

**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Wednesday, January 26, 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, Kathy Crawford**

**Pledge of Allegiance**

**Roll Call by Secretary, Brian Bartlett**

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

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

**Consent Agenda**

- 1. Approve Minutes of: December 21, 2022.....5-11
- 2. Approve Claims and Warrants of:  
A. Accounts 268 and 269 (#622) ..... 12-13

**Presentations**

- 1. No presentations scheduled

**Public Comment**

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

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

**Reports**

- 1. Student Representatives Report (Lindsay Gojcaj, Library Staff Liaison) – Dec. 2022..... 14
- 2. President's Report (Kathy Crawford)  
A. Information from Trustee Tara Michener.....15  
B. Library Board Book Club Read: Overdue by Amanda Oliver – discussion planned for February 15, 2023 board meeting
- 3. Treasurer's Report (Sreeny Cherukuri)  
A. Financial Report December 2022..... 16  
B. 2022-2023 Library Budget Fund 268 as of December 31, 2022 ..... 17-19  
C. 2022-2023 Contributed Fund Budget 269 as of December 31, 2022 ..... 20  
D. Library Fund 268 Expenditure & Revenue Report as of as of December 31, 2022... 21-23  
E. Library Fund 269 Contributed Fund as of as of December 31, 2022..... 24  
F. Balance Sheets for Funds 268 and 269 as of December 31, 2022 ..... 25-26

4. Director's Report (Julie Farkas) .....	27-33
A. Information Technology Report (Not available at this time) .....	34
B. Facilities Report (Keith Perfect) .....	34
C. Information Services Report (Hillary Hentschel) .....	35-38
D. Support Services Report (Maryann Zurmuehlen) .....	39
E. Library Usage Statistics.....	40-47
F. Friends of Novi Library - no meeting in December 2022 .....	N/A
G. City of Novi Historical Commission – Approved 2023-2024 Budget.....	48

**Public Comment**

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

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**Committee Reports**

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

  - Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Dana Brataniec and Hillary Hentschel
  - Staff is currently reviewing: Exhibits and Displays and Art Exhibits Policies
  - Note: Discussion on Fine Free status at May 25, 2023 meeting

**GOALS 2022-2023:**

  - Continued review of public policies
  - No meeting held
  
- HR Committee:** Review HR Policies for the Library, Director Review & Goals  
 (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)

  - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kirstin Abate and Kirsten Malzahn.
  - Staff is currently reviewing: Technology Use and Information Systems Policies
  - No meeting held

**GOALS 2022-2023:**

  - Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
  - Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.
  - Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library.
  
- Finance Committee:** Financial plan based on building assessment review, Library endowment investigation  
 (Chair: Bartlett, Cherukuri, Sturing, Staff Liaisons – Julie Farkas)

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

- Committee has requested a review of current and competitive benefits by similar libraries. Director Farkas is compiling the information. This will be shared with HR Committee as well.
- Next meeting: No meeting scheduled
- Library Board Budget Session Information.....49-73

**GOALS 2022-2023:**

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

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

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

- Next meeting: January 30, 2023.....N/A

**GOALS 2022-2023:**

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

5. **Strategic Planning Committee:**

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

- Next meeting: January 30, 2023.....N/A

6. **Building & Grounds Committee:**

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

- No meeting held
- 2 architecture firms were contacted. 1 declined the opportunity to offer information due to large work load. 2<sup>nd</sup> firm has not responded back.
- Vendor for the AC Unit was on site on 1/13/23 to take final measurements for the unit installation. A meeting is being scheduled with the vendor for the install date.

**GOALS 2022-2023:**

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

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

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

- Meeting held on: January 18, 2023
- Next meeting scheduled for: January 24, 2023
- **GOAL 2022-2023:**
  1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed.

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

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

- Next meeting scheduled for: January 23, 2023
- **GOALS 2022-2023:**
  1. Recommend All Board Trustees – Attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person).
  2. Assist in launching the DEI Scorecard for NPL
  3. Bring forth recommendations that amplify DEI in NPL Strategic Planning

**Matters for Library Board Action**

- 1. Motion to approve the 2022-2023 268 & 269 Year End Budgets (blue column).....17-20
- 2. Motion to approve the 2023-2024 268 & 269 Proposed Budgets (white column)..... 17-20
- 3. Motion to approve the 2024-2025 & 2025-2026 268 Projected Budgets (white column).....17-19

**Communications**

- 1. 12/29/2022: Email from Sharon Trumpy – Re: Book Recommendation.....75

**Closed Session**

- 1. Library Director's Mid-Year Review – Closed session requested by Director Farkas  
Motion to Adjourn into Closed Session

**Adjournment**

**Supplemental Information**

- Library Board Calendar 2023.....76
- Library Closings 2023 .....77

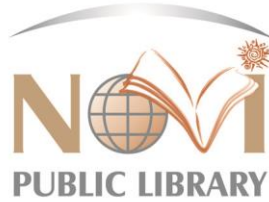
**2023 Future Events:**

- 1/26/2023: Library Board of Trustees Regular Meeting at 7pm, City of Novi
- February – Friends of Novi Library – **NO MEETING SCHEDULED**
- March – Friends of Novi Library – **NO MEETING SCHEDULED**
- 2/15/2023: Novi Historical Commission Regular Meeting at 7pm, Novi Library
- 2/16/2023: Library Board of Trustees Regular Meeting at 7pm, Novi Library-Meeting Room
- 3/15/2023: Novi Historical Commission Regular Meeting at 7pm, Novi Library
- 3/23/2023: Library Board of Trustees Regular Meeting at 7pm, City of Novi

**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  
December 21, 2022, 7 PM  
City of Novi – City Council Chambers**

**Initial Draft**

**Call to Order by President Kathy Crawford**

City Council Chambers

Called to order by President Kathy Crawford at 7:00 PM

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Roll Call by Secretary, Brian Bartlett**

**Library Board – 7 Board members were recorded present**

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

**Student Representatives**

- Abhay Kakarla
- Rida Salim - Absent

**Library Staff**

Julie Farkas, Director

**Legal Counsel**

- Debra Walling, Attorney
- Rosati, Shultz, Joppich, Amtsbuechler

**Approval of Agenda**

**Motion:** To Approve the Agenda as documented in the board packet.  
Motion for Approval – 1<sup>st</sup> – Trustee Michener  
2<sup>nd</sup> – Trustee Gurumurthy

**Motion passes – 7-0**

**Consent Agenda**

1. Approve Minutes of: November 16, 2022 .....5-11
2. Approve Claims and Warrants of:  
A. Accounts 268 and 269 (#621).....12-14

**Motion:** To Approve the Consent Agenda as documented.  
Motion for Approval – 1<sup>st</sup> – Trustee Dooley  
2<sup>nd</sup> – Trustee Cherukuri  
**Motion passes – 7-0**

**Presentations**

1. Recognition of Barbara Rutkowski – Head of IT, retiring as of December 31, 2022  
  
Board members thanked Ms. Rutkowski for her leadership and assistance to the library staff and patrons. She has kept the Novi Library on the leading edge of information services and will be hard to replace.
  
2. DRAFT Strategic Planning Survey – presented by Dana Brataniec.....87-97  
  
Review of the survey discussed between the Strategic Planning Committee, Library Staff, and Rethinking Libraries. These documents are under consideration for board approval during Library Action.

**Public Comment**

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Sharon Trumpy –  
Referred to the agenda item on Collection Policy. She discussed the South Lyon meeting regarding a collection policy challenge meeting.

Cannon Michener –  
Thanked the library regarding Novi Library's Pop-up Market event and is a great entrepreneurship opportunity for young patrons. He thanked Director Farkas and the NEF for their efforts.

Mike Duchesneau– South Lake Drive  
Thanked the library and discussed budget challenges along with the Collections Policy to be discussed this evening and DEI / International initiatives.

**Reports**

1. Student Representatives Report (Rida Salim, Abhay Kakarla, and Lindsay Gojcay, Library Staff Liaison) – November 2022.....15  
  
Rida Salim wrote a letter to the board indicating she could no longer serve as a Student Representative.
  
2. President's Report (Kathy Crawford)
  - A. 2022/2023 Library Board Goals .....16-18

B. Director's mid-year review scheduled for January 26, 2023 in Closed Session

3. Treasurer's Report (Sreeny Cherukuri)

A. Financial Report November 2022.....19  
B. 2021-2022 Library Budget Fund 268.....20-22  
C. 2021-2022 Contributed Fund Budget 269.....23  
D. Library Fund 268 Expenditure & Revenue Report as of November 30, 2022 .....24-26  
.....  
E. Library Fund 269 Contributed Fund as of November 30, 2022 .....27  
F. Balance Sheets for Funds 268 and 269 as of November 30, 2022.....28-29

4. Director's Report (Julie Farkas) .....30-43

A. Information Technology Report..... (Barbara Rutkowski) .....44-45  
B. Facilities Report.... (Keith Perfect).....45  
C. Information Services Report.... (Hillary Hentschel).....46-47  
D. Support Services Report.... (Maryann Zurmuehlen).....48  
E. Library Usage Statistics..... 49-57  
F. Friends of Novi Library: .....57  
G. City of Novi Historical Commission 9/21/22 Minutes; 10/19/22 Minutes.....58-62

**Public Comment**

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No Public Comment.

**Committee Reports**

1. **Policy Committee:** Review current public policies for the Library  
(Chair: Sturing, Bartlett and Michener, Staff Liaison – Julie Farkas)  
· Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Dana Brataniec and Hillary Hentschel  
· **GOALS 2022-2023:**
  1. Meeting held on 12/1/22 regarding the Collection Development Policy 63-82
  
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)  
  
· Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kristin Abate and Kirsten Malzahn  
· Staff is currently reviewing: Communication Device Policy  
· Meeting held on: September 8, 2022 to go over the Communication Device Policy before staff review; begin planning a board retreat for spring 2023 (Director Farkas is looking into a potential speaker); Finance Committee requested a benefits

comparison which HR will also review. Director Farkas is compiling the data. A first draft of a new Organizational Chart was reviewed.

· Next meeting: October 24, 2022

**GOALS 2022-2023:**

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

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

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

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

· **GOALS 2022-2023:**

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

**4. Events/Marketing/Fundraising Committee:** Outreach opportunities (Chair: Dooley, Bartlett, Gurumurthy, Staff Liaisons – Julie Farkas and Dana Brataniec)

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

· **GOALS 2022-2023:**

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

**5. Strategic Planning Committee:**

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

· Meeting held December 12, 2022 .....83-97

**6. Building & Grounds Committee:**

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

- AC Unit Server room quotes were reviewed by email.....98-100
- No meeting held
- Architect firms have been received in order for a quote to be considered for drawings for the main entrance project;



AC Unit in Server Room is being purchased and installation is being scheduled.

· **GOALS 2022-2023:**

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

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

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

· Meeting scheduled for: November 15, 2022 cancelled – Will meet in January

· **GOAL 2022-2023:**

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

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

(Chair: Dooley, Michener, Gurumurthy, Staff Liaisons – Julie Farkas and Nicole Williams)

· Meeting held: November 28, 2022 – continued review of Collection Development Policy before turning over to the Policy Committee

**GOALS 2022-2023:**

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

**Matters for Library Board Action**

- 1. Recommendation from Policy Committee to approve the revised Collection Development Policy.....63-67

**Trustee Cherukuri:** Thanked the board and committees for reviewing his comments and appreciates the effort. Feels that the ultimate responsibility for implementation is with the Director. Has some concerns to the privacy sections especially keeping in mind the challenges of the digital age. Was concerned about including all the ALA's comments since not all of the bullet points are adopted exactly by the Novi Library.

**Director Farkas:** Much of the added ALA documentation is for the board's reference, only the ALA bill of rights is part of the appendix of the actual policy.

**Motion:** To approve the amended Collection Development Policy as written.

Motion - Trustee Michener  
2nd - Trustee Dooley

**Motion Passes – 7-0**

2. Recommendation from Strategic Planning Committee to approve the public survey (with minimal edits) for gathering community data.....87-97

**Trustee Bartlett:** Encouraged fellow trustees to support the document with minimal edits. Agrees with the public comment changing the order of Equity, Diversity and Inclusion to DEI to be consistent with other actions of the board and library. Would like approval now of the minor changes, as it is important to get the survey out in early January to meet Strategic Planning targets.

**Trustee Michener:** Appreciates the committee and staff efforts in moving this forward. Had some questions regarding how the ethnicity question was going to be handled. Also had some concerns with the Latino question based upon some of the terms being considered gender specific (Latino vs. Latina, etc.)

**Trustee Bartlett:** Discussed the Ethnicity question. The intent was only to add categories not subtract. Moving the Latino question in and expanding on Pacific Islanders to differentiate between Japanese, Chinese, Asian Indian, etc.

**Trustee Cherukuri:** Questioned how this survey is to be distributed to the public and how the public will be polled.

**Director Farkas:** Reviewed the methods of distributing the availability of the survey and the public sessions. She also indicated that the Strategic Committee would need to meet with Rethinking Libraries to move this forward very quickly.

**Trustee Sturing:** Discussed the optional items and how they are communicated on the survey.

**Motion:** To approve the recommendation from Strategic Planning Committee to approve the public survey (with minimal edits) for gathering community data

Motion - Trustee Bartlett  
2<sup>nd</sup> - Trustee Dooley

**Motion Passes – 7-0**

3. Recommendation from Building & Grounds Committee to approve the quote from Allied Building Services for a not to exceed amount of \$29,305 for a new AC Unit in the Server Room.....98-100

**Trustee Dooley:** Had questions regarding pricing and how this compares to residential HVAC. Was concerned about the cost and pricing.

**Trustee Michener:** Had concerns about the price, but reminded the board of the outage problems that were experienced in the past. This could avoid a greater expense for equipment replacement.

**Director Farkas:** Reminded the board that this HVAC unit is only for the Server Room. It's meant to keep the equipment in that room from overheating or shutting down. She also noted the history of the price reductions.

**Trustee Sturing:** Thanked the board and staff for their efforts to obtain competitive price reductions from the original quotes.

**Motion:** Recommendation from Building & Grounds Committee to approve the quote from Allied Building Services for a not to exceed amount of \$29,305 for a new AC Unit in the Server Room.

Motion - Trustee Sturing  
2<sup>nd</sup> - Trustee Gurumurthy

**Motion Passes – 7-0**

**Adjournment**

**Motion:** Motion to Adjourn at 9:54 PM  
Motion - Trustee Michener  
2<sup>nd</sup> - Trustee Cherukuri

**Motion Passes – 7-0**

**Communications**

None

**Supplemental Information**

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

**2022 - 2023 Future Events:**

- **12/23: Library Closed**
- **12/24 – 12/25: Library Closed** – Christmas Holidays
- **12/30: Library Closed**
- **12/31/2022 – 1/1/2023: Library Closed** – New Year Holidays
- **Library Board Budget Sessions:** Thursday, January 12 at 5:30pm – Novi Library and Saturday, January 21 at 10:30am – Novi Library
- **No Friends Meeting in January**
- 1/18/23: Historical Commission Regular Meeting at 7pm, Novi Public Library
- 1/26/23: Library Board Regular Meeting at 7pm, City of Novi Council Chambers

<b>Warrant 623</b>	<b>268 Accounts</b>	<b>Jan 2023</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Quill	black toner	268-000.00-727.000	\$ 412.99
Amazon		268-000.00-734.000	\$ 255.95
Demco	Annual Subscription	268-000.00-734.000	\$ 5,071.50
Amazon		268-000.00-740.000	\$ 133.65
Demco		268-000.00-740.000	\$ 194.00
Amazon		268-000.00-742.000	\$ 2,223.66
Brodart		268-000.00-742.000	\$ 15,792.88
Cavendish Square		268-000.00-742.000	\$ 1,349.60
Center Point		268-000.00-742.000	\$ 26.62
Gale		268-000.00-742.000	\$ 397.46
The Library Network		268-000.00-742.000	\$ 57.90
Tsai Fong		268-000.00-742.000	\$ 460.19
Amazon		268-000.00-742.010	\$ 130.37
Brodart		268-000.00-742.010	\$ 729.58
Midwest Tape		268-000.00-742.010	\$ 20.05
Library Ideas		268-000.00-744.000	\$ 540.84
Midwest Tape		268-000.00-744.000	\$ 435.87
Over Drive		268-000.00-744.000	\$ 5,444.01
Baker & Taylor		268-000.00-745.200	\$ 3,203.14
Midwest Tape	745.100	268-000.00-745.200	\$ 890.69
The Washington Post	Jul 22 - Jul 23;	268-000.00-745.300	\$ 1,846.95
AT&T	11/22 thru 12/21	268-000.00-851.000	\$ 614.25
T.Mobile	due 12/17/22	268-000.00-851.000	\$ 788.21
Verizon	Oct-Nov	268-000.00-851.000	\$ 457.39
Cover Sight	myLIBRO for Jan 2023 -June 2023	268-000.00-880.000	\$ 1,650.00
Novi Community School	Gift Cards	268-000.00-880.000	\$ 100.00
Amazon		268-000.00-880.268	\$ 26.95
Holiday Book sale	Friends -Square payment reimbursement CK	268-000.00-880.268	\$ 666.26
Masterpiece Mondays	Creative Nature Art & Design	268-000.00-880.268	\$ 100.00
Sam's	Programming; 12/3/22 D.Mazur	268-000.00-880.268	\$ 15.96
Swank	Copyright site license-12/22 thru 12/23	268-000.00-880.268	\$ 646.00
Millennium Business	due Oct	268-000.00-900.000	\$ 888.68
DTE	due 01/12/23	268-000.00-922.000	\$ 8,327.41
Allied Building		268-000.00-934.000	\$ 2,422.00
Allied Eagle		268-000.00-934.000	\$ 1,335.56
Amazon		268-000.00-934.000	\$ 252.15

Dalton		268-000.00-934.000	\$ 2,800.00
North Star		268-000.00-934.000	\$ 324.47
Sanitor		268-000.00-934.000	\$ 30.68
Voss	12/7/2022	268-000.00-934.000	\$ 729.50
West Metro Door	Emergency release on café gate	268-000.00-934.000	\$ 647.50
Home Depot	Washer Solvent for NPL Van	268-000.00-935.000	\$ 5.94
Brien's	Dec	268-000.00-941.000	\$ 1,985.50
Millennium Business	due 1/4/23	268-000.00-942.000	\$ 650.94
Corrigan	Dec	268-000.00-942.100	\$ 24.95
Petty cash	Conference	268-000.00-956.000	\$ 12.13
Petty cash	Raven Café - R.Manela	268-000.00-956.000	\$ 11.23
Petty cash	Program Matinee	268-000.00-880.268	\$ 15.40
Petty cash	Kroger	268-000.00-740.000	\$ 18.95
Petty cash	Friends Holiday Basket	268-000.00-665.235	\$ 20.00
Petty cash	Postage- DK Agencies	268-000.00-728.000	\$ 19.65
<b>TOTAL 268</b>			<b>\$ 65,205.56</b>

<b>Warrant 623</b>	<b>269 Accounts</b>	<b>Jan 2023</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Amazon	James Acles Donation	269-000.00-742.230	\$ 259.42
Graph-X	Large Individual Butterfly	269-000.00-742.231	\$ 71.90
Library Design	22-285-01; Stacking chairs	269-000.00-742.231	\$ 6,350.00
Kroger	Staff Recognition - J.Farkas	269-000.00-742.236	\$ 51.44
Amazon	1K9T-JWV9-1FM3	269-000.00-976.046	\$ 150.87
<b>Total 269</b>			<b>\$ 6,883.63</b>

## December 2022 Library Board Student Representative Report

By: Lindsay Gojcaj (Library Staff Liaison)

### Tween and Teen Library Programs:

The STEM: Edible Gingerbread House Engineering program was held on December 6. Guests had the opportunity to make and decorate their own gingerbread houses using graham crackers, frosting, candies, and more. All supplies were provided by the Library. We also raffled off a sweet prize! (Attendance = 60)

The Tail Waggin' Reading Buddies program was held on December 7. Youth and tweens in grades K-8 had an opportunity in a comfortable and non-judgmental space for a child (and their family, if they desire) to read to a therapy dog to encourage the child's reading skills, confidence, and love of reading. (Attendance = 25)

### Teen Space Update:

During December 2022, there were 445 guests who visited Teen Space. There was no Teen Space on December 14-15, December 23, and December 26-30.

### Teen Advisory Board (TAB) Update:

The TAB Meeting was held on December 9. The meeting started with a welcome and an icebreaker to help get to know each other. With this meeting being before winter break, the TAB Officers wanted to offer the teens a fun, team building activity. Therefore, we offered gingerbread house engineering, where the teens had the opportunity to make and decorate their own gingerbread houses using graham crackers, frosting, candies, and more. All supplies were provided by the Library. (Attendance = 40)

### Upcoming Programs:

- Eat the World! Grab and Go Kit - February 11
- Tail Waggin' Reading Buddies - February 22
- Teen Advisory Board - February 24

### Teen Stop Featured Display:

The December Teen Stop display featured the best young adult fiction books of 2022.



## President's Report

### Register for Jan. 21 webinar, 'Library Policies and Diversity, Equity, and Inclusion: What Trustees and Boards Need to Know'

**Library Policies and Diversity, Equity, and Inclusion**

**What Trustees and Boards Need to Know**

Sat., Jan. 21, 2023 | 11am ET

  
Tara Michener

  
Clare Membiela

Learn how to craft and revise inclusive policies! Q&A session to follow presentation.

United for Libraries will present a webinar on [Library Policies and Diversity, Equity, and Inclusion: What Trustees and Boards Need to Know](#), led by Tara Michener and Clare Membiela, on Sat., Jan 21, 11 a.m.-12:30 p.m. Eastern. Crafting and revising library policies with an equity, diversity, and inclusion lens is essential for public libraries. Learn how the library board and the director can work together to ensure that the library's policies are inclusive to those who identify as BIPOC, disabled, and/or LGBTQ+, etc. Find out how to identify problematic issues in current policies, and how to ensure your policies follow legal guidelines. Attendees will also learn tips on demonstrating the importance of inclusive policies to board members and library staff. A Q&A will be included in the presentation. [Register](#)

#### Speakers:

**Tara Michener** is a two-time TEDx Speaker and an award-winning author of six children's books that range from early reader to young adult. Tara has a B.A. in journalism & public relations, an M.A. in counseling with a specialization in child and adolescent therapy, and intensive expertise in relational aggression and Diversity, Equity, and Inclusion. Tara has created content for organizations such as the Library of Michigan, the Public Library Association Conference, the Michigan Library Association Conference, and more. Tara is the principal of a mental health private practice and psycho-educational center, Michener Associates Counseling Center. Tara has contributed for Essence Magazine, Prevention Magazine, WDET Detroit Today, and more. She is a past president of a library board and was a library Trustee for more than eight years. Tara is the Equity and Inclusion Chair of the Society of Children's Book Writers and Illustrators (SCBWI)-Michigan, and a SCBWI Impact Legacy Foundation Committee Member committed to literacy and access.

**Clare Membiela** is the Library Law Consultant for the Library of Michigan. She helps public libraries understand and manage legal issues that impact library services. Before joining the Library of Michigan in 2016, she was the associate director for library and instructional support for the Western Michigan University Cooley Law School Libraries. Before moving to Michigan, she worked at the University of Miami Law Library as the head of reference services. Prior to her academic library work, she worked for two major law firms as a librarian in their Miami offices. She has an MLS. from Southern Connecticut State University, a JD from the University of Miami, and 30 years of law library experience. She is excited about helping public libraries by connecting them to the legal information they need.

## **Financial Report for December 2022**

### **Approved Budget for Fund 268 Fiscal Year 2022-2023**

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

### **Approved budget for Fund 269 Fiscal Year 2022-2023**

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

### **Revenue & Expenditure Report for Fund 268**

	YTD Nov 30, 2022	YTD Dec 31, 2022	Difference
TOTAL REVENUES	\$ 3,326,307	\$ 3,326,932	\$ 625
TOTAL EXPENDITURES	\$ 1,275,088	\$ 1,586,585	\$,311,497
NET OF REVENUES & EXPENDITURES	\$ 2,051,219	\$ 1,740,347	

### **Revenue & Expenditure Report for Fund 269**

	YTD Nov 30, 2022	YTD Dec 31, 2022	Difference
TOTAL REVENUES	(\$ 5,368)	(\$ 5,497)	(\$ 129)
TOTAL EXPENDITURES	\$ 5,545	\$ 12,048	\$ 6,503
NET OF REVENUES & EXPENDITURES	(\$ 10,913)	(\$ 17,545)	

### **Balance Sheet Report as of Dec 31, 2022**

The ending fund balance for Fund 268 is \$ 4,303,848.66

The ending fund balance for Fund 269 is \$ 1,638,509.52



2023-2024 Library Budget 268 January 26, 2023		2020-2021 Audited 6/30/2021	2021-2022 Audited 6/30/2022	2022-2023 Approved 1/27/2022	2022-2023 Yr. End 1/26/2023	2023-2024 Proposed 1/26/2023	2024-2025 Projected 1/26/2023	2025-2026 Projected 1/26/2023
Account	Description							
<b>Revenues</b>								
403.000	Tax Revenue - Current Levy	2,959,058.75	3,081,796.39	3,209,191.00	3,232,784.02	3,401,742.00	3,537,812.00	3,643,947.00
403.001	Tax Revenue - Cnty Chargebk	6,323.24	744.21	2,000.00	-7,547.44	0.00	0.00	0.00
403.002	Tax Revenue - Tax Tribunal Accr	900.00	3,500.00	-1,000.00	0.00	-1,000.00	-1,000.00	-1,000.00
403.003	Tax Revenue - Brownfield 2008	-276.15	-59.74	0.00	-323.55	0.00	0.00	0.00
403.006	Tax Revenue - Brownfield 2015	-6,071.40	-7,282.79	-12,749.00	-8,961.24	-15,299.00	-18,359.00	-22,031.00
403.008	Tax Revenue - CIA Cap 2018	-13,183.71	-15,037.43	-22,538.00	-22,782.73	-31,553.00	-41,019.00	-49,223.00
420.000	Tax Reveune - C/Y Del PPT	-8,038.90	-4,648.79	-5,000.00	-5,000.00	-5,000.00	-5,000.00	-5,000.00
508.450	Federal Grants	5,627.01	0.00	0.00	0.00	0.00	0.00	0.00
508.452	Federal Grants - COVID 19	59,143.94	0.00	0.00	0.00	0.00	0.00	0.00
567.000	State Aid	46,164.52	56,619.13	33,000.00	51,000.00	50,000.00	50,000.00	50,000.00
573.000	State Grants - Local Comm		5,968.34		0.00	0.00	0.00	0.00
633.100	Insurance Reimbursement	0.00	89,230.69	0.00	0.00	0.00	0.00	0.00
657.000	Library book fines	10,924.57	8,720.61	8,000.00	7,200.00	7,000.00	7,000.00	7,000.00
658.000	State penal fines	95,366.51	97,789.47	95,000.00	99,223.80	95,000.00	95,000.00	95,000.00
664.000	Interest on Investments	47,949.82	44,180.81	39,000.00	39,000.00	42,000.00	44,000.00	44,000.00
664.500	Unrealized gain(loss) invest	-7,827.98	-117,830.18	1,000.00	1,000.00	5,000.00	10,000.00	10,000.00
665.000	Miscellaneous income	1,063.43	7,121.82	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
665.100	Copier	1,700.20	84.41	1,000.00	0.00	1,000.00	1,000.00	1,000.00
665.266	SRP - T-shirt sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00
665.289	Adult Programming	0.00	0.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
665.290	Library Fundraising	11,243.58	12,049.53	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
665.300	Meeting Room	0.00	18,532.37	25,000.00	23,000.00	25,000.00	25,000.00	25,000.00
665.400	Gifts and donations	933.91	1,035.04	1,500.00	1,500.00	1,000.00	1,000.00	1,000.00
665.404	Novi Township Assessment	6,847.00	6,970.00	7,000.00	7,256.00	7,000.00	7,000.00	7,000.00
665.650	Library Café	0.00	6,000.00	6,000.00	0.00	6,000.00	6,000.00	6,000.00
<b>Total Revenues</b>		<b>3,217,848.34</b>	<b>3,295,483.89</b>	<b>3,397,404.00</b>	<b>3,428,348.86</b>	<b>3,598,890.00</b>	<b>3,729,434.00</b>	<b>3,823,693.00</b>

2023-2024		2020-2021 Audited	2021-2022 Audited	2022-2023 Approved	2022-2023 Yr. End	2023-2024 Proposed	2024-2025 Projected	2025-2026 Projected
<b>Expenditures</b>								
<b>Personnel Svcs.</b>								
<b>Account</b>	<b>Description</b>							
704.000	Permanent Salaries	931,050.19	931,808.07	1,039,792.00	1,077,300.00	1,142,000.00	1,174,200.00	1,209,400.00
704.012	COVID-19 Crisis Hazard Pay	7,500.00			0.00	0.00	0.00	0.00
704.100	Severance/Incentive Pay	12,000.00			14,000.00	0.00	0.00	0.00
704.200	Wages (non-pensionable)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout (Oct 2022)	8,499.17	0.00	5,000.00	6,056.80	6,000.00	6,000.00	6,000.00
704.250	Final Payout	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00
705.000	Temporary Salaries	591,926.47	623,961.02	725,000.00	705,000.00	810,200.00	856,700.00	882,400.00
706.000	Overtime	111.61	802.33	500.00	500.00	500.00	500.00	500.00
715.000	Social Security	116,389.90	116,783.24	135,000.00	138,000.00	150,000.00	155,860.00	160,500.00
716.000	Insurance	195,996.64	215,480.66	193,000.00	193,000.00	224,100.00	233,064.00	242,387.00
716.200	HSA - Employer Contribution	6,125.00	2,625.00	6,300.00	6,300.00	6,600.00	6,600.00	6,600.00
716.999	Ins. Employee Reimbursement	-36,361.13	-36,090.77	-29,775.00	-29,775.00	-33,615.00	-34,960.00	-36,358.00
718.000	Pension DB	6,012.00	6,156.00	5,795.00	5,795.00	5,795.00	5,795.00	5,795.00
718.010	DB Unfunded Accrued Liability	43,224.00	58,404.00	59,765.00	88,464.00	90,233.00	92,033.00	93,873.00
718.050	Pension - add'l DB Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	25,156.99	31,155.34	48,400.00	48,400.00	49,852.00	51,348.00	52,888.00
719.000	Unemployment Ins	3,008.04	91.64	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
720.000	Workers' Comp	2,666.03	1,686.71	1,700.00	1,700.00	1,800.00	1,900.00	2,000.00
<b>Total Personnel Services</b>		<b>1,913,304.91</b>	<b>1,952,863.24</b>	<b>2,192,477.00</b>	<b>2,266,740.80</b>	<b>2,455,465.00</b>	<b>2,551,040.00</b>	<b>2,627,985.00</b>
<b>Supplies and Materials</b>								
<b>Account</b>	<b>Description</b>							
727.000	Office supplies	11,488.89	12,752.79	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00
728.000	Postage	167.35	488.51	2,000.00	4,000.00	2,000.00	2,000.00	2,000.00
734.000	Computer software/licensing	39,983.56	71,847.11	83,000.00	87,500.00	83,000.00	83,000.00	83,000.00
734.500	Computer supplies equip	7,088.93	132,954.83	21,000.00	21,000.00	32,000.00	32,000.00	32,000.00
740.000	Operating supplies	22,919.43	9,873.36	28,000.00	28,000.00	30,000.00	30,000.00	30,000.00
740.010	Gift and Donations expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740.200	Desk, chairs, cabinets, etc.	0.00	700.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
741.000	Uniforms	0.00	422.00	300.00	500.00	500.00	500.00	500.00
742.000	Library Books	183,651.77	199,639.76	197,000.00	197,000.00	224,000.00	212,000.00	200,000.00
742.010	Library Books - Lending	18,677.92	13,973.37	17,000.00	17,000.00	15,000.00	15,000.00	15,000.00
742.100	Book Fines	265.28	672.48	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	20,076.93	22,471.42	18,000.00	18,000.00	18,000.00	16,000.00	16,000.00
744.000	Audio visual materials	131,158.96	128,743.17	136,000.00	136,000.00	70,300.00	72,100.00	74,200.00
745.200	Electronic media	47,025.96	42,783.60	46,900.00	46,900.00	125,700.00	129,400.00	133,200.00
745.300	Electronic Resources - Online	63,936.47	65,243.18	70,000.00	70,000.00	75,000.00	77,500.00	79,800.00
<b>Total Supplies &amp; Materials</b>		<b>546,441.45</b>	<b>702,565.58</b>	<b>643,200.00</b>	<b>649,900.00</b>	<b>699,500.00</b>	<b>693,500.00</b>	<b>689,700.00</b>

2023-2024 Library Budget 268		2020-2021 Audited	2021-2022 Audited	2022-2023 Approved	2022-2023 Yr. End	2023-2024 Proposed	2024-2025 Projected	2025-2026 Projected
<b>Services &amp; Charges</b>								
Account	Description							
801.925	Public Information (cable)	672.83	741.09	700.00	700.00	850.00	850.00	850.00
802.000	Data Processing - OnBase	712.94	734.34	800.00	800.00	750.00	750.00	750.00
802.100	Bank Services	5,221.75	3,939.96	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
803.000	Independent Audit	814.00	723.00	800.00	800.00	800.00	800.00	800.00
804.000	Medical Service	1,372.00	1,841.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	20,783.00	16,967.90	7,500.00	8,500.00	8,500.00	8,500.00	8,500.00
808.100	Rubbish Monthly	1,224.41	0.00	0.00	0.00	0.00	0.00	0.00
809.000	Memberships & Dues	5,340.01	5,712.45	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
816.000	Professional services	1,972.50	15,753.87	24,000.00	36,000.00	16,000.00	16,000.00	16,000.00
817.000	Custodial Services	84,097.77	88,544.00	90,000.00	89,000.00	89,000.00	89,000.00	88,000.00
818.000	TLN Central Services	3,495.00	3,495.00	3,500.00	3,495.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	26,043.29	25,661.68	24,000.00	34,000.00	34,000.00	34,000.00	34,000.00
855.000	TLN Automation Services	58,258.12	64,789.07	71,000.00	80,000.00	80,000.00	80,000.00	80,000.00
861.000	Gasoline and oil	157.33	407.86	500.00	500.00	500.00	500.00	500.00
862.000	Mileage	91.53	88.60	200.00	200.00	200.00	200.00	200.00
880.000	Community Promotion	23,754.32	16,001.29	24,000.00	24,000.00	22,000.00	22,000.00	22,000.00
880.268	Library Programming	9,668.89	13,014.04	28,000.00	28,000.00	38,000.00	38,000.00	38,000.00
880.271	Adult Programming	0.00	0.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
900.000	Print, Graphic Design, Publish	6,577.85	9,046.55	28,000.00	28,000.00	28,000.00	28,000.00	28,000.00
910.000	Property & Liability Insurance	12,668.00	14,444.00	14,500.00	16,480.00	16,480.00	16,480.00	16,480.00
910.001	Ins deduct/Uninsured claims	0.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
921.000	Heat	10,645.77	13,510.02	12,000.00	14,000.00	14,500.00	15,000.00	15,500.00
922.000	Electricity	89,008.38	97,881.06	96,500.00	99,500.00	102,500.00	105,500.00	108,500.00
923.000	Water and Sewer	6,208.88	6,964.48	6,500.00	7,000.00	7,000.00	7,500.00	8,000.00
934.000	Building Maintenance	125,214.33	108,177.81	110,000.00	139,305.00	106,400.00	109,400.00	112,600.00
935.000	Vehicle Maintenance	25.31	456.85	300.00	300.00	500.00	500.00	500.00
941.000	Grounds Maint.	23,450.55	32,391.87	39,000.00	39,000.00	40,500.00	41,700.00	42,900.00
942.000	Office Equipment Lease	8,309.53	7,811.28	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
942.100	Records storage	291.64	299.40	400.00	400.00	400.00	400.00	400.00
956.000	Conferences & Workshops	4,432.75	3,510.07	15,000.00	15,000.00	24,900.00	20,000.00	24,900.00
<b>Total Services &amp; Charges</b>		<b>530,512.68</b>	<b>552,908.54</b>	<b>636,200.00</b>	<b>703,980.00</b>	<b>674,280.00</b>	<b>677,580.00</b>	<b>689,880.00</b>
<b>2023-2024 Library Budget 268</b>		<b>2020-2021 Audited</b>	<b>2021-2022 Audited</b>	<b>2022-2023 Approved</b>	<b>2022-2023 Yr. End</b>	<b>2023-2024 Proposed</b>	<b>2024-2025 Projected</b>	<b>2025-2026 Projected</b>
<b>Capital Outlay</b>								
Account	Description							
962.000	Building Maint.							
941.000	Grounds Maint.							
976.000	Building Improvements/Entrance	0.00	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	Camera/Com & AWE replace	0.00	8,257.40	83,000.00	83,000.00	47,000.00	30,000.00	32,000.00
990.000	Furniture	13,774.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Capital Outlay</b>		<b>13,774.00</b>	<b>18,957.40</b>	<b>95,500.00</b>	<b>95,411.80</b>	<b>47,000.00</b>	<b>155,000.00</b>	<b>157,000.00</b>
965.269	Walker Transfer							
<b>Total Expenditures</b>		<b>3,004,033.04</b>	<b>3,227,294.76</b>	<b>3,567,377.00</b>	<b>3,716,032.60</b>	<b>3,876,245.00</b>	<b>4,077,120.00</b>	<b>4,164,565.00</b>
<b>Total Revenues</b>		<b>3,217,848.34</b>	<b>3,295,483.89</b>	<b>3,397,404.00</b>	<b>3,428,348.86</b>	<b>3,598,890.00</b>	<b>3,729,434.00</b>	<b>3,823,693.00</b>
<b>680.000</b>	<b>TOTAL Fundbalance</b>	<b>213,815.30</b>	<b>68,189.13</b>	<b>-169,973.00</b>	<b>-287,684.60</b>	<b>-277,355.00</b>	<b>-347,686.00</b>	<b>-340,872.00</b>

22/23: 268 Account Capital Outlay: NO - AST replacement \$115,800, Camera/Computer replacement \$83,000, Parking Lot \$12,500  
23/24: Main entrance renovation \$100,000 - 269 Account; parking lot maintenance \$16,500 - 269 Account;

269 - Library Contributed Funds						
Revenues & Expenditures						
2023-2024 (as of 1/26/2023)						
		2020-2021 Audited	2021-2022 Audited	2022-2023 Approved	2022-2023 Year End	2023-2024 Proposed
		6/30/2021	6/30/2022	1/27/2022	1/26/2023	1/26/2023
<b>Revenues</b>						
<b>Interest Income</b>						
664.000	Interest on Investments	\$ 23,226.98	\$ 19,767.63	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
664.500	Unrealized gain (loss) on investments	(2,903.80)	(50,325.76)	(4,500.00)	(4,500.00)	(4,500.00)
<b>TOTAL</b>		<b>\$ 20,323.18</b>	<b>\$ (30,558.13)</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>
				1/27/2022	1/26/2023	
<b>Donations</b>						
665.036	Diversity, Equity & Inclusion		\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
665.046	Makerspace (iCube)	-	-	1,000.00	1,000.00	1,000.00
665.229	Raising a Reader	-	207.59	1,500.00	500.00	1,000.00
665.230	Collections/Materials Revenue	1,551.67	1,852.61	1,000.00	5,250.00	1,000.00
665.231	Buildings/Ground/Furniture Revenue	2,159.85	3,191.96	1,000.00	275.00	1,000.00
665.232	Programming Revenue	3,471.35	3,000.00	1,500.00	1,852.00	2,000.00
665.233	Technology Library Revenue	-	50.00	2,500.00	-	500.00
665.234	Undesignated Misc. Donations	-	250.00	500.00	-	500.00
665.235	Marketing Sponsorships	10,000.00	10,146.00	10,000.00	10,000.00	-
<b>TOTAL</b>		<b>\$ 17,182.87</b>	<b>\$19,698</b>	<b>\$20,000</b>	<b>\$ 18,877.00</b>	<b>\$8,000</b>
<b>TOTAL Revenues</b>		<b>\$ 37,506.05</b>	<b>\$ (10,859.97)</b>	<b>\$ 42,500.00</b>	<b>\$ 41,377.00</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
742.229	Raising a Reader	968.70	723.13	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials Expenditures	986.10	830.56	500.00	1,000.00	1,000.00
742.231	Buildings/Ground/Furniture Exp	1,586.00	8,683.30	34,200.00	34,200.00	29,000.00
742.232	Programming Expenditures	2,244.46	-	1,000.00	1,857.75	1,000.00
742.233	Technology Library Expenditures	-	10,490.00	-	-	3,000.00
742.234	Undesignated Misc. Expenditures	182.39	(7.16)	500.00	500.00	500.00
742.236	Staff Recognition	15.88	2,002.78	1,500.00	1,500.00	2,000.00
<b>TOTAL</b>		<b>\$ 5,983.53</b>	<b>\$23,723</b>	<b>\$39,700</b>	<b>\$40,058</b>	<b>\$38,500</b>
<b>Capital Outlay</b>						
976.044	Auto Lending Library	\$ 34,100.24	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00
976.045	LED Lighting Conversion project	4,000.00	-	-	-	-
976.046	Makerspace (iCube)	4,746.78	5,017.01	3,000.00	3,000.00	3,000.00
976.047	Automated Return System			115,800.00	-	115,800.00
976.048	Main Entrance Design /Parking Lot			10,000.00	10,000.00	116,500.00
983.000	Vehicle		-	-	-	-
<b>TOTAL</b>		<b>\$ 42,847.02</b>	<b>\$ 5,017.01</b>	<b>\$ 131,300.00</b>	<b>\$ 13,000.00</b>	<b>\$ 237,800.00</b>
<b>TOTAL Expenditures</b>		<b>\$ 48,830.55</b>	<b>\$ 28,739.62</b>	<b>\$ 171,000.00</b>	<b>\$ 53,057.75</b>	<b>\$ 276,300.00</b>
	Beginning Fund Balance Yr. End	\$ 1,706,979.53	\$ 1,695,655.03	\$ 1,675,979.00	\$ 1,656,055.44	\$ 1,644,374.69
	Revenues	37,506.05	(10,859.97)	42,500.00	41,377.00	30,500.00
	Expenditures	(48,830.55)	(28,739.62)	(171,000.00)	(53,057.75)	(276,300.00)
	NET Revenues vs. Expenditures	(11,324.50)	(39,599.59)	(128,500.00)	(11,680.75)	(245,800.00)
	Beginning Fund Balance					
	Ending Fund Balance Expected	\$ 1,695,655.03	\$ 1,656,055.44	\$ 1,547,479.00	\$ 1,644,374.69	\$ 1,398,574.69

**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: 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 renovation \$100,000, Parking Lot \$16,500

01/10/2023 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 12/31/2022										
		END BALANCE			MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	OCT 2022	NOV 2022	DEC 2022	12/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNRM)	BUDGET	AMEDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00 - treasury										
Revenues										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Curre	3,081,796.39	3,209,191.00	3,209,191.00	0.00	0.00	0.00	3,232,784.02	(23,593.02)	100.74
268-000.00-403.001	Property Tax Revenue- Count	744.21	2,000.00	2,000.00	856.71	132.18	294.10	(7,253.34)	9,253.34	(362.67)
268-000.00-403.002	Property Tax Rev - Tax Tribur	3,500.00	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00
268-000.00-403.003	Property Tax Revenue-Brown	(59.74)	0.00	0.00	0.00	0.00	0.00	(323.55)	323.55	100.00
268-000.00-403.006	Property Tax Revenue-Brown	(7,282.79)	(12,749.00)	(12,749.00)	0.00	0.00	0.00	(8,961.24)	(3,787.76)	70.29
268-000.00-403.008	Property Tax Revenue - CIA C	(15,037.43)	(22,538.00)	(22,538.00)	0.00	0.00	0.00	(22,782.73)	244.73	101.09
268-000.00-420.000	Property Tax Rev - C/Y Del Pf	(4,648.79)	(5,000.00)	(5,000.00)	0.00	0.00	0.00	0.00	(5,000.00)	0.00
Property tax revenue		3,059,011.85	3,169,904.00	3,169,904.00	856.71	132.18	294.10	3,193,463.16	(23,559.16)	100.74
State sources										
268-000.00-567.000	State aid	56,619.13	33,000.00	33,000.00	0.00	0.00	0.00	32,859.31	140.69	99.57
268-000.00-573.000	State Grants - Local Comm St	5,968.34	0.00	0.00	0.00	4,181.86	0.00	4,181.86	(4,181.86)	100.00
State sources		62,587.47	33,000.00	33,000.00	0.00	4,181.86	0.00	37,041.17	(4,041.17)	112.25
Other revenue										
268-000.00-633.100	Insurance Reimbursement	89,230.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.000	Miscellaneous income	7,121.82	5,000.00	5,000.00	742.83	844.02	768.62	4,756.54	243.46	95.13
268-000.00-665.100	Copier	84.41	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
268-000.00-665.290	Library fund raising revenue	12,049.53	4,000.00	4,000.00	0.00	0.00	0.00	1,920.08	2,079.92	48.00
268-000.00-665.300	Meeting room	18,532.37	25,000.00	25,000.00	2,089.06	1,864.71	2,316.17	14,241.45	10,758.55	56.97
268-000.00-665.404	Novi Township assessment	6,970.00	7,000.00	7,000.00	0.00	0.00	0.00	7,256.00	(256.00)	103.66
268-000.00-665.650	Library Cafe	6,000.00	6,000.00	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0.00
Other revenue		139,988.82	48,000.00	48,000.00	2,831.89	2,708.73	3,084.79	28,174.07	19,825.93	58.70
Fines and forfeitures										
268-000.00-657.000	Library book fines	8,720.61	8,000.00	8,000.00	1,032.59	397.39	478.64	4,133.95	3,866.05	51.67
268-000.00-658.000	State penal fines	97,789.47	95,000.00	95,000.00	0.00	0.00	0.00	99,223.80	(4,223.80)	104.45
Fines and forfeitures		106,510.08	103,000.00	103,000.00	1,032.59	397.39	478.64	103,357.75	(357.75)	100.35
Interest income										
268-000.00-664.000	Interest on investments	44,180.81	39,000.00	39,000.00	7,121.44	0.00	0.00	19,877.64	19,122.36	50.97
268-000.00-664.500	Unrealized gain (loss) on inve	(117,830.18)	1,000.00	1,000.00	(10,704.51)	0.00	0.00	(55,535.60)	56,535.60	(5,553.56)
Interest income		(73,649.37)	40,000.00	40,000.00	(3,583.07)	0.00	0.00	(35,657.96)	75,657.96	(89.14)
Donations										
268-000.00-665.289	Adult programs	0.00	2,000.00	2,000.00	(72.07)	0.00	0.00	0.00	2,000.00	0.00
268-000.00-665.400	Gifts and donations	1,035.04	1,500.00	1,500.00	6.62	27.07	350.21	553.69	946.31	36.91
Donations		1,035.04	3,500.00	3,500.00	(65.45)	27.07	350.21	553.69	946.31	15.82
TOTAL REVENUES		3,295,483.89	3,397,404.00	3,397,404.00	1,072.67	7,447.23	4,207.74	3,326,931.88	70,472.12	97.93

		END BALANCE			MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	OCT 2022	NOV 2022	DEC 2022	12/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNRM)	BUDGET	AMEDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABNM)	USED
Expenditures										
Personnel services										
268-000.00-704.000	Permanent salaries	931,808.07	1,039,792.00	1,039,792.00	83,210.24	83,462.80	125,231.67	509,162.14	530,629.86	48.97
268-000.00-704.210	Vacation Payout	0.00	5,000.00	5,000.00	0.00	6,056.80	0.00	6,056.80	(1,056.80)	121.14
268-000.00-705.000	Temporary salaries	623,961.02	725,000.00	725,000.00	46,001.68	44,446.20	68,328.93	285,906.65	439,093.35	39.44
268-000.00-706.000	Overtime	802.33	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-715.000	Social security	116,783.24	135,000.00	135,000.00	9,726.00	10,089.68	14,629.72	60,499.08	74,500.92	44.81
268-000.00-716.000	Insurance	215,480.66	193,000.00	193,000.00	26,666.97	16,234.57	16,234.57	104,209.77	88,790.23	53.99
268-000.00-716.200	HSA - employer contribution	2,625.00	6,300.00	6,300.00	87.50	87.50	87.50	437.50	5,862.50	6.94
268-000.00-716.999	Insurance - Employee Reimbu	(36,090.77)	(29,775.00)	(29,775.00)	(2,494.48)	(2,495.28)	(2,495.28)	(12,796.93)	(16,978.07)	42.98
268-000.00-718.000	Pension - DB Normal Cost	6,156.00	5,795.00	5,795.00	385.00	385.00	385.00	2,310.00	3,485.00	39.86
268-000.00-718.010	Pension - DB Unfunded Accru	58,404.00	59,765.00	59,765.00	7,372.00	7,372.00	7,372.00	44,232.00	15,533.00	74.01
268-000.00-718.200	Pension - defined contributio	31,155.34	48,400.00	48,400.00	4,060.11	4,339.44	6,125.64	24,950.27	23,449.73	51.55
268-000.00-719.000	Unemployment insurance	91.64	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
268-000.00-720.000	Workers compensation	1,686.71	1,700.00	1,700.00	104.01	107.87	155.54	614.66	1,085.34	36.16
Personnel services		1,952,863.24	2,192,477.00	2,192,477.00	175,119.03	170,086.58	236,055.29	1,025,581.94	1,166,895.06	46.78
Supplies										
268-000.00-727.000	Office supplies	12,752.79	18,000.00	18,000.00	588.19	911.92	412.99	7,605.77	10,394.23	42.25
268-000.00-728.000	Postage	488.51	2,000.00	2,000.00	92.99	162.64	0.00	594.35	1,405.65	29.72
268-000.00-734.000	Computer supplies, software	71,847.11	83,000.00	83,000.00	3,726.01	(1,725.81)	139.61	22,061.12	60,938.88	26.58
268-000.00-734.500	Computer supplies/equipmer	132,954.83	21,000.00	21,000.00	1,562.32	(48.40)	(56.15)	6,246.97	14,753.03	29.75
268-000.00-740.000	Operating supplies	9,873.36	28,000.00	28,000.00	11,965.79	870.49	327.65	15,834.11	12,165.89	56.55
268-000.00-740.200	Supplies - Desk chairs and fil	700.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
268-000.00-741.000	Supplies - Uniforms	422.00	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00
268-000.00-742.000	Library books	199,639.76	197,000.00	197,000.00	24,735.57	32,568.73	5,440.88	84,057.86	112,942.14	42.67
268-000.00-742.010	Library Books - Lending	13,973.37	17,000.00	17,000.00	1,222.02	2,140.32	143.82	7,039.27	9,960.73	41.41
268-000.00-742.100	Library Books - Fines	672.48	1,000.00	1,000.00	0.00	0.00	0.00	127.76	872.24	12.78
268-000.00-743.000	Library periodicals	22,471.42	18,000.00	18,000.00	0.00	0.00	0.00	14,217.32	3,782.68	78.99
268-000.00-744.000	Audio visual materials	128,743.17	136,000.00	136,000.00	17,485.19	2,753.36	4,334.75	59,774.60	76,225.40	43.95
268-000.00-745.200	Electronic media	42,783.60	46,900.00	46,900.00	3,381.98	3,555.49	2,508.54	19,889.13	27,010.87	42.41
268-000.00-745.300	Electronic resources (CD rom	65,243.18	70,000.00	70,000.00	2,303.60	0.00	0.00	47,949.06	22,050.94	68.50
Supplies		702,565.58	643,200.00	643,200.00	67,063.66	41,188.74	13,252.09	285,397.32	357,802.68	44.37

		END BALANCE			MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	OCT 2022	NOV 2022	DEC 2022	12/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNRM)	BUDGET	AMEDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	741.09	700.00	700.00	69.65	69.65	0.00	348.25	351.75	49.75
268-000.00-802.000	Data processing	734.34	800.00	800.00	0.00	0.00	0.00	734.34	65.66	91.79
268-000.00-802.100	Bank Service Charges	3,939.96	4,000.00	4,000.00	260.80	248.59	0.00	1,007.80	2,992.20	25.20
268-000.00-803.000	Independent audit	723.00	800.00	800.00	800.00	0.00	0.00	800.00	0.00	100.00
268-000.00-804.000	Medical service	1,841.00	1,500.00	1,500.00	116.00	0.00	0.00	808.00	692.00	53.87
268-000.00-806.000	Legal fees	16,967.90	7,500.00	7,500.00	1,240.20	411.20	0.00	4,175.40	3,324.60	55.67
268-000.00-809.000	Memberships and dues	5,712.45	7,500.00	7,500.00	169.00	0.00	89.00	4,794.41	2,705.59	63.93
268-000.00-816.000	Professional services	15,753.87	24,000.00	24,000.00	7,053.75	(2,200.00)	200.00	8,778.75	15,221.25	36.58
268-000.00-817.000	Custodial services	88,544.00	90,000.00	90,000.00	7,723.44	7,288.40	0.00	37,422.84	52,577.16	41.58
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	3,495.00	0.00	0.00	3,495.00	5.00	99.86
268-000.00-851.000	Telephone	25,661.68	24,000.00	24,000.00	1,442.88	2,190.92	(63.00)	10,300.19	13,699.81	42.92
268-000.00-855.000	TLN Automation Services	64,789.07	71,000.00	71,000.00	17,308.70	(789.98)	0.00	35,333.27	35,666.73	49.77
268-000.00-861.000	Gasoline and oil	407.86	500.00	500.00	37.63	0.00	0.00	126.91	373.09	25.38
268-000.00-862.000	Mileage	88.60	200.00	200.00	0.00	0.00	0.00	4.00	196.00	2.00
268-000.00-880.000	Community promotion	16,001.29	24,000.00	24,000.00	997.62	2,241.00	469.00	9,087.46	14,912.54	37.86
268-000.00-880.268	Library programming	13,014.04	28,000.00	28,000.00	890.00	1,177.03	150.90	6,571.11	21,428.89	23.47
268-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	4.75	0.00	0.00	704.75	7,295.25	8.81
268-000.00-900.000	Printing, graphic design and	9,046.55	28,000.00	28,000.00	693.67	647.37	446.73	3,282.47	24,717.53	11.72
268-000.00-910.000	Property & liability insurance	14,444.00	14,500.00	16,480.00	0.00	0.00	0.00	16,480.00	0.00	100.00
268-000.00-910.001	Insurance deductibles/Unins	0.00	10,000.00	8,020.00	0.00	0.00	0.00	0.00	8,020.00	0.00
268-000.00-921.000	Heat	13,510.02	12,000.00	12,000.00	980.96	1,624.02	0.00	4,173.99	7,826.01	34.78
268-000.00-922.000	Electricity	97,881.06	96,500.00	96,500.00	9,085.97	8,709.21	8,327.41	56,468.39	40,031.61	58.52
268-000.00-923.000	Water and sewer	6,964.48	6,500.00	6,500.00	0.00	0.00	0.00	1,769.44	4,730.56	27.22
268-000.00-934.000	Building maintenance	108,177.81	110,000.00	110,000.00	9,019.06	9,145.02	5,132.22	39,420.03	70,579.97	35.84
268-000.00-935.000	Vehicle maintenance	456.85	300.00	300.00	0.00	5.94	0.00	5.94	294.06	1.98
268-000.00-941.000	Grounds maintenance	32,391.87	39,000.00	39,000.00	1,786.71	2,512.69	1,985.50	10,875.66	28,124.34	27.89
268-000.00-942.000	Office equipment lease	7,811.28	8,000.00	8,000.00	650.94	650.94	650.94	2,603.76	5,396.24	32.55
268-000.00-942.100	Records storage	299.40	400.00	400.00	24.95	24.95	24.95	149.70	250.30	37.43
268-000.00-956.000	Conferences and workshops	3,510.07	15,000.00	15,000.00	1,026.83	3,262.91	0.00	7,309.40	7,690.60	48.73
Other services and charges										
		552,908.54	636,200.00	636,200.00	64,878.51	37,219.86	17,413.65	267,031.26	369,168.74	41.97
Capital outlay										
268-000.00-976.100	Parking lot improvements	10,700.00	12,500.00	12,500.00	0.00	0.00	0.00	12,411.80	88.20	99.29
268-000.00-986.000	Internal Technology - Capital	8,257.40	83,000.00	83,000.00	0.00	(3,369.74)	0.00	(3,837.14)	86,837.14	(4.62)
Capital outlay										
		18,957.40	95,500.00	95,500.00	0.00	(3,369.74)	0.00	8,574.66	86,925.34	8.98
TOTAL EXPENDITURES										
		3,227,294.76	3,567,377.00	3,567,377.00	307,061.20	245,125.44	266,721.03	1,586,585.18	1,980,791.82	44.47
Net - Dept 000.00 - treasury										
		68,189.13	(169,973.00)	(169,973.00)	(305,988.53)	(237,678.21)	(262,513.29)	1,740,346.70	(1,910,319.70)	
TOTAL REVENUES										
		3,295,483.89	3,397,404.00	3,397,404.00	1,072.67	7,447.23	4,207.74	3,326,931.88	70,472.12	(1,023.90)
TOTAL EXPENDITURES										
		3,227,294.76	3,567,377.00	3,567,377.00	307,061.20	245,125.44	266,721.03	1,586,585.18	1,980,791.82	(1,023.90)
NET OF REVENUES & EXPENDITURES										
		68,189.13	(169,973.00)	(169,973.00)	(305,988.53)	(237,678.21)	(262,513.29)	1,740,346.70	(1,910,319.70)	(1,023.90)

		END BALANCE			MTH ACTIVITY	MTH ACTIVITY	MTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	OCT 2022	NOV 2022	DEC 2022	12/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNRM)	BUDGET	AMEDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Dept 000.00 - treasury										
Revenues										
Interest income										
269-000.00-664.000	Interest on investments	19,767.63	27,000.00	27,000.00	2,329.94	0.00	0.00	8,414.29	18,585.71	31.16
269-000.00-664.500	Unrealized gain (loss) on inve	(50,325.76)	(4,500.00)	(4,500.00)	(3,502.23)	0.00	0.00	(22,351.48)	17,851.48	496.70
Interest income		(30,558.13)	22,500.00	22,500.00	(1,172.29)	0.00	0.00	(13,937.19)	36,437.19	(61.94)
Donations										
269-000.00-665.036	Diversity, Equity, & Inclusion	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.046	Makerspace Renovation Reve	0.00	1,000.00	1,000.00	0.00	0.00	676.95	676.95	323.05	67.70
269-000.00-665.229	Raising a Reader in Novi Spo	207.59	1,500.00	1,500.00	0.00	0.00	385.78	385.78	1,114.22	25.72
269-000.00-665.230	Collections/Materials Reven	1,852.61	1,000.00	1,000.00	250.00	0.00	0.00	5,250.00	(4,250.00)	525.00
269-000.00-665.231	Buildings/Ground/ Furniture I	3,191.96	1,000.00	1,000.00	0.00	275.00	0.00	275.00	725.00	27.50
269-000.00-665.232	Programing Revenue	3,000.00	1,500.00	1,500.00	100.00	0.00	0.00	1,852.00	(352.00)	123.47
269-000.00-665.233	Technology Library Revenue	50.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
269-000.00-665.234	Undesignated Misc Donation	250.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.235	Marketing Sponsorships	10,146.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Donations		19,698.16	20,000.00	20,000.00	350.00	275.00	1,062.73	8,439.73	11,560.27	42.20
TOTAL REVENUES		(10,859.97)	42,500.00	42,500.00	(822.29)	275.00	1,062.73	(5,497.46)	47,997.46	(12.94)
Expenditures										
Supplies										
269-000.00-742.036	Diversity, Equity, & Inclusion	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-742.229	Raising a Reader Expense	723.13	1,000.00	1,000.00	274.58	0.00	0.00	274.58	725.42	27.46
269-000.00-742.230	Collections/Materials Expens	830.56	500.00	500.00	390.58	259.42	0.00	650.00	(150.00)	130.00
269-000.00-742.231	Buildings/Ground/ Furniture I	8,683.30	34,200.00	34,200.00	0.00	72.10	6,421.90	6,494.00	27,706.00	18.99
269-000.00-742.232	Programing Expense	0.00	1,000.00	1,000.00	107.75	0.00	0.00	1,857.75	(857.75)	185.78
269-000.00-742.233	Technology Library Expense	10,490.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.234	Undesignated Misc	(7.16)	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.236	Staff Recognition	2,002.78	1,500.00	1,500.00	(134.61)	(15.00)	(268.56)	1,386.49	113.51	92.43
Supplies		23,722.61	39,700.00	39,700.00	638.30	316.52	6,153.34	10,662.82	29,037.18	26.86
Capital outlay										
269-000.00-976.044	Auto Lending Library	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
269-000.00-976.046	Makerspace Renovation	5,017.01	3,000.00	3,000.00	222.77	287.71	(5.13)	1,385.64	1,614.36	46.19
269-000.00-976.140	Automated Return System	0.00	115,800.00	115,800.00	0.00	0.00	0.00	0.00	115,800.00	0.00
269-000.00-976.141	Main Entrance Design	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Capital outlay		5,017.01	131,300.00	131,300.00	222.77	287.71	(5.13)	1,385.64	129,914.36	1.06
TOTAL EXPENDITURES		28,739.62	171,000.00	171,000.00	861.07	604.23	6,148.21	12,048.46	158,951.54	7.05
Net - Dept 000.00 - treasury										
		(39,599.59)	(128,500.00)	(128,500.00)	(1,683.36)	(329.23)	(5,085.48)	(17,545.92)	(110,954.08)	
TOTAL REVENUES		(10,859.97)	42,500.00	42,500.00	(822.29)	275.00	1,062.73	(5,497.46)	47,997.46	13.65
TOTAL EXPENDITURES		28,739.62	171,000.00	171,000.00	861.07	604.23	6,148.21	12,048.46	158,951.54	13.65
NET OF REVENUES & EXPENDITURES		(39,599.59)	(128,500.00)	(128,500.00)	(1,683.36)	(329.23)	(5,085.48)	(17,545.92)	(110,954.08)	13.65
TOTAL REVENUES - ALL FUNDS										
		3,284,623.92	3,439,904.00	3,439,904.00	250.38	7,722.23	5,270.47	3,321,434.42	Page 2458	
TOTAL EXPENDITURES - ALL FUNDS										
		3,256,034.38	3,738,377.00	3,738,377.00	307,922.27	245,729.67	272,869.24	1,598,633.64	2,139,743.36	
NET OF REVENUES & EXPENDITURES		28,589.54	(298,473.00)	(298,473.00)	(307,671.89)	(238,007.44)	(267,598.77)	1,722,800.78	(2,021,273.78)	



01/10/2023		BALANCE SHEET FOR CITY OF NOVI	
Period Ending 12/31/2022			
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(568,299.29)	
268-000.00-017.000	Investments - Pooled	4,881,615.92	
268-000.00-018.000	Cash on hand	600.00	
268-000.00-020.000	Current taxes receivable	55,393.81	
268-000.00-040.400	Prepaid expenditures	10,563.70	
	Total Assets	4,379,874.14	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	62,928.76	
268-000.00-215.200	Unemployment insurance liability	3,996.72	
268-000.00-259.702	Accrued liabilities-tax	9,100.00	
	Total Liabilities	76,025.48	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	2,563,501.96	
	Total Fund Balance	2,563,501.96	
	Beginning Fund Balance	2,563,501.96	
	Net of Revenues VS Expenditures	1,740,346.70	
	Ending Fund Balance	4,303,848.66	
	Total Liabilities And Fund Balance	4,379,874.14	

Fund 269 - LIBRARY CONTRIBUTION FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	28,648.73
269-000.00-017.000	Investments - Pooled	1,616,764.42
	Total Assets	1,645,413.15
*** Liabilities ***		
269-000.00-202.000	Accounts payable	6,903.63
	Total Liabilities	6,903.63
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,570,626.51
269-000.00-390.230	Fund Balance Collections/Materials	38,423.36
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	36,692.79
269-000.00-390.232	Fund Balance Programming	34,155.95
269-000.00-390.233	Fund Balance Technology Library	(23,843.17)
	Total Fund Balance	1,656,055.44
	Beginning Fund Balance	1,656,055.44
	Net of Revenues VS Expenditures	(17,545.92)
	Ending Fund Balance	1,638,509.52
	Total Liabilities And Fund Balance	1,645,413.15

**Director's Report – Julie Farkas**

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



- Eva Sabolcic                      Support Services                      7 years
- Kim Swejkoski                    Support Services                      4 years

**Daily use of the building by hour December 11 – December 24, 2022**

12/11/2022	12/12/2022	12/13/2022	12/14/2022	12/15/2022	12/16/2022	12/17/2022							
9-10am	0	9-10am	0	9-10am	0	9-10am	0						
10-11am	0	10-11am	53	10-11am	65	10-11am	54	10-11am	69	10-11am	61	10-11am	55
11am-12pm	54	11am-12pm	53	11am-12pm	66	11am-12pm	51	11am-12pm	48	11am-12pm	56	11am-12pm	74
12-1pm	117	12-1pm	51	12-1pm	48	12-1pm	54	12-1pm	58	12-1pm	32	12-1pm	74
1-2pm	87	1-2pm	46	1-2pm	48	1-2pm	53	1-2pm	41	1-2pm	33	1-2pm	80
2-3pm	140	2-3pm	86	2-3pm	92	2-3pm	105	2-3pm	91	2-3pm	98	2-3pm	88
3-4pm	132	3-4pm	151	3-4pm	142	3-4pm	159	3-4pm	186	3-4pm	130	3-4pm	107
4-5pm	86	4-5pm	127	4-5pm	157	4-5pm	138	4-5pm	163	4-5pm	145	4-5pm	91
5-6pm	86	5-6pm	117	5-6pm	121	5-6pm	112	5-6pm	107	5-6pm	134	5-6pm	124
6-7pm	0	6-7pm	63	6-7pm	152	6-7pm	106	6-7pm	103	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	55	7-8pm	73	7-8pm	47	7-8pm	51	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	46	8-9pm	112	8-9pm	66	8-9pm	49	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	702		848		1,076		945		966		689		693
12/18/2022	12/19/2022	12/20/2022	12/21/2022	12/22/2022	12/23/2022	12/24/2022							
9-10am	0	9-10am	0	9-10am	0	Closed	Closed						
10-11am	0	10-11am	53	10-11am	45	10-11am	52	10-11am	60	9-10am	0	9-10am	0
11am-12pm	0	11am-12pm	68	11am-12pm	56	11am-12pm	54	11am-12pm	52	10-11am	0	10-11am	0
12-1pm	52	12-1pm	48	12-1pm	51	12-1pm	59	12-1pm	73	11am-12pm	0	11am-12pm	0
1-2pm	85	1-2pm	47	1-2pm	49	1-2pm	58	1-2pm	69	12-1pm	0	12-1pm	0
2-3pm	126	2-3pm	95	2-3pm	100	2-3pm	90	2-3pm	137	1-2pm	0	1-2pm	0
3-4pm	115	3-4pm	104	3-4pm	150	3-4pm	142	3-4pm	152	2-3pm	0	2-3pm	0
4-5pm	96	4-5pm	99	4-5pm	159	4-5pm	128	4-5pm	127	3-4pm	0	3-4pm	0
5-6pm	102	5-6pm	89	5-6pm	103	5-6pm	97	5-6pm	79	4-5pm	0	4-5pm	0
6-7pm	0	6-7pm	65	6-7pm	76	6-7pm	76	6-7pm	52	5-6pm	0	5-6pm	0
7-8pm	0	7-8pm	45	7-8pm	64	7-8pm	52	7-8pm	33	6-7pm	0	6-7pm	0
8-9pm	0	8-9pm	41	8-9pm	50	8-9pm	53	8-9pm	36	7-8pm	0	7-8pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	8-9pm	0	8-9pm	0
	576		754		903		861		870	9-10pm	0	9-10pm	0
											0		0

# Staff Picks

## Our Favorites in 2022!

***Aristotle and Dante Discover the Secrets of the Universe***  
by Benjamin Alire Sáenz

***Ascendance of a Bookworm: I'll do Anything to Become a Librarian Part 4, Volume 1***  
by Miya Kazuki

***Boy's Life***  
by Robert McCammon

***Daisy Jones & The Six***  
by Taylor Jenkins Reid

***Fairy Tale***  
by Stephen King

***Fresh Water for Flowers***  
by Valérie Perrin

***A Gentleman in Moscow***  
by Amor Towles

***Hell Followed With Us***  
by Andrew Joseph White

***The Homewreckers***  
by Mary Kay Andrews

***Killers of a Certain Age***  
by Deanna Raybourn

***One Last Stop***  
by Casey McQuiston

***Other Birds***  
by Sarah Addison Allen

***Out of the Blue***  
by Jason June

***Portrait of a Thief***  
by Grace D. Li

***Remarkably Bright Creatures***  
by Shelby Van Pelt

***Small Things Like These***  
by Claire Keegan

***The Burning Girls***  
by C.J. Tudor

***The House in the Cerulean Sea***  
by TJ Klune

***The Road to Burgundy: The Unlikely Story of an American Making Wine and a New Life in France***  
by Ray Walker

***The Sandman: Brief Lives***  
by Neil Gaiman

***Tomorrow, Tomorrow, Tomorrow***  
by Gabrielle Zevin

***Trejo: My Life of Crime, Redemption and Hollywood***  
by Danny Trejo





## Your Voice Matters!

The Novi Public Library is currently developing a new 5 year strategic plan. This plan will outline the library's goals and vision for the future. In order to best align this plan with the needs of the Novi community, we want to hear from as many community members as possible, whether you use the library every day, not at all, or somewhere in between!

## Here's how you can help:

---

### Take the Survey

This anonymous survey takes about 10 minutes to complete and will ask how you feel about current library services, hours, programs, and more, as well as what you would like to see in the future. Paper copies are also available at the library until February 24.

[Take the Survey](#)

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### Attend an In-Person or Virtual Focus Group

These sessions will be led by experienced consultants, guiding you through several prompts and discussion topics with a chance for everyone to give their opinions. *Please only register for one session.*

**In-Person @ NPL**  
**Tuesday, February 7**  
**7-8pm**

**In-Person @ NPL**  
**Thursday, February 9**  
**10-11am**

**Register**

**Virtual  
Friday, February 10  
10-11am**

**Register**

**Register**

**Virtual  
Thursday, February 16  
7-8pm**

**Register**

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***Thank you for your time!***



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**Novi Public Library**  
45255 Ten Mile Rd, Novi, MI 48375  
Phone: (248) 349-0720

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

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

**Hours**  
7 Days a Week  
Dawn to Dusk

## What does a library look like in 2023? Novi wants your help to find out



**David Veselenak**

Hometownlife.com

Published 9:06 a.m. ET January 19, 2023



When's the last time you checked out a book at the Novi Public Library? Or perhaps studied in one of its quiet rooms? Whatever your thoughts on the building on 10 Mile Road, the city's library staff wants to hear from residents.

The library has launched plans to craft a new 5-year strategic plan to help guide programs and services for the facility, located at 45255 W. 10 Mile in front of Novi High School. Part of that plan depends on community feedback to help craft the future of the institution, said Dana Brataniec, communications manager for the library.

"We want to see what the Novi community wants," she said. "We want to make sure we hear from as many of the community members as possible to really digest that and to make sure our services, programs, our outreach, our communications to them, is the way that they want it."

To give feedback, several avenues are available to Novi residents, including [an online survey](#) that Brataniec said takes about 10 minutes to complete.

There is also a slate of meetings for giving feedback. They are:

- From 7 p.m. to 8 p.m. Feb. 7 in the library
- From 10 a.m. to 11 a.m. Feb. 9 in the library
- From 10 a.m. to 11 a.m. Feb. 10 virtually
- From 7 p.m. to 8 p.m. Feb. 16 virtually

Once feedback is collected, the consulting firm the library hired to work on the plan, Indiana-based ReThinking Libraries, will develop a plan and present findings to the library board. The board will then make a decision on the plan, which aims to guide library services in the city for the next half decade.

The library has budgeted no more than \$23,665 for the contract with ReThinking Libraries, Brataniec said. While the last plan was done in-house, Brataniec said it created a lot of work for library staff in addition to current responsibilities.

One of the other benefits to contracting the work to an outside firm, she said, is the ability to have a neutral party step in and help see things differently.

"We wanted the outside perspective," she said.

Kathy Crawford, the library board president, said after the height of the COVID-19 pandemic, such a plan is more crucial than ever. Having an outside agency come in should hopefully garner more responses from a wider range of the community.

"We're trying to do some creative thinking here about it," she said. "A lot of the assumptions we make ... I think we really need to hear from the public more."

The plan is to have results presented to the library board at the beginning of spring, with a plan hopefully in place later this spring.

The library operated with nearly \$2.23 million in expenditures and \$2.29 million in revenue last fiscal year.

### **Accomplishments in recent years**



The most recent library plan was for three years, Brataniec said, though that was put in place before the pandemic, which completely altered how libraries served their communities. Thinking quickly, library staff adjusted to assist patrons in non-traditional ways, including online story times and other virtual options.

In addition to those changes, the library has added more permanent services, including a new kiosk with hundreds of materials to check out located in Lakeshore Park along Walled Lake in the northern part of the city. That development came as the new building at the



park opened, and it allows cardholders to peruse a variety of books and films to check out without needing to drive to the main library.

"That's growing by leaps and bounds," Crawford said. "We were the first one in Michigan to install that."

It's gotten traction: 1,288 items were checked out from the lending kiosk during the fiscal year that ended in July, according to the library's annual report.

Another initiative involved outreach into the community. Brataniec said they worked with the Novi Community School District and Walled Lake Consolidated Schools — which serves the northern part of Novi — to get students signed up for library cards.

The library also implemented a new mailing service to bring materials directly to patrons' doors; it's a service that's still gaining traction. It launched its NPL @ Your Door program as a way to mail materials to users. The library's annual report shows 154 materials were sent in just the first few months of the service launching last March.

"We'll bag it up, put it in the mail and send it to them," Brataniec said. "People can sign up for a month if they want, and they can drop off."

The library also axed late fees, something that's currently in place until June 30. More details, including usage information, can be found in the library's annual report.

Crawford said having a strategic plan in place will help guide the library and its expenditures to better serve the city's residents, along with its budget.

"I just feel it's our responsibility to the taxpayers," she said. "I think it's our responsibility as a board to provide the most appropriate programming and collections to meet their needs."

*Contact reporter David Veselenak at [dveselenak@hometownlife.com](mailto:dveselenak@hometownlife.com) or 734-678-6728. Follow him on Twitter [@davidveselenak](https://twitter.com/davidveselenak).*

## **Information Technology Report – December 2022**



Welcome Jeffrey Smith to the Novi Public Library as our new Head of Information Technology. Jeff's first day was January 10, 2023 and already he is starting to get himself familiar with our organization. Because of the timing of Jeff's onboarding, the IT statistics for December and January will not be available until the February board packet. Jeff comes to NPL with a wealth of IT knowledge, most recently working with Ford Motor Company. He has over 20 years of IT experience. In his interview, we were especially impressed with the knowledge and awareness he had for many of our systems that currently run at NPL.

## **Facilities Report by Keith Perfect – December 2022**

In the past month the Facilities Department has closed 3 Facilities tickets, 35 Meeting Room Requests and has updated 356 Periodic Maintenance tickets.

- 2 large orders of janitorial supplies were received.
- 4 Gaylord bins full of discarded and donated books have been sent to Thrift Books for re-sale or recycling.
- Several trips to the DPW yard were made to drop off recycled materials/boxes.
- A proposal for installation of new Server Room HVAC system was approved. We are working with the vendor for an installation date.
- All study room chairs have been replaced with more durable, easy to clean ones.
- More seating on both floors have been added, allowing more choices for guests.
- The Youth Activity Room has been re-painted.
- A repair to the café gate was made. The gate slipped off the track and was out of alignment. The gate was repaired by vendor and tested.
- Several light ballasts were replaced.
- Signs stating "NO PUBLIC ACCESS" were added near the entry ways to the staff work areas.
- Multiple carpet stains were cleaned in between our regular monthly cleanings.
- The Facilities Department budget proposal was submitted to Julie for her review.
- Graffiti was removed from several areas inside the building.
- Three fire extinguishers that lost their charge were replaced by vendor.
- The lighting clock was set for holiday hours/closures.

## **Information Services Department Report by Hillary Hentschel – December 2022**

### **News and Notes**

- Interviews occurred for Youth and Teen Programming Assistant and Sunday Librarian.
- Farewell to Sarah Vander, IS Librarian, who will be leaving us on January 5 for another position.
- Many staff attended a presentation with the Novi Police Department about procedures for lockdowns and related threats in the Library or in nearby locations
- We offered a survey in Teen Space to learn what's going well and how we can better serve teens in that space. Results will be reviewed in the new year.
- Check out new maps throughout the building that offer QR codes with map keys in 7 languages. The digital map also links to library brochures in that language. Thank you, Shannon, for coordinating this project and to all of our staff and volunteers who provided translations!
- In partnership with the Novi Elementary and Middle School ELL programs, we are now offering free weekly peer to peer homework and cultural assistance tutoring for children new to the United States. Teen volunteers assist students with homework and English skills. To participate, students must be referred to the program by ELL teachers in the school. No registration is done through the Library. 30 students attended in December
- Get excited for our new reading challenges launching in January:

### **Winter 2023 "All the Feels" Bingo Reading Challenge**

From Jan. 1–31, the Novi Public Library is participating in "All the Feels," a winter reading challenge sponsored by Beanstack. We challenge our guests to read and log at least 900 minutes, complete activities, and submit book reviews throughout the month. Guests who earn a bingo (row, column, or diagonal) will be entered into a raffle for a chance at winning 1 of 10 coupons to create a mug, puzzle, or tote bag in our iCube Makerspace! Check in on our community goal progress on the website or app and help us reach 100,000 minutes read!

### **2023 Adult Year Long Reading Challenge**

Every month, head to the 2nd floor and check out our display featuring one of 12 different reading challenge themes. Login to your Beanstack account on a computer, download the app, or use a paper log to keep track of your reading. Every four months, 4 raffle winners will be chosen and receive a prize. Those who complete the entire challenge (earn all 12 badges throughout the year) will have the chance to win a Grand Prize!

### **500 Books Before Middle School**

This self-paced reading challenge allows participants to create or improve their reading routine as they log books THEY want to read. Perfect for all readers in Kindergarten through 6th grade, including those who have completed the 1,000 Books Before Kindergarten Challenge. For every 100 books logged (picture books, early readers, chapter books, graphic novels, audiobooks, etc.) stop by the first floor information desk to claim a prize!

### **100 Books Before Graduation**

This self-paced reading challenge allows participants to create or improve their reading routine as they log books THEY want to read. Perfect for all readers in 7th through 12th grade. For every 50 books logged (fiction, nonfiction, graphic novels, audiobooks, biographies, etc.) stop by the first floor information desk to claim a prize!

### Professional Development

- ASL and Deafness DEI session for staff – Hillary, Danielle, Shannon
- EmbraceRace Early Childhood Virtual Summit – Danielle
- “Knowledge for Everyone: How Open Access in Discovery Furthers Your Library's Diversity, Equity and Inclusion Goals” webinar – Danielle
- “Disinformation and the Literacy Landscape” webinar – Danielle
- “Spotlight on Safety: Addressing Threats in Public Libraries” webinar – Anna, Kirsten

### IS Staff Outreach

- Ribbon Cutting (Little Seeds) – Hillary
- VR event at Fox Run (50 participants) – Sarah and Jess
- YouPer Meeting – Kirsten
- Hosted Novi Chamber Sales Group Meeting – Hillary
- Novi Chamber Holiday Lunch – Hillary
- Provided structured lessons at local ESL group – Shannon
- Cultural Arts Advisory Board Meeting – Mary

### Adult Programs

- For the Health of It – 37
- Holiday Concert with Tola Lewis – 145
- Novi Concert Band – 105
- Name That Tune (Game Night) – 5
- Craftastic Wednesday (Laser Cut Ornaments) – 14
- Knit 2Together Knitting Group (5) – 35
- Pop-Up Market – 200

### Adult Displays

- **Feature Collection:** Cozy Reads
- **Desk Display:** Winter / Words for Snow
- **Business Spotlight Display:** Social Media Marketing

### Youth/Tween/Teen/Family Programs

- Tail Waggin' Reading Buddies – 25
- Teen Advisory Board (TAB) – 40
- Grab and Go Gingerbread Kit – 24
- STEM Edible Gingerbread House Engineering - 60

### Youth/Tween/Teen Displays

- **Teen Stop display** – Best YA Fiction of 2022
- **Youth Feature Display** – Smart Cookies Read Books (books about sweet treats)
- **Youth Desk Display** – Winter
- **Lobby Display** – DIY books
- **Movie Display** – holiday movies
- **Libraries are for Everyone** – Cat Lovers' Month, Rosa Parks Day, Cookie Day, Hanukkah, Winter Solstice, Christmas, Kwanzaa

Craftastic Wednesday



Fox Run Virtual Reality Event



STEM Gingerbread House Engineering



Pop-Up Market





## Support Services Department Report by Maryann Zurmuehlen – December 2022

### Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended 2 Management Team meetings.
- Attended weekly SS Department catchup meetings.
- Participated in a Head of Information Technology interview on December 5<sup>th</sup>.
- Interviews were held for (2) 16-hour Shelver positions and (1) 15-hour Clerk position on December 1<sup>st</sup>, 6<sup>th</sup>, and 8<sup>th</sup>.

### Circulation & Shelves

- Holly Bowen's and Jillian Cole's first days as our new 16-hour Shelves will be January 16<sup>th</sup> and January 22<sup>nd</sup>. Please welcome them to NPL when you see them!
- Staff have been attending DEI seminars for their yearly requirement.
- A WLCSD Student card sign-up campaign is running now through January 15<sup>th</sup>.
- Coco Clues Prize Campaign at Lakeshore Lending Library is ongoing.

### Tech Services

- Lisa Rinkel attended a MCLS class (The Mystery of MARC Fixed Fields Solved) on December 14<sup>th</sup> and 15<sup>th</sup>.
- Staff have been attending DEI seminars for their yearly requirement.
- Assisted weekly with student volunteer, Jason.
- Extensive withdrawal processing of materials weeded by Librarians.
- Daily assistance with holds and unclaims for Circulation due to Shelving staff shortage.
- Projects:
  - In Progress: Adding Citizenship Collection
  - Completed: Removal of Paperback Collection

### Statistics (December 2022)

- **Library Cards Issued: 231**
- **Items Checked Out (NPL): 50,971**
- **Items Checked Out (LLL): 43**
- **Total Checkouts (NPL + LLL): 51,014**
- **Items Interloaned for NPL Patrons: 3,580 (58 through MeLCat)**
- **Items Interloaned to Other Libraries: 2,947 (56 through MeLCat)**
- **Items Added to the Collection: 1,944**
- **Items Discarded from the Collection: 1,505**
- **Drive-Up Window & Locker Hold Pickups: 19**
- **MAP Checkouts: 7**
- **Outreach:**
  - **NPL @ Your Door: 15 Mailer Bags / 62 Items**
  - **2 Facilities Visits / 12 Items Provided**
  - **7 Book Discussions / 107 Items Provided**
- **Online New Card Registrations: 0**
- **Automatic Library Card Renewals: 890**
-

Support Services Statistics 2022-2023													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	372	473	583	409	279	231							2,347
Checkouts (NPL)	73,029	67,931	57,606	55,340	53,599	50,971							358,476
Checkouts (Lakeshore Lending Library)	78	89	62	64	57	43							393
Total Checkouts (NPL + LLL)	73,107	68,020	57,668	55,404	53,656	51,014	0	0	0	0	0	0	358,869
Items Borrowed	4,223	4,850	4,172	3,838	3,869	3,580							24,532
Items Loaned	3,463	3,376	3,231	3,213	2,990	2,947							19,220
Hold Pickups (Drive-Up & Lockers)	27	26	26	26	19	19							143
MAP Pass Checkouts	64	55	22	28	11	7							187
Read Boxes	0	0	0	0	0	0							0
NPL @ Your Door (# of Bags)	8	5	5	5	7	15							45
NPL @ Your Door (# of Items)	53	20	35	34	39	62							243

Year-to-Year Comparison			
		DEC 2022	DEC 2021
Cards Issued This Month		231	363
Total Checkouts (NPL + LLL)		51,014	57,359
Items Borrowed	TLN	3,522	3,830
	MeL	<u>58</u>	<u>72</u>
		3,580	3,902
Items Loaned	TLN	2,891	2,921
	MeL	<u>56</u>	<u>92</u>
		2,947	3,013

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



<b>Self-Check Totals 2022-23 Fiscal Year</b>							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	73,107	50.14%	36,654	8,366	8,381	14,379	5,528
August	67,931	49.80%	33,828	7,656	7,800	12,648	5,724
September	57,606	47.17%	27,170	7,019	6,513	7,877	5,761
October	55,340	25.82%	14,287	3,455	6,078	4,234	520
November	53,599	42.67%	22,871	7,546	5,162	4,052	6,111
December							
January							
February							
**March							
April							
May							
June							
<b>FYTD</b>	<b>307,583</b>	<b>43.12%</b>	<b>134,810</b>	<b>34,042</b>	<b>33,934</b>	<b>43,190</b>	<b>23,644</b>

Library Usage									
2021-2022 Fiscal Year					2022-2023 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	18,971	6,852	25,823	956	July	26,439	7,468	33,907	1,130
August	20,561	6,291	26,852	895	August	26,252	7,248	33,500	1,117
September	19,302	7,168	26,470	980	September	22,293	8,056	30,349	1,124
October	20,862	8,079	28,941	934	October	26,053	8,864	34,917	1,126
November	20,346	8,066	28,412	1,015	November	24,413	9,155	33,568	1,199
December	18,663	5,498	24,161	895	December				
January	20,444	7,621	28,065	936	January				
February	18,798	8,617	27,415	979	February				
March	24,367	9,846	34,213	1,104	March				
April	22,464	8,246	30,710	1,059	April				
May	22,690	9,642	32,332	1,155	May				
June	24,976	9,983	34,959	1,205	June				
<b>FYTD Total</b>	<b>252,444</b>	<b>95,909</b>	<b>348,353</b>	<b>1,010</b>	<b>FYTD Total</b>	<b>125,450</b>	<b>40,791</b>	<b>166,241</b>	<b>1,139</b>

Computer Logins										
2021-2022 Fiscal Year					2022-2023 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average		Public Workstations	Wireless	Total	Daily Average	
July	983	30,634	31,617	1,171	July	1,224	46,582	47,806	1,594	
August	944	35,958	36,902	1,230	August	1,310	47,479	48,789	1,626	
September	853	39,555	40,408	1,497	September	979	45,290	46,269	1,714	
October	1,086	44,813	45,899	1,481	October	1,066	53,634	54,700	1,765	
November	867	41,990	42,857	1,531	November	963	51,914	52,877	1,888	
December	779	43,942	44,721	1,656	December					
January	643	36,790	37,433	1,248	January					
February	901	42,253	43,154	1,541	February					
March	1,162	49,315	50,477	1,628	March					
April	1,035	48,514	49,549	1,709	April					
May	873	50,149	51,022	1,889	May					
June	1,015	47,629	48,644	1,737	June					
<b>FYTD Total</b>	<b>11,141</b>	<b>511,542</b>	<b>522,683</b>	<b>1,524</b>	<b>FYTD Total</b>	<b>5,542</b>	<b>244,899</b>	<b>250,441</b>	<b>1,715</b>	

Early Literacy Workstation Usage							
2021-2022 Fiscal Year				2022-2023 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	193	3,882	20	July	447	8,742	19
August	239	5,031	21	August	443	8,650	19
September	177	3,084	17	September	342	5,918	17
October	255	4,361	17	October	388	7,418	19
November	277	5,636	20	November	346	6,366	18
December	271	5,382	19	December			
January	291	5,750	19	January			
February	333	6,603	19	February			
March	447	8,555	19	March			
April	360	6,693	18	April			
May	278	4,684	16	May			
June	391	7,317	18	June			
<b>FYTD Total</b>	<b>3,512</b>	<b>66,978</b>	<b>19</b>	<b>FYTD Total</b>	<b>1,966</b>	<b>37,094</b>	<b>18</b>

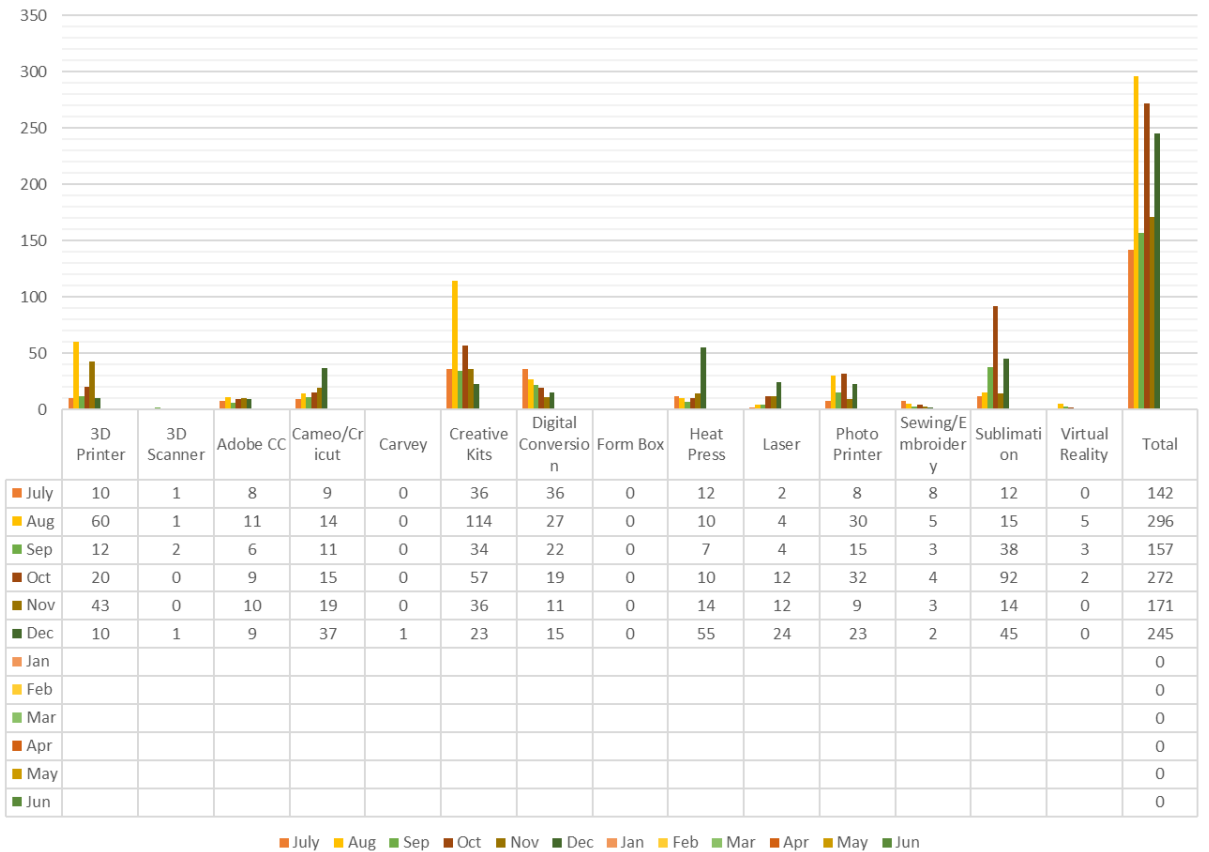
**Technology Training Sessions 2022-23 Fiscal Year**

	3D Printing	Cricut/Silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Buffon Maker	Heat Press	Creative Kits	Wacom Tablet	Staff Training	Total Sessions	Total Guests	
<b>Jul</b>	10	9	28	8	8	12	0	2	0	1	8	17	12	36	5	12	168		
<i>Guests</i>	<b>10</b>	<b>9</b>	<b>28</b>	<b>8</b>	<b>8</b>	<b>12</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>8</b>	<b>17</b>	<b>12</b>	<b>36</b>	<b>5</b>	<b>12</b>		<b>168</b>	
<b>Aug</b>	60	14	27	30	5	15	0	4	0	0	11	21	10	114	5	3	319		
<i>Guests</i>	<b>60</b>	<b>14</b>	<b>27</b>	<b>11</b>	<b>5</b>	<b>15</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>21</b>	<b>10</b>	<b>114</b>	<b>5</b>	<b>3</b>		<b>300</b>	
<b>Sep</b>	12	11	22	15	3	38	0	4	0	2	6	12	7	34	3	4	173		
<i>Guests</i>	<b>12</b>	<b>11</b>	<b>22</b>	<b>15</b>	<b>3</b>	<b>38</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>12</b>	<b>7</b>	<b>34</b>	<b>3</b>	<b>4</b>		<b>173</b>	
<b>Oct</b>	20	15	19	32	4	92	0	12	0	0	9	16	92	57	2	2	372		
<i>Guests</i>	<b>20</b>	<b>15</b>	<b>19</b>	<b>32</b>	<b>4</b>	<b>92</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>16</b>	<b>10</b>	<b>57</b>	<b>2</b>	<b>2</b>		<b>290</b>	
<b>Nov</b>	43	19	11	9	3	14	0	12	0	0	10	20	14	36	0	0	191		
<i>Guests</i>	<b>43</b>	<b>19</b>	<b>11</b>	<b>9</b>	<b>3</b>	<b>14</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>20</b>	<b>14</b>	<b>36</b>	<b>0</b>	<b>0</b>		<b>191</b>	
<b>Dec</b>																			
<i>Guests</i>																			<b>0</b>
<b>Jan</b>																			
<i>Guests</i>																			<b>0</b>
<b>Feb</b>																			
<i>Guests</i>																			<b>0</b>
<b>Mar</b>																			
<i>Guests</i>																			<b>0</b>
<b>Apr</b>																			
<i>Guests</i>																			<b>0</b>
<b>May</b>																			
<i>Guests</i>																			<b>0</b>
<b>Jun</b>																			
<i>Guests</i>																			<b>0</b>
<i>Sessions</i>	145	68	107	94	23	171	0	34	0	3	44	86	135	277	15	21	<b>1,223</b>		
<i>Guests</i>	<b>145</b>	<b>68</b>	<b>107</b>	<b>75</b>	<b>23</b>	<b>171</b>	<b>0</b>	<b>34</b>	<b>0</b>	<b>3</b>	<b>44</b>	<b>86</b>	<b>53</b>	<b>277</b>	<b>15</b>	<b>21</b>		<b>1,122</b>	

2022-2023 Fiscal Year					
	Hoopla		LinkedIn		
	Check-outs	New Users	Active Users	Logins	Total Video Views
July	1,481	400	150	24	235
August	1,387	395	153	19	378
September	1,417	403	154	17	192
October	1,514	425	157	26	470
November	1,609	447	163	21	506
December					
January					
February					
March					
April					
May					
June					
<b>FYTD Total</b>	<b>7,408</b>	<b>2,070</b>	<b>783</b>	<b>107</b>	<b>1,781</b>

2022-2023 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,817	2,046	7,863	537	134
August	5,073	2,120	7,193	555	100
September	5,110	1,956	7,066	602	77
October	5,264	2,003	7,267	588	72
November	5,155	1,919	7,074	624	89
December					
January					
February					
March					
April					
May					
June					
<b>FYTD Total</b>	<b>26,420</b>	<b>10,043</b>	<b>36,463</b>	<b>2,906</b>	<b>472</b>

### iCube Usage 2022- 2023



### Meeting Room Rentals

2021-22 Fiscal Year			2022-23 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
<b>July</b>	0	0	<b>July</b>	26	604
<b>August</b>	0	0	<b>August</b>	38	823
<b>September</b>	0	0	<b>September</b>	33	719
<b>October</b>	14	426	<b>October</b>	35	748
<b>November</b>	22	578	<b>November</b>	30	699
<b>December</b>	14	304	<b>December</b>	24	516
<b>January</b>	16	317	<b>January</b>		
<b>February</b>	25	533	<b>February</b>		
<b>March</b>	33	875	<b>March</b>		
<b>April</b>	31	547	<b>April</b>		
<b>May</b>	22	851	<b>May</b>		
<b>June</b>	27	567	<b>June</b>		
<b>Total</b>	<b>204</b>	<b>4,998</b>	<b>Total</b>	<b>162</b>	<b>3,593</b>

**FRIENDS OF NOVI LIBRARY – No meeting in December**

**HISTORICAL COMMISSION**

2023-2024 budget was approved at the December 21 Meeting.

**TREASURER’S REPORT- Kim Nice**

Treasurer’s Report: ALL APPROVED

BUDGET 2023: Treasurer Kim Nice presented a proposed FY 2023 budget breakdown for the Historical Commission. After discussion and feedback, the Commission APPROVED the proposed budget, sending it to the City for consideration.

**NOVI HISTORICAL COMMISSION  
2023/2024 Fiscal Year Budget**

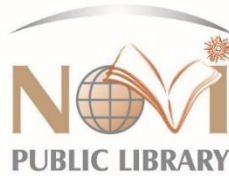
General Fund 101		
Display Cabinet Exhibit	\$	500
Marketing/Brochures/Engage/Shirts/Name Badges	\$	900 New Brochure
Equipment/Supplies/Office/Upgrades/Repairs/Technology	\$	9,000 New Micro Film Reader
Program/Speaker Fees	\$	1,200
Storage Unit	\$	2,900
Acquisition (Books/Materials/Subscriptions)	\$	1,500
Conference/Continuing Education	\$	1,200
Legal Fees	\$	500
Special Projects	\$	4,000 Cemetery Signs
Examples: (Villa Barr, Photography, Veterans Sign, Oral Histories, City/Community Events, Motor City Marker)		
<b>Total:</b>	\$	21,700

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**Library Board Budget Session Information**

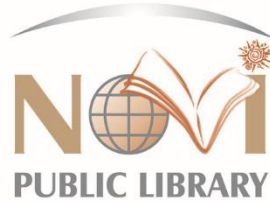
- Agenda: January 12, 2023
- Agenda: January 21, 2023
- Budget Narrative updated as of January 21, 2023 by Director Farkas



Library Board Budget Session for 2023-2024  
Thursday, January 12, 2023  
5:30pm – 8:00pm (5:00 dinner served)  
Novi Public Library – Board Room, 2<sup>nd</sup> floor

**AGENDA**

1. Call to Order- Kathy Crawford, President
2. Roll Call – Brian Bartlett, Secretary
3. Pledge of Allegiance
4. Approval and Overview of Agenda
5. Public Comment  
In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three minute time limit. This is not a question-answer session, therefore, Library Board members will not respond to questions. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees.
6. 2023-2024 Budget Narrative, Proposed 268 and 269 Library Budgets– Julie Farkas, Library Director
  - A. 2023-2024 Budget Narrative – 1<sup>st</sup> Draft as of January 12, 2023
  - B. 268 Library Fund Budget Document – 1<sup>st</sup> Draft as of January 12, 2023
  - C. 269 Library Contributed Fund Budget Document – 1<sup>st</sup> Draft as of January 12, 2023
7. Public Comment (see language above)
8. Board Members Individual Reflections
9. Consider approval of 2022-2023 Year End, 2023-2024 268 and 269 Proposed Budgets, and 268 2024-2025 & 2025-2026 Projected budgets
10. Director Updates:
  - March is Reading Month: Library Board & Director book discussion for the title: OVERDUE by Amanda Oliver (copies of the book provided to the Library Board members for reading, planned 15-20 minute discussion during President's section agenda at the February 16, 2023 Board Meeting.
  - Library Director's mid-year review on January 26, 2023. Director has requested a closed session. See 2022-2023 Goals Update.
  - Strategic Planning survey was launched on Monday, January 9<sup>th</sup> and will be available through mid-February. See website, social media, welcome desk for paper copies.
11. Library Board Meeting: 1/26/2023 at 7pm, City of Novi Council Chambers – this meeting will include the adoption of the proposed budgets.
12. Adjourn



Library Board Budget Session for 2023-2024  
Thursday, January 21, 2023  
10:00am – 12:00pm  
Novi Public Library – Board Room, 2<sup>nd</sup> floor

**AGENDA**

1. Call to Order- Kathy Crawford, President
2. Roll Call – Brian Bartlett, Secretary
3. Pledge of Allegiance
4. Approval and Overview of Agenda
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6. 2023-2024 Budget Narrative, Proposed 268 and 269 Library Budgets– Julie Farkas, Library Director
  - A. 2023-2024 Budget Narrative – 2<sup>nd</sup> Draft as of January 21, 2023
  - B. 268 Library Fund Budget Document – 2<sup>nd</sup> Draft as of January 21, 2023
  - C. 269 Library Contributed Fund Budget Document – 2<sup>nd</sup> Draft as of January 21, 2023
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12. Adjourn

**Budget Narrative 2023-2024 (as of January 21, 2023)**

**Budget Question Related to Year-end Projections provided by City of Novi Finance Dept.**

The State Budget Act requires all governmental bodies to appropriate amounts annually prior to the beginning of each fiscal year. The Act also requires the budget be monitored during the year and amended as facts and circumstances change during the year. If an expenditure budget was to go over the budgeted amount, even a dollar (\$1.00), this is a violation of the Act and is considered an unauthorized expenditure. The City, which the Library is a part of, would be in violation of the Act and the noncompliance condition would be noted in the annual audit report and to the State of Michigan. The State would in turn require the City/library to submit a corrective action plan on how to ensure this violation does not recur.

**Specific Revenue and Expenditure Categories Defined**

**Property Tax Revenue – our major source of funding:**

Lines 268-000.00-403.003 thru 008 Property Tax Revenue-Brownfield Cap 2008, Property Tax Revenue-Brownfield Cap 2015 and Property Tax Revenue-CIA Cap 2018 – what are these revenue streams and why are they always negative year over year (are they the taxes we pay to the city)?

City's Response: **These are TIFA's or "Tax Increment Financing Authority" tax captures. The Brownfields, and Corridor Improvement Authority "capture" (contra-revenue account) the taxes on the difference between the current taxable value and the base value of the property. Yes, to the extent there is "savings", that would mean the capture wasn't as large as originally anticipated and net tax revenues would be higher than budgeted.**

Line 268-000.00-418.000 PPT Reimbursement

City's Response: **This is a recurring line each year; however the revenue is slightly unpredictable. These represent delinquent personal property taxes the county collects on behalf of the City. At the end of each tax year, the County reimburses local units for all real property taxes not collected, but not personal. All delinquent property taxes must be paid to the County. Any personal taxes collected are turned over the local units.**

**Library Book Fines 268-000.00-657.000**

268-000.00-657.000 Library book fines – Does this line item traditionally (i.e. pre-COVID times) reflect BOTH the fines for overdue materials and fees for damaged/destroyed/lost materials OR just fees?

Director's Response: **Yes, the line reflects both overdue materials fines and fees for damaged/destroyed/lost materials.**

**Interest income 268-000.00-664.500**

268-000.00-664.500 Unrealized gain (loss) on investments –

City's Response: **These are unrealized gains and losses so they are more representative of our investments at a point in time. They fluctuate each month and each year. The City is limited in what they can legally investment in per the State of Michigan. The State's requirements provide for fairly conservative investments.**

**269 Library Contributed Funds account number 664.000 Interest on Investments**

City's Response: **The City has pooled investments in order to maximize earnings for all funds. Each month the actual earnings from investments is allocated to each fund based on the average of the beginning and ending investment balance of each fund. For budget purposes, we look at historical actuals to help determine the budgeted amounts.**

**1. Cost Updates as of January 21, 2023**

- **Unexpected Cost:** AC Unit in the IT Server Room – approved not to exceed cost by Library Board on December 21, 2022 in the amount of \$29,305.00 (Account 268-934.000)
- Salary Adjustments for Temporary and Permanent salaries with a not to exceed for both budget lines of \$207,000 (first installment for grades 1-5 as of 1/1/23 and 2<sup>nd</sup> installment for grades 6-12 as of 7/1/23).
- **Strategic Planning and Consulting Services additional costs of \$12,000 in Account 268-816.000)**
- **Technology budget 734.000: increase in costs of \$4,500 for SAN server support, VMWare support.**

**2. Technology Capital Improvements (5 yr. cycle for replacements)**

<b>Workstations</b>			
Year	Locations	Total	Cost
17/18	Admin, IS - 1st Floor, IS - 2nd Floor, Circ Desk, Welcome	30	\$30,000
18/19	Ref Desks (Youth 1 and 2, Adult 1 and 2)	4	\$4,800
19/20	No upgrades	0	\$0
20/21	No upgrades due to COVID and low usage	0	\$0
21/22	1st Floor ref, IS - 2nd Floor ref, Circ Desk, Holds, Tech Holds, AST Room, Tech Services, Support Services	14	\$11,200
22/23	Express, Catalogs, iCube, Language, Print Release, IT Facilities, Creation Station, Teen Stop, Kids, Adult, Mtg. Room	56	\$58,000
23/24	Admin, IS - 1st Floor, IS - 2nd Floor, Circ Desk, Welcome	19	\$15,200
<b>Security Cameras</b>			
Year	Locations	Total	Cost
18/19	East/West Mtg. Rooms, Early Literacy area, Staff Entrance, Staff Lockers, Tables, Lab	7	\$21,000
19/20	Elevator, Hall - Admin, 2nd Floor Corner Stacks, Study Rooms, Teen Room, Adult workstations, north stairs	7	\$17,500
20/21	No upgrades due to COVID	0	\$0
21/22	No upgrades	0	\$0
22/23	Parking lot, 2 patio doors, DVD area, Youth Study Rooms, Youth Media, Southwest windows, study rooms, windows, Book Nook, Copier Area, Lobby East & North, 1 <sup>st</sup> floor Ref Desk	14	\$46,000
23/24	Lobby self-checks, youth self-checks, youth workstations, 2 <sup>nd</sup> flr. Ref desk, restrooms, adult workstations, bike rack, parking lot east	8	\$24,000

**3. Capital Improvement Projects**

**A. Upholstery Project**

Year	Description	Cost
17/18	268: First Floor: Youth benches, study chairs (10)/ Info fireplace area, New For You Chairs (12)	\$13,800
18/19	268: Phase 1: 2 <sup>nd</sup> floor - 10 chairs/5 ottomans	\$15,000
19/20	268: Phase 2: 1 <sup>st</sup> floor study rooms new chairs	\$15,000
20/21	268: Phase 3: public computer area (48)	\$17,000

21/22	269: Staff chairs, Youth Area – 3 stools, Teen Stop upholstery	\$15,000
22/23	269: Phase 4: 2nd floor study rooms reupholstered or new & café chairs – <b>COMPLETED</b>	\$15,000
23/24	269: Phase 5: 2nd floor public area chairs reupholstered (268)	\$17,000
24/25	269: Phase 6: 2nd floor public area chairs reupholstered (268)	\$17,000

**B. Youth Area Design Upgrades– 269 Account**

<b>Year 21/22: Phase 1</b>	<b>Year 22/23: Phase 2</b>	<b>Year 23/24: Phase 3</b>
\$2,437.00: painting, maple trim, mural <b>COMPLETED</b>	\$2,096.00 tall cabinet & washing machine	\$9,550.00 Entryway to the youth play area
\$2,725.00: 3 stools for pinwheel table <b>COMPLETED</b>	\$4,222.00 Puppet stage and storage	\$12,000.00 Stacked Cubes design
	\$10,934.00: 3 Branch pinwheel table	
\$540.00 moving existing manipulatives to east wall <b>COMPLETED</b>	<b>**Youth Dept. is currently looking at improvements to play area in interim 22/23</b>	
	\$4,609.00 Baby Garden (FRIENDS WISH LIST)	\$5,176.00 8 Hanging Mobiles (FRIENDS WISH LIST)
TOTAL: \$2,725.00	TOTAL: \$17,252.00 <b>ON HOLD FOR FURTHER DESIGN OPTIONS</b>	TOTAL: \$21,550.00 <b>ON HOLD FOR FURTHER DESIGN OPTIONS</b>

**C. Teen Stop Area Renovation Project – 269 Account**

<b>Year 21/22: Phase 1</b>	<b>Year 22/23: Phase 2</b>	<b>Year 23/24: Phase 3</b>
\$3,150.00: Reupholster existing 4 chairs and 2 benches <b>COMPLETED</b>	\$8,054.80: Laptop Counter w/7 Chairs	\$10,549.00: Clarus board top for 2 high top tables and 8 high reading stools
\$2,393.00: Laptop tables for 4 existing chairs <b>COMPLETED</b>	\$4,002.70: Electrical for laptop counter, charging units, mounted OPAC, eliminate power from Teen Stop sign	\$4,314.00 add 4 new study tables/4 reading chairs FRIENDS WISH LIST
	\$2,500.00: New vinyl signage to the glass (FRIENDS)	
TOTAL: \$6,179.00 (\$800 Friends)	TOTAL: \$12,057.50 <b>ON HOLD FOR FURTHER DESIGN OPTIONS</b>	TOTAL: 14,863.00 <b>ON HOLD FOR FURTHER DESIGN OPTIONS</b>

**D. Main Entrance Area**

**\$10,000 is currently budgeted in 269 for 22/23.** Two architects have been contacted to provide a request for quotation on design work for the main entrance as of 12/22. Based on the information received and reviewed by the Building & Grounds Committee there will be costs that will be proposed to the Library Board for 23/24.

E. Update 22/23: Discontinuation of Music CD Materials and Redesign of Space  
CD Collection was phased out of the Library as of 21/22 budget year.

\*\*\*A new opportunity has arisen to utilize some of the CD furniture before it is removed from the Library. NPL is embarking on a potential vinyl collection specific to the top 100 classic rock albums of all time. Right now, the development of this collection is based on fundraising and sponsorship. If this collection is supported, the timeline to launch the collection is spring/summer 2023. Investigation by staff on how to incorporate this type of collection is underway.

**The estimated cost for a new bench and incorporated table area was quoted at: \$6,700.00**

**Photo of suggested furniture for CD area**



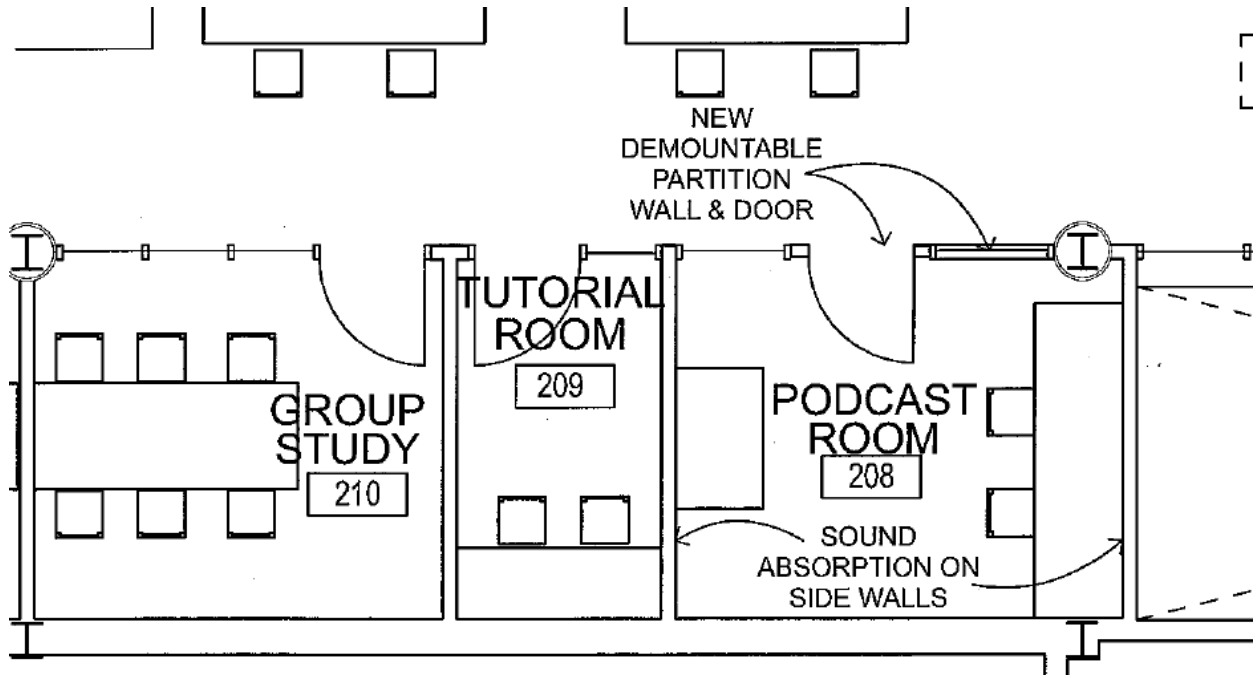
W 81" D 21½" SH 17"



F. Podcast Room \$11,210.000

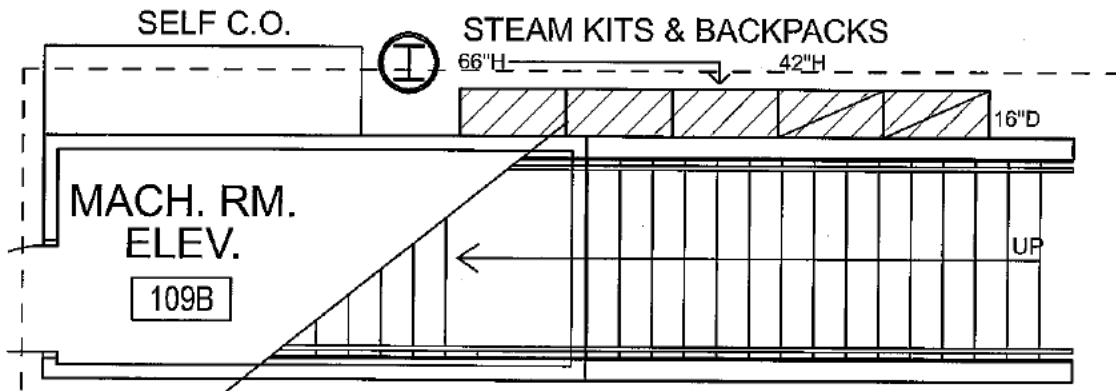
It was planned to renovate a large closet area on the first floor to create a podcast and/or sound space for guests and staff to utilize for audio creations. This idea has developed further knowing additional equipment from the iCube (audio transfer units – cassette, vinyl and VHS could be of use. Therefore, the plan is to renovate the 2<sup>nd</sup> floor open space that is currently connected to the magnifying case and create a larger space that is in conjunction to the iCube and the staff that would assist with its needs. This space would be used by reservation only to allow for the proper use of the room based on the equipment in the space.

In place of current plans for the Teen area, we would like to proceed with this project in 22/23 if possible.



G. Steam Kit and Backpack collections \$7,753.00

This is an opportunity to grow this collection further and allow for proper storage and access while taking advantage of underutilized space. Would allow for display on top as well.





#### **4. Collections: New Comic Book Opportunity**

### **COMICS PLUS**

#### **Accolades:**

-Comics Plus has been named to be one [of Library Journal's Best Databases of 2021](#). They noted that "Comics Plus is an excellent resource to build and expand both sequential art collections and public awareness of the format's diversity and appeal. The content is broad, deep, rich, and nuanced and offers high-interest options for dedicated and novice comics readers alike."  
- [School Library Journal](#) said "Comics Plus is probably the strongest manga subscription service available in English outside of Shonen Jump and Crunchyroll."

#### **Specs:**

Comics Plus is a **true unlimited, simultaneous access subscription (one fee a year!)** of Manga, Graphic Novels, and Comics that are viewable and downloadable to a smartphone, tablet or web browser.

- No extra fees or capped, metered titles, or additional charges. Guests can literally check out an unlimited amount of titles. They will never be rescinded from them.
- A once a year subscription fee
- Device agnostic
- Online tools are available to track usage

#### **The catalog:**

-Approximately 23k+ titles

-4000+ Manga titles (compared to 300/350 in Hoopla and Overdrive who has DC, Marvel, and Viz publisher content)

-Popular publishers like Yen Press, Kodansha, Valiant, Lerner, Abdo, Archie, and more are added each month

-Complete graphic novel series when available (as determined by the publisher)

#### **More reasons to offer Comics Plus:**

##### **-Shelf value is approximately \$95k+**

-DEI selections from publishers like, Heir Apparent Publishing, Immedium, Apples & Honey Press, Exhibit A, Fanbase Press, Fun Academy Inc., Kingstone Media, and UMC Ediciones

-Boost literacy and ESL programs

-Supports guests with print difficulties, Hi/Lo reading abilities, reluctant readers, and patrons who wouldn't typically make a trip to the library

-A smart solution to limited shelf space

-Comics Plus has become wildly popular and will increase circulation

-Libraries nearby who have it:

Northville

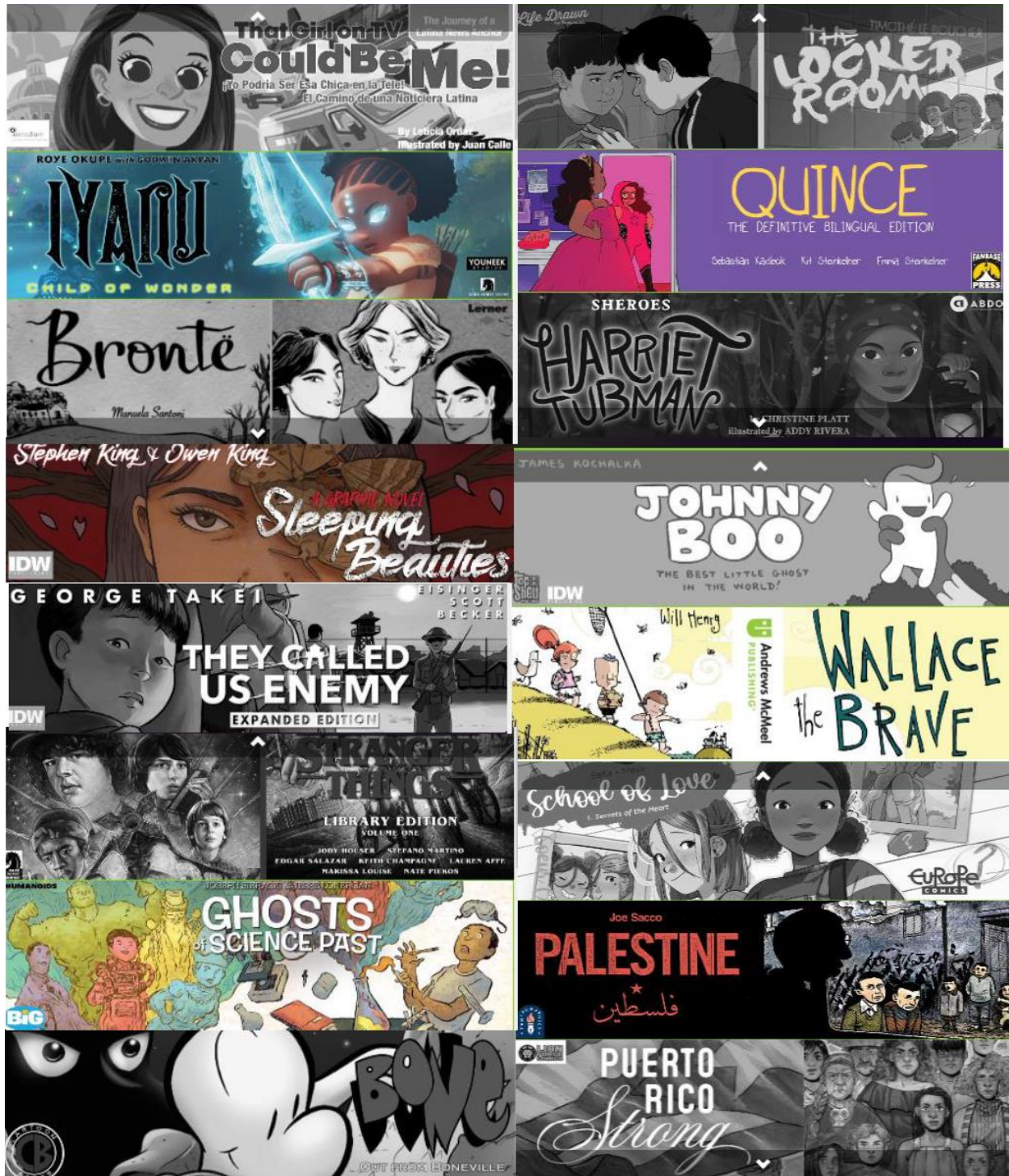
Canton

Birmingham

Farmington

Some popular titles in the ComicsPlus catalog: Big Nate, Avatar, Adventure Time, Star Wars, Disney, Little Pony, Peanuts, Geronimo Stilton, Lumberjanes, Sonic the Hedgehog, Stranger Things, Teenage Mutant Ninja Turtles, They Called Us Enemy. ComicsPlus also has Yen Press which is a big manga publisher, as well as independent DEI publishers.

Also, adaptations of the classics, like Pride and Prejudice, A Midsummer Night's Dream, Ann of Green Gables, and Jungle Book.



**Questions regarding downloadable/digital materials by Mary Robinson as of 1/21/22**

The price we pay to publishers (via OverDrive) for eBooks is higher than the price charged to consumers, and the library almost always pays more for an eBook than a print copy through a library vendor, like Brodart:

<a href="#">Lessons in Chemistry: A Novel</a>		<a href="#">Garmus, Bonnie</a>	<a href="#">Hardcover</a>	<a href="#">9780385547345</a> Fiction	Doubleday	04/05/2022	On Order:139	\$15.95
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Also, most publishers sell the eBook to libraries (via OverDrive) through a license for a set number of uses (they expire after 26 checkouts), or a set amount of time (they expire after 12 or 24 months), depending on the terms of the license. All of these factors can affect our budget and ability to purchase titles to meet the demands of our guests.

For example, here's library and consumer pricing for the popular book 'Lessons in Chemistry' by Bonnie Garmus:

Library pricing for eBook through the OverDrive Marketplace: **\$55.00**

Restrictions on library eBook: **License expires after 24 months** (and then we have to buy it again).

Consumer pricing for eBook (Amazon): **\$18.41**

Restrictions on consumer eBook: **License does not expire.**

Library pricing for eAudio: **\$95.00**

Restrictions on library eAudio: **One copy per user, but doesn't expire.**

Consumer pricing for eAudio (Amazon): **\$17.92**

Restrictions on eAudio: **License does not expire.**

In regards to how our local collections work with the larger TLN collection...

We contribute a certain amount (\$11024.47) to the shared TLN collection for everyone to use. However, we also have a local NPL collection (called the Advantage Collection) that the bulk (@\$45,000) of our OverDrive/Libby budget goes towards. This allows us to order multiple high-demand titles to reduce the wait time on holds and curate collections exclusively for our residents. We also can make special purchases (like for Community Reads) as well as titles our residents specifically request.

In the spirit of reciprocity and being part of the TLN e-Content team, we designated our Advantage Collection to be an Advantage Plus Collection a few years ago. This means after a certain amount of time (I think 6 months or no holds on a title) we've agreed to share our Advantage titles with the larger shared TLN collection. However, Novi residents will always have first dibs on our Advantage titles, even if they are shared. For example, we bought several titles of 'A Man called Ove' when it was popular several years ago. When it wasn't so popular, the titles were eventually shared with the larger TLN collection. Now that it's popular again, if a Novi card holder wants it, they will be at the top of the list over a non-resident.

There are so many variables in regards to ebook lending by libraries so it can get rather confusing, but I hope this little write-up helps!

**5. Employee Compensation and Salary Adjustments for 2022-2023 – Approved by Library Board on 7/28/22**



# Memo

**To:** Library Board Trustees

**From:** Kathy Crawford, Kat Dooley

**cc:** Julie Farkas

**Date:** July 8, 2022

**Re:** Salary Comparison Data and Recommendation

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The Library Board HR Committee was charged in early March 2022 to work with Director Farkas to collect and review data and propose a plan for salary compensation for Novi Library employees for 2022-2023. A professional salary study was completed in 2008, which gave the administration its current salary structure template. Adjustments were monitored and employees were compensated annually based on performance. However, shortly after the 2008 study was implemented, a recession occurred which impacted employee compensation due to the loss in tax revenue funding for the Library. The Board approved annual stipends and percentages that were less than 2% between 2011 and 2015.

The last in-house salary comparison completed by the Board’s HR Committee and approved by the Library Board was in 2018. At that time, salary adjustments were implemented for all 12 pay grades based on the annual increases that were being implemented as well as salary adjustments for employees who were not in range based on years of service. Driving the changes were State of Michigan minimum wage rates increasing and library industry changes. Over the last two years, salary changes in many industries have been drastic (increasing) in a variety of professions that can be compared to similar library positions at NPL (shelver, clerk, clerk supervisor, etc.). The minimum wage currently for the State of Michigan is \$9.87, however, libraries, when surveyed are not using minimum wage as a starting grade level. Over the past four months, with our current salary ranges, we have been less competitive when trying to attract professional talent. This is the first time we are experiencing an employment crisis. Since fall 2021, NPL has started to experience difficulties in attracting clerical and professional staff. Thus, NPL is falling behind on being competitive with similar class VI and neighboring libraries as it relates to salary compensation.

Three data collection tools have been shared with the HR and Finance Committee.

1. **Library Salary Comparison with other class VI libraries** (Howell, Royal Oak, West Bloomfield and Portage) that are similar in size by population). In addition, data from DSLRT (Detroit Suburban Libraries Roundtable, Library of Michigan – State Aid Data, Canton Public Library and Northville District Library

are included. We are often compared to Canton and Northville, however, Canton has a much larger service population as a class VI library and Northville, our neighbor, is a class V library and smaller in population.

2. **Library Job Posting Data** collected since January 2022 which shows that various salary ranges by job title.

3. **2023-2024 Proposed Salary Structure** chart showing NPL’s current wages and the proposed adjustments. It is recommended that NPL start its pay structure (Grade 1) at \$12.00 per hour for its shelver position. Currently, this position requires a person to be at least 16 years of age. At this time, there are 3 positions open for this grade. For Grade 2 (clerk and monitors), it is recommended that the salary start at \$15.00 per hour. This is comparable to a retail position where an employee is required to interact with the public, exchange cash and have basic computer skills for retrieving guest records. As the salary recommendations increase based on grades 1 and 2, other grades have been adjusted. On annual employee surveys, comments pertaining to the concern for low wages in these grades have been cited.

To accomplish the full salary structure adjustments, it is recommended that grades 1 through 5 are addressed by January 1, 2023. An annual adjustment cost for the Library in the temporary salaries budget line (705.000) of approximately \$160,000. It is recommended that grades 6-12 would be adjusted as of July 1, 2023 costing the Library an additional \$47,000 in the permanent salaries budget line (704.000).

The Library Board has been very supportive over the years with salary compensation to the Library employees. In fact, during the pandemic, the Board voted to keep staff employed and paid if employees were actively engaged in training and remote work (if the position allowed) when the Library was shut down (March 16, 2020 – July 5, 2020). 7 positions were not filled at this time until the Library was back to full operation. Some public libraries and employees were not afforded the same economic opportunity. In addition, the Board has recognized employees with annual salary increases over the years. See chart below. Percentage was granted if employee “met expectations” for annual performance.

2015/2016	No compensation approved
2016/2017	2%
2017/2018	2%
2018/2019	2.5%
2019/2020	2%
2020/2021	2.5%
2021/2022	2%
2022/2023	3%

The HR Board Committee realizes salary is just one piece of what an employee may look at when being attracted to our organization. Therefore, we continue to look at ways to attract new employees and retain its current employees by addressing current opportunities such as tuition reimbursement (which is offered by the City of Novi), increased retirement benefits (City of Novi offers a higher rate for contribution), work/life balance opportunities, conference and training benefits, etc.

**Board Action on July 28, 2022 for Salary Adjustments for 22/23 and 23/24**

**Matters for Library Board Action**

1. Motion to approve the 2022-2023 Salary Structure addressing grades 1 through 5 for salary adjustments by January 1, 2023, and grades 6-12 for salary adjustments by July 1, 2023.....71-75

**Trustee Crawford:** Discussed the proposal generated by the Human Resources Committee and sent to finance for consideration. The library has a shortage of staff resources. There are issues with competitive salaries that effect both the recruitment and retention of staff.

**Trustee Bartlett:** Reviewed the proposal from Financial staff. The salary levels in the library will be reviewed with mid-fiscal year adjustments for part time personnel. (January 2023) This will impact fund balance and the 2022-2023 budget. Adjustments will be evaluated for full time staff for the July 2023-July 2024 budget year. This has the largest impact for part time staff that has the largest need for recruitment and retention.

**Motion:** To approve the 2022-2023 Salary Structure addressing grades 1 through 5 for salary adjustments by January 1, 2023 and grades 6-12 for salary adjustments by July 1, 2023.

Motion- Trustee Dooley

2<sup>nd</sup>-Trustee Cherukuri

**Motion Passes – 7-0**

**Salary and Adjustments for 22/23 and 23/24 – updated January 21, 2023**

Percentages of the increases: the range for the increases for salary adjustments was 3.2% - 29%. Most of the higher increases were for positions in grades 1-5, while the average for grades 6-12 was 7.1%.

Number of employees that benefitted: 43 employees were adjusted based on the new salary structure; 7 employees were already in the current range of the new structure based on years in their position. Currently there are 9 part-time positions open.

The 7 employees that are currently in range, I recommended a 3% increase effective July 1, 2023 to follow with the current structure, otherwise they will fall behind. This is reflected in the proposed salary lines.

This year 2022-2023 should be treated as a catch up year for salaries. Therefore, as performance evaluations are completed in June 2023, salary would not be tied to the performance evaluation this year for an employee unless the employee is not exceeding expectations, then the employee would not be eligible for an increase in the subsequent cycle, unless improvements in performance were documented. For future years, I recommend a 3% increase for employees who meet expectations. The City of Novi is planning to provide a 3% increase for their Administrative employees for July 1, 2023.

Internal promotions: Since July 1, 2022 there have been 5 staff members that have moved into grades higher than first employed. We had two retirements since July 2022 (Barbara Cook and Barbara Rutkowski).

New position recommendation: In the current 2023-2024 temporary line, I am recommending the addition of a new position, based on needs in the Information Services Department. There is a continuous need for more outreach in the community and it is recommended that we add a part-time Community Outreach Librarian. This person would be charged with expanding our services for older adults (55+) that would include programming, reader's advisory and digital education and include residents of the north end of Novi, as well as some outreach in our business community.

**Still looking for a recommendation on how to best implement salaries going forward for insuring staff are receiving compensation in a timely manner. With implementing the salary adjustments for grades 1-5 in January 2023, there is now a 1.5 year gap before compensation again for this group. Trustee Bartlett suggested incorporating a 1.5% in January 2024. The cost for this is: \$2,000.00 in Permanent Salaries 704.000 and \$4,500.00 in Temporary Salaries. Total: \$6,500.00 effective January 1, 2024 (this is NOT reflected in the budget lines as of yet)**

It was understood based on the memo above and approved by the Library Board that approximately \$207,000 would be expended to make the salary adjustments for January 2023 and July 2023. Total incorporated into the Permanent and Temporary budgets was \$179,969.

## **6. Health Insurance**

The contribution has changed for HAP to 15% employee and 85% City. BCBS is still 20% employee, 80% City. We have had some employees make changes to their health care benefits as of open enrollment in November 2022. I will monitor changes in the costs as they occur. The City instituted a monetary rewards program for actively engaging in annual wellness visits and wellness activities. An employee can earn up to \$100 for participating.

### Health Care Self-funded (provided by Carl Johnson)

The City has a self-insured plan for the group of employees who currently have HAP. It means nothing to you or your employees, it just impacts how we (finance) pay for insurance claims. It also will have no impact on anyone's budget as we will all be charged the same illustrated premiums provided by HAP just like we always have. To the extent this program is successful we could see savings in actual claims paid and may be able to reduce future contributions but we won't know anything for several years.

## **7. Building Assessment Information for Future Planning of the 269 Contributed Funds Account**

Completed by Keith Perfect, Facilities Assistant II (as of January 2019)

(Preliminary quotes for informational purposes; these items would need to be bid)

<b><u>CARPET</u></b>					
D.E. McNabb Flooring		\$194,191.66			
Library Design		\$436,148.00			
Falcon Flooring					
<b><u>ELEVATOR</u></b>					
Kone Elevator		\$139,000.00			
Otis Elevator		\$200,000.00			
Schindler Elevator		\$160,000.00			
<b><u>HVAC</u></b>					
Lyon Mechanical		\$1,126,000.00			
RW Mead		Not returning calls or email			
Level One HVAC		\$415,441.00			
<b><u>ROOF</u></b>					
Holbrook Roofing		\$125,000.00			
Tittle Brothers Roofing		\$294,650.00			
MacDermot Roofing		No show/not returning calls			
<b><u>Lawn Irrigation Well</u></b>					
Ray's Well Drilling		\$21,935.00			
<b><u>Parking Lot</u></b>					
Nagle Paving					
complete redo of lot as of 12/2015		\$78,500			
<b><u>Painting</u></b>					
Cornerstone Painting		\$29,000.00			
Five Star Painting		\$29,844.94			
<b><u>AST MACHINE</u></b>					
The Library Company		\$100,000.00			
Envisionware		\$85,500.00			

**Projects completed based on above assessment:**

**Building Maintenance for 20/21: Air Duct Cleaning \$25,000.00 (Bid in December 2020; completed by 6/21)**  
**Building Maintenance for 21/22: All Building Painting \$30,000.00 (Staff completed 85% of walls due to COVID)**  
**Parking Lot Seal-coating projects: 21/22, 22/23, 23/24 annual coating is recommended for general maintenance until the lot is deemed ready for a complete reconstruction.**

## **8. What is currently under warranty with the Library building? (Information gathered as of budget time: January 2015)**

Most of the new building warranties were for one or two years. Only one contractor, Nagle Paving, had an extended warranty for five years. Some of the manufacturers also have extended warranties for various periods of time. Parking lot and roof are the most notable. Others are also listed below.

- Nagle Paving—parking lot—5 year warranty: 7/27/2010 – 2015; asphalt paving—5 year warranty—11/18/2010–2015
- Firestone Building Products—roofing system (membranes, insulations, metal, accessories); exterior paint finish of metal roofing panels and trim—20 year warranty—3/31/2010 – 2030



- TjF Enterprises—Trespa panels guaranteed against delamination and discoloration—10 years—1/20/2010 – 2020
- Shaw—carpet tile backing system—lifetime warranty
- Armstrong—flooring—5 year warranty
- Scranton Products—toilet partitions—25 year warranty—12/15/2009 – 2034
- Penco (Shelving Inc.)—metal lockers—10 year warranty—2/23/2010 – 2020
- Larsen's Manufacturing—fire extinguishers—6 year warranty—10/30/2009 – 2015
- Lennox Hearth Products—gas fireplace—product body and firebox—lifetime warranty; logs and burner—5 year warranty—3/31/2010 – 2015
- Arch Aluminum & Glass—insulated glass—10 year warranty—3/31/2010 – 2020
- Rochester Hills Contract Glazing—insulating glass—10 year warranty—from date of manufacture (not specified)
- Various manufacturers warranted exterior coating, sealants, waterproofing, etc., for times ranging from 5 years to 20 years
- Various manufacturers warranted doors, hardware, parts, closers, etc., for times ranging from 5 years to lifetime

**When planning for future parking lot paving; currently the Library is maintaining the lot for annual crack filling and sealing coating. This has been done both in 21/22 and 22/23 budget years (both in the months of August)**

Information provided to Building/Grounds Committee on 1/14/21

I met with DPW staff member Aaron Staup today to walk the library parking lot for his professional opinion on the lot.

Here are my notes from the meeting:

- The parking lot does have some areas that are in need of crack seal and over-band replacement. He is estimating about \$5,000 for this work and recommends it get done in summer 2021.
- There are no major hazards in the parking lot to address
- As we plan for a complete replacement of the lot (which does not have to be done in 21/22 because he says “get as much life as you can” out of the lot) he believes the cost will be more upwards of \$125,000 and because there are issues with water under the current asphalt. However, crack seal and over-band should then be a part of annual maintenance if we are not ready for the big redo because salt trucks and salt are what cause the removal of the filler. Another thing he added is when we do the complete redo of the parking lot the bioswale should be removed so that better drainage of the lot can be accomplished. He has not seen the drainage we wanted with the bioswale intact. We have 2 other bioswales that could still share our “green” initiative, but currently it hinders that best drainage for the lot.
- He also recommends a limestone base instead of crushed concrete for the base when the complete redo happens. Our former parking lot vendor did not do this even when it was in contract and asked when the original lot was put in, which is one of the drainage concerns.
- He is aware of asphalt pricing increasing dramatically of the last few years and maybe concrete which is better may be cheaper.

**Parking Lot Maintenance for 23/24 is budgeted for \$16,500 based on review of the lot following the August 2022 crack/fill and seal-coating.**

**9. What has been the fund balance overage/usage over the past few years for 268 Account?**

2008-2009 – savings for new bldg.	\$427,650.55
2009-2010 – savings for new bldg.	\$409,509.00
2010-2011	(\$83,127.00)
2011-2012	(\$129,771.35)
2012-2013	(\$198,873.94)
2013-2014	(\$267,316.17)
2014-2015	(\$126,552.97)
2015-2016	\$35,687.12
2016-2017	\$85,768.07
2017-2018	\$68,064.69
2018-2019	\$196,702.32
2019-2020	\$180,244.89 (3.5 months of COVID)
2020-2021	\$213,815.30
2021-2022	\$68,189.13

**10. QSAC (Quality Services Assessment Checklist) – Library of Michigan**

Novi Library achieved Excellent Level in spring 2019. Currently, only 2 libraries out of 435 have reached the Excellent Level. To qualify for the Excellent Level we must maintain that 15% of the overall budget is specific to collections. NPL tries to keep collections at 17% of budget. Lindsay Gojcaj is charged with the updating of our QSAC status. She will complete the first phase for Essential by June 2023.

**11. Budget Related Questions: updated as of January 21, 2023**

Can you send me the current report of depreciated items that you track on the Library (there were a few categories including books)?

City Response: I have attached a report of all Governmental assets and then a second report that isolates just the Library's. (see attachment)

What is the current millage rate for the Library? If that were to be rolled back to 1.0 what would be the revenue that could potentially come in for the Library?

City's Response: The current library millage is .7303 which generates \$3,230,761. An additional .2697 would generate approximately \$1,193,000.

Quick clarification: 268-716.000 Insurance is the total cost for the Library to have health insurance for employees. 268-716.999 is the employee contribution of either 15% or 20% paid towards the health insurance correct?

City's Response: Yes, this is correct.

268-718.010 how much of a percentage increase should I plan for in future years 24/25 and 25/26. I have 23/24 at \$90,233 which is 2% should the percentage be higher?

City's Response: As of right now, the FY 23/24 MERS report states the 23/24 rate will be \$80,000 total for the DB plan (add 268-000.00-718.000 plus 268-000.00-718.010). I think assuming a 2% increase in years 24/25 and 25/26 is reasonable.

Inflation rate that the Library should consider for supplies, materials, services and charges in upcoming budgets.

City's Response: We do factor in different percentage increases or a contingencies when it comes to construction projects and health insurance. But overall, I'd say we typically estimate a 3% increase in costs each year.

Can we change the language for revenue line 268-657.000 from Library book fines to Library book fees?

City's Response: This can be done if it becomes a permanent change. Information would be provided to the City once approved. **This will be finalized by the Library Board in spring 2023.**

**What does LSTA stand for?** Library Services and Technology Act (Library of Michigan)

The Library of Michigan supports statewide initiatives and competitive grant programs for libraries with federal funds received under the [Museum and Library Services Act of 2018](#).

The Institute for Museum and Library Services, an independent federal agency, provides funds under this legislation to State Library Administrative Agencies to improve and support library, museum and information services. The legislation outlines the following broad priorities, excerpted below:

- expanding services for learning and access to information ... ;
- establishing or enhancing electronic and other linkages and improved coordination among and between libraries ... ;
- providing training and professional development, including continuing education, to enhance the skills of the current library workforce ... ;
- developing public and private partnerships with other agencies and community-based organizations;
- targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;
- developing library services that provide all users access to information ...

**12. Proposed 268 and 269 Budgets for 2023/2024**

2023-2024 Library Budget 268 1/21/2023 Draft 2		2020-2021 Audited	2021-2022 Audited	2022-2023 Approved	2022-2023 Yr. End	2023-2024 Proposed	2024-2025 Projected	2025-2026 Projected	NOTES
Revenues		6/30/2021	6/30/2022	1/27/2022	1/26/2023	1/26/2023	1/26/2023	1/26/2023	
Account	Description								
403.000	Tax Revenue - Current Levy	2,959,058.75	3,081,796.39	3,209,191.00	3,232,784.02	3,401,742.00	3,537,812.00	3,643,947.00	Provided by City of Novi
403.001	Tax Revenue - Cnty Chargebk	6,323.24	744.21	2,000.00	-7,547.44	0.00	0.00	0.00	Provided by City of Novi
403.002	Tax Revenue - Tax Tribunal Accr	900.00	3,500.00	-1,000.00	0.00	-1,000.00	-1,000.00	-1,000.00	Provided by City of Novi
403.003	Tax Revenue - Brownfield 2008	-276.15	-59.74	0.00	-323.55	0.00	0.00	0.00	Provided by City of Novi
403.006	Tax Revenue - Brownfield 2015	-6,071.40	-7,282.79	-12,749.00	-8,961.24	-15,299.00	-18,359.00	-22,031.00	Provided by City of Novi
403.008	Tax Revenue - CIA Cap 2018	-13,183.71	-15,037.43	-22,538.00	-22,782.73	-31,553.00	-41,019.00	-49,223.00	Provided by City of Novi
420.000	Tax Revenue - C/Y Del PPT	-8,038.90	-4,648.79	-5,000.00	-5,000.00	-5,000.00	-5,000.00	-5,000.00	Provided by City of Novi
508.450	Federal Grants	5,627.01	0.00	0.00	0.00	0.00	0.00	0.00	Provided by City of Novi
508.452	Federal Grants - COVID 19	59,143.94	0.00	0.00	0.00	0.00	0.00	0.00	Provided by City of Novi
567.000	State Aid	46,164.52	56,619.13	33,000.00	51,000.00	50,000.00	50,000.00	50,000.00	Based on annual stats to State of MI
573.000	State Grants - Local Comm		5,968.34		0.00	0.00	0.00	0.00	
633.100	Insurance Reimbursement	0.00	89,230.69	0.00	0.00	0.00	0.00	0.00	
657.000	Library book fines	10,924.57	8,720.61	8,000.00	7,200.00	7,000.00	7,000.00	7,000.00	lost/damaged fees; no late fines charged
658.000	State penal fines	95,366.51	97,789.47	95,000.00	99,223.80	95,000.00	95,000.00	95,000.00	Speed to Read - highway traffic violations
664.000	Interest on Investments	47,949.82	44,180.81	39,000.00	39,000.00	42,000.00	44,000.00	44,000.00	Provided by City of Novi
664.500	Unrealized gain(loss) invest	-7,827.98	-117,830.18	1,000.00	1,000.00	5,000.00	10,000.00	10,000.00	Provided by City of Novi
665.000	Miscellaneous income	1,063.43	7,121.82	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	Sale of items (thumb drives, earbuds, etc.)
665.100	Copier	1,700.20	84.41	1,000.00	0.00	1,000.00	1,000.00	1,000.00	Coin-op machine funds
665.266	SRP - T-shirt sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
665.289	Adult Programming	0.00	0.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	On the Road Fundraiser
665.290	Library Fundraising	11,243.58	12,049.53	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	
665.300	Meeting Room	0.00	18,532.37	25,000.00	23,000.00	25,000.00	25,000.00	25,000.00	
665.400	Gifts and donations	933.91	1,035.04	1,500.00	1,500.00	1,000.00	1,000.00	1,000.00	
665.404	Novi Township Assessment	6,847.00	6,970.00	7,000.00	7,256.00	7,000.00	7,000.00	7,000.00	Provided by City of Novi
665.650	Library Café	0.00	6,000.00	6,000.00	0.00	6,000.00	6,000.00	6,000.00	Contract no payment 22/23
<b>Total Revenues</b>		<b>3,217,848.34</b>	<b>3,295,483.89</b>	<b>3,397,404.00</b>	<b>3,428,348.86</b>	<b>3,598,890.00</b>	<b>3,729,434.00</b>	<b>3,823,693.00</b>	

2023-2024		2020-2021 Audited	2021-2022 Audited	2022-2023 Approved	2022-2023 Yr. End	2023-2024 Proposed	2024-2025 Projected	2025-2026 Projected	
<b>Expenditures</b>									
<b>Personnel Svcs.</b>									
<b>Account</b>	<b>Description</b>								
704.000	Permanent Salaries	931,050.19	931,808.07	1,039,792.00	1,077,300.00	1,140,000.00	1,174,200.00	1,209,400.00	Salary adj. 22/23 grades 1-5; 23/24 6-12
704.012	COVID-19 Crisis Hazard Pay	7,500.00			0.00	0.00	0.00	0.00	
704.100	Severance/Incentive Pay	12,000.00			14,000.00	0.00	0.00	0.00	
704.200	Wages (non-pensionable)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
704.210	Vacation Payout (Oct 2022)	8,499.17	0.00	5,000.00	6,056.80	6,000.00	6,000.00	6,000.00	
704.250	Final Payout	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	Benefit time
705.000	Temporary Salaries	591,926.47	623,961.02	725,000.00	705,000.00	805,700.00	856,700.00	882,400.00	Salary adj. 22/23 grades 1-5; 23/24 6-12
706.000	Overtime	111.61	802.33	500.00	500.00	500.00	500.00	500.00	
715.000	Social Security	116,389.90	116,783.24	135,000.00	138,000.00	149,000.00	155,860.00	160,500.00	Percentage 7.65%
716.000	Insurance	195,996.64	215,480.66	193,000.00	193,000.00	224,100.00	233,064.00	242,387.00	Provided by City of Novi
716.200	HSA - Employer Contribution	6,125.00	2,625.00	6,300.00	6,300.00	6,600.00	6,600.00	6,600.00	Provided by City of Novi
716.999	Ins. Employee Reimbursement	-36,361.13	-36,090.77	-29,775.00	-29,775.00	-33,615.00	-34,960.00	-36,358.00	Provided by City of Novi
718.000	Pension DB	6,012.00	6,156.00	5,795.00	5,795.00	5,795.00	5,795.00	5,795.00	Provided by City of Novi
718.010	DB Unfunded Accrued Liability	43,224.00	58,404.00	59,765.00	88,464.00	90,233.00	92,033.00	93,873.00	Provided by City of Novi; 2% incr. annually
718.050	Pension - add'l DB Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Library has opted to not
718.200	Pension - Defined Contribution	25,156.99	31,155.34	48,400.00	48,400.00	49,852.00	51,348.00	52,888.00	Provided by City of Novi
719.000	Unemployment Ins	3,008.04	91.64	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	Provided by City of Novi
720.000	Workers' Comp	2,666.03	1,686.71	1,700.00	1,700.00	1,800.00	1,900.00	2,000.00	Provided by City of Novi
<b>Total Personnel Services</b>		<b>1,913,304.91</b>	<b>1,952,863.24</b>	<b>2,192,477.00</b>	<b>2,266,740.80</b>	<b>2,447,965.00</b>	<b>2,551,040.00</b>	<b>2,627,985.00</b>	<b>\$74,263.80 increase for end of year 22/23</b>
<b>Supplies and Materials</b>									
<b>Account</b>	<b>Description</b>								
727.000	Office supplies	11,488.89	12,752.79	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	
728.000	Postage	167.35	488.51	2,000.00	4,000.00	2,000.00	2,000.00	2,000.00	Strategic Planning survey postcard 22/23
734.000	Computer software/licensing	39,983.56	71,847.11	83,000.00	87,500.00	83,000.00	83,000.00	83,000.00	Add'l cost \$4,500 22/23
734.500	Computer supplies equip	7,088.93	132,954.83	21,000.00	21,000.00	32,000.00	32,000.00	32,000.00	
740.000	Operating supplies	22,919.43	9,873.36	28,000.00	28,000.00	30,000.00	30,000.00	30,000.00	
740.010	Gift and Donations expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	On the Road Reimbursements
740.200	Desk, chairs, cabinets, etc.	0.00	700.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
741.000	Uniforms	0.00	422.00	300.00	500.00	500.00	500.00	500.00	Cost increase
742.000	Library Books	183,651.77	199,639.76	197,000.00	197,000.00	224,000.00	212,000.00	200,000.00	23/24 & 24/25 youth non-fic replacements
742.010	Library Books - Lending	18,677.92	13,973.37	17,000.00	17,000.00	15,000.00	15,000.00	15,000.00	
742.100	Book Fines	265.28	672.48	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
743.000	Library Periodicals	20,076.93	22,471.42	18,000.00	18,000.00	18,000.00	16,000.00	16,000.00	declining options in print
744.000	Audio visual materials	131,158.96	128,743.17	136,000.00	136,000.00	70,300.00	72,100.00	74,200.00	Hoopla; Overdrive; vinyl if no sponsors
745.200	Electronic media	47,025.96	42,783.60	46,900.00	46,900.00	125,700.00	129,400.00	133,200.00	increasing copies to meet demand \$12,800
745.300	Electronic Resources - Online	63,936.47	65,243.18	70,000.00	70,000.00	75,000.00	77,500.00	79,800.00	new comics; Det News; contract options
<b>Total Supplies &amp; Materials</b>		<b>546,441.45</b>	<b>702,565.58</b>	<b>643,200.00</b>	<b>649,900.00</b>	<b>699,500.00</b>	<b>693,500.00</b>	<b>689,700.00</b>	

2023-2024 Library Budget 268		2020-2021 Audited	2021-2022 Audited	2022-2023 Approved	2022-2023 Yr. End	2023-2024 Proposed	2024-2025 Projected	2025-2026 Projected	
<b>Services &amp; Charges</b>									
Account	Description								
801.925	Public Information (cable)	672.83	741.09	700.00	700.00	850.00	850.00	850.00	
802.000	Data Processing - OnBase	712.94	734.34	800.00	800.00	750.00	750.00	750.00	City of Novi
802.100	Bank Services	5,221.75	3,939.96	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	
803.000	Independent Audit	814.00	723.00	800.00	800.00	800.00	800.00	800.00	City of Novi
804.000	Medical Service	1,372.00	1,841.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	
806.000	Legal Fees	20,783.00	16,967.90	7,500.00	8,500.00	8,500.00	8,500.00	8,500.00	
808.100	Rubbish Monthly	1,224.41	0.00	0.00	0.00	0.00	0.00	0.00	City of Novi contact
809.000	Memberships & Dues	5,340.01	5,712.45	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	
816.000	Professional Services	1,972.50	15,753.87	24,000.00	36,000.00	16,000.00	16,000.00	16,000.00	Strategic Plan contract; Tech Support
817.000	Custodial Services	84,097.77	88,544.00	90,000.00	89,000.00	89,000.00	89,000.00	88,000.00	currently under contract
818.000	TLN Central Services	3,495.00	3,495.00	3,500.00	3,495.00	3,500.00	3,500.00	3,500.00	TLN delivery 5 days a week
851.000	Telephone	26,043.29	25,661.68	24,000.00	34,000.00	34,000.00	34,000.00	34,000.00	AT&T cost increases for emergency lines
855.000	TLN Automation Services	58,258.12	64,789.07	71,000.00	80,000.00	80,000.00	80,000.00	80,000.00	150-400 GB incr.; does not include e-rate
861.000	Gasoline and oil	157.33	407.86	500.00	500.00	500.00	500.00	500.00	
862.000	Mileage	91.53	88.60	200.00	200.00	200.00	200.00	200.00	
880.000	Community Promotion	23,754.32	16,001.29	24,000.00	24,000.00	22,000.00	22,000.00	22,000.00	
880.268	Library Programming	9,668.89	13,014.04	28,000.00	28,000.00	38,000.00	38,000.00	38,000.00	incr.for Grab & Go; incr. for more outreach
880.271	Adult Programming	0.00	0.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	
900.000	Print, Graphic Design, Publish	6,577.85	9,046.55	28,000.00	28,000.00	28,000.00	28,000.00	28,000.00	
910.000	Property & Liability Insurance	12,668.00	14,444.00	14,500.00	16,480.00	16,480.00	16,480.00	16,480.00	New contract City of Novi
910.001	Ins deduct/Uninsured claims	0.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	
921.000	Heat	10,645.77	13,510.02	12,000.00	14,000.00	14,500.00	15,000.00	15,500.00	3% incr.
922.000	Electricity	89,008.38	97,881.06	96,500.00	99,500.00	102,500.00	105,500.00	108,500.00	3% incr.
923.000	Water and Sewer	6,208.88	6,964.48	6,500.00	7,000.00	7,000.00	7,500.00	8,000.00	
934.000	Building Maintenance	125,214.33	108,177.81	110,000.00	139,305.00	106,400.00	109,400.00	112,600.00	\$29,305 AC Unit 22/23; incl. \$20k reserve
935.000	Vehicle Maintenance	25.31	456.85	300.00	300.00	500.00	500.00	500.00	
941.000	Grounds Maint.	23,450.55	32,391.87	39,000.00	39,000.00	40,500.00	41,700.00	42,900.00	3% incr.
942.000	Office Equipment Lease	8,309.53	7,811.28	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	Based on current lease
942.100	Records storage	291.64	299.40	400.00	400.00	400.00	400.00	400.00	
956.000	Conferences & Workshops	4,432.75	3,510.07	15,000.00	15,000.00	24,900.00	20,000.00	24,900.00	new Think Space & LM; 24 & 26 PLA Conf.
<b>Total Services &amp; Charges</b>		<b>530,512.68</b>	<b>552,908.54</b>	<b>636,200.00</b>	<b>703,980.00</b>	<b>674,280.00</b>	<b>677,580.00</b>	<b>689,880.00</b>	
<b>2023-2024 Library Budget 268</b>									
		<b>2020-2021 Audited</b>	<b>2021-2022 Audited</b>	<b>2022-2023 Approved</b>	<b>2022-2023 Yr. End</b>	<b>2023-2024 Proposed</b>	<b>2024-2025 Projected</b>	<b>2025-2026 Projected</b>	
<b>Capital Outlay</b>									
Account	Description								
962.000	Building Maint.								
941.000	Grounds Maint.								
976.000	Building Improvements/Entrance	0.00	0.00				0.00	0.00	Main entrance moved to 269 Account
976.100	Parking lot improvements		10,700.00	12,500.00	12,411.80		125,000.00	0.00	23/24 sealcoat - 269; 24/25 Lot Redo
983.000	Vehicles - Van								
986.000	Internal Tech - AST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	see 269 account
986.000	Camera/Com & AWE replace	0.00	8,257.40	83,000.00	83,000.00	47,000.00	30,000.00	32,000.00	23/24: cameras, computers, AWE stations
990.000	Furniture	13,774.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Capital Outlay</b>		<b>13,774.00</b>	<b>18,957.40</b>	<b>95,500.00</b>	<b>95,411.80</b>	<b>47,000.00</b>	<b>155,000.00</b>	<b>32,000.00</b>	
965.269	Walker Transfer								
<b>Total Expenditures</b>		<b>3,004,033.04</b>	<b>3,227,294.76</b>	<b>3,567,377.00</b>	<b>3,716,032.60</b>	<b>3,868,745.00</b>	<b>4,077,120.00</b>	<b>4,039,565.00</b>	
<b>Total Revenues</b>		<b>3,217,848.34</b>	<b>3,295,483.89</b>	<b>3,397,404.00</b>	<b>3,428,348.86</b>	<b>3,598,890.00</b>	<b>3,729,434.00</b>	<b>3,823,693.00</b>	
<b>680.000</b>	<b>TOTAL Fundbalance</b>	<b>213,815.30</b>	<b>68,189.13</b>	<b>-169,973.00</b>	<b>-287,684.00</b>	<b>-269,855.00</b>	<b>-347,686.00</b>	<b>-215,872.00</b>	

21/22: - 268 Account Capital Outlay: Camera/Computer replacements \$32,200, Main Ent \$15,000 - NO, Parking Lot \$79,000 - NO  
22/23: 268 Account Capital Outlay: NO - AST replacement \$115,800, Camera/Computer replacement \$83,000, Parking Lot \$12,500  
23/24: Main entrance renovation \$100,000 - 269 Account; parking lot maintenance \$16,500 - 269 Account;

269 - Library Contributed Funds						
Revenues & Expenditures						
2023-2024 (as of 1-21-2023) Draft 2						
		2020-2021 Audited	2021-2022 Audited	2022-2023 Approved	2022-2023 Year End	2023-2024 Proposed
		6/30/2021	6/30/2022	1/27/2022	1/26/2023	1/26/2023
<b>Revenues</b>						
<b>Interest Income</b>						
664.000	Interest on Investments	\$ 23,226.98	\$ 19,767.63	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
664.500	Unrealized gain (loss) on investments	(2,903.80)	(50,325.76)	(4,500.00)	(4,500.00)	(4,500.00)
<b>TOTAL</b>		<b>\$ 20,323.18</b>	<b>\$ (30,558.13)</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>
				1/27/2022	1/26/2023	
<b>Donations</b>						
665.036	Diversity, Equity & Inclusion		\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
665.046	Makerspace (iCube)	-	-	1,000.00	1,000.00	1,000.00
665.229	Raising a Reader	-	207.59	1,500.00	500.00	1,000.00
665.230	Collections/Materials Revenue	1,551.67	1,852.61	1,000.00	5,250.00	1,000.00
665.231	Buildings/Ground/Furniture Revenue	2,159.85	3,191.96	1,000.00	275.00	1,000.00
665.232	Programming Revenue	3,471.35	3,000.00	1,500.00	1,852.00	2,000.00
665.233	Technology Library Revenue	-	50.00	2,500.00	-	500.00
665.234	Undesignated Misc. Donations	-	250.00	500.00	-	500.00
665.235	Marketing Sponsorships	10,000.00	10,146.00	10,000.00	10,000.00	-
<b>TOTAL</b>		<b>\$ 17,182.87</b>	<b>\$19,698</b>	<b>\$20,000</b>	<b>\$ 18,877.00</b>	<b>\$8,000</b>
<b>TOTAL Revenues</b>		<b>\$ 37,506.05</b>	<b>\$ (10,859.97)</b>	<b>\$ 42,500.00</b>	<b>\$ 41,377.00</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
742.229	Raising a Reader	968.70	723.13	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials Expenditures	986.10	830.56	500.00	1,000.00	1,000.00
742.231	Buildings/Ground/Furniture Exp	1,586.00	8,683.30	34,200.00	34,200.00	29,000.00
742.232	Programming Expenditures	2,244.46	-	1,000.00	1,857.75	1,000.00
742.233	Technology Library Expenditures	-	10,490.00	-	-	3,000.00
742.234	Undesignated Misc. Expenditures	182.39	(7.16)	500.00	500.00	500.00
742.236	Staff Recognition	15.88	2,002.78	1,500.00	1,500.00	2,000.00
<b>TOTAL</b>		<b>\$ 5,983.53</b>	<b>\$23,723</b>	<b>\$39,700</b>	<b>\$40,058</b>	<b>\$38,500</b>
<b>Capital Outlay</b>						
976.044	Auto Lending Library	\$ 34,100.24	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00
976.045	LED Lighting Conversion project	4,000.00	-	-	-	-
976.046	Makerspace (iCube)	4,746.78	5,017.01	3,000.00	3,000.00	3,000.00
976.047	Automated Return System			115,800.00	-	115,800.00
976.048	Main Entrance Design /Parking Lot			10,000.00	10,000.00	116,500.00
983.000	Vehicle		-	-	-	-
<b>TOTAL</b>		<b>\$ 42,847.02</b>	<b>\$ 5,017.01</b>	<b>\$ 131,300.00</b>	<b>\$ 13,000.00</b>	<b>\$ 237,800.00</b>
<b>TOTAL Expenditures</b>		<b>\$ 48,830.55</b>	<b>\$ 28,739.62</b>	<b>\$ 171,000.00</b>	<b>\$ 53,057.75</b>	<b>\$ 276,300.00</b>
	Beginning Fund Balance Yr. End	\$ 1,706,979.53	\$ 1,695,655.03	\$ 1,675,979.00	\$ 1,656,055.44	\$ 1,644,374.69
	Revenues	37,506.05	(10,859.97)	42,500.00	41,377.00	30,500.00
	Expenditures	(48,830.55)	(28,739.62)	(171,000.00)	(53,057.75)	(276,300.00)
	NET Revenues vs. Expenditures	(11,324.50)	(39,599.59)	(128,500.00)	(11,680.75)	(245,800.00)
	Beginning Fund Balance					
	Ending Fund Balance Expected	\$ 1,695,655.03	\$ 1,656,055.44	\$ 1,547,479.00	\$ 1,644,374.69	\$ 1,398,574.69

**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 Collection 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: Auto Lending Library card dispenser \$2500, Automated Return System \$115,800, Steam Kits Shelving Area \$8,000, Retrofit marketing displays \$4000, Furniture upgrades for 2nd floor \$17,000, Main entrance renovation \$100,000, Parking Lot \$16,500

**13. Friends Wish List 2023-2024 (as of January 12, 2023)**

**Friends Wish List 2023-2024**

<b>Wish List Item</b>	<b>Description</b>	<b>Cost</b>
Senior Community Programming	Music events at Fox, Anthology, MAC and Rose (winter months)	\$1,200
Portable Microphone/Speaker system (Programming)	Megavox Deluxe Microphone and Speaker system	\$3,000
Lakeshore Lending Library (Outreach)	3 Programs (fall/winter/spring)	\$1,500
Staff Training	To help staff engage in new training specific to DEI topics that continues to enhance the understanding and knowledge of our community members	\$2,000
iCube Fun and Innovations (Technology)	Latest and greatest equipment, programs and supplies	\$2,000
Lending Library Kiosk Upgrade (Services)	Configuration for dispensing of library cards at kiosk	\$2,500
Staff National Library Week Celebration (1 lunch)	Opportunity for the Friends Library Board and staff to get together and celebrate	\$500
Staff Logo Wear	\$40 stipend per staff member (70 staff) for a new NPL shirt, fleece, etc. (not purchased since 2018)	\$2,800
	<b>TOTAL</b>	<b>\$15,000</b>

**Annual Library Contributions – 2023-2024**  
(Pending Annual 2023 meeting)

Summer Reading Program (Adult/Youth)	\$2500
Summer Songfest (Paradise Park & Novi Library – 4 shows@\$500ea.)	\$2000
Battle of the Books	\$500
Community Read/Fox Run event	\$2500
Engage	\$900
Listen @ the Library	\$3,000
Staff In-Service (August annually)	\$800
Raising a Reader/1,000 Books	\$1,500
<b>TOTAL</b>	<b>\$13,700</b>

\*\*\*Checks will be provided by the Friends of the Novi Library for payment

\*\* We understand that the Friends may need a new computer for their work space at NPL. Would the Friends be willing to purchase this for their use?  
**\$1,000**



**14. Historical Commission Budget 2023-2024 DRAFT (approval pending 1/18/23)**

**NOVI HISTORICAL COMMISSION  
2023/2024 Fiscal Year Budget**

General Fund 101

Display Cabinet Exhibit	\$	500	
Marketing/Brochures/Engage/Shirts/Name Badges	\$	900	New Brochure
Equipment/Supplies/Office/Upgrades/Repairs/Technology	\$	9,000	New Micro Film Reader
Program/Speaker Fees	\$	1,200	
Storage Unit	\$	2,900	
Acquisition (Books/Materials/Subscriptions)	\$	1,500	
Conference/Continuing Education	\$	1,200	
Legal Fees	\$	500	
Special Projects	\$	4,000	Cemetery Signs
Examples: (Villa Barr, Photography, Veterans Sign, Oral Histories, City/Community Events, Motor City Marker)			

**Total:** \$ 21,700

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**15. Term Limit Expirations for Board Members**

Brian Bartlett 3/1/25  
Kathy Crawford 3/1/24  
Sreeny Cherukuri 3/1/24  
Kat Dooley 3/1/24  
Tara Michener 3/1/23  
Mark Sturing 3/1/25  
Priya Gurumurthy 3/1/23

**Student Representatives**

Abhay Kakarla 8/31/23  
Rida Salim – resigned as of 12/2022; **new appointments will occur in August 2023**

## **Library Board Committee Reports**

- 1. Policy Committee – Chair, Mark Sturing**  
No Meeting
- 2. HR Committee – Chair, Kathy Crawford**  
No Meeting
  - Director's mid-year review will occur at the January 26<sup>th</sup> meeting in Closed Session. Information will be forthcoming to Board Members to offer feedback.
- 3. Finance Committee – Chair, Brian Bartlett**  
No Meeting
- 4. Events/Marketing/Fundraising Committee - Chair, Kat Dooley**  
Meeting scheduled on: January 30, 2023 by Zoom
- 5. Strategic Planning – Chair, Brian Bartlett**  
Meeting scheduled on: January 30, 2023 by Zoom following the Events/Marketing/Fundraising Committee
- 6. Building & Grounds – Chair, Sreeny Cherukuri**
- 7. Bylaw Committee – Chair, Tara Michener**  
Meeting on: January 18, 2023; No notes submitted by the Chair as of 1/22/22  
Next meeting: January 24, 2023 by Zoom
- 8. Diversity, Equity and Inclusion Committee – Chair, Kat Dooley**  
Meeting scheduled on: January 23, 2023

## Communications

Email From: Sharon Trumpy  
Email To: DEI Committee and Julie Farkas  
Date: Dec 29, 2022  
Subject: Book Recommendation

Hello Julie and DEI committee members!

I hope you are all enjoying time with your families and the winter holiday season! I have been spending much of my "free" time doing my favorite thing -- reading! I wanted to share a book recommendation that I think would be great for all library board members but that the DEI committee might be more inclined to read. I will preface by saying that I am not yet finished with the book but am finding it very interesting and relevant. It is called OVERDUE by Amanda Oliver. Oliver is a librarian and the book focuses on the history of libraries, the role libraries and librarians play in our society, and the complicity of libraries in perpetuating inequities such as racism, segregation, and economic oppression. So far I am finding it to be an enlightening look at how libraries have served the public and how they can do better. FYI, it is available on Libby and as an audiobook!

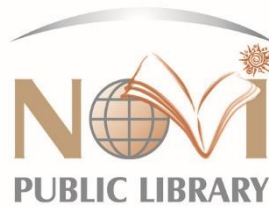
Thanks,  
Sharon Trumpy

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Email From: Kat Dooley, Chair – DEI Committee  
Email To: Sharon Trumpy  
Date: December 30, 2022  
Subject: Book Recommendation

Dear Sharon,  
Thank you for your book recommendation! I will add this to my 2023 list for sure!  
We will include your correspondence in the next board packet so the board can see your thoughtful suggestion.

Thank you, and have a safe and Happy New Year,  
Kat Dooley  
Chair, DEI Committee



## 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 (Slate of Officers for Board Elections)
April 23-29	National Library Week – Theme: For a Richer, Fuller Life, Read!!
April 27	Library Board Regular Meeting, Council Chambers (Board Elections)
May 25	Library Board Regular Meeting, Council Chambers
June 22	Library Board Regular Meeting, Council Chambers Library Director Annual Review
July 27	Library Board Regular Meeting, Council Chambers
August 18	Staff In-service, Library Closed
August 24	Library Board Regular Meeting, Council Chambers
September 28	Library Board Regular Meeting, Council Chambers
October 26	Library Board Regular Meeting, Council Chambers
November 16	Library Board Regular Meeting (Thursday), <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 25, 2022



## LIBRARY CLOSINGS 2023

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

## LIBRARY BOARD MEETINGS

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

Except: Nov. 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