



Agenda

Novi Public Library Board of Trustees--Regular Meeting
Thursday, August 24, 2023
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, Mark Sturing

Pledge of Allegiance

Roll Call by Secretary, Brian Bartlett

- 1. Trustees: Bartlett, Cherukuri, Crawford, Dooley, Gawalapu, Gurumurthy and Sturing
Student Representative – Abhay Kakarla

Approval of Agenda.....1-4

Consent Agenda

- 1. Approve Minutes of: July 27, 2023 Regular Board Meeting5-11
- 2. Approve Claims and Warrants of:
A. Accounts 271 and 272 (#629) 12-14

Presentations

- 1. **2023 Staff Awards:**
 - A. Student Representative Annual Review 2022-2023: Presented by Abhay Kakarla.....15-23
 - B. Meeting Room Rental Report 2022 – 2023: Presented by Crockett, Meeting Room Coordinator.....24-25
 - C. Friends of Novi Library Annual Review 2022-2023: Presented by Sue Johnson, President.....26-27
 - D. Novi Historical Commission Year in Review 2022-2023: Presented by Rae Manela, Chair.....N/A

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 – July 2023.....28
2. President's Report (Mark Sturing)
 - A. President's comments, Trustee experiences and involvement
3. Treasurer's Report (Sreeny Cherukuri)
 - A. 2023-2024 Library Budget Fund 27130-32
 - B. 2023-2024 Contributed Fund Budget 27233
 - C. Financial Report July 31, 2023.....34
 - D. Library Fund 271 Expenditure & Revenue Report as of July 31, 2023 35-37
 - E. Library Fund 272 Contributed Fund as of July 31, 2023 38-39
 - F. Balance Sheets for Funds 271 and 272 as of July 31, 2023.....40-41
4. Director's Report (Julie Farkas) 42-69
 - A. Information Technology Report (Jeffrey Smith) 70-73
 - B. Facilities Report (Keith Perfect) 74
 - C. Information Services Report (Hillary Hentschel) 75-77
 - D. Support Services Report (Maryann Zurmuehlen) 78-80
 - E. Library Usage Statistics..... 81-90
 - F. Friends of Novi Library - 91-95
 - G. City of Novi Historical Commission – 96-97

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Committee Reports

1. **Policy Committee:** Review current public policies for the Library
(Chair: Sturing, Bartlett and OPEN, Staff Liaison – Julie Farkas)
 - No meeting held.....N/A

GOALS 2022-2023: (NEED NEW GOALS)

 1. Continued review of public policies
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Crawford, Dooley, Staff Liaison – Julie Farkas)
 - No meeting held.....98

GOALS 2022-2023: (NEED NEW GOALS)

 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: Cherukuri, Bartlett, Sturing, Staff Liaisons – Julie Farkas)
 - No Meeting held.....98
 - GOALS 2022-2023: (NEED NEW GOALS)**
 1. Review Financial Plan
 2. Library Endowment/Foundation investigation
 3. Salary Comparison and review – **COMPLETED**

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
 (Chair: Gurumurthy, Dooley, Staff Liaisons – Julie Farkas & Dana Brataniec)
 - Meeting held: July 24, 2023.....99-101
 - Next meeting: August 31, 2023
 - GOALS 2022-2023: (NEED NEW GOALS)**
 1. Continuing support with Friends of Library; more board presence at their events
 2. Marketing Plan Update pending the new Strategic Plan
 3. Marketing efforts put in place for the Strategic Plan

5. **Strategic Planning Committee:**
 (Chair: Bartlett, Gurumurthy, Crawford, Staff Liaison – Julie Farkas).
 - No meeting held.....101

6. **Building & Grounds Committee:**
 (Chair: Gawalapu, Sturing, Cherukuri, Staff Liaison – Julie Farkas)
 - No meeting held.....N/A
 - GOALS 2022-2023: (NEED NEW GOALS)**
 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: Bartlett, Sturing, Gawalapu, Staff Liaison – Julie Farkas)
 - Meeting held: July 25th102
 - GOAL 2022-2023: (NEED NEW GOAL)**
 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, Gurumurthy, Crawford, Staff Liaison – Julie Farkas)
 - Meeting held: July 25th.....102
 - Next meeting: TBD
 - GOALS 2022-2023: (NEED NEW GOALS)**
 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 new NPL Strategic Planning

Matters for Library Board Action

- A. Approve updates to the Guest Behavior Policy, reviewed by Library staff and Attorney.....52-65

Communications

- 1. 7/14/23: Email from Nancy Thompson Re: Library Parking Lot.....103-104

Closed Session

- 1. None
Motion to Adjourn into Closed Session

Adjournment

Supplemental Information

- Library Board Calendar 2023 and 2024..... 105-106
- Library Closings 2023 and 2024 107-108

2023 Future Events:

- 8/24: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers
- **9/2 – 9/4: LIBRARY CLOSED – Labor Day Weekend**
- 9/5: Back to School – Teen Space Opens 2:30pm – 5pm
- 9/13: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 9/20: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 9/28: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers
- 10/11: Friends of Novi Library Regular Meeting – **CANCELLED**
- **10/15: National Friends of Library Week**
- 10/18: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 10/24: Community Reads Event – Emiko Jean author of Mika in Real Life at 7pm, Novi Public Library
- 10/26: Library Board of Trustees Regular Meeting at 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 27, 2023, 7 PM
Novi City Council Chambers**

Initial Draft

Call to Order by President Mark Sturing

City Council Chambers

Called to order by President Mark Sturing at 7:03 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary Brian Bartlett

Library Board – 7 Board members were recorded present

- Mark Sturing, President
- Kathy Crawford, Vice-President
- Sreeny Cherukuri, Treasurer
- Brian Bartlett, Secretary
- Kat Dooley, Board Member
- Priya Gurumurthy, Board Member
- Ajeeta Gawalapu, Board Member

Student Representatives

Abhay Kakarla – absent excused

Library Staff

Julie Farkas, Director

Approval of Agenda

Motion: To Approve the Agenda as presented.
Motion for Approval – 1st – Trustee Crawford
2nd – Trustee Gurumurthy

Motion passes – 7-0

Consent Agenda

- 1. Approve Minutes of: June 22, 2023 Regular Board Meeting5-11
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#628).....12-14

Motion: To Approve the Consent Agenda as presented.

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

Motion passes – 7-0

Presentations

2023 Staff Awards:

- A. Customer Service: Shang-Yeu Chang and Mary Robinson
- B. Community Champion: Hillary Hentschel and Support Services Outreach Team:
Elizabeth Kopko, Tracey Pelletier, Jean Aldrich and Pat Amireskandari
- C. Above & Beyond: Danielle Mazur, Rae Manela, Emily Lonchar, Bill Bembeneck and
Shannon O’Leary

Public Comment

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Doreen Poupard - Fox Run. Thanked the Board of Trustees for their work and the presentation to Fox Run by President Sturing and Director Farkas.

Nelly Tester – Cascade. Spoke out regarding the “cross” stickers used for designating Christian fiction and ALA policies. (Letter to the Library included in the packet.)

Reports

- 1. Student Representatives Report – June 2023.....15-16
- 2. President’s Report (Mark Sturing)
 - A. President’s comments, Trustee experiences and involvement
 - B. Attended the Friends Annual Meeting on July 12th at 7pm
 - C. Year End Goals Report for 2022-2023.....17-20

D. Presenting at Fox Run on Wednesday, July 26 to the newly formed Women's Club about the Library with Director Farkas

3. Treasurer's Report (Sreeny Cherukuri)	
A. 2023-2024 Library Budget Fund 271	21-23
B. 2023-2024 Contributed Fund Budget 272	24
C. Financial Report June 30, 2023.....	25
D. Library Fund 271 Expenditure & Revenue Report as of as of June 30, 2023.....	26-28
E. Library Fund 272 Contributed Fund as of June 30, 2023.....	29-30
F. Balance Sheets for Funds 271 and 272 as of June 30, 2023	31-32
4. Director's Report (Julie Farkas)	33-42
A. Information Technology Report (Jeffrey Smith)	43-45
B. Facilities Report (Keith Perfect)	N/A
C. Information Services Report (Hillary Hentschel)	47-50
D. Support Services Report (Maryann Zurmuehlen)	51-61
E. Library Usage Statistics.....	62-71
F. Friends of Novi Library	72-83
G. City of Novi Historical Commission	84-87

Public Comment

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None

Committee Reports - Note Committee assignments following reflect 2022-2023 assignments

- 1. Policy Committee:** Review current public policies for the Library
(Chair: Sturing, Bartlett and OPEN, Staff Liaison – Julie Farkas)
 - Staff Committee: Julie Farkas, Betty Lang, Dana Brataniec and Hillary Hentschel
 - No meeting held
 - **GOALS 2022-2023:**
 1. Continued review of public policies
- 2. HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Crawford, Dooley, Staff Liaison – Julie Farkas)
 - Staff Committee: Julie Farkas, Lindsay Gojcaj, Kristin Abate and Kirsten Malzahn
 - No meeting held
 - Director Farkas has been interviewing candidates for the HR Specialist position. Interviews are currently being conducted for Systems Administrator, Full-time

- Outreach Librarian and Teen Space Monitor. The Full-time Youth Librarian position has been filled.
- The Part-time Youth and Teen Programming Coordinator has been filled.
- The Full-time Support Services Supervisor has been filled.
- Director Farkas has been working with Foster & Swift, HR Attorneys, to have a full review of the current HR Policy Manual for NPL. The goal is for the full manual to be proposed to the Library Board in late November/December for review and approval.

· **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: Cherukuri, Bartlett, Sturing, Staff Liaison – Julie Farkas)

- No meeting held

· **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: Gurumurthy, Dooley, Staff Liaisons – Julie Farkas & Dana Brataniec)

- Next Meeting: July 25

· **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, Gurumurthy, Crawford, Staff Liaison – Julie Farkas)

- Meeting held: June 28
- Director Farkas offered 3 Strategic Planning meetings to staff on July 18, 19 and 20 for staff to go over the draft of the Strategic Plan and ask questions. A total of 20 people attended.
- Next meeting scheduled for: Wednesday, July 26. Strategic Planning Retreat group reviewing the document, hosted by Re-Thinking Libraries on Zoom.
- Draft of Strategic Planning document for review and Board approval.....88-91

6. Building & Grounds Committee:

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

· Meeting held: June 20.....92-93

· **GOALS 2022-2023:**

- 1. Explore ways to make our infrastructure (i.e. phone, security system) 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: Bartlett, Sturing, Gawalapu, Staff Liaison – Julie Farkas)

· Meeting held: July 25

· **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, Gurumurthy, Crawford, Staff Liaison – Julie Farkas)

· Meeting held: June 28.....94

· Next Meeting: July 25

· Letter from Nelly Tester Re: Christian stickers on books...95

· **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

- A. Approval of Strategic Planning document proposed by ReThinking Libraries, currently reviewed and recommended by the Strategic Planning Committee88-91

Trustee Bartlett Discussed the process for analyzing and reviewing the plan. Staff and the Core team have gone through several iterations of the plan. Last evening the plan was reviewed with the members of the community retreat team. As suggested by several community members, the board focused on 'action words' meant to be motivational. The first two pages of the plan cover the plan summary and then subsequent pages go into greater detail. A list of activities to move the strategic plan forward will be the next step after a plan is adopted.

Director Farkas Noted how the words in the mission can be used interchangeably and was pleased with how these turned out. Some of the community feedback has already been incorporated in the plan before trustees. This library staff feels this document can be

approved tonight. This will enable significant work to commence going forward.

Trustee Sturing Appreciated the work that went into this plan and felt it was an excellent document.

Trustee Crawford Noted that this is just the start of a process. This document will simply guide significant work that will occur over the next few years.

Trustee Cherukuri Asked if this document incorporated all the feedback from the community feedback sessions and meetings.

Trustee Bartlett Indicated that this did include feedback from all groups. Several areas were uncovered with one of the most notable being an over-stretched staff. It will be important that the board analyzes new initiatives not only in terms of cost but efforts needed.

Director Farkas Indicated that the Library needs to get used to saying "No" rather than trying to satisfy each and every request. It is something that will take some practice.

Trustee Dooley Was happy with being part of the process in the early phases and is excited to see the document finally coming to completion. She wanted to thank the community for their participation and efforts in this process. ReThinking Libraries noted how involved the community was.

Trustee Gurumurthy Enjoyed being on the Strategic Committee during this process from the beginning. She was impressed with the methodology and abilities of ReThinking Libraries. Looking forward to the work plans as they implement this plan and how we can incorporate this plan into various committee goals.

Motion: To approve the Strategic Planning document proposed by ReThinking Libraries

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

Motion passes – 7-0

- B. Recommendation from Building & Grounds Committee to approve a 4-year lease contract with Canon at a not to exceed annual cost of \$12,120.00.....92-93

Trustee Gawalapu The Building & Grounds Committee received a very detailed presentation and analysis regarding this replacement. Would encourage the board to move forward.

Trustee Sturing Agrees with the thoroughness of this proposal and would also support it.

Trustee Gurumurthy Since we are changing vendors is there a plan for piloting or testing the new solution?

Director Farkas There are no plans for a pilot period, but the library staff has performed a successful test and they have visited the City office who has already made the switch. The Library anticipates an easy transition with no significant downtime.

Motion: To approve a 4-year lease contract with Canon

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

Motion passes – 7-0

Communications

- 1. Email from Novi Education Foundation Re: Gala Donation.....96
- 2. Email from Aamani Cherukuri Re: Sunday Hours.....97

Closed Session

None

Adjournment

Motion: Motion to Adjourn at 8:12 PM

1st - Trustee Crawford
2nd - Trustee Gurumurthy

Motion Passes – 7-0

Supplemental Information

- Library Board Calendar 2023 –202498-99
- Library Closings 2023 and 2024.....100-101

2023 Future Events:

- 8/9: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library ** Time Change
- 8/12: Summer Reading Program Ends
- 8/16: Historical Commission Regular Meeting at 7pm, Novi Public Library
- 8/18: LIBRARY CLOSED – Staff In-Service Day
- 8/24: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers
- **9/2 – 9/4: LIBRARY CLOSED – Labor Day Weekend**

Warrants

Warrant 629	271 Accounts	August 2023	
Payable to	Invoice #	Account number	Amount
Auburn Hills Library	Lost Item 39082137100023	271-000.00-659.000	\$ 27.99
White Lake Township Library	Lost Item 39082144451096	271-000.00-659.000	\$ 15.95
Amazon	Certificate Holders	271-000.00-727.000	\$ 36.99
Quill	paper, folder	271-000.00-727.000	\$ 588.25
Smart Business	Supplies	271-000.00-727.000	\$ 10.38
Petty Cash	Stamps - USPS	271-000.00-728.000	\$ 31.50
Stams.com	Monthly Subscription; CC	271-000.00-728-000	\$ 19.99
USPS Stamps	Postage CC	271-000.00-728-000	\$ 250.00
1and1.com	Domain fee; CC	271-000.00-734.000	\$ 55.16
Adobe Inc.	Creative Cloud; 7-12-23 to 7-11-24; CC	271-000.00-734.000	\$ 359.88
Knight Watch	Monthly Monitoring	271-000.00-734.000	\$ 210.00
Patron Point	April 2023 - June 2023	271-000.00-734.000	\$ 521.10
SenSource	Annual Data Hosting Service fee	271-000.00-734.000	\$ 264.00
Tech Logic	Service Cleaning Program 6 visits	271-000.00-734.000	\$ 2,865.00
Amazon	IT Supplies	271-000.00-734.500	\$ 398.61
Apple.com	Computer supplies CC	271-000.00-734.500	\$ 0.99
SenSource	Data Logger	271-000.00-734.500	\$ 314.11
Amazon	toner cartridge	271-000.00-740.000	\$ 862.46
Demco	Operating supplies	271-000.00-740.000	\$ 122.74
Petty Cash	Kroger	271-000.00-740.000	\$ 11.97
Amazon	742.111R	271-000.00-742.000	\$ 7,763.30
Barnes & Noble	Mika in Real Life;742.191	271-000.00-742.000	\$ 3,087.29
Brodart	Books	271-000.00-742.000	\$ 647.07
Cengage/Gale	742.300	271-000.00-742.000	\$ 229.52
Center Point	742.300	271-000.00-742.000	\$ 311.64
Amazon	Lending Library	271-000.00-742.010	\$ 663.29
Baker & Taylor	744.520	271-000.00-744.000	\$ 1,672.01
Midwest Tape	744.510	271-000.00-744.000	\$ 1,417.19
Hoopla	Advance Digital Payment	271-000.00-745.200	\$ 15,000.00
OverDrive	eBook, Audiobook	271-000.00-745.200	\$ 9,820.42
Brodart	Comic Plus 7/23 thru 6/24	271-000.00-745.300	\$ 2,750.00
Cengage	eBook hosting	271-000.00-745.300	\$ 300.00
LinkedIn	/1/23 to 6/30/24	271-000.00-745.300	\$ 13,125.00
ProQuest	U.S. News stream 7/1/23 to 6/30/24	271-000.00-745.300	\$ 3,549.95

Tutor.com	Online tutoring Program	271-000.00-745.300	\$ 13,900.00
Spectrum	June - Credit memo	271-000.00-801.925	\$ (120.28)
Novi Rotary	Quarterly dues July-Sept 2023	271-000.00-809.000	\$ 150.00
Reforma	Membership	271-000.00-809.000	\$ 100.00
Knight Watch	Service Labor	271-000.00-816.000	\$ 390.00
RNA	July	271-000.00-817.000	\$ 6,297.59
AT&T	Jun 22,2023 & Jul 22, 2023	271-000.00-851.000	\$ 1,601.46
T-Mobile	June & July	271-000.00-851.000	\$ 1,934.87
Telnet	due 8/4/23	271-000.00-851.000	\$ 989.17
Verizon	May 29 - Jun 28 & Jun 29 - Jul 28	271-000.00-851.000	\$ 914.20
The Library Network	July 23- Sep 23	271-000.00-855.000	\$ 17,308.70
D.Mazur	SRP Treats & Party rentals	271-000.00-862.000	\$ 17.95
S. O'Leary	Japanese Storytime & ESL collections	271-000.00-862.000	\$ 70.50
Amazon	Brochure Holders	271-000.00-880.000	\$ 24.89
Conver Sight	myLIBRO Subscription 2023-24	271-000.00-880.000	\$ 3,300.00
Muniweb	Website Service, maintenance	271-000.00-880.000	\$ 944.50
The Library Network	Recite Me Subscription FY 2023-24	271-000.00-880.000	\$ 2,214.96
Amazon	Programming	271-000.00-880.268	\$ 966.46
Chicago Distribution Center	ALA - poster, bookmark	271-000.00-880.268	\$ 68.66
Gordon Food	Programming	271-000.00-880.268	\$ 159.55
Dueling Pianos	Summer Songfest; 7-20-23; CC	271-000.00-880.268	\$ 500.00
MPLC	Umbrella License 2023-24	271-000.00-880.268	\$ 338.62
Sam's Club	Programming	271-000.00-880.268	\$ 96.28
Scholastic	Programming	271-000.00-880.268	\$ 44.12
Target	SRP Programming, Raffle - CC	271-000.00-880.268	\$ 75.42
Engage	\$410.25 Friends & \$307.75 Hist Com - Reimbursed	271-000.00-900.000	\$ 8,650.00
Millennium Business	Print	271-000.00-900.000	\$ 544.96
DTE	due on 8/17/23	271-000.00-922.000	\$ 8,981.74
City of Novi - Utility	3/22/23 to 6/2/23	271-000.00-923.000	\$ 1,960.48
Allied Building	due 8/24/23	271-000.00-934.000	\$ 1,544.34
Amazon	dry eraser & Markers	271-000.00-934.000	\$ 48.72
Anago	deep clean & disinfect bathrooms	271-000.00-934.000	\$ 420.00
Hope Services	Maintenance Services	271-000.00-934.000	\$ 1,700.00
ImperialDade	Supplies	271-000.00-934.000	\$ 1,069.61
North Star	cleaning	271-000.00-934.000	\$ 224.25
Rich Osterman Electric	2nd floor cabinet in Main Library	271-000.00-934.000	\$ 1,535.00
Sherwin Williams	paint	271-000.00-934.000	\$ 43.88
Creating Sustainable Landscapes	Rain garden maintenance -6/22/23	271-000.00-936.300	\$ 2,200.00
SCA	parking lot Sweeping	271-000.00-936.300	\$ 81.08

Millennium Business	due 8/4/23	271-000.00-942.000	\$ 650.94
LMCC	Conference	271-000.00-956.000	\$ 950.00
MLA	Annual Conference	271-000.00-956.000	\$ 910.00
OverDrive	Digjpalooza 2023	271-000.00-956.000	\$ 249.00
TOTAL 271			\$ 151,355.37

Warrant 629	272 Accounts	August 2023	
Payable to	Invoice #	Account number	Amount
Amazon	Raising a Reader	272-000.00-742.229	\$ 148.72
Target	Raising a Reader - CC	272-000.00-742.229	\$ 11.00
M.Zurmuehlen	Resignation gift card for K.Swejkoski	272-000.00-742.236	\$ 29.95
Amazon	iCube	272-000.00-976.046	\$ 255.39
B&H Photo	iCube Supplies CC	272-000.00-976.046	\$ 323.46
Inventables.Inc.	iCube Supplies CC	272-000.00-976.046	\$ 91.53
SP Raise3D	Premium PLA Filament - Black & Gray; CC	272-000.00-976.046	\$ 69.98
TOTAL 272			\$ 930.03

2022-2023 End of Year Presentation

By:
Abhay Kulkarni, Student Representative and
Lindsay Gojcaj, Youth and Teen Services Supervisor

Novi Public Library Staff Liaisons:
Julie Farkas, Library Director and
Lindsay Gojcaj, Youth and Teen Services Supervisor

Summer 2022 Tween and Teen Programs

July:

- ★ Korean Lantern Craft
- ★ Parkour Training with Phoenix Freerunning Academy

August:

- ★ Summer Reading Finale Parties at Paradise Park (over 420 guests participated)

Monthly Programs:

- ★ Tail Waggin' Reading Buddies

Fall 2022 Tween and Teen Programs

September:

- ★ Making Crafts for Hispanic Heritage Month
- ★ Drummunity: Rhythmic Fun for Everyone with Lori Fithian

October:

- ★ Spooky Sweets: Halloween Cupcakes Decorating
- ★ Spooky Halloween Magic with Baffling Bill - held at Lakeshore Park

Monthly Programs:

- ★ Tail Waggin' Reading Buddies
- ★ Teen Advisory Board Meeting (September-May)



Fall 2022 Tween and Teen Programs

November:

- ★ Korean Lantern Making

December:

- ★ STEM: Edible Gingerbread House Engineering

Monthly Programs:

- ★ Tail Waggin' Reading Buddies
- ★ Teen Advisory Board Meeting (September-May)



Winter 2023 Tween and Teen Programs

January:

- ★ Robotics Day Demonstration

March:

- ★ Dungeons & Dragons for Beginners

Monthly Programs:

- ★ Teen Advisory Board Meeting (September-May)
- ★ NO-VI Chess Club



Spring & Summer 2023 Tween and Teen Programs

April:

- ★ SAT Practice Test with Sylvan Learning Center of Novi
- ★ Basic Budgeting and Banking 101 for Teens with Community Financial

May:

- ★ Dungeons & Dragons for Beginners

June:

- ★ Smoothie Summer Fun
- ★ Morning Kids Crafts
- ★ Retro Crafts for Tweens
- ★ Twine Workshop for Tweens

Monthly Programs:

- ★ Teen Advisory Board Meeting (September-May)
- ★ NO-VI Chess Club & NO-VI Chess Club: Experienced Players



Reading to Sherlock ↑



Reading to Bella ↓

Teen Advisory Board (TAB) Meetings

- ★ Meetings held monthly from September 2022-May 2023 (concurrent with the school year)
- ★ December 2022 was one of the most popular meetings this year (40 teens in attendance). Teens worked in teams to build and decorate gingerbread houses using graham crackers, frosting, candies, and more.
- ★ 2023-2024 TAB Officer elections were held in May 2023
- ★ TAB Meetings will resume in the September 2023

- ★ Community Service Project
 - Clothing Drive in partnership with the Novi Public Library, Teen Advisory Board, and a local Girl Scout Troop was held during May 2023 with donations going to Career Dress in Pontiac

Grab and Go Kits

Continued to be offered due to high demand and interest by our community

Registration offered at three times slots:
10am, 2pm, and 7pm

Kits offered for tweens and teens:

- ★ Mystery craft
- ★ Snowflake photo frame
- ★ Snowflake craft: magnet and keychain
- ★ Worry Box in partnership with the Novi Community Coalition and Novi Mental Health Alliance



Teen Space September 2022 - June 2023

From September 12, 2022 through June 1, 2023, there were a total of 4,080 guests who visited Teen Space

Below is the per month attendance in Teen Space:

- September 2022 = 208
- October 2022 = 497
- November 2022 = 470
- December 2022 = 445
- January 2023 = 485
- February 2023 = 541
- March 2023 = 437
- April 2023 = 340
- May 2023 = 588
- June 2023 = 69



MiLibraryQuest

★ MiLibraryQuest is a virtual quest for tweens and teens put together by a group of Michigan library staff in collaboration with the Library of Michigan and public libraries throughout the state



Participated in the following quests:

- ★ Summer 2022 Quest - June 15 through July 31, 2022
- ★ Winter 2023 Quest - February 1 through February 28, 2023

Summer 2022 Teen Stop Displays



← July 2022 - Summer theme

August 2022 - Set in or about school

Fall 2022 Teen Stop Displays



September 2022 - Banned Books Week



October 2022 - National Hispanic Heritage Month

Fall 2022 Teen Stop Displays



November 2022 - Historical fiction



December 2022 - Best young adult fiction books of 2022

Winter 2023 Teen Stop Displays



January 2023 - Winter theme



February 2023 - Romance

Winter & Spring 2023 Teen Stop Displays



March 2023 - Basketball



April 2023 - Books that were turned into movies or TV shows

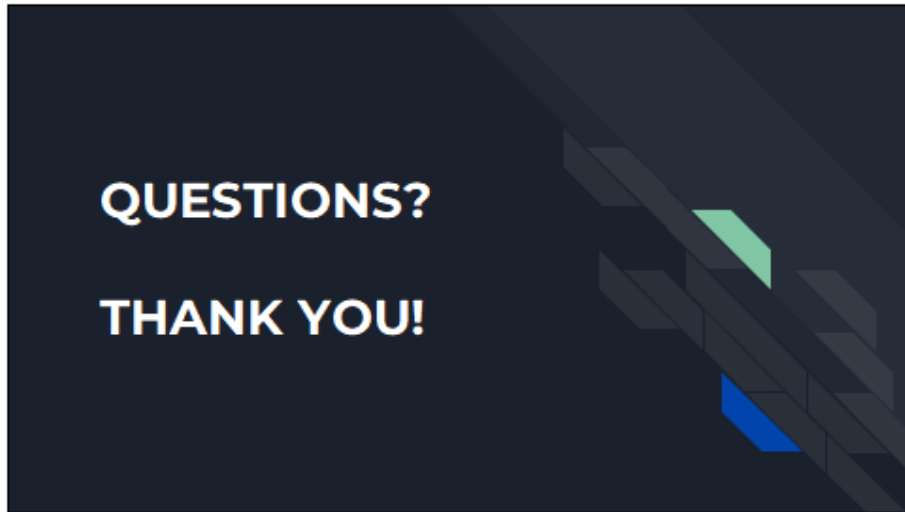
Summer 2023 Teen Stop Displays



May 2023 - Asian American and Pacific Islander Heritage Month and Jewish American Heritage Month



June 2023 - Pride Month



2022-2023 Meeting Room Report

OVERALL STATS

- Room Rentals: 382
- Attendees: 8,838
- Gross Revenue: \$32,312.50

POST-RENTAL SURVEY RESULTS

- Sent to: 241 renters
- Responses: 78
- 32% response rate

Question: Rank the following based on your recent Meeting Room rental experience
(Percent answering Excellent or Good)

- Information provided about meeting rooms: 100%
- Ease of reserving meeting room: 95%
- Pricing for meeting rooms: 89%
- Ease of making payment: 96%
- Communication with NPL staff prior to rental: 97%
- Accuracy of room set-up upon arrival: 96%
- Comfort and convenience of rooms: 97%
- Equipment/technology offerings available: 97%

Question: Is there any additional equipment or technology you wish was available in our Meeting Rooms?

- 77% responded No or N/A
- Suggestions included: larger display board, Apple connection cables, better internet, round tables, louder volume in Youth Activity Room, new audio system in Board Room with entire room speaker/microphones for online meetings

Question: Are there any other payment methods you would like to see offered?

- 58% responded No or N/A
- 42% requested an online option

Question: Would you rent a meeting room at the Novi Public Library again?

- 95% responded Yes
- 5% responded Maybe
- 0% responded No

Question: How did you hear about our meeting rooms?

(Top responses)

- Have rented here previously (41%)
- Library website/social media (37%)
- Visiting the Library (30%)
- Word of Mouth (26%)

Question: Were you provided information about Chartwells catering for your meeting/event?

- 42% responded No
- 30% responded Yes
- 28% responded Not Sure

Question: If you used Chartwells catering for your meeting/event, how was your experience?

- 100% responded Excellent or Good

Suggestions for Improving Meeting Rooms and/or reservation process:

- **Reserve and/or pay for rooms online (Top suggestion)**
- **More time before/after for set up and clean up (Top suggestion)**
- Have someone able to show the rooms on the weekends
- Provide room numbers when confirming reservation
- Easy way to check your reservation
- Final call or check-in with renter before event
- Make sure door is unlocked for renters
- Make sure room has been checked/cleaned prior to renter's arrival
- Information on who to contact about the temperature in the room
- Internet issues
- Do not allow rentals when big events are going on at Library/surrounding area
- No charge for Novi teachers/school-related activities
- Offer a non-profit rate for Novi organizations

Positive Feedback:

- Amy was great helping me request the room & the rest of the staff was very helpful in setting up.
- It is a beautiful library!
- Very smooth process & the room was just what we were looking for.
- Love the rooms available for rental and the ease of the process to do so.
- Amy was very responsive and the audio video help was great too.
- First time we did our team meeting here, it was nice and comfortable for our team. Hope we will have our future meetings here in NPL.
- Amy and Dana are always very nice and helpful when trying to make the reservations.
- The staff is very helpful and good-humored. Thanks for their assistance.
- The room was great and everyone was very friendly and helpful!
- Great people, great service. Everything was set up for us when we arrived.
- Library staff were all helpful. And the space was sufficient with good lighting.
- As an HOA, we appreciate the ability to not pay in lieu of learning about the library. Even though I've heard the presentations before, I feel like I'm always learning new information.
- Everyone at the library was very helpful and personable.
- It was a great location and everything went according to plan. Great support from Amy prior to and after booking.
- I'm very satisfied with the meeting room.
- The experience was great and as expected.
- That was excellent!
- I will definitely make another reservation in the future!
- Great experience!
- Thanks to all staff during the event day for their support and kindness, and Ms. Dana for cooperation.
- Very enjoyable experience. Received good communication throughout the planning process.
- Appreciated how easy the process was!
- We plan to repeat a room rental in September.
- Everyone was very nice and helpful throughout the process. We felt valued as a group. Thank you!

Friends of the Novi Library Year-in-Review – 2022/2023

Our big event this year was the installation of our Friends Giving Tree in the entry way of the Library. The tree was made possible by a donation by a longtime Friend in memory of her husband. The tree is bronze and the 200 leaves are a mix of gold, silver and bronze. Leaves can be imprinted as follows: gold - \$200, silver - \$150, and bronze - \$100. To date twenty-seven leaves have been purchased for \$4750. The unveiling of the Giving Tree was on May 23 with a music performance by the Entourage Variety Band and refreshments.



For the 2022/2023 year the Book Nook made \$24,529, internet sales were \$1011 and other books sales were \$36 for a total of \$25,576. As of late our donations have fluctuated. Visitors have been impacted by traffic due to road construction on 10 Mile, Novi Road and now Taft Road. We continue working with Tim Yakubov who is selling selected higher priced books from donations on the internet.

The Book Nook is having an uplift. This includes new chairs, new signage, new book displays, a scanner for pricing books and a new cart. The staff has been working to move all fiction to the left side shelves and make more room for nonfiction. This was made possible by a generous donation from a longtime Friend.



Our Friends members have been generous as always. Membership income for 2022/2023 is \$7,055 from 227 memberships. Donations were \$8,342 and income from Fundraising was \$7,016.

Two people joined our board in 2022/23. They are Mary Angela Winter and Stephanie Toliver.

Here are a few of the highlights for the year.

Toward our goal to include - bringing the library to the community

- We again brought four musical performances by Tola Lewis to area senior facilities including Fox Run, Anthology, Meadowbrook and Rose Senior Living.
- Friends funded children's author John Schu to speak at Hickory Woods Elementary on Wednesday, February 1st.
- Funded the music for Summer of Music at Paradise Park for the third year. This was a free event for the community that was again very well attended.
- We mailed two newsletters to our members and sent e-newsletters periodically to share what we were doing with our Friends.



Toward our goal to inform

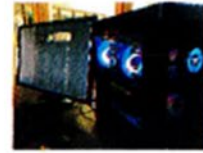
- Sponsored six evening Kaleidoscope programs on various topics including Madelyn Rzadkowsk, Curator Meadowbrook Estate, Natalie LaCroix-Tann of TIPPING POINT THEATRE, Northville, Joel Stone, Curator Emeritus Detroit Historical Society, Boblo Boats and the Story of Sarah E. Ray, Maybury Farm, and Olga Liskinskyi [Executive Director, Ukrainian American Archives and Museum of Detroit located in Hamtramck].
- Supported Community Read bringing author Devorah Heitner, PhD to discuss Keeping Kids Safe, Happy and Healthy in the Digital Age.



Toward our goal to inspire

- Held a Volunteer Appreciation breakfast in April to thank all our volunteers and library support staff.
- Hosted a luncheon for the staff and Friends Board during National Library Week.
- Supported Listen @ the Library with performances on Sunday afternoons.

- The Friends purchased two robust computers that will allow iCube guests to use Adobe Creative Cloud with ease. Adobe Creative Cloud features computer software that helps guests edit photos, create videos, design website, and more!



Toward furthering reading

- Supported Summer Reading which is open to anyone in the community. We funded the kick-off party in June which brought in 1400 people.



- Supported Raising a Reader to encourage our youngest friends to love books as we do.

Fundraising Events/Donations

- Participated with Vera Bradley in Twelve Oaks Mall. For a \$5 donation, shoppers received a discount coupon toward their purchase. We made \$102 and received a lovely Vera Bradley bag.
- We brought Broadway to Novi with a performance by Vanessa Carr. The raffle made \$210.
- Joyce Cherf supplied a basket of Michigan items for a drawing in December. For a \$5 donation, an individual received an entry into the basket drawing. We made \$545. Leslie Zeff won the basket.
- In June Joyce donated a Gardening Basket with items from Farmer John's who gave a 20% discount. We made \$420. Kathy Mutch, our Kaleidoscope series manager, won the basket.
- Several Friends made holiday items and held a Holiday Sale in November in conjunction with the Book Nook putting out their Holiday Books. We made \$1371, \$230 in donations and \$100 in Book Nook sales.
- We made \$685 from the raffle at the 2022 Summer Songfest event. For Summer Songfest 2023 we have one \$500 sponsor: O'Brien Sullivan Funeral Home. We received a \$250 gift card from Meijer Northville and a \$150 gift card from Busch's Market. We will hold a raffle at the July 20th Dueling Pianos songfest event.



July 2023 Library Board Student Representative Report
By: Abhay Kakarla and Lindsay Gojcaj (Library Staff Liaison)

Tween and Teen Library Programs:

The Tamil Summer Read-a-Thon program was held on July 15, 22, and 29. This seven-week workshop for grades K-12 was hosted by the Nunmaan Tamil Academy and is designed to help children read Tamil fluently. With interactive lessons and fun-filled activities (provided by experienced teachers), children learned to read fluently and comprehend Tamil language materials. (Attendance = 30)

The NO-VI Chess Club and NO-VI Chess Club: Experienced Players was held on July 20. This club is an opportunity to participate, learn and sharpen participants' chess skills. No previous knowledge of chess is necessary. This program included lectures, practice games, game analysis, and other components of chess training. Chess boards, timers, and rule books are provided (sponsored by a generous library donor). (Attendance = 18)

Teen Space Update:

There was no Teen Space held during July as sessions follow the school district calendar of September-June. Teen Space will resume in September 2023.

Teen Advisory Board (TAB) Update:

There was no TAB Meeting in July. We look forward to welcoming back TAB Members in September 2023. (Attendance = N/A)

Upcoming Programs:

- NO-VI Chess Club and NO-VI Chess Club: Experienced Players (Ages 5+) – September 14
- Teen Advisory Board (TAB) Meeting (Grades 9-12) – September 15
- NO-VI Chess Club: All Skills Levels (All Ages) – September 21
- Candy Corn Catapult (Grades 4-8) – September 26
- Tail Waggin' Reading Buddies (Grades K-6) – September 27



Teen Stop Featured Display:

The July Teen Stop display featured books for Disability Pride Month.

President's Report

2023-2024 Library Budget 271								
1/26/2023 Approved 6/22/23 Updated		2021-2022 Audited 6/30/2022	2022-2023 Approved 1/27/2022	2022-2023 Yr. End 1/26/2023	2022-2023 4th Quarter 6/22/2023	2023-2024 Approved 1/26/2023	2024-2025 Projected 1/26/2023	2025-2026 Projected 1/26/2023
Revenues								
Account	Description							
402.000	Tax Revenue - Current Levy	3,081,796.39	3,209,191.00	3,232,784.02	3,230,768.38	3,401,742.00	3,537,812.00	3,643,947.00
404.003	Tax Revenue - Brownfield B1 08	-59.74	0.00	-323.55	-324.00	0.00	0.00	0.00
404.006	Tax Revenue - Brownfield B2 15	-7,282.79	-12,749.00	-8,961.24	-5,618.00	-15,299.00	-18,359.00	-22,031.00
404.007	Tax Revenue - Brownfield	0.00	0.00	0.00	-11,204.00			
404.008	Tax Revenue - CIA Cap 2018	-15,037.43	-22,538.00	-22,782.73	-22,598.00	-31,553.00	-41,019.00	-49,223.00
404.009	Tax Revenue - Brownfield	0.00	0.00	0.00	-331.00			
404.010	Tax Revenue - Brownfield	0.00	0.00	0.00	-94.00			
412.000	Tax Revenue - C/Y Del PPT	-4,648.79	-5,000.00	-5,000.00	-6,193.00	-5,000.00	-5,000.00	-5,000.00
414.000	Tax Revenue - Tax Tribunal Acc	3,500.00	-1,000.00	0.00	0.00	-1,000.00	-1,000.00	-1,000.00
415.000	Tax Revenue - Cnty Chargebk	744.21	2,000.00	-7,547.44	-5,800.00	0.00	0.00	0.00
567.000	State Aid	56,619.13	33,000.00	51,000.00	66,291.75	50,000.00	50,000.00	50,000.00
573.000	State Grants - Local Comm	5,968.34		0.00	13,372.71	0.00	0.00	0.00
658.000	State penal fines	97,789.47	95,000.00	99,223.80	99,226.60	95,000.00	95,000.00	95,000.00
659.000	Library book fees	8,720.61	8,000.00	7,200.00	8,325.00	7,000.00	7,000.00	7,000.00
665.000	Interest on Investments	44,180.81	39,000.00	39,000.00	67,500.00	42,000.00	44,000.00	44,000.00
669.500	Unrealized gain(loss) invest	-117,830.18	1,000.00	1,000.00	10,872.00	5,000.00	10,000.00	10,000.00
674.289	Adult Programming	0.00	2,000.00	2,000.00	4,700.00	2,000.00	2,000.00	2,000.00
674.290	Library Fundraising	12,049.53	4,000.00	4,000.00	2,000.00	4,000.00	4,000.00	4,000.00
674.400	Gifts and donations	1,035.04	1,500.00	1,500.00	3,500.00	1,000.00	1,000.00	1,000.00
675.000	Miscellaneous income	7,121.82	5,000.00	5,000.00	9,500.00	5,000.00	5,000.00	5,000.00
675.100	Copier	84.41	1,000.00	0.00	50.00	1,000.00	1,000.00	1,000.00
675.300	Meeting Room	18,532.37	25,000.00	23,000.00	29,500.00	25,000.00	25,000.00	25,000.00
675.404	Novi Township Assessment	6,970.00	7,000.00	7,256.00	7,256.00	7,000.00	7,000.00	7,000.00
675.650	Library Café	6,000.00	6,000.00	0.00	0.00	6,000.00	6,000.00	6,000.00
676.100	Insurance Reimbursement	89,230.69	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues		3,295,483.89	3,397,404.00	3,428,348.86	3,500,700.44	3,598,890.00	3,729,434.00	3,823,693.00

2023-2024		2021-2022 Audited	2022-2023 Approved	2022-2023 Yr. End	2022-2023 4th Quarter	2023-2024 Approved	2024-2025 Projected	2025-2026 Projected
Expenditures								
Personnel Svcs.								
Account	Description							
704.000	Permanent Salaries	931,808.07	1,039,792.00	1,077,300.00	1,077,300.00	1,142,000.00	1,174,200.00	1,209,400.00
704.100	Severance/Incentive Pay			14,000.00	12,000.00	0.00	0.00	0.00
704.200	Wages - stipend	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00
704.210	Vacation Payout	0.00	5,000.00	6,056.80	6,056.80	6,000.00	6,000.00	6,000.00
704.250	Final Payout	0.00	0.00	10,000.00	15,000.00	0.00	0.00	0.00
705.000	Temporary Salaries	623,961.02	725,000.00	705,000.00	645,000.00	810,200.00	856,700.00	882,400.00
706.000	Overtime	802.33	500.00	500.00	133.80	500.00	500.00	500.00
715.000	Social Security	116,783.24	135,000.00	138,000.00	130,000.00	150,000.00	155,860.00	160,500.00
716.000	Insurance	215,480.66	193,000.00	193,000.00	206,000.00	224,100.00	233,064.00	242,387.00
716.200	HSA - Employer Contribution	2,625.00	6,300.00	6,300.00	2,800.00	6,600.00	6,600.00	6,600.00
716.999	Ins. Employee Reimbursement	-36,090.77	-29,775.00	-29,775.00	-26,348.74	-33,615.00	-34,960.00	-36,358.00
718.000	Pension DB Normal Cost	6,156.00	5,795.00	5,795.00	4,700.00	5,795.00	5,795.00	5,795.00
718.010	DB Unfunded Accrued Liability	58,404.00	59,765.00	88,464.00	88,464.00	90,233.00	92,033.00	93,873.00
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	31,155.34	48,400.00	48,400.00	54,900.00	49,852.00	51,348.00	52,888.00
719.000	Unemployment Ins	91.64	2,000.00	2,000.00	-3,996.72	2,000.00	2,000.00	2,000.00
717.000	Workers' Comp	1,686.71	1,700.00	1,700.00	1,165.80	1,800.00	1,900.00	2,000.00
Total Personnel Services		1,952,863.24	2,192,477.00	2,266,740.80	2,215,174.94	2,455,465.00	2,551,040.00	2,627,985.00
Supplies and Materials								
Account	Description							
726.400	Daily Cash Over/Under				-9.00			
727.000	Office supplies	12,752.79	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00
728.000	Postage	488.51	2,000.00	4,000.00	5,000.00	2,000.00	2,000.00	2,000.00
734.000	Computer software/licensing	71,847.11	83,000.00	87,500.00	87,500.00	83,000.00	83,000.00	83,000.00
734.500	Computer supplies equip	132,954.83	21,000.00	21,000.00	21,000.00	32,000.00	32,000.00	32,000.00
740.000	Operating supplies	9,873.36	28,000.00	28,000.00	28,000.00	30,000.00	30,000.00	30,000.00
740.010	Gift and Donations expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740.200	Supplies desk, chairs, cabinets	700.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
741.000	Supplies uniforms	422.00	300.00	500.00	200.00	500.00	500.00	500.00
742.000	Library Books	199,639.76	197,000.00	197,000.00	197,000.00	224,000.00	212,000.00	200,000.00
742.010	Library Books - Lending	13,973.37	17,000.00	17,000.00	17,000.00	15,000.00	15,000.00	15,000.00
742.100	Book Fines	672.48	1,000.00	1,000.00	500.00	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	22,471.42	18,000.00	18,000.00	18,000.00	18,000.00	16,000.00	16,000.00
744.000	Audio visual materials	128,743.17	136,000.00	136,000.00	136,000.00	70,300.00	72,100.00	74,200.00
745.200	Electronic media	42,783.60	46,900.00	46,900.00	46,900.00	125,700.00	129,400.00	133,200.00
745.300	Electronic Resources - Online	65,243.18	70,000.00	70,000.00	70,000.00	75,000.00	77,500.00	79,800.00
Total Supplies & Materials		702,565.58	643,200.00	649,900.00	650,091.00	699,500.00	693,500.00	689,700.00

2023-2024 Library Budget 271 June 22, 2023		2021-2022 Audited	2022-2023 Approved	2022-2023 Yr. End	2022-2023 4th Quarter	2023-2024 Approved	2024-2025 Projected	2025-2026 Projected
Services & Charges								
Account	Description							
801.925	Public Information (cable)	741.09	700.00	700.00	700.00	850.00	850.00	850.00
802.000	Data Processing - OnBase	734.34	800.00	800.00	800.00	750.00	750.00	750.00
802.100	Bank Service Charges	3,939.96	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
803.000	Independent Audit	723.00	800.00	800.00	800.00	800.00	800.00	800.00
804.000	Medical Service	1,841.00	1,500.00	1,500.00	2,500.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	16,967.90	7,500.00	8,500.00	9,500.00	8,500.00	8,500.00	8,500.00
808.100	Rubbish Monthly	0.00	0.00	0.00	0.00	0.00	0.00	0.00
809.000	Memberships & Dues	5,712.45	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
816.000	Professional services	15,753.87	24,000.00	36,000.00	36,000.00	16,000.00	16,000.00	16,000.00
817.000	Custodial Services	88,544.00	90,000.00	89,000.00	89,000.00	89,000.00	89,000.00	88,000.00
818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	3,495.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	25,661.68	24,000.00	34,000.00	34,000.00	34,000.00	34,000.00	34,000.00
855.000	TLN Automation Services	64,789.07	71,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00
861.000	Gasoline and oil	407.86	500.00	500.00	500.00	500.00	500.00	500.00
862.000	Mileage	88.60	200.00	200.00	700.00	200.00	200.00	200.00
880.000	Community Promotion	16,001.29	24,000.00	24,000.00	24,000.00	22,000.00	22,000.00	22,000.00
880.268	Library Programming	13,014.04	28,000.00	28,000.00	28,000.00	38,000.00	38,000.00	38,000.00
880.271	Adult Programming	0.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
900.000	Print, Graphic Design, Publish	9,046.55	28,000.00	28,000.00	22,000.00	28,000.00	28,000.00	28,000.00
820.000	Property & Liability Insurance	14,444.00	14,500.00	16,480.00	16,480.00	16,480.00	16,480.00	16,480.00
820.001	Ins deduct/Uninsured claims	0.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00	10,000.00
921.000	Heat	13,510.02	12,000.00	14,000.00	18,000.00	14,500.00	15,000.00	15,500.00
922.000	Electricity	97,881.06	96,500.00	99,500.00	114,000.00	102,500.00	105,500.00	108,500.00
923.000	Water and Sewer	6,964.48	6,500.00	7,000.00	7,000.00	7,000.00	7,500.00	8,000.00
934.000	Building Maintenance	108,177.81	110,000.00	139,305.00	139,300.00	106,400.00	109,400.00	112,600.00
935.000	Vehicle Maintenance	456.85	300.00	300.00	300.00	500.00	500.00	500.00
936.300	Grounds Maint.	32,391.87	39,000.00	39,000.00	39,000.00	40,500.00	41,700.00	42,900.00
942.000	Office Equipment Lease	7,811.28	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
942.100	Records storage	299.40	400.00	400.00	400.00	400.00	400.00	400.00
956.000	Conferences & Workshops	3,510.07	15,000.00	15,000.00	12,000.00	24,900.00	20,000.00	24,900.00
Total Services & Charges		552,908.54	636,200.00	703,980.00	705,975.00	674,280.00	677,580.00	689,880.00
2023-2024 Library Budget 271 Updated 6/22/23		2021-2022 Audited	2022-2023 Approved	2022-2023 Yr. End	2022-2023 4th Quarter	2023-2024 Approved	2024-2025 Projected	2025-2026 Projected
Capital Outlay								
Account	Description							
962.000	Building Contingency							
989.000	Grounds Improvement							
976.000	Building Improvements/Entrance	0.00					0.00	0.00
976.100	Parking lot improvements	10,700.00	12,500.00	12,411.80	12,411.80		125,000.00	125,000.00
983.000	Vehicles - Van							
986.000	Internal Tech - AST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
986.000	Camera/Com & AWE replace	8,257.40	83,000.00	83,000.00	83,000.00	47,000.00	30,000.00	32,000.00
989.001	Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Outlay		18,957.40	95,500.00	95,411.80	95,411.80	47,000.00	155,000.00	157,000.00
Total Expenditures		3,227,294.76	3,567,377.00	3,716,032.60	3,666,652.74	3,876,245.00	4,077,120.00	4,164,565.00
Total Revenues		3,295,483.89	3,397,404.00	3,428,348.86	3,500,700.44	3,598,890.00	3,729,434.00	3,823,693.00
680.000	TOTAL Fundbalance	68,189.13	-169,973.00	-287,684.60	-165,952.30	-277,355.00	-347,686.00	-340,872.00

22/23: 268 Account Capital Outlay: NO - AST replacement \$115,800, Camera/Computer replacement \$83,000, Parking Lot \$12,500
23/24: Main entrance renovation \$100,000 - 272 Account; parking lot maintenance \$16,500 - 272 Account;

272 - Library Contributed Funds								
Revenues & Expenditures								
2023-2024 (as of 2/16/2023)								
	Updated 4/27/23; Updated 6/22/23	2021-2022 Audited 6/30/2022	2022-2023 Approved 1/27/2022	2022-2023 Year End 1/26/2023	2022-2023 4th Quarter 6/22/2023	2023-2024 Approved 1/26/2023	2024-2025 Projected 2/16/2023	2025-2026 Projected 2/16/2023
Revenues								
Interest Income								
665.000	Interest on Investments	\$ 19,767.63	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
669.500	Unrealized gain (loss) on investments	(50,325.76)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
TOTAL		\$ (30,558.13)	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
Donations								
674.036	Diversity, Equity & Inclusion	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
674.046	Makerspace (iCube)	-	1,000.00	1,000.00	1,250.00	1,000.00	1,000.00	1,000.00
674.229	Raising a Reader	207.59	1,500.00	500.00	500.00	1,000.00	1,000.00	1,000.00
674.230	Collections/Materials Revenue	1,852.61	1,000.00	5,250.00	6,350.00	1,000.00	1,000.00	1,000.00
674.231	Buildings/Ground/Furniture Revenue	3,191.96	1,000.00	275.00	400.00	1,000.00	1,000.00	1,000.00
674.232	Programming Revenue	3,000.00	1,500.00	1,852.00	4,300.00	2,000.00	2,000.00	2,000.00
674.233	Technology Library Revenue	50.00	2,500.00	-	1,000.00	500.00	500.00	500.00
674.234	Undesignated Misc. Donations	250.00	500.00	-	1,750.00	500.00	500.00	500.00
674.235	Marketing Sponsorships	10,146.00	10,000.00	10,000.00	10,750.00	-	-	-
TOTAL		\$19,698	\$20,000	\$ 18,877.00	\$ 26,300.00	\$8,000	\$8,000	\$8,000
TOTAL Revenues		\$ (10,859.97)	\$ 42,500.00	\$ 41,377.00	\$ 48,800.00	\$ 30,500.00	\$ 30,500.00	\$ 30,500.00
Expenditures								
Supplies								
742.036	Diversity, Equity & Inclusion	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
742.229	Raising a Reader	723.13	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials Expenditures	830.56	500.00	1,000.00	2,000.00	1,000.00	1,000.00	1,000.00
742.231	Buildings/Ground/Furniture Exp	8,683.30	34,200.00	34,200.00	34,200.00	29,000.00	29,000.00	29,000.00
742.232	Programming Expenditures	-	1,000.00	1,857.75	3,500.00	1,000.00	1,000.00	1,000.00
742.233	Technology Library Expenditures	10,490.00	-	-	-	3,000.00	3,000.00	3,000.00
742.234	Undesignated Misc. Expenditures	(7.16)	500.00	500.00	500.00	500.00	500.00	500.00
742.236	Staff Recognition	2,002.78	1,500.00	1,500.00	2,000.00	2,000.00	2,000.00	2,000.00
TOTAL		\$23,723	\$39,700	\$40,058	\$43,200	\$38,500	\$38,500	\$38,500
Capital Outlay								
976.044	Auto Lending Library	\$ -	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
976.045	LED Lighting Conversion project	-	-	-	-	-	-	-
976.046	Makerspace (iCube)	5,017.01	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
976.140	Automated Return System	-	115,800.00	-	-	115,800.00	-	-
976.141	Main Entrance Design /Parking Lot	-	10,000.00	10,000.00	-	116,500.00	-	-
TOTAL		\$ 5,017.01	\$ 131,300.00	\$ 13,000.00	\$ 3,000.00	\$ 237,800.00	\$ 5,500.00	\$ 5,500.00
TOTAL Expenditures		\$ 28,739.62	\$ 171,000.00	\$ 53,057.75	\$ 46,200.00	\$ 276,300.00	\$ 44,000.00	\$ 44,000.00
Beginning Fund Balance Yr. End		\$ 1,695,655.03	\$ 1,675,979.00	\$ 1,656,055.44	\$ 1,656,055.44	\$ 1,644,374.69	\$ 1,398,574.69	\$ 1,385,074.69
Revenues		(10,859.97)	42,500.00	41,377.00	48,800.00	30,500.00	30,500.00	30,500.00
Expenditures		(28,739.62)	(171,000.00)	(53,057.75)	(46,200.00)	(276,300.00)	(44,000.00)	(44,000.00)
NET Revenues vs. Expenditures		(39,599.59)	(128,500.00)	(11,680.75)	2,600.00	(245,800.00)	(13,500.00)	(13,500.00)
Beginning Fund Balance								
Ending Fund Balance Expected		\$ 1,656,055.44	\$ 1,547,479.00	\$ 1,644,374.69	\$ 1,658,655.44	\$ 1,398,574.69	\$ 1,385,074.69	\$ 1,371,574.69

Notes:

22/23: Automated Return System \$115,800, Main Entrance design work \$10,000, Teen 2nd phase \$12,500 + \$15,000 reupholstery + \$6,700 CD upgrade
Auto Lending Library \$2,500 for library card dispensing service; instead of Teen 2nd phase go with Podcast room \$11,210 (end of yr. June 2023)
23/24: Auto Lending Library card dispenser \$2500, Automated Return System \$115,800, Steam Kits Shelving Area \$8,000, Retrofit mktg, displays \$4000
Furniture upgrades for 2nd floor \$17,000, Main entrance renovation \$100,000, Parking Lot \$16,500

Financial Report for July 2023

Approved Budget for Fund 271 Fiscal Year 2023-2024

TOTAL REVENUES	\$ 3,598,890
TOTAL EXPENDITURES	\$ 3,876,245
NET OF REVENUES & EXPENDITURES	(\$ 277,355)

Approved budget for Fund 272 Fiscal Year 2023-2024

TOTAL REVENUES	\$ 30,500
TOTAL EXPENDITURES	\$ 276,300
NET OF REVENUES & EXPENDITURES	(\$128,500)

Revenue & Expenditure Report for Fund 271

	YTD Jun 30, 2023	YTD July 31, 2023	Difference *
TOTAL REVENUES	\$3,502,460	\$ 4,273	(\$3,498,187)
TOTAL EXPENDITURES	\$3,383,055	\$ 209,148	(\$3,173,907)
NET OF REVENUES & EXPENDITURES	\$ 119,405	(\$204,875)	

Revenue & Expenditure Report for Fund 272

	YTD Jun 30, 2023	YTD July 31, 2023	Difference*
TOTAL REVENUES	\$ 59,542	\$ 1,150	(\$ 58,392)
TOTAL EXPENDITURES	\$ 18,348	\$ 209	(\$ 18,139)
NET OF REVENUES & EXPENDITURES	\$ 41,194	\$ 941	

*Difference resulting from comparing prior fiscal YTD to first month of the new Fiscal Year (2023-2024)

Balance Sheet Report as of July 31, 2023

The ending fund balance for Fund 271 is \$ 2,404,367.59

The ending fund balance for Fund 272 is \$ 1,698,154.50

08/04/2023		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI								
		PERIOD ENDING 07/31/2023								
		END BALANCE			MTH ACTY	YTD BALANCE	AVAILABLE			
		06/30/2023	ORIGINAL	2023-24	JULY 2023	07/31/2023	BALANCE	% BDGT		
GL NUMBER	DESCRIPTION	NM (ABRM)	BUDGET	AMNDD BUDGET	INCR (DECR)	NM (ABRM)	NM (ABRM)	USED		
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.00 - TREASURY										
Property tax revenue										
271-000.00-402.000	Property Tax Revenue - Current Levy	3,230,768.38	3,401,742.00	3,401,742.00	0.00	0.00	3,401,742.00	0.00		
271-000.00-404.003	Property Tax Revenue-Brownfld Cap B1 08	(323.55)	0.00	0.00	0.00	0.00	0.00	0.00		
271-000.00-404.006	Property Tax Revenue-Brownfld Cap B2 15	(5,618.75)	(15,299.00)	(15,299.00)	0.00	0.00	(15,299.00)	0.00		
271-000.00-404.007	Property Tax Revenue-Brownfld Cap B3 17	(11,203.59)	0.00	0.00	0.00	0.00	0.00	0.00		
271-000.00-404.008	Property Tax Revenue - CIA Cap C1 2018	(22,598.40)	(31,553.00)	(31,553.00)	0.00	0.00	(31,553.00)	0.00		
271-000.00-404.009	Property Tax Revenue-Brownfld Cap B4 21	(331.45)	0.00	0.00	0.00	0.00	0.00	0.00		
271-000.00-404.010	Property Tax Revenue-Brownfld Cap B4X 21	(94.23)	0.00	0.00	0.00	0.00	0.00	0.00		
271-000.00-412.000	Property Tax Revenue - C/Y Del PPT	(6,192.97)	(5,000.00)	(5,000.00)	0.00	0.00	(5,000.00)	0.00		
271-000.00-414.000	Property Tax Revenue - Tax Tribunal Accr	0.00	(1,000.00)	(1,000.00)	0.00	0.00	(1,000.00)	0.00		
271-000.00-415.000	Property Tax Revenue - County Chargeback	(5,021.30)	0.00	0.00	0.00	0.00	0.00	0.00		
Property tax revenue		3,179,384.14	3,348,890.00	3,348,890.00	0.00	0.00	3,348,890.00	0.00		
State sources										
271-000.00-567.000	State aid	66,291.75	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00		
271-000.00-573.000	State Grants - Local Comm Stabilization	13,372.71	0.00	0.00	0.00	0.00	0.00	0.00		
State sources		79,664.46	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00		
Fines and forfeitures										
271-000.00-658.000	State penal fines	99,226.60	95,000.00	95,000.00	0.00	0.00	95,000.00	0.00		
271-000.00-659.000	Library book fees	8,697.50	7,000.00	7,000.00	1,046.00	1,046.00	5,954.00	14.94		
Fines and forfeitures		107,924.10	102,000.00	102,000.00	1,046.00	1,046.00	100,954.00	1.03		
Interest income										
271-000.00-665.000	Interest in investments	75,099.15	42,000.00	42,000.00	0.00	0.00	42,000.00	0.00		
271-000.00-669.500	Unrealized gain (loss) on investments	3,294.58	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00		
Interest income		78,393.73	47,000.00	47,000.00	0.00	0.00	47,000.00	0.00		
Donations										
271-000.00-674.289	Adult programs	4,222.77	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00		
271-000.00-674.400	Gifts and donations	3,489.57	1,000.00	1,000.00	400.64	400.64	599.36	40.06		
Donations		7,712.34	3,000.00	3,000.00	400.64	400.64	2,599.36	13.35		
Other revenue										
271-000.00-674.290	Library fund raising revenue	1,920.08	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00		
271-000.00-675.000	Miscellaneous income	10,214.22	5,000.00	5,000.00	820.66	820.66	4,179.34	16.41		
271-000.00-675.100	Copier	39.36	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00		
271-000.00-675.300	Meeting room	29,858.47	25,000.00	25,000.00	2,006.14	2,006.14	22,993.86	8.02		
271-000.00-675.404	Novi Township assessment	7,256.00	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00		
271-000.00-675.650	Library Cafe	0.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00		
Other revenue		49,288.13	48,000.00	48,000.00	2,826.80	2,826.80	45,173.20	5.89		
Total Dept 000.00 - TREASURY		3,502,366.90	3,598,890.00	3,598,890.00	4,273.44	4,273.44	3,594,616.56	0.12		
TOTAL REVENUES		3,502,366.90	3,598,890.00	3,598,890.00	4,273.44	4,273.44	3,594,616.56	0.12		

		END BALANCE			MTH ACTY	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	06/30/2023	ORIGINAL	2023-24	JULY 2023	07/31/2023	BALANCE	% BDGT
		NM (ABRM)	BUDGET	AMNDD BUDGET	INCR (DECR)	NM (ABRM)	NM (ABRM)	USED
Dept 000.00 - TREASURY								
Personnel services								
271-000.00-704.000	Permanent salaries	1,063,986.14	1,142,000.00	1,142,000.00	64,472.31	64,472.31	1,077,527.69	5.65
271-000.00-704.100	Severance/Incentive Pay	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.200	Wages - Stipend	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.210	Vacation Payout	6,056.80	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
271-000.00-704.250	Final Payout	13,005.39	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-705.000	Temporary salaries	626,824.36	810,200.00	810,200.00	39,312.10	39,312.10	770,887.90	4.85
271-000.00-706.000	Overtime	133.80	500.00	500.00	0.00	0.00	500.00	0.00
271-000.00-715.000	Social security	129,888.37	150,000.00	150,000.00	7,893.81	7,893.81	142,106.19	5.26
271-000.00-716.000	Insurance	209,256.11	224,100.00	224,100.00	4,729.06	4,729.06	219,370.94	2.11
271-000.00-716.200	HSA - employer contribution	1,040.31	6,600.00	6,600.00	53.44	53.44	6,546.56	0.81
271-000.00-716.999	Insurance - Employee Reimbursement	(28,006.70)	(33,615.00)	(33,615.00)	(1,806.00)	(1,806.00)	(31,809.00)	5.37
271-000.00-717.000	Workers compensation	1,165.80	1,800.00	1,800.00	52.36	52.36	1,747.64	2.91
271-000.00-718.000	Pension - DB Normal Cost	4,620.00	5,795.00	5,795.00	0.00	0.00	5,795.00	0.00
271-000.00-718.010	Pension - DB Unfunded Accrued Lia	88,464.00	90,233.00	90,233.00	0.00	0.00	90,233.00	0.00
271-000.00-718.200	Pension - defined contribution	39,392.20	49,852.00	49,852.00	3,492.63	3,492.63	46,359.37	7.01
271-000.00-719.000	Unemployment insurance	(3,996.72)	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Personnel services		2,165,829.86	2,455,465.00	2,455,465.00	118,199.71	118,199.71	2,337,265.29	4.81
Supplies								
271-000.00-726.400	Supplies - Cash over/short	(7.88)	0.00	0.00	(13.64)	(13.64)	13.64	100.00
271-000.00-727.000	Office supplies	16,445.97	18,000.00	18,000.00	0.00	0.00	18,000.00	0.00
271-000.00-728.000	Postage	4,670.17	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
271-000.00-734.000	Computer supplies, software & licensing	62,786.73	83,000.00	83,000.00	12,629.00	12,629.00	70,371.00	15.22
271-000.00-734.500	Computer supplies/equipment	19,622.77	32,000.00	32,000.00	559.27	559.27	31,440.73	1.75
271-000.00-740.000	Operating supplies	24,241.77	30,000.00	30,000.00	862.46	862.46	29,137.54	2.87
271-000.00-740.200	Supplies - Desk chairs and file cabinets	1,960.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
271-000.00-741.000	Supplies - Uniforms	156.00	500.00	500.00	0.00	0.00	500.00	0.00
271-000.00-742.000	Library books	207,067.49	224,000.00	224,000.00	5,101.85	5,101.85	218,898.15	2.28
271-000.00-742.010	Library Books - Lending	12,890.22	15,000.00	15,000.00	29.38	29.38	14,970.62	0.20
271-000.00-742.100	Library Books - Fines	125.77	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
271-000.00-743.000	Library periodicals	14,626.22	18,000.00	18,000.00	0.00	0.00	18,000.00	0.00
271-000.00-744.000	Audio visual materials	135,953.42	70,300.00	70,300.00	1,438.55	1,438.55	68,861.45	2.05
271-000.00-745.200	Electronic media	38,721.83	125,700.00	125,700.00	19,639.60	19,639.60	106,060.40	15.62
271-000.00-745.300	Electronic resources (CD rom materials)	57,127.75	75,000.00	75,000.00	39,679.00	39,679.00	35,321.00	52.91
Supplies		596,388.23	699,500.00	699,500.00	79,925.47	79,925.47	619,574.53	11.43

GL NUMBER	DESCRIPTION	END BALANCE			MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	JULY 2023	07/31/2023	BALANCE	% BDGT
		NM (ABRM)	BUDGET	AMND BUDGET	INCR (DECR)	NM (ABRM)	NM (ABRM)	USED
	Other services and charges							
271-000.00-801.925	Public information (cable, etc)	844.35	850.00	850.00	0.00	0.00	850.00	0.00
271-000.00-802.000	Data processing	734.34	750.00	750.00	828.90	828.90	(78.90)	110.52
271-000.00-802.100	Bank Service Charges	3,425.93	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
271-000.00-803.000	Independent audit	800.00	800.00	800.00	0.00	0.00	800.00	0.00
271-000.00-804.000	Medical service	2,164.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
271-000.00-806.000	Legal fees	8,130.60	8,500.00	8,500.00	0.00	0.00	8,500.00	0.00
271-000.00-809.000	Memberships and dues	5,525.41	7,500.00	7,500.00	3,508.00	3,508.00	3,992.00	46.77
271-000.00-816.000	Professional services	28,927.05	16,000.00	16,000.00	220.00	220.00	15,780.00	1.38
271-000.00-817.000	Custodial services	88,525.64	89,000.00	89,000.00	0.00	0.00	89,000.00	0.00
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
271-000.00-820.000	Property & liability insurance	16,480.00	16,480.00	16,480.00	0.00	0.00	16,480.00	0.00
271-000.00-820.001	Insurance deductibles/Uninsured claims	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	32,786.06	34,000.00	34,000.00	969.22	969.22	33,030.78	2.85
271-000.00-855.000	TLN Automation Services	74,573.55	80,000.00	80,000.00	0.00	0.00	80,000.00	0.00
271-000.00-861.000	Gasoline and oil	377.55	500.00	500.00	0.00	0.00	500.00	0.00
271-000.00-862.000	Mileage	659.43	200.00	200.00	0.00	0.00	200.00	0.00
271-000.00-880.000	Community promotion	22,567.52	22,000.00	22,000.00	3,324.89	3,324.89	18,675.11	15.11
271-000.00-880.268	Library programming	22,889.81	38,000.00	38,000.00	1,122.27	1,122.27	36,877.73	2.95
271-000.00-880.271	Adult programs	5,119.59	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
271-000.00-900.000	Printing, graphic design and publishing	18,279.06	28,000.00	28,000.00	(410.25)	(410.25)	28,410.25	(1.47)
271-000.00-921.000	Heat	16,753.06	14,500.00	14,500.00	291.53	291.53	14,208.47	2.01
271-000.00-922.000	Electricity	111,990.00	102,500.00	102,500.00	0.00	0.00	102,500.00	0.00
271-000.00-923.000	Water and sewer	7,507.60	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
271-000.00-934.000	Building maintenance	104,838.54	106,400.00	106,400.00	192.87	192.87	106,207.13	0.18
271-000.00-935.000	Vehicle maintenance	134.69	500.00	500.00	0.00	0.00	500.00	0.00
271-000.00-936.300	Grounds maintenance	33,818.45	40,500.00	40,500.00	0.00	0.00	40,500.00	0.00
271-000.00-942.000	Office equipment lease	6,335.87	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
271-000.00-942.100	Records storage	303.32	400.00	400.00	0.00	0.00	400.00	0.00
271-000.00-956.000	Conferences and workshops	8,540.85	24,900.00	24,900.00	975.00	975.00	23,925.00	3.92
	Other services and charges	626,527.27	674,280.00	674,280.00	11,022.43	11,022.43	663,257.57	1.63
	Capital outlay							
271-000.00-976.100	Parking lot improvements	12,411.80	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-986.000	Technology - Capital Outlay	55,469.94	47,000.00	47,000.00	0.00	0.00	47,000.00	0.00
	Capital outlay	67,881.74	47,000.00	47,000.00	0.00	0.00	47,000.00	0.00
Total Dept 000.00 - TREASURY		3,456,627.10	3,876,245.00	3,876,245.00	209,147.61	209,147.61	3,667,097.39	5.40
TOTAL EXPENDITURES		3,456,627.10	3,876,245.00	3,876,245.00	209,147.61	209,147.61	3,667,097.39	5.40
Fund 271 - LIBRARY FUND:								
TOTAL REVENUES		3,502,366.90	3,598,890.00	3,598,890.00	4,273.44	4,273.44	3,594,616.56	73.87
TOTAL EXPENDITURES		3,456,627.10	3,876,245.00	3,876,245.00	209,147.61	209,147.61	3,667,097.39	73.87
NET OF REVENUES & EXPENDITURES		45,739.80	(277,355.00)	(277,355.00)	(204,874.17)	(204,874.17)	(72,480.83)	73.87

Fund 272 - LIBRARY CONTRIBUTION FUND								
Revenues								
Dept 000.00 - TREASURY								
Interest income								
272-000.00-665.000	Interest in investments	31,957.86	27,000.00	27,000.00	0.00	0.00	27,000.00	0.00
272-000.00-669.500	Unrealized gain (loss) on investments	(185.50)	(4,500.00)	(4,500.00)	0.00	0.00	(4,500.00)	0.00
Interest income		31,772.36	22,500.00	22,500.00	0.00	0.00	22,500.00	0.00
		END BALANCE			MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	JULY 2023	07/31/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABRM)	BUDGET	AMND BUDGET	INCR (DECR)	NM (ABRM)	NM (ABRM)	USED
Donations								
272-000.00-674.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	500.00	500.00	500.00	50.00
272-000.00-674.046	Makerspace Renovation Revenue	1,154.15	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
272-000.00-674.229	Raising a Reader in Novi Sponsors	278.99	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
272-000.00-674.230	Collections/Materials Revenue	6,350.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
272-000.00-674.231	Buildings/Ground/ Furniture Revenue	375.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
272-000.00-674.232	Programming Revenue	5,137.00	2,000.00	2,000.00	650.00	650.00	1,350.00	32.50
272-000.00-674.233	Technology Library Revenue	1,000.00	500.00	500.00	0.00	0.00	500.00	0.00
272-000.00-674.234	Undesignated Misc Donations	1,750.00	500.00	500.00	0.00	0.00	500.00	0.00
272-000.00-674.235	Marketing Sponsorships	11,740.00	0.00	0.00	0.00	0.00	0.00	0.00
Donations		27,785.14	8,000.00	8,000.00	1,150.00	1,150.00	6,850.00	14.38
Total Dept 000.00 - TREASURY		59,557.50	30,500.00	30,500.00	1,150.00	1,150.00	29,350.00	3.77
TOTAL REVENUES		59,557.50	30,500.00	30,500.00	1,150.00	1,150.00	29,350.00	3.77
Expenditures								
Dept 000.00 - TREASURY								
Supplies								
272-000.00-742.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
272-000.00-742.229	Raising a Reader Expense	603.22	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
272-000.00-742.230	Collections/Materials Expense	1,410.79	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
272-000.00-742.231	Buildings/Ground/ Furniture Expense	8,344.00	29,000.00	29,000.00	0.00	0.00	29,000.00	0.00
272-000.00-742.232	Programming Expense	2,975.43	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
272-000.00-742.233	Technology Library Expense	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
272-000.00-742.234	Undesignated Misc	228.85	500.00	500.00	0.00	0.00	500.00	0.00
272-000.00-742.236	Staff Recognition	1,968.54	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Supplies		15,530.83	38,500.00	38,500.00	0.00	0.00	38,500.00	0.00
Capital outlay								
272-000.00-976.044	Auto Lending Library	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
272-000.00-976.046	Makerspace Renovation	2,868.22	3,000.00	3,000.00	209.39	209.39	2,790.61	6.98
272-000.00-976.140	Automated Return System	0.00	115,800.00	115,800.00	0.00	0.00	115,800.00	0.00
272-000.00-976.141	Main Entrance Design	0.00	116,500.00	116,500.00	0.00	0.00	116,500.00	0.00
Capital outlay		2,868.22	237,800.00	237,800.00	209.39	209.39	237,590.61	0.09

		END BALANCE			MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	JULY 2023	07/31/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABRM)	BUDGET	AMND BUDGET	INCR (DECR)	NM (ABRM)	NM (ABRM)	USED
	Total Dept 000.00 - TREASURY	18,399.05	276,300.00	276,300.00	209.39	209.39	276,090.61	0.08
	TOTAL EXPENDITURES	18,399.05	276,300.00	276,300.00	209.39	209.39	276,090.61	0.08
	Fund 272 - LIBRARY CONTRIBUTION FUND:							
	TOTAL REVENUES	59,557.50	30,500.00	30,500.00	1,150.00	1,150.00	29,350.00	(0.38)
	TOTAL EXPENDITURES	18,399.05	276,300.00	276,300.00	209.39	209.39	276,090.61	(0.38)
	NET OF REVENUES & EXPENDITURES	41,158.45	(245,800.00)	(245,800.00)	940.61	940.61	(246,740.61)	(0.38)
	TOTAL REVENUES - ALL FUNDS	3,561,924.40	3,629,390.00	3,629,390.00	5,423.44	5,423.44	3,623,966.56	
	TOTAL EXPENDITURES - ALL FUNDS	3,475,026.15	4,152,545.00	4,152,545.00	209,357.00	209,357.00	3,943,188.00	
	NET OF REVENUES & EXPENDITURES	86,898.25	(523,155.00)	(523,155.00)	(203,933.56)	(203,933.56)	(319,221.44)	

08/04/2023

BALANCE SHEET FOR CITY OF NOVI
Period Ending 07/31/2023

GL Number	Description	Balance
Fund 271 - LIBRARY FUND		
*** Assets ***		
271-000.00-001.000	Cash-Pooled Cash(Fifth Third & Comerica)	(37,015.27)
271-000.00-004.000	Cash on hand	600.00
271-000.00-016.000	Deposits	1,200.00
271-000.00-017.000	Investments - Pooled	2,688,446.10
271-000.00-019.000	Current taxes receivable	(256,695.35)
271-000.00-035.000	Accounts Receivable - Manual	1,193.57
271-000.00-123.400	Prepaid expenditures	15,738.54
	Total Assets	2,413,467.59
*** Liabilities ***		
271-000.00-258.702	Accrued liabilities-tax	9,100.00
	Total Liabilities	9,100.00
*** Fund Balance ***		
271-000.00-390.000	Fund balance	2,563,501.96
	Total Fund Balance	2,563,501.96
	Beginning Fund Balance - 22-23	2,563,501.96
	Net of Revenues VS Expenditures - 22-23	45,739.80
	*22-23 End FB/23-24 Beg FB	2,609,241.76
	Net of Revenues VS Expenditures - Current Year	(204,874.17)
	Ending Fund Balance	2,404,367.59
	Total Liabilities And Fund Balance	2,413,467.59
* Year Not Closed		

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash-Pooled Cash(Fifth Third & Comerica)	23,224.10
272-000.00-017.000	Investments - Pooled	1,674,930.40
	Total Assets	1,698,154.50
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	38,423.36
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	36,692.79
272-000.00-375.232	Fund Balance Programming	34,155.95
272-000.00-375.233	Fund Balance Technology Library	(23,843.17)
272-000.00-390.000	Fund balance - Unrestricted	1,570,626.51
	Total Fund Balance	1,656,055.44
	Beginning Fund Balance - 22-23	1,656,055.44
	Net of Revenues VS Expenditures - 22-23	41,158.45
	*22-23 End FB/23-24 Beg FB	1,697,213.89
	Net of Revenues VS Expenditures - Current Year	940.61
	Ending Fund Balance	1,698,154.50
	Total Liabilities And Fund Balance	1,698,154.50
* Year Not Closed		

Director's Report – Julie Farkas



Staff Anniversaries (Years of Service) for September 2023

• Mary Robinson	Information Services	18 years
• Dominic Doot	Information Technology	12 years
• Jill Wasson	Support Services	4 years
• Amy Crockett	Administration	1 year
• Bindhya Suriyanarayanan	Administration	1 year



[donate](#)

[event calendar](#)

[my account](#)

Upcoming Closures

Friday, August 18: Staff In-Service

Saturday, September 2 - Monday, September 4: Labor Day Weekend

No materials will be due when the Library is closed. The Library is also now permanently fine free.

Current Library Hours

Monday-Thursday: 10am-9pm

Friday & Saturday: 10am-6pm

Sunday: Closed

NPL is closed on Sundays through September 3.

[Click here for more information.](#)

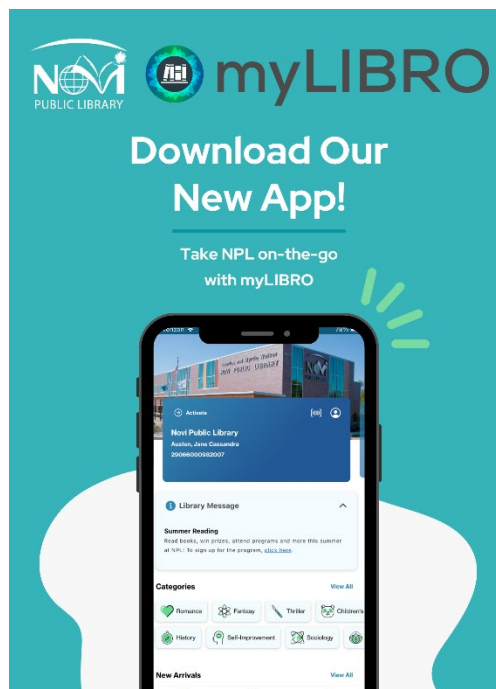


Only 2 Weeks Left of Summer Reading

NPL's 2023 Summer Reading Program is coming to a close on August 12. Don't forget to log your books so you can complete the challenge and collect your prize! Readers birth through grade 12 will also get to enjoy a summer reading finale party upon program completion.

[Learn More](#)

A huge thank you to our sponsors for supporting our summer reading program!



With myLIBRO, you can:

- Search our catalog by author, title or genre

- Place, cancel and manage holds on materials
- Access a digital copy of your library card for easy checkout
- Receive notifications when materials are available
- Manage multiple accounts, including renewals, returns, fines, and more
- Access audiobooks & eBooks with OverDrive
- Learn about library events & register

[Google Play](#)

[App Store](#)

Strategic Planning Update

The Library's Strategic Planning Committee has been hard at work creating a plan for the Library's next 5 years of service. The plan, which includes new mission, vision, and value statements as well as four main focus areas, has been approved by the Library Board. We are excited to share this document with our community.

[Read Here](#)



Coming Soon: Neighborhood Library Association (NLA) Community Reads 2023

NPL is again partnering with the Libraries of Commerce Township Community, Lyon Township, Northville District, Salem-South Lyon District, Wixom, and Walled Lake City to offer an exciting book for everyone to read and discuss! The book title and author will be announced on **Thursday, August 10**. Keep an eye on your email, [our website](#) and social media for more information!

Children's Book Sale

Beginning August 4 the [Book Nook](#) will be featuring a wide variety of both children's books and DVDs. Look for them on the table in the middle of the Book Nook, including: board books, getting ready to read books, chapter books and everything in between.

This is the perfect way to get children ready for the start of the new school year and a great way for teachers to stock up for classroom reading shelves!



Upcoming Meetings

Friends of the Novi Library Annual Meeting: Wed, Aug 9, 7pm - Board Room

Novi Historical Commission Meeting: Wed, Aug 16, 7pm - Local History Room

Library Board Meeting: Thu, Aug 24, 7pm - Novi Civic Center



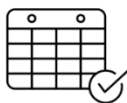
Did You Know? _____

Material Donations

The Novi Public Library is very grateful for your material donations. We are happy to accept books, music, and movies that are recent and in good condition. Items less than 5 bags/boxes may be dropped off in the Library vestibule at our main entrance during our open hours. Donations cannot be placed in our book return or left outside when we are closed.

We are unable to accept older materials or items in poor condition, including things that are mildewed, musty, stained, torn, missing pages or damaged in other ways. We do not accept magazines, textbooks, encyclopedias, VHS tapes, cassette tapes or Readers Digests.

For more information about material donations, [please click here](#).



Programs _____

Adult Programs

- [Cultural/International & ESL Programs](#)
- **8/8:** [Afternoon Read Book Club](#)

- **8/15:** [Choose Your Own Adventure: Quill](#)
- **8/17:** [NO-VI Chess Club: Beginner/Intermediate](#)
- **8/17:** [NO-VI Chess Club: Experienced](#)
- **8/23:** [Talking with Children About Body Safety](#)
- **8/28:** [A Novel Idea Book Club](#)

Youth Programs

- Story Times are on break for the month of August and will return on September 11.
- **8/16:** [Birth-Pre-K Summer Reading Finale Party](#)
- **8/17:** [NO-VI Chess Club: Beginner/Intermediate](#)
- **8/17:** [NO-VI Chess Club: Experienced](#)
- **8/19:** [Music & Movement](#)
- **8/28:** [Grades K-6 Summer Reading Finale Party](#)

Tween/Teen Programs

- **8/17:** [NO-VI Chess Club: Beginner/Intermediate](#)
- **8/17:** [NO-VI Chess Club: Experienced](#)
- **8/29:** [Grades 7-12 Summer Reading Finale Party](#)

Enjoy Music All Summer Long

Summer Songfest

Thu, Aug 10, 6:30pm: [Billy Mack and the Juke Joint Johnnies](#)

Thu, Aug 31, 6:30pm: [Rick Leider's 4-Piece Band](#)

Events are free and will be held under an outdoor, covered pavilion at [Paradise Park](#). Arrive at 6pm for cash bar, food service, attractions and games which are available for purchase.

Tuesday Tunes

Tue, Aug 8, 11:30am: [Steve Floyd](#)

Tue, Aug 15, 11:30am: [Jackie & Gary](#)

Tue, Aug 22, 11:30am: [Tom Lee](#)

Music sponsored by the [Friends of Novi Library](#)

Talking to Children About Body Safety

Body Safety Training aims to empower children with skills and knowledge that will lessen the likelihood of them becoming victims of childhood sexual abuse. Join us for this presentation by Care House of Oakland County on **Wednesday, August 23 from 6:30-7:30pm**.

This program is brought to you by Novi Community Coalition, Novi Police Department, Novi Youth Assistance, Care House of Oakland County, and Novi Public Library.

Free childcare will be provided for children ages 5 and older who are potty trained.

[Register Here](#)



Novi Library Café



Café Hours: Monday-Friday, 10am-5pm

Café sales directly benefit the Novi Community School District. We're so proud to partner with them and Chartwells to bring delicious, quality food and drinks to Library guests!

August weekly specials (valid Mon-Fri until 2pm):

- **Week #1** - Chicken Ceasar Salad with chips & drink for \$8
- **Week #2** - 10% off Strawberry Fraps
- **Week #3** - Chicken Pesto on Ciabatta with chips & drink for \$8
- **Week #4** - Three Cheese Panini with chips & drink for \$8



Services

Translate Our Website into 100+ languages with Recite Me

Have you checked out our new website accessibility toolbar on novilibrary.org? Click the round button in the bottom left corner of the screen to launch the toolbar. Our favorite feature: translation! This toolbar translates our website into over 100 languages, making it accessible and inclusive to as many Novi residents as possible.

5 Additional Places to Get Library Materials

Can't make it to the Library? Check out Lakeshore Lending Library or one of our four Read Boxes, located at parks throughout Novi!

[Read Boxes](#) are located at ITC Park, Pavilion Shore Park, Rotary Park, and Brookfarm Park. Keep a book as long as you like and when done, return it to the Read Box or the Library.

[Lakeshore Lending Library](#) is located at 601 S. Lake Drive, Novi. Check out up to five items with your Novi Library card and return items back to the kiosk when you've finished enjoying them.



Community Info

Help Bring Broadband To Oakland County!

Now, more than ever, broadband internet is an essential and crucial service to those who live, learn and work in Oakland County. In some areas, high-speed internet is not available. In order to bridge this digital divide, Oakland County needs to gain a better picture of which properties do not have the essential internet they need.

[Take the Survey](#)

Free Lunch & Activities

Feed the Need is back for another summer of free lunches and activities for students! Feed the Need runs through August 11, Monday-Friday, with meal pickup locations throughout the City. Visit Village Oaks Elementary for outreach events, Monday-Friday, 11am-1pm.

[More Info](#)



Access Newspapers Online

Your Novi Public Library card allows you unlimited access to The New York Times and The Washington Post online.

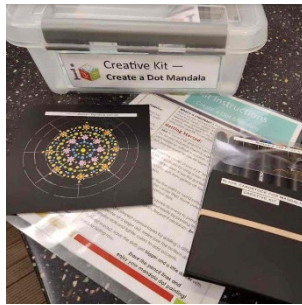
[New York Times](#)

[Washington Post](#)



Blood Drive

The American Red Cross is hosting a blood drive at NPL on Friday, August 25 from 10am-4pm. **To schedule an appointment, please log onto redcrossblood.org (sponsor code: NoviLibrary) or call 1-800-RED CROSS (1-800-733-2767).**



iCube Creative Kits

Each Creative Kit, located just outside the iCube, contains a self-guided make and take experience that appeals to the beginner and experienced! Come see what you can create!

Available Kits

Connect With Us:





[Click here to unsubscribe.](#)

No longer live in Novi? Let us know by clicking the button below.

Let Us Know You've Moved

Novi Public Library

45255 W. Ten Mile Rd, Novi, MI 48375

Phone: [\(248\) 349-0720](tel:2483490720)

Hours

(June 18 - September 3, 2023)

Monday - Thursday: 10am - 9pm

Friday & Saturday: 10am - 6pm

Sunday: Closed

Lakeshore Lending Library

At Lakeshore Park

601 S. Lake Dr, Novi, MI 48375

Hours

7 Days a Week

Dawn to Dusk

Visit Our Website

13th ANNUAL NLA COMMUNITY READS

Mika in Real Life

Emiko Jean



Tuesday, October 24, 7:00 PM Novi Public Library

Join us for a presentation and book discussion with New York Times bestselling young adult novel author, Emiko Jean, on her 2022 novel, *Mika in Real Life*.

Mika Suzuki's life is a mess. Fired from a dead-end job, she shares a home with her best friend, who just might be a hoarder if all the unopened deliveries are a sign. Her last relationship—to a burnout named Leif—ended in flames. And she's a perpetual disappointment to her traditional Japanese parents, especially to her mother, who keeps presenting her with dating prospects found in church.

Then she receives the surprise of her life—a phone call from Penny, the baby she placed for adoption sixteen years ago. Now a headstrong teenager, Penny is eager to learn all about Mika, who she is and what her dreams are. The harder-won heart belongs to Thomas Calvin, Penny's adoptive widower father. What starts as a rocky relationship with him slowly blossoms into friendship and, just maybe, something more.

Faced with her own insecurities, Mika at first embellishes the facts about her life. But Penny's love revives so many of the dreams she once had, especially those about being an artist and making a difference in the world... ultimately forcing her to answer the question, *Just who is Mika in real life?*



Community Reads Events:

Commerce Township Community Library

Monthly Morning Book Discussion

Tuesday, August 15, 10:30 AM

Northville District Library: Books & Brews

Tuesday, October 3, 7:00 PM

North Center Brewing Co.

Walled Lake City Library

A Novel Idea Book Group

Friday, October 6, 4:30 PM

Northville District Library: Between the Lines

Monday October 9, 7:00 PM

Lyon Township Public Library

LTPL's Books & Brews Book Club

Tuesday, October 10, 7:00 PM

Cancun Mexican Grill in South Lyon

Wixom Public Library

Books & Brews Book Club

Tuesday, October 10, 7:00 PM

Drafting Table Brewing Co.

Northville District Library: The Next Chapter

Wednesday October 18, 11:00 AM

Northville Community Center

Salem-South Lyon District Library

Something Different Book Club

Thursday, October 19, 7:00 PM

Registration for author visit is required.
Books are available to check out at all libraries.
Everyone is welcome to attend events at all libraries.
Please check ahead for registration requirements.





Guest Behavior Policy

This policy protects the right of the public to orderly, peacefully and productively have access to the Library facilities, grounds, services and resources; to ensure the safety of guests and staff; to protect the Library's contents, building and grounds; and to fulfill its mission to provide the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community. Failure to conform to the Guest Behavior Policy may result in a suspension of Library use.

For the purposes of this policy:

- **Harassment** is defined as behavior that demeans, humiliates or embarrasses a person, and it is characteristically identified by its unlikelihood in terms of social and moral reasonableness. In the legal sense, these are behaviors that appear to be disturbing, upsetting or threatening. They evolve from discriminatory grounds, and have an effect of nullifying or impairing a person from benefiting their rights.
- **Bullying** is defined as the use of force, threat, or coercion to abuse, intimidate or aggressively dominate others. The behavior is often repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets. Rationalizations of such behavior sometimes include differences of social class, race, religion, gender, sexual orientation, appearance, behavior, body language, personality, reputation, lineage, strength, size or ability. If bullying is done by a group, it is called mobbing.

The following guidelines and rules shall apply to the interior and exterior and all grounds controlled and operated by the Library and to all persons entering in or on the premises, unless otherwise specified.

1. **Engaging in Proper Library Activities:** Guests shall be engaged in activities associated with the use of the Library while in the building or on Library property. Guests not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials or facilities as intended for civic, educational or cultural purposes will be required to leave the building and cannot remain on Library property. This includes sleeping on Library furniture or floors.
2. **Respecting the Rights of Others:** Guests shall respect the rights of other guests and staff. Guests may not stare, stalk, harass, bully, threaten, photograph, record or behave in a manner that:
 - a. Can be reasonably expected to disturb guests or staff while at the Library;

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- b. Interferes with any guest's use of the Library or the ability of the staff person to do their job;
 - c. Would create or may result in a hostile work environment for Library staff; and/or
 - d. Violates federal, state or local law, ordinance or regulation (including but not limited to assault, indecent exposure, and larceny, removing library materials from the property without authorization through the approved lending procedures, vandalism or copyright infringement).
3. Verbal Harassment: Abusive or threatening language or writing that expresses prejudice, intends to vilify, humiliate or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability or national origin will not be tolerated.
 4. Weapons: Carrying guns, pistols or other weapons, except as specifically allowed and exempt from local regulation by law, is forbidden.
 5. Sexual Activity: Engaging in any sexual contact, activities or conduct is not allowed.
 6. Alcohol and Drugs: Guests cannot possess, consume, sell, distribute or be under the influence of alcohol, marijuana or illegal drugs on Library property.
 - a. Alcohol may be allowed at certain Library-sponsored events if specifically approved by the Library Director.
 7. Smoking, Tobacco or Marijuana Use: The Library is smoke free. Smoking, using e-cigarettes, vaping (or electronic nicotine delivery systems), chewing tobacco or otherwise using tobacco products is not allowed within 100 feet of Library entrances (City of Novi ordinance, Chapter 22, Article V, Section 22-101 (d)) and within the Library Building. Using, smoking or possessing marijuana on Library property is not allowed. Violators will be asked to leave the premises.
 8. Interference with Staff: Guests cannot interfere with staff's performance of duties in the Library. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances or physical and/or verbal harassment.
 9. Identification: Guests must provide identification to Library staff when requested.
 10. Loud Noise: Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other guests' use of the Library or which can be reasonably expected to disturb other guests or have the intent of annoying other guests, including yelling, cheering, talking (with others) or noises from electronic, entertainment and communication devices, such as cell phones, tablets, headphones and radio is not allowed. Guests may use headphones or earbuds but at a volume that cannot be heard by other Library guests or staff.

Caregivers may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

11. Phone Usage: Quiet conversations utilizing phones or other electronic devices are allowed. Phone usage is not allowed in the Quiet Study Room. Staff have the right to request a guest move to another location to complete their phone conversation. Guests are expected to end phone conversations before approaching a Library service desk.
12. Library's Phone System: Guests are not allowed to use the Library's phone system. Staff may not make calls for guests except in case of an accident, emergency or child needing to contact a parent, guardian or caregiver.
 - a. In the event that a child reports suspicious activity or staff notice suspicious activity involving a child, that child can request to contact a parent, guardian or caregiver or, if staff deems appropriate, the police.
13. Open Flame: Lighters, candles, matches, and other flammable devices are not allowed and cannot be used inside the Library.
14. Parking or Standing: Vehicles are not allowed to park or stand at the main entrance or in the drive-up window lane. Parking is not allowed in fire lanes.
15. Congregating: Guests cannot congregate in public areas in large groups (more than 4 people).
16. School Groups and Tours: School groups and tours must be approved in advance through Administration. A teacher or other appropriate staff is required to be present to ensure students use the Library in conformance with these rules.
17. Blocking Access: Blocking aisles, doors or entrances with personal items or leaving such items unattended at the Library at any time is not allowed.
18. Personal Property: Personal items brought into the Library are subject to the following:
 - a. One carry-on item (backpack or briefcase) can be carried into the Library. The Library does not allow large items such as suitcases, large sports equipment bags/duffle bags or large plastic garbage bags. Items must be small enough to fit under a chair at the Library and cannot block doors, entrances or aisles.
 - b. The Library is not responsible for personal belongings left unattended and Library staff will not guard or watch personal belongings (unless the guest is utilizing a restroom).
 - c. The Library does not provide storage for personal property.
 - d. Personal items may not take up seating or space if needed for use by other guests.
 - e. Items may be removed from the Library if they reasonably appear to be abandoned or have been left unattended for 30 minutes or more.
19. Staff Areas: Guests are not allowed in any areas designated as "staff only" without prior authorization.
20. Announcements: Public announcements will not be allowed by library guests.

21. Seating: In the interest of safety, only one (1) guest per chair and one (1) guest per computer is allowed.

22. Photography and Recording: Photography and recording of Library facilities and programs must be approved in advance by Administration. Photography and recording of Library staff or guests without their knowledge and consent is not allowed. This paragraph does not apply to photography or recordings made at meetings that are open to the public pursuant to the Open Meetings Act (see Policy P17). Unattended children may not have their pictures taken.

a. Guests are subject to photo or video surveillance.

23. Care of Library Property: Guests must not deface, vandalize, damage or improperly use or improperly remove Library materials, equipment or furniture from the Library building or the grounds. Copyright infringement and stealing of library material is not allowed. Guests shall not load or install any programs or software on Library computers. Guests shall not cause damage by returning books containing bedbugs or bringing bedbugs into the Library. Climbing on tables, shelving or other library furnishings is not allowed. Guests will be responsible to reimburse the Library for costs incurred by the Library for violating this provision.

24. Recreational Equipment and Personal Transport Devices: Use of skateboards, rollerblades, roller skates or other wheeled forms of recreational equipment is not allowed in the Library or on Library property. Library guests must park bicycles or other recreational vehicles in designated areas.

25. Mobility Devices: Wheelchairs, scooters and other power driven mobility devices are allowed by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.

26. Guest Use of Youth Area and Computers: The Youth area of the Library is intended for use by children and the parent, guardian or caregiver who accompanies them. Computers located in the Youth area are for children and adults who are accompanying a child. Adults who are not accompanied by a child may browse the collection but may not remain or be seated in the Youth area. In the interests of protecting children, any guest may be asked to leave the area if they are not using the Youth area for its intended purpose.

27. Unattended Children Policy: Parents, guardians or caregivers of children must comply with the Unattended Children Policy (see Policy P13).

28. Café Usage: The café seating area is reserved for café customers only. No outside food (delivery or carry-out) is allowed in the café area.

29. Food and Drink: Food and drink purchased at the library café is allowed in designated areas of the Library. No outside food (delivery or carry-out) is allowed in the Library. Meeting room and patio rentals (1st floor: East and West Meeting Room, Youth Activity Room and 2nd floor: Board Room, Small Meeting Room) are allowed outside food/catering. Re-sealable containers for liquids are required. Guests are expected to use care when eating or drinking. Guests are expected to pick up after themselves and properly dispose of waste.

30. Animals: Guests cannot bring pets or animals other than service animals or those required for library programming. Animals may not be left unattended on the Library grounds.

31. Shirts, Shoes and Masks: Guests must wear shirts and shoes at all times in the Library building. Bathing suits are not allowed. Based on city, county or state regulations, masks worn over the nose and mouth may be required for health and safety purposes.

32. Odor: Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume or cologne, or odors from items brought into the Library that causes a nuisance, is not allowed. (For example, if a guest's odor interferes with staff or other guests' use of the Library, the guest violates this Policy.)

33. Campaigning, Petitioning, Interviewing and Similar Activities: As a limited public forum, the Library reserves the right to regulate the time, place and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:

a. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting are not allowed inside the Library building.

b. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside the Library building but on Library property are subject to the following requirements:

1. Persons or groups are requested to sign in with a Manager on duty in advance.
2. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is subject to the petition, interview, campaign or discussion.
3. Locations for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to areas that are 100 feet from all entrances.
4. No person shall block ingress or egress from the Library building.
5. Times will be limited to operating hours of the Library.
6. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.

34. Distributions and Postings: Distributing or posting printed material/literature on Library property not in accordance with Library policy is not allowed (see Policy P7).

35. Tables or Structures on Library Property: No person may use or set up a table, stand, display, sign or similar structure on Library property. This does not apply to Library sponsored or co-sponsored events.

36. Sales or Solicitation: Sales or solicitation of monetary donations is not allowed unless incidental to library programming and requires advance approval by the Library Director.

37. **Restrooms:** Misuse of restrooms, including laundering, sleeping, shaving, bathing, hair cutting/trimming, drug usage and sexual activity, is not allowed. Unless a parent or guardian is assisting a child or a guest is assisting a person with a disability, there must be only one person to a stall. Library materials are not allowed in the public restrooms.

38. **Unauthorized Use:** Guests must leave the building promptly at closing and may not be in the Library when it is not open to the public. Unattended children (under the age of 12) who are still at the Library at closing time will be turned over to the police as set forth in the Unattended Children Policy (see Policy P13).

39. **Guest Privileges Denied:** A guest whose privileges have been denied cannot enter the Library. Any guest whose privileges have been limited cannot use the Library in any manner that conflicts with those limits placed on the guest by the Library Director, Director's designee or the Library Board.

Disciplinary Process for Library Facilities

As stated more fully below for violations of the Policy, the Library Director or Director's designee may restrict access to the Library with immediate dismissal of the guest from the premises, by suspending the guest's access to the Library for a set period of time, or by denying access to specific services and/or program pursuant to this Policy. If necessary, the police may be called to intervene.

Incident Reports: Staff will complete an Incident Report Form for any violation of this Policy resulting in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the guest. A copy of the suspension of privileges letter should be attached, if applicable.

Violation of the Policy – Suspension of Privileges: Unless otherwise provided in this Policy, the Library shall handle violations as follows:

Initial Violation: Library guests observed violating this Policy will be asked to stop the violation with a verbal request. If the guest does not comply, the guest will be asked to leave the building for the day. If the guest refuses, the police will be called.

Subsequent Violations: The Director or Director's designee may further limit or suspend the guest's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

Violations that Affect Safety and Security: Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or guests shall be handled as follows:

Initial Violation: The police will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Director or Director's designee may add additional time to the initial limitation or suspension period.

Subsequent Violations: The police will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. The Director or Director's designee may further limit or suspend the guest's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

Reinstatement: The guest whose privileges have been limited or suspended shall attend a meeting with the Director or Director's designee to review the Guest Behavior Policy (P11) before their privileges may be reinstated.

Right of Appeal

Guests may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within ten (10) business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Adopted as Rules of Conduct Policy June 17, 2009; Amended: May 15, 2010; August 15, 2012; July 17, 2013; June 22, 2017; June 27, 2019; Title Change and amended February 25, 2021; Revised September 23, 2021

Signed:



President
Novi Public Library

Attorney reviewed as of 8/21/23;
minor edits in yellow.



***PLEASE NOTE:**

- Some items have been removed (see strikethrough items) because they are a separate policy and fall under the blanket statement "Guests must comply with all Library policies" now mentioned at the beginning of this policy.
- The language presented is recommended for approval. However, the policy will be rearranged with items alphabetized instead of numbered after approval.

Guest Behavior Policy

Guests must comply with all Library policies.

For the purposes of this policy:

- Harassment is defined as behavior that demeans, humiliates or embarrasses a person, and it is characteristically identified by its unlikelihood in terms of social and moral reasonableness. In the legal sense, these are behaviors that appear to be disturbing, upsetting or threatening. They evolve from discriminatory grounds, and have an effect of nullifying or impairing a person from benefiting their rights.
- Bullying is defined as the use of force, threat, or coercion to abuse, intimidate or aggressively dominate others. The behavior is often repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets. Rationalizations of such behavior sometimes include differences of social class, race, religion, gender, sexual orientation, appearance, behavior, body language, personality, reputation, lineage, strength, size or ability. If bullying is done by a group, it is called mobbing.

The following guidelines and rules shall apply to the interior, ~~and~~ exterior and all grounds controlled and operated by the Library and to all persons entering in or on the premises, unless otherwise specified.

Failure to conform to the Guest Behavior Policy may result in a suspension of Library use.

1. Engaging in Proper Library Activities: Guests shall be engaged in activities associated with the use of the Library while in the building or on Library property. Guests not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials or facilities as intended for civic, educational or cultural purposes will be required to leave the building and cannot remain on Library property. This includes sleeping on Library furniture or floors.

2. Respecting the Rights of Others: Guests shall respect the rights of other guests and staff. Guests may not stare, stalk, harass, bully, threaten, photograph, record or behave in a manner that:
 - Can be reasonably expected to disturb guests or staff while at the Library;
 - Interferes with any guest's use of the Library or the ability of the staff person to do their job;
 - Would create or may result in a hostile work environment for Library staff; and/or
 - Violates federal, state or local law, ordinance or regulation (including but not limited to assault, indecent exposure, and larceny, removing library materials from the property without authorization through the approved lending procedures, vandalism or copyright infringement).

3. Verbal Harassment: Abusive or threatening language or writing that expresses prejudice, intends to vilify, humiliate or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability or national origin will not be tolerated.

4. Weapons: Carrying guns, pistols or other weapons, except as specifically allowed and exempt from local regulation by law, is forbidden.

5. Sexual Activity: Engaging in any sexual contact, activities or conduct is not allowed.

6. Alcohol and Drugs: Guests cannot possess, consume, sell, distribute or be under the influence of alcohol, marijuana or illegal drugs on Library property.
 - Alcohol may be allowed at certain Library-sponsored events if specifically approved by the Library Director.

7. Smoking, Tobacco or Marijuana Use: The Library is smoke free. Smoking, using e-cigarettes, vaping (or electronic nicotine delivery systems), chewing tobacco or otherwise using tobacco products is not allowed within 100 feet of Library entrances (City of Novi ordinance, Chapter 22, Article V, Section 22-101 (d)) and within the Library Building. Using, smoking or possessing marijuana on Library property is not allowed. **Violators will be asked to leave the premises- already stated in the Violation portion of the policy.**

8. Interference with Staff: Guests cannot interfere with staff's performance of duties in the Library. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances or physical and/or verbal harassment.

9. Identification: Guests must provide identification to Library staff when requested.

10. Loud Noise: Producing or allowing any loud, unreasonable or disturbing noises that interfere with other guests' use of the Library or which can be reasonably expected to disturb other guests or have the intent of annoying other guests **is not allowed. This includes** yelling, cheering, talking (with others), **noisy food** or noises from electronic, ~~entertainment and communication devices., such as cell phones, tablets, headphones and radio is not allowed.~~ Guests may use headphones or earbuds but at a volume that cannot be heard by other Library guests or staff. Caregivers may read aloud to children in the Youth Area, provided that they are reading in a voice that ~~would not reasonably~~ **does not** disturb others.

11. Study Rooms: **The Library has rooms of various sizes, accommodating from one (1) to six (6) people, available throughout the Library at no cost. These rooms cannot be reserved and are available on a first-come, first-served basis with no time limit. Guests cannot exceed the posted room capacity. Rooms left unattended for ten (10) minutes or more will be forfeited to the next guest waiting and any personal items will be moved to Lost and Found.**

12. Phone Usage: Quiet conversations utilizing phones or other electronic devices are allowed. Phone usage is not allowed in the Quiet Study Room. Staff have the right to request a guest move to another location to complete their phone conversation. Guests are expected to end phone conversations before approaching a Library service desk.
13. Library's Phone System: Guests are not allowed to use the Library's phone system. Staff ~~may not~~ **will not** make calls for guests except in cases of an accident, emergency or child needing to contact a parent, guardian or caregiver.
- In the event that a child reports suspicious activity or staff notice suspicious activity involving a child, that child can request to contact a parent, guardian or caregiver or, if staff deems appropriate, ~~the police~~ **public safety**.
14. Open Flame: Lighters, candles, matches, **Sternos** and other ~~flammable~~ **flame-producing** devices are not allowed and cannot be used inside the Library.
15. Parking or Standing: Vehicles are not allowed to park or stand at the main entrance or in the drive-up window lane. Parking is not allowed in fire lanes.
16. Congregating: Guests cannot congregate in public areas in large groups (more than 4 people).
17. School Groups and Tours: School groups and tours must be approved in advance through Administration. A teacher or other appropriate staff is required to be present to ensure students use the Library in conformance with these rules.
18. Blocking Access: Blocking aisles, doors or entrances with personal items or leaving such items unattended at the Library at any time is not allowed.
19. Personal Property: Personal items brought into the Library are subject to the following:
- One carry-on item (backpack or briefcase) can be carried into the Library. The Library does not allow large items such as suitcases, large sports equipment bags/duffle bags or large plastic garbage bags. Items must be small enough to fit under a chair at the Library and cannot block doors, entrances, walkways or aisles.
 - The Library is not responsible for personal belongings left unattended and Library staff will not guard or watch personal belongings (unless the guest is utilizing a restroom).
 - The Library does not provide storage for personal property.
 - Personal items may not take up seating or space if needed for use by other guests.
 - Items will be moved to Lost and Found may be removed from the Library if they reasonably appear to be abandoned or have been left unattended for 30 ten (10) minutes or more.
20. Staff Areas: Guests are not allowed in any areas designated as "staff only" without prior authorization.
21. Announcements: **The public announcement system is used only by staff for Library building operations.** Public announcements ~~will~~ **are** not ~~be~~ allowed by **or for** library guests.
22. Missing/Lost Person: **If staff are approached by a guest and informed that a person is missing/lost and is thought to be in the Library, staff ~~will~~ **may** assist the guest in searching for the person on library property only. Staff will not make a public announcement, but can assist the guest in contacting public safety upon request. Should there be a request by phone to assist with a missing/lost person, in the interest of guest and staff safety and privacy, staff will not disclose the whereabouts of another guest or staff member to a guest over the phone.**
23. Seating: In the interest of safety, only one (1) guest per chair and one (1) guest per computer is allowed.

24. Photography and Recording: ~~Photography and recording of Library facilities and programs must be approved in advance by Administration. Photography and recording of Library staff or guests without their knowledge and consent is not allowed. This paragraph does not apply to photography or recordings made at meetings that are open to the public pursuant to the Open Meetings Act (see Policy P17). Unattended children may not have their pictures taken.~~

- ~~• Guests are subject to photo or video surveillance.~~

25. Care of Library Property: Guests must not deface, vandalize, damage or improperly use or improperly remove Library materials, equipment or furniture from the Library building or the grounds. Copyright infringement and stealing of library material is not allowed. Guests shall not load or install any programs or software on Library computers. Guests shall not cause damage by returning books containing bedbugs or bringing bedbugs into the Library. Climbing on tables, shelving or other library furnishings is not allowed. Guests will be responsible to reimburse the Library for costs incurred by the Library for violating this provision.

26. Recreational Equipment and Personal Transport Devices: Use of skateboards, rollerblades, roller skates or other wheeled forms of recreational equipment is not allowed in the Library or on Library property. Library guests must park bicycles or other recreational vehicles in designated areas outside the Library.

27. Mobility Devices: Wheelchairs, scooters and other power driven mobility devices are allowed by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.

28. Guest Use of Youth Area and Computers: The Youth area of the Library is intended for use by children and the parent, guardian or caregiver who accompanies them. Computers located in the Youth area are for children and adults who are accompanying a child. Adults who are not accompanied by a child may browse the collection but may not remain or be seated in the Youth area. In the interests of protecting children, any guest may be asked to leave the area if they are not using the Youth area for its intended purpose.

29. Unattended Children Policy: Parents, guardians or caregivers of children Guests must comply with the Unattended Children Policy (see Policy P13).

30. Café Usage: The café seating area is reserved for café customers only. ~~No outside food (delivery or carry-out) is allowed in the café area.~~

31. ~~Food and Drink: Food and drink purchased at the library café is allowed in designated areas of the Library. No outside food (delivery or carry-out) is allowed in the Library. Meeting room and patio rentals (1st floor: East and West Meeting Room, Youth Activity Room and 2nd floor: Board Room, Small Meeting Room) are allowed outside food/catering. Re-sealable containers for liquids are required. Guests are expected to use care when eating or drinking. Guests are expected to pick up after themselves and properly dispose of waste.~~

- ~~• Guests are expected to clean up after themselves, discarding trash in appropriate containers and notifying staff immediately of any spills.~~
- ~~• Drinks, where permitted, including the second floor, are limited to re-sealable containers remaining covered/lid kept on and secure.~~
- ~~• No food is allowed on the second floor of the Library; including Local History and iCube Rooms~~
- ~~• Food and drink are permitted in meeting rooms, with Library Management approval, and must be contained to the meeting rooms.~~
- ~~• Food must be in enclosed containers or individually wrapped; no open plates of food.~~
- ~~• Delivery of food cannot be accepted within 100 feet of the main doors, or in designated library emergency and accessible parking areas.~~

- ~~Staff will not accept food items from delivery sources; therefore, when available, the Library encourages guests to purchase food from the café.~~
- ~~The Library is not responsible for food items that have been delivered but not accepted by a guest and left unattended on Library property.~~
- ~~With Library Management approval, groups hosting events in partnership with the Library may have food and drink restrictions waived.~~

32. Animals: Guests cannot bring pets or animals other than **trained/certified** service animals, **as defined by per the Americans with Disabilities Act (ADA)**, or those required for Library programming **into the Library building**. **Emotional support animals are not included under ADA and are not permitted in the Library building.** Animals may not be left unattended on ~~the~~ Library grounds, **and the Library is not responsible for animals left unattended.**

33. Shirts, Shoes and Masks: Guests must wear shirts and shoes at all times in the Library building. Bathing suits are not allowed. Based on city, county or state regulations, masks worn over the nose and mouth may be required for health and safety purposes.

34. Odor: Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume or cologne, or odors from items brought into the Library that causes a nuisance, is not allowed. (For example, if a guest's odor interferes with staff or other guests' use of the Library, the guest violates this Policy.)

~~35. Campaigning, Petitioning, Interviewing and Similar Activities: As a limited public forum, the Library reserves the right to regulate the time, place and manner for campaigning, petitioning, interviewing, survey taking, pamphleteering, canvassing and soliciting on Library grounds as follows:~~

- ~~Campaigning, petitioning, interviewing, survey taking, pamphleteering, canvassing and soliciting are not allowed inside the Library building.~~
- ~~Campaigning, petitioning, interviewing, survey taking, pamphleteering, canvassing and soliciting outside the Library building but on Library property are subject to the following requirements in the Campaigning, Petitioning, Interviewing and Similar Activities Policy~~

- ~~1. Persons or groups are requested to sign in with a Manager on duty in advance.~~
- ~~2. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is subject to the petition, interview, campaign or discussion.~~
- ~~3. Locations for campaigning, petitioning, interviewing, survey taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to areas that are 100 feet from all entrances.~~
- ~~4. No person shall block ingress or egress from the Library building.~~
- ~~5. Times will be limited to operating hours of the Library.~~
- ~~6. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.~~

~~36. Distributions and Postings: Distributing or posting printed material/literature on Library property not in accordance with Library policy is not allowed (see Policy P7).~~

37. Tables or Structures on Library Property: No person may use or set up a table, stand, display, sign or similar structure on Library property. This does not apply to Library sponsored or co-sponsored events.

38. Sales or Solicitation: Sales or solicitation of monetary donations is not allowed unless incidental to library programming and requires advance approval by the Library Director.

39. Restrooms: Misuse of restrooms, including laundering, sleeping, shaving, bathing, hair cutting/trimming, drug usage and sexual activity, is not allowed. Unless a parent or guardian is assisting a child or a guest is assisting a person with a disability, there must be only one person to a stall. Library

materials are not allowed in the public restrooms.

40. ~~After-Hours Use: Unauthorized Use:~~ Guests must leave the building promptly at closing and may not be in the Library when it is not open to the public **unless for a previously approved meeting room rental or program**. Unattended children (under the age of 12) who are still at the Library at closing time will be turned over to ~~the police~~ **public safety** as set forth in the Unattended Children Policy ~~(see Policy P13).~~

41. Guest Privileges Denied: A guest whose privileges have been denied cannot enter the Library. Any guest whose privileges have been limited cannot use the Library in any manner that conflicts with those limits placed on the guest by the Library Director, Director's designee or the Library Board.

Disciplinary Process for Library Facilities

As stated more fully below for violations of the Policy, the Library Director or Director's designee may restrict access to the Library with immediate dismissal of the guest from the premises, by suspending the guest's access to the Library for a set period of time, or by denying access to specific services and/or program pursuant to this Policy. If necessary, ~~the police~~ **public safety** may be called to intervene.

Incident Reports: Staff will complete an Incident Report Form for any violation of this Policy resulting in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the guest. A copy of the suspension of privileges letter should be attached, if applicable.

Violation of the Policy – Suspension of Privileges: Unless otherwise provided in this Policy, the Library shall handle violations as follows:

- **Initial Violation:** Library guests observed violating this Policy will be asked to stop the violation with a verbal request. If the guest does not comply, the guest will be asked to leave the building for the day. If the guest refuses, ~~the police~~ **public safety** will be called.
- **Subsequent Violations:** The Director or Director's designee may further limit or suspend the guest's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

Violations that Affect Safety and Security: Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or guests shall be handled as follows:

- **Initial Violation:** ~~the police~~ **Public safety** will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Director or Director's designee may add additional time to the initial limitation or suspension period.

Subsequent Violations: ~~the police~~ **Public safety** will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. The Director or Director's designee may further limit or suspend the guest's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

Reinstatement: The guest whose privileges have been limited or suspended shall attend a meeting with the Director or Director's designee to review the Guest Behavior Policy (~~P11~~) before their privileges may be reinstated.

Right of Appeal

Guests may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within ten (10) business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Adopted as Rules of Conduct Policy June 17, 2009; Amended: May 15, 2010; August 15, 2012; July 17, 2013; June 22, 2017; June 27, 2019; Title Change and amended February 25, 2021; Revised September 23, 2021; **Revised August 24, 2023**

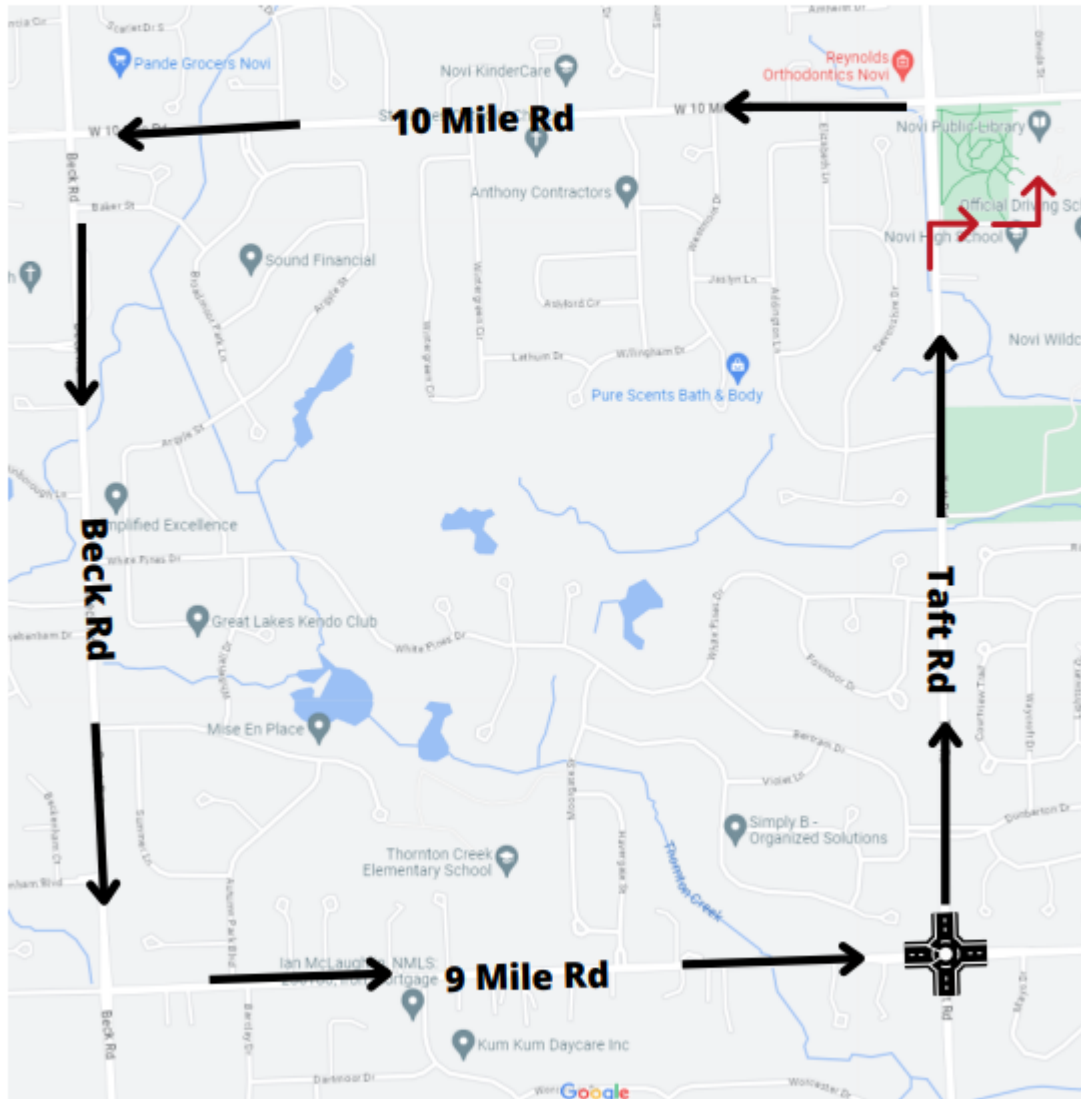
Signed:

Mark Sturing, President
Novi Public Library

7/16/2023 CLOSED				7/17/2023				7/18/2023				7/19/2023				7/20/2023				7/21/2023				7/22/2023											
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0				
10-11am	0	0	0	10-11am	56	167	112	10-11am	48	169	109	10-11am	42	107	75	10-11am	50	121	86	10-11am	53	112	83	10-11am	73	172	123	10-11am	73	172	123				
11am-12pm	0	0	0	11am-12pm	153	143	148	11am-12pm	96	199	148	11am-12pm	97	87	92	11am-12pm	89	96	93	11am-12pm	62	77	70	11am-12pm	98	73	86	11am-12pm	98	73	86				
12-1pm	0	0	0	12-1pm	119	105	112	12-1pm	153	103	128	12-1pm	76	85	81	12-1pm	98	92	95	12-1pm	94	90	92	12-1pm	110	86	98	12-1pm	110	86	98				
1-2pm	0	0	0	1-2pm	97	92	95	1-2pm	175	86	131	1-2pm	107	109	108	1-2pm	100	116	108	1-2pm	86	76	81	1-2pm	71	68	70	1-2pm	71	68	70				
2-3pm	0	0	0	2-3pm	160	201	181	2-3pm	156	182	169	2-3pm	156	191	174	2-3pm	175	218	197	2-3pm	62	69	66	2-3pm	83	88	86	2-3pm	83	88	86				
3-4pm	0	0	0	3-4pm	162	117	140	3-4pm	124	92	108	3-4pm	115	79	97	3-4pm	193	96	145	3-4pm	80	68	74	3-4pm	109	113	111	3-4pm	109	113	111				
4-5pm	0	0	0	4-5pm	121	103	112	4-5pm	116	101	109	4-5pm	115	81	98	4-5pm	73	59	66	4-5pm	112	82	97	4-5pm	89	65	77	4-5pm	89	65	77				
5-6pm	0	0	0	5-6pm	116	89	103	5-6pm	110	109	110	5-6pm	75	75	75	5-6pm	79	70	75	5-6pm	95	48	72	5-6pm	118	67	93	5-6pm	118	67	93				
6-7pm	0	0	0	6-7pm	96	90	93	6-7pm	87	108	98	6-7pm	130	122	126	6-7pm	79	75	77	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0				
7-8pm	0	0	0	7-8pm	113	74	94	7-8pm	165	72	119	7-8pm	101	66	84	7-8pm	75	97	86	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0				
8-9pm	0	0	0	8-9pm	107	61	84	8-9pm	84	41	63	8-9pm	63	32	48	8-9pm	133	55	94	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0				
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0				
			0				1,271				1,288				1,056				1,120				633				742								
7/23/2023 CLOSED				7/24/2023				7/25/2023				7/26/2023				7/27/2023 power out in area				7/28/2023				7/29/2023											
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	73	160	117	10-11am	62	190	126	10-11am	42	121	82	10-11am	83	323	203	10-11am	56	138	97	10-11am	53	152	103	10-11am	53	152	103				
11am-12pm	0	0	0	11am-12pm	126	121	124	11am-12pm	126	179	153	11am-12pm	120	111	116	11am-12pm	142	166	154	11am-12pm	79	97	88	11am-12pm	116	92	104	11am-12pm	116	92	104				
12-1pm	0	0	0	12-1pm	134	90	112	12-1pm	116	155	136	12-1pm	122	118	120	12-1pm	167	158	163	12-1pm	89	111	100	12-1pm	103	82	93	12-1pm	103	82	93				
1-2pm	0	0	0	1-2pm	79	84	82	1-2pm	206	112	159	1-2pm	82	89	86	1-2pm	210	189	200	1-2pm	112	79	96	1-2pm	93	90	92	1-2pm	93	90	92				
2-3pm	0	0	0	2-3pm	97	100	99	2-3pm	116	83	100	2-3pm	96	84	90	2-3pm	164	157	161	2-3pm	111	85	98	2-3pm	99	89	94	2-3pm	99	89	94				
3-4pm	0	0	0	3-4pm	92	88	90	3-4pm	65	86	76	3-4pm	79	58	69	3-4pm	154	114	134	3-4pm	103	80	92	3-4pm	107	107	107	3-4pm	107	107	107				
4-5pm	0	0	0	4-5pm	118	101	110	4-5pm	118	84	101	4-5pm	52	70	61	4-5pm	184	128	156	4-5pm	87	88	88	4-5pm	81	87	84	4-5pm	81	87	84				
5-6pm	0	0	0	5-6pm	104	72	88	5-6pm	110	72	91	5-6pm	83	88	86	5-6pm	177	103	140	5-6pm	124	62	93	5-6pm	140	58	99	5-6pm	140	58	99				
6-7pm	0	0	0	6-7pm	101	96	99	6-7pm	99	113	106	6-7pm	101	97	99	6-7pm	114	106	110	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0				
7-8pm	0	0	0	7-8pm	79	85	82	7-8pm	83	95	89	7-8pm	73	115	94	7-8pm	120	111	116	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0				
8-9pm	0	0	0	8-9pm	109	43	76	8-9pm	137	41	89	8-9pm	164	73	119	8-9pm	128	55	92	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0				
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0				
			0				1,076				1,224				1,019				1,627				751				775								
7/30/2023 CLOSED				7/31/2023																															
9-10am	0	0	0	9-10am	0	0	0																												
10-11am	0	0	0	10-11am	48	126	87																												
11am-12pm	0	0	0	11am-12pm	97	99	98																												
12-1pm	0	0	0	12-1pm	90	98	94																												
1-2pm	0	0	0	1-2pm	108	106	107																												
2-3pm	0	0	0	2-3pm	96	104	100																												
3-4pm	0	0	0	3-4pm	100	74	87																												
4-5pm	0	0	0	4-5pm	101	79	90																												
5-6pm	0	0	0	5-6pm	85	87	86																												
6-7pm	0	0	0	6-7pm	121	128	125																												
7-8pm	0	0	0	7-8pm	73	81	77																												
8-9pm	0	0	0	8-9pm	160	53	107																												
9-10pm	0	0	0	9-10pm	0	0	0																												
			0				1,057																												

Taft Rd Construction Detour

Starting June 12, 2023, Taft Rd will be open to **northbound traffic only** from 8 Mile to 10 Mile. Follow this detour to access NPL's delivery receiving area.



Friends of the Novi Library present

Summer Songfest

Thursdays, 6:30pm

Jun 29 Dale Hicks Band

Oldies rock

Jul 13 Motor City Soul

Oldies & Motown

Jul 20 Dueling Pianos

Classic hits to current pop

Aug 10 Billy Mack and the Juke Joint Johnnies

Familiar oldies from the 60's & 70's

Aug 31 Rick Leider's 4-Piece Band

Classic familiar tunes

Sept 7 Elvis and Friends

Elvis tribute artist

Location: Paradise Park, 45799 Grand River Ave. Novi

Arrive at 6pm to place your orders for dinner and drinks!

Events are free. Events will be held under an outdoor, covered pavilion. Cash bar, food service, attractions and games available for purchase.

Sponsored by:

**paradise
Park**



Registration Required
45255 W Ten Mile Rd.
novilibrary.org | 248-349-0720

Information Technology Report by Jeffrey Smith – July 2023

General

Staffing: This month we made progress on our vacant System Administrator candidate posting and search. Multiple interviews were held. In the meantime, the IT Department is rebalancing and prioritizing our tasks to be able to continue to offer IT services to both guests and staff.

WiFi: On July 12, we signed a Statement of Work with TLN to provide replacement Meraki WiFi Access Points throughout the interior and exterior of our building. By July 17, all the hardware had been ordered. The first phase will take place in August.



Assorted Meraki WiFi hardware to be installed at NPL with the help of TLN

Copiers; On July 28, we signed a new lease agreement with Canon Solutions America (CSA) to provide 5 new Canon Color Image Runner copy machines. Two will go in the public area for guests to use, one will go in the admin office, one in the IT office, and one in the first-floor staff area. The machine in the staff area will have folding capabilities. The new machines will be installed, and the previous machines will be returned by the beginning of September.

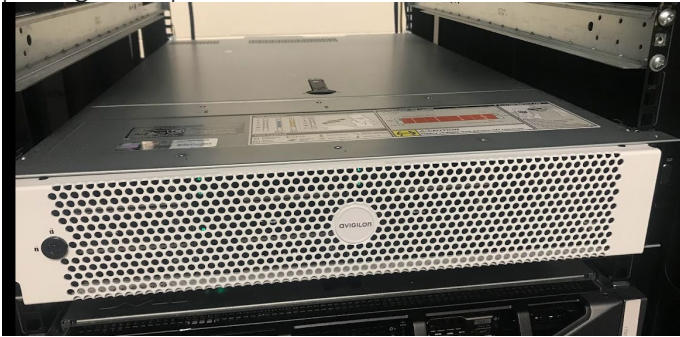


Different copier configurations for five machines total will be put in place

Hotspots: The library added 10 T-Mobile hotspots to our inventory for check-out. Hotspots make it possible for guests or staff to access the internet if they are in an area without broadband.



Camera Server: Our Pelco Camera Network Video Recorder (NVR) crashed on July 5th. Service was called, and we were advised that the machine could not be repaired due to its age and the nature of the issue. Fortunately, Actron Systems, the company who provided the previous server, had an available machine that they very generously loaned us until we can arrange for a permanent solution. The loaner Avigilon server was installed in our server room rack on July 28, and the streaming cameras are once again recording. We will be working on getting updated pricing and quotes over the next few weeks.



Avigilon Network Video Recorder (Camera Server) on loan from Actron Systems

iCube

- We held 159 iCube appointments in July
 - 30 3D prints
 - 2 3D scans
 - 9 Adobe Creative Cloud projects
 - 6 Cricut crafts
 - 2 Carvey projects
 - 49 Creative Kits
 - 11 Digital Conversions
 - 13 Heat Press jobs
 - 6 Laser projects
 - 19 Photo Prints
 - 1 Sewing/Embroidery projects
 - 11 Sublimation prints

Our Sewing Machine has been very popular with guests, but it was unavailable during part of July due to being at the Sewing Machine Repair Shop for maintenance.

Dominic helped remove and destroy the hard drives from 69 old Intel NUK computers which are now ready for recycling.

Dom and Mary helped guests get connected in various locations of the library during the July 27 power outage, including using all the electrical drops in the iCube for guest laptops and charging. On that day we had power, but many other libraries and Novi neighborhoods did not.

The iCube purchased some V-bits for the Carvey machine. This will enable a wider variety of carving, including beveled lettering.



Below are some of the 159 iCube projects that guests and staff worked on together:

3-D printed “Whisker Vase” –with the help of Dominic Doot



Wheelchair-mounted Dog Treat Dispenser for Paws with a Cause –printing this kit was a group effort by Dom, Anna B, and Anna J.



Samples printed on our Epson Photo Printer – by Mary Robinson



“Holocron” with the help of Anna Jakubiec



Photo Scanning and Printing –with the help of Anna Burbo



Custom Picture Frame with the help of Anna Burbo



In addition, Jess Holowicki helped guests with laser engraving and sewing projects.

Training

Anna Burbo represented the IT Department, and met some fellow Novi employees, at the Novi City Ice Cream Social, held at Fire Station #1. Jeff and Anna attended NPL at the 2023 City of Novi Employee Picnic. On July 14, Jeff organized a Staff Demo at the Novi City building for our new Canon copier.

Facilities Report by Keith Perfect –June 2023

In the past month the Facilities Department has closed 4 Facilities tickets, 46 Meeting Room Requests and has updated 352 Periodic Maintenance tickets.

- Library Board Packets were delivered to Board members.
- The staff break room refrigerator was cleaned out.
- A janitorial RFP building tour was provided to prospective vendors.
- Carpet spot cleaning was performed by Facilities staff.
- The lighting clock has been adjusted for the Sunday closures.
- New signage was installed by vendor on main entrance and drive-up window showing Sunday closure.
- The repair work on the drive-up canopy was completed by vendor.
- Two "Low Clearance" signs were installed on and near the drive-up window canopy.
- The Bioswale landscape/maintenance was performed by vendor.
- The former Adaptive Technology work area walls were patched and re-painted.
- A bulletin board was relocated to the HR office wall.

Facilities Report by Keith Perfect –July 2023

In the past month the Facilities Department has closed 6 Facilities tickets, 40 Meeting Room Requests and has updated 359 Periodic Maintenance tickets.

- The wooden benches at the main entrance were sanded and stained.
- The main entrance patio brick pavers and decorative concrete received a coat of sealer.
- The large outdoor patio has been power-washed and has also received a coat of sealer.
- The HVAC rooftop chiller has been power-washed.
- The draining issue related to the new Server Room HVAC system has been corrected and the drain pan is now draining.
- Upon our request, the vendor installed insulating wrap to the supply-flow plenum and coolant lines on the Server Room HVAC unit to reduce the amount of condensation that was dripping into the pan. This has greatly reduced the humidity in that room.

Information Services Department Report by Hillary Hentschel – July 2023

News and Notes

- Congratulations to the following IS Staff who received staff awards this year!
 - Customer Service: Mary Robinson
 - Community Champion: Hillary Hentschel
 - Above and Beyond: Rae Manela, Danielle Mazur, Shannon O'Leary
- Comics Plus launched on July 1! Mary and Shannon created handouts and displays to promote this new digital library offering.
- Summer Reading is ongoing and will continue through August 12. This year's theme is All Together Now.
- Nearly 800 guests entered the 16 Summer Reading Raffles this month.
- We offered a passive program allowing guests to write wishes on slips of paper to decorate trees for Tanabata, a Japanese festival. 147 guests participated in the activity.
- Emily and Jennifer made a new Story Walk. It will premiere at Pavilion Shore Park on September 1 as part of the Read and Recreation Challenge in partnership with Novi Parks and Rec.
- Lindsay added new games and puzzles to the 1st floor activity cart, available for guest use near the youth area tables.



- Staff attended committee meetings for In-Service Planning Committee, iCube, and Building Policy.
- Interviews are ongoing for open positions.

Professional Development

- SLJ Picture Book Palooza – Emily, Jennifer, Danielle
- “Beyond Book Bans” webinar – Lindsay
- “Trends in AI & Big Tech” webinar – Jess
- “Calm Challenging Patrons: How to Navigate Difficult Interactions” webinar – Danielle
- “Bystander Intervention” webinar – Danielle
- “Managing Difficult Conversations” webinar – Mary

IS Staff Outreach

- Preschool outreach to Little Birds Montessori, A Growing Place, Goddard, Novi KinderCare and Beck Road KinderCare – Emily and Jennifer
- Novi Chamber of Commerce Friday Coffee – Hillary
- 3 Ribbon Cuttings (Beck Eyecare, Bright Behavior Therapy, and Backology) – Hillary
- Meadowbrook Book Club – Rae

Adult Programs

- Knit 2gether Knitting Group (4) - 11
- Silent Reading Party – 3
- Craftastic Wednesday (Pressed Flower Lanterns) – 17
- Choose Your Own Adventure – 1
- Spanish Conversation Group – 20
- For the Health of It (Healthy Juicing) – 48
- Intro to Crochet (2) – 50
- Masterpiece Monday – 30
- Summer Songfest (2) – 350
- Tuesday Tunes on the Patio (3) – 400

Adult Displays

- **Feature Collection:**
 - Reading Challenge: Books that take place in or are about Michigan
- **Desk Display:** Summer Reading / All Together Now



Youth/Tween/Teen/Family Programs

- Baby Time (3) – 92
- Tot Time (3) – 145
- Time for Twos and Threes (3) – 114
- Fun with Fours and Fives (3) – 71
- Patio Story Time – 60
- Family Story Time (4) – 198
- NO-VI Chess Club – 18
- Tamil Summer Read-a-thon (3) – 30
- Build a Dinosaur Story Time – 54
- Shark Grab and Go Kit – 48

Youth/Tween/Teen Displays

- **Teen Stop display** – Disability Pride Month
- **Youth Feature Display** – “Let’s All Read Together Now!”
- **Youth Desk Display** – Summer Reading / All Together Now
- **New for You Kiosk**
 - **Libraries are for Everyone:** Independence Day, Tanabata, World Chocolate Day, National Ice Cream Month, summer workbooks, Nelson Mandela Day, Barbie
 - Feature Display: Disability Pride Month



Build a Dinosaur Program



Craftastic Wednesday



Summer Songfest



Tuesday Tunes on the Patio



The Directors of the Buffalo Soldiers Motorcycle Club stopped by to present a Certificate of Appreciation for allowing them to participate in the 2023 Novi Library Juneteenth event. They were very thankful for all the work that was put into this program.

Support Services Department Report by Maryann Zurmuehlen – July 2023

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team meetings.
- Attended weekly SS Department catchup meetings.
- Attended weekly IT Department catchup and Facilities meetings.
- Attended a Finance meeting on July 12th.
- Attended an IT Dept meeting on July 17th.
- Attended a Read & Recreation meeting on July 18th.
- Attended a Building & Grounds Board Committee Meeting on July 20th.
- Held interviews for open Shelver and Systems Administrator positions on July 11th, 14th, 19th, 20th, and 21st.
- Held a contract meeting with our new janitorial company, Professional Building Services, on July 24th.
- Attended a Staff Policy Committee Meeting on July 24th.
- Attended a TLN SASUG Zoom meeting on July 27th.
- Presented to Briarwood Village HOA on July 31st.

Circulation & Shelves

- Read Boxes have been in high demand during this summer.
- Interviews were held for a 12-hour Shelver position.
- Elizabeth Kopko was promoted to full time Outreach Supervisor. Her first day in the new role was July 10th. Please congratulate her when you see her!
- Jill Wasson was promoted to part time Supervisor. Her first day in the new role was July 24th. Please congratulate her when you see her!
- Emily Nowosatko's last day was July 31st. Everyone got to say their goodbyes during her last week.
- Austin Webberly has been promoted to full time IS Dept Librarian from his position as a part time Supervisor. His last day in the SS Dept is 8/19. Please congratulate him when you see him!

Tech Services

- Projects:
 - Completed: Changing NEW status to 3 months
 - In Progress: Changes to Druschel collection

Statistics (July 2023)

- **Cards Issued: 373**
- **Items Checked Out (NPL): 67,511**
- **Items Checked Out (LLL): 203**
- **Total Checkouts (NPL + LLL): 67,714**
- **Items Interloaned for NPL Patrons: 4,525 (48 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,728 (126 through MeLCat)**
- **Items Added to the Collection: 1,796**
- **Items Discarded from the Collection: 1,711**
- **Drive-Up Window & Locker Hold Pickups: 28**
- **MAP Checkouts: 99**
- **Online New Card Registrations: 4**
- **Outreach:**
 - **NPL @ Your Door: 11 Mailer Bags / 40 Items**

- **5 Facilities Visits / 21 Items Provided**
 - **7 Book Discussions / 106 Items Provided**
- **Read Boxes:**
 - **4 Weekly Deliveries**
 - **37 Adult Items Circulated**
 - **392 Youth Items Circulated**

2022-2023 Annual Inventory Report for NPL

June	Total	Added	Removed	Net	Added	Removed	Fiscal Year	CURRENT
	Last Month	This Month	This Month	This Month	Fiscal YTD	Fiscal YTD	Total	TOTAL
Adult Books Non-fiction	28,988	280	75	205	2,190	4,413	-2,223	29,193
Adult Books Fiction	33,082	422	31	391	4,171	5,936	-1,765	33,473
Total Adult Books	62,070	702	106	596	6,361	10,349	-3,988	62,666
Youth Books Non-fiction	18,864	239	86	153	2,414	2,100	314	19,017
Youth Books Fiction	55,324	957	398	559	5,871	6,134	-263	55,883
Total Youth Books	74,188	1,196	484	712	8,285	8,234	51	74,900
TOTAL BOOKS	136,258	1,898	590	1,308	14,646	18,583	-3,937	137,566

Total Value Based on \$25.00 per unit \$ 3,439,150.00

CD Books	5,754	11	33	-22	434	616	-182	5,732
DVDs	17,860	105	58	47	2,110	2,743	-633	17,907
TOTAL MULTIMEDIA	23,614	116	91	25	2,544	3,359	-815	23,639

Total Value Based on \$30.00 per unit \$ 709,170.00

Total Collection Value \$ 4,148,320.00

8/17/2023

Support Services Statistics 2023-2024													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	373												373
↳ Of Which, Online Registrations Totaled	4												4
Checkouts (NPL)	67,511												67,511
Checkouts (Lakeshore Lending Library)	203												203
Total Checkouts (NPL + LLL)	67,714												67,714
Items Borrowed	4,525												4,525
Items Loaned	3,728												3,728
Hold Pickups (Drive-Up & Lockers)	28												28
MAP Pass Checkouts	99												99
Read Boxes	392												392
NPL @ Your Door (# of Bags)	11												11
NPL @ Your Door (# of Items)	40												40

Year-to-Year Comparison				Read Boxes			
		JUL 2023	JUL 2022			JUL 2023	JUL 2022
Cards Issued This Month		373	372				
Total Checkouts (NPL + LLL)		67,714	73,107				
Items Borrowed	TLN	4,477	4,173	Read Boxes	Adult	355	0
	MeL	48	50		Youth	37	0
		4,525	4,223		Total	392	0
Items Loaned	TLN	3,602	3,365	NOTE: Read Boxes were filled for the 2023 season on May 3rd.			
	MeL	126	98				
		3,728	3,463				

Self-Check Totals 2023-24 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	67,714	44.27%	29,979	8,633	7,030	4,482	9,834
August							
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
FYTD	67,714	44.27%	29,979	8,633	7,030	4,482	9,834

Library Usage									
2022-2023 Fiscal Year					2023-2024 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	26,439	7,468	33,907	1,130	July	35,488	7,105	42,593	1,638
August	26,252	7,248	33,500	1,117	August				
September	22,293	8,056	30,349	1,124	September				
October	26,053	8,864	34,917	1,126	October				
November	24,413	9,155	33,568	1,199	November				
December	21,123	7,248	28,371	1,091	December				
January	26,060	7,248	33,308	1,149	January				
February	25,615	7,248	32,863	1,174	February				
March	26,395	7,248	33,643	1,085	March				
April	24,470	7,248	31,718	1,094	April				
May	23,598	5,020	28,618	1,022	May				
June	27,140	6,777	33,917	1,211	June				
FYTD Total	299,849	88,828	388,677	1,127	FYTD Total	35,488	7,105	42,593	1,638

*Drive-Up number was estimated for December 2022 to April 2023

Computer Logins											
2022-2023 Fiscal Year						2023-2024 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless	Total	Daily Average	Hours Open
July	1,224	46,582	47,806	1,594	269	July	1,128	38,208	39,336	1,513	259
August	1,310	47,479	48,789	1,626	289	August					
September	979	45,290	46,269	1,714	266	September					
October	1,066	53,634	54,700	1,765	288	October					
November	963	51,914	52,877	1,888	263	November					
December	883	14,326	15,209	585	253	December					
January	1,027	50,970	51,997	1,793	275	January					
February	1,043	58,598	59,641	2,130	264	February					
March	1,122	32,663	33,785	1,090	294	March					
April	1,026	54,630	55,656	1,919	272	April					
May	889	44,893	45,782	1,635	274	May					
June	1,077	46,751	47,828	1,771	260	June					
FYTD Total	12,609	547,730	560,339	1,629	3,267	FYTD Total	1,128	38,208	39,336	1,063	1,063

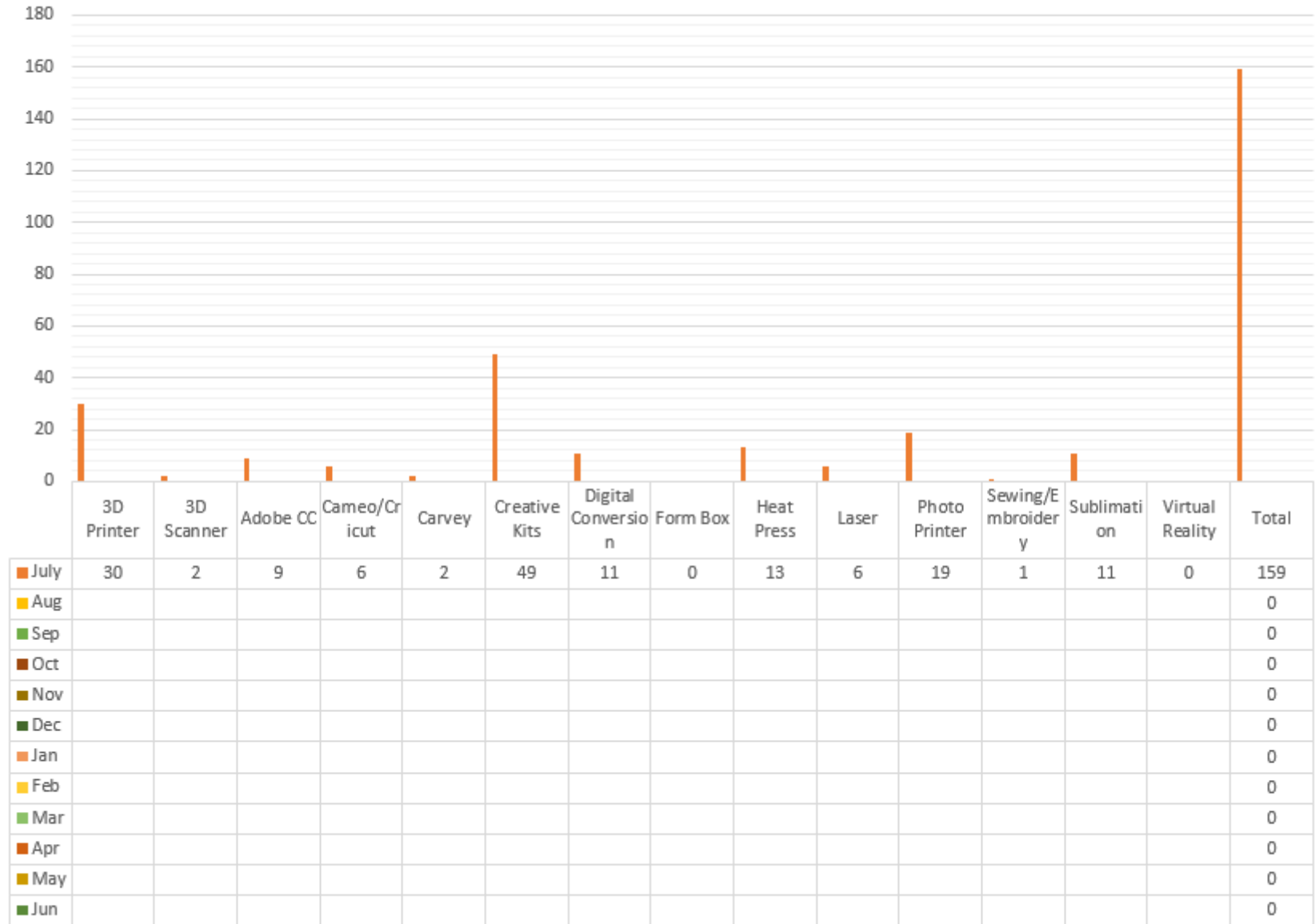
Early Literacy Workstation Usage							
2022-2023 Fiscal Year				2023-2024 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	447	8,742	19	July	Can't get July AWE stats – AWE Portal is down		
August	443	8,650	19	August			
September	342	5,918	17	September			
October	388	7,418	19	October			
November	346	6,366	18	November			
December	343	5,964	17	December			
January	456	9,317	20	January			
February	388	7,990	20	February			
March	457	8,727	19	March			
April	350	5,741	16	April			
May	278	4,684	16	May			
June	438	8,276	18	June			
FYTD Total	4,684	87,799	18	FYTD Total			

Recite Me (Website Accessibility Toolbar)											
2022-2023 Fiscal Year						2023-2024 Fiscal Year					
Month	Pages Viewed	Unique Users	Pages Viewed Per Session	Screen Reader	Translation	Month	Pages Viewed	Unique Users	Pages Viewed Per Session	Screen Reader	Translation
June	14290**	2,211	6.46	13,470	16,540	July	1,761	357	4.93	2,638	18,161
FYTD Total	14,290	2,211	6.46	13,470	16,540	August					
*Recite Me was launched June 2023						September					
						**Number potentially inflated due to website bot usage					
						November					
						December					
						January					
						February					
						March					
						April					
						May					
						June					
						FYTD Total	1,761	357	5	2,638	18,161

myLIBRO (Library App)							
2022-2023				2023-2024			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
June	n/a	1,786	189	July	57	1,488	100
*Available for download starting in June 2023, officially launched July 2023				August			
				September			
				October			
				November			
				December			
				January			
				February			
				March			
				April			
				May			
				June			
				FYTD Total	57	1,488	100

Technology Training Sessions 2023-24 Fiscal Year																
	3D Printing	Cricut/Silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Heat Press	Creative Kits	Virtual Reality	Staff Training	Total Sessions
Jul	30	6	11	19	1	11	2	6	0	2	9	13	49	0	4	163
Aug																0
Sep																0
Oct																0
Nov																0
Dec																0
Jan																0
Feb																0
Mar																0
Apr																0
May																0
Jun																0
Sessions	30	6	11	19	1	11	2	6	0	2	9	13	49	0	4	163

iCube Usage 2023- 2024



Legend: July (orange), Aug (yellow), Sep (green), Oct (brown), Nov (dark green), Dec (dark blue), Jan (light orange), Feb (light yellow), Mar (light green), Apr (dark orange), May (gold), Jun (dark green)

2023-2024 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	1,947	513	206	20	175
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	1,947	513	206	20	175

2023-2024 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,017	4,390	9,407	649	111
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	5,017	4,390	9,407	649	111

Meeting Room Rentals

2022-23 Fiscal Year			2023-24 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	26	604	July	26	390
August	38	823	August		
September	33	719	September		
October	35	748	October		
November	30	699	November		
December	24	516	December		
January	30	663	January		
February	43	868	February		
March	39	1116	March		
April	33	879	April		
May	16	377	May		
June	35	826	June		
FYTD	382	8,838	FYTD	26	390

FRIENDS OF NOVI LIBRARY

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – August 9, 2023**

- I. Call to Order, Roll Call Sue Johnson
- II. Minutes of the June 6, 2023 Meeting * Evelyn Cadicamo
- III. Treasurer's Report* Marilyn Amberger
- Prior month(s) Income and Expense
 - Statement Balances
 - Conversion of savings act to Money Market act – 3.75%, maintain balance \$10,000
- IV. Reports
- Library Liaison Dana Brataniec
 - Book Nook Carol Hoffman
 - Membership Sue Johnson
 - President Sue Johnson
 - Book Nook – update complete, Thrift Books scanning request, featuring children's books, featuring DVD's/coffee table books
 - Update on Giving Tree, 30 leaves, \$4950, 20 – gold, 5 – silver, 5 – bronze (2 silver are "thank you's")
 - Update on raffle for Songfest - \$385, \$150 in Meijer gift cards remaining
 - Kaleidoscope
- V. Announcements
- VI. Calendar
- Kaleidoscope
- Wednesday Sept 20, 2023 - Albert Kahn: Unintended Consequences, speaker Dale A. Carson
 - Wednesday Oct 11, 2023 - 313: Life in the Motor City, speaker - John Carlisle
 - Thursday Nov 16, 2023 - August Snow Returns!, author - Stephen Mack Jones
- 2023 Listen at the Library
- 2023 Bringing the Music to You – senior centers
- 2023 Tuesday Tunes
- August 15, 22
- 2023 Summer Music at Paradise Park – all events start at 6:30pm
- August 10th--Billy Mack and the Juke Joint Johnnies (familiar oldies from 60s, 70s)
 - August 31-- Rick Leider's 4-Piece Band (Classic familiar tunes)
 - Sept 7th-- Elvis and Friends
- Friends Events
- September 13, 2023 at 7:00 pm
- VII. Adjournment*
- *Requires Action

**Friends of the Novi Public Library
Meeting of the Board of Directors
June 6, 2023**

Before calling the meeting to order, Sue announced that Stephania will be able to start attending our Board meetings when we begin meeting in the evenings.

Also, we had a guest, Ken Sellen, who made a presentation to Sue as well as the Board. He was inquiring about the possibility of joining our Board and provided some biographical information. He was brief, thanked us for our time and left. The Board quickly reviewed what he had to say and we all agreed he would not be a good fit.

Call to Order: Sue Johnson. Sue called the meeting to order at 2:17 p.m.

Present: Marilyn Amberger, Evelyn Cadicamo, Carol Hoffman, Sue Johnson, Karen Schubert, Mary Angela Winter.

Absent: Stephania Tolliver, Dana Brataniec, Library Liaison.

Minutes of the May 10, 2023 Meeting: Evelyn Cadicamo. There being neither additions nor corrections to be made, motion was made by Carol to accept the Minutes as presented. Motion was seconded by Karen. Motion passed: 6-0.

Treasurer's Report: Marilyn Amberger. Marilyn was pleased that we are in such good condition! She did move some money from the checking account into our savings account so that we might enjoy a little bit of interest. The CD was renewed for 13 months at 4.2%. We then were guided through the Cash Flow statement as well as the Budget by Marilyn and Sue. They reviewed some of the entries with us and Sue pointed out that these figures were based on one month and that we still had a month to go. Motion was made to accept the financial statements and Budget as presented by Mary Angela; seconded by Evelyn. Motion passed: 6-0.

Income	\$7,045.81	CFCD	\$25,191.60
Expenses	1,865.43	CFCD-2	15,124.48
Overall Total	<u>\$5,180.38</u>	CF Checking	25,567.92
		CF Savings	<u>18,766.71</u>
		Vibe Checking	0.0
		Vibe Savings	<u>0.0</u>
		Total Bank Accts.	\$84,650.71
		Start-up Fund	<u>100.00</u>
		Overall Total	\$84,750.71

Reallocation of money for summer reading June kickoff program: Dana.
Due to the fact that Dana was absent, she sent the following message regarding Wish List items:

“In this current Friend’s Wish List, there is \$1,075.00 and \$500 leftover from the Lakeshore Programming and Battle of the Books that will not get used before the end of the year. Lindsay and Summer Reading staff are kindly asking if this money could get reallocated to the Summer Reading Program.

This total would be: \$1,575.00. Dana”

Motion was made by Carol Hoffman and seconded by Evelyn Cadicamo to approve this measure. Motion carried: 6-0.

Book Nook: Carol Hoffman. Carol informed us that just about everything that had been ordered for the Nook has come in. That includes the new signage and the new chairs. She also pointed out that, after some re-arranging, we now have a shelf designated to Black authors. The Fantasy Featured Books will remain up for a little while; they will be followed by craft books, and followed by cookbooks. Carol joyfully pointed out that the Book Nook made \$1,818, which was \$200 more than last month!!!!

Membership: Sue Johnson. Sue said that there really was nothing new to report. She did mention receiving a request from Walden Woods regarding senior outreach programs that would incorporate more music. Sue told us she had received a donation of \$100 and the donor wondered if he could also get a leaf out of said donation. Two different things! We then tossed around some thoughts: have someone on site to get a Library card; have a volunteer to handle requests and exchanges; electronic readers and the need to have a Library card. At the end, we did approve that the \$200 left in the senior outreach be left in the budget. A motion was made (and approved) that this money be used at Walden Woods and advise Gail that she is free to set this up.

President’s Remarks: Sue Johnson.

- Kathy Mutch won the gardening basket
- Membership brought in 4 renewals and 17 new members
- Giving Tree – 23 leaves have been purchased; 18 have been imprinted
- Prepare an article on the Giving Tree and place in the “Engage”. This ¼ page ad should be inserted into the library section.
- Get out a newsletter informing patrons of the Annual Meeting on July 12, 2023. Sue would like to have a few more sponsors and then just add their logos.
- 2023 Summer Reading interns: Sophie Berent and Aarna Aradhya (\$500 each)
- Review of the Budget
- Roster for 2023-24 Board – Carol Hoffman will take over as Treasurer.

- **Annual Meeting will be July 12, 2023 at 7 p.m. at the Library. Reminder: we will be meeting at 7 p.m. not at 2 p.m. as we had been.**

At this point Sue made a motion that we should adjourn. Mary Angela seconded. Motion carried 6-0.

Meeting dismissed with a statement that there doesn't seem to be a need to have an August meeting. Hence, as of this writing there will be NO August meeting.

Respectfully submitted,

Evelyn Cadicamo

Addendum (JULY 13, 2023):

By the time of the Annual Meeting, Sue let it be known that we would have to have a meeting in August. We have a number of items to discuss and it would be best to do this at a Board meeting rather than through emails. Hence, Sue announced at the Annual Meeting that our next regular Board meeting would be on Wednesday, August 9, 2023 at 7 p.m.

Respectfully submitted,

Evelyn Cadicamo



KALEIDOSCOPE SERIES



Wednesday

September 20, 2023

ALBERT KAHN:

UNINTENDED CONSEQUENCES

Dale A. Carlson, publisher & photographer

Albert Kahn, well-known as an early 20th century industrial architect, also designed Detroit skyscrapers, office buildings, and mansions in the suburbs. What unique reuses of Kahn's designs might we find in metro Detroit? Which ones are versatile enough to have become evidence of unintended consequences?

Dale Carlson, will share his knowledge and admiration for Kahn buildings still in use.

Programs begin at 7:00 P.M.



Wednesday

October 11, 2023

313: LIFE IN THE MOTOR CITY

John Carlisle, *Detroit Free Press* columnist

John Carlisle has long fascinated readers with stories about people living in Michigan. His words and photographs document and reveal people and places often overlooked or forgotten. A newspaper columnist, Carlisle has won five dozen state and national awards including six Emmy awards. He will share photos he has taken, stories he has told.

Novi Public Library

45255 W. Ten Mile Rd. Novi, MI 48375



Wednesday

November 15, 2023

AUGUST SNOW RETURNS!

Stephen Mack Jones, author

August Snow, private detective, returns this November in "Deus X", the fourth book in a critically acclaimed, best-selling series written by Stephen Mack Jones, a Farmington Hills based author.

Jones is also an accomplished playwright, a poet, and an entertaining speaker. He has won numerous awards for his writing. Join us in welcoming him back and hearing more about August Snow.

Free. Reservations are required.

CITY OF NOVI HISTORICAL COMMISSION



NOVI HISTORICAL COMMISSION

JUNE Minutes
Wednesday, June 21, 2023
Novi Library Local History

CALL TO ORDER: 7:04 pm

ATTENDANCE: Kim Nice, Debbie Wrobel, Sharon Larson, Kelly Kasper, Kathy Crawford

ABSENT: Rae Manela, Dan Pierce

INTRODUCTION OF GUESTS: Betty Lang, Sue Grifor, and Sue Johnson (President of the Friends of the Library)

APPROVAL OF AGENDA: APPROVED w/ amendments

APPROVAL OF MAY MINUTES: APPROVED

TREASURER’S REPORT- Kim

NOVI HISTORICAL COMMISSION
 FINANCIAL SUMMARY REPORT - 2022/2023

	BUDGET	EXPENDITURES Through June 21, 2023	
Display Cabinet Exhibit	\$ 900	\$ (186.05)	
Marketing/Brochures/Engage/Name Badges	\$ 1,100	\$ -	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 1,200	\$ (1,074.00)	
Program/Speaker Fees	\$ 900	\$ (1,945.00)	
Storage Unit	\$ 2,800	\$ (2,652.00)	
Acquisition (Books/Materials)	\$ 500	\$ -	
Conference/Continuing Education	\$ 2,000	\$ (722.00)	
Legal Fees	\$ 1,000	\$ -	
Special Projects Examples: Villa Barr, Photography, Veterans Sign, Oral Histories, City/Community Events, Motor City Marker)	\$ 3,600	\$ (847.28)	
Total:	\$ 14,000	\$ (7,436.93)	\$ 6,563
Equitable Projects	Expenditures	Revenue Received	
Villa Barr Book Sales YTD		\$0.00 YTD	
Wreaths Across Novi Project	\$ 2,050.96	\$ 2,150.00	\$ 897.38 carryover funds

Treasurer’s Report: ALL APPROVED w/ Kim moving \$500 for USO Event to Special Projects
 Kim Nice presented final approved budget for 2023/24 FY.

LIBRARY LIAISON REPORT:

Archival Supply Request: Betty Lang submitted a proposal for archival material for a total of \$277.52. The request was approved.

History Room Office Hours:

Closed for July and August

Monday, 9/18 (6-8 p.m): Kelly Kasper

DISCUSSION ITEMS:

Spring Super Hero Showcase: The program was a great success as it was very busy. The theme was amusement parks. Kim and Sue Grifor managed from the Commission and handed out history stickers.

USO Show: The program was very well received and had more than 150 people attend. As a result of the success, there is consideration to make the program an annual event.

Miniature Project: The group working on the project went to the Witches Hat Museum in South Lyon to view a miniature project of a general store.

Novi Cemetery Signs Update: Kathy reviewed the changes to the signs with Jeff Muck from the City of Novi. He has processed the order for the signs.

ONGOING PROJECTS:

Display Case: Ken Stevens is using the display case from June 12 – Aug. 14 to display David Barr artifacts.

Cemetery Flag Holders: Kelly is working on the project and will email out the information she has collected about the options for consideration with pricing.

NEW BUSINESS:

Novi History Tour Request: A request from a resident at Walton Wood was made for Kathy Crawford to do a bus tour on the history of Novi. Kathy inquired about reserving a bus with Jeff Muck from the City of Novi. The tour date is TBD with a consideration for August.

Speaker Series Recommendation: Kathy Crawford received a request from Fox Run or her to do a program on the “Walled Lake Amusement Park” in October

Karen Collins Request: Karen was at the USO event and wants to meet with Marilyn Combs and members of the Historical Commission. Karen would like to meet at her house with Marilyn and the group. Karen’s house is the old one-room schoolhouse Marilyn attended. Kathy Crawford to arrange the date.

PUBLIC COMMENT: Sue Johnson, president of The Friends of the Library, provided an overview of the group’s projects. Sue also provided some information about her personal miniature collection that will be useful as the Commission works its project.

NEXT MEETING: July 19, 2023, at 7 p.m.

ADJOURN: 8:30 p.m.

LIBRARY BOARD COMMITTEE REPORTS

Policy Committee – No Meeting

HR Committee –

- A position has been offered and accepted for a new HR Specialist. Pending employment verification, the person is scheduled to begin working on 9/11/23.
- Director Farkas has been working with Foster & Swift, HR Attorneys, to have a full review of the current HR Policy Manual for NPL. The goal is for the full manual to be proposed to the Library Board in late November/December for review and approval.

Finance Committee-

- Trustee Cherukuri has requested a meeting to discuss moving over funds from the 271 account to the 272 account based on possible in the 271 budget for fiscal year 2022/2023. A meeting will be set up in early September to discuss.

Events, Marketing & Communication

July 2023

Attendees: Julie, Dana, Kat & Priya

Staff Update

- Recite Me is available for public use for more than a month
 - Stats are good so far
 - June 14,000 pages viewed using toolbar; 16,000 uses for translation function; Macedonians used more.
 - Kat requested to see if we can see these stats/clicks within Novi community
 - Julie suggested we should pull in "Top 5" stats to communicate
- My Libro - Stats are all setup; Usage of App can be tracked as well; Search is tracked as well.
 - August 1st it will be launched
 - Good one to promote to Teens
 - Kat asked about downloading My Libro - then choose Novi Library App
 - Training video to help others
 - Open House sessions to promote the usage of app/showcase
 - Peachjar is a way to let everyone know
- Read & Recreation Program in September & October
 - Combine library with parks & recreation
 - Like Bingo cards, go around the Novi Parks and get it back to the library
 - We will use Beans Stack to track where they go digitally using lawn side code
 - 1/2 page Ad about this in Engage
 - Dana showed the logo and flyer for this event
- Strategic Planning Retreat - 26th July at 7pm
 - Once it gets approved
- Fox Run - Mark and Julie will be there presenting to Seniors
- Song Fest reached 200 attendees, its reached a great milestone
- Tunes on Tuesdays at the library also getting great attraction
- > 1500 readers for the summer reading program
- Summer Reading Kick Off Party
 - 1400 people both inside and outside
- Community Read Event
 - Partnership with Wixom, Walled Lake, Lion Township and Northville
 - Launch Thursday August 10th
 - Japanese Author is coming the end of October
 - Novi will host the Author to hear about the book



Staff Update



- Marketing
 - Complaint on closure
 - School student complained about the Sunday closures
 - Only one complaint
- Fundraiser
 - Gail is starting to work on this - on the road
 - Fashion Show for Girls Night Out with a price tag for people to attend
 - Julie has started discussions with Community Credit Union for Lakeshore Lending Library support
 - Lindsay, Dana and Julie started talking about Sponsorship Vs Partnership
 - Dana and Julie have looked at Brochure and will work on the new draft for us to review



Events

- Priya to create a shared list for the board to share the events that they have attended on a monthly basis. We will send reminders for them to update it prior to the Board meeting.



Marketing

- **Marketing Plan** - wait for the Strategic Plan



Fundraising

- **Fundraising Brochure** - Dana to send Brochure and Feedback to Priya; Will start working on the draft and bring it to the committee
- Create a Fundraising Goal (Thermometer) for the year
- Track and create action plans on how we will work towards the goal as a team, including tracking the progress

Strategic Planning Committee -

- Director Farkas and Trustee Barnett presented the Strategic Planning document to City Council on Monday, August 14, 2023. It was well-received by Council.
- Director Farkas shared the approved Strategic Planning document with Library Staff through email on 8/18/23 and presented it during the Staff Training Day on 8/18/23.
- We are awaiting a planning meeting with ReThinking Libraries for the 12 month detailed report guidelines.

Building & Grounds Committee – No Meeting

Bylaw Committee –

- There has been correspondence with the City Attorney regarding bylaw language edits/suggestions.

DEI Committee – Provided by Kat Dooley, Chair – July 25, 2023

Talked about the definition of DEI which was brought up as a concern by a board member. The board had adopted a statement May 27, 2021 and our board committee was voted as a standing committee September 25, 2020 - which still needs to be updated in the bylaws.

Discussed Trustee Cherukuri concerns over NPL's collection and balance of views. The staff has already put in over 20 hours to show the status of materials and the balance of topics that were brought into question during the public meeting. Based on some more questions and concerns brought forth, the committee and staff will look at a display policy to incorporate into the collections policy.

Discussion regarding labeling of Christian fiction books brought forward by a concerned resident. Getting attorney opinion.

Discussion in inquiry from resident for NPL to possibly partner in a book donation initiative to Botswana. (Due to lack of library staff resources at this time, Trustee Dooley will take to Novi Rotary Club).

Email to DEI Committee:

Date: Wed, Aug 16, 10:48 AM
From: Katherine Dooley

Hi Nelly!

Thank you for writing us.

I want to assure you this topic of concern has not dropped off our radar. In the DEI committee, we asked this to be sent to our lawyer for their opinion.

There is not a set time that I can give you currently for a response because the library itself has a lot of irons in the fire with being understaffed. I want to let you know that you have been heard and we are working on this, but I would also ask for some understanding and patience if you can give us that.

Please do reach out again if you need to talk more or have more questions.

Thank you so much for your passion and time!

Kat Dooley

From: Nelly Tester

Date: Mon, Aug 14, 2023

It's been over 2 weeks since I addressed the Library Board regarding the crosses on books. I was hoping to get some feedback. What is the usual protocol and time frame when a person brings up a concern?

Thank you

Nelly Tester

COMMUNICATIONS

Date: Sat, Jul 15, 2023
From: Baetens, Scott sbaetens@cityofnovi.org
To: Julie Farkas, Library Director
Re: Library Parking Lot

Dear Julie,

I appreciate your engagement on this issue and understand the concerns that have been raised about the use of the library parking lot for school pick-up and drop-off.

Given that the library parking lot is a public facility, it presents unique enforcement challenges. Legally, we cannot prevent people from using public parking lots as long as they abide by general parking and traffic regulations. Our department can enforce traffic laws such as excessive speeding, illegal parking, or dangerous driving behavior, but we do not have the authority to dictate where individuals can or cannot drop students off in public parking areas.

In situations like this, we believe that the best course of action often involves community cooperation and education. We fully support the school's effort to send reminders to parents about the appropriate pick-up and drop-off procedures.

While we regret that we can't provide the enforcement you hoped for in this case, we remain committed to the safety and well-being of our community. We welcome the opportunity to work together on other feasible strategies to help improve the situation.

I will also discuss with Chief Zinser about the next traffic safety meeting upon his return to work.

Thank you for your understanding and ongoing partnership.

Best regards,
Scott

Date: Jul 15, 2023
From: Julie Farkas jfarkas@novilibrary.org
To: Ben Mainka, Erick Zinser, Scott Baetens
Re: Library Parking Lot

Hi Ben, Erick and Scott-

I received the below concern from a resident this week. I have responded to let the person know I would bring this up with our school partners and the Novi PD. Usually we have discussed this in the Traffic Safety meetings. Erick - I have not seen a meeting scheduled recently, can you share who I should contact with your team? Ben- would you be able to send out a reminder to your parents about not using the library parking lot for pick-up/drop off? I know this is really difficult right now with Taft Road being compromised and I am aware of a study being done on the campus for traffic flow improvements. We can definitely put up signage - but I honestly don't feel it will make any difference unless there is some serious enforcement done. I welcome your thoughts!

Thank you,
Julie

Date: July 14, 2023
From: Julie Farkas
To: Nancy Thompson
Re: Library Parking Lot

Good Morning! Thank you for your email. This has been a topic of concern for us as well, and in the past we have worked with the Novi Police Dept. to provide extra policing of our lot as well as asking the school district to inform parents of not using the library's lot for pick-up/drop-off of students. In addition, we have used the library's communications to ask parents not to use the library's lot as well for pick-up/drop-off of students. I will be sending your information to the Novi Police Dept. and the Traffic Safety Committee with the City of Novi and follow-up to see if further actions can be taken.

Sincerely,
Julie Farkas - Library Director

Date: July 14, 2023
From: Nancy Thompson
To: Julie Farkas
Re: Library Parking Lot

I visited the library yesterday afternoon and the parking lot was impassable because of the parents picking up students from summer school. The parking lot was not safe for library patrons who wanted to enter the library or return books. Parents should not be allowed to pick up their students in the library parking lot. The high school has plenty of parking spaces for dropping off and picking up students. I would recommend placing signs that student pickup during high school dismissal is not allowed in the library parking lot and even recommending the Novi Police ticket offenders and the money obtained through the tickets go to the library fund. The amount of funding this would provide would decrease as parents realize they will receive a ticket. But something must be done so all residents of Novi can safely park, return books and enter the library.



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

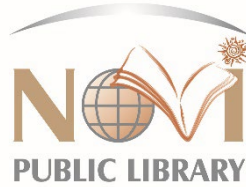
FOURTH THURSDAY OF EACH MONTH AT THE NOVI CIVIC CENTER @ 7:00 P.M.

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

H – Paid Holiday for Employee

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

As of May 25, 2023 Library Board approved closing on Sundays June 18th – September 3, 2023



LIBRARY CLOSINGS 2024

- MONDAY, JANUARY 1 (New Year's Day) **H**
- SATURDAY, MARCH 30 (Easter Weekend)
- SUNDAY, MARCH 31 (Easter) **H**
- SUNDAY, MAY 12 (Mother's Day)
- SATURDAY, MAY 25 (Memorial Day Weekend)
- SUNDAY, MAY 26
- MONDAY, MAY 27 (Memorial Day) **H**
- SUNDAY, JUNE 16 (Father's Day)
- WEDNESDAY, JUNE 19 (Juneteenth) **H**
- THURSDAY, JULY 4 (Independence Day) **H**
- FRIDAY, JULY 5 (Independence Weekend)
- SATURDAY, JULY 6
- SUNDAY, JULY 7
- FRIDAY, AUGUST 16 (Staff In-Service Day)
- SATURDAY, AUGUST 31 (Labor Day Weekend)
- SUNDAY, SEPTEMBER 1
- MONDAY, SEPTEMBER 2 (Labor Day) **H**
- WEDNESDAY, NOVEMBER 27 (Day before Thanksgiving, close at 5 p.m.)
- THURSDAY, NOVEMBER 28 (Thanksgiving Day) **H**
- FRIDAY, NOVEMBER 29 (Thanksgiving Weekend)
- SATURDAY, NOVEMBER 30
- SUNDAY, DECEMBER 1
- TUESDAY, DECEMBER 24 (Christmas Eve Day) **H**
- WEDNESDAY, DECEMBER 25 (Christmas Day) **H**
- TUESDAY, DECEMBER 31 (New Year's Eve Day) **H**
- WEDNESDAY, JANUARY 1 (New Year's Day) **H**

H – Paid Holiday for Employee (11 Total; 1 Floating Holiday for Veteran's Day in November)

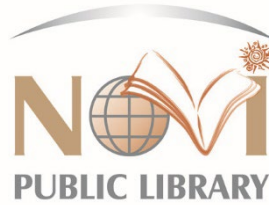
LIBRARY BOARD MEETINGS

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

Except: Feb. 15th, March 21st – due to Director Request (3rd Thursday)

Nov. 21st, Dec. 19th – due to holidays (3rd Thursday)

Approved June 22, 2023



Library Board Calendar

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

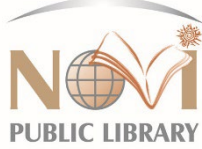
2023

January	Budget Planning Sessions at NPL: Thursday, January 12 th at 5:30pm and Saturday, January 21 st at 10:00am, 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, Novi Public Library (Change due to conflict for Director)
March 23	Library Board Regular Meeting, Council Chambers
April 23-29	National Library Week – Theme: There's More to the Story
April 27	Library Board Regular Meeting, Council Chambers (Slate of Officers & Board Elections)
May 25	Library Board Regular Meeting, Council Chambers (Committee Appointments)
June 22	Library Board Regular Meeting, Council Chambers Library Director Annual Review
July 27	Library Board Regular Meeting, Council Chambers
August 18	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), Novi Public Library ** 1 week in advance due to the holiday
December 21	Library Board Regular Meeting (Thursday), Novi Public Library ** 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.

Approved August 25, 2022



Library Board Calendar

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

2024

January	Budget Planning Sessions at NPL: Thursday, January 18 th at 5:30pm and Thursday, February 1 st at 5:30pm, Novi Public Library
January 25	Library Board Regular Meeting, Council Chambers Library Director Mid-Year Review
February 15	Library Board Regular Meeting, Novi Public Library 2024-2025 Budget Approval (1 week in advance; change due to conflict for Director)
March 21	Library Board Regular Meeting, Novi Public Library (1 week in advance; change due to conflict for Director)
April 7-13	National Library Week
April 25	Library Board Regular Meeting, Council Chambers (Board Elections)
May 23	Library Board Regular Meeting, Council Chambers
June 27	Library Board Regular Meeting, Council Chambers Library Director Annual Review
July 25	Library Board Regular Meeting, Council Chambers
August 16	Staff In-service, Library Closed
August 22	Library Board Regular Meeting, Council Chambers
September 26	Library Board Regular Meeting, Council Chambers
October 24	Library Board Regular Meeting, Council Chambers
November 21	Library Board Regular Meeting (Thursday), Novi Public Library (** 1 week in advance due to the holiday)
December 19	Library Board Regular Meeting (Thursday), Novi Public Library (** 1 week in advance due to the holiday)

Friends Board Meeting: second Wednesday of the month, 7 p.m. at Novi Public Library

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

Approved June 22, 2023