

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, December 21, 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: November 16, 20225-11
- 2. Approve Claims and Warrants of:
A. Accounts 268 and 269 (#621) 12-14

Presentations

- 1. Recognition of Barbara Rutkowski – Head of IT, retiring as of December 31, 2022.
- 2. DRAFT Strategic Planning Survey –presented by Dana Brataniec.....87-97

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) – Nov. 2022..... 15
- 2. President's Report (Kathy Crawford)
A. 2022/2023 Library Board Goals 16-18
B. Director's mid-year review scheduled for January 26, 2023 in Closed Session
- 3. Treasurer's Report (Sreeny Cherukuri)
A. Financial Report November 2022 19
B. 2021-2022 Library Budget Fund 268 20-22
C. 2021-2022 Contributed Fund Budget 269..... 23
D. Library Fund 268 Expenditure & Revenue Report as of November 30, 2022..... 24-26
E. Library Fund 269 Contributed Fund as of November 30, 2022.....27

F. Balance Sheets for Funds 268 and 269 as of November 30, 2022.....	28-29
4. Director's Report (Julie Farkas)	30-43
A. Information Technology Report (Barbara Rutkowski)	44-45
B. Facilities Report (Keith Perfect)	45
C. Information Services Report (Hillary Hentschel)	46-47
D. Support Services Report (Maryann Zurmuehlen)	48
E. Library Usage Statistics.....	49-57
F. Friends of Novi Library.....	57
G. City of Novi Historical Commission: 9/21/22 Minutes; 10/19/22 Minutes.....	58-62

Public Comment

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Committee Reports

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

GOALS 2022-2023:

 1. Continued review of public policies
 - Meeting held on 12/1/22 regarding the Collection Development Policy.....63-82

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 Policies
 - No meeting held

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 has the Endowment/Foundation on hold as we have a new Bookkeeper on staff and training is still pending through the first budget cycle.

- 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: December 12, 202283
- 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: December 12, 2022 83-97
6. **Building & Grounds Committee:**
(Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)
- AC Unit Server room quotes were reviewed by email.....98-100
 - No meeting held
 - Architect firms have been received in order for a quote to be considered for drawings for the main entrance project; AC Unit in Server Room is being purchased and installation is being scheduled.
- 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; no meeting rescheduled
 - **GOAL 2022-2023:**
 1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed.
8. **DEI: Diversity, Equity and Inclusion Committee**
(Chair: Dooley, Michener, Gurumurthy, Staff Liaisons – Julie Farkas & Nicole Williams)
- Meeting held: November 28, 2022 – continued review of Collection Development Policy before turning over to the Policy Committee
 - **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 Policy Committee to approve the revised Collection Development Policy.....63-67
2. Recommendation from Strategic Planning Committee to approve the public survey (with minimal edits) for gathering community data.....87-97
3. Recommendation from Building & Grounds Committee to approve the quote from Allied Building Services for a not to exceed amount of \$29,305 for a new AC Unit in the Server Room.....98-100

Communications

1. None

Closed Session

1. None scheduled
Motion to Adjourn into Closed Session

Adjournment

Supplemental Information

- Library Board Calendar 2023..... 102
- Library Closings 2023.....103

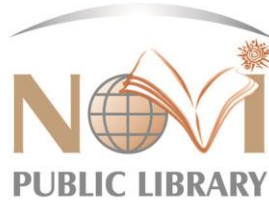
2022 - 2023 Future Events:

- **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
- **No Friends Meeting in January**
- 1/18/23: Historical Commission Regular Meeting at 7pm, Novi Public Library
- 1/26/23: Library Board Regular Meeting at 7pm, City of Novi Council Chambers

Inform. Inspire. Include.

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

<http://www.novilibrary.org>



**Library Board of Trustees – Regular Meeting
Initial Draft - MINUTES
November 16, 2022, 7 PM
City of Novi – City Council Chambers**

Initial Draft

Call to Order by Vice-President Kat Dooley

City Council Chambers
Called to order by Vice-President Kat Dooley at 7:00 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Brian Bartlett

Library Board – 6 Board members were recorded present

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

Student Representatives

- Abhay Kakarla
- Rida Salim - Absent

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 Michener
2nd – Trustee Sturing

Motion passes – 6-0

Consent Agenda

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

- Motion:** To Approve the Consent agenda as documented.
Motion for Approval – 1st – Trustee Sturing
2nd – Trustee Gurumurthy

Motion passes – 6-0

Presentations

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

Public Comment

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David Landry, Kimberly Ct -
Complemented the Novi Library regarding the upcoming 100 Greatest Rock Album connection initiative.

Reports

- 1. Student Representatives Report (Rida Salim, Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) – September 2022.....20-21
- 2. President's Report (Kat Dooley)
 - A. 2022/2023 Library Board Goals.....17-19
 - B. Michigan Public Library Trustee Manual 2021 Edition: Trustee Responsibilities25
- 3. Treasurer's Report (Sreeny Cherukuri)
 - A. Financial Report October 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 October 31, 202232-34
 - F. Library Fund 269 Contributed Fund as of October 31, 202235
 - G. Balance Sheets for Funds 268 and 269 as of October 31, 202236-37
- 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: 10/12/22/Minutes, Agenda: November 9, 202271-73
 - 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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No Public Comment

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
(Chair: Sturing, Bartlett and Michener, Staff Liaison – Julie Farkas)
 - Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Dana Brataniec and Hillary Hentschel
 - **GOALS 2022-2023:**
 1. Continued review of public policiesNo 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, Kristin 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: 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 & Dana Brataniec)

· Meeting held: November 9, 2022.....85

· **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)

· Core meeting afternoon of November 16, 2022 (Summary addendum to the minutes)

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) 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.

Trustee Sturing: Asked exactly what technology the Library has for individual use.

Trustee Michener: Clarified that this proposal deals with the physical technology itself and does not limit services use such as social media and email.

Trustee Bartlett: Asked about the limitations such as connectivity, internet access, network security.

Director Farkas: Currently individuals have library issued cell phones, but the policy has been adapted for possible loaning of PC's, iPads or other devices. That is why the term technology is applied broadly. Policies regarding social media and network access are being worked on by staff for future review.

Motion: To amend the NPL Communication Device Usage policy and rename to Usage of Library-issued Technology

Motion - Trustee Sturing

2nd - Trustee Cherukuri

Motion Passes – 6-0

2. Recommendation from HR Board Committee to amend the Vacation Policy.

Trustee Cherukuri: Sought clarification as to how the vacation policy worked especially as one moved from part time to full time status.

Director Farkas: Indicates that there was a discontinuity in vacation time should a person move from part time to full time. Persons may have to start over rather than continue to accrue time. This is good that persons are staying with the Library and moving up in pay scale. Also indicated that the payment for 40 hours is an important feature.

Trustee Michener: Reviewed the policy and believe it's important in keeping the library competitive in the labor market.

Motion: To amend the NPL Vacation Policy

Motion - Trustee Cherukuri

2nd - Trustee Bartlett

Motion Passes – 6-0

3. Recommendation from Building and Grounds Board Committee to offer a \$0.00 lease for the coffee shop 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.

Trustee Sturing: Reviewed the building of the library and needs for a Café. Would like to see it generate income, but understands the difficulties of Covid. He sees the Café as an important amenity for the library.

Trustee Michener: Understands the difficulty the Café may be facing and was also on the board when the Café was first proposed. She is appreciative of Starbucks offering and the support of library events such as Election Day. Is there anything the board can do to help the business?

Trustee Gurumurthy: Appreciates the Café as a parent of High School students. Is there an opportunity to hire students to decrease labor costs?

Director Farkas: The Café has never had a good year without Covid. The new manager has reached full staff and is looking to enhance catering and food services to support library events. They are experimenting with hours and need to get a solid year with full staff and events. The Café does have labor restrictions with their food service that require full time employees.

Motion: To approve the offer of a \$0.00 lease for the coffee shop 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.

Motion - Trustee Sturing
2nd - Trustee Gurumurthy

Motion Passes – 6-0

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. maintenance plan), understanding there may be an opportunity for reducing costs with a different equipment recommendation based on the long lead time.

Director Farkas: Library has had further input to the bid process and suggested that item be pulled from the Library Agenda.

No Motion made – Item removed from Agenda

Adjournment

Motion: Motion to Adjourn at 8:14 PM
Motion - Trustee Michener
2nd - Trustee Gurumurthy

Motion Passes – 6-0

Communications

1. None.

Supplemental Information

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

2022/2023 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

Warrant 621	268 Accounts	Nov 2022	
Payable to	Invoice #	Account number	Amount
Quill	paper	268-000.00-727.000	\$ 880.49
Patron Point		268-000.00-734.000	\$ 2,951.01
Envisionware		268.000.00-734.000	\$ 150.00
Amazon	IT	268-000.00-734.500	\$ 96.94
Amazon		268-000.00-740.000	\$ 10.29
Demco		268-000.00-740.000	\$ 328.93
Saturn Printing		268-000.00-740.000	\$ 400.00
Sam's Club	Water,table cloth(B.Bembeneck)	268-000.00-740.000	\$ 112.32
Big Frog	CC	268-000.00-741.000	\$ 156.00
Amazon	742.221	268-000.00-742.000	\$ 3,925.86
Brodart		268-000.00-742.000	\$ 19,111.69
DK Agencies	DKBF	268-000.00-742.000	\$ 800.00
Gale	742.300	268-000.00-742.000	\$ 173.53
Amazon		268-000.00-742.010	\$ 1,299.78
Brodart		268-000.00-742.010	\$ 8.24
Midwest tape		268-000.00-742.010	\$ 99.68
Baker & Taylor	744.310	268-000.00-744.000	\$ 241.34
Midwest tape	744.300	268-000.00-744.000	\$ 575.83
Amazon		268-000.00-745.200	\$ 99.19
Baker & Taylor		268-000.00-745.200	\$ 2,289.67
Midwest Tape	745.210	268-000.00-745.200	\$ 336.61
The New York Times	745.300	268-000.00-745.200	\$ 2,303.60
Spectrum	Nov	268-000.00-801.925	\$ 69.65
Foster Swift		268-000.00-806.000	\$ 225.00
Rosati,Schultz		268-000.00-806.000	\$ 1,015.20
AAUW-NN	Membership Renew (G.Anderson)	268-000.00-809.000	\$ 89.00
Knight Technology		268-000.00-816.000	\$ 350.00
Rethinking libraries	Strategic Planning Services	268-000.00-816.000	\$ 5,916.25
DEI Presentations,ASL and Deafness	Emily Lonchar	268-000.00-816.000	\$ 200.00
RNA		268-000.00-817.000	\$ 7,288.40
The Library Network		268-000.00-818.000	\$ 3,495.00
Verizon	Sep-Oct	268-000.00-851.000	\$ 457.39
Muniweb		268-000.00-880.000	\$ 875.00
Sam's Club		268-000.00-880.000	\$ 66.88
Amazon		268-000.00-880.268	\$ 17.27
Oriental Trading		268-000.00-880.268	\$ 47.97

Sam's Club	Music Program	268-000.00-880.268	\$ 65.67
Millennium Business		268-000.00-900.000	\$ 647.37
Consumers Energy		268-000.00-921.000	\$ 1,624.02
DTE	due 12/14	268-000.00-922.000	\$ 8,709.21
Adventure Window Cleaning	inv	268-000.00-934.000	\$ 2,100.00
Allied building		268-000.00-934.000	\$ 4,882.85
Allied Eagle		268-000.00-934.000	\$ 888.26
Amazon	Wet Umbrella bag	268-000.00-934.000	\$ 598.79
Home Depot		268-000.00-934.000	\$ 186.74
Library Design Associates		268-000.00-934.000	\$ 233.00
Orkin		268-000.00-934.000	\$ 149.00
North Star		268-000.00-934.000	\$ 210.76
Sanitor		268-000.00-934.000	\$ 160.00
Brien's	snow	268-000.00-941.000	\$ 5,335.50
Thelen Landscape, Inc.	Winterize Sprinkler 11/21 & 11/22	268-000.00-941.000	\$ 998.00
TruGreen	Ice melt pallets	268-000.00-941.000	\$ 527.19
SCA		268-000.00-941.000	\$ 87.86
Millennium Business		268-000.00-942.000	\$ 650.94
Corrigan		268-000.00-942.100	\$ 24.95
M.Zurmuehlen	Mileage Reimburse	268.000.00-956.000	\$ 357.14
MLA	CC	268.000.00-956.000	\$ 1,595.00
T & M Asphalt		268-000.00-976.100	\$ 12,411.80
CDW-G		268-000.00-986.000	\$ 3,369.74
Petty Cash	Conference	268-000.00-956.000	\$ 23.36
Petty Cash	Program Matinee	268-000.00-880.268	\$ 15.40
Petty Cash	Kroger	268-000.00-740.000	\$ 18.95
Petty Cash	Friends Holiday Basket	269-000.00-665.235	\$ 20.00
Petty Cash	Postage-DK Agencies	268-000.00-728.000	\$ 19.65
TOTAL			\$ 102,375.16

Warrant 621	269 Accounts	Nov 2022	
Payable to	Invoice #	Account number	Amount
Graph-X	Small Butterfly	269-000.00-742.231	\$ 72.10
Staff Recognition- Kroger	Reimbursement to J.Farkas	269-000.00-742.236	\$ 120.39
Amazon	icube	269-000.00-976.046	\$ 201.83
TOTAL			\$ 394.32

November 2022 Library Board Student Representative Report

By: Lindsay Gojcaj (Library Staff Liaison)

Tween and Teen Library Programs:

The Korean Lantern Making program was held on November 5. Guests got to make beautiful Korean lanterns as the Korean Spirit & Culture Promotion Project (KSCPP) demonstrated this process live from New York. (Attendance = 34)

The Tail Waggin' Reading Buddies program was held on November 16. 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 = 15)

Teen Space Update:

During November 2022, there were 470 guests who visited Teen Space. There was no Teen Space on November 7-9, November 11, and November 23-25. Teen Space closed early at 5pm on November 10.

Teen Advisory Board (TAB) Update:

There was no TAB Meeting in November.

Upcoming Programs:

- Grab and Go Snowflake Photo Frame Kit - January 9
- Grab and Go Snowflake Craft Kit - January 23
- Tail Waggin' Reading Buddies - January 25
- Teen Advisory Board - January 27

Teen Stop Featured Display:

In honor of Veterans Day, the Teen Stop display featured young adult historical fiction.



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, NCSL for various card campaigns (July – December 2022)	
• Establishing new relationships with NCSL 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)	

Financial Report for November 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 Oct 31, 2022	YTD Nov 30, 2022	Difference
TOTAL REVENUES	\$ 3,318,860	\$ 3,32,6307	\$ 7,447
TOTAL EXPENDITURES	\$ 948,826	\$ 1,275,088	\$ 326,262
NET OF REVENUES & EXPENDITURES	\$ 2,370,034	\$ 2,051,219	

Revenue & Expenditure Report for Fund 269

	YTD Oct 31, 2022	YTD Nov 30, 2022	Difference
TOTAL REVENUES	(\$ 5,663)	(5,368)	\$ 295
TOTAL EXPENDITURES	\$4,793	5545	\$ 752
NET OF REVENUES & EXPENDITURES	(\$ 10,456)	(\$ 10,913)	

Balance Sheet Report as of Nov 30, 2022

The ending fund balance for Fund 268 is \$ 4,614721.52

The ending fund balance for Fund 269 is \$ 1,645,142.59

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

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

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

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

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

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

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

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

12/14/2022 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI												
PERIOD ENDING 11/30/2022												
		END BALANCE				MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE		
		06/30/2022	ORIGINAL	2022-23	SEPT 2022	OCT 2022	NOV 2022	11/30/2022	BALANCE	% BDKT		
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMEDD BUDGET	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 Le	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 Cha	744.21	2,000.00	2,000.00	0.00	856.71	132.18	(7,547.44)	9,547.44	(377.37)		
268-000.00-403.002	Property Tax Rev - Tax Tribunal Ac	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 Ca	(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 Ca	(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	(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	0.00	856.71	132.18	3,193,169.06	(23,265.06)	100.73		
State sources												
268-000.00-567.000	State aid	56,619.13	33,000.00	33,000.00	0.00	0.00	0.00	32,859.31	140.69	99.57		
268-000.00-573.000	State Grants - Local Comm Stab Sh	5,968.34	0.00	0.00	0.00	0.00	4,181.86	4,181.86	(4,181.86)	100.00		
State sources		62,587.47	33,000.00	33,000.00	0.00	0.00	4,181.86	37,041.17	(4,041.17)	112.25		
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	623.89	742.83	844.02	3,987.92	1,012.08	79.76		
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	0.00	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	2,323.66	2,089.06	1,864.71	11,925.28	13,074.72	47.70		
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	2,947.55	2,831.89	2,708.73	25,089.28	22,910.72	52.27		
Fines and forfeitures												
268-000.00-657.000	Library book fines	8,720.61	8,000.00	8,000.00	780.91	1,032.59	397.39	3,655.31	4,344.69	45.69		
268-000.00-658.000	State penal fines	97,789.47	95,000.00	95,000.00	0.00	0.00	0.00	99,223.80	(4,223.80)	104.45		
Fines and forfeitures		106,510.08	103,000.00	103,000.00	780.91	1,032.59	397.39	102,879.11	120.89	99.88		
Interest income												
268-000.00-664.000	Interest on investments	44,180.81	39,000.00	39,000.00	6,752.35	0.00	0.00	12,756.20	26,243.80	32.71		
268-000.00-664.500	Unrealized gain (loss) on investme	(117,830.18)	1,000.00	1,000.00	(33,146.54)	0.00	0.00	(44,831.09)	45,831.09	(4,483.11)		
Interest income		(73,649.37)	40,000.00	40,000.00	(26,394.19)	0.00	0.00	(32,074.89)	72,074.89	(80.19)		
Donations												
268-000.00-665.289	Adult programs	0.00	2,000.00	2,000.00	72.07	(72.07)	0.00	0.00	2,000.00	0.00		
268-000.00-665.400	Gifts and donations	1,035.04	1,500.00	1,500.00	0.10	6.62	27.07	203.48	1,296.52	13.57		
Donations		1,035.04	3,500.00	3,500.00	72.17	(65.45)	27.07	203.48	3,296.52	5.81		
TOTAL REVENUES		3,295,483.89	3,397,404.00	3,397,404.00	(22,593.56)	4,655.74	7,447.23	3,326,307.21	71,096.79	97.91		

		END BALANCE			MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	SEPT 2022	OCT 2022	NOV 2022	11/30/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMEDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Expenditures										
Personnel services										
268-000.00-704.000	Permanent salaries	931,808.07	1,039,792.00	1,039,792.00	79,363.61	83,210.24	83,462.80	383,930.47	655,861.53	36.92
268-000.00-704.210	Vacation Payout	0.00	5,000.00	5,000.00	0.00	0.00	6,056.80	6,056.80	(1,056.80)	121.14
268-000.00-705.000	Temporary salaries	623,961.02	725,000.00	725,000.00	43,439.89	46,001.68	44,446.20	217,577.72	507,422.28	30.01
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	9,243.87	9,726.00	10,089.68	45,869.36	89,130.64	33.98
268-000.00-716.000	Insurance	215,480.66	193,000.00	193,000.00	17,575.90	26,666.97	8,987.28	80,727.91	112,272.09	41.83
268-000.00-716.200	HSA - employer contribution	2,625.00	6,300.00	6,300.00	87.50	87.50	87.50	350.00	5,950.00	5.56
268-000.00-716.999	Insurance - Employee Reimburse	(36,090.77)	(29,775.00)	(29,775.00)	(2,387.56)	(2,494.48)	(2,495.28)	(10,301.65)	(19,473.35)	34.60
268-000.00-718.000	Pension - DB Normal Cost	6,156.00	5,795.00	5,795.00	385.00	385.00	385.00	1,925.00	3,870.00	33.22
268-000.00-718.010	Pension - DB Unfunded Accrued Li	58,404.00	59,765.00	59,765.00	7,372.00	7,372.00	7,372.00	36,860.00	22,905.00	61.67
268-000.00-718.200	Pension - defined contribution	31,155.34	48,400.00	48,400.00	3,829.31	4,060.11	4,339.44	18,824.63	29,575.37	38.89
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	98.93	104.01	107.87	459.12	1,240.88	27.01
Personnel services		1,952,863.24	2,192,477.00	2,192,477.00	159,008.45	175,119.03	162,839.29	782,279.36	1,410,197.64	35.68
Supplies										
268-000.00-727.000	Office supplies	12,752.79	18,000.00	18,000.00	1,582.94	588.19	878.01	7,158.87	10,841.13	39.77
268-000.00-728.000	Postage	488.51	2,000.00	2,000.00	92.99	92.99	0.00	431.71	1,568.29	21.59
268-000.00-734.000	Computer supplies, software & lice	71,847.11	83,000.00	83,000.00	1,203.40	3,726.01	(1,902.15)	16,673.67	66,326.33	20.09
268-000.00-734.500	Computer supplies/equipment	132,954.83	21,000.00	21,000.00	1,127.35	1,562.32	(48.40)	6,303.12	14,696.88	30.01
268-000.00-740.000	Operating supplies	9,873.36	28,000.00	28,000.00	1,396.89	11,965.79	851.54	15,487.51	12,512.49	55.31
268-000.00-740.200	Supplies - Desk chairs and file cab	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	2,364.58	24,735.57	19,050.90	65,099.15	131,900.85	33.05
268-000.00-742.010	Library Books - Lending	13,973.37	17,000.00	17,000.00	864.01	1,218.46	1,407.70	6,159.27	10,840.73	36.23
268-000.00-742.100	Library Books - Fines	672.48	1,000.00	1,000.00	107.76	0.00	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	3,331.31	17,485.19	705.38	53,391.87	82,608.13	39.26
268-000.00-745.200	Electronic media	42,783.60	46,900.00	46,900.00	4,649.17	3,381.98	2,175.60	16,000.70	30,899.30	34.12
268-000.00-745.300	Electronic resources (CD rom mate	65,243.18	70,000.00	70,000.00	0.00	2,303.60	0.00	46,102.11	23,897.89	65.86
Supplies		702,565.58	643,200.00	643,200.00	16,720.40	67,060.10	23,118.58	247,153.06	396,046.94	38.43

		END BALANCE			MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	SEPT 2022	OCT 2022	NOV 2022	11/30/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMEDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	741.09	700.00	700.00	69.65	69.65	0.00	278.60	421.40	39.80
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	257.67	32.84	0.00	531.25	3,468.75	13.28
268-000.00-803.000	Independent audit	723.00	800.00	800.00	0.00	800.00	0.00	800.00	0.00	100.00
268-000.00-804.000	Medical service	1,841.00	1,500.00	1,500.00	464.00	116.00	0.00	808.00	692.00	53.87
268-000.00-806.000	Legal fees	16,967.90	7,500.00	7,500.00	1,191.00	1,240.20	0.00	3,764.20	3,735.80	50.19
268-000.00-809.000	Memberships and dues	5,712.45	7,500.00	7,500.00	738.66	169.00	0.00	4,705.41	2,794.59	62.74
268-000.00-816.000	Professional services	15,753.87	24,000.00	24,000.00	2,400.00	7,053.75	(2,200.00)	8,578.75	15,421.25	35.74
268-000.00-817.000	Custodial services	88,544.00	90,000.00	90,000.00	7,053.30	7,723.44	7,288.40	37,422.84	52,577.16	41.58
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	3,495.00	0.00	3,495.00	5.00	99.86
268-000.00-851.000	Telephone	25,661.68	24,000.00	24,000.00	2,656.21	1,442.88	(63.00)	8,109.27	15,890.73	33.79
268-000.00-855.000	TLN Automation Services	64,789.07	71,000.00	71,000.00	2,456.40	17,308.70	(789.98)	35,333.27	35,666.73	49.77
268-000.00-861.000	Gasoline and oil	407.86	500.00	500.00	50.58	37.63	0.00	126.91	373.09	25.38
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	411.00	997.62	486.00	6,863.46	17,136.54	28.60
268-000.00-880.268	Library programming	13,014.04	28,000.00	28,000.00	1,720.24	890.00	92.12	5,335.30	22,664.70	19.05
268-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	0.00	4.75	0.00	704.75	7,295.25	8.81
268-000.00-900.000	Printing, graphic design and publis	9,046.55	28,000.00	28,000.00	95.85	693.67	647.37	2,393.79	25,606.21	8.55
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 c	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	552.70	980.96	0.00	2,549.97	9,450.03	21.25
268-000.00-922.000	Electricity	97,881.06	96,500.00	96,500.00	9,875.68	9,085.97	8,709.21	48,140.98	48,359.02	49.89
268-000.00-923.000	Water and sewer	6,964.48	6,500.00	6,500.00	1,769.44	0.00	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	3,511.34	8,832.32	6,228.63	31,184.68	78,815.32	28.35
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	1,055.99	1,786.71	2,512.69	8,890.16	30,109.84	22.80
268-000.00-942.000	Office equipment lease	7,811.28	8,000.00	8,000.00	0.00	650.94	650.94	1,952.82	6,047.18	24.41
268-000.00-942.100	Records storage	299.40	400.00	400.00	24.95	24.95	24.95	124.75	275.25	31.19
268-000.00-956.000	Conferences and workshops	3,510.07	15,000.00	15,000.00	1,196.64	1,026.83	1,952.14	5,998.63	9,001.37	39.99
Other services and charges		552,908.54	636,200.00	636,200.00	37,551.30	64,463.81	25,539.47	237,080.57	399,119.43	37.27
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	12,411.80	88.20	99.29
268-000.00-986.000	Internal Technology - Capital Outla	8,257.40	83,000.00	83,000.00	0.00	0.00	(3,369.74)	(3,837.14)	86,837.14	(4.62)
Capital outlay		18,957.40	95,500.00	95,500.00	0.00	0.00	(3,369.74)	8,574.66	86,925.34	8.98
TOTAL EXPENDITURES		3,227,294.76	3,567,377.00	3,567,377.00	213,280.15	306,642.94	208,127.60	1,275,087.65	2,292,289.35	35.74
Net - Dept 000.00 - treasury		68,189.13	(169,973.00)	(169,973.00)	(235,873.71)	(301,987.20)	(200,680.37)	2,051,219.56	(2,221,192.56)	
TOTAL REVENUES		3,295,483.89	3,397,404.00	3,397,404.00	(22,593.56)	4,655.74	7,447.23	3,326,307.21	71,096.79	(1,206.79)
TOTAL EXPENDITURES		3,227,294.76	3,567,377.00	3,567,377.00	213,280.15	306,642.94	208,127.60	1,275,087.65	2,292,289.35	(1,206.79)
NET OF REVENUES & EXPENDITURES		68,189.13	(169,973.00)	(169,973.00)	(235,873.71)	(301,987.20)	(200,680.37)	2,051,219.56	(2,221,192.56)	(1,206.79)

		END BALANCE			MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	06/30/2022	ORIGINAL	2022-23	SEPT 2022	OCT 2022	NOV 2022	11/30/2022	BALANCE	% BDGT
		NM (ABNM)	BUDGET	AMEDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
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	2,628.49	0.00	0.00	6,084.35	20,915.65	22.53
269-000.00-664.500	Unrealized gain (loss) on investme	(50,325.76)	(4,500.00)	(4,500.00)	(12,902.96)	0.00	0.00	(18,849.25)	14,349.25	418.87
Interest income										
		(30,558.13)	22,500.00	22,500.00	(10,274.47)	0.00	0.00	(12,764.90)	35,264.90	(56.73)
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	5,000.00	250.00	0.00	5,250.00	(4,250.00)	525.00
269-000.00-665.231	Buildings/Ground/ Furniture Rever	3,191.96	1,000.00	1,000.00	0.00	0.00	275.00	275.00	725.00	27.50
269-000.00-665.232	Programming Revenue	3,000.00	1,500.00	1,500.00	1,752.00	100.00	0.00	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	20.00	20.00	9,980.00	0.20
Donations										
		19,698.16	20,000.00	20,000.00	6,752.00	350.00	295.00	7,397.00	12,603.00	36.99
TOTAL REVENUES										
		(10,859.97)	42,500.00	42,500.00	(3,522.47)	350.00	295.00	(5,367.90)	47,867.90	(12.63)
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	274.58	0.00	274.58	725.42	27.46
269-000.00-742.230	Collections/Materials Expense	830.56	500.00	500.00	0.00	390.58	0.00	390.58	109.42	78.12
269-000.00-742.231	Buildings/Ground/ Furniture Expen	8,683.30	34,200.00	34,200.00	0.00	0.00	72.10	72.10	34,127.90	0.21
269-000.00-742.232	Programming Expense	0.00	1,000.00	1,000.00	1,750.00	107.75	0.00	1,857.75	(857.75)	185.78
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	808.75	(134.61)	(15.00)	1,655.05	(155.05)	110.34
Supplies										
		23,722.61	39,700.00	39,700.00	2,558.75	638.30	57.10	4,250.06	35,449.94	10.71
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	166.01	222.77	191.83	1,294.89	1,705.11	43.16
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	166.01	222.77	191.83	1,294.89	130,005.11	0.99
TOTAL EXPENDITURES										
		28,739.62	171,000.00	171,000.00	2,724.76	861.07	248.93	5,544.95	165,455.05	3.24
Net - Dept 000.00 - treasury										
		(39,599.59)	(128,500.00)	(128,500.00)	(6,247.23)	(511.07)	46.07	(10,912.85)	(117,587.15)	
TOTAL REVENUES										
		(10,859.97)	42,500.00	42,500.00	(3,522.47)	350.00	295.00	(5,367.90)	47,867.90	8.49
TOTAL EXPENDITURES										
		28,739.62	171,000.00	171,000.00	2,724.76	861.07	248.93	5,544.95	165,455.05	8.49
NET OF REVENUES & EXPENDITURES										
		(39,599.59)	(128,500.00)	(128,500.00)	(6,247.23)	(511.07)	46.07	(10,912.85)	(117,587.15)	8.49
TOTAL REVENUES - ALL FUNDS										
		3,284,623.92	3,439,904.00	3,439,904.00	(26,116.03)	5,005.74	7,742.23	3,320,939.31	118,964.69	
TOTAL EXPENDITURES - ALL FUNDS										
		3,256,034.38	3,738,377.00	3,738,377.00	216,004.91	307,504.01	208,376.53	1,280,632.60	2,457,744.40	
NET OF REVENUES & EXPENDITURES										
		28,589.54	(298,473.00)	(298,473.00)	(242,120.94)	(302,498.27)	(200,634.30)	2,040,306.71	(2,338,779.71)	

12/14/2022		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 11/30/2022	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(392,867.76)	
268-000.00-017.000	Investments - Pooled	5,012,320.43	
268-000.00-018.000	Cash on hand	600.00	
268-000.00-020.000	Current taxes receivable	60,341.32	
268-000.00-040.400	Prepaid expenditures	10,563.70	
	Total Assets	4,690,957.69	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	63,139.45	
268-000.00-215.200	Unemployment insurance liability	3,996.72	
268-000.00-259.702	Accrued liabilities-tax	9,100.00	
	Total Liabilities	76,236.17	
*** 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	2,051,219.56	
	Ending Fund Balance	4,614,721.52	
	Total Liabilities And Fund Balance	4,690,957.69	

Fund 269 - LIBRARY CONTRIBUTION FUND 269			
*** Assets ***			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	25,270.26	
269-000.00-017.000	Investments - Pooled	1,620,266.65	
	Total Assets	1,645,536.91	
*** Liabilities ***			
269-000.00-202.000	Accounts payable	394.32	
	Total Liabilities	394.32	
*** 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	(10,912.85)	
	Ending Fund Balance	1,645,142.59	
	Total Liabilities And Fund Balance	1,645,536.91	

Director's Report – Julie Farkas

Staff Anniversaries (Years of Service) for January 2023



- Dorothy Manty Information Services 20 years
- Rae Manela Information Services 1 year

Daily use of the building by hour November 6 – December 10, 2022

11/6/2022	11/7/2022	11/8/2022	11/9/2022	11/10/2022	11/11/2022	11/12/2022	
9-10am	0	9-10am	192	9-10am	0	9-10am	0
10-11am	0	10-11am	150	10-11am	62	10-11am	52
11am-12pm	0	11am-12pm	172	11am-12pm	187	11am-12pm	59
12-1pm	95	12-1pm	74	12-1pm	120	12-1pm	51
1-2pm	90	1-2pm	49	1-2pm	87	1-2pm	68
2-3pm	97	2-3pm	119	2-3pm	64	2-3pm	142
3-4pm	107	3-4pm	152	3-4pm	171	3-4pm	64
4-5pm	100	4-5pm	170	4-5pm	132	4-5pm	68
5-6pm	101	5-6pm	104	5-6pm	139	5-6pm	79
6-7pm	0	6-7pm	48	6-7pm	120	6-7pm	127
7-8pm	0	7-8pm	56	7-8pm	96	7-8pm	61
8-9pm	0	8-9pm	37	8-9pm	52	8-9pm	44
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	588		987		1,675		963
					966		966
							777
							951
11/13/2022	11/14/2022	11/15/2022	11/16/2022	11/17/2022	11/18/2022	11/19/2022	
9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	77	10-11am	74	10-11am	51
11am-12pm	0	11am-12pm	111	11am-12pm	51	11am-12pm	38
12-1pm	170	12-1pm	58	12-1pm	49	12-1pm	48
1-2pm	72	1-2pm	56	1-2pm	53	1-2pm	55
2-3pm	127	2-3pm	108	2-3pm	106	2-3pm	115
3-4pm	159	3-4pm	169	3-4pm	157	3-4pm	170
4-5pm	160	4-5pm	143	4-5pm	140	4-5pm	114
5-6pm	116	5-6pm	104	5-6pm	110	5-6pm	110
6-7pm	0	6-7pm	75	6-7pm	91	6-7pm	106
7-8pm	0	7-8pm	52	7-8pm	62	7-8pm	77
8-9pm	0	8-9pm	64	8-9pm	39	8-9pm	51
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	804		1,017		932		935
							1,100
							723
							758

11/20/2022		11/21/2022		11/22/2022		11/23/2022		11/24/2022		11/25/2022		11/26/2022	
9-10am	0	9-10am	0	9-10am	0	Close at 5pm		Closed		Closed		9-10am	0
10-11am	0	10-11am	41	10-11am	67	9-10am	47	9-10am	0	9-10am	0	10-11am	58
11am-12pm	0	11am-12pm	66	11am-12pm	64	10-11am	69	10-11am	0	10-11am	0	11am-12pm	68
12-1pm	102	12-1pm	37	12-1pm	53	11am-12pm	80	11am-12pm	0	11am-12pm	0	12-1pm	69
1-2pm	88	1-2pm	64	1-2pm	64	12-1pm	92	12-1pm	0	12-1pm	0	1-2pm	60
2-3pm	116	2-3pm	108	2-3pm	105	1-2pm	88	1-2pm	0	1-2pm	0	2-3pm	67
3-4pm	89	3-4pm	129	3-4pm	118	2-3pm	105	2-3pm	0	2-3pm	0	3-4pm	78
4-5pm	76	4-5pm	126	4-5pm	112	3-4pm	118	3-4pm	0	3-4pm	0	4-5pm	44
5-6pm	113	5-6pm	114	5-6pm	96	4-5pm	130	4-5pm	0	4-5pm	0	5-6pm	71
6-7pm	0	6-7pm	83	6-7pm	91	5-6pm	0	5-6pm	0	5-6pm	0	6-7pm	0
7-8pm	0	7-8pm	51	7-8pm	62	6-7pm	0	6-7pm	0	6-7pm	0	7-8pm	0
8-9pm	0	8-9pm	49	8-9pm	54	7-8pm	0	7-8pm	0	7-8pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	8-9pm	0	8-9pm	0	8-9pm	0	9-10pm	0
	584		868		886	9-10pm	0	9-10pm	0	9-10pm	0		515
							729		0		0		
11/27/2022		11/28/2022		11/29/2022		11/30/2022		12/1/2022		12/2/2022		12/3/2022	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	25	9-10am	0	9-10am	0
10-11am	0	10-11am	56	10-11am	60	10-11am	40	10-11am	50	10-11am	55	10-11am	119
11am-12pm	0	11am-12pm	52	11am-12pm	62	11am-12pm	38	11am-12pm	57	11am-12pm	46	11am-12pm	89
12-1pm	85	12-1pm	58	12-1pm	62	12-1pm	44	12-1pm	63	12-1pm	59	12-1pm	131
1-2pm	58	1-2pm	46	1-2pm	52	1-2pm	45	1-2pm	66	1-2pm	42	1-2pm	162
2-3pm	67	2-3pm	106	2-3pm	86	2-3pm	101	2-3pm	101	2-3pm	136	2-3pm	138
3-4pm	101	3-4pm	128	3-4pm	121	3-4pm	142	3-4pm	176	3-4pm	154	3-4pm	138
4-5pm	93	4-5pm	118	4-5pm	162	4-5pm	150	4-5pm	148	4-5pm	111	4-5pm	150
5-6pm	84	5-6pm	86	5-6pm	118	5-6pm	114	5-6pm	101	5-6pm	145	5-6pm	31
6-7pm	0	6-7pm	71	6-7pm	84	6-7pm	79	6-7pm	84	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	50	7-8pm	53	7-8pm	47	7-8pm	57	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	31	8-9pm	30	8-9pm	47	8-9pm	35	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
	488		802		890		847		963		748		958
12/4/2022		12/5/2022		12/6/2022		12/7/2022		12/8/2022		12/9/2022		12/10/2022	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	100
10-11am	0	10-11am	59	10-11am	54	10-11am	41	10-11am	69	10-11am	44	10-11am	86
11am-12pm	0	11am-12pm	53	11am-12pm	55	11am-12pm	62	11am-12pm	56	11am-12pm	51	11am-12pm	92
12-1pm	103	12-1pm	36	12-1pm	55	12-1pm	51	12-1pm	43	12-1pm	53	12-1pm	108
1-2pm	119	1-2pm	48	1-2pm	37	1-2pm	47	1-2pm	55	1-2pm	49	1-2pm	97
2-3pm	113	2-3pm	121	2-3pm	96	2-3pm	83	2-3pm	115	2-3pm	104	2-3pm	171
3-4pm	135	3-4pm	149	3-4pm	160	3-4pm	186	3-4pm	153	3-4pm	157	3-4pm	116
4-5pm	105	4-5pm	140	4-5pm	178	4-5pm	124	4-5pm	132	4-5pm	135	4-5pm	111
5-6pm	87	5-6pm	86	5-6pm	130	5-6pm	125	5-6pm	123	5-6pm	150	5-6pm	102
6-7pm	0	6-7pm	61	6-7pm	90	6-7pm	82	6-7pm	99	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	40	7-8pm	68	7-8pm	60	7-8pm	53	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	39	8-9pm	79	8-9pm	61	8-9pm	56	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
	662		832		1,002		922		954		743		983

Novi library offers after-school place for teens

By: [Charity Meier](#) | [Novi Note](#) | Published October 26, 2022



Rida Salim, student representative with the Novi Public Library board, plays cornhole at the library's after-school Teen Space. Photo by Patricia O'Blenes

NOVI — Fall has brought the return of the Teen Space at the Novi Public Library. The space offers teens a venue to enjoy the company of their peers, do homework or play games in a monitored setting.

Library Director Julie Farkas said the Teen Space was developed 10 years ago to meet the needs of middle school and high school students. According to Farkas, the concept for Teen Space was derived from what teens said they wanted from the library during focus groups in 2010. The space is located just to the side of the café and features a pingpong table, and it offers other games such as corn hole, board games and video games. The space is designed for the teens to interact with each other and study.

"It might seem like a unique purpose for the public library to serve as 'a place for socialization and hanging out,' but it's what the teens wanted when we opened the new library building in 2010," said Farkas. "Therefore, NPL wanted to meet their needs as well as those of other community members."

She said that the library's location next to the high school has contributed to it being a safe and convenient location for teens to hang out and socialize after school.

Mahalakshmi Sridharan, 14, a student at Novi High School, agreed. She said the space helps kids in middle school to relax, finish homework and have fun.

"My favorite thing about Teen Space is that you can ask for help from others so you can finish your homework accurately," said Sridharan. "If you want to finish your homework, have fun with friends, and relax after a long day of school, then Teen Space is the place to go."

According to Farkas, the Novi Public Library is able to host Teen Space because the library is perceived as a community gathering place rather than a quiet place. She said they do have quiet places for people to enjoy, such as the second floor and study rooms. However, the first floor is designed for heavier activity.

"The staff at NPL believe the space has provided a safe space for kids to hang out and socialize and gives them a place to study and enjoy interacting with each other. When a student has a reading or information need, the opportunity presents itself positively for engaging in serving their needs," said Farkas. "It has given an opportunity to engage with the teens who may have otherwise not thought of the public library in their daily routine. The motto at NPL is 'Inform. Inspire. Include.' It is in following this motto that we continue to connect our teen population to the many services, resources and information that is available to them when they are in need of it."

Farkas said the library has occasionally brought in speakers on subjects geared for the teens, such as Novi Youth Assistance and the Novi Community Coalition. The library also hosts meetings of teen clubs that are associated with the high school. Farkas said that local leadership such as district Superintendent Ben Mainka and Police Chief Erick Zinser often stop by to say hello and connect with the teens.

“This gives an opportunity to build relationships with the teens as well,” Farkas said.

According to Farkas, an average of 100 students utilize the space per week. The program is supervised by Yolanda Hockaday-Dennis. Farkas said Hockaday-Dennis greets and serves as host to the teens daily, offering activities as well as guidance and friendship.

Teen Space is open 2:45-5:30 p.m. Mondays-Fridays.

Novi library receives award for collaboration with school district

By: [Charity Meier](#) | Novi Note | Published November 21, 2022



Novi Public Library Director Julie Farkas holds the 2022 Community Collaboration Award given to her and the library at the Michigan Association for Media in Education President’s Award Gala at the Kensington Hotel in Ann Arbor Nov. 10. Joining Farkas are dignitaries from the Novi Public Library and Novi Community School District librarians.

Photo provided by Bethany Bratney

NOVI — The Novi Public Library and Director Julie Farkas received an award from the Michigan Association for Media in Education Nov. 10 for their efforts to work with the Novi Community School District.

“Our library is amazing, and they do such great stuff for us,” said Novi High School librarian Bethany Bratney.

Farkas and members of her library staff were presented with a plaque at the President’s Award Gala during the annual MAME state conference, which was held at the Kensington Hotel in Ann Arbor. The award recognizes exemplary collaboration between school librarians and a community member or organization not affiliated with the school district in implementing effective connections that benefit the school library programming and/or students in the school library setting, according to a press release.

“We were very excited and honored (to receive the award),” said Farkas. “We have a wonderful relationship with our school district. I think what I appreciate most is that they are always willing to hear new ideas. Their doors have always been open to us to find ways where we can partner together and better. Our focus is always the students. So, whenever we can do that, it’s always been a win-win.”

The librarians at the Novi Community School District nominated Farkas and the library for the award. Bratney said that NCSD librarians had wanted to nominate Farkas and the Novi Public Library for the award in 2020, but there was no ceremony that year because of COVID-19. During COVID, Bratney said, the Novi Public Library did even more stuff for Novi Community School District students. According to Bratney, every kid in the district was given a school-issued library card so the students would have online access to the NPL resources.

“It’s an idea that has been going for quite some time because of this partnership,” said Bratney. “It’s been building for a while, but then after all these additional things that we started working on together during the pandemic because of all our changing needs, it was a no-brainer. They are by far the strongest community partner that I work with.”

Bratney said that Farkas initiated the collaboration by reaching out to her when she started with the district 14 years ago. Since then, the two organizations have coordinated many projects together. This includes events such as Battle of the Books, Community Read Author Events, hosting coffee hour sessions with the superintendent and sharing resources like the Michigan eLibrary Catalog with the school.

“Under the direction of Julie Farkas, the Novi Public Library has been a dynamic community partner for the Novi School Library programs for over a decade,” Bratney said in a press release. Bratney also is co-chair of the MAME Awards and Citations Committee.

Farkas said it is important to her to partner with the school as the student population is very important to the library. Being able to partner and serve with the school district goes a long way to ensure that the library is meeting the wants and needs of its readers.

“I think that it’s an integral part, having that relationship (with the school),” said Farkas. “I can tell you from past experiences school districts are not always open to (a relationship with the library), and this district has always been open to resource sharing, partnerships, sponsorships and collaboration. And I think you get so much more done.”

MAME is a professional organization that has a membership of approximately 400 school librarians and educators representing hundreds of Michigan school districts, universities and educational programs across Michigan, according to a press release.

WILDCAT HAPPENINGS

DECEMBER 2022

Novi Public Library's Julie Farkas - Honored with Community Collaboration Award



The Michigan Association for Media in Education (MAME) presented Julie Farkas and the Novi Public Library with the 2022 Community Collaboration Award on Nov. 10 at the annual MAME conference in Ann Arbor.

The MAME Community Collaboration Award recognizes exemplary collaboration between school librarians and a community member or organization not affiliated with the school district in implementing effective connections that benefit the school library programming and/or students in the school library setting.

NCSD school librarians nominated Julie to highlight her efforts to create a community partnership between the Novi Public Library and the NCSD school libraries.



donate

event calendar

my account

Upcoming Closures

- 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



Shop Small and Support Local Small Businesses

Enjoy some holiday shopping while supporting local small businesses on **Saturday, December 10 from 10am-2pm**. Products for sale will include jewelry, health and beauty, cards, and more. Make a purchase at any of our vendors and be entered to win a gift card!

Important Updates



NPL Awarded Community Collaboration Award
 NPL was honored with the Community Collaboration Award from the Michigan Association for Media in Education. We were recognized for unwavering

Novi Concert Band Winter Performance

Get into the spirit of the holiday season with a special performance by the Novi Concert Band on **Tuesday, December 13 at 7pm**. Bring the whole family for this magical evening of music!

[Register here.](#)

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.



Friends of Novi Library Holiday Boutique

Sat, Dec. 3, 10am-5pm

Discover the perfect gift for a loved one! Items for sale will include handcrafted wreaths, ornaments, cards, themed gift baskets, and more. For a \$5 donation, you can make two gift card holders. Proceeds directly benefit Library programs, services and collections! Cash, check, and all major credit cards accepted.

Sale will take place on the 1st Floor near the magazine room.

Holiday Concert with Tola Lewis

Join us as we bring in the fun spirit of the holiday season with a concert from multi-talented musician Tola Lewis on **Saturday, December 3 at 2pm**. Enjoy great music, coffee, and assorted desserts. Bring the whole family! Limited

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, Dec. 14, 2pm - NPL Board Room

Novi Historical Commission Meeting:

Wed, Dec. 21, 7pm - [Agenda](#)

Library Board Meeting: Wed, Dec. 21, 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.**

number of spots available!
[Register here.](#)

Programs

Adult Programs

- Cultural/International & ESL Programs
- **12/3:** Holiday Concert with Tola Lewis
- **12/5:** Novi Mental Health Alliance Meeting
- **12/6:** For the Health of It: Breaking Bad Habits
- **12/10:** Shop Small® Pop-Up Market
- **12/13:** Novi Concert Band Winter Performance
- **12/16:** Drop-In Notarization Services



NPL is hosting two new monthly books clubs starting in January!

Afternoon Read

Tue, Jan. 10, 1pm @ Novi Library

In the Midst of Winter by Isabel Allende

[Register here.](#)

A Novel Idea

Mon, Jan. 23, 7pm @ Primanti Bros, Novi

Kaikeyi by Vaishnavi Patel

[Register here.](#)

Youth Programs

- Story Times return the week of Jan. 2
- **12/7:** Tail Waggin' Reading Buddies
- **12/12:** Grab & Go Gingerbread Kit

Tween & Teen Programs

- Teen Space
- **12/6:** STEM: Edible Gingerbread House Engineering
- **12/9:** Teen Advisory Board (TAB) Meeting

Chess Club

Coming January 2023

2nd & 4th Thursday of each month, 7pm

Participate, learn and sharpen your chess skill!

Sessions may include lectures, practice games, game analysis, and more. Chess boards, timers and rule books provided. Ages 5 and up welcome.

[Click here for more info.](#)

Novi Library Café



Monday-Friday, 10am-5pm

December weekly specials (valid until 2pm):

- **Week of 5th:** Roast Beef and Cheddar with Chips and Soda or Dasani for \$8
- **Week of 12th:** Chicken Caesar salad with Soda or Dasani for \$8
- **Week of 19th:** Cheese or Pepperoni Pizza with Chips and Soda or Dasani for \$8
- **Week of 26th:** Ham and Swiss on a croissant with chips and Soda or Dasani for \$8

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!

Ugly Sweater Discount



Services

Drop-In Notarization Services

Unable to Visit NPL During Winter? Sign-Up for NPL @ Your Door

The Library has partnered with Kace Mobile Notary to provide drop-in notarization services on **Friday, December 16 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.

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

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

Community Info



Thank you, Roboknights!

A huge thank you to the Novi Meadows Roboknights, Robotics Team #45082, for their generous donation of books for the Library!

City of Novi Events

Party with Pancakes - Holiday Brunch

Thu, Dec. 15, 10am-12pm

Ages: 50+

Price: Res. \$10/Non-Res. \$12

Noon Years Eve

Thu, Dec. 29, 10am-12:30pm

Ages: 50+

Price: Res. \$10/Non-Res. \$12

Call 248-347-0414 to register.



Free COVID Tests @ NPL

Tests 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 kit per car.

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



Stream Videos with Kanopy

Choose from more than 30,000 titles, including acclaimed movies and documentaries, film-festival favorites, world cinema, classic film, PBS and more, to bring you enriching and thoughtful entertainment!

Install the Kanopy app or [click here](#).



iCube Makerspace

Looking to create some unique holiday gifts this season? Look no further than NPL's iCube Makerspace! This room is filled with hobby level technology and craft resources to help you with your project. To view available equipment, [click here](#).

To schedule an appointment with iCube staff, [click here](#).

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

NO-VI CHESS CLUB



**2nd Thursday
of each month**

Starting January 2023

7-8:30pm

Participate, learn and sharpen your chess skills. No previous knowledge of chess is necessary.

- Lectures
- Practice games
- Game analysis
- and more!

Chess boards, timers, and rule books are provided.

Sponsored by a generous library donor.

**Registration required.
All skill levels welcome!**

Must register for each session. Sessions will be held in the Youth Activity Room.

Ages 5 and up welcome!

Caregivers are expected to accompany their child to the program if under the age of 12.

Interested in volunteering?

Teens & adults (14+) interested in teaching chess must complete and submit a background check form & volunteer application to the Library's Human Resources Specialist 30 days in advance of the session. Visit the employment/volunteering page on novilibrary.org to download the forms.



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



Late Night EXAM CRAM

Need a place to study and get ready for end of semester tests? You bring your books & friends and we'll provide the space!



Sunday, January 22
6pm-10pm
Novi Public Library

**Café
will be open!**



Registration required.
We have space for 200 students!
Visit novilibrary.org or email
administration@novilibrary.org.

Student ID required.
Students in grades 9-12 welcome.
Enter your name for a special raffle!



Information Technology Report by Barbara Rutkowski – November 2022

General

- The AST received its bi-monthly cleaning and an upgrade in order to read the latest RFID tag format.
- Met with staff to identify entries for the IT Department's 2023-24 fiscal year budget.
- The circulating hotspots are being upgraded to the latest model.

iCube

- We held 171 iCube appointments
 - 43 3D Prints
 - 36 Creative Kits
 - 19 Cricut/Silhouette
 - 14 Heat Press
 - 14 Sublimation
 - 12 Laser
 - 11 Digital Conversions
 - 10 Adobe Creative Cloud
 - 9 Photo Printer
 - 3 Sewing/Embroidery
- Several tours were given to Novi residents just getting their library cards. They were very excited to see the space and equipment.
- Pieces for the December Grab & Go project, which is a four-layered ornament, were printed using the laser.



- Shown below are some finished projects made by guests using the laser, 3D printer and sublimation printer for playing cards and family cruise t-shirts.



- Assisted a guest to trace a frog plush toy pattern with Adobe Illustrator, then cut the fabric pieces using the Cricut.



Training

- Bryan, Dominic and Jessica attended the Lockdowns/Threats Prevention session presented by the Novi Police Department.
- Dominic attended the city's Veterans Day event.
- Jessica attended the Persevering in the Face of Book Challenges webinar and Asian Indian Culture – Know Your Neighbor DEI training.

Facilities Report by Keith Perfect – November 2022

In the past month the Facilities Department has closed 4 Facilities tickets, 52 Meeting Room Requests and has updated 349 Periodic Maintenance tickets.

- All roof drains were checked for debris, mostly some leaves around the openings were cleared and drains should not have any issues.
- A pallet of ice melt was ordered/delivered.
- The hot/cold water mixing valves in the first floor staff restrooms were changed.
- Mixing Box # 23 received a new hot water actuator and valve, installed by vendor.
- The broken hand sanitizer station in the lobby was replaced.

Information Services Department Report by Hillary Hentschel – November 2022

News and Notes

- Welcome, Josefa Casas Velazquez, our new Guest Relations Monitor! This position was formerly known as the Building Monitor. Josefa has been an excellent addition to the team!
- The Michigan Association for Media in Education (MAME) honored NPL with an award for Community Collaboration. We were nominated by the School Media Specialists in Novi Community Schools. Mary and Hillary attended on behalf of the IS team
- Interviews continued for Youth Programming Assistant
- Lindsay and I gave a tour to 50 Novi Woods Elementary students working on a school project. Year to date, we have given tours to approximately 725 students.
- We launched a YA Non-Fiction collection. New items will be shelved next to New YA Fiction. The remainder of the collection is located next to YA CD Books.
- Stay tuned for new Reading Challenges coming in 2023! This includes ongoing reading challenges for students in grades K-12 and an annual Adult Reading Challenge with monthly prompts.
- Updated Family Discussion Kits on DEI topics, now including definitions of key terms, can be found on the library's website.

Professional Development

- "Safety on Spotlight: Addressing Threats in Public Libraries" webinar – Hillary, Josefa, Jess, Mary
- Asian Indian Culture – Know Your Neighbor – Jess, Anna, Kirsten, Mary, Amanda
- "Nature as Your Teaching Partner" webinar – Kirsten
- "Revise. Refocus. Reshape. A Candid Conversation on Collection Development" – Danielle
- "Persevering in the Face of Book Challenges" – Danielle, Amanda
- "Beyond Heritage Months: Strategies for Authentic Collection Inclusion All Year" webinar – Mary
- "Teaching Tech to Library Patrons" webinar – Sarah

IS Staff Outreach

- Ribbon Cutting (Infusion Associates) – Hillary
- YouPer meeting – Kirsten
- No.VI Book Club at Meadowbrook Senior Center – Rae
- Provided structured lessons at local ESL group – Shannon
- ELD Night at Novi Woods Elementary – Shannon
- ESL group tour – Shannon
- City of Novi Veterans Day celebration at the Civic Center (150 color changing mugs made in the iCube and handed out to Veterans and their families) – Mary
- Storytimes at ECEC and Goddard - Emily

Adult Programs

- Indian Cultural Benefits & Contributions (virtual) – 92
- For the Health of It – Lung Cancer (virtual) – 710
- Craftastic Wednesday: Holiday Card Making – 14

- Korean Lantern Making – 34
- Mid-Fall Concert with Cider & Donuts – 130
- Monday Matinee – 32
- Photography Club – 12
- Coffee with the Superintendent – 45
- Parent to Parent Book Club – 25
- Knit 2gether Knitting Group (3)

Adult Displays

- **Feature Collection:** Cookbooks
- **Desk Display:** National Native American Heritage Month
- **Business Spotlight Display:** Social Media Marketing
- **Movie Display (1st Floor):** Fun with Food

Youth/Tween/Teen/Family Programs

- Cultural Storytime with DAYN – 85
- Tail Waggin' Reading Buddies – 15

Youth/Tween/Teen Displays

- **Teen Stop display** – Young Adult historical fiction
- **Youth Feature Display** – Dinovember (dinosaur books)
- **Youth Desk Display** – National Native American Heritage Month
- **Lobby Display** – National Native American Heritage Month
- **Libraries are for Everyone** – Picture Book Month, Day of the Dead, Election Day, STEAM Day, Veterans Day, Thanksgiving
- **Pop-up display above STEAM Kits** – World Cup/Soccer

Craftastic Wednesday – Holiday Card Making



Support Services Department Report by Maryann Zurmuehlen – November 2022

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended the Library Marketing & Communications Conference in Indianapolis on November 1st – 3rd.
- Attended weekly SS Department catchup meetings.
- Participated in a Head of Information Technology interview on November 9th.

Circulation & Shelves

- Interviews are ongoing for two 16-hour Shelver positions and a 15-hour Outreach Clerk position.
- 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
 - Completed: YA Non Fiction Collection

Statistics (November 2022)

- **Library Cards Issued: 279**
- **Items Checked Out (NPL): 53,599**
- **Items Checked Out (LLL): 57**
- **Total Checkouts (NPL + LLL): 53,656**
- **Items Interloaned for NPL Patrons: 3,869 (40 through MeLCat)**
- **Items Interloaned to Other Libraries: 2,990 (105 through MeLCat)**
- **Items Added to the Collection: 1,696**
- **Items Discarded from the Collection: 2,702**
- **Drive-Up Window & Locker Hold Pickups: 19**
- **MAP Checkouts: 11**
- **Outreach:**
 - **NPL @ Your Door: 7 Mailer Bags / 39 Items**
 - **6 Facilities Visits / 28 Items Provided**
 - **7 Book Discussions / 107 Items Provided**
- **Online New Card Registrations: 3**
- **Automatic Library Card Renewals: 593**

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	279								2,116
Checkouts (NPL)	73,029	67,931	57,606	55,340	53,599								307,505
Checkouts (Lakeshore Lending Library)	78	89	62	64	57								350
Total Checkouts (NPL + LLL)	73,107	68,020	57,668	55,404	53,656	0	0	0	0	0	0	0	307,855
Items Borrowed	4,223	4,850	4,172	3,838	3,869								20,952
Items Loaned	3,463	3,376	3,231	3,213	2,990								16,273
Hold Pickups (Drive-Up & Lockers)	27	26	26	26	19								124
MAP Pass Checkouts	64	55	22	28	11								180
Read Boxes	0	0	0	0	0								0
NPL @ Your Door (# of Bags)	8	5	5	5	7								30
NPL @ Your Door (# of Items)	53	20	35	34	39								181

Year-to-Year Comparison			
		NOV 2022	NOV 2021
Cards Issued This Month		279	422
Total Checkouts (NPL + LLL)		53,696	55,812
Items Borrowed	TLN	3,829	4,428
	MeL	<u>40</u>	<u>56</u>
		3,869	4,484
Items Loaned	TLN	2,885	3,100
	MeL	<u>105</u>	<u>106</u>
		2,990	3,206

Read Boxes			
		NOV 2022	NOV 2021
Read Boxes	Adult	0	0
	Youth	<u>0</u>	<u>0</u>
	Total	0	0
<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	53,599	42.67%	22,871	7,546	5,162	4,052	6,111
December							
January							
February							
**March							
April							
May							
June							
FYTD	307,583	43.12%	134,810	34,042	33,934	43,190	23,644

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	24,413	9,155	33,568	1,199
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	125,450	40,791	166,241	1,139

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	963	51,914	52,877	1,888	
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	5,542	244,899	250,441	1,715	

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	346	6,366	18
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	1,966	37,094	18

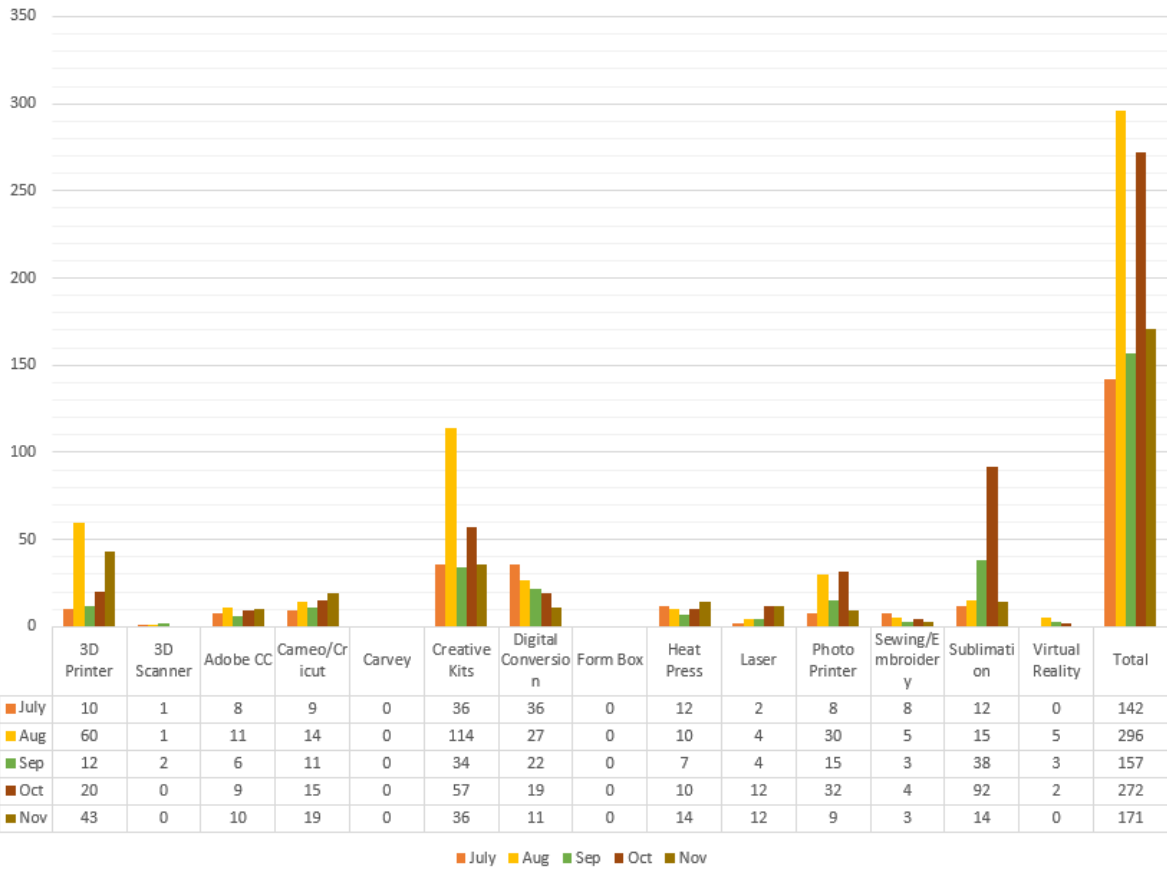
Technology Training Sessions 2022-23 Fiscal Year

	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	43	19	11	9	3	14	0	12	0	0	10	20	14	36	0	0	191	
<i>Guests</i>	43	19	11	9	3	14	0	12	0	0	10	20	14	36	0	0		191
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
Sessions	145	68	107	94	23	171	0	34	0	3	44	86	135	277	15	21	1,223	
<i>Guests</i>	145	68	107	75	23	171	0	34	0	3	44	86	53	277	15	21		1,122

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	425	157	26	470
November	1,609	447	163	21	506
December					
January					
February					
March					
April					
May					
June					
FYTD Total	7,408	2,070	783	107	1,781

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	5,155	1,919	7,074	624	89
December					
January					
February					
March					
April					
May					
June					
FYTD Total	26,420	10,043	36,463	2,906	472

iCube Usage 2021- 2022



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	30	699
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	162	3,593

FRIENDS OF NOVI LIBARY - No meeting in December 2022

HISTORICAL COMMISSION



NOVI HISTORICAL COMMISSION
September Minutes
Wednesday, September 21, 2022
Novi Library Local History

CALL TO ORDER: 7:03 pm

ATTENDANCE: Rachel Manela, Kathy Crawford, Dan Pierce, Debbie Wrobel, Kelly Kasper, Sharon Larson, Kim Nice

ABSENT: None

INTRODUCTION OF GUESTS: Hillary Hentschel (Library Liaison), Sue Grifor

APPROVAL OF AGENDA: ALL APPROVED

APPROVAL OF AUGUST MINUTES: APPROVED

TREASURERS REPORT- Kim

NOVI HISTORICAL COMMISSION
 FINANCIAL SUMMARY REPORT - 2022/2023

	BUDGET	EXPENDITURES	
		Through September 21, 2022	
Display Cabinet Exhibit	\$ 900	\$ (81.80)	
Marketing/Brochures/Engage/Name Badges	\$ 1,100	\$ -	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 1,200	\$ -	
Program/Speaker Fees	\$ 900	\$ (250.00)	
Storage Unit	\$ 2,800	\$ (2,652.00)	
Acquisition (Books/Materials)	\$ 500	\$ -	
Conference/Continuing Education	\$ 2,000	\$ (50.00)	
Legal Fees	\$ 1,000	\$ -	
Special Projects - Examples: Vista Star, Photographs, Veterans Sign, Oral Histories, City/Community Events, Motor City Marker	\$ 3,600	\$ -	
Total:	\$ 14,000	\$ (3,033.80)	\$ 10,966
Available Projects	Expenditures	Revenue Received	
Vista Star Book Sales YTD		\$0.00 YTD	
Wealth Across Novi Project		\$ 798.34	carryover funds

Historic Commission Resource Management Plan

The Historical Commission Resource Plan was created in 2016 and is on file to assist with maintaining Parks & Recreation CAPRA accreditation. Jeff Muck has asked the Commission to update if necessary. Feedback from Commissioners is due by the Oct. meeting.

Technology Update:

Betty Lang is meeting with Barb Rutkowski to check on the possibility of a new computer and printer for the Local History Room.

History Room Office Hours:

Monday, 10/3 (Noon – 2 p.m.) – Debbie Wrobel and Kathy Crawford

Monday, 10/17 (6 – 8 p.m.) – Dan Pierce and Sharon Larson

DISCUSSION ITEMS:

Omeka (Grave Sites):

Rae Manela and Dan Pierce will continue to upload photos to the Omeka site and label them with the appropriate descriptions. The process is slow and there are hundreds of images to go through from both cemeteries.

Novi Historical Sites Brochure:

Dan Pierce will send an email to the Commission with the latest brochure copy and ask for feedback by Oct. 10. Once feedback is collected, the revised copy will be given to the City to layout the new brochure. The Commission will be able to proof the brochure before it's printed.

Microfilm Reader:

Betty Lang is collecting three bids for a Microfilm reader to be placed in the Local History Room. The microfilm will help people with research. Once three bids are collected, the Commission will vote on a proposal.

Cemetery Signage:

Per Kathy Crawford, Jeff Muck (City of Novi) agreed to help make new cemetery signs if the Commission provides the measurements. The City will then order and install the signage. The Commission voted on and approved to get a sign that is like the current one in shape and look but with the City of Novi Logo on it with Historical Commission. Changes to the copy include not using names of veterans but the wars they are from.

Miniature Project:

Progress is being made on the miniature project. Novi resident and architect Lee Mamola will write down the dimensions of the buildings to take to Fox Run. He will also provide feedback on materials and glues to use. The residents of Fox Run will help build the miniature.

Storage Unit Visit:

The Commission will be visiting the storage unit on Tuesday, Sept. 27 at 1 p.m.

Wreaths Across Novi:

Nov. 19 will be the date of the event. Outreach to sponsors will begin next month. Quotes for the wreaths will come in over the next week.

Proposed 2022-2023 Historical Commission Speaker Series:

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

ONGOING PROJECTS:

- Veteran's Memorial for KIA – Kim
- Cemetery Index – Kelly
- Historic Sites Signage
- Cemetery Upkeep
- Oral Histories
- Villa Barr Book Sales

NEW BUSINESS: None

PUBLIC COMMENT: None

NEXT MEETING – October 19, 2022 at 7 p.m.

ADJOURN: 8:54 p.m.



NOVI HISTORICAL COMMISSION

OCTOBER Minutes
Wednesday, October 19, 2022
Novi Library Local History Room

CALL TO ORDER: 7:01 pm

ATTENDANCE: Kelly Kasper, Dan Pierce, Sharon Larson

ABSENT: Rachel Manela, Kathy Crawford, Debbie Wrobel, Kim Nice

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

***Note – No votes will be taken as there is not a quorum.**

APPROVAL OF AGENDA: VOTE DEFERRED

APPROVAL OF SEPTEMBER MINUTES: VOTE DEFERRED

TREASURERS REPORT- VOTE DEFERRED

LIBRARY LIAISON REPORT:

History Room Equipment Update:

The Library IT Department is investigating pricing for printer and computer purchase for historical commission. Update will be provided at November meeting.

Historic Commission Resource Guide: Review and provide feedback by end of month to Jeff Muck. Betty Lang will re-send the guide to Commission members via email.

History Room Office Hours:

Monday 11/7 (Noon – 2 p.m.): Sharon Larson and Kim Nice

Monday, 11/21 (6 – 8 p.m.): Kelly Kasper

DISCUSSION ITEMS:

Novi Historical Sites Brochure Review:

Dan Pierce presented the revised copy for the Historical Sites Brochure with feedback from other Commission members. The final revision needed is updating the location of one of the landmarks flagged in the brochure. Once that is done, Dan will work with the City of Novi to layout the new brochure for Commission review.

Historical Commission Cabinet:

There will be no updated display between November – January.

Wreaths Across Novi:

Help is always needed on Nov. 19th at 1 p.m. Wreaths arrive at 11:30 and volunteers can come any time after 11:30 a.m. Enough money has been raised to purchase all the wreaths.

Wed. Sept. 28 – High Times in the Dry Times Recap

More than 30 people attended the event with many people dressing up. Mocktails were served and were well received by attendees. Positive feedback was provided on the speaker as she was engaging and energetic.

Upcoming Historical Programs:

- Wed. February 22 – Midnight: Detroit and the Underground Railroad
- Thursday March 23 – Ladies of the Lights (lighthouse keepers)
- Wed. April 27 – The LGBTQ community in the Labor Movement
- Wed. May 26 – A Reenactor who portrays a disguised female Union soldier

PUBLIC COMMENT: None

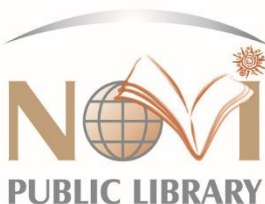
NEXT MEETING – Wednesday, Nov. 16, 2022 at 7 p.m.

ADJOURN: 7:31 p.m.

Library Board Committee Reports

1. Policy Committee

DRAFT 1 – Staff Policy Committee 8/22/22; Board DEI Committee Review 8/30/22; Staff Policy Committee Review 9/6/22; DRAFT 2 – Board DEI Committee 10/17/22; Board Review –9/22/22 and 10/27/22; Board DEI Committee 11/28/22; Board Policy Committee 12/1/22



COLLECTION DEVELOPMENT POLICY

This policy provides guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of our diverse community. It informs the public of the philosophy of collection development and the policies involved.

Novi Public Library collects materials in a variety of popular formats. The collection serves the general educational and recreational interests and needs of the community, and reflects its racial, ethnic and cultural diversity. Selection includes recognition of diversity, equity, inclusion and awareness of the role diversity plays in responding to the needs and interests of our guests and community. Selections are made to provide depth and diversity of viewpoints to the existing collection, including content created by and representative of marginalized and underrepresented groups. Access to the collections will not be limited or denied because of origin, race, religion, age, background, sex, sexual orientation, gender identity, disability, or political views. Inclusion of an item in the collection does not mean that the Library endorses any theory or statement contained in those materials and resources.

Materials are intended to broaden vision, support recreational reading, encourage and facilitate reading skills, supplement education needs, stimulate and widen interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world. The reading and viewing activity of minors is ultimately the responsibility of parents or guardians who guide and oversee their own children's development.

CENSORSHIP AND INTELLECTUAL FREEDOM

NPL is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. Novi Public Library supports the principle of Intellectual Freedom ~~and resists all efforts to censor library resources.~~ To this end, the Library strives to offer a collection that represents the needs of Novi's ~~our~~ diverse community.

While every guest may not agree with the viewpoints offered in some Library material, the Library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas through which any side of a question, cause or movement may be explored, provided that the material meets the outlined selection criteria.

The Library does not use labels on any material in such a way as to show approval or disapproval of the content of that material. Materials are not separated to show approval, disapproval or judgment as to suitability or content for a particular audience.

The Library is committed to free and open access to its collections and to connecting people with ideas, information and materials in a friendly, nonjudgmental manner.

NPL follows **endorses recognizes** the American Library Association Guidelines, **as an industry resource** on public access to information, **including but not limited to** the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement (See Appendix).

SELECTION CRITERIA

Ultimate responsibility for material selection rests with the Library Director who operates under these guidelines established by the Library Board. The Collections Specialist oversees the selection process and provides professional support for Librarians selecting materials. Librarians use professional judgment and expertise in making selection decisions. Librarians are responsible for choosing, replacing and deselecting materials that reflect community demand and library service roles and goals. Both large scale national sources and small, independent sources are considered in making selections. An item need not meet all of the below criteria in order to be acceptable. To build a collection of merit the criteria for selection in the general collection includes, but is not limited to:

- Current and anticipated **guest demand**
- **Relevance to the** interests of the **Novi** community
- **Addresses contemporary issues**
- **Facilitates continuing education**
- **Enhances job-related knowledge and skills**
- **Supports business, cultural, recreational and civic interests in the community**
- **Presents different viewpoints on issues**
- **Local significance of an author or subject**
- **Relationship and** relevance to the existing collection's **strengths and weaknesses**
- **Easy to use format**
- **Comparison of content and cost between formats**
- Past usage of similar resources

COLLECTION MAINTENANCE AND WITHDRAWAL

Collections are constantly undergoing evaluation in order to provide the best service possible to its guests. The withdrawal of materials, also called weeding, is an ongoing process used to maintain the collection's usefulness, currency and relevance. **Weeding of infrequently used and damaged items will relieve overcrowded shelves, increase ease of access, and improve the efficiency of retrieving materials.** Materials that no longer fit within the parameters of the collection are removed on a regular basis. The Library will continuously work to curate a collection representing a wide array of people, cultures, ideas and experiences. The criteria used in weeding the collections includes, but is not limited to:

- **Accuracy and currency of information** (was inaccurate, outdated material)
- Physical condition of material
- **Relevance to community interests**
- **Circulation statistics** (was usage)
- **Availability of resource in alternative formats**
- **Ease of obtaining the item from** another library with cooperative borrowing privileges
- **Whether or not there are superseding sources**

Some methods for disposing of library materials includes, but is not limited to: trade-in, return to vendor/manufacture, transfer to other City departments, bid process for resale, auction, sales to other libraries, local schools or non-profits, donation to other libraries, local schools or non-profits, junking or recycling.

LOCAL AUTHOR CRITERIA

The Library recognizes and highlights authors currently living in or originally from Novi. Because these materials are not typically reviewed in sources used by selectors, the following guidelines will apply:

- For a work to be considered, materials must be donated to the Library, the Local Author Material Submission Form (Appendix) must be completed and submitted to the Director Collection Specialist.
- The Library will accept one copy of each title
- The same maintenance and withdrawal criteria listed above apply
- All genres of materials will be considered, unless the format is not included in an existing collection
- Donated materials are placed in the area deemed most appropriate

INTERNATIONAL COLLECTION

In recognition of the diversity in Novi and surrounding communities, and in an effort to provide access to information for all guests, the Library has an international collection that provides materials in various languages that are prevalent in the community. The low volume of publishing in some languages or the difficulty in obtaining publications may make it impossible to provide the same amount of material in all languages. In addition to the criteria listed in the Selection Criteria section, Staff will also consider the following, non-exhaustive list of criteria when choosing materials for the international collection:

- Prevalence of languages spoken at home in the community
- The availability of materials in other languages located at libraries with cooperative borrowing privileges
- Whether the proper cataloging criteria can be established for the material (i.e. MARC record validation).

LOCAL HISTORY ROOM COLLECTION

The Local History Room preserves and maintains materials that record the history and development of Novi, greater Oakland County and surrounding areas as they pertain to Novi's past boundaries. Local History Room materials will be limited to those relating to Novi's history and formation, as well as Michigan history. Materials providing instruction relating to genealogy, local history, preservation and oral history will also be included. Due to the nature of this collection, materials must be used in the Local History Room and cannot be borrowed or taken out of the room.

Each transfer of ownership from a donor to the Library's Local History Room should be clearly documented in writing. This transfer establishes the Library as the legal owner, and includes date of transfer, donor's name and address and a statement that the Library will be responsible for managing the gift (See Appendix). This will be followed by a thank you letter to the donor. The Library has the right to decline any donation which does not fit the scope or purpose of the Local History Room.

REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIAL

The Library **accepts** expressions of opinion from guests concerning materials selected for the collection. **Novi residents** may request reconsideration of a selection decision of an NPL item by submitting a written request for reconsideration to any Library service desk using the "Request for Reconsideration of Library Materials" form located in the Appendix. The Library Director ~~will work with~~ **collaborates with** the **staff Collections Specialist and Librarians** to prepare a written response to an individual's written request. **A response to an individual's request can take up to 30 days on average per item being reconsidered.**

Added as of 12/17/22 based on Think Space Training by Library Director: During the request for reconsideration process, library staff will not restrict or remove the material from its collection. The exception to this process is if the library owns only one copy of the material and it is needed for the review process by library staff.

The Library Board, upon request, hears appeals of the Library Director's written response. Appeals must be presented in writing to the Library Board at least ten (10) days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material and ~~the Library policies including: this policy, the ALA Library Bill of Rights, the ALA Freedom to Read Statement, the ALA Freedom to View Statement and the ALA's guidelines on intellectual freedom.~~ The final decision on appeals rests with the Library Board.

DONATING MATERIALS TO THE LIBRARY

The Library welcomes monetary gifts and donations of materials with the understanding that the same standards of selection are applied to gifts and donations as to materials purchased for the collection. If donations of materials are accepted, they will be accepted without commitment as to their final disposition and with the understanding that they may not necessarily be added to the collection. Once donated, materials become the property of the Library and will not be returned. Gifts and donations that are added to the Library collection will be housed in the area deemed most appropriate. Because of wear, theft or damage, the Library cannot guarantee the permanence of a gift in the collection. Items that are not needed for the Library may be given to the Friends of the Novi Public Library and offered for sale at the Friends of the Novi Public Library's ongoing used book sale, with proceeds benefiting the Library. The Library may choose not to accept some gifts or donations based on:

- Cost of processing
- Availability of shelving space
- Relevance to the collection
- Need in the collection
- Accuracy and currency of information
- Format of the material, such as textbooks, encyclopedias or magazines
- Physical condition of material

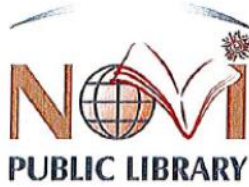
Prospective donors should contact the Library to discuss appropriate donations and procedures before dropping off gifts. A general guideline is that materials should be less than three years old. All material should be in good condition. Upon request, the Library will give the donor a receipt for income tax purposes. The Library does not assign a value to the materials. Staff will not appraise books or other items. It is the donor's responsibility to determine the value of the donated material.

The Library is also pleased to accept monetary gifts intended for the purchase of library materials. The donor's intentions for the gifts and the Library's collection development objectives must be consistent. For gifts or donations of a historical value or significance, please refer to the Local History Room Collection [section of this policy](#). [To make a monetary donation, contact the Library's Administration Office.](#)

Approved: September 16, 2009; Amended May 1, 2010; June 22, 2017; [Amended December 21, 2022](#) (to include policies C1 – C9 (Collection Development, Novi Author/Artist Collection Policy, Censorship and Intellectual Freedom, Adoption of American Library Association's Library Bill of Rights, Adoption of American Library Association's Freed to Read Statement, Request for Reconsideration of Library Materials, Collection Evaluation and Maintenance, Disposition of Materials, Donating Materials to the Library, and Local History Room Collection).

Signed:

Kathy Crawford, President
Novi Public Library Board of Trustees



Policy Manual

COLLECTION

C1: Collection Development

A. Purpose

The purpose of this Collection Development Policy is to:

- Document collection management policies, procedures and responsibilities
- Guide professional staff in the selection of library materials
- Establish a framework for continuous collection evaluation and improvement
- Inform the public of the philosophy of collection development and the policies involved

B. Funding

Securing funds for materials is included in the Library's annual budget process, completed by the Board of Library Trustees and the Director.

C. Responsibility for Selection

Ultimate responsibility for material selection rests with the Library Director who operates under the policies established by the Library Board. The Collections Specialist Librarian oversees the selection process and provides professional support for librarians selecting materials. Selected materials meet the criteria within the Collection Development Plan. Professional librarians are responsible for choosing, replacing and deselecting materials that reflect community demand and library service roles.

D. Criteria for Selection

Librarians use professional judgment and expertise in making selection decisions. To build a collection of merit, materials are evaluated according to the following criteria. An item need not meet all of these criteria in order to be acceptable.

Content Criteria

- Accuracy of the information
- Comprehensiveness
- Enduring value and/or interest
- Presentation and readability
- Representative of diverse points of view
- Authoritativeness: competence, reputation and purpose of author
- Quality

General Criteria for Print Material

- Current and anticipated needs and interests of the community
- Requests by the public
- Cost in relation to use and/or enhancement to the collection
- Relation to existing collection and other materials on the subject
- Support of library programs and initiatives
- Suitability of subject and style for a public library
- Availability elsewhere through cooperative borrowing arrangements

Additional Criteria for Non-Print Material

- Cost
- Ease of use
- Equipment, training and technology requirements
- Access to retrospective information
- Quality and suitability of format to collection
- Availability of the information to multiple, concurrent users
- Enhancement of the print equivalents in terms of speed, flexibility, search options and full-text
- Reduction of space requirements over print products

E. Description of the Selection Process

Librarians rely on a number of tools for making selection decisions. Sources may include but are not limited to:

- Evaluations in review media including authoritative review journals and popular reviews from a variety of sources
- Publisher/vendor catalogs and advertisements
- Professional and/or trade bibliographies
- Patron requests and recommendations
- Subject to the same selection criteria as previously noted
- Circulation or database usage statistics

The Library affirms that all libraries are forums for information and ideas therefore the Library follows basic policies set forth through the American Library Association. (See Policy C3: Adoption of American Library Association's Library Bill of Rights, and Policy C4: Adoption of American Library Association's Freedom to Read Statement, for more information).

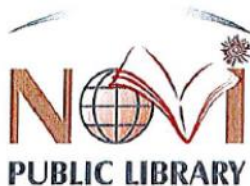
Approved: September 16, 2009; Amended May 1, 2010; June 22, 2017

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees

Policy Manual - May, 2010; June, 2017



Policy Manual

COLLECTION

C1a: Novi Author/Artist Collection Policy

In order to recognize and highlight Novi authors/artists currently living in or originally from Novi, the Library has created a Novi Author/Artist Collection. Because these materials are not typically reviewed in sources usually used by selectors for our Library, the Library is not applying the same collection development policy for these materials. Furthermore, the Library will not accept responsibility for the content of the materials appearing in this collection. This collection will be evaluated and maintained on a regular basis (See Policy C6: Collection Evaluation and Maintenance). Materials that have not circulated for a period of two years will be considered for removal from the collection.

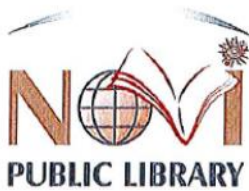
- Materials must be donated to the Library and submitted to the Director.
- Materials should be written or spoken in English so that they can be enjoyed by the entire community.
- International materials (not written/spoken in English) will be considered for the collection if proper cataloging criteria can be established (i.e. MARC record validation).
- All genres of materials will be considered.
- Both youth and adult materials will be considered.

Approved: June 20, 2012; Amended June 22, 2017

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees

Policy Manual – June, 2012; June, 2017



Policy Manual

COLLECTION

C2: Censorship and Intellectual Freedom

The Library is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. To this end, the Library strives to offer a collection that represents the needs of our diverse community. Inclusion of an item in the collection does not mean that the Library endorses any theory or statement contained in those materials and resources.

While every patron may not agree with the viewpoints offered in some Library material, the Library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas through which any side of a question, cause or movement may be explored, provided that the material meets the outlined selection criteria. The balanced nature of the collection is reflected in the diversity of materials, not in an equality of numbers. Patrons are free to choose what they like from the collection and to reject what they don't like, but not to restrict the freedom of others to choose.

The Library's collection may include proselytizing works representing political, economic, moral and religious or other vested positions when those works meet the selection criteria. Materials are not excluded because of the origin, background or views of those contributing to their creation, or because they represent a particular aspect of life, frankness of expression or controversial subject matter.

The Library does not use labels on any material in such a way as to show approval or disapproval of the content of that material. Materials are not sequestered to show approval, disapproval or judgment as to suitability of content for a particular audience. The Library does not remove or obliterate ratings attached to a material by a publisher, industry, group or distributor. Removing or altering such a rating, if they are placed there by or with permission of the copyright holder, denies access to the complete work and the entire spectrum of ideas that the material intended to express.

Decisions about what materials are suitable for particular children should be made by the people who know those children best—their parents or guardians. Selection of materials for adults is not constrained by possible exposure to children or teenagers.

The Library is committed to free and open access to its collections and to connecting people with the world of ideas, information and materials they wish to explore in a friendly, nonjudgmental manner.

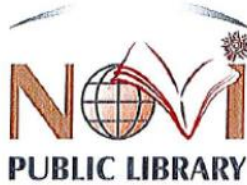
Policy Manual - May, 2010; June, 2017

Approved: May 1, 2010; Amended June 22, 2017

Signed:

A handwritten signature in black ink, appearing to read "Craig Messerknecht". The signature is written in a cursive style with a large initial "C" and a long horizontal stroke at the end.

Craig Messerknecht
President
Novi Public Library Board of Trustees



Policy Manual

COLLECTION

C3: Adoption of American Library Association's Library Bill of Rights

The Library affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

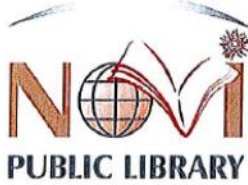
1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creations.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Approved: May 1, 2010; Amended: June 22, 2017

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees

Policy Manual - May, 2010; June, 2017



Policy Manual

COLLECTION

C4: Adoption of American Library Association's Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Policy Manual - May, 2010

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the

Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

- 7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

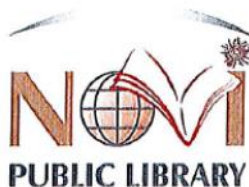
We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Approved: ALA Amended June 30, 2004; Novi Public Library Adopted September 16, 2009; Amended: May 1, 2010

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees



Policy Manual

COLLECTION

C5: Request for Reconsideration of Library Materials

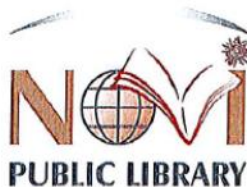
The Library welcomes expressions of opinion from patrons concerning materials selected or not selected for the collection. Individuals may request reconsideration of a selection decision of library material by submitting a written request for reconsideration to any Library service desk using the form available entitled "Request for Reconsideration of Library Materials." The librarian shall then gather reviews and other pertinent information regarding the material, and work with the Library Director to prepare a written response to an individual's written request.

The Library Board, upon request, hears appeals of the Library Director's written response. Appeals must be presented in writing to the Library Board at least ten days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material and the Library policies including: this policy, the American Library Association's Library Bill of Rights, the ALA Freedom to Read Statement and the ALA's guidelines on intellectual freedom. The final decision on appeals rests with the Novi Public Library Board.

Approved: September 16, 2009; Amended: May 1, 2010; June 22, 2017

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees



Policy Manual

COLLECTION

C6: Collection Evaluation and Maintenance

Professional staff continuously reviews the collection through an assessment and evaluation process to ensure that ongoing collection priorities are met. This process of collection management incorporates the use of circulation reports and other statistical information, which supports the Collection Development Policy (C1). The staff maintains a dynamic collection following guidelines for retaining, replacing or deselecting materials, including but not limited to:

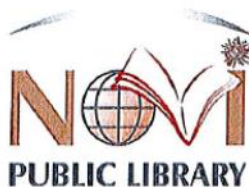
- Physical condition
- Worn, damaged, poorly bound
- Poor content
- Inaccurate, outdated material
- Usage
- Availability
- In alternative formats or through cooperative borrowing agreements

Once determined for withdrawal, materials are disposed of in accordance with the Disposition of Materials Policy (C7).

Approved: September 16, 2009; Amended: May 1, 2010; June 22, 2017

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees



Policy Manual

COLLECTION

C7: Disposition of Materials

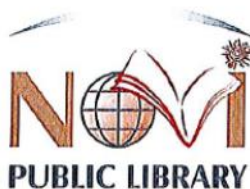
Obsolete, worn out, damaged, or surplus materials and equipment shall be disposed of by the Library staff through the following methods:

1. Trade-in on new equipment
2. Return to manufacturer
3. Transfer to other City of Novi departments
4. Sealed bid / Electronic bidding source
5. Auction
6. Place on a library listserv for selling
7. Donation to another library or nonprofit organization
8. Junking or recycling

Approved: February 17, 2010; Amended: May 1, 2010; June 22, 2017

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees



Policy Manual

COLLECTION

C8: Donating Materials to the Library

- The Library accepts donations of materials, such as books, music and movies, that are recent and in good condition.
- The Library is unable to accept older materials or items in poor condition, including things that are mildewed, musty, stained, torn, missing pages or damaged in other ways.
- The Library will not accept textbooks or encyclopedias.
- Library staff cannot appraise books or other items.
- Once donated, materials become the property of the Library and will not be returned.
- Whenever possible, donations are used to supplement the Library's collections.
- Items that are not needed for the Library may be given to the Friends and offered for sale at the Friends ongoing used book sale, with proceeds benefitting the Library.
- Donations of five (5) bags/boxes or more must be dropped off at the Library by appointment only through the Facilities Department.

The Library welcomes monetary gifts and donations of materials, with the understanding that the same standards of selection are applied to gifts and donations as to materials purchased for the collection. If donations of materials are accepted, they will be accepted without commitment as to their final disposition and with the understanding that they may not necessarily be added to the collection. Those not added to the collection may be disposed of in accordance with the Disposition of Materials Policy (C7).

The Library may choose not to accept some gifts or donations. The cost of processing and the availability of shelving space are factors in determining the acceptance of these gifts and donations, as well as relevance to the collection or a need in the collection. Those gifts and donations that are added to the library collection will be housed in the area that evaluating librarians deem most appropriate. Because of wear,
Policy Manual - May, 2010; June, 2017

theft or damage, the library cannot guarantee the permanence of a gift in the collection.

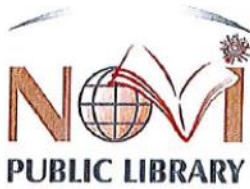
Prospective donors should contact the library to discuss appropriate donations and procedures before dropping off gifts. A general guideline is that materials should be less than three years old. All material should be in good condition. The Library will give a donor a receipt for income tax purposes. The Library does not assign a value to the materials. It is a donor's responsibility to determine the value of the donated materials. The Library is pleased to accept monetary gifts intended for the purchase of library materials. The donor's intentions for the gifts and the library's collection development objectives must be consistent. For gifts or donations of a historical value or significance, please refer to the Library's Local History Room Collection Policy (C9).

Approved: September 16, 2009; Amended: May 1, 2010; June 22, 2017

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees



Policy Manual

COLLECTION

C9: Local History Room Collection

The purpose of the Local History Room is to house materials that record the history and development of Novi, greater Oakland County and surrounding areas as they pertain to Novi's past boundaries. Local History Room materials will be limited to those relating to Novi's history and formation.

The collection will contain a range of formats including, but not limited to: books, newspapers on microfilm, pamphlets, maps, photographs, prints, electronic databases and other forms of publications. Materials providing instruction relating to genealogy, local history, preservation and oral history will also be included. Due to the nature of this collection, materials must be used in the Local History Room and cannot be borrowed or taken out.

A. Donations to the Local History Room Collection

Each transfer of ownership from a donor to the Library's Local History Room should be clearly documented in writing. This transfer establishes the Library as the legal owner, and includes date of transfer, donor's name and address and a statement that the Library will be responsible for managing the gift (see form F2 included in this Policy Manual). This will be followed by a letter of thanks to the donor. The Library has the right to decline any donation which does not fit the scope or purpose of the Local History Room.

Approved: September 16, 2009; Amended: May 1, 2010; June 22, 2017

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees

Policy Manual - May, 2010; June, 2017

2. HR Committee – Chair, Kathy Crawford

No Meeting

Director's mid-year review will occur at the January 26th meeting in Closed Session. Information will be forthcoming to Board Members to offer feedback.

3. Finance Committee – Chair, Brian Bartlett

No Meeting

4. Events/Marketing/Fundraising Committee - Chair, Kat Dooley

Meeting scheduled on: 12/12/22

Dec meeting notes 12-12-22:

- Staff presented Annual Report NPL to Council on Dec 5th and Recognized award
- Going public to the community on social, website, and newsletter.
- Moving forward with the mobile app - mid to late January
- Getting stories from the community about NPL usage
- Willowbrook Community (City Park) wants a read box
- Working on Bosco Park (Jessica Starr splash pad area) read box
- How can we, as board members, help promote the SP survey?
- Chess Club is going to start and will be supported by an anonymous donor, 2nd Thursday of the Month - starts January 12th

5. Strategic Planning – Chair, Brian Bartlett

Strategic Committee 12/12/2022 – Core Strategy 12/13/2022

To: Kat Dooley

Prya Gurumurthy

Cc: Julie Farkas

Combination notes for meetings of:

12/12/2022 – Strategic Committee

12/13/2022 – Core Committee

Item 1 – Schedule February 7th through the 9th.

Schedule developed by the Board Committee is shown below and was shared with Rethinking Libraries.

Tuesday, February 7th

1-3:30 In-person staff (90 minutes)

4:30 – 5:30 Partners (NCC, NYA), Friends, Historical Commission

7-8pm In-person Public Session

Wednesday, February 8th

8:30am-9:30am In-person city council and departments, schools, chamber, rotary, local businesses & sponsors, café

10am-12noon School lunch hour at the High School to solicit feedback/surveys

1-2pm @ Fox Run for older adults communities (take over surveys and leave at the locations and pick up feedback – Rose, Anthology, MAC, Woodbridge, etc.

3-4pm In-person Managers/Supervisors (90 minutes)

5:30-7pm In-person staff (90 minutes)

Thursday, February 9th

8am-9:30am In-person staff (90 minutes)

10am – 11am In-person Public Session

11:30-1pm In-person Board Session (90 minutes)

*** This does not include any virtual option at this moment: additional public sessions, a couple staff sessions, older adult session, council/businesses/schools

- Discussed at length the size of audiences believing the public audience on the morning of Wednesday the 8th, and the Fox Run audience could be of significant size (75 or more). Rethinking Libraries was comfortable with those numbers.
- Re structured the initial session on February 7th to a short 30 minute session for non-English speaking audience. This coincides with an English as a Second language event at the library at 1PM on Tuesday.
- In person Staff session on Tuesday changed from 2-3:30. (still 90 minutes)
- Modified all sessions so that time frame (90 minutes) matched scheduled times.

Content: Rob from Rethinking Library will be creating custom deck or decks for our various audiences. This will incorporate some visuals of the Novi Library and some visuals from other libraries that have worked well generating discussions in other communities.

Item 2 – Detailed discussion regarding Survey

Page 1 – Intro

- Committee asked for better intro language, modified time frame (10-15 minutes seemed to long) and a more readable “Help Plan the future of the Novi Library” title.

- Rethinking Libraries – Added “Your Voice Matters!” at the beginning of the page, will review better language for the time frame (about 10 minutes) added “Bold” to white letters and will experiment with Font Size

Question 3 – Why do you visit the Library

- Removed Fax as an option
- Added:
 - o Modified – Business Resource CentiCube/Makers Space
 - o Friends Book Store
 - o Library Café
 - o Teen Space
 - o Local History Room
 - o Read a newspaper/magazine
 - o Attend a non-English speaking language event

Note: Requested the questions such as “Why do you visit the Library” be replaced with “Why do you visit the Novi Public Library”. Wherever possible generic library should be replaced with Novi Public Library.

Question 4 – Strongly Agree / Disagree with the following statements

- As requested by the Committee the options will be replaced with only 4 choices:
 - o Agree, Disagree, Neither Agree/Disagree, Not applicable

Question 6 – Libraries Role in the Community (also reduced to 4 choices per line item.

- Made following modifications
 - o Separated Culture and Leisure, added examples
 - o Providing Work and Study Spaces
 - o Provide a place to Hang out

Question 7 – Rate Importance of the Library Services

Added or modified the following items:

- o Removed Loaning from Technology
- o Removed 24 hour Access reference
- o Added Business Resources and Services
- o Online Information Resources
- o Limited Physical Contact Services (i.e NPL at your door)
- o Lakeshore Lending Library
- o Library App

Question 8 – Changed language to “Do you attend”

Question 9 – Convenient time to attend

Discussed at length by Committee and Rethinking Libraries. Because of the breadth of topics and sessions and programs, it is tough to phrase a multi-choice question that covers this. It is best to drill down in virtual sessions.

Question 10 – Types of programs at the library

Added:

- Virtual reality added to Video games
- Added English Language learning programs
- Programs in non-English languages

Questions 16 Age

Added:

- 13-18 age Group

Requested removing the “Prefer not to answer” option as the question is optional and can be skipped. Rethinking Libraries cautioned against that option as some persons feel strongly about it.

Questions 17 - City of Residence

Removed: Plymouth, Salem

Added: Wixom

Questions 18-19 - Hispanic and Race questions

Hispanic/Latino is moved to an option under question 19, and question 18 removed. Discussed at length in both meetings the need to better qualify Asian members of the community. Specifically significant populations include:

- Indian (Asian, not North American)
- Japanese (Possible need to separate from Chinese / Korean)

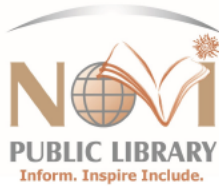
The Strategic Committee will provide better definitions for this question.

New Question (New Question 19 or 20) Is a language other than English spoken in the home?

Purpose: To try and quantify needs for other language services/documents

Library staff to provide a list of options for selection with this question.

DRAFT of the Strategic Planning Survey as of 12/16/22



Novi Public Library Community Survey 2023

Help plan the future of the Novi Public Library

Your Voice Matters!

The Novi Public Library wants to know what you think about our community and current and potential library services. We'll use your feedback to help us develop our strategic plan to guide the Library over the next five years.

Please share your thoughts through this survey. It will take about 10 minutes. Your answers will be completely anonymous. Questions with an asterisk (*) indicate that an answer is required.

Thank you for your time and support.

* 1. How often do you visit the Novi Public Library in a typical year?

- | | | |
|------------------------------|--|-----------------------------------|
| <input type="radio"/> Daily | <input type="radio"/> Monthly | <input type="radio"/> Hardly Ever |
| <input type="radio"/> Weekly | <input type="radio"/> A few times a year | <input type="radio"/> Never |

Library Use - Non-regular user

* 2. If you are not a regular library visitor in a typical year, please tell us why not. (check ALL that apply)

- I prefer to buy and own my own material
- My library card doesn't work
- I didn't live in the area
- I am a "virtual" library user (download books from library website)
- I couldn't find what I wanted
- I use a different library
- I never think of the library as an option
- Staff isn't welcoming
- I use my own technology
- My children are grown
- I am too busy to use the library
- I haven't used the library since I was a child
- I owe fees
- Parking is too challenging
- It is hard for me to get to the library (transportation)
- The library's hours are not convenient
- Other (please specify)

Use of the Library

* 3. Why do you visit the Novi Public Library? (check ALL that apply)

- Find books
- Meet up with friends
- Just enjoy spending time at the library
- Find DVD, CD, video, etc.
- Use a meeting room
- Visit the Business Resource Center
- Attend a library program
- Education help (tutoring, reference questions, etc.)
- Visit the Friends' Book Nook
- Attend a meeting
- Use a study room
- Visit the Library Café
- Use the printer/photocopier/scanner
- Group study
- Visit iCube makerspace
- Use a library computer
- Volunteer time and/or services
- Visit Teen Space (afterschool program)
- Use library Wi-Fi
- Help with accessing online services
- Materials and/or programs not in English
- Study/read alone
- Visit and/or play in children's area
- Read a newspaper or magazine
- Attend storytime
- Search for jobs
- Visit the Local History Room
- Access databases
- Use the space for remote work or school
- Other (please specify)

Library Use - Continued

* 4. Thinking about the Novi Public Library, please indicate how strongly you agree or disagree with the following statements.

	Agree	Neither Agree nor Disagree	Disagree	Don't Know/N/A
My library has enough space for my needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My library has enough space for the needs of the community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My library is a physically comfortable place to visit.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My library is a welcoming and safe place.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My library is clean and well-maintained.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My library is easy to navigate and I can find what I need.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My library staff is knowledgeable and helpful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My library has up-to-date technology.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My library is an important part of the community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My library's hours are adequate for my needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My library's collection is adequate for my needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My library's location is convenient for me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My library seems easily accessible and usable for those with physical or mobility challenges.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My library treats all users equitably.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other related comments

How do you see the role of the Novi Public Library in the big picture of the community?

5. What do you think are the two or three most important overall issues facing the Novi community?

* 6. What is the library's role in the community? Do you think the Novi Public Library should be involved in the following areas?

	Agree	Neither Agree or Disagree	Disagree	Don't Know/No Opinion
Cultural programs and discussions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leisure (hobbies, recreation, entertainment)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Children and youth (services, enrichment, entertainment)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teen and young adult (book clubs, gaming, volunteering)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community and civic discussions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Connecting community members to social services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Youth education support (school partnerships, summer reading programs, homework help)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Life-long learning (financial and other life skills)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arts (arts displays, arts programming and classes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jobs and careers (job search support, job fair events)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technology education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Providing access to general technology (computers, printing)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Providing access to new/emerging technology (3D printing, virtual reality systems)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health and wellness activities and support (fitness classes, health education sessions, healthy eating classes, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Services and programs for local businesses and entrepreneurs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Offering programs and services outside of the library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promoting the value of reading (Summer Reading program, book clubs, literacy activities)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Providing work, meeting, and/or study space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Providing space to hang out and socialize	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Library Services

Services available at today's public libraries are continually changing to better serve the community. Please tell us how you rate these library services in terms of IMPORTANCE to this community.

* 7. Please rate the IMPORTANCE of the following Novi Public Library services.

	Must Have	Nice to Have But Not Critical	Don't Need	Don't Know/No Opinion
Adult programs (classes, author talks, crafts, technology training, movies, cultural events, health, career etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Children's programs (storytimes, STEM/STEAM and reading programs, crafts, movies, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teen programs (book clubs, STEM/STEAM programs, crafts, movies, gaming, and social events, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technology access (iPads, public access computers, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digital content (downloadable books, magazines, movies, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technology for digital creativity and production (Photoshop, video cameras, green screens, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Large Local History & Genealogy collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Large/medium-size meeting rooms (places for groups to gather, learn, and collaborate and support larger events)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outreach to various organizations within the community (senior centers, schools, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Small group meeting spaces/study rooms (spaces to meet, learn, and collaborate)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Training on new technology, equipment, and software/apps	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creative spaces or maker labs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to area amenities (check out guest passes to area museums, parks, concerts, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to Wi-Fi	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to physical materials for browsing and checkout	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-traditional items to checkout (Hotspots, musical instruments, STEM kits, tools, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Business resources and services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
International resources and materials (non-English materials and programs, English Language Learning, citizenship)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Databases and online information resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Materials by mail service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Limited contact pick-up (drive-up service, self-service lockers)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lakeshore Lending Library (vending kiosk at Lakeshore Park)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What are we missing? What would you like to see?

Library Programs

Programs at today's public libraries are continually changing. Please provide your thoughts on programs at the library.

* 8. Do you or anyone from your immediate family attend programs at the Novi Public Library? Please check all that apply.

- Yes, adult programs Yes, children's programs Yes, multi-generational programs
 Yes, older adult programs Yes, teen programs
 No, we don't attend any programs. If no, why not?

Library Programs -- Continued

* 9. Do times for programs generally meet your needs?

- Yes No N/A or don't remember

If you answered no, what times are better for you?

* 10. What types of programs would you like to see at the Novi Public Library? Please check your top five (5).

- | | | |
|--|---|--|
| <input type="checkbox"/> Book clubs/discussions, author programs | <input type="checkbox"/> Social media apps (Facebook, Instagram, Twitter, etc.) | <input type="checkbox"/> Cooking/Food |
| <input type="checkbox"/> Cultural awareness programs | <input type="checkbox"/> Travel | <input type="checkbox"/> Science-related programs |
| <input type="checkbox"/> Movie nights | <input type="checkbox"/> Concerts | <input type="checkbox"/> Anime/Manga club |
| <input type="checkbox"/> Game nights (board games, trivia, etc.) | <input type="checkbox"/> Health and wellness (fitness, self-defense, mindfulness, healthy eating, etc.) | <input type="checkbox"/> Homework help |
| <input type="checkbox"/> Arts & crafts programs | <input type="checkbox"/> Programs for Older Adults | <input type="checkbox"/> Summer reading |
| <input type="checkbox"/> How-to classes/workshops (play guitar, gardening, make or fix things, etc.) | <input type="checkbox"/> Genealogy and history programs | <input type="checkbox"/> Holiday programs |
| <input type="checkbox"/> Job search and employment | <input type="checkbox"/> Comic-con & Fandom programs | <input type="checkbox"/> Video gaming/e-Sports/e-tournaments/Virtual Reality |
| <input type="checkbox"/> Small business/startups/entrepreneurship | <input type="checkbox"/> Maker lab activities (3D printing, sewing, robotics, coding, etc.) | <input type="checkbox"/> Teen Advisory Group |
| <input type="checkbox"/> Life skills (parenting, financial literacy, adulting, etc.) | <input type="checkbox"/> Storytimes (baby, toddler, pre-school, foreign language) | <input type="checkbox"/> English Language Learning (ELL) programs |
| <input type="checkbox"/> Technology classes (computers, How to for iPads, Smartphones, tablets, e-readers, etc.) | <input type="checkbox"/> Parenting workshops & programs | <input type="checkbox"/> Programs in non-English languages (conversation groups, storytimes) |

Provide examples of other topics of interest that are not listed

Library Hours

We are trying to understand how well the Novi Public Library hours are meeting the needs of the community.

We are currently open:

10 AM - 9 PM on Monday - Thursday

10 AM - 6 PM on Friday and Saturday

12 PM - 6 PM on Sunday

* 11. How would you rate the hours of operation for the Novi Public Library in terms of convenience for you and your family?

Excellent Good Fair Poor N/A/No Opinion

Comments

* 12. Thinking about your personal schedule and commitments, what is the best time for you to visit the Novi Public Library? For each day, please check the timeslot that works best for you. If you do not plan to visit the Library, please leave blank.

	Before 10 AM	10 AM - 12 PM	12 PM - 6 PM	6 PM - 8 PM	After 8 PM
Monday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tuesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wednesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thursday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Saturday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sunday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Equity, Diversity, and Inclusion and the Library

Libraries value all members of their community. Services should be available that are useful to all.

* 13. For each of the following aspects of the Novi Public Library, please indicate whether you feel that they are addressing equity, diversity, and inclusion.

	Agree	Neither Agree nor Disagree	Disagree	Don't Know/No Opinion
Materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Diversity of Staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Programming	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Policies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Buildings/Locations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outreach	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Partnerships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Marketing/Community Engagement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 14. What do you think is the Novi Public Library's main role in equity, diversity, and inclusion? Please check all that apply.

- Education (programs, speakers, distribution of information)
- Materials that address equity, diversity, inclusion, and social justice
- Place for community engagement
- Other (please specify)
- Staff training and hiring practices
- Link to other community organizations and services
- The library doesn't have a role

15. What do you think the Novi Public Library could be doing to better address equity, diversity, and inclusion?

Library Communications

The Novi Public Library uses a variety of methods to communicate its news to the community. We are interested in finding out how you would prefer to learn about library news and events.

* 16. Please mark your preferred methods of finding out about library news and events. Please check ALL that apply.

- | | | |
|--|---|--|
| <input type="checkbox"/> Email updates from the library | <input type="checkbox"/> Social media (Facebook, Instagram, YouTube) | <input type="checkbox"/> Marketing based on my profile, usage, and preferences |
| <input type="checkbox"/> Library monthly e-newsletter | <input type="checkbox"/> Local newspapers | <input type="checkbox"/> Text to my mobile phone |
| <input type="checkbox"/> Engage magazine mailed to your home | <input type="checkbox"/> Television/cable | <input type="checkbox"/> Library app |
| <input type="checkbox"/> Library website | <input type="checkbox"/> Word of mouth (friends or neighbors) | <input type="checkbox"/> Library podcast |
| <input type="checkbox"/> Posters/flyers/calendars at the library | <input type="checkbox"/> Other organizations (school districts, County) | |
| <input type="checkbox"/> Digital signage at the library | <input type="checkbox"/> Posters/flyers outside of the library | |
| <input type="checkbox"/> Other ideas and/or comments: | | |

Additional Information

Please take an additional minute to tell us about yourself. This will help us better understand and organize the information you've shared.

* 17. Do you have a Novi Public Library card?

- Yes No Not sure

If no, why not?

18. What is your age?

- Under 13 26-35 56 - 65
 13-18 36 - 45 66 - 75
 19-25 46 - 55 76 and over

* 19. In what city / community do you live?

- Novi Livonia South Lyon
 Commerce Charter Township Lyon Charter Township Walled Lake
 Farmington Northville West Bloomfield Township
 Farmington Hills Northville Township Wixom
 Other (please specify)

20. Are you of Hispanic, Latino, or Spanish origin? (Optional)

- Yes No

21. How would you describe yourself? Please check all that apply. (Optional)

- American Indian or Inuit Black or African American White
 Asian Native Hawaiian or other Pacific Islander Hispanic, Latino or Spanish
 Other (please specify)
-

22. What languages are spoken in your home? Please check ALL that apply.

- English Chinese French German Gujarati Hindi Japanese Korean Marathi
 Brazilian Portuguese
 Russian Spanish Tamil Telugu
 Other (please specify)
-

Library Comments

23. Is there something we've forgotten? Please provide any additional thoughts, ideas, and/or suggestions you have about the Novi Public Library.

Thank You

Thank you for completing this survey and helping to make the Novi Public Library the best it can be.

6. Building & Grounds – Chair, Sreeny Cherukuri

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

11/16/22: Library Director pulled recommendation for moving forward with Allied Bldg. services and asked for more time to collect additional pricing quotes.

12/17/22 Update: IT Server Room AC Unit:

Committee felt the pricing was too high and the lead time would not meet the current needs of the Library. Director Farkas was asked to reach out again for another solution that did not include the Liebert unit. Additional quotes were sought by Allied Building and Denny's, no response from RW Mead.

The recommendation from Director Farkas and Facilities Team member, Keith Perfect, is to work with Allied Building Services based the on quotes provided below. The quote is a not to exceed \$26,500. Allied has less turn-around time for the unit to be purchased and in-house, future maintenance costs are factored into the current preventative maintenance plan already established for the Library and are at no additional cost. Allied has provided positive and responsive service to the Library in the last three years and is currently providing a cooling unit in the server room.

QUOTE SQ-00046341



1801 Howard Street Detroit MI 48216
313-230-0800 www.teamallied.com

Date: November 29, 2022

Attn: Julie Farkas

CUSTOMER

City of Novi
45175 West Ten Mile Rd.
Novi MI 48375

LOCATION OF WORK

Novi Public Library
45255 Ten Mile Rd.
Novi MI 48375

SCOPE OF WORK

Subject: Provide alternative quote to upgrade server room AC system. Total cooling replacement (5) tons

Allied will recommend to install (1) Carrier 5 Ton AC systems to replace existing Liebert unit.

Carrier Outdoor Unit: Single Zone Heat Pump Ductless System

Outdoor Model:

STANDARD FEATURES

Features Outdoor:

- Variable Speed (Inverter) Compressor
- Basepan Heater factory installed
- Quiet operation
- Aluminum Golden Hydrophilic pre-coated fins

Indoor Unit:

Modes: Cool, Heat, Dry, Fan, Auto

Horizontal Installation

Rear or Bottom Return

Provide sheet metal work to connect air handler.

Outside Air Intake

Built-in condensate Lift pump

Follow Me (senses temperature at handheld remote)

Heating Setback (46° F Heating Mode)

Quiet indoor operation

Aluminum Golden Hydrophilic pre-coated fins

Controls:

Wireless Remote Controller included with indoor unit

Optional Wired Remote Controller (Timer Function)

Wired Remote Controller KSACN0501AAA (7 Day programmable) included with indoor unit

Provide all Labor, Crane, materials to install and start up (1) new AC systems

Provide (10) year parts and (10) year compressor warranty on outdoor condenser.

Existing Liebert will remain in ceiling and will decommission unit to make safe.

Provide new electrical power to (1) new indoor and outdoor units. (Breakers, wire, conduit, disconnects)

See submittals sheets attached. on equipment.

*Lead time on equipment: (1) week at Factory

Total \$ 29,305.00



1831 Austin Drive Troy MI 48083 Ph: 248-669-4338 Fx: 248-669-3495

November 19, 2022

Ms. Julie Farkas
Novi Public Library
45255 Ten Mile Road
Novi, MI 48375

Phone: 248-869-7233
Email: jfarkas@novilibrary.org

Reference: Data Room

Subject: Replace Liebert Unit

We are pleased to submit for your review and consideration the following quotation. We will remove the existing Liebert unit and ductwork, install a new duct Carrier mini split system, which is designed to -13° OT. We will duct out space and install new diffusers. Condenser will be installed on the roof. After power is connected, we will startup and check system operations. **Note: All precaution will be taken to not damage ceiling grid or tiles, hanging ductwork through ceiling grid tiles can break and grid can be damaged. We will not be responsible for repair/replacement cost.**

PRICE INCLUDES:

- | | |
|----------------------------|----------------------|
| 1. Carrier 5-ton condenser | 6. Diffusers |
| 2. Carrier duct AH | 7. Crane |
| 3. Line set | 8. Mechanical Permit |
| 4. Condensate pump | 9. Labor |
| 5. Ductwork | 10. Sales Tax |

EXCLUSIONS:

- | | |
|--------------------------------|---------------------------|
| 1. Overtime | 5. Humidification system |
| 2. Electrical | 6. Damage to ceiling grid |
| 3. Roofing if needed | 7. Temporary cooling |
| 4. Connection to alarm systems | |

Total Cost: \$26,500.00

**Plus, any additional taxes, permits and fees.*

***Terms: Balance Net 30 upon completion*

Lead time on equipment about 20 days.

Thank you for this opportunity to serve your needs. If you have any questions, please do not hesitate to contact me. (248) 669-4338

Respectfully,

Andy Werhowatz

Approved and accepted by _____

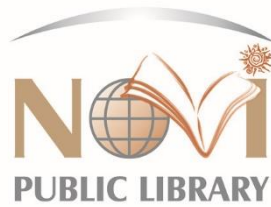
Title _____ Date _____ PO _____

7. Bylaw Committee

Working on a meeting date; November 15, 2022 postponed; no date rescheduled.

8. Diversity, Equity and Inclusion Committee

Meeting scheduled for November 28, 2022. Collection Development Policy was reviewed again in order to move to the Board Policy Committee for review.



Library Board Calendar

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

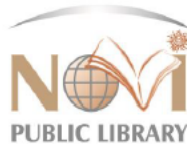
2023

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



LIBRARY CLOSINGS 2023

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

LIBRARY BOARD MEETINGS

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

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

H – Paid Holiday for Employee

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