

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Thursday, February 23, 2017
at 7:00 p.m.
City of Novi, Council Chambers
45175 W. Ten Mile Road, Novi, MI 48375

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

- 1. Call to Order by President, Craig Messerknecht
- 2. Roll Call by Secretary, Ramesh Verma
- 3. Pledge of Allegiance
- 4. Approval and Overview of Agenda
- 5. Consent Agenda
 - A. Approval of Claims and Warrants L5514-7
 - B. Approval of Regular Meeting Minutes – January 26, 20168-15
 - C. Approval of Library Board Budget Session Minutes – February 4, 2017 16-21
- 6. Correspondence
 - A. Thank you letter from John Kuenzel, President Echo Valley Civic Association.....22
 - B. Thank you letter from Tara Michener, Bowl-A-Thon Chair – Novi Youth Assistance.....23-24
- 7. Presentation/Special Guest
 - A. N/A
- 8. Public Comment

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

DISCLAIMER: Audiovisual presentations are welcome. To insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting
- 9. Student Representatives Report (January 2017) 25-26
- 10. President's Report (Craig Messerknecht)
 - A. Goals Update Quarterly – next submission March 2017N/A
 - B. Library Director Mid-Year Review – February 23, 2017 – Director has requested an Executive Session
- 11. Treasurer's Report (Melissa Agosta)
 - A. Library Budget Fund 268 – 2016-2017 Approved 27-29
 - B. Contributed Fund Budget 269 30
 - C. Library Fund 268 Expenditure & Revenue Report (January 31, 2016) 31-33
 - D. Contributed Fund 269 Expenditure & Revenue Report (January 31, 2016)34
 - E. Balance Sheets for Funds 268 and 269 35-36

12. Director's Report.....	37-40
A. Information Technology Report	41
B. Facilities Report	42
C. Information Services Report.....	43-44
D. Support Services Report	45
E. Library Usage Statistics Quarterly – next submission March 2017	N/A
F. Friends of the Novi Library – no meeting in February and March	N/A
G. Novi Historical Commission – January 2017 approved minutes	N/A

13. Committee Reports

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

(Michener–Chair, Poupard)

- Library Staff is currently reviewing current policies. Meetings Held: 9/29, 11/3, 1/19

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

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

- Decision made at Feb. 4th Library Board budget session to continue work on the salary structure that relates to the changes with minimum wage and other salary categories effective January 1, 2018.

C. Finance Committee: Financial plan based on building assessment review

(Agosta- Chair, Messerknecht, Lawler)

- 2/10/2017: Director Farkas met with Director of Baldwin Public Library to understand their Trust/Endowment guidelines and how their process was put in place.

D. Events/Marketing/Fundraising Committee 2016 Gala, outreach events

(Michener – Chair, Agosta, Wood)

- State of the City Address scheduled for Thursday, March 9, 2017 at 7:30am

E. Strategic Planning Committee: Annual review of current plan

(Poupard- Chair, Wood)

- Strategic Planning review completed December 2016.

F. Building/Landscape Committee: Entrance project, Energy Reduction Coalition project, Building assessment

(Messerknecht – Chair, Lawler, Verma, Wood)

- Committee met on Feb. 2 to discuss preliminary quotations from LED Lighting companies and to discuss options with City Attorney, Tom Schultz.
- Decision made at the Feb. 4th Library Board budget session to proceed with a bid process for LED lighting for the library. Bid specs will need to be created. Julie has contacted the City of Novi for their bid spec language and a contact for a potential engineer to create the specs. Timeline is to get bid prepared for June 2017 with an award for July 2017 and work to commence in August/September 2017.

- A RFP for Lawn/Landscape services is currently out. Bids are due March 2, 2017.

G. Bylaw Committee: Review of Library Board Bylaws

(Lawler- Chair, Agosta)

- Bylaw review completed September 2016

14. Public Comment

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

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15. Matters for Board Action

- A. Approve the 2017/2018 268 General Fund Library Budget: Revenue \$2,901,020, Expenditures \$3,090,996 with a fund balance allocation of \$189,976.....27-29
- B. Approve a not to exceed allocation of \$39,965 for the purchase of one (1) lending library vending machine and one (1) drop box unit for Contributed Fund 269 for 2017/2018.

16. Executive Session – Library Director Mid-Year Review

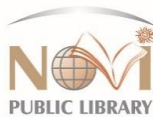
17. Adjourn

Supplemental Information:

- Library Calendar46

Future Events:

- Friends of Novi Library Regular Meeting – Wednesday, March 8th - CANCELLED
- Battle of the Books – Saturday, March 11th at 1:00pm, City of Novi
- City of Novi Historical Commission Regular Meeting – Wednesday, March 22nd at 7:00pm, Novi Library
- Library Board of Trustees Regular Meeting – Wednesday, March 23rd at 7:00pm, City of Novi
- April 15th and 16th **LIBRARY CLOSED** – Easter Holiday
- **Library Board Goal Setting Session – Saturday, May 6th 10am – 12:00pm, Novi Library – Board Room 2nd floor**



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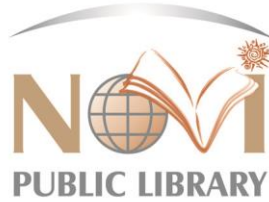
<http://www.novilibrary.org>

Warrant 551	268 Accounts	February 2017	
Payable to	Invoice #	Account number	Account Total
Global Office Solutions (1/30/17)		268-000.00-727.000	\$ 724.47
Hobby Lobby (1/26/17)	poster board	268-000.00-727.000	\$ 9.51
The Office Connection (1/26/17)		268-000.00-727.000	\$ 1,294.36
City of Novi		268-000.00-734.000	\$ (11.30)
Presidio Infrastructure Solutions	refund	268-000.00-734.000	\$ (1,155.00)
SunTel Services (1/17/17)	Voice Services	268-000.00-734.000	\$ 104.50
VidCom Solutions Inc. (02/01/17)	Monitor Cellular 02/01/17-04/30/17	268-000.00-734.000	\$ 164.85
Amazon.com (1/06/17)	Micro Case w/clear lid	268-000.00-734.500	\$ 214.43
CDW-G (1/06/17)	Ipad Pro & Cover	268-000.00-734.500	\$ 3,881.76
Tracfone (1/10/17)	1,200 min./365 days ser for Fac	268-000.00-734.500	\$ 93.16
Allied Eagle Supply (1/5/17)	Towels, tissue, hand soap	268-000.00-740.000	\$ 857.14
Batteries+Bulbs (12/15/16)		268-000.00-740.000	\$ 39.60
Conney Safety (1/12/17)		268-000.00-740.000	\$ 72.11
Global Office Solutions (1/30/17)	130843	268-000.00-740.000	\$ 143.64
Hanover Technical Sales, Inc. (12/19/16)	label tape (25)	268-000.00-740.000	\$ 546.25
Kroger (1/12/17)	Water for CD Cleaner	268-000.00-740.000	\$ 9.90
Sam's Club (01/06/17)	Sanitizing wipes	268-000.00-740.000	\$ 26.96
The Office Connection (1/26/17)	Rubber bands	268-000.00-740.000	\$ 71.92
Conney Safety (1/17/17)	Mesh Safety Vests	268-000.00-741.000	\$ 45.56
Amazon (12/24/16)		268-000.00-742.000	\$ 84.37
Brodart (1/19/17)		268-000.00-742.000	\$ 9,616.13
CCH (1/3/17)	State Tax Hand Bk. 2017	268-000.00-742.000	\$ 140.86
Center Point Large Print (12/29/16)		268-000.00-742.000	\$ 177.36
Gale/Cengage (01/19/17)		268-000.00-742.000	\$ 1,148.40
Sawa Books (1/18/17)		268-000.00-742.000	\$ 230.87
Tsai Fong Books, Inc. (1/4/17)		268-000.00-742.000	\$ 93.77
The Library Network (12/31/16)	Blood Mitten; Mich. Hist. Travel Gd.	268-000.00-742.000	\$ 23.50
World Book, Inc. (12/20/16)	WB Ency 2017 22Vol	268-000.00-742.000	\$ 999.00
Chen, Yu (1/25/17)		268-000.00-742.100	\$ 79.97
Clawson Blair Memorial Library (1/25/17)		268-000.00-742.100	\$ 28.95
Dearborn Heights Caroline Kennedy (1/25/17)		268-000.00-742.100	\$ 45.94
Milford Public Library (1/25/17)		268-000.00-742.100	\$ 35.94
Northville District Library (1/30/17)		268-000.00-742.100	\$ 29.00
Wayne Public Library (1/9/16)		268-000.00-742.100	\$ 3.99

Midwest Tape (01/10/17)		268-000.00-744.000	\$ 1,895.41
OverDrive (1/3/17)		268-000.00-744.000	\$ 1,802.43
Midwest Tape (01/09/17)		268-000.00-745.200	\$ 4,200.41
MCLS (1/13/17)	Value Line (2/1/17-1/31/18)	268-000.00-745.300	\$ 5,130.00
ProQuest (1/18/17)	refund - Ancestry	268-000.00-745.300	\$ (1,690.00)
ZooBean (1/18/17)	02/01/17-06/30/17	268-000.00-745.300	\$ 1,145.00
Bright House Networks Bus. Sol. (1/26/17)	2/1/17-2/28/17	268-000.00-801.925	\$ 64.60
Merchant Billing Statement		268-000.00-802.100	\$ 196.36
Providence Occupational Health Services	Schultz	268-000.00-804.000	\$ 84.00
Johnson, Rosati, Schultz & Joppich (12/31/16)		268-000.00-806.000	\$ 189.00
Waste Management		268-000.00-808.100	\$ 98.72
H & K Janitorial Services (12/28/16)	December	268-000.00-817.000	\$ 3,900.00
AT&T (1/22/17)	12/23/16-1/22/17	268-000.00-851.000	\$ 379.34
TelNet Worldwide (1/15/17)	Bill Date 1/15/17)	268-000.00-851.000	\$ 1,063.88
Verizon (12/28/16)	11/29/16-12/28/16	268-000.00-851.000	\$ 312.60
The Library Network (1/6/17)	Shared Auto 1/1/17-3/31/17	268-000.00-855.000	\$ 16,435.77
Busch's Market (12/21/16)	Student Reps. Board meeting	268-000.00-880.000	\$ 8.37
City of Novi	Ice Utilization	268-000.00-880.000	\$ 10.00
Imagamerica (1/20/17)	Promotional Product; Pen w/stylus	268-000.00-880.000	\$ 544.73
MaiKai Cleaners	8 table coverings	268-000.00-880.000	\$ 103.60
Muniweb (1/9/17)	12/1/16-12/31/16	268-000.00-880.000	\$ 580.00
Sam's Club (1/26/17)	Library Board Meeting	268-000.00-880.000	\$ 139.94
AccelerateKID, LLC. (1/17/17)	Yth Pgm: Coding	268-000.00-880.268	\$ 200.00
Amazon (12/19/16)	Steam Kits	268-000.00-880.268	\$ 14.25
Book Farm (1/10/17)	Story Time Play Area	268-000.00-880.268	\$ 173.79
Brewin, Linda (1/31/17)	Teddy Bear Sleepover 1/28/17	268-000.00-880.268	\$ 34.96
Brodart (1/23/17)		268-000.00-880.268	\$ 9.58
Brush, Emily (1/16/17)	Youth Programming	268-000.00-880.268	\$ 57.74
Davis, Dwight (1/3/17)	Relationship Program (2/4/17)	268-000.00-880.268	\$ 300.00
Demco (1/06/17)	Youth Program	268-000.00-880.268	\$ 76.98
Discount School Supply (12/15/16)		268-000.00-880.268	\$ 103.80
Friends of Novi Public Library	Yth WL; Constructive Playthings	268-000.00-880.268	\$ (200.28)
Global Office Solutions (12/30/16)		268-000.00-880.268	\$ 89.06
Gordon's Food Service (01/10/17)	Youth Program	268-000.00-880.268	\$ 7.98
Hobby Lobby (1/10/17)	Programming-MLK Day; SRP	268-000.00-880.268	\$ 35.70
Oriental Trading (1/5/17)	Yth Prog. Chinese New Year Teen pgm;1/25/17;Chinese New Yr	268-000.00-880.268	\$ 123.35
PeiWei (1/25/17)		268-000.00-880.268	\$ 50.31

Rapitis, George (1/16/17)	Teen Chocolate Party 2/14/16	268-000.00-880.268	\$ 300.00
Sam's Club (1/14/17)	MLK	268-000.00-880.268	\$ 43.56
Stevenson, April (1/24/17)	MLK Day	268-000.00-880.268	\$ 61.51
Getaway Tours and Charters (1/25/17)	On The Road Transportation;	268-000.00-880.271	\$ 595.00
Alex Delvecchio Ent., LLC (4/12/16)	7 badges	268-000.00-900.000	\$ 89.23
Konica Minolta (1/04/17)	12/1/16-12/31/16	268-000.00-900.000	\$ 816.28
Max Printing and Copy (12/13/16)	Linen Envelopes	268-000.00-900.000	\$ 292.13
Venngage, Inc. (2/01/17)	Infographics: February 2017	268-000.00-900.000	\$ 28.74
Consumers Energy	12/10/16-1/11/17a	268-000.00-921.000	\$ 2,868.49
DTE Energy	12/21/16-1/23/17	268-000.00-922.000	\$ 7,781.37
City of Novi Water & Sewer		268-000.00-923.000	\$ 1,801.60
Cintas (1/27/17)	Sanis Restroom SVC	268-000.00-934.000	\$ 484.75
Dalton Commercial Cleaning (1/10/17)	Monthly Cleaning	268-000.00-934.000	\$ 1,000.00
Lawson Products (1/3/17)	Free Flow Urinal Control	268-000.00-934.000	\$ 208.88
Lyon Mechanical (1/19/17)		268-000.00-934.000	\$ 1,508.58
North Star Mat Service (12/30/16)	12/6/16-12/27/16	268-000.00-934.000	\$ 157.94
Orkin (12/28/16)		268-000.00-934.000	\$ 62.72
Schindler Elevator (12/29/16)	12/17/16	268-000.00-934.000	\$ 2,563.35
Voss Lighting (12/19/16)		268-000.00-934.000	\$ 184.55
Mark's Outdoor Power Equipment (12/29/16)		268-000.00-941.000	\$ 76.98
Thelen Landscape, Inc. (12/20/16)	12/20/16 Winterize Sprinkler System	268-000.00-941.000	\$ 410.00
TruGreen Commercial (1/17/17)	1/17/17; Ice Melt Pallets	268-000.00-941.000	\$ 364.80
Millennium Business Systems (1/13/17)	Toshiba copiers	268-000.00-942.000	\$ 716.40
Corrigan Storage (1/1/17)	Storage 1/1/17-1/31/17	268-000.00-942.100	\$ 22.18
City of Novi (1/24/17)	State of the City	268-000.00-956.000	\$ 200.00
Delta Airlines (1/10/17)	Conf. B. Rutkowski; 3/27-3/30/17	268-000.00-956.000	\$ 373.40
Historical Society of Michigan (1/26/17)	Lang; Workshops 6/2/17; 10/13/17	268-000.00-956.000	\$ 204.00
Information Today, Inc. (1/18/17)	B. Rutkowski; Comp in Libraries	268-000.00-956.000	\$ 499.00
Kroger (1/6/17)	Library Board Meeting 1/7/17	268-000.00-956.000	\$ 27.96
Michigan Library Association (1/23/17)	Sarah Obrien; Aca. Libraries 2017	268-000.00-956.000	\$ 165.00
Library Of Michigan	3/21/17; L. Brewin	268-000.00-956.000	\$ 105.00
State of Michigan	Mile reimb.Fricke-LSTA12/5/16	268-000.00-956.000	\$ (67.82)
Petty Cash (Building Maintenance)		268-000.00-934.000	\$ 20.00
TOTAL			\$ 81,508.83

Warrant 551	269 Accounts	February 2017	
Payable to	Invoice #	Account number	Account total
Anderson, Gail (1/18/17)	MLK Breakfast	269-000.00-742.232	\$ 84.43
Gordon's Food Service (1/10/17)	MLK Breakfast	269-000.00-742.232	\$ 86.18
Hobby Lobby (1/10/17)	Programming-MLK Day; SRP	269-000.00-742.232	\$ 40.90
Stevenson, April (1/24/17)	MLK Day	269-000.00-742.232	\$ 38.49
TOTAL			\$ 250.00



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
January 26, 2017**

DRAFT

1. Call to Order and Roll Call

Library Board

Craig Messerknecht, President
Tara Michener, Vice President
Melissa Agosta, Treasurer
Ramesh Verma, Secretary (Absent and Excused)
Bill Lawler, Board Member
Doreen Poupard, Board Member
Geoffrey Wood, Board Member (Arrived at 7:02)

Student Representatives

Ravenna Joshi, Student Representative (Departed 7:17)
Lahari Vavilala, Student Representative (Departed 7:17)

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

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

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

Trustee Michener requested to include an item for discussion in the Marketing Committee Report.

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

1st—Doreen Poupard

2nd—Tara Michener

The motion passed unanimously.

4. Consent Agenda

- A. Approval of Claims and Warrants L550**
- B. Approval of Regular Meeting Minutes –December 21, 2016**
- C. Approval of Library Board Budget Session Minutes—January 7, 2017**
- D. Library Board Budget Session Agenda—January 7, 2017**

A motion was made to approve Claims and Warrants L550, the Regular Meeting Minutes for December 21, 2016, the Budget Session Minutes for January 7, 2017 and the Library Board Budget Session Agenda for January 7, 2017.

1st—Doreen Poupard

2nd—Tara Michener

The motion passed unanimously.

5. Correspondence

A. Thank you letter from Christina Struwe and Marcia Green from the American Business Women’s Association (ABWA)

- i. Ms. Struwe and Ms. Green, co-chairs of the Novi Oaks Charter Chapter of the ABWA, thanked the Novi Library for contributing to their Annual Autumn Brunch with Auction on October 1, 2016.

6. Presentation/Special Guest

A. Introductions of new Student Representatives—Raveena Joshi and Lahari Vavilala

- Miss Joshi and Miss Vavilala are both students at Novi High School and they will hold their positions until December 31, 2019. Both students have extensive community service experience and are actively involved at Novi High School. Ms. Farkas and the Library Board welcomed them to the Board and are looking forward to working with them.

7. Public Comment

There was no public comment.

8. Student Representatives Report (December 2016)

The Student Representative Report can be found on pages 25-29 of the January 26, 2017 Library Board packet.

A. Programs

12/6/17: DIY M&M Holiday Gift program (attendance=43)

12/7/17: Teen Book Club Q&A Meeting (attendance=0)

- Trustee Michener commented on the lack of attendance and wondered what might account for this. Ms. Farkas was unsure if it was a book discussion or a planning session, but she would find out from the teen librarian.

12/8/17: Getting Mobbed with Minecraft (attendance=24)

12/20/17: STEM: Gingerbread House Engineering (attendance=71)

B. Upcoming Programs

1/12/17: Getting Mobbed with Minecraft

1/16/17: The Power of Unity Breakfast

1/17/17: Maker Tween Club—Choose Your Own Adventure

1/20/17: TAB Meeting

1/24/17: Keeping Safe Self-Defense Workshop

1/25/17: Chinese New Year Celebration

C. TAB Update

- Holiday cards were delivered to Providence Hospital and the Manor of Novi on 12/21/17 and 12/24/17.
- A 12-member committee was formed to create a video promoting the Summer Reading Program. The teens will be writing the script and filming from late December, 2016 to January 2017.

D. Teen Space 601 attendees for the month of December. There was no Teen Space on December 12 and the week of December 26, 2017.

- Trustee Agosta requested that the Student Representative Report now include two months of upcoming programs since many of the programs have passed by the time the Library Board convenes.
- Ms. Farkas thanked all of the teen volunteers that helped with the Unity Breakfast on January 16, 2017. School was closed for MLK Day and yet a great number came to assist with the breakfast.
- Ms. Farkas praised the group of students from Novi High School that performed in the group Awkward Pause at the Unity Breakfast. She informed the Board that they would be performing again in February at the Library and encouraged everybody to see their performance.

9. President's Report

A. Goals Update (as of December 2016/January 2017)

The Goals updates can be found on pages 30-44 of the January 26, 2017 Library Board packet.

Goal #1: Maintain excellent customer service in all facets of the library's operations, Board functions, and community involvement.

- Customer Service Committee: The committee had its second meeting on December 29, 2016 to discuss the article "The Answer is Yes". The committee continues to work on a customer service survey and look at customer service goals for the year.
- IT staff is creating a customer service survey in Google Forms.
- A facilities staff member is working on creating an emergency manual for the Library. The first draft has gone to the Management Team.

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

- Working with Town and Country Eyecare, the Library was able to add to their low-vision collection with new magnifiers. Patrons have a variety of magnifiers available for check out that can help them select what works best for their vision needs.

Goal #4: Promote the Library in Novi's residential and business communities and provide outreach to non-library users.

- On page 41 of the January 26, 2017 Library Board packet Ms. Farkas included a list of Novi HOA's that have used the Novi Library as their

meeting space over the past 6 months. The attendees of these meetings are given information about the Library and upcoming programming which Ms. Farkas said is a great way to get information out to the residents.

Goal #5: Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.

- Ms. Farkas reiterated that at the January 7, 2017 Library Board Budget Session meeting that the Board had decided not to move forward with the purchase of an electronic sign in front of the Library.

- Trustee Messerknecht inquired to the meaning of "Director's Station" and "Director's List" that are mentioned in the Status section of the Goals Report. Ms. Farkas explained that those are modules of the ILS system the Library uses. Much of the reporting and statistics come from these modules.
- Trustee Michener expressed an interest in the party being planned for those children that reached 1000 books. Ms. Farkas reported a party is being planned for this summer.
- Trustee Agosta asked about the status on the wedding since the application deadline was past. Ms. Farkas reported that there had been four submissions which would need to be narrowed down to three.
 - Trustee Poupard commended Ms. Farkas for her skill at finding ways to reach out to the community, but cautioned of the hidden costs of staff time and the materials to promote this program.

B. Thank you letter to Corey Grassmeyer, Eagle Scout

The letter Ms. Farkas sent is included on page 45 of the January 26, 2017 Library Board packet. Mr. Grassmeyer is the student who created signage and a bench for the Library's bioswale as part of his Eagle Scout project. Trustee Messerknecht appreciated the project and thanked Ms. Farkas for the nice letter as well.

C. Director's Mid-Year Review—February 23, 2017

Ms. Farkas asked the Board if there was anything specific they were looking for from her.

- Trustee Michener mentioned a summary written by Ms. Farkas would be helpful to have prior to the meeting.
- Trustee Agosta asked Ms. Farkas to think about what she feels are her greatest accomplishments and also to focus on the relationship and expectations she has with the Board.

10. Treasurer's Report

A. Library Budget Fund 268—2016-2017

The approved 2016-2017 Fund 268 budget can be found on pages 46-48 of the January 26, 2017 Library Board packet.

- Revenue is budgeted to be \$2,774,726.00 with expenditures totaling \$3,035,900.00 consuming \$261,174.00 of the fund balance.

B. Contributed Fund Budget 269

The Contributed Fund Budget 269 can be found on page 49 of the January 26, 2017 Library Board packet.

C. Library Fund 268 Revenue and Expenditure Report (December 31, 2016)

The Fund 268 Expenditure and revenue report can be found on pages 50-52 of the January 26, 2017 Library Board packet.

- Revenue for the month of December decreased \$19,229.00 for a total year-to date revenue of \$2,715,773.00.
- Expenditures increased \$207,853.00 for the month of December bringing the year to date total to \$1,325,936.00. The budgeted expenditures are 44% used. Since the Library is half way through the fiscal year, the Library is under budget for expenditures.

D. Contributed Fund 269 Expenditure & Revenue Report (December 31, 2016)

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 52 of the January 26, 2017 Library Board packet.

- i. Year to date revenue is \$4,721.74 and expenditures are \$6,579.56.

E. Balance Sheets for Funds 268 and 269

The balance sheets for funds 268 and 269 can be found on pages 53-54 of the January 26, 2017 Library Board packet.

- The ending balance in December for Fund 268 was \$3,172,447.40
- The ending balance in December for Fund 269 was \$1,682,437.73

Trustee Poupard requested a brief written statement be added in the Finance Report summarizing what Funds 268 and 269 are used for. She feels that for the public that is watching, or attending, including this information would be helpful.

11. Director's Report

The Director's Report can be found on pages 55-59 of the January 26, 2017 Library Board packet.

- Money Smart Week is April 22-29, 2017. The Novi Library receives 5,000 books that get boxed and shipped to 104 libraries across the state of Michigan. Community Financial Credit Union is a partner and helps with getting the books boxed and shipped out.
- The Library won \$478.00 in grant money from the Michigan Humanities Council that will be divided between 4 programs over the summer. Teen Librarian Lindsay Fricke wrote the grant and Ms. Farkas thanked her for that.
- Ms. Farkas reported that TLN is investigating a new ILS system for the library cooperative. Novi Library staff members will be attending vendor demonstrations to offer feedback. The change would occur in April, 2018.
 - Trustee Messerknecht asked what the cooperative is looking for in a new system. Ms. Farkas reported some systems have more advanced features. The current system used by TLN is also be considered.
 - Trustee Lawler asked what would happen if not all the libraries agreed. Ms. Farkas said that some libraries may not be happy, but because of the cost savings associated with being a part of the consortium, she doubts libraries would drop out.
- Ms. Farkas reported that all of the midyear reviews for her 9 direct reports have been completed.
- Ms. Farkas commended Gail Anderson, Program Coordinator, for the Power of Unity Breakfast which had over 100 people in attendance. She included the

article in the Novi News on page 57 of the January 26, 2017 Library Board packet. She thanked Trustee Verma for being in attendance.

- Trustee Poupard complimented Ms. Farkas for taking the time to celebrate diversity at the Library and keeping the building open on Martin Luther King Day. Ms. Farkas is glad to be open as it allows her to do programming for the students.

A. Information Technology Report

The Information Technology Report can be found on pages 60-61 of the January 26, 2017 Library Board packet.

- Three new hotspots have been purchased for the Library that bring the total circulating to six.

B. Facilities Report

The Facilities Report can be found on pages 61-62 of the January 26, 2017 Library Board packet.

- Mixing boxes were in need of repair. Keith Perfect, from the Facilities department, was able to make some repairs without the need for purchasing all new boxes.

C. Information Services Report

The Information and Services Report can be found on pages 63-65 of the January 26, 2017 Library Board packet.

- 204 children have registered for the Raising a Reader in Novi program. Two children have already read 700 books.

D. Support Services Report

The Support Service report can be found on pages 66 of the January 26, 2017 Library Board packet.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 68-77 of the January 26, 2017 Library Board packet.

- Ms. Farkas highlighted the drive-up window statistics on page 69. These numbers are new to the report and she is happy to see patrons using it.
- Trustee Agosta appreciates all the time and effort that goes into generating the statistics but wonders if it is necessary to include them unless a particular statistic needs to be discussed. Ms. Farkas agreed and suggested they could be included quarterly or yearly. The Library will continue to gather the statistics but will not include them in the Board packet.
 - Trustee Messerknecht suggested including a few specific statistics, such as meeting rooms, on a regular basis but others can be taken out on a monthly basis.
 - Trustee Michener suggested that for goal planning, the statistics are important to have and also that seeing the statistics helps her share information about the Library when interacting with the community.

- Trustee Poupard said that if the statistics are taken out of the packet, she would like Ms. Farkas to highlight anything important in the Director's report.

F. Friends of the Novi Library

No Report.

G. Novi Historical Commission

The Novi Historical Commission minutes from October, 2016 can be found pages 76-78 of the January 26, 2017 Library Board packet.

12. Committee Reports

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

- Ms. Farkas informed the Board that the staff is almost done with the first draft of the new policies. It is a long process but hopes to have the first draft ready for the committee in early spring.

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

- Trustee Michener reported that the committee met with Ms. Farkas on January 10, 2017 to go over numbers from the salary comparison and will share the information with the rest of the Board at the February 4, 2017 Budget Session meeting.

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

Building assessment review.

- Ms. Farkas met with the family to discuss a possible endowment to the Library. She reported that she will reach out to the attorney for details.

D. Events/Marketing/Fundraising Committee (Michener—Chair, Agosta Wood): 2016 Gala

And outreach events.

- Trustee Michener is looking into logo wear for the Board members to wear when attending Library and community events.

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

- Trustee Poupard said there had been 3 strategic planning sessions. The number of attendees were low, but those that came represented Parks and Recreation, the Friends, and the School Board and represented more than just themselves.
 - Ms. Farkas reported that over 17,000 Engage magazines go out to homes and businesses in the Novi community, the Library puts out an E-newsletter monthly, and utilizes social media. They all are ways of reaching out to the community.

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

Project, Energy Reduction Coalition project, building assessment.

- The third and final quote for the LED project was just completed. A meeting is scheduled for February 1, 2017 with the Building/Landscape Committee. She would email the committee members the information and also have paper copies at the meeting.

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

- Trustee Lawler reported no action was taken.

13. Public Comment

There was no public comment.

14. Matters for Board Action

There was no action taken.

15. Adjourn

A motion was made to adjourn the meeting at 8:04 p.m.

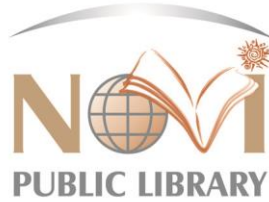
1st—Melissa Agosta

2nd—Doreen Poupard

The motion passed unanimously.

Ramesh Verma, Secretary

Date



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
BUDGET STUDY SESSION
February 4, 2017**

Call to Order and Roll Call

Library Board

Craig Messerknecht, President
Tara Michener, Vice-President
Melissa Agosta, Treasurer
Ramesh Verma, Secretary (Absent and Excused)
Bill Lawler, Board Member
Doreen Poupard, Board Member
Geoff Wood, Board Member (Arrived 9:00 a.m.)

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Craig Messerknecht, President, at 8:07 a.m. The pledge of allegiance was recited.

Documents provided at meeting:

- **2017-2018 Proposed 268 Library Budget (Revised 02/04/17)**
- **2017-2018 Budget narrative (Revised)**
- **Revenue and Expenditure Report through 12/31/16 (Updated 1/19/17)**
- **Novi Public Library Salary Structure 2016-2017**
- **PIK Inc. Book Drop Quote**

Approval and Overview of Agenda

A motion was made to approve the 2017-2018 Budget Planning Session Agenda for February 4, 2017.

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

Welcome

- Trustee Messerknecht welcomed and thanked the Board members for attending the second budget session meeting.
- Ms. Farkas explained that looking at the Budget Narrative, anything written in the color red is information that has been edited.
- 2017-2018 Library Budget 268—February 4, 2017
Anything in yellow has been changed from the January 7, 2017 2017-2018 Library Budget 268.

Budget Narrative

1. Unexpected Costs for Facilities and Technology

No changes from the January 7, 2017 Budget Planning Session meeting.

2. Personnel

- **Minimum wage increase**

The Board is aware that effective January 1, 2018 the minimum wage will move from \$8.90 to \$9.25 per hour. This increase is reflected in the proposed temporary salary line (705.000) for 2017-2018.

- **Employee Compensation for 2017-2018**

Ms. Farkas informed the Board that The City of Novi uses a performance management scale of 0-3%.

- 0%---Unsatisfactory
- 1%--Needs improvement
- 2%---Meets Expectations
- 2.5%--More than meets expectations
- 3%--Exceeds expectations.

Based on her projections \$32,000.00 will be needed to allow for this compensation. This amount is factored in across Permanent and Temporary salaries and also includes Social Security.

A motion was made to approve the Salary Compensation scale of 0%-3% for 2017-2018 effective July 1, 2017 in the amount of \$32,000.00

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

3. Technology (Budget 734.000/734.500)—Capital Improvement

No changes from the January 7, 2017 Budget Planning Session meeting.

4. Fund Balance Overage/Usage over the past few years

The chart reveals the use of fund balance is coming down to its lowest amount since 2010.

5. Salary Study/Comparison

- Trustee Michener explained the minimum wage increase that goes into effect in January, 2018, will leave a much smaller pay gap between those employees and employees on the next rung of the pay scale. This means that some staff members that were in the mid-range will be in the bottom range. Ms. Farkas explained that there are 12 employees, from various departments in the Library, that need to have their salary raised and is requesting \$22,000.00 be added to

the 2017-2018 Library Budget 268 to accommodate this increase. Due to the loss of tax revenue in the past, Ms. Farkas explained that there were some years where no salary increases were awarded and staff received a one-time stipend based on being full-time or part-time. The use of stipends, instead of salary increases, contributed to the offset salaries.

- Ms. Farkas assured the Library board that these 12 employees are meeting expectations.
- Trustee Messerknecht asked if they would be receiving both a salary increase and a performance increase and Ms. Farkas said they would not receive the performance increase.
- Ms. Farkas explained that the imbalance of the 12 employee's salaries is based Salary Study from 2008 that the Novi Library uses as a guide.
- In addition to this, Ms. Farkas and the HR committee is working on a pay comparison between the Novi Library and other comparable class 6 libraries. The committee is finding that there is a lot of data to go through and needs more time before presenting any numbers to the Library Board.

A motion was made to approve \$22,000.00 for 12 employees for additional increases based on the current salary structure, this amount is already factored into the salary lines of the 2017/2018 budget.

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

6. Health Insurance

No changes from the January 7, 2017 Budget Planning Session meeting.

7. Pension Contribution

- Ms. Farkas shared information from Carl Johnson, City of Novi Finance Director, about Library Employee pensions. The Library has 16 Full Time employees as of December 31, 2016. Eleven have defined contribution and five have defined benefits.

•

8. Friends Wish List

No changes from the January 7, 2017 Budget Planning Session meeting.

9. Capital Improvement Projects

Ms. Farkas reminded the Board that at the January 26, 2017 Library Board Meeting they agreed not to move forward with the installation of an electrical sign on Ten Mile Road near the entrance of the Library.

- **Lending Library**

Ms. Farkas feels that with the addition of two drop boxes to the price of the project, the numbers are as accurate as can be. Two drop boxes would add an additional \$4,390.00 to the project. Trustee Verma had requested a contingency of \$7,000.00, but since Ms. Farkas has included the cost of the drop boxes, she

feels a \$3,500.00 contingency is adequate. In order to hold the price the company would require a 50% deposit.

- Unfortunately the City's timeline for Lakeshore Park is tentative. There is a potential for opening in June, 2018, but it is not guaranteed. Because of this, the money may not be needed until the 2017-2018 Fiscal year.
- Trustee Verma requested that since additional money is going to be used to increase unbalanced salaries, he requested Board discussion about how much money should be put into put the Lending Library.
- Trustee Messerknecht is wary of the value that these kiosks will bring to the Library. He feels it is important to wait to see what the City plans to do. He is very hesitant to put a large deposit down.
- Trustee Poupard has reservations about the Lending Library, although she understands the desire to reach out to the North end of Novi. As costs go up it becomes less desirable.
- Trustee Lawler is in favor of the project as it reaches beyond brick and mortar but feels it would be premature to do without the park being planned out.
- Trustee Wood struggles with the concept of having to take the book right on top. With so much technology he feels you should have an option to choose the book you want from a selection.
- Trustee Michener asked about the frequency of changing materials and Ms. Farkas plans on having staff out there every day to change out materials.

A motion was made to move forward with the purchase of one lending library vending machine and drop box for fiscal year 2017-2018, at the quoted price of \$39,965.00, from fund 269.

1st—Geoff Wood
2nd—Doreen Poupard

The motion passed unanimously.

Break 9:35-9:45

10. Outstanding Fines

- For the fiscal year 2016-2017 to date there is \$16,676.93 in outstanding overdue fines and \$10,612.69 in outstanding lost fines, totaling \$27,289.62, that are on Novi Library patrons' cards.
- Trustee Messerknecht asked if the Library uses agencies to retrieve the money and Ms. Farkas informed the Board that the Library does not use a collection agency. It would be an additional cost to use such a service. Ms. Farkas said she would add this statistic to the Board packet quarterly.

11. Term Limits

- For the two Board positions that are up in March, both Trustee Michener and Trustee Wood have applied to the City of Novi to remain on the Library Board.

12. LED Lighting Project

- The Library was presented with two options for the LED lighting project. One option offered by the Energy Reduction Coalition required no upfront money but took a percentage of savings over an extended period of time. The second

option is to pay upfront charges, but all savings go to the Library as soon as the project is complete. Generally the project can be completed in two weeks.

- o Trustee Messerknecht informed the Board it would be a \$70,000.00 investment but the Library would get back that money in 2-3 years. If they went with ERC it would take 10-20 years before they would see significant savings.
- o Ms. Farkas said that she would need to include \$2,000.00 for an electrical engineer.
- o Trustee Messerknecht reported on behalf of Trustee Verma that Trustee Verma felt it took too long for these other companies to get the quotes and wished to go with ERC.

A motion was made to initiate a bid for the LED replacement lighting project not to exceed \$70,000.00 out of 268-000.00-976.000 and to allocate \$2,000.00 for a bid spec out of 268-000.00-816.000.

1st—Geoff Wood
2nd—Doreen Poupard

The motion passed unanimously.

13. Property Tax Revenue and Definitions

Ms. Farkas has requested that Carl Johnson from the City of Novi provide written information explaining the different tax revenues which will be added to the Library Board of Trustee Orientation manual. She said it will take some time for him to gather this information.

2017-2018 Library Budget 268 February 4, 2017

Ms. Farkas projects that year-end 2016-2017 expenditures to be \$2,945,839.00 and total fund balance usage to be \$103,036.00. This is significantly lower than was approved. There were significant savings in Temporary Salaries due to part-time staff turn-over.

A motion was made to approve the 2017-2018 Library Budget 268 with revenue totaling \$2,901,020.000 and expenditures of \$3,090,996.00 using a fund balance of \$110,045.00.

1st—Melissa Agosta
2nd—Geoff Wood

The motion passed unanimously.

Total Revenue budgeted for 2017-2018: \$2,901.020.00
Total Expenditures budgeted for 2017-2018: \$3,090,996.00
Total Fund Balance usage is projected: \$110,045.00

Board Member Reflections

- Trustee Lawler was happy with the budget discussion.
- Trustee Agosta is excited about the upcoming LED project and the Lending Library. And sees the work with salaries as a positive actions.

- Trustee Poupard complemented the Board on their ability to talk and clarify issues. She also complemented Ms. Farkas's ability to be so open to discussion with the Board.\
- Trustee Wood commended Ms. Farkas for all the work she put into preparing for the meeting.
- Trustee Michener was grateful for the meeting and glad to be a part of the discussion.
- Trustee Messerknecht felt everybody was able to express their views and contribute to further cost savings. He also thanks Ms. Farkas and all the committee members.
- Ms. Farkas thanked her staff and management team for their hard work.

A motion was made to adjourn at 10:17 a.m.

1st—Bill Lawler

2nd—Melissa Agosta

The motion passed unanimously.

Ramesh Verma, Secretary

Date

Echo Valley Civic Association

Board of Directors: Nick Kalweit, John Kuenzel, Gordon Melms, Ed Papciak, Stacey Rose, Margo Smith, Gina Van Horn

John A. Kuenzel
23819 Heartwood
Novi, MI 48374
February 4, 2017

Julie Farkas
Director
Novi Public Library
45255 W. Ten Mile Road
Novi, MI 48375

Dear Ms. Farkas,

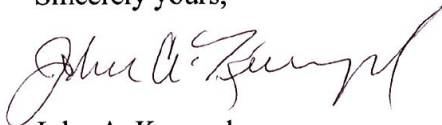
On behalf of the residents of the Echo Valley Subdivision, I want to thank you again for taking time out of your busy schedule to talk with us on the very frosty evening of January 4th. I was disappointed that so many of our residents chose not to brave the weather as I think every one of them should meet you and hear what you have to say about our library.

As a former secondary school principal, I was pleased that you talked a bit about how the library functions as a safe and appropriate gathering spot for our high school teens after two o'clock daily. You also brought to our attention the many ways that we can get information about library offerings. Your talk about wifi hot spots which can be checked out by residents and ways that card holders can get on-line books for free was intriguing.

The residents of the City of Novi take great pride in the high quality of the Novi Public Library. It is a product of strong citizen support and the dynamic leadership which you provide for our community. Please know that we appreciate you greatly.

Thank you again for speaking to us.

Sincerely yours,



John A. Kuenzel
President



Strengthening Families
Through Community Involvement

OFFICE
45175 Ten Mile Road
Novi, MI 48375-3024

TELEPHONE
(248) 347-0410

FAX
(248) 347-0552

EMAIL
nya@cityofnovi.org

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City of Novi
Novi Community Schools

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-Fund Raising
-Teen Center
-Alcohol/Drug Awareness

**PROFESSIONAL
COUNSELING
TO YOUTH AND
THEIR FAMILIES**

NOVI YOUTH ASSISTANCE

February 2, 2017

Julie Farkas
Novi Public Library
45255 W. Ten Mile Road
Novi, MI 48375

Dear Ms. Julie Farkas:

We would like to take this opportunity to thank you for supporting Novi Youth Assistance and for your generous donation of \$125.00, lane sponsorship.

We believe that in making these opportunities available to families that we are able to help encourage positive behavior in our young people which strengthens our community.

NYA is a non-profit 501(c) (3) organization and your donation is tax deductible. Our tax number is 38-257 3157.

Thank you, again for helping to make Novi Youth Assistance a great success!

Sincerely,

Tara Michener

Tara Michener
Novi Youth Assistance

The Circuit Court-Family Division for the County of Oakland does not discriminate on the basis of disability in admission or access to its programs, activities, or services as required by Title II of the Americans with Disabilities Act of 1990. The Circuit Court-Family Division is An Equal Employment Opportunity Employer.

Certificate of Appreciation

Awarded to

Novi Public Library

By

Novi Youth Assistance

For supporting our Annual Bowl-A-Thon 2017.



Dale Adams
Vice-President

Tara Michener
Bowl-A-Thon, Chair

Student Representative Report

By: Raveena Joshi, Lahari Vavilala

Programs:

Getting Mobbed with Minecraft took place on January 12. Attendees were able to play the popular game of Minecraft, let their imaginations run wild and create whatever they imagined! (Attendance = 17)

MLK Day: The Power of Unity Breakfast took place on January 16. Families enjoyed free breakfast, music, and hearing from speakers. Tweens, teens, and adults were able to submit a poem or essay, and finalists were recognized and given the opportunity to read their submission. (Attendance = 62)

Maker Tween Club: Choose Your Own Adventure took place on January 17. Tweens and teens created a simple choose-your-own adventure booklet. Information Services Librarian, Mary Robinson, was a guest presenter at this program and helped the kids with the project. (Attendance = 16)

Keeping Safe Self-Defense Workshop took place on January 24. Pro Martial Arts of Novi had instructors teach kids about safety and demonstrated self-defense techniques. Topics covered were learning to listen to your "gut feeling," hands-on safety techniques, and how to become "bully-proof." (Attendance = 72)

Chinese New Year Celebration took place on January 25. Attendees celebrated by sampling Chinese foods from Pei Wei (who also donated a portion of the food) and making different crafts, including bookmarks and Chinese lanterns. (Attendance = 85)

There were 494 attendees in Teen Space in January. There was no Teen Space during the first week of January as the school is on break, January 16th for MLK Day, January 17th was a snow day, and January 27th due to a half day.

Teen Advisory Board Update:

The fifth Teen Advisory Board meeting took place on January 20. At this meeting, members took part in filming a video to promote the summer reading program for the Library of Michigan's Teen Video Challenge contest. The theme was "Build a Better World," so members talked about ways to get active in the community by volunteering at the Library and recycling. Members also cut out paper hearts and wrote about their favorite part of the library on them to be displayed in Teen Stop. In order to thank the teens for their participation and hard work on the video, Information Services Librarian,

Lindsay Fricke, is planning a pizza party to be held at the February TAB meeting.
(Attendance = 21)

Upcoming Programs:

Dr. Seuss Birthday Celebration – March 1

Coding Bitsbox/Javascript Workshop – March 7

Battle of the Books – March 11

Teen Advisory Board (TAB) – March 17

Maker Tween Club: Robotics Demonstration – March 28



Attendees celebrate the Chinese New Year

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

2017-2018 Library Budget 268 February 23, 2017		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
Expenditures							
Personnel Svcs.							
Account	Description						
704.000	Permanent Salaries	848,742.23	805,000.00	805,000.00	795,000.00	813,000.00	830,000.00
704.200	Wages (non-pensionable)	10,000.00		0.00	0.00	0.00	0.00
704.250	Final Payout	18,963.41	0.00	6,557.00	0.00	0.00	0.00
705.000	Temporary Salaries	552,249.03	661,000.00	600,000.00	686,000.00	700,000.00	714,000.00
715.000	Social Security	106,814.50	112,200.00	100,000.00	104,000.00	106,000.00	108,000.00
716.000	Insurance	224,763.56	217,000.00	220,200.00	224,400.00	240,000.00	256,800.00
716.200	HSA - Health Savings Acct.	998.21	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
716.999	Ins. Employee Reimbursement	-41,734.26	-43,400.00	-43,000.00	-45,000.00	-48,150.00	-51,520.00
718.000	Pension DB	14,112.00	0.00	0.00	9,144.00	9,300.00	9,500.00
718.050	Pension - add'l DB	-17,097.72	0.00	0.00	15,852.00	16,100.00	16,500.00
718.200	Pension - Defined Contribution	24,086.16	26,400.00	30,700.00	32,000.00	32,640.00	33,300.00
719.000	Unemployment Ins	1,295.20	0.00	0.00	0.00	0.00	0.00
720.000	Workers' Comp	1,948.58	4,300.00	2,800.00	3,000.00	3,000.00	3,000.00
Total Personnel Services		1,745,140.90	1,784,000.00	1,723,757.00	1,825,896.00	1,873,390.00	1,921,080.00
Supplies							
Account	Description						
727.000	Office supplies	19,615.69	23,000.00	23,000.00	23,000.00	23,000.00	23,000.00
728.000	Postage	623.79	700.00	700.00	700.00	700.00	700.00
734.000	Computer software/licensing	66,110.20	82,000.00	82,000.00	75,000.00	75,000.00	75,000.00
734.500	Computer supplies equip	29,899.05	60,000.00	66,300.00	74,000.00	74,000.00	64,000.00
740.000	Operating supplies	18,702.42	30,000.00	30,000.00	27,000.00	27,000.00	27,000.00
740.010	Gift and Donations expense	1,199.04	0.00	0.00	0.00	0.00	0.00
740.200	Desk, chairs, cabinets, etc.	0.00	3,500.00	3,500.00	2,000.00	0.00	0.00
741.000	Uniforms	134.95	300.00	300.00	300.00	300.00	300.00
Materials							
742.000	Books	174,336.21	190,000.00	190,000.00	196,000.00	196,000.00	196,000.00
742.010	Lending Library Books				10,000.00	20,000.00	20,000.00
742.100	Book Fines	779.42	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	20,297.83	23,800.00	23,800.00	24,800.00	24,800.00	24,800.00
744.000	Audio visual materials	67,548.99	76,000.00	76,000.00	76,200.00	76,200.00	76,200.00
745.200	Electronic media	44,507.93	51,000.00	51,000.00	46,000.00	46,000.00	46,000.00
745.300	Online (Electronic) Resources	50,362.92	60,000.00	60,000.00	59,000.00	59,000.00	59,000.00
Total Supplies & Materials		494,118.44	601,300.00	607,600.00	615,000.00	623,000.00	613,000.00

2017-2018 Library Budget 268 February 23, 2017		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
Services & Charges							
Account	Description						
801.925	Public Information (cable)	369.29	500.00	500.00	500.00	500.00	500.00
802.100	Bank Services	3,112.49	4,800.00	2,500.00	2,500.00	2,500.00	2,500.00
803.000	Independent Audit	665.00	700.00	665.00	700.00	700.00	700.00
804.000	Medical Service	1,286.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	4,230.00	1,000.00	2,500.00	2,500.00	2,500.00	2,500.00
808.000	Rubbish	0.00		1,200.00	1,200.00	1,200.00	1,200.00
809.000	Memberships & Dues	4,331.00	5,000.00	5,000.00	5,200.00	5,200.00	5,200.00
816.000	Professional services	2,356.00	10,000.00	5,000.00	12,000.00	5,000.00	5,000.00
817.000	Custodial Services	46,800.00	46,800.00	46,800.00	46,800.00	46,800.00	46,800.00
818.000	TLN Central Services	3,995.00	4,500.00	3,495.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	12,932.05	11,500.00	11,500.00	14,000.00	14,000.00	14,000.00
855.000	TLN Automation Services	52,801.04	61,000.00	56,000.00	56,000.00	56,000.00	56,000.00
861.000	Gasoline and oil	125.07	1,500.00	500.00	500.00	500.00	500.00
862.000	Mileage	184.61	300.00	100.00	300.00	300.00	300.00
880.000	Community Promotion	9,065.00	20,000.00	25,000.00	25,000.00	20,000.00	20,000.00
880.267	Library Programming - Book It	0.00	0.00	0.00	0.00	0.00	0.00
880.268	Library Programming	17,495.94	22,500.00	22,500.00	22,500.00	22,500.00	22,500.00
880.271	Adult Programming	2,640.19	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
900.000	Print, Graphic Design, Publish	27,533.58	29,500.00	29,500.00	29,500.00	29,500.00	29,500.00
910.000	Property & Liability Insurance	13,464.00	14,800.00	13,222.00	14,000.00	15,000.00	16,000.00
910.001	Ins deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00	0.00
921.000	Heat	8,483.52	11,500.00	10,000.00	11,500.00	11,500.00	11,500.00
922.000	Electricity	95,236.64	106,000.00	102,000.00	99,000.00	99,000.00	99,000.00
923.000	Water and Sewer	9,477.30	5,500.00	5,500.00	5,500.00	6,000.00	6,000.00
934.000	Building Maintenance	47,114.55	100,000.00	75,000.00	80,000.00	84,000.00	84,000.00
935.000	Vehicle Maintenance	215.80	0.00	0.00	0.00	0.00	0.00
941.000	Grounds Maint.	51,558.43	33,000.00	37,800.00	52,000.00	42,000.00	42,000.00
942.000	Office Equipment Lease	14,734.88	15,000.00	13,000.00	12,000.00	12,000.00	12,000.00
942.100	Records storage	251.09	300.00	300.00	300.00	300.00	300.00
956.000	Conferences & Workshops	10,577.11	13,500.00	13,500.00	15,500.00	13,500.00	15,500.00
Total Services & Charges		441,035.58	523,700.00	487,582.00	517,000.00	498,500.00	501,500.00
2017-2018 Library Budget 268 February 23, 2017		2015-2016 Audited	2016-2017 Approved	2016-2017 Year End	2017-2018 Approved	2018-2019 Projected	2019-2020 Projected
Capital Outlay							
Account	Description						
962.000	Building Maint.						
941.000	Grounds Maint./Entrance Project	40,000.00					
976.000	Building Improvements/Entrance	4,784.96			70,000.00		
976.100	Parking lot improvements	0.00	53,400.00	53,400.00			
986.000	Internal Tech - Capital Outlay	54,619.88	56,000.00	56,000.00	30,000.00	27,000.00	0.00
986.000	Data Proc - camera replace			17,500.00	2,100.00	2,100.00	2,100.00
990.000	Furniture	9,475.50			31,000.00	9,000.00	9,000.00
Total Capital Outlay		108,880.34	109,400.00	126,900.00	133,100.00	38,100.00	11,100.00
965.269	Walker Transfer						
Total Expenditures		2,789,175.26	3,018,400.00	2,945,839.00	3,090,996.00	3,032,990.00	3,046,680.00
680.000	TOTAL Fundbalance	35,687.12	-243,674.00	-103,036.00	-189,976.00	-31,140.00	59,800.00

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

269 - Library Contributed Funds - Revenues & Expenditures

2016-2017 Budget (Amended 9/21/2016)

Revenues	Year End (6/30/16)	2016-2017 Approved	2016-2017 Amended	Notes
664.000 Interest on Investments	26,726.32	15,000.00	15,000.00	
664.500 Unrealized gain (loss) on investments	18,051.92	5,000.00	5,000.00	
Interest Income	44,778.24	20,000.00	20,000.00	
Donations				
665.230 Collections/Materials Revenue	461.35	2,000.00	2,000.00	
665.231 Buildings/Ground/Furniture Revenue	5,150.71	2,000.00	2,000.00	
665.232 Programming Revenue	18,387.46	2,000.00	2,000.00	
Raising a Reader in Novi Sponsors		5,000.00	5,000.00	Friends/VIBE/Novi Rotary
665.233 Technology Library Revenue	409.00	500.00	500.00	
665.234 Undesignated Misc. Donations	3,212.09	500.00	500.00	
TOTAL	\$27,620.61	\$12,000.00	\$12,000.00	
TOTAL Revenues	72,398.85	32,000.00	32,000.00	
Expenditures				
742.230 Collections/Materials Expenditures	187.13	5,000.00	5,000.00	
742.231 Buildings/Ground/Furniture Exp	6,672.11	18,000.00	-	
742.232 Programming Expenditures	16,344.22	3,000.00	3,000.00	
742.233 Technology Library Expenditures	965.00	4,000.00	4,000.00	
Automated Lending Library			-	Not Approved \$45,000
742.234 Undesignated Misc. Expenditures	6,023.03	2,000.00	-	
Staff Recognition		-	1,000.00	Appreciation lunch/awards
TOTAL	30,191.49	32,000.00	13,000.00	
TOTAL Expenditures	30,191.49	\$32,000.00	13,000.00	
Beginning Fund Balance Yr. End		1,629,605.26	1,671,812.62	
Revenues	72,398.85	32,000.00	32,000.00	
Expenditures	30,191.49	32,000.00	(13,000.00)	
NET Revenues vs. Expenditures	42,207.36	0.00	19,000.00	
Beginning Fund Balance	1,629,605.26			
Net of Rev/Exp 2015/2016				
Ending Fund Balance Expected	\$1,671,812.62	\$1,629,605.26	\$1,690,812.62	

Amended 9/21/2016

02/13/2017 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 01/31/2017										
%Fiscal Year Completed: 58.90										
		END BALANCE	2016-17		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2016	ORIGINAL	2016-17	NOV 2016	DEC 2016	JAN 2017	01/31/2017	BALANCE	%BDGT
GL NUMBER	DESCRIPTION	IRM (ABNORM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	IRM (ABNORM)	IRM (ABNORM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00-treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,461,558.07	2,522,777.00	2,522,777.00	0.00	1.00	0.00	2,536,930.91	(14,163.91)	100.56
268-000.00-403.001	Property Tax Revenue- County Chargebacks	294.61	(21,000.00)	(21,000.00)	90.16	99.17	75.76	1218.38	(22,218.38)	(5.80)
268-000.00-403.002	Property Tax Revenue - Tx Tribunal Accr	15,558.00	(5,000.00)	(5,000.00)	0.00	0.00	0.00	0.00	(5,000.00)	0.00
268-000.00-403.003	Property Tax Revenue -Brownfield Capture	(214.67)	(220.00)	(220.00)	0.00	0.00	0.00	(217.02)	(2.98)	98.65
268-000.00-420.000	Property Tax Revenue - C/Y Del PPT	(4,846.69)	(5,100.00)	(5,100.00)	0.00	0.00	0.00	0.00	(5,100.00)	0.00
Property tax revenue		2,472,349.32	2,491,457.00	2,491,457.00	90.16	100.17	75.76	2,537,932.27	(46,475.27)	101.87
State sources										
268-000.00-567.000	State aid	34,495.52	29,000.00	29,000.00	0.00	0.00	0.00	18,225.12	10,774.88	62.85
State sources		34,495.52	29,000.00	29,000.00	0.00	0.00	0.00	18,225.12	10,774.88	62.85
Fines and forfeitures										
268-000.00-657.000	Library book fines	66,886.35	70,000.00	70,000.00	5,471.77	3,392.71	4,421.24	35,456.79	34,543.21	50.65
268-000.00-658.000	State penal fines	11,926.44	83,000.00	83,000.00	0.00	0.00	0.00	117,150.58	(34,150.58)	141.15
Fines and forfeitures		178,812.79	153,000.00	153,000.00	5,471.77	3,392.71	4,421.24	152,607.37	392.63	99.74
Interest income										
268-000.00-664.000	Interest on investments	41,574.64	30,000.00	30,000.00	5,422.76	4,859.73	0.00	26,306.98	3,693.02	87.69
268-000.00-664.500	Unrealized gain (loss) on investments	23,055.12	0.00	0.00	(31,659.22)	(4,510.71)	0.00	(51,331.11)	51,331.11	100.00
Interest income		64,629.76	30,000.00	30,000.00	(26,236.46)	349.02	0.00	(25,024.13)	55,024.13	(83.41)
Other revenue										
268-000.00-665.000	Miscellaneous income	15,020.65	16,500.00	16,500.00	1,145.97	997.55	1,310.72	8,838.56	7,661.44	53.57
268-000.00-665.100	Copier	2,727.08	2,200.00	2,200.00	273.44	205.50	117.55	1,256.51	943.49	57.11
268-000.00-665.200	Electronic media (previously VHS)	217.50	200.00	200.00	0.00	0.00	0.00	17.00	183.00	8.50
268-000.00-665.266	Summer reading t-shirt sales	131.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.290	Library fund raising revenue	0.00	3,000.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
268-000.00-665.300	Meeting room	35,193.65	32,000.00	32,000.00	2,433.76	2,044.83	7,133.39	25,287.63	6,712.37	79.02
268-000.00-665.404	Novi Township assessment	6,154.00	6,369.00	6,369.00	0.00	0.00	0.00	6,197.00	172.00	97.30
268-000.00-665.650	Library Cafe	5,658.29	5,000.00	5,000.00	491.16	457.74	338.16	2,819.37	2,180.63	56.39
Other revenue		65,102.34	65,269.00	65,269.00	4,344.33	3,705.62	8,899.82	44,416.07	20,852.93	68.05
Donations										
268-000.00-665.289	Adult programs	4,267.33	0.00	0.00	0.00	86.55	1,575.03	1,661.58	(1,661.58)	100.00
268-000.00-665.400	Gifts and donations	5,205.32	6,000.00	6,000.00	100.20	1,170.45	426.45	1,702.27	4,297.73	28.37
Donations		9,472.65	6,000.00	6,000.00	100.20	1,257.00	2,001.48	3,363.85	2,636.15	56.06

		END BALANCE	2016-17		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	06/30/2016	ORIGINAL	2016-17	NOV 2016	DEC 2016	JAN 2017	01/31/2017	BALANCE	% BDGT
		JRM (ABNORM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	JRM (ABNORM)	JRM (ABNORM)	USED
Supplies		494,163.44	601,300.00	601,300.00	28,877.49	29,970.08	17,492.65	295,253.59	306,046.41	49.10
Other services and charges										
268-000.00-801925	Public information (cable, etc)	369.29	500.00	500.00	32.30	32.30	0.00	193.80	306.20	38.76
268-000.00-802.100	Bank Service Charges	3,112.49	4,800.00	4,800.00	18154	196.36	113.86	1,175.43	3,624.57	24.49
268-000.00-803.000	Independent audit	665.00	700.00	700.00	0.00	0.00	0.00	665.00	35.00	95.00
268-000.00-804.000	Medical service	1286.00	1500.00	1500.00	84.00	84.00	0.00	795.00	705.00	53.00
268-000.00-806.000	Legal fees	4,230.00	1,000.00	1,000.00	687.00	189.00	0.00	1,682.50	(682.50)	168.25
268-000.00-809.000	Memberships and dues	4,331.00	5,000.00	5,000.00	90.00	191.00	188.00	4,356.07	643.93	87.12
268-000.00-816.000	Professional services	2,356.00	10,000.00	10,000.00	0.00	250.00	0.00	500.00	9,500.00	5.00
268-000.00-817.000	Custodial services	46,800.00	46,800.00	46,800.00	3,900.00	3,900.00	0.00	23,400.00	23,400.00	50.00
268-000.00-818.000	TLN Central Services	3,995.00	4,500.00	4,500.00	0.00	0.00	0.00	3,495.00	1,005.00	77.67
268-000.00-851000	Telephone	12,932.05	11,500.00	11,500.00	407.18	629.08	752.98	6,132.14	5,367.86	53.32
268-000.00-855.000	TLN Automation Services	52,801.04	61,000.00	61,000.00	0.00	(129.62)	13,326.81	40,787.31	20,212.69	66.86
268-000.00-861000	Gasoline and oil	125.07	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
268-000.00-862.000	Mileage	184.61	300.00	300.00	0.00	9.72	0.00	15.66	284.34	5.22
268-000.00-880.000	Community promotion	9,065.00	20,000.00	20,000.00	736.39	891.98	1,372.28	7,797.65	12,202.35	38.99
268-000.00-880.268	Library programming	17,495.94	22,500.00	22,500.00	2,157.59	(787.85)	1,004.28	8,597.10	13,902.90	38.21
268-000.00-880.271	Adult programs	2,640.19	3,000.00	3,000.00	100.00	0.00	595.00	695.00	2,305.00	23.17
268-000.00-900.000	Printing, graphic design and publishing	27,533.58	29,500.00	29,500.00	147.44	1,241.65	208.90	10,672.66	18,827.34	36.18
268-000.00-910.000	Property & liability insurance	13,464.00	14,800.00	14,800.00	0.00	0.00	0.00	13,222.00	1,578.00	89.34
268-000.00-921000	Heat	8,483.52	11,500.00	11,500.00	660.42	758.89	2,868.49	4,909.47	6,590.53	42.69
268-000.00-922.000	Electricity	95,236.64	106,000.00	106,000.00	7,757.42	7,472.24	0.00	51,714.82	54,285.18	48.79
268-000.00-923.000	Water and sewer	9,477.30	5,500.00	5,500.00	0.00	180160	0.00	3,644.00	1,856.00	66.25
268-000.00-934.000	Building maintenance	47,114.55	100,000.00	100,000.00	5,705.45	1,049.24	1,440.68	30,539.38	69,460.62	30.54
268-000.00-935.000	Vehicle maintenance	215.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-941000	Grounds maintenance	51,558.43	33,000.00	33,000.00	382.62	1,195.80	0.00	8,003.92	24,996.08	24.25
268-000.00-942.000	Office equipment lease	14,734.88	15,000.00	15,000.00	0.00	2,092.87	0.00	6,469.00	8,531.00	43.13
268-000.00-942.100	Records storage	251.09	300.00	300.00	22.18	22.18	22.18	158.23	141.77	52.74
268-000.00-956.000	Conferences and workshops	10,577.11	13,500.00	13,500.00	227.04	104.76	441.18	4,570.40	8,929.60	33.85
Other services and charges		441,035.58	523,700.00	523,700.00	23,278.57	20,105.20	22,334.64	234,191.54	289,508.46	44.72
Transfers out										
268-000.00-965.101	Transfer to general fund	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers out		40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay										
268-000.00-976.000	Building improvements	4,784.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-976.100	Parking lot improvements	0.00	53,400.00	53,400.00	0.00	0.00	0.00	0.00	53,400.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	54,619.88	56,000.00	73,500.00	0.00	0.00	0.00	44,339.20	29,160.80	60.33
268-000.00-990.000	Furniture	9,475.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		68,880.34	109,400.00	126,900.00	0.00	0.00	0.00	44,339.20	82,560.80	34.94
Net - Dept 000.00-treasury		35,687.12	(243,674.00)	(261,174.00)	(204,021.71)	(178,238.41)	(134,398.94)	1,241,472.29	(1,502,646.29)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		2,824,862.38	2,774,726.00	2,774,726.00	(16,230.00)	8,804.52	15,398.30	2,731,520.55	43,205.45	(475.34)
TOTAL EXPENDITURES		2,789,175.26	3,018,400.00	3,035,900.00	187,791.71	187,042.93	149,797.24	1,490,048.26	1,545,851.74	(475.34)
NET OF REVENUES & EXPENDITURES		35,687.12	(243,674.00)	(261,174.00)	(204,021.71)	(178,238.41)	(134,398.94)	1,241,472.29	(1,502,646.29)	(475.34)

GL NUMBER	DESCRIPTION	END BALANCE	2016-17		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	%BDGT
		06/30/2016	ORIGINAL	2016-17	NOV 2016	DEC 2016	JAN 2017	01/31/2017	BALANCE	
		JRM (ABNORM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	JRM (ABNORM)	JRM (ABNORM)	USED
Fund 269 - LIBRARY CONTRIBUTION 269										
Dept 000.00-treasury										
Interest income										
269-000.00-664.000	Interest on investments	26,726.32	15,000.00	15,000.00	2,578.96	2,437.32	0.00	15,423.75	(423.75)	102.83
269-000.00-664.500	Unrealized gain (loss) on investments	18,051.92	5,000.00	5,000.00	(15,060.50)	(2,261.31)	0.00	(26,219.42)	31219.42	(524.39)
	Interest income	44,778.24	20,000.00	20,000.00	(12,481.54)	176.01	0.00	(10,795.67)	30,795.67	(53.98)
Donations										
269-000.00-665.230	Collections/Materials Revenue	461.35	0.00	2,000.00	0.00	0.00	400.00	600.00	1400.00	30.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	5,150.71	0.00	2,000.00	0.00	0.00	0.00	1015.16	984.84	50.76
269-000.00-665.232	Programming Revenue	18,387.46	0.00	2,000.00	1,166.05	750.00	1,838.10	15,223.91	(13,223.91)	761.20
269-000.00-665.233	Technology Library Revenue	409.00	0.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	3,212.09	12,000.00	500.00	0.00	0.00	0.00	1,092.45	(592.45)	218.49
	Donations	27,620.61	12,000.00	7,000.00	1,166.05	750.00	2,238.10	17,931.52	(10,931.52)	256.16
Supplies										
269-000.00-742.230	Collections/Materials Expense	187.13	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Expense	6,672.11	18,000.00	0.00	0.00	0.00	0.00	111.53	(111.53)	100.00
269-000.00-742.232	Programming Expense	16,344.22	3,000.00	3,000.00	1,403.80	0.00	170.61	5,975.37	(2,975.37)	199.18
269-000.00-742.233	Technology Library Expense	965.00	4,000.00	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00
269-000.00-742.234	Undesignated Misc	6,023.03	2,000.00	0.00	100.00	211.06	0.00	1,286.34	(1,286.34)	100.00
	Supplies	30,191.49	32,000.00	12,000.00	1,503.80	211.06	170.61	7,373.24	4,626.76	61.44
	Net - Dept 000.00-treasury	42,207.36	0.00	15,000.00	(12,819.29)	714.95	2,067.49	(237.39)	15,237.39	
Fund 269 - LIBRARY CONTRIBUTION 269:										
	TOTAL REVENUES	72,398.85	32,000.00	27,000.00	(11,315.49)	926.01	2,238.10	7,135.85	19,864.15	(158)
	TOTAL EXPENDITURES	30,191.49	32,000.00	12,000.00	1,503.80	211.06	170.61	7,373.24	4,626.76	(158)
	NET OF REVENUES & EXPENDITURES	42,207.36	0.00	15,000.00	(12,819.29)	714.95	2,067.49	(237.39)	15,237.39	(158)
TOTAL REVENUES - ALL FUNDS										
		2,897,261.23	2,806,726.00	2,801,726.00	(27,545.49)	9,730.53	17,636.40	2,738,656.40	63,069.60	
TOTAL EXPENDITURES - ALL FUNDS										
		2,819,366.75	3,050,400.00	3,047,900.00	189,295.51	187,253.99	149,967.85	1,497,421.50	1,550,478.50	
	NET OF REVENUES & EXPENDITURES	77,894.48	(243,674.00)	(246,174.00)	(216,841.00)	(177,523.46)	(132,331.45)	1,241,234.90	(1,487,408.90)	

02/13/2017		BALANCE SHEET FOR CITY OF NOVI	
		As of 01/31/2017	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	30,075.30	
268-000.00-017.000	Investments - Pooled	2,995,699.06	
268-000.00-018.000	Cash on hand	500.00	
268-000.00-020.000	Current taxes receivable	39,161.39	
	Total Assets	3,065,435.75	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	54,942.22	
268-000.00-236.000	Sales tax payable	3.42	
268-000.00-259.702	Accrued liabilities-tax	14,000.00	
268-000.00-276.400	Deposit for Cafe	500.00	
	Total Liabilities	69,445.64	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	1,755,110.14	
	Total Fund Balance	1,755,110.14	
	Beginning Fund Balance	1,755,110.14	
	Net of Revenues VS Expenditures	1,240,879.97	
	Ending Fund Balance	2,995,990.11	
	Total Liabilities And Fund Balance	3,065,435.75	

GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTION 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	44,612.26
269-000.00-017.000	Investments - Pooled	1,627,133.58
	Total Assets	1,671,745.84
*** Liabilities ***		
269-000.00-202.000	Accounts payable	170.61
	Total Liabilities	170.61
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,562,697.29
269-000.00-390.230	Fund Balance Collections/Materials	34,468.23
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	52,054.29
269-000.00-390.232	Fund Balance Programming	16,343.76
269-000.00-390.233	Fund Balance Technology Library	6,249.05
	Total Fund Balance	1,671,812.62
	Beginning Fund Balance	1,671,812.62
	Net of Revenues VS Expenditures	(237.39)
	Ending Fund Balance	1,671,575.23
	Total Liabilities And Fund Balance	1,671,745.84

Director's Report by Julie Farkas

Out and About in Novi

- 1/27 Community Cultures Connect program
- Rotary: 1/27, 2/2, 2/9, 2/14
- 1/30 Culture Club mtg. w/Officer Hashim
- 1/30 Geography Bee at Novi Woods
- 2/1 Everbrook Academy partnership mtg.
- 2/1 Author Pierette Simpson mtg.
- 2/1 Building & Grounds mtg. re: LED Lighting
- 2/3 Website Design mtg.
- 2/4 Library Board budget session mtg.
- 2/4 Feed the Need mtg.
- 2/6 Veterans Day planning mtg. w/Al Bialek
- 2/6 Novi Youth Assistance mtg.
- 2/7 Post Council mtg.
- 2/10 Endowment/Trust mtg. w/Baldwin Library
- 2/15 Novi University Presentation
- 2/16-2/21 VACATION

Library State Aid Report Filed

A HUGE thank you goes to Marcia Dominick for compiling all of the information and the Management Team for submitting the various statistics that were needed for the annual state aid report. The report was filed on time. We should see a check from the state in late spring.

Dear Ms. Julie E. Farkas,

If you are receiving this message your Annual Report/State Aid Application has been received by the Library of Michigan.

Thank you for participating in the FY2016/2017 Annual Report. I am grateful and happy to report that this year 392 Michigan public libraries completed the survey, giving us a 98.9% response rate. The data you reported is very valuable and will be made available to a wide audience at the local, state and national level. I anticipate having the FY2016/2017 Annual Report Data available for use by early June 2015.

Thank you,
Joe
Joseph Hamlin
Library Data Coordinator
Library of Michigan

Follow-up Question Pertaining to Teen Book Club

We had one teen book club in the past and had 13 teens participate. However, when I held a planning session that we were going to select books for upcoming book club meetings, no teens showed up. Hope this clarifies the question.

Thanks,
Lindsay Fricke

FOOD SERVICE ESTABLISHMENT INSPECTION REPORT

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

INSPECTION INFORMATION:

Inspection Date:	02/03/2017	NSDI:	08/03/2017
Follow-up Date:		Inspection Type:	Routine
Consumer Advisory Required:	No	Consumer Advisory Correct:	N/A
Consumer Advisory Handout Provided:	N/A		
Priority and Priority Foundation Violations Cited:	Yes	All Priority and Priority Foundation Violations Corrected:	Yes
Repeat Violations Cited:	No		
All Priority and Priority Foundation Violations Not Corrected:			
Inspection ID:	335462	Allergen Awareness Posted:	Yes
License Limitations:	No	Water:	Municipal
Variance:	No	Sewage:	Municipal
License Posted:	Yes	Seating Capacity:	6
Anti-Choking Techniques Posted:	No	Non-Smoking Area:	Yes

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

Received By: Gary
(Person in Charge)

Inspected By: Bailey DeGrande
Sanitarian

Date: 02/03/2017

OAKLAND COUNTY HEALTH DIVISION

FOOD SERVICE ESTABLISHMENT INSPECTION REPORT

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

CERTIFIED MANAGER INFORMATION:

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

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

CURRENT OBSERVATIONS:

<u>Source</u>	<u>Violation Number</u>	<u>Violation Type</u>	<u>Correct By Date</u>	<u>Corrected</u>	<u>Repeat</u>
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Food Code	3-101.11	Priority	02/03/2017	Yes	No
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Observation: Unopened container of chai tea latte on the front counter with a manufacturer's expiration date of 10/17/16.
Code Requirements: Food shall be safe, unadulterated, and honestly presented.
Method of Correction: Discard the noted chai tea latte.
Correction Detail: Person in charge discarded the noted chai tea latte.

Food Code	2-401.11	Core	02/03/2017	Yes	No
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Observation: Employee water bottle located among customer food in the one-door standing cooler.
Code Requirements: (A) Employees shall eat, drink, and use any form of tobacco only in designated areas where the contamination of exposed food; clean equipment, utensils, and linens; unwrapped single-service and single-use articles can not result; (B) A food employee may drink from a closed beverage container if the container is handled to prevent contamination of: The employees hands, the container, and exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single-use articles.
Method of Correction: Move and store the noted employee beverage in a cup with a lid and straw below and away from all food and clean equipment.
Correction Detail: Person in charge discarded the noted beverage.

CORRECTED VIOLATIONS FROM PREVIOUS INSPECTIONS:

<u>Source</u>	<u>Violation Number</u>	<u>Violation Type</u>	<u>Violation Date</u>	<u>Repeat</u>
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Food Code	4-602.13	Core	08/11/2016	Repeat(2)
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Observation: 1) Shelves in the one door stand up cooler soiled.
 2) Fan cover of the Coke display cooler soiled.
Code Requirements: Nonfood-contact surfaces of equipment shall be cleaned at a frequency necessary to preclude accumulation of soil residues.

Received By: Gary
 (Person in Charge)

Inspected By: Bailey DeGrande
 Sanitarian

Date: 02/03/2017

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

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

CORRECTED VIOLATIONS FROM PREVIOUS INSPECTIONS:

Source	Violation Number	Violation Type	Violation Date	Repeat
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Method of Correction: Clean the noted items and maintain clean.

Correction Detail: 02/03/17- All noted nonfood-contact surfaces clean upon inspection.

Food Code	6-501.18	Core	08/11/2016	No
-----------	----------	------	------------	----

Observation: 1) Drain line of the espresso machine drip tray soiled.
2) Floor drain below the three compartment sink soiled.

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

Method of Correction: Clean the noted plumbing fixtures.

Correction Detail: 02/03/17- All noted plumbing fixtures clean upon inspection.

Food Code	4-602.13	Core	02/02/2016	Repeat(1)
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Observation: 1. Floor fan in the kitchen area was heavily soiled. 2. Fan cover in the single door beverage cooler in the self service area was soiled.

3. (a) Fan cover and (b) shelving racks in the single door, stand-up cooler were soiled with build-up.

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

Method of Correction: Clean the above noted areas and maintain clean.

Correction Detail: Partial correction: 1) Floor fan clean 8-11-16.

02/03/17- All noted nonfood-contact surfaces clean upon inspection.

Food Code	4-602.13	Core	08/04/2015	No
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Observation: 1. Floor fan in the kitchen area was heavily soiled.

2. Fan cover in the single door beverage cooler in the self service area was soiled.

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

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

Correction Detail: Partial correction: 1) Floor fan clean 8-11-16.

02/03/17- All noted nonfood-contact surfaces clean upon inspection.

COMMENTS:

This routine inspection was conducted by Bailey DeGrande. No follow-up is required.

For any questions or concerns, please contact me at 248-285-0623 or degrandeb@oakgov.com.

Received By: Gary
(Person in Charge)

Inspected By: Bailey DeGrande
Sanitarian

Date: 02/03/2017

Information Technology Report by Barbara Rutkowski

Updates: 01-01-2017 through 01-31-2017

65 IT Help Desk tickets were closed.

Dominic Doot held 1 3D Thursday, 1 Basic Photo Editing (GIMP), 2 VHS to DVD and 5 Vinyl/Cassette to MP3 -- due to demand, 3 additional MP3 classes were added to the January calendar. Topics requested during the 16 Tech Times included: Facebook, GIMP, iTunes, Movie Maker, Kindle/Download Destination, iPhone, scanning/editing photos and setting up a new MacBook Air laptop.

Scott Rakestraw provided training for staff on the content management software, Excel, Minecraft, converting video and connecting through the VPN.

We have migrated our email from the in-house Exchange server to Google for Non-Profits, which allows us to continue to use the @novilibrary.org domain name, lower costs and improve efficiency. Distribution lists and staff accounts were created and legacy email was migrated.

The library has entered a new contract for copier services which has resulted in lower costs and hardware that provides improved functionality.

The library has also signed a new contract with the current telecommunications carrier for our PRI.

Our library app has been enhanced with the addition of Select Reads and a family barcode wallet.

Scott Rakestraw is testing the improved Meeting Room Request Form with shopping cart he created.

New staff workstation hardware was prepped and deployed to accommodate staff task reassignments.



Due to their popularity with our patrons, three additional mobile hotspots have been put in service. The mobile hotspots are available for a one-week checkout and able to connect ten Wi-Fi-enabled devices.

Five 3D objects were printed.

Routine tasks were completed: replaced failed hardware, prepped servers for multiple library events; Windows updates were deployed; the internet filter received several definition updates; many patron assists for printing/copier/MS Office/PDFs questions and the Youth iPads were restored to their base image a few times.

Facilities Report by Keith Perfect

In the past month the Facilities Department has closed 15 Facilities tickets, 78 Meeting Room Requests and has updated 350 Periodic Maintenance tickets.

The monthly fire extinguisher check/inspection has been completed and all are in good working order.

The monthly boiler check/inspection has been completed and both boilers are operating as they should.

The monthly emergency horn/strobe test was completed and all are in good working order.

The monthly AED inspection/battery check has been completed and is showing sufficient charge.

The monthly van wash/fluid check has been completed and all fluids were at their normal operating levels.

The monthly study room window washing has been completed and all are squeaky clean.

The weekly public workstation cleaning and sanitization has been performed. (4 times)

The weekly urinal flush and deodorizer in all men's rooms has been performed.

The monthly pop can return has been completed and \$11.40 in funds were collected for break room supplies.

The bi-weekly cleaning/dusting of the AST machine has been completed.

All sorting bins were checked for lost materials.

Many light bulbs throughout the building have been changed.

The weekly indoor plant care has been performed and all plants are still alive. (4 times)

All high-traffic carpet has been cleaned.

Facilities Staff has accepted 3 large book donations at the receiving door.

Approximately 11.5 hours of snow removal performed by Facilities Staff, 29 bags of ice melt (salt) has been used so far this winter.

Two deliveries of donated/discarded books have been dropped off to Thrift Books, 84 boxes at 3,182lbs. Any books that are sold, the library will receive 50% of the profit.

The holiday tree was disassembled and put in storage.

A pallet of Ice Melt was received for snow/ice removal.

Two CPR classes were held at the Novi Fire Department and 6 employees were issued CPR cards.

A pallet of copy paper was received and stored in the second floor storage room.

Lyon Mechanical was on-site to complete quarterly HVAC maintenance.

A quarterly check of first aid kits was completed and supplies have been updated and restocked.

NPL Information Services January Board Report by April Stevenson

- ~The Information Services Department put on 120 programs.
- ~Kathleen partnered with Early On Oakland to present the program, "Toddlers, Transitions, and Tantrums."
- ~We hosted a poster exhibition on Hindu Culture and Dharmic Traditions of India from the Sri Venkateswara Temple & Center.
- ~Kathleen attended both sessions of the Novi Early Childhood Education Center Preschool Open House.
- ~Two new sets of wooden blocks have been added to the area around the race car.
- ~David had separate e-books lists created for our "Dummies" books and "Idiots" guides for the website.
- ~Kathleen did a display of Martin Luther King books.
- ~Emily has added a "Who is..Who was..." poster to the youth biography area.
- ~Two digital frames have been added to each information desk to market upcoming programs.
- ~Emily attended a webinar on Science and Math in Story Times.
- ~Kathleen attended an ALA archived webinar for sensory story times, listened to an Every Child Ready to Read webinar on mixed age story times, and one on story time crafts and the magic of music in story time.
- ~Kathleen registered the Library for the Money Smart Week children's program.
- ~Linda submitted the Library in the Lego Foundation as the first step toward acquiring a grant and watched an informational video on Lego's Six Bricks ideas.
- ~Linda submitted a volunteer form to the Library of Michigan to be a judge for the "Letters about Literature" contest.
- ~Linda also listened to the ECRR webinar on mixed age story times.
- ~Lindsay submitted ideas and presented for the Build a Better World summer reading theme for the Library of Michigan's Youth Services Council committee presentation.
- ~Lindsay attended the 2017 CSLP Teen Programming webinar.
- ~Lindsay entered a drawing to win 2017 ARCs of popular YA authors through Penguin Random House.
- ~Lindsay helped the TAB to create a video for the Library of Michigan's Teen Video Challenge.
- ~Matt created a second floor display on Science promoting books from our 500's section.
- ~Matt and Shannon redesigned the adult summer reading program from last year.
- ~Betty wrote a monthly spotlight on the history of the Methodist and Baptist church in Novi.
- ~Shannon has added an international custom booklist using our SelectReads product.
- ~Mary S. watched a webinar on providing services to older adults in libraries.

December Adult Programs & Displays

In addition to our regularly scheduled programs we also offered:

- MLK: The Power of Unity Breakfast & Celebration – 102 patrons.
- Book It Forward – 20 patrons
- Building Blocks to a Successful Marriage – 30 patrons
- Marriage & Money – 29 patrons
- Parent to Parent Book Discussion – 28 patrons
- Toddlers, Transitions, & Tantrums – 10 patrons
- Coptic Stitch Book Binding @ the Village Workshop – 7 patrons.
- Our Adult Feature Display was “New Year, New You.” Included books on financial planning/repairing bad credit; healthy eating; organizing your home; creating new habits/stopping procrastination; and exercising.
- A second Adult Feature Display hosted books on Science.
- Our Adult Music Display featured Comedy
- First Floor Display case New Year, New You and included a raffle for a gym membership.

December Tween/Teen Programs & Displays

- Maker Tween Club – Choose Your Own Adventure – 16 patrons
- Chinese New Year Celebration – 85 patrons
- Teen Advisory Board – 21 patrons
- The Teen Stop Display for January included “ONE-derful series starters” YA books that are first in a series.

December Youth Programs & Displays

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

- MLK Unity crafts – 63 patrons
- Movin’ Munchkins Dance Party – 130 patrons
- Stuffed Animal Sleepover – 24 patrons
- Keeping Safe; Self-Defense Workshop – 72 patrons
- Our Parenting collection showcased books “All about Babies.”
- Our Youth Non-Fiction/Biography Display was all about Acts of Kindness.
- Our Youth Feature Display was “Read Mo Books” involving books from author Mo Willems.
- Our Picture Book Display included; music; wintertime; space, aliens, robots;
- Our Youth DVD display was: winter.
- Our first floor information desk display featured “Reading Makes You Bright” with a light up element and “Smitten with Books.”



January Raising a Reader Stats:

215 children have registered for the program.

100 Books – 76	600 Books – 9
200 Books – 40	700 Books – 8
300 Books – 26	800 Books - 5
400 Books – 14	900 Books - 6
500 Books – 13	1000 Books – 2

SUPPORT SERVICES DEPARTMENT MONTHLY UPDATE by Maryann Zurmuehlen

JANUARY - FEBRUARY 2017

Department Head/General

- Mid-Year Performance Reviews have been completed.
- STEAM Kits were assembled and tagged in preparation of being added to the collection.
- The SS Department Customer Service survey ended on January 31st.
- Maryann conducted interviews were held for 5 open positions. Candidates have been chosen for the 3 of the positions.
- Maryann completed training for our newest Clerk hire.
- Support Service Department Monthly meetings took place on Wednesday, February 8th and Tuesday, February 14th.
- The TLN SASUG January meeting was held at NPL on Thursday, January 26th.
- Maryann, Kristin Abate, and Eva Sabolcik will be attending TLN Vendor Demos on February 15th, 22nd, and 28th at Redford Library.
- Maryann held In-Service Committee meetings on Tuesday, January 10th and Tuesday, February 7th.
- Maryann presented to 3 HOA groups in January.
- Board Packet Statistics were completed for the Support Services Department.
- The Goals Document was updated for the month for the Support Services Department.

Circulation & Shelters

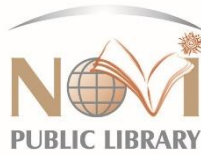
- We currently had a 21 hour Clerk position, a 15 hour Clerk position, and a 12 hour Shelves position recently filled. We are waiting on reference, background, and physical checks. We also have an open 24 hour Clerk position that is currently posted that will close on February 24th.
- An Outreach meeting was held on January 18th.
- Clerks are working on their goal to increase our Self-Check Station usage percentage by directing patrons to the stations and educating them about the process.
- We added 3 more Mobile HotSpots due to the high demand for them.
- Circ Clerks & Shelves continue to handle the steady flow of new card signup, material checkouts and returns, daily holds and unclaims, and delivery and transit of other TLN library materials.

Tech Services

- Tech Services continues to work on the following projects: Tween Switchover, YA Bio/NF Switchover, STEAM Kit processing and cataloging, Magnifier cataloging, and processing of the books for the "Students for Success" program.
- A Tech Services Department meeting will take place on Monday, February 20th.
- Tech Services continues to process the steady influx of orders, new materials to process, and discards to remove each week.
- We appreciate your continued patience regarding processing and ordering. With recent staffing changes we are down 20 hours permanently in the department, and currently because of a staff leave of absence, we are down another 28 hours temporarily. These staffing shortages as well as open positions in Circulation and Shelving will impact not only the tasks Tech Services handles daily but also the staffing hours to accomplish department tasks. Thank you for understanding!

Statistics (January 2016)

- **Library Cards Issued:** 337
- **Items Checked Out:** 63,571
- **Items Interloaned for NPL Patrons:** 5,540 (107 through MeLCat)
- **Items Interloaned to Other Libraries:** 5,991 (98 through MeLCat)
- **Items Added to the Collection:** 1,597
- **Items Discarded from the Collection:** 1,554
- **MAP Checkouts:** 5
- **Outreach:**
 - 9 Facilities Visits / 82 Items Checked Out
 - 1 Homebound Patron / 12 Items Delivered
 - 6 Book Discussions / 102 Items Provided



Library Board Calendar

2017

February 4 Budget Planning Session, 8:00-12:00, East Meeting Room
February 23 Library Board Regular Meeting
February 23 Library Director – Mid-year Review

March 23 Library Board Regular Meeting

April 9-15 National Library Week
 April 15 Library Closed
 April 16 Holiday—Easter, Library Closed

April 27 Library Board Regular Meeting
April Budget presented to Council, TBD
 April 24-28 Money Smart Week @ Library

May 14 Mother's Day, Library Closed
May 25 Library Board Regular Meeting
 May 28 Library Closed
 May 29 Holiday – Memorial Day, Library Closed

June 18 Father's Day, Library Closed
June 22 Library Board Regular Meeting
June 22 Library Director Annual Review

July 4 Holiday – Independence Day, Library Closed
July 27 Library Board Regular Meeting

August – October Community Reads Program
 August 18 Staff In-Service, Library Closed
August 24 Library Board Regular Meeting

September 2 Library Closed
 September 3 Library Closed
 September 4 Holiday – Labor Day, Library Closed
September 28 Library Board Regular Meeting

October 26 Library Board Regular Meeting

November Annual Library Report – City Council Meeting, TBD
November Strategic Planning Sessions-TBD
 November Community Read, Library TBD
 November 8 General Election Day
 November 11 Holiday – Veteran's Day – Library Open
November 15 Library Board Regular Meeting
 November 22 Wednesday before Thanksgiving, Library Closes at 5 p.m.
 November 23 Holiday – Thanksgiving, Library Closed

December 20 Library Board Regular Meeting
December 20 Library Director – Mid-year Review
 December 24 Holiday – Christmas Eve, Library Closed
 December 25 Holiday – Christmas, Library Closed
 December 31 Holiday – New Year's Eve, Library Closed

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