

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Thursday, June 23, 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: May 26, 2022.....5-11
- 2. Approve Claims and Warrants of:
A. Accounts 268 and 269 (#615) 12-14

Presentations

- 1. Summer Reading Presentation by Danielle Mazur, Information Services Librarian – Oceans of Possibilities a summer reading program for ALL ages
- 2. DAYN (Dear Asian Youth of Novi) program recognition: Shannon O’Leary, International Language Librarian, Hana Thomson (Chapter Co-Lead), Mina Chung (Secretary)

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 Gojcak, Library Staff Liaison) – May 2022 18
- 2. Teen Space Annual Report by Yolanda Hockaday-Dennis.....19-21

3. President's Report (Kathy Crawford)	
A. 2022/2023 Library Board Goals – updated as of June 18, 2022 based on committee and staff management input.....	22-24
4. Treasurer's Report (Sreeny Cherukuri)	
B. Financial Report May 2022.....	25
C. 2021-2022 Library Budget Fund 268.....	26-28
D. 2021-2022 Contributed Fund Budget 269.....	29
E. Library Fund 268 Expenditure & Revenue Report as of May 31, 2022	30-32
F. Library Fund 269 Contributed Fund as of May 31, 2022	33
G. Balance Sheets for Funds 268 and 269 as of May 31, 2022	34-35
5. Director's Report (Julie Farkas)	36-45
A. Information Technology Report	46-47
B. Facilities Report	47-48
C. Information Services Report	N/A
D. Support Services Report	49
E. Library Usage Statistics.....	50-57
F. Friends of Novi Library – May 11, 22 Minutes, June 8, 2022 Agenda	58-61
G. City of Novi Historical Commission –Minutes, May 18, 2022 Agenda.....	62-63

Public Comment

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

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

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 (Chair: Sturing, Bartlett and Michener, Staff Liaison – Julie Farkas)
 - Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Dana Brataniec and Hillary Hentschel
 - **GOALS 2022-2023:**
 1. Continued review of public policies
 - As of June 18, 2022: Staff is currently reviewing: Collection Development Policies, Exhibits and Displays and Art Exhibits Policies

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 Gojcay, Kirstin Abate and Kirsten Malzahn.
 - Next meeting: June 21, 2022; reviewing salary comparison data and HR Rules of Conduct Policy based on DEI Board Committee review/recommendations

- **GOALS 2022-2023:**
 1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
 2. Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.
 3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library.

- 3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Cherukuri, Sturing, Staff Liaisons – Julie Farkas & Barbara Cook)
 - Meeting held: June 6, 2022
 - **GOALS 2022-2023:**
 1. Review Financial Plan
 2. Library Endowment/Foundation investigation
 3. Salary Comparison and review; last done in 2018

- 4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
 (Chair: Dooley, Bartlett, Gurumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec)
 - Meeting held: June 13, 2022.....64
 - **GOALS 2022-2023:**
 1. Continuing support with Friends of Library; more board presence at their events
 2. Marketing Plan Update
 3. Marketing efforts put in place for the Strategic Plan

- 5. **Strategic Planning Committee:**
 (Chair: Bartlett, Dooley, Gurumurthy, Staff Liaison – Julie Farkas).
 - No meeting; No report.
 - Meeting held: May 24, 2022 – reviewed the RFP for Strategic Planning; draft sent to full board on 6/13/22 for review.
 - Draft RFP for Strategic Plan.....65-68

- 6. **Building & Grounds Committee:**
 (Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)
 - No meeting held. Barb Rutkowski is putting together specs for server room AC unit needs, phone contract draft is being reviewed by vendor, parking lot quote accepted for maintenance work to be done on August 12, 2022 during In-Service closures
 - **GOALS 2022-2023:**
 1. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
 2. Review NPL's current Technology Plan

7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
 (Chair: Michener, Bartlett, Sturing, Staff Liaison – Julie Farkas)
 - No meeting; no report.
 - **GOAL 2022-2023:**
 1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed.

8. **DEI: Diversity, Equity and Inclusion Committee**
 (Chair: Dooley, Michener, Gurumurthy, Staff Liaisons – Julie Farkas & Nicole Williams)
 - Meeting held on May 2, 2022.....69
 - Next meeting: June 1, 2022
 - **GOALS 2022-2023:**
 1. Recommend All Board Trustees – Attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person).
 2. Assist in launching the DEI Scorecard for NPL
 3. Bring forth recommendations that amplify DEI in NPL Strategic Planning

Matters for Library Board Action

1. Motion: Approve the Strategic Planning RFP draft.....65-68
2. Motion: Approve the 2023 Calendar for Library Closings.....70
3. Motion: Approve a rain date closure of the library building for parking lot maintenance on Friday, August 19th; staff will be on site working in the buildingN/A

Communications

1. None

Closed Session

1. Library Director's Annual performance review; Director has requested a closed session.

Motion to Adjourn into Closed Session

Adjournment

Supplemental Information

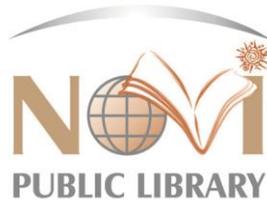
- Library Board Calendar 2022.....73
- Library Closings 202274

2022 Future Events:

- 7/4/22: Library CLOSED
- 7/13/22: Friends of Library Board Annual Meeting @ 7pm, Novi Library
- 7/20/22: City of Novi Historical Commission Meeting @ 7pm, Novi Library
- 7/21/22: Library Board of Trustees Meeting @ 7pm, Novi Library (date/location change approved)

Inform. Inspire. Include.

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



**Library Board or Trustees – Regular Meeting
MINUTES
May 26, 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 7:00 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Brian Bartlett

Library Board – All Board members were recorded present

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

Student Representatives

Abhay Kakarla
Rida Salim – Absent/Excused

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

Legal Counsel

Debra Walling, Attorney
Rosati, Shultz, Joppich, Amtsbuechler

Approval of Agenda

Motion: To Approve the Agenda as documented in the board packet.

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

Motion passes – 7-0

Consent Agenda

1. Approve Minutes of: April 28, 20225-1

2. Approve Claims and Warrants of:

A. Accounts 268 and 269 (#614).....17-18

Motion: To Approve the Consent agenda as documented.

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

Motion passes – 7-0

Presentations

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

Board Members thanked April Stevenson for her service and wished her well with her new opportunity.

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.

Jason Michener, Harrier Place, Novi, MI
Thanked April for her years of service and discussed her contributions to the library.

Reports

1. Student Representatives Report (Rida Salim, Abhay Kakarla, and Lindsay Gojcay, 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 24th in Closed Session; HR Chair will send out evaluation information to members for feedback.
- E. Library Board Retreat: Looking at either Saturday, July 9th or July 16th 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, 202238
- 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

Director Farkas Discussed the issue of challenged materials. The library has not seen a large influx of challenges from other institutions. Novi library has only seen one challenge and shared that she felt the library should be open to all diverse materials and provides information to everyone. She is actively reviewing policies and will probably bring to the board shortly.

Trustee Cherukuri Discussed the issue of challenged materials. Was concerned that what the library puts out needs to be reviewed and asked about the review of this material. He also challenged the board to fully define the terms diversity, equity and inclusion.

Trustee Michener Read the letter from the patron for the public to reference. If the board is going to discuss letters such as this, all patron’s letters and public comment need to get equal time and discussion. Such materials as the ones referenced need to be part of the library offerings.

Trustee Dooley Discussed the current DEI board and the importance of diversity discussions and information access within the library. She spoke out against censure and control of these materials.

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.

Jason Michener, Harrier Place, Novi, MI
Discussed the DEI committee and definitions for diversity, equality and inclusion.

- 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: May 17, 2022. Updates: Reviewed Board DEI Committee recommendations Dress Code Policy, Library Board Retreat, staffing shortages, on-board 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 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 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 (Dana Brataniec)

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 Facilities.....94-104

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 (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 May 2, 2022.....67-68
- 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
Motion: To Approve 4th Quarter Amendments to 2021-2022 268 Budget

Motion – Trustee Cherukuri
2nd – Trustee Gurumurthy

Motion Passes: 7-0

2. Motion: Approve 4th Quarter Amendments to 2021-2022 269 Budget
Motion: To Approve 4th Quarter Amendments to 2021-2022 269 Budget

Motion – Trustee Bartlett
2nd – Trustee Dooley

Motion Passes: 7-0

3. Motion: Approve HR Policy: Dress Code (3rd Draft; reviewed by DEI Committee)

Trustee Michener Discussed the work done on this draft in the DEI committee. She thanked her fellow members of the DEI committee and library staff for their hard work and contributions.

Motion: To Approve HR Policy: Dress Code -3rd Draft

Motion – Trustee Sturing
2nd – Trustee Michener

Motion Passes: 7-0

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

Motion: To a 3 year contract with TelNet Worldwide with a not to exceed budgeted price of \$15,478.20 annually for 3 years

Motion – Trustee Cherukuri
2nd – Trustee Michener

Motion Passes: 7-0

Closed Session

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

Motion: To review a medical situation exempt from public disclosure by state and federal law.

Motion – Trustee Gurumurthy
2nd – Trustee Dooley

Motion Passes: 7-0

Adjournment

Motion: Motion to Adjourn at 8:42pm
Motion- Trustee Bartlett
2nd-Trustee Michener

Motion Passes – 7-0

Supplemental Information

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

2022 Future Events:

- **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

Warrant 615	268 Accounts	June 2022	
Payable to	Invoice #	Account number	Amount
Global		268-000.00-727.000	\$ 306.28
Quill		268-000.00-727.000	\$ 1,153.88
Stamps		268-000.00-728.000	\$ 67.99
Easy Badges	fobs	268-000.00-734.000	\$ 359.00
Knight Watch	monitoring	268-000.00-734.000	\$ 167.55
Oculus	VR	268-000.00-734.000	\$ 19.98
Solution Control		268-000.00-734.000	\$ 565.00
Amazon		268-000.00-734.500	\$ 228.83
Bullard Sanford Lib.	Auto Smart Disc Repair	268-000.00-734.500	\$ 3,500.00
CDW-G		268-000.00-734.500	\$ 352.36
Envisionware		268-000.00-734.500	\$ 604.77
telsystems		268-000.00-734.500	\$ 230.00
Zoom	video communications expenditure	268-000.00-734.500	\$ 1,249.70
Amazon		268-000.00-740.000	\$ 46.20
Demco		268-000.00-740.000	\$ 1,550.95
Hanover Technical		268-000.00-740.000	\$ 2,233.87
Showcases		268-000.00-740.000	\$ 801.79
Amazon		268-000.00-742.000	\$ 4,624.44
Brodart		268-000.00-742.000	\$ 16,768.94
Gale/Cengage		268-000.00-742.000	\$ 614.18
DK Agencies		268-000.00-742.000	\$ 700.00
Lakeshore		268-000.00-742.000	\$ 320.83
Tsai Fong Books		268-000.00-742.000	\$ 134.47
Amazon		268-000.00-742.010	\$ 301.19
Baker&Taylor		268-000.00-742.010	\$ 134.63
Brodart		268-000.00-742.010	\$ 862.40
Gale/Cengage		268-000.00-742.010	\$ 31.19
Midwest Tape		268-000.00-742.010	\$ 91.45
Baker&Taylor		268-000.00-744.000	\$ 8.09
Library Ideas		268-000.00-744.000	\$ 1,174.42
Midwest Tape		268-000.00-744.000	\$ 2,091.40
Midwest Tape	digital pay.	268-000.00-744.000	\$ 10,000.00
Overdrive		268-000.00-744.000	\$ 20,222.22
Amazon		268-000.00-745.200	\$ 208.58
Baker&Taylor		268-000.00-745.200	\$ 4,840.15
Midwest Tape		268-000.00-745.200	\$ 2,088.01

Midwest Collaborative		268-000.00-745.300	\$ 9,863.70
Spectrum Ent.		268-000.00-801.925	\$ 69.65
Bank Services Charges		268-000.00-802.100	\$ 387.79
Ascension MI		268-000.00-804.000	\$ 196.00
Foster Swift	Blum thru 4-30-22	268-000.00-806.000	\$ 630.00
RNA		268-000.00-817.000	\$ 7,028.10
AT&T		268-000.00-851.000	\$ 598.50
TelNet		268-000.00-851.000	\$ 440.08
T-Mobile		268-000.00-851.000	\$ 828.60
Verizon		268-000.00-851.000	\$ 457.77
City of Novi	Fuel Charges	268-000.00-861.000	\$ 54.06
MuniWeb	Apr	268-000.00-880.000	\$ 585.00
MuniWeb	May	268-000.00-880.000	\$ 519.00
Sehi Computer Products		268-000.00-880.000	\$ 3,413.52
ALA		268-000.00-880.268	\$ 118.87
Amazon		268-000.00-880.268	\$ 568.62
Allen F. David		268-000.00-880.268	\$ 700.00
Daawath		268-000.00-880.268	\$ 69.96
Dollar Tree		268-000.00-880.268	\$ 57.50
Global		268-000.00-880.268	\$ 182.00
Hayward, Randy		268-000.00-880.268	\$ 250.00
One World Market		268-000.00-880.268	\$ 49.51
Marshall Allen		268-000.00-880.268	\$ 150.00
Parrott, Aaron		268-000.00-880.268	\$ 150.00
Target		268-000.00-880.268	\$ 44.00
Turmeric Vegetarian		268-000.00-880.268	\$ 82.28
Accuform		268-000.00-900.000	\$ 2,162.00
Millennium Business		268-000.00-900.000	\$ 525.68
Consumers Energy		268-000.00-921.000	\$ 1,451.37
DTE		268-000.00-922.000	\$ 8,557.30
Millennium Business		268-000.00-942.000	\$ 650.94
Allied Building		268-000.00-934.000	\$ 3,824.50
Allied Eagle		268-000.00-934.000	\$ 1,081.56
Cintas		268-000.00-934.000	\$ 595.18
Home Depot		268-000.00-934.000	\$ 116.26
Image 360		268-000.00-934.000	\$ 117.00
Northstar Mat		268-000.00-934.000	\$ 231.64
Schindler		268-000.00-934.000	\$ 1,725.33
State of Michigan	boiler	268-000.00-934.000	\$ 120.00
Orkin		268-000.00-934.000	\$ 74.50
Uline		268-000.00-934.000	\$ 63.36

Voss		268-000.00-934.000	\$ 81.48
Brien's		268-000.00-941.000	\$ 4,824.64
Home Depot		268-000.00-941.000	\$ 94.70
SCA		268-000.00-941.000	\$ 195.00
Millennium Business		268-000.00-942.000	\$ 650.94
Corrigan		268-000.00-942.100	\$ 24.95
Sabolcik, Eva		268-000.00-956.000	\$ 32.11
Petty Cash (Program)		268-000.00-880.268	\$ 28.35
TOTAL			\$133,378.04

Warrant 615	269 Accounts	June 2022	
Payable to	Invoice #	Account number	Account total
Amazon	McLean donation; various titles	269-000.00-742.230	\$ 63.63
Graph-X	Butterflies Expense for Donation Wall	269-000.00-742.231	\$ 108.80
Graph-X	Butterflies Expense for Donation Wall	269-000.00-742.231	\$ 70.00
Linda Brewin	staff cake; decorations - farewell to A. Stevenson	269-000.00-742.236	\$ 81.97
Amazon	Staff gift for A. Stevenson	269-000.00-742.236	\$ 36.95
Amazon	circle punch	269-000.00-976.046	\$ 27.44
Amazon	plastic needle threads; latex balloons	269-000.00-976.046	\$ 10.14
Amazon	craft expenses; needles; cups; applicators	269-000.00-976.046	\$ 54.59
Full Spectrum Laser	iCube; Enhanced Laser Tube	269-000.00-976.046	\$ 707.36
Thing smith	3d printer repair	269-000.00-976.046	\$ 199.00
Total			\$ 1,359.88

Novi Public Library Summer Reading Program 2022



OCEANS OF POSSIBILITIES

June 6 - August 13

Reading, programs and
more for all ages!



PUBLIC LIBRARY

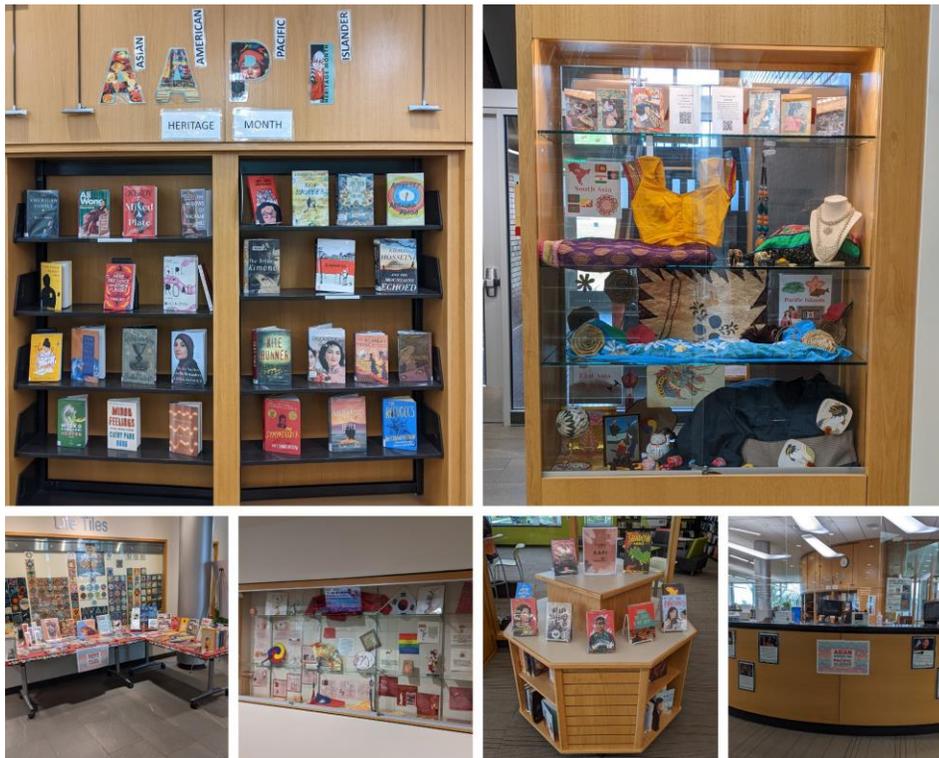
45255 W. Ten Mile Rd. | Novi, MI, 48375

248-349-0720 | novilibrary.org



Dear Asian Youth Novi (DAYN): submitted by Shannon O’Leary, International Language Librarian at NPL

In honor of Asian American Pacific Islander (AAPI) Heritage month, NPL partnered up 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. To find out more about DAYN please visit their [website](https://dearasianyouthnovi.wixsite.com/daynovi) (https://dearasianyouthnovi.wixsite.com/daynovi). Or follow them on Instagram @dearasianyouth_novi.



DAYN put together the booklist for the 2nd floor book display, Teen Stop display, and the lobby display. They were also responsible for putting the glass display cases together and setting up all the above displays. In addition to this they provided the list of books that decorate the 1st floor reference desk (put up by Librarian Emily Brush) and posters of various AAPI authors (10 total on the 1st floor). They also decorated the adult international section with handmade origami.

They also created various infographics for the library display case on the second floor in addition to 8 different styles of bookmarks that they created. DAYN also designed 4 different posters to advertise the displays they are not pictured

In addition to their wonderful displays DAYN (in cooperation with NPL) held 2 wonderful programs. The first being A Taste of Tea. A tea tasting program with tea and snacks from various AAPI cultures, this program included a brief presentation on tea and a raffle event. Students wore their traditional dress and hosted over 75 people!

The second program hosted was called AAPI Cultural Storytime & Craft. Volunteers told stories (chosen by them) that represented their various cultures and hosted an origami workshop during and after the storytime. They held 2 sessions, one at 10:30 and the other at 12:30. In total over 30 people attended.



May 2022 Library Board Student Representative Report

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

Tween and Teen Library Programs:

The STEAM Leap into Science: Wind program was held on May 3. Leap into Science is a national program that integrates open-ended science activities with children's books for children and their families. Students in grades 4-5 participated in fun hands-on learning about wind. (Attendance = 1)

The BeTWEEN the Pages: Tween Book Club Trivia program was held on May 18. Guests read *A Place to Belong* by Cynthia Kadohata and answered trivia questions relating to the book. (Attendance = 1)

The Tail Waggin' Reading Buddies program was held on May 25. 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 = 4)

Teen Space Update:

During May 2022, there were 143 guests who visited Teen Space. There was no Teen Space on May 6, May 9 or May 30.

Teen Advisory Board (TAB) Update:

The ninth and final TAB meeting for the 21-22 school year was held on May 27. The meeting started with a welcome and an icebreaker to help get to know each other. Following the welcome, TAB Officer election for the 22-23 school year was held and new TAB Officers were welcomed. Information about the Summer Reading Program and teen volunteer program was also shared. (Attendance = 8)

Upcoming Programs:

- Korean Lantern Craft – July 9
- Parkour Training with Phoenix Freerunning Academy – July 26
- Tail Waggin' Reading Buddies – July 27

Teen Stop Featured Display:



The May Teen Stop display recognizes Asian Pacific American Heritage Month with young adult fiction titles.

Year-end report by the Student Representatives will occur at the August 25, 2022 meeting due to summer vacation conflicts.

Novi Public Library Teen Space Year End Report 2021-2022
Submitted by: Yolanda Hockaday-Dennis, Teen Space Monitor
June 9, 2022

Teen Space attendance total from October 4, 2021 through June 9, 2022: 984

Formal Evictions: 0

Incident Reports: 0

Overview

As I started looking over the stats and gathering information for this year's report, I found it interesting as I began to remember just how different Teen Space was for us all. Please keep in mind that we reopened TS during the pandemic and we are still dealing with the pandemic as numbers are once again rising in our county. Even though TS opened a month later than normal, I feel very confident about what we accomplished and how. Per my supervisor's words, which I completely agree with, even though it would have been so easy this year to dismiss so much in TS, we were still able to offer many great things. My supervisor was very supportive and onboard with every idea, plan, and program I presented to implement.

Reopening TS during COVID meant TS looked very different this year. We made sure to follow mandates and implemented new signage as needed throughout the year. We offered masks, hand sanitizer, and cleaning supplies daily. Students were also directed to sanitizer their hands before playing games, ping pong, etc. daily which they complied with graciously. For TS both meeting rooms were used for social distancing purposes. There was also a new room setup which offered togetherness, but met social distancing requirements. In TS we used air purifiers daily also.

Community Donations:

- 2 air purifiers were made by the NHS robotics team and donated to TS.
- Ford donated air purifiers to NPL, 1 of which was available for TS use.
- Joanne (Café) was so generous as to bring prewrapped cookies to TS students on occasion on Fridays before weekends instead of allowing them to go to waste.

Teen Space programs/events highlighted:

- The first two weeks of TS NPL giveaways were offered. Some items included NPL cups, rulers, pencils, and candy.
- For Halloween a TS Movie Day was offered.
- Goodie bags were given around holidays and as incentives which included NPL cups and ink pens, candy, mechanical pencils, gummy bear pencil sharpeners, erasers, and carabiners.
- Students worked on many projects and school assignments for DECA and HOSA.
- Valentine's Day pretzels, candy, goodie bags, and water was offered.
- There was a decorated Christmas tree offered in TS this year. We had to postpone offering a craft project to make ornaments for it due to the supplies arriving too late (COVID.)
- The week of 12/13/21 a TS Winter event was offered. There was a different offering every day of the week. All food items offered were labeled "provided by Teen Space at NPL."
 - o M= Goodie bags
 - o T= Candy and sharpeners
 - o W= "And the plot thickens" pudding cups
 - o R= Collaboration with Mary from NPL ICube to offer a craft project (magnetic bottle caps) and water bottles were offered.
 - o F= Christmas Movie Day was offered along with "smart cookie" bags of cookies.

- “Coke Grab and Go” day was initiated in TS. Due to the mask mandate, only covered drinks were allowed in TS. I thought this was a good option to still be able to offer students treats and drink to take on the way out of NPL to enjoy, especially around testing dates.
- Spring Craft Day was offered. Materials were used that were ordered for the winter craft. We offered four crafts (tote bags, sun visors, bracelets, and luggage tags.) We also had treats and drinks available.
- Easter candy was given.
- For Mother's Day, keychain picture frames were offered to students to use as gifts.
- For AP exam week chips, candy, and Gatorade was offered.
- The last day for Seniors at NHS, principal Carter stopped in for a visit.
- The last week of TS a Movie Day was offered along with popsicles.
- The last day of TS ping pong and popsicles were offered.

Meetings/Trainings attended:

- IS Staff meetings
- Several DEI trainings including Equity and Equality training
- Webinars
- In-Service Make-up Sessions-Mod 4, 8, & 12
- NPL full day In -Service in March
- TLN Web Series Cultivating Cultures of Belonging
- Safety tour
- All Performance Reviews with goal setting
- Completed several surveys for trainings

New to Teen Space:

- I surveyed students and researching options and now we have all new games in TS. Corn hole has been a huge hit this year. We were also able to bring ping pong back to TS after winter break.
- When ping pong returned to TS, 5 minute tournaments were started per student request, which allowed more students the opportunity to play.
- In the Spring, I found out after the fact that there was a 2 day testing period at NHS where the students involved in testing went 2 half days and the rest of the students attended virtual school the two half days.
- Schoology was new this year; it was the program used at NHS that students could use in place of their student ID to enter TS.
- With staff shortages this year, there was no one to cover for my R/O days and TS was cancelled.
- There was no building monitor this year at NPL (sick leave.)
- With COVID students informed me during the first week TS reopened, that the school library had been made available to NHS students.

My recommendations for TS for the coming year:

- A new Xbox gaming system as well as new games have been budgeted for TS for next school year. Barb is to be reminded per April (supervisor.)
- TS needs a new cart for TS games and supplies. The one being used currently is on its last leg and has been repaired several times.
- NPL staff should be offered training on how to confront youth and young adults when staff feel there is a better option for them in the library such as TS, the patio, or eviction for the day. As we all experienced this past year, the building monitor may not always be available. TS even started a month later than usual so it may not always be available. Dealing with overwhelmed and/or frustrated staff was a big issue for me this year. I informed my supervisor on more than one occasion.

Other Comments:

- I had a really good group of students this year. They were compliant and respectful. They were very mindful of one another and aware of signage, mandates, and rules when participating in TS.
- As usual, some parents stopped in to visit and find out what TS was all about as well as returning students, staff, and Dr. Matthews to stop in, catchup, and say hello.
- Returning students were more than happy to stop in and update me on what was missed the last couple years that TS was closed. Now Juniors and Seniors ready to prepare for graduation and moving on to college.
- School had to be cancelled for several days this year due to water main break issues in the area. This meant TS was cancelled as well.

Great things happen in Teen Space!

LIBRARY GOALS 2022-2023

BUILDING & GROUNDS	STATUS
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	
3. Review/update NPL's Technology Plan	
<ul style="list-style-type: none"> Main entrance review by architect 	
<ul style="list-style-type: none"> Security door at Support Services entrance 	
<ul style="list-style-type: none"> AC equipment upgrade in server room 	
<ul style="list-style-type: none"> Teen stop space re-design/upgrades 	
<ul style="list-style-type: none"> Podcast space design 	
<ul style="list-style-type: none"> Contract reviews & bids: Building cleaning, snow removal, lawn care, café 	
<ul style="list-style-type: none"> Parking lot maintenance 	
<ul style="list-style-type: none"> CD furniture re-design 	
<ul style="list-style-type: none"> Security camera replacements 	

BYLAW	STATUS
1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023.	

DIVERSITY, EQUITY AND INCLUSION	STATUS
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	
<ul style="list-style-type: none"> DEI collections assessment 	
<ul style="list-style-type: none"> Artwork display area 	

FINANCE	STATUS
1. Review of Financial Plan	
2. Library Endowment/Foundation Investigation	
3. Salary comparison/review (last done 2018)	
<ul style="list-style-type: none"> State Aid (February 2023) 	
<ul style="list-style-type: none"> DSLRT Report (December 2022) 	
<ul style="list-style-type: none"> Annual Report (Nov 2022) 	

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 	
<ul style="list-style-type: none"> Performance Review form updates (July 2022) 	
<ul style="list-style-type: none"> Salary comparison/review (last done 2018) 	
<ul style="list-style-type: none"> HR Plan 	

MARKETING, EVENTS & FUNDRAISING	STATUS
1. Continuing support with Friends of Library; more board presence at their events.	
2: Marketing efforts put in place for the Strategic Plan	
3. Marketing Plan update	
<ul style="list-style-type: none"> Lending Library – 1 yr. assessment 	Ongoing
<ul style="list-style-type: none"> NPL @ Your Door (Mail Service) 	Ongoing
<ul style="list-style-type: none"> Library App upgrade 	
<ul style="list-style-type: none"> Annual Report (Nov 2022) 	
<ul style="list-style-type: none"> Strategic Plan (July 2023) 	

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 	
<ul style="list-style-type: none"> Fine Free status (cont. July 2022- June 2023) 	
<ul style="list-style-type: none"> Friends Memorandum of 	

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 	
<ul style="list-style-type: none"> DEI opportunities 	

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 	
<ul style="list-style-type: none"> DEI opportunities 	
<ul style="list-style-type: none"> Lending Library 1 yr. assessment 	

TECHNOLOGY	STATUS
<ul style="list-style-type: none"> Lending Library – 1 yr. assessment; library card dispensing opportunity 	Ongoing
<ul style="list-style-type: none"> New phone system integration 	
<ul style="list-style-type: none"> iCube growth with equipment and services 	
<ul style="list-style-type: none"> Library App upgrade 	
<ul style="list-style-type: none"> Online library card registration /renewal 	
<ul style="list-style-type: none"> Public printing solution 	
<ul style="list-style-type: none"> Credit card payment options for 6 service points 	
<ul style="list-style-type: none"> Meeting room equipment 	

OUTREACH	STATUS
<ul style="list-style-type: none"> Connecting with WLCSD, NCSL for various card campaigns (July – December 2022) 	
<ul style="list-style-type: none"> Establishing new relationships with NCSL leadership 	
<ul style="list-style-type: none"> NPL @ Your Door – 1 yr. assessment (March 2023) 	
<ul style="list-style-type: none"> Services to Older Adults 	
<ul style="list-style-type: none"> Read Box services; expansion 	
<ul style="list-style-type: none"> DEI opportunities 	

PROGRAMMING	STATUS
<ul style="list-style-type: none"> ESL programming opportunities and relationship building 	
<ul style="list-style-type: none"> Annual Community Read event (spring 2023) 	
<ul style="list-style-type: none"> National Library Week event (April 2023) 	
<ul style="list-style-type: none"> Lakeshore Lending Library – expand event opportunities 	
<ul style="list-style-type: none"> Annual back to school breakfast (fall 2023) 	
<ul style="list-style-type: none"> DEI opportunities 	
<ul style="list-style-type: none"> Summer Reading Program (June – Aug) 	
<ul style="list-style-type: none"> Library Card Sign-up month (September) 	

Financial Report for May 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 Apr 30, 2022	YTD May 31, 2022	Difference
TOTAL REVENUES	\$3,262,805	\$ 3,283,369	\$20,564
TOTAL EXPENDITURES	\$2,529,543	\$ 2,771,562	\$242,019
NET OF REVENUES & EXPENDITURES	\$733,262	\$511,807	

Revenue & Expenditure Report for Fund 269

	YTD Apr 30, 2022	YTD May 31, 2022	Difference
TOTAL REVENUES	(\$13,033)	(\$19,546)	*(\$6,513)
TOTAL EXPENDITURES	\$26,094	\$27,240	\$1,146
NET OF REVENUES & EXPENDITURES	(\$39,127)	(\$46,786)	

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

Balance Sheet Report as of May 31, 2022

The ending fund balance for Fund 268 is
\$3,007,119.55

The ending fund balance for Fund 269 is \$1,648,868.94

2022-2023 Library Budget 268									
January 27, 2022		2020-2021	2020-2021	2021-2022	2021-2022	2021-2022	2022-2023	2023-2024	2024-2025
		Approved	Audited	Approved	Yr. End	4th Qtr Amend	Approved	Projected	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 Audited	2020-2021 Audited	2021-2022 Approved	2021-2022 Year End	2021-2022 4th Qtr Amend	2022-2023 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.

06/10/2022 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 05/31/2022										
% Fiscal Year Completed: 91.78										
		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	MAR2022	APR 2022	MAY 2022	05/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	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	3.97	0.00	0.00	3,081,796.39	3,964.61	99.87
268-000.00-403.001	Property Tax Revenue- County Chargebacks	6,323.24	2,000.00	2,000.00	(382.91)	6.44	9.16	672.81	1,327.19	33.64
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
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(8,038.90)	(4,900.00)	(4,900.00)	(4,648.79)	0.00	0.00	(4,648.79)	(251.21)	94.87
Property tax revenue		2,938,711.83	2,966,672.00	3,046,975.00	(5,027.73)	6.44	9.16	3,055,440.45	(8,465.45)	100.28
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	32,403.32	56,619.13	(32,403.13)	233.81
268-000.00-573.000	State Grants - Local Comm Stab Share	0.00	0.00	0.00	0.00	0.00	0.00	2,055.93	(2,055.93)	100.00
State sources		46,164.52	33,000.00	24,216.00	0.00	0.00	32,403.32	58,675.06	(34,459.06)	242.30
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	507.14	878.84	718.99	6,428.25	(1,428.25)	128.57
268-000.00-665.100	Copier	1,700.20	1,000.00	200.00	0.00	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	950.50	1,549.98	972.54	10,545.30	(4,545.30)	175.76
268-000.00-665.300	Meeting room	0.00	25,000.00	10,000.00	1,230.87	1,752.53	3,668.67	15,047.66	(5,047.66)	150.48
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	2,688.51	4,181.35	5,360.20	134,306.31	(10,905.31)	108.84
Fines and forfeitures										
268-000.00-657.000	Library book fines	10,924.57	48,000.00	8,000.00	855.90	629.05	560.42	8,063.89	(63.89)	100.80
268-000.00-658.000	State penal fines	95,366.51	95,000.00	97,776.00	0.00	0.00	13.50	97,789.47	(13.47)	100.01
Fines and forfeitures		106,291.08	143,000.00	105,776.00	855.90	629.05	573.92	105,853.36	(77.36)	100.07
Interest income										
268-000.00-664.000	Interest on investments	47,949.82	40,000.00	40,000.00	4,756.81	4,233.14	0.00	36,305.03	3,694.97	90.76
268-000.00-664.500	Unrealized gain (loss) on investments	(7,827.98)	10,000.00	10,000.00	(43,276.51)	(22,021.34)	0.00	(108,196.38)	118,196.38	(1,081.96)
Interest income		40,121.84	50,000.00	50,000.00	(38,519.70)	(17,788.20)	0.00	(71,891.35)	121,891.35	(143.78)
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	298.91	0.30	1.12	984.93	(281.93)	492.47
Donations		933.91	3,500.00	200.00	298.91	0.30	1.12	984.93	(784.93)	492.47

		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	MAR2022	APR 2022	MAY 2022	05/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	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	68,198.92	72,371.68	74,294.91	806,575.86	176,424.14	82.05
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	47,766.51	47,062.53	46,323.76	547,627.73	162,372.27	77.13
268-000.00-706.000	Overtime	111.61	500.00	500.00	218.64	0.00	0.00	802.33	(302.33)	160.47
268-000.00-715.000	Social security	116,389.90	132,000.00	130,000.00	8,704.54	8,969.75	9,085.51	101,584.57	28,415.43	78.14
268-000.00-716.000	Insurance	195,996.64	193,000.00	190,000.00	16,049.47	18,432.17	9,112.11	181,556.99	8,443.01	95.56
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)	(2,736.96)	(32,376.22)	(5,423.78)	85.65
268-000.00-718.000	Pension - DB Normal Cost	6,012.00	8,100.00	8,100.00	513.00	513.00	513.00	5,643.00	2,457.00	69.67
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	53,537.00	(237.00)	100.44
268-000.00-718.200	Pension - defined contribution	25,156.99	45,900.00	44,000.00	3,220.01	3,469.27	3,572.66	25,129.85	18,870.15	57.11
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	139.35	144.30	111.13	1,613.95	186.05	89.66
Personnel services		1,913,304.91	2,121,000.00	2,095,700.00	146,940.48	153,092.74	145,143.12	1,694,324.20	401,375.80	80.85
Supplies										
268-000.00-727.000	Office supplies	11,488.89	18,000.00	15,000.00	1,056.72	529.58	1,499.65	11,715.71	3,284.29	78.10
268-000.00-728.000	Postage	167.35	2,000.00	500.00	50.00	118.67	0.00	234.08	265.92	46.82
268-000.00-734.000	Computer supplies, software & licensing	39,983.56	73,000.00	73,000.00	1,172.91	2,505.00	732.55	54,953.09	18,046.91	75.28
268-000.00-734.500	Computer supplies/equipment	7,088.93	24,300.00	133,531.00	293.64	650.61	318.21	103,481.93	30,049.07	77.50
268-000.00-740.000	Operating supplies	22,919.43	30,500.00	20,000.00	2,029.73	3.03	4,586.61	8,681.07	11,318.93	43.41
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	5,000.00	5,000.00	0.00	700.00	0.00	700.00	4,300.00	14.00
268-000.00-741.000	Supplies - Uniforms	0.00	300.00	300.00	300.00	0.00	0.00	422.00	(122.00)	140.67
268-000.00-742.000	Library books	183,651.77	203,000.00	196,500.00	16,752.24	14,978.58	12,284.28	151,046.13	45,453.87	76.87
268-000.00-742.010	Library Books - Lending	18,677.92	20,000.00	17,000.00	1,747.18	1,439.64	650.85	12,768.86	4,231.14	75.11
268-000.00-742.100	Library Books - Fines	265.28	1,000.00	1,000.00	40.00	0.00	36.93	644.48	355.52	64.45
268-000.00-743.000	Library periodicals	20,076.93	24,000.00	24,000.00	5,130.32	0.00	(22.34)	22,471.42	1,528.58	93.63
268-000.00-744.000	Audio visual materials	131,158.96	129,000.00	129,000.00	26,971.33	3,271.00	11,240.82	101,148.85	27,851.15	78.41
268-000.00-745.200	Electronic media	47,025.96	46,900.00	46,900.00	8,356.12	1,507.46	5,564.34	35,709.26	11,190.74	76.14
268-000.00-745.300	Electronic resources (CD rom materials)	63,936.47	70,000.00	70,000.00	2,305.00	0.00	0.00	65,243.18	4,756.82	93.20
Supplies		546,441.45	647,000.00	731,731.00	66,205.19	25,703.57	36,891.90	569,220.06	162,510.94	77.79

		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	MAR2022	APR 2022	MAY 2022	05/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	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	70.45	69.65	0.00	601.79	98.21	85.97
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	197.31	190.48	514.70	3,558.45	(1,058.45)	142.34
268-000.00-803.000	Independent audit	814.00	500.00	800.00	0.00	0.00	723.00	723.00	77.00	90.38
268-000.00-804.000	Medical service	1,372.00	1,500.00	2,000.00	294.00	0.00	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	1,351.50	1,711.30	0.00	15,018.80	(18.80)	100.13
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	1,725.00	0.00	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	7,809.00	7,557.10	7,028.10	80,995.30	9,004.70	89.99
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	3,035.52	1,752.58	1,233.37	22,514.84	1,485.16	93.81
268-000.00-855.000	TLN Automation Services	58,258.12	68,000.00	68,000.00	1,499.58	16,358.15	0.00	64,348.37	3,651.63	94.63
268-000.00-861.000	Gasoline and oil	157.33	1,500.00	400.00	0.00	54.06	0.00	324.99	75.01	81.25
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	0.00	670.95	3,998.52	14,601.86	9,398.14	60.84
268-000.00-880.268	Library programming	9,668.89	28,000.00	15,000.00	509.17	916.37	685.22	10,576.98	4,423.02	70.51
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	536.95	1,095.58	2,687.68	7,891.49	20,108.51	28.18
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	2,404.72	2,024.99	0.00	10,385.62	1,614.38	86.55
268-000.00-922.000	Electricity	89,008.38	95,000.00	96,500.00	7,966.85	8,686.68	8,557.30	88,203.19	8,296.81	91.40
268-000.00-923.000	Water and sewer	6,208.88	7,500.00	6,500.00	1,741.12	0.00	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	12,196.37	5,569.94	4,855.95	90,186.46	9,813.54	90.19
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	750.00	2,353.07	4,919.34	30,109.23	8,890.77	77.20
268-000.00-942.000	Office equipment lease	8,309.53	8,000.00	8,000.00	650.94	650.94	650.94	6,509.40	1,490.60	81.37
268-000.00-942.100	Records storage	291.64	400.00	300.00	24.95	24.95	24.95	274.45	25.55	91.48
268-000.00-956.000	Conferences and workshops	4,432.75	17,000.00	8,000.00	349.67	345.45	0.00	3,030.44	4,969.56	37.88
Other services and charges										
		530,512.68	604,500.00	581,829.00	43,113.10	50,032.24	35,879.07	497,317.78	84,511.22	85.47
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)	(295,962.88)	(241,799.61)	(179,566.37)	511,806.72	(613,398.72)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES										
		3,217,848.34	3,244,172.00	3,350,568.00	(39,704.11)	(12,971.06)	38,347.72	3,283,368.76	67,199.24	(503.79)
TOTAL EXPENDITURES										
		3,004,033.04	3,409,700.00	3,452,160.00	256,258.77	228,828.55	217,914.09	2,771,562.04	680,597.96	(503.79)
NET OF REVENUES & EXPENDITURES										
		213,815.30	(165,528.00)	(101,592.00)	(295,962.88)	(241,799.61)	(179,566.37)	511,806.72	(613,398.72)	(503.79)

		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	MAR2022	APR 2022	MAY 2022	05/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	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	1,946.30	1,876.28	0.00	15,638.86	11,361.14	57.92
269-000.00-664.500	Unrealized gain (loss) on investments	(2,903.80)	(4,500.00)	(4,500.00)	(17,707.03)	(9,760.64)	0.00	(44,675.47)	40,175.47	992.79
Interest income		20,323.18	22,500.00	22,500.00	(15,760.73)	(7,884.36)	0.00	(29,036.61)	51,536.61	(129.05)
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	28.64	100.00	125.00	1,852.61	(303.61)	119.60
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	2,159.85	1,000.00	1,675.00	1,320.61	0.00	100.00	3,191.96	(1,516.96)	190.56
269-000.00-665.232	Programming Revenue	3,471.35	5,500.00	1,500.00	500.00	0.00	1,000.00	3,000.00	(1,500.00)	200.00
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	146.00	146.00	9,854.00	1.46
Donations		17,182.87	25,000.00	15,724.00	1,849.25	100.00	1,371.00	9,490.57	6,233.43	60.36
Supplies										
269-000.00-742.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	100.00
269-000.00-742.229	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	0.00	102.71	63.63	717.24	(217.24)	143.45
269-000.00-742.231	Buildings/Ground/ Furniture Expense	1,586.00	15,000.00	15,000.00	0.00	8,180.00	178.80	8,683.30	6,316.70	57.89
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	262.50	276.89	81.97	1,965.83	(465.83)	131.06
Supplies		5,983.53	47,000.00	46,500.00	262.50	8,559.60	324.40	23,364.75	23,135.25	50.25
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	989.98	(1,203.12)	261.17	3,875.30	7,524.70	33.99
Capital outlay		42,847.02	11,400.00	11,400.00	989.98	(1,203.12)	261.17	3,875.30	7,524.70	33.99
Net - Dept 000.00 - treasury										
		(11,324.50)	(10,900.00)	(19,676.00)	(15,163.96)	(15,140.84)	785.43	(46,786.09)	27,110.09	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES										
		37,506.05	47,500.00	38,224.00	(13,911.48)	(7,784.36)	1,371.00	(19,546.04)	57,770.04	237.78
TOTAL EXPENDITURES										
		48,830.55	58,400.00	57,900.00	1,252.48	7,356.48	585.57	27,240.05	30,659.95	237.78
NET OF REVENUES & EXPENDITURES										
		(11,324.50)	(10,900.00)	(19,676.00)	(15,163.96)	(15,140.84)	785.43	(46,786.09)	27,110.09	237.78
TOTAL REVENUES - ALL FUNDS										
		3,255,354.39	3,291,672.00	3,388,792.00	(53,615.59)	(20,755.42)	39,718.72	3,263,822.72	124,969.28	
TOTAL EXPENDITURES - ALL FUNDS										
		3,052,863.59	3,468,100.00	3,510,060.00	257,511.25	236,185.03	218,499.66	2,798,802.09	711,257.91	
NET OF REVENUES & EXPENDITURES										
		202,490.80	(176,428.00)	(121,268.00)	(311,126.84)	(256,940.45)	(178,780.94)	465,020.63	(586,288.63)	

06/10/2022

BALANCE SHEET FOR CITY OF NOVI

As of 05/31/2022

GL Number	Description	Balance
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	8,091.33
268-000.00-017.000	Investments - Pooled	3,046,785.32
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	10,563.70
	Total Assets	3,094,684.45
*** Liabilities ***		
268-000.00-202.000	Accounts payable	69,992.68
268-000.00-215.200	Unemployment insurance liability	4,972.22
268-000.00-259.702	Accrued liabilities-tax	12,600.00
	Total Liabilities	87,564.90
*** 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	511,806.72
	Ending Fund Balance	3,007,119.55
	Total Liabilities And Fund Balance	3,094,684.45

Fund 269 - LIBRARY CONTRIBUTION FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	254,718.32
269-000.00-017.000	Investments - Pooled	1,394,766.19
	Total Assets	1,649,484.51
*** Liabilities ***		
269-000.00-202.000	Accounts payable	615.57
	Total Liabilities	615.57
*** 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 Balance Technology Library	(13,403.17)
	Total Fund Balance	1,695,655.03
	Beginning Fund Balance	1,695,655.03
	Net of Revenues VS Expenditures	(46,786.09)
	Ending Fund Balance	1,648,868.94
	Total Liabilities And Fund Balance	1,649,484.51

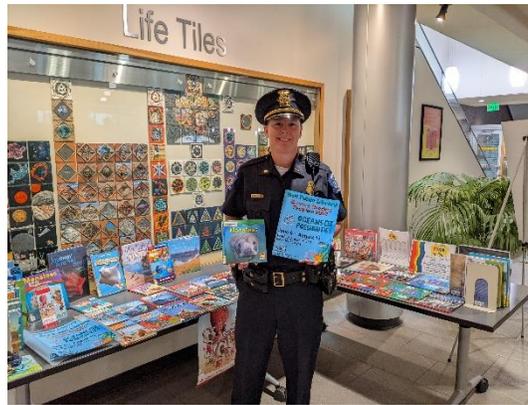
Director's Report – Julie Farkas



Staff Anniversaries (Years of Service) for July 2022

• Mei Shih	Information Services – SUB	22 years
• Keith Perfect	Facilities	10 years
• Lisa Brinkman	Support Services	6 years
• Donna Filipiak	Support Services	6 years
• Tracey Pelletier	Support Services	5 years
• Barbara Cook	Administration	4 years
• Dana Brataniec	Administration	3 years

Thank you Lt. Kulikowski for coming by NPL and sharing your support and love of reading!



Thank you Julie and Dana for allowing us to work with you, your team and Bill this semester. We hope you have a great summer.
From: Nicole and Michael





Hello,

Thank you for taking the time to submit an application for the 2022 John Cotton Dana Awards. At this time, all winners have been notified. If you have not heard from one of the judges, we urge to submit again in 2023.

If you have suggestion for the application process, please free to reach out to Kate Waldron - kwaldron@ebSCO.com. We strive each year to make the process easier, we appreciate your feedback.

If you will be at ALA Annual this year and would like to come and support this years winners, we would love to see you.

[RSVP for the Awards Ceremony & Reception](#)

Thank you,

- JCD Committee

You are receiving this email from [Application Homepage](#).

[Unsubscribe](#) | [Terms](#) | [Privacy](#)

powered by

Daily use of the building by hour May 15, 2022 – June 11, 2022

5/15/2022		5/16/2022		5/17/2022		5/18/2022		5/19/2022		5/20/2022		5/21/2022	
9-10am	0	9-10am	0	9-10am	58	9-10am	57	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	58	10-11am	48	10-11am	48	10-11am	67	10-11am	74	10-11am	65
11am-12pm	0	11am-12pm	87	11am-12pm	93	11am-12pm	90	11am-12pm	63	11am-12pm	57	11am-12pm	49
12-1pm	81	12-1pm	50	12-1pm	49	12-1pm	47	12-1pm	51	12-1pm	77	12-1pm	72
1-2pm	71	1-2pm	53	1-2pm	41	1-2pm	31	1-2pm	56	1-2pm	56	1-2pm	114
2-3pm	64	2-3pm	108	2-3pm	86	2-3pm	84	2-3pm	115	2-3pm	81	2-3pm	92
3-4pm	97	3-4pm	124	3-4pm	100	3-4pm	144	3-4pm	144	3-4pm	125	3-4pm	105
4-5pm	98	4-5pm	140	4-5pm	97	4-5pm	107	4-5pm	136	4-5pm	79	4-5pm	90
5-6pm	99	5-6pm	94	5-6pm	74	5-6pm	102	5-6pm	74	5-6pm	83	5-6pm	97
6-7pm	0	6-7pm	63	6-7pm	84	6-7pm	132	6-7pm	88	6-7pm	16	6-7pm	0
7-8pm	0	7-8pm	50	7-8pm	81	7-8pm	78	7-8pm	68	7-8pm	22	7-8pm	0
8-9pm	0	8-9pm	43	8-9pm	72	8-9pm	80	8-9pm	46	8-9pm	56	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	510		870		883		1,000		908		726		684

5/22/2022		5/23/2022		5/24/2022		5/25/2022		5/26/2022		5/27/2022		5/28/2022	
9-10am	0	9-10am	0	9-10am	0								
10-11am	0	10-11am	61	10-11am	76	10-11am	75	10-11am	54	10-11am	49	10-11am	54
11am-12pm	0	11am-12pm	67	11am-12pm	54	11am-12pm	85	11am-12pm	50	11am-12pm	57	11am-12pm	72
12-1pm	189	12-1pm	64	12-1pm	56	12-1pm	39	12-1pm	53	12-1pm	52	12-1pm	97
1-2pm	155	1-2pm	78	1-2pm	55	1-2pm	49	1-2pm	55	1-2pm	46	1-2pm	172
2-3pm	171	2-3pm	105	2-3pm	108	2-3pm	96	2-3pm	120	2-3pm	101	2-3pm	243
3-4pm	80	3-4pm	118	3-4pm	128	3-4pm	121	3-4pm	123	3-4pm	92	3-4pm	206
4-5pm	100	4-5pm	94	4-5pm	139	4-5pm	107	4-5pm	114	4-5pm	93	4-5pm	180
5-6pm	118	5-6pm	99	5-6pm	126	5-6pm	96	5-6pm	150	5-6pm	172	5-6pm	156
6-7pm	0	6-7pm	69	6-7pm	110	6-7pm	87	6-7pm	133	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	47	7-8pm	75	7-8pm	71	7-8pm	80	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	58	8-9pm	51	8-9pm	58	8-9pm	53	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	83	9-10pm	0	9-10pm	0
	813		860		978		884		1,068		662		1,180

5/29/2022		5/30/2022		5/31/2022		6/1/2022		6/2/2022		6/3/2022		6/4/2022	
Closed		Closed		9-10am	0								
9-10am	0	9-10am	0	10-11am	74	10-11am	83	10-11am	55	10-11am	66	10-11am	73
10-11am	0	10-11am	0	11am-12pm	46	11am-12pm	58	11am-12pm	49	11am-12pm	47	11am-12pm	99
11am-12pm	0	11am-12pm	0	12-1pm	75	12-1pm	57	12-1pm	66	12-1pm	51	12-1pm	75
12-1pm	0	12-1pm	0	1-2pm	73	1-2pm	54	1-2pm	58	1-2pm	40	1-2pm	90
1-2pm	0	1-2pm	0	2-3pm	101	2-3pm	87	2-3pm	103	2-3pm	102	2-3pm	134
2-3pm	0	2-3pm	0	3-4pm	125	3-4pm	112	3-4pm	135	3-4pm	103	3-4pm	154
3-4pm	0	3-4pm	0	4-5pm	111	4-5pm	44	4-5pm	122	4-5pm	84	4-5pm	128
4-5pm	0	4-5pm	0	5-6pm	91	5-6pm	78	5-6pm	84	5-6pm	100	5-6pm	120
5-6pm	0	5-6pm	0	6-7pm	84	6-7pm	82	6-7pm	91	6-7pm	0	6-7pm	0
6-7pm	0	6-7pm	0	7-8pm	97	7-8pm	57	7-8pm	67	7-8pm	0	7-8pm	0
7-8pm	0	7-8pm	0	8-9pm	86	8-9pm	69	8-9pm	47	8-9pm	0	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		963		781		877		593		873
	0		0										

6/5/2022		6/6/2022		6/7/2022		6/8/2022		6/9/2022		6/10/2022		6/11/2022	
9-10am	0												
10-11am	0	10-11am	82	10-11am	91	10-11am	78	10-11am	97	10-11am	65	10-11am	74
11am-12pm	0	11am-12pm	78	11am-12pm	76	11am-12pm	61	11am-12pm	77	11am-12pm	139	11am-12pm	93
12-1pm	70	12-1pm	81	12-1pm	58	12-1pm	48	12-1pm	56	12-1pm	96	12-1pm	84
1-2pm	73	1-2pm	51	1-2pm	53	1-2pm	60	1-2pm	46	1-2pm	80	1-2pm	67
2-3pm	115	2-3pm	111	2-3pm	98	2-3pm	93	2-3pm	119	2-3pm	74	2-3pm	71
3-4pm	101	3-4pm	141	3-4pm	131	3-4pm	124	3-4pm	181	3-4pm	78	3-4pm	69
4-5pm	118	4-5pm	104	4-5pm	96	4-5pm	99	4-5pm	103	4-5pm	69	4-5pm	92
5-6pm	123	5-6pm	84	5-6pm	66	5-6pm	95	5-6pm	85	5-6pm	94	5-6pm	91
6-7pm	0	6-7pm	76	6-7pm	67	6-7pm	90	6-7pm	86	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	55	7-8pm	86	7-8pm	88	7-8pm	57	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	72	8-9pm	82	8-9pm	57	8-9pm	55	8-9pm	0	8-9pm	0
9-10pm	0												
	600		935		904		893		962		695		641



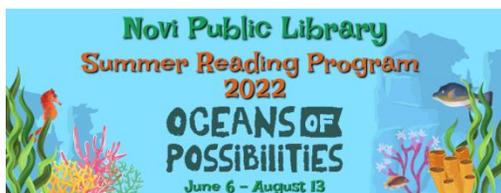
donate

event calendar

my account

Upcoming Closures

Saturday, June 19 - Juneteenth & Father's Day
Monday, July 4 - Independence Day
Friday, August 12 - Staff In-Service



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

A huge thank you to our sponsors of this year's Summer Reading Program!



Reminder Regarding Donations

Thank you for choosing the Novi Public Library to donate your gently used materials. As a friendly reminder, please **only drop off donations during open hours**: Monday-Thursday, 10am-9pm, Friday & Saturday, 10am-6pm and Sunday, 12-6pm. Donations left outside our building are susceptible to damage from the weather, bugs, etc, and they may need to be thrown away. **Donations are**

Author Visit: *The Armageddon Secret*

Join Author Robert Burnham, forensic engineer and 30-year Novi resident, on **Tuesday, June 21 at 7pm**, as he presents an overview of how the world narrowly avoided nuclear destruction at the beginning of World War Two. Using film and photographs, he will describe his research journey culminating in the recent publication by Simon & Schuster Archway of his work of historical fiction titled *The Armageddon Secret: A Novel Inspired by Actual Events*.

[Register here.](#)



Novi Library Café

Earlier Hours Starting June 6!
Monday-Friday, 8:30am-4pm

June weekly specials (valid until 2:30pm):

- **May 31-June 3:** 10% off any Refresher
- **June 6-June 10:** Chicken Caesar salad and a drink (medium-sized regular coffee, Dasani water or pop) for \$8
- **June 13-June 17:** Personal pizza, chips and a pop or Dasani water for \$8
- **June 20-June 24:** 10% off any size freshly brewed Passion Iced Tea

accepted at our main entrance. If you have more than 5 bags or boxes of donations, please call our Facilities team at 248-869-7209 to set up an appointment.



Free Concerts All Summer Long!

Join us at Paradise Park, Thursdays at 6:30pm, for music, food, drinks, and dancing! Events are generously provided by the Friends of Novi Library.

- June 30:** Dueling Pianos
- July 14:** Wayback Machine
- July 28:** Marshall Allen
- August 4:** Geff Phillips and Friends
- August 11:** Rick and Dayna Duo
- August 18:** Stephen Floyd
- September 8:** The Phoenix Theory
- September 15:** Bill Mack & the Juke Joint Johnnies

Arrive at 6pm to place your orders for dinner and drinks! Events are free and will be held under an outdoor, covered pavilion. Paradise Park is located at 45799 Grand River Ave. Registration required.

Thank you to the following sponsors for supporting Summer Songfest.



- June 27-June 30:** 10% off any chips or candy

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

Looking for a caterer for an upcoming graduation party, birthday party, or large event? [Click here](#) for more information.



Get Youth, Tween, or Young Adult materials
delivered to your home with NPL @ Your Door!



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

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 for all ages, 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



Juneteenth Celebration

Join us for music including a steel pan instrumental, displays, presentations, a step show, dance, and more, in a celebration of Juneteenth on **Saturday, June 18 from 12:30-3pm**. Enjoy delicious food from Slows 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.

[Register here.](#)

or send an email to nplayd@novilibrary.org.

Upcoming Meetings

Friends of the Novi Library Meeting:

Wed, June 8, 2pm - NPL Board Room

Novi Historical Commission Meeting:

Wed, June 15, 7pm - [Agenda](#)

Library Board Meeting: Thu, June 23, 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.



Experience Culture Series

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

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



Read with PRIDE in June

The goal of this reading challenge is to recognize Pride Month, which takes place in June and celebrates the LGBTQ+ (lesbian, gay, bisexual, transgender, queer) community.

During the month of June, everyone is encouraged to read at least 3 books or watch at least 3 movies or TV shows that tell the story of an LGBTQ+ character or real person. Log your books/movies/TV

Tradition: Saturday, August 20, 3-5pm
[Register here.](#)

Rotary



Club of Novi, Michigan

shows online or turn in a paper log that you can pick up in the library. Once you have logged your 3 items, you will be entered into a raffle to win a prize! All prize winners will be notified by email. [Click here for more information.](#)

Adult Programs

- Cultural/International & ESL Programs
- Book Discussion Groups
- **6/5:** Listen at the Library Classical Concert
- **6/8:** Pride Trivia Night
- **6/14:** For the Health of It: Family History & Genetics
- **6/21:** Author Visit: *The Armageddon Secret*
- **6/27:** Genealogy Research Assistance

Tween/Teen Programs

- Teen Space (ends June 9)
- **6/8:** Pride Trivia Night
- **6/28:** Summer Reading Kick Off: Mad Science of Detroit Presents Amazing Oceans

Youth Programs

- Story Times
- **6/22:** Tail Waggin' Reading Buddies
- **6/23:** Lunch Bunch Book Club
- **6/28:** Summer Reading Kick Off: Mad Science of Detroit Presents Amazing Oceans

Friends of the Novi Library Looking for Volunteer Board Members

For the past 62 years, the Friends of the Novi Library has raised funds to support special programs and purchases for the library. They are currently taking applications for board members to help them in this mission — all that is needed is a passion for the library and a willingness to share your skillset. They need help with everything from representing the board at some of their activities, helping with execution at events, marketing, event planning, researching projects, and more. If you are someone who is a generalist, and

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. 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 include but are not limited to:

- housing
- free hygiene kits
- food
- employment
- education (birth-adult)

want to help with a little of everything, or someone with a specific skill and prefers to manage one thing like creating the monthly newsletter, there is a spot for you.

- childcare
- physical/mental health

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

**Contact Sue Johnson at
friends@novilibrary.org to set up a time
to hear more about how rewarding
serving on their board can be.**



TALK: Text and Learn for Kindergarten

Do you have a child who is under 6? Sign up for TALK: Text and Learn for Kindergarten to receive two texts a week with brain-building activities and early literacy ideas specific to your child's age. Text TALK to 75547, or visit texttolearn.com for more information.



Community Information

City of Novi Master Plan Survey

The City of Novi is reviewing and updating Novi's Master Plan to guide future land use and transportation decisions while protecting the things that make Novi special. Community input is important and helps shape the revised plan. Simply take the online survey below to provide your feedback on the City's Master Plan revision. [Click here to take the survey.](#)

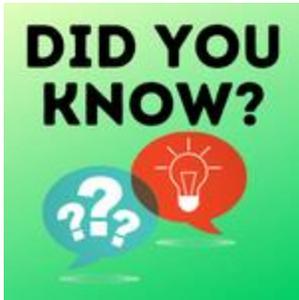
City of Novi Upcoming Events

Sip, Sip, Hooray!

Thu, 7-9pm, Jun 9: Bring your lawn chairs and relax outside while listening to the hits of the 60s-80s at Lakeshore Park. [Register here.](#)

Toss It or Turn It

Tue, 10-11am, Jun 21: This presentation will discuss topics on how you can be more sustainable in your home and business. Held at the Novi Civic Center.



Learn a Language this Summer

Pronunciator is a fun and free way to learn any of 100 languages with personalized courses that include study guides and audio lessons, video phrases, movies, music, and more.

[Click here to access Pronunciator.](#)



Promote the Be Active Lifestyle

Take advantage of our Be Active Bags during the summer months. These bags, created by FLL First Robotics Team: Technobots #26827, help guests be active indoors and outdoors and include a variety of items such as a compass, flashlight, list of local trails, stress ball, board games, and more. **Be Active Bags are located by the 1st Floor Information Desk.**



MI Library is NOW

Now a workspace, now a tech hub, now a health information center.

You can develop new skills, take a job interview, learn more about health and wellness, and more - all from your local library!

Connect With Us:



[Click here to unsubscribe](#)

Information Technology Report by Barbara Rutkowski – May 2022

General

- Annual maintenance was performed on the Lakeshore Lending Library kiosk.
- Motorized projection screen in the Boardroom was repaired.
- Items produced in the iCube were provided for the May picture book display such as a hand, octopus and cat.
- Closed 31 Help Desk tickets.

iCube

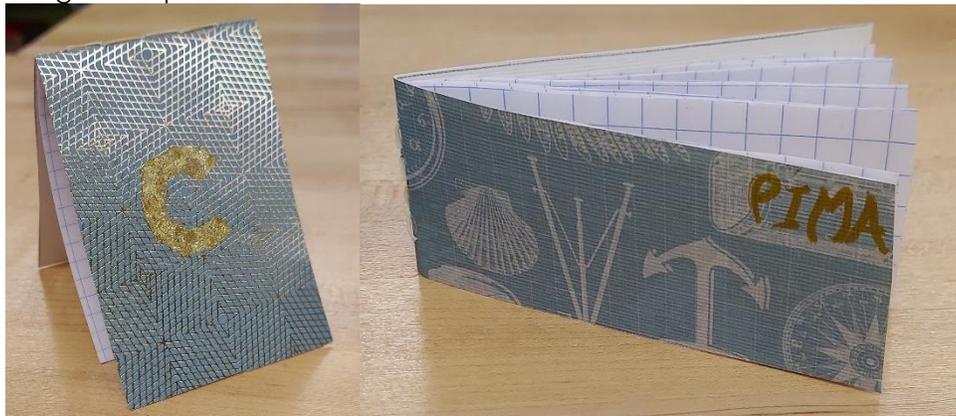
- We held 104 iCube appointments
 - 19 3D Prints
 - 4 Adobe Creative Cloud
 - 39 Creative Kits
 - 8 Cameo/Cricut
 - 2 Laser
 - 3 Sewing/Embroidery
 - 4 Heat Press
 - 8 Sublimation
 - 17 Digital Conversion
- We are starting to display some of the items created in the iCube on our new shelves.



- Below are a couple of the amazing gallery-quality prints produced by the new Epson SureColor printer.



- Below are the finished products made by guests using two popular Creative Kits: Bookbinding and Flip-Book.



- The project for the May Grab and Go Kit was a needlepoint bookmark. One of the items included in the kit was a floss holder to label and organize colors which was created on the Cricut.



Training

- IT Staff viewed various DEI training sessions.
- IT Staff attended meetings for the Safety Committee, DEI Staff Committee, iCube Committee, Building & Grounds Subcommittee,

Facilities Report by Keith Perfect May 2022

In the past month the Facilities Department has closed 5 Facilities tickets, 45 Meeting Room Requests and has updated 351 Periodic Maintenance tickets.

- New, custom shelves were built and installed in the iCube.
- Boiler water chemical testing was completed and ant- corrosion chemical was added.
- Mulch was installed in flower beds by vendor.

- The outside perimeter of the building and patio was sprayed with bug deterrent.
- The outdoor campus signs were cleaned/polished and new vinyl library logos were installed.
- (3)- dielectric unions were installed in mechanical room due to slow drips.
- All first-aid kits have been updated and replenished as needed.
- Window cleaning quotes were obtained from multiple vendors.
- The Safety Data Sheet binders were weeded through and updated.
- All panic buttons were tested and all are working well.
- The glass windows on the Lakeshore Lending Library kiosk were cleaned.
- A large amount of leaves that were killing the grass was removed from the culvert area on the North West end of the property.
- The restroom deep cleaning was performed by vendor.
- The lobby floors were deep cleaned by vendor and are looking great.
- All coin operated mechanisms in the feminine hygiene product dispensers have been changed and all products are now free.
- There was another refrigerant leak detected in the server room HVAC system. As of now it has been repaired and is operational.
- Flowers were planted in the patio flower pots.

Information Services Department Report – not available at this time due to absence of Dept. Head

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 May 3rd.
- Attended a Patron Point Zoom meeting on May 4th.
- Attended a NPL @ Your Door Committee meeting on May 24th.
- Completing Year-End Performance Reviews.

Outreach

- Due to staffing shortages and lack of available materials, Read Boxes have been suspended for Summer 2022.
- Upcoming Library Card Sign-Up Events:

DAY	DATE	LOCATION	EVENT TIME
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

- Jesse Miller's last day was May 25th and Jessica Howard's last day was June 4th. Everyone got to say their goodbyes during their last weeks.
- Shang-Yeu Chang's first day as an Outreach Clerk will be June 13th. Please welcome him to NPL when you see him!
- Completing Year-End Performance Reviews.

Tech Services

- Working on End of Fiscal Year wrap-up, including ordering, processing, cancellations, and budget reconciliations.
- Completing Year-End Performance Reviews.

Statistics (May 2022)

- **Library Cards Issued: 221**
- **Items Checked Out: 53,021**
- **Items Interloaned for NPL Patrons: 3,809 (59 through MeLCat)**
- **Items Interloaned to Other Libraries: 2,480 (71 through MeLCat)**
- **Items Added to the Collection: 2,247**
- **Items Discarded from the Collection: 2,349**
- **Drive-Up Window & Locker Hold Pickups: 23**
- **MAP Checkouts: 35**
- **Lakeshore Lending Library Checkouts: 157**
- **Outreach:**
 - **5 Facilities Visits / 18 Items Provided**
 - **7 Book Discussions / 107 Items Provided**
 - **NPL @ Your Door: 8 Mailer Bags / 38 Items**

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	53,021	37.96%	20,125	6,989	4,486	2,850	5,800
June			0				
FYTD	704,584	37.38%	255,411	91,137	70,777	64,435	29,062

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	22,690	9,642	32,332	1,155
June	17,300	6,647	23,947	855	June				
FYTD Total	125,949	52,620	178,569	521	FYTD Total	227,468	85,926	313,394	1,088

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	873	50,149	51,022	1,822
June	966	27,206	0	28,172	1,006	June				
FYTD Total	6,492	205,348	0	211,840	618	FYTD Total	10,126	463,913	474,039	1,500

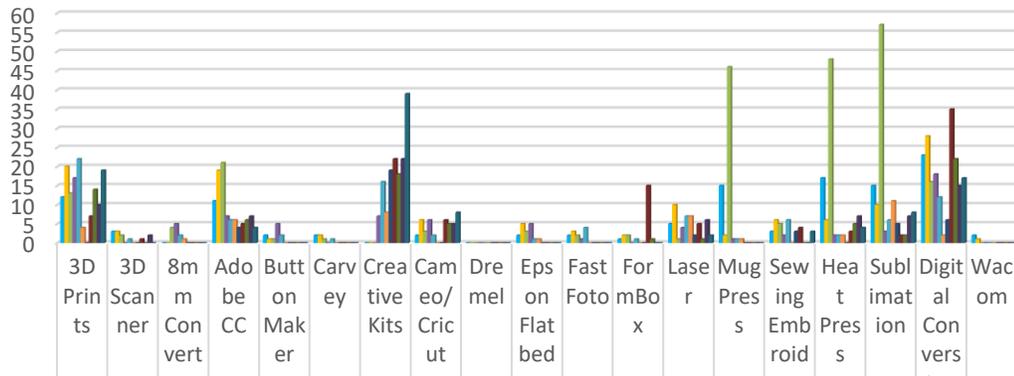
Early Literacy Workstation Usage							
2020-2021 Fiscal Year				2021-2022 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	0	0	0	July	193	3,882	18
August	0	0	0	August	239	5,031	21
September	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	278	4,684	16
June	134	2,347	17	June			
FYTD Total	304	5,402	20	FYTD Total	3,121	59,661	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	19	8	17	0	3	8	0	2	0	0	4	5	4	39	0	0	0	109	
<i>Guests</i>	19	8	17	0	3	8	0	2	0	0	4	5	4	39	0	0	0		109
Jun																			
<i>Guests</i>																			0
Sessions	138	43	141	54	32	126	6	50	22	12	96	28	96	153	1	1	47	1,046	
<i>Guests</i>	138	43	141	54	32	126	6	50	22	12	96	28	96	153	1	1	47		1,046

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	1,492	396	144	24	539
June					
FYTD Total	16,069	4,167	1,289	278	5,801

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	4,996	1,986	6,982	558	62
June					
FYTD Total	61,182	20,028	81,210	8,070	912

2021-22FY iCube Appointments



	3D Prints	3D Scanner	8m Converter	Adobe CC	Button Maker	Carvey	Creative Kits	Camcorder/Cricut	Dremel	Epson Flatbed	FastFoto	FormBox	Laser	Mug Press	Sewing Embroidery	Heat Press	Sublimation	Digital Conversion	Webcam
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
May	19	0	0	4	0	0	39	8	0	0	0	0	2	0	3	4	8	17	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	22	851
June	0	0	June		
FYTD	0	0	FYTD	177	4,431

**Friends of the Novi Public Library
Meeting of the Board of Directors
May 11, 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 2:01 p.m.

Present: Marilyn Amberger, Marge Bixby, Evelyn Cadicamo, Carol Hoffinan, Sue Johnson, Carol Neumann, Karen Schubert and Dana Brataniec, Library Liaison. Also joining us was Brian Bartlett, member of the Novi Library Board of Trustees.

Absent: Lin Giglio.

Minutes of the April 13, 2022 Meeting. Evelyn Cadicamo. As there were no additions or corrections to be made to said Minutes, motion was made by Karen to accept them as presented; seconded by Marge. Motion passed: 7-0.

Treasurer's Report: Marilyn Amberger. Our accounts are "healthy." Marilyn stated that we are in the process of moving money from the Vibe savings account into the checking account in order to pay this account down. We will be closing out this account once checks have been written. Sue stated that she has already begun to write grant checks. We will be utilizing the Community Financial account as our only means of banking. We are also looking into taking out another CD as well. Marilyn pointed out we can do this because Book Nook sales are still performing quite well. We determined to take out a CD in the amount of \$15,000.

Income	\$3,187.63	CF CD	\$15,427.90
Expenses	<u>4,152.73</u>	CF Checking	30,708.86
Overall Total	-965.10	CF Savings	<u>15,008.46</u>
		Vibe Checking	10,988.78
		Vibe Savings	<u>5.30</u>
		Total Bank Accounts	\$72,139.30
		Startup Fund	<u>100.00</u>
		Overall Total	\$72,239.30

Sue informed us that Gale Anderson had to cancel the Car Show (which was a Library event, not a Friends event) and had been scheduled for July 16, 2022. Gail is using the remaining \$1450 from the Friends budget for Tuesday Tunes on the Patio will include music, entertainment, games and company. Among the activities planned are: Corn Hole on July 12 and August 2; Jenga on July 19 and August 23 and Free Ice Cream Treats on July 26th.

(1) Sue elaborated on what funds were remaining in the Budget; namely, \$500 for iCube, \$2,000 for Summer Reading, \$700 remaining in Community Reads account, \$2800 for Podcast equipment, and verification of the amount spent on Book Page. (2) She then presented a new version of the Budget that included: \$700 for the new laptop, \$150 for the

pop-up tent, \$800 for the laptop tables for the teen space. This was voted on and approved. We spoke about the Kaleidoscope program and how good it was. The Yamasaki program was "really magnificent." Sue told us that our new computer is now fully functional and she is enjoying using the touch screen instead of the mouse!!! Sue called for a motion to approve the changes made to the Budget. Carol Neumann so moved and was seconded by Marge. Motion passed: 7-0.

Library Liaison: Dana Brataniec. Dana gave us information regarding Community Reads. She told us we had 369 people in attendance: 170 people were in person and the rest all attended virtually. All of the books were sold and people seemed to have a positive reaction to the author as well as the book she wrote. Dana also informed us the Library will not be utilizing teen helpers this summer so there will not be scholarships.

Book Nook: Carol Hoffman. Carol was pleased to state that sales were \$2,039, but that donations were really down. Collections are way down; we do not even have enough books to showcase on a dedicated shelf. We do need more books to be donated. Carol brought up a flyer regarding an internet service that, once notified, comes to your home and picks up the book donations. This service is also provided to libraries. The downside to this operation is that neither the donor nor the library makes anything. The collection service is a nice idea but the library has not got the personnel or the funding to carry on such a service.

Membership: Sue Johnson. Sue reported that our membership was doing "very well!"

Proposal: Carol Neumann. Carol provided the background story on creating a Memory Tree. While visiting her sister in Florida, she had occasion to see this Tree in the library her sister is involved with. The leaves on the tree can be engraved; donation range varies depending on the metal chosen (bronze, silver, gold) and the amount (\$100-\$500). She was bringing forth this idea for the Novi Library as it is quite a beautiful display. This prompted discussion regarding placement of such a display; wall space needed; whether or not to proceed with such an endeavor. Suggestions were made regarding placement. This display would be eye-catching if it could be located near the front door, but wall space is really a concern. Carol will follow up on this idea and present her findings.

President's Comments: Sue Johnson.

- The new laptop - "Ah, the new laptop." I can do so many things on it!!!!!!
- The Car Show was cancelled by Gail. It would have been on July 16th.
- The Newsletter - should go out by the middle of June; we still have some time to put it together because we have to let everyone know about the Annual Meeting.
- Term Limits - Marilyn, Evelyn and Sue are limited to serve. Question: Do we have to change the By-Laws in order to ask these people to continue to serve? Sue will run this by Julie as Marilyn, Evelyn and Sue stated they would keep their positions as there are no other candidates. Sue will notify us once she has clarification.
- Summer Songfest - Dueling Pianos are the first ones up. Have a more festive atmosphere; theme "Love Your Library;" have donation jars on every table at the music events; or, a donation jar at the registration desk. We should encourage people to come early, order a pizza and drinks. We will have desserts available. We could

make a few baskets and have a raffle. Also, we could sell tickets. "Let's see how it comes together."

- "Engage" Ad. We need to decide on whether we would place a ¼ page ad; a ½ page ad and get it ready for the June/July edition. We toyed with the ¼ page ad but we need to be ready within the next week or two. Also, have the ads laminated and available to take at the front desk of the library.

Our next meeting will be **Wednesday, June 8, 2022 at 2 p.m.**

There being no further business to discuss, Sue made a motion to adjourn our meeting. Marilyn seconded. Motion passed 7-0. Meeting adjourned at 3:15 p.m.

Respectfully submitted,

Evelyn Cadicamo

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – June 8, 2022**

I. Call to Order, Roll Call

Sue Johnson

II. Minutes of the May 11, 2022 Meeting *

Evelyn Cadicamo

III. Treasurer's Report*

Marilyn Amberger

- Prior month(s) Income and Expense
- Statement Balances
- New CD

IV. Reports

- Library Liaison
- Book Nook
- Membership
- President
 - Discussion of moving to evening meetings
 - Membership in ALA - \$80
 - Review of the 2022/23 Budget and Wish List
 - Review of the Bylaws modification
 - Annual Meeting – July 6 at 2:00 pm
 - Newsletter to announce Annual Meeting
 - Web page update
 - Summer Songfest – discuss Dueling Pianos event plans

Dana Brataniec
Carol Hoffman
Sue Johnson
Sue Johnson

V. Announcements

VI. Calendar

Kaleidoscope

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



NOVI HISTORICAL COMMISSION

May Minutes
Wednesday, May 18, 2022
Novi Library Local History

CALL TO ORDER: 7:01pm

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

ABSENT: Dan Pierce

INTRODUCTION OF GUESTS: Betty Lang, Sue Grifor

APPROVAL OF AGENDA: ALL APPROVED

APPROVAL OF APRIL MINUTES: ALL APPROVED

TREASURERS REPORT- Kim

Kim has a request in to Barb about our payment for our portion of Engage.
Fiscal year ends June 30th

Library Liaison Report, Betty Lang

- Micro-film reader/Printer in the Local History room has died and we can no longer get parts for it. Barb is waiting for a quote for a new one or possibly a used one.

We will have to look into how can we pay for it. Will discuss in the future.

Communications

A nice note from Jeannie Weiner thanking us for having the JSHM talk in March Michigan Historical Society Magazines

- **History Room Staffing**
June 6th 12-2pm: Rae Manela, Debbie Wrobel
June 20th 6-8pm: Kelly Kasper
No hours in July and August
Our goal is to always have 2 people in the room when possible.
- **Northville Genealogical Society**
No hours in July and August
- **Document Donation Day**
May 22nd 2-4pm
Signs have been out.

Projects/Upcoming Events

Walled Lake Amusement Program Recap

- A former employee came in from Traverse City and had lived on the property came to the event.
- Another attendee sent photos of their home and other photos from Walled Lake from the time of the park. They also sent in a written family history.
- Marilyn Combs (Woodworth) thanked us for adding her father's story to the presentation.

Storage Unit Pricing

- Currently with Extra Space Storage
Received a quote of \$2,652. This would cover us from July 2022-June2023



NOVI HISTORICAL COMMISSION

May Minutes

Wednesday, May 18, 2022

Novi Library Local History

We are paid up through June 30th.

Move to Approve: Kelly Kasper, 2nd by Kathy Crawford, ALL APPROVED

We want to look into getting pricing for other units

- **Omeka (Grave Sites), Dan Pierce**

Metadata

Talk/Presentation on Hold until Dan returns

- **Novi Historical Sites Brochure, Dan Pierce**

Design: Color Scheme, font, etc.

Wait until Dan returns

- **Spring Palooza, Kim Nice and Debbie Wrobel**

Friday May 20th Set up between 1 and 5:30. Event: 6-8pm

Theme this year is Bowling alleys.

- **City of Novi Resource Management Plan**

Must be updated by October

Betty will send our portion to us and we hope to review it at our next meeting.

- **City Request for Facts/History for Social Media, Sharon Larson & Kathy Crawford**

Nathan from the city has left the City of Novi. So, until we hear from the city we don't know if this is still a project they want to pursue and who our new point person at the city will be.

- **Miniature Project, Kathy Crawford**

Committee members: Kathy Crawford, Sharon Larson, Kim Nice, and Sue Grifor

- June meeting date, tenable date: June 21st.

Kathy spoke with Fox Run, the train and the wood working groups have a meeting in August. They like the idea of the project and are interested.

Where can research be conducted on which stores were at the 4 corners 100 years ago?

Which date will they go with? What will the facades and the interiors look like?

- **Veteran's Memorial for KIA – Kim**

- Kelly sent information to Sandy at the city with information about one of the soldiers buried in the Novi Cemetery who was killed in Action.

- At the May 25th event at Fuerst field the city will have the application form the Historical Commission for people to fill out if they know of a soldier who is eligible.

NHC Speaker Event

May 25: The Chautauqua Movement

BACKBURNER PROJECTS:

- Cemetery Sign Removal/Change

- Historic Sites Sign Style

- **Cemetery upkeep**

Gates have been refurbished.

Is the Novi Beautification Commission in charge of the plantings there?

Parks is in charge of the Cemetery. They are currently waiting to put in extra parking, paths and benches.

NEW BUSINESS: None

PUBLIC COMMENT:

NEXT MEETING – Wednesday, June 15 at 7 p.m.

ADJOURN: 8:44pm

Events Marketing and Fundraising 6-13-2022 by Trustee Dooley

Show a stack of books and have it go down like a thermometer starting high and coming down
Dana has done a lot of research on messaging for us inspired by other libraries

End of June launch

Research into automated lists

Goal 1: Continuing support with Friends of Library

More board presence at their events

Goal 2: Marketing Plan Update

Goal 3: Marketing efforts put in place for the strategic plan

July - Online library card sign-up

Board members are welcome sign up to be on Friends of Novi Library

Brian attended Friends meeting in May

- Talked about recruiting and volunteers for events
- Board should help them cover events
- Friends mentioned the need to diversify

Dana attended June Friends meeting

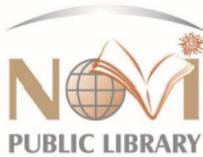
- June was last meeting cause a couple board members met
- July is their annual meeting

Chair did not curate board members who attended events. Please make sure to note them if needed during the public meeting.

Strategic Planning 6-13-2022

Make sure to get comments for the original SP plan review.

Scrubbed the document and made a point for diversity because we need to plan for our Novi community



OBJECTIVE

The Novi Public Library (NPL) seeks a consultant to develop a comprehensive 5 year strategic plan for the library that includes a significant community research component.

A. DEADLINE FOR RECEIPT

Proposals must be received via email by **date/time**. Proposals should be addressed to Julie Farkas, Library Director, Novi Public Library and emailed to JFarkas@novilibrary.org

B. INQUIRIES

Inquiries must be made via email. Please address all inquiries to JFarkas@novilibrary.org. Telephone inquiries will not be addressed. All questions must be received no later than **date/time**.

C. INTRODUCTION

NPL is a city library serving the community of Novi, with a dedicated staff which provides library service in two locations (Main Library approx. 60,000 sq. ft. and Lakeshore Lending Library a self-service kiosk). Each location has a unique personality, and both offer excellent service.

We offer innovative programming for all ages; technology needs including computers, Wi-Fi, and hotspots, and a makerspace called the iCube; seven community rental spaces for meetings in varying sizes, for studying, and casual conversations with neighbors; expanded material offerings including eBooks, streaming media, STEAM kits and Be Active Bags, a small braille collection. NPL went fine free in July 2020.

NPL is seeking proposals from qualified firms or consultants ("Consultant") to conduct and facilitate a comprehensive strategic planning process for NPL. The library is seeking the assistance of a consultant to work with the NPL Board Strategic Planning Committee, Senior Leadership, and library staff, Friends of the Novi Library, library supporters and community stakeholders to create a strategic plan for the next 5 years of library service.

NPL expects a strategic plan that includes prioritized goals, measurable objectives, and activities to meet community needs and a direction forward for the next 5 years. The plan should address the specifications of the proposed goals for the overall library service model, including collections, programming, technology, outreach, staffing, and facilities and serving a diverse community.

The plan will examine the community's growth patterns and demographics and identify the service needs associated with future trends and technologies for libraries. Data gathered through this strategic planning process should present a comprehensive overview of the library service needs of the overall community, focusing on currently known users and non-users and the want and need to service its diverse community. The purpose of the strategic plan is to position the Library as a valuable community resource which provides services that meet the needs of a continually changing and diverse community.

D. LIBRARY BACKGROUND

NPL receives most of its funding from one dedicated millage. The annual budget is approximately \$3.3M (as of 5/2022) with an additional Contributed Fund of \$1.6M. The Library is in sound financial shape due to a conscientious library board. The service population of the Novi area is approximately 65,000. The library's collection includes approximately 150,000 physical items, with an annual circulation of 952,505 (as of 6/2021). There are 65 staff members. The library is open 66 hours per week, year-round.

E. SCOPE OF WORK

The strategic planning process should provide a blueprint for maintaining and revising existing services and/or creating new services and identify strategic plan initiatives. The plan should incorporate needs of the community, where the library can have the greatest impact, opportunities for collaboration, and what would be required from an administrative aspect to execute the strategy

An experienced, professional facilitator should perform the following:

1. Facilitate the strategic planning process using a methodology effective for public libraries.
2. Gather data through community research that focuses on library users, non-users, and stakeholders – including board, Friends and staff – to identify library needs and wants, as well as ways to increase library usage and cardholder registration.
 - a. Community input is a key component of this planning process and may include:
 - i. Focus groups/individual interviews/public input sessions
 - ii. Robust non-user survey
 - iii. Online survey
 - iv. Phone interviews (if applicable)
 - v. Other methods as identified by the consultant

3. Facilitate planning meetings and input sessions (public, staff sessions, board and Friends)
4. Review the current mission statement, values statement and motto and facilitate revisions
5. Identify service priorities, goals, objectives, and activities
6. Write and present the strategic plan that will be communicated to the library's stakeholders.
7. All raw and summary data is to be delivered to NPL at the conclusion of the planning process.

The final deliverable will include:

- a. A usable snapshot of the larger project that can be distributed and easily referenced easily (e.g. a one-pager or a suite of materials that distills the themes)
- b. A scope of work for the project and audiences that will be targeted.
- c. An up-to-date community profile and identification of community market.
- d. An assessment of the library's environment, including evaluation of strengths and weaknesses, quality of services, reputation, management, and budget, how well geographic location meets the needs of the community, etc.
- e. Specification of the mission and core values of the organization.
- f. Clearly defined priorities, goals, and objectives that are measurable and for which the library will hold itself accountable.
- g. Specification of a built-in process of regular review, evaluation, and adjustments to the plan resulting from changes in the economic, demographic, or political climate.

F. PROPOSAL CONTENT REQUIREMENTS

1. A cover letter providing a brief description of the firm or individual, including name, address, phone number, and email of principal contact person.
2. An executive summary of the highlights of the proposal, not to exceed one page in length, and conveying the consultant's understanding of the purpose and expected outcomes of the project.
3. A list of key personnel who would be involved in the process and their experience/expertise.
4. A summary of the consulting firm's qualifications and relevant experience. The successful firm and their contractors will have demonstrated expertise in library operations, services, trends, and functions, as well as strategic planning experience and collaborating with other professionals.
5. A work plan that includes a description of the methodology, tasks, timeline, expected time requirements by library staff for project involvement, samples of reports and data gathering mechanisms, and estimated total amount of time that would be spent on the project.
6. Exclusions or exceptions. Please note any part of the proposal that is beyond the expertise of the consultant or would be better handled by library staff.
7. A schedule of costs that includes consulting, supplies, number of onsite and/or virtual visits and cost per trip, and other costs associated with the planning process.
8. Costs for data gathering and analysis (community research component) must be listed separately.
9. References and contact information for three (3) organizations for which the facilitator has provided strategic planning services. A public library is required as one of the three references.
10. Explanation of how the firm will follow-up with library staff once the plan has been implemented and suggested timeline for follow-up.

G. RFP STANDARDS AND SELECTION CRITERIA

1. NPL reserves the right to cancel the award of contract at any time before the execution of the contract by both parties. The responding consultants bear sole risk and responsibility of costs incurred in the preparation of the proposal.
2. No library board or staff member shall have financial interest in this proposal.
3. In cases of dispute over differences of opinions as to the services of the proposal, the decision of NPL shall be final.
4. NPL reserves the right to ask for clarification in the proposal if the need arises, and to select a planning consultant based directly on the proposal or to negotiate further with one or more respondents.
5. NPL reserves the right to reject any or all responses to this RFP.
6. The proposal will be evaluated by NPL, and the following criteria will be considered:
 - a. Responsiveness of the written proposal to the purpose and scope of the project.
 - b. Demonstrated knowledge, skills, and experience in conducting strategic planning projects for public libraries.
 - c. Methodology and timeline for carrying out tasks in the scope of the work.
 - d. Cost to complete the process.
 - e. Ability to meet deadlines in strategic and library planning; satisfactory performance record (references).

H. RFP PLANNING PROCESS TIMELINE

- Library issues RFP: June 27, 2022
- Deadline for written questions submitted by firm: July 11, 2022
- Deadline for questions answered by Library: July 18, 2022
- Deadline for Proposal Submission: August 8, 2022
- Consultant Selection: week of August 15, 2022
- Anticipated Contract Approval by Library Board: August 25, 2022
- Anticipated Contract Start Date: September 6, 2022
- The strategic planning process will begin no later than mid-September 2022
- A staff day (closure of the building) can be scheduled to have direct interaction with library staff in the fall 2022; 2 months advanced notice must be received.
- A draft/report plan and executive summary are to be submitted to the Library Director six (6) weeks in advance of the final deliverable date, no later than January 20, 2022; however if there are valuable budgetary recommendations that impact the plan, those suggested costs need to be received in advance of January 6, 2023 to be considered during the Library Board's budget discussion for 2023-2024.
- The strategic planning process will be completed no later March 3, 2023.

DEI Board Committee Meeting by Trustee Dooley

AGENDA 6-1-2022

- * Rules of Conduct Policy review and recommendations
- * DEI Scorecard update
- * Discussion on Trustee Cherikuri's request for the board to define what DEI is for NPL

NOTES:

The DEI Committee reviewed the last draft of the Employee and Volunteer Rules of Conduct Policy.

- Committee read Draft 2
- Discussed verbiage and recommendations for changes
- Reviewed one-party consent state verbiage - checked with Claire Membiela - to also make sure we are in compliance
- Discussed policies regarding employee disruption of productivity
- Discussed acceptance of individual gifts
- Finalized copy to put through for board approval
DEI Score Card to be launched by the fall season 2022.

Defining DEI

Copy of the BOARD STATEMENT (APPROVED MAY 27, 2021)

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 DEI committee had a robust discussion regarding a request to define Diversity, Equity, and Inclusion for NPL.

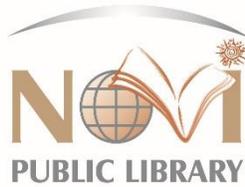
More information will be curated for the next committee meeting.

Discussed ALA Definition and Diversity Equity and Inclusion, as well as other information from credible sources.

Trustee Michener shared resources to aid with committee discussion for the next committee meeting.

Committee members are doing research and bringing that forward to committee for discussion at the next meeting.

Next meeting date: Tentative July 6 at 4:30 PM, at the time of this packet, waiting on confirmation.



DRAFT 1

LIBRARY CLOSINGS 2023

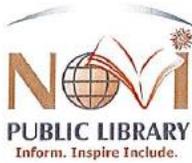
- SATURDAY, JANUARY 1 (New Year's Day) **H**
- SUNDAY, APRIL 9 (Easter Sunday) **H**
- SUNDAY, MAY 14 (Mother's Day)
- SUNDAY, MAY 28 (Sunday of Memorial Day Weekend)
- MONDAY, MAY 29 (Memorial Day) **H**
- SUNDAY, JUNE 18 (Father's Day)
- MONDAY, JUNE 19 (Juneteenth) **H**
- TUESDAY, JULY 4 (Independence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

LIBRARY BOARD MEETINGS

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

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

H – Paid Holiday for Employee



HOLIDAYS

The following days shall be called "Library Holidays" and the Library shall not be open for service:

New Year's Day
 Easter Sunday
 Memorial Day
 Juneteenth
 Independence Day
 Labor Day
 Veteran's Day (Library is not closed this day, but floating holiday for November)
 Thanksgiving Day
 Christmas Eve Day
 Christmas Day
 New Year's Eve Day

NPL Employee Handbook: Approved December 19, 2007; Amended May 1, 2010; Amended February 11, 2012, Effective January 1, 2013; Amended October 15, 2014, Effective January 1, 2015; Amended March 16, 2016; Amended December 15, 2021

Signed:

Kathy Crawford
 President
 Novi Public Library Board of Trustees

Eligibility for Holiday Pay:

- A. All permanent (i.e. not seasonal or temporary) employees working at least 20 hours per week shall be entitled to holiday pay for those days designated as "Library Holidays." These shall be referred to as eligible employees.
- B. Eligible part time employees working between 20-29.5 hours per week will receive a flat rate of pay based on the number of hours they are regularly scheduled to work per week.

Hours Regularly Scheduled Per Week	Hours Received per Holiday
20-23	4
23.5-25.5	5
26-29.5	6

Novi Public Library Employee Handbook – December 15, 2021

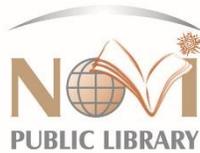
- C. All eligible employees shall have their regular day off in addition to the holiday itself, during the week in which the Library holiday occurs. Eligible part-time employees shall have the appropriate number of holiday hours on their time card. Part time employees will have the option to work the additional hours to make up for time based on flat rate of hours (see chart) or use available benefit time.
- D. If eligible employees waive taking their paid time off during the pay period in which the Library holiday occurs, they will be given time off at a date, schedule permitting, and with the approval of their supervisor, not later than one month from the date of the Library holiday occurring that week.
- E. To be eligible for holiday pay for the Library holidays, employees must work their usual hours the last regularly scheduled day before and the next regularly scheduled day after the Library holiday, unless otherwise approved by the Director.
- F. Holidays that occur during a staff members' planned vacation leave are not charged against their vacation leave.
- G. Holiday time off requests will be approved based on staffing needs and past patterns of holiday vacation leave time. Holiday time off requests are time off requests that are around any holidays.
 - 1. Time off requests will only be approved up to 6-months in advance.
 - 2. Time off requests must be made at least 30 days in advance.
 - 3. In the case of international travel/airline ticket purchases, time off requests will be approved beyond the 6-month timeframe, and will be approved on a case-by-case basis.
 - 4. When planning vacation or travel plans, you must gain approval for the time off prior to making plans. If you already make reservations and then are not approved for the time off, that will not be used for justification in gaining approval for the time off.

NPL Employee Handbook: Approved October 9, 1995; Amended October 21, 2009; Amended January 6, 2010; Amended September 21, 2011, Effective January 1, 2012; Amended March 16, 2016

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees

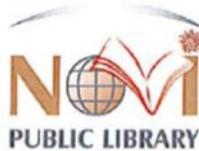


Library Board Calendar

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