



**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Thursday, July 27, 2023  
at 7:00 p.m.  
Location: City of Novi, Council Chambers

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

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

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

**Pledge of Allegiance**

**Roll Call by Secretary, Brian Bartlett**

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

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

**Consent Agenda**

- 1. Approve Minutes of: June 22, 2023 Regular Board Meeting .....5-11
- 2. Approve Claims and Warrants of:
  - A. Accounts 271 and 272 (#628) ..... 12-14

**Presentations**

**1. 2023 Staff Awards:**

- A. Customer Service: Shang-Yeu Chang and Mary Robinson
- B. Community Champion: Hillary Hentschel and Support Services Outreach Team:  
Elizabeth Kopko, Tracey Pelletier, Jean Aldrich and Pat Amierskandari
- C. Above & Beyond: Danielle Mazur, Rae Manella, Emily Lonchar, Bill Bembeneck and Shannon O’Leary

**Public Comment**

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

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

## Reports

1. Student Representatives Report – June 2023..... 15-16
2. President's Report (Mark Sturing)
  - A. President's comments, Trustee experiences and involvement
  - B. Attended the Friends Annual Meeting on July 12<sup>th</sup> at 7pm
  - C. Year End Goals Report for 2022-2023..... 17-20
  - D. Presenting at Fox Run on Wednesday, July 26<sup>th</sup> to the newly formed Women's Club about the Library with Director Farkas
3. Treasurer's Report (Sreeny Cherukuri)
  - A. 2023-2024 Library Budget Fund 271 .....21-23
  - B. 2023-2024 Contributed Fund Budget 272 .....24
  - C. Financial Report June 30, 2023.....25
  - D. Library Fund 271 Expenditure & Revenue Report as of June 30, 2023 ..... 26-28
  - E. Library Fund 272 Contributed Fund as of June 30, 2023 ..... 29-30
  - F. Balance Sheets for Funds 271 and 272 as of June 30, 2023.....31-32
4. Director's Report (Julie Farkas) ..... 33-42
  - A. Information Technology Report (Jeffrey Smith) ..... 43-45
  - B. Facilities Report (Keith Perfect) ..... N/A
  - C. Information Services Report (Hillary Hentschel) ..... 47-50
  - D. Support Services Report (Maryann Zurmuehlen) ..... 51-61
  - E. Library Usage Statistics..... 62-71
  - F. Friends of Novi Library - ..... 72-83
  - G. City of Novi Historical Commission – ..... 84-87

## Public Comment

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## Committee Reports

1. **Policy Committee:** Review current public policies for the Library  
(Chair: Sturing, Bartlett and OPEN, Staff Liaison – Julie Farkas)
  - No meeting held.....N/A**GOALS 2022-2023:**
  1. Continued review of public policies
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals  
(Chair: Crawford, Dooley, Staff Liaison – Julie Farkas)
  - Meeting held: no meeting held
  - Director Farkas has been interviewing candidates for the HR Specialist position. Interviews are currently being conducted for Systems Administrator, Full-time Outreach Librarian and Teen Space Monitor. The Full-time Youth Librarian position

has been filled. The Part-time Youth and Teen Programming Coordinator has been filled. The Full-time Support Services Supervisor has been filled.

- Director Farkas has been working with Foster & Swift, HR Attorneys, to have a full review of the current HR Policy Manual for NPL. The goal is for the full manual to be proposed to the Library Board in late November/December for review and approval.

**GOALS 2022-2023:**

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

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

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

- Meetings held: no meeting held .....N/A

**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: Gurusurthy, Dooley, Staff Liaisons – Julie Farkas & Dana Brataniec)

- Meeting held: .....N/A
- Next meeting: July 25<sup>th</sup>

**GOALS 2022-2023:**

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

5. **Strategic Planning Committee:**

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

- Meetings held: June 28<sup>th</sup>
- Director Farkas offered 3 Strategic Planning meetings to staff on July 18, 19 and 20 for staff to go over the draft of the Strategic Plan and ask questions. A total of 20 people attended.
- Next meeting scheduled for: Wednesday, July 26<sup>th</sup> Strategic Planning Retreat group reviewing the document, hosted by Re-Thinking Libraries by Zoom.
- Draft of Strategic Planning document for review and Board approval.....88-91

6. **Building & Grounds Committee:**

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

- Meeting held: July 20<sup>th</sup>.....92-93

**GOALS 2022-2023:**

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

7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**  
 (Chair: Bartlett, Sturing, Gawalapu, Staff Liaison – Julie Farkas)
  - Next meeting: July 25<sup>th</sup>
  - **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, Gurmurthy, Crawford, Staff Liaison – Julie Farkas)
  - Meeting held: June 28<sup>th</sup> .....94
  - Next meeting: July 25<sup>th</sup>
  - Letter from Nelly Tester Re: Christian Labels on Books.....95
  - **GOALS 2022-2023:**
    1. Recommend All Board Trustees – Attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person).
    2. Assist in launching the DEI Scorecard for NPL
    3. Bring forth recommendations that amplify DEI in NPL Strategic Planning

**Matters for Library Board Action**

- A. Approval of Strategic Planning document proposed by ReThinking Libraries, currently reviewed and recommended by the Strategic Planning Committee.....88-91
- B. Recommendation from Building & Grounds Committee to approve a 4-year lease contract with Canon at a not to exceed annual cost of \$12,120.00.....92-93

**Communications**

1. Email from Novi Education Foundation Re: Gala Donation.....96
2. Email from Aamani Cherukuri Re: Sunday Hours.....97

**Closed Session**

1. None  
 Motion to Adjourn into Closed Session

**Adjournment**

**Supplemental Information**

- Library Board Calendar 2023 and 2024..... 98-99
- Library Closings 2023 and 2024 ..... 100-101

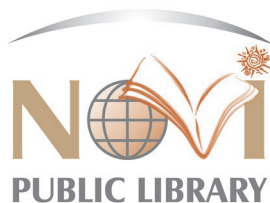
**2023 Future Events:**

- 8/9: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library \*\* Time Change
- 8/12: Summer Reading Program Ends
- 8/16: Historical Commission Regular Meeting at 7pm, Novi Public Library
- 8/18: LIBRARY CLOSED – Staff Training Day
- 8/24: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers
- **9/2 – 9/4: LIBRARY CLOSED – Labor Day Weekend**

**Inform. Inspire. Include.**

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

<http://www.novilibrary.org>



**Library Board of Trustees – Regular Meeting  
Initial Draft - MINUTES  
June 22, 2023, 7 PM  
Novi City Council Chambers**

**Initial Draft**

**Call to Order by President Mark Sturing**

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

**Welcome: New Board Member – Ajeeta Gawalapu**

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Roll Call by Secretary, Brian Bartlett**

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

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

**Student Representatives**

Abhay Kakarla

**Library Staff**

Julie Farkas, Director

**Approval of Agenda**

**Motion:** To Approve the Agenda as presented.  
Motion for Approval – 1<sup>st</sup> – Trustee Crawford  
2<sup>nd</sup> – Trustee Dooley

**Motion passes – 7-0**

**Consent Agenda**

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

**Motion:** To Approve the Consent Agenda as presented.  
Motion for Approval – 1<sup>st</sup> – Trustee Crawford  
2<sup>nd</sup> – Trustee Cherukuri

**Motion passes – 7-0**

**Presentations**

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

The team presented the programs at the Library during Asian American and Pacific Islander month. The programs, displays and event at the Library and Fuerst Park were the result of excellent work by student representatives Hana Thorson and Rebecca Borlance who presented to the Board.

**Public Comment**

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No Public Comment.

**Reports**

- 1. Student Representatives Report – May, 2023
- 2. President's Report (Mark Sturing)
  - A. President's comments, Trustee experiences and involvement
- 3. Treasurer's Report (Sreeny Cherukuri)
  - A. 2022-2023 Library Budget Fund 271 – with 4<sup>th</sup> Quarter Amendment....19-21
  - B. 2022-2023 Contributed Fund Budget 272 – with 4<sup>th</sup> Quarter Amendment .....22
  - C. Financial Report May 31, 2023.....23
  - D. Balance Sheets for Funds 271 and 272 as of May 31, 2023.....24-25
  - E. Library Fund 271 Expenditure & Revenue Report as of as of May 31, 2023 .....27-29
  - F. Library Fund 272 Contributed Fund as of May 31, 2023.....30
- 4. Director's Report (Julie Farkas) .....31-44
  - A. Information Technology Report (Jeffrey Smith).....45-48
  - B. Facilities Report (Keith Perfect).....49
  - C. Information Services Report (Hillary Hentschel).....50-51
  - D. Support Services Report (Maryann Zurmuehlen).....52
  - E. Library Usage Statistics.....53-61
  - F. Friends of Novi Library: Minutes 4/12/23, 5/10/23: Focus on Friends N/A
  - G. City of Novi Historical Commission N/A

**Public Comment**

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No Public Comment.

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

- 1. **Policy Committee:** Review current public policies for the Library  
 (Chair: Sturing, Bartlett, Staff Liaison – Julie Farkas)  
 · Staff Committee: Julie Farkas, Betty Lang, Dana Brataniec and Hillary Hentschel  
 · No meeting held  
 · **GOALS 2022-2023:**

- 1. Continued review of public policies

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

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

- Staff Committee: Julie Farkas, Lindsay Gojcaj, Kristin Abate and Kirsten Malzahn
- Meetings Held .....63

**GOALS 2022-2023:**

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

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

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

- Meeting held: June 13th .....63-68

**GOALS 2022-2023:**

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

- 4. Events/Marketing/Fundraising Committee:** Outreach opportunities  
(Chair: Dooley, Bartlett, Gorumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec)  
· Meeting held .....69  
· No new meeting scheduled  
· **GOALS 2022-2023:**  
    1. Continuing support with Friends of Library; more board presence at their events  
    2. Marketing plan update  
    3. Marketing efforts put in place for the Strategic Plan
- 5. Strategic Planning Committee:**  
(Chair: Bartlett, Dooley, Gorumurthy, Staff Liaison – Julie Farkas)  
· Meeting held: May 24, May 31, and June 7.....69  
· Next Meeting TBD
- 6. Building & Grounds Committee:**  
(Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)  
· Meeting held: May 23 .....69  
· **GOALS 2022-2023:**  
    1. Explore ways to make our infrastructure (i.e. phone, security system) more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces  
    2. Review NPL's current Technology Plan
- 7. Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**  
(Bartlett, Sturing, Staff Liaison – Julie Farkas)  
· Next Meeting: No meeting scheduled  
· **GOAL 2022-2023:**  
    1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed.
- 8. DEI: Diversity, Equity and Inclusion Committee**  
(Chair: Dooley, Gorumurthy, Staff Liaison – Julie Farkas)  
· Meeting held: February 27.....69  
· 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**

- A. Approval of the 4<sup>th</sup> Quarter Amendments for Library Budgets 271 and 272 for 2022/2023 as of June 22, 2023 (reviewed by Finance Committee) .....19-22

**Director Farkas:** These changes were initiated by City accounting and the amendments requested by the City are in yellow. The proposed numbers have been reviewed with the City Accounting Department.

**Trustee Cherukuri:** Prefers that budget discrepancies are more evident in the reporting structure than the requirements for these amendments allow. While this may meet government requirements, it reduces the effective management of the budget process.

**Motion:** To Approve the 4<sup>th</sup> Quarter Amendments for Library Budgets 271 and 272 for the 2023/2023 fiscal year as of June 22, 2023

- 1<sup>st</sup> – Trustee Crawford
- 2<sup>nd</sup> – Trustee Gurumurthy

**Motion passes – 7-0**

- B. Approval of a 1 (one) year Janitorial Services contract with Professional Building Services, with an option to renew 2 (two) additional years in 1 (one) year increments at the same prices, terms and conditions of the original contract. With a not to exceed monthly price of \$7,747.60 (\$92,971.20 annually).....63-64

**President Sturing:** Thanked Director Farkas for putting together this comprehensive bid package for the Board.

**Motion:** Approval of the 1 year Janitorial Services Contract with Professional Building Services with renewal options as presented to the Board.

- 1<sup>st</sup> – Trustee Bartlett
- 2<sup>nd</sup> – Trustee Cherukuri

**Motion passes – 7-0**

- C. Approval of the 2024 Library Closings.....65

**President Sturing:** Did we pick up any additional closures for closure dates due to when the holidays fall?

**Director Farkas:** There are a few modifications depending upon when the holidays fall. For example the 4<sup>th</sup> of July is on Thursday effecting Friday the 5<sup>th</sup>. There are several new suggestions for 2024.

**Trustee Cherukuri:** Discussed the various options and how many Sundays were added this year. The 2024 calendar does not include a summer Sunday shutdown that reflects the staff shortage this year.

**Motion:** To approve the Library 2024 closings

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

**Motion passes – 7-0**

D. Approval of the Library Board Calendar 2024.....67

**Director Farkas:** Presented budget dates and meeting schedule for the Library Board for 2024.

**Motion:** To approve the Library Board 2024 Calendar

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

**Motion passes – 7-0**

**Communications**

None

**Closed Session**

**Motion:** For the board to move into closed session to discuss Director Farkas' annual review for 2022-2023. (Director Farkas has requested a closed session.)

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

**Motion passes – 7-0**

**Return from Closed Session – Board Action**

**Motion:** The board authorizes a 3% increase in salary for Director Farkas to take effect in the 2023-2024 fiscal year.

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

**Motion passes – 7-0**

## Adjournment

**Motion:** Motion to Adjourn at 8:46 PM

1<sup>st</sup> - Trustee Crawford  
2<sup>nd</sup> - Trustee Gurumurthy

### Motion Passes – 7-0

#### Supplemental Information

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

#### 2023 Future Events:

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

## Warrants

Warrant 628	271 Accounts	July 2023	
Payable to	Invoice #	Account number	Amount
Pinckney Library	Lost MelCat item	271-000.00-659.000	\$ 12.99
Smart Business	Office Supplies	271-000.00-727.000	\$ 493.05
Quill	paper	271-000.00-727.000	\$ 298.46
USPS Stamps	Postage CC	271-000.00-728.000	\$ 144.99
Adobe creative cloud	Service term 6/24/23 to 6/23/24 CC	271-000.00-734.000	\$ 359.88
Patron Point	Annual Subscription 2023-24	271-000.00-734.000	\$ 9,500.00
Apple	Filing a dispute	271-000.00-734.500	\$ 0.99
Amazon	Credit Memo	271-000.00-740.000	\$ (64.99)
Sam's	Operating Supplies	271-000.00-740.000	\$ 72.84
Amazon	Screen Filter	271-000.00-740.000	\$ 39.39
Aunt flow	Women's Hygiene Products	271-000.00-740.000	\$ 1,310.00
Hanover	label tape	271-000.00-740.000	\$ 1,172.50
Showcases	DVD case	271-000.00-740.000	\$ 561.60
Amazon	742.111	271-000.00-742.000	\$ 12,322.36
Brodart	Books	271-000.00-742.000	\$ 14,737.96
Scholastic Education	books CC	271-000.00-742.000	\$ 353.68
Amazon	Lending Library	271-000.00-742.010	\$ 232.94
Brodart	Lending Library	271-000.00-742.010	\$ 334.00
Amazon	744.310	271-000.00-744.000	\$ 523.42
Midwest Tape	744.310	271-000.00-744.000	\$ 36.99
Overdrive	EBook, Audiobook	271-000.00-744.000	\$ 7,537.66
Amazon	Electronic media	271-000.00-745.200	\$ 2,766.39
Baker & Taylor	Electronic Media	271-000.00-745.200	\$ 12.56
Midwest Tape	Electronic media	271-000.00-745.200	\$ 173.94
Creativebug	July,2023	271-000.00-745.300	\$ 1,250.00
MCLS	Morningstar 9/10/23 thru 9/9/24	271-000.00-745.300	\$ 3,004.05
Pronunciator	2023-24	271-000.00-745.300	\$ 1,800.00
Spectrum	June	271-000.00-801.925	\$ 71.77
MCLS	Annual Membership Fee 2023-24	271-000.00-809.000	\$ 250.00
MLA	NPL Membership	271-000.00-809.000	\$ 3,108.00
Knight Watch	service labor	271-000.00-816.000	\$ 770.00
RNA	due 7/1/23	271-000.00-817.000	\$ 7,028.10
Telnet	due 7/5/23	271.000.00-851.000	\$ 1,068.30
M.Zurmuehlen	Lending Library	271-000.00-862.000	\$ 13.00

JanWay	Croc Charms	271-000.00-880.000	\$ 751.19
Muniweb	Website Maintenance	271-000.00-880.000	\$ 1,656.50
Positive Promotions	magnetic memo holder	271-000.00-880.000	\$ 763.03
Swag Consultants	Stylus Pen, Tuck top Notebook	271-000.00-880.000	\$ 1,848.86
Amazon	Programming	271-000.00-880.268	\$ 1,638.74
Brodart	Program	271-000.00-880.268	\$ 15.39
Dairy Queen	SRP 2023 Prizes gift cards - CC	271-000.00-880.268	\$ 180.00
Emagine Novi	SRP 2023 Prizes gift cards - CC	271-000.00-880.268	\$ 125.00
HUB Stadium	SRP 2023 Prizes gift cards - CC	271-000.00-880.268	\$ 125.00
Masterpiece Monday	Creative Nature Art & Design - 7/31/23	271-000.00-880.268	\$ 350.00
Oriental Trading	DIY Canvas drawstring	271-000.00-880.268	\$ 134.97
Sam's	Multipurpose; GA	271-000.00-880.268	\$ 285.70
Stuart's of Novi	Gift Cards CC	271-000.00-880.268	\$ 20.00
Target	Summer Reading - Raffle Baskets - CC	271-000.00-880.268	\$ 378.52
Walmart	Program; CC	271-000.00-880.268	\$ 417.55
Amazon	Scraper Tool	271-000.00-934.000	\$ 86.99
Dalton	Quarterly carpet & furniture maintenance	271-000.00-934.000	\$ 2,800.00
Imperial Dade	soap, C-fold, Tork	271-000.00-934.000	\$ 1,609.20
Maureen Malone	Square refund - Friends Giving Tree	271-000.00-934.000	\$ 200.00
Schindler	7/1/23 - 6/30/24	271-000.00-934.000	\$ 1,424.15
Amazon		271-000.00-936.300	\$ 27.12
Brien's	lawn maintenance	271-000.00-936.300	\$ 9,455.00
image360	sign	271-000.00-936.300	\$ 178.50
SCA	Parking lot sweeping	271-000.00-936.300	\$ 81.90
Thelen Landscape	Sprinkler - May	271-000.00-936.300	\$ 665.00
Corrigan	Storage - June	271-000.00-942.100	\$ 25.93
Amazon	Flex neck stand & USB cable	271-000.00-986.000	\$ 3,913.16
<b>Total 271</b>			<b>\$ 100,454.22</b>

<b>Warrant 628</b>	<b>272 Accounts</b>	<b>July 2023</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Amazon	1LTK-6RTX-3CWP; Raise a Reader	272-000.00-742.229	\$ 18.61
Stamps.com	Supplies CC	272-000.00-742.230	\$ 267.61
<b>Total 272</b>			<b>\$ 286.22</b>

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

**Tween and Teen Library Programs:**

At the Smoothie Summer Fun program held on June 2 for grades 7-12, guests learned how to make delicious smoothies with Chef George Rapitis, a Doctor of Holistic Medicine and leading expert in healthy living and nutritional cooking, who has authored five books and starred in his own television show "Eat Right by George." Guests learned smoothie recipes and got to enjoy a delicious smoothie. Guests who attended the program were entered into a raffle for a chance to win a \$10 gift card to the Library Cafe! (Attendance = 60)

The NO-VI Chess Club and NO-VI Chess Club: Experienced Players was held on June 8 and June 15. This club, which meets on the 2nd and 3rd Thursday of each month, is an opportunity to participate, learn and sharpen participants' chess skills. No previous knowledge of chess is necessary. This program included lectures, practice games, game analysis, and other components of chess training. Chess boards, timers, and rule books are provided (sponsored by a generous library donor). (Attendance = 21 and 19)

The Morning Kids Crafts program was held on June 17. Children ages 7-11 joined us for this special program with ladies of the Delta Sigma Theta Sorority, who assisted in making charm bracelets, twisted craft figures, sand art projects, and Juneteenth magnets. (Attendance = 27)

The Retro Crafts for Tweens program was held on June 22 and guests had the opportunity to make a variety of retro crafts from the past. (Attendance = 6)

The Twine Workshop for Tweens program was held on June 27. Kevin Brophy, summer 2023 Villa Barr Artist-in-Residence, ran a workshop at Novi Public Library teaching guests how to make a text-based interactive story using the browser-based software Twine. Guests, in grades 5-12, gained the skills necessary to create their own interactive stories and games in Twine, a freeware program that facilitates a basic understanding of HTML, CSS, and JavaScript. (Attendance = 12)

**Teen Space Update:**

During June 2023, there were 69 guests who visited Teen Space. June 1 was the last day of Teen Space for FY 22-23.

Throughout FY 22-23 from September 12, 2022 through June 1, 2023, there were a total of 4,080 guests who visited Teen Space. Below is the per month attendance in Teen Space:

- September 2022 = 208
- October 2022 = 497
- November 2022 = 470
- December 2022 = 445
- January 2023 = 485
- February 2023 = 541
- March 2023 = 437
- April 2023 = 340
- May 2023 = 588
- June 2023 = 69

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

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

**Upcoming Programs:**

- Tamil Summer Read-A-Thon (Grades K-12) – August 5, 12, 19, and 26
- Introduction to Crochet (Ages 16+) – August 5
- Choose Your Own Adventure (Ages 16+) – August 15
- NO-VI Chess Club and NO-VI Chess Club: Experienced Players (Ages 5+) – August 17
- Grades 7-12 Summer Reading Finale Party @ Paradise Park – August 29

**Teen Stop Featured Display:**

The June Teen Stop display featured books, audiobooks, and graphic novels on the theme of Pride Month.







• DEI collections assessment – done	7/2022
• Artwork display area - working with HH on policies related and artist opportunities	Ongoing 5/2023
• Added Recite Me accessibility tool on the Library's Website; demo to Board 5/2023	5/2023

• State Aid (February 2023)	Done
• DSLRT Report (December 2022)	Done
• Annual Report (Nov 2022); presentation to Library Board in November 2022; City Council December 2022	Done
• Budgets for 23/24, 24/25 and 25/26 approved for 271 and 272 (new budget numbers)	1/2023

HUMAN RESOURCES	STATUS
1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth. - Safety meetings with staff, Novi Police and NCSD regarding lockdown concerns 12/22 and 1/23	Ongoing 23/24
2. Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.	Ongoing 23/24
3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library.	Ongoing 23/24
4. Onboarding process for new board members	Ongoing
• DEI Staff Training 7/2022 – 6/2023 ongoing for all staff; 2 required sessions annually	Done
• As of 5/23: 4 FT and 3 PT positions open; 3 staff members on medical leave	5/2023
• Connecting with organizations, groups, businesses to improve DEI relations – WLCSD 1/10/23 mtg.	Ongoing ; 23/24
• COVID related needs; concerns – free tests available in 9/22 and 1/23 from MDHHS	Done
• Remote work opportunities	As needed
• Review of employee benefits – Policy Committee requested info; survey was sent out to libraries 9/22; working on results	Ongoing 23/24
• Use of volunteers	As needed
• Performance Review form updates (July 2022)	Done
• Salary comparison/review (last done 2018) – 1/1/23 grades 1-5; 7/1/23 grades 6-12	Done

MARKETING, EVENTS & FUNDRAISING	STATUS
1. Read box fundraiser during National Library Week	Completed (4/2022)
2: Bigger ongoing support to Friends of Novi Library – programming, services and resources were supported as well as the launch of the giving tree 4/2023	Ongoing 23/24
3. Marketing Plan review/update – pending new Strategic Plan	Ongoing 23/24
• Lending Library – 1 yr. assessment	Done
• NPL @ Your Door (Mail Service)	Done
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• Library App upgrade	May 2023
• Annual Report (Nov 2022)	Done
• Strategic Plan (July 2023) – RFP, consultant chosen, survey drafted, survey sent out 1/9/23; focus groups scheduled; 1 <sup>st</sup> draft reviewed and planning for Board action in July 2023	Ongoing 23/24
• 12 month plan of action for Strategic Plan – Consultants will begin work following Board approval 7/2023	Ongoing

<ul style="list-style-type: none"> <li>HR Plan – draft due June 2023 – HR Specialist resigned 5/2023;</li> </ul>	Not Completed
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POLICY	STATUS
1. Continual review and approval of library policies specific to public use of the Library.	
<ul style="list-style-type: none"> <li>Customer Service initiatives</li> </ul>	
<ul style="list-style-type: none"> <li>Fine Free status (cont. July 2022-June 2023)</li> </ul>	Approved by Library Board to stay fine
<ul style="list-style-type: none"> <li>Friends Memorandum of Understanding – being reviewed 1/23</li> </ul>	Done 3/2023
Public Policies Updated: Collection Development, Food in the Library, Fees for Damaged, Destroyed or Lost Materials, Hours of Operation, Emergency Closing, iCube Usage HR Policies Updated: Rules of Conduct, Communication Device Usage, Vacation, Staff Volunteer	5/2023

STRATEGIC PLANNING	STATUS
1. RFP for a Strategic Planning Consultant to develop the next 3-5 year plan for NPL (2023-2028)	Done
2. Strategic Planning development for NPL (Fall 2022 – Spring 2023)	Board draft 6/2023
<ul style="list-style-type: none"> <li>QSAC (Quality Services Audit Checklist) accreditation with Library of Michigan – working on Essential status for June 2023</li> </ul>	Ongoing; was delayed due to
<ul style="list-style-type: none"> <li>Updated Marketing, Technology and HR Plans – Pending new Strategic Plan implementation</li> </ul>	Ongoing 23/24
<ul style="list-style-type: none"> <li>DEI opportunities - Pending new Strategic Planning implementation</li> </ul>	Ongoing 23/24

COLLECTIONS	STATUS
<ul style="list-style-type: none"> <li>Continuous purchasing, review and weeding of current collections</li> </ul>	Ongoing 23/24
<ul style="list-style-type: none"> <li>Continuous use of displays, marketing materials, space to promote collections</li> </ul>	Ongoing 23/24
<ul style="list-style-type: none"> <li>DEI opportunities</li> </ul>	Ongoing 23/24
<ul style="list-style-type: none"> <li>Lending Library 1 yr. assessment</li> </ul>	Done 7/22

TECHNOLOGY	STATUS
<ul style="list-style-type: none"> <li>Lending Library – 1 yr. assessment; library card dispensing opportunity</li> </ul>	Ongoing 23/24
<ul style="list-style-type: none"> <li>New phone system integration – almost completed. Waiting on overhead speaker system configurations</li> </ul>	Done
<ul style="list-style-type: none"> <li>iCube growth with equipment and services</li> </ul>	Ongoing 23/24
<ul style="list-style-type: none"> <li>Library App upgrade – new vendor, planning for 2/2023 launch</li> </ul>	Done 5/2023
<ul style="list-style-type: none"> <li>Online library card registration /renewal</li> </ul>	Done 9/22
<ul style="list-style-type: none"> <li>Public printing solution – not resolved yet working with vendor for upgrades in 1/23</li> </ul>	Ongoing 23/24
<ul style="list-style-type: none"> <li>Credit card payment options for 4 service points</li> </ul>	Done

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<ul style="list-style-type: none"> <li>Meeting room equipment replacement – pending completion 1/23</li> </ul>	Done 2/2023
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OUTREACH	STATUS
<ul style="list-style-type: none"> <li>Connecting with WLCSD, NCSL for various card campaigns (July – December 2022)</li> </ul>	NCSL done WLCSD 1/23-2/23
<ul style="list-style-type: none"> <li>Establishing new relationships with NCSL leadership</li> </ul>	Done
<ul style="list-style-type: none"> <li>NPL @ Your Door – 1 yr. assessment (March 2023)</li> </ul>	Done
<ul style="list-style-type: none"> <li>Services to Older Adults -</li> </ul>	
<ul style="list-style-type: none"> <li>Read Box services; expansion of 1 new location in Brook Farm (by Village Oaks) for spring 2023</li> </ul>	5/2023
<ul style="list-style-type: none"> <li>DEI opportunities - NCSL after hour event for 3/2023</li> </ul>	Not able to provide due to staffing

PROGRAMMING	STATUS
<ul style="list-style-type: none"> <li>ESL programming opportunities and relationship building – programming has started again as of 1/23</li> </ul>	1/12/23; Limited due to staffing
<ul style="list-style-type: none"> <li>Annual Community Read event (Fall 2023) – planning has started 11/2022 – date scheduled for October 2023 – Novi will host</li> </ul>	Ongoing 23/24
<ul style="list-style-type: none"> <li>National Library Week event (April 2023)</li> </ul>	Done
<ul style="list-style-type: none"> <li>Lakeshore Lending Library – expand event opportunities</li> </ul>	Limited due to staffing
<ul style="list-style-type: none"> <li>Annual back to school breakfast (fall 2023)</li> </ul>	Done 10/22
<ul style="list-style-type: none"> <li>DEI opportunities – Many events planned in 2022/2023</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Summer Reading Program (June – Aug) THEME for 2023: All Together Now</li> </ul>	Ongoing 23/24
<ul style="list-style-type: none"> <li>Library Card Sign-up month (September)</li> </ul>	Done

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

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

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

22/23: 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 - 272 Account; parking lot maintenance \$16,500 - 272 Account;

272 - Library Contributed Funds								
Revenues & Expenditures								
2023-2024 (as of 2/16/2023)								
	Updated 4/27/23; Updated 6/22/23	2021-2022 Audited	2022-2023 Approved	2022-2023 Year End	2022-2023 4th Quarter	2023-2024 Approved	2024-2025 Projected	2025-2026 Projected
		6/30/2022	1/27/2022	1/26/2023	6/22/2023	1/26/2023	2/16/2023	2/16/2023
<b>Revenues</b>								
<b>Interest Income</b>								
665.000	Interest on Investments	\$ 19,767.63	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
669.500	Unrealized gain (loss) on investments	(50,325.76)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
<b>TOTAL</b>		<b>\$ (30,558.13)</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>
			1/27/2022	1/26/2023	1/26/2023			
<b>Donations</b>								
674.036	Diversity, Equity & Inclusion	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
674.046	Makerspace (iCube)	-	1,000.00	1,000.00	1,250.00	1,000.00	1,000.00	1,000.00
674.229	Raising a Reader	207.59	1,500.00	500.00	500.00	1,000.00	1,000.00	1,000.00
674.230	Collections/Materials Revenue	1,852.61	1,000.00	5,250.00	6,350.00	1,000.00	1,000.00	1,000.00
674.231	Buildings/Ground/Furniture Revenue	3,191.96	1,000.00	275.00	400.00	1,000.00	1,000.00	1,000.00
674.232	Programming Revenue	3,000.00	1,500.00	1,852.00	4,300.00	2,000.00	2,000.00	2,000.00
674.233	Technology Library Revenue	50.00	2,500.00	-	1,000.00	500.00	500.00	500.00
674.234	Undesignated Misc. Donations	250.00	500.00	-	1,750.00	500.00	500.00	500.00
674.235	Marketing Sponsorships	10,146.00	10,000.00	10,000.00	10,750.00	-	-	-
<b>TOTAL</b>		<b>\$19,698</b>	<b>\$20,000</b>	<b>\$ 18,877.00</b>	<b>\$ 26,300.00</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$8,000</b>
<b>TOTAL Revenues</b>		<b>\$ (10,859.97)</b>	<b>\$ 42,500.00</b>	<b>\$ 41,377.00</b>	<b>\$ 48,800.00</b>	<b>\$ 30,500.00</b>	<b>\$ 30,500.00</b>	<b>\$ 30,500.00</b>
<b>Expenditures</b>								
<b>Supplies</b>								
742.036	Diversity, Equity & Inclusion	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
742.229	Raising a Reader	723.13	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials Expenditures	830.56	500.00	1,000.00	2,000.00	1,000.00	1,000.00	1,000.00
742.231	Buildings/Ground/Furniture Exp	8,683.30	34,200.00	34,200.00	34,200.00	29,000.00	29,000.00	29,000.00
742.232	Programming Expenditures	-	1,000.00	1,857.75	3,500.00	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	(7.16)	500.00	500.00	500.00	500.00	500.00	500.00
742.236	Staff Recognition	2,002.78	1,500.00	1,500.00	2,000.00	2,000.00	2,000.00	2,000.00
<b>TOTAL</b>		<b>\$23,723</b>	<b>\$39,700</b>	<b>\$40,058</b>	<b>\$43,200</b>	<b>\$38,500</b>	<b>\$38,500</b>	<b>\$38,500</b>
<b>Capital Outlay</b>								
976.044	Auto Lending Library	\$ -	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
976.045	LED Lighting Conversion project	-	-	-	-	-	-	-
976.046	Makerspace (iCube)	5,017.01	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
976.140	Automated Return System	-	115,800.00	-	-	115,800.00	-	-
976.141	Main Entrance Design /Parking Lot	-	10,000.00	10,000.00	-	116,500.00	-	-
		-	-	-	-	-	-	-
<b>TOTAL</b>		<b>\$ 5,017.01</b>	<b>\$ 131,300.00</b>	<b>\$ 13,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ 237,800.00</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>
<b>TOTAL Expenditures</b>		<b>\$ 28,739.62</b>	<b>\$ 171,000.00</b>	<b>\$ 53,057.75</b>	<b>\$ 46,200.00</b>	<b>\$ 276,300.00</b>	<b>\$ 44,000.00</b>	<b>\$ 44,000.00</b>
Beginning Fund Balance Yr. End		\$ 1,695,655.03	\$ 1,675,979.00	\$ 1,656,055.44	\$ 1,656,055.44	\$ 1,644,374.69	\$ 1,398,574.69	\$ 1,385,074.69
Revenues		(10,859.97)	42,500.00	41,377.00	48,800.00	30,500.00	30,500.00	30,500.00
Expenditures		(28,739.62)	(171,000.00)	(53,057.75)	(46,200.00)	(276,300.00)	(44,000.00)	(44,000.00)
NET Revenues vs. Expenditures		(39,599.59)	(128,500.00)	(11,680.75)	2,600.00	(245,800.00)	(13,500.00)	(13,500.00)
Beginning Fund Balance								
Ending Fund Balance Expected		\$ 1,656,055.44	\$ 1,547,479.00	\$ 1,644,374.69	\$ 1,658,655.44	\$ 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



## **Financial Report for June 2023**

### **Approved budget for Fund 271 Fiscal Year 2022-2023**

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

### **Approved budget for Fund 272 Fiscal Year 2022-2023**

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

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

	YTD May 31, 2023	YTD Jun 30, 2023	Difference
TOTAL REVENUES	\$ 3,498,300	\$ 3,502,460	\$ 4,160
TOTAL EXPENDITURES	\$ 3,055,948	\$ 3,383,055	\$ 327,107
NET OF REVENUES & EXPENDITURES	\$ 442,352	\$ 119,405	

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

	YTD May 31, 2023	YTD Jun 30, 2023	Difference
TOTAL REVENUES	\$ 55,852	\$ 59,542	\$ 3,690
TOTAL EXPENDITURES	\$ 17,786	\$ 18,348	\$ 562
NET OF REVENUES & EXPENDITURES	\$ 38,066	\$ 41,194	

### **Balance Sheet Report as of June 30, 2023**

The ending fund balance for Fund 271 is \$ 2,682,906.92

The ending fund balance for Fund 272 is \$ 1,697,249.23

07/07/2023 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 06/30/2023										
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	APRIL 2023	MAY 2023	JUNE 2023	06/30/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABRM)	BUDGET	AMND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABRM)	USED
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.00 - TREASURY										
Property tax revenue										
271-000.00-402.000	Property Tax Revenue - Current	3,081,796.39	3,209,191.00	3,230,769.00	0.00	10.54	0.00	3,230,768.38	0.62	100.00
271-000.00-404.003	Property Tax Revenue-Brownfld	(59.74)	0.00	(324.00)	0.00	0.00	0.00	(323.55)	(0.45)	99.86
271-000.00-404.006	Property Tax Revenue-Brownfld	(7,282.79)	(12,749.00)	(5,618.00)	0.00	3,342.49	0.00	(5,618.75)	0.75	100.01
271-000.00-404.007	Property Tax Revenue-Brownfld	0.00	0.00	(11,204.00)	0.00	(11,203.59)	0.00	(11,203.59)	(0.41)	100.00
271-000.00-404.008	Property Tax Revenue - CIA Cap C	(15,037.43)	(22,538.00)	(22,598.00)	0.00	184.33	0.00	(22,598.40)	0.40	100.00
271-000.00-404.009	Property Tax Revenue-Brownfld	0.00	0.00	(331.00)	0.00	(331.45)	0.00	(331.45)	0.45	100.14
271-000.00-404.010	Property Tax Revenue-Brownfld	0.00	0.00	(94.00)	0.00	(94.23)	0.00	(94.23)	0.23	100.24
271-000.00-412.000	Property Tax Revenue - C/Y Del P	(4,648.79)	(5,000.00)	(6,193.00)	0.00	0.00	0.00	(6,192.97)	(0.03)	100.00
271-000.00-414.000	Property Tax Revenue - Tax Tribu	3,500.00	(1,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-415.000	Property Tax Revenue - County C	744.21	2,000.00	(5,800.00)	183.17	92.25	855.04	(4,922.86)	(877.14)	84.88
Property tax revenue		3,059,011.85	3,169,904.00	3,178,607.00	183.17	(7,999.66)	855.04	3,179,482.58	(875.58)	100.03
State sources										
271-000.00-567.000	State aid	56,619.13	33,000.00	66,292.00	33,432.44	0.00	0.00	66,291.75	0.25	100.00
271-000.00-573.000	State Grants - Local Comm Stabi	5,968.34	0.00	13,372.00	0.00	9,190.85	0.00	13,372.71	(0.71)	100.01
State sources		62,587.47	33,000.00	79,664.00	33,432.44	9,190.85	0.00	79,664.46	(0.46)	100.00
Fines and forfeitures										
271-000.00-658.000	State penal fines	97,789.47	95,000.00	99,227.00	0.00	0.00	0.00	99,226.60	0.40	100.00
271-000.00-659.000	Library book fees	8,720.61	8,000.00	8,325.00	305.02	2,000.43	532.90	8,713.45	(388.45)	104.67
Fines and forfeitures		106,510.08	103,000.00	107,552.00	305.02	2,000.43	532.90	107,940.05	(388.05)	100.36
Interest income										
271-000.00-665.000	Interest in investments	44,180.81	39,000.00	67,500.00	7,187.42	0.00	0.00	67,491.99	8.01	99.99
271-000.00-669.500	Unrealized gain (loss) on investn	(117,830.18)	1,000.00	10,872.00	3,159.41	0.00	0.00	10,871.59	0.41	100.00
Interest income		(73,649.37)	40,000.00	78,372.00	10,346.83	0.00	0.00	78,363.58	8.42	99.99
Donations										
271-000.00-674.289	Adult programs	0.00	2,000.00	4,700.00	1,049.40	89.00	0.00	4,222.77	477.23	89.85
271-000.00-674.400	Gifts and donations	1,035.04	1,500.00	3,500.00	17.70	762.95	336.16	3,489.57	10.43	99.70
Donations		1,035.04	3,500.00	8,200.00	1,067.10	851.95	336.16	7,712.34	487.66	94.05
Other revenue										
271-000.00-674.290	Library fund raising revenue	12,049.53	4,000.00	2,000.00	0.00	0.00	0.00	1,920.08	79.92	96.00
271-000.00-675.000	Miscellaneous income	7,121.82	5,000.00	9,500.00	887.60	745.62	1,118.58	10,214.22	(714.22)	107.52
271-000.00-675.100	Copier	84.41	1,000.00	50.00	0.00	39.36	0.00	39.36	10.64	78.72
271-000.00-675.300	Meeting room	18,532.37	25,000.00	29,500.00	2,100.97	2,365.27	1,317.19	29,867.47	(367.47)	101.25
271-000.00-675.404	Novi Township assessment	6,970.00	7,000.00	7,256.00	0.00	0.00	0.00	7,256.00	0.00	100.00
271-000.00-675.650	Library Cafe	6,000.00	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-676.100	Insurance Reimbursement	89,230.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other revenue		139,988.82	48,000.00	48,306.00	2,988.57	3,150.25	2,435.77	49,297.13	(991.13)	102.05

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	APRIL 2023	MAY 2023	JUNE 2023	06/30/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABRM)	BUDGET	AMND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABRM)	USED
-----										
Total Dept 000.00 - TREASURY		3,295,483.89	3,397,404.00	3,500,701.00	48,323.13	7,193.82	4,159.87	3,502,460.14	(1,759.14)	100.05
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TOTAL REVENUES		3,295,483.89	3,397,404.00	3,500,701.00	48,323.13	7,193.82	4,159.87	3,502,460.14	(1,759.14)	100.05
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	931,808.07	1,039,792.00	1,077,300.00	84,145.66	82,875.49	120,018.64	1,047,011.99	30,288.01	97.19
271-000.00-704.100	Severance/Incentive Pay	0.00	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0.00	100.00
271-000.00-704.200	Wages - Stipend	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00	100.00
271-000.00-704.210	Vacation Payout	0.00	5,000.00	6,057.00	0.00	0.00	0.00	6,056.80	0.20	100.00
271-000.00-704.250	Final Payout	0.00	0.00	15,000.00	0.00	0.00	2,276.30	11,869.50	3,130.50	79.13
271-000.00-705.000	Temporary salaries	623,961.02	725,000.00	645,000.00	52,676.35	51,423.44	78,147.10	615,758.54	29,241.46	95.47
271-000.00-706.000	Overtime	802.33	500.00	134.00	0.00	133.80	0.00	133.80	0.20	99.85
271-000.00-715.000	Social security	116,783.24	135,000.00	130,000.00	10,281.21	10,107.01	15,139.51	127,777.91	2,222.09	98.29
271-000.00-716.000	Insurance	215,480.66	193,000.00	206,000.00	17,520.67	15,011.06	15,123.89	205,585.61	414.39	99.80
271-000.00-716.200	HSA - employer contribution	2,625.00	6,300.00	2,800.00	0.00	0.00	0.00	1,000.00	1,800.00	35.71
271-000.00-716.999	Insurance - Employee Reimburse	(36,090.77)	(29,775.00)	(26,349.00)	(2,518.42)	(2,404.98)	(2,406.40)	(27,551.94)	1,202.94	104.57
271-000.00-717.000	Workers compensation	1,686.71	1,700.00	1,166.00	108.01	106.09	0.00	1,165.80	0.20	99.98
271-000.00-718.000	Pension - DB Normal Cost	6,156.00	5,795.00	4,700.00	385.00	385.00	385.00	4,620.00	80.00	98.30
271-000.00-718.010	Pension - DB Unfunded Accrued	58,404.00	59,765.00	88,464.00	7,372.00	7,372.00	7,372.00	88,464.00	0.00	100.00
271-000.00-718.200	Pension - defined contribution	31,155.34	48,400.00	54,900.00	4,497.06	4,428.87	6,520.67	38,488.92	16,411.08	70.11
271-000.00-719.000	Unemployment insurance	91.64	2,000.00	(3,997.00)	0.00	0.00	0.00	(3,996.72)	(0.28)	99.99
Personnel services		1,952,863.24	2,192,477.00	2,215,175.00	174,467.54	169,437.78	242,576.71	2,130,384.21	84,790.79	96.17
Supplies										
271-000.00-726.400	Supplies - Cash over/short	0.00	0.00	(9.00)	(4.53)	1.66	(5.01)	(7.88)	(1.12)	87.56
271-000.00-727.000	Office supplies	12,752.79	18,000.00	18,000.00	429.72	737.35	516.28	16,152.40	1,847.60	89.74
271-000.00-728.000	Postage	488.51	2,000.00	5,000.00	182.99	134.99	0.00	4,493.68	506.32	89.87
271-000.00-734.000	Computer supplies, software & l	71,847.11	83,000.00	87,500.00	575.00	1,235.58	0.00	62,265.63	25,234.37	71.16
271-000.00-734.500	Computer supplies/equipment	132,954.83	21,000.00	21,000.00	27.24	101.89	(1.85)	19,471.33	1,528.67	92.72
271-000.00-740.000	Operating supplies	9,873.36	28,000.00	28,000.00	2,321.88	1,507.46	1,781.34	22,919.80	5,080.20	81.86
271-000.00-740.200	Supplies - Desk chairs and file ca	700.00	5,000.00	5,000.00	0.00	0.00	0.00	1,960.00	3,040.00	39.20
271-000.00-741.000	Supplies - Uniforms	422.00	300.00	200.00	0.00	0.00	0.00	156.00	44.00	78.00
271-000.00-742.000	Library books	199,639.76	197,000.00	197,000.00	20,936.88	30,251.89	22,544.34	204,423.92	(7,423.92)	103.77
271-000.00-742.010	Library Books - Lending	13,973.37	17,000.00	17,000.00	1,376.73	887.71	494.08	12,890.22	4,109.78	75.82
271-000.00-742.100	Library Books - Fines	672.48	1,000.00	500.00	0.00	0.00	0.00	125.77	374.23	25.15
271-000.00-743.000	Library periodicals	22,471.42	18,000.00	18,000.00	0.00	668.89	(259.99)	14,626.22	3,373.78	81.26
271-000.00-744.000	Audio visual materials	128,743.17	136,000.00	136,000.00	7,088.24	24,220.42	8,061.47	135,953.42	46.58	99.97
271-000.00-745.200	Electronic media	42,783.60	46,900.00	46,900.00	2,650.79	3,136.49	2,844.37	38,721.83	8,178.17	82.56
271-000.00-745.300	Electronic resources (CD rom ma	65,243.18	70,000.00	70,000.00	0.00	498.07	0.00	57,127.75	12,872.25	81.61
Supplies		702,565.58	643,200.00	650,091.00	35,584.94	63,382.40	35,975.03	591,280.09	58,810.91	90.95

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	APRIL 2023	MAY 2023	JUNE 2023	06/30/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABRM)	BUDGET	AMND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABRM)	USED
Other services and charges										
271-000.00-801.925	Public information (cable, etc)	741.09	700.00	700.00	71.77	71.77	0.00	772.58	(72.58)	110.37
271-000.00-802.000	Data processing	734.34	800.00	800.00	0.00	0.00	0.00	734.34	65.66	91.79
271-000.00-802.100	Bank Service Charges	3,939.96	4,000.00	4,000.00	247.59	556.19	0.00	3,178.49	821.51	79.46
271-000.00-803.000	Independent audit	723.00	800.00	800.00	0.00	0.00	0.00	800.00	0.00	100.00
271-000.00-804.000	Medical service	1,841.00	1,500.00	2,500.00	116.00	272.00	116.00	2,048.00	452.00	81.92
271-000.00-806.000	Legal fees	16,967.90	7,500.00	9,500.00	409.00	0.00	0.00	8,130.60	1,369.40	85.59
271-000.00-809.000	Memberships and dues	5,712.45	7,500.00	7,500.00	386.00	300.00	0.00	5,525.41	1,974.59	73.67
271-000.00-816.000	Professional services	15,753.87	24,000.00	36,000.00	5,916.25	0.00	1,920.00	28,537.05	7,462.95	79.27
271-000.00-817.000	Custodial services	88,544.00	90,000.00	89,000.00	7,548.70	7,053.30	7,028.10	88,525.64	474.36	99.47
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	0.00	0.00	0.00	3,495.00	0.00	100.00
271-000.00-820.000	Property & liability insurance	14,444.00	14,500.00	16,480.00	0.00	0.00	0.00	16,480.00	0.00	100.00
271-000.00-820.001	Insurance deductibles/Uninsure	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-851.000	Telephone	25,661.68	24,000.00	34,000.00	2,835.97	2,835.40	(180.27)	29,846.37	4,153.63	87.78
271-000.00-855.000	TLN Automation Services	64,789.07	71,000.00	80,000.00	17,308.70	0.00	0.00	74,573.55	5,426.45	93.22
271-000.00-861.000	Gasoline and oil	407.86	500.00	500.00	46.55	24.50	0.00	306.56	193.44	61.31
271-000.00-862.000	Mileage	88.60	200.00	700.00	0.00	295.99	13.00	607.03	92.97	86.72
271-000.00-880.000	Community promotion	16,001.29	24,000.00	24,000.00	1,054.20	748.74	5,019.58	21,623.02	2,376.98	90.10
271-000.00-880.268	Library programming	13,014.04	28,000.00	28,000.00	829.91	1,841.12	3,359.31	20,729.36	7,270.64	74.03
271-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	1,595.00	2,369.84	350.00	5,119.59	2,880.41	63.99
271-000.00-900.000	Printing, graphic design and pub	9,046.55	28,000.00	22,000.00	727.10	2,757.85	532.88	9,391.85	12,608.15	42.69
271-000.00-921.000	Heat	13,510.02	12,000.00	18,000.00	2,018.71	1,648.55	1,512.54	16,753.06	1,246.94	93.07
271-000.00-922.000	Electricity	97,881.06	96,500.00	114,000.00	9,105.27	9,298.74	0.00	102,147.95	11,852.05	89.60
271-000.00-923.000	Water and sewer	6,964.48	6,500.00	7,000.00	0.00	0.00	0.00	5,547.12	1,452.88	79.24
271-000.00-934.000	Building maintenance	108,177.81	110,000.00	139,300.00	3,210.04	33,246.58	5,012.42	101,335.41	37,964.59	72.75
271-000.00-935.000	Vehicle maintenance	456.85	300.00	300.00	0.00	0.00	0.00	134.69	165.31	44.90
271-000.00-936.300	Grounds maintenance	32,391.87	39,000.00	39,000.00	2,392.39	8,027.42	205.62	32,637.37	6,362.63	83.69
271-000.00-942.000	Office equipment lease	7,811.28	8,000.00	8,000.00	0.00	477.41	650.94	5,684.93	2,315.07	71.06
271-000.00-942.100	Records storage	299.40	400.00	400.00	25.93	25.93	25.93	303.32	96.68	75.83
271-000.00-956.000	Conferences and workshops	3,510.07	15,000.00	12,000.00	229.67	151.84	0.00	8,540.85	3,459.15	71.17
Other services and charges		552,908.54	636,200.00	705,975.00	56,074.75	72,003.17	25,566.05	593,509.14	112,465.86	84.07
Capital outlay										
271-000.00-976.100	Parking lot improvements	10,700.00	12,500.00	12,412.00	0.00	0.00	0.00	12,411.80	0.20	100.00
271-000.00-986.000	Technology - Capital Outlay	8,257.40	83,000.00	83,000.00	0.00	0.00	3,913.16	55,469.94	27,530.06	66.83
Capital outlay		18,957.40	95,500.00	95,412.00	0.00	0.00	3,913.16	67,881.74	27,530.26	71.15
Total Dept 000.00 - TREASURY										
		3,227,294.76	3,567,377.00	3,666,653.00	266,127.23	304,823.35	308,030.95	3,383,055.18	283,597.82	92.27
TOTAL EXPENDITURES										
		3,227,294.76	3,567,377.00	3,666,653.00	266,127.23	304,823.35	308,030.95	3,383,055.18	283,597.82	92.27
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,295,483.89	3,397,404.00	3,500,701.00	48,323.13	7,193.82	4,159.87	3,502,460.14	(1,759.14)	100.05
TOTAL EXPENDITURES		3,227,294.76	3,567,377.00	3,666,653.00	266,127.23	304,823.35	308,030.95	3,383,055.18	283,597.82	92.27
NET OF REVENUES & EXPENDITURES		68,189.13	(169,973.00)	(165,952.00)	(217,804.10)	(297,629.53)	(303,871.08)	119,404.96	(285,356.96)	71.95

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	APRIL 2023	MAY 2023	JUNE 2023	06/30/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABRM)	BUDGET	AMND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABRM)	USED
Fund 272 - LIBRARY CONTRIBUTION FUND										
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	19,767.63	27,000.00	27,000.00	3,488.87	0.00	0.00	27,986.63	(986.63)	103.65
272-000.00-669.500	Unrealized gain (loss) on investm	(50,325.76)	(4,500.00)	(4,500.00)	1,533.62	0.00	0.00	3,769.98	(8,269.98)	(83.78)
Interest income		(30,558.13)	22,500.00	22,500.00	5,022.49	0.00	0.00	31,756.61	(9,256.61)	141.14
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-674.046	Makerspace Renovation Revenu	0.00	1,000.00	1,250.00	0.00	50.00	0.00	1,154.15	95.85	92.33
272-000.00-674.229	Raising a Reader in Novi Spons	207.59	1,500.00	500.00	0.00	0.00	0.00	278.99	221.01	55.80
272-000.00-674.230	Collections/Materials Revenue	1,852.61	1,000.00	6,350.00	0.00	1,000.00	0.00	6,350.00	0.00	100.00
272-000.00-674.231	Buildings/Ground/ Furniture Rev	3,191.96	1,000.00	400.00	100.00	0.00	0.00	375.00	25.00	93.75
272-000.00-674.232	Programming Revenue	3,000.00	1,500.00	4,300.00	50.00	0.00	2,700.00	5,137.00	(837.00)	119.47
272-000.00-674.233	Technology Library Revenue	50.00	2,500.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	100.00
272-000.00-674.234	Undesignated Misc Donations	250.00	500.00	1,750.00	1,750.00	0.00	0.00	1,750.00	0.00	100.00
272-000.00-674.235	Marketing Sponsorships	10,146.00	10,000.00	10,750.00	750.00	10,000.00	990.00	11,740.00	(990.00)	109.21
Donations		19,698.16	20,000.00	26,300.00	2,650.00	11,050.00	3,690.00	27,785.14	(1,485.14)	105.65
Total Dept 000.00 - TREASURY		(10,859.97)	42,500.00	48,800.00	7,672.49	11,050.00	3,690.00	59,541.75	(10,741.75)	122.01
TOTAL REVENUES		(10,859.97)	42,500.00	48,800.00	7,672.49	11,050.00	3,690.00	59,541.75	(10,741.75)	122.01
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-742.229	Raising a Reader Expense	723.13	1,000.00	1,000.00	0.00	260.04	18.61	603.22	396.78	60.32
272-000.00-742.230	Collections/Materials Expense	830.56	500.00	2,000.00	(85.81)	352.12	0.00	1,389.65	610.35	69.48
272-000.00-742.231	Buildings/Ground/ Furniture Exp	8,683.30	34,200.00	34,200.00	0.00	70.00	0.00	8,344.00	25,856.00	24.40
272-000.00-742.232	Programming Expense	0.00	1,000.00	3,500.00	260.00	190.00	0.00	2,975.43	524.57	85.01
272-000.00-742.233	Technology Library Expense	10,490.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-742.234	Undesignated Misc	(7.16)	500.00	500.00	0.00	0.00	0.00	228.85	271.15	45.77
272-000.00-742.236	Staff Recognition	2,002.78	1,500.00	2,000.00	126.00	30.00	0.00	1,938.59	61.41	96.93
Supplies		23,722.61	39,700.00	43,200.00	300.19	902.16	18.61	15,479.74	27,720.26	35.83

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	APRIL 2023	MAY 2023	JUNE 2023	06/30/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABRM)	BUDGET	AMND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABRM)	USED
Capital outlay										
272-000.00-976.044	Auto Lending Library	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.046	Makerspace Renovation	5,017.01	3,000.00	0.00	65.42	515.92	(73.00)	2,868.22	(2,868.22)	100.00
272-000.00-976.140	Automated Return System	0.00	115,800.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
272-000.00-976.141	Main Entrance Design	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		5,017.01	131,300.00	3,000.00	65.42	515.92	(73.00)	2,868.22	131.78	95.61
Total Dept 000.00 - TREASURY		28,739.62	171,000.00	46,200.00	365.61	1,418.08	(54.39)	18,347.96	27,852.04	39.71
TOTAL EXPENDITURES		28,739.62	171,000.00	46,200.00	365.61	1,418.08	(54.39)	18,347.96	27,852.04	39.71
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES		(10,859.97)	42,500.00	48,800.00	7,672.49	11,050.00	3,690.00	59,541.75	(10,741.75)	122.01
TOTAL EXPENDITURES		28,739.62	171,000.00	46,200.00	365.61	1,418.08	(54.39)	18,347.96	27,852.04	39.71
NET OF REVENUES & EXPENDITURES		(39,599.59)	(128,500.00)	2,600.00	7,306.88	9,631.92	3,744.39	41,193.79	(38,593.79)	1,584.38
TOTAL REVENUES - ALL FUNDS		3,284,623.92	3,439,904.00	3,549,501.00	55,995.62	18,243.82	7,849.87	3,562,001.89	(12,500.89)	100.35
TOTAL EXPENDITURES - ALL FUNDS		3,256,034.38	3,738,377.00	3,712,853.00	266,492.84	306,241.43	307,976.56	3,401,403.14	311,449.86	91.61
NET OF REVENUES & EXPENDITURES		28,589.54	(298,473.00)	(163,352.00)	(210,497.22)	(287,997.61)	(300,126.69)	160,598.75	(323,950.75)	98.31

07/07/2023		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 06/30/2023	
GL Number	Description	Balance	
Fund 271 - LIBRARY FUND			
*** Assets ***			
271-000.00-001.000	Cash-Pooled Cash(Fifth Third & Comerica)	(368,368.69)	
271-000.00-004.000	Cash on hand	600.00	
271-000.00-016.000	Deposits	1,200.00	
271-000.00-017.000	Investments - Pooled	3,091,023.11	
271-000.00-035.000	Accounts Receivable - Manual	1,193.57	
271-000.00-123.400	Prepaid expenditures	15,598.66	
	Total Assets	2,741,246.65	
*** Liabilities ***			
271-000.00-202.000	Accounts payable	49,239.73	
271-000.00-258.702	Accrued liabilities-tax	9,100.00	
	Total Liabilities	58,339.73	
*** Fund Balance ***			
271-000.00-390.000	Fund balance	2,563,501.96	
	Total Fund Balance	2,563,501.96	
	Beginning Fund Balance	2,563,501.96	
	Net of Revenues VS Expenditures	119,404.96	
	Ending Fund Balance	2,682,906.92	
	Total Liabilities And Fund Balance	2,741,246.65	

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash-Pooled Cash(Fifth Third & Comerica)	18,363.35
272-000.00-017.000	Investments - Pooled	1,678,885.88
	Total Assets	1,697,249.23
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	38,423.36
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	36,692.79
272-000.00-375.232	Fund Balance Programming	34,155.95
272-000.00-375.233	Fund Balance Technology Library	(23,843.17)
272-000.00-390.000	Fund balance - Unrestricted	1,570,626.51
	Total Fund Balance	1,656,055.44
	Beginning Fund Balance	1,656,055.44
	Net of Revenues VS Expenditures	41,193.79
	Ending Fund Balance	1,697,249.23
	Total Liabilities And Fund Balance	1,697,249.23



## **Director's Report – Julie Farkas**



### **Staff Anniversaries (Years of Service) for August 2023**

- |                    |                  |          |
|--------------------|------------------|----------|
| • Elizabeth Kopko  | Support Services | 13 years |
| • Andrew Van Boven | Support Services | 2 years  |

### **Material Delays Due to UPS Strike – if the strike occurs in August, this information will be shared with the community via the August e-news, website, social media**

NPL relies on UPS for the delivery of materials from various vendors. Due to the ongoing strike between UPS and the Teamsters Union, there may be shipping issues that will cause delays in the Library getting new materials out on the shelves this month. These vendors have made contingency shipping plans, however, no plan can completely mitigate the impact on the supply chain. We apologize for the inconvenience and appreciate your patience.

### **2023 STAFF AWARDS**

#### **Customer Service Award 2023: (Nominations by staff members)**

The award recognizes a staff person that has provided the most consistent and most positive customer service to our NPL guests or staff members over the past year 22-23

This person ALWAYS greets guests with a smile. This staff person goes ABOVE & BEYOND to assist a guest or fellow NPL employee. This person is calm in chaotic situations.

1. Sheng-Yeu Chang
2. Mary Robinson

#### **Community Champion Award 2023: (Nominations by staff members)**

This award recognizes a staff person that has put themselves out in the Novi community and has worked with a resident/a Novi group/a Novi business to champion library services and build library connections with NPL. How was the relationship formed? What impact was made for NPL with the resident/group/business connection with this staff person?

3. Hillary Hentschel
4. Support Services Outreach Team: Elizabeth Kopko, Tracey Pelletier, Jean Aldrich and Pat Amierskandari

#### **Above & Beyond Award 2023: (Nominations by Managers)**

This award recognizes a staff member by the Library's Management Team who has been seen going Above & Beyond in their attempt to reach a goal OR has made a significant impact on a library service, collection or program for NPL in 2022-2023 that truly meets our current motto of Inform. Inspire. Include.

5. Danielle Mazur
6. Rae Manella
7. Emily Lonchar
8. Bill Bembeneck
9. Shannon O'Leary

\*\* Employees receive a certificate of appreciate, their name added to a plaque that hangs in the Library's staff lounge and a dinner invitation with Director Farkas and Library Board President, Mark Sturing.

## **Staff Retreat Tentative Schedule**

Friday, August 18, 8:30am-4:30pm

**8:30am-9am:** Welcome with Julie & Light Breakfast

**9-10am:** Wellness Breakout Sessions (staff will choose one of three sessions)

**10:15-11:15am:** Professional Development Breakout Sessions (staff will choose one of three sessions)

**11:15am-12pm:** Lunch/Scavenger Hunt

**12-1pm:** Book Challenges & Banning - MLA Presentation

**1-2:30pm:** Department Meetings/Scavenger Hunt

**2:30-3pm:** Ice Cream Break

**3-4pm:** Laugh Out Loud in the Library

**4-4:30pm:** Wrap Up

### *Breakout Session 1 - Wellness*

- *Yoga Class (mats provided)*
- *Self-Defense Class*
- *Building Your Health and Wellness Toolbox*

### *Breakout Session 2 - Professional Development*

- *Vision Board Your Life or Work*
- *Effective Time Management & Productivity*
- *Journaling for Mindfulness & Self-Care*



During the summer, the Novi Public Library has a lot of activity! Community members flock to the building to pick up summer reading materials, attend programs, study, grab a refreshing drink at the Cafe, or hang out with friends and family.

Libraries are bustling places with many distractions, making it easy for children to wander off and get lost. Parents, guardians or caregivers of children under the age of seven must be responsible for maintaining visual contact with and be in the presence of their child at all times. Library staff have observed small children wandering close to the building's front doors without a caregiver present. This poses a safety risk as the driveway is very busy. Keeping a watchful eye on your child is a simple yet effective way to ensure their safety while visiting the Library.

Your commitment to ensuring your child's safety and well-being is truly appreciated!

Daily use of the building by hour June 1, 2023 – June 30, 2023

6/1/2023				6/2/2023				6/3/2023			
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	28	83	56	10-11am	43	84	64	10-11am	48	102	75
11am-12pm	65	69	67	11am-12pm	74	76	75	11am-12pm	101	93	97
12-1pm	72	60	66	12-1pm	56	52	54	12-1pm	62	66	64
1-2pm	50	58	54	1-2pm	50	65	58	1-2pm	61	76	69
2-3pm	77	149	113	2-3pm	76	134	105	2-3pm	100	110	105
3-4pm	150	112	131	3-4pm	121	93	107	3-4pm	124	110	117
4-5pm	106	81	94	4-5pm	118	82	100	4-5pm	113	76	95
5-6pm	105	63	84	5-6pm	129	78	104	5-6pm	105	95	100
6-7pm	66	59	63	6-7pm	0	0	0	6-7pm	0	10	5
7-8pm	79	53	66	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	63	36	50	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
			842				666				726

6/4/2023				6/5/2023				6/6/2023				6/7/2023				6/8/2023				6/9/2023				6/10/2023							
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	27	73	50	10-11am	33	118	76	10-11am	32	75	54	10-11am	52	137	95	10-11am	45	91	68	10-11am	48	90	69				
11am-12pm	0	0	0	11am-12pm	94	75	85	11am-12pm	68	46	57	11am-12pm	32	42	37	11am-12pm	107	77	92	11am-12pm	169	193	181	11am-12pm	64	72	68				
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1-2pm	77	74	76	1-2pm	53	56	55	1-2pm	81	92	87	1-2pm	58	70	64	1-2pm	93	67	80	1-2pm	98	92	95	1-2pm	74	190	132				
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4-5pm	129	118	124	4-5pm	122	97	110	4-5pm	134	121	128	4-5pm	111	98	105	4-5pm	90	79	85	4-5pm	72	68	70	4-5pm	285	121	203				
5-6pm	93	40	67	5-6pm	92	53	73	5-6pm	161	151	156	5-6pm	94	91	93	5-6pm	82	79	81	5-6pm	70	42	56	5-6pm	128	55	92				
6-7pm	0	0	0	6-7pm	88	95	92	6-7pm	106	232	169	6-7pm	111	120	116	6-7pm	92	169	131	6-7pm	0	0	0	6-7pm	0	10	5				
7-8pm	0	0	0	7-8pm	82	58	70	7-8pm	288	128	208	7-8pm	106	63	85	7-8pm	127	140	134	7-8pm	0	0	0	7-8pm	0	0	0				
8-9pm	0	0	0	8-9pm	73	27	50	8-9pm	137	54	96	8-9pm	102	38	70	8-9pm	214	48	131	8-9pm	0	0	0	8-9pm	0	0	0				
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			504				905			1,273				930				1,134				719				841					

6/11/2023				6/12/2023				6/13/2023				6/14/2023				6/15/2023				6/16/2023				6/17/2023							
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	42	130	86	10-11am	39	157	98	10-11am	45	91	68	10-11am	43	114	79	10-11am	46	107	77	10-11am	70	192	131				
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5-6pm	128	55	92	5-6pm	120	83	102	5-6pm	80	63	72	5-6pm	68	87	78	5-6pm	93	67	80	5-6pm	120	67	94	5-6pm	127	57	92				
6-7pm	0	0	0	6-7pm	95	62	79	6-7pm	108	190	149	6-7pm	77	93	85	6-7pm	64	90	77	6-7pm	0	0	0	6-7pm	0	10	5				
7-8pm	0	0	0	7-8pm	73	82	78	7-8pm	112	118	115	7-8pm	129	108	119	7-8pm	71	116	94	7-8pm	0	0	0	7-8pm	0	0	0				
8-9pm	0	0	0	8-9pm	98	36	67	8-9pm	230	53	142	8-9pm	93	32	63	8-9pm	147	45	96	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				
			767				1,001			1,191				966				942				638				1,238					

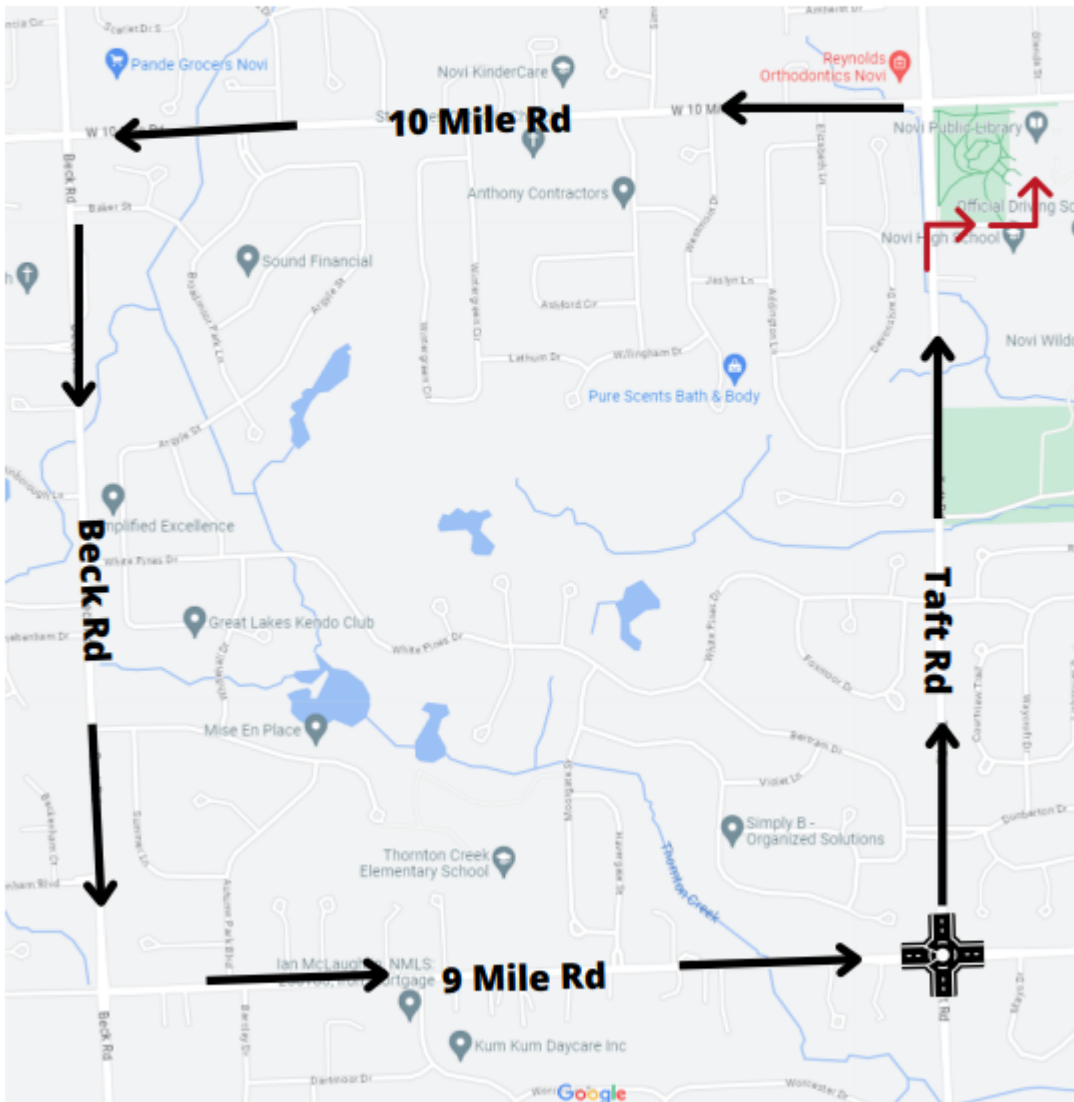
6/18/2023 CLOSED				6/19/2023 CLOSED				6/20/2023				6/21/2023				6/22/2023				6/23/2023 No Data*				6/24/2023							
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	0	0	0	10-11am	63	162	113	10-11am	67	156	112	10-11am	70	143	107	10-11am			0	10-11am	60	88	74				
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4-5pm	0	0	0	4-5pm	0	0	0	4-5pm	131	98	115	4-5pm	101	86	94	4-5pm	91	58	75	4-5pm			0	4-5pm	477	171	324				
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7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	141	115	128	7-8pm	111	91	101	7-8pm	79	60	70	7-8pm	0	0	0	7-8pm	0	0	0				
8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	124	52	88	8-9pm	97	44	71	8-9pm	92	50	71	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				
			0				0			1,281			1,116			1,014			0				1,873								

\*6/23/2023 No Data -TechLogic Gate Report malfunction

6/25/2023 CLOSED				6/26/2023				6/27/2023				6/28/2023				6/29/2023				6/30/2023			
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	254	224	239	10-11am	69	158	114	10-11am	60	144	102	10-11am	55	123	89	10-11am	44	110	77
11am-12pm	0	0	0	11am-12pm	158	185	172	11am-12pm	130	122	126	11am-12pm	134	119	127	11am-12pm	73	74	74	11am-12pm	77	79	78
12-1pm	0	0	0	12-1pm	116	109	113	12-1pm	116	114	115	12-1pm	100	100	100	12-1pm	90	90	90	12-1pm	84	73	79
1-2pm	0	0	0	1-2pm	184	131	158	1-2pm	91	121	106	1-2pm	110	92	101	1-2pm	94	102	98	1-2pm	76	83	80
2-3pm	0	0	0	2-3pm	155	231	193	2-3pm	167	183	175	2-3pm	132	175	154	2-3pm	135	200	168	2-3pm	114	157	136
3-4pm	0	0	0	3-4pm	167	115	141	3-4pm	169	116	143	3-4pm	117	91	104	3-4pm	142	116	129	3-4pm	110	76	93
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6-7pm	0	0	0	6-7pm	101	123	112	6-7pm	112	112	112	6-7pm	115	102	109	6-7pm	57	50	54	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	121	81	101	7-8pm	110	90	100	7-8pm	90	70	80	7-8pm	69	68	69	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	16	51	34	8-9pm	139	51	95	8-9pm	85	38	62	8-9pm	99	41	70	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
			0			1,460			1,285			1,116			1,040			750					

# Taft Rd Construction Detour

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



Friends of the Novi Library present

# Summer Songfest

**Thursdays, 6:30pm**

**Jun 29 Dale Hicks Band**

Oldies rock

**Jul 13 Motor City Soul**

Oldies & Motown

**Jul 20 Dueling Pianos**

Classic hits to current pop

**Aug 10 Billy Mack and the Juke Joint Johnnies**

Familiar oldies from the 60's & 70's

**Aug 31 Rick Leider's 4-Piece Band**

Classic familiar tunes

**Sept 7 Elvis and Friends**

Elvis tribute artist

**Location: Paradise Park, 45799 Grand River Ave. Novi**

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

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

**Sponsored by:**

**paradise  
Park**



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



# TUESDAY TUNES

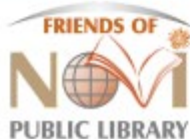
ON THE PATIO AT NOVI LIBRARY

11:30am-1pm

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

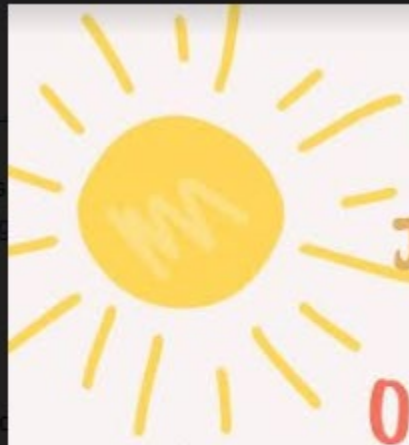
- August 1** Al Carmichael
- August 8** Steve Floyd
- August 15** Jackie & Gary
- August 22** Tom Lee

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



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





**Rotary**  
Club of Novi, Michigan



**Feed The Need**

**June 19 - August 11, 2023**

**Monday-Friday (11am-1pm)**

# Outreach Program Schedule

## "MONDAY"

### Art & Craft

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



## "TUESDAY"

### Interest/Others

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

## "WEDNESDAY"

### Sports

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

## "THURSDAY"

### Community/Skills

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



## "FRIDAY"

### Robotic Team



### Volunteer Sign up



**Village Oaks Elementary  
School**



[audy.tenka@novik12.org](mailto:audy.tenka@novik12.org)

248-449-1404



# Talking to Children About Body Safety

Body Safety Training aims to empower children with skills and knowledge that will lessen the likelihood of them becoming victims of childhood sexual abuse.

## Care House of Oakland County will help parents learn:

- How to educate 3-10 year olds on areas like Body Autonomy, Consent, and Secrets vs. Surprises
- Resources and techniques to use to help educate your child how to protect them from abuse
- How to respond to suspicions and disclosures of abuse.

**Wednesday, August 23  
6:30-7:30pm**

Registration required. Visit [novilibrary.org](http://novilibrary.org) or call 248-349-0720. Event will take place at the Novi Public Library, 45255 W. 10 Mile Rd.

Free childcare provided for children ages 5+ who are potty trained.



## **Information Technology Report by Jeffrey Smith – June 2023**

### **General**

Our System Administrator, Bryan Carter, left NPL to join the Auto Industry in mid-June. Bryan not only maintained back-office servers and managed system backups, but he also installed computers and provided desk-side support to staff and guests. We immediately started putting together a search for new System Admin candidates. Jeff spent several "Knowledge Transfer" sessions with Bryan before he left, and is currently preparing documentation and notes from the KT.

The IT Department has been reviewing copy machines, working with TLN on their WIFI proposal, maintaining or updating our alarm and door access systems, and organizing our inventory of computer hardware.

Knight Watch, our alarm company, recently switched to a new 24-hr monitoring provider called "Alarm Tech Central Station" – This change has required some programming changes on our alarm controller. For the first few days, we were getting false alarm notifications, but those issues have been resolved.

The IT Team ordered 22 replacement Honeywell 2D bar-code scanners for adult and youth guest computers. Our guests use the scanners to log in to the computers by scanning their library cards or daily guest passes. Previous scanners had become unreliable, causing for a poor guest experience.

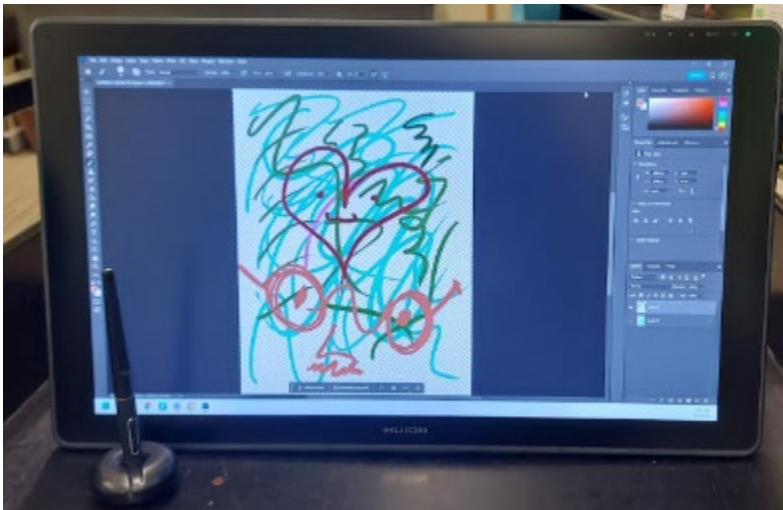


New Bar-code scanner installed on public PC by IT team member Dominic Doot.

### **iCube**

- We held 184 iCube appointments in March
  - 21 3D prints
  - 1 3D scans
  - 11 Adobe Creative Cloud projects
  - 14 Cricut crafts
  - 0 Carvey projects
  - 40 Creative Kits
  - 25 Digital Conversions
  - 16 Heat Press jobs
  - 11 Laser projects
  - 5 Photo Prints
  - 1 Sewing/Embroidery projects
  - 14 Sublimation prints

A new “huion kamvas 22” drawing tablet was set up on the Adobe computer. The tablet features a pressure-sensitive digital pen, making it possible for our guests who are creative to sketch whatever they can imagine. The tablet was funded by a donation by Friends of Novi Public Library.



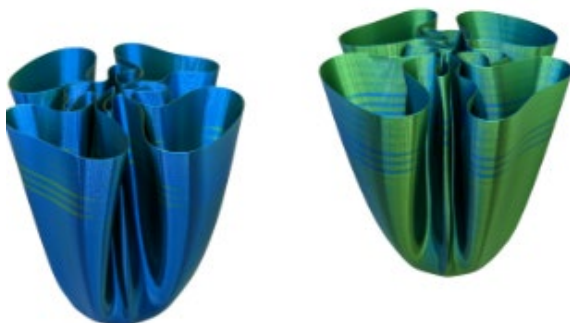
huion kamvas 22” drawing tablet

Our Novi Cube Tube YouTube channel now features a Livestream of our 3D printer in action! It was suggested by our new Technology Assistant Anna Burbo, and with help from several other iCube team members, the streaming is now live, enabling our guests to watch their projects print from any device that has YouTube.



<https://www.youtube.com/@novicubetube729/streams>

Staff and guests have been trying new filament types on our 3D printer. One type of filament is duo-tone PLA, which Dominic Doot calls “Shiny and Iridescent!”



“Cloth Vase” 3D printed by Dominick. (photo by Dana Brataniec)

iCube staff are working on applying timing stickers to some of the creative kits. Mary Robinson contributed this design which informs guests how long a craft may take – to make sure they don't choose a big project when they have a limited amount of time to complete it.



**Creative Kit stickers by Mary Robinson**

### Training

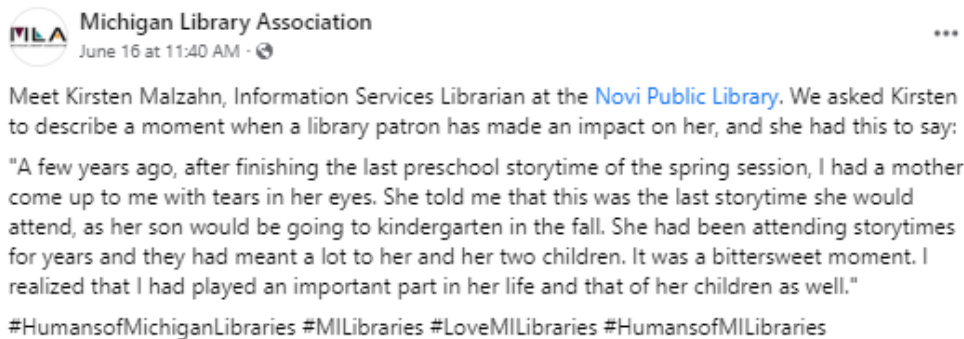
Anna Burbo completed her iCube training period. She has been taking guest appointments for a variety of iCube equipment since June 1st. Bryan Carter attended (in May) an Autism 101 training course provided by the Autism Alliance of Michigan. All IT Department staff completed their year-end assessments.

**Facilities Report by Keith Perfect –June 2023 – no report submitted**

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

### **News and Notes**

- Welcome, Vera Wexler, Substitute Librarian! Vera will become a Sunday Librarian in the fall.
- Welcome, Taylor Price, Youth and Teen Programming Assistant! Taylor will be planning youth, tween and teen programs.
- Summer Reading has begun and will continue through August 12. This year's theme is All Together Now. We hosted a big SRP Kickoff Party on June 24 that was attended by 1400 guests! Thank you to the Friends who sponsored many of the activities, and to the staff who worked the day of the party to make it a fun and successful event!
- Both the Juneteenth and Pride Month raffles had almost 60 entries each. During Summer Reading, staff have prepared weekly raffles for 4 age groups (Youth, Tween, Teen, and Adult). In June over 1000 guests entered SRP raffles.
- For FY 22-23, IS staff spent 96% of the allocated funds for collections (which includes fees paid for lost/damaged items) and 98% of the approved collections budgets. I am very proud of all of their hard work to hit these numbers this year.
- Kirsten Malzahn was featured on the Michigan Library Association Facebook page in their Humans of Michigan Libraries series



- Staff attended committee meetings for In-Service Planning Committee, HR Policy and Building Policy.
- Interviews are ongoing for open positions.

### **Professional Development**

- Staff received their annual performance reviews

### **IS Staff Outreach**

- Preschool outreach to Little Birds Montessori, Novi Woods Montessori, Goddard and KinderCare – Emily
- Novi Chamber of Commerce Friday Coffee – Hillary
- TLN Annual Picnic – Hillary
- Ann Arbor Huron Valley Aikikai Storytime – Shannon
- Novi Meadows Field Trip (50 students) – Lindsay and Rae
- Feed the Need craft day – Lindsay and Taylor
- Cultural Arts Advisory Board (CAAB) – Mary
- Older Adult Services' Ice Cream Social – Mary and Jess

### **Adult Programs**

- Japanese Conversation Group – 30
- Knit 2gether Knitting Group (5) - 32
- Evening Music on the Patio – 133

- Novi Concert Band – 125
- AAPI Festival (DAYN partnership) – 300
- Summer Mini English Conversation Group (5) – 27
- Juneteenth Celebration – 200
- USO-Style Canteen Event – 170
- Craftastic Saturday (Leaf Keychains) – 5
- Understanding Your Cell Phone – 17
- Intro to Crochet – 28
- Summer Songfest – 130
- Multicultural Book Club – 5

### Adult Displays

- **Feature Collection:**
  - Reading Challenge: Books set in a country other than the USA
  - Rainbow Reads / LGBTQ Pride Month
- **Desk Display:** Summer Reading / All Together Now

### Youth/Tween/Teen/Family Programs

- SRP Kickoff Party – 1400
- Baby Time (2) – 61
- Tot Time (2) – 77
- Time for Twos and Threes (3) – 135
- Fun with Fours and Fives (3) – 146
- Patio Story Time – 40
- Family Story Time (2) – 73
- NO-VI Chess Club – 19
- Juneteenth Arts and Crafts – 27
- Juneteenth Story Time – 36
- Retro Crafts – 6
- Smoothie Summer Fun with Chef George Rapitis – 60
- Twine Workshop for Tweens – 12
- Fourth of July Grab and Go – 48

### Youth/Tween/Teen Displays

- **Teen Stop display** – LGBTQ Pride Month
- **Youth Feature Display** – “Let’s All Read Together Now!”
- **Youth Desk Display** – Summer Reading / All Together Now
- **New for You Kiosk**
  - **Libraries are for Everyone:** Summer/National Camping and Great Outdoors Month, Audiobook Appreciation Month, National Donut Day, National Best Friend Day, Juneteenth, Father’s Day
  - Feature Display: LGBTQ Pride Month





### Raising a Reader Stats (Current Active Participants)

- 100 - 287
- 200 - 219
- 300 - 204
- 400 - 185
- 500 - 175
- 600 - 167
- 700 - 153
- 800 - 144
- 900 - 138
- 1000 - 134

Current Active Participants: 287  
Participants Completed To Date: 134

### Juneteenth Program Pictures





SRP Kickoff Party Pictures



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

### **Department Head/General**

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team meetings.
- Attended weekly SS Department catchup meetings.
- Attended weekly IT Department catchup and Facilities meetings.
- Attended Strategic Planning Zoom meetings on June 7<sup>th</sup> and 28<sup>th</sup>.
- Attended a Patron Point Zoom meeting on June 7<sup>th</sup>.
- Attended the Janitorial Bid Opening on June 12<sup>th</sup>.
- Attended a Staff Policy Committee Meeting on June 12<sup>th</sup>.
- Attended the TLN Membership picnic on June 16<sup>th</sup>.
- Attended a Read & Recreation meeting on June 20<sup>th</sup>.
- Attended a IS/SS Department meeting on June 22<sup>nd</sup>
- Attended a TLN SASUG Zoom meeting on June 22<sup>nd</sup>.
- Completed Year-End Performance Reviews.

### **Circulation & Shelves**

- Read Boxes have been in high demand during this first month.
- Manager/Supervisor meetings were held the week of June 4<sup>th</sup>.
- Kim Swejkoski and Maryann Zurmuehlen attended the City's Superhero Showcase event on June 2<sup>nd</sup> and provided card-signups and giveaways.
- Completed Year-End Performance Reviews.

### **Tech Services**

- Manager/Supervisor meetings were held the week of June 4<sup>th</sup>.
- Worked on End of Fiscal Year wrap-up, including ordering, processing, cancellations, and budget reconciliations.
- Completed Year-End Performance Reviews.
- Projects:
  - In Progress: Changing NEW status to 3 months; changes to Druschel collection

### **Card Sign-Up Campaign Statistics (FY 2022-2023)**

- Total card sign-up events: 10
  - Online card sign-up events: 7
  - In-person events: 3
- Number of new cards registered: 473
  - New cards registered online: 460
  - New cards registered in-person: 13
- Library cards renewed: 5
- Online card registrations submitted for guests who already had accounts: 58

### **Lakeshore Lending Library Year-End Summary**

- Please see 2 reports compiled by Eva Sabolcik below.

### **Statistics (June 2023)**

- **Cards Issued: 391**
- **Items Checked Out (NPL): 61,946**
- **Items Checked Out (LLL): 135**
- **Total Checkouts (NPL + LLL): 62,081**
- **Items Interloaned for NPL Patrons: 4,281 (51 through MeLCat)**

- **Items Interloaned to Other Libraries: 3,596 (119 through MeLCat)**
  - **Items Added to the Collection: 2,014**
  - **Items Discarded from the Collection: 681**
  - **Drive-Up Window & Locker Hold Pickups: 18**
  - **MAP Checkouts: 37**
  - **Online New Card Registrations: 15**
  - **Outreach:**
    - **NPL @ Your Door: 12 Mailer Bags / 55 Items**
    - **7 Facilities Visits / 22 Items Provided**
    - **7 Book Discussions / 106 Items Provided**
  - **Read Boxes:**
    - **4 Weekly Deliveries**
    - **22 Adult Items Circulated**
    - **382 Youth Items Circulated**
-

# LAKESHORE LENDING LIBRARY USAGE SUMMARY

By Eva Sabolcik

## DATA SUMMARY

- 926 unique items made it into the Lending Library kiosk between July 2022-June 2023
  - Summer 2022 Quarter items were purchased during Fiscal Year 2021-2022
- Checkout data comes from items physically loaded into the kiosk:
  - Summer 2022 Quarter (late June 2022)
  - Fall 2022 Quarter (September 2022)
  - Winter 2022 Quarter (December 2022)
  - Spring 2023 Quarter (March 2023)
- 768 items purchased during Fiscal Year 2022-2023 using \$13,050 for the following quarters:
  - Fall 2022
  - Winter 2022
  - Spring 2023
  - Summer 2023
    - Summer 2023 items just placed into kiosk June 2023, no circulation statistics available until September, will be in next year's analysis

## STATISTICS

Top Four Collections by Total Unique Items Circulated		
Rank	Checked Out	Total in Collection
1. Picture Books	75	82
2. Youth DVD	64	153
3. Adult Fiction	46	102
4. Youth Fiction	42	117

General Statistics	
Total Unique Items Circulated	353
Total Unique Items in Kiosk	926
Total Discrete Checkouts between July 2022-June 2023	486
Circulated Items to Discrete Checkouts Ratio	1.377

### Checkouts by Youth Book Collection

YA Fiction

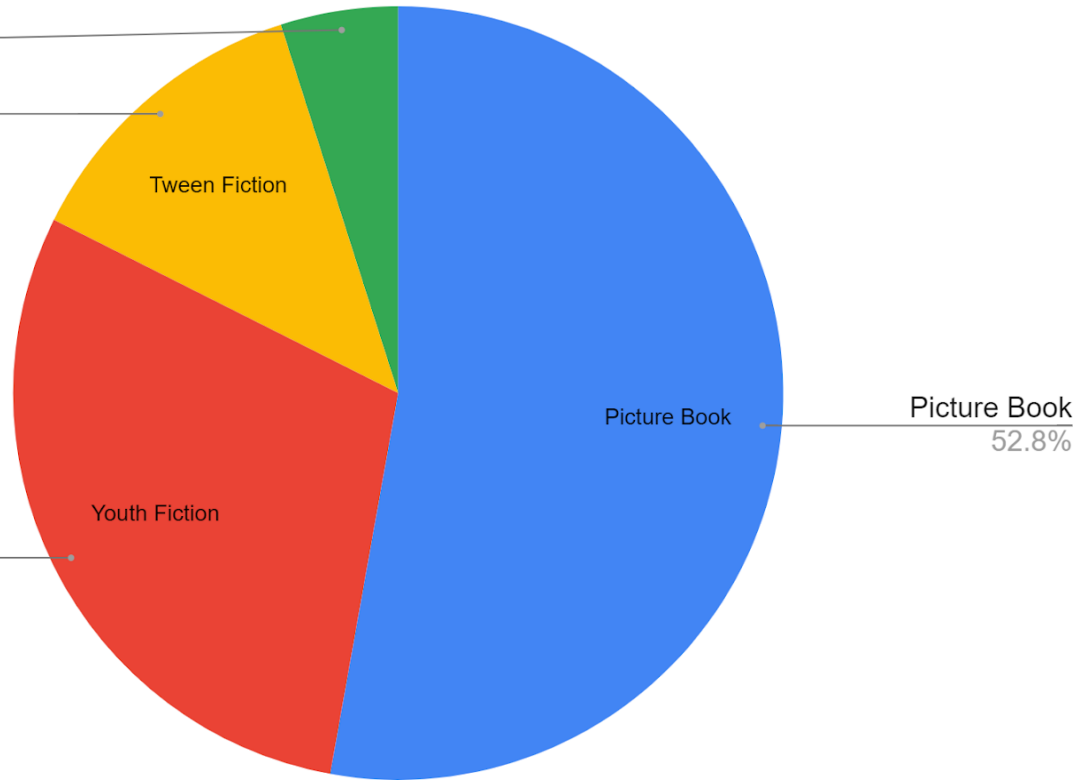
4.9%

Tween Fiction

12.7%

Youth Fiction

29.6%



### Book Checkout Breakdown by Grade Range

Collection	Grade Range	Amount Circulated	Total in Collection
Picture Book	Preschool - Early Elementary	75	82
Youth Fiction	Grades 2-3	42	117
Tween Fiction	Grades 4-8	18	68
YA Fiction	Grades 7-12	7	34

## KIOSK AND CANOPY MAINTENANCE

- Novi Public Library Facilities team member visits the kiosk and canopy to clean paneling, screens, and display window (Monthly as weather allows)
- Vinyl wrap technician called to resolve canopy vinyl wrap bubbling from heat/sun exposure (late June to early July 2022)
- Two Envisionware technician visits for mechanical issues with the elevator (July 2022, August 2022)
  - Associated downtime with both visits totaling 22 days and 10 hours
- One outside vendor technician visit for interior staff screen replacement (November 2022)
- One winter storm related internet outage (March 2023)
  - Associated downtime totaling 15 days and 5 hours
- Scheduled annual maintenance with Envisionware technician (May 2023)
- City of Novi maintenance team informed wasps were seen utilizing the canopy ceiling (May 2023)

## EVENT ATTENDANCE

- July 2022: Demo of the kiosk offered to Library Board members at Lakeshore Park
  - July 2022: Card sign-up offered at City's Sizzling Summer Program at Lakeshore Park
  - October 2022: Card sign-up offered at library programming at Lakeshore Park
  - June 2023: Card sign-up offered at Walled Lake Consolidated School District's Community Conversations at Lakeshore Park for WLCSD students and parents that are Novi taxpayers
-

FISCAL YEAR 2022-2023

# LAKESHORE LENDING LIBRARY USAGE REPORT

By Eva Sabolcik



## DIRECTIVE

To provide a comprehensive look at the Lakeshore Lending Library's checkout statistics, maintenance schedule, and overall condition; and Lakeshore Park events attended relating to the Lakeshore Lending Library.

## INTRODUCTION

Lakeshore Lending Library is an Envisionware 24H-Library kiosk located at Lakeshore Park in Novi, Michigan. Lakeshore Lending Library holds a browsing collection of 235 items across 12 different collections, available for Novi Public Library cardholders to check-out. Installed in May 2021 after coronavirus pandemic delays, the following document is a summary of checkout statistics, maintenance and condition of the kiosk and its associated canopy and vinyl wrap, and Lakeshore Park events related to Lakeshore Lending Library usage or card sign-up.



Collections offered include: Youth DVD, Picture Books, Youth Fiction, Tween Fiction, Young Adult Fiction, Adult DVD, Large Print, Adult Non-Fiction, Adult Biography, and Adult Fiction, Mystery, and Science Fiction.

Guests may check out up to five (5) items at a time per valid Novi Public Library card.

The kiosk offers nine (9) return bins, five specifically for Lending Library items, two for Novi Public Library items, and two for unrecognized items (may be items from other libraries). We strongly recommend only returning Lakeshore Lending Library materials to these bins, as dropping items from other libraries off at one of our nearby The Library Network (TLN) libraries, such as Walled Lake City Library, removes items from guest's account and ships them back to their owning libraries in a more timely fashion.

## CHECKOUT STATISTICS

Checkout statistics for Fiscal Year 2022-2023 are as follows:

Circulation Statistics by Collection for June 2022- June 2023					
COLLECTION	CIRCULATED ITEMS/TOTAL ITEMS PER COLLECTION	UTILIZATION % - COLLECTION (UP-C)	RANK OF UP-C	UTILIZATION % - TOTAL UNIQUE ITEMS CIRCULATED (UP-TUIC)	RANK OF UP-TUIC
Adult Fiction	46/102	45%	2	13%	3
Adult Mystery	13/38	34%	6*	4%	9*
Adult Science Fiction	11/25	44%	3	3%	10
Large Print (all genres)	25/73	34%	6*	7%	5
Adult Non-Fiction	17/57	30%	8*	5%	6*
Adult Biography	19/64	30%	8*	5%	6*
Adult DVD	16/113	14%	11	4%	9*
Youth Fiction	42/117	36%	5	12%	4
Tween Fiction	18/68	26%	8	5%	6*
Young Adult Fiction	7/34	21%	10	2%	11
Picture Books	75/82	93%	1	21%	1
Youth DVD	64/153	42%	4	18%	2

**Circulated Items/Total Items Per Collection:** The number of items in a collection that circulated between July 2022 and June 2023 versus the amount of unique items from that collection that made it into the kiosk.

**Utilization % - Collection (UP-C):** A depiction via percentage of the Circulated Items/Total Items Per Collection relationship.

**Rank of UP-C:** A ranking of the most utilized collections based on their UP-C.

**Utilization % - Total Unique Items Circulated (UP-TUIC):** A depiction via percentage of the number of unique items in a collection that circulated versus the total number of unique items that circulated (see table below) between July 2022 and June 2023.

**Rank of UP-TUIC:** A ranking of the most utilized collections based on their UP-TUIC.

General Statistics	
Total Unique Items Circulated	353
Total Unique Items in Kiosk	926
Total Discrete Checkouts between July 2022-June 2023	486
Circulated Items to Discrete Checkouts Ratio	1.377

**Total Unique Items Circulated:** How many unique items checked out from the kiosk between July 2022-June 2023.

**Total Unique Items in Kiosk:** How many unique items made it into the kiosk between July 2022-June 2023.

**Total Discrete Checkouts between July 2022-June 2023:** The total number of discrete checkouts from the kiosk; that is, the total checkouts of a physical item from the kiosk. Renewals of items are not considered in this number.

**Circulated Items to Discrete Checkouts Ratio:** Each unique item checked out of the kiosk circulated 1.377 times.

## Discussion

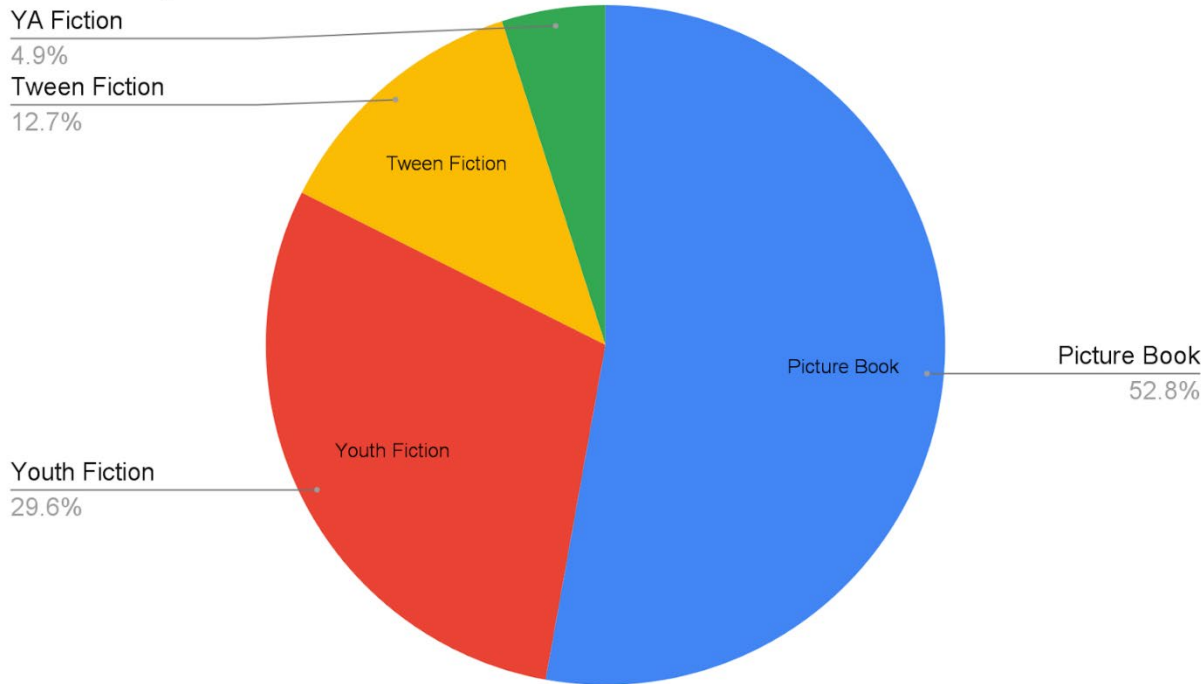
Items were ranked by Utilization Percentage within their Collection (UP-C) and Utilization Percentage within the Total Unique Items Circulated for the period of July 2022-June 2023. Items whose ranks were similar (ranks within two of each other) indicate a consistency in usage, therefore a higher confidence level in that data.

There are two collections whose ranks differ by more than two; Adult Science Fiction and Adult Mystery. Both results may be explained by the fact that there were so few of them. For example, 44% of the Adult Science Fiction circulated; however, they make up a small proportion of the total items that checked out of the kiosk, only 3%. Adult Mystery is at 34% circulated, but again, only 4% of the total proportion of items that checked out.

If we consider the high ranking of Science Fiction's UP-C (3rd position) as less consistent because of its low UP-TUIC rank and set it to the side, the top 4 most utilized collections are consistent in both rankings, with Picture Books holding the 1st position in both, followed by Adult Fiction (2nd in UP-C, 3rd in UP-TUIC), Youth DVD (3rd in UP-C, 2nd in UP-TUIC), and Youth Fiction (4th in both).

We can also see that kiosk usage skews towards youth materials. If you count Young Adult as youth, 206 Youth items were checked out compared to 147 Adult items. Looking specifically at books and not DVDs, 47% of Youth Books in the kiosk checked out compared to 37% of Adult Books. With Youth Books and their age ranges, we can see even more clearly that this kiosk leans towards younger library users, very likely younger children at the park with their parents.

### Checkouts by Youth Book Collection



Checkout Breakdown by Grade Range		
Collection	Grade Range	Amount
Picture Book	Preschool - Early Elementary	75
Youth Fiction	Grades 2-3	42
Tween Fiction	Grades 4-8	18
YA Fiction	Grades 7-12	7

## Statistical Challenges

The statistics above run into a few scenarios that skew their overall reflection of real-usage of the Lending Library kiosk.

In July and August 2022, there were two periods of downtime totaling 22 days and 10 hours, which obscured our ability to predict or project real-usage of the kiosk for Summer 2023. These periods of downtime were ultimately resolved by the vendor Envisionware by replacing the elevator sensors, which were incorrectly firing during the checkout process, causing items to become jammed in their slot or in the elevator itself.

In late February and early March 2023, the Detroit metro area experienced back-to-back severe winter weather events, the second of which knocked out power to Lakeshore Park for a period of a few days. Upon power recovery, the Lending Library kiosk did not have an internet connection, and therefore was down for 15 days and 5 hours. After going through a series of troubleshooting steps, it was determined that the router inside the kiosk needed a hard reboot, which brought the internet connection required for the kiosk to connect to our ILS servers back online.

The downtime in July and August 2022 is most likely to skew statistics for real-usage at the kiosk, as while the numbers appear consistently up for those time periods, a significant number of those checkouts are from check-out testing performed by the Envisionware technician during a July 2022 visit, and an August 2022 visit to rectify the elevator sensor problem. Since picture books were the item experiencing the most elevator jams, and DVDs were the items experiencing the most damage upon checkout, these items were tested the most extensively during this time frame.

The downtime in March 2023 did not involve any check-out testing at the kiosk. While the downtime is deleterious to indicating usage at the kiosk, it was not skewed by any additional checkouts performed during troubleshooting and maintenance at that time.

## **MAINTENANCE SUMMARY**

### **Kiosk**

The kiosk required issue-specific maintenance visits by an Envisionware technician in both July 2022 and August 2022. Both of these visits were related to issues encountered with items jamming during the checkout process, including items jamming against the pusher arms, items jamming in back of their assigned slots as they were supposed to enter the elevator, items dropping into the elevator without the process being recognized, and the elevator containing an item dropping to the dispensing belt without properly releasing the item. In August 2022, the elevator sensor was replaced and this resolved the issue well, as there have not been any similar issues observed since this time.

In November 2022, the internal staff monitor died. Envisionware shipped us a replacement monitor and organized a third-party technician to properly install the replacement monitor. Once the replacement monitor was installed, this issue was resolved.

In May 2023, an Envisionware technician visited for our annual kiosk maintenance. It was an uneventful visit, resulting in anticipated wear-and-tear maintenance on the pusher arms, the rotating layers, the elevator, the dispensing belt, and doors. The scanner was reconfigured to accept Code-128 barcodes, which our future library app myLIBRO utilizes.

### **Canopy**

The canopy has received monthly cleaning visits from our Library Facilities department, but is otherwise maintained by the City of Novi. During the May 2023 maintenance visit, wasps were discovered utilizing the interior ceiling of the canopy, and the City of Novi informed.

### **Wrap**

During a late June 2022 item turnover visit to the kiosk, it was noted that the vinyl wrap on the canopy was bubbling on the west-southwestern exposure due to the heat of the sun. Our Communications Manager Dana Brataniec contacted the vinyl wrap company to resolve this issue by early July 2022.

## **RELATED EVENTS**

### **Library-Related Events**

In July 2022, the Library Board received a demonstration of the Lending Library kiosk at Lakeshore Park with Project Lead Eva Sabolcik.

In October 2022, at a Halloween-themed program offered at Lakeshore Park, the Library sent a staff member to offer library card sign-up. All guests attending already had library cards in good standing, though some guests had questions about using the kiosk, which were answered.

### **City-Adjacent Events**

During July 2022, the Library sent a staff member to the first Lakeshore Park Sizzling Summer Event, sponsored by the City of Novi, to offer library card sign-up. Guests who stopped by at the event largely reported already having Novi library cards and having heard of the Sizzling Summer event from the Library, so this was only pursued in this first event in the series.

### **Neighborhood Partner Events**

In June 2023, the Library sent a staff member to the Walled Lake Consolidated School District's Community Conversations event at Lakeshore Park to offer library card sign-up. Two of the WLCSD schools, Geisler Middle School and Walled Lake Western, contain an amount of children whose parents are City of Novi taxpayers, thus making them eligible for a Novi Public Library card and Lending Library kiosk usage. Event attendance was low, resulting in only one card sign-up and no card renewals.

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Support Services Statistics 2022-2023													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	372	473	583	409	279	231	396	270	295	253	215	391	4,167
Checkouts (NPL)	73,029	67,931	57,606	55,340	53,599	50,971	60,199	56,179	65,393	55,204	51,418	61,946	708,815
Checkouts (Lakeshore Lending Library)	78	89	62	64	57	43	35	42	24	48	79	135	756
Total Checkouts (NPL + LLL)	73,107	68,020	57,668	55,404	53,656	51,014	60,234	56,221	65,417	55,252	51,497	62,081	709,571
Items Borrowed	4,223	4,850	4,172	3,838	3,869	3,580	4,759	4,262	4,973	3,636	3,534	4,281	49,977
Items Loaned	3,463	3,376	3,231	3,213	2,990	2,947	4,249	3,254	3,634	3,005	3,081	3,596	40,039
Hold Pickups (Drive-Up & Lockers)	27	26	26	26	19	19	19	27	25	20	25	18	277
MAP Pass Checkouts	64	55	22	28	11	7	14	19	19	22	28	37	326
Read Boxes	0	0	0	0	0	0	0	0	0	0	600	404	1,004
NPL @ Your Door (# of Bags)	8	5	5	5	7	15	11	8	10	7	7	12	100
NPL @ Your Door (# of Items)	53	20	35	34	39	62	57	45	43	21	26	55	490

Year-to-Year Comparison			
		JUN 2023	JUN 2022
Cards Issued This Month		391	456
Total Checkouts (NPL + LLL)		62,081	64,198
Items Borrowed	TLN	4,230	4,657
	MeL	51	60
		4,281	4,717
Items Loaned	TLN	3,477	3,392
	MeL	119	73
		3,596	3,465

Read Boxes			
		JUN 2023	JUN 2022
Read Boxes	Adult	22	0
	Youth	382	0
	Total	404	0
<p><b>NOTE:</b> Read Boxes were filled for the 2023 season on May 3rd.</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	68,020	49.73%	33,828	7,656	7,800	12,648	5,724
September	57,668	47.11%	27,170	7,019	6,513	7,877	5,761
October	55,404	25.79%	14,287	3,455	6,078	4,234	520
November	53,656	42.63%	22,871	7,546	5,162	4,052	6,111
December	51,014	44.54%	22,720	7,449	5,848	3,575	5,848
January	60,234	48.57%	29,254	9,230	7,225	4,513	8,286
February	56,221	46.82%	26,323	7,971	6,579	3,793	7,980
March	65,417	46.07%	30,138	9,336	6,779	4,299	9,724
April	55,252	44.09%	24,362	8,238	5,212	2,894	8,018
May	51,497	40.35%	20,781	6,658	4,512	2,549	7,062
June	62,081	49.42%	30,682	8,732	7,269	4,605	10,076
<b>FYTD</b>	<b>709,571</b>	<b>44.61%</b>	<b>319,070</b>	<b>91,656</b>	<b>77,358</b>	<b>69,418</b>	<b>80,638</b>

Library Usage									
2021-2022 Fiscal Year					2022-2023 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	18,971	6,852	25,823	956	July	26,439	7,468	33,907	1,130
August	20,561	6,291	26,852	895	August	26,252	7,248	33,500	1,117
September	19,302	7,168	26,470	980	September	22,293	8,056	30,349	1,124
October	20,862	8,079	28,941	934	October	26,053	8,864	34,917	1,126
November	20,346	8,066	28,412	1,015	November	24,413	9,155	33,568	1,199
December	18,663	5,498	24,161	895	December	21,123	7,248*	28,371	1,091
January	20,444	7,621	28,065	936	January	26,060	7,248*	33,308	1,149
February	18,798	8,617	27,415	979	February	25,615	7,248*	32,863	1,174
March	24,367	9,846	34,213	1,104	March	26,395	7,248*	33,643	1,085
April	22,464	8,246	30,710	1,059	April	24,470	7,248*	31,718	1,094
May	22,690	9,642	32,332	1,155	May	23,598	5,020**	28,618	1,022
June	24,976	9,983	34,959	1,205	June	27,140	6,777**	33,917	1,211
<b>FYTD Total</b>	<b>252,444</b>	<b>95,909</b>	<b>348,353</b>	<b>1,010</b>	<b>FYTD Total</b>	<b>299,849</b>	<b>88,828</b>	<b>388,677</b>	<b>1,934</b>

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

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

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

For the month of May, the Drive-Up Car Counter was working 20 days out of 28 open days. The remaining 8 days are estimated. For the month of June, the Drive-Up Car Counter was working 22 days out of 27 open days. The remaining 6 days are estimated.



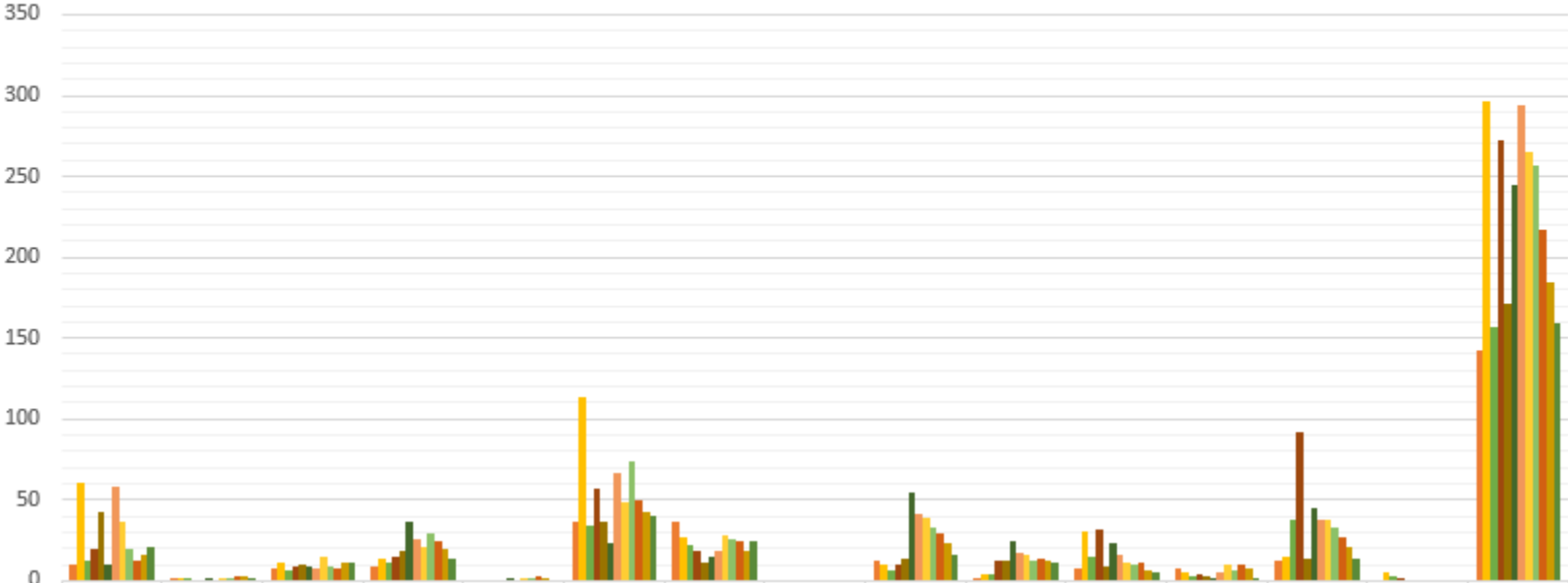
**Computer Logins**

2021-2022 Fiscal Year						2022-2023 Fiscal Year				
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless	Total	Daily Average
July	983	30,634	31,617	1,171	250	July	1,224	46,582	47,806	1,594
August	944	35,958	36,902	1,230	289	August	1,310	47,479	48,789	1,626
September	853	39,555	40,408	1,497	261	September	979	45,290	46,269	1,714
October	1,086	44,813	45,899	1,481	291	October	1,066	53,634	54,700	1,765
November	867	41,990	42,857	1,531	247	November	963	51,914	52,877	1,888
December	779	43,942	44,721	1,656	267	December	883	14,326	15,209	585
January	643	36,790	37,433	1,248	278	January	1,027	50,970	51,997	1,793
February	901	42,253	43,154	1,541	264	February	1,043	58,598	59,641	2,130
March	1,162	49,315	50,477	1,628	297	March	1,122	32,663	33,785	1,090
April	1,035	48,514	49,549	1,709	277	April	1,026	54,630	55,656	1,919
May	873	50,149	51,022	1,889	266	May	889	44,893	45,782	1,635
June	1,015	47,629	48,644	1,737	272	June	1,077	46,751	47,828	1,771
<b>FYTD Total</b>	<b>11,141</b>	<b>511,542</b>	<b>522,683</b>	<b>1,524</b>	<b>3,259</b>	<b>FYTD Total</b>	<b>12,609</b>	<b>547,730</b>	<b>560,339</b>	<b>2,788</b>

Early Literacy Workstation Usage							
2021-2022 Fiscal Year				2022-2023 Fiscal Year			
	Monthly	Monthly	Average		Monthly	Monthly	Average
	Sessions	Time	Session		Sessions	Time	Session
		(In Minutes)	(In Minutes)			(In Minutes)	(In Minutes)
July	193	3,882	20	July	447	8,742	19
August	239	5,031	21	August	443	8,650	19
September	177	3,084	17	September	342	5,918	17
October	255	4,361	17	October	388	7,418	19
November	277	5,636	20	November	346	6,366	18
December	271	5,382	19	December	343	5,964	17
January	291	5,750	19	January	456	9,317	20
February	333	6,603	19	February	388	7,990	20
March	447	8,555	19	March	457	8,727	19
April	360	6,693	18	April	350	5,741	16
May	278	4,684	16	May	278	4,684	16
June	391	7,317	18	June	438	8,276	18
<b>FYTD Total</b>	<b>3,512</b>	<b>66,978</b>	<b>19</b>	<b>FYTD Total</b>	<b>4,684</b>	<b>87,799</b>	<b>18</b>

Technology Training Sessions 2022-23 Fiscal Year																	
	3D Printing	Cricut/Silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Heat Press	Creative Kits	Virtual Reality	Staff Training	Total Sessions	Total Guests
<b>Jul</b>	10	9	28	8	8	12	0	2	0	1	8	12	36	0	12	151	
<i>Guests</i>	<b>10</b>	<b>9</b>	<b>28</b>	<b>8</b>	<b>8</b>	<b>12</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>8</b>	<b>12</b>	<b>36</b>	<b>0</b>	<b>12</b>		<b>151</b>
<b>Aug</b>	60	14	27	30	5	15	0	4	0	0	11	10	114	5	3	298	
<i>Guests</i>	<b>60</b>	<b>14</b>	<b>27</b>	<b>11</b>	<b>5</b>	<b>15</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>10</b>	<b>114</b>	<b>5</b>	<b>3</b>		<b>279</b>
<b>Sep</b>	12	11	22	15	3	38	0	4	0	2	6	7	34	3	4	161	
<i>Guests</i>	<b>12</b>	<b>11</b>	<b>22</b>	<b>15</b>	<b>3</b>	<b>38</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>7</b>	<b>34</b>	<b>3</b>	<b>4</b>		<b>161</b>
<b>Oct</b>	20	15	19	32	4	92	0	12	0	0	9	92	57	2	2	356	
<i>Guests</i>	<b>20</b>	<b>15</b>	<b>19</b>	<b>32</b>	<b>4</b>	<b>92</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>10</b>	<b>57</b>	<b>2</b>	<b>2</b>		<b>274</b>
<b>Nov</b>	43	19	11	9	3	14	0	12	0	0	10	14	36	0	0	171	
<i>Guests</i>	<b>43</b>	<b>19</b>	<b>11</b>	<b>9</b>	<b>3</b>	<b>14</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>14</b>	<b>36</b>	<b>0</b>	<b>0</b>		<b>171</b>
<b>Dec</b>	10	37	15	23	2	45	1	24	0	1	9	55	23	0	0	245	
<i>Guests</i>	<b>10</b>	<b>37</b>	<b>15</b>	<b>23</b>	<b>2</b>	<b>45</b>	<b>1</b>	<b>24</b>	<b>0</b>	<b>1</b>	<b>9</b>	<b>55</b>	<b>23</b>	<b>0</b>	<b>0</b>		<b>245</b>
<b>Jan</b>	58	26	19	16	5	38	0	17	0	0	8	41	66	0	0	294	
<i>Guests</i>	<b>58</b>	<b>26</b>	<b>19</b>	<b>16</b>	<b>5</b>	<b>38</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>41</b>	<b>66</b>	<b>0</b>	<b>0</b>		<b>294</b>
<b>Feb</b>	36	21	28	11	10	38	1	16	0	1	15	39	49	0	0	265	
<i>Guests</i>	<b>36</b>	<b>21</b>	<b>28</b>	<b>11</b>	<b>10</b>	<b>38</b>	<b>1</b>	<b>16</b>	<b>0</b>	<b>1</b>	<b>15</b>	<b>39</b>	<b>49</b>	<b>0</b>	<b>0</b>		<b>265</b>
<b>Mar</b>	20	29	26	10	7	33	2	12	0	2	9	33	74	0	2	259	
<i>Guests</i>	<b>20</b>	<b>29</b>	<b>26</b>	<b>10</b>	<b>7</b>	<b>33</b>	<b>2</b>	<b>12</b>	<b>0</b>	<b>2</b>	<b>9</b>	<b>33</b>	<b>74</b>	<b>0</b>	<b>2</b>		<b>259</b>
<b>Apr</b>	13	24	25	11	10	27	3	14	0	3	8	29	50	0	3	220	
<i>Guests</i>	<b>13</b>	<b>24</b>	<b>25</b>	<b>11</b>	<b>10</b>	<b>27</b>	<b>3</b>	<b>14</b>	<b>0</b>	<b>3</b>	<b>8</b>	<b>29</b>	<b>50</b>	<b>0</b>	<b>3</b>		<b>220</b>
<b>May</b>	16	20	19	6	8	21	2	12	0	3	11	23	43	0	0	184	
<i>Guests</i>	<b>16</b>	<b>20</b>	<b>19</b>	<b>6</b>	<b>8</b>	<b>21</b>	<b>2</b>	<b>12</b>	<b>0</b>	<b>3</b>	<b>11</b>	<b>23</b>	<b>43</b>	<b>0</b>	<b>0</b>		<b>184</b>
<b>Jun</b>	21	14	25	5	1	14	0	11	0	1	11	16	40	0	0	159	
<i>Guests</i>	<b>21</b>	<b>14</b>	<b>25</b>	<b>5</b>	<b>1</b>	<b>14</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>1</b>	<b>11</b>	<b>16</b>	<b>40</b>	<b>0</b>	<b>0</b>		<b>159</b>
Sessions	319	239	272	176	66	387	9	140	0	15	115	289	622	10	26	<b>2,659</b>	
<i>Guests</i>	319	239	272	176	66	387	9	140	0	15	115	289	622	10	26		<b>2,659</b>

### iCube Usage 2022- 2023



	3D Printer	3D Scanner	Adobe CC	Cameo/Cricut	Carvey	Creative Kits	Digital Conversion	Form Box	Heat Press	Laser	Photo Printer	Sewing/Embroidery	Sublimation	Virtual Reality	Total
July	10	1	8	9	0	36	36	0	12	2	8	8	12	0	142
Aug	60	1	11	14	0	114	27	0	10	4	30	5	15	5	296
Sep	12	2	6	11	0	34	22	0	7	4	15	3	38	3	157
Oct	20	0	9	15	0	57	19	0	10	12	32	4	92	2	272
Nov	43	0	10	19	0	36	11	0	14	12	9	3	14	0	171
Dec	10	1	9	37	1	23	15	0	55	24	23	2	45	0	245
Jan	58	0	8	26	0	66	19	0	41	17	16	5	38	0	294
Feb	36	1	15	21	1	49	28	0	39	16	11	10	38	0	265
Mar	20	2	9	29	2	74	26	0	33	12	10	7	33	0	257
Apr	13	3	8	24	3	50	25	0	29	14	11	10	27	0	217
May	16	3	11	20	2	43	19	0	23	12	6	8	21	0	184
Jun	21	1	11	14	0	40	25	0	16	11	5	1	14	0	159

Legend: July (orange), Aug (yellow), Sep (green), Oct (brown), Nov (dark green), Dec (black), Jan (light orange), Feb (light yellow), Mar (light green), Apr (dark orange), May (gold), Jun (dark green)

Recite Me (Website Accessibility Toolbar)											
2022-2023 Fiscal Year						2023-2024 Fiscal Year					
Month	Pages Viewed	Unique Users	Pages Viewed Per Session	Screen Reader	Translation	Month	Pages Viewed	Unique Users	Pages Viewed Per Session	Screen Reader	Translation
June	14,290	2,211	6.46	13,470	16,540	July					
FYTD Total	14,290	2,211	6.46	13,470	16,540	August					
*Recite Me was launched June 2023						September					
						October					
						November					
						December					
						January					
						February					
						March					
						April					
						May					
						June					
						FYTD Total	0	0	0	0	0

myLIBRO (Library App)							
2022-2023				2023-2024			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
June	n/a	1,786	189	July			
*Available for download starting in June 2023, officially launched July 2023				August			
				September			
				October			
				November			
				December			
				January			
				February			
				March			
				April			
				May			
				June			
				FYTD Total	0	0	0

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	171	22	457
January	1,689	467	173	22	201
February	1,674	471	176	22	375
March	1,755	491	178	20	596
April	1,618	480	181	21	180
May	1,800	484	187	21	279
June	1,794	483	189	16	330
<b>FYTD Total</b>	<b>19,250</b>	<b>5,371</b>	<b>2,032</b>	<b>251</b>	<b>4,199</b>

2022-2023 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,817	2,046	7,863	537	134
August	5,073	2,120	7,193	555	100
September	5,110	1,956	7,066	602	77
October	5,264	2,003	7,267	588	72
November	5,155	1,919	7,074	624	89
December	5,683	2,198	7,881	704	101
January	6,307	2,531	8,838	695	133
February	7,937	2,111	10,048	619	84
March	6,546	2,470	9,016	713	104
April	6,521	2,311	8,832	672	84
May	6,496	2,382	8,878	768	83
June	6,751	2,722	9,473	762	99
<b>FYTD Total</b>	<b>72,661</b>	<b>26,768</b>	<b>99,429</b>	<b>7,839</b>	<b>1,164</b>

<b>Meeting Room Rentals</b>					
<b>2021-22 Fiscal Year</b>			<b>2022-23 Fiscal Year</b>		
	Rentals	Attendees		Rentals	Attendees
<b>July</b>	0	0	<b>July</b>	26	604
<b>August</b>	0	0	<b>August</b>	38	823
<b>September</b>	0	0	<b>September</b>	33	719
<b>October</b>	14	426	<b>October</b>	35	748
<b>November</b>	22	578	<b>November</b>	30	699
<b>December</b>	14	304	<b>December</b>	24	516
<b>January</b>	16	317	<b>January</b>	30	663
<b>February</b>	25	533	<b>February</b>	43	868
<b>March</b>	33	875	<b>March</b>	39	1116
<b>April</b>	31	547	<b>April</b>	33	879
<b>May</b>	22	851	<b>May</b>	16	377
<b>June</b>	27	567	<b>June</b>	35	826
<b>Total</b>	<b>204</b>	<b>4,998</b>	<b>FYTD</b>	<b>382</b>	<b>8,838</b>

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

**Friends of the Novi Public Library  
Annual Meeting of the Board of Directors  
July 6, 2022**

**Call to Order:** Sue Johnson. Sue called the annual meeting to order at 2:05 p.m.

**Present:** Marilyn Amberger, Marge Bixby, Evelyn Cadicamo, Carol Hoffman, Sue Johnson, Karen Schubert, Mary Angela Winter (for one year), and Dana Bratanice, Library Liaison and Communications Coordinator.

**Guests:** Julie Farkas, Novi Library Director, Brian Bartlett, member of the Novi Library Board, Kathy Crawford, Novi Library Board President, John Hoffman, husband of Carol Hoffman.

**Absent:** Lin Giglio.

**Minutes of the 2021 Annual Meeting:** Evelyn Cadicamo. As there were no additions or corrections to be made, motion was made by Marge Bixby to accept the Minutes as presented; seconded by Carol Hoffman. Motion passed: 7-0.

**Remarks by Library Director:** Julie Farkas. Julie was pleased and delighted to be with us. Everyone was curious just what word Julie would be concentrating on this year. When she visits with us this practice of singling out a verb describing us has become her trademark. Well, the word for this year is, "**Friend.**"

She began by stating that Webster's Dictionary defines friend as one that is attached to another by affection or esteem; best friend; acquaintance; a person with whom one is allied in a struggle or cause; one who supports, sympathizes with, or patronize a group, cause or movement; a favored companion; a listening champion; someone who cares about our cause, group, organization -- like a library. You help and assist in the programs and efforts in this library and you are a group of friends. You give graciously and generously of your time, and support our community. Many people walk into our life but only true **friends** leave footprints on our hearts. "May you continue to leave foot prints." To all involved in the Library and the Novi community, thank you for the opportunity to work with you.

When I came on fifteen years ago November, Friends did a little bit but did not know their role. When I came on I knew what Friends are and were and it was not there. With the leadership that came on through the years how robust it has become! Thank you so much every day. You are all, one way or another, here every day. We love when you spend time with us; your friendship with the group; your involvement. We benefit from the wonderful leadership from all of you. Thank you, **Friends.**

**Remarks from Library Board President:** Kathy Crawford. Kathy preceded her remarks by stating that "this library is a far cry from what was in Novi when she was growing up 80 years ago." Then, a library might have been an afterthought; but it certainly means a lot more now.



I don't see any difference between the Board of Friends and the Library Board as we are all connected. We are tied to the city and the community in a big way. This is a reflection of all of us in everything we do; hopefully we are doing some things that you can take credit for – like working together.

'Julie took me on a trip to Chatham, Ontario – a vacation, so she and I could compare.' It was a real eye opener -- going to another country. From one room libraries, to ones smaller than ours to ones that only service about a 1,000 people. We checked out the hours those libraries were open and which days of the week they were servicing the public. We made a lot of discoveries and could not help but compare. It made us very thankful that we work with the people we do, are able to accomplish all that we do and are able to grow and create programs and encourage our patrons. Yes, we have much to be thankful for. We are fortunate to have a lot of "doers" in our midst. Officers may come and go, but the "doers" will continue "doing" because that is what they do! She thanked us for letting her come to express her gratitude.

Sue then spoke about her involvement with the Michigan Library Association. She, too, said it was eye-opening to be made aware of all the different ways used to accomplish goals, and the different programs and policies they have. Sue complimented us as we have fulfilled our goals of serving our community, staffing the Board and Friends and doing that very well. We are able to give full support to all three areas. Some libraries have gone through many changes but we have a focus on success. And we do that very well!!!

Evelyn then told us about a visitor to our library. He came from Italy and did not speak English. His daughter-in-law brought him in as she was dropping off her children to the activities they were involved in. He was very taken with the Book Nook. He and his daughter-in-law had much to say and he gave the impression he was very impressed. She had to leave on an errand and would be back to pick up the children and he chose to stay and investigate the Nook further. He didn't miss a shelf!!! She came back and picked them all up. To make a long story short, he came back with her and the children the next three Thursdays, each time spending more time going through the shelves. One time he found what he was looking for: a CD set of Frank Sinatra songs. He didn't speak English but made himself understood about asking if I had anything to play the CDs on. I shook my head "no" and when his daughter-in-law returned, she asked about the collection, confirmed that I did not have anything to play it on. Needless to say, he bought the CDs, and told me he was very happy as he knew his friend would be overjoyed. She thanked me for allowing him to spend the time in the Nook and complimented us on what a wonderful collection we had and how delighted he was to have had the opportunity to spend so much time looking at all the books. Time well spent! The point is this: one of our selections was "just right" and was on its way to Italy. So Novi Library has a far reach!!!!

**Presentation of Gifts to the Library:** Sue Johnson. Sue presented the Friends gift check in the amount of \$37,950 to Julie Farkas, Novi Library Director.

**2021-2022 Accomplishments:** Sue Johnson. Sue prefaced her remarks by stating the following:

We launched our year with the annual meeting at Lakeshore Park where we viewed first-hand the new Lakeshore Lending Library. Labor Day brought sellers back to the Book Nook and donations were again dropped off in the library entry way.

Our Friends members have been generous, as always. Membership income for 2021/2022 is \$7,675 and 276 memberships. Our actual number of memberships is down 10%, but revenue is the highest it has been in the last 9 years, as indicated on the Comparison Chart provided. Our sincere thanks goes to longtime Friends member, Joyce Cherf, for her donation of \$5,000 in August 2022.

Also, in April, 2022 we voted to purchase a new HP laptop to replace the one we got in 2010. It is lighter, faster and has many wonderful features!

Highlights of our Year in Review are as follows:

**Toward our goal to include: bringing the library to the community:**

- Supported NPL @ Your Door, a materials-by-mail service for Novi residents.
- Brought four musical performances by Tola Lewis to area senior facilities including Fox Run, Anthology, Meadowbrook and Rose Senior Living.
- Partnered with Novi Woods providing books for their book swap for “March is Reading Month.”
- Funded the music for Summer of Music at Paradise Park for the second year. This was a free event for the community that was again very well attended.
- We mailed two newsletters to our members and sent e-newsletters periodically to share what we were doing with our Friends.

**Toward our goal to inform:**

- Sponsored five evening Kaleidoscope programs on various topics including Brighton Garden Lake Colony, Yamasaki in Detroit, Pewabic Pottery, essayist and poet, Thomas Lynch and Alex Hill on his book, *50 Maps*.
- Supported Community Reads which gave over 300 guests the opportunity to hear from *Fire Keeper's Daughter* author, Angeline Boulley, as she presented at the Novi Library on May 9. *Fire Keeper's Daughter* is soon to be adapted for TV by Netflix.

**Toward our goal to inspire:**

- Supported Listen @ the Library with performances on Sunday afternoons.
- Purchased new equipment to spark creativity in the iCube Makerspace, including a new sublimation, large-format printer and related ink and paper.

**Toward furthering reading:**

- Supported Summer Reading which is open to anyone in the community.
- Supported Raising a Reader to encourage our youngest friends to love books as we do.
- Supported Battle of the Books.

**Fundraising Events:**

- Participated with Vera Bradley in Twelve Oaks Mall. For a \$5 donation, shoppers received a discount coupon toward their purchase. We made \$80.
- Carol Neumann supplied a basket of elegant Downton Abbey items for a drawing. For a \$10 donation; an individual received an entry into the basket drawing. We made \$200.
- Several Friends made holiday items and held a Holiday Sale in November in conjunction with the Book Nook putting out their Holiday Books. We made \$1250 and \$80 in donations.
- Our first Summer Songfest of 2022 was held on June 30. We had two \$500 sponsors: O'Brien Sullivan Funeral Home and Hunter Pasteur Homes. We received a \$250 gift card from Meijer's Northville and a \$150 gift card from Busch's Market. We held a basket raffle and made \$685. All-in-all a successful event.

**Remarks from Library Communications Coordinator:** Dana Brataniec. Dana informed us she has been with the library for three years and wanted to thank us for making her feel welcome. She is honored to be a part of the group. And we are fortunate to interact with such a lovely, efficient and knowledgeable partner. Lucky Us!!!!

**Adoption of 2022-23 Budget/Wish List:** Marilyn Amberger. Marilyn did a quick review of our account balances and cash flow statement. She stated that we have a fair amount of money to work with. There being no further questions or comments, Carol Hoffman offered a motion to accept the Budget as presented; Marge seconded. Motion passed: 7-0.

**Adoption of the By-Laws:** Sue Johnson. Sue presented us with a written copy of the By-Laws as adopted by the Friends on August 6, 2019, with the highlighted suggested changes made to those By-Laws as of July 6, 2022. As we had already been aware of the changes and had taken the liberty of discussing them in detail, Sue and the Friends decided there was no further need for discussion of comments. A call for a vote was taken after Marilyn made the motion to accept the changes made to the By-Laws; motion was seconded by Evelyn. Motion passed: 7-0

**Election of 2022-2023 Friends Board and Installation of Officers:** Dana Brataniec. Dana offered the following slate of officers:

Treasurer – Marilyn Amberger  
Secretary – Evelyn Cadicamo.

There being no other nominees nor candidates for these offices, Marilyn and Evelyn were duly installed to said position for the 2022/2023 term.

**President's Remarks and Final Thoughts:** Sue Johnson. Sue simply stated that we are looking forward to a new year: engaging more with the community, helping to support the library, and attracting more people to engage with the Book Nook. Sue then thanked all of us for our willing participation in moving the Book Nook along. She also welcomed the participation of Mary Angela to the Board and was looking forward to "making it all work!"

We had an off-hand discussion regarding meeting times during the coming year. We were informed that our Café had “quite a good breakfast,” of which we all made note.

Julie and Sue then brought forward the practice we started last year; namely, pick a book from the library collection, one that each of us particularly enjoyed, have a book plate placed in the book with our names and/or comments and the year this was undertaken. We all responded very positively to this. Looks like a “go” on a lovely idea!!!

Julie then informed us that Feed the Need still needs people to help packing lunches. There are not enough volunteers to run a complete activity; only the lunch portion is still going forward. This is a free and reduced lunch program for the children that need it. Julie gave us the contact name and telephone number (*Kimberly Sinclair, 248-449-1225*) we can call should we wish to get involved and volunteer to help pass out these lunches.

Carol suggested we give a book away with the lunch. She said we do have some books but in order to accomplish this for the length of the program, perhaps this is something we should keep in mind for next year. If we started it now, it would be changing the program in the middle and it should be something that runs the length of the activity.

Kathy brought up visiting the local History Room. This is a project and even involves people from Fox Run. Kathy stated that “people don’t think we have a history because we don’t have a downtown.” Kathy did furnish us with some information regarding Novi’s four corners, how there is a 1/12” scale miniature of the four corners. Also, at Fourteen Mile and Meadowbrook, there is a miniature of the one-room school that was located there. Also, we have people buried in the cemetery from the Revolutionary War, the War of 1812, as well as the Civil War. One cannot say the Novi is without a history – we just need to know where to look.

Sue then stated that we would indeed have an August Board meeting. It is scheduled for **Wednesday, August 10, 2022 at 2:00 p.m.**

Meeting was adjourned by Sue at 3:12 p.m.

Respectfully submitted,

Evelyn Cadicamo

**Friends of the Novi Public Library  
Annual Meeting of the Board of Directors  
Agenda – July 12, 2023**

I. Call to Order, Roll Call	Sue Johnson
II. Minutes of the 2022 Annual Meeting	Evelyn Cadicamo
III. Introduction of Guests	Sue Johnson
• Julie Farkas—Novi Library Director	
• Mark Sturing – Novi Library Board President	
IV. Presentation of gifts to the Library - \$29,620	
V. 2022-23 Accomplishments	Sue Johnson
VI. Adoption of 2023-24 Budget/Wish List	Sue Johnson
VII. Election of 2023-24 Friends Board	Julie Farkas
VIII. Installation of new officers	Julie Farkas
IX. President's remarks	Sue Johnson
X. Announcements	
XI. Adjournment	

**Friends of the Novi Library Election slate - July 12, 2023**

President- Sue Johnson  
Vice-President- open  
Secretary- Evelyn Cadicamo  
Treasurer- Carol Hoffman  
Trustees- Marilyn Amberger  
            Karen Schubert  
            Stephania Tolliver  
            Mary Angela Winter

Friends Wish List 2023-24

Wish List Item	Description	Cost
Senior Community Programming	Music events at Fox, Anthology, MAC and Rose (winter months)	\$1,200
Portable Microphone/Speaker system (Programming)	Megavox Deluxe Microphone and Speaker system	\$3,000
Lakeshore Lending Library (Outreach)	3 Programs (fall/winter/spring)	\$1,500
Staff Training	To help staff engage in new training opportunities including the Staff Training Day on 8/18/23	\$1,000
iCube Fun and Innovations (Technology)	Latest and greatest equipment, programs and supplies	\$2,000
Lending Library Kiosk Upgrade (Services)	Configuration for dispensing of library cards at kiosk	\$2,500
Staff National Library Week Celebration (1 lunch)	Opportunity for the Friends Library Board and staff to get together and celebrate	\$500
Staff Logo Wear	\$40 stipend per staff member (70 staff) for a new NPL shirt, fleece, etc. (not purchased since 2018)	\$2,800
Technology / iPad Youth Area upgrade	Joyce Cherf Donation	\$13,000
<b>Total</b>		<b>\$14,500</b>
	<b>Annual Library Contributions — 2022/2023</b>	
	Summer Reading Program (Adult/Youth)	\$2,500.00
	Battle of the Books - March	\$500.00
	Community Read	\$2,500.00
	Summer Songfest	\$3,200.00
	Engage	\$400.00
	Listen @ the Library - \$3000	\$3,000.00
	Staff In-Service	\$800.00
	Raising a reader - \$3000	\$1,500.00
	Book Page	\$720.00
	<b>TOTAL</b>	<b>\$15,120.00</b>

Proposed July 12, 2023

**Budget**

7/1/2022 through 6/30/2023 Using Friends Budget 2022

7/10/2023

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Category Description	7/1/2022 Actual	- Budget	6/30/2023 Difference
<b>INCOME</b>			
Book Sales			
Book Nook - weekly	24,528.97	20,000.00	4,528.97
Book Nook Events	36.00	0.00	36.00
Internet Sales	1,011.15	1,000.00	11.15
Other Book Sales	0.00	0.00	0.00
<b>TOTAL Book Sales</b>	<b>25,576.12</b>	<b>21,000.00</b>	<b>4,576.12</b>
Donations			
Donation Expense	0.00	0.00	0.00
Donation-Friends-Cherf	5,000.00	0.00	5,000.00
Donation-Library-Cherf	5,000.00	0.00	5,000.00
Gardening Basket	420.00	0.00	420.00
Holiday Sale	230.00	0.00	230.00
MI Basket Drawing	545.00	0.00	545.00
Vera Bradley Event	102.00	0.00	102.00
Other Donations	2,045.00	250.00	1,795.00
<b>TOTAL Donations</b>	<b>13,342.00</b>	<b>250.00</b>	<b>13,092.00</b>
Fund Raiser			
Broadway Music	210.00	0.00	210.00
Giving Tree	4,250.00	0.00	4,250.00
Holiday Sale	1,371.00	0.00	1,371.00
Summer Songfest	1,185.00	0.00	1,185.00
Other Fund Raiser	0.00	2,000.00	-2,000.00
<b>TOTAL Fund Raiser</b>	<b>7,016.00</b>	<b>2,000.00</b>	<b>5,016.00</b>
Interest Inc	674.11	100.00	574.11
Membership	7,055.00	6,000.00	1,055.00
<b>TOTAL INCOME</b>	<b>53,663.23</b>	<b>29,350.00</b>	<b>24,313.23</b>
<b>EXPENSES</b>			
Annual Lib Contribution			
Battle of the Books	0.00	0.00	0.00
Book Page	648.00	650.00	2.00
Carryover 2022 - Tuesday Tunes	1,350.00	1,450.00	100.00
Community Reads	1,750.00	2,500.00	750.00
Engage	0.00	400.00	400.00
Listen at the Library	2,260.08	3,000.00	739.92
Raising a Reader	1,686.08	2,000.00	313.92
Staff In-Service	500.00	500.00	0.00
Summer Reading	4,149.15	4,075.00	-74.15
Summer Songfest	4,000.00	3,200.00	-800.00
Other Annual Lib Contribution	0.00	0.00	0.00
<b>TOTAL Annual Lib Contribution</b>	<b>16,343.31</b>	<b>17,775.00</b>	<b>1,431.69</b>
Bank Charge	0.00	0.00	0.00
Book Nook			
Donation - Cherf	3,692.89	0.00	-3,692.89
Other Book Nook	42.19	500.00	457.81
<b>TOTAL Book Nook</b>	<b>3,735.08</b>	<b>500.00</b>	<b>-3,235.08</b>
Cards or Gifts	0.00	100.00	100.00
Director's Wish List			
CD Music Area Upgrade	695.00	2,950.00	2,255.00

**Friends of Novi Library**  
2023 - 2024 Budget - Proposed July 12, 2023

	<b>Approved</b>	<b>Actual</b>	<b>Proposed</b>
	<b>2022-2023 Budget</b>	<b>2022-2023</b>	<b>2023-2024 Budget</b>
<b>INCOME</b>			
Book Sales - Weekly	20,000	24,528.97	20,000
Book Sales - Internet	1,000	1,011.15	1,000
Book Sales - Other		36.00	
Donations	250	8,342.00	2,500
Fundraisers	2000	7,016.00	5000
Grants	0		0
Interest	100	674.11	200
Membership	6,000	7,055.00	6,000
<b>TOTAL INCOME</b>	<b>29,350</b>	<b>48,663.23</b>	<b>34,700</b>
Fund Balance Transfer	<b>15,450</b>	<b>4,150.69</b>	<b>3,170</b>
<b>Income + Transfer</b>	<b>44,800</b>	<b>44,512.54</b>	<b>37,870</b>
<b>EXPENSES</b>			
Annual Library Contributions (1)	15,250	16,343.31	15,120
Book Nook	500	3,735.08	500
Cards/Gifts	100		
Director's Wish Lists (2)	22,700	14,120.38	14,500
Fundraising Expense		284.56	
Fees/Dues/Registrations	200	139.74	200
Giving Tree Expense	0	5,058.35	0
Gift of Reading	500	500.00	500
Kaleidoscope	1,500	1,050.00	1,500
Volunteer Appreciation Event		283.50	500
Membership Expense	0	0.00	0
PayPal Fee	50	35.16	50
Promotion	500	760.00	500
Scholarships (3)	1,000	0.00	2,000
Special Program	500		500
Supplies/Postage	500	311.84	500
Taxes	1,500	1,890.62	1,500
<b>TOTAL EXPENSES</b>	<b>44,800</b>	<b>44,512.54</b>	<b>37,870</b>

1. Annual Library Contributions - Programs and items funded: Adult and Youth Summer Reading (\$2,500), Battle of the Books (\$500), Community Reads (\$2,500), Summer Songfest (\$3200), Engage (\$400), Listen@ the Library (\$3,000), Staff In-Service (\$800), Raising a Reader (\$1,500) and Book Page Subscription (\$720).
2. Director's Wish List - Purchases to be determined jointly with Director.
3. Scholarships - \$1,000 for summer interns.

Proposed July 12, 2023



**Friends of Novi Library**  
Actual Revenue/Expense 10 Year Comparison

	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Actual 2021-2022	Actual 2022-2023
<b>INCOME</b>										
Book Sales - Weekly	21,566	24,655	25,707	24,776	24,389	27,864	21,099	16,596	25,480	24,529
Internet Sales	1,339	1,437	381	204	511	160	670	1,096	1,096	1,011
Book Sales - Other	4,438	390	174	150	512	1,166	1,396	1,353	103	36
Donations	0	0	500	1000	1600	1558	0	0	6,255	8,342
Fundraisers	0	0	245	226	2860	2868	0	0	2250.5	7,016
Gala Raffle	16	62	5	132	1000	0	0	10000	0	0
Grants	6,055	5,712	5,295	6,179	6,370	218	304	171	91	674
Interest	33,414	32,256	32,307	32,667	37,383	40,112	30,339	34,572	7,675	7,055
Membership	7,389	6,031	3,153	3,773	480	4,021	3,417	12,235	42,950	48,663
<b>TOTAL INCOME</b>	<b>33,414</b>	<b>32,256</b>	<b>35,460</b>	<b>36,440</b>	<b>37,863</b>	<b>36,091</b>	<b>26,922</b>	<b>22,337</b>	<b>30,221</b>	<b>44,513</b>
Fund Balance Transfer										
Income + Transfer										
<b>EXPENSES</b>										
Annual Library Contributions	11,279	10,120	10,918	13,077	12,193	15,771	11,007	8,550	13,319	16,343
Book Nook	1,749	154	132	1,337	1,510	173	0	163	23	3,735
Cards/Gifts	166	106	0	100	0	100	0	0	89	0
Computer Equipment	7,605	8,817	17,076	13,085	16,208	13,370	10,003	11,368	12,756	14,120
Director's Wish Lists	110	140	140	100	100	150	275	145	322	140
Fees/Dues/Registrations	978	1,660	1,719	3,381	1,596	1,020	123	0	0	285
Fundraiser expense	0	500	500	501	500	500	500	500	500	500
Gift of Reading										
Giving Tree Expense										
Honorarium from donation										
Kaleidoscope Programs	800	475	592	970	1,515	825	600	100	700	5,058
PayPal Fees										
Membership Expense	266	0	0	0	0	0	0	0	699.99	1,050
Promotion	0	0	0	0	0	0	0	30	0	35
Scholarships (4)	1,000	2,000	2,000	2,000	1,880	2,000	2,000	0	52	0
Special Program	353	0	300	0	300	0	0	0	0	760
Supplies/Postage	373	760	573	453	461	317	519	1,000	0	0
Taxes	1,346	1,493	1,520	1,436	1,407	1,560	1,671	342	401	312
Volunteer Appreciation Event									1,358	1,891
<b>TOTAL EXPENSES</b>	<b>26,025</b>	<b>26,225</b>	<b>35,460</b>	<b>36,440</b>	<b>37,863</b>	<b>36,091</b>	<b>26,922</b>	<b>22,337</b>	<b>30,221</b>	<b>44,513</b>

## Friends of the Novi Library Year-in-Review – 2022/2023

Our big event this year was the installation of our Friends Giving Tree in the entry way of the Library. The tree was made possible by a donation by a longtime Friend in memory of her husband. The tree is bronze and the 200 leaves are a mix of gold, silver and bronze. Leaves can be imprinted as follows: gold - \$200, silver - \$150, and bronze - \$100. To date twenty-seven leaves have been purchased for \$4750. The unveiling of the Giving Tree was on May 23 with a music performance by the Entourage Variety Band and refreshments.



For the 2022/2023 year the Book Nook made \$24,529, internet sales were \$1011 and other books sales were \$36 for a total of \$25,576. As of late our donations have fluctuated. Visitors have been impacted by traffic due to road construction on 10 Mile, Novi Road and now Taft Road. We continue working with Tim Yakubov who is selling selected higher priced books from donations on the internet.

The Book Nook is having an uplift. This includes new chairs, new signage, new book displays, a scanner for pricing books and a new cart. The staff has been working to move all fiction to the left side shelves and make more room for nonfiction. This was made possible by a generous donation from a longtime Friend.



Our Friends members have been generous as always. Membership income for 2022/2023 is \$7,055 from 227 memberships. Donations were \$8,342 and income from Fundraising was \$7,016.

Two people joined our board in 2022/23. They are Mary Angela Winter and Stephania Toliver.

Here are a few of the highlights for the year.

### Toward our goal to include - bringing the library to the community

- We again brought four musical performances by Tola Lewis to area senior facilities including Fox Run, Anthology, Meadowbrook and Rose Senior Living.
- Friends funded children's author John Schu to speak at Hickory Woods Elementary on Wednesday, February 1<sup>st</sup>.
- Funded the music for Summer of Music at Paradise Park for the third year. This was a free event for the community that was again very well attended.
- We mailed two newsletters to our members and sent e-newsletters periodically to share what we were doing with our Friends.



### Toward our goal to inform

- Sponsored six evening Kaleidoscope programs on various topics including Madelyn Rzadkowsky, Curator Meadowbrook Estate, Natalie LaCroix-Tann of *TIPPING POINT THEATRE*, Northville, Joel Stone, Curator Emeritus Detroit Historical Society, Boblo Boats and the Story of Sarah E. Ray, Maybury Farm, and Olga Liskynski [Executive Director, Ukrainian American Archives and Museum of Detroit located in Hamtramck].
- Supported Community Read bringing author Devorah Heitner, PhD to discuss *Keeping Kids Safe, Happy and Healthy in the Digital Age*.



### Toward our goal to inspire

- Held a Volunteer Appreciation breakfast in April to thank all our volunteers and library support staff.
- Hosted a luncheon for the staff and Friends Board during National Library Week.
- Supported Listen @ the Library with performances on Sunday afternoons.

- The Friends purchased two robust computers that will allow iCube guests to use Adobe Creative Cloud with ease. Adobe Creative Cloud features computer software that helps guests edit photos, create videos, design website, and more!



#### Toward furthering reading

- Supported Summer Reading which is open to anyone in the community. We funded the kick-off party in June which brought in 1400 people.



- Supported Raising a Reader to encourage our youngest friends to love books as we do.

#### Fundraising Events/Donations

- Participated with Vera Bradley in Twelve Oaks Mall. For a \$5 donation, shoppers received a discount coupon toward their purchase. We made \$102 and received a lovely Vera Bradley bag.
- We brought Broadway to Novi with a performance by Vanessa Carr. The raffle made \$210.
- Joyce Chert supplied a basket of Michigan items for a drawing in December. For a \$5 donation, an individual received an entry into the basket drawing. We made \$545. Leslie Zeff won the basket.
- In June Joyce donated a Gardening Basket with items from Farmer John's who gave a 20% discount. We made \$420. Kathy Mutch, our Kaleidoscope series manager, won the basket.
- Several Friends made holiday items and held a Holiday Sale in November in conjunction with the Book Nook putting out their Holiday Books. We made \$1371, \$230 in donations and \$100 in Book Nook sales.
- We made \$685 from the raffle at the 2022 Summer Songfest event. For Summer Songfest 2023 we have one \$500 sponsor: O'Brien Sullivan Funeral Home. We received a \$250 gift card from Meijer Northville and a \$150 gift card from Busch's Market. We will hold a raffle at the July 20<sup>th</sup> Dueling Pianos songfest event.



**CITY OF NOVI HISTORICAL COMMISSION**



**NOVI HISTORICAL COMMISSION**  
**APRIL Minutes**  
**Wednesday, April 19, 2023**  
**Novi Library Local History**

**CALL TO ORDER:** 7:02 pm

**ATTENDANCE:** Rachel Manela, Kim Nice, Debbie Wrobel, Sharon Larson

**ABSENT:** Dan Pierce, Kelly Kasper, Kathy Crawford

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

**APPROVAL OF AGENDA:** APPROVED

**APPROVAL OF MARCH MINUTES:** APPROVED

**TREASURER’S REPORT- Kim**

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2022-2023			
	BUDGET	EXPENDITURES Through April 18, 2023	
Display Cabinet Exhibit	\$ 800	\$ (98.70)	
Marketing/Instructure/Engage/Phone Badges	\$ 1,100	\$ -	
Equipment/Supplies/Office/Agendas/Projects	\$ 1,200	\$ (1,074.00)	
Program/Speaker Fees	\$ 800	\$ (680.00)	
Storage Unit	\$ 2,800	\$ (2,800.00)	
Acquisition (Books/Materials)	\$ 600	\$ -	
Conferences/Continuing Education	\$ 2,000	\$ (700.00)	
Legal Fees	\$ 1,000	\$ -	
Special Projects - Examples: Villa Bani, Photography, Veterans Sign, One Historic City/Community Events, 100th City History	\$ 3,000	\$ (200.00)	
<b>Total:</b>	<b>\$ 14,000</b>	<b>\$ (4,458.70)</b>	<b>\$ 9,541.30</b>
<b>Special Projects</b>			
Villa Bani Room Sales YTD			\$0.00 YTD
Walled Lake Room Project	\$ 2,000.00	\$ 2,100.00	\$ 800.00 YTD - separate funds

Treasurer’s Report: ALL APPROVED

**LIBRARY LIAISON REPORT:**

**Archival Supply Request:** Betty Lang is requesting \$300 for archival supplies. The supplies include small boxes for photos, tissues, paper, rolls/tubes for blueprints and maps. She will bring an estimate to the next meeting for approval.

**Walled Lake Book:** Author that visited last year asking for info on Walled Lake Amusement Park has a book coming out next month.

**Historical Commission Historical Minutes:** Kathy Mutch gave Betty Historical Commission minutes from 1989 – 1992.

**Local History Room Table Repairs:** The library is still getting back to the Commission on who can perform repairs on the History Room’s tables.

**Display Items In Local History Room:** Betty has set up a table in the local history room with blueprint designs and preservation renderings. This includes images from the Novi Civic Center in 1986.

**Document Donation Days:**

Sunday, May 21 (2-4 p.m.): Debbie Wrobel and Sharon Larson

Sunday, Oct. 22 (2-4 p.m.): TBD

**History Room Office Hours:**

Monday, 5/1 (2 – 4 p.m.): Kim Nice and Debbie Wrobel

**DISCUSSION ITEMS:**

**Michigan in Perspective Conference:** All attendees will provide a write up on the sessions they attended and speakers they listened to at the March conference.

**Spring-Palooza:** The theme is amusement parks. Kim and Debbie will manage. The event takes place on Friday, May 19. The stickers have been delivered. The Commission approved a reimbursement for Rachel Manela (\$309.60).

**Novi Historical Sites Brochure Review:** Still waiting on the City of Novi design team to provide the updates/revisions to the latest version of the brochure. Dan will follow up with the City again.

**Upcoming Historical Programs:**

- Wed., May 24 – Female Union Soldier in Disguise
- Sept. program might be Midnight and the Detroit Underground Railroad (was originally February program but needed to be rescheduled)

**ONGOING PROJECTS:**

**Novi Woods Elementary 50<sup>th</sup> Anniversary:** There is a kickoff meeting for the 50<sup>th</sup> anniversary of Novi Woods on Thursday, May 11 at 4:15 p.m. Kelly Kasper and Kathy Crawford will attend.

**USO Show Update:** Historical Commission members to help organize the event which was moved to summer. Kim & Sue have been asked to do an additional display case to advertise the event. Kim Nice will speak to the organizers about recognizing the Commission's support.

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

**Miniature Project** – Kathy is planning the next meeting.

**NEW BUSINESS:**

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

**PUBLIC COMMENT:** None

**NEXT MEETING:** May 17, 2023 at 7 p.m.

**ADJOURN:** 8:26 p.m.



## NOVI HISTORICAL COMMISSION

**MAY Minutes**

**Wednesday, May 17, 2023**

**Novi Library Local History**

**CALL TO ORDER:** 7:07 pm

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

**ABSENT:** NONE

**INTRODUCTION OF GUESTS:** Sue Grifor (Guest)

**APPROVAL OF AGENDA:** APPROVED

**APPROVAL OF APRIL MINUTES:** APPROVED

### TREASURER'S REPORT- Kim

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2022/2023			
	BUDGET	EXPENDITURES Through May 17, 2023	
Display Cabinet Rental	\$ 800	\$ (98.75)	
Marketing/Brochures/Engage/Name Badges	\$ 1,100	\$ -	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 1,200	\$ (1,874.00)	
Program/Speaker Fees	\$ 800	\$ (885.00)	
Storage (rent)	\$ 2,800	\$ (2,852.00)	
Acquisition (Books/Materials)	\$ 500	\$ -	
Conferences/Continuing Education	\$ 2,800	\$ (722.80)	
Legal Fees	\$ 1,800	\$ -	
Special Projects - Example: Vila Park, Photography, Veterans Sign, Our Histories, City/Community Events, Motor City Market	\$ 3,800	\$ (859.00)	
<b>Total</b>	<b>\$ 14,800</b>	<b>\$ (5,747.55)</b>	<b>\$ 9,052.45</b>
<b>Available Funds</b>	<b>Expenditures</b>	<b>Revenue Received</b>	
Vila Park Sign Sales - YTD	\$ 2,050.00	\$ 2,185.00	\$8.00 YTD
Wreath Auction (Mar/2023)			\$ 897.35 (carver's funds)

**Treasurer's Report:** ALL APPROVED

The only expense that came through was the reimbursement for the Spring-Palooza stickers.

### LIBRARY LIAISON REPORT:

**Archival Supply Request:** Betty Lang is requesting \$300 for archival supplies. The supplies include small boxes for photos, tissues, paper, rolls/tubes for blueprints and maps. Betty is working on a price breakdown for items for the Historical Commission to review.

**Document Donation:** Ruth Rickard provided a History of Erwin Orchards (1920-1983) by Edward & Betty Erwin. A photocopy is being made of the document that includes key milestones for the orchard, technology advancements and more.

**Age Policy for Local History Room:** The Historical Commission voted to approve a policy that anyone 15 and under must be accompanied by an adult. The recommendation will now move forward to the policy committee for consideration.

### Document Donation Days:

Sunday, May 21 (2-4 p.m.): Debbie Wrobel and Kelly Kasper

Sunday, Oct. 22 (2-4 p.m.): TBD

**History Room Office Hours:**

Monday, 6/5 (Noon – 2 p.m.): Kim Nice

Monday, 6/19: Library is closed

**DISCUSSION ITEMS:**

**Spring Super Hero Showcase:** The theme is amusement parks. Kim and Debbie will manage. The event takes place on Friday, May 19. The stickers have been delivered.

**Novi Historical Sites Brochure Review:** The City sent the brochure to the printer and will be providing hard copies to the Local History Room when it is completed in June.

**Upcoming Historical Programs:**

- Wed., May 24 (7 p.m.) – Sarah Emma Edmonds: Union Solider Reenactment
- The historical programs will be moved to the third Thursday of the month for the 2023-2024 series.

**ONGOING PROJECTS:**

**Novi Woods Elementary 50<sup>th</sup> Anniversary:** The elementary school has a committee that held a kickoff meeting for the 50<sup>th</sup> anniversary of Novi Woods in May. Kelly Kasper and Kathy Crawford both attended and provided ideas for ways to celebrate the 50<sup>th</sup> anniversary. Another meeting will be planned and the Commission will be kept in touch.

**USO Show Update:** Historical Commission members are helping organize the June 10<sup>th</sup> event. Kim & Sue worked on an additional display case to advertise the event. Commissioners will volunteer to staff the event as well.

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

**Miniature Project** – Kathy is holding a meeting on May 26 at 1 p.m. in the Local History Room.

**Novi Historical Signs:** Kathy provided dimensions for new signs that include new wording for the cemeteries. The commission reviewed the wording for the new signs.

**NEW BUSINESS:**

**Cemetery Flag Holders for Veterans:** Debbie received a quote for \$2,250 (\$45/each for flag holders to be placed on top of the nearly 50 veteran tombstones at Knapp and Novi Road Cemeteries. Debbie will get two additional quotes.

**PUBLIC COMMENT:** None


**NEXT MEETING:** June 21, 2023, at 7 p.m.

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

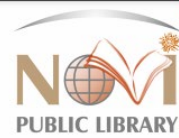
**LIBRARY BOARD COMMITTEE REPORTS**

**Strategic Planning Committee**

**NOMI**  
**PUBLIC LIBRARY**  
2023 to 2028  
High-Level Strategic Plan  
Adopted: \_\_\_\_\_ 202\_

 Process Facilitated by  
Rob Cullin, Janet Nelson, Randy Maxey, & Kathy Stewart

**NPL: Mission-Vision-Values**





<p><b>MISSION</b></p> <p>Cultivate Learning Inspire Creativity Foster Inclusivity</p>	<p><b>VISION</b></p> <p>A vital community hub for enrichment, exploration and understanding.</p>
<p><b>VALUES</b></p> <p><b>Welcoming and Inclusive Environment:</b> We embrace all voices and value diverse perspectives.</p> <p><b>Community Focus:</b> We engage through spaces, programs and services to support our community.</p> <p><b>Collaboration:</b> We explore partnerships to better connect resources and serve beyond our walls.</p> <p><b>Innovation:</b> We evolve with changing needs and are open-minded and adaptable.</p> <p><b>Learning:</b> We empower lifelong learners as they discover and cultivate their passions.</p> <p><b>Creativity:</b> We encourage adventure and wonder in all we do.</p>	





# Novi Public Library - Strategic Overview



Focus Areas	Challenge	Goals	Outcomes
 <p><b>Align Funding &amp; Services</b></p>	<p>Funding vs. expected services gap</p>	<p>Share with the community the current gap between service expectations/needs and funding levels and explore opportunities to align funding to the service needs and expectations of the community.</p>	<p>Improved funding to support the needed staffing and resources required to meet community needs and expectations.</p> <p>OR</p> <p>Resources, services and programs aligned/reduced to what is supported by current funding levels.</p>
 <p><b>Improve Internal Communications</b></p>	<p>Decision processes disconnected</p>	<p>Improve processes and internal communications and expand decision input across the organization to keep service levels in-line with resources.</p>	<p>A Library organization better positioned to keep services aligned with resource levels and consistently communicate the implications for expanding services.</p>
 <p><b>Adapt Resources, Services &amp; Facilities</b></p>	<p>Need to align services and resources</p>	<p>Explore and develop efforts that optimize the quality, usability and community alignment of Library resources and facilities and ensure the community's awareness of these resources, services and programs.</p>	<p>Maintain and increase high levels of community satisfaction and appreciation of the Library among all residents.</p>
 <p><b>Staff Investment &amp; Retention</b></p>	<p>Staff engagement &amp; turnover</p>	<p>Invest more in the Library staff to improve effectiveness, efficiency and job satisfaction to meet the current and future needs of the community.</p>	<p>Retain an empowered, engaged and more effective staff.</p>

## Align Funding & Services



Share with the community the current gap between service expectations/needs and funding levels and explore opportunities to align funding to the service needs and expectations of the community.

*Explore opportunities to align funding to the service needs and expectations of the community.*

- o Communicate clearly and consistently with community about the gap in needs, expectations and demands versus the funding being provided to the Library.
- o Work with all levels of civic leaders to determine approaches to aligning funding to the level of needs and expectations.
- o Execute options that are feasible and likely to draw community support.

*If funding stays level, then adjust services to align with that funding level.*

- o Make the adjustments in services needed to align with the Library's actual capacity and staffing levels.
- o Give particular attention to overlapping and duplicative services within the community. Communicate clearly those changes and the reasons behind them to both community and to staff.

### Overall Outcomes:

- Improved funding to support the needed staffing and resources required to meet community needs and expectations.
- OR
- Resources, services and programs aligned/reduced to what is supported by current funding levels.

### More Specific Outcomes:

- Alignment with the updated Mission, Vision, Values.
- Resident awareness and understanding of NPL's resources, programs and spaces is improved and appreciation for those is increased.
- Better community understanding of how the Library is currently funded.
- An increase in two-way community engagement with the Library.



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## Improve Internal Communications

**Improve processes and internal communications and expand decision input across the organization to keep service levels in-line with resources.**

- Engage a broader array of staff in decision-making and empower staff at all levels to communicate when demands are outstripping capacity.
- Develop a clear process for the evaluation of new ideas for services, resources and programs.
- Create concise, uniform and transparent guidelines to keep services aligned with actual capacities.

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**Overall Outcome:**

A Library organization better positioned to keep services aligned with resource levels and consistently communicate the implications for expanding services.

**More Specific Outcomes:**

- A well-defined process for evaluating new ideas for services, resources and programs.
- An increase in two-way engagement across all levels within the Library.
- Concise and uniform standard operating procedures that are transparent and consistently followed.
- An empowered, engaged and more effective staff.



## Adapt Resources, Services, & Facilities

**Explore and develop efforts that optimize the quality, usability and community alignment of Library resources and facilities and ensure the community's awareness of these resources, services and programs.**

***Within Current Funding Levels***

- Address persistent technology issues to improve guest service levels and decrease staff stress and inefficiency.
- Explore changes in space layout and configuration improvements that are possible within current funding levels.
- Look for additional channels of engagement and awareness-building within the community, leveraging existing and new partnerships.
- Experiment with approaches on outreach to increase impact within the current resource level.

***With Increased Funding***

- Update and improve the NPL facility to better align with the realities of current and evolving community needs and expectations.
- Overhaul the Library's technology infrastructure to ensure effective services and resources and provide staff with the tools they need to be most effective.
- Expand outreach resources to connect with more residents beyond Library walls to provide needed services and to positively impact lives.
- Increase resources focused on community awareness and engagement to ensure that all residents have high awareness levels of available Library services and resources.

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**Overall Outcome:**

Maintain and increase high levels of community satisfaction and appreciation of the Library among all residents.

**More Specific Outcomes:**

- Guests consider the Library and its facilities to be a key service and resource cornerstone of the community that makes Novi a better place to live.
- Visits to the Library increase and those who come stay longer and utilize more physical and digital resources.
- The Library offers more creative and collaborative opportunities, including expanded meeting and study spaces.
- Underserved residents are engaged by NPL to find services and resources that have a positive impact on their quality of life.
- Improved infrastructure and updated technology that is implemented consistently with clear documentation for use.
- Enhanced Library facilities and spaces that better serve our diverse and multigenerational community.
- Collection development strategy that uses Library spaces and funding more efficiently with even greater guest satisfaction.

## Staff Investment & Retention

**Invest more in the Library staff to improve effectiveness, efficiency and job satisfaction to meet the current and future needs of the community.**

***Within Current Funding Levels***

- Broaden staff engagement in services and resource decision-making, including staff from all levels for input and feedback.
- Scale back services to levels the staff can support without high levels of stress and burnout.
- Review staff policies for current trends and with input from all levels.
- Broaden staff involvement in new hiring across all levels.
- Explore new and creative ways of leveraging volunteers to support staff in different service areas.
- Find various ways to increase inclusivity and boost morale, including recognizing staff accomplishments.

***With Increased Funding***

- Expand staffing to meet the expectations and needs of the community.
- Increase staffing in specific high-need areas such as teens, tweens and outreach.
- Improve staff compensation to be more competitive with organizations competing for the same talented personnel.
- Increase staff training and professional development opportunities.

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**Overall Outcome:**

Retain an empowered, engaged and more effective staff.

**More Specific Outcomes:**

- An engaged, more effective staff better positioned to serve the community and deliver needed resources, services and programs.
  - Reduced staffing turnover and improved ability to attract new staff to work at NPL.
  - Overall Library organization will better support day-to-day work, empower staff to do their best work and enable the highest level of effectiveness for the Library.
  - Library will be seen as a friendly, welcoming place where residents see their service needs met.
  - Staff report higher levels of job satisfaction and a Library with a healthy organizational culture providing all staff with what they need to drive success for themselves and NPL.
  - Staff will have the access to training, professional development and resources they need to thrive as NPL team members.
-

## Building & Grounds Committee

Committee met on 7/20/23 to discuss the following:

- A new 4-year copier lease – taking effect September 2023
- A financial literacy opportunity with Community Financial Credit Union on site August – November for community members in conjunction with the Library
- Update from Jeff Smith, Head of IT, regarding the WiFi project. TLN has guaranteed equipment installation beginning in August 2023.

## Copier recommendation

We are recommending to sign a 48-month lease with Canon because of the quality of Canon's machines, and some issues NPL staff have experienced with Toshiba and Konica-Minolta machines in the past:

Toshiba

-The Toshiba machines don't offer the built-in brochure folder feature which we need.

-We have been using Toshiba machines for the past 4 years and have experienced mixed quality of service, timeliness of receiving supplies, and overall performance of the copiers (warm-up time, lower sheet capacity drawers, image (dpi) quality, margin shift, 11X7 paper jams etc.).

Konica-Minolta

-We had a lease with Konica-Minolta 4 years ago, and we chose not to stay with Konica-Minolta at that time because we also have had a mixed experience with timeliness of service and receiving supplies, and overall performance of the copiers (warm-up time, paper jams etc.).

## Copier Feature Comparison

	Availability by 9/1	Old machine return	1200 x 1200 dpi	Tri-fold Brochure Folding capability	High-capacity Drawer	Staple, 2/3 Hole Punch	Jamex. Support	Document Storage	Page Per Min	Warm-up Time	B/W First Page Out	Service Office	B/W Image rate	Color Image Rate	Fixed rates (will not go up)	48-Month Lease	Monthly Lease	Annual cost of lease acct# 271-942,000
Canon IMAGERUNNER ADV DX C6840i	X	X	X	X	2450 Sheet	X	X	X	40	6 sec	4.1 sec	Novi	0.008	0.039	X	X	\$1,010.00	\$12,120.00
Konica-Minolta Bizhub C450i	X	X	X	X	2500 Sheet	X	X	X	45	15 sec	3.8 sec	Commerce	0.007	0.05	X	X	\$898.00	\$10,778.00
Toshiba e-STUDIO 4525ac	X	X			2000 Sheet	X	X	X	45	21 sec	7.1 sec	Livonia	0.0045	0.039	X	X	\$706.69	\$8,480.28

Public Machines (2)	First Floor Staff Machine (1)	IT Dept. and Admin Machines (2)
 <p><b>HIGH CAPACITY CASSETTE FEEDING UNIT</b></p> <ul style="list-style-type: none"> <li>• 2,450-sheet capacity</li> <li>• Supports up to Letter</li> <li>• 14 lb. Bond to 140lb Index</li> </ul>	 <p><b>BOOKLET FINISHER WITH TRI-FOLD</b></p> <ul style="list-style-type: none"> <li>• 2-tray, 3,250-sheet capacity</li> <li>• Corner and double stapling up to 50 sheets</li> <li>• Booklet-making up to 20 sheets and saddle-folding up to 3 sheets</li> <li>• Supports Staple-Free Stapling (up to 10 pages, 17 lb. Bond) and Staple on Demand</li> <li>• Supports optional internal 2/3-hole puncher</li> <li>• Built in C-Fold up to 5 sheets</li> </ul> <p><b>HIGH CAPACITY CASSETTE FEEDING UNIT</b></p> <ul style="list-style-type: none"> <li>• 2,450-sheet capacity</li> <li>• Supports up to Letter</li> <li>• 14 lb. Bond to 140lb Index</li> </ul>	 <p><b>STAPLE FINISHER</b></p> <ul style="list-style-type: none"> <li>• 2-tray, 3,250-sheet capacity</li> <li>• Corner and double stapling up to 50 sheets</li> <li>• Supports Staple-Free Stapling (up to 10 pages, 17 lb. Bond) and Staple on Demand</li> <li>• Supports optional internal 2/3-hole puncher</li> </ul> <p><b>CASSETTE FEEDING UNIT</b></p> <ul style="list-style-type: none"> <li>• Two 550-sheet cassettes</li> <li>• Supports up to 12" x 18"</li> <li>• 14 lb. Bond to 140lb Index</li> </ul>

**Public machines (2)**  
 Print From / Scan To USB  
 Dual-scan document feeder  
 Hard Drive for document storage  
 Two 500 Sheet drawers included  
 High Capacity Drawer

**First Floor Staff machine (1)**  
 Print From / Scan To USB  
 Dual-scan document feeder  
 Hard Drive for document storage  
 2/3 Hole Puncher Unit  
 Staple Finisher  
 Two 500 Sheet drawers included  
 High Capacity Drawer  
 Booklet Finisher with TRI-FOLD

**IT Dept and Administration machines (2)**  
 Print From / Scan To USB  
 Dual-scan document feeder  
 Hard Drive for document storage  
 2/3 Hole Puncher Unit  
 Staple Finisher  
 Two 500 Sheet drawers included  
 Two Additional 500 Sheet drawers

## **DEI Committee Summary 6-28-23 by Chair, Kat Dooley**

Trustees Dooley, Gurumurthy, and Crawford were present. Director Farkas was present.

### **Staff Updates**

- All of the staff are required to complete 2 DEI trainings this year
  - 68 out of 70 completed
  - Combination of in-person and also self-service training via webinars
  - If a Librarian found something through their profession that related to DEI, they can use those trainings to count toward their 2 training minimum.
- Board training will be worked on
- Library staff also has availability of training through City of Novi
- August 18th will be the staff in-service day
  - One session will be focusing on book challenges
- No DEI Staff committee

### **Communication Received by Trustee Cherukuri regarding DEI**

- Staff will be utilizing resources to answer questions on displays, collection displays, etc. Wants to make sure there is a good understanding of the framework of policy.
- Plan on bringing that language to DEI Committee to review
- Trustee Crawford asked about the process that the staff goes through to create a display because a possible perception might be that the books that are put out are an endorsement.
- Trustee Gurumurthy talked about a year-long calendar at her work and then people know what they are going to do ahead of time
- We have Youth, Teen, and Adult displays for different topics
- Conversations have been had to address cultural competencies when thinking of displays
- Staff will be showing what displays were put out in the past year

### **Defining DEI**

- Provide education on the scope of DEI. It's so much more.
- Will be looking at the NCSD DEI Committee work
- Trustee Gurumurthy shared a tool that she had which was a DEI wheel

### **New Business/Opportunities**

- Generational awareness
- Trustee training
- People with different abilities brought forward
- Highlight other activities and advocate for awareness to Novi community for events that take place. Example: Robotics team going to Fox Run

From: **Nelly Tester**  
Date: Tue, Jul 18, 2023 at 10:53 PM  
Subject: Christian labels on books  
To: <[DEInovilibrary@novilibrary.org](mailto:DEInovilibrary@novilibrary.org)>

Dear DEI Committee members:

My name is Nelly Tester, a long time resident of Novi and frequent library patron. I have noticed a practice in our library that has made me uncomfortable. We have stickers on some of our Adult Fiction books with pink crosses and the word Christian. I have been in contact with Julie Farkas , the library director who I believe chairs your committee.

I will also be writing to the Library Board but I wanted to approach you first since your goal is to monitor diversity and equity in our public library. It seems that this practice started in 2017. Were you aware?

The Christian stickers on adult fiction books is a clear violation of policies of the Michigan Library Association as well as the American Library Association. They are not considered a viewpoint neutral directional aid such as stickers for Western, Short Stories, Urban Fiction and Michigan Author books. The Christian stickers with a cross are considered prejudicial labels and in direct violation of the Library Bill of Rights. It is really easy to Google all this information. So, why are we doing this? My bigger concern is why are books only labeled Christian and not any other major religion? Marketing of Christian books is not sufficient answer. Our library staff is actively putting stickers on these books.

I have lived in Novi for over 40 years. I am proud of our diversity in races, ethnicities, religion etc. I feel this is a step backward. I think of the students that are using the library in the middle of the summer to study and as they walk around, seeing that only one religion is being acknowledged permanently.

Does this practice help or hinder our goal of inclusion? I will be waiting for your official response.  
Thank you  
Nelly Tester

- Director Farkas has been in contact with Nelly Tester via email based on questions she asked regarding the Christian genre stickers on books.
- Director Farkas has an in-person meeting with Nell Tester on Tuesday, July 25<sup>th</sup>
- The DEI Committee is meeting on Tuesday, July 25<sup>th</sup> to discuss further

## COMMUNICATIONS



June 2023

Novi Public Library  
Julie Farkas  
45175 W. Ten Mile Road  
Novi, MI 48375

Dear Julie,

On behalf of the Novi Educational Foundation, I would like to thank the Novi Public Library for a providing basket for our Green Gala fundraiser. The Green Gala was a great success raising over \$55,000 toward our mission of enriching the educational experience of all Novi Community School District students by supporting opportunities that require financial resources beyond the district's contribution.

We rely heavily on the generosity of individuals and companies like you to ensure our programming such as therapy dogs, teacher grants and scholarships continue. Your contribution will have a significant impact on the NEF and the Novi Community School District students and staff we serve, and for this we are very grateful.

I would also like to state that the Novi Public Library did not receive any goods or services, in whole or in part, for this donation.

Thank you again for your donation.

Sincerely,

A handwritten signature in black ink that reads 'Sue Collins-Schroeder'.

Sue Collins-Schroeder  
NEF Executive Director  
248-449-1211  
nef@novik12.org



Date: Sunday, June 25, 2023  
To: Director Farkas  
From: Aamani Cherukuri  
Re: Sunday Hours

This summer, I have decided to enroll in summer classes, and with that comes a lot of studying. It helps me and my fellow classmates to study together, and one of the most common places we go to study together is the library. However, we recently noticed threat the library is closed on sundays. Sunday's are one of the days I often like to study for classes, as we can be prepared to go into the next week. But since it is closed, my classmates and I are not able to study as well for the upcoming week, or finish up projects and homework on time. It is a real inconvenience for all of us, and I think that many Novi Schools students would benefit from having the library open on all days of the week.

Date: Tuesday, June 27, 2023  
To: Aamani Cherukuri  
From Julie Farkas  
Re: Sunday Hours

Good Morning Aamani!

Thank you for your comments regarding Sunday hours at Novi Library. There is no threat for closing the Library. The decision to close on Sunday this summer was due to a staff shortage that the Library has been experiencing over the last year. The Library Board members were very kind to understand that staffing was very stretched and our employees were experiencing burn-out. The Library Board saw an opportunity to help our staff recover and allow time to get back to full staff. Our closure is only through September 3rd. When making this decision, we found Sunday to be the most logical day as we are only open 6 hours to the public from 12-6pm and typically the summer Sundays are less utilized than during the school year. We have kept our evenings until 9pm Monday - Thursday and Fridays/Saturdays 10am-6pm. I understand there are no Friday classes at Novi this summer so perhaps this is an option for you to take advantage of that time. The second floor offers a lot of quiet spaces and if you need extra quiet the Quiet Study room on the 2nd floor is a great place for studying. The Library Board approved the 2024 calendar and at this time there is no decision to keep Sunday hours closed for future summers. I hope this information is helpful to you!

Thank you,  
Julie Farkas, Library Director

Follow-up email with Aamani  
Date: June 30, 2023

Hello Aamani!

I wanted to follow-up with you as I was just made aware that the Novi Schools do have summer school on Fridays. In the past, this was not the case. The Library is open on Fridays if you need space for studying until 6pm.

Thank you,  
Julie Farkas



## LIBRARY CLOSINGS 2023

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

## LIBRARY BOARD MEETINGS

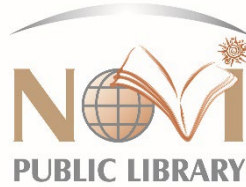
FOURTH THURSDAY OF EACH MONTH AT THE NOVI CIVIC CENTER @ 7:00 P.M.

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

**H – Paid Holiday for Employee**

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

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



## LIBRARY CLOSINGS 2024

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

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

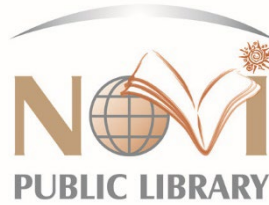
### **LIBRARY BOARD MEETINGS**

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

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

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

Approved June 22, 2023



## Library Board Calendar

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

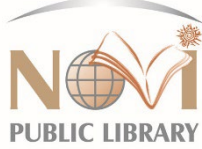
### 2023

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

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

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

Approved August 25, 2022



## Library Board Calendar

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

### 2024

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

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

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

Approved June 22, 2023