

Agenda

Novi Public Library Board of Trustees--Regular Meeting
 Thursday, August 25, 2022
 at 7:00 p.m.
 Location: City of Novi, Council Chambers

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

DEI Statement: The Novi Public Library is committing to ensure that every Novi community member, library guest, Board of Trustee member, library staff and volunteer, are treated with dignity and respect. Discrimination, bigotry and racism will not be tolerated. The Board and staff are dedicated to promoting diversity, equity and inclusion in order to create a comfortable, safe and supportive library environment for all.

Call to Order by President, Kathy Crawford

Pledge of Allegiance

Roll Call by Secretary, Brian Bartlett

1. Trustees: Bartlett, Cherukuri, Crawford, Dooley, Gurumurthy, Michener and Sturing
 Student Representatives – Abhay Kakarla and Rida Salim

Approval of Agenda..... 1-4

Consent Agenda

1. Approve Minutes of: July 21, 20225-10
2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#617) 11-13

Presentations

1. Sue Johnson, President, Friends of Novi Library, Annual presentation
2. Abhay Kakarla and Rida Salim, Student Representatives – Annual presentation

Public Comment

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the (3) three-minute time limit. This is not a question-answer session. However, it is an opportunity to voice your thoughts with the Library Board. Citizens must state their first, last name and address

DISCLAIMER: Audiovisual presentations are welcome. To insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting. The materials cannot be changed before the meeting.

Reports

1. Student Representatives Report (Rida Salim, Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) – July 2022..... 14
2. President's Report (Kathy Crawford)
 - A. 2022/2023 Library Board Goals 15-17
3. Treasurer's Report (Sreeny Cherukuri)
 - A. Financial Report July 2022..... 18
 - B. 2021-2022 Library Budget Fund 268 19-21
 - C. 2021-2022 Contributed Fund Budget 269 22
 - D. Library Fund 268 Expenditure & Revenue Report as of July 31, 2022 23-25
 - E. Library Fund 269 Contributed Fund as of July 31, 2022 26
 - F. Balance Sheets for Funds 268 and 269 as of July 31, 2022 27-28

4. Director's Report (Julie Farkas)	30-33
A. Information Technology Report	33-35
B. Facilities Report	35
C. Information Services Report	36-40
D. Support Services Report	41
E. Library Usage Statistics.....	42-49
F. Friends of Novi Library Minutes Agenda – Aug. 10, 2022; Minutes – June 8, 2022	50-53
G. City of Novi Historical Commission Minutes – June 15, 2022; Minutes – July 20, 2022	54-58

Public Comment

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Committee Reports

1. **Policy Committee:** Review current public policies for the Library
(Chair: Sturing, Bartlett and Michener, Staff Liaison – Julie Farkas)
 - Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Dana Brataniec and Hillary Hentschel
 - **GOALS 2022-2023:**
 1. Continued review of public policies
 - Staff is currently reviewing: Collection Development Policies, Exhibits and Displays and Art Exhibits Policies, Communication Device Policy

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)
 - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kirstin Abate and Kirsten Malzahn.
 - Meeting scheduled for: August 22, 2022
 - **GOALS 2022-2023:**
 1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
 2. Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.
 3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library.

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
(Chair: Bartlett, Cherukuri, Sturing, Staff Liaisons – Julie Farkas & Barbara Cook)
 - Director Farkas and Barbara Cook had a meeting with Baldwin Library in Birmingham on July 7th to discuss their Trust and how it is managed.
 - No meeting held in August
 - **GOALS 2022-2023:**
 1. Review Financial Plan
 2. Library Endowment/Foundation investigation
 3. Salary Comparison and review - COMPLETED

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
 (Chair: Dooley, Bartlett, Gurumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec)
 - No meeting held; events attended by Library Board Trustees59
 - **GOALS 2022-2023:**
 1. Continuing support with Friends of Library; more board presence at their events
 2. Marketing Plan Update
 3. Marketing efforts put in place for the Strategic Plan

5. **Strategic Planning Committee:**
 (Chair: Bartlett, Dooley, Gurumurthy, Staff Liaison – Julie Farkas).
 - Meeting held: Wednesday, August 10, 2022: Committee reviewed four bids for strategic planning services. Results and recommendation are included.....59-65

6. **Building & Grounds Committee:**
 (Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)
 - See update on Server Room Air-conditioning unit bid; parking lot maintenance; snow removal; Lakeshore Lending Library.....65
 - **GOALS 2022-2023:**
 1. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
 2. Review NPL's current Technology Plan

7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
 (Chair: Michener, Bartlett, Sturing, Staff Liaison – Julie Farkas)
 - No meeting; no report.
 - **GOAL 2022-2023:**
 1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed.

8. **DEI: Diversity, Equity and Inclusion Committee**
 (Chair: Dooley, Michener, Gurumurthy, Staff Liaisons – Julie Farkas & Nicole Williams)
 - Meeting held on August 9, 2022 66-71
 - Next meeting: August 22, 2022
 - **GOALS 2022-2023:**
 1. Recommend All Board Trustees – Attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person).
 2. Assist in launching the DEI Scorecard for NPL
 3. Bring forth recommendations that amplify DEI in NPL Strategic Planning

Matters for Library Board Action

1. Motion to enter into a contract with Re-Thinking Libraries for strategic planning purposes with a not to exceed cost of \$23,665 59-65
2. Motion to approve the HR Policy: Rules of Conduct.....73-74
3. Motion to approve Library Board Meeting Calendar for 2023.....76

Communications

1. Email from: Danielle Hammelef, Re: Summer Reading Program.....72
2. Email from: Barb McBeth, Re: Meeting Room Usage.....72

Closed Session

- 1. None

Motion to Adjourn into Closed Session

Adjournment

Supplemental Information

- Library Closings 2022 and 2023 75-76
- Library Board Calendar 2022.....77
- Library Board Calendar DRAFT 2023.....78

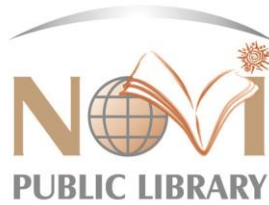
2022 Future Events:

- 9/1: LIBRARY CARD SIGN UP MONTH – SEPTEMBER
- 9/3-9/5: LIBRARY CLOSED – Labor Day Weekend
- 9/14: Friends of Novi Library, Regular Meeting – 2pm, Novi Public Library
- 9/21: City of Novi Historical Commission – Regular Meeting – 7pm, Novi Public Library
- 9/22: Board of Trustees, Regular Meeting – 7pm, City of Novi – Council Chambers

Inform. Inspire. Include.

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

<http://www.novilibrary.org>



**Library Board of Trustees – Regular Meeting
Initial Draft - MINUTES
July 21, 2022, 7 PM
Novi Library – Public Meeting Room**

Initial Draft

Call to Order by President Kathy Crawford

City Council Chambers

Called to order by President Kathy Crawford at 7:00 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Brian Bartlett

Library Board – All Board members were recorded present

Kathy Crawford, President

Kat Dooley, Vice- President

Brian Bartlett, Secretary

Tara Michener, Board Member

Mark Sturing, Board Member

Sreeny Cherukuri, Treasurer

Priya Gurumurthy, Board Member

Student Representatives

Abhay Kakarla

Rida Salim – Absent/Excused

Library Staff

Julie Farkas, Director

Legal Counsel

Debra Walling, Attorney

Rosati, Shultz, Joppich, Amtsbuechler

Approval of Agenda

Motion: To Approve the Agenda as documented in the board packet.

Motion for Approval – 1st – Trustee Gurumurthy
2nd – Trustee Dooley

Motion passes – 7-0

Consent Agenda

- 1. Approve Minutes of: June 22, 20225-10
- 2. Approve Minutes of: July 9, 2022 - Board Retreat.....11-13
- 3. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#616).....16-18

Motion: To Approve the Consent agenda as documented.

Motion for Approval – 1st – Trustee Michener
2nd – Trustee Cherukuri

Motion passes – 7-0

Presentations

- 1. Introduction of Hillary Hentschel, Information Services Dept. Head
- 2. Recognition of Library Staff for Annual Staff Awards

Director Farkas presented several Library Awards:

Above and Beyond Awards

- Eva Sabolic – Filled in for leadership in support services
- Kristin Abate – Keeping IT Services on track in spite of turnover
- Mary Grewell – excellence in tech service support
- Jessica Holowicki – Developed expertise and provided customer support in iCube
- Nicole Williams – established on board process and leadership- 1st year on board

Customer Service Awards

- Ammar Shihab – High level of customer support to staff and visitors
- Lindsay Gojcaj – Support delivery as Teen Librarian
- Facilities: Bill Bembeneck, Joe Ploski, Keith Perfect – Deliver effective Facilities management in face of shortages
- Dorothy Monty - 11 years as the Sunday Librarian

Community Champion Awards

- Shannon O’Leary – International support/Asian month coordination with school
- Kristen Malzahn – Management of Novi Library at your door
- Gail Anderson – Integrating both virtual programs and expanding live events

Public Comment

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Sharon Trumpy, Harvest Drive, Novi, MI
Congratulated staff member on their awards and spoke of board's work in the recent retreat.

Jason Michener, Harrier Place, Novi, MI
Congratulated library staff on their awards

Reports

- 1. Student Representatives Report (Rida Salim, Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) – June 2022.....19
 - A. Students will present their end of year report at the August 25th meeting
- 2. President's Report (Kathy Crawford)20-22
 - A. 2022/2023 Library Board Goals20-22
 - B. Board retreat photos.....23
- 3. Treasurer's Report (Sreeny Cherukuri)
 - A. Financial Report June 2022.....24
 - B. 2021-2022 Library Budget Fund 268.....25-27
 - C. 2021-2022 Contributed Fund Budget 269.....28
 - D. Library Fund 268 Expenditure & Revenue Report as of June 30, 202229-31
 - E. Library Fund 269 Contributed Fund as of June 30, 202232
 - F. Balance Sheets for Funds 268 and 269 as of June 30, 202233-34
- 4. Director's Report (Julie Farkas)35-47
 - A. Information Technology Report 47-49
 - B. Facilities Report.....50
 - C. Information Services Report 51-58
 - D. Support Services Report 59-60
 - E. Library Usage Statistics.....61-70
 - F. Friends of Novi Library Minutes94-101
 - G. City of Novi Historical Commission.....N/A

Public Comment

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No Public Comment.

Committee Reports

- 1. **Policy Committee:** Review current public policies for the Library
(Chair: Sturing, Bartlett and Michener, Staff Liaison – Julie Farkas)
· Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski,
Betty Lang, Dana Brataniec and Hillary Hentschel

GOALS 2022-2023:

- 1. Continued review of public policies
- As of July 16, 2022: Staff is currently reviewing: Collection Development Policies, Exhibits and Displays and Art Exhibits Policies

- 2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams) · Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kirstin Abate and Kirsten Malzahn.

- Meeting held: June 21st: HR Committee has finalized review of salary information and drafted a MEMO for the Library Board.....71-75

GOALS 2022-2023:

- 1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
- 2. Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.
- 3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library.

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

- (Chair: Bartlett, Cherukuri, Sturing, Staff Liaisons – Julie Farkas & Barbara Cook)
· Director Farkas and Barbara Cook had a meeting with Baldwin Library in Birmingham on July 7th to discuss their Trust and how it is managed.

- Meetings held: July 13th and July 16th to review salary comparison information and review investment information.....76-77

GOALS 2022-2023:

- 1. Review Financial Plan
- 2. Library Endowment/Foundation investigation
- 3. Salary Comparison and review; last done in 2018

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities (Chair: Dooley, Bartlett, Gurumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec) · No meeting held; events attended by Library Board Trustees
78

GOALS 2022-2023:

1. Continuing support with Friends of Library; more board presence at their events
2. Marketing Plan Update
3. Marketing efforts put in place for the Strategic Plan

5. **Strategic Planning Committee:**

(Chair: Bartlett, Dooley, Gurumurthy, Staff Liaison – Julie Farkas).

- Strategic Plan RFP was sent out Wednesday, June 29th; Last date for questions was July 11th; Bid Opening is Thursday, July 21st at 3:00pm at City of Novi.

6. **Building & Grounds Committee:**

(Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)

- RFP for Air-conditioning unit was sent out on July 8th; Mandatory Pre-proposal meeting & walk-through is scheduled for July 20th; Last date for questions is July 27th; Bid opening is Thursday, August 4th at 2:00pm at City of Novi.

GOALS 2022-2023:

1. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
2. Review NPL's current Technology Plan

7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**

(Chair: Michener, Bartlett, Sturing, Staff Liaison – Julie Farkas)

- No meeting; no report.

GOAL 2022-2023:

1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed.

8. **DEI: Diversity, Equity and Inclusion Committee**

(Chair: Dooley, Michener, Gurumurthy, Staff Liaisons – Julie Farkas & Nicole Williams) · Meeting held on July 6th

..... 78-79

Next meeting: August 9th

GOALS 2022-2023:

1. Recommend All Board Trustees – Attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person).
2. Assist in launching the DEI Scorecard for NPL
3. Bring forth recommendations that amplify DEI in NPL Strategic Planning

Included in the board's information is a study on Fine Free conducted for New Jersey Public libraries provided by Trustee Michener.

Matters for Library Board Action

- 1. Motion to approve the 2022-2023 Salary Structure addressing grades 1 through 5 for salary adjustments by January 1, 2023, and grades 6-12 for salary adjustments by July 1, 2023.....71-75

Trustee Crawford: Discussed the proposal generated by the Human Resources Committee and sent to finance for consideration. The library has a shortage of staff resources. There are issues with competitive salaries that effect both the recruitment and retention of staff.

Trustee Bartlett: Reviewed the proposal from Financial staff. The salary levels in the library will be reviewed with mid-fiscal year adjustments for part time personnel. (January 2023) This will impact fund balance and the 2022-2023 budget. Adjustments will be evaluated for full time staff for the July 2023-July 2024 budget year. This has the largest impact for part time staff that has the largest need for recruitment and retention.

Motion: To approve the 2022-2023 Salary Structure addressing grades 1 through 5 for salary adjustments by January 1, 2023 and grades 6-12 for salary adjustments by July 1, 2023.

Motion- Trustee Dooley
2nd-Trustee Cherukuri
Motion Passes – 7-0

Adjournment

Motion: Motion to Adjourn at 8:12 PM
Motion- Trustee Michener
2nd-Trustee Gurumurthy
Motion Passes – 7-0

Supplemental Information

- Library Closings 2022 and 2023102-103
- Library Board Calendar 2022.....104

2022 Future Events:

- 8/2: Primary Election – Library lobby opens at 7:00am for voters (precinct 18)
- 8/12: LIBRARY CLOSED – Staff In-Service Training
- 8/13: Summer Reading Program Ends
- 8/10: Friends of Novi Library Regular Meeting at 7pm, Novi Library
- 8/17: Novi Historical Commission Regular Meeting at 7pm, Novi Library
- 8/25: Library Board of Trustees Regular Meeting at 7pm, City of Novi – Council Chambers
- 9/1: LIBRARY CARD SIGN UP MONTH – SEPTEMBER
- 9/3-9/5: LIBRARY CLOSED – Labor Day Weekend

Warrant 617	268 Accounts	August 2022	
Payable to	Invoice #	Account number	Amount
Global		268-000.00-727.000	\$ 789.53
Quill		268-000.00-727.000	\$ 1,571.85
Sam's		268-000.00-727.000	\$ 51.68
Zurmhuelen, M.	reimburse; office exp.	268-000.00-727.000	\$ 32.78
Sam's	roll of stamps	268-000.00-728.000	\$ 59.75
Stamps	postage	268-000.00-728.000	\$ 117.99
Adobe		268-000.00-734.000	\$ 359.88
Envision ware	Self-Checkout's	268-000.00-734.000	\$ 15,755.32
GoDaddy.com		268-000.00-734.000	\$ 899.98
Ionos Inc		268-000.00-734.000	\$ 40.15
SenSource		268-000.00-734.000	\$ 264.00
Amazon		268-000.00-734.500	\$ 49.98
CDW-G		268-000.00-734.500	\$ 274.80
CDW-G		268-000.00-734.500	\$ 156.75
Envision ware		268-000.00-734.500	\$ 6,468.00
Library Network	license scan; 2d image	268-000.00-734.500	\$ 370.00
Amazon		268-000.00-740.000	\$ 444.23
Envision ware		268-000.00-740.000	\$ 850.76
Showcases		268-000.00-740.000	\$ 283.35
Amazon		268-000.00-742.000	\$ 19,689.78
Baker & Taylor		268-000.00-742.000	\$ 22.30
Barnes Noble		268-000.00-742.000	\$ 1,065.06
Brodart		268-000.00-742.000	\$ 2,132.33
Gale/Cengage		268-000.00-742.000	\$ 483.82
Tsai Fong Books		268-000.00-742.000	\$ 469.25
WT Cox		268-000.00-742.000	\$ 89.64
Amazon		268-000.00-742.010	\$ 75.49
Baker & Taylor		268-000.00-742.010	\$ 923.57
Brodart		268-000.00-742.010	\$ 162.85
Saline Library		268-000.00-742.100	\$ 20.00
Amazon		268-000.00-744.000	\$ 474.57
Kanopy		268-000.00-744.000	\$ 10,000.00
Library Ideas		268-000.00-744.000	\$ 41.72
Midwest Tape		268-000.00-744.000	\$ 1,247.65
Overdrive		268-000.00-744.000	\$ 3,508.55
Amazon		268-000.00-745.200	\$ 1,138.04

Baker & Taylor		268-000.00-745.200	\$ 2,934.76
Midwest Tape		268-000.00-745.200	\$ 206.16
Graphic Sciences		268-000.00-745.300	\$ 505.26
Pronunciator		268-000.00-745.300	\$ 1,800.00
Pro Quest		268-000.00-745.300	\$ 5,456.35
Tutor Com		268-000.00-745.300	\$ 13,900.00
Overdrive		268-000.00-745.300	\$ 1,000.00
Foster Swift		268-000.00-806.000	\$ 180.00
Rosati, Schultz		268-000.00-806.000	\$ 520.80
Novi Chamber		268-000.00-809.000	\$ 395.00
Dr. Rose Moten	Bloom Transformation	268-000.00-816.000	\$ 800.00
Knight Technology		268-000.00-816.000	\$ 350.00
RNA		268-000.00-817.000	\$ 7,548.70
AT&T		268-000.00-851.000	\$ 596.18
Verizon		268-000.00-851.000	\$ 459.20
T-Mobile		268-000.00-851.000	\$ 826.02
Tel Net		268-000.00-851.000	\$ 425.72
Library Network		268-000.00-855.000	\$ 16,358.15
Amazon		268-000.00-880.000	\$ 7.89
Muni Web		268-000.00-880.000	\$ 613.50
Amazon		268-000.00-880.268	\$ 175.19
Fithian, Lori	Rhythmic Fun	268-000.00-880.268	\$ 425.00
Noah's Ark		268-000.00-880.268	\$ 384.70
OTC		268-000.00-880.268	\$ 157.71
Millennium Business		268-000.00-900.000	\$ 747.47
Consumers Energy		268-000.00-921.000	\$ 370.89
DTE		268-000.00-922.000	\$ 10,938.97
City of Novi - Utility		268-000.00-923.000	\$ 1,803.20
Allied Eagle		268-000.00-934.000	\$ 977.96
Cintas		268-000.00-934.000	\$ 595.18
Grainger		268-000.00-934.000	\$ 33.12
Home Depot		268-000.00-934.000	\$ 231.19
Orkin		268-000.00-934.000	\$ 74.50
Schindler		268-000.00-934.000	\$ 1,301.99
Stanley		268-000.00-934.000	\$ 264.48
State of Michigan	certification	268-000.00-934.000	\$ 360.00
Brien's		268-000.00-941.000	\$ 2,100.00
Millennium Business		268-000.00-942.000	\$ 650.94
Corrigan		268-000.00-942.100	\$ 24.95
MLA	seminar	268-000.00-956.000	\$ 25.00
MCLS	seminar	268-000.00-956.000	\$ 100.00

O'Leary, S.		268-000.00-956.000	\$ 38.44
Ticket Spice	Book & Author Society	268-000.00-956.000	\$ 103.00
True Depth	Board Retreat	268-000.00-956.000	\$ 359.00
Zurmhuelen, M.		268-000.00-956.000	\$ 39.37
Envision ware		268-000.00-986.000	\$ 16,532.89
Petty Cash (office exp.)		268-000.00-727.000	\$ 16.31
Petty Cash (mileage)		268-000.00-862.000	\$ 4.00
Petty Cash (program)		268-000.00-880.268	\$ 23.82
Petty Cash (seminar)		268-000.00-956.000	\$ 14.47
TOTAL			\$164,142.83

Warrant 617	269 Accounts	August 2022	
Payable to	Invoice #	Account number	Account total
Gordon Food	Tea exp. In service 8-12-22	269-000.00-742.236	\$ 5.49
Novi Library Café	staff in service breakfast	269-000.00-742.236	\$ 255.00
Sam's	staff in service soda; snacks	269-000.00-742.236	\$ 141.86
Amazon	UHD inks	269-000.00-976.046	\$ 332.99
Amazon	silicon grease	269-000.00-976.046	\$ 20.64
Amazon	Craft's- adhesive, tape, magnets	269-000.00-976.046	\$ 117.92
Container Store	iCube - totes	269-000.00-976.046	\$ 107.92
TOTAL			\$ 981.82

July 2022 Library Board Student Representative Report

By: Rida Salim, Abhay Kakarla, and Lindsay Gojcaj (Library Staff Liaison)

Tween and Teen Library Programs:

The Korean Lantern Craft program for tweens and teens was held on July 9. The Korean Spirit and Culture Promotion Project (KSCPP) demonstrated how to create a beautiful lotus lantern. (Attendance = 29)

The Parkour Training with Phoenix Freerunning Academy program was held on July 26. Staff demonstrated to tweens and teens all aspects of movement with an emphasis on parkour. (Attendance = 73)

Teen Space Update:

Teen Space is not offered mid-June through August when school is not in session.

Teen Advisory Board (TAB) Update:

TAB meetings will resume on September 30 when the 2022-2023 school year begins.

Upcoming Programs:

- Making crafts for Hispanic Heritage Month - September 17
- Drummunity: Rhythmic Fun for Everyone - September 20
- Tail Waggin' Reading Buddies - September 28
- Teen Advisory Board (TAB) Meeting - September 30

Teen Stop Featured Display:

The July Teen Stop featured summer themed young adult books.



LIBRARY GOALS 2022-2023

BUILDING & GROUNDS	STATUS
2. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting	
3. Review/update NPL's Technology Plan	
<ul style="list-style-type: none"> Main entrance review by architect 	
<ul style="list-style-type: none"> Security door at Support Services entrance 	
<ul style="list-style-type: none"> AC equipment upgrade in server room 	
<ul style="list-style-type: none"> Teen stop space re-design/upgrades 	
<ul style="list-style-type: none"> Podcast space design 	
<ul style="list-style-type: none"> Contract reviews & bids: Building cleaning, snow removal, lawn care, café 	
<ul style="list-style-type: none"> Parking lot maintenance 	
<ul style="list-style-type: none"> CD furniture re-design 	
<ul style="list-style-type: none"> Security camera replacements 	

BYLAW	STATUS
1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023.	

DIVERSITY, EQUITY AND INCLUSION	STATUS
1. Recommend All Board Trustees - At Least 3 DEI training minimum for Board per year. Self-learning and/or in-person.	
2. Assist in launching the DEI Scorecard for NPL	
3. Bring forth Recommendations that amplify DEI in NPL Strategic Planning	
<ul style="list-style-type: none"> DEI collections assessment 	
<ul style="list-style-type: none"> Artwork display area 	

FINANCE	STATUS
1. Review of Financial Plan	
2. Library Endowment/Foundation Investigation	
3. Salary comparison/review (last done 2018)	
<ul style="list-style-type: none"> State Aid (February 2023) 	
<ul style="list-style-type: none"> DSLRT Report (December 2022) 	
<ul style="list-style-type: none"> Annual Report (Nov 2022) 	

COLLECTIONS	STATUS
<ul style="list-style-type: none"> Continuous purchasing, review and weeding of current collections 	
<ul style="list-style-type: none"> Continuous use of displays, marketing materials, space to promote collections 	
<ul style="list-style-type: none"> DEI opportunities 	
<ul style="list-style-type: none"> Lending Library 1 yr. assessment 	

TECHNOLOGY	STATUS
<ul style="list-style-type: none"> Lending Library – 1 yr. assessment; library card dispensing opportunity 	Ongoing
<ul style="list-style-type: none"> New phone system integration 	
<ul style="list-style-type: none"> iCube growth with equipment and services 	
<ul style="list-style-type: none"> Library App upgrade 	
<ul style="list-style-type: none"> Online library card registration /renewal 	
<ul style="list-style-type: none"> Public printing solution 	
<ul style="list-style-type: none"> Credit card payment options for 6 service points 	
<ul style="list-style-type: none"> Meeting room equipment 	

OUTREACH	STATUS
<ul style="list-style-type: none"> Connecting with WLCSD, NCSL for various card campaigns (July – December 2022) 	
<ul style="list-style-type: none"> Establishing new relationships with NCSL leadership 	
<ul style="list-style-type: none"> NPL @ Your Door – 1 yr. assessment (March 2023) 	
<ul style="list-style-type: none"> Services to Older Adults 	
<ul style="list-style-type: none"> Read Box services; expansion 	
<ul style="list-style-type: none"> DEI opportunities 	

PROGRAMMING	STATUS
<ul style="list-style-type: none"> ESL programming opportunities and relationship building 	
<ul style="list-style-type: none"> Annual Community Read event (spring 2023) 	
<ul style="list-style-type: none"> National Library Week event (April 2023) 	
<ul style="list-style-type: none"> Lakeshore Lending Library – expand event opportunities 	
<ul style="list-style-type: none"> Annual back to school breakfast (fall 2023) 	
<ul style="list-style-type: none"> DEI opportunities 	
<ul style="list-style-type: none"> Summer Reading Program (June – Aug) 	
<ul style="list-style-type: none"> Library Card Sign-up month (September) 	

Financial Report for July 2022

Approved Budget for Fund 268 Fiscal Year 2022-2023

TOTAL REVENUES	\$3,397,404
TOTAL EXPENDITURES	\$3,567,377
NET OF REVENUES & EXPENDITURES	(\$169,973)

Approved budget for Fund 269 Fiscal Year 2022-2023

TOTAL REVENUES	\$42,500
TOTAL EXPENDITURES	\$171,000
NET OF REVENUES & EXPENDITURES	(\$128,500)

Revenue & Expenditure Report for Fund 268

	YTD Jun 30, 2022	YTD July 31, 2022	Difference *
TOTAL REVENUES	\$3,295,484	\$11,003	(\$3,284,481)
TOTAL EXPENDITURES	\$3,225,195	\$241,388	(\$2,983,807)
NET OF REVENUES & EXPENDITURES	\$70,289	(\$230,385)	

Revenue & Expenditure Report for Fund 269

	YTD Jun 30, 2022	YTD July 31, 2022	Difference*
TOTAL REVENUES	(\$10,860)	0	(\$10,860)
TOTAL EXPENDITURES	\$28,740	\$215	(\$28,525)
NET OF REVENUES & EXPENDITURES	(\$39,600)	(\$215)	

*Difference resulting from comparing prior fiscal YTD to first month of the new Fiscal Year (2022-2023)

Balance Sheet Report as of July 31, 2022

The ending fund balance for Fund 268 is \$2,335,217.20

The ending fund balance for Fund 269 is \$1,655,840.44

2022-2023 Library Budget 268 January 27, 2022		2020-2021 Approved	2020-2021 Audited	2021-2022 Approved	2021-2022 Yr. End	2022-2023 Approved	2023-2024 Projected	2024-2025 Projected
Revenues		1/23/2021	6/30/2021	1/28/2021	1/27/2022	1/27/2022	1/27/2022	1/27/2022
Account	Description							
403.000	Tax Revenue - Current Levy	2,926,658.00	2,959,058.75	3,005,458.00	3,085,760.50	3,209,191.00	3,305,467.00	3,404,631.00
403.001	Tax Revenue - Cnty Chargebk	2,000.00	6,323.24	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
403.002	Tax Revenue - Tax Tribunal Accr	0.00	900.00	0.00	0.00	-1,000.00	-1,000.00	0.00
403.003	Tax Revenue - Brownfield 2008	-259.00	-276.15	-295.00	-295.00	0.00	0.00	0.00
403.006	Tax Revenue - Brownfield 2015	-4,500.00	-6,071.40	-10,624.00	-10,624.00	-12,749.00	-15,299.00	-18,359.00
403.008	Tax Revenue - CIA Cap 2018	0.00	-13,183.71	-24,967.00	-24,967.00	-22,538.00	-31,553.00	-41,019.00
418.000	PPT Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
420.000	Tax Reveune - C/Y Del PPT	-6,500.00	-8,038.90	-4,900.00	-4,900.00	-5,000.00	-5,200.00	-5,200.00
508.450	Federal Grants	0.00	5,627.01	0.00	0.00	0.00	0.00	0.00
508.452	Federal Grants - COVID 19	0.00	59,143.94	0.00	0.00	0.00	0.00	0.00
567.000	State Aid	40,000.00	46,164.52	33,000.00	24,215.81	33,000.00	33,000.00	33,000.00
633.100	Insurance Reimbursement	0.00	0.00	0.00	89,230.69	0.00	0.00	0.00
657.000	Library book fines	65,000.00	10,924.57	48,000.00	8,000.00	8,000.00	8,000.00	8,000.00
658.000	State penal fines	114,000.00	95,366.51	95,000.00	97,775.97	95,000.00	95,000.00	95,000.00
664.000	Interest on Investments	54,201.00	47,949.82	40,000.00	40,000.00	39,000.00	42,000.00	44,000.00
664.500	Unrealized gain(loss) invest	-20,000.00	-7,827.98	10,000.00	10,000.00	1,000.00	5,000.00	10,000.00
665.000	Miscellaneous income	14,000.00	1,063.43	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
665.100	Copier	600.00	1,700.20	1,000.00	200.00	1,000.00	1,000.00	1,000.00
665.200	Electronic media	0.00	0.00	0.00	0.00	0.00	0.00	0.00
665.266	SRP - T-shirt sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00
665.289	Adult Programming	3,000.00	0.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00
665.290	Library Fundraising	4,000.00	11,243.58	4,000.00	6,000.00	4,000.00	4,000.00	4,000.00
665.300	Meeting Room	37,000.00	0.00	25,000.00	10,000.00	25,000.00	25,000.00	25,000.00
665.400	Gifts and donations	3,500.00	933.91	1,500.00	200.00	1,500.00	1,500.00	1,500.00
665.404	Novi Township Assessment	6,600.00	6,847.00	7,000.00	6,970.00	7,000.00	7,000.00	7,000.00
665.650	Library Café	6,000.00	0.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Total Revenues		3,245,300.00	3,217,848.34	3,244,172.00	3,350,566.97	3,397,404.00	3,488,915.00	3,583,553.00

2022-2023		2020-2021 Approved	2020-2021 Audited	2021-2022 Approved	2021-2022 Yr. End	2022-2023 Approved	2023-2024 Projected	2024-2025 Projected
Expenditures								
Personnel Svcs.								
Account	Description							
704.000	Permanent Salaries	971,650.00	931,050.19	983,000.00	983,000.00	1,039,792.00	1,070,986.00	1,103,116.00
704.012	COVID-19 Crisis Hazard Pay	0.00	7,500.00					
704.100	Severance/Incentive Pay	0.00	12,000.00					
704.200	Wages (non-pensionable)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout (Oct 2021)	4,700.00	8,499.17	7,500.00	5,000.00	5,000.00	5,000.00	5,000.00
704.250	Final Payout	0.00	0.00	0.00	0.00	0.00	0.00	0.00
705.000	Temporary Salaries	746,730.00	591,926.47	725,000.00	710,000.00	725,000.00	746,750.00	770,000.00
706.000	Overtime	500.00	111.61	500.00	500.00	500.00	500.00	500.00
715.000	Social Security	131,456.00	116,389.90	132,000.00	130,000.00	135,000.00	139,100.00	143,300.00
716.000	Insurance	195,000.00	195,996.64	193,000.00	190,000.00	193,000.00	200,720.00	208,749.00
716.200	HSA - Employer Contribution	6,300.00	6,125.00	6,300.00	6,300.00	6,300.00	6,300.00	6,300.00
716.999	Ins. Employee Reimbursement	-36,000.00	-36,361.13	-37,800.00	-37,800.00	-29,775.00	-30,965.00	-32,205.00
718.000	Pension DB	8,400.00	6,012.00	8,100.00	8,100.00	5,795.00	5,795.00	5,795.00
718.010	DB Unfunded Accrued Liability	43,224.00	43,224.00	53,300.00	53,300.00	59,765.00	60,715.00	62,597.00
718.050	Pension - add'l DB Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	45,000.00	25,156.99	45,900.00	44,000.00	48,400.00	49,370.00	50,355.00
719.000	Unemployment Ins	0.00	3,008.04	1,500.00	1,500.00	2,000.00	2,000.00	2,000.00
720.000	Workers' Comp	4,100.00	2,666.03	2,700.00	1,800.00	1,700.00	1,800.00	1,900.00
Total Personnel Services		2,121,060.00	1,913,304.91	2,121,000.00	2,095,700.00	2,192,477.00	2,258,071.00	2,327,407.00
Supplies and Materials								
Account	Description							
727.000	Office supplies	19,000.00	11,488.89	18,000.00	15,000.00	18,000.00	18,500.00	19,000.00
728.000	Postage	1,000.00	167.35	2,000.00	500.00	2,000.00	2,050.00	2,100.00
734.000	Computer software/licensing	69,700.00	39,983.56	73,000.00	73,000.00	83,000.00	85,500.00	88,000.00
734.500	Computer supplies equip	19,800.00	7,088.93	24,300.00	133,530.69	21,000.00	31,900.00	32,800.00
740.000	Operating supplies	28,000.00	22,919.43	30,500.00	20,000.00	28,000.00	28,800.00	29,600.00
740.010	Gift and Donations expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740.200	Desk, chairs, cabinets, etc.	5,000.00	0.00	5,000.00	5,000.00	5,000.00	5,200.00	5,400.00
741.000	Uniforms	300.00	0.00	300.00	300.00	300.00	350.00	350.00
742.000	Library Books	185,800.00	183,651.77	203,000.00	196,500.00	197,000.00	200,000.00	200,000.00
742.010	Library Books - Lending	20,000.00	18,677.92	20,000.00	17,000.00	17,000.00	17,000.00	17,000.00
742.100	Book Fines	1,100.00	265.28	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	0.00
743.000	Library Periodicals	24,000.00	20,076.93	24,000.00	24,000.00	18,000.00	18,000.00	18,000.00
744.000	Audio visual materials	115,000.00	131,158.96	129,000.00	129,000.00	136,000.00	136,000.00	136,000.00
745.200	Electronic media	46,900.00	47,025.96	46,900.00	46,900.00	46,900.00	46,900.00	46,900.00
745.300	Electronic Resources - Online	64,000.00	63,936.47	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00
Total Supplies & Materials		599,600.00	546,441.45	647,000.00	731,730.69	643,200.00	661,200.00	666,150.00

2022-2023 Library Budget 268		2020-2021 Approved	2020-2021 Audited	2021-2022 Approved	2021-2022 Yr. End	2022-2023 Approved	2023-2024 Projected	2024-2025 Projected
Services & Charges								
Account	Description							
801.925	Public Information (cable)	500.00	672.83	500.00	700.00	700.00	700.00	700.00
802.000	Data Processing - OnBase	700.00	712.94	700.00	734.34	800.00	800.00	800.00
802.100	Bank Services	4,000.00	5,221.75	4,000.00	2,500.00	4,000.00	4,000.00	4,000.00
803.000	Independent Audit	500.00	814.00	500.00	800.00	800.00	800.00	800.00
804.000	Medical Service	1,500.00	1,372.00	1,500.00	2,000.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	5,000.00	20,783.00	7,500.00	15,000.00	7,500.00	7,500.00	7,500.00
808.100	Rubbish Monthly	1,500.00	1,224.41	1,300.00	0.00	0.00	0.00	0.00
809.000	Memberships & Dues	7,500.00	5,340.01	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
816.000	Professional services	10,500.00	1,972.50	10,500.00	10,500.00	24,000.00	9,000.00	9,000.00
817.000	Custodial Services	50,000.00	84,097.77	93,000.00	90,000.00	90,000.00	90,000.00	90,000.00
818.000	TLN Central Services	3,500.00	3,495.00	3,500.00	3,450.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	17,500.00	26,043.29	24,000.00	24,000.00	24,000.00	24,700.00	25,400.00
855.000	TLN Automation Services	65,200.00	58,258.12	68,000.00	68,000.00	71,000.00	74,500.00	78,200.00
861.000	Gasoline and oil	1,500.00	157.33	1,500.00	400.00	500.00	550.00	600.00
862.000	Mileage	300.00	91.53	100.00	200.00	200.00	200.00	200.00
880.000	Community Promotion	21,000.00	23,754.32	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00
880.268	Library Programming	25,000.00	9,668.89	28,000.00	15,000.00	28,000.00	28,000.00	28,000.00
880.271	Adult Programming	8,000.00	0.00	8,000.00	4,000.00	8,000.00	8,000.00	8,000.00
900.000	Print, Graphic Design, Publish	30,000.00	6,577.85	28,000.00	28,000.00	28,000.00	28,000.00	28,000.00
910.000	Property & Liability Insurance	12,500.00	12,668.00	13,000.00	14,444.00	14,500.00	14,500.00	14,500.00
910.001	Ins deduct/Uninsured claims	0.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
921.000	Heat	11,000.00	10,645.77	12,000.00	12,000.00	12,000.00	12,400.00	12,700.00
922.000	Electricity	95,000.00	89,008.38	95,000.00	96,500.00	96,500.00	99,400.00	102,400.00
923.000	Water and Sewer	7,500.00	6,208.88	7,500.00	6,500.00	6,500.00	6,700.00	6,900.00
934.000	Building Maintenance	112,200.00	125,214.33	100,000.00	100,000.00	110,000.00	113,300.00	116,700.00
935.000	Vehicle Maintenance	500.00	25.31	500.00	300.00	300.00	300.00	300.00
941.000	Grounds Maint.	38,000.00	23,450.55	39,000.00	39,000.00	39,000.00	39,000.00	39,000.00
942.000	Office Equipment Lease	8,000.00	8,309.53	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
942.100	Records storage	1,300.00	291.64	400.00	300.00	400.00	400.00	400.00
956.000	Conferences & Workshops	15,000.00	4,432.75	17,000.00	8,000.00	15,000.00	17,000.00	15,000.00
Total Services & Charges		554,700.00	530,512.68	604,500.00	581,828.34	636,200.00	634,250.00	643,600.00
2022-2023 Library Budget 268		2020-2021 Approved	2020-2021 Audited	2021-2022 Approved	2021-2022 Yr. End	2022-2023 Approved	2023-2024 Projected	2024-2025 Projected
Capital Outlay								
Account	Description							
962.000	Building Maint.							
941.000	Grounds Maint./Entrance Project							
976.000	Building Improvements/Entrance	15,000.00	0.00	0.00	0.00			
976.100	Parking lot improvements			5,000.00	10,700.00	12,500.00	125,000.00	
983.000	Vehicles - Van							
986.000	Internal Tech - AST	58,000.00	0.00	0.00	0.00	0.00	0.00	0.00
986.000	Camera/Computer replacement	21,000.00	0.00	32,200.00	32,200.00	83,000.00	15,200.00	24,000.00
990.000	Furniture	17,000.00	13,774.00	0.00	0.00	0.00	0.00	0.00
Total Capital Outlay		111,000.00	13,774.00	37,200.00	42,900.00	95,500.00	140,200.00	24,000.00
965.269	Walker Transfer							
Total Expenditures		3,386,360.00	3,004,033.04	3,409,700.00	3,452,159.03	3,567,377.00	3,693,721.00	3,661,157.00
Total Revenues		3,245,300.00	3,217,848.34	3,244,172.00	3,350,566.97	3,397,404.00	3,488,915.00	3,583,553.00
680.000	TOTAL Fundbalance	-141,060.00	213,815.30	-165,528.00	-101,592.06	-169,973.00	-204,806.00	-77,604.00

21/22: - 268 Account Capital Outlay: Camera/Computer replacements \$32,200, Main Ent \$15,000 - NO, Parking Lot \$79,000 - NO

22/23: 268 Account Capital Outlay: NO - AST replacement \$115,800, Camera/Computer replacement \$83,000, Parking Lot \$12,500

269 - Library Contributed Funds		Revenues & Expenditures					
2022-2023 (as of 1-27-22)		2019-2020 Audited	2020-2021 Audited	2021-2022 Approved	2021-2022 Year End	2021-2022 4th Qtr Amend	2022-2023 Approved
		6/30/2020	6/30/2021	1/28/2021	1/27/2022		1/27/2022
Revenues							
Interest Income							
664.000	Interest on Investments	\$ 32,401.88	\$ 23,226.98	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
664.500	Unrealized gain (loss) on investments	13,386.09	(2,903.80)	(4,500.00)	(4,500.00)	(34,500.00)	(4,500.00)
TOTAL		\$ 45,787.97	\$ 20,323.18	\$ 22,500.00	\$ 22,500.00	\$ (7,500.00)	\$ 22,500.00
Donations							
665.036	Diversity, Equity & Inclusion			\$1,000	\$1,000	\$1,000	\$1,000
665.046	Makerspace (iCube)	2,030.05	-	2,000.00	-	-	1,000.00
665.229	Raising a Reader	-	-	2,500.00	-	-	1,500.00
665.230	Collections/Materials Revenue	\$ 1,347.22	\$ 1,551.67	\$ 1,000.00	\$ 1,548.97	\$ 1,749.00	\$ 1,000.00
665.231	Buildings/Ground/Furniture Revenue	-	2,159.85	1,000.00	1,675.00	3,200.00	1,000.00
665.232	Programming Revenue	3,376.43	3,471.35	5,500.00	1,500.00	3,000.00	1,500.00
665.233	Technology Library Revenue	50.00	-	1,500.00	-	50.00	2,500.00
665.234	Undesignated Misc. Donations	-	-	500.00	-	250.00	500.00
665.235	Marketing Sponsorships	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
TOTAL		\$ 16,803.70	\$ 17,182.87	\$25,000	\$ 15,723.97	\$ 19,249.00	\$20,000
TOTAL Revenues		\$ 62,591.67	\$ 37,506.05	\$ 47,500.00	\$ 38,223.97	\$ 11,749.00	\$ 42,500.00
Expenditures							
Supplies							
742.036	Diversity, Equity & Inclusion			\$1,000	\$1,000	\$1,000	\$1,000
742.229	Raising a Reader	2,555.86	968.70	1,000.00	500.00	520.00	1,000.00
742.230	Collections/Materials Expenditures	\$ 1,072.47	\$ 986.10	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 500.00
742.231	Buildings/Ground/Furniture Exp	13,004.00	1,586.00	15,000.00	15,000.00	15,000.00	34,200.00
742.232	Programming Expenditures	2,843.81	2,244.46	1,000.00	1,000.00	1,000.00	1,000.00
742.233	Technology Library Expenditures	4,721.93	-	26,500.00	26,500.00	25,000.00	-
742.234	Undesignated Misc. Expenditures	-	182.39	500.00	500.00	500.00	500.00
742.236	Staff Recognition	764.81	15.88	1,500.00	1,500.00	2,000.00	1,500.00
TOTAL		\$ 24,962.88	\$ 5,983.53	\$47,000	\$46,500	\$46,020	\$39,700
Capital Outlay							
976.044	Auto Lending Library	\$ -	\$ 34,100.24	\$ -	\$ -	\$ -	\$ 2,500.00
976.045	LED Lighting Conversion project	-	4,000.00	-	-	-	-
976.046	Makerspace (iCube)	6,735.84	4,746.78	11,400.00	11,400.00	11,400.00	3,000.00
976.140	Automated Return System						115,800.00
976.141	Main Entrance Design						10,000.00
983.000	Vehicle	-	-	-	-	-	-
TOTAL		\$ 6,735.84	\$ 42,847.02	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 131,300.00
TOTAL Expenditures		\$ 31,698.72	\$ 48,830.55	\$ 58,400.00	\$ 57,900.00	\$ 57,420.00	\$ 171,000.00
	Beginning Fund Balance Yr. End	\$ 1,676,086.58	\$ 1,706,979.53	\$ 1,695,655.03	\$ 1,695,655.03	\$ 1,695,655.03	\$ 1,675,979.00
	Revenues	62,591.67	37,506.05	47,500.00	38,223.97	11,749.00	42,500.00
	Expenditures	(31,698.72)	(48,830.55)	(58,400.00)	(57,900.00)	(57,420.00)	(171,000.00)
	NET Revenues vs. Expenditures	30,892.95	(11,324.50)	(10,900.00)	(19,676.03)	(45,671.00)	(128,500.00)
	Beginning Fund Balance						
	Ending Fund Balance Expected	\$ 1,706,979.53	\$ 1,695,655.03	\$ 1,684,755.03	\$ 1,675,979.00	\$ 1,649,984.03	\$ 1,547,479.00

Notes: 21/22: Furniture for Youth/Teen 1st phase reno \$8,300 and \$6,700 upgrades; iCube advances \$11,400, \$26,000 Patron Point

22/23: Automated Return System \$115,800, Main Entrance design work \$10,000, Teen 2nd phase \$12,500 + \$15,000 reupholstery + \$6,700 CD Collection upgrade, Auto Lending Library \$2,500 for library card dispensing service

Account 269- 4th Quarter Budget A amendments for FY 21-22 are recommended to account for investment losses.

08/10/2022		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI						
PERIOD ENDING 07/31/2022								
% Fiscal Year Completed: 8.49								
		END BALANCE	2022-23		MTH ACT	YTD BALANCE	AVAIL	
		06/30/2022	ORIGINAL	2022-23	JULY 2022	07/31/2022	BAL	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMDD BUD	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268								
Property tax revenue								
268-000.00-403.000	Property Tax Revenue - Current Levy	3,081,796.39	3,209,191.00	3,209,191.00	0.00	0.00	3,209,191.00	0.00
268-000.00-403.001	Property Tax Revenue- County Chargebacks	744.21	2,000.00	2,000.00	21.96	21.96	1,978.04	1.10
268-000.00-403.002	Property Tax Rev - Tax Tribunal Accr	3,500.00	(1,000.00)	(1,000.00)	0.00	0.00	(1,000.00)	0.00
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(59.74)	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(7,282.79)	(12,749.00)	(12,749.00)	0.00	0.00	(12,749.00)	0.00
268-000.00-403.008	Property Tax Revenue - CIA Cap 2018	(15,037.43)	(22,538.00)	(22,538.00)	0.00	0.00	(22,538.00)	0.00
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(4,648.79)	(5,000.00)	(5,000.00)	0.00	0.00	(5,000.00)	0.00
Property tax revenue		3,059,011.85	3,169,904.00	3,169,904.00	21.96	21.96	3,169,882.04	0.00
State sources								
268-000.00-567.000	State aid	56,619.13	33,000.00	33,000.00	0.00	0.00	33,000.00	0.00
268-000.00-573.000	State Grants - Local Comm Stab Share	5,968.34	0.00	0.00	0.00	0.00	0.00	0.00
State sources		62,587.47	33,000.00	33,000.00	0.00	0.00	33,000.00	0.00
Other revenue								
268-000.00-633.100	Insurance Reimbursement	89,230.69	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.000	Miscellaneous income	7,121.82	5,000.00	5,000.00	882.68	882.68	4,117.32	17.65
268-000.00-665.100	Copier	84.41	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
268-000.00-665.290	Library fund raising revenue	12,049.53	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
268-000.00-665.300	Meeting room	18,532.37	25,000.00	25,000.00	1,974.16	1,974.16	23,025.84	7.90
268-000.00-665.404	Novi Township assessment	6,970.00	7,000.00	7,000.00	7,256.00	7,256.00	(256.00)	103.66
268-000.00-665.650	Library Cafe	6,000.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
Other revenue		139,988.82	48,000.00	48,000.00	10,112.84	10,112.84	37,887.16	21.07
Fines and forfeitures								
268-000.00-657.000	Library book fines	8,720.61	8,000.00	8,000.00	699.35	699.35	7,300.65	8.74
268-000.00-658.000	State penal fines	97,789.47	95,000.00	95,000.00	0.00	0.00	95,000.00	0.00
Fines and forfeitures		106,510.08	103,000.00	103,000.00	699.35	699.35	102,300.65	0.68
Interest income								
268-000.00-664.000	Interest on investments	44,180.81	39,000.00	39,000.00	0.00	0.00	39,000.00	0.00
268-000.00-664.500	Unrealized gain (loss) on investments	(117,830.18)	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Interest income		(73,649.37)	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
Donations								
268-000.00-665.289	Adult programs	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
268-000.00-665.400	Gifts and donations	1,035.04	1,500.00	1,500.00	169.04	169.04	1,330.96	11.27
Donations		1,035.04	3,500.00	3,500.00	169.04	169.04	3,330.96	4.83

		END BALANCE	2022-23		MTH ACT	YTD BALANCE	AVAIL	
		06/30/2022	ORIGINAL	2022-23	JULY 2022	07/31/2022	BAL	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMDD BUD	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Personnel services								
268-000.00-704.000	Permanent salaries	931,808.07	1,039,792.00	1,039,792.00	61,702.18	61,702.18	978,089.82	5.93
268-000.00-704.210	Vacation Payout	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
268-000.00-705.000	Temporary salaries	623,961.02	725,000.00	725,000.00	37,008.00	37,008.00	687,992.00	5.10
268-000.00-706.000	Overtime	802.33	500.00	500.00	0.00	0.00	500.00	0.00
268-000.00-715.000	Social security	116,783.24	135,000.00	135,000.00	7,526.09	7,526.09	127,473.91	5.57
268-000.00-716.000	Insurance	215,480.66	193,000.00	193,000.00	9,794.73	9,794.73	183,205.27	5.07
268-000.00-716.200	HSA - employer contribution	2,625.00	6,300.00	6,300.00	0.00	0.00	6,300.00	0.00
268-000.00-716.999	Insurance - Employee Reimbursement	(36,090.77)	(29,775.00)	(29,775.00)	(711.37)	(711.37)	(29,063.63)	2.39
268-000.00-718.000	Pension - DB Normal Cost	6,156.00	5,795.00	5,795.00	0.00	0.00	5,795.00	0.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	58,404.00	59,765.00	59,765.00	0.00	0.00	59,765.00	0.00
268-000.00-718.200	Pension - defined contribution	31,155.34	48,400.00	48,400.00	2,956.79	2,956.79	45,443.21	6.11
268-000.00-719.000	Unemployment insurance	91.64	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
268-000.00-720.000	Workers compensation	1,686.71	1,700.00	1,700.00	48.88	48.88	1,651.12	2.88
Personnel services		1,952,863.24	2,192,477.00	2,192,477.00	118,325.30	118,325.30	2,074,151.70	5.40
Supplies								
268-000.00-727.000	Office supplies	12,752.79	18,000.00	18,000.00	2,032.25	2,032.25	15,967.75	11.29
268-000.00-728.000	Postage	488.51	2,000.00	2,000.00	59.75	59.75	1,940.25	2.99
268-000.00-734.000	Computer supplies, software & licensing	71,847.11	83,000.00	83,000.00	11,073.00	11,073.00	71,927.00	13.34
268-000.00-734.500	Computer supplies/equipment	116,421.94	21,000.00	21,000.00	787.13	787.13	20,212.87	3.75
268-000.00-740.000	Operating supplies	9,873.36	28,000.00	28,000.00	519.69	519.69	27,480.31	1.86
268-000.00-740.200	Supplies - Desk chairs and file cabinets	700.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
268-000.00-741.000	Supplies - Uniforms	422.00	300.00	300.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	199,639.76	197,000.00	197,000.00	3,546.76	3,546.76	193,453.24	1.80
268-000.00-742.010	Library Books - Lending	13,973.37	17,000.00	17,000.00	1,037.12	1,037.12	15,962.88	6.10
268-000.00-742.100	Library Books - Fines	672.48	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
268-000.00-743.000	Library periodicals	22,471.42	18,000.00	18,000.00	0.00	0.00	18,000.00	0.00
268-000.00-744.000	Audio visual materials	128,743.17	136,000.00	136,000.00	10,462.88	10,462.88	125,537.12	7.69
268-000.00-745.200	Electronic media	42,783.60	46,900.00	46,900.00	2,332.84	2,332.84	44,567.16	4.97
268-000.00-745.300	Electronic resources (CD rom materials)	65,243.18	70,000.00	70,000.00	36,927.06	36,927.06	33,072.94	52.75
Supplies		686,032.69	643,200.00	643,200.00	68,778.48	68,778.48	574,421.52	10.69

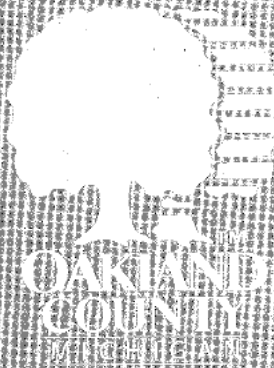
		END BALANCE	2022-23		MTH ACT	YTD BALANCE	AVAIL	
		06/30/2022	ORIGINAL	2022-23	JULY 2022	07/31/2022	BAL	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMDD BUD	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges								
268-000.00-801.925	Public information (cable, etc)	741.09	700.00	700.00	0.00	0.00	700.00	0.00
268-000.00-802.000	Data processing	734.34	800.00	800.00	0.00	0.00	800.00	0.00
268-000.00-802.100	Bank Service Charges	3,939.96	4,000.00	4,000.00	173.78	173.78	3,826.22	4.34
268-000.00-803.000	Independent audit	723.00	800.00	800.00	0.00	0.00	800.00	0.00
268-000.00-804.000	Medical service	1,841.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
268-000.00-806.000	Legal fees	16,967.90	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00
268-000.00-809.000	Memberships and dues	5,712.45	7,500.00	7,500.00	3,647.75	3,647.75	3,852.25	48.64
268-000.00-816.000	Professional services	15,753.87	24,000.00	24,000.00	1,150.00	1,150.00	22,850.00	4.79
268-000.00-817.000	Custodial services	88,544.00	90,000.00	90,000.00	0.00	0.00	90,000.00	0.00
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
268-000.00-851.000	Telephone	25,661.68	24,000.00	24,000.00	825.19	825.19	23,174.81	3.44
268-000.00-855.000	TLN Automation Services	64,789.07	71,000.00	71,000.00	16,358.15	16,358.15	54,641.85	23.04
268-000.00-861.000	Gasoline and oil	407.86	500.00	500.00	0.00	0.00	500.00	0.00
268-000.00-862.000	Mileage	88.60	200.00	200.00	0.00	0.00	200.00	0.00
268-000.00-880.000	Community promotion	16,001.29	24,000.00	24,000.00	0.00	0.00	24,000.00	0.00
268-000.00-880.268	Library programming	13,014.04	28,000.00	28,000.00	999.14	999.14	27,000.86	3.57
268-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	9,046.55	28,000.00	28,000.00	0.00	0.00	28,000.00	0.00
268-000.00-910.000	Property & liability insurance	14,444.00	14,500.00	16,480.00	16,480.00	16,480.00	0.00	100.00
268-000.00-910.001	Insurance deductibles/Uninsured claims	0.00	10,000.00	8,020.00	0.00	0.00	8,020.00	0.00
268-000.00-921.000	Heat	13,510.02	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
268-000.00-922.000	Electricity	97,881.06	96,500.00	96,500.00	10,938.97	10,938.97	85,561.03	11.34
268-000.00-923.000	Water and sewer	6,964.48	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00
268-000.00-934.000	Building maintenance	108,177.81	110,000.00	110,000.00	3,312.69	3,312.69	106,687.31	3.01
268-000.00-935.000	Vehicle maintenance	456.85	300.00	300.00	0.00	0.00	300.00	0.00
268-000.00-941.000	Grounds maintenance	30,291.87	39,000.00	39,000.00	14.55	14.55	38,985.45	0.04
268-000.00-942.000	Office equipment lease	7,811.28	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
268-000.00-942.100	Records storage	299.40	400.00	400.00	24.95	24.95	375.05	6.24
268-000.00-956.000	Conferences and workshops	3,510.07	15,000.00	15,000.00	359.00	359.00	14,641.00	2.39
Other services and charges		550,808.54	636,200.00	636,200.00	54,284.17	54,284.17	581,915.83	8.53
Capital outlay								
268-000.00-976.100	Parking lot improvements	10,700.00	12,500.00	12,500.00	0.00	0.00	12,500.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	24,790.29	83,000.00	83,000.00	0.00	0.00	83,000.00	0.00
Capital outlay		35,490.29	95,500.00	95,500.00	0.00	0.00	95,500.00	0.00
Net - Dept 000.00 - treasury		70,289.13	(169,973.00)	(169,973.00)	(230,384.76)	(230,384.76)	60,411.76	
Fund 268 - LIBRARY FUND 268:								
TOTAL REVENUES		3,295,483.89	3,397,404.00	3,397,404.00	11,003.19	11,003.19	3,386,400.81	135.54
TOTAL EXPENDITURES		3,225,194.76	3,567,377.00	3,567,377.00	241,387.95	241,387.95	3,325,989.05	135.54
NET OF REVENUES & EXPENDITURES		70,289.13	(169,973.00)	(169,973.00)	(230,384.76)	(230,384.76)	60,411.76	135.54

		END BALANCE	2022-23		MTH ACT	YTD BALANCE	AVAIL	
		06/30/2022	ORIGINAL	2022-23	JULY 2022	07/31/2022	BAL	% BDGT
GL NUMBER	DESCRIPTION	NORM (ABNORM)	BUDGET	AMDD BUD	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269								
Interest income								
269-000.00-664.000	Interest on investments	19,767.63	27,000.00	27,000.00	0.00	0.00	27,000.00	0.00
269-000.00-664.500	Unrealized gain (loss) on investments	(50,325.76)	(4,500.00)	(4,500.00)	0.00	0.00	(4,500.00)	0.00
Interest income								
		(30,558.13)	22,500.00	22,500.00	0.00	0.00	22,500.00	0.00
Donations								
269-000.00-665.036	Diversity, Equity, & Inclusion	1,000.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
269-000.00-665.046	Makerspace Renovation Revenue	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
269-000.00-665.229	Raising a Reader in Novi Sponsors	207.59	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,852.61	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	3,191.96	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
269-000.00-665.232	Programming Revenue	3,000.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
269-000.00-665.233	Technology Library Revenue	50.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	250.00	500.00	500.00	0.00	0.00	500.00	0.00
269-000.00-665.235	Marketing Sponsorships	10,146.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
Donations								
		19,698.16	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
Supplies								
269-000.00-742.036	Diversity, Equity, & Inclusion	1,000.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
269-000.00-742.229	Raising a Reader Expense	723.13	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
269-000.00-742.230	Collections/Materials Expense	830.56	500.00	500.00	0.00	0.00	500.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Expense	8,683.30	34,200.00	34,200.00	0.00	0.00	34,200.00	0.00
269-000.00-742.232	Programming Expense	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
269-000.00-742.233	Technology Library Expense	10,490.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.234	Undesignated Misc	(7.16)	500.00	500.00	0.00	0.00	500.00	0.00
269-000.00-742.236	Staff Recognition	2,002.78	1,500.00	1,500.00	255.00	255.00	1,245.00	17.00
Supplies								
		23,722.61	39,700.00	39,700.00	255.00	255.00	39,445.00	0.64
Capital outlay								
269-000.00-976.044	Auto Lending Library	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
269-000.00-976.046	Makerspace Renovation	5,017.01	3,000.00	3,000.00	(40.00)	(40.00)	3,040.00	(1.33)
269-000.00-976.140	Automated Return System	0.00	115,800.00	115,800.00	0.00	0.00	115,800.00	0.00
269-000.00-976.141	Main Entrance Design	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
Capital outlay								
		5,017.01	131,300.00	131,300.00	(40.00)	(40.00)	131,340.00	(0.03)
Net - Dept 000.00 - treasury		(39,599.59)	(128,500.00)	(128,500.00)	(215.00)	(215.00)	(128,285.00)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:								
TOTAL REVENUES		(10,859.97)	42,500.00	42,500.00	0.00	0.00	42,500.00	0.17
TOTAL EXPENDITURES		28,739.62	171,000.00	171,000.00	215.00	215.00	170,785.00	0.17
NET OF REVENUES & EXPENDITURES		(39,599.59)	(128,500.00)	(128,500.00)	(215.00)	(215.00)	(128,285.00)	0.17
TOTAL REVENUES - ALL FUNDS								
		3,284,623.92	3,439,904.00	3,439,904.00	11,003.19	11,003.19	3,428,900.81	
TOTAL EXPENDITURES - ALL FUNDS								
		3,253,934.38	3,738,377.00	3,738,377.00	241,602.95	241,602.95	3,496,774.05	
NET OF REVENUES & EXPENDITURES		30,689.54	(298,473.00)	(298,473.00)	(230,599.76)	(230,599.76)	(67,873.24)	

08/10/2022		BALANCE SHEET FOR CITY OF NOVI	
		As of 07/31/2022	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)		(117,306.16)
268-000.00-017.000	Investments - Pooled		2,797,151.52
268-000.00-018.000	Cash on hand		1,000.00
268-000.00-020.000	Current taxes receivable		(268,779.44)
268-000.00-040.050	Accounts Receivable - BSA MR		7,256.00
268-000.00-040.400	Prepaid expenditures		10,563.70
	Total Assets		2,429,885.62
*** Liabilities ***			
268-000.00-202.000	Accounts payable		80,422.42
268-000.00-202.100	Accounts Payable - Manual		173.78
268-000.00-215.200	Unemployment insurance liability		4,972.22
268-000.00-259.702	Accrued liabilities-tax		9,100.00
	Total Liabilities		94,668.42
*** Fund Balance ***			
268-000.00-390.000	Fund balance		2,495,312.83
	Total Fund Balance		2,495,312.83
	Beginning Fund Balance - 21-22		2,495,312.83
	Net of Revenues VS Expenditures - 21-22		70,289.13
	*21-22 End FB/22-23 Beg FB		2,565,601.96
	Net of Revenues VS Expenditures - Current Year		(230,384.76)
	Ending Fund Balance		2,335,217.20
	Total Liabilities And Fund Balance		2,429,885.62
* Year Not Closed			

Fund 269 - LIBRARY CONTRIBUTION FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	42,451.09
269-000.00-017.000	Investments - Pooled	1,614,115.90
	Total Assets	1,656,566.99
*** Liabilities ***		
269-000.00-202.000	Accounts payable	726.55
	Total Liabilities	726.55
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,598,316.81
269-000.00-390.230	Fund Balance Collections/Materials	37,401.31
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	42,184.13
269-000.00-390.232	Fund Balance Programming	31,155.95
269-000.00-390.233	Fund Balance Technology Library	(13,403.17)
	Total Fund Balance	1,695,655.03
	Beginning Fund Balance - 21-22	1,695,655.03
	Net of Revenues VS Expenditures - 21-22	(39,599.59)
	*21-22 End FB/22-23 Beg FB	1,656,055.44
	Net of Revenues VS Expenditures - Current Year	(215.00)
	Ending Fund Balance	1,655,840.44
	Total Liabilities And Fund Balance	1,656,566.99
* Year Not Closed		

Invoice Date	Invoice Number	Memo	Payment Amount
07-01-2022	2021/2022	Penal/Fine Revenue Distribution, Per Capita Rate: 1.494267	\$99,223.80
			\$99,223.80



Director's Report – Julie Farkas



Staff Anniversaries (Years of Service) for September 2022

• Mary Robinson	Information Services	17 years
• Dominic Doot	Information Technology	11 years
• Yolanda Hockaday-Dennis	Information Services	7 years
• Jill Wasson	Support Services	3 years
• Amy Crockett	Administration	1 year

Staff In-Service Agenda – Friday, August 12, 2022

8:00 – 8:30am: Coffee, tea & water, breakfast treats and fellowship
Pick a seat of your choosing – there are NO assigned seats!!

8:30am: Welcome by Julie Farkas – don't be late we will start on time!

8:40am - 10:00am Nicole Williams; Topic: Emotional Intelligence & Leadership

10:00am – 10:15 Break

10:15 – 11:15: SPEAKER: Dr. Rose Moten – Session 1: Teambuilding

11:15 – 12:15 LUNCH & GAMES- Hungry Howie's Pizza options, breadsticks, salads, cookies and refreshments

12:15– 1:15: SPEAKER: Dr. Rose Moten – Session 2: Stress Management and Work Balance

1:15 – 2:00pm: Dept. Head Intros and Fun hosted by Nicole Williams

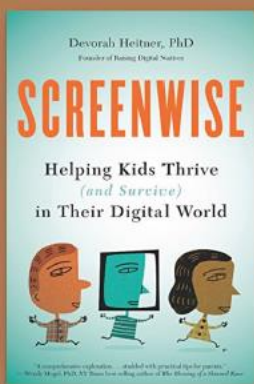
2:00pm – 2:45pm: Dept. Meetings (SS, IS, Admin, Facilities, IT) – areas of the building have been assigned. The Whole Meeting Room cannot be used.

2:45 – 3:00pm: Break and Snack – Ice Cream options located in the Staff Lounge

3:00 – 4:30pm: Get Kreative with a very special guest (Raffles will take place during this time!! You could win some very exciting prizes!!!)

4:30pm Conclusion of the Day

KEEPING KIDS SAFE, HEALTHY AND HAPPY IN THE DIGITAL AGE



**Tuesday, October 18
6:30-7:45pm**

Screenwise helps parents recognize that the social wisdom they have gained throughout their lives is a relevant and urgently needed supplement to their kid's digital savvy. The core message of the book is that kids need mentoring, not (just) monitoring, and that kids deserve more empathy from adults about growing up in the digital age. The book offers advice on helping kids navigate friendship and identity issues that are common among new texters, gamers, and social media users.

Register by visiting novilibrary.org.

First 25 attendees to arrive at the event will receive a complimentary copy of *Screenwise*.

Questions?
Email administration@novilibrary.org or call 248-869-7204.

NEF IMAGINE.
INVEST.
INSPIRE.
NOVI EDUCATIONAL FOUNDATION

Presentation and Q&A

Join author, Dr. Devorah Heitner, as she teaches parents how to support their children's use of technology, how to empower kids to make positive choices online, and how to create a smart tech culture within a family. Q&A to follow!

**Location: Novi Middle School Auditorium
49000 W. 11 Mile Rd, Novi**

Free childcare services available during the event.

About Dr. Heitner

Dr. Devorah Heitner is the author of *Screenwise: Helping Kids Thrive (and Survive) in Their Digital World*. Her work has appeared in the *New York Times*, the *Washington Post*, *The Wall Street Journal*, and *CNN Opinion*. She has a Ph.D. in Media/Technology & Society from Northwestern University and has taught at DePaul and Northwestern. She is delighted to be raising her own digital native.



Daily use of the building by hour July 10, 2022 – August 13, 2022

7/10/2022		7/11/2022		7/12/2022		7/13/2022		7/14/2022		7/15/2022		7/16/2022	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	64
10-11am	0	10-11am	114	10-11am	121	10-11am	102	10-11am	67	10-11am	77	10-11am	98
11am-12pm	0	11am-12pm	106	11am-12pm	125	11am-12pm	81	11am-12pm	72	11am-12pm	64	11am-12pm	76
12-1pm	79	12-1pm	120	12-1pm	111	12-1pm	103	12-1pm	86	12-1pm	73	12-1pm	90
1-2pm	65	1-2pm	77	1-2pm	112	1-2pm	123	1-2pm	74	1-2pm	62	1-2pm	79
2-3pm	75	2-3pm	151	2-3pm	193	2-3pm	154	2-3pm	150	2-3pm	136	2-3pm	111
3-4pm	91	3-4pm	100	3-4pm	116	3-4pm	127	3-4pm	129	3-4pm	93	3-4pm	110
4-5pm	99	4-5pm	100	4-5pm	93	4-5pm	119	4-5pm	106	4-5pm	77	4-5pm	98
5-6pm	72	5-6pm	101	5-6pm	78	5-6pm	90	5-6pm	63	5-6pm	102	5-6pm	83
6-7pm	11	6-7pm	114	6-7pm	82	6-7pm	86	6-7pm	75	6-7pm	0	6-7pm	28
7-8pm	0	7-8pm	76	7-8pm	64	7-8pm	76	7-8pm	71	7-8pm	0	7-8pm	36
8-9pm	0	8-9pm	67	8-9pm	64	8-9pm	76	8-9pm	54	8-9pm	0	8-9pm	71
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	492		1,126		1,159		1,137		947		684		944

7/17/2022		7/18/2022		7/19/2022		7/20/2022		7/21/2022		7/22/2022		7/23/2022	
9-10am	0	9-10am	0	9-10am	19	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	97	10-11am	104	10-11am	89	10-11am	85	10-11am	75	10-11am	59
11am-12pm	0	11am-12pm	110	11am-12pm	156	11am-12pm	103	11am-12pm	79	11am-12pm	59	11am-12pm	44
12-1pm	118	12-1pm	88	12-1pm	123	12-1pm	128	12-1pm	90	12-1pm	68	12-1pm	51
1-2pm	184	1-2pm	89	1-2pm	119	1-2pm	117	1-2pm	91	1-2pm	67	1-2pm	56
2-3pm	252	2-3pm	150	2-3pm	150	2-3pm	160	2-3pm	84	2-3pm	85	2-3pm	130
3-4pm	260	3-4pm	83	3-4pm	98	3-4pm	110	3-4pm	82	3-4pm	90	3-4pm	149
4-5pm	246	4-5pm	93	4-5pm	90	4-5pm	94	4-5pm	81	4-5pm	103	4-5pm	113
5-6pm	174	5-6pm	105	5-6pm	98	5-6pm	87	5-6pm	84	5-6pm	119	5-6pm	95
6-7pm	76	6-7pm	91	6-7pm	102	6-7pm	113	6-7pm	55	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	88	7-8pm	86	7-8pm	89	7-8pm	77	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	60	8-9pm	84	8-9pm	69	8-9pm	78	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	1,310		1,054		1,229		1,159		886		666		697

7/24/2022		7/25/2022		7/26/2022		7/27/2022		7/28/2022		7/29/2022		7/30/2022	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	90	10-11am	105	10-11am	99	10-11am	91	10-11am	69	10-11am	80
11am-12pm	22	11am-12pm	123	11am-12pm	121	11am-12pm	94	11am-12pm	72	11am-12pm	71	11am-12pm	111
12-1pm	87	12-1pm	100	12-1pm	123	12-1pm	110	12-1pm	75	12-1pm	78	12-1pm	77
1-2pm	85	1-2pm	89	1-2pm	105	1-2pm	91	1-2pm	81	1-2pm	72	1-2pm	85
2-3pm	76	2-3pm	78	2-3pm	86	2-3pm	89	2-3pm	86	2-3pm	101	2-3pm	83
3-4pm	83	3-4pm	87	3-4pm	84	3-4pm	99	3-4pm	79	3-4pm	86	3-4pm	113
4-5pm	104	4-5pm	100	4-5pm	81	4-5pm	103	4-5pm	62	4-5pm	76	4-5pm	93
5-6pm	101	5-6pm	92	5-6pm	72	5-6pm	114	5-6pm	66	5-6pm	92	5-6pm	106
6-7pm	0	6-7pm	82	6-7pm	130	6-7pm	116	6-7pm	81	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	79	7-8pm	103	7-8pm	87	7-8pm	92	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	69	8-9pm	154	8-9pm	102	8-9pm	79	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	558		989		1,164		1,104		864		645		748

7/31/2022		8/1/2022		8/2/2022		8/3/2022		8/4/2022		8/5/2022		8/6/2022	
9-10am	0	9-10am	0	9-10am	66	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	91	10-11am	122	10-11am	106	10-11am	103	10-11am	69	10-11am	65
11am-12pm	36	11am-12pm	83	11am-12pm	115	11am-12pm	97	11am-12pm	90	11am-12pm	63	11am-12pm	109
12-1pm	103	12-1pm	111	12-1pm	123	12-1pm	117	12-1pm	97	12-1pm	79	12-1pm	113
1-2pm	65	1-2pm	121	1-2pm	145	1-2pm	89	1-2pm	102	1-2pm	69	1-2pm	147
2-3pm	85	2-3pm	72	2-3pm	92	2-3pm	74	2-3pm	109	2-3pm	75	2-3pm	131
3-4pm	79	3-4pm	68	3-4pm	117	3-4pm	82	3-4pm	79	3-4pm	45	3-4pm	94
4-5pm	87	4-5pm	88	4-5pm	90	4-5pm	92	4-5pm	73	4-5pm	74	4-5pm	114
5-6pm	86	5-6pm	92	5-6pm	149	5-6pm	97	5-6pm	79	5-6pm	93	5-6pm	139
6-7pm	0	6-7pm	56	6-7pm	137	6-7pm	56	6-7pm	72	6-7pm	0	6-7pm	39
7-8pm	0	7-8pm	61	7-8pm	118	7-8pm	48	7-8pm	76	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	67	8-9pm	76	8-9pm	41	8-9pm	70	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	541		910		1,350		899		950		567		951

8/7/2022		8/8/2022		8/9/2022		8/10/2022		8/11/2022		8/12/2022		8/13/2022	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	Closed		9-10am	0
10-11am	0	10-11am	87	10-11am	91	10-11am	70	10-11am	92	9-10am	0	10-11am	63
11am-12pm	37	11am-12pm	97	11am-12pm	114	11am-12pm	111	11am-12pm	97	10-11am	0	11am-12pm	69
12-1pm	80	12-1pm	91	12-1pm	131	12-1pm	81	12-1pm	90	11am-12pm	0	12-1pm	83
1-2pm	74	1-2pm	78	1-2pm	111	1-2pm	80	1-2pm	78	1-2pm	0	1-2pm	88
2-3pm	102	2-3pm	105	2-3pm	108	2-3pm	95	2-3pm	78	1-2pm	0	2-3pm	81
3-4pm	75	3-4pm	116	3-4pm	101	3-4pm	113	3-4pm	102	2-3pm	0	3-4pm	115
4-5pm	99	4-5pm	106	4-5pm	97	4-5pm	80	4-5pm	78	3-4pm	0	4-5pm	88
5-6pm	107	5-6pm	78	5-6pm	86	5-6pm	94	5-6pm	112	4-5pm	0	5-6pm	126
6-7pm	0	6-7pm	121	6-7pm	85	6-7pm	92	6-7pm	73	5-6pm	0	6-7pm	0
7-8pm	0	7-8pm	115	7-8pm	108	7-8pm	68	7-8pm	95	6-7pm	0	7-8pm	0
8-9pm	0	8-9pm	97	8-9pm	97	8-9pm	90	8-9pm	58	7-8pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	8-9pm	0	9-10pm	0
	574		1,091		1,129		974		953	9-10pm	0		713
											0		

Information Technology Report by Barbara Rutkowski – July 2022

General

- The mandatory meeting and walk-through for the Server Room Air Conditioning Unit RFP was held with three (3) vendors attending.
- Closed 22 Help Desk tickets.

iCube

- We held 156 iCube appointments
 - 36 Creative Kits
 - 28 Digital Conversions
 - 17 Button Maker
 - 12 Heat Press
 - 12 Sublimation
 - 10 3D Prints
 - 9 Cricut/Silhouette
 - 8 Adobe Creative Cloud
 - 8 Photo Printer
 - 8 Sewing/Embroidery
 - 5 Wacom Tablet
 - 2 Laser

- 1 3D Scanner
- Eight (8) tours were given to guests.
- Working with Parks and Recreation staff on a temperature-changing sublimation mug project for this year's Veterans Day Celebration scheduled to be held on November 10.
- Assisted a guest scanning nearly 2,000 photos on the FastFoto scanner.
- Shown below are some of the finished projects made by guests using the sublimation printer, laser or a creative kit.



Training

- Barb attended the MLA webinar, Technology: Data Security and Investment.
- Dominic attended Blender training webinars. Blender is a free 3D graphics software used to create 3D-printed models, raster graphics and much more.
- Barb attended TLN Technology Committee, iCube, Staff DEI, EnvisionWare, Management Team, Phone System and Department Catch-up meetings.

Facilities Report by Keith Perfect - July 2022

In the past month the Facilities Department has closed 6 Facilities tickets, 40 Meeting Room Requests and has updated 347 Periodic Maintenance tickets.

- 2 large orders of janitorial supplies were received.
- 8 Gaylord bins full of discarded and donated books have been sent to Mission books for re-sale or recycling.
- A section of damaged lawn irrigation lines were replaced by vendor.
- A paper towel dispenser was replaced in the first floor family restroom.
- The second floor cash drawer lock was replaced.
- Walls were painted in the Board Room.
- New yellow arrows on the main stairwell were replaced.
- Cautionary “HOT” signs were added on/near the heat press in the iCube room.
- A thermostat was replaced in the vestibule with a locking cover.
- The main HVAC condenser (chiller) coils were power washed by vendor.
- Updates were made to the Emergency Manuals.
- Weeding was completed by vendor.
- Multiple lighting ballasts were changed.
- A new disc cleaning machine was assembled/installed in the first floor staff area.
- A RFP walk-through was held for the Server Room HVAC system.
- Elevator inspections were completed by the State of Michigan. No issues were found.

Information Services Department Report by Hillary Hentschel – July 2022

News and Notes

- Congratulations to the following IS Staff on their staff awards this year:
 - Customer Service Award
 - Ammar Shihab, Technology Assistant
 - Lindsay Gojcaj, Information Services Librarian
 - Dorothy Manty, Sunday Librarian
 - Community Champion Award
 - Shannon O’Leary, Information Services Librarian
 - Kirsten Malzahn, Information Services Librarian
 - Gail Anderson, Adult Program Coordinator
- Received a donation of 200 books from Great Start Collaborative Oakland County. New children’s books for ages 0-5 years old in Korean, Japanese, and Hindi were donated. Thanks to Support Services over 75% have been quickly added to the shelves



- A donation of Dutch books was also coordinated. As NPL does not have a Dutch language collection (or the community to support one). A notice was quickly sent out to Michigan Libraries (via listserv) and all 3 boxes of books have found new homes (SO)
- NPL launched Kanopy, an online video streaming service for youth and adults, on July 1st.
- Welcome Jessica Holowicki, an MLIS student on the IT Team, who has joined the IS Team one day a week as an Intern

Professional Development

- Attended Booklist’s Fall Series Nonfiction webinar - Lindsay
- Attended Niche Academy’s Sustainable Thinking for the Future of Libraries webinar - Danielle
- Attended Booklist’s New Worlds, New Books: Upcoming Fantasy and Adventure Titles webinar - Danielle

IS Staff Outreach

- Put together a box of Japanese books for the Hinoki Foundation (nonprofit Japanese Literacy foundation) as they lost their library in a flood - Shannon
- Attended ribbon cutting for Salons by JC - Hillary
- Attended ABWA monthly meeting - Hillary
- Attended Novi Chamber Friday Coffee networking event - Hillary
- Attended Multi-Chamber Summer Mixer - Hillary
- Attended TLN Annual Picnic and showed off Lakeshore Lending Library to other attendees - Hillary

Adult Programs

- For the Health of It - 49
- Korean Cooking Class - 134
- Tuesday Tunes (3 times) - 350
- Summer Songfest (2 times) - 230
- Dance Movement Therapy - 7
- Local Author Visit - 5
- Korean Lantern Making - 30

Adult Displays

- **Feature Collection Display** - Oceans of Possibility
- **Desk Display** - Oceans of Possibility
- **Business Spotlight Display** - Making Waves: Memoirs of Entrepreneurs and Innovators

Youth/Tween/Teen/Family Programs

- Grab and go shark kit - 36
- Build a sea creature and story time - 58
- Grab and go under the sea sand art kit - 24
- Parkour training with Phoenix Freerunning Academy - 73

Youth/Tween/Teen Displays

- **Teen Stop display** - summer themed young adult fiction books
- **Youth Feature Display** - Oceans of Possibilities (SRP)
- **Youth Desk Display** - Oceans of Possibilities (SRP)
- **Youth Department Window Display** - Oceans of Possibilities (SRP)
- **Lobby Display** - Oceans of Possibilities (SRP)
- **Libraries are for Everyone** - new youth nonfiction, national ice cream month, Fourth of July, Tanabata (Star Festival), Nelson Mandela International Day, National Amelia Earhart Day, International Day of Friendship, and Harry Potter's Birthday

Build a sea creature and story time





Parkour Training with Phoenix Freerunning Academy





Adult Korean Lantern Program





Tuesday Tunes



Support Services Department Report by Maryann Zurmuehlen– July 2022

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team Zoom meetings.
- Attended weekly department catchup meetings.
- Attended a Patron Point Zoom meeting on July 6th.

Outreach

- Due to staffing shortages and lack of available materials, Read Boxes have been suspended for Summer 2022.

Circulation & Shelves

- Interviews were held for 4 open Shelver positions.

Tech Services

- Working on Beginning of Fiscal Year order commencement.
- Daily filling in tasks in Circulation due to Shelving staff shortage.

Statistics (July 2022)

- **Library Cards Issued: 372**
- **Items Checked Out (NPL): 73,029**
- **Items Checked Out (LLL): 78**
- **Total Checkouts (NPL + LLL): 73,107**
- **Items Interloaned for NPL Patrons: 4,223 (50 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,463 (98 through MeLCat)**
- **Items Added to the Collection: 1,024**
- **Items Discarded from the Collection: 2,166**
- **Drive-Up Window & Locker Hold Pickups: 27**
- **MAP Checkouts: 64**
- **Outreach:**
 - **NPL @ Your Door: 8 Mailer Bags / 53 Items**
 - **5 Facilities Visits / 11 Items Provided**
 - **7 Book Discussions / 107 Items Provided**

Support Services Statistics 2022-2023													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	372												372
Checkouts (NPL)	73,029												73,029
Checkouts (Lakeshore Lending Library)	78												78
Total Checkouts (NPL + LLL)	73,107												73,107
Items Borrowed	4,223												4,223
Items Loaned	3,463												3,463
Hold Pickups (Drive-Up & Lockers)	27												27
MAP Pass Checkouts	64												64
Read Boxes	0												0
NPL @ Your Door (# of Bags)	8												8
NPL @ Your Door (# of Items)	53												53

Year-to-Year Comparison			
		JUL 2022	JUL 2021
Cards Issued This Month		372	320
Total Checkouts (NPL + LLL)		73,107	104,021
Items Borrowed	TLN	4,173	4,678
	MeL	<u>50</u>	<u>85</u>
		4,223	4,763
Items Loaned	TLN	3,365	3,843
	MeL	<u>98</u>	<u>97</u>
		3,463	3,940

Read Boxes			
		JUL 2022	JUL 2021
Read Boxes	Adult	0	40
	Youth	<u>0</u>	<u>232</u>
	Total	0	272
<p>NOTE: Due to staffing shortages and lack of available materials, Read Boxes have been suspended for Summer 2022.</p>			

Self-Check Totals 2022-23 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	73,107	50.14%	36,654	8,366	8,381	14,379	5,528
August							
September							
October							
November							
December							
January							
February							
**March							
April							
May							
June							
FYTD	73,107	50.14%	36,654	8,366	8,381	14,379	5,528

Library Usage									
2021-2022 Fiscal Year					2022-2023 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	18,971	6,852	25,823	956	July	26,439	7,468	33,907	1,130
August	20,561	6,291	26,852	895	August				
September	19,302	7,168	26,470	980	September				
October	20,862	8,079	28,941	934	October				
November	20,346	8,066	28,412	1,015	November				
December	18,663	5,498	24,161	895	December				
January	20,444	7,621	28,065	936	January				
February	18,798	8,617	27,415	979	February				
March	24,367	9,846	34,213	1,104	March				
April	22,464	8,246	30,710	1,059	April				
May	22,690	9,642	32,332	1,155	May				
June	24,976	9,983	34,959	1,205	June				
FYTD Total	252,444	95,909	348,353	1,010	FYTD Total	26,439	7,468	33,907	1,130

Computer Logins										
2021-2022 Fiscal Year					2022-2023 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average		Public Workstations	Wireless	Total	Daily Average	
July	983	30,634	31,617	1,171	July	1,224	46,582	47,806	1,594	
August	944	35,958	36,902	1,230	August					
September	853	39,555	40,408	1,497	September					
October	1,086	44,813	45,899	1,481	October					
November	867	41,990	42,857	1,531	November					
December	779	43,942	44,721	1,656	December					
January	643	36,790	37,433	1,248	January					
February	901	42,253	43,154	1,541	February					
March	1,162	49,315	50,477	1,628	March					
April	1,035	48,514	49,549	1,709	April					
May	873	50,149	51,022	1,889	May					
June	1,015	47,629	48,644	1,737	June					
FYTD Total	11,141	511,542	522,683	1,524	FYTD Total	1,224	46,582	47,806	151	

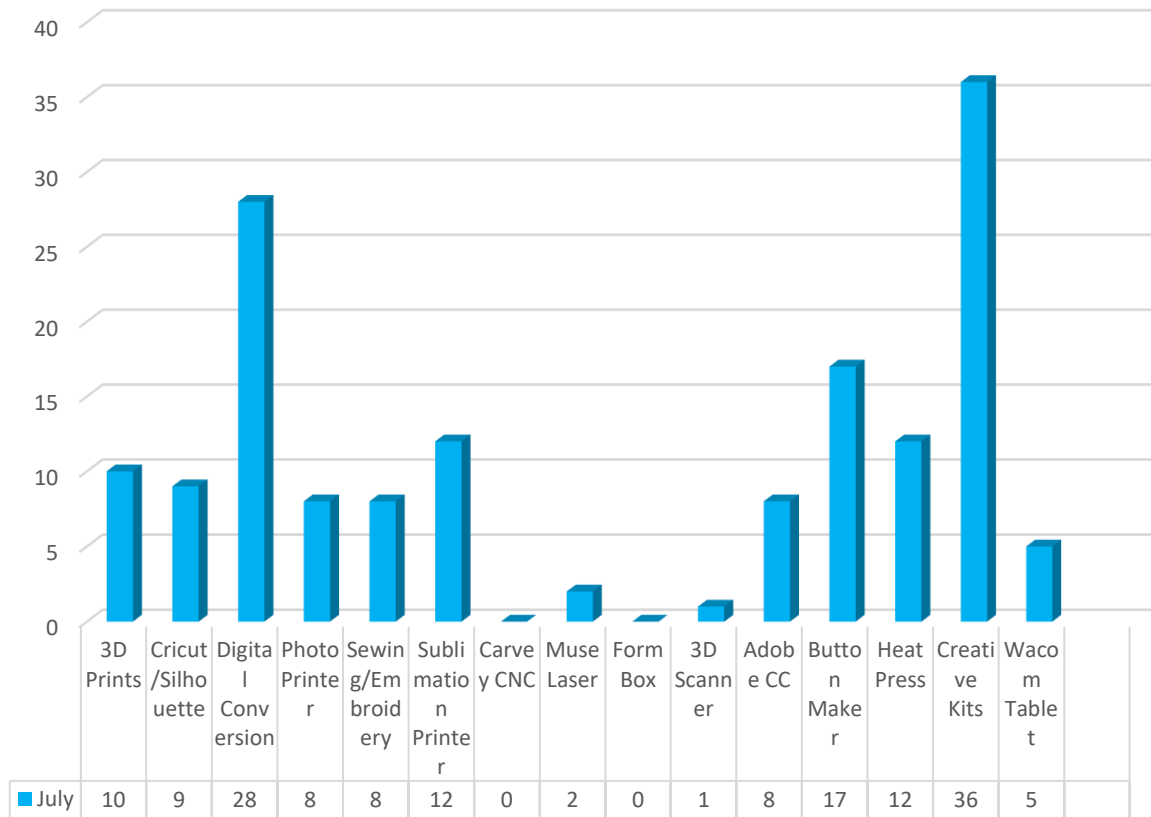
Early Literacy Workstation Usage							
2021-2022 Fiscal Year				2022-2023 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	193	3,882	20	July	447	8,742	19
August	239	5,031	21	August			
September	177	3,084	17	September			
October	255	4,361	17	October			
November	277	5,636	20	November			
December	271	5,382	19	December			
January	291	5,750	19	January			
February	333	6,603	19	February			
March	447	8,555	19	March			
April	360	6,693	18	April			
May	278	4,684	16	May			
June	391	7,317	18	June			
FYTD Total	3,512	66,978	19	FYTD Total	447	8,742	19

Technology Training Sessions 2022-23 Fiscal Year																			
	3D Printing	Cricut/Silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Buffon Maker	Heat Press	Creative Kits	Wacom Tablet	Staff Training	Total Sessions	Total Guests	
Jul	10	9	28	8	8	12	0	2	0	1	8	17	12	36	5	12	168		
<i>Guests</i>	10	9	28	8	8	12	0	2	0	1	8	17	12	36	5	12		168	
Aug																	0		
<i>Guests</i>																			0
Sep																	0		
<i>Guests</i>																			0
Oct																	0		
<i>Guests</i>																			0
Nov																	0		
<i>Guests</i>																			0
Dec																	0		
<i>Guests</i>																			0
Jan																	0		
<i>Guests</i>																			0
Feb																	0		
<i>Guests</i>																			0
Mar																	0		
<i>Guests</i>																			0
Apr																	0		
<i>Guests</i>																			0
May																	0		
<i>Guests</i>																			0
Jun																	0		
<i>Guests</i>																			0
<i>Sessions</i>	10	9	28	8	8	12	0	2	0	1	8	17	12	36	5	12	168		
<i>Guests</i>	10	9	28	8	8	12	0	2	0	1	8	17	12	36	5	12		168	

2022-2023 Fiscal Year					
	Hoopla		LinkedIn		
	Check-outs	New Users	Active Users	Logins	Total Video Views
July	1,481	400	150	24	235
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	1,481	400	150	24	235

2022-2023 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,817	2,046	7,863	537	134
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	5,817	2,046	7,863	537	134

2022-23FY iCube Appointments



Meeting Room Rentals					
2021-22 Fiscal Year			2022-23 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	0	0	July	26	604
August	0	0	August		
September	0	0	September		
October	14	426	October		
November	22	578	November		
December	14	304	December		
January	16	317	January		
February	25	533	February		
March	33	875	March		
April	31	547	April		
May	22	851	May		
June	27	567	June		
Total	204	4,998	Total	26	604

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – August 10, 2022**

- | | |
|--|------------------|
| I. Call to Order, Roll Call | Sue Johnson |
| II. Minutes of the June 8, 2022 Meeting * | Evelyn Cadicamo |
| III. Treasurer's Report* | Marilyn Amberger |
| • Prior month(s) Income and Expense | |
| • Statement Balances | |
| • 2022/23 Budget | |
| IV. Reports | |
| • Library Liaison | Dana Brataniec |
| • Book Nook | Carol Hoffman |
| • Membership | Sue Johnson |
| • President | Sue Johnson |
| • Follow-up on moving meetings to evenings | |
| • Donation – Richard Rich and Judy Wright - \$750 | |
| • Event for National Friends week October 16-22 – Broadway Show tunes – Sunday afternoon – appetizers, desserts, soft drinks | |
| • Giving Tree – Carol Neumann research | |
| • Holiday Sale/basket raffle/Vera Bradley event | |
| • Web page update | |
| • Summer Songfest – Raffle made \$685 | |
| • Tuesday Tunes | |
| V. Announcements | |
| VI. Calendar | |
| <u>Kaleidoscope</u> | |
| • September 21, 2022 - Madelyn Rzadkowski, Curator Meadowbrook Estate, 7:00 pm | |
| • October 20, 2022 - Natalie LaCroix-Tann, Nyah Pierson - <i>TIPPING POINT THEATRE</i> – Northville, 7:00 pm | |
| • November 17, 2022 - Joel Stone, Curator Emeritus Detroit Historical Society - <i>MORE THAN A MUSEUM</i> – 7:00 pm | |
| <u>2022 Listen at the Library</u> | |
| <u>2022 Bringing the Music to You – senior centers</u> | |
| • <u>Funded for 2022/23</u> | |
| <u>2022 Tuesday Tunes</u> | |
| • August 16, 2022 – Classic Rock and Motown with Daniree | |
| • August 23, 2022 – Oldies Variety with Al Carmichael | |
| <u>2022 Summer Music at Paradise Park – all events start at 6:30pm</u> | |
| • August 11 th - Rick and Dayna Leider--variety of classic hits | |
| • August 18 th - Steven Floyd---variety of classic hits | |
| • Sept. 8 th - Phoenix Theory Band--- Queen, and classic rock and dance favorites from the 60's, 70's, 80's, | |
| • Sept. 15th - Billy Mack and the Juke Joint Johnnies---rock, classic oldies | |
| <u>Friends Events</u> | |
| • April 2023 - Volunteer Appreciation event | |

VII. Adjournment*

*Requires Action

**Friends of the Novi Public Library
Meeting of the Board of Directors
June 8, 2022**

Call to Order: Sue Johnson. Sue called the meeting to order at 2:01 p.m. She also called for a quick review of the Minutes.

Present: Marilyn Amberger, Marge Bixby, Evelyn Cadicamo, Carol Hoffman, Sue Johnson, Carol Neumann, Karen Schubert and Dana Brataniec, Library Liaison.

Late Arrival: Lin Giglio.

Minutes of the May 11, 2022 Meeting: Evelyn Cadicamo. There being no additions nor corrections to be made, motion was made by Marilyn to accept the Minutes as presented; seconded by Carol Neumann. Motion passed: 7-0.

Treasurer's Report: Marilyn Amberger. Marilyn stated that we were doing very well, money-wise. She reviewed a few of the entries; namely, the big annual Library contribution of \$2,932.83 and the gift for Sue Bibb, the pop-up tent, laptop tables and the lottery license for the June 28th Songfest and the raffle of baskets.

Income	\$3,896.29	CF CD	\$15,427.90
Expenses	<u>4,037.04</u>	CF Checking	34,526.80
Overall Total	\$ - 140.75	<u>CF Savings</u>	<u>15,009.10</u>
		Vibe Checking	7,029.45
		<u>Vibe Savings</u>	<u>5.30</u>
		Total Bank Accts.	71,998.55
		Start-up Fund	<u>100.00</u>
		Overall Total	\$72,098.55

Karen made a motion to approve the Treasurer's Report and it was seconded by Carol Neumann. Motion passed: 7-0.

Library Liaison: Dana Brataniec.

Dana briefly reported that the following:

- podcast was purchased;
- the North End programs - they were still waiting on them;
- they were waiting for an update on the iCube equipment (a little over \$400)
- Book Nook -- a woman wanted to purchase a book but didn't have the right change so she was directed to the Circulation Desk as the Nook didn't have the money to make change for the \$20 bill.
- Dana will send along the remainder of the invoices before the end of June
- Discussion about the pop-up tent and how this one has wheels to allow for easy placement.

Review of the 2022-2023 Budget and Wish List: Sue Johnson. Sue told all of us that the \$1450 carryover from Listen at the Library can be used for the Tuesday Tunes in July. The funding will carryover from 2021-2022 to 2022-2023. Four programs will have games (there will be 8): 2 in July and 2 in August.

Book Nook: Carol Hoffman. "We made our \$2000!" Income for the month was \$2008. YEA! Carol let us know the Community Reads books were coming back. In years past, Community Reads selections didn't do well, but this years selection seems to be one people were interested in. Once they are all returned, we will label them and sell them. They will be placed on a featured shelf in order to generate further interest. We have "Star Wars" books and they are selling due to renewed interest. Sadly, donations are still not real good.

Memory Tree: Carol Neumann. Carol is in the process of getting statistics on the giving tree from her sister. After a review of the creation of such a display, discussion turned to just where we might be able to house such a project. The wall right after the Book Nook was discussed; also, the wall by the stairwell was considered. No decisions were made.

Membership: Sue Johnson. We lost 19 memberships, but we have more membership money than we have had in years! We just have an extremely generous body of members. We have many membership in the \$30-\$100 range! Membership "is good."

Discussion of moving to evening meetings: Sue Johnson. Sue informed us that she has had discussions with two people who might be interested in joining our Board. One person works during the day and would need to have meetings in the evening. This would necessitate returning to 7 p.m. meetings, or returning to Zoom meetings. Enthusiasm for this was less than overwhelming. The other person is not under consideration as she has a conflict with Wednesdays. Since we need more information, Sue and Carol Hoffman will meet with the gal who works and see what they can work out. Keep your fingers crossed!!

Membership in ALA - \$80 renewal: Sue Johnson. We learned about United for Libraries, which is a group within the ALA. This group has purchased a state-wide license which allows us to participate in live meetings. Sue has a United for Libraries membership and any Friend can sign up for one. ALA membership offers VOICE magazine. Sue presented all the information she had and commented that she was not sure that ALA is "for us." After some discussion, it was determined that joining ALA is "not for us." Hence, we will save the \$80 and not join.

Review of the Bylaws modification: Sue Johnson. Sue did a final review of the Bylaws changes which will be approved at the Annual Meeting. The Library lawyer looked at the Bylaws and proposed the following:

ARTICLE VI. OFFICERS has been modified by adding a final sentence to the original wording of the Article.

"Notwithstanding the foregoing, a board member is eligible to be re-elected to another consecutive term of office only if there is no other candidate who is nominated for and elected to that office."

Section 2 of that same ARTICLE was modified to reflect that "The Board of Directors shall consist of no less than five (5) and no more than thirteen (13) directors." The original wording had been "seven (7)" but was modified to reflect the number of current board members eligible to serve on the Board.

The Library lawyer was pleased to help us with this matter and furnished us with a statement of \$257. Upon receipt, we were all eager to have this matter legally taken care of and the payment of this bill was unanimously approved.

Summer Songfest: Sue Johnson. We discussed the schedule for the entire Songfest as well as the schedule for the Dueling Pianos on June 30, 2022. We had a discussion regarding the number and types of raffle baskets, the contents of the baskets and the timing event itself. Come early for dinner at 6 p.m.; entertainment begins at 6:30 p.m.; ticket sales: \$5/five tickets; \$10/12 tickets; \$20/25 tickets. There was some talk of having a donation jar. We shall see.

Newsletter to Announce Annual Meeting: Sue Johnson. We need to get our newsletter out so that our membership will realize that the Annual Meeting will be on July 6, 2022 this year. It will be held in the Library at 2:00 p.m.

Sue announced that it had been agreed through email communication that our Annual Board Meeting would be on July 6, 2022. The Friends Board will meet in August and we will meet on Wednesday, August 10, 2022. Time of meeting to be determined.

There being no formal motion to adjourn, Sue just adjourned us at 3:17 p.m.

Respectfully submitted,

Evelyn Cadicamo



NOVI HISTORICAL COMMISSION

Minutes

Wednesday, June 15th, 2022

Novi Library Local History

CALL TO ORDER: 7:00pm

ATTENDANCE: Rachel Manela, Kelly Kasper, Kim Nice, Debbie Wrobel, Kathy Crawford

ABSENT: Sharon Larson, Daniel Pierce

GUESTS: Betty Lang (Library Liaison)

APPROVAL OF AGENDA: Motion: Cathy, 2nd Debbie, ALL APPROVED

APPROVAL OF May 2022 MINUTES: ALL APPROVED

TREASURERS REPORT- Kim

NOVI HISTORICAL COMMISSION
FINANCIAL SUMMARY REPORT - 2021/2022 Fiscal Year

	BUDGET	EXPENDITURES	
		Through June 15, 2022	
Display Cabinet Exhibit	\$ 900	\$ (192.83)	
Marketing/Brochures/Engage/Name Badges	\$ 1,200	\$ (455.35)	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 1,200	\$ (28.62)	
Program/Speaker Fees	\$ 900	\$ (550.00)	
Storage Unit	\$ 2,500	\$ (2,431.00)	
Acquisition (Books/Materials)	\$ 500	\$ (1,227.99)	
Conference/Continuing Education	\$ 2,200	\$ (99.00)	
Legal Fees	\$ 1,000	\$ -	
Special Projects	\$ 3,600	\$ (1,020.62)	
Examples:			
(Villa Barr, Photography, Veterans Sign, Oral Histories, City/Community Events, Motor City Marker)			
Total:	\$ 14,000	\$ (6,005.41)	\$ 7,995
Equitable Projects	Expenditures	Revenue Received	
Villa Barr Book Sales YTD		\$40.00 YTD	
Wreaths Across Novi Project	\$ (1,856.84)	\$2,150.00	\$ 798.34 carryover funds

New Fiscal year begins July 1st. Kim will give a year-end report in July.

Library Liaison Report, Betty Lang

- Document Donation Day Recap

Kathy Crawford donated

Another member of the public donated information about Novi Rexal Drug store.

- Reminders:

Brochure sites needs to be on top of our to-do list

City Resource Management Plan

Waiting for more information on getting the film reader fixed/replaced

- Communications

Michigan Historical Society Membership ends 8/31

Kelly Moved to renew, and 2nd by Kathy. ALL APPROVED

-History Room Office Hours: By appointment for summer



NOVI HISTORICAL COMMISSION

Minutes

Wednesday, June 15th, 2022

Novi Library Local History

DISCUSSION ITEMS:

- **Omeka (Grave Sites), Rae Manela**
- **Novi Historical Sites Brochure, Dan Pierce,**
 - **Design: Color Scheme, font, etc.**On hold until Dan returns
- **City Request for Facts/History for Social Media, Sharon Larson & Kathy Crawford**

Kathy and Sharon were collecting facts/information that will be ready to go if the City gets back to us and wants the information.
We're going to post it on our social media
- **Miniature Project, Kathy Crawford**

Committee members: Kathy Crawford, Sharon Larson, Kim Nice, Debbie Wrobel, and Sue Grifor

Kathy reached out to a group at Fox Run. A meeting is scheduled for July 7th to talk with the woodshop club, railroad club and others.

Kathy is meeting with Betty on the 21st to talk about where to look for information on what was at the 4 corners 100 years ago

Ongoing PROJECTS:

- **Oral histories**

Toni McCollum from Rexal Drug agreed to do an oral history
- **Veteran's Memorial for KIA – Kim**

Confusion about who in the city will pick up this task. The city now has the application form but we have yet to hear how it will be publicized and used.
Kim will continue to follow up with the city, Sandy Fisher about this.
- **Storage Unit**
- **Visit: 10am Sept. 17th to look at what is in there. What belongs to us, what does not belong to the Commission.**
- **Cemetery sign removal/change, Kathy Crawford**

This will be the top of our agenda for September
- **Cemetery upkeep**

Parks and Rec takes care of this.
Parking spots will still be put in when a new business goes in on the property near the Novi Road Cemetery



NOVI HISTORICAL COMMISSION

Minutes

Wednesday, June 15th, 2022

Novi Library Local History

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

ADJOURN: 8:06pm



NOVI HISTORICAL COMMISSION

July Minutes
 Wednesday, July 20, 2022
 Novi Library Local History

CALL TO ORDER: 7:01 pm

ATTENDANCE: Rachel Manela, Kathy Crawford, Dan Pierce, Debbie Wrobel, Kelly Kasper

ABSENT: Sharon Larson, Kim Nice

INTRODUCTION OF GUESTS: Betty Lang (Library Liaison), Sue Grifor

APPROVAL OF AGENDA: ALL APPROVED as amended

APPROVAL OF JULY MINUTES: APPROVED as amended

TREASURERS REPORT- Rae

NOVI HISTORICAL COMMISSION
 FINANCIAL SUMMARY REPORT - 2021/2022 Fiscal Year END

	BUDGET	EXPENDITURES Through June 30, 2022	
Display Cabinet Exhibit	\$ 900	\$ (192.83)	
Marketing/Brochures/Engage/Name Badges	\$ 1,200	\$ (791.35)	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 1,200	\$ (28.62)	
Program/Speaker Fees	\$ 900	\$ (750.00)	
Storage Unit	\$ 2,500	\$ (2,431.00)	
Acquisition (Books/Materials)	\$ 500	\$ (1,227.99)	
Conference/Continuing Education	\$ 2,200	\$ (89.00)	
Legal Fees	\$ 1,000	\$ -	
Special Projects	\$ 3,600	\$ (1,160.76)	
Examples: (Villa Barr, Photography, Veterans Sign, Oral Histories, City/Community Events, Motor City Marker)			
Total:	\$ 14,000	\$ (6,681.55)	\$ 7,318
Equitable Projects	Expenditures	Revenue Received	
Villa Barr Book Sales YTD		\$40.00 YTD	
Wreaths Across Novi Project	\$ (1,866.84)	\$2,150.00	\$ 788.34 carryover funds

Treasurer's Report: ALL APPROVED

Proposed Budget: ALL APPROVED

LIBRARY LIAISON REPORT:

Communications Received:

- Michigan Historical Review – Spring 2022 (Vol. 48, No. 1)
- Michigan History Magazine – July/August 2022

DISCUSSION ITEMS:

Omeka (Grave Sites) Presentation:

Dan Pierce walked the Novi Historical Commission through an overview on how the Commission will use the Omeka site to share the images collected from the Knapp and Novi Road Cemeteries. The demonstration resulted in discussion about what other collections can be posted on the site (like the Walled Lake Amusement Park for example).

Novi Historical Sites Brochure Review:

The Commission reviewed and provided edits to the revised Novi Historical Sites Brochure. For next steps, Dan will include the new locations selected for the brochure and share the latest version with the Commission at the August meeting for further discussion/approvals.

Novi Cemeteries Booklet:

Kelly Kasper volunteered to begin creating an electronic excel spreadsheet that provides information about those buried in the Knapp and Novi Rd. Cemeteries. This includes, name birthdate, year of death and the section the person is buried in. The excel spreadsheet will allow people to search for names quicker than scouring the Historical Commission cemetery binders.

Proposed 2022-2023 Historical Commission Speaker Series:

- Wed. Sept. 28th – Prohibition Reenactor
- Wed. Oct. 26th – History of Willow Run
- Wed. February 22nd – Detroit and the Underground Railroad
- Wed. March 23rd – Ladies of the Lights (lighthouse keepers)
- Wed. April 27th – The LGBTQ community in the Labor Movement
- Wed. May 26th – A Reenactor who portrays a disguised female Union soldier

NEW BUSINESS: None

PUBLIC COMMENT: None

NEXT MEETING – August 17, 2022 at 7 p.m.

ADJOURN: 8:48 p.m.

Library Board Committee Reports

Events Attended by Library Trustees

Trustee Crawford

7/27 provided a special bus tour to the historic State Capitol with a visit to Villa Barr on the way home

7/28 Friends concert at Paradise Park

8/4 Friends concert at Paradise Park

8/8 Capitol Commission in Lansing note: a lot of their business concerns historical issues related to historic properties

8/11 Friends Concert at Paradise Park

8/16 State Fair steering committee

8/19 Joining the City Manager and Parks Director on a tour of Troy and Westland

8/22 Senior Day at the State Fair committee

8/23 meeting with local family in the Local history room. Their 13 year old Novi student wanted an interview regarding history of Novi

Trustee Bartlett

Attended all Thursday night concerts, with the exception of 4th avenue 90's night

Trustee Sturing

Attending the Patio lunch program sponsored by the Friends.

Trustee Dooley

MLA Webinar: Navigating Material Challenges for Library Trustees

Board Strategic Planning Committee

Recommendation to enter into a contract with Re-Thinking Libraries (based on total score below) with an understanding that this a not to exceed \$23,665 proposed by the vendor.

Currently, the Library Board has a budget for \$15,000 for strategic planning services for 22/23. The committee may choose to have further discussions with the vendor to see if certain parts of the proposal can be eliminated in order to save costs, a retreat was mentioned at an additional cost of \$1,500.

	White Pine Solutions	Re-Thinking Libraries	Allyson Brunette	Library IQ
Evaluator				
Brian Bartlett	150	300	120	330
Kat Dooley	120	550	90	140
Julie Farkas	240	330	130	200
Priya Gurumuthry	230	360	120	190
TOTAL SCORE	740	1540	460	860

City of Novi
Evaluation Form - Each Criterion Weighted Separately

Project Description: **Strategic Planning Services - Novi Public Library**
 Name of Evaluator: **Brian Bartlett**

Total points available for each criteria: **10**

Ranking System: **High number = high ranking (better); Low number = low ranking**
 Divide the total number of points available per criteria (shown above) among the firms on each line. You may use a number more than once and you may use 0's.
 Instructions: **When you are finished, the amount on each line in the "Total Points" column should be 10.**

Criterion:	Weight	No. of proposals				Total Points
		1	2	3	4	
		White Pine Solutions	Re-Thinking Libraries	Allyson Brunette	Library IQ	
1. Responsiveness of the written proposal to the purpose & scope	30	2	4	1	3	10
2. Knowledge, skills & experience in conducting SP projects for libraries	30	1.5	3	1.5	4	10
3. Methodology & timeline for carrying out tasks in the scope	20	1.5	3	1.5	4	10
4. Cost to complete that process	10	4	1	3	2	10
5. Meet deadlines in strategic & library planning; references	10	1.5	3	1.5	4	10
	100	10.5	14	8.5	17	50

This area automatically computed

Weighted Results (Ranking times weight):					
	60	120	30	90	300
	45	90	45	120	300
	30	60	30	80	200
	15	30	15	40	100
TOTALS	150	300	120	330	900

City of Novi
Evaluation Form - Each Criterion Weighted Separately

Project Description: **Strategic Planning Services - Novi Public Library**
 Name of Evaluator: **Kat Dooley**

Total points available for each criteria: **10**

Ranking System: **High number = high ranking (better); Low number = low ranking**

Instructions: **Divide the total number of points available per criteria (shown above) among the firms on each line. You may use a number more than once and you may use 0's. When you are finished, the amount on each line in the "Total Points" column should be 10.**

Criterion:	Weight	No. of proposals				Total Points
		1	2	3	4	
		White Pine Solutions	Re-Thinking Libraries	Allyson Brunette	Library IQ	
1. Responsiveness of the written proposal to the purpose & scope	30	2	7	1	0	10
2. Knowledge, skills & experience in conducting SP projects for libraries	30	1	6	1	2	10
3. Methodology & timeline for carrying out tasks in the scope	20	1	5	1	3	10
4. Cost to complete that process	10	4	1	3	2	10
5. Meet deadlines in strategic & library planning; references	10	1	6	1	2	10
	100	9	25	7	9	50

<i>This area automatically computed</i>					
Weighted Results (Ranking times weight):					
	60	210	30	0	300
	30	180	30	60	300
	20	100	20	60	200
	10	60	10	20	100
TOTALS	120	550	90	140	900

**City of Novi
Evaluation Form - Each Criterion Weighted Separately**

Project Description: Strategic Planning Services - Novi Public Library
Name of Evaluator: Julie Farkas

Total points available for each criteria: 10

Ranking System: High number = high ranking (better); Low number = low ranking
 Divide the total number of points available per criteria (shown above) among the firms on each line. You may use a number more than once and you may use 0's.
Instructions: When you are finished, the amount on each line in the "Total Points" column should be 10.

No. of proposals	Weight	0				Total Points
		1	2	3	4	
Criterion:		White Pine Solutions	Re-Thinking Libraries	Allyson Brunette	Library IQ	
1. Responsiveness of the written proposal to the purpose & scope	30	3	4	2	1	10
2. Knowledge, skills & experience in conducting SP projects for libraries	30	2	4	1	3	10
3. Methodology & timeline for carrying out tasks in the scope	20	4	3	1	2	10
4. Cost to complete that process	10	4	1	3	2	10
5. Meet deadlines in strategic & library planning; references	10	1	3	2	4	10
	100	14	15	9	12	50

This area automatically computed

Weighted Results (Ranking times weight):					
	90	120	60	30	300
	60	120	30	90	300
	80	60	20	40	200
	10	30	20	40	100
TOTALS	240	330	130	200	900

**City of Novi
Evaluation Form - Each Criterion Weighted Separately**

Project Description: Strategic Planning Services - Novi Public Library
Name of Evaluator: Priya Gurumurthy

Total points available for each criteria: 10

Ranking System: High number = high ranking (better); Low number = low ranking
 Divide the total number of points available per criteria (shown above) among the firms on each line. You may use a number more than once and you may use 0's.

Instructions: When you are finished, the amount on each line in the "Total Points" column should be 10.

No. of proposals

Criterion:	Weight	No. of proposals				Total Points
		1	2	3	4	
1. Responsiveness of the written proposal to the purpose & scope	30	3	4	2	1	10
2. Knowledge, skills & experience in conducting SP projects for libraries	30	2	4	1	3	10
3. Methodology & timeline for carrying out tasks in the scope	20	3	4	1	2	10
4. Cost to complete that process	10	4	1	3	2	10
5. Meet deadlines in strategic & library planning; references	10	2	4	1	3	10
	100	14	17	8	11	50

This area automatically computed

Weighted Results (Ranking times weight):					
	90	120	60	30	300
	60	120	30	90	300
	60	80	20	40	200
	20	40	10	30	100
TOTALS	230	360	120	190	900

Comments:

- Most impressive lists of library references/experience - Library IQ and Re-Thinking Libraries
 - Costs for Re-thinking Libraries is considerably higher. Need to pare items. What Sticks out is 5,000+ for Group "Retreat". Though at budget I would look at decreasing this line item considerably.
 - All tend to be light on Public data collection methodology. Think IQ is closest. all will require input from library coordinator.
 - Only Rethinking Library's had a detailed example of a report ending the list
 - White Pines, though relatively local had no library references. Much of their proposal consisted primarily of resumes.
 - Several reference 12 month work plans especially Rethinking Libraries talking of 12 month work plans. I don't assume such on going support is free. Would like clarification from finalists as to support questions/remote availability for 6-12 months included in the proposals.
- Overall, I would first support Library IQ as a selected vendor based upon.
- Resume and qualifications of principals
 - Extensive library experience
 - Cost vs. other top qualified Library selection
 - Details on the computer based data collection
- Second choice rethinking Libraries.
- Would need to somehow "streamline" the "Board Retreat option". I have a tough time justifying over 20% of their bid and over 30% of competitors bid for a meeting of this format. Don't know how much of it would be selling Rethinking Libraries rather than focusing on Novi.

Comments:

After going over the proposals, I think the best two choices would be ReThinking Libraries and Library IQ. Both have extensive experience in the nuanced world of libraries and I think that is important if we are going to do the strategic plan correctly and conduct robust research to formulate the plan for the next 5 years of NPL. I am concerned over the cost associated with ReThinking, but they are abundantly qualified and I do believe that this is an important investment. I initially thought Library IQ would be a great match, but they failed to fill out the actual RFP proposal form which is concerning since that is a requirement

Additional Comments:

- Re-Thinking Libraries: Total Bid Cost \$23,665
3 of the committee members were most impressed with Re-Thinking Libraries based on the amount of libraries they have experience with, including local Michigan libraries. The vendor is headquartered in Brownsburg, Indiana. Excellent plan of action, philosophy, process for the project, timeline for the project to be completed and a sample of extensive data gathering mechanisms. Company has been in business under the current name for 2 years (2020). Company currently has two full time employees.
- White Pine Solutions: Total Bid Cost \$14,800 (with additional services offered to expand and enhance the plan for an additional agreed upon cost)
Vendor did not have any library experience referenced in the bid. Company has been in business under the current name for less than one year, started in 2022. Company currently has three full time employees. An extensive work plan and timeline was provided. Vendor is headquartered in Monroe, Michigan.
- Library IQ: Total Bid Cost \$19,500 (with optional onsite presentation of plan for an additional \$1,000)
Vendor did not include the qualifications questionnaire that was required in the bid packet (which would have included years of employment, signature of authorization, employee information). Vendor provided an extensive list of libraries that they had worked with, however, none noted in Michigan. Information for data gathering, data and information strategy, staff day, key milestones, timeline were provided. Vendor is headquartered in Rockville, Maryland.
- Allyson Burnette Consulting, LLC: Total Bid Cost \$14,870
Vendor did not have any library experience referenced in the bid. Vendor is headquartered in Green Bay, Wisconsin. Vendor provided a work plan and methodology for the project. Vendor indicated that remote data gathering and analysis

would occur, a SWOT analysis as well as a mission vision workshop, and strategic planning workshop. Company has been in business one year and one employee is currently employed full time.

Building & Grounds

From Director Farkas regarding the IT Server Room AC Unit Bid:

Unfortunately, we did not receive any bids for the air conditioning unit for the server room. I have a meeting with the City on Monday to discuss next steps. I am aware of our current vendor Allied Building not submitting a bid – their department that reviews this information missed our information. I contacted them directly when I did not see them at the mandatory walk-through. This was an error on them, as they are experiencing staff shortages as well. I am hoping I will be able to engage them and a couple of vendors that we are familiar with that did not inquire, as well as the City's current vendor. More to come.

From Director Farkas regarding the Library Parking Lot Maintenance Repair Project:

Parking lot maintenance project went really well on Friday, August 12th. Lot was opened back up by 9:30am on Saturday, August 13th. The vendor does have to come back to clean up a sidewalk based on a hose busting with tar and making a mess. They will do this before Labor Day. Also, the striping in some area was not as defined as it should be. There was some bleeding from the black through the white markings. This also will be addressed. The vendor shared that there is one area on the east side of the lot that is of concern for being dug out and fixed. He does not feel the whole parking needs a redo for 22/23. This is great news for the budget. He recommends another seal crack, but not a full seal coating for next year. I will be working on quotations for 23/24 budget purposes.

From Director Farkas regarding annual snow removal quotations:

Library was invited to participate in the snow removal bids for the City of Novi. This brought forth an bid amount that was three times the annual costs that the Library currently pays out for snow removal services (October – March). Director Farkas is currently seeking other quotations.

From Director Farkas regarding the Lakeshore Lending Library:

We have been experiencing intermittent issues with the Lending Library since its installation in May 2021. These issues have been documented since the beginning and have been sent to the Envisionware vendor for maintenance and resolution. Envisionware has sent out staff to repair and troubleshoot the problems, however, we have not had a successful 6 months without an issue occurring. A letter was drafted and sent to the vendor as of 6/30/22, including a log of the various malfunctions. The letter stated that NPL staff would no longer go out to fix kiosk issues as it was additional time and costs on the organization. Currently, we are looking for action from the CEO/COO as to how such issues and concerns will be addressed for NPL and what type of monetary reimbursement and equipment upgrades can be made at no cost to NPL. I had a brief meeting with the vendor on 8/12/22 to find out their next steps. They are currently experiencing staff and organizational changes, and will have more information as to a plan of action after the Labor Day holiday.

DEI Board Committee Minutes by Trustee Dooley

Date: 8/9/2022

Nicole Williams - in the back half of the Librarian interviews. Competition is fierce and we have reached out to graduate students to add to the diversity of staff.

IN SERVICE is Friday - HR Specialist Nicole is leading the training of the Staff. Emotional Intelligence and Leadership. Mental health, teamwork, self-care. Team building and stress management are the topics.

Collections amount that are purchased under the DEI designation for the collection. Circ Count Statistics will be in the board packet.

Trustee Michener spoke at a youth author event in California - SCBWI (Society of Children's Book Writer's and Illustrators) and offered more resources to NPL. Also spoke about: Impact Legacy Foundation/Fund discussion. Grants and opportunities.

Discussion was held about the patio concerts and populations coming together which aids in Diversity, Equity and Inclusion, Gail's contribution, and the value of events like these.

Discussion on Patmos Library. Novi and Staff are prepared if there are any questions brought up in our area.

Collections Policy: Read through the collection development policy drafts from staff. Sit down and have a more in-depth discussion. Policies have been robustly reviewed by many different departments of staff.

Next Meeting - 8-22-2022



LIBRARY BOARD FACTS ABOUT:

This information sheet is intended as a tool to assist in clarification and decision making for Public Library Directors and Boards. It is not intended as legal advice. Library Boards and Directors should consult with their library attorneys when determining a plan or policy for their libraries.

BOOK AND MATERIALS CHALLENGES

- **Materials Challenge or Materials Reconsideration** are the terms used by libraries, publishers, and authors to describe a question or complaint about an item, program, or publication's presence in the collection of a public, school, academic or any other library.
- **Censorship** is the term used when materials are removed from a library due to the subject matter, author, language, or viewpoint of the item. Materials can also be considered censored when access to them is restricted (because of their subject matter, author, language, viewpoint, etc.) with the intent to make the materials difficult to access. This situation can be very contentious.
- **The First Amendment of the United States Constitution guarantees all people the RIGHT to receive information of their choosing.** *Martin v. City of Struthers Ohio*, 319 U.S. 141, (1943), clarified the Supreme Court's interpretation of this right:

"The authors of the First Amendment knew that novel and unconventional ideas might disturb the complacent, but they chose to encourage a freedom which they believed essential if vigorous enlightenment was ever to triumph over slothful ignorance. This freedom embraces the right to distribute literature, Lovell v. Griffin, 303 U.S. 444, 452, and necessarily protects the right to receive it."
- **The First Amendment prohibits the restriction of access to information on the basis of viewpoint or topic.** *"The State may not, consistently with the spirit of the First Amendment, contract the spectrum of available knowledge."* *Griswold v. Connecticut*, 381 U.S. 479, 482, (1965).
- There are FIVE (5) types of speech NOT protected by the First Amendment: **Defamation, Fighting Words, Incitement, True Threats, and Obscenity.** (For more information, see pgs. 2-6 of [Book Challenges, Censorship, and Michigan Public Libraries](#)).
- Obscenity is not a label that is based on an individual or group opinion informed by personal beliefs. **Obscenity is a label applied to information by a court of law using a specific set of criteria.** [Miller v. California](#), 413 US 15
- **Pornography is not the same as obscenity.** Obscenity is illegal under federal law, [18 USC 1465](#). If a library can purchase a book or material in the legal mainstream marketplace (via a publisher or Amazon, for example), it is presumably not obscene – even if they depict sexual themes.

- **Pornography that is not obscene is protected under the First Amendment** (Miller v. California) "*Sexual expression which is indecent but not obscene is protected by the First Amendment.*" [Sable Comm. Of Calif. V. FCC, \(1989\).](#)
- Individual states may impose restrictions on the exposure of children to materials that contain sexual themes. **Michigan's law explicitly exempts Library staff and teachers from prosecution for this, [MCL 722.676](#).** This exemption is evidence that the state considers public libraries not responsible for supervising minors' choices of reading material. These laws are also not intended for age-appropriate materials that depict controversial themes.
- Michigan public libraries are required to implement mechanisms such as filtering software or privacy screens to limit minors' exposure to explicit sexual content via the Internet while still permitting adults to have access to such content if requested. [MCL 397.606](#)
- **Uphold your Oath. Municipal officials – INCLUDING library trustees, take oaths of office.** Michigan's constitutionally prescribed oath pledges that the trustee will support both the Michigan and the US Constitutions. The text of this oath, listed [in Art. XI, Section 1 is:](#)
"All officers, legislative, executive, and judicial, before entering upon the duties of their respective offices, shall take and subscribe the following oath or affirmation: I do solemnly swear (or affirm) that I will support the Constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of according to the best of my ability."
- **Board members have no power or authority to act unilaterally.** Library board powers and authority are authorized and granted by the legislature to the board as a WHOLE entity- NOT to individual board members. Board members acting individually are acting outside the scope of their authority See, OAG, 1977–1978, No 5286, p 403, 404 (March 31, 1978) (City council members acting individually have no authority to conduct city business). [County of Saginaw v Kent](#), 209 Mich 160, 167, (individual county board member cannot bind the county by their acts).
- **Members of a governing board have a 'Fiduciary Duty' to always act in the best interests of the library-** NOT the bests interests of a personal agenda, political view, religious view, or local municipal government view. **Board members who use their decisions to impose personal, religious, political, or other beliefs onto library users are not acting in the best interests of the library as an entity.** The library belongs to and serves an entire COMMUNITY and trustees are in place to maintain and protect the library **for the entire community** - not just the groups and demographics board members identify with. This is particularly true in matters where Library assets or funds are affected (or where actions could invite a lawsuit).
- **No Community is Homogenous.** The 2020 census has illustrated that the United States is more [diverse](#) in almost every metric. [Michigan](#) reflects this trend. Approximately 7% of Michigan's population is [LGBTQ+](#). The likelihood that the board (or library staff) alone fully represent every segment of their community is increasingly unlikely. This means that, in order to fulfill its mission and purpose and its responsibility as a resource for the exercise of the constitutional right to information (including information on controversial and uncomfortable topics), a public library may not restrict its collection

only to items deemed “appropriate” by a few based on the personal viewpoints, religion, politics and morals of those few.

- **70% of the American public are against [limits](#) or bans on library materials.** Another [poll](#) suggests that a minority of people are the ones likely to initiate complaints and censorship behavior.
- **At no time should a board member ([while representing themselves as a board member or while on duty as a board member](#)) participate in or advocate for the illegal removal of materials, programs, items, etc., from the library.** This action is not only a likely constitutional violation, but a violation of their oath of office, an arguable breach of fiduciary duty and an arguable misuse of library assets and money (irresponsibly discarding useable materials paid for by library funds). [Challenges to Materials and Programs: The Role of Library Trustees & Board Members](#) (3/31/22)
- Trustees' failure to uphold their oath, protect constitutional rights, comply with their fiduciary duty, and adhere to the laws and regulations applicable to Michigan libraries and government organizations could result in hefty fines and expensive lawsuits for a library. **Lawsuits can and are happening:** [Texas public library board in Llano County is sued over book bans | The Texas Tribune](#)
- **Only parents have the responsibility and the right to dictate what their children can or cannot read/view/check out of the library.** Public libraries do not have the same legal responsibilities or duties towards children as schools do. Public libraries are NOT “in Loco Parentis” like public schools are.
- **A public library is not a childcare facility. It is not a school.** It is a government service in a public building. For example, the Post Office expects parents to monitor their children, and so does the public library.
- **Public library trustees, like any public official (even a school board) have no authority or right to assert their personal viewpoints and beliefs as the preferred or designated beliefs of an entire community.** The public library, as an entity uniquely situated to facilitate people's exercise of their First Amendment right to information, has a responsibility and a duty to nurture a collection that represents a variety of beliefs and viewpoints.

“If there is any fixed star in our constitutional constellation, it is that no official, high or petty, can prescribe what shall be orthodox in politics, nationalism, religion, or other matters of opinion If there are any circumstances which permit an exception, they do not now occur to us.” [West Virginia Board of Education v. Barnette](#), 319 U.S., at 642, quoted by: [Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico](#), 457 U.S. 853, (1982).
- **Know your library's [Collection Development Policy](#).** Collection Development Policies define a library's design for its collections and is a library's template for how they purchase items for the community to borrow and utilize.

- **Know your library's [Materials Reconsideration Policy](#)** that describes the procedure and criteria for removing material from the collection.
- **Know your library's [Patron Behavior Policy](#)** which addresses problematic patron behavior – including “First Amendment” issues that are really behavior issues (viewing or reading pornography is protected by the First Amendment- engaging in inappropriate behavior or lewd actions while viewing pornography is not protected). Behavior policies should include robust consequences and an appeals process.
- **Know your library's Public Relations, Crisis Communication, or Media Contact Policies.** These policies will determine which library employee or official is authorized to be an official spokesperson for the library in the event of a public incident or crisis.

RESOURCES

[Pornography & Obscenity, by David L. Hudson Jr., First Amendment Center, Updated July 2009](#)

[Libraries and Intellectual Freedom](#), The First Amendment Encyclopedia, The Free Speech Center, Middle Tennessee State University visited 5/20/2022

[CBS News Poll – Big Majorities Reject Book Bans, February 2022](#)

[Handling Materials Reconsideration, Challenges and Censorship, A Checklist, Library of Michigan, 2020](#)

[Book Challenges, Censorship, and Michigan Public Libraries, Library of Michigan, December 2021](#)

[Terms and Definitions Related to Intellectual Freedom and Censorship United for Libraries, February 2022](#)

[Materials Challenges – Key Library Policies to Review and Revise, United for Libraries, February 2022](#)

Clare Membiela, MLS JD
Library Law Consultant
Library of Michigan

5/2022

This information is intended as a tool to assist in clarification and decision making for Public Library Directors and Boards. It is not intended as legal advice. Library Boards and Directors should consult with their library attorneys when determining a plan or policy for their libraries

Email from: Danielle Hammelef
To: Sarah Vander, Librarian
Re: Summer Reading prize
Date: 7/27/22



'Thank you for the Amazon.com Gift Card and fun rainbow bookmark!! I love my library! I will be shopping for a new book soon. -- Danielle Hammelef'

Email from: Barbara McBeth, City of Novi
To: Julie Farkas
Re: Use of the East Meeting Room
Date: 8/4/22

Julie,

I wanted to write to thank you again for letting us use the east meeting room for our Master Plan Steering Committee meeting last night, and for the comfort and hospitality offered and by you and your staff. Dana was so helpful with all of the arrangements, and Joe was great as we arrived to make sure everything was set up the way we wanted it. Barb Rutkowski gave the Committee a warm welcome and received compliments from one of Committee members (Ramesh Verma) about how he has seen her go “above and beyond” during his time on the Library Board. The front desk staff were helpful and friendly, as usual.

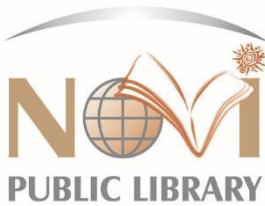
Thanks again,

Barb



Barbara McBeth, AICP | City Planner

City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
t: 248.347.0587 | c: 248.343.1237 | cityofnovi.org



**DRAFT 4; August 25, 2022
HR Board Committee; DEI
Board Committee & HR Staff
Committee Reviewed**

RULES OF CONDUCT

Conduct that interferes with operations, discredits the Library, or is ~~offensive~~ **harmful** to either another employee, volunteer or guest will not be tolerated.

An employee must follow these rules of conduct:

- Comply with the Library's policies, procedures, health codes, and safety rules
- Report to work on time as scheduled
- Notify a Manager/Supervisor/HR Specialist in advance when unable to report for work on time or when absent from work; contact the staff line to report being late or absent
- Carry key fob/keys to access secure points in the Library and report to the Administration Office if lost
- Perform assigned tasks efficiently
- Conduct yourself in a professional manner
- **Keep personal conversations to a minimum and do not impede productivity**
- ~~Refrain from sharing personal concerns and/or hardships with other employees~~
- Maintain a work area that is clean and orderly
- Consume food and beverages in designated areas
- ~~Refrain from using~~ Minimize use of personal devices on work time, ~~unless an emergency~~

The following conduct is not allowed for **employees or volunteers**:

- Reporting to work under the influence of alcohol, marijuana and/or illegal drugs
- Use, sale, dispensing, or possession of alcoholic beverages, marijuana and/or illegal drugs on/in Library grounds
- ~~Use of profanity or abusive language~~
- Possession of firearms or other weapons, including tasers, mace, and pepper spray on/in Library grounds
- ~~Secretly recording conversations and/or communications~~
- **Abusive language**, bullying, harassment, fighting or assault on another employee, volunteer or guest; threatening or intimidating another employee, volunteer or guest
- Theft, destruction, defacement or misuse of Library property or the personal property of an employee, volunteer or guest
- Gambling on/in Library grounds
- Loitering **in non-public or staff areas** at the Library while not on duty

- Falsifying or altering any library record or report, such as an application for employment, a medical report, a timecard, an expense account, an absentee report, guest record or shipping and receiving invoices
- Sleeping on the job
- Accepting ~~personal~~ individual gifts, gratuities, favors or services from guests or staff on/in Library grounds. If a gift/gratuity is offered to an individual at NPL, it will be shared with the entire organization.
- Purchasing from or soliciting to guests or staff on/in Library grounds
- ~~Soliciting of gifts~~
- Using unauthorized Library owned equipment for personal use

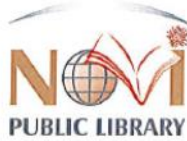
The examples above are not intended to be all-inclusive. Please Direct any questions or concerns to a Manager/Supervisor/HR Specialist, which are required to be investigated and followed up on. If an employee sees something, then they should say something to a Manager/Supervisor/HR Specialist.

Employees in violation of this policy will be subject to disciplinary measures, up to and including termination.

NPL Employee Handbook: Approved October 21, 2009; Amended September 21, 2011; Amended March 16, 2016; Amended August, 25 2022

Signed:

Kathy Crawford, President
Novi Public Library Board of Trustees



LIBRARY CLOSINGS 2022

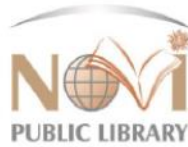
- SATURDAY, JANUARY 1 (New Year's Day) **H**
- FRIDAY, MARCH 11 (Staff In-Service Day)
- SUNDAY, APRIL 17 (Easter Sunday) **H**
- SUNDAY, MAY 8 (Mother's Day)
- SUNDAY, MAY 29 (Sunday of Memorial Day Weekend)
- MONDAY, MAY 30 (Memorial Day) **H**
- SUNDAY, JUNE 19 (Juneteenth) **H**
- SUNDAY, JUNE 19 (Father's Day)
- MONDAY, JULY 4 (Independence Day) **H**
- FRIDAY, AUGUST 12 (Staff In-Service Day)
- SATURDAY, SEPTEMBER 3 (Saturday of Labor Day Weekend)
- SUNDAY, SEPTEMBER 4 (Sunday of Labor Day Weekend)
- MONDAY, SEPTEMBER 5 (Labor Day) **H**
- FRIDAY, OCTOBER 21 (Friends Annual Event, closing at 5 p.m.)
- WEDNESDAY, NOVEMBER 23 (Wednesday before Thanksgiving, close at 5 p.m.)
- THURSDAY, NOVEMBER 24 (Thanksgiving Day) **H**
- FRIDAY, NOVEMBER 25 (Closed)
- FRIDAY, DECEMBER 23 (Closed based on current policy)
- SATURDAY, DECEMBER 24 (Christmas Eve Day) **H**
- SUNDAY, DECEMBER 25 (Christmas Day) **H**
- FRIDAY, DECEMBER 30 (Closed based on current policy)
- SATURDAY, DECEMBER 31 (New Year's Eve Day) **H**

LIBRARY BOARD MEETINGS

FOURTH THURSDAY OF EACH MONTH AT THE NOVI CIVIC CENTER @ 7:00 P.M.
(Except Feb. 17th, July 21st – held third Thursday
Nov. 16th, Dec. 21st – held the third Wednesday)

H – Paid Holiday for Employee

12/2021



LIBRARY CLOSINGS 2023

- SUNDAY, JANUARY 1 (New Year's Day) **H**
- SUNDAY, APRIL 9 (Easter Sunday) **H**
- SUNDAY, MAY 14 (Mother's Day)
- SUNDAY, MAY 28 (Sunday of Memorial Day Weekend)
- MONDAY, MAY 29 (Memorial Day) **H**
- SUNDAY, JUNE 18 (Father's Day)
- MONDAY, JUNE 19 (Juneteenth) **H**
- TUESDAY, JULY 4 (Independence Day) **H**
- FRIDAY, AUGUST 18 (Staff In-Service Day)
- SATURDAY, SEPTEMBER 2 (Saturday of Labor Day Weekend)
- SUNDAY, SEPTEMBER 3 (Sunday of Labor Day Weekend)
- MONDAY, SEPTEMBER 4 (Labor Day) **H**
- FRIDAY, OCTOBER 20 (Friends Event closing at 5 p.m.)
- WEDNESDAY, NOVEMBER 22 (Wednesday before Thanksgiving, close at 5 p.m.)
- THURSDAY, NOVEMBER 23 (Thanksgiving Day) **H**
- FRIDAY, NOVEMBER 24 (Day after Thanksgiving)
- SATURDAY, DECEMBER 23
- SUNDAY, DECEMBER 24 (Christmas Eve Day) **H**
- MONDAY, DECEMBER 25 (Christmas Day) **H**
- SATURDAY, DECEMBER 30
- SUNDAY, DECEMBER 31 (New Year's Eve Day) **H**
- MONDAY, JANUARY 1, 2024 (New Year's Day) **H**

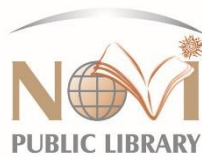
LIBRARY BOARD MEETINGS

FOURTH THURSDAY OF EACH MONTH AT THE NOVI CIVIC CENTER @ 7:00 P.M.

Except: Nov. 16th, Dec. 21st – due to holidays

H – Paid Holiday for Employee

Approved by Library Board 6/23/2022; Updated 6/27/22

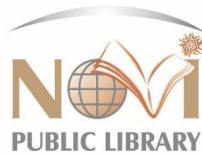


Library Board Calendar

2022

January	Budget Planning Sessions at NPL: January 15th at 10am & January 20th at 6pm
January 27	Library Board Regular Meeting, Council Chambers Library Director Mid-year Review
February 17	Library Board Regular Meeting, NPL Whole Meeting Room (Approved change)
March 11	Staff In-service Day, Library Closed
March 24	Library Board Regular Meeting, NPL Whole Meeting Room (Change by City of Novi)
April 3-9	National Library Week
April 28	Library Board Regular Meeting, Council Chambers (Board Elections)
May 26	Library Board Regular Meeting, Council Chambers
June 23	Library Board Regular Meeting, Council Chambers Library Director Annual Review
July 21	Library Board Regular Meeting, NPL Whole Meeting Room (Approved change)
August 12	Staff In-service, Library Closed
August 25	Library Board Regular Meeting, Council Chambers
September 22	Library Board Regular Meeting, Council Chambers
October 27	Library Board Regular Meeting, Council Chambers
November 16	Library Board Regular Meeting (Wednesday), Council Chambers
December 21	Library Board Regular Meeting (Wednesday), Council Chambers

- Friends Board Meeting meets the second Wednesday of the month, 2 p.m. at the Library.
Historical Commission meets the third Wednesday of the month, 7 p.m. at the Library.



DRAFT as of August 25, 2022

Library Board Calendar

**** Meetings occur on the 4th Thursday of the month, unless otherwise noted**

2023

January	Budget Planning Sessions at NPL: Thursday, January 12th at 5:30pm and Saturday, January 21st at 10:30am, Novi Public Library
January 26	Library Board Regular Meeting, Council Chambers 2023-2024 Budget approval and Library Director Mid-year Review
February 16	Library Board Regular Meeting, NPL Whole Meeting Room (Change due to Director conflict, Location TBD)
March 23	Library Board Regular Meeting, Council Chambers
April 23-29	National Library Week – Theme: For a Richer, Fuller Life, Read!!
April 27	Library Board Regular Meeting, Council Chambers (Board Elections)
May 25	Library Board Regular Meeting, Council Chambers
June 22	Library Board Regular Meeting, Council Chambers Library Director Annual Review
July 27	Library Board Regular Meeting, Council Chambers
August 11	Staff In-service, Library Closed
August 24	Library Board Regular Meeting, Council Chambers
September 28	Library Board Regular Meeting, Council Chambers
October 26	Library Board Regular Meeting, Council Chambers
November 16	Library Board Regular Meeting (Thursday), Location TBD ** 1 week in advance due to the holiday
December 21	Library Board Regular Meeting (Thursday), Location TBD ** 1 week in advance due to the holiday

Friends Board Meeting: second Wednesday of the month, 2 p.m. at the Library.

City of Novi Historical Commission: third Wednesday of the month, 7 p.m. at the Library.