

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Wednesday, December 15, 2021
at 7:00 p.m.
Location: City of Novi – City 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, Kathy Crawford

Pledge of Allegiance

Roll Call by Secretary, Brian Bartlett

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

Approval of Agenda.....1-4

Consent Agenda

- 1. Approve Minutes of:
A. November 17, 2021 – Regular Meeting5-14
- 2. Approve Claims and Warrants of:
A. Accounts 268 and 269 (#609) 15-17

Presentations

- 1. No presentations scheduled

Public Comment

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

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

Reports

- 1. Student Representatives Report (Rida Salim, Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) 18-19
- 2. President's Report (Kathy Crawford)
A. Contact has been made with Dr. Meadows regarding Board training to start in January 2022. Director Farkas has a Zoom meeting scheduled for 12/15/21.

3. Treasurer’s Report (Geoffrey Wood)	
A. 2021-2022 Library Budget Fund 268	20-22
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Public Comment

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

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 (Chair: Wood, Bartlett and Michener, Staff Liaison – Julie Farkas)
 - Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel;
 - Committee met on: 12/6/21; had discussions regarding Juneteenth closure and policy for Charges for Damaged, Destroyed, or Lost Materials

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
 (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)
 - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kirstin Abate and Kirsten Malzahn.
 - HR Committee met 12/1/21. See notes.....63-65
 - Next meeting scheduled for: 12/14/21
 - Director's Mid-year review conduct January 27, 2022 in Executive session
 - **GOALS:**
 1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
 2. Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.
 3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library.

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
(Chair: Bartlett, Cherukuri, Wood, Staff Liaisons – Julie Farkas & Barbara Cook)
 - Meeting held 12/6/21

 4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
(Chair: Dooley, Bartlett, Yu, Staff Liaisons – Julie Farkas & Dana Brataniec)
 - Meeting held 11/15/21.....65
 - **GOALS:**
 - 1: Read box fundraiser during National Library Week (April 2022)
 - 2: Bigger ongoing support to Friends of Novi Library
 - 3: Marketing plan update (Dana Brataniec)
- Updates and Events Attended by Trustees – compiled by Trustee Dooley.....66**
5. **Strategic Planning Committee:**
(Chair: Bartlett, Dooley, Staff Liaison – Julie Farkas).
 - No meeting; No report.
 - Based on the Board Retreat on Saturday, June 26, 2021, committees are being asked to identify 2-3 goals to be identified and addressed for 21/22.

 6. **Building/Landscape Committee:**
(Chair: Yu, Cherukuri, Staff Liaison – Julie Farkas)
 - No meeting; No report
 - **GOALS:**
 1. Apply for the Build America's Great Libraries Grant, if approved, to fund library improvement projects, such as the main entryway. Explore other grant opportunities we can apply for.
 2. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
 3. Review NPL's current Technology Plan (Barb Rutkowski, Head of IT)

 7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
(Chair: Wood, Bartlett, Michener, Staff Liaison – Julie Farkas)
 - No meeting; no report.
 - **GOAL:** Review current Library Board Bylaws (last updated March 28, 2019)

 8. **DEI: Diversity, Equity and Inclusion Committee**
(Chair: Cherukuri, Dooley, Michener, Staff Liaisons – Julie Farkas & Nicole Williams)
 - No meeting held; no report.
 - **GOALS:**

Matters for Library Board Action

1. Approve Juneteenth (June 19th) as an 11th paid holiday for employees at Novi Public Library. June 19th is already a recognized closure.....69-70
2. Charges for Damaged, Destroyed or Lost Materials.....73-74

Communications

1. 11/24/21: Thank you letter from Novi Oaks Chapter ABWA.....75-76
2. 12/1/21: Email from Emily Pohlonski, Principal at NCSD Virtual School Re: Tour77

Executive Session

- 1. Plan for: Library Director Mid-Year review – January 27, 2022

Adjournment

Supplemental Information

- Library Board Calendar – 2021 and 2022..... 78-79

2021 and 2022 Future Events:

- 12/24: Holiday – Christmas Eve, Library Closed
- 12/25: Holiday – Christmas Day, Library Closed
- 12/26: Library Closed
- 12/31: Holiday – New Year’s Eve, Library Closed
- 1/1: Holiday—New Year’s Day, Library Closed
- **1/8: Library Board budget study session at 10am, Novi Public Library**
- 1/17: MLK Unity Event, Virtual TBD
- **1/20: Library Board budget study session at 6pm, Novi Public Library**
- 1/27: Library Board Regular Meeting at 7pm, City of Novi, Council Chambers

Inform. Inspire. Include.

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



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
November 17, 2021**

Expanded Draft

Call to Order by President, Kathy Crawford

The meeting was held at the Novi Public Library, 45255 Ten Mile Road Novi Michigan 48375, and was called to order by Kathy Crawford, President, at 7:00 p.m.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Brian Bartlett

1. Library Board

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

Student Representatives

Abhay Kakarla
Rida Salim

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

Approval of Agenda

A motion was made to approve the Agenda as amended. Trustee Michener commented that under Committee Reports item 8, DEI - includes the staff DEI meeting, which was held and the Board DEI meeting was not held. Trustee Michener said the staff DEI meeting should not be included under board business. President Crawford mentioned that other staff committees are listed in the committees section, not just under DEI, in committee reports, items 1-8. Trustee Michener asked for staff committees to be listed under Directors Report and not under the board committees section. President Crawford is open to discussing this. President Crawford asked for other comments on this matter and no other Trustees commented.

Trustee Dooley asked for correction to a name error on the board minutes on page 15. The name Trustee Julie Dooley will be changed to Trustee Dooley. The agenda was approved as amended.

1st – Trustee Michener

2nd – Trustee Dooley

Discussion: No Further Discussion

Roll Call Vote was taken. 6 yes votes and 0 no votes. Trustee Wood is absent/excused.

Consent Agenda

1. Approve Minutes of:
 - A. October 28, 2021- Regular Meeting

2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#608)

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

1st- Trustee Bartlett

2nd- Trustee Dooley

No discussion took place.

Roll Call Vote was taken. 6 yes votes and 0 no votes. Trustee Wood is absent/excused.

Presentations

1. No Presentations scheduled

Public Comment

President Crawford welcomed public comment and asked speakers to state name, address and follow the 3 minute time limit.

Jason Michener, Harrier Place, Novi, MI.

- Jason stated the library motto: Inform. Inspire. Include. He said the board operates under delay, defer and deny when it comes to DEI issues; most prevalent Juneteenth as a paid holiday, with President Crawford voting against it twice and all 3 members of the finance committee (Trustee's Bartlett, Cherukuri, Wood) voting against 3 times.
- Jason is hopeful tonight as the board packet seems to address all the concerns these trustees had about making it a paid holiday. The cost of the holiday is \$2,016.06. Even with expenses associated with recent storm damage fund 268 has a \$2.5 million reserve, which could fund this one-time cost. Additionally, 268 has operated under a surplus during the last 5 years, which could easily fund Juneteenth Holiday.
- Novi Library has 10 paid holidays and State Government and the Library of MI have 11 paid holidays. West Bloomfield Library and the City of Novi has 13 paid holidays. Additionally, the staff overwhelming voted for Juneteenth as a paid holiday from staff survey results.
- He is asking another board member, (other than Trustee Michener, who has worked so hard for Juneteenth as a paid holiday) to add Juneteenth as a paid Holiday this evening under matters for board action, to end the cycle of Delay. Defer. Deny.
- Jason said now that concerns have been addressed, and the board is informed he hopes the board is inspired to include Juneteenth as a paid holiday tonight.

Sharon Trumpy, Harvest Drive, Novi, MI.

- Sharon said approximately 174 days ago the board unanimously approved the statement by President Crawford. *The Novi Public Library is committed to ensuring that every Novi community member, library guest, Board of Trustee member, library staff and volunteer, is treated with dignity and respect. Discrimination, bigotry and racism will not be tolerated.*
- 146 days ago the board received a formal staff complaint against Trustee Cherukuri. With the staff member stating he is mismatched for the DEI committee and does it a disservice.
- 118 days ago a community member stated their concern about Trustee Cherukuri's social public media posts.
- 83 days ago Trustee Michener made a formal complaint against Trustee Cherukuri alleging mistreatment during a DEI committee meeting.
- 69 days ago a community petition was delivered to President Crawford requesting the removal of Trustee Cherukuri from the DEI committee.
- 59 days ago President Crawford said she is pausing the DEI Committee indefinitely. This evening Sharon read some of President Crawford's public social media posts.
- Trustee Cherukuri approached a young black female after the last meeting and said his social media posts remain intact because nothing he said is offensive. Sharon read Trustee Cherukuri's public social media posts.
- Trustee Michener serves on three board committee's DEI, bylaws and policy. Since Trustee Michener has made her formal complaint not one of these committees has held a meeting. Other committees held meetings and it seems as though Trustee Michener has been excluded since lodging her complaint, which looks like retaliation.
- She is asking the board to keep its word that every board member is treated with dignity and respect and that bigotry not be tolerated.

Reports

1. Student Representatives Report
Presented by student representatives Abhay Kakarla and Rida Salim. Staff Liaison Lindsay Gojcaj.
 - Special thanks to Dana Brataniec, Novi Library Communication Specialist for her help with Teentober Bingo challenge.
2. President's Report (Kathy Crawford)
 - A. Scope of work proposal update: Both Dr. Jay Marks and Dr. Lee Meadows have declined the invitation to submit a proposal. Dr. Marks stated not having the time based on his current schedule. Dr. Meadows has personal family obligations that is taking precedence and he would not be able to engage until after January if the board would want to wait until that timeframe.
 - President Crawford added that since neither trainer is available and the holiday season is quickly approaching that it is reasonable that the board would be better prepared for training after the holidays. Dr. Meadows agreed to work with the board for an agreed price and has suggested a process. The board will be moving forward with Dr. Meadows.

3. Treasurer's Report (Trustee Wood – absent/excused)pages 28-39
 - A. 2021-2022 Library Budget Fund 268
The 2021-2022 Library Fund 268 budget calls for revenue of \$3,244,172 with expenditures of \$3,409,700 consuming \$165,528 of the fund balance.
 - B. 2021-2022 Contributed Fund Budget 269
The 2021-2022 Library Contributed Fund 269 budget calls for revenue of \$47,500 and expenditures of \$58,400 consuming \$10,900 of the fund balance.
 - C. Financial Report – October 2021
On page 32 of the November Board packet.
 - D. Library Fund 268 Expenditure and Revenue Report ending October 31, 2021
Revenue ending October 31, 2021 was \$3,218,689.
Expenditures ending October 31, 2021 was \$1,031,038.
 - E. Library Fund 269 Contributed Fund ending October 31, 2021
Revenue ending October 31, 2021 was \$5,746.
Expenditures ending October 31, 2021 was \$12,699.
 - F. Balance Sheets for Funds 268 and 269 as of October 31, 2021
Ending Fund Balance for Fund 268 as of October 31, 2021 was \$4,682,963.88
Ending Fund Balance for Fund 269 as of October 31, 2021 was \$1,688,701.86

4. Director's Report (Julie Farkas)
On pages 40-49 of the November Board packet.
Staff members celebrating anniversaries for November are:
 - Emily Brush– Information Services - 6 years
 - Shannon O'Leary – Information Services- 6 years

The Novi Library Café is open M-F 9am-5pm. The opening time may be adjusted to accommodate the new high school start time.

A software change from Constant Contact to Patron Point was implemented. The eNewsletter is now emailed via Patron Point. This software includes an opt-out option.

- A. Information Technology Report (pages 49-50)
- B. Facilities Report (pages 50-51)
- C. Information Services Report (pages 51-55)
- D. Support Services Report (pages 56-57)
- E. Library Usage Statistics Report (pages 58-66)
- F. Friends of Novi Library – (page 67)
- G. City of Novi Historical Commission- Nov. 10, 2021 Meeting Agenda – (pages 68-69)

Trustee Michener asked if there is a system to make contact with those who do not have library cards. Director Farkas said anyone can be added as long as they initiate the request.

Trustee Cherukuri asked how the City reaches its customers. Director Farkas believes the City still utilizes Constant Contact and there list is opt-in only. Trustee Cherukuri asked if a link can be added to the City's subscribers with a link to get the library newsletter. Director Farkas will look into this. Trustee Michener said Sheryl Walsh-Molloy has the 6 and wondered if that is a source that the library can also tie into.

Trustee Cherukuri asked if the teen members had any comment regarding the start time of the café. Both teen representatives utilize the café after school has ended.

Trustee Dooley commented that with Constant Contact the library reached over 2,500 people vs with Patron Point with the library reaching over 22,000 people.

Trustee Yu asked if Patron Point only reaches active card holders. Director Farkas confirmed that to be accurate. Trustee Yu asked if a patron's card has expired will that patron receive the newsletter or will they be cut off. Director Farkas will check on this.

Public Comment

President Crawford welcomed public comment and asked speakers to state name, address and follow the 3 minute time limit.

Sharon Trumpy, Harvest Drive Novi, MI.

- Sharon said that making Juneteenth a paid holiday was first discussed by the library board in June, 2020. This current board voted against it in March, 2021. Four Trustees voting against said they recognize the importance of Juneteenth but had additional questions/concerns.
- A concern was fiscal responsibility. In the packet tonight the cost is \$2,016.06. Comparing this amount to attorney fees of \$6773.50 year to date.
- In a past meeting, Trustee Bartlett inquired about the City's paid holidays. The City has 13 paid holidays as included in the packet this evening. Additionally, Sharon cited 7 governments and libraries that are paid more holidays than the Novi Library.
- Sharon addressed the staff survey in this evening's packet. Citing the highest number of votes from staff is to add Juneteenth as a paid holiday. This option was even more popular than adopting the City of Novi's 13 paid holidays, but not Juneteenth.
- With all of the board's concerns addressed she is expecting that everyone on this board will be clamoring to vote for Juneteenth to be a paid holiday this evening - to show the board values the holiday.
- Juneteenth as a paid holiday is not a knee jerk decision. This discussion started in 2020 with a previous board and in March of 2021 with this board.
- Sharon asks the board for no more delays, no more questions and it is time to show the staff and the community whether the board really values this holiday. Vote tonight on making Juneteenth a paid holiday.

Willy Mena, Yorkshire Novi, MI.

- Proud to be part of a team of 4 in 2007 that was instrumental in jump starting the bond campaign that raised \$16 million to build the beautiful library building.
- Feels privileged to serve on the library board from 2008-2014.
- Their team had many challenges and accomplishments: successfully built new library under-budget during a recession, doubled the size of the library and kept the staff size the same, kept the library running at peak efficiency despite shrinking revenue, found ways to increase programs and quality continued to improve during that time and grew the usage base significantly. Then in 2011 received the Michigan Library of the Year Award.
- The above are some of the reasons Willy has a strong personal connection to the Novi Library.
- He has become dismayed after watching many meetings after the last year or so: he has watched - the board allow agenda items be added at the beginning of meetings cheating community members from an opportunity to weigh in on those topics, the board has allowed votes to take place multiple times on the same issue, personal agendas have taken priority over library business, allowing agenda items to come forth that are beyond the scope and domain of the Novi Library and board members have personally attacked other board members.
- Willy said it gets worse as two former board members have walked away deciding not to apply for reinstatement due to harassment and intimidation by some community members. He watched as similar harassment forced a former board president to resign. He continued to watch as a former member of the DEI Committee decided they no longer wanted to serve as a member clearly because of the unfair treatment that was endured.
- Willy said now he sees social media video posts being created with the sole intent of intimidating and harassing board members.
- He recommends updating the governance rule to disallow personal attacks from employees and community members.
- Willy said Novi is a great library and you would not know it from watching the board meetings. He truly appreciates those who keep the best interest of all Novi Community Members in mind when rendering decisions.

Jason Michener, Harrier Place, Novi.

- Jason says what he has seen over the year is a motion by the former president of this board, after George Floyd was murdered in the streets.
- Jason has watched board members commit and then walk away from decisions.
- One board member has been true to what she has stood for ever since her first appointment. She has been crucified by her fellow board members and other members of the public.
- When she has stood up against discrimination and unfair treatment, Jason said she has been tormented by other board members and removed from being able to operate on committees. The DEI committee is prohibited from meeting and other committees she is on have stopped meetings since August.
- Jason said the problem is treating the citizens of Novi with equity and inclusion. He said the work is to make the diverse members of Novi feel included and provide them equity when they bring something to the table and consider it seriously.

- He does not see a reason to not have Juneteenth be a paid holiday. All objections and concerns have been addressed at this point and no board member has added it to the agenda.
- He has seen great discussion happen during a public meeting and decisions can be made during that time, therefore he does not see a problem with bringing motions to the board and having discussions in front of the public. Preparing in advance is equally okay and he does not see one as being underhanded.
- He suggests the board address the actual issue of diversity, equity and inclusion and the board will have a functioning board and library again. If not, the board will not be able to get passed this and this great library will continue to suffer for this one cause. Jason said the board has the power to change this and can start tonight.

Betsey Beaudoin, Cranbrooke Novi, MI.

- She asked the board to consider why there is such an obstacle in creating diversity, equity and inclusion in a building that says that is one of the primary goals.
- Betsey said DEI matters to her a great deal as a parent of white children growing up in this City that everyone here feels included. She feel her children are better prepared for the world because of the diverse population in Novi.
- The library has said their preference is to work for free two more days essentially in order to have Juneteenth as a paid holiday. This is an example of how much the staff cares about Juneteenth holiday. She asks the board to really consider and care about what the staff has said in the survey.
- Essentially this is gaining two paid holidays or approximately \$4,000 which is now financially in the boards interest to allow Juneteenth to be celebrated by staff and community.
- Betsey commented that more people are in attendance because they care about this issue and she is again asking the board to do the right thing. Create equity in this building. Serve diversity. Give everyone a seat at the table and she asks the board to please do the right thing.

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
(Chair-Wood, Bartlett, and Michener, Staff Liaison – Julie Farkas
 - Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel staff meeting scheduled for 10/25/21.
 - No meeting; no report

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair -Crawford, Dooley, Staff Liaison – Julie Farkas & Nicole Williams)
 - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kristin Abate and Kirsten Malzahn.
 - Data requested by Library Board HR Committee on September 20, 2021; presented to HR Committee on 10/29/21. HR Policy Committee meeting on 11/2/21 to further review data; see notes on page 70-76.
 - Director's Mid-Year Review (conduct in December 2021 or January 2022?)

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation.
(Chair- Bartlett, Cherukuri, Wood, Staff Liaisons – Julie Farkas & Barbara Cook)
 - Meeting held 10/18/2021; see notes on pages 77-83.

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
(Chair -Dooley, Bartlett, Yu, Staff Liaison – Julie Farkas & Dana Brataniec)
 - Meeting held 10/25/21; next meeting scheduled for 11/15/21
 - GOALS:
 1. Read box fundraiser during National Library Week (April 2022)
 2. Bigger ongoing support to Friends of Novi Library
 3. Marketing plan update
 - Chair Dooley's update and events attended is on page 84

5. **Strategic Planning Committee:**
(Chair - Bartlett, Dooley, Staff Liaison – Julie Farkas)
 - No meeting; No report
 - Based on the Board Retreat on Saturday, June 26, 2021, committees are being asked to identify 2-3 goals to be identified and addressed for 21/22.
 - Update: Trustee Bartlett said the purpose of the survey is to collect more data as the library is in the budgeting phase. Discussions will surround fine free, upcoming labor issues resulting from Covid, and high employee costs due to inflation, etc. will increase significantly. Additionally the team is collecting information on what current library patron's value.

6. **Building/Landscape Committee:**
(Chair-Yu, Cherukuri, Staff Liaison – Julie Farkas)
 - No meeting; no report
 - GOALS:
 1. Apply for the Build America's Great Libraries Grant, if approved, to fund library improvement projects, such as the main entryway. Explore other grant opportunities we can apply for.
 2. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
 3. Review NPL's current Technology Plan.

7. **Bylaw Committee: Review of Library Board Bylaws**

(Chair – Wood, Bartlett, Michener, Staff Liaison – Julie Farkas)

- No meeting; no report
- GOAL: Review current Library Board Bylaws (last updated March 28, 2019)

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

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

- No meeting held; no report.
- Staff DEI Committee Continues Work.

Update from Director Farkas about staff DEI Committee:

- Two staff members were added to staff DEI committee
- Tuesday, October 12, 2021 was last staff DEI Meeting
- Continue review of ALA scorecard and DEI Initiatives based on 5 categories:
 - Embeddedness of DEI into NPL Culture
 - Climate of Organization
 - Training and education
 - Recruitment, hiring, retention and promotion
 - Budget priorities and Data practices
- Shout out to Nicole Williams, Library HR Specialist, for providing many DEI training opportunities to staff.

Update: Trustee Crawford said it is important for board members to look at all of the data collected. Good policy decisions are made when the data is collected, reviewed and discussed.

Trustee Michener: Trustee Michener said she just heard a great staff DEI report, but it belongs in the report. She expressed concern about the board DEI committee, which she founded. Trustee Michener discussed the stop/pause to the board DEI committee that has not met since she voiced a complaint at the August meeting. Trustee Michener expressed her consistency in her belief and actions of diversity, equity, and inclusion in the community. She said it seems since her complaint that she has been benched and it is obviously retaliation. Trustee Michener said some of her DEI initiatives have been put under staff and she has not received accolades, which is fine but she is an expert DEI educator who has been paused. Trustee Michener does not understand why she is not included as a part of continued DEI initiatives. She wants the board to step up with their DEI initiatives.

President Crawford responded that she in no way has benched Trustee Michener. In fact, Trustee Michener was offered to chair another committee and Trustee Michener declined. President Crawford said the board DEI committee has only been paused as the board DEI committee has not been able to function as a committee, due to continued problems. President Crawford said she has applauded Trustee Michener in the past. Unfortunately, right now because of the board DEI's committees conflict, they are unable to function as a committee. President Crawford is working to have proper training and conflict resolution with an expert. President Crawford said the DEI work is not paused and continues at the staff level.

Trustees discussed conflicts of scheduling committee meetings and the importance of committing to dates far in advance in order to make it work.

The next Meeting is scheduled for Wednesday December 15, 2021 in the City Council Chamber. President Crawford thanked the attendees, staff and board members and their diligence to make the Library a focal point in the community and she wished everyone a Happy Thanksgiving.

Matters for Library Board Action

1. None

Communications

3. None

Closed Session

1. None

Adjournment

A motion was made to adjourn at 8:07 p.m.

1st— Trustee Michener

2nd— Trustee Yu

Roll Call vote to adjourn was unanimous. 6 yes votes. 0 no votes. Trustees Wood is absent/excused

Brian Bartlett, Secretary

Date

Warrant 609	268 Accounts	December 2021	
Payable to	Invoice #	Account number	Amount
Amazon		268-000.00-727.000	\$ 83.23
Global		268-000.00-727.000	\$ 161.48
Quill		268-000.00-727.000	\$ 408.51
Sam's		268-000.00-727.000	\$ 100.84
Sam's	roll of stamps	268-000.00-728.000	\$ 57.75
Knight Watch		268-000.00-734.000	\$ 245.00
Oculus	virtual apps	268-000.00-734.000	\$ 127.16
Amazon		268-000.00-734.500	\$ 261.60
Sill works	Hard Drives Direct	268-000.00-734.500	\$ 587.85
Amazon		268-000.00-740.000	\$ 37.69
Demco		268-000.00-740.000	\$ 233.68
Sam's		268-000.00-740.000	\$ 158.85
Amazon		268-000.00-742.000	\$ 3,010.02
Barnes Noble	Adult Fiction books	268-000.00-742.000	\$ 86.09
Brodart		268-000.00-742.000	\$ 10,407.57
Center Point Large Print		268-000.00-742.000	\$ 372.00
Gale/Cengage		268-000.00-742.000	\$ 771.66
Kulture City	Sensory Initiative	268-000.00-742.000	\$ 199.00
Tsai Fong Books		268-000.00-742.000	\$ 41.81
WT Cox		268-000.00-742.000	\$ 27.96
Amazon		268-000.00-742.010	\$ 134.13
Brodart		268-000.00-742.010	\$ 298.43
Midwest Tape		268-000.00-742.010	\$ 131.18
Midwest Tape		268-000.00-744.000	\$ 536.87
Library Ideas	VOX	268-000.00-744.000	\$ 511.40
Midwest Tape		268-000.00-745.200	\$ 2,124.63
The New York Times		268-000.00-745.300	\$ 2,194.40
Spectrum Enterprises		268-000.00-801.925	\$ 57.89
Bank Service Charges		268-000.00-802.100	\$ 637.99
IPC Payments		268-000.00-802.100	\$ 150.00
Foster Swift	Blum thru 10/31/21	268-000.00-806.000	\$ 357.00
Novi Rotary		268-000.00-809.000	\$ 103.00
RNA		268-000.00-817.000	\$ 7,288.40
AT&T		268-000.00-851.000	\$ 45.21
TelNet		268-000.00-851.000	\$ 428.01
T-Mobile	2 months; hot spots	268-000.00-851.000	\$ 1,676.91

Verizon		268-000.00-851.000	\$ 457.88
The Library Network		268-000.00-855.000	\$ (3,679.49)
Muniweb		268-000.00-880.000	\$ 1,179.50
Novi Schools Café	Community; Gift cards; Polar	268-000.00-880.000	\$ 105.00
Amazon		268-000.00-880.268	\$ 166.21
Barnes Noble	Nov.; tween Book Club Trivia	268-000.00-880.268	\$ 10.00
Javed, A.	program on 12-8-21	268-000.00-880.268	\$ 200.00
Novi Schools Café	Health of H Program; gift card	268-000.00-880.268	\$ 25.00
Oriental Trading		268-000.00-880.268	\$ 65.83
Millennium Business		268-000.00-900.000	\$ 390.52
Vista Print	business cards	268-000.00-900.000	\$ (2.46)
Consumers Energy		268-000.00-921.000	\$ 877.29
DTE		268-000.00-922.000	\$ 7,186.87
Allied		268-000.00-934.000	\$ 1,270.65
Allied Building		268-000.00-934.000	\$ 3,177.00
Amer. Fireplace		268-000.00-934.000	\$ 365.00
batteries + bulbs		268-000.00-934.000	\$ 386.92
Dalton		268-000.00-934.000	\$ 3,775.00
Home Depot		268-000.00-934.000	\$ 55.43
Global		268-000.00-934.000	\$ 359.40
Global		268-000.00-934.000	\$ 300.00
North star mat		268-000.00-934.000	\$ 200.28
Orkin		268-000.00-934.000	\$ 69.50
Progressive Plumbing	Fountain; filter	268-000.00-934.000	\$ 1,128.00
Voss		268-000.00-934.000	\$ 901.62
Brien's	Seasonal Snow Contract	268-000.00-941.000	\$ 1,686.25
Brien's	lawn	268-000.00-941.000	\$ 1,100.00
Image 360		268-000.00-941.000	\$ 25.00
Thelen Landscape		268-000.00-941.000	\$ 776.95
Millennium Business		268-000.00-942.000	\$ 650.94
Corrigan		268-000.00-942.100	\$ 24.95
MI AEYC	AEYC Conference	268-000.00-956.000	\$ 60.00
TOTAL			\$ 57,350.24

Warrant 609	269 Accounts	December 2021	
Payable to	Invoice #	Account number	Account total
Kroger	Program expense; pumpkins	269-000.00-742.229	\$ 9.00
Farkas, Julie	reimburse; Kroger & Party city; staff football event	269-000.00-742.236	\$ 44.42
Hungry Howie's	Staff Appreciation MI football event	269-000.00-742.236	\$ 133.67
Hungry Howie's	Staff Appreciation MI football event	269-000.00-742.236	\$ 84.48
Positive Promotions	staff Appreciation ; holiday socks	269-000.00-742.236	\$ 291.59
Steve and Rocky's	Staff Award Lunch; \$39.00 City; \$5 dep	269-000.00-742.236	\$ 44.00
Steve and Rocky's	Staff Award Lunch; Gift card; staff	269-000.00-742.236	\$ 25.00
Amazon	heat transfer paper; blank puzzles	269-000.00-976.046	\$ 73.54
Amazon	puzzles, wood, canvas	269-000.00-976.046	\$ 184.91
Amazon	storage containers	269-000.00-976.046	\$ 34.29
Cricut	annual subscript.- refund of sales tax	269-000.00-976.046	\$ (5.75)
3d Raise Printer	3d build surface; refund of sales tax	269-000.00-976.046	\$ (3.60)
TOTAL			\$ 915.55

November 2021 Library Board Student Representative Report

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

Tween and Teen Library Programs:

The Tail Waggin' Reading Buddies program was held on November 10. It is an opportunity to provide a comfortable and non-judgmental space for a child (and their family, if they desire) to read to a therapy dog to encourage the child's reading skills, confidence, and love of reading. (Attendance = 13)

The BeTWEEN the Pages: Tween Book Club Trivia program was held on November 17. Guests read *The Sign of the Beaver* by Elizabeth George Speare and answered trivia questions relating to the book. (Attendance = 1)

The Grab and Go Harvest Crafts Kit was held on November 20. Guests were able to register to get a grab and go kit to make harvest crafts. (Attendance = 25)

Teen Space Update:

During November 2021, there were 101 guests who visited Teen Space. There was no Teen Space on November 1, November 2, November 24, November 25, November 26, November 29, and November 30.

Teen Advisory Board (TAB) Update:

The third TAB meeting for the 21-22 school year was held on November 19. The meeting was started with a welcome from the TAB President, Farheen, and Lindsay Gojcaj, Information Services Librarian. Following the welcome, teens participated in an icebreaker to help get to know each other. They also discussed what they were thankful for and brainstormed ideas on how to give back to the community during the holidays. (Attendance = 7)

Upcoming Programs:

- For the Health of It: Teen Edition – Time Management: How to Make it All Fit in One Day – January 11
- BeTWEEN the Pages: Tween Book Club Trivia (Title is *Contest* by Gordon Korman) – January 19
- Teen Advisory Board (TAB) Meeting – January 21
- Tail Waggin' Reading Buddies – January 26

Teen Stop Featured Display:

The November Teen Stop display featured young adult fiction celebrating Native American Heritage Month: books by and about Indigenous People and celebrating NaNoWriMo: books that were written in one month.



Tween and Teen Program Pictures

Tail Waggin' Reading Buddies



2021-2022 Library Budget 268 January 28, 2021 Approval		2019-2020 Audited	2020-2021 Approved	2020-2021 due to COVID-19	2020-2021 COVID-19 Yr. End	2020-2021 4th Qtr. Amend	2021-2022 Approved	2022-2023 Projected	2023-2024 Projected
Revenues		6/30/2020	1/23/2020	5/28/2020	1/28/2021	5/27/2021	1/28/2021	1/28/2021	1/28/2021
Account	Description								
403.000	Tax Revenue - Current Levy	2,836,818.87	2,926,658.00	2,939,255.00	2,961,042.01	2,961,042.01	3,005,458.00	3,058,054.00	3,119,215.00
403.001	Tax Revenue - Cnty Chargebk	-6,553.64	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
403.003	Tax Revenue - Brownfield 2008	-258.43	-259.00	-259.00	-276.15	-276.15	-295.00	-316.00	-338.00
403.006	Tax Revenue - Brownfield 2015	-2,983.82	-4,500.00	-4,500.00	-6,071.40	-6,071.40	-10,624.00	-18,592.00	-32,536.00
403.008	Tax Revenue - CIA Cap 2018	-6,852.11		-12,597.00	-13,422.73	-13,422.73	-24,967.00	-36,452.00	-43,742.00
420.000	Tax Revenue - C/Y Del PPT	-4,635.46	-6,500.00	-6,500.00	-6,500.00	-6,500.00	-4,900.00	-5,000.00	-5,200.00
508.450	Federal Grants					796.31			
508.452	Federal Grants - COVID 19					59,143.94			
567.000	State Aid	44,383.68	40,000.00	20,000.00	33,000.00	33,000.00	33,000.00	33,000.00	33,000.00
633.100	Insurance Reimbursement	13,092.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00
657.000	Library book fines	48,961.25	65,000.00	60,000.00	11,000.00	11,000.00	48,000.00	48,000.00	48,000.00
658.000	State penal fines	118,345.07	114,000.00	57,000.00	95,366.51	95,366.51	95,000.00	95,000.00	95,000.00
664.000	Interest on Investments	63,054.71	54,201.00	54,201.00	54,201.00	54,201.00	40,000.00	42,000.00	45,000.00
664.500	Unrealized gain(loss) invest	24,289.90	-20,000.00	-20,000.00	-20,000.00	-20,000.00	10,000.00	10,000.00	10,000.00
665.000	Miscellaneous income	7,146.51	14,000.00	14,000.00	1,200.00	1,200.00	5,000.00	5,000.00	5,000.00
665.100	Copier	1,172.45	600.00	600.00	1,000.00	1,500.00	1,000.00	1,000.00	1,000.00
665.200	Electronic media	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
665.266	SRP - T-shirt sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
665.289	Adult Programming	7,172.40	3,000.00	2,000.00	0.00	0.00	2,000.00	2,000.00	2,000.00
665.290	Library Fundraising	6,376.15	4,000.00	4,000.00	4,000.00	10,500.00	4,000.00	4,000.00	4,000.00
665.300	Meeting Room	23,828.75	37,000.00	0.00	0.00	0.00	25,000.00	25,000.00	25,000.00
665.400	Gifts and donations	3,145.70	3,500.00	3,500.00	500.00	500.00	1,500.00	1,500.00	1,500.00
665.404	Novi Township Assessment	6,591.00	6,600.00	6,600.00	6,847.00	6,847.00	7,000.00	7,000.00	7,000.00
665.650	Library Café	5,030.11	6,000.00	5,000.00	0.00	0.00	6,000.00	6,000.00	6,000.00
Total Revenues		3,188,125.86	3,245,300.00	3,124,300.00	3,123,886.24	3,190,826.49	3,244,172.00	3,279,194.00	3,321,899.00

2021-2022 January 28, 2021 Approval		2019-2020 Audited	2020-2021 Approved	2020-2021 due to COVID-19	2020-2021 COVID-19 Yr. End	2020-2021 4th Qtr. Amend	2021-2022 Approved	2022-2023 Projected	2023-2024 Projected
Expenditures									
Personnel Svcs.									
Account	Description								
704.000	Permanent Salaries	931,830.31	971,650.00	965,000.00	949,000.00	949,000.00	983,000.00	1,013,000.00	1,033,500.00
704.012	COVID-19 Crisis Hazard Pay					7,500.00			
704.100	Severance/Incentive Pay					12,000.00			
704.200	Wages (non-pensionable)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout (Oct 2020)	4,704.40	4,700.00	18,500.00	10,000.00	8,500.00	7,500.00	7,500.00	7,500.00
704.250	Final Payout		0.00	0.00	12,000.00	0.00	0.00	0.00	0.00
705.000	Temporary Salaries	657,541.73	746,730.00	635,000.00	635,000.00	635,000.00	725,000.00	747,000.00	770,000.00
706.000	Overtime	496.47	500.00	500.00	500.00	500.00	500.00	500.00	500.00
715.000	Social Security	120,214.43	131,456.00	124,000.00	124,000.00	124,000.00	132,000.00	135,000.00	138,000.00
716.000	Insurance	187,333.28	195,000.00	195,000.00	195,000.00	195,000.00	193,000.00	201,000.00	209,000.00
716.200	HSA - Employer Contribution	6,812.15	6,300.00	6,300.00	6,300.00	6,300.00	6,300.00	6,300.00	6,300.00
716.999	Ins. Employee Reimbursement	-34,660.19	-36,000.00	-36,000.00	-36,000.00	-36,000.00	-37,800.00	-39,690.00	-41,300.00
718.000	Pension DB	8,400.00	8,400.00	8,400.00	8,400.00	8,400.00	8,100.00	8,400.00	8,600.00
718.010	DB Unfunded Accrued Liability	29,292.00	43,224.00	43,224.00	43,224.00	43,224.00	53,300.00	56,000.00	58,000.00
718.050	Pension - add'l DB Contribution	0.00							
718.200	Pension - Defined Contribution	41,853.35	45,000.00	45,000.00	45,000.00	25,500.00	45,900.00	46,800.00	47,700.00
719.000	Unemployment Ins	1,872.54	0.00	0.00	1,400.00	1,400.00	1,500.00	1,500.00	1,500.00
720.000	Workers' Comp	3,704.77	4,100.00	4,100.00	2,500.00	2,500.00	2,700.00	2,800.00	2,900.00
Total Personnel Services		1,959,395.24	2,121,060.00	2,009,024.00	1,996,324.00	1,982,824.00	2,121,000.00	2,186,110.00	2,242,200.00
Supplies and Materials									
Account	Description								
727.000	Office supplies	12,337.64	19,000.00	18,000.00	12,000.00	12,000.00	18,000.00	18,000.00	18,000.00
728.000	Postage	437.76	1,000.00	1,000.00	1,000.00	1,000.00	2,000.00	2,000.00	2,000.00
734.000	Computer software/licensing	28,425.30	69,700.00	69,700.00	69,700.00	69,700.00	73,000.00	92,500.00	92,500.00
734.500	Computer supplies equip	17,989.85	19,800.00	19,800.00	19,800.00	19,800.00	24,300.00	19,000.00	19,000.00
740.000	Operating supplies	27,522.36	28,000.00	25,000.00	25,000.00	25,000.00	30,500.00	28,000.00	28,000.00
740.010	Gift and Donations expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740.200	Desk, chairs, cabinets, etc.	2,152.48	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
741.000	Uniforms	180.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00
742.000	Library Books	170,395.96	185,800.00	185,800.00	171,000.00	171,000.00	203,000.00	203,000.00	203,000.00
742.010	Library Books - Lending	4,234.54	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
742.100	Book Fines	193.88	1,100.00	1,100.00	500.00	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	0.00
743.000	Library Periodicals	22,335.13	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00
744.000	Audio visual materials	101,034.40	115,000.00	115,000.00	115,000.00	115,000.00	129,000.00	129,000.00	129,000.00
745.200	Electronic media	41,512.72	46,900.00	46,900.00	46,900.00	46,900.00	46,900.00	46,900.00	46,900.00
745.300	Electronic Resources - Online	54,193.11	64,000.00	64,000.00	64,000.00	64,000.00	70,000.00	70,000.00	70,000.00
Total Supplies & Materials		482,945.13	599,600.00	595,600.00	574,200.00	574,200.00	647,000.00	658,700.00	658,700.00

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Services & Charges									
Account	Description								
801.925	Public Information (cable)	597.99	500.00	500.00	500.00	600.00	500.00	500.00	500.00
802.000	Data Processing - OnBase	700.20	700.00	700.00	712.94	712.94	700.00	700.00	700.00
802.100	Bank Services	4,843.69	4,000.00	4,000.00	4,000.00	5,000.00	4,000.00	4,000.00	4,000.00
803.000	Independent Audit	809.82	500.00	1,000.00	1,000.00	814.00	500.00	500.00	500.00
804.000	Medical Service	686.00	1,500.00	1,000.00	1,000.00	1,200.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	8,951.50	5,000.00	7,500.00	9,000.00	20,000.00	7,500.00	7,500.00	7,500.00
808.100	Rubbish Monthly	1,235.45	1,500.00	1,500.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00
809.000	Memberships & Dues	6,679.94	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
816.000	Professional services	250.00	10,500.00	10,500.00	5,500.00	4,000.00	10,500.00	5,500.00	5,500.00
817.000	Custodial Services	37,851.60	50,000.00	50,000.00	93,000.00	88,000.00	93,000.00	93,000.00	93,000.00
818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	18,384.86	17,500.00	17,500.00	26,000.00	26,000.00	24,000.00	24,000.00	24,000.00
855.000	TLN Automation Services	63,008.80	65,200.00	65,200.00	65,200.00	65,200.00	68,000.00	68,000.00	68,000.00
861.000	Gasoline and oil	290.48	1,500.00	1,500.00	500.00	500.00	1,500.00	1,500.00	1,500.00
862.000	Mileage	6.38	300.00	300.00	100.00	100.00	100.00	100.00	100.00
880.000	Community Promotion	22,866.06	21,000.00	18,000.00	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00
880.268	Library Programming	18,956.32	25,000.00	25,000.00	15,000.00	15,000.00	28,000.00	28,000.00	28,000.00
880.271	Adult Programming	0.00	8,000.00	8,000.00	0.00	0.00	8,000.00	8,000.00	8,000.00
900.000	Print, Graphic Design, Publish	19,424.00	30,000.00	28,000.00	28,000.00	23,000.00	28,000.00	28,000.00	28,000.00
910.000	Property & Liability Insurance	12,544.00	12,500.00	12,500.00	12,668.00	12,668.00	13,000.00	13,000.00	13,000.00
910.001	Ins deduct/Uninsured claims	23,092.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00
921.000	Heat	10,152.64	11,000.00	11,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
922.000	Electricity	92,792.30	95,000.00	95,000.00	93,000.00	93,000.00	95,000.00	95,000.00	95,000.00
923.000	Water and Sewer	6,860.75	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
934.000	Building Maintenance	99,352.78	112,200.00	112,200.00	112,200.00	117,000.00	100,000.00	100,000.00	100,000.00
935.000	Vehicle Maintenance	7.00	500.00	500.00	500.00	600.00	500.00	500.00	500.00
941.000	Grounds Maint.	33,276.37	38,000.00	38,000.00	38,000.00	33,000.00	39,000.00	36,500.00	36,500.00
942.000	Office Equipment Lease	7,554.60	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
942.100	Records storage	287.76	1,300.00	1,300.00	300.00	300.00	400.00	400.00	400.00
956.000	Conferences & Workshops	9,922.24	15,000.00	10,000.00	10,000.00	7,500.00	17,000.00	15,000.00	17,000.00
Total Services & Charges		504,881.30	554,700.00	547,200.00	579,980.94	577,994.94	604,500.00	595,000.00	597,000.00
2021-2022 Library Budget 268 January 21, 2021 2nd draft									
Capital Outlay									
Account	Description								
962.000	Building Maint.	0.00							
941.000	Grounds Maint./Entrance Project	0.00							
976.000	Building Improvements/Entrance	0.00	15,000.00	0.00	0.00	0.00	0.00		
976.100	Parking lot improvements	0.00					5,000.00	125,000.00	
983.000	Vehicles - Van	31,432.55							
986.000	Internal Tech - Capital Outlay AST	29,227.25	58,000.00	32,000.00	0.00	0.00	0.00	159,000.00	159,000.00
986.000	Camera/Computer replacement	0.00	21,000.00	21,000.00	0.00	0.00	32,200.00	65,800.00	35,500.00
990.000	Furniture	0.00	17,000.00	17,000.00	17,000.00	13,774.00	0.00	0.00	0.00
Total Capital Outlay		60,659.80	111,000.00	70,000.00	17,000.00	13,774.00	37,200.00	349,800.00	194,500.00
965.269	Walker Transfer								
Total Expenditures		3,007,881.47	3,386,360.00	3,221,824.00	3,167,504.94	3,148,792.94	3,409,700.00	3,789,610.00	3,692,400.00
Total Revenues		3,188,125.86	3,245,300.00	3,124,300.00	3,123,886.24	3,190,826.49	3,244,172.00	3,279,194.00	3,321,899.00
680.000	TOTAL Fundbalance	180,244.89	-141,060.00	-97,524.00	-43,618.70	42,033.55	-165,528.00	-510,416.00	-370,501.00

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

22/23: 268 Account Capital Outlay: AST replacement \$159,000, Camera/Computer replacement \$65,800, Parking Lot \$125,000

269 - Library Contributed Funds		Revenues & Expenditures					
2021-2022 (Approval 1/28/21)		2019-2020 Audited	2020-2021 Approved	2020-2021 COVID-19	2020-2021 COVID-19 Yr.End	2020-2021 4th Qtr. Amend	2021-2022 Approved
		6/30/2020	1/23/2020	5/28/2020	1/28/2021	5/27/2021	1/28/2021
Revenues							
Interest Income							
664.000	Interest on Investments	\$ 32,401.88	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
664.500	Unrealized gain (loss) on investments	13,386.09	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
TOTAL		\$ 45,787.97	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
Donations							
665.036	Diversity, Equity & Inclusion						\$1,000
665.046	Makerspace (iCube)	2,030.05	2,000.00	2,000.00	2,000.00	-	2,000.00
665.229	Raising a Reader	-	2,500.00	2,500.00	2,500.00	-	2,500.00
665.230	Collections/Materials Revenue	\$ 1,347.22	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,700.00	\$ 1,000.00
665.231	Buildings/Ground/Furniture Revenue	-	1,000.00	1,000.00	1,000.00	2,160.00	1,000.00
665.232	Programming Revenue	3,376.43	5,500.00	5,500.00	5,500.00	4,000.00	5,500.00
665.233	Technology Library Revenue	50.00	1,500.00	1,500.00	1,500.00	-	1,500.00
665.234	Undesignated Misc. Donations	-	500.00	500.00	500.00	500.00	500.00
665.235	Marketing Sponsorships	10,000.00	5,500.00	10,000.00	10,000.00	10,000.00	10,000.00
TOTAL		\$ 16,803.70	\$ 19,500.00	\$ 24,000.00	\$ 24,000.00	\$ 18,360.00	\$25,000
TOTAL Revenues		\$ 62,591.67	\$ 42,000.00	\$ 46,500.00	\$ 46,500.00	\$ 40,860.00	\$ 47,500.00
Expenditures							
Supplies							
742.036	Diversity, Equity & Inclusion						\$1,000
742.229	Raising a Reader	2,555.86	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials Expenditures	\$ 1,072.47	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,200.00	\$ 500.00
742.231	Buildings/Ground/Furniture Exp	13,004.00	30,200.00	-	-	-	15,000.00
742.232	Programming Expenditures	2,843.81	1,000.00	1,000.00	1,000.00	2,500.00	1,000.00
742.233	Technology Library Expenditures	4,721.93	31,000.00	-	-	-	26,500.00
742.234	Undesignated Misc. Expenditures	-	500.00	500.00	500.00	500.00	500.00
742.236	Staff Recognition	764.81	1,500.00	1,500.00	1,500.00	500.00	1,500.00
TOTAL		\$ 24,962.88	\$ 65,700.00	\$ 4,500.00	\$ 4,500.00	\$ 5,700.00	\$47,000
Capital Outlay							
976.044	Auto Lending Library	\$ -	\$ -	\$ 34,750.00	\$ 34,750.00	\$ 34,750.00	\$ -
976.045	LED Lighting Conversion project	-	6,800.00	6,800.00	6,800.00	4,000.00	-
976.046	Makerspace (iCube)	6,735.84	5,000.00	5,000.00	5,000.00	5,000.00	11,400.00
983.000	Vehicle	-	-	-	-	-	-
TOTAL		\$ 6,735.84	\$ 11,800.00	\$ 46,550.00	\$ 46,550.00	\$ 43,750.00	\$ 11,400.00
TOTAL Expenditures		\$ 31,698.72	\$ 77,500.00	\$ 51,050.00	\$ 51,050.00	\$ 49,450.00	\$ 58,400.00
	Beginning Fund Balance Yr. End	\$ 1,676,086.58	\$ 1,641,836.58	\$ 1,676,586.58	\$ 1,706,979.53	\$ 1,706,979.53	\$ 1,702,429.53
	Revenues	62,591.67	42,000.00	46,500.00	46,500.00	40,860.00	47,500.00
	Expenditures	(31,698.72)	(77,500.00)	(51,050.00)	(51,050.00)	(49,450.00)	(58,400.00)
	NET Revenues vs. Expenditures	30,892.95	(35,500.00)	(4,550.00)	(4,550.00)	(8,590.00)	(10,900.00)
	Beginning Fund Balance						
	Ending Fund Balance Expected	\$1,706,979.53	\$1,606,336.58	\$1,672,036.58	\$ 1,702,429.53	\$ 1,698,389.53	\$ 1,691,529.53

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

Financial Report for November 2021

Approved Budget for Fund 268 Fiscal Year 2021-2022

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

Approved budget for Fund 269 Fiscal Year 2021-2022

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

Revenue & Expenditure Report for Fund 268

	YTD Oct 31, 2021	YTD Nov 30,2021	Difference
TOTAL REVENUES	\$3,218,689	\$3,310,520	\$91,831
TOTAL EXPENDITURES	\$1,031,038	\$1,252,698	\$221,660
NET OF REVENUES & EXPENDITURES	\$2,187,651	\$2,057,822	

Revenue & Expenditure Report for Fund 269

	YTD Oct 31, 2021	YTD Nov 30,2021	Difference
TOTAL REVENUES	\$5,746	\$7,545	\$1,799
TOTAL EXPENDITURES	\$12,699	\$13,521	\$822
NET OF REVENUES & EXPENDITURES	(\$6,953)	(\$5,976)	

Balance Sheet Report as of November 30, 2021

The ending fund balance for Fund 268 is
\$4,553,134.69

The ending fund balance for Fund 269 is \$1,689,678.29

12/10/2021 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 11/30/2021										
% Fiscal Year Completed: 41.92										
		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	SEPT 2021	OCT 2021	NOV 2021	11/30/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,959,058.75	3,005,458.00	3,005,458.00	0.00	0.00	0.00	3,085,760.50	(80,302.50)	102.67
268-000.00-403.001	Property Tax Revenue- County Chargeba	6,323.24	2,000.00	2,000.00	86.41	289.34	40.13	814.74	1,185.26	40.74
268-000.00-403.002	Property Tax Rev - Tax Tribunal Accr	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 200	(276.15)	(295.00)	(295.00)	0.00	0.00	0.00	(289.89)	(5.11)	98.27
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 201	(6,071.40)	(10,624.00)	(10,624.00)	0.00	0.00	0.00	(7,282.79)	(3,341.21)	68.55
268-000.00-403.008	Property Tax Revenue - CIA Cap 2018	(13,183.71)	(24,967.00)	(24,967.00)	0.00	0.00	0.00	(15,024.99)	(9,942.01)	60.18
268-000.00-418.000	PPT Reimbursement	0.00	0.00	0.00	0.00	2,055.93	0.00	2,055.93	(2,055.93)	100.00
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(8,038.90)	(4,900.00)	(4,900.00)	0.00	0.00	0.00	0.00	(4,900.00)	0.00
Property tax revenue		2,938,711.83	2,966,672.00	2,966,672.00	86.41	2,345.27	40.13	3,066,033.50	(99,361.50)	103.35
Federal grants										
268-000.00-508.450	Federal grants	5,627.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-508.452	Federal Grants - COVID-19	59,143.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal grants		64,770.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State sources										
268-000.00-567.000	State aid	46,164.52	33,000.00	33,000.00	0.00	0.00	0.00	24,215.81	8,784.19	73.38
State sources		46,164.52	33,000.00	33,000.00	0.00	0.00	0.00	24,215.81	8,784.19	73.38
Other revenue										
268-000.00-633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	89,230.69	89,230.69	(89,230.69)	100.00
268-000.00-665.000	Miscellaneous income	1,063.43	5,000.00	5,000.00	450.98	525.18	779.53	2,793.13	2,206.87	55.86
268-000.00-665.100	Copier	1,700.20	1,000.00	1,000.00	0.00	0.00	0.00	71.40	928.60	7.14
268-000.00-665.290	Library fund raising revenue	11,243.58	4,000.00	4,000.00	1,362.61	971.15	0.00	4,573.88	(573.88)	114.35
268-000.00-665.300	Meeting room	0.00	25,000.00	25,000.00	852.85	954.37	1,178.04	2,985.26	22,014.74	11.94
268-000.00-665.404	Novi Township assessment	6,847.00	7,000.00	7,000.00	0.00	0.00	0.00	6,970.00	30.00	99.57
268-000.00-665.650	Library Cafe	0.00	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00	100.00
Other revenue		20,854.21	48,000.00	48,000.00	2,666.44	2,450.70	91,188.26	112,624.36	(64,624.36)	234.63
Fines and forfeitures										
268-000.00-657.000	Library book fines	10,924.57	48,000.00	48,000.00	1,010.26	843.30	576.12	4,471.48	43,528.52	9.32
268-000.00-658.000	State penal fines	95,366.51	95,000.00	95,000.00	0.00	0.00	0.00	97,775.97	(2,775.97)	102.92
Fines and forfeitures		106,291.08	143,000.00	143,000.00	1,010.26	843.30	576.12	102,247.45	40,752.55	71.50
Interest income										
268-000.00-664.000	Interest on investments	47,949.82	40,000.00	40,000.00	3,723.21	0.00	0.00	8,227.11	31,772.89	20.57
268-000.00-664.500	Unrealized gain (loss) on investments	(7,827.98)	10,000.00	10,000.00	(3,413.44)	0.00	0.00	(2,934.29)	12,934.29	(29.34)
Interest income		40,121.84	50,000.00	50,000.00	309.77	0.00	0.00	5,292.82	44,707.18	10.59

		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	SEPT 2021	OCT 2021	NOV 2021	11/30/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Donations										
268-000.00-665.289	Adult programs	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
268-000.00-665.400	Gifts and donations	933.91	1,500.00	1,500.00	25.26	27.36	26.11	105.83	1,394.17	7.06
Donations		933.91	3,500.00	3,500.00	25.26	27.36	26.11	105.83	3,394.17	3.02
Personnel services										
268-000.00-704.000	Permanent salaries	931,050.19	983,000.00	983,000.00	69,366.91	71,438.56	74,478.34	343,856.90	639,143.10	34.98
268-000.00-704.012	COVID-19 Crisis Hazard Pay	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.100	Severance/Incentive Pay	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.210	Vacation Payout	8,499.17	7,500.00	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0.00
268-000.00-705.000	Temporary salaries	591,926.47	725,000.00	725,000.00	48,506.89	50,425.43	51,992.47	239,999.98	485,000.02	33.10
268-000.00-706.000	Overtime	111.61	500.00	500.00	0.00	0.00	0.00	78.08	421.92	15.62
268-000.00-715.000	Social security	116,389.90	132,000.00	132,000.00	8,781.64	9,113.31	9,474.26	43,671.37	88,328.63	33.08
268-000.00-716.000	Insurance	195,996.64	193,000.00	193,000.00	21,153.37	17,282.28	13,591.07	79,751.39	113,248.61	41.32
268-000.00-716.200	HSA - employer contribution	6,125.00	6,300.00	6,300.00	437.50	350.00	350.00	1,575.00	4,725.00	25.00
268-000.00-716.999	Insurance - Employee Reimbursement	(36,361.13)	(37,800.00)	(37,800.00)	(3,423.96)	(3,226.20)	(3,460.81)	(15,094.54)	(22,705.46)	39.93
268-000.00-718.000	Pension - DB Normal Cost	6,012.00	8,100.00	8,100.00	513.00	513.00	513.00	2,565.00	5,535.00	31.67
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	43,224.00	53,300.00	53,300.00	4,867.00	4,867.00	4,867.00	24,335.00	28,965.00	45.66
268-000.00-718.200	Pension - defined contribution	25,156.99	45,900.00	45,900.00	3,507.77	3,632.07	3,718.08	17,299.29	28,600.71	37.69
268-000.00-719.000	Unemployment insurance	3,008.04	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
268-000.00-720.000	Workers compensation	2,666.03	2,700.00	2,700.00	142.25	147.06	150.40	720.85	1,979.15	26.70
Personnel services		1,913,304.91	2,121,000.00	2,121,000.00	153,852.37	154,542.51	155,673.81	738,758.32	1,382,241.68	34.83
Supplies										
268-000.00-727.000	Office supplies	11,488.89	18,000.00	18,000.00	607.56	958.90	295.98	3,368.86	14,631.14	18.72
268-000.00-728.000	Postage	167.35	2,000.00	2,000.00	2.56	0.00	57.75	60.31	1,939.69	3.02
268-000.00-734.000	Computer supplies, software & licensing	39,983.56	73,000.00	73,000.00	5,012.34	(3,399.00)	399.55	40,541.77	32,458.23	55.54
268-000.00-734.500	Computer supplies/equipment	7,088.93	24,300.00	24,300.00	334.46	84.11	377.64	101,061.42	(76,761.42)	415.89
268-000.00-740.000	Operating supplies	22,919.43	30,500.00	30,500.00	2,093.15	40.00	196.54	3,103.83	27,396.17	10.18
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
268-000.00-741.000	Supplies - Uniforms	0.00	300.00	300.00	0.00	0.00	0.00	122.00	178.00	40.67
268-000.00-742.000	Library books	183,651.77	203,000.00	203,000.00	7,699.51	8,747.89	5,476.29	35,214.03	167,785.97	17.35
268-000.00-742.010	Library Books - Lending	18,677.92	20,000.00	20,000.00	959.74	476.73	280.26	3,465.85	16,534.15	17.33
268-000.00-742.100	Library Books - Fines	265.28	1,000.00	1,000.00	17.95	216.01	166.61	550.48	449.52	55.05
268-000.00-743.000	Library periodicals	20,076.93	24,000.00	24,000.00	0.00	0.00	0.00	487.23	23,512.77	2.03
268-000.00-744.000	Audio visual materials	131,158.96	129,000.00	129,000.00	1,534.59	18,797.80	0.00	41,451.67	87,548.33	32.13
268-000.00-745.200	Electronic media	47,025.96	46,900.00	46,900.00	3,353.54	2,572.77	290.16	14,574.74	32,325.26	31.08
268-000.00-745.300	Electronic resources (CD rom materials)	63,936.47	70,000.00	70,000.00	0.00	4,161.83	0.00	56,866.23	13,133.77	81.24
Supplies		546,441.45	647,000.00	647,000.00	21,615.40	32,657.04	7,540.78	300,868.42	346,131.58	46.50

		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	SEPT 2021	OCT 2021	NOV 2021	11/30/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	672.83	500.00	500.00	57.89	57.89	0.00	230.13	269.87	46.03
268-000.00-802.000	Data processing	712.94	700.00	700.00	0.00	0.00	0.00	734.34	(34.34)	104.91
268-000.00-802.100	Bank Service Charges	5,221.75	4,000.00	4,000.00	340.25	343.41	150.00	1,237.99	2,762.01	30.95
268-000.00-803.000	Independent audit	814.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-804.000	Medical service	1,372.00	1,500.00	1,500.00	469.00	294.00	0.00	1,351.00	149.00	90.07
268-000.00-806.000	Legal fees	20,783.00	7,500.00	7,500.00	2,993.50	0.00	357.00	7,130.50	369.50	95.07
268-000.00-808.100	Rubbish Monthly	1,224.41	1,300.00	1,300.00	0.00	0.00	0.00	0.00	1,300.00	0.00
268-000.00-809.000	Memberships and dues	5,340.01	7,500.00	7,500.00	634.00	490.00	208.00	5,612.45	1,887.55	74.83
268-000.00-816.000	Professional services	1,972.50	10,500.00	10,500.00	0.00	0.00	0.00	3,665.00	6,835.00	34.90
268-000.00-817.000	Custodial services	84,097.77	93,000.00	93,000.00	7,028.10	7,809.00	0.00	29,447.50	63,552.50	31.66
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00
268-000.00-851.000	Telephone	26,043.29	24,000.00	24,000.00	1,301.80	2,157.69	1,623.91	9,471.07	14,528.93	39.46
268-000.00-855.000	TLN Automation Services	58,258.12	68,000.00	68,000.00	1,499.58	16,358.15	0.00	32,252.60	35,747.40	47.43
268-000.00-861.000	Gasoline and oil	157.33	1,500.00	1,500.00	59.34	0.00	0.00	133.44	1,366.56	8.90
268-000.00-862.000	Mileage	91.53	100.00	100.00	0.00	48.44	0.00	88.60	11.40	88.60
268-000.00-880.000	Community promotion	23,754.32	24,000.00	24,000.00	1,973.45	93.98	2,816.46	6,587.35	17,412.65	27.45
268-000.00-880.268	Library programming	9,668.89	28,000.00	28,000.00	163.72	916.60	342.54	5,009.88	22,990.12	17.89
268-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	0.00	0.00	0.00	0.00	8,000.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	6,577.85	28,000.00	28,000.00	733.13	500.81	390.52	2,230.36	25,769.64	7.97
268-000.00-910.000	Property & liability insurance	12,668.00	13,000.00	13,000.00	0.00	0.00	0.00	14,444.00	(1,444.00)	111.11
268-000.00-921.000	Heat	10,645.77	12,000.00	12,000.00	191.44	195.96	0.00	1,090.56	10,909.44	9.09
268-000.00-922.000	Electricity	89,008.38	95,000.00	95,000.00	8,523.87	7,810.86	0.00	33,687.62	61,312.38	35.46
268-000.00-923.000	Water and sewer	6,208.88	7,500.00	7,500.00	1,710.08	0.00	0.00	1,710.08	5,789.92	22.80
268-000.00-934.000	Building maintenance	125,214.33	100,000.00	100,000.00	9,190.24	5,172.11	9,539.10	33,770.98	66,229.02	33.77
268-000.00-935.000	Vehicle maintenance	25.31	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-941.000	Grounds maintenance	23,450.55	39,000.00	39,000.00	3,346.95	1,753.34	25.00	7,648.21	31,351.79	19.61
268-000.00-942.000	Office equipment lease	8,309.53	8,000.00	8,000.00	650.94	650.94	650.94	2,603.76	5,396.24	32.55
268-000.00-942.100	Records storage	291.64	400.00	400.00	24.95	24.95	24.95	124.75	275.25	31.19
268-000.00-956.000	Conferences and workshops	4,432.75	17,000.00	17,000.00	2,565.00	75.00	0.00	2,109.00	14,891.00	12.41
Other services and charges		530,512.68	604,500.00	604,500.00	43,457.23	44,753.13	16,128.42	202,371.17	402,128.83	33.48
Capital outlay										
268-000.00-976.100	Parking lot improvements	0.00	5,000.00	5,000.00	0.00	0.00	0.00	10,700.00	(5,700.00)	214.00
268-000.00-986.000	Internal Technology - Capital Outlay	0.00	32,200.00	32,200.00	0.00	0.00	0.00	0.00	32,200.00	0.00
268-000.00-990.000	Furniture	13,774.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		13,774.00	37,200.00	37,200.00	0.00	0.00	0.00	10,700.00	26,500.00	28.76
Net - Dept 000.00 - treasury		213,815.30	(165,528.00)	(165,528.00)	(214,826.86)	(226,286.05)	(87,512.39)	2,057,821.86	(2,223,349.86)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,217,848.34	3,244,172.00	3,244,172.00	4,098.14	5,666.63	91,830.62	3,310,519.77	(66,347.77)	(1,243.19)
TOTAL EXPENDITURES		3,004,033.04	3,409,700.00	3,409,700.00	218,925.00	231,952.68	179,343.01	1,252,697.91	2,157,002.09	(1,243.19)
NET OF REVENUES & EXPENDITURES		213,815.30	(165,528.00)	(165,528.00)	(214,826.86)	(226,286.05)	(87,512.39)	2,057,821.86	(2,223,349.86)	(1,243.19)

		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	SEPT 2021	OCT 2021	NOV 2021	11/30/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Interest income										
269-000.00-664.000	Interest on investments	23,226.98	27,000.00	27,000.00	1,554.83	0.00	0.00	4,362.55	22,637.45	16.16
269-000.00-664.500	Unrealized gain (loss) on investments	(2,903.80)	(4,500.00)	(4,500.00)	(1,425.47)	0.00	0.00	(1,016.39)	(3,483.61)	22.59
Interest income		20,323.18	22,500.00	22,500.00	129.36	0.00	0.00	3,346.16	19,153.84	14.87
Donations										
269-000.00-665.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	100.00
269-000.00-665.046	Makerspace Renovation Revenue	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-665.229	Raising a Reader in Novi Sponsors	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,551.67	1,000.00	1,000.00	0.00	0.00	1,523.97	1,523.97	(523.97)	152.40
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	2,159.85	1,000.00	1,000.00	100.00	0.00	275.00	1,675.00	(675.00)	167.50
269-000.00-665.232	Programming Revenue	3,471.35	5,500.00	5,500.00	0.00	0.00	0.00	0.00	5,500.00	0.00
269-000.00-665.233	Technology Library Revenue	0.00	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.235	MARKING SPONSORSHIP	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Donations		17,182.87	25,000.00	25,000.00	100.00	0.00	1,798.97	4,198.97	20,801.03	16.80
Supplies										
269-000.00-742.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-742.229	Raising a Reader Expense	968.70	1,000.00	1,000.00	57.49	9.00	0.00	131.49	868.51	13.15
269-000.00-742.230	Collections/Materials Expense	986.10	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Expense	1,586.00	15,000.00	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
269-000.00-742.232	Programming Expense	2,244.46	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-742.233	Technology Library Expense	0.00	26,500.00	26,500.00	0.00	0.00	0.00	10,490.00	16,010.00	39.58
269-000.00-742.234	Undesignated Misc	182.39	500.00	500.00	(7.16)	0.00	0.00	(7.16)	507.16	(1.43)
269-000.00-742.236	Staff Recognition	15.88	1,500.00	1,500.00	(500.00)	262.57	291.59	1,380.47	119.53	92.03
Supplies		5,983.53	47,000.00	47,000.00	(449.67)	271.57	291.59	11,994.80	35,005.20	25.52
Capital outlay										
269-000.00-976.044	Auto Lending Library	34,100.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-976.046	Makerspace Renovation	4,746.78	11,400.00	11,400.00	352.63	185.88	277.74	1,527.07	9,872.93	13.40
Capital outlay		42,847.02	11,400.00	11,400.00	352.63	185.88	277.74	1,527.07	9,872.93	13.40
Net - Dept 000.00 - treasury		(11,324.50)	(10,900.00)	(10,900.00)	326.40	(457.45)	1,229.64	(5,976.74)	(4,923.26)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES		37,506.05	47,500.00	47,500.00	229.36	0.00	1,798.97	7,545.13	39,954.87	54.83
TOTAL EXPENDITURES		48,830.55	58,400.00	58,400.00	(97.04)	457.45	569.33	13,521.87	44,878.13	54.83
NET OF REVENUES & EXPENDITURES		(11,324.50)	(10,900.00)	(10,900.00)	326.40	(457.45)	1,229.64	(5,976.74)	(4,923.26)	54.83
TOTAL REVENUES - ALL FUNDS		3,255,354.39	3,291,672.00	3,291,672.00	4,327.50	5,666.63	93,629.59	3,318,064.90	(26,392.90)	
TOTAL EXPENDITURES - ALL FUNDS		3,052,863.59	3,468,100.00	3,468,100.00	218,827.96	232,410.13	179,912.34	1,266,219.78	2,201,880.22	
NET OF REVENUES & EXPENDITURES		202,490.80	(176,428.00)	(176,428.00)	(214,500.46)	(226,743.50)	(86,282.75)	2,051,845.12	(2,228,273.12)	

12/10/2021		BALANCE SHEET FOR CITY OF NOVI	
As of 11/30/2021			
GL Number	Description		Balance
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)		(189,067.58)
268-000.00-017.000	Investments - Pooled		4,717,047.41
268-000.00-018.000	Cash on hand		1,000.00
268-000.00-020.000	Current taxes receivable		62,382.97
	Total Assets		4,591,362.80
*** Liabilities ***			
268-000.00-202.000	Accounts payable		20,747.53
268-000.00-215.200	Unemployment insurance liability		4,880.58
268-000.00-259.702	Accrued liabilities-tax		12,600.00
	Total Liabilities		38,228.11
*** Fund Balance ***			
268-000.00-390.000	Fund balance		2,495,312.83
	Total Fund Balance		2,495,312.83
	Beginning Fund Balance		2,495,312.83
	Net of Revenues VS Expenditures		2,057,821.86
	Ending Fund Balance		4,553,134.69
	Total Liabilities And Fund Balance		4,591,362.80

Fund 269 - LIBRARY CONTRIBUTION FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	24,840.56
269-000.00-017.000	Investments - Pooled	1,698,425.27
	Total Assets	1,723,265.83
*** Liabilities ***		
269-000.00-202.000	Accounts payable	837.54
269-000.00-202.100	Accounts Payable - Manual	32,750.00
	Total Liabilities	33,587.54
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,598,316.81
269-000.00-390.230	Fund Balance Collections/Materials	37,401.31
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	42,184.13
269-000.00-390.232	Fund Balance Programming	31,155.95
269-000.00-390.233	Fund Balance Technology Library	(13,403.17)
	Total Fund Balance	1,695,655.03
	Beginning Fund Balance	1,695,655.03
	Net of Revenues VS Expenditures	(5,976.74)
	Ending Fund Balance	1,689,678.29
	Total Liabilities And Fund Balance	1,723,265.83

Director's Report – Julie Farkas



Staff Anniversaries (Years of Service) for January 2022

• Kelly Kolchuk

Information Services

20 years

DEI Staff Meeting Minutes from November 30, 2021 by Gail Anderson

Out and About

- Making plans for more NPL Staff to visit Sri Venkateswara Temple- maybe a group visit in early 2022.
- Lakeshore Lending Library

Promoting visits through Polar Prizes, pictures at Kiosk next to Pauly the Polar Bear, and posts to social media (Dana)

- NPL Card Sign-up Campaign at Novi Schools- Meadowbrook, Hickory Woods (Maryann)
- Senior Centers Outreach- Music Programs and Library Card sign-up
 - Meadowbrook Activity Center- November 18th (Well received/ good turnout 85-90 guests attended)
 - Scheduled: Rose Senior Living 12/16, Anthology of Novi 1/6, Fox Run 2/24

Programming

- Novi Virtual School scavenger hunt- showing young students and their families what NPL has available for them. (April, Kim, Maryann)
- Virtual screening of cultural film ***The Season in the Mist- A Story of Sikhs in America*** (NPL Staff encouraged to attend as well)
- MLK Day Unity program will be virtual again in 2022. Novi students, law enforcement, community organizations, and more will participate in the recognition and celebration of unity. (Gail)

DEI Scorecard

- For those who haven't done so, please review categories that you would be interested in working on. Availabilities open in Training & Education, Budget, and Recruitment.
- Please send options to Julie as soon as possible.
- Julie wants to reach out to folks who created the scorecard for more valuable insight on how to pursue this project for NPL.

DEI Training For Staff

- Nicole left updated Calendar of Events (Julie provided update on Screen Share)
- Staff is asked to attend at least 3 events

Extra In-Service Day

- Scheduled for March 11, 2022 with Dr. Jay Marks (Julie)

Patron Point

- Challenges with library card application. They just finished development. Potentially ready next year. (Dana)

Collections (April)

- Statistics for budget is doing well.
- Challenges for selectors (tagging.) It takes Carl bid to make this happen.
- We are successfully getting the materials from the publishers, and lots of new titles.

Novi's Caring Community Database

- An updated method was created to include on the website.
- Julie requested increased marketing efforts for the "Help Organizations" database which provides great resources of community services.
- Past volunteer fair successfully helped with Caring Community efforts
- Encouraged to share more resources to add to the list.

Supporting Local Groups

- PAASN- planning on coordinating a program next summer with students coming to NPL. (April S.)
- Novi Community Coalition- in communications regarding an after school enrichment program.
- Novi Youth Assistance- NPL may host a Homework Help program. (maybe using the Youth Activity Room)
- Pride & Joy will provide an update for January and February meetings. (Sarah)

Library Board Update

- HR meeting planned for discussing Juneteenth as a paid holiday.
- Board DEI is still on pause. The Library Board President wants to work with consultants on building relations.

Additional

- Shannon discussed emails received from various guests wanting to provide NPL with cultural works of art. She will work with April on this.
- Dana and April are working on Cultural Wall ideas. "What does Diversity Mean to You?" Seeking photography and drawings. Ideas welcomed.

Next Meeting Date TBD

Host: Bill

COVID UPDATE

Daily use of the building by hour November 7 – December 4, 2021

11/7/2021		11/8/2021		11/9/2021		11/10/2021		11/11/2021		11/12/2021		11/13/2021	
9-10am	0	9-10am	9	9-10am	11	9-10am	8	9-10am	12	9-10am	7	9-10am	1
10-11am	0	10-11am	72	10-11am	55	10-11am	55	10-11am	43	10-11am	54	10-11am	81
11am-12pm	0	11am-12pm	83	11am-12pm	51	11am-12pm	50	11am-12pm	44	11am-12pm	75	11am-12pm	91
12-1pm	98	12-1pm	65	12-1pm	58	12-1pm	53	12-1pm	61	12-1pm	54	12-1pm	84
1-2pm	81	1-2pm	83	1-2pm	58	1-2pm	56	1-2pm	72	1-2pm	39	1-2pm	102
2-3pm	87	2-3pm	70	2-3pm	93	2-3pm	87	2-3pm	97	2-3pm	114	2-3pm	104
3-4pm	100	3-4pm	65	3-4pm	100	3-4pm	146	3-4pm	106	3-4pm	124	3-4pm	105
4-5pm	99	4-5pm	59	4-5pm	112	4-5pm	110	4-5pm	110	4-5pm	128	4-5pm	91
5-6pm	101	5-6pm	84	5-6pm	98	5-6pm	73	5-6pm	60	5-6pm	114	5-6pm	104
6-7pm	0	6-7pm	63	6-7pm	71	6-7pm	69	6-7pm	66	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	104	7-8pm	57	7-8pm	44	7-8pm	41	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	48	8-9pm	33	8-9pm	49	8-9pm	43	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	566		805		797		800		755		709		763

11/14/2021		11/15/2021		11/16/2021		11/17/2021		11/18/2021		11/19/2021		11/20/2021	
9-10am	0 0	9-10am	9	9-10am	4	9-10am	30	9-10am	4	9-10am	4	9-10am	2
10-11am	0 0	10-11am	41	10-11am	66	10-11am	43	10-11am	33	10-11am	52	10-11am	69
11am-12pm	0 0	11am-12pm	46	11am-12pm	61	11am-12pm	31	11am-12pm	68	11am-12pm	42	11am-12pm	79
12-1pm	44 76	12-1pm	56	12-1pm	51	12-1pm	54	12-1pm	53	12-1pm	59	12-1pm	74
1-2pm	81 86	1-2pm	40	1-2pm	43	1-2pm	42	1-2pm	71	1-2pm	50	1-2pm	63
2-3pm	83 85	2-3pm	119	2-3pm	76	2-3pm	94	2-3pm	112	2-3pm	117	2-3pm	105
3-4pm	68 74	3-4pm	126	3-4pm	115	3-4pm	182	3-4pm	139	3-4pm	155	3-4pm	103
4-5pm	89 93	4-5pm	111	4-5pm	111	4-5pm	138	4-5pm	154	4-5pm	134	4-5pm	78
5-6pm	127 86	5-6pm	84	5-6pm	89	5-6pm	87	5-6pm	83	5-6pm	103	5-6pm	84
6-7pm	0 0	6-7pm	70	6-7pm	82	6-7pm	68	6-7pm	71	6-7pm	0	6-7pm	0
7-8pm	0 0	7-8pm	41	7-8pm	59	7-8pm	60	7-8pm	47	7-8pm	0	7-8pm	0
8-9pm	0 0	8-9pm	40	8-9pm	60	8-9pm	60	8-9pm	35	8-9pm	0	8-9pm	0
9-10pm	0 0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	500		783		817		889		870		716		657

11/21/2021		11/22/2021		11/23/2021		11/24/2021		11/25/2021 Closed		11/26/2021		11/27/2021	
9-10am	0	9-10am	7	9-10am	4	Closed 5pm		Thanksgiving		Closed		9-10am	0
10-11am	0	10-11am	42	10-11am	56	9-10am	6	9-10am	0	9-10am	0	10-11am	74
11am-12pm	0	11am-12pm	48	11am-12pm	55	10-11am	54	10-11am	0	10-11am	0	11am-12pm	69
12-1pm	96	12-1pm	48	12-1pm	59	11am-12pm	68	11am-12pm	0	11am-12pm	0	12-1pm	45
1-2pm	83	1-2pm	42	1-2pm	49	12-1pm	70	12-1pm	0	12-1pm	0	1-2pm	48
2-3pm	83	2-3pm	99	2-3pm	121	1-2pm	80	1-2pm	0	1-2pm	0	2-3pm	36
3-4pm	103	3-4pm	161	3-4pm	128	2-3pm	87	2-3pm	0	2-3pm	0	3-4pm	47
4-5pm	82	4-5pm	136	4-5pm	94	3-4pm	86	3-4pm	0	3-4pm	0	4-5pm	64
5-6pm	117	5-6pm	95	5-6pm	85	4-5pm	117	4-5pm	0	4-5pm	0	5-6pm	48
6-7pm	0	6-7pm	67	6-7pm	67	5-6pm	0	5-6pm	0	5-6pm	0	6-7pm	0
7-8pm	0	7-8pm	44	7-8pm	66	6-7pm	0	6-7pm	0	6-7pm	0	7-8pm	0
8-9pm	0	8-9pm	45	8-9pm	65	7-8pm	0	7-8pm	0	7-8pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	8-9pm	0	8-9pm	0	8-9pm	0	9-10pm	0
	564		834		849	9-10pm	0	9-10pm	0	9-10pm	0		431
							568		0		0		

11/28/2021		11/29/2021		11/30/2021		12/1/2021		12/2/2021		12/3/2021		12/4/2021	
9-10am	0	9-10am	10	9-10am	16	9-10am	6	9-10am	6	9-10am	9	9-10am	5
10-11am	0	10-11am	39	10-11am	38	10-11am	43	10-11am	56	10-11am	43	10-11am	48
11am-12pm	0	11am-12pm	57	11am-12pm	41	11am-12pm	49	11am-12pm	59	11am-12pm	45	11am-12pm	88
12-1pm	62	12-1pm	49	12-1pm	45	12-1pm	40	12-1pm	52	12-1pm	53	12-1pm	61
1-2pm	59	1-2pm	69	1-2pm	44	1-2pm	48	1-2pm	74	1-2pm	62	1-2pm	61
2-3pm	56	2-3pm	128	2-3pm	103	2-3pm	80	2-3pm	73	2-3pm	76	2-3pm	76
3-4pm	71	3-4pm	152	3-4pm	149	3-4pm	133	3-4pm	65	3-4pm	68	3-4pm	98
4-5pm	68	4-5pm	115	4-5pm	200	4-5pm	124	4-5pm	70	4-5pm	63	4-5pm	104
5-6pm	57	5-6pm	71	5-6pm	169	5-6pm	77	5-6pm	58	5-6pm	118	5-6pm	140
6-7pm	0	6-7pm	88	6-7pm	110	6-7pm	51	6-7pm	73	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	55	7-8pm	42	7-8pm	36	7-8pm	36	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	41	8-9pm	48	8-9pm	39	8-9pm	46	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	375		874		1,005		726		668		537		681



Important Updates

Winter Closures

- Friday, December 24
- Saturday, December 25
- Sunday, December 26
- Friday, December 31
- Saturday, January 1

A Message for Parents and Guardians of Students at Novi High School: We, unfortunately, had an incident in our parking lot where a student was struck by a vehicle while riding a bike. Thankfully, the student was not injured. **Please consider this a friendly reminder about the importance of not using the Novi Public Library parking lot as a pick-up location after school. If your student is using the library space, find a designated parking spot to park in and**



Support Local Small Businesses at our Pop-Up Market!

As a consumer, you're a key part in helping small businesses thrive. By shopping at small businesses this holiday season, you're showing your support for the businesses in your neighborhood and

wait for your student to exit the library.

Please take time to speak with your student about the importance of following safety guidelines and being cautious while riding a bike or walking to and from school.

2020-2021 Annual Report

NPL is proud to present their Annual Report for July 1, 2020 - June 30, 2021 detailing the budget, circulation and programmings stats, accomplishments and plans for the future. In 2020-2021, 952,505 total items were checked out from the Novi Public Library, the largest number of items checked out to-date! [Please click here to view the report.](#)

What's New



Say hello to Pauly the Polar Bear! From December 1, 2021 - February 28, 2022, check out items from the Lakeshore Lending Library kiosk using your Novi library card and you may find a prize inside! Prizes include gift cards to the Library Café, coupons for the Friends' Book Nook, and entry tickets for Pauly's Prize Baskets!

You can also take a photo of yourself at the kiosk, upload it to Facebook or Instagram, tag our accounts and use the

community. Shop Small at our Pop-Up Market on **Saturday, December 11 from 10am-2pm**. Find a special gift for a loved one while giving back to your local economy at the same time! Products for sale include jewelry, cards, health and beauty, and more! Make a purchase at any of our vendors and be entered to win a gift card. **The Novi Library Cafe will also be open from 9am-2pm that day to provide shoppers the opportunity to purchase coffee and other delicious treats.**



Virtual Health Series

Join NPL as we partner with medical health professionals and representatives from Ascension Providence Hospital and the American Cancer Society in a virtual health series. Learn about the latest information on a variety of health topics. Each program is interactive and followed by a Q&A session.

- **Mental Health and Nutrition - Tuesday, December 7, 7pm:** with special guests Hina Desai, MSW, OSW, and Lisa Perry, RD

For the Health of It: Teen Edition

- **The Importance of Eating Healthy and Proper Rest - Friday, December 10, 3:30pm:** with special guests Bradley Rowens, MD, Sleep Medicine,

hashtag below, to be entered into that month's drawing for a special prize! Pauly's Prize Basket items may include a blanket, gloves, gift from the iCube, Book Nook coupon, Café gift card, and more!

Social media monthly hashtags:

- **December:** #PolarPrizesatLLL
- **January:** #SnowMuchFunatLLL
- **February:** #WinterWonderatLLL

Follow and tag us on social media!

Facebook: @NoviPublicLibrary

Instagram: @NoviLibrary

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

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



Stop by the Library Patio During Fuerst Festive Nights!

Join us and the City of Novi for Fuerst Festive Nights! There will be a holiday lights stroll, food vendors, Santa visits, and carolers! Stop by our patio for hot chocolate, marshmallow roasting, and a fun holiday craft! [Click here](#) for more information.

and Kelsey Parent, RD, Nutrition Services

- **Time Management: How to Make It All Fit in One Day - Tuesday, January 11, 7pm:** with special guest Jose Larios, MD, Hematology/Oncology Fellow
- **Post Pandemic: Mental Health and Stress - Tuesday, February 15, 7pm:** with special guest Robert Demercurio, MD, Behavioral Medicine



Novi Library Café Hours

Monday-Friday, 9am-5pm

**Special hours on Saturday, December 11: 9am-2pm*

Café Gift Cards Available!

The Novi Library Café has gift cards for purchase, making them the perfect holiday gift or stocking stuffer for the library and coffee lover in your life!

Upcoming Meetings

Friends of the Novi Library Meeting: No meetings until April 2022

Novi Historical Commission Meeting: Wed, Dec 8, 7pm - [Agenda](#)

Library Board Meeting: Wed, Dec 15, 7pm - [Agenda](#)

- **Friday, December 3, 6-9pm**
 - **Saturday, December 4, 4-8pm**
 - **Sunday, December 5, 4-8pm**
-

Adult Programs

- Language Conversation Groups
- Book Discussion Groups
- **12/1:** Local Author Spotlight Series
- **12/2:** Friends Kaleidoscope Series - Pewabic Pottery
- **12/7:** For the Health of It: Mental Health and Nutrition
- **12/8:** The Season in the Mist- A Story of Sikhs in America
- **12/11:** Shop Small Pop-Up Market

Tween/Teen Programs

- **Teen Space**
- **12/1:** BeTWEEN the Pages: Tween Book Club Trivia
- **12/10:** Teen Advisory Board Meeting (TAB) & For the Health of It: Teen Edition - The Importance of Eating Healthy and Proper Rest

Youth Programs

- **12/8:** Tail Waggin' Reading Buddies
 - **12/14:** Book Bunch Book Club
-



Building Community and Bringing People Together Through Art

In 2019 and part of 2020, the Novi Community Coalition (NCC) brought together artist Quindeel Mitchel and Novi residents to paint a community canvas called "Together We Can 2020." The painting brought people together physically and culturally, told a community story, inspired reflection, and formed connections that might not normally be formed. It gave all participants the chance to take a much needed mind-break and let their creativity flow.

During many different events, the NCC would bring the canvas, paint, and brushes and have community members of all ages paint sections which then transformed into a beautiful mural.

The NCC would like to thank everyone who participated. This piece of artwork has been graciously gifted by the NCC to the Library and will be proudly displayed in the Teen Stop area (2nd Floor). This project was truly inspiring and meaningful and has inspired the NCC to start another painting based on mental health called "You are Enough." Look for this canvas at community events for you to help to continue to enrich the Novi community!



Novi Historical Commission Updates

On Monday, November 8, Kelly Kasper and Kim Nice from the Novi Historical Commission visited Novi Meadows School to do a presentation to two Girl Scout Troops about the Novi Road Cemetery and the Wreaths Across Novi ceremony. There were approximately 14 scouts in attendance from 5th Grade Troop 76320 and 9th Grade Troop 71055. The scouts learned about the history of the cemetery, the US Military, and completed two steps towards earning the patch "How To Honor a Veteran." They completed their final step on Saturday, November 13 when they volunteered to lay wreaths on veteran's graves during the Wreaths Across Novi ceremony.

Diversity, Equity & Inclusion @ NPL

Coming This Year

- **Collections:** Approximately \$46,000.00 (15% of the total Collections budget) will go towards the purchase of diverse materials for all ages.
- **Staff In-Service:** NPL staff received diversity training at their August 20, 2021 In-Service. \$3,500.00 was dedicated towards Equity, Inclusion and Cultural Competence training. Staff will receive additional training at a Staff In-Service in March 2022.
- **DEI Account:** \$2,000.00 is currently available for DEI initiatives in the 2021-2022 budget, which includes a \$1,000.00 matching donation from a

FRIENDS OF NOVI PUBLIC LIBRARY KALEIDOSCOPE 2021 Fall Programs



Friends Kaleidoscope Series

Pewabic Pottery

Thursday, December 2, 7pm

Internationally famous, Pewabic Pottery originated in a stable in 1903. Horace J. Caulkins and Mary Chase Perry relocated their studio to an English Tudor building in 1906, now a National Historic Landmark serving as a studio, exhibit and event space. Pewabic Pottery is dedicated to handcrafted ceramics and tiles, many of which can be seen as architectural detail in major cities across the country, not just in the Detroit area.

[Click here to register.](#)

New Large Print Science Fiction Section!

To help make the Large Print collection easier to browse, Large Print Science Fiction now has its own section! Look for it at the end of the Large Print Mystery section.

Ancestry Library Edition Remote Access Ends Dec. 31

After December 31, 2021, remote access to Ancestry Library Edition will no

community member. This new account will continue to grow through donations and other avenues.

- **Art Display:** The Friends of the Library sponsored a \$1,500.00 art display system for the 2nd Floor which allows us to create a cultural art area for local artists.
- **Patron Point:** This automated email marketing system allows us to reach 20,000+ cardholders with valid emails. Patron Point will also offer online card renewal and library card sign-up.

longer be available. Guests wanting to use this resource will have to visit the Library and use a public computer or connect to our WiFi on a personal device. A link to this resource can be found on our [Database page](#), under the "People and Genealogy" section.

[Visit Our DEI Page](#)



Community Information

Novi's Caring Community Database

The Library has been curating a database with information about a variety of organizations and businesses in and around Novi that provide helpful services to the community. To view that database, [please click here](#). Use the drop downs to find services that fit your needs.

iCube Showcase

The next time you visit NPL, stop by the iCube Showcase on the 1st Floor at the bottom of the stairs! We're showing off amazing projects that were made with equipment in our Makerspace. Feeling inspired to create something yourself? Stop by the iCube during regular library hours for DIY projects, Creative Kits, and use of Green Equipment. To use Yellow or Red Equipment, come during staffed hours or make an appointment.

Check our website to see available

Novi Mental Health Alliance Monthly Meetings

The mission of this group is to raise mental health awareness, well-being, and self-efficacy in the Novi Community School District's (NCSD) K-12 system for students, with the support of parents, staff, and community members. **Their December meeting will take place on Monday, December 13 at 6:30pm in the Novi Library's East Meeting Room.**

Oakland Literacy Council Seeking Volunteers

Oakland Literacy Council has more than

equipment, Creative Kits, or to make an appointment.

[Visit the iCube](#)

40 adult English language learners waiting for a tutor to help them with their reading and speaking skills. If you can spare two hours/week, you can make a difference in their lives! Oakland Literacy will hold information sessions in the coming weeks for people interested in volunteering as virtual or in-person tutors. Information session dates are Dec 9, Jan 5, and Jan 18. Learn more by [clicking here](#) or call 248-253-1617.



Sora: The Student Reading App

Students in the Novi Community School District can download the Sora App with their school gmail account to get access to digital materials from both the NCSD and NPL! Students are able to search both collections at once on Sora. [Click here to find your school.](#)

Get Homework Help with Tutor.com

Looking for live online homework assistance from expert tutors? No matter the subject, give Tutor.com a try! To access this resource, visit our [Database page](#) and find the link under the "Education" section. Valid Novi library card and PIN required.

Diversity, Equity and Inclusion Book Lists

Staff at NPL have compiled many book lists with a focus on Diversity, Equity, and Inclusion. Visit the Library's [DEI page](#) and find links to these book lists under the "Books and Other Materials" section.

Connect With Us:



[Click here to unsubscribe](#)

Novi Public Library

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

Hours

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

Lakeshore Lending Library

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

Hours

7 Days a Week
Dawn to Dusk

[Visit Our Website](#)

Information Technology Report by Barbara Rutkowski – November

General

- One of the VFD motor controller on the AST machine was replaced due to hardware failure. This is one of the controllers that allows for proper sorting.
- Replaced a couple workstations due to hardware failure.
- Parts for both a staff and a public copier were replaced due to hardware failure.
- Closed 21 Help Desk tickets.

iCube

- We held 84 iCube appointments:
 - 22 3D Prints
 - 16 Creative Kits
 - 7 Laser
 - 6 Adobe Creative Cloud
 - 6 Sewing/Embroidery
 - 6 Sublimation (shirts, mugs, mouse pads)
 - 5 VHS
 - 4 FastFoto
 - 2 8mm Converter
 - 2 Button Maker
 - 2 Cricut
 - 1 3D Scanner
 - 1 Carvey
 - 1 Epson Flatbed
 - 1 FormBox
 - 1 Mug Press
 - 1 Shirt Press
- Veterans were invited to visit the iCube to pick-up a special Veterans Day ornament. A HUGE thank you to the iCube team, especially Dominic, for cutting out the ornaments on the laser engraver over the past few months. Approximately 120 of them were distributed at the City's Veterans Day Celebration and the Veterans absolutely loved them! We also received a Thank You email showing us how the ornament was being displayed by one recipient. The collage consists of a father and his seven (7) sons who served in the armed forces.



- The Novi High School Robotics Team participated in the e-NABLE Student Chapter Networking Event held Saturday, 11-20-2021 to educate people about the e-NABLE project and assemble hands. Some of the new members of the Robotics Team were a little nervous, since they had not built a hand before, but ended up being very successful on their build.



- Below are examples of projects completed in the iCube this month by our guests. The laser was used to engrave on marble while the sublimation printer/heat press was used for a photo on polyester cloth for a teacher who included kudos to the iCube.



- Below are some photos from the iCube-sponsored handmade card-making class as part of Craftastic Wednesday. The branches and snowflakes were cut out from the Cricut and the Sizzix die cut machines. Attendees seemed to have a great time and made some beautiful cards!



- The Fire Department Inspector asked for “Roof Access” to be added to a couple Janitor's Closet signs during our annual fire inspection which we passed. The labels were created using iCube equipment.



Training

- IT Staff held 1 Staff session:
 - 1 Sublimation (shirts, mugs, mouse pads)
- IT Staff attended the First Amendment Audits: How Libraries Can Prepare and A Day in the Life of an African American Male training sessions.

Facilities Report by Keith Perfect – November

In the past month the Facilities Department has closed 6 Facilities tickets, 41 Meeting Room Requests and has updated 361 Periodic Maintenance tickets.

- All of the water lines and fixtures in the building were flushed after the boil water advisory ended due to the water main break within the city of Farmington.
- The lawn irrigation system has been winterized by vendor.
- The backflow devices on water lines were tested, two were replaced and one was repaired.
- All the building glass was cleaned by vendor.
- The vending machine vendor has repaired the breakroom vending machine.
- The Emergency Manuals have been updated.
- The back-up batteries in the key fob access readers in all panels have been replaced.
- The batteries in the fire alarm panel has been replaced.
- The fireplace was inspected and is in good working order.
- The light switches in the East and West meeting rooms have been replaced and are now working great.
- The fall clean-up of landscaping was completed by vendor.
- 8- new bushes were planted by the city's vendor along the loading dock ramp where the dyeing/ overgrown trees were previously removed.
- Numerous cracked arm rests on staff office chairs were replaced.
- The dedication plaque at the flagpole was replaced due to incidental damage.
- 3-emergency "EXIT" signs were replaced.
- The holiday tree was assembled and decorated.

Information Services Department Report by April Stevenson – November

News and Notes

- Provided a Library resources tour to a Novi High School class and several teachers
- Provided a Library tour to FLL team 15053
- Provided a meet up for our Novi Caring Community organizations to connect
- Provided a Library tour to a Novi Virtual School teacher in preparation for their online scavenger hunt
- Partnered with Novi Virtual school for a program showcasing the library through an online scavenger hunt and Library card sign up
- Provided book questions for all of the titles for the 2022 Fox Run book discussions
- Judged the Hickory Woods Reflections Literature contest
- Provided a tour to the Novi Adult ESL group
- Added a Science Fiction section to the Large Print area
- Added Neighborhood stickers for Board Books for the first time (Potty Training, Bilingual, High-Contrast).

Professional Development

- A Day in the Life of an African-American Male - April, Danielle, Hillary
- In, Out, and In-Between: Supporting and Representing LGBTQ+ Teens in Libraries - Sarah
- Rekindling from Burnout: Lessons and Strategies for Public Library Workers webinar - Danielle
- 2021 Michigan Association for the Education of Young Children Virtual Infant Toddler Conference - Emily
- Building a More Diverse Holiday Collection Webinar - Emily
- First Amendment Audits and Public Libraries - IS Staff
- Embedded Business Librarianship for the Public Librarian - Hillary

IS Staff Outreach

- Novi Youth Assistance Annual Breakfast - April
- YALSA Transforming Teen Services: A Train the Trainer Approach virtual all-day conference - Lindsay
- T3 planning for December cohort meeting - Lindsay
- MiLibraryQuest Summer meeting; Leap Into Science - Lindsay
- Goddard Story Time Visit - Emily
- ECEC Story Time Visits - Emily
- ECEC Special Education Story Time Visit - Emily
- ICLR Meeting - Shannon
- ABWA monthly meeting - Hillary
- Novi Chamber Friday Coffee Networking - Hillary
- City of Novi CAAB meeting - Mary
- TLN e-Content Users Group - Mary

Adult Programs

- Mental Health Checkin - 54
- For The Health of It-Lung Cancer Awareness - 29
- Local Author Spotlight - 33
- Music At Senior Centers Series w/Tola Lewis-Meadowbrook Activity Center – 90



- Novi Adult Education/ESL Tour - 15
- Cutting the Cord - 7

Adult Displays

- Feature Collection Display - Keep Calm and Cook
- Desk Display - Native American Heritage month
- Business Spotlight Display: Shop Small. In support of Small Business Saturday, our upcoming Pop-Up Market and the Shop Small movement in general

Youth/Tween/Teen/Family Programs

- Grab & Go - Harvest Crafts - 25
- Grab & Go Early Literacy - Autumn Playdough - 25
- Tail Waggin' Reading Buddies - 13
- Sunrise Stories with Miss Emily - 45

Youth/Tween/Teen Displays

- Teen Stop display: books to celebrate Native American Heritage Month: books by and about Indigenous People as well as to celebrate NaNoWriMo: books that were written in one month.
- Youth Feature Display: Keep Calm and Let's Cook Together
- Youth Desk Display: fall themed picture books
- Libraries are for Everyone: Native American Heritage Month, Day of the Dead, Election Day, Diwali, Veterans Day, Thanksgiving, Hanukkah

Raising a Reader Stats provided quarterly, next will be the December Report

Photos of guest paintings from Frida Kahlo Masterpiece Monday class.



Social Media Stats – Adult Programs/Marketing:

Adult Programming Statistics for Board Report-November 2021

Date	Program Title	Programs	Total Attendance:	Zoom		Facebook		Instagram	YouTube	Twitter
				Zoom Programs	Zoom Attendance	FB Live Attendance	FB Recorded views	IG Recorded Views	YouTube Recorded Views	Twitter Recorded Views
1-Nov	Mental Health Check-In	1	54	1	7	9	35		3	
11-9	For The Health of It-Lung Cancer Awareness	1	29	1	7	3	19			
11-16	Local Author Spotlight	1	33	1	5	4	24			

Social Media Stats – Youth/Tween/Teen:

Youth & Teen Programming Stats - November 2021

Date	Program	Program Totals		Zoom		Facebook		Instagram	YouTube	Twitter
		Total Youth Programs	Total Youth (w/adults) Attendance	Youth Zoom Programs	Youth Zoom Program Attendance	Youth FB Live	Youth FB Recorded views	Youth IG Recorded Views	Youth YouTube Recorded Views	Youth Twitter Recorded Views
13-Nov	Family Story Time - Pizza (EB)	1	36				24		12	
20-Nov	Family Story Time - Dinosaurs (EB)	1	37				16		21	
6-Nov	Family Story Time KM	1	44				18		26	

Support Services Department Report by Maryann Zurmuehlen – November

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team Zoom meetings.
- Attended weekly department catchup meetings.
- Attended Patron Point Zoom meetings on November 3rd and 8th.
- Attended a Novi @ Your Door Committee meeting on November 11th and 23rd.
- Attended Lakeshore Lending Library Committee Zoom meetings on November 16th and 30th.
- Attended a DEI Committee Zoom meeting on November 30th.

Lakeshore Lending Library

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



Circulation & Shelves

- Ruth Rice's last day is Thursday, December 9th. Please tell her best wishes when you see her!
- Working on cleanup of the patron database.
- Completion of NCSD card campaigns for the 5th and 6th graders and WLCSD Novi Residents at Hickory Woods and Meadowbrook Elementary schools.
- Open card campaigns for the NCSD Elementary schools.

Tech Services

- Task coverage in the Circulation department due to staff shortages and unfilled positions.
- Projects completed: changing Youth Parenting books to regular Non-Fiction, Youth Reader Phonics kits, Tween Graphics, and Large Print Science Fiction and Short Stories labeling.

Statistics (November 2021)

- **Library Cards Issued: 422**
- **Items Checked Out: 55,812**
- **Items Interloaned for NPL Patrons: 4,484 (56 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,206 (106 through MeLCat)**
- **Items Added to the Collection: 1,116**
- **Items Discarded from the Collection: 1,609**
- **Drive-Up Window & Locker Hold Pickups: 21**
- **Novi School's Card Registration: 0**
- **MAP Checkouts: 6**
- **Lakeshore Lending Library Checkouts: 39**
- **Outreach:**
 - **4 Facilities Visits / 27 Items Provided**
 - **6 Book Discussions / 95 Items Provided**

Support Services Statistics 2021 -2022													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	320	321	358	296	422								1,717
Items checked out	103,798	73,089	61,737	61,697	55,812								356,133
Items borrowed	4,763	4,580	4,541	3,997	4,484								22,365
Items loaned	3,940	3,569	3,480	3,281	3,206								17,476
Drive-Up Window & Locker Hold Pickups	14	12	19	17	21								83
Read Boxes	272	247	406	118	0								1,043
MAP Checkouts	43	36	17	22	6								124
Novi School's Card Registration	0	0	0	0	0								0
Lakeshore Lending Library	223	75	88	66	39								491

		November	November						November	November
		2021	2020						2021	2020
Library cards issued		422	112							
Total checkouts		55,812	75,656			READ Boxes	Adult	0		0
							Youth	0		0
Items borrowed	TLN	4,428	5,011				Total	0		0
	MeL	56	85							
		4,484	5,096							
Items loaned	TLN	3,100	4,621							
	MeL	106	89							
		3,206	4,710							

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

Self-Check Totals 2021-22 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	103,798	19.05%	19,776	7,697	6,253	5,826	0	0	0
August	73,089	39.84%	29,119	10,935	9,888	8,296	0	0	0
September	61,737	39.60%	24,448	9,650	8,167	6,631	0	0	0
October	61,697	18.87%	21,189	7,453	7,023	6,713	0	0	0
November	55,812	39.72%	22,168	7,858	7,314	6,996	0	0	0
December									
January									
February									
March									
April									
May									
June									
FYTD	356,133	34.51%	116,700	43,593	38,645	34,462	0	0	0

Library Usage									
2020-2021 Fiscal Year					2021-2022 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	8,095	4,307	12,402	477	July	18,971	6,852	25,823	956
August	10,186	4,091	14,277	461	August	20,561	6,291	26,852	895
September	8,729	5,114	13,843	513	September	19,302	7,168	26,470	980
October	11,833	3,794	15,627	504	October	20,862	8,079	28,941	934
November	8,845	4,475	13,320	493	November	20,346	8,066	28,412	1,015
December	5,213	3,285	8,498	304	December				
January	8,810	3,297	12,107	404	January				
February	9,952	2,888	12,840	459	February				
March	12,510	5,224	17,734	572	March				
April	12,277	4,784	17,061	588	April				
May	12,199	4,714	16,913	626	May				
June	17,300	6,647	23,947	855	June				
FYTD Total	125,949	52,620	178,569	521	FYTD Total	100,042	36,456	136,498	955

Computer Logins											
2020-2021 Fiscal Year						2021-2022 Fiscal Year					
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Lending Laptops	Total	Daily Average
July	0	16,504	0	16,504	635	July	983	30,634	0	31,617	1,171
August	55	18,127	0	18,127	587	August	944	35,958	0	36,902	1,230
September	624	19,329	0	19,953	739	September	853	39,555	0	40,408	1,497
October	942	20,359	0	21,301	687	October	1,086	44,813	0	45,899	1,481
November	401	18,514	0	18,915	701	November	867	41,990	0	42,857	1,531
December	0	9,673	0	9,673	345	December					
January	219	3,323	0	3,542	118	January					
February	629	10,709	0	11,338	405	February					
March	860	19,648	0	20,508	662	March					
April	893	20,319	0	21,212	731	April					
May	903	21,637	0	22,540	835	May					
June	966	27,206	0	28,172	1,006	June					
FYTD Total	6,492	205,348	0	211,840	618	FYTD Total	4,733	192,950	0	197,683	1,382

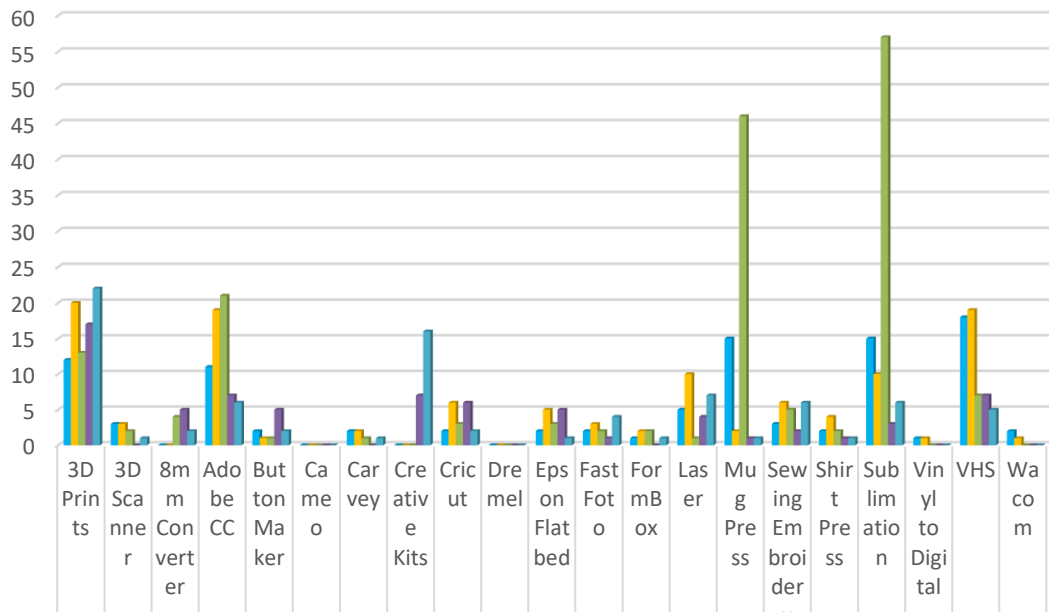
Early Literacy Workstation Usage							
2020-2021 Fiscal Year				2021-2022 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	0	0	0	July	193	3,882	18
August	0	0	0	August	239	5,031	21
September	0	0	0	September	88	1,403	15
October	0	0	0	October	112	1,989	17
November	0	0	0	November	277	5,636	20
December	0	0	0	December			
January	0	0	0	January			
February	0	0	0	February			
March	4	118	29	March			
April	69	1,301	18	April			
May	97	1,636	16	May			
June	134	2,347	17	June			
FYTD Total	304	5,402	20	FYTD Total	1,141	21,994	19

Technology Training Sessions 2021-22 Fiscal Year																				
	3D Printing	Cricut/Silhouette	Digital Conversion	Scans/FastFoto	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Button Maker	Heat Press	Creative Kits	Wacom Tablet	Tech Time	Staff Training	Total Classes	Total Guests	
Jul	12	2	19	4	3	15	2	5	1	3	11	2	17	2	0	0	3	101		
<i>Guests</i>	12	2	19	4	3	15	2	5	1	3	11	2	17	2	0	0	3		101	
Aug	20	6	21	8	6	10	2	10	2	3	19	1	6	0	1	0	3	118		
<i>Guests</i>	20	6	21	8	6	10	2	10	2	3	19	1	6	0	1	0	3		118	
Sep	13	3	11	5	5	57	1	1	2	2	21	1	48	0	0	0	31	201		
<i>Guests</i>	13	3	11	5	5	57	1	1	2	2	21	1	48	0	0	0	31		201	
Oct	17	6	12	6	2	3	0	4	0	0	7	5	2	7	0	0	6	77		
<i>Guests</i>	17	6	12	6	2	3	0	4	0	0	7	5	2	7	0	0	6		77	
Nov	22	2	7	5	6	6	1	7	1	1	6	2	2	16	0	0	1	85		
<i>Guests</i>	22	2	7	5	6	6	1	7	1	1	6	2	2	16	0	0	1		85	
Dec																		0		
<i>Guests</i>																				0
Jan																		0		
<i>Guests</i>																				0
Feb																		0		
<i>Guests</i>																				0
Mar																		0		
<i>Guests</i>																				0
Apr																		0		
<i>Guests</i>																				0
May																		0		
<i>Guests</i>																				0
Jun																		0		
<i>Guests</i>																				0
Sessions	84	19	70	28	22	91	6	27	6	9	64	11	75	1	1	0	44	582		
<i>Guests</i>	84	19	70	28	22	91	6	27	6	9	64	11	75	25	1	0	44		582	

2021-2022 Fiscal Year					
	Hoopla		LinkedIn		
	Check-outs	New Users	Active Users	Logins	Total Video Views
July	1,446	374	86	28	684
August	1,508	366	94	32	666
September	1,375	309	99	24	330
October	1,302	358	104	25	446
November	1,437	376	109	24	380
December					
January					
February					
March					
April					
May					
June					
FYTD Total	7,068	1,783	492	133	2,506

2021-2022 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	7,471	1,909	670	10,050	80
August	7,982	1,794	689	10,465	87
September	7,139	1,536	609	9,284	80
October	7,181	1,661	649	8,842	78
November	7,156	1,614	724	8,770	71
December					
January					
February					
March					
April					
May					
June					
FYTD Total	36,932	8,514	3,341	45,446	398

2021-22FY iCube Appointments



July	12	3	0	11	2	0	2	0	2	0	2	2	1	5	15	3	2	15	1	18	2
August	20	3	0	19	1	0	2	0	6	0	5	3	2	10	2	6	4	10	1	19	1
September	13	2	4	21	1	0	1	0	3	0	3	2	2	1	46	5	2	57	0	7	0
October	17	0	5	7	5	0	0	7	6	0	5	1	0	4	1	2	1	3	0	7	0
November	22	1	2	6	2	0	1	16	2	0	1	4	1	7	1	6	1	6	0	5	0

Meeting Room Rentals					
2020-2021 Fiscal Year			2021-2022 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	0	0	July	0	0
August	0	0	August	0	0
September	0	0	September	0	0
October	0	0	October	14	426
November	0	0	November	22	578
December	0	0	December		
January	0	0	January		
February	0	0	February		
March	0	0	March		
April	0	0	April		
May	0	0	May		
June	0	0	June		
FYTD	0	0	FYTD	36	1,004

Library App - 2021-2022 Fiscal Year

	Number of Visits	Most Requested Webpages			Number of Visits	Most Requested Webpages	
July	30,330	1.	Catalog	January			
		2.	My Account				
		3.	Library Locator				
		4.	OverDrive				
		5.	Events				
August	27,716	1.	Catalog	February			
		2.	My Account				
		3.	Library Locator				
		4.	OverDrive				
		5.	Zinio				
September	30,192	1.	Catalog	March			
		2.	My Account				
		3.	Library Locator				
		4.	OverDrive				
		5.	Events				
October	Currently working on the new and improved app.			April			
November	Currently working on the new and improved app.			May			
December				June			
				Total	88,238		



Friends of the Novi Library December 2021

Book Nook News:

Since January 1, 2021, we have had \$21,250 in used book/DVD/CD sales in the Book Nook. In November we made \$2270 in only 4 weeks even with holiday closures.

A big "Thank You" to our sellers who are now back in the Book Nook ready to help with selections, make change and provide items from the glass case! Behind the scenes, our sorters are back in the sort room handling the many donations and keeping our shelves stocked.

And "Thanks" to all of you for your donations and purchases.

Fundraising:

Our Holiday Sale was a big success - \$1200. Many thanks to Diane Blankenship, Marge Bixby, Sue Johnson, Maimu Looke, Marion Marten, Carol Neumann and Mary Angela Winter for your donations to the sale.



Congratulations to Adina Lesperance, the winner of the Downton Abbey basket. We made \$200 from the drawing and added 5 new members who received free Friends memberships with their donation..

We participated in a fundraiser with Vera Bradley in Twelve Oaks Mall and made \$80 in donations.

From the President:

Our **2021 Summer Music at Paradise Park** series was a great success. Who could forget Dueling Pianos and the surprise visit from Elton John? Billy Mack mixed in some great country songs. Steven Floyd was popular as always including his selections from **Les Misérables**.

Dayna and Rick provided some great dance music. If you didn't dance, it was fun just to watch. The Von Zippers blasted us into the night.



Many Thanks to Jeff and Theresa from Paradise Park for providing a wonderful venue. Keep them in mind as they are open for events year around and have heaters to keep the space comfortable.



We had two fall in-person **Kaleidoscope** programs. The first was the Michigan poet Thomas Lynch. He shared a unique perspective on his life and his writing. It was like sharing a casual evening with a good friend.

The second program was Steve McBride, Executive Director for Pewabic Pottery. He gave an excellent presentation on the history, products, and current activities of Pewabic Pottery. An impressive number of Detroit buildings showcase Pewabic tiles. With the holidays it is a great time to visit their site on East Jefferson.

Calendars of Events:

Happy Holidays!

Listen at the Library

- Plans for spring

2021/22 Bringing the Music to You – Tola Lewis

- Open to Current Friends members only-

- Rose Senior Living – 12/16/2021 – 3-4 pm
- Anthology of Novi – 1/6/2022 – 5-6 pm

2022 Summer Music at Paradise Park - Thursdays, 7-8pm

- Can't wait to see what Gail has in store for us!

Kaleidoscope

- We will be announcing our spring series soon.



NOVI HISTORICAL COMMISSION

Wednesday, December 8, 2021 7pm

Novi Library

Call to Order...Novi History Room.

Introductions of guests

Approval of Agenda

Approval of Minutes- November 2021

Treasurer's report –Kim (Approval of expenses)

Communications

LIBRARY LIAISON REPORT

Betty Lang

History Room volunteers:

Monday, Dec. 6, 12-2 Debbie & Kathy Monday, Dec. 20, 6-8pm _____

Monday, Jan. 3, 12-2 _____ Monday, Jan. 17, 6-8pm _____

Genealogy Group using History Room in January

DISCUSSION ITEMS

* Commission interviews with Council-December 6 (Rae & Kathy)
appointments made Dec. 20

* Wreaths across Novi wrap up

Kelly

* Jeff Muck explanations regarding canopy and photographs of graves

* Historic District Study Committee of 1990-1999 (230 properties identified)

* January presentation by Lee Mamola-an architect who lives in historic Novi home
on 9 mile (1832)

* Cemetery gravesite compilation

* Photographer...paperwork

Dan

* Tributes/gifts for outgoing Commissioners

Debbie

* Tollgate Christmas lights December 16-20 (Set up- Sat. Dec. 11 take down- 12/21)

Kim/Kelly

* Rules and Procedure booklet updates

BACK BURNER PROJECTS

Veterans Memorial

Storage Unit

Walled Lake Amusement Park

Novi Rd. Cemetery Sign- Removal

Memorial sign options

Historical sites brochure

Novi Rd. Cemetery improvements

HISTORICAL COMMISSION PROGRAMS...

Rae

See Flyer

If you have any ideas for programs, please get suggestions to Rae

DISPLAY CABINET DOWNSTAIRS

Kim & Sue

NEW BUSINESS/Other Business

WEBSITE UPDATES : Facebook link/Instagram

PUBLIC COMMENT

NOTE: Next MEETING: Wednesday, January 19

Adjourn...

HAPPY NEW YEAR 2022

Board Committee-Human Resources

MINUTES

Wednesday, December 1, 2021

The meeting was called to order at 9:15 am by Chairman Crawford.

Members present: Crawford, Farkas, Dooley, Williams

The agenda was presented and items for discussion included the following:

- A. Juneteenth recommendation to the Board
- B. Upcoming Board meeting items including audience conduct
- C. Staffing updates
- D. Goals of the Board's HR Committee
- E. Potential changes in HR Communication Device Usage Policy, employee dress code & smoking policies.
- F. Next meeting content

Nicole's presentation pertaining to on-boarding of new employees

Upcoming HR Meetings: Dec. 14 at 9:15 and Jan. 10 at 11am

Chair Crawford discussed the timeline of her request for recommendations regarding Juneteenth as a paid holiday for Novi Library staff who are eligible.

The Finance Committee met August 26th and shared their proposal suggested adding an 11th Holiday that would replace 1 PTO day. Also the Veterans Day Holiday would be moved to a floating holiday that can be taken throughout the year.

The proposal from Finance was discussed at August 26 Board meeting and a motion was made and approved by the Board to move the Finance proposal on to the Policy Committee and other committees affected.

Director Farkas indicated that the Finance Committee has been challenged in their attempts for setting a meeting date. A date is now set for Monday Dec. 6th. It is anticipated that Policy will discuss and present their recommendation at the Dec. Board meeting regarding Juneteenth.

Chair Crawford reiterated all of the information that had been collected and discussed relating to a paid Juneteenth Holiday, such as;

Listening Session requests for support

Letters and Public comment support

President Biden's declaration of Juneteenth being a Federal Holiday

Results of a Novi Library staff survey indicating support even from employees who would not be eligible

Data collected from similar size libraries in the region relating to the number of paid holidays they offer. This data indicated most libraries our size offer more paid holidays than Novi Library.

The City of Novi employees enjoy 13 paid holidays, but Novi Library currently offers 10 paid.

Chair Crawford asked HR Committee members for their recommendation making Juneteenth as an 11th paid holiday for Novi Public Library's current 38 eligible employees.

The HR Committee recommends that the Board approve Juneteenth as a paid holiday in addition to the current closure of the building.

Recommendation: Approve Juneteenth (June 19th) as an 11th paid holiday for employees at Novi Public Library. June 19th is already a recognized closure.

Member Williams reported that the library currently has 2 openings but creative strategies continue to be applied in order to secure new staff as soon as possible.

Chair Crawford suggested the following 3 goals for the Human Resource committee:

- 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.

Committee members unanimously agreed on the 3 proposed goals.

Director Farkas distributed the current policy related to communication device purchase and usage. She also shared the proposed changes of the policy that will need the approval of the HR Committee. This policy change is needed to address employee use of library purchased devices.

Director Farkas and member Williams also alerted committee members of upcoming need for discussion related to employee dress code and smoking policies.

Member Williams was asked to share her recent presentation for new hires at the next meeting.

There is a great deal of upcoming Board business which must be addressed over the holidays, such as: Director Farkas mid-year review and HR policies.

Two more meetings were agreed upon by the committee members;

Tuesday, Dec. 14-9:15 am and Monday, Jan. 10 at 11am

Meeting adjourned at 10:30 am

Events, Marketing and Fundraising Committee by Trustee Dooley

November 15, 2021

OLD BUSINESS

- Annual Report 2nd draft - feedback by Noon tomorrow.
- Patron Point - used it for survey on Library Usage. Sent an automated workflow to repeat. Sent to over 22k
- Fines and Fees on Survey - interesting finds
- Still working on the new app - difficulties with vendor
- Friends Fundraisers - Downton Abbey Basket - made \$400 on it
 - Holiday Craft Fair - over two days - made \$1200
 - Vera Bradley event - didn't make as much this year but it was a fun event

STAFF UPDATES

- Dana went to a Library marketing conference - shared experience
- Ornaments for the Veterans Day - gave them out at the City Event - People came in to grab them
- iCube is good for gifts - but not mass produced gifts
- **NPL @ YOUR DOOR** - Mail Bags - **NEW in 2022**

NEW BUSINESS

- Business partnerships for added revenue streams and ongoing initiatives - working on more connections
- Meeting room rentals are starting to build back up
- Discussed the library as a cool event space
- Library cards for company employees for businesses located in Novi - marketing directly for them
- iCube - is there potential here for company team-building outings, etc.
- Adult Scholastic Fair - Kat is doing research on how to make this into a fundraiser with Friends

Dec 22 at 11:30 AM next meeting

EVENTS TRUSTEES ATTENDED

Trustee Bartlett

Attended Trustee Training from Library of Michigan on 12/6 and part 2 12/13.

Trustee Yu

Attended Fuerst Festive Nights 12/3 and 12/4

Trustee Crawford

Historical Commission meeting 12/8

Trustee Training 12/6

Novi City Council 12/6

Tollgate Farm for Holiday Lights 12/11

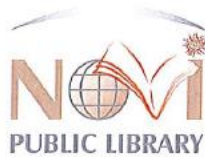
Historical Commission 12/17

Trustee Dooley

Wayne State DEI Session: Corporations, Race, and Responsibility

NPL Program: The Season in the Mist- A Story of Sikhs in America

NPL Program: Talking To Your Kids About School Tragedies and Fears 12/13



HOLIDAYS

Policy

The following days shall be called "Library Holidays" and the Library shall not be open for service:

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day (Library is not closed this day, but floating holiday for November)
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

NPL Employee Handbook: Approved December 19, 2007; Amended May 1, 2010; Amended February 11, 2012, Effective January 1, 2013; Amended October 15, 2014, Effective January 1, 2015; Amended March 16, 2016

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees

Eligibility for Holiday Pay:

- A. All permanent (i.e. not seasonal or temporary) employees working at least 20 hours per week shall be entitled to holiday pay for those days designated as "Library Holidays." These shall be referred to as eligible employees.
- B. Eligible part time employees working between 20-29.5 hours per week will receive a flat rate of pay based on the number of hours they are regularly scheduled to work per week.

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

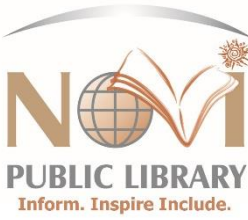
- C. All eligible employees shall have their regular day off in addition to the holiday itself, during the week in which the Library holiday occurs. Eligible part-time employees shall have the appropriate number of holiday hours on their time card. Part time employees will have the option to work the additional hours to make up for time based on flat rate of hours (see chart) or use available benefit time.
- D. If eligible employees waive taking their paid time off during the pay period in which the Library holiday occurs, they will be given time off at a date, schedule permitting, and with the approval of their supervisor, not later than one month from the date of the Library holiday occurring that week.
- E. To be eligible for holiday pay for the Library holidays, employees must work their usual hours the last regularly scheduled day before and the next regularly scheduled day after the Library holiday, unless otherwise approved by the Director.
- F. Holidays that occur during a staff members' planned vacation leave are not charged against their vacation leave.
- G. Holiday time off requests will be approved based on staffing needs and past patterns of holiday vacation leave time. Holiday time off requests are time off requests that are around any holidays.
 - 1. Time off requests will only be approved up to 6-months in advance.
 - 2. Time off requests must be made at least 30 days in advance.
 - 3. In the case of international travel/airline ticket purchases, time off requests will be approved beyond the 6-month timeframe, and will be approved on a case-by-case basis.
 - 4. When planning vacation or travel plans, you must gain approval for the time off prior to making plans. If you already make reservations and then are not approved for the time off, that will not be used for justification in gaining approval for the time off.

NPL Employee Handbook: Approved October 9, 1995; Amended October 21, 2009; Amended January 6, 2010; Amended September 21, 2011, Effective January 1, 2012; Amended March 16, 2016

Signed:



Craig Messerknecht
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Novi Public Library Board of Trustees



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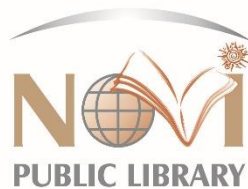
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Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees



LIBRARY CLOSINGS 2022

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

LIBRARY BOARD MEETINGS

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

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

Nov. 16th, Dec. 21st – held the third Wednesday)

H – Paid Holiday for Employee



Charges for Damaged, Destroyed, or Lost Materials

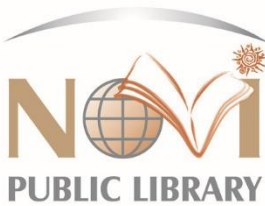
The Library Board approved the continuation of Fine Free status on overdue Novi materials due to COVID-19 until December 31, 2021

- Due dates are intended to encourage guests to bring back materials within reasonable periods of time.
- The current Borrowing Periods & Fees information shall be available at all service desks and will be posted on the website. The Library Director has the authority to change the borrowing periods and fees information.
- Guests shall be responsible for any fees or other charges due in accordance with the Library's standard schedules. Failure to pay these fees may result in the suspension of borrowing privileges.
- A charge will be assessed for any damage incurred to library materials.
- In the case of destroyed or lost materials, the amount charged will be the original cost of the item or the standard amount for the type of article as stated in the Borrowing Periods & Fees information.
- Cancellation or suspension of borrowing privileges may result from abuse of library materials, policies and procedures; repeated late return of materials, damage to or loss of materials by result of neglect or deliberate misuse; or nonpayment of loss charges.
- Overdue materials are considered lost and will be billed to the guest twenty-one (21) days after the due date. Payments for lost materials are not refundable.
- All fees must be paid in full prior to Library card renewal.

Approved: June 19, 2003; Amended May 1, 2010; Amended: April 20, 2011; Amended: August 15, 2012; Amended June 24, 2021

A handwritten signature in cursive script that reads "Kathy Crawford".

Kathy Crawford, President
June 24, 2021



DRAFT 12/15/21; No Fines

Fees Charges for Damaged, Destroyed, or Lost Materials

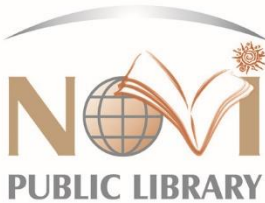
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**Borrowing Periods & Fees information current circulation procedures and fees*

Approved: June 19, 2003; Amended May 1, 2010; April 20, 2011; August 15, 2012; Amended June 25, 2021; **Amended December 15, 2021**

Kathy Crawford, President



DRAFT 12/15/21; Fines & Fees

Fines for Overdue Materials and Fees for Damaged, Destroyed, or Lost Materials

~~The Library Board approved the continuation of Fine Free status on overdue Novi materials due to COVID-19 until December 31, 2021~~

- Due dates are intended to encourage guests to bring back materials within reasonable periods of time.
- Fines for overdue materials will be charged at the rates stated in the *Borrowing Periods, Fines & Fees** information established by the Library Director and are independent of the lost item replacement fee.
- The current *Borrowing Periods, Fines & Fees** information shall be available at all service desks and will be posted on the website. The Library Director has the authority to change the borrowing periods, **fines** and fees information.
- Guests shall be responsible for any **fines**, fees or other charges due in accordance with the Library's standard schedules. Failure to pay these **fines and** fees may result in the suspension of borrowing privileges.
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Approved: June 19, 2003; Amended May 1, 2010; April 20, 2011; August 15, 2012; Amended June 25, 2021; **Amended December 15, 2021**

Kathy Crawford, President



31 Years – 1990-2021



Novi Oaks Charter Chapter

5236 Oak Hill Trail
Commerce, MI 48382
Phone: 248-330-6315

NoviOaksABWA@gmail.com

www.novi-abwa.org

Diner meetings held on the second Wednesday of every month. Visit our website for details and to register.

ABWA MISSION

To bring together businesswomen of diverse occupations and to provide opportunities for them to help themselves and others grow personally and professionally through leadership, education, networking support and national recognition.

Vision Statement

Novi Oaks Charter Chapter educates and empowers women by supporting them to achieve their personal best.

NOVI OAKS CHARTER CHAPTER

AMERICAN BUSINESS WOMEN'S ASSOCIATION
CHAPTER FOUNDED JANUARY 29, 1990
NOVI, MICHIGAN

November 24, 2021

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

Dear Julie:

We are writing to thank you and to let you know the results of our Novi Oaks Charter Chapter 16th Annual Autumn Brunch With Auction, held on October 2, 2021. Your donation to the auction helped us raise just over \$11,600 for scholarships and education. Thank you for your years of support.

In 2022, we will award two \$2,000 Impact Scholarships to women who are U.S. citizens residing in Michigan and attending any college or university (3.0 GPA or higher). We will also award the \$1,000 Bettie Archer Johnson Scholarship through Madonna University. Please let others know about these opportunities, details of which can be found on our website at www.novi-abwa.org/scholarships-education. Applicants from seniors in high school through doctoral candidates are eligible, and the application process will open up as of December 1, 2021, with the scholarships being presented in July of 2022.

Our chapter will offer the Business Skills Tuition Reimbursement program for non-college training, and will also pay for training of our chapter members at our ABWA national and regional conferences.

Membership in ABWA is only \$139 per year (including local chapter dues), and only \$50 for students. Membership in ABWA is an investment in a brighter future for its members.

Our best to you and your friends and family for blessed holidays and your continued success in 2021 and 2022.

Sincerely,

The Novi Oaks Charter Chapter members and our Auction Co-Chairs:

Christina B. Struwe

Marcia L. Green

Sheryl L. Mayer

The Novi Oaks Charter Chapter of ABWA

Novi Public Library

THANK YOU for supporting the 16th Annual Autumn Brunch **With Auction**
Raising just over \$11,600 for Scholarships and Education



Auction Co-Chairs: *Christina B. Struwe*
Christina B. Struwe

Marcia L. Green
Marcia L. Green

Sheryl L. Mayer
Sheryl L. Mayer

and all of the members of the Novi Oaks Charter Chapter of the American Business Women's Association

Email from: Emily Pohlonski

Date: 12/1/21

Hello April and Julie,

Thank you so much for hosting our Novi Virtual Meetup on Tuesday. We are grateful for your beautiful facilities and the resources that you offer our community.

Sincerely,
Emily Pohlonski

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Emily Pohlonski

Novi Virtual Principal
MAET, MACT, NBCT



Library Board Calendar

2021

December 15 Library Board Regular Meeting (Wednesday), Council Chambers
 December 24 Holiday – Christmas Eve, Library Closed
 December 25 Holiday – Christmas, Library Closed
 December 26 Library Closed
 December 31 Holiday – New Year’s Eve, Library Closed

2022

January 1 Holiday—New Year’s Day, Library Closed
January Budget Planning Sessions at NPL: January 8th at 10am & January 20th at 6pm
January 27 Library Board Regular Meeting, Council Chambers
 Library Director Mid-Year Review

February 17 Library Board Regular Meeting, NPL Board Room (Approved change)

March 1-31 National Reading Month
 March 11 Staff In-service Day, Library Closed
March 24 Library Board Regular Meeting, NPL Board Room

April 3-9 National Library Week
 April 17 Easter Sunday, Library Closed
April 28 Library Board Regular Meeting, Council Chambers (Board Elections)

May 8 Mother’s Day, Library Closed
May 26 Library Board Regular Meeting, Council Chambers
 May 29 Library Closed
 May 30 Holiday – Memorial Day, Library Closed

June Summer Reading Begins
 June 19 Juneteenth, Library Closed
 June 19 Father’s Day, Library Closed
June 23 Library Board Regular Meeting, Council Chambers
 Library Director Annual Review

July 4 Holiday – Independence Day, Library Closed
July 21 Library Board Regular Meeting, NPL Board Room

August 12 Staff In-service, Library Closed
August 25 Library Board Regular Meeting, Council Chambers

September 3 Library Closed
 September 4 Library Closed
 September 5 Holiday – Labor Day, Library Closed
September 22 Library Board Regular Meeting, Council Chambers

October 21 Friends Booked for the Evening, 7-9 p.m. (Library closing at 5pm)
October 27 Library Board Regular Meeting, Council Chambers

November 8 General Election Day
November 16 Library Board Regular Meeting (Wednesday), Council Chambers
 November 23 Wednesday before Thanksgiving, Library Closes at 5 p.m.

November 24 Holiday – Thanksgiving, Library Closed
November 25 Library Closed

**December 21 Library Board Regular Meeting (Wednesday), Council Chambers
Library Director – Mid-year Review**

December 23 Library Closed
December 24 Holiday – Christmas Eve, Library Closed
December 25 Holiday – Christmas Day, Library Closed
December 30 Library Closed
December 31 Holiday – New Year’s Eve, Library Closed

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