

**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
 Thursday, February 17, 2022  
 at 7:00 p.m.  
 Location: Novi Public Library

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

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

**Call to Order by President, Kathy Crawford**

**Pledge of Allegiance**

**Roll Call by Secretary, Brian Bartlett**

- 1. Trustees: Bartlett, Cherukuri, Crawford, Dooley, Michener, Wood and Yu  
 Student Representatives – Abhay Kakarla and Rida Salim

**Approval of Agenda.....1-4**

**Consent Agenda**

- 1. Approve Minutes of:
  - A. January 27, 2022.....5-13
- 2. Approve Claims and Warrants of:
  - A. Accounts 268 and 269 (#611) ..... 14-15

**Presentations**

- 1. Recognition of Trustees Wood and Yu for their years of service
- 2. NPL @ Your Door presentation by Kirsten Malzahn, Librarian, and Kim Swejkoski, Support Services Supervisor
- 3. Library Board presentation by Dr. Lee Meadows

**Public Comment**

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

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

**Reports**

- 1. Student Representatives Report (Rida Salim, Abhay Kakarla, and Lindsay Gojcay, Library Staff Liaison) ..... 16
- 2. President's Report (Kathy Crawford)

3. Treasurer’s Report (Geoffrey Wood)	
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B. Facilities Report .....	40
C. Information Services Report .....	41-43
D. Support Services Report .....	44-45
E. Library Usage Statistics.....	46-54
F. Friends of Novi Library .....	N/A
G. City of Novi Historical Commission .....	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.

**Committee Reports**

1. **Policy Committee:** Review current public policies for the Library  
 (Chair: Wood, Bartlett and Michener, Staff Liaison – Julie Farkas)
  - Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel;
  - No meeting; No report.
  
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals  
 (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)
  - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kirstin Abate and Kirsten Malzahn.
  - Next meeting scheduled for: 2/14/2022
  - **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: Bartlett, Cherukuri, Wood, Staff Liaisons – Julie Farkas & Barbara Cook)
  - No meeting; No report.
  - Trustee Bartlett attended a Public Library Financial Management webinar 2/8/22
  
4. **Events/Marketing/Fundraising Committee:** Outreach opportunities  
 (Chair: Dooley, Bartlett, Yu, Staff Liaisons – Julie Farkas & Dana Brataniec)
  - Meeting held: 2/8/2022; see notes .....55
  - Updates and Events Attended by Trustees – compiled by Trustee Dooley.....55
  - Next meeting: 3/7/2022
  - **GOALS:**
    - 1: Read box fundraiser during National Library Week (April 2022)
    - 2: Bigger ongoing support to Friends of Novi Library
    - 3: Marketing plan update (Dana Brataniec)
  
5. **Strategic Planning Committee:**  
 (Chair: Bartlett, Dooley, Staff Liaison – Julie Farkas).
  - No meeting; No report.
  - Based on the Board Retreat on Saturday, June 26, 2021, committees are being asked to identify 2-3 goals to be identified and addressed for 21/22.
  
6. **Building & Grounds Committee:**  
 (Chair: Yu, Cherukuri, Staff Liaison – Julie Farkas)
  - Meeting held: 2/9/2022; see notes.....55-56
  - Next meeting: 3/10/2022
  - **GOALS:**
    1. Apply for the Build America's Great Libraries Grant, if approved, to fund library improvement projects, such as the main entryway. Explore other grant opportunities we can apply for.
    2. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
    3. Review NPL's current Technology Plan (Barb Rutkowski, Head of IT)
  
7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**  
 (Chair: Wood, Bartlett, Michener, Staff Liaison – Julie Farkas)
  - No meeting; no report.
  - **GOAL:** Review current Library Board Bylaws (last updated March 28, 2019)
  
8. **DEI: Diversity, Equity and Inclusion Committee**  
 (Chair: Cherukuri, Dooley, Michener, Staff Liaisons – Julie Farkas & Nicole Williams)
  - No meeting held; no report.
  - **GOALS:**

**Matters for Library Board Action**

1. None

**Communications**

- 1. 2/12/2022: Email from: Sharon Trumpy, Re: Farmington Hills High Walkout.....56

**Closed Session**

- 1. None

**Adjournment**

**Supplemental Information**

- 2022 Library Closings .....57
- Library Board Calendar 2022.....58

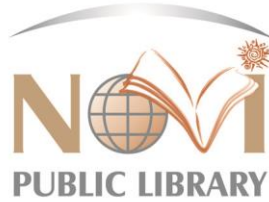
**2022 Future Events:**

- 3/9/22: Friends of Novi Library – meeting cancelled
- 3/16/22: City of Novi Historical Commission Regular Meeting at 7pm, Novi Library
- 3/24/22: Library Board of Trustees Regular Meeting at 7pm, Novi Library (Location change due to conflict with PRCS Commission meeting).

**Inform. Inspire. Include.**

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

<http://www.novilibrary.org>



**CITY OF NOVI LIBRARY BOARD  
REGULAR MEETING- MINUTES  
January 27, 2022**

**Expanded Draft**

**Call to Order by President, Kathy Crawford**

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

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Roll Call by Secretary, Brian Bartlett**

**1. Library Board**

- Kathy Crawford, President
- Kat Dooley, Vice- President
- Brian Bartlett, Secretary
- Sreeny Cherukuri, Board Member (absent/excused)
- Tara Michener, Board Member
- Geoffrey Wood, Treasurer (absent/excused)
- Torry Yu, Board Member

**Student Representatives**

- Abhay Kakarla
- Rida Salim

**Library Staff**

- Julie Farkas, Director
- Barbara Cook, Bookkeeper

**Library Council**

- Debra Walling, Attorney

**Approval of Agenda**

A motion was made to approve the Agenda. President Crawford made a motion to amend the agenda to allow the board to adjourn prior to entering closed session; as no further business will be addressed. Attorney, Debra was asked to speak on the motion.

Attorney Debra said that the trustees will vote to exit closed session, then the trustees will come back to formally adjourn. Therefore, the attorney recommended that the trustees do not adjourn before entering closed session.

A motion was made to approve the agenda.

1<sup>st</sup> – Trustee Yu

2<sup>nd</sup> – Trustee Dooley

Discussion: No Further Discussion

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

### **Consent Agenda**

1. Approve Minutes of:
  - A. December 15, 2021- Regular Meeting
  - B. January 15, 2022 – Budget Session
  - C. January 20, 2022 – Budget Session
  
2. Approve Claims and Warrants of:
  - A. Accounts 268 and 269 (#610)

A motion was made to approve the consent agenda (items 1 and 2, above.)

1<sup>st</sup>- Trustee Michener

2<sup>nd</sup>- Trustee Dooley

No discussion took place.

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

### **Presentations**

1. 2020-2021 Annual Report presented by Dana Brataniec, Communications Manager.

Dana enthusiastically presented library accomplishments and opportunities looking forward.

  - Accomplishments & Milestones: Beyond Books podcast episodes, Safely re-opening building for in-person following COVID shutdown, return of Friends volunteers for donation collections, expansion of iCube technology, advancement of DEI awareness, completion of collection audit, hiring of HR specialist, unveiling of new library website, review of building and HR policies and unveiling of Michigan's first- Lakeshore Lending Library kiosk. (p.35)
  - Looking forward: advancing outreach to all 20,000+ library cardholders with new email marketing system-Patron Point, creating more partnerships to advance DEI, initiating online card library sign up and renewal, increasing outreach for North End residents, providing materials by mail service, completing specialty DEI staff training and applying for QSAC. (p.35)

### **Public Comment**

Sharon Trumpy, Harvest Drive, Novi, MI.

- Sharon thanked the library staff and Dana for the DEI accomplishments in the presentation.
- 255 days ago the board unanimously approved the statement by President Crawford. *The Novi Public Library is committed to ensuring that every Novi community member, library guest, Board of Trustee member, library staff and volunteer, is treated with dignity and respect. Discrimination, bigotry and racism will not be tolerated.*

- 227 days ago the board received a formal staff complaint against Trustee Cherukuri. With the staff member stating he is mismatched for the DEI committee and does it a disservice.
- 199 days ago a community member stated their concern about Trustee Cherukuri's public social media posts.
- 164 days ago Trustee Michener made a formal complaint against Trustee Cherukuri alleging mistreatment during a DEI committee meeting. Sharon added that the board has done nothing to ensure this Trustee is treated with dignity and respect.
- 150 days ago a community petition was delivered to President Crawford requesting the removal of Trustee Cherukuri from the DEI committee as chair. (Over 280 community members signed petition). Sharon added that the board has done nothing to ensure community members are treated with dignity and respect.
- 136 days ago President Crawford said she is pausing the DEI Committee indefinitely. President Crawford said it is possible to find offensive social media posts on other public figures social media accounts. Sharon then read some of President Crawford's public social media posts.
- 101 days ago Trustee Cherukuri approached a young black female after the last meeting and said his social media posts remain intact because nothing he said is offensive. Sharon read Trustee Cherukuri's public social media posts. Sharon said that the board has not acknowledged this disrespect to the young community member.
- 43 days ago Trustee Cherukuri referred to Sharon and other community members in attendance as the virtue signaling choir, while the board sat by quietly thus giving endorsement.
- She is asking the board how many days will pass until the board keeps its word.

Jason Michener, Harrier Place, Novi, MI.

- Commented that the presentation was great and acknowledged the staff commitment to DEI.
- The DEI audit that the library touted under accomplishments - originated in the Trustee DEI committee which is currently on pause.
- The goals set for DEI 2022 also originated from the Trustees DEI committee.
- It is a disservice to the community that the Trustee DEI committee is on pause.
- Staff DEI efforts and ideas have been inspired by the Trustee DEI committee and he strongly encourages the Board to bring the Trustee DEI committee back today. The board has the power to reinstate the committee today and Jason thinks it is time to do this.

### **Reports**

1. Student Representatives Report  
Presented by student representatives Abhay Kakarla and Rida Salim. Staff Liaison Lindsay Gojcaj.
2. President's Report (Kathy Crawford)
  - A. Letter from Dr. Lee Meadows as of 1/11/22
    - Dr. Meadows is scheduled to attend the February meeting to present the information that he has collected.
  - B. Email from Director Farkas, Re; Consultant Work with Dr. Meadows

President Crawford announced that Trustee Wood will be resigning from the board. The Trustees appreciate Trustee Wood's service. Director Farkas said that Trustee Wood is planning to attend the February 2022 meeting and that would be his final meeting.

3. Treasurer's Report (Trustee Wood – absent/excused)pages 40-50
  - A. 2021-2022 Library Budget Fund 268  
The 2021-2022 Library Fund 268 budget calls for revenue of \$3,244,172 with expenditures of \$3,409,700 consuming \$165,528 of the fund balance.
  - B. 2021-2022 Contributed Fund Budget 269  
The 2021-2022 Library Contributed Fund 269 budget calls for revenue of \$47,500 and expenditures of \$58,400 consuming \$10,900 of the fund balance.
  - C. Financial Report – December 2021  
On page 44 of the January, 2022 Board packet.
  - D. Library Fund 268 Expenditure and Revenue Report ending December 31, 2021  
Revenue ending December 31, 2021 was \$3,315,321.  
Expenditures ending December 31, 2021 was \$1,544,647.
  - E. Library Fund 269 Contributed Fund ending December 31, 2021  
Revenue ending December 31, 2021 was \$7,570.  
Expenditures ending December 31, 2021 was \$13,834.
  - F. Balance Sheets for Funds 268 and 269 as of December 31, 2021  
Ending Fund Balance for Fund 268 as of December 31, 2021 was \$4,265,987.51  
Ending Fund Balance for Fund 269 as of December 31, 2021 was \$1,689,391.04
4. Director's Report (Julie Farkas)  
On pages 51-61 of the January, 2022 Board packet.  
Staff members celebrating anniversaries for February, 2022 are:
  - April Stevenson-Information Services-11 years
  - Kim Swejkoski- Support Services- 3 years

DEI and HR staff meeting notes are on page 51 of the January, 2022 board packet.

On page 52 is an image of the drinking fountain which was upgraded to include a water bottle filling feature. Visitors to the library still remain low.

The e-Newsletter is emailed via Patron Point to over 20,000 card users.

- A. Information Technology Report (pages 62-63)
- B. Facilities Report (N/A)
- C. Information Services Report (pages 64-66)  
p. 66 under youth- no social media due to story time not being held that month only.
- D. Support Services Report (pages 66-67)
- E. Library Usage Statistics Report (pages 68-76)



p. 68 - excited to report that the kiosk had 171 check outs in December, 2<sup>nd</sup> highest

- F. Friends of Novi Library – Jan. 12, 2022 Agenda; Oct. 13, 2021 minutes (pages 77-81)
- G. City of Novi Historical Commission- Approved 2022-23 budget as of 1/19/22 (page 82)

Trustee Yu while working at Lakeshore this weekend noticed footprints in the snow to the kiosk and was happy to see that. Trustee Yu asked if programs are in person, virtual or a hybrid. Director Farkas answered there is currently a hybrid mix for programming. At this time, some presenters are comfortable with in person programs and others are not. Future programming mix depends on technology for capacity needs, and presenters comfort level.

Director Farkas announced that planning for community reads is underway. More information to be released in February, 2022.

Trustee Michener is following Michigan libraries and mentioned that some libraries still have limited availability or are closed. Trustee Michener likes accessibility and virtual does provide accessibility to library members who can't make the trip to the library. Also, the lending library being outside does represent a COVID safety measure for patrons wanting to check out items, but are not comfortable entering a building.

Trustee Dooley asked Director Farkas to discuss the DEI scorecards that the staff will be implementing (this idea originated at the Trustee DEI committee). Director Farkas will bring an update on this at a future board meeting.

### **Public Comment**

None

### **Committee Reports**

1. **Policy Committee:** Review current public policies for the Library  
(Chair-Wood, Bartlett, and Michener, Staff Liaison – Julie Farkas)
  - Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
  - No meeting; No report.
  
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals  
(Chair -Crawford, Dooley, Staff Liaison – Julie Farkas & Nicole Williams)
  - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kristin Abate and Kirsten Malzahn.
  - HR Committee met 1/11/22. See notes (page 83)
  - Next meeting scheduled for: 2/14/22
  - Directors Mid-year review January 27, 2021 in Closed SessionGoals:
  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 support the goals and mission of the Novi Public Library.
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation.  
(Chair- Bartlett, Cherukuri, Wood, Staff Liaisons – Julie Farkas & Barbara Cook)
- Meeting held 12/6/2021
  - No meeting; No report
4. **Events/Marketing/Fundraising Committee:** Outreach opportunities  
(Chair -Dooley, Bartlett, Yu, Staff Liaison – Julie Farkas & Dana Brataniec)
- Meeting held 12/22/21 and 1/18/22; see notes on page 84
  - GOALS:
    1. Read box fundraiser during National Library Week (April 2022)
    2. Bigger ongoing support to Friends of Novi Library
    3. Marketing plan update (Dana Brataniec)
  - Trustee Dooley update: Two read boxes are being auctioned to recognize National Library Week. Reviewing very first draft of marketing plan from communications manager, Dana Brataniec.
5. **Strategic Planning Committee:**  
(Chair - Bartlett, Dooley, Staff Liaison – Julie Farkas)
- No meeting; No report
  - Based on the Board Retreat on Saturday, June 26, 2021, committees are being asked to identify 2-3 goals to be identified and addressed for 21/22.
6. **Building/Landscape Committee:**  
(Chair-Yu, Cherukuri, Staff Liaison – Julie Farkas)
- No meeting; no report
  - GOALS:
    1. Apply for the Build America's Great Libraries Grant, if approved, to fund library improvement projects, such as the main entryway. Explore other grant opportunities we can apply for.
    2. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
    3. Review NPL's current Technology Plan.
7. **Bylaw Committee: Review of Library Board Bylaws**  
(Chair – Wood, Bartlett, Michener, Staff Liaison – Julie Farkas)
- No meeting; no report
  - GOAL: Review current Library Board Bylaws (last updated March 28, 2019)

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

(Chair – Cherukuri, Dooley, Michener, Staff Liaisons – Julie Farkas & Nicole Williams)

- No meeting held; no report.
- Goals:
- Trustee Michener request to address library board:
  - i. Her fear is erasure
  - ii. A lot of initiatives in the DEI packet originated from the Board DEI Committee (i.e. Trustee Michener wrote the staff DEI goals)
  - iii. Always wants a space to talk about DEI at the Board level
  - iv. Does not want work of founding DEI members erased
  - v. The Board DEI committee represents the leaders - they govern and set the stage for the staff DEI committee.
  - vi. Board DEI committee that is currently paused, has a long list of work they would like to undertake
  - vii. Representation matters – for example there is not a Black child represented in the annual report or this evenings power point presentation.

**Matters for Library Board Action**

1. Approve 2021-2022 268 Library General Fund Budget Year End:

A motion was made to approve the 2021-2022 268 Library General Fund Budget Year End.

1<sup>st</sup>- Trustee Michener

2<sup>nd</sup>- Trustee Dooley

Discussion: Trustee's discussed these budgets in depth during January, 2022 budget meetings.

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

2. Approve 2021-2022 269 Library Contributed Fund Budget Year End

A motion was made to approve the 2021-2022 269 Library Contributed Fund Budget Year End.

1<sup>st</sup>- Trustee Bartlett

2<sup>nd</sup>- Trustee Yu

Discussion: Director Farkas said on p 43 (269 account) in the Capital Outlay section the account numbers for Automated Return System and Mail Entrance Design will change per the City.

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

3. Approve 2022-2023 268 Library General Fund Budget

A motion was made to approve the 2022-2023 268 Library General Fund Budget.

1<sup>st</sup>- Trustee Dooley

2<sup>nd</sup>- Trustee Michener

Discussion: None

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

4. Approve 2022-2023 269 Library Contributed Fund Budget

A motion was made to approve the 2022-2023 269 Library Contributed Fund Budget.

1st- Trustee Yu

2nd- Trustee Dooley

Discussion: None

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

5. Approve 2023-2024 268 Library General Fund Budget as Projected

A motion was made to approve the 2023-2024 268 Library General Fund Budget as Projected

1st- Trustee Dooley

2nd- Trustee Michener

Discussion: None

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

6. Approve 2024-2025 268 Library General Fund Budget as Projected

A motion was made to approve the 2024-2025 268 Library General Fund Budget as Projected

1st- Trustee Michener

2nd- Trustee Dooley

Discussion: None

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

7. Approve NPL @ Your Door Usage Policy (2<sup>nd</sup> draft)

A motion was made to approve NPL @ Your Door Usage Policy (2<sup>nd</sup> draft)

1st- Trustee Dooley

2nd- Trustee Michener

Discussion: Director Farkas explained with this new program library materials are mailed to homes, with the mindset to remove barriers and offer accessibility. There are 70 bags to start the program with. An interested cardholder would opt for mail service and opt out of checking out items in person at the library. This service is per individual library patron, not per household. Mail participants are always welcome to visit the library even though they are unable to check out items. Initially a staff member will be involved in applications to verify accuracy of the sign up procedure. Full marketing notices will be sent out in various community newsletters and library marketing materials. This new service will be integrated with the senior community, however, some senior communities such as Fox Run function independently with their own programs. Thank you to the Friends who financially support this program.

Roll Call Vote was taken. 5 yes votes and 0 no votes. Trustees Cherukuri and Wood are absent/excused.

**Communications**

2. 12/15/21: Email from: Betsey Beaudoin, Re: Fine Free Revenue Group
3. 12/17/21: Email from: Sharon Trumpy, Re: Thank you
4. 12/17/21: Email from Torry Yu, WLCSD Re: Thank you

**Closed Session**

1. Library Director Mid-Year Review – January 27, 2022. Director Farkas has requested a closed session for her mid-year review.

**Entering into Closed Session**

A motion was made to enter closed session, the board will be back to adjourn as no further business will be discussed. (Board entered closed session at 8:03pm)

1<sup>st</sup> –Trustee Yu

2<sup>nd</sup>- Trustee Bartlett

Roll call vote to enter closed session was unanimous. 5 yes votes. Trustees Cherukuri and Wood are absent /excused.

**Exiting Closed Session**

Trustees returned at 8:29pm to adjourn

**Adjournment**

A motion was made to adjourn at 8:29 p.m.

1<sup>st</sup>— Trustee Michener

2<sup>nd</sup>— Trustee Yu

Roll Call vote to adjourn was unanimous. 5 yes votes. 0 no votes. Trustees Cherukuri and Wood are absent/excused

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Brian Bartlett, Secretary

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Date

<b>Warrant 611</b>	<b>268 Accounts</b>	<b>January 2022</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Global		268-000.00-727.000	\$ 91.91
Quill		268-000.00-727.000	\$ 2,169.56
Knight Watch		268-000.00-734.000	\$ 167.55
TLN	Envision ware 1/1/22-12/31/22	268-000.00-734.000	\$ 1,509.03
Amazon	Digital Postal Scale; NPL@Your Door	268-000.00-740.000	\$ 34.99
Amazon		268-000.00-742.000	\$ 1,754.15
Barnes Noble	Raising Good Humans	268-000.00-742.000	\$ 440.50
Brodart		268-000.00-742.000	\$ 28,701.55
Center Point Large Print		268-000.00-742.000	\$ 323.96
Gale/Cengage		268-000.00-742.000	\$ 976.21
Tsai Fong Books		268-000.00-742.000	\$ 326.53
WT Cox		268-000.00-742.000	\$ 744.36
Amazon		268-000.00-742.010	\$ 486.38
Brodart		268-000.00-742.010	\$ 1,673.60
Gale/Cengage		268-000.00-742.010	\$ 60.78
Midwest Tape		268-000.00-742.010	\$ 1,298.43
Springfield Twp. Lib.		268-000.00-742.100	\$ 9.00
WT Cox		268-000.00-743.000	\$ 16,876.21
Midwest Tape		268-000.00-744.000	\$ 1,157.65
Overdrive		268-000.00-744.000	\$ 6,199.96
Baker & Taylor		268-000.00-745.200	\$ 41.86
Midwest Tape		268-000.00-745.200	\$ 1,054.11
Bank Services Charges		268-000.00-802.100	\$ 781.28
Foster Swift	thru 12/31/21	268-000.00-806.000	\$ 126.00
Rosati, Schultz	thru 12/31/21	268-000.00-806.000	\$ 644.00
RNA		268-000.00-817.000	\$ 7,548.70
AT&T		268-000.00-851.000	\$ 521.70
T Mobile		268-000.00-851.000	\$ 831.61
Tel Net		268-000.00-851.000	\$ 425.65
Verizon		268-000.00-851.000	\$ 458.01
TLN		268-000.00-855.000	\$ 17,857.73
Muniweb		268-000.00-880.000	\$ 705.00
Amazon		268-000.00-880.268	\$ 261.00
ALA		268-000.00-880.268	\$ 52.20
Anderson, Gail		268-000.00-880.268	\$ 42.39
Barnes Nobles		268-000.00-880.268	\$ 10.00
Boatman, Brooke	MLK Unity	268-000.00-880.268	\$ 100.00

Edwards, Christopher	Climate Change	268-000.00-880.268	\$ 100.00
Parrott, Aaron	MLK Unity	268-000.00-880.268	\$ 200.00
Stevenson, April		268-000.00-880.268	\$ 57.49
Millennium Business		268-000.00-900.000	\$ 369.21
Consumers Energy		268-000.00-921.000	\$ 1,868.77
DTE		268-000.00-922.000	\$ 7,327.48
City of Novi - Utility Bill	Water; Sewer	268-000.00-923.000	\$ 1,710.08
Allied Building		268-000.00-934.000	\$ 2,823.40
Allied Eagle		268-000.00-934.000	\$ 657.51
Batteries + Bulbs		268-000.00-934.000	\$ 76.32
Dalton		268-000.00-934.000	\$ 3,775.00
Grainger		268-000.00-934.000	\$ 303.17
Home Depot		268-000.00-934.000	\$ 119.97
Library Design	LLL vinyl text for sign	268-000.00-934.000	\$ 375.00
North star Mat		268-000.00-934.000	\$ 275.65
Orkin		268-000.00-934.000	\$ 69.50
Schindler	Inspection Services	268-000.00-934.000	\$ 1,379.64
Voss		268-000.00-934.000	\$ 102.50
Brien's	thru 12/28	268-000.00-941.000	\$ 2,240.00
Tru Green		268-000.00-941.000	\$ 464.52
Weingartz		268-000.00-941.000	\$ 173.94
Millennium Business		268-000.00-942.000	\$ 650.94
Corrigan		268-000.00-942.100	\$ 24.95
Spectrum Ent. PCARD		268-000.00-801.925	\$ 57.89
Eva Sabolcik		268-000.00-956.000	\$ 28.28
Emily Brush		268-000.00-956.000	\$ 34.44
Historical Soc. Of MI	MI in Perspective Workshop	268-000.00-956.000	\$ 69.00
Petty Cash		268-000.00-956.000	\$ 18.98
<b>TOTAL</b>			<b>\$121,817.18</b>

<b>Warrant 611</b>	<b>269 Account</b>	<b>January 2022</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Amazon	donation; various titles	269-000.00-742.230	\$ 101.08
Amazon	donation; various titles	269-000.00-742.230	\$ 22.18
Amazon	iCube; laminating pouches	269-000.00-976.046	\$ 46.22
American Button	iCube; button; pendant kits	269-000.00-976.046	\$ 90.40
Matter Hackers	iCube; parts for 3-d printer, cooling fan	269-000.00-976.046	\$ 54.98
things smith	iCube; 3-d printer repair	269-000.00-976.046	\$ 199.00
US Cutter	iCube; Sublimation paper	269-000.00-976.046	\$ 135.92
<b>TOTAL</b>			<b>\$ 649.78</b>

## January 2022 Library Board Student Representative Report

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

### Tween and Teen Library Programs:

The BeTWEEN the Pages: Tween Book Club Trivia program was held on January 19. Guests read *Contest* by Gordon Korman and answered trivia questions relating to the book. (Attendance = 4)

The Tail Waggin' Reading Buddies program was held on January 26. It is an opportunity to provide a comfortable and non-judgmental space for a child (and their family, if they desire) to read to a therapy dog to encourage the child's reading skills, confidence, and love of reading. (Attendance = 26)

### Teen Space Update:

During January 2022, there were 160 guests who visited Teen Space. There was no Teen Space on January 17 and January 28.

### Teen Advisory Board (TAB) Update:

The fifth TAB meeting for the 21-22 school year was held on January 21. The meeting was started with a welcome from the TAB President, Farheen. Following the welcome, teens participated in an icebreaker to help get to know each other. The teens wanted to do a virtual community service project and decided to write encouraging notes to patients at St. Jude Children's Research Hospital that could be submitted online. (Attendance = 9)

### Upcoming Programs:

- Grab and Go Air Plant Terrarium – March 5
- BeTWEEN the Pages: Tween Book Club Trivia – March 16 (March's title is *The First Rule of Punk* by Celia Perez.)
- Tail Waggin' Reading Buddies – March 23
- Teen Advisory Board (TAB) Meeting – March 25

### Teen Stop Featured Display:

The January Teen Stop display featured young adult fiction winter themed books.





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

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

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

21/22: - 268 Account Capital Outlay: Camera/Computer replacements \$32,200, Main Ent \$15,000 - NO, Parking Lot \$79,000 - NO  
22/23: 268 Account Capital Outlay: NO - AST replacement \$115,800, Camera/Computer replacement \$83,000, Parking Lot \$12,500

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

Notes: 21/22: Furniture for Youth/Teen 1st phase reno \$8,300 and \$6,700 upgrades; iCube advances \$11,400, \$26,000 Patron Point  
22/23: Automated Return System \$115,800, Main Entrance design work \$10,000, Teen 2nd phase \$12,500 + \$15,000 reupholstery + \$6,700 CD Collection upgrade,  
Auto Lending Library \$2,500 for library card dispensing service

Financial Report for January 2022

**Approved Budget for Fund 268 Fiscal Year 2021-2022**

TOTAL REVENUES	\$3,244,172
TOTAL EXPENDITURES	\$3,409,700
NET OF REVENUES & EXPENDITURES	(\$165,528)

**Approved budget for Fund 269 Fiscal Year 2021-2022**

TOTAL REVENUES	\$47,500
TOTAL EXPENDITURES	\$58,400
NET OF REVENUES & EXPENDITURES	(\$10,900)

**Revenue & Expenditure Report for Fund 268**

	YTD Dec 31, 2021	YTD Jan 31, 2022	Difference
TOTAL REVENUES	\$3,315,321	\$3,318,843	\$3,522
TOTAL EXPENDITURES	\$1,544,647	\$1,782,475	\$237,828
NET OF REVENUES & EXPENDITURES	\$1,770,674	\$1,536,368	

**Revenue & Expenditure Report for Fund 269**

	YTD Dec 31, 2021	YTD Jan 31, 2022	Difference
TOTAL REVENUES	\$7,570	\$8,098	\$528
TOTAL EXPENDITURES	\$13,834	\$14,196	\$362
NET OF REVENUES & EXPENDITURES	(\$6,264)	(\$6,098)	

**Balance Sheet Report as of January 31, 2022**

The ending fund balance for Fund 268 is  
\$4,031,680.89

The ending fund balance for Fund 269 is  
\$1,689,556.87

02/10/2022 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 01/31/2022										
% Fiscal Year Completed: 58.90										
		END BAL	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BAL	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	NOV 2021	DEC 2021	JAN2022	01/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,959,058.75	3,005,458.00	3,005,458.00	0.00	0.00	0.00	3,085,760.50	(80,302.50)	102.67
268-000.00-403.001	Property Tax Revenue- County Chargebacks	6,323.24	2,000.00	2,000.00	40.13	462.61	155.99	1,433.34	566.66	71.67
268-000.00-403.002	Property Tax Rev - Tax Tribunal Accr	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(276.15)	(295.00)	(295.00)	0.00	0.00	0.00	(289.89)	(5.11)	98.27
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(6,071.40)	(10,624.00)	(10,624.00)	0.00	0.00	0.00	(7,282.79)	(3,341.21)	68.55
268-000.00-403.008	Property Tax Revenue - CIA Cap 2018	(13,183.71)	(24,967.00)	(24,967.00)	0.00	0.00	0.00	(15,024.99)	(9,942.01)	60.18
268-000.00-418.000	PPT Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	2,055.93	(2,055.93)	100.00
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(8,038.90)	(4,900.00)	(4,900.00)	0.00	0.00	0.00	0.00	(4,900.00)	0.00
Property tax revenue		2,938,711.83	2,966,672.00	2,966,672.00	40.13	462.61	155.99	3,066,652.10	(99,980.10)	103.37
Federal grants										
268-000.00-508.450	Federal grants	5,627.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-508.452	Federal Grants - COVID-19	59,143.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal grants		64,770.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State sources										
268-000.00-567.000	State aid	46,164.52	33,000.00	33,000.00	0.00	0.00	0.00	24,215.81	8,784.19	73.38
State sources		46,164.52	33,000.00	33,000.00	0.00	0.00	0.00	24,215.81	8,784.19	73.38
Other revenue										
268-000.00-633.100	Insurance Reimbursement	0.00	0.00	0.00	89,230.69	0.00	0.00	89,230.69	(89,230.69)	100.00
268-000.00-665.000	Miscellaneous income	1,063.43	5,000.00	5,000.00	779.53	582.13	508.05	3,883.31	1,116.69	77.67
268-000.00-665.100	Copier	1,700.20	1,000.00	1,000.00	0.00	0.00	0.00	71.40	928.60	7.14
268-000.00-665.290	Library fund raising revenue	11,243.58	4,000.00	4,000.00	0.00	1,391.43	0.00	5,965.31	(1,965.31)	149.13
268-000.00-665.300	Meeting room	0.00	25,000.00	25,000.00	1,178.04	1,898.74	1,457.46	6,341.46	18,658.54	25.37
268-000.00-665.404	Novi Township assessment	6,847.00	7,000.00	7,000.00	0.00	0.00	0.00	6,970.00	30.00	99.57
268-000.00-665.650	Library Cafe	0.00	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00	100.00
Other revenue		20,854.21	48,000.00	48,000.00	91,188.26	3,872.30	1,965.51	118,462.17	(70,462.17)	246.80
Fines and forfeitures										
268-000.00-657.000	Library book fines	10,924.57	48,000.00	48,000.00	576.12	466.25	406.61	5,342.94	42,657.06	11.13
268-000.00-658.000	State penal fines	95,366.51	95,000.00	95,000.00	0.00	0.00	0.00	97,775.97	(2,775.97)	102.92
Fines and forfeitures		106,291.08	143,000.00	143,000.00	576.12	466.25	406.61	103,118.91	39,881.09	72.11
Interest income										
268-000.00-664.000	Interest on investments	47,949.82	40,000.00	40,000.00	3,394.58	0.00	0.00	16,255.51	23,744.49	40.64
268-000.00-664.500	Unrealized gain (loss) on investments	(7,827.98)	10,000.00	10,000.00	(1,483.21)	0.00	0.00	(10,545.62)	20,545.62	(105.46)
Interest income		40,121.84	50,000.00	50,000.00	1,911.37	0.00	0.00	5,709.89	44,290.11	11.42
Donations										
268-000.00-665.289	Adult programs	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
268-000.00-665.400	Gifts and donations	933.91	1,500.00	1,500.00	26.11	0.50	578.27	684.60	815.40	45.64
Donations		933.91	3,500.00	3,500.00	26.11	0.50	578.27	684.60	2,815.40	19.56

		END BAL	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BAL	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	NOV 2021	DEC 2021	JAN2022	01/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	931,050.19	983,000.00	983,000.00	74,478.34	109,619.16	70,006.29	523,482.35	459,517.65	53.25
268-000.00-704.012	COVID-19 Crisis Hazard Pay	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.100	Severance/Incentive Pay	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.210	Vacation Payout	8,499.17	7,500.00	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0.00
268-000.00-705.000	Temporary salaries	591,926.47	725,000.00	725,000.00	51,992.47	73,598.52	46,013.34	359,611.84	365,388.16	49.60
268-000.00-706.000	Overtime	111.61	500.00	500.00	0.00	0.00	68.33	146.41	353.59	29.28
268-000.00-715.000	Social security	116,389.90	132,000.00	132,000.00	9,474.26	13,814.00	8,677.61	66,170.23	65,829.77	50.13
268-000.00-716.000	Insurance	195,996.64	193,000.00	193,000.00	17,733.14	17,348.51	978.58	102,713.90	90,286.10	53.22
268-000.00-716.200	HSA - employer contribution	6,125.00	6,300.00	6,300.00	350.00	350.00	612.50	2,537.50	3,762.50	40.28
268-000.00-716.999	Insurance - Employee Reimbursement	(36,361.13)	(37,800.00)	(37,800.00)	(3,460.81)	(3,295.64)	(3,032.92)	(21,428.38)	(16,371.62)	56.69
268-000.00-718.000	Pension - DB Normal Cost	6,012.00	8,100.00	8,100.00	513.00	513.00	0.00	3,078.00	5,022.00	38.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	43,224.00	53,300.00	53,300.00	4,867.00	4,867.00	0.00	29,202.00	24,098.00	54.79
268-000.00-718.200	Pension - defined contribution	25,156.99	45,900.00	45,900.00	3,718.08	5,249.60	3,319.44	11,633.04	34,266.96	25.34
268-000.00-719.000	Unemployment insurance	3,008.04	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
268-000.00-720.000	Workers compensation	2,666.03	2,700.00	2,700.00	150.40	220.20	139.46	1,080.63	1,619.37	40.02
Personnel services		1,913,304.91	2,121,000.00	2,121,000.00	159,815.88	222,284.35	126,782.63	1,078,227.52	1,042,772.48	50.84
Supplies										
268-000.00-727.000	Office supplies	11,488.89	18,000.00	18,000.00	704.49	1,184.09	642.54	5,604.00	12,396.00	31.13
268-000.00-728.000	Postage	167.35	2,000.00	2,000.00	57.75	0.00	0.00	60.31	1,939.69	3.02
268-000.00-734.000	Computer supplies, software & licensing	39,983.56	73,000.00	73,000.00	526.71	1,509.03	0.00	42,177.96	30,822.04	57.78
268-000.00-734.500	Computer supplies/equipment	7,088.93	24,300.00	24,300.00	573.59	800.90	17.00	102,075.27	(77,775.27)	420.06
268-000.00-740.000	Operating supplies	22,919.43	30,500.00	30,500.00	300.80	0.00	34.99	3,243.08	27,256.92	10.63
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
268-000.00-741.000	Supplies - Uniforms	0.00	300.00	300.00	0.00	0.00	0.00	122.00	178.00	40.67
268-000.00-742.000	Library books	183,651.77	203,000.00	203,000.00	14,518.01	22,912.50	15,403.91	82,572.16	120,427.84	40.68
268-000.00-742.010	Library Books - Lending	18,677.92	20,000.00	20,000.00	771.33	1,390.16	1,462.52	6,809.60	13,190.40	34.05
268-000.00-742.100	Library Books - Fines	265.28	1,000.00	1,000.00	166.61	8.07	9.00	567.55	432.45	56.76
268-000.00-743.000	Library periodicals	20,076.93	24,000.00	24,000.00	0.00	16,876.21	0.00	17,363.44	6,636.56	72.35
268-000.00-744.000	Audio visual materials	131,158.96	129,000.00	129,000.00	6,427.10	4,902.09	79.98	52,860.84	76,139.16	40.98
268-000.00-745.200	Electronic media	47,025.96	46,900.00	46,900.00	2,485.92	1,704.03	0.00	18,474.53	28,425.47	39.39
268-000.00-745.300	Electronic resources (CD rom materials)	63,936.47	70,000.00	70,000.00	5,512.65	0.00	0.00	62,378.88	7,621.12	89.11
Supplies		546,441.45	647,000.00	647,000.00	32,044.96	51,287.08	17,649.94	394,309.62	252,690.38	60.94

		END BAL	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BAL	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	NOV 2021	DEC 2021	JAN2022	01/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	672.83	500.00	500.00	57.89	57.89	0.00	345.91	154.09	69.18
268-000.00-802.000	Data processing	712.94	700.00	700.00	0.00	0.00	0.00	734.34	(34.34)	104.91
268-000.00-802.100	Bank Service Charges	5,221.75	4,000.00	4,000.00	342.79	888.49	184.38	2,503.65	1,496.35	62.59
268-000.00-803.000	Independent audit	814.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-804.000	Medical service	1,372.00	1,500.00	1,500.00	0.00	0.00	0.00	1,351.00	149.00	90.07
268-000.00-806.000	Legal fees	20,783.00	7,500.00	7,500.00	1,714.00	770.00	0.00	10,215.00	(2,715.00)	136.20
268-000.00-808.000	Rubbish	0.00	0.00	0.00	0.00	(26.27)	0.00	(26.27)	26.27	100.00
268-000.00-808.100	Rubbish Monthly	1,224.41	1,300.00	1,300.00	0.00	0.00	0.00	0.00	1,300.00	0.00
268-000.00-809.000	Memberships and dues	5,340.01	7,500.00	7,500.00	208.00	0.00	0.00	5,612.45	1,887.55	74.83
268-000.00-816.000	Professional services	1,972.50	10,500.00	10,500.00	0.00	1,465.00	0.00	5,555.00	4,945.00	52.90
268-000.00-817.000	Custodial services	84,097.77	93,000.00	93,000.00	7,288.40	6,767.80	0.00	43,503.70	49,496.30	46.78
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,495.00	5.00	99.86
268-000.00-851.000	Telephone	26,043.29	24,000.00	24,000.00	2,972.46	2,188.61	778.61	13,786.84	10,213.16	57.45
268-000.00-855.000	TLN Automation Services	58,258.12	68,000.00	68,000.00	0.00	(2,120.11)	16,358.15	46,490.64	21,509.36	68.37
268-000.00-861.000	Gasoline and oil	157.33	1,500.00	1,500.00	36.55	45.09	0.00	215.08	1,284.92	14.34
268-000.00-862.000	Mileage	91.53	100.00	100.00	0.00	0.00	0.00	88.60	11.40	88.60
268-000.00-880.000	Community promotion	23,754.32	24,000.00	24,000.00	2,816.46	1,677.50	0.00	8,264.85	15,735.15	34.44
268-000.00-880.268	Library programming	9,668.89	28,000.00	28,000.00	1,052.59	383.41	1,057.20	7,160.54	20,839.46	25.57
268-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	0.00	0.00	0.00	0.00	8,000.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	6,577.85	28,000.00	28,000.00	431.51	486.28	369.21	3,126.84	24,873.16	11.17
268-000.00-910.000	Property & liability insurance	12,668.00	13,000.00	13,000.00	0.00	0.00	0.00	14,444.00	(1,444.00)	111.11
268-000.00-921.000	Heat	10,645.77	12,000.00	12,000.00	448.29	877.29	0.00	2,416.14	9,583.86	20.13
268-000.00-922.000	Electricity	89,008.38	95,000.00	95,000.00	7,186.87	7,458.62	0.00	48,333.11	46,666.89	50.88
268-000.00-923.000	Water and sewer	6,208.88	7,500.00	7,500.00	0.00	1,710.08	0.00	3,420.16	4,079.84	45.60
268-000.00-934.000	Building maintenance	125,214.33	100,000.00	100,000.00	11,713.16	12,203.60	4,535.01	55,208.14	44,791.86	55.21
268-000.00-935.000	Vehicle maintenance	25.31	500.00	500.00	0.00	0.00	456.85	456.85	43.15	91.37
268-000.00-941.000	Grounds maintenance	23,450.55	39,000.00	39,000.00	3,094.25	3,967.10	464.52	16,249.08	22,750.92	41.66
268-000.00-942.000	Office equipment lease	8,309.53	8,000.00	8,000.00	650.94	650.94	650.94	3,905.64	4,094.36	48.82
268-000.00-942.100	Records storage	291.64	400.00	400.00	24.95	24.95	24.95	174.65	225.35	43.66
268-000.00-956.000	Conferences and workshops	4,432.75	17,000.00	17,000.00	0.00	35.62	62.72	2,207.34	14,792.66	12.98
Other services and charges										
		530,512.68	604,500.00	604,500.00	40,039.11	39,511.89	24,942.54	299,238.28	305,261.72	49.50
Capital outlay										
268-000.00-976.100	Parking lot improvements	0.00	5,000.00	5,000.00	0.00	0.00	0.00	10,700.00	(5,700.00)	214.00
268-000.00-986.000	Internal Technology - Capital Outlay	0.00	32,200.00	32,200.00	0.00	0.00	0.00	0.00	32,200.00	0.00
268-000.00-990.000	Furniture	13,774.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay										
		13,774.00	37,200.00	37,200.00	0.00	0.00	0.00	10,700.00	26,500.00	28.76
Net - Dept 000.00 - treasury										
		213,815.30	(165,528.00)	(165,528.00)	(138,157.96)	(308,281.66)	(166,268.73)	1,536,368.06	(1,701,896.06)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,217,848.34	3,244,172.00	3,244,172.00	93,741.99	4,801.66	3,106.38	3,318,843.48	(74,671.48)	(928.16)
TOTAL EXPENDITURES		3,004,033.04	3,409,700.00	3,409,700.00	231,899.95	313,083.32	169,375.11	1,782,475.42	1,627,224.58	(928.16)
NET OF REVENUES & EXPENDITURES		213,815.30	(165,528.00)	(165,528.00)	(138,157.96)	(308,281.66)	(166,268.73)	1,536,368.06	(1,701,896.06)	(928.16)



		END BAL	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BAL	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	NOV 2021	DEC 2021	JAN2022	01/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Interest income										
269-000.00-664.000	Interest on investments	23,226.98	27,000.00	27,000.00	1,252.19	0.00	0.00	7,248.66	19,751.34	26.85
269-000.00-664.500	Unrealized gain (loss) on investments	(2,903.80)	(4,500.00)	(4,500.00)	(547.13)	0.00	0.00	(3,724.21)	(775.79)	82.76
Interest income										
		20,323.18	22,500.00	22,500.00	705.06	0.00	0.00	3,524.45	18,975.55	15.66
Donations										
269-000.00-665.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	100.00
269-000.00-665.046	Makerspace Renovation Revenue	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-665.229	Raising a Reader in Novi Sponsors	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,551.67	1,000.00	1,000.00	1,523.97	25.00	50.00	1,598.97	(598.97)	159.90
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	2,159.85	1,000.00	1,000.00	275.00	0.00	0.00	1,675.00	(675.00)	167.50
269-000.00-665.232	Programming Revenue	3,471.35	5,500.00	5,500.00	0.00	0.00	0.00	0.00	5,500.00	0.00
269-000.00-665.233	Technology Library Revenue	0.00	1,500.00	1,500.00	0.00	0.00	50.00	50.00	1,450.00	3.33
269-000.00-665.234	Undesignated Misc Donations	0.00	500.00	500.00	0.00	0.00	250.00	250.00	250.00	50.00
269-000.00-665.235	Marketing Sponsorships	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Donations										
		17,182.87	25,000.00	25,000.00	1,798.97	25.00	350.00	4,573.97	20,426.03	18.30
Supplies										
269-000.00-742.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-742.229	Raising a Reader Expense	968.70	1,000.00	1,000.00	0.00	384.05	0.00	515.54	484.46	51.55
269-000.00-742.230	Collections/Materials Expense	986.10	500.00	500.00	0.00	0.00	123.26	123.26	376.74	24.65
269-000.00-742.231	Buildings/Ground/ Furniture Expense	1,586.00	15,000.00	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
269-000.00-742.232	Programming Expense	2,244.46	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-742.233	Technology Library Expense	0.00	26,500.00	26,500.00	0.00	0.00	0.00	10,490.00	16,010.00	39.58
269-000.00-742.234	Undesignated Misc	182.39	500.00	500.00	0.00	0.00	0.00	(7.16)	507.16	(1.43)
269-000.00-742.236	Staff Recognition	15.88	1,500.00	1,500.00	360.59	(105.00)	0.00	1,344.47	155.53	89.63
Supplies										
		5,983.53	47,000.00	47,000.00	360.59	279.05	123.26	12,466.11	34,533.89	26.52
Capital outlay										
269-000.00-976.044	Auto Lending Library	34,100.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-976.046	Makerspace Renovation	4,746.78	11,400.00	11,400.00	433.61	7.31	40.22	1,730.47	9,669.53	15.18
Capital outlay										
		42,847.02	11,400.00	11,400.00	433.61	7.31	40.22	1,730.47	9,669.53	15.18
Net - Dept 000.00 - treasury										
		(11,324.50)	(10,900.00)	(10,900.00)	1,709.83	(261.36)	186.52	(6,098.16)	(4,801.84)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES		37,506.05	47,500.00	47,500.00	2,504.03	25.00	350.00	8,098.42	39,401.58	55.95
TOTAL EXPENDITURES		48,830.55	58,400.00	58,400.00	794.20	286.36	163.48	14,196.58	44,203.42	55.95
NET OF REVENUES & EXPENDITURES		(11,324.50)	(10,900.00)	(10,900.00)	1,709.83	(261.36)	186.52	(6,098.16)	(4,801.84)	55.95
TOTAL REVENUES - ALL FUNDS										
		3,255,354.39	3,291,672.00	3,291,672.00	96,246.02	4,826.66	3,456.38	3,326,941.90	(35,269.90)	
TOTAL EXPENDITURES - ALL FUNDS										
		3,052,863.59	3,468,100.00	3,468,100.00	232,694.15	313,369.68	169,538.59	1,796,672.00	1,671,428.00	
NET OF REVENUES & EXPENDITURES										
		202,490.80	(176,428.00)	(176,428.00)	(136,448.13)	(308,543.02)	(166,082.21)	1,530,269.90	(1,706,697.90)	

02/10/2022		BALANCE SHEET FOR CITY OF NOVI	
		As of 01/31/2022	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(143,051.10)	
268-000.00-017.000	Investments - Pooled	4,209,436.08	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-020.000	Current taxes receivable	47,346.67	
	Total Assets	4,114,731.65	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	65,570.18	
268-000.00-215.200	Unemployment insurance liability	4,880.58	
268-000.00-259.702	Accrued liabilities-tax	12,600.00	
	Total Liabilities	83,050.76	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	2,495,312.83	
	Total Fund Balance	2,495,312.83	
	Beginning Fund Balance	2,495,312.83	
	Net of Revenues VS Expenditures	1,536,368.06	
	Ending Fund Balance	4,031,680.89	
	Total Liabilities And Fund Balance	4,114,731.65	

Fund 269 - LIBRARY CONTRIBUTION FUND 269				
*** Assets ***				
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	26,758.90		
269-000.00-017.000	Investments - Pooled	1,695,717.45		
	Total Assets	1,722,476.35		
*** Liabilities ***				
269-000.00-202.000	Accounts payable	169.48		
269-000.00-202.100	Accounts Payable - Manual	32,750.00		
	Total Liabilities	32,919.48		
*** Fund Balance ***				
269-000.00-390.000	Fund balance - Unrestricted	1,598,316.81		
269-000.00-390.230	Fund Balance Collections/Materials	37,401.31		
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	42,184.13		
269-000.00-390.232	Fund Balance Programming	31,155.95		
269-000.00-390.233	Fund BalanceTechnology Library	(13,403.17)		
	Total Fund Balance	1,695,655.03		
	Beginning Fund Balance	1,695,655.03		
	Net of Revenues VS Expenditures	(6,098.16)		
	Ending Fund Balance	1,689,556.87		
	Total Liabilities And Fund Balance	1,722,476.35		

## Director's Report – Julie Farkas



### Staff Anniversaries (Years of Service) for March 2022

• Jolanta Borek	Support Services	15 years
• Maryann Zurmuehlen	Support Services	11 years
• Jean Aldrich	Support Services	6 years
• Hillary Hentschel	Information Services	5 years
• Anna Jakubiec	Support Services	1 year

### **DEI Staff Committee Meeting**

February 1, 2022

Host: Bill Bembeneck

- I. What have the committee members been up to? (Reports, Updates, Events)
  - A. Maryann.
    1. 596 library cards were given out to all schools in Novi including employees. Meadows received 142. Special thank you to Kim Swejkoski for her efforts in preparation.
    2. Outreach to Rose Center, Anthology and the Lakeshore Park event did not gain any new library cards.
    3. Just a note. Fox Run visitors are transported to the library during the month.
    4. Novi Public Library at Your Door Program is for guests that cannot come into the library. They request items (books, DVD's, audio books etc.) from librarians, which are mailed back to the guest. Guests must commit to being in the program for four weeks. They may use library resources if they visit the library, but are unable to check things out while in the program.
  - B. Nicole.
    1. Nine DEI trainings have been offered to staff as of Feb. 1, 2022. Four trainings have been face to face.
    2. Staff have shown "exceptional reception" to these trainings. Staff have provided insightful reflections in their reports.
    3. Reminder: Purpose of these trainings is "to improve customer service based on diversity in our community".
    4. Trainings in the future:
      - a. Japanese culture—history—customs—communication February 17
      - b. TLN series Cultivating Cultures of Belonging #2 February 23. #3 March 16. Time: 10:30-12:00.
      - c. Training on the hearing impaired culture.
      - d. Training on sign language.
      - e. Training focused upon Native American culture in April.
      - f. Training focused upon the Muslim culture and religion in May.
      - g. Training focused upon "the area on aging in June.
  - C. Dana.
    1. Patron Point is scheduled to begin in March. Guests may sign up for and renew library cards.
    2. Dana, working with April are preparing schedules for paintings, drawings and other art work that can be done on canvas. These will be on display in June through August of 2022.
    3. The Historical Society is hosting a program entitled "Anti Slavery and Underground Railroad in Michigan. This program is scheduled for February 23.
  - D. Gail.
    1. Martin Luther King Day Unity Program was "very inspirational".
    2. Gail's notes on the MLK Day Unity Program:

The MLK Unity event is probably one of the library's most motivational examples of "Inspire", one of NPL's motto words. Our live virtual attendance was 97. The social media views are just over 200. This event focused on the unity we can bring throughout the Novi community and beyond. Participants included civic and community leaders, law enforcement, students, school faculty, NPL trustees, Novi residents, and more. The purpose was to come together to express what unity means, the impact of "I Have a Dream," and the theme "Better United Than Divided." We also had live representation from

India (a former 35 year resident of Novi) as one of the speakers. We had phenomenal music including a steel pan and keyboard musician who played "Glory", and a powerful young vocalist who sung one of Dr. King's favorite hymns "Precious Lord." This event can be found on NPL Facebook and YouTube.

E. Sarah.

1. Pride & Joy may resume their meetings in June.
2. Family Resource Kits. This project has been given to Sarah by April. A workbook will circulate among the Staff Committee before being made available to the public. The workbook is entitled "Kids Can Help End Racism". Kits will be available in March of 2022.
3. Sarah's statement on the Family Resource Kits.  
The aims of the Family Discussion Kits are to celebrate diverse voices and to help facilitate family discussions about racial equity, identity, and justice. Included in the kits are discussion questions for recommended books, further recommended reading, and activities and other resources to help parents talk with their children about various topics related to race, identity, and equity. The kits intended for children aged 4-7 and their families are broken down into 4 topics: Identity & Belonging, Immigration & Refugees, Joy & Self-Love, and Solidarity & Activism. The kits intended for children aged 8-11 are broken down into 4 similar topics: Identity & Belonging, Immigration & Refugees, Justice & Systemic Racism, and Solidarity & Activism. Starting in March, these discussion kits will be placed out on the lobby tables, free for anyone to take. There will be a display of books related to these discussion topics next to the kits for guests to check out.

F. Julie.

1. Plans to visit the SRI Venkateswara Temple are continuing. Julie is working with Nicole on potential dates.
2. Agenda for the March 11 Staff In -Service Day basically consists of morning instruction with Dr. Marks, lunch, an ALICE review with our Police Department and closing out the afternoon with departmental meetings.
3. There are no DEI related updates from the Library Board of Directors.
4. Our committee gave preliminary responses to the DEI Scorecard. Further work is scheduled for the next meeting.

Next meeting is scheduled for Tuesday, March 1 at 3:00 pm  
Host for the next meeting is Bill Bembeneck

Submitted to the Staff DEI Committee by  
Bill Bembeneck 2/9/2022

Daily use of the building by hour January 16, 2022 – February 5, 2022

1/16/2022		1/17/2022		1/18/2022		1/19/2022		1/20/2022		1/21/2022		1/22/2022	
9-10am	0	9-10am	0	9-10am	9	9-10am	8	9-10am	2	9-10am	9	9-10am	5
10-11am	0	10-11am	37	10-11am	53	10-11am	50	10-11am	36	10-11am	40	10-11am	47
11am-12pm	0	11am-12pm	50	11am-12pm	50	11am-12pm	57	11am-12pm	35	11am-12pm	44	11am-12pm	43
12-1pm	61	12-1pm	55	12-1pm	60	12-1pm	55	12-1pm	48	12-1pm	45	12-1pm	71
1-2pm	62	1-2pm	49	1-2pm	50	1-2pm	42	1-2pm	47	1-2pm	48	1-2pm	59
2-3pm	65	2-3pm	57	2-3pm	98	2-3pm	77	2-3pm	116	2-3pm	124	2-3pm	67
3-4pm	68	3-4pm	45	3-4pm	118	3-4pm	148	3-4pm	138	3-4pm	122	3-4pm	78
4-5pm	88	4-5pm	61	4-5pm	91	4-5pm	123	4-5pm	111	4-5pm	114	4-5pm	81
5-6pm	90	5-6pm	59	5-6pm	73	5-6pm	91	5-6pm	93	5-6pm	123	5-6pm	96
6-7pm	0	6-7pm	37	6-7pm	78	6-7pm	69	6-7pm	51	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	21	7-8pm	45	7-8pm	47	7-8pm	54	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	35	8-9pm	53	8-9pm	60	8-9pm	53	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	434		506		778		827		784		669		547

1/23/2022		1/24/2022		1/25/2022		1/26/2022		1/27/2022		1/28/2022		1/29/2022	
9-10am	0	9-10am	9	9-10am	14	9-10am	18	9-10am	10	9-10am	8	9-10am	1
10-11am	0	10-11am	29	10-11am	56	10-11am	42	10-11am	37	10-11am	46	10-11am	65
11am-12pm	0	11am-12pm	22	11am-12pm	52	11am-12pm	54	11am-12pm	62	11am-12pm	129	11am-12pm	61
12-1pm	54	12-1pm	29	12-1pm	43	12-1pm	65	12-1pm	56	12-1pm	91	12-1pm	83
1-2pm	111	1-2pm	29	1-2pm	58	1-2pm	49	1-2pm	64	1-2pm	57	1-2pm	60
2-3pm	90	2-3pm	84	2-3pm	102	2-3pm	83	2-3pm	105	2-3pm	61	2-3pm	87
3-4pm	75	3-4pm	107	3-4pm	128	3-4pm	115	3-4pm	133	3-4pm	58	3-4pm	102
4-5pm	80	4-5pm	63	4-5pm	152	4-5pm	133	4-5pm	109	4-5pm	65	4-5pm	82
5-6pm	96	5-6pm	63	5-6pm	94	5-6pm	91	5-6pm	78	5-6pm	96	5-6pm	98
6-7pm	0	6-7pm	43	6-7pm	81	6-7pm	92	6-7pm	58	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	32	7-8pm	60	7-8pm	77	7-8pm	39	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	28	8-9pm	58	8-9pm	64	8-9pm	43	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	506		538		898		883		794		611		639

1/30/2022		1/31/2022		2/1/2022		2/2/2022 Closed		2/3/2022		2/4/2022		2/5/2022	
9-10am	0	9-10am	0	9-10am	0	9-10am	Weather	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	52	10-11am	66	10-11am	0	10-11am	33	10-11am	49	10-11am	76
11am-12pm	0	11am-12pm	49	11am-12pm	54	11am-12pm	0	11am-12pm	36	11am-12pm	31	11am-12pm	72
12-1pm	86	12-1pm	34	12-1pm	49	12-1pm	0	12-1pm	39	12-1pm	49	12-1pm	78
1-2pm	67	1-2pm	46	1-2pm	56	1-2pm	0	1-2pm	15	1-2pm	40	1-2pm	83
2-3pm	87	2-3pm	89	2-3pm	97	2-3pm	0	2-3pm	15	2-3pm	95	2-3pm	88
3-4pm	72	3-4pm	146	3-4pm	131	3-4pm	0	3-4pm	30	3-4pm	122	3-4pm	80
4-5pm	84	4-5pm	107	4-5pm	123	4-5pm	0	4-5pm	21	4-5pm	95	4-5pm	98
5-6pm	71	5-6pm	94	5-6pm	99	5-6pm	0	5-6pm	18	5-6pm	96	5-6pm	91
6-7pm	0	6-7pm	94	6-7pm	75	6-7pm	0	6-7pm	15	6-7pm	28	6-7pm	0
7-8pm	0	7-8pm	47	7-8pm	66	7-8pm	0	7-8pm	12	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	35	8-9pm	40	8-9pm	0	8-9pm	11	8-9pm	6	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	467		793		856		0		245		611		584
							0						



donate

event calendar

my account


### Upcoming Closures

Friday, March 11 - Staff In-Service

### Important Updates



**Coming Soon!**  
 NPL @ Your Door,  
 a materials-by-mail service!



novilibrary.org   248-869-7205   nplayd@novilibrary.org



Click the image above to watch a video about Polar Prizes at Lakeshore Lending Library!

There's still time to participate in Polar Prizes at Lakeshore Lending Library! Through the end of the month, check out items from the Lakeshore Lending Library kiosk using your Novi library card and you may find a prize inside! Prizes include gift cards to the Library Café, coupons for the Friends' Book Nook, and entry tickets for Pauly's Prize Baskets!

### Coming Soon for Novi Residents - NPL @ Your Door

NPL is thrilled to announce its newest outreach service for Novi residents, the NPL @ Your Door program. If a resident is unable to come to the Library due to accessibility, illness, or other issues, NPL can mail materials to their home. Receive books, audiobooks, DVDs, and BluRays, and NPL will pay for the postage for you

You can also take a photo of yourself at the kiosk, upload it to Facebook or Instagram, tag our accounts and use the hashtag below, to be entered into that month's drawing for a special prize! Pauly's Prize Basket items may include a blanket, gloves, gift from the iCube, Book Nook coupon, Café gift card, and more!

to mail them back to the Library once you are done with them.

**Signing up for NPL @ Your Door is easy! All you need to have is a valid Novi library card in good standing and to be a resident of Novi. Please keep an eye on [novilibrary.org](http://novilibrary.org) this month for more information. Novi Library looks forward to offering the best library services possible to ALL of Novi's residents!**

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## Tax Forms and Booklets

The Novi Public Library currently has available:

- 2021 1040 (+ 1040 SR, all in one) forms and instructions

We are planning to receive both federal and state tax forms and instructions, as well as the Michigan Home Heating Credit Claim Book and the Homestead Property Tax Credit Claim, however, we do not know when they will arrive. **Please [click here](#) for the most up-to-date tax information!**

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## Your Library Card Got Even Better - One Card, Five Digital Collections!

NPL and Download Destination are now part of the Michigan Reciprocal Lending Arrangement! This means you can use your NPL card to borrow digital titles from libraries across Michigan! Access over 100,000 titles through [Download Destination](#) or on the [Libby App](#). **[Click here](#) for instructions on how to access all of our lending partners on Libby!**

## Social media monthly hashtags:

- February: #WinterWonderatLLL

For official contest details, [please click here!](#)

Lakeshore Lending Library is located at [601 S. Lake Drive, Novi](#). Novi residents with a valid Novi library card may use Lakeshore Lending Library. For more information about the kiosk, please [click here!](#)

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## Upcoming Meetings

### Friends of the Novi Library Meeting:

Wed, Feb 9, 2pm

### Novi Historical Commission Meeting:

Wed, Feb 16, 7pm - [Agenda](#)

**Library Board Meeting:** Thu, Feb 17, 7pm - [Agenda](#), NPL Whole Meeting Room

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## We're Hiring!

Looking for a new job? Look no further than the Novi Public Library. We're hiring positions in multiple departments. For more information and to apply, [click here](#). **Questions? Email our HR Specialist, Nicole Williams, at [nwilliams@novilibrary.org](mailto:nwilliams@novilibrary.org).**

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Stop by the 2nd Floor to see our "Who wants to learn a language?" display! We're showcasing artifacts from various cultures around the world, now through the end of February.

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## Novi Library Café

### Hours

**Monday-Friday, 10am-5pm**

Visit the NPL Café during your next visit! On the menu, you'll find items such as sandwiches, pizza, snacks, breakfast items, and a variety of hot and cold beverages made-to-order.

**Catering is also available through the Café!** [Click here](#) for more info.

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## Operation Nourish Food and Apparel Drive

**February 14 - March 14**

Donate non-perishable food items such as canned soups, beans, vegetables, stews, chili, rice, cereal, pasta, granola bars, juice boxes, and more! You can also donate apparel such as hats, socks, gloves and scarfs. Expired food will not be accepted. All donations will be donated to Cass Social Services & Gleaners Community Food Bank.

**Questions about this drive?**

**Please contact Operation Nourish at**

[operation.nourish.email@gmail.c](mailto:operation.nourish.email@gmail.com)



## Celebrate Black History Month

Celebrate the achievements and history of African Americans as part of Black History Month with these programs! You can also visit both floors to check out materials featured in our Black History Month displays!

### Notable Women in Black History - Harriet Tubman

Tuesday, Feb 15, 7pm: [Register here.](#)

### Notable Women in Black History - Jarena Lee

Thursday, Feb 17, 7pm: [Register here.](#)

### The "Colored Section" of Oak Ridge Cemetery

Monday, Feb 21, 7pm: [Register here.](#)

### Antislavery and the Underground Railroad in Michigan

Wednesday, Feb 23, 7pm: [Register here.](#)

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## Research Your Ancestry at NPL

The Northville Genealogical Society will be offering free genealogical research assistance on the 4th Monday of the month from 12-2pm starting on Monday, February 28. Drop in to ask questions, get help on ancestry databases, and more. This program will take place in the Local History Room

om. [Click here](#) to view the donation flyer.

on the 2nd Floor of the library.

Due to COVID concerns, the Library respects the request from our presenters to require masks be worn during this program.

Questions? Contact Betty Lang at [elang@novilibrary.org](mailto:elang@novilibrary.org).

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### Adult Programs

- Language Conversation Groups
- Cultural/International & ESL Programs
- Book Discussion Groups
- **2/1:** Climate Change as of 2022: Simple Serious, Solvable
- **2/8:** For the Health of it: Heart Health
- **2/9:** Novi Game Night
- **2/10:** Transitioning into "Seniorhood"
- **2/15:** Notable Women in Black History - Harriet Tubman
- **2/17:** Notable Women in Black History - Jarena Lee
- **2/21:** The "Colored Section" of Oak Ridge Cemetery

### Tween/Teen Programs

- Teen Space
- **2/9:** Novi Game Night
- **2/15:** For the Health of It - Teen Edition: Post Pandemic: Mental Health and Stress
- **2/16:** BeTWEEN the Pages: Tween Book Club Trivia
- **2/25:** Teen Advisory Board (TAB) Meeting

### Youth Programs

- Story Times
- **2/22:** Book Bunch Book Club
- **2/22:** STEAM Leap Into Science: Balance
- **2/23:** Tail Waggin' Reading Buddies
- **2/24:** Mad Science of Detroit: Fire and Ice



### Virtual Health Series

## Antislavery and the Underground Railroad in Michigan

**Wednesday, February 23, 7pm**

Join Rochelle Danquah as she explores local Michigan connections to the abolitionist movement and the Underground Railroad.

[Click here to register.](#)

Join NPL as we partner with medical health professionals and representatives from Ascension Providence Hospital and the American Cancer Society in a virtual health series.

**Heart Health - Tuesday, February 8, 7pm**

**Teen Edition**

**Post Pandemic: Mental Health and Stress - Tuesday, February 15, 7pm**



## Become a Member of the Friends

Join the Friends of Novi Library and know that your membership will help enrich library programs, services, and resources! You can become a member of the Friends for as little as \$10 for an individual membership or include your whole family for just \$15. Just print and [fill out this form](#) and send it and your payment to Friends of the Novi Library, 45255 Ten Mile Rd, Novi, MI 48375.

If you have a PayPal account, you can join or renew a Friends PayPal Membership online. [Click here](#) and enter your information.

## Community Information

**Financial Retirement Seminars with the City of Novi**  
***Defending Your Retirement Income from the Top 5 Risks in Today's Economy***

Wednesday, March 2, 6-7pm

***Social Security: Preparing for Retirement***

Wednesday, March 16, 6-7pm

**Pre-register by calling 248-347-0400. Programs are for ages 55+. Programs will be presented by Jackie Duggan, Edward Jones, at the Novi Civic Center.**

**Novi Mental Health Alliance Monthly Meeting**

**Monday, February 7, 6:30pm**

The mission of this group is to raise mental health awareness, well-being, and self-efficacy in the NCSD K-12 system for students, with the support of parents, staff, and community members.

[Click here to register.](#)

**Oakland County Michigan Works! Food Assistance, Employment & Training Program**

Do you need help with:

- Transportation and clothing
- Computer and technology equipment
- Vocational training

Become a Member

- Career counseling
- Resume development
- Job search and application assistance
- Interviewing preparation
- One-on-one mentoring

Take the first step today, call 248-332-0394 or email [help@fbrmichigan.org](mailto:help@fbrmichigan.org).



## Attention Users of the OverDrive App

Digital users, please note starting February 23:

- The original OverDrive app (**not Libby**) and desktop app will be removed from the Apple App Store, Google Play, and the Microsoft store.
- Users who previously installed the OverDrive app (mobile or desktop) will still be able to use it without disruption.
- New users looking for the OverDrive app will be directed to Libby. However, Libby does not work on Kindle Fire devices.
- New Kindle Fire users can send Kindle ebooks to their device through the [Download Destination](#) website or by using the Libby app installed on a separate compatible device.
- All users can continue to access the library's OverDrive website, [Download Destination](#).



## Study, Hang Out with Friends, Play Games, in Teen Space

Students in grades 7-12 are invited to Teen Space after school, Monday-Friday from 2:45-5:30pm! Teen Space is a great place to hang out, do homework, play games like cornhole, and relax with friends! Don't forget to bring a school ID. Ping pong coming soon!

More Info



## Diversity, Equity & Inclusion Programs at NPL

Looking for NPL programs to watch on your own time? Check out our Diversity, Equity, and Inclusion playlist on YouTube by [clicking here](#). It's full of educational and cultural programs, that you can watch wherever you want, whenever you want.

View the Playlist



### Teen Resources are Available Online

NPL has a database of teen-specific resources that will provide students with homework help, career and college information, health and wellness topics, and more. **To access this page, [click here.](#)**

### Don't Know What to Read Next?

Ask the experts! Our staff is happy to provide personalized reading recommendations based on your interests! Simply fill out our form and we will select three recommendations for you. Materials will be ready within 10 business days. **To access the form, [click here.](#)**

### February is Library Lovers Month!

Celebrate your love for libraries during February! Hoopla Digital has a wide range of materials for you to celebrate and enjoy.

- [eBooks](#)
- [Audiobooks](#)
- [Music](#)
- [Movies](#)
- [Comics](#)

**[Click here to visit hoopla!](#)**

### Connect With Us:



[Click here to unsubscribe](#)

**Novi Public Library**  
45255 Ten Mile Rd, Novi, MI 48375  
Phone: [\(248\) 349-0720](tel:2483490720)

**Hours**

**Lakeshore Lending Library**  
At Lakeshore Park  
601 S. Lake Dr, Novi, MI 48375

**Hours**

Monday - Thursday: 10am - 9pm  
Friday & Saturday: 10am - 6pm  
Sunday: 12 - 6pm

7 Days a Week  
Dawn to Dusk

[Visit Our Website](#)

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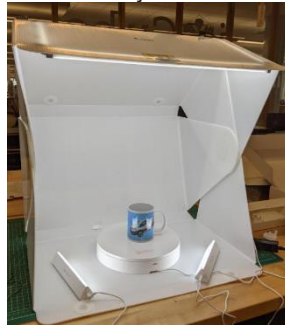
## Information Technology Report by Barbara Rutkowski – January

### General

- The replacement equipment for the switches damaged during the extreme weather this past summer finally arrived and were Installed.
- Working with the vendor to implement our new IP/Cloud-Based phone system.
- Closed 22 Help Desk tickets.

### iCube

- We held 39 iCube appointments:
  - 4 Adobe Creative Cloud
  - 19 Creative Kits
  - 6 Digital Conversion
  - 2 Laser
  - 3 Sewing/Embroidery
  - 5 Sublimation (shirts, mugs, mouse pads)
- We are in the process of training staff on our latest addition which is a photo box that can be used to photograph 360 degrees of still life objects.



- We've had many guests this month working on Creative Kits such as handmade gift bags and bookmarks. Jessica worked with a guest to create a hand-bound journal.



- Dominic and Mary gave Jane Fleming from the Portage District Library a tour of the iCube.
- Dominic and Jessica reorganized the workbench, which now has only Guest supplies and remains unlocked, since we are now allowing Guests without an appointment to use the iCube.

### Training

- IT Staff viewed various DEI training sessions.

### **Facilities Report by Keith Perfect – December/January**

In the past two months the Facilities Department has closed 8 Facilities tickets, 58 Meeting Room Requests and has updated 352 Periodic Maintenance tickets.

- A new water bottle fill station was installed across from the café.
- All of the water lines and fixtures in the building were flushed after the boil water advisory ended due to the water main break within the city of Farmington Hills, again. The filter in the new water bottle fill station was also changed.
- The small Toro snow blower received its annual maintenance with new rubber paddles, scraper blade, an oil change and new spark plug.
- The library has started working with Mission Books for our book recycling needs. So far the relationship has been going well.
- A few additional wall-mounted hand sanitizer dispensers have been installed throughout the building.
- A new hydraulic door closer has been installed on the staff entrance door. The door is now closing correctly.
- A new piece of artwork was installed in the Teen Stop area.
- An RPZ valve was replaced on boiler #2. CSD1 inspections were completed on both boilers.
- After some troubles starting the van, the van received a new battery and its second oil change. (oil change not related to starting issue)
- The State of Michigan has inspected both elevators with no issues reported.
- Multiple light ballasts were changed throughout the building.
- One of the three interior pendant lights near the main entrance has been upgraded to LED. The other two will be upgraded as time allows. All three are currently working.
- A pallet of Ice Melt was delivered by vendor.
- HVAC filters have been changed. The next filter change is due in April.
- A new, larger trash dumpster was delivered by GFL waste management.
- The DVD/Disc cleaning machine has been cleaned/repaired, pads changed. It is no longer leaking from the clogged drain tube.
- The first-aid kits throughout the building have been replenished and any expired materials were discarded.
- The middle café sink was repaired after a report of low pressure. The water pressure has been restored to normal.



## Information Services Department Report by April Stevenson – January

### News and Notes

- Hosted MLK Day Unity Program
- Met with Tollgate officials and representatives from the Laurasian Institute regarding the on-boarding of their new Japanese Outreach Initiative person - Shannon and April
- Adjudicated the Northville High School Reflections contest
- Created a guide to youth and tween graphic novels
- Held a Winter Reading Challenge - Read for a Better World to encourage readers of all ages to explore diversity, empathy, and action through literature.

#### **Community read, 75,418 Minutes for the month**

- Provided low vision resource information to Fox Run
- Updated the Adult Subject binder
- Reviewed titles to ensure that NPL owned a copy of the Novi High School Teen Book Club; and displayed flyers to advertise the book club at NPL and on social media
- Connected with Novi Schools ESL Coordinators to find student translators

### Professional Development

- Resilience, Anxiety, Self Care Webinar - Emily, Hillary, Lindsay
- Nothing Bundt Cakes, Kelly Rankin - Lindsay, Sarah, Danielle, Linda, Shannon, Kirsten
- Protecting a Student's Right to Read in a Hyper-Partisan Environment webinar - Danielle
- Newbery on Newbery: Celebrate 100 years of the Newbery with four award-winning authors - Danielle
- We Are Not Alone: Finding Community and Self in Story a Scholastic webinar - Danielle

### IS Staff Outreach

- Novi Chamber Ambassador Meeting - Hillary
- MiLibraryQuest - Lindsay
- Library of Michigan SRP - Lindsay
- TLN Teen Services Meeting - Lindsay
- Novi ECEC Special Education Zoom Story Time - Emily
- Novi ECEC Zoom Story Times (12) - Emily
- Little Birds Montessori Zoom Story Time - Emily

### Adult Programs

- Cooking Up Vegan With Professional Chefs - 174
- Local Author Spotlight Series - 53
- Novi Game Night - 7
- MLK Virtual Unity Celebration - 302
- Craftastic Wednesday: DIY Hand-carved Rubber Stamp - 12
- Parent to Parent Book Discussion - 17
- Grubs Up! What Civil War Soldiers Ate - 28

### Adult Displays

- **Feature Collection Display** - Curl Up with a Cozy Mystery
- **Desk Display** - Winter titles
- **Business Spotlight Display** - "New Year, New Business" featuring books about how to start your own business.
- **Second Floor Glass Display** - Who wants to Learn a Language? The glass case is filled with artifacts from various cultures around the world

### Youth/Tween/Teen/Family Programs

- Grab and Go Chinese New Year - 36



**Craftastic Wednesday DIY Hand-Carved Rubber Stamp:**



**Social Media Stats – Adult Programs/Marketing:**

Date	Program Title	Programs	Total Attendance:	Zoom		Facebook		YouTube
				Zoom Programs	Zoom Attendance	FB Live Attendance	FB Recorded views	YouTube Recorded Views
5-Jan	Cooking Up Vegan	1	174	1	77	12	85	
5-Jan	Japanese CONversation Group	1	7	1	7			
10-Jan	German Conversation Group	1	2	1	2			
11-Jan	Local Author Spotlight	1	53	1	7	5	41	
17-Jan	MLK Unity Celebration	1	302	1	64	33	144	61
17-Jan	Spanish Conversation Group	1	7	1	7			
20-Jan	Photography Club	1	12	1	12			
1-19	Korean Conversation Group	1	3	1	3			
24-Jan	French Conversation Group	1	6	1	6			

**Social Media Stats – Youth/Tween/Teen Programs/Marketing:**

Program	Program Totals				Zoom				Facebook				Instagram		YouTube		Twitter	
	Total Youth Programs	Total Youth (w/adults) Attendance	Total Teen Programs	Total Teens (w/adults) Attendance	Youth Zoom Programs	Youth Zoom Program Attendance	Teen Zoom Programs	Teen Zoom Program Attendance	Youth FB Live	Youth FB Recorded views	Teen FB Live	Teen FB Recorded views	Youth IG Recorded Views	Teen IG Recorded Views	Youth YouTube Recorded Views	Teen YouTube Recorded Views	Youth Twitter Recorded Views	Teen Twitter Recorded Views
Baby & Tot Time - Wintertime	1	31		21					10						21			
Baby & Tot Time - Space	1	16		7					9						7			
Time for Twos & Threes - Koalas	1	34		17					17						17			
On My Own - Pink	1	34		22					12						22			
Baby & Tot Time - Night Animals	1	23		18					5						18			
Time for Twos & Threes - Smiling	1	38		25					13						25			
Time for Twos & Threes - Lions	1	27		14					13						14			
Baby & Tot Time - Winter Animals	1	13		10					3						10			
On My Own - Piggy	1	18							8						10			
Family Story Time - Polar Bears	1	12		8					4						8			

## Support Services Department Report by Maryann Zurmuehlen – January

### Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team Zoom meetings.
- Attended weekly department catchup meetings.
- Attended a DEI seminar on January 5<sup>th</sup>.
- Attended a Lakeshore Lending Library Committee meeting on January 18<sup>th</sup>.
- Attended a Novi @ Your Door Committee meeting on January 18<sup>th</sup>.
- Attended a TLN SASUG Zoom meeting on January 27<sup>th</sup>.

### Lakeshore Lending Library

- Polar Prizes @ LLL Winter Contest is running December 2021 – February 2022. Guests can win prizes by checking out items from LLL.
- Here's how to win:
  - Check out items from Lakeshore Lending Library using your valid Novi library card and you may find a prize inside! Prizes include: gift cards to the Novi Library Café, coupons to the Friends' Book Nook, and entry tickets for Pauly the Polar Bear's Prize Basket giveaway.
  - Check out an item from Lakeshore Lending Library using your valid Novi library card. Take a photo of yourself at the kiosk and upload it to Facebook or Instagram. Tag us and use the hashtag below and get entered to win a special prize! Limit one entry per person per hashtag per month.
    - December 2021: #PolarPrizesatLLL
    - January 2022: #SnowMuchFunatLLL
    - February 2022: #WinterWonderatLLL
  - At the end of the contest, two lucky guests will win one of two Pauly the Polar Bear Prize baskets.



### Circulation & Shelters

- Robin Dircks's last day was Wednesday, January 26<sup>th</sup>.
- Austin Webberly accepted the Supervisor position. His first day in his new role will be Sunday, February 20<sup>th</sup>.
- Interviews are being held for a 12-hour Shelver position.
- Working on cleanup of the patron database.
- Working on DEI goal.
- Working on Shelving Standards goal.
- Completion of NCSD card campaigns for the NCSD Elementary schools.

### Tech Services

- Interviews are being held for a 27-hour Tech Services Clerk position.
- Cataloging and recategorizing of Lakeshore Lending Library materials.
- Working on DEI goal.
- Working on Shelving Standards goal.
- Task coverage in the Circulation department due to staff shortages and unfilled positions.

### Statistics (January 2022)

- **Library Cards Issued: 346**
- **Items Checked Out: 58,396**
- **Items Interloaned for NPL Patrons: 4,705 (62 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,952 (88 through MeLCat)**
- **Items Added to the Collection: 1,937**
- **Items Discarded from the Collection: 2,078**
- **Drive-Up Window & Locker Hold Pickups: 20**
- **Novi School's Card Registration: 0**
- **MAP Checkouts: 2**
- **Lakeshore Lending Library Checkouts: 98**
- **Outreach:**
  - **3 Facilities Visits / 33 Items Provided**
  - **6 Book Discussions / 90 Items Provided**

Support Services Statistics 2021-2022													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	320	321	358	296	422	363	346						<b>2,426</b>
<b>Items checked out</b>	103,798	73,089	61,737	61,697	55,812	57,359	58,396						<b>471,888</b>
<b>Items borrowed</b>	4,763	4,580	4,541	3,997	4,484	3,902	4,705						<b>30,972</b>
<b>Items loaned</b>	3,940	3,569	3,480	3,281	3,206	3,013	3,952						<b>24,441</b>
<b>Drive-Up Window &amp; Locker Hold Pickups</b>	14	12	19	17	21	16	20						<b>119</b>
<b>Read Boxes</b>	272	247	406	118	0	0	0						<b>1,043</b>
<b>MAP Checkouts</b>	43	36	17	22	6	20	2						<b>146</b>
<b>Novi School's Card Registration</b>	0	0	0	0	0	0	0						<b>0</b>
<b>Lakeshore Lending Library</b>	223	75	88	66	39	171	98						<b>760</b>

		January	January			January	January
		2022	2021			2022	2021
Library cards issued		346	119				
Total checkouts		58,396	46,425		READ Boxes	Adult	0
						Youth	<u>0</u>
Items borrowed	TLN	4,643	7,736			Total	0
	MeL	<u>62</u>	<u>71</u>				0
		4,705	7,807				
Items loaned	TLN	3,864	7,556				
	MeL	<u>88</u>	<u>118</u>				
		3,952	7,674				

Read Boxes were emptied out for the season on October 13, 2021.

Self-Check Totals 2021-22 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	103,798	19.05%	19,776	7,697	6,253	5,826	0	0	0
August	73,089	39.84%	29,119	10,935	9,888	8,296	0	0	0
September	61,737	39.60%	24,448	9,650	8,167	6,631	0	0	0
October	61,697	18.87%	21,189	7,453	7,023	6,713	0	0	0
November	55,812	39.72%	22,168	7,858	7,314	6,996	0	0	0
December	57,359	39.56%	22,693	7,387	6,343	5,528	3,435	0	0
January	58,396	41.35%	24,147	10,110	6,708	6,071	1,258	0	0
February			0						
March			0						
April			0						
May			0						
June			0						
FYTD	471,888	36.21%	163,540	61,090	51,696	46,061	4,693	0	0

<b>Library Usage</b>									
<b>2020-2021 Fiscal Year</b>					<b>2021-2022 Fiscal Year</b>				
	<b>Lobby</b>	<b>Drive-Up</b>	<b>Total</b>	<b>Daily Average</b>		<b>Lobby</b>	<b>Drive-Up</b>	<b>Total</b>	<b>Daily Average</b>
<b>July</b>	8,095	4,307	12,402	477	<b>July</b>	18,971	6,852	25,823	956
<b>August</b>	10,186	4,091	14,277	461	<b>August</b>	20,561	6,291	26,852	895
<b>September</b>	8,729	5,114	13,843	513	<b>September</b>	19,302	7,168	26,470	980
<b>October</b>	11,833	3,794	15,627	504	<b>October</b>	20,862	8,079	28,941	934
<b>November</b>	8,845	4,475	13,320	493	<b>November</b>	20,346	8,066	28,412	1,015
<b>December</b>	5,213	3,285	8,498	304	<b>December</b>	18,663	5,498	24,161	895
<b>January</b>	8,810	3,297	12,107	404	<b>January</b>	20,444	7,621	28,065	936
<b>February</b>	9,952	2,888	12,840	459	<b>February</b>				
<b>March</b>	12,510	5,224	17,734	572	<b>March</b>				
<b>April</b>	12,277	4,784	17,061	588	<b>April</b>				
<b>May</b>	12,199	4,714	16,913	626	<b>May</b>				
<b>June</b>	17,300	6,647	23,947	855	<b>June</b>				
<b>FYTD Total</b>	<b>125,949</b>	<b>52,620</b>	<b>178,569</b>	<b>521</b>	<b>FYTD Total</b>	<b>139,149</b>	<b>49,575</b>	<b>188,724</b>	<b>944</b>



<b>Computer Logins</b>											
<b>2020-2021 Fiscal Year</b>						<b>2021-2022 Fiscal Year</b>					
	<b>Public Workstations</b>	<b>Wireless</b>	<b>Lending Laptops</b>	<b>Total</b>	<b>Daily Average</b>		<b>Public Workstations</b>	<b>Wireless</b>	<b>Lending Laptops</b>	<b>Total</b>	<b>Daily Average</b>
<b>July</b>	0	16,504	0	16,504	635	<b>July</b>	983	30,634	0	31,617	1,171
<b>August</b>	55	18,127	0	18,127	587	<b>August</b>	944	35,958	0	36,902	1,230
<b>September</b>	624	19,329	0	19,953	739	<b>September</b>	853	39,555	0	40,408	1,497
<b>October</b>	942	20,359	0	21,301	687	<b>October</b>	1,086	44,813	0	45,899	1,481
<b>November</b>	401	18,514	0	18,915	701	<b>November</b>	867	41,990	0	42,857	1,531
<b>December</b>	0	9,673	0	9,673	345	<b>December</b>	779	43,942	0	44,721	1,656
<b>January</b>	219	3,323	0	3,542	118	<b>January</b>	643	36,790	0	37,433	1,248
<b>February</b>	629	10,709	0	11,338	405	<b>February</b>					
<b>March</b>	860	19,648	0	20,508	662	<b>March</b>					
<b>April</b>	893	20,319	0	21,212	731	<b>April</b>					
<b>May</b>	903	21,637	0	22,540	835	<b>May</b>					
<b>June</b>	966	27,206	0	28,172	1,006	<b>June</b>					
<b>FYTD Total</b>	<b>6,492</b>	<b>205,348</b>	<b>0</b>	<b>211,840</b>	<b>618</b>	<b>FYTD Total</b>	<b>6,155</b>	<b>273,682</b>	<b>0</b>	<b>279,837</b>	<b>1,399</b>

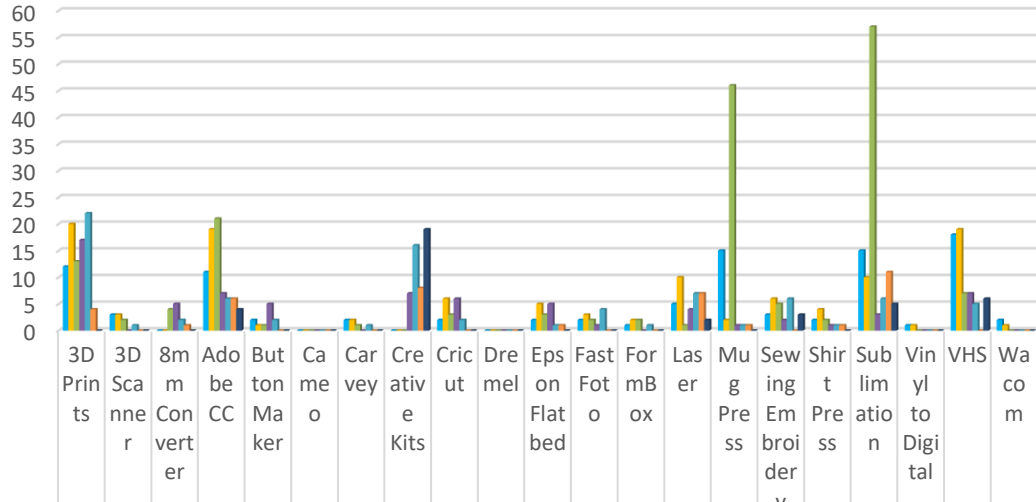
Early Literacy Workstation Usage							
2020-2021 Fiscal Year				2021-2022 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	0	0	0	July	193	3,882	18
August	0	0	0	August	239	5,031	21
September	0	0	0	September	88	1,403	15
October	0	0	0	October	112	1,989	17
November	0	0	0	November	277	5,636	20
December	0	0	0	December	271	5,382	19
January	0	0	0	January	291	5,750	19
February	0	0	0	February			
March	4	118	29	March			
April	69	1,301	18	April			
May	97	1,636	16	May			
June	134	2,347	17	June			
<b>FYTD Total</b>	<b>304</b>	<b>5,402</b>	<b>20</b>	<b>FYTD Total</b>	<b>1,703</b>	<b>33,126</b>	<b>19</b>

Technology Training Sessions 2021-22 Fiscal Year																				
	3D Printing	Cricut/Silhouette	Digital Conversion	Scans/FastFoto	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Button Maker	Heat Press	Creative Kits	Wacom Tablet	Tech Time	Staff Training	Total Classes	Total Guests	
<b>Jul</b>	12	2	19	4	3	15	2	5	1	3	11	2	17	2	0	0	3	101		
<i>Guests</i>	<b>12</b>	<b>2</b>	<b>19</b>	<b>4</b>	<b>3</b>	<b>15</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>11</b>	<b>2</b>	<b>17</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>3</b>		<b>101</b>	
<b>Aug</b>	20	6	21	8	6	10	2	10	2	3	19	1	6	0	1	0	3	118		
<i>Guests</i>	<b>20</b>	<b>6</b>	<b>21</b>	<b>8</b>	<b>6</b>	<b>10</b>	<b>2</b>	<b>10</b>	<b>2</b>	<b>3</b>	<b>19</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>		<b>118</b>	
<b>Sep</b>	13	3	11	5	5	57	1	1	2	2	21	1	48	0	0	0	31	201		
<i>Guests</i>	<b>13</b>	<b>3</b>	<b>11</b>	<b>5</b>	<b>5</b>	<b>57</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>21</b>	<b>1</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31</b>		<b>201</b>	
<b>Oct</b>	17	6	12	6	2	3	0	4	0	0	7	5	2	7	0	0	6	77		
<i>Guests</i>	<b>17</b>	<b>6</b>	<b>12</b>	<b>6</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>5</b>	<b>2</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>6</b>		<b>77</b>	
<b>Nov</b>	22	2	7	5	6	6	1	7	1	1	6	2	2	16	0	0	1	85		
<i>Guests</i>	<b>22</b>	<b>2</b>	<b>7</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>1</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>6</b>	<b>2</b>	<b>2</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>1</b>		<b>85</b>	
<b>Dec</b>	4	0	1	1	0	11	0	7	0	0	6	0	2	8	0	0	0	40		
<i>Guests</i>	<b>4</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>40</b>	
<b>Jan</b>	0	0	5	1	3	5	0	2	0	0	4	0	0	19	0	0	0	39		
<i>Guests</i>	<b>0</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>39</b>	
<b>Feb</b>																		0		
<i>Guests</i>																				<b>0</b>
<b>Mar</b>																		0		
<i>Guests</i>																				<b>0</b>
<b>Apr</b>																		0		
<i>Guests</i>																				<b>0</b>
<b>May</b>																		0		
<i>Guests</i>																				<b>0</b>
<b>Jun</b>																		0		
<i>Guests</i>																				<b>0</b>
Sessions	88	19	76	30	25	107	6	36	6	9	74	11	77	1	1	0	44	<b>661</b>		
<i>Guests</i>	<b>88</b>	<b>19</b>	<b>76</b>	<b>30</b>	<b>25</b>	<b>107</b>	<b>6</b>	<b>36</b>	<b>6</b>	<b>9</b>	<b>74</b>	<b>11</b>	<b>77</b>	<b>52</b>	<b>1</b>	<b>0</b>	<b>44</b>		<b>661</b>	

2021-2022 Fiscal Year					
	Hoopla		LinkedIn		
	Check-outs	New Users	Active Users	Logins	Total Video Views
July	1,446	374	86	28	684
August	1,508	366	94	32	666
September	1,375	309	99	24	330
October	1,302	358	104	25	446
November	1,437	376	119	24	380
December	1,405	37	119	26	702
January	1,543	45	119	26	903
February					
March					
April					
May					
June					
<b>FYTD Total</b>	<b>10,016</b>	<b>1,865</b>	<b>740</b>	<b>185</b>	<b>4,111</b>

2021-2022 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	7,471	1,909	670	10,050	80
August	7,982	1,794	689	10,465	87
September	7,139	1,536	609	9,284	80
October	7,181	1,661	649	8,842	78
November	7,156	1,614	724	8,770	71
December	7,429	1,757	835	9,186	95
January	7,915	2,007	791	9,922	89
February					
March					
April					
May					
June					
<b>FYTD Total</b>	<b>52,276</b>	<b>12,278</b>	<b>4,967</b>	<b>64,554</b>	<b>582</b>

### 2021-22FY iCube Appointments



Month	3D Prints	3D Scanner	8mm Converter	Adobe CC	Button Maker	Camera	Carvey	Creative Kits	Cricut	Dremel	Epson Flatbed	FastFoto	FormBox	Lasercut	Mug Press	Sewing Embroidery	Shirt Press	Sublimation	Vinyl Digital	VHS	Wacom
July	12	3	0	11	2	0	2	0	2	0	2	2	1	5	15	3	2	15	1	18	2
August	20	3	0	19	1	0	2	0	6	0	5	3	2	10	2	6	4	10	1	19	1
September	13	2	4	21	1	0	1	0	3	0	3	2	2	1	46	5	2	57	0	7	0
October	17	0	5	7	5	0	0	7	6	0	5	1	0	4	1	2	1	3	0	7	0
November	22	1	2	6	2	0	1	16	2	0	1	4	1	7	1	6	1	6	0	5	0
December	4	0	1	6	0	0	0	8	0	0	1	0	0	7	1	0	1	11	0	0	0
January	0	0	0	4	0	0	0	19	0	0	0	0	0	2	0	3	0	5	0	6	0

Meeting Room Rentals					
2020-2021 Fiscal Year			2021-2022 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	0	0	July	0	0
August	0	0	August	0	0
September	0	0	September	0	0
October	0	0	October	14	426
November	0	0	November	22	578
December	0	0	December	14	304
January	0	0	January	16	317
February	0	0	February		
March	0	0	March		
April	0	0	April		
May	0	0	May		
June	0	0	June		
FYTD	0	0	FYTD	66	1,625



## **Board Events/Marketing/Fundraising Committee by Trustee Dooley:**

Meeting held on 2/8/22

The committee continued to review the Marketing Plan and made a process for review of marketing looking through the DEI lens and curation of images to represent our Novi community. Dana will begin to make edits based on the committee's feedback. This was Trustee Yu's last meeting.

### **Events Attended by Trustees in January/February 2022:**

- Public Library Financial Management Seminar hosted by Library of Michigan – Trustee Bartlett, 2/8/22

Next meeting scheduled for: March 7, 2022

## **Board Building & Grounds Committee by Trustee Yu**

Meeting held via Zoom on Wednesday, February 9, 2022 at 11am  
Attendees: Torry Yu (Chair), Sreeny Cherukuri, Julie Farkas (Director)

**Technology Plan:** committee to review the current technology plan and it will be reviewed by Barb Rutkowski, Head of IT, at the next committee meeting.

### **Café:**

- Dana is our liaison with the café.
- Our current lease is up in August so the committee is being asked to review the current lease/agreement.
  - Julie has asked for a sales report from August to December 2021 to allow the committee to see how the café has been doing.
  - Due to the continued COVID pandemic, Julie is recommending to the committee that the Board renews the current contract for an additional 3 years, keeping at \$6,000/annually in rent from the café. It was discussed that it was worth keeping the café with a good name/service and its benefits to our community with including the Novi Transitions students in the café operations. The café has also dealt with other pandemic-related challenges, including additional closures and staffing changes.
- There was good momentum in November and December but fell in the New Year. The café has changed their hours to 10am to 5pm due to slower traffic in the morning and continuing to be available for the students after school, which is its main business.
- Looking to push catering opportunities with meeting room rentals resuming.

**Shared Services:** Trustee Cherukuri asked about shared service opportunities at the Board's budget meeting. Julie has looked at what opportunities there are and has done so in the past. An example would be looking at the snow removal contract with the City. The quote for the Library would have been \$27,000 where our current vendor only charges \$15,000. We will continue to look into opportunities for shared services.

**Energy Audit:** we are looking to engage with DTE for another energy audit, which was last done prior to the LED conversion project, to see if they have any additional recommendations for us. The energy audit is required for QSAC certification, which staff is currently working on.

### **Old Business:**

- **Server:** all the equipment that was ordered from the server failure from the summer has arrived and the vendor has been in to reconfigure the different ports. At this time, we are over 50% up and running.
- Barb is currently short a full-time Systems Administrator position. There have been good interviews conducted so far so it is hopeful that this position is filled very soon.

**Next Meeting:** this is Trustee Yu's last committee meeting with his term ending this month and not renewing. Julie will work with Trustee Cherukuri until additional committee appointments are made in May. The next meeting will be held on Thursday, March 10 at 3pm in-person at the Library to review the technology plan with Barb.

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Email To: Director Farkas, President Crawford, Library Board Trustees and Dr. Meadows  
Email From: Sharon Trumpy  
Date: 2/12/2022

Dear Director Farkas, President Crawford, Library Board Trustees and Dr. Meadows,

I wanted to draw your attention to this recent news story which is not just receiving local attention but has been covered by newspapers across the country including Miami, Kansas City, Phoenix and more. It is about the walk out staged by students after a substitute teacher directed the racist expression "cotton-pickin'" at a Black student at Farmington High School. These teens recognized the racism inherent in this phrase and reacted immediately to support their classmate and demand action against this substitute teacher. The school superintendent, instead of making excuses, acknowledged that this language is unacceptable and the substitute teacher was barred from serving in Farmington schools in the future.

Perhaps you will notice that the offensive phrase in question is one that your Diversity, Equity and Inclusion Chair has used and defended, even after being told by a Black trustee, Trustee Michener, as well Black community members and employees, that this is a racist expression. As you are aware, Trustee Cherukuri has publicly posted other bigoted and racist content such as referring to Vice President Kamala Harris as a "skank," and suggesting that Eric Garner's death at the hands of police was the mob "getting more than they asked for."

In contrast to the reaction in Farmington Hills, the Novi Library Board President has continued to defend Trustee Cherukuri, stating that everyone has offensive content on their social media and suggesting that the real problem is the community members who are calling out this racism. Despite numerous public comments and a community petition calling for Trustee Cherukuri's removal from the DEI committee, President Crawford continues to suggest that his behavior is somehow justified by the "big personalities" on the DEI Board committee. Instead of courageously condemning this racism, as the superintendent in Farmington Hills did, President Crawford has left the responsibility of DEI work solely on the shoulders of the staff and "indefinitely paused" the board DEI committee.

I hope that at the February Library Board meeting I will finally hear Trustee Cherukuri's racism condemned, the DEI board committee restarted, and the Novi Library Board finally stand behind the statement that you yourselves approved:

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 with 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.

Sharon Trumpy

<https://www.clickondetroit.com/news/local/2022/02/10/farmington-high-school-students-protest-after-substitute-teacher-uses-racist-phrase/>





## LIBRARY CLOSINGS 2022

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

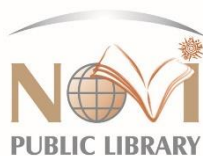
## LIBRARY BOARD MEETINGS

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

(Except Feb. 17th, July 21st – held third Thursday)

Nov. 16<sup>th</sup>, Dec. 21<sup>st</sup> – held the third Wednesday)

**H – Paid Holiday for Employee**



## Library Board Calendar

### 2022

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

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