

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, July 15, 2015
at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, MI 48375

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

- 1. Call to Order and Roll Call
- 2. Pledge of Allegiance
- 3. Approval and Overview of Agenda
- 4. Consent Agenda
 - A. Approval of Claims and Warrants L532.....3-5
 - B. Approval of Regular Meeting Minutes – June 17, 20156-13
- 5. Correspondence – N/A
- 6. Presentation/Special Guest
 - A. Check presentation – Sue Johnson, President – Friends of the Novi Library
 - B. Kathy Crawford, Chair – Historical Commission Annual Update
 - C. Mary Robinson, Information Services Librarian – Local Author/Artist Digital Collection.....42
- 7. Public Comment
- 8. Student Representatives Report 14
- 9. President's Report
 - A. Goals Update – June 201515-29
- 10. Treasurer's Report
 - A. Library Budget 2014-2015 30-32
 - B. Library Financials and 269 Contributed Fund – as of June 30, 2015.....33-37
 - C. Library Balance Sheets for 268 and 269 Funds– as of June 30, 2015 38-39
 - D. Proposed Budget 2015-2016 – 269 Contributed Fund.....40-41
- 11. Director's Report 42-54
 - A. Public Services Report 55-56
 - B. Building Operations Report..... 57
 - C. Library Usage Statistics..... 58-67
 - D. Friends of the Novi Library 68
 - E. Novi Historical Commission 69-70
- 12. Committee Reports
 - A. Policy Committee (Lesko, Michener– Chair)
 - B. HR Committee (Michener, Verma – Chair)
 - C. Finance Committee (Sturing, Lesko, Messerknecht - Chair)
 - D. Events/Marketing/Fundraising Committee (Funk, Lawler, Michener – Chair)
 - E. Strategic Planning Committee (Lawler, Funk- Chair)
 - 1. Planning meeting held on Saturday, July 11, 2015.....45
 - F. Building/Landscape Committee (Funk, Messerknecht – Chair)

13. Public Comment

14. Matters for Board Action

- A. Freedom of Information Act (FOIA) policy changes; adoption of City of Novi policy (1st Reading).....45-47
- B. Motor Vehicle Operations Policy – City of Novi/Library (1st Reading).....48-50

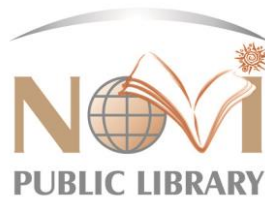
15. Adjourn

Supplemental Information:

- Novi News (July 9, 2015) – Novi Looking to Solve Traffic Backups at Library.....71
- Novi News (July 9, 2015) - Supporters Back Crawford's Love of Country.....72
- Novi Today – Every Hero Has a Story, June 2015.....73
- Library Board Calendar.....74

Future Events:

- Historical Commission Regular Meeting – Wednesday, July 15, 2015 at City of Novi, Council Chambers
- Friends of the Novi Library Regular Meeting – Wednesday, August 12th CANCELLED
- Library Board of Trustees Regular Meeting – Wednesday, August 19th at City of Novi – Council Chambers
- Library Staff In-Service and Training – Friday, August 21st - LIBRARY CLOSED
- Strategic Planning Public Awareness Meeting – Wednesday, August 26th at 7:00pm – Novi Library
- Labor Day Weekend – September 5-7th – LIBRARY CLOSED



Inform. Inspire. Include.

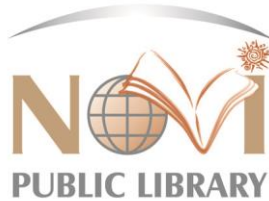
45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720
<http://www.novilibrary.org>

Warrant 532	268 Accounts	July 2015	
Payable to	Invoice #	Account number	Account Total
Global Office Solutions (6/23/15)		268-000.00-727.000	\$ 1,051.30
Sam's Club (6/26/15)	Copy Paper (2)	268-000.00-727.000	\$ 137.00
Amazon.com (6/19/15)	Xbox cable (2)	268-000.00-734.000	\$ 201.70
Apple.com (6/10/15)	Apple Dev Pgm 1yr	268-000.00-734.000	\$ 99.00
CDW-G Government (6/30/15)	ACAD MS Sel+office;14-15 fy	268-000.00-734.000	\$ 2,460.99
Muniweb (6/13/15)	May 2015	268-000.00-734.000	\$ 257.50
SunTel Services (5/22/15)	7/1-6/30/16 contract; 15-16 fy	268-000.00-734.000	\$ 4,588.00
Thawte (6/3/15)	SSL Web Server Cert	268-000.00-734.000	\$ 259.00
Amazon.com (6/8/15)	12 power tap grommet	268-000.00-734.500	\$ 587.88
Home Depot (6/19/15)		268-000.00-734.500	\$ 44.56
Tech Logic Corp.(6/17/15)	PowerFlex4	268-000.00-734.500	\$ 2,680.42
The Library Network (5/31/15)	flash dr/headphones	268-000.00-734.500	\$ 193.23
Allied Eagle Supply Co. (5/21/15)		268-000.00-740.000	\$ 947.29
Grainger (6/17/15)		268-000.00-740.000	\$ 24.70
Home Depot (6/16/15)	Trash can/recycling	268-000.00-740.000	\$ 5.99
The Library Network (6/3/15)	bubble mailer	268-000.00-740.000	\$ 90.75
Sam's Club (6/26/15)		268-000.00-740.000	\$ 62.72
myCouponGenie (3/28/15)		268-000.00-740.010	\$ 1,700.00
Lands' End (6/17/15)	Facilities	268-000.00-741.000	\$ 227.00
Amazon.com (5/10/15)		268-000.00-742.000	\$ 1,723.00
Authorize.net	Test transaction credit	268-000.00-742.000	\$ -
Barnes & Noble Booksellers (6/12/15)		268-000.00-742.000	\$ 4,761.08
Brodart (6/5/15)		268-000.00-742.000	\$ 7,154.34
CCH (5/26/15)		268-000.00-742.000	\$ 153.84
Ebsco (6/13/15)	Soc Sec & Medicare Facts	268-000.00-742.000	\$ 175.30
Gale/Cengage (6/11/15)		268-000.00-742.000	\$ 407.96
The Library Network (6/4/15)	May 2015	268-000.00-742.000	\$ 26.95
Commerce Township Community Library		268-000.00-742.100	\$ 12.99
Ebsco (6/13/15)	WWE mag; discontinued	268-000.00-743.000	\$ (12.32)
Amazon.com (5/11/15)		268-000.00-744.000	\$ 27.33
Midwest Tape (5/14/15)		268-000.00-744.000	\$ 2,092.19
OverDrive (6/3/15)		268-000.00-744.000	\$ 3,508.72
Barnes & Noble (6/12/15)		268-000.00-745.200	\$ 990.75
Midwest Tape (5/26/15)		268-000.00-745.200	\$ 4,983.64
Gale/Cengage (6/10/15)	Gale Courses 7/4/15-7/3/16; 15-16 fy	268-000.00-745.300	\$ 4,198.10
Midwest Collaborative for Library Services	Ref USA; 7/1/15-6/30/16; 15-16 fy	268-000.00-745.300	\$ 10,382.40
Bright House Networks Business Solutions (6/26/15)	July 2015; 15-16 fy	268-000.00-801.925	\$ 29.85
Merchant Billing Statements	6/2/2015	268-000.00-802.100	\$ 159.61
Providence Occupational Health Partners	3 staff members	268-000.00-804.000	\$ 207.00
Michigan Library Association (4/20/15)	Organ. Mem.; 7/1/15-6/30/16; 15-16 fy	268-000.00-809.000	\$ 1,809.00
Midwest Collaborative for Library Services (4/7/15)	7/1/15-6/30/16; 15-16 fy	268-000.00-809.000	\$ 250.00
H&K (5/26/15)	May, 2015	268-000.00-817.000	\$ 3,900.00
AT&T (5/22/15)	May 22-June 21, 2015	268-000.00-851.000	\$ 154.00
TelNet Worldwide (6/15/15)		268-000.00-851.000	\$ 549.27
Verizon Wireless (5/28/15)	4/29-5/28/15	268-000.00-851.000	\$ 422.01
Farkas, Julie	April -June 2015; 14-15 fy	268-000.00-862.000	\$ 64.45

Dominick, Marcia		268-000.00-880.000	\$ 8.48
Imagamerica	14432; Volunteer t's; vol recognition	268-000.00-880.000	\$ 2,500.00
Sam's Club (6/11/15)		268-000.00-880.000	\$ 53.51
YP (6/5/15)	Billing due date June 25, 2015	268-000.00-880.000	\$ 63.00
Biggby Coffee (6/17/15)	SRP Adult Prizes	268-000.00-880.268	\$ 200.00
Darma Trading Co. (5/26/15)	youth pgm; TieDye	268-000.00-880.268	\$ 64.93
Dominick, Marcia	youth program	268-000.00-880.268	\$ 10.58
Farkas, Julie	I'm 5 birthday balloons	268-000.00-880.268	\$ 25.19
Global Office Solutions (6/23/15)		268-000.00-880.268	\$ 15.10
Gordon Food Service (6/24/15)	youth supplies	268-000.00-880.268	\$ 405.41
Home Depot (6/1/15)	SRP	268-000.00-880.268	\$ 5.59
JoAnn Fabric and Craft Store (6/2/15)	youth	268-000.00-880.268	\$ 7.79
Karp-Opperer, Margi	mileage	268-000.00-880.268	\$ 137.37
Kroger (6/20/15)	yth pgm; Patriotic Craft 6/30/15	268-000.00-880.268	\$ 47.39
Michaels (6/20/15)	yth pgm; Patriotic Craft 6/30/15	268-000.00-880.268	\$ 32.01
Oriental Trading Company, Inc. (6/22/15)	patriotic	268-000.00-880.268	\$ 340.34
Panera Bread (6/17/15)	SRP Adult Prizes	268-000.00-880.268	\$ 300.00
Sam's Club (6/11/15)	Art work program	268-000.00-880.268	\$ 12.40
Walmart (6/22/15)	Yth Pgm; Movie Day	268-000.00-880.268	\$ 41.45
Accuform (6/1/15)	Youth SRP 2015 brochure	268-000.00-900.000	\$ 1,545.00
Engraving Connection (6/22/15)	Teagan	268-000.00-900.000	\$ 81.60
Konica Minolta (6/1/15)	June 2015	268-000.00-900.000	\$ 485.21
Novi Community School District	SRP brochure reimbursement	268-000.00-900.000	\$ (772.50)
Consumers Energy		268-000.00-921.000	\$ 266.98
AT&T	June 13-July 12, 2015	268-000.00-922.000	\$ 24.77
DTE	5/22-6/23/15	268-000.00-922.000	\$ 8,945.03
City of Novi	3/18-6/17/15	268-000.00-923.000	\$ 1,358.82
Cintas (6/29/15)		268-000.00-934.000	\$ 381.04
Dalton Commercial Cleaning Corp (4/6/15)	Carpet/yth furn/sem ann furn	268-000.00-934.000	\$ 4,524.00
Home Depot (6/1/15)	Shop Vac	268-000.00-934.000	\$ 113.05
Lyon Mechanical (5/26/15)		268-000.00-934.000	\$ 4,256.12
Orkin (6/26/15)		268-000.00-934.000	\$ 61.79
Republic Services (5/25/15)		268-000.00-934.000	\$ 170.67
Rich Osterman Electric Company, Inc.	air curtain	268-000.00-934.000	\$ 7,460.00
Sentry Supply	Galaxy 12 gal Extractor; 14-15 FY	268-000.00-934.000	\$ 2,150.00
State of Michigan (5/29/15)	Elevator; insp 5/11/15	268-000.00-934.000	\$ 360.00
Voss Lighting (6/23/15)		268-000.00-934.000	\$ 160.94
C&J Parking Lot Sweeping, Inc. (6/24/15)	2 cleanings	268-000.00-941.000	\$ 110.00
Glenda's Garden Center (6/10/15)	flowers for planters/patio	268-000.00-941.000	\$ 32.95
Home Depot (6/19/15)	driveway repairs	268-000.00-941.000	\$ 203.12
Spalding DeDecker (6/8/15)	parking lot inspection	268-000.00-941.000	\$ 500.00
Konica Minolta (6/25/15)		268-000.00-942.000	\$ 1,098.90
Corrigan Record Storage (6/1/15)	inc trans 5/11/15	268-000.00-942.100	\$ 35.97
ALA Store (June 1, 2015)	Google Ana; 7/2/15	268-000.00-956.000	\$ 60.00
Durrett, Erin	ALA Conf/Yalsa;6/25-29/15; 2014-15 fy	268-000.00-956.000	\$ 648.75
Farkas, Julie	June 25, 2015 mileage conference	268-000.00-956.000	\$ 134.29
Farmington Community Library	TLN Memb Mtg; Farkas/Zurmuehlen; 15-16FY	268-000.00-956.000	\$ 16.00
Smale, Evan	Tech Trends Conf; 6/4-5/15; mile	268-000.00-956.000	\$ 165.60
The Westin Cleveland Downtown Hotel	Digipalooza; Robinson; 8/4-7/15; 15-16 fy	268-000.00-956.000	\$ 575.81

Zurmuehlen, Maryann	SASUG mtgs;4/23+6/25/15	268-000.00-956.000	\$ 35.65
Petty Cash (Conference & Workshops)	SASUG mtg mileage; W. Teagan	268-000.00-956.000	\$ 16.68
TOTAL			\$ 103,227.27
Accounts indicated in red deducted in Period	2015-2016 fy	Revenue and Expenditure	Report

Warrant 532	269 Accounts	July 2015	
Payable to	Invoice #	Account number	Account total
Barnes & Noble (6/12/15)	ABWA	269-000.00-742.230	\$ 369.42
Decra-Scape, Inc. (6/29/15)	brick pavers (3)	269-000.00-742.231	\$ 435.00
Home Depot (6/14/15)	Love My Country; concrete supplies	269-000.00-742.231	\$ 97.30
Signs by Tomorrow (6/2/15)	I Love My Country	269-000.00-742.231	\$ 120.00
Sam's Club (6/23/15)	Love My Country; unveiling refresh	269-000.00-742.231	\$ 35.72
Petty Cash (Building/Grounds/Furniture)	Love My Country; signage stand	269-000.00-742.231	\$ 22.99
Books In Common	Community Read 2015 dep; 15-16 FY	269-000.00-742.232	\$ 2,800.00
Dominick, Marcia	birthday celebration 6/6/15	269-000.00-742.232	\$ 33.75
Farkas, Julie	On The Road pre inspection 5/22/15	269-000.00-742.232	\$ 48.77
JoAnn Fabric and Craft Store	birthday celebration 6/6/15	269-000.00-742.232	\$ 3.16
Karp-Opperer, Margi	birthday celebration 6/6/15	269-000.00-742.232	\$ 10.00
Kroger	birthday celebration 6/6/15	269-000.00-742.232	\$ 4.00
Lorio-Ross Sterling Entertainment	TLN 10/29/15; Gala 10/23/15; 15-16 fy	269-000.00-742.232	\$ 1,500.00
Sam's Club	birthday celebration 6/6/15	269-000.00-742.232	\$ 119.46
Farkas, Julie		269-000.00-742.234	\$ 16.93
Sam's Club (6/23/15)	Teagan retirement	269-000.00-742.234	\$ 30.49
TOTAL			\$ 5,646.99
Accounts indicated in red deducted in	Period 2015-2016 fy	Revenue and Expenditure	Report



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
June 17, 2015**

DRAFT

1. Call to Order and Roll Call

Library Board

Mark Sturing, President
John Lesko, Vice President
Craig Messerknecht, Treasurer
Ramesh Verma, Secretary
Paul S. Funk, Board Member
Tara Michener, Board Member

Library Board Absent/Excused

William Lawler, Board Member

Student Representatives

Ruchira Ankireddygari (departed at 7:25 p.m.)
Cindy Huang (departed at 7:25 p.m.)

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director, Building Operations
Margi Karp-Opperer, Assistant Director, Public Services
Marcia Dominick, Administrative Assistant

Guest(s)

Ziyang Huang, Student Representative (former)
Kathleen Alberga, Information Services Librarian
Erin Durrett, Information Services Librarian
Lindsay Fricke, Information Services Librarian

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

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

Trustee Messerknecht commented that the agenda page numbers do not reflect the pages where the financials are to be found.

Trustee Lesko questioned why the 269 Account was dated a different date than the rest of the financials. Director Farkas stated that this was the most up-to-date figures for the 269 account since a report had not been provided in a while. Director Farkas intends on providing the 2015-2016 fy budget for account 269 Contributed Fund at the July Library Board Meeting.

A request was made to add Item **15, Executive Session, Director's Review** to the **Agenda** with the **Adjournment** as item **16**.

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

1st – Paul Funk
2nd – John Lesko

The motion was approved unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L531

As noted in item **4A, Approval of Claims and Warrants L530** of the May 20, 2015 Library Board minutes, Trustee Lesko was not questioning the payment of the invoice, but the accounting practice as a prepayment for said invoice.

A motion was made to approve the Claims and Warrants L531 as amended.

1st – Tara Michener
2nd – Craig Messerknecht

The motion was passed unanimously.

B. Approval of Regular Meeting Minutes – May 20, 2015

It was noted that the May meeting was held at the Novi Civic Center, Council Chambers and not at the Novi Public Library as stated.

A motion was made to approve the Regular Meeting Minutes of May 20, 2015 as amended.

1st – Tara Michener
2nd – Craig Messerknecht

The motion was passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation/Special Guest

A. Staff Introductions:

Maryann Zurmuehlen – Department Head for Support Services

Ms. Zurmuehlen was not able to attend the Library Board meeting. Ms. Zurmuehlen has been with the Library and was promoted to department head. Ms. Zurmuehlen comes with many years of experience in the Support Services department.

Lindsay Fricke – Information Services Librarian (Teen Services)

Ms. Fricke is new to the Library and was hired as a full time Information Services Librarian and her primary role is Teen Services.

Kathleen Alberga – Information Services Librarian (Youth Services)

Ms. Alberga has been with the Library as a part-time Librarian of the Information Services Team and was hired as a full time Librarian with her primary role in Youth Services.

B. Introduction of Cindy Huang, new Student Representative for Library Board

Ms. Huang has been on the Teen Advisory Board (TAB) for two years as Secretary and is now Vice President of the TAB for the 2015-16 year. She has been involved in many projects through the TAB group and involved in volunteer work in the community.

C. Annual Student Representatives Report by Ziyang Huang and Ruchira Ankireddygari

Ziyang Huang and Ruchira Ankireddygari presented a year-in-review PowerPoint of the amazing things they did this past year.

D. Recognition of Ziyang Huang for 2 years of service as a Student Representative for Library Board

Ziyang Huang has been on the Library Board as a Student Representative for the past two years and has brought with her many wonderful ideas and was a very involved member of TAB. She was presented with a certificate and gifts as she transitions to the University of Michigan this fall.

7. Public Comment

There was no public comment.

8. Student Representatives Report

As presented in the Year-in-Review.

9. President's Report

A. Goals Update – May 2015

The Novi Public Library 2014/2015 Goals for reporting June 2015 can be found on pages 12-24 of the June 17, 2015 Library Board packet.

Highlights for the monthly goals are:

There is a big focus on the Summer Reading Program which included school visits throughout the community.

- Goal #1: Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
 - Strategy – Provide appropriate staffing for best customer service.
 - Tactic – Implement recognition for volunteers with City of Novi
 - 2015 event held at Buddy's Pizza on April 14, 2015.
- Goal #2: Develop a fiscal plan for 2015/2016 to reduce the projected fund balance usage of \$468,575 by approximately 20%.
 - Strategy - Seek funding through grants.
 - Tactic – Teens and technology ideas for YALSA Shark Bowl.

- NPL proposal was selected as one of top six; Erin (Durrett) will present the pitch at the ALA annual conference in June.
- Goal #4: Provide quality services, collections, programs and technology with an emphasis on the aging population.
 - Strategy - Engage the Older Adult community in Library programs and services.
 - Tactic – Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services, resources and technology (provide no fee transportation to Library).
 - Attend May Older Adult Advisory Board meeting; much discussion on the new format for Engage and Enhance.
 - Strategy – Provide up to date technology and resources.
 - SirsiDynix workflow upgrade to improve circulation processes for assisting patrons.
- Goal #7: Utilize efficient fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.
 - Strategy – Review past fundraising and plan future fundraising.
 - Tactic – Continue "On the Road" series.
 - Site investigation and planning for fall 2015 event.
- Goal #8: Ensure that the library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.
 - Strategy – Maintain best practices and policies.
 - Tactic – Strategic Planning process
 - Board's strategic planning committee met to discuss reconnecting with original planning team/stakeholders and community with plan updates.

10. Treasurer's Report

A. Library budget 2014-2015

The 2014-2015 Library Budget dated March 19, 2014 with the final update dated January 31, 2015 is located on pages 25-27 of the June 17, 2015 Library Board packet. The 2015-2016 fiscal year Library Budget dated March 25, 2015 can be found on pages 28-29 of the June 17, 2015 Library Board packet.

B. 269 Contributed Fund Report as of June 12, 2015

The 269 Contributed Fund Report can be found on pages 30-31 of the June 17, 2015 Library Board packet. Noted, \$10,000 was received, but \$11,000 was expensed as of June 12, 2015.

The 2015-2016 fiscal year 269 Contributed Fund Budget is expected to be brought to the Library Board at the July 2015 Regular Meeting.

C. Budget Amendment Request for 2014/2015 and 2015/2016

A request for a budget amendment was brought to the Board to transfer unused funds from the 2014/2015 fiscal year budget in account #268-000.00-976.000 in the amount of \$14,000 to the 2015/2016 fiscal year budget to purchase additional security cameras bringing the 2015/2016 budget for this line to \$78,800. This will be discussed in **Item 14 – Matters for Board Discussion.**

D. Library Balance Sheets for 268 and 269 Funds – as of May 31, 2015

The Library Balance Sheet can be found on pages 33-34 of the June 17, 2015 Library Board Packet.

The Ending Fund Balance for period ending May 31, 2015 is \$2,004,257.84 for the Library Fund 268 account. The Total Liabilities and Fund Balance for the Library Fund 268 account is \$2,087,481.13. The Ending Fund Balance for period ending May 31, 2015 is \$1,626,775.36 for the 269 Library Contributed account. The Total Liabilities and Fund Balance for the Library Contributed Fund 269 account is \$1,627,179.67.

E. Library Financials and 269 Contributed Fund – as of May 31, 2015

The Library Financials and 269 Contributed Fund can be found on pages 35-38 of the June 17, 2015 Library Board Packet.

There is nothing out of the ordinary to report as we are looking solid. Revenues have increased and expenditures have decreased.

The salaries lines have increased this month but that is due to a 3-pay period month.

State Aid was received this month in the amount of \$16,147, which is higher than initially budgeted.

The electricity invoice was not reported for May, but is expected to be reported on the next warrant.

Library Book Fines was reported down again this month.

11. Director's Report

The Director's Report can be found on page 29 of the June 17, 2015 Library Board packet.

A. Memo: Library Traffic Update

A Memorandum from Rob Hayes, Director of Public Services/City Engineer for the City of Novi dated June 3, 2015 can be found on pages 40-41 of the June 17, 2015 Library Board packet.

B. Letter from Jerry Graczyk Re: MML Fund Loss Control Services

The report can be found on pages 42-44 of the June 17, 2015 Library Board packet.

Mr. Jerry Graczyk from the Michigan Municipal League visited the Library and reviewed our building in respects to our loss control. He reviewed our claims, contractor certificate of insurance, employee training and risk management practices. He was "favorably impressed with the building maintenance safety practices".

He did suggest that a policy be created regarding employees operating Library vehicles and have valid drivers' licenses with minimal points. A draft Driver's License Verification Policy and draft Motor Vehicle Record Check was provided for Board discussion.

C. YALSA's Shark Bowl 2015: Erin Durrett Finalist, NPL Librarian

Ms. Erin Durrett's proposal for the Shark Bowl contest can be found on page 48 of the June 17, 2015 Library Board packet. The YALSA announcement and rules are located on page 47 of the packet.

Director Farkas introduced Librarian Erin Durrett to the Library Board to have her present her submission for the YALSA Shark Bowl 2015 contest, which she was chosen to present in San Francisco this June at the American Library Association annual conference. Ms. Durrett was one of six contestants to present and possibly win an award of cash and prizes. The ALA has

provided Ms. Durrett an award of \$1,500 to travel to make her presentation and the Library will cover the rest of her expenses. The Library supports Erin as she is representing the Novi Public Library. Congratulations, Erin!

D. Computers in Libraries Conference Report by Barbara Rutkowski

The Computers in Libraries report can be found on page 49 of the June 17, 2015 Library Board packet.

E. Public Services Report

The Public Services Report can be found on pages 50-51 of the June 17, 2015 Library Board packet.

F. Building Operations Report

The Building Operations Report is located on page 52 of the June 17, 2015 Library Board packet.

Mary Ellen Mulcrone reported that the AST was not operating for a day due to a part that had to be ordered. With the assistance of the facilities and IT staff, it is now up and running.

The City of Novi will handle the bids for the Traffic Controls.

The contractor did a great job in fixing the cracks in the parking lot. It was suggested that directional signals would be very helpful. The temporary signs in the drive benefit the drivers, but directional signs painted on the drive would be helpful especially at the front door to the building.

G. Library Usage Statistics

The Library Usage Statistics can be found on pages 53-62 of the June 17, 2015 Library Board Packet.

H. Friends of the Novi Library – Draft Minutes from May 13, 2015 Regular Meeting

The Draft minutes of the May 13, 2015 Friends of the Novi Library Meeting can be found on page 64 of the June 17, 2015 Library Board packet.

I. Novi Historical Commission – Draft Minutes from April 22, 2015 Regular Meeting

The Draft minutes of the April 22, 2015 City of Novi Historical Commission Meeting can be found on page 65 of the June 17, 2015 Library Board packet.

The City of Novi purchased Villa Barr, property originally owned by David Barr, renowned Novi artist. Approximately one year ago, he had published a book on his art work. The Historical Commission is looking at purchasing the rights to his book. There is a meeting scheduled with Kathy Crawford, Historical Commission President, Director Julie Farkas, and David Barr to discuss the purchase of the book.

12. Committee Reports

A. Policy Committee (Lesko, Michener– Chair)

There was no report provided for the Policy Committee.

The Policies will be reviewed by the Policy Committee and select staff to look at present Library policies. The City's policies are reviewed as comparisons.

QSAC accreditation is being reviewed to be updated.

B. HR Committee (Michener, Verma – Chair)

i. Planning meeting held on Wednesday, June 10, 2015 with Trustee Michener

The HR Committee, along with select staff, will schedule a meeting to review the present Library HR policies. A review of the City's policies will be taken into consideration.

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

There was no report provided for the Finance Committee.

Trustee Funk questioned compensation for the staff, as was discussed earlier in the year, as he stated that the Library has had a favorable year. Trustee Funk asked that this be a point of discussion on the July agenda.

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

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

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

i. Planning meeting held on Tuesday, June 2, 2015 with Trustees Funk and Lawler

Two Strategic Planning Meetings will be scheduled for later this summer. Attendees would include those who have participated in the past, businesses, families and stakeholders who do not use the Library services.

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

i. Parking lot entryway update meeting held on Friday, June 12, 2015 with Trustee Messerknecht and Rob Hayes, Director of Public Services, City of Novi

The City of Novi Council voted to fund this project and the Library will cover the contingencies. Plan is to widen the current pathway with a turn lane. During construction, the main entrance will be reduced to one lane. A thank you goes to the Novi City Council and to Councilman Wrobel for moving this project forward. A thank you also goes to the DPS staff for assisting with this project.

13. Public Comment

There was no public comment.

14. Matters for Board Discussion

A. Budget Amendments:

2014/2015 Capital Outlay budget line 976.000 Data Processing – Computer/Equip: Est. Yr. End cost will be \$0.00

2015/2016 Capital Outlay budget line 976.000 Data Processing – Computer/Equip: Approved cost would increase by \$14, 000 from \$64,800 to total \$78,800.

Additional security cameras were to be installed during the 2014-15 fiscal year, but have been postponed until the 2015-26 fy. Director Farkas asked that the funds earmarked for this project (\$14,000) be transferred for this usage to the 2015-26 fy. Looking at the budget, account 976.000 Data Processing shows \$14,000 was to be spent in the 2014-15 fy, but requested they be transferred to the 2015-16 fy for a total line of \$78,800. The City of Novi is going out for bids for cameras in the 2015-16 budget and we may attempt to piggyback on the City's bidding. Trustees accept the proposal as discussion only; it was moved to accept as a memo only.

B. Driver's License Verification policy and Motor Vehicle Record Check form

Suggestion of draft Driver's License Verification policy is to remove the word "circumstances" located on the last paragraph and replace it with "above four factors".

On the Motor Vehicle Record Check, remove the Date of Birth and the Social Security Number lines on the form.

It was suggested to review the City's policy.

15. Executive Session – Director's Review

A motion was made to enter into a closed Executive Session at 8:46 p.m.

1st – Paul Funk

2nd – Tara Michener

The motion was passed unanimously.

16. Adjourn

A motion was made to adjourn the meeting at 9:42 p.m.

1st – Tara Michener

2nd – Ramesh Verma

The motion was passed unanimously.

Ramesh Verma, Secretary

Date

Student Representative Report:

By: Cindy Huang and Ruchira Ankireddygari

In June we had two Teen Volunteer orientations on June 1st and on June 2nd.

Next, on June 17th, many enthusiastic 5th-12th graders took part in our annual summer reading kick-off, tie dye event.

This was followed by the Ring of Steel: Stunts and Stage Combat program on July 23.

This year's teen interns are: Shraddha Jadhav and Austin Morton. We are very excited to have them with us for the summer reading program.

We are grateful to the many teen volunteers that have helped us out throughout the month, in many of our programs (Summer Reading Program, Library 5th Anniversary, etc.).

Upcoming Programs:

July 1: Summer Movie Fun - Superhero Style

July 15: T-shirt Design Remix

July 22: Creatures of the Night

Teen Space Statistics (September 2014 – June 2015)

- Approximately 166 sessions
- We provided space for 6,002 teens
- Partners: Novi Youth Assistance, Novi Community School District, City of Novi Parks, Recreation and Cultural Services

NOVI PUBLIC LIBRARY – 2014/2015 GOALS

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

Goal #1:

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

Strategy:			
Consider adding new collections and services.			
Tactic	Owner	Status	Due Date
Investigate adding new and more interactive play components for youth	IS	Inquiring with Burgeon Group to look into new play components; submitted quote for additional play components; received quote and have submitted for budget review; \$ requested from Friends wish list to purchase; will purchase once Friends approve budget	Annually; 1/15; 2/15; 3/15; 5/15; 6/15
Strategy:			
Partner with City of Novi and Novi School District.			
Tactic	Owner	Status	Due Date
Engage IT departments in quarterly meetings to review opportunities for resource sharing, technology best practices and education	IT	Continuing discussions with City regarding phone services; City and Schools participated in meeting & demo of visual tour from LunaTech3D; regular communication is ongoing, though quarterly meeting schedules have been difficult to establish; working with City for inclusion on security camera bid	Annually; 8/14; 2/15; 5/15; 6/15
Investigate with City of Novi to be a "go to" for additional City services; offer/advertise City services if applicable	AD	City programs/events/services regularly advertised at NPL; investigated passport services and dog park licenses, but would need additional Library staff time	Annually; ongoing; 4/15
Maintain open communication between Library and City Facilities departments through regular meetings	Fac	Established quarterly meeting schedule and held first meeting on 1/27; meeting held 4/28	1/15; 4/15
Participate in employee opportunities offered by City	AD	Staff attending various events, such as the "Health Happens Here" programs; director participating in administrative retreat planning	5/15
Summer program: Feed the Need with Novi Rotary and Novi Schools	AD; IS	NPL will promote summer reading with a program on 6/24	5/15
Strategy:			
Maintain communication with Read a Latte Café.			
Tactic	Owner	Status	Due Date
Investigate with owner to offer lower prices and different cultural food options	AD	Café has been struggling financially this past year; food options and pricing have been discussed	Annually; 4/15
Meet with owner as needed regarding patron comments, suggestions, etc.	AD	Met with owner in August & October about rent and cleanliness; café painted; met with owner on 12/5 and will meet monthly on first Fridays; met 1/23	Annually; ongoing; 10/14; 12/14; 1/15
Strategy:			
Provide appropriate staffing for best customer service.			
Tactic	Owner	Status	Due Date
Investigate staff shortages on the Information Desk that	IS; AD	Currently under review	2014/2015; 4/15

causes long lines and how to improve customer service			
Investigate opportunities for volunteerism that use education and business skills	AD	Offer a non-paid intern graphic design opportunity quarterly in Admin Office; Communications Coordinator worked with High School intern for 12 weeks in spring 2015	2014/2015; 4/15; 5/15
Implement recognition for volunteers with City of Novi	AD	Currently participating with City program; 2015 event held at Buddy's Pizza on 4/14/15	4/13; 2014/2015; 4/15
Provide opportunities for staff training	AD	Staff in-service day held 11/21; planning for August	11/14; 3/15

Goal #2:			
Develop a fiscal plan for 2015/2016 to reduce the projected fund balance usage of \$468,575 by approximately 20%.			
Strategy:		Investigate and implement changes that save money.	
Tactic	Owner	Status	Due Date
Investigate options for print/time management software	IT; IS	Reviewed Envisionware as possible option in August; implemented in September to realize cost savings for new budget year with TLN; IS staff trained	9/14
Look for cost-cutting measures in everyday processes	SS; IT; Fac	Made changes at self-checkout stations to shorten receipts, using less paper; also added more helpful info to screens and receipts; investigating options to cut supply costs by using copiers as printers; made some changes in building supply vendors based on cost comparisons; conducting a printer demo to determine consumables costs	12/14; 3/15; 4/15; 5/15
Work with managers for budget planning	AD	Held budget sessions with all managers	1/15
Develop budget for next FY and future projections	AD; Board	Library Board budget session on 2/28; budget approved at 3/25 Board meeting	3/15
Strategy:		Consider staffing reductions.	
Tactic	Owner	Status	Due Date
Evaluate staffing levels for possible reductions	SS; AD; IS; Fac	47 hours per week (21 hrs. Shelves, 26 hrs. Circulation) left vacant due to staff resignations; 16 hour Facilities position not being filled; Administration Office Assistant reduced from 40 hours to 18 hours; 18 hour IS position not being filled from a resignation and change from one 18 hour Librarian to Intern	9/14; 10/14
Strategy:		Seek funding through grants.	
Tactic	Owner	Status	Due Date
Investigate opportunity for 3-D printer grant funding	IT; IS	IT & IS departments partnered with Catholic Central High School and submitted grant proposal; grant not awarded to NPL	11/14; 1/15
Investigate opportunity for a Teen materials grant	IS	Applied for the Margaret Edwards Teen Collection Development Grant for Teen Materials; potential grant would be \$5000 from YALSA/ALA for Young	12/14; 1/15; 2/15

		Adult collection growth in all formats; grant not awarded to NPL	
Teens and technology ideas for YALSA Shark Bowl	IS	Erin submitted proposal to YALSA Shark Bowl (like ABC's "Shark Tank" for Librarians); pitches must incorporate teens & technology and be tied to college readiness, connected learning, or community engagement; submitted under community engagement, involves teens creating a 3D virtual world that they print piece by piece using a 3D printer; this now physical world they build becomes an interactive display that the teens would curate, edit and add to; top six proposals for Shark Bowl receive funds to send their Librarian to the 2015 ALA conference in San Francisco and present their idea to the Shark Panel; top three projects determined by the Shark Panel win cash and prizes to assist with their project; view NPL pitch here: http://yalsa.ala.org/shark/view-pitches/pitch-12/ ; NPL proposal was selected as one of top six, so Erin will present the pitch at the ALA annual conference in June; NPL's proposal was one of the winners at the ALA annual conference; exact cash and/or prizes are being determined	3/15; 5/15; 6/15

Goal #3:			
Create a higher level of awareness for Library Board member representation, ambassadors and employment.			
Strategy:	Library Board Trustees participate in City events.		
Tactic	Owner	Status	Due Date
Motorcities Markers unveiling, September 5 th	AD; Board	Trustee Lesko attended	9/14
Fall for Novi, September 20 th	AD; Board	Trustees Lesko & Verma attended	9/14
Annual City Evening of Appreciation, December 12 th	AD; Board	Trustees Margolis, Messerknecht & Verma attended	12/14
City Council Early Budget Input Session, January 10 th	AD; Board	Trustee Margolis and Director Farkas attended	1/15
State of the City Address	AD; Board	Trustees Messerknecht, Michener, Verma attended with Library Director and staff	2/15
City Council meetings	AD; Board	Library proclamation for 2015 National Library Week	3/15

		presented by Mayor Gatt to Director Farkas, with Trustees Funk, Lawler, Michener, and Verma on 3/23	
Strategy:	Library staff participate in community events.		
Tactic	Owner	Status	Due Date
Maintain ties with government officials	AD	Director and other staff attended swearing in of State Representative Kathy Crawford on 1/2	1/15
Novi Youth Assistance	AD	Library Director serves on Board; participated in Annual Bowl-A-Thon on 3/7	3/15
Novi Rotary	AD	3 staff rotate attending weekly Rotary meetings; Library provides annual library update to members and participates in a variety of events throughout the year	
Represent NPL in various outlets	AD	Staff participated in Neighborhood Library Association booth at International Women's Show; staff participated in City's Memorial Day event	4/15; 5/15

Goal #4:			
Provide quality services, collections, programs and technology with an emphasis on the aging population.			
Strategy:	Engage the Older Adult community in Library programs and services.		
Tactic	Owner	Status	Due Date
Publicize and engage the Older Adult community with info about Oakland County service for visually impaired	IS; SS	Identified and photographed limitations to accessibility within the building using the Sitewise guidelines as developed by Henry Ford Hospital and created an excel file to record findings and notes; report to be completed by December 1; photos of various areas and light measurements taken; report is finished and being reviewed by Admin; information on this and our magnifier collection was presented at the recent visit to Fox Run; Oakland Talking Book Service publicized on NPL website and promoted at service desks and through Outreach	Annually; 9/14; 10/14; 11/14; 3/15; 4/15
Expand info in Meadowbrook Commons through newsletter, dining hall, flyers, door to door, kiosks, etc.	AD; IS	Updated Flickr slides on plasma screens at Meadowbrook Activity Center (monthly); flyers put out at MAC and City	Annually; 11/14; 12/14; 1/15; 2/15; 4/15; 5/15; 6/15
Promote Library programs at Older Adult programs	IS	Promoted the Morning Music program held at the Library on December 4 th ; email sent to Activities Directors with list of upcoming programs geared toward Older Adults; meeting held with City Council	Annually; ongoing; 11/14; 12/14; 3/15; 5/15

		member Poupard on 12/12 at Fox Run to discuss building relationships with NPL; planning March event; March Is Reading Month outreach event at Fox Run on 3/16: saw 60 participants and issued 30 new library cards; promoted programs and issued 10 library cards at the Fox Run Expo	
Survey Meadowbrook Commons residents	AD		Annually
Engage local Older Adult talent for displays, arts, crafts, collections, etc.; reach out quarterly	IS; AD	Currently have an older adult volunteering to lead a chess program (Sept-Oct/Jan-April)	Annually; 11/14; ongoing
Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services, resources and technology (providing no fee transportation to Library)	IS; AD	City Council approved complimentary transportation for Older Adults to Library/City facilities and programs; in discussions to provide quarterly book discussion beginning after the first of the year; met with OAS to discuss AARP Tax Days, Gale Courses, and the possibility of holding programs at the Library; Older Adult Services to hold a Dementia program and two memoir writing classes at the Library next quarter; visited Meadowbrook Commons on 11/19 for an informal meeting with potential book club members and Sarah Douglass from the City; 7 seniors attended and seemed very excited about the book group; now have 4 book discussions scheduled for 2015; attended "Boomer University" meetings at Oakpointe Church to plan April 18 th event with area libraries and City of Novi Office of Older Adults; Novi Older Adult Services Board member hosted program on Dementia on 1/30 at the Library; staff have been active on the City of Novi Older Adult Advisory Board attending monthly meetings; hosted first book discussion group at MAC with 8 attendees and favorable responses; hosted Drummunity for the Morning Music Program on February 12 aimed at older adults; participated in Boomer University event on 4/18; engaging regularly with City staff for programming opportunities; met with City staff to plan for partnering on health series in fall and other future programs; attended Older Adult Advisory Board meeting; attended second meeting with Margi, Sandy Fisher from Novi Older Adult Services and Wendy Duvall from Parks and Recreation on 4/8 to plan Fitness Month in October 2015; attended May Older Adult Advisory Board meeting; much discussion on the new format for Engage and Enhance; held second book discussion at MAC with 7 attending; next one is August 19th; attended June Older Adult Advisory Board meeting	Annually; 9/14; 11/14; 11/14; 1/15; 2/15; 4/15; 5/15; 6/15

Make a greater number of materials more easily accessible to patrons	SS	Book Club Kits now requestable/holdable to facilitate more book discussion group usage	9/14
Strategy: Increase/implement programming opportunities for each patron group.			
Tactic	Owner	Status	Due Date
Host worldwide celebrations, festivals, events, etc.	IS; AD	Participated in City's Ethnic Taste & Tune Fest; met with MSU Tollgate to discuss potential program partnership for fall of 2015; met with MSU Tollgate to further plan for Pumpkin Festival to take place in October 2015; partnered with MSU Tollgate to assist them in creating a Novi Library reading area for their summer camp participants	Annually; 9/14; 11/14; 1/15; 5/15; 6/15
Host music/dance programs by different cultural groups	IS	Met with volunteer to create a program on the history of Mexican folk dancing styles and costumes	Annually; 9/14
Implement 15 programs per year for each group (youth, tween, teen, adult, Older Adult) averaging 50 attendees at each	IS; IT	Tween/Teen Hot Summer Movie (50), Summer Movie Spectacular (68), Jumping Minions (106), Kiddie Crafts (71), Science Saturdays (70), Super Duper Lego Maniac Party (127), Paradise Park SRP Finales (496), Dance Around the World (60) and (56), Music on the Patio (70), Listen @ the Library (50), English Language conversation group (51), Halloween Tales (275), L@L (160), Motor City Troubadours (68), Authors Live Luncheon (122), International Games Day (84), Kennedy Assassination program (62), History of Detroit's Thanksgiving Day Parade (67), A Community Reads Author Event (172), Frozen Fun (86), Clean out the cupboards craft program (65), Ring in the New Year Craft Program (70), L@L (100), Michigan Philharmonic Brass Quartet (110), Light up the Night (650), Martin Luther King story time and crafts (80), Forensic Art (50), Solomon Northrup (58), Live Your Dreams the Taylor Anderson Story (50), Meadowbrook Elementary concerts (270), Exploring the mysteries of Bird migration (62), Novi Choralaires (66), Harmonie Detroit (101), Students for Success (103), L@L (150), Preschool math (106), Elephant and Piggie (80), L2L (90), super hero dance party (80), Thornton Creek school visits (489), Library Turns 5 (150), history of Armenian music (62), Daniel Tiger story time (59), Empowering children with author Maria Dismondy (53), Tie Dye Day (74), Summer Movie (82), Lego Club (52), Patriotic Crafts (91)	Annually; 6/15
Increase use of the Youth Activity Room with more crafts, hands-on events, etc.	IS	Investigating and planning art classes for elementary age taught by Novi High School Art Club students; held first of three planned art classes taught by Novi High School Art Club students with 26 attendees; held second of three planned art classes taught by	Annually; 9/14; 1/15; 2/15; 4/15; 6/15

		Novi High School Art club students with 20 attendees; held third of three planned with 19 attendees, added a craft segment after various story times; room is available for tutor overflow as of fall 2012; added Playgroup component to 2015 summer sessions; partnered with Novi Parks and Recreation to provide use of Youth Activity Room for their camp visitors during the summer	
Investigate programming based on patron suggestions, including the GEEK the Library campaign	IS; AD; IT	Number one subject patrons liked most was reading: we provide special collections, Summer Reading for all ages, Community Read events, partner with Novi Schools for Parent to Parent and community school district book discussions, regular book discussions, story times, international story times, conversation groups for both ESL and international languages, ESL book discussion; Music was the second most liked subject: we provide Listen @ the Library, Novi Choralaires, concerts at local elementary schools, concert bands at NPL, Earth Angels singing and dancing group, Morning Music series; Art and Dancing were popular subjects: we provide Kiddie Crafts, StART Art to teach art concepts to children, instructional dance classes; Video Games was a popular subject: we provide gaming in NPL Teen Stop when school is not in session, gaming in Teen Space during the school year, have a large video game collection, host tournaments; Animals was a popular subject: we provide opportunities to read to dogs	Annually; 4/15
Survey patrons to solicit technology needs for hardware, software, programming and training	IS; IT	Survey conducted in January; reviewing options for implementing suggestions; added Computer Tutor classes for additional one-on-one instruction for patrons	Annually; 3/15; 5/15; 6/15
Implement a Patio program series of five programs, May-October, weather permitting	IS	Held Music on the Patio program; booked Earth Angels music group for June patio program; Earth Angels program moved to August due to poor weather; introduced strolling story time on patio with a new story on the patio each week of SRP	Annually; 9/14; 2/15; 6/15
Investigate holding more after-hours events for all age groups	IS; AD; IT	Investigating after-hours Minecraft programs for January and March; Digital Detox planned for February, partnering with City and Youth Council; held after-hours Minecraft program with 25 attendees in the computer lab on 1/30; another is planned for March; Minecraft program on 3/20	2014/2015; 9/14; 10/14; 1/15; 3/15
Provide cultural programs (music, authors, poetry, festivals) from around the world	IS; AD	Held an Indian Cooking demonstration; held a Japanese cooking demonstration; chose dates for	2014/2015; 10/14; 11/14; 11/14;

		International Fair and confirmed participation with Korean, Japanese, and Indian volunteer presenters; partnering with local Japanese volunteer to investigate a program on early literacy for Japanese parents; a Cultural Celebration was hosted by some of our Novi Teens; International Games Day was offered and included both board and video games; planned and created flyers for a program on history of Mexican folk dancing; held an Indian cooking demonstration; Light Up the Night held on Civic Center campus on 12/5; Mexican Cultural program with 41 patrons attending included videos, PowerPoint and costumes representing the country, culture, & people; International Story Time Fair planned for August; held 2nd annual Teen Stop Art Premier in June	12/14; 1/15; 6/15
Institute a cultural advisory board to gain program, resource, services and technology feedback	IS; AD	Established and met with international language committee for program ideas; attended September meeting; attended October meeting; spoke with WSU LIS professor Joan Beaudoin about securing a practicum student during spring/summer semester to assist with the David Barr oeuvre digital preservation project as part of the Cultural Advisory Board; attended Nov. and Dec. meetings of Cultural Advisory Board; attended January Cultural Advisory Board; attended March and May CAB meetings	5/14; 2014/2015; 9/14; 10/14; 11/14; 12/14; 1/15; 6/15
Showcase cultures, religious experiences; teaching different languages by community members	IS	Hold monthly language conversation groups for French, German, Italian and Spanish speakers; on track to add Japanese group; had successful first meeting of Japanese group; planning a program with local Japanese Mothers to address "semi-lingual" issues; have ESL conversation and book discussion groups; offer international story times in Chinese, Spanish, Hindi, Marathi, Japanese, Czech, Korean, Tamil; showcasing local cultures through art work in Teen Stop	2014/2015; ongoing; 10/14; 12/14; 1/15; 4/15; 6/15
Strategy:	Provide up to date technology and resources.		
Tactic	Owner	Status	Due Date
Upgrade NPL computers from XP to Windows 7 and Microsoft Office 2007 to 2010	IT	Upgraded from XP to Windows 7 and from Microsoft Office 2007 to 2010—completed in 2012	2014/2015
Consider using location map/QR codes in catalog and stacks	IS; IT	Investigating beacon technology instead of QR	2014/2015; 4/15
Investigate technology more in depth; online resources, loaning of tech tools, hands-on experiences (technology "petting zoo")	IT; IS; AD	Laptops available for in-library loan since 2012; periodically offer "petting zoos" for tablets and e-readers; attended webinar: Every Kid Ready to	2014/2015; 11/14; 12/14; 1/15; 4/15; 5/15

		Read: Tech Tools for Early Literacy; gave presentation on Demographics Now at Dec. IS staff meetings; working on locked down iPads to replace Pod A computers in Youth area (visited Salem-South Lyon Library to look at how they configure their iPads); introduced two story time apps in Baby Time and Tot Time to analyze the effectiveness of technology in story times; demonstrated downloadables and devices at Fox Run open house; planning to offer thermal leak detectors for check-out starting 2015/16; investigating with Novi vendor the purchase of a 3D printer for public use	
Improve online public catalog	SS	Enterprise online public catalog implemented, with a more familiar type of interface, providing better searching options, faster placing of holds; TLN Shared Automation System Users reviewing options for upgrade or change of vendor; staff attended demos held at NPL from SirsiDynix, Polaris/III, & TLC/CARL; SirsiDynix Workflows upgrade to improve circulation functions for assisting patrons	9/14; 1/15; 5/15
Strategy: Partner with the Novi School District.			
Tactic	Owner	Status	Due Date
Introduce Social Justice to the community; create a core collection; participate in learning sessions; provide space for forums/events	AD; IS	Assisting PAASN (Parents of African American Students in Novi) with planning space, library info; attended the MLK Day celebration at Brightmoor Church with other members of the City and community	Annually; 10/14; 1/15
Increase activities with Novi and other area school districts	IS; AD	Provided tour and database instruction to 63 Novi Meadows students; met with Novi Schools Instructional Coach to review SRP stats and plan for School Board presentation; hosted 84 5 th graders after hours on September 19 th for tour and scavenger hunt; took part in the Novi Woods Walk to School day; attended October School Board meeting to present Summer Reading info; hosting Novi Meadows Red Ribbon Week posters; hosted breakfast for NCSD Media Specialists and Principals; met with Novi High School Media Specialist to discuss information sharing and potential program ideas; met with Novi Meadows Media Specialist and Novi School District Instructional Coaches to begin planning 2015 Summer Reading Program school visits; provided tour, story time and scavenger hunt to group of special education students from Novi School District; met with Media Specialists to plan for Summer Reading 2015; met with Novi High School	Annually; 9/14; 10/14; 12/14; 1/15; 2/15; 3/15; 4/15; 6/15

		Media Specialist to plan for partnerships in the coming year; outreach concert at Meadowbrook Elementary (Walled Lake Consolidated Schools) for 270 students on 3/12 in partnership with Friends of NPL and Chamber Music Society of Detroit; AS attended Deerfield Elementary's Milk & Cookies night as a guest reader; held a series of very successful instructional art classes taught by Novi High School Art Club students (January-March); Leader in Me event with Orchard Hills Elementary on 3/3; provided story time to after school CARE program at ITC building (Novi schools); CARE program visiting NPL weekly throughout the summer; visited all Novi elementary schools to promote the Summer Reading Program, reaching 2,961 students; met with Novi Middle School Media Specialist and Novi High School Media Specialist to share posters and flyers for SRP	
Provide a parent community read project	AD; Friends	Elaine R. Irvin Friends Award won by NPL provides \$1,000 to implement the program where parents read a book related to education and meet author; planned for spring 2015; Students for Success event with Dr. John Ratey, author of Spark, will be on 4/28	10/14; 3/15
Strategy: Maintain current collections and services.			
Tactic	Owner	Status	Due Date
Investigate and add new collections/pathfinders based on interests and needs of patrons	IS; SS	Developing a baby/toddler page with literacy info for webpage; working on "CPU Science / Coding" section for the Homework Resource Center; draft of baby/toddler literacy page for website submitted and being reviewed by web team; created new youth DVD subject list "Under the Sea"; CPU Science/coding section added to Homework Resource Center; developing "World Fiction" list for youth subject binder and website; developed "classics" list of audiobooks for adults; updated youth DVD "Classic Movies" list; created new youth DVD list "Once Upon a Time and other Fantastical Tales" for binder and website; medical/health section added to Homework Resource Center; rough draft of audiobook pathfinder on classics created showing their availability in various formats; audiobook pathfinder on Classics finished and science fiction one started; pathfinder on Easter DVDs updated; listen to patron requests and comments, encourage completion of suggestion forms, and pass along info to IS staff; psychology section added to homework resource center; new	Annually; 9/14; 10/14; 11/14; 12/14; 1/15; 2/15; 3/15; 4/15; 5/15; 6/15

		bibliographies on youth biographies for general, women, African-Americans; Picture Books on DVD	
Add more classes for downloadable resource use	IS; IT	Considering adding or changing classes offered based on patron requests; added Sunday Tech Times; also offer E-reader, iPad, Downloading Magazines with Zinio, and other classes; instructional video about Zinio available on NPL YouTube and NPL website; Computer Tutor One-on-One classes provide more opportunities for individual instruction	2014/2015; ongoing; 9/14; 4/15; 5/15
Implement reference survey	IS	Planned for May 2015; now available through May and June; surveys collected and analyzing results	4/15; 5/15; 6/15

Goal #5:			
The Library Board shall be active and engaged and represent the Library in Novi and the greater library community.			
Strategy:	Library Board Trustees participate in NPL events.		
Tactic	Owner	Status	Due Date
Welcome Desk Ambassadors	Board	Trustees take weekly shifts at Welcome Desk	10/14
Crawford 50 th anniversary fundraiser, September 26	Board	Trustee Sturing attended	9/14
"Cornucopia of Thanks" event with Friends, October 24	AD; Board	Trustees Messerknecht, Sturing, Verma attended	10/14
Michigan Library Association Annual Conference to be held in Novi, October 2015	AD; Board	Julie attended planning meeting on 12/8; NPL committee formed	12/14
FOML Trustee Alliance Spring Workshop, Rochester Hills, MI	AD; Board	Trustees Funk, Michener, and Verma attended with Director	4/15
Unveiling and dedication of "I Love My Country" statue	AD; Board	Trustees Lesko and Sturing attended with Director	6/15

Goal #6			
Promote the Library in Novi's residential and business communities; promote Library services to non-library users balancing existing resources whenever possible.			
Strategy:	Increase awareness of services, collections, programs and technology.		
Tactic	Owner	Status	Due Date
Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs: facebook, twitter, videos, podcasts	IS; AD; IT	2014 Community Read presentation available on website via YouTube; posting to Tumblr more than once a month; Boopsie mobile website app introduced 9/2013; added Instagram account for Library; updated NPL Teen Stop Facebook page	Annually; 11/14; 3/15; 4/15; 6/15
Create one video/podcast per year for website about Library services	AD; IS	Possible ideas for various subjects were discussed including: Zinio Nook & E-ink Kindle, Genealogy	Annually; 10/14

		resources – advanced search features, EBSCOhost EBooks, Reference USA, Tutor.com, and Gale Virtual Reference Library	
Increase publicity of meeting rooms and patio	AD	New flyer created for changes implemented July 1; meeting room rentals have been overwhelmingly successful so no additional publicity needed	Annually; 7/14; 4/15
Reach out to homeowners groups by letter to president, get in newsletters, offer tours/talks, inviting groups to have their meetings at the Library, providing free room rental if they allow a 10-15 minute Library presentation	AD	Providing tours/talks as requested by groups, including info about programs and services; presentations to Lennox Park and Orchard Hills West; presentation to Crosswinds West; Vista Hills; presentation to Roma Ridge and Cheltenham Estates; presentations: Vista Hills, Greenwood Oaks; have requested homeowner information for president of each association from City of Novi; presentation to Churchill Crossings; presentation to Meadowbrook Lake	Annually; ongoing; 9/14; 10/14; 11/14; 2/15; 3/15; 4/15; 6/15
Work with homeowners groups to highlight a subdivision in e-newsletter, display of kids' art from sub, contest for most card holders in sub	AD		Annually
Increase number of library card holders in each Novi subdivision by 10% over five years; use geomapping data	AD; SS	A campaign has not been put in place as of yet	Annually; 4/15
Consider annual mailing of "The Novi Library and YOU" to homeowners/businesses; 4-page brochure about NPL	AD	Costs for one-time brochure kept us from pursuing at this time	Annually; 4/15
Promote and highlight the Local History collection/space and its relevance to the community; offer an open house; increase web and physical presence	IS	Motorcities Historical Markers event held at NPL, highlighting Novi Special; began learning the Past Perfect software and started cataloging photos; held document donation day with open house; separated the Local History Room and Historical Commission information into two pages on the website; hosted another document donation day in the Local History Room	Annually; 9/14; 10/14; 3/15; 6/15
Provide regular (weekly/monthly) columns in Novi News and Patch.com	AD	Column was not created, but Library info being sent on weekly basis; paper includes info based on relevance and space	Annually; 4/15
Investigate opportunity for NPL to be a welcome center for new residents offering periodic "get to know" events; provide information on website for new residents to connect with Library/City/Novi community	AD	Director met with Northville Newcomers and Neighbors group to combine efforts; staff regularly participate with Northville Newcomers and Neighbors group; NPL joined Northville Newcomers Assoc.; info now in Engage; planning event for fall	6/14; 2014/2015; 4/15
Develop and promote information on OverDrive and downloadable resources	IS	Added OverDrive media station; promoting new OverDrive app; updated Overdrive handout, eliminating Adobe authorization; new flyers about Overdrive streaming movies reviewed; presented info at Friends Gala; met with TLN Overdrive Policy Committee to plan the Nov. 14 th meeting (hosted by NPL) with special guest Monique Sanchez who	5/14; 2014/2015; 9/14; 10/14; 11/14; 2/15; 3/15; 5/15; 6/15

		addressed questions about the new Odilo service; created a new Overdrive streaming video handout for the Downloadable Media Center and for the website; updated Freegal Top Download poster for public area, Teen Space and Teen Stop for October and November; met to discuss new OverDrive Periodicals service; Updated Freegal handout for the web site; new Freegal promotions have been created; IS staff member has become a selector for Youth ebooks for the Odilo group (an e-book platform) and has submitted carts for opening collection with launch date TBD; improved log-in for Zinio Digital magazines has started; Odilo is still in beta mode; creating a display and marketing to promote the local author collection to potential local e-book authors; updated OverDrive handouts to include the new OverDrive Listen feature for audiobooks	
Promote NPL through participation in community groups	AD	Admin staff attend Rotary and Chamber of Commerce meetings; submitted Chamber Business Recognition application for Community Builder; NPL & other Neighborhood Library Association members now sharing event info in each other's newsletters	12/14; 1/15
Partner with local businesses and organizations for programming	AD; IS	Partnered with Community Financial Credit Union to provide Money Smart Week book delivery to over 100 Michigan libraries; partnered with Novi Chamber of Commerce and City of Novi Economic Development Dept. to host Richard Sheridan, author of <u>Joy, Inc.</u> with 60 attendees; partnered with Community Financial for Teen Investing program; partnered with Tony Sacco's Pizza to promote Teen Space, Teen Advisory Board and NPL's Facebook page; partnered with PNC Bank for retirement, social security, and loan programs; partnered with New York Life for program on Long Term Care Insurance; partnered with Huron Valley Law Center for programs on Estate Planning and Special Needs workshop; partnered with Your Cluttered Space for the de-clutter program; partnered with Creating Sustainable Landscapes for Beauty of Native Plants program; partnered with CERTUS Management Consultants for Social Media for Small Business Owners program; partnered with Granite Capital for Calling First time Homebuyers program; partnered with the Consulate General of Japan in Detroit and Great Lakes JET Alumni Association for the Live Your	3/15; 6/15

		Dream program; partnered with Expressions Music Academy of Novi for the Fantastic Music Program; partnered with Michigan Works for Job-Seekers Toolbox programs; partnered with MiSBDC and Oakland County Business Center for Business Research program; partnered with Paradise Park, TDR Orthodontics, Level One Bank, and Tony Sacco's for the Summer Reading Program; partnered with Mind Body You for Managing Stress and Anxiety program; partnered with Northville Genealogical Society for Transforming Your Brick Walls program; partnered with Sigma Financial Corporation for Savvy Social Security programs; partnered with Club Z for homework help to Teen Space students; partnering with Novi Parks and Rec to provide a room for their camp visitors during the summer	
Investigate the possibility of e-mailing all NPL library card holders for a one time e-newsletter sign-up	AD; IT; SS	Worked with TLN to gather info; one-time e-mail blast went to 25,000+ patrons with current library cards to encourage sign-ups for e-newsletter and MyCoupon Genie, 12/29/14	2014/2015; 12/14
Improve advertising of MeLCat database/resources	IS; SS; IT	Currently have the MeL widget on our Online tools page and added the anniversary icon to that page; staff continues to facilitate loaning and borrowing MeLCat materials for NPL patrons	2014/2015; 2/15; 4/15
Create info videos/podcasts about NPL, e.g., tour of the Library, "Live at the Library"	AD; IT; SS	Friends donation allowed purchase of new camcorder; currently developing tutorial for staff to use in creating info videos; "how to" tutorial now available on eWeb; tutorial for scanning to the copier also available; SS staff (along with IT & AD) creating several videos to highlight various services; videos from various departments developed in 14/15	2014/2015; 8/14; 10/14; 11/14; 12/14; 4/15

Goal #7:			
Utilize efficient fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.			
Strategy:		Review past fundraising and plan future fundraising.	
Tactic	Owner	Status	Due Date
Implement digital coupon campaign	AD	Planning for January; launched to community 12/5	1/15; 12/14
Continue "On the Road" series	AD; IS	Trip #4 (Day in Detroit) Oct 14 th raised \$1900; fall trip being planned; site investigation and planning for fall 2015 event	10/14; 1/15; 5/15
Scrapbook for a Cause	AD	Scheduled for 2/28; raised \$887 with 27 attendees	1/15; 2/15

Goal #8:			
Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.			
Strategy:		Maintain best practices and policies.	
Tactic	Owner	Status	Due Date
Review Library policies regularly, updating and adding as needed	AD; Board	New Art Exhibit policy approved; new Selection and Separation policy under discussion; Library Closings for 2015 under discussion; approved 10/14; committees in place to review policies	Ongoing; 8/14; 10/14; 6/15
Review QSAC measures for certification	AD	In process; all certification levels have been reviewed and updated, with areas for further attention noted	2014/2015; 5/15
Consider policy changes to encourage on-time return of Library materials	AD; SS	A/V materials are now renewable, allowing longer loan and better chance of on-time return	2014/2015; 3/14
Consider capping overdue fines to not exceed original cost of material	AD; SS	Fine caps were reviewed and now default to revised replacement costs	2014/2015; 1/14
State Aid process	AD	Report submitted to Library of Michigan 1/28	1/15
Strategic Planning process	AD	Board's strategic planning committee met to discuss reconnecting with original planning team/stakeholders and community with plan updates	6/15
Strategy:		Provide convenient access to collections, programs and services.	
Tactic	Owner	Status	Due Date
Investigate an online library application for library users/attracting non-users	IT; SS; AD	TLN libraries testing capability for online patron registration (library card application); determined it does not meet our needs at this time	2014/2015; 4/15
Investigate shortening the 10-day holds	AD; SS	Holds shortened to 7-day in 2012	2014/2015
Extend Library hours, e.g., Fridays & Sundays	AD; Board	Weekend hours extended in 2013	2014/2015
Determine how to better serve special needs groups	AD; SS; IS	JF & WT met with Rehab Managers at New Horizons; currently have board games set aside and available for use during visits	1/15; 6/15

2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
Revenues						
Account	Description					
403.000	Property Tax Revenue	2,309,000.00	2,368,947.00	2,449,491.00	2,532,774.00	2,618,888.00
403.001	Tax Revenue - Current Levy			-25,000.00	-25,000.00	-30,000.00
403.002	Tax Revenue - County Charter			-10,000.00	-10,000.00	-10,000.00
403.003	Tax Revenue - Tx Tribunal			-210.00	-217.00	-226.00
420.000	Tax Reveune - Brownfield			-6,000.00	-6,100.00	-6,200.00
567.000	State Aid	20,000.00	24,000.00	27,000.00	27,000.00	27,000.00
657.000	Library book fines	74,000.00	65,000.00	70,000.00	70,000.00	70,000.00
658.000	State penal fines	73,000.00	83,205.00	77,000.00	77,000.00	77,000.00
664.000	Interest on Investments	25,700.00	24,000.00	24,000.00	24,000.00	24,000.00
664.500	Unrealized gain(loss) invest	0.00	4,090.00	0.00	0.00	0.00
665.000	Miscellaneous income	17,000.00	16,400.00	16,500.00	16,500.00	16,500.00
665.100	Copier	2,500.00	2,200.00	2,200.00	2,200.00	2,200.00
665.200	Electronic media	300.00	200.00	200.00	200.00	200.00
665.266	SRP - T-shirt sales	2,800.00	0.00	0.00	0.00	0.00
665.289	Adult Programming	0.00	6,981.72	0.00	0.00	0.00
665.290	Library Fundraising	3,000.00	0.00	3,000.00	3,000.00	3,000.00
665.300	Meeting Room	23,000.00	26,000.00	28,000.00	30,000.00	30,000.00
665.400	Gifts and donations	5,000.00	6,000.00	6,000.00	6,000.00	6,000.00
665.404	Novi Township Assessment	5,900.00	5,933.00	6,000.00	6,000.00	6,000.00
665.650	Library Café	5,000.00	4,500.00	5,000.00	5,000.00	5,000.00
Total Revenues		2,566,200.00	2,637,456.72	2,673,181.00	2,758,357.00	2,839,362.00
2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
Expenditures						
Personnel Svcs.						
Account	Description					
704.000	Permanent Salaries	952,200.00	914,000.00	914,000.00	914,000.00	914,000.00
704.200	Wages (non-pensionable)	47,700.00	25,000.00	25,000.00	25,000.00	25,000.00
705.000	Temporary Salaries	636,800.00	617,000.00	609,000.00	609,000.00	609,000.00
715.000	Social Security	122,000.00	122,300.00	122,300.00	122,300.00	122,300.00
716.000	Insurance	173,000.00	205,000.00	235,147.00	249,256.00	264,211.00
716.200	HSA - Health Savings Acct.	4,000.00	3,000.00	3,000.00	3,000.00	3,000.00
716.999	Ins. Employee Reimbursement		-33,000.00	-43,202.00	-45,794.00	-48,542.00
718.000	Pension DB	0.00	0.00	0.00	0.00	0.00
718.050	Pension - add'l DB	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	27,700.00	26,500.00	26,400.00	26,400.00	26,400.00
719.000	Unemployment Ins	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	2,500.00	2,700.00	4,300.00	4,300.00	4,300.00
Total Personnel Services		1,965,900.00	1,882,500.00	1,895,945.00	1,907,462.00	1,919,669.00
Supplies						
Account	Description					
727.000	Office supplies	15,000.00	23,000.00	23,000.00	23,000.00	23,000.00

728.000	Postage	700.00	700.00	700.00	700.00	700.00
734.000	Computer software/licensing	96,900.00	96,900.00	86,400.00	80,000.00	80,000.00
734.500	Computer supplies equip	21,000.00	22,400.00	28,000.00	28,000.00	28,000.00
740.000	Operating supplies	32,800.00	28,000.00	30,000.00	30,000.00	30,000.00
740.200	Desk,chairs, cabinets, etc.	0.00	0.00	800.00	0.00	0.00
741.000	Uniforms	300.00	300.00	300.00	300.00	300.00
Materials						
742.000	Books	210,000.00	200,000.00	195,000.00	195,000.00	195,000.00
742.100	Book Fines	1,500.00	700.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	21,200.00	21,200.00	23,800.00	23,800.00	23,800.00
744.000	Audio visual materials	67,700.00	67,700.00	71,000.00	71,000.00	71,000.00
745.200	Electronic media	58,500.00	58,500.00	51,000.00	51,000.00	51,000.00
745.300	Online (Electronic) Resources	60,000.00	57,200.00	55,000.00	55,000.00	55,000.00
Total Supplies & Materials		585,600.00	576,600.00	566,000.00	558,800.00	558,800.00
2015-2016 Budget		2014-2015	2014-2015	2015-2016	2016-2017	2017-2018
3/25/2015 Approved		Approved	Est Yr. End	Approved	Projected	Projected
Expenditures						
Services & Charges						
Account	Description					
801.925	Public Information (cable)	1,000.00	1,100.00	1,000.00	1,000.00	1,000.00
802.100	Bank Services	3,500.00	1,500.00	2,000.00	2,000.00	2,000.00
803.000	Independent Audit	700.00	700.00	700.00	700.00	700.00
804.000	Medical Service	1,000.00	300.00	300.00	300.00	300.00
806.000	Legal Fees	1,000.00	200.00	1,000.00	1,000.00	1,000.00
809.000	Memberships & Dues	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
816.000	Professional services	3,000.00	1,500.00	4,000.00	4,000.00	4,000.00
817.000	Custodial Services	37,800.00	46,800.00	48,800.00	48,800.00	48,800.00
818.000	TLN Central Services	4,750.00	4,495.00	4,500.00	4,500.00	4,500.00
851.000	Telephone	16,500.00	11,500.00	11,500.00	11,800.00	12,000.00
855.000	TLN Automation Services	66,500.00	56,000.00	56,000.00	57,600.00	57,600.00
861.000	Gasoline and oil	0.00	500.00	500.00	1,500.00	1,500.00
862.000	Mileage	1,250.00	500.00	300.00	300.00	300.00
880.000	Community Promotion	5,000.00	2,500.00	11,800.00	11,800.00	11,800.00
880.267	Library Programming - Book It	1,000.00	0.00	0.00	0.00	0.00
880.268	Library Programming	20,000.00	20,000.00	22,500.00	22,500.00	22,500.00
880.271	Adult Programming	0.00	4,258.42	0.00	0.00	0.00
900.000	Printing, Graphic Design, Publishing	28,800.00	28,800.00	29,500.00	29,500.00	29,500.00
910.000	Property & Liability Insurance	13,000.00	13,000.00	14,300.00	15,300.00	16,400.00
910.001	Insurance deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00
921.000	Heat	17,500.00	9,000.00	11,000.00	11,500.00	12,000.00
922.000	Electricity	93,200.00	103,000.00	103,000.00	106,000.00	109,000.00
923.000	Water and Sewer	6,500.00	5,200.00	5,500.00	5,500.00	6,000.00
934.000	Building Maintenance	73,900.00	92,000.00	90,000.00	90,000.00	90,000.00
935.000	Vehicle Maintenance	1,500.00	2,000.00	1,500.00	0.00	0.00
941.000	Grounds Maint.	26,000.00	30,200.00	28,600.00	28,600.00	28,600.00
942.000	Office Equipment Lease	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
942.100	Records storage	250.00	300.00	300.00	300.00	300.00

956.000	Conferences & Workshops	11,000.00	9,000.00	14,500.00	13,500.00	14,500.00
Total Services & Charges		451,150.00	460,853.42	479,600.00	484,500.00	490,800.00
2015-2016 Budget 3/25/2015 Approved		2014-2015 Approved	2014-2015 Est. Yr. End	2015-2016 Approved	2016-2017 Projected	2017-2018 Projected
Capital Outlay						
Account	Description					
962.000	Building Maint. - Plumbing/Main Ent	24,550.00	7,600.00			
934.000	Building Improvements	0.00	0.00			
941.000	Grounds Maint.			71,400.00	53,400.00	
976.000	Data Processing - Computers/Equip	14,000.00	14,000.00	64,800.00	56,000.00	26,000.00
986.000	Data Processing - Phone Upgrade	15,000.00	9,000.00			
990.000	Furniture	0.00	0.00	10,000.00		
Total Capital Outlay		53,550.00	30,600.00	146,200.00	109,400.00	26,000.00
965.269	Walker Transfer					
Total Expenditures		3,056,200.00	2,950,553.42	3,087,745.00	3,060,162.00	2,995,269.00
680.000	Fund Balance					
	TOTAL Fundbalance	490,000.00	313,096.70	414,564.00	301,805.00	155,907.00

07/10/2015 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI									
PERIOD ENDING 06/30/2015									
% Fiscal Year Completed: 100.00									
		END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2014	ORIGINAL	APRIL 2015	MAY 2015	JUNE 2015	06/30/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268									
Dept 000.00-treasury									
Property tax revenue									
268-000.00-403.000	Property Tax Revenue - Current Levy	2,285,842.67	2,309,000.00	0.00	0.00	(1,734.88)	2,367,212.28	1,734.72	99.93
268-000.00-403.001	Property Tax Revenue- County Chargebacks	(20,118.00)	0.00	98.03	68.25	(286.65)	(4,577.21)	(30,418.79)	13.08
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	16,154.00	0.00	0.00	0.00	0.00	0.00	(15,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(183.71)	0.00	0.00	0.00	0.00	(199.00)	0.00	100.00
268-000.00-420.000	Property Tax Revenue - C/Y DeI PPT	(5,358.22)	0.00	0.00	0.00	6,326.92	(3,424.77)	(6,327.23)	35.12
Property tax revenue		2,276,336.74	2,309,000.00	98.03	68.25	4,305.39	2,359,011.30	(50,011.30)	102.17
State sources									
268-000.00-567.000	State aid	30,103.08	20,000.00	0.00	16,147.38	0.00	32,841.43	(12,841.43)	164.21
State sources		30,103.08	20,000.00	0.00	16,147.38	0.00	32,841.43	(12,841.43)	164.21
Other revenue									
268-000.00-633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	913.00	(913.00)	100.00
268-000.00-665.000	Miscellaneous income	16,175.47	17,000.00	1,173.49	1,044.42	1,232.21	15,417.29	1,582.71	90.69
268-000.00-665.100	Copier	2,981.78	2,500.00	229.80	272.92	228.34	2,492.39	7.61	99.70
268-000.00-665.200	Electronic media (previously VHS)	239.80	300.00	46.00	14.00	15.00	238.00	62.00	79.33
268-000.00-665.266	Summer reading t-shirt sales	0.00	2,800.00	0.00	138.73	0.00	138.73	2,661.27	4.95
268-000.00-665.290	Library fund raising revenue	180.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	30,559.14	23,000.00	3,220.39	2,553.73	2,138.52	27,728.02	(4,728.02)	120.56
268-000.00-665.404	Novi Township assessment	5,787.00	5,900.00	0.00	0.00	0.00	5,933.00	(33.00)	100.56
268-000.00-665.650	Library Cafe	4,105.44	5,000.00	280.00	611.13	193.27	4,688.25	311.75	93.77
Other revenue		60,028.63	59,500.00	4,949.68	4,634.93	3,807.34	57,548.68	1,951.32	96.72
Fines and forfeitures									
268-000.00-657.000	Library book fines	74,642.97	74,000.00	6,291.81	3,892.33	5,834.08	65,010.47	8,989.53	87.85
268-000.00-658.000	State penal fines	73,539.99	73,000.00	0.00	0.00	0.00	83,205.14	(10,205.14)	113.98
Fines and forfeitures		148,182.96	147,000.00	6,291.81	3,892.33	5,834.08	148,215.61	(1,215.61)	100.83
Interest income									
268-000.00-664.000	Interest on investments	42,597.69	25,700.00	786.76	1,310.28	10,844.60	27,429.77	(1,729.77)	106.73
268-000.00-664.500	Unrealized gain (loss) on investments	17,240.00	0.00	381.31	900.45	0.00	19,162.50	(19,162.50)	100.00
Interest income		59,837.69	25,700.00	1,168.07	2,210.73	10,844.60	46,592.27	(20,892.27)	181.29
Donations									
268-000.00-665.289	Adult programs	4,688.39	0.00	0.00	0.00	0.00	6,981.72	(6,981.72)	100.00
268-000.00-665.400	Gifts and donations	5,043.81	5,000.00	0.10	2,033.42	2,015.00	17,240.42	(12,240.42)	344.81
Donations		9,732.20	5,000.00	0.10	2,033.42	2,015.00	24,222.14	(19,222.14)	484.44

		END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2014	ORIGINAL	APRIL 2015	MAY 2015	JUNE 2015	06/30/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Personnel services									
268-000.00-704.000	Permanent salaries	940,355.54	952,200.00	67,061.61	100,592.49	68,390.22	877,897.47	74,302.53	92.20
268-000.00-704.200	Wages - Stipend	0.00	47,700.00	0.00	0.00	0.00	24,743.89	0.11	100.00
268-000.00-704.250	Final Payout	0.00	0.00	0.00	0.00	4,775.16	5,624.05	(5,624.05)	100.00
268-000.00-705.000	Temporary salaries	603,046.15	636,800.00	42,262.77	65,836.92	41,930.77	582,095.27	54,704.73	91.41
268-000.00-715.000	Social security	113,783.62	122,000.00	8,196.20	12,556.73	8,624.48	115,868.97	6,131.03	94.97
268-000.00-716.000	Insurance	169,574.81	173,000.00	11,928.42	20,867.48	16,791.35	202,537.39	6,327.61	96.97
268-000.00-716.200	HSA - employer contribution	2,890.76	4,000.00	0.00	0.00	0.00	1,190.67	2,809.33	29.77
268-000.00-716.999	Insurance - Employee Reimbursement	0.00	0.00	(3,031.60)	(3,031.60)	(3,031.60)	(35,860.65)	(4.35)	99.99
268-000.00-718.000	Pension - DB Normal Cost	0.00	0.00	1,247.00	1,247.00	1,247.00	14,964.00	0.00	100.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	0.00	0.00	(656.76)	(656.76)	(5,776.20)	(18,120.00)	0.00	100.00
268-000.00-718.200	Pension - defined contribution	25,952.43	27,700.00	(4,595.31)	1,493.80	2,149.77	18,018.51	9,681.49	65.05
268-000.00-719.000	Unemployment insurance	0.00	0.00	0.00	0.00	0.00	26.56	(26.56)	100.00
268-000.00-720.000	Workers compensation	4,808.96	2,500.00	302.56	458.85	317.67	3,180.10	(680.10)	127.20
Personnel services		1,860,412.27	1,965,900.00	122,714.89	199,364.91	135,418.62	1,792,166.23	147,621.77	92.39
Supplies									
268-000.00-727.000	Office supplies	16,019.58	15,000.00	1,706.08	915.01	1,133.50	18,826.64	(3,826.64)	125.51
268-000.00-728.000	Supplies - Postage	516.03	700.00	20.70	0.00	98.00	682.39	17.61	97.48
268-000.00-734.000	Computer supplies, software & licensing	62,751.63	96,900.00	715.00	2,724.25	642.99	61,688.35	35,211.65	63.66
268-000.00-734.500	Computer supplies/equipment	12,941.56	21,000.00	97.49	193.23	2,680.42	11,107.87	9,892.13	52.89
268-000.00-740.000	Operating supplies	26,928.78	32,800.00	9,173.05	1,231.07	369.43	26,375.44	6,424.56	80.41
268-000.00-740.200	Supplies - Desk chairs and file cabinets	14,017.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-741.000	Supplies - Uniforms	246.85	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	197,431.08	210,000.00	12,764.44	12,154.96	7,467.37	173,757.15	36,242.85	82.74
268-000.00-742.100	Library Book - Fines	1,317.64	1,500.00	60.24	12.99	0.00	561.88	938.12	37.46
268-000.00-743.000	Library periodicals	20,425.94	21,200.00	5,322.09	78.85	(12.32)	19,386.58	1,813.42	91.45
268-000.00-744.000	Audio visual materials	58,515.49	67,700.00	4,046.38	4,562.21	2,616.88	60,108.91	7,591.09	88.79
268-000.00-745.200	Electronic media	47,459.63	58,500.00	4,374.21	5,769.22	2,223.95	44,788.70	13,711.30	76.56
268-000.00-745.300	Electronic resources (CD rom materials)	52,922.29	60,000.00	0.00	0.00	0.00	55,399.44	4,600.56	92.33
Supplies		511,493.94	585,600.00	38,279.68	27,641.79	17,220.22	472,683.35	112,916.65	80.72
Other services and charges									
268-000.00-740.010	Gift and donations expense	0.00	0.00	0.00	0.00	0.00	6,833.33	(6,833.33)	100.00
268-000.00-801.925	Public information (cable, etc)	984.25	1,000.00	69.60	7.01	29.85	833.41	166.59	83.34
268-000.00-802.100	Bank Service Charges	3,048.82	3,500.00	229.92	206.76	159.61	2,455.78	1,044.22	70.17
268-000.00-803.000	Independent audit	590.00	700.00	0.00	0.00	0.00	700.00	0.00	100.00
268-000.00-804.000	Medical service	1,131.90	1,000.00	0.00	69.00	207.00	452.80	547.20	45.28
268-000.00-806.000	Legal fees	0.00	1,000.00	0.00	0.00	0.00	190.00	810.00	19.00
268-000.00-809.000	Memberships and dues	5,000.08	4,500.00	190.00	0.00	0.00	4,266.00	234.00	94.80
268-000.00-816.000	Professional services	1,980.00	3,000.00	232.50	0.00	0.00	1,355.00	1,645.00	45.17
268-000.00-817.000	Custodial services	31,721.42	37,800.00	3,900.00	3,900.00	0.00	42,245.00	(4,445.00)	111.76
268-000.00-818.000	TLN Central Services	4,750.00	4,750.00	0.00	0.00	0.00	4,495.00	255.00	94.63
268-000.00-851.000	Telephone	13,091.18	16,500.00	1,127.98	907.71	1,160.58	11,656.78	4,843.22	70.65

GL NUMBER	DESCRIPTION	END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	% BDGT
		06/30/2014	ORIGINAL	APRIL 2015	MAY 2015	JUNE 2015	06/30/2015	BALANCE	
		NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
268-000.00-855.000	TLN Automation Services	55,469.91	66,500.00	15,889.71	0.00	0.00	56,516.41	9,983.59	84.99
268-000.00-861.000	Gasoline and oil	151.96	0.00	0.00	35.69	68.06	363.61	286.39	55.94
268-000.00-862.000	Mileage	201.05	1,250.00	26.88	167.33	0.00	371.98	878.02	29.76
268-000.00-880.000	Community promotion	6,973.05	5,000.00	148.71	10.00	89.42	1,228.18	3,771.82	24.56
268-000.00-880.267	Library Programming-Book It	0.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-880.268	Library programming	19,778.29	20,000.00	905.32	1,701.16	2,271.64	10,854.37	9,145.63	54.27
268-000.00-880.271	Adult programs	3,987.91	0.00	0.00	0.00	0.00	4,563.52	(4,563.52)	100.00
268-000.00-900.000	Printing, graphic design and publishing	21,579.90	28,800.00	7,234.89	619.69	991.51	29,244.76	(444.76)	101.54
268-000.00-910.000	Property & liability insurance	13,668.00	13,000.00	0.00	0.00	0.00	13,000.00	0.00	100.00
268-000.00-910.001	Insurance deductibles/Uninsured claims	5,913.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-921.000	Heat	12,546.45	17,500.00	1,097.96	639.68	266.98	11,257.52	6,242.48	64.33
268-000.00-922.000	Electricity	106,199.86	93,200.00	8,276.58	8,470.23	24.77	92,783.99	416.01	99.55
268-000.00-923.000	Water and sewer	5,097.26	6,500.00	0.00	0.00	0.00	4,034.31	2,465.69	62.07
268-000.00-934.000	Building maintenance	61,724.63	73,900.00	4,912.67	6,380.74	8,315.59	62,880.45	11,019.55	85.09
268-000.00-935.000	Vehicle maintenance	948.75	1,500.00	0.00	0.00	0.00	1,717.20	(867.20)	202.02
268-000.00-941.000	Grounds maintenance	36,702.04	26,000.00	195.00	98.29	573.98	28,658.82	(2,658.82)	110.23
268-000.00-942.000	Office equipment lease	13,855.74	12,000.00	0.00	2,197.80	0.00	12,596.78	(596.78)	104.97
268-000.00-942.100	Records storage	261.56	250.00	19.24	35.97	35.97	264.34	(14.34)	105.74
268-000.00-956.000	Conferences and workshops	18,359.99	11,000.00	118.33	1,752.95	165.60	7,576.31	3,423.69	68.88
Other services and charges		445,717.00	451,150.00	44,575.29	27,200.01	14,360.56	413,395.65	37,754.35	91.63
Contingencies									
268-000.00-962.000	Contingencies	0.00	0.00	0.00	0.00	0.00	0.00	24,550.00	0.00
Contingencies		0.00	0.00	0.00	0.00	0.00	0.00	24,550.00	0.00
Capital outlay									
268-000.00-976.000	Building improvements	0.00	0.00	0.00	0.00	0.00	0.00	14,000.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	25,112.75	53,550.00	0.00	0.00	0.00	7,020.40	7,979.60	46.80
268-000.00-990.000	Furniture	8,801.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		33,914.26	53,550.00	0.00	0.00	0.00	7,020.40	21,979.60	24.21
Net - Dept 000.00-treasury		(267,316.17)	(490,000.00)	(193,062.17)	(225,219.67)	(140,192.99)	(16,834.20)	(447,053.80)	
Fund 268 - LIBRARY FUND 268:									
TOTAL REVENUES		2,584,221.30	2,566,200.00	12,507.69	28,987.04	26,806.41	2,668,431.43	(102,231.43)	103.98
TOTAL EXPENDITURES		2,851,537.47	3,056,200.00	205,569.86	254,206.71	166,999.40	2,685,265.63	344,822.37	88.62
NET OF REVENUES & EXPENDITURES		(267,316.17)	(490,000.00)	(193,062.17)	(225,219.67)	(140,192.99)	(16,834.20)	(447,053.80)	3.63

Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269									
Dept 000.00-treasury									
Interest income									
269-000.00-664.000	Interest on investments	33,850.35	0.00	520.81	1,000.59	10,231.10	23,327.12	(23,327.12)	100.00
269-000.00-664.500	Unrealized gain (loss) on investments	17,260.50	0.00	359.74	849.51	0.00	18,078.44	(18,078.44)	100.00
Interest income									
		51,110.85	0.00	880.55	1,850.10	10,231.10	41,405.56	(41,405.56)	100.00
		END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2014	ORIGINAL	APRIL 2015	MAY 2015	JUNE 2015	06/30/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Donations									
269-000.00-665.230	Collections/Materials Revenue	0.00	0.00	0.00	0.00	335.00	1,733.00	267.00	86.65
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	0.00	0.00	25.00	1,010.00	0.00	13,697.02	302.98	97.84
269-000.00-665.232	Programming Revenue	0.00	0.00	167.70	1,010.62	950.00	10,421.14	(5,771.14)	224.11
269-000.00-665.233	Technology Library Revenue	0.00	0.00	0.00	0.00	0.00	810.00	7,290.00	10.00
269-000.00-665.234	Undesignated Misc Donations	0.00	0.00	0.00	0.00	1,000.00	3,500.00	30,083.00	10.42
269-000.00-665.267	Library Programming - Book It	5,833.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.271	Donation-general-youth collections	1,361.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.274	Donations-brick pavers	1,137.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.276	Donations-library trees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.285	Donations - Community Read	2,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.286	Donations - Light Up the Night	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.287	Donations-Crop for a Cause	472.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.402	Donations - specific collections	1,926.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donations									
		13,530.54	0.00	192.70	2,020.62	2,285.00	30,161.16	32,171.84	48.39
Supplies									
269-000.00-742.230	Collections/Materials Expense	0.00	0.00	0.00	0.00	369.42	1,222.98	2,482.02	33.01
269-000.00-742.231	Buildings/Ground/ Furniture Expense	0.00	0.00	2,600.00	404.31	108.79	14,632.71	4,067.29	78.25
269-000.00-742.232	Programming Expense	0.00	0.00	560.00	0.00	163.21	5,978.71	(3,712.71)	263.84
269-000.00-742.233	Technology Library Expense	0.00	0.00	0.00	0.00	0.00	104.95	3,495.05	2.92
269-000.00-742.234	Undesignated Misc	0.00	0.00	0.00	0.00	47.42	1,880.58	119.42	94.03
269-000.00-742.262	BookIt costs & childrens collections	12,955.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.267	Books - parenting	992.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.273	Friends of the Novi Library - Other Exp	7,207.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.283	Novi Newbies expenditures	4.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.285	Community Read expenditures	1,188.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.286	Light Up the Night expenditures	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.291	Friends of Novi Library - Principal Exps	2,272.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.402	Collections - donor specific	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.800	Engraving, trees, brick pavers, etc.	1,348.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supplies									
		26,169.14	0.00	3,160.00	404.31	688.84	23,819.93	6,451.07	78.69
Other services and charges									
269-000.00-802.100	Bank Service Charges	0.00	0.00	15.75	15.26	0.00	76.70	(76.70)	100.00
Other services and charges									
		0.00	0.00	15.75	15.26	0.00	76.70	(76.70)	100.00
Net - Dept 000.00-treasury									
		38,472.25	0.00	(2,102.50)	3,451.15	11,827.26	47,670.09	(15,608.09)	36
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269:									
TOTAL REVENUES									
		64,641.39	0.00	1,073.25	3,870.72	12,516.10	71,566.72	(9,233.72)	114.81

Net - Dept 000.00-treasury		38,472.25	0.00	(2,102.50)	3,451.15	11,827.26	47,670.09	(15,608.09)	
Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269:									
TOTAL REVENUES		64,641.39	0.00	1,073.25	3,870.72	12,516.10	71,566.72	(9,233.72)	114.81
TOTAL EXPENDITURES		26,169.14	0.00	3,175.75	419.57	688.84	23,896.63	6,374.37	78.94
NET OF REVENUES & EXPENDITURES		38,472.25	0.00	(2,102.50)	3,451.15	11,827.26	47,670.09	(15,608.09)	148.68
		END BALANCE	2014-15	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2014	ORIGINAL	APRIL 2015	MAY 2015	JUNE 2015	06/30/2015	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
TOTAL REVENUES - ALL FUNDS		2,648,862.69	2,566,200.00	13,580.94	32,857.76	39,322.51	2,739,998.15	(111,465.15)	104.24
TOTAL EXPENDITURES - ALL FUNDS		2,877,706.61	3,056,200.00	208,745.61	254,626.28	167,688.24	2,709,162.26	351,196.74	88.52
NET OF REVENUES & EXPENDITURES		(228,843.92)	(490,000.00)	(195,164.67)	(221,768.52)	(128,365.73)	30,835.89	(462,661.89)	7.14

07/10/2015

BALANCE SHEET FOR CITY OF NOVI

As of 06/30/2015

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

Fund 269 - LIBRARY CONTRIBUTED (WALKER LIBRARY) 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica	116,829.57
269-000.00-017.008	Investment - Oakland County Investment	513,250.67
269-000.00-017.009	Investment - UBS	1,008,922.94
	Total Assets	1,639,003.18
*** Liabilities ***		
269-000.00-202.000	Accounts payable	572.56
	Total Liabilities	572.56
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,487,506.93
269-000.00-390.230	Fund Balance Collections/Materials	33,683.99
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	52,896.67
269-000.00-390.232	Fund Balance Programming	10,572.94
269-000.00-390.233	Fund Balance Technology Library	6,100.00
	Total Fund Balance	1,590,760.53
	Beginning Fund Balance	1,590,760.53
	Net of Revenues VS Expenditures	47,670.09
	Ending Fund Balance	1,638,430.62
	Total Liabilities And Fund Balance	1,639,003.18

269 - Library Contributed Funds - Revenues & Expenditures						
2015-2016 Proposed Budget						
Collections/Materials	665.230	Revenues	2014-2015 Budget	As of 6/12/15	2015-2016 Proposed	Notes
		Beginning Balance 6/30/2014	33,603.99	33,603.99		
		Tu Family*		723.00		
		Berman Family (Parenting)		50.00		
		ABWA - Women's History*		310.00		
		Unsolicited donations	2,000.00	625.00	2,500.00	
TOTAL			\$35,603.99	\$35,311.99	\$2,500.00	
Collections/Materials	742.230	Expenditures				
		Large print collection	(1,005.00)	0.00		
		Youth Collections	(1,000.00)	(853.56)		
		Druschel Library Collection	(400.00)	0.00	(400.00)	
		Parenting Library Collection	(1,300.00)	0.00	(1,000.00)	
		Tu, ABWA			(500.00)	
TOTAL			(\$3,705.00)	(\$853.56)	(\$1,900.00)	
TOTAL			\$31,898.99	\$34,458.43		
Bldgs/Ground/Furniture	665.231	Revenues				
		Beginning Balance 6/30/2014	54,244.67	54,244.67		
		Unsolicited donations	2,000.00	989.10	2,000.00	
		Read Box - Novi Rotary*		707.92		
		Crawford - Patriotic Statue	12,000.00	12,000.00	2,000.00	
		Lending Library - Fundraiser			20,000.00	Lending box (north Novi)
TOTAL			68,244.67	67,941.69	\$24,000.00	
Bldgs/Ground/Furniture	742.231	Expenditures				
		Reallocate to Undesignated	(46,051.84)	(46,051.84)		
		Read Box		(29.65)	(500.00)	
		Crawford - Patriotic statue*	(12,000.00)	(11,072.20)	(500.00)	
		Brick pavers*	(1,400.00)	(287.83)		
		Teen Stop frames for artwork (Friends)	(1,000.00)	(520.92)		
		HD Camcorder (Friends)	(300.00)	(228.63)		
		4 Educational learning stations (Friends)*	(4,000.00)	(2,360.75)		
		Upholstery (6 benches/4 teen chairs)			(5,000.00)	
		Prost			(2,500.00)	
		Lending Library			(20,000.00)	
TOTAL			(\$64,751.84)	(\$60,551.82)	(\$28,500.00)	
TOTAL			\$3,492.83	7,389.87		
Programming	665.232	Revenues				
		Beginning Balance 6/30/2014	10,572.94	10,572.94		
		Unsolicited donations	2,000.00	909.64	2,000.00	
		Berenguer - Light up the Night		200.00		
		Tu Family*		300.00		
		Students for Success (Friends)*		4,000.00	3,000.00	
		Joy Inc.		1,885.67		
		Teen Space*		325.00	200.00	
		Listen @ the Library (Friends)*		400.00		
		Sponsorship		500.00	1,000.00	
Friends Donation		Community Read	2,000.00	750.00	2,000.00	
NLA Funds		Community Read	650.00	650.00	3,000.00	
TOTAL			\$15,222.94	\$20,493.25	\$11,200.00	
Programming	742.232	Expenditures				
		Berenguer - Light up the Night	(265.05)	(200.00)		
		Students for Success*		(832.80)	(3,000.00)	
		Joy Inc.		(1,448.40)		
		Sponsorship		(158.26)		
		Community Read - Staff Appreciation		(186.96)	(500.00)	
Friends Donation		Community Read/Fox Run	(2,000.00)	(2,943.70)	(2,000.00)	
		Teen Space*			(200.00)	
TOTAL			(2,265.05)	(\$5,770.12)	(\$5,700.00)	
TOTAL			\$12,957.89	\$14,723.13		
Technology	665.233	Revenues				

		Teen Space*			(200.00)	
TOTAL			(2,265.05)	(\$5,770.12)	(\$5,700.00)	
TOTAL			\$12,957.89	\$14,723.13		
Technology	665.233	Revenues				
		Beginning Balance 6/30/2014	6,100.00	6,100.00		
		Unsolicited donations	2,000.00	810.00	2,000.00	
TOTAL			\$8,100.00	\$6,910.00	\$2,000.00	
Technology	742.233	Expenditures				
		Book-It Technology	(3,600.00)	0.00		
		3-D Printer (Friends)			(3,000.00)	
TOTAL			(\$3,600.00)	\$0.00	(\$3,000.00)	
TOTAL			\$4,500.00	\$6,910.00		
Undesignated (Misc.)	665.234	Revenues				
269-000.00-390.000		Fund balance 6/30/2014	1,487,507.00	1,487,506.93		
		Unsolicited donations	2,000.00	1,000.00	2,000.00	
		Listen @ the Library (Friends)		1,500.00		
269-000.00-664.000		Interest on investments	31,582.59	13,096.02		
269-000.00-664.500		Unrealized gain (loss) on investments	0.00	18,078.44		
Berman Donation/Naming		Reallocated from Bldgs/Ground/Furniture	46,051.84	46,051.84		
TOTAL			\$1,567,141.43	\$1,567,233.23	\$2,000.00	
Undesignated (Misc.)	742.234	Expenditures				
		Misc expenses (staff appreciation)	(2,000.00)	(438.11)	(500.00)	
		Listen @ the Library (Friends)		(1,500.00)		
TOTAL			(2,000.00)	(1,938.11)	(\$500.00)	
TOTAL			\$1,565,141.43	\$1,565,295.12		
TOTAL			\$1,617,991.14	\$1,628,776.55		
*Accounts still active beyond fiscal year						
		Beginning Fund Balances Forward*	1,592,028.60	1,590,760.53	1,638,430.62	Ending balance as of 6/30/15
		Revenues	56,232.59	59,809.79	41,700.00	
		Expenditures	(30,270.05)	(23,061.77)	(39,600.00)	
		NET Revenues vs. Expenditures	25,962.54	36,748.02	2,100.00	
		Ending Fund Balance Expected	\$1,617,991.14	\$1,627,508.55	\$1,640,530.62	
Proposed 7/15/2015;						



NPL's Local Author/Artist Collection

was established in 2011. It currently consists of only print material. Therefore, we are working to establish a digital component to the collection. After researching different ways to host digital content, we settled on OverDrive's Local Content feature. OverDrive, the leading digital distributor of eBooks, audiobooks, music & video for libraries, is the service we use to circulate eBooks, audiobooks, and video to our patrons, so it is the perfect solution for hosting this type of content. It's easily assessable and at no additional cost we have the ability to add new or existing content in a variety of formats – eBook, audiobook, music, and video. Digital Rights Management (DRM) is applied to all digital items allowing them to circulate for 3 weeks like the physical collection and then automatically return for others to check out with their Novi Library card.

In order to populate this collection, a call for authors/artists document was created, as well as a featured display highlighting 'Creative Novi' on the 2nd floor. Emails have also been sent out to some of our local authors asking if they would be interested in submitting their books as an eBook. Julie is working with David Barr to gain permissions to his intellectual content, and if granted, his books will also enter this collection. If members of the Library Board are aware of any local authors, artists and musicians interested in contributing to this collection, please have them contact Mary Robinson (248) 349-0720, x7286 or mrobinson@novilibrary.org.

Mary Robinson will be presenting these endeavors at Digipalooza, OverDrive's International users group conference, in August.

Staff In-service Day – Friday, August 21, 2015 (LIBRARY IS CLOSED)

Our day will be as follows:

- 8:15 - 8:30 Continental breakfast
- 8:30 - 8:45 Welcome from Committee
- 8:45 - 10:15 Department Meetings
- 10:15 - 10:30 Break
- 10:30 - 12:30 Active shooter drill and debriefing (staff have received info to prep prior to this exercise)
- 12:30 - 4:00 Paradise Park for lunch, customer service presentation by Jeffrey Wainwright, owner, and an afternoon of fun (staff can drive separate or carpool)

Special thanks to the Friends of the Novi Library for supporting this event with a \$500 donation towards staff lunch costs.

Library Says Good-bye to a long-time member of NPL

A plaque was presented to Wendy: In Grateful Recognition of 27 years of dedicated service – Wendy Teagan (February 1988 – June 2015). The staff said their final thank you's, good-bye's and best wishes to Wendy on Wednesday, June 24th. Wendy was the Head of Support Services and gave many wonderful years. Some of her major accomplishments were: library automation and a new catalog system with TLN to introduce Sirsi-Dynix, the combining of Circulation and Technical Services departments, managing the largest department for the library, heavy involvement with the planning of operations for the new building (AST machine implementation, expanded outreach, improved customer service, multiple self check-out locations, drive up window service, ordering/processing of all materials for the library's various collections, just to name a few).



Library Van Update

The library staff has had several meetings with the City of Novi – Older Adults to discuss the shared use of a city van to perform library outreach duties. The library pursued this opportunity based on the age of the library's van and avoiding the purchase of a new vehicle knowing there was an opportunity to share services with the City of Novi. Currently, the facilities team is seeking costs to remove the lift in the library's van and install in the City's van. Magnetic signage is also being investigated for when the library is around town making deliveries. The City's van was not getting a lot of use and this collaboration will maximize usage as well as save future costs for the library.



The "I Love My Country" statue was unveiled on Sunday, June 28th to a crowd of close to 40 attendees. Special thanks to Mayor Gatt for his beautiful dedication speech.

Attendees enjoyed a musical treat by Novi High student Soorya Ramappan who sang The National Anthem and God Bless America.

A plaque is scheduled to be installed in August following a final call for donations that can be made in honor of the Crawford's until July 31, 2015. Contact the Library Administration office for further details (248) 869-7204.



Novi Library Staff Recognitions for 2014-2015 – And the winners are...

Above and Beyond Award: Presented to a staff member who has shown their dedication to NPL through their achievement of personal and department goals. Nominations are received by Department Heads.

1. Kathleen Alberga – Information Services Librarian
2. Keith Perfect – Facilities
3. Sam Gillman – Support Services, Library Assistant
4. Nancy Bohdan – Support Services, Clerk
5. Deb Carbott – Support Services Supervisor

Customer Service Award: Awarded to a staff person who has provided the most consistent and most positive customer service to our NPL patrons or staff over the past year. This person always greets patrons and staff with a smile, goes above and beyond to assist a patron or fellow NPL employee, and is calm in chaotic situations. Nominations for this award are received by library staff.

1. Bill Bembeneck - Facilities
2. Jackie Liebau – Support Services Clerk
3. Scott Rakestraw – Information Technology, Systems Administrator

(Staff members will be invited to the August 19th board meeting, as well as a dinner hosted by the Library Director and Library Board President)

Michigan Library Association: Hats Off to Learning Reception

Thursday, October 29, 2015

7:00 – 9:00 p.m.

Novi Public Library

"Teddy said it was a hat, so I put it on. Now dad is saying, "where the heck's the toilet plunger gone?"

— *Shel Silverstein*

While we don't expect to see anything so extreme, attendees are invited to "tip their hat to learning" by sporting their favorite fascinator, cowboy hat, derby bonnet, ball cap, helmet, bowler, beret or other style of millinery. In the spirit of the Halloween season, creativity is highly encouraged. The reception will include a learning showcase, spotlighting product demonstrations of equipment and learning software or services of interest to library professionals. Heavy hors d'oeuvres and a cash bar will be available while dueling pianos entertain the crowd. Don't miss this event, or you're liable to flip your lid!

Salary Increases for Eligible Library Staff 2014-2015

I would like to recommend to the Library Board to move forward with implementation of the 1.5% salary increase for eligible library staff effective August 21, 2015. Staff must meet the criteria below to be eligible for the increase:

- Permanent staff member that has been employed by the Library in current position (Level or PT/FT status) prior to January 1, 2015
- Staff member who receives an annual performance review of "meets or exceeds expectations"
- Staff who have not been capped (red-lined) in their salary range

Library Assistants will not qualify for the 1.5% increase, as a minimum wage increase (from \$8.15 to \$8.50) is scheduled to go into effect as of January 1, 2016 based on state requirements.

Strategic Planning Committee Meeting – Saturday, July 11, 2015

The committee (Funk, Lawler, Farkas) met to finalize 2 dates to host public meetings to inform the Novi community about strategic plan updates. Meetings will be held on Wednesday, August 26th and Wednesday, September 23rd from 7:00pm – 8:00pm at the Library in the West Meeting Room. Approximately 100 names have been generated for an invite to a session, in addition to public postings to reach the general public.

Out and About in the Community & the Library Profession

- 6/18: Rotary Golf Outing volunteer (morning check-in)
- 6/19: Meeting with David Barr and Historical Commission members
- 6/23: Vision Facilitation with Leadership Group
- 6/24: Rotary Summer Lunch Program – Village Oaks Elementary
- 6/25: SASUG Meeting (TLN)
- 6/25: Emergency Response mtg.
- 6/28: I Love My Country statue unveiling
- 7/8: Booked for Lunch hostess
- 7/9: TLN EX-COMM mtg.
- 7/10: Library Design Associates mtg. (upholstery, CD bin additions, counter buffing)

FOIA Policy (1st Reading) – I am currently working with a Library Attorney to implement the new Freedom of Information Act (FOIA) guidelines. The Library will be adopting the City of Novi's FOIA policy, which states working with the City to address FOIA requests (see City Policy background information attached/full policy sent separately to each board member via email). The Library Director will be the point of contact for the City of Novi if a FOIA request is received in relation to the Library. The attorney will be sending me Library Policy language to adopt at the Wednesday, July 15th meeting, which will be shared with the Board on Monday, July 13th via email.



CITY of NOVI CITY COUNCIL

Agenda Item O
June 22, 2015

SUBJECT: Approval and adoption - Freedom of Information Act (FOIA) Procedures and Guidelines.

SUBMITTING DEPARTMENT: City Clerk *me*

CITY MANAGER APPROVAL: *[Signature]*

BACKGROUND INFORMATION:

The Legislature recently overhauled several portions of Michigan's Freedom of Information Act ("FOIA"), MCL 15.231 *et seq.* **The amendment requires extensive changes to the City's existing FOIA policy on the issues of fees, reimbursement, and the specific protocol of how to respond to a FOIA request.** All of the statutory changes will go into effect on July 1, 2015, and the City will not be able to charge for a FOIA response until it makes its adopted FOIA policy available to the public.

Here are some of the "highlights" of the amendment:

FOIA policy required

One of the most notable changes to the statute is the requirement that a municipality must affirmatively take steps to educate its citizens about FOIA. Specifically, the municipality must now make its FOIA policy readily available to the public, including posting the policy on its website (if it has one). Additionally, the FOIA policy must be written in a manner that clearly and concisely informs the public about:

1. How FOIA works;
2. The statute's appeal process and right to sue; and
3. The public body's fee structure and cost schedule.

The City must include a free copy of its FOIA policy and guidelines, including its fee schedule, with all of its responses to a FOIA request.

Labor costs, fees, and third-party fees

Under the new statute:

1. All labor costs must be charged in "increments of 15 minutes," with all partial time increments "rounded down."
2. The City's charge for the cost of "copying" — e.g., paper, toner, rental costs — must not exceed 10 cents per page.
3. The City must provide "non-paper" responses, such as computer discs, tapes, or other digital media in the "most reasonably economical cost" to the requesting party.

Records on website

If the requested documents are available on the City's website at the time the request is made, the amendments prohibit the public body from charging for them. If the FOIA Coordinator knows or has reason to know that all or a portion of the requested information is available on the website, he or she must notify the requesting person in writing, including to the degree practical, reference to the specific webpage address.

If a verbal request for information is for information that the City believes is available on its website, the employee must, where practicable and to the best of the employee's knowledge, inform the requestor about the City's website address.

Penalties

Under the revision, the City will have to reduce its fees by 5% of the original fee for each day it failed to make the requested records available for inspection with a maximum reduction of 50% of the total fee.

Fee-based lawsuit and statutory exemptions

The revised statute permits an individual to file a separate, fee-based lawsuit against a municipality for the fees associated with a particular FOIA response. Under the amendment, a requesting party can directly appeal the amount of a proposed fee to the "head of the public body." However, if the City denies the fee reduction, the requesting party can file a lawsuit in the Circuit Court contesting the fee. The burden is then on the City to establish that the fee complies with the policy and the Act. **Note: The policy proposed for adoption makes the City Council the "head of the public body" for purposes of appeals.**

The new statute makes clear that a public body's failure to cite a statutory exemption in a FOIA response could prohibit it from relying upon that exemption in a subsequent FOIA lawsuit contesting the non-disclosure of records. In particular, a public body is prohibited from asserting an exemption as a defense in a FOIA lawsuit if it did not cite that exemption in its original response, unless it shows "good cause" for its failure to cite the exemption. Additionally, the trial court can reduce a public body's proposed fee by as much as 50% if it determines the public body's reliance on a newly asserted FOIA exemption was clearly erroneous.

Finally, under the new law, the punitive damage award has **increased to \$1,000**. Additionally, the trial court now has discretion to impose a **civil fine of not less than \$2,500 or more than \$7,500** if the City is found to have "willfully and intentionally" failed to comply with the statute.

Email request and venue

The revised statute recognizes that this may pose a problem for email requests that somehow enter a public body's "spam" or "junk email" folder. As such, the calculation of time for any FOIA requests in a public body's spam or junk folder only starts when it becomes aware of the request.

Finally, the revised law limits FOIA lawsuits to the Circuit Court located in the home county of the public body at issue, which is Oakland County for Novi.

Motor Vehicle Operations Policy – City of Novi/Library (1st Reading)

CITY OF NOVI/**Novi Public Library** MOTOR VEHICLE OPERATIONS POLICY

Issued: January 23, 2006

Effective: ~~January 23, 2006~~ **August 19, 2015**

I. Policy.

The City of Novi/**Library** has the authority to determine who will drive a City/**Library** vehicle, to establish vehicle operator standards, and to revoke the right to drive municipal vehicles for failure to meet the standards. This policy defines the minimum standards for all municipal/**library** employees. Nothing herein will be construed as to limit the City/**Library** from setting higher standards that may be needed to meet the particular operational needs and requirements of an individual position and/or department.

II. Definitions.

A. Driving Record Subscription Service: A vehicle record subscription service program provided by the Secretary of State that automatically sends a driving record report whenever a conviction or sanction is posted to an enrolled employee's driving record. This includes violations, suspensions, restrictions, revocations, or any action that is taken that may affect an employees' driving privilege. **Library will coordinate information through the City of Novi.**

B. Preventable Accident: Any vehicle accident in which the driver/operator failed to do everything he/she reasonably could have done to prevent the accident, unless such accident occurs in the responsible execution of an employee's job responsibilities. (example: police pursuit or apprehension)

C. Vehicle Accident: Any occurrence involving a city/**library**-owned, rented, or leased motor vehicle or trailer that results in property damage, personal injury, or death.

D. Employee: For purposes of this policy, regular full-time employees, part time employees, and temporary employees.

E. Municipal or City/**Library** Vehicle: Any municipal owned, rented or leased motor vehicle or trailer including personal vehicles used by an employee for municipal/**library** business. A personal vehicle used to travel to and from work is not considered a municipal or City/**Library** owned vehicle.

III. Regulations.

A. Employees who drive a municipal/**library** vehicle on a regular basis in the performance of their duties will be enrolled in the Driving Record Subscription Service.

B. Each driver's privilege to operate a City/**Library** vehicle on official business extends only as long as the driver operates the vehicle in a safe and efficient manner. A record of preventable accidents, or other disqualifying violations and/or convictions may result in appropriate disciplinary action up to and including removal of the driving privileges and termination of employment.

C. Employees will operate all vehicles used for municipal/**library** business safely and economically. To accomplish this, employees must comply with the following regulations:

1. All drivers will have a valid state driver's license with the appropriate certifications and/or endorsements required by law for the type or types of vehicles used in the performance of their duties.

2. Employees are encouraged to use City/**Library** vehicles instead of their own cars for official City/**Library** business whenever practical.

(note: currently working with City to determine use of city vehicles for library employees)

3. No employee will drive a municipal/**library** vehicle unless the employee's supervisor has authorized him/her to do so.
4. Employees are not required to use their own vehicle for conducting City/**Library** business. Personal vehicles may be used with prior approval of the Department Head. Employees using their personal vehicles will be reimbursed at the standard business mileage rate established by the IRS, after submittal of the appropriate form to the employee's supervisor.
5. Municipal vehicles will be used for City/**Library** business and will not leave the City limits without authorization.
6. Unauthorized passengers and/or drivers are prohibited from operating or riding in a municipal/**library** vehicle.
7. Employees will observe all traffic laws, rules, and regulations and the dictates of common sense and good judgment. The vehicle operator is responsible for any traffic citations.
8. All passengers will wear seat belts, whether operating or riding in a City/**Library** vehicle.

D. Employees may use municipal/**library** vehicle for travel to lunch if they are on business, in a location where driving to obtain their personal vehicles would result in an extra and unnecessary expenditure of time and money, or when the employee has a reasonable expectation that they will be called to return to duty during the lunch period.

E. Each employee driving a City/**Library** vehicle on business will inspect the vehicle to assure that the vehicle is in sound operating condition. This includes a basic inspection to ensure the proper operation of the lights, seat belts, emergency flashers, wipers, or other essential safety equipment. Any vehicles found to be unsafe to operate will be reported to the supervisor, who will contact the appropriate person to evaluate the problem (i.e. DPW, etc.).

F. Employees will immediately report all vehicle accidents involving City/**Library** vehicles. Employees will cooperate in the investigation of all vehicle accidents or property damage accidents in accordance with related policies and procedures.

G. Employees who on a regular basis operate a municipal/**library** vehicle in the performance of their duties, must notify their immediate supervisors within 24 hours, or the start of the next work shift, whichever is earlier, if their license is expired, suspended, revoked, or confiscated by a law enforcement agency. Additionally, employees must notify their supervisor within 24 hours, or the start of the next work shift, whichever is earlier, upon the reinstatement of their driver's license. Failure to notify their supervisor will be cause for disciplinary action **and including termination of employment.**

H. Candidates for employment for positions that are required to operate a Municipal/**library** vehicle will be hired in accordance with the driver qualification standards and driving record standards outlined in this policy.

I. Employees driving their own car for City business are required to keep their vehicle properly licensed and insured, and in a safe mechanical operating condition.

IV. Driver Qualification Standards.

A. The City/**Library** has the right to review any and all circumstances related to an employee and/or employee applicant's driving history. Drivers qualifications will be evaluated through any and/or all of the following:

1. Previous employer's reference.
2. Motor vehicle records through the Secretary of State.
3. Review of personnel file to consider driver training received, record of preventable accidents, driving history, driving certifications, and vehicle operator record.
4. Law Enforcement Information Network and any databases as permitted by law.

B. Qualified drivers will meet the following standards:

1. Possess a valid driver's license of the proper class with the appropriate certifications and/or endorsements required by law for the type or types of vehicles used in the performance of their duties.
2. Possess a driving record that meets all performance and other driving record standards specified in this policy.
3. Capable of passing a physical examination certifying the employee's ability to operate a motor vehicle.
4. Capable of passing written tests on driving regulations whenever required.
5. Capable of passing driving tests appropriate to their position.
6. Have demonstrated proficiency with the particular type of vehicle or equipment they will routinely operate.

C. Candidates for employment for positions that require the operation of a motor vehicle who do not meet the driver qualification standards will be disqualified.

D. Employees who do not meet the driver qualification standards may have their driving privilege removed and may be subject to disciplinary action up to and including termination of employment.

V. Driving Record Standards.

A. The City/**Library** has the right to review any and all circumstances related to an employee and/or employee applicant's driving history. The pattern of violations, the seriousness, the surrounding circumstances and the number and recency of motor vehicle violations will be considered. For purposes of establishing time frames for disqualification of the driving privilege, the City/**Library** will use the date of the actual violation.

B. The following offenses and/or conditions will disqualify an employee from driving a municipal vehicle:

1. Failure to possess, or loss of a valid operator's license, either through suspension or revocation or for any other reason, including the appropriate certifications and/or endorsement required by law for the type or types of vehicles used in the performance of duties; or
2. Conviction of a driving related felony in the past seven (7) years.

C. Conditions or convictions that cause immediate concern and may be cause for disqualification of driving privilege or may be cause for disciplinary action include:

1. A Serious offense such as operating under the influence of liquor or drugs, operating while impaired, unlawful blood alcohol level, negligent homicide, driving while license suspended or revoked, or any other driving offense which in the judgment of the City/**Library** raises concern about the competence and judgment of the employee.

2. Two at fault accidents in the past three years; or

3. The accumulation of more than six points in the past twelve (12) months, or more than ten (10) points in the past three years; or

4. A pattern of preventable accidents and/or property damage.

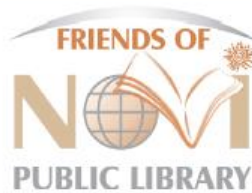
D. The above list is representative only. The City/Library reserves the right to discipline employees for acts or omissions which are not present.

Each opportunity grows a community



- Media Specialist/Principal breakfast
- Coffee with the Superintendent
- Parent to parent book discussion
- Martin Luther King Jr. events
- Teen Space afterschool program
- PAASN – Parents of African American Students of Novi
- Students for Success reading initiative & author event
- Social Justice initiative
- Music concerts in partnership with The Chamber Music Society of Detroit
- Teacher library cards
- Author visits in the schools
- Leader in Me initiative
- Regular meetings with school administrators and educators
- Summer food program
- Community Reads – Novi High author event
- Teen Art Exhibit at the library
- Preschool outreach
- 4th Grade Wax Museum & Project palooza events
- National Library Week and March Is Reading Month events
- Contributions to online school e-newsletters
- Community Education graduation
- PTO carnivals & walk to school day events
- CARE in-house programs and tours
- Classroom story time programs and tours of the library
- SUMMER READING PROGRAM

Thank you Novi Community School District for your continued support!



★ A CHART-TOPPING DUET ★

“Going mobile allowed our patrons to connect with us instantly. We can definitely say we are available 24/7 by having our library mobile.”

~ Julie Farkas, Library Director at Novi Public Library

WHY'D THEY GO MOBILE?

Novi Public Library wanted to be available to their patrons 24/7 and saw going mobile as a new avenue for reaching out to the community.

HOW THEY KNOW IT'S A HIT

After a large launch complete with local newspaper and cable show spotlights, they've seen a steady increase in usage—from 14,000 users early on to now just over 47,000 per month.



Library

Reading in our Novi Parks



Visiting a Novi park in the spring and summer just got more exciting! Take advantage of the Read Boxes located in Lakeshore, ITC, and Rotary Parks. This program is designed to encourage reading for all ages! Keep the book as long as you like and when you're done, please return it to the Read Box or the Novi Public Library. Inside each book is a bookplate reminding visitors of what the Read Box entails, and encouraging park guests to read, enjoy and share.

Read boxes are stocked with a variety of books for all ages and monitored each week for needed refills by Library staff. This initiative, in partnership with the Department of Public Services and Novi Rotary, is another way your Novi Public Library is innovating to serve your needs in the community. The Read Boxes will be stocked in parks until October.

Happy Reading!



Maureen Simari

Small businesses make up 98% of the businesses in Michigan, but are also some of the riskiest endeavors. The Novi Public Library recognized this and developed its Business Resource Center to provide new business owners with the support and information necessary to open their own business.

Through partnerships with the Oakland County One Stop Shop Business Center and the Small Business Development Center, the Novi Public Library is forging the path in library innovation.

"Well-respected and honorable organizations that really want to see small businesses succeed come in and serve as mentors, while we provide database and computer program use," says Maureen Simari, Information Services Librarian. "We can guide people to really reputable organizations that really want to see them flourish and can build confidence in future business owners."

Several other local libraries have begun to offer similar programs, but Novi continues to lead through continuous investment in the latest technology, software, and hard copy books and publications. "To be able to turn people on to resources they didn't know existed is really important," says Simari. "We're doing our best to help people take advantage of what's already out there."

Maureen is Novi!



Library Lessons

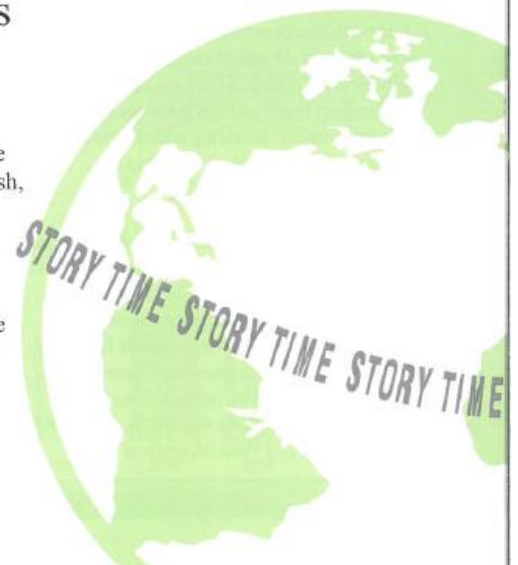


International Story Times

Novi is proud of its diversity and, as such, the Novi Public Library is pleased to host International Story Times for young children. Volunteer presenters share stories in their native languages of Chinese, Japanese, Korean, Spanish, Czech, Tamil, Hindi and Marathi.

The Library offers a variety of story time programming for youth ranging in age from 12 months to five years old. "Story time sticks" are required to enjoy story time. The sticks will be available 15 minutes prior to the start of story time and are limited to the first 40 participants. All children are welcome to attend!

For more information, visit novilibrary.org.



Public Services Report by Margi Karp-Opperer

Featured Adult Programs:

Thank you to Margie Noonian for her Armenian Genocide Display
Understanding Multiple Sclerosis
Authentic Indian Cooking
Lifelong Learning: Get Going with Gale Courses & Learning Express Library
Time to De-Clutter
Planning for a Healthy Future
History of Armenian Music
Truth about Estate Planning

Thanks to April Stevenson and Jennifer Harvey (Art Teacher at NHS) for coordinating our 2nd Annual Teen Stop Art Exhibit Premier in the Teen Stop....AWESOME !

Thanks to April Stevenson for conducting a tour for the Girl Scouts.



Summer Reading began on June 15.....it is for everyone! Hope you will read with us this summer and be a part of the summer program.

Special Business/Financial Programs:

- a. Three SCORE Business Mentoring (s)
- b. Social Media for Small Business Owners

Monthly Adult Programs:

- Five Help for Families by OLHSA (Oakland Livingston Human Service Agency)
- Computer Tutor 1 on 1 (5 times a week = 22 sessions this month)
- PowerPoint 201 Basics
- Four Knit 2gether Knitting Circles
- Three Book Discussion Groups
- French, German, Japanese & Spanish Language Conversation Groups
- Two Information Services Department Meetings
- Novi Writers' Group



Featured Youth Programs:

- CARE kids from Novi Schools visited
- Camp Power Play visited
- Superhero Dance Party
- Daniel Tiger Story time
- Doug Scheer Superhero Math
- Empowering Children with Author Maria Dismondy
- Sizzling Summer Wednesday with Gemini
- Super Summer Story Time
- Pokemon
- Two Dog Days at the Library
- Summer Movie Spectacular
- Sizzling Summer Wednesdays with Amazing Clark's Puppet Show
- Science Superheroes
- Patriotic Craft Fun
- Two Baby Times Story Times
- Four Playgroups
- Two Tot Time Story Times
- Five Two-Three Year Olds Story Times
- Five Three's Company Story Times
- Two On My Own Story Times
- Bright Loritos Spanish Story Time

Monthly Youth Programs:

- Kiddie Craft
- Snack Tales
- Lego Club

Tween and Teen Program:

- ❖ 2 Teen Volunteer Orientations
- ❖ 2nd Annual Teen Stop Art Exhibit Premier
- ❖ Tie Dye Day
- ❖ Ring of Steel – Stunts & Stage Combat

Featured Collections:

Adult: If you have a garden and a library, you have everything you need

And Check out Creative NOVI

Youth: Heroes come in all shapes and sizes

Youth DVD: Picture books on DVD

Audiobooks: Health and Wellness

Building Operations Report by Mary Ellen Mulcrone

Building Operations Report

July 2015

All of the work to prepare for the "I Love My Country" statue was completed, including concrete, cleaning, mulching, planting, signage, etc. The statue was installed on June 18th and was kept under wraps until the official unveiling ceremony that was held on June 28th. The statue is a very nice addition to the Library grounds. Our other lovely statue, "The Librarian" that stands near the driveway, received its annual cleaning. Other outdoor areas, such as the front patio and gutters on the front entrance canopy, were also cleaned. The brick pavers at the front entrance were re-sealed after the installation of some newly engraved pavers.

With assistance from DPS, the parking lot repairs were satisfactorily completed. We are in the process of obtaining quotes for concrete repair and hope to be able to have this work done soon. When our irrigation system was started up for the season, it was discovered that there was a break in the line near the receiving area at the back of the building. The leak was quickly repaired, and everything is working properly. As you know, the Library's well also serves the Fuerst Park irrigation system. When the City started up that system, they also discovered a break in their lines. This required that we shut down our system for a few days while they made repairs. Fortunately, there was plenty of rain at the time, so we did not experience any ill effects due to the shutdown.

The regular daily, weekly, and monthly routines, such as watering plants, sanitizing public workstations, dusting lobby gates, testing alarms, recycling, cleaning carpet, etc., were completed as usual. Other tasks, such as oiling book carts, repairing sorting bins, replacing a vandalized paper towel dispenser, etc., were also handled.

The IT department installed a new firewall on July 8th. Most of the work was completed before other staff arrived for the day, so there was very little disruption. They will be installing an improved wireless network controller on July 15th. This work will take longer, and it is anticipated that wireless service inside and outside the building will be unavailable from 8am to 12pm that day, and wireless service on the patio and in Fuerst Park will be unavailable until 4pm. These changes will improve the overall performance of the wireless network. Notices are on the website, in the e-newsletter, and on signage at the entrance to the Library.

A number of other IT duties and tasks were accomplished, such as upgrading the workstation that runs the AST machine, updating Access databases for the new fiscal year, installing new SSL certificates, replacing and repairing failed hardware, testing and maintaining filters, assisting patrons, training staff, resolving issues with passwords, printing, scanning, WiFi, email, etc. In addition, six Tech Time sessions for the public were held.

Support Services Statistics 2014-2015

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	457	364	409	339	348	261	321	275	395	313	297	432	4,211
Items checked out	81,433	73,600	67,803	67,091	64,700	63,696	66,792	62,073	70,638	61,254	61,252	74,450	814,782
Items borrowed	4,719	4,078	3,840	4,201	3,213	4,124	4,553	3,850	4,414	4,197	3,548	4,753	49,490
Items loaned	5,305	4,733	4,619	4,688	4,153	4,232	5,220	4,544	5,007	4,466	4,418	4,719	56,104
Read Boxes	380	217	153	59	0	0	0	0	0	0	313	179	1,122

		June		June					June		June
		2015		2014					2015		2014
Library cards issued		432		470							
Total checkouts		74,450		76,794			READ Boxes		Adult	38	86
								Youth		141	203
Items borrowed	TLN	4,686		3,970				total		179	289
	MeL	<u>67</u>		<u>79</u>							
		4,753		4,049							
Items loaned	TLN	4,627		4,972							
	MeL	<u>92</u>		<u>81</u>							
		4,719		5,053							

Self-Check Totals 2014-15 Fiscal Year

	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	81,433	63.09%	51,379	10,899	9,645	5,006	13,934	9,913	1,982
August	73,600	58.02%	42,705	9,394	5,695	5,629	7,397	11,492	3,098
September	67,803	55.41%	37,571	9,120	6,723	3,846	6,845	9,712	1,325
October	67,091	54.90%	36,834	9,154	6,310	3,761	5,137	11,222	1,250
November	64,700	56.33%	36,443	8,253	6,897	4,551	3,669	11,981	1,092
December	63,696	53.17%	33,869	7,997	6,371	3,076	5,709	9,476	1,240
January	66,792	52.45%	35,031	8,155	6,775	3,965	5,533	9,292	1,311
February	62,073	53.96%	33,493	7,668	6,033	3,595	5,894	9,096	1,207
March	70,638	55.31%	39,068	9,186	7,233	3,673	6,724	10,995	1,257
April	61,254	58.22%	35,664	8,483	6,552	3,535	5,637	10,140	1,317
May	61,252	54.86%	33,600	7,841	5,478	3,567	6,045	9,293	1,376
June	74,450	58.50%	43,553	9,809	8,161	4,876	7,232	11,824	1,651
FYTD	814,782	56.19%	459,210	105,959	81,873	49,080	79,756	124,436	18,106

Library Usage									
2013-2014 Fiscal Year					2014-2015 Fiscal Year				
	Monthly Total	Daily Average	Hours Open	Days Open		Monthly Total	Daily Average	Hours Open	Days Open
July	37,620	1,447	254	26	July	41,988	1,400	289	30
August	32,464	1,249	250	26	August	37,590	1,296	272	29
September	30,079	1,074	264	28	September	31,986	1,103	275	29
October	31,249	1,008	297	31	October	36,332	1,172	294	31
November	30,109	1,075	257	28	November	30,030	1,073	259	28
December	27,986	1,000	259	28	December	28,625	1,022	264	28
January	37,006	1,234	283	30	January	30,566	1,019	280	30
February	28,760	1,027	264	28	February	28,186	1,044	264	27
March	32,829	1,059	289	31	March	31,116	1,004	292	31
April	41,665	1,488	272	28	April	31,008	1,107	272	28
May	32,683	1,167	268	28	May	28,010	1,000	263	28
June	39,534	1,412	267	28	June	36,610	1,262	280	29
FYTD Total	401,984	1,182	3,224	340	FYTD Total	392,047	1,127	3,304	348

Computer Logins											
2013-2014 Fiscal Year						2014-2015 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops*	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	5,549	24,600	6	30,155	1,160	July	5,620	46,177	3	51,800	1,727
August	5,075	22,623	1	27,699	1,065	August	4,816	48,923	7	53,746	1,853
September	4,915	30,828	3	35,746	1,277	September	4,866	49,382	1	54,249	1,871
October	5,806	35,096	0	40,902	1,319	October	4,167	54,461	2	58,630	1,891
November	5,240	32,155	3	37,398	1,336	November	4,463	54,338	2	58,803	2,100
December	4,279	32,168	4	36,451	1,302	December	4,228	47,196	1	51,425	1,837
January	4,327	30,792	5	35,124	1,171	January	3,395	51,759	2	55,156	1,839
February	4,583	36,568	0	41,151	1,470	February	2,918	66,156	2	69,076	2,467
March	5,092	39,344	2	44,438	1,433	March	3,556	68,265	2	71,823	2,317
April	4,603	35,152	5	39,760	1,420	April	3,287	61,087	4	64,378	2,299
May	4,653	33,037	2	37,692	1,346	May	2,890	69,463	0	72,353	2,584
June	5,322	45,753	3	51,078	1,824	June	3,637	72,043	1	75,681	2,610
FYTD Total	59,444	398,116	35	457,595	1,346	FYTD Total	47,843	689,250	27	737,120	2,112

Early Literacy Workstation Usage							
2013-2014 Fiscal Year				2014-2015 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	1,309	32,845	25	July	1,460	38,035	26
August	1,324	34,520	26	August	1,297	33,735	26
September	987	22,767	23	September	1,039	23,683	22
October	1,067	24,139	22	October	1,005	22,557	22
November	816	19,935	24	November	995	24,158	24
December	658	15,590	23	December	953	21,756	22
January	720	16,998	23	January	971	22,936	23
February	718	16,702	23	February	962	22,029	22
March	834	21,063	25	March	1,185	28,393	23
April	844	20,061	23	April	1,026	23,551	22
May	734	15,847	21	May	901	18,957	21
June	968	23,181	23	June	1,209	29,678	24
FYTD Total	10,979	263,648	24	FYTD Total	13,003	309,468	23

Technology Training Sessions 2014-2015 Fiscal Year

	Tech Time	eReader	VHS to DVD	iPad	Keyboarding	Paint.NET	Freegal	Zinio Magazines	Staff Training	Impromptu	Total Classes	Total Patrons
Jul	4	1	4	2	0	1	0	0	0	7	19	
<i>patrons</i>	2	7	6	5	0	3	0	0	0	7		30
Aug	4	0	1	2	0	1	0	1	0	7	16	
<i>patrons</i>	1	0	1	15	0	5	0	4	0	7		33
Sep	5	1	3	1	1	1	0	0	0	2	14	
<i>patrons</i>	3	3	2	6	4	5	0	0	0	2		25
Oct	5	0	4	1	1	1	1	1	0	7	21	
<i>patrons</i>	4	0	8	6	2	4	4	2	0	7		37
Nov	4	1	4	1	1	1	0	0	0	1	13	
<i>patrons</i>	3	2	9	6	3	4	0	0	0	1		28
Dec	4	1	4	1	1	1	1	1	0	2	16	
<i>patrons</i>	4	3	3	4	5	3	2	1	0	2		27
Jan	5	1	2	2	0	0	0	0	2	11	23	
<i>patrons</i>	4	3	2	15	0	0	0	0	2	11		37
Feb	4	1	2	2	1	1	0	0	1	3	15	
<i>patrons</i>	2	4	2	8	6	3	0	0	1	3		29
Mar	5	0	2	2	1	1	0	0	1	6	18	
<i>patrons</i>	4	0	2	4	2	3	0	0	1	6		22
Apr	5	1	2	2	1	1	0	0	0	3	15	
<i>patrons</i>	3	6	2	4	1	0	0	0	0	3		19
May	4	1	1	2	1	0	0	1	0	2	12	
<i>patrons</i>	4	3	1	7	5	0	0	3	0	2		25
Jun	1	0	0	0	0	0	0	0	0	5	6	
<i>patrons</i>	1	0	0	0	0	0	0	0	0	5		6
Sessions	50	8	29	18	8	9	2	4	4	56	188	
<i>Patrons</i>	35	31	38	80	28	30	6	10	4	56		318

2014-2015 Fiscal Year							
	Freegal		Zinio		Indieflix***	Gale Courses	
	Check-outs	Number of Patrons	Novi Checkouts	Consortium Checkouts*	Videos Viewed	Active Learners	Completed Classes
July	2,070	205	752	9,968			
August	1,884	198	704	8,981			
September	2,089	201	700	8,701	32	107	16
October	2,237	235	632	8,594	33	73	16
November	2,244	235	874	10,932	21	85	2
December	2,148	210	822	11,525	7	69	19
January	2,171	205	918	14,421	43	140	3
February	2,198	224	957	13,237	23	95	2
March	2,471	232	849	13,414	14	74	2
April	2,399	222	919	13,186	0	70	6
May	2,168	210	1,072	15,622	12	66	1
June	2,166	224	651	12,110	24	97	2
FYTD Total	26,245	2,601	9,850	140,691	209	**	69

*Includes: Addison, Allen Park, Auburn Hills, Baldwin, Belleville, Berkley, Bloomfield Township, Brighton, Canton, Chelsea, Clarkston, Commerce Township, Crompton, Dearborn, Dearborn Heights, Dexter, Garden City, Grosse Pointe, Farmington, Highland, Howell, Huntington Woods, Inkster, Madison Heights, Milford, Northville, Novi, Orion, Pontiac, Redford, Rochester Hills, Romulus, Royal Oak, Salem-South Lyon, Saline, St. Clair County, Taylor, Walled Lake, Waterford Township, Westland, White Lake Township, Wixom

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

***Due to low usage, this service will terminate at the end of June.

2014-2015 Fiscal Year							
OverDrive							
	Consortium Collection	Corrected Consortium Collection	Advantage Collection	Corrected Advantage Collection	Total OverDrive	Corrected Total OverDrive	New Users
July	3,185	2,414	1,209	771	6,808	3,185	112
August	3,477	2,661	816	816	6,954	3,477	147
September	3,176	2,487	1,140	689	6,803	3,176	369
October	3,272	2,634	1,085	638	6,991	3,272	644
November	3,376	2,695	681	681	6,752	3,376	785
December	2,148	2,813	609	662	5,570	3,475	369
January	2,932	3,164	782	782	6,878	3,946	507
February	2,833	2,953	790	790	6,576	3,743	414
March	3,080	3,080	829	829	3,909	3,909	432
April		2,799		832		3,631	401
May		2,780		772		3,552	335
June		2,702		1,034		3,736	135
FYTD Total		33,182		9,296		42,478	4,650

After discovering an error in the old way OverDrive Circulation Activity statistics were obtained, we now see that we need to subtract the Advantage collection totals from the combined Consortium/Advantage grand total to get the total amount of circulation activity by Novi residents on the Consortium collection.

Charging Stations Usage				
	2011-12FY	2012-13FY	2013-14FY	2014-15FY
July		3	3	10
August		2	8	11
September	3	8	2	4
October	1	3	4	3
November	7	3	4	3
December	1	3	0	4
January	8	4	1	3
February	7	3	1	2
March	11	4	0	0
April	5	3	3	3
May	8	1	4	9
June	4	1	5	16
Total	55	38	35	68

Meeting Room Rentals					
2013-14 Fiscal Year			2014-15 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	29	696	July	44	1,234
August	41	1,172	August	54	1,810
September	49	1,274	September	29	760
October	35	1,077	October	36	964
November	32	1,485	November	33	890
December	21	447	December	19	470
January	42	981	January	22	910
February	51	1,505	February	23	656
March	47	1,344	March	36	924
April	32	1,031	April	31	818
May	35	1,726	May	33	965
June	21	946	June	27	765
Total	435	13,684	Total	387	11,166

Library App - 2014-15 Fiscal Year					
	Number of Visits	Most Requested Webpages		Number of Visits	Most Requested Webpages
July	29,227	1. Novi Main Menu	January	20,489	1. Catalog
		2. My Account Novi Summary			2. My Account
		3. Novi Holdings			3. OverDrive
		4. My Account Novi Items			4. Artwork at the Library
		5. My Account Novi Request			5. Book/DVD lists
August	20,658	1. Catalog	February	31,661	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. OverDrive
		4. Book/DVD Lists			4. Artwork at the Library
		5. Artwork at the Library			5. Events
September	22,031	1. Catalog	March	40,181	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. OverDrive
		4. Artwork at the Library			4. Events
		5. Book/DVD lists			5. Artwork at the Library
October	23,811	1. Catalog	April	36,050	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. OverDrive
		4. Artwork at the Library			4. Events
		5. Book/DVD lists			5. Artwork at the Library
November	22,496	1. Catalog	May	47,374	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. OverDrive
		4. Book/DVD lists			4. Artwork at the Library
		5. Events			5. BookLook
December	25,095	1. Catalog	June	31,604	1. Catalog
		2. My Account			2. My Account
		3. OverDrive			3. OverDrive
		4. Artwork at the Library			4. Events
		5. Events			5. Artwork at the Library
			Total	350,677	

Friends of the Novi Library
Meeting Minutes of June 10, 2015

I. Call to Order—Sue Johnson, President

Present: Pat Brunett, Barb Brunett, Julie Abrams, Evelyn Young, Carol Bauer, Gale Ford, Evelyn Cadicamo, Carol Hoffman, Marilyn Amberger, Sue Johnson
Guest: Carol Neumann

II. Minutes of May 13, 2015—Julie Abrams

Motion to accept—Pat Brunett, second—Marilyn Amberger. Motion passed, 10-0.

III. Treasurer's Report—Marilyn Amberger

Checking Account	\$26,612.96
Savings Account	5,427.12
CD Account	<u>10,175.66</u>
Total Bank Account	\$42,215.74
Cash Account Start-up Fund	<u>100.00</u>
	\$42,315.74

Motion to approve Treasurer's Report—Barb Brunett; second, Pat Brunett. Motion passed, 10-0.

IV. Reports

A. Assistant Library Director—Margi Karp-Opperer

- Kaleidoscope Series:
 1. September 17—The Polar Bear Expedition of 1918, Dr. Roger Crownover
 2. October 12, 2015—Picnic in a Victorian Cemetery, Bill Grandstaff
 3. November 10, 2015—Identity Theft, Detective Jeremy Stempien, NPD—no charge for speaker
 4. February 11, 2016—Priceless Photo Preservation, Rob Hoffman—no charge for speaker
- Two summer interns have been chosen.

B. Book Nook—Carol Hoffman

- Flash sale going on today; flash sale also in September. Many other flash sales will be held throughout the year.
- The one-day November sale should be removed from the budget.

C. Spring Newsletter—Gale Ford

Thanks to Pat and Sue for important articles.

D. Membership—Sue Johnson

Ideas for increasing membership would be appreciated.

E. President—Sue Johnson

- Motion to approve Director's Wish List and Annual Library Contributions: Julie Abrams; second—Gale Ford. Motion passed, 10-0.
- Discussion of proposed 2015-16 budget. Motion to approve budget: Julie Abrams; second, Gale Ford. Motion passed, 10-0.

V. Announcements

The Annual Meeting will be held in the Board Room on July 8, 2015.

VI. Adjournment

8:50 p.m. Motion to adjourn—Julie Abrams; second, Carol Hoffman. Motion passed, 10-0.

Submitted by:

Julie Abrams, Secretary

City of Novi Historical Commission
May 26, 2015, 7:00 p.m.
Novi Library Local History Room
Minutes for May 26, 2015

DRAFT

Call to Order: 7 PM

Attendance: Kathy Crawford, John MacInnis, TammyLee Knopp, abs Kelly Sexton

Visitors: Sue Grifor

Approval of Agenda: approved

Approval of Minutes: April minutes were approved with one change – the next meeting date

Finance Report: none

Communication None

Liaison Report: Betty Lang,

Upcoming Library and Friends programs

\$500 donation from the 2008 Fuerst family fun Day, 2015/16 budget

Document day, one person stopped by, next Document day in October

History Room Volunteers schedule

none scheduled in summer, next one is Sept, one day and one evening

tour of Barr Park, discussion about David Barr book acquisition, and a potential meeting at the new City Park,

Spring into Novi report, Tammy and John were at the LH Display. We had some very interesting questions

Displays: we need a new display board

Novi Teacher Request, report by Tammy K, the 2nd grade class of Miss Agnes Lee is the teacher Orchard Hills 2nd gr class. Topic is the History of Novi, the children will make a series to be shown at the Hist. Commission display on Thursday May 28th, with a bound book in the LH room, 19 reports in the book. Each child will have permission by the parents. Will be kept in place - change display in Sept

Possibly put the music display from the music dept of the HS. It was collected from the old Music room at the HS.

Accomplishments of the History Commission for the City Council and Library Board,

Coming meeting on July 8th, might do it in June

Novi Library Trip, Friday Oct 9 Toledo Art Museum and Glass museum

Upcoming programs:

Thursday Sept 17, WWI polar Bears

Monday Oct. 12 Cemetery /folklore

March 2016 talks about “Women of the west”,

April 2016 tentative

Discussion about scheduling Brian Golden, which month is best Jan,& feb

Website updates: Kelly is the Key person,

Storage Unit visit, Tammy and John to see the virtual inventory.

New Members, Dr. Cronover app is waiting on City council interview June 8th

New Business, other business:

Michigan State fair Senior Day

Instagram/ animoto by the students Meena term is up , but she was extended.

For the new fiscal year, starting in Sept

City Council visit to the Novi Road Cemetery

Next Meeting, Wednesday June 24, 7 PM

adjourn



Novi looking to solve traffic backups at library

(Novi News article – Thursday, July 9, 2015)

Traffic outside the Novi Public Library along 10 Mile Road can be brutal at certain times of the day and it's even worse if you are trying to get out of the library parking lot.

It has been causing backups so bad over the years that Novi City Councilman Wayne Wrobel wants to see this changed and provide some relief to drivers.

At a city council meeting in June, Wrobel spoke about a request he made a year ago to review ongoing traffic issues at the library and determine alternatives and costs to resolve it. He said the traffic backup issues out of the library parking lot have existed ever since the library was built.

Wrobel thanked the city engineering and library staff for their hard work in working with the Novi Community School District to propose three alternatives to alleviate the traffic issues, but noted that a memo from the engineering staff stated that Novi schools has chosen not to participate in any alternatives to correct the library traffic issues.

The city had discussions with the school district for more than a year, but City Manager Pete Auger said the school district wasn't ready to participate in a project "at this time."

However, this isn't deterring the city.

"So be it," Wrobel said of the school district not choosing to participate with a project.

He believes the city needs to act now to correct the problems, "with or without" the school district's cooperation.

He asked city council to approve a motion to add to the 2015-16 budget approximately \$53,000 to widen the existing main entrance drive from two to three lanes to facilitate left- and right-turn traffic onto 10 Mile Road.

Engineering was directed to report back to council with firm costs and time lines to complete the project. The cost cited already was formulated by city staff and was the least expensive of three plans, Wrobel said. Auger said when the report comes back, council would have to approve a budget amendment to make it happen.

Supporters back Crawfords' love of country

(Novi News article – July 9, 2015)



Kathy and Hugh Crawford asked individuals and business to forgo gifts at their 50th wedding anniversary party last September at the Suburban Collection Showplace. Instead, the Novi couple asked for donations to the Novi Public Library for the purchase of a patriotic statute, titled “I Love My Country.”

The goal of \$12,000 was met and the bronze piece was unveiled June 28 on the library’s patio.

More than 90 donors are listed on a special plaque next to the statue.

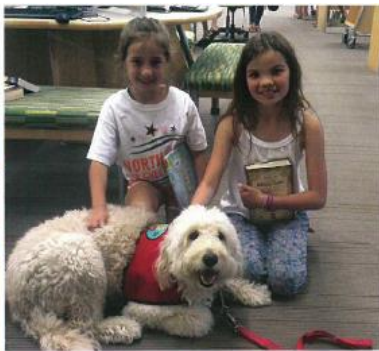
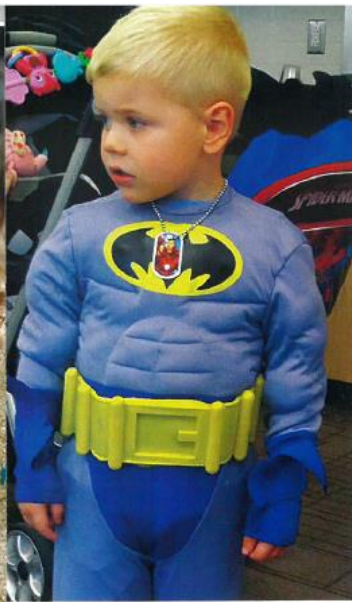
Library supporter Blair Bowman, owner of the Showplace, got the ball rolling back in October with a \$3,000 contribution.

“Novi has always supported the arts, as well as our veterans,” Kathy Crawford said. “The opportunity to have the beautiful ‘I Love My Country’ bronze statue installed off the patio at the Novi Public Library will be enjoyed by generations for decades.”

She and Hugh were both born and raised in Novi, met in a Youth Fellowship program at Novi Methodist Church and began dating in high school.

She represents the Novi area in the state House of Representatives (38th District) and Hugh, a former Marine, is the local Oakland County commissioner (9th District). Both are longtime Republicans and held each other’s current seats prior to the November 2014 election.

“The library will continue to accept donations in honor of Kathy and Hugh Crawford for their 50th wedding anniversary to help offset additional future maintenance costs for the statue,” said Julie Farkas, library director. “Donations will be accepted until July 31. A plaque will accompany the statue and will include the names of all donors who contributed to the fundraising of the statue.”



Every Hero Has A Story

Novi Library's Summer Reading Program kicks off



[Grades K-4]



[Grades 5-8]



[Grades 9-12]

Fly into a good book this summer at the Novi Library with their Summer Reading Program. Geared towards all ages, this superhero themed program is intended to encourage children and teens to keep up with their reading during the summer months and enjoy some fantastic programs and activities along the way.

Running until Saturday, Aug. 1, patrons can sign up and record their reading minutes online at novilibrary.org or stop by the library to register.

Youngsters under the kindergarten age can practice their literacy skills by joining the "Read to Me" program, children going into grades K-4 can register for "Every Hero Has A Story", tweens in grades 5-8 can "Unmask A Good Read" and teens in grades 9-12 can "Escape the Ordinary".

Teen volunteers are available to assist with the sign

up process and will be on hand along with library staff to help patrons record their minutes and register during the summer. Track your time spent reading, visit the library to pick up your prizes, attend programs and discover the many resources the Novi Library offers to the community.

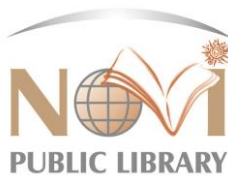
Summer Reading is not just for the youth. Adults can also participate in a summer reading program and be rewarded for their reading too. Earn a gift card and a book by reading or listening to three books. If you have a love for reading, be sure to also sign up online or stop by the library for a program designed just for you.

Along with reading, the programs also feature a variety of different activities and events, drawings, story times, and a finale trip to Paradise Park for students in grades 5-12.

The ongoing support from the Friends of the Novi Library, Paradise Park, Novi Community School District, Tony Sacco's, Level One Bank and TDR Orthodontics help make this program possible. Their generous financial contributions allow the library to offer an enhanced variety of programs and services to our community.

The Summer Reading Program is a favorite tradition to many patrons who look forward to it every year. The Novi Library hopes to see everyone reading, learning, and enjoying the many activities and resources that are offered to them this summer. The Novi Library is a great place to see your friends and neighbors.

For more information about the Novi Public Library or the Summer Reading Program visit novilibrary.org or stop by at 45255 W. Ten Mile Road.



Library Board Calendar

2015

August – October	Community Reads Program
August 19	Library Board Regular Meeting
August 21	Staff In-Service, Library Closed
September 5	Library Closed
September 6	Library Closed
September 7	Holiday – Labor Day, Library Closed
September 16	Library Board Regular Meeting
October 21	Library Board Regular Meeting
October 29	Library hosts Michigan Library Assn. Conf., Library closes at 5 p.m.
November 3	General Election Day
November	Annual Library Report – City Council Meeting, TBD
November	Community Read, Library, TBD
November 11	Holiday – Veteran’s Day – Library Open
November 18	Library Board Regular Meeting
November 25	Wednesday before Thanksgiving, Library Closes at 5 p.m.
November 26	Holiday – Thanksgiving, Library Closed
December 16	Library Board Regular Meeting
December 16	Library Director – Mid-year Review
December 24	Holiday – Christmas Eve, Library Closed
December 25	Holiday – Christmas, Library Closed
December 31	Holiday – New Year’s Eve, Library Closed

2016

January 1	Holiday – New Year’s Day, Library Closed
January 20	Library Board Regular Meeting
February 17	Library Board Regular Meeting
February TBD	Budget Planning Session, Library
March 16	Library Board Regular Meeting
March 26	Library Closed
March 27	Holiday – Easter, Library Closed
April 10-16	National Library Week
April 20	Library Board Regular Meeting
April	Budget presented to Council, TBD

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