

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Thursday, March 23, 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 and Sturing (1 open position)
Student Representative – Abhay Kakarla

Approval of Agenda..... 1-4

Consent Agenda

- 1. Approve Minutes of: February 16, 2023 including addendum 1 for February 9, 2023
Strategic Planning Board Session minutes5-14
- 2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#624) 15-17

Presentations

- 1. None

Public Comment

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

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

Reports

- 1. Student Representatives Report – February 2023 18
- 2. President’s Report (Kathy Crawford)
 - A. Reflection from Board Members on the Strategic Planning Findings Book and Retreat held on Tuesday, March 21st and Wednesday, March 22nd
 - B. Data from National Community Survey Report Results related to the Library..... 19-21
 - C. March is Reading Month – March 24th guest reading at Novi Woods Elementary – Crawford, Dooley, Gurumurthy and Sturing
 - D. Board Elections – April 27, 2023 – slate provided by Secretary Bartlett
 - E. Library Board President assigns Board Members to Committees – May 25, 2023
 - F. Fine Free Status discussion – May 25, 2023

3. Treasurer’s Report (Sreeny Cherukuri)	
A. Financial Report February 2023.....	22
B. 2022-2023 Library Budget Fund 268 as of February 28, 2023	23-25
C. 2022-2023 Contributed Fund Budget 269 as of February 28, 2023	26
D. Library Fund 268 Expenditure & Revenue Report as of as of February 28, 2023	27-29
E. Library Fund 269 Contributed Fund as of as of February 28, 2023	30
F. Balance Sheets for Funds 268 and 269 as of February 28, 2023	31-32
4. Director’s Report (Julie Farkas)	33-44
A. Information Technology Report (Jeffrey Smith)	45-46
B. Facilities Report (Keith Perfect).....	47
C. Information Services Report (Hillary Hentschel)	47-50
D. Support Services Report (Maryann Zurmuehlen)	51
E. Library Usage Statistics.....	52-60
F. Friends of Novi Library - Agenda 1/11/13; Minutes 1/11/23	61-65
G. City of Novi Historical Commission – Minutes 1/18/23	66-67

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.

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 (Chair: Sturing, Bartlett and OPEN, Staff Liaison – Julie Farkas)
 - Note: Discussion on Fine Free status at May 25, 2023 meeting
 - GOALS 2022-2023:**
 1. Continued review of public policies
 - No meeting held

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
 (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)
 - Meeting scheduled for: Friday, April 7th
 - 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)
 - Next meeting: No meeting scheduled
 - GOALS 2022-2023:**
 1. Review Financial Plan
 2. Library Endowment/Foundation investigation
 3. Salary Comparison and review – **COMPLETED**

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
 (Chair: Dooley, Bartlett, Gurumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec)
 - Meeting held: March 1st68
 - Next meeting scheduled for: Monday, April 3rd

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: March 1stN/A
 - Next meeting scheduled for: Monday, April 3rd

6. **Building & Grounds Committee:**
 (Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)
 - Meeting scheduled for: Wednesday, April 5th

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: OPEN, Bartlett, Sturing, Staff Liaison – Julie Farkas)
 - Next meeting: No meeting scheduled
 - **GOAL 2022-2023:**
 1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed.

8. **DEI: Diversity, Equity and Inclusion Committee**
 (Chair: Dooley, Gurumurthy, Staff Liaisons – Julie Farkas & Nicole Williams)
 - Meeting held on: February 27th69
 - Next meeting: No meeting scheduled

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. OPERATING AGREEMENT BETWEEN THE NOVI PUBLIC LIBRARY AND THE FRIENDS OF THE NOVI PUBLIC LIBRARY.....70-73

Communications

1. None.....N/A

Closed Session

1. No Request
 Motion to Adjourn into Closed Session

Adjournment

Supplemental Information

- Library Board Calendar 2023..... 74
- Library Closings 2023 75

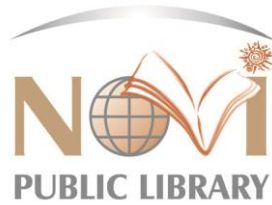
2023 Future Events:

- 3/23: Library Board of Trustees Regular Meeting at 7pm – City of Novi, Council Chambers
- **4/9: LIBRARY CLOSED**
- 4/12: Friends of Novi Public Library Regular Meeting at 2pm – Novi Public Library
- 4/19: City of Novi Historical Commission Regular Meeting at 7pm – Novi Public Library
- 4/27: Library Board of Trustees Regular Meeting at 7pm – City of Novi, Council Chambers
- 4/23 – 4/30 NATIONAL LIBRARY WEEK
- 5/10: Friends of Novi Public Library Regular Meeting at 2pm, Novi Public Library
- **5/14: LIBRARY CLOSED**
- 5/17: City of Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 5/19: City of Novi Spring Palooza 6-8:30pm, Novi Civic Center
- 5/25: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers
- **5/28: LIBRARY CLOSED**
- **5/29: LIBRARY CLOSED**

Inform. Inspire. Include.

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

<http://www.novilibrary.org>



Initial Draft

**Library Board of Trustees – Regular Meeting
Initial Draft - MINUTES
February 16, 2023 at 7 PM
Novi Public Library**

Call to Order by President Kathy Crawford

Novi Library Whole Meeting Room
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 – 6 Board members were recorded present

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

Student Representatives

Abhay Kakarla

Library Staff

Julie Farkas, Director

Legal Counsel

- Joellen Shortley, Attorney
- Rosati, Shultz, Joppich, Amtsbuechler

Approval of Agenda

Trustee Bartlett: Proposed adding an action under Matters for Board Action to discuss the upcoming board elections as they relate to past elections and the bylaws. It is under Matters for Board Action if the Board wishes to make a motion.

Motion: To Approve the Agenda with the proposed addition.
Motion for Approval – 1st – Trustee Bartlett
2nd – Trustee Gurumurthy

Motion passes – 6-0

Consent Agenda

1. Approve Minutes of: January 26, 2023 5-19
2. Approve Claims and Warrants of:

A. Accounts 268 and 269 (#623).....	20-22
-------------------------------------	-------

Distributed to the board were minutes for the Board Strategic Planning session with ReThinking Libraries held February 9, 2023. (Attached to the minutes as an addendum)

Motion: To Approve the Consent agenda with the addition of the minutes for the Strategic Planning session on February 9, 2023.

Motion for Approval – 1st – Trustee Bartlett
 2nd – Trustee Dooley

Motion passes – 6-0

Presentations

1. Recognition of Trustee Tara Michener, 8 years of service to Novi Public Library
 Director Farkas and Board President Crawford thanked Trustee Michener for her service and presented her with a certificate for her service.

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.

Cannon Michener -
 Spoke regarding Trustee Michener's service on the library and presented her a floral bouquet.

Reports

1. Student Representatives Report – January 2023	23-24
2. President's Report (Kathy Crawford)	
A. Library Board Book Club Read: Overdue by Amanda Oliver.....	25
President Crawford led a round robin book discussion regarding the book and it's message (25 minute discussion)	
3. Treasurer's Report (Sreeny Cherukuri)	
A. Financial Report January 2023.....	26
B. 2022-2023 Library Budget Fund 268 as of January 31, 2023.....	27-29
C. 2022-2023 Contributed Fund Budget 269 as of January 31, 2023.....	30
D. Library Fund 268 Expenditure & Revenue Report as of January 31, 2023	
.....	31-33
E. Library Fund 269 Contributed Fund as of January 31, 2023.....	34-35
F. Balance Sheets for Funds 268 and 269 as of January 31, 2023.....	36-37
4. Director's Report (Julie Farkas)	38-47
A. Information Technology Report (Jeffrey Smith).....	48-49
B. Facilities Report (Keith Perfect).....	50
C. Information Services Report (Hillary Hentschel).....	50-54

D. Support Services Report (Maryann Zurmuehlen).....55
 E. Library Usage Statistics.....56-63
 F. Friends of Novi Library: No meeting reported.....N/A
 G. City of Novi Historical Commission – December 21, 2022 Minutes.....64-65

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.

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, 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:**

1. Continued review of public policies

· No meeting held

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)

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

· Staff is currently reviewing: Technology Use and Information Systems Policies

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.

· No meeting held

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
(Chair: Bartlett, Cherukuri, Sturing, Staff Liaison – Julie Farkas)
- Library Board Budget Session Information.....49-73
 - **GOALS 2022-2023:**
 1. Review Financial Plan
 2. Library Endowment/Foundation investigation
 3. Salary Comparison and review; last done in 2018
 - No meeting held
4. **Events/Marketing/Fundraising Committee:** Outreach opportunities (Chair: Dooley, Bartlett, Gurumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec)
- Meeting held January 30, 202366
 - Next Meeting March 1, 2023
 - **GOALS 2022-2023:**
 1. Continuing support with Friends of Library; more board presence at their events
 2. Marketing plan update
 3. Marketing efforts put in place for the Strategic Plan
5. **Strategic Planning Committee:**
(Chair: Bartlett, Dooley, Gurumurthy, Staff Liaison – Julie Farkas)
- Next meeting: January 30, 2023
6. **Building & Grounds Committee:**
(Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)
- No Meeting held
 - Trustee Cherukuri and Director Farkas met with a local architect on January 30, 2023 to discuss the scope of work and quotation for design of main entrance; another architect has also expressed interest.
 - AC Unit is installed. Waiting for vendor to confirm testing of the temperature alarm and sign off on work completed.
 - **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
 - No meeting held

- 7. Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
 (Chair: Michener, Bartlett, Sturing, Staff Liaison – Julie Farkas)
 · Meeting held on: January 24, 202367-70
 · Meeting held on February 2, 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)
 · Meeting held January 23, 202371
 · Next meeting scheduled for: February 27, 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 2024-2025 and 2025-2026 269 Contributed Fund Projected Budgets per request by City of Novi.....30

Director Farkas: This is a request from the City and reflects the numbers developed during the Board's budget sessions. The City had not requested this motion explicitly for previous annual budgets.

Motion: Motion to approve the 2024-2025 and 2025-2026 269 Contributed Fund Projected Budgets per request by City of Novi
 Motion - Trustee Michener
 2nd – Trustee Bartlett

Motion passes – 6-0

2. Discussion of procedures for the upcoming elections

Trustee Bartlett: In the past two budget sessions the requirement for submitting a slate of candidates for election for the next year was not submitted in March. This violates the Library Bylaws. In both 2021, and 2022 there were only 4 members on the board at the end of February. Per the Bylaws all those members would either have to perfectly distribute themselves over the various positions. If they didn't, the slate would need to include the clause for filling vacant offices by seniority, essentially assigning an office to a trustee. That doesn't seem preferable. Last year Trustee Bartlett

was said to have violated the bylaws, but was not even a board member for a time period prior to the March meeting.

In each year, one or more board appointees ran for offices and the slate appeared in the April packet to accommodate these choices. Getting ahead of it, he would like the board to be aware of assigning offices with only 5 members (number of Members at the end of February) or have the board authorize an April slate.

Trustee Michener: Mentioned that this is one of the issues the Bylaws Committee was reviewing but hadn't come to a consensus as to how to handle it. She reviewed the work the bylaws committee has discussed in session regarding how to handle elections in the future.

Trustee Dooley: Wanted a more detailed proposal rather than discussing this tonight. The seniority clause of the bylaws was not one that she was familiar with and questioned the slate of officer's requirement. A copy of the bylaws were not readily available at the board table.

Director Farkas: Indicated she was not prepared for this. She also indicated that the bylaws may not include the slate provision as being required in March.

Trustee Crawford: Asked what the board should do regarding this discussion.

Trustee Bartlett: Stated that he would deliver the slate under either the March requirement or the April slate that proved to be more effective in previous years. With no action by the board, the March requirement would need to be met as it is clearly in the bylaws as is the automatic assignment clause in case of a position not being filled (the drafted clause). This would just be a temporary 2023 member until bylaws can be finished.

Trustee Michener: Even though the board indicated a preference of the April slate, she strongly suggested the board decide this issue with a motion to be sure that it was a matter of record.

Motion: For the 2023 election cycle, the slate of officers will be delivered in the April board packet rather than the March Meeting

Motion - Trustee Bartlett

2nd – Trustee Michener

Motion passes – 6-0

Adjournment

Motion: Motion to Adjourn at 8:31 PM

Motion - Trustee Michener

2nd - Trustee Cherukuri

Motion Passes – 6-0

Communications

- 1. 2/2/23: Email from Heather Sutherlin, Hickory Woods PTA – Re: Author Event.....71

Supplemental Information

- Library Board Calendar 2023.....72
- Library Closings 2023.....73

2023 Future Events:

- March is National Reading Month
- **3/15/23:** City of Novi Historical Commission Regular Meeting at 7pm – Novi Public Library
- Strategic Planning Retreat – **Tuesday, March 21** (4-8pm); **Wednesday, March 22** (9am – 12pm) – Novi Public Library
- **3/23/23:** Library Board of Trustees Regular Meeting at 7pm – City of Novi, Council Chambers
- **4/9/23:** Library CLOSED
- **4/12/23:** Friends of Novi Public Library Regular Meeting at 2pm – Novi Public Library
- **4/19/23:** City of Novi Historical Commission Regular Meeting at 7pm – Novi Public Library
- **4/27/23:** Library Board of Trustees Regular Meeting at 7pm – City of Novi, Council Chambers
- **4/23 – 4/30** NATIONAL LIBRARY WEEK

ADDENDUM 1: Minutes to Board Strategic session February 9, 2023



Library Board Strategic Planning Session
Thursday, February 9, 2023
11:30am – 1:00pm
(Board Lunch Provided)
Novi Public Library – Whole Meeting Room

AGENDA

1. Call to Order - Kathy Crawford, President

2. Roll Call – Brian Bartlett, Secretary

Library Board – 6 Board members were recorded present

Kathy Crawford, President
Kat Dooley, Vice-President
Brian Bartlett, Secretary
Tara Michener, Board Member
Mark Sturing, Board Member – Absent excused
Sreeny Cherukuri, Treasurer
Priya Gurumurthy, Board Member
Library Staff
Julie Farkas, Director

3. Pledge of Allegiance

4. Approval and Overview of Agenda

Motion: To Approve the Agenda as documented in the posted meeting notice.
Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Gurumurthy

Motion passes – 6-0

5. Introduction of Rethinking Libraries Moderators

Rob Cullin and Randy Maxey - Strategic Planning Consultants, Re-Thinking Libraries

Mr. Cullin and Mr. Maxey introduced themselves. Mr. Cullin acted as moderator, while Mr. Maxey took notes and documented the session for follow-up by Re-Thinking Libraries.

6. Feedback session with Library Board Trustees and Library Director (90 Minutes)

-Discussions regarding Novi and Novi's growth. Challenges included in the upcoming build out rather than relying on growth in population and tax contributions of the years. These contributions are offset by delivering services to an ever-growing populace.

-Discussion of the diversity of Novi and the growth especially in Asian populations. Some of these citizens are permanent and a number are temporarily assigned to the area for several years. Some speak non-English in the home.

-Discussion of the DEI initiatives from the past few years. Talks about how to reach out to all constituencies in Novi.

-Covered budget constraints based on size and growth. The budget for the library was based on a smaller building with much less public/conference space. The library has operated on this budget and has significantly increased programs and community outreach programs that weren't in place before. The library has consistently responded to grow programs and the budget is not there to continue. Looking for a strategic plan to establish priorities. The plan would identify what services to add, but also what to cut as well.

-Hours may be a source of adjustment to get more use of the Library in the early morning. There is an indication that patrons would like to see a 9AM opening. The last hour of the library (typically 8-9) is not a heavily used time. This would result in a standard day of 9AM-8PM rather than 10AM – 9PM. This might also accommodate a number of citizens who drop off children at school in the morning and need an alternative workspace that the library could provide.

-Staff is showing signs of burnout and pressures. Much of this has been due to the challenges in keeping service levels high without full staffing. The discussion involved the recent salary increases, recruiting and retaining staff, and effective cross training to best use staff we have.

-Discussion regarding the Novi Library's technical infrastructure. The library needs some upgrading in this area. Discussions regarding the challenges in staying current as IT library jobs do not necessarily compensate individuals as many high-tech industries.

-Board members were given a set of green stickers to highlight their priorities of items listed on the back board. These choices were also provided to various citizens groups over the last 3 days.

7. 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.

No Public Comment (Note: No members from the public attended the session.)

8. Adjourn- 1:10 PM

Motion: Motion to Adjourn at 1:10 PM
Motion - Trustee Michener
2nd - Trustee Gurumurthy

Motion Passes – 6-0

Warrant 624	268 Accounts	March 2023	
Payable to	Invoice #	Account number	Amount
Dearborn Heights Public Library	Reimbursement check for lost item	268-000.00-657.000	\$ 20.99
Amazon		268-000.00-727.000	\$ 399.11
Smart Business		268-000.00-727.000	\$ 20.88
Quill	copy paper, legal paper, white out	268-000.00-727.000	\$ 222.67
Vista Print	Business cards CC	268-000.00-727.000	\$ 184.62
USPS-Stamps.com	Postage - CC	268-000.00-728.000	\$ 189.64
Knight Watch	monthly monitoring	268-000.00-734.000	\$ 210.00
OCLC	Epoxy	268-000.00-734.000	\$ 701.88
The Library Network	Envisionware Client Services	268-000.00-734.000	\$ 1,562.59
Amazon	48v Power supply for paging server	268-000.00-734.500	\$ 21.72
Apple.com	Apple developer; CC	268-000.00-734.500	\$ 0.99
CDW-G	anti-theft security case for iPad	268-000.00-734.500	\$ 178.12
Amazon	Professional Rotary Trimmer	268-000.00-740.000	\$ 182.27
CDW-G	HP LaserJet 110V Fuser Kit	268-000.00-740.000	\$ 219.84
Showcases	Blu-Ray DVD Case	268-000.00-740.000	\$ 129.60
Amazon	742.221	268-000.00-742.000	\$ 1,443.32
Barnes & Noble	742.190	268-000.00-742.000	\$ 250.92
Brodart		268-000.00-742.000	\$ 11,348.27
Center Point		268-000.00-742.000	\$ 53.24
DK Agencies	742.600	268-000.00-742.000	\$ 250.00
Gale		268-000.00-742.000	\$ 25.59
Tsai Fong Books		268-000.00-742.000	\$ 175.12
Amazon		268-000.00-742.010	\$ 424.35
Baker & Taylor		268-000.00-742.010	\$ 498.03
Brodart		268-000.00-742.010	\$ 382.76
Gale		268-000.00-742.010	\$ 212.73
Baker & Taylor	744.310	268-000.00-744.000	\$ 41.95
Library Ideas	744.400	268-000.00-744.000	\$ 540.84
Midwest Tape	744.300	268-000.00-744.000	\$ 3,196.14
Overdrive	744.200	268-000.00-744.000	\$ 3,063.31
Amazon	745.100	268-000.00-745.200	\$ 335.35
Baker & Taylor	745.210	268-000.00-745.200	\$ 2,057.28
Midwest Tape	745.100	268-000.00-745.200	\$ 745.89
The Library Network	TLN BOBLO BOATS DVD	268-000.00-745.200	\$ 21.00
The Library Network	Tumble book Library Premium- 1/31/23-1/31/24	268-000.00-745.300	\$ 559.30
WT.COX	Detroit News	268-000.00-745.300	\$ 212.00

Foster Swift		268-000.00-806.000	\$ 157.50
Rosati, Schultz		268-000.00-806.000	\$ 336.50
Novi Community Schools	Box lunches	268-000.00-816.000	\$ 89.55
RNA	Feb	268-000.00-817.000	\$ 7,557.10
AT&T	Dec-23 thru Jan 22,2023	268-000.00-851.000	\$ 602.14
T-Mobile	due 2/17/23	268-000.00-851.000	\$ 1,681.26
Verizon	12/29 - 1/28	268-000.00-851.000	\$ 457.27
E.Brush	Story Time Mileage Reimbursement	268-000.00-862.000	\$ 25.68
Muniweb		268-000.00-880.000	\$ 904.00
Oakland Schools	Focus group & survey postcard	268-000.00-880.000	\$ 2,969.00
Sam's	Community Promo; Strategic Planning	268-000.00-880.000	\$ 236.42
Amazon		268-000.00-880.268	\$ 1,504.49
Bloom transformation	Sound Healing; 5/13/23	268-000.00-880.268	\$ 450.00
Brodart		268-000.00-880.268	\$ 18.18
Craftastic Wednesday	Decoupage Valentine's Day boxes	268-000.00-880.268	\$ 48.75
Cottage Inn Pizza	Scrapbook Event; CC	268-000.00-880.268	\$ 175.69
Masterpiece Monday	Creative Nature Art & Design LLC	268-000.00-880.268	\$ 300.00
Noah's Ark Workshop		268-000.00-880.268	\$ 414.70
Oriental Trading		268-000.00-880.268	\$ 294.48
Rosa Warner - Jones	A tribute to Mahalia Jackson	268-000.00-880.268	\$ 800.00
Sam's	Programming	268-000.00-880.268	\$ 249.78
Scholastic	46058553	268-000.00-880.268	\$ 58.35
TPT	Women's History month posters -CC	268-000.00-880.268	\$ 7.00
Veg Michigan	Virtual cooking demo 2/20/23	268-000.00-880.268	\$ 100.00
Walmart	Valentine's Concert; CC	268-000.00-880.268	\$ 75.66
Getaway Tours & Charters	On The Road Bus Trip	268-000.00.880.271	\$ 100.00
Millennium Business		268-000.00-900.000	\$ 826.07
Consumers Energy	Jan-Feb	268-000.00-921.000	\$ 2,404.55
DTE	Jan & Feb	268-000.00-922.000	\$ 17,507.55
Allied Building		268-000.00-934.000	\$ 2,578.00
Allied Eagle		268-000.00-934.000	\$ 794.45
Amazon		268-000.00-934.000	\$ 373.37
Anago	deep clean & disinfect bathrooms	268-000.00-934.000	\$ 420.00
Dalton		268-000.00-934.000	\$ 4,450.00
NorthStar	Feb	268-000.00-934.000	\$ 321.60
Orkin		268-000.00-934.000	\$ 74.50
Voss		268-000.00-934.000	\$ 755.70
Brien's	salting, shoveling	268-000.00-941.000	\$ 3,300.00
North Star	1/5 -1/26	268-000.00-941.000	\$ 321.60
Weingartz	Belt V – snow blower repair	268-000.00-941.000	\$ 138.95
Millennium Business		268-000.00-942.000	\$ 650.94

Corrigan	Feb	268-000.00-942.100	\$ 24.95
CDW-G	HP Pro 400G9	268-000.00-986.000	\$ 41,946.33
Petty Cash	3D print - Refund to customer	268-000.00-734.500	\$ 13.40
TOTAL 268			\$ 126,597.77

Warrant 624	269 Accounts	March 2023	
Payable to	Invoice #	Account number	Amount
Brodart	Friends reimburse; Raising a Reader	269-000.00-665.229	\$ 106.79
Novi Community Schools	Scrapbook Event	269-000.00-742.234	\$ 228.85
Total 269			\$ 335.64

February 2023 Library Board Student Representative Report

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

Tween and Teen Library Programs:

The Tail Waggin' Reading Buddies program was cancelled due to the library's early closure on February 22.

Teen Space Update:

During February 2023, there were 541 guests who visited Teen Space. There was no Teen Space on February 20-23.

Teen Advisory Board (TAB) Update:

The TAB Meeting was held on February 24. The meeting started with a welcome and an icebreaker to help get to know each other. Then, the teens worked on a craft making paper flowers. The remainder of the meeting was spent sharing their favorite teen books and making decorations for Teen Stop for the upcoming March is Reading Month. (Attendance = 20)

Upcoming Programs:

- SAT Practice Test - April 15
- Teen Advisory Board (TAB) Meeting - April 21
- Tail Waggin' Reading Buddies - April 26

Teen Stop Featured Display:

The February display featured young adult romance books.



2/15/23: Mrs. Farkas and Mrs. Gojcay met with Abhay to see how he is doing with the responsibilities as Student Representative knowing he has been serving alone since December 2022. We extended our appreciation, asked if he had any questions and thanked him for his willingness to participate in the upcoming strategic planning retreat.

President's Report

National Community Survey Data Provided for City of Novi - 2022

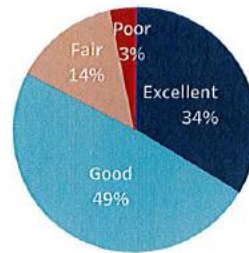
Full trends

This table contains the trends over time for the City of Novi. The combined "percent positive" responses for each survey year are presented (e.g., excellent/good or yes). If an item was not included during an administration of the survey, no percentage will be shown in the table. If the difference between the 2020 and 2022 surveys is greater than seven percentage points, the change is statistically significant.

It is important to note that in 2020, The NCS survey was updated to include new and refreshed items. Consequently, some of the trends may be impacted due to wording modifications that could have potentially altered the meaning of the item for the respondent.

	1998	2006	2008	2010	2012	2014	2016	2018	2020	2022	
Please rate the quality of each of the following services in Novi.											
Affordable high-speed internet access									49%	58%	
Garbage collection				81%					94%	91%	83%
Drinking water		81%			79%	79%	85%	82%	74%		
Sewer services			79%		85%	81%	87%	91%	80%		
Storm water management		69%	69%	78%	78%	76%	73%	76%	82%	78%	
Power (electric and/or gas) utility					75%	82%	86%	91%	74%		
Utility billing					72%	72%	83%	85%	72%		
Police/Sheriff services		87%	88%	92%	93%	88%	89%	93%	91%	91%	
Crime prevention		86%	79%	85%	89%	86%	86%	90%	94%	88%	
Animal control									84%	72%	
Ambulance or emergency medical services		90%	91%	98%	93%	94%	96%	92%	94%	91%	
Fire services		93%	92%	97%	95%	95%	95%	96%	94%	94%	
Fire prevention and education		85%	88%	85%	90%	90%	90%	90%	83%	84%	
Emergency preparedness		64%	74%	78%	74%	65%	80%	77%	69%		
Preservation of natural areas		56%	73%	70%	70%	58%	55%	66%	64%		
Novi open space					64%	54%	49%	57%	62%		
Recycling		66%	65%	70%	75%	68%	74%	84%	74%	69%	
Yard waste pick-up								86%	79%	82%	
City parks	62%	78%	80%	81%	87%	85%	82%	86%	86%	85%	
Recreation programs or classes		72%	75%	77%	82%	79%	85%	82%	85%	85%	
Recreation centers or facilities		70%	75%	76%	84%	77%	77%	80%	80%	82%	
Health services						87%	82%	89%	86%	84%	
Public library services		77%	84%	94%	93%	92%	91%	91%	96%	97%	
Overall customer service by Novi employees		83%	84%	87%	89%	85%	80%	88%	90%	89%	
Please rate the following categories of Novi government performance.											
The value of services for the taxes paid to Novi	56%	51%	63%	69%	65%	61%	66%	71%	65%		
The overall direction that Novi is taking	62%	67%	72%	80%	83%	70%	67%	72%	76%		
The job Novi government does at welcoming resident involvement	62%	56%	59%	72%	72%	63%	69%	57%	69%		

Overall opportunities for education, culture and the arts, 2022



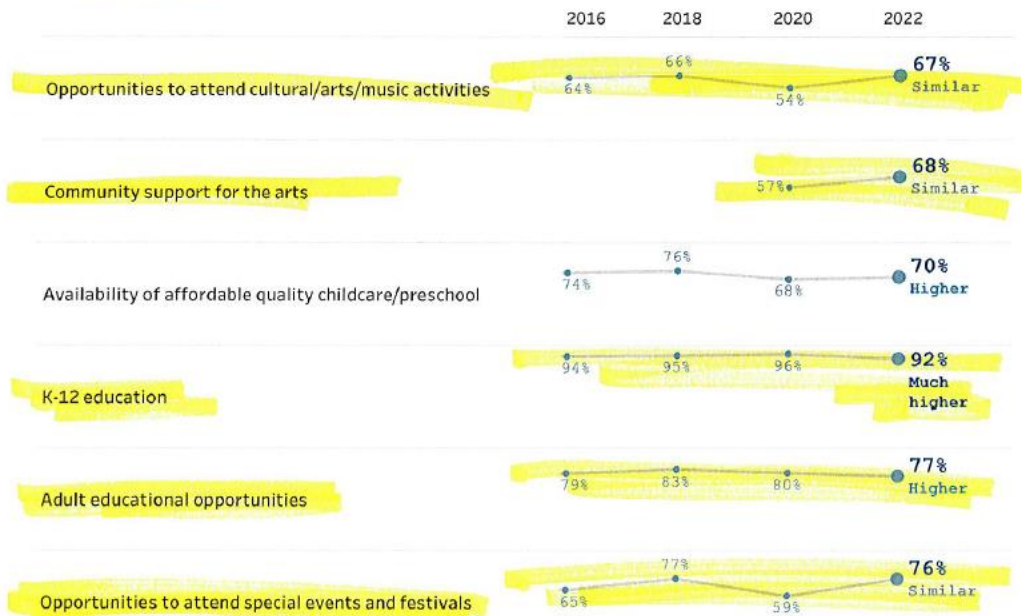
Education, arts, and culture

Participation in the arts, in educational opportunities, and in cultural activities is linked to increased civic engagement, greater social tolerance, and enhanced enjoyment of the local community.

Please rate each of the following characteristics as they relate to Novi as a whole.
(% excellent or good)



Please also rate each of the following in the Novi community.
(% excellent or good)



Please rate the quality of each of the following services in Novi.
(% excellent or good)



* Comparison to the national benchmark is shown. If no comparison is available, this is left blank.

Financial Report for February 2023

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 Jan 31, 2023	YTD Feb 28, 2023	Difference
TOTAL REVENUES	\$ 3,376,885	\$ 3,384,791	\$ 7,905
TOTAL EXPENDITURES	\$ 1,896,749	\$ 2,169,267	\$ 272,518
NET OF REVENUES & EXPENDITURES	\$ 1,480,136	\$ 1,215,524	

Revenue & Expenditure Report for Fund 269

	YTD Jan 31, 2023	YTD Feb 28, 2023	Difference
TOTAL REVENUES	\$ 10,552	\$ 11,873	\$ 1,321
TOTAL EXPENDITURES	\$ 15,471	\$ 15,876	\$ 405
NET OF REVENUES & EXPENDITURES	(\$ 4,919)	(\$ 4,003)	

Balance Sheet Report as of Feb 28, 2023

The ending fund balance for Fund 268 is \$ 3,779,025.10

The ending fund balance for Fund 269 is \$ 1,652,052.08

2023-2024 Library Budget 268 January 26, 2023		2020-2021 Audited	2021-2022 Audited	2022-2023 Approved	2022-2023 Yr. End	2023-2024 Approved	2024-2025 Projected	2025-2026 Projected
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
403.001	Tax Revenue - Crnty 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 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
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
Total Revenues		3,217,848.34	3,295,483.89	3,397,404.00	3,428,348.86	3,598,890.00	3,729,434.00	3,823,693.00

2023-2024		2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024-2025	2025-2026
		Audited	Audited	Approved	Yr. End	Approved	Projected	Projected
Expenditures								
Personnel Svcs.								
Account	Description							
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
Total Personnel Services		1,913,304.91	1,952,863.24	2,192,477.00	2,266,740.80	2,455,465.00	2,551,040.00	2,627,985.00
Supplies and Materials								
Account	Description							
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
Total Supplies & Materials		546,441.45	702,565.58	643,200.00	649,900.00	699,500.00	693,500.00	689,700.00

2023-2024 Library Budget 268		2020-2021 Audited	2021-2022 Audited	2022-2023 Approved	2022-2023 Yr. End	2023-2024 Approved	2024-2025 Projected	2025-2026 Projected
Services & Charges								
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
Total Services & Charges		530,512.68	552,908.54	636,200.00	703,980.00	674,280.00	677,580.00	689,880.00
2023-2024 Library Budget 268		2020-2021 Audited	2021-2022 Audited	2022-2023 Approved	2022-2023 Yr. End	2023-2024 Approved	2024-2025 Projected	2025-2026 Projected
Capital Outlay								
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
Total Capital Outlay		13,774.00	18,957.40	95,500.00	95,411.80	47,000.00	155,000.00	157,000.00
965.269	Walker Transfer							
Total Expenditures		3,004,033.04	3,227,294.76	3,567,377.00	3,716,032.60	3,876,245.00	4,077,120.00	4,164,565.00
Total Revenues		3,217,848.34	3,295,483.89	3,397,404.00	3,428,348.86	3,598,890.00	3,729,434.00	3,823,693.00
680.000	TOTAL Fundbalance	213,815.30	68,189.13	-169,973.00	-287,684.60	-277,355.00	-347,686.00	-340,872.00

22/23: 268 Account Capital Outlay: NO - AST replacement \$115,800, Camera/Computer replacement \$83,000, Parking Lot \$12,500
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 2/16/2023)		2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024-2025	2025-2026
		Audited	Audited	Approved	Year End	Approved	Projected	Projected
		6/30/2021	6/30/2022	1/27/2022	1/26/2023	1/26/2023	2/16/2023	2/16/2023
Revenues								
Interest Income								
664.000	Interest on Investments	\$ 23,226.98	\$ 19,767.63	\$ 27,000.00	\$ 27,000.00	\$ 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)	(4,500.00)	(4,500.00)
TOTAL		\$ 20,323.18	\$ (30,558.13)	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
				1/27/2022	1/26/2023			
Donations								
665.036	Diversity, Equity & Inclusion		\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
665.046	Makerspace (iCube)	-	-	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
665.229	Raising a Reader	-	207.59	1,500.00	500.00	1,000.00	1,000.00	1,000.00
665.230	Collections/Materials Revenue	1,551.67	1,852.61	1,000.00	5,250.00	1,000.00	1,000.00	1,000.00
665.231	Buildings/Ground/Furniture Revenue	2,159.85	3,191.96	1,000.00	275.00	1,000.00	1,000.00	1,000.00
665.232	Programming Revenue	3,471.35	3,000.00	1,500.00	1,852.00	2,000.00	2,000.00	2,000.00
665.233	Technology Library Revenue	-	50.00	2,500.00	-	500.00	500.00	500.00
665.234	Undesignated Misc. Donations	-	250.00	500.00	-	500.00	500.00	500.00
665.235	Marketing Sponsorships	10,000.00	10,146.00	10,000.00	10,000.00	-	-	-
TOTAL		\$ 17,182.87	\$19,698	\$20,000	\$ 18,877.00	\$8,000	\$8,000	\$8,000
TOTAL Revenues		\$ 37,506.05	\$ (10,859.97)	\$ 42,500.00	\$ 41,377.00	\$ 30,500.00	\$ 30,500.00	\$ 30,500.00
Expenditures								
Supplies								
742.036	Diversity, Equity & Inclusion		\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
742.229	Raising a Reader	968.70	723.13	1,000.00	1,000.00	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	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	29,000.00	29,000.00
742.232	Programming Expenditures	2,244.46	-	1,000.00	1,857.75	1,000.00	1,000.00	1,000.00
742.233	Technology Library Expenditures	-	10,490.00	-	-	3,000.00	3,000.00	3,000.00
742.234	Undesignated Misc. Expenditures	182.39	(7.16)	500.00	500.00	500.00	500.00	500.00
742.236	Staff Recognition	15.88	2,002.78	1,500.00	1,500.00	2,000.00	2,000.00	2,000.00
TOTAL		\$ 5,983.53	\$23,723	\$39,700	\$40,058	\$38,500	\$38,500	\$38,500
Capital Outlay								
976.044	Auto Lending Library	\$ 34,100.24	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 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	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	-	-	-	-	-	-	-
TOTAL		\$ 42,847.02	\$ 5,017.01	\$ 131,300.00	\$ 13,000.00	\$ 237,800.00	\$ 5,500.00	\$ 5,500.00
TOTAL Expenditures		\$ 48,830.55	\$ 28,739.62	\$ 171,000.00	\$ 53,057.75	\$ 276,300.00	\$ 44,000.00	\$ 44,000.00
	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	\$ 1,398,574.69	\$ 1,385,074.69
	Revenues	37,506.05	(10,859.97)	42,500.00	41,377.00	30,500.00	30,500.00	30,500.00
	Expenditures	(48,830.55)	(28,739.62)	(171,000.00)	(53,057.75)	(276,300.00)	(44,000.00)	(44,000.00)
	NET Revenues vs. Expenditures	(11,324.50)	(39,599.59)	(128,500.00)	(11,680.75)	(245,800.00)	(13,500.00)	(13,500.00)
	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	\$ 1,385,074.69	\$ 1,371,574.69

Notes:

22/23:Automated Return System \$115,800, Main Entrance design work \$10,000, Teen 2nd phase \$12,500 + \$15,000 reupholstery + \$6,700 CD upgrade Auto Lending Library \$2,500 for library card dispensing service; instead of Teen 2nd phase go with Podcast room \$11,210 (end of yr. June 2023)

23/24: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

03/08/2023

REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI

PERIOD ENDING 02/28/2023

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	DEC 2022	JAN 2023	FEB 2023	02/28/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNRM)	BUDGET	AMNDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABRM)	NM (ABRM)	USED
Fund 268 - LIBRARY FUND 268										
Revenues										
Dept 000.00 - treasury										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Lev	3,081,796.39	3,209,191.00	3,209,191.00	(2,026.18)	0.00	0.00	3,230,757.84	(21,566.84)	100.67
268-000.00-403.001	Property Tax Revenue- County Cha	744.21	2,000.00	2,000.00	294.10	73.28	846.79	(6,333.27)	8,333.27	(316.66)
268-000.00-403.002	Property Tax Rev - Tax Tribunal Acc	3,500.00	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00
268-000.00-403.003	Property Tax Revenue-Brownfld Ca	(59.74)	0.00	0.00	0.00	0.00	0.00	(323.55)	323.55	100.00
268-000.00-403.006	Property Tax Revenue-Brownfld Ca	(7,282.79)	(12,749.00)	(12,749.00)	0.00	0.00	0.00	(8,961.24)	(3,787.76)	70.29
268-000.00-403.008	Property Tax Revenue - CIA Cap C1	(15,037.43)	(22,538.00)	(22,538.00)	0.00	0.00	0.00	(22,782.73)	244.73	101.09
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(4,648.79)	(5,000.00)	(5,000.00)	0.00	0.00	0.00	0.00	(5,000.00)	0.00
Property tax revenue		3,059,011.85	3,169,904.00	3,169,904.00	(1,732.08)	73.28	846.79	3,192,357.05	(22,453.05)	100.71
State sources										
268-000.00-567.000	State aid	56,619.13	33,000.00	33,000.00	0.00	0.00	0.00	32,859.31	140.69	99.57
268-000.00-573.000	State Grants - Local Comm Stab Sh	5,968.34	0.00	0.00	0.00	0.00	0.00	4,181.86	(4,181.86)	100.00
State sources		62,587.47	33,000.00	33,000.00	0.00	0.00	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	768.62	879.15	830.57	6,466.26	(1,466.26)	129.33
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	2,316.17	4,079.62	4,235.94	22,557.01	2,442.99	90.23
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	3,084.79	4,958.77	5,066.51	38,199.35	9,800.65	79.58
Fines and forfeitures										
268-000.00-657.000	Library book fines	8,720.61	8,000.00	8,000.00	478.64	549.94	567.10	5,250.99	2,749.01	65.64
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	478.64	549.94	567.10	104,474.79	(1,474.79)	101.43
Interest income										
268-000.00-664.000	Interest on investments	44,180.81	39,000.00	39,000.00	7,582.19	0.00	0.00	34,836.89	4,163.11	89.33
268-000.00-664.500	Unrealized gain (loss) on investme	(117,830.18)	1,000.00	1,000.00	4,582.83	0.00	0.00	(25,664.27)	26,664.27	(2,566.43)
Interest income		(73,649.37)	40,000.00	40,000.00	12,165.02	0.00	0.00	9,172.62	30,827.38	22.93
Donations										
268-000.00-665.289	Adult programs	0.00	2,000.00	2,000.00	0.00	0.00	1,382.83	1,382.83	617.17	69.14
268-000.00-665.400	Gifts and donations	1,035.04	1,500.00	1,500.00	350.21	1,545.58	63.48	2,162.75	(662.75)	144.18
Donations		1,035.04	3,500.00	3,500.00	350.21	1,545.58	1,446.31	3,545.58	(45.58)	101.30
Total Dept 000.00 - treasury		3,295,483.89	3,397,404.00	3,397,404.00	14,346.58	7,127.57	7,926.71	3,384,790.56	12,613.44	99.63
TOTAL REVENUES		3,295,483.89	3,397,404.00	3,397,404.00	14,346.58	7,127.57	7,926.71	3,384,790.56	12,613.44	99.63

GL NUMBER	DESCRIPTION	END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	DEC 2022	JAN 2023	FEB 2023	02/28/2023	BALANCE	% BDGT
		NM (ABNRM)	BUDGET	AMNDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABRM)	NM (ABRM)	USED
Expenditures										
Dept 000.00 - treasury										
Personnel services										
268-000.00-704.000	Permanent salaries	931,808.07	1,039,792.00	1,039,792.00	125,231.67	91,879.14	84,262.06	685,303.34	354,488.66	65.91
268-000.00-704.100	Severance/Incentive Pay	0.00	0.00	0.00	0.00	12,000.00	0.00	12,000.00	(12,000.00)	100.00
268-000.00-704.200	Wages - Stipend	0.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00	(2,000.00)	100.00
268-000.00-704.210	Vacation Payout	0.00	5,000.00	5,000.00	0.00	0.00	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	68,328.93	45,831.62	51,150.72	382,888.99	342,111.01	52.81
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	14,629.72	11,444.78	10,173.34	82,117.20	52,882.80	60.83
268-000.00-716.000	Insurance	215,480.66	193,000.00	193,000.00	16,617.86	9,636.47	9,636.47	125,776.19	67,223.81	65.17
268-000.00-716.200	HSA - employer contribution	2,625.00	6,300.00	6,300.00	87.50	562.50	0.00	1,000.00	5,300.00	15.87
268-000.00-716.999	Insurance - Employee Reimburse	(36,090.77)	(29,775.00)	(29,775.00)	(2,495.28)	(2,388.37)	(2,518.42)	(17,703.72)	(12,071.28)	59.46
268-000.00-718.000	Pension - DB Normal Cost	6,156.00	5,795.00	5,795.00	385.00	0.00	0.00	2,310.00	3,485.00	39.86
268-000.00-718.010	Pension - DB Unfunded Accrued Li	58,404.00	59,765.00	59,765.00	7,372.00	0.00	0.00	44,232.00	15,533.00	74.01
268-000.00-718.200	Pension - defined contribution	31,155.34	48,400.00	48,400.00	6,125.64	4,310.91	4,504.04	33,765.22	14,634.78	69.76
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	155.54	122.16	108.19	845.01	854.99	49.71
Personnel services		1,952,863.24	2,192,477.00	2,192,477.00	236,438.58	175,399.21	157,316.40	1,360,591.03	831,885.97	62.06
Supplies										
268-000.00-727.000	Office supplies	12,752.79	18,000.00	18,000.00	491.37	5,164.93	642.66	13,976.53	4,023.47	77.65
268-000.00-728.000	Postage	488.51	2,000.00	2,000.00	202.64	5,766.67	(2,743.09)	3,820.57	(1,820.57)	191.03
268-000.00-734.000	Computer supplies, software & lice	71,847.11	83,000.00	83,000.00	378.22	2,434.39	1,772.59	60,064.05	22,935.95	72.37
268-000.00-734.500	Computer supplies/equipment	132,954.83	21,000.00	21,000.00	(55.16)	886.33	(20.00)	8,157.00	12,843.00	38.84
268-000.00-740.000	Operating supplies	9,873.36	28,000.00	28,000.00	419.00	153.27	182.27	16,261.00	11,739.00	58.08
268-000.00-740.200	Supplies - Desk chairs and file cabi	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	156.00	0.00	0.00	156.00	144.00	52.00
268-000.00-742.000	Library books	199,639.76	197,000.00	197,000.00	12,105.75	12,975.56	4,189.33	107,887.62	89,112.38	54.77
268-000.00-742.010	Library Books - Lending	13,973.37	17,000.00	17,000.00	205.06	1,558.58	901.44	9,564.94	7,435.06	56.26
268-000.00-742.100	Library Books - Fines	672.48	1,000.00	1,000.00	0.00	(12.99)	0.00	114.77	885.23	11.48
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	6,545.25	6,997.34	2,178.37	71,160.81	64,839.19	52.32
268-000.00-745.200	Electronic media	42,783.60	46,900.00	46,900.00	4,273.76	2,878.73	1,525.34	26,058.42	20,841.58	55.56
268-000.00-745.300	Electronic resources (CD rom mate	65,243.18	70,000.00	70,000.00	0.00	5,535.17	559.30	54,043.53	15,956.47	77.21
Supplies		702,565.58	643,200.00	643,200.00	24,721.89	44,337.98	9,188.21	385,482.56	257,717.44	59.93

GL NUMBER	DESCRIPTION	END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	DEC 2022	JAN 2023	FEB 2023	02/28/2023	BALANCE	% BDGT
		NM (ABNRM)	BUDGET	AMNDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABRM)	NM (ABRM)	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	487.55	212.45	69.65
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	651.65	234.23	0.00	1,893.68	2,106.32	47.34
268-000.00-803.000	Independent audit	723.00	800.00	800.00	0.00	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	348.00	0.00	1,272.00	228.00	84.80
268-000.00-806.000	Legal fees	16,967.90	7,500.00	7,500.00	613.70	336.50	0.00	5,125.60	2,374.40	68.34
268-000.00-809.000	Memberships and dues	5,712.45	7,500.00	7,500.00	134.00	0.00	0.00	4,839.41	2,660.59	64.53
268-000.00-816.000	Professional services	15,753.87	24,000.00	24,000.00	200.00	0.00	89.55	8,868.30	15,131.70	36.95
268-000.00-817.000	Custodial services	88,544.00	90,000.00	90,000.00	6,549.50	7,557.10	0.00	51,529.44	38,470.56	57.25
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	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	2,388.17	6,820.51	(43.00)	20,357.33	3,642.67	84.82
268-000.00-855.000	TLN Automation Services	64,789.07	71,000.00	71,000.00	0.00	19,620.14	0.00	54,953.41	16,046.59	77.40
268-000.00-861.000	Gasoline and oil	407.86	500.00	500.00	36.47	0.00	0.00	207.71	292.29	41.54
268-000.00-862.000	Mileage	88.60	200.00	200.00	168.50	43.56	0.00	216.06	(16.06)	108.03
268-000.00-880.000	Community promotion	16,001.29	24,000.00	24,000.00	700.67	3,450.00	1,109.42	13,878.55	10,121.45	57.83
268-000.00-880.268	Library programming	13,014.04	28,000.00	28,000.00	444.09	2,088.35	1,992.83	11,036.44	16,963.56	39.42
268-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	0.00	0.00	0.00	704.75	7,295.25	8.81
268-000.00-900.000	Printing, graphic design and publis	9,046.55	28,000.00	28,000.00	446.73	733.28	826.07	4,841.82	23,158.18	17.29
268-000.00-910.000	Property & liability insurance	14,444.00	14,500.00	16,480.00	0.00	0.00	0.00	16,480.00	0.00	100.00
268-000.00-910.001	Insurance deductibles/Uninsured c	0.00	10,000.00	8,020.00	0.00	0.00	0.00	0.00	8,020.00	0.00
268-000.00-921.000	Heat	13,510.02	12,000.00	12,000.00	0.00	2,308.91	0.00	6,482.90	5,517.10	54.02
268-000.00-922.000	Electricity	97,881.06	96,500.00	96,500.00	8,327.41	8,836.38	0.00	65,304.77	31,195.23	67.67
268-000.00-923.000	Water and sewer	6,964.48	6,500.00	6,500.00	1,841.08	0.00	0.00	3,610.52	2,889.48	55.55
268-000.00-934.000	Building maintenance	108,177.81	110,000.00	110,000.00	6,330.30	4,420.24	7,465.93	53,230.66	56,769.34	48.39
268-000.00-935.000	Vehicle maintenance	456.85	300.00	300.00	0.00	0.00	0.00	5.94	294.06	1.98
268-000.00-941.000	Grounds maintenance	32,391.87	39,000.00	39,000.00	5,171.00	2,479.58	51.13	17,766.87	21,233.13	45.56
268-000.00-942.000	Office equipment lease	7,811.28	8,000.00	8,000.00	650.94	650.94	650.94	3,905.64	4,094.36	48.82
268-000.00-942.100	Records storage	299.40	400.00	400.00	24.95	24.95	24.95	199.60	200.40	49.90
268-000.00-956.000	Conferences and workshops	3,510.07	15,000.00	15,000.00	0.00	364.96	0.00	7,674.36	7,325.64	51.16
Other services and charges		552,908.54	636,200.00	636,200.00	34,864.81	60,387.28	12,167.82	359,902.65	276,297.35	56.57
Capital outlay										
268-000.00-976.100	Parking lot improvements	10,700.00	12,500.00	12,500.00	0.00	0.00	0.00	12,411.80	88.20	99.29
268-000.00-986.000	Internal Technology - Capital Outla	8,257.40	83,000.00	83,000.00	9,499.90	41,846.88	0.00	50,879.38	32,120.62	61.30
Capital outlay		18,957.40	95,500.00	95,500.00	9,499.90	41,846.88	0.00	63,291.18	32,208.82	66.27
Total Dept 000.00 - treasury		3,227,294.76	3,567,377.00	3,567,377.00	305,525.18	321,971.35	178,672.43	2,169,267.42	1,398,109.58	60.81
TOTAL EXPENDITURES		3,227,294.76	3,567,377.00	3,567,377.00	305,525.18	321,971.35	178,672.43	2,169,267.42	1,398,109.58	60.81
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,295,483.89	3,397,404.00	3,397,404.00	14,346.58	7,127.57	7,926.71	3,384,790.56	12,613.44	(715.13)
TOTAL EXPENDITURES		3,227,294.76	3,567,377.00	3,567,377.00	305,525.18	321,971.35	178,672.43	2,169,267.42	1,398,109.58	(715.13)
NET OF REVENUES & EXPENDITURES		68,189.13	(169,973.00)	(169,973.00)	(291,178.60)	(314,843.78)	(170,745.72)	1,215,523.14	(1,385,496.14)	(715.13)

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	DEC 2022	JAN 2023	FEB 2023	02/28/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNRM)	BUDGET	AMNDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABRM)	NM (ABRM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Revenues										
Dept 000.00 - treasury										
Interest income										
269-000.00-664.000	Interest on investments	19,767.63	27,000.00	27,000.00	2,793.02	0.00	0.00	13,742.62	13,257.38	50.90
269-000.00-664.500	Unrealized gain (loss) on investme	(50,325.76)	(4,500.00)	(4,500.00)	1,688.16	0.00	0.00	(11,972.28)	7,472.28	266.05
Interest income										
		(30,558.13)	22,500.00	22,500.00	4,481.18	0.00	0.00	1,770.34	20,729.66	7.87
Donations										
269-000.00-665.036	Diversity, Equity, & Inclusion	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.046	Makerspace Renovation Revenue	0.00	1,000.00	1,000.00	676.95	242.40	184.80	1,104.15	(104.15)	110.42
269-000.00-665.229	Raising a Reader in Novi Sponsors	207.59	1,500.00	1,500.00	385.78	0.00	0.00	278.99	1,221.01	18.60
269-000.00-665.230	Collections/Materials Revenue	1,852.61	1,000.00	1,000.00	0.00	(192.36)	0.00	5,057.64	(4,057.64)	505.76
269-000.00-665.231	Buildings/Ground/ Furniture Reven	3,191.96	1,000.00	1,000.00	0.00	0.00	0.00	275.00	725.00	27.50
269-000.00-665.232	Programming Revenue	3,000.00	1,500.00	1,500.00	0.00	0.00	535.00	2,387.00	(887.00)	159.13
269-000.00-665.233	Technology Library Revenue	50.00	2,500.00	2,500.00	0.00	0.00	1,000.00	1,000.00	1,500.00	40.00
269-000.00-665.234	Undesignated Misc Donations	250.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.235	Marketing Sponsorships	10,146.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Donations										
		19,698.16	20,000.00	20,000.00	1,062.73	50.04	1,719.80	10,102.78	9,897.22	50.51
Total Dept 000.00 - treasury										
		(10,859.97)	42,500.00	42,500.00	5,543.91	50.04	1,719.80	11,873.12	30,626.88	27.94
TOTAL REVENUES										
		(10,859.97)	42,500.00	42,500.00	5,543.91	50.04	1,719.80	11,873.12	30,626.88	27.94
Expenditures										
Dept 000.00 - treasury										
Supplies										
269-000.00-742.036	Diversity, Equity, & Inclusion	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-742.229	Raising a Reader Expense	723.13	1,000.00	1,000.00	0.00	0.00	0.00	274.58	725.42	27.46
269-000.00-742.230	Collections/Materials Expense	830.56	500.00	500.00	11.29	10.49	0.00	671.78	(171.78)	134.36
269-000.00-742.231	Buildings/Ground/ Furniture Expen	8,683.30	34,200.00	34,200.00	6,421.90	1,780.00	0.00	8,274.00	25,926.00	24.19
269-000.00-742.232	Programming Expense	0.00	1,000.00	1,000.00	667.68	0.00	0.00	2,525.43	(1,525.43)	252.54
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	228.85	228.85	271.15	45.77
269-000.00-742.236	Staff Recognition	2,002.78	1,500.00	1,500.00	203.11	(55.57)	(20.00)	1,782.59	(282.59)	118.84
Supplies										
		23,722.61	39,700.00	39,700.00	7,303.98	1,734.92	208.85	13,757.23	25,942.77	34.65
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	205.22	552.26	(29.00)	2,119.25	880.75	70.64
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	205.22	552.26	(29.00)	2,119.25	129,180.75	1.61
Total Dept 000.00 - treasury										
		28,739.62	171,000.00	171,000.00	7,509.20	2,287.18	179.85	15,876.48	155,123.52	9.28
TOTAL EXPENDITURES										
		28,739.62	171,000.00	171,000.00	7,509.20	2,287.18	179.85	15,876.48	155,123.52	9.28
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES										
		(10,859.97)	42,500.00	42,500.00	5,543.91	50.04	1,719.80	11,873.12	30,626.88	3.12
TOTAL EXPENDITURES										
		28,739.62	171,000.00	171,000.00	7,509.20	2,287.18	179.85	15,876.48	155,123.52	3.12
NET OF REVENUES & EXPENDITURES										
		(39,599.59)	(128,500.00)	(128,500.00)	(1,965.29)	(2,237.14)	1,539.95	(4,003.36)	(124,496.64)	3.12

03/08/2023 BALANCE SHEET FOR CITY OF NOVI Period Ending 02/28/2023		
GL Number	Description	Balance
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(353,841.99)
268-000.00-017.000	Investments - Pooled	4,095,487.25
268-000.00-018.000	Cash on hand	600.00
268-000.00-020.000	Current taxes receivable	44,054.52
268-000.00-040.400	Prepaid expenditures	10,563.70
	Total Assets	3,796,863.48
*** Liabilities ***		
268-000.00-202.000	Accounts payable	4,741.66
268-000.00-215.200	Unemployment insurance liability	3,996.72
268-000.00-259.702	Accrued liabilities-tax	9,100.00
	Total Liabilities	17,838.38
*** 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	1,215,523.14
	Ending Fund Balance	3,779,025.10
	Total Liabilities And Fund Balance	3,796,863.48

Fund 269 - LIBRARY CONTRIBUTION FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	2,908.46
269-000.00-017.000	Investments - Pooled	1,649,143.62
	Total Assets	1,652,052.08
*** Liabilities ***		
	Total Liabilities	0.00
*** 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	(4,003.36)
	Ending Fund Balance	1,652,052.08
	Total Liabilities And Fund Balance	1,652,052.08

Director's Report – Julie Farkas



Staff Anniversaries (Years of Service) for April 2023

- Bryan Carter Information Technology 1 year
- Arom Park Support Services 1 year

Daily use of the building by hour February 1 – February 28, 2023

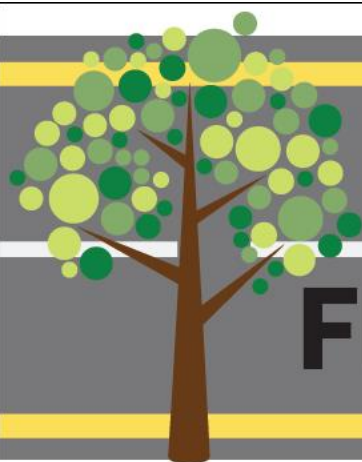
2/1/2023				2/2/2023				2/3/2023				2/4/2023			
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	37	86	62	10-11am	42	111	77	10-11am	27	69	48	10-11am	33	151	92
11am-12pm	49	53	51	11am-12pm	78	65	72	11am-12pm	49	60	55	11am-12pm	119	151	135
12-1pm	66	2	34	12-1pm	68	64	66	12-1pm	56	53	55	12-1pm	130	105	118
1-2pm	40	57	49	1-2pm	54	51	53	1-2pm	44	42	43	1-2pm	96	135	116
2-3pm	75	129	102	2-3pm	76	158	117	2-3pm	75	154	115	2-3pm	105	121	113
3-4pm	144	175	160	3-4pm	176	185	181	3-4pm	138	142	140	3-4pm	130	127	129
4-5pm	143	113	128	4-5pm	157	108	133	4-5pm	139	102	121	4-5pm	179	121	150
5-6pm	153	134	144	5-6pm	116	78	97	5-6pm	166	67	117	5-6pm	146	72	109
6-7pm	112	136	124	6-7pm	104	87	96	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	99	68	84	7-8pm	66	35	51	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	101	25	63	8-9pm	53	27	40	8-9pm	0	0	0	8-9pm	0	0	0
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
			999				980				692				961

2/5/2023				2/6/2023				2/7/2023				2/8/2023				2/9/2023				2/10/2023				2/11/2023			
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	32	115	74	10-11am	41	119	80	10-11am	54	75	65	10-11am	28	104	66	10-11am	39	83	61	10-11am	68	207	138
11am-12pm	0	0	0	11am-12pm	93	80	87	11am-12pm	71	51	61	11am-12pm	50	54	52	11am-12pm	67	51	59	11am-12pm	44	40	42	11am-12pm	109	115	112
12-1pm	82	172	127	12-1pm	72	46	59	12-1pm	70	71	71	12-1pm	63	75	69	12-1pm	47	48	48	12-1pm	52	59	56	12-1pm	120	124	122
1-2pm	92	137	115	1-2pm	43	61	52	1-2pm	47	65	56	1-2pm	57	55	56	1-2pm	60	76	68	1-2pm	60	59	60	1-2pm	117	102	110
2-3pm	104	150	127	2-3pm	91	167	129	2-3pm	78	112	95	2-3pm	70	154	112	2-3pm	77	138	108	2-3pm	67	124	96	2-3pm	98	114	106
3-4pm	159	121	140	3-4pm	131	139	135	3-4pm	117	140	129	3-4pm	149	153	151	3-4pm	155	139	147	3-4pm	178	234	206	3-4pm	160	166	163
4-5pm	130	82	106	4-5pm	153	132	143	4-5pm	120	142	131	4-5pm	161	134	148	4-5pm	147	126	137	4-5pm	174	132	153	4-5pm	156	107	132
5-6pm	122	53	88	5-6pm	141	82	112	5-6pm	158	103	131	5-6pm	162	158	160	5-6pm	108	75	92	5-6pm	182	80	131	5-6pm	159	56	108
6-7pm	0	0	0	6-7pm	96	104	100	6-7pm	120	80	100	6-7pm	131	120	126	6-7pm	79	70	75	6-7pm	0	0	0	6-7pm	18	9	14
7-8pm	0	0	0	7-8pm	77	63	70	7-8pm	83	71	77	7-8pm	114	77	96	7-8pm	63	65	64	7-8pm	0	0	0	7-8pm	33	14	24
8-9pm	0	0	0	8-9pm	80	26	53	8-9pm	81	21	51	8-9pm	106	31	69	8-9pm	85	21	53	8-9pm	0	0	0	8-9pm	19	14	17
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
			702				1,012				981				1,102				915				804				1,043

2/12/2023				2/13/2023				2/14/2023				2/15/2023				2/16/2023				2/17/2023				2/18/2023			
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	32	95	64	10-11am	18	88	53	10-11am	39	160	100	10-11am	34	96	65	10-11am	19	68	44	10-11am	45	169	107
11am-12pm	0	0	0	11am-12pm	85	100	93	11am-12pm	70	85	78	11am-12pm	52	61	57	11am-12pm	57	36	47	11am-12pm	39	89	64	11am-12pm	122	128	125
12-1pm	45	119	82	12-1pm	87	56	72	12-1pm	58	55	57	12-1pm	146	59	103	12-1pm	59	46	53	12-1pm	113	45	79	12-1pm	131	98	115
1-2pm	83	96	90	1-2pm	76	49	63	1-2pm	94	66	80	1-2pm	94	87	91	1-2pm	32	63	48	1-2pm	28	52	40	1-2pm	112	101	107
2-3pm	110	108	109	2-3pm	64	149	107	2-3pm	73	127	100	2-3pm	59	151	105	2-3pm	77	146	112	2-3pm	76	158	117	2-3pm	109	107	108
3-4pm	99	112	106	3-4pm	115	140	128	3-4pm	141	172	157	3-4pm	147	147	147	3-4pm	106	963	535	3-4pm	153	137	145	3-4pm	142	121	132
4-5pm	107	77	92	4-5pm	162	119	141	4-5pm	165	132	149	4-5pm	132	120	126	4-5pm	136	126	131	4-5pm	125	112	119	4-5pm	118	110	114
5-6pm	154	76	115	5-6pm	136	87	112	5-6pm	174	109	142	5-6pm	143	92	118	5-6pm	100	68	84	5-6pm	162	84	123	5-6pm	161	70	116
6-7pm	0	0	0	6-7pm	95	70	83	6-7pm	80	62	71	6-7pm	120	132	126	6-7pm	64	77	71	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	58	32	45	7-8pm	58	44	51	7-8pm	102	57	80	7-8pm	75	46	61	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	44	15	30	8-9pm	67	0	34	8-9pm	94	25	60	8-9pm	74	23	49	8-9pm	0	0	0	8-9pm	0	0	0
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
			593				933				969				1,110				1,252				730				922

2/19/2023				2/20/2023				2/21/2023				2/22/2023				2/23/2023				2/24/2023				2/25/2023							
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	38	148	93	10-11am	54	110	82	10-11am	56	103	80	10-11am	24	151	88	10-11am	38	175	107	10-11am	65	226	146	10-11am	65	226	146
11am-12pm	0	0	0	11am-12pm	107	97	102	11am-12pm	69	84	77	11am-12pm	91	49	70	11am-12pm	79	103	91	11am-12pm	110	109	110	11am-12pm	131	104	118	11am-12pm	131	104	118
12-1pm	3	2	3	12-1pm	91	64	78	12-1pm	85	69	77	Library Closed - Weather				12-1pm	90	123	107	12-1pm	108	135	122	12-1pm	98	91	95	12-1pm	98	91	95
1-2pm	1	5	3	1-2pm	83	86	85	1-2pm	73	79	76	1-2pm	0	0	0	1-2pm	75	146	111	1-2pm	123	123	123	1-2pm	90	85	88	1-2pm	90	85	88
2-3pm	40	90	65	2-3pm	106	122	114	2-3pm	97	103	100	2-3pm	0	0	0	2-3pm	128	127	128	2-3pm	454	225	340	2-3pm	139	113	126	2-3pm	139	113	126
3-4pm	63	116	90	3-4pm	106	89	98	3-4pm	69	75	72	3-4pm	0	0	0	3-4pm	115	89	102	3-4pm	214	204	209	3-4pm	139	155	147	3-4pm	139	155	147
4-5pm	89	111	100	4-5pm	112	79	96	4-5pm	107	95	101	4-5pm	0	0	0	4-5pm	139	94	117	4-5pm	203	146	175	4-5pm	129	130	130	4-5pm	129	130	130
5-6pm	122	118	120	5-6pm	84	72	78	5-6pm	113	97	105	5-6pm	0	0	0	5-6pm	135	87	111	5-6pm	266	95	181	5-6pm	205	81	143	5-6pm	205	81	143
6-7pm	105	92	99	6-7pm	65	51	58	6-7pm	102	98	100	6-7pm	0	0	0	6-7pm	118	98	108	6-7pm	62	36	49	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	170	65	118	7-8pm	59	47	53	7-8pm	77	48	63	7-8pm	0	0	0	7-8pm	83	55	69	7-8pm	12	43	28	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	69	23	46	8-9pm	91	37	64	8-9pm	0	0	0	8-9pm	101	29	65	8-9pm	5	0	3	8-9pm	0	0	0	8-9pm	0	0	0
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
			596				899				916				150				1,095				1,443				991				

2/26/2023				2/27/2023				2/28/2023			
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	30	82	56	10-11am	38	112	75
11am-12pm	0	0	0	11am-12pm	45	42	44	11am-12pm	58	50	54
12-1pm	86	178	132	12-1pm	35	31	33	12-1pm	80	64	72
1-2pm	73	172	123	1-2pm	48	37	43	1-2pm	54	66	60
2-3pm	195	218	207	2-3pm	39	109	74	2-3pm	68	151	110
3-4pm	201	112	157	3-4pm	107	131	119	3-4pm	143	155	149
4-5pm	145	122	134	4-5pm	128	110	119	4-5pm	187	210	199
5-6pm	210	88	149	5-6pm	131	72	102	5-6pm	225	120	173
6-7pm	0	0	0	6-7pm	95	60	78	6-7pm	107	106	107
7-8pm	0	0	0	7-8pm	32	46	39	7-8pm	90	94	92
8-9pm	0	0	0	8-9pm	79	26	53	8-9pm	114	36	75
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
			900				758				1,164



On The Road To **FRANKENMUTH**

Friday | May 5 | 8am-6pm

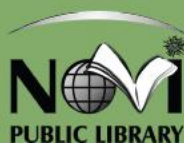
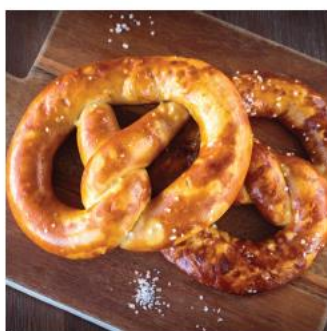
Departing from the Novi Civic Center (45175 W. Ten Mile Rd.)



The \$89 per person trip includes:

A deluxe motor coach ride for an exciting trip to Frankenmuth where we will enjoy pretzel making, a guided tour of the Michigan Heroes Museum, a tour of St. Lorenz (176 year old German church and cabin), lots of shopping, and of course a delicious chicken dinner from Zehnders (vegetarian option also available).

Morning muffins and juice will be provided on the bus.



Registration can be done through the Administrative Office by calling 248-869-7204.

18+ welcome.

Full payment by cash, check or credit card (VISA, MC, American Express or Discover) due with registration.

No refunds after April 17.

Novi library reviewing feedback from community to plan next five years



Myesha Johnson

The Detroit News

February 19, 2023



Novi— Novi library users have a chance to tell the library's leaders what they'd like to read or see changed in the next five years.

The library sought out Rethinking Libraries, a library consulting firm, to organize sessions to let patrons offer suggestions or comments about what they would like to see in the library on West 10 Mile Road.

"This is the first time, since I've been here, that we're actually engaging with a consulting firm to help us get feedback from the community and drive our next five years" said Julie Farkas, the library director.



"By bringing in a new set of eyes with the consultants, we're hoping that they might be showing us something different," she said.

Farkas said strategic planning to outline the library's goals and vision has resulted in developments such as the Lakeshore Lending Library, for example. The lending library was launched in May 2021 and is a self-service kiosk that holds 235 items for Novi library card holders at

Lakeshore Park, which lets residents beyond West 10 Mile Road access library items. It saw nearly 1,300 checkouts by June 2022. "It's a way for us to be connecting ... with our community by having something up there," Farkas said. "We knew we weren't connecting with everyone." "We've added more collections, our international language collections have grown over the years and that's big because the community itself is really diverse ... trying to meet those needs and collections in their native languages," she said, as well as culture and other programming that emerged from previous strategic planning. The library sent out an [online survey](#), postcards and links on social media to 24,377 Novi Library cardholders. By Feb. 6, 1,000 surveys were filled out,

Farkas said. "We're trying to give everybody the opportunity to answer and give us feedback, if they can," Farkas said. "It gives us a chance to get a real good pulse on our community members and see if things are changing. 'How are we doing with our building? How are we doing with spaces? How are we doing with our programming?'"

The library had a budget of \$3,284,623, of which 60% went toward employees and benefits; 17% or \$541,811.05, to collections, catalogs and online resources; 12% or \$399,139.63, to utilities, building and maintenance; 9% or \$276,927.30, to furniture, equipment and supplies; and 2% or \$54,712.54, toward programming, marketing, training and technology, according to the library's 2021-22 annual report,. After all expenses, the library had more than \$57,000 left of it's 2012-22 budget. The library also received nearly \$60,000 in scholarships, grants and donations, and saw 3,920 new library cardholders for the fiscal year ending June 2022. "I am very optimistic about the future of Novi Library," said Kathy Crawford, the library board's president, in the report. "The past 2 1/2 years have unquestionably been the most challenging years in Novi Library and Library Board history. NPL faced closures due to flooding, closures due to COVID and state restrictions, unanticipated expenditures ... and numerous Library Board resignations." "NPL managed to stay open to the public more hours and more days than any other library in the region," Crawford said, adding that with the library's budget, they were able to "add long-needed pay increases," give 280 Diversity, Equity, and Inclusion training sessions and are nearly fully staffed. The library is open from 10 a.m. to 9 p.m. Monday through Thursday, 10 a.m. to 6 p.m. Friday and Saturday, and noon to 6 p.m. Sunday. According to its annual report for 2021-22, more than 850,000 items including books, picture books, tapes and other materials were checked out, and more than 110,000 were checked out digitally. The library also has computers and printers accessible to guests. The library saw 41% more visits in 2021-22 than the previous year, with 252,444 library patrons visiting and 984 visits to its teen space. The teen program is what Tanvi Basutkar, 16, enjoys the most about the library. Basutkar goes to school at nearby Novi High School, and was studying at the library Feb. 6.

"They have a teen space where you can interact, and there's a bunch of games where you can play. It's relaxing if you had a hard day at school. It's nice to be with friends," she said. "If you also want to be productive and focus, you can come upstairs, work on things, get things done. It's a quite, nice place." Basutkar said she visits the library to use the study rooms for school projects and other schoolwork.

Erin Lenard, 33, said the study rooms were her favorite parts of the library. She was studying on the library's second floor on Feb. 6 because the study rooms were occupied. She said she would like to see more study rooms created for patrons. "I like the study rooms better here," said Lenard, comparing Novi's library to a library in Farmington Hills where she lives. "I just like the space in this one and the quiet floor too, so that's probably why I come here the most."

mjohnson@detroitnews.com @_myeshajohnson



donate

event calendar

my account

Thank You for Your Feedback

We wanted to take a moment to thank everyone in the Novi community who took the time to complete our strategic planning survey and join us for a focus group session. We're excited to begin planning our goals for the next five years of library services and sincerely appreciate your feedback.

Tax Forms

Tax forms & instructions are located in the community information section on the 1st Floor, near the Friends Book Nook.

We have currently received:

- Michigan 1040 forms/instruction booklet
- Michigan Homestead Property Tax Credit Claim MI-1040 CR form
- Federal 1040 form
- Federal 1040-SR U.S. Income Tax Return form for seniors
- Federal instructions for 1040 and 1040-SR

A Tribute to Mahalia Jackson with Rosa Warner-Jones

Widely considered one of the most influential vocalists of the 20th century, and a career spanning 40 years, Mahalia broke barriers in the music industry during a time when racial segregation was pervasive in American society. Join us on **Sunday, March 19 from 3-4:30pm** for an unforgettable performance as singer and actress Rosa Warner-Jones brings Mahalia's story and music to life in an outstanding one-woman show. Light refreshments will be provided.

[Click here to register.](#)



NPL's Tiny Art Show

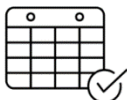
Held in honor of National Library Week (April 23-29), stop by during the month of April to view miniature masterpieces of art created by the Novi community. This

Forms and instructions can also be downloaded by [clicking here](#).

Did You Know: NPL's Study Rooms

NPL offers nine group study spaces for guests to enjoy. These spaces are available first come, first served. Some rooms have a capacity for one or two users, and others can accommodate up to six. A single person can use any of the spaces, but if a group comes along, they will be given the privilege of that space over a single user for the larger study rooms. When in doubt, please review the capacity of the room, which is posted on the window by the door to each room. Rules for use of the space are also posted inside each room, including our policy that covered beverages are allowed, but not food items. For individual guests who want to work quietly without disturbances, additional space is available in our Quiet Study Room in the middle of the second floor. Thank you for helping us keep these spaces clean, safe and inviting for everyone!

- [Click here to review our Food in the Library Policy.](#)
- [Click here to review our Meeting Room Policy.](#)



Programs

Adult Programs

- [Cultural/International & ESL Programs](#)
- [3/3: Parents Empowering Parents](#)
- [3/6: Novi Mental Health Alliance](#)
- [3/6: Parent to Parent Book Discussion](#)
- [3/7: For the Health of It](#)
- [3/7: Solo Journaling Games - Quill](#)

display will be located in the 2nd floor display case across from the elevators. Want your own mini-masterpiece featured in our art show? [Click here for more info!](#)

Upcoming Meetings

Friends of the Novi Library Meeting:

Wed, Mar. 8, 2pm - Board Room

Novi Historical Commission Meeting:

Wed, Mar. 15, 7pm - Local History Room

Library Board Meeting:

Thu, Mar. 23, 7pm - Novi Civic Center

We're Hiring!

Want to join the Novi Library family? We're hiring for the following positions:

- [Library Technology Assistant](#)
- [Youth Librarian](#)
- [Community Outreach Librarian](#)
- [Information Services Intern](#)
- [Information Services Intern - Early Literacy](#)

For more information and to apply, [click here](#). **Questions? Email our HR Specialist, Nicole Williams, at nwilliams@novilibrary.org.**

Genealogy Research

The Northville Genealogical Society will be offering free genealogical research assistance on the 4th Monday of the month from 12-2pm. Drop in to ask questions, get help on ancestry databases, and more. This program will take place in the Local History Room on

- **3/9:** NO-VI Chess Club: Experienced Players
- **3/13:** Multicultural Book Club
- **3/14:** Afternoon Read Book Club
- **3/16:** Coffee with the Superintendent
- **3/19:** A Tribute to Mahalia Jackson with Rosa Warner-Jones
- **3/20:** Teens and Mental Health - Understanding My Options
- **3/27:** A Novel Idea Book Club

Youth Programs

- Story Times
- **3/12:** Jewish Cultural Story Time
- **3/22:** Tail Waggin' Reading Buddies

Tween & Teen Programs

- Teen Space
- **3/10:** Dungeons & Dragons for Beginners
- **3/20:** Teens and Mental Health - Understanding My Options
- **3/31:** Teen Advisory Board (TAB) Meeting

the 2nd Floor of the library.
[Click here for more info.](#)

New - Multicultural Book Club

Join Della Topouzian, a tri-lingual writer and educator, for a gathering of people united by their love of books on **Monday, March 13 at 7pm!** We will strive for a deeper understanding and insights into world cultures through reading and discussion. Readers will be discussing *Unfinished* by Priyanka Chopra.
[Click here for more info.](#)



Boblo Boats & the Story of Sarah E. Ray

Wednesday, March 22, 7pm

Aaron Schillinger, Film Director & Producer

Seventy-five years ago a young Black woman was denied a seat on one of the two Boblo boats, the S.S. Columbia. Like the better known Rosa Parks, she refused to back down, taking her fight all the way to the U.S. Supreme Court. "Boblo Boats: A Detroit Ferry Tale" is a film that documents that journey. See excerpts of the film and hear about efforts to protect Sarah E. Ray's house in Detroit and to



Ladies of the Lights Thursday, March 23, 7pm

In honor of Women's History Month, learn about these women who were ahead of their time, taking on the romantic, dangerous, and physically demanding job of tending to the beacons that protected the shorelines of the Great Lakes.

[Click here for more info.](#)

create a place to share her story.
[Register here.](#)



Novi Library Cafe



Café Hours: Monday-Friday, 10am-5pm

March weekly specials (valid until 2pm):

- **6th-10th:** Toasted three-cheese sandwich and bag of chips for \$8
- **13th-17th:** Cranberry apple chicken salad on croissant with a soda or water for \$8
- **20th-24th:** Pizza with chips and a soda or water for \$8
- **27th-31st:** Chicken pesto sandwich with a soda or water for \$8

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



Services

Parents Empowering Parents

Have you walked through a challenging circumstance or situation with your child? Would you be willing to walk with another parent through a similar circumstance? Parents Empowering Parents of the Novi Mental Health Alliance is looking for parents (not professionals) who are willing to help others. The

Get materials
delivered to your home
for free with NPL @ Your Door!

novilibrary.org 248-869-7225 nplayd@novilibrary.org

first training/info session is scheduled for **Friday, March 3, 10am-12pm** at the Novi Public Library.

[Click here for more info and to register.](#)

Unable to Visit NPL? Get Materials By Mail!

Is getting out of the house difficult for you? Is driving to the library something that no longer seems possible, even though you're missing a good book? Let the library bring the books (or movies) to you! NPL @ Your Door is a free service for Novi residents who are no longer able to get to the library. We will mail the items you are looking for directly to your door! **Call 248-869-7225 or email nplayd@novilibrary.org to sign up today!**



Community Info

Hinamatsuri - March 5 at the Detroit Institute of Arts

On **Sunday, March 5 starting at 10am**, NPL will be at the DIA for Hinamatsuri! You're invited to attend this free event to see local female Japanese artist demonstrations, music performances, Shodo, Japanese calligraphy, storytelling, tea, and so much more!

[Click here for more info.](#)

Reading Sculpture: *Looking to Learn at Villa Barr*

In 1975 sculptor, teacher, and author David Barr began construction of a house and studios on undeveloped farmland between 9 Mile and 10 Mile on Napier Road. All the sculptures at Villa Barr reflect David's conviction in the interwoven dependence of art, science, and the humanities. His artwork envisions a world where everything is "knotted into elegant sometimes invisible nets." Library members can now enhance their Villa Barr experience by utilizing a sampler book list developed by the art park. [Click here for more info.](#)

NEF Green Gala Fundraiser

The Novi Educational Foundation is hosting its annual Green Gala on **Saturday, April 15**. Proceeds from the event will support students and teachers in the NCSD through classroom grants, scholarships, and district programs.

[Click here for more info.](#)

City of Novi

Help Shape Novi's Future at Open House - March 2

The City of Novi is seeking feedback on its update to the Master Plan for Land Use and Active Mobility Plan. Attend a community open house on Thursday, March 2 from 4-6pm at the Novi Civic Center. [Click here for more info.](#)

Shamrock Shuffle

**Wed, 10am-12pm, 5:30-7:30pm
Mar 15**

[More info & to register.](#)

For additional information, contact Ken Stevens, Professor Emeritus at Eastern Michigan University, at kstevens@emich.edu.

St. Patrick's Day Luncheon - Follow the Rainbow

Fri, 12-2pm
Mar 17

[More info & to register.](#)

Oakland County Veterans Resource Fair

Thu, 9am-12pm

Apr 6

[More info & to register.](#)

Aging Mastery Program

Thu, 2-3:30pm

Apr 20-Jun 22

Register by calling 833-262-2200 or email wellnessprograms@aaa1b.com.



Discounted Detroit Zoo Tickets



New Adult Book Lists

Unsure what to read next? Take a look at our reading lists for



Get Help from Novi's Caring Community

We have curated a directory of organizations

Being a cardholder at NPL allows you to get \$6 off Detroit Zoo tickets!

Discounted Prices:

Adults (19-64yrs): \$19

Child (2-18 yrs): \$14

Senior (65+ yrs): \$14

[Click here](#) and enter the storename *hemingway* to get your discounted tickets!

suggestions! Examples of lists include:

- Black Voices
- Book Awards
- Classics
- Fantasy
- Jewish Voices
- Romance

[Click here](#) to access all available lists.

and businesses that provide special services for people in the community. These organizations help with a wide variety of needs. **To learn more, [click here](#).**

Connect With Us:



[Click here to unsubscribe.](#)

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

Let Us Know You've Moved

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

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

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

Hours
7 Days a Week
Dawn to Dusk

Information Technology Report by Jeffrey Smith – February 2023

General

- Our 48 HP Pro Mini 400 G9 Desktop PC's have arrived, and are ready to be deployed into various guest locations around the library. Bryan Carter is working on a deployment that can be easily replicated to each machine.



- Our NPL IT Server Room Air Conditioner project is complete, *besides a final inspection by the city*, and training on maintenance and operation of the unit. Keith Perfect, of our Facilities department, cleaned, waxed, and polished the server room floor. It looks fantastic!



iCube

- We held 294 iCube appointments in January
- Our iCube team has recently adopted a "Shift Log for iCube staff" which will be used to share information from one shift to the next.

- The iCube Team provided our Tiny Art Show with kits for the artists. The kits included an easel, made on our Laser machine. The kits were very popular - It only took 2 days for all (130) of our tiny art kits to be picked up.



- Embroidery – Mary Robinson shared this example of a dress that one of our regular visitors embroidered. And a Cub Scout plaque was made on our Carvey machine with the help of our iCube Supervisor, Dominic Doot.



Training

- Some of our IT Staff attended a DEI presentation provided by CNS Health Care- Mental Health Resources. The presentation was focused on “Overcoming Stigma”.



Facilities Report by Keith Perfect – February 2023

In the past month the Facilities Department has closed 4 Facilities tickets, 35 Meeting Room Requests and has updated 350 Periodic Maintenance tickets.

- A new doll house and table was assembled for the youth play area.
- The large Toro snow thrower received a new auger bearing. This required disassembly of the machine. New belts were also installed.
- Some patching and painting was done in the large meeting room to repair some accidental damages/wear and tear.
- New Ipad security cases were installed in the youth computer area.
- The Server Room AC unit has been installed by vendor and is working great.
- A temporary repair was made to the drive-up window canopy after a large vehicle struck the canopy. Using the existing materials the siding was positioned into place to keep the weather elements out until the work is completed properly. Library Director is currently working with the business that is responsible for the incident.
- The Server Room floor has been stripped and waxed and scuff marks removed.
- The large air compressor failed in late February and then was inspected/repared by vendor at a later time in March. Compressor received full service maintenance with new filters and new belts.

Information Services Department Report by Hillary Hentschel – February 2023

News and Notes

- IS staff attended Strategic Planning Focus Groups and assisted in promotion of community survey at February programs
- Shannon attended the Emperor of Japan's Birthday Reception at the Consulate-General of Japan in Detroit on behalf of NPL. She connected with representatives from prominent Japanese companies and nonprofits in the area and received many compliments on our Japanese collections at NPL!
- Black History Month Reading Challenge – 38 signups and 18 finished the challenge!
- Offered a Super Bowl themed book raffle package – 150 entries
- Spring programs finalized and plans for Summer Reading Program well underway
- Interviews are ongoing for all open positions
- The new DVD and Blu-Ray kiosks now highlight new TV Series, new Anime, and new International films, in addition to the new movies
- Thanks to a generous donation from the Friends, we purchased new items for the Early Literacy play area!





- Also, thanks to the Friends, we now have new book easels in many of our Youth collections, to highlight items while browsing



- More tax forms continue to arrive. We are offering:
 - MI-1040
 - MI Homestead Property Tax Credit Claim MI-1040CR
 - MI-1040CR-7 Home Heating Credit Claim
 - Federal Instructions for 1040 and 1040-SR
 - Federal 1040 form
 - Federal 1040-SR form

Professional Development

- DEI presentation on mental health from CNS HealthCare – Hillary, Danielle, Yolanda, Josefa, Gail
- “It Takes a Village: Supporting Community and Family Inclusion” webinar – Lindsay
- “Intellectual Freedom and the Rise of Banned Books” webinar – Danielle

IS Staff Outreach

- Bringing the Music to You concerts at Rose Senior Living and Fox Run – Gail
- Field trip to Hawk Makerspace in Farmington Hills – Mary, Anna, Jess
- YouPer Meeting – Kirsten
- NCSD ELL Parent’s Night tour and presentation – Shannon

- Preschool outreach to Goddard, Little Birds Montessori, Novi ECEC – Emily
- Novi ECEC Special Education class visit to NPL – Emily
- Novi Chamber Toast of the Town Gala – Hillary

Adult Programs

- ESL Book Club (8) – 100
- Japanese Conversation Group – 13
- Knit 2gether Knitting Group (4) – 31
- Parent to Parent Discussion
- English Conversation Group (2) -23
- For the Health of It (Cancer Prevention) – 33
- iCube Drop In – Origami Books – 13
- Valentine's Lunchtime Concert – 72
- Afternoon Read Book Club – 6
- VegMichigan Virtual Cooking Demo – 77
- Movie and Meal Night – Black Panther: Wakanda Forever – 18
- Spanish Conversation Group – 18
- Coffee with the Superintendent – 10
- Novi High School Orchestra Performance – 126
- Novel Idea Book Club – 3
- Talking Through Tragedy – 76

Adult Displays

- **Feature Collection:**
 - Reading Challenge: Biographies and Memoirs
 - Valentine's Day/Romance
 - Black Voices
- **Desk Display:** Black History Month (created in partnership with NHS Black Student Alliance)

Youth/Tween/Teen/Family Programs

- Grab and Go Football Kit – 36
- Valentine's Day Kit – 48
- Winter Craft Kit – 36
- Baby Time (3) – 94
- Tot Time (3) – 140
- Time for Twos and Threes (3) – 168
- Sunset Stories (2) – 90
- Fun for Fours and Fives (3) – 102
- Family Story Time (3) – 107
- NO-VI Chess Club – 24
- TAB Meeting – 20
- Hickory Woods Author Event (John Schu) - 500

Youth/Tween/Teen Displays

- **Teen Stop display** – Romance
- **Youth Feature Display** – “Red Any Good Books Lately?” (books that are red)
- **Youth Desk Display** – Black History Month (created in partnership with NHS Black Student Alliance)
- **New for You Kiosk**
 - **Libraries are for Everyone:** Lunar New Year, Groundhog Day, Valentine's Day, 100 Days of School, President's Day, Winter/Snow
 - Feature Display: Black History Month

John Schu Author Event at Hickory Woods Elementary (Walled Lake Schools) – Over 400 students had the opportunity to be engaged and entertained on the topic of BOOKS!!



Support Services Department Report by Maryann Zurmuehlen – February 2023

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended 1 Management Team meeting.
- Attended biweekly SS Department catchup meetings.
- Completed a two-week training program for our new Clerk on February 5th.
- Attended a Strategic Planning Feedback session on February 8th.
- Attended an EnvisionWare meeting on February 15th.
- Attended a IS/SS Departments catchup meeting on February 15th.

Circulation & Shelves

- Staff have been attending DEI seminars for their yearly requirement.
- Coco Clues Prize Campaign at Lakeshore Lending Library is ongoing.

Tech Services

- Staff have been attending DEI seminars for their yearly requirement.
- Assisted weekly with student volunteer, Jason.
- Daily assistance with holds and unclaims for Circulation due to Shelving staff shortage.
- Specialty Projects:
 - Completed: New International and Anime DVD and Bluray

Statistics (February 2023)

- **Cards Issued: 270**
- **Items Checked Out (NPL): 56,179**
- **Items Checked Out (LLL): 42**
- **Total Checkouts (NPL + LLL): 56,221**
- **Items Interloaned for NPL Patrons: 4,262 (101 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,254 (87 through MeLCat)**
- **Items Added to the Collection: 1,344**
- **Items Discarded from the Collection: 1,549**
- **Drive-Up Window & Locker Hold Pickups: 27**
- **MAP Checkouts: 19**
- **Online New Card Registrations: 16**
- **Outreach:**
 - **NPL @ Your Door: 8 Mailer Bags / 45 Items**
 - **7 Facilities Visits /39 Items Provided**
 - **7 Book Discussions / 103 Items Provided**

Support Services Statistics 2022-2023													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	372	473	583	409	279	231	396	270					3,013
Checkouts (NPL)	73,029	67,931	57,606	55,340	53,599	50,971	60,199	56,179					474,854
Checkouts (Lakeshore Lending Library)	78	89	62	64	57	43	35	42					470
Total Checkouts (NPL + LLL)	73,107	68,020	57,668	55,404	53,656	51,014	60,234	56,221	0	0	0	0	475,324
Items Borrowed	4,223	4,850	4,172	3,838	3,869	3,580	4,759	4,262					33,553
Items Loaned	3,463	3,376	3,231	3,213	2,990	2,947	4,249	3,254					26,723
Hold Pickups (Drive-Up & Lockers)	27	26	26	26	19	19	19	27					189
MAP Pass Checkouts	64	55	22	28	11	7	14	19					220
Read Boxes	0	0	0	0	0	0	0	0					0
NPL @ Your Door (# of Bags)	8	5	5	5	7	15	11	8					64
NPL @ Your Door (# of Items)	53	20	35	34	39	62	57	45					345

Year-to-Year Comparison			
		FEB 2023	FEB 2022
Cards Issued This Month		270	272
Total Checkouts (NPL + LLL)		56,221	53,783
Items Borrowed	TLN	4,161	4,159
	MeL	101	91
		4,262	4,250
Items Loaned	TLN	3,167	3,251
	MeL	87	111
		3,254	3,362

Read Boxes				
		FEB 2023	FEB 2022	
Read Boxes	Adult	0	0	
	Youth	0	0	
	Total	0	0	
<p>NOTE: Due to staffing shortages and lack of available materials, Read Boxes have been suspended for Summer 2022.</p>				

Self-Check Totals 2022-23 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	73,107	50.14%	36,654	8,366	8,381	14,379	5,528
August	67,931	49.80%	33,828	7,656	7,800	12,648	5,724
September	57,606	47.17%	27,170	7,019	6,513	7,877	5,761
October	55,340	25.82%	14,287	3,455	6,078	4,234	520
November	53,656	42.63%	22,871	7,546	5,162	4,052	6,111
December	51,014	44.54%	22,720	7,449	5,848	3,575	5,848
January	60,234	48.57%	29,254	9,230	7,225	4,513	8,286
February	56,211	46.83%	26,323	7,971	6,579	3,793	7,980
March			0				
April			0				
May			0				
June			0				
FYTD	475,099	44.43%	213,107	58,692	53,586	55,071	45,758

Library Usage									
2021-2022 Fiscal Year					2022-2023 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	18,971	6,852	25,823	956	July	26,439	7,468	33,907	1,130
August	20,561	6,291	26,852	895	August	26,252	7,248	33,500	1,117
September	19,302	7,168	26,470	980	September	22,293	8,056	30,349	1,124
October	20,862	8,079	28,941	934	October	26,053	8,864	34,917	1,126
November	20,346	8,066	28,412	1,015	November	24,413	9,155	33,568	1,199
December	18,663	5,498	24,161	895	December	21,123	7,248*	28,371	1,091
January	20,444	7,621	28,065	936	January	26,060	7,248*	33,308	1,149
February	18,798	8,617	27,415	979	February	25,615	7,248*	32,863	1,174
March	24,367	9,846	34,213	1,104	March				
April	22,464	8,246	30,710	1,059	April				
May	22,690	9,642	32,332	1,155	May				
June	24,976	9,983	34,959	1,205	June				
FYTD Total	252,444	95,909	348,353	1,010	FYTD Total	198,248	62,535	260,783	1,297

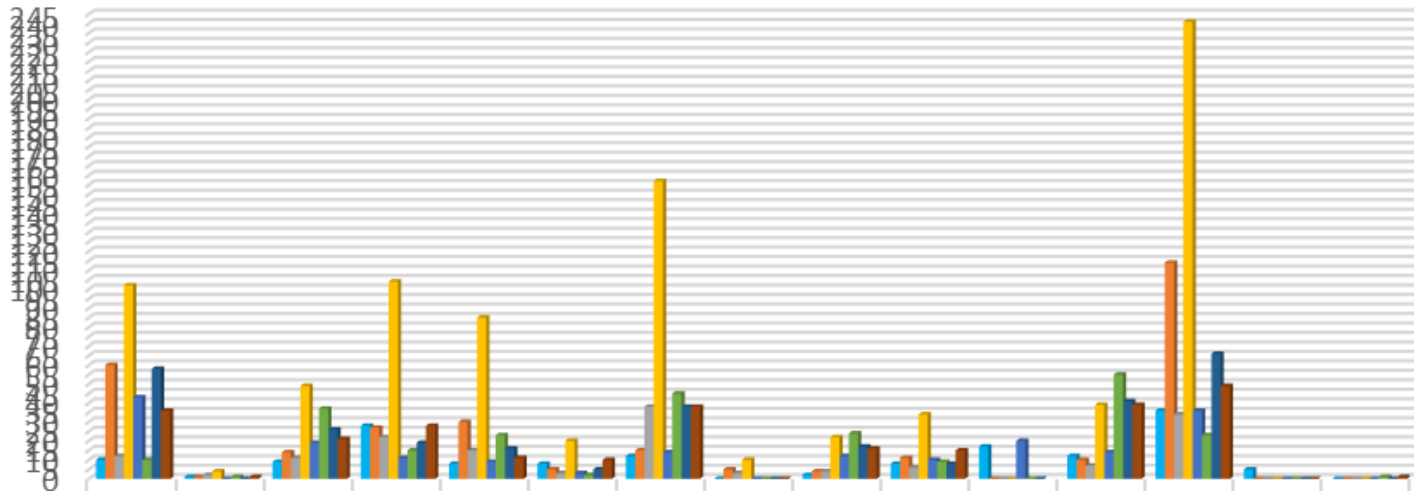
*This number is estimated due to equipment malfunction for December 2022 – March 2023

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	July	1,224	46,582	47,806	1,594
August	944	35,958	36,902	1,230	August	August	1,310	47,479	48,789	1,626
September	853	39,555	40,408	1,497	September	September	979	45,290	46,269	1,714
October	1,086	44,813	45,899	1,481	October	October	1,066	53,634	54,700	1,765
November	867	41,990	42,857	1,531	November	November	963	51,914	52,877	1,888
December	779	43,942	44,721	1,656	December	December	883	14,326	15,209	585
January	643	36,790	37,433	1,248	January	January	1,027	50,970	51,997	1,793
February	901	42,253	43,154	1,541	February	February	1,043	58,598	59,641	2,130
March	1,162	49,315	50,477	1,628	March	March				
April	1,035	48,514	49,549	1,709	April	April				
May	873	50,149	51,022	1,889	May	May				
June	1,015	47,629	48,644	1,737	June	June				
FYTD Total	11,141	511,542	522,683	1,524	FYTD Total	FYTD Total	8,495	368,793	377,288	1,877

Early Literacy Workstation Usage							
2021-2022 Fiscal Year				2022-2023 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	193	3,882	20	July	447	8,742	19
August	239	5,031	21	August	443	8,650	19
September	177	3,084	17	September	342	5,918	17
October	255	4,361	17	October	388	7,418	19
November	277	5,636	20	November	346	6,366	18
December	271	5,382	19	December	343	5,964	17
January	291	5,750	19	January	456	9,317	20
February	333	6,603	19	February	388	7,990	20
March	447	8,555	19	March			
April	360	6,693	18	April			
May	278	4,684	16	May			
June	391	7,317	18	June			
FYTD Total	3,512	66,978	19	FYTD Total	3,153	60,365	21

Technology Training Sessions 2022-23 Fiscal Year																			
	3D Printing	Cricut/Silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Buffon Maker	Heat Press	Creative Kits	Wacom Tablet	Staff Training	Total Sessions	Total Guests	
Jul	10	9	28	8	8	12	0	2	0	1	8	17	12	36	5	12	168		
<i>Guests</i>	10	9	28	8	8	12	0	2	0	1	8	17	12	36	5	12		168	
Aug	60	14	27	30	5	15	0	4	0	0	11	21	10	114	5	3	319		
<i>Guests</i>	60	14	27	11	5	15	0	4	0	0	11	21	10	114	5	3		300	
Sep	12	11	22	15	3	38	0	4	0	2	6	12	7	34	3	4	173		
<i>Guests</i>	12	11	22	15	3	38	0	4	0	2	6	12	7	34	3	4		173	
Oct	20	15	19	32	4	92	0	12	0	0	9	16	92	57	2	2	372		
<i>Guests</i>	20	15	19	32	4	92	0	12	0	0	9	16	10	57	2	2		290	
Nov	43	19	11	9	3	14	0	12	0	0	10	20	14	36	0	0	191		
<i>Guests</i>	43	19	11	9	3	14	0	12	0	0	10	20	14	36	0	0		191	
Dec	10	37	15	23	2	45	1	24	0	1	9	50	55	23	0	0	295		
<i>Guests</i>	10	37	15	23	2	45	1	24	0	1	9	50	55	23	0	0		295	
Jan	58	26	19	16	5	38	0	17	0	0	8	30	41	66	0	0	324		
<i>Guests</i>	58	26	19	16	5	38	0	17	0	0	8	30	41	66	0	0		324	
Feb	36	21	28	11	10	38	1	16	0	1	15		39	49	0	0	265		
<i>Guests</i>	36	21	28	11	10	38	1	16	0	1	15		39	49	0	0		265	
Mar																	0		
<i>Guests</i>																			0
Apr																	0		
<i>Guests</i>																			0
May																	0		
<i>Guests</i>																			0
Jun																	0		
<i>Guests</i>																			0
Sessions	213	131	141	133	30	254	1	75	0	4	61	166	231	366	15	21	1,842		
<i>Guests</i>	213	131	141	114	30	254	1	75	0	4	61	166	149	366	15	21		1,741	

2022-23FY iCube Appointments



	3D Prints	3D Scanner	Cricut/Silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Virtual Reality	Muse Laser	Adobe CC	Button Maker	Heat Press	Creative Kits	Wacom Tablet	Carve y
■ July	10	1	9	28	8	8	12	0	2	8	17	12	36	5	0
■ August	60	1	14	27	30	5	15	5	4	11	0	10	114	0	0
■ September	12	2	11	22	15	3	38	3	4	6	0	7	34	0	0
■ October	102	4	49	104	85	20	157	10	22	34	0	39	241	0	0
■ November	43	0	19	11	9	3	14	0	12	10	20	14	36	0	0
■ December	10	1	37	15	23	2	45	0	24	9	0	55	23	0	1
■ January	58	0	26	19	16	5	38	0	17	8	0	41	66	0	0
■ February	36	1	21	28	11	10	38	0	16	15		39	49	0	1

2022-2023 Fiscal Year					
	Hoopla		LinkedIn		
	Check-outs	New Users	Active Users	Logins	Total Video Views
July	1,481	400	150	24	235
August	1,387	395	153	19	378
September	1,417	403	154	17	192
October	1,514	425	157	26	470
November	1,609	447	163	21	506
December	1,512	425	1,512	425	171
January	1,689	467	1,689	467	173
February	1,674	471	176	22	375
March					
April					
May					
June					
FYTD Total	12,283	3,433	1,311	173	2,814

2022-2023 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,817	2,046	7,863	537	134
August	5,073	2,120	7,193	555	100
September	5,110	1,956	7,066	602	77
October	5,264	2,003	7,267	588	72
November	5,155	1,919	7,074	624	89
December	5,683	2,198	7,881	704	101
January	6,307	2,531	8,838	695	133
February	7,937	2,111	10,048	619	84
March					
April					
May					
June					
FYTD Total	46,347	16,883	63,230	4,924	794

Meeting Room Rentals					
2021-22 Fiscal Year			2022-23 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	0	0	July	26	604
August	0	0	August	38	823
September	0	0	September	33	719
October	14	426	October	35	748
November	22	578	November	30	699
December	14	304	December	24	516
January	16	317	January	30	663
February	25	533	February	43	868
March	33	875	March		
April	31	547	April		
May	22	851	May		
June	27	567	June		
Total	204	4,998	Total	259	5,640

FRIENDS OF NOVI LIBRARY

Friends of the Novi Public Library Meeting of the Board of Directors Agenda – January 11, 2023

- I. Call to Order, Roll Call Sue Johnson
- II. Minutes of the January 11, 2023 Meeting * Evelyn Cadicamo
- III. Treasurer's Report* Marilyn Amberger
- Prior month(s) Income and Expense
 - Statement Balances
 - CD renewal – 4%
- IV. Reports
- Library Liaison Dana Brataniec
 - Book Nook Carol Hoffman
 - Membership Sue Johnson
 - President Sue Johnson
- The afterhours event on Saturday, March 18th for the Novi Meadows 5/6th grade families was cancelled due to staffing issues
 - Children's play area refresh – take a look when you can
 - Operating Agreement approval
 - Joyce Cherf donation
 - Volunteer Appreciation event April 18th
 - Recognition Tree proposal, music event April 23rd
 - Summer Songfest - 2023
- V. Announcements
- VI. Calendar
- Kaleidoscope
- Wednesday, March 22 - Boblo Boats and the Story of Sarah E. Ray, Speaker: Aaron Schillinger [film maker, producer]
 - Thursday, April 20 - Maybury Farm. [On south side of 8 Mile between Garfield and Napier Rd) Speaker: Diana Wallace [Executive Director, Maybury Farm]
 - Tuesday, May 16 - Slava Ukraini! [Ukrainian for Glory to Ukraine, national motto] Speaker: Olga Liskinskyi [Executive Director, Ukrainian American Archives and Museum of Detroit located in Hamtramck]
- 2023 Listen at the Library
-
- 2023 Bringing the Music to You – senior centers, Steven Floyd \$250 each
- Completed
- 2023 Tuesday Tunes
-
- 2023 Summer Music at Paradise Park – all events start at 6:30pm
- Friends Events
- April 18, 2023 - Volunteer Appreciation event
- VII. Adjournment*
- *Requires Action

**Friends of the Novi Public Library
Meeting of the Board of Directors
January 11, 2023**

Call to Order: Sue Johnson. Sue called the meeting to order at 2 p.m.

Present: Marilyn Amberger, Marge Bixby, Evelyn Cadicamo, Carol Hoffman, Sue Johnson, Karen Schubert, Mary Alice Winter and Dana Brataniec, Library Liaison.

Absent: Stephania Tolliver.

Guest: Brian Bartlett, Member of the Novi Library Board

Minutes of the November 9, 2022 Meeting: Evelyn Cadicamo. There being neither additions nor corrections to be made, motion was made to accept the Minutes as presented by Marilyn Amberger and seconded by Sue Johnson. Motion passed: 7-0.

Treasurer's Report: Marilyn Amberger. Marilyn stated we had "nice totals running" but we will soon "find things to spend this money on!" We will be renewing our CD as the rate has gone up and we can renew at 5%. If that rate is still available, we will have a nice "hefty balance." The Vibe account will be closed out as all checks have cleared. The CD expires on the 20th of January and we hope to get the new CD up to \$25,000. One can always hope!! Sue called our attention to the fact the cash flow was for two months because we did not meet in December. These figures represent July 2022 through December 2022 and shows the Book Nook took in over \$13,000 and we earned \$608. in internet sales. When asked for acceptance of the financial reports, Karen made the motion to accept and Marge seconded. Motion passed: 7-0.

Income	\$7,197.42	CF CD	\$15,480.27
Expenses	<u>5,247.97</u>	CF CD -2	15,087.28
Overall Total	1,949.45	CF Checking	26,374.58
		CF Savings	<u>15,013.52</u>
		Vibe Checking	3,469.00
		Vibe Savings	5.30
		Total Bank Accts.	<u>\$75,429.95</u>
		Startup Fund	<u>100.00</u>
		Overall Total	\$75,529.95

Library Liaison: Dana Brataniec. Dana advised us that the list for specific sessions for the Strategic Planning Survey would be emailed the week of February 6, 2023. She advised that some of the sessions would be virtual while others would be in person. It would be appreciated if we would select the session convenient for us and enroll.

Book Nook: Carol Hoffman. December was a very good month, with a lot of book traffic. The Nook earned \$2,665. Carol informed us that after the holiday sale we were

left with four boxes of books. It was decided not to store the books (as we had in other years) but send them on to Thrift Books.

Carol also brought up the matter of books on the “Discard Shelf.” There is a procedure in place and those of us not familiar with it were introduced to just how this all works:

“A library staff person puts books on the Discard Shelf. Carol Hoffman or Carol Neumann looks through those books and tags any that they want to sell in the Book Nook. The staff person will remove the RFID tag and give us the books we have designated.” And now we all know the procedure!!!!

Membership: Sue Johnson. Sadly, our membership is down; we only have 170 members. Sue informed us that we usually have 210. But, Hope springs eternal!! We did get two memberships at the Tola event. Sue stated that we usually do a mailing in the January time-frame, but this year was different. We are planning on sending a renewal envelope in the newsletter. It is our hope that this will perhaps encourage 30 to 40 people to renew their memberships. There is that Hope again!!!!

President’s Remarks: Sue Johnson

- Michigan Basket drawing – Leslie Zeff won the basket
- Sue drew our attention to the last page of our packet and we reviewed the Fundraising/Donation Summary information contained there in. Sue called our attention to 2020-2021 and proudly pointed out we had our first Vera Bradley event! After the review, we did discuss whether or not it was worthwhile to offer a free membership with the drawing. No final decision was made.
- Discussion of Julie’s letter re: re-allocation of Wish List items in order to accommodate the changes being undertaken in the children’s play area. The race car has been removed and now what we have planned/ordered is a little behind. We may have to resort to email voting in order to stay abreast of the changes.
- Sue called upon Dana to address Volunteer Appreciation Week activities. These will take place the week of April 16-22, 2023, and the Library is planning a breakfast, which will be open to all Library volunteers, not just Friends. The final date has not yet been determined.
- Recognition Tree – We discussed promoting this in the spring; perhaps Arbor Day, (April 28th), a Friday.. Then we talked about having some music event around the launching., and discovered that Gayle has an event on April 23rd. Thinking out loud, we then mentioned that perhaps we should consider doing this on the Sunday, where we could serve desserts/coffee. No firm decision has been made at this point.
- Creating a flyer advertising “Music to You” presented by Steven Floyd. He would appear at each of the senior centers. Dana said she would help designing

the flyer. Everyone so enjoys Steven Floyd's performances as he offers all kinds of music. Hence, he will do all four of the offerings. We are most fortunate because we have a music budget, and so does the Library. These programs are so enjoyed by a vast number of people. Successful programs bring us a lot of praise and all programs are very well attended.

- Just to name a few of our programs: Summer Song Fest; Listen at the Library; Tuesday Tunes; Broadway Show Tunes. We do offer a lot of good music programs. We are proud of what we are able to offer!

There being no further business to discuss, Sue announced that there will be no February board meeting. We will gather again as a Board on **Wednesday, March 8, 2023 at 2 p.m.**

Meeting adjourned at 3:20 p.m.

Respectfully submitted,

Evelyn Cadicamo

Addendum to Minutes of January 11, 2023 Meeting:

All the Board members received an email from Sue on January 23, 2023 wherein she set forth the discussion Sue had had with Julie Farkas, Library Director. They discussed allocating money to the Youth area to update some of the equipment there. \$500 would be reallocated from the Lakeshore Lending Library Kiosk Upgrade (\$2000) to the Children's Play Area. All Board members responded via email favorably to this proposal. Julie was notified via email from Sue of this approval on January 24, 2023.

Respectfully,

Evelyn Cadicamo


Giving Tree installation timeline

Wed, April 5: Receive the tree by this date so Keith can review materials & ensure all hardware and directions are included

Friday, April 14: Repainting wall in preparation for installation

Sunday, April 16: Installation of giving tree; should only take an hour or two. Julie requested that you be present at 9:15am to ensure the correct placement of the tree

Sunday, April 23: Unveiling ceremony & National Library Week Concert



BREAKFAST

<p>Continental Breakfast \$6.25</p> <ul style="list-style-type: none">• Choice of Bagels, Scones, Cinnamon Rolls or Muffins• Freshly Cut Fruit Platter• Breakfast Beverage Service <p>Deluxe Continental Breakfast \$6.95</p> <ul style="list-style-type: none">• Variety of Fresh Bagels with Cream Cheese• Choice of Scones, Cinnamon Rolls or Muffins• Freshly Cut Fruit Platter• Breakfast Beverage Service <p>Bountiful Breakfast \$7.95</p> <ul style="list-style-type: none">• Assorted Fresh Breakfast Pastries• Freshly Cut Fruit Platter• Individual Small Yogurt Parfaits• Breakfast Beverage Service <p>Yogurt Bar \$6.95</p> <ul style="list-style-type: none">• Lowfat Vanilla + Strawberry Yogurt• Homemade Granola, Strawberries, Banana, Blueberries, Sliced Almonds, Walnuts, Chocolate Chips• Breakfast Beverage Service	<p>Breakfast Sandwiches \$6.95</p> <ul style="list-style-type: none">• Choice of two (2):<ul style="list-style-type: none">• Egg, Cheddar + Turkey Sausage on Croissant• Egg, Ham + Swiss on English Muffin• Egg, Bacon + Pepperjack on Croissant• Egg + Cheddar on English Muffin• Breakfast Beverage Service <p>Sunrise Breakfast Buffet \$9.50</p> <ul style="list-style-type: none">• Cheesy Scrambled Eggs• Crispy Bacon OR Sausage• Golden Hash Browns• Freshly Cut Fruit Platter• Choice of two (2): Muffins, Danish, Scones, Cinnamon Rolls or Sweet Breads• Breakfast Beverage Service <p style="text-align: center;">Minimum of 20 people</p>
---	--

HISTORICAL COMMISSION



NOVI HISTORICAL COMMISSION JANUARY Minutes Wednesday, January 18, 2023 Novi Library Local History

CALL TO ORDER: 7:02 pm

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

ABSENT: None

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

APPROVAL OF AGENDA: APPROVED

APPROVAL OF NOVEMBER: APPROVED

TREASURER'S REPORT- Kim

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2022/2023

	BUDGET	EXPENDITURES		
		Through January 18, 2023		
Display Cabinet Exhibit	\$ 900	\$ (81.80)		
Marketing/Brochures/Engage/Name Badges	\$ 1,100	\$ -		
Equipment/Supplies/Office/Upgrades/Repairs	\$ 1,200	\$ (421.83)		
Program/Speaker Fees	\$ 900	\$ (350.00)		
Storage Unit	\$ 2,800	\$ (2,662.00)		
Acquisition (Books/Materials)	\$ 900	\$ -		
Conference/Continuing Education	\$ 2,000	\$ (50.00)		
Legal Fees	\$ 1,000	\$ -		
Special Projects - Examples: Villa Barr-Photography, Veterans Sign, Oral Histories, City/Community Events, Motor City Marker)	\$ 3,600	\$ -		
Total:	\$ 14,000	\$ (3,555.63)	\$ 10,444	
Equitable Projects	Expenditures	Revenue Received		
Villa Barr Book Sales - YTD		\$0.00 YTD		
Wreaths Across Nova Project	\$ 2,650.99	\$ 2,150.00	\$ 897.38	carryover funds

Receipts submitted for NHC member USBs and for the new History Room printer.

Treasurer's Report: ALL APPROVED

LIBRARY LIAISON REPORT:

Lincoln House: The City asked if the Lincoln House was registered as a historical marker or site as the owner is considering selling and doing something else with the land. Betty confirmed that the house is not on any historical register.

History Room Training: Commission members have until March to get a History Room refresh training. Trainings should be scheduled by working with Betty on her availability.

History Room Office Hours:

Monday, 1/2 (Noon – 2 p.m.): Sharon Larson

Monday, 1/16 (6-8 p.m.): Kim Nice and Sue Grifor

Monday, 2/6 (Noon – 2 p.m.): Kathy Crawford and Kim Nice

Monday, 2/20 (6 – 8 p.m.): Dan Pierce and Debbie Wrobel

DISCUSSION ITEMS:

OMEKA.NET Renewal: The Commission voted and approved the renewal of the Omeka.Net subscription housing the Novi Cemetery Tombstone Collection for \$350. The current subscription ends 2/23.

Local History Room Tech Update: The computer was installed. IT services is now installing different permissions for Commissioners, the Library Liaison and the general public.

Michigan in Perspective Conference: A reminder to Commissioners that the Michigan Historical Commission's "Michigan in Perspective" conference takes place March 24-25 at the Suburban Showcase in Novi, MI. Commissioners are being asked to attend if possible and can apply for reimbursement from the Commission after showing proof of attendance.

Novi Historical Sites Brochure Review: The City of Novi graphic designer is working on laying out the revised copy of the Novi Historical Sites brochure.

Grant Opportunity: Kelly Kasper submitted grant and was given an acknowledgement of receipt. She is waiting to hear back on whether we were awarded it.

WWII USO CANTEEN: The Commission voted on and APPROVED co-sponsoring a "History of the USO" event in conjunction with the Novi Public Library. The Commission will support by making a \$500 donation to the event.

Upcoming Historical Programs:

- Wed., February 22 – Midnight: Detroit and the Underground Railroad
- Thurs., March 23 – Ladies of the Lights (lighthouse keepers)
- Wed., April 26 – The LGBTQ community in the Labor Movement
- Wed., May 24 – A Reenactor who portrays a disguised female Union soldier

ONGOING PROJECTS:

Miniature Project– Kathy is waiting to get an update on the miniature project architectural drawings. She will follow up ahead of next meeting.

Storage Unit Update – An inventory is being taken of the storage unit and cross referenced with what has been catalogued. If any items are no longer needed, they will be offered to the original donor or another historical association.

NEW BUSINESS:

Please bring any new ideas to the Commission first for consideration and implementation.

PUBLIC COMMENT: None

NEXT MEETING: Wednesday, Feb. 15, 2023 at 7 p.m.

ADJOURN: 8:41 p.m.

LIBRARY BOARD COMMITTEE REPORTS

Policy Committee

- No Report

HR Committee

- Meeting scheduled for: Friday, April 7th

Finance Committee

- Working on a meeting date for April

Events/Marketing/Fundraising Committee

- Meeting held: March 1, 2023
- Next meeting: Tentative for Monday, April 3rd

Summary Events, Marketing, and Fundraising Committee Meeting 3-1-2023 by Trustee Dooley

Staff Updates

- Library app - content and everything has been approved. Official launch in April
 - Make a public intro on how to use the app
- Patron Point - had a blip with the library card online form. All of that should be fixed now
- National Library Week is coming!
 - Concert on April 23rd
 - Friends will launch their Giving Tree - April 16th installed
- March is reading month - trustees will be volunteering to read to elementary schools this month
- Working on Summer Reading to get marketing and sponsors ready to go!
- Dana is investigating an accessibility toolbar for the website that is more robust than our current one - Recite.me
- Kim from support services who does NPL @ Your Door, and Ray went on Fox Run's TV Studio. Dana has been filming 1 min about the library with their on-campus channel
- City is doing a SuperHero Event - one day in May, Library will be involved

Strategic Planning Committee

- Staff and Community Feedback sessions occurred the week of 2/6/23; virtual sessions held the week of 2/13/23; Public survey closed on 2/24/23; Findings report and retreat scheduled for March 21st and March 22nd
- Meeting held: March 1, 2023
- Next meeting: Tentative for Monday, April 3rd

Building & Grounds Committee

- Meeting scheduled for: Wednesday, April 5th

Bylaw Committee

- No meeting scheduled
- No report

DEI: Diversity, Equity and Inclusion Committee

- Meeting held: Monday, February 27th

SUMMARY DEI Board Committee Meeting 2-27-2023 by Trustee Dooley:

Staff Updates

- Staff had a great DEI Training on mental health through CNS
- Survey for SP is closed out

DEI Trustee Playbook DRAFT - Trustee Gurumurthy

- Discussion takes place

Gave thanks to Trustee Michener for her work in creating the DEI Trustee Committee and drive education and information to help advance NPL in our space

Trustee Dooley is sending a doc for discussion at the next committee meeting regarding excerpts on "What Retirees Want," which also addresses ageism.

**OPERATING AGREEMENT BETWEEN
THE NOVI PUBLIC LIBRARY AND
THE FRIENDS OF THE NOVI PUBLIC LIBRARY**

THIS AGREEMENT is entered into this ____ day of _____, ~~2019~~2023, by the Novi Public Library, a Michigan city library, and the Friends of the Novi Public Library, a Michigan non-profit corporation.

WHEREAS, the Novi Public Library ("Library") is a city library established under the City, Village and Township Libraries Act, 1877 PA 164 (MCL 397.201 *et seq.*); and

WHEREAS, Friends of the Novi Public Library ("Friends") is a non-profit corporation with a stated purpose of promoting the utilization of the City of Novi Public Library, assisting in the promotion, development and use of the Library and raising funds to support the operation of the Library; and

WHEREAS, as a non-profit corporation, the Friends is a legally distinct entity from the Library; and

WHEREAS, the Library and the Friends wish to enter into this Operating Agreement and provide for the respective responsibilities and obligations to fulfill a mutual goal of encouraging literacy, education, and the use of all the Library's resources; and

WHEREAS, the Library has determined that entering into this Operating Agreement is in the best interests of the health and welfare of the residents of the Library district.

NOW, THEREFORE, the Library and the Friends agree as follows:

1. **Library Responsibilities.** During the term of this Operating Agreement, the Library agrees to the following responsibilities:

- a. During the preparation of the Library's fiscal year budget each year, the Library agrees to share with the Friends the Library's goals for the next fiscal year and discuss with the Friends how the Friends' resources and support might help forward these initiatives.
- b. The Library agrees to supply the Friends with a list of the programs, items or other anticipated needs (i.e., a "Wish List") for which the Library may desire additional support. The Library may also make periodic requests for funding outside of the annual budget throughout the year.
- c. At the Library's sole discretion, the Library shall provide the Friends with surplus materials, such as used books and other donated material ("Surplus Material") that the Library has deemed to be of no value to the Library and the Library's collection. However, the Library is not required to provide all Surplus Materials to the Friends.

d. The Library Director shall have the primary responsibility for administering and approving services to be performed by the Friends or items to be purchased by the Friends and shall coordinate all communications between the Friends and the Library. A staff liaison will be designated by the Library Director for additional communication purposes and to attend Friends' Board meetings in the absence of the Director.

e. The Library will provide the Friends with space in the Library and personal property, such as tables and shelves, for book sales and storage. The space shall remain under the management and control of the Library and the Library agrees to provide adequate insurance. The Library shall have sole discretion regarding what type of items may be sold at the Library. However, any book sale that uses the meeting room shall be scheduled according to the Library's meeting room policies.

f. The Library agrees to share its long-term planning goals with the Friends and seek input from the Friends regarding how the Friends may support or assist the Library with the long-term goals.

g. Friends Treasurer or designee, agrees to collect the proceeds from the book sales, report and execute any/all financial obligations, as well as documentation for state tax purposes. That money shall be accounted for separately from the Library funds and shall be disbursed to the Friends on a monthly basis. In consideration for proceeds of the book sale provided to the Library, the Library agrees to provide assistance with promotional materials and website support for the Friends, but the Director shall be responsible for determining what if any staffing support shall be provided in any particular instance.

h. The Library shall provide volunteers for the Friends book sales in the same manner that it approves volunteers for other services in the Library.

i. The Library shall provide the Friends with two access keys to the storage area and one storage locker.

2. **Friends Responsibilities.** During the term of this Operating Agreement, the Friends agree to the following responsibilities:

a. The Friends shall use its best efforts to liquidate the Surplus Material through a book sale. The Friends agree that any and all money raised at a book sale held at the Library or raised from the sale of Surplus Materials shall be spent exclusively for Library programs, services, and other Library-defined needs unless otherwise agreed to by both the Friends and the Library or used for reasonable expenditures and expenses of the Friends.

b. The Friends agree to publicly support the Library, Library staff and its policies.

- c. The Friends agree that all communication with the library shall be through the Library Director and/or designee.
- d. The Friends agree that the Library Director has the final decision in accepting or declining any and all gifts made to the Library.
- e. The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library Director and the Library Board.
- f. The Friends will make available to the Library Director all monthly financial statements and minutes of the Friends' Board.
- g. The Friends agree that its Board members and volunteers are not employees of the Library.
- h. The Friends shall determine which funding requests identified in paragraph 1(b) that it shall approve. Upon approval, the Friends shall notify the Library Director of the approved funding so that the staff may proceed with purchasing the requested items, programs or services. If the Library pays for the item, program or service and desires reimbursement from the Friends, the Library shall provide an invoice to the Friends. The Friends shall reimburse the Library for any approved expenditure after receipt of an invoice from the Library. In the alternative, the Friends may purchase the item, program or service directly for the Library. The Friends understand that all personal property purchased pursuant to this paragraph shall be owned and maintained by the Library.

3. **Review of Agreement.** This Operating Agreement shall be reviewed every ~~2-3~~ years, or at the change of Presidency by the Friends of the Novi Library Board. Both the Friends of the Novi Library Board of Trustees and Library Board Trustees must have a majority vote for approval of this agreement.

4. **Term; Termination.** This Operating Agreement shall become effective on _____, ~~2019-2023~~ and shall remain in effect until terminated by either Party. Either party may terminate this Operating Agreement with fifteen (15) days written notice.

5. **Notices.** The Parties shall be provided any notice required or permitted under this Operating Agreement at the addresses listed below, or at such other address as may be designated by a Party upon written notice to the other Party:

Novi Public Library
 Attention: Library Director
 45255 W. 10 Mile
 Novi, MI 48375

Friends of the Novi Public Library
 Attention: President
 45255 W. 10 Mile
 Novi, MI 48375

All notices to be given under this Operating Agreement shall be served personally, by deposit in the United States mail, first class postage pre-paid by registered or certified mail, or by deposit with an overnight courier with charges pre-paid. Any such notices shall be deemed to have been given on the day of personal service, one (1) business day after deposit with an overnight courier, or three (3) business days after deposit in the United States mail, as applicable.

6. **Waiver and Release.** In consideration of this Operating Agreement, the Friends waive, and forever release the Library and its officers, agents, and employees, from any and all claims, actions, and demands of whatever type or nature arising out of this Operating Agreement. The waiver and release set forth in this Paragraph shall survive the expiration or termination of this Agreement.

7. **Assignment, Delegation, Subcontract.** Neither party shall assign, delegate, subcontract, or otherwise transfer its obligations under or interest in this Operating Agreement, in whole or in part.

8. **Amendment.** This Operating Agreement shall not be amended except by a written amendment approved and executed by the Parties.

9. **Entire Agreement.** This Operating Agreement constitutes the entire agreement between the Parties, and supersedes any and all prior understandings or representations of any kind except to the extent incorporated in this Operating Agreement.

10. **Governing Law.** This Operating Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

IN WITNESS WHEREOF, the Parties have executed this Operating Agreement as of the day and year first written above.

NOVI PUBLIC LIBRARY

By: _____
Julie E. Farkas
Its: Library Director

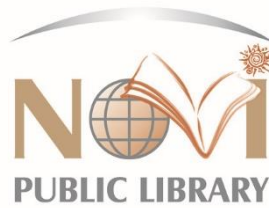
By: _____
~~Melissa Agosta~~ Kathy Crawford
Its: President, Library Board of Trustees

FRIENDS OF THE NOVI PUBLIC LIBRARY

By: _____
Susan Johnson
Its: President, Friends of Novi Library

COMMUNICATIONS

N/A



Library Board Calendar

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

2023

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

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

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

Approved August 25, 2022



LIBRARY CLOSINGS 2023

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

LIBRARY BOARD MEETINGS

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

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

H – Paid Holiday for Employee

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