



Agenda

Novi Public Library Board of Trustees--Regular Meeting
 Thursday, July 21, 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, Gurumurthy, Michener and Sturing
 Student Representatives – Abhay Kakarla and Rida Salim

Approval of Agenda.....1-4

Consent Agenda

1. Approve Minutes of: June 23, 20225-10
2. Approve Minutes of: July 9, 2022 – Board Retreat.....11-13
3. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#616) 16-18

Presentations

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

Public Comment

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

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

Reports

1. Student Representatives Report (Rida Salim, Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) – June 2022..... 19
 - A. Students will present their end of year report at the August 25th meeting
2. President's Report (Kathy Crawford)
 - A. 2022/2023 Library Board Goals 20-22
 - B. Board retreat photos.....23
3. Treasurer's Report (Sreeny Cherukuri)

A. Financial Report June 2022.....	24
B. 2021-2022 Library Budget Fund 268.....	25-27
C. 2021-2022 Contributed Fund Budget 269.....	28
D. Library Fund 268 Expenditure & Revenue Report as of June 30, 2022	29-31
E. Library Fund 269 Contributed Fund as of June 30, 2022	32
F. Balance Sheets for Funds 268 and 269 as of June 30, 2022	33-34
4. Director's Report (Julie Farkas)	35-47
A. Information Technology Report	47-49
B. Facilities Report	50
C. Information Services Report	51-58
D. Support Services Report	59-60
E. Library Usage Statistics.....	61-70
F. Friends of Novi Library Minutes	94-101
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: Sturing, Bartlett and Michener, Staff Liaison – Julie Farkas)
 - Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Dana Brataniec and Hillary Hentschel
 - **GOALS 2022-2023:**
 1. Continued review of public policies
 - As of July 16, 2022: Staff is currently reviewing: Collection Development Policies, Exhibits and Displays and Art Exhibits Policies

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
 (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)
 - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kirstin Abate and Kirsten Malzahn.
 - Meeting held: June 21st, HR Committee has finalized review of salary information and drafted a MEMO for the Library Board.....71-75
 - **GOALS 2022-2023:**
 1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
 2. Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.
 3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library.

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Cherukuri, Sturing, Staff Liaisons – Julie Farkas & Barbara Cook)

- Director Farkas and Barbara Cook had a meeting with Baldwin Library in Birmingham on July 7th to discuss their Trust and how it is managed.
 - Meetings held: July 13th and July 16th to review salary comparison information and review investment information.....76-77
 - **GOALS 2022-2023:**
 1. Review Financial Plan
 2. Library Endowment/Foundation investigation
 3. Salary Comparison and review; last done in 2018
4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
(Chair: Dooley, Bartlett, Gurumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec)
- No meeting held; events attended by Library Board Trustees78
 - **GOALS 2022-2023:**
 1. Continuing support with Friends of Library; more board presence at their events
 2. Marketing Plan Update
 3. Marketing efforts put in place for the Strategic Plan
5. **Strategic Planning Committee:**
(Chair: Bartlett, Dooley, Gurumurthy, Staff Liaison – Julie Farkas).
- Strategic Plan RFP was sent out Wednesday, June 29th; Last date for questions was July 11th; Bid Opening is Thursday, July 21st at 3:00pm at City of Novi.
6. **Building & Grounds Committee:**
(Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)
- RFP for Air-conditioning unit was sent out on July 8th; Mandatory Pre-proposal meeting & walk-through is scheduled for July 20th; Last date for questions is July 27th; Bid opening is Thursday, August 4th at 2:00pm at City of Novi.
 - **GOALS 2022-2023:**
 1. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
 2. Review NPL's current Technology Plan
7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
(Chair: Michener, Bartlett, Sturing, Staff Liaison – Julie Farkas)
- No meeting; no report.
 - **GOAL 2022-2023:**
 1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed.
8. **DEI: Diversity, Equity and Inclusion Committee**
(Chair: Dooley, Michener, Gurumurthy, Staff Liaisons – Julie Farkas & Nicole Williams)
- Meeting held on July 6th 78-79
 - Next meeting: August 9th
 - **GOALS 2022-2023:**
 1. Recommend All Board Trustees – Attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person).
 2. Assist in launching the DEI Scorecard for NPL
 3. Bring forth recommendations that amplify DEI in NPL Strategic Planning

Matters for Library Board Action

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

Communications

- 1. None

Closed Session

- 1. None

Motion to Adjourn into Closed Session

Adjournment

Supplemental Information

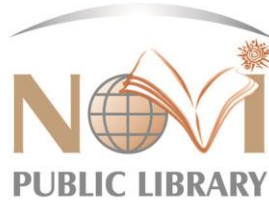
- Library Closings 2022 and 2023 102-103
- Library Board Calendar 2022.....104

2022 Future Events:

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

Inform. Inspire. Include.

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



**Library Board or Trustees – Regular Meeting
MINUTES
June 23, 2022
7 PM
City of Novi – City Council Chambers**

Draft

Call to Order by President Kathy Crawford

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Brian Bartlett

Library Board – 6 Board members were recorded present

Kathy Crawford, President
Kat Dooley, Vice- President
Brian Bartlett, Secretary
Tara Michener, Board Member
Mark Sturing, Board Member
Priya Gurumurthy, Board Member
Sreeny Cherukuri, Treasurer – Absent/Excused

Student Representatives

Abhay Kakarla
Rida Salim – Absent/Excused

Library Staff

Julie Farkas, Director

Legal Counsel

Joellen Shortley, Attorney - Rosati, Shultz, Joppich, Amtsbuechler

Approval of Agenda

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

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

Motion passes – 6-0

Consent Agenda

- 1. Approve Minutes of: May 26, 20225-11
- 2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#614).....12-14

Motion: To Approve the Consent agenda as documented.

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

Motion passes – 6-0

Presentations

- 1. Summer Reading Presentation by Danielle Mazur, Information Services Librarian – Oceans of Possibilities a summer reading program for ALL ages

Director Farkas - Presented the “Oceans of Possibility” program for all ages. The program in its two weeks already has 1,300 registered participants, who have 7,300 books that have been logged as being read. Also highlighted were the sponsors of the program who are included in the marketing brochure.

- 2. DAYN (Dear Asian Youth of Novi) program recognition: Shannon O’Leary, International Language Librarian, Hana Thornson (Chapter Co-Lead), Mina Chung (Secretary)

Shannon O’Leary, Kristen Mrozek and Hana Thornson presented the results of the program. The program was a successful partnership between the Library, School Faculty members and Students that initiated a great response and involvement from the Asian Youth within Novi. Shannon O’Leary discussed the initiative and work put forth by DAYN. Kristen Mrozek, a teacher recruited to this effort, talked about the work, effort, and dedicated hours the DAYN students put into this effort. She discussed the pride and effort of the students. Hana Thornson, DAYN founding member, thanked the library and faculty for their support and discussed the importance of this event to Asian Youth in Novi.

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.

No Public Comment

Reports

- 1. Student Representatives Report (Rida Salim, Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) – May 2022 18
- 2. Teen Space Annual Report by Yolanda Hockaday-Dennis.....19-21
- 3. President's Report (Kathy Crawford)

A. 2022/2023 Library Board Goals – updated as of June 18, 2022 based on committee and staff management input.....	22-24
4. Treasurer's Report (Sreeny Cherukuri)	
A. Financial Report May 2022.....	25
B. 2021-2022 Library Budget Fund 268.....	26-28
C. 2021-2022 Contributed Fund Budget 269.....	29
D. Library Fund 268 Expenditure & Revenue Report as of May 31, 2022	30-32
E. Library Fund 269 Contributed Fund as of May 31, 2022	33
F. Balance Sheets for Funds 268 and 269 as of May 31, 2022	34-35
5. Director's Report (Julie Farkas)	
A. Information Technology Report	46-47
B. Facilities Report.....	47-48
C. Information Services Report	N/A
D. Support Services Report	49
E. Library Usage Statistics.....	50-57
F. Friends of Novi Library – May 11, 22 Minutes, June 8, 2022 Agenda	58-61
G. City of Novi Historical Commission –Minutes, May 18, 2022 Agenda.....	62-63

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.

Jason Michener, Harrier Place, Novi, MI

Discussed the positive nature of this meeting including the recent Juneteenth and Asian events at the library.

Committee Reports

1. **Policy Committee:** Review current public policies for the Library

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

· Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Dana Brataniec and Hillary Hentschel

· **GOALS 2022-2023:**

1. Continued review of public policies

· As of June 18, 2022: Staff is currently reviewing: Collection Development Policies, Exhibits and Displays and Art Exhibits Policies

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

· Next meeting: June 21, 2022; reviewing salary comparison data and HR Rules of Conduct Policy based on DEI Board Committee review/recommendations

GOALS 2022-2023:

1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth

- 2. Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.
- 3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library.

3. Finance Committee: Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Cherukuri, Sturing, Staff Liaisons – Julie Farkas & Barbara Cook) · Meeting held: June 6, 2022

GOALS 2022-2023:

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

4. Events/Marketing/Fundraising Committee: Outreach opportunities (Chair: Dooley, Bartlett, Gurumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec) · Meeting held: June 13, 2022.....64

GOALS 2022-2023:

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

5. Strategic Planning Committee:

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

· No meeting; No report.

· Meeting held: May 24, 2022 – reviewed the RFP for Strategic Planning; draft sent to full board on 6/13/22 for review.

Draft RFP for Strategic Plan.....65-68

6. Building & Grounds Committee:

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

· No meeting held. Barb Rutkowski is putting together specs for server room AC unit needs, phone contract draft is being reviewed by vendor, parking lot quote accepted for maintenance work to be done on August 12, 2022 during In-Service closures

GOALS 2022-2023:

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

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

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

· No meeting; no report.

GOAL 2022-2023:

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

8. DEI: Diversity, Equity and Inclusion Committee

(Chair: Dooley, Michener, Gurumurthy, Staff Liaisons – Julie Farkas & Nicole Williams) · Meeting held on May 2, 2022.....69

Next meeting: June 1, 2022

GOALS 2022-2023:

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

Matters for Library Board Action

1. Approve the Strategic Planning RFP draft

Trustee Michener: Likes the idea of an outside group being involved with the strategic plan. Wants to be sure that the chosen vendor is very familiar with libraries. Stressed that the board needs to be actively involved with the process and the community needs to be involved and consulted with the process.

Trustee Sturing: Wants clarification on the dates that would be filled in on the proposal.

Director Farkas: Discussed the dates at the end of the document that would be the targets provided it gets approved by the board tonight.

Trustee Bartlett: Focused the board on section F which lists the requirements for vendor selection. It is a very comprehensive list by which the board will select a vendor.

Motion: To Approve the Strategic Plan RFP for the Novi Library

Motion – Trustee Dooley

2nd – Trustee Gurumurthy

Motion Passes: 6-0

2. Approve the 2023 Calendar for Library Closings

Trustee Sturing: Asked about the weekend closing dates that were listed

Director Farkas: Due to the way Christmas falls, these are weekend dates of anticipated low volume that are requested to close the library.

Trustee Bartlett: Will amend the motion to include the weekend days as off days.

Trustee Gurumurthy: Agrees with the modification

Motion: Approve the 2023 Calendar for Library Closings with December 23rd and December 30th as closures

Motion – Trustee Bartlett

2nd – Trustee Gurumurthy

Motion Passes: 6-0

3. Approve a rain date closure of the library building for parking lot maintenance on Friday, August 19th; staff will be on site working in the building

Director Farkas: This is a contingency date in case of bad weather. Maintenance will occur on August 12th if the weather cooperates.

Motion: Approve a rain date closure of the library building for parking lot maintenance on Friday, August 19th; staff will be on site working in the building

Motion – Trustee Michener
2nd – Trustee Sturing

Motion Passes: 6-0

Communications

1. None

Closed Session

Motion: To Move into closed session for the purpose of discussion Library Director's annual review.

Motion – Trustee Michener
2nd – Trustee Dooley

Motion Passes: 6-0

Return from Closed Session

Motion: Approval of the Library Director's annual increase of 3%.

Motion – Trustee Michener
2nd – Trustee Gurumurthy

Motion Passes: 6-0

Adjournment

Motion: Motion to Adjourn at 9:14 PM

Motion- Trustee Michener
2nd-Trustee Sturing

Motion Passes – 6-0

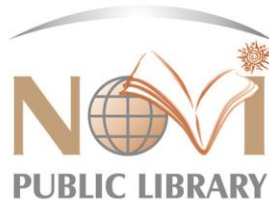
Adjournment

Supplemental Information

Library Board Calendar 2022.....	73
Library Closings 2022	74

2022 Future Events:

- 7/4/22: Library CLOSED
- 7/13/22: Friends of Library Board Annual Meeting @ 7pm, Novi Library · 7/20/22: City of Novi Historical Commission Meeting @ 7pm, Novi Library · 7/21/22: Library Board of Trustees Meeting @ 7pm, Novi Library (date/location change approved)



**Library Board or Trustees – Retreat
Final Draft - MINUTES
July 9, 2022
7 PM
Lakeshore Park – Novi Michigan**

Final Minutes

Call to Order by President Kathy Crawford

City Council Chambers

Called to order by President Kathy Crawford at 10:55 AM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Brian Bartlett

Library Board – 5 Board members were recorded present

- Kathy Crawford, President
- Kat Dooley, Vice- President
- Brian Bartlett, Secretary
- Tara Michener, Board Member
- Mark Sturing, Board Member
- Priya Gurumurthy, Absent
- Sreeny Cherukuri, Treasurer – Absent

Library Staff

Julie Farkas, Director

Note: Prior to the formal meeting the board was provided a demonstration of the Lake Shore Automated lending library including.

- A discussion of replenishment, logistics, and operation of the system
- A demonstration of a book check out
- A demonstration of a book return
- Discussion of the usage and statistics

Approval of Agenda

Motion: To Approve the Retreat Agenda / Training session Agenda.
Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Michener

Motion passes – 5-0

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.

No Public Comment

Training Session: - Janet Tyler, Facilitator, True Depth

Janet Tyler is the President of True Depth, an executive coaching and management consulting firm located in Novi, Michigan. She is a certified executive coach, helping companies nationwide achieve the growth that matters to them most. Her areas of expertise are leadership development, executive and team coaching, and strategic planning. Janet is a public speaker known for her talks on leadership, stress management, conflict resolution in the workplace, and achieving business growth. Currently, she is working with leaders from Sony Entertainment, AB InBev, Workday, Salesforce, Ford, Credit Karma, and Deloitte. She holds a Bachelor of Arts and Masters' degrees in Organizational Communication from Eastern Michigan University.

Ms. Tyler led a coaching session focusing on the following structure:

Direction – The goals and objectives of the board

Alignment – How the board and its structure is designed to achieve those goals

Commitment – The dedication of each individual board member to the goals and purpose of the board

Key take aways and notes from the session:

Intentions of board members expectations for today's session: (Shared love of Novi and the Library)

- **Sense of unity, cooperation, togetherness**
- **High energy collaboration**
- **Positive**
- **Inclusive**
- **Good treats**
- **Laid the foundation for tough decisions and conversations in the future**
- **Understand one another better**
- **Future meetings – guardrails**

What board members considered their skill sets within the board. Discussion between members with examples in application.

- **Tara – Industry expert**
- **Kathy – Optimism**
- **Mark – Determination and Cooperation**
- **Brian – Negotiation, meeting objectives and planning**
- **Kat – Solutions driven, Collaborative**
- **Julie – Planning and Connector to the Community**

What a meeting should include to maximize the boards effectiveness and efficiency.

- **Clear agendas**
- **Attendance – punctuality**
- **Spirit of collaboration/cooperation**
- **Effective listening**
- **Preparation by members**
- **Knowledge of subject matter**
- **Mutual respect for one another**
- **Open-mindedness**
- **Culture of inclusivity**
- **Attention to meeting project and committee deadlines**

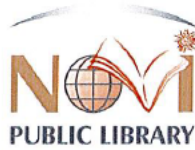
Board member reflections

Each board member indicated that the day was very productive.

Adjournment

Motion: Motion to Adjourn at 12:50 PM
Motion- Trustee Michener
2nd-Trustee Sturing

Motion Passes – 5-0 – (Consensus – non roll call vote)



Library Board Retreat
Saturday, July 9, 2022
11:00am – 1:00pm
Lakeshore Park – Dodge Room
AGENDA

**** 10:30am – Eva Sabolcik, Supervisor – Support Services, Lakeshore Lending Library Overview**

1. Call to Order- Kathy Crawford, President

2. Roll Call – Brian Bartlett

Brian Bartlett, Sreeny Cherukuri, Kathy Crawford, Kat Dooley, Priya Gurumurthy, Tara Michener, Mark Sturing

3. Pledge of Allegiance

4. Approval and Overview of Agenda

5. Welcome by Kathy Crawford, President - vision for the day

6. Public Comment

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three (3) minute time limit. This is not a question-answer session, therefore, Library Board members will not respond to questions. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees.

DISCLAIMER: Audiovisual presentations are welcome. To insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting.

7. Introduction by Kathy Crawford - Janet Tyler, Facilitator, True Depth

Janet Tyler is the President of True Depth, an executive coaching and management consulting firm located in Novi, Michigan. She is a certified executive coach, helping companies nationwide achieve the growth that matters to them most. Her areas of expertise are leadership development, executive and team coaching, and strategic planning. Janet is a public speaker known for her talks on leadership, stress management, conflict resolution in the workplace, and achieving business growth. Currently, she is working with leaders from Sony Entertainment, AB InBev, Workday, Salesforce, Ford, Credit Karma, and Deloitte. She holds a Bachelor of Arts and Masters' degrees in Organizational Communication from Eastern Michigan University.

8. Board member reflections

9. Adjourn



Janet Tyler

Founder: [True Depth](#)
LinkedIn: [Janet Tyler](#)
Twitter: [@janet_tyler](#)

Janet Tyler has built a highly successful career by helping others create their own success stories – as individual executives, entrepreneurial startups, nonprofits, or large-scale corporations. Janet is the President of True Depth, an executive coaching and management consulting firm located in Novi, Michigan, specializing in technology and professional services companies.

Janet has a strong track record for growing successful companies, making them award-winning places to work where culture, leadership, and talent development thrive. Today, she is a certified executive coach, helping companies nationwide achieve the growth that matters to them most. Her areas of expertise are leadership development, executive and team coaching, and strategic planning. Janet is a public speaker known for her talks on leadership, stress management, conflict resolution in the workplace, and achieving business growth. She’s also an expert storyteller and presentation coach to many clients. Currently, she is working with leaders from Sony Entertainment, AB InBev, Workday, Salesforce, Ford, Credit Karma, and Deloitte.

Before launching True Depth, Janet served as Chief Operating Officer for technology consultancy Red Level. There she oversaw the company’s marketing, communications, and human resources initiatives, provided strategic guidance to the CEO, and managed daily business operations. She also formed and led strategic partnerships with Microsoft, Dell EMC, and Ingram Micro. Janet helped accelerate the firm’s strong growth trajectory by modifying its market positioning and aggressively broadening awareness of its products and services. During her three-year tenure with the company, it grew more than 50 percent and was named as one of Crain’s Detroit “Cool Places to Work.”

Janet joined Red Level following a fourteen-year track record of success as Co-founder, President, and Co-CEO of Airfoil, a marketing and public relations firm focused on the technology sector. At Airfoil, Janet was instrumental in guiding the company to a dominant position within its niche, spearheading its expansion into Silicon Valley and leading the company from startup stage to a national, top-ranked technology marketing agency. At Airfoil, Janet led the Microsoft, PayPal, LinkedIn, and eBay accounts and various other early-to-mid-stage companies. She also led the firm’s expansion into global markets through affiliate partnerships in London and Shanghai. Under her leadership, Airfoil was named an Advertising Age “Best Places to Work,” Holmes Report (now PProvoke) “Technology Agency of the Year,” and received the industry’s highest honor, a PRSA Silver Anvil for her work with Microsoft. Janet is also a PRWeek “40 Under 40” honoree.

She has received Bachelor of Arts and Masters’ degrees in Organizational Communication from Eastern Michigan University. She is an active member of the Novi Rotary Club, serving on the board and contributing to youth services outreach. She and her family make their home in Northville, Michigan.

Warrant 616	268 Accounts	July 2022	
Payable to	Invoice #	Account number	Amount
Quill		268-000.00-727.000	\$ 973.59
Stamps .com		268-000.00-728.000	\$ 117.99
Adobe		268-000.00-734.000	\$ 719.76
Oculus	Virtual Reality	268-000.00-734.000	\$ 39.96
Patron Point	Subscription	268-000.00-734.000	\$ 8,000.00
Tech Logic		268-000.00-734.000	\$ 2,809.00
Amazon		268-000.00-734.500	\$ 27.98
Dymaxion		268-000.00-734.500	\$ 312.00
Tech Logic		268-000.00-734.500	\$ 1,467.50
Amazon	labels	268-000.00-740.000	\$ 87.44
Amazon		268-000.00-742.000	\$ 11,019.14
Brodart		268-000.00-742.000	\$ 13,076.82
Gale/Cengage		268-000.00-742.000	\$ 57.58
Amazon		268-000.00-742.010	\$ 261.49
Barnes Nobles		268-000.00-742.010	\$ 253.11
Brodart		268-000.00-742.010	\$ 106.81
Midwest Tape		268-000.00-742.010	\$ 231.62
Manchester		268-000.00-742.100	\$ 28.00
Library Ideas	VOX	268-000.00-744.000	\$ 443.50
Midwest Tape		268-000.00-744.000	\$ 709.80
Overdrive		268-000.00-744.000	\$ 4,732.93
Amazon		268-000.00-745.200	\$ 2,294.03
Baker & Taylor		268-000.00-745.200	\$ 1,618.42
Midwest Tape		268-000.00-745.200	\$ 1,421.53
Jo-Ann Stores	Creative Bug	268-000.00-745.300	\$ 1,250.00
Linked In	linked in learning	268-000.00-745.300	\$ 13,125.00
Midwest Collaborative	Morningstar	268-000.00-745.300	\$ 2,916.90
Spectrum Ent.		268-000.00-801.925	\$ 69.65
Bank Services Charges		268-000.00-802.100	\$ 514.70
Foster Swift		268-000.00-806.000	\$ 472.50
MLA	membership; librarians & trustees	268-000.00-809.000	\$ 3,002.75
Midwest Coll.	Membership	268-000.00-809.000	\$ 250.00
Reforma	Membership	268-000.00-809.000	\$ 100.00
RNA		268-000.00-817.000	\$ 7,548.70
AT&T		268-000.00-851.000	\$ 576.10
T-Mobile		268-000.00-851.000	\$ 826.02

Telnet		268-000.00-851.000	\$ 426.52
Library Network		268-000.00-855.000	\$ 1,499.58
Amazon		268-000.00-880.000	\$ 99.99
Alex Delvecchio		268-000.00-880.000	\$ 148.05
Muni web	June 2022	268-000.00-880.000	\$ 417.00
Novi Schools Café		268-000.00-880.000	\$ 207.50
Amazon		268-000.00-880.268	\$ 206.78
Global	poster paper	268-000.00-880.268	\$ 160.99
KSCPP		268-000.00-880.268	\$ 455.00
Motion Picture License		268-000.00-880.268	\$ 312.96
Noah's Ark		268-000.00-880.268	\$ 394.70
Phoenix Free running	July 26, 2022	268-000.00-880.268	\$ 350.00
Sam's Club		268-000.00-880.268	\$ 17.96
Target		268-000.00-880.268	\$ 360.00
Millennium Business		268-000.00-900.000	\$ 1,426.37
Consumers Energy		268-000.00-921.000	\$ 645.42
DTE		268-000.00-922.000	\$ 9,677.87
Adventure Window		268-000.00-934.000	\$ 2,100.00
Allied Building		268-000.00-934.000	\$ 5,716.50
Allied Eagle		268-000.00-934.000	\$ 1,294.60
Boynton		268-000.00-934.000	\$ 600.00
Cintas		268-000.00-934.000	\$ 595.18
Dalton		268-000.00-934.000	\$ 2,800.00
Enerco	boiler testing	268-000.00-934.000	\$ 277.00
Home Depot		268-000.00-934.000	\$ 59.32
Knight Watch		268-000.00-934.000	\$ 263.80
LaForce		268-000.00-934.000	\$ 378.00
North Star		268-000.00-934.000	\$ 210.76
Sanitor		268-000.00-934.000	\$ 190.86
Schindler		268-000.00-934.000	\$ 1,992.00
Stanley Steamer	floors, lobby, bathroom	268-000.00-934.000	\$ 2,058.00
Home Depot		268-000.00-941.000	\$ 17.96
Home Depot		268-000.00-941.000	\$ 14.55
SCA		268-000.00-941.000	\$ 164.68
Millennium Business		268-000.00-942.000	\$ 1,301.88
Corrigan	June 2022	268-000.00-942.100	\$ 24.95
ABWA		268-000.00-956.000	\$ 5.00
Brush, Emily		268-000.00-956.000	\$ 25.86
Farkas, Julie		268-000.00-956.000	\$ 374.40
MI Library Association		268-000.00-956.000	\$ 25.00
Novi Chamber		268-000.00-956.000	\$ 10.00

Tech Soup	HP Pro Desk Mini PC	268-000.00-986.000	\$ 8,257.40
Petty Cash (postage)		268-000.00-728.000	\$ 18.45
Petty Cash (program)		268-000.00-880.268	\$ 8.00
TOTAL			\$127,053.16

Warrant 616	269 Accounts	July 2022	
Payable to	Invoice #	Account number	Account total
Amazon	Lost Railway Journeys; book donation	269-000.00-742.230	\$ 21.98
Amazon	Locomotives; book donation	269-000.00-742.230	\$ 51.98
Amazon	Prohibition; book donation	269-000.00-742.230	\$ 39.36
TOTAL			\$ 113.32

June 2022 Library Board Student Representative Report

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

Tween and Teen Library Programs:

The Tail Waggin' Reading Buddies program was held on June 22. 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 = 6)

The Summer Reading Kickoff program was held on June 28. Guests dove into our Summer Reading Program with Mad Science of Detroit! Guests learned about the science of sea life and the many amazing creatures that call the ocean their home. They learned how different ocean animals have adapted to move through the water and how sharks and whales measure up. From microscopic plankton to enormous whales, from coral reefs to deep-sea trenches, we explored the amazing diversity of marine life! (Attendance = 146)

Teen Space Update:

During June 2022, there were 80 guests who visited Teen Space. Teen Space ended on June 9th due to the end of the school year.

Teen Advisory Board (TAB) Update:

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

Upcoming Programs:

- Grab and Go Mystery Kit - August 20
- Tail Waggin' Reading Buddies - August 24
- Grades K-12 Summer Reading Finale Parties at Paradise Park - August 24 and 25

Teen Stop Featured Display:

The June Teen Stop featured young adult fiction and graphic novels in recognition of LGBTQ+ Pride Month in June.



LIBRARY GOALS 2022-2023

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

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

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

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

HUMAN RESOURCES	STATUS
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.	
4. Onboarding process for new board members	
<ul style="list-style-type: none"> • DEI Staff Training 	
<ul style="list-style-type: none"> • Connecting with organizations, groups, businesses to improve DEI relations 	
<ul style="list-style-type: none"> • COVID related needs; concerns 	
<ul style="list-style-type: none"> • Remote work opportunities 	
<ul style="list-style-type: none"> • Review of employee benefits 	
<ul style="list-style-type: none"> • Use of volunteers 	
<ul style="list-style-type: none"> • Performance Review form updates (July 2022) 	
<ul style="list-style-type: none"> • Salary comparison/review (last done 2018) 	
<ul style="list-style-type: none"> • HR Plan 	

MARKETING, EVENTS & FUNDRAISING	STATUS
1. Continuing support with Friends of Library; more board presence at their events.	
2: Marketing efforts put in place for the Strategic Plan	
3. Marketing Plan update	
<ul style="list-style-type: none"> • Lending Library – 1 yr. assessment 	Ongoing
<ul style="list-style-type: none"> • NPL @ Your Door (Mail Service) 	Ongoing
<ul style="list-style-type: none"> • Library App upgrade 	
<ul style="list-style-type: none"> • Annual Report (Nov 2022) 	
<ul style="list-style-type: none"> • Strategic Plan (July 2023) 	

POLICY	STATUS
1. Continual review and approval of library policies specific to public use of the Library.	
<ul style="list-style-type: none"> • Customer Service initiatives 	
<ul style="list-style-type: none"> • Fine Free status (cont. July 2022- June 2023) 	
<ul style="list-style-type: none"> • Friends Memorandum of 	

STRATEGIC PLANNING	STATUS
1. RFP for a Strategic Planning Consultant to develop the next 3-5 year plan for NPL (2023-2028)	
2. Strategic Planning development for NPL (Fall 2022 – Spring 2023)	
<ul style="list-style-type: none"> • QSAC (Quality Services Audit Checklist) accreditation with Library of Michigan 	
<ul style="list-style-type: none"> • Updated Marketing, Technology and 	
<ul style="list-style-type: none"> • DEI opportunities 	

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

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

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

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

Photos from Library Board Retreat on July 9, 2022



Financial Report for June 2022

Approved Budget for Fund 268 Fiscal Year 2021-2022 (4th Qtr. Amend)

TOTAL REVENUES	\$3,313,083
TOTAL EXPENDITURES	\$3,414,675
NET OF REVENUES & EXPENDITURES	(\$101,592)

Approved budget for Fund 269 Fiscal Year 2021-2022 (4th Qtr. Amend)

TOTAL REVENUES	\$11,749
TOTAL EXPENDITURES	\$57,420
NET OF REVENUES & EXPENDITURES	(\$45,671)

Revenue & Expenditure Report for Fund 268

	YTD May 31, 2022	YTD Jun 30, 2022	Difference
TOTAL REVENUES	\$ 3,283,369	\$3,302,007	\$18,638
TOTAL EXPENDITURES	\$ 2,771,562	\$3,067,281	\$295,719
NET OF REVENUES & EXPENDITURES	\$511,807	\$234,726	

Revenue & Expenditure Report for Fund 269

	YTD May 31, 2022	YTD Jun 30, 2022	Difference
TOTAL REVENUES	(\$19,546)	(\$4,732)	*(\$14,814)
TOTAL EXPENDITURES	\$27,240	\$27,947	\$707
NET OF REVENUES & EXPENDITURES	(\$46,786)	(\$32,679)	

*difference in revenue accumulation due to offset of investment account 269-664.500

Balance Sheet Report as of June 30, 2022

The ending fund balance for Fund 268 is
\$2,730,039.15

The ending fund balance for Fund 269 is \$1,662,975.32

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

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

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

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

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

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

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

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

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

07/10/2022 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 06/30/2022										
% Fiscal Year Completed: 100.00										
		END BAL	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BAL	AVAIL	
		06/30/2021	ORIGINAL	2021-22	APR2022	MAY 2022	JUN 2022	06/30/2022	BAL	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD 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	3,081,793.00	0.00	0.00	0.00	3,081,796.39	(3.39)	100.00
268-000.00-403.001	Property Tax Revenue- County Chargeback	6,323.24	2,000.00	664.00	6.44	9.16	49.44	722.25	(58.25)	108.77
268-000.00-403.002	Property Tax Rev - Tax Tribunal Accr	900.00	0.00	0.00	0.00	0.00	(1,000.00)	(1,000.00)	1,000.00	100.00
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(276.15)	(295.00)	(60.00)	0.00	0.00	0.00	(59.74)	(0.26)	99.57
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(6,071.40)	(10,624.00)	(7,283.00)	0.00	0.00	0.00	(7,282.79)	(0.21)	100.00
268-000.00-403.008	Property Tax Revenue - CIA Cap 2018	(13,183.71)	(24,967.00)	(15,038.00)	0.00	0.00	0.00	(15,037.43)	(0.57)	100.00
268-000.00-418.000	PPT Reimbursement	0.00	0.00	2,055.00	0.00	0.00	0.00	0.00	2,055.00	0.00
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(8,038.90)	(4,900.00)	(4,649.00)	0.00	0.00	0.00	(4,648.79)	(0.21)	100.00
Property tax revenue		2,938,711.83	2,966,672.00	3,057,482.00	6.44	9.16	(950.56)	3,054,489.89	2,992.11	99.90
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	56,619.00	0.00	32,403.32	0.00	56,619.13	(0.13)	100.00
268-000.00-573.000	State Grants - Local Comm Stab Share	0.00	0.00	0.00	0.00	0.00	3,912.41	5,968.34	(5,968.34)	100.00
State sources		46,164.52	33,000.00	56,619.00	0.00	32,403.32	3,912.41	62,587.47	(5,968.47)	110.54
Other revenue										
268-000.00-633.100	Insurance Reimbursement	0.00	0.00	89,231.00	0.00	0.00	0.00	89,230.69	0.31	100.00
268-000.00-665.000	Miscellaneous income	1,063.43	5,000.00	6,000.00	878.84	718.99	667.30	7,121.82	(1,121.82)	118.70
268-000.00-665.100	Copier	1,700.20	1,000.00	85.00	0.00	0.00	0.00	84.41	0.59	99.31
268-000.00-665.290	Library fund raising revenue	11,243.58	4,000.00	9,807.00	1,549.98	972.54	1,504.23	12,049.53	(2,242.53)	122.87
268-000.00-665.300	Meeting room	0.00	25,000.00	14,113.00	1,752.53	3,668.67	3,484.71	18,532.37	(4,419.37)	131.31
268-000.00-665.404	Novi Township assessment	6,847.00	7,000.00	6,970.00	0.00	0.00	0.00	6,970.00	0.00	100.00
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	132,206.00	4,181.35	5,360.20	5,656.24	139,988.82	(7,782.82)	105.89
Fines and forfeitures										
268-000.00-657.000	Library book fines	10,924.57	48,000.00	8,000.00	629.05	560.42	656.72	8,720.61	(720.61)	109.01
268-000.00-658.000	State penal fines	95,366.51	95,000.00	97,776.00	0.00	13.50	0.00	97,789.47	(13.47)	100.01
Fines and forfeitures		106,291.08	143,000.00	105,776.00	629.05	573.92	656.72	106,510.08	(734.08)	100.69
Interest income										
268-000.00-664.000	Interest on investments	47,949.82	40,000.00	40,000.00	4,233.14	4,085.17	0.00	40,390.20	(390.20)	100.98
268-000.00-664.500	Unrealized gain (loss) on investments	(7,827.98)	10,000.00	(80,000.00)	(22,021.34)	5,202.26	0.00	(102,994.12)	22,994.12	128.74
Interest income		40,121.84	50,000.00	(40,000.00)	(17,788.20)	9,287.43	0.00	(62,603.92)	22,603.92	156.51
Donations										
268-000.00-665.289	Adult programs	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.400	Gifts and donations	933.91	1,500.00	1,000.00	0.30	1.12	50.11	1,035.04	(35.04)	103.50
Donations		933.91	3,500.00	1,000.00	0.30	1.12	50.11	1,035.04	(35.04)	103.50

		END BAL	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BAL	AVAIL	
		06/30/2021	ORIGINAL	2021-22	APR2022	MAY 2022	JUN 2022	06/30/2022	BAL	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD 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	963,688.00	72,371.68	74,294.91	112,022.79	918,598.65	45,089.35	95.32
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	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
268-000.00-705.000	Temporary salaries	591,926.47	725,000.00	690,827.00	47,062.53	46,323.76	68,642.86	616,270.59	74,556.41	89.21
268-000.00-706.000	Overtime	111.61	500.00	1,500.00	0.00	0.00	0.00	802.33	697.67	53.49
268-000.00-715.000	Social security	116,389.90	132,000.00	130,000.00	8,969.75	9,085.51	13,635.29	115,219.86	14,780.14	88.63
268-000.00-716.000	Insurance	195,996.64	193,000.00	190,000.00	18,432.17	18,149.18	17,476.18	208,070.24	(18,070.24)	109.51
268-000.00-716.200	HSA - employer contribution	6,125.00	6,300.00	6,300.00	0.00	0.00	87.50	2,625.00	3,675.00	41.67
268-000.00-716.999	Insurance - Employee Reimbursement	(36,361.13)	(37,800.00)	(37,800.00)	(2,736.96)	(2,736.96)	(3,319.44)	(35,695.66)	(2,104.34)	94.43
268-000.00-718.000	Pension - DB Normal Cost	6,012.00	8,100.00	8,100.00	513.00	513.00	513.00	6,156.00	1,944.00	76.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	43,224.00	53,300.00	58,405.00	4,867.00	4,867.00	4,867.00	58,404.00	1.00	100.00
268-000.00-718.200	Pension - defined contribution	25,156.99	45,900.00	38,895.00	3,469.27	3,572.66	5,393.81	30,523.66	8,371.34	78.48
268-000.00-719.000	Unemployment insurance	3,008.04	1,500.00	1,500.00	0.00	0.00	0.00	91.64	1,408.36	6.11
268-000.00-720.000	Workers compensation	2,666.03	2,700.00	1,800.00	144.30	111.13	72.76	1,686.71	113.29	93.71
Personnel services		1,913,304.91	2,121,000.00	2,058,215.00	153,092.74	154,180.19	219,391.75	1,922,753.02	135,461.98	93.42
Supplies										
268-000.00-727.000	Office supplies	11,488.89	18,000.00	14,850.00	529.58	2,376.31	0.00	12,592.37	2,257.63	84.80
268-000.00-728.000	Postage	167.35	2,000.00	500.00	118.67	117.99	0.00	352.07	147.93	70.41
268-000.00-734.000	Computer supplies, software & licensing	39,983.56	73,000.00	73,000.00	2,505.00	1,111.53	0.00	55,332.07	17,667.93	75.80
268-000.00-734.500	Computer supplies/equipment	7,088.93	24,300.00	133,531.00	650.61	2,196.74	3,498.00	108,858.46	24,672.54	81.52
268-000.00-740.000	Operating supplies	22,919.43	30,500.00	20,000.00	3.03	4,632.81	0.00	8,727.27	11,272.73	43.64
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	5,000.00	5,000.00	700.00	0.00	0.00	700.00	4,300.00	14.00
268-000.00-741.000	Supplies - Uniforms	0.00	300.00	450.00	0.00	0.00	0.00	422.00	28.00	93.78
268-000.00-742.000	Library books	183,651.77	203,000.00	196,500.00	14,978.58	21,463.92	8,402.25	168,628.02	27,871.98	85.82
268-000.00-742.010	Library Books - Lending	18,677.92	20,000.00	17,000.00	1,439.64	1,258.13	7.14	13,383.28	3,616.72	78.73
268-000.00-742.100	Library Books - Fines	265.28	1,000.00	1,000.00	0.00	36.93	0.00	644.48	355.52	64.45
268-000.00-743.000	Library periodicals	20,076.93	24,000.00	24,000.00	0.00	(22.34)	0.00	22,471.42	1,528.58	93.63
268-000.00-744.000	Audio visual materials	131,158.96	129,000.00	129,000.00	3,271.00	32,641.28	986.36	123,535.67	5,464.33	95.76
268-000.00-745.200	Electronic media	47,025.96	46,900.00	46,900.00	1,550.72	7,497.30	2,174.26	39,859.74	7,040.26	84.99
268-000.00-745.300	Electronic resources (CD rom materials)	63,936.47	70,000.00	70,000.00	0.00	0.00	0.00	65,243.18	4,756.82	93.20
Supplies		546,441.45	647,000.00	731,731.00	25,746.83	73,310.60	15,068.01	620,750.03	110,980.97	84.83

		END BAL	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BAL	AVAIL	
		06/30/2021	ORIGINAL	2021-22	APR2022	MAY 2022	JUN 2022	06/30/2022	BAL	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD 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	700.00	69.65	69.65	0.00	671.44	28.56	95.92
268-000.00-802.000	Data processing	712.94	700.00	735.00	0.00	0.00	0.00	734.34	0.66	99.91
268-000.00-802.100	Bank Service Charges	5,221.75	4,000.00	3,500.00	190.48	514.70	184.95	3,743.40	(243.40)	106.95
268-000.00-803.000	Independent audit	814.00	500.00	800.00	0.00	723.00	0.00	723.00	77.00	90.38
268-000.00-804.000	Medical service	1,372.00	1,500.00	2,000.00	0.00	98.00	0.00	1,841.00	159.00	92.05
268-000.00-806.000	Legal fees	20,783.00	7,500.00	15,000.00	1,711.30	1,248.30	0.00	16,267.10	(1,267.10)	108.45
268-000.00-808.100	Rubbish Monthly	1,224.41	1,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-809.000	Memberships and dues	5,340.01	7,500.00	7,500.00	0.00	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	16,200.00	0.00	0.00	0.00	15,753.87	446.13	97.25
268-000.00-817.000	Custodial services	84,097.77	93,000.00	90,000.00	7,557.10	7,028.10	0.00	80,995.30	9,004.70	89.99
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	1,752.58	2,195.14	(125.17)	23,351.44	648.56	97.30
268-000.00-855.000	TLN Automation Services	58,258.12	68,000.00	68,000.00	16,358.15	0.00	(1,058.88)	63,289.49	4,710.51	93.07
268-000.00-861.000	Gasoline and oil	157.33	1,500.00	400.00	54.06	32.56	0.00	357.55	42.45	89.39
268-000.00-862.000	Mileage	91.53	100.00	200.00	0.00	0.00	0.00	88.60	111.40	44.30
268-000.00-880.000	Community promotion	23,754.32	24,000.00	22,500.00	670.95	3,998.52	691.50	15,293.36	7,206.64	67.97
268-000.00-880.268	Library programming	9,668.89	28,000.00	15,000.00	916.37	1,564.37	(160.11)	11,296.02	3,703.98	75.31
268-000.00-880.271	Adult programs	0.00	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	6,577.85	28,000.00	27,500.00	1,095.58	2,765.17	359.06	8,328.04	19,171.96	30.28
268-000.00-910.000	Property & liability insurance	12,668.00	13,000.00	14,444.00	0.00	0.00	0.00	14,444.00	0.00	100.00
268-000.00-921.000	Heat	10,645.77	12,000.00	12,000.00	2,024.99	1,673.03	0.00	12,058.65	(58.65)	100.49
268-000.00-922.000	Electricity	89,008.38	95,000.00	96,500.00	8,686.68	8,557.30	9,677.87	97,881.06	(1,381.06)	101.43
268-000.00-923.000	Water and sewer	6,208.88	7,500.00	6,500.00	0.00	0.00	0.00	5,161.28	1,338.72	79.40
268-000.00-934.000	Building maintenance	125,214.33	100,000.00	100,000.00	5,569.94	4,855.95	74.50	90,260.96	9,739.04	90.26
268-000.00-935.000	Vehicle maintenance	25.31	500.00	550.00	0.00	0.00	0.00	456.85	93.15	83.06
268-000.00-941.000	Grounds maintenance	23,450.55	39,000.00	39,000.00	2,353.07	4,919.34	0.00	30,109.23	8,890.77	77.20
268-000.00-942.000	Office equipment lease	8,309.53	8,000.00	8,000.00	650.94	650.94	650.94	7,160.34	839.66	89.50
268-000.00-942.100	Records storage	291.64	400.00	300.00	24.95	24.95	24.95	299.40	0.60	99.80
268-000.00-956.000	Conferences and workshops	4,432.75	17,000.00	7,000.00	345.45	0.00	374.40	3,404.84	3,595.16	48.64
Other services and charges										
		530,512.68	604,500.00	581,829.00	50,032.24	40,919.02	10,694.01	513,078.01	68,750.99	88.18
Capital outlay										
268-000.00-976.100	Parking lot improvements	0.00	5,000.00	10,700.00	0.00	0.00	0.00	10,700.00	0.00	100.00
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	42,900.00	0.00	0.00	0.00	10,700.00	32,200.00	24.94
Net - Dept 000.00 - treasury										
		213,815.30	(165,528.00)	(101,592.00)	(241,842.87)	(220,774.66)	(235,828.85)	234,726.32	(336,318.32)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES										
		3,217,848.34	3,244,172.00	3,313,083.00	(12,971.06)	47,635.15	9,324.92	3,302,007.38	11,075.62	99.67
TOTAL EXPENDITURES										
		3,004,033.04	3,409,700.00	3,414,675.00	228,871.81	268,409.81	245,153.77	3,067,281.06	347,393.94	89.83
NET OF REVENUES & EXPENDITURES										
		213,815.30	(165,528.00)	(101,592.00)	(241,842.87)	(220,774.66)	(235,828.85)	234,726.32	(336,318.32)	231.05

		END BAL	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BAL	AVAIL	
		06/30/2021	ORIGINAL	2021-22	APR2022	MAY 2022	JUN 2022	06/30/2022	BAL	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD 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	1,876.28	2,025.95	0.00	17,664.81	9,335.19	65.43
269-000.00-664.500	Unrealized gain (loss) on investments	(2,903.80)	(4,500.00)	(34,500.00)	(9,760.64)	2,579.95	0.00	(42,095.52)	7,595.52	122.02
Interest income										
		20,323.18	22,500.00	(7,500.00)	(7,884.36)	4,605.90	0.00	(24,430.71)	16,930.71	325.74
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.229	Raising a Reader in Novi Sponsors	0.00	2,500.00	0.00	0.00	0.00	207.59	207.59	(207.59)	100.00
269-000.00-665.230	Collections/Materials Revenue	1,551.67	1,000.00	1,749.00	100.00	125.00	0.00	1,852.61	(103.61)	105.92
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	2,159.85	1,000.00	3,200.00	0.00	100.00	0.00	3,191.96	8.04	99.75
269-000.00-665.232	Programming Revenue	3,471.35	5,500.00	3,000.00	0.00	1,000.00	0.00	3,000.00	0.00	100.00
269-000.00-665.233	Technology Library Revenue	0.00	1,500.00	50.00	0.00	0.00	0.00	50.00	0.00	100.00
269-000.00-665.234	Undesignated Misc Donations	0.00	500.00	250.00	0.00	0.00	0.00	250.00	0.00	100.00
269-000.00-665.235	Marketing Sponsorships	10,000.00	10,000.00	10,000.00	0.00	146.00	10,000.00	10,146.00	(146.00)	101.46
Donations										
		17,182.87	25,000.00	19,249.00	100.00	1,371.00	10,207.59	19,698.16	(449.16)	102.33
Supplies										
269-000.00-742.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	100.00
269-000.00-742.229	Raising a Reader Expense	968.70	1,000.00	520.00	0.00	0.00	0.00	515.54	4.46	99.14
269-000.00-742.230	Collections/Materials Expense	986.10	500.00	1,000.00	102.71	63.63	0.00	717.24	282.76	71.72
269-000.00-742.231	Buildings/Ground/ Furniture Expense	1,586.00	15,000.00	15,000.00	8,180.00	178.80	0.00	8,683.30	6,316.70	57.89
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	25,000.00	0.00	0.00	0.00	10,490.00	14,510.00	41.96
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	2,000.00	276.89	118.92	0.00	2,002.78	(2.78)	100.14
Supplies										
		5,983.53	47,000.00	46,020.00	8,559.60	361.35	0.00	23,401.70	22,618.30	50.85
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	(1,203.12)	973.33	(42.00)	4,545.46	6,854.54	39.87
Capital outlay										
		42,847.02	11,400.00	11,400.00	(1,203.12)	973.33	(42.00)	4,545.46	6,854.54	39.87
Net - Dept 000.00 - treasury		(11,324.50)	(10,900.00)	(45,671.00)	(15,140.84)	4,642.22	10,249.59	(32,679.71)	(12,991.29)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES										
		37,506.05	47,500.00	11,749.00	(7,784.36)	5,976.90	10,207.59	(4,732.55)	16,481.55	40.28
TOTAL EXPENDITURES										
		48,830.55	58,400.00	57,420.00	7,356.48	1,334.68	(42.00)	27,947.16	29,472.84	48.67
NET OF REVENUES & EXPENDITURES										
		(11,324.50)	(10,900.00)	(45,671.00)	(15,140.84)	4,642.22	10,249.59	(32,679.71)	(12,991.29)	71.55
TOTAL REVENUES - ALL FUNDS										
		3,255,354.39	3,291,672.00	3,324,832.00	(20,755.42)	53,612.05	19,532.51	3,297,274.83	27,557.17	99.17
TOTAL EXPENDITURES - ALL FUNDS										
		3,052,863.59	3,468,100.00	3,472,095.00	236,228.29	269,744.49	245,111.77	3,095,228.22	376,866.78	89.15
NET OF REVENUES & EXPENDITURES										
		202,490.80	(176,428.00)	(147,263.00)	(256,983.71)	(216,132.44)	(225,579.26)	202,046.61	(249,309.61)	137.20

07/10/2022		BALANCE SHEET FOR CITY OF NOVI	
		As of 06/30/2022	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(207,205.04)	
268-000.00-017.000	Investments - Pooled	3,036,987.58	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-040.400	Prepaid expenditures	10,563.70	
	Total Assets	2,841,346.24	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	30,453.22	
268-000.00-215.200	Unemployment insurance liability	4,972.22	
268-000.00-232.000	Accrued Liabilities - MERS EE/ER Monthly	368.76	
268-000.00-232.030	Employees pension payable - DC	2,456.96	
268-000.00-232.040	Employee health care savings payable	97.88	
268-000.00-233.000	Employees federal withholding payable	3,853.59	
268-000.00-234.000	Employees State withholding payable	2,052.50	
268-000.00-237.000	Deferred compensation	1,988.83	
268-000.00-241.000	Employees FICA payable	8,641.44	
268-000.00-243.000	Employees flexible spending withholding	183.46	
268-000.00-257.000	Accrued wages payable	42,376.55	
268-000.00-257.999	Accrued wages - garnishment	261.68	
268-000.00-259.702	Accrued liabilities-tax	13,600.00	
	Total Liabilities	111,307.09	
*** 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	234,726.32	
	Ending Fund Balance	2,730,039.15	
	Total Liabilities And Fund Balance	2,841,346.24	

Fund 269 - LIBRARY CONTRIBUTION FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	40,629.18
269-000.00-017.000	Investments - Pooled	1,622,346.14
	Total Assets	1,662,975.32
*** Liabilities ***		
	Total Liabilities	0.00
*** 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	(32,679.71)
	Ending Fund Balance	1,662,975.32
	Total Liabilities And Fund Balance	1,662,975.32

Director's Report – Julie Farkas



Staff Anniversaries (Years of Service) for August 2022

• Elizabeth Kopko	Support Services	12 years
• Danielle Mazur	Information Services	2 years
• Jessika Arnold	Support Services	1 year
• Andrew VanBoven	Support Services	1 year
• Raymond Wen	Information Services	1 year

LIBRARY STAFF AWARDS FOR 2022

ABOVE & BEYOND Award 2022:

This award recognizes a staff member by the Library's Management Team who has been seen going Above & Beyond in their attempt to reach their annual goals OR has made a significant impact on a library service, collection or program for NPL that truly meets our motto of Inform. Inspire. Include.

- **Eva Sabolcik – Support Services**
- **Kristin Abate – Support Services**
- **Mary Grewell – Support Services**
- **Jessica Holowicki – Information Technology**
- **Nicole Williams - Administration**

Customer Service Award 2022:

The award recognizes a staff person that has provided the most consistent and most positive customer service to our NPL guests or staff members over the past year. This person ALWAYS greets guests with a smile. This staff person goes ABOVE & BEYOND to assist a guest or fellow NPL employee. This person is calm in chaotic situations. (Nominations are received by the full staff).

- **Ammar Shihab – Information Services**
- **Lindsay Gojcaj – Information Services**
- **Facilities Team: Bill Bembeneck, Joe Ploski and Keith Perfect**
- **Dorothy Manty – Information Services**

Community Champion Award 2022:

This award recognizes a staff person that has put themselves out in the Novi community and has worked with a resident/a Novi group/a Novi business to champion library services and build library connections with NPL. How was the relationship formed? What impact was made for NPL with the resident/group/business connection with this staff person? (Nominations are received by the full staff)

- **Shannon O'Leary – Information Services**
- **Kirsten Malzahn – Information Services**
- **Gail Anderson – Information Services**

CONGRATULATIONS TO OUR WINNERS!!!

Here to Help Information

In conjunction with the Novi Community Coalition, the Library has created small business cards that have been placed in the library's public restrooms to provide the following "help" information.

Here to help.

National Human Trafficking Hotline

- Call: 1-888-373-7888
- Text: "BeFree" (233733)
- Live Chat: humantraffickinghotline.org

National Suicide Prevention Lifeline

- Call: 1-800-273-TALK (8255)
- For TTY users: Use your preferred relay service or dial 711, then 1-800-273-8255

National Sexual Assault Hotline

- Call: 1-800-656-4673
- Live chat: online.rainn.org

National Domestic Violence Hotline

- Call: 1-800-799-SAFE (7233)
- Text: START to 88788
- TTY: 1-800-787-3224

Crisis Text Line

- Text: "HELLO" to 741741

MI Child Abuse & Neglect Hotline

- Call: 1-855-444-3911

Veteran Crisis Line

- Call: 1-800-273-8255, Press 1
- Text: 838255

Substance Abuse and Mental Health Services

Administration National Hotline

- Call: 1-800-662-HELP (4357)

Novi Community Coalition

Support for housing, food, employment, education, childcare, & physical/mental health. Thursdays, 10am-3pm the Library

- Call or text 248-348-9899 for an appointment

Food Assistance

- Hospitality House (Commerce): 248-960-9975
- Faith Community Presbyterian Church (Novi): 248-349-2345

Housing Assistance

- First Step (Plymouth): 734-656-0739
- Hospitality House (Commerce): 248-960-9975
- Oakland Livingston Human Service Agency: 248-209-2600

Feminine Products in the Women's Restrooms

The Facilities team has alerted me to an increasing cost and supply of feminine products that have been leaving the building since the opportunity to provide free pads and tampons in June. The Library used to charge \$.25 per use for both public and staff women's restrooms. The team and I will continue to watch the usage as well as the additional costs that are being expensed.



DROP-IN NOTARIZATION SERVICES

**FEE:
\$10 AND UP***

*Depends on number of documents and what type
Cash, check, or Zelle accepted

SERVICES OFFERED:

- Loan documents
- Trusts
- Power of Attorney
- Titles/Bill of Sale
- Acknowledgement
- Apostille
- And more!

Fourth Friday of the Month, 1-4pm



Salene Riggins, a Notary Loan Signing Agent & CEO of Kace Mobile Notary LLC

Salene is the CEO of Kace Mobile Notary LLC, a professional traveling notary service. We help protect people's assets by verifying the identity of a signer, establishing that the signer knows what document they are signing and that they are a willing participant. Kace Mobile Notary works with the general public, title agencies and realtors to get their documents signed efficiently, accurate and on time.



Kaylene Riggins, a Notary Loan Signing Agent & Content Strategies of Kace Mobile Notary LLC

Commissioned as a notary since 2021, Kaylene provides accurate, prompt and professional notary services. She has worked impeccably with signing agent companies, lawyers, title companies and the general public to ensure accurate signings. Kaylene efficiently guides you through each signing process to execute documents that need a signature witnessed or notarized.



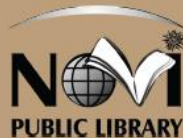
**Novi Public Library, Local History Room
45255 W. Ten Mile Rd, Novi**



**To get a quote, contact Kace Mobile Notary LLC
at 248-313-8232 or email
kacemobilenotary@gmail.com.**



**Questions? Contact Administration
at 248-869-7204.**





kanopy



Introducing Kanopy Video Streaming Service

Choose from more than 30,000 titles, including acclaimed movies and documentaries, film-festival favorites, world cinema, classic film, The Great Courses, PBS and more, to bring you enriching and thoughtful entertainment. New videos added each month!

Install the **Kanopy app** or visit **novilibrary.kanopy.com**

Sign up by entering your library card number & PIN, first & last name, email and a password. Verify your account by clicking on the confirmation email, sign-in, and start streaming videos!



If you already have an account, click the 'Log in' button on the upper right-hand side.



NPL cardholders can watch up to **5** films/month, view **2** The Great Courses, and have **unlimited** access to Kanopy Kids! Please note, as soon as you click "play" on a title, a play credit is deducted. You can watch the film as many times as you like for 3 days. **The Great Courses** can be revisited for 30 days.

Stream Kanopy on many of your favorite devices - desktop browser, smartphone, tablet, Roku, Chromecast, or Apple TV. Install the Kanopy app from your device's app store. At this time, downloading is not an option.



Kanopy Kids includes TV series like PBS Kids & Sesame Street, language learning, animated storybooks, anime favorites, and classic movies for the whole family. Kanopy requires users to be 18 or older to create an account, so it is recommended that parents first create their Kanopy account and then set up **parental controls** to limit their children's visit to *only* Kanopy Kids. While in Kids Mode, watch lists and viewing histories will automatically be filtered to show only age-appropriate content.

Questions? Take a look at Kanopy's help section: <https://help.kanopy.com/hc/en-us>



45255 W. Ten Mile Road
Novi, MI 48375
248-349-0720
www.novilibrary.org

Updated: 7/2022 MJR



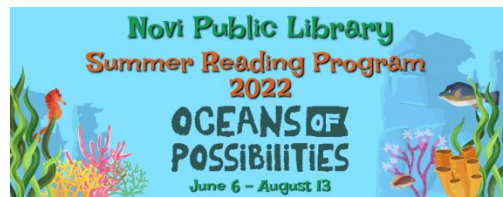
donate

event calendar

my account

Upcoming Closures

- Monday, July 4** - Independence Day
- Friday, August 12** - Staff In-Service
- Saturday, September 3** - Labor Day Weekend
- Sunday, September 4** - Labor Day Weekend
- Monday, September 5** - Labor Day



Win Prizes During Summer Reading!

From now through August 13, Library guests of all ages are invited to explore the depths of the ocean and join our 2022 Summer Reading Program! More information is available on our website by [clicking here](#). Read books, win prizes, attend programs, and much more fun all at the Library this summer!

Start a new chapter.

No fines for late returns.

The Novi Public Library is fine-free until June 30, 2023. Please return overdue items as quickly as possible. You won't be charged fines!
*There are still costs for lost or damaged materials.

Start a New Chapter - No Fines for Late Returns

The Novi community thrives when everyone has equal access to library services, collections, and resources to support educational, cultural, informational, and recreational needs. **The Novi Public Library is currently fine-free through June 2023!**

A huge thank you to our sponsors of this year's Summer Reading Program!



We hope that by removing this financial barrier, we can welcome guests back to the Library so they can take advantage of all of our services. The Library is encouraging cardholders to return overdue items as quickly as possible. Currently, close to 400 items are overdue at the Library. While there are still costs for lost or damaged materials, late fees on overdue items are gone until June 2023. Additionally, reducing the number of overdue and lost items helps the library stay fine-free in the future! Drop off your late items through our 24/7 return slot. We can't wait to see you again this summer!



Introducing Kanopy: A Video Streaming Service

Today, NPL launched Kanopy, an on-demand streaming video service. With access to 30,000+ films, documentaries, classics and indie titles, there is something for everyone to love. After NPL cardholders create their Kanopy account they will have 5 'play credits' issued at the beginning of each month and have three days to watch a video once it is borrowed.

NPL card holders also have unlimited access to Kanopy Kids. Categories include a variety of TV shows, language learning, animated storybooks, anime favorites, classic films and movies for the whole family. Parents can set parental

Author Visit: *Byline*

Byline, the first book in the Sohni Silver Mystery series, features a female Indian-American public defender fighting to prove the innocence of her client, a homeless man accused of murdering a University of Michigan student. Join the author, Kimberly Paulson, a practicing attorney, for an informative and interactive presentation on **Monday, July 25 at 7pm**, as she discusses her publishing journey and the people and experiences that inspired her story.

[Register here.](#)



Novi Library Café

Monday-Friday, 8:30am-4pm

July weekly specials (valid until 2pm):

- **July 5-8:** Get 10% off a Strawberry Acai or Mango Dragon Fruit Refresher
- **July 11-15:** Get any sandwich, chip, and pop or Dasani water for \$8
- **July 18-22:** Get 10% off any Frappuccino
- **July 25-29:** Get a 3 cheese panini, chip, and pop or Dasani water for \$8

Café sales directly benefit the Novi Community School District. We're so proud to partner with them and Chartwells

controls to limit access to only Kanopy Kids.

Cardholders also have 2 credits per month to The Great Courses, a variety of lectures taught by esteemed professors, teachers, and subject experts and include topics like history, hobbies, literature, humanities and sciences, lifestyle, and skills.

[Sign Up for Kanopy](#)

to bring delicious, quality food and drinks to Library guests!

Looking for a caterer for an upcoming birthday party, business meeting, or large event? [Click here](#) for more information.

Upcoming Meetings

Friends of the Novi Library Annual Meeting: Wed, July 6, 2pm - NPL Board Room

Novi Historical Commission Meeting: Wed, July 20, 7pm - [Agenda](#)

Library Board Meeting: Thu, July 21, 7pm - [Agenda](#), NPL Whole Meeting Room

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.**

Adult Programs

- Cultural/International & ESL Programs
- **7/12:** For the Health of It - Mental Health and Wellness for Your Physical Health
- **7/18:** Dance Movement Therapy
- **7/19:** "Cook With Us" Virtual Korean Cooking Class
- **7/25:** Author Visit: [Byline](#)

Tween/Teen Programs

- **7/26:** Parkour Training with Phoenix Freerunning Academy

Youth Programs

- [Story Times](#)
 - **7/14:** Lunch Bunch Book Club
 - **7/19:** Build-a-Sea Creature and Story Time
 - **7/27:** Tail Waggin' Reading Buddies
-



Join us at Paradise Park, Thursdays at 6:30pm, for music, food, drinks, and dancing! Events are generously provided by the Friends of Novi Library.

- Jul 14:** Wayback Machine
- Jul 28:** Marshall Allen
- Aug 4:** Geff Phillips and Friends
- Aug 11:** Rick and Dayna Duo
- Aug 18:** Stephen Floyd
- Sep 8:** The Phoenix Theory
- Sep 15:** Bill Mack & the Juke Joint Johnnies

Arrive at 6pm to place your orders for dinner and drinks! Events are free and will be held under an outdoor, covered pavilion. Paradise Park is located at 45799 Grand River Ave. Registration required.

Thank you to the following sponsors for supporting Summer Songfest.

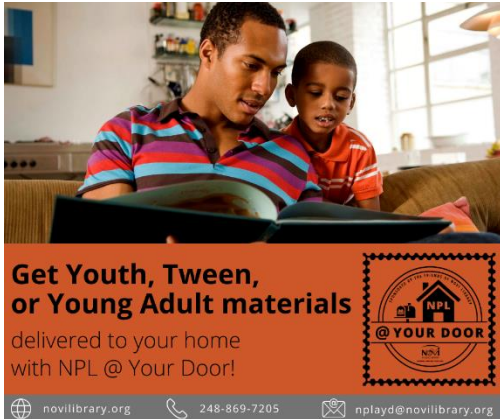


Bring a lunch or purchase food from our Café and enjoy live music, entertainment, and good company on the Library patio! The music starts at 12pm. Events are generously provided by the Friends of Novi Library.

- Jul 12:** Al Carmichael (familiar tunes)
- Jul 19:** Mark Reitenga (acoustic rock)
- Jul 26:** Silver Strings Dulcimer Society
- Aug 2:** Tom Lee (oldies rock)
- Aug 9:** Aaron Parrott (steel pan)
- Aug 16:** Daniree' (classic rock/Motown)
- Aug 23:** Al Carmichael (oldies variety)

Adults can also participate in outdoor game competitions:

- **July 12 & August 2:** corn hole
- **July 19 & August 23:** giant size Jenga



Get Materials-by-Mail with NPL @ Your Door

If you are unable to come to the Library due to accessibility, illness, or other reasons, NPL can mail materials to your home in a new program called NPL @ Your Door. Receive books, audiobooks, DVDs, and BluRays for all ages, and NPL will pay for the postage for you to mail them back to the Library once you are done with them.

Signing up for NPL @ Your Door is easy! All you need is a valid Novi library card in good standing, be 18 years or older, and be a resident of Novi. Contact our Support Services Outreach Team by calling 248-869-7205 or send an email to nplayd@novilibrary.org.



Experience Culture Series

Experience Culture with programs hosted by the Novi Library and sponsored by the Novi Rotary!



Goodbye and Good Luck, Dr. Matthews & Dr. Webber!

As we move into summer, we want to take a moment to send a huge thank you to Dr. Steve Matthews and Dr. RJ Webber from the Novi Community School District for their amazing partnerships and support with the library over the years. We wish them all the best as they move to their new districts. Please know that NPL will miss you both!

Dr. Matthews highlighted the following summer reads in his very last school update:

- *The Last Cuentista* by Donna Barba Higuera
- *We Were Liars* by E. Lockhart
- *They All Had a Reason* by Michele Leathers
- *Anybody Here Seen Frenchie* by Leslie Connor
- *When Winter Robeson Came* by Brenda Woods
- *The Ogress and the Orphans* by Kelly Barnhill
- *Maizy Chen's Last Chance* by Lisa Yee
- *Dragons in a Bag* by Zetta Elliott
- *I Must Betray You* by Ruta Sepetys
- *In Shock* by Dr. Rana Awdish
- *In Love* by Amy Bloom

MI Bon Summer Festival 2022: A New Michigan Celebration of Japanese Tradition

Saturday, August 20, 3-5pm

[Register here.](#)



Feeling Overwhelmed? Novi Community Coalition is Here For You

Connect with Community Support Coordinator, Amy Kennedy, at the Novi Library, **by appointment only**, Thursdays from 10am-3pm. Staff will work alongside you to help identify your specific needs and link you to the appropriate resources that the community has to offer. Examples of resources include but are not limited to:

- housing
- free hygiene kits
- food
- employment
- education (birth-adult)
- childcare
- physical/mental health

Assistance is free and confidential. Call or text Amy at 248-378-9899 to schedule an appointment.



Community Information

City of Novi Upcoming Events

Healing Power of Nature

Saturday, July 16, 11am-12pm

Discover aspects of nature that stimulate the senses and provide peace and calm.

Brain Health Series

- **Sleep Does More Than You Think**

Wednesday, July 13, 6-7pm

Learn about the important link that deep relaxation and quality sleep have on optimum brain health.

- **Neurobics for the Brain**

Wednesday, August 3, 6-7pm

Practice long term/short term memory drills, increase cognitive processing speed, and more.

Register by calling 248-347-0414.



Stuck in a Reading Rut? Let Us Help!

Ask the experts! Our staff is happy to provide personalized reading recommendations based on your interests! Simply fill out [this form](#) and we will select three recommendations for you.



A New Donation Opportunity

Give a unique and lasting gift and purchase a butterfly for yourself, in memory or in honor of a loved one! We are inviting book lovers to donate as a way to honor books well read by the community. For more information about this opportunity, please [click here](#).



TALK - Text and Learn for Kindergarten

Receive two texts a week with brain-building activities and early literacy ideas specific to your child's age. **Text TALK to 75547 or [click here](#).**

Connect With Us:



[Click here to unsubscribe](#)

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

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

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

Hours
7 Days a Week
Dawn to Dusk

Daily use of the building by hour June 12, 2022 – July 9, 2022

6/12/2022		6/13/2022		6/14/2022		6/15/2022		6/16/2022		6/17/2022		6/18/2022	
9-10am	0	9-10am	0	9-10am	0	9-10am	64	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	96	10-11am	119	10-11am	78	10-11am	70	10-11am	63	10-11am	82
11am-12pm	0	11am-12pm	114	11am-12pm	104	11am-12pm	82	11am-12pm	85	11am-12pm	60	11am-12pm	105
12-1pm	100	12-1pm	108	12-1pm	68	12-1pm	138	12-1pm	96	12-1pm	74	12-1pm	165
1-2pm	96	1-2pm	84	1-2pm	81	1-2pm	78	1-2pm	84	1-2pm	48	1-2pm	136
2-3pm	87	2-3pm	74	2-3pm	67	2-3pm	55	2-3pm	69	2-3pm	74	2-3pm	162
3-4pm	85	3-4pm	100	3-4pm	64	3-4pm	67	3-4pm	63	3-4pm	67	3-4pm	97
4-5pm	118	4-5pm	85	4-5pm	83	4-5pm	73	4-5pm	75	4-5pm	70	4-5pm	80
5-6pm	139	5-6pm	71	5-6pm	78	5-6pm	83	5-6pm	85	5-6pm	97	5-6pm	85
6-7pm	0	6-7pm	95	6-7pm	74	6-7pm	109	6-7pm	82	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	83	7-8pm	79	7-8pm	80	7-8pm	90	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	80	8-9pm	71	8-9pm	89	8-9pm	65	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
	625		990		888		996		864		553		912

6/19/2022		6/20/2022		6/21/2022		6/22/2022		6/23/2022		6/24/2022		6/25/2022	
Closed		9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
9-10am	0	10-11am	120	10-11am	92	10-11am	81	10-11am	74	10-11am	74	10-11am	108
10-11am	0	11am-12pm	137	11am-12pm	114	11am-12pm	91	11am-12pm	86	11am-12pm	65	11am-12pm	110
11am-12pm	0	12-1pm	88	12-1pm	94	12-1pm	93	12-1pm	113	12-1pm	86	12-1pm	73
1-2pm	0	1-2pm	76	1-2pm	71	1-2pm	83	1-2pm	78	1-2pm	73	1-2pm	87
2-3pm	0	2-3pm	164	2-3pm	159	2-3pm	160	2-3pm	140	2-3pm	140	2-3pm	89
3-4pm	0	3-4pm	109	3-4pm	100	3-4pm	86	3-4pm	103	3-4pm	76	3-4pm	122
4-5pm	0	4-5pm	91	4-5pm	83	4-5pm	74	4-5pm	74	4-5pm	78	4-5pm	95
5-6pm	0	5-6pm	84	5-6pm	73	5-6pm	78	5-6pm	64	5-6pm	84	5-6pm	89
6-7pm	0	6-7pm	75	6-7pm	91	6-7pm	101	6-7pm	60	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	58	7-8pm	92	7-8pm	94	7-8pm	82	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	78	8-9pm	86	8-9pm	69	8-9pm	72	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
	0		1,080		1,055		1,010		946		676		773

6/26/2022		6/27/2022		6/28/2022		6/29/2022		6/30/2022		7/1/2022		7/2/2022	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	121	10-11am	138	10-11am	87	10-11am	99	10-11am	72	10-11am	82
11am-12pm	0	11am-12pm	107	11am-12pm	94	11am-12pm	87	11am-12pm	84	11am-12pm	70	11am-12pm	64
12-1pm	79	12-1pm	118	12-1pm	85	12-1pm	85	12-1pm	97	12-1pm	87	12-1pm	67
1-2pm	79	1-2pm	97	1-2pm	69	1-2pm	91	1-2pm	79	1-2pm	77	1-2pm	76
2-3pm	102	2-3pm	164	2-3pm	178	2-3pm	170	2-3pm	169	2-3pm	171	2-3pm	93
3-4pm	102	3-4pm	86	3-4pm	79	3-4pm	107	3-4pm	105	3-4pm	100	3-4pm	83
4-5pm	81	4-5pm	95	4-5pm	97	4-5pm	73	4-5pm	95	4-5pm	82	4-5pm	88
5-6pm	93	5-6pm	96	5-6pm	92	5-6pm	72	5-6pm	88	5-6pm	99	5-6pm	101
6-7pm	0	6-7pm	83	6-7pm	121	6-7pm	79	6-7pm	76	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	75	7-8pm	116	7-8pm	62	7-8pm	64	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	83	8-9pm	110	8-9pm	73	8-9pm	72	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
	536		1,125		1,179		986		1,028		758		654

7/3/2022		7/4/2022		7/5/2022		7/6/2022		7/7/2022		7/8/2022		7/9/2022	
9-10am	0	Closed		9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	9-10am	0	10-11am	100	10-11am	87	10-11am	71	10-11am	74	10-11am	65
11am-12pm	0	10-11am	0	11am-12pm	84	11am-12pm	92	11am-12pm	82	11am-12pm	98	11am-12pm	74
12-1pm	67	11am-12pm	0	12-1pm	89	12-1pm	102	12-1pm	74	12-1pm	95	12-1pm	68
1-2pm	49	12-1pm	0	1-2pm	100	1-2pm	105	1-2pm	102	1-2pm	95	1-2pm	72
2-3pm	42	1-2pm	0	2-3pm	185	2-3pm	166	2-3pm	156	2-3pm	129	2-3pm	103
3-4pm	46	2-3pm	0	3-4pm	128	3-4pm	143	3-4pm	79	3-4pm	109	3-4pm	94
4-5pm	57	3-4pm	0	4-5pm	111	4-5pm	122	4-5pm	80	4-5pm	83	4-5pm	90
5-6pm	61	4-5pm	0	5-6pm	92	5-6pm	103	5-6pm	78	5-6pm	119	5-6pm	115
6-7pm	0	5-6pm	0	6-7pm	70	6-7pm	72	6-7pm	64	6-7pm	0	6-7pm	0
7-8pm	0	6-7pm	0	7-8pm	78	7-8pm	57	7-8pm	69	7-8pm	0	7-8pm	0
8-9pm	0	7-8pm	0	8-9pm	65	8-9pm	59	8-9pm	54	8-9pm	0	8-9pm	0
9-10pm	0	8-9pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	322	9-10pm	0		1,102		1,108		909		802		681
			0										

Information Technology Report by Barbara Rutkowski – June 2022

General

- Upgraded internet connection to 400MB.
- Upgraded the disc cleaning device.
- General maintenance was performed and one of the motors was replaced on the AST.
- Gathered information for Server Room Air Conditioning Unit RFP.
- Completed Year-End Performance Reviews.
- Closed 26 Help Desk tickets.

iCube

- We held 120 iCube appointments
 - 36 Creative Kits
 - 18 Digital Conversions
 - 14 3D Prints
 - 13 Heat Press
 - 13 Sublimation
 - 11 Cameo/Cricut
 - 6 Adobe Creative Cloud
 - 4 Photo Printer
 - 3 Sewing/Embroidery
 - 2 Laser
- A collection of objects created in the iCube are on display in the Civic Center's Atrium.





- Podcasting equipment was purchased with a generous gift from The Friends – THANK YOU!



- In partnership with the City's Wellness & Engagement Committee, an iCube event was held for city staff to customize a reusable water bottle using the sublimation printer. The artwork was amazing!



- Shown below are some of the finished products made by guests using the laser, 3D printer, sublimation printer, sewing/embroidery machine and creative kits.



- iCube equipment manuals and 3D Print Request Form were updated.

Training

- Barb and Bryan attended the TLN Technology Committee meeting.
- Barb attended iCube, EnvisionWare, Management Team, Department, Phone System and Department Catchup meetings.
- IT Staff viewed various DEI training sessions.

Facilities Report by Keith Perfect June 2022

In the past month the Facilities Department has closed 4 Facilities tickets, 32 Meeting Room Requests and has updated 340 Periodic Maintenance tickets.

- 8 Gaylord bins full of discarded and donated books have been sent to Mission books for re-sale or recycling.
- Orkin was on-site to perform routine pest control services.
- A refrigerant leak was found and repaired on the Server Room HVAC system.
- A light ballast was changed in a light fixture in the IT office.
- The lawn irrigation system has been started up for the season.
- Several large book donations were received.
- Boiler inspection certificates were received from the state.
- Library Board packets were delivered to board members.
- The trimming/pruning of trees and shrubs was performed by vendor.
- Summer Reading Program brochures were delivered to seven schools in the community.

Information Services Department Report May & June 2022 – by Hillary Hentschel

Information Services Department May-June Report

News and Notes

- New IS Department Head (effective July 1): Hillary Hentschel
- Tour given of the iCube to a representative from Grace A. Dow Library, Midland, MI
- Implemented a local collection identifier feature in NovelistPlus
- Hosted Teen Space craft party
- Put up promotional materials for the MI-83 Digital Library Connection and the MI Library is Now statewide campaigns.
- Coordinated 2 glass case displays courtesy of Dear Asian Youth of Novi (DAYN)
- Hosted Document Donation Day
- Family Book Discussion Kits - 316 kits taken in May & June (also available on our website)
- Read with Pride Challenge - 15 participants
- Sublimated Water Bottle city employee event in the iCube

Professional Development

- DEI: Culture of Islam and the Muslim Religion – Danielle and Betty
- Learning for a Better Tomorrow: Let's Talk About Race in Storytimes - Danielle
- Book Challenges and Intellectual Freedom: Proactive Planning for Public Libraries - Danielle
- Discover Ways to Support All Patron Types with Gale Business: DemographicsNow – Hillary
- Attended the final session of the 4-part series 'Makers in the Library: Developing and Sustaining a Community-Centered Makerspace' - Mary
- Michigan Library Association's How to Respond to a Public Challenge webinar - Lindsay
- Taking Care of Self, Staff and Community webinar-Linda
- Empathy at Work webinar-Linda
- Learn Emotional Intelligence-The Key Determiner of Success webinar-Linda

IS Staff Outreach

- Attended Hickory Woods Kindergarten Activity Night - April
- 2 Little Birds Montessori Story Time Visits - Emily
- Participated in Tollgate Farm Hanami Festival - Shannon
- 2 Novi Chamber Ribbon Cuttings (Pearle Vision and AccelerateKid) - Hillary
- Novi Chamber Friday Coffee – Hillary
- Goddard Story Time Visit - Emily
- Novi Woods Montessori Story Time Visit - Emily
- Bringing the Music to You- Anthology Senior Living- Gall
- Attended Oakland County Historical Resources Meeting – Betty
- City of Novi Cultural Arts Advisory Board meeting - Mary

Adult Programs

- Novi Game Night - 10
- Taste of Tea - 75
- Community Reads - 167 in person, 201 virtual (368 total)
- Booked for Lunch (May) - 7
- For the Health of It –Vaccines (May) - 44
- Local Author Spotlight - 14
- Experience Culture - AAPI Celebration – 320
- Listen at the Library Classical Concert- 82
- For the Health of It (June) - 20
- Craftastic Wednesday: Chalk it up – Summertime signs! (pics below) - 15

- Juneteenth Celebration- 150
- Author Visit- "The Armageddon Secret"- 40
- Summer Songfest- 220
- Grab and Go Cross Stitch Bookmark - 30
- Booked for Lunch (June) - 5

Adult Displays (May)

- **Feature Collection Display** - Asian American and Pacific Islander Heritage Month (DAYN)
- **Desk Display** - Asian American and Pacific Islander Heritage Month (Courtesy of DAYN)
- **Business Spotlight Display** - honors Asian American and Pacific Islander Heritage Month with books by Asian entrepreneurs, along with books on Asian and Asian American business practices and innovations.

Adult Displays (June)

- **Feature Collection Display** - Pride Month
- **Desk Display** - Oceans of Possibilities (SRP theme)
- **Business Spotlight Display** - Business Audiobooks
- **Made in the iCube display** in the City of Novi atrium. (Pics below)

Youth/Tween/Teen/Family Programs

- Novi Adult Transition Center Class Visit - Birds - 16
- Early Literacy Garden Party - 150
- Building & Construction Dramatic Play Group (2 sessions) - 125
- AAPI Cultural Storytime & Craft- 45
- Anime Matinee - 9
- Tail Waggin' Reading Buddies (May) - 4
- Summer Reading Kick Off Program: Mad Science of Detroit Presents Amazing Oceans - 146
- Grab and Go Ceramic Sea Shell Mini Bowls Kit - 36
- Grab and Go Fourth of July Kit - 36
- Tail Waggin' Reading Buddies (June) - 6

Youth/Tween/Teen Displays (May)

- **Teen Stop display** - Asian American and Pacific Islander Heritage Month (Courtesy of DAYN)
- **Youth Feature Display** - I Spy...Library Edition
- **Youth Desk Display** - Asian American and Pacific Islander Heritage Month
- **Lobby Display** - Asian American and Pacific Islander Heritage Month (courtesy of DAYN)
- **Libraries are for Everyone** -
 - Asian American and Pacific Islander Heritage Month
 - Jewish American Heritage Month
 - Mental Health Awareness Month
 - Star Wars Day
 - Cinco De Mayo
 - Mother's Day
 - Memorial Day

Youth/Tween/Teen Displays (June)

- **Teen Stop display** - young adult fiction and graphic novels in recognition of LGBTQ+ Pride Month in June
 - **Youth Feature Display** - Oceans of Possibilities-SRP-Linda
 - **Youth Desk Display** - Oceans of Possibilities - SRP Theme - Emily
 - **Youth Department Window Display** - Oceans of Possibilities - SRP Theme - Danielle
-

- **Lobby Display** - Oceans of Possibilities (Summer Reading Program theme), Juneteenth, and LGBTQ+ Pride Month
- **Libraries are for Everyone** -
 - National Camping & Great Outdoors Month
 - National Safety Month
 - Audiobook Appreciation Month
 - Father's Day
 - World Social Media Day

Raising a Reader 1,000 Books Before Kindergarten Stats

of active participants logging 100 books or more: 490
 # of logs received to date: 2,157
 # of paper logs submitted this quarter: 25
 # of online logs submitted this quarter: 50
 # of books read this quarter: 7,500
 # of people who have completed each 100:
 100 - 490
 200 - 325
 300 - 261
 400 - 211
 500 - 185
 600 - 160
 700 - 149
 800 - 133
 900 - 125
 1000 - 118

Dear Asian Youth Novi displays for May AAPI Month





Family Book Discussion Kits Display



NATC Library Visit with Miss Emily



Early Literacy Garden Party



Building & Construction Dramatic Play Group



Happy Pride Month Display - 2nd Floor Feature Display



Craftastic Wednesday: Chalk it up – Summertime signs!



Mad Science of Detroit Presents Amazing Oceans



Made in the iCube display at the City of Novi



Support Services Department Report by Maryann Zurmuehlen– June 2022

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team Zoom meetings.
- Attended weekly department catchup meetings.
- Participated in IS Dept Head interviews on June 2nd.
- Attended an EnvisionWare meeting on June 14th.
- Completed a 2-week training for a Clerk from June 13th – June 24th.
- Attended a Patron Point Zoom meeting on June 29th.
- Completed Year-End Performance Reviews.

Outreach

- Due to staffing shortages and lack of available materials, Read Boxes were been suspended for Summer 2022.
- **NPL @ Your Door Statistics FY 21-22 (03/28/22 – 06/30/22)**

	MARCH	APRIL	MAY	JUNE	TOTAL	NOTES
NEW RESIDENTS ENROLLED	5	3	1	4	13	2 people left the program in June, bringing current registered residents to 11
BAGS SENT OUT	4	5	8	9	26	
NUMBER OF ITEMS SENT	21	30	38	65	154	
AMOUNT OF POSTAGE PAID	\$39.84	\$57.10	\$83.10	\$115.58	\$295.62	Average postage cost is \$11.37 per bag
STAMPS.COM CHARGES AND DATES						
03/25/22	\$50.00					
04/21/22	\$50.00					
04/22/22	\$17.99					
05/18/22	\$50.00					
05/24/22	\$17.99					
05/27/22	\$50.00					
06/14/22	\$50.00					
06/17/22	\$50.00					
06/22/22	\$17.99					
TOTAL	\$353.97					

- **Upcoming Library Card Sign-Up Events:**

DAY	DATE	LOCATION	EVENT TIME
WED	7/13	Lakeshore Park (By Back Shelter Area)	10:30am – 11:30am
WED	7/20	Lakeshore Park (By Back Shelter Area)	10:30am – 11:30am
WED	7/27	Lakeshore Park (By Back Shelter Area)	10:30am – 11:30am

Circulation & Shelvers

- Shang-Yeu Chang's first day as an Outreach Clerk was June 13th. Please welcome him to NPL when you see him!
- Completed Year-End Performance Reviews.

Tech Services

- Worked on End of Fiscal Year wrap-up, including ordering, processing, cancellations, and budget reconciliations.
- Completed Year-End Performance Reviews.

Statistics (June 2022)

- **Library Cards Issued: 456**
- **Items Checked Out: 64,198**
- **Items Interloaned for NPL Patrons: 4,717 (60 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,465 (73 through MeLCat)**
- **Items Added to the Collection: 2,390**
- **Items Discarded from the Collection: 2,336**
- **Drive-Up Window & Locker Hold Pickups: 24**
- **MAP Checkouts: 38**
- **Lakeshore Lending Library Checkouts: 107**
- **Outreach:**
 - **5 Facilities Visits / 22 Items Provided**
 - **7 Book Discussions / 105 Items Provided**
 - **NPL @ Your Door: 9 Mailer Bags / 65 Items**

Support Services Statistics 2021 -2022													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	320	321	358	296	422	363	346	272	312	233	221	456	3,920
Items checked out	103,798	73,089	61,737	61,697	55,812	57,359	58,396	53,783	65,387	60,505	53,021	64,198	768,782
Items borrowed	4,763	4,580	4,541	3,997	4,484	3,902	4,705	4,250	5,447	4,296	3,809	4,717	53,491
Items loaned	3,940	3,569	3,480	3,281	3,206	3,013	3,952	3,362	3,559	3,319	2,480	3,465	40,626
Drive-Up Window & Locker Hold Pickups	14	12	19	17	21	16	20	15	19	14	23	24	214
Read Boxes	272	247	406	118	0	0	0	0	0	0	0	0	1,043
MAP Checkouts	43	36	17	22	6	20	2	0	10	19	35	38	248
Lakeshore Lending Library	223	75	88	66	39	171	98	112	72	80	157	107	1,288
NPL @ Your Door: # of Bags									4	5	8	9	26
NPL @ Your Door: # of Items									21	30	38	65	154

		June 2022	June 2021				June 2022	June 2021
Library cards issued		456	355					
Total checkouts		64,198	102,956		READ Boxes	Adult	0	59
						Youth	0	321
Items borrowed	TLN	4,657	5,402			Total	0	380
	MeL	60	97					
		4,717	5,499					
Items loaned	TLN	3,392	4,131		Due to staffing shortages and lack of available materials, Read Boxes have been suspended for Summer 2022.			
	MeL	73	133					
		3,465	4,264					
*NPL @ Your Door launched on March 28, 2022.								

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
July	103,798	19.05%	19,776	7,697	6,253	5,826	0
August	73,089	39.84%	29,119	10,935	9,888	8,296	0
September	61,737	39.60%	24,448	9,650	8,167	6,631	0
October	61,697	18.87%	21,189	7,453	7,023	6,713	0
November	55,812	39.72%	22,168	7,858	7,314	6,996	0
December	57,359	39.56%	22,693	7,387	6,343	5,528	3,435
January	58,396	41.35%	24,147	10,110	6,708	6,071	1,258
February	53,783	41.42%	22,278	8,233	3,465	5,327	5,253
March	65,387	42.03%	27,483	7,845	6,397	6,013	7,228
April	60,505	36.34%	21,985	6,980	4,733	4,184	6,088
May	53,021	37.96%	20,125	6,989	4,486	2,850	5,800
June	64,198	46.50%	29,850	8,443	7,376	8,307	5,724
FYTD	768,782	38.14%	285,261	99,580	78,153	72,742	34,786

Library Usage									
2020-2021 Fiscal Year					2021-2022 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	8,095	4,307	12,402	477	July	18,971	6,852	25,823	956
August	10,186	4,091	14,277	461	August	20,561	6,291	26,852	895
September	8,729	5,114	13,843	513	September	19,302	7,168	26,470	980
October	11,833	3,794	15,627	504	October	20,862	8,079	28,941	934
November	8,845	4,475	13,320	493	November	20,346	8,066	28,412	1,015
December	5,213	3,285	8,498	304	December	18,663	5,498	24,161	895
January	8,810	3,297	12,107	404	January	20,444	7,621	28,065	936
February	9,952	2,888	12,840	459	February	18,798	8,617	27,415	979
March	12,510	5,224	17,734	572	March	24,367	9,846	34,213	1,104
April	12,277	4,784	17,061	588	April	22,464	8,246	30,710	1,059
May	12,199	4,714	16,913	626	May	22,690	9,642	32,332	1,155
June	17,300	6,647	23,947	855	June	24,976	9,983	34,959	1,205
FYTD Total	125,949	52,620	178,569	521	FYTD Total	252,444	95,909	348,353	1,010

Computer Logins										
2020-2021 Fiscal Year						2021-2022 Fiscal Year				
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Total	Daily Average
July	0	16,504	0	16,504	635	July	983	30,634	31,617	1,171
August	55	18,127	0	18,127	587	August	944	35,958	36,902	1,230
September	624	19,329	0	19,953	739	September	853	39,555	40,408	1,497
October	942	20,359	0	21,301	687	October	1,086	44,813	45,899	1,481
November	401	18,514	0	18,915	701	November	867	41,990	42,857	1,531
December	0	9,673	0	9,673	345	December	779	43,942	44,721	1,656
January	219	3,323	0	3,542	118	January	643	36,790	37,433	1,248
February	629	10,709	0	11,338	405	February	901	42,253	43,154	1,541
March	860	19,648	0	20,508	662	March	1,162	49,315	50,477	1,628
April	893	20,319	0	21,212	731	April	1,035	48,514	49,549	1,709
May	903	21,637	0	22,540	835	May	873	50,149	51,022	1,889
June	966	27,206	0	28,172	1,006	June	1,015	47,629	48,644	1,737
FYTD Total	6,492	205,348	0	211,840	618	FYTD Total	11,141	511,542	522,683	1,524

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	333	6,603	19
March	4	118	29	March	447	8,555	19
April	69	1,301	18	April	360	6,693	18
May	97	1,636	16	May	278	4,684	16
June	134	2,347	17	June	391	7,317	18
FYTD Total	304	5,402	20	FYTD Total	3,512	66,978	19

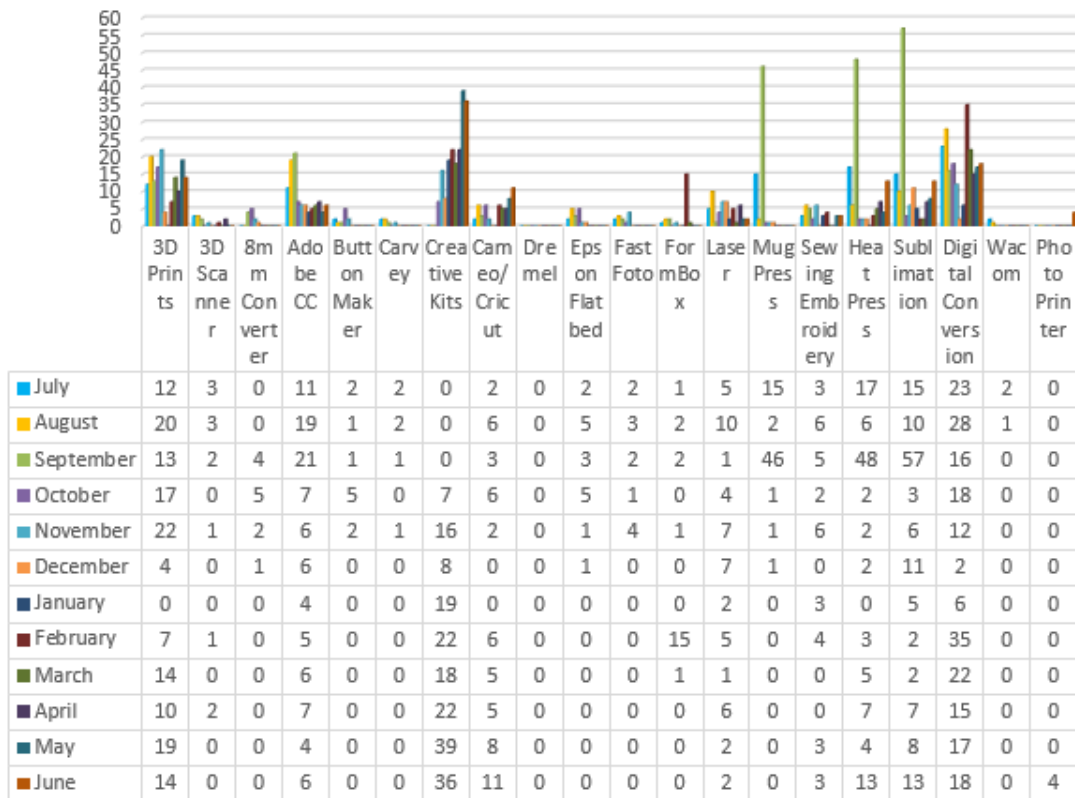
Technology Training Sessions 2021-22 Fiscal Year

	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
Jul	12	2	19	4	3	15	2	5	1	3	11	2	17	2	0	0	3	101	
<i>Guests</i>	12	2	19	4	3	15	2	5	1	3	11	2	17	2	0	0	3		101
Aug	20	6	21	8	6	10	2	10	2	3	19	1	6	0	1	0	3	118	
<i>Guests</i>	20	6	21	8	6	10	2	10	2	3	19	1	6	0	1	0	3		118
Sep	13	3	11	5	5	57	1	1	2	2	21	1	48	0	0	0	31	201	
<i>Guests</i>	13	3	11	5	5	57	1	1	2	2	21	1	48	0	0	0	31		201
Oct	17	6	12	6	2	3	0	4	0	0	7	5	2	7	0	0	6	77	
<i>Guests</i>	17	6	12	6	2	3	0	4	0	0	7	5	2	7	0	0	6		77
Nov	22	2	7	5	6	6	1	7	1	1	6	2	2	16	0	0	1	85	
<i>Guests</i>	22	2	7	5	6	6	1	7	1	1	6	2	2	16	0	0	1		85
Dec	4	0	1	1	0	11	0	7	0	0	6	0	2	8	0	0	0	40	
<i>Guests</i>	4	0	1	1	0	11	0	7	0	0	6	0	2	8	0	0	0		40
Jan	0	0	5	1	3	5	0	2	0	0	4	0	0	19	0	0	0	39	
<i>Guests</i>	0	0	5	1	3	5	0	2	0	0	4	0	0	19	0	0	0		39
Feb	7	6	25	10	4	2	0	5	15	1	5	0	3	22	0	1	0	106	
<i>Guests</i>	7	6	25	10	4	2	0	5	15	1	5	0	3	22	0	1	0		106
Mar	14	5	15	7	0	2	0	1	1	0	6	8	5	18	0	0	0	82	
<i>Guests</i>	14	5	15	7	0	2	0	1	1	0	6	8	5	18	0	0	0		82
Apr	10	5	8	7	0	7	0	6	0	2	7	4	7	22	0	0	3	88	
<i>Guests</i>	10	5	8	7	0	7	0	6	0	2	7	4	7	22	0	0	3		88
May	19	8	17	0	3	8	0	2	0	0	4	5	4	39	0	0	0	109	
<i>Guests</i>	19	8	17	0	3	8	0	2	0	0	4	5	4	39	0	0	0		109
Jun	14	11	18	4	3	13	0	2	0	0	11	12	13	36	2	0	0	139	
<i>Guests</i>	14	11	18	4	3	13	0	2	0	0	11	12	13	36	2	0	0		139
Sessions	152	54	159	58	35	139	6	52	22	12	107	40	109	189	1	1	47	1,185	
<i>Guests</i>	152	54	159	58	35	139	6	52	22	12	107	40	109	189	1	1	47		1,185

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	376	119	26	702
January	1,543	405	121	26	715
February	1,513	389	127	24	470
March	1,576	415	130	23	732
April	1,472	403	138	22	486
May	1,492	396	144	24	539
June	1,307	373	146	18	267
FYTD Total	17,376	4,540	1,435	295	6,068

2021-2022 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,562	1,909	7,471	670	80
August	6,188	1,794	7,982	689	87
September	5,607	1,536	7,143	609	82
October	5,519	1,661	7,180	649	78
November	5,542	1,614	7,156	724	71
December	5,672	1,757	7,429	835	95
January	5,908	2,007	7,915	791	89
February	5,357	1,764	7,121	804	97
March	5,703	2,088	7,791	916	84
April	5,128	1,912	7,040	825	87
May	4,996	1,986	6,982	558	62
June	5,162	2,089	7,251	534	83
FYTD Total	66,344	22,117	88,461	8,604	995

2021-22FY iCube Appointments



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	25	533
March	0	0	March	33	875
April	0	0	April	31	547
May	0	0	May	22	851
June	0	0	June	27	567
FYTD	0	0	FYTD	204	4,998

2021-2022 Meeting Room Report

OVERALL STATS

(October 2021-June 2022)

- Room Rentals: 204
- Attendees: 4,998
- Gross Revenue: \$16,361.25

POST-RENTAL SURVEY RESULTS

(Collected January-June 2022)

- Sent to: 67 renters
- Responses: 32
- 48% response rate

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

- Information provided about meeting rooms: 100%
- Ease of reserving meeting room: 100%
- Pricing for meeting rooms: 94%
- Ease of making payment: 97%
- Communication with NPL staff prior to rental: 100%
- Accuracy of room set-up upon arrival: 97%
- Comfort and convenience of rooms: 100%
- Equipment/technology offerings available: 100%

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

- 80% responded No or N/A
- Suggestions included: flip charts, better WiFi, water

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

- 71% responded No or N/A
- 28% requested an online option (Suggestions included: Cashapp, PayPal, Venmo, Zelle)

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

- 94% responded Yes
- 6% responded Maybe
- 0% responded No

Question: How did you hear about our meeting rooms?

(Top responses)

- Library website/social media (47%)
- Have rented here previously (38%)
- Visiting the Library (25%)
- Word of Mouth (19%)

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

- 47% responded No
- 28% responded Yes
- 25% responded Not Sure

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

- 1 out of 1 responded Excellent

Suggestions for Improving Meeting Rooms and/or reservation process:

- Reserve and/or pay for rooms online (**Top suggestion**)
- Wipe tables in advance
- Be able to use rooms before 10:00am
- Provide water
- Improve WiFi in meeting rooms
- Provide phone number in meeting rooms to call if help is needed

Positive Feedback:

- "The reservation staff Amy and payment process with Dana were excellent with us. We have rented rooms at Civic Center before but it's much easier with Novi Library reservation process. The staff is very friendly and kind and excellent to work with."
- "Everything was just as promised. Staff was receptive and met our needs."
- "Will definitely rent again. Thanks Amy for excellent customer service."
- "Very friendly and service oriented mindset."
- "Everything is always the way it is expected to be. Clean, friendly, fast, and easy."
- "Will be using your services again & again & again!"
- "Amy Crockett and her team were kind and very accommodating and responsive."
- "The room and setup was perfect with tech support as needed."
- "Thank you so much! It was stress free!! Would have another event here again!"
- "Always a smooth experience! Great service."
- "Amy is quick to reply by email and staff on hand is available to assist at the event."
- "I was very pleased with the rental experience!"
- "Amy, a staff, and tech staff (sorry I forgot their names) on the day were very helpful and supportive. Thank you for making our day easier."
- "Very knowledgeable and helpful staff."
- "The staff was lovely to work with!"
- "Amy C. did a nice job with the room rental process!"
- "Very happy with the support from Amy."

Memo

To: Library Board Trustees

From: Kathy Crawford, Kat Dooley

cc: Julie Farkas

Date: July 8, 2022

Re: Salary Comparison Data and Recommendation

The Library Board HR Committee was charged in early March 2022 to work with Director Farkas to collect and review data and propose a plan for salary compensation for Novi Library employees for 2022-2023. A professional salary study was completed in 2008, which gave the administration its current salary structure template. Adjustments were monitored and employees were compensated annually based on performance. However, shortly after the 2008 study was implemented, a recession occurred which impacted employee compensation due to the loss in tax revenue funding for the Library. The Board approved annual stipends and percentages that were less than 2% between 2011 and 2015.

The last in-house salary comparison completed by the Board's HR Committee and approved by the Library Board was in 2018. At that time, salary adjustments were implemented for all 12 pay grades based on the annual increases that were being implemented as well as salary adjustments for employees who were not in range based on years of service. Driving the changes were State of Michigan minimum wage rates increasing and library industry changes. Over the last two years, salary changes in many industries have been drastic (increasing) in a variety of professions that can be compared to similar library positions at NPL (shelver, clerk, clerk supervisor, etc.). The minimum wage currently for the State of Michigan is \$9.87, however, libraries, when surveyed are not using minimum wage as a starting grade level. Over the past four months, with our current salary ranges, we have been less competitive when trying to attract professional talent. This is the first time we are experiencing an employment crisis. Since fall 2021, NPL has started to experience difficulties in attracting clerical and professional staff. Thus, NPL is falling behind on being competitive with similar class VI and neighboring libraries as it relates to salary compensation.

Three data collection tools have been shared with the HR and Finance Committee.

1. **Library Salary Comparison with other class VI libraries** (Howell, Royal Oak, West Bloomfield and Portage) that are similar in size by population). In addition, data from DSLRT (Detroit Suburban Libraries Roundtable, Library of Michigan – State Aid Data, Canton Public Library and Northville District Library are included. We are often compared to Canton and Northville, however, Canton has a much larger service population as a class VI library and Northville, our neighbor, is a class V library and smaller in population.

2. **Library Job Posting Data** collected since January 2022 which shows that various salary ranges by job title.

3. **2023-2024 Proposed Salary Structure** chart showing NPL’s current wages and the proposed adjustments. It is recommended that NPL start its pay structure (Grade 1) at \$12.00 per hour for its shelver position. Currently, this position requires a person to be at least 16 years of age. At this time, there are 3 positions open for this grade. For Grade 2 (clerk and monitors), it is recommended that the salary start at \$15.00 per hour. This is comparable to a retail position where an employee is required to interact with the public, exchange cash and have basic computer skills for retrieving guest records. As the salary recommendations increase based on grades 1 and 2, other grades have been adjusted. On annual employee surveys, comments pertaining to the concern for low wages in these grades have been cited.

To accomplish the full salary structure adjustments, it is recommended that grades 1 through 5 are addressed by January 1, 2023. An annual adjustment cost for the Library in the temporary salaries budget line (705.000) of approximately \$160,000. It is recommended that grades 6-12 would be adjusted as of July 1, 2023 costing the Library an additional \$47,000 in the permanent salaries budget line (704.000).

The Library Board has been very supportive over the years with salary compensation to the Library employees. In fact, during the pandemic, the Board voted to keep staff employed and paid if employees were actively engaged in training and remote work (if the position allowed) when the Library was shut down (March 16, 2020 – July 5, 2020). 7 positions were not filled at this time until the Library was back to full operation. Some public libraries and employees were not afforded the same economic opportunity. In addition, the Board has recognized employees with annual salary increases over the years. See chart below. Percentage was granted if employee “met expectations” for annual performance.

2015/2016	No compensation approved
2016/2017	2%
2017/2018	2%
2018/2019	2.5%
2019/2020	2%
2020/2021	2.5%
2021/2022	2%
2022/2023	3%

The HR Board Committee realizes salary is just one piece of what an employee may look at when being attracted to our organization. Therefore, we continue to look at ways to attract new employees and retain its current employees by addressing current opportunities such as tuition reimbursement (which is offered by the City of Novi), increased retirement benefits (City of Novi offers a higher rate for contribution), work/life balance opportunities, conference and training benefits, etc.

Library Salary Comparisons

Last salary analysis for NPL was 2018. Information provided by libraries that are considered similar in size by population to NPL. Canton is Class 6 with a population over 90,000, however, we have compared ourselves to them in many regards when it comes to similar services: drive up window, NPL @ Your Door, Programming, Outreach, they have close to 90 employees we have 62 currently; also inquired with Northville (neighboring community Class 5).

Last comparison done for NPL was 2018	NPL - 6	State Average	DSLRT Average	Howell District - 6	Canton - 6	Royal Oak - 6	W. Bloomfield - 6	Northville - 5	Portage - 6	AVERAGE
	40 hrs/wk	Class 6	Class 5 & 6	40 hrs/wk	37.5 hrs/wk	40 hrs/wk	35 hrs/wk	40 hrs/wk	40 hrs/wk	Min - Max
	as of 7/1/21			as of 1/1/22	as of 3/29/21	as of 7/1/21	as of 4/1/22	as of 4/7/22	as of 4/20/22	Class 6 Similar
Number of Buildings/Branches	1 + kiosk			1	1	1	1 main + branch	1	1	
Hours Open	66			58	72	64	72	62	69	(not incl state/DSLRT)
Population	66,243			58,718	98,000	57,236	71,755	37877	56,304	
Annual visits (based on last fiscal reported)	178,569			50,556	206,932	31,936	221,722	73842	85,000	
Job Titles										
Shelver/Page/Circulation Assistant (*9.87 min wage)	\$9.87* - \$11.72			\$10.10 - \$15.15	\$11.03 - \$14.36	\$10.46 - \$11.31	\$11.00 - \$14.35	\$10.12 - \$11.14	N/A	\$10.36 - \$13.13
SS Clerk/Library Assistant	\$11.56 - \$14.45	\$15.10 - \$20.61	\$15.66 - \$20.46	\$12.51 - \$20.02	\$14.21 - \$19.18	\$11.88 - \$15.84	\$15.00 - \$21.39	\$13.94 - \$18.38	\$10.87 - \$15.50	\$12.36 - \$17.44
Building Monitor/Attendant	\$11.56 - \$14.45			N/A	\$14.21 - \$19.18	\$11.88 - \$15.84	\$15.00 - \$19.57	N/A	N/A	\$12.81 - \$16.62
Intern	\$12.00 fixed rate			N/A	\$14.21 - \$19.18	N/A	N/A	N/A	\$14.25	\$13.13
Technology Asst./Lib Computer Asst./Library Assoc.	\$12.72 - \$15.90			\$16.12 - \$25.79	N/A	\$11.88 - \$15.84	\$13.50 - \$17.61	\$12.75 - \$15.25	\$13.50 - \$18.59	\$13.54 - \$18.75
Technology Supervisor	\$14.31 - \$17.89			N/A	N/A	N/A	N/A	N/A	N/A	\$14.31 - \$17.89
SS Clerk Supervisor/Library Assistant II	\$14.31 - \$17.89			N/A	\$23.23 - \$33.69	\$16.65 - \$23.80	N/A	N/A	\$14.25 - \$18.59	\$15.07 - \$20.09
Facilities I/Custodian	\$14.31 - \$17.89		\$15.01 - \$21.06	\$12.51 - \$20.02	N/A	N/A	\$15.00 - \$21.39	\$14.00	\$10.87 - \$15.50	\$13.17 - \$18.70
Facilities Assistant II (not Mgmt.)	\$16.00 - \$20.46			N/A	N/A	N/A	N/A	N/A	\$14.25 - \$18.59	\$15.13 - \$19.53
Bookkeeper/Finance Assistant/Accountant	\$16.00 - \$20.46			\$16.12 - \$25.79	\$26.31 - \$38.15	N/A		N/A	\$15.92 - \$25.00	\$16.01 - \$23.75
Systems Administrator (IT)/Technology Specialist	\$19.91 - \$25.88	\$21.91 - \$29.21	\$29.18 - \$40.62	\$20.76 - \$33.20	\$26.31 - \$38.15	\$24.07 - \$27.59	N/A	N/A	N/A	\$21.34 - \$28.89
Human Resources Spec./Finance Mgr & HR Benefits*	\$19.91 - \$25.88		\$20.01 - \$31.08	N/A	\$21.08 - \$30.56	N/A	\$31.64 - \$45.11*	\$30.40*	\$22.60 - \$37.85*	\$20.50 - \$28.22
Librarian/Assistant Librarian	\$21.90 - \$28.47	\$24.51 - \$31.11	\$22.40 - \$29.20	\$18.29 - \$29.27	\$26.31 - \$38.15	\$22.39 - \$29.88	\$23.69 - \$33.78	\$24.29 - \$28.10	\$21.35 - \$29.55	\$21.52 - \$30.19
Programming Coord./Programming Librarian/ Early Childhood Specialist	\$21.90 - \$28.47			N/A	\$26.31 - \$38.15	N/A	\$23.69 - \$33.78	N/A	\$21.35 - \$29.55	\$22.31 - \$30.60
Sunday Librarian	\$19.00 fixed rate			N/A	N/A	N/A	\$21.00	N/A	\$17.50	\$19.16
Substitute Librarian	18.50 fixed rate			N/A	\$17.74 - \$24.82	\$22.39 - \$29.88	\$20.00	\$19.00	\$17.50	\$19.60
Communications Manager	\$24.09 - \$32.52		\$24.72 - \$33.83	N/A	\$33.38 - \$51.74	N/A	N/A	N/A	\$22.60 - \$37.85	\$23.35 - \$35.19
Collections Specialist	\$24.09 - \$32.52			N/A	\$27.54 - \$41.33	N/A	N/A	N/A	\$21.35 - \$29.55	\$22.72 - \$31.04
Support Services/Circulation Dept. Head/ Coordinator Support Services	\$24.09 - \$32.52		\$23.11 - \$33.20	\$20.76 - \$33.20	\$33.38 - \$51.74	\$29.88 - \$32.98	\$31.64 - \$45.11	\$20.10 - \$30.98	\$22.60 - \$31.25	\$25.79 - \$35.01
Info Services Dept. Head (Head Youth/Adult)	\$26.50 - \$37.10	\$26.83 - \$35.32	\$26.98 - \$36.72	\$23.88 - \$38.20	\$33.38 - \$51.74	\$29.88 - \$32.98	\$31.93 - \$45.52	\$27.62 - \$31.83	\$22.60 - \$37.85	\$26.96 - \$38.33
Information Technology Dept. Head	\$26.50 - \$37.10			N/A	\$33.38 - \$51.74		\$36.85 - \$52.54	\$24.97 - \$31.57	\$22.60 - \$37.85	\$28.65 - \$42.50
Director	\$41.34 - \$57.88	\$44.13 - \$53.71	\$42.03 - \$53.43	\$37.12 - \$55.68	\$51.17 - \$79.33	\$42.06 - \$54.31	\$51.50 - \$73.43	\$46.46	\$33.65 - \$50.48	\$41.13 - \$58.36

**Novi Public Library
Salary Structure
Last salary comparison done in 2018**

2023-2024 DRAFT

Grade	Title	0 yrs.		10yrs.		20 yrs.		range width	
		Minimum	Adjustment	Midpoint	Adjustment	Maximum	Adjustment		
12	Director (FT) - MLIS required	\$85,990.00	\$89,584.00	\$103,188.00	\$107,515.00	\$120,386.00	\$125,424.00	40.00%	
		\$41.34	\$43.07	\$49.61	\$51.69	\$57.88	\$60.30		
		(11-12) 30%							
11	Assistant Director Operations Assistant Director Public Services - MLIS required	\$66,146.00	\$68,915.00	\$79,375.00	\$82,690.00	\$92,604.00	\$96,475.00	40.00%	not filled as of 12/2015 not filled as of 12/2015
		\$31.80	\$33.13	\$38.16	\$39.76	\$44.52	\$46.38		
		(10-11) 20%							
10	Information and Technology Department Head (FT; Certifications and experience required) Information Services Department Head (FT; MLIS required)	\$55,122.00	\$55,266.00	\$66,146.00	\$68,910.00	\$77,170.00	\$80,392.00	40.00%	
		\$26.50	\$27.61	\$31.60	\$33.13	\$37.10	\$38.65		
		(9-10) 10%							
9	Support Services Department Head (FT; Bachelor's required) (from grade 4-9 is 40%) Collections Specialist (FT; MLIS required) Youth & Teen Services Supervisor (FT; MLIS required; new position for 2022/2023) Communications Manager (FT; Bachelor's required) - (from grade 7-9 15.5%) Systems Administrator (formerly Network Support Specialist) - was grade 7; moved based on industry/salaries Building Operations Manager (FT)	\$50,111.00	\$52,208.00	\$58,880.00	\$62,650.00	\$67,649.00	\$73,091.00	40.00%	
		\$24.09	\$25.10	\$28.31	\$30.12	\$32.52	\$35.14		
		(8-9) 5%							not filled as of 6/2010
8	Librarian (PT/FT) - MLIS required	\$45,555.00	\$49,712.00	\$52,389.00	\$58,427.00	\$59,222.00	\$67,122.00	35.00%	
	Sunday Librarian	\$21.90	\$23.90	\$25.19	\$28.09	\$28.47	\$32.27		
	Substitute Librarian (on call/varies)	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00		Fixed rate
		as of 7/22 \$19.50							Fixed rate
		as of 7/22 \$19.00							
7	Human Resources Specialist (salary based on City of Novi HR comparison, no certification requirement) Communications Coordinator (FT)	\$41,414.00	\$49,680.00	\$47,626.00	\$58,365.00	\$53,838.00	\$67,059.00	35.00%	
		\$19.91	\$23.88	\$22.89	\$28.06	\$25.88	\$32.24		
6	Administrative Assistant (moved to grade 5) Programming Coordinator (PT) - was a grade 8; master's degree not required Bookkeeper (PT)	\$37,649.00	\$43,430.00	\$43,296.00	\$51,043.00	\$48,943.00	\$58,635.00	35.00%	
		\$18.10	\$20.88	\$20.82	\$24.54	\$23.53	\$28.19		
		(4-5) 10%							Not Filled
5	Program Assistant (Youth/Adult) (PT) Administrative Assistant (PT) Facilities Assistant II (PT)	\$32,738.00	\$39,478.00	\$37,649.00	\$46,384.00	\$42,559.00	\$53,290.00	35.00%	Not Filled Not Filled Not a fixed rate
		\$15.74	\$18.98	\$18.10	\$22.30	\$20.46	\$25.62		
		(4-5) 10%							
4	Support Services Supervisor (FT/PT) Meeting Room Coordinator (PT) Facilities Assistant I (PT) Technology Supervisor (PT)	\$29,762.00	\$35,880.00	\$33,482.00	\$41,267.00	\$37,202.00	\$46,654.00	30.00%	
		\$14.31	\$17.25	\$16.10	\$19.84	\$17.89	\$22.43		
		(3-4) 4.5%							
3	Technology Assistant (PT) Technology Assistant Substitute (on call/varies) Office Assistant (PT)	\$26,455.00	\$34,320.00	\$29,762.00	\$39,478.00	\$33,069.00	\$44,616.00	30.00%	
		\$12.72	\$12.72	\$12.72	\$12.72	\$12.72	\$12.72		Fixed rate
		\$12.72	\$16.50	\$14.31	\$18.98	\$15.90	\$21.45		Not Filled
	Intern (Info Services - Librarian, working on MLIS)	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00		Fixed rate
		(2-3) 10%							
2	Support Services Clerk (PT) (Compared to retail w/cashier & computer experience; High School/GED required) Support Services Clerk Substitute (on call/varies) Building Monitor (PT) new title: Guest Relations Monitor Teen Space Monitor (PT) Outreach Driver Intern (Info Services/ICube/IT/Graphic Designer - required enrollment in 2-4 yr undergraduate program)	\$24,050.00	\$31,200.00	\$27,057.00	\$35,880.00	\$30,063.00	\$40,560.00	30.00%	
		\$11.56	\$15.00	\$11.56	\$15.00	\$11.56	\$15.00		Fixed rate
		\$11.56	\$15.00	\$13.01	\$17.25	\$14.45	\$19.50		
		(1-2) 25% (2-4) 15%							
1	Shelver (PT) (Age 16+ required)	\$20,072.00		\$21,164.00		\$23,088.00		25.00%	
		\$20,529.60	\$24,960.00	\$22,464.00	\$28,080.00	\$24,377.60	\$31,200.00		
	eff 1/1/2022	\$9.87	\$12.00	\$10.80	\$13.50	\$11.72	\$15.00		Minimum wage 1/2022
	eff 1/1/2020	\$9.65		\$10.58		\$11.50			
	Substitute Shelver (on call/varies)	\$9.87	\$12.00	\$9.87	\$12.00	\$9.87	\$12.00		Fixed rate
		1/1/20 w/no change in 1/1/2021		\$9.65		\$9.65			

State Law/MIN. \$9.65 p/hr effective 1/1/2020; State did not raise Minimum wage as of 1/1/21; \$9.87 p/hr effective 1/1/22

Job postings collected since January 2022
 Updated July 6, 2022

Job Titles	NPL - Class 6 (40 hrs/wk)	Other Library Comparisons
Shelver/Page avg. \$10.18	\$9.87 (min wage) - \$11.72 \$10.36 \$10.00	Orion Township Auburn Hills
SS Clerk/Library Assistant	\$11.56 - \$14.43 \$13.40	Farmington (6)
Building Monitor/Attendant	\$11.56 - \$14.43 \$13.72	Bloomfield Township
Intern	\$12.00 fixed rate	
Technology Assistant/Lib Computer Assistant	\$11.72 - \$15.90	
Technology Supervisor	\$14.31 - \$17.89	
SS Clerk Supervisor/Library Assistant II avg. \$17.56	\$14.31 - \$17.89 \$20.03 - \$26.47 \$13.00	Bloomfield Township Oak Park
Facilities I/Custodian avg. \$15.39	\$14.31 - \$17.89 \$15.00 \$16.86	Auburn Hills Farmington (6)
Facilities Assistant II (not Mgmt.)	\$16.00 - \$20.46	
Bookkeeper/Finance Assistant/Accountant	\$16.00 - \$20.46	
Systems Administrator (IT) avg. \$29.49	\$19.91 - \$25.88 \$32.02 - \$40.03 \$26.96 - \$36.98	Ann Arbor District (6) Bloomfield Township
Human Resources Specialist	\$19.91 - \$25.88 \$23.88 - \$32.24	City of Novi (w/o certificate)
Librarian/Assistant Librarian avg. \$22.79	\$21.90 - \$28.47 \$21.01 - \$45.34 \$20.19 - \$22.60 \$21.02 \$21.63 \$17.79 - \$25.48 \$20 - \$22 \$20.34 - \$21.16 \$24.25 - \$25.25 \$22.65 - \$27.87 \$25.06 - \$28.85 \$21.88 \$22.56 - \$29.44 \$22.98 \$23.23 \$22.88 - \$26.63 \$24.32 \$23.30 \$20.73 - \$29.55 \$24.04 - \$31.25 \$25.92 \$26.90 - \$36.98	NCSD Librarian (Media Specialist) w/Master's Degree Ferndale Muskegon Brighton South Lyon Cromaine Saline Roseville Southfield (6) Troy (6) Redford (6) Rochester Saline Commerce Lake Orion Detroit (6) Livonia (6) West Bloomfield (6) Ypsilanti (6) Sterling Heights Bloomfield Township
Programming Coordinator	\$21.90 - \$28.47	
Sunday Librarian	\$19.00 fixed rate	
Substitute Librarian avg. \$16.50	18.50 fixed rate \$18.00 \$15.00 - \$22.00	Auburn Hills Southfield (6)
Communications Manager	\$24.09 - \$32.52	
Collections Specialist	\$24.09 - \$32.52	
Support Services/Circulation Dept. Head	\$24.09 - \$32.52 \$21.73 - \$30.43	East Lansing
Info Services Dept. Head (Head Youth/Adult) avg. \$27.60	\$26.50 - \$37.10 \$24.50 - \$25.50 \$25.64 - \$29.23 \$30.50 - \$34.16 \$27.62 - \$31.83 \$23.32 - \$25.48 \$30.63 - \$38.46 \$31.01 - \$38.06	Ferndale White Lake Detroit (6) Northville Farmington (6) Ypsilanti (6) Saline District
Information Technology Dept. Head	\$26.50 - \$37.10	
Director	\$41.34 - \$37.88 \$28.85 \$38.46 - \$48.56 \$36.54 - \$40.38	Inkster Public Library (4) Hartland - Cromaine White Lake Township (5)

Library Board Finance Committee

Committee met on July 13 and July 16 to review the salary information from a financial perspective that is being proposed by the HR Committee. Finance Committee reviewed the proposed salary structure for 2022-2023 and library data documents. Information pertaining to additional benefits related to retirement (457 and DC plans) were reviewed based on some new opportunities with the City of Novi. The Finance Committee has asked Director Farkas to collect additional data from the libraries that were surveyed for salaries to gain great understanding of benefits as it relates to neighboring and class VI libraries.

In addition, per Trustee Michener's questions regarding the Library's investments at the June meeting, the Committee reviewed the City of Novi's investment policy. Which a copy is being provided for all Library Board members in their handouts (not board packet). Below is an email from Sabrina Lilla, City of Novi Finance Dept., regarding the investments as well as a revenue/expenditure report for library investments from the 268 account as of 6/27/2022.

Email from Sabrina Lilla, City of Novi – Finance Dept. June 27, 2022

Julie,

Attached is the most recent approved investment policy approved by City Council. It is important to note that the City invests funds in accordance with State of Michigan Public Act 20 of 1943. The Public Act ensures the preservation of principal while providing the highest investment return with maximum security.

It's also important to remind the Board that these are "unrealized" losses. An unrealized loss is a loss only on paper that results from holding the investment. The value fluctuates on a daily basis. There is no actual loss to the City or Library.

Please see the attached spreadsheet which shows historical data back to 2016. It's important to note that the Library had interest earnings (true earnings) of \$352,446. In looking at just the unrealized gains and losses from 2016 – 2021 (excluding the current year 2022), the total net gain is \$6,006. The attached shows how the unrealized gain/loss fluctuates from year to year yet the interest earnings is more stable.

I hope this helps! Carl may have some additional comments to add as well.

Sabrina

06/27/2022		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI											
		Month Ended: June											
		BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE				
		AS OF	AS OF	AS OF	AS OF	AS OF	AS OF	AS OF	AS OF				
GL NUMBER	DESCRIPTION	06/30/2016	06/30/2017	06/30/2018	06/30/2019	06/30/2020	06/30/2021	06/30/2022		Total			
Interest income													
268-000.00-664.000	Interest on investments	41,574.64	51,568.50	53,643.17	58,350.57	63,054.71	47,949.82	36,305.03		352,446.44			
268-000.00-664.500	Unrealized gain (loss) on investments	23,055.12	(47,460.19)	(27,462.99)	41,412.79	24,289.90	(7,827.98)	(108,196.38)		(102,189.73)			
Interest income		64,629.76	4,108.31	26,180.18	99,763.36	87,344.61	40,121.84	(71,891.35)		250,256.71			

Here are the Events Attended as reported by Trustees- collected by Trustee Dooley:

Trustee Crawford

6/15 Historical Commission

6/17 Road Trip with Julie to Ontario's libraries

6/18 NPL Juneteenth

6/30 Dueling Piano concert at Paradise Park

7/8 Diversity and Inclusion Cultural Festival at Fox Run

7/9 Board Retreat at Lakeshore

Trustee Michener

Trustee Roundtable hosted by Library of Michigan

Juneteenth Celebration

Trustee Sturing

Marshall Allen - Friends Summer Concert Series 7/28

DEI Board Committee Meeting by Trustee Dooley

July 6, 2022

AGENDA

Staff Updates

DEI Scorecard

HR Rules of Conduct - Question from Staff

Defining DEI for NPL

New Business

Staff Updates

Nicole - onboarded new head of Information Services - Hillary Henschel (internal hire) - put together 3 FT positions (combined 2 of the part time). 1 New FT, and then 2 that need to be filled. One of them will have an influence on Youth and Teen specifically. Internal movement and career pathing has been an important focus for access.

First Full year of Staff DEI Training - completed. Requirement was 3.

2022-2023 - 2 Total - Any format. Requirement will be 1 from staff selected training, but now they can go on their own and seek DEI training that is approved by their Manager. That could add more training for all.

DEI added to their performance evaluation tool.

Nicole is going to bring information on participation numbers for the next committee meeting.

Trustee Michener brought up possible training on Belonging from work that she read from Brene Brown. It is in addition to understanding and training in Diversity, Equity, and Inclusion education.

Received excellent feedback on Juneteenth celebration.

DEI Scorecard

It will help define Diversity, Equity, and Inclusion, and the tool to score it for NPL as an organization.

Discussion on this topic continued. Committee will work and bring feedback for August committee meeting.

Nicole brought up about hiring vendors who are diverse as well. Looking at RFPs and projects from this lens.

Rules of Conduct

Wanted to make sure we would be striking out secretly recording due to Michigan Law clarification provided. It will be sent to HR Committee for review to be presented in the July packet.

New Business

Trustee Michener is sharing the New Jersey Library Association Fine Free Toolkit - What Why And How - It will be included in the packet for board information.

Julie will provide MLA Intellectual Freedom information to be shared in the packet.

Nicole is requesting us to help with resources to get more representation for our Latinx and Hispanic population in the Metro-Detroit area for education. Trustee Michener and Gurumurthy will share some info.

Nicole asked about South Asian and East Asian representation for more education and information as well.

ASL training for staff is coming up soon.

DEI Committee will be pulling resources for Trustees DEI training so we can make them available to all so the board can meet their goal this year. Each member is recommended to attend 3 programs or education focused on DEI.

August meeting TBA.



Fine-Free Toolkit

What, Why & How

**New Jersey Library Association -
Diversity & Outreach Section**

June, 2022

Introduction

Access and equality are integral to the mission of libraries. According to the American Library Association, “The essential mission of a publicly funded library is to provide free, equal, and equitable access to information in all its forms...Just as economic issues may challenge the library’s ability to meet its mission, economic barriers may also threaten user access.”¹ In order to fulfill their mission of providing equitable access to information on a consistent scale, libraries within New Jersey and throughout the United States should consider going fine-free.

What Does Fine-Free Mean?

Over the past decade, libraries have been experimenting with different ways to address fines for overdue materials. In its simplest terms, fine-free means removing fines for overdue materials. Some publicly-funded libraries are removing fines for overdue, damaged, or lost materials while others are removing fines for overdue materials, but continuing to charge fines for damaged or lost materials. Whichever course of action a library decides to take, access should be at the forefront of decision making.

Why Eliminate Overdue Fines?

The implementation of fines has proven to discourage community members from using the library altogether. “Libraries should examine policies and procedures, particularly those involving fines, fees, or other user charges, and actively move toward eliminating any that may create potential barriers to access or academic achievement,”² states the American Library Association. As we explain in more detail below, eliminating fines is consistent with the core mission of publicly-funded libraries in encouraging racial and social equality and providing open access to information and services.

Concerns about Going Fine-Free

Many libraries are reluctant to go fine-free. Going fine-free often evokes a major shift in perception of how libraries can equitably serve their communities. The process of going fine-free may require adjusting or eliminating library policies that encourage barriers to information access. Library staff may be reluctant to support fine-free library policies that may allow patrons to “get away” with returning materials late (or at all).

¹ <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/economicbarriers>

² Ibid.

Advantages of Going Fine-Free

Libraries with fine-free policies have reported:

- **Increases in library card registration**
- **Increases in circulation**
- **Increases in the number/percentage of materials returned**
- **Increases in the number of students using the library for homework**
- **Increases in staff time used for patron-focused services after the responsibility of fines-handling was removed**
- **Increases in usership overall**
- **Increases in positive association with the library among patrons, especially children and low-income community members who feel more welcome**
- **It benefits everyone in the community when all can access information, services, and materials at the library without fear of financial penalties**

A fine-free policy removes barriers to access

Studies have shown that fear of fines, even small penalties, can deter people from registering for a library card or visiting the library. A whitepaper issued by the Colorado State Library found that “the threat of accumulating fines for overdue materials and the fees associated with damaged or lost books is keeping low-income families away from libraries, or from checking out items to take home.”⁵

Fines disproportionately impact low income residents, children, and families

Rather than motivating prompt returns, fines discourage residents from borrowing materials altogether, especially if they are unable to return them during the library’s open hours. Those who could benefit the most from the library’s resources are thus discouraged from accessing them. A study in San Diego found that “[n]early half of the library’s patrons whose accounts were blocked as a result of late fees lived in two of the city’s poorest neighborhoods.”⁶ Similar data was found in studies of LaCrosse, Wisconsin; Salt Lake City, Utah; and St. Paul, Minnesota.

Fine-free policies promote racial equity

Communities of color are far more likely to be impacted by unpaid library fines, and fear of fines continues to keep users away from the library. This is particularly true in communities where English is not the first language and complicated fine structures intimidate prospective patrons.⁷

⁵ <http://spellproject.weebly.com/uploads/1/5/3/3/15331602/spellwhitepaperfinal.pdf>

⁶ <https://www.npr.org/2019/11/30/781374759/we-wanted-our-patrons-back-public-libraries-scrap-late-fines-to-alleviate-inequity>

⁷ <https://www.urbanlibraries.org/blog/how-eliminating-library-fees-advances-racial-equity>

Fine-free policies improve public relations

The library should be seen as a welcoming community institution that provides free and open access to information. By eliminating fines, we can free our staff to provide services and resources to the community, rather than spending valuable time attempting to collect fines. If conversations about punitive fines were dispensed with, daily interactions between staff and patrons would be positive experiences for all involved.

Many libraries, including Chicago Public Library, saw an increase in library card renewals and applications after going fine-free. A fine-free policy implies a level of trust and respect between the library and patrons. It also contributes to a sense of community responsibility and shared resources in that patrons are encouraged to return items promptly so that other patrons may use them.

Fine-free policies are clear and easy to understand

Billing for the item only when it is lost or damaged and not charging money otherwise, for example, is a policy that is clear and easier for patrons to understand than daily overdue fines that accrue at varying rates for different types of items. A fine-free policy is also one that staff can more succinctly communicate and explain.

Fines are not a sustainable source of revenue

With an increase in use of digital materials, including streaming video and audio content, fines and fees become a less reliable source of revenue, especially as patrons seek out more offerings from platforms such as Overdrive and Hoopla. Furthermore, it is not sensible to rely on funding from something we actively encourage patrons not to do.

⁸

Overall, the advantages far outweigh the disadvantages.

Libraries across the country are adopting fine-free policies, as recommended by the American Library Association. “Library fines are swiftly becoming a thing of the past,”⁹ according to *Forbes*. Forward-thinking institutions and libraries can be innovators in this regard and adopt a fine-free policy that allows them to better serve their communities.

⁸ https://www.youtube.com/watch?v=U-a5B6UXF2c&ab_channel=TEDxTalks

⁹ <https://www.forbes.com/sites/rachelkramerbusse/2020/12/30/why-many-libraries-are-eliminating-late-fees>

Frequently Asked Questions (FAQs)

FAQs you can use to help address the concerns of going fine-free.

Why should my library go fine-free?

Reduction of inequities resulting from overdue fines: The library's mission is to connect people to information, resources, and programs. Fines are a barrier to access that disproportionately affect families with children and lower-income people.

Increased access to materials and services: Eliminating overdue fines furthers the mission of providing free and open access by removing barriers to the library's resources. Increasing access to the library benefits the entire community.

Overdue fines are not effective: Multiple studies have shown that small fines have no impact on return rates and may work against the goal of providing access to library resources.

Improved patrons relationships with the library: Going fine-free makes a trip to the library more pleasant for both patrons and staff. It also creates less conflict between patrons and the library.

Increased staff time and efficiency: Collecting overdue fines can be time-consuming, lead to extended conflicts with patrons, and reduce staff time engaging in other forms of public service.

What will happen to past fines?

Most libraries waive all patrons' past-overdue fines on returned items when adopting a fine-free policy.

How will libraries handle lost and damaged items? Will they remain on patrons' accounts?

Fine-free doesn't necessarily mean fee-free. Libraries can continue to charge patrons a replacement fee for lost or damaged items at their discretion.

Will the library continue to charge daily fines/late fees for any items?

Libraries that go fine-free do not have to do away with fees completely. Some libraries may opt to charge extended-use fees for items in high demand collections with limited availability, e.g. museum passes, electronic equipment, and video games. Materials that are owned by other libraries and borrowed through Interlibrary Loan may still be subject to fines based on the lending institution's policy.

What is the difference between fines and fees?

Fines are punitive daily charges applied to items not returned by their specified due date while fees are charges for library services, such as copying, faxing, scanning, printing, and material replacement costs. Material replacement fees cover the cost to the library for replacing the item or updated version of that item.

How will the library teach patrons responsibility without fines?

Although responsibility and accountability are important life skills, the job of teaching these skills does not fall under the library's mission of providing free and open access to information, services, technology, and programming.

Will the removal of fines remove patrons' motivation to return items on time?

Libraries that have adopted fine-free policies have found that the vast majority of patrons are responsible about returning materials within a reasonable time frame without the threat of fines. Studies have shown that small fines have no impact on return rates, but rather once a patron has accrued a fine on their account, they are less likely to visit the library again. Fine-free policies do not affect the return rates of materials, and library usership actually increases with the removal of fines.

If we are not utilizing fines, are we encouraging patrons to be irresponsible with library items?

Patrons are encouraged to return materials in a timely manner to the library so others may enjoy these shared resources. Materials borrowed from the library will continue to have due dates, and libraries can remind patrons accordingly. In most cases patrons will continue to be responsible for reconciling any lost items or fees on their library account by either returning the items or paying the replacement fee.

Are any restrictions placed on patrons who have overdue items?

Libraries can choose to restrict borrowing privileges, and/or limit access to online resources such as online streaming or downloadable audio and ebook services, for patrons who have items overdue beyond a reasonable period of time.

How will going fine-free affect the library's budget?

In terms of the overall budget, fines should not be viewed as a source of income for the library. Most often, revenue from fines is not actually used to replace lost materials. Fines have been used as an incentive for patrons to return their items on time, or as a reminder that borrowing privileges should not be taken for granted. Daily overdue fines are now viewed as an outdated and inequitable practice. Time and money spent on pursuing fines could be better utilized in seeking out alternative funding sources, such as grants, or advocating for increased funding for public libraries overall.

Alternative Sources of Income Used by Fine-Free Libraries

- Book Sales
- Merchandise Sales (tote bags, earbuds, coffee mugs, t-shirts)
- Office Services (copying, scanning, faxing, printing, etc.)
- Friends of the Library (FOL) Fundraising
- Notary Services
- Passport Services - this is a service offered by some libraries:
 - East Brunswick Public Library: <https://ilove.ebpl.org/passport-services>
 - Jenkintown Library in PA: <https://www.jenkintownlibrary.org/services>

Dawn Wacek, a librarian at LaCrosse Public Library in Wisconsin and a proponent of fine-free policies found that "Many [libraries] that have gone fine-free have easily made up the shortfall by other means, such as offering passport services or holding fundraisers. Some even find that the cost of collecting fines equals or even exceeds the revenue thus generated, so that eliminating them doesn't leave any shortfall to overcome."

We only want our books back. So why charge fines?

If our goal is to get the items back to the library, how does charging fines on items returned a few days past the due date help us to achieve our goal? Fines are clearly not an incentive for patrons to return items. Users who are fined may be less likely to return materials due to their inability or unwillingness to pay.



MI Right to Read.

Intellectual Freedom Fact Sheet

What is intellectual freedom? What's the difference between a material ban and a challenge? What does this have to do with the First Amendment? Read on for answers to FAQs and get informed so you're ready to protect every Michigander's right to read!

We encourage you to invite friends, family, and colleagues to [join the MI Right to Read coalition](#) and be fully prepared to defend First Amendment rights and don't forget to follow [MI Right to Read](#) on [Twitter](#) and [Facebook](#) to share our posts and spread the word.

Q: What is intellectual freedom?

A: Intellectual freedom is the right of every person to seek and receive information about any topic from multiple points of view. It includes the right to hold, receive, and share ideas and information. All people have the right to intellectual freedom, including children and teenagers.

Q: What is collection development?

A: Because libraries do not have infinite money or space, librarians have to make decisions about what materials to buy. Collection development is the process librarians use to make these decisions when they purchase materials for the library.

Libraries have policies that provide guidelines for collection development, and librarians who have a master's degree study collection development in graduate school. Collection development often involves reading reviews in professional periodicals (such as *School Library Journal*, *Booklist*, *Kirkus*, and *The Horn Book*) to assess quality.

Librarians who do collection development consider how their choices affect the intellectual freedom of their communities when they select materials. This includes ensuring the community has access to materials on a wide variety of topics, from a wide variety of perspectives, even if members of the community disapprove of certain topics or perspectives themselves.

Q: What is censorship?

A: Censorship is the suppression of ideas or information because a particular person or group of people does not like the idea in question. Censors believe that because they find a particular idea objectionable, no one should have access to information about that idea. Censors often try to use political power to enforce censorship.

Q: What is a book challenge?

A: A book challenge (or a material challenge, because not every piece of media that gets challenged is a book) is when requests or demands that one or more items in the library collection be removed from that collection.

Q: Why are materials challenged?

A: Materials are usually challenged because a person does not agree with the content or ideas the material presents, or because they believe the material is not located in an age-appropriate section of the library.

Q: Is a challenge the same as a ban?

A: No. A challenge is a request or a demand that a book be removed. It is not the act of removal itself. An example of a ban would be a book being removed from a library or a book that has been banned from being used in the classroom for any reason.

Q: Is restricting access to material better than removing it entirely?

A: No. Restriction still infringes upon the intellectual freedom rights of community members, and is often done based on age. All people have the right to intellectual freedom, *including minors*. When materials are restricted, children and teenagers are being denied their rights on the basis of age.

Q: What is the impact of materials being removed or restricted?

A: The removal or restriction of materials infringes upon the intellectual freedom rights of community members. In the case of nonfiction, removal and restriction of materials makes it difficult for people to locate reliable, factual information from a variety of viewpoints on a variety of subjects. In the case of fiction or other artistic expression (such as music and film), removal and restriction makes it difficult for people to engage with a wide variety of media that may reflect their own experiences or the condition of the wider world. Curtailing this access is often the explicit goal of censors.

Q: What about sexual content?

A: When censors discover library materials that include sexual content, they often rush to claim that librarians are peddling pornography. It is important to know that pornography is *not* a legal term and has no legal criteria, which is why censors like to use it to describe everything from developmentally appropriate sex education books for children to books that include depictions or discussions of queer sexualities.

Every person has the right to moderate their own engagement with sexual content in media. Parents may guide their children's media consumption based on what they feel comfortable with, but they are responsible *only for their own children* and may not dictate what other children and adult community members can access.

Q: What is obscenity?

A: Sometimes censors cite obscenity laws in their efforts to have materials removed. Unlike pornography, obscenity *is* a legal term and is determined using a three-pronged test known as the Miller Test (named after the 1973 Supreme Court case *Miller v. California*). In order to be classified as obscene, material must meet *all three* of the following criteria:

1. Whether the average person, applying contemporary adult community standards, finds that the matter, taken as a whole, appeals to prurient interests
2. Whether the average person, applying contemporary adult community standards, finds that the matter depicts or describes sexual conduct in a patently offensive way
3. Whether a reasonable person finds that the matter, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Remember that the work must be evaluated as a whole (not based on a single scene or comic panel), and that library collection development policies exist to ensure that librarians are acquiring material that *does* have literary, artistic, political, and scientific value.

In Michigan specifically, librarians and teachers are exempt from a state law prohibiting dissemination of sexually explicit material to minors ([source](#)) because this dissemination is part of their jobs as educators and upholders of intellectual freedom.

Q: How is the First Amendment involved?

A: The First Amendment guarantees freedom of expression, including freedom of speech and freedom of the press, both of which are vital to a citizen's ability to exercise their intellectual freedom. In the case of public schools, the Supreme Court ruled in the 1982 case *Island Trees School District v. Pico* that public school library books cannot be removed or restricted based on their content, because such a removal would be a violation of the First Amendment rights of students.

There is even less authority to restrict access to information in a public library. When the analysis of *Pico* is applied to public libraries, the bar against content-based removal becomes even clearer.

Further resources.

[American Library Association Intellectual Freedom and Censorship Q & A](#)

[Intellectual Freedom information guide from Wayne State University](#)

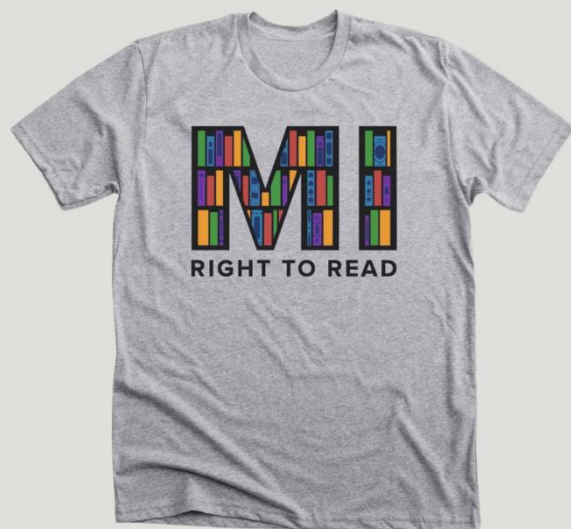
[What are Obscenity Laws?](#) by Kelly Jensen (Jensen's censorship coverage at BookRiot has been consistently thorough and excellent.)

[Island Trees School District v. Pico at Oyez.org](#)

Special thanks to MLA Intellectual Freedom Task Force member, Mary Grahame Hunter for compiling these answers to FAQs!

Order MI Right to Read Gear.

[Consider purchasing MI Right to Read shirts for your team!](#) Show support and build your own brand by wearing the same color. Profits support the MI Right to Read coalition.



[Get Your Gear...](#)



RIGHT TO READ

MIRightToRead.com



**Friends of the Novi Public Library
Annual Meeting of the Board of Directors
Agenda - July 6, 2022**

- | | |
|---|------------------|
| I. Call to Order, Roll Call | Sue Johnson |
| II. Minutes of the 2021 Annual Meeting | Evelyn Cadicamo |
| III. Introduction of Guests | Sue Johnson |
| • Julie Farkas—Novi Library Director | |
| • Kathy Crawford – Novi Library Board President | |
| • Dana Brataniec – Communications Coordinator | |
| IV. Presentation of gifts to the Library | |
| V. 2020-21 Accomplishments | Sue Johnson |
| VI. Adoption of 2021-22 Budget/Wish List | Marilyn Amberger |
| VII. Adoption of the Bylaws | Sue Johnson |
| VIII. Election of 2021-22 Friends Board | Dana Brataniec |
| IX. Installation of new officers | Dana Brataniec |
| X. President's remarks | Sue Johnson |
| XI. Announcements | |
| XII. Adjournment | |

Friends of the Novi Library Election slate - July 6, 2022

President- Sue Johnson
Vice-President- open
Secretary- Evelyn Cadicamo
Treasurer- Marilyn Amberger
Trustees- Marge Bixby
 Linda Giglio
 Carol Hoffman
 Karen Schubert
 Mary Angela Winter

Friends of the Novi Library Year-in-Review – 2021/2022

It has been a year of anticipation to see what post Covid would bring to the Friends of the Novi Library. Our projected budget for the year was back to pre-Covid levels, but we were still cautious. We launched our year with the annual meeting at Lakeshore Park where we viewed first-hand the new Lakeshore Lending Library. Labor Day brought sellers back to the Book Nook and donations are again dropped off in the library entry way.

Support for the Book Nook had been steady all during the pandemic and grew stronger as more patrons came back to the library. For the 2020/2021 year the Book Nook made \$25,480, internet sales were \$1096 and other books sales were \$103 for a total of \$26,679. As of late our donations have fluctuated. We have used most of the stock that we accumulated during the pandemic when we were one of the few libraries accepting donations. We are working with Tim Yakubov who is selling selected higher priced books from donations on the internet.

Our Friends members have been generous as always. Membership income for 2020/2021 is \$7,675 and 276 members. Our actual number of memberships is down 10% but revenue is the highest it has been in the last 9 years. Our sincere thanks to longtime Friends member, Joyce Cherf, for her donation of \$5000 in August, 2021.

In April we voted to purchase a new HP laptop to replace the one we got in 2010. It is lighter, faster and has many more features!

Here are a few of the highlights for the year.

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

- Supported NPL @ Your Door, a materials-by-mail service for Novi residents.
- Brought four musical performances by Tola Lewis to area senior facilities including Fox Run, Anthology, Meadowbrook and Rose Senior Living.
- Partnered with Novi Woods providing books for their book swap for "March is Reading Month".
- Funded the music for Summer of Music at Paradise Park for the second year. This was a free event for the community that was again very well attended.
- We mailed two newsletters to our members and sent e-newsletters periodically to share what we were doing with our Friends.



Toward our goal to inform

- Sponsored five evening Kaleidoscope programs on various topics including Brighton Garden Lake Colony, Yamasaki in Detroit, Pewabic Pottery, essayist and poet Thomas Lynch and Alex Hill on his book, *50 Maps*.
- Supported Community Read, which gave over 300 guests the opportunity to hear from *Firekeeper's Daughter* author Angeline Boulley as she presented at the Novi Library on May 9. *Firekeeper's Daughter* is soon to be adapted for TV by Netflix.



Toward our goal to inspire



- Supported Listen @ the Library with performances on Sunday afternoons.
- Purchased new equipment to spark creativity in the iCube Makerspace, including a new sublimation, large format printer and related ink and paper.

Toward furthering reading



- Supported Summer Reading which is open to anyone in the community.
- Supported Raising a Reader to encourage our youngest friends to love books as we do.



- Supported Battle of the Books.

Fundraising Events

- Participated with Vera Bradley in Twelve Oaks Mall. For a \$5 donation, shoppers received a discount coupon toward their purchase. We made \$80.



- Carol Neumann supplied a basket of elegant Downton Abbey items for a drawing. For a \$10 donation, an individual received an entry into the basket drawing. We made \$200.

- Several Friends made holiday items and held a Holiday Sale in November in conjunction with the Book Nook putting out their Holiday Books. We made \$1250 and \$80 in donations.



- Our first Summer Songfest of 2022 was held on June 30. We had two \$500 sponsors: O'Brien Sullivan Funeral Home and Hunter Pasteur Homes. We received a \$250 gift card from Meijer Northville and a \$150 gift card from Busch's Market. We held a basket raffle and made \$685. All-in-all a successful event!



Friends of Novi Library
2022 - 2023 Budget - Proposed July 6, 2022

	Approved 2021-2022 Budget	Actual 2021-2022	Approved 2022-2023 Budget
INCOME			
Book Sales - Weekly	20,000	25,480	20,000
Book Sales - Internet		1,096	1,000
Book Sales - Other		103	
Donations	250	6,255	250
Fundraisers	2000	2250.5	2000
Gala Raffle	0		0
Gala ticket sales	0		0
Grants	0		0
Interest	100	91	100
Membership	6,000	7,675	6,000
TOTAL INCOME	28,350	42,950	29,350
Fund Balance Transfer	7,600	12,729	16,900
Income + Transfer	35,950	30,221	46,250
EXPENSES			
Annual Library Contributions (1,3)	15,300	13,319	15,250
Book Nook	500	23	500
Cards/Gifts	100	89	100
Director's Wish Lists (2), (4), (5)	13,450	12,756	22,700
Carry over Listen at the Library			1,450
Fees/Dues/Registrations	200	322	200
Donation Honorarium	0		0
Gift of Reading	500	500	500
Kaleidoscope	1,500	700	1,500
Computer Equipment	700	699.99	
Membership Expense	0	0	0
PayPal Fee		52	50
Promotion	500	0	500
Scholarships (3)	1,000	0	1,000
Special Program	500		500
Supplies/Postage	500	401	500
Taxes	1,200	1,358	1,500
TOTAL EXPENSES	35,950	30,221	46,250

1. Annual Library Contributions - Programs and items funded: Adult and Youth Summer Reading (\$2,500), Battle of the Books (\$500), Community Reads (\$2,500), Summer Songfest (\$3200), Engage (\$400), Listen@ the Library (\$3,000), Staff In-Service (\$500), Raising a Reader (\$2,000) and Book Page Subscription (\$660).
2. Director's Wish List - Purchases to be determined jointly with Director.
3. Scholarships - \$1,000 for summer interns.

Friends Wish List 2022-23

Wish List Item	Description	Cost
NPL at Your Door (Outreach)	A mail service for those unable to come into the library building	\$500
Teen Stop Area (Marketing)	New vinyl signage for the glass windows to highlight the area; remove existing signage	\$2,500
CD Music area upgrade (Furniture)	Removal of CD Music furniture and addition of bench	\$6,700
Lakeshore Lending Library (Outreach)	3 Programs (fall/winter/spring)	\$1,500
Senior Facilities (Outreach/Programs)	Bring entertainment to 4 locations (Dec, Jan, Feb, Mar)	\$1,200
iCube Fun and Innovations (Technology)	2 High-end workstations for Adobe Creative Cloud, plus add'l miscellaneous supplies and equipment	\$4,500
Youth Non-Fiction and Teen Fiction Collections (Marketing)	Book Display Holders for outward facing of materials	\$1,200
Podcast Room (Technology)	Add window to door of podcast room; repairs, technology	\$1,600
Lending Library Kiosk Upgrade (Services)	Configuration for dispensing of library cards at kiosk	\$2,500
Staff National Library Week Celebration (1 lunch)	Opportunity for the Friends Library Board and staff to get together and celebrate	\$500.00
	TOTAL	\$22,700
	Annual Library Contributions — 2022/2023	
	Summer Reading Program (Adult/Youth)	\$2,500.00
	Battle of the Books - March	\$500.00
	Community Read	\$2,500.00
	Summer Songfest	\$3,200.00
	Engage	\$400.00
	Listen @ the Library - \$3000	\$3,000.00
	Staff In-Service	\$500.00
	Raising a reader - \$3000	\$2,000.00
	Book Page	\$650.00
	TOTAL	\$15,250.00

Proposed July 6, 2022

**FRIENDS OF THE NOVI PUBLIC LIBRARY
BY-LAWS
ADOPTED ~~JULY 6, 2022~~ AUGUST 14, 2019**

ARTICLE I. NAME

The name of this organization shall be Friends of the Novi Public Library, herein referred to as the Friends.

ARTICLE II. MISSION

Section 1. The Friends will operate as a charitable Section 501 (C)3 entity for the purpose of solicitation of monies, gifts, grants and bequests to supplement other library resources and services.

Section 2. The Friends shall advocate for the library and support and co-operate with the Library Board and Library Director in developing services for the benefit of the community.

ARTICLE III. MEMBERSHIP

Section 1. Membership in the Friends shall be open to individuals, families, businesses or other organizations that are in agreement with the mission of the organization.

Section 2. Payment of annual dues is required for voting privileges.

ARTICLE IV. FISCAL YEAR

The fiscal year of the Friends of the Novi Public Library begins July 1 and ends the following year on June 30.

ARTICLE V. BOARD OF DIRECTORS

Section 1. A committee made up of at least two (2) persons shall develop a slate of candidates for positions of Directors and Officers to be voted upon by the membership at the Annual Meeting. Nominations from the floor at the Annual meeting may be made.

Section 2. The Board of Directors is elected by the membership at the Annual Meeting. All members of the Friends and representatives of member organizations or businesses are eligible to serve on the Board. The Board of Directors shall consist of no less than ~~five (5)~~ seven (7) and no more than thirteen (13) directors. Directors' terms shall be one year in length and directors may serve more than one term. Directors will serve without compensation.

Section 3. The Board of Directors shall advocate for the Novi Public Library and establish long and short term goals, policy plans, procedures and programs for the organization consistent with its mission. At the Annual Meeting, they shall present an annual budget to the membership for adoption and present an annual report to the membership documenting revenues and expenditures and other information required by law. The Board shall maintain a bank account, control resource allocation and financial oversight of the expenditures of all monies collected by the organization and determine annual dues.

The Board shall maintain open communication with the Library Director and Library Board in order to achieve consistency with the goals, procedures and programs of the Novi Public Library. They shall perform other activities that are necessary to maintain the viability of the organization and ensure fulfillment of its mission. The Board shall fill vacancies on the Board of Directors by appointment.

ARTICLE VI. OFFICERS

Section 1. The officers of the Board of Directors shall be a president, vice-president, secretary and treasurer elected by a majority of the membership in attendance at the Annual Meeting of this organization. No member shall hold more than one office at a time. Board members may be elected to the same office more than once, however, no member shall be eligible to serve more than three consecutive terms in the same office with the exception of the Treasurer who will not be term limited. Notwithstanding the foregoing, a board member is eligible to be re-elected to another consecutive term of office only if there is no other candidate who is nominated for and elected to that office.

Section 2. Officers shall hold office from the day of the election until the Annual Meeting of the following calendar year. In case of a vacancy in any office, the vacancy shall be filled by vote of the Board of Directors at the next regular meeting after the vacancy occurs.

Section 3. The president shall preside at meetings of the organization, call special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees. The president shall authorize a member of the Board to have signatory authority, along with the treasurer, over accounts containing Friends funds, as needed, and generally perform all duties associated with the office of the president.

Section 4. The vice-president shall act as the president in the absence of the president. The vice-president shall perform such other duties as may be assigned by the president.

Section 5. The secretary shall keep minutes of all meetings of the Board. The secretary shall prepare, and send to the state government, a notice of all Board and by-law changes within the period set by the government. The secretary shall perform such other duties as are generally associated with the office of secretary.

Section 6. The treasurer shall make monthly reports for the Board showing in detail the amount and investment of, additions to, and disbursements from the Friends' funds. The treasurer is authorized to sign all checks drawn on Friends' funds. The treasurer shall deposit all funds of the organization to the account of the Friends of the Novi Public Library. The treasurer shall collect all monies due to this organization and shall keep an account of all monies received by, expended by, or on behalf of the organization. The treasurer may reimburse members of the Board and others for personal expenditures necessary for carrying out authorized activities of the organization and which are within the limitations of the budget. The treasurer shall perform such other duties as are generally associated with the office of the treasurer.

ARTICLE VII. MEETINGS

Section 1. The Annual Meeting of the organization shall be held within thirty (30) days of the end of each fiscal year at such place within the City of Novi as the Board shall determine. Notice of the time and place for holding any annual meeting shall be sent to the members at least fourteen (14) days prior to such meeting.

Section 2. All Board members shall be notified of any Board meeting, and the meeting agenda, at least five days prior to the meeting. Special meetings may be called by request of a majority of the Board and/or a request of 20 percent (20%) of the membership.

Section 3. Notices of Board business including meeting notices, may be delivered in person, or sent via U.S. mail, email, telephone or other electronic methods.

Section 4. A majority of members present at any meeting of the organization, except Board meetings, regular or special, shall constitute a quorum at such meeting.

Section 5. A majority of the Board shall constitute a quorum at a meeting of the Board.

Section 6. decisions concerning routine business of the organization may be made outside of board meetings with members voting via telephone, e-mail or other electronic method. A record of such decisions shall be included in the minutes of the next meeting of the Board.

Section 7. All meetings of the organization and its Board of Directors shall be conducted in an orderly fashion according to basic rules of order.

ARTICLE VIII. AMENDMENTS

Section 1. Each year a By-laws Review Committee shall be appointed to review the by-laws and recommend changes as necessary.

Section 2. These by-laws may be amended at any meeting of the organization by a sixty percent (60%) majority vote of the voting members present and voting, provided that notice of the proposed amendment is given in writing to all of the members at least five (5) days before said meeting. Such written notice shall contain the proposed amendments(s).

ARTICLE IX. DISPOSITION OF ASSETS UPON DISSOLUTION

Upon dissolution of this organization, all remaining assets shall pass to and shall belong to the Novi Public Library.

Includes amendments recommended 9/10/14, 7/08/2015, 08/14/2019



LIBRARY CLOSINGS 2022

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

LIBRARY BOARD MEETINGS

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

H – Paid Holiday for Employee

12/2021



LIBRARY CLOSINGS 2023

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

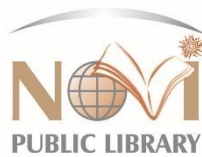
LIBRARY BOARD MEETINGS

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

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

H – Paid Holiday for Employee

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



Library Board Calendar

2022

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

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