



Agenda

Novi Public Library Board of Trustees--Regular Meeting
 Wednesday, November 16, 2022
 at 7:00 p.m.
 Location: City of Novi, Council Chambers

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

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

Call to Order by Vice-President, Kat Dooley

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: October 27, 20225-11
2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#620) 12-14

Presentations

1. 2021-2022 Annual Report presented by Dana Brataniec, Communications Manager

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 (Lindsay Gojcaj, Library Staff Liaison) – Oct. 2022 20-21
2. President's Report (Presented by Kat Dooley in absence of Kathy Crawford)
 - A. 2022/2023 Library Board Goals 22-24
 - B. Michigan Public Library Trustee Manual 2021 Edition: Trustees Responsibilities.....25
3. Treasurer's Report (Sreeny Cherukuri)
 - A. Financial Report September 2022 26
 - B. 2021-2022 Library Budget Fund 268 27-29
 - C. 2021-2022 Contributed Fund Budget 269 30
 - D. MEMO: City of Novi Finance Dept. Re: Library Cash Audit.....31
 - E. Library Fund 268 Expenditure & Revenue Report as of September 30, 2022 32-34
 - F. Library Fund 269 Contributed Fund as of September 30, 2022 35

G. Balance Sheets for Funds 268 and 269 as of September 30, 2022.....	36-37
4. Director's Report (Julie Farkas)	38-46
A. Information Technology Report (Barbara Rutkowski).....	47-49
B. Facilities Report (Keith Perfect)	49
C. Information Services Report (Hillary Hentschel)	50-61
D. Support Services Report (Maryann Zurmuehlen).....	62
E. Library Usage Statistics.....	63-70
F. Friends of Novi Library: Agenda: November 9, 2022; Minutes: October 12, 2022.....	71-75
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

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Committee Reports

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

GOALS 2022-2023:

 1. Continued review of public policies
 - No meeting scheduled at this time

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.
 - Staff is currently reviewing: Technology Use and Information Systems
 - Meeting held on: November 1, 2022.....77-84

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.

- Committee has requested a review of current and competitive benefits by similar libraries. Director Farkas is compiling the information. This will be shared with HR Committee as well.
- Next meeting: No meeting scheduled

GOALS 2022-2023:

1. Review Financial Plan
2. Library Endowment/Foundation investigation
3. Salary Comparison and review – **COMPLETED**

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities

(Chair: Dooley, Bartlett, Gurumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec)

- Meeting held: November 9, 202285

GOALS 2022-2023:

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

5. **Strategic Planning Committee:**

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

- Meeting held: October 26, 2022 85-86

6. **Building & Grounds Committee:**

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

- No meeting held; Friends Donor Wall, Café contract info, AC Unit Pricing 87-88

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)

- Meeting scheduled for: November 15, 2022 cancelled
- **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)

- Next meeting: November 28, 2022 – continue review of Collection Development Policy before turning over to the Policy CommitteeN/A

- **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. Recommendation from HR Board Committee to amend the NPL Communication Device Usage Policy and rename to Usage of Library-issued Technology.....77-80
2. Recommendation from HR Board Committee to amend the Vacation Policy.....81-84
3. Recommendation from Building and Grounds Board Committee to offer a \$0.00 lease for 22/23 (December 1, 2022 – November 30, 2023), and annually re-evaluate based on annual reports being submitted by July of each calendar year to look at profit/loss.....87
4. Library Director recommends working with Allied Building Service Co. based on the information provided above with a not to exceed \$54,215 (includes 3 yr. maint. plan), understanding there may be an opportunity for reducing costs with a different equipment recommendation based on the long lead time.....88

Communications

1. None

Closed Session

1. None scheduled
Motion to Adjourn into Closed Session

Adjournment

Supplemental Information

- Library Board Calendar 2022 and 2023..... 89-90

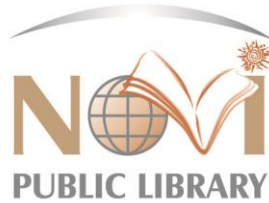
2022 Future Events:

- **11/23: Library Closes at 5pm**
- **11/24 Library Closed** - Thanksgiving Holiday
- **11/25: Library Closed**
- Friends of Novi Library – No meeting in December
- **12/21 (Wednesday): Library Board of Trustees Regular Meeting at 7pm, City of Novi**
- **12/23: Library Closed**
- **12/24 – 12/25: Library Closed** – Christmas Holidays
- **12/30: Library Closed**
- **12/31/2022 – 1/1/2023: Library Closed** – New Year Holidays
- **Library Board Budget Sessions:** Thursday, January 12th at 5:30pm – Novi Library and Saturday, January 21st at 10:30am – Novi Library

Inform. Inspire. Include.

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

<http://www.novilibrary.org>



**Library Board of Trustees – Regular Meeting
Initial Draft - MINUTES
October 27, 2022, 7 PM
City of Novi – City Council Chambers**

Initial Draft

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

Pledge of Allegiance
The Pledge of Allegiance was recited.

Roll Call by Secretary, Brian Bartlett
Library Board – 5 Board members were recorded present
Kathy Crawford, President
Kat Dooley, Vice-President
Brian Bartlett, Secretary
Tara Michener, Board Member
Mark Sturing, Board Member
Sreeny Cherukuri, Treasurer (Arrived – 7:14 pm)
Priya Gurumurthy, Board Member (Absent Excused)

Student Representatives

Abhay Kakarla
Rida Salim

Library Staff

Julie Farkas, Director

Legal Counsel

Debra Walling, Attorney
Rosati, Shultz, Joppich, Amtsbuechler

Approval of Agenda

Motion: To Approve the Agenda as documented in the board packet.
Motion for Approval – 1st – Trustee Sturing
2nd – Trustee Dooley

Motion passes – 5-0

Consent Agenda

- 1. Approve Minutes of: September 22, 20225-12
- 2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#619).....13-14

E. Library Usage
 Statistics..... 51-58
 F. Friends of Novi Library: 9/14/22/Minutes, October 2022 Newsletter...59-64
 G. City of Novi Historical Commission 8/17/22 Minutes65-67

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.

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Sharon Trumpy -

Discussed the Collection Policy, ALA and the importance of the Library Board recognizing the First Amendment of the Constitution as it relates to the policy.

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 (Chair: Sturing, Bartlett and Michener, Staff Liaison – Julie Farkas)
 · Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Dana Brataniec and Hillary Hentschel
 · **GOALS 2022-2023:**
 1. Continued review of public policies
 - Staff is currently reviewing: Collection Development Policies, Exhibits and Displays and Art Exhibits Policies, Food Policy
 - Meeting held on: October 21, 2022 to further discuss the Food In the Library Policy.....68-69

3. **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, Kristin Abate, and Kirsten Malzahn.
 - Staff is currently reviewing: Communication Device Policy
 - Meeting held on: September 8, 2022 to go over the Communication Device Policy before staff review; begin planning a board retreat for spring 2023 (Director Farkas is looking into a potential speaker); Finance Committee requested a benefits comparison which HR will also review. Director Farkas is compiling the data. A first draft of a new Organizational Chart was reviewed.
 - Next meeting: October 24, 2022
 - Meeting scheduled for: August 22, 2022

GOALS 2022-2023:

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

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

(Chair: Bartlett, Cherukuri, Sturing, Staff Liaisons – Julie Farkas and Barbara Cook)

- Director Farkas and Barbara Cook had a meeting with Baldwin Library in Birmingham on July 7 to discuss their Trust and how it is managed.
- Committee has requested a review of current and competitive benefits by similar libraries. Director Farkas is compiling the information. This will be shared with HR Committee as well.
- Next meeting: TBD

· **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 and Dana Brataniec)

- Meeting held: October 12, 2022.....70

· **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).

- Kickoff meeting held October 25, 2022 with ReThinking Library and library staff. Summary of meeting presented at board meeting (addendum to the minutes)
- Meetings held October 26, 2022 reviewing ReThinking Library Session
- Board input session scheduled for February 9, 2023

6. Building & Grounds Committee:

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

- Meeting held: October 5, 2022.....71-72

GOALS 2022-2023:

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

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

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

· Meeting scheduled for: November 15, 2022

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 and Nicole Williams)

· Meeting held: October 17, 2022.....73-108

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

Policy Discussion

The board discussed the Collection Development Policy

Director Farkas: Discussed the examination and staff involvement in updating the policy over the past year. It has been a long-term on-going issue.

Trustee Dooley: Reviewed DEI's examination of the policy, suggested involvement of the Policy Committee. She also referenced the memo sent to the board by Trustee Cherukuri.

Trustee Cherukuri: Went through the memo, discussing it with Director Farkas and other board members.

Trustee Michener: Discussed the need to be on par with other libraries as far as policies and support of other organizations. Also reviewed issues and language used in the email. Feels the freedom to read is critical to the library and read the freedom to read statement.

Trustee Crawford: Feels policy needs to be reviewed by both the DEI Committee and the Policy Committee to develop a recommendation to the board.

Matters for Library Board Action

- 1. Approve Food in the Library Policy68-69

Trustee Sturing: Policy committee met to change some of the language. It allows the library some flexibility with library events to allow for food.

Director Farkas: Wanted to note that the word handicap to designate parking areas in the policy has been changed to accessible.

Trustee Dooley: Thanked the Policy Committee for the work on the policy in handling the issues brought up in the last meeting.

Trustee Michener: Noted the committee hadn't seen the policy. Believes this policy accommodates library clients and the needs of the staff.

Trustee Crawford: Thanks the committee and library staff for their work on the policy.

Motion: To approve the Food in the Library Policy

Motion- Trustee Sturing
2nd- Trustee Bartlett

Motion Passes – 6-0

Adjournment

Motion: Motion to Adjourn at 9:15 PM
Motion- Trustee Michener
2nd- Trustee Cherukuri

Motion Passes – 6-0

Communications

- 1. 9/24/22: Thank you letter from The Goddard School of Novi..... 109-110
- 2. 10/4/22: Thank you email from Jason Simpson.....111
- 3. 10/14/22: Thank you letter from ABWA.....112-113

Supplemental Information

- Library Board Calendar 2022 and 2023.....107-108

2022 Future Events:

- 11/8: Election Day – Library Open (Polling location for precinct 18)
- 11/9: Friends of Novi Library Regular Meeting at 2pm, Novi Public Library
- **11/16 (Wednesday): Library Board of Trustees Regular Meeting at 7pm, City of Novi**
- **11/23: Library Closes at 5pm**
- **11/24 Library Closed - Thanksgiving Holiday**
- **11/25: Library Closed**
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- **12/21 (Wednesday): Library Board of Trustees Regular Meeting at 7pm, City of Novi**
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- **12/31/2022 – 1/1/2023: Library Closed – New Year Holidays**

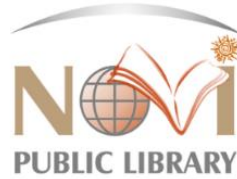
Warrant 620	268 Accounts	Oct 2022	
Payable to	Invoice #	Account number	Amount
W. Gallagher	refund	268-000.00-665.289	\$ 25.00
A. Roberts	refund	268-000.00-665.289	\$ 25.00
C. Lipa	refund	268-000.00-665.289	\$ 23.97
P. Curtain	refund	268-000.00-665.289	\$ 48.10
E. Erichsen	refund	268-000.00-665.289	\$ 50.00
S. Winkler	refund	268-000.00-665.300	\$ 48.60
E. Rice	refund	268-000.00-665.300	\$ 48.10
M. Lewis	refund	268-000.00-665.300	\$ 23.97
Quill		268-000.00-727.000	\$ 658.61
Millennium Business		268-000.00-734.000	\$ 145.00
Knight Watch		268.000.00-734.000	\$ 210.00
Amazon		268-000.00-734.500	\$ 1,228.70
Envisionware		268-000.00-734.500	\$ 904.14
Amazon		268-000.00-740.000	\$ 11.99
Demco		268-000.00-740.000	\$ 1,453.80
The Library Network		268-000.00-740.000	\$ 282.80
Metcom		268-000.00-740.000	\$ 10,500.00
Amazon		268-000.00-742.000	\$ 2,742.24
Barnes&Noble		268-000.00-742.000	\$ 234.85
Brodart Co.		268-000.00-742.000	\$ 15,688.77
Center Point Large Print		268-000.00-742.000	\$ 390.20
Gale/Cengage		268-000.00-742.000	\$ 375.87
Tsai Foong Books		268-000.00-742.000	\$ 90.04
Amazon		268-000.00-742.010	\$ 111.98
Brodart Co.		268-000.00-742.010	\$ 560.94
Gale		268-000.00-742.010	\$ 91.17
Midwest tape		268-000.00-742.010	\$ 453.52
Amazon		268-000.00-744.000	\$ 55.95
Baker & Taylor		268-000.00-744.000	\$ 434.19
Midwest Tape/Hoopla		268-000.00-744.000	\$ 10,000.00
Midwest Tape		268-000.00-744.000	\$ 1,350.68
OverDrive		268-000.00-744.000	\$ 6,041.71
Amazon		268-000.00-745.200	\$ 109.08
Baker & Taylor		268-000.00-745.200	\$ 2,754.71
Midwest Tape		268-000.00-745.200	\$ 299.17
Spectrum	October	268-000.00-801.925	\$ 69.95

Merchant Fees	cc fees	268-000.00-802.100	\$ 7.26
Foster Swift		268-000.00-806.000	\$ 720.00
Rosati,Schultz		268-000.00-806.000	\$ 606.00
Rotary Club of Novi	J.Farkas; Oct-Dec 2022	268-000.00-809.000	\$ 150.00
RNA		268-000.00-817.000	\$ 7,723.44
Knight Technology		268-000.00-816.000	\$ 787.50
AT&T		268-000.00-851.000	\$ 580.54
T-Mobile	due 11/17/22	268-000.00-851.000	\$ 828.46
Telnet	paid by CC	268-000.00-851.000	\$ 427.78
Verizon	due 10/20	268-000.00-851.000	\$ 457.64
The Library Network	Quarterly charges Oct-Dec	268-000.00-855.000	\$ 17,308.70
Muniweb	October 2022	268-000.00-880.000	\$ 435.00
Novi Comm. Schools	Event Date 10/14/22	268-000.00-880.000	\$ 500.00
Amazon	Program SOL	268-000.00-880.268	\$ 153.15
Broadway Program	Gail Anderson Reimburse Staff	268-000.00-880.268	\$ 37.86
Oriental Trading		268-000.00-880.268	\$ 90.96
Sam's Club	Multiple Programs	268-000.00-880.268	\$ 215.94
Millennium Business		268-000.00-900.000	\$ 789.52
Consumers Energy		268-000.00-921.000	\$ 980.96
DTE	due 10/19/22;	268-000.00-922.000	\$ 18,961.65
City of Novi - Utility	Water; Sewer;; due 11/14/22	268-000.00-923.000	\$ 1,769.44
Aero Filter		268-000.00-934.000	\$ 1,557.45
Allied Building		268-000.00-934.000	\$ 720.00
Allied Eagle		268-000.00-934.000	\$ 66.24
American Fireplace	7245; fireplace service & safety	268-000.00-934.000	\$ 365.00
Batteries + Bulbs	12V LEAD DURACELL	268-000.00-934.000	\$ 618.02
Boynton		268-000.00-934.000	\$ 958.00
Dalton		268-000.00-934.000	\$ 950.00
Home Depot	Scotch blue	268-000.00-934.000	\$ 60.81
Sherwin-Williams		268-000.00-934.000	\$ 254.82
Great Lakes Power		268-000.00-941.000	\$ 276.00
Home Depot	Control Gas, Power care oil	268-000.00-941.000	\$ 198.91
JH Corporation		268-000.00-941.000	\$ 322.67
Millennium Business		268.000.00-942.000	\$ 650.94
Corrigan	October	268-000.00-942.100	\$ 24.95
Emily Brush	Reimburse mileage - Storytime	268-000.00-956.000	\$ 23.25
Rachel Manela	Reimburse mileage;MLA Conference	268-000.00-956.000	\$ 97.50
Danielle Mazur	Reimburse mileage;MLA Conference	268-000.00-956.000	\$ 59.37
Petty Cash	Program	268-000.00-880.268	\$ 59.68
TOTAL			\$ 118,338.21

Warrant 620	269 Accounts	October 2022	
Payable to	Invoice #	Account number	Account total
Amazon	Acles Donation	269-000.00-742.230	\$ 390.58
Amazon	Cube	269-000.00-976.046	\$ 258.27
Total			\$ 648.85

Novi Public Library ANNUAL REPORT

21
22



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UNPRECEDENTED TIMES



The past 2 and a half years have unquestionably been the most challenging years in Novi Library and Library Board history. NPL faced closures due to flooding, closures due to COVID and state restrictions, unanticipated expenditures to add protective equipment on counters, provide masks and large amounts of disinfectant and deep cleaning, had a massive equipment failure, staffing shortages, and numerous Library Board resignations. Despite immense challenges, NPL managed to stay open to the public more hours and days than any other library in the region.

Our Board along with staff have analyzed staffing shortages and have put appropriate measures in place that will attract the most experienced candidates. We have also added some long-needed pay increases and our HR staff has introduced an extensive on-boarding process for new employees as well as retention measures.

The current Board members and staff have taken part in training opportunities, particularly in the areas of Diversity, Equity and Inclusion. The Board held a special retreat designed to foster positive relationships and team building. Another such Board retreat will be held in the spring. These on-going training opportunities have positioned the Board and staff perfectly for entering the upcoming strategic planning process with our community.

The Library Board is very diverse and a reflection of the residents in our community. Trustees are exceedingly active in this community, outside of the library and particularly dedicated to assuring Novi Library continues to excel as a focal point, not only in Novi but also in the entire region.

I am very optimistic about the future of Novi Library. We are near to being fully staffed and a number of our staff have enthusiastically accepted promotions. Managers are working directly with Director Farkas to create new initiatives that continue to INFORM, INSPIRE and INCLUDE, as our Novi Library motto states. One such creative initiative example is the new NPL @ Your Door program, launched in March 2022. This program allows Novi residents to receive library materials by mail.



The Board and staff of Novi Library are appreciative of Novi residents and their continued support and we certainly look forward to your input as we begin the process for a new Strategic Plan to shape the future of our exceptional library.

What's in your wallet? I hope it's a Novi library card, but if it isn't, you can easily get a card. I hope to see you at the Novi Library soon.


Kathy Crawford, Library Board President



LIBRARY USAGE


252,444
 library
 guest visits
*41% increase from
 the previous the year!*


23,167
 program
 participants


984
 Teen Space
 visits


522,683
 computer
 logins


204
 meeting
 room rentals


1,288
 items checked
 out from
 Lakeshore
 Lending Library


154
 items mailed
 to NPL @
 Your Door
 users


490
 Raising a
 Reader
 participants

CHECKOUTS

884,511
 total items
 checked out

114,441
 digital items
 checked out

770,070
 physical items
 checked out

3,920
 library cards
 issued 21/22

24,377
 # of registered
 library cards



SUMMER READING

2,050
 summer reading
 participants

887
 Novi Community
 School District student
 participants

37,695
 books read
*8% increase from
 the previous the year!*

1,168
 activities completed



SPONSORSHIPS, DONATIONS & GRANTS

\$26,074.99
 the Friends of the
 Library donations
 for programs,
 services, and
 technology

\$10,000.00
 Community
 Financial
 Lakeshore Lending
 Library

\$3,000.00
 raised in program
 and event
 sponsorship

\$13,292.57
 general donations
 268 account, grants
 and in-kind donations

\$6,344.57
 general donations
 269 account



DIVERSITY, EQUITY & INCLUSION



COLLECTIONS

25%

of total collection budget dedicated to DEI materials

\$196,500.00
total collection budget

Picture Books

collection with the most DEI related items checked out

*data from sample survey



PROGRAMMING

22%

of total programming budget dedicated to DEI programs

\$15,000.00
total programming budget



STAFF TRAINING

\$5,375.00

dedicated to staff DEI training

280

DEI training sessions completed by staff



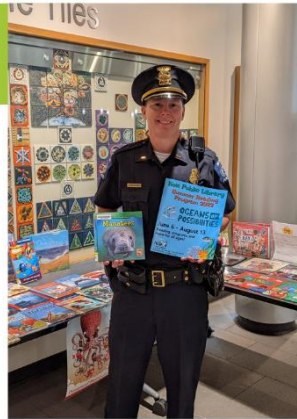
2021-2022 HIGHLIGHTS

- Installed **cultural art display** system for future community showcases in October 2021
- Library Board approved a holiday closure for **Juneteenth** on December 15, 2021 and Library held first annual Juneteenth celebration on June 18, 2022
- Created **Family Resource Kits** to help families read books and discuss topics like identity & belonging, immigration & refugees, solidarity & activism, and more, in March 2022
- Improved library accessibility with new **NPL @ Your Door**, materials-by-mail service, launched March 28, 2022
- Library Board approved the continuation of the **Fine-Free Policy** through June 2023, on April 28, 2022
- Partnered with **Dear Asian Youth Novi** for cultural programs & displays in May 2022
- Performed **collection audit** in 2021-2022
- Highlighted diverse materials in **monthly book displays** in 2021 - 2022



ACCOMPLISHMENTS & MILESTONES

- **Expanded** iCube equipment, technology and accessibility with more appointment availability, iCube craft programs, new Sublimation printer, and more throughout 2021-2022
- **Advanced** outreach to all 24,000+ library cardholders using a new email marketing system called Patron Point in October 2021
- **Reopened** Teen Space and provided opportunities for teens to gather and connect with the library in October 2021
- **Connected** with residents in the North end of Novi with programs and the Lakeshore Lending Library winter promotion in December 2021-February 2022
- **Planned** special outreach events in local senior centers in December 2021-March 2022
- **Launched** the return of in-person programming with Connect with Your Library concert during National Library Week, April 3-9, 2022
- **Hosted** 12th Annual Community Read event with Neighborhood Library Association, featuring *Firekeeper's Daughter* by Angeline Boulley on May 9, 2022
- **Offered** weekly community support in partnership with the Novi Community Coalition in May 2022



LOOKING FORWARD

- **Beginning** strategic planning process to outline the next 5 years of library service
- **Initiating** online library card sign up and automatic card renewal
- **Completing** annual DEI staff training
- **Applying** for Quality Services Audit Checklist (QSAC) accreditation
- **Hosting** fall Community Reads in partnership with the Novi Community School District and the Neighborhood Library Association



October 2022 Library Board Student Representative Report

By: Lindsay Gojcaj (Library Staff Liaison)

Tween and Teen Library Programs:

The Spooky Sweets: Halloween Cupcakes Decorating program was held on October 4. Tweens in grades 4-12 decorated and enjoyed delicious cupcakes. (Attendance = 50)

The Spooky Halloween Magic with Baffling Bill program was held on October 19 at Lakeshore Park and was sponsored by the Friends of the Novi Library. Families with children in grades K-8 enjoyed an evening of not too spooky tricks and laughs during this fun, interactive magic show. (Attendance = 84)

The Tail Waggin' Reading Buddies program was held on October 26. Youth and tweens in grades K-8 had an opportunity in 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 = 10)

Teen Space Update:

During October 2022, there were 497 guests who visited Teen Space. There was no Teen Space on October 10.

Teen Advisory Board (TAB) Update:

The TAB Meeting was held on October 28. The meeting started with a welcome and an icebreaker to help get to know each other. The teens decorated name cards to be placed at their seats to help learn guest names. The TAB President led the meeting. With a larger group of students than the previous meeting, the TAB Officers opened up the discussion about what they would like to do at future TAB meetings and shared ideas for future community service projects. Feedback about how to improve next year's teen Summer Reading Program was discussed. Finally, the meeting ended with an update about the Teen Stop renovations project and sharing ideas for a new name for the space. (Attendance = 40)

Upcoming Programs:

- STEM: Edible Gingerbread House Engineering - December 6
- Tail Waggin' Reading Buddies - December 7
- Teen Advisory Board - December 9

Teen Stop Featured Display:

The October Teen Stop display recognized National Hispanic Heritage Month.



President's Report

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 Understanding 	

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 	

• DEI opportunities	

COLLECTIONS	STATUS
• Continuous purchasing, review and weeding of current collections	
• Continuous use of displays, marketing materials, space to promote collections	
• DEI opportunities	
• Lending Library 1 yr. assessment	

TECHNOLOGY	STATUS
• Lending Library – 1 yr. assessment; library card dispensing opportunity	Ongoing
• New phone system integration	
• iCube growth with equipment and services	
• Library App upgrade	
• Online library card registration /renewal	
• Public printing solution	
• Credit card payment options for 6 service points	
• Meeting room equipment	

OUTREACH	STATUS
• Connecting with WLCSD, NCSD for various card campaigns (July – December 2022)	
• Establishing new relationships with NCSD leadership	
• NPL @ Your Door – 1 yr. assessment (March 2023)	
• Services to Older Adults	
• Read Box services; expansion	
• DEI opportunities	

PROGRAMMING	STATUS
• ESL programming opportunities and relationship building	
• Annual Community Read event (spring 2023)	
• National Library Week event (April 2023)	
• Lakeshore Lending Library – expand event opportunities	
• Annual back to school breakfast (fall 2023)	
• DEI opportunities	
• Summer Reading Program (June – Aug)	
• Library Card Sign-up month (September)	

B. Trustee Responsibilities

Library boards function successfully when each trustee fulfills these responsibilities:

Attend all board meetings. Boards conduct their business at meetings and need attendance to function effectively. If you cannot attend all meetings, with exceptions for illness or emergencies, think about resigning your post to make room for someone who can fully participate. Absences can also result in removal from a board, depending on individual Board Bylaws.

Participate at meetings. Each trustee needs to discuss issues and make intelligent votes. Inactive and passive board members weaken a library board. If you have an opinion, express it. Come prepared. This means reading the minutes, agenda, financial and other reports prior to the meeting.

Become a team player. Effective library boards work as a team, with each member sharing the common concern for the library's welfare. While board members need to express themselves on various issues, they need to avoid making personal remarks. Mutual respect and goodwill go a long way to making your board experience a positive one.

Support board decisions. Boards need discussion and debate to arrive at good decisions. Once a decision is made, however, all board members should support the decision. Good board members refrain from criticizing or attacking decisions after they have been made, particularly in public. Of course, it is proper to seek reconsideration of the issue should situations change in the future.

Advocate for the library. Trustees promote the library in ways that no one else can. Seek opportunities to promote the library, such as speaking before local groups on new initiatives your library has undertaken. On a personal level, indicate to friends, co-workers, and relatives about the resources available at the library.

Respect the role of the library director. The board should be careful to respect the management function of the library director. While the board establishes policy and approves major decisions, it does not assume the role of the library manager. That job is delegated to the library director hired by the board. To ensure the best library service, the director must be allowed to manage the library without inappropriate board interference. Conscientiously stay out of day-to-day library management and operations.

Support the library director. At times, the library director may be attacked by a citizen or government official. The board should always assume the director is correct and then investigate the situation if necessary.

Financial Report for October 2022

Approved Budget for Fund 268 Fiscal Year 2022-2023

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

Approved budget for Fund 269 Fiscal Year 2022-2023

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

Revenue & Expenditure Report for Fund 268

	YTD Sept 30, 2022	YTD Oct 31, 2022	Difference
TOTAL REVENUES	\$ 3,365,598	\$ 3,318,860	(\$ 46,738)
TOTAL EXPENDITURES	\$ 713,131	\$ 948,826	\$ 235,695
NET OF REVENUES & EXPENDITURES	2,652,467	2,370,034	

Revenue & Expenditure Report for Fund 269

	YTD Sept 30, 2022	YTD Oct 31, 2022	Difference
TOTAL REVENUES	\$13,815	(\$ 5,663)	(\$ 19,478)
TOTAL EXPENDITURES	\$ 3,566	\$4,793	\$ 1,227
NET OF REVENUES & EXPENDITURES	\$ 10,249	(\$ 10,456)	

Balance Sheet Report as of Oct 31, 2022

The ending fund balance for Fund 268 is \$ 4,933,535.57

The ending fund balance for Fund 269 is \$ 1,645,599.24

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	2020-2021	2021-2022	2021-2022	2021-2022	2022-2023
		Audited	Audited	Approved	Year End	4th Qtr Amend	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.

MEMORANDUM



TO: JULIE FARKAS
FROM: SABRINA LILLA
SUBJECT: PETTY CASH AUDIT
DATE: NOVEMBER 3, 2022

Member's of the City's finance team (Alicia Parrinello and myself) performed a petty cash audit of the Library's petty cash on November 2, 2022. During our audit, we counted eight drawers including four till drawers, two marked as "change tray", one marked as "11-3" and the active till drawer used at the main entrance of the library. Finance counted \$800.21 for the cash drawers. In addition, we noted the following cash balances:

- Receipts \$104.64
- Facilities cash \$21.32
- Office cash \$74.04

Total cash on hand at the library is \$1,000.21. The balance agrees with the cash balance currently recorded in the General Ledger of \$1,000. The library staff indicated they do not count the pennies.

We do recommend all cash be locked in a secure location with limitations on who has access to the cash.

11/10/2022 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 10/31/2022										
*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.										
		END BAL			MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	AUG 2022	SEPT 2022	OCT 2022	10/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMEDD BUD	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00 - treasury										
Revenues										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	3,081,796.39	3,209,191.00	3,209,191.00	0.00	0.00	0.00	3,232,784.02	(23,593.02)	100.74
268-000.00-403.001	Property Tax Revenue- County Chargebacks	744.21	2,000.00	2,000.00	(7,476.42)	0.00	856.71	(7,679.62)	9,679.62	(383.98)
268-000.00-403.002	Property Tax Rev - Tax Tribunal Accr	3,500.00	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00
268-000.00-403.003	Property Tax Revenue-Brownfld Cap B1 08	(59.74)	0.00	0.00	0.00	0.00	0.00	(323.55)	323.55	100.00
268-000.00-403.006	Property Tax Revenue-Brownfld Cap B2 15	(7,282.79)	(12,749.00)	(12,749.00)	0.00	0.00	0.00	(8,961.24)	(3,787.76)	70.29
268-000.00-403.008	Property Tax Revenue - CIA Cap C1 2018	(15,037.43)	(22,538.00)	(22,538.00)	0.00	0.00	0.00	(22,782.73)	244.73	101.09
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(4,648.79)	(5,000.00)	(5,000.00)	0.00	0.00	0.00	0.00	(5,000.00)	0.00
Property tax revenue		3,059,011.85	3,169,904.00	3,169,904.00	(7,476.42)	0.00	856.71	3,193,036.88	(23,132.88)	100.73
State sources										
268-000.00-567.000	State aid	56,619.13	33,000.00	33,000.00	32,859.31	0.00	0.00	32,859.31	140.69	99.57
268-000.00-573.000	State Grants - Local Comm Stab Share	5,968.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State sources		62,587.47	33,000.00	33,000.00	32,859.31	0.00	0.00	32,859.31	140.69	99.57
Other revenue										
268-000.00-633.100	Insurance Reimbursement	89,230.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.000	Miscellaneous income	7,121.82	5,000.00	5,000.00	894.50	623.89	742.83	3,143.90	1,856.10	62.88
268-000.00-665.100	Copier	84.41	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-665.290	Library fund raising revenue	12,049.53	4,000.00	4,000.00	1,920.08	0.00	0.00	1,920.08	2,079.92	48.00
268-000.00-665.300	Meeting room	18,532.37	25,000.00	25,000.00	3,673.69	2,323.66	2,089.06	10,060.57	14,939.43	40.24
268-000.00-665.404	Novi Township assessment	6,970.00	7,000.00	7,000.00	0.00	0.00	0.00	7,256.00	(256.00)	103.66
268-000.00-665.650	Library Cafe	6,000.00	6,000.00	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0.00
Other revenue		139,988.82	48,000.00	48,000.00	6,488.27	2,947.55	2,831.89	22,380.55	25,619.45	46.63
Fines and forfeitures										
268-000.00-657.000	Library book fines	8,720.61	8,000.00	8,000.00	745.07	780.91	1,032.59	3,257.92	4,742.08	40.72
268-000.00-658.000	State penal fines	97,789.47	95,000.00	95,000.00	99,223.80	0.00	0.00	99,223.80	(4,223.80)	104.45
Fines and forfeitures		106,510.08	103,000.00	103,000.00	99,968.87	780.91	1,032.59	102,481.72	518.28	99.50
Interest income										
268-000.00-664.000	Interest on investments	44,180.81	39,000.00	39,000.00	2,442.37	6,752.35	0.00	12,756.20	26,243.80	32.71
268-000.00-664.500	Unrealized gain (loss) on investments	(117,830.18)	1,000.00	1,000.00	(19,965.16)	(33,146.54)	0.00	(44,831.09)	45,831.09	(4,483.11)
Interest income		(73,649.37)	40,000.00	40,000.00	(17,522.79)	(26,394.19)	0.00	(32,074.89)	72,074.89	(80.19)

		END BAL			MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	AUG 2022	SEPT 2022	OCT 2022	10/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMEDD BUD	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Donations										
268-000.00-665.289	Adult programs	0.00	2,000.00	2,000.00	0.00	72.07	(72.07)	0.00	2,000.00	0.00
268-000.00-665.400	Gifts and donations	1,035.04	1,500.00	1,500.00	0.65	0.10	6.62	176.41	1,323.59	11.76
Donations		1,035.04	3,500.00	3,500.00	0.65	72.17	(65.45)	176.41	3,323.59	5.04
TOTAL REVENUES		3,295,483.89	3,397,404.00	3,397,404.00	114,317.89	(22,593.56)	4,655.74	3,318,859.98	78,544.02	97.69
Expenditures										
Personnel services										
268-000.00-704.000	Permanent salaries	931,808.07	1,039,792.00	1,039,792.00	76,191.64	79,363.61	83,210.24	300,467.67	739,324.33	28.90
268-000.00-704.210	Vacation Payout	0.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
268-000.00-705.000	Temporary salaries	623,961.02	725,000.00	725,000.00	46,681.95	43,439.89	46,001.68	173,131.52	551,868.48	23.88
268-000.00-706.000	Overtime	802.33	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-715.000	Social security	116,783.24	135,000.00	135,000.00	9,283.72	9,243.87	9,726.00	35,779.68	99,220.32	26.50
268-000.00-716.000	Insurance	215,480.66	193,000.00	193,000.00	9,220.08	17,575.90	9,365.47	53,599.13	139,400.87	27.77
268-000.00-716.200	HSA - employer contribution	2,625.00	6,300.00	6,300.00	87.50	87.50	87.50	262.50	6,037.50	4.17
268-000.00-716.999	Insurance - Employee Reimbursement	(36,090.77)	(29,775.00)	(29,775.00)	(2,212.96)	(2,387.56)	(2,494.48)	(7,806.37)	(21,968.63)	26.22
268-000.00-718.000	Pension - DB Normal Cost	6,156.00	5,795.00	5,795.00	385.00	385.00	385.00	1,540.00	4,255.00	26.57
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	58,404.00	59,765.00	59,765.00	7,372.00	7,372.00	7,372.00	29,488.00	30,277.00	49.34
268-000.00-718.200	Pension - defined contribution	31,155.34	48,400.00	48,400.00	3,638.98	3,829.31	4,060.11	14,485.19	33,914.81	29.93
268-000.00-719.000	Unemployment insurance	91.64	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
268-000.00-720.000	Workers compensation	1,686.71	1,700.00	1,700.00	99.43	98.93	104.01	351.25	1,348.75	20.66
Personnel services		1,952,863.24	2,192,477.00	2,192,477.00	150,747.34	159,008.45	157,817.53	601,298.57	1,591,178.43	27.43
Supplies										
268-000.00-727.000	Office supplies	12,752.79	18,000.00	18,000.00	1,830.03	1,582.94	362.25	6,054.92	11,945.08	33.64
268-000.00-728.000	Postage	488.51	2,000.00	2,000.00	67.99	92.99	0.00	338.72	1,661.28	16.94
268-000.00-734.000	Computer supplies, software & licensing	71,847.11	83,000.00	83,000.00	1,273.40	1,203.40	775.00	15,624.81	67,375.19	18.83
268-000.00-734.500	Computer supplies/equipment	132,954.83	21,000.00	21,000.00	2,588.34	1,120.36	568.23	5,350.44	15,649.56	25.48
268-000.00-740.000	Operating supplies	9,873.36	28,000.00	28,000.00	753.60	1,396.89	1,465.79	4,135.97	23,864.03	14.77
268-000.00-740.200	Supplies - Desk chairs and file cabinets	700.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
268-000.00-741.000	Supplies - Uniforms	422.00	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	199,639.76	197,000.00	197,000.00	14,249.74	2,364.58	6,607.71	27,876.04	169,123.96	14.15
268-000.00-742.010	Library Books - Lending	13,973.37	17,000.00	17,000.00	1,631.98	864.01	649.04	4,182.15	12,817.85	24.60
268-000.00-742.100	Library Books - Fines	672.48	1,000.00	1,000.00	20.00	107.76	0.00	127.76	872.24	12.78
268-000.00-743.000	Library periodicals	22,471.42	18,000.00	18,000.00	0.00	0.00	0.00	14,217.32	3,782.68	78.99
268-000.00-744.000	Audio visual materials	128,743.17	136,000.00	136,000.00	17,781.86	3,331.31	16,918.51	52,119.81	83,880.19	38.32
268-000.00-745.200	Electronic media	42,783.60	46,900.00	46,900.00	3,461.11	4,649.17	2,587.68	13,030.80	33,869.20	27.78
268-000.00-745.300	Electronic resources (CD rom materials)	65,243.18	70,000.00	70,000.00	2,026.45	0.00	0.00	43,798.51	26,201.49	62.57
Supplies		702,565.58	643,200.00	643,200.00	45,684.50	16,713.41	29,934.21	186,857.25	456,342.75	29.05

		END BAL			MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	AUG 2022	SEPT 2022	OCT 2022	10/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMEDD BUD	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	741.09	700.00	700.00	69.65	69.65	0.00	208.95	491.05	29.85
268-000.00-802.000	Data processing	734.34	800.00	800.00	0.00	0.00	0.00	734.34	65.66	91.79
268-000.00-802.100	Bank Service Charges	3,939.96	4,000.00	4,000.00	240.74	257.67	7.26	505.67	3,494.33	12.64
268-000.00-803.000	Independent audit	723.00	800.00	800.00	0.00	0.00	0.00	0.00	800.00	0.00
268-000.00-804.000	Medical service	1,841.00	1,500.00	1,500.00	228.00	464.00	0.00	692.00	808.00	46.13
268-000.00-806.000	Legal fees	16,967.90	7,500.00	7,500.00	913.00	1,191.00	0.00	2,524.00	4,976.00	33.65
268-000.00-809.000	Memberships and dues	5,712.45	7,500.00	7,500.00	150.00	738.66	150.00	4,686.41	2,813.59	62.49
268-000.00-816.000	Professional services	15,753.87	24,000.00	24,000.00	175.00	2,400.00	787.50	4,512.50	19,487.50	18.80
268-000.00-817.000	Custodial services	88,544.00	90,000.00	90,000.00	7,809.00	7,053.30	0.00	22,411.00	67,589.00	24.90
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00
268-000.00-851.000	Telephone	25,661.68	24,000.00	24,000.00	1,783.78	2,656.21	(63.00)	6,666.39	17,333.61	27.78
268-000.00-855.000	TLN Automation Services	64,789.07	71,000.00	71,000.00	0.00	2,456.40	0.00	18,814.55	52,185.45	26.50
268-000.00-861.000	Gasoline and oil	407.86	500.00	500.00	38.70	50.58	0.00	89.28	410.72	17.86
268-000.00-862.000	Mileage	88.60	200.00	200.00	0.00	0.00	0.00	4.00	196.00	2.00
268-000.00-880.000	Community promotion	16,001.29	24,000.00	24,000.00	4,355.34	411.00	935.00	6,314.84	17,685.16	26.31
268-000.00-880.268	Library programming	13,014.04	28,000.00	28,000.00	1,297.27	1,720.24	366.61	4,719.79	23,280.21	16.86
268-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	700.00	0.00	0.00	700.00	7,300.00	8.75
268-000.00-900.000	Printing, graphic design and publishing	9,046.55	28,000.00	28,000.00	956.90	95.85	0.00	1,052.75	26,947.25	3.76
268-000.00-910.000	Property & liability insurance	14,444.00	14,500.00	16,480.00	0.00	0.00	0.00	16,480.00	0.00	100.00
268-000.00-910.001	Insurance deductibles/Uninsured claims	0.00	10,000.00	8,020.00	0.00	0.00	0.00	0.00	8,020.00	0.00
268-000.00-921.000	Heat	13,510.02	12,000.00	12,000.00	370.89	552.70	0.00	1,569.01	10,430.99	13.08
268-000.00-922.000	Electricity	97,881.06	96,500.00	96,500.00	9,531.15	9,875.68	9,085.97	39,431.77	57,068.23	40.86
268-000.00-923.000	Water and sewer	6,964.48	6,500.00	6,500.00	0.00	1,769.44	0.00	1,769.44	4,730.56	27.22
268-000.00-934.000	Building maintenance	108,177.81	110,000.00	110,000.00	7,195.49	3,511.34	5,294.77	21,418.50	88,581.50	19.47
268-000.00-935.000	Vehicle maintenance	456.85	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-941.000	Grounds maintenance	32,391.87	39,000.00	39,000.00	86.73	180.99	598.85	1,941.61	37,058.39	4.98
268-000.00-942.000	Office equipment lease	7,811.28	8,000.00	8,000.00	650.94	0.00	0.00	650.94	7,349.06	8.14
268-000.00-942.100	Records storage	299.40	400.00	400.00	24.95	24.95	24.95	99.80	300.20	24.95
268-000.00-956.000	Conferences and workshops	3,510.07	15,000.00	15,000.00	1,180.48	1,196.64	120.75	3,140.41	11,859.59	20.94
Other services and charges		552,908.54	636,200.00	636,200.00	37,758.01	36,676.30	17,308.66	161,137.95	475,062.05	25.33
Capital outlay										
268-000.00-976.100	Parking lot improvements	10,700.00	12,500.00	12,500.00	0.00	0.00	0.00	0.00	12,500.00	0.00
268-000.00-986.000	Internal Technology - Capital Outlay	8,257.40	83,000.00	83,000.00	(467.40)	0.00	0.00	(467.40)	83,467.40	(0.56)
Capital outlay		18,957.40	95,500.00	95,500.00	(467.40)	0.00	0.00	(467.40)	95,967.40	(0.49)
TOTAL EXPENDITURES		3,227,294.76	3,567,377.00	3,567,377.00	233,722.45	212,398.16	205,060.40	948,826.37	2,618,550.63	26.60
Net - Dept 000.00 - treasury		68,189.13	(169,973.00)	(169,973.00)	(119,404.56)	(234,991.72)	(200,404.66)	2,370,033.61	(2,540,006.61)	
TOTAL REVENUES		3,295,483.89	3,397,404.00	3,397,404.00	114,317.89	(22,593.56)	4,655.74	3,318,859.98	78,544.02	(1,394.36)
TOTAL EXPENDITURES		3,227,294.76	3,567,377.00	3,567,377.00	233,722.45	212,398.16	205,060.40	948,826.37	2,618,550.63	(1,394.36)
NET OF REVENUES & EXPENDITURES		68,189.13	(169,973.00)	(169,973.00)	(119,404.56)	(234,991.72)	(200,404.66)	2,370,033.61	(2,540,006.61)	(1,394.36)
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Dept 000.00 - treasury										
Revenues										
Interest income										
269-000.00-664.000	Interest on investments	19,767.63	27,000.00	27,000.00	1,331.61	2,628.49	0.00	6,084.35	20,915.65	22.53
269-000.00-664.500	Unrealized gain (loss) on investments	(50,325.76)	(4,500.00)	(4,500.00)	(10,885.28)	(12,902.96)	0.00	(18,849.25)	14,349.25	418.87
Interest income		(30,558.13)	22,500.00	22,500.00	(9,553.67)	(10,274.47)	0.00	(12,764.90)	35,264.90	(56.73)

		END BAL			MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	AUG 2022	SEPT 2022	OCT 2022	10/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMEDD BUD	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Donations										
269-000.00-665.036	Diversity, Equity, & Inclusion	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.046	Makerspace Renovation Revenue	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.229	Raising a Reader in Novi Sponsors	207.59	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,852.61	1,000.00	1,000.00	0.00	5,000.00	250.00	5,250.00	(4,250.00)	525.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	3,191.96	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.232	Programming Revenue	3,000.00	1,500.00	1,500.00	0.00	1,752.00	100.00	1,852.00	(352.00)	123.47
269-000.00-665.233	Technology Library Revenue	50.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	250.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.235	Marketing Sponsorships	10,146.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Donations		19,698.16	20,000.00	20,000.00	0.00	6,752.00	350.00	7,102.00	12,898.00	35.51
TOTAL REVENUES										
		(10,859.97)	42,500.00	42,500.00	(9,553.67)	(3,522.47)	350.00	(5,662.90)	48,162.90	(13.32)
Expenditures										
Supplies										
269-000.00-742.036	Diversity, Equity, & Inclusion	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-742.229	Raising a Reader Expense	723.13	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-742.230	Collections/Materials Expense	830.56	500.00	500.00	0.00	0.00	390.58	390.58	109.42	78.12
269-000.00-742.231	Buildings/Ground/ Furniture Expense	8,683.30	34,200.00	34,200.00	0.00	0.00	0.00	0.00	34,200.00	0.00
269-000.00-742.232	Programming Expense	0.00	1,000.00	1,000.00	0.00	1,750.00	0.00	1,750.00	(750.00)	175.00
269-000.00-742.233	Technology Library Expense	10,490.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.234	Undesignated Misc	(7.16)	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.236	Staff Recognition	2,002.78	1,500.00	1,500.00	599.05	808.75	(255.00)	1,549.66	(49.66)	103.31
Supplies		23,722.61	39,700.00	39,700.00	599.05	2,558.75	135.58	3,690.24	36,009.76	9.30
Capital outlay										
269-000.00-976.044	Auto Lending Library	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
269-000.00-976.046	Makerspace Renovation	5,017.01	3,000.00	3,000.00	646.36	166.01	222.77	1,103.06	1,896.94	36.77
269-000.00-976.140	Automated Return System	0.00	115,800.00	115,800.00	0.00	0.00	0.00	0.00	115,800.00	0.00
269-000.00-976.141	Main Entrance Design	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Capital outlay		5,017.01	131,300.00	131,300.00	646.36	166.01	222.77	1,103.06	130,196.94	0.84
TOTAL EXPENDITURES										
		28,739.62	171,000.00	171,000.00	1,245.41	2,724.76	358.35	4,793.30	166,206.70	2.80
Net - Dept 000.00 - treasury										
		(39,599.59)	(128,500.00)	(128,500.00)	(10,799.08)	(6,247.23)	(8.35)	(10,456.20)	(118,043.80)	
TOTAL REVENUES										
		(10,859.97)	42,500.00	42,500.00	(9,553.67)	(3,522.47)	350.00	(5,662.90)	48,162.90	8.14
TOTAL EXPENDITURES										
		28,739.62	171,000.00	171,000.00	1,245.41	2,724.76	358.35	4,793.30	166,206.70	8.14
NET OF REVENUES & EXPENDITURES										
		(39,599.59)	(128,500.00)	(128,500.00)	(10,799.08)	(6,247.23)	(8.35)	(10,456.20)	(118,043.80)	8.14
TOTAL REVENUES - ALL FUNDS										
		3,284,623.92	3,439,904.00	3,439,904.00	104,764.22	(26,116.03)	5,005.74	3,313,197.08	126,706.92	
TOTAL EXPENDITURES - ALL FUNDS										
		3,256,034.38	3,738,377.00	3,738,377.00	234,967.86	215,122.92	205,418.75	953,619.67	2,784,757.33	
NET OF REVENUES & EXPENDITURES										
		28,589.54	(298,473.00)	(298,473.00)	(130,203.64)	(241,238.95)	(200,413.01)	2,359,577.41	(2,658,050.41)	

11/10/2022		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 10/31/2022	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(87,188.98)	
268-000.00-017.000	Investments - Pooled	5,012,320.43	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-020.000	Current taxes receivable	71,237.06	
268-000.00-040.400	Prepaid expenditures	10,563.70	
	Total Assets	5,007,932.21	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	61,299.92	
268-000.00-215.200	Unemployment insurance liability	3,996.72	
268-000.00-259.702	Accrued liabilities-tax	9,100.00	
	Total Liabilities	74,396.64	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	2,563,501.96	
	Total Fund Balance	2,563,501.96	
	Beginning Fund Balance	2,563,501.96	
	Net of Revenues VS Expenditures	2,370,033.61	
	Ending Fund Balance	4,933,535.57	
	Total Liabilities And Fund Balance	5,007,932.21	

Fund 269 - LIBRARY CONTRIBUTION FUND 269			
*** Assets ***			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	25,981.44	
269-000.00-017.000	Investments - Pooled	1,620,266.65	
	Total Assets	1,646,248.09	
*** Liabilities ***			
269-000.00-202.000	Accounts payable	648.85	
	Total Liabilities	648.85	
*** Fund Balance ***			
269-000.00-390.000	Fund balance - Unrestricted	1,570,626.51	
269-000.00-390.230	Fund Balance Collections/Materials	38,423.36	
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	36,692.79	
269-000.00-390.232	Fund Balance Programming	34,155.95	
269-000.00-390.233	Fund BalanceTechnology Library	(23,843.17)	
	Total Fund Balance	1,656,055.44	
	Beginning Fund Balance	1,656,055.44	
	Net of Revenues VS Expenditures	(10,456.20)	
	Ending Fund Balance	1,645,599.24	
	Total Liabilities And Fund Balance	1,646,248.09	

Director's Report – Julie Farkas

Staff Anniversaries (Years of Service) for December 2022



- Emily Brush
- Shannon O'Leary

Information Services Dept.
Information Services Dept.

7 years
7 years



November 12, 2022 marks 15 years as your Library Director! I cannot believe how fast the years have gone by. We have accomplished so many WONDERFUL things in our time together! And to make this anniversary celebration even more special I wanted to share with you information about an award the Novi Public Library received this week at the MAME - Michigan Association for Media in Education conference.

NPL was honored with the Community Collaboration Award. We were recognized for unwavering contributions to school libraries and all that we strive to bring to students.

This is thanks to the dynamic partnership we have with our Novi Community School District as we were nominated by three Novi School Librarians (Media Specialists) Bethany Bratney – Novi High School, Kim Wesner – Novi Middle School and Todd Erickson – Novi Meadows.

Attached is a copy of the award (we also received a plaque) and a photo of our Library crew who attended with me (Vice President – Kat Dooley, Secretary – Brian Bartlett and Trustees Priya Gurumurthy and Tara Michener, Friends President – Sue Johnson, Head of Information Services – Hillary Hentschel, Communications Manager – Dana Brataniec and Electronic Services Librarian – Mary Robinson).

Thank you for continuing to do GREAT things for our Novi Community and specifically our students!



Daily use of the building by hour October 16 – November 5, 2022

10/16/2022		10/17/2022		10/18/2022		10/19/2022		10/20/2022		10/21/2022		10/22/2022	
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	67	10-11am	77	10-11am	48	10-11am	62	10-11am	48	10-11am	85
11am-12pm	0	11am-12pm	81	11am-12pm	88	11am-12pm	44	11am-12pm	56	11am-12pm	49	11am-12pm	79
12-1pm	89	12-1pm	49	12-1pm	79	12-1pm	51	12-1pm	42	12-1pm	44	12-1pm	83
1-2pm	128	1-2pm	58	1-2pm	58	1-2pm	51	1-2pm	40	1-2pm	45	1-2pm	104
2-3pm	95	2-3pm	108	2-3pm	94	2-3pm	107	2-3pm	107	2-3pm	124	2-3pm	78
3-4pm	112	3-4pm	158	3-4pm	159	3-4pm	181	3-4pm	132	3-4pm	180	3-4pm	80
4-5pm	159	4-5pm	127	4-5pm	160	4-5pm	140	4-5pm	144	4-5pm	98	4-5pm	65
5-6pm	112	5-6pm	122	5-6pm	84	5-6pm	98	5-6pm	109	5-6pm	117	5-6pm	104
6-7pm	0	6-7pm	71	6-7pm	134	6-7pm	107	6-7pm	115	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	65	7-8pm	92	7-8pm	57	7-8pm	88	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	50	8-9pm	76	8-9pm	51	8-9pm	68	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
	695		956		1,101		935		963		705		678
10/23/2022		10/24/2022		10/25/2022		10/26/2022		10/27/2022		10/28/2022		10/29/2022	
9-10am	0	9-10am	28	9-10am	0	9-10am	0	9-10am	77	9-10am	0	9-10am	0
10-11am	0	10-11am	14	10-11am	72	10-11am	58	10-11am	50	10-11am	62	10-11am	78
11am-12pm	0	11am-12pm	84	11am-12pm	67	11am-12pm	62	11am-12pm	68	11am-12pm	55	11am-12pm	91
12-1pm	86	12-1pm	79	12-1pm	44	12-1pm	60	12-1pm	64	12-1pm	50	12-1pm	94
1-2pm	62	1-2pm	51	1-2pm	54	1-2pm	112	1-2pm	62	1-2pm	48	1-2pm	108
2-3pm	66	2-3pm	60	2-3pm	93	2-3pm	116	2-3pm	94	2-3pm	106	2-3pm	115
3-4pm	96	3-4pm	144	3-4pm	125	3-4pm	59	3-4pm	107	3-4pm	132	3-4pm	126
4-5pm	76	4-5pm	147	4-5pm	177	4-5pm	56	4-5pm	89	4-5pm	143	4-5pm	169
5-6pm	106	5-6pm	115	5-6pm	118	5-6pm	85	5-6pm	90	5-6pm	124	5-6pm	112
6-7pm	0	6-7pm	79	6-7pm	127	6-7pm	140	6-7pm	73	6-7pm	24	6-7pm	0
7-8pm	0	7-8pm	42	7-8pm	98	7-8pm	100	7-8pm	60	7-8pm	3	7-8pm	0
8-9pm	0	8-9pm	59	8-9pm	44	8-9pm	48	8-9pm	47	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
	492		902		919		896		881		747		893
10/30/2022		10/31/2022		11/1/2022		11/2/2022		11/3/2022		11/4/2022		11/5/2022	
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	63	10-11am	69	10-11am	56	10-11am	40	10-11am	38	10-11am	97
11am-12pm	0	11am-12pm	69	11am-12pm	77	11am-12pm	44	11am-12pm	66	11am-12pm	55	11am-12pm	91
12-1pm	121	12-1pm	50	12-1pm	55	12-1pm	63	12-1pm	48	12-1pm	40	12-1pm	94
1-2pm	92	1-2pm	57	1-2pm	50	1-2pm	54	1-2pm	58	1-2pm	44	1-2pm	82
2-3pm	77	2-3pm	147	2-3pm	105	2-3pm	97	2-3pm	110	2-3pm	107	2-3pm	122
3-4pm	111	3-4pm	116	3-4pm	160	3-4pm	184	3-4pm	183	3-4pm	124	3-4pm	102
4-5pm	83	4-5pm	57	4-5pm	192	4-5pm	140	4-5pm	157	4-5pm	116	4-5pm	118
5-6pm	96	5-6pm	40	5-6pm	134	5-6pm	130	5-6pm	124	5-6pm	157	5-6pm	74
6-7pm	0	6-7pm	32	6-7pm	90	6-7pm	123	6-7pm	116	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	19	7-8pm	77	7-8pm	68	7-8pm	98	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	27	8-9pm	62	8-9pm	63	8-9pm	54	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
	580		677		1,071		1,022		1,054		701		780



donate

event calendar

my account

Upcoming Closures

- Wednesday, November 23 at 5pm -**
Closing Early
- Thursday, November 24 -** Thanksgiving
- Friday, November 25 -** Closed
- Friday, December 23 -** Closed
- Saturday, December 24 -** Christmas Eve
- Sunday, December 25 -** Christmas Day
- Friday, December 30 -** Closed
- Saturday, December 31 -** New Year's Eve
- Sunday, January 1 -** New Year's Day



Novi Library Café

Monday-Friday, 10am-5pm

November weekly specials (valid until 2pm):

- **Week 1:** Toasted three cheese sandwich and cup of soup for \$8
- **Week 2:** Cranberry apple chicken salad on croissant with a soda or water for \$8
- **Week 3:** Pizza with chips and a soda or water for \$8
- **Week 4:** Small hot chocolate with pastry for \$5
- **Week 5:** Chicken pesto sandwich with soda or water for \$8

Soup is available daily! Inquire at the Café for availability.

Important Updates

Election Day - Tuesday, November 8
Novi Library is Precinct 18 for the election. Polls are open 7am-8pm. The Library will be open 10am-9pm for regular services.

The Café will be open at 7am on Tuesday, November 8. Get 10% off one beverage if you vote at the Library or prove you voted with a sticker!



10 Minute Parking!

We're excited to announce the designation of six, 10-minute parking spots in the Library's parking lot. These spots can be used to quickly enter the building and drop off returns, pick up holds, or for guests waiting to pick up visitors of the Library, including students after school. These newly designated spaces will be located in the same row as the accessibility parking spaces facing the main doors.

Shake Up Your Holiday Tradition - Give Blood

NPL is hosting a Blood Drive in partnership with the American Red Cross, on **Wednesday, November 23 from 9am-3pm**. To schedule an appointment, please log onto redcrossblood.org (sponsor code: NoviLibrary) or call 1-800-RED CROSS (1-800-733-2767). Come give for an exclusive Red Cross knit beanie (limited quantity)!



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

Start a New Chapter - No Fines for Late Returns

The Library is proud to be fine-free through June 2023! NPL is encouraging cardholders to return overdue items as quickly as possible. 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.

Upcoming Meetings

- Friends of the Novi Library Meeting:** Wed, Nov 9, 2pm - NPL Board Room
 - Novi Historical Commission Meeting:** Wed, Nov 16, 7pm - [Agenda](#)
 - Library Board Meeting:** Wed, Nov 16, 7pm - [Agenda](#), Council Chambers
-

We're Hiring!

Want to join the Novi Library family? 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.**

Indian Cultural Benefits & Contributions

On Tuesday, November 1 at 7pm, learn virtually about the innovations in science, mathematics, medicine, commerce, and economics, which continue to revolutionize our daily lives. Presenter Sunitha Grandlee will be live from India! [Register here to receive the Zoom link.](#)

Cultural Story Time

Join us as we celebrate various heritages and cultures (AAPI, Latinx, Black, and more) on **Sunday, November 13 at 1pm or 3pm**. Featuring stories and an origami craft. Hosted by Dear Asian Youth Novi, this event is sure to be a blast. No registration required.

Programs

Adult Programs

- [Cultural/International & ESL Programs](#)
- [11/1: Indian Cultural Benefits & Contributions "Live from India" Innovations That Changed the World](#)
- [11/3: Photography Club Virtual Meeting](#)
- [11/5: Korean Lantern Making](#)
- [11/7: Novi Mental Health Alliance Meeting](#)
- [11/8: For the Health of It - Lung Cancer Prevention](#)
- [11/9: Novi Game Night](#)
- [11/12: Mid-Fall Concert with Cider & Donuts](#)
- [11/14: PAASN Meeting - Parents of African American Students in Novi](#)
- [11/17: Coffee with the Superintendent](#)
- [11/28: Genealogy Research Assistance](#)

Youth Programs

- [Story Times](#)
- [11/13, 1pm: Cultural Story Time](#)
- [11/13, 3pm: Cultural Story Time](#)
- [11/16: Tail Waggin' Reading Buddies](#)

Tween & Teen Programs

- [Teen Space](#)
- [11/5: Korean Lantern Making](#)
- [11/9: Novi Game Night](#)

KALEIDOSCOPE SERIES



Detroit Historical Society

Thursday, November 17, 7pm

Joel Stone returns to talk about researching his most recent book, 100 Years of the Detroit Historical Society. His book captures in words and photographs the little-known story of the people who have been telling Detroit's stories and preserving its material culture for the last century. Joel is now retired and serves as Curator Emeritus.

[Register here.](#)



Parent to Parent Book Discussion

Participate with NCSD Superintendent Benjamin Mainka in a parent book club on **Wednesday, November 9 at 6:30pm.**

Read books that challenge, inspire, and help us as we work with our children and the students in our district. Engage with each other in meaningful conversations about the challenges of raising successful children and building successful schools. At registration, a copy of the current book will be provided. Limit 1 book per family. **November's title: Thrivors: The Surprising Reasons Why Some Kids Struggle and Others Shine**

[Click here for registration details.](#)

Services

Free COVID Tests Available Thru Drive-Up Window Only

NPL has received a limited supply of free at-home COVID test kits in partnership with the Michigan Department of Health and Human Services (MDHHS).

They are available through the **drive-up window only**. No appointment is necessary. Test kits are available for pick-up during regular library hours of operation. There is a limit of one (1) test

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.

kit per car. Each kit holds two tests, one to be taken immediately and the second to be taken 24-36 hours after the first test is taken.

Questions? Please contact the Michigan Department of Health and Human Services COVID Hotline at 888-535-6136 or email COVID19@michigan.gov.

Drop-In Notarization Services

The Library has partnered with Kace Mobile Notary to provide drop-in notarization services on Friday, November 18 from 1-4pm. Fees range from \$10 and up, depending on the number of documents and type. Cash, check or Zelle accepted. *Note: Drop-In Notarization will now be available on the 3rd Friday of each month.*

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

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. [Click here](#) for more information.

Feeling Overwhelmed? Novi Community Coalition is Here For You

Connect with the Community Support Coordinator at the Novi Library, **by appointment only**, Thursdays from 10am-3pm.

Assistance is free and confidential. Call or text 248-378-9899 to schedule an appointment. Service is for Oakland County residents only.

iCube Makerspace



New to the iCube - Adobe Creative Cloud Computers

A huge thank you to the [Friends of Novi Library](#) for supporting our iCube Makerspace and purchasing two robust

Community Info

City of Novi Events

Smart DriverTEKSM - Get Smart About New Vehicle Technology

Thu, Nov. 3, 10-11:30am

In this in-person 90-minute, interactive workshop, drivers will learn all about blind-spot warning systems, forward collision warnings, smart headlights and more.

[Register here.](#)

Veterans Day Celebration

Thu, Nov. 10, 11:30am

Join them for a USO-style luncheon

computers that will allow guests to use Adobe Creative Cloud with ease! These workstations are available to use during open library hours. Contact the iCube Team with questions at icube@novilibrary.org. [Click here](#) to view additional iCube equipment.

featuring musical performances by local musicians. Registration deadline: November 1 or when sold out.

[Register here.](#)

Winter, Wine & Whimsy Movie Matinee: White Christmas

Fri, Nov 18, 3pm

After the movie, shop the holiday market!
Register by calling 248-347-0414. Free for ages 55+.



Lakeshore Lending Library Is Open All Year!

Lakeshore Lending Library is open dawn through dusk all 12 months of the year...even during holidays! Visiting Lakeshore Park to take a chilly stroll? Bring your library card and check out a book or movie while you're there!



TALK - Text and Learn for Kindergarten

Do you have a child who is under 6? Sign up for TALK: Text and Learn for Kindergarten to receive two texts a week with brain-building activities and early literacy ideas specific to your child's age. **Text TALK to 75547, or visit texttolearn.com for more information.**



New Programs in January!

Our new Adult Book Discussion Groups are coming in the New Year!

- **Afternoon Read:** Tue, Jan 10, 1pm
Location: Board Room
- **A Novel Idea:** Mon, Jan 23, 7pm
Location: Primanti Bros, Novi

For more information, contact Rae at rmanela@novilibrary.org.

Connect With Us:



[Click here to unsubscribe.](#)

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

Let Us Know You've Moved

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

Hours
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

Visit Our Website

Can't see this email? [Click here](#) to view this message in browser window.

Powered by  Patron Point

Information Technology Report by Barbara Rutkowski – October 2022

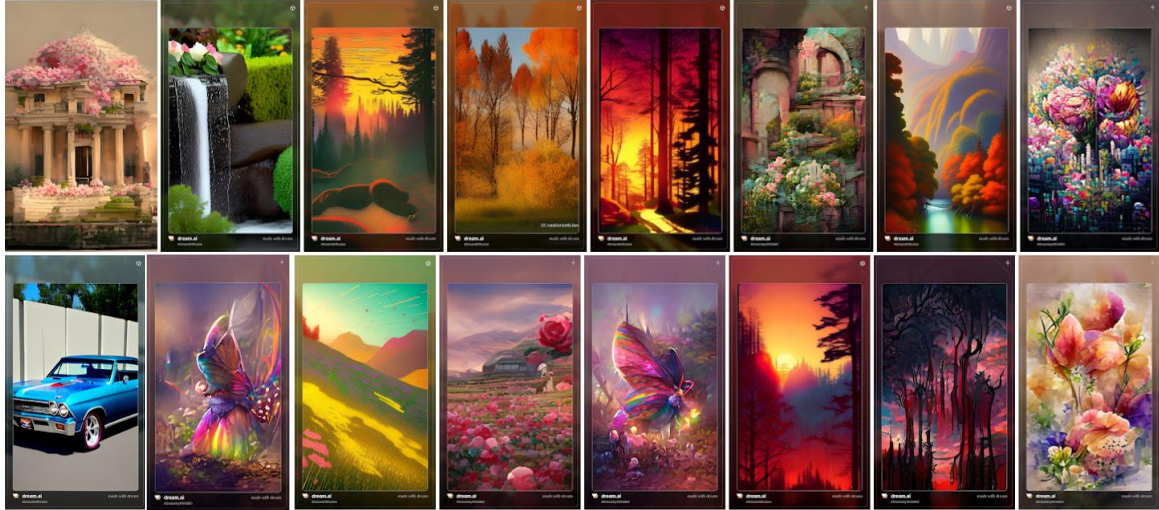
General

- Upgraded staff RFID pads and self-check stations which contain barcode scanners and receipt printers were installed.
- Phone system received an upgrade
- The Reference Desks received upgraded printers



iCube

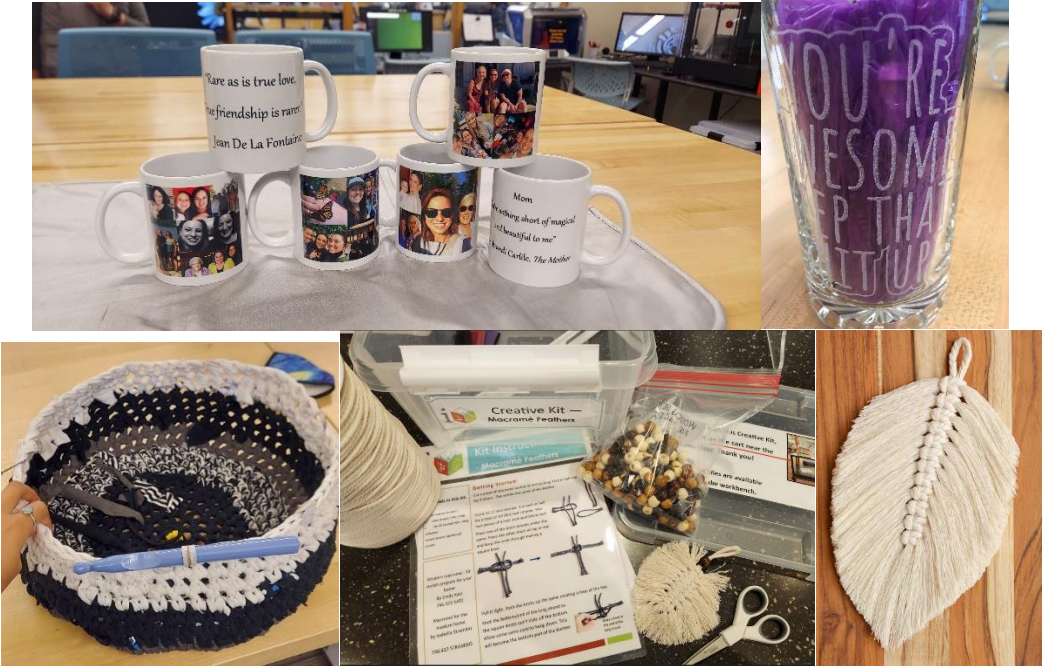
- We held 867 iCube appointments
 - 241 Creative Kits
 - 157 Sublimation
 - 104 Digital Conversions
 - 102 3D Prints
 - 85 Photo Printer
 - 49 Cricut/Silhouette
 - 39 Heat Press
 - 34 Adobe Creative Cloud
 - 22 Laser
 - 20 Sewing/Embroidery
 - 10 Virtual Reality
 - 4 3D Scanner
- A tour was given to staff from the Northville District Library, Maria Williams, Michael McEvoy and Tyler Vitale, who are planning on creating a Makerspace.
- Bruce Klodys, from the Plymouth District Library, contacted Dominic for advice on equipment they plan to add to their Makerspace.
- A tour was also given to guests who are home schooling their children and wanted to use the equipment to encourage creativity.
- The Oculus VR headsets had Chromecast added in order to display on the smart TV so others besides the players could enjoy the experience.
- Some of the amazing prints participants of the "Turn Text into Art" program created are shown below.



- The two Adobe Creative Cloud workstations were upgraded and also received 28" monitors. Some completed projects by staff and guests are being displayed on the shelves.



- Shown below are some finished projects made by guests, including teachers from Novi High School, using the sublimation printer, laser and creative kits.



- Assisted Novi Parks and Recreation Staff to finish sublimating the 200 color changing mugs needed for their Veterans Day celebration.

Training

- Barb attended EnvisionWare, Management Team and Phone System meetings.
- Dominic attended DEI webinar - Dealing with Microaggressions as an Employee.
- Jessica attended DEI webinar – Practicing Inclusion: Welcoming Transgender Customers and Colleagues.
- Bryan attended DEI webinar – American Sign Language and Deafness

Facilities Report by Keith Perfect – October 2022

In the past month the Facilities Department has closed 3 Facilities tickets, 48 Meeting Room Requests and has updated 352 Periodic Maintenance tickets.

- The plumbing backflow testing was completed by vendor, all devices passed and no further work was necessary.
- The lawn irrigation system has been winterized by vendor.
- All three outdoor flags were replaced.
- Quotes were obtained for restroom deep cleaning services with potential new vendors.
- Several clocks in the building received new batteries.
- The annual fire inspection was completed by the fire department. No violations were found.
- All AST sorting bin batteries were changed.
- The outdoor fall clean-up was completed by vendor.
- Patching and painting of some walls was done.
- An issue with the café security gate occurred. The gate was misaligned on its track. This was repaired by our vendor.
- The vestibule air curtain has been turned on for the winter season.
- All Emergency Manuals were updated with current procedures, phone numbers, etc.
- Our pest control vendor was on-site to perform routine preventative services.
- A clogged drain was cleared on the first floor data closets HVAC condensation catch pan.
- New signage for “10 minute parking” was added in the parking lot.
- A vendor was on-site to address the high temperature issue in the Information Services Department. A part has been ordered and they will return when they receive the part from their supplier.

Information Services Department Report by Hillary Hentschel – October 2022

News and Notes

- Welcome back, Amanda Signori, IS Librarian (Youth)
- We hosted the Annual School Breakfast for area media specialists, principals, superintendents, and preschool directors – thank you to Emily, Danielle, Shannon and Lindsay for presenting and welcoming our guests!
- Emily hosted the 6th Annual Raising a Reader Finale Party for the children who completed the 1,000 Books before Kindergarten program in the last year. 70 guests attended, including 25 readers who completed their 1,000 books.
- Lindsay and I gave library tours to 225 NCSD students in October! That brings our total so far this year to 675 students.
- Conducted interviews for Guest Relations Monitor and Youth Programming Assistant.
- IS Staff received training on the new phone system and self-checkout stations
- Offered skull mask take home craft – over 850 guests participated
- Provided League of Women Voters Oakland Area Voter Guides in print to the community in preparation for the November election
- We have new customized bookmarks for Pronunciator, a language learning resource. These were designed by Jess Holowicki, IS Intern.



Professional Development

- MLA Annual Conference – Hillary, Danielle, Rae, Anna
- Adaptive Umbrella Workshop hosted by Bloomfield Township Library – Emily, Lindsay, Danielle
- A2Tech360 Conference – Mary
- DEI Training – ASL and Deafness – Gail, Anna, Mary, Sarah
- “Practicing Inclusion: Welcoming Transgender Customers and Colleagues” – Jessica, Anna, Kirsten, Danielle, Sarah

IS Staff Outreach

- Novi Meadows STEM Carnival – loaned NPL STEAM Kits for display to promote our collection and resources
- Provided structured lessons at local ESL group – Shannon
- ELL Night at Kent Lake – Shannon
- Novi Japan Festival – Shannon
- Cultural Arts Advisory Board meeting – Mary
- ABWA monthly meeting - Hillary

Adult Programs

- Keeping Kids Safe, Healthy, and Happy in the Digital Age (Community Reads) – 59 (219 checkouts of the book)
- Photography Club – 12
- For the Health of It – Breast Cancer Awareness & Prevention – 38
- Michigan Lion Dance Celebration – 138
- Monday Matinee (3) – 102
- Forensics Artist with MI State Police – 45
- Five Lakes Silver Band Concert – 147
- Novi Game Night – 17
- Making Chinese Egg Rolls – 52
- Broadway @ NPL – 165
- AI Generated Art (iCube) – 12
- iCube Drop-in: Halloween Keychains – 15
- Polish American Heritage Celebration – 132
- History of Willow Run (Historical Commission) – 29
- Resume Essentials – 4
- Knit 2gether Knitting Group (4) - 35

Adult Displays

- **Feature Collection:** Hispanic/Latinx Heritage Month; Hindu Heritage Month
- **Desk Display:** Hispanic/Latinx Heritage Month
- **Business Spotlight Display:** Cyber Security Month

Youth/Tween/Teen/Family Programs

- Spooky Halloween Magic with Baffling Bill (at Lakeshore!) – 84
- Pumpkin Palooza Party – 64
- Dramatic Playgroup – Autumn Leaves (2) – 150
- Tail Waggin' Reading Buddies – 10
- Teen Advisory Board (TAB) Meeting – 40
- Spooky Sweets Halloween Cupcake Decorating – 50
- Pop-Up Grab and Go Halloween Kit - 48

Youth/Tween/Teen Displays

- **Teen Stop display** – National Hispanic Heritage Month
- **Youth Feature Display** – “Reading is Spooktacular” (books about Halloween)
- **Youth Desk Display** – National Hispanic Heritage Month
- **Lobby Display** – National Hispanic Heritage Month
- **Libraries are for Everyone** – Bilingual Child Month, Bullying Prevention Month, Diversity Awareness Month, Hindu Heritage Month, Down Syndrome Awareness Month, Star Wars Reads, Yom Kippur, Sukkot, Columbus Day, Indigenous Peoples' Day, Black Poetry Day, Halloween

Autumn Leaves Dramatic Play Group



6th Annual Raising a Reader in Novi (1,000 Books) Party



AI Generated Art Class



Michigan Lion Dance



NPL Staff at MLA Annual Conference



Michigan Library Association Annual Conference 2022 Reflection - Hillary Hentschel

I was excited to return to the MLA Annual Conference in person this year, and to bring 3 Librarians with me who had never been to MLA before. Here are a few highlights from sessions I found particularly rewarding:

Building a Culture of Wellbeing at Your Library: MCLS presented tons of great tips about reducing work stress and improving staff morale. They talked about 5 causes of stress and ways to mitigate each of them, using the SCARF model: Status (our relative importance to others), Certainty (our ability to predict the future), Autonomy (our sense of control over events), Relatedness (how safe we feel with others), and Fairness (how fair we perceive the exchanges between people to be). The presenters encouraged us to pause often, tune into our strengths and the strengths of our team, and to get curious. They provided an [extensive set of resources](#) that I am looking forward to reviewing in more detail.

Making Tough Topics as Easy as 1-2-3: Clinton-Macomb librarians presented on an ongoing series they have where they pick a theme and design a Community-Reads-style series of events on that theme. They select a picture book, a middle grade or YA book, and an adult book on the theme and then create 15-20 programs between January and April each year that connect to the theme and the books. It's hard to imagine adding something of this scale to our existing programming schedule; however, I think it would be very interesting to consider expanding our Community Reads to include a similar title for other age groups. I also learned that MCLS offers facilitation training, which Clinton-Macomb used to train staff to facilitate difficult conversations on the tough topics they had selected. That may be something worth looking into for NPL staff as well.

Beyond Books: Bringing Innovative Items to Your Library: a librarian from Rochester Hills presented on their "Innovative Items" collection (AKA their Library of Things). They have been able to invest close to \$50,000 in the collection over 2 years, which is probably not realistic for us at NPL, but all of us who attended left with lots of ideas for how we might offer more of these types of materials at NPL on a smaller scale. The presentation made me consider ways we might better utilize our space to make room for different types of materials and I'd like to reconnect with the staff who attended to explore expanding our Library of Things. Some items we discussed were yard tools, moving kits, party hosting kits, hiking or fishing gear. I'd be interested to hear if our guests would like more non-traditional items at the Library when we ask them for feedback during Strategic Planning.

Staff Challenge: Interactive Onboarding Using Beanstack: One of the managers at Troy Public Library presented on the way she has used Beanstack badges as part of staff onboarding and training. One of the tasks I have taken on as a new manager is revamping the documentation that we have for the IS Department to help new staff learn procedures (and offer a refresher to established staff). I have a lot of ideas for how Beanstack might help that process once I'm a little further down the path of updating the documentation. It would be a fun way for staff to learn and would help us get even more out of our Beanstack subscription.

The National Labor Relations Board: Protecting Employee Rights: The presenter from the Michigan office of the NLRB mentioned their desire to partner with more libraries to offer programming to the community. I think this might make an interesting partner program with the Novi Chamber and I have the info to follow up to learn more.

In between sessions, I touched base with several vendors including Brodart, Baker & Taylor, and Library Design. The NPL staff had fun at the Michigan Library Awards Ceremony Dinner, the Spelling Bee Lunch, and Trivia. Overall, I walked away from MLA with a lot of new ideas that could be implemented at NPL, and the experience inspired me to consider submitting a proposal to be a speaker at next year's conference regarding our Pop-Up Market and business partnerships.

On Wednesday I attended the opening keynote with the Civility Project, “Civility in a Time of Unrest,” and two breakout sessions. The Civility Project was started by two journalists, one conservative and the other liberal, to discuss how to hold civil conversations and maintain relationships with people one passionately disagrees with. While I found their advice to be limited, I liked the self-reflective questions they posed. Questions like “Could you repeat back, in good faith, what this person said? Do you have questions about what they said? How does understanding this make my work better? What haven’t I considered yet? Who benefits from keeping hate loud?” have all, in some form, bolstered my critical thinking skills in the past. Especially as professionals in the public sphere, encountering political differences is an inevitable reality, and it’s up to each of us to ask ourselves if we are truly listening and what we can learn, for our benefit or others’.

My first breakout was “Yo Quiero Leer: Impacting Migrant Families Through Literacy,” where a Fennville District Library librarian discussed community partnership, grant projects, and the challenges and rewards of working with underserved communities. It really made me question what communities we might never think of serving in the library because they don’t come, and we don’t know that they’re close or what needs they have. The second breakout, “Making Tough Topics as Easy as 1-2-3,” was a highlight for me. Three librarians from Clinton-Macomb talked about how they revamped their Community Reads program to address “tough topics” such as race, mental health, and climate change by picking books and designing programs for three different age groups. For instance, for the topic of climate change, they pick one picture book, one middle grade or young adult book, and one adult book; all three of these picks are promoted and have programming built around them. The way they walked through their decision-making processes made it easy to understand and see the value of. Their project is one that all staff contribute to on the planning side and all age groups of guests can participate in.

On Thursday, I attended three breakouts. “Inclusive Communication Tools for Non-Verbal Library Users” was a demonstration of Core Vocabulary boards, which the Northville District Library partnered with their school district to create. I thought that was an overlooked necessity in libraries, and I had no idea that many or most school districts already have a decided Core Vocabulary to work from. “But What About the Children? Law & Children in the Library” was about the responsibilities and liabilities libraries have with respect to children, and what policies in different areas (privacy, patron behavior, internet use, unattended children, and material selection) might address them. At “Social-Emotional Using Makerspaces and Passion Projects in the Library,” Julie Darling, an author and school librarian, described CASEL’S SEL Framework and how makerspace projects can be used to highlight different skills. I was hoping for ideas for the iCube, but they were somewhat disjointed and overwhelming. I liked her overall idea of connecting SEL explicitly to makerspace programs.

On Friday, I attended two breakouts. “#LibraryTikTok: Use TikTok to Create Magical Connections” was one I was looking forward to, having seen the presenters’ TikTok channel

before. They were very engaging and had practical TikTok tips that I didn't know, but I think you have to have the right personality on your staff to make full use of the platform. Then I decided to attend "Library Law Q&A with Anne and Clare," since I learned a lot about library law from the presenters' prior session. I was surprised at how attendees from across the state shared situations in common, so many, soberingly, related to community backlash to their books or programs. Finally, Kent Oliver gave the closing keynote on "Intellectual Freedom in a Time of Partisanship," ending on a similarly somber note. It reminded me that these challenges occur in cycles, and the work of defending intellectual freedom is ongoing.

Overall, the conference gave me food for thought about and valuable perspective on areas of the profession I'm not familiar with. I was especially grabbed by what innovative things other libraries are doing to engage their communities in discussion, social awareness, and more accessible services. I'd love to bring certain ideas or tools to our library. First, expanding Community Reads to involve more staff in the planning stages and to promote books for more ages of readers sounds doable to me. I believe we would have high buy-in here, at least from the community. Second, when it comes to accommodations like the Core Vocabulary boards, I was reminded of Emily Lonchar's presentation on Deaf culture and her suggestion of providing picture cards so that Deaf guests could express their needs more easily. It seems to me that there isn't a high barrier of entry for providing these kinds of tools, and we won't know how useful they can be unless and until we do.

Danielle Mazur

2022 MLA Annual Conference

Port Huron, MI

Thursday, October 20 & Friday, October 21

I was fortunate to attend this year's annual MLA conference in Port Huron, MI. As this was the first in-person state conference since the pandemic began, as well as my first library conference ever, I was extremely excited to meet with fellow librarians and learn from their diverse experiences. In my summary, I will examine my two days at the conference through analyzing each breakout and keynote speaker session I attended.

Keynote Speaker – Angela Hursh: How Will They Know? Make Sure Your Library's Efforts to Bridge the Divide Get Noticed! One of the most important things Angela wanted us to take away from her presentation was to create SMART goals for everything our library is interested in promoting. She stressed how identifying the psychographic makeup of whatever community group we are targeting (kids, teens, seniors, etc.) will help us uncover their wants/needs. I was surprised she was not a big fan of libraries using social media and instead pushed for us to create a blog and spend more time communicating through email.

Breakout – Creating Inclusive and Diverse Youth Toy Kits This was presented by librarians from the Ypsilanti District Library and showcased their collection, which circulates at all three of their locations. It was great to see how another library creates, maintains, and circulates their own kits and how we at NPL do or do not some of the same things or can improve upon various aspects of the process. YDL offers kits in four categories: Play, STEM, Sensory, and Reading. They placed a big emphasis on expanding their kits to be as inclusive as possible and welcomed public and staff feedback in regards to adding new kits or updating old ones. They also shared lots of information on how to protect your investment when it comes to purchasing books, toys, games, manipulatives, and the bags themselves.

Breakout – Inclusive Communication Tools for No-Verbal Library Users The librarian and two Speech and Language Pathologists she worked with for this endeavor broke down the process

of creating a Core Vocabulary Board specific to the Northville District Library community. They discussed topics such as funding, implementation in the building, and staff training. I had no idea that counties and school districts develop their own core board specific to their population. It was a very enlightening presentation and may be something to consider developing for NPL in the future.

Breakout – But What About the Children? Law & Children in the Library Out of all the breakout sessions, I was least familiar with this topic. Even general law conversations sound like a foreign language to me! The speakers did a great job discussing (in layman's terms) the role of the law in libraryland when it pertains to minors. I think the majority of attendees had experienced similar situations at their own library and asked relevant questions concerning unattended children, book banning, and privacy issues. I also learned when in doubt, contact your attorney!

Breakout – Beyond Books: Bringing Innovative Items to Your Library I would love for NPL to invest in creating a "Library of Things" Collection! The presenter was from the Rochester Hills Public Library and worked with a \$25,000 budget (no grants!) to offer over 280 items for guests to check out. This included everything from cooking supplies, musical instruments, lawn games, camping equipment, and gaming consoles. The possibilities are endless and I think you could really tailor it to your community's needs while working within a specific budget and physical space constraints.

Breakout – Staff Challenge: Interactive Onboarding Using Beanstack My main interest in attending this session was to see if I was missing something in Beanstack with respect to platform settings or creating badges for challenges. I did not learn anything new, but would be interested in helping create a staff onboarding challenge if NPL supervisors/admin wished. The presenter definitely had success using Beanstack for this purpose at her own library.

Breakout – Sensory Accessibility and Inclusion: KultureCity I have to admit, I was a little disappointed after attending this presentation. The only thing that this library did differently than NPL with the KultureCity program was to circulate the backpacks. Plus, they had only been doing it a short while and had no stats yet. I would be interested in attending their presentation in the future once they have the have experienced circulating the backpacks.

Keynote Speaker – Kent Oliver: Intellectual Freedom in a Time of Partisanship Mr. Oliver demonstrated a wealth of knowledge on the subject of intellectual freedom and libraries. He recently retired as director of the Nashville Public Library and has served as president for the Freedom to Read Foundation and chaired the Intellectual Freedom Committee of the American Library Association. I found his speech passionate and uplifting in a time when many librarians face an uphill battle in developing inclusive collections and programming. I think it was a nice decision to end the conference with him.

MLA Conference Review

Rachel Manela

Attending the MLA conference was a great experience. I was happy to attend with my colleagues and get to know them better both professionally and personally. Winning Trivia was a highlight!

Break out 1: Social Media that's FUNctional by the Plymouth District Library

My two main takeaways from this session was that Social Media should be a team effort of people who actually want to do it. It is too big a job for 1 person.

Also, content featuring people does better than generic posts announcing an events/services.

They emphasized the need to showcase books, the library space and people.

Another piece of advice was to be mindful of your feed as a whole, rather than individual posts.

They talked about the importance of using a schedule, having a few regular “series”, and using a third party app like Later to schedule posts.

Breakout 2: Charting the Path to a Digital Local History Room by Michigan Library, and others.

This session reminded me and introduced me to resources in Michigan we can access/partner with to digitize and keep historical records safe.

Why Digitize?

Access, Preservation and Revenue

Access: Virtual can bring it to more people, you can highlight special/hidden collections, help facilitate research, increase collaboration and accessibility

Preservation: Stop Degredation, account for carrier obsolescence, Stop theft/vandalism, protect from natural disasters

Revenue: Sale of replicas, provide to publications, allow for licesning

Where to start?

The Library of Michigan has a Digitization Planning guide

Start small, develop a workflow.

5 A's of Selection for digitization

Audience

Access

Available, does it already exist?

Allowed, copyright?

Able - do you have resources to do the project

Project Planning

Do you do it in house or with a vendor?

Digitization = Investment

There are Digitization kits we can have from the Library of michigan for 2 months

Library of Michigan will also host digital content

Digital Public Library of America

Michigan Memories - Michigan specific records

No cost/paywall for guests or institutions to have their information listed

Only Metadata is shared, it tells researchers what they can find at our institution/website

Anything in OCHR is already in Michigan Memories

LOCKSS: Lots of Copies Keeps Stuff Safe

Michigan Digital Preservation Network - \$300 membership

They have 5 connected servers that work to keep files up to date/stop degradation.

You upload your digitized records and they keep them from being lost, degraded, deleted.

Breakout 3: Serving non-Verbal Users by Northville Library

They explained how they worked with local Speech Pathologists to adapt a talking board to include library/building specific vocab. They have a large board at the front of the library as well as laminated copies at service points.

I thought it is a great service they provide, but I think a training on working with this population would be the most beneficial. I think a lot of wrk would need to go into learning about and understanding this adaptive technology.

Breakout 4: Arts and Culture Grants for Libraries by the Michigan Arts and Culture Council

I learned that there are a few grants libraries can apply for.

Project support - \$5,000-\$30,000 with 1:1 casg match

To fund an event. You compete state wide for this.

Grant Period: Between Oct. 1st and Sept 30th

Your event must take place in this year

Application Deadline: June 1st

Capital Improvement for new equipment or building repairs

Can be used to purchase things like computers, microfilm readers, or to repair things like a roof, windows, etc.

Mini grant for a project - up to \$4,000

You compete by region

Mini Grant for professional development

Breakout 5: Library of Things

This library has over 200 objects in their library of things.

CategoriesL Household, Arts and Crafts, Tech, Games/Outdoors

They kept 10% of their budget aside for replacements/repairs.

So many objects/experience I never thought of but all seemed liked great ideas.

One great one was a "Moving Kit" That had a dolly and straps.

One thing I thought of in relation to having a library of things was space. Since storage space can be hard to come by, providing larger items might be difficult. One thought I had was to partner with a local hardware store that might rent out other services, have them sponsor the library of things, and we promote them for larger items and people who show their Novi Library card could receive a discount on their rental.

Breakout 5: TikTok at the Library by Fowlerville

TikTok can be used to provide Book recommendations, promote services, engage with the community, inform the public about library life and debunk stereotypes.

They did have anecdotal evidence that they were able to pull in new guests form their community who came due to their tiktok

They also used it to connect with other librarians and authors.

Again, something like this needs to be done by people who are interested in it and passionate.

It also seems that regular "series" that connect to trends do the best on this platform.

Breakout 6: Intellectual Freedom Panel

This panel was about library directors and boards and how we need to find people who are Pro-Library. They talked about MI Right to read and various resources for libraries and librarians to protect the fundamental right to free speech and expression.

They stressed the need for policy to support librarians and library staff.

I enjoyed learning about the hierarchy of The Board approving policy, The Director developing Guidelines and Departments writing up handbooks to help everyone follow Policy.

The key takeaway was to *Find allies in the community* Speak to citizen groups, Be on the offensive, go to them and let them know how important libraries are to people and this country and its democratic values.

Board Development, train your board members to understand their fiduciary duty to the Library, not their personal beliefs. Trustees are *entrusted* with the health and success of the library as an institution
Practice Public comment and have a policy
Ensure the board president knows how to run a meeting
Robert's rules and Open Meetings Act

Boards should be nonpartisan and professional, they should follow policy, and reflect library values.

This session and the closing Keynote which also spoke about intellectual freedom and the 1st amendment inspired me to advocate and ensure people understand the vital role libraries play in our communities.

Final thoughts

The conference was fantastic. I learned a lot from the sessions I attended and I feel more connected to the broader library community now. I want to look into more information about the MLA and its intellectual freedom taskforce.

Support Services Department Report by Maryann Zurmuehlen – October 2022

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team meetings.
- Attended weekly SS Department catchup meetings.
- Attended a Strategic Planning Zoom meeting on October 25th.
- Attended a TLN SASUG Zoom meeting on October 27th.

Outreach

- The NCSU student online card campaign ran September 15 – October 15. Cards were delivered to the students' schools the week of November 1st.

Circulation & Shelves

- Interviews are ongoing for a 16-hour Shelver and a 15-hour Outreach Clerk position.
- 4 new RFID self-check stations and 7 staff RFID pads were installed.
- Staff have been educating guests and providing demos on the new self-check stations.

Tech Services

- Assisted weekly with student volunteer, Jason.
- Extensive withdrawal processing of materials weeded by Librarians.
- Daily assistance with holds and unclaims for Circulation due to Shelving staff shortage.
- Projects:
 - In Progress: Removing Paperback Collection, Adding YA Non Fiction Collection
 - Completed: Removing Youth CD Picture Books

Statistics (October 2022)

- **Library Cards Issued: 409**
- **Items Checked Out (NPL): 55,340**
- **Items Checked Out (LLL): 64**
- **Total Checkouts (NPL + LLL): 55,404**
- **Items Interloaned for NPL Patrons: 3,838 (96 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,213 (111 through MeLCat)**
- **Items Added to the Collection: 930**
- **Items Discarded from the Collection: 2,188**
- **Drive-Up Window & Locker Hold Pickups: 26**
- **MAP Checkouts: 28**
- **Outreach:**
 - **NPL @ Your Door: 5 Mailer Bags / 34 Items**
 - **5 Facilities Visits / 10 Items Provided**
 - **7 Book Discussions / 107 Items Provided**
- **Online New Card Registrations: 0**
- **Automatic Library Card Renewals: 741**

Support Services Statistics 2022-2023													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	372	473	583	409									1,837
Checkouts (NPL)	73,029	67,931	57,606	55,340									253,906
Checkouts (Lakeshore Lending Library)	78	89	62	64									293
Total Checkouts (NPL + LLL)	73,107	68,020	57,668	55,404	0	0	0	0	0	0	0	0	254,199
Items Borrowed	4,223	4,850	4,172	3,838									17,083
Items Loaned	3,463	3,376	3,231	3,213									13,283
Hold Pickups (Drive-Up & Lockers)	27	26	26	26									105
MAP Pass Checkouts	64	55	22	28									169
Read Boxes	0	0	0	0									0
NPL @ Your Door (# of Bags)	8	5	5	5									23
NPL @ Your Door (# of Items)	53	20	35	34									142

Year-to-Year Comparison			
		OCT 2022	OCT 2021
Cards Issued This Month		409	296
Total Checkouts (NPL + LLL)		55,340	61,697
Items Borrowed	TLN	3,742	3,910
	MeL	<u>96</u>	<u>87</u>
		3,838	3,997
Items Loaned	TLN	3,102	3,149
	MeL	<u>111</u>	<u>132</u>
		3,213	3,281

Read Boxes			
		OCT 2022	OCT 2021
Read Boxes	Adult	0	2
	Youth	<u>0</u>	<u>116</u>
	Total	0	118
<p>NOTE: Due to staffing shortages and lack of available materials, Read Boxes have been suspended for Summer 2022.</p>			

Self-Check Totals 2022-23 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	73,107	50.14%	36,654	8,366	8,381	14,379	5,528
August	67,931	49.80%	33,828	7,656	7,800	12,648	5,724
September	57,606	47.17%	27,170	7,019	6,513	7,877	5,761
October	55,340	25.82%	14,287	3,455	6,078	4,234	520
November			0				
December			0				
January			0				
February			0				
**March			0				
April			0				
May			0				
June			0				
FYTD	253,984	43.23%	111,939	26,496	28,772	39,138	17,533

Library Usage									
2021-2022 Fiscal Year					2022-2023 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	18,971	6,852	25,823	956	July	26,439	7,468	33,907	1,130
August	20,561	6,291	26,852	895	August	26,252	7,248	33,500	1,117
September	19,302	7,168	26,470	980	September	22,293	8,056	30,349	1,124
October	20,862	8,079	28,941	934	October	26,053	8,864	34,917	1,126
November	20,346	8,066	28,412	1,015	November				
December	18,663	5,498	24,161	895	December				
January	20,444	7,621	28,065	936	January				
February	18,798	8,617	27,415	979	February				
March	24,367	9,846	34,213	1,104	March				
April	22,464	8,246	30,710	1,059	April				
May	22,690	9,642	32,332	1,155	May				
June	24,976	9,983	34,959	1,205	June				
FYTD Total	252,444	95,909	348,353	1,010	FYTD Total	101,037	31,636	132,673	1,124

Computer Logins										
2021-2022 Fiscal Year					2022-2023 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average		Public Workstations	Wireless	Total	Daily Average	
July	983	30,634	31,617	1,171	July	1,224	46,582	47,806	1,594	
August	944	35,958	36,902	1,230	August	1,310	47,479	48,789	1,626	
September	853	39,555	40,408	1,497	September	979	45,290	46,269	1,714	
October	1,086	44,813	45,899	1,481	October	1,066	53,634	54,700	1,765	
November	867	41,990	42,857	1,531	November					
December	779	43,942	44,721	1,656	December					
January	643	36,790	37,433	1,248	January					
February	901	42,253	43,154	1,541	February					
March	1,162	49,315	50,477	1,628	March					
April	1,035	48,514	49,549	1,709	April					
May	873	50,149	51,022	1,889	May					
June	1,015	47,629	48,644	1,737	June					
FYTD Total	11,141	511,542	522,683	1,524	FYTD Total	4,579	192,985	197,564	1,674	

Early Literacy Workstation Usage							
2021-2022 Fiscal Year				2022-2023 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	193	3,882	20	July	447	8,742	19
August	239	5,031	21	August	443	8,650	19
September	177	3,084	17	September	342	5,918	17
October	255	4,361	17	October	388	7,418	19
November	277	5,636	20	November			
December	271	5,382	19	December			
January	291	5,750	19	January			
February	333	6,603	19	February			
March	447	8,555	19	March			
April	360	6,693	18	April			
May	278	4,684	16	May			
June	391	7,317	18	June			
FYTD Total	3,512	66,978	19	FYTD Total	1,620	30,728	19

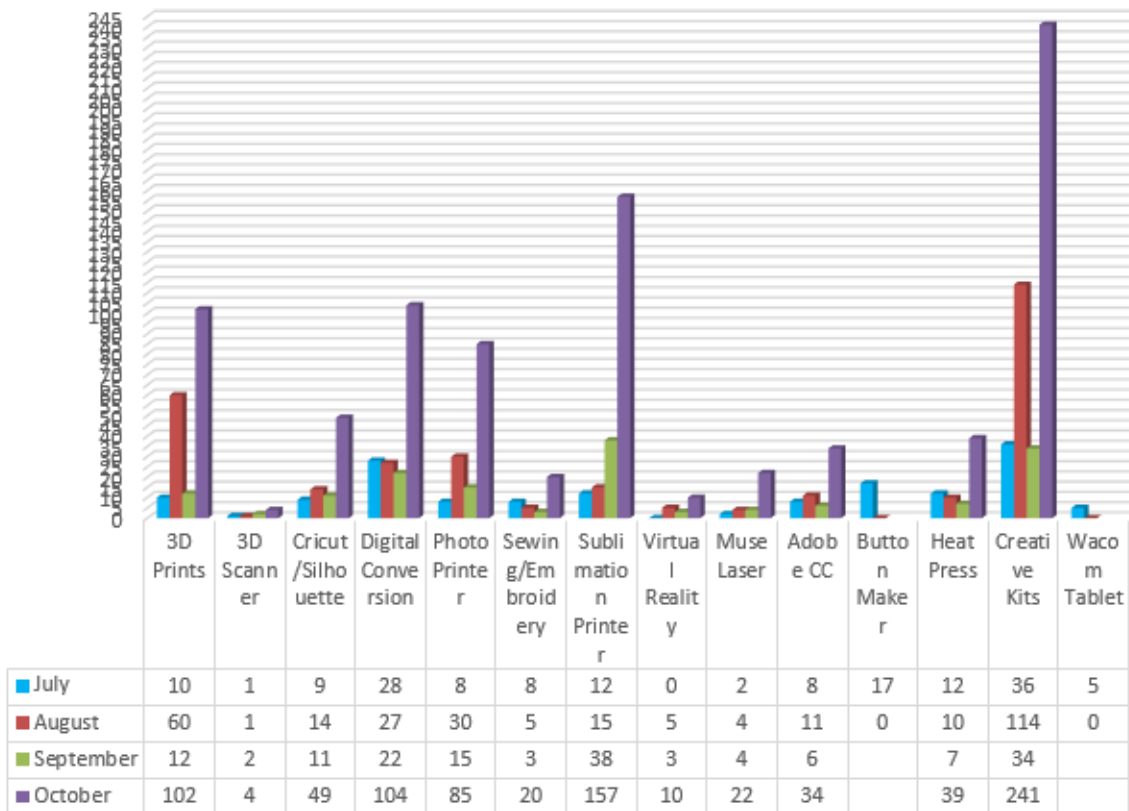
Technology Training Sessions 2022-23 Fiscal Year

	3D Printing	Cricut/Silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Buffon Maker	Heat Press	Creative Kits	Wacom Tablet	Staff Training	Total Sessions	Total Guests	
Jul	10	9	28	8	8	12	0	2	0	1	8	17	12	36	5	12	168		
<i>Guests</i>	10	9	28	8	8	12	0	2	0	1	8	17	12	36	5	12		168	
Aug	60	14	27	30	5	15	0	4	0	0	11	21	10	114	5	3	319		
<i>Guests</i>	60	14	27	11	5	15	0	4	0	0	11	21	10	114	5	3		300	
Sep	12	11	22	15	3	38	0	4	0	2	6	12	7	34	3	4	173		
<i>Guests</i>	12	11	22	15	3	38	0	4	0	2	6	12	7	34	3	4		173	
Oct	20	15	19	32	4	92	0	12	0	0	9	16	92	57	2	2	372		
<i>Guests</i>	20	15	19	32	4	92	0	12	0	0	9	16	10	57	2	2		290	
Nov																			
<i>Guests</i>																			0
Dec																			
<i>Guests</i>																			0
Jan																			
<i>Guests</i>																			0
Feb																			
<i>Guests</i>																			0
Mar																			
<i>Guests</i>																			0
Apr																			
<i>Guests</i>																			0
May																			
<i>Guests</i>																			0
Jun																			
<i>Guests</i>																			0
<i>Sessions</i>	102	49	96	85	20	157	0	22	0	3	34	66	121	241	15	21	1,032		
<i>Guests</i>	102	49	96	66	20	157	0	22	0	3	34	66	39	241	15	21		931	

2022-2023 Fiscal Year					
	Hoopla		LinkedIn		
	Check-outs	New Users	Active Users	Logins	Total Video Views
July	1,481	400	150	24	235
August	1,387	395	153	19	378
September	1,417	403	154	17	192
October	1,514	418	157	26	470
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	5,799	1,616	614	86	1,275

2022-2023 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,817	2,046	7,863	537	134
August	5,073	2,120	7,193	555	100
September	5,110	1,956	7,066	602	77
October	5,264	2,003	7,267	588	72
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	21,265	8,124	29,389	2,282	383

2022-23FY iCube Appointments



Meeting Room Rentals					
2021-22 Fiscal Year			2022-23 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	0	0	July	26	604
August	0	0	August	38	823
September	0	0	September	33	719
October	14	426	October	35	748
November	22	578	November		
December	14	304	December		
January	16	317	January		
February	25	533	February		
March	33	875	March		
April	31	547	April		
May	22	851	May		
June	27	567	June		
Total	204	4,998	Total	132	2,894

FRIENDS OF NOVI LIBRARY

Friends of Novi Library

Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda - ~~October 12, 2022~~
November 9

- I. Call to Order, Roll Call Sue Johnson
- II. Minutes of the October 12, 2022 Meeting * Evelyn Cadicamo
- III. Treasurer's Report* Marilyn Amberger
- Prior month(s) Income and Expense
 - Statement Balances
- IV. Reports
- Library Liaison, MAME award Dana Brataniec
 - Book Nook Carol Hoffman
 - Membership Sue Johnson
 - President Sue Johnson
 - Broadway Comes to Novi Library - raffle \$210
 - Book Page price increase to \$720 for 100 copies, budgeted \$650
 - Michigan Basket drawing
 - Gift of Reading - \$500 - Seedlings?
 - Giving Tree proposal, steps forward
 - Holiday Sale
 - December Lunch - December 7th
- V. Announcements
- VI. Calendar
- Kaleidoscope
- November 17, 2022 - Joel Stone, Curator Emeritus Detroit Historical Society - *MORE THAN A MUSEUM* - 7:00 pm
- 2022 Listen at the Library
- November 12th - Mid-Fall Concert with Cider & Donuts, Tom Lee, Saturday 2-3:30 pm
- 2022 Bringing the Music to You - senior centers
- Funded for 2022/23
- 2022 Tuesday Tunes
- 2022 Summer Music at Paradise Park - all events start at 6:30pm
- Friends Events
- April 2023 - Volunteer Appreciation event
- VII. Adjournment*
- *Requires Action

**Friends of the Novi Public Library
Meeting of the Board of Directors
October 12, 2022**

Call to Order: Sue Johnson. Sue called the meeting to order at 2:02 p.m.

Before our meeting got started, Sue quickly showed us a number of the items to be raffled off at the Friends Broadway Celebration on October 16, 2022. She reviewed the procedure for purchasing raffle tickets, and indicated there would be a number of baskets also available for raffle.

Present: Marilyn Amberger, Marge Bixby, Evelyn Cadicamo, Sue Johnson, Stephania Tolliver, Mary Angela Winter and Dana Brataniec, Library Liaison.

Late Arrival: Lin Giglio, Carol Hoffman.

Absent: Karen Schubert.

Guest: Brian Bartlett, Novi Library Board.

Minutes of the September 14, 2022 Meeting. Evelyn Cadicamo. There being no additions nor corrections to be made, motion was made by Marge to accept the Minutes as presented. Motion seconded by Marilyn. Motion passed: 6-0

Treasurer's Report: Marilyn Amberger. Marilyn reviewed our account balances pointing out that we have two CDs with Community Financial and still have a small savings account with Vibe. Once the outstanding small Vibe check clears, we will be closing out the Vibe account. Also addressed were the accounts on the Cash Flow statement. Marilyn's comment to us was that we were "indeed in fine shape!"

Income	\$2,618.84	CF CD	\$15,462.73
Expenses	4,176.48	CF CD -2	15,049.35
Overall Total	\$-1,557.64	CF Checking	22,624.40
		CF Savings	15,001.62
		Vibe Checking	3,468.82
		Vibe Savings	5.30
		Total Bank Accounts	\$71,622.22
		Startup Fund	100.00
		Overall Total	\$71,722.22

Sue informed us that included in these figures were the \$10,000. grant we received as well as the \$5,000 donated to the Library by Joyce Cherf.

Mary Angela motioned that we accept the Treasurer's Report as presented and Evelyn seconded. Motion passed 7-0.

Library Liaison: Dana Brataniec. Dana is still in the process of updating the Library website. She will soon need to know just what we will be naming our holiday sale. We

decided to just have this sale on Saturday only. We will have a “make and take” display. We will also offer puzzles for sale as we have a number of them.

Book Nook: Carol Hoffman. Right now, the Library is “business as usual,” at least until the Holiday Book Sale. The Nook’s goal is to sell \$2,000 a month and we barely did that this time -- \$2,029. Carol informed us that we will no longer be doing business with Mission Books; we will return to selling through Thrift Books. “We will just have to see how it goes.” We are still involved with a vendor (Yakuvov) who is willing to work with vintage books and do the research. We do have a reseller who comes into the Library every so often to see what we have available. Both stay in contact with Carol Neumann.

Membership: Sue Johnson. ‘Tis the season for renewals; we did get 12 of them. Alas, 18 did not renew.

President’s Remarks: Sue Johnson

Donation from Kat Dooley. Her company makes a donation to an organization of her choice with the stipulation that we use it to expand equity and diversity. This gift will be used towards the music programs at the noon hour this winter. These programs tend to be attended by people with special needs.

Vera Bradley bag. Upon carefully looking over this bag, it was determined that this is a great travel bag! This opened up some discussion to include perhaps having a little contest, e.g., “Don’t clip your wings....” Needs more thought!

National Friends Week event on October 16, 2022. The refreshments we will be offering at this event are composed of veggie trays, nibbler trays (crackers and cheese), cookie platters, cider and coffee.. We also had Nothing Bundt Cookies and two of their cakes. A very welcoming assortment to be enjoyed by all!

Giving Tree/Donor Tree/Remembrance Tree. Approval for this project is moving along through the appropriate channels very nicely. We anticipate assembling a “booklet” of some sort to let people know about this project. We do need a name for this Tree – will it be “Giving,” “Donor,” “Remembrance” or something else. The launch date for this project is anticipated to be the beginning of December. A full-sized poster will be placed on the wall where the Tree will be located in order to let people see what it is we are offering in order to generate support for the project.

Holiday Sale...Holiday Boutique. Saturday, December 3, 2022 is the date for our sale. Donations for this sale would be appreciated.

Kaleidoscope program. On October 20, 2022 Natalie LaCroix-Tann and Nyah Pierson, Artistic Directors of **Tipping Point Theatre** in Northville, will present a program at 7 p.m.

Next Board meeting will be held on Wednesday, November 9, 2022 at 2 p.m.

There being no further business to discuss, Sue adjourned our meeting at 3:03 p.m.

Respectfully submitted, Evelyn Cadicamo

Account Balances - As of 10/31/2022
As of 10/31/2022

11/2/2022

Page 1

Account	10/31/2022 Balance
Bank Accounts	
CF CD	15,462.73
CF CD - 2	15,049.35
CF Checking	24,481.98
CF Saving	15,012.26
Vibe Checking	3,468.88
Vibe Savings	5.30
TOTAL Bank Accounts	73,480.50
Cash Accounts	
Startup Fund	100.00
TOTAL Cash Accounts	100.00
OVERALL TOTAL	73,580.50

Budget:2

7/1/2022 through 6/30/2023 Using Friends Budget 2022

11/2/2022

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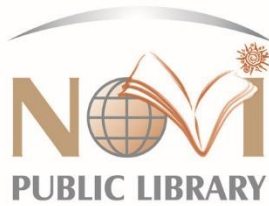
Category Description	7/1/2022 Actual	Budget	6/30/2023 Difference
INCOME			
Book Sales			
Book Nook - weekly	9,446.39	20,000.00	-10,553.61
Book Nook Events	0.00	0.00	0.00
Internet Sales	433.54	1,000.00	-566.46
Other Book Sales	0.00	0.00	0.00
TOTAL Book Sales	9,879.93	21,000.00	-11,120.07
Donations			
Donation Expense	0.00	0.00	0.00
Holiday Sale	0.00	0.00	0.00
Vera Bradley Event	102.00	0.00	102.00
Other Donations	1,418.51	250.00	1,168.51
TOTAL Donations	1,520.51	250.00	1,270.51
Fund Raiser			
Broadway Music	210.00	0.00	210.00
Holiday Sale	0.00	0.00	0.00
Summer Songfest	685.00	0.00	685.00
Other Fund Raiser	0.00	2,000.00	-2,000.00
TOTAL Fund Raiser	895.00	2,000.00	-1,105.00
Interest Inc	58.12	100.00	-41.88
Membership	2,710.00	6,000.00	-3,290.00
TOTAL INCOME	15,063.56	29,350.00	-14,286.44
EXPENSES			
Annual Lib Contribution			
Battle of the Books	0.00	500.00	500.00
Book Page	0.00	650.00	650.00
Caryover 2022 - Tuesday Tunes	1,350.00	1,450.00	-100.00
Community Reads	1,750.00	2,500.00	750.00
Engage	0.00	400.00	400.00
Listen at the Library	1,115.96	3,000.00	1,884.04
Raising a Reader	241.22	2,000.00	1,758.78
Staff In-Service	500.00	500.00	0.00
Summer Reading	450.00	2,500.00	2,050.00
Summer Songfest	3,650.00	3,200.00	-450.00
Other Annual Lib Contribution	0.00	0.00	0.00
TOTAL Annual Lib Contribution	9,057.18	16,700.00	7,642.82
Bank Charge	0.00	0.00	0.00
Book Nook	16.88	500.00	483.12
Cards or Gifts	0.00	100.00	100.00
Director's Wish List			
CD Music Area Upgrade	0.00	6,700.00	6,700.00
iCube Maker Space	506.00	4,500.00	3,994.00
Lending Library Kiosk Upgrade	0.00	2,500.00	2,500.00
Lending Library Program	425.00	1,500.00	1,075.00
NPL at Your Door	0.00	500.00	500.00
Podcast Equip & Room	0.00	1,600.00	1,600.00
Senior Outreach	0.00	1,200.00	1,200.00
Staff Lunch	0.00	500.00	500.00
Teen Area Improvement	0.00	2,500.00	2,500.00

HISTORICAL COMMISSION

Library Board Committee Reports

1. Policy Committee
2. HR Committee

DRAFT 1: Board HR Committee (3/2022); staff HR Committee (September – October 2022); DRAFT 2: Board HR Committee (11/1/11); Staff HR Committee (11/3/2022)



NPL Communication Device Usage Policy **Usage of Library-issued Technology**

Purpose

The purpose of this policy is to define the standards, procedures, and restrictions for the procurement and ongoing use of ~~communication devices~~ **technology** intended for use with the ~~City of Novi's Novi Public Library's~~ network infrastructure.

The policy applies to any ~~Library City purchased-issued~~ **communication devices** technology used by staff ~~employees, and Non-City Library owned assets are not permitted access to the Library's City's network. However, the City Library has allowed connectivity to the Library's City's email system through non-City Library-owned smartphones and tablets/iPads.~~ This policy aims to manage the use of ~~City Library~~ resources securely and cost-effectively while protecting ~~City Library~~ systems and data from unauthorized use or exposure. Doing so will provide for both improved communications and efficiencies in operations.

The policy intends to provide compliance with all Federal regulations.

The ~~City of~~ Novi ~~Public Library~~ seeks to provide a safe work environment for its employees, and to the extent reasonably possible, prevent injury to employees and third parties while employees are performing their work activities. Therefore, using ~~a communication device~~ **library-issued technology** while operating any motorized vehicle or other mechanical equipment is prohibited.

Scope

This policy applies to all ~~City of~~ Novi ~~Public Library~~ employees, ~~elected officials,~~ **volunteers** and appointed board and commission members that use ~~communication devices~~ **Library-issued technology** to access the ~~Library's City's~~ network. The ~~Integrated Solutions Team~~ **Library's Information Technology Department** manages all ~~communication~~ **technology** devices.

The installation and/or use of related hardware/software components not approved by the ~~Technology Division~~ Information Technology Department ~~are~~ is not allowed. To provide reliable and secure email redirection services, the ~~Help Desk~~ Information Technology Department will support and provide access to email via ~~approved~~ protocols ~~approved by the Integrated Solutions Team~~. Any other form of redirection is not supported or allowed. The usage of the device is to be for work-related communications. This policy complements existing network, Internet, and email policies in place.

Eligible Users

~~City of~~ Novi Public Library ~~staff~~ employees requesting or assigned to a piece of communication technology device must seek approval from their Director/Manager. It is the responsibility of the ~~Department Head~~ Manager to be attentive to and responsible for the proliferation of these devices ~~amount of technology in the department based on budget and need~~.

Personal Usage

The ~~City Library~~ recognizes the cost/benefit relationship in allowing personal use of the communication equipment ~~issued~~ technology. As such, ~~communication device users~~ employees will be charged ~~\$10 \$20/month~~ a monthly fee for the personal use of their communication device ~~the~~ technology through a payroll deduction. If an employee agrees ~~not~~ to use the ~~City Library-provided~~ issued device technology for personal use, they may opt out of the payroll deduction. However, if personal use appears on the monthly statement, the employee will be charged for the ~~device~~ technology use six months in arrears and moving forward and is subject to disciplinary action by the ~~Director/Manger~~.

Medical Device Interaction

It is the responsibility of the person receiving the communication device technology to consult with their physician as to any possible issues resulting from the interaction between the communication device technology, its accessories, and their medical equipment before receiving the communication device technology.

Policy Specifics

- All ~~devices~~ technology must allow a remote data purge.
- All ~~devices~~ technology must allow and be configured with a device password and PIN to protect the ~~City Library's~~ data residing on the ~~device~~ technology.
- Normal wear and tear of this type of equipment is expected. However, the cost of repair or replacement of the equipment due to negligence will be the ~~user's~~ employee's responsibility.
- It is the employee's responsibility to notify the ~~Help Desk~~ Information Technology Department immediately should the ~~device~~ technology be lost or stolen. ~~This applies to both City Library issued and non-City Library issued devices.~~
- Lost or stolen ~~devices~~ technology may be remotely purged of data. This potentially includes all data on the devices ~~(both City and non-City owned)~~.
- The ~~City Library~~ is not responsible for troubleshooting non-~~City Library--owned~~ issued devices technology.

International Travel

The ~~Integrated Solutions Team~~ Information Technology Department understands that employees with Library- City issued ~~Device technology~~ users by employees will occasionally travel internationally. The purpose of this policy is to outline the steps to request International Service on your Library- City-issued ~~device technology~~.

The ~~Department~~ Director must approve all requests for International Travel with Library- City- issued ~~Devices technology~~. Once approved, the ~~user~~ employee must contact the ~~Integrated Solutions Help Desk~~ Information Technology Department at least **three business days** before departure. This will allow time to establish a cost-effective international data plan.

~~Verizon's~~ ~~Current vendor's~~ international data plans have various options and are dependent on the travel destination. They are also subject to change at any time. Any costs from international charges will be the responsibility of the ~~user~~ employee unless previously approved by the ~~Department~~ Director.

Being near an international border, Michigan may be at risk of connecting to an international cell tower. We strongly encourage turning off Voice and Data Roaming on ~~your phone~~ ~~technology~~ as a solution to this situation. Any charges incurred due to connecting to an international cell tower will be evaluated on a case-by-case basis. The incurred costs may become the responsibility of the ~~user~~ employee.

NPL Employee Handbook: Approved April 16, 2008; Amended October 21, 2009; Amended March 16, 2016; ~~Amended November 16, 2022~~

Kathy Crawford
President
Novi Public Library Board of Trustees



COMMUNICATION DEVICE PURCHASE AND USAGE

Policy

Purpose

The purpose of this Policy is to define the standards, procedures, and restrictions for the procurement and ongoing use of Library-owned wireless data communication devices.

Eligible Users for Library-Owned Devices

All Novi Public Library staff requesting a Library-owned wireless data communication device must be approved by the Director/Department Head. The Director/Department Head requesting a device must submit a memorandum outlining the job related need and what level of service is required. It is the responsibility of the Department Head to be attentive to and responsible for the proliferation of these devices.

Below is a list of guidelines that should be met and/or addressed in the memo:

- Management Team members, where necessary to improve productivity, allow for 24/7 accessibility, and ensure they are accessible for Emergency Operations activities.
- Cost savings achieved by the elimination of multiple communication devices. (Cell phone, pager, etc.).
- Does existing budget address the cost expenditure? Purchase and ongoing service?
- Positions and type of service should be reviewed annually.

Personal Usage of Library-Owned Devices

All authorized users are reminded that even though the equipment is not intended for personal use, the Library recognizes there may be instances for personal use. The Library recognizes the cost/benefit relationship in allowing personal use of the communication. The Internal Revenue Service regulations require that personal use will be considered a taxable benefit. As such, cellular phone users will be charged monthly (at rates to be set by the Director from time to time) for their equipment through a taxable payroll deduction if the phone is to be used for any personal use. If an employee agrees to never use the Library provided communication device for personal use, they may opt-out of the payroll deduction. However, if personal use appears on the monthly statement, the employee will be charged for the device six months in arrears and moving forward.

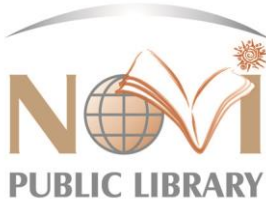
Damages of Library-Owned Devices

Normal wear and tear of this type of equipment is expected. The cost of repair or replacement of the equipment due to negligence will be the responsibility of the user.

NPL Employee Handbook: Approved April 16, 2008; Amended October 21, 2009;
Amended March 16, 2016

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees



Draft 1: Reviewed by HR Board Committee (11/1/22);
Reviewed by Staff HR Committee (11/3/22)

VACATION

- A. New employees will accrue vacation time during the calendar year in which they are hired. However, they are not eligible to take vacation time until the subsequent calendar year, with the amount of such leave being the amount that was accrued during their first partial year. During their first year, new employees may accrue up to ten (10) vacation days prorated from the date of hire to December 31. Thereafter, vacation leave will be earned on a calendar year basis and will be taken in the following calendar year.

- B. Full-time employees receive vacation as shown in the chart below. The first calendar year after the calendar year in which an employee is hired is considered to be the first year for purposes of applying the vacation schedule.

Beginning January 1 following the calendar year of hire:

1 – 4 years: 10 days	10 – 15 years: 20 days
5 – 9 years: 15 days	16+ years: 25 days

Assistant Directors: 20 days (unless he/she has worked 16+ years, in which case he/she receives 25 days).

Director: 25 days

- C. Part-time employees shall receive vacation based on a flat rate of regularly scheduled hours worked (see chart) in relation to calendar year of hire.

Hours Regularly Scheduled Per Week	Hours Received Per Month
20-23	4
23.5-25.5	5
26-29.5	6

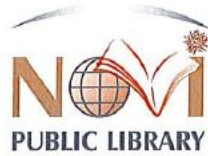
- D. Part-time employees earning benefit time who later convert to full time status begin earning vacation as a new employee, but will not lose existing hours that are accrued.
- E. In no instance shall a full-time employee, coming from a part-time benefited classification status earn less vacation than they did while employed in their part-time classification status based on years of benefited service.
- F. No vacation time benefits are given to staff members who work less than twenty (20) hours per week.

- G. Employees shall be entitled to take their vacation leave when they request except in cases of conflict which would create a staffing problem at the Library. In the event of conflict, the Library Director **or Manager** will approve vacation requests on the basis of seniority and past patterns of vacation leave time.
- H. **Full-time** employees ~~entitled to a fourth and/or fifth week of vacation~~ **may receive an annual payout for vacation time at a not to exceed 40 hours. Written requests must be made prior to September 15.** This is at the discretion of the Director who will consider the budgetary means available and workload requirement.
- I. A carry-over of vacation time, not to exceed ten (10) days in the aggregate (pro-rated for part time employees working a minimum of twenty (20) hours per week) will be allowed with permission of the Director. Any additional unused time shall be forfeited.
- J. In cases of retirement, resignation, discharge or death of an employee, he/she or his/her estate will be paid for all earned but unused vacation days as of his/her effective date of separation.
- K. Employees shall not accrue vacation leave benefits if they are on disability leave or off pay-roll.
- L. Holidays that occur during vacation leave shall not be charged against accrued vacation time.
- M. Persons who are currently employed with the Novi Public Library who begin to receive benefit time, will be given the allotted hours immediately upon the change in scheduled hours based on eligibility and benefit policies foregoing the probation period of sixty (60) days.
- N. When planning vacation or travel plans, you must gain approval for the time off prior to making plans. If you already made reservations and then are not approved for the time off, that will not be used for justification in gaining approval for the time off.

NPL Employee Handbook: Approved June 8, 2009, Effective January 1, 2010; Amended September 21, 2011, Effective January 1, 2012; Amended March 16, 2016; **Amended November 16, 2022.**

Signed:

Kathy Crawford
President
Novi Public Library Board of Trustees



VACATION

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- D. Part time employees who later convert to full time status begin earning vacation as a new employee.
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- F. Employees shall be entitled to take their vacation leave when they request except in cases of conflict which would create a staffing problem at the Library. In the event of conflict, the Library Director will approve vacation requests on the basis of seniority and past patterns of vacation leave time.

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NPL Employee Handbook: Approved June 8, 2009, Effective January 1, 2010; Amended September 21, 2011, Effective January 1, 2012; Amended March 16, 2016

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees

3. Finance Committee

4. Events/Marketing/Fundraising Committee

Minutes presented by Kat Dooley
Meeting Date: 11-9-2022

Updates from Staff:

Dana and Maryann went to a library marketing conference.

Patron Point was at the Marketing Conference, and they discussed the conference.

- Update on the Library App - looking for a different partner. Dana met with a different app vendor. It will come in below cost compared to the former vendor.
- Went over the 2nd draft of the Annual Report - which will be printed in-house. Dana is presenting at the next board meeting.
- Friends Update: Fundraising will be in the spring for the Tree Donor Wall.
- Special project being worked on Julie - TBA.

Next committee meeting will be: Dec 12 at 5 PM.

5. Strategic Planning

Minutes – Addendum – Notes from Re-Thinking Library Meeting

October 26, 2022

To: Strategic Committee

Fr: Brian Bartlett

SJ: General notes on Strategic meeting and Board Action items

Community meetings – with RTL

Staff Meetings – Remote or in person

Supervisor – Meetings (only supervisors, no staff involved)

General Staff Meetings (No supervisors)

- Best to keep both groups separated
- No involvement of board or staff to allow for the free flow of ideas

Board Session– In person (RTL can do remote, but requiring entire board requires in person meeting per Michigan OMA regulations)

- Will need to be a board meeting/workshop
- Target date week of February 6th

Community Session – In person or via Zoom calls

- RTL finds teens are more open to remote sessions
- Discussed issues reaching single individuals in their 20s and 30s
- Community sessions consolidated over the course of 2-2.5 days
- Also would be targeted for the week of February 6th

- RTL typically arrives in late morning/early afternoon, leaves shortly after noon on the 2nd full day (avoids Fridays)
- This would put an evening board meeting on Tuesday/Wednesday the week of the 6th

Strategic Retreat – In person

Retreat is either done in one day – (one full business day) Or

A Late afternoon/Evening followed by a day

- In either form, board members or community members with outside employment need a day off
- Can be the entire board or a subset of the board (once we have 4 members we have OMA)
- RTL has experience moving the meeting to OMA and keeping the focus on strategic planning

Target Date considerations:

1. Avoid the upcoming holidays. All discussions started meetings after the 1st of the year
2. One week in January RTL has commitments
3. The Library Board currently has two budget meetings and a monthly meeting scheduled for January
4. The Library Board has its February meeting moved up one week to the week of February 13th
5. Looking to consolidate the community and board sessions and avoid Spring Breaks
6. (Not Discussed) – the Strategic Retreat can probably be held no sooner than the end of March, early April. Some board members will have terms ending, and will require re-appointment and swearing in. Additional orientation may need to take place prior to the Retreat.

Survey

- Surveys can be targeted for several groups
- RTL has even done surveys targeted for elementary schools
- Role for the Board Marketing Team to review the marketing of the surveys
 - Website via Survey Monkey
- Manual input of surveys by library staff (discussed in previous sessions)

Board Action Items

Full Board

- Submit survey, and promote survey among community contacts
- Attended Board Strategy Workshop – (One evening of 2/6-2/8/2023)
- Plan on attending Strategic Retreat (Late March/Early April)

Marketing Committee

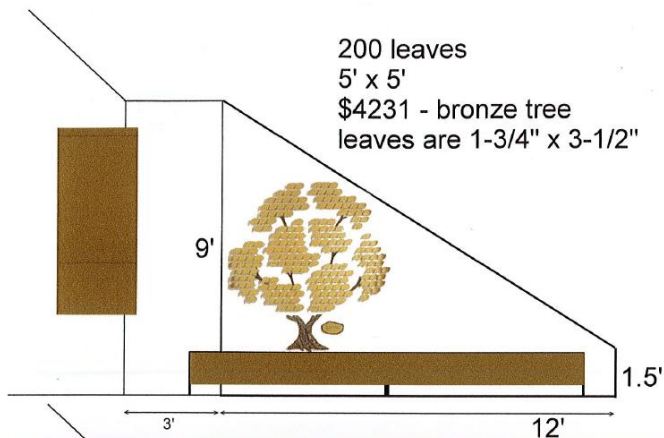
- Promotion of Survey within Library / Website

Strategic Committee

- Monitor and support RTL process

6. Building & Grounds

Friends Donor Wall Design: Below are the designs for the donor wall that Friends will be fundraising for in 2023. An opportunity for 200 names on the tree in 3 various colors and donation increments: bronze, silver and gold. Library will assist with installation only.



Café Contract

The recommendation from Building and Grounds would be to offer a \$0.00 lease for 22/23 (December 1, 2022 – November 30, 2023, and annually re-evaluate based on annual reports being submitted by July of each calendar year to look at profit/loss.

Below is the Profit/Loss statement from Kim Sinclair for July 1, 2021 – June 30, 2022

Café Library July 1, 2021 thru June 30, 2022					
	Revenue:				Expenses:
	Gross Sales	\$80,033.86			Fees
	Returns	-\$122.70			Rent 21-22
	Discounts and Comps	-\$465.54			Digital play cost
	Net Sales:	\$79,445.62			Square cost
	Gift card sales	\$2,056.39			Food/Paper
	Tax	-\$4,725.50			Labor
	Tip	\$0.00			Repairs Turbo Che
	Refunds by amount	-\$100.00			
	Total Revenue:	\$76,676.51			Total Expenses:
	Profit/Loss:	-\$12,632.17			\$89,308.68

11/13/22 Update: IT Server Room AC Unit:

Quotes were solicited by 6 companies. Only 2 responded to the solicitation.

Quotations for Air Conditioning Unit & Multi-Year Service Agreement For Library Server Room							
COMPANY	Equipment Cost	Labor Cost	TOTAL	Maint. Plan	Notes	Lead Time for Equipment	Warranty
Allied Building Service Co.	\$39,215.00	\$6,400.00	\$49,915.00	\$4,300.00	3 yr. maint. Plan	40 Weeks	1 yr.
RW Mead	No breakdown	No breakdown	\$55,000.00	\$4,288.00	\$4,716 for 2nd yr.	40 Weeks	1 yr.; yr. 2-5 on compressor

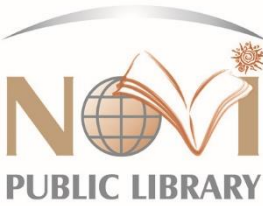
Library Director recommends working with Allied Building Service Co. based on the information provided above with a not to exceed \$54,215 (includes 3 yr. maint. plan), understanding there may be an opportunity for reducing costs with a different equipment recommendation based on the long lead time.

7. Bylaw Committee

Working on a meeting date; November 15, 2022 postponed

8. Diversity, Equity and Inclusion Committee

Meeting scheduled for November 28, 2022

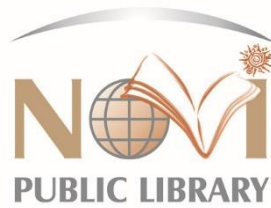


Library Board Calendar

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.



Library Board Calendar

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

2023

January	Budget Planning Sessions at NPL: Thursday, January 12 th at 5:30pm and Saturday, January 21 st at 10:30am, Novi Public Library
January 26	Library Board Regular Meeting, Council Chambers 2023-2024 Budget approval and Library Director Mid-year Review
February 16	Library Board Regular Meeting, Novi Public Library (Change due to conflict for Director)
March 23	Library Board Regular Meeting, Council Chambers
April 23-29	National Library Week – Theme: For a Richer, Fuller Life, Read!!
April 27	Library Board Regular Meeting, Council Chambers (Board Elections)
May 25	Library Board Regular Meeting, Council Chambers
June 22	Library Board Regular Meeting, Council Chambers Library Director Annual Review
July 27	Library Board Regular Meeting, Council Chambers
August 18	Staff In-service, Library Closed
August 24	Library Board Regular Meeting, Council Chambers
September 28	Library Board Regular Meeting, Council Chambers
October 26	Library Board Regular Meeting, Council Chambers
November 16	Library Board Regular Meeting (Thursday), Novi Public Library ** 1 week in advance due to the holiday
December 21	Library Board Regular Meeting (Thursday), Novi Public Library ** 1 week in advance due to the holiday

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

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

Approved August 25, 2022