

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Thursday, May 26, 2022
at 7:00 p.m.
Location: City of Novi, Council Chambers

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

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

Call to Order by President, Kathy Crawford

Pledge of Allegiance

Roll Call by Secretary, Brian Bartlett

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

Approval of Agenda.....1-4

Consent Agenda

- 1. Approve Minutes of: April 28, 2022.....5-16
- 2. Approve Claims and Warrants of:
A. Accounts 268 and 269 (#614) 17-18

Presentations

- 1. Recognition of April Stevenson, Head of Information Services – 11 years of service to NPL

Public Comment

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

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

Reports

- 1. Student Representatives Report (Rida Salim, Abhay Kakarla, and Lindsay Gojcqj, Library Staff Liaison) – April 2022 19-22

2. President's Report (Kathy Crawford)	
A. Appointment of Board Committees.....	23
B. A Library's Role as Information Provider by Director Farkas.....	24-25
C. 2022/2023 Library Board Goals.....	26-28
D. Library Director's Annual Evaluation – Thursday, June 24 th in Closed Session; HR Chair will send out evaluation information to members for feedback.	
E. Library Board Retreat: Looking at either Saturday, July 9 th or July 16 th from 10:00am-12:30pm at Lakeshore Park. Confirming with the City of Novi for space availability.	
3. Treasurer's Report (Sreeny Cherukuri)	
A. Financial Report April 2022.....	30
B. 2021-2022 Library Budget Fund 268.....	31-33
C. 2021-2022 Contributed Fund Budget 269.....	34
D. Library Fund 268 Expenditure & Revenue Report as of April 30, 2022	35-37
E. Library Fund 269 Contributed Fund as of April 30, 2022	38
F. Balance Sheets for Funds 268 and 269 as of April 30, 2022	39-40
4. Director's Report (Julie Farkas)	41-53
A. Information Technology Report	54-56
B. Facilities Report	56-57
C. Information Services Report	58-59
D. Support Services Report	60-61
E. Library Usage Statistics.....	62-69
F. Friends of Novi Library – May 11, 22 Agenda, April 13, 22 Minutes, May 2022 Newsletter	70-79
G. City of Novi Historical Commission – March 16, 2022 Agenda, March 16, 2022 Minutes, April 20, 2022 Agenda, April 20, 2022 Minutes, May 13, 2022 Agenda	80-90

Public Comment

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Committee Reports

1. **Policy Committee:** Review current public policies for the Library
(Chair: Sturing, Bartlett and Michener, Staff Liaison – Julie Farkas)
 - Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Dana Brataniec and Hillary Hentschel
 - No meeting; no meeting scheduled

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)
 - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kirstin Abate and Kirsten Malzahn.
 - Meeting held: May 17, 2022 - Updates: Reviewed Board DEI Committee recommendations Dress Code Policy, Library Board retreat, staffing shortage, on-boarding new Library Board members, salary comparison data.....91-92
 - Next Meeting: Monday, May 23, 2022

- **GOALS:**
 1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
 2. Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.
 3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library.
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Cherukuri, Sturing, Staff Liaisons – Julie Farkas & Barbara Cook)
- Meeting scheduled for: May 23, 2022..... N/A
 - **GOALS:**
 1. Review Financial Plan
 2. Library Endowment/Foundation investigation
 3. Salary Comparison and review; last done in 2018
4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
 (Chair: Dooley, Bartlett, Gurumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec)
- Meeting held: 4/20/22.....93
 - **GOALS:**
 - 1: Read box fundraiser during National Library Week (April 2022)
 - 2: Bigger ongoing support to Friends of Novi Library
 - 3: Marketing plan update
5. **Strategic Planning Committee:**
 (Chair: Bartlett, Dooley, Gurumurthy, Staff Liaison – Julie Farkas).
- No meeting; No report.
 - Based on the Board Retreat on Saturday, June 26, 2021, committees are being asked to identify 2-3 goals to be identified and addressed for 21/22.
 - Meeting scheduled for: May 24, 2022
6. **Building & Grounds Committee:**
 (Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)
- Meeting held: 5/16/22 – Updates: Began reviewing current café contract, reviewed phone bid pricing and Technology Plan with Barb Rutkowski, Head of IT, reviewed quote for AC (cooling needs) for IT Server Room with Keith Perfect, NPL Facilities94-104
 - **GOALS:**
 1. Apply for the Build America's Great Libraries Grant, if approved, to fund library improvement projects, such as the main entryway. Explore other grant opportunities we can apply for.
 2. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
 3. Review NPL's current Technology Plan

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

8. **DEI: Diversity, Equity and Inclusion Committee**
(Chair: Dooley, Michener, Gurumurthy, Staff Liaisons – Julie Farkas & Nicole Williams)
 - Meeting held on May 2, 2022.....105
 - Next meeting: June 1, 2022
 - **GOALS:**
 1. Recommend All Board Trustees - At Least 3 DEI training minimum for Board per year. Self-learning and/or in-person.
 2. Assist in launching the DEI Scorecard for NPL
 3. Bring forth Recommendations that amplify DEI in NPL Strategic Planning

Matters for Library Board Action

1. Motion: Approve 4th Quarter Amendments to 2021-2022 268 Budget.....31-33
2. Motion: Approve 4th Quarter Amendments to 2021-2022 269 Budget.....34
3. Motion: Approve HR Policy: Dress Code (3rd Draft; reviewed by DEI Committee).....91-92
4. Motion: To enter into a 3 year contract with TelNet Worldwide with a not to exceed budgeted price of \$15,478.20 annually for 3 years.....104

Communications

1. 5/9/22: Email from Irene Fleming Re: Recent Library Offerings – Comments.....106-107
2. 5/10/22: Email from Mary Margaret Block Re: Community Read.....107

Closed Session

1. To review a medical situation exempt from discussion or disclosure by state and federal law

Adjournment

Supplemental Information

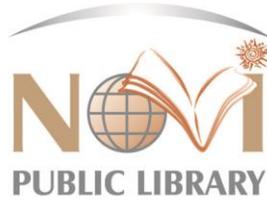
- Library Board Calendar 2022.....108
- Library Closings 2022109

2022 Future Events:

- 5/26/22: Library Board Regular Meeting @7pm, City of Novi – Council Chambers
- **5/29 & 5/30: Library CLOSED – Memorial Weekend (Sunday/Monday)**
- 6/6/22: Summer Reading Begins
- 6/8/22: Friends of Novi Library Regular Meeting @2pm, Novi Library
- 6/15/22: City of Novi Historical Commission Regular Meeting @7pm, Novi Library
- **6/19/22: Library CLOSED – Juneteenth Holiday & Father’s Day**
- 6/23/22: Library Board Regular Meeting @7pm, City of Novi – Council Chambers

Inform. Inspire. Include.

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



**Library Board of Trustees
Regular Meeting - MINUTES
April 28, 2022
7 PM
City of Novi – City Council Chambers**

Draft

Call to Order by President Kathy Crawford

City Council Chambers

Called to order by President Kathy Crawford at 7:02 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Brian Bartlett

Library Board – All members were recorded present

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

Student Representatives

Abhay Kakarla
Rida Salim

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

Legal Council

Debra Walling, Attorney
Rosati, Shultz, Joppich, Amtsbuechler

Approval of Agenda

Motion: To Approve the Agenda as documented in the board packet.
Motion for Approval – 1st – Trustee Sturing
2nd – Trustee Dooley

Motion passes – 7-0

Consent Agenda

- 1. Approve Minutes of: March 24, 20225-10
- 2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#613).....11-13

Motion: To Approve the Consent agenda as documented.

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

Motion passes – 7-0

Presentations

No Presentations

Public Comment

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Sharon Trumpy, Harvest Drive, Novi, MI

Congratulated April Stevenson on new career opportunity, discussed Fine Free and Trustee DEI committee resuming.

Reports

- 1. Student Representatives Report
 (Rida Salim, Abhay Kakarla, and Lindsay Gojcay, Library Staff Liaison) – March 2022.....14
- 2. President's Report (Kathy Crawford)
 - A. Updated letter from Dr. Lee Meadows.....15-17
 - B. Trustee Information
 - 1. Michener – National Library Week/PLA (Update: Trustee Michener attended as Library of MI. guest and was featured on the website. Trustee Michener thoughtfully gathered gifts from the event for the Library Trustees.)

President Crawford: Reached out to Dr. Meadows and asked him to be more specific and expand suggestions relating to onboarding and building blocks. This summary is on pages 15-17 of the April Board Packet. Dr. Meadow's additional suggestions will be discussed further in HR Committee. President Crawford is pursuing Dr. Meadow's recommendation for additional Board Development and Training.

Trustee Michener: Had additional questions/comments regarding Dr. Meadow's update.

- What triggered update from Dr. Meadow's? Answered above by President Crawford.
- Concern about note involving City of Novi (in orientation packet) She reminds the Trustees that the Library governs themselves.
- Mentoring- Allow members to be mentored before thrust into duties. Trustee Michener mentioned this supports not assigning chairs right away.
- Board Source Recommendation- Trustee Michener suggests looking into Library specific organizations.
- PR Campaign- Gave examples of how the board already highlights accomplishments and suggested this step may not be necessary

3. Treasurer's Report (Trustee Cherukuri)	
A. 2021-2022 Library Budget Fund 268.....	18-20
B. 2021-2022 Contributed Fund Budget 269.....	21
C. Financial Report March 2022.....	22
D. Library Fund 268 Expenditure & Revenue Report March 31, 2022.....	23-25
E. Library Fund 269 Contributed Fund as of March 31, 2022	26
F. Balance Sheets for Funds 268 and 269 as of March 31, 2022.....	27-28
4. Director's Report (Julie Farkas)	29-41
A. Information Technology Report	42-43
B. Facilities Report.....	44
C. Information Services Report.....	44-47
D. Support Services Report	48
E. Library Usage Statistics.....	49-57
F. Friends of Novi Library	N/A
G. City of Novi Historical Commission – February 16, 2022 Minutes.....	58-59

Trustee Michener and the board congratulated April Stevenson, who accepted the Directors Position at the White Lake Township Library. Director Farkas and Trustees discussed open positions at the Novi Library. Trustee Gurumurthy asked shareholders to network all current open positions at the Novi Library.

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Sharon Trumpy, Harvest Drive, Novi, MI
Discussed the Officer Slate and their selection.

Jason Michener, Harrier Place, Novi, MI
Congratulated April Stevenson. Discussed Trustee DEI Committee resuming, and complemented book window service.

Committee Reports

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

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)
 - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kirstin Abate and Kirsten Malzahn.
 - Meeting held on: April 21, 202160
 - Next Meeting: May 17, 2022
 - GOALS:
 1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
 2. Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.
 3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and missions of the Novi Public Library.

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
(Chair: Bartlett, Cherukuri, Sturing, Staff Liaisons – Julie Farkas & Barbara Cook) · Meeting held on: April 4, 2022.....60-63

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
(Chair: Dooley, Bartlett, Gurmurthy, Staff Liaisons – Julie Farkas & Dana Brataniec) · Meeting held:
4/20/22.....64-65

GOALS:

- 1: Read box fundraiser during National Library Week (April 2022)
- 2: Bigger ongoing support to Friends of Novi Library
- 3: Marketing plan update (Dana Brataniec)

Trustee Dooley thanked facilities staff member Keith Perfect for building the read boxes. Trustee Michener offered raffle ideas in the future to support community interest in read boxes. Trustee Dooley informed the Trustees that NPL staff is committed to 3 DEI Training opportunities this FY. She suggested Trustees make similar commitments to training. Trustee Dooley updated Trustees on DEI Scorecard.

5. Strategic Planning Committee:

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

- No meeting; No report.
- Based on the Board Retreat on Saturday, June 26, 2021, committees are being asked to identify 2-3 goals to be identified and addressed for 21/22.

6. Building & Grounds Committee:

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

- Meeting held: 4/13/22.....65-66

GOALS:

- 1. Apply for the Build America's Great Libraries Grant, if approved, to fund library improvement projects, such as the main entryway. Explore other grant opportunities we can apply for.
- 2. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
- 3. Review NPL's current Technology Plan (Barb Rutkowski, Head of IT)

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

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

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

8. DEI: Diversity, Equity and Inclusion Committee

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

- Meeting held on 4/4/22.....67-68
- Next meeting: May 2, 2022

GOALS:

1. Recommend All Board Trustees - At Least 3 DEI training minimum for Board per year. Self-learning and/or in-person.
2. Assist in launching the DEI Scorecard for NPL
3. Bring forth Recommendations that amplify DEI in NPL Strategic Planning

Matters for Library Board Action

1. Motion: Slate of 2022-2023 Officers for the Novi Public Library Board of Trustees:

Trustee Bartlett All members had been contacted and were asked which positions they were nominating themselves for. The current nominees are:

President - Kathy Crawford
Vice President - Kat Dooley, Mark Sturing (2 nominees)
Treasurer - Sreeny Cherukuri
Secretary - Brian Bartlett

All members were provided with a ballot including space for candidates nominated tonight at the board meeting.

Trustee Michener Per OMA rules, no secret ballots and the vote must be done with a roll call vote. Trustee Michener supports Trustee Dooley for Vice President.

Trustee Crawford Discussed the Ballot vs. OMA and verbal voting.

Trustee Bartlett This year's ballots were patterned after last year's ballots that were all submitted, signed and recorded for Open Meeting purposes. Last year, the board was on video and there was only one person for each office so a slate of officers was elected with one vote. This year will require voting on each office. The board still needs to close nominations.

Motion: To Close Nominations for the 2022-2023 Library Board Officers
1st Motion – Trustee Sturing
2nd – Trustee Dooley

Motion Passes: 7-0 - Roll Call Vote

Election: Votes for Kathy Crawford for President of the Novi Library Board– 7
Crawford Elected – 7-0

Election: Votes for Kat Dooley for Vice President of the Novi Library Board– 4
(Dooley, Bartlett, Michener, Gurumurthy)

Votes for Mark Sturing for Vice President of the Novi Library Board - 3
(Crawford, Sturing, Cherukuri)
Dooley Elected - 4-3

Election: Votes for Sreeny Cherukuri for Treasurer of the Novi Library Board– 7
Cherukuri elected - 7-0

Election: Votes for Brian Bartlett for Secretary of the Novi Library Board– 7
Bartlett elected – 7-0

2022-2023 Novi Library Board Officers (May 1, 2022 – April 30, 2023)

President - Kathy Crawford
Vice President - Kat Dooley
Treasurer - Sreeny Cherukuri
Secretary - Brian Bartlett

Trustee Crawford Indicated that she wishes to keep committee assignments as they currently are rather than changing members at this time. If board members are looking for reassignment, feel free to let her know.

2. To approve an “ad hoc” committee for the purpose of creating an “On Boarding” procedure for new trustees to the Novi Library Board.

Trustee Michener Supports creating an Ad hoc meeting per the suggestion of Dr. Meadows. Looking for creating a welcoming, inclusive experience for new members. This would be beneficial for providing a head start to new members to increase their productivity.

Trustee Dooley Appreciates the goals of this proposal. Trustee Dooley is concerned about bandwidth and ability to cover the extra ‘ad hoc’ ability. Would Trustee Michener be willing to handing the issue to the HR committee. She also discussed whether on boarding would require enough board members that create an OMA ‘public meeting’ training session.

Trustee Michener Still is looking for a separate committee. If it doesn't get passed she would hope to participate with the HR committee.

Trustee Gurumurthy Finds on boarding very important. She feels she had a very productive on boarding, but would support improvements in the process. She would be in favor of putting it into the HR committee.

Trustee Bartlett Supports the function, but does not support a separate committee. The By Laws empower the President to set up a committee for uncommon items. On boarding is a common occurrence and needs to be integrated with the bylaws. The bylaws are currently lacking as far as transition. Creating another committee only adds to the problem.

Trustee Sturing Feels this is an effort that satisfies the board, not satisfying the needs of the library and the residents of the community. Also thinks that this responsibility should be handled by one of the existing committees. During his onboarding he felt he had all the information he needed.

Trustee Michener Felt Trustee Sturing didn't understand the motion. This is to improve the boards effectiveness and understanding of all the by-laws and organizations governing the board.

Trustee Crawford Doesn't feel onboarding is well defined. Concerned we have a solution searching for a problem. Would prefer to have the HR Committee review the policy with input from other board members.

Trustee Dooley Liked the ideas of moving it to the Bylaws committee. She believes this offered a better solution than an adhoc committee.

Motion: To approve an "ad hoc" committee for the purpose of creating an "On Boarding" procedure for new trustees to the Novi Library Board.

1st- Trustee Michener

2nd-Trustee Dooley

Motion Fails – 1-6 (Aye Michener)(Nay, Crawford, Cherukuri, Dooley, Bartlett, Sturing, Gurumurthy)

3. Novi Library to continue the fine free policy for the Novi Public Library with a scheduled review of the policy in April/May of 2023 by the Novi Library Board as it affects lost items.

Trustee Bartlett The Finance Committee has reviewed the issues discussed at the board issue. The board has asked for several metrics detailing exactly what items and patrons are not returning items. Many of those metrics are not available through TLN. We have passed a budget without fines, but wanted to study the effect on lost items. The lost items, i.e. items not returned have increased over the term of going fine free during Covid. The library has the opportunity to market this (fine free) to the public. In one year, the board will be required to evaluate the lost items.

Trustee Cherukuri Reads the policy as continuing the Covid status for another year, not changing the default status of the library. All data regarding the "success" of fine free has been anecdotal in nature. Trustee Cherukuri is also concerned about the revenue loss and the restriction it causes on doing other positive things for the library.

Trustee Michener Discussed other national pushes for fine free along with the push in Michigan. There is concern as to how the lost items are accounted for as far as percentage of those items checked out. Trustee Michener also discussed the difference between fines and late fees and penalties.

Trustee Sturing Discussed this issue and believed it was provided for in the budget. He is also concerned about the lost revenue. As he understands (per the metrics) there are very few persons that are not able to use the library because of the fine policy. He would support with one more year of an extension, but not as a default for "Fine Free" since it is consistent with the budget and the metrics.

Trustee Dooley Trustee Sturing was correct that the budget did not include fines. Fine free has not resulted in budget deficits over the last couple years and the library has been operating without this revenue. Additionally, with the increased number of residential properties being built that revenue will be made up.

Trustee Cherukuri Also recollected that the proposal was to extend fine free for another year. Noted that the surplus was based on the Library not being at full

employment. Also, he noted that the MLA while going fine free, was very vocal at retaining fines from traffic and license violations that effect lower income citizens. He asked if there is room for a friendly amendment that extends fine free rather than changing the default.

Trustee Bartlett Restated that budget year end surpluses are the results of less than full employment. This is not a surplus to spend. Full employment will lead to deficits. Also, will accept the friendly amendment.

Trustee Gurumurthy Would like more financial information on lost items and the costs ensued on lost items. If this passed would like to see some quarterly numbers to see how we are doing and what progress we are making.

Trustee Crawford Shares the concerns of many on the board. Has read about fine free and understands the needs here, but is also concerned about budgets and what happens once the library reaches full employment. What effect will the lack of Revenue have at the point? Is also looking at a friendly amendment to extend fine free for one year.

Trustee Bartlett Will accept the fine free proposal, but wants to be clear that the one metric the board will look at in a year is the effect on lost items. It would need to be marketed and promoted to the public.

Trustee Dooley Discussed how this could be marketed, just didn't want to appear that the board is just kicking the can forward and not doing anything. Would want to retain fine free status in the next year.

Trustee Crawford Discussed how this item could be marketed to the public.

Director Farkas Discussed how this could be marketed to the public. The primary issue is getting the items back from the public so that other library guests can utilize them. Indicated that the library staff was ready to get started on this and just needed some direction from the board.

Trustee Michener Sees a real challenge for the board and the marketing committee for education and support of the issue.

Trustee Sturing Suggested the following language "The Library board approves the continuation of fine free status until June 30, 2023. This does not eliminate the fees for lost items."

Trustee Bartlett Was open to changed language, but would want all language free of Covid -19 reference. Trustee feels the reference to the pandemic would cause confusion and make it sound dependent upon Covid, which it is not.

Motion: The Novi Public Library will continue the Fine Free policy until June 30, 2023, with a review of the policy in April-May of 2023 as it effects lost items.

1st- Trustee Bartlett

2nd-Trustee Michener

Motion Passes – 6-1 (Aye Crawford, Michener
(Gurumurthy, Cherukuri, Dooley, Bartlett,)(Nay –
Cherukuri)

4. Approve HR Policy: No Smoking/Vaping (2nd Draft)

Motion: Approve HR Policy: No Smoking/Vaping (2nd
Draft).

1st- Trustee Dooley

2nd-Trustee Gurumurthy

Motion Passes – 7-0

5. Approve HR Policy: Dress Code (2nd Draft)

Trustee Michener This was a big topic at the MLA discussion. Dress codes are a big equity topic. There are issues as to who determines hygienic policy and grooming appearance. Monitoring what persons are wearing and appearances can be very problematic from both dress and footwear. Has concerns about liability issues and does not see the policy ready to vote on tonight.

Trustee Crawford Wonders whether this mirrors the City policy.

Director Farkas Will pull the City policy. This is the output of a committee of employees. Some items such as Flip Flop policy was put in place due to persons injuring themselves on carts that are used in the library.

Trustee Sturing If this is not passed tonight, is there a policy is in place.

Director Farkas Yes, there is a policy similar to this in place and this is not pressing at this time.

Trustee Dooley Appreciates the view points and proposes that DEI committee reworks this policy and brings it back to the board at a later date.

Trustee Crawford There appears to be considerable work on this with a wide range of opinions. It will probably need review in both the HR and DEI committees. Suggests tabling the issue for a later date.

Approve HR Policy: Dress Code

- **TABLED** for re-drafting – No action taken

6. Approve HR Policy: Rules of Conduct (Draft 2)

Trustee Michener Has issues with a couple of the points in this policy. The first is "Refrain from sharing personal concerns and/or hardships with other employees can be very problematic" This could discourage employees and foster turnover. Persons should not be penalized for airing feelings and experiences. The second is "Loitering

at the Library while not on duty". Employees have a right to use the library and even attend events when not on duty.

Director Farkas Clarified that these recommendations were focused on employees interfering with other staff members performing their job. Similarly loitering can occur if an employee is off the clock, and interfering with other staff members whom are on the clock.

Trustee Cherukuri Suggested adding a phrase dealing with loitering "at the work station" to the policy.

Trustee Sturing Suggested adding "Extensive" to the "sharing personal concerns". He is concerned not only about the person with the personal concerns, but also the employee who is interrupted while trying to do their job.

Trustee Michener Has issues with a couple of the points in this policy. Suggested removing the "Sharing personal information policy entirely.

Trustee Gurumurthy Verified that this is a modification of a policy in place since 2009.

Trustee Dooley Is concerned about the word extensive. Using "extensive" is problematic, but at the same time this policy could fall under harassment.

Approve HR Policy: Rules of Conduce (Part 2)
- **TABLED** for re-drafting – No action taken

7. Approve Policy: Locker Pick Up and Drive Up Window Services (Draft 1)

Motion: Approve Policy: Locker Pick Up and Drive Up Window Services (Draft 1)
1st- Trustee Cherukuri
2nd-Trustee Michener
Motion Passes – 7-0

Communications

1. 4/5/22: Email from Nicole Sad, Novi Adult Transition program, RE: library tour/program..77

Closed Session

1. None

Adjournment

Motion: Motion to Adjourn at 9:14pm
1st- Trustee Michener
2nd-Trustee Bartlett
Motion Passes – 7-0

Supplemental Information

- Library Board Calendar 2022.....78
- Library Closings 202279

2022 Future Events:

- 5/4/22: Installation of NPL Read Boxes in 3 Novi Parks (ITC, Rotary and Pavilion Shores)
- **5/8/22: LIBRARY CLOSED**
- 5/11/22: Friends of Novi Library Board Meeting, 2pm @ Novi Public Library
- 5/18/22: City of Novi Historical Commission Meeting, 7pm @ Novi Public Library
- 5/20/22: Spring Palooza at City of Novi 6:00-8:00pm
- 5/26/22: Library Board Trustee Meeting, 7pm @ City of Novi, Council Chambers
- **5/29 & 5/30/22: LIBRARY CLOSED**
- **6/6 – 8/13: SUMMER READING**
- **6/19/22: LIBRARY CLOSED**

Brian Bartlett, Secretary

Date

Warrant 614	268 Accounts	May 2022	
Payable to	Invoice #	Account number	Amount
Amazon		268-000.00-727.000	\$ 59.96
Global		268-000.00-727.000	\$ 39.49
Quill		268-000.00-727.000	\$ 469.62
Stamps	Postage	268-000.00-728.000	\$ 78.81
Knight Technology	Virus Protection	268-000.00-734.000	\$ 430.00
Amazon		268-000.00-734.500	\$ 2,976.93
Brodart		268-000.00-742.000	\$ 8,803.65
Center Point Large		268-000.00-742.000	\$ 25.32
Gale/Cengage		268-000.00-742.000	\$ 107.96
Library Network		268-000.00-742.000	\$ 30.00
Tsai Fong Books		268-000.00-742.000	\$ 556.58
Amazon		268-000.00-742.010	\$ 346.18
Baker & Taylor		268-000.00-742.010	\$ 620.18
Brodart		268-000.00-742.010	\$ 311.69
Gale/Cengage		268-000.00-742.010	\$ 153.55
Midwest Tape		268-000.00-742.010	\$ 256.34
Chippewa Lib.		268-000.00-742.100	\$ 14.95
Melvindale		268-000.00-742.100	\$ 9.99
Romulus		268-000.00-742.100	\$ 3.99
Springfield Twp. Lib.		268-000.00-742.100	\$ 8.00
Baker & Taylor		268-000.00-744.000	\$ 120.29
Midwest Tape		268-000.00-744.000	\$ 2,043.43
Overdrive		268-000.00-744.000	\$ 779.32
Baker & Taylor		268-000.00-745.200	\$ 1,624.91
Midwest Tape		268-000.00-745.200	\$ 784.21
Spectrum Ent.		268-000.00-801.925	\$ 69.65
Foster Swift	Blum; Thru 2/28/22	268-000.00-806.000	\$ 112.50
Foster Swift	Seurnyck; thru 3/31/22	268-000.00-806.000	\$ 112.50
Knight Technology	update building switches	268-000.00-816.000	\$ 225.00
RNA	Apr 2022	268-000.00-817.000	\$ 7,557.10
AT&T		268-000.00-851.000	\$ 521.69
T Mobile		268-000.00-851.000	\$ 824.24
Verizon		268-000.00-851.000	\$ 458.29
Library Network		268-000.00-855.000	\$16,358.15
City of Novi	Fuel for Library Van	268-000.00-861.000	\$ 55.85
Coll. Summer		268-000.00-880.000	\$ 399.40
Novi Schools Café		268-000.00-880.000	\$ 56.80
Positive Promotions		268-000.00-880.000	\$ 98.95
Amazon		268-000.00-880.268	\$ 183.64
Barnes & Nobles	Tween Book Trivia Winner; gift card	268-000.00-880.268	\$ 10.00
Clear Checks		268-000.00-880.268	\$ 19.99
Coll. Summer		268-000.00-880.268	\$ 184.66
Global	poster paper	268-000.00-880.268	\$ 152.55
Meijer	Youth Garden Party Exp.	268-000.00-880.268	\$ 50.68
Michaels	Youth Garden Party Exp.	268-000.00-880.268	\$ 29.31
Novi School Café		268-000.00-880.268	\$ 15.00

Oriental Trading		268-000.00-880.268	\$ 65.95
Walmart		268-000.00-880.268	\$ 34.24
Millennium Business		268-000.00-900.000	\$ 1,018.09
Vista Print	business cards	268-000.00-900.000	\$ 77.49
Consumers Energy		268-000.00-921.000	\$ 1,673.03
DTE		268-000.00-922.000	\$ 8,686.68
City of Novi - Utility	Water; Sewer	268-000.00-923.000	\$ 1,741.12
Allied Eagle		268-000.00-934.000	\$ 1,139.13
Amazon		268-000.00-934.000	\$ 212.41
Cintas		268-000.00-934.000	\$ 595.18
Dalton	carpet	268-000.00-934.000	\$ 950.00
Global		268-000.00-934.000	\$ 517.52
Global		268-000.00-934.000	\$ 29.99
Great Lakes Power	2nd floor lights	268-000.00-934.000	\$ 529.79
Home Depot		268-000.00-934.000	\$ 30.56
North star Mat		268-000.00-934.000	\$ 289.55
Orkin		268-000.00-934.000	\$ 74.50
Brien's	salting	268-000.00-941.000	\$ 250.00
Brien's	fertilizer; Spring Clean	268-000.00-941.000	\$ 675.00
Great Lakes Power	10 mile rd. lights	268-000.00-941.000	\$ 1,333.07
Image 360	printed vinyl logo	268-000.00-941.000	\$ 150.00
Millennium Business		268-000.00-942.000	\$ 650.94
Corrigan	April 2022	268-000.00-942.100	\$ 24.95
Charity How To	seminar; write annual report	268-000.00-956.000	\$ 87.00
Eventbrite	workshop; HR Day-History of DEI	268-000.00-956.000	\$ 109.34
Brush, Emily	mileage for workshops	268-000.00-956.000	\$ 42.24
Farkas, Julie	mileage for workshops	268-000.00-956.000	\$ 61.43
O'Leary, Shannon	mileage for workshops	268-000.00-956.000	\$ 74.76
Petty Cash (postage)		268-000.00-728.000	\$ 7.26
Petty Cash (program)		268-000.00-880.268	\$ 12.29
TOTAL			\$69,294.81

Warrant 614	269 Accounts	May 2022	
Payable to	Invoice #	Account number	Account total
Amazon	various titles; McLean Donation	269-000.00-742.230	\$ 102.71
Amazon	crafts exp.- meas. Tape; cut pads; heat transfer; string; stencils	269-000.00-976.046	\$ 409.34
JoAnn	iCube; supplies; paper exp. for crafts	269-000.00-976.046	\$ 16.76
JoAnn	iCube; craft supplies - canvas; strand floss	269-000.00-976.046	\$ 14.99
JoAnn	iCube; 6 strand floss	269-000.00-976.046	\$ 4.80
Oculus	VR for iCube	269-000.00-976.046	\$ 9.99
Oculus	VR for iCube	269-000.00-976.046	\$ 9.99
Sewing Gallery	iCube; sewing machine annual cleaning	269-000.00-976.046	\$ 131.74
Olive Garden	Staff Apprec. - food for Library Appreciation Week	269-000.00-742.236	\$ 376.89
TOTAL			\$ 1,077.21

April 2022 Library Board Student Representative Report

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

Tween and Teen Library Programs:

The BeTWEEN the Pages: Tween Book Club Trivia program was held on April 13. Guests read *Rules* by Cynthia Lord and answered trivia questions relating to the book. (Attendance = 8)

The Craftastic Wednesday: Make an Interchangeable Magnetic Pendant on April 20. Guests were able to create an interchangeable magnetic pendant made with the iCube button maker machine. A variety of patterns and images were available for guests. (Attendance = 15)

The Tail Waggin' Reading Buddies program was held on April 27. It is an opportunity to provide a comfortable and non-judgmental space for a child (and their family, if they desire) to read to a therapy dog to encourage the child's reading skills, confidence, and love of reading. (Attendance = 6)

Teen Space Update:

During April 2022, there were 101 guests who visited Teen Space. There was no Teen Space on April 4-8 and April 11.

Teen Advisory Board (TAB) Update:

The eighth TAB meeting for the 21-22 school year was held on April 29. The meeting started with a welcome and an icebreaker to help get to know each other. Following the welcome, the members discussed National Poetry Month being held in April and shared their favorite poems. They also shared the 2021's most-read poem. Lindsay (Library Staff Liaison) shared information on how members could locate teen book lists on the Library's website. Information was also shared on the upcoming TAB Officer election being held in May. The members finished their meeting by playing a fun game of guessing what the picture was drawn, similar to Pictionary. (Attendance = 5)

Shriya R. and Rashmita R., two students from Novi High School, collaborated with TAB to raise awareness about food insecurity. They put together a food and apparel donation drive held in the Library's lobby from February 14-March 14, in which they received 443 food donations and 98 apparel donations. Their goal was to make some care packages consisting of 4-6 food/drink items and 1-2 apparel items. They created about 74 care packages total for CASS community social services and the remaining items were to be donated to the Gleaners Community Food Bank.

Food Insecurity

WHAT IS IT?

Not having consistent access to a sufficient amount of nutritious food.

WHAT DOES THIS MEAN?

Over 1 million households in Michigan are struggling with this issue.

WHAT CAN YOU DO?

1. Raise Awareness
2. Advocate for Food Security Campaigns
3. Volunteer at Food Banks or Drives

About Operation Nourish



OPERATION NOURISH

Goal: Operation Nourish is an initiative started by two high school students in Michigan. Michigan has struggled with food insecurity, especially over the past year with COVID-19. We strive to raise awareness on food insecurity and stabilize food access in metropolitan areas of Michigan.

Resources

FEED THE NEED

www.feedtheneednovi.org

FEEDING AMERICA

www.feedingamerica.org

SOUP KITCHEN/FOOD PANTRIES CLOSE BY

1. CASS
2. Gleaners
3. Capuchin Soup Kitchen
4. St Christine Soup Kitchen

CONTACT US

Insta: [@operation.nourish](https://www.instagram.com/operation.nourish)

Facebook: [@operation.nourish](https://www.facebook.com/operation.nourish)

Twitter: [@op_nourish](https://twitter.com/op_nourish)

Email: operation.nourish.email@gmail.com

FOOD & APPAREL DRIVE

Novi Public Library & Operation Nourish

Please donate items at the Novi Public Library.
45255 W. 10 Mile Road, Novi, MI 48375

Non-perishable Food:

- Canned soups, beans, vegetables, stews, chili, etc.
- Rice, Cereal, Pasta, etc.
- Granola Bars, Juice boxes, etc.



Expired items will not be accepted

Apparel:

- Hats
- Socks
- Gloves
- Scarfs



Apparel must be in good condition



FEB 14 - MAR 14

ALL DONATIONS WILL BE DONATED
TO CASS SOCIAL SERVICES &
GLEANERS COMMUNITY FOOD BANK.

Any Questions? Contact operation.nourish.email@gmail.com



Upcoming Programs:

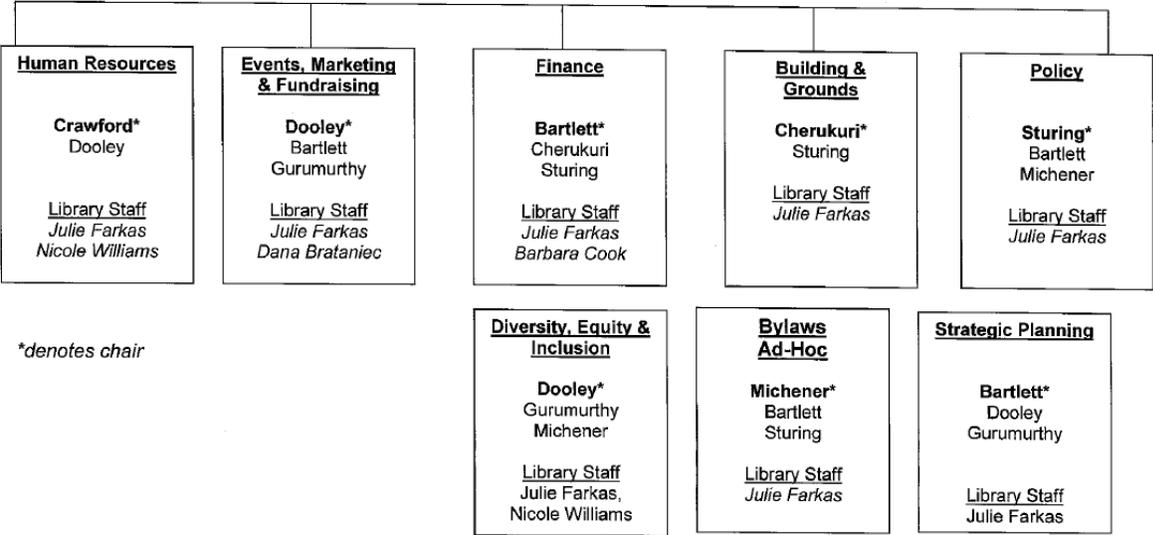
- Pride Trivia Night - June 8
- Craftastic Wednesday: Chalk it up - Summertime Signs - June 15
- Experience Culture - Unity in the Community Juneteenth Celebration and Slows Bar BQ Food Truck - June 18
- Tail Waggin' Reading Buddies - June 22

Teen Stop Featured Display:

To celebrate National Poetry Month, the April Teen Stop display featured young adult novels in verse fiction.



2022 - 2023
Novi Public Library Board
 Bartlett (Sec.) Cherukuri (Treas.)
 Crawford (Pres.) Dooley (V.Pres)
 Gurumurthy Michener Sturing



5/26/22 updated

A Library's Role as Information Provider by Julie Farkas, Library Director

Librarians at the Novi Library are required to have a Master's Degree in Information or Information Science before being employed at the Novi Public Library. NPL Librarians work very hard to choose and provide materials that are for all readers. Often times Librarians are coined as sleuths for finding information and experts when offering information opportunities based on their knowledge due the vast amount of reading and research they do professionally to recommend titles and subjects for others to consider. That is what makes a public library such a wonderful resource for a community, considering all aspects of information and giving access to it. The Librarians that are choosing materials for NPL have been encouraged to take an impartial approach to selection. They look at a variety of topics, popular and scholarly reviews, best seller lists, media, pop culture, current events/topics, etc. to purchase the items that are available from the Library. Librarians also listen to the community and purchase materials based on their needs as well. The library's collections aim to be a reflection of its community and users, but also provide materials that are windows and doors into new opportunities for learning. NPL believes there is reading material and information available at Novi Library for everyone and the greatest gift to a reader is the opportunity one has to choose what fits their needs. Fittingly, NPL's motto is Inform. Inspire. Include.

The Library's mission is: Novi Public Library provides the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community.

Novi Public Library's values statement: Novi Public Library supports intellectual freedom and access to informational resources for all, while maintaining the privacy of its patrons and providing a safe and secure environment.

The staff follow the ALA (American Library Association) for supporting intellectual freedom and the right of library users to read, seek information and speak freely as guaranteed by the First Amendment. Intellectual freedom is one of the core values of the library profession; it promotes access to information and guides the defense against censorship. In addition, Novi Library supports the MLA (Michigan Library Association) which opposes censorship of materials and is a proponent of the accessibility to materials without prejudice to every member of the community.

Because Novi is a diverse community it affords the opportunity for NPL Librarians to be stewards for seeking out materials to meet reader's needs. Librarians have established relationships with a variety of entities to purchase materials to have available at the Library. Donations are also considered. This allows for the library's collection to have great depth and breath. What one may find offensive on the shelf, may be of great interest to another reader. Interestingly, the collection is ever changing, growing and diversifying based on the changes in the community and the desire to meet user's needs.

As professionals, Librarians look for parents/caregivers to guide and encourage their children's reading habits. NPL believes parents/caregivers are their child's first teachers. Therefore, we encourage parents to take an active role and responsibility in knowing what their child/children are interested in reading and what they are checking out from the Library. Librarians are on staff to help guide the requests a guest may have for information and provide resources based on what that need is. Librarians are known to recommend multiple options for resources when providing information in order to give a variety of ways for which information can be interpreted and used.

Finally, the Novi Public Library not only makes available resources, materials and information within its building, but also partners with local public, academic and state libraries to provide additional access to materials and resources to create a larger collection and opportunities for information for which a community can gain access.

Additional information:

American Library Association: <https://www.ala.org/>

Michigan Library Association: <https://www.mibraries.org/>

Michigan Right to Read: <https://www.mirighttoread.com/>

HUMAN RESOURCES	STATUS
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.	
4. Onboarding process for new board members	
<ul style="list-style-type: none"> DEI Staff Training 	
<ul style="list-style-type: none"> Connecting with organizations, groups, businesses to improve DEI relations 	
<ul style="list-style-type: none"> COVID related needs; concerns 	
<ul style="list-style-type: none"> Remote work opportunities 	
<ul style="list-style-type: none"> Review of employee benefits 	
<ul style="list-style-type: none"> Use of volunteers 	

MARKETING, EVENTS & FUNDRAISING	STATUS
1. Read box fundraiser during National Library Week	Completed (4/2022)
2: Bigger ongoing support to Friends of Novi Library	
3. Marketing Plan review/update	
<ul style="list-style-type: none"> Lending Library – 1 yr. assessment 	
<ul style="list-style-type: none"> NPL @ Your Door (Mail Service) 	
<ul style="list-style-type: none"> Library App upgrade 	

POLICY	STATUS
1. Continual review and approval of library policies specific to public use of the Library.	
<ul style="list-style-type: none"> Customer Service initiatives 	

STRATEGIC PLANNING	STATUS
1. RFP for a Strategic Planning Consultant to develop the next 3-5 year plan for NPL (2023-2028)	
2. Strategic Planning development for NPL (Fall 2022 – Spring 2023)	
<ul style="list-style-type: none"> QSAC (Quality Services Audit Checklist) accreditation with Library of Michigan 	
<ul style="list-style-type: none"> Updated Marketing, Technology and 	

COLLECTIONS	STATUS
<ul style="list-style-type: none"> Continuous purchasing, review and weeding of current collections 	
<ul style="list-style-type: none"> Continuous use of displays, marketing materials, space to promote collections 	

TECHNOLOGY	STATUS
<ul style="list-style-type: none"> Lending Library – 1 yr. assessment – library card dispensing opportunity 	
<ul style="list-style-type: none"> 2. New phone system integration 	
<ul style="list-style-type: none"> iCube growth with equipment and 	
<ul style="list-style-type: none"> Library App upgrade 	
<ul style="list-style-type: none"> Online library card registration 	
<ul style="list-style-type: none"> Lending Library – library card 	
<ul style="list-style-type: none"> Security camera upgrades 	

OUTREACH	STATUS
<ul style="list-style-type: none"> Connecting with WLCS, NCS for various card campaigns 	
<ul style="list-style-type: none"> Establishing new relationships with NCS leadership 	
<ul style="list-style-type: none"> NPL @ Your Door – 1 yr. assessment 	
<ul style="list-style-type: none"> Services to Older Adults 	
<ul style="list-style-type: none"> Read Box services; expansion 	

PROGRAMMING	STATUS
<ul style="list-style-type: none"> ESL programming opportunities and relationship building 	
<ul style="list-style-type: none"> Annual Community Read event 	
<ul style="list-style-type: none"> National Library Week event 	
<ul style="list-style-type: none"> Lakeshore Lending Library – expand event opportunities 	
<ul style="list-style-type: none"> Annual back to school breakfast 	

City Budgeting Guidelines:

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

Note from City Re: Investments:

Decrease in interest revenue is to reflect the unpredicted increase in unrealized losses on short-term investments purchased over the last year by the City. The significant rise in rates by the Federal government in the past few months has made the market value on the current investments held fall substantially. The loss reflects the market at this specific point in time. The market has the potential to rebound in the near future. The losses are "unrealized" as no actual loss will be incurred if the City holds the investment to maturity which intends to.

Financial Report for April 2022

Approved Budget for Fund 268 Fiscal Year 2021-2022 (Year End)

TOTAL REVENUES	\$3,350,568
TOTAL EXPENDITURES	\$3,452,160
NET OF REVENUES & EXPENDITURES	(\$101,592)

Approved budget for Fund 269 Fiscal Year 2021-2022 (Year End)

TOTAL REVENUES	\$38,224
TOTAL EXPENDITURES	\$57,900
NET OF REVENUES & EXPENDITURES	(\$19,676)

Revenue & Expenditure Report for Fund 268

	YTD Mar 31, 2022	YTD Apr 30, 2022	Difference
TOTAL REVENUES	\$ 3,312,150	\$3,262,805	*(\$49,345)
TOTAL EXPENDITURES	\$ 2,259,353	\$2,529,543	\$270,190
NET OF REVENUES & EXPENDITURES	\$1,052,797	\$733,262	

*difference in revenue accumulation due to offset of investment account 268-664.500

Revenue & Expenditure Report for Fund 269

	YTD Mar 31, 2022	YTD Apr 30, 2022	Difference
TOTAL REVENUES	\$5,772	(\$13,033)	*(\$18,805)
TOTAL EXPENDITURES	\$17,351	\$26,094	\$8,743
NET OF REVENUES & EXPENDITURES	(\$11,579)	(\$39,127)	

*difference in revenue accumulation due to offset of investment account 269-664.500

Balance Sheet Report as of April 30, 2022

The ending fund balance for Fund 268 is
\$3,228,575.23

The ending fund balance for Fund 269 is \$1,656,528.23

2022-2023 Library Budget 268 January 27, 2022		2020-2021 Approved	2020-2021 Audited	2021-2022 Approved	2021-2022 Yr. End	2021-2022 4th Qtr Amend	2022-2023 Approved	2023-2024 Projected	2024-2025 Projected
Revenues		1/23/2021	6/30/2021	1/28/2021	1/27/2022		1/27/2022	1/27/2022	1/27/2022
Account	Description								
403.000	Tax Revenue - Current Levy	2,926,658.00	2,959,058.75	3,005,458.00	3,085,760.50	3,081,793.00	3,209,191.00	3,305,467.00	3,404,631.00
403.001	Tax Revenue - Cnty Chargebk	2,000.00	6,323.24	2,000.00	2,000.00	664.00	2,000.00	2,000.00	2,000.00
403.002	Tax Revenue - Tax Tribunal Accr	0.00	900.00	0.00	0.00	0.00	-1,000.00	-1,000.00	0.00
403.003	Tax Revenue - Brownfield 2008	-259.00	-276.15	-295.00	-295.00	-60.00	0.00	0.00	0.00
403.006	Tax Revenue - Brownfield 2015	-4,500.00	-6,071.40	-10,624.00	-10,624.00	-7,283.00	-12,749.00	-15,299.00	-18,359.00
403.008	Tax Revenue - CIA Cap 2018	0.00	-13,183.71	-24,967.00	-24,967.00	-15,038.00	-22,538.00	-31,553.00	-41,019.00
418.000	PPT Reimbursement	0.00	0.00	0.00	0.00	2,055.00	0.00	0.00	0.00
420.000	Tax Reveune - C/Y Del PPT	-6,500.00	-8,038.90	-4,900.00	-4,900.00	-4,649.00	-5,000.00	-5,200.00	-5,200.00
508.450	Federal Grants	0.00	5,627.01	0.00	0.00	0.00	0.00	0.00	0.00
508.452	Federal Grants - COVID 19	0.00	59,143.94	0.00	0.00	0.00	0.00	0.00	0.00
567.000	State Aid	40,000.00	46,164.52	33,000.00	24,215.81	56,619.00	33,000.00	33,000.00	33,000.00
633.100	Insurance Reimbursement	0.00	0.00	0.00	89,230.69	89,231.00	0.00	0.00	0.00
657.000	Library book fines	65,000.00	10,924.57	48,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
658.000	State penal fines	114,000.00	95,366.51	95,000.00	97,775.97	97,776.00	95,000.00	95,000.00	95,000.00
664.000	Interest on Investments	54,201.00	47,949.82	40,000.00	40,000.00	40,000.00	39,000.00	42,000.00	44,000.00
664.500	Unrealized gain(loss) invest	-20,000.00	-7,827.98	10,000.00	10,000.00	-80,000.00	1,000.00	5,000.00	10,000.00
665.000	Miscellaneous income	14,000.00	1,063.43	5,000.00	5,000.00	6,000.00	5,000.00	5,000.00	5,000.00
665.100	Copier	600.00	1,700.20	1,000.00	200.00	85.00	1,000.00	1,000.00	1,000.00
665.200	Electronic media	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
665.266	SRP - T-shirt sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
665.289	Adult Programming	3,000.00	0.00	2,000.00	0.00	0.00	2,000.00	2,000.00	2,000.00
665.290	Library Fundraising	4,000.00	11,243.58	4,000.00	6,000.00	9,807.00	4,000.00	4,000.00	4,000.00
665.300	Meeting Room	37,000.00	0.00	25,000.00	10,000.00	14,113.00	25,000.00	25,000.00	25,000.00
665.400	Gifts and donations	3,500.00	933.91	1,500.00	200.00	1,000.00	1,500.00	1,500.00	1,500.00
665.404	Novi Township Assessment	6,600.00	6,847.00	7,000.00	6,970.00	6,970.00	7,000.00	7,000.00	7,000.00
665.650	Library Café	6,000.00	0.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Total Revenues		3,245,300.00	3,217,848.34	3,244,172.00	3,350,566.97	3,313,083.00	3,397,404.00	3,488,915.00	3,583,553.00

2022-2023		2020-2021	2020-2021	2021-2022	2021-2022	2021-2022	2022-2023	2023-2024	2024-2025
		Approved	Audited	Approved	Yr. End	4th Qtr Amend	Projected	Projected	Projected
Expenditures									
Personnel Svcs.									
Account	Description								
704.000	Permanent Salaries	971,650.00	931,050.19	983,000.00	983,000.00	963,688.00	1,039,792.00	1,070,986.00	1,103,116.00
704.012	COVID-19 Crisis Hazard Pay	0.00	7,500.00			0.00			
704.100	Severance/Incentive Pay	0.00	12,000.00			0.00			
704.200	Wages (non-pensionable)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout (Oct 2021)	4,700.00	8,499.17	7,500.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
704.250	Final Payout	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
705.000	Temporary Salaries	746,730.00	591,926.47	725,000.00	710,000.00	690,827.00	725,000.00	746,750.00	770,000.00
706.000	Overtime	500.00	111.61	500.00	500.00	1,500.00	500.00	500.00	500.00
715.000	Social Security	131,456.00	116,389.90	132,000.00	130,000.00	130,000.00	135,000.00	139,100.00	143,300.00
716.000	Insurance	195,000.00	195,996.64	193,000.00	190,000.00	190,000.00	193,000.00	200,720.00	208,749.00
716.200	HSA - Employer Contribution	6,300.00	6,125.00	6,300.00	6,300.00	6,300.00	6,300.00	6,300.00	6,300.00
716.999	Ins. Employee Reimbursement	-36,000.00	-36,361.13	-37,800.00	-37,800.00	-37,800.00	-29,775.00	-30,965.00	-32,205.00
718.000	Pension DB	8,400.00	6,012.00	8,100.00	8,100.00	8,100.00	5,795.00	5,795.00	5,795.00
718.010	DB Unfunded Accrued Liability	43,224.00	43,224.00	53,300.00	53,300.00	58,405.00	59,765.00	60,715.00	62,597.00
718.050	Pension - add'l DB Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	45,000.00	25,156.99	45,900.00	44,000.00	38,895.00	48,400.00	49,370.00	50,355.00
719.000	Unemployment Ins	0.00	3,008.04	1,500.00	1,500.00	1,500.00	2,000.00	2,000.00	2,000.00
720.000	Workers' Comp	4,100.00	2,666.03	2,700.00	1,800.00	1,800.00	1,700.00	1,800.00	1,900.00
Total Personnel Services		2,121,060.00	1,913,304.91	2,121,000.00	2,095,700.00	2,058,215.00	2,192,477.00	2,258,071.00	2,327,407.00
Supplies and Materials									
Account	Description								
727.000	Office supplies	19,000.00	11,488.89	18,000.00	15,000.00	14,850.00	18,000.00	18,500.00	19,000.00
728.000	Postage	1,000.00	167.35	2,000.00	500.00	500.00	2,000.00	2,050.00	2,100.00
734.000	Computer software/licensing	69,700.00	39,983.56	73,000.00	73,000.00	73,000.00	83,000.00	85,500.00	88,000.00
734.500	Computer supplies equip	19,800.00	7,088.93	24,300.00	133,530.69	133,531.00	21,000.00	31,900.00	32,800.00
740.000	Operating supplies	28,000.00	22,919.43	30,500.00	20,000.00	20,000.00	28,000.00	28,800.00	29,600.00
740.010	Gift and Donations expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740.200	Desk, chairs, cabinets, etc.	5,000.00	0.00	5,000.00	5,000.00	5,000.00	5,000.00	5,200.00	5,400.00
741.000	Uniforms	300.00	0.00	300.00	300.00	450.00	300.00	350.00	350.00
742.000	Library Books	185,800.00	183,651.77	203,000.00	196,500.00	196,500.00	197,000.00	200,000.00	200,000.00
742.010	Library Books - Lending	20,000.00	18,677.92	20,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00
742.100	Book Fines	1,100.00	265.28	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	24,000.00	20,076.93	24,000.00	24,000.00	24,000.00	18,000.00	18,000.00	18,000.00
744.000	Audio visual materials	115,000.00	131,158.96	129,000.00	129,000.00	129,000.00	136,000.00	136,000.00	136,000.00
745.200	Electronic media	46,900.00	47,025.96	46,900.00	46,900.00	46,900.00	46,900.00	46,900.00	46,900.00
745.300	Electronic Resources - Online	64,000.00	63,936.47	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00
Total Supplies & Materials		599,600.00	546,441.45	647,000.00	731,730.69	731,731.00	643,200.00	661,200.00	666,150.00

2022-2023 Library Budget 268		2020-2021 Approved	2020-2021 Audited	2021-2022 Approved	2021-2022 Yr. End	2021-2022 4th Qtr Amend	2022-2023 Projected	2023-2024 Projected	2024-2025 Projected
Services & Charges									
Account	Description								
801.925	Public Information (cable)	500.00	672.83	500.00	700.00	700.00	700.00	700.00	700.00
802.000	Data Processing - OnBase	700.00	712.94	700.00	734.34	735.00	800.00	800.00	800.00
802.100	Bank Services	4,000.00	5,221.75	4,000.00	2,500.00	3,500.00	4,000.00	4,000.00	4,000.00
803.000	Independent Audit	500.00	814.00	500.00	800.00	800.00	800.00	800.00	800.00
804.000	Medical Service	1,500.00	1,372.00	1,500.00	2,000.00	2,000.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	5,000.00	20,783.00	7,500.00	15,000.00	15,000.00	7,500.00	7,500.00	7,500.00
808.100	Rubbish Monthly	1,500.00	1,224.41	1,300.00	0.00	0.00	0.00	0.00	0.00
809.000	Memberships & Dues	7,500.00	5,340.01	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
816.000	Professional services	10,500.00	1,972.50	10,500.00	10,500.00	16,200.00	24,000.00	9,000.00	9,000.00
817.000	Custodial Services	50,000.00	84,097.77	93,000.00	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00
818.000	TLN Central Services	3,500.00	3,495.00	3,500.00	3,450.00	3,500.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	17,500.00	26,043.29	24,000.00	24,000.00	24,000.00	24,000.00	24,700.00	25,400.00
855.000	TLN Automation Services	65,200.00	58,258.12	68,000.00	68,000.00	68,000.00	71,000.00	74,500.00	78,200.00
861.000	Gasoline and oil	1,500.00	157.33	1,500.00	400.00	400.00	500.00	550.00	600.00
862.000	Mileage	300.00	91.53	100.00	200.00	200.00	200.00	200.00	200.00
880.000	Community Promotion	21,000.00	23,754.32	24,000.00	24,000.00	22,500.00	24,000.00	24,000.00	24,000.00
880.268	Library Programming	25,000.00	9,668.89	28,000.00	15,000.00	15,000.00	28,000.00	28,000.00	28,000.00
880.271	Adult Programming	8,000.00	0.00	8,000.00	4,000.00	0.00	8,000.00	8,000.00	8,000.00
900.000	Print, Graphic Design, Publish	30,000.00	6,577.85	28,000.00	28,000.00	27,500.00	28,000.00	28,000.00	28,000.00
910.000	Property & Liability Insurance	12,500.00	12,668.00	13,000.00	14,444.00	14,444.00	14,500.00	14,500.00	14,500.00
910.001	Ins deduct/Uninsured claims	0.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
921.000	Heat	11,000.00	10,645.77	12,000.00	12,000.00	12,000.00	12,000.00	12,400.00	12,700.00
922.000	Electricity	95,000.00	89,008.38	95,000.00	96,500.00	96,500.00	96,500.00	99,400.00	102,400.00
923.000	Water and Sewer	7,500.00	6,208.88	7,500.00	6,500.00	6,500.00	6,500.00	6,700.00	6,900.00
934.000	Building Maintenance	112,200.00	125,214.33	100,000.00	100,000.00	100,000.00	110,000.00	113,300.00	116,700.00
935.000	Vehicle Maintenance	500.00	25.31	500.00	300.00	550.00	300.00	300.00	300.00
941.000	Grounds Maint.	38,000.00	23,450.55	39,000.00	39,000.00	39,000.00	39,000.00	39,000.00	39,000.00
942.000	Office Equipment Lease	8,000.00	8,309.53	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
942.100	Records storage	1,300.00	291.64	400.00	300.00	300.00	400.00	400.00	400.00
956.000	Conferences & Workshops	15,000.00	4,432.75	17,000.00	8,000.00	7,000.00	15,000.00	17,000.00	15,000.00
Total Services & Charges		554,700.00	530,512.68	604,500.00	581,828.34	581,829.00	636,200.00	634,250.00	643,600.00
2022-2023 Library Budget 268		2020-2021 Approved	2020-2021 Audited	2021-2022 Approved	2021-2022 Yr. End	2021-2022 4th Qtr Amend	2022-2023 Projected	2023-2024 Projected	2024-2025 Projected
Capital Outlay									
Account	Description								
962.000	Building Maint.								
941.000	Grounds Maint./Entrance Project								
976.000	Building Improvements/Entrance	15,000.00	0.00	0.00	0.00	0.00			
976.100	Parking lot improvements			5,000.00	10,700.00	10,700.00	12,500.00	125,000.00	
983.000	Vehicles - Van								
986.000	Internal Tech - AST	58,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
986.000	Camera/Computer replacement	21,000.00	0.00	32,200.00	32,200.00	32,200.00	83,000.00	15,200.00	24,000.00
990.000	Furniture	17,000.00	13,774.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Outlay		111,000.00	13,774.00	37,200.00	42,900.00	42,900.00	95,500.00	140,200.00	24,000.00
965.269	Walker Transfer								
Total Expenditures		3,386,360.00	3,004,033.04	3,409,700.00	3,452,159.03	3,414,675.00	3,567,377.00	3,693,721.00	3,661,157.00
Total Revenues		3,245,300.00	3,217,848.34	3,244,172.00	3,350,566.97	3,313,083.00	3,397,404.00	3,488,915.00	3,583,553.00
680.000	TOTAL Fundbalance	-141,060.00	213,815.30	-165,528.00	-101,592.06	-101,592.00	-169,973.00	-204,806.00	-77,604.00

21/22: - 268 Account Capital Outlay: Camera/Computer replacements \$32,200, Main Ent \$15,000 - NO, Parking Lot \$79,000 - NO
22/23: 268 Account Capital Outlay: NO - AST replacement \$115,800, Camera/Computer replacement \$83,000, Parking Lot \$12,500

Account 268 - 4th Qtr Budget Amendments for FY 21-22 have a net \$0 effect to the Library's Fund Balance. Amendments were made to specific accounts to help offset some of the investment loss and to clean up other accounts.

269 - Library Contributed Funds		Revenues & Expenditures					
2022-2023 (as of 1-27-22)		2019-2020	2020-2021	2021-2022	2021-2022	2021-2022	2022-2023
		Audited	Audited	Approved	Year End	4th Qtr Amend	Approved
		6/30/2020	6/30/2021	1/28/2021	1/27/2022		1/27/2022
Revenues							
Interest Income							
664.000	Interest on Investments	\$ 32,401.88	\$ 23,226.98	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
664.500	Unrealized gain (loss) on investments	13,386.09	(2,903.80)	(4,500.00)	(4,500.00)	(34,500.00)	(4,500.00)
TOTAL		\$ 45,787.97	\$ 20,323.18	\$ 22,500.00	\$ 22,500.00	\$ (7,500.00)	\$ 22,500.00
Donations							
665.036	Diversity, Equity & Inclusion			\$1,000	\$1,000	\$1,000	\$1,000
665.046	Makerspace (iCube)	2,030.05	-	2,000.00	-		1,000.00
665.229	Raising a Reader	-	-	2,500.00	-		1,500.00
665.230	Collections/Materials Revenue	\$ 1,347.22	\$ 1,551.67	\$ 1,000.00	\$ 1,548.97	\$ 1,749.00	\$ 1,000.00
665.231	Buildings/Ground/Furniture Revenue	-	2,159.85	1,000.00	1,675.00	3,200.00	1,000.00
665.232	Programming Revenue	3,376.43	3,471.35	5,500.00	1,500.00	3,000.00	1,500.00
665.233	Technology Library Revenue	50.00	-	1,500.00	-	50.00	2,500.00
665.234	Undesignated Misc. Donations	-	-	500.00	-	250.00	500.00
665.235	Marketing Sponsorships	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
TOTAL		\$ 16,803.70	\$ 17,182.87	\$25,000	\$ 15,723.97	\$ 19,249.00	\$20,000
TOTAL Revenues		\$ 62,591.67	\$ 37,506.05	\$ 47,500.00	\$ 38,223.97	\$ 11,749.00	\$ 42,500.00
Expenditures							
Supplies							
742.036	Diversity, Equity & Inclusion			\$1,000	\$1,000	\$1,000	\$1,000
742.229	Raising a Reader	2,555.86	968.70	1,000.00	500.00	520.00	1,000.00
742.230	Collections/Materials Expenditures	\$ 1,072.47	\$ 986.10	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 500.00
742.231	Buildings/Ground/Furniture Exp	13,004.00	1,586.00	15,000.00	15,000.00	15,000.00	34,200.00
742.232	Programming Expenditures	2,843.81	2,244.46	1,000.00	1,000.00	1,000.00	1,000.00
742.233	Technology Library Expenditures	4,721.93	-	26,500.00	26,500.00	25,000.00	-
742.234	Undesignated Misc. Expenditures	-	182.39	500.00	500.00	500.00	500.00
742.236	Staff Recognition	764.81	15.88	1,500.00	1,500.00	2,000.00	1,500.00
TOTAL		\$ 24,962.88	\$ 5,983.53	\$47,000	\$46,500	\$46,020	\$39,700
Capital Outlay							
976.044	Auto Lending Library	\$ -	\$ 34,100.24	\$ -	\$ -	\$ -	\$ 2,500.00
976.045	LED Lighting Conversion project	-	4,000.00	-	-	-	-
976.046	Makerspace (iCube)	6,735.84	4,746.78	11,400.00	11,400.00	11,400.00	3,000.00
976.140	Automated Return System						115,800.00
976.141	Main Entrance Design						10,000.00
983.000	Vehicle	-	-	-	-	-	-
TOTAL		\$ 6,735.84	\$ 42,847.02	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 131,300.00
TOTAL Expenditures		\$ 31,698.72	\$ 48,830.55	\$ 58,400.00	\$ 57,900.00	\$ 57,420.00	\$ 171,000.00
	Beginning Fund Balance Yr. End	\$ 1,676,086.58	\$ 1,706,979.53	\$ 1,695,655.03	\$ 1,695,655.03	\$ 1,695,655.03	\$ 1,675,979.00
	Revenues	62,591.67	37,506.05	47,500.00	38,223.97	11,749.00	42,500.00
	Expenditures	(31,698.72)	(48,830.55)	(58,400.00)	(57,900.00)	(57,420.00)	(171,000.00)
	NET Revenues vs. Expenditures	30,892.95	(11,324.50)	(10,900.00)	(19,676.03)	(45,671.00)	(128,500.00)
	Beginning Fund Balance						
	Ending Fund Balance Expected	\$ 1,706,979.53	\$ 1,695,655.03	\$ 1,684,755.03	\$ 1,675,979.00	\$ 1,649,984.03	\$ 1,547,479.00

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

22/23: Automated Return System \$115,800, Main Entrance design work \$10,000, Teen 2nd phase \$12,500 + \$15,000 reupholstery + \$6,700 CD Collection upgrade, Auto Lending Library \$2,500 for library card dispensing service

Account 269- 4th Quarter Budget A amendments for FY 21-22 are recommended to account for investment losses.

05/10/2022 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 04/30/2022										
% Fiscal Year Completed: 83.29										
		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAIL	
		06/30/2021	ORIGINAL	2021-22	FEB 2022	MAR 2022	APRIL 2022	04/30/2022	BAL	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUD	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268										
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,959,058.75	3,005,458.00	3,085,761.00	0.00	0.00	0.00	3,081,792.42	3,968.58	99.87
268-000.00-403.001	Property Tax Revenue- County Chargebacks	6,323.24	2,000.00	2,000.00	0.00	(382.91)	6.44	663.65	1,336.35	33.18
268-000.00-403.002	Property Tax Rev - Tax Tribunal Accr	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(276.15)	(295.00)	(295.00)	0.00	0.00	0.00	(59.74)	(235.26)	20.25
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(6,071.40)	(10,624.00)	(10,624.00)	0.00	0.00	0.00	(7,282.79)	(3,341.21)	68.55
268-000.00-403.008	Property Tax Revenue - CIA Cap 2018	(13,183.71)	(24,967.00)	(24,967.00)	0.00	0.00	0.00	(15,037.43)	(9,929.57)	60.23
268-000.00-418.000	PPT Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	2,055.93	(2,055.93)	100.00
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(8,038.90)	(4,900.00)	(4,900.00)	0.00	(4,648.79)	0.00	(4,648.79)	(251.21)	94.87
Property tax revenue		2,938,711.83	2,966,672.00	3,046,975.00	0.00	(5,031.70)	6.44	3,057,483.25	(10,508.25)	100.34
Federal grants										
268-000.00-508.450	Federal grants	5,627.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-508.452	Federal Grants - COVID-19	59,143.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal grants		64,770.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State sources										
268-000.00-567.000	State aid	46,164.52	33,000.00	24,216.00	0.00	0.00	0.00	24,215.81	0.19	100.00
State sources		46,164.52	33,000.00	24,216.00	0.00	0.00	0.00	24,215.81	0.19	100.00
Other revenue										
268-000.00-633.100	Insurance Reimbursement	0.00	0.00	89,231.00	0.00	0.00	0.00	89,230.69	0.31	100.00
268-000.00-665.000	Miscellaneous income	1,063.43	5,000.00	5,000.00	439.97	507.14	878.84	5,709.26	(709.26)	114.19
268-000.00-665.100	Copier	1,700.20	1,000.00	200.00	13.01	0.00	0.00	84.41	115.59	42.21
268-000.00-665.290	Library fund raising revenue	11,243.58	4,000.00	6,000.00	1,106.97	950.50	1,549.98	9,572.76	(3,572.76)	159.55
268-000.00-665.300	Meeting room	0.00	25,000.00	10,000.00	2,054.13	1,230.87	1,752.53	11,378.99	(1,378.99)	113.79
268-000.00-665.404	Novi Township assessment	6,847.00	7,000.00	6,970.00	0.00	0.00	0.00	6,970.00	0.00	100.00
268-000.00-665.650	Library Cafe	0.00	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00	100.00
Other revenue		20,854.21	48,000.00	123,401.00	3,614.08	2,688.51	4,181.35	128,946.11	(5,545.11)	104.49
Fines and forfeitures										
268-000.00-657.000	Library book fines	10,924.57	48,000.00	8,000.00	675.58	855.90	629.05	7,503.47	496.53	93.79
268-000.00-658.000	State penal fines	95,366.51	95,000.00	97,776.00	0.00	0.00	0.00	97,775.97	0.03	100.00
Fines and forfeitures		106,291.08	143,000.00	105,776.00	675.58	855.90	629.05	105,279.44	496.56	99.53
Interest income										
268-000.00-664.000	Interest on investments	47,949.82	40,000.00	40,000.00	3,808.37	4,756.81	0.00	32,071.89	7,928.11	80.18
268-000.00-664.500	Unrealized gain (loss) on investments	(7,827.98)	10,000.00	10,000.00	(11,052.08)	(43,276.51)	0.00	(86,175.04)	96,175.04	(861.75)
Interest income		40,121.84	50,000.00	50,000.00	(7,243.71)	(38,519.70)	0.00	(54,103.15)	104,103.15	(108.21)
Donations										
268-000.00-665.289	Adult programs	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-665.400	Gifts and donations	933.91	1,500.00	200.00	0.00	298.91	0.30	983.81	(783.81)	491.91
Donations		933.91	3,500.00	200.00	0.00	298.91	0.30	983.81	(783.81)	491.91

		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAIL	
		06/30/2021	ORIGINAL	2021-22	FEB 2022	MAR 2022	APRIL 2022	04/30/2022	BAL	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUD	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	931,050.19	983,000.00	983,000.00	68,228.00	68,198.92	72,371.68	732,280.95	250,719.05	74.49
268-000.00-704.012	COVID-19 Crisis Hazard Pay	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.100	Severance/Incentive Pay	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.210	Vacation Payout	8,499.17	7,500.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
268-000.00-705.000	Temporary salaries	591,926.47	725,000.00	710,000.00	46,863.09	47,766.51	47,062.53	501,303.97	208,696.03	70.61
268-000.00-706.000	Overtime	111.61	500.00	500.00	437.28	218.64	0.00	802.33	(302.33)	160.47
268-000.00-715.000	Social security	116,389.90	132,000.00	130,000.00	8,654.54	8,704.54	8,955.16	92,484.47	37,515.53	71.14
268-000.00-716.000	Insurance	195,996.64	193,000.00	190,000.00	18,183.46	16,049.47	17,129.42	171,142.13	18,857.87	90.07
268-000.00-716.200	HSA - employer contribution	6,125.00	6,300.00	6,300.00	0.00	0.00	0.00	2,537.50	3,762.50	40.28
268-000.00-716.999	Insurance - Employee Reimbursement	(36,361.13)	(37,800.00)	(37,800.00)	(2,736.96)	(2,736.96)	(2,728.03)	(29,630.33)	(8,169.67)	78.39
268-000.00-718.000	Pension - DB Normal Cost	6,012.00	8,100.00	8,100.00	513.00	513.00	513.00	5,130.00	2,970.00	63.33
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	43,224.00	53,300.00	53,300.00	4,867.00	4,867.00	4,867.00	48,670.00	4,630.00	91.31
268-000.00-718.200	Pension - defined contribution	25,156.99	45,900.00	44,000.00	3,234.87	3,220.01	3,457.27	21,545.19	22,454.81	48.97
268-000.00-719.000	Unemployment insurance	3,008.04	1,500.00	1,500.00	0.00	0.00	0.00	91.64	1,408.36	6.11
268-000.00-720.000	Workers compensation	2,666.03	2,700.00	1,800.00	138.54	139.35	144.18	1,502.70	297.30	83.48
Personnel services										
		1,913,304.91	2,121,000.00	2,095,700.00	148,382.82	146,940.48	151,772.21	1,547,860.55	547,839.45	73.86
Supplies										
268-000.00-727.000	Office supplies	11,488.89	18,000.00	15,000.00	1,753.40	1,056.72	125.93	9,812.41	5,187.59	65.42
268-000.00-728.000	Postage	167.35	2,000.00	500.00	5.10	50.00	32.60	148.01	351.99	29.60
268-000.00-734.000	Computer supplies, software & licensing	39,983.56	73,000.00	73,000.00	8,364.67	1,172.91	2,505.00	54,220.54	18,779.46	74.27
268-000.00-734.500	Computer supplies/equipment	7,088.93	24,300.00	133,531.00	144.20	293.64	45.84	102,558.95	30,972.05	76.81
268-000.00-740.000	Operating supplies	22,919.43	30,500.00	20,000.00	483.59	2,029.73	3.03	4,094.46	15,905.54	20.47
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	5,000.00	5,000.00	0.00	0.00	700.00	700.00	4,300.00	14.00
268-000.00-741.000	Supplies - Uniforms	0.00	300.00	300.00	0.00	300.00	0.00	422.00	(122.00)	140.67
268-000.00-742.000	Library books	183,651.77	203,000.00	196,500.00	17,261.70	16,752.24	6,521.23	130,304.50	66,195.50	66.31
268-000.00-742.010	Library Books - Lending	18,677.92	20,000.00	17,000.00	1,118.84	1,747.18	945.62	11,623.99	5,376.01	68.38
268-000.00-742.100	Library Books - Fines	265.28	1,000.00	1,000.00	0.00	40.00	0.00	607.55	392.45	60.76
268-000.00-743.000	Library periodicals	20,076.93	24,000.00	24,000.00	0.00	5,130.32	0.00	22,493.76	1,506.24	93.72
268-000.00-744.000	Audio visual materials	131,158.96	129,000.00	129,000.00	3,825.50	26,971.33	1,910.32	88,547.35	40,452.65	68.64
268-000.00-745.200	Electronic media	47,025.96	46,900.00	46,900.00	1,005.61	8,356.12	1,045.59	29,683.05	17,216.95	63.29
268-000.00-745.300	Electronic resources (CD rom materials)	63,936.47	70,000.00	70,000.00	559.30	2,305.00	0.00	65,243.18	4,756.82	93.20
Supplies										
		546,441.45	647,000.00	731,731.00	34,521.91	66,205.19	13,835.16	520,459.75	211,271.25	71.13

		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAIL	
		06/30/2021	ORIGINAL	2021-22	FEB 2022	MAR 2022	APRIL 2022	04/30/2022	BAL	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUD	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	672.83	500.00	700.00	57.89	70.45	0.00	532.14	167.86	76.02
268-000.00-802.000	Data processing	712.94	700.00	735.00	0.00	0.00	0.00	734.34	0.66	99.91
268-000.00-802.100	Bank Service Charges	5,221.75	4,000.00	2,500.00	152.31	197.31	190.48	3,043.75	(543.75)	121.75
268-000.00-803.000	Independent audit	814.00	500.00	800.00	0.00	0.00	0.00	0.00	800.00	0.00
268-000.00-804.000	Medical service	1,372.00	1,500.00	2,000.00	98.00	294.00	0.00	1,743.00	257.00	87.15
268-000.00-806.000	Legal fees	20,783.00	7,500.00	15,000.00	300.00	1,351.50	112.50	13,420.00	1,580.00	89.47
268-000.00-808.000	Rubbish	0.00	0.00	0.00	0.00	0.00	0.00	(26.27)	26.27	100.00
268-000.00-808.100	Rubbish Monthly	1,224.41	1,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-809.000	Memberships and dues	5,340.01	7,500.00	7,500.00	0.00	0.00	0.00	5,612.45	1,887.55	74.83
268-000.00-816.000	Professional services	1,972.50	10,500.00	10,500.00	1,225.00	1,725.00	0.00	15,753.87	(5,253.87)	150.04
268-000.00-817.000	Custodial services	84,097.77	93,000.00	90,000.00	7,548.70	7,809.00	7,557.10	73,967.20	16,032.80	82.19
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,450.00	0.00	0.00	0.00	3,495.00	(45.00)	101.30
268-000.00-851.000	Telephone	26,043.29	24,000.00	24,000.00	1,756.03	3,035.52	771.24	20,300.13	3,699.87	84.58
268-000.00-855.000	TLN Automation Services	58,258.12	68,000.00	68,000.00	0.00	1,499.58	16,358.15	64,348.37	3,651.63	94.63
268-000.00-861.000	Gasoline and oil	157.33	1,500.00	400.00	55.85	0.00	0.00	270.93	129.07	67.73
268-000.00-862.000	Mileage	91.53	100.00	200.00	0.00	0.00	0.00	88.60	111.40	44.30
268-000.00-880.000	Community promotion	23,754.32	24,000.00	24,000.00	1,667.54	0.00	614.15	10,546.54	13,453.46	43.94
268-000.00-880.268	Library programming	9,668.89	28,000.00	15,000.00	1,295.68	509.17	742.14	9,717.53	5,282.47	64.78
268-000.00-880.271	Adult programs	0.00	8,000.00	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	6,577.85	28,000.00	28,000.00	444.44	536.95	1,018.09	5,126.32	22,873.68	18.31
268-000.00-910.000	Property & liability insurance	12,668.00	13,000.00	14,444.00	0.00	0.00	0.00	14,444.00	0.00	100.00
268-000.00-921.000	Heat	10,645.77	12,000.00	12,000.00	1,868.77	2,404.72	0.00	8,360.63	3,639.37	69.67
268-000.00-922.000	Electricity	89,008.38	95,000.00	96,500.00	7,331.77	7,966.85	8,686.68	79,645.89	16,854.11	82.53
268-000.00-923.000	Water and sewer	6,208.88	7,500.00	6,500.00	0.00	1,741.12	0.00	5,161.28	1,338.72	79.40
268-000.00-934.000	Building maintenance	125,214.33	100,000.00	100,000.00	10,024.95	10,366.87	2,886.11	80,817.18	19,182.82	80.82
268-000.00-935.000	Vehicle maintenance	25.31	500.00	300.00	0.00	0.00	0.00	456.85	(156.85)	152.28
268-000.00-941.000	Grounds maintenance	23,450.55	39,000.00	39,000.00	1,761.99	750.00	1,333.07	24,169.89	14,830.11	61.97
268-000.00-942.000	Office equipment lease	8,309.53	8,000.00	8,000.00	650.94	650.94	650.94	5,858.46	2,141.54	73.23
268-000.00-942.100	Records storage	291.64	400.00	300.00	24.95	24.95	24.95	249.50	50.50	83.17
268-000.00-956.000	Conferences and workshops	4,432.75	17,000.00	8,000.00	58.98	349.67	0.00	2,684.99	5,315.01	33.56
Other services and charges		530,512.68	604,500.00	581,829.00	36,323.79	41,283.60	40,945.60	450,522.57	131,306.43	77.43
Capital outlay										
268-000.00-976.100	Parking lot improvements	0.00	5,000.00	10,700.00	0.00	0.00	0.00	10,700.00	0.00	100.00
268-000.00-986.000	Internal Technology - Capital Outlay	0.00	32,200.00	32,200.00	0.00	0.00	0.00	0.00	32,200.00	0.00
268-000.00-990.000	Furniture	13,774.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		13,774.00	37,200.00	42,900.00	0.00	0.00	0.00	10,700.00	32,200.00	24.94
Net - Dept 000.00 - treasury										
		213,815.30	(165,528.00)	(101,592.00)	(222,182.57)	(294,137.35)	(201,735.83)	733,262.40	(834,854.40)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES										
		3,217,848.34	3,244,172.00	3,350,568.00	(2,954.05)	(39,708.08)	4,817.14	3,262,805.27	87,762.73	(721.77)
TOTAL EXPENDITURES										
		3,004,033.04	3,409,700.00	3,452,160.00	219,228.52	254,429.27	206,552.97	2,529,542.87	922,617.13	(721.77)
NET OF REVENUES & EXPENDITURES										
		213,815.30	(165,528.00)	(101,592.00)	(222,182.57)	(294,137.35)	(201,735.83)	733,262.40	(834,854.40)	(721.77)

		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAIL	
		06/30/2021	ORIGINAL	2021-22	FEB 2022	MAR 2022	APRIL 2022	04/30/2022	BAL	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUD	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Interest income										
269-000.00-664.000	Interest on investments	23,226.98	27,000.00	27,000.00	1,653.07	1,946.30	0.00	13,762.58	13,237.42	50.97
269-000.00-664.500	Unrealized gain (loss) on investments	(2,903.80)	(4,500.00)	(4,500.00)	(4,797.28)	(17,707.03)	0.00	(34,914.83)	30,414.83	775.89
Interest income		20,323.18	22,500.00	22,500.00	(3,144.21)	(15,760.73)	0.00	(21,152.25)	43,652.25	(94.01)
Donations										
269-000.00-665.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	100.00
269-000.00-665.046	Makerspace Renovation Revenue	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.229	Raising a Reader in Novi Sponsors	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,551.67	1,000.00	1,549.00	0.00	28.64	100.00	1,727.61	(178.61)	111.53
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	2,159.85	1,000.00	1,675.00	96.35	1,320.61	0.00	3,091.96	(1,416.96)	184.59
269-000.00-665.232	Programming Revenue	3,471.35	5,500.00	1,500.00	1,500.00	500.00	0.00	2,000.00	(500.00)	133.33
269-000.00-665.233	Technology Library Revenue	0.00	1,500.00	0.00	0.00	0.00	0.00	50.00	(50.00)	100.00
269-000.00-665.234	Undesignated Misc Donations	0.00	500.00	0.00	0.00	0.00	0.00	250.00	(250.00)	100.00
269-000.00-665.235	Marketing Sponsorships	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Donations		17,182.87	25,000.00	15,724.00	1,596.35	1,849.25	100.00	8,119.57	7,604.43	51.64
Supplies										
269-000.00-742.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	100.00
269-000.00-742.229	Raising a Reader Expense	968.70	1,000.00	500.00	0.00	0.00	0.00	515.54	(15.54)	103.11
269-000.00-742.230	Collections/Materials Expense	986.10	500.00	500.00	427.64	0.00	102.71	653.61	(153.61)	130.72
269-000.00-742.231	Buildings/Ground/ Furniture Expense	1,586.00	15,000.00	15,000.00	0.00	0.00	8,180.00	8,504.50	6,495.50	56.70
269-000.00-742.232	Programming Expense	2,244.46	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-742.233	Technology Library Expense	0.00	26,500.00	26,500.00	0.00	0.00	0.00	10,490.00	16,010.00	39.58
269-000.00-742.234	Undesignated Misc	182.39	500.00	500.00	0.00	0.00	0.00	(7.16)	507.16	(1.43)
269-000.00-742.236	Staff Recognition	15.88	1,500.00	1,500.00	0.00	262.50	(100.00)	1,506.97	(6.97)	100.46
Supplies		5,983.53	47,000.00	46,500.00	1,427.64	262.50	8,182.71	22,663.46	23,836.54	48.74
Capital outlay										
269-000.00-976.044	Auto Lending Library	34,100.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-976.046	Makerspace Renovation	4,746.78	11,400.00	11,400.00	1,616.50	989.98	(1,386.59)	3,430.66	7,969.34	30.09
Capital outlay		42,847.02	11,400.00	11,400.00	1,616.50	989.98	(1,386.59)	3,430.66	7,969.34	30.09
Net - Dept 000.00 - treasury		(11,324.50)	(10,900.00)	(19,676.00)	(4,592.00)	(15,163.96)	(6,696.12)	(39,126.80)	19,450.80	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES		37,506.05	47,500.00	38,224.00	(1,547.86)	(13,911.48)	100.00	(13,032.68)	51,256.68	198.86
TOTAL EXPENDITURES		48,830.55	58,400.00	57,900.00	3,044.14	1,252.48	6,796.12	26,094.12	31,805.88	198.86
NET OF REVENUES & EXPENDITURES		(11,324.50)	(10,900.00)	(19,676.00)	(4,592.00)	(15,163.96)	(6,696.12)	(39,126.80)	19,450.80	198.86
TOTAL REVENUES - ALL FUNDS		3,255,354.39	3,291,672.00	3,388,792.00	(4,501.91)	(53,619.56)	4,917.14	3,249,772.59	139,019.41	
TOTAL EXPENDITURES - ALL FUNDS		3,052,863.59	3,468,100.00	3,510,060.00	222,272.66	255,681.75	213,349.09	2,555,636.99	954,423.01	
NET OF REVENUES & EXPENDITURES		202,490.80	(176,428.00)	(121,268.00)	(226,774.57)	(309,301.31)	(208,431.95)	694,135.60	(815,403.60)	

05/10/2022 BALANCE SHEET FOR CITY OF NOVI		
As Of 04/30/2022		
GL Number	Description	Balance
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(28,291.38)
268-000.00-017.000	Investments - Pooled	3,268,806.66
268-000.00-018.000	Cash on hand	1,000.00
268-000.00-020.000	Current taxes receivable	28,244.10
268-000.00-040.400	Prepaid expenditures	9,863.70
	Total Assets	3,279,623.08
*** Liabilities ***		
268-000.00-202.000	Accounts payable	33,475.63
268-000.00-215.200	Unemployment insurance liability	4,972.22
268-000.00-259.702	Accrued liabilities-tax	12,600.00
	Total Liabilities	51,047.85
*** Fund Balance ***		
268-000.00-390.000	Fund balance	2,495,312.83
	Total Fund Balance	2,495,312.83
	Beginning Fund Balance	2,495,312.83
	Net of Revenues VS Expenditures	733,262.40
	Ending Fund Balance	3,228,575.23
	Total Liabilities And Fund Balance	3,279,623.08

Fund 269 - LIBRARY CONTRIBUTION FUND 269			
*** Assets ***			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	260,693.45	
269-000.00-017.000	Investments - Pooled	1,404,526.83	
	Total Assets	1,665,220.28	
*** Liabilities ***			
269-000.00-202.000	Accounts payable	8,692.05	
	Total Liabilities	8,692.05	
*** Fund Balance ***			
269-000.00-390.000	Fund balance - Unrestricted	1,598,316.81	
269-000.00-390.230	Fund Balance Collections/Materials	37,401.31	
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	42,184.13	
269-000.00-390.232	Fund Balance Programming	31,155.95	
269-000.00-390.233	Fund BalanceTechnology Library	(13,403.17)	
	Total Fund Balance	1,695,655.03	
	Beginning Fund Balance	1,695,655.03	
	Net of Revenues VS Expenditures	(39,126.80)	
	Ending Fund Balance	1,656,528.23	
	Total Liabilities And Fund Balance	1,665,220.28	

Director's Report – Julie Farkas



Staff Anniversaries (Years of Service) for June 2022

• Mary Grewell	Support Services	14 years
• Lindsay Gojcaj	Information Services	7 years
• Eileen Massarello	Support Services	5 years
• Jo Ploski	Facilities	5 years



Congratulations, Head of Information Services, April Stevenson!

The Library is sadly saying goodbye to April Stevenson, Head of Information Services. April has been at NPL since February 2011 and has been an incredible leader in advancing our customer service, programming, services, collections, and more. We're excited to announce that she will be the new Director at White Lake Township Library. NPL wishes her the best of luck in this new chapter in her career! The Novi community will miss you!

DEI Staff Committee Meeting Minutes

5/3/22

Host: Sarah Vander

Pronoun sharing and icebreaker

Articles about pronouns:

- o [Talking about Pronouns in the Workplace](#)
- o [Pronoun Guide](#)

Updates from committee members

Sarah:

- Family Book Discussion Kits are back out on display next to the self-checkout across from the 1st floor Information Desk. Activities/resources about pronouns, gender identity, and general LGBTQ+ topics have been added. Sarah is working on getting everything compiled electronically to be made available on the website.

Shannon:

- Dear Asian Youth Novi (DAYN - a local high school nonprofit organization) has partnered with the library to create the wonderful displays all around the library to celebrate Asian American and Pacific Islander Heritage Month.
- DAYN programs this month
 - o A Taste of Tea scheduled for May 14 has over 100 registered!
 - o AAPI Storytime & Craft - May 21

Gail:

- Experience Culture - Asian Pacific American Cultural Celebration scheduled for May 28 has over 100 registered!
- Experience Culture - Unity in the Community Juneteenth Celebration and Slows BBQ Food Truck - June 18
- Cook With Us Virtual Korean Cooking Class - July 19

Dana:

- Patron Point is going well so far with 2 new campaigns
 - o Happy Birthday emails sent out with coupon to cafe
 - o Happy Anniversary emails sent out on anniversary of signing up for a library card
- Community Reads event with Michigan author ("The Firekeeper's Daughter) Angeline Boulley is May 9 with 200 people registered (and almost another 100 registered for the livestream)

Maryann:

- Several outreach library card sign up events scheduled, including at Spring Palooza, Fox Run, and Lakeshore Park
- NPL@YourDoor is going well so far with the 2nd and 3rd batch of materials going out

Barb:

- Training our newest IT Systems Administrator, Bryan Carter!
- Working with Maryann on vendors for RFID tags
- New iCube equipment - Epson SureColor P900 photo/art printer

Julie:

- DEI Board Committee met recently, but didn't get to DEI Scorecard

- Revisions have been made to the Dress Code Policy
- Definitions have been added to the DEI Scorecard categories that we added (Programming, Outreach, Building/Grounds, Technology, Collections, Customer Service).
 - Julie would like all of us to send her suggestions to add to or amend these definitions (see Julie's email about the DEI Scorecard)
 - "Do Not Know" has been added as a possible response for an evaluation of each of the categories
 - "Implemented" vs. "achieved"? Trying to use language that indicates that this is an ongoing process and not that something is done simply to check a box
 - Each committee member has been assigned a category or categories to work on based on their preferences (see DEI Scorecard)

Next meeting: June 14; hosted by Barb

**EXPERIENCE CULTURE
UNITY IN THE
COMMUNITY**

**JUNETEENTH
CELEBRATION**

Saturday, June 18 | 12:30-3pm

Join us for music, traveling black history museum, presentations, step show, steel pan instrumental, free Harlem burritos from Cornbread Restaurant, and more!

Enjoy delicious food from Slow Bar BQ Food truck featuring their signature dishes of pulled pork, chicken, mac & cheese, sampler platters, vegetarian options and more. Food available for purchase between 12:30-4pm.

Registration required.
Visit novilibrary.org or call **248-349-0720** to register.

Rotary
Club of Novi, Michigan

NOVI PUBLIC LIBRARY
248-349-0720
45255 W. Ten Mile Rd.
novilibrary.org

SLOWS
BAR·B·Q
DETROIT

New Community Service Offered at NPL in Partnership with Novi Community Coalition

Feeling overwhelmed?
We are here for you!

***FREE!!**

***Confidential**

***We believe in YOU!**

We will work alongside you to help to identify your specific need(s). Our knowledgeable staff will then link you to the appropriate resources that our community has to offer. It is our goal that you will remain thriving within our community.



- Examples of resources but not limited to
 - housing
 - food
 - employment
 - education (birth-adult)
 - childcare
 - physical/mental health

PROBLEM SOLUTION

Contact Us
Amy Kennedy
Community Support Coordinator
(248) 378-9899
Call or text to schedule an appointment



www.novicc.org
info@novicc.org
Novi Community Coalition
novi_comm_coalition_
noviCC_Mich

Federal, State, and/or County funding has been provided through the Oakland Community Health Network - Substance Use Disorder Services and a grant from United Way for Southeastern Michigan to support the project costs.



**Free At-Home
COVID Test Kits**
at the Novi Public Library

SARS-CoV-2

Starts at 10am,
Monday, May 16,
while supplies last

Drive-Up Window **ONLY**,
no appointment
necessary

Limit 5 test kits
per family

NOVI
PUBLIC LIBRARY
45255 W. Ten Mile Rd
248-349-0720
novilibrary.org

Free At-Home COVID Test Kits Available Via Drive-Up Window Only

The Novi Public Library has received 300 free at-home COVID test kits in a partnership with the Michigan Department of Health and Human Services (MDHHS).

They are available through the drive-up window only, starting Monday, May 16 at 10am. No appointment is necessary. Test kits will be available for pick-up during regular library hours of operation.

There is a limit of five (5) test kits per family. Each kit holds two tests, one to be taken immediately and the second to be taken 24-36 hours after the first test is taken.

Questions? Please contact the Michigan Department of Health and Human Services' COVID Hotline at 888-535-6136 or email COVID19@michigan.gov.

Daily use of the building by hour April 17, 2022 – May 14, 2022

4/17/2022 Closed		4/18/2022		4/19/2022		4/20/2022		4/21/2022		4/22/2022		4/23/2022	
Holiday		9-10am	0										
9-10am	0	10-11am	77	10-11am	97	10-11am	68	10-11am	51	10-11am	59	10-11am	73
10-11am	0	11am-12pm	73	11am-12pm	72	11am-12pm	51	11am-12pm	55	11am-12pm	44	11am-12pm	85
11am-12pm	0	12-1pm	70	12-1pm	55	12-1pm	52	12-1pm	51	12-1pm	51	12-1pm	112
12-1pm	0	1-2pm	31	1-2pm	45	1-2pm	55	1-2pm	44	1-2pm	56	1-2pm	76
1-2pm	0	2-3pm	85	2-3pm	107	2-3pm	87	2-3pm	104	2-3pm	130	2-3pm	57
2-3pm	0	3-4pm	104	3-4pm	106	3-4pm	114	3-4pm	123	3-4pm	149	3-4pm	120
3-4pm	0	4-5pm	72	4-5pm	122	4-5pm	112	4-5pm	99	4-5pm	113	4-5pm	80
4-5pm	0	5-6pm	84	5-6pm	95	5-6pm	99	5-6pm	91	5-6pm	79	5-6pm	101
5-6pm	0	6-7pm	65	6-7pm	90	6-7pm	88	6-7pm	71	6-7pm	16	6-7pm	0
6-7pm	0	7-8pm	74	7-8pm	65	7-8pm	78	7-8pm	64	7-8pm	0	7-8pm	0
7-8pm	0	8-9pm	48	8-9pm	59	8-9pm	56	8-9pm	71	8-9pm	0	8-9pm	0
8-9pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
9-10pm	0		783		913		860		824		697		704
	0												

4/24/2022		4/25/2022		4/26/2022		4/27/2022		4/28/2022		4/29/2022		4/30/2022	
9-10am	0												
10-11am	0	10-11am	63	10-11am	88	10-11am	60	10-11am	63	10-11am	55	10-11am	98
11am-12pm	0	11am-12pm	56	11am-12pm	71	11am-12pm	58	11am-12pm	47	11am-12pm	51	11am-12pm	65
12-1pm	100	12-1pm	49	12-1pm	48	12-1pm	50	12-1pm	63	12-1pm	58	12-1pm	80
1-2pm	161	1-2pm	51	1-2pm	50	1-2pm	52	1-2pm	62	1-2pm	37	1-2pm	63
2-3pm	100	2-3pm	110	2-3pm	110	2-3pm	110	2-3pm	104	2-3pm	93	2-3pm	86
3-4pm	160	3-4pm	106	3-4pm	105	3-4pm	116	3-4pm	123	3-4pm	112	3-4pm	98
4-5pm	81	4-5pm	113	4-5pm	101	4-5pm	114	4-5pm	114	4-5pm	93	4-5pm	98
5-6pm	66	5-6pm	95	5-6pm	80	5-6pm	97	5-6pm	97	5-6pm	113	5-6pm	91
6-7pm	0	6-7pm	81	6-7pm	94	6-7pm	106	6-7pm	74	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	66	7-8pm	50	7-8pm	62	7-8pm	75	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	67	8-9pm	61	8-9pm	75	8-9pm	67	8-9pm	0	8-9pm	0
9-10pm	0												
	668		857		858		900		889		612		679

5/1/2022		5/2/2022		5/3/2022		5/4/2022		5/5/2022		5/6/2022		5/7/2022	
9-10am	0												
10-11am	0	10-11am	66	10-11am	55	10-11am	60	10-11am	43	10-11am	46	10-11am	59
11am-12pm	0	11am-12pm	52	11am-12pm	69	11am-12pm	55	11am-12pm	49	11am-12pm	58	11am-12pm	63
12-1pm	80	12-1pm	48	12-1pm	52	12-1pm	56	12-1pm	44	12-1pm	44	12-1pm	58
1-2pm	85	1-2pm	50	1-2pm	47	1-2pm	48	1-2pm	47	1-2pm	32	1-2pm	69
2-3pm	83	2-3pm	110	2-3pm	88	2-3pm	88	2-3pm	90	2-3pm	100	2-3pm	77
3-4pm	97	3-4pm	104	3-4pm	103	3-4pm	136	3-4pm	122	3-4pm	117	3-4pm	99
4-5pm	76	4-5pm	122	4-5pm	102	4-5pm	111	4-5pm	86	4-5pm	110	4-5pm	84
5-6pm	95	5-6pm	106	5-6pm	88	5-6pm	99	5-6pm	74	5-6pm	109	5-6pm	130
6-7pm	0	6-7pm	83	6-7pm	82	6-7pm	104	6-7pm	88	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	48	7-8pm	51	7-8pm	96	7-8pm	69	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	45	8-9pm	44	8-9pm	59	8-9pm	63	8-9pm	0	8-9pm	0
9-10pm	0												
	516		834		781		912		775		616		639

5/8/2022		5/9/2022		5/10/2022		5/11/2022		5/12/2022		5/13/2022		5/14/2022	
Closed		9-10am	0										
9-10am	0	10-11am	57	10-11am	70	10-11am	61	10-11am	39	10-11am	51	10-11am	67
10-11am	0	11am-12pm	48	11am-12pm	56	11am-12pm	56	11am-12pm	64	11am-12pm	47	11am-12pm	72
11am-12pm	0	12-1pm	47	12-1pm	53	12-1pm	58	12-1pm	48	12-1pm	63	12-1pm	70
12-1pm	0	1-2pm	48	1-2pm	52	1-2pm	48	1-2pm	59	1-2pm	54	1-2pm	72
1-2pm	0	2-3pm	109	2-3pm	106	2-3pm	82	2-3pm	115	2-3pm	114	2-3pm	67
2-3pm	0	3-4pm	93	3-4pm	110	3-4pm	121	3-4pm	128	3-4pm	114	3-4pm	103
3-4pm	0	4-5pm	82	4-5pm	80	4-5pm	128	4-5pm	108	4-5pm	101	4-5pm	96
4-5pm	0	5-6pm	91	5-6pm	59	5-6pm	82	5-6pm	104	5-6pm	100	5-6pm	104
5-6pm	0	6-7pm	133	6-7pm	70	6-7pm	86	6-7pm	54	6-7pm	0	6-7pm	0
6-7pm	0	7-8pm	65	7-8pm	53	7-8pm	58	7-8pm	42	7-8pm	0	7-8pm	0
7-8pm	0	8-9pm	138	8-9pm	65	8-9pm	56	8-9pm	51	8-9pm	0	8-9pm	0
8-9pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
9-10pm	0		911		774		836		812		644		651
	0												



donate

event calendar

my account

Upcoming Closures

- Sunday, May 8** - Mother's Day
- Sunday, May 29** - Sunday before Memorial Day
- Monday, May 30** - Memorial Day
- Saturday, June 19** - Juneteenth & Father's Day



Get personalized materials

delivered to your home with NPL @ Your Door!



novilibrary.org 248-869-7205 nplayd@novilibrary.org



Asian Pacific American Cultural Celebration

Experience culture in May! Join us for a day of celebration as the Novi Library spotlights Asian Pacific Heritage Month on **Saturday, May 28 from 2-4:30pm**. Meet us on the patio for music and dancing, cultural displays, speakers, and free food, including a whole roasted pig, and more! Event will be held in the meeting room if inclement weather. Thank you to Novi Rotary for sponsoring this event!

[Click here to register.](#)

Feeling Overwhelmed? Novi Community Coalition is Here For You

Connect with Community Support Coordinator, Amy Kennedy, at the Novi Library, **by appointment only**, Thursdays from 10am-3pm, starting May 12. Staff will work alongside you to help identify your specific needs and link you to the appropriate resources that the community has to offer. Examples of resources included but are not limited to:

- housing
- food
- employment
- education (birth-adult)
- childcare
- physical/mental health

Get Materials-by-Mail with NPL @ Your Door

If you are unable to come to the Library due to accessibility, illness, or other reasons, NPL can mail materials to your home in a new program called NPL @ Your Door. Receive books, audiobooks, DVDs, and BluRays, and NPL will pay for the postage for you to mail them back to the Library once you are done with them.

Signing up for NPL @ Your Door is easy! All you need to have is a valid Novi library card in good standing, be 18 years or older, and be a resident of Novi. Contact our Support Services Outreach Team by calling 248-869-7205 or send an email to nplayd@novilibrary.org.



Asian American Pacific Islander (AAPI) Heritage Month

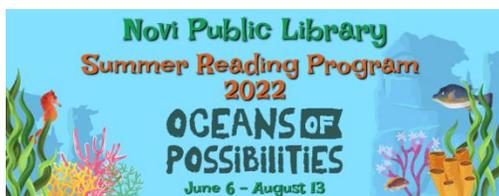
In honor of AAPI Heritage Month, NPL has partnered with a local nonprofit organization called Dear Asian Youth Novi (DAYN). DAYN is a student-led organization at Novi High School that encourages activism and celebration of all AAPI cultures. They are committed to the appreciation, celebration, respect, and welcoming of all cultural identities. They

**Assistance is free and confidential.
Call or text Amy at 248-378-9899 to
schedule an appointment.**



Congratulations, Head of Information Services, April Stevenson!

The Library is sadly saying goodbye to April Stevenson, Head of Information Services. April has been at NPL since February 2011 and has been an incredible leader in advancing our customer service, programming, services, collections, and more. We're excited to announce that she will be the new Director at White Lake Township Library. NPL wishes her the best of luck in this new chapter in her career! The Novi community will miss you!



Save the Date - Summer Reading Begins June 6

From June 6 - August 13, Library guests of all ages are invited to explore the depths of the ocean and join our 2022 Summer Reading Program! More information will soon be available on our

have curated various displays around the library this month. DAYN is also responsible for creating many posters celebrating various AAPI authors. Additionally, they are coordinating a variety of events centering around AAPI culture. [Click here](#) to view our event calendar.

To find out more about DAYN, please [click here](#). You can also follow them on Instagram, @dearasianyouth_novi.

Virtual Event with *Firekeeper's Daughter* Author Angeline Boulley

NPL has partnered with six other neighboring libraries to bring you Community Reads 2022! This year, the Neighborhood Library Association (NLA) is featuring Angeline Boulley, author of *Firekeeper's Daughter*, a groundbreaking YA thriller about a Native teen who must root out the corruption in her community, even if it tears apart the only world she's ever known. Boulley will be presenting on Monday, May 9 at 7pm. **To watch this event virtually, [click here](#).**

Upcoming Meetings

Friends of the Novi Library Meeting:

Wed, May 11, 2pm - NPL Board Room

Novi Historical Commission Meeting:

Wed, May 18, 7pm - [Agenda](#)

Library Board Meeting: Thu, May 26, 7pm - [Agenda](#), Council Chambers

We're Hiring!

Looking for a new job? Look no further than the Novi Public Library. We're hiring positions in multiple departments. For more information and to apply, [click here](#).

Questions? Email our HR Specialist, Nicole Williams, at nwilliams@novilibrary.org.

Beanstack website by [clicking here](#). Read books, win prizes, attend programs, and much more fun all at the Library this summer!

Novi Library Café

Hours

Monday-Friday, 10am-5pm

Stop by the Café on your next visit for a delicious beverage, lunch item, or snack! They Proudly Serve Starbucks. **Looking for a caterer for an upcoming graduation party?** [Click here](#) for more info.



Experience Culture Series

Experience Culture with programs hosted by the Novi Library and sponsored by the Novi Rotary!

Asian Pacific American Cultural

Celebration: Saturday, May 28, 2-4:30pm

[Register here.](#)

Unity in the Community Juneteenth Celebration and Slows Bar BQ Food Truck:

Saturday, June 18, 12:30-3pm

[Register here.](#)

Korean Lantern Craft: Wednesday, July 27, 7pm

[Register here.](#)

MI Bon Summer Festival 2022: A New Michigan Celebration of Japanese

Tradition: Saturday, August 20, 3-5pm

[Register here.](#)

Sync - Free Audiobooks for Teens!

Teens can listen to free audiobooks all summer long with Sync! Get two free downloads a week from now through August 17. **For title releases, TEXT syncya to 866-984-0598 or [click here](#).**

Adult Programs

- Cultural/International & ESL Programs
- Book Discussion Groups
- **5/7:** Anime Matinee
- **5/9:** Community Reads Virtual Event

Tween/Teen Programs

- Teen Space
- **5/7:** Anime Matinee
- **5/11:** Novi Game Night

Youth Programs

- Story Times
- **5-3:** STEAM Leap Into Science: Wind
- **5/4:** Early Literacy Garden Party
- **5/18:** Dramatic Playgroup

- **5/10:** For the Health of It: Understanding Vaccines and It's Importance
- **5/11:** Novi Game Night
- **5/14:** A Taste of Tea
- **5/16:** Local Author Spotlight
- **5/23:** Genealogy Research Assistance
- **5/28:** Asian Pacific American Cultural Celebration
- **5/18:** BeTWEEN the Pages: Tween Book Club Trivia
- **5/27:** Teen Advisory Board (TAB) Meeting
- **5/20:** Dramatic Playgroup
- **5/21:** AAPI Cultural Storytime & Craft (10:30am)
- **5/21:** AAPI Cultural Storytime & Craft (12:30pm)
- **5/25:** Tail Waggin' Reading Buddies

Listen at the Library - Classical Concert has been rescheduled for June 5.

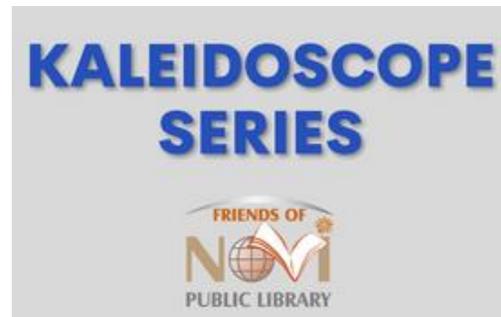


The Chautauqua Movement

Wednesday, May 25, 7pm

Join Historian Jim Craft as he explores this movement which led to public discussions about women's suffrage, child labor, and created space for education and trust-building. For fifty years, these events were a central part of American society.

[Click here to register.](#)



Friends Kaleidoscope Series

Wednesday, May 18, 7pm

Alex B. Hill creates maps that reveal so much more about Detroit, a city in transition, than typical street maps, tour guides or headline news could ever do. His blog, DETROITography.com, uses maps to illustrate the concerns and accomplishments of the city's residents and businesses. An anthropologist and self-described "data nerd," Hill will be presenting a program you won't want to miss!

[Click here to register.](#)



Michigan Activity Pass

Get free or discounted admission to many of Michigan's museums, parks, cultural institutions, and more, by checking out a Michigan Activity Pass with your Novi library card! To search available destinations, [click here](#).

[Check Out a Pass](#)



Community Information

City of Novi Upcoming Events

Fuerst Field of Honor: Wed, May 25, 5:30-7:30pm

Memorial Day Parade: Mon, May 30, 10am

More information can be found [here](#).

Patio Vegetables with Lori Imbroden, Consumer Horticulture Educator:

Wed, May 18, 6-7pm

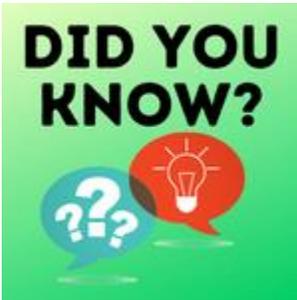
[Register here](#).

Marking Time With(in) Water with Villa Barr Artist-in-Residence Dawn Roe:

Mon, May 23, 10am (50+) and 5pm (13+)

Each participant will have an opportunity to produce a unique, camera-less photographic print exposed and developed by the existing light of the sun over a prolonged moment. During the program, Dawn will reflect on her ongoing, multi-year project Conditions for an Unfinished Work on Mourning.

[Register here](#).



New Equipment in the iCube

The Novi Public Library now has a larger sublimation printer and heat press, thanks to the [Friends of the Novi](#)



Get Tix!

Anyone in Michigan can use this free service to get discounts on various upcoming venue events. Ticket availability changes on a regular



Engage Magazine

See what's happening in the City of Novi this month in the most recent edition of the Engage magazine!

Library! Sublimation projects can now be printed on 11"x17" size paper. The heat press can work on projects 16"x20". [Click here to learn more about our iCube.](#)

basis. [Click here to Get Tix!](#)

[Click here to view a digital copy of the magazine.](#)

Connect With Us:



[Click here to unsubscribe](#)

Novi Public Library

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

Hours

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

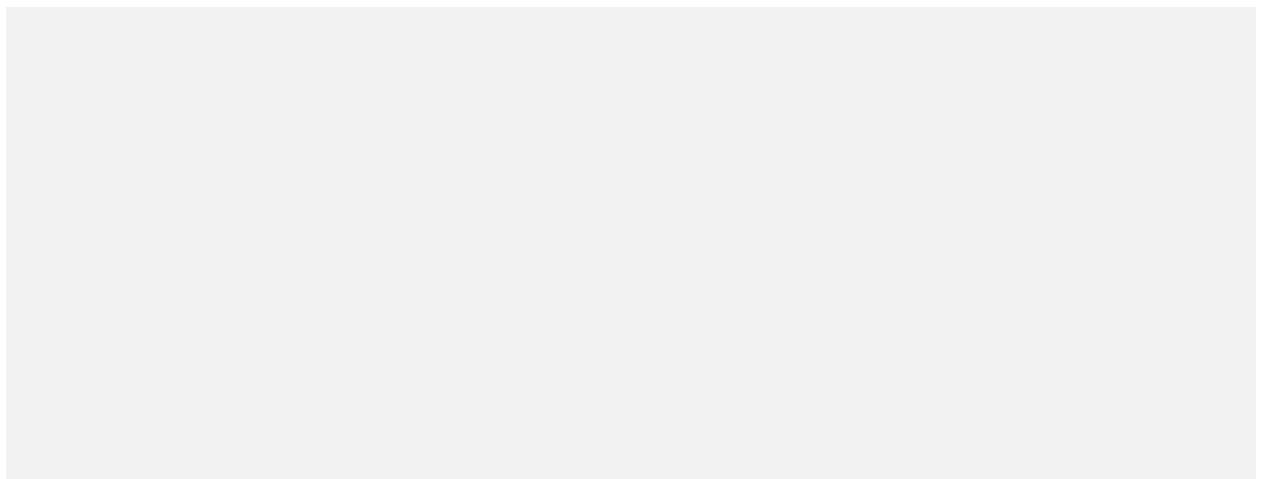
Lakeshore Lending Library

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

Hours

7 Days a Week
Dawn to Dusk

[Visit Our Website](#)



Information Technology Report by Barbara Rutkowski

General

- Closed 20 Help Desk tickets.
- Evaluating upgraded RFID pads from two vendors.
- Updating our current Tech Plan.

iCube

- We held 81 iCube appointments
 - 10 3D Prints
 - 2 3D Scanner
 - 7 Creative Cloud
 - 22 Creative Kits
 - 5 Cameo/Cricut
 - 6 Laser
 - 7 Heat Press
 - 7 Sublimation
 - 15 Digital Conversion
- New equipment was added this month:
 - Art Printer - The Epson SureColor P900 is able to print gallery-quality borderless prints up to 17" x 22" in size with a print resolution of 5760 x 1440.
 - SD Card Adapters – to assist with 8mm film conversions.



- Below are examples of projects completed in the iCube this month: Mandela Bee using the Cricut, Button Pendants using the Button Maker and Lithopanes using the 3D printer. A lithopane is an etched or molded artwork in a very thin translucent porcelain or plastic that can be seen clearly only when back lit with a light source.





- Since IS Staff, Shannon, was invited to attend dinner with the Japanese Consul General and his wife, she made two (2) wooden notepad holders using the laser as small thank you gifts.



- Virtual Reality (VR) appointments are back! Sarah has held several VR appointments using our Oculus hardware.



- Since some of our guests' objects seem to take several hours to print, Dominic went through a thorough maintenance checklist on a previous 3D printer so we now have a backup 3D printer.



- Tours of the iCube and its equipment were given to four (4) groups.
- Updated the iCube webpage.

Training

- IT Staff viewed various DEI training sessions.
- IT Staff held 4 staff training sessions:
 - Space
 - SignUp
 - IdeaMaker
 - 3D Scanner

Facilities Report by Keith Perfect

The Facilities Department has closed 4 Facilities tickets, 30 Meeting Room Requests and has updated 340 Periodic Maintenance tickets.

- The vestibule Air-Curtain received a few new parts after it had failed. The vendor installed new contactor switches and relay and the unit is now working as it should.
- New soap dispensers have been installed in all staff restrooms, meeting rooms, and Family restroom. The new dispensers will hopefully outlive the former dispensers and will have a more sanitary appearance. Since they are plastic and will not rust and leak like the former ones.
- The parking lot sweeping vendor has started monthly services for the summer season.
- The Facilities Department has continued providing safety tours to staff. All full and part time regular employees will receive this tour annually.
- Interior building keys were issued to all staff who did not previously have keys. Keys were issued for safety, security and convenience.
- The break room refrigerator was cleaned and defrosted.
- A power supply controlling the motion sensor and lights in the iCube room has been replaced by vendor.
- Elevator car# 1 is currently out of order due to a mechanical issue related to the door closing mechanism. The part is on order and the vendor will install and restore the elevator as soon as the part comes in.
- Quotes for chemical testing of the HVAC water system were obtained and a new vendor was selected.
- Trash/litter was removed from the lot and bioswale ditches by Facilities staff.
- The lock on the first floor Information Desk was replaced.

- The final snowfall worthy of removal and salting occurred on April 18th with about two inches which melted by the end of the day.
- Step N Pull devices were installed on public restroom doors. This will allow for opening the door with the toe of your foot without touching the handle.
- A broken key was removed from the Book Nook drawer.
- The disc cleaning machine was cleaned and repaired.
- Quotes for annual tile floor cleaning were obtained. A vendor has not yet been selected.
- Quotes for interior and exterior glass cleaning were obtained. A vendor has not yet been selected.
- The “Material Safety Data Sheets” (MSDS) binders were replaced with “Safety Data Sheets” (SDS) binders as they are no longer called Material Safety Data Sheets by regulatory standards.
- An issue with the HVAC Building Management System software was corrected by vendor. We are now “cool” for summer.

Information Services Department Report by April Stevenson

News and Notes

- Partnered with Danielle Carlomustro for the Gro-Town Seed Station.
- Accepted a donation of 100 seed packets from Great Lakes Ace Hardware.
- Added two more Board Books to Share sets to the professional collection. Thank you to the Friends.
- Partnered with Dear Asian Youth Novi to develop displays and programs for AAPI month
- Submitted two School Library Journal book reviews
- Reviewed and updated Business pages on our website
- Shared information on our STEAM kit collection with the Hickory Woods Media Specialist

Professional Development

- Native American Culture Presentation - Emily, Hillary, Mary
- Understanding Your Japanese Patrons - Hillary
- Kelly Rankin, Nothing Bundt Cakes - Hillary
- Re-organizing the Library for Inclusion and Accessibility: Ditching Dewey, Genre-fication, and More! - Kirsten
- Makers in the Library: Developing and Sustaining a Community-Centered Makerspace - Mary
- LGBTQ+ Learning & Affirming Challenge - Sarah
- Cultural Competence Training on Deaf, Deaf Blind, and Hard of Hearing Communities - Sarah

IS Staff Outreach

- Attended dinner at the home of the Japanese Consul General - Shannon
- Met with Tollgate to discuss future programming - Emily
- Walled Lake Preschool Advisory Meeting - Emily
- ECEC Story Times (11) - Emily
- Novi Woods Montessori - Emily
- Little Birds Montessori - Emily
- ABWA Meeting - Hillary
- Cultural Arts Advisory Board - Mary

Adult Programs

- For the Health of It - Cancer Prevention - 45
- Local Author Spotlight - 21
- Craftastic Wednesday: Interchangeable Magnetic Pendants - 15
- Connect With Your Library Spring Concert - 127
- Novi Concert Band Spring Concert - 116

Adult Displays

- **Feature Collection Display** - National Poetry Month
- **Desk Display** - Ramadan
- **Business Spotlight Display** - Financial Literacy Month: Books on Accounting and Finance.
- **International Movie Pop-up Display** - Spring into an award winning International Film.

Youth/Tween/Teen/Family Programs

- Novi Adult Transition Center Class Visit - Seeds/Planting - 17
- Sunset Stories (4 session) - 110
- Tail Waggin' Reading Buddies - 6

Youth/Tween/Teen Displays

- **Teen Stop display** - National Poetry Month - young adult novels in verse fiction
- **Youth Feature Display** - Raining Cats and Dogs
- **Youth Desk Display** - National Library Week
- **Lobby Display** - National Library Week
- **Libraries are for Everyone** -
 - Autism Awareness Month
 - National Poetry Month
 - Financial Wellness Month
 - National Gardening Month
 - Ramadan
 - National Library Week
 - Passover
 - Easter
 - Earth Day

Raising a Reader 1,000 Books Before Kindergarten Stats appear quarterly - Next end of June

NATC Visit and Program with Miss Emily



Gro-Town Seed Station



MI-83 Digital Library Connection

Download Destination
Coordinated by The Library Network

Partner libraries NEW | English

Subjects Collections Kindles Books Kids Teens Magazines Search

Try Libby, our new app for enjoying ebooks and audiobooks!

MI-83 Digital Library Connection

The MI-83 Digital Library Connection is funded by an ARPA grant, provided in part by the Institute of Museum and Library Services through the Library of Michigan, an agency of the Michigan Department of Education.

Novi Public Library has participated in adding new digital content, including audio and e-books, with our funding from the American Rescue Plan Act of 2021. This project resulted in the addition of approximately \$121,000 in new content to the Download Destination group of 50+ libraries. The focus of this new digital content topics include workforce development, job seeking skills, health, mental health, and general educational needs. Promotional materials about this newly added collection will be placed near the downloadable handouts soon.

Support Services Department Report by Maryann Zurmuehlen

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team Zoom meetings.
- Attended weekly department catchup meetings.
- Attended a DEI Committee Zoom meeting on April 5th.
- Attended the DEI session "Native American History/Culture" on April 6th.
- Attended a Finance Committee Meeting on April 14th.
- Attended a Lakeshore Lending Library Committee Zoom Meeting on April 20th.
- Attended a TLN SASUG Zoom meeting on April 28th.

Outreach

- The NPL @ Your Door materials by mail program launched on March 28th. We have received a lot of interest from Novi residents eager to join the program. From March 28th – April 30th, we have mailed out 9 bags and over 52 materials.
- Upcoming Library Card Sign-Up Events:

DAY	DATE	LOCATION	EVENT TIME
WED	5/18	Fox Run (Belmont)	2pm – 3pm
FRI	5/20	City of Novi	6pm – 8pm
THU	6/9	LLL	6pm – 7pm
WED	7/13	Lakeshore Park (By Back Shelter Area)	10:30am – 11:30am
WED	7/20	Lakeshore Park (By Back Shelter Area)	10:30am – 11:30am
WED	7/27	Lakeshore Park (By Back Shelter Area)	10:30am – 11:30am

Circulation & Shelves

- Interviews were held for a 24-hour Outreach Clerk and a 16-hour Shelver position on April 19th, 20th, and 25th.
- Working on cleanup of the patron database.
- Working on DEI goal.
- Working on Shelving Standards goal.

Tech Services

- Emily Lonchar's first day as a Tech Services Clerk was April 4th. Please congratulate her on her promotion from Shelver when you see her!
- Arom Park's first day as a Tech Services Clerk was April 18th. Please welcome her to NPL when you see her!
- Working on DEI goal.
- Working on Shelving Standards goal.

Statistics (April 2022)

- Library Cards Issued: **233**
- Items Checked Out: **60,505**
- Items Interloaned for NPL Patrons: **4,296** (**70** through MeLCat)
- Items Interloaned to Other Libraries: **3,319** (**103** through MeLCat)
- Items Added to the Collection: **1,576**
- Items Discarded from the Collection: **2,200**
- Drive-Up Window & Locker Hold Pickups: **14**
- Novi School's ECEC Card Registration: **0**
- MAP Checkouts: **19**
- Lakeshore Lending Library Checkouts: **80**
- Outreach:
 - **6** Facilities Visits / **31** Items Provided
 - **7** Book Discussions / **107** Items Provided
 - NPL @ Your Door: **9** Mailer Bags / **52** Items

Support Services Statistics 2021 -2022													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
Cards Issued	320	321	358	296	422	363	346	272	312	233			3,243
Items checked out	103,798	73,089	61,737	61,697	55,812	57,359	58,396	53,783	65,387	60,505			651,563
Items borrowed	4,763	4,580	4,541	3,997	4,484	3,902	4,705	4,250	5,447	4,296			44,965
Items loaned	3,940	3,569	3,480	3,281	3,206	3,013	3,952	3,362	3,559	3,319			34,681
Drive-Up Window & Locker Hold Pickups	14	12	19	17	21	16	20	15	19	14			167
Read Boxes	272	247	406	118	0	0	0	0	0	0			1,043
MAP Checkouts	43	36	17	22	6	20	2	0	10	19			175
Novi School's Card Registration	0	0	0	0	0	0	0	0	0	0			0
Lakeshore Lending Library	223	75	88	66	39	171	98	112	72	80			1,024

		April		April							April		April
		2022		2021							2022		2021
Library cards issued		233		161									
Total checkouts		60,505		81,228				READ Boxes		Adult	0		0
										Youth	0		0
Items borrowed	TLN	4,226		5,297						Total	0		0
	MeL	70		99									
		4,296		5,396									
Items loaned	TLN	3,216		4,613									
	MeL	103		123									
		3,319		4,736									

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

Self-Check Totals 2021-22 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	103,798	19.05%	19,776	7,697	6,253	5,826	0
August	73,089	39.84%	29,119	10,935	9,888	8,296	0
September	61,737	39.60%	24,448	9,650	8,167	6,631	0
October	61,697	18.87%	21,189	7,453	7,023	6,713	0
November	55,812	39.72%	22,168	7,858	7,314	6,996	0
December	57,359	39.56%	22,693	7,387	6,343	5,528	3,435
January	58,396	41.35%	24,147	10,110	6,708	6,071	1,258
February	53,783	41.42%	22,278	8,233	3,465	5,327	5,253
March	65,387	42.03%	27,483	7,845	6,397	6,013	7,228
April	60,505	36.34%	21,985	6,980	4,733	4,184	6,088
May			0				
June			0				
FYTD	651,576	37.32%	235,286	84,148	66,291	61,585	23,262

Library Usage									
2020-2021 Fiscal Year					2021-2022 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	8,095	4,307	12,402	477	July	18,971	6,852	25,823	956
August	10,186	4,091	14,277	461	August	20,561	6,291	26,852	895
September	8,729	5,114	13,843	513	September	19,302	7,168	26,470	980
October	11,833	3,794	15,627	504	October	20,862	8,079	28,941	934
November	8,845	4,475	13,320	493	November	20,346	8,066	28,412	1,015
December	5,213	3,285	8,498	304	December	18,663	5,498	24,161	895
January	8,810	3,297	12,107	404	January	20,444	7,621	28,065	936
February	9,952	2,888	12,840	459	February	18,798	8,617	27,415	979
March	12,510	5,224	17,734	572	March	24,367	9,846	34,213	1,104
April	12,277	4,784	17,061	588	April	22,464	8,246	30,710	1,059
May	12,199	4,714	16,913	626	May				
June	17,300	6,647	23,947	855	June				
FYTD Total	125,949	52,620	178,569	521	FYTD Total	204,778	76,284	281,062	976

Computer Logins										
2020-2021 Fiscal Year						2021-2022 Fiscal Year				
	Public Workstations	Wireless	Lending Laptops	Total	Daily Average		Public Workstations	Wireless	Total	Daily Average
July	0	16,504	0	16,504	635	July	983	30,634	31,617	1,171
August	55	18,127	0	18,127	587	August	944	35,958	36,902	1,230
September	624	19,329	0	19,953	739	September	853	39,555	40,408	1,497
October	942	20,359	0	21,301	687	October	1,086	44,813	45,899	1,481
November	401	18,514	0	18,915	701	November	867	41,990	42,857	1,531
December	0	9,673	0	9,673	345	December	779	43,942	44,721	1,656
January	219	3,323	0	3,542	118	January	643	36,790	37,433	1,248
February	629	10,709	0	11,338	405	February	901	42,253	43,154	1,541
March	860	19,648	0	20,508	662	March	1,162	49,315	50,477	1,628
April	893	20,319	0	21,212	731	April	1,035	48,514	49,549	1,709
May	903	21,637	0	22,540	835	May				
June	966	27,206	0	28,172	1,006	June				
FYTD Total	6,492	205,348	0	211,840	618	FYTD Total	9,253	413,764	423,017	1,469

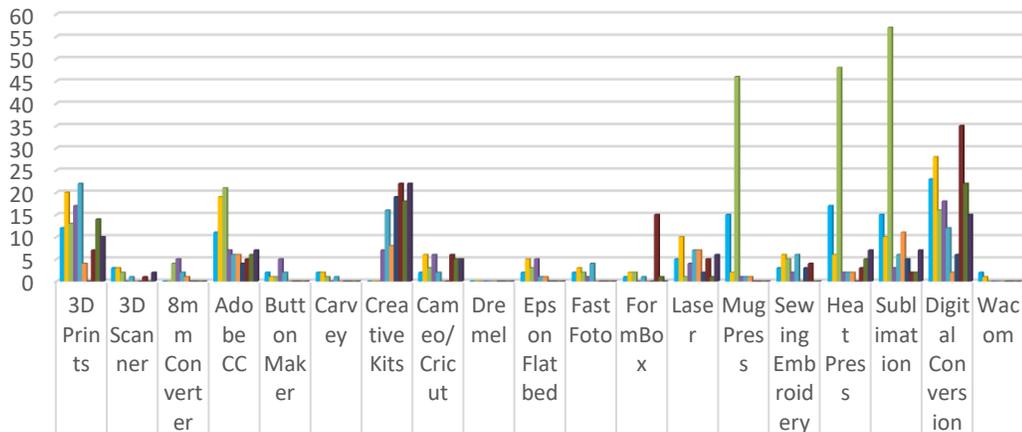
Early Literacy Workstation Usage							
2020-2021 Fiscal Year				2021-2022 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	0	0	0	July	193	3,882	18
August	0	0	0	August	239	5,031	21
September	0	0	0	September	88	1,403	15
October	0	0	0	October	112	1,989	17
November	0	0	0	November	277	5,636	20
December	0	0	0	December	271	5,382	19
January	0	0	0	January	291	5,750	19
February	0	0	0	February	333	6,603	19
March	4	118	29	March	447	8,555	19
April	69	1,301	18	April	360	6,693	18
May	97	1,636	16	May			
June	134	2,347	17	June			
FYTD Total	304	5,402	20	FYTD Total	2,843	54,977	19

Technology Training Sessions 2021-22 Fiscal Year																				
	3D Printing	Cricut/Silhouette	Digital Conversion	Scans/FastFoto	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Button Maker	Heat Press	Creative Kits	Wacom Tablet	Tech Time	Staff Training	Total Classes	Total Guests	
Jul	12	2	19	4	3	15	2	5	1	3	11	2	17	2	0	0	3	101		
<i>Guests</i>	12	2	19	4	3	15	2	5	1	3	11	2	17	2	0	0	3		101	
Aug	20	6	21	8	6	10	2	10	2	3	19	1	6	0	1	0	3	118		
<i>Guests</i>	20	6	21	8	6	10	2	10	2	3	19	1	6	0	1	0	3		118	
Sep	13	3	11	5	5	57	1	1	2	2	21	1	48	0	0	0	31	201		
<i>Guests</i>	13	3	11	5	5	57	1	1	2	2	21	1	48	0	0	0	31		201	
Oct	17	6	12	6	2	3	0	4	0	0	7	5	2	7	0	0	6	77		
<i>Guests</i>	17	6	12	6	2	3	0	4	0	0	7	5	2	7	0	0	6		77	
Nov	22	2	7	5	6	6	1	7	1	1	6	2	2	16	0	0	1	85		
<i>Guests</i>	22	2	7	5	6	6	1	7	1	1	6	2	2	16	0	0	1		85	
Dec	4	0	1	1	0	11	0	7	0	0	6	0	2	8	0	0	0	40		
<i>Guests</i>	4	0	1	1	0	11	0	7	0	0	6	0	2	8	0	0	0		40	
Jan	0	0	5	1	3	5	0	2	0	0	4	0	0	19	0	0	0	39		
<i>Guests</i>	0	0	5	1	3	5	0	2	0	0	4	0	0	19	0	0	0		39	
Feb	7	6	25	10	4	2	0	5	15	1	5	0	3	22	0	1	0	106		
<i>Guests</i>	7	6	25	10	4	2	0	5	15	1	5	0	3	22	0	1	0		106	
Mar	14	5	15	7	0	2	0	1	1	0	6	8	5	18	0	0	0	82		
<i>Guests</i>	14	5	15	7	0	2	0	1	1	0	6	8	5	18	0	0	0		82	
Apr	10	5	8	7	0	7	0	6	0	2	7	4	7	22	0	0	3	88		
<i>Guests</i>	10	5	8	7	0	7	0	6	0	2	7	4	7	22	0	0	3		88	
May																		0		
<i>Guests</i>																				0
Jun																		0		
<i>Guests</i>																				0
Sessions	119	35	124	54	29	118	6	48	22	12	92	23	92	114	1	1	47	937		
<i>Guests</i>	119	35	124	54	29	118	6	48	22	12	92	23	92	114	1	1	47		937	

2021-2022 Fiscal Year					
	Hoopla		LinkedIn		
	Check-outs	New Users	Active Users	Logins	Total Video Views
July	1,446	374	86	28	684
August	1,508	366	94	32	666
September	1,375	309	99	24	330
October	1,302	358	104	25	446
November	1,437	376	119	24	380
December	1,405	376	119	26	702
January	1,543	405	121	26	715
February	1,513	389	127	24	470
March	1,576	415	130	23	732
April	1,472	403	138	22	486
May					
June					
FYTD Total	14,577	3,771	1,145	254	5,262

2021-2022 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,562	1,909	7,471	670	80
August	6,188	1,794	7,982	689	87
September	5,607	1,536	7,143	609	82
October	5,519	1,661	7,180	649	78
November	5,542	1,614	7,156	724	71
December	5,672	1,757	7,429	835	95
January	5,908	2,007	7,915	791	89
February	5,357	1,764	7,121	804	97
March	5,703	2,088	7,791	916	84
April	5,128	1,912	7,040	825	87
May					
June					
FYTD Total	56,186	18,042	74,228	7,512	850

2021-22FY iCube Appointments



July	12	3	0	11	2	2	0	2	0	2	2	1	5	15	3	17	15	23	2
August	20	3	0	19	1	2	0	6	0	5	3	2	10	2	6	6	10	28	1
September	13	2	4	21	1	1	0	3	0	3	2	2	1	46	5	48	57	16	0
October	17	0	5	7	5	0	7	6	0	5	1	0	4	1	2	2	3	18	0
November	22	1	2	6	2	1	16	2	0	1	4	1	7	1	6	2	6	12	0
December	4	0	1	6	0	0	8	0	0	1	0	0	7	1	0	2	11	2	0
January	0	0	0	4	0	0	19	0	0	0	0	0	2	0	3	0	5	6	0
February	7	1	0	5	0	0	22	6	0	0	0	15	5	0	4	3	2	35	0
March	14	0	0	6	0	0	18	5	0	0	0	1	1	0	0	5	2	22	0
April	10	2	0	7	0	0	22	5	0	0	0	0	6	0	0	7	7	15	0

Meeting Room Rentals					
2020-2021 Fiscal Year			2021-2022 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	0	0	July	0	0
August	0	0	August	0	0
September	0	0	September	0	0
October	0	0	October	14	426
November	0	0	November	22	578
December	0	0	December	14	304
January	0	0	January	16	317
February	0	0	February	25	533
March	0	0	March	33	875
April	0	0	April	31	547
May	0	0	May		
June	0	0	June		
FYTD	0	0	FYTD	155	3,580

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – May 11, 2022**

- Order, Roll Call Sue Johnson
- Minutes of the April 13, 2022 Meeting * Evelyn Cadicamo
- III. Treasurer's Report* Marilyn Amberger
- Prior month(s) Income and Expense
 - Statement Balances
 - Vibe savings moved to checking, will use up as we have checks
 - Move \$10,000 in CF checking to a CD
- IV. Reports
- Library Liaison Dana Brataniec
 - Book Nook Carol Hoffman
 - Membership Sue Johnson
 - President Sue Johnson
 - Received new laptop
 - Summer Songfest – discuss Dueling Pianos event plans
 - Car Show - cancelled
 - Anthology concert – Tola Lewis -- June 15th at 5:00 pm
 - Newsletter to announce Annual Meeting
 - What to do about term limits?

V. Announcements

VI. Calendar

Kaleidoscope

- **Wednesday, May 18, 7pm, Detroit in 50 Maps** - Alex B. Hill creates maps that reveal so much more about Detroit, a city in transition, than typical street maps, tour guides or headline news could ever do.

2022 Listen at the Library

- June 5th – Classical Concert 3:00 pm

2022 Bringing the Music to You – Tola Lewis

- Anthology of Novi – June 15th at 5:00 pm
- Fox Run – May 18th at 3:00 pm

2022 Summer Music at Paradise Park – all events start at 6:30pm

- June 30th - Dueling Pianos
- July 14th – Wayback Machine Band – popular tunes of the 60s and 70s
- July 28th - Marshall Allen - popular hits - Sinatra, Beatles, Motown, etc.
- August 4 - Geff Phillips and Friends---popular classic rock hits of the 60's, 70's
- August 11th - Rick and Dayna Leider---variety of classic hits
- August 18th - Steven Floyd---variety of classic hits
- Sept. 8th - Phoenix Theory Band--- Queen, and classic rock and dance favorites from the 60's, 70's, 80's,
- Sept. 15th - Billy Mack and the Juke Joint Johnnies---rock, classic oldies

Friends Events

VII. Adjournment*

*Requires Action

June 30th- Summer Songfest -- Dueling Pianos

Raffle baskets

Here is a list of basket ideas for our June 30th Summer Songfest event. If there is a name beside the basket, that person will be responsible for putting the basket together, but others may still donate items. If we get too many items, we will save them for future baskets. Please let us know if you would like to donate a basket or if you have items to donate. If you want to donate a basket that is not on the list, just let us know.

1. beauty basket - Carol Neumann
2. book basket - Carol Neumann (Marge throw?, books, socks)
3. painting basket - Sue Johnson
4. Candie basket - Lin Giglio
5. gardening basket
6. All occasion card basket
7. Michigan basket
8. flower arrangement
9. game/puzzle basket
10. cooking basket - cook books, basil plant, recipe box, kitchen tools

License cost - \$500 in prizes or less \$15, above \$500 \$50

Cost of tickets --In 2018 - \$5 for 5, \$10 for 12, \$20 - 25

Sponsors

2022

Sponsors	\$	500.00	O'Brien-Sullivan
Meijer	\$		Applied for donation
Busch's	\$		
Flagstar	\$		
Sam's Club	\$		
Costco	\$		

Shannon Peterson
RE/MAX Dream Properties

Ideas for task force

1. Branding ideas for the web page and communications
2. Update the web page
3. Monthly e-newsletter editor
4. historian
5. Updates to membership renewal request and acknowledgement letters

**Friends of the Novi Public Library
Meeting of the Board of Directors
April 13, 2022**

(This meeting of the Friends Board was held in the Board Room of the Novi Library. All those in attendance were in compliance with the necessary guidelines put forth, due to the COVID-19 Corona virus, in order to hold such a meeting.)

Call to Order: Sue Johnson. Sue called the meeting to order at 2:06 p.m.

Present: Evelyn Cadicamo, Carol Hoffman, Lin Giglio, Sue Johnson, Carol Neumann, and Dana Brataniec, Library Liaison.

Absent: Marilyn Amberger, Marge Bixby, and Karen Schubert. Karen was a little late but participated in the meeting. She arrived as we were discussing the Minutes. A little extra time was afforded her in order to allow her to be brought up to date..

Minutes of the February 9, 2022 Meeting. Evelyn Cadicamo. As this was the first time the Minutes were being read, additional time was allowed in order to accomplish the reading. There being no additions nor corrections to be made, motion was made by Carol Hoffman to accept the Minutes as presented. Motion was seconded by Carol Neumann. Motion passed: 6-0.

Treasurer's Report: Sue Johnson. Sue pointed out that while we had "lots of money," we are in the process of paying for items on the 2021-2022 Wish List. Thus, our cash flow will get very active!

Income	\$2,613.10	CFCD	\$15,427.90
Expenses	<u>5,259.74</u>	CF Checking	27,622.28
Overall Total	-2,646.64	CF Savings	<u>15,007.84</u>
		Vibe Checking	4,018.36
		Vibe Savings	<u>11,027.88</u>
		Total Bank Accounts	\$73,104.26
		Start-up Fund	<u>100.00</u>
		Overall Total	\$73,204.26

At this juncture, Sue asked Dana to show us the video of the iCube. She also pointed out all the many kits that are available for use (with varying degrees of expertise and knowledge needed), the Movie Maker Pro, as well as the sewing and embroidery machines available. Dana also showed us the Sawgrass Sublimation printer (11x17) -- this has larger heat press opportunities and makes things easier to handle; one can also do bigger projects. Also, this prints in 10 colors rather than the normal 4. This allows for more professional-looking work.

Sue brought up our event on Thursday evening, April 7, 2022 -- "Connect with Your Library" Spring Concert. It showcased Geff Phillips with a variety of pop and rock from the 60's and 70's. She was pleased at such a great turn-out. The whole meeting room

was open; lots of couples; everyone was enthusiastic about the summer Songfest, especially the Dueling Pianos on June 30th. We have much to look forward to

Returning once again to the Treasurer's Report and the Budget, Sue elaborated on the payments we will be making. Among those mentioned were:

- the iCube Maker Space for the Sublimation Printer and the heat press;
- Students for Success;
- Raising Readers and the supplies for that;
- Community Reads – our donation is \$1800;
- Purchase of a new laptop—ordered by Sue and paperwork submitted; it turned out the cost was \$741.99 so an email was sent to approve this overage. Approval was granted through e-vote; passed 6-0.
- Weekly sales in the Book Nook - \$2200 last week.
- The 10x10 pop-up outdoor tent for library programming for \$150. Sue spoke about this as Gail Anderson can make great use of this in connection with the Car Show on July 16th. This function will take place in the Novi High School parking lot. Dana and Sue discussed the changes to the Budget and the need to also purchase the weights necessary for the tent.
- Removal of the scholarship from the high school students as no one takes advantage of this opportunity. The library still does two interns who help with the summer reading program.

Sue stated that we needed a Budget Amendment to handle all of the changes that were made. After discussion of the above items, motion was made by Lin to approve the changes made in the Budget Carol Hoffman seconded the acceptance of these changes. Motion was passed: 6-0.

Membership: Sue Johnson. Sue stated that we were very fortunate as membership continues to be very strong. We are doing "all right!"

Book Nook: Carol Hoffman. Carol announced that during the past five weeks, the Book Nook made \$2,905.22. Wow!! There are also more boxes of CDs that came in.

Carol informed us that Sue Bebb will be retiring and discussion turned to what might be an appropriate gift. While Sue is still working with someone on cataloging and sorting contributions to the library, the system still needs to be fine tuned.

Discussion turned to the use of volunteers in and among all the procedures we follow in the Book Nook. We simply do not have the room to accommodate large numbers of people all working at the same time. Carol did advise us that practically all of the shifts available to work in the library are all taken. This presents a problem, especially for new volunteers. They want to be doing something, be involved and busy. Today's volunteers have worked, are used to responsibility, have traveled and need the challenge of doing something productive. They are task oriented and the last thing they want to do is sit on a committee.

FOML (Friends of Michigan Libraries) Annual Meeting: Sue Johnson. Sue attended this meeting and was very impressed with the scheduled speaker. She was Cordelia Anderson and her presentation was targeted at Friends groups trying to get out of the “old mindset” and into the 21st century. Ms. Anderson offered a slide presentation on creating rapport and the need for making contact with the library staff. The message she delivered was one of “show us how we can help the staff do their job better.” In other words, be an integral part of what happens in a library. All are involved and interacting as a team. There was some discussion and Dana suggested a computer program called “Hoot Suit” that just might fill the bill. She informed us that one can go into each individual platform and connect.

Discussion turned to our Friends website. There is a need to develop icons for easy access. There needs to be consistency, e.g., like we did for “Booked.” Everything having to do with “Booked,” had a flow-through theme and was easily identifiable – in other words, all parts of the “Booked” event is visually connected. We took a page that had six identifiable boxes on it and if you selected the information on e.g., fund raising, all the information needed, would be at your fingertips. It would also be able to suggest other types of information, e.g., branding, marketing, etc. When looking at this product, we would be able to create the flow, the look, even update what we have.

In other words, we would be able to depart from “our blah website” and create a picture of who and what we are, post an event calendar --- we need to work on our website!!!!

Car Show, July 16, 2022; Novi High School parking lot: Gail Anderson is looking for some help: she needs people to check in cars, pass out raffle tickets, etc. Once checked in, she needs two people at the table. Hours would be from 11 a.m. to 3 p.m. Notification of this event will be sent out complete with information as to how one might volunteer for this event.

Summer Songfest at Paradise Park: This begins Thursday, June 30th, 2022 with the appearance of the Dueling Pianos. Since this is such a draw for the public, it was felt that perhaps we might put together a few raffle baskets.

Another suggestion was made that perhaps we could approach restaurants that have worked with us previously to see if they would be willing to donate some desserts certificates. Let’s think about this and pursue it next month.

Yes, we will have a Board meeting next month. May, being the month before Songfest, would provide us with the opportunity to get everything in order; finalize any plans we have and make sure this program of “Songfest” proceeds smoothly. Hence, our next meeting will be on **Wednesday, May 11, 2022 at 2 P.M.**

There being no further business to discuss, Carol Hoffman made a motion to end our session. Sue Johnson seconded the motion. Motion passed 6-0. Meeting was adjourned at 3:40 p.m.

Respectfully submitted,
Evelyn Cadicamo

Account Balances - As of 4/30/2022
As of 4/30/2022

5/6/2022

Page 1

Account	4/30/2022 Balance
Bank Accounts	
CF CD	15,427.90
CF Checking	30,708.86
CF Saving	15,008.46
Vibe Checking	10,986.78
Vibe Savings	5.30
TOTAL Bank Accounts	72,139.30
Cash Accounts	
Startup Fund	100.00
TOTAL Cash Accounts	100.00
OVERALL TOTAL	72,239.30

5/6/2022

Cash Flow - Last month
4/1/2022 through 4/30/2022

Page 1

Category Description	4/1/2022- 4/30/2022
INFLOWS	
Book Sales	
Book Nook - weekly	2,268.26
Internet Sales	563.32
TOTAL Book Sales	2,831.58
Donations	
Other Donations	40.00
TOTAL Donations	40.00
Interest Inc	1.05
Membership	315.00
TOTAL INFLOWS	3,187.63
OUTFLOWS	
Annual Lib Contribution	
Listen at the Library	350.00
Students for Success	19.00
Summer Reading	270.04
TOTAL Annual Lib Contribution	639.04
Computer Equipment	741.99
Director's Wish List	
iCube Maker Space	2,569.22
TOTAL Director's Wish List	2,569.22
Fees, Dues, Registration	
PayPal Fee	2.48
TOTAL Fees, Dues, Registration	2.48
Kaleidoscope Program	200.00
TOTAL OUTFLOWS	4,152.73
OVERALL TOTAL	-965.10

Budget:2

7/1/2021 through 6/30/2022 Using Friends Budget 2021-2022

5/6/2022

Page 1

Category Description	7/1/2021 Actual	Budget	6/30/2022 Difference
INCOME			
Book Sales			
Book Nook - weekly	21,032.39	20,000.00	1,032.39
Book Nook Events	0.00	0.00	0.00
Internet Sales	563.32	0.00	563.32
Other Book Sales	0.00	0.00	0.00
TOTAL Book Sales	21,595.71	20,000.00	1,595.71
Donations			
Donation Expense	-1,300.00	0.00	-1,300.00
Downton Abbey Drawing	200.00	0.00	200.00
Holiday Sale	76.00	0.00	76.00
Vera Bradley Event	80.00	0.00	80.00
Other Donations	7,093.46	250.00	6,843.46
TOTAL Donations	6,149.46	250.00	5,899.46
Fund Raiser			
Holiday Sale	1,250.50	0.00	1,250.50
Other Fund Raiser	0.00	2,000.00	-2,000.00
TOTAL Fund Raiser	1,250.50	2,000.00	-749.50
Grants			
Grant Expense	0.00	0.00	0.00
Grants Awarded	0.00	0.00	0.00
Other Grants	0.00	0.00	0.00
TOTAL Grants	0.00	0.00	0.00
Interest Inc	60.67	100.00	-39.33
Membership	6,815.00	6,000.00	815.00
TOTAL INCOME	35,871.34	28,350.00	7,521.34
EXPENSES			
Annual Lib Contribution			
Battle of the Books	0.00	500.00	500.00
Book Page	588.00	500.00	-88.00
Community Reads	1,800.00	2,500.00	700.00
Engage	0.00	400.00	400.00
Listen at the Library	850.00	3,000.00	2,150.00
Morning Arts	1,400.00	1,600.00	200.00
Programming in North End	0.00	800.00	800.00
Staff In-Service	500.00	500.00	0.00
Students for Success	1,077.10	3,000.00	1,922.90
Summer Reading	370.04	2,500.00	2,129.96
Summer Songfest	500.00	0.00	-500.00
Other Annual Lib Contribution	0.00	0.00	0.00
TOTAL Annual Lib Contribution	7,085.14	15,300.00	8,214.86
Bank Charge	0.00	0.00	0.00
Book Nook	0.00	500.00	500.00
Cards or Gifts	0.00	100.00	100.00
Computer Equipment	741.99	700.00	-41.99
Director's Wish List			
Art Hanging System	1,507.00	1,500.00	-7.00
iCube Maker Space	5,217.10	5,700.00	482.90
NPL at Your Door	1,393.36	1,400.00	6.64

Budget:2

7/1/2021 through 6/30/2022 Using Friends Budget 2021-2022

5/6/2022

Page 2

Category Description	7/1/2021 Actual	Budget	6/30/2022 Difference
Podcast Equipment	0.00	2,800.00	2,800.00
Popup tent	0.00	150.00	150.00
Staff Lunch	300.00	300.00	0.00
Teen Laptop Tables	0.00	800.00	800.00
Youth Storytime Books	673.94	700.00	26.06
Youth Storytime Supplies	85.97	100.00	14.03
Other Director's Wish List	0.00	0.00	0.00
TOTAL Director's Wish List	9,177.37	13,450.00	4,272.63
Fees, Dues, Registration			
PayPal Fee	29.65	0.00	-29.65
Square Fee	18.93	0.00	-18.93
Other Fees, Dues, Registration	1,423.34	200.00	-1,223.34
TOTAL Fees, Dues, Registration	1,471.92	200.00	-1,271.92
Gala	0.00	0.00	0.00
Gift of Reading	500.00	500.00	0.00
Honorarium from Donation	0.00	0.00	0.00
Kaleidoscope Program	600.00	1,500.00	900.00
Membership Expense	0.00	0.00	0.00
Promotion	0.00	500.00	500.00
Scholarship	0.00	1,000.00	1,000.00
Special Program	0.00	500.00	500.00
Supplies and Postage	401.49	500.00	98.51
Taxes	0.00	1,200.00	1,200.00
TOTAL EXPENSES	19,977.91	35,950.00	15,972.09
OVERALL TOTAL	15,893.43	-7,600.00	23,493.43



Book Nook News:

The table in the Book Nook has DVDs and 50 ¢ books. DVDs are \$2. We had collected many boxes of both during the pandemic.

We have begun working with an Internet seller. He is taking some of our higher priced books that would not sell in the Book Nook and selling them for us on Amazon and eBay.

Our donations have been down as of late so you may see a few bare spots on the shelves. This happens from time to time.

In March we made \$2905 – a really great month! Thanks to all of you who buy books and then donate them back.



Join Us:

We are looking for individuals who would like to help us with events and work to promote the Friends and all that we do. You might even consider joining our Board. If you are interested in attending a Board meeting to find out more, our next meeting is May 11th at 2:00 pm in the Library Board Room.

We are also looking for individuals to help with sponsors, and baskets for the June 30th Summer Songfest. If you would like to donate a basket or have items to donate, please respond to this email.

From the President:

Summer Songfest 2022 will be better than ever. We will be back again at Paradise Park compliments of Jeff and Theresa Wainwright. We will launch our season on Thursday, June 30th with Dueling Pianos. If you were there last year, you know what a fun night that was!

Since we haven't had a fundraiser in a while, we plan to have a drawing for baskets as well as complimentary desserts on June 30th. Gail Anderson, Novi Library Programming Coordinator, has a great lineup for the 2022 Summer Songfest series – see below. Besides the donation of the venue by Paradise Park, O'Brien Sullivan Funeral Home is a Gold sponsor for our Summer Songfest series.



Our April **Kaleidoscope** program was **Yamasaki in Detroit** presented by **John Gallagher**, Veteran journalist, author. Minoru Yamasaki was a well-known Japanese-American architect who designed the Twin Towers in New York and the McGregor Memorial Conference Center on the campus of Wayne State U in Detroit.

Many came and learned a lot.



Many thanks to Kathy Mutch who engages and schedules our speakers. She is shown here with John Gallagher.

Calendar of Events:

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

- June 30th - Dueling Pianos
- July 14th – Wayback Machine Band – popular tunes of the 60s and 70s
- July 28th - Marshall Allen - popular hits - Sinatra, Beatles, Motown, etc.
- August 4 - Geff Phillips and Friends---popular classic rock hits of the 60's, 70's
- August 11th - Rick & Dayna Leider--variety of classic hits
- August 18th - Steven Floyd---variety of classic hits
- Sept. 8th - Phoenix Theory Band--- Queen, and classic rock and dance favorites from the 60's, 70's, 80's,
- Sept. 15th - Billy Mack and the Juke Joint Johnnies--- rock, classic oldies

Kaleidoscope

- **Wednesday, May 18, 7pm, Detroit in 50 Maps** - Alex B. Hill who creates unique maps for Detroit



NOVI HISTORICAL COMMISSION

March Agenda
Wednesday, March 16, 2022
Novi Library Local History

CALL TO ORDER:

ATTENDANCE:

ABSENT:

INTRODUCTION OF GUESTS:

APPROVAL OF AGENDA:

APPROVAL OF FEBRUARY MINUTES:

TREASURERS REPORT- Kim

LIBRARY LIAISON REPORT – Betty Lang

- Historical Commission Resource Management Plan.
- The other thing is the 2022-2023 Performance Measures Goals

History Room Office Hours:

Monday 3/7 (12-2pm) Sharon Larson, Kathy Crawford

Monday, 3/21 (6-8 p.m.) Rachel Manela

Monday 4/4 (12-2pm): _____

Monday 4/18 (6-8pm): _____

DISCUSSION ITEMS:

Omeka (Grave Sites), Dan

Historical Sites Brochure, Review vote on Google Sheets

Commission Procedures Manual, Rae

City of Novi Spring Palooza

Michigan Local History Conference: March 25-26th

Review: February Speaker event

Upcoming Historical Programs:

March 31st : Michigan Women who Make a Difference (Jewish Historical Society of Michigan)

Thank you to Kim and Sue for their work on the display cabinet

April 27th : The Walled Lake Amusement Park

May 25th : The Chautauqua Movement

BACKBURNER PROJECTS:

- Veteran's Memorial for KIA – Kim
- Storage Unit – Moved to agenda next month
- Cemetery sign removal/change
- Historic sites sign style
- Cemetery upkeep
- Miniatures



NOVI HISTORICAL COMMISSION

**March Agenda
Wednesday, March 16, 2022
Novi Library Local History**

**NEW BUSINESS:
PUBLIC COMMENT:
ADJOURN:**

Next Meeting: Wednesday April 20, 2022 at 7pm



NOVI HISTORICAL COMMISSION

March Minutes
Wednesday, March 16, 2022
Novi Library Local History

CALL TO ORDER: 7:01pm

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

ABSENT: None

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

APPROVAL OF AGENDA: ALL APPROVED as amended

APPROVAL OF FEBRUARY MINUTES: ALL APPROVED

TREASURERS REPORT- Kim

NOVI HISTORICAL COMMISSION
FINANCIAL SUMMARY REPORT - 2021/2022 Fiscal Year

	BUDGET	EXPENDITURES Through March 16, 2022	
Display Cabinet Exhibit	\$ 900	\$	(105.56)
Marketing/Brochures/Engage/Name Badges	\$ 1,200	\$	(455.35)
Equipment/Supplies/Office/Upgrades/Repairs	\$ 1,200	\$	(28.62)
Program/Speaker Fees	\$ 900	\$	(400.00)
Storage Unit	\$ 2,500	\$	(2,431.00)
Acquisition (Books/Materials)	\$ 500	\$	(1,227.99)
Conference/Continuing Education	\$ 2,200	\$	(99.00)
Legal Fees	\$ 1,000	\$	-
Special Projects	\$ 3,600	\$	(670.62)
Examples: (Villa Barr, Photography, Veterans Sign, Oral Histories, City/Community Events, Motor City Marker)			
Total:	\$ 14,000	\$ (5,418.14)	\$ 8,582
Releasable Projects	Expenditures	Revenue Received	
Villa Barr Book Sales YTD		\$40.00	YTD
Wreaths Across Novi Project	\$ (1,856.84)	\$2,150.00	\$ 798.34 carryover funds

Treasurer's Report: ALL APPROVED

Proposed Budget: ALL APPROVED

LIBRARY LIAISON REPORT:

Novi Historical Commission Resource Management Plan

Jeff Muck Requesting the document be updated by Oct.

2022-2023 Performance Measure Goals and Objectives – Novi Historical Commission

Fix the cemetery gates (target completion by end of year)

Veteran War Memorial (PPD)

Omeka site for cemetery photos for historical preservation/online management system

Rules & Procedures booklet for the Commission will be completed and kept in the history room

Northville Genealogical Society

On Monday, Feb. 28, the Northville Genealogical Society were in the Local History Room for the first-time helping guests with genealogical research. There were five attendees who reached out for support during this time, a good showing for the first meeting. The Northville Genealogical Society will be in the Local History Room monthly.

Badges

Reminder to Commissioners to wear badges during room office hours

COMMUNICATIONS:**History Room Office Hours:**

Monday, 3/21 (6-8 p.m.) Kim Nice

Monday, 4/4 (Noon – 2 p.m.) Kathy Crawford

Monday, 4/18 (6-8 p.m.) Kim Nice

Michigan In Perspectives Local History Conference: March 25-26th:

Commissioners will be reimbursed for attendance. Virtual conference

Spring Palooza:

Will be held Friday, May 20. Commission is waiting on additional details.

Other Communications:

Donation of \$80 to Historical Commission in honor of Kathy Crawford's 80th birthday by Pamela Balagna

DISCUSSION ITEMS:**Omeka (Grave Sites):**

A Novi Historical Commission Omeka site has been established and needs to be populated. Dan Pierce to present how to use the site and upload photos to it properly at April meeting.

Novi Historical Sites Brochure:

Commissioners voted on locations that should or should not be included in the updated brochure. The Commission voted on locations that did not receive unanimous support including:

- Lee Begole Residence (Vote – NO)
- Emory Residence (Vote – YES)
- Erwin's Orchard (Vote – NO)
- Flint House (Vote – NO)
- Hunt House (Vote – NO)

Motion to include 19 locations in new brochure. APPROVED

Commission Procedure Manual

Rachel developed a manual that highlights procedures for items like presentations, re-occurring events, history room office hours. The manual is considered a living document and will be kept in the Local History Room in the Novi Library.

February Speaker:

Anti-slavery speaker had good attendance. Need to make sure audio is strong enough for speakers to be heard through masks.

City Request:

Nathan Mueller requested support from Commission for facts/did you know pieces of information for use on City of Novi social channels and NextDoor app. Sharon Larson and Kathy Crawford to support.

Upcoming Historical Program:

March 30: Michigan Women who Make a Difference (Jewish Historical Society)

April 27: The Walled Lake Amusement Park

May 25: The Chautauqua Movement

Miniature Project:

Kathy Crawford presented a new project idea to create miniatures of Novi's "Four Corners" area during the late 1800s/early 1900s to be used for educational purposes. The proposal will be voted on in an upcoming meeting once time, space and potential costs are built out

BACKBURNER PROJECTS:

- Veteran's Memorial for KIA – Kim
- NHC Procedure Manual – Rae will have next month
- Storage Unit – Moved to agenda next month
- Cemetery sign removal/change
- Historic sites sign style
- Cemetery upkeep

NEW BUSINESS: None

PUBLIC COMMENT: None

ADJOURN: 8:50 p.m.



NOVI HISTORICAL COMMISSION

Agenda

Wednesday, April 20th, 2022

Novi Public Library, Local History Room

CALL TO ORDER:
ATTENDANCE:
ABSENT:
INTRODUCTION OF GUESTS:
APPROVAL OF AGENDA:
APPROVAL OF March MINUTES:
TREASURERS REPORT- Kim

Rachel: Request for approval of \$150 to Michigan Jewish Historical Society. Somewhere along the way the paperwork for them was lost, and they were not paid. Rather than them having to refill out all the paper work, Rachel Manela is paying them and requesting approval of reimbursement of the \$150.

Library Liaison Report, Betty Lang

Communications:

History Room Office Hours:

Monday 5/2 (12-2pm): _____

Monday, 5/16 (6-8 p.m.): _____

Reports:

- **Michigan Notable Women Review**
- **Michigan in Perspectives Conference Review**

DISCUSSION ITEMS:

- **Omeka (Grave Sites):**
- **Historical Sites Brochure**
What do we want it to say?
What do we want it to look like?
- **Spring Palooza, May 20th**
- **City Request for Novi History facts**
- **Jeff Muck Request – Commission Resource Management Plan**
- **Miniature Project, Kathy Crawford**

Upcoming Historical Programs:

April 27th: The Walled Lake Amusement Park



NOVI HISTORICAL COMMISSION

Agenda

Wednesday, April 20th, 2022

Novi Public Library, Local History Room

May 25th: The Chautauqua Movement

BACKBURNER PROJECTS:

- Veteran's Memorial for KIA – Kim
- Storage Unit
- Cemetery sign removal/change
- Historic sites sign style
- Cemetery upkeep

NEW BUSINESS:

PUBLIC COMMENT:

ADJOURN:

Net Meeting: Wednesday May, 18th at 7pm



NOVI HISTORICAL COMMISSION

April Minutes
Wednesday, April 20, 2022
Novi Library Local History

CALL TO ORDER: 7:03 pm

ATTENDANCE: Kathy Crawford, Kim Nice, Dan Pierce, Debbie Wrobel, Kelly Kasper

ABSENT: Rachel Manela (Excused), Sharon Larson

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

APPROVAL OF AGENDA: ALL APPROVED as amended

APPROVAL OF FEBRUARY MINUTES: APPROVED as amended

TREASURERS REPORT- Kim

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2021/2022 Fiscal Year			
	BUDGET	EXPENDITURES Through April 20, 2022	
Display Cabinet Exhibit	\$ 900	\$	(105.99)
Marketing/Brochures/Engage Name Badges	\$ 1,200	\$	(455.35)
Equipment/Supplies/Office Upgrades/Repairs	\$ 1,250	\$	(25.82)
Program/Speaker Fees	\$ 800	\$	(502.00)
Storage Unit	\$ 2,500	\$	(2,431.00)
Acquisition (Books/Materials)	\$ 500	\$	(1,207.94)
Conference/Continuing Education	\$ 2,200	\$	(49.01)
Legal Fees	\$ 1,000	\$	-
Special Projects Examples: (Vista Bar, Photography, Veterans Sign, Oral Histories, City Community Events, Motor City Market)	\$ 3,800	\$	(1,020.62)
Total:	\$ 14,000	\$	(5,918.14) \$ 8,082
Expendable Projects		Expenditures	Revenue Received
Vista Bar Book Sales YTD		\$ 1,896.84	\$40.00 YTD
Wreaths Across Novi Project			\$2,100.00 \$ 798.34 carryover funds

LIBRARY LIAISON REPORT:

History Room Office Hours:

Monday, 5/2 (Noon – 2 p.m.) - Debbie Wrobel and Kim Nice

Monday, 5/16 (6-8 p.m.) – Kelly Kasper and Kim Nice

History Room Staffing:

Suggestion to review staffing for History Room office hours at May Historical Commission meeting. One idea is to schedule two people in case one person cannot make it last minute

Michigan In Perspectives Local History Conference: March 25-26th:

Betty attended the online conference and listened in on seminars about an African American woman trying to get into the Daughters of the American Revolution, Temple Beth El and Fred Hart Genealogical Society.

Northville Genealogical Society

The Northville Genealogical Society was in the Local History Room for the second-time helping guests with genealogical research. There were five attendees who reached out for support.

COMMUNICATIONS:

Document Donation Day:

Document Donation Day will take place Sunday, May 22 from 2 – 4 p.m.

DISCUSSION ITEMS:

Omeka (Grave Sites):

A Novi Historical Commission Omeka site has been established and needs to be populated. Dan Pierce shared a step-by-step process with the Commission and will present how to use the site and upload photos to it properly at May meeting. The Commission will need to settle on consistent meta data for each photo that is uploaded.

Novi Historical Sites Brochure:

Dan Pierce will develop a revised draft for the Novi Historical Sites Brochure and share it with the Commission for review at the May meeting. The Commission will also discuss color and font selections for the brochure.

Spring Palooza:

Will be held Friday, May 20. Motion to approve purchasing two \$25 gift certificates from Novi Bowl as give-aways.

Novi Historical Commission Resource Management Plan:

Jeff Muck Requesting the document be updated by Oct.

City Request:

Sharon Larson is working on facts/did you know pieces of information for use on City of Novi social channels and NextDoor app. Kathy Crawford is supporting.

Miniature Project:

Kathy Crawford will be creating a committee to help create miniatures of Novi's "Four Corners" area during the late 1800s/early 1900s to be used for educational purposes. The committee will include Kathy Crawford, Sharon Larson, Kim Nice and Sue Grifor. The committee will also engage Fox Run's wood shop for support.

Upcoming Historical Program:

April 27: The Walled Lake Amusement Park

May 25: The Chautauqua Movement

BACKBURNER PROJECTS:

- Veteran's Memorial for KIA – Kim
- Storage Unit
- Cemetery Sign Removal/Change
- Historic Sites Sign Style
- Cemetery upkeep

NEW BUSINESS: None

PUBLIC COMMENT:

Request from Sandy Fischer seeking help in identifying Novi veterans who were killed in action to recognize them in the Fuerst Field of Honor taking place May 25.

NEXT MEETING – Wednesday, May 18 at 7 p.m.

ADJOURN: 8:49 p.m.



NOVI HISTORICAL COMMISSION

**May Agenda
Wednesday, May 13, 2022
Novi Library Local History**

**CALL TO ORDER:
ATTENDANCE:
ABSENT:
INTRODUCTION OF GUESTS:
APPROVAL OF AGENDA:
APPROVAL OF JANUARY MINUTES:**

TREASURERS REPORT- Kim

Library Liaison Report, Betty Lang

- **History Room Staffing**
- **Northville Genealogical Society**
- **Document Donation Day
May 22nd 2-4pm**
- **Communications**

Projects/Upcoming Events

- **Omeka (Grave Sites), Dan Pierce
Metadata**
- **Novi Historical Sites Brochure, Dan Pierce
Design: Color Scheme, font, etc.**
- **Spring Palooza, Kim Nice
Friday May 20th**
- **City of Novi Resource Management Plan
Must be updated by October**
- **City Request for Facts/History for Social Media, Sharon Larson & Kathy Crawford**
- **Miniature Project, Kathy Crawford
Committee members: Kathy Crawford, Sharon Larson, Kim Nice, and Sue Griffor**

NHC Speaker Event

May 25: The Chautauqua Movement

BACKBURNER PROJECTS:

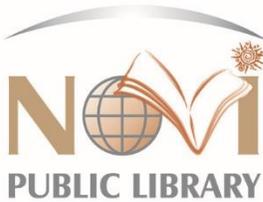
- Veteran's Memorial for KIA – Kim
- Storage Unit
- Cemetery Sign Removal/Change
- Historic Sites Sign Style
- Cemetery upkeep

NEW BUSINESS: None

PUBLIC COMMENT:

NEXT MEETING – Wednesday, June 18 at 7 p.m.

ADJOURN:



DRESS CODE

As a representative of the Library and the City of Novi, an employee and/or volunteer is expected to dress in a professional, business-like manner.

An employee and/or volunteer must follow the dress code guidelines.

- Wear the Library's identification badge while working
- May not wear headphones/wireless earbuds while working in a public area
- Work attire should be neat and clean
- Avoid disruptive scents by either product or hygiene
- ~~Practice good personal hygiene~~
- ~~Maintain a clean, well-groomed appearance~~
- ~~Use discretion in wearing scented products~~

Acceptable: Do's

- Business or business casual dress ~~and shoes~~
- Protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole
- Footwear free of dirt and holes
- ~~Tennis shoes or athletic shoes free of dirt and holes~~
- Library and City of Novi logo wear and summer reading apparel
- ~~Skirts and dresses no shorter than 2 inches above the knee when standing and no shorter than mid thigh when sitting~~
- Jeans

Unacceptable: Don'ts

- Visible undergarments
- Visible body parts related to neckline and above and below the waist
- Tank tops or strapless tops unless worn under a jacket, sweater or covering
- Baseball caps, visors, hats, and head coverings, unless they are being worn for library programs, cultural, medical or religious reasons
- Shorts
- Athletic, ~~athleisure~~, or workout apparel
- ~~Flip flops or casual beach shoes of any kind~~
- Attire that is sheer or revealing
- Attire that is torn, ripped, faded, frayed, worn or has holes, soiled, stained, odorous, or excessively wrinkled
- Attire that contains obscene language, pictures, slogans, symbols or political slogans, logos or messages

An employee **and/or volunteer** who violates the dress code policy will be given a verbal warning the first time and will be asked to go home, change, and return to work, making up the time missed or use benefit time. An employee choosing not to return to work, must use benefit time or go without pay.

Employees **and/or volunteers** in violation of this policy will be subject to disciplinary measures, up to and including termination.

NPL Employee Handbook: Approved February 18, 2009; Amended October 21, 2009; Amended March 16, 2016; **Amended May 26, 2022**

Signed:

President
Novi Public Library Board of Trustees

Events, Marketing and Fundraising Committee Notes 5-10-2022 by Kat Dooley, Chair

Dana - PR Library Group was talking about how to go fine free

Messaging:

Excited to continue fine free

Great thing for our community

We want this to help with access to the library

We have X amount of items that are lost and need to be returned to the library.

* Start the campaign in July

* Static posts on social

* E-blast - in newsletter and standalone

* Short video blasts

* Reach out to the schools - Peachjar

* Poster at Lakeshore Lending/ wherever we post

* Change FB Cover

* "Fines keeping you away? Welcome back!" is an idea that other libraries use.

* Spring cleaning - find a book?

* 9 Weeks turns into lost - Julie is checking on data of timing because after a certain point we are replacing the item anyways (ex: 2 years lost)

Friends are getting less donations that they normally do for our read boxes from NPL in general. And due to staffing shortages. The read box installations are going to be pushed to next year.

Winners for Read Box contest: Girl Scout Troop - they are going to install at Novi Meadows. 2nd winner - TBA

Recent sponsorships to NPL programs and events:

* Rotary for Cultural Programming

* O'Brien Sullivan - Summer Concert

* Vibe and Goddard School of Novi - Summer Read

Firekeepers Daughter Community Read was very successful!

Next meeting is: June 13 at 4 PM

**Novi Public Library
Technology Plan July 2016-2019
Updated as of 05-16-2022
Compiled and Written by: Barbara Rutkowski, Head of IT**

Contents

- ✓ Motto, Mission and DEI Statement
- ✓ Technology Goals:
 - Goals for Guest Services
 - Goals for Collection Development
 - Goals for Staff Development and Training
 - Goals for Community
- Goals for Facilities and Equipment*
- ✓ Current Status

Motto, Mission and DEI Statements



Inform. Inspire. Include.

“Novi Public Library provides the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community.”

“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.

The goal of this plan is to detail how technology can contribute to fulfilling the library's motto and mission statement.

The Novi Public Library is a center of community activity and a source of local pride. It is a library that fulfills the needs of the community in a comfortable, user-friendly, well-staffed facility that is capable of adapting to change.

Increasingly, new technology offers the means to meet these varied needs. As technology continues to play a vital role in providing access to information, our library guests' expectations continue to demand increased access to technology. An integral part of fulfilling our mission and motto includes providing materials, resources and services in an online format. Successful integration of technology into our library environment requires ongoing training for all staff.

Technology Goals

I. Goals for Guest Services – (Provided to Guests)

Objective 1: Continue to improve methods for accessing a guest's accounts online.

- ◆ Investigate online library card registration. Completed; implementation scheduled for Summer 2022.

Objective 2: Enhance and improve methods for accessing online resources.

- ◆ Review new technology for tools to improve access to online resources by mobile devices. Completed - NPL App -2015, Digital Wallet 2016 – App redesign in progress 2022.
- ◆ Update and maintain a robust and reliable wireless network for the library and Fuerst Park properties. Ongoing – current AT&T telecommunications contract for the 150MB circuit is serviced by TLN and Merit and will upgrade to 400MB in 07-2022

Objective 3: Maintain and upgrade computer equipment and supplies to provide consistent and efficient access to online training, products and services.

- ◆ Maintain up-to-date software to manage public computers and printing. Installed EnvisionWare for management of public computers 2018. We are still struggling with the printing module, which is not completely working as wanted, and will continue to explore other options that will improve our level of service.
- ◆ Investigate additional hardware/software for public computers as requested in the annual guest technology survey. Added iPads to 1st Floor and 3D Printing 2016.
- ◆ We partnered with the school district and community to 3D print 200 arms for the e-NABLE "HANDTASTIC" project. During May and June, 2018 assembly days were held at Parkview, Village Oaks, Novi Woods, Orchard Hills and Deerfield. We also held assembly sessions for our community and for the Community Financial Credit Union. In addition to the 200 arms, three (3) custom arms were also printed and delivered.



Objective 4: Improve access to library services for guests who do not visit the library on a regular basis.

- ◆ Continue to evaluate the user interface and make changes as necessary to simplify access to online resources. Website upgraded 2021
- ◆ In conjunction with the Information Services Staff have offered internet, mobile device and general technology training sessions to the public. Tutor.com, Lynda.com and LinkedIn Learning added to website 2016 to present.

Objective 5: Continually improve web site functionality and the user interface.

- ◆ Assist in evaluating the user interface and making changes to provide straightforward access to online resources. Website upgraded 2021
- ◆ Investigate live streaming video platforms such as Twitch to highlight library staff or programming that feature the creation of artistic or creative works. iCube Makerspace's YouTube Channel (Novi Cube Tube) to view videos about the technology available in the iCube and Zoom options added 2020.
- ◆ Investigate creating training content for Google+. Zoom accounts were established for programming and staff in May, 2020.

II. Goals for Collection Development

Objective 1: Provide and maximize technology, programs, services and collections that meet the changing needs of our community.

- ◆ Investigate offering on-site guests tablets to access online magazines. Initial hotspots for checkout with unlimited data offered 11-2016; increased quantity 2018, 2020 and 2021. Currently we have 30 hotspots in circulation. iPads and laptops available for use on-site 2019. At this time we do not offer iPads or laptops on-site since they saw few checkouts.

Objective 2: Expand and enhance the library's multimedia computer offerings.

- ◆ Investigate granting access to our Minecraft servers to guests outside the building. Done; no longer trending.
- ◆ The Virtual Reality equipment launched in 2018 to the community on-site, outreach visits and City staff was very popular. We did not offer this service during COVID, but have successfully reintroduced it as an appointment only in the Quiet Study Room.

Objective 3: Collect statistics on usage of the library's resources. Ongoing

- ◆ Monitor web site usage in order to analyze web page effectiveness.
- ◆ Monitor statistics of online databases to analyze product use.
- ◆ Provide statistical reports as needed.

III. Goals for Staff Development and Training

Objective 1: Provide a well-trained staff that is engaged in the Novi community and within the library profession.

- ◆ Develop a new staff member "technology" orientation/training. Implemented 2020.
- ◆ Provide specialized training for individuals, if necessary, so staff members are able to meet the Basic Competencies adopted by the TLN Steering Committee. Investigating implementing a Digital Literacy Learning Plan for staff in the future.

Objective 2: Implement technology solutions that improve staff efficiency and productivity.

- ◆ Maintain most current version of Microsoft Office suite software. Ongoing
- ◆ Maintain most current version of Microsoft operating system. Ongoing

Objective 3: Implement a formalized Internet Volunteer program to help alleviate staffing concerns at the Information Desk.

- ◆ Recruit and train volunteers to assist with basic Internet/troubleshooting questions. Information Services hired two (2) Tech Assistants and IT hired a Tech Assistant for the iCube 09-2021. We are developing a "talent team", who are individuals from the public who share their talents using the iCube's equipment with others.

IV. Goals for Community

Objective 1: In conjunction with Information Services and Marketing, increase the promotion of our marketing plan.

- ◆ Highlight online resources on our web site and in library publications.
- ◆ Continue providing remote library programs at schools, community club houses and City buildings/parks. Marketing Plan in place and currently using Patron Point software to push information to our guests' email as of July, 2021.

Objective 2: Use technology to promote library events and services.

- ◆ Investigate technology that can be used to help promote the library (social media, Pinterest, Twitch, Google+, RSS feeds, etc.). Added FaceBook, Instagram, Pinterest, Twitter, Nextdoor. A sample of social media statistics is shown below.

Social Media Stats – youth programs/Marketing

Youth & Teen Programming Stats - June 2021		Program Totals		Zoom		Facebook	Instagram	YouTube	Twitter
Date	Program	Total Youth Programs	Total Youth (w/adults) Attendance	Youth Zoom Programs	Youth Zoom Program Attendance	Youth FB Recorded views	Youth IG Recorded Views	Youth YouTube Recorded Views	Youth Twitter Recorded Views
4-Jun	Bilingual Story Time - Japanese	1	43			16		27	
7-Jun	Baby & Tot Time - Summer Reading	1	28			12		16	
8-Jun	Time for Twos and Threes - Giraffes	1	41			18		23	
10-Jun	One My Own - Baseball	1	35			22		13	
11-Jun	Bilingual Story Time - Korean	1	10			8		2	
12-Jun	Kirsten Family Story Time	1	17			13		4	
15-Jun	Time for Twos and Threes - Father's Day	1	49			28		21	
17-Jun	One My Own - Camping	1	42			18		24	
18-Jun	Bilingual Story Time - Tamil	1	24			19		5	
18-Jun	Fraternity & Sorority Story Time - Mr. Malcolm Arnell	1	12			5		7	
18-Jun	Fraternity & Sorority Story Time - Mrs. Rochelle Dorn-Hayes	1	24			15		9	
18-Jun	Fraternity & Sorority Story Time - Mr. Malcom Arnell #2	1	15			4		11	
19-Jun	Family Story Time - Sharks	1	13					13	
21-Jun	Baby & Tot Time - Old MacDonald	1	30			9		21	
22-Jun	Time for Twos and Threes - Cookie Monster	1	46			18		28	
24-Jun	On My Own - Tiger	1	38			17		21	
25-Jun	Bilingual Story Time - Hindi	1	14			8		6	
26-Jun	Kirsten Family Story Time	1	9			9			

Social Media Stats – Adult Programs/Marketing

Adult Programming Statistics for Board Report-June 2021										
Date	Program Title	Programs	Total Attendance	Zoom		Facebook		Instagram	YouTube	Twitter
				Zoom Programs	Zoom Attendance	FB Live Attendance	FB Recorded views	IG Recorded Views	YouTube Recorded Views	Twitter Recorded Views
8-Jun	Beanstack: Login	1	53						53	
8-Jun	Beanstack: Log Books	1	68						68	
8-Jun	Beanstack: Create New Account	1	62						62	
14-Jun	Understanding Juneteenth	1	332	1	36	17	250		29	
22-Jun	Community Listening Session	1	319	1	29	17	248		25	
22-Jun	Lakeshore Lending Library: How-To	1	150				62		88	
23-Jun	Building a Kinder, Safer Tomorrow One Hug at a Time	1	12	1	10				2	
30-Jun	Supporting Mental Health and Wellness for LGBTQ+ Youth	1	9	1	5				4	

Adult Programming Statistics for Board Report-June 2021										
Date	Program Title	Programs	Total Attendance	Zoom		Facebook		Instagram	YouTube	Twitter
				Zoom Programs	Zoom Attendance	FB Live Attendance	FB Recorded views	IG Recorded Views	YouTube Recorded Views	Twitter Recorded Views
8-Jun	Beanstack: Login	1	53						53	
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23-Jun	Building a Kinder, Safer Tomorrow One Hug at a Time	1	12	1	10				2	
30-Jun	Supporting Mental Health and Wellness for LGBTQ+ Youth	1	9	1	5				4	

V. Goals for Facilities and Equipment

Objective 1: Maintain and upgrade the library's network technology to provide optimal performance and service for staff and public.

- ◆ Monitor the library's WAN/internet connection bandwidth to determine if upgrades are necessary. Ongoing – current AT&T telecommunications contract for the 150MB circuit is serviced by TLN and Merit and will upgrade to 400MB in 07-2022
- ◆ Expand/update data center capabilities as necessary to support optimal performance. Added iPads to each meeting room to simplify the use of the various equipment. Upgraded the meeting room and programming software for improved reservation capabilities.

Objective 2: Investigate improved methods for network operations.

- ◆ Investigate options to use the cloud for backup services. Staff and Novi Historical Commission currently using Google drives for storage.
- ◆ Investigate cost advantages of using Google mail. Switched to Google mail with novilibrary.org domain name 01-2017.

Network Environment - Current Status – 2022

A combination of physical and virtual servers manage our network which includes not only workstations for the staff and public, but also the phone/paging system, wireless access, building lighting, security cameras, RFID gates, self-check software and network clock. We are upgrading the phone/paging system in 2022.

We use cloud storage for backup in case of power failure there are Uninterruptible Power Supplies in the Server Room.

Fiber runs between the Library and Civic Center which allows library staff to access financial and human resources software/files located on the civic center's servers.

The network ports throughout the 1st floor connect to Intermediate Distribution Frame 1. The network ports throughout the 2nd floor connect to Intermediate Distribution Frame 2. Both IDF1 and IDF2 connect to the Main Distribution Frame in the File Server Room.

Each switch in the Data Closets operates using two physical power supplies. Each of the power supplies have the capacity to run the device on its own, which allows it to operate even if one goes down.

During normal operation, each of the power supplies provides half of the power that is needed. If one is powered off for some reason, the other one will immediately compensate to provide full power to the device. Also during normal operation, power is fed directly to the device through the UPS, but the load is transferred to the UPS battery source when a power loss or brown-out is detected which allows the "graceful shutdown" of the equipment insuring no downtime. Investigating if future UPS purchases should be power conditioners that filter out electrical noise and correct voltage and waveform distortions.

TLN Services

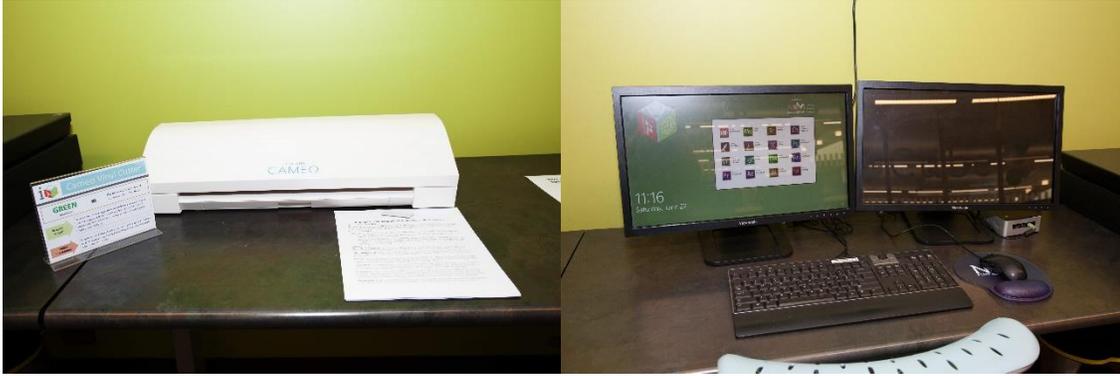
The Novi Public Library participates in the shared catalog, automation services and circulation services provided by TLN. The AT&T telecommunications contract for the 150MB circuit is serviced by TLN and Merit. We plan to upgrade to 400MB July 2022.

iCube

The iCube makerspace was launched in 2019 on the 9th birthday of the current building. It is where the community can come together to explore, play, create, and share their skills and talents. The majority of the equipment was funded by Friends of NPL and they continue to be a huge supporter so funds are not taken from the general account.







Lakeshore Lending Library

The Lakeshore Lending Library made its debut in May, 2021 due to the combined efforts of staff from NPL, TLN, the Civic Center and EnvisionWare. This is Michigan's first self-service library kiosk which is located at Lakeshore Park. The kiosk has three rotating carousels holding 235 items that you can browse through and check out with your Novi library card. Catalog access is also available so guests may check their accounts or browse our collection.

NOW OPEN AT LAKESHORE PARK!

Michigan's first self-service library kiosk

Lakeshore Lending Library



235 ITEMS
for you to browse through and check out

- Adult Best Sellers
- Adult Non-Fiction & Biographies
- DVD/Blu-Ray
- Youth Picture Books
- Youth and Tween Fiction
- Young Adult Fiction

CATALOG ACCESS
to check your account status and browse our collection

OPEN
from dawn until dusk



SCAN
QR CODE
FOR MORE
INFO!

Phone RFP Comparison

Unfortunately, our original vendor that was chosen during the bid process in October 2021 was unable to fulfill the obligations of the bid and keep pricing and equipment costs to what was first presented. Therefore, the Library needed to go to the next bid options from the original RFP process. Below are comparisons for TelNet Worldwide and Vonage/TelNet. The Building and Grounds Committee is making a recommendation to enter into a 3 year contract with TelNet Worldwide. The Board has already allocated a not to exceed budgeted price of \$15,478.20 annually for 3 years.

Phone RFP Comparison of TelNet Worldwide and Vonage/TelNet					
Non-Recuring Fees		TelNet Worldwide		Vonage/TelNet	
Training - Instructor led	1	\$150.00			
CyberData SIP Paging Adapter	1	\$562.50		\$1,642.50	
CyberData SIP Paging Adapter - Setup	0	\$500.00			
Phone setup and placement	1	\$350.00		\$400.00	
Additional Setup fee				\$2,995.00	
				Vonage/\$400 TelNet/\$2,995	
Total Non-Recuring Fees		\$1,562.50		\$5,037.50	
Monthly Fees					
	Quantity	TelNet Worldwide Unit Price	TelNet Worldwide Monthly Total	Vonage/TelNet Unit Price	Vonage/TelNet Monthly Total
Enhanced Huntgroup	1	Included	Included	Included	Included
Digital Fax	1	Included	Included	Included	Included
Fax Number	1	Included	Included	Included	Included
Fax Pages	1	Included	Included	Included	Included
User Account	1	Included	Included	Included	Included
Unlimited Nationwide Calling-PBX	1	Included	Included	Included	Included
Meet-Me Conference Bridge	1	Included	Included	Included	Included
Voice Portal	1	Included	Included	Included	Included
Auto Attendant	1	Included	Included	Included	Included
Virtual Number	3	\$1.25	\$2.50	\$7.99	\$23.97
			1 Included	+ \$0.03/minute	
HD Voice	1	\$0.00	\$0.00	Included	Included
Desk/Wall Phones	60	\$3.00	\$180.00	\$9.99	\$619.38
Conference Phones	2	\$13.75	\$27.50	\$35.99	\$71.98
Power Supply - Desk/Wall	59	Included	Included	\$2.49	\$146.91
Power Supply - Operator Base	3	Included	Included	\$3.99	\$11.97
Power Supply - Expansion Module	3	Included	Included	\$2.99	\$8.97
Expansion Modules	2	\$2.50	\$5.00	Included	Included
Mobile	58	\$10.50	\$609.00	Included	Included
Calling Only App	58	\$0.00	\$0.00	Included	Included
Office	2	\$10.50	\$21.00	Included	Included
Recovery Fee	1	Included	Included	\$241.50	\$241.50
Emergency Services Fee	1	Included	Included	\$64.35	\$64.35
Total Monthly Fees			\$845.00		\$1,189.03
Recurring Annual Fees		TelNet Worldwide		Vonage/TelNet	
24/7 US Support	1	Included		\$1,200.00	
12 Monthly Fees	1	\$10,140.00		\$14,268.36	
Total Annual Fees		\$10,140.00		\$15,468.36	
Total Fees for 3-Year Contract		\$30,420.00		\$46,405.08	
Total Non-Recuring Fees		\$1,562.50		\$5,037.50	
Total Fees for 3-Year Contract		\$30,420.00		\$46,405.08	
Grand Total		\$31,982.50		\$51,442.58	

5/16/2022

DEI Committee Meeting May 2, 2022 at 5 PM, @ NPL by Kat Dooley, Chair

Staff Updates

- **Nicole:** Facilitating the HR policy meeting with Staff - going through the whole manual at this point. Fantastic team and wants to streamline this process.
 - Wanting to keep up-to-date and it is a constant update for the organization
- Wrapping up the first year of DEI Training for staff - will be taking a break in July
- May training had a speaker that taught on Indigenous information
- June will have Area Agency on Aging
- In Service will be in August
- Staff training for DEI will start back up for staff in September

Dress Code Policy Review

- **Trustee Michener:** Instead of flip-flops, from a legal perspective it would be better to say "open toed shoe." Trustee Michener and Claire M. presented at PSA so that helped with informing the discussion.
Library Think Tank Group brought up this topic first.
 - Nicole: OSHA indicates sandals and types of sandals. Standard #1910.136
 - Trustee Gurumurthy
 - Trustee Michener: we need to be careful with subjective things like grooming, appearance could be open-ended for interpretation
- **Trustee Gurumurthy:**
 - Asked that we go down the line to review the bullet points on the policy
- **Nicole Williams, HR Coordinator:**
 - Advises us to be careful with personal hygiene as it can be a difficult subject to address and in some cultures - certain products are not allowed.
- Committee discussion and brainstorming on verbiage for the dress code policy continued - resulted in mutually agreed upon recommendations to put forth to the board for the May meeting.

No new business discussed at this time.

Next committee meeting June 1, 5:00 PM.

Communications

Email from: Irene Fleming

Date: 5/9/22

To: Library Board

Our Novi library is wonderful and a rich source of information for everyone in the community. Those responsible for designing special programs and displays do a fine job, and I think the Asian Pacific American Cultural Celebration will be excellent. But earlier in the year you featured a collection of handouts aimed at children ages 4-7 and 8-11, and I would like to comment on that material.

The cover pages of the packets are titled "The Conscious Child: Family Book Discussion Kits." They feature a statement that the kits can be used "to facilitate family discussions about racial equity, identity, and justice." Headings on both packets include "Solidarity and Activism" and the material focused on ages 8-11 includes the heading "Justice & Systemic Racism." This packet also includes material on gender identity. It is a lesson plan for teachers. It refers to "students," and is very clearly designed and labeled for use in schools by teachers of children in grades 3-5.

Equal opportunity is a bedrock principle of the representative democracy of the United States. Equity-- equal results for everyone regardless of individual differences-- is a socialist idea and has never been a basic principle in our country. Systemic racism--a proposition derived from critical race theory--is a controversial set of ideas about which there is widespread disagreement and political divisiveness. There is vehement disagreement in our country about how and when the issue of gender identity should be taught to children, and by whom.

If our library features packets like these by putting them on a special table and encouraging families to take them, it implies that the public library endorses the ideas presented in the packets. Regardless of whether the packets were purchased or donated, our library should not be distributing material that has such an obvious political bias.

It is extremely important for the children of our community to learn to learn kindness and respect for all persons regardless of their race or ethnicity. They need to learn about the basic principles of our government and a history of the country from a balanced perspective.

In the packet for ages 8-11 there is a essay on "colorism." That is one idea. There are, however, other important and relevant ideas. The Greek city states enslaved each other, the Native American tribes enslaved each other, some Asian groups have considered themselves superior and have looked down on whites, and white European sailors shipwrecked on the coast of Africa were enslaved by the North Africans. Being white did the shipwrecked sailors no good at all. In many cases throughout history, it has not been a question of color, but a question of who is weaker.

Much is made in the packets about teaching children to be "social activists." Children should speak up if they see other people being treated unfairly, but it is highly unlikely that children by age eleven have learned enough about the complex history and nature of race relations to be "social activists." It's much more likely that adults with a political agenda will tell children what to think and exploit them by having them carry signs around.

An obvious fault of the packets is the lack of historical perspective. Our library is a rich resource for providing exactly that to everyone in Novi, especially the children. Please help children learn

about the many heroic people of the past who have worked for freedom and equality—who include such persons as Frederick Douglass, Sojourner Truth, Harriet Tubman, the Quakers, other great American abolitionists, also abolitionists who were not American—the Englishman William Wilberforce, who spent his entire adult life working to get the English government to ban slavery in the British empire and finally succeeded just before he died—or the Scottish explorer David Livingstone, whose enormous international influence was essential in stopping the Arab slave traders from taking huge numbers of African people to the Sultan's slave market on Zanzibar and selling them into slavery in the Middle East. (I recently was talking with some young people who had no idea that Arab slave traders forced thousands of African people into slavery in the Middle East. They thought that only the United States and European countries took slaves out of Africa. Why is the history of Africa being taught in such an inaccurate way?) Of course, the children should learn about the great civil rights leaders of the twentieth and twenty-first centuries, especially Dr. Martin Luther King, Jr., who was, and remains, the gold standard for the moral high ground in understanding race relations in the United States. Children need to learn not only about contemporary problems, but also about the great achievements of so many members of minority groups—from a black president who had the support of millions of white voters, to the famous black musician Ray Charles, who said, "I think you can overcome any obstacle in this country. I was reared in a small town, dirt poor, blind, you name it. And yet, here I am today."

Please avoid endorsing biased materials and instead continue to provide the citizens of Novi with resources that encourage them to learn about both the achievements and the problems of the past and present in an open-minded way that encourages free enquiry and enlightened decisions and actions.

5/21/22:

Director Farkas reached out by phone to Irene Fleming to discuss further the information provided in the email above. From this conversation, additional information pertaining to equity and equality will be developed in conjunction with the family book discussion kits for parents to use for teaching/conversation purposes. In addition, through resources at the Library, a booklist and future displays will be created to highlight historic perspectives and achievements by names mentioned above to show respect and appreciation for the accomplishments. Ms Fleming felt the packets were limited and too narrow. In addition, I shared the work that has been done and is being done thanks to the Board DEI Committee and Staff DEI Committee.

Email from: Mary Margaret Block

Date: 5/10/22

To: Julie Farkas

Dear Julie,

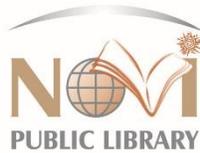
It was my pleasure to attend in-person Angeline Bouley's presentation and book discussion last evening. How wonderful you/Novi Library provided "book lovers" this opportunity.

Ms. Bouley is lovely, lively, colorful and engaging...not to downplay her writing talent! Needless to say, Angeline is inspiring.

Many thanks to you and all of your support staff for making this event available to so many!

Kindest regards,

Mary Margaret

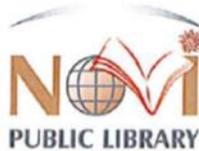


Library Board Calendar

2022

January	Budget Planning Sessions at NPL: January 15th at 10am & January 20th at 6pm
January 27	Library Board Regular Meeting, Council Chambers Library Director Mid-year Review
February 17	Library Board Regular Meeting, NPL Whole Meeting Room (Approved change)
March 11	Staff In-service Day, Library Closed
March 24	Library Board Regular Meeting, NPL Whole Meeting Room (Change by City of Novi)
April 3-9	National Library Week
April 28	Library Board Regular Meeting, Council Chambers (Board Elections)
May 26	Library Board Regular Meeting, Council Chambers
June 23	Library Board Regular Meeting, Council Chambers Library Director Annual Review
July 21	Library Board Regular Meeting, NPL Whole Meeting Room (Approved change)
August 12	Staff In-service, Library Closed
August 25	Library Board Regular Meeting, Council Chambers
September 22	Library Board Regular Meeting, Council Chambers
October 27	Library Board Regular Meeting, Council Chambers
November 16	Library Board Regular Meeting (Wednesday), Council Chambers
December 21	Library Board Regular Meeting (Wednesday), Council Chambers

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



LIBRARY CLOSINGS 2022

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

LIBRARY BOARD MEETINGS

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

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

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

H – Paid Holiday for Employee

12/2021