

**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Thursday, September 28, 2023  
at 7:00 p.m.  
Location: City of Novi, Council Chambers

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

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

**Call to Order by President, Mark Sturing**

**Pledge of Allegiance**

**Roll Call by Secretary, Brian Bartlett**

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

**Approval of Agenda**.....1-4

**Consent Agenda**

- 1. Approve Minutes of: July 27, 2023 Regular Board Meeting .....5-11
- 2. Approve Claims and Warrants of:  
A. Accounts 271 and 272 (#630) ..... 12-14

**Presentations**

- A. None

**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 – August 2023..... 15-16
- 2. President's Report (Mark Sturing)  
A. President's comments, Trustee experiences and involvement.....17-18

3. Treasurer’s Report (Sreeny Cherukuri)	
A. 2023-2024 Library Budget Fund 271 .....	19-21
B. 2023-2024 Contributed Fund Budget 272 .....	22
C. Financial Report August 31, 2023.....	23
D. Library Fund 271 Expenditure & Revenue Report as of August 31, 2023.....	24-26
E. Library Fund 272 Contributed Fund as of August 31, 2023.....	27
F. Balance Sheets for Funds 271 and 272 as of August 31, 2023.....	28-29
4. Director’s Report (Julie Farkas) .....	30-36
A. Information Technology Report (Jeffrey Smith) .....	37-39
B. Facilities Report (Keith Perfect).....	40
C. Information Services Report (Hillary Hentschel) .....	41-44
D. Support Services Report (Maryann Zurmuehlen).....	45-48
E. Library Usage Statistics.....	49-58
F. Friends of Novi Library - Agenda: 9/13/23; Minutes: 8/9/23.....	59-63
G. City of Novi Historical Commission –Minutes: 6/21/23; Minutes 7/19/23.....	64-67

**Public Comment**

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**Committee Reports**

1. **Policy Committee:** Review current public policies for the Library  
 (Chair: Sturing, Bartlett and OPEN, Staff Liaison – Julie Farkas)
  - Meeting held on 9/21 Re: Collections Development Policy and Meeting Room Policy.....68-87

**GOALS 2022-2023: (NEED NEW GOALS)**

  1. Continued review of public policies
  
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals  
 (Chair: Crawford, Dooley, Staff Liaison – Julie Farkas)
  - New HR Specialist, Kristen Sullivan, began on Monday, September 11th
  - No meeting held – Staff HR Committee met with the HR Attorney to review the first draft of the new policy manual, a second meeting is set for.....88
  - Next meeting: October 3<sup>rd</sup>

**GOALS 2022-2023: (NEED NEW 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: Cherukuri, Bartlett, Sturing, Staff Liaisons – Julie Farkas)
  - Meeting held on 9/21 to review 1<sup>st</sup> Quarter revisions to the 23/24 budgets for 271 & 272; a recommendation will be made.....88

**GOALS 2022-2023: (NEED NEW GOALS)**

  1. Review Financial Plan
  2. Library Endowment/Foundation investigation
  3. Salary Comparison and review – **COMPLETED**
  
4. **Events/Marketing/Fundraising Committee:** Outreach opportunities  
 (Chair: Gurumurthy, Dooley, Staff Liaisons – Julie Farkas & Dana Brataniec)
  - Meeting held: September 20<sup>th</sup>.....88
  - Next meeting: N/A

**GOALS 2022-2023: (NEED NEW GOALS)**

  1. Continuing support with Friends of Library; more board presence at their events
  2. Marketing Plan Update pending the new Strategic Plan
  3. Marketing efforts put in place for the Strategic Plan
  
5. **Strategic Planning Committee:**  
 (Chair: Bartlett, Gurumurthy, Crawford, Staff Liaison – Julie Farkas).
  - Meeting held: September 20<sup>th</sup> to begin the goal/action setting for the first 12 months of the new plan.....88
  
6. **Building & Grounds Committee:**  
 (Chair: Gawalapu, Sturing, Cherukuri, Staff Liaison – Julie Farkas)
  - No meeting held.....N/A

**GOALS 2022-2023: (NEED NEW GOALS)**

  1. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
  2. Review NPL's current Technology Plan
  
7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**  
 (Chair: Bartlett, Sturing, Gawalapu, Staff Liaison – Julie Farkas)
  - Next meeting: September 26<sup>th</sup> .....89

**GOAL 2022-2023: (NEED NEW GOAL)**

  1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed.
  
8. **DEI: Diversity, Equity and Inclusion Committee**  
 (Chair: Dooley, Gurumurthy, Crawford, Staff Liaison – Julie Farkas)
  - Meeting held: September 1<sup>st</sup> and September 22<sup>nd</sup>.....89
  - Next meeting: October 10<sup>th</sup>

**GOALS 2022-2023: (NEED NEW GOALS)**

  1. Recommend All Board Trustees – Attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person).
  2. Assist in launching the DEI Scorecard for NPL
  3. Bring forth recommendations that amplify DEI in new NPL Strategic Planning
  - 4.

**Closed Session**

- 1. Attorney-Client Privileged Written Communication

**Motion to Adjourn into Closed Session**

**Matters for Library Board Action**

- A. Approve revisions to the Collection Development Policy (reviewed by staff, attorney, Policy Committee & DEI Committee.....73-76
- B. Approve revisions to the Meeting Room Policy (reviewed by staff, attorney and Policy Committee.....83-87
- C. Approve 2023-2024 271 Budget – 1<sup>st</sup> Quarter Amendment.....19-21
- D. Approve 2023-2024 272 Budget – 1<sup>st</sup> Quarter Amendment.....22

**Communications**

- 1. 8/21/23: Email from: Melissa McCann Re: Treatment of Children with Disabilities.....90-92
- 2. 9/12/23: Email from: Kathleen Nagle Re: Youth Activity Room Usage for Tutors.....92-93

**Adjournment**

**Supplemental Information**

- Library Board Calendar 2023 and 2024..... 94-95
- Library Closings 2023 and 2024 ..... 96-97

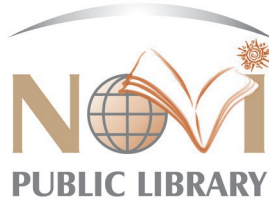
**2023 Future Events:**

- **10/9: Senior Day at NPL 10am-3pm**
- 10/11: Friends of Novi Library Regular Meeting – **CANCELLED**
- **10/15: National Friends of Library Week**
- 10/18: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- **10/25: Friends Applebee’s Fundraiser: Dine-In, Take Out, Pick-up**
- **10/24: Community Reads Event – Emiko Jean author of Mika in Real Life at 7pm, Novi Public Library**
- **10/26: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers**
- **10/28: Vera Bradley Event – Friends of Novi Library 10am-5pm, Twelve Oaks Mall**
- 11/8: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- **11/11: Wreaths Across Novi event at 11am, Novi Cemetery on Novi Road**
- 11/15: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- **11/16: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library**

**Inform. Inspire. Include.**

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

<http://www.novilibrary.org>



**Library Board of Trustees – Regular Meeting  
Initial Draft - MINUTES  
August 24, 2023, 7 PM  
Novi City Council Chambers**

Initial Draft

**Call to Order by President Mark Sturing**

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

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Roll Call by Vice-President Crawford**

**Library Board – 6 Board members were recorded present**

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

**Student Representatives**

Abhay Kakarla

**Library Staff**

Julie Farkas, Director

**Approval of Agenda**

**Motion:** To approve the agenda with the addition of agenda item B, Approval of the Library Closures list for 2024.

Motion for Approval – 1<sup>st</sup> – Trustee Crawford  
2<sup>nd</sup> – Trustee Cherukuri

**Motion passes – 6-0**

**Consent Agenda**

1. Approve Minutes of: July 27, 2023 Regular Board Meeting .....5-11
2. Approve Claims and Warrants of:
  - A. Accounts 271 and 272 (#629).....12-14

**Motion:** To approve the consent agenda as presented.

Motion for Approval – 1<sup>st</sup> – Trustee Gurumurthy  
2<sup>nd</sup> – Trustee Gawalapu

**Motion passes – 6-0**

**Presentations**

- A. Student Representative Annual Review 2022-2023:  
Presented by Abhay Kakarla.....15-23
  
- B. Meeting Room Rental Report 2022 – 2023:  
Presented by Amy Crockett, Meeting Room Coordinator.....24-25
  - Meeting room usage rates are double 2021-2022 (Covid recovery time period)
  - High ranks regarding room use and facilities

**Director Farkas:** Scheduling rooms is only done 60 days in advance so that rooms are available for Library programs which is the first priority. Library revenues are near \$38,000 which is getting closer to pre-Covid numbers of \$50,000. She reviewed programs for Novi HOA organizations.

- C. Friends of Novi Library Annual Review 2022-2023:  
Presented by Sue Johnson, President.....26-27

**Friends President Sue Johnson:** Discussion of the Friends programs and events for the year. Launch of the Giving Tree, and the volunteer recognition event were presented. Funding of events and infrastructure.

- D. Novi Historical Commission Year in Review 2022-2023:  
Presented by Rae Manela, Chair.....N/A
  - Review of the Historical Commissions programs and initiatives

**Public Comment**

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No Public Comment

## Reports

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A. Information Technology Report (Jeffrey Smith).....	70-73
B. Facilities Report (Keith Perfect).....	74
C. Information Services Report (Hillary Hentschel).....	75-77
D. Support Services Report (Maryann Zurmuehlen).....	78-80
E. Library Usage Statistics.....	81-90
F. Friends of Novi Library.....	91-95
G. City of Novi Historical Commission .....	96-97

## Public Comment

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No Public Comment

## Committee Reports - Note committee assignments following reflect 2022-2023 assignments

- 1. Policy Committee:** Review current public policies for the Library  
(Chair: Sturing, Bartlett and OPEN, Staff Liaison – Julie Farkas)  
· Staff Committee: Julie Farkas, Betty Lang, Dana Brataniec and Hillary Hentschel  
· No meeting held  
· **GOALS 2022-2023:**
  1. Continued review of public policies
- 2. HR Committee:** Review HR Policies for the Library, Director Review & Goals  
  
(Chair: Crawford, Dooley, Staff Liaison – Julie Farkas)

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

• No meeting held

**GOALS 2022-2023:**

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

improvement that supports the goals and mission of the Novi Public Library.

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

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

· No meeting held

· **GOALS 2022-2023:**

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

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

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

· Meeting held: July 24,

2023.....99-101

· Next meeting: August 31, 2023

· **GOALS 2022-2023:**

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

5. **Strategic Planning Committee:**

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

· No meeting held

6. **Building & Grounds Committee:**

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

· No meeting held

· **GOALS 2022-2023:**

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



- 7. Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**  
 (Chair: Bartlett, Sturing, Gawalapu, Staff Liaison – Julie Farkas)
- Meeting held: July 25, 2023.....102
  - **GOAL 2022-2023:**
    1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed.
- 8. DEI: Diversity, Equity and Inclusion Committee**  
 (Chair: Dooley, Gurumurthy, Crawford, Staff Liaison – Julie Farkas)
- Meeting held July 25.....102
  - Next Meeting – TBD
  - **GOALS 2022-2023:**
    1. Recommend all Board Trustees – Attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person)
    2. Assist in launching the DEI Scorecard for NPL
    3. Bring forth recommendations that amplify DEI in NPL Strategic Planning

**Matters for Library Board Action**

- A. Approval of updates to the Guest Behavior Policy, reviewed by Library staff and Attorney.....52-65

**Trustee Sturing:** Asked about the clause about a public announcement. The policy says we do not make a public announcement and wondered if there were instances where the library would want to make an announcement at the library’s discretion.

**Director Farkas:** Explained the policy. In most cases the library is not aware of the circumstances surrounding public announcements as it applies to all members of the public that may be involved. In lost person cases, the library works closely with the police. There have been instances where individuals wish for the library to identify persons on site. Library staff should not be responsible for that. Lost persons and emergency situations should be handled by the police department.

**Trustee Gurumurthy:** Asked about the lost and found policy regarding unattended items and the movement of lost items in a fairly short time frame.

**Director Farkas:** Explained this is targeted at teen patrons who tend to leave high value items unattended and tend to lose them. This enables library staff to move items quickly to lost and found for safe keeping.

**Trustee Dooley:** Questioned the phrase regarding sterno and heating item for catering use. Also discussed non-verbal communication parts of the policy.

**Director Farkas:** Discussed that all flame emitting heating devices as well as candles are banned as flames are potentially threatening to library collections. As far as non-verbal communications there will be further training with library staff especially as it relates to special needs patrons.

**Trustee Sturing:** Asked for a friendly amendment of the Policy changing the time to determine that an item is unattended from 30 minutes to 10 minutes.

**Motion:** To approve the updates to the Guest Behavior Policy with the addition of modifying the unattended items time frame from 30 minutes to 10 minutes.

1<sup>st</sup> – Trustee Crawford  
2<sup>nd</sup> – Trustee Dooley

**Motion passes – 6-0**

B. Approval of The Library closures for 2024, distributed at the beginning of the meeting.

**Motion:** To approve the Library Closures list for 2024.

1<sup>st</sup> – Trustee Dooley  
2<sup>nd</sup> – Trustee Gawalapu

**Motion passes – 6-0**

**Communications**

1. 7/14/23: Email from Nancy Thompson Re: Library Parking Lot.....103-104

**Closed Session**

None

**Adjournment**

**Motion:** Motion to Adjourn at 8:51 PM

1<sup>st</sup> - Trustee Cherukrui  
2<sup>nd</sup> - Trustee Gorumurthy

**Motion Passes – 6-0**

**Supplemental Information**

· Library Board Calendar 2023 –2024  
.....105-106  
· Library Closings 2023 and  
2024.....107-108

**2023 Future Events:**

- **9/2 – 9/4: LIBRARY CLOSED – Labor Day Weekend**
- 9/5: Back to School – Teen Space Opens 2:30pm – 5pm
- 9/13: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 9/20: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 9/28: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers
- 10/11: Friends of Novi Library Regular Meeting – **CANCELLED**
- 10/15: **National Friends of Library Week**
- 10/18: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 10/24: Community Reads Event – Emiko Jean author of *Mika in Real Life* at 7pm, Novi Public Library
- 10/26: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers

**Warrants**

<b>Warrant 630</b>	<b>271 Accounts</b>	<b>September 2023</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Friends of Novi Library	Thrift Books reimbursement	271-000.00-674.400	\$ 608.42
ProVantage	Annual basic maintenance Renewal	271-000.00-734.000	\$ 1,010.00
Quill	copy paper, ruled pads	271-000.00-727.000	\$ 346.92
Stamps.com	Monthly Subscription fee CC	271-000.00-728.000	\$ 19.99
USPS stamps	Postage CC	271-000.00-728.000	\$ 100.00
Dana Brataniec	Canva Subscription Renewal - Reimbursement	271-000.00-734.000	\$ 119.40
Fox Run	Resident Care Fund CC	271-000.00-734.000	\$ 350.00
Apple.com	Apple Developer CC	271-000.00-734.500	\$ 0.99
Amazon	Paper receipt Rolls	271-000.00-740.000	\$ 350.15
Demco	Halloween supplies	271-000.00-740.000	\$ 115.15
Sam's	program supplies	271-000.00-740.000	\$ 69.38
Amazon	Credit Memo	271-000.00-742.000	\$ 1,397.24
Brodart	Library Books	271-000.00-742.000	\$ 16,052.57
Cengage/Gale	742.300	271-000.00-742.000	\$ 807.71
Center Point	742.300	271-000.00-742.000	\$ 129.85
Amazon	Credit Memo	271-000.00-742.010	\$ 436.12
Baker & Taylor	Lending Library	271-000.00-742.010	\$ 405.96
Brodart	Lending Library	271-000.00-742.010	\$ 317.79
Baker & Taylor	744.520	271-000.00-744.000	\$ 1,872.43
Library Ideas	744.400	271-000.00-744.000	\$ 559.64
Midwest Tape	744.510	271-000.00-744.000	\$ 1,599.12
OverDrive	EBook, Audiobook	271-000.00-745.200	\$ 2,668.73
The Library Network	OverDrive fee 8/1/23 - 7/31/24	271-000.00-745.200	\$ 11,505.69
MCLS	Subscription 7/1/23 - 6/30/24	271-000.00-745.300	\$ 9,863.70
ProQuest	Ancestry Online Database	271-000.00-745.300	\$ 2,097.38
Rosati,Schultz	July 31,2023	271-000.00-806.000	\$ 240.00
Foster swift	July 31, 2023	271-000.00-806.000	\$ 1,739.00
Brentwood Grille	Strategic Planning Consultants Meeting	271-000.00-816.000	\$ 63.07
Bryan Carter	Consultation for 12hrs	271-000.00-816.000	\$ 600.00
Knight Watch	Service labor	271-000.00-816.000	\$ 170.00
RNA	8/1 & 8/2	271-000.00-817.000	\$ 503.80
T-Mobile	due on 9/17/23	271-000.00-851.000	\$ 1,101.84
Telnet	due on 9/4/23	271-000.00-851.000	\$ 972.54
Library Network	Quarterly Telecom APR23 - JUN23	271-000.00-855.000	\$ 2,311.44
Petty Cash	L.Fricke - mileage reimbursement	271-000.00-862.000	\$ 63.66

Amazon	yard signs	271-000.00-880.000	\$ 94.97
Muniweb	Website hosting , update, maintenance	271-000.00-880.000	\$ 294.00
ShopDisney.com	Programing supplies	271-000.00-880.000	\$ 97.48
Amazon	program	271-000.00-880.268	\$ 519.04
Barbara Danielsen	ESL Book Club 9/11 to 11/1	271-000.00-880.268	\$ 375.00
Creative Nature Art & Design	Masterpiece Monday	271-000.00-880.268	\$ 350.00
Obed Succory	Girls Night Out	271-000.00-880.268	\$ 350.00
Oriental trading	Programing	271-000.00-880.268	\$ 729.26
Quill	Lamination roll film	271-000.00-880.268	\$ 185.72
Sam's	Teen Space	271-000.00-880.268	\$ 54.52
Scholastic	Programing	271-000.00-880.268	\$ 2.82
Alfoccino Restaurant	On the road lunch CC	271-000.00-880.271	\$ 200.00
Millennium Business	due 9/4/23	271-000.00-900.000	\$ 688.49
Consumers Energy	July and August	271-000.00-921.000	\$ 480.62
DTE	due date 9/15/23	271-000.00-922.000	\$ 9,288.19
Adventure Window Cleaning	45070	271-000.00-934.000	\$ 2,100.00
Allied Building	replace filter	271-000.00-934.000	\$ 1,650.00
Amazon	Supplies	271-000.00-934.000	\$ 163.26
Anago	deep cleaning 8/3/23	271-000.00-934.000	\$ 420.00
Dalton	Semi Annual Carpet Cleaning	271-000.00-934.000	\$ 2,600.00
Home Depot	Drywall screw, Tile & Stone Bit	271-000.00-934.000	\$ 55.28
Imperial Dade	supplies	271-000.00-934.000	\$ 895.47
NorthStar	7/6/23 -7/27/23	271-000.00-934.000	\$ 181.60
Orkin	August	271-000.00-934.000	\$ 80.99
Voss	LED	271-000.00-934.000	\$ 522.00
Brien's	Lawn - June and July	271-000.00-936.300	\$ 4,870.00
Cougar	Vexcon	271-000.00-936.300	\$ 700.00
Cougar	Stainless Spray	271-000.00-936.300	\$ 172.98
Home Depot	pressure washer	271-000.00-936.300	\$ 781.47
New Leaf Natives	maintenance 8/23	271-000.00-936.300	\$ 1,100.00
NorthStar	August	271-000.00-936.300	\$ 227.00
SCA	Parking lot sweeping	271-000.00-936.300	\$ 79.74
Millennium Business	lease	271-000.00-942.000	\$ 650.94
Corrigan	July and August	271-000.00-942.100	\$ 51.86
Christine Szalap	Self Defense Training - In Service	271-000.00-956.000	\$ 160.00
Kroger	Staff Day - breakfast - CC	271-000.00-956.000	\$ 57.97
Hilton	Digipalooza conference - Hotel room CC	271-000.00-956.000	\$ 594.84
Marilyn Suttle	Time Management - In Service Retreat	271-000.00-956.000	\$ 300.00
MLA	Annual Conference; J.Holowicki	271-000.00-956.000	\$ 295.00
Sam's	Food for Staff In-Service	271-000.00-956.000	\$ 290.14
PayPal Stevendharg	Performance evaluation 2023 Webinar	271-000.00-956.000	\$ 99.00

Petty Cash	Trader Joe's - Dairy free treats	271-000.00-956.000	\$ 16.56
The Library Network	Tech Forum Ticket	271-000.00-956.000	\$ 58.00
<b>TOTAL 271</b>			<b>\$ 93,453.89</b>

<b>Warrant 630</b>	<b>272 Accounts</b>	<b>September 2023</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Brodart	Raising a Reader	272-000.00-742.229	\$ 151.80
Novi Community School District	Staff Summer Reading Prizes	272-000.00-742.236	\$ 120.00
Amazon	iCube	272-000.00-976.046	\$ 206.06
Sewing Gallery	iCube Sewing Machine Annual maintenance CC	272-000.00-976.046	\$ 149.95
<b>TOTAL 272</b>			<b>\$ 627.81</b>

**August 2023 Library Board Student Representative Report**  
By: Abhay Kakarla and Lindsay Gojcaj (Library Staff Liaison)

**Tween and Teen Library Programs:**

The Tamil Summer Read-a-Thon program was held on August 5, 12, 19, and 26. This seven-week workshop for grades K-12 was hosted by the Nunmaan Tamil Academy and is designed to help children read Tamil fluently. With interactive lessons and fun-filled activities (provided by experienced teachers), children learned to read fluently and comprehend Tamil language materials. (Attendance = 40)

The Wildlife in Your Backyard program was held on August 15. Guests met some of the Howell Nature Center's Wildlife Ambassadors and learned about the wildlife found around our homes, including their characteristics and behaviors, how they can benefit us, and what we can do to help them survive in the wild world. (Attendance = 97)

The NO-VI Chess Club and NO-VI Chess Club: Experienced Players was held on August 17. This club is an opportunity to participate, learn and sharpen participants' chess skills. No previous knowledge of chess is necessary. This program included lectures, practice games, game analysis, and other components of chess training. Chess boards, timers, and rule books are provided (sponsored by a generous library donor). (Attendance = 36)

The Grades K-12 Summer Reading Finale Parties at Paradise Park were held on August 28 and 29. Readers who successfully completed the Summer Reading Program got to enjoy a wide range of attractions, such as go-karts, mini-golf, laser tag, and more! Readers also enjoyed cookies, lemonade, and water in the pavilion. (Attendance = 350)

**Teen Space Update:**

There was no Teen Space held during August as sessions follow the school district calendar of September-June. Teen Space will resume in September 2023.

**Teen Advisory Board (TAB) Update:**

There was no TAB Meeting in August. We look forward to welcoming back TAB Members in September 2023. (Attendance = N/A)

**Upcoming Programs:**

- Teen Space – Monday through Friday except October 9 and 24
- NO-VI Chess Club and NO-VI Chess Club: Experienced Players (Ages 5+) – October 12
- Grab and Go Halloween Tween Kit (Grades 4-8) – October 16
- NO-VI Chess Club: All Skills Levels (Ages 5+) – October 19
- Tail Waggin' Reading Buddies (Grades K-6) – October 25
- Teen Advisory Board (TAB) Meeting – October 27

**Teen Stop Featured Display:**

The August Teen Stop display featured summer beats – music-themed books.





★ **American Library Association (ALA)  
Library Bill of Rights**

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information



★ *Thank you for being open, for being curious, and for taking time out of your busy life to join us this evening.*



Friends of the  
Canton Public Library  
&  
Friends of the  
Plymouth District Library  
are pleased to present

**Literacy  
Liberty  
for All**  
**A Community  
Q & A**

**Tuesday, Sept 19, 2023**  
**at 7pm**  
at the Penn Theatre  
760 Penniman Ave., Plymouth, MI



## ★ Literacy Liberty for All: A Community Q & A

*The Friends of the Canton Public Library and Friends of the Plymouth District Library extend our gratitude to the esteemed members of tonight's panel:*

**Toni Issac** is a Michigan transplant, having lived all over the world and the U.S. and LOVES living in Michigan. She has been a librarian at Troy High School since 1996 and was an elementary librarian for three years in Texas and a special education teacher in various locations before that. Toni believes that for a democracy to thrive we must be exposed to different ideas, even those we do not agree with, and be given the opportunity to learn from one another. Which is why she works hard to provide her students access to a wide range of resources, ideas and ideologies.

**Loren Khogali** (she/her) serves as the Executive Director of the ACLU of Michigan. Prior to joining the ACLU, Loren served as an attorney for 13 years with the Federal Public Defender Office in Detroit before leading the Michigan Indigent Defense Commission (MIDC), as its executive director. Loren lives in Plymouth, Michigan with her husband, Yasir and their two daughters, Hala and Noorah.

**Kafi Kumasi, PhD** (she/her/hers) is a professor in the Wayne State University School of Information Sciences. She is a leader in research on critical race theory and equity in education. Her scholarship engages critical theoretical explorations of race, power and privilege as means to explore culturally sustained learning to help prepare future and practicing library and information science (LIS) professionals to meet the needs of all learners. Her work has been funded by the Institute of Museum and Library Services and has been recognized by the National Center for Institutional Diversity (NCID) with an Exemplary Diversity Scholar Citation. She has delivered national and international talks and workshops on DEI spanning LIS, Education and interdisciplinary audiences.

**Kathy Lester** - is the Immediate Past-President of the American Association of School Librarians (AASL), a Councilor-at-Large for the American Library Association (ALA), and a member of the ALA Committee on Legislation. She is a Past-President of the Michigan Association of School Librarians (MASL) and is a current MASL Advocacy Committee Co-Chair. She has been a school librarian for 22 years, most recently at East Middle School in Plymouth Canton Community Schools. She is passionate about defending our students' right to read and providing all students access to inclusive books and resources. She was a founding committee member of the MASL MSelf in Books annual inclusive booklist (more information at <https://bit.ly/2022MISelfBooklist>.)

**Laurie Mayers** [pronounced 'mayors'] is the current president of Plymouth-Canton PFLAG, an advocacy group for LGBTQ+ people and their families. In college, she majored in journalism, writing her thesis on the First Amendment and libel law. She worked as a reporter and editor in Florida, Texas, and Michigan decades ago. She is the spouse of a journalist and the mother of a guidance counselor. She knows books have the power to change lives, and believes that all children have the right to see themselves represented in the library books they read and the textbooks they use.

**Beth Rayl** serves as Chief Academic and Innovation Officer for Plymouth-Canton Community Schools (P-CCS) where she oversees the Teaching and Learning Department. As a team, they focus on all aspects of curriculum, instruction, assessment, integrated technology, specialized services, State and Federal Programs, early childhood and elementary, middle school high school and post-secondary programming for the 5th largest district in Michigan.

★ **Q & A** - We invite you to submit your questions for the panel using the index cards provided. They will be collected prior to the Q & A portion of the evening.

## FINANCIALS

2023-2024 Library Budget 271								
1/26/2023 Approved		2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2024-2025	2025-2026
6/22/23 Updated; 1st Qtr. 9/28/23		Audited	Approved	4th Quarter	Approved	1st Qtr.	Projected	Projected
Revenues		6/30/2022	1/27/2022	6/22/2023	1/26/2023	9/28/2023	1/26/2023	1/26/2023
Account	Description							
402.000	Tax Revenue - Current Levy	3,081,796.39	3,209,191.00	3,230,768.38	3,401,742.00	3,401,742.00	3,537,812.00	3,643,947.00
404.003	Tax Revenue - Brow nfield B1 08	-59.74	0.00	-324.00	0.00	0.00	0.00	0.00
404.006	Tax Revenue - Brow nfield B2 15	-7,282.79	-12,749.00	-5,618.00	-15,299.00	-15,299.00	-18,359.00	-22,031.00
404.007	Tax Revenue - Brow nfield	0.00	0.00	-11,204.00				
404.008	Tax Revenue - CIA Cap 2018	-15,037.43	-22,538.00	-22,598.00	-31,553.00	-31,553.00	-41,019.00	-49,223.00
404.009	Tax Revenue - Brow nfield	0.00	0.00	-331.00				
404.010	Tax Revenue - Brow nfield	0.00	0.00	-94.00				
412.000	Tax Reveune - C/Y Del PPT	-4,648.79	-5,000.00	-6,193.00	-5,000.00	-5,000.00	-5,000.00	-5,000.00
414.000	Tax Revenue - Tax Tribunal Acc	3,500.00	-1,000.00	0.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00
415.000	Tax Revenue - Cnty Chargebk	744.21	2,000.00	-5,800.00	0.00	0.00	0.00	0.00
567.000	State Aid	56,619.13	33,000.00	66,291.75	50,000.00	50,000.00	50,000.00	50,000.00
573.000	State Grants - Local Comm	5,968.34		13,372.71	0.00	0.00	0.00	0.00
658.000	State penal fines	97,789.47	95,000.00	99,226.60	95,000.00	89,070.72	95,000.00	95,000.00
659.000	Library book fees	8,720.61	8,000.00	8,325.00	7,000.00	7,000.00	7,000.00	7,000.00
665.000	Interest on Investments	44,180.81	39,000.00	67,500.00	42,000.00	42,000.00	44,000.00	44,000.00
669.500	Unrealized gain(loss) invest	-117,830.18	1,000.00	10,872.00	5,000.00	5,000.00	10,000.00	10,000.00
674.289	Adult Programming	0.00	2,000.00	4,700.00	2,000.00	2,000.00	2,000.00	2,000.00
674.290	Library Fundraising	12,049.53	4,000.00	2,000.00	4,000.00	4,000.00	4,000.00	4,000.00
674.400	Gifts and donations	1,035.04	1,500.00	3,500.00	1,000.00	1,000.00	1,000.00	1,000.00
675.000	Miscellaneous income	7,121.82	5,000.00	9,500.00	5,000.00	5,000.00	5,000.00	5,000.00
675.100	Copier	84.41	1,000.00	50.00	1,000.00	1,000.00	1,000.00	1,000.00
675.300	Meeting Room	18,532.37	25,000.00	29,500.00	25,000.00	25,000.00	25,000.00	25,000.00
675.404	Novi Tow nship Assessment	6,970.00	7,000.00	7,256.00	7,000.00	7,000.00	7,000.00	7,000.00
675.650	Library Café	6,000.00	6,000.00	0.00	6,000.00	6,000.00	6,000.00	6,000.00
676.100	Insurance Reimbursement	89,230.69	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>		<b>3,295,483.89</b>	<b>3,397,404.00</b>	<b>3,500,700.44</b>	<b>3,598,890.00</b>	<b>3,592,960.72</b>	<b>3,729,434.00</b>	<b>3,823,693.00</b>

2023-2024		2021-2022 Audited	2022-2023 Approved	2022-2023 4th Quarter	2023-2024 Approved	2023-2024 1st Qtr.	2024-2025 Projected	2025-2026 Projected
<b>Expenditures</b>								
<b>Personnel Svcs.</b>								
Account	Description							
704.000	Permanent Salaries	931,808.07	1,039,792.00	1,077,300.00	1,142,000.00	1,395,000.00	1,174,200.00	1,209,400.00
704.100	Severance/Incentive Pay			12,000.00	0.00	0.00	0.00	0.00
704.200	Wages - stipend	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout	0.00	5,000.00	6,056.80	6,000.00	6,000.00	6,000.00	6,000.00
704.250	Final Payout	0.00	0.00	15,000.00	0.00	0.00	0.00	0.00
705.000	Temporary Salaries	623,961.02	725,000.00	645,000.00	810,200.00	720,000.00	856,700.00	882,400.00
706.000	Overtime	802.33	500.00	133.80	500.00	500.00	500.00	500.00
715.000	Social Security	116,783.24	135,000.00	130,000.00	150,000.00	162,000.00	155,860.00	160,500.00
716.000	Insurance	215,480.66	193,000.00	206,000.00	224,100.00	254,000.00	233,064.00	242,387.00
716.200	HSA - Employer Contribution	2,625.00	6,300.00	2,800.00	6,600.00	6,600.00	6,600.00	6,600.00
716.999	Ins. Employee Reimbursement	-36,090.77	-29,775.00	-26,348.74	-33,615.00	-33,615.00	-34,960.00	-36,358.00
718.000	Pension DB Normal Cost	6,156.00	5,795.00	4,700.00	5,795.00	5,795.00	5,795.00	5,795.00
718.010	DB Unfunded Accrued Liability	58,404.00	59,765.00	88,464.00	90,233.00	90,233.00	92,033.00	93,873.00
718.050	Pension - add'l DB Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	31,155.34	48,400.00	54,900.00	49,852.00	55,000.00	51,348.00	52,888.00
719.000	Unemployment Ins	91.64	2,000.00	-3,996.72	2,000.00	2,000.00	2,000.00	2,000.00
717.000	Workers' Comp	1,686.71	1,700.00	1,165.80	1,800.00	1,800.00	1,900.00	2,000.00
<b>Total Personnel Services</b>		<b>1,952,863.24</b>	<b>2,192,477.00</b>	<b>2,215,174.94</b>	<b>2,455,465.00</b>	<b>2,665,313.00</b>	<b>2,551,040.00</b>	<b>2,627,985.00</b>
<b>Supplies and Materials</b>								
Account	Description							
726.400	Daily Cash Over/Under			-9.00				
727.000	Office supplies	12,752.79	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00
728.000	Postage	488.51	2,000.00	5,000.00	2,000.00	2,000.00	2,000.00	2,000.00
734.000	Computer software/licensing	71,847.11	83,000.00	87,500.00	83,000.00	90,000.00	83,000.00	83,000.00
734.500	Computer supplies equip	132,954.83	21,000.00	21,000.00	32,000.00	32,000.00	32,000.00	32,000.00
740.000	Operating supplies	9,873.36	28,000.00	28,000.00	30,000.00	30,000.00	30,000.00	30,000.00
740.010	Gift and Donations expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740.200	Supplies desk, chairs, cabinets	700.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
741.000	Supplies uniforms	422.00	300.00	200.00	500.00	500.00	500.00	500.00
742.000	Library Books	199,639.76	197,000.00	197,000.00	224,000.00	224,000.00	212,000.00	200,000.00
742.010	Library Books - Lending	13,973.37	17,000.00	17,000.00	15,000.00	15,000.00	15,000.00	15,000.00
742.100	Book Fines	672.48	1,000.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	22,471.42	18,000.00	18,000.00	18,000.00	18,000.00	16,000.00	16,000.00
744.000	Audio visual materials	128,743.17	136,000.00	136,000.00	70,300.00	70,300.00	72,100.00	74,200.00
745.200	Electronic media	42,783.60	46,900.00	46,900.00	125,700.00	125,700.00	129,400.00	133,200.00
745.300	Electronic Resources - Online	65,243.18	70,000.00	70,000.00	75,000.00	75,000.00	77,500.00	79,800.00
<b>Total Supplies &amp; Materials</b>		<b>702,565.58</b>	<b>643,200.00</b>	<b>650,091.00</b>	<b>699,500.00</b>	<b>706,500.00</b>	<b>693,500.00</b>	<b>689,700.00</b>

2023-2024 Library Budget 271		2021-2022 Audited	2022-2023 Approved	2022-2023 4th Quarter	2023-2024 Approved	2023-2024 1st Qtr.	2024-2025 Projected	2025-2026 Projected
<b>Services &amp; Charges</b>								
Account	Description							
801.925	Public Information (cable)	741.09	700.00	700.00	850.00	850.00	850.00	850.00
802.000	Data Processing - OnBase	734.34	800.00	800.00	750.00	750.00	750.00	750.00
802.100	Bank Service Charges	3,939.96	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
803.000	Independent Audit	723.00	800.00	800.00	800.00	800.00	800.00	800.00
804.000	Medical Service	1,841.00	1,500.00	2,500.00	1,500.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	16,967.90	7,500.00	9,500.00	8,500.00	8,500.00	8,500.00	8,500.00
808.100	Rubbish Monthly	0.00	0.00	0.00	0.00	0.00	0.00	0.00
809.000	Memberships & Dues	5,712.45	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
816.000	Professional services	15,753.87	24,000.00	36,000.00	16,000.00	16,000.00	16,000.00	16,000.00
817.000	Custodial Services	88,544.00	90,000.00	89,000.00	89,000.00	89,000.00	89,000.00	88,000.00
818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	3,500.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	25,661.68	24,000.00	34,000.00	34,000.00	34,000.00	34,000.00	34,000.00
855.000	TLN Automation Services	64,789.07	71,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00
861.000	Gasoline and oil	407.86	500.00	500.00	500.00	500.00	500.00	500.00
862.000	Mileage	88.60	200.00	700.00	200.00	200.00	200.00	200.00
880.000	Community Promotion	16,001.29	24,000.00	24,000.00	22,000.00	22,000.00	22,000.00	22,000.00
880.268	Library Programming	13,014.04	28,000.00	28,000.00	38,000.00	38,000.00	38,000.00	38,000.00
880.271	Adult Programming	0.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
900.000	Print, Graphic Design, Publish	9,046.55	28,000.00	22,000.00	28,000.00	28,000.00	28,000.00	28,000.00
820.000	Property & Liability Insurance	14,444.00	14,500.00	16,480.00	16,480.00	16,480.00	16,480.00	16,480.00
820.001	Ins deduct/Uninsured claims	0.00	10,000.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00
921.000	Heat	13,510.02	12,000.00	18,000.00	14,500.00	14,500.00	15,000.00	15,500.00
922.000	Electricity	97,881.06	96,500.00	114,000.00	102,500.00	102,500.00	105,500.00	108,500.00
923.000	Water and Sewer	6,964.48	6,500.00	7,000.00	7,000.00	7,000.00	7,500.00	8,000.00
934.000	Building Maintenance	108,177.81	110,000.00	139,300.00	106,400.00	106,400.00	109,400.00	112,600.00
935.000	Vehicle Maintenance	456.85	300.00	300.00	500.00	500.00	500.00	500.00
936.300	Grounds Maint.	32,391.87	39,000.00	39,000.00	40,500.00	40,500.00	41,700.00	42,900.00
942.000	Office Equipment Lease	7,811.28	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
942.100	Records storage	299.40	400.00	400.00	400.00	400.00	400.00	400.00
956.000	Conferences & Workshops	3,510.07	15,000.00	12,000.00	24,900.00	24,900.00	20,000.00	24,900.00
<b>Total Services &amp; Charges</b>		<b>552,908.54</b>	<b>636,200.00</b>	<b>705,975.00</b>	<b>674,280.00</b>	<b>674,280.00</b>	<b>677,580.00</b>	<b>689,880.00</b>
2023-2024 Library Budget 271		2021-2022 Audited	2022-2023 Approved	2022-2023 4th Quarter	2023-2024 Approved	2023-2024 1st Qtr.	2024-2025 Projected	2025-2026 Projected
<b>Capital Outlay</b>								
Account	Description							
962.000	Building Contingency							
989.000	Grounds Improvement							
976.000	Building Improvements/Entrance	0.00					0.00	0.00
976.100	Parking lot improvements	10,700.00	12,500.00	12,411.80			125,000.00	125,000.00
983.000	Vehicles - Van							
986.000	Internal Tech - AST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
986.000	Computers and AWE stations	8,257.40	83,000.00	83,000.00	47,000.00	47,000.00	30,000.00	32,000.00
989.001	Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Capital Outlay</b>		<b>18,957.40</b>	<b>95,500.00</b>	<b>95,411.80</b>	<b>47,000.00</b>	<b>47,000.00</b>	<b>155,000.00</b>	<b>157,000.00</b>
<b>Total Expenditures</b>		<b>3,227,294.76</b>	<b>3,567,377.00</b>	<b>3,666,652.74</b>	<b>3,876,245.00</b>	<b>4,093,093.00</b>	<b>4,077,120.00</b>	<b>4,164,565.00</b>
<b>Total Revenues</b>		<b>3,295,483.89</b>	<b>3,397,404.00</b>	<b>3,500,700.44</b>	<b>3,598,890.00</b>	<b>3,592,960.72</b>	<b>3,729,434.00</b>	<b>3,823,693.00</b>
680.000	TOTAL Fundbalance	68,189.13	-169,973.00	-165,952.30	-277,355.00	-500,132.28	-347,686.00	-340,872.00

22/23: 268 Account Capital Outlay: NO - AST replacement \$115,800, Camera/Computer replacement \$83,000, Parking Lot \$12,500  
Update 23/24: \$47,000 for computer replacement and new AWE stations.



272 - Library Contributed Funds								
Revenues & Expenditures								
2023-2024 (as of 2/16/2023)								
		2021-2022 Audited	2022-2023 Approved	2022-2023 4th Quarter	2023-2024 Approved	2023-2024 1st Quarter	2024-2025 Projected	2025-2026 Projected
	1st Quarter Amendment 9/28/23	6/30/2022	1/27/2022	6/22/2023	1/26/2023	9/28/2023	2/16/2023	2/16/2023
<b>Revenues</b>								
<b>Interest Income</b>								
665.000	Interest on Investments	\$ 19,767.63	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
669.500	Unrealized gain (loss) on investments	(50,325.76)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
<b>TOTAL</b>		<b>\$ (30,558.13)</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>
			1/27/2022	1/26/2023				
<b>Transfer</b>	<b>From 271 Account (Annual Net Revenue)</b>					35,238.06		
<b>Donations</b>								
674.036	Diversity, Equity & Inclusion	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
674.046	Makerspace (iCube)	-	1,000.00	1,250.00	1,000.00	5,000.00	1,000.00	1,000.00
674.229	Raising a Reader	207.59	1,500.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00
674.230	Collections/Materials Revenue	1,852.61	1,000.00	6,350.00	1,000.00	1,000.00	1,000.00	1,000.00
674.231	Buildings/Ground/Furniture Revenue	3,191.96	1,000.00	400.00	1,000.00	1,000.00	1,000.00	1,000.00
674.232	Programming Revenue	3,000.00	1,500.00	4,300.00	2,000.00	2,000.00	2,000.00	2,000.00
674.233	Technology Library Revenue	50.00	2,500.00	1,000.00	500.00	500.00	500.00	500.00
674.234	Undesignated Misc. Donations	250.00	500.00	1,750.00	500.00	500.00	500.00	500.00
674.235	Marketing Sponsorships	10,146.00	10,000.00	10,750.00	-	-	-	-
<b>TOTAL</b>		<b>\$19,698</b>	<b>\$20,000</b>	<b>\$ 26,300.00</b>	<b>\$8,000</b>	<b>\$12,000</b>	<b>\$8,000</b>	<b>\$8,000</b>
<b>TOTAL Revenues</b>		<b>\$ (10,859.97)</b>	<b>\$ 42,500.00</b>	<b>\$ 48,800.00</b>	<b>\$ 30,500.00</b>	<b>\$ 69,738.06</b>	<b>\$ 30,500.00</b>	<b>\$ 30,500.00</b>
<b>Expenditures</b>								
<b>Supplies</b>								
742.036	Diversity, Equity & Inclusion	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
742.046	Makerspace (iCube)					5,000.00		
742.229	Raising a Reader	723.13	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials Expenditures	830.56	500.00	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.231	Buildings/Ground/Furniture Exp	8,683.30	34,200.00	34,200.00	29,000.00	48,500.00	29,000.00	29,000.00
742.232	Programming Expenditures	-	1,000.00	3,500.00	1,000.00	1,000.00	1,000.00	1,000.00
742.233	Technology Library Expenditures	10,490.00	-	-	3,000.00	5,000.00	3,000.00	3,000.00
742.234	Undesignated Misc. Expenditures	(7.16)	500.00	500.00	500.00	500.00	500.00	500.00
742.236	Staff Recognition	2,002.78	1,500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
<b>TOTAL</b>		<b>\$23,723</b>	<b>\$39,700</b>	<b>\$43,200</b>	<b>\$38,500</b>	<b>\$65,000</b>	<b>\$38,500</b>	<b>\$38,500</b>
<b>Capital Outlay</b>								
976.044	Auto Lending Library	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
976.045	LED Lighting Conversion project	-	-	-	-	-	-	-
976.046	Makerspace (iCube)	5,017.01	3,000.00	3,000.00	3,000.00	-	3,000.00	3,000.00
976.140	Automated Return System		115,800.00	-	115,800.00	115,800.00	-	-
976.141	Main Entrance Design /Parking Lot		10,000.00	-	116,500.00	41,500.00	-	-
976.142	Server & Camera Upgrade (RFP)					109,000.00		
976.143	WiFi Upgrade (RFP)					15,000.00		
<b>TOTAL</b>		<b>\$ 5,017.01</b>	<b>\$ 131,300.00</b>	<b>\$ 3,000.00</b>	<b>\$ 237,800.00</b>	<b>\$ 283,800.00</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>
<b>TOTAL Expenditures</b>		<b>\$ 28,739.62</b>	<b>\$ 171,000.00</b>	<b>\$ 46,200.00</b>	<b>\$ 276,300.00</b>	<b>\$ 348,800.00</b>	<b>\$ 44,000.00</b>	<b>\$ 44,000.00</b>
	Beginning Fund Balance Yr. End	\$ 1,695,655.03	\$ 1,675,979.00	\$ 1,656,055.44	\$ 1,644,374.69	\$ 1,644,374.69	\$ 1,398,574.69	\$ 1,385,074.69
	Revenues	(10,859.97)	42,500.00	48,800.00	30,500.00	69,738.06	30,500.00	30,500.00
	Expenditures	(28,739.62)	(171,000.00)	(46,200.00)	(276,300.00)	(348,800.00)	(44,000.00)	(44,000.00)
	NET Revenues vs. Expenditures	(39,599.59)	(128,500.00)	2,600.00	(245,800.00)	(279,061.94)	(13,500.00)	(13,500.00)
	Beginning Fund Balance							
	Ending Fund Balance Expected	\$ 1,656,055.44	\$ 1,547,479.00	\$ 1,658,655.44	\$ 1,398,574.69	\$ 1,365,312.75	\$ 1,385,074.69	\$ 1,371,574.69

**Notes:**

22/23:Automated Return System \$115,800, Main Entrance design work \$10,000, Teen 2nd phase \$12,500 + \$15,000 reupholstery + \$6,700 CD upgrade

Auto Lending Library \$2,500 for library card dispensing service; instead of Teen 2nd phase go with Podcast room \$11,210 (end of yr. June 2023)

23/24: (Update 9/28/23): Auto Lending Library card dispenser \$2500, Automated Return System \$115,800, Steam Kits Shelving Area \$8,000, Retrofit mktg, displays \$4000

Furniture upgrades for 2nd floor \$17,000, Main entrance HVAC \$25,000, Parking Lot \$16,500, WiFi Upgrade \$15,000, Server & Camera Upgrade \$109,000, 10th Study Room \$11,210, Coin-op \$2,000

Patio/Waste container upgrades \$6000

### **Financial Report for August 2023**

#### **Approved Budget for Fund 271 Fiscal Year 2023-2024**

TOTAL REVENUES	\$ 3,598,890
TOTAL EXPENDITURES	\$ 3,876,245
NET OF REVENUES & EXPENDITURES	(\$ 277,355)

#### **Approved budget for Fund 272 Fiscal Year 2023-2024**

TOTAL REVENUES	\$ 30,500
TOTAL EXPENDITURES	\$ 276,300
NET OF REVENUES & EXPENDITURES	(\$128,500)

#### **Revenue & Expenditure Report for Fund 271**

	YTD July 31, 2023	YTD Aug 31, 2023	Difference *
TOTAL REVENUES	\$ 4,273	\$ 134,834	\$ 130,561
TOTAL EXPENDITURES	\$ 209,148	\$ 513,329	\$ 304,181
NET OF REVENUES & EXPENDITURES	(\$ 204,875)	(\$ 378,495)	

#### **Revenue & Expenditure Report for Fund 272**

	YTD July 31, 2023	YTD Aug 31, 2023	Difference*
TOTAL REVENUES	\$ 1,150	\$ 1,400	\$ 250
TOTAL EXPENDITURES	\$ 209	\$ 255	\$ 46
NET OF REVENUES & EXPENDITURES	\$ 941	\$ 1,145	

#### **Balance Sheet Report as of August 31, 2023**

The ending fund balance for Fund 271 is \$  
2,220,244.96

The ending fund balance for Fund 272 is \$ 1,699,732.16

09/13/2023 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI									
PERIOD ENDING 08/31/2023									
		END BALANCE	4th QUARTER		MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	2022-23	ORIGINAL	JULY 2023	AUGUST 2023	08/31/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABRM)	AMDD BUDGET	BUDGET	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABRM)	USED
Fund 271 - LIBRARY FUND									
Revenues									
Dept 000.00 - TREASURY									
Property tax revenue									
271-000.00-402.000	Property Tax Revenue - Current Levy	3,230,768.38	3,230,769.00	3,401,742.00	0.00	0.00	0.00	3,401,742.00	0.00
271-000.00-404.003	Property Tax Revenue-Brownfld Cap B1 08	(323.55)	(324.00)	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-404.006	Property Tax Revenue-Brownfld Cap B2 15	(5,618.75)	(5,618.00)	(15,299.00)	0.00	0.00	0.00	(15,299.00)	0.00
271-000.00-404.007	Property Tax Revenue-Brownfld Cap B3 17	(11,203.59)	(11,204.00)	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-404.008	Property Tax Revenue - CIA Cap C1 2018	(22,598.40)	(22,598.00)	(31,553.00)	0.00	0.00	0.00	(31,553.00)	0.00
271-000.00-404.009	Property Tax Revenue-Brownfld Cap B4 21	(331.45)	(331.00)	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-404.010	Property Tax Revenue-Brownfld Cap B4X 21	(94.23)	(94.00)	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-412.000	Property Tax Revenue - C/Y Del PPT	(6,192.97)	(6,193.00)	(5,000.00)	0.00	0.00	0.00	(5,000.00)	0.00
271-000.00-414.000	Property Tax Revenue - Tax Tribunal Accr	3,100.00	0.00	(1,000.00)	0.00	0.00	0.00	(1,000.00)	0.00
271-000.00-415.000	Property Tax Revenue - County Chargeback	(5,021.30)	(5,800.00)	0.00	0.00	0.00	0.00	0.00	0.00
Property tax revenue		3,182,484.14	3,178,607.00	3,348,890.00	0.00	0.00	0.00	3,348,890.00	0.00
State sources									
271-000.00-567.000	State aid	66,291.75	66,292.00	50,000.00	0.00	33,904.96	33,904.96	16,095.04	67.81
271-000.00-573.000	State Grants - Local Comm Stabilization	13,372.71	13,372.00	0.00	0.00	0.00	0.00	0.00	0.00
State sources		79,664.46	79,664.00	50,000.00	0.00	33,904.96	33,904.96	16,095.04	67.81
Fines and forfeitures									
271-000.00-658.000	State penal fines	99,226.60	99,227.00	95,000.00	0.00	89,070.72	89,070.72	5,929.28	93.76
271-000.00-659.000	Library book fees	8,801.36	8,325.00	7,000.00	1,046.00	534.95	1,580.95	5,419.05	22.59
Fines and forfeitures		108,027.96	107,552.00	102,000.00	1,046.00	89,605.67	90,651.67	11,348.33	88.87
Interest income									
271-000.00-665.000	Interest in investments	82,420.14	67,500.00	42,000.00	0.00	0.00	0.00	42,000.00	0.00
271-000.00-669.500	Unrealized gain (loss) on investments	(1,660.33)	10,872.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
Interest income		80,759.81	78,372.00	47,000.00	0.00	0.00	0.00	47,000.00	0.00
Donations									
271-000.00-674.289	Adult programs	4,222.77	4,700.00	2,000.00	0.00	1,923.18	1,923.18	76.82	96.16
271-000.00-674.400	Gifts and donations	3,489.57	3,500.00	1,000.00	400.64	184.38	585.02	414.98	58.50
Donations		7,712.34	8,200.00	3,000.00	400.64	2,107.56	2,508.20	491.80	83.61
Other revenue									
271-000.00-674.290	Library fund raising revenue	1,920.08	2,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00
271-000.00-675.000	Miscellaneous income	10,231.22	9,500.00	5,000.00	820.66	1,058.38	1,879.04	3,120.96	37.58
271-000.00-675.100	Copier	39.36	50.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
271-000.00-675.300	Meeting room	29,858.47	29,500.00	25,000.00	2,006.14	3,883.88	5,890.02	19,109.98	23.56
271-000.00-675.404	Novi Township assessment	7,256.00	7,256.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00
271-000.00-675.650	Library Cafe	0.00	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00
Other revenue		49,305.13	48,306.00	48,000.00	2,826.80	4,942.26	7,769.06	40,230.94	16.19



GL NUMBER	DESCRIPTION	END BALANCE		ORIGINAL BUDGET	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2023	2022-23		JULY 2023	AUGUST 2023	08/31/2023	BALANCE	
		NM (ABRM)	AMDD BUDGET	BUDGET	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABRM)	
Total Dept 000.00 - TREASURY		3,507,953.84	3,500,701.00	3,598,890.00	4,273.44	130,560.45	134,833.89	3,464,056.11	3.75
TOTAL REVENUES		3,507,953.84	3,500,701.00	3,598,890.00	4,273.44	130,560.45	134,833.89	3,464,056.11	3.75
Expenditures									
Dept 000.00 - TREASURY									
Personnel services									
271-000.00-704.000	Permanent salaries	1,063,986.14	1,077,300.00	1,142,000.00	64,472.31	85,670.67	150,142.98	991,857.02	13.15
271-000.00-704.100	Severance/Incentive Pay	12,000.00	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.200	Wages - Stipend	2,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.210	Vacation Payout	6,056.80	6,057.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00
271-000.00-704.250	Final Payout	13,005.39	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-705.000	Temporary salaries	626,824.36	645,000.00	810,200.00	39,312.10	51,686.38	90,998.48	719,201.52	11.23
271-000.00-706.000	Overtime	133.80	134.00	500.00	0.00	0.00	0.00	500.00	0.00
271-000.00-715.000	Social security	129,888.37	130,000.00	150,000.00	7,893.81	10,318.63	18,212.44	131,787.56	12.14
271-000.00-716.000	Insurance	215,479.95	206,000.00	224,100.00	5,373.68	5,297.13	10,670.81	213,429.19	4.76
271-000.00-716.200	HSA - employer contribution	1,040.31	2,800.00	6,600.00	53.44	93.75	147.19	6,452.81	2.23
271-000.00-716.999	Insurance - Employee Reimbursement	(28,006.70)	(26,349.00)	(33,615.00)	(1,806.00)	(2,574.43)	(4,380.43)	(29,234.57)	13.03
271-000.00-717.000	Workers compensation	1,165.80	1,166.00	1,800.00	52.36	107.30	159.66	1,640.34	8.87
271-000.00-718.000	Pension - DB Normal Cost	4,620.00	4,700.00	5,795.00	0.00	0.00	0.00	5,795.00	0.00
271-000.00-718.010	Pension - DB Unfunded Accrued Lia	88,464.00	88,464.00	90,233.00	0.00	0.00	0.00	90,233.00	0.00
271-000.00-718.200	Pension - defined contribution	39,392.20	54,900.00	49,852.00	3,492.63	4,578.78	8,071.41	41,780.59	16.19
271-000.00-719.000	Unemployment insurance	(3,996.72)	(3,997.00)	2,000.00	0.00	0.00	0.00	2,000.00	0.00
Personnel services		2,172,053.70	2,215,175.00	2,455,465.00	118,844.33	155,178.21	274,022.54	2,181,442.46	11.16
Supplies									
271-000.00-726.400	Supplies - Cash over/short	(7.88)	(9.00)	0.00	(13.64)	1.40	(12.24)	12.24	100.00
271-000.00-727.000	Office supplies	16,445.97	18,000.00	18,000.00	342.05	289.00	631.05	17,368.95	3.51
271-000.00-728.000	Postage	4,670.17	5,000.00	2,000.00	269.99	0.00	269.99	1,730.01	13.50
271-000.00-734.000	Computer supplies, software & licensing	62,786.73	87,500.00	83,000.00	13,044.04	1,220.01	14,264.05	68,735.95	17.19
271-000.00-734.500	Computer supplies/equipment	19,622.77	21,000.00	32,000.00	560.26	(47.95)	512.31	31,487.69	1.60
271-000.00-740.000	Operating supplies	24,241.77	28,000.00	30,000.00	1,325.19	194.69	1,519.88	28,480.12	5.07
271-000.00-740.200	Supplies - Desk chairs and file cabinets	1,960.00	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
271-000.00-741.000	Supplies - Uniforms	156.00	200.00	500.00	0.00	0.00	0.00	500.00	0.00
271-000.00-742.000	Library books	207,067.49	197,000.00	224,000.00	12,539.17	15,030.21	27,569.38	196,430.62	12.31
271-000.00-742.010	Library Books - Lending	12,890.22	17,000.00	15,000.00	756.35	1,025.95	1,782.30	13,217.70	11.88
271-000.00-742.100	Library Books - Fines	125.77	500.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
271-000.00-743.000	Library periodicals	14,626.22	18,000.00	18,000.00	0.00	0.00	0.00	18,000.00	0.00
271-000.00-744.000	Audio visual materials	132,004.72	136,000.00	70,300.00	3,669.75	3,291.93	6,961.68	63,338.32	9.90
271-000.00-745.200	Electronic media	38,721.83	46,900.00	125,700.00	24,820.42	14,174.42	38,994.84	86,705.16	31.02
271-000.00-745.300	Electronic resources (CD rom materials)	63,762.60	70,000.00	75,000.00	49,542.70	2,097.38	51,640.08	23,359.92	68.85
Supplies		599,074.38	650,091.00	699,500.00	106,856.28	37,277.04	144,133.32	555,366.68	20.61

GL NUMBER	DESCRIPTION	END BALANCE	2022-23 AMDD BUDGET	ORIGINAL	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2023 NM (ABRM)		BUDGET	JULY 2023 INCR (DECR)	AUGUST 2023 INCR (DECR)	08/31/2023 NM (ABRM)	BALANCE NM (ABRM)	
Other services and charges									
271-000.00-801.925	Public information (cable, etc)	844.35	700.00	850.00	0.00	0.00	0.00	850.00	0.00
271-000.00-802.000	Data processing	734.34	800.00	750.00	828.90	0.00	828.90	(78.90)	110.52
271-000.00-802.100	Bank Service Charges	3,425.93	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00
271-000.00-803.000	Independent audit	800.00	800.00	800.00	0.00	0.00	0.00	800.00	0.00
271-000.00-804.000	Medical service	2,164.00	2,500.00	1,500.00	0.00	232.00	232.00	1,268.00	15.47
271-000.00-806.000	Legal fees	8,130.60	9,500.00	8,500.00	1,062.50	916.50	1,979.00	6,521.00	23.28
271-000.00-809.000	Memberships and dues	5,525.41	7,500.00	7,500.00	3,608.00	0.00	3,608.00	3,892.00	48.11
271-000.00-816.000	Professional services	28,927.05	36,000.00	16,000.00	390.00	663.07	1,053.07	14,946.93	6.58
271-000.00-817.000	Custodial services	88,525.64	89,000.00	89,000.00	6,297.59	503.80	6,801.39	82,198.61	7.64
271-000.00-818.000	TLN Central Services	3,495.00	3,495.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00
271-000.00-820.000	Property & liability insurance	16,480.00	16,480.00	16,480.00	0.00	15,273.14	15,273.14	1,206.86	92.68
271-000.00-820.001	Insurance deductibles/Uninsured claims	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	32,786.06	34,000.00	34,000.00	3,374.68	937.10	4,311.78	29,688.22	12.68
271-000.00-855.000	TLN Automation Services	76,884.99	80,000.00	80,000.00	17,308.70	0.00	17,308.70	62,691.30	21.64
271-000.00-861.000	Gasoline and oil	377.55	500.00	500.00	0.00	0.00	0.00	500.00	0.00
271-000.00-862.000	Mileage	659.43	700.00	200.00	82.55	0.00	82.55	117.45	41.28
271-000.00-880.000	Community promotion	22,610.02	24,000.00	22,000.00	3,324.89	388.97	3,713.86	18,286.14	16.88
271-000.00-880.268	Library programming	23,589.81	28,000.00	38,000.00	2,491.75	443.83	2,935.58	35,064.42	7.73
271-000.00-880.271	Adult programs	5,119.59	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00
271-000.00-900.000	Printing, graphic design and publishing	17,868.81	22,000.00	28,000.00	0.00	688.49	688.49	27,311.51	2.46
271-000.00-921.000	Heat	16,753.06	18,000.00	14,500.00	291.53	189.09	480.62	14,019.38	3.31
271-000.00-922.000	Electricity	111,990.00	114,000.00	102,500.00	8,981.74	9,288.19	18,269.93	84,230.07	17.82
271-000.00-923.000	Water and sewer	7,507.60	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00
271-000.00-934.000	Building maintenance	106,938.54	139,300.00	106,400.00	3,596.82	4,883.13	8,479.95	97,920.05	7.97
271-000.00-935.000	Vehicle maintenance	134.69	300.00	500.00	0.00	0.00	0.00	500.00	0.00
271-000.00-936.300	Grounds maintenance	36,253.45	39,000.00	40,500.00	3,614.74	1,654.45	5,269.19	35,230.81	13.01
271-000.00-942.000	Office equipment lease	6,335.87	8,000.00	8,000.00	0.00	650.94	650.94	7,349.06	8.14
271-000.00-942.100	Records storage	303.32	400.00	400.00	25.93	25.93	51.86	348.14	12.97
271-000.00-956.000	Conferences and workshops	8,540.85	12,000.00	24,900.00	2,109.00	1,045.14	3,154.14	21,745.86	12.67
Other services and charges		633,705.96	705,975.00	674,280.00	57,389.32	37,783.77	95,173.09	579,106.91	14.11
Capital outlay									
271-000.00-976.100	Parking lot improvements	12,411.80	12,412.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-986.000	Technology - Capital Outlay	55,469.94	83,000.00	47,000.00	0.00	0.00	0.00	47,000.00	0.00
Capital outlay		67,881.74	95,412.00	47,000.00	0.00	0.00	0.00	47,000.00	0.00
Total Dept 000.00 - TREASURY		3,472,715.78	3,666,653.00	3,876,245.00	283,089.93	230,239.02	513,328.95	3,362,916.05	13.24
TOTAL EXPENDITURES		3,472,715.78	3,666,653.00	3,876,245.00	283,089.93	230,239.02	513,328.95	3,362,916.05	13.24

GL NUMBER	DESCRIPTION	END BALANCE	2022-23 AMDD BUDGET	ORIGINAL	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2023 NM (ABRM)		BUDGET	JULY 2023 INCR (DECR)	AUGUST 2023 INCR (DECR)	08/31/2023 NM (ABRM)	BALANCE NM (ABRM)	
Fund 272 - LIBRARY CONTRIBUTION FUND									
Revenues									
Dept 000.00 - TREASURY									
Interest income									
272-000.00-665.000	Interest in investments	36,206.78	27,000.00	27,000.00	0.00	0.00	0.00	27,000.00	0.00
272-000.00-669.500	Unrealized gain (loss) on investments	(3,061.21)	(4,500.00)	(4,500.00)	0.00	0.00	0.00	(4,500.00)	0.00
	Interest income	33,145.57	22,500.00	22,500.00	0.00	0.00	0.00	22,500.00	0.00
Donations									
272-000.00-674.036	Diversity, Equity, & Inclusion	0.00	0.00	1,000.00	500.00	0.00	500.00	500.00	50.00
272-000.00-674.046	Makerspace Renovation Revenue	1,154.15	1,250.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.229	Raising a Reader in Novi Sponsors	278.99	500.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.230	Collections/Materials Revenue	6,350.00	6,350.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.231	Buildings/Ground/ Furniture Revenue	375.00	400.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.232	Programming Revenue	5,137.00	4,300.00	2,000.00	650.00	250.00	900.00	1,100.00	45.00
272-000.00-674.233	Technology Library Revenue	1,000.00	1,000.00	500.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.234	Undesignated Misc Donations	1,750.00	1,750.00	500.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.235	Marketing Sponsorships	11,740.00	10,750.00	0.00	0.00	0.00	0.00	0.00	0.00
	Donations	27,785.14	26,300.00	8,000.00	1,150.00	250.00	1,400.00	6,600.00	17.50
	TOTAL REVENUES	60,930.71	48,800.00	30,500.00	1,150.00	250.00	1,400.00	29,100.00	4.59
Expenditures									
Dept 000.00 - TREASURY									
Supplies									
272-000.00-742.036	Diversity, Equity, & Inclusion	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-742.229	Raising a Reader Expense	603.22	1,000.00	1,000.00	159.72	151.80	311.52	688.48	31.15
272-000.00-742.230	Collections/Materials Expense	1,410.79	2,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-742.231	Buildings/Ground/ Furniture Expense	8,344.00	34,200.00	29,000.00	0.00	0.00	0.00	29,000.00	0.00
272-000.00-742.232	Programming Expense	2,975.43	3,500.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-742.233	Technology Library Expense	0.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00
272-000.00-742.234	Undesignated Misc	228.85	500.00	500.00	0.00	0.00	0.00	500.00	0.00
272-000.00-742.236	Staff Recognition	1,968.54	2,000.00	2,000.00	0.00	115.00	115.00	1,885.00	5.75
	Supplies	15,530.83	43,200.00	38,500.00	159.72	266.80	426.52	38,073.48	1.11
Capital outlay									
272-000.00-976.044	Auto Lending Library	0.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
272-000.00-976.046	Makerspace Renovation	2,868.22	0.00	3,000.00	694.36	(865.94)	(171.58)	3,171.58	(5.72)
272-000.00-976.140	Automated Return System	0.00	3,000.00	115,800.00	0.00	0.00	0.00	115,800.00	0.00
272-000.00-976.141	Main Entrance Design	0.00	0.00	116,500.00	0.00	0.00	0.00	116,500.00	0.00
	Capital outlay	2,868.22	3,000.00	237,800.00	694.36	(865.94)	(171.58)	237,971.58	(0.07)
	TOTAL EXPENDITURES	18,399.05	46,200.00	276,300.00	854.08	(599.14)	254.94	276,045.06	0.09
Fund 272 - LIBRARY CONTRIBUTION FUND:									
	TOTAL REVENUES	60,930.71	48,800.00	30,500.00	1,150.00	250.00	1,400.00	29,100.00	(0.47)
	TOTAL EXPENDITURES	18,399.05	46,200.00	276,300.00	854.08	(599.14)	254.94	276,045.06	(0.47)
	NET OF REVENUES & EXPENDITURES	42,531.66	2,600.00	(245,800.00)	295.92	849.14	1,145.06	(246,945.06)	(0.47)
TOTAL REVENUES - ALL FUNDS									
	TOTAL REVENUES - ALL FUNDS	3,568,884.55	3,549,501.00	3,629,390.00	5,423.44	130,810.45	136,233.89	3,493,156.11	
TOTAL EXPENDITURES - ALL FUNDS									
	TOTAL EXPENDITURES - ALL FUNDS	3,491,114.83	3,712,853.00	4,152,545.00	283,944.01	229,639.88	513,583.89	3,638,961.11	
	NET OF REVENUES & EXPENDITURES	77,769.72	(163,352.00)	(523,155.00)	(278,520.57)	(98,829.43)	(377,350.00)	(145,805.00)	

09/13/2023

**BALANCE SHEET FOR CITY OF NOVI**  
**Period Ending 08/31/2023**

GL Number	Description	Balance
<b>Fund 271 - LIBRARY FUND</b>		
<b>*** Assets ***</b>		
271-000.00-001.000	Cash-Pooled Cash(Fifth Third & Comerica)	671,686.13
271-000.00-004.000	Cash on hand	600.00
271-000.00-016.000	Deposits	1,200.00
271-000.00-017.000	Investments - Pooled	2,683,491.19
271-000.00-019.000	Current taxes receivable	(1,072,025.75)
271-000.00-035.000	Accounts Receivable - Manual	1,193.57
271-000.00-123.400	Prepaid expenditures	12,352.39
	<b>Total Assets</b>	<b>2,298,497.53</b>
<b>*** Liabilities ***</b>		
271-000.00-202.000	Accounts payable	72,252.57
271-000.00-258.702	Accrued liabilities-tax	6,000.00
	<b>Total Liabilities</b>	<b>78,252.57</b>
<b>*** Fund Balance ***</b>		
271-000.00-390.000	Fund balance	2,563,501.96
	<b>Total Fund Balance</b>	<b>2,563,501.96</b>
	Beginning Fund Balance - 22-23	2,563,501.96
	Net of Revenues VS Expenditures - 22-23	35,238.06
	*22-23 End FB/23-24 Beg FB	2,598,740.02
	Net of Revenues VS Expenditures - Current Year	(378,495.06)
	Ending Fund Balance	2,220,244.96
	<b>Total Liabilities And Fund Balance</b>	<b>2,298,497.53</b>
<b>* Year Not Closed</b>		

<b>Fund 272 - LIBRARY CONTRIBUTION FUND</b>		
<b>*** Assets ***</b>		
272-000.00-001.000	Cash-Pooled Cash(Fifth Third & Comerica)	28,150.33
272-000.00-017.000	Investments - Pooled	1,672,054.69
	Total Assets	1,700,205.02
<b>*** Liabilities ***</b>		
272-000.00-202.000	Accounts payable	472.86
	Total Liabilities	472.86
<b>*** Fund Balance ***</b>		
272-000.00-375.230	Fund Balance Collections/Materials	38,423.36
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	36,692.79
272-000.00-375.232	Fund Balance Programming	34,155.95
272-000.00-375.233	Fund Balance Technology Library	(23,843.17)
272-000.00-390.000	Fund balance - Unrestricted	1,570,626.51
	Total Fund Balance	1,656,055.44
	Beginning Fund Balance - 22-23	1,656,055.44
	Net of Revenues VS Expenditures - 22-23	42,531.66
	*22-23 End FB/23-24 Beg FB	1,698,587.10
	Net of Revenues VS Expenditures - Current Year	1,145.06
	Ending Fund Balance	1,699,732.16
	Total Liabilities And Fund Balance	1,700,205.02
<b>* Year Not Closed</b>		

**Director's Report – Julie Farkas**



**Staff Anniversaries (Years of Service) for October 2023**

- **Pat Amierskandari** Support Services 21 years
- **Kit Ming-Tang** Support Services 15 years
- **Kristin Abate** Support Services 14 years
- **Linda Brewin** Information Services 14 years
- **Steve Palizzi** Sub – Info Services 11 years
- **Emily Miller** Sub – Info Services 4 years
- **Latonia Phillips** Sub – Info Services 4 years
- **Emily Lonchar** Support Services 2 years
- **Gabrielle Stangis** Support Services 2 years
- **Austin Webberly** Information Services 2 years
- **Amy Crockett** Administration 2 years



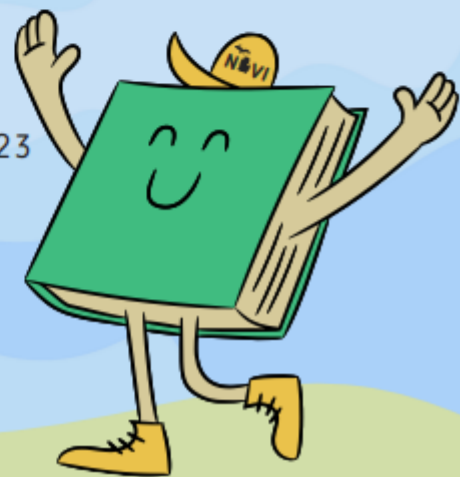
## EXPLORE YOUR IMAGINATION & NOVI'S PARKS SEPTEMBER 1 - OCTOBER 29, 2023

Complete five activities in a row to get a BINGO and earn one entry into a grand prize drawing to win a backpack full of Novi swag & other great prizes. The more BINGOs you complete, the more entries you get! Complete an entire BINGO sheet for 12 entries total!



Log your activities on Beanstack by visiting [bit.ly/nplbeanstack](https://bit.ly/nplbeanstack) or pick up a BINGO sheet from the Library or City of Novi Parks Office.

Scan the QR code or visit [bit.ly/readandrec2023](https://bit.ly/readandrec2023) for more information!









13th ANNUAL NLA COMMUNITY READS

# Mika in Real Life

Emiko Jean



**Tuesday, October 24, 7:00 PM Novi Public Library**

Join us for a presentation and book discussion with New York Times bestselling young adult novel author, Emiko Jean, on her 2022 novel, *Mika in Real Life*.

Mika Suzuki's life is a mess. Fired from a dead-end job, she shares a home with her best friend, who just might be a hoarder if all the unopened deliveries are a sign. Her last relationship—to a burnout named Leif—ended in flames. And she's a perpetual disappointment to her traditional Japanese parents, especially to her mother, who keeps presenting her with dating prospects found in church.

Then she receives the surprise of her life—a phone call from Penny, the baby she placed for adoption sixteen years ago. Now a headstrong teenager, Penny is eager to learn all about Mika, who she is and what her dreams are. The harder-won heart belongs to Thomas Calvin, Penny's adoptive widower father. What starts as a rocky relationship with him slowly blossoms into friendship and, just maybe, something more.

Faced with her own insecurities, Mika at first embellishes the facts about her life. But Penny's love revives so many of the dreams she once had, especially those about being an artist and making a difference in the world... ultimately forcing her to answer the question, *Just who is Mika in real life?*



## Community Reads Events:

### Commerce Township Community Library

Monthly Morning Book Discussion  
Tuesday, August 15, 10:30 AM

### Northville District Library: Books & Brews

Tuesday, October 3, 7:00 PM  
North Center Brewing Co.

### Walled Lake City Library

A Novel Idea Book Group  
Friday, October 6, 4:30 PM

### Northville District Library: Between the Lines

Monday October 9, 7:00 PM

### Lyon Township Public Library

LTP's Books & Brews Book Club

Tuesday, October 10, 7:00 PM

Cancun Mexican Grill in South Lyon

### Wixom Public Library

Books & Brews Book Club

Tuesday, October 10, 7:00 PM

Drafting Table Brewing Co.

### Northville District Library: The Next Chapter

Wednesday October 18, 11:00 AM

Northville Community Center

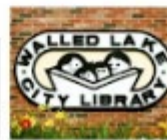
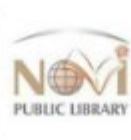
### Salem-South Lyon District Library

Something Different Book Club

Thursday, October 19, 7:00 PM

Registration for author visit is required.

Books are available to check out at all libraries.  
Everyone is welcome to attend events at all libraries.  
Please check ahead for registration requirements.



## Café Update

Café Library July 1, 2021 thru June 30, 2022					
	<b>Revenue:</b>			<b>Expenses:</b>	
	Gross Sales	\$80,033.86		Fees	\$1,989.38
	Returns	-\$122.70		Rent 21-22	\$6,000.00
	Discounts and Comps	-\$465.54		Digital play cost	\$216.00
	<b>Net Sales:</b>	<b>\$79,445.62</b>		Square cost	\$540.00
	Gift card sales	\$2,056.39		Food/Paper	\$37,429.90
	Tax	-\$4,725.50		Labor	\$42,000.00
	Tip	\$0.00		Repairs Turbo Chef	\$1,133.40
	Refunds by amount	-\$100.00			
	<b>Total Revenue:</b>	<b>\$76,676.51</b>		<b>Total Expenses:</b>	<b>\$89,308.68</b>
	<b>Profit/Loss:</b>	<b>-\$12,632.17</b>			

Café Library June 1, 2023-August 31, 2023					
	<b>Revenue:</b>			<b>Expenses:</b>	
	Gross Sales	\$33,435.93		Fees	\$960.81
	Returns	\$28.00		Rent 23-24	
	Discounts and Comps	\$177.03		Digital play cost	\$54.00
	<b>Net Sales:</b>	<b>\$33,640.96</b>		Square cost	\$135.00
	Gift card sales	\$2,295.77		Food/Paper	\$17,107.68
	Tax	\$1,966.01		Labor	\$17,433.31
	Tip	\$0.00		Ice machine repairs	\$684.00
	Refunds by amount	\$0.00			
	<b>Total Revenue:</b>	<b>\$37,902.74</b>		<b>Total Expenses:</b>	<b>\$36,374.80</b>
	<b>Profit/Loss:</b>	<b>\$1,527.94</b>			



8/20/2023 CLOSED				8/21/2023				8/22/2023				8/23/2023				8/24/2023				8/25/2023				8/26/2023							
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	99	304	202	10-11am	46	142	94	10-11am	103	205	154	10-11am	39	127	83	10-11am	55	170	113	10-11am	55	170	113	10-11am	46	106	76
11am-12pm	0	0	0	11am-12pm	222	128	175	11am-12pm	180	233	207	11am-12pm	130	106	118	11am-12pm	115	74	95	11am-12pm	102	89	96	11am-12pm	102	89	96	11am-12pm	64	67	66
12-1pm	0	0	0	12-1pm	126	96	111	12-1pm	135	124	130	12-1pm	105	72	89	12-1pm	90	129	110	12-1pm	89	82	86	12-1pm	89	82	86	12-1pm	109	86	98
1-2pm	0	0	0	1-2pm	110	89	100	1-2pm	158	107	133	1-2pm	93	118	106	1-2pm	178	192	185	1-2pm	71	79	75	1-2pm	71	79	75	1-2pm	102	98	100
2-3pm	0	0	0	2-3pm	88	90	89	2-3pm	113	84	99	2-3pm	100	89	95	2-3pm	103	66	85	2-3pm	84	109	97	2-3pm	84	109	97	2-3pm	70	76	73
3-4pm	0	0	0	3-4pm	95	84	90	3-4pm	95	81	88	3-4pm	82	97	90	3-4pm	100	91	96	3-4pm	98	76	87	3-4pm	98	76	87	3-4pm	83	85	84
4-5pm	0	0	0	4-5pm	87	70	79	4-5pm	95	65	80	4-5pm	94	65	80	4-5pm	104	71	88	4-5pm	124	91	108	4-5pm	124	91	108	4-5pm	107	72	90
5-6pm	0	0	0	5-6pm	107	70	89	5-6pm	77	66	72	5-6pm	85	79	82	5-6pm	68	57	63	5-6pm	162	72	117	5-6pm	162	72	117	5-6pm	96	49	73
6-7pm	0	0	0	6-7pm	77	58	68	6-7pm	72	69	71	6-7pm	89	85	87	6-7pm	89	64	77	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	84	86	85	7-8pm	118	81	100	7-8pm	82	80	81	7-8pm	58	45	52	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	87	36	62	8-9pm	74	48	61	8-9pm	84	26	55	8-9pm	74	32	53	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
			0			1,147				1,132				1,035				983				777				658					
8/27/2023 CLOSED				8/28/2023				8/29/2023				8/30/2023				8/31/2023															
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0												
10-11am	0	0	0	10-11am	54	116	85	10-11am	85	85	85	10-11am	54	111	83	10-11am	44	109	77												
11am-12pm	0	0	0	11am-12pm	88	94	91	11am-12pm	77	77	77	11am-12pm	76	59	68	11am-12pm	77	87	82												
12-1pm	0	0	0	12-1pm	98	90	94	12-1pm	83	83	83	12-1pm	69	63	66	12-1pm	103	64	84												
1-2pm	0	0	0	1-2pm	72	61	67	1-2pm	91	91	91	1-2pm	53	57	55	1-2pm	50	67	59												
2-3pm	0	0	0	2-3pm	75	84	80	2-3pm	71	71	71	2-3pm	80	85	83	2-3pm	50	68	59												
3-4pm	0	0	0	3-4pm	99	98	99	3-4pm	82	82	82	3-4pm	68	74	71	3-4pm	78	53	66												
4-5pm	0	0	0	4-5pm	108	77	93	4-5pm	90	90	90	4-5pm	91	73	82	4-5pm	68	83	76												
5-6pm	0	0	0	5-6pm	92	85	89	5-6pm	79	70	75	5-6pm	64	47	56	5-6pm	88	53	71												
6-7pm	0	0	0	6-7pm	84	62	73	6-7pm	109	109	109	6-7pm	65	61	63	6-7pm	93	86	90												
7-8pm	0	0	0	7-8pm	89	82	86	7-8pm	84	84	84	7-8pm	72	83	78	7-8pm	98	55	77												
8-9pm	0	0	0	8-9pm	102	52	77	8-9pm	157	157	157	8-9pm	100	49	75	8-9pm	62	30	46												
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0												
			0			931				1,004				777				783													

## Information Technology Report by Jeffrey Smith – August 2023

### General

Staffing: This month we were joined by Denise Woods to Novi Public Library. As a member of the Information Technology (IT) Department, Denise is filling the FT role of System Administrator.

Denise has IT experience from working in IT at GM, as well as at the University of Toledo, including time in the university library.

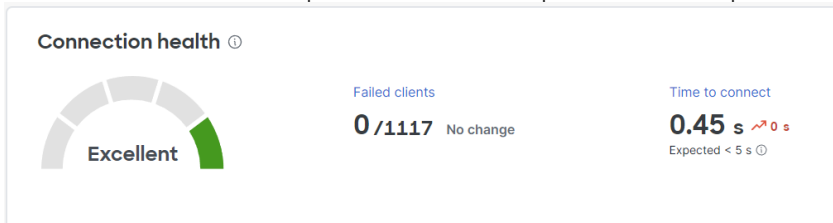


Copiers; NPL took delivery of 5 new Canon copiers on August 23<sup>rd</sup>. We are currently working on getting them installed in our staff areas. Public machines will be installed soon.



1st Floor Staff Canon ImageRUNNER ADVANCE DX C5850i Multi-Function Printer/Copier/Scanner

WIFI: On August 18<sup>th</sup>, a crew from TLN was in the building installing the indoor portion of our new Meraki WIFI network. The installation was done without any interruption to our guests. Phase II will be the outdoor access points, and that is planned for September.



Typical WIFI Connection Health over seven days



## iCube

- We held 180 iCube appointments in July
  - 29 3D prints
  - 1 3D scans
  - 12 Adobe Creative Cloud projects
  - 15 Cricut crafts
  - 1 Carvey projects
  - 57 Creative Kits
  - 14 Digital Conversions
  - 16 Heat Press jobs
  - 5 Laser projects
  - 13 Photo Prints
  - 2 Sewing/Embroidery projects
  - 15 Sublimation prints

### **Community Robotics Fair -August 11<sup>th</sup> –Dominic & Anna**

Dominic Doot and Anna Burbo represented NPL, the iCube, and the IT Dept at the Novi Community Robotics Fair. They prepared several custom-designed items made for the fair such as tote-bags, mugs, and 3D-printed articulated mini robots.

“Anna B. & I attended the “Robots in the Park” event at Lakeshore Park. At first we thought the rain would keep people from coming but the weather soon improved and the attendance was HUGE! We had our table in a prime location right up front by the registration table. Our prize giveaways were a big hit with the kids.” -Dominic Doot



Tote Bags and Mugs – Design by Anna Burbo



The crowd of Robotics teams at the Novi Robotics Fair. Photo by Dominic and Anna



Mini buttons made by Dominic to give to students at the Robotics Fair



Our Robotics Fair booth

**Other iCube projects during August -Mary R, Anna J, Jess H.**



"I worked on the design submitted for the Wreaths Across Novi project the Historical Commission would like to collaborate with us. They'd like 50 laser cut and engraved ornaments to hand out to Veterans on Veterans Day." -Mary Robinson



"Walk-in for the sublimation printer. Mario wanted to try sublimating some of his cyanotypes onto cotton shirts, which turned out really well!" -Jessica Holowicki

Anna Jakubiec helped many guests with 3D printing projects, sublimation, engraving, and cricket projects.

**Training**

Dominic and Jeff participated in the Staff In-Service Retreat. Jeff completed the Staff Summer Reading Program. Jeff participated with NPL managers in a webinar by Michigan Library Association on "Book Bans".

## **Facilities Report by Keith Perfect –August**

In the past month the Facilities Department has closed 5 Facilities tickets, 38 Meeting Room Requests and has updated 347 Periodic Maintenance tickets.

- 2 large orders of janitorial supplies were received.
- 6 Gaylord bins full of discarded and donated books have been sent to Thrift Books for re-sale or recycling.
  - The patio has been power-washed and re-sealed with sealer.
  - The Lakeshore Lending Library kiosk received routine glass cleaning, sweeping and weed removal.
  - A file cabinet has been removed from the youth staff work area and repurposed and moved to the HR office.
  - The Librarian statue outside near the Ten Mile Road sidewalk has received its annual cleaning and sealing to preserve its beauty.
  - Additional shelving units were repurposed and installed in the youth staff work area to provide more storage.
  - Lighting override instructions were created for the Building Operations Manual.
  - Progress is being made in obtaining quotes for carpet replacement in the large meeting room.
  - New sanitary napkin/tampon dispensers have been installed in public restrooms.



## **Information Services Department Report by Hillary Hentschel – August 2023**

### **News and Notes**

- Congratulations, Austin Webberly, on his promotion to Information Services Librarian! Austin was previously a Support Services Supervisor and completed his MLIS earlier this year.
- Welcome, Aiden Palmer, Teen Space Monitor! Teen Space returned on Tuesday, September 5 and is off to a great start.
- Summer Reading wrapped up on August 12. Over 1900 guests signed up and 1097 completed their challenge. 475 kids and teens attended a finale party at the Library or at Paradise Park. Over 42,000 books were read this summer! Lindsay created a survey for guests and staff to help gather feedback.
- 375 guests entered the 8 Summer Reading Raffles this month. 420 guests entered the 4 Back to School Raffles.
- Holiday Picture Books with stickers for Chinese New Year were changed to Lunar New Year.
- The Druschel Collection found a new home. Items in the Druschel Collection were relocated to the main Adult Collections (Fiction, Biography, Non-Fiction). All titles that have been part of this collection will continue to have a sticker identifying them as a Druschel selection. A book list is available with all titles that have this designation. The space previously occupied by this collection is now used by the rapidly growing International Language collections.
- We have two upcoming collaborations with the City of Novi. Read and Recreation is a BINGO challenge in partnership with Novi's Parks & Rec department. Participants can find code words for their print or online (Beanstack) BINGO sheet to earn entries in a raffle for NPL and City of Novi swag. One example of an activity on the BINGO is our new story walk at Pavilion Shore Park, which was created by Emily and Jen. Read and Recreation is ongoing from September 1 through October 29. NPL is also partnering with the City on their 12 Days of Lakeshore Lodge programming series in December at Lakeshore Park.
- Staff attended committee meetings for Programming, iCube, and Building Policy. Librarian staff participated in a Collection Development Strategy meeting. Youth staff participated in a youth storage cleanup day and brainstorming meeting for youth and teen winter programming.

### **Professional Development**

- Staff attended the annual Staff In-Service Day on Friday, August 18
- Mary Robinson attended Digipalooza in Cleveland, August 9-11, which is an OverDrive conference. She networked with librarians from all over the country, and learned about the latest insights, best practices and reporting available.
- "Performance Evaluations: A Skill-Building Refresher for Library Leaders" webinar – Lindsay and Hillary
- "Managing Difficult Conversations" webinar – Anna
- "Welcoming Spaces: Creating Welcoming Environments for Immigrant and Refugee Communities" webinar – Anna
- "AI and Libraries" webinar – Danielle
- "Beyond Book Bans" webinar – Hillary
- "The Censorship Cycle: Prevention through Materials Management" – Hillary
- IS staff on external committees:
  - Mitten Award Workgroup: Emily
  - Youth Services Advisory Council (YSAC): Lindsay
  - TLN Youth Services + Teen Services: Lindsay
  - TLN digital tech support: Mary



### IS Staff Outreach

- City of Novi camp visits with NPL presentation, tour and scavenger hunt – Lindsay and Hillary

### Adult Programs

- Knit 2gether Knitting Group (4) - 42
- Craftastic Wednesday (Personalized Tote Bags) – 15
- Spanish Conversation Group – 26
- Japanese Conversation Group – 30
- Intro to Crochet – 33
- Summer Songfest (2) – 370
- Tuesday Tunes on the Patio (4) – 700
- Afternoon Read Book Club – 7
- Novel Idea Book Club – 4

### Adult Displays

- **Feature Collection:**
  - Reading Challenge: Books Translated from Another Language



- **Desk Display:** Summer Reading / All Together Now; Comics Plus

### Youth/Tween/Teen/Family Programs

- NO-VI Chess Club – 36
- Tamil Summer Read-a-thon (4) – 40
- Howell Nature Center: Wildlife in Your Backyard – 97
- Music & Movement Early On Workshop – 25
- Birth-PreK SRP Finale Party – 125
- SRP Finale Parties at Paradise Park (2) - 350

### Youth/Tween/Teen Displays

- **Teen Stop display** – Books about or featuring Music
- **Youth Feature Display** – “Let’s All Read Together Now!”
- **Youth Desk Display** – Summer Reading / All Together Now
- **New for You Kiosk**
  - **Libraries are for Everyone:** Back to School Month, International Cat Day, Book Lover’s Day, World Lizard Day, National Tell a Joke Day, International Day for the Remembrance of the Slave Trade and its Abolition, Women’s Equality Day, Raksha Bandhan
  - Feature Display: Community Reads: *Mika in Real Life* by Emiko Jean



Comics Plus Display



Tap the Magic Tree story walk at Pavilion Shore Park





SRP Finale for Birth to Pre-K



Craftastic Wednesday – Personalized Tote Bags



## **Support Services Department Report by Maryann Zurmuehlen – August 2023**

### **Department Head/General**

- Board Packet Statistics were completed for the Support Services Department.
- Attended Management Team meetings.
- Attended weekly SS Department catchup meetings.
- Attended weekly IT Department catchup and Facilities meetings.
- Attended a Patron Point Zoom meeting on August 2<sup>nd</sup>.
- Attended a Book Ban Webinar on August 15<sup>th</sup>.
- Attended a IS/SS Department meeting on August 16<sup>th</sup>.
- Held a Building & Grounds Board Committee Meeting on August 16<sup>th</sup>.
- Held an IAD/IT Department catchup meeting on August 16<sup>th</sup>.
- Attended a MLA Webinar for "Facilities Management: Working With Vendors and Contractors" on August 17<sup>th</sup>.
- Attended a TLN SASUG Zoom meeting on August 24<sup>th</sup>.
- Attended an Envisionware Zoom meeting on August 25<sup>th</sup>.
- Attended a Canon Zoom meeting on August 31<sup>st</sup>.
- Attended a Collection Development Strategy Meeting on August 31<sup>st</sup>.

### **Circulation & Shelves**

- Read Boxes have been in high demand during this summer.
- Manager/Supervisor meetings were held the week of August 21<sup>st</sup>.
- Elizabeth Kopko was promoted to full time Outreach Supervisor. Her first day in the new role was July 10<sup>th</sup>. Please congratulate her when you see her!
- Shang-Yeu Chang was promoted to part time Supervisor. His first day in the new role was September 5<sup>th</sup>. Please congratulate him when you see him!
- James Kryzhan's last day was August 17<sup>th</sup>.
- Staff attended the annual In-Service Day on August 18<sup>th</sup>.

### **Tech Services**

- Staff attended the annual In-Service Day on August 18<sup>th</sup>.
- Projects:
  - Completed: Community Reads Processing, Druschel Collection Changeover, Lunar New Year Stickers

### **Statistics (August 2023)**

- **Cards Issued: 334**
- **Items Checked Out (NPL): 62,374**
- **Items Checked Out (LLL): 103**
- **Total Checkouts (NPL + LLL): 62,477**
- **Items Interloaned for NPL Patrons: 4,983 (52 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,648 (127 through MeLCat)**
- **Items Added to the Collection: 1,497**
- **Items Discarded from the Collection: 2,004**
- **Drive-Up Window & Locker Hold Pickups: 14**
- **MAP Checkouts: 77**
- **Online New Card Registrations: 29**
- **Outreach:**
  - **NPL @ Your Door: 13 Mailer Bags / 30 Items**
  - **5 Facilities Visits / 27 Items Provided**
  - **7 Book Discussions / 106 Items Provided**

- **Read Boxes:**
  - **5 Weekly Deliveries**
  - **40 Adult Items Circulated**
  - **453 Youth Items Circulated**

## Fine Free FAQ Web Page

- **Why is NPL fine free?**

The biggest reason was to remove a barrier of access for residents who may not use the Library because they wouldn't be able to pay the overdue fines on late materials. NPL wants to ensure all residents can access all resources, regardless of socioeconomic status.

Staff also wanted to provide better customer service and interactions with guests at the Circulation Desk. Staff understand that things happen that make it difficult to return materials on time—work schedules, sick kids, weather and construction. NPL wanted to remove one more barrier when returning materials.

- **Was the Board in full support of going fine free?**

The Board discussed it for several years beforehand and unanimously voted in favor of going fine free effective May 1, 2023.

- **What does “fine free” mean?**

All materials returned at NPL (whether owned by NPL or not) will not be charged overdue fines. Novi residents who use NPL as their main library will not be charged overdue fines on NPL materials and will have overdue fines from other libraries manually waived at the Circulation Desk.

- **Will this mean that most of the Library's items will be continually checked out? Will the shelves be empty because guests aren't returning their materials?**

No. Studies show there is no difference in return rates between fine free libraries and those with overdue fines.

- **Does this mean I can keep Library materials for as long as I want?**

No. While NPL is permanently fine free, due dates will remain and be important. Please return your materials on time so other guests can enjoy them.

- **What happens if I don't return my items by the due date?**

Your card will be blocked when one or more items reach 21 days overdue and/or if there are 24 or more overdue items on your account.

- **What if I lose or damage an item checked out on my account?**

Guests will still be charged fees for lost or damaged materials but not overdue fines on items returned past the due date. These fees are non-refundable. One or more lost or damaged items or more than 24 overdue items on an account will block a card, and privileges will be suspended. Overdue fines are the daily charges applied to items not returned by their specified due date. These are the fines that will no longer be charged to guests.

- **I didn't really lose the item on my account. Can I still bring it back?**

Yes. Lost fees will automatically be removed from your account when the item is returned.

- **Does this mean there are no charges for any service at the Library?**

No. Guests will be charged for things like 3D printed materials, event registration fees, or meeting room rentals.

- **What about old overdue fines?**

Overdue fines for late materials belonging to NPL have been eliminated and removed from accounts. However, guests who have lost or damaged materials will still need to pay these fees to reinstate borrowing privileges.

If you have overdue fines for materials borrowed from another library, those fines will remain on your account. The easiest way to find out if you have a remaining balance is to login to your account or visit the Library.

- **What about items from other libraries?**

Not all local libraries are fine free. If you use other libraries, overdue fines may still apply.

**2022-2023 Annual Inventory Report for NPL**

June	Total	Added	Removed	Net	Added	Removed	Fiscal Year	CURRENT
	Last Month	This Month	This Month	This Month	Fiscal YTD	Fiscal YTD	Total	TOTAL
Adult Books Non-fiction	28,988	280	75	205	2,190	4,413	-2,223	29,193
Adult Books Fiction	33,082	422	31	391	4,171	5,936	-1,765	33,473
<b>Total Adult Books</b>	<b>62,070</b>	<b>702</b>	<b>106</b>	<b>596</b>	<b>6,361</b>	<b>10,349</b>	<b>-3,988</b>	<b>62,666</b>
Youth Books Non-fiction	18,864	239	86	153	2,414	2,100	314	19,017
Youth Books Fiction	55,324	957	398	559	5,871	6,134	-263	55,883
<b>Total Youth Books</b>	<b>74,188</b>	<b>1,196</b>	<b>484</b>	<b>712</b>	<b>8,285</b>	<b>8,234</b>	<b>51</b>	<b>74,900</b>
<b>TOTAL BOOKS</b>	<b>136,258</b>	<b>1,898</b>	<b>590</b>	<b>1,308</b>	<b>14,646</b>	<b>18,583</b>	<b>-3,937</b>	<b>137,566</b>

**Total Value Based on \$25.00 per unit \$ 3,439,150.00**

CD Books	5,754	11	33	-22	434	616	-182	5,732
DVDs	17,860	105	58	47	2,110	2,743	-633	17,907
<b>TOTAL MULTIMEDIA</b>	<b>23,614</b>	<b>116</b>	<b>91</b>	<b>25</b>	<b>2,544</b>	<b>3,359</b>	<b>-815</b>	<b>23,639</b>

**Total Value Based on \$30.00 per unit \$ 709,170.00**

**Total Collection Value \$ 4,148,320.00**

8/17/2023



Support Services Statistics 2023-2024													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	373	334											707
↳ Of Which, Online Registrations Totaled	4	29											33
Checkouts (NPL)	67,511	62,374											129,885
Checkouts (Lakeshore Lending Library)	203	103											306
Total Checkouts (NPL + LLL)	67,714	62,477											130,191
Items Borrowed	4,525	4,983											9,508
Items Loaned	3,728	3,648											7,376
Hold Pickups (Drive-Up & Lockers)	28	14											42
MAP Pass Checkouts	99	77											176
Read Boxes	392	453											845
NPL @ Your Door (# of Bags)	11	13											24
NPL @ Your Door (# of Items)	40	30											70

Year-to-Year Comparison			
		AUG 2023	AUG 2022
Cards Issued This Month		334	473
Total Checkouts (NPL + LLL)		62,477	68,020
Items Borrowed	TLN	4,931	4,778
	MeL	52	72
		4,983	4,850
Items Loaned	TLN	3,521	3,273
	MeL	127	103
		3,648	3,376

Read Boxes				
		AUG 2023	AUG 2022	
Read Boxes	Adult	40	0	
	Youth	413	0	
	Total	453	0	
<b>NOTE:</b> Read Boxes were filled for the 2023 season on May 3rd.				

Self-Check Totals 2023-24 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	67,714	44.27%	29,979	8,633	7,030	4,482	9,834
August	62,477	44.65%	27,893	8,474	6,433	3,921	9,065
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
<b>FYTD</b>	<b>130,191</b>	<b>44.46%</b>	<b>57,872</b>	<b>17,107</b>	<b>13,463</b>	<b>8,403</b>	<b>18,899</b>

Library Usage									
2022-2023 Fiscal Year					2023-2024 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	26,439	7,468	33,907	1,130	July	35,488	7,105	42,593	1,704*
August	26,252	7,248	33,500	1,117	August	24,612	4,137	28,749	1,106
September	22,293	8,056	30,349	1,124	September				
October	26,053	8,864	34,917	1,126	October				
November	24,413	9,155	33,568	1,199	November				
December	21,123	7,248	28,371	1,091	December				
January	26,060	7,248	33,308	1,149	January				
February	25,615	7,248	32,863	1,174	February				
March	26,395	7,248	33,643	1,085	March				
April	24,470	7,248	31,718	1,094	April				
May	23,598	5,020	28,618	1,022	May				
June	27,140	6,777	33,917	1,211	June				
<b>FYTD Total</b>	<b>299,849</b>	<b>88,828</b>	<b>388,677</b>	<b>1,127</b>	<b>FYTD Total</b>	<b>60,100</b>	<b>11,242</b>	<b>71,342</b>	<b>1,399</b>

\*Drive-Up number was estimated for December 2022 to April 2023

\*corrected

Computer Logins											
2022-2023 Fiscal Year						2023-2024 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,224	46,582	47,806	1,594	269	July	1,128	38,208	39,336	1,573*	237*
August	1,310	47,479	48,789	1,626	289	August	1,250	44,166**	45,416	1,514	289
September	979	45,290	46,269	1,714	266	September					
October	1,066	53,634	54,700	1,765	288	October					
November	963	51,914	52,877	1,888	263	November					
December	883	14,326	15,209	585	253	December					
January	1,027	50,970	51,997	1,793	275	January					
February	1,043	58,598	59,641	2,130	264	February					
March	1,122	32,663	33,785	1,090	294	March					
April	1,026	54,630	55,656	1,919	272	April					
May	889	44,893	45,782	1,635	274	May					
June	1,077	46,751	47,828	1,771	260	June					
<b>FYTD Total</b>	<b>12,609</b>	<b>547,730</b>	<b>560,339</b>	<b>1,629</b>	<b>3,267</b>	<b>FYTD Total</b>	<b>2,378</b>	<b>82,374</b>	<b>84,752</b>	<b>1,541</b>	<b>526</b>

\*July stats corrected

\*\*44,166 Total August 2023 WIFI Sessions = 12,972 Cisco WIFI Sessions Aug 1 to Aug 17 + 31,194 Meraki WIFI Sessions Aug 18 to Aug 31

Early Literacy Workstation Usage							
2022-2023 Fiscal Year				2023-2024 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	447	8,742	19	July	612	8,955	14
August	443	8,650	19	August	693	9,007	13
September	342	5,918	17	September			
October	388	7,418	19	October			
November	346	6,366	18	November			
December	343	5,964	17	December			
January	456	9,317	20	January			
February	388	7,990	20	February			
March	457	8,727	19	March			
April	350	5,741	16	April			
May	278	4,684	16	May			
June	438	8,276	18	June			
<b>FYTD Total</b>	<b>4,684</b>	<b>87,799</b>	<b>18</b>	<b>FYTD Total</b>	<b>1,305</b>	<b>17,962</b>	<b>14</b>

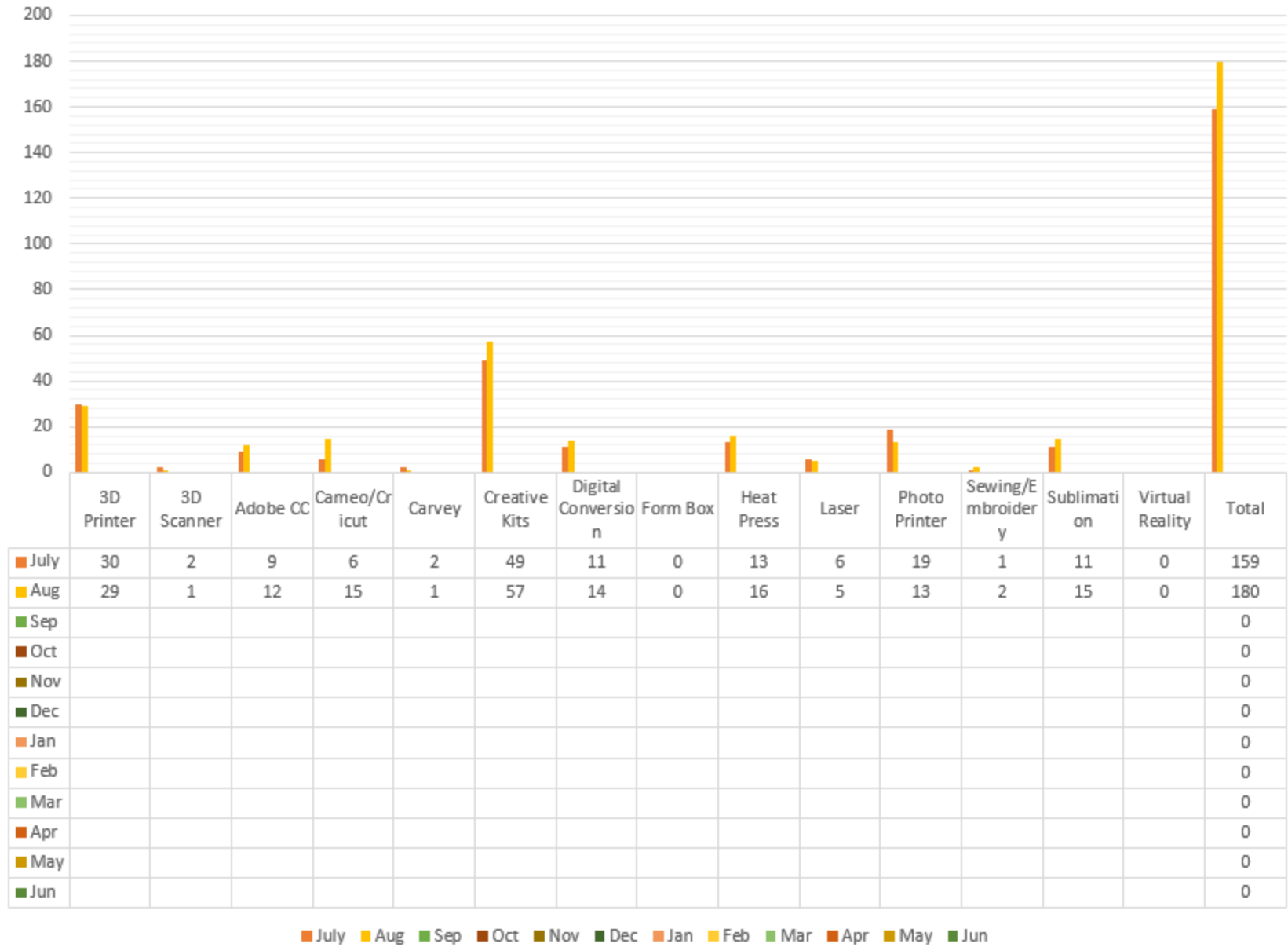
\*AWE Stats previously taken from AWE Customer portal. Beginning July 2023, portal is no longer available. Stats are now downloaded from the AWE workstations.

Recite Me (Website Accessibility Toolbar)											
2022-2023 Fiscal Year						2023-2024 Fiscal Year					
Month	Pages Viewed	Unique Users	Pages Viewed Per Session	Screen Reader	Translation	Month	Pages Viewed	Unique Users	Pages Viewed Per Session	Screen Reader	Translation
June	14290**	2,211	6.46	13,470	16,540	July	1,761	357	4.93	2,638	18,161
FYTD Total	14,290	2,211	6.46	13,470	16,540	August					
*Recite Me was launched June 2023						September					
**Number potentially inflated due to website bot usage						October					
						November					
						December					
						January					
						February					
						March					
						April					
						May					
						June					
						FYTD Total	1,761	357	5	2,638	18,161

myLIBRO (Library App)							
2022-2023				2023-2024			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
June	n/a	1,786	189	July	57	1,488	100
*Available for download starting in June 2023, officially launched July 2023				August			
				September			
				October			
				November			
				December			
				January			
				February			
				March			
				April			
				May			
				June			
				FYTD Total	57	1,488	100

Technology Training Sessions 2023-24 Fiscal Year																
	3D Printing	Cameo / Cricut	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Laser	Formbox	3D Scanner	Adobe CC	Heat Press	Creative Kits	Virtual Reality	Staff Training	Total Sessions
Jul	30	6	11	19	1	11	2	6	0	2	9	13	49	0	4	163
Aug	29	15	14	13	2	15	1	5	0	1	12	16	57	0	3	183
Sep																0
Oct																0
Nov																0
Dec																0
Jan																0
Feb																0
Mar																0
Apr																0
May																0
Jun																0
<b>Total Sessions</b>	59	21	25	32	3	26	3	11	0	3	21	29	106	0	7	<b>346</b>

### iCube Usage 2022- 2023





2023-2024 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	1,947	513	206	20	175
August	2,009	520	221	13	287
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
<b>FYTD Total</b>	<b>3,956</b>	<b>1,033</b>	<b>427</b>	<b>33</b>	<b>462</b>

2023-2024 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,017	4,390	9,407	649	111
August	6,724	2,656	9,380	750	123
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
<b>FYTD Total</b>	<b>11,741</b>	<b>7,046</b>	<b>18,787</b>	<b>1,399</b>	<b>234</b>

Meeting Room Rentals

2022-23 Fiscal Year			2023-24 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
<b>July</b>	26	604	<b>July</b>	26	390
<b>August</b>	38	823	<b>August</b>	25	443
<b>September</b>	33	719	<b>September</b>		
<b>October</b>	35	748	<b>October</b>		
<b>November</b>	30	699	<b>November</b>		
<b>December</b>	24	516	<b>December</b>		
<b>January</b>	30	663	<b>January</b>		
<b>February</b>	43	868	<b>February</b>		
<b>March</b>	39	1116	<b>March</b>		
<b>April</b>	33	879	<b>April</b>		
<b>May</b>	16	377	<b>May</b>		
<b>June</b>	35	826	<b>June</b>		
<b>FYTD</b>	<b>382</b>	<b>8,838</b>	<b>FYTD</b>	<b>51</b>	<b>833</b>

## FRIENDS OF NOVI LIBRARY

### Friends of the Novi Public Library Meeting of the Board of Directors Agenda – September 13, 2023

- I. Call to Order, Roll Call Sue Johnson
- II. Minutes of the August 9, 2023 Meeting \* Evelyn Cadicamo
- III. Treasurer's Report\* Marilyn Amberger
- Prior month(s) Income and Expense
  - Statement Balances
  - Money Market account
- IV. Reports
- Library Liaison Dana Brataniec
  - Book Nook Carol Hoffman
  - Membership Sue Johnson (Library Board)
  - President Sue Johnson
    - Summer Reading Interns – check presentation
    - Book Nook – Thrift Books scanning progress, featuring DVD's/coffee table books, August total \$2897.09, 129 Summer Reading coupons redeemed
    - Update on Giving Tree, 3 additional leaves - \$5350 - total
    - Stories behind the Leaves – demo webpage
    - Ideas for Holiday promotion for Giving tree
    - Songfest memberships – 13 members in September
    - October 9, 2023 – Senior Day – will offer a \$5 Book Nook coupon for a membership, can someone work 10-12?
    - October 28, 2023 - Vera Bradley event, 12-5 Julie will take 12—2
    - Applebee's fundraiser?
    - Holiday Sale – with Library Pop-up market – December 9th
    - Donations in memory of John Hoffman - \$2110
- V. Announcements
- VI. Calendar
- Kaleidoscope
- Wednesday Sept 20, 2023 - Albert Kahn: Unintended Consequences, speaker Dale A. Carson
  - Wednesday Oct 11, 2023 - 313: Life in the Motor City, speaker - John Carlisle
  - Thursday Nov 16, 2023 - August Snow Returns!, author - Stephen Mack Jones
- 2023 Listen at the Library
- October 1, 2023 – Five lakes Silver Band – 3 pm
  - November 5, 2023 – Viva Las Vegas with Vanessa Carr – light refreshments (like last year)
- 2023 Bringing the Music to You –senior centers
- 
- 2023 Tuesday Tunes
- Done for the season
- 2023 Summer Music at Paradise Park – all events start at 6:30pm
- Done for the season
- Friends Events
- No meeting in October
  - October 9, 2023 – Senior Day at the Library
  - November 8, 2023 at 7:00 pm
- VII. Adjournment\*
- \*Requires Action

**Friends of the Novi Public Library  
Meeting of the Board of Directors  
August 9, 2023**

**Call to Order:** Sue Johnson. Sue called the meeting to order at 7:05 p.m.

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

**Absent:** Carol Hoffman

**Minutes of the June 6, 2023 Meeting:** Evelyn Cadicamo. There being neither additions nor corrections to be made, motion was made by Mary Angela to accept the Minutes as presented; seconded by Karen. Motion passed: 6-0.

**Treasurer's Report (Accounting):** Sue Johnson. Sue was very pleased; said we were in good shape. We had our first month in the new year and did very well -- \$2300 for five weeks! Drawing our attention to a few of it items, Sue reminded us that the \$8000 was a donation from Joyce and is for the Library; the \$5,000 was from last year and we already have purchases against it. Sue also addressed the \$385 amount, which was the amount that we made from the basket raffle; the \$825 to cover the cost of Listen at the Library; and the \$3100 that covered the cost of the Summer Songfest activity. We received a \$500 donation from O'Brien so we could offer a final Songfest on September 7<sup>th</sup>, scheduled to be "Elvis and Friends," which was a lot of fun last year. Marilyn had attended it and said "it was super!" Sue then drew our attention to the three offerings from the Kaleidoscope program.

Income	\$11,244.81	CF CD	\$25,439.06
Expenses	<u>4,684.58</u>	CF CD-2	15,199.75
Overall Total	\$ 6,560.23	CF Checking	16,339.19
		CF Savings	<u>27,768.41</u>
		Vibe Checking	0.00
		Vibe Savings	<u>0.00</u>
		Total Bank Accts.	\$84,746.41
		Startup Fund	<u>100.00</u>
		Total Cash Accts.	\$84,846.41

Sue then informed us that she had taken advantage of an opportunity to add to our Money Market account. The bank was offering a rate of 3.75% as long as we maintained a balance of \$10,000. So she moved some money from our accounts to get the note up to this amount – all to enable the Library to take advantage of this wonderful opportunity!! We all approved of the action that she had taken!!

Motion to accept Treasurer's Report was made by Stephania and seconded by Evelyn. Motion passed – 6-0.

**Library Liaison:** Dana Brataniec. Dana informed us that the Summer Reading program ends on Saturday, August 12, 2023. As of July 31, 2023 the Library had a little over 1,700 readers and 2,700 books were read!! WOW! She said we should prepare for a lot of the \$1 coupons to be used when they come in to buy books.

**President's Remarks:** Sue Johnson

- **Book Nook** – children's books are out now and will be for the next three weeks. After that, many of the oversized, coffee-table books that we have collected will be offered for sale. We have quite a collection and many are in excellent condition and might make beautiful Christmas gifts.
- **Thrift Books** – conversation regarding scanning those books we do have. Need to be more select in the books we take; be more aware of what some of these titles are worth; pay attention to the ISBN numbers – if older book, the number has to be keyed in. The scanner surely makes things go more quickly.
- **New signage** – easier to locate categories of books people are looking for, but still browsing
- **Giving Tree** – we have 30 leaves done – 20 = gold; 5 = silver; 5 = bronze. Two of the silver leaves are actually “thank yous” to Paradise Park and O'Brien-Sullivan.
- **Holiday Mark** – Saturday, December 9<sup>th</sup>. Pop-up markets – hold two boutiques at the same time. Joyce would like to do another Michigan basket.
- **Holiday flyer** – get out with message re Giving Tree
- **Songfest** – basket raffle.
- **August 24, 2023** - year end meeting, in person, with Library Board. Updated Budget and year-end materials will be completed by Sue and Dana in order to be presented at the meeting.
- **Membership** – We are doing “okay.” We have 48 new memberships and 91 memberships that have renewed. Currently we have 327 individual current memberships.

There was a brief discussion regarding our future schedule. Due to the absence of some of our board members, it was decided that there would be **NO October** board meeting. We will have a Board meeting in September and that is scheduled for **Wednesday, September 13, 2023 at 7 p.m.**

There being no further business to discuss, motion was made by Karen to adjourn, and was seconded by Mary Angela. Motion passed – 6-0. Meeting adjourned at 7:43 p.m.

Respectfully submitted,

Evelyn Cadicamo



# KALEIDOSCOPE SERIES



Wednesday

September 20, 2023

**ALBERT KAHN:  
UNINTENDED CONSEQUENCES**

Dale A. Carlson, publisher & photographer

Albert Kahn, well-known as an early 20<sup>th</sup> century industrial architect, also designed Detroit skyscrapers, office buildings, and mansions in the suburbs. What unique reuses of Kahn's designs might we find in metro Detroit? Which ones are versatile enough to have become evidence of unintended consequences?

Dale Carlson, will share his knowledge and admiration for Kahn buildings still in use.

Programs begin at 7:00 P.M.



Wednesday

October 11, 2023

**313: LIFE IN THE MOTOR CITY**

John Carlisle, Detroit Free Press columnist

John Carlisle has long fascinated readers with stories about people living in Michigan. His words and photographs document and reveal people and places often overlooked or forgotten. A newspaper columnist, Carlisle has won five dozen state and national awards including six Emmy awards. He will share photos he has taken, stories he has told.

Novi Public Library

45255 W. Ten Mile Rd. Novi, MI 48375



Wednesday

November 15, 2023

**AUGUST SNOW RETURNS!**

Stephen Mack Jones, author

August Snow, private detective, returns this November in "Deus X", the fourth book in a critically acclaimed, best-selling series written by Stephen Mack Jones, a Farmington Hills based author. Jones is also an accomplished playwright, a poet, and an entertaining speaker. He has won numerous awards for his writing. Join us in welcoming him back and hearing more about August Snow.

Free. Reservations are required.



# Friends of the Novi Library Fundraiser with Vera Bradley

For a \$5 cash donation made  
to the Friends of the Novi Library,  
you will receive a \$25 coupon off  
a purchase of \$100 or more\*!

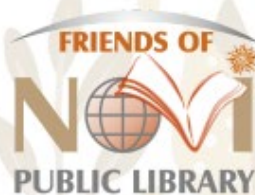
\*Exclusions apply.

**Saturday, October 28**  
**12:00-5:00pm**

Donate and you could  
win a Vera Bradley  
raffle prize!



Vera Bradley  
Twelve Oaks Mall



**CITY OF NOVI HISTORICAL COMMISSION**



**NOVI HISTORICAL COMMISSION**

**JUNE Minutes**  
**Wednesday, June 21, 2023**  
**Novi Library Local History**

**CALL TO ORDER:** 7:04 pm

**ATTENDANCE:** Kim Nice, Debbie Wrobel, Sharon Larson, Kelly Kasper, Kathy Crawford

**ABSENT:** Rae Manela, Dan Pierce

**INTRODUCTION OF GUESTS:** Betty Lang, Sue Grifor, and Sue Johnson (President of the Friends of the Library)

**APPROVAL OF AGENDA:** APPROVED w/ amendments

**APPROVAL OF MAY MINUTES:** APPROVED

**TREASURER’S REPORT- Kim**

NOVI HISTORICAL COMMISSION  
 FINANCIAL SUMMARY REPORT - 2022/2023

	BUDGET	EXPENDITURES Through June 21, 2023	
Display Cabinet Exhibit	\$ 900	\$ (190.05)	
Marketing/Brochures/Engage/Name Badges	\$ 1,100	\$ -	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 1,200	\$ (1,074.00)	
Program/Speaker Fees	\$ 900	\$ (1,945.00)	
Storage Unit	\$ 2,800	\$ (2,652.00)	
Acquisition (Books/Materials)	\$ 500	\$ -	
Conference/Continuing Education	\$ 2,000	\$ (722.60)	
Legal Fees	\$ 1,000	\$ -	
Special Projects Examples: Vila Barr, Photography, Veterans Sign, Oral Histories, City/Community Events, Motor City Marker)	\$ 3,600	\$ (847.28)	
<b>Total:</b>	\$ 14,000	\$ (7,436.93)	\$ 6,563
<b>Equitable Projects</b>	Expenditures	Revenue Received	
Vila Barr Book Sales YTD		\$0.00 YTD	
Wreaths Across Novi Project	\$ 2,050.96	\$ 2,150.00	\$ 897.38 carryover funds

Treasurer’s Report: ALL APPROVED w/ Kim moving \$500 for USO Event to Special Projects  
 Kim Nice presented final approved budget for 2023/24 FY.

**LIBRARY LIAISON REPORT:**

**Archival Supply Request:** Betty Lang submitted a proposal for archival material for a total of \$277.52. The request was approved.

**History Room Office Hours:**

Closed for July and August

Monday, 9/18 (6-8 p.m.): Kelly Kasper



#### **DISCUSSION ITEMS:**

**Spring Super Hero Showcase:** The program was a great success as it was very busy. The theme was amusement parks. Kim and Sue Grifor managed from the Commission and handed out history stickers.

**USO Show:** The program was very well received and had more than 150 people attend. As a result of the success, there is consideration to make the program an annual event.

**Miniature Project:** The group working on the project went to the Witches Hat Museum in South Lyon to view a miniature project of a general store.

**Novi Cemetery Signs Update:** Kathy reviewed the changes to the signs with Jeff Muck from the City of Novi. He has processed the order for the signs.

#### **ONGOING PROJECTS:**

**Display Case:** Ken Stevens is using the display case from June 12 – Aug. 14 to display David Barr artifacts.

**Cemetery Flag Holders:** Kelly is working on the project and will email out the information she has collected about the options for consideration with pricing.

#### **NEW BUSINESS:**

**Novi History Tour Request:** A request from a resident at Walton Wood was made for Kathy Crawford to do a bus tour on the history of Novi. Kathy inquired about reserving a bus with Jeff Muck from the City of Novi. The tour date is TBD with a consideration for August.

**Speaker Series Recommendation:** Kathy Crawford received a request from Fox Run for her to do a program on the “Walled Lake Amusement Park” in October.

**Karen Collins Request:** Karen was at the USO event and wants to meet with Marilyn Combs and members of the Historical Commission. Karen would like to meet at her house with Marilyn and the group. Karen’s house is the old one-room schoolhouse Marilyn attended. Kathy Crawford to arrange the date.

**PUBLIC COMMENT:** Sue Johnson, president of The Friends of the Library, provided an overview of the group’s projects. Sue also provided some information about her personal miniature collection that will be useful as the Commission works on its project.

**NEXT MEETING:** July 19, 2023, at 7 p.m.

**ADJOURN:** 8:30 p.m.



**NOVI HISTORICAL COMMISSION**  
**JULY Minutes**  
**Wednesday, July 19, 2023**  
**Novi Library Local History**

**CALL TO ORDER:** 7:04 pm

**ATTENDANCE:** Kim Nice, Debbie Wrobel, Sharon Larson, Kathy Crawford, Dan Pierce, Rae Manela

**ABSENT:** Kelly Kasper

**INTRODUCTION OF GUESTS:** Betty Lang and Sue Grifor,

**APPROVAL OF AGENDA:** APPROVED w/ amendments

**APPROVAL OF JUNE MINUTES:** APPROVED

**TREASURER’S REPORT- Kim**

NOVI HISTORICAL COMMISSION  
 FINANCIAL SUMMARY REPORT - 2023/2024 Fiscal Year

	BUDGET	EXPENDITURES Through July 19, 2023	
Display Cabinet Exhibit	\$ 500	\$ -	
Marketing/Brochures/Engage/Name Badges	\$ 900	\$ -	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 9,000	\$ -	
Programs/Speaker Fees	\$ 1,200	\$ -	
Storage Unit	\$ 2,900	\$ (2,652.00)	
Acquisition (Books/Materials)	\$ 1,500	\$ -	
Conferences/Continuing Education	\$ 1,200	\$ -	
Legal Fees	\$ 500	\$ -	
Special Projects - Examples: Villa Barr, Photography, Veterans Sign, Oral Histories, City/Community Events, Motor City Marker)	\$ 4,000	\$ -	
<b>Total:</b>	<b>\$ 21,700</b>	<b>\$ (2,652.00) \$ 19,048</b>	
<b>Equitable Projects</b>	Expenditures	Revenue Received	
Villa Barr Book Sales YTD		\$0.00 YTD	
Wreaths Across Novi Project		\$ 897.38 carryover funds	

Treasurer’s Report: ALL APPROVED

Kim presented the 2022-2023 fiscal year-end report. The Commission spent \$7,993.90 of the \$15,000 budget.

**LIBRARY LIAISON REPORT:**

**Oakland County Historical Research (OCHR):** The cost to renew membership would be \$1,200. The OCHR puts the Novi newspaper editions on the site digitally, so they are accessible to researchers. There was discussion and concerns around OCHR not making newspapers available digitally. The Commission and may explore other options should the problem persist.

**History Room Office Hours:**

Closed for July and August

Monday, 9/18 (6-8 p.m.): Kelly Kasper

**DISCUSSION ITEMS:**

**Changing Office Hours Days/Times:** Rae asked the Commission to consider new dates and times for office hours. The new dates are meant to allow more Commissioners to be available to volunteer. Rae is asking for Commissioners to come back next month with possible suggestions.

**2023 – 2024 History Speakers Series:** There are five events scheduled for 2023-2024 CY year:

- Thursday, Sept. 21, 2023 – A City Called Midnight
- Thursday, Oct. 19, 2023 – One Room School House
- Thursday, March 21, 2024 – Women of Michigan’s Capitol
- Thursday, April 18, 2024 – History of Detroit Coney Island
- Thursday, May 16, 2024 – Survivors, Victims & Legacies

**Marilyn Combs:** Marilyn was part of the last class at the Bassett School House. Next Wednesday, July 26 at 4 p.m., Marilyn will meet travel back to the site of the old schoolhouse and meet with Carin Fifer who now owns the house and has since renovated it. Commissioners will attend the meeting and facilitate an interview/discussion.

**Wisdom Exchange:** Novi resident Henry Yim asked Kathy Crawford for names of more senior Novi residents willing to meet with younger Novi residents and share knowledge and the history of the area. Kathy asked some of the Commissioners if they might be interested in participating.

**Novi History Tour Request:** Kathy Crawford reached out to Jeff Muck at the City of Novi about using a city bus for a Walton Wood resident tour of Novi. Walton Wood is now figuring out possible timing. Kathy Crawford also received a request from Fox Run for her to do a program on the “Walled Lake Amusement Park” and Novi history in August 2024.

**ONGOING PROJECTS:**

**Omeka Update:** The Commission voted to create a \$2500 stipend for either an undergraduate or graduate student to complete data entry for the photographs of all the tombstones in the Knapp and Novi Rd Cemetery. Rae will work on a write-up of the job description and send it to the appropriate schools.

**Cemetery Sign Update:** Signs have been ordered and the city will install them when they arrive.

**Miniature Project:** Kathy is setting up a meeting for Aug. 2 in the History Room.

**NEW BUSINESS: NONE**

**Wreaths Across Novi:** Looking at expanding the event and making it bigger. Kim would like to include the Boy Scouts again and create a gift for people/organizations who have supported the event for 5 years. Kim will also begin reaching out to possible donors/sponsors.

**PUBLIC COMMENT: NONE**

**NEXT MEETING:** August 16, 2023, at 7 p.m.

**ADJOURN:** 8:46 p.m.

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## **LIBRARY BOARD COMMITTEE REPORTS**

### **Policy Committee – Meeting held on September 21, 2023**

- Reviewed the Collection Development Policy
- Reviewed the Meeting Room Policy
- Both policies are being recommended by the Committee for approval



## **COLLECTION DEVELOPMENT POLICY**

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

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

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

### **CENSORSHIP AND INTELLECTUAL FREEDOM**

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

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

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

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

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

### **SELECTION CRITERIA**

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

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

### **COLLECTION MAINTENANCE AND WITHDRAWAL**

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

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

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

### **LOCAL AUTHOR CRITERIA**

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

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



### **INTERNATIONAL COLLECTION**

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

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

### **LOCAL HISTORY ROOM COLLECTION**

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

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

### **REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL**

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

During the request for reconsideration process, library staff will not restrict or remove the material from its collection. The exception to this process is if the library owns only one copy of the material and it is needed for the review process by library staff.

The Library Board, upon request, hears appeals of the Library Director's written response. Appeals must be presented in writing to the Library Board at least ten (10) days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material and this policy. The final decision on appeals rests with the Library Board.

### **DONATING MATERIALS TO THE LIBRARY**

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

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

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

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

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

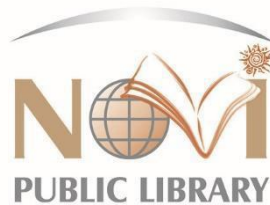
Signed:



Kathy Crawford, President  
Novi Public Library Board of Trustees



As of 9/28/23: Staff reviewed  
Attorney reviewed, Policy  
Committee & DEI Committee  
reviewed.



## Collection Development

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

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

**The Library collections will be organized and maintained to facilitate access. No collection materials or displays of those materials will be labeled, restricted, sequestered, or altered because of any controversy about the author, subject matter, or intended or potential audience.**

Materials are intended to broaden vision, support recreational reading, encourage and facilitate reading skills, supplement education needs, stimulate and widen interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world.

The reading and viewing activity of minors is ultimately the responsibility of parents or guardians who guide and oversee their own child's development.

### **Definitions**

**The term "Library Materials" means circulating and non-circulating physical and digital items including books, periodicals, multimedia or other synonyms as they may occur in the Policy having the widest possible meaning. This statement of Policy applies to all Library Materials in the collection, including adult, young adult, tween and youth. However, this Policy and the term**

“Library Materials” does not apply to websites available through the Library's computers or internet connection. The Library has no control over the content of the Internet.

The term “selection” refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance.

### **Censorship and Intellectual Freedom**

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

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

The Library does not use ~~labels~~ signage or stickers on any material in such a way as to show approval or disapproval of the content of that material. Materials are not separated to show approval, disapproval or judgment as to suitability or content for a particular audience. Signage and stickers are provided only as a directional aid to facilitate access by making it easier for guests to locate materials and are not an endorsement of the material by the Library. Materials are accessible to all guests, who may choose to consult or ignore the directional aids at their own discretion.

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

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

### **Selection Criteria**

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

- Current and anticipated guest demand
- Relevance to the interests of the Novi community
- A written request for consideration
- Addresses contemporary issues
- Facilitates continuing education
- Enhances job-related knowledge and skills
- Supports business, cultural, recreational and civic interests in the community
- Presents different viewpoints on issues
- Local significance of an author or subject

- Relationship and relevance to the existing collection's strengths and weaknesses
- Easy to use format
- Comparison of content and cost between formats
- Past usage of similar resources

### **Collection Maintenance and Withdrawal**

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

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

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

### **Local Author Criteria**

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

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

The Library has the right to decline any donation by a local author which does not fit the Selection Criteria of the collection, as well as materials for which proper cataloging criteria cannot be established (i.e. MARC record validation).

### **International Collection**

In recognition of the diversity in Novi and surrounding communities, and in an effort to provide access to information for all guests, the Library has an international collection that provides materials in various languages that are prevalent in the community. The low volume of publishing in some languages or the difficulty in obtaining publications may make it impossible to provide the same amount of material in all languages. In addition to the criteria listed in the

Selection Criteria section, Staff will also consider the following, non-exhaustive list of criteria when choosing materials for the International Collection:

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

### **Local History Room Collection**

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

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

### **Displays of Library Materials**

The Library strives to include a wide spectrum of opinions, viewpoints and genres in displays of Library materials, which also appeal to a range of ages, interests and information needs. Displays of materials should not exclude materials or topics solely because they may be considered to be controversial. Inclusion of an item in a display does not mean that the Library endorses any theory or statement contained in those materials and resources.

The display of Library materials is not inhibited by the possibility that particular works may inadvertently be seen by or come into possession of children and young adults.

### **Display Cases and Cabinets**

Display spaces are managed and maintained by Library staff. Library staff may work with outside organizations, businesses, partners and sponsors to provide displays that relate to library topics, programs and themes that are consistent with the Library's current Mission, Vision and Values statements. Display cabinets and cases are not available for the public to rent or reserve. The Library strives to include a wide spectrum of opinions, viewpoints, genres and collections which also appeal to a range of ages, interests and information needs when developing a display.

Should Library staff engage with an outside organization, business, partner or sponsor, display items must fit within the case or cabinet. The Library is not responsible for loss, theft or damage to any display items. Failure to retrieve display items by the agreed upon date will result in their removal and disposal by Administration. The Library does not store items before or after a display time limit.

Displays will be available for public viewing during regular Library hours and whenever the Library is open to the public; however, the Library may temporarily remove the items on display for Library events or for other reasons related to the Library's use of the designated areas.

### **Children's Choice of Library Materials**

Responsibility for the Library Materials of children rests with their parents, guardians or caregivers. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.

The Library respects each individual parent's right to supervise their children's choice of Library Materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials their children select must accompany those children when they use the collection to impose those restrictions.

### **Request for Reconsideration of Library Material**

The Library accepts expressions of opinion from guests concerning materials selected for the collection. Novi residents may request reconsideration of a selection decision of an NPL item by submitting a **fully complete** written request for reconsideration to any Library service desk using the "Request for Reconsideration of Library Materials" form.

**Upon receipt of a Request for Reconsideration,** the Library Director collaborates with the Collections Specialist and Librarians to prepare a written response to an individual's written request. **The Library Director shall respond to the Request for Reconsideration, taking into consideration the Library's Collection Development Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.** A response to an individual's request can take up to **75 30** days on average per item being reconsidered.

During the request for reconsideration process, library staff will not restrict or remove the material from its collection. The exception to this process is if the library owns only one copy of the material and it is needed for the review process by library staff.

The Library Board, upon request, hears appeals of the Library Director's written response. Appeals must be presented in writing to the Library Board **within at least ten (10) business days after a written response by the Library Director is made.** ~~in advance of the next regularly scheduled meeting of the Board.~~ Decisions on appeals are based on careful review of the objection, the material and this policy **and will be made within 75 days of receiving the appeal.** The final decision on appeals rests with the Library Board.

### **Donating Materials to the Library**

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

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

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

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

Approved: September 16, 2009; Amended May 1, 2010; June 22, 2017; Amended December 21, 2022 (to include policies C1 – C9 (Collection Development, Novi Author/Artist Collection Policy, Censorship and Intellectual Freedom, Adoption of American Library Association's Library Bill of Rights, Adoption of American Library Association's Freed to Read Statement, Request for Reconsideration of Library Materials, Collection Evaluation and Maintenance, Disposition of Materials, Donating Materials to the Library, and Local History Room Collection); **Amended September 28, 2023 (to include language from Exhibits & Displays Policy, which is no longer in effect).**



## Policy Manual

### BUILDING

#### B4: Meeting Room Rental and Use

##### **A. Purpose:**

Meeting rooms in the Library provide an opportunity for bringing together the resources of the Library and the activities of the community for educational, cultural, civic, intellectual, and charitable purposes.

The primary purpose of the meeting rooms is for Library activities, including programs presented by Library staff or by Friends of Novi Public Library, Novi Historical Commission and other organizations affiliated with the Library. The public may rent the rooms when not needed for Library programming.

The meeting rooms are made available regardless of the beliefs or affiliations of individuals or groups requesting use of the rooms. Permission to meet at the Library does not in any way constitute or imply endorsement of the users' policies, beliefs or programs by the Library staff, Library Board of Trustees or the City of Novi.

Fees for use of the rooms will be charged to all groups other than program partners of the Library. A chart of the fees is available upon request.

Group study rooms of various sizes, accommodating from one to six people, are available at no cost. These rooms may not be reserved and are used on a first-come, first-served basis. In addition, there is a quiet study room available. To ensure a quiet environment, the quiet study room door will remain closed and cell phone use is not permitted.

All meetings and programs held during Library business hours are open to the public. Groups who are not subject to the Michigan Open Meetings Act and who rent the meeting rooms after Library business hours may close their functions to the public. All groups using the rooms shall keep noise to a minimum so as not to disturb others in the Library.

The Administration or Management has the authority to deny use of the meeting rooms to any group that creates an atmosphere of conflict or disorder leading to disturbances of any kind, or that interferes with the health, safety and welfare of persons in the area.



Groups shall abide by all applicable laws, ordinances, codes and other rules. Violations of any regulation may result in the immediate removal of groups from the meeting rooms and Library. Violators are also subject to prosecution for any violations of any local ordinances or state or federal laws. Meeting room fees will not be refunded.

**B. General Regulations and Guidelines:**

1. The Administration or Management authorizes the use of the rooms and maintains the schedule. For information and reservations, contact the Library Administration at 248-869-7204, Monday – Friday, 10:00am – 5:00pm.
2. Library programs and Library-related services, meetings and events have first priority for scheduling use of the facilities. Other applications will be considered on a first-come, first-served basis. Meeting room programs must not interfere with Library operations.
3. The Library is not liable for injuries to people or damage to renter's property, individuals or organizations using the meeting rooms.
4. In accordance with Fire Marshal regulations, maximum attendance is posted for each room. Groups violating the maximum room load will be asked to leave.

Full Meeting Room (105)	200 people
West Meeting Room (105A)	120 people
East Meeting Room (105B)	80 people
Youth Activity Room (138A)	36 people
Second Floor Board Room (202)	20 people
Second Floor Meeting room (237)	10 people
Outdoor Patio	200 people
Computer Lab	24 people

5. Meeting rooms are available during the following Library business hours:

Monday – Thursday	10:00am – 8:45pm
Friday – Saturday	10:00am – 5:45pm
Sunday	12:00pm – 5:45pm

The lobby is open to patrons ten (10) minutes prior to service hours to allow for weather conditions, restroom use, and to avoid patron congestion.

Advance requests for meeting room reservations outside of Library business hours may be accommodated at an additional cost.

6. The meeting room application/contract must be completed and approved before a room reservation will be deemed final. Administration will confirm if/when approval is made. Payment for use of the rooms must be received within two business days of application approval. Room set-ups and equipment requests must be included with the meeting room application/contract and received by the Library at least one (1) week prior

to the meeting. For last minute requests, payment can be approved by Management. Payment is due upon request.

7. Reservation requests must include adequate time for both set-up and clean-up. Meeting room use, including clean-up, must end before the Library's closing time. The group will also be charged for any needed repairs or cleaning.
8. If a meeting is cancelled by the group requesting the room, all fees are non-refundable. The Library may cancel any meeting room reservation and the fees will be refunded.
9. The contract must be signed by an adult, age 18 or older, who becomes the responsible party. Youth groups are required to have adult supervision.
10. Reservations for meetings will be accepted up to two months in advance of the meeting date. Reservations for on-going (weekly/monthly) meetings outside of Library business hours with a minimum of four meetings scheduled will be accepted up to four months in advance of the first meeting date. The Library reserves the right to limit the frequency of use of its meeting rooms, to cancel reservations and to review any or all applications before granting approval.
11. Charging for admission is not allowed. No solicitation, fundraising, raffles or financial transactions are allowed. The sale of goods or services is prohibited but may be permitted at the discretion of Administration if it is reasonably related to the Library's purpose (e.g., author sales of signed books).
12. Political organizations may use the meeting rooms provided meetings do not include fundraising. These may include business meetings, issue discussions and candidate forums.
13. Do not move tables and/or equipment. All set-ups must be performed by Library personnel. Furniture will not be allowed to be brought in by renters.
14. Banners, literature, photographs or signage may not be placed anywhere outside of the meeting room without the permission of the Library administration. Do not affix or adhere anything to walls, ceilings or light fixtures. Decorations must remain at least 1' below light fixtures.
15. Food and beverages must be contained within the meeting rooms. The delivery of commercially prepared food such as pizza, sandwiches, salads, pasta and the like is permitted.  
No open flame such as sterno (canned heat for chafing dishes) or candles are allowed.
16. Waste should be placed in the proper receptacles.
17. Catering options are available separately through the current vendor of the Read-A-Latte Café that is located within the Library.

18. The Library cannot supply any storage space. Groups using a meeting room shall remove all items from the room and leave the room in the same condition as it existed prior to the meeting.
19. Groups are responsible for any and all damage caused by meeting attendees or others associated with the meeting. A fee will be assessed to cover the cost of any damages. The Library reserves the right to deny use or access to any group that has violated this Policy.
20. Equipment is available for rent in the meeting rooms but must be requested at the time of application. The rental charges will be set by Administration from time to time and the list of rental fees is available upon request.

**C. Publicity:**

1. The name, address or phone number of Library may not be used as the official address or headquarters of any organization except those formally affiliated with the Library.
2. The use of the meeting room by a non-Library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities.
3. The person signing the meeting room contract is the contact person for the group and becomes responsible for answering questions from the public. The Library will not assume this responsibility.
4. Notice of meetings will be posted by the Library.

**D. Payment of Fees:**

1. Payment is to be made within two business days after being contacted by Administration of approval of the application.
2. Payment may be made by cash, credit card (Visa or MasterCard) or check made payable to Novi Public Library. For information and reservations and to make payments, contact the Administration at 248-869-7204, Monday – Friday, 10:00am – 5:00pm.
3. For last minute requests, payment can be approved by Management. Payment is due upon request.
4. Rental fees are set by the Administration and the standard schedule of rental fees is available upon request. The standard rental rates are set in one hour increments. In addition, there is a premium charge for each 15 minute period (or any part thereof) for a meeting that goes past its scheduled ending time. Rates vary for residents and nonresidents. Rates will be higher at times that the Library is not open to the public.

Approved: April 15, 2009; Amended: May 1, 2010; July 17, 2013; June 22, 2017

Signed:



Craig Messerknecht  
President  
Novi Public Library Board of Trustees

Policy Manual - May, 2010; Amended, July, 2013; June, 2017

As of 9/28/23: Staff reviewed  
Attorney reviewed, Policy  
Committee reviewed.



## Meeting Room Rental and Use

### General Regulations

- Library programs and Library-related services **co-sponsored activities**, meetings and events have first priority for scheduling use of the facilities. Other applications will be considered on a first-come, first-served basis. Meeting room rentals must not interfere with Library operations.
  - The Library is not liable for injuries to people or damage to renter's property, individuals or organizations using the meeting rooms.
  - All meetings and programs held during Library business hours are open to the public. Renters who are not subject to the Michigan Open Meetings Act and who rent the meeting rooms after Library business hours may close their functions to the public.
  - Meeting rooms are made available regardless of the beliefs or affiliations of individuals or those requesting use of the rooms. Permission to meet at the Library does not in any way constitute or imply endorsement of the users' policies, beliefs or programs by the Library, including its staff, Board of Trustees or the City of Novi.
  - ~~Administration or Management has the authority to deny use of the meeting rooms to any renter that creates an atmosphere of discrimination, conflict or disorder leading to disturbances of any kind or that interferes with the health, safety and welfare of persons in the area.~~
  - Renters shall abide by all applicable laws, ordinances, codes and other rules. Violations of any regulation may result in the immediate removal of renters from the meeting rooms and Library. Violators are also subject to prosecution for any violations of any local ordinances or state or federal laws.
  - In accordance with Fire Marshal regulations, maximum attendance is posted for each room. Renters violating the maximum room load will be asked to leave.

Whole Meeting Room (105)	200 people*
West Meeting Room (105A)	120 people*
East Meeting Room (105B)	80 people*
Youth Activity Room (138A)	36 people
Board Room (202)	20 people
Second Floor Meeting Room (237)	10 people
Outdoor Patio	200 people
- \*Please note that while this lists maximum fire code capacities, true capacities for these rooms will vary greatly depending on the set-up arrangement selected by the renter.

## Reservations & Fees

- A completed meeting room application must be submitted to and approved by Administration before a room rental will be deemed final.
- The application must be signed by an adult, age 18 or older, who becomes the responsible party. Youth groups must have adult supervision. If the person who completes the application will not be physically present during the rental, a second signature is required on the application by someone **age 18 or older** who will be present.
- Fees for use of the rooms will be charged to all renters other than program partners **and/or co-sponsors** of the Library. A chart of the fees is included on the meeting room application. **Meeting room fees will not be refunded unless cancelled by the Library.**
- Payment must be made within two (2) business days after being contacted by Administration of approval of the application. Failure to comply will result in rental cancellation.
- Rental time may be extended at the discretion of Administration or Management, but must be requested at least 15 minutes before the previously scheduled end time. Renters exceeding their previously agreed upon rental time will be charged for additional time. Rental extensions, including clean-up, must end at least 15 minutes before the Library's closing time.
- ~~Meeting room fees will not be refunded.~~

## Cancellation/Rescheduling

- Except in cases of emergency, renters must give at least 24-hour advance notice of any cancellations. For last-minute cancellations, call 248-349-0720 and ask to speak with a Manager.
- ~~If a meeting is cancelled by the renter, all fees are non-refundable.~~
- Rentals can be rescheduled, but must take place within 60 days of the original rental date. Funds will be held from the original date and applied to the rescheduled date. If rescheduled rental does not take place within 60 days, the funds will no longer be available to use.
- Failure to notify the Library of a cancellation prior to the rental start time will constitute a "no show," which cannot be rescheduled or refunded.
- The Library may cancel any meeting room reservation and the fees will be refunded.

## Use of Room

- Conduct
  - All guests using meeting rooms must abide by all Novi Public Library policies, including but not limited to the Guest Behavior Policy and Unattended Child Policy.
  - Charging for admission is not allowed. No solicitation, fundraising, raffles or financial transactions are allowed. The sale of goods or services is prohibited but may be permitted at the discretion of Administration if it is reasonably related to the Library's purpose (e.g., author sales of signed books).
  - ~~Political organizations may use the meeting rooms provided meetings do not include fundraising. These may include business meetings, issue discussions, and candidate forums.~~
  - All renters using the meeting rooms shall keep noise to a minimum so as not to disturb others in the Library. Renters causing a disturbance may be asked to quiet down or to leave. **Renters making excessive noise that disrupts normal Library functions or other**

patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the meeting rooms.

- ~~○ U.S. Copyright law requires that all videos displayed outside of the home, or at any place where people are gathered who are not family members, such as in a school, library, auditorium, classroom or meeting room must have public performance rights. Public performance rights are a special license that is either purchased with a video or separately from the video to allow the video to be shown outside of personal home use. This statute applies to all videos currently under copyright. This includes videos you have purchased, borrowed from the library, or rented from a video store or streaming services.~~
- Renters shall observe all federal intellectual property laws. Renters are prohibited from playing video recordings without proper licensing or viewing permissions.
- The Novi Public Library is released and held harmless from any and all claims for personal injury or property damage. The renter shall acknowledge release as part of the application process.
- Set-Up
  - Rooms are only available to renters during their specified rental time. Reservation requests must include adequate time for both set-up and clean-up. Meeting room use, including clean-up, must end 15 minutes before the Library's closing time.
  - Do not move tables and/or equipment. All set-ups will be performed by Library staff. Furniture is not allowed to be brought in by renters.
  - Banners, literature, photographs or signage may not be placed anywhere outside of the meeting room or in a window or a display that is facing the outside of the building.
  - Do not affix or adhere anything to doors, walls, ceilings or light fixtures. Decorations must remain at least one (1) foot below light fixtures.
- Food & Beverage
  - Food and beverages must be contained within the meeting rooms. The delivery of commercially prepared food such as pizza, sandwiches, salads, pasta and the like is permitted. Catering options are also available through the current vendor of the Library Café. Staff will not accept food items from delivery sources. The Library is not responsible for food items that have been delivered but not accepted by a renter and left unattended on Library property.
  - No alcohol may be consumed at the Library or in its meeting rooms during regular business hours. Alcoholic beverages may be allowed at after-hours rentals with the proper license acquired ahead of time through the City of Novi. See the City of Novi Alcohol Allowance Policy and Alcohol Use Application for more information.
  - Lighters, candles, matches, Sternos, and other flame-producing devices are not allowed and cannot be used inside the Library. Renters may bring electric slow cookers or hot plates to keep food warm.
- Clean-Up
  - Renters are responsible for leaving the meeting room space in the condition (including furniture arrangements) in which they found it.
  - Waste and recycling should be placed in the proper receptacles. If additional bags or receptacles are needed, please ask Library staff.
  - The Library cannot supply any storage space. Renters shall remove all items from the room and leave the room in the same condition as it existed prior to the meeting.



- Renters are responsible for any and all damage caused by meeting attendees or others associated with the meeting. A minimum fee of \$100 will be assessed to cover the cost of any damages, necessary repairs or cleaning. The Library reserves the right to deny use or access to any renter that has violated this Policy.
- Publicity
  - The name, address or phone number of the Library may not be used as the official address or headquarters of any organization except those formally affiliated with the Library.
  - Rental of the meeting room by a non-Library group will not be publicized in such a way as to imply Library sponsorship of the renter's activities, nor will the Library publicize the rental. Renters must include a disclaimer on marketing materials stating that the Novi Public Library is in no way affiliated with, endorsing or sponsoring the renter's meeting or event.
  - The person signing the meeting room application is the contact person for the rental and becomes responsible for answering questions from the public. The Library will not assume this responsibility.
  - Renters shall not distribute personal or group literature, brochures and other materials to Library guests outside the meeting rooms. Users shall not leave printed materials on library property without prior approval of the Library Director or in accordance with Library Policy.
  - A sign on or near the door will be provided by the Library for all rentals, including the name of the organization or event and date and time of rental. No additional signage is allowed outside the room. Do not affix or adhere anything to doors, walls, ceilings or light fixtures.

**Violation of the Policy – Suspension of Privileges:** Unless otherwise provided in this Policy, the Library shall handle violations as follows:

- **Initial Violation:** Library guests observed violating this Policy will be asked to stop the violation with a verbal request. If the guest does not comply, the guest will be asked to leave the building for the day. If the guest refuses, public safety will be called.
- **Subsequent Violations:** The Director or Director's designee may further limit or suspend the guest's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

**Violations that Affect Safety and Security:** Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or guests shall be handled as follows:

- **Initial Violation:** Public safety will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Director or Director's designee may add additional time to the initial limitation or suspension period.
- **Subsequent Violations:** Public safety will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. The Director or Director's designee may further limit or suspend the guest's Library



privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

**Reinstatement:** The guest whose privileges have been limited or suspended shall attend a meeting with the Director or Director's designee to review the Meeting Room Rental and Use Policy before their privileges may be reinstated.

**Right of Appeal**

Guests may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within ten (10) business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Approved: April 15, 2009; Amended May 1, 2010; July 17, 2013; June 22, 2017; Revised September 28, 2023.

## **HR Committee**

- A meeting is scheduled for October 3<sup>rd</sup> for the Committee to meet new HR Specialist, Kristin Sullivan
- Staff committee met with HR Attorney to review the 1<sup>st</sup> draft of the HR Policy Manual; edits continue to be made. A plan to present a draft to the Library Board in November 2023 with approval for December 2023 and policies to take effect as of January 1, 2024.

## **Finance Committee- Meeting held on September 21, 2023**

- Committee discussed the budget changes that were recommended by Director Farkas. The committee will recommend approval for the 1<sup>st</sup> Quarter Amendment for accounts 271 and 272 for the 2023-2024 Budget.
- Surplus revenue in the 271 for 2022-2023 Budget was recommended by Trustee Cherukuri to be moved to the 272 2023-2024 Budget in the amount of \$35,238.06.

## **Events/Marketing/Fundraising Committee – Meeting held by Zoom on September 20<sup>th</sup>, notes provided by Kat Dooley, in absence of Priya Gurumurthy**

### **Events/Marketing/Fundraising 9-20-23**

#### **STAFF UPDATES**

- Waiting on August numbers for now, MyLibro is doing. Good feedback on MyLibro - promotion was done and library staff is encouraging opt-in so people can have their cards on them all the time
- Read & Rec is going really well - 116 registered so far on Beanstack, 268 activities completed which are the individual bingo squares. Will give good stats on what parks people are hitting. 1) Rotary Park is top right now, 2) The library, and 3) Pavilion really well so far. 5 people have completed so far - and 1 bingo. Ends Oct 29th.
- Library meeting room software - demos are set up so staff can make a recommendation to pick
- Community Events - table at Pancake Breakfast, table at the Hope Festival on Oct 1st, MSU Tollgate for their festival, classroom visits have started, teen space is averaging 40 kids per day.
- Survey is being worked on for new collections and genres to the community.
- Board presence is always welcome at upcoming Friends of Novi Library events and meetings
- Friends of Novi Library Fundraisers: Vera Bradley and Applebees - Check Board Packet for flyers and info
- Upcoming - Marketing Strategic Planning and Annual Report

## **Strategic Planning Committee – Meeting held on September 20<sup>th</sup>**

- Held a planning meeting with ReThinking Libraries to discuss the 12-month detailed plan guidelines.
- Staff will begin to meet to create goals/actions to support the 4 areas of Strategic Focus

## **Building & Grounds Committee – No Meeting**

**Bylaw Committee –**

- A meeting is scheduled for: September 26<sup>th</sup> with Attorney and City Clerk's office to discuss bylaws as they relate to current City Council timelines.

**DEI Committee – Provided by Kat Dooley, Meetings held: September 1<sup>st</sup> and September 22<sup>nd</sup>**

**Meeting 9-1/2023**

**STAFF UPDATES**

Discussion brought forward by a resident on spine stickers

- Attorney guidance received
- Survey will be sent out to residents

Concerns brought forward for patrons with disabilities

Director offered a date to discuss feedback

More training will be with staff

**Meeting 9-22-2023**

**STAFF UPDATES**

- Collection Policy Review from Attorney Review
  - Discussion on policy recommendation
  - The Policy Committee did approve the recommendation
- An upcoming survey will be put out regarding collection needs for the community
- Recommendation from DEI Committee on Collections policy to be approved as revised

## COMMUNICATIONS

Date: August 21, 2023  
To: Library Board  
From: Melissa McCann  
Re: Treatment of Children with Disabilities

Library Board,

This is in regards to an incident, or series of incidents, that happened a little over a year ago. Unfortunately, as the parent of a child with severe disabilities, I've become accustomed to discrimination and have to pick my battles. I initially decided this was something I would not address, until I recently discovered it was a more widespread issue.

First, I want to tell you about the son involved. He is a beautiful, happy, sweet 11-year old (9 at the time) boy with many disabilities. Of importance here, he has a rare, untreatable seizure disorder, autism, and severe global developmental delays. Additionally, he is nonverbal. In the community, Andrew is transported in a wheelchair and even without that he is visibly disabled. His medications do, at times, cause excessive saliva production which causes him to slurp to avoid drooling on himself. He also verbally stims, by making happy sounds repeatedly, while he waves his arms. Unfortunately Andrew cannot participate in a lot of the things he would enjoy, but he LOVES books and loves reading.

My husband, Matt McCann, took my boys to the library. This was a regular activity for my family in New York, where we had recently moved from. As Matt moved throughout the library, on both floors, in different areas, including children's and teen areas, he was approached by several different library employees who each separately told Matt he needed to keep Andrew quiet. Matt explained that it was not possible because of Andrew's disabilities - the noises serve a function and, regardless, Andrew is not able to understand an instruction to keep quiet. They each told him he would need to figure out a solution. It was clear after this Andrew was not welcome so we did not take him back.

Last week, I went out to dinner with other special needs moms, where I learned Andrew's experience was not abnormal. One mom shared she asked to leave the library with her autistic child because of the noise they were making. She did not return. Another mom shared she had heard several stories like this from other parents and, as a result, has never even tried to take her children to the library.

I know you want to do well - I've seen the kits in the library that support kids with disabilities. I saw the book displays for disability awareness month. But an important part of supporting kids with disabilities is welcoming them into the library and knowing how to interact with them and help them, so that they feel included and want to go there. I hope you will use this information to train staff and work to make the library a place people like my son, with "noisy" disabilities can enjoy.

Date: August 21, 2023  
To: Melissa McCann  
From: Julie Farkas  
Re: Treatment of Children with Disabilities

Dear Melissa and Matt!

I am so sorry to hear of the experiences you and your family have encountered at the Novi Library. I appreciate you bringing this to my attention. I will be looking very carefully into this

matter and agree that additional training would be beneficial for both me and my team. I work closely with the Novi Community School District and I will be reaching out to colleagues for training opportunities to better our organization.

Thank you for making me aware of your concerns!

Sincerely,

Julie Farkas, Library Director

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**\*\* Training for Library staff is scheduled for: Thursday, October 5, 2023**

**\*\* An in-person meeting was offered to Melissa and Matt McCann for Saturday, September 9, 2023. The email below is a synopsis of the meeting sent back to the McCann's.**

---

Date: September 9, 2023

To: Melissa McCann

From: Julie Farkas

Re: Thank you!

Melissa, Matt, John and Andrew -

Thank you for meeting with me today to hear about the experience you had at NPL. I am sorry that your first visit was not the experience you had hoped for. I appreciated the opportunity to learn from all of you today, as to how my staff and I can do better when it comes to providing positive customer service experiences to those with special needs and their family members.

You gave me some wonderful resources for me and my team to look into: Miracle League Baseball (Plymouth), the Kid Again experience and Autism Alliance of Michigan in order for us to communicate better and provide information in a more inclusive and welcoming manner.

Some key points specifically for my team to be aware of are: not having a passive/aggressive attitude or approach to your needs in the building, asking "what's wrong" or "how can I help" when there is no need for such questions, when your family is not in need of help. I appreciate you pointing this out because it will allow us to find better, more positive ways of acknowledging and engaging our guests with special needs. These examples will be shared with the trainer that I am working with so that better responses and communication tools can be developed for all of us.

Thank you for taking my business cards and sharing it with others in your community that have felt unwelcome by the library staff. I would like to understand their needs better for how we can improve at NPL.

You gave me an opportunity to share information about Recite Me, which is an online ADA tool that the library provides on its website as well as an opportunity to show your family the family restroom on the first floor for your convenience, and giving me some insight into how our building is functioning for you. Better signage may be helpful as well for our family restroom location and our distinctions between 2nd floor being a "quiet" floor versus the first floor. In addition, I was able to confirm that our building does allow food on both floors for guest convenience.

However, the building is just one part, feeling welcome is the biggest part and we failed at that aspect for you and your family when you visited us a year ago. I hope we can make things better in the future.

I will also look into partnerships that we can engage in to bring some programming to Novi that Andrew may enjoy. You had made a suggestion for a music therapy program.

Again, thank you for your time and I truly appreciate the information you were able to provide to me today to better Andrew's and your family's experience at NPL.

Sincerely,  
Julie Farkas

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Date: Tuesday, September 12, 2023  
To: Ask Novi – General Email  
From: Kathleen Nagle  
Re: Youth Activity Room Usage for Tutors

I wanted to write to express my frustration and dissatisfaction with a recent change to library policy. Previously, if the activity room was not rented, tutors were able to use it to have a quieter place to teach their students. The students I tutor are easily distractable (as many students with learning disabilities are) and the activity room provided a safe haven free of distraction. I feel that this decision has led to a disservice to the children of Novi. There is no where else distraction free that I can tutor during the school year. The study rooms are always completely full with sometimes only 1 person. Thank you for reconsidering giving the children of Novi a better chance to get ahead. Utilizing the activity room when it is not being rented costs the library nothing, yet the children stand so much to gain. If the problem is people using it who are not using it for tutoring, you could make a database where people signed up with their information to keep better track of the usage.

---

Date: Wednesday, September 13, 2023  
To: Kathleen Nagle  
From: Julie Farkas  
Re: Youth Activity Room Usage for Tutors

Thank you for your email. The Library staff has always been welcoming and accommodating to tutors who are running their business out of the Library. We provide 9 study rooms that are available on a first come, first serve basis. We have many large tables accessible on both first and second floors and we provide rental spaces of various sizes. In fact, our 2nd floor meeting room has a rental cost of \$10.00 per hour for residents.

The Youth Activity Room was opened a few years back, as a courtesy by the Library, as overflow for tutors knowing the volume of tutors/students in the building. We recognized your space needs and understood your educational importance. When that occurred our staff was consistently treated disrespectfully by many users of the free space. The Youth Activity Room was not opened on an as needed basis because the room also serves as a space for library programming, staff training/meetings, outside rentals and planning space. When the room was not in use it was made available to the public as a courtesy. It was not intended to always be scheduled with availability for tutors. We don't have a policy that specifically provides space to tutors.

Unfortunately, over the past three years since COVID, my staff have been met with condescending, demanding and unpleasant tones with statements like:

"This is our room"

"I don't care that the room has a rental; it is the tutor room"

"Open the room!"

"Why isn't the room open?"

When staff had to shut down the use of the open space used by tutors to prepare for a rental or meeting, often the tutors in the room would rudely respond "I am not done tutoring and need more time" and would push back to needing the space when staff were trying to accommodate a planned reservation for programming or paid rental, even though this information is always posted in advance on the outside of the room for users to be aware of. There is a sense of ownership for the space by tutors that we are unable to meet on a daily basis. In addition, the staff was also asked by other groups why we were providing a free space for tutors when other groups may want the same courtesy.

Space has always been at a premium in our Library and we try very hard to work with many people to find spaces that work for them (students, professionals with work needs, tutors, people seeking employment, small groups with projects and those doing an interview/virtual meetings). Because of the negativity we have received from tutors, we no longer feel it's appropriate for us to make the space available to one type of user group. Instead, we will adhere to our current policy that requires someone who is in need of private space to rent a space if no study room is available. Our patience for the lack of respect we have endured when trying to accommodate tutors as best as possible has been exhausted. My team and I feel a courtesy that was once given to tutors, knowing your needs, was taken advantage of and was not appreciated.

I feel it is important for you to be aware of the full scope of what has been encountered at the Library. This has definitely been a difficult service to try to provide and accommodate for the tutors in our community.

I hope you will understand my desire to treat the space more equitably for community members and go back to following our current meeting room policy.

Sincerely,

Julie Farkas, Library Director

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Date: Wednesday, September 13, 2023

To: Julie Farkas

From: Kathleen Nagle

Re: Youth Activity Room Usage for Tutors

As a tutor who always respected the policies, and appreciated the use of the space, you can understand my frustration with all of the circumstances that led to the removal. I do feel that tutoring is more than a business as it is designed for the students in the community, so I don't necessarily think it's fair for others to compare personal needs to it.

I will say however, my email is written before I did tutoring in the children section last night with the new rules posted.

I was anticipating the issues that I faced last year which was high schoolers swearing and causing a huge scene at that set of six tables.

While it was definitely more distracting than being in the activity room (which I always understood was not a guarantee anyways), it was definitely significantly better than last year. I do feel that a large effort has taken place to create a more appropriate space for the younger children and I do want you to know how much I appreciate that.





## LIBRARY CLOSINGS 2023

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

## LIBRARY BOARD MEETINGS

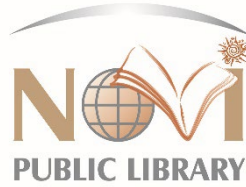
FOURTH THURSDAY OF EACH MONTH AT THE NOVI CIVIC CENTER @ 7:00 P.M.

Except: Nov. 16<sup>th</sup>, Dec. 21<sup>st</sup> – due to holidays

**H – Paid Holiday for Employee**

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

**As of May 25, 2023 Library Board approved closing on Sundays June 18<sup>th</sup> – September 3, 2023**



## LIBRARY CLOSINGS 2024

- MONDAY, JANUARY 1 (New Year's Day) **H**
- SATURDAY, MARCH 30 (Easter Weekend)
- SUNDAY, MARCH 31 (Easter) **H**
- SUNDAY, MAY 12 (Mother's Day)
- SATURDAY, MAY 25 (Memorial Day Weekend)
- SUNDAY, MAY 26
- MONDAY, MAY 27 (Memorial Day) **H**
- SUNDAY, JUNE 16 (Father's Day)
- WEDNESDAY, JUNE 19 (Juneteenth) **H**
- THURSDAY, JULY 4 (Independence Day) **H**
- FRIDAY, JULY 5 (Independence Weekend)
- SATURDAY, JULY 6
- SUNDAY, JULY 7
- FRIDAY, AUGUST 9 (Staff In-Service Day)
- SATURDAY, AUGUST 31 (Labor Day Weekend)
- SUNDAY, SEPTEMBER 1
- MONDAY, SEPTEMBER 2 (Labor Day) **H**
- WEDNESDAY, NOVEMBER 27 (Day before Thanksgiving, close at 5 p.m.)
- THURSDAY, NOVEMBER 28 (Thanksgiving Day) **H**
- FRIDAY, NOVEMBER 29 (Thanksgiving Weekend)
- SATURDAY, NOVEMBER 30
- SUNDAY, DECEMBER 1
- TUESDAY, DECEMBER 24 (Christmas Eve Day) **H**
- WEDNESDAY, DECEMBER 25 (Christmas Day) **H**
- TUESDAY, DECEMBER 31 (New Year's Eve Day) **H**
- WEDNESDAY, JANUARY 1 (New Year's Day) **H**

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

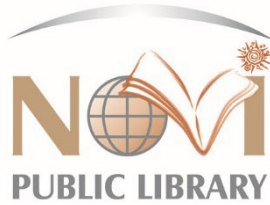
### LIBRARY BOARD MEETINGS

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

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

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

Approved: June 22, 2023; Revised August 25, 2023



## Library Board Calendar

**\*\* Meetings occur on the 4<sup>th</sup> Thursday of the month, unless otherwise noted**

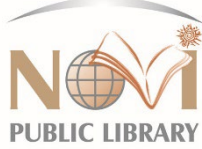
### 2023

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

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

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

Approved August 24, 2022



## Library Board Calendar

**\*\* Meetings occur on the 4<sup>th</sup> Thursday of the month, unless otherwise noted**

### 2024

January	<b><u>Budget Planning Sessions at NPL:</u> Thursday, January 18<sup>th</sup> at 5:30pm and Thursday, February 1<sup>st</sup> at 5:30pm, Novi Public Library</b>
January 25	<b>Library Board Regular Meeting, Council Chambers</b> Library Director Mid-Year Review
February 15	<b>Library Board Regular Meeting, Novi Public Library</b> 2024-2025 Budget Approval <b>(1 week in advance; change due to conflict for Director)</b>
March 21	<b>Library Board Regular Meeting, Novi Public Library</b> <b>(1 week in advance; change due to conflict for Director)</b>
April 7-13	National Library Week
April 25	<b>Library Board Regular Meeting, Council Chambers (Board Elections)</b>
May 23	<b>Library Board Regular Meeting, Council Chambers</b>
June 27	<b>Library Board Regular Meeting, Council Chambers</b> Library Director Annual Review
July 25	<b>Library Board Regular Meeting, Council Chambers</b>
August 9	Staff In-service, Library Closed
August 22	<b>Library Board Regular Meeting, Council Chambers</b>
September 26	<b>Library Board Regular Meeting, Council Chambers</b>
October 24	<b>Library Board Regular Meeting, Council Chambers</b>
November 21	<b>Library Board Regular Meeting (Thursday), Novi Public Library</b> <b>(** 1 week in advance due to the holiday)</b>
December 19	<b>Library Board Regular Meeting (Thursday), Novi Public Library</b> <b>(** 1 week in advance due to the holiday)</b>

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

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

Approved: June 22, 2023; Revised August 25, 2023