



Agenda

Novi Public Library Board of Trustees--Regular Meeting
Thursday, June 22, 2023
at 7:00 p.m.
Location: City of Novi, Council Chambers

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

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

Call to Order by President, Mark Sturing

Welcome: New Board Member – Ajeeta Gawalapu

Pledge of Allegiance

Roll Call by Secretary, Brian Bartlett

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

Approval of Agenda..... 1-4

Consent Agenda

- 1. Approve Minutes of: May 25, 2023 Regular Board Meeting.....5-13
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#627)..... 14-16

Presentations

- 1. DAYN (Dear Asian Youth of Novi) – Students: Hana Thorson and Rebecca Borlance
Advisor: Kristen Mrozek and NPL International Language Librarian: Shannon O’Leary

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 – May 2023..... 17
- 2. President’s Report (Mark Sturing)
 - A. President’s comments, Trustee experiences and involvement

3. Treasurer's Report (Sreeny Cherukuri)	
A. 2022-2023 Library Budget Fund 271 – with 4 th Quarter Amendment.....	19-21
B. 2022-2023 Contributed Fund Budget 272 – with 4 th Quarter Amendment.....	22
C. Financial Report May 31, 2023.....	23
D. Balance Sheets for Funds 271 and 272 as of May 31, 2023.....	24-25
E. Library Fund 271 Expenditure & Revenue Report as of as of May 31, 2023.....	27-29
F. Library Fund 272 Contributed Fund as of as of May 31, 2023.....	30
4. Director's Report (Julie Farkas).....	31-44
A. Information Technology Report (Jeffrey Smith).....	45-48
B. Facilities Report (Keith Perfect).....	49
C. Information Services Report (Hillary Hentschel).....	50-51
D. Support Services Report (Maryann Zurmuehlen).....	52
E. Library Usage Statistics.....	53-61
F. Friends of Novi Library -	N/A
G. City of Novi Historical Commission –.....	N/A

Public Comment

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Committee Reports

1. **Policy Committee:** Review current public policies for the Library
(Chair: Sturing, Bartlett and OPEN, Staff Liaison – Julie Farkas)
 - No meeting held.....N/A
 - GOALS 2022-2023:**
 1. Continued review of public policies

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Crawford, Dooley, Staff Liaison – Julie Farkas)
 - Meeting held:63
 - GOALS 2022-2023:**
 1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
 2. Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.
 3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library.

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
(Chair: Cherukuri, Bartlett, Sturing, Staff Liaisons – Julie Farkas)
 - Meetings held: June 13th63-68
 - 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: Gurumurthy, Dooley, Staff Liaisons – Julie Farkas & Dana Brataniec)
 - Meeting held:69
 - Next meeting: No meeting scheduled
 - GOALS 2022-2023:**
 1. Continuing support with Friends of Library; more board presence at their events
 2. Marketing Plan Update pending the new Strategic Plan
 3. Marketing efforts put in place for the Strategic Plan
5. **Strategic Planning Committee:**
(Chair: Bartlett, Gurumurthy, Crawford, Staff Liaison – Julie Farkas).
 - Meetings held: May 24th, May 31st and June 7th69
 - Next meeting scheduled for: TBD
6. **Building & Grounds Committee:**
(Chair: Gawalapu, Sturing, Cherukuri, Staff Liaison – Julie Farkas)
 - Meeting held: May 23rd69
 - 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: Bartlett, Sturing, Gawalapu, Staff Liaison – Julie Farkas)
 - Next meeting: TBD
 - **GOAL 2022-2023:**
 1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed.
8. **DEI: Diversity, Equity and Inclusion Committee**
(Chair: Dooley, Gurumurthy, Crawford, Staff Liaison – Julie Farkas)
 - Next meeting: June 28th69
 - GOALS 2022-2023:**
 1. Recommend All Board Trustees – Attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person).
 2. Assist in launching the DEI Scorecard for NPL
 3. Bring forth recommendations that amplify DEI in NPL Strategic Planning

Matters for Library Board Action

- A. Approval of the 4th Quarter Amendments for Library Budgets 271 and 272 for 2022/2023 as of June 22, 2023 (reviewed by Finance Committee)19-22
- B. Approval of a 1 (one) year Janitorial Services contract with Professional Building Services, with an option to renew 2 (two) additional years in 1 (one) year increments at the same prices, terms and conditions of the original contract. With a not to exceed monthly price of \$7,747.60 (\$92,971.20 annually)63-64
- C. Approval of the 2024 Library Closings.....65
- D. Approval of the Library Board Calendar 2024.....67

Communications

- 1.N/A

Closed Session

- 1. Library Director's Annual Performance Review 2022-2023 – Director Farkas has requested a closed session.

Motion to Adjourn into Closed Session

Adjournment

Supplemental Information

- Library Board Calendar 2023.....66
- Library Closings 2023.....68

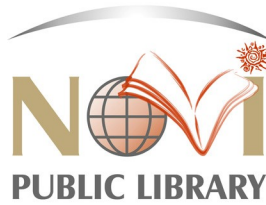
2023 Future Events:

- **6/18: LIBRARY CLOSED – Father's Day**
- **6/19: LIBRARY CLOSED – Juneteenth**
- **LIBRARY CLOSED on SUNDAYS (June 18th – September 3rd, 2023)**
- 6/21: City of Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 6/22: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers
- **7/4: LIBRARY CLOSED – Independence Day**
- 7/12: Friends of Novi Library Annual Meeting at 7pm, Novi Public Library ** Time Change
- 7/19: Historical Commission Regular Meeting at 7pm, Novi Public Library
- 7/27: Library Board of Trustee Regular Meeting at 7pm, City of Novi, Council Chambers
- 8/9: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library ** Time Change
- 8/12: Summer Reading Program Ends
- 8/16: Historical Commission Regular Meeting at 7pm, Novi Public Library
- 8/18: LIBRARY CLOSED – Staff Training Day
- 8/24: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers
- **9/2 – 9/4: LIBRARY CLOSED – Labor Day Weekend**

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
May 25, 2023, 7 PM
Novi City Council Chambers**

Initial Draft

Call to Order by President Mark Sturing

City Council Chambers
Called to order by President Mark Sturing at 7:00 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Brian Bartlett

Library Board – 6 Board members were recorded present

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

Student Representatives

Abhay Kakarla

Library Staff

Julie Farkas, Director

Approval of Agenda

Director Farkas: Sent an addition to the Board for item G. This is a set of bids for updating the WiFi network at the library. This was presented to the Building and Grounds Committee and would be added as Matters for Board Action, item G.

Motion: To Approve the Agenda with the addition of item G.
Motion for Approval – 1st – Trustee Crawford
2nd – Trustee Gurumurthy

Motion passes – 6-0

Consent Agenda

1. Approve Minutes of: April 27, 2023 including addendum 1 for February 9, 2023 Strategic Planning Retreat Session notes.....5-11
- Approve Claims and Warrants of:
 - A. Accounts 268/217 and 269/272 (#626).....12-14

Trustee Dooley: Recommended that item 1, Minutes for April 27, 2023 be amended. The minutes didn't include the exact language for the motion made regarding making the library fine free and presented the language derived from the video recording.

Trustee Sturing: Reviewed the proposed change. Suggested removing the date in the proposed change language. The proposal approved had no end date, so including it in the minutes could create confusion.

Motion: To Approve the Consent agenda with the modified language for the Fine Free board action.

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

Motion passes – 6-0

Presentations

1. Check presentation by Shinsho American Corporation:
 - President - Makio Ono
 - Treasurer - Akinori Kitamura
 - HR Manager - Alicia Hendershot

The board and library staff thanked Shinsho for their generous \$1,000 donation to the summer reading program. A picture of the check was taken for posting on the library website and social media.

2. Demonstrations for Recite Me and Library App by Dana Brataniec:

Dana Brataniec presented the Recite Me app and its capabilities for assisting library guests who can find websites and print challenging. She reviewed means of personalizing the website to include items such as enlarged print, voice assistance (including language translation) and reading aids.

Board members voiced their support and discussed means of getting word of this out to the public, especially the senior and English as a second language communities.

Public Comment

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No Public Comment.

Reports

- 1. Student Representatives Report – April, 202315
- 2. President's Report (Mark Sturing)
 - A. Committee assignments.....16
 - B. President's comments, Trustee experiences and involvement
 - C. Library Director Annual Review – Thursday, June 22nd – request for Closed Session by Director Farkas – provided by the HR Committee
- 3. Treasurer's Report (Sreeny Cherukuri)
 - A. Financial Report April 2023.....17
 - B. 2022-2023 Library Budget Fund 27118-20
 - C. 2022-2023 Contributed Fund Budget 272.....21
 - D. Library Fund 271 Expenditure & Revenue Report as of April 30, 2023..22-24
 - E. Library Fund 272 Contributed Fund as of April 30, 2023.....25-26
 - F. Balance Sheets for Funds 271 and 272 as of April 30, 2023.....27-28
- 4. Director's Report (Julie Farkas)29-31
 - A. Information Technology Report (Jeffrey Smith).....32-34
 - B. Facilities Report.... (Keith Perfect).....34-35
 - C. Information Services Report.... (Hillary Hentschel).....35-38
 - D. Support Services Report.... (Maryann Zurmuehlen).....39
 - E. Library Usage Statistics.....40-48
 - F. Friends of Novi Library - Minutes 4/12/23, 5/10/23: Focus on Friends....49-53
 - G. City of Novi Historical Commission – Minutes 3/15/2023, 4/19/2023.....54-58

Public Comment

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No Public Comment.

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

1. **Policy Committee:** Review current public policies for the Library
(Chair: Sturing, Bartlett, Staff Liaison – Julie Farkas)

- Staff Committee: Julie Farkas, Kim Swejkoski, Betty Lang, Dana Brataniec and Hillary Hentschel
- No meeting held

· **GOALS 2022-2023:**

1. Continued review of public policies

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals

(Chair: Crawford, Dooley, Staff Liaison – Julie Farkas)

- Staff Committee: Julie Farkas, Lindsay Gojcaj, Kristin Abate and Kirsten Malzahn

· Meetings Held: May 3 and May 13, 2023.....59-61

· **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.

Trustee Crawford: Will be distributing a review form for Julie Farkas' annual review to all board members. Please return this form to her by June 19, 2023

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

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

· Meetings Held – May 9 and May 18, 202361

· **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, Gorumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec)

· Meeting held May 15, 202361

· No new meeting scheduled

· **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 May 15, 2023.....61-63

6. Building & Grounds Committee:

(Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)
 · Meeting held: May 23, 202363

· **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

(Bartlett, Sturing, Staff Liaison – Julie Farkas)
 · Next Meeting: No meeting scheduled

· **GOAL 2022-2023:**

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

8. DEI: Diversity, Equity and Inclusion Committee

(Chair: Dooley, Gurumurthy, Staff Liaison – Julie Farkas)
 · Meeting held on: February 27, 202369
 · Next meeting: No meeting scheduled

· **GOALS 2022-2023:**

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

Matters for Library Board Action

- A. Recommendation to close on Sundays for the 2023 summer (Sunday, June 18th – Sunday, September 3rd, 2023) due to a current staff shortage. Reviewed by HR and Finance Committee

Trustee Cherukuri: This is justified due to our staffing limits. This is a natural extension of our financial situation to save money. He does not support permanently closing the library on Sundays on a permanent basis.

President Sturing: Though it will save money, agrees with the justification for this closing is the current staff shortage. This is indicative of the general problems facing the country in filling positions at all levels in many organizations. He will be supporting this position.

Trustee Dooley: Thanked the Finance Committee for reviewing this. Based upon the overload of the library staff, she will be supporting this effort. The strategic planning process opened the eyes of many to the stress on our current employees.

Trustee Crawford: Wanted to assure the public that this was not a sudden decision. Due to the financial situation and our staff shortages, this made the most sense to effect the decision with the least impact on the library guests.

Trustee Gurumurthy: For full-time working parents, Sundays are more critical than during the school year. Wonders what impact the recent survey regarding library hours and times preferences and whether it was consulted.

Director Farkas: The strategic plan was not consulted as it has not been finalized and the question was not asked in a manner that indicated it was considering closing on any given day. This is a temporary situation and she believes that staff will enjoy the opportunity for a break.

Trustee Bartlett: Noted that for the stretched staff, it will hopefully be helpful for them to plan summer events knowing that Sundays were always free on their schedule.

Motion: To close the Novi Public Library on Sundays from June 18th to Sunday September 3rd, 2023

1st – Trustee Crawford

2nd – Trustee Dooley

Motion passes – 6-0

B. Modify Hours of Operation Policy revisions

Trustee Dooley: Noted the policy was revised for the summer Sunday closures and verified the policy had a sunset and would not have to be returned to the board for the approval.

Motion: To approve the revised Hours of Operation Policy

1st – Trustee Dooley

2nd – Trustee Gurumurthy

Motion passes – 6-0

C. Emergency Closing Policy revisions

Director Farkas: Modification is more complete description of Emergency Closures as they relate to employee compensation and expectations regarding work during and after such closures.

Motion: To approve the revised Hours of Operation Policy

1st – Trustee Crawford

2nd – Trustee Dooley

Motion passes – 6-0

D. Staff Volunteer Time Policy revisions

Director Farkas: The policy last modified in 2016, defines how employees can apply to be compensated for volunteer work done as a library employee in the community. It defines the application and approval process.

Director Gurumurthy: Discussed the length of advanced notice discussed in the policy, wondering if it was too long.

Director Farkas: Indicated that a time frame in the policy needed to be defined, but in practice, the HR department was very flexible.

Motion: To approve the revised Staff Volunteer Time Policy

1st – Trustee Dooley

2nd – Trustee Gurumurthy

Motion passes – 6-0

E. iCube Usage Policy revisions

Director Farkas: The existing iCube policy was developed over several years starting with the 3D printer that existed before the iCube. This policy consolidates 2 previous policies and cleans up the policy language to make it easier to use for staff. This has been reviewed with the staff Policy Committee and iCube team.

Director Dooley: Asked the reason for how the bullet points are formatted within the policy.

Director Cherukuri: Discussed the distinctions of Red, Yellow, and Green equipment. Asked about the policy as some items as Red, Green, or Yellow. Was wondering why some items are focusing on Red items within the policy. Also wondered if items in the iCube could be damaged.

Director Farkas: The bullet point usage in the policy is an attempt to standardize formatting within the library policies. The focus on Red items are those pieces of equipment that always require assistance from iCube staff.

Green items the public can utilize without assistance. Yellow items require some assistance from iCube staff. It is conceivable that once a guest is accustomed to the use of a Yellow item, they can use it in the future with no staff assistance. The iCube has not had a problem with damaged equipment.

Motion: To approve the revised iCube Usage Policy

1st – Trustee Cherukuri

2nd – Trustee Bartlett

Motion passes – 6-0

F. Food Policy revisions

Director Farkas: This modification limits food on the second floor to certain spaces where food is not allowed. The library continues to have positive experience with the Café usage and it makes sense to open up some areas on the second floor for food consumption.

Motion: To approve the revised Food Policy

1st – Trustee Cherukuri

2nd – Trustee Dooley

Motion passes – 6-0

G. Approve the purchase of upgraded WiFi Equipment.

Trustee Bartlett: Upon reviewing the various bids, had questions regarding the number of access points and coverage. Many used similar equipment and range of access points vary considerably.

Trustee Sturing: Indicated that the bid proposal included fewer access points, but they have greater power and range than the other proposals per IT staff.

Trustee Cherukuri: This technology will transition the library from 802.11g to 802.11ac. This will provide higher throughput for the WiFi connection, especially when it comes to upload speeds. The configuration server is now in the cloud enabling easier vendor support and reducing IT infrastructure the library is responsible for.

Director Farkas: For outside support there are access points both for the back patio area and the parking lot out front. The library does not have to supply WiFi to the township hall in Fuerst Park as it has its own network. This is not related to library hot spots. The current system is 13 years old.

Trustee Gurumurthy: Clarified the license time frame as all equipment will be covered for 5 years.

Trustee Cherukuri: Wanted to clarify that the funds would hit the 2023-2024 budget rather than the current budget.

Director Farkas: Equipment will not arrive until the end of June and would be spent against the 272 budget.

Motion: To accept the proposal from TLN for a comprehensive WiFi solution for inside and outside the Novi Public Library for \$22,924.70. Funds to be expended in the 2023-2024 budget

1st – Trustee Crawford
2nd – Trustee Cherukuri

Motion passes – 6-0

Communications

None

Adjournment

Motion: Motion to Adjourn at 8:52 PM
Motion - Trustee Crawford
2nd - Trustee Gurumurthy

Motion Passes – 6-0

Supplemental Information

- 2023 Songfest Events at Paradise Park hosted by Friends of Novi Library.....85
- Library Board Calendar 2023.....86
- Library Closings 202387

2023 Future Events:

- **5/28: LIBRARY CLOSED**
- **5/29: LIBRARY CLOSED**
- 6/5: Summer Reading Begins! (Monday, June 5 – August 12, 2023)
- 6/6: Friends of Novi Library Regular Meeting at 2pm, Novi Public Library
- **6/18: LIBRARY CLOSED**
- **6/19: LIBRARY CLOSED**
- 6/21: City of Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 6/22: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers • **7/4: LIBRARY CLOSED**

Warrants

Warrant 627	271 Accounts	June 2023	
Payable to	Invoice #	Account number	Amount
Quill	copy paper	271-000.00-727.000	\$ 414.13
Smart Business	LTR paper	271-000.00-727.000	\$ 42.12
Amazon	Multi charging cable	271-000.00-734.500	\$ 70.74
CDW-G	Microsaver Keyed Lock for iCube laptop	271-000.00-734.500	\$ 53.01
Amazon	envelopes, labels	271-000.00-740.000	\$ 225.97
Demco	Custom Printed Labels Fabric	271-000.00-740.000	\$ 1,249.51
Petty Cash	Gordon Food Service & Kroger	271-000.00-740.000	\$ 31.98
Amazon	742.400	271-000.00-742.000	\$ 7,370.01
Brodart	Books	271-000.00-742.000	\$ 14,480.15
Cavendish Square	books	271-000.00-742.000	\$ 172.25
Center Point	742.300	271-000.00-742.000	\$ 181.79
Lakeshore	Books	271-000.00-742.000	\$ 159.71
Tsai Fong Books	742.600	271-000.00-742.000	\$ 406.59
Amazon	Lending Library	271-000.00-742.010	\$ 29.00
Baker & Taylor	Lending Library	271-000.00-742.010	\$ 122.07
Brodart	Books	271-000.00-742.010	\$ 587.08
WT.COX	Detroit Free Press	271-000.00-743.000	\$ 668.99
Hoopla	744.500	271-000.00-744.000	\$ 7,500.00
Library Ideas	744.400	271-000.00-744.000	\$ 1,430.40
Midwest Tape	744.310	271-000.00-744.000	\$ 1,046.74
OverDrive	744.200 - Ebook & Audiobook	271-000.00-744.000	\$ 14,127.34

Amazon	745.210	271-000.00-745.200	\$ 183.66
Baker & Taylor		271-000.00-745.200	\$ 1,599.44
Midwest Tape	745.100	271-000.00-745.200	\$ 1,012.82
Graphic Science	Newspaper	271-000.00-745.300	\$ 498.07
Foster Swift	April	271-000.00-806.000	\$ 117.50
Rosati,Schultz	April	271-000.00-806.000	\$ 291.50
B.Rutkowski	Consulting for NPL	271-000.00-816.000	\$ 1,150.00
ReThinking Libraries	Strategic Planning Phase 4	271-000.00-816.000	\$ 5,916.25
AT&T	May 13 thru Jun 12	271-000.00-851.000	\$ 45.51
AT&T	Apr 23 - May 22,2023	271-000.00-851.000	\$ 598.81
T-Mobile	due 6/17	271-000.00-851.000	\$ 857.18
Verizon	Apr 29 - May 28	271-000.00-851.000	\$ 457.07
E.Brush	Storytime - March 2023 - May 2023	271-000.00-862.000	\$ 43.16
J.Farkas	Think Space - MLA	271-000.00-862.000	\$ 252.83
Collaborative Summer	T-shirts	271-000.00-880.000	\$ 774.68
Novi Community Schools	Gift Card	271-000.00-880.000	\$ 25.00
The Library Network	Subscriptions April 2023	271-000.00-880.000	\$ 2,214.96
Amazon	Bookmarks with tassels	271-000.00-880.268	\$ 616.17
Barbara Danielsen	ESL Spring Book club 4/3 to 5/24	271-000.00-880.268	\$ 375.00
Florella Strings	Juneteenth Program	271-000.00-880.268	\$ 250.00
Louis Johnson	Juneteenth Program	271-000.00-880.268	\$ 800.00
Michael Wilson	Understanding My Cellphone	271-000.00-880.268	\$ 215.00
Oriental Trading	Programming; LG	271-000.00-880.268	\$ 500.69
Sam's	Programming; LG	271-000.00-880.268	\$ 159.77
Sheryl Pryor	Juneteenth Program	271-000.00-880.268	\$ 200.00
Shruti Majlikar	Introduction to Crochet Series	271-000.00-	\$

		880.268	100.00
Amazon	Musical Instruments	271-000.00-880.271	\$ 319.14
Brodart		271-000.00-880.271	\$ 5.90
Dawn Buchbinder	USO Canteen	271-000.00-880.271	\$ 350.00
Dale Hicks	Summer Songfest	271-000.00-880.271	\$ 350.00
Petty Cash	Kroger & Bus Driver Tip	271-000.00-880.271	\$ 22.00
Accuform	Summer Reading program brochure	271-000.00-900.000	\$ 2,220.00
Millennium Business	due 7/4	271-000.00-900.000	\$ 532.88
DTE	due 06/14/23	271-000.00-922.000	\$ 9,298.74
Allied Building	Spring start up	271-000.00-934.000	\$ 1,630.00
Allied Building	installation	271-000.00-934.000	\$ 29,305.00
Amazon	hand soap, plastic gloves	271-000.00-934.000	\$ 65.20
Anago	5/4/23	271-000.00-934.000	\$ 420.00
Anago	6/1/23	271-000.00-934.000	\$ 420.00
Home Depot	Spray paint	271-000.00-934.000	\$ 10.48
ImperialDade	facial tissue	271-000.00-934.000	\$ 87.94
North Star	5/4/23 - 5/25/23	271-000.00-934.000	\$ 224.91
Orkin	April	271-000.00-934.000	\$ 80.99
Orkin	6-5-23	271-000.00-934.000	\$ 80.99
RNA	Monthly Janitorial Service	271-000.00-934.000	\$ 7,053.30
Voss	5-30-23	271-000.00-934.000	\$ 182.00
Home Depot	window liquid cleaning soap	271-000.00-936.300	\$ 80.52
Millennium Business	lease	271-000.00-942.000	\$ 650.94
Corrigan	Storage - May	271-000.00-942.100	\$ 25.93
MCLS	Cosizio Workshop	271-000.00-956.000	\$ 60.00
Sam's	SRP Workshops	271-000.00-956.000	\$ 44.44

TOTAL 271			\$ 123,145.95

Warrant 627	272 Accounts	June 2023	
Payable to	Invoice #	Account number	Amount
Amazon	Raise a Reader	272-000.00-742.229	\$ 260.04
Amazon	Shinsho donation	272-000.00-742.230	\$ 36.18
Unbound Agency	deposit for Author Event - Emiko Jean	272-000.00-742.232	\$ 2,600.00
Amazon	Sublimation Ink & Heat Resistant Tape	272-000.00-976.046	\$ 83.99
Amazon	iCube	272-000.00-976.046	\$ 549.93
TOTAL 272			\$ 3,530.14

May 2023 Library Board Student Representative Report

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

Tween and Teen Library Programs:

The grab and go worry box kit was available to be picked up starting on May 5. Grades K-6 registered to get a grab and go worry box kit sponsored by the Novi Community Coalition and Novi Mental Health Alliance. (Attendance = 100)

The NO-VI Chess Club and NO-VI Chess Club: Experienced Players was held on May 11 and May 18. This club, which meets on the 2nd and 3rd Thursday of each month, is an opportunity to participate, learn and sharpen participants' chess skills. No previous knowledge of chess is necessary. This program included lectures, practice games, game analysis, and other components of chess training. Chess boards, timers, and rule books are provided (sponsored by a generous library donor). (Attendance = 21 and 23)

The Tail Waggin' Reading Buddies program was held on May 24. 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 May 2023, there were 588 guests who visited Teen Space. There was no Teen Space on May 5, May 12, May 19, May 26, and May 29.

Teen Advisory Board (TAB) Update:

The TAB Meeting was held on May 19. Officer elections were held for the 23-24 school year. We also celebrated the end of the school year and our last TAB Meeting of the school year with treats! We look forward to welcoming back TAB Members in September 2023. (Attendance = 40)

Upcoming Programs:

- NO-VI Chess Club and NO-VI Chess Club: Experienced Players – July 13 and July 20

Teen Stop Featured Display:

The May Teen Stop display featured books recognizing the Asian American and Pacific Islander Heritage Month. In addition, the Teen Stop window display featured books recognizing Jewish American Heritage Month with books by Jewish American authors about Jewish characters.



President's Report

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

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

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

22/23: 248 Account Capital Outlay: NO - AST replacement \$115,800, Camera/Computer replacement \$83,000, Parking Lot \$12,500

074.223	raising a needer	207.93	1,000.00	500.00	500.00	1,000.00	1,000.00	1,000.00
674.230	Collections/Materials Revenue	1,852.61	1,000.00	5,250.00	6,350.00	1,000.00	1,000.00	1,000.00

Financial Report for April 2023

Approved budget for Fund 271 Fiscal Year 2022-2023

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

Approved budget for Fund 272 Fiscal Year 2022-2023

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

Revenue & Expenditure Report for Fund 271

	YTD Apr 30, 2023	YTD May 31, 2023	Difference
TOTAL REVENUES	\$ 3,480,760	\$ 3,498,300	\$ 17,540
TOTAL EXPENDITURES	\$ 2,730,828	\$ 3,055,948	\$ 325,120
NET OF REVENUES & EXPENDITURES	\$ 749,932	\$ 442,352	

Revenue & Expenditure Report for Fund 272

	YTD Apr 30, 2023	YTD May 31, 2023	Difference
TOTAL REVENUES	\$ 39,779	\$ 55,852	\$ 16,073
TOTAL EXPENDITURES	\$ 16,214	\$ 17,786	\$ 1,572
NET OF REVENUES & EXPENDITURES	\$ 23,565	\$ 38,066	

Balance Sheet Report as of May 31, 2023

The ending fund balance for Fund 271 is \$ 3,005,854.23

The ending fund balance for Fund 272 is \$ 1,694,120.95

06/09/2023

BALANCE SHEET FOR CITY OF NOVI

Period Ending 05/31/2023

GL Number	Description	Balance
Fund 271 - LIBRARY FUND		
*** Assets ***		
271-000.00-001.000	Cash-Pooled Cash(Fifth Third & Comerica)	(259,607.52)
271-000.00-004.000	Cash on hand	600.00
271-000.00-016.000	Deposits	1,200.00
271-000.00-017.000	Investments - Pooled	3,341,023.11
271-000.00-019.000	Current taxes receivable	23,920.25
271-000.00-123.400	Prepaid expenditures	13,163.70
	Total Assets	3,120,299.54
*** Liabilities ***		
271-000.00-202.000	Accounts payable	105,345.31
271-000.00-258.702	Accrued liabilities-tax	9,100.00
	Total Liabilities	114,445.31
*** Fund Balance ***		
271-000.00-390.000	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	442,352.27
	Ending Fund Balance	3,005,854.23
	Total Liabilities And Fund Balance	3,120,299.54

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash-Pooled Cash(Fifth Third & Comerica)	15,579.10
272-000.00-017.000	Investments - Pooled	1,678,885.88
	Total Assets	1,694,464.98
*** Liabilities ***		
272-000.00-202.000	Accounts payable	344.03
	Total Liabilities	344.03
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	38,423.36
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	36,692.79
272-000.00-375.232	Fund Balance Programming	34,155.95
272-000.00-375.233	Fund Balance Technology Library	(23,843.17)
272-000.00-390.000	Fund balance - Unrestricted	1,570,626.51
	Total Fund Balance	1,656,055.44
	Beginning Fund Balance	1,656,055.44
	Net of Revenues VS Expenditures	38,065.51
	Ending Fund Balance	1,694,120.95
	Total Liabilities And Fund Balance	1,694,464.98

141.437 General appropriations act; amendment; reports; recommendations.

Sec. 17. (1) Except as otherwise provided in section 19, a deviation from the original general appropriations act shall not be made without amending the general appropriations act. Subject to section 16(2), the legislative body of the local unit shall amend the general appropriations act as soon as it becomes apparent that a deviation from the original general appropriations act is necessary and the amount of the deviation can be determined. An amendment shall indicate each intended alteration in the purpose of each appropriation item affected by the amendment. The legislative body may require that the chief administrative officer or fiscal officer provide it with periodic reports on the financial condition of the local unit.

(2) If, during a fiscal year, it appears to the chief administrative officer or to the legislative body that the actual and probable revenues from taxes and other sources in a fund are less than the estimated revenues, including an available surplus upon which appropriations from the fund were based and the proceeds from bonds or other obligations issued under the fiscal stabilization act, 1981 PA 80, MCL 141.1001 to 141.1011, or the balance of the principal of these bonds or other obligations, the chief administrative officer or fiscal officer shall present to the legislative body recommendations which, if adopted, would prevent expenditures from exceeding available revenues for that current fiscal year. The recommendations shall include proposals for reducing appropriations from the fund for budgetary centers in a manner that would cause the total of appropriations to not be greater than the total of revised estimated revenues of the fund, or proposals for measures necessary to provide revenues sufficient to meet expenditures of the fund, or both. The recommendations shall recognize the requirements of state law and the provisions of collective bargaining agreements.

History: Add. 1978, Act 621, Eff. Apr. 1, 1980;—Am. 1981, Act 77, Imd. Eff. June 30, 1981;—Am. 1995, Act 41, Imd. Eff. May 22, 1995;—Am. 2000, Act 493, Imd. Eff. Jan. 11, 2001.

141.438 Incurring debts or obligations; dividing appropriations into allotments; expenditures; application or diversion of money; restrictions on delegation of duties; enforcement power; suit against chief administrative officer of county; standing; mediation; 60-day period to bring suit in Michigan court of appeals; court jurisdiction; limitation; certain actions barred; expenditure of funds; severability.

Sec. 18. (1) A member of the legislative body, chief administrative officer, administrative officer, or employee of the local unit shall not create a debt or incur a financial obligation on behalf of the local unit unless the debt or obligation is permitted by law.

(2) The chief administrative officer may cause the appropriations made by the legislative body for the local unit and its budgetary centers to be divided into allotments if the allotments are based upon the periodic requirements of the local unit and its budgetary centers.

(3) Except as otherwise provided in section 19, an administrative officer of the local unit shall not incur expenditures against an appropriation account in excess of the amount appropriated by the legislative body. The chief administrative officer, an administrative officer, or an employee of the local unit shall not apply or divert money of the local unit for purposes inconsistent with those specified in the appropriations of the legislative body.

(4) No duties shall be delegated to the chief administrative officer that diminish any charter or statutory responsibilities of an elected or appointed official, including, but not limited to, the charter responsibility of a legislative body to approve the making of contracts by the local unit.

(5) The enforcement of a general appropriations act approved by the legislative body of a county is a power vested in the chief administrative officer of that county.

(6) An elected official who heads a branch of county government or the chief judge of a court funded by a county has standing to bring suit against the chief administrative officer of that county concerning an action relating to the enforcement of a general appropriations act for that branch of county government or that court. If a court and the chief administrative officer of a county are involved in mediation, before the chief judge of that court brings a suit on the court's own behalf against the chief administrative officer of the county under this subsection, a mediator shall certify in writing that the parties are unable to resolve the issues by mediation.

(7) Except as otherwise provided in subsection (8) and notwithstanding any provision of law to the contrary, any suit brought under subsection (6) or section 16(9) shall only be brought in the Michigan court of appeals within 60 days after 1 of the following:

(a) The adoption of a general appropriations act.

(b) An amendment to a general appropriations act or an action relating to the enforcement of that general appropriations act, if the amendment or action constitutes a basis for the suit.

06/09/2023 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 05/31/2023										
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	MAR 2023	APR 2023	MAY 2023	05/31/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABRM)	BUDGET	AMND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABRM)	USED
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.00 - TREASURY										
Property tax revenue										
271-000.00-402.000	Property Tax Revenue - Current Levy	3,081,796.39	3,209,191.00	3,232,784.00	0.00	0.00	10.54	3,230,768.38	2,015.62	99.94
271-000.00-404.003	Property Tax Revenue-Brownfld Cap B1 08	(59.74)	0.00	(324.00)	0.00	0.00	0.00	(323.55)	(0.45)	99.86
271-000.00-404.006	Property Tax Revenue-Brownfld Cap B2 15	(7,282.79)	(12,749.00)	(8,961.00)	0.00	0.00	3,342.49	(5,618.75)	(3,342.25)	62.70
271-000.00-404.007	Property Tax Revenue-Brownfld Cap B3 17	0.00	0.00	0.00	0.00	0.00	(11,203.59)	(11,203.59)	11,203.59	100.00
271-000.00-404.008	Property Tax Revenue - CIA Cap C1 2018	(15,037.43)	(22,538.00)	(22,783.00)	0.00	0.00	184.33	(22,598.40)	(184.60)	99.19
271-000.00-404.009	Property Tax Revenue-Brownfld Cap B4 21	0.00	0.00	0.00	0.00	0.00	(331.45)	(331.45)	331.45	100.00
271-000.00-404.010	Property Tax Revenue-Brownfld Cap B4X 21	0.00	0.00	0.00	0.00	0.00	(94.23)	(94.23)	94.23	100.00
271-000.00-412.000	Property Tax Revenue - C/Y Del PPT	(4,648.79)	(5,000.00)	(5,000.00)	(6,192.97)	0.00	0.00	(6,192.97)	1,192.97	123.86
271-000.00-414.000	Property Tax Revenue - Tax Tribunal Accr	3,500.00	(1,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-415.000	Property Tax Revenue - County Chargeback	744.21	2,000.00	(7,547.00)	279.95	183.17	92.25	(5,777.90)	(1,769.10)	76.56
Property tax revenue		3,059,011.85	3,169,904.00	3,188,169.00	(5,913.02)	183.17	(7,999.66)	3,178,627.54	9,541.46	99.70
State sources										
271-000.00-567.000	State aid	56,619.13	33,000.00	51,000.00	0.00	33,432.44	0.00	66,291.75	(15,291.75)	129.98
271-000.00-573.000	State Grants - Local Comm Stabilization	5,968.34	0.00	0.00	0.00	0.00	9,190.85	13,372.71	(13,372.71)	100.00
State sources		62,587.47	33,000.00	51,000.00	0.00	33,432.44	9,190.85	79,664.46	(28,664.46)	156.20
Fines and forfeitures										
271-000.00-658.000	State penal fines	97,789.47	95,000.00	99,224.00	2.80	0.00	0.00	99,226.60	(2.60)	100.00
271-000.00-659.000	Library book fees	8,720.61	8,000.00	7,200.00	624.11	305.02	2,000.43	8,180.55	(980.55)	113.62
Fines and forfeitures		106,510.08	103,000.00	106,424.00	626.91	305.02	2,000.43	107,407.15	(983.15)	100.92
Interest income										
271-000.00-665.000	Interest in investments	44,180.81	39,000.00	39,000.00	8,249.63	7,187.42	0.00	67,491.99	(28,491.99)	173.06
271-000.00-669.500	Unrealized gain (loss) on investments	(117,830.18)	1,000.00	1,000.00	26,386.16	3,159.41	0.00	10,871.59	(9,871.59)	1,087.16
Interest income		(73,649.37)	40,000.00	40,000.00	34,635.79	10,346.83	0.00	78,363.58	(38,363.58)	195.91
Donations										
271-000.00-674.289	Adult programs	0.00	2,000.00	2,000.00	1,701.54	1,049.40	89.00	4,222.77	(2,222.77)	211.14
271-000.00-674.400	Gifts and donations	1,035.04	1,500.00	1,500.00	210.01	17.70	762.95	3,153.41	(1,653.41)	210.23
Donations		1,035.04	3,500.00	3,500.00	1,911.55	1,067.10	851.95	7,376.18	(3,876.18)	210.75
Other revenue										
271-000.00-674.290	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
271-000.00-675.000	Miscellaneous income	7,121.82	5,000.00	5,000.00	996.16	887.60	745.62	9,095.64	(4,095.64)	181.91
271-000.00-675.100	Copier	84.41	1,000.00	0.00	0.00	0.00	39.36	39.36	(39.36)	100.00
271-000.00-675.300	Meeting room	18,532.37	25,000.00	23,000.00	1,527.03	2,100.97	2,365.27	28,550.28	(5,550.28)	124.13
271-000.00-675.404	Novi Township assessment	6,970.00	7,000.00	7,256.00	0.00	0.00	0.00	7,256.00	0.00	100.00
271-000.00-675.650	Library Cafe	6,000.00	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-676.100	Insurance Reimbursement	89,230.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	MAR 2023	APR 2023	MAY 2023	05/31/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABRM)	BUDGET	AMND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABRM)	USED
Total Dept 000.00 - TREASURY		3,295,483.89	3,397,404.00	3,428,349.00	33,784.42	48,323.13	7,193.82	3,498,300.27	(69,951.27)	102.04
TOTAL REVENUES		3,295,483.89	3,397,404.00	3,428,349.00	33,784.42	48,323.13	7,193.82	3,498,300.27	(69,951.27)	102.04
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	931,808.07	1,039,792.00	1,077,300.00	84,262.06	84,145.66	82,875.49	926,993.35	150,306.65	86.05
271-000.00-704.100	Severance/Incentive Pay	0.00	0.00	14,000.00	0.00	0.00	0.00	12,000.00	2,000.00	85.71
271-000.00-704.200	Wages - Stipend	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	(2,000.00)	100.00
271-000.00-704.210	Vacation Payout	0.00	5,000.00	6,057.00	0.00	0.00	0.00	6,056.80	0.20	100.00
271-000.00-704.250	Final Payout	0.00	0.00	10,000.00	0.00	0.00	0.00	9,593.20	406.80	95.93
271-000.00-705.000	Temporary salaries	623,961.02	725,000.00	705,000.00	50,622.66	52,676.35	51,423.44	537,611.44	167,388.56	76.26
271-000.00-706.000	Overtime	802.33	500.00	500.00	0.00	0.00	133.80	133.80	366.20	26.76
271-000.00-715.000	Social security	116,783.24	135,000.00	138,000.00	10,132.98	10,281.21	10,107.01	112,638.40	25,361.60	81.62
271-000.00-716.000	Insurance	215,480.66	193,000.00	193,000.00	19,624.32	17,520.67	15,011.06	190,461.72	2,538.28	98.68
271-000.00-716.200	HSA - employer contribution	2,625.00	6,300.00	6,300.00	0.00	0.00	0.00	1,000.00	5,300.00	15.87
271-000.00-716.999	Insurance - Employee Reimbursement	(36,090.77)	(29,775.00)	(29,775.00)	(2,518.42)	(2,518.42)	(2,404.98)	(25,145.54)	(4,629.46)	84.45
271-000.00-717.000	Workers compensation	1,686.71	1,700.00	1,700.00	106.69	108.01	106.09	1,165.80	534.20	68.58
271-000.00-718.000	Pension - DB Normal Cost	6,156.00	5,795.00	5,795.00	385.00	385.00	385.00	4,235.00	1,560.00	73.08
271-000.00-718.010	Pension - DB Unfunded Accrued Lia	58,404.00	59,765.00	88,464.00	7,372.00	7,372.00	7,372.00	81,092.00	7,372.00	91.67
271-000.00-718.200	Pension - defined contribution	31,155.34	48,400.00	48,400.00	4,504.04	4,497.06	4,428.87	47,195.19	1,204.81	97.51
271-000.00-719.000	Unemployment insurance	91.64	2,000.00	2,000.00	(3,996.72)	0.00	0.00	(3,996.72)	5,996.72	(199.84)
Personnel services		1,952,863.24	2,192,477.00	2,266,741.00	170,494.61	174,467.54	169,437.78	1,903,034.44	363,706.56	83.95
Supplies										
271-000.00-726.400	Supplies - Cash over/short	0.00	0.00	0.00	0.00	(4.53)	1.66	(2.87)	2.87	100.00
271-000.00-727.000	Office supplies	12,752.79	18,000.00	18,000.00	431.22	429.72	414.13	15,312.90	2,687.10	85.07
271-000.00-728.000	Postage	488.51	2,000.00	4,000.00	165.49	182.99	0.00	4,358.69	(358.69)	108.97
271-000.00-734.000	Computer supplies, software & licensing	71,847.11	83,000.00	87,500.00	391.00	575.00	875.70	61,905.75	25,594.25	70.75
271-000.00-734.500	Computer supplies/equipment	132,954.83	21,000.00	21,000.00	6,374.66	27.24	30.16	19,401.45	1,598.55	92.39
271-000.00-740.000	Operating supplies	9,873.36	28,000.00	28,000.00	828.28	2,321.88	1,410.49	21,041.49	6,958.51	75.15
271-000.00-740.200	Supplies - Desk chairs and file cabinets	700.00	5,000.00	5,000.00	1,960.00	0.00	0.00	1,960.00	3,040.00	39.20
271-000.00-741.000	Supplies - Uniforms	422.00	300.00	500.00	0.00	0.00	0.00	156.00	344.00	31.20
271-000.00-742.000	Library books	199,639.76	197,000.00	197,000.00	14,978.96	20,938.29	23,340.09	174,969.19	22,030.81	88.82
271-000.00-742.010	Library Books - Lending	13,973.37	17,000.00	17,000.00	346.33	1,376.80	814.78	12,323.28	4,676.72	72.49
271-000.00-742.100	Library Books - Fines	672.48	1,000.00	1,000.00	11.00	0.00	0.00	125.77	874.23	12.58
271-000.00-743.000	Library periodicals	22,471.42	18,000.00	18,000.00	0.00	0.00	668.89	14,886.21	3,113.79	82.70
271-000.00-744.000	Audio visual materials	128,743.17	136,000.00	136,000.00	23,741.30	7,088.24	24,183.43	127,854.96	8,145.04	94.01
271-000.00-745.200	Electronic media	42,783.60	46,900.00	46,900.00	3,023.31	2,638.23	2,922.19	35,650.60	11,249.40	76.01
271-000.00-745.300	Electronic resources (CD rom materials)	65,243.18	70,000.00	70,000.00	2,374.15	0.00	498.07	57,127.75	12,872.25	81.61

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	MAR 2023	APR 2023	MAY 2023	05/31/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABRM)	BUDGET	AMND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABRM)	USED
Other services and charges										
271-000.00-801.925	Public information (cable, etc)	741.09	700.00	700.00	71.81	71.77	0.00	700.81	(0.81)	100.12
271-000.00-802.000	Data processing	734.34	800.00	800.00	0.00	0.00	0.00	734.34	65.66	91.79
271-000.00-802.100	Bank Service Charges	3,939.96	4,000.00	4,000.00	244.62	247.59	556.19	3,178.49	821.51	79.46
271-000.00-803.000	Independent audit	723.00	800.00	800.00	0.00	0.00	0.00	800.00	0.00	100.00
271-000.00-804.000	Medical service	1,841.00	1,500.00	1,500.00	116.00	116.00	272.00	1,932.00	(432.00)	128.80
271-000.00-806.000	Legal fees	16,967.90	7,500.00	8,500.00	1,806.50	409.00	0.00	8,130.60	369.40	95.65
271-000.00-809.000	Memberships and dues	5,712.45	7,500.00	7,500.00	0.00	386.00	300.00	5,525.41	1,974.59	73.67
271-000.00-816.000	Professional services	15,753.87	24,000.00	36,000.00	0.00	5,916.25	0.00	26,617.05	9,382.95	73.94
271-000.00-817.000	Custodial services	88,544.00	90,000.00	89,000.00	7,809.00	7,548.70	0.00	74,444.24	14,555.76	83.65
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	0.00	0.00	0.00	3,495.00	0.00	100.00
271-000.00-820.000	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
271-000.00-820.001	Insurance deductibles/Uninsured claims	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	25,661.68	24,000.00	34,000.00	2,294.89	2,835.97	802.18	27,993.42	6,006.58	82.33
271-000.00-855.000	TLN Automation Services	64,789.07	71,000.00	80,000.00	2,311.44	17,308.70	0.00	74,573.55	5,426.45	93.22
271-000.00-861.000	Gasoline and oil	407.86	500.00	500.00	0.00	0.00	0.00	235.51	264.49	47.10
271-000.00-862.000	Mileage	88.60	200.00	200.00	81.98	0.00	295.99	594.03	(394.03)	297.02
271-000.00-880.000	Community promotion	16,001.29	24,000.00	24,000.00	921.95	1,054.20	748.74	16,603.44	7,396.56	69.18
271-000.00-880.268	Library programming	13,014.04	28,000.00	28,000.00	2,296.04	829.91	1,453.53	16,982.46	11,017.54	60.65
271-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	100.00	1,595.00	498.78	2,898.53	5,101.47	36.23
271-000.00-900.000	Printing, graphic design and publishing	9,046.55	28,000.00	28,000.00	532.20	727.10	2,757.85	8,858.97	19,141.03	31.64
271-000.00-921.000	Heat	13,510.02	12,000.00	14,000.00	2,404.55	2,018.71	0.00	13,591.97	408.03	97.09
271-000.00-922.000	Electricity	97,881.06	96,500.00	99,500.00	9,768.00	9,105.27	0.00	92,849.21	6,650.79	93.32
271-000.00-923.000	Water and sewer	6,964.48	6,500.00	7,000.00	1,936.60	0.00	0.00	5,547.12	1,452.88	79.24
271-000.00-934.000	Building maintenance	108,177.81	110,000.00	139,305.00	5,050.33	3,210.04	39,861.88	102,938.29	36,366.71	73.89
271-000.00-935.000	Vehicle maintenance	456.85	300.00	300.00	0.00	0.00	0.00	134.69	165.31	44.90
271-000.00-936.300	Grounds maintenance	32,391.87	39,000.00	39,000.00	2,136.76	137.39	80.52	22,229.85	16,770.15	57.00
271-000.00-942.000	Office equipment lease	7,811.28	8,000.00	8,000.00	650.94	0.00	477.41	5,033.99	2,966.01	62.92
271-000.00-942.100	Records storage	299.40	400.00	400.00	25.93	25.93	25.93	277.39	122.61	69.35
271-000.00-956.000	Conferences and workshops	3,510.07	15,000.00	15,000.00	484.98	229.67	104.44	8,493.45	6,506.55	56.62
Other services and charges		552,908.54	636,200.00	703,980.00	41,044.52	53,773.20	48,235.44	541,873.81	162,106.19	76.97
Capital outlay										
271-000.00-976.100	Parking lot improvements	10,700.00	12,500.00	12,412.00	0.00	0.00	0.00	12,411.80	0.20	100.00
271-000.00-986.000	Technology - Capital Outlay	8,257.40	83,000.00	83,000.00	279.60	0.00	0.00	51,556.78	31,443.22	62.12
Capital outlay		18,957.40	95,500.00	95,412.00	279.60	0.00	0.00	63,968.58	31,443.42	67.04
Total Dept 000.00 - TREASURY		3,227,294.76	3,567,377.00	3,716,033.00	266,444.43	263,814.60	272,832.81	3,055,948.00	660,085.00	82.24
TOTAL EXPENDITURES		3,227,294.76	3,567,377.00	3,716,033.00	266,444.43	263,814.60	272,832.81	3,055,948.00	660,085.00	82.24

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2022-23	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2022	BUDGET	AMND BUDGET	MAR 2023	APR 2023	MAY 2023	05/31/2023	BALANCE	
		NM (ABRM)			INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABRM)	
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	19,767.63	27,000.00	27,000.00	3,766.53	3,488.87	0.00	27,986.63	(986.63)	103.65
272-000.00-669.500	Unrealized gain (loss) on investments	(50,325.76)	(4,500.00)	(4,500.00)	12,047.12	1,533.62	0.00	3,769.98	(8,269.98)	(83.78)
	Interest income	(30,558.13)	22,500.00	22,500.00	15,813.65	5,022.49	0.00	31,756.61	(9,256.61)	141.14
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-674.046	Makerspace Renovation Revenue	0.00	1,000.00	1,000.00	0.00	0.00	50.00	1,154.15	(154.15)	115.42
272-000.00-674.229	Raising a Reader in Novi Sponsors	207.59	1,500.00	500.00	0.00	0.00	0.00	278.99	221.01	55.80
272-000.00-674.230	Collections/Materials Revenue	1,852.61	1,000.00	5,250.00	0.00	0.00	1,000.00	6,350.00	(1,100.00)	120.95
272-000.00-674.231	Buildings/Ground/ Furniture Revenue	3,191.96	1,000.00	275.00	0.00	100.00	0.00	375.00	(100.00)	136.36
272-000.00-674.232	Programming Revenue	3,000.00	1,500.00	1,852.00	0.00	50.00	0.00	2,437.00	(585.00)	131.59
272-000.00-674.233	Technology Library Revenue	50.00	2,500.00	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	100.00
272-000.00-674.234	Undesignated Misc Donations	250.00	500.00	0.00	0.00	1,750.00	0.00	1,750.00	(1,750.00)	100.00
272-000.00-674.235	Marketing Sponsorships	10,146.00	10,000.00	10,000.00	0.00	750.00	10,000.00	10,750.00	(750.00)	107.50
	Donations	19,698.16	20,000.00	18,877.00	0.00	2,650.00	11,050.00	24,095.14	(5,218.14)	127.64
	Total Dept 000.00 - TREASURY	(10,859.97)	42,500.00	41,377.00	15,813.65	7,672.49	11,050.00	55,851.75	(14,474.75)	134.98
	TOTAL REVENUES	(10,859.97)	42,500.00	41,377.00	15,813.65	7,672.49	11,050.00	55,851.75	(14,474.75)	134.98
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-742.229	Raising a Reader Expense	723.13	1,000.00	1,000.00	0.00	0.00	260.04	584.61	415.39	58.46
272-000.00-742.230	Collections/Materials Expense	830.56	500.00	1,000.00	159.20	(85.81)	315.94	1,353.47	(353.47)	135.35
272-000.00-742.231	Buildings/Ground/ Furniture Expense	8,683.30	34,200.00	34,200.00	0.00	0.00	70.00	8,344.00	25,856.00	24.40
272-000.00-742.232	Programming Expense	0.00	1,000.00	1,858.00	0.00	260.00	190.00	2,975.43	(1,117.43)	160.14
272-000.00-742.233	Technology Library Expense	10,490.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-742.234	Undesignated Misc	(7.16)	500.00	500.00	0.00	0.00	0.00	228.85	271.15	45.77
272-000.00-742.236	Staff Recognition	2,002.78	1,500.00	1,500.00	0.00	126.00	0.00	1,908.59	(408.59)	127.24
	Supplies	23,722.61	39,700.00	40,058.00	159.20	300.19	835.98	15,394.95	24,663.05	38.43
Capital outlay										
272-000.00-976.044	Auto Lending Library	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.046	Makerspace Renovation	5,017.01	3,000.00	3,000.00	240.63	65.42	(34.01)	2,391.29	608.71	79.71
272-000.00-976.140	Automated Return System	0.00	115,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.141	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	13,000.00	240.63	65.42	(34.01)	2,391.29	10,608.71	18.39
	Total Dept 000.00 - TREASURY	28,739.62	171,000.00	53,058.00	399.83	365.61	801.97	17,786.24	35,271.76	33.52
	TOTAL EXPENDITURES	28,739.62	171,000.00	53,058.00	399.83	365.61	801.97	17,786.24	35,271.76	33.52
Fund 272 - LIBRARY CONTRIBUTION FUND:										
	TOTAL REVENUES	(10,859.97)	42,500.00	41,377.00	15,813.65	7,672.49	11,050.00	55,851.75	(14,474.75)	(325.88)
	TOTAL EXPENDITURES	28,739.62	171,000.00	53,058.00	399.83	365.61	801.97	17,786.24	35,271.76	(325.88)
	NET OF REVENUES & EXPENDITURES	(39,599.59)	(128,500.00)	(11,681.00)	15,413.82	7,306.88	10,248.03	38,065.51	(49,746.51)	(325.88)

Director's Report – Julie Farkas



Staff Anniversaries (Years of Service) for July 2023

- | | | |
|--------------------|------------------|----------|
| • Keith Perfect | Facilities | 11 years |
| • Lisa Brinkman | Support Services | 7 years |
| • Donna Filipiak | Support Services | 7 years |
| • Tracey Pelletier | Support Services | 6 years |

Library Staff Recognitions:

Staff and Managers have been asked to nominate their fellow employees for the following awards:

Above & Beyond Award 2023 (nominations by Managers)

Customer Service Award 2023

Community Champion 2023

Nominations are due by: July 3rd.

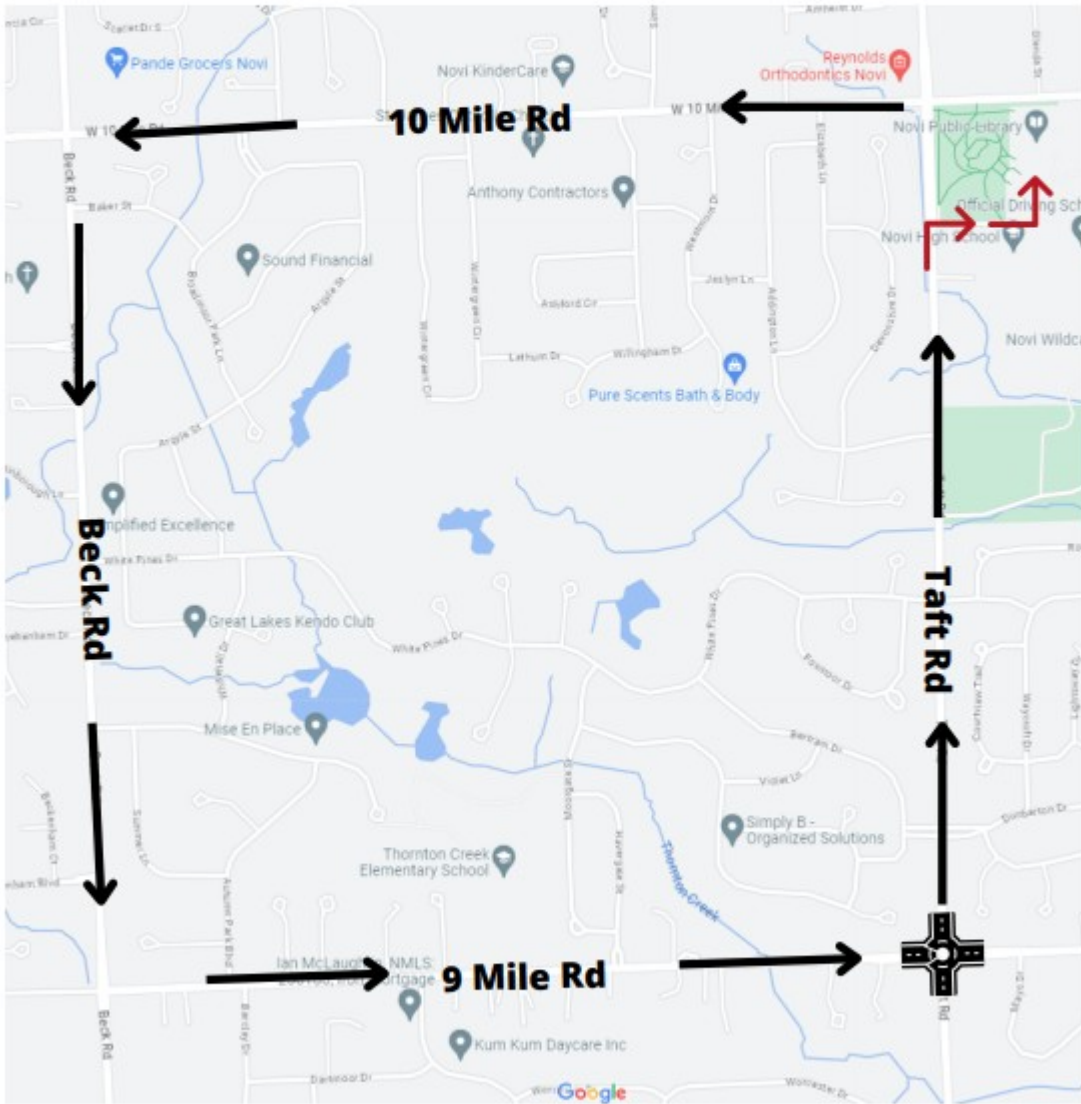
Winners will be shared at the July Library Board Meeting.

Daily use of the building by hour May 1 – May 31, 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	5/1/2023	5/2/2023	5/3/2023	5/4/2023	5/5/2023	5/6/2023
	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0
	10-11am 25 80 53	10-11am 46 109 78	10-11am 20 72 46	10-11am 32 88 60	10-11am 38 73 56	10-11am 59 118 89
	11am-12pm 55 59 57	11am-12pm 41 46 44	11am-12pm 47 42 45	11am-12pm 57 73 65	11am-12pm 52 58 55	11am-12pm 74 74 74
	12-1pm 60 49 55	12-1pm 66 87 77	12-1pm 51 58 55	12-1pm 66 48 57	12-1pm 64 57 61	12-1pm 73 62 68
	1-2pm 55 59 57	1-2pm 73 72 73	1-2pm 59 59 59	1-2pm 68 53 61	1-2pm 55 53 54	1-2pm 62 54 58
	2-3pm 56 116 86	2-3pm 85 150 118	2-3pm 80 126 103	2-3pm 82 126 104	2-3pm 68 91 80	2-3pm 84 102 93
	3-4pm 128 121 125	3-4pm 172 159 166	3-4pm 107 119 113	3-4pm 115 89 102	3-4pm 114 128 121	3-4pm 98 105 102
	4-5pm 148 136 142	4-5pm 113 134 124	4-5pm 125 102 114	4-5pm 107 92 100	4-5pm 102 92 97	4-5pm 111 65 88
	5-6pm 130 98 114	5-6pm 183 111 147	5-6pm 98 89 94	5-6pm 88 80 84	5-6pm 150 79 115	5-6pm 119 71 95
	6-7pm 106 94 100	6-7pm 94 65 80	6-7pm 122 90 106	6-7pm 82 68 75	6-7pm 0 0 0	6-7pm 0 0 0
	7-8pm 75 48 62	7-8pm 92 54 73	7-8pm 87 65 76	7-8pm 68 65 67	7-8pm 0 0 0	7-8pm 0 0 0
	8-9pm 84 21 53	8-9pm 67 28 48	8-9pm 85 25 55	8-9pm 74 28 51	8-9pm 0 0 0	8-9pm 0 0 0
	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0
		902	1,024	864	825	637
						666
5/7/2023	5/8/2023	5/9/2023	5/10/2023	5/11/2023	5/12/2023	5/13/2023
9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0
10-11am 0 0 0	10-11am 29 80 55	10-11am 34 110 72	10-11am 38 82 60	10-11am 42 74 58	10-11am 28 78 53	10-11am 48 106 77
11am-12pm 0 0 0	11am-12pm 53 49 51	11am-12pm 53 47 50	11am-12pm 41 43 42	11am-12pm 67 66 67	11am-12pm 51 54 53	11am-12pm 68 72 70
12-1pm 52 110 81	12-1pm 79 56 68	12-1pm 89 68 79	12-1pm 66 67 67	12-1pm 47 62 55	12-1pm 66 38 52	12-1pm 75 60 68
1-2pm 92 123 108	1-2pm 37 54 46	1-2pm 50 76 63	1-2pm 42 57 50	1-2pm 53 55 54	1-2pm 52 55 54	1-2pm 71 61 66
2-3pm 75 83 79	2-3pm 72 182 112	2-3pm 87 114 101	2-3pm 79 127 103	2-3pm 84 115 100	2-3pm 75 116 96	2-3pm 77 104 91
3-4pm 84 92 88	3-4pm 129 102 116	3-4pm 132 135 134	3-4pm 123 121 122	3-4pm 124 122 123	3-4pm 120 91 106	3-4pm 79 112 96
4-5pm 113 93 103	4-5pm 115 76 96	4-5pm 98 114 106	4-5pm 164 149 157	4-5pm 112 89 101	4-5pm 85 73 79	4-5pm 145 99 122
5-6pm 150 64 107	5-6pm 84 99 92	5-6pm 115 81 98	5-6pm 120 91 106	5-6pm 98 82 90	5-6pm 107 45 76	5-6pm 122 65 94
6-7pm 0 0 0	6-7pm 114 123 119	6-7pm 110 73 92	6-7pm 103 131 117	6-7pm 76 79 78	6-7pm 0 0 0	6-7pm 0 0 0
7-8pm 0 0 0	7-8pm 118 77 98	7-8pm 75 67 71	7-8pm 84 68 76	7-8pm 64 67 66	7-8pm 0 0 0	7-8pm 0 0 0
8-9pm 0 0 0	8-9pm 103 22 63	8-9pm 72 28 50	8-9pm 144 45 95	8-9pm 106 37 72	8-9pm 0 0 0	8-9pm 0 0 0
9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0
	566	912	993	861	567	682
5/14/2023 CLOSED	5/15/2023	5/16/2023	5/17/2023	5/18/2023	5/19/2023	5/20/2023
9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0
10-11am 0 0 0	10-11am 41 91 66	10-11am 41 104 73	10-11am 38 86 62	10-11am 41 139 90	10-11am 47 118 83	10-11am 67 94 81
11am-12pm 0 0 0	11am-12pm 81 73 77	11am-12pm 62 70 66	11am-12pm 75 65 70	11am-12pm 105 69 87	11am-12pm 83 75 79	11am-12pm 125 125 125
12-1pm 0 0 0	12-1pm 62 54 58	12-1pm 102 54 78	12-1pm 51 66 59	12-1pm 65 57 61	12-1pm 84 62 73	12-1pm 97 99 98
1-2pm 0 0 0	1-2pm 58 66 62	1-2pm 77 67 72	1-2pm 69 55 62	1-2pm 45 57 51	1-2pm 45 63 54	1-2pm 59 75 67
2-3pm 0 0 0	2-3pm 83 148 116	2-3pm 86 118 102	2-3pm 73 139 106	2-3pm 79 110 95	2-3pm 92 117 105	2-3pm 98 98 98
3-4pm 0 0 0	3-4pm 122 121 122	3-4pm 142 118 130	3-4pm 136 136 136	3-4pm 145 166 156	3-4pm 122 145 134	3-4pm 113 79 96
4-5pm 0 0 0	4-5pm 141 110 126	4-5pm 103 102 103	4-5pm 131 102 117	4-5pm 165 149 157	4-5pm 127 77 102	4-5pm 90 72 81
5-6pm 0 0 0	5-6pm 119 95 107	5-6pm 94 98 96	5-6pm 98 65 82	5-6pm 124 80 102	5-6pm 128 58 93	5-6pm 88 34 61
6-7pm 0 0 0	6-7pm 125 83 104	6-7pm 123 100 112	6-7pm 93 87 90	6-7pm 110 89 100	6-7pm 0 0 0	6-7pm 0 0 0
7-8pm 0 0 0	7-8pm 94 56 75	7-8pm 83 85 84	7-8pm 80 72 76	7-8pm 71 80 76	7-8pm 0 0 0	7-8pm 0 0 0
8-9pm 0 0 0	8-9pm 60 25 43	8-9pm 106 29 68	8-9pm 110 45 78	8-9pm 121 46 84	8-9pm 0 0 0	8-9pm 0 0 0
9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0
	954	982	936	1,057	722	707
5/21/2023	5/22/2023	5/23/2023	5/24/2023	5/25/2023	5/26/2023	5/27/2023
9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0
10-11am 0 0 0	10-11am 22 68 45	10-11am 29 67 48	10-11am 38 69 54	10-11am 28 99 64	10-11am 22 74 48	10-11am 55 96 76
11am-12pm 0 0 0	11am-12pm 60 66 63	11am-12pm 49 58 54	11am-12pm 72 75 74	11am-12pm 64 51 58	11am-12pm 40 31 36	11am-12pm 68 72 70
12-1pm 44 78 61	12-1pm 59 46 53	12-1pm 47 46 47	12-1pm 37 61 49	12-1pm 64 54 59	12-1pm 59 44 52	12-1pm 90 67 79
1-2pm 75 70 73	1-2pm 48 64 56	1-2pm 53 64 59	1-2pm 50 52 51	1-2pm 63 45 54	1-2pm 57 55 56	1-2pm 81 120 101
2-3pm 75 81 78	2-3pm 67 127 97	2-3pm 84 119 102	2-3pm 83 120 102	2-3pm 60 115 88	2-3pm 63 110 97	2-3pm 86 133 110
3-4pm 71 68 70	3-4pm 154 157 156	3-4pm 146 181 164	3-4pm 140 157 149	3-4pm 138 114 126	3-4pm 88 94 91	3-4pm 141 98 120
4-5pm 70 65 68	4-5pm 144 105 125	4-5pm 160 121 141	4-5pm 128 115 122	4-5pm 96 91 94	4-5pm 132 121 127	4-5pm 147 75 111
5-6pm 107 56 82	5-6pm 92 75 84	5-6pm 134 87 111	5-6pm 112 76 94	5-6pm 109 85 97	5-6pm 154 73 114	5-6pm 71 36 54
6-7pm 0 0 0	6-7pm 111 66 89	6-7pm 99 64 82	6-7pm 97 129 118	6-7pm 74 71 73	6-7pm 0 0 0	6-7pm 0 10 5
7-8pm 0 0 0	7-8pm 89 61 75	7-8pm 82 58 70	7-8pm 125 108 117	7-8pm 80 49 65	7-8pm 0 0 0	7-8pm 0 0 0
8-9pm 0 0 0	8-9pm 73 32 53	8-9pm 67 39 53	8-9pm 130 38 84	8-9pm 76 29 53	8-9pm 0 0 0	8-9pm 0 0 0
9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0
	430	893	927	1,011	828	619
5/28/2023 CLOSED	5/29/2023 CLOSED	5/30/2023	5/31/2023			
9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0			
10-11am 0 0 0	10-11am 0 0 0	10-11am 25 57 41	10-11am 42 90 66			
11am-12pm 0 0 0	11am-12pm 0 0 0	11am-12pm 42 56 49	11am-12pm 59 63 61			
12-1pm 0 0 0	12-1pm 0 0 0	12-1pm 70 65 68	12-1pm 69 48 59			
1-2pm 0 0 0	1-2pm 0 0 0	1-2pm 74 77 76	1-2pm 61 68 65			
2-3pm 0 0 0	2-3pm 0 0 0	2-3pm 86 123 105	2-3pm 79 116 98			
3-4pm 0 0 0	3-4pm 0 0 0	3-4pm 158 184 171	3-4pm 127 152 140			
4-5pm 0 0 0	4-5pm 0 0 0	4-5pm 158 140 149	4-5pm 160 119 140			
5-6pm 0 0 0	5-6pm 0 0 0	5-6pm 112 69 91	5-6pm 108 76 92			
6-7pm 0 0 0	6-7pm 0 0 0	6-7pm 110 85 98	6-7pm 103 105 104			
7-8pm 0 0 0	7-8pm 0 0 0	7-8pm 90 74 82	7-8pm 90 68 79			
8-9pm 0 0 0	8-9pm 0 0 0	8-9pm 97 39 68	8-9pm 104 41 73			
9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0			
		996	974			

Taft Rd Construction Detour

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



Friends of the Novi Library present

Summer Songfest

Thursdays, 6:30pm

Jun 29 Dale Hicks Band

Oldies rock

Jul 13 Motor City Soul

Oldies & Motown

Jul 20 Dueling Pianos

Classic hits to current pop

Aug 10 Billy Mack and the Juke Joint Johnnies

Familiar oldies from the 60's & 70's

Aug 31 Rick Leider's 4-Piece Band

Classic familiar tunes

Sept 7 Elvis and Friends

Elvis tribute artist

Location: Paradise Park, 45799 Grand River Ave. Novi

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

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

Sponsored by:

**paradise
Park**



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



TUESDAY TUNES

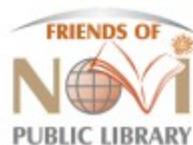
ON THE PATIO AT NOVI LIBRARY

11:30am-1pm

- July 11** Daniel Goree & Friends
- July 18** Silver Strings Dulcimer Society
- July 25** Phil Hale Quartet
Music starts at 12pm this day only

- August 1** Al Carmichael
- August 8** Steve Floyd
- August 15** Jackie & Gary
- August 22** Tom Lee

Bring a lunch or purchase food from our Café and enjoy live music, entertainment, and good company on the patio!



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



Rotary Club of Novi, Michigan



Feed The Need

June 19 - August 11, 2023

Monday-Friday (11am-1pm)

Outreach Program Schedule

"MONDAY"

Art & Craft

- Drawing
- Origami
- Hena
- Time Capsule
- Chalk Art
- Playdough
- Flower Art
- String Beads
- Costume



"TUESDAY"

Interest/Others

- Sing-a-long
- Lets Dance
- Comedy
- Movie
- Gardening
- Lego
- Shape in the Clouds
- Games
- Pack a picnic

"WEDNESDAY"

Sports

- Soccer
- Chess
- Soul Happy Yoga
- Barre for Kids
- Marble Races
- Hula Hoop Contest
- Jump Rope
- Tug of war
- Rug Race

"THURSDAY"

Community/Skills

- Financial Wisdom
- Digital Safety
- Read a Book
- Bee Present Honey
- Food for Health
- Table Manner
- Tutoring
- Be Kind



"FRIDAY"

Robotic Team



Volunteer Sign up



Village Oaks Elementary School



audy.tenka@novik12.org

248-449-1404



donate

event calendar

my account

Upcoming Closures

Sunday, June 18 - Father's Day

Monday, June 19 - Juneteenth

Tuesday, July 4 - Independence Day

Friday, August 18 - Staff In-Service

NPL Closed Sundays from June 18-September 3

Starting June 18, NPL will be closed Sundays through September 3. This closure was approved by the Library Board of Trustees at the May 25, 2023 Board Meeting.

We're thankful to the Library Board for recognizing the challenges posed by the current staff shortage. Approving this closure allows our team the time to focus their energy and resources on filling open positions and providing quality services and programs for the community, Monday through Saturday. We're looking forward to reopening on Sundays beginning September 10. As a reminder, no materials will be due when the Library is closed. The Library is also now permanently fine free.

The Library Board and staff appreciate your patience, support and understanding.

[Click here for more information.](#)

Website Accessibility Toolbar

We're excited to announce that we've added the Recite Me web accessibility and language toolbar to our website to make it accessible and inclusive for as many people as possible.

The Recite Me toolbar has a unique range of functions. You can use it to:

- Translate text into more than 100 different languages
- Read website text aloud (including PDFs)
- Change font sizes and colors
- Customize background-color
- Access a fully integrated dictionary and thesaurus
- Download the text as an MP3 file to play it where and when it suits you

You can open the Recite Me language and accessibility toolbar by clicking on the round button in the bottom left corner of any page on novilibrary.org. [Click here for more information.](#)

Update Regarding Vehicle Charging Stations

The first-generation EV charging station at the Novi Library, has served the community for many years. Unfortunately, the device has aged out of service. The device manufacturer will no longer support the device's hardware or software. As a result, they have discontinued service to the device. The City removed the EV charging station. City staff is evaluating multiple opportunities to replace the EV charging station with a modern device to serve the community.

Taft Rd. Construction

Starting June 12 and through the summer, Taft Rd. is going to be open for northbound traffic only from 8 Mile to 10 Mile Rd. Southbound traffic will be detoured along 10 Mile Rd. to southbound Beck Rd., to eastbound 9 Mile Rd., back to Taft Rd. All legs of the 9 Mile roundabout will be opened fully during construction.



Challenge Yourself to a Summer of Reading

NPL's 2023 Summer Reading Program starts June 5! This year's theme is "All Together Now." Participants of all ages can enjoy a number of events and activities during the summer, including book clubs, story times, concerts, crafts, and more!

[Click here for more information on how to sign up for the program, prizes, finale parties, and more!](#)



Read Boxes Now Available!

When you stop by ITC, Pavilion Shore, Rotary and Brookfarm Parks this summer, be sure to take advantage of some great FREE reads! Designed to encourage summer reading for all ages, keep the book as long as you like and when done, return it to the Read Box or the Library.

[Click here for more information.](#)

New Location - Brookfarm Park

Pictured above is Jazmine Tuck and Monika Hall-Camilletti, homeowners in Willowbrook Community Association, whose efforts helped make the Brookfarm Read Box a success. A special thank you as well to Chris Kallas, the artist who designed and painted the exterior of the Read Box!



Thank You, Shinsho!

The Novi Public Library would like to extend a huge thank you Shinsho American Corporation for its donation of

Summer Reading Kickoff Party Sat, Jun 24, 2-4pm

Join us to celebrate the start of summer and the Summer Reading Program at our kickoff party! Petting zoo, games, face painting, balloon twisting animals, crafts, sweet treats and more! There will also be a special character that you can take a photo with in our story time room! This free event is open to all ages & will be held rain or shine. Parking will be available in the Novi High School's parking lot off 10 Mile Rd. between the Library and City of Novi.

[Click here for more information.](#)

\$1,000.00 to purchase new youth books for the Library's collection. These books will be available starting June 5.

Pictured from left to right: Julie Farkas, Library Director, Ryota Ezawa, Incoming Treasurer, Makio Ono, President, Akinori Kitamura, Outgoing Treasurer, Alicia Hendershot, HR Manager, Mark Sturing, Library Board President

Upcoming Meetings

Friends of the Novi Library Meeting:

Tue, Jun 6, 2pm - Board Room

Novi Historical Commission Meeting:

Wed, Jun 21, 7pm - Local History Room

Library Board Meeting: Thu, Jun 22, 7pm - Novi Civic Center

We're Hiring!

Want to join the Novi Library family? We're hiring! For more information and to apply, [click here](#).

Questions? Email our Director, Julie Farkas, at jfarkas@novilibrary.org.

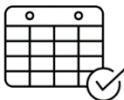


Did You Know?

Food Deliveries to NPL

We understand that after a long study session, a McDonald's hamburger or sandwich from Panera sounds enticing. However, we encourage library guests to get acquainted with our [Food in the Library policy](#) regarding food deliveries.

Food deliveries cannot be accepted within 100 feet of the main library doors or in designated emergency and accessible parking areas. Additionally, our staff is not authorized to accept food items from delivery sources. The library is not responsible for any food items that are delivered but not accepted by a guest and left unattended on the library property. **We encourage our guests to purchase food from our on-site Café, which is available Monday-Friday from 10am-5pm. We appreciate your cooperation!**



Programs

Adult Programs

- Cultural/International & ESL Programs
- **6/4:** AAPI Festival
- **6/5:** Novi Mental Health Alliance Meeting
- **6/6:** Novi High School Jazz Ensemble
- **6/6:** For the Health of It
- **6/7:** Raise Hope & Foster Dreams
- **6/10:** USO-Style Canteen
- **6/13:** Novi Concert Band Evening Performance
- **6/17:** Juneteenth Celebration
- **6/20:** Choose Your Own Adventure - Artefact
- **6/26:** Multicultural Book Club

Youth Programs

- Story Times
- **6/17:** Special Juneteenth Family Story Time
- **6/17:** Morning Kids Crafts
- **6/17:** Juneteenth Celebration
- **6/21:** Tail Waggin' Reading Buddies

Tween & Teen Programs

- Teen Space (ends June 1)
- **6/2:** Summer Smoothie Fun with Chef George Rapisis
- **6/17:** Morning Kids Crafts
- **6/17:** Juneteenth Celebration
- **6/22:** Retro Crafts for Tweens

NO-VI Chess Club

- **6/8:** Experienced Players
- **6/15:** Beginners/Intermediate Players
- **6/15:** Experienced Players

Genealogy Research

The Northville Genealogical Society will be offering free genealogical research assistance on the 4th Monday of the month from 12-2pm. Drop in to ask



USO-Style Canteen

Sing and dance your way into the 1940s on Saturday, June 10 from 2-4pm! Join the Novi Public Library for an afternoon that will bring you back to this incomparable era's songs, style, stars, and spirit. Enjoy The Big Band Theory, a live 17-piece band, and the ABC Sisters, an Andrews Sisters Tribute Act trio, "Bob Hope style" comedy, along with snacks, giveaways, and fun. A memorable event you won't want to miss.

[Register here.](#)

Enjoy Music All Summer Long

Summer Songfest

Spend your Thursday evenings listening to music at [Paradise Park](#).

June 29: [Dale Hicks Band](#)

July 13: [Motor City Soul](#)

July 20: [Dueling Pianos](#)

Events are free and will be held under an outdoor, covered pavilion. Arrive at 6pm for cash bar, food service, attractions and games which are available for purchase. Music starts at 6:30pm.

Tuesday Tunes

Grab your lunch and enjoy music on our patio, Tuesdays at 11:30am.

July 11: [Daniel Goree & Friends](#)

July 18: [Silver Strings Dulcimer Society](#)

July 25: [Phil Hale Quartet](#) (music starts at 12pm this day only)

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

questions, get help on ancestry databases, and more. This program will take place in the Local History Room on the 2nd Floor of the library.

[Click here for more information.](#)



Novi Library Café



Café Hours: Monday-Friday, 10am-5pm

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

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

- **Week 1:** Roasted veggie hummus wrap with chips & pop or water for \$8
- **Week 2:** Turkey club wrap with chips & pop or water for \$8
- **Week 3:** Chicken pesto with chips & pop or water for \$8
- **Week 4:** Breakfast sandwich (egg, bacon or sausage) with chocolate-covered pretzel & coffee or water for \$8



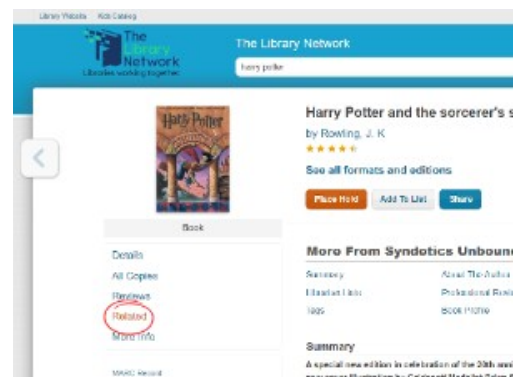
Services

Get a fresh start at NPL with no more overdue fines!

Novi Public Library is now permanently fine free.

While NPL is going fine free, due dates will remain and be important. Guests will still be charged fees for lost or damaged materials but not overdue fines on items returned past the due date. We want materials to come back on time for other guests to enjoy. One or more lost or damaged items on an account will block a guest and privileges will be suspended.

From all of us here at the Library, we thank you for your continued



Enhanced Feature on the Library's Catalog

The Library's catalog has been recently

patronage and support!

updated to include more content such as reading recommendations for similar titles, other books by the author, tags, awards, reviews, and reading levels. This content can be found by clicking on the "related" tab on the left side of any material.



Community Info



Novi Community Coalition's Newest Member

Novi Community Coalition has a new team member, Domonique Smith. Domonique is an experienced Clinical Social Worker and Limited Licensed Therapist specializing in clinical practice and program development. Domonique helps clients overcome low self-esteem, childhood trauma and emotional dysregulation by identifying the root causes of these behaviors and developing evidence-based tools to overcome them.

Connect with Domonique at the Library, by appointment only, Thursdays from 10am-3pm. Assistance is free and confidential. Call or text 248-378-9899 to schedule an appointment.

Oakland County Michigan

Feed the Need

Feed the Need is back for another summer of free lunches and activities for students! Feed the Need runs from June 19 through August 11, Monday-Friday, with meal pickup locations throughout the City. Visit Village Oaks Elementary for outreach events, Monday-Friday, 11am-1pm.

[Click here for outreach information.](#)

Attend a kick-off event on Tuesday, June 20 from 11am-1pm at Village Oaks Elementary!

[Click here for more information about Feed the Need.](#)

Help Bring Broadband To Oakland County!

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

[Click here to take the survey.](#)

Works! Novi Health & Wellness Fair

Attend this community Health & Wellness fair on Thursday, June 29 from 9am-12pm at 31186 Beck Rd, Novi, MI 48377. The Wayne State Mobile Health Unit will be on-site to assist with various health checks.

For more information, please contact kim@rahmaww.org or 248-866-3111.



Novi Preschool & Childcare Directory

Looking for information about childcare providers and preschools in the City of Novi. [Check out our list by clicking here.](#)



Meeting Room Rentals at NPL

With after-school programming at the library coming to an end, we have increased availability to rent our East, West, and Whole Meeting Rooms throughout the summer months! Contact us to schedule your summertime meeting or event in one of our comfortable & convenient, affordable & air-conditioned spaces! [Click here for more info.](#)



Save the Date: Blood Drive

The American Red Cross is hosting a blood drive at NPL on Wednesday, June 21 from 10am-4pm. **To schedule an appointment, please log onto redcrossblood.org (sponsor code: NoviLibrary) or call 1-800-RED CROSS (1-800-733-2767).**

Connect With Us:



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

Let Us Know You've Moved

Novi Public Library

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

Hours

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

Hours

(June 18 - September 3, 2023)
Monday - Thursday: 10am - 9pm
Friday & Saturday: 10am - 6pm
Sunday: Closed

Lakeshore Lending Library

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

Hours

7 Days a Week
Dawn to Dusk

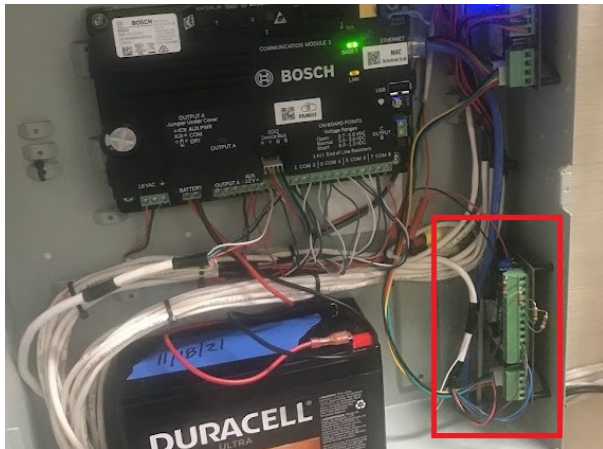
Visit Our Website

Information Technology Report by Jeffrey Smith – May 2023

General

Our System Admin, Bryan Carter, upgraded all of our meeting room laptops to Windows 11 and configured the Lending Library to work with our new MyLibro app.

Our new HVAC in the server room has prompted some work on our alarm system. The alarm sends us an alert when the server room temp is outside of its standard range, and it also sends an alert if the HVAC water tray fills with condensation. Previously both of these circuits were combined into one alert. NightWatch installed a new circuit board which adds room for additional zones. Now we are able to identify if an alert is for the temp or water sensor, and we can respond appropriately.



New Alarm circuit board to process HVAC sensor issues.

We have been collecting quotes for a new WIFI system. A proposal to replace our old Cisco WIFI with new Meraki WIFI cloud-based technology was presented to Building & Grounds committee, before bringing to the May Board meeting. Timing for the project will be finalized in the Statement of Work (SOW), which is being developed by NPL IT and the vendor.



Our old Cisco WLAN Controller (WIFI server) which will be replaced by Meraki cloud technology.



WiFi Hardware similar to this will be installed in the library in the upcoming weeks.

Our "Car Counter" collected data for most of the month of May, until it crashed on May 25 due to a hardware failure. The item that failed was the "Pulse Data Logger" shown below sitting on a sticky note. A new PDL is being ordered to get the Car Counter system back online.



Failed "Pulse Data Logger" hardware

iCube

- We held 184 iCube appointments in March
 - 16 3D prints
 - 3 3D scans
 - 11 Adobe Creative Cloud projects
 - 20 Cricut crafts
 - 2 Carvey projects
 - 43 Creative Kits
 - 19 Digital Conversions
 - 23 Heat Press jobs
 - 12 Laser projects
 - 6 Photo Prints
 - 8 Sewing/Embroidery projects
 - 21 Sublimation prints

A new Canon ecotank printer was ordered by the iCube Team, and has been installed by Bryan Carter. It is next to the Cricut machine, and will be used to print stencils, patterns, and stickers to support the Cricut users.



New Canon ecotank printer uses bottle ink instead of ink cartridges.

Our iCube staff has been busy scheduling appointments with guests and working on demo and training projects.

Multiple items made by guests and staff in the iCube this month.



3D printed and painted figure named "Totoro" made by our iCube staff member Anna Jakubiec.

A guest made this sublimation on fabric, to later be turned into a cross stitch. They were assisted by Jessica Holowicki (one of our iCube staff)



Technical Supervisor Dominic Doot and librarian Mary Robinson assisted a former NPL employee to make these laser etched "Coaster magnets"



Mary Robinson assisted our new Technology Assistant Anna Burbo to trim some items on our Dremel machine

Training

Jeffrey Smith joined NPL managers to attend HVAC Training, Fire Panel training, and a Crisis Management webinar sponsored by TLN. Jeff also attended training for the Tri County Broadband Survey, which will be promoted to county residents for the next several weeks.

Anna Burbo has been busy training for her new role as Technology Assistant by completing several iCube projects, including the ones below:



3D Scan and Print



T shirt



Rotary engraving



Wood Sublimation

Facilities Report by Keith Perfect –May 2023

In the past month the Facilities Department has closed 3 Facilities tickets, 48 Meeting Room Requests and has updated 364 Periodic Maintenance tickets.

- Annual Safety Tours were provided to current and new staff. All part-time and full-time employees have been provided this tour at this time.
- The Facilities Department has done some spring cleaning of mechanical/electrical and janitors closets, purging some of the things no longer needed.
- The Facilities Department has begun a re-organizing project in mechanical rooms/ electrical rooms and janitors closets that will be completed as time allows. This includes the above mentioned purging of un-used, no longer needed equipment, scrap building materials and other objects/debris. But more organization is on-going.
- The restroom deep cleaning/ sanitization was completed by vendor.
- New foaming soap dispensers were installed near meeting room sinks and in staff restrooms.
- All Managers were provided refresher training on the operation of the fire alarm panel.
- The lawn irrigation system has been activated for the summer season.
- The vestibule air-curtain was de-activated for the summer season.
- The interior/exterior glass cleaning was completed by vendor.
- Plants were added to the patio flower pots. Thank you Bill!
- A meeting was held with our lighting supply vendor to determine our best options moving forward with future light bulb replacements. Due to the brand of bulbs we currently use in half of the building going out of business, we will be sampling a few options to seek the best fit for our building with other brands. We are currently testing some samples in two areas of the building, which we will monitor as we seek the results.
- A loose handrail in one elevator was repaired with new hardware. The work was completed by our elevator maintenance vendor.
- New signage was ordered to replace our Sunday hours. The new signage will reflect our summer closures on Sundays. The new signage will be installed prior to our first Sunday closure.

Information Services Department Report by Hillary Hentschel – May 2023

News and Notes

- Welcome, Jennifer McArdle and Justin Villa, IS Interns! Jennifer and Justin are MLIS students at graduate programs in Michigan.
- Welcome, Sophie and Aarna, Teen Leader Volunteers! These teens will assist with Summer Reading signups and programs this summer.
- The [Digital Library](#) section of the website has been overhauled to improve the user experience.
- Lindsay and Danielle hosted multiple trainings for Library staff on Summer Reading and Beanstack to prepare for the start of the Summer Reading Program on Monday, June 5.
- Asian American Pacific Islander (AAPI) Heritage Month reading challenge completed – 36 guests participated.
- Offered Star Wars Day book bundle raffle – over 50 entries.
- Remaining staff completed their annual safety tour.
- Staff attended committee meetings for Lending Library Committee, In-Service Planning Committee, HR Policy and Building Policy.
- Interviews are ongoing for open positions.

Professional Development

- “Empowering Communities with Creativity” webinar – Mary
- “Port in the Storm: How you can support LGBTQIA+ youth that are under attack” webinar – Jess, Anna
- “Talk Saves Lives: An Introduction to Suicide Prevention” training – Lindsay
- MCLS Supervisor Series training – Lindsay
- Crisis Management webinar – Lindsay, Hillary
- “Library Services to Homeschoolers” – Danielle
- “Astronomy Programming in Public Libraries” webinar – Danielle
- “Disability Accommodations in Libraries” webinar – Danielle

IS Staff Outreach

- Diversity Night at Village Oaks – Shannon
- Hanami Festival at Tollgate Farm – Shannon
- Hinoki Foundation Story Time (Virtual) – Shannon
- Novi schools English Language Development (ELD) program info night – Shannon
- Novi Adult Transition Center Library Visit – Emily
- Preschool outreach to Little Birds Montessori, A Growing Place, and Goddard – Emily
- Novi Chamber of Commerce Friday Coffee – Hillary
- Novi Meadows Dine and Dash event – Lindsay
- No. VI Book Club at Meadowbrook Activity Center – Rae
- Fox Run Low Vision Support Group presentation on NPL's low vision resources – Hillary

Adult Programs

- ESL Book Club (6) – 90
- Japanese Conversation Group – 30
- Knit 2gether Knitting Group (4) - 40
- Afternoon Read Book Club – 13
- Coffee with the Superintendent – 24
- Parent to Parent Book Discussion – 15
- Novel Idea Book Club – 7
- For the Health of It – 15



- On the Road to Frankenmuth – 47
- Masterpiece Monday – 26
- Tantrums: Navigating Big Emotions – 6
- Preschool and Childcare Information Fair – 80
- Craftastic Wednesday: Boho Macramé Wall Hanging – 20
- Living Your Best Life series: Sound Healing – 60
- Yoga class: Meditation & Restorative Flow – 15
- AAPI Celebration - 87

Adult Displays

- **Feature Collection:**
 - Reading Challenge: New releases (Books published in 2022/2023)
 - Jewish American Heritage Month
 - Asian American Pacific Islander (AAPI) Heritage Month
- **Desk Display:** AAPI Heritage Month



Youth/Tween/Teen/Family Programs

- NO-VI Chess Club – 23
- TAB Meeting – 40
- Tail Waggin' Reading Buddies – 15

Youth/Tween/Teen Displays

- **Teen Stop display** – AAPI Heritage Month, Jewish American Heritage Month (window display)
- **Youth Feature Display** – “A Book is like a Garden, Carried in the Pocket” (books featuring gardens and gardening)
- **Youth Desk Display** – AAPI Heritage Month
- **New for You Kiosk**
 - **Libraries are for Everyone:** Mental Health Awareness Month, National Teachers' Day, Star Wars Day, Cinco de Mayo, Mother's Day, Endangered Species Day, Memorial Day
 - Feature Display: AAPI Heritage Month, Jewish American Heritage Month

Support Services Department Report by Maryann Zurmuehlen – May 2023

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team meetings.
- Attended weekly SS Department catchup meetings.
- Attended building operations meetings on May 9th.
- Attended Strategic Planning Zoom meetings on May 15th, 24th, and 31st.
- Attended a Safety Tour on May 16th.
- Attended a IS/SS Department meeting on May 17th.
- Attended a Lakeshore Lending Library meeting on May 17th.

- Attended a SRP Workshop on May 17th.
- Attended a Read & Recreation meeting on May 24th.
- Completing Year-End Performance Reviews.

Circulation & Shelves

- Read Boxes were filled for the season on May 3rd.
- Manager/Supervisor meetings were held the week of May 15th.
- Staff have completed their DEI seminars for their yearly requirement.
- Kim Swejkoski has resigned as Support Services Supervisor. Please wish her good luck on her new full time librarian position at CIDL!
- Completing Year-End Performance Reviews.

Tech Services

- Manager/Supervisor meetings were held the week of May 15th.
- Staff have completed their DEI seminars for their yearly requirement.
- Assisted weekly with student volunteer, Jason.
- Working on End of Fiscal Year wrap-up, including ordering, processing, cancellations, and budget reconciliations.
- Completing Year-End Performance Reviews.

Statistics (May 2023)

- Cards Issued: 215
- Items Checked Out (NPL): 51,418
- Items Checked Out (LLL): 79
- Total Checkouts (NPL + LLL): 51,497
- Items Interloaned for NPL Patrons: 3,534 (136 through MeLCat)
- Items Interloaned to Other Libraries: 3,081 (109 through MeLCat)
- Items Added to the Collection: 1,814
- Items Discarded from the Collection: 1,953
- Drive-Up Window & Locker Hold Pickups: 25
- MAP Checkouts: 28
- Online New Card Registrations: 0
- Outreach:
 - NPL @ Your Door: 7 Mailer Bags / 26 Items
 - 6 Facilities Visits / 23 Items Provided
 - 7 Book Discussions / 102 Items Provided
- Read Boxes:
 - 5 Weekly Deliveries
 - 73 Adult Items Circulated
 - 527 Youth Items Circulated

*Read Boxes were filled for the season on May 3rd.

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	231	396	270	295	253	215		3,776
Checkouts (NPL)	73,029	67,931	57,606	55,340	53,599	50,971	60,199	56,179	65,393	55,204	51,418		646,869
Checkouts (Lakeshore Lending Library)	78	89	62	64	57	43	35	42	24	48	79		621
Total Checkouts (NPL + LLL)	73,107	68,020	57,668	55,404	53,656	51,014	60,234	56,221	65,417	55,252	51,497	0	647,490
Items Borrowed	4,223	4,850	4,172	3,838	3,869	3,580	4,759	4,262	4,973	3,636	3,534		45,696
Items Loaned	3,463	3,376	3,231	3,213	2,990	2,947	4,249	3,254	3,634	3,005	3,081		36,443
Hold Pickups (Drive-Up & Lockers)	27	26	26	26	19	19	19	27	25	20	25		259
MAP Pass Checkouts	64	55	22	28	11	7	14	19	19	22	28		289
Read Boxes	0	0	0	0	0	0	0	0	0	0	600		600
NPL @ Your Door (# of Bags)	8	5	5	5	7	15	11	8	10	7	7		88
NPL @ Your Door (# of Items)	53	20	35	34	39	62	57	45	43	21	26		435

Year-to-Year Comparison				Read Boxes			
		MAY 2023	MAY 2022			MAY 2023	MAY 2022
Cards Issued This Month		215	221				
Total Checkouts (NPL + LLL)		51,497	53,021				
Items Borrowed	TLN	3,398	3,750	Read Boxes	Adult	73	0
	MeL	136	59		Youth	527	0
		3,534	3,809		Total	600	0
Items Loaned	TLN	2,972	2,409	NOTE: Read Boxes will be filled for the 2023 season on May 3rd.			
	MeL	109	71				
		3,081	2,480				

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	68,020	49.73%	33,828	7,656	7,800	12,648	5,724
September	57,668	47.11%	27,170	7,019	6,513	7,877	5,761
October	55,404	25.79%	14,287	3,455	6,078	4,234	520
November	53,656	42.63%	22,871	7,546	5,162	4,052	6,111
December	51,014	44.54%	22,720	7,449	5,848	3,575	5,848
January	60,234	48.57%	29,254	9,230	7,225	4,513	8,286
February	56,221	46.82%	26,323	7,971	6,579	3,793	7,980
March	65,417	46.07%	30,138	9,336	6,779	4,299	9,724
April	55,252	44.09%	24,362	8,238	5,212	2,894	8,018
May	51,497	40.35%	20,781	6,658	4,512	2,549	7,062
June							
FYTD	647,490	44.17%	288,388	82,924	70,089	64,813	70,562

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	21,123	7,248*	28,371	1,091
January	20,444	7,621	28,065	936	January	26,060	7,248*	33,308	1,149
February	18,798	8,617	27,415	979	February	25,615	7,248*	32,863	1,174
March	24,367	9,846	34,213	1,104	March	26,395	7,248*	33,643	1,085
April	22,464	8,246	30,710	1,059	April	24,470	7,248*	31,718	1,094
May	22,690	9,642	32,332	1,155	May	23,598	5,020	28,618	1,022
June	24,976	9,983	34,959	1,205	June				
FYTD Total	252,444	95,909	348,353	1,010	FYTD Total	272,709	82,051	354,760	1,765

*This number is estimated due to equipment malfunction for December 2022 – April 2023

In 2022 the Car Counter sensor was collecting up to 3.5 pulses for each car. Since relocating the sensor to point straight down, instead of at a 45-degree angle, we are now collecting 1 or 1.5 pulses per car on average. From May 2023 forward, the Drive-up statistics will be somewhat lower than they were last year due to that change.

On May 25, the *Pulse Data Logger* (a device that collects the car counter sensor data) had a major hardware failure. We installed a new *Pulse Data Logger* device on June 8th.

For the month of May, the Drive-Up Car Counter was working 20 days out of 28 open days. The remaining 8 days are estimated.

Computer Logins

2021-2022 Fiscal Year						2022-2023 Fiscal Year				
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless	Total	Daily Average
July	983	30,634	31,617	1,171	250	July	1,224	46,582	47,806	1,594
August	944	35,958	36,902	1,230	289	August	1,310	47,479	48,789	1,626
September	853	39,555	40,408	1,497	261	September	979	45,290	46,269	1,714
October	1,086	44,813	45,899	1,481	291	October	1,066	53,634	54,700	1,765
November	867	41,990	42,857	1,531	247	November	963	51,914	52,877	1,888
December	779	43,942	44,721	1,656	267	December	883	14,326	15,209	585
January	643	36,790	37,433	1,248	278	January	1,027	50,970	51,997	1,793
February	901	42,253	43,154	1,541	264	February	1,043	58,598	59,641	2,130
March	1,162	49,315	50,477	1,628	297	March	1,122	32,663	33,785	1,090
April	1,035	48,514	49,549	1,709	277	April	1,026	54,630	55,656	1,919
May	873	50,149	51,022	1,889	266	May	889	44,893	45,782	1,635
June	1,015	47,629	48,644	1,737	272	June				
FYTD Total	11,141	511,542	522,683	1,524	3,259	FYTD Total	10,643	500,979	512,511	2,550

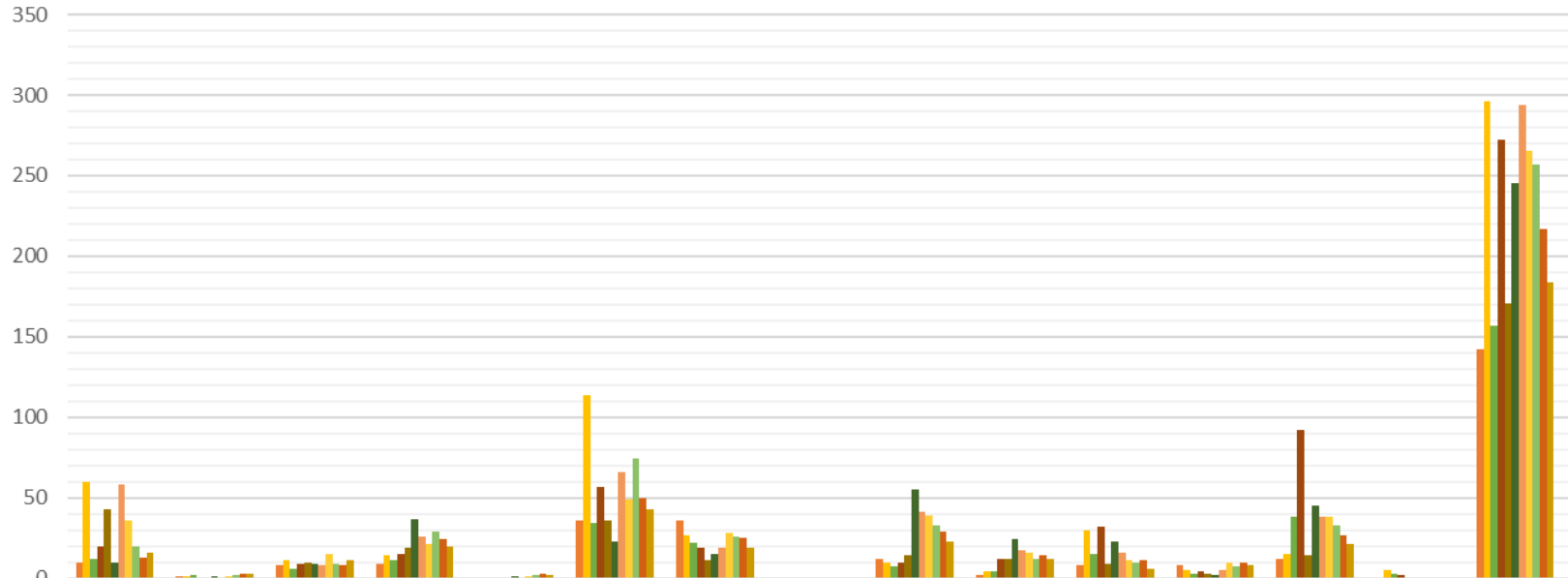
Early Literacy Workstation Usage

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	343	5,964	17
January	291	5,750	19	January	456	9,317	20
February	333	6,603	19	February	388	7,990	20
March	447	8,555	19	March	457	8,727	19
April	360	6,693	18	April	350	5,741	16
May	278	4,684	16	May	278	4,684	16
June	391	7,317	18	June			
FYTD Total	3,512	66,978	19	FYTD Total	4,238	79,517	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	Heat Press	Creative Kits	Virtual Reality	Staff Training	Total Sessions	Total Guests	
Jul	10	9	28	8	8	12	0	2	0	1	8	12	36	5	12	151		
<i>Guests</i>	10	9	28	8	8	12	0	2	0	1	8	12	36	5	12		151	
Aug	60	14	27	30	5	15	0	4	0	0	11	10	114	5	3	298		
<i>Guests</i>	60	14	27	11	5	15	0	4	0	0	11	10	114	5	3		279	
Sep	12	11	22	15	3	38	0	4	0	2	6	7	34	3	4	161		
<i>Guests</i>	12	11	22	15	3	38	0	4	0	2	6	7	34	3	4		161	
Oct	20	15	19	32	4	92	0	12	0	0	9	92	57	2	2	356		
<i>Guests</i>	20	15	19	32	4	92	0	12	0	0	9	10	57	2	2		274	
Nov	43	19	11	9	3	14	0	12	0	0	10	14	36	0	0	171		
<i>Guests</i>	43	19	11	9	3	14	0	12	0	0	10	14	36	0	0		171	
Dec	10	37	15	23	2	45	1	24	0	1	9	55	23	0	0	245		
<i>Guests</i>	10	37	15	23	2	45	1	24	0	1	9	55	23	0	0		245	
Jan	58	26	19	16	5	38	0	17	0	0	8	41	66	0	0	294		
<i>Guests</i>	58	26	19	16	5	38	0	17	0	0	8	41	66	0	0		294	
Feb	36	21	28	11	10	38	1	16	0	1	15	39	49	0	0	265		
<i>Guests</i>	36	21	28	11	10	38	1	16	0	1	15	39	49	0	0		265	
Mar	20	29	26	10	7	33	2	12	0	2	9	33	74	0	2	259		
<i>Guests</i>	20	29	26	10	7	33	2	12	0	2	9	33	74	0	2		259	
Apr	13	24	25	11	10	27	3	14	0	3	8	29	50	0	3	220		
<i>Guests</i>	13	24	25	11	10	27	3	14	0	3	8	29	50	0	3		220	
May	16	20	19	6	8	21	2	12	0	3	11	23	43	0	0	184		
<i>Guests</i>	16	20	19	6	8	21	2	12	0	3	11	23	43	0	0		184	
Jun																0		
<i>Guests</i>																		0
Sessions	298	225	239	171	65	373	9	129	0	13	104	355	582	15	26	2,604		
<i>Guests</i>	298	225	239	152	65	373	9	129	0	13	104	273	582	15	26		2,503	

iCube Usage 2022- 2023



	3D Printer	3D Scanner	Adobe CC	Cameo/Cricut	Carvey	Creative Kits	Digital Conversion	Form Box	Heat Press	Laser	Photo Printer	Sewing/Embroidery	Sublimation	Virtual Reality	Total
July	10	1	8	9	0	36	36	0	12	2	8	8	12	0	142
Aug	60	1	11	14	0	114	27	0	10	4	30	5	15	5	296
Sep	12	2	6	11	0	34	22	0	7	4	15	3	38	3	157
Oct	20	0	9	15	0	57	19	0	10	12	32	4	92	2	272
Nov	43	0	10	19	0	36	11	0	14	12	9	3	14	0	171
Dec	10	1	9	37	1	23	15	0	55	24	23	2	45	0	245
Jan	58	0	8	26	0	66	19	0	41	17	16	5	38	0	294
Feb	36	1	15	21	1	49	28	0	39	16	11	10	38	0	265
Mar	20	2	9	29	2	74	26	0	33	12	10	7	33	0	257
Apr	13	3	8	24	3	50	25	0	29	14	11	10	27	0	217
May	16	3	11	20	2	43	19	0	23	12	6	8	21	0	184
Jun															0

July Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

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	1,512	425	1,512	425	171
January	1,689	467	1,689	467	173
February	1,674	471	176	22	375
March	1,755	491	178	20	596
April	1,618	480	181	21	180
May	1,800	484	187	21	279
June					
FYTD Total	17,456	4,888	1,857	235	3,869

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	5,683	2,198	7,881	704	101
January	6,307	2,531	8,838	695	133
February	7,937	2,111	10,048	619	84
March	6,546	2,470	9,016	713	104
April	6,521	2,311	8,832	672	84
May	6,496	2,382	8,878	768	83
June					
FYTD Total	65,910	24,046	89,956	7,077	1,065

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	24	516
January	16	317	January	30	663
February	25	533	February	43	868
March	33	875	March	39	1116
April	31	547	April	33	879
May	22	851	May	16	377
June	27	567	June		
Total	204	4,998	FYTD	347	8,012

As of April 2023, meeting room rental revenue will exceed the budgeted \$25,000 for 22/23.

FRIENDS OF NOVI LIBRARY – N/A

CITY OF NOVI HISTORICAL COMMISSION – N/A

LIBRARY BOARD COMMITTEE REPORTS

Policy Committee: No Meeting/No Action

HR Committee: No Meeting/No Action.

Update from Director Farkas: The HR Specialist position was posted and interviews are occurring. Onboarding of our new Youth and Teen Programming Assistant occurred on 6/16/23 – official start date for the employee is June 20, 2023. We have 2 Full-time positions (Youth Librarian and Community Outreach Librarian) currently posted externally and 1 Full-time position (Technology Librarian) posted internally. Bryan Carter, Systems Administrator for IT, tendered his resignation and left our organization as of 6/16/23. We will be posting that position immediately. Maryann Zurmuehlen, Head of Support Services, was offered and accepted a promotion as Interim – Assistant Director of Building Operations. This is a position that has been vacant for over five years and is greatly needed with the many demands of the Support Services, IT and Facilities Departments.

Finance Committee: Met on June 13th and reviewed/discussed the 4th quarter amendments recommended by the City of Novi in order to close out the 2022/2023 fiscal year, based on a meeting Director Farkas has with Sabrina Lilla, City Finance, on 6/1/23. A 4th quarter budget line has been added to the financials to reflect these suggested changes and approval by the Library Board will be requested.

The committee also discussed the Janitorial Service Bid information that had just been received by the Library as of 6/12/23. The range of bids was provided. Library staff members: Julie Farkas, Maryann Zurmuehlen and Keith Perfect separately reviewed the 7 bid documents and submitted an evaluation scorecard. Below are tabulations.

Recommendation from Director Farkas based on scorecard tabulations below: To approve a 1 (one) year Janitorial Services contract with Professional Building Services, with an option to renew 2 (two) additional years in 1 (one) year increments at the same prices, terms and conditions of the original contract. With a not to exceed monthly price of \$7,747.60 (\$92,971.20 annually).

Janitorial Services Bid Results

Bid Opening: Monday, June 12, 2023 at 2pm, City of Novi
 Total number of companies that submitted a bid: 7

Evaluators	Detail XPerts	Professional Bldg. Services	McCoy Maintenance	LGC Global Facilities MGMT	Master Maintenance	ABM Industries	The Professional Group
Julie Farkas	365	460	370	595	310	300	400
Maryann Zurmuehlen	415	645	420	235	270	455	360
Keith Perfect	230	460	235	660	255	425	535
TOTAL	1,010	1,565	1,025	1,490	835	1,180	1,295

Costs/Fees were added to the evaluation from lowest bid to highest bid and ranked accordingly (1- highest; 7 lowest). McCoy did not provide a bonding letter, which created a 1 in the experience/qualifications criteria area.

One evaluator noted: A higher score rating was provided to LGC Global in multiple criterion based on the information provided in the RFP.

Professional Building Services: 28 years in business; local office in Northville, MI; 30 FT and 70 PT employees; Library cleaning experience as well as local government; additional services provided; 3 days per week inspections in first 30 days; weekly inspections by manager after 90 days; 24/7 availability; provides 2 custodians, 1 supervisor and one manager for the site.

**CITY OF NOVI
LIBRARY JANITORIAL SERVICES - BID TABULATION
JUNE 12, 2023 2:00 P.M.**

Company	QTY	Unit Prices	Total	Bonding Letter
Detail Xperts	12	\$ 7,183.00	\$ 86,196.00	Y
Professional Building Svcs	12	\$ 7,747.60	\$ 92,971.20	Y
McCoy Maintenance	12	\$ 8,995.00	\$ 107,940.00	N
LGC Global Facilities Mgmt	12	\$ 9,510.00	\$ 114,120.00	Y
Master Maintenance	12	\$ 9,575.00	\$ 114,900.00	Y
ABM Industries	12	\$ 13,831.75	\$ 165,981.00	Y
The Professional Group	12	\$ 15,381.00	\$ 184,572.00	Y

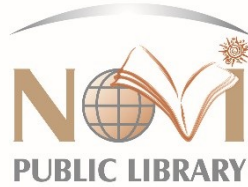
Director Farkas was also asked to provide a proposed closing schedule for 2024 taking into consideration holidays and possible additional closers that can occur in conjunction with holidays that are reasonable for staff to enjoy their family/friends and allow for rest. This is in lieu of the Sunday closures for summer 2023 and looking at ways to provide a better work/life balance for Novi Public Library employees.

Below is a proposed list of closures for 2024 for an opportunity for Board discussion.

In addition, Director Farkas has provided the Library Board Meetings Calendar for 2024 as well to discuss, in order to plan far in advance meeting schedules and to accommodate the annual budget planning season.

Recommendation by Director Farkas: To approve the 2024 Library Closings and 2024 Library Board Meetings Calendar as presented.

PROPOSED



LIBRARY CLOSINGS 2024

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

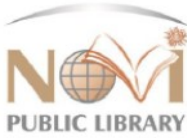
H - Paid Holiday for Employee (11 Total; 1 Floating Holiday for Veteran's Day in November)

LIBRARY BOARD MEETINGS

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

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

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



**LIBRARY CLOSINGS
2023**

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

LIBRARY BOARD MEETINGS

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

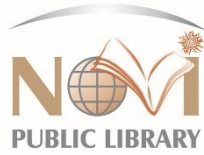
Except: Nov. 16th, Dec. 21st – due to holidays

H – Paid Holiday for Employee

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

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

PROPOSED



Library Board Calendar

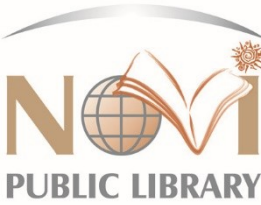
**** Meetings occur on the 4th Thursday of the month, unless otherwise noted**

2024

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

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

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



Library Board Calendar

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

2023

January	Budget Planning Sessions at NPL: Thursday, January 12 th at 5:30pm and Saturday, January 21 st at 10:00am, Novi Public Library
January 26	Library Board Regular Meeting, Council Chambers 2023-2024 Budget approval and Library Director Mid-year Review
February 16	Library Board Regular Meeting, Novi Public Library (Change due to conflict for Director)
March 23	Library Board Regular Meeting, Council Chambers
April 23-29	National Library Week – Theme: There's More to the Story
April 27	Library Board Regular Meeting, Council Chambers (State of Officers & Board Elections)
May 25	Library Board Regular Meeting, Council Chambers (Committee Appointments)
June 22	Library Board Regular Meeting, Council Chambers Library Director Annual Review
July 27	Library Board Regular Meeting, Council Chambers
August 18	Staff In-service, Library Closed
August 24	Library Board Regular Meeting, Council Chambers
September 28	Library Board Regular Meeting, Council Chambers
October 26	Library Board Regular Meeting, Council Chambers
November 16	Library Board Regular Meeting (Thursday), Novi Public Library ** 1 week in advance due to the holiday
December 21	Library Board Regular Meeting (Thursday), Novi Public Library ** 1 week in advance due to the holiday

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

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

Approved August 25, 2022

Events/Marketing/Fundraising Committee: No meeting. Presentation made to the Library Board at the May 25, 2023 meeting to show Recite Me and MyLibro (library's new app). Dana Brataniec is finalizing the details for our app launch for July. Because of some delays, she was able to negotiate a credit for work not delivered on time. Summer Reading promotion is underway and events are ongoing as well as planned for community outreach.

Strategic Planning Committee: CORE committee meetings were held on 5/24/23, 5/31/23 and 6/7/23 with Library staff and committee members to review current drafts of the plan. The committee is still working with Re-Thinking Libraries for a final draft. The committee will be bringing the final draft to the Library Board in July. Prior to that date, the committee would like to offer a Zoom meeting with the retreat stakeholders to present the plan and is then planning for a presentation to the City Council in August.

Building & Grounds Committee: Meeting held on May 23, 2023. Library Board approved a Wifi upgrade proposal from The Library Network (TLN). Jeff Smith, Head of IT, is working with TLN to begin the Wifi upgrade for NPL.

Bylaw Committee: No meeting.

DEI Committee: Meeting scheduled for June 28th. Trustee Dooley and Director Farkas attended a program at the Plymouth District Library on Monday, June 12th on the topic of Bridging to Belonging hosted by the Interfaith Leadership Council of Metropolitan Detroit. Supplemental information will be provided in your board delivery packet and this information will be discussed for the first time at the committee meeting.