

Agenda
 Novi Public Library Board of Trustees--Regular Meeting
 Thursday, February 19, 2020
 at 7:00 p.m.
 Novi Public Library
 45255 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, Melissa Agosta
2. Roll Call by Secretary, Kat Dooley
3. Pledge of Allegiance
4. Approval and Overview of Agenda1-3
5. Consent Agenda
 - A. Approval of Minutes for Library Board 2nd Budget Session – January 21, 2020.....4-9
 - B. Approval of Regular Meeting Minutes – January 23, 2020 10-16
 - C. Approval of Claims and Warrants – January 31, 2020 17-19
6. Correspondence
 - A.N/A
7. Presentation/Special Guest
 - A. Mahek Nasser – Thank you for opportunity as Student Representative.....
8. Public Comment
 In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three 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 Report20
10. President's Report (Melissa Agosta)
 - A. 2019-2020 Goals Update (July, October, January, April)N/A
 - B. 2019-2022 Strategic Objectives (3 year plan) 22
11. Treasurer's Report (Geoffrey Wood)
 - A. 2019-2020 Library Budget Fund 268..... 23-26
 - B. 2019-2020 Contributed Fund Budget 269 27
 - C. Library Fund 268 Expenditure & Revenue Report (as of January 31, 2020)..... 28-31
 - D. Contributed Fund 269 Expenditure & Revenue Report (as of January 31, 2020) 32-33
 - E. Balance Sheets for Funds 268 and 269 (as of January 31, 2020) 34-35

12. Director's Report.....	36-45
A. Information Technology Report	46-48
B. Facilities Report	49
C. Information Services Report.....	50-52
D. Support Services Report	53-54
E. Library Usage Statistics	55-63
F. Friends of the Novi Library	N/A
G. Novi Historical Commission – Meeting Agenda, January 15, 2020	64-65
H. Bits & Pieces	66

13. Committee Reports

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

(Michener–Chair, Agosta)

- Committee consists of: Julie Farkas, Marcia Dominick, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel. As of February 11, 2020: The first full review of the policies is almost complete by the committee. We will meet in March to begin second review and then set up meetings with the committee to review.

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

(Agosta – Chair, Wood, Dooley, Staff Liaison – Marcia Dominick)

- Staff satisfaction and strategic planning survey on hold until further notice.
- Committee consists of: Julie Farkas, Marcia Dominick, Lindsay Gojcaj, Kathleen Alberga, Kirsten Malzahn, and Christopher Nadeau. The next review meeting is scheduled for February 18, 2020: at this time we are almost done with first full review and will begin second review in March. A future HR committee will be set up.

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

(Wood- Chair, Messerknecht, Lawler)

- Committee members are reviewing the current Financial Policy and will recommend changes.
- Library Board reviewed at 20/21 budget sessions the Leaving a Legacy brochure for potential new sponsorships relating to the Lending Library and Marketing Digital screens

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Yu – Chair, Michener, Dooley)

1. The Marketing Plan approved at January 23, 2020 meeting.
2. Library/Community Events Attended by Library Board Members in the Last Month:
 - 2/1: Novi Chamber of Commerce Toast of the Town – Farkas, Michener, Agosta and Yu
 - 2/8: Novi Rotary 60th Anniversary: Farkas, Dooley

E. Strategic Planning Committee:

(Dooley- Chair, Yu).

- No report at this time.

F. Building/Landscape Committee: Entrance project

(Messerknecht – Chair, Lawler, Wood)

- Grounds– North end drain work will be completed in spring 2020.
- Lending Library Kiosk –We have received a tentative delivery date from the City of Novi for June 1, 2020. We have alerted the Lending Library vendor for delivery to begin on June 1, 2020 or during that week.
- Library Van –We are awaiting the delivery of the new van. Costs for the vinyl wrap of the van have been received. A memorandum of understanding will be drafted for February meeting review by the board.
- Café – looking to install some floor signage/graphics for better flow of ordering/pick-up of café items by café guests. Met with Evol and a sign company on 2/3 for ideas.
- Flood – January 14, 2020: still waiting on a few more invoices to submit all at once for payment. Documentation will be sent to the City of Novi’s Clerks Office for insurance purposes.

G. Bylaw Committee: Review of Library Board Bylaws

(Lawler- Chair, Agosta)

- Bylaw revisions were approved at the March 28, 2019 meeting.
- No report at this time.

14. Public Comment

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three 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

15. Matters for Board Action

A. 1st draft: Memorandum of Understanding for van usage with NPL and City of Novi Parks, Recreation and Cultural Services.....37-38

16. Executive Session – Closed session for Library Director Mid-Year Review

17. Adjourn

Supplemental Information:

- Library Calendar67

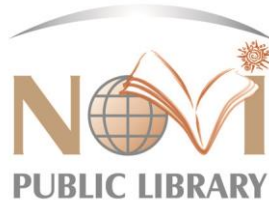
Future Events:

- Novi Historical Commission Regular Meeting – Wed., March 18th at 7pm, Novi Library
- Battle of the Books: Saturday, March 21st at 3pm, City of Novi
- Novi Library Board of Trustees Regular Meeting – Thurs., March 26th at 7pm, City of Novi
- LIBRARY CLOSED: Sunday, April 12th for Easter holiday
- National Library Week: April 19th – 25th

Inform. Inspire. Include.

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

<http://www.novilibrary.org>



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
BUDGET STUDY SESSION
January 21, 2020**

DRAFT

1. Call to Order

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Melissa Agosta President, at 4:04 p.m.

2. Roll Call

Roll Call by Secretary, Kat Dooley

Library Board

Melissa Agosta, President
Craig Messerknecht, Vice President
Kat Dooley, Secretary
Geoffrey Wood, Treasurer
Bill Lawler, Board Member
Tara Michener, Board Member
Torry Yu, Board Member

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

A motion was made to approve the January 21, 2020 Library Board Budget Session Agenda.

1st—Kat Dooley

2nd—Tara Michener

The motion passed unanimously.

5. Public Comment

None.

6. 2020-2021 Proposed 268 and 269 Library Budgets – Julie Farkas, Library Director

A. 2020-2021 Budget Narrative (updated as of January 20, 2020; see info in red)

- The proposed and projected tax revenue from the City of Novi has been corrected and is reflected in the budget-2nd draft.

1. **Unexpected Costs as of January 9, 2020 (updated as of January 20, 2020)**
 - Director Farkas informed the Board that the Library is still working through some HVAC issues with mixing boxes. Director Farkas does not anticipate that these expenses will impact the budget at this time.
 - Director Farkas is currently working with the City of Novi to finalize invoices and reports on the flood damage that occurred. There is no final cost at this time.
2. **Technology Capital Improvements (5 yr. cycle for replacements)**
 - Fiscal Year 20/21 Technology Capital Improvement expenditures were moved to the Capital Outlay section of the 268 budget. (account 268-986.000)
3. **Capital Improvement Projects**
 - A. **Upholstery Project (Budget 990 Furniture)**
 - No changes from previous budget study session
 - B. **Youth Area Renovation Project (3 Phases of work proposed) – 269 Account**
 - No changes from previous budget study session
 - Director Farkas commented that this is an area where money could be saved if the Board chooses not to approve for this budget.
 - C. **Teen Area Renovation Project (3 phases of work proposed) – 269 Account**
 - No changes from previous budget study session.
 - Director Farkas commented that this is an area where money could be saved if the Board chooses not to approve for this budget.
 - D. **Digital Marketing Displays – 269 Account – Proposed by April Stevenson with assistance by Barb Rutkowski and Keith Perfect.**
 - Director Farkas responded to Trustee Dooley's recommended features for the digital marketing displays. April Stevenson confirmed that the display will have all the features recommended and that the vendor provides software support.
 - Director Farkas commented that this expenditure is not critical to marketing and an area where money could be saved if the Board chooses not to approve for this budget.
 - E. **Main Entrance Area – Update as of January 20, 2020**
 - Additional costs to take down and put up the enclosure panels are \$2,200 per year. Also, if the panels require off-site storage and transportation an additional fee would be charged. The updated color palette was sent to the vendor for a more colorful rendition of the enclosure. The \$2,200 is in account 268-934.000 and the \$15,000 for the enclosure is in Capital Outlay account 268-976.000.
 - **269 Library Contributed Fund – Fiscal Year 2020-2021** on page 8 is updated as of January 20, 2020. This includes digital marketing displays, Youth and Teen Area Renovations (phase 1), and the lighting upgrades for patio and wall mounts.
4. **Employee Compensation for 2020-2021**

No changes from previous budget study session.
5. **Health Insurance**

No changes from previous budget study session.

6. Building Assessment Information for Future Planning of the 269 Contributed Funds Account

No changes from previous budget study session.

7. What is currently under warranty with the Library building? (Information gathered as of budget time: January 2015)

- Professional Building Assessment expenditure of \$5,000 was included in account 268-816.000.

8. What has been the fund balance overage/usage over the past few years?

No changes from the previous budget study session.

9. QSAC (Quality Services Assessment Checklist) – Library of Michigan

Page 13 was updated to include the tentative date of June 1, 2020 for the Lending Library Kiosk in Lakeshore Park.

10. Project Updates for 2019-2020

No changes from previous budget study session.

11. Friends Wish List 2020-2021

There are no changes from the previous budget study session; however, if the youth area renovation is not approved by the Board some aspects of this renovation could be moved into the Wish List, which is approved by Friends.

12. Historical Commission Budget 2020-2021 (December 18, 2019)

No changes from previous budget study session

13. Fines and Fees

Traverse City District Library was added to the Fine Free Michigan Libraries category.

Director Farkas corrected the date typo as requested by Trustee Lawler and the date now reads December 10, 2019.

Based on the fines and fees discussion from the previous budget session Director Farkas informed the Board that there are 25,244 active library cards of that 5,298 or 21 percent have a fine on them.

Trustee Dooley discussed the Digital Display as an opportunity for a Marketing Sponsorship package. Director Farkas acknowledged and discussed adding this to the Sponsorship Brochure. Trustee Michener suggested a clause or policy be added to protect the NPL from any possible future negativity associated with a sponsor, if that were to occur. Director Farkas will contact the attorney to find out what kind of language could be added to the brochure and/or donation form to represent the best interest of the Library. Also, Director Farkas will investigate options for the longevity of the sponsorships. Marketing Sponsorship account 269-665.235 was added to the 269 Contributed Fund.

The trustees discussed the 269 contributed fund budget expenditures for Digital Display Marketing, and teen & youth renovations – phase 1. The teen area has not been renovated for 10 years. Also, the youth area has the opportunity for renovation with the relocation of the Novi Special. Trustees provided solid reasons for their support of the teen and youth renovations. Also, trustees openly discussed larger expenditures that could potentially impact the budget down the road and the importance of keeping the Library in positive future financial position.

A motion was made to approve the 269 Contributed Fund Budget draft "as is" with all suggested expenditures for 2020-2021 Fiscal Year.

1st—Geoffrey Wood

2nd—Torry Yu

The motion passed unanimously.

Please note: Official approvals for all Budget documents will be at the Library Board Budget Session on January 23, 2020.

14. Term Limit Expiations for Board Members

No changes from previous budget study session.

B. Budget Document

2019-2020 End of Year

No changes from previous budget study session.

2020-2021 268 Proposed Budget (Projected 21/22 and 22/23)

Discussed under **6. A. 2020-2021 Budget narrative**

2020-2021 269 Contributed Fund Proposed Budget

Discussed under **6. A. 2020-2021 Budget narrative**

C. Revenue & Expenditure Report through 12/31/19

Report distributed at previous budget study session. No changes.

D. Fines & Fees

Director Farkas read the social media response to the patron inquiring about the Novi Library going fine free. The social media response was, "Thank you for your question. The Library Board has been discussing the fine free topic but no decisions have been made at this time. If you would like to discuss further please feel free to contact Julie Farkas at 248-869-7233."

An in-depth discussion of Library Book fines and how that will affect revenues was discussed among the Trustees. Trustees discussed that there should be a solid plan to recover this lost revenue as the library expenditures are outpacing revenues. Suggestions consisted of performing an internal study to determine if going fine free is a good fit for the Novi Library, along with gathering additional information about the pros and cons of going fine free and other comparable libraries experiences. Overall, all Trustees are favoring going fine free. However, there is support for further research, meetings and discussions on this topic. Trustee Michener is confident with her research and supports attaining fine free status for the Novi Library.

Trustee Michener made a motion for the removal of book fines fees from revenue as the draft budget line currently reads. No Board member seconded the motion, therefore it was not put to vote.

Book fine fees revenue will be added back to Library Budget 268 for 2020-2021.

Director Farkas will continue to reach out to Libraries that have and have not made the decision to eliminate library book fines.

E. Sponsorship Brochure Drafts (related to 269 Marketing Sponsorship)

The Novi Public Library's Leaving a Legacy brochure was discussed. Director Farkas is adding Digital Marketing and Lending Library Kiosk sponsorship opportunities to the brochure. Sponsorship details concerning pricing and years were discussed. The Trustees were comfortable with Director Farkas ideas for terms and pricing.

Director Farkas will inform the City that she is pursuing some marketing sponsorship opportunities as the Board recommended.

7. Board Members Individual Reflections

President Agosta offered the Board members an additional opportunity to express their thoughts.

Trustee Michener appreciates the data points received beforehand, packet on fines, and that the Ted Talk, she requested, was emailed to the Trustees for review. Additionally, Trustee Michener appreciates the different perspectives among the Trustees and values these differences. Trustee Michener is excited to see what happens with the sponsorships.

Trustee Dooley reflected on completing a full year as a Trustee and has more stake and education about the process. Trustees Dooley appreciates strategic planning efforts from previous Trustee Doreen Poupard and current Trustee Geoffrey Wood. The strategic planning committee has thoughtfully provided information for the community to access. Trustee Dooley acknowledged that this budget complements the three year strategic plan goals.

Trustee Lawler is pleased to have Board approval for most of the expenditures that were recommended. Trustee Lawler commented that the budget expenditures are well supported, reasonable and good for the Library and the patrons.

Trustee Yu acknowledged that the Library is celebrating a 10 year anniversary this year. Trustee Yu appreciates Director Farkas and the staff for keeping it fresh each day with new projects such as the youth renovation that continue to grow the Library. Trustee Yu is excited about the sponsorship potential and the positive interest in this. Trustee Yu is interested in additional research about the Library fines and together determining if that is the right direction for the Novi Library, since this would be a good opportunity. Overall, Trustee Yu is happy with how the Board is moving forward.

Trustee Wood reported that the Library financially has experienced 4 good years in a row and working on a 5th. Trustee Wood believes the budget process is a solid one and most Board members are experienced with the process. The current fiscal year projection is approximately \$2,000 revenues over expenditures and this is an example of what to strive for. Trustee Wood expressed the ability to renovate and keep the building fresh, while maintaining a fairly balanced budget by not overspending or underspending. Trustee Wood appreciates the dedication and hard work of Director Farkas and the Library team in preparing the budgets.

Trustee Messerknecht agreed that there is a good budgeting process in place. Trustee Messerknecht appreciates the variety and uniqueness of ideas brought to the Board from Director Farkas and the Library staff. The Board responsibly reviews these suggestions and practices good fiscal management. Overall, this process allows for a good balance in running the Library to its best potential.

Trustee Agosta thanked all Board members and Director Farkas for their participation in the Board budget sessions. Trustee Agosta appreciates the level of honesty and respect at the meetings. Also, she sends a big thank you from her heart to the staff for the visions presented for the Novi Library.

Director Farkas appreciates the Board and their support of the staff visions.

South Lyon District Library has a Trustee willing to teach Board Members about reading a line by line budget. The Board appreciates the offer but is comfortable with their knowledge of the financials.

At the February 19th Library Budget meeting, a closed session will be requested to discuss the Mid-Year review for Director Farkas. Administrative Assistant, Marcia Dominick will email the paperwork to the Trustees for completion.

8. Public Comment

None

9. Consider approval of 2020-2021 268 and 269 Library Budgets (which includes 268 Budgets 19/20 Year End, Projected budgets for 21/22 and 22/23

Official approvals for all Budget documents will occur at the Library Board Budget Session on January 23, 2020)

10. Official Approval of Budget Information: Thursday, January 23, 2020

11. Adjourn

A motion was made to adjourn the meeting at 5:41 p.m.

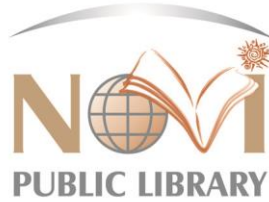
1st—Tara Michener

2nd—Kat Dooley

The motion passed unanimously.

Kat Dooley, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
January 23, 2020**

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 Melissa Agosta, President, at 7:00 p.m.

2. Roll Call by Secretary, Kat Dooley

Library Board

Melissa Agosta, President
Craig Messerknecht, Vice President
Geoffrey Wood, Treasurer (Absent and Excused)
Kat Dooley, Secretary
Bill Lawler, Board Member
Tara Michener, Board Member
Torry Yu, Board Member

Student Representatives

Tarun Tangirala, Student Representative

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

Director Farkas addressed some minor changes to the Agenda. The date at the top of the Agenda should read January 23, 2020. Item 4, Approval and Overview of Agenda should list pages 1-3. Page 3 of the Agenda under Item 15. Matters for Board Action Item D, parenthesis should read (final documents provided at Board meeting, not in packet). Director Farkas provided Trustees with all Budget documents at this meeting. A motion was made to approve the overview of the Agenda as amended.

1st – Kat Dooley

2nd – Bill Lawler

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes

A motion was made to approve the regular meeting minutes from the December 18, 2019 meeting.

1st – Torry Yu

2nd – Bill Lawler

The motion passed unanimously.

Trustee Lawler inquired about the public comment, which is Item 8 from the December 18, 2019 Board Minutes. Trustee Lawler would like to see a response to the Novi resident's requests.

Director Farkas responded that the Library is actively involved in adding to the International Youth Collection. The second part of the Novi residents request is about identifying DVD's in the CARL catalog. This part of the request is a TLN issue that Director Farkas will continue to work on with the consortium. However, the consortium involves over 60 Libraries and has many critical requests in the catalog system itself they prioritize and are working on first. Director Farkas has had communication with the Novi resident regarding these topics and will continue to communicate with them on a regular basis.

Trustee Dooley abstained from voting on the approval of the minutes due to an excused absence from the December 18, 2019 meeting.

B. Approval of Library Board Budget Session Meeting Minutes – January 9, 2020

A motion was made to approve the Library Board Budget Session Meeting Minutes – January 9, 2020.

1st – Kat Dooley

2nd – Tara Michener

The motion passed unanimously.

C. Approval of Claims and Warrants

A motion was made to approve the Claims and Warrant 586.

1st – Craig Messerknecht

2nd – Tara Michener

The motion passed unanimously.

6. Correspondence

A. Thank you letter from Maansi Nema re: Novi Meadows STEM Night

7. Presentation/Special Guest

A. None

8. Public Comment

None

9. Student Representatives Report

The Student Representatives report can be found on pages 23-24 of the January 23, 2020 Library Board packet.

Trustee Lawler inquired about possible names for the redesign of the teen stop room. Director Farkas is happy to share the possible names and direction of the teen room with the Trustees. Director Farkas informed the Trustees that Mahek Nasser is now a member of the Youth Council and is no longer a Student Representative for the Library. Mahek Nasser will attend the February Board meeting as a guest.

10. President's Report (Melissa Agosta)

A. 2019-2022 Goals Update (July, October, **January, April)**

The Goals Update can be found on pages 25-30 of the January 23, 2020 Library Board packet.

- o Updates are noted in red

B. 2019-2020 Strategic Objectives (3 year plan)

11. Treasurer's Report (Geoffrey Wood Absent and Excused; Prepared by President, Melissa Agosta)

A. 2019-2020 Library Budget Fund 268

The 2019-2020 Library Fund 268 Budget can be found on pages 32-34 of the January 23, 2020 Library Board packet.

- The 2019-2020 Library Fund 268 budget calls for revenue of \$3,142,439 and expenditures of \$3,234,539 consuming \$92,100 of the fund balance.

B. 2019-2020 Contributed Fund Budget 269

The 2019-2020 Contributed Fund 269 Budget can be found on page 35 of the January 23, 2020 Library Board packet.

- The 2019-2020 Contributed Fund 269 budget calls for revenue of \$39,500 and expenditures of \$75,250 consuming \$35,750 of the fund balance.

C. Library Fund 268 Expenditure & Revenue Report

The Library Fund 268 Revenue and Expenditure Report can be found on pages 36-38 of the January 23, 2020 Library Board packet.

- Revenue ending December 31, 2019 was \$3,089,380.
- Expenditures ending December 31, 2019 was \$1,439,436.

D. Contributed Fund 269 Expenditure & Revenue Report

The Contributed Fund 269 Revenue and Expenditure Report can be found on pages 39-40 of the January 23, 2020 Library Board packet.

- Revenue ending December 31, 2019 was \$22,314.
- Expenditures ending December 31, 2019 was \$7,520.

E. Balance Sheets for Fund 268 and 269

The Balance Sheet for Funds 268 and 269 can be found on pages 41 and 42 of the January 23, 2020 Library Board packet.

- Ending Fund Balance for Fund 268 as of December 31, 2019 was \$3,744,802.
- Ending Fund Balance for Fund 269 as of December 31, 2019 was \$1,690,880.

12. **Director's Report**

The Director's Report can be found on pages 43-73 of the January 23, 2020 Library Board packet.

Staff members celebrating anniversaries in February are:

- April Stevenson – Information Services – 9 years
- Tia Marie Sanders – Building Monitor – 6 years
- Eva Sabolcik – Support Services – 4 years
- Steven Kays – Support Services – 1 years
- Colleen Kingsbury – Support Services – 1 year
- Kim Swejkoski – Support Services – 1 year

Directors Report Summary

- On pages 43-45 is an update about the Library Café provided by Evol Gazzarato, Food & Nutrition Director for Novi Community School District. Director Farkas will invite Ms. Gazzarato to the end of year Board Meeting in June.
- On pages 46-49 is an overview about the flood that occurred at the Novi Public Library on January 14, 2020. Director Farkas sends a huge thank you to the Novi Fire Department for their quick response. Also, Director Farkas thanks the Novi Parks and Recreation for hosting the Novi Library's Japanese program. Director Farkas stated that only one book was damaged in the flood.
 - President Agosta asked about bringing in CERT leaders for additional training. (Community Emergency Preparedness Training). Director Farkas commented that training from CERT leaders has taken place but she will look into additional training options.
 - Trustee Michener was pleased that Library guests will not be charged fines for materials due during the closure and the extended grace period to pick up materials on hold.
- On pages 50-63 is the Novi Public Library's Marketing Plan. The Novi School District's Logo on page 58 will be updated. Director Farkas sends a huge thank you to Dana Brataniec and the committee.
- On pages 64-68 is the January eNewsletter. The newsletter is more colorful and vibrant and we are seeing more links getting clicked.
- On page 69 is the flyer for a Leadership Lunch and Learn with speaker Richard Sheridan, CEO of Menlo Innovations in Ann Arbor, Michigan. This event is in partnership with the Novi Chamber of Commerce and will take place on Tuesday, March 3rd from 11:30am-1:30pm.
- On pages 70-73 is an article discussing the benefits of reading vs. screen time.

A. Information Technology Report

The Information Technology Report, provided by Barb Rutkowski, can be found on pages 74-76 of the January 23, 2020 Library Board packet.

B. Facilities Report

The Facilities Report, provided by Keith Perfect is on page 77 of the January 23, 2020 Library Board packet.

C. Information Services Report

The Information Service Report is found on pages 78-80, prepared by April Stevenson.

D. Support Service Report

The Support Services report is found on page 81, prepared by Maryann Zurmuehlen. The number of items checked out in December is 62,193.

E. Library Usage Statistics

The Library Usage Statistics report can be found on pages 82-90. August and October are highlighted as big months for Library cards issued. The Library will reach out to Walled Lake next. Trustee Yu commented that early March is kindergarten orientation. Trustee Yu suggested applications get added to the folders. Director Farkas is very appreciative of this information.

F. Friends of the Novi Library

N/A

G. Novi Historical Commission – December 18, 2019 Agenda

The Novi Historical Commission Meeting Agenda for December 18, 2019 can be found on page 91.

H. Bits & Pieces

The Library Board Calendar is on page 92 of the January 23, 2020 Library Board packet. Director Farkas mentioned that the next Board Meeting is Wednesday, February 19th at the Novi Public Library.

13. Committee Reports

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

(Michener-Chair, Agosta)

- i. Committee consists of: Julie Farkas, Marcia Dominick, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
 - Nothing new to report

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

(Agosta – Chair, Wood, Dooley, Staff Liaison – Marcia Dominick)

- Staff Satisfaction and strategic planning survey on hold until further notice
- Committee consists of: Julie Farkas, Marcia Dominick, Lindsay Gojcaj, Kathleen Alberga, Kirsten Malzahn and Christopher Nadeau.
 - President Agosta requests to schedule an Executive Session for the February Meeting for the Directors Mid-year Review. Please email responses to President Agosta by February 14th if you would like to have them printed or bring a hard copy to the February Board Meeting.

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

(Wood – Chair, Messerknecht, Lawler)

- i. Committee met on Monday, September 23, 2019 to discuss Endowment and Financial Policy. Committee members are reviewing the current policy and will recommend changes.
- ii. Committee members are reviewing the current Financial Policy and will recommend changes.
 - Nothing new to report

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Yu– Chair, Michener, Dooley)

1. The Marketing Plan is being revised.
2. Library/ Community Events attended by Library Board Members in the Last Month:
 - i. January 5: Library Board iCube Demo: Yu, Dooley, Messerknecht
 - ii. January 6: Diamond Jim Brady's Program: Lawler
 - iii. January 20: MLK Unity Breakfast: Yu

E. Strategic Planning Committee: Annual review of current plan

(Dooley – Chair, Yu)

- No report at this time.

F. Building/Landscape Committee: Café Services, Entrance project, Lending Library, Youth renovation, Teen renovation

(Messerknecht – Chair, Lawler, Wood)

- Flood Update that occurred on Tuesday, January 14th. See information in the Director's report.
- Library Café –See information provided by Evol Gazzarato in Director's report.
- Grounds- North end drain work will be completed Spring, 2020.
- Lending Library Kiosk-We have received a tentative delivery date from the City of Novi for June 1, 2020. We have alerted the Lending Library vendor for delivery to begin on June 1, 2020 or during that week.
- Library Van- We are awaiting the delivery of the new van. Costs for the vinyl wrap of the van have been received. A memorandum of understanding will be drafted for the February meeting review by the Board.

G. Bylaw Committee: Review Library Board Bylaws

(Lawler – Chair, Agosta)

- i. Bylaw revisions were approved at the March 28, 2019 meeting.
 - o No report at this time.

14. Public Comment

There was no public comment.

15. Matters for Board Action

- A.** Approval of 2019-2020 Year End Projection 268 Budget as of January 23, 2020 (final documents provided at Board meeting, not in packet)

A motion was made to approve the 2019-2020 Year End Projection for 268 Budget. Revenues of \$3,147,424.71 and expenditures of \$3,144,818.40 adding \$2,606.31 to the fund balance.

1st – Kat Dooley

2nd – Craig Messerknecht

The motion passed unanimously.

- B.** Approval of 2019-2020 Year End Projection 269 Contributed Fund Budget.

A motion was made to approve the 2019-2020 Year End Projection for 269 Contributed Fund Budget. Revenues of \$39,500 and expenditures of \$73,750 consuming \$34,250 of the fund balance.

1st – Tara Michener

2nd – Kat Dooley

The motion passed unanimously.

- C. Approval of 2020-2021 268 Budget (final documents provided at Board meeting, not in packet)

A motion was made to approve the 2020-2021 268 General Budget. Revenues of \$3,245,300 and expenditures of \$3,386,360 consuming \$141,060 of the fund balance.

1st – Tara Michener

2nd – Torry Yu

The motion passed unanimously.

- D. Approval of 2020-2021 269 Budget (final documents provided at Board meeting, not in packet)

A motion was made to approve the 2020-2021 269 Contributed Fund Budget. Revenues of \$42,000 and expenditures of \$77,500 consuming \$35,500 of the fund balance.

1st – Kat Dooley

2nd – Bill Lawler

The motion passed unanimously.

- E. Approval of January 2020-December 2022 Marketing Plan

A motion was made to approve the January 2020-December 2020 Marketing Plan on pages 50-63 of the January 23, 2020 Library Board packet.

1st – Kat Dooley

2nd – Craig Messerknecht

The motion passed unanimously.

16. Executive Session – To discuss written confidential and privileged correspondence from legal counsel.

- i. Roll Call was taken by Secretary, Kat Dooley, to go into Closed Executive Session. All Trustees were in favor of the Closed Executive Session.
- ii. The Executive Session began at 7:44pm and ended at 7:52pm.

17. **Adjourn**

A motion was made to adjourn at 7:53 p.m.

1st— Tara Michener

2nd—Torry Yu

The motion passed unanimously.

Kat Dooley, Secretary

Date

Warrant 587	268 Accounts	February 2020	
Payable to	Invoice #	Account number	Amount
Thornton, Angela	Refund Guest; Printing Fees Pd.	268-000.00-665.000	\$ 98.50
Amazon	acrylic frames	268-000.00-727.000	\$ 176.96
Global		268-000.00-727.000	\$ 762.37
USPS	Novi Post Office	268-000.00-728.000	\$ 50.00
VidCom Solutions	Monitoring with Internet	268-000.00-734.000	\$ 212.55
Amazon	phone cases; surge protectors	268-000.00-734.500	\$ 342.48
CDW-G	earbuds	268-000.00-734.500	\$ 46.50
Demco	cases	268-000.00-740.000	\$ 127.28
Global	rubber bands	268-000.00-740.000	\$ 12.57
Showcases	cases	268-000.00-740.000	\$ 77.24
Amazon	various titles	268-000.00-742.000	\$ 1,808.94
Brodart	various titles	268-000.00-742.000	\$ 10,209.01
CCH Incorporated	State Tax Handbook	268-000.00-742.000	\$ 183.26
Center Point Large Print		268-000.00-742.000	\$ 124.49
Gale Cengage		268-000.00-742.000	\$ 595.05
Library Ideas	VOX	268-000.00-742.000	\$ 894.64
Addison Twp		268-000.00-742.100	\$ 17.99
Lyon Twp		268-000.00-742.100	\$ 13.99
Highland Twp		268-000.00-742.100	\$ 25.99
Brighton		268-000.00-742.100	\$ 2.00
Midwest Tape		268-000.00-744.000	\$ 1,057.69
Overdrive		268-000.00-744.000	\$ 2,652.60
Amazon		268-000.00-745.200	\$ 864.58
Midwest Tape	various titles	268-000.00-745.200	\$ 3,421.25
The Library Network	Tumble Book 01/31/20-01/31/21	268-000.00-745.300	\$ 559.30
Spectrum		268-000.00-801.925	\$ 48.48
Integrated Payments		268-000.00-802.100	\$ 228.00
Foster Swift	Policy	268-000.00-806.000	\$ 340.00
Oakland Historical Resources	(OCHR) Membership; 1/2	268-000.00-809.000	\$ 600.00
Rotary Club of Novi	Farkas; Winter 2020	268-000.00-809.000	\$ 212.50
H&K Janitorial Service, Inc.		268-000.00-817.000	\$ 4,024.67
AT&T		268-000.00-851.000	\$ 351.32
T-Mobile		268-000.00-851.000	\$ 290.08
Telnet		268-000.00-851.000	\$ 415.17
Verizon		268-000.00-851.000	\$ 419.32
The Library Network		268-000.00-855.000	\$ 17,718.71
Canva	Advertising Expenditure	268-000.00-880.000	\$ 2.00

Facebook	Advertising Expenditure	268-000.00-880.000	\$ 13.96
Municipal Web Services		268-000.00-880.000	\$ 703.50
Sam's		268-000.00-880.000	\$ 23.91
Amazon	Xbox wireless controller	268-000.00-880.268	\$ 46.99
Big Tommy Parthenon	Food Expense; MLK 01/20/20	268-000.00-880.268	\$ 315.00
Brandon, Scott	Plate Days	268-000.00-880.268	\$ 16.00
Discount School Supply		268-000.00-880.268	\$ 19.88
Global	Poster Paper	268-000.00-880.268	\$ 135.01
McLoughlin, Pamela	Plate Days	268-000.00-880.268	\$ 24.00
Naushin Reza	Plate Days	268-000.00-880.268	\$ 8.00
Sam's Club	Unity Day ; snacks	268-000.00-880.268	\$ 41.33
Silberman, David	Trivia Night 01/08/20 reimburse	268-000.00-880.268	\$ 45.00
Millennium Business Systems		268-000.00-900.000	\$ 535.62
Consumers Energy		268-000.00-921.000	\$ 1,455.31
DTE		268-000.00-922.000	\$ 7,397.73
Allied Eagle		268-000.00-934.000	\$ 668.12
Amazon		268-000.00-934.000	\$ 207.92
Cintas		268-000.00-934.000	\$ 544.60
Dalton	Monthly Carpet Maintenance	268-000.00-934.000	\$ 1,325.00
Image360	magnet	268-000.00-934.000	\$ 44.30
Lighting Supply		268-000.00-934.000	\$ 247.45
Sam's		268-000.00-934.000	\$ 32.94
Brien's		268-000.00-941.000	\$ 2,000.00
C&J Parking Lot Sweep		268-000.00-941.000	\$ 55.00
Creating Sustainable Landscapes	south and west bioswales	268-000.00-941.000	\$ 200.00
Weingartz		268-000.00-941.000	\$ 25.98
Millennium Business Systems		268-000.00-942.000	\$ 723.94
Corrigan Record Storage		268-000.00-942.100	\$ 23.98
Amway Grand Plaza Hotel	MI AEYC	268-000.00-956.000	\$ 162.41
Brataniec, Dana	reimburse; workshop mileage	268-000.00-956.000	\$ 32.43
Cottage Inn	Pizza expense; budget meeting	268-000.00-956.000	\$ 62.95
Michigan Library Association (MLA)	Workshops/Seminars	268-000.00-956.000	\$ 415.00
Novi Chamber of Commerce		268-000.00-956.000	\$ 210.00
Petty Cash (Postage)		268-000.00-728.000	\$ 0.61
Petty Cash (Community Relations)		268-000.00-880.000	\$ 8.90
Petty Cash (Programming)		268-000.00-880.268	\$ 39.02
Petty Cash (Conferences/Workshops)		268-000.00-956.000	\$ 5.00
TOTAL			\$ 66,804.27

Warrant 587	269 Accounts	February 2020	
Payable to	Invoice #	Account number	Account total
Meininger, Rose	Scrapbook; unable to attend	269-000.00-665.046	\$ 40.00
Amazon	RAR; various titles	269-000.00-742.229	\$ 56.79
Amazon	RAR; Bad Dog	269-000.00-742.229	\$ 20.99
Amazon	RAR; Hello World - various	269-000.00-742.229	\$ 15.98
Amazon	RAR National Geographic	269-000.00-742.229	\$ 14.90
Amazon	RAR; A Treasure of Fairy Tales	269-000.00-742.229	\$ 17.70
Amazon	RAR; A Treasure of Fairy Tales	269-000.00-742.229	\$ 17.70
Amazon	International Youth	269-000.00-742.230	\$ 18.13
Amazon	International Youth	269-000.00-742.230	\$ 31.70
Amazon	International Youth	269-000.00-742.230	\$ 30.90
Amazon	iCube; weeding vinyl tools	269-000.00-742.233	\$ 61.11
Amazon	iCube; craft supplies	269-000.00-742.233	\$ 75.99
Petty Cash (iCube)	iCube; Thread Expense	269-000.00-742.233	\$ 13.90
TOTAL			\$ 415.79

January 2020 Library Board Student Representative Report
By: Tarun Tangirala and Lindsay Gojcaj (Library Staff Liaison)

Tween and Teen Library Programs:

The **BeTWEEN the Pages - Tween Book Club** program took place on January 22. Guests read and discussed *Breadcrumbs* by Anne Ursu. The purpose of the program is to discover new books, encourage reading, and make new friends. (Attendance = 4)

The **SAT Practice Test** program originally scheduled for January 18 has been rescheduled to February 8 due to the library's closure on the original date. Attendance will be reported in the next report for February.

Teen Space Update:

During January 2020, there were 405 guests who visited Teen Space. There was no Teen Space on the following dates: January 1-3 (no school), January 15-17 (library closure due to flood), January 20 (no school), and January 24 (no school).

Total breakdown of Teen Space numbers for the 2019-2020 school year:

September 2019 = 605 guests

October 2019 = 814 guests

November 2019 = 503 guests

December 2019 = 469 guests

January 2020 = 405 guests

Total for 2019-2020 school year = 2,796 guests

Teen Advisory Board Update:

During the fifth Teen Advisory Board (TAB) meeting of the 2019-2020 school year on January 24, guests prepared for the upcoming February Teen Stop display to recognize National Library Lovers Month. Guests wrote why they love the Novi Public Library. These papers will be displayed in Teen Stop throughout the month of February. Another group of guests helped organized the colored paper in the youth department, which will help staff select paper easier. The rest of the group assisted with looking for damaged or worn teen fiction books in Teen Stop to help maintain this collection. (Attendance = 9)

Upcoming Programs:

- Battle of the Books – March 21
- BeTWEEN the Pages - Tween Book Club – March 25 (title will be *The Harlem Charade* by Natasha Tarpley)
- Teen Advisory Board (TAB) Meeting – March 27

GOALS UPDATE (July, October, January, April)



2019 - 2022

Novi Public Library's Strategic Goals

- 1 Empower universal literacy.
- 2 Escalate an innovative and inclusive culture.
- 3 Enhance core interactions within our diverse community.



How will we accomplish these goals?



Collections/Electronic Resources

Expand collection offerings in print, music and movie in addition to electronic formats. Provide online training options for residents, city/school employees and businesses.



Technology

Stay on the cutting edge of new technology initiatives and foster talents to expand technological experiences at NPL.



Outreach & Services

Improve Library access to all Novi residents, city employees, businesses and those working in Novi. Expand collaborations with area schools and create barrier free policies and procedures.



Building & Grounds

Execute more flexible spaces, furniture and electrical access based on guest needs. Implement sustainable processes of recycling, paper and utility usage and explore use of building for larger community events.



Programming & Events

Evaluate programming needs, expand outreach, and create new partnerships.



Marketing

Determine more targeted marketing strategies, investigate touchscreen interaction in the building for programming, events and services, and tell NPL's story better through Inform. Inspire. Include.



Staff Development

Improve staff training, launch a customer services initiative, and support growth and innovation in our library team.

Our Mission: To provide the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community.

INFORM. INSPIRE. INCLUDE.

FINANCIALS

2020-2021 Library Budget 268 January 23, 2020		2018-2019 Audited	2019-2020 Approved	2019-2020 Year End Projection	2020-2021 Approved	2021-2022 Projected	2022-2023 Projected
Revenues		10/30/2019	2/28/2019	1/23/2020	1/23/2020	1/20/2020	1/20/2020
Account	Description						
403.000	Tax Revenue - Current Levy	2,722,657.94	2,827,689.00	2,827,689.00	2,926,658.00	3,043,724.00	3,165,473.00
403.001	Tax Revenue - Cnty Chargebk	3,317.74	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
403.002	Tax Revenue - Tx Tribunal		-1,000.00	-1,000.00	0.00	0.00	0.00
403.003	Tax Revenue - Brownfield 2008	-238.66	-250.00	-250.00	-259.00	-270.00	-290.00
403.006	Tax Revenue - Brownfield 2015	-1,726.23	-3,000.00	-3,000.00	-4,500.00	-6,000.00	7,500.00
420.000	Tax Reveune - C/Y Del PPT	-3,711.48	-6,500.00	-6,500.00	-6,500.00	-6,500.00	-6,500.00
567.000	State Aid	42,429.20	36,000.00	40,000.00	40,000.00	40,000.00	40,000.00
633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
657.000	Library book fines	69,892.80	58,000.00	58,000.00	65,000.00	65,000.00	65,000.00
658.000	State penal fines	115,794.64	113,000.00	118,345.07	114,000.00	114,000.00	114,000.00
664.000	Interest on Investments	58,350.57	53,000.00	53,000.00	54,201.00	55,663.00	55,663.00
664.500	Unrealized gain(loss) invest	41,412.79	-20,000.00	-20,000.00	-20,000.00	-20,000.00	-20,000.00
665.000	Miscellaneous income	14,698.76	15,000.00	15,000.00	14,000.00	14,000.00	14,000.00
665.100	Copier	1,836.48	1,600.00	600.00	600.00	600.00	600.00
665.200	Electronic media	0.00	0.00	0.00	0.00	0.00	0.00
665.266	SRP - T-shirt sales	0.00	0.00	0.00	0.00	0.00	0.00
665.289	Adult Programming	8,593.99	3,000.00	4,610.53	3,000.00	3,000.00	3,000.00
665.290	Library Fundraising	0.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
665.300	Meeting Room	38,294.26	50,000.00	40,000.00	37,000.00	37,000.00	37,000.00
665.400	Gifts and donations	9,512.37	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
665.404	Novi Township Assessment	6,342.00	6,400.00	6,400.00	6,600.00	6,600.00	6,600.00
665.650	Library Café	3,299.86	5,000.00	5,030.11	6,000.00	6,000.00	6,000.00
Total Revenues		3,130,757.03	3,147,439.00	3,147,424.71	3,245,300.00	3,362,317.00	3,497,546.00

2020-2021 January 23, 2020		2018-2019	2019-2020	2019-2020 Year End Projection	2020-2021	2021-2022	2022-2023
		Audited	Approved		Approved	Projected	Projected
Expenditures							
Personnel Svcs.							
Account	Description						
704.000	Permanent Salaries	893,290.38	949,000.00	920,000.00	971,650.00	995,941.00	1,020,840.00
704.200	Wages (non-pensionable)	0.00	0.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout	3,993.98	4,000.00	4,704.40	4,700.00	4,800.00	4,900.00
704.250	Final Payout	0.00			0.00	0.00	0.00
705.000	Temporary Salaries	596,655.55	677,000.00	660,000.00	746,730.00	765,398.00	784,533.00
706.000	Overtime	2,993.85	500.00	500.00	500.00	500.00	500.00
715.000	Social Security	111,842.07	123,000.00	112,000.00	131,456.00	134,742.00	138,111.00
716.000	Insurance	205,635.46	211,000.00	192,000.00	195,000.00	204,750.00	215,000.00
716.200	HSA - Employer Contribution	4,640.66	5,800.00	5,800.00	6,300.00	6,300.00	6,300.00
716.999	Ins. Employee Reimbursement	-38,291.26	-40,700.00	-38,000.00	-36,000.00	-37,800.00	-39,690.00
718.000	Pension DB	9,000.00	8,400.00	8,400.00	8,400.00	8,400.00	8,400.00
718.010	DB Unfunded Accrued Liability	24,132.00	29,300.00	29,300.00	43,224.00	45,000.00	47,000.00
718.050	Pension - add'l DB Contribution	40,000.00					
718.200	Pension - Defined Contribution	31,985.62	34,000.00	37,700.00	45,000.00	45,900.00	45,900.00
719.000	Unemployment Ins	0.00	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	3,096.71	3,900.00	3,900.00	4,100.00	4,200.00	4,200.00
Total Personnel Services		1,888,975.02	2,005,200.00	1,936,304.40	2,121,060.00	2,178,131.00	2,235,994.00
Supplies and Materials							
Account	Description						
727.000	Office supplies	14,891.66	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00
728.000	Postage	549.23	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
734.000	Computer software/licensing	46,184.43	94,000.00	94,000.00	69,700.00	69,700.00	69,700.00
734.500	Computer supplies equip	45,222.77	56,100.00	56,100.00	19,800.00	26,800.00	59,900.00
740.000	Operating supplies	12,414.26	28,100.00	28,100.00	28,000.00	28,000.00	28,000.00
740.010	Gift and Donations expense	0.00	0.00	0.00	0.00	0.00	0.00
740.200	Desk, chairs, cabinets, etc.	325.99	2,500.00	2,500.00	5,000.00	5,000.00	5,000.00
741.000	Uniforms	0.00	389.00	300.00	300.00	300.00	300.00
742.000	Books	160,681.48	185,800.00	185,800.00	185,800.00	185,800.00	185,800.00
742.010	Lending Library Books	0.00	10,000.00	10,000.00	20,000.00	20,000.00	20,000.00
742.100	Book Fines	309.92	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	19,631.16	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00
744.000	Audio visual materials	89,235.09	96,000.00	96,000.00	115,000.00	115,000.00	115,000.00
745.200	Electronic media	43,680.27	41,900.00	41,900.00	46,900.00	46,900.00	46,900.00
745.300	Online (Electronic) Resources	55,261.16	61,500.00	61,500.00	64,000.00	64,000.00	64,000.00
Total Supplies & Materials		488,387.42	621,389.00	621,300.00	599,600.00	606,600.00	639,700.00

2020-2021 Library Budget 268 January 23, 2020		2018-2019 Audited	2019-2020 Approved	2019-2020 Year End Projection	2020-2021 Approved	2021-2022 Projected	2022-2023 Projected
Services & Charges							
Account	Description						
801.925	Public Information (cable)	472.42	500.00	500.00	500.00	500.00	500.00
802.000	Data Processing - OnBase	679.80	700.00	700.00	700.00	700.00	700.00
802.100	Bank Services	4,152.27	2,500.00	5,000.00	4,000.00	4,000.00	4,000.00
803.000	Independent Audit	700.00	1,000.00	475.00	500.00	500.00	500.00
804.000	Medical Service	1,372.00	1,500.00	1,200.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	19,026.68	5,000.00	7,500.00	5,000.00	5,000.00	5,000.00
808.100	Rubbish	1,259.04	1,250.00	1,300.00	1,500.00	1,500.00	1,500.00
809.000	Memberships & Dues	6,315.97	7,000.00	7,000.00	7,500.00	7,500.00	7,500.00
816.000	Professional services	6,077.50	5,500.00	5,500.00	10,500.00	5,500.00	5,500.00
817.000	Custodial Services	48,296.04	48,300.00	48,300.00	50,000.00	50,000.00	50,000.00
818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	15,789.19	19,900.00	16,500.00	17,500.00	18,000.00	18,500.00
855.000	TLN Automation Services	56,294.00	74,000.00	62,000.00	65,200.00	66,000.00	67,000.00
861.000	Gasoline and oil	267.37	1,200.00	600.00	1,500.00	1,500.00	1,500.00
862.000	Mileage	321.41	700.00	200.00	300.00	300.00	300.00
880.000	Community Promotion	18,337.59	20,000.00	20,000.00	21,000.00	21,000.00	21,000.00
880.267	Library Programming - Book It	0.00	0.00	0.00	0.00	0.00	0.00
880.268	Library Programming	26,481.55	26,500.00	26,500.00	25,000.00	25,000.00	25,000.00
880.271	Adult Programming	0.00	0.00	0.00	8,000.00	8,000.00	8,000.00
900.000	Print, Graphic Design, Publish	32,984.35	34,500.00	32,000.00	30,000.00	30,000.00	30,000.00
910.000	Property & Liability Insurance	12,412.00	13,500.00	12,544.00	12,500.00	12,500.00	12,500.00
910.001	Ins deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00	0.00
921.000	Heat	10,341.80	10,000.00	10,000.00	11,000.00	12,000.00	13,000.00
922.000	Electricity	91,827.26	100,000.00	93,000.00	95,000.00	97,000.00	99,000.00
923.000	Water and Sewer	7,199.30	7,500.00	7,500.00	7,500.00	7,800.00	8,000.00
934.000	Building Maintenance	107,313.46	82,500.00	87,500.00	112,200.00	117,200.00	91,200.00
935.000	Vehicle Maintenance	0.00	200.00	200.00	500.00	500.00	500.00
941.000	Grounds Maint.	29,074.43	45,400.00	50,900.00	38,000.00	118,000.00	40,000.00
942.000	Office Equipment Lease	10,036.94	10,000.00	8,000.00	8,000.00	8,000.00	8,000.00
942.100	Records storage	280.40	300.00	300.00	1,300.00	1,300.00	1,300.00
956.000	Conferences & Workshops	10,804.45	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Total Services & Charges		521,612.22	537,950.00	523,714.00	554,700.00	639,300.00	540,000.00
2020-2021 Library Budget 268 January 23, 2020		2018-2019 Audited	2019-2020 Approved	2019-2020 Year End Projection	2020-2021 Approved	2021-2022 Projected	2022-2023 Projected
Capital Outlay							
Account	Description						
962.000	Building Maint.						
941.000	Grounds Maint./Entrance Project						

976.000	Building Improvements/Entrance		10,000.00	0.00	15,000.00		
976.100	Parking lot improvements						
983.000	Vehicles - Van		28,500.00	32,000.00			
986.000	Internal Tech - Capital Outlay	21,031.05	14,000.00	14,000.00	58,000.00	40,200.00	161,300.00
986.000	Data Proc - camera replacement		17,500.00	17,500.00	21,000.00	21,000.00	24,000.00
990.000	Furniture	14,049.00			17,000.00	17,000.00	17,000.00
Total Capital Outlay		35,080.05	70,000.00	63,500.00	111,000.00	78,200.00	202,300.00
965.269	Walker Transfer						
Total Expenditures		2,934,054.71	3,234,539.00	3,144,818.40	3,386,360.00	3,502,231.00	3,617,994.00
Total Revenues		3,130,757.03	3,142,439.00	3,147,424.71	3,245,300.00	3,362,317.00	3,497,546.00
680.000	TOTAL Fundbalance	196,702.32	-92,100.00	2,606.31	-141,060.00	-139,914.00	-120,448.00

268 Account: Computer replacements \$31,200, Smartboards \$26,470.00, Camera Upgrade \$21,000, Furniture updates \$17,000, Airducts \$25,000,

269 - Library Contributed Funds - Revenues & Expenditures
2020-2021 (as of January 23, 2020)

	2017-2018 Audited 6/30/2018	2018-2019 Approved 5/23/2019	2018-2019 Audited 10/30/2019	2019-2020 Approved 2/28/2019	2019-2020 Year End Projection 1/20/2020	2020-2021 Approved 1/23/2020
Revenues						
Interest Income						
664.000 Interest on Investments	\$ 31,885.58	\$ 27,000.00	\$ 32,511.28	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
664.500 Unrealized gain (loss) on investments	(12,758.73)	(4,500.00)	22,698.30	(4,500.00)	(4,500.00)	(4,500.00)
TOTAL	\$ 19,126.85	\$ 22,500.00	\$ 55,209.58	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
Donations						
665.046 Makerspace		2,000.00	3,794.30	2,000.00	2,000.00	2,000.00
665.229 Raising a Reader	-	5,500.00	5,050.00	5,500.00	-	2,500.00
665.230 Collections/Materials Revenue	\$ 619.00	\$ 1,000.00	\$ 1,847.20	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
665.231 Buildings/Ground/Furniture Revenue	6,564.79	1,000.00	-	1,000.00	1,000.00	1,000.00
665.232 Programming Revenue	18,391.18	12,163.50	12,163.50	5,500.00	5,500.00	5,500.00
665.233 Technology Library Revenue	3,320.00	1,500.00	5,300.00	1,500.00	1,500.00	1,500.00
665.234 Undesignated Misc. Donations	1,320.99	500.00	93.85	500.00	500.00	500.00
665.235 Marketing Sponsorships					5,500.00	5,500.00
TOTAL	\$ 30,215.96	\$ 23,663.50	\$ 28,248.85	\$ 17,000.00	\$ 17,000.00	\$ 19,500.00
TOTAL Revenues	\$ 49,342.81	\$ 46,163.50	\$ 83,458.43	\$ 39,500.00	\$ 39,500.00	\$ 42,000.00
Expenditures						
Supplies						
742.229 Raising a Reader		4,000.00	3,923.81	4,000.00	2,500.00	1,000.00
742.230 Collections/Materials Expenditures	\$ 317.49	\$ 2,000.00	\$ 1,617.58	\$ 2,000.00	\$ 2,000.00	\$ 500.00
742.231 Buildings/Ground/Furniture Exp	304.00	4,859.00	4,859.00	15,000.00	15,000.00	30,200.00
742.232 Programming Expenditures	18,316.54	12,163.50	10,753.58	3,000.00	3,000.00	1,000.00
742.233 Technology Library Expenditures	5,888.30	24,000.00	23,211.99	5,000.00	5,000.00	31,000.00
742.234 Undesignated Misc. Expenditures	3,865.00	500.00	245.75	-	-	500.00
742.236 Staff Recognition	-	2,200.00	1,695.10	2,500.00	2,500.00	1,500.00
TOTAL	\$ 28,691.33	\$ 49,722.50	\$ 46,306.81	\$ 31,500.00	\$ 30,000.00	\$ 65,700.00
Capital Outlay						
976.044 Auto Lending Library	\$ -	\$ 34,750.00	\$ 32,750.00	\$ 34,750.00	\$ 34,750.00	\$ -
976.045 LED Lighting Conversion project	11,169.60	20,000.00	15,634.61	2,000.00	2,000.00	6,800.00
976.046 Makerspace (iCube)		29,000.00	20,108.71	7,000.00	7,000.00	5,000.00
983.000 Vehicle				-	-	-
TOTAL	\$ 11,169.60	\$ 83,750.00	\$ 68,493.32	\$ 43,750.00	\$ 43,750.00	\$ 11,800.00
TOTAL Expenditures	\$ 39,860.93	\$ 133,472.50	\$ 114,800.13	\$ 75,250.00	\$ 73,750.00	\$ 77,500.00
Beginning Fund Balance Yr. End	\$ 1,697,946.40	\$ 1,707,428.28	\$ 1,707,428.28	\$ 1,676,086.58	\$ 1,676,086.58	\$ 1,641,836.58
Revenues	49,342.81	46,163.50	83,458.43	39,500.00	39,500.00	42,000.00
Expenditures	(39,860.93)	(133,472.50)	(114,800.13)	(75,250.00)	(73,750.00)	(77,500.00)
NET Revenues vs. Expenditures	9,481.88	(87,309.00)	(31,341.70)	(35,750.00)	(34,250.00)	(35,500.00)
Beginning Fund Balance						
Ending Fund Balance Expected	\$ 1,707,428.28	\$ 1,620,119.28	\$ 1,676,086.58	\$ 1,640,336.58	\$ 1,641,836.58	\$ 1,606,336.58

Notes: 20/21 Projects: Digital Marketing \$31,000, Phase 1 Youth Reno \$17,000, Phase 1 Teen Reno \$13,200
Lighting upgrades and wall mounts \$6,800, iCube development \$5,000

02/10/2020 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI											
PERIOD ENDING 01/31/2020											
% Fiscal Year Completed: 58.74											
*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.											
		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	JULY 2019	NOV 2019	DEC 2019	JAN 2020	01/31/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268											
Dept 000.00 - treasury											
Property tax revenue											
268-000.00-403.000	Property Tax Revenue - Current Levy	2,722,657.94	2,837,689.00	2,837,689.00	2,839,828.76	0.00	0.00	0.00	2,839,828.76	(2,139.76)	100.08
268-000.00-403.001	Property Tax Revenue- County Chargebacks	3,317.74	2,000.00	2,000.00	0.00	176.20	58.63	329.09	610.19	1,389.81	30.51
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(238.66)	(249.00)	(249.00)	(258.43)	0.00	0.00	0.00	(258.43)	9.43	103.79
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(1,726.23)	(3,000.00)	(3,000.00)	(2,983.82)	0.00	0.00	0.00	(2,983.82)	(16.18)	99.46
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(3,711.48)	(6,500.00)	(17,501.00)	0.00	0.00	0.00	0.00	0.00	(17,501.00)	0.00
Property tax revenue		2,720,299.31	2,829,940.00	2,818,939.00	2,836,586.51	176.20	58.63	329.09	2,837,196.70	(18,257.70)	100.65
State sources											
268-000.00-567.000	State aid	42,429.20	38,000.00	36,000.00	22,406.30	0.00	0.00	0.00	22,406.30	13,593.70	62.24
State sources		42,429.20	38,000.00	36,000.00	22,406.30	0.00	0.00	0.00	22,406.30	13,593.70	62.24
Fines and forfeitures											
268-000.00-657.000	Library book fines	69,892.80	62,000.00	62,000.00	6,149.30	4,081.92	4,044.73	4,248.22	41,088.56	20,911.44	66.27
268-000.00-658.000	State penal fines	115,794.64	115,000.00	109,000.00	0.00	70.18	0.00	0.00	118,345.07	(9,345.07)	108.57
Fines and forfeitures		185,687.44	177,000.00	171,000.00	6,149.30	4,152.10	4,044.73	4,248.22	159,433.63	11,566.37	93.24
Interest income											
268-000.00-664.000	Interest on investments	58,350.57	53,792.00	53,792.00	3,474.75	6,161.14	0.00	0.00	29,194.31	24,597.69	54.27
268-000.00-664.500	Unrealized gain (loss) on investments	41,412.79	(20,000.00)	(20,792.00)	122.35	(1,558.20)	44.29	0.00	5,922.00	(26,714.00)	(28.48)
Interest income		99,763.36	33,792.00	33,000.00	3,597.10	4,602.94	44.29	0.00	35,116.31	(2,116.31)	106.41
Other revenue											
268-000.00-665.000	Miscellaneous income	14,698.76	15,000.00	15,000.00	1,156.79	851.64	696.13	656.47	6,488.56	8,511.44	43.26
268-000.00-665.100	Copier	1,836.48	2,000.00	600.00	166.70	0.00	0.00	0.00	263.55	336.45	43.93
268-000.00-665.290	Library fund raising revenue	0.00	0.00	0.00	0.00	0.00	576.39	0.00	2,986.24	(2,986.24)	100.00
268-000.00-665.300	Meeting room	38,294.26	50,000.00	50,000.00	2,841.94	3,388.62	2,477.72	3,293.80	21,060.57	28,939.43	42.12
268-000.00-665.404	Novi Township assessment	6,342.00	6,400.00	6,400.00	6,591.00	0.00	0.00	0.00	6,591.00	(191.00)	102.98
268-000.00-665.650	Library Cafe	3,299.86	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,030.11	(30.11)	100.60
Other revenue		64,471.36	78,400.00	77,000.00	10,756.43	4,240.26	3,750.24	3,950.27	42,420.03	34,579.97	55.09
Donations											
268-000.00-665.289	Adult programs	8,593.99	5,000.00	3,000.00	0.00	0.00	0.00	417.60	5,028.13	(2,028.13)	167.60
268-000.00-665.400	Gifts and donations	9,512.37	3,500.00	3,500.00	834.62	773.22	151.65	366.36	2,888.86	611.14	82.54
Donations		18,106.36	8,500.00	6,500.00	834.62	773.22	151.65	783.96	7,916.99	(1,416.99)	121.80

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	JULY 2019	NOV 2019	DEC 2019	JAN 2020	01/31/2020	BALANCE	% BDGT
SL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
	Personnel services										
268-000.00-704.000	Permanent salaries	893,290.38	920,200.00	949,080.00	33,366.55	69,843.21	72,728.01	107,923.67	527,680.21	421,399.79	55.60
268-000.00-704.210	Vacation Payout	3,993.98	3,500.00	4,000.00	0.00	4,704.40	0.00	0.00	4,704.40	(704.40)	117.61
268-000.00-705.000	Temporary salaries	596,655.55	717,500.00	677,000.00	22,461.39	51,511.97	50,832.43	75,933.72	387,530.75	289,469.25	57.24
268-000.00-706.000	Overtime	2,993.85	0.00	500.00	130.65	0.00	0.00	182.91	418.08	81.92	83.62
268-000.00-715.000	Social security	111,842.07	125,500.00	123,000.00	4,552.66	9,439.61	9,250.91	13,877.54	69,414.96	53,585.04	56.43
268-000.00-716.000	Insurance	205,635.46	211,000.00	211,000.00	15,217.18	14,952.99	15,940.89	14,892.67	110,647.24	100,352.76	52.44
268-000.00-716.200	HSA - employer contribution	4,640.66	5,850.00	5,800.00	0.00	590.60	590.36	3,150.00	5,849.65	(49.65)	100.86
268-000.00-716.999	Insurance - Employee Reimbursement	(38,291.26)	(40,700.00)	(40,700.00)	(1,478.41)	(2,932.44)	(2,932.44)	(3,022.91)	(19,031.91)	(21,668.09)	46.76
268-000.00-718.000	Pension - DB Normal Cost	9,000.00	8,400.00	8,400.00	700.00	700.00	700.00	0.00	4,200.00	4,200.00	50.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	24,132.00	29,292.00	29,300.00	2,441.00	2,441.00	2,441.00	0.00	14,646.00	14,654.00	49.99
268-000.00-718.100	Pension - DB additional contribution	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-718.200	Pension - defined contribution	31,985.62	34,000.00	34,000.00	1,503.94	3,246.98	3,274.88	4,853.19	23,703.56	10,296.44	69.72
268-000.00-720.000	Workers compensation	3,096.71	3,990.00	3,820.00	273.47	288.69	276.87	411.92	2,246.30	1,573.70	58.80
	Personnel services	1,888,975.02	2,018,532.00	2,005,200.00	79,168.43	154,787.01	153,102.91	218,202.71	1,132,009.24	873,190.76	56.45

GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Supplies											
268-000.00-727.000	Office supplies	14,891.66	20,000.00	19,000.00	1,140.96	1,299.10	549.14	1,523.68	9,660.82	9,339.18	50.85
268-000.00-728.000	Postage	549.23	300.00	1,000.00	0.00	400.00	(117.50)	50.00	437.15	562.85	43.72
268-000.00-734.000	Computer supplies, software & licensing	46,184.43	69,500.00	94,000.00	7,688.03	4,801.30	400.37	0.00	20,316.95	73,683.05	21.61
268-000.00-734.500	Computer supplies/equipment	45,222.77	60,000.00	56,100.00	828.50	7,390.17	288.33	(291.60)	9,841.55	46,258.45	17.54
268-000.00-740.000	Operating supplies	12,414.26	27,000.00	28,100.00	1,678.20	1,019.23	9,230.99	217.09	15,764.53	12,335.47	56.10
268-000.00-740.200	Supplies - Desk chairs and file cabinets	325.99	0.00	2,500.00	0.00	1,737.00	0.00	0.00	2,152.48	347.52	86.10
268-000.00-741.000	Supplies - Uniforms	0.00	300.00	389.00	0.00	0.00	0.00	0.00	180.00	209.00	46.27
268-000.00-742.000	Library books	160,681.48	180,000.00	185,800.00	12,208.10	11,434.95	8,693.38	7,522.44	88,973.04	96,826.96	47.89
268-000.00-742.010	Library Books - Lending	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	35.99	9,964.01	0.36
268-000.00-742.100	Library Books - Fines	309.92	1,200.00	1,100.00	0.00	8.95	49.98	59.97	128.90	971.10	11.72
268-000.00-743.000	Library periodicals	19,631.16	24,000.00	24,000.00	0.00	839.92	0.00	0.00	16,548.93	7,451.07	68.95
268-000.00-744.000	Audio visual materials	89,235.09	92,000.00	96,000.00	7,459.05	14,515.37	3,317.14	389.87	52,914.82	43,085.18	55.12
268-000.00-745.200	Electronic media	43,680.27	41,000.00	41,900.00	3,425.28	5,479.79	4,504.95	1,922.03	28,777.19	13,122.81	68.68
268-000.00-745.300	Electronic resources (CD rom materials)	55,261.16	67,000.00	61,500.00	43,778.55	0.00	0.00	0.00	48,256.31	13,243.69	78.47
Supplies		488,387.42	592,300.00	621,389.00	78,206.67	48,925.78	26,916.78	11,393.48	293,988.66	327,400.34	47.31
Other services and charges											
268-000.00-801.925	Public information (cable, etc)	472.42	500.00	500.00	46.13	48.48	48.48	0.00	283.83	216.17	56.77
268-000.00-802.000	Data processing	679.80	0.00	700.00	700.20	0.00	0.00	0.00	700.20	(0.20)	100.03
268-000.00-802.100	Bank Service Charges	4,152.27	2,500.00	2,500.00	360.00	398.56	650.47	475.22	3,088.26	(588.26)	123.53
268-000.00-803.000	Independent audit	700.00	700.00	1,000.00	0.00	0.00	0.00	0.00	809.82	190.18	80.98
268-000.00-804.000	Medical service	1,372.00	1,500.00	1,500.00	0.00	98.00	0.00	0.00	588.00	912.00	39.20
268-000.00-806.000	Legal fees	19,026.68	2,500.00	5,000.00	(7,476.00)	1,020.00	0.00	340.00	6,023.50	(1,023.50)	120.47
268-000.00-808.100	Rubbish Monthly	1,259.04	1,200.00	1,250.00	108.07	108.07	108.07	0.00	540.35	709.65	43.23
268-000.00-809.000	Memberships and dues	6,315.97	6,000.00	7,000.00	3,654.44	0.00	252.50	1,025.00	6,391.94	608.06	91.31
268-000.00-816.000	Professional services	6,077.50	7,500.00	5,500.00	0.00	0.00	0.00	0.00	250.00	5,250.00	4.55
268-000.00-817.000	Custodial services	48,296.04	48,000.00	48,300.00	4,060.67	4,024.67	0.00	0.00	24,184.02	24,115.98	50.07
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	3,495.00	5.00	99.86
268-000.00-851.000	Telephone	15,789.19	19,500.00	19,900.00	1,083.96	1,401.11	745.35	659.35	8,182.67	11,717.33	41.12
268-000.00-855.000	TLN Automation Services	56,294.00	60,000.00	74,000.00	14,967.36	0.00	(1,405.98)	15,670.83	43,250.19	30,749.81	58.45

268-000.00-861.000	Gasoline and oil	267.37	500.00	1,200.00	35.82	35.26	0.00	0.00	189.38	1,010.62	15.78
268-000.00-862.000	Mileage	321.41	200.00	700.00	0.00	6.38	0.00	0.00	6.38	693.62	0.91
		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	JULY 2019	NOV 2019	DEC 2019	JAN 2020	01/31/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
268-000.00-880.000	Community promotion	18,337.59	23,000.00	20,000.00	373.59	1,596.28	1,755.23	923.91	15,200.24	4,799.76	76.00
268-000.00-880.268	Library programming	26,481.55	26,500.00	26,500.00	4,330.16	724.70	945.30	410.22	14,364.33	12,135.67	54.21
268-000.00-900.000	Printing, graphic design and publishing	32,984.35	30,000.00	34,500.00	24.99	2,906.47	2,834.94	2,030.10	14,869.20	19,630.80	43.10
268-000.00-910.000	Property & liability insurance	12,412.00	14,000.00	13,500.00	12,544.00	0.00	0.00	0.00	12,544.00	956.00	92.92
268-000.00-921.000	Heat	10,341.80	12,000.00	10,000.00	471.10	163.62	954.68	0.00	2,512.84	7,487.16	25.13
268-000.00-922.000	Electricity	91,827.26	87,000.00	100,000.00	10,364.40	6,831.14	14,952.21	7,397.73	55,731.24	44,268.76	55.73
268-000.00-923.000	Water and sewer	7,199.30	7,900.00	7,500.00	0.00	0.00	1,891.24	0.00	3,716.42	3,783.58	49.55
268-000.00-934.000	Building maintenance	107,313.46	98,000.00	82,500.00	13,188.05	8,077.72	11,184.79	6,474.41	62,901.01	19,598.99	76.24
268-000.00-935.000	Vehicle maintenance	0.00	500.00	200.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00
268-000.00-941.000	Grounds maintenance	29,074.43	39,000.00	45,400.00	2,130.64	2,425.43	5,991.64	1,225.98	16,998.69	28,401.31	37.44
268-000.00-942.000	Office equipment lease	10,036.94	14,000.00	10,000.00	0.00	650.94	650.94	723.94	3,978.64	6,021.36	39.79
268-000.00-942.100	Records storage	280.40	300.00	300.00	23.98	23.98	23.98	23.98	167.86	132.14	55.95
268-000.00-956.000	Conferences and workshops	10,804.45	15,500.00	15,000.00	2,092.25	586.44	23.00	625.00	10,802.28	4,197.72	72.02
Other services and charges		521,612.22	521,800.00	537,950.00	63,083.81	31,127.25	41,606.84	38,005.67	311,770.29	226,179.71	57.96
Capital outlay											
268-000.00-976.000	Building improvements	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
268-000.00-976.100	Parking lot improvements	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-983.000	Vehicles	0.00	28,000.00	28,500.00	0.00	0.00	0.00	0.00	0.00	28,500.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	21,031.05	0.00	31,500.00	0.00	0.00	0.00	0.00	0.00	31,500.00	0.00
268-000.00-990.000	Furniture	14,049.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		35,080.05	43,000.00	70,000.00	0.00	0.00	0.00	0.00	0.00	70,000.00	0.00
Net - Dept 000.00 - treasury		196,702.32	(10,000.00)	(92,100.00)	2,659,871.35	(220,895.32)	(213,576.99)	(258,290.32)	1,366,721.77	(1,458,821.77)	
Fund 268 - LIBRARY FUND 268:											
TOTAL REVENUES		3,130,757.03	3,165,632.00	3,142,439.00	2,880,330.26	13,944.72	8,049.54	9,311.54	3,104,489.96	37,949.04	(1,483.95)
TOTAL EXPENDITURES		2,934,054.71	3,175,632.00	3,234,539.00	220,458.91	234,840.04	221,626.53	267,601.86	1,737,768.19	1,496,770.81	(1,483.95)
NET OF REVENUES & EXPENDITURES		196,702.32	(10,000.00)	(92,100.00)	2,659,871.35	(220,895.32)	(213,576.99)	(258,290.32)	1,366,721.77	(1,458,821.77)	(1,483.95)

		END BALANCE	2019-20		MTH ACT	MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2019	ORIGINAL	2019-20	JULY 2019	NOV 2019	DEC 2019	JAN 2020	01/31/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269											
Dept 000.00 - treasury											
Interest income											
269-000.00-664.000	Interest on investments	32,511.28	30,000.00	27,000.00	2,604.22	2,550.88	0.00	0.00	14,722.38	12,277.62	54.53
269-000.00-664.500	Unrealized gain (loss) on investments	22,698.30	6,000.00	(4,500.00)	91.70	(645.14)	19.30	0.00	3,991.26	(8,491.26)	(88.69)
	Interest income	55,209.58	36,000.00	22,500.00	2,695.92	1,905.74	19.30	0.00	18,713.64	3,786.36	83.17
Donations											
269-000.00-665.046	Makerspace Renovation Revenue	3,794.30	0.00	2,000.00	315.35	77.35	77.05	272.25	1,996.25	3.75	99.81
269-000.00-665.229	Raising a Reader in Novi Sponsors	5,050.00	1,000.00	5,500.00	0.00	0.00	0.00	0.00	0.00	5,500.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,847.20	1,000.00	1,000.00	0.00	200.00	0.00	1,000.00	1,347.22	(347.22)	134.72
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.232	Programming Revenue	12,163.50	2,500.00	5,500.00	800.00	0.00	400.00	0.00	3,404.03	2,095.97	61.89
269-000.00-665.233	Technology Library Revenue	5,300.00	500.00	1,500.00	0.00	0.00	50.00	0.00	50.00	1,450.00	3.33
269-000.00-665.234	Undesignated Misc Donations	93.85	500.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
	Donations	28,248.85	6,500.00	17,000.00	1,115.35	277.35	527.05	1,272.25	6,797.50	10,202.50	39.99
Supplies											
269-000.00-742.229	Raising a Reader Expense	3,923.81	0.00	4,000.00	322.89	103.18	105.43	15.98	1,589.11	2,410.89	39.73
269-000.00-742.230	Collections/Materials Expense	1,617.58	2,000.00	2,000.00	0.00	0.00	0.00	80.73	158.58	1,841.42	7.93
269-000.00-742.231	Buildings/Ground/ Furniture Expense	4,859.00	500.00	15,000.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00
269-000.00-742.232	Programming Expense	10,753.58	15,000.00	3,000.00	0.00	1,692.52	908.65	(955.23)	3,135.65	(135.65)	104.52
269-000.00-742.233	Technology Library Expense	23,211.99	2,000.00	5,000.00	0.00	528.74	1,967.04	(59.50)	2,821.01	2,178.99	56.42
269-000.00-742.234	Undesignated Misc	245.75	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.236	Staff Recognition	1,695.10	0.00	2,500.00	156.32	0.00	350.00	(542.50)	764.81	1,735.19	30.59
	Supplies	46,306.81	21,500.00	31,500.00	479.21	2,324.44	3,331.12	(1,460.52)	8,469.16	23,030.84	26.89
Capital outlay											
269-000.00-976.044	Auto Lending Library	32,750.00	0.00	34,750.00	0.00	0.00	0.00	0.00	0.00	34,750.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	15,634.61	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-976.046	Makerspace Renovation	20,108.71	0.00	7,000.00	0.00	0.00	0.00	0.00	0.00	7,000.00	0.00
	Capital outlay	68,493.32	0.00	43,750.00	0.00	0.00	0.00	0.00	0.00	43,750.00	0.00
	Net - Dept 000.00 - treasury	(31,341.70)	21,000.00	(35,750.00)	3,332.06	(141.35)	(2,784.77)	2,732.77	17,041.98	(52,791.98)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:											
	TOTAL REVENUES	83,458.43	42,500.00	39,500.00	3,811.27	2,183.09	546.35	1,272.25	25,511.14	13,988.86	(47.67)
	TOTAL EXPENDITURES	114,800.13	21,500.00	75,250.00	479.21	2,324.44	3,331.12	(1,460.52)	8,469.16	66,780.84	(47.67)
	NET OF REVENUES & EXPENDITURES	(31,341.70)	21,000.00	(35,750.00)	3,332.06	(141.35)	(2,784.77)	2,732.77	17,041.98	(52,791.98)	(47.67)

TOTAL REVENUES - ALL FUNDS	3,214,215.46	3,208,132.00	3,181,939.00	2,884,141.53	16,127.81	8,595.89	10,583.79	3,130,001.10	51,937.90		
TOTAL EXPENDITURES - ALL FUNDS	3,048,854.84	3,197,132.00	3,309,789.00	220,938.12	237,164.48	224,957.65	266,141.34	1,746,237.35	1,563,551.65		
NET OF REVENUES & EXPENDITURES	165,360.62	11,000.00	(127,850.00)	2,663,203.41	(221,036.67)	(216,361.76)	(255,557.55)	1,383,763.75	(1,511,613.75)		

02/10/2020

BALANCE SHEET FOR CITY OF NOVI
As Of 01/31/2020

GL Number	Description	Balance
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(230,985.84)
268-000.00-017.000	Investments - Pooled	3,704,441.78
268-000.00-018.000	Cash on hand	1,000.00
268-000.00-020.000	Current taxes receivable	39,306.27
268-000.00-040.400	Prepaid expenditures	214.38
	Total Assets	3,513,976.59
*** Liabilities ***		
268-000.00-202.000	Accounts payable	46,896.29
268-000.00-259.702	Accrued liabilities-tax	5,000.00
268-000.00-276.400	Deposit for Cafe	500.00
	Total Liabilities	52,396.29
*** Fund Balance ***		
268-000.00-390.000	Fund balance	2,101,253.14
	Total Fund Balance	2,101,253.14
	Beginning Fund Balance	2,101,253.14
	Net of Revenues VS Expenditures	1,360,327.16
	Ending Fund Balance	3,461,580.30
	Total Liabilities And Fund Balance	3,513,976.59

Fund 269 - LIBRARY CONTRIBUTION FUND 269

*** Assets ***

269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	34,908.55
269-000.00-017.000	Investments - Pooled	1,657,950.63
	Total Assets	<u>1,692,859.18</u>

*** Liabilities ***

269-000.00-202.000	Accounts payable	(269.38)
	Total Liabilities	<u>(269.38)</u>

*** Fund Balance ***

269-000.00-390.000	Fund balance - Unrestricted	1,564,246.11
269-000.00-390.230	Fund Balance Collections/Materials	36,560.99
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	54,614.28
269-000.00-390.232	Fund Balance Programming	29,396.44
269-000.00-390.233	Fund Balance Technology Library	(8,731.24)
	Total Fund Balance	<u>1,676,086.58</u>
	Beginning Fund Balance	1,676,086.58
	Net of Revenues VS Expenditures	17,041.98
	Ending Fund Balance	<u>1,693,128.56</u>
	Total Liabilities And Fund Balance	<u>1,692,859.18</u>

Director's Report by Julie Farkas

**CELEBRATING
March
ANNIVERSARIES**

- **JOLANTA BOREK – Support Services** **13 YEARS**
- **MARYANN ZURMUEHLEN – Support Services** **9 YEARS**
- **JEAN ALDRICH – Support Services** **3 YEARS**
- **HILLARY HENTSCHEL – Information Services** **3 YEARS**

DRAFT

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
NOVI PUBLIC LIBRARY
AND THE
CITY OF NOVI PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT**

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the Novi Public Library (NPL) and the City of Novi Parks, Recreation and Cultural Services Department (PRCS) to provide an agreement for use, maintenance and service under which both parties agree to mutually operate the (make/model of the vehicle of VAN).

II. SUBJECT

This MOU concerns vehicle use and maintenance of NPL's (make/model of the vehicle) used by PRCS.

The Parties agree as follows:

Novi Public Library (NPL) Agrees to Provide:

- All labor, parts and outsourced services related to routine, breakdown and preventative maintenance. Repairs related to accidents and abuse is the responsibility of the party operating the van when the accident or abuse occurred.
- Preventative and breakdown maintenance.
- Management of accident and abuse related repairs in conjunction with PRCS staff.
- Tire maintenance, replacement and repairs.
- Service and breakdown support.
- All service and repairs will be coordinated between NPL and PRCS.

The City of Novi Parks, Recreation and Cultural Services Department Agrees to:

- Submit a mileage report for each use of van/start miles and end miles.
- Pay for fuel consumption based on current fuel pump price. Library will invoice PRCS based on miles logged.
- Allow PRCS to use the Van as requested. Must provide a 5 day advance notice of use.

- Responsible for the cost of repairs if an accident, abuse or neglect takes place when the van is used by PRCS staff or volunteers.
- Report any abuse or accidents that may happen within 24 hours of the occurrence.
- Ensure drivers using the van are properly licensed.
- Periodically check the condition of the van and notify NPL if maintenance is needed.

III. DURATION AND TERMINATION:

The initial term of this agreement is twelve (12) months upon approval by both Novi Public Library and City of Novi Parks, Recreation and Cultural Services Department. Upon mutual agreement to extend this agreement at least 60 days prior to the conclusion of each 12-month term thereafter, the agreement will automatically renew for an additional twelve (12) months.

Either party may cancel this agreement by providing 60 days written notice to the other party of their desire to cancel. Upon termination, any outstanding charges, provided they are not in dispute, will be remitted to the Novi Public Library as agreed.

IV. STATEMENT OF MUTUAL COOPERATION:

Both parties agree this MOU represents a partnership between the Novi Public Library and the City of Novi Parks, Recreation and Cultural Services Department, and as such, circumstances may arise that are not covered by this agreement. Should that occur, both parties agree to negotiate in good faith and in the spirit of mutual cooperation to resolve/settle these matters amicably.

 Julie Farkas, Director
 Novi Public Library

 Date

 Jeff Muck, Director
 Novi Parks, Recreation and Cultural Services

 Date

 Witness

 Witness



Adult Programs



Listen at the Library
Cellist Christine Lamprea



Teen/Tween Programs



Thank you to the following business for sponsoring this program:



What's Happening at NPL...



Thank you for participating in this year's Beanstack Winter Reading Challenge. During the month of January, 2,190 books were read by the Novi community! Great job, everyone!



Join
TAB
TEEN ADVISORY BOARD

Teen Space
Mon-Fri, 2-5pm

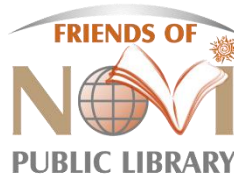
Youth Programs

DRAMATIC PLAY GROUP: BAKERY

Dog Days

LEGO CLUB

Stuffed Animal Sleepover



1960 *Celebrating 60 Years* 2020



Book Nook News

The table is back in the Book Nook and that means new

merchandise. We have CDs for all listening tastes - Classical, Easy Listening, Country, Show Tunes and a lot of Rock and Roll. They are \$1 each. There are also box sets that are mostly TV shows with a few movies mixed

GOING GLOBAL
CHALLENGES AND BENEFITS TO WORKING ABROAD

**Wednesday, February 19
6:30-8pm**

Are you curious as to what it's like to work and live abroad?

Two business women will talk about their experiences working and living in a foreign country.



Registration Required.
Questions? Contact Shannon O'Leary at solarey@novilibrary.org.
248-349-0720
Novilibrary.org
45255 10 Mile Rd., Novi, MI 48375



Café Hours



Monday-Thursday
7am-7:30pm
Friday
7am-5pm
Saturday & Sunday
9am-5pm



inform | inspire | include

A huge thank you to Girl Scout Troop 41569 for their generous \$150.00 donation for the iCube!

in. These are priced as marked. We will be putting more out as these sell.

Thank you to the Friend's volunteers for sorting the CDs and setting up the sale!



Attention Friends Members!

Be on the look out in your mailbox for our upcoming Winter 2020 newsletter!



Mark Your Calendar!
[Kaleidoscope Program - Booking Passage: We Irish and Americans](#)
Wednesday, March 18
7:00 P.M.

A poet who documents and celebrates his Irish heritage, Thomas Lynch will talk about his writing and about his links to his ancestral home in Ireland. For artists, as well as writers, this is also an opportunity to learn more about a month-long residency in Ireland supported by the Lynch & Sons Fund for the Arts.

Register by calling 248-349-0720 or go to novilibrary.org.

Novi Community Events



Introducing a Novi Community Group for Parents & Guardians of LGBTQ+ Kids



Pictured: Anna Kaley, Pranati Kongara, Amanda Putti, Allison Rinkel, Samantha Ross and Lauren Wilk

Highlight On: Muse Laser Engraver



The MUSE Laser Engraver can be used to cut and engrave materials using a high-powered laser. The engraver is a powerful machine that allows you to design and engrave on various materials. [Click here to see the material recommendation sheet.](#) We have engraved on wood, glass, and leather, all of which would make great gifts for birthdays, anniversaries, and holidays!



The MUSE Laser Engraver requires that you make an appointment with an iCube staff member. They will assist you with designing and creating your project. The Library does not supply materials for you to use, so you will need to bring your own materials to be cut or engraved.

If you have any questions or would like to set up an appointment with an iCube staff member, please email icube@novilibrary.org.

iCube Hours: Please call the Library to inquire for each week.

Now on Display: Parkview Elementary Project

**Wednesday, February 5, 7-8pm
Novi Public Library**

Offering educational resources, advocacy opportunities and mutual support as we strive to love our children well.

**Group meets the first
Wednesday of each month. No
registration required.**

**For more information, contact
adriennehaslam@gmail.com.
[Click here to view the flyer.](#)**



**Journaling & Art with a
Grateful Heart**

*Presented by Novi
Community Coalition*

Being grateful generates more peace, joy, and well-being in one's life. Through journaling & art, this class will explore the avenue of promoting more gratitude in our lives.

**Saturday, February 15, 12-2pm
Novi Public Library**

**This class is free and includes
supplies. Program intended for
youth 5th grade and older.**

[Click here to register.](#)

City of Novi

Nature. Nurture. Novi.



Join us as we learn from local environmental professionals about various topics and what you can do to

help. Any and all ages welcome!

**Chasing Coral (Film)
Thur, February 6, 11am-1pm
Novi Public Library**



Third grade students at Parkview Elementary engaged in a Project Based Learning unit in which they worked to answer the driving question: **What small acts can we take to have a big impact on our Michigan environment?**

They chose environmental issues that were dear to their hearts and worked in groups to research and learn about the issue, as well as small acts people could take to have an impact. For their final projects, students made a persuasive presentation and a poster to help teach people about their topic and some steps they could take to have an impact.

These posters will be on display until February 29 for all to enjoy!



Sketch N' Hatch

**Sketch N' Hatch - Novi
Incubator**

Join us to learn more about Sketch N' Hatch and how to get your child started on hatching new ideas. Sketch N' Hatch is a kid's creativity and

entrepreneurship workbook that will be sold for \$14.99 at the Macy's Marketplace in February.

**Monday, February 24 at 6:30pm
Novi Public Library
No registration required.**

[Click here to view the Sketch N' Hatch flyer.](#)

Incubator Showcase



Students of Novi High School's Incubator Class will showcase and inform about the On

Home Energy Efficiency
Wed, February 26, 7-8:30pm
Novi Civic Center

Pre-registration required by
calling 248-347-0414.
[Click here to view the flyer.](#)

Purpose Kids and Sketch N' Hatch products co-created with students of Novi Elementary Schools. Creativity and entrepreneurship development activities will be held at the event.

Monday, March 2 at 6:30pm
Novi Public Library
No registration required.
[Click here to view the Incubator Showcase flyer.](#)

Need to stand when working at a computer?



Enjoy an adjustable height laptop desk for your working pleasure. Two stations are available with a mat to stand on. First come, first served! For more information, please speak with a Librarian at the

Information Desk.

We've Improved Printing!

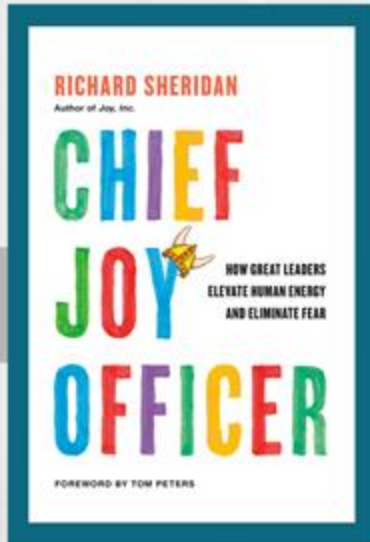


You are able to print to our copiers on either floor, in addition to using them for copying and scanning to email. At this time, you will

be able to use funds from your account, if you have any, or coins or bills. We expect to offer credit/debit very soon.

Novi Public Library |      | novilibrary.org
45255 W. Ten Mile Road
Novi, MI 48375

LEADERSHIP LUNCH & LEARN



Richard Sheridan
CEO, Chief Storyteller & Tour Guide

Tuesday, March 3
11:30am-1:30pm

Novi Civic Center, 45175 Ten Mile Rd.

**You won't get to joy by leading the way you always led.
You, the leader, will need to make change, serious change.
In this talk, Rich will explore his own journey to joy, how he had to learn
to lead in a completely different way, by doing so, witnessed results that
exceeded his wildest expectations. All of these lessons are available
to everyone no matter how big their company or how old their organization.**

Early Bird Registration: \$35.00

Includes lunch and a hardcover copy of Chief Joy Officer

Registration after February 14: \$45.00

Register at novichamber.com or by calling 248-349-3743



THE NOVI CHAMBER
OF COMMERCE

Ready to Get Involved?

Looking for opportunities to volunteer with community organizations?

Volunteer Caring in the Community *Fair*

Saturday, May 2
10am to 1pm

Novi Public Library



Meet with local organizations and businesses to learn about their volunteer needs and how you can make a difference!

For more information contact:
Sandy Fisher at 248.347.0421
or sfisher@cityofnovi.org



cityofnovi.org



Inform.
Inspire.
Include.

Novi Public Library
45255 Ten Mile Rd, Novi, Michigan 48375
248-349-0720 or visit novilibrary.org

Information Technology Report by Barbara Rutkowski – January

General

- The Information Technology Staff closed 22 Help Desk tickets.
- The 3D Committee printed 10 objects for patrons.
- Charlie and Barb viewed a webinar on Protecting Your Network from Cyber Threats.

iCube

- 1,6174 guest visits
- Videos on using the Creative Kits and DotsPen were recorded for our website.
- New equipment was added in January:
 - Husqvarna Viking Designer TOPAZ 40 Sewing/Embroidery Machine. Featuring more than 200 stitches, 4 fonts and the capability to add more, as well as a color touch screen, this machine makes sewing easy!



- Hand-stamped Jewelry Kit



- Hosted several groups including a Girl Scouts troop.



- Held a session on using the Cross Stitch creative kit and the sewing embroidery machine.



- Demonstrations were given on:
 - Laser engraver
 - Adobe Creative Suite
 - FastFoto scanner
 - Cricut/Silhouette vinyl cutters
 - Creative Kits

Worked with members of the Novi Chamber of Commerce to create tokens for their 2020 Toast of the Town event.



Upgrades

- Routine updates were installed on staff and public workstations.
- Articles covering training subjects were added to the wiki.

Training

- IT Staff held 28 patron sessions:
 - 4 VHS to MP4/DVD
 - 1 Photo-editing with GIMP/Inkscape
 - 23 Tech Time patron sessions – topics included:
 - RBDigital magazines
 - Copy CD with Roxio
 - Kindle Fire/Libby
 - Windows 10
 - iPhone tips
 - Using the FastFoto scanner
 - Using the Muse laser engraver
 - General Window tips
- IT Staff held 6 staff sessions:
 - Using the iCube vinyl cutter
 - Using the iCube laser engraver
 - Using the iCube 3D Carving Machine
 - Using the Virtual Reality equipment
 - Using the 3D printer
 - Using Adobe InDesign

Facilities Report by Keith Perfect - January

In the past month the Facilities Department has closed 11 Facilities tickets, 103 Meeting Room Requests and has updated 349 Periodic Maintenance tickets.

Torn wallpaper in a study room was temporarily repaired until the wall is re-wallpapered in February.

The holiday tree was disassembled and moved to storage.

A couple of faucets in restrooms received new batteries.

Two flush diaphragms in two toilets were replaced.

Due to the recent flood, carpet tiles in the areas affected needed to be re-glued. 80% of the work has been completed.

Mixing Box #3 and #7 received new fan motors installed by vendor.

A new " Good Morning Staff" sign has replaced the worn sign at the staff entrance.

The Friends storage room door closer has been repaired and is now closing correctly.

A new wind break/weather strip shield was installed to replace the worn one on the manual book drop in the AST room to help control heat loss.

USB charger and outlet expansion adapters have been added to all small study rooms.

All Managers/Director received emergency preparedness training on where to shut off water and electrical to the building in the event of an emergency.

New signage has been added to the Meter Room near the water shut-off valves, making it less intimidating for those trying to stop the flow of water in an emergency situation.

Information Services Department Report by April Stevenson - January

News and Notes

- The Information Services Department offered 100 programs.
- Held annual MLK Day Breakfast and Unity contest.
- Emily has been accepted by School Library Journal to be a book reviewer.
- Kathleen and Emily visited Hickory Woods Elementary to demonstrate sensory story times.
- Held annual Preschool and Childcare Information Fair.
- Lindsay created a young adult fiction list of black authors in honor of Black History Month.
- Hosted Detroit New America Campaign (citizenship non-profit) at ESL Conversation Group.
- Shannon shared information on the Zora Canon (100 Best Books by black, female authors) with Librarians.
- Lindsay presented in the Imagine Your Story webinar with Library of Michigan's Youth Services Advisory Council on summer reading ideas.

Conferences, Workshops & Webinars

- Emily attended the Oakland County Great Start Collaborative Play and Child Development Training.
- Emily attended the Make Every Read-Aloud Experience Intentional and Instructional webinar.

IS Staff Out & About

- Emily visited the Early Childhood Education Center (13), Goddard, Novi-Northville Montessori, Novi Co-op, Little Birds Montessori, The Learning Experience, and the Early Childhood Education Center Open House.
- Hillary attended the Chamber Friday Coffee, Chamber Ambassador meeting, and the ABWA meeting.
- April was a judge and scorekeeper for the Novi Woods Geography Bee.

Adult Programs & Displays

- A Bistro Experience (2) – 63, 72
- Japanese New Year Celebration – 200+
- MLK Unity Breakfast – 128
- Small Business Toolbox – 10
- Embroidery Hoop Pendants – 23
- Evolution of Football - 25
- Essential Oils – 44
- Preschool and Childcare Information Fair – 200+
- Our Feature Collection included "Scene It, Now Read It" display and "Warm Up with a Good Book."
- Desk display was Top 10 Most Checked Out Books of 2019.
- Business Kiosk displayed "2020 Vision, Business Plans and Analytics."

Tween/Teen Programs & Displays

- BeTWEEN the Pages – 4
- TAB - 9
- The Teen Stop Display featured "Started from the Bottom, Now we are Here."

Youth/Family Programs & Displays

- Picture This – 9
- Animal Adaptations – 23
- MLK Day Kids - 25
- Our Youth Feature Display was “Get your Mitts on a Good Book.”
- Our Youth DVD Display featured movies revolving around winter.



Raising a Reader 1,000 Books Before Kindergarten Stats

of active participants logging 100 books or more: 374
 # of logs received to date: 1,463
 # of paper logs submitted this month: 12
 # of online logs submitted this month: 5
 # of books read this month: 1,700

100 Books – 374	600 Books – 104
200 Books – 238	700 Books – 92
300 Books – 186	800 Books - 75
400 Books – 134	900 Books – 73
500 Book – 122	1000 Books – 65

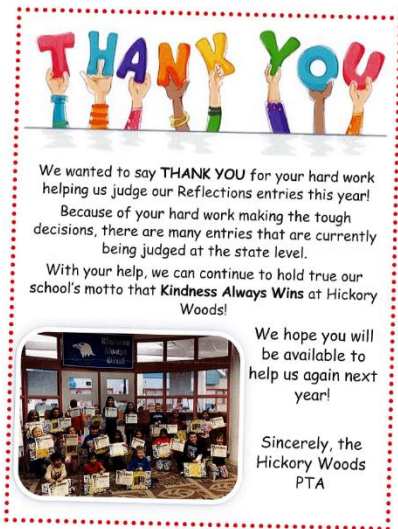


Preschool and Childcare Information Fair

Preschool and Childcare Information Fair



Thank you notes sent to Lindsay and April for judging the Hickory Woods Reflections entries.



Support Services Department Report by Maryann Zurmuehlen

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.
- Attended a Policy Committee meeting on January 13th.
- Attended a Lending Library Committee meeting on February 4th.
- Mid-Year Performance Reviews have been completed.

Circulation & Shelves

- Circulation and Shelving staff have gotten caught up from the overload of materials during our closure, January 15th – 19th.
- Outreach visits were reduced this month due to multiple health lockdowns at Fox Run.
- Outreach staff attended CARL Connect Circulation training in-house by TLN on January 22nd.
- Linda Olshansky's last day will be Thursday, February 27th. We will really miss her, but wish her good luck.
- Working on FY 19-20 Goals.

Tech Services

- All projects are currently caught up.
- Working on FY 19-20 Goals.

Statistics (January 2019)

- **Library Cards Issued: 301**
- **Items Checked Out: 65,046**
- **Items Interloaned for NPL Patrons: 5,795 (125 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,753 (181 through MeLCat)**
- **Items Added to the Collection: 1,468**
- **Items Discarded from the Collection: 1,265**
- **Novi School's Card Registration: 2**
- **MAP Checkouts: 4**
- **Outreach:**
 - 4 Facilities Visits / 31 Items Checked Out**
 - 3 Book Discussions / 56 Items Provided**

Lending Library Update by Eva Sabolcik

Lending Library

- Committee meeting was held January 7, 2020 to discuss focus group results, kiosk names, and materials ordering.
- Committee meeting was held February 4, 2020 to discuss installation updates, graphics and marketing ideas, and materials processing and cataloging.
- April Stevenson attended a Lending Library Program Meeting with Cristin Spiller from the Parks and Recreation Department on January 23, 2020.
- Kiosk names for the Library Board's consideration:
 - Books on the Shore
 - L3 (Lakeshore Lending Library- logo would look like <3)
 - **Lakeshore Lending Library**
 - Lakeshore Library
 - Lakeshore Library Kiosk
 - North Novi Park-n-Read
 - Novi Lakeshore Library
 - NPL North
 - Waterside Reads
- Top material items according to the survey. We will begin lending with these items until we have data for what circulates.
 - Adult Best Sellers
 - DVD/Blu-Ray
 - Youth Fiction
 - Adult Non-Fiction
 - Youth Picture Books
 - YA Fiction

Support Services Statistics 2019-2020													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	432	1,331	454	1,511	301	301	301						4,631
Items checked out	82,118	77,766	68,074	68,084	65,531	62,193	65,046						488,812
Items borrowed	5,468	4,818	4,568	5,132	3,990	4,169	5,795						33,940
Items loaned	4,019	3,605	3,614	3,711	3,411	3,247	3,753						25,360
Read Boxes	527	342	235	254	0	0	0						1,358
MAP Checkouts	11	22	4	1	0	2	4						44
Novi School's Card Registration	12	32	6	2	5	7	2						66

	January 2020	January 2019		January 2020	January 2019
Library cards issued	301	325			
Total checkouts	65,046	69,122	READ Boxes	Adult 0	0
				Youth 0	0
Items borrowed	TLN 5,670	5,370		Total 0	0
	MeL 125	91			
	5,795	5,461			
Items loaned	TLN 3,572	3,958			
	MeL 181	146			
	3,753	4,104			

May 1 through October 30, 2019 was our seventh season of Read Box Service in Novi. Lakeshore park was closed this summer for renovations, but Pavilion Shore Park was used as an alternative, and Rotary and ITC Parks were used as well. ITC park proved to be the most used with Pavilion Shore coming in a close second.

Read Box Totals May 1 - October 30, 2019

	2019	2018
Adult	261	159
Youth	1,844	1,065
Total	2,105	1,224

*****Increase in number is due to ongoing card campaigns**

Self-Check Totals 2019-20 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	82,118	49.34%	40,521	8,183	6,697	4,137	7,921	12,192	1,391
August	77,766	45.46%	35,354	7,261	5,722	3,201	7,037	10,749	1,384
September	68,074	45.33%	30,855	7,136	4,737	2,972	6,172	8,837	1,001
October	68,084	43.42%	29,561	6,782	4,521	2,742	5,872	8,654	990
November	65,531	43.85%	28,735	5,998	4,880	2,730	5,638	8,618	871
December	62,193	44.88%	27,915	6,405	4,638	2,730	5,623	7,595	924
January	65,046	43.20%	28,102	5,265	5,573	2,730	5,604	8,002	928
February			0						
March			0						
April			0						
May			0						
June			0						
FYTD	488,812	45.07%	221,043	47,030	36,768	21,242	43,867	64,647	7,489

Library Usage									
2018-2019 Fiscal Year					2019-2020 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	49,562	4,656	54,218	1,807	July	37,288	4,188	41,476	1,383
August	36,668	4,163	40,831	1,317	August	31,987	4,304	36,291	1,251
September*	39,587	3,619	43,206	1,600	September*	43,711	3,783	47,494	1,696
October	39,602	3,400	43,002	1,387	October	33,571	4,205	37,776	1,219
November	35,017	3,177	38,194	1,364	November	32,056	4,138	36,194	1,341
December	27,557	3,022	30,579	1,092	December	29,670	3,982	33,652	1,246
January	30,059	3,237	33,296	1,110	January**	29,994	4,165	34,159	1,139
February	30,380	3,228	33,611	1,200	February				
March	34,270	3,804	38,074	1,228	March				
April	32,766	3,519	36,285	1,251	April				
May	30,631	3,424	34,055	1,261	May				
June	34,967	3,500	38,467	1,326	June				
FYTD Total	421,069	42,749	463,818	1,329	FYTD Total	238,277	28,765	267,042	1,322

* Counter was unavailable 9-28 and 9-29

** Library closed from 01-15 through 01-19 due to building issues

Computer Logins											
2018-2019 Fiscal Year						2019-2020 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	3,256	70,042	1	73,299	2,443	July	2,599	76,972	6	79,577	2,653
August	2,869	55,316	3	58,188	1,877	August	2,304	62,034	4	64,342	2,076
September	2,552	59,641	2	62,195	2,304	September	2,194	71,569	9	73,772	2,732
October	3,242	83,123	1	86,366	2,786	October	2,603	85,278	1	87,882	2,835
November	2,511	73,548	0	76,059	2,716	November	2,249	68,998	6	71,253	2,545
December	1,977	62,202	0	64,179	2,292	December	1,892	49,485	5	51,382	1,903
January	2,426	59,867	0	62,293	2,076	January	1,877	53,164	3	55,044	1,835
February	2,387	62,768	0	65,155	2,327	February					
March	2,706	71,829	2	74,537	2,404	March					
April	2,492	68,634	1	71,127	2,453	April					
May	2,480	62,519	1	65,000	2,407	May					
June	2,447	74,450	8	76,905	2,652	June					
FYTD Total	31,345	803,939	19	835,303	2,393	FYTD Total	15,718	467,500	34	483,252	2,392

Early Literacy Workstation Usage							
2018-2019 Fiscal Year				2019-2020 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,092	22,924	20	July	996	20,235	20
August	946	19,856	20	August	844	16,206	19
September	870	17,049	19	September	684	12,146	17
October	848	16,301	19	October	695	12,191	17
November	765	16,183	21	November	817	16,381	20
December	654	12,676	19	December	686	12,748	20
January	771	15,823	20	January	777	16,259	20
February	696	14,967	21	February			
March	817	17,047	20	March			
April	841	17,047	21	April			
May	688	12,618	18	May			
June	807	16,342	20	June			
FYTD Total	9,795	198,104	20	FYTD Total	5,499	106,166	19

Technology Training Sessions 2019-20 Fiscal Year

	eReader/RB Digital	VHS to MP4	Inkscape	Vinyl/Cassette to MP3	GIMP Photo Editing	Virtual Reality	Laser Engraver	Tech Time	Impromptu Tech Time	Staff Training	Total Classes	Total Patrons
Jul		8					5	5	20	12	50	
<i>Guests</i>		8					5	5	20	12		50
Aug		8					10	5	5	10	38	
<i>Guests</i>		8					10	5	5	10		38
Sep		5		5			7	10		6	33	
<i>Guests</i>		5		5			7	10		6		33
Oct		9		7			6	9	9	6	46	
<i>Guests</i>		9		7			6	9	9	6		46
Nov		6						6	20	6	38	
<i>Guests</i>		6						6	20	6		38
Dec		6					9	5	43	2	65	
<i>Guests</i>		6					9	5	43	5		68
Jan		4			1			7	16	6	34	
<i>Guests</i>		4			3			7	16	6		36
Feb											0	
<i>Guests</i>												0
Mar											0	
<i>Guests</i>												0
Apr											0	
<i>Guests</i>												0
May											0	
<i>Guests</i>												0
Jun											0	
<i>Guests</i>												0
Sessions	0	46	12	12	1	0	37	47	113	48	316	
<i>Guests</i>	0	46	12	12	3	0	37	47	113	51		321

2019-2020 Fiscal Year							
	Hoopla		RB Digital		Lynda.com		
	Check-outs	New Users	Novi Checkouts	Consortium Checkouts	Active Users	Logins	Total Video Views
July	831	289	1,293	31,261	184	207	1,148
August	755	249	1,782	41,248	202	172	986
September	831	287	1,601	36,349	211	213	1,558
October	907	286	1,727	38,520	232	333	1,678
November	793	289	1,681	40,559	238	175	818
December	777	265	1,053	25,770	247	234	1,087
January	842	288	1,074	25,347	259	196	825
February							
March							
April							
May							
June							
FYTD Total	5,736	1,953	10,211	239,054	1,573	1,530	8,100

2019-2020 Fiscal Year				
OverDrive				
	Consortium Collection	Advantage Collection	Total OverDrive	New Users
July	3,257	1,765	5,022	79
August	3,410	1,613	5,023	88
September	3,286	1,427	4,713	117
October	3,476	1,456	4,932	100
November	3,451	1,276	4,727	89
December	3,462	1,477	4,939	84
January	3,800	1,717	5,517	113
February				
March				
April				
May				
June				
FYTD Total	24,142	10,731	34,873	670

Meeting Room Rentals					
2018-2019 Fiscal Year			2019-2020 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	49	1,235	July	35	458
August	56	1,367	August	86	1,067
September	76	1,696	September	47	1,020
October	74	1,372	October	60	1,225
November	64	1,709	November	59	1,270
December	59	1,347	December	46	987
January	45	1,071	January	44	1,116
February	71	1,669	February		
March	70	1,325	March		
April	63	1,683	April		
May	62	1,227	May		
June	64	1,494	June		
FYTD	753	17,195	FYTD	377	7,143

Library App - 2019-2020 Fiscal Year

	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages	
July	33,050	1.	Catalog	January	49,843	1.	Catalog
		2.	My Account			2.	My Account
		3.	OverDrive			3.	OverDrive
		4.	Library Locator			4.	Library Locator
		5.	Boopsie Popular Books			5.	Events
August	44,015	1.	Catalog	February			
		2.	My Account				
		3.	Zinio				
		4.	Library Locator				
		5.	OverDrive				
September	41,834	1.	Catalog	March			
		2.	My Account				
		3.	OverDrive				
		4.	Library Locator				
		5.	Boopsie Popular Books				
October	42,728	1.	Catalog	April			
		2.	My Account				
		3.	OverDrive				
		4.	Library Locator				
		5.	Boopsie Popular Books				
November	37,719	1.	Catalog	May			
		2.	My Account				
		3.	OverDrive				
		4.	Library Locator				
		5.	Events				
December	39,422	1.	Catalog	June			
		2.	My Account				
		3.	OverDrive				
		4.	Library Locator				
		5.	Events				
				Total	288,611		



Historical Commission

NOVI HISTORICAL COMMISSION

Wednesday, January 15, 2020 7pm
Novi Library History Room

Call to Order... **HAPPY NEW DECADE**

Introductions of guests

Approval of Agenda

Approval of Minutes- December 2019

Treasurer's report -Kim

Communications:

Library Liaison Report

Betty Lang

History Room: Monday, 1/20 6-8 Kelly Monday, Feb. 3, 12-2 Kelly

Feb. 17, 6-8 _____ March 2, 12-2 _____

Display Cabinet door

Commission Appointments

Motor City Marker move to City Hall

Oakland County Historical Resource...share 1/2 cost??????

Discussion items:

Storage Unit Move

Kim, Kelly, Tammy

By Laws/Procedures (Betty posts meeting agendas downstairs)

Budget...presented to Julie Farcus

Kim

Election of Officers

Goals and Projects for next year...brain storm Everyone

BACK BURNER PROJECTS

Novi Rd. Cemetery Sign- Removal

Memorial sign options sub-committee

Historical sites brochure

Veterans Memorial

HISTORICAL COMMISSION PROGRAMS -2019/2020 **(Mark your calendars-help Rae)**

1/23 The 19th Century Evolution of Football Jim Craft

2/27 Guardians of Detroit-Architecture of the Motor City

3/26 Women of the 1913 Copper Miners Strike

4/23 The Yankee Air Museum

DISPLAY CABINET DOWNSTAIRS Volunteer Sue Grifor, Kim Nice

Ideas for new displays

PUBLIC COMMENT

NEW BUSINESS/Other Business

WEBSITE UPDATES : Facebook link/Instagram

NOTE: Next MEETING: **Wednesday, February 19, 7pm**

Adjourn

Historical Commission Activities/Goals for 2020

ACTIVITIES

Memorial Sign selection

Wording for Cemetery signs

Move to new Storage Unit

New By Laws completed and submitted to City Attorney

Present Past 2 year performance to Novi City Council, Library Board

Update the Power Point for Walled Lake Casino and David Barr/Villa

Continue providing interesting historical programs for the public

Provide Walled Lake Amusement/Casino and Villa Barr programs to regional libraries and historical groups

Prepare exhibits and displays in History cabinet

Provide opportunities for public to donate pictures and documents

Provide 2 opportunities per month for public to access Local History Room

Provide a History booth for City's annual Fall/Spring event

Attend conferences and workshops related to Michigan History

Website and media updated

Provide orientation for members

City...Update Cemetery graves

GOALS

Formation of Friends of the Cemetery

Assist with research of persons buried in both cemeteries

Oral Histories

Marketing improvement-social media

PROJECTS

Veterans Memorial Plaque

Renovations of Novi Rd. Cemetery

Wreaths Across Novi

Complete Updated Local History Brochure

Sales of Villa Barr Book

Villa Barr/

David Barr presentations

Cemetery research

Bits and Pieces

Vol. 11 Number 1

January 2020

Sponsors for TLN Member Libraries

TLN will support Library Sponsor program in 2020. Make your library card a powerful tool for patron access to discounts on goods and services in the Metro Detroit market. Special assistance is available from Dale Jaslove, who has secured most of the collaborating partners. New to the program partnership in 2020 is the Meadowbrook Theater, featuring discounts on the following performances:

Noel Coward's Blithe Spirit – January 8 to February 2

Working: A Musical – February 12 to March 8

Michigan Premiere: Mary Jane – March 18 to April 12

Little Shop of Horrors: April 22 to May 17

World Premiere: Fancy – May 27 to June 21

Reach Dale at 248-520-23209 or djaslove@publishersconsulting.com To see how the Suburban Library Cooperative incorporates sponsors in their website go to The Go Library Card

Bus Service to ALA Annual Conference – CHICAGO

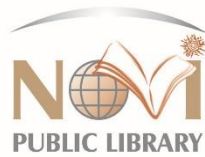
Would you be willing to pay \$100 for a one day round trip to Chicago? If YES, place your reservation with TLN at jpletz@tln.lib.mi.us and wait to see if we can fill a bus. Reservation deadline is March 1, 2020. This will be a weekend trip, Saturday or Sunday.

Leadership 101 – March 24 to June 30, 2020

Designed for staff new to administrative roles (Department Head, Assistant Director and Director) **Leadership 101** begins the commitment by TLN to an ongoing training and staff development series featuring notable experts in the field of management studies. Lee Meadows, Professor of Management Studies at Walsh College, will start off this inaugural series with a lecture on the Universal foundation and building blocks for leaders. Budget basics is the topic for TLN Controller, Rick Rosekrans seminar. HR attorney, Rebecca Davies, targets management responsibilities to avoid conflict with her Human Resources presentation. Cleaning up your act offers numerous tips, from Building Manager, Michael Gazzarani.

TLN Book Recycling Project

Watch for news on the TLN Book recycling project. We commit to a first year of operation at no cost to our member libraries. We will see how the volume of material is or is not impacting regular routes. Any revenues will be shared in Year One, pending a review of use.



Library Board Calendar

2020

February 19	Library Board Regular Meeting, held at Library
March 26	Library Board Regular Meeting
April 12	Holiday – Easter, Library Closed
April 19-25	National Library Week
April 23	Library Board Regular Meeting
May 10	Mother's Day, Library Closed
May 24	Sunday of Memorial Day Weekend, Library Closed
May 25	Memorial Day, Library Closed
May 28	Library Board Regular Meeting
June 21	Father's Day, Library Closed
June 25	Library Board Regular Meeting, Library Director Annual Evaluation
July 4	Independence Day, Library Closed
July 5	Library Closed
July 23	Library Board Regular Meeting
August 21	Staff In-service, Library Closed
August 27	Library Board Regular Meeting
September 5	Library Closed
September 6	Library Closed
September 7	Holiday – Labor Day, Library Closed
September 24	Library Board Regular Meeting
October 22	Library Board Regular Meeting
October 23	Friends of Library Booked for the Evening, Library Closes at 5 p.m.
November 19	Library Board Regular Meeting
November 25	Holiday – Thanksgiving Eve, Library closes at 5 p.m.
November 26	Holiday – Thanksgiving, Library Closed
November 27	Library Closed
December 17	Library Board Regular Meeting
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday- Christmas Day, Library Closed
December 31	Holiday, New Year's Eve, Library Closed

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