Representative (Departed at 7:11 p.m.)

**Library Staff**

Julie Farkas, Director  
Julie Prottengeier, Office Assistant

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**4. Approval and Overview of Agenda**

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

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Melissa Agosta

The motion passed unanimously.

**5. Consent Agenda**

A motion was made to approve the Claims and Warrants L558 and the regular meeting minutes for August 24, 2017.

1<sup>st</sup>— Doreen Poupard

2<sup>nd</sup>— Melissa Agosta

The motion passed unanimously.



## 6. Correspondence

- A. Thank you letter from Dave Johnson, Novi Youth Assistance
- Mr. Johnson thanked Ms. Farkas, and the Novi Library, for giving a donation to the Novi Youth Assistance (NYA) 6<sup>th</sup> Annual Golf Outing. The Novi Library partners with NYA to support Teen Space.
- B. Thank you letter from Amelia Purdy-Ketchum, Novi Parks and Recreation Department
- Ms. Purdy-Ketchum thanked the Novi Library for once again partnering with Novi Parks and Recreation to support Sizzling Summers for the children in the community. There were over 4,000 participants this summer.
- C. Thank you note from Sandy Pennington, Fox Run Resident
- Ms. Pennington thanked Ms. Farkas for the wonderful evening on September 15, 2017. The Library hosted 125 Fox Run residents for an evening of art, music and food.
    - Ms. Farkas reported the evening was such a success that another event will be planned in the spring of 2018.
    - Trustee Poupard thanked Trustee Verma for attending the event.
- D. Thank you email from Geri Angel, Fox Run Resident
- Ms. Angel also thanked Ms. Farkas for hosting A Taste of Art on September 15, 2017.

## 7. Presentation/Special Guest

There was no presentation.

## 8. Public Comment

There was no public comment.

## 9. Student Representatives Report-August, 2017

The Student Representative Report can be found on pages 19-20 of the September 28, 2017 Library Board packet.

### A. Programs

- 8/4/17: Teen After-Hour Party (29 in attendance)
- 8/15/17: Life Size Pac-Man (20 in attendance)
- 8/17/17: Comic Art Camp (5 in attendance)
- 8/22/17: DIY Back to School Bags Program
- 8/22/17: College Application Essay Workshop (11 in attendance)
- 8/29/17: College Application Essay Workshop (6 in attendance)

### B. Upcoming Programs

- 10/10/17: If You Give a Tween a Cupcake
- 10/17/17: Eats & Treats Teen Cooking Club
- 10/20/17: TAB Meeting
- 10/22/17: Virtual Reality Showcase
- 10/25/17: Pizza and Pages Book Club

### C. TAB Update

TAB meetings will resume in September.

### D. Teen Space

Teen Space will resume in September.

## **10. President's Report**

### **A. Goals Update**

Goals are addressed quarterly.

## **11. Treasurer's Report**

### **A. Library Budget Fund 268—2017-2018**

The 2017-2018 Fund 268 budget can be found on pages 22-26 of the September 28, 2017 Library Board packet.

- The 2017-2018 approved budget for Fund 268 calls for revenue of \$2,901,020.00 and expenditures of \$3,032,496.00 which would consume \$131,476.00 of the fund balance.

### **B. 2017-2018 Contributed Fund Budget 269**

The 2017-2018 Contributed Fund 269 Budget can be found on page 27 of the September 28, 2017 Library Board packet.

- The 2017-2018 approved budget for Fund 269 calls for revenue of \$48,500.00 and expenditures of \$118,465.00 which would consume \$69,965.00 of the fund balance.
  - Ms. Farkas reported that the Lending Library money will be moved to new account 269-000.00-976.044.

### **C. Library Fund 268 Revenue and Expenditure Report (August 31, 2017)**

The Fund 268 Expenditure and Revenue Report can be found on pages 28-31 of the September 28, 2017 Library Board packet.

- Revenue: The year to date revenue through August 31, 2017 is \$158,913.69 which is an increase of \$108,484.00.
- Expenditures: The year to date expenditures through August 31, 2017 are \$407,414.10 which is an increase of \$237,912.00 from the last month.
- Trustee Agosta informed the Board that the Library is waiting for tax revenue to come in which should be in the month of October.

### **D. Contributed Fund 269 Expenditure & Revenue Report (August 31, 2017)**

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 32 of the September 28, 2017 Library Board packet.

- Revenues are \$8,824.23 and expenditures are \$4,965.65 through August 31, 2017.

### **E. Balance Sheets for Funds 268 and 269**

The balance sheets for funds 268 and 269 can be found on pages 33-34 of the September 28, 2017 Library Board packet.

- Fund 268 had an ending balance of \$1,591,489.32 for the month of August.
- Fund 269 had an ending balance of \$1,701,805.02 for the month of August.

## **12. Director's Report**

The Director's Report can be found on pages 35-43 of the September 28, 2017 Library Board packet.

- Ms. Farkas reported that she engaged in a meeting with Jessica Strigle from the Northville Community Foundation to continue discussing options for a library

endowment. Ms. Farkas plans to meet with Ms. Striegle, as well as the Finance Committee, in early 2018.

- Ms. Farkas thanked Trustee Messerknecht for attending the City of Novi Ambassador Academy on September 20, 2017.
  - Trustee Messerknecht commended Ms. Farkas for the enthusiastic presentation she gave. He heard many complements from the attendees.
  - Ms. Farkas reported that the Novi Library was nominated for the 2018 National Medal for Museum and Library Services from the Institute of Museum and Library Services. Congressman Dave Trott nominated the Library for this award which is the top award for museums and libraries across the country. The winners will be announced in spring of 2018.
  - Ms. Farkas and Christina Salvatore, Communications Specialist, are in the process of writing the submission letter.
- Congressman Dave Trott will be at the Library on October 16, 2017 to present donated books from the Library of Congress.
- Ms. Farkas hosted a breakfast for media specialists in the district to thank them for their contribution to the Summer Reading Program. This past summer, just under 3,000 children participated in the program.

**A. Information Technology Report**

The Information Technology Report can be found on page 44 of the September 28, 2017 Library Board packet.

**B. Facilities Report**

The Facilities Report can be found on pages 45-46 of the September 28, 2017 Library Board packet.

- The facilities staff is preparing for Fire Safety month which is in October.
- Keith Perfect, from the Facilities Department, is starting a Safety Committee with staff members with the purpose of reviewing policies.

**C. Information Services Report**

The Information and Services Report can be found on pages 46-48 of the September 28, 2017 Library Board packet.

- The Library supported Patriot Week.
- 472 children have registered for the Raise a Reader in Novi program. 132 children have read 1,000 books and a party will be held for them.

**D. Support Service Report**

The Support Service report can be found on pages 49 of the September 28, 2017 Library Board packet.

- 563 library cards were issued in August.

**E. Library Usage Statistics**

The Library Usage Statistics can be found on pages 50-58 of the September 28, 2017 Library Board packet.

**F. Novi Historical Commission**

N/A

**G. Friends of the Novi Library**

The Friends August 19, 2017 minutes can be found on pages 59-62 of September 28, 2017 Library Board packet.

### **13. Committee Reports**

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

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

- Work on the salary study continues and the committee is looking into finding a consultant to complete the study. Ms. Farkas is in contact with other library directors in the area and is hopeful that using a consultant may not be necessary.
- The City of Novi introduced a vacation buy-back program for full-time employees. The Library has had a policy like this in place, but Ms. Farkas has never utilized it. Since the City has started this program, Ms. Farkas feels it is time to activate the policy for full-time Library staff.
  - Full-time employees are able to buy 40 hours of unused vacation time as long as they have 80 hours available. At this time only 5 employees qualify for vacation buy-back.
  - Ms. Farkas would like to add a line item to the budget each year going forward so that the buy-back would be available to qualifying full-time employees.

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

**Building assessment review.**

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

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

- In June, 2018 the current Strategic Plan expires. The committee will begin meeting in early 2018.
- Ms. Farkas made a correction to the Agenda on page 2 under the Strategic Planning Committee. The current Strategic Plan was reviewed in November, 2016.

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

**Project, Energy Reduction Coalition project, building assessment.**

- Based on feedback for the attorney, Ms. Farkas sent a letter to the former landscaping vendor responding to vendor's request for payment.
- The LED committee continues to work on the project. Sample lighting is being installed.

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

### **14. Public Comment**

There was no public comment.

### **15. Matters for Board Action**

**A. One time approval of \$6,000 for 2017-2018 Permanent Salaries budget line for vacation buy-back program for eligible full-time library employees.**

- Trustee Agosta supports the buy-back program but is not in favor of changing the budget for a \$6,000.00 expenditure. The fellow board members were in agreement.

A motion was made to support the Director's reactivating the policy to offer vacation buy-back.

1<sup>st</sup>—Geoff Wood

2<sup>nd</sup>—Melissa Agosta

The motion passed unanimously

**16. Adjourn**

A motion was made to adjourn at 8:02 p.m.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.

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Ramesh Verma, Secretary

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Date

September 26, 2017 Email from Kim Clark:

Thank you for a delicious breakfast. This community is so lucky to have such a beautiful library facility and dedicated library staff. Thank you for doing such a great job reaching out the schools.

--

**Kim Clark**  
Certified Media Specialist

Falbaum & Associates, Inc.  
607 Heritage  
6830 Leslie Crest  
West Bloomfield, MI 48322

(248) 855-5383  
Email: bpfalbaum@yahoo.com

Berl Falbaum  
President



Media Relations/Investor Relations  
Speechwriting/Public Relations Counseling

October 11, 2017

Craig Messerknecht  
President, Board of Directors  
Novi Public Library  
45255 W. 10 Mile Road  
Novi, Michigan 48375

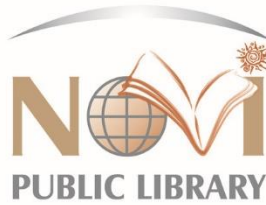
Dear Mr. Messerknecht:

I had the privilege of participating in your Book Fair at Fox Run and I am writing to commend Julie Farkas and her staff. They are the consummate professionals. From the time I was first contacted to the fair's execution, everything was planned perfectly. I have participated in these events for many years and have had lots of experiences. This was exceptional and you and your Board should be proud.

Sincerely,

  
Berl Falbaum

✓ cc Julie Farkas



October 20, 2017

Dear Friends of the Novi Library:

After one week, post ***Booked for the Evening***, I am still smiling at the amazing success of your community event! It was an honor and truly a privilege to be in attendance, praising the successes of such a dedicated library organization. You all did a fantastic job highlighting the Novi Library and bringing supporters together to celebrate NPL. In my twenty years as a library professional, I have never worked with such a dedicated group of volunteers as I have with the NPL Friends family.

Each of you bring wonderful talents that are shared in so many ways at NPL: leadership, marketing, advocacy, organization, bookkeeping, customer service and fundraising, just to name a few. In the ten years that I have been Director at Novi Library, I have seen a very small grass roots group grow into an amazing engine for supporting its public library. The Friends of the Novi Library has been responsible for so many quality programs, technology advancements, building enhancements and library services over the past 50+ years. Without your dedicated support, Novi Library would not be in existence AND would not be the wonderful gem that it is in the Novi community.

The week of October 15-21 is National Friends of Libraries Week. The Library Board Members and I wish you congratulations and thank you for your continued efforts to make Novi Library the best library in the state of Michigan! With almost 375 members strong, you continue to grow both in numbers and talents to inform, inspire and include the Novi community in so many great opportunities. We are proud of all of your accomplishments over the years, including a recently awarded \$1,000 in October 2017 by the Metro Detroit Book and Author Society to enhance the Novi Library's business resource collection. In addition, the Library Board and I are also thankful for the annual contributions that were awarded for 2017-2018. With a donation of over \$25,000, the Novi Library will introduce to its Novi community: virtual reality technology, a library card marketing campaign, enhancements to the Teen Space program and continued efforts for programming and special events.

The Friends of Novi Library allow us to enhance services and continue to educate and entertain its Novi community in a positive and meaningful way!

Thank you,

A handwritten signature in cursive script that reads "Julie E. Farkas".

Julie Farkas  
Library Director  
cc: Novi Library Board of Trustees



## September 2017 Student Representative Report

By: Raveena Joshi, Lahari Vavilala

### Programs:

The Chocolate Milkshakes for All program took place on September 12th. Attendees celebrated Chocolate Milkshake Day by creating their own delicious shakes. (Attendance= 38)

SAT Practice Test was given on September 16th from a sponsor, the Sylvan Learning Center of Novi. This test was free and was intended to allow students to recreate test-day conditions. (Attendance= 24)

The Eat & Treats Teen Cooking Club: Rice Krispies took place on September 18th. Attendees helped prepare the ingredients and learned the recipe for how to make this gooey delicious treat. (Attendance= 8)

The Pizza & Pages Book Club took place on September 27th. Attendees read a Newbery winner titled the *Girl Who Drank the Moon* by Kelly Barnhill. The purpose of this book club is to encourage tweens to read and also allow tweens to practice for the Battle of the Books program that the Library holds annually. (Attendance= 9)

ACT Practice Test was given on September 30th from Princeton Review. This test was free and was intended to allow students to recreate test-day conditions. (Attendance= 30)

### Teen Space Update:

There were 740 attendees in Teen Space in the month of September.

### Teen Advisory Board Update:

The first Teen Advisory Board Meeting took place on September 22nd. At this meeting, officers introduced themselves and members participated in a BINGO icebreaker where they needed to find people to fit criteria in each square. Also, members enjoyed Fall-like snacks while planning activities for TAB to do this year, planning community service projects, and future teen library programs. Two of the board members also attended the meeting. Thank you for your support of TAB and the student representatives! (Attendance= 40)

### Upcoming Programs:

How to Navigate the College-Going Process: Financial Aid Overview- November 8th

TAB Meeting- November 17th

Eats & Treats Teen Cooking Club: Peanut Butter Lover Month- November 21st

Pizza & Pages Book Club- November 29th



First TAB meeting of the 2017-2018 school where teens participated in the BINGO icebreaker

## Library Board

	JULIE FARKAS	STATUS
1	Lending Library at Lakeshore Park	10/17-6/18
2	LED conversion project	8/17-1/18
3	Endowment	N/A
4	Virtual Reality programming	10/17-6/18
5	Fostering connections with our diverse community	annually
	Library card campaign	8/17-9/17
	1,000 Books before Kindergarten	annually
	Library Board meetings out in the community	11/17 FRun
	Staff survey by Library Board/Trustee	TBD
	Strategic Planning 2019-2022	
	HR salary review	9/17-12/17

## Facilities

	KEITH PERFECT	STATUS
1	LED conversion project (Keith)	9/17-2/18
2	Customer Service	
3	Tree project; landscape improvements (Bill)	9/17-6/18
4	Bioswale burn project (Bill/Keith)	18/19
5	Safety Committee/Emergency Manual updates (Keith)	9/17-6/18
	(Public Fire Drill – Oct 2017, Public Tornado Drill)	

## Administration

	JULIE FARKAS	STATUS
1	Customer Service	
2	Endowment	N/A
3	HR salary review	9/17-12/17
4	LED conversion project	9/17-2/18
5	Library Board meetings in community	11/17 FRun
6	Staff survey by Library Board/Trustee	TBD
7	Fostering connections with our diverse community	annually
8	E-Nable 3D project	9/17-6/18
9	National Medal for Libraries/Museums	10/17

## Information Technology

	BARB RUTKOWSKI	STATUS
1	IIS Conversion	1/18-6/18
2	Lending Library at Lakeshore Park (IT)	
3	Virtual Reality programming	10/17 – 6/18
4	Customer Service	
5	August In-Service Day (August 24, 2018)	10/17-6/18
6	E-Nable 3D Project	9/17-6/18
7	Electronic mtg. room signage/room reservation upgrade	12/17

## Information Services

	APRIL STEVENSON	STATUS
1	ILS Conversion	1/18-6/18
2	<b>Lending Library at Lakeshore Park</b>	Spring 18
3	Customer Service	
4	<b>1,000 Books before Kindergarten (Goal</b>	annually
5	<b>Fostering connections with our diverse community</b>	annually
6	Staff Training Manual	
7	Business and Youth Area Renovations	9/17-6/18

## Support Services

	MARYANN ZURMUEHLEN	STATUS
1	ILS Conversion	1/18-6/18
2	<b>Lending Library at Lakeshore Park</b>	10/17-6/18
3	Customer Service	
4	<b>Library card campaign</b>	8/17-9/17
5	<b>Fostering connections with our diverse community</b>	annually
6.	2017 In-Service Committee/Planning	8/17

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

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

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

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



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

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

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



10/14/2017 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 09/30/2017										
% Fiscal Year Completed: 25.21										
		END BALANCE	2017-18		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2017	ORIGINAL	2017-18	JULY 2017	AUG 2017	SEPT 2017	09/30/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMEND BUDGET	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	2,537,769.36	2,629,295.00	2,629,295.00	0.00	0.00	0.00	0.00	2,629,295.00	0.00
268-000.00-403.001	Property Tax Revenue- County Chargebacks	2,422.46	(15,000.00)	(15,000.00)	0.00	329.60	1,358.37	1,687.97	(16,687.97)	(11.25)
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	4,000.00	(5,000.00)	(5,000.00)	0.00	0.00	0.00	0.00	(5,000.00)	0.00
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(217.02)	(225.00)	(225.00)	0.00	0.00	0.00	0.00	(225.00)	0.00
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(6,712.21)	(5,000.00)	(5,000.00)	0.00	0.00	0.00	0.00	(5,000.00)	0.00
Property tax revenue		2,537,262.59	2,604,070.00	2,604,070.00	0.00	329.60	1,358.37	1,687.97	2,602,382.03	0.06
State sources										
268-000.00-567.000	State aid	36,210.14	34,000.00	34,000.00	0.00	18,234.98	222.36	18,457.34	15,542.66	54.29
State sources		36,210.14	34,000.00	34,000.00	0.00	18,234.98	222.36	18,457.34	15,542.66	54.29
Fines and forfeitures										
268-000.00-657.000	Library book fines	62,701.26	62,000.00	62,000.00	5,102.67	6,391.15	4,328.99	15,822.81	46,177.19	25.52
268-000.00-658.000	State penal fines	117,150.58	100,000.00	100,000.00	112,141.45	0.00	0.00	112,141.45	(12,141.45)	112.14
Fines and forfeitures		179,851.84	162,000.00	162,000.00	117,244.12	6,391.15	4,328.99	127,964.26	34,035.74	78.99
Interest income										
268-000.00-664.000	Interest on investments	51,568.50	35,000.00	35,000.00	3,178.84	0.00	0.00	3,178.84	31,821.16	9.08
268-000.00-664.500	Unrealized gain (loss) on investments	(47,460.19)	0.00	0.00	1,192.34	0.00	0.00	1,192.34	(1,192.34)	100.00
Interest income		4,108.31	35,000.00	35,000.00	4,371.18	0.00	0.00	4,371.18	30,628.82	12.49
Other revenue										
268-000.00-665.000	Miscellaneous income	15,326.59	15,000.00	15,000.00	1,297.50	1,341.70	1,458.38	4,097.58	10,902.42	27.32
268-000.00-665.100	Copier	2,270.05	2,100.00	2,100.00	63.25	31.65	180.00	274.90	1,825.10	13.09
268-000.00-665.200	Electronic media (previously VHS)	81.00	50.00	50.00	0.00	0.00	0.00	0.00	50.00	0.00
268-000.00-665.290	Library fund raising revenue	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
268-000.00-665.300	Meeting room	49,160.49	34,000.00	34,000.00	3,402.13	5,431.57	3,456.48	12,290.18	21,709.82	36.15
268-000.00-665.404	Novi Township assessment	6,197.00	6,300.00	6,300.00	0.00	0.00	6,194.00	6,194.00	106.00	98.32
268-000.00-665.650	Library Cafe	4,469.07	5,000.00	5,000.00	384.73	383.27	318.07	1,086.07	3,913.93	21.72
Other revenue		77,504.20	64,950.00	64,950.00	5,147.61	7,188.19	11,606.93	23,942.73	41,007.27	36.86
Donations										
268-000.00-665.289	Adult programs	4,873.65	0.00	0.00	967.72	1,988.14	1,124.47	4,080.33	(4,080.33)	100.00
268-000.00-665.400	Gifts and donations	2,571.41	1,000.00	1,000.00	237.84	403.74	366.11	1,007.69	(7.69)	100.77
Donations		7,445.06	1,000.00	1,000.00	1,205.56	2,391.88	1,490.58	5,088.02	(4,088.02)	508.80

GL NUMBER	DESCRIPTION	END BALANCE	2017-18		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	% BDGT
		06/30/2017	ORIGINAL	2017-18	JULY 2017	AUG 2017	SEPT 2017	09/30/2017	BALANCE	
		NORM (ABNORM)	BUDGET	AMEND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	785,289.97	795,000.00	795,000.00	32,810.88	61,435.23	92,152.83	186,398.94	608,601.06	23.45
268-000.00-704.250	Final Payout	6,558.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-705.000	Temporary salaries	585,147.40	686,000.00	686,000.00	24,375.70	47,594.35	72,497.22	144,467.27	541,532.73	21.06
268-000.00-715.000	Social security	102,475.43	104,000.00	104,000.00	4,370.31	8,110.92	12,483.95	24,965.18	79,034.82	24.00
268-000.00-716.000	Insurance	223,731.54	224,400.00	224,400.00	17,301.60	17,876.40	17,335.12	52,513.12	171,886.88	23.40
268-000.00-716.200	HSA - employer contribution	2,019.71	1,500.00	1,500.00	11.54	162.50	162.50	336.54	1,163.46	22.44
268-000.00-716.999	Insurance - Employee Reimbursement	(41,124.63)	(45,000.00)	(45,000.00)	(1,793.41)	(3,353.27)	(3,353.26)	(8,499.94)	(36,500.06)	18.89
268-000.00-718.000	Pension - DB Normal Cost	13,452.00	9,144.00	9,144.00	0.00	0.00	0.00	0.00	9,144.00	0.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	(15,028.56)	15,852.00	15,852.00	0.00	0.00	0.00	0.00	15,852.00	0.00
268-000.00-718.200	Pension - defined contribution	21,194.72	32,000.00	32,000.00	1,309.01	2,450.20	3,675.30	7,434.51	24,565.49	23.23
268-000.00-720.000	Workers compensation	2,591.57	3,000.00	3,000.00	107.40	199.97	304.39	611.76	2,388.24	20.39
Personnel services		1,686,307.18	1,825,896.00	1,825,896.00	78,493.03	134,476.30	195,258.05	408,227.38	1,417,668.62	22.36
Supplies										
268-000.00-727.000	Office supplies	17,582.47	23,000.00	23,000.00	1,398.58	2,550.60	491.70	4,440.88	18,559.12	19.31
268-000.00-728.000	Supplies - Postage	608.68	700.00	700.00	0.00	20.00	0.00	20.00	680.00	2.86
268-000.00-734.000	Computer supplies, software & licensing	73,598.06	75,000.00	75,000.00	3,580.30	714.39	0.00	4,294.69	70,705.31	5.73
268-000.00-734.500	Computer supplies/equipment	48,298.19	74,000.00	74,000.00	12,082.22	598.67	35.42	12,716.31	61,283.69	17.18
268-000.00-740.000	Operating supplies	30,299.17	27,000.00	27,000.00	1,880.99	224.40	1,531.83	3,637.22	23,362.78	13.47
268-000.00-740.010	Gift and donations expense	14.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
268-000.00-741.000	Supplies - Uniforms	184.56	300.00	300.00	136.50	0.00	0.00	136.50	163.50	45.50
268-000.00-742.000	Library books	161,658.17	196,000.00	196,000.00	13,464.59	11,166.81	14,948.46	39,579.86	156,420.14	20.19
268-000.00-742.100	Library Books - Fines	1,126.56	1,000.00	1,000.00	25.59	188.26	175.32	389.17	610.83	38.92
268-000.00-743.000	Library periodicals	21,048.33	24,800.00	24,800.00	971.25	(53.59)	308.00	1,225.66	23,574.34	4.94
268-000.00-744.000	Audio visual materials	75,644.65	76,200.00	76,200.00	12,868.70	18,481.53	3,186.02	34,536.25	41,663.75	45.32
268-000.00-745.200	Electronic media	47,376.40	46,000.00	46,000.00	3,998.72	5,926.63	2,599.32	12,524.67	33,475.33	27.23
268-000.00-745.300	Electronic resources (CD rom materials)	67,312.79	59,000.00	59,000.00	36,651.88	0.00	2,109.00	38,760.88	20,239.12	65.70
Supplies		544,752.35	605,000.00	605,000.00	87,059.32	39,817.70	25,385.07	152,262.09	452,737.91	25.17

GL NUMBER	DESCRIPTION	END BALANCE	2017-18		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	% BDGT
		06/30/2017	ORIGINAL	2017-18	JULY 2017	AUG 2017	SEPT 2017	09/30/2017	BALANCE	
		NORM (ABNORM)	BUDGET	AMEND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	387.61	500.00	500.00	32.31	32.31	0.00	64.62	435.38	12.92
268-000.00-802.100	Bank Service Charges	2,561.24	2,500.00	2,500.00	329.74	210.47	218.09	758.30	1,741.70	30.33
268-000.00-803.000	Independent audit	665.00	700.00	700.00	0.00	0.00	0.00	0.00	700.00	0.00
268-000.00-804.000	Medical service	1,971.00	1,500.00	1,500.00	196.00	98.00	0.00	294.00	1,206.00	19.60
268-000.00-806.000	Legal fees	3,525.80	2,500.00	2,500.00	0.00	1,006.50	0.00	1,006.50	1,493.50	40.26
268-000.00-809.000	Memberships and dues	4,742.57	5,200.00	5,200.00	3,836.07	333.00	178.00	4,347.07	852.93	83.60
268-000.00-816.000	Professional services	3,169.55	12,000.00	12,000.00	0.00	0.00	2,400.00	2,400.00	9,600.00	20.00
268-000.00-817.000	Custodial services	46,900.00	46,800.00	46,800.00	7,800.00	0.00	3,900.00	11,700.00	35,100.00	25.00
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00
268-000.00-851.000	Telephone	11,655.25	14,000.00	14,000.00	1,077.42	994.68	(90.00)	1,982.10	12,017.90	14.16
268-000.00-855.000	TLN Automation Services	57,017.61	56,000.00	56,000.00	16,228.58	0.00	198.29	16,426.87	39,573.13	29.33
268-000.00-861.000	Gasoline and oil	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-862.000	Mileage	185.58	300.00	300.00	0.00	0.00	57.25	57.25	242.75	19.08
268-000.00-880.000	Community promotion	21,489.18	25,000.00	25,000.00	563.00	13,302.83	1,891.83	15,757.66	9,242.34	63.03
268-000.00-880.268	Library programming	20,837.71	22,500.00	22,500.00	1,550.89	4,108.05	(344.90)	5,314.04	17,185.96	23.62
268-000.00-880.271	Adult programs	2,539.90	3,000.00	3,000.00	0.00	3,305.00	182.73	3,487.73	(487.73)	116.26
268-000.00-900.000	Printing, graphic design and publishing	27,677.70	29,500.00	29,500.00	114.14	105.89	802.50	1,022.53	28,477.47	3.47
268-000.00-910.000	Property & liability insurance	13,222.00	14,000.00	14,000.00	13,230.00	0.00	0.00	13,230.00	770.00	94.50
268-000.00-921.000	Heat	10,848.89	11,500.00	11,500.00	285.80	117.45	0.00	403.25	11,096.75	3.51
268-000.00-922.000	Electricity	91,991.32	99,000.00	99,000.00	9,642.71	10,744.37	0.00	20,387.08	78,612.92	20.59
268-000.00-923.000	Water and sewer	7,226.80	5,500.00	5,500.00	0.00	0.00	0.00	0.00	5,500.00	0.00
268-000.00-934.000	Building maintenance	80,621.62	80,000.00	80,000.00	7,620.47	6,112.24	4,882.14	18,614.85	61,385.15	23.27
268-000.00-935.000	Vehicle maintenance	70.64	0.00	0.00	8.99	0.00	0.00	8.99	(8.99)	100.00
268-000.00-941.000	Grounds maintenance	24,859.96	52,000.00	52,000.00	1,386.42	1,564.96	1,268.79	4,220.17	47,779.83	8.12
268-000.00-942.000	Office equipment lease	12,793.59	12,000.00	12,000.00	698.90	0.00	716.40	1,415.30	10,584.70	11.79
268-000.00-942.100	Records storage	272.65	300.00	300.00	23.06	23.06	23.06	69.18	230.82	23.06
268-000.00-956.000	Conferences and workshops	10,318.57	15,500.00	15,500.00	1,730.99	2,846.00	1,223.61	5,800.60	9,699.40	37.42
Other services and charges		461,046.74	515,800.00	515,800.00	66,355.49	44,904.81	17,507.79	128,768.09	387,031.91	24.96

		END BALANCE	2017-18		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2017	ORIGINAL	2017-18	JULY 2017	AUG 2017	SEPT 2017	09/30/2017	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMEND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Capital outlay										
268-000.00-976.000	Building improvements	0.00	70,000.00	70,000.00	0.00	0.00	0.00	0.00	70,000.00	0.00
268-000.00-976.100	Parking lot improvements	8,475.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	56,032.80	32,100.00	32,100.00	0.00	3,092.55	0.00	3,092.55	29,007.45	9.63
268-000.00-990.000	Furniture	0.00	31,000.00	31,000.00	0.00	0.00	0.00	0.00	31,000.00	0.00
Capital outlay		64,507.80	133,100.00	133,100.00	0.00	3,092.55	0.00	3,092.55	130,007.45	2.32

Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		2,842,382.14	2,901,020.00	2,901,020.00	127,968.47	34,535.80	19,007.23	181,511.50	2,719,508.50	285.74
TOTAL EXPENDITURES		2,756,614.07	3,079,796.00	3,079,796.00	231,907.84	222,291.36	238,150.91	692,350.11	2,387,445.89	285.74
NET OF REVENUES & EXPENDITURES		85,768.07	(178,776.00)	(178,776.00)	(103,939.37)	(187,755.56)	(219,143.68)	(510,838.61)	332,062.61	285.74
Fund 269 - LIBRARY CONTRIBUTION 269										
Dept 000.00-treasury										
Interest income										
269-000.00-664.000	Interest on investments	31,478.76	36,000.00	36,000.00	2,628.73	0.00	0.00	2,628.73	33,371.27	7.30
269-000.00-664.500	Unrealized gain (loss) on investments	(24,333.20)	6,000.00	6,000.00	983.68	0.00	0.00	983.68	5,016.32	16.39
Interest income		7,145.56	42,000.00	42,000.00	3,612.41	0.00	0.00	3,612.41	38,387.59	8.60
Donations										
269-000.00-665.230	Collections/Materials Revenue	1,760.00	1,000.00	1,000.00	80.00	159.00	0.00	239.00	761.00	23.90
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	1,449.26	6,465.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.232	Programming Revenue	19,215.51	2,500.00	2,500.00	3,450.00	4,635.23	792.85	8,878.08	(6,378.08)	355.12
269-000.00-665.233	Technology Library Revenue	5,500.00	500.00	500.00	0.00	0.00	1,000.00	1,000.00	(500.00)	200.00
269-000.00-665.234	Undesignated Misc Donations	1,092.45	500.00	500.00	0.00	500.00	28.34	528.34	(28.34)	105.67
Donations		29,017.22	10,965.00	5,500.00	3,530.00	5,294.23	1,821.19	10,645.42	(5,145.42)	193.55
Supplies										
269-000.00-742.230	Collections/Materials Expense	198.37	2,000.00	2,000.00	0.00	287.68	0.00	287.68	1,712.32	14.38
269-000.00-742.231	Buildings/Ground/ Furniture Expense	291.06	6,000.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.232	Programming Expense	7,647.39	3,000.00	3,000.00	2,876.48	283.80	1,073.11	4,233.39	(1,233.39)	141.11
269-000.00-742.233	Technology Library Expense	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-742.234	Undesignated Misc	1,892.18	0.00	0.00	324.93	1,192.72	219.45	1,737.10	(1,737.10)	100.00
Supplies		10,029.00	13,000.00	7,500.00	3,201.41	1,764.20	1,292.56	6,258.17	1,241.83	83.44
Net - Dept 000.00-treasury		26,133.78	39,965.00	40,000.00	3,941.00	3,530.03	528.63	7,999.66	32,000.34	
Fund 269 - LIBRARY CONTRIBUTION 269:										
TOTAL REVENUES		36,162.78	52,965.00	47,500.00	7,142.41	5,294.23	1,821.19	14,257.83	33,242.17	20.00
TOTAL EXPENDITURES		10,029.00	13,000.00	7,500.00	3,201.41	1,764.20	1,292.56	6,258.17	1,241.83	20.00
NET OF REVENUES & EXPENDITURES		26,133.78	39,965.00	40,000.00	3,941.00	3,530.03	528.63	7,999.66	32,000.34	20.00
TOTAL REVENUES - ALL FUNDS										
TOTAL EXPENDITURES - ALL FUNDS										
NET OF REVENUES & EXPENDITURES		111,901.85	(138,811.00)	(138,776.00)	(99,998.37)	(184,225.53)	(218,615.05)	(502,838.95)	364,062.95	

10/14/2017		BALANCE SHEET FOR CITY OF NOVI	
		As of 09/30/2017	
GL Number	Description	Balance	
<b>Fund 268 - LIBRARY FUND 268</b>			
<b>*** Assets ***</b>			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	1,956,995.65	
268-000.00-017.000	Investments - Pooled	1,975,762.32	
268-000.00-018.000	Cash on hand	500.00	
268-000.00-020.000	Current taxes receivable	(2,547,451.90)	
268-000.00-040.050	Accounts Receivable - BSA MR	6,194.00	
268-000.00-040.400	Prepaid expenditures	4,588.00	
	<b>Total Assets</b>	<b>1,396,588.07</b>	
<b>*** Liabilities ***</b>			
268-000.00-202.000	Accounts payable	53,310.40	
268-000.00-202.100	Accounts Payable - Manual	3,715.46	
268-000.00-215.000	Accrued workers compensation	(88.91)	
268-000.00-259.702	Accrued liabilities-tax	10,000.00	
268-000.00-276.400	Deposit for Cafe	500.00	
	<b>Total Liabilities</b>	<b>67,436.95</b>	
<b>*** Fund Balance ***</b>			
268-000.00-390.000	Fund balance	1,839,989.73	
	<b>Total Fund Balance</b>	<b>1,839,989.73</b>	
	Beginning Fund Balance	1,839,989.73	
	Net of Revenues VS Expenditures	(510,838.61)	
	Ending Fund Balance	1,329,151.12	
	<b>Total Liabilities And Fund Balance</b>	<b>1,396,588.07</b>	



GL Number	Description	Balance		
<b>Fund 269 - LIBRARY CONTRIBUTION 269</b>				
<b>*** Assets ***</b>				
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	76,456.77		
269-000.00-017.000	Investments - Pooled	1,630,003.48		
	<b>Total Assets</b>	<b>1,706,460.25</b>		
<b>*** Liabilities ***</b>				
269-000.00-202.000	Accounts payable	514.19		
	<b>Total Liabilities</b>	<b>514.19</b>		
<b>*** Fund Balance ***</b>				
269-000.00-390.000	Fund balance - Unrestricted	1,569,043.12		
269-000.00-390.230	Fund Balance Collections/Materials	36,029.86		
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	53,212.49		
269-000.00-390.232	Fund Balance Programming	27,911.88		
269-000.00-390.233	Fund Balance Technology Library	11,749.05		
	<b>Total Fund Balance</b>	<b>1,697,946.40</b>		
	Beginning Fund Balance	1,697,946.40		
	Net of Revenues VS Expenditures	7,999.66		
	<b>Ending Fund Balance</b>	<b>1,705,946.06</b>		
	<b>Total Liabilities And Fund Balance</b>	<b>1,706,460.25</b>		

### **Director's Report by Julie Farkas**

Here are to stats for card sign-ups for the total timeframe (8/15 – 9/30) of the Library Card Campaign:

Week 1 (8/13-8/19):	42
Week 2 (8/20-8/26):	28
Week 3 (8/27-9/2):	19
Week 4 (9/3-9/9):	24
Week 5 (9/10-9/16):	4
Week 6 (9/17-9/23):	9
Week 7 (9/24-9/30):	17
<b>Total:</b>	<b>143</b>

The numbers were not as big as I had hoped for. I was looking for a 10% (approximately 870 cards redeemed) return on our investment from this marketing campaign. I have a meeting scheduled with our vendor that helped initiate this project to learn more and discuss further. Overall, I feel the intent of the project was positive, and I truly appreciate the support of the Novi Friends of the Library to support monetarily a portion of this project. I would not recommend doing this type of campaign on an annual basis based on the overall costs versus the low response.

### **A Request from The Library Network**

At a recent TLN Membership meeting that I attended, Jim Pletz, Director at TLN, spoke about the opportunities for TLN to support continuing education for the membership libraries. Two specific topics of great interest were civility and active shooter. TLN is working to host these two workshops on Friday, May 25<sup>th</sup> (the weekend that will coincide with the software conversion for the new ILS). Both topics are of great interest for the Novi staff.

Would the Board consider allowing an additional closure day (May 25<sup>th</sup>) leading into the Memorial Day closure for staff to be present at this 1 day conference? If so, the Library would remain open on Friday, August 24<sup>th</sup>, which was the intended In-Service Day. I would offer the Novi Library as the site for the workshop knowing the NPL staff would be able to participate.

## **Congressman David Trott Visits Novi Library**

HUGE thank you to April Stevenson, Head of Information Services, for setting up the October 17<sup>th</sup> event that welcomed Congressman David Trott and many local officials and dignitaries to Novi Library for the unveiling of a donation of books from the Library of Congress. These books will be book plated and added to the Library's collection. Another example of sharing our library story and connecting our community with great reads!


*You're Invited...*

Join U.S. Representative Dave Trott as he presents a donation of new books to the Novi Public Library obtained through the U.S. Library of Congress' Surplus Book Program

**Tuesday, October 17, 1pm**

Light Refreshments

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



Email to Library Board on Tuesday, October 10<sup>th</sup>:

Library Board-

Just received this email from Jeff Muck, Director of Parks & Rec. As soon as I know more I will definitely share.

Thanks,  
Julie

Julie,

At last night's Council meeting we were directed to put a hold on the Lakeshore Park upgrades due to citizen concerns. Most centered around the size and location of the building. We will be re-evaluating the project and determining next steps over the next month or so.

Thanks,



**Jeffrey A. Muck, CPRP** | Director Parks, Recreation & Cultural Services  
City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA  
t: 248.347.0402 c: 517.404.2931 f: 248.347.3286

## Lakeshore Park project being revisited

### Stay tuned for opportunities to provide input on future plans

In the most recent **Novi Today** magazine, there is an article about the proposed upgrades to Lakeshore Park. The article was written prior to the **Monday, October 9** City Council meeting where Council Members agreed to table a resolution regarding the Lakeshore Park Community Building and revisit the scope of the project.



While no timeline has been established in terms of next steps, there will be opportunities for the public to weigh in on future plans. The goal of Council is to create a high-quality park that benefits all Novi residents. We also would encourage you to follow the City on **social media** and check **cityofnovi.org** regularly for information on all things Novi.



**DRAFT**

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## **Limited Part-Time Assignment Policy**

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The ~~City of Novi~~ Novi Public Library is committed to helping employees maintain a healthy work/life balance when facing the demands of work, life, and family related issues by offering the possibility of a limited, part-time assignment option. This arrangement would provide employees with increased flexibility in their work/family schedule while allowing the ~~City of Novi~~ Library to maintain a progressive and productive work environment.

A ~~City of Novi~~ Library employee may request to be considered for a limited, part-time assignment. Each request shall be evaluated based upon the individual needs of the department and position and take into consideration whether a limited, part-time assignment can accomplish both personal and professional goals, while still providing coverage and operational effectiveness for the specific department, and serve the ~~City of Novi~~ Library with increased productivity at no expense to quality output.

Employees interested in a limited, part-time assignment must make request in writing to their Department Head/Supervisor and the Library Director. Such requests will be considered on a case-by-case basis dependent upon staffing levels, department needs and the ability of the department to continue to provide the same level of service with the limited, part-time assignment. Recommendation of the Department Head/Supervisor will be considered and in cases when a Department Head requests a limited, part-time assignment, the ~~City Manager~~ Library Director will make the recommendation and/or final determination. The hourly rate of pay for the limited, part-time assignment will be discussed and confirmed prior to the finalization of the limited, part-time assignment.

A limited, part-time assignment shall last for a period not to exceed one year and shall be evaluated after six months to determine whether the assignment is meeting the needs of the ~~City~~ Library/department and employee. If it is determined that the limited, part-time assignment is not conducive to productivity needs, the employee will be required to return to full-time or face potential loss of employment. If the limited, part-time assignment is successfully meeting the needs of the ~~City~~ Library/department and employee, the schedule will continue until the one-year anniversary.

A permanent part-time schedule may be implemented at the end of the one-year limited part-time assignment at the discretion of the Department ~~Director~~

Head/Supervisor with approval from the ~~Human Resources~~ Library Director. ~~and City Manager~~

If an employee is granted a limited, part-time assignment, that employee would be expected to work, at a minimum, three - eight-hour days per week, or up to a max of 29 hours per week, depending upon the needs of the ~~City~~Library/department. The Department ~~Director~~Head/Supervisor will determine the days worked based upon the needs of the department and whether any flexibility of the days worked is available. All full-time benefits would be frozen at the commencement of the limited, part-time assignment including but not limited to: health, dental, life/ad&d, disability, retirement, retiree health savings (if applicable), and the accrual of leave time and seniority. Vacation time available and earned as of the effective date of the limited, part-time assignment may be paid out at the commencement of the limited, part-time assignment or can be held until such time as the employee returns full-time or terminates employment. If employee chooses to hold vacation time, the current vacation bank will be frozen and vacation time earned will be granted on the following January 1 should the employee return to full time status.

After the one-year time period, any frozen vacation bank as well as any vacation time earned while the employee was working full-time shall be granted to the employee, or paid out, should the employee not return to full-time status, and seniority would resume as of that date. If a payout of vacation time banked and earned is required, such payout will be at the employee's hourly rate of pay in effect on that date.

Retirement service credit with MERS may be deferred for up to one year. If employee returns to work within one-year from the date of limited, part-time assignment, service credits will resume from point when frozen. No employee on limited, part-time leave will accrue service credits. If part-time employment extends past one year, employee's earned service value is locked.

Personal business and sick time will be lost upon commencement of limited, part-time schedule unless employee returns full-time within the same calendar year.

A limited, part-time assignment is not a guaranteed benefit and may be revised and/or revoked by the ~~City~~Library at any time with a minimum four week advance notice to the employee.

## FAQs

What is a Limited, Part-Time Assignment?

All full-time employees may request a limited, part-time assignment to allow increased flexibility in their work/family schedule while allowing the ~~City of Novi~~ Library to maintain a progressive and productive work environment.

How do I request a part-time assignment?

Employees must make their request in writing to their Department ~~Director~~ Head/Supervisor and to the ~~Human Resources~~ Library Director.

Can more than one employee in a department participate at the same time?

There is no limit to the number of employees who can be granted the limited, part-time assignment. Each request will be considered individually based on the needs and demands of the individual department.

How long will the part-time assignment last?

The assignment **will last no longer than one year**. There will be a reevaluation of the assignment at six months to determine whether the assignment is meeting the needs of the ~~City~~ Library/department and employee.

After one year, do I assume the same position as before?

Yes.

What happens to my pay and benefits?

Your hourly rate will remain the same however you will only be paid for the hours actually worked. All personal and sick time will be forfeited. Vacation time can be paid out or frozen until you return to full-time work. All insurance benefits are frozen at the commencement of the assignment. Benefits will be reinstated when you return to full-time work.

What about retirement?

Retirement benefits are also frozen at the commencement of the assignment. MERS service can be deferred for up to one year. If you return to full-time work within one year, you will not lose your service credits and will pick up where you were when you started the limited, part-time assignment. If you remain part-time for more than one year, your service credits will be lost (if vested, your account will be frozen).

Can I attend conference and training during the part-time assignment?

This will be solely up to the discretion of the Department ~~Director~~ Head/Supervisor.

How many days/hours per week will I be required to work?

You will be required to work, at a minimum, three 8-hour days per week. The total number of hours you can work per week is 29.

Can my schedule be flexible; rotate the days off week to week?

This will be solely up to the discretion of your Department ~~Director~~ Head/Supervisor.





# Discover Virtual Reality

**Friday, October 20, 6-9pm**  
**Saturday, October 21, 1-5pm**  
**Sunday, October 22, 1-5pm**

**Experience an amazing new reality!**  
**Play cool games and explore**  
**distant places using PlayStation**  
**Virtual Reality headsets!**  
**Ages 12 and up**

**Permission slip required.**

**Bring your friends and enjoy fun, food**  
**and fantasy worlds!**

**Registration Required**  
**Novilibrary.org**  
**248-349-0720**

# TALK ABOUT DRUGS



A Community Discussion on opiate and Heroin Addiction/Abuse

**Date**  
Monday, October 30, 2017

**Time**  
6:30 - 8:30pm

**Location**  
Novi Public Library  
45255 W. 10 Mile Road  
Novi, Michigan 48375



This **FREE** community event is open to all - parents, teens, and loved ones. The abuse and addiction of opioids such as heroin, morphine, and prescription pain relievers is a serious national problem which affects the health, social, and economic welfare of all societies. It's estimated that between 26.4 million and 36 million people abuse opioids worldwide (2012 UNODC World Drug Report). The consequences of this abuse have been devastating and are on the rise regionally, even here in Novi. Since 2015, our Novi officers and firefighters have utilized Naloxone to reverse the effects of opioid overdose on more than 36 patients; thus saving their lives.

Please join us in welcoming Nicole Carter, Principal Novi High, David Molloy, Director of Public Safety & Chief of Police, City of Novi, Chris Hess, FBI, Oakland County, Craig Summers, Michigan High Intensity Drug Trafficking Area, Tim Plancon, DEA, Scott Masi, Brighton Center for Recovery), Ascension Health, and members of the community who have lost their loved ones to addiction/overdose.

Please visit [cityofnovi.org](http://cityofnovi.org) or call 248.348.7100 for additional information.



## What is e-NABLE?

The e-NABLE Community is an amazing group of individuals from all over the world who are using their 3D printers to create free 3D printed hands and arms for those in need of an upper limb assistive device.

They are people who have put aside their political, religious, cultural and personal differences – to come together and collaborate on ways to help improve the open source 3D printable designs for hands and arms for those who were born missing fingers or who have lost them due to war, disease or natural disaster.

The e-NABLE Community is made up of teachers, students, engineers, scientists, medical professionals, tinkerers, designers, parents, children, scout troops, artists, philanthropists, dreamers, coders, makers and every day people who just want to make a difference and help to “Give The World A Helping Hand.”

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Currently, Novi Public Library is working to establish itself as an e-NABLE chapter in Novi. Becoming a chapter will allow for continued support and success of the hand project. The goal for 2017-2018 is to make and assemble 200 hands.

Three projects are being coordinated in Novi: NCS D classroom assembly days, community assembly days and custom hand requests.



## How you can get involved...

1. Donator– Monetary support of the project continuing and growing in Novi! Funds will be used specifically for equipment, supplies and materials to make 3D hands.

Individual \_\_\_\_\_ \$5 (hand supplies)

Family \_\_\_\_\_ \$30 (1 spool of filament)

Small Bus./Club/Organization \_\_\_\_\_ \$300 (10 spools of filament)

Corporate Sponsor \_\_\_\_\_ \$1,000

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Checks must be made payable to: **Novi Public Library**  
Subject line: **e-NABLE project**

Credit card payments can also be accepted by calling the  
Library Administration Office at 248-869-7204



2. Innovator–For robotics teams and 3D enthusiasts to help design and assemble a custom hand through Novi's Frog Force Team 503

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_



3. Assembler– Sign up to assemble a hand at the community event on Thursday, December 14th from 4-8pm at the Novi Public Library

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

### Which assembly are you interested in:

Individual Build (1 person builds one hand)

Family Build (multiple people build one hand)

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

The Information Technology Staff closed 71 Help Desk tickets.

Dominic held 1 eReader Downloadable, 1 Basic Photo Editing with GIMP, 2 Vinyl/Cassette to MP3 and 2 VHS to MP4/DVD training sessions for patrons.

Topics requested during the 9 patron Tech Time sessions included: altering faces in GIMP, copy photos to a flash drive from an Android phone, scanning photos, digitize home movie, Google Slides, using Facetime with an iPad and computer basics.

Scott presented a session on Virtual Reality Systems for Public Libraries at the TLN Technology Forum. Scott, along with Mary Robinson and David Silberman, assisted participants with the various VR equipment and software. The evaluation form's "What did you like most about the conference?" question received answers like "the Hands on with the VR headsets", "the VR demonstration/talk", "VR", "love that the VR content is available online" and lastly, "couldn't attend Virtual Reality but it looked SUPER AWESOME"



The projection equipment in the East and West Meeting Rooms has been updated from analog to digital using an HDMI projector, a Blu-ray player and digital switching. Enhanced projectors use a 16:9 ratio rectangle projection shape instead of the 4:3 square projection shape. "How-To" documentation was updated on the staff wiki and staff training sessions were held.



One of our Cisco switches in the Data Center was replaced due to hardware failure.

A security camera was replaced due to hardware failure.

One of the meeting room wireless microphone transmitters was replaced due to hardware failure.

An antenna to one of the self-check stations was intermittently failing to scan materials properly due to a wiring problem that was repaired.

The projection screen has been replaced in the Board Room.

The configuration for the EZProxy stanza was modified for Value Line, Tutor.com and Gale Interactive Science interface changes.

Created a NPL job application template using Excel to be used at the Career Fair Expo.

Phone system changes were made to correct the Caller ID on a few staff phone lines.

Equipment was set up for the mayor's speech at the Fox Run/Library Event – A Taste of Art and on the patio for the library event, Evening Arts with Jazz and Cider & Donuts.

Members of the Virtual Reality Committee set-up and assisted Teen Space participants with the Virtual Reality equipment and software.

A meeting of the Virtual Reality Committee was held where a VR Team Drive and Event Planner were created, tasks were assigned for the October through December events and programming ideas for the January through April timeframe were discussed.

Scott demonstrated to a patron how to use Audacity, which is a free, easy-to-use, multi-track audio editor and recorder for Windows. He also assisted patrons with printing airline boarding passes, converting a pdf to a Word document, Apple.com and a MP3 playlist. Staff were assisted with duplex printing, modifying mailing lists and installing/updating various apps.

Barb attended the staff training, "Resilience in Times of Change", with speaker Michelle Steffes. The training provided some tools to deal with the constant change in our lives.

IT personnel consulted with staff in regard to creating a "Welcome to NPL" video.

One of the apps demonstrated to the Youth Information Services staff for possible programming will be used for an event in April. The procurement process has been initiated.

Worked with the "Friends" group to create a current Friends mailing list.

Assisted meeting room renters with using the conference phone, laptop to monitor set-up, laptop to projector set-up and Wi-Fi connections.

Routine tasks were completed: servers including the SQL server received updates, the Creation Station MP3 app received updates, laptop and iPad images restored, new image snapshots were taken, Windows updates were deployed, the internet filter received several definition updates and a few excess monitors were sold.

### **Facilities Report by Keith Perfect**

In the past month the Facilities Department has closed 10 Facilities tickets, 89 Meeting Room Requests and updated 380 Periodic Maintenance tickets.

- The monthly fire extinguisher check/inspection has been completed and all are in good working order.
- The monthly boiler check/inspection has been completed and both boilers are operating as they should.
- The monthly emergency horn/strobe test was completed and all are in good working order.
- The monthly AED inspection/battery check has been completed and is showing sufficient charge.
- The monthly van wash/fluid check has been completed and all fluids were at their normal operating levels.
- The monthly study room window washing has been completed and all are squeaky clean.
- The weekly public workstation cleaning and sanitization has been performed. (4 times)
- The weekly urinal flush and deodorizer in all men's rooms has been performed.
- The monthly pop can return has been completed and funds were collected for break room supplies.
- The bi-weekly cleaning/dusting of the AST machine has been completed.
- All sorting bins were checked for lost materials.
- Many light bulbs throughout the building have been changed.
- The weekly indoor plant care has been performed and all plants are still alive. (4 times)
- All high-traffic carpet has been cleaned.
- Facilities Staff has accepted 6 large book donations at the receiving door.
- 75 boxes of used books have been delivered to Thrift Books, weighing 3736 lbs.
- Several emergency light batteries were replaced.

- Several emergency light fixtures were replaced.
- We have started the installation of the LED lighting samples provided by the consultant and will continue the process until all samples are installed.
- A Facilities staff member had worked an after hour event on 9/15.
- Several table cloths have been delivered to the cleaners.
- A replacement dishwasher was installed in the staff break room.



Bill Bembeneck represented the Novi Library at the Sustainable Homes Event on October 7, 2017. Bill had information about the Library's bioswale and other green building features.

The following post was on the Sustainable Novi Michigan Facebook Page...

THANK YOU, from co-sponsors Novi Public Library and Sustainable Novi Michigan, to the following not-for-profits, agencies, and companies that attended our Sustainable Homes Event on October 7:

6 I Services  
 City of Novi - Government & Community Services  
 Creating Sustainable Landscapes, LLC  
 Ecotelligent Homes

Novi Public Library  
 Oakland County Water Resources Commissioner (WRC)  
 Pro Energy Consultants  
 Recycling Authority  
 Sustainable Novi Michigan  
 The Green Panel  
 Waste Management - Romulus, MI.

And thank you to the Novi Civic Center for hosting us. Your passion for what you do and your willingness to share that is what helped make the event successful. And we will continue to make improvements for next year's event.

**2017 Fire Inspection by Bill Bembeneck**

Great news! We passed our fire inspection! This was the most thorough inspection we have had since I began in 2000. The lead inspector used our inspection to teach three others and prepare one for his test tomorrow. I heard words like, great, perfect, clean. One inspector spoke to another saying that this was the best inspection they have had. We should be receiving a written notice of passing within a day or two. Thank you for your part in keeping aisle ways clear, refraining from using extension cords in a permanent manner and being careful in the types of space heaters being used.

## **Information Services Department September Report by April Stevenson**

- ~The Information Services Department put on 121 programs.
- ~Mary S. met with local senior facilities Activities Directors to share information.
- ~Lindsay attended the 2017 YALSA Institute: Teen-Centered and Teen-Driven Library Services workshop.
- ~April attended the Advanced Director's Workshop.
- ~Linda did a story time at 12 Oaks mall.
- ~Kathryn, Emily, April, and Julie met with Ann Hansen of the Early Childhood Education Center in Novi to discuss the upcoming story time visits to their building.
- ~Kathleen, April, Hillary, and Julie met with Library Design to discuss the remodels of the youth reader area and the business resource center area.
- ~Mary S. was a docent at the Fox Run Art in the Library event.
- ~Shannon attended the 2017 Japan Festival.
- ~Kathleen and Emily viewed the Adapted Sensory Programming for All Ages & All Budgets webinar. They also attended the Special Needs Services Roundtable meeting.
- ~Emily visited the Little Birds Montessori for a Meet & Greet Story Time.
- ~Lindsay, Yolanda, and Scott held a VR demonstration in Teen Space.
- ~Lindsay attended School Library Journal's webinar "Teen Book Buzz – Fall 2017."
- ~We hosted a Constitution Week table with information on American history sponsored by the Daughters of the American Revolution.
- ~A photo of our patriot week table display is being used in the National Library Initiative as part of the Oakland County Bar Foundation's Annual Report.
- ~April, Lindsay, David, and Hillary, attended the City of Novi's in-service day.
- ~Mary R. and David attended the TLN Technology Forum.
- ~Kathleen, April, Emily, Lindsay, and Julie attended the annual School Breakfast with staff from both Novi and Walled Lake school districts.
- ~April attended TLN's Leadership Book Discussion.
- ~During the month of September we hosted a Braille Enhanced StoryWalk® at Fuerst Park courtesy of the Library of Michigan and the BTBL Braille and Talking Book Library. Thank you, Kathleen for putting this together.
- ~Betty attended the workshop Telling Stories: Setting up an Oral History Project.
- ~Kathleen presented at Parkview Elementary for their Community Program.
- ~Emily attended curriculum night at Meadowbrook Elementary.
- ~April and Julie attended a workshop on Leadership, Team-Building and Coaching Skills for Managers and Supervisors.
- ~Gail, Hillary, David, and Matt held NPL's first Career Fair.
- ~Hillary viewed the webinar; Be an Incubator to your Business Community.
- ~Emily and Kathleen updated the Raising a Reader photo booth area.
- ~Mary R. put on a 3D printed jewelry program. (See photos at end of report).

### **September Adult Programs & Displays**

In addition to our regularly scheduled programs we also offered:

- Listen at the Library - 58
- Trivia Night - 15
- I Wish Someone Taught Me - 4
- Books, Brews, and Banter - 4
- Craftastic Wednesday: Unique 3D Printed Jewelry - 13
- Evening Arts with Jazz, Cider, and Doughnuts - 97
- On the Road Bus Trip to Grand Rapids - 54
- NPL Career Fair Expo - 180
- Our Adult Feature Display hosted books about Parenting



- Our Adult Music Display featured selections from the '60s and '70s-- rock, folk, funk, and some of that Motown sound.
- First Floor Display case featured Build a Better World Summer Reading

### September Tween/Teen Programs & Displays

- Chocolate Milkshakes for All - 38
- SAT Practice Test - 24
- Eats & Treats Teen Cooking Club: Rice Krispies - 8
- Pizza and Pages Book Club - 9
- The Teen Stop Display was current nominations for YALSA's Best Fiction for Young Adults and one for Banned Books Week.

### September Youth Programs & Displays

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

- Full STEAM Ahead – 13/23
- Talk Like a Pirate Day Celebration - 39
- Library Card Sign-up Month Party - 20
- Tra-la-laa-rific Captain Underpants Party – 60
- Afternoon of Anime - 2
- 1,000 Books Party - 34
- Our Youth Non-Fiction/Biography Display was Embark on an adventure by planes, trains, and automobiles!
- Our Youth Feature Display was Emoji's picks.
- Our Picture Book Display featured; Grandparents Day, Shapes, Bears
- Our Parenting Display was Homeschooling
- Our Youth DVD Display was Watch and Learn – non-fiction DVDs.
- Our first floor information desk display featured famous book characters



### September Raising a Reader Stats (including print and online):

**501 children have registered for the program.**

<b>100 Books – 137</b>	<b>600 Books – 27</b>
<b>200 Books – 85</b>	<b>700 Books – 21</b>
<b>300 Books – 63</b>	<b>800 Books - 19</b>
<b>400 Books – 43</b>	<b>900 Books – 19</b>
<b>500 Book – 32</b>	<b>1000 Books – 16</b>



**Story Time Tickets – Gone in 60 seconds, NPL style!**



## SUPPORT SERVICES DEPARTMENT MONTHLY UPDATE by Maryann Zurmuehlen SEPTEMBER - OCTOBER 2017

### Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.
- Part 2 of the SS Department Customer Service survey began October 1<sup>st</sup>. It is available on our website and in paper form at the Circulation Desk.
- Maryann Zurmuehlen:
  - held monthly one-on-one meetings with Supervisors.
  - virtually attended the TLN SASUG meeting on September 28<sup>th</sup> held at Ferndale Library.
  - attended, along with Mary Storch, Elizabeth Kopko, and April Stevenson, an Outreach Team meeting on Wednesday, October 4<sup>th</sup>.
  - began a three week training program for our newest Circulation Clerk hire, Amy Leach, on Tuesday, October 10<sup>th</sup>.
  - completed the revisions and updates as part of the rebranding for all Support Services documentation, brochures, signage, and displays.
  - Is working to complete the Support Services Department manual.

### Circulation & Shelters

- We had a 18 hour Clerk, Amy Leach, start on Tuesday, October 3<sup>rd</sup>. Please welcome her to the library when you see her!
- Circulation has finished the initial six week card marketing campaign, having signed up several new card holders for library accounts between August 15 – September 30.
- READ Boxes were emptied out for the season on Wednesday, October 4<sup>th</sup>.
- Pat Amireskandari and Eva Sabolcik were the department raffle winners to attend the Fox Run Authors Live Luncheon and the Burton Manor Author Luncheon, respectively.
- The Circulation Clerks and Supervisors continue to work on the Patron Account Database Cleanup Project.

### Tech Services

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

### Statistics (September 2017)

- **Library Cards Issued:** 451
- **Items Checked Out:** 57,224
- **Items Interloaned for NPL Patrons:** 4,551 (98 through MeLCat)
- **Items Interloaned to Other Libraries:** 4,892 (81 through MeLCat)
- **Items Added to the Collection:** 1,518
- **Items Discarded from the Collection:** 689
- **MAP Checkouts:** 11
- **Read Boxes:**
  - 4 Weekly Deliveries
  - 12 Adult Items Circulated
  - 101 Youth Items Circulated
- **Outreach:**
  - 9 Facilities Visits / 53 Items Checked Out
  - 6 Book Discussions / 103 Items Provided

Support Services Statistics 2017-2018													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	516	563	451										<b>1,530</b>
<b>Items checked out</b>	72,945	70,224	57,224										<b>200,393</b>
<b>Items borrowed</b>	4,965	5,332	4,551										<b>14,848</b>
<b>Items loaned</b>	5,058	5,108	4,892										<b>15,058</b>
<b>Read Boxes</b>	294	251	113										<b>658</b>
<b>MAP Checkouts</b>	23	10	11										<b>44</b>

	September 2017	September 2016		September 2017	September 2016
Library cards issued	451	417			
Total checkouts	57,224	57,501	READ Boxes	Adult 12	18
				Youth 101	230
Items borrowed	TLN 4,453	4,487		Total 113	248
	MeL 98	92			
	4,551	4,579			
Items loaned	TLN 4,811	4,210			
	MeL 81	75			
	4,892	4,285			

**READ BOX TOTALS MONTHLY & YEAR-TO-DATE**

	JUL	AUG	SEP	OCT
<b>Adult</b>	49	43	12	
<b>Youth</b>	245	208	113	
<b>Total</b>	294	251	125	
<b>YTD</b>	<b>294</b>	<b>545</b>	<b>964</b>	

<b>Self-Check Totals 2017-2018 Fiscal Year</b>									
	<b>Total Circulation</b>	<b>Self-check % of Total</b>	<b>Total Self-checks</b>	<b>Self-Check #1</b>	<b>Self-Check #2</b>	<b>Self-Check #3</b>	<b>Youth #1</b>	<b>Youth #2</b>	<b>Adult South</b>
<b>July</b>	72,945	53.37%	38,931	8,391	6,722	3,448	7,547	11,420	1,403
<b>August</b>	70,224	54.41%	38,212	9,083	6,203	3,167	7,044	11,357	1,358
<b>September</b>	57,224	49.08%	28,087	7,065	4,291	2,163	5,463	8,183	922
<b>October</b>									
<b>November</b>									
<b>December</b>									
<b>January</b>									
<b>February</b>									
<b>March</b>									
<b>April</b>									
<b>May</b>									
<b>June</b>									
<b>FYTD</b>	<b>200,393</b>	<b>52.29%</b>	<b>105,230</b>	<b>24,539</b>	<b>17,216</b>	<b>8,778</b>	<b>20,054</b>	<b>30,960</b>	<b>3,683</b>

**Library Usage**

2016-2017 Fiscal Year							2017-2018 Fiscal Year						
	Lobby	Drive-Up	Total	Daily Average	Hours Open	Days Open		Lobby	Drive-Up	Total	Daily Average	Hours Open	Days Open
<b>July</b>	41,803	4,401	46,204	1,540	275	30	<b>July</b>	44,976	4,770	49,746	1,658	278	30
<b>August</b>	39,539	4,021	43,560	1,452	289	30	<b>August</b>	46,477	4,533	51,010	1,700	289	30
<b>September</b>	38,934	3,911	42,845	1,587	258	27	<b>September</b>	49,912	3,984	53,896	1,996	255	27
<b>October</b>	38,993	4,371	43,364	1,399	289	31	<b>October</b>					292	31
<b>November</b>	25,943	3,487	29,430	1,015	271	29	<b>November</b>					271	29
<b>December</b>	22,348	3,640	25,988	1,000	253	26	<b>December</b>					263	28
<b>January</b>	22,426	3,477	25,903	809	302	32	<b>January</b>					270	30
<b>February</b>	22,934	3,570	26,504	947	264	28	<b>February</b>					252	28
<b>March</b>	23,008	4,054	27,062	902	286	30	<b>March</b>					275	31
<b>April</b>	29,476	3,926	33,402	1,193	264	28	<b>April</b>					259	29
<b>May</b>	31,951	3,788	35,739	1,276	274	28	<b>May</b>					258	28
<b>June</b>	40,055	4,345	44,400	1,531	277	29	<b>June</b>					258	29
<b>FYTD Total</b>	<b>377,410</b>	<b>46,991</b>	<b>424,401</b>	<b>1,221</b>	<b>3,302</b>	<b>348</b>	<b>FYTD Total</b>	<b>141,365</b>	<b>13,287</b>	<b>154,652</b>	<b>1,778</b>	<b>3,220</b>	<b>350</b>

<b>Computer Logins</b>											
<b>2016-2017 Fiscal Year</b>						<b>2017-2018 Fiscal Year</b>					
	<b>Public Workstations</b>	<b>Wireless</b>	<b>Lending Laptops</b>	<b>Total</b>	<b>Daily Average</b>		<b>Public Workstations</b>	<b>Wireless</b>	<b>Lending Laptops</b>	<b>Total</b>	<b>Daily Average</b>
<b>July</b>	3,364	86,571	1	89,936	2,998	<b>July</b>	3,422	65,015	18	68,455	2,282
<b>August</b>	3,873	84,255	1	88,129	2,938	<b>August</b>	3,503	61,578	7	65,088	2,170
<b>September</b>	3,098	83,276	1	86,375	3,199	<b>September</b>	3,160	49,691	12	52,863	1,958
<b>October</b>	3,363	80,006	2	83,371	2,689	<b>October</b>				0	0
<b>November</b>	3,185	78,646	0	81,831	2,822	<b>November</b>				0	0
<b>December</b>	2,461	76,091	0	78,552	3,021	<b>December</b>				0	0
<b>January</b>	3,161	68,433	2	71,596	2,237	<b>January</b>				0	0
<b>February</b>	3,068	72,684	6	75,758	2,706	<b>February</b>				0	0
<b>March</b>	3,787	78,532	5	82,324	2,744	<b>March</b>				0	0
<b>April</b>	3,047	81,674	2	84,723	3,026	<b>April</b>				0	0
<b>May</b>	3,205	84,464	0	87,669	3,131	<b>May</b>				0	0
<b>June</b>	37,321	66,583	1	103,905	3,583	<b>June</b>					0
<b>FYTD Total</b>	<b>72,933</b>	<b>941,215</b>	<b>21</b>	<b>1,014,169</b>	<b>2,914</b>	<b>FYTD Total</b>	<b>10,085</b>	<b>176,284</b>	<b>37</b>	<b>186,406</b>	<b>2,143</b>

Early Literacy Workstation Usage							
2016-2017 Fiscal Year				2017-2018 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,202	25,840	21	July	1,067	21,897	20
August	1,211	26,145	21	August	987	20,913	21
September	844	16,616	19	September	761	14,602	19
October	911	18,000	19	October			
November	843	17,349	20	November			
December	658	13,529	20	December			
January	1,064	22,786	21	January			
February	908	19,564	21	February			
March	1,037	22,274	21	March			
April	930	18,679	20	April			
May	810	15,277	18	May			
June	955	19,124	20	June			
<b>FYTD Total</b>	<b>11,373</b>	<b>235,183</b>	<b>20</b>	<b>FYTD Total</b>	<b>2,815</b>	<b>57,412</b>	<b>20</b>



**Technology Training Sessions 2017-2018 Fiscal Year**

	Tech Time	eReader/RB Digital	VHS to DVD	iPad	Viny/Cassette to MP3	GIMP Photo Editing	Virtual Reality	Staff Training	3D Printing	Impromptu	Total Classes	Total Patrons
<b>July</b>	5		2		2	1				11	21	
<i>patrons</i>	<b>5</b>		<b>2</b>		<b>2</b>	<b>4</b>				<b>11</b>		<b>24</b>
<b>August</b>	4		2		2			2		3	13	
<i>patrons</i>	<b>3</b>		<b>2</b>		<b>2</b>			<b>2</b>		<b>3</b>		<b>12</b>
<b>September</b>	5	1	2		2	1				4	15	
<i>Patrons</i>	<b>5</b>	<b>3</b>	<b>2</b>		<b>2</b>	<b>3</b>				<b>4</b>		<b>19</b>
<b>October</b>												
<i>Patrons</i>												
<b>November</b>												
<i>Patrons</i>												
<b>December</b>												
<i>Patrons</i>												
<b>January</b>												
<i>Patrons</i>												
<b>February</b>												
<i>Patrons</i>												
<b>March</b>												
<i>patrons</i>												
<b>April</b>												
<i>patrons</i>												
<b>May</b>												
<i>patrons</i>												
<b>June</b>												
<i>patrons</i>												
Sessions	14	1	6	0	6	2	0	2	0	18	49	
<i>Patrons</i>	<b>13</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>7</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>18</b>		<b>55</b>

2017-2018 Fiscal Year						
	Freegal		RB Digital		Universal Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts*	New Registrations	Login Sessions
July	1,773	165	630	11,729	48	256
August	1,556	156	727	12,646	17	230
September	1,308	144	748	15,036	20	214
October						
November						
December						
January						
February						
March						
April						
May						
June						
<b>FYTD Total</b>	<b>4,637</b>	<b>465</b>	<b>2,105</b>	<b>39,411</b>	<b>85</b>	<b>700</b>

2017-2018 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	2,505	1,589	4,094	118
August	2,799	1,747	4,546	116
September	2,380	1,433	3,813	84
October				
November				
December				
January				
February				
March				
April				
May				
June				
<b>FYTD Total</b>	<b>7,684</b>	<b>4,769</b>	<b>12,453</b>	<b>318</b>

<b>Meeting Room Rentals</b>					
<b>2016-2017 Fiscal Year</b>			<b>2017-2018 Fiscal Year</b>		
	<b>Rentals</b>	<b>Attendees</b>		<b>Rentals</b>	<b>Attendees</b>
<b>July</b>	29	755	<b>July</b>	48	1,080
<b>August</b>	41	1,224	<b>August</b>	53	881
<b>September</b>	41	1,284	<b>September</b>	34	755
<b>October</b>	41	883	<b>October</b>		
<b>November</b>	45	1,166	<b>November</b>		
<b>December</b>	25	567	<b>December</b>		
<b>January</b>	37	1,221	<b>January</b>		
<b>February</b>	48	1,185	<b>February</b>		
<b>March</b>	72	1,763	<b>March</b>		
<b>April</b>	46	1,183	<b>April</b>		
<b>May</b>	50	1,244	<b>May</b>		
<b>June</b>	32	790	<b>June</b>		
<b>FYTD</b>	<b>507</b>	<b>13,265</b>	<b>FYTD</b>	<b>135</b>	<b>2,716</b>

Library App - 2017-2018 Fiscal Year						
	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages
<b>July</b>	36,877	1.	Catalog	<b>January</b>		1.
		2.	My Account			2.
		3.	Zinio			3.
		4.	Library Locator			4.
		5.	OverDrive			5.
<b>August</b>	36,306	1.	Catalog	<b>February</b>		1.
		2.	My Account			2.
		3.	OverDrive			3.
		4.	Library Locator			4.
		5.	Zinio			5.
<b>September</b>	35,003	1.	Catalog	<b>March</b>		1.
		2.	My Account			2.
		3.	OverDrive			3.
		4.	Library Locator			4.
		5.	Boopsie Popular Books			5.
<b>October</b>		1.		<b>April</b>		1.
		2.				2.
		3.				3.
		4.				4.
		5.				5.
<b>November</b>		1.		<b>May</b>		1.
		2.				2.
		3.				3.
		4.				4.
		5.				5.
<b>December</b>		1.		<b>June</b>		1.
		2.				2.
		3.				3.
		4.				4.
		5.				5.
				<b>Total</b>	<b>108,186</b>	

**FRIENDS**

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

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

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

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

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

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

**IV. Reports:**

A. Library Liaison -- Marcia Davenport; No Report

B. Promotion Committee -- Vicky McLean.

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

2. North End Project -- coupons.

C. Book Nook -- Carol Hoffman

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

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

**D. Membership - Sue Johnson**

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

**E. President – Carol Hoffman**

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

2. Thank you note from Kathleen re Lego Table.

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

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

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

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

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

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

**Fall Event Updates:**

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

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

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

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

Richard Kramer volunteered a new fishing rod.

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

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

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

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

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

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

Respectfully submitted.

Evelyn Cadicamo  
Secretary



# Save *the* Date

**Booked for the Evening**  
with the Friends of the Novi Library

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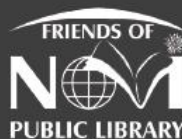
Friday, October 13, 2017  
7-9pm  
Novi Public Library

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

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

*More information to follow*



Look for your invitation in the mail mid-September





## NOVI HISTORICAL COMMISSION

Wednesday, August 23, 2017 7pm  
Novi Library History Room

**Call to Order** 7:05pm

**Attendance:** Kathy Crawford, Rachel Manela, Dhara Sanghavi, John MacInnis, Tom Alexandris, Tammy-Lee Knopp, Kim Nice, Betty Lang, Sue Grifor,

**Approval of Agenda** ALL APPROVED

**Approval of Minutes-July 2017** ALL APPROVED

**Communications** Request from Parkview Elementary to come talk to 2<sup>nd</sup> Grade students

Nametags and shirts requested for new members  
New member list handed out

Tammy-Lee and John's positions on the commission end January 2018.

### **Library Liaison Report, Betty Lang**

#### **Upcoming Library/Friends Programs**

Sept. 13<sup>th</sup> Kaleidoscope Series 1<sup>st</sup> event from Friends of the Library

Sept. 16<sup>th</sup> Saturday Road trip to Grand Rapids

Sept. 21<sup>st</sup> Evening Arts with Jazz, Cider, and Doughnuts

Sept. 27<sup>th</sup> Craft-tastic Wednesday: 3D Jewelry

**OUR EVENT: Sept. 28<sup>th</sup> Discovering Michigan County by County**

#### **Local History Room Tour**

Dhara, Tom and John need to schedule a tour with Betty

Dhara and Tom agreed to come Sept. 14<sup>th</sup> at 6:30pm

#### **History Room Office Hours**

**Monday, Sept 18<sup>th</sup> 6-8pm:** Dhara Sanghavi and Kim Nice

**Monday, Oct. 2<sup>nd</sup> 12-2pm:** Rachel Manela and Tom Alexandris

**Monday, Oct. 16<sup>th</sup> 6-8pm:** Kim Nice

### **Pavilion Shores pictures are up...was posted on Parks and Rec website**

The pictures up at the Pavilion Shore Park

Sue Grifor: Went to see it and the pictures on display are fine, but none of the photos are of the Bath house. Additionally, the narrative talks about the casino but *not* the Bathhouse

Additionally, none of the Motor City markers has a photo of the bathhouse.

Kathy said she would talk to Jeff Muck about this concern



## NOVI HISTORICAL COMMISSION

Wednesday, August 23, 2017 7pm  
Novi Library History Room

### Cemetery Walk-a-Bout Saturday, September 9 10am

Invitations went out

Cost of Printed invitations: \$22 and \$30 for postage

Online Invitations \$18

Total: \$70

Parks and Rec providing:

6 flags

8ft table

Small Igloo with Water and Drinking cups

10-15 chairs

10x10 Canopy Tent

Trash Can

Commission Members Arrive at latest by 9am

### Research

Kathy will speak about general Cemetery information

1. American Revolution War: Veteran: Hooper Bishop

Researcher: Tom Alexandris

Presenter: Kathy Crawford

2. War of 1812 Veteran: Caleb Carr

Researcher: Sue Grifor

3. Civil War Veteran: Curtis Z. Pratt

Researcher: Dhara Sanghavi

4. WWI Veteran: Scott Dunham

Researcher: John MacInnis

5. WWII Veteran(s) Otto Regentik

Researcher: Rachel Manela

6. Vietnam Veteran: Vladimir Regentik

Researcher: Kim Nice

Stuffing meeting to make folders to provide information to visitors

### What we want out of this event

Stopping the erosion

New Signs

Park Benches

Paving the U-shaped Road

Parking



## NOVI HISTORICAL COMMISSION

Wednesday, August 23, 2017 7pm

Novi Library History Room

### Second Grade at Parkview Community Project Thursday, Sept. 28 9-11am

About our role in the Community  
toys/games, pictures, Wooden Nickels  
School work from Fuerst Sisters  
Felt Family Tree  
Dhara Sanghavi and Rachel Manela

### Council Request

#### War Memorial

Still need to find out what exactly they want

What qualifies as a Novi resident?

How do we get information?

Do we include POW/MIA soldiers?

Which wars do we include?

Etc...

What criteria have other communities used? Plymouth or Northville

Tom Alexandris has agreed to talk to the city in Plymouth to see how they made their monument,  
how they researched the names

### Samuel White Burial Ground-Taft Rd./Nine Mile

Historic Home and there was a burial ground there

But the graves have been moved

### HISTORICAL COMMISSION PROGRAMS FOR FALL:

#### Please put these on your calendar

Flyers are now available that cover all the 2017/2018 programs.

**Discovering Michigan A to Z**                      **Barbara Vandermolen**                      **Thursday Sept. 28, 7pm**

**Ghost Towns of Michigan**                      **Alan Naldrett**                      **Thursday Oct. 19 7pm**

**Stories, Songs and Dances of the Voyageur Genot Picor**                      **Thursday Nov. 9 7:30pm**

### VILLA BARR

Working on developing a presentation related to his book and the property

Parks foundation is going to offer tours of the property and working on getting an artist in residence who will live there

Did the display case about the Villa Barr book generate increased sales?



## **NOVI HISTORICAL COMMISSION**

**Wednesday, August 23, 2017 7pm  
Novi Library History Room**

### **GOALS-2017 and beyond**

**Novi Cemetery Scavenger Hunt and Headstone Research  
Historical Calendar for City's 50<sup>th</sup> (2019)  
Novi Fire Dept.  
Local business interviews in prep for 50<sup>th</sup> (2019)**

### **DISPLAY CABINET DOWNSTAIRS Volunteer Sue Grifor, Cabinet MANAGER**

**September Display: Michigan A-Z**

**WEBSITE UPDATES Facebook link/Instagram**

**NEW BUSINESS/Other Business NONE**

**NEXT MEETING: **Wednesday, September 27, 7pm****

**Adjourn: 8:40pm**

# Bits and Pieces

Vol. 8 Number 5

September 2017

## What Are You Missing?

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

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

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

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

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

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

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

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



## The Library Network Selects CARL as Their Next ILS

DENVER (October 19, 2017) - The Library Corporation (TLC) is pleased to announce that The Library Network (TLN), serving 75 libraries in Southeast Michigan, has selected CARL•X™ as their next integrated library system. Key to TLN's selection of TLC are the company's strong development partnerships, intuitive online public access catalog, and CARL's close-knit customer base.

TLC truly views its customers as partners and routinely collaborates with libraries to support their service level goals. TLN is especially looking forward to working closely with TLC and other CARL library partners in the project incubation and implementation of the IFLA Library Reference Model, formerly known as the Functional Requirements for Bibliographic Records (FRBR). The support of this entity-relationship model for bibliographic records will remove a longstanding pain point in the library community by grouping various formats and editions of these records together and linking them for cataloging and public display, thereby creating a more useful and efficient search experience for library users.

TLC's collaborative customer base and approach to customer service were important factors in TLN's decision to implement CARL•X. Serving some of the largest and busiest library systems, TLC understands the significance of building a trusting and supportive environment with their customer base. TLN will benefit from a CARL product staff that is comprised of a number of librarians who are uniquely qualified to support them and who understand the varied needs of the library industry. Additionally, TLC's goal of showcasing each of its libraries strengths, as opposed to providing a one size fits all solution, is appealing to TLN. They are a perfect fit for the forward thinking CARL library community that also calls TLC home. "After evaluating the market, TLN stakeholders unanimously agreed that CARL emerged at the top of the list for our new integrated library system," shared Jim Peltz, Director of The Library Network. "Their focus on the CARL•Connect Discovery online catalog and their commitment to enhancing the user experience will benefit our patrons and staff in exciting new ways. We look forward to this partnership and to joining the TLC family."

### About The Library Corporation:

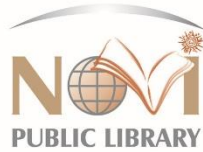
TLC has operated continuously under the same ownership since 1974 and employs over 200 people dedicated to delivering enterprise hardware and software solutions to public, school, academic, and special libraries worldwide. TLC's cumulative products are deployed in more than 1,100 organizations, representing over 5,500 locations in North America. TLC is certified by the U.S. General Services Administration, Women's Business Enterprise National Council, and the Women Owned Small Business Federal Contracting Program. TLC is based in Inwood, W Va., and has additional offices in Denver, Minnesota, Singapore, and Ontario, Canada. To learn more, visit [TLCdelivers.com](http://TLCdelivers.com).



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**TLC International**  
112 Robinson Road #10-01 • Singapore 068902  
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### Library Board Calendar

#### 2017

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

#### 2018

January 1	Holiday—New Year’s Day, Library Closed
January	Budget Planning Session TBD
January 25	Library Board Regular Meeting
February	Budget Planning Session TBD
February 22	Library Board Regular Meeting
March 22	Library Board Regular Meeting
April	Budget presented to Council, TBD
April 1	Holiday—Easter, Library Closed
April 8-14	National Library Week
April 21-28	Money Smart Week @ Library
April 26	Library Board Regular Meeting
May	Library Board Goal Setting Session TBD
May 13	Mother’s Day, Library Closed
May 24	Library Board Regular Meeting
May 26	Library Closed
May 27	Library Closed
May 28	Holiday – Memorial Day, Library Closed
June 17	Father’s Day, Library Closed
June 28	Library Board Regular Meeting
June 28	Library Director Annual Review
July 4	Holiday – Independence Day, Library Closed
July 26	Library Board Regular Meeting
	➤ <b>Friends Board Meeting meets the second Wednesday of the month, 7 p.m. at the Library.</b>
	➤ <b>Historical Commission meets the fourth Wednesday of the month, 7 p.m. at the Library.</b>