

**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Thursday, October 26, 2023  
at 7:00 p.m.  
Location: City of Novi, Council Chambers

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

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

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

**Pledge of Allegiance**

**Roll Call by Secretary, Brian Bartlett**

- 1. Trustees: Bartlett, Cherukuri, Crawford, Dooley, Gawalapu, Gurumurthy and Sturing

Student Representatives – 2 seats have been filled, students begin November 16, 2023

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

**Consent Agenda**

- 1. Approve Minutes of: September 28, 2023 Regular Board Meeting.....5-11
- 2. Approve Claims and Warrants of:
  - A. Accounts 271 and 272 (#631) ..... 12-14

**Presentations**

- A. Novi Community Coalition Annual Report by Debbie Wertz, Director; introducing Liz Young and Lacinda (Cindy) Warren

**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 – September 2023 ..... 16-17

2. President's Report (Mark Sturing)	
A. President's comments, Trustee experiences and involvement.....	N/A
B. Michigan Library Appreciation Month – Proclamation from Governor Whitmer...	18-19
3. Treasurer's Report (Sreeny Cherukuri)	
A. 2023-2024 Library Budget Fund 271.....	20-22
B. 2023-2024 Contributed Fund Budget 272 .....	23
C. Financial Report September 28, 2023.....	24
D. Library Fund 271 Expenditure & Revenue Report as of September 28, 2023.....	25-27
E. Library Fund 272 Contributed Fund as of September 28, 2023.....	28
F. Balance Sheets for Funds 271 and 272 as of September 28, 2023.....	29-30
4. Director's Report (Julie Farkas) .....	31-35
A. Information Technology Report (Jeffrey Smith) .....	36-40
B. Facilities Report (Keith Perfect).....	41
C. Information Services Report (Hillary Hentschel).....	41-44
D. Support Services Report (Maryann Zurmuehlen).....	44-46
E. Library Usage Statistics.....	47-57
F. Friends of Novi Library - Friends of Libraries Week; Vera Bradley Fundraiser .....	58-59
G. City of Novi Historical Commission –Minutes: August 16, 2023 .....	60-61

**Public Comment**

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

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**Committee Reports**

1. **Policy Committee:** Review current public policies for the Library  
 (Chair: Sturing, Bartlett and Gawalapu, Staff Liaison – Julie Farkas)
  - No Meeting Held: New Policy – Programming (Draft 1); Collection Development Policy (Draft 2).....62-74

**GOALS 2022-2023: (NEED NEW GOALS)**

  1. Continued review of public policies
  
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals  
 (Chair: Crawford, Dooley, Staff Liaison – Julie Farkas)
  - No meeting held – Staff HR Committee met with the HR Attorney to review the first draft of the new policy manual, a second meeting is set for.....N/A
  - Next meeting: Attempting to schedule a meeting for Committee to meet new HR Specialist, Kristen Sullivan

**GOALS 2022-2023: (NEED NEW GOALS)**

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

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation  
 (Chair: Cherukuri, Bartlett, Sturing, Staff Liaisons – Julie Farkas)
  - No Meeting held on.....N/A

**GOALS 2022-2023: (NEED NEW GOALS)**

  1. Review Financial Plan
  2. Library Endowment/Foundation investigation
  3. Salary Comparison and review – **COMPLETED**
  
4. **Events/Marketing/Fundraising Committee:** Outreach opportunities  
 (Chair: Gurumurthy, Dooley, Staff Liaisons – Julie Farkas & Dana Brataniec)
  - Meeting held: October 9, 2023.....75
  - Next meeting: November 13

**GOALS 2022-2023: (NEED NEW GOALS)**

  1. Continuing support with Friends of Library; more board presence at their events
  2. Marketing Plan Update pending the new Strategic Plan
  3. Marketing efforts put in place for the Strategic Plan
  
5. **Strategic Planning Committee:**  
 (Chair: Bartlett, Gurumurthy, Crawford, Staff Liaison – Julie Farkas).
  - No Meeting held:.....N/A
  
6. **Building & Grounds Committee:**  
 (Chair: Gawalapu, Sturing, Cherukuri, Staff Liaison – Julie Farkas)
  - Meeting held on October 18, 2023 RE: Security Camera/Server RFP .....76-78

**GOALS 2022-2023: (NEED NEW GOALS)**

  1. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
  2. Review NPL's current Technology Plan
  
7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**  
 (Chair: Bartlett, Sturing, Gawalapu, Staff Liaison – Julie Farkas)
  - Meeting held on October 9, 2023 .....79

**GOAL 2022-2023: (NEED NEW GOAL)**

  1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed.
  
8. **DEI: Diversity, Equity and Inclusion Committee**  
 (Chair: Dooley, Gurumurthy, Crawford, Staff Liaison – Julie Farkas)
  - Meeting held on October 9, 2023.....79-92

**GOALS 2022-2023: (NEED NEW GOALS)**

  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 new NPL Strategic Planning

**Closed Session**

- 1. No Session

**Motion to Adjourn into Closed Session**

**Matters for Library Board Action**

- A. NEW policy: Programming Policy (1<sup>st</sup> Draft).....62-64
- B. Approve revisions to the Collection Development Policy – 2<sup>nd</sup> Draft (reviewed by staff, attorney, Policy Committee & DEI Committee).....69-74
- C. Approve the closure of the Library at 5:00pm on Friday, December 8, 2023 to allow staff to attend the Annual Evening of Appreciation hosted by the City of Novi.
- D. Approve the Security Camera and Server recommendation by the staff and Building & Grounds Committee for a not to exceed amount of \$68,838.00 with Sentinel Technologies Inc.....76-78

**Communications**

- 1. Email to Ben Mainka, Nicole Carter and Victor Cardenas, RE: After-school crowds at NPL.....93-94
- 2. Email to Jeff Smith and Board of Trustees, RE: PC Information Security Concern.....95

**Adjournment**

**Supplemental Information**

- Library Board Calendar 2023 and 2024..... 96-97
- Library Closings 2023 and 2024 ..... 98-99

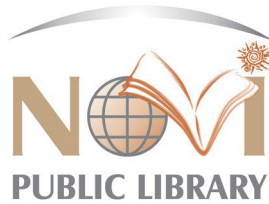
**2023 Future Events:**

- 10/24: Community Reads Event – Emiko Jean author of Mika in Real Life at 7pm, Novi Public Library
- 10/25: Friends Applebee's Fundraiser: Dine-In, Take Out, Pick-up
- **10/26: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers**
- 10/28: Vera Bradley Event – Friends of Novi Library 10am-5pm, Twelve Oaks Mall
- 11/7: Election Day
- 11/8: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 11/11: Wreaths Across Novi event at 11am, Novi Cemetery on Novi Road
- 11/15: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- **11/16: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library**
- **12/21: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library**
- **11/22: Library Closes at 5pm for Thanksgiving Holiday**
- **11/23-11/24 LIBRARY CLOSED for Thanksgiving Holiday**
- **12/23 – 12/25: LIBRARY CLOSED for Christmas Holiday**
- **12/30 – 12/31: LIBRARY CLOSED for New Year’s Holiday**
- **1/1/24: LIBRARY CLOSED for New Year’s Day**
- 1/18/24: 1<sup>st</sup> Library Board Budget Meeting at 5pm, Novi Public Library
- 2/1/24: 2<sup>nd</sup> Library Board Budget Meeting at 5pm, Novi Public Library
- **2/15/24: Library Board Budget Approval Meeting at 7pm, City of Novi, City Chambers**

**Inform. Inspire. Include.**

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

<http://www.novilibrary.org>



**Library Board of Trustees – Regular Meeting  
Initial Draft - MINUTES  
September 28, 2023, 7 PM  
Novi City Council Chambers**

**Call to Order by President Mark Sturing**

City Council Chambers  
Called to order by President Mark Sturing at 7:03 PM

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Roll Call by Vice-President Crawford**

**Library Board – 4 Board Members were recorded present**

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

**Student Representatives**

Vacant

**Library Staff**

Julie Farkas, Director

**Approval of Agenda**

**Motion:** To approve the Agenda with the modification that the Collections Policy be reviewed and discussed rather than be approved. The Collections discussion will be moved to the end of Matters for Board Action.

Motion for Approval – 1<sup>st</sup> – Trustee Cherukuri  
2<sup>nd</sup> – Trustee Gawalapu

**Motion passes – 4-0**

**Consent Agenda**

1. Approve Minutes of: August 24, 2023 Regular Board Meeting .....5-11
2. Approve Claims and Warrants of:

A. Accounts 271 and 272 (#630) .....	12-14
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**Motion:** To approve the Consent Agenda as presented.  
 Motion for Approval – 1<sup>st</sup> – Trustee Gawalapu  
 2<sup>nd</sup> – Trustee Cherukuri

**Motion passes – 4-0**

**Presentations**

None

**Public Comment**

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No Public Comment

**Reports**

1. Student Representatives Report – August, 2023.....	15-16
2. President's Report (Mark Sturing)	
A. President's comments, Trustee experiences and involvement.....	17-18
3. Treasurer's Report (Sreeny Cherukuri)	
A. 2023-2024 Library Budget Fund 271 .....	19-21
B. 2023-2024 Contributed Fund Budget 272 .....	22
C. Financial Report August 31, 2023.....	23
D. Library Fund 271 Expenditure & Revenue Report as of as of August 31, 2023.....	24-26
E. Library Fund 272 Contributed Fund as of August 31, 2023.....	27
F. Balance Sheets for Funds 271 and 272 as of August 31, 2023 .....	28-29
4. Director's Report (Julie Farkas) .....	30-36
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B. Facilities Report (Keith Perfect).....	40
C. Information Services Report (Hillary Hentschel).....	41-44
D. Support Services Report (Maryann Zurmuehlen).....	45-48
E. Library Usage Statistics.....	49-58
F. Friends of Novi Library: Agenda 9/13/23; Minutes 8/9/23.....	59-63
G. City of Novi Historical Commission: Minutes 6/21/23; Minutes 7/19/23.....	64-67

**Public Comment**

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session. However, it is an opportunity to voice your thoughts with the Library Board. Citizens must state their first, last name and address.

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No Public Comment

## Committee Reports

1. **Policy Committee:** Review current public policies for the Library  
(Chair: Sturing, Bartlett and OPEN, Staff Liaison – Julie Farkas)  
· Staff Committee: Julie Farkas, Betty Lang, Dana Brataniec and Hillary Hentschel  
· Meeting Held: September 21  
Re: Collections Development Policy and Meeting Room Policy .....68-87

· **GOALS 2022-2023: (NEED NEW GOALS)**

1. Continued review of public policies

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

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

- Staff Committee: Julie Farkas, Lindsay Gojcay, Kristin Abate and Kirsten Malzahn

- New HR Specialist, Kristen Sullivan, began on Monday, September 11

- No Meeting Held: Staff HR Committee met with the HR Attorney to review the first draft of the new policy manual.....88

- Next Meeting: October 3

· **GOALS 2022-2023: (NEED NEW GOALS)**

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

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

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

- Meeting Held: September 21  
Reviewed 1<sup>st</sup> Quarter revisions to the 23/24 budgets for 271 & 262: a recommendation will be made.....88
- **GOALS 2022-2023: (NEED NEW 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: Gurumurthy, Dooley, Staff Liaisons – Julie Farkas & Dana Brataniec)
- Meeting Held: September 20.....88
  - Next Meeting: N/A
  - **GOALS 2022-2023: (NEED NEW GOALS)**
    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, Gurumurthy, Crawford, Staff Liaison – Julie Farkas)
- Meeting Held: September 20  
Began the goal/action setting for the first 12 months of the new plan.....88

- 6. Building & Grounds Committee:**  
(Chair: Gawalapu, Sturing, Cherukuri, Staff Liaison – Julie Farkas)
- No Meeting Held
  - **GOALS 2022-2023: (NEED NEW GOALS)**
    1. Explore ways to make our infrastructure (i.e. phone, security system) more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces
    2. Review NPL's current Technology Plan

- 7. Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**  
(Chair: Bartlett, Sturing, Gawalapu, Staff Liaison – Julie Farkas)
- Next Meeting: September 26.....89
  - **GOAL 2022-2023: (NEED NEW GOALS)**
    1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed

- 8. DEI: Diversity, Equity and Inclusion Committee**  
(Chair: Dooley, Gurumurthy, Crawford, Staff Liaison – Julie Farkas)
- Meeting Held: September 1 and September 22.....89
  - Next Meeting: October 10
  - **GOALS 2022-2023: (NEED NEW GOALS)**
    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

**Closed Session**

- 1. Attorney-Client Privileged Written Communication

**Motion:** To move into closed session to discuss Attorney-Client Privileged Written Communication

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

**Motion passes – 4-0**

**Return from Closed Session**

**Matters for Library Board Action**

- A. Approve revisions to the Meeting Room Policy (reviewed by staff, attorney and Policy Committee) .....83-87

**Director Farkas:** Largest change to the policy was the violation language that was suggested to add by the attorney. Just modified some redundant language elsewhere to clarify the policy. The policy focuses on resident/non-resident usage. In most cases the policy works quite well.

**Trustee Gawalapu:** Clarified the usage regarding organizations per residents and non-residents.

**Motion:** To approve revisions to the Meeting Room Policy

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

**Motion passes – 4-0**

- B. Approve 2023-2024 271 Budget – 1<sup>st</sup> Quarter Amendment.....19-21

**Motion:** To approve 2023-2024 271 Budget – 1<sup>st</sup> Quarter Amendment

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

**Motion passes – 4-0**

- C. Approve 2023-2024 272 Budget – 1<sup>st</sup> Quarter Amendment.....22

**Motion:** To approve 2023-2024 272 Budget – 1<sup>st</sup> Quarter Amendment

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

**Motion passes – 4-0**

- D. Approve revisions to the Collection Development Policy (reviewed by staff, attorney, Policy Committee & DEI Committee) .....73-76

**Trustee Cherukuri:** Asked how the Collection Policy related to internet use and control of underaged persons using the internet. Under signage and stickers, what items are available such as movie/TV ratings similar to these guides? These could be used to facilitate these decisions for parents.

There were questions regarding display cabinets and displays near where teens are. There were several questions regarding sponsors and partners and how they are chosen for displays. He is concerned about what is displayed and how those displays are chosen during various library programs. He also wants to know how books are selected.

**Director Farkas:** Indicated the internet use is controlled by the client's library card that indicates their age. The library has a separate internet policy addressing their use and non-resident usage. In most cases the policy works quite well. The stickers are initiated by the publishers themselves, and movie type stickers could draw students to certain items.

Displays and programs are selected by library staff. Outside vendors are not given control of displays or contents. Library staff often drives programming based on programs such as black history month, Native American history month, etc. There are no partitions or walls in the library so any patron may see certain displays. Book selections are choices of librarians on staff. They may use other organizations such as MLA and other industry and publisher trade organizations as reference. They are not responsible for reading each item on display in its entirety.

**Trustee Sturing:** The library and staff is responsible for the displays and believes they do the best job they can. He feels that the putting the burden of analysis beyond the guidelines established by the publisher is not a wise use of library time.

**Trustee Bartlett:** Supported the original proposal in committee. Wants to be sure that the library staff is free to use their creativity and educational background. Is not looking for a policy that creates a burden to the library staff.

**NO ACTION TAKEN**

**Adjournment**

**Motion:** Motion to Adjourn at 8:31 PM  
 1<sup>st</sup> - Trustee Bartlett  
 2<sup>nd</sup> - Trustee Sturing

**Motion Passes – 4-0**

**Communications**

- 1. 8/21/23: Email from: Melissa McCann Re: Treatment of Children with Disabilities.....90-92
- 2. 9/12/23: Email from: Kathleen Nagle Re: Youth Activity Room Usage for Tutors.....92-93

**Supplemental Information**

- Library Board Calendar 2023 and 2024.....94-95
- Library Closings 2023 and 2024 ..... 96-97

**2023 Future Events:**

- **10/9: Senior Day at NPL 10am-3pm**
- 10/11: Friends of Novi Library Regular Meeting – **CANCELLED**
- **10/15: National Friends of Library Week**
- 10/18: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- **10/24: Community Reads Event – Emiko Jean author of Mika in Real Life at 7pm, Novi Public Library**
- **10/25: Friends Applebee’s Fundraiser: Dine-In, Take Out, Pick-up**
- **10/26: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers** • **10/28: Vera Bradley Event – Friends of Novi Library 10am-5pm, Twelve Oaks Mall**
- 11/8: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- **11/11: Wreaths Across Novi event at 11am, Novi Cemetery on Novi Road**
- 11/15: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- **11/16: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library**

**WARRANTS**

<b>Warrant 631</b>	<b>271 Accounts</b>	<b>October 2023</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Quill	Copy paper, tape	271-000.00-727.000	\$ 129.05
Smart Business	Tape	271-000.00-727.000	\$ 750.64
Vista Print	Business Cards CC	271-000.00-727.000	\$ 224.25
USPS Stamps	Postage CC	271-000.00-728.000	\$ 119.99
Amazon	label maker	271-000.00-734.500	\$ 98.09
Apple	Apple developer CC	271-000.00-734.500	\$ 0.99
Canon	IT	271-000.00-734.500	\$ 790.00
CDW-G	HP color LaserJet	271-000.00-734.500	\$ 379.05
Amazon	Toner Cartridge, labels	271-000.00-740.000	\$ 534.33
IDVILLE	Clear look paper Stock CC	271-000.00-740.000	\$ 29.84
4Metcom	Bar Code Labels	271-000.00-740.000	\$ 78.00
The Library Network	Library Labels	271-000.00-740.000	\$ 461.52
Amazon	CM	271-000.00-742.000	\$ 1,497.36
Brodart	books	271-000.00-742.000	\$ 21,240.16
Cavendish Square	743	271-000.00-742.000	\$ 335.90
Cengage/Gale	742	271-000.00-742.000	\$ 100.76
Center Point	742	271-000.00-742.000	\$ 548.91
Tsai Fong Books	743	271-000.00-742.000	\$ 1,065.62
Amazon	Lending Library	271-000.00-742.010	\$ 398.59
Baker & Taylor	Lending Library	271-000.00-742.010	\$ 20.91
Brodart	Lending Library	271-000.00-742.010	\$ 1,108.50
Clawson Blair Memorial Library	for lost item	271-000.00-742.100	\$ 20.99
Salem South Lyon Library	Lost item	271-000.00-659.000	\$ 10.99
Baker & Taylor	744.52	271-000.00-744.000	\$ 884.62
Midwest Tape	744.53	271-000.00-744.000	\$ 2,242.22
OverDrive	EBook & Audiobook	271-000.00-745.200	\$ 4,640.16
The Washington Post	July 1,2023 - July 1,2024	271-000.00-745.300	\$ 1,939.30
Rosati,Schultz	August	271-000.00-806.000	\$ 360.00
Bryan Carter	IT Project services; 9/16/23	271-000.00-816.000	\$ 300.00
Petty Cash	J. Farkas -Strategic Planning dinner Tip	271-000.00-816.000	\$ 12.93
TelSystems	Service - field	271-000.00-816.000	\$ 500.00
Professional Building Services	August	271-000.00-817.000	\$ 5,748.16

AT&T	Aug 23- Sep 22	271-000.00-851.000	\$ 680.97
Telnet	inv amt + prepaid \$ 944.07	271-000.00-851.000	\$ 1,988.14
Verizon	due on 9/20/23	271-000.00-851.000	\$ 457.13
Petty Cash	E. DeCenso - Mileage	271-000.00-862.000	\$ 9.89
Amazon	promotion	271-000.00-880.000	\$ 104.51
Hobby Lobby	Community Promotion CC	271-000.00-880.000	\$ 23.92
MuniWeb	Website hosting, maintenance	271-000.00-880.000	\$ 394.00
Novi Community Schools	ABWA Auction Basket; Gift cards	271-000.00-880.000	\$ 25.00
Positive Promotions	2024 CAL	271-000.00-880.000	\$ 388.95
Walmart	Girls Night Out CC	271-000.00-880.271	\$ 196.09
Meijer	Girls Night Out CC	271-000.00-880.271	\$ 172.15
Amazon	CM	271-000.00-880.268	\$ 9.19
Meijer	ECSE Story Time visit supplies CC	271-000.00-880.268	\$ 3.31
Sam's	Programming	271-000.00-880.268	\$ 169.90
School Collector	Homecoming Ticket CC	271-000.00-880.268	\$ 42.56
Stephen Floyd	Senior Day - Lunchtime Concert	271-000.00-880.268	\$ 250.00
The Library Network	Tech forum Ticket - Denise Woods	271-000.00-880.268	\$ 29.00
Walmart	Programming CC	271-000.00-880.268	\$ 30.53
Millennium Business	Property tax & meter read	271-000.00-900.000	\$ 497.54
DTE	due 10/17/23	271-000.00-922.000	\$ 9,685.70
Canon	lease	271-000.00-942.000	\$ 1,010.00
Corrigan	Storage: September	271-000.00-942.100	\$ 25.93
Allied Building	Backflow test	271-000.00-934.000	\$ 728.00
American Fireplace	full safety check	271-000.00-934.000	\$ 365.00
Anago	Deep clean & disinfect bathrooms	271-000.00-934.000	\$ 420.00
Dalton	Monthly carpet maintenance	271-000.00-934.000	\$ 225.00
Engraving Connection	library stars Plaque	271-000.00-934.000	\$ 192.21
image360	Hours sign for door	271-000.00-934.000	\$ 120.00
Imperial Dade	facial tissues	271-000.00-934.000	\$ 47.05
Lighting Supply	facility	271-000.00-934.000	\$ 1,247.59
North Star	September	271-000.00-934.000	\$ 181.60
Redford lock	cut key by code	271-000.00-934.000	\$ 44.00
Schindler	facility	271-000.00-934.000	\$ 1,021.14
Brien's	Lawn	271-000.00-936.300	\$ 4,835.00
Creating Sustainable Landscapes	landscape installation 9/19/23	271-000.00-936.300	\$ 1,700.00

SCA	Parking lot sweeping	271-000.00-936.300	\$ 78.85
Kristin Carrion	Guests with disabilities Training - 3 sessions	271-000.00-956.000	\$ 900.00
Michigan Library Association	MLA Annual Conference Registration	271-000.00-956.000	\$ 40.00
WPY Book & Author	Library Staff and Board members; 10 attendees - CC	271-000.00-956.000	\$ 600.00
<b>TOTAL 271</b>			<b>\$ 75,511.68</b>

<b>Warrant 631</b>	<b>272 Accounts</b>	<b>October 2023</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Amazon	Raising a Reader	272-000.00-742.229	\$ 50.66
Authors Unbound Agency	Community Reads; Author Emiko Jean - Travel	272-000.00-742.232	\$ 4,562.10
Brentwood Grille	Staff awards dinner CC	272-000.00-742.236	\$ 842.00
City of Novi	Reimbursement for Donuts and Cider	272-000.00-742.236	\$ 36.75
City of Novi	Reimbursement for Therapeutic Massage Chair	272-000.00-742.236	\$ 95.00
Amazon	iCube	272-000.00-976.046	\$ 99.03
B & H Photo	Archival Scanner CC	272-000.00-976.046	\$ 3,595.32
Raise3D	3D Printing Build Surface CC	272-000.00-976.046	\$ 74.98
<b>TOTAL 272</b>			<b>\$ 9,355.84</b>

meet

# LIZ YOUNG



Liz Young started as the new Program Director of the Novi Community Coalition on October 1. Liz is a Community Health Educator with experience working as the Community Outreach Coordinator in Huron Valley Schools and communities. Building stronger community connections and guiding youth toward healthy and safe lifestyles are her main goals as the new Coalition Director. Liz is a Milford resident and mom to two amazing young adults, two golden retrievers, and a sassy cat.

"I'm honored to fill this role and I am excited to get to work in Novi!"

Welcome our newest  
team member

*Cindy Warren*



Lacinda (Cindy) Warren and her family have called the city of Novi home since 2015. A graduate of Wayne State University with a Bachelor of Science in Community Health Education has joined the Novi Coalition team to help support the endeavors of bringing wellness support & resources to the community. She has been in service of community for over 25 years in various outreach programs throughout Michigan. Cindy received an outstanding service award from Word of Faith International Christian Center, Grand Rapids MI, for 13 years of service in Grand Rapids Michigan.

I love and enjoy our community. May we all continue to thrive to reach a balance of wellness (spiritually, mentally, physically, financially and socially) encouraging each other along the way.



Welcome  
to the  
Novi Community  
Coalition

## September 2023 Library Board Student Representative Report

By: Lindsay Gojcaj (Library Staff Liaison)

### **Tween and Teen Library Programs:**

The NO-VI Chess Club: All Skill Levels program was held on September 21. This club is an opportunity to participate, learn and sharpen your chess skills. No previous knowledge of chess is necessary. This program included lectures, practice games, game analysis, and other components of chess training. Chess boards, timers, and rule books are provided (sponsored by a generous library donor). (Attendance = 22)

The Candy Corn Catapult program was held on September 26. Guests built and tested catapults to see which innovative design launched candy corn the farthest. (Attendance = 20)

The Tail Waggin' Reading Buddies program was held on September 27. Youth and tweens in grades K-6 had an opportunity in a comfortable and non-judgmental space for a child (and their family, if they desire) to read to a therapy dog to encourage the child's reading skills, confidence, and love of reading. (Attendance = 12)

The Robotics Demonstration Day program was held on September 30. This program was an opportunity for local robotics teams to give robotics demonstrations and get feedback from the community. 13 robotics teams participated in the program. (Attendance = 77)

### **Teen Space Update:**

The Library welcomed a new Teen Space Monitor, Aiden Palmer.

During September 2023, there were 960 guests who visited Teen Space. In September 2022, there were 208 visits.

The total weekly Teen Space stats for September 2023 are:

9/5-9/8 = 194

9/11-9/15 = 251

9/18-9/22 = 246

9/25-9/29 = 269

Teen Space was not in session on the following dates:

9/1 -- Teen Space not yet started for the 2023-2024 fiscal year

9/4 -- Library closed

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

The first TAB Meeting of the 2023-2024 school year was held on September 15. The meeting started with a welcome and icebreaker to help get to know each other. The TAB Officers were introduced to the members. The members split into groups to brainstorm ideas for upcoming meeting agendas, icebreakers, activities, and snacks they would like to see at future meetings. Groups shared their responses and library staff liaison will use this information with the TAB Officers in planning future meetings. Information was also shared about the Library's teen volunteer program and how students could become volunteers and earn volunteer hours. (Attendance = 14)



### Upcoming Programs:

- Teen Space – Monday through Friday except November 6-7 and November 22-24
- NO-VI Chess Club and NO-VI Chess Club: Experienced Players (Ages 5+) – November 9
- Tail Waggin' Reading Buddies (Grades K-6) – November 15
- Teen Advisory Board (TAB) Meeting – November 17
- Fall Egg Carton Wreath – November 28

### Teen Stop Featured Display:

The September Teen Stop display featured books celebrating Hispanic Heritage Month.



**PRESIDENT'S REPORT**



# October 2023: Michigan Library Appreciation Month

October 01, 2023

**WHEREAS**, the Michigan Library Association (MLA) annually designates the month of October as a statewide observance to celebrate the contributions of Michigan's public, school, academic, tribal, cooperative, and special libraries;

**WHEREAS**, Michigan's libraries are essential institutions that serve as cornerstones of knowledge, learning, and community engagement; and

**WHEREAS**, libraries play a vital role in fostering education, lifelong learning, and literacy for people of all ages, backgrounds, and abilities; and

**WHEREAS**, libraries provide a welcoming and inclusive environment that encourages exploration, discovery, and personal growth; and

**WHEREAS**, libraries offer access to a diverse array of resources including books, digital media, educational programs, and technology; and

**WHEREAS**, libraries play a significant role in promoting the right to read and the right to access information, enabling individuals to make informed decisions and engage in open discourse; and

**WHEREAS**, libraries provide essential services to underserved communities, bridging the digital divide and offering critical support for job seekers, students, and individuals seeking to improve their lives; and

**WHEREAS**, hundreds of libraries and millions of library supporters across Michigan are celebrating Michigan Library Appreciation Month this October;

**NOW, THEREFORE**, I, Gretchen Whitmer, Governor of Michigan, do hereby proclaim October 2023 as Michigan Library Appreciation Month. During this time, I encourage all residents to visit their library in person or virtually to connect to the services, resources, and collections their library provides.

## FINANCIALS

2023-2024 Library Budget 271								
1/26/2023 Approved		2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2024-2025	2025-2026
6/22/23 Updated; 1st Qtr. 9/28/23		Audited	Approved	4th Quarter	Approved	1st Qtr.	Projected	Projected
Revenues		6/30/2022	1/27/2022	6/22/2023	1/26/2023	9/28/2023	1/26/2023	1/26/2023
Account	Description							
402.000	Tax Revenue - Current Levy	3,081,796.39	3,209,191.00	3,230,768.38	3,401,742.00	3,401,742.00	3,537,812.00	3,643,947.00
404.003	Tax Revenue - Brownfield B1 08	-59.74	0.00	-324.00	0.00	0.00	0.00	0.00
404.006	Tax Revenue - Brownfield B2 15	-7,282.79	-12,749.00	-5,618.00	-15,299.00	-15,299.00	-18,359.00	-22,031.00
404.007	Tax Revenue - Brownfield	0.00	0.00	-11,204.00				
404.008	Tax Revenue - CIA Cap 2018	-15,037.43	-22,538.00	-22,598.00	-31,553.00	-31,553.00	-41,019.00	-49,223.00
404.009	Tax Revenue - Brownfield	0.00	0.00	-331.00				
404.010	Tax Revenue - Brownfield	0.00	0.00	-94.00				
412.000	Tax Revenue - C/Y Del PPT	-4,648.79	-5,000.00	-6,193.00	-5,000.00	-5,000.00	-5,000.00	-5,000.00
414.000	Tax Revenue - Tax Tribunal Acc	3,500.00	-1,000.00	0.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00
415.000	Tax Revenue - Cnty Chargebk	744.21	2,000.00	-5,800.00	0.00	0.00	0.00	0.00
567.000	State Aid	56,619.13	33,000.00	66,291.75	50,000.00	50,000.00	50,000.00	50,000.00
573.000	State Grants - Local Comm	5,968.34		13,372.71	0.00	0.00	0.00	0.00
658.000	State penal fines	97,789.47	95,000.00	99,226.60	95,000.00	89,070.72	95,000.00	95,000.00
659.000	Library book fees	8,720.61	8,000.00	8,325.00	7,000.00	7,000.00	7,000.00	7,000.00
665.000	Interest on Investments	44,180.81	39,000.00	67,500.00	42,000.00	42,000.00	44,000.00	44,000.00
669.500	Unrealized gain(loss) invest	-117,830.18	1,000.00	10,872.00	5,000.00	5,000.00	10,000.00	10,000.00
674.289	Adult Programming	0.00	2,000.00	4,700.00	2,000.00	2,000.00	2,000.00	2,000.00
674.290	Library Fundraising	12,049.53	4,000.00	2,000.00	4,000.00	4,000.00	4,000.00	4,000.00
674.400	Gifts and donations	1,035.04	1,500.00	3,500.00	1,000.00	1,000.00	1,000.00	1,000.00
675.000	Miscellaneous income	7,121.82	5,000.00	9,500.00	5,000.00	5,000.00	5,000.00	5,000.00
675.100	Copier	84.41	1,000.00	50.00	1,000.00	1,000.00	1,000.00	1,000.00
675.300	Meeting Room	18,532.37	25,000.00	29,500.00	25,000.00	25,000.00	25,000.00	25,000.00
675.404	Novi Township Assessment	6,970.00	7,000.00	7,256.00	7,000.00	7,000.00	7,000.00	7,000.00
675.650	Library Café	6,000.00	6,000.00	0.00	6,000.00	6,000.00	6,000.00	6,000.00
676.100	Insurance Reimbursement	89,230.69	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>		<b>3,295,483.89</b>	<b>3,397,404.00</b>	<b>3,500,700.44</b>	<b>3,598,890.00</b>	<b>3,592,960.72</b>	<b>3,729,434.00</b>	<b>3,823,693.00</b>

2023-2024		2021-2022 Audited	2022-2023 Approved	2022-2023 4th Quarter	2023-2024 Approved	2023-2024 1st Qtr.	2024-2025 Projected	2025-2026 Projected
<b>Expenditures</b>								
<b>Personnel Svcs.</b>								
Account	Description							
704.000	Permanent Salaries	931,808.07	1,039,792.00	1,077,300.00	1,142,000.00	1,395,000.00	1,174,200.00	1,209,400.00
704.100	Severance/Incentive Pay			12,000.00	0.00	0.00	0.00	0.00
704.200	Wages - stipend	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout	0.00	5,000.00	6,056.80	6,000.00	6,000.00	6,000.00	6,000.00
704.250	Final Payout	0.00	0.00	15,000.00	0.00	0.00	0.00	0.00
705.000	Temporary Salaries	623,961.02	725,000.00	645,000.00	810,200.00	720,000.00	856,700.00	882,400.00
706.000	Overtime	802.33	500.00	133.80	500.00	500.00	500.00	500.00
715.000	Social Security	116,783.24	135,000.00	130,000.00	150,000.00	162,000.00	155,860.00	160,500.00
716.000	Insurance	215,480.66	193,000.00	206,000.00	224,100.00	254,000.00	233,064.00	242,387.00
716.200	HSA - Employer Contribution	2,625.00	6,300.00	2,800.00	6,600.00	6,600.00	6,600.00	6,600.00
716.999	Ins. Employee Reimbursement	-36,090.77	-29,775.00	-26,348.74	-33,615.00	-33,615.00	-34,960.00	-36,358.00
718.000	Pension DB Normal Cost	6,156.00	5,795.00	4,700.00	5,795.00	5,795.00	5,795.00	5,795.00
718.010	DB Unfunded Accrued Liability	58,404.00	59,765.00	88,464.00	90,233.00	90,233.00	92,033.00	93,873.00
718.050	Pension - add'l DB Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	31,155.34	48,400.00	54,900.00	49,852.00	55,000.00	51,348.00	52,888.00
719.000	Unemployment Ins	91.64	2,000.00	-3,996.72	2,000.00	2,000.00	2,000.00	2,000.00
717.000	Workers' Comp	1,686.71	1,700.00	1,165.80	1,800.00	1,800.00	1,900.00	2,000.00
<b>Total Personnel Services</b>		<b>1,952,863.24</b>	<b>2,192,477.00</b>	<b>2,215,174.94</b>	<b>2,455,465.00</b>	<b>2,665,313.00</b>	<b>2,551,040.00</b>	<b>2,627,985.00</b>
<b>Supplies and Materials</b>								
Account	Description							
726.400	Daily Cash Over/Under			-9.00				
727.000	Office supplies	12,752.79	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00
728.000	Postage	488.51	2,000.00	5,000.00	2,000.00	2,000.00	2,000.00	2,000.00
734.000	Computer software/licensing	71,847.11	83,000.00	87,500.00	83,000.00	90,000.00	83,000.00	83,000.00
734.500	Computer supplies equip	132,954.83	21,000.00	21,000.00	32,000.00	32,000.00	32,000.00	32,000.00
740.000	Operating supplies	9,873.36	28,000.00	28,000.00	30,000.00	30,000.00	30,000.00	30,000.00
740.010	Gift and Donations expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740.200	Supplies desk, chairs, cabinets	700.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
741.000	Supplies uniforms	422.00	300.00	200.00	500.00	500.00	500.00	500.00
742.000	Library Books	199,639.76	197,000.00	197,000.00	224,000.00	224,000.00	212,000.00	200,000.00
742.010	Library Books - Lending	13,973.37	17,000.00	17,000.00	15,000.00	15,000.00	15,000.00	15,000.00
742.100	Book Fines	672.48	1,000.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	22,471.42	18,000.00	18,000.00	18,000.00	18,000.00	16,000.00	16,000.00
744.000	Audio visual materials	128,743.17	136,000.00	136,000.00	70,300.00	70,300.00	72,100.00	74,200.00
745.200	Electronic media	42,783.60	46,900.00	46,900.00	125,700.00	125,700.00	129,400.00	133,200.00
745.300	Electronic Resources - Online	65,243.18	70,000.00	70,000.00	75,000.00	75,000.00	77,500.00	79,800.00
<b>Total Supplies &amp; Materials</b>		<b>702,565.58</b>	<b>643,200.00</b>	<b>650,091.00</b>	<b>699,500.00</b>	<b>706,500.00</b>	<b>693,500.00</b>	<b>689,700.00</b>

2023-2024 Library Budget 271		2021-2022 Audited	2022-2023 Approved	2022-2023 4th Quarter	2023-2024 Approved	2023-2024 1st Qtr.	2024-2025 Projected	2025-2026 Projected
<b>Services &amp; Charges</b>								
Account	Description							
801.925	Public Information (cable)	741.09	700.00	700.00	850.00	850.00	850.00	850.00
802.000	Data Processing - OnBase	734.34	800.00	800.00	750.00	750.00	750.00	750.00
802.100	Bank Service Charges	3,939.96	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
803.000	Independent Audit	723.00	800.00	800.00	800.00	800.00	800.00	800.00
804.000	Medical Service	1,841.00	1,500.00	2,500.00	1,500.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	16,967.90	7,500.00	9,500.00	8,500.00	8,500.00	8,500.00	8,500.00
808.100	Rubbish Monthly	0.00	0.00	0.00	0.00	0.00	0.00	0.00
809.000	Memberships & Dues	5,712.45	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
816.000	Professional services	15,753.87	24,000.00	36,000.00	16,000.00	16,000.00	16,000.00	16,000.00
817.000	Custodial Services	88,544.00	90,000.00	89,000.00	89,000.00	89,000.00	89,000.00	88,000.00
818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	3,500.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	25,661.68	24,000.00	34,000.00	34,000.00	34,000.00	34,000.00	34,000.00
855.000	TLN Automation Services	64,789.07	71,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00
861.000	Gasoline and oil	407.86	500.00	500.00	500.00	500.00	500.00	500.00
862.000	Mileage	88.60	200.00	700.00	200.00	200.00	200.00	200.00
880.000	Community Promotion	16,001.29	24,000.00	24,000.00	22,000.00	22,000.00	22,000.00	22,000.00
880.268	Library Programming	13,014.04	28,000.00	28,000.00	38,000.00	38,000.00	38,000.00	38,000.00
880.271	Adult Programming	0.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
900.000	Print, Graphic Design, Publish	9,046.55	28,000.00	22,000.00	28,000.00	28,000.00	28,000.00	28,000.00
920.000	Property & Liability Insurance	14,444.00	14,500.00	16,480.00	16,480.00	16,480.00	16,480.00	16,480.00
920.001	Ins deduct/Uninsured claims	0.00	10,000.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00
921.000	Heat	13,510.02	12,000.00	18,000.00	14,500.00	14,500.00	15,000.00	15,500.00
922.000	Electricity	97,881.06	96,500.00	114,000.00	102,500.00	102,500.00	105,500.00	108,500.00
923.000	Water and Sewer	6,964.48	6,500.00	7,000.00	7,000.00	7,000.00	7,500.00	8,000.00
934.000	Building Maintenance	108,177.81	110,000.00	139,300.00	106,400.00	106,400.00	109,400.00	112,600.00
935.000	Vehicle Maintenance	456.85	300.00	300.00	500.00	500.00	500.00	500.00
936.300	Grounds Maint.	32,391.87	39,000.00	39,000.00	40,500.00	40,500.00	41,700.00	42,900.00
942.000	Office Equipment Lease	7,811.28	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
942.100	Records storage	299.40	400.00	400.00	400.00	400.00	400.00	400.00
956.000	Conferences & Workshops	3,510.07	15,000.00	12,000.00	24,900.00	24,900.00	20,000.00	24,900.00
<b>Total Services &amp; Charges</b>		<b>552,908.54</b>	<b>636,200.00</b>	<b>705,975.00</b>	<b>674,280.00</b>	<b>674,280.00</b>	<b>677,580.00</b>	<b>689,880.00</b>
<b>2023-2024 Library Budget 271</b>		<b>2021-2022 Audited</b>	<b>2022-2023 Approved</b>	<b>2022-2023 4th Quarter</b>	<b>2023-2024 Approved</b>	<b>2023-2024 1st Qtr.</b>	<b>2024-2025 Projected</b>	<b>2025-2026 Projected</b>
<b>Capital Outlay</b>								
Account	Description							
962.000	Building Contingency							
989.000	Grounds Improvement							
976.000	Building Improvements/Entrance	0.00					0.00	0.00
976.100	Parking lot improvements	10,700.00	12,500.00	12,411.80			125,000.00	125,000.00
983.000	Vehicles - Van							
986.000	Internal Tech - AST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
986.000	Computers and AWE stations	8,257.40	83,000.00	83,000.00	47,000.00	47,000.00	30,000.00	32,000.00
989.001	Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Capital Outlay</b>		<b>18,957.40</b>	<b>95,500.00</b>	<b>95,411.80</b>	<b>47,000.00</b>	<b>47,000.00</b>	<b>155,000.00</b>	<b>157,000.00</b>
<b>Total Expenditures</b>		<b>3,227,294.76</b>	<b>3,567,377.00</b>	<b>3,666,652.74</b>	<b>3,876,245.00</b>	<b>4,093,093.00</b>	<b>4,077,120.00</b>	<b>4,164,565.00</b>
<b>Total Revenues</b>		<b>3,295,483.89</b>	<b>3,397,404.00</b>	<b>3,500,700.44</b>	<b>3,598,890.00</b>	<b>3,592,960.72</b>	<b>3,729,434.00</b>	<b>3,823,693.00</b>
680.000	TOTAL Fundbalance	68,189.13	-169,973.00	-165,952.30	-277,355.00	-500,132.28	-347,686.00	-340,872.00

22/23: 268 Account Capital Outlay: NO - AST replacement \$115,800, Camera/Computer replacement \$83,000, Parking Lot \$12,500  
Update 23/24: \$47,000 for computer replacement and new AWE stations.

272 - Library Contributed Funds								
Revenues & Expenditures								
2023-2024 (as of 2/16/2023)								
		2021-2022 Audited	2022-2023 Approved	2022-2023 4th Quarter	2023-2024 Approved	2023-2024 1st Quarter	2024-2025 Projected	2025-2026 Projected
	1st Quarter Amendment 9/28/23	6/30/2022	1/27/2022	6/22/2023	1/26/2023	9/28/2023	2/16/2023	2/16/2023
<b>Revenues</b>								
<b>Interest Income</b>								
665.000	Interest on Investments	\$ 19,767.63	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
669.500	Unrealized gain (loss) on investments	(50,325.76)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
<b>TOTAL</b>		<b>\$ (30,558.13)</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>
			1/27/2022	1/26/2023				
<b>Transfer</b>	From 271 Account (Annual Net Revenue)					35,238.06		
<b>Donations</b>								
674.036	Diversity, Equity & Inclusion	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
674.046	Makerspace (iCube)	-	1,000.00	1,250.00	1,000.00	5,000.00	1,000.00	1,000.00
674.229	Raising a Reader	207.59	1,500.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00
674.230	Collections/Materials Revenue	1,852.61	1,000.00	6,350.00	1,000.00	1,000.00	1,000.00	1,000.00
674.231	Buildings/Ground/Furniture Revenue	3,191.96	1,000.00	400.00	1,000.00	1,000.00	1,000.00	1,000.00
674.232	Programming Revenue	3,000.00	1,500.00	4,300.00	2,000.00	2,000.00	2,000.00	2,000.00
674.233	Technology Library Revenue	50.00	2,500.00	1,000.00	500.00	500.00	500.00	500.00
674.234	Undesignated Misc. Donations	250.00	500.00	1,750.00	500.00	500.00	500.00	500.00
674.235	Marketing Sponsorships	10,146.00	10,000.00	10,750.00	-	-	-	-
<b>TOTAL</b>		<b>\$19,698</b>	<b>\$20,000</b>	<b>\$ 26,300.00</b>	<b>\$8,000</b>	<b>\$12,000</b>	<b>\$8,000</b>	<b>\$8,000</b>
<b>TOTAL Revenues</b>		<b>\$ (10,859.97)</b>	<b>\$ 42,500.00</b>	<b>\$ 48,800.00</b>	<b>\$ 30,500.00</b>	<b>\$ 69,738.06</b>	<b>\$ 30,500.00</b>	<b>\$ 30,500.00</b>
<b>Expenditures</b>								
<b>Supplies</b>								
742.036	Diversity, Equity & Inclusion	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
742.046	Makerspace (iCube)					\$5,000.00		
742.229	Raising a Reader	723.13	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials Expenditures	830.56	500.00	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.231	Buildings/Ground/Furniture Exp	8,683.30	34,200.00	34,200.00	29,000.00	48,500.00	29,000.00	29,000.00
742.232	Programming Expenditures	-	1,000.00	3,500.00	1,000.00	1,000.00	1,000.00	1,000.00
742.233	Technology Library Expenditures	10,490.00	-	-	3,000.00	5,000.00	3,000.00	3,000.00
742.234	Undesignated Misc. Expenditures	(7.16)	500.00	500.00	500.00	500.00	500.00	500.00
742.236	Staff Recognition	2,002.78	1,500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
<b>TOTAL</b>		<b>\$23,723</b>	<b>\$39,700</b>	<b>\$43,200</b>	<b>\$38,500</b>	<b>\$65,000</b>	<b>\$38,500</b>	<b>\$38,500</b>
<b>Capital Outlay</b>								
976.044	Auto Lending Library	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
976.045	LED Lighting Conversion project	-	-	-	-	-	-	-
976.046	Makerspace (iCube)	5,017.01	3,000.00	3,000.00	3,000.00	-	3,000.00	3,000.00
976.140	Automated Return System		115,800.00	-	115,800.00	115,800.00	-	-
976.141	Main Entrance Design /Parking Lot		10,000.00	-	116,500.00	41,500.00	-	-
976.142	Server & Camera Upgrade (RFP)					109,000.00		
976.143	WiFi Upgrade (RFP)					15,000.00		
		-	-	-	-	-	-	-
<b>TOTAL</b>		<b>\$ 5,017.01</b>	<b>\$ 131,300.00</b>	<b>\$ 3,000.00</b>	<b>\$ 237,800.00</b>	<b>\$ 283,800.00</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>
<b>TOTAL Expenditures</b>		<b>\$ 28,739.62</b>	<b>\$ 171,000.00</b>	<b>\$ 46,200.00</b>	<b>\$ 276,300.00</b>	<b>\$ 348,800.00</b>	<b>\$ 44,000.00</b>	<b>\$ 44,000.00</b>
	Beginning Fund Balance Yr. End	\$ 1,695,655.03	\$ 1,675,979.00	\$ 1,656,055.44	\$ 1,644,374.69	\$ 1,644,374.69	\$ 1,398,574.69	\$ 1,385,074.69
	Revenues	(10,859.97)	42,500.00	48,800.00	30,500.00	69,738.06	30,500.00	30,500.00
	Expenditures	(28,739.62)	(171,000.00)	(46,200.00)	(276,300.00)	(348,800.00)	(44,000.00)	(44,000.00)
	NET Revenues vs. Expenditures	(39,599.59)	(128,500.00)	2,600.00	(245,800.00)	(279,061.94)	(13,500.00)	(13,500.00)
	Beginning Fund Balance							
	Ending Fund Balance Expected	\$ 1,656,055.44	\$ 1,547,479.00	\$ 1,658,655.44	\$ 1,398,574.69	\$ 1,365,312.75	\$ 1,385,074.69	\$ 1,371,574.69

**Notes:**

22/23:Automated Return System \$115,800, Main Entrance design work \$10,000, Teen 2nd phase \$12,500 + \$15,000 reupholstery + \$6,700 CD upgrade

Auto Lending Library \$2,500 for library card dispensing service; instead of Teen 2nd phase go with Podcast room \$11,210 (end of yr. June 2023)

23/24: (Update 9/28/23): Auto Lending Library card dispenser \$2500, Automated Return System \$115,800, Steam Kits Shelving Area \$8,000, Retrofit mktg, displays \$4000

Furniture upgrades for 2nd floor \$17,000, Main entrance HVAC \$25,000, Parking Lot \$16,500, WiFi Upgrade \$15,000, Server & Camera Upgrade \$109,000, 10th Study Room \$11,210, Coin-op \$2,000  
Patio/Waste container upgrades \$6000

## **Financial Report for September 2023**

### **Approved Budget for Fund 271 Fiscal Year 2023-2024**

TOTAL REVENUES	\$ 3,598,890
TOTAL EXPENDITURES	\$ 3,876,245
NET OF REVENUES & EXPENDITURES	(\$ 277,355)

### **Approved budget for Fund 272 Fiscal Year 2023-2024**

TOTAL REVENUES	\$ 30,500
TOTAL EXPENDITURES	\$ 276,300
NET OF REVENUES & EXPENDITURES	(\$128,500)

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

	YTD Aug 31, 2023	YTD Sept 30, 2023	Difference *
TOTAL REVENUES	\$ 134,834	\$ 3,523,857	\$ 3,389,023
TOTAL EXPENDITURES	\$ 513,329	\$ 794,227	\$ 280,898
NET OF REVENUES & EXPENDITURES	(\$ 378,495)	\$ 2,729,630	

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

	YTD Aug 31, 2023	YTD Sept 30, 2023	Difference*
TOTAL REVENUES	\$ 1,400	\$ 10,254	\$ 8,854
TOTAL EXPENDITURES	\$ 255	\$ 4,048	\$ 3,793
NET OF REVENUES & EXPENDITURES	\$ 1,145	\$ 6,206	

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

The ending fund balance for Fund 271 is  
\$5,328,369.85

The ending fund balance for Fund 272 is  
\$ 1,704,793.10



10/13/2023 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 09/30/2023										
% Fiscal Year Completed: 25.14										
GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023	4th Quarter 2022-23 AMDD BUDGET	ORIGINAL BUDGET 2023-2024	MTH ACTY JULY 2023 INCR (DECR)	MTH ACTY AUG 2023 INCR (DECR)	MTH ACTY SEP 2023 INCR (DECR)	YTD BALANCE 09/30/2023 NM (ABNORM)	AVAILABLE BALANCE NM (ABNORM)	% BDGT USED
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.00 - TREASURY										
Property tax revenue										
271-000.00-402.00	Property Tax Revenue - Current	3,230,768.38	3,230,769.00	3,401,742.00	3,413,266.26	0.00	0.00	3,413,266.26	(11,524.26)	100.34
271-000.00-404.00	Property Tax Revenue-Brownfld	(323.55)	(324.00)	0.00	0.00	0.00	(376.24)	(376.24)	376.24	100.00
271-000.00-404.00	Property Tax Revenue-Brownfld	(5,618.75)	(5,618.00)	(15,299.00)	0.00	0.00	0.00	(15,299.00)	0.00	0.00
271-000.00-404.00	Property Tax Revenue-Brownfld	(11,203.59)	(11,204.00)	0.00	0.00	0.00	(15,263.59)	(15,263.59)	15,263.59	100.00
271-000.00-404.00	Property Tax Revenue - CIA Cap	(22,598.40)	(22,598.00)	(31,553.00)	0.00	0.00	(30,607.99)	(30,607.99)	(945.01)	97.01
271-000.00-404.00	Property Tax Revenue-Brownfld	(331.45)	(331.00)	0.00	0.00	0.00	(351.10)	(351.10)	351.10	100.00
271-000.00-404.01	Property Tax Revenue-Brownfld	(94.23)	(94.00)	0.00	0.00	0.00	(94.23)	(94.23)	94.23	100.00
271-000.00-412.00	Property Tax Revenue - C/Y Del	(6,192.97)	(6,193.00)	(5,000.00)	0.00	0.00	0.00	0.00	(5,000.00)	0.00
271-000.00-414.00	Property Tax Revenue - Tax Trib	3,100.00	0.00	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00
271-000.00-415.00	Property Tax Revenue - County	(5,021.30)	(5,800.00)	0.00	0.00	110.01	624.54	734.55	(734.55)	100.00
Property tax revenue		3,182,484.14	3,178,607.00	3,348,890.00	3,413,266.26	110.01	(46,068.61)	3,367,307.66	(18,417.66)	100.55
State sources										
271-000.00-567.00	State aid	66,291.75	66,292.00	50,000.00	0.00	33,904.96	0.00	33,904.96	16,095.04	67.81
271-000.00-573.00	State Grants - Local Comm Stat	13,372.71	13,372.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State sources		79,664.46	79,664.00	50,000.00	0.00	33,904.96	0.00	33,904.96	16,095.04	67.81
Fines and forfeitures										
271-000.00-658.00	State penal fines	99,226.60	99,227.00	95,000.00	0.00	89,070.72	0.00	89,070.72	5,929.28	93.76
271-000.00-659.00	Library book fees	8,801.36	8,325.00	7,000.00	1,046.00	562.94	743.10	2,352.04	4,647.96	33.60
Fines and forfeitures		108,027.96	107,552.00	102,000.00	1,046.00	89,633.66	743.10	91,422.76	10,577.24	89.63
Interest income										
271-000.00-665.00	Interest in investments	82,420.14	67,500.00	42,000.00	8,852.52	0.00	0.00	8,852.52	33,147.48	21.08
271-000.00-669.50	Unrealized gain (loss) on invest	(1,660.33)	10,872.00	5,000.00	3,367.54	0.00	0.00	3,367.54	1,632.46	67.35
Interest income		80,759.81	78,372.00	47,000.00	12,220.06	0.00	0.00	12,220.06	34,779.94	26.00
Donations										
271-000.00-674.28	Adult programs	4,222.77	4,700.00	2,000.00	0.00	1,923.18	4,114.88	6,038.06	(4,038.06)	301.90
271-000.00-674.40	Gifts and donations	3,489.57	3,500.00	1,000.00	400.64	184.38	100.20	685.22	314.78	68.52
Donations		7,712.34	8,200.00	3,000.00	400.64	2,107.56	4,215.08	6,723.28	(3,723.28)	224.11
Other revenue										
271-000.00-674.29	Library fund raising revenue	1,920.08	2,000.00	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00
271-000.00-675.00	Miscellaneous income	10,231.22	9,500.00	5,000.00	820.66	1,058.38	916.67	2,795.71	2,204.29	55.91
271-000.00-675.10	Copier	39.36	50.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
271-000.00-675.30	Meeting room	29,858.47	29,500.00	25,000.00	2,006.14	3,883.88	3,592.77	9,482.79	15,517.21	37.93
271-000.00-675.40	Novi Township assessment	7,256.00	7,256.00	7,000.00	0.00	0.00	0.00	0.00	7,000.00	0.00
271-000.00-675.65	Library Cafe	0.00	0.00	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0.00
Other revenue		49,305.13	48,306.00	48,000.00	2,826.80	4,942.26	4,509.44	12,278.50	35,721.50	25.58
Total Dept 000.00 - TREASURY		3,507,953.84	3,500,701.00	3,598,890.00	3,429,759.76	130,698.45	(36,600.99)	3,523,857.22	75,032.78	97.92
TOTAL REVENUES		3,507,953.84	3,500,701.00	3,598,890.00	3,429,759.76	130,698.45	(36,600.99)	3,523,857.22	75,032.78	97.92

		END BALANCE	4th Quarter	ORIGINAL	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	2022-23	BUDGET	JULY 2023	AUG 2023	SEP 2023	09/30/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABRM)	AMDD BUDGET	2023-2024	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNORM)	NM (ABNORM)	USED
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.00	Permanent salaries	1,063,986.14	1,077,300.00	1,142,000.00	64,472.31	85,670.67	94,357.12	244,500.10	897,499.90	21.41
271-000.00-704.10	Severance/Incentive Pay	12,000.00	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.20	Wages - Stipend	2,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.21	Vacation Payout	6,056.80	6,057.00	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0.00
271-000.00-704.25	Final Payout	13,005.39	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-705.00	Temporary salaries	626,824.36	645,000.00	810,200.00	39,312.10	51,686.38	50,763.30	141,761.78	668,438.22	17.50
271-000.00-706.00	Overtime	133.80	134.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-715.00	Social security	129,888.37	130,000.00	150,000.00	7,893.81	10,318.63	10,961.65	29,174.09	120,825.91	19.45
271-000.00-716.00	Insurance	215,479.95	206,000.00	224,100.00	15,456.03	16,647.13	16,392.24	48,495.40	175,604.60	21.64
271-000.00-716.20	HSA - employer contribution	1,040.31	2,800.00	6,600.00	53.44	93.75	93.75	240.94	6,359.06	3.65
271-000.00-716.99	Insurance - Employee Reimburs	(28,006.70)	(26,349.00)	(33,615.00)	(1,806.00)	(2,574.43)	(2,630.44)	(7,010.87)	(26,604.13)	20.86
271-000.00-717.00	Workers compensation	1,165.80	1,166.00	1,800.00	52.36	107.30	114.10	273.76	1,526.24	15.21
271-000.00-718.00	Pension - DB Normal Cost	4,620.00	4,700.00	5,795.00	460.00	460.00	460.00	1,380.00	4,415.00	23.81
271-000.00-718.01	Pension - DB Unfunded Accrued	88,464.00	88,464.00	90,233.00	6,124.00	6,124.00	6,124.00	18,372.00	71,861.00	20.36
271-000.00-718.20	Pension - defined contribution	39,392.20	54,900.00	49,852.00	3,492.63	4,578.78	5,120.98	13,192.39	36,659.61	26.46
271-000.00-719.00	Unemployment insurance	(3,996.72)	(3,997.00)	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
Personnel services		2,172,053.70	2,215,175.00	2,455,465.00	135,510.68	173,112.21	181,756.70	490,379.59	1,965,085.41	19.97
Supplies										
271-000.00-726.40	Supplies - Cash over/short	(7.88)	(9.00)	0.00	(13.64)	1.40	(2.74)	(14.98)	14.98	100.00
271-000.00-727.00	Office supplies	16,445.97	18,000.00	18,000.00	342.05	346.92	879.69	1,568.66	16,431.34	8.71
271-000.00-728.00	Postage	4,670.17	5,000.00	2,000.00	269.99	119.99	0.00	389.98	1,610.02	19.50
271-000.00-734.00	Computer supplies, software &	62,786.73	87,500.00	83,000.00	13,044.04	1,689.41	0.00	14,733.45	68,266.55	17.75
271-000.00-734.50	Computer supplies/equipment	19,622.77	21,000.00	32,000.00	560.26	51.13	1,152.05	1,763.44	30,236.56	5.51
271-000.00-740.00	Operating supplies	24,241.77	28,000.00	30,000.00	1,325.19	469.07	0.00	1,794.26	28,205.74	5.98
271-000.00-740.20	Supplies - Desk chairs and file c	1,960.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
271-000.00-741.00	Supplies - Uniforms	156.00	200.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-742.00	Library books	207,067.49	197,000.00	224,000.00	12,539.17	21,325.31	9,853.01	43,717.49	180,282.51	19.52
271-000.00-742.01	Library Books - Lending	12,890.22	17,000.00	15,000.00	756.35	1,366.91	502.72	2,625.98	12,374.02	17.51
271-000.00-742.10	Library Books - Fines	125.77	500.00	1,000.00	0.00	38.98	20.99	59.97	940.03	6.00
271-000.00-743.00	Library periodicals	14,626.22	18,000.00	18,000.00	0.00	0.00	0.00	0.00	18,000.00	0.00
271-000.00-744.00	Audio visual materials	132,004.72	136,000.00	70,300.00	3,669.75	3,861.34	2,234.11	9,765.20	60,534.80	13.89
271-000.00-745.20	Electronic media	38,721.83	46,900.00	125,700.00	24,820.42	14,174.42	0.00	38,994.84	86,705.16	31.02
271-000.00-745.30	Electronic resources (CD rom m	63,762.60	70,000.00	75,000.00	51,482.00	2,097.38	0.00	53,579.38	21,420.62	71.44
Supplies		599,074.38	650,091.00	699,500.00	108,795.58	45,542.26	14,639.83	168,977.67	530,522.33	24.16

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 NM (ABRM)	4th Quarter 2022-23 AMDD BUDGET	ORIGINAL BUDGET 2023-2024	MTH ACTY JULY 2023 INCR (DECR)	MTH ACTY AUG 2023 INCR (DECR)	MTH ACTY SEP 2023 INCR (DECR)	YTD BALANCE 09/30/2023 NM (ABNORM)	AVAILABLE BALANCE NM (ABNORM)	% BDGT USED
Other services and charges										
271-000.00-801.92	Public information (cable, etc)	844.35	700.00	850.00	0.00	0.00	0.00	0.00	850.00	0.00
271-000.00-802.00	Data processing	734.34	800.00	750.00	828.90	0.00	0.00	828.90	(78.90)	110.52
271-000.00-802.10	Bank Service Charges	3,425.93	4,000.00	4,000.00	247.72	249.79	0.00	497.51	3,502.49	12.44
271-000.00-803.00	Independent audit	800.00	800.00	800.00	0.00	0.00	0.00	0.00	800.00	0.00
271-000.00-804.00	Medical service	2,164.00	2,500.00	1,500.00	0.00	580.00	116.00	696.00	804.00	46.40
271-000.00-806.00	Legal fees	8,130.60	9,500.00	8,500.00	1,062.50	1,276.50	0.00	2,339.00	6,161.00	27.52
271-000.00-809.00	Memberships and dues	5,525.41	7,500.00	7,500.00	3,608.00	0.00	0.00	3,608.00	3,892.00	48.11
271-000.00-816.00	Professional services	28,927.05	36,000.00	16,000.00	390.00	663.07	812.93	1,866.00	14,134.00	11.66
271-000.00-817.00	Custodial services	88,525.64	89,000.00	89,000.00	6,297.59	503.80	5,748.16	12,549.55	76,450.45	14.10
271-000.00-818.00	TLN Central Services	3,495.00	3,495.00	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00
271-000.00-820.00	Property & liability insurance	16,480.00	16,480.00	16,480.00	0.00	15,273.14	1,206.86	16,480.00	0.00	100.00
271-000.00-820.00	Insurance deductibles/Uninsur	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.00	Telephone	32,786.06	34,000.00	34,000.00	4,568.25	2,105.40	1,953.14	8,626.79	25,373.21	25.37
271-000.00-855.00	TLN Automation Services	76,884.99	80,000.00	80,000.00	17,308.70	0.00	0.00	17,308.70	62,691.30	21.64
271-000.00-861.00	Gasoline and oil	377.55	500.00	500.00	0.00	51.03	51.30	102.33	397.67	20.47
271-000.00-862.00	Mileage	659.43	700.00	200.00	82.55	17.16	9.89	109.60	90.40	54.80
271-000.00-880.00	Community promotion	22,610.02	24,000.00	22,000.00	3,324.89	388.97	807.95	4,521.81	17,478.19	20.55
271-000.00-880.26	Library programming	23,589.81	28,000.00	38,000.00	2,491.75	891.31	835.51	4,218.57	33,781.43	11.10
271-000.00-880.27	Adult programs	5,119.59	8,000.00	8,000.00	0.00	200.00	350.00	550.00	7,450.00	6.88
271-000.00-900.00	Printing, graphic design and pu	17,868.81	22,000.00	28,000.00	0.00	688.49	497.54	1,186.03	26,813.97	4.24
271-000.00-921.00	Heat	16,753.06	18,000.00	14,500.00	291.53	189.09	290.40	771.02	13,728.98	5.32
271-000.00-922.00	Electricity	111,990.00	114,000.00	102,500.00	8,981.74	9,288.19	9,685.70	27,955.63	74,544.37	27.27
271-000.00-923.00	Water and sewer	7,507.60	7,000.00	7,000.00	0.00	0.00	0.00	0.00	7,000.00	0.00
271-000.00-934.00	Building maintenance	106,938.54	139,300.00	106,400.00	3,596.82	7,218.95	3,196.64	14,012.41	92,387.59	13.17
271-000.00-935.00	Vehicle maintenance	134.69	300.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-936.30	Grounds maintenance	36,253.45	39,000.00	40,500.00	3,614.74	5,608.30	1,700.00	10,923.04	29,576.96	26.97
271-000.00-942.00	Office equipment lease	6,335.87	8,000.00	8,000.00	0.00	650.94	1,010.00	1,660.94	6,339.06	20.76
271-000.00-942.10	Records storage	303.32	400.00	400.00	25.93	25.93	25.93	77.79	322.21	19.45
271-000.00-956.00	Conferences and workshops	8,540.85	12,000.00	24,900.00	2,109.00	1,871.51	0.00	3,980.51	20,919.49	15.99
Other services and charges										
		633,705.96	705,975.00	674,280.00	58,830.61	47,741.57	28,297.95	134,870.13	539,409.87	20.00
Capital outlay										
271-000.00-976.10	Parking lot improvements	12,411.80	12,412.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-986.00	Technology - Capital Outlay	55,469.94	83,000.00	47,000.00	0.00	0.00	0.00	0.00	47,000.00	0.00
Capital outlay										
		67,881.74	95,412.00	47,000.00	0.00	0.00	0.00	0.00	47,000.00	0.00
Total Dept 000.00 - TREASURY										
		3,472,715.78	3,666,653.00	3,876,245.00	303,136.87	266,396.04	224,694.48	794,227.39	3,082,017.61	20.49
TOTAL EXPENDITURES										
		3,472,715.78	3,666,653.00	3,876,245.00	303,136.87	266,396.04	224,694.48	794,227.39	3,082,017.61	20.49
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,507,953.84	3,500,701.00	3,598,890.00	3,429,759.76	130,698.45	(36,600.99)	3,523,857.22	75,032.78	(984.16)
TOTAL EXPENDITURES		3,472,715.78	3,666,653.00	3,876,245.00	303,136.87	266,396.04	224,694.48	794,227.39	3,082,017.61	(984.16)
NET OF REVENUES & EXPENDITURES		35,238.06	(165,952.00)	(277,355.00)	3,126,622.89	(135,697.59)	(261,295.47)	2,729,629.83	(3,006,984.83)	(984.16)

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 NM (ABRM)	4th Quarter 2022-23 AMDD BUDGET	ORIGINAL BUDGET 2023-2024	MTH ACTY JULY 2023 INCR (DECR)	MTH ACTY AUG 2023 INCR (DECR)	MTH ACTY SEP 2023 INCR (DECR)	YTD BALANCE 09/30/2023 NM (ABNORM)	AVAILABLE BALANCE NM (ABNORM)	% BDGT USED
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	36,206.78	27,000.00	27,000.00	5,616.96	0.00	0.00	5,616.96	21,383.04	20.80
272-000.00-669.500	Unrealized gain (loss) on invest	(3,061.21)	(4,500.00)	(4,500.00)	2,136.72	0.00	0.00	2,136.72	(6,636.72)	(47.48)
	Interest income	33,145.57	22,500.00	22,500.00	7,753.68	0.00	0.00	7,753.68	14,746.32	34.46
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	0.00	0.00	1,000.00	500.00	0.00	0.00	500.00	500.00	50.00
272-000.00-674.046	Makerspace Renovation Reven	1,154.15	1,250.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	100.00
272-000.00-674.225	Raising a Reader in Novi Spons	278.99	500.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.230	Collections/Materials Revenue	6,350.00	6,350.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.231	Buildings/Ground/ Furniture Re	375.00	400.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.232	Programming Revenue	5,137.00	4,300.00	2,000.00	650.00	250.00	0.00	900.00	1,100.00	45.00
272-000.00-674.233	Technology Library Revenue	1,000.00	1,000.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.234	Undesignated Misc Donations	1,750.00	1,750.00	500.00	0.00	0.00	100.00	100.00	400.00	20.00
272-000.00-674.235	Marketing Sponsorships	11,740.00	10,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Donations	27,785.14	26,300.00	8,000.00	1,150.00	1,250.00	100.00	2,500.00	5,500.00	31.25
	Total Dept 000.00 - TREASURY	60,930.71	48,800.00	30,500.00	8,903.68	1,250.00	100.00	10,253.68	20,246.32	33.62
	TOTAL REVENUES	60,930.71	48,800.00	30,500.00	8,903.68	1,250.00	100.00	10,253.68	20,246.32	33.62
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-742.225	Raising a Reader Expense	603.22	1,000.00	1,000.00	159.72	151.80	50.66	362.18	637.82	36.22
272-000.00-742.230	Collections/Materials Expense	1,410.79	2,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-742.231	Buildings/Ground/ Furniture Ex	8,344.00	34,200.00	29,000.00	0.00	0.00	0.00	0.00	29,000.00	0.00
272-000.00-742.232	Programming Expense	2,975.43	3,500.00	1,000.00	0.00	0.00	4,562.10	4,562.10	(3,562.10)	456.21
272-000.00-742.233	Technology Library Expense	0.00	0.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
272-000.00-742.234	Undesignated Misc	228.85	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-742.236	Staff Recognition	1,968.54	2,000.00	2,000.00	0.00	175.00	(20.00)	155.00	1,845.00	7.75
	Supplies	15,530.83	43,200.00	38,500.00	159.72	326.80	4,592.76	5,079.28	33,420.72	13.19
Capital outlay										
272-000.00-976.044	Auto Lending Library	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
272-000.00-976.046	Makerspace Renovation	2,868.22	0.00	3,000.00	694.36	284.01	(2,009.97)	(1,031.60)	4,031.60	(34.39)
272-000.00-976.140	Automated Return System	0.00	3,000.00	115,800.00	0.00	0.00	0.00	0.00	115,800.00	0.00
272-000.00-976.141	Main Entrance Design	0.00	0.00	116,500.00	0.00	0.00	0.00	0.00	116,500.00	0.00
	Capital outlay	2,868.22	3,000.00	237,800.00	694.36	284.01	(2,009.97)	(1,031.60)	238,831.60	(0.43)
	Total Dept 000.00 - TREASURY	18,399.05	46,200.00	276,300.00	854.08	610.81	2,582.79	4,047.68	272,252.32	1.46
	TOTAL EXPENDITURES	18,399.05	46,200.00	276,300.00	854.08	610.81	2,582.79	4,047.68	272,252.32	1.46
Fund 272 - LIBRARY CONTRIBUTION FUND:										
	TOTAL REVENUES	60,930.71	48,800.00	30,500.00	8,903.68	1,250.00	100.00	10,253.68	20,246.32	(2.52)
	TOTAL EXPENDITURES	18,399.05	46,200.00	276,300.00	854.08	610.81	2,582.79	4,047.68	272,252.32	(2.52)
	NET OF REVENUES & EXPENDITURES	42,531.66	2,600.00	(245,800.00)	8,049.60	639.19	(2,482.79)	6,206.00	(252,006.00)	(2.52)
	TOTAL REVENUES - ALL FUNDS	3,568,884.55	3,549,501.00	3,629,390.00	3,438,663.44	131,948.45	(36,500.99)	3,534,110.90	95,279.10	
	TOTAL EXPENDITURES - ALL FUNDS	3,491,114.83	3,712,853.00	4,152,545.00	3,03,990.95	267,006.85	227,277.27	798,275.07	3,354,269.93	
	NET OF REVENUES & EXPENDITURES	77,769.72	(163,352.00)	(523,155.00)	3,134,672.49	(135,058.40)	(263,778.26)	2,735,835.83	(3,258,990.83)	

10/13/2023	BALANCE SHEET FOR CITY OF NOVI	
	Period Ending 09/30/2023	
GL Number	Description	Balance
Fund 271 - LIBRARY FUND		
*** Assets ***		
271-000.00-001.000	Cash-Pooled Cash(Fifth Third & Comerica)	1,996,114.56
271-000.00-004.000	Cash on hand	600.00
271-000.00-016.000	Deposits	1,200.00
271-000.00-017.000	Investments - Pooled	3,282,858.73
271-000.00-019.000	Current taxes receivable	76,472.00
271-000.00-123.400	Prepaid expenditures	12,352.39
	Total Assets	5,369,597.68
*** Liabilities ***		
271-000.00-202.000	Accounts payable	35,227.83
271-000.00-258.702	Accrued liabilities-tax	6,000.00
	Total Liabilities	41,227.83
*** Fund Balance ***		
271-000.00-390.000	Fund balance	2,563,501.96
	Total Fund Balance	2,563,501.96
	Beginning Fund Balance - 22-23	2,563,501.96
	Net of Revenues VS Expenditures - 22-23	35,238.06
	*22-23 End FB/23-24 Beg FB	2,598,740.02
	Net of Revenues VS Expenditures - Current Year	2,729,629.83
	Ending Fund Balance	5,328,369.85
	Total Liabilities And Fund Balance	5,369,597.68
* Year Not Closed		

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash-Pooled Cash(Fifth Third & Comerica)	8,317.82
272-000.00-017.000	Investments - Pooled	1,701,191.41
	Total Assets	1,709,509.23
*** Liabilities ***		
272-000.00-202.000	Accounts payable	4,716.13
	Total Liabilities	4,716.13
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	38,423.36
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	36,692.79
272-000.00-375.232	Fund Balance Programming	34,155.95
272-000.00-390.000	Fund balance - Unrestricted	1,546,783.34
	Total Fund Balance	1,656,055.44
	Beginning Fund Balance - 22-23	1,656,055.44
	Net of Revenues VS Expenditures - 22-23	42,531.66
	*22-23 End FB/23-24 Beg FB	1,698,587.10
	Net of Revenues VS Expenditures - Current Year	6,206.00
	Ending Fund Balance	1,704,793.10
	Total Liabilities And Fund Balance	1,709,509.23
* Year Not Closed		

**Director's Report – Julie Farkas**



Betty Lang – 35 Yrs.



Bill Bembeneck – 23 Yrs.



Julie Farkas – 16 Years



Lisa Rinkel – 7 Yrs.



Josefa Casas Velazquez – 1 Yr.

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## Celebrate Your Right to Read!



One of the guiding organizations for the Novi Public Library is the American Library Association. The American Library Association promotes the freedom to choose or the freedom to express one's opinions even if that opinion might be considered unorthodox or unpopular, and stresses the importance of ensuring the availability of those viewpoints to all who wish to read them. A library by definition is a place in which literary, musical, artistic, or reference materials (such as books, manuscripts, recordings, or films) are kept for use but not for sale.

Novi Public Library's new mission is to: cultivate learning, inspire creativity and foster inclusivity. NPL strives to be a vital community hub for enrichment, exploration and understanding.

Through our values, NPL:

- aims to embrace all voices and value diverse perspectives
- engages through spaces, programs, and services to support our community
- explores partnerships to better connect resources and serve beyond our walls
- empowers lifelong learners as they discover and cultivate their passions
- encourages adventure and wonder in all we do

The staff at the Novi Public Library are available and eager to serve the residents of Novi to help find your informational and educational needs and wants.

Stop by an Information Desk today!

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**Café Update as of 10/18/23:**

Café Library July 1, 2021 thru June 30, 2022					
	<b>Revenue:</b>			<b>Expenses:</b>	
	Gross Sales	\$80,033.86		Fees	\$1,989.38
	Returns	-\$122.70		Rent 21-22	\$6,000.00
	Discounts and Comps	-\$465.54		Digital play cost	\$216.00
	<b>Net Sales:</b>	<b>\$79,445.62</b>		Square cost	\$540.00
	Gift card sales	\$2,056.39		Food/Paper	\$37,429.90
	Tax	-\$4,725.50		Labor	\$42,000.00
	Tip	\$0.00		Repairs Turbo Chef	\$1,133.40
	Refunds by amount	-\$100.00			
	<b>Total Revenue:</b>	<b>\$76,676.51</b>		<b>Total Expenses:</b>	<b>\$89,308.68</b>
	<b>Profit/Loss:</b>	<b>-\$12,632.17</b>			

Café Library July 1, 2022 thru June 30, 2023					
	<b>Revenue:</b>			<b>Expenses:</b>	
	Gross Sales	\$133,991.58		Fees	\$3,650.90
	Returns	-\$256.95		Rent 22-23	\$0.00
	Discounts and Comps	-\$714.35		Digital play cost	\$216.00
	<b>Net Sales:</b>	<b>\$133,020.28</b>		Square cost	\$540.00
	Gift card sales	\$4,346.63		Food/Paper	\$73,001.01
	Tax	-\$7,822.44		Labor	\$60,513.21
	Tip	\$0.00		Repairs	\$3,094.53
	Refunds by amount	-\$453.71			
	<b>Total Revenue:</b>	<b>\$129,090.76</b>		<b>Total Expenses:</b>	<b>\$141,015.65</b>
	<b>Profit/Loss:</b>	<b>-\$11,924.89</b>			

- Café contract will be brought to the Library Board at the November meeting for approval.

## Daily use of the building by hour – September 2023

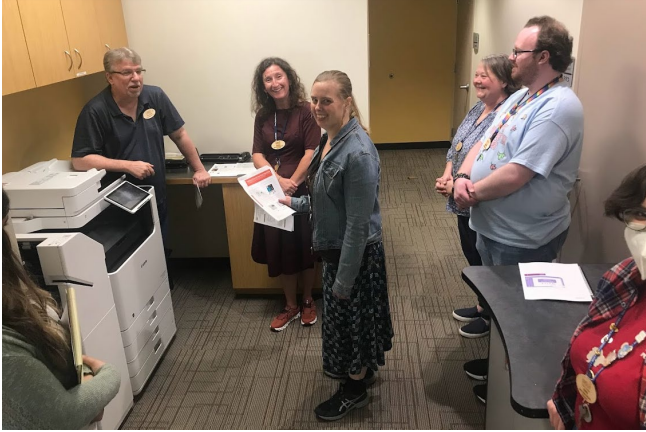
Sunday				Monday				Tuesday				Wednesday				Thursday				Friday				Saturday							
																				9/1/2023				9/2/2023 CLOSED							
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9/3/2023 CLOSED				9/4/2023 CLOSED				9/5/2023				9/6/2023				9/7/2023				9/8/2023				9/9/2023							
9-10am				9-10am				9-10am				9-10am				9-10am				9-10am				9-10am				9-10am			
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11am-12pm				11am-12pm				11am-12pm				11am-12pm				11am-12pm				11am-12pm				11am-12pm				11am-12pm			
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6-7pm				6-7pm				6-7pm				6-7pm				6-7pm				6-7pm				6-7pm				6-7pm			
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7-8pm				7-8pm				7-8pm				7-8pm				7-8pm				7-8pm				7-8pm				7-8pm			
0 0 0				0 0 0				107 88 98				95 84 90				80 58 69				0 0 0				0 0 0							
8-9pm				8-9pm				8-9pm				8-9pm				8-9pm				8-9pm				8-9pm				8-9pm			
0 0 0				0 0 0				68 15 42				113 39 76				49 26 38				0 0 0				0 0 0							
9-10pm				9-10pm				9-10pm				9-10pm				9-10pm				9-10pm				9-10pm				9-10pm			
0 0 0				0 0 0				0 0 0				0 0 0				0 0 0				0 0 0				0 0 0							
								1,056				984				895				716				851							



## Information Technology Report by Jeffrey Smith – September 2023

### General

Copiers; Dominic Doot led multiple training sessions on our new Canon copiers for NPL Staff on 9/21<sup>st</sup>.



Dominic Doot in one of his copier training sessions with staff

Experts from Canon Systems America also visited NPL to provide 2 staff training sessions on 9/28.

TLN Technology Forum: The entire IT Department attended the annual TLN Tech Forum at Bloomfield Township Public Library (Sept 29) and learned various topics in the different break-out sessions. Keynotes were on Artificial Intelligence in Libraries, and Library Security. In addition to the learning, we were able to meet many of our Library IT cohort in the area. This was the first In-Person Tech forum that TLN has held in several years due to the COVID Pandemic.



Dominic worked on creating a current password list for all iCube technology

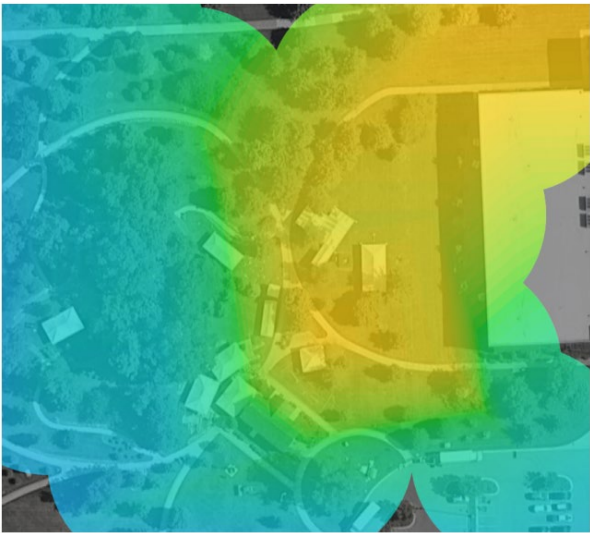
Denise worked on creating a new technology inventory that tracks all of our PCs, laptops, mobile devices and hotspots.

WIFI: On September 21<sup>st</sup>, TLN completed the installation of our Outdoor WIFI Access Points.

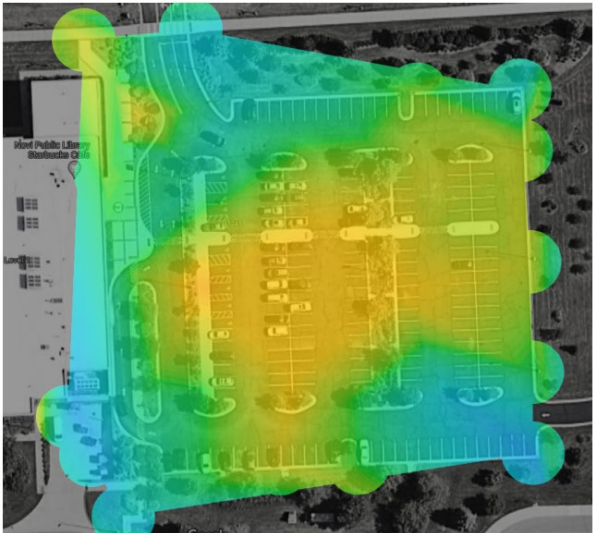
Top device models by usage			
Model	# Devices	Usage	Average Usage per Device
MR46	2	1.09 TB	560.61 GB
MR46E	8	4.14 TB	529.94 GB
MR86	2	67.46 GB	33.73 GB

NPL Meraki WiFi Usage for September

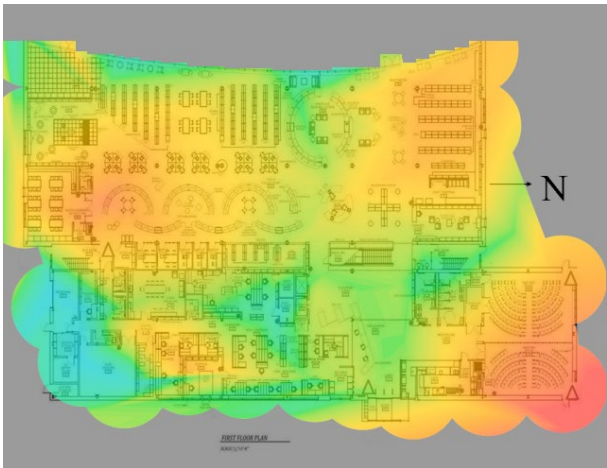
In these two heat maps, Yellow is good, Green is OK and Blue is not really good. As you can see the patio is covered by a strong signal and a portion of the park up to the historical building. Beyond that is a weaker signal. The main central area of the parking lot has a strong signal, and the fringe areas in the NW and SE corners has a weaker signal.



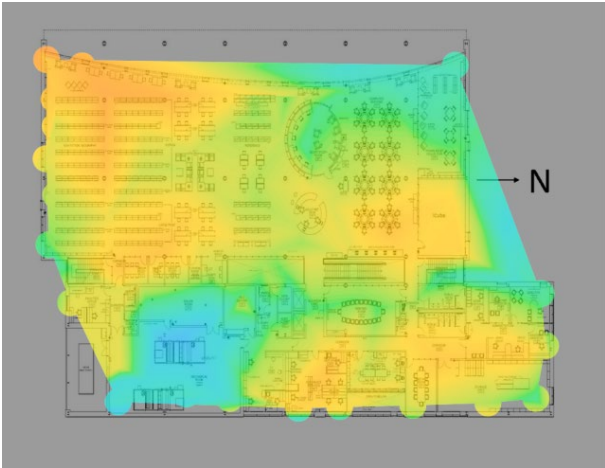
WiFi Strength on West side (Patio)



WiFi Strength in East Parking Lot



WiFi Strength on First Floor



WiFi Strength on Second Floor

Cameras: On September 18 we issued an RFP through the City for our Security Camera system. Because we are still using a borrowed NVR (on-premises camera server) we wrote the RFP to make the server a priority, followed by new cameras. The results of the RFP will be discussed with the NPL Building and Grounds Committee and the whole board in October.

Audio/Visual: On Sept 5<sup>th</sup>, Tel Systems installed a new HDMI/VGA connector in our West Meeting Room. The cost to NPL was zero due to the lifetime guarantee of the device – giving us a savings of hundreds of dollars for this complex computerized device.



New A/V connector in West Meeting Room installed by Tel Systems

### iCube

- We held 187 iCube appointments in September.
  - 46 3D prints
  - 3 3D scans
  - 12 Adobe Creative Cloud projects
  - 17 Cricut crafts
  - 0 Carvey projects
  - 23 Creative Kits
  - 15 Digital Conversions
  - 25 Heat Press jobs
  - 18 Laser projects
  - 11 Photo Prints
  - 3 Sewing/Embroidery projects
  - 14 Sublimation prints

### **iCube projects during September -Dominic, Anna B, Mary R, Anna J, Jess H.**

Anna B was able to engrave a pumpkin with our laser engraver.



Pumpkin design by Anna Burbo

iCube staff worked with a guest from Older Adult Services, to make ceramic car cup holder coasters with a Veteran's Day design. The notch is so you can pry the coaster out of your cup holder.



Veterans Day Coaster by Mary Robinson and Anna B

Jessica Holowicki tested engraving on ceramic tile. She also changed our laser filters, so we should be able to do clean engraving for at least 6 months without additional maintenance.

Anna Jakubiec assisted guests with mug sublimations, engraved bookmarks, digital transfers, photo print and scan, and our knitting machine.

Mary Robinson created some rubber stamps with our laser engraver. She plans to mount the stamps on a 3-D printed handle.



Prototype rubber stamps made by Mary Robinson

Dominic and Mary installed our new Archival Scanner, courtesy of some very generous donors. The scanner has a large bed (12.2" x 17.2) and a high quality image. The scanner unveiling will take place in November.



New Epson 13000XL scanner installed by Dom and Mary

### Training

Denise participated in System Admin training led by former NPL Sys Admin Bryan Carter. (9/16)

Jeff attended Novi Employee In-Service (9/19)

Dominic, Denise, Jeff and Anna completed "Anti-Harrassment & Anti-Discrimination" training (9/21)



## **Facilities Report by Keith Perfect –September**

In the past month the Facilities Department has closed 3 Facilities tickets, 52 Meeting Room Requests and has updated 348 Periodic Maintenance tickets.

- Multiple vendors were on-site to quote the replacement of meeting room carpet. Three quotes were obtained and we are waiting on a fourth.
- Numerous light bulbs and ballasts were changed throughout the building.
- The fireplace inspection was completed by vendor. The fireplace is ready to go for the winter season.
- The plumbing back-flow testing has been completed. One device failed and later repaired by vendor.
- A cabinet in the IT office was removed and relocated to allow room for the new copy machine.
- The fire suppression system was inspected by vendor. The suppression system is in good working order. An issue with the programming of the fire panel was corrected by the vendor.
- A drywall repair was made near the café where a wall mounted door stop had punched through. The wall was repaired and re-painted.
- A broken toilet flush valve diaphragm was replaced on a toilet in the first floor women's restroom.
- A seagull was found to be trapped on the HVAC chiller roof deck. The large bird was safely removed and released outside.

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

### **News and Notes**

- Welcome, Emanuela (Emma) DeCenso, Community Outreach Librarian! Emma was most recently a librarian at Farmington Community Library and we are excited to get her plugged into many outreach efforts for seniors, businesses and more!
- September was National Library Card Sign Up Month! We celebrated with a scavenger hunt for guests in grades K-12. Children who completed the scavenger hunt by completing the mystery phrase hidden around the youth area received a library-themed prize and were entered to win an Elemental-themed raffle prize. 84 guests completed the scavenger hunt.
- Anna launched a Film Lovers Challenge that is running from September 1 through December 31. This is a paper and Beanstack BINGO challenge for adults. In addition to promoting our DVD and Blu-Ray collections, this challenge also promotes our Kanopy digital library of movies and TV shows.
- Read and Recreation is ongoing from September 1 through October 29. Read and Recreation is a BINGO challenge in partnership with Novi's Parks & Rec department. Participants can find code words for their print or online (Beanstack) BINGO sheet to earn entries in a raffle for NPL and City of Novi swag.
- Teen Space had a BIG start to the year! Attendance for September was 960, with an average of over 50 students per day! In addition to providing snacks during the first two weeks of school, we also raffled off two tickets to NCSD Homecoming. 25 students participated in the raffle.
- Staff attended committee meetings for iCube, Safety, Calendar, In-Service (wrap up meeting), Building Policy and HR Policy.

### **Professional Development**

- Onboarding for new staff continues
- Staff completed the City's Anti-Discrimination and Harassment training
- Staff completed training on the new Canon printers
- Training on Friends book sorting and Book Nook – Anna, Jess, Austin, Josefa

- Great Start Collaborative Oakland County Birth to Three Literacy Workshop – Jen
- BiblioCon virtual conference – Anna
- “Stronger Together: Purposeful Service” PLA webinar – Lindsay
- University of Michigan School of Information / MLA virtual symposium “Public Librarianship in Contentious Times” – Lindsay, Mary, Emma
- “Reasoning with the Unreasonable Patron” webinar (Library of Michigan) – Lindsay
- “Dimensions of Diversity” webinar – Emma
- “Transforming Libraries through Trauma-Informed Services” webinar – Jess, Kirsten, Danielle
- “Managing Difficult Conversations” webinar - Kirsten
- “Future Proof Your Library” webinar – Kirsten, Danielle
- “Building a Teen Book Club” webinar – Austin
- IS staff on external committees:
  - MiYouth: Lindsay
  - Mitten Award Workgroup: Emily
  - School Library Journal reviews: Emily
  - TLN digital tech support: Mary

### IS Staff Outreach

- Library Field Trips by 150+ students from Novi Meadows – Lindsay, Hillary, Danielle
- Novi ECEC Special Education Class Visit – Emily
- Novi Schools Back to School Breakfast / Parent Camp – Taylor and Hillary
- Preschool Outreach at Little Birds Montessori, Novi Woods Montessori and Goddard School – Emily
- Ribbon Cutting at Brentwood Grille – Hillary
- Ribbon Cutting at Detroit Wing Company – Emma and Hillary
- Novi Chamber Friday Coffee networking event – Emma and Hillary
- Meadowbrook NO.VI Book Club – Rae and Emma
- Oakland Literacy Council Open House – Shannon

### Adult Programs

- Knit 2gether Knitting Group (4) - 25
- Craftastic Wednesday (Eraser Stamps) – 12
- Spanish Conversation Group – 10
- Japanese Conversation Group – 33
- English Conversation Group (2) – 38
- English Language Lessons (8) – 123
- ESL Book Club (6) – 63
- Masterpiece Monday – 27
- Summer Songfest – 250
- Afternoon Read Book Club – 9
- Novel Idea Book Club – 9
- “Girls Night Out” After Hours Fashion Show and Wine Tasting – 117

### Adult Displays

- **Feature Collection:**
  - Reading Challenge: Fantasy and Science Fiction

- Hispanic Heritage Month



- **Desk Display:** Comics Plus

### Youth/Tween/Teen/Family Programs

- Baby Time (2) – 79
- Tot Time (2) – 116
- Time for Twos and Threes (3) – 147
- Fun for Fours and Fives (3) – 46
- Family Story Time (3) – 148
- NO-VI Chess Club – 22
- Lego Club – 8
- Tail Waggin' Reading Buddies – 12
- Teen Advisory Board (TAB) – 14
- Galaxy in a Jar – 38
- Candy Corn Catapult – 20
- Robotics Demonstration Day – 77
- Pirate Grab and Go Kit – 48

### Youth/Tween/Teen Displays

- **Teen Stop display** – Hispanic Heritage Month
- **Youth Feature Display** – “Going Back to School Rocks!” (books about school)
- **Youth Desk Display** – Read and Recreation Challenge / nature and the outdoors
- **New for You Kiosk**
  - **Libraries are for Everyone:** National Honey Month, National Yoga Awareness Month, Labor Day, Anniversary of 9/11, Hispanic Heritage Month, Rosh Hashanah, Talk Like a Pirate Day, Yom Kippur, Sukkot, Mid-Autumn Festival, Hobbit Day





- Feature Display: Community Reads: *Mika in Real Life* by Emiko Jean

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

### **Department Head/General**

- Board Packet Statistics were completed for the Support Services Department.
- Attended Management Team meetings.
- Attended weekly SS Department catchup meetings.
- Attended weekly IT Department catchup and Facilities meetings.
- Held an IAD/IT Department catchup meeting on September 5<sup>th</sup>.
- Held training and orientation sessions for new hires on September 6, 12, 14, and 21.
- Held a Building Policy Committee meeting on September 12<sup>th</sup>.
- Attended the City of Novi's employee in-service on September 19<sup>th</sup>.
- Attended a Strategic Planning Zoom meeting on September 20<sup>th</sup>.
- Held interviews for 1 Shelver and 2 Clerk positions on September 26<sup>th</sup> and 28<sup>th</sup>.
- Attended a Canon copier training session on September 28<sup>th</sup>.

### **Circulation & Shelves**

- Manager/Supervisor meetings were held the week of September 18<sup>th</sup>.
- Interviews for 1 Shelver and 2 Clerk positions were held on September 26<sup>th</sup> and 28<sup>th</sup>.
- Lily Kosaka and Jason Nunez's first days as our new 12-hour Shelver and Substitute Shelver, respectively, was September 11<sup>th</sup> and 20<sup>th</sup>. Please say "hi" and welcome them to NPL when you see them!
- Return Slots During 3+ Day Library Closures  
When the Library is closed for three (3) or more days in a row, both return slots will be closed. No staff will be required to come in to tend to the AST machine, the return slots, or materials.

#### **From a guest perspective:**

Guests are no longer charged overdue fines.

- We should encourage guests to take advantage of our holiday closures—they don't need to interrupt their holiday by worrying about getting items back to the Library. Instead, they can enjoy their materials for 3+ days more and return them when we reopen.

- During the winter holiday closures, by having the option to drop off materials, some guests feel obligated to come by to drop off materials in unsafe road conditions.
  - They face no adverse consequences by keeping their items a bit longer.
- Guests will no longer be confused as to why items are still on their account the business day after a holiday closure.
  - Returns would be accepted when the Library opens on the business day after a holiday closure. This would be less confusing for guests because their items would be removed from their account on the day they return them, not days later.
  - Currently, items returned during a holiday closure may be put into the automatic or the manual return slot. During holiday closures, the automatic sorting machine is set to a mode that makes best use of available bin space but does not check items off of guest accounts. Items placed in the manual return slot accumulate on the floor, since a bin would be insufficient to hold the amount of manual returns we get. For both return slots, the items are checked in on the day we open, but it takes most of the day to process all of the returns on top of the normal returns we receive when we are open. Until these items are processed, they still show as checked out on a guest's account.
    - There would be less calls the day we reopen from confused and frustrated guests worried that items they returned have not come off their account yet. That would provide a better customer service experience to our guests and would be less staff time diverted to answering repetitive questions about an issue that could be avoided.
      - This is because now, due to the amount of returns received to be processed, on top of our regular returns and TLN delivery, it can take 24-48 hours to get caught up.
- There is reduced wear and tear on the AST machine and on materials.
  - During open hours, our staff are continuously checking and clearing AST bins, minimizing any potential damage that can occur. An unmanned operating AST room increases the possibility of damage to items from multiple sources; i.e. getting jammed in the conveyor, drops into bins, heavy items dropping onto other items, materials piling up on the floor (when the manual return is used instead). Reducing the amount of unmanned hours of the AST machine seems like the best way to preserve its remaining years of life, and the most fiscally responsible move.
  - Even though items are not due when the Library is closed, some guests are overly concerned about returning their materials. They have tried to return specific items through the return slots that are only returnable to the Circulation Desk due to potential damage risk when returning them through the return slots, including hotspots, Story Time Backpacks, and other kits.
    - This has resulted in damage to the expensive items in the kits (example: a microscope) and materials getting caught in the rollers of the AST machine (example: A Story Time backpack's handles).
    - If an item jams on the AST machine when we're open, someone is going to catch it right away. If an item jams when we're closed, it has the potential to really put strain on a machine that's already beyond its estimated life runtime.
    - We have a software add-on that is supposed to shut down the AST machine if something jams, but we have seen that an item has to be jammed in a certain way for that stop-mechanism to

activate. Sometimes the machine doesn't realize a paperback is jammed in its rollers, and it just keeps going, building up a log jam behind it. This can cause damage to the machine and it becomes a fire hazard.

- No holds will be activated that guests cannot pick up because the Library is closed.
  - With the AST machine, items are automatically scanned and items that have holds become activated and automatic notifications are sent to guests to pick up the hold. However, the Library is closed, and this may confuse guests.

### Tech Services

- Staff are completing several MCLS classes towards either a Basic or Advanced Cataloging Certificate.

### Statistics (September 2023)

- **Cards Issued: 370**
- **Items Checked Out (NPL): 53,996**
- **Items Checked Out (LLL): 96**
- **Total Checkouts (NPL + LLL): 54,092**
- **Items Interloaned for NPL Patrons: 3,985 (60 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,306 (112 through MeLCat)**
- **Items Added to the Collection: 1,031**
- **Items Discarded from the Collection: 1,782**
- **Drive-Up Window & Locker Hold Pickups: 15**
- **MAP Checkouts: 46**
- **Online New Card Registrations: 18**
- **Outreach:**
  - **NPL @ Your Door: 8 Mailer Bags / 16 Items**
  - **5 Facilities Visits / 25 Items Provided**
  - **7 Book Discussions / 107 Items Provided**
- **Read Boxes:**
  - **5 Weekly Deliveries**
  - **24 Adult Items Circulated**
  - **349 Youth Items Circulated**

**2022-2023 Annual Inventory Report for NPL**

June	Total	Added	Removed	Net	Added	Removed	Fiscal Year	CURRENT
	Last Month	This Month	This Month	This Month	Fiscal YTD	Fiscal YTD	Total	TOTAL
Adult Books Non-fiction	28,988	280	75	205	2,190	4,413	-2,223	29,193
Adult Books Fiction	33,082	422	31	391	4,171	5,936	-1,765	33,473
<b>Total Adult Books</b>	<b>62,070</b>	<b>702</b>	<b>106</b>	<b>596</b>	<b>6,361</b>	<b>10,349</b>	<b>-3,988</b>	<b>62,666</b>
Youth Books Non-fiction	18,864	239	86	153	2,414	2,100	314	19,017
Youth Books Fiction	55,324	957	398	559	5,871	6,134	-263	55,883
<b>Total Youth Books</b>	<b>74,188</b>	<b>1,196</b>	<b>484</b>	<b>712</b>	<b>8,285</b>	<b>8,234</b>	<b>51</b>	<b>74,900</b>
<b>TOTAL BOOKS</b>	<b>136,258</b>	<b>1,898</b>	<b>590</b>	<b>1,308</b>	<b>14,646</b>	<b>18,583</b>	<b>-3,937</b>	<b>137,566</b>

**Total Value Based on \$25.00 per unit \$ 3,439,150.00**

CD Books	5,754	11	33	-22	434	616	-182	5,732
DVDs	17,860	105	58	47	2,110	2,743	-633	17,907
<b>TOTAL MULTIMEDIA</b>	<b>23,614</b>	<b>116</b>	<b>91</b>	<b>25</b>	<b>2,544</b>	<b>3,359</b>	<b>-815</b>	<b>23,639</b>

**Total Value Based on \$30.00 per unit \$ 709,170.00**

**Total Collection Value \$ 4,148,320.00**

8/17/2023

Support Services Statistics 2023-2024													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	373	334	370										1,077
↳ Of Which, Online Registrations Totaled	4	29	18										51
Checkouts (NPL)	67,511	62,374	53,996										183,881
Checkouts (Lakeshore Lending Library)	203	103	96										402
Total Checkouts (NPL + LLL)	67,714	62,477	54,092										184,283
Items Borrowed	4,525	4,983	3,985										13,493
Items Loaned	3,728	3,648	3,306										10,682
Hold Pickups (Drive-Up & Lockers)	28	14	15										57
MAP Pass Checkouts	99	77	46										222
Read Boxes	392	453	373										1,218
NPL @ Your Door (# of Bags)	11	13	8										32
NPL @ Your Door (# of Items)	40	30	16										86

Year-to-Year Comparison			
		SEP 2023	SEP 2022
Cards Issued This Month		370	583
Total Checkouts (NPL + LLL)		54,092	57,668
Items Borrowed	TLN	3,925	4,100
	MeL	60	72
		3,985	4,172
Items Loaned	TLN	3,194	3,128
	MeL	112	103
		3,306	3,231

Read Boxes			
		SEP 2023	SEP 2022
Read Boxes	Adult	24	0
	Youth	349	0
	Total	373	0
<b>NOTE:</b> Read Boxes were filled for the 2023 season on May 3rd.			



Self-Check Totals 2023-24 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	67,714	44.27%	29,979	8,633	7,030	4,482	9,834
August	62,477	44.65%	27,893	8,474	6,433	3,921	9,065
September	54,092	40.94%	22,143	7,125	4,604	3,384	7,030
October							
November							
December							
January							
February							
March							
April							
May							
June							
<b>FYTD</b>	<b>184,283</b>	<b>43.28%</b>	<b>80,015</b>	<b>24,232</b>	<b>18,067</b>	<b>11,787</b>	<b>25,929</b>

Library Usage									
2022-2023 Fiscal Year					2023-2024 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	26,439	7,468	33,907	1,130	July	35,488	7,105	42,593	1,704*
August	26,252	7,248	33,500	1,117	August	24,612	4,137	28,749	1,106
September	22,293	8,056	30,349	1,124	September	50,117	6,560	56,677	2,099
October	26,053	8,864	34,917	1,126	October				
November	24,413	9,155	33,568	1,199	November				
December	21,123	7,248	28,371	1,091	December				
January	26,060	7,248	33,308	1,149	January				
February	25,615	7,248	32,863	1,174	February				
March	26,395	7,248	33,643	1,085	March				
April	24,470	7,248	31,718	1,094	April				
May	23,598	5,020	28,618	1,022	May				
June	27,140	6,777	33,917	1,211	June				
<b>FYTD Total</b>	<b>299,849</b>	<b>88,828</b>	<b>388,677</b>	<b>1,127</b>	<b>FYTD Total</b>	<b>110,217</b>	<b>17,802</b>	<b>128,019</b>	<b>1,641</b>

\*Drive-Up number was estimated for December 2022 to April 2023

\*corrected

Computer Logins											
2022-2023 Fiscal Year						2023-2024 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,224	46,582	47,806	1,594	269	July	1,128	38,208	39,336	1,573*	237*
August	1,310	47,479	48,789	1,626	289	August	1,250	44,166**	45,416	1,514	289
September	979	45,290	46,269	1,714	266	September	1,025	104,753	105,778	3,918	255
October	1,066	53,634	54,700	1,765	288	October					
November	963	51,914	52,877	1,888	263	November					
December	883	14,326	15,209	585	253	December					
January	1,027	50,970	51,997	1,793	275	January					
February	1,043	58,598	59,641	2,130	264	February					
March	1,122	32,663	33,785	1,090	294	March					
April	1,026	54,630	55,656	1,919	272	April					
May	889	44,893	45,782	1,635	274	May					
June	1,077	46,751	47,828	1,771	260	June					
<b>FYTD Total</b>	<b>12,609</b>	<b>547,730</b>	<b>560,339</b>	<b>1,629</b>	<b>3,267</b>	<b>FYTD Total</b>	<b>3,403</b>	<b>187,127</b>	<b>190,530</b>	<b>2,324</b>	<b>781</b>

\*July stats corrected

\*\*44,166 Total August 2023 WIFI Sessions = 12,972 Cisco WIFI Sessions Aug 1 to Aug 17 + 31,194 Meraki WIFI Sessions Aug 18 to Aug 31

Early Literacy Workstation Usage							
2022-2023 Fiscal Year				2023-2024 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	447	8,742	19	July	612	8,955	14
August	443	8,650	19	August	693	9,007	13
September	342	5,918	17	September	610	6,615	12
October	388	7,418	19	October			
November	346	6,366	18	November			
December	343	5,964	17	December			
January	456	9,317	20	January			
February	388	7,990	20	February			
March	457	8,727	19	March			
April	350	5,741	16	April			
May	278	4,684	16	May			
June	438	8,276	18	June			
<b>FYTD Total</b>	<b>4,684</b>	<b>87,799</b>	<b>18</b>	<b>FYTD Total</b>	<b>1,915</b>	<b>24,577</b>	<b>13</b>

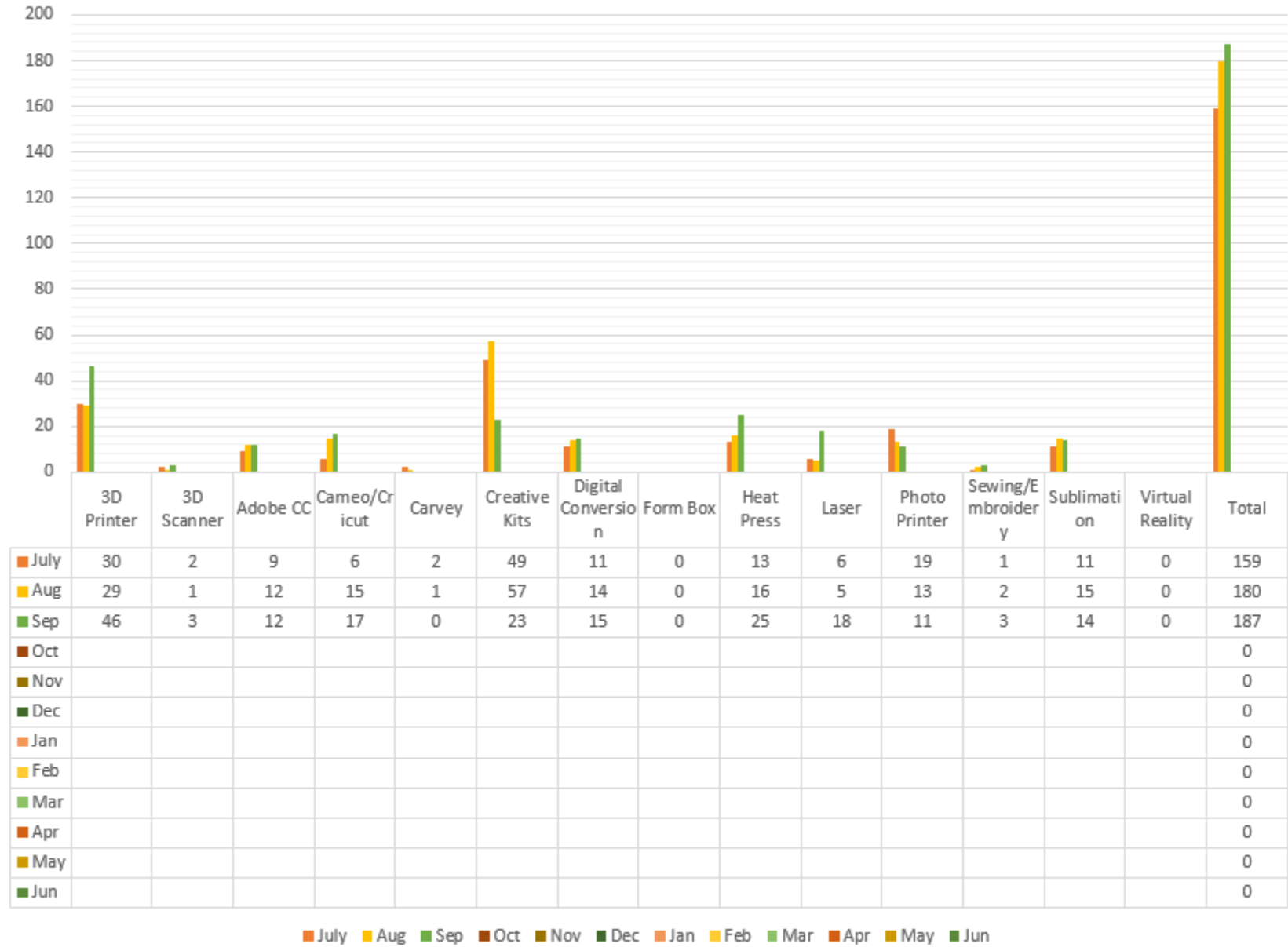
\*AWE Stats previously taken from AWE Customer portal. Beginning July 2023, portal is no longer available. Stats are now downloaded from the AWE workstations.

Recite Me (Website Accessibility Toolbar)											
2022-2023 Fiscal Year						2023-2024 Fiscal Year					
Month	Pages Viewed	Unique Users	Pages Viewed Per Session	Screen Reader	Translation	Month	Pages Viewed	Unique Users	Pages Viewed Per Session	Screen Reader	Translation
June	14290**	2,211	6.46	13,470	16,540	July	1,761	357	4.93	2,638	18,161
FYTD Total	14,290	2,211	6.46	13,470	16,540	August					
*Recite Me was launched June 2023						September					
**Number potentially inflated due to website bot usage						October					
						November					
						December					
						January					
						February					
						March					
						April					
						May					
						June					
						FYTD Total	1,761	357	5	2,638	18,161

myLIBRO (Library App)							
2022-2023				2023-2024			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
June	n/a	1,786	189	July	57	1,488	100
*Available for download starting in June 2023, officially launched July 2023				August			
				September			
				October			
				November			
				December			
				January			
				February			
				March			
				April			
				May			
				June			
				FYTD Total	57	1,488	100

Technology Training Sessions 2023-24 Fiscal Year																
	3D Printing	Cameo / Cricut	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Laser	Formbox	3D Scanner	Adobe CC	Heat Press	Creative Kits	Virtual Reality	Staff Training	Total Sessions
Jul	30	6	11	19	1	11	2	6	0	2	9	13	49	0	4	163
Aug	29	15	14	13	2	15	1	5	0	1	12	16	57	0	3	183
Sep	46	17	15	11	3	14	0	18	0	3	12	25	23	0	8	195
Oct																0
Nov																0
Dec																0
Jan																0
Feb																0
Mar																0
Apr																0
May																0
Jun																0
<b>Total Sessions</b>	105	38	40	43	6	40	3	29	0	6	33	54	129	0	15	<b>541</b>

### iCube Usage 2022- 2023



2023-2024 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	1,947	513	206	20	175
August	2,009	520	221	13	287
September	1,867	535	232	28	436
October					
November					
December					
January					
February					
March					
April					
May					
June					
<b>FYTD Total</b>	<b>5,823</b>	<b>1,568</b>	<b>659</b>	<b>61</b>	<b>898</b>

2023-2024 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,017	4,390	9,407	649	111
August	6,724	2,656	9,380	750	123
September	6,400	2,429	8,829	1,081	110
October					
November					
December					
January					
February					
March					
April					
May					
June					
<b>FYTD Total</b>	<b>18,141</b>	<b>9,475</b>	<b>27,616</b>	<b>2,480</b>	<b>344</b>



Meeting Room Rentals					
2022-23 Fiscal Year			2023-24 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
<b>July</b>	26	604	<b>July</b>	26	390
<b>August</b>	38	823	<b>August</b>	25	443
<b>September</b>	33	719	<b>September</b>	40	859
<b>October</b>	35	748	<b>October</b>		
<b>November</b>	30	699	<b>November</b>		
<b>December</b>	24	516	<b>December</b>		
<b>January</b>	30	663	<b>January</b>		
<b>February</b>	43	868	<b>February</b>		
<b>March</b>	39	1116	<b>March</b>		
<b>April</b>	33	879	<b>April</b>		
<b>May</b>	16	377	<b>May</b>		
<b>June</b>	35	826	<b>June</b>		
<b>FYTD</b>	<b>382</b>	<b>8,838</b>	<b>FYTD</b>	<b>91</b>	<b>1,692</b>

## FRIENDS OF NOVI LIBRARY

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### Friends of Libraries Week Oct 15-21

This time of year is a special time for celebrating the amazing efforts of the Friends of Novi Library. This dedicated group of volunteers advocates for the Library and fundraises in order to help give back by sponsoring programs, services, and resources.

This year, the Friends are celebrating 63 years of service, sponsorship and support of the Novi Public Library. NPL would not be the fantastic library that is is without their leadership!

They are always looking for new members as well as volunteers to join the Friends Board. Becoming a Friends member is easy. For just \$10 for an individual membership, know that your annual contribution goes towards a number of programs and services that will benefit you and your neighbors!



**Friends of the Novi Public Library Board**

[Join Now](#)

# Friends of the Novi Library Fundraiser with Vera Bradley

For a \$5 cash donation made  
to the Friends of the Novi Library,  
you will receive a \$25 coupon off  
a purchase of \$100 or more\*!

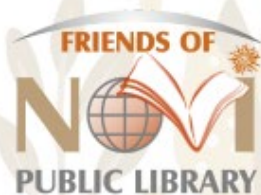
\*Exclusions apply.

**Saturday, October 28**  
**12:00-5:00pm**

Donate and you could  
win a Vera Bradley  
raffle prize!



Vera Bradley  
Twelve Oaks Mall



**CITY OF NOVI HISTORICAL COMMISSION**



**NOVI HISTORICAL COMMISSION**  
**AUGUST Minutes**  
**Wednesday, August 16, 2023**  
**Novi Library Local History**

**CALL TO ORDER:** 7:05 pm

**ATTENDANCE:** Kim Nice, Debbie Wrobel, Sharon Larson, Kathy Crawford, Dan Pierce,

**ABSENT:** Kelly Kasper, Rae Manela

**INTRODUCTION OF GUESTS:** Sue Grifor, Randy Van Wagnen, Gwen & Bruce Markham

**APPROVAL OF AGENDA:** APPROVED w/ amendments

**APPROVAL OF JULY MINUTES:** APPROVED

**TREASURER'S REPORT- Kim**

NOVI HISTORICAL COMMISSION  
 FINANCIAL SUMMARY REPORT - 2023/2024 Fiscal Year

	BUDGET	EXPENDITURES Through August 16, 2023	
Display Cabinet Exhibit	\$ 500	\$ -	
Marketing/Brochures/Engage Name Badges	\$ 900	\$ -	
Equipment/Supplies/Office Upgrades/Repairs	\$ 9,000	\$ -	
Program/Speaker Fees	\$ 1,200	\$ -	
Storage Unit	\$ 2,900	\$ (2,652.00)	
Acquisition (Books/Materials)	\$ 1,500	\$ (1,200.00)	
Conference/Continuing Education	\$ 1,200	\$ -	
Legal Fees	\$ 500	\$ -	
Special Projects Examples: Villa Barn Photography, Veterans Sign, Oral Histories, City/Community Events, Motor City Marker)	\$ 4,000	\$ (179.69)	
<b>Total:</b>	<b>\$ 21,700</b>	<b>\$ (4,031.69)</b>	<b>\$ 17,668</b>
<b>Available Projects</b>	Expenditures	Revenue Received	
Villa Barn Book Sales YTD		\$0.00 YTD	
Wreaths Across Novi Project		\$ 897.38	carryover funds

Treasurer's Report: ALL APPROVED

**LIBRARY LIAISON REPORT:**

**Oakland County Historical Research (OCHR) Alternative:** There are some concerns about the OCHR's ability to post newspapers digitally. As a result, Rae Manela asked Dan Pierce to research alternative options to OCHR for the Commission to consider.

**History Room Office Hours:**

Closed for August

Monday, 9/18 (6-8 p.m.): Kelly Kasper

**DISCUSSION ITEMS:**

**Changing Office Hours Days/Times:** Rae Manela asked the Commission to consider new dates and times for office hours. Possibly changing from 10 a.m. – Noon on Mondays and moving evening hours to another day. Commissioners will vote on options in September. Any new dates wouldn't be implemented until 2024.

**Meeting with Novi City Manager:** Kathy Crawford met with Victor Cardenas (Novi City Manager) to discuss the changes made to the revised Novi Historical Brochure re: how Novi got its name. Victor agreed the next printing of the brochure should include the new, documented explanation on how Novi got its name that the Commission researched. Victor also agreed to look into the extensive number of forms possible speakers need to fill out.

**Cemetery Sign Update:** Kathy Crawford presented a bid for \$7,494 for two new cemetery signs with the updated/correct information. The City will install them if purchased. There was a motion to approve, and the motion passed.

**Miniature Project:** Guest Randy VanWagnen, an animation teacher, spoke about the need for his Washtenaw Community College class to work on a modeling project. Randy said his class could take on the task of building out a miniature of the Novi General Store. A meeting on the project was also held on Aug. 2 in the History Room where the items available in the store and sizes were discussed. Another meeting is planned in the near future.

**2023 – 2024 History Speakers Series:** There are five events scheduled for 2023-2024 CY year:

- Thursday, Sept. 21, 2023 – A City Called Midnight
- Thursday, Oct. 19, 2023 – One Room School House
- Thursday, March 21, 2024 – Women of Michigan’s Capitol
- Thursday, April 18, 2024 – History of Detroit Coney Island
- Thursday, May 16, 2024 – Survivors, Victims & Legacies

**Wisdom Exchange:** The Commission voted to approve working with Novi resident Henry Yim on his program the “Wisdom Exchange” that connects older Novi residents with younger ones to share knowledge and the history of the area. The Commission also provided feedback on the program’s logo.

#### **ONGOING PROJECTS:**

**Omeka Update:** Several undergraduate and graduate student applications have come in for the \$2500 stipend to complete data entry for the photographs of all the tombstones in the Knapp and Novi Rd Cemetery. Applicants will present at a future Commission meeting.

**Wreaths Across Novi:** The Commission is getting ready to send sponsorship letters out by the end of the month. We are also looking to include the Boy Scouts as part of the service and provide a gift for people/organizations who have supported the event for 5 years.

#### **NEW BUSINESS:**

Display Case: The Villa Barr display has not been removed. Once it is, a new display will be put into the display case for the upcoming A City Called Midnight speaker series.

**PUBLIC COMMENT:** NONE

**NEXT MEETING:** Sept. 20, 2023, at 7 p.m.

**ADJOURN:** 8:36 p.m.

## **LIBRARY BOARD COMMITTEE REPORTS**

### **Policy Committee – No Meeting held**

- Collection Development Policy – 2<sup>ND</sup> DRAFT. Was reviewed by staff and DEI Committees and sent back to the attorney as of 10/17/23.
- **NEW** Programming Policy – Being introduced for the first time; was sent to Policy Committee to review by email. No comments/questions received. This Policy was reviewed by the staff and the attorney.

**1<sup>st</sup> Draft: Reviewed by Staff and Attorney as of 10/17/23. Sent to Policy Committee for review.**



## **Programming Policy**

The Novi Public Library ("Library") supports its mission of connecting people to ideas, information, experiences and materials that provide enjoyment, enrich peoples' lives and strengthen our community by developing and presenting programs that provide additional opportunities to further the Library's mission to provide information, learning and entertainment. Programming is an integral component of Library service that:

- Expands the Library's role as a community resource
- Introduces guests and non-users to Library services
- Provides entertainment
- Provides opportunities for learning
- Expands the visibility of the Library
- Furthers the mission of the Library

### **Program Determination**

Ultimate responsibility for programming at the Library rests with the Library Director. The Library Director, in turn, delegates the authority for approved program management to the Head of Information Services and other designated staff, who oversee this responsibility through delegation to designated staff. The Library Director has the discretion to determine which programs the Library shall sponsor or co-sponsor. This policy does not apply to any program that is not conducted or co-sponsored by the Library.

### **Criteria for Programs**

Library staff plan and develop programs for the community based on relevance to community interests and issues, popular appeal, the mission of the Library and suitability for general or targeted audiences.

Program presenters are chosen for their expertise and public performance experience. Program presenters may be required to undergo a criminal background screening.

The Library does not plan programs or classes that are commercial in nature. Although a professional or businessperson may be invited to speak, the purpose of the program is to educate, inform or entertain and otherwise further the Library's mission. Programs are not designed for commercial purposes or for the solicitation of business.

### **Co-Sponsorship of Programs**

The Library may co-sponsor programs with other persons, agencies, organizations and institutions. The Library Director has the sole discretion to determine whether to co-sponsor a program according to the criteria set forth in this Programming Policy. If the Library desires to co-sponsor a Library program, these individual or organizational partners must coordinate marketing efforts with the Library's Head of Information Services and other designated staff. No co-sponsor may use the Library's name in any marketing material without prior approval of the Library Director. If a person or organization desires to co-sponsor a program, the person or organization shall make such request in writing to the Library Director.

### **Non-Discrimination**

The Library does not discriminate in its programs. Library sponsorship or co-sponsorship of a program does not constitute endorsement of the content or the views expressed by the presenter or the participants. Program topics, speakers and resources are not excluded from programs because of possible controversy, and the Library will strive to offer multiple viewpoints.

### **Program Attendance**

Library programs and classes are open to the public; however, due to the nature of certain programs, attendance may be limited. For example, some children's programs may be limited based on age.

Further, attendance may be limited based on the occupancy permitted in the room. When occupancy limits must be established, advanced registration may be required. In the cases where advanced registration is not required, the Library may limit the number of people that may attend any program at the door. Attendance will be determined on a first come, first served basis, either with advanced registration or at the door.

Generally, Library programs are free; however, some classes or programs may require a nominal materials fee or require a ticket to be purchased.

### **Library Staff**

Library staff members who present programs or classes do so as part of their regular job and are not hired as outside contractors.

**Programming Concerns**

The Library welcomes expressions of opinion from guests concerning programming. If a guest questions a Library program, they should first address the concern with the Library Director. Guests who wish to continue their request for review of Library programs may submit the Request for Reconsideration form to the Library Director. Requests for review of programs will be considered in the same manner as requests for reconsideration of Library materials as outlined in the Library's Collection Development Policy.

**Guidelines for Selling Books, Recordings, Art or Other Items at Library Programs**

With advance approval, program presenters may sell their published work or goods. The program presenter must agree to donate ten percent (10%) of all sales to the Novi Public Library, unless a registration fee has been charged by the Library to the program presenter. Program presenters are responsible for all transactions. The Library will not provide change or equipment to assist with credit card transactions. Program presenters are responsible for handling all returns or for providing written notice of a no-return policy. Program presenters are not allowed to solicit donations, charge memberships or engage in any other monetary activity exchanged on Library property.





## **COLLECTION DEVELOPMENT POLICY**

This policy provides guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of our diverse community. It informs the public of the philosophy of collection development and the policies involved.

Novi Public Library (NPL) collects materials in a variety of popular formats. The collection serves the general educational and recreational interests and needs of the community, and reflects its racial, ethnic and cultural diversity. Selection includes recognition of diversity, equity, inclusion and awareness of the role diversity plays in responding to the needs and interests of our guests and community. Selections are made to provide depth and diversity of viewpoints to the existing collection, including content created by and representative of marginalized and underrepresented groups. Access to the collections will not be limited or denied because of origin, race, religion, age, background, sex, sexual orientation, gender identity, disability, or political views. Inclusion of an item in the collection does not mean that the Library endorses any theory or statement contained in those materials and resources.

Materials are intended to broaden vision, support recreational reading, encourage and facilitate reading skills, supplement education needs, stimulate and widen interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world. The reading and viewing activity of minors is ultimately the responsibility of parents or guardians who guide and oversee their own child's development.

### **CENSORSHIP AND INTELLECTUAL FREEDOM**

NPL is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. Novi Public Library supports the principle of Intellectual Freedom. To this end, the Library strives to offer a collection that represents the needs of Novi's diverse community.

While every guest may not agree with the viewpoints offered in some Library material, the Library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas through which any side of a question, cause or movement may be explored, provided that the material meets the outlined selection criteria.

The Library does not use labels on any material in such a way as to show approval or disapproval of the content of that material. Materials are not separated to show approval, disapproval or judgment as to suitability or content for a particular audience.

The Library is committed to free and open access to its collections and to connecting people with ideas, information and materials in a friendly, nonjudgmental manner.

NPL recognizes the American Library Association guidelines, as an industry resource on public access to information, including but not limited to the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement (See Appendix).

## **SELECTION CRITERIA**

Ultimate responsibility for material selection rests with the Library Director who operates under these guidelines established by the Library Board. The Collections Specialist oversees the selection process and provides professional support for Librarians selecting materials. Librarians use professional judgment and expertise in making selection decisions. Librarians are responsible for choosing, replacing and deselecting materials that reflect community demand and library service roles and goals. Both large scale national sources and small, independent sources are considered in making selections. An item need not meet all of the below criteria in order to be acceptable. To build a collection of merit the criteria for selection in the general collection includes, but is not limited to:

- Current and anticipated guest demand
- Relevance to the interests of the Novi community
- Addresses contemporary issues
- Facilitates continuing education
- Enhances job-related knowledge and skills
- Supports business, cultural, recreational and civic interests in the community
- Presents different viewpoints on issues
- Local significance of an author or subject
- Relationship and relevance to the existing collection's strengths and weaknesses
- Easy to use format
- Comparison of content and cost between formats
- Past usage of similar resources

## **COLLECTION MAINTENANCE AND WITHDRAWAL**

Collections are constantly undergoing evaluation in order to provide the best service possible to its guests. The withdrawal of materials, also called weeding, is an ongoing process used to maintain the collection's usefulness, currency and relevance. Weeding of infrequently used and damaged items will relieve overcrowded shelves, increase ease of access, and improve the efficiency of retrieving materials. Materials that no longer fit within the parameters of the collection are removed on a regular basis. The Library will continuously work to curate a collection representing a wide array of people, cultures, ideas and experiences. The criteria used in weeding the collections includes, but is not limited to:

- Accuracy and currency of information (was inaccurate, outdated material)
- Physical condition of material
- Relevance to community interests
- Circulation statistics (was usage)
- Availability of resource in alternative formats
- Ease of obtaining the item from another library with cooperative borrowing privileges
- Whether or not there are superseding sources

Some methods for disposing of library materials includes, but is not limited to: trade-in, return to vendor/manufacturer, transfer to other City departments, bid process for resale, auction, sales to other libraries, local schools or non-profits, donation to other libraries, local schools or non-profits, junking or recycling.

## **LOCAL AUTHOR CRITERIA**

The Library recognizes and highlights authors currently living in or originally from Novi. Because these materials are not typically reviewed in sources used by selectors, the following guidelines will apply:

- For a work to be considered, materials must be donated to the Library, the Local Author Material Submission Form (Appendix) must be completed and submitted to the Collections Specialist.
- The Library will accept one copy of each title
- The same maintenance and withdrawal criteria listed above apply
- All genres of materials will be considered, unless the format is not included in an existing collection
- Donated materials are placed in the area deemed most appropriate

### **INTERNATIONAL COLLECTION**

In recognition of the diversity in Novi and surrounding communities, and in an effort to provide access to information for all guests, the Library has an international collection that provides materials in various languages that are prevalent in the community. The low volume of publishing in some languages or the difficulty in obtaining publications may make it impossible to provide the same amount of material in all languages. In addition to the criteria listed in the Selection Criteria section, Staff will also consider the following, non-exhaustive list of criteria when choosing materials for the International Collection:

- Prevalence of languages spoken at home in the community
- The availability of materials in other languages located at libraries with cooperative borrowing privileges
- Whether the proper cataloging criteria can be established for the material (i.e. MARC record validation).

### **LOCAL HISTORY ROOM COLLECTION**

The Local History Room preserves and maintains materials that record the history and development of Novi, greater Oakland County and surrounding areas as they pertain to Novi's past boundaries. Local History Room materials will be limited to those relating to Novi's history and formation, as well as Michigan history. Materials providing instruction relating to genealogy, local history, preservation and oral history will also be included. Due to the nature of this collection, materials must be used in the Local History Room and cannot be borrowed or taken out of the room.

Each transfer of ownership from a donor to the Library's Local History Room should be clearly documented in writing. This transfer establishes the Library as the legal owner, and includes date of transfer, donor's name and address and a statement that the Library will be responsible for managing the gift (See Deed of Gift form). This will be followed by a thank you letter to the donor. The Library has the right to decline any donation which does not fit the scope or purpose of the Local History Room.

### **REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL**

The Library accepts expressions of opinion from guests concerning materials selected for the collection. Novi residents may request reconsideration of a selection decision of an NPL item by submitting a written request for reconsideration to any Library service desk using the "Request for Reconsideration of Library Materials" form. The Library Director collaborates with the Collections Specialist and Librarians to prepare a written response to an individual's written request. A response to an individual's request can take up to 30 days on average per item being reconsidered.

During the request for reconsideration process, library staff will not restrict or remove the material from its collection. The exception to this process is if the library owns only one copy of the material and it is needed for the review process by library staff.

The Library Board, upon request, hears appeals of the Library Director's written response. Appeals must be presented in writing to the Library Board at least ten (10) days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material and this policy. The final decision on appeals rests with the Library Board.

### **DONATING MATERIALS TO THE LIBRARY**

The Library welcomes monetary gifts and donations of materials with the understanding that the same standards of selection are applied to gifts and donations as to materials purchased for the collection. If donations of materials are accepted, they will be accepted without commitment as to their final disposition and with the understanding that they may not necessarily be added to the collection. Once donated, materials become the property of the Library and will not be returned. Gifts and donations that are added to the Library collection will be housed in the area deemed most appropriate. Because of wear, theft or damage, the Library cannot guarantee the permanence of a gift in the collection. Items that are not needed for the Library may be given to the Friends of the Novi Public Library and offered for sale at the Friends of the Novi Public Library's ongoing used book sale, with proceeds benefiting the Library. The Library may choose not to accept some gifts or donations based on:

- Cost of processing
- Availability of shelving space
- Relevance to the collection
- Need in the collection
- Accuracy and currency of information
- Format of the material, such as textbooks, encyclopedias or magazines
- Physical condition of material

Prospective donors should contact the Library to discuss appropriate donations and procedures before dropping off gifts. A general guideline is that materials should be less than three years old. All material should be in good condition. Upon request, the Library will give the donor a receipt for income tax purposes. The Library does not assign a value to the materials. Staff will not appraise books or other items. It is the donor's responsibility to determine the value of the donated material.

The Library is also pleased to accept monetary gifts intended for the purchase of library materials. The donor's intentions for the gifts and the Library's collection development objectives must be consistent. For gifts or donations of a historical value or significance, please refer to the Local History Room Collection section of this policy. To make a monetary donation, contact the Library's Administration Office.

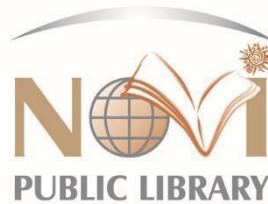
Approved: September 16, 2009; Amended May 1, 2010; June 22, 2017; Amended December 21, 2022 (to include policies C1 – C9 (Collection Development, Novi Author/Artist Collection Policy, Censorship and Intellectual Freedom, Adoption of American Library Association's Library Bill of Rights, Adoption of American Library Association's Freed to Read Statement, Request for Reconsideration of Library Materials, Collection Evaluation and Maintenance, Disposition of Materials, Donating Materials to the Library, and Local History Room Collection).

Signed:



Kathy Crawford, President  
Novi Public Library Board of Trustees

2<sup>nd</sup> DRAFT: As of 10/17/23: Staff reviewed, DEI Committee reviewed. As of 10/18/23 Attorney reviewed. Sent to Policy Committee 10/18/23.



## Collection Development Policy

This policy provides guidance, within budgetary and space limitations, for the **evaluation, selection, acquisition, organization, display, maintenance and withdrawal** ~~selection and evaluation~~ of materials which anticipate and meet the needs of our diverse community. It informs the public of the philosophy of collection development and the policies involved.

Novi Public Library (NPL) collects materials in a variety of popular formats. The collection serves the general educational and recreational interests and needs of the community, and reflects its racial, ethnic and cultural diversity. Selection includes recognition of diversity, equity, inclusion and awareness of the role diversity plays in responding to the needs and interests of our guests and community. Selections are made to provide depth and diversity of viewpoints to the existing collection, including content created by and representative of marginalized and underrepresented groups. Access to the collections will not be limited or denied because of origin, race, religion, age, background, sex, sexual orientation, gender identity, disability, or political views. Inclusion of an item in the collection does not mean that the Library endorses any theory or statement contained in those materials and resources.

**The Library collections will be organized and maintained to facilitate access. No collection materials or displays of those materials will be labeled, restricted, sequestered, or altered because of any controversy about the author, subject matter, or intended or potential audience.**

Materials are intended to broaden vision, support recreational reading, encourage and facilitate reading skills, supplement education needs, stimulate and widen interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world.

The reading and viewing activity of minors is ultimately the responsibility of parents or guardians who guide and oversee their own child's development.

### **Definitions**

**The term "Library Materials" means circulating and non-circulating physical and digital items including books, periodicals, multimedia or other synonyms as they may occur in the Policy having the widest possible meaning. This statement of Policy applies to all Library Materials in the collection, including adult, young adult, tween and youth. However, this Policy and the term**

“Library Materials” does not apply to websites available through the Library's computers or internet connection. **The Library has no control over the content of the Internet.**

The term “selection” refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance.

### **Censorship and Intellectual Freedom**

NPL is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. Novi Public Library supports the principle of Intellectual Freedom. To this end, the Library strives to offer a collection that represents the needs of Novi's diverse community.

While every guest may not agree with the viewpoints offered in some Library material, the Library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas through which any side of a question, cause or movement may be explored, provided that the material meets the outlined selection criteria.

The Library does not use **labels signage or stickers** on any material in such a way as to show approval or disapproval of the content of that material. Materials are not separated to show approval, disapproval or judgment as to suitability **of** content for a particular audience. **Signage and stickers are provided only as a directional aid to facilitate access by making it easier for guests to locate materials and are not an endorsement of the material by the Library. Materials are accessible to all guests, who may choose to consult or ignore the directional aids at their own discretion.**

The Library is committed to free and open access to its collections and to connecting people with ideas, information and materials in a friendly, nonjudgmental manner.

NPL recognizes the American Library Association guidelines, as an industry resource on public access to information, including but not limited to the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement (See Appendix).

### **Selection Criteria**

Ultimate responsibility for material selection rests with the Library Director who operates under these guidelines established by the Library Board. The Collections Specialist oversees the selection process and provides professional support for Librarians selecting materials. Librarians use professional judgment and expertise in making selection decisions. Librarians are responsible for choosing, replacing and deselecting materials that reflect community demand and library service roles and goals. Both large scale national sources and small, independent sources are considered in making selections. An item need not meet all of the below criteria in order to be acceptable. To build a collection of merit the criteria for selection in the general collection includes, but is not limited to:

- Current and anticipated guest demand
- Relevance to the interests of the Novi community
- **A written request for consideration**
- Addresses contemporary issues
- Facilitates continuing education
- Enhances job-related knowledge and skills
- Supports business, cultural, recreational and civic interests in the community
- Presents different viewpoints on issues
- Local significance of an author or subject
- Relationship and relevance to the existing collection's strengths and weaknesses

- Easy to use format
- Comparison of content and cost between formats
- Past usage of similar resources

### **Collection Maintenance and Withdrawal**

Collections are constantly undergoing evaluation in order to provide the best service possible to its guests. The withdrawal of materials, also called weeding, is an ongoing process used to maintain the collection's usefulness, currency and relevance. Weeding of infrequently used and damaged items will relieve overcrowded shelves, increase ease of access, and improve the efficiency of retrieving materials. Materials that no longer fit within the parameters of the collection are removed on a regular basis. The Library will continuously work to curate a collection representing a wide array of people, cultures, ideas and experiences. The criteria used in weeding the collections includes, but is not limited to:

- Accuracy and currency of information (~~was inaccurate, outdated material~~)
- Physical condition of material
- Relevance to community interests
- Circulation statistics (~~was usage~~)
- Availability of resource in alternative formats
- Ease of obtaining the item from another library with cooperative borrowing privileges
- Whether or not there are superseding sources

Some methods for disposing of library materials includes, but is not limited to: trade-in, return to vendor/manufacturer, transfer to other City departments, bid process for resale, auction, sales to other libraries, local schools or non-profits, donation to other libraries, local schools or non-profits, junking or recycling.

### **Local Author Criteria**

The Library recognizes and highlights authors currently living in or originally from Novi. Because these materials are not typically reviewed in sources used by selectors, the following guidelines will apply:

- For a work to be considered, materials must be donated to the Library, the Local Author Material Submission Form (Appendix) must be completed and submitted to the Collections Specialist.
- The Library will accept one copy of each title
- The same **selection**, maintenance and withdrawal criteria listed above apply
- All genres of materials will be considered, unless the format is not included in an existing collection
- Donated materials are placed in the area deemed most appropriate

The Library has the right to decline any donation by a local author which does not fit the Selection Criteria of the collection, as well as materials for which proper cataloging criteria cannot be established (i.e. MARC record validation).

### **International Collection**

In recognition of the diversity in Novi and surrounding communities, and in an effort to provide access to information for all guests, the Library has an international collection that provides materials in various languages that are prevalent in the community. The low volume of publishing in some languages or the difficulty in obtaining publications may make it impossible to provide the same amount of material in all languages. In addition to the criteria listed in the

Selection Criteria section, Staff will also consider the following, non-exhaustive list of criteria when choosing materials for the International Collection:

- Prevalence of languages spoken at home in the community
- The availability of materials in other languages located at libraries with cooperative borrowing privileges
- Whether the proper cataloging criteria can be established for the material (i.e. MARC record validation).

### **Local History Room Collection**

The Local History Room preserves and maintains materials that record the history and development of Novi, greater Oakland County and surrounding areas as they pertain to Novi's past boundaries. Local History Room materials will be limited to those relating to Novi's history and formation, as well as Michigan history. Materials providing instruction relating to genealogy, local history, preservation and oral history will also be included. Due to the nature of this collection, materials must be used in the Local History Room and cannot be borrowed or taken out of the room.

Each transfer of ownership from a donor to the Library's Local History Room should be clearly documented in writing. This transfer establishes the Library as the legal owner, and includes date of transfer, donor's name, ~~and~~ address and a statement that the Library will be responsible for managing the gift (See Deed of Gift form). This will be followed by a thank you letter to the donor. The Library has the right to decline any donation which does not fit the scope or purpose of the Local History Room.

### **Displays of Library Materials**

The Library strives to include a wide spectrum of opinions, viewpoints and genres in displays of Library materials, which also appeal to a range of ages, interests and information needs. Displays of materials should not exclude materials or topics solely because they may be considered to be controversial. Inclusion of an item in a display does not mean that the Library endorses any theory or statement contained in those materials and resources.

The display of Library materials is not inhibited by the possibility that particular works may inadvertently be seen by or come into possession of children and young adults.

### **Display Cases and Cabinets**

Display spaces are managed and maintained by Library staff. Library staff may work with outside organizations, businesses, partners and sponsors to provide displays that relate to library topics, programs and themes, that are consistent with the Library's current Mission, Vision and Values statements. Display cabinets and cases are not available for the public to rent or reserve. The Library strives to include a wide spectrum of opinions, viewpoints, genres and collections which also appeal to a range of ages, interests and information needs when developing a display.

Should Library staff engage with an outside organization, business, partner or sponsor, display items must fit within the case or cabinet. The Library is not responsible for loss, theft or damage to any display items. Failure to retrieve display items by the agreed upon date will result in their removal and disposal by Administration. The Library does not store items before or after a display time limit.



Displays will be available for public viewing during regular Library hours and whenever the Library is open to the public; however, the Library may temporarily remove the items on display for Library events or for other reasons related to the Library's use of the designated areas.

### **Children's Choice of Library Materials**

Responsibility for the Library Materials of children rests with their parents, guardians or caregivers. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.

The Library respects each individual parent's right to supervise their children's choice of Library Materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials their children select must accompany those children when they use the collection to impose those restrictions.

### **Request for Reconsideration of Library Material**

The Library accepts expressions of opinion from guests concerning materials selected for the collection. Novi residents may request reconsideration of a selection decision of an NPL item by submitting a fully complete written request for reconsideration to any Library service desk using the "Request for Reconsideration of Library Materials" form.

Upon receipt of a Request for Reconsideration, the Library Director collaborates with the Collections Specialist and Librarians to prepare a written response to an individual's written request. The Library Director shall respond to the Request for Reconsideration, taking into consideration the Library's Collection Development Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision. A response to an individual's request can take up to 75 30 days on average per item being reconsidered.

During the request for reconsideration process, library staff will not restrict or remove the material from its collection. The exception to this process is if the library owns only one copy of the material and it is needed for the review process by library staff.

The Library Board, upon request, hears appeals of the Library Director's written response. Appeals must be presented submitted in writing to the Library Board within at least ten (10) business days after a written response by the Library Director is made, in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material and this policy and will be made within 75 days of receiving the appeal. The final decision on appeals rests with the Library Board.

### **Donating Materials to the Library**

The Library welcomes monetary gifts and donations of materials with the understanding that the same standards of selection are applied to gifts and donations as to materials purchased for the collection. If donations of materials are accepted, they will be accepted without commitment as to their final disposition and with the understanding that they may not necessarily be added to the collection. Once donated, materials become the property of the Library and will not be returned. Gifts and donations that are added to the Library collection will be housed in the area deemed most appropriate. Because of wear, theft or damage, the Library cannot guarantee the permanence of a gift in the collection. Items that are not needed for the Library may be given to the Friends of the Novi Public Library and offered for sale at the Friends of the Novi

Public Library's ongoing used book sale, with proceeds benefiting the Library. The Library may choose not to accept some gifts or donations based on:

- Cost of processing
- Availability of shelving space
- Relevance to the collection
- Need in the collection
- Accuracy and currency of information
- Format of the material, such as textbooks, encyclopedias or magazines
- Physical condition of material

Prospective donors should contact the Library to discuss appropriate donations and procedures before dropping off gifts. A general guideline is that materials should be less than three years old. All material should be in good condition. Upon request, the Library will give the donor a receipt for income tax purposes. The Library does not assign a value to the materials. Staff will not appraise books or other items. It is the donor's responsibility to determine the value of the donated material.

The Library is also pleased to accept monetary gifts intended for the purchase of library materials. The donor's intentions for the gifts and the Library's collection development objectives must be consistent. For gifts or donations of a historical value or significance, please refer to the Local History Room Collection section of this policy. To make a monetary donation, contact the Library's Administration Office.

Approved: September 16, 2009; Amended May 1, 2010; June 22, 2017; Amended December 21, 2022 (to include policies C1 – C9 (Collection Development, Novi Author/Artist Collection Policy, Censorship and Intellectual Freedom, Adoption of American Library Association's Library Bill of Rights, Adoption of American Library Association's Freed to Read Statement, Request for Reconsideration of Library Materials, Collection Evaluation and Maintenance, Disposition of Materials, Donating Materials to the Library, and Local History Room Collection); **Amended October 26, 2023 (to include language from Exhibits & Displays Policy, which is no longer in effect).**

Signed:

Mark Sturing, President  
Novi Public Library

**HR Committee – No meeting held**

Staff committee continues to meet with HR Attorney to review the 1<sup>st</sup> draft of the HR Policy Manual; edits continue to be made. A plan to present a draft to the Library Board in November 2023 with approval for December 2023 and policies to take effect as of January 1, 2024.

**Finance Committee- No meeting held****Events/Marketing/Fundraising Committee – October 9, 2023 by Trustee Dooley**

Received a written communication from Trustee Cherukuri regarding the tabled collection policy from September. We want to make sure that the public and other board members see the concerns so they can be properly addressed.

The committee reviewed the drafted policy and current policy as well.

Next committee meeting is November 13.

**Strategic Planning Committee – No meeting held**

Staff Committee met on October 11, 2023 to begin creating the 12-month document. Other staff have been invited to join the committee as well to ensure staff representation and commitment to the plan and process.

## Building & Grounds Committee – October 18, 2023

Meeting to discuss the Security Camera/Server project and consult with library staff (Maryann Zurmuehlen and Jeff Smith) on the bid recommendation. 12 bids were received. The following is information provided by Jeff Smith. The bid review committee consisted of: Julie Farkas, Maryann Zurmuehlen, Jeff Smith and Denise Woods.

Submitted Security Camera Project RFPs		
Organization Name	Total Cost	Cloud or On-Premises
ADT Commercial LLC	\$28,733.00	On Premises (Hanwha)
AOC Security LLC (dba Security Designs)	\$42,596.00	On Premises (DW BlackJack)
Building Security & Automation	\$28,839.00	On Premises (DW BlackJack)
Conti LLC	\$37,701.86	On Premises (DW BlackJack)
D/A Central Inc.	\$47,535.00	On Premises (Avigilon Unity)
Inacomp TSG	\$53,611.00	Cloud (Verkada)
Mechanical Controls & Maintenance Inc. (MCM)	\$41,700.00	On Premises (Pelco VideoXpert)
Metro Detroit Integrated Systems (MDIS)	\$30,325.84	On Premises (DW BlackJack)
Presidio Networked Solutions Group LLC	\$63,921.81	Cloud (Avigilon Alta)
Security 101 - Detroit	\$70,811.41	Cloud (Avigilon Alta)
<b>Sentinel Technologies Inc.</b>	<b>\$68,838.00</b>	<b>Cloud (Verkada)</b>
SSD Cabling & Cameras LLC	\$33,812.42	On Premises (DW BlackJack)

### Reasons for choosing a *cloud* solution

- Future-proof. For the last 5 years, cloud-based solutions have been replacing on-prem hardware
- No on-premises server needed - No software required to view video (Browser-based)
- Motion Search, Notifications (communicates to police via SMS/email), Mobile & Remote Viewing, Live Links
- Available integration with door access controls, alarms, and facilities management sensors
- Available Analytics can be added -People (Clothing color, gender, facial), Vehicles (Color, body type), License Plates, History & Archives

### Reasons for choosing *Verkada* as our cloud solution

- America-based company (preferred by government agencies and healthcare industry)
- Cameras have 30-day retention and will work with all cloud or on-prem solutions
- Cameras have 10-year warranty and free software updates & upgrades to prevent obsolete equipment
- System Health Monitoring, Reporting, 2FA, Privacy features, Mobile App

- 24x7 support Verkada's Command Center has a live-chat feature with real people who respond and troubleshoot immediately to address questions and issues
- New cameras will be overnighted to install next day

### Reasons for choosing *Sentinel Technologies Inc.* as our local vendor

- Livonia-based company, 710 employees
- Can meet desired completion dates "If a PO is issued shortly after award, full implementation could be complete before year end."
- 41 years' experience (900 cameras at Livonia Public Schools, 460 cameras at Saline Area Schools)
- 5 years' experience with Verkada (1000 Verkada cameras at two Michigan companies)
- New AI features and enhancements are added at no additional cost
- 1-year warranty on installation labor
- Camera cleaning and service plans are available

<b>Sentinel Technologies Inc.</b>	<b>\$68,838.00</b>
Network Video Recorder Server 2U Rack Mount-must support 5.0 MP cameras and 30-day retention	(\$0) Cloud
5.0 MP Indoor Dome Cameras (35)	\$33,024.15
5.0 MP Outdoor Dome Cameras (9)	\$11,305.89
Camera Licenses (44)	\$24,508.00
	5- Years
Software (Desktop/Mobile) for viewing server and reviewing video Includes free mobile app for Android and iPhone	Included
Labor	included
Hourly Rate	\$200-Sentinal \$75- Challenger
Materials-% markup over contractor's cost	Varies
Lead Time	3 Weeks

Days to Perform Work	7-14 Days
Guaranteed Completion	1/19/2024
Per Sentinel Technologies: "If a PO is issued shortly after award, full implementation could be complete before year end."	
Addendum 1 & 2	Y
Bid Bond	Y

Date: Wednesday, October 18, 2023  
From: Jeff Smith  
Re: Building & Grounds Meeting

Maryann and I had a good meeting with the Building & Grounds committee. Sreeny, Ajeeta, and Mark were all present.

I ran through the document outlining the bidders and the reasons for going with Cloud, Verkada, and Sentinel. Maryann provided some of the background and reasoning behind our decision-making process and helped to explain the urgency.

Questions were mostly on these topics:

1. Can we get some kind of stop-gap solution to carry us through until the new solution is installed? Maybe rent a server?
2. Would it be beneficial to calculate the capital cost over 10 years instead of 5-years? Maybe to help distinguish the benefits of cloud vs on-prem hardware life cycle?
3. Would it be possible to annualize the subscriptions (instead of paying up front for 5 years) or would that increase the cost?
4. Can we find a way to get Sentinel to move quickly?

## **Bylaw Committee – Meeting held October 9, 2023**

Meeting with the Attorney to discuss edits to the Bylaws. There is a need to ask Council for a change in the appointment process for the Library Board, asking for a December appointment timeframe annually, which will then allow for new members to get on-boarded, learn about the Library Board processes and sworn in by March. The City Clerk will bring this information to Council in November.

## **DEI Committee – Meeting held on October 9, 2023**

DEI Committee reviewed the comments from Trustee Cherukuri regarding the Collection Development Policy and reviewed additional staff edits for the 2<sup>nd</sup> draft of the policy. 2<sup>nd</sup> draft was being sent to the Attorney for further review.

Through email the Committee reviewed the Collection Survey that will get out to the community the week of October 23<sup>rd</sup>. Looking for feedback on: genre stickers, new collection opportunities and Lucky Day usage.

Question from Trustee Cherukuri regarding Marc Record in Collection Development Policy:

The Library has the right to decline any donation by a local author which does not fit the Selection Criteria of the collection, as well as materials for which proper cataloging criteria cannot be established (i.e. MARC record validation).

- **MARC record validation for cataloging includes but is not limited to an ISBN, title, Romanized title, author, and subject.**

## **Article from the MLA about the Miller Test and obscene material**

[https://www.milibraries.org/index.php?option=com\\_content&view=article&id=1435:the-miller-test---news---michigan-library-association&catid=44:news-advocacy&Itemid=311](https://www.milibraries.org/index.php?option=com_content&view=article&id=1435:the-miller-test---news---michigan-library-association&catid=44:news-advocacy&Itemid=311)

### **The Miller Test**

It is the responsibility of public libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some individuals in our society may consider to be unconventional, unpopular, or unacceptable. As legislation here in Michigan and around the country attempts to ban books and criminalize our library workers, it is critical to know that LIBRARIES DO NOT HAVE OBSCENE MATERIALS ON THEIR SHELVES. It is also equally important to understand why reading a single paragraph or page out of context at a library board meeting is so misleading.

Obscenity is determined by the court of law. Federal law prohibits the possession with intent to sell or distribute obscenity, to send, ship, or receive obscenity, to import obscenity, and to transport obscenity across state borders for purposes of distribution (18 U.S.C.) Therefore, libraries cannot purchase obscenity on the open market and thus cannot have it on their shelves.

The Miller Test is the primary legal test for determining whether expression constitutes obscenity. As per the Supreme Court, materials MUST PASS ALL 3 PRONGS of the Miller Test. They are:

- whether the average person applying contemporary community standards would find the work, taken as a whole, appeals to the prurient interest;
- whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
- whether the work, taken as a whole, lacks serious literary, artistic, political or scientific value.

Because publishers cannot sell obscene materials to anyone (including libraries), we guarantee that there are ZERO obscene books on the shelves of Michigan public libraries.

When a book gets challenged or banned, someone is trying to decide what is best for everyone based on their own beliefs and feelings. Many books offer new perspectives and insights from people with life experiences different from our own. Many books currently being targeted are those written by and about traditionally marginalized people and experiences including LGBTQIA+, BIPOC and women. Banning children from being able to see different cultures, same-sex couples, and languages in books, closes their world off, sending a clear message that certain ideas are not acceptable in society.

Intellectual freedom is a core value of the library profession and a basic right in our democratic society. Our goal is to protect Michiganders' right to read, oppose attempts to ban books from Michigan libraries, educate the public about the right to read, oppose any legislation that infringes upon Michigan citizens' First Amendment rights and ensure that librarians across Michigan will be entrusted to continue to do their jobs and serve the needs of ALL individuals and communities. We believe that while a specific book may not be the right fit for one person, it may still be the perfect fit for another. Public libraries do not take on the role of a parent, and it is a parent's responsibility to decide what materials they will allow their own children to read. No one individual or group should make sweeping decisions that take that process of careful consideration away from the experts (librarians) and that choice away from readers.

**The overall process for creating a display of library materials at NPL: by Hillary Hentschel, Information Services Dept. Head**

First, determine a topic for the display, based on anticipated interest by our community (examples: nationally recognized holidays or heritage months, seasonal considerations, current events, Beanstack reading challenge themes, upcoming program topics, other genres or topics that we get questions about, etc.)

Then, pull a wide variety of materials that relate to the topic. For a non-fiction topic, this often includes looking at items with particular subject headings or organized in certain Dewey numbers. For all topics, this includes pulling diverse titles with as many types of diversity as possible (diversity in viewpoint, length, reading level, format, author identity, etc.). Sometimes a topic lends itself to both fiction and non-fiction items on the same display (example: a Michigan display that features books about Michigan history as well as Michigan authors and novels set in Michigan).

We are often limited by what is not already checked out by guests (that is, displays may feature "less popular" titles in a subject because those are what are available at the time). Staff may also curate based on publication date, such that the most current edition is on display, even though we may maintain multiple editions in the collection. I have been known to occasionally put items on display that have not circulated in a few years to test if there is still interest in the item before making a final decision about weeding a title.

I would say that the overall philosophy would be to make it easier for guests to select materials on topics we believe they ARE ALREADY interested in without needing to ask for assistance in finding them. It is not about promoting specific items over others, or about selecting topics/items we believe guests SHOULD be interested in.



Update from Director Farkas on October 12, 2023, Re: Training for Staff

Hi DEI Board Committee-

On Thursday, October 5th the Library hosted 3 in-person training sessions with our staff entitled Disability Awareness: ASD. A recording was also done for those that could not attend and this is being required to view by December 15th and is a DEI requirement. I wanted to share with you the slides of the training and the comments that were received by the instructor. This will be added to the Board Packet for October.

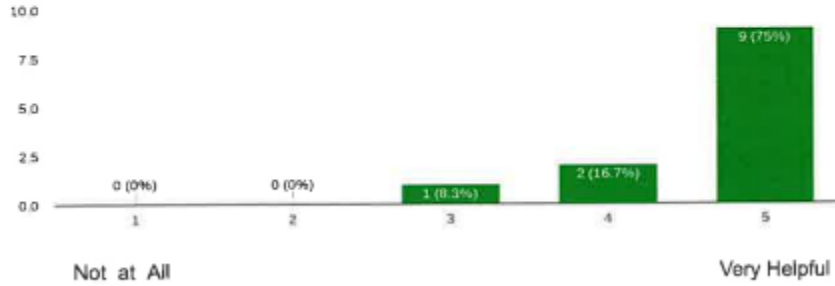
This is just the first step for our team as it relates to the concern that was received by a resident regarding staff and their experience with their family. We are also looking at our building to be more accommodating if possible (we did a walk-through with the trainer for suggestions), looking at programs that can be offered for families, better signage, activity bags and more website information, etc.

This will take some time, and my team is dedicated to continuing to do the best they can.

## Novi Library Presentation Response Summary 10/5/23

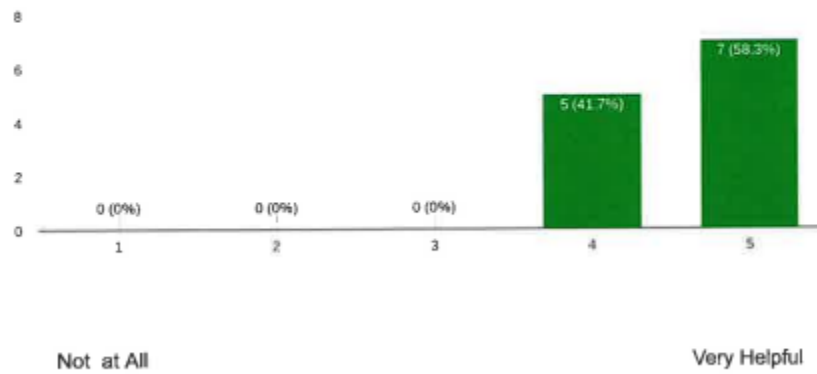
Question 1: (12 respondents)

How relevant and helpful was this presentation for your job?  
12 responses



Question 2: (12 respondents)

How much did this presentation increase your awareness of disabilities?  
12 responses



Question 3: What is something that you learned from the presentation: (10 responses)

- Surprised by the percentage of ASD persons in our community; seeing the person not the disability.
- Being autistic doesn't mean you're not smart.
- Don't be too quick to offer help.
- That I can and should observe and possibly inform other guests about an individual with special needs.
- I learned that Novi has a very high percentage of people with autism.
- The Novi statistics of students with disabilities vs the Oakland County statistics were new to me, and quite shocking.
- People with disabilities and their caregivers don't always need help.
- ASD is a neurological disorder.
- That many of the social issues people with autism face are due to difficulty with theory of mind (other people have different perspectives)
- The data for NCSD and also the criteria for a diagnosis

Question 4: What, if anything, did you dislike about the presentation? (8 responses)

- Could have been longer and even more info
- Nothing
- N/A. It was all very good!
- Nothing-all was wonderful
- I wish we had time to go through the scenarios. I think that would've been very helpful to give people real examples of things that could happen in the library.
- Too short!
- Nothing.
- Nothing!

Question 5: Please provide any other feedback regarding the presentation: (7 responses)

- Resources that might be helpful to address the library environment as it relates to ASD. Online and written resources to refer to.
- Thank you. It was great.
- It was great. Thank you!
- The only reason the second question above is a 4 vs 5, is because I needed more time to learn more! I really enjoyed this presentation and could benefit from more information and

interactions within this topic. We started engaging in some discussions near the end regarding guests and situations, and traveling more down that path, discussing or role playing more scenarios would be beneficial. Thank you.

- It will be useful to have a "language toolkit", and more examples on the way to approach these groups and individuals
- it was great and i think it's super helpful to tell staff not only how to help, but to encourage them to discern whether or not they always need to help
- I thought Kristin was an excellent presenter, very personable and knowledgeable

# Disability Awareness – Autism Spectrum Disorder

Novi Public Library October 5, 2023

## Hello! I'm...

Kristin Corrion, LMSW, SSW  
Educational Social Worker  
Transition Coordinator  
Recently Retired!

### Agenda and Goals

- 01 Know your Why
- 02 Overview of Autism Spectrum Disorder and Disability Awareness
- 03 How can you help?
- 04 Questions and Review

# 01 Know Your Why

### Welcoming ALL people to the Library

- Incidents reported by a family including being asked to quiet their child several times whose disability did not allow for this
- The family shared that they did not feel welcome and felt discriminated against
- The family shared that several other families also had similar experiences and as a result do not go to the library

- ### Goals:
1. Increase understanding of ASD and other disabilities
  2. Increase ability to treat all visitors to the library equally
  3. Increase understanding of resources available to persons with disabilities or special needs at the Novi Public Library
  4. Celebrate the diversity that is Novi!

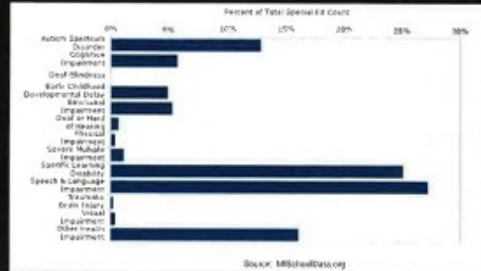
## Did you know?

Data from the Centers for Disease Control and Prevention (CDC) 2023:

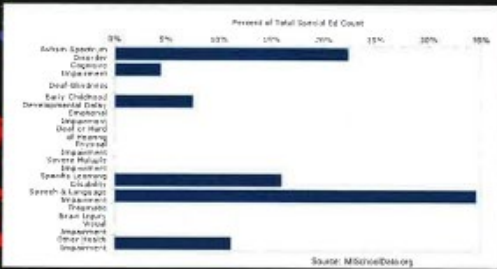
- 1 in 36 (2.8%) 8-year-old children will be diagnosed with Autism Spectrum Disorder (ASD)
- Rates are increasing rapidly - 1 in 150 diagnosed in 2000
- ASD is more prevalent in males (4x)
- ASD has been reported in all racial groups and ethnicities

<https://www.cdc.gov/ncbddd/autism/data.html>

## Oakland Schools Data – MI School Data 22-23



## Novi Schools Data – MI School Data 22-23



## Novi School Data

Entity	Total Special Ed Count	Autism Spectrum Disorder	Autism Spectrum Disorder%
Statewide	209,937	25,147	12.0%
Oakland Schools	24,262	3,127	12.9%
Novi Community School District	521	116	22.3%

Novi Community School District 2022-2023 School Year. Data from MI School Data (MISOakland.org)

## Person First

### Use Person-First Language.

- A person's disability is just a part of who they are - it does not define them.
- Everyone has strengths and challenges
- A disability may be visible or invisible
- Having a disability does not mean that the person is not able to advocate or speak for themselves.
- A person does not have to disclose their disability
- Follow the Golden Rule
  - Treat others the way that you want to be treated

02

## Overview of Autism Spectrum Disorder

What is Autism?

What do you know?

What do you want to know?

## Quiz - How much do you know about Autism?

Taken from: Stanford Medicine Children's Health

Link:

<https://www.stanfordchildrens.org/en/topic/default?id=autism-quiz-40-AutismQuiz>

“

**“If you’ve met one individual with Autism, you’ve met one individual with Autism.”**

—Dr.  
Dr. Stephen Shore

- ASD is a Spectrum Disorder
- 4 main characteristics:
  - Social Skills challenges
  - Repetitive/Restrictive behaviors
  - Verbal/non-Verbal communication challenges
  - Sensory needs

- ASD is a medical diagnosis
- Even though it is a medical diagnosis, the disability does not need to be “cured” or “fixed” - it is a part of the person
- There are many therapies that help support language, social skills and behavior for persons with ASD
- There is no specific cause for ASD at this time
- We are learning/discovering information about ASD everyday

### *Spectrum Disorder*

- Persons with ASD can have a range of intelligence from very low to average and above average
- Persons with ASD can have a range of verbal skills from non-verbal to verbal
- Persons with ASD can have a range of social skills
- ASD to Asperger Syndrome
- Every person with ASD is unique!

## Social Skills

Person with ASD may have difficulties with one or many of the following:

- Initiating conversation or responding to social conversation
- Maintaining eye contact
- Reading social cues both verbal and non-verbal
- Understanding sarcasm, irony, etc.
- Problem solving skills
- May lack a social filter in conversation
- Theory of Mind - having the ability to understand that other people may have thoughts/interests/perspectives that are different than your own

## Repetitive/Restrictive Behaviors

- Stimming Behaviors
  - Verbal
    - Noises/Repetitive Speech
  - Visual
    - Blinking rapidly/lining up objects/staring
  - Tactile
    - Hand flapping/tapping fingers/touch avoidant
  - Vestibular
    - Body rocking/jumping/spinning
  - Olfactory or Taste
    - Smelling or tasting objects

## Repetitive/Restrictive Behaviors

- May be inflexible with changes in routines
- May have a preoccupation with parts of an object vs. the object as a whole
- May have restricted patterns of interest (eg trains, vacuum cleaners, Disney characters, etc)

Changes can result in intense feelings and behaviors

## Verbal Skills

- May be non-verbal. Non-verbal does NOT mean non-intelligent.
- May make humming or loud, repetitive noises
- May have a unique tone or cadence to their speech
- May "monologue" or speak at length/frequently about a high interest topic
- May have difficulty engaging in or maintaining conversations with others
- May have difficulty with expressive and/or receptive language
- Persons with autism often think in pictures/visuals vs. words
- May be echolalic or repeat certain words, verses or tones of others

## Sensory Needs

- ASD is a neurological disorder
- Many people with ASD also have sensory integration disorders
- May have sensory challenges with:
  - Lighting, especially fluorescent lights
  - Sounds
  - Tactile
  - Body spatial awareness
  - Can be hyper or hypo-sensitive
  - Smell or Taste sensitivity

## DSM-V for Autism Spectrum Disorder

[DSM Checklist Handout](#)

# 03

How can you help?

1. Be empathetic
2. Be patient
3. Be kind
4. Recognize your limits – ask for help if you need it. Recognize your unconscious bias.

5. Help other guests understand
6. See the person – not the disability
7. Remember that you don't always need to help – not every person needs assistance
8. Offer resources as needed

Sensory Bags	Activity/Sensory Cart
Sensory Room	Family Restroom

## Sensory Supports:

- Low lighting
- Headphones
- Fidget toys/manipulatives
- Avoid strong scents/perfumes
- Quiet areas
- Space for physical outlets/stimming behavior

## Verbal Supports:

Persons with ASD may communicate via an Augmentative and Alternative Communication Device (AAC)



## What would you do?





## Novi Public Library Collection Survey

We want your input on the future of collections at the Novi Public Library! One of the top priorities in our new Strategic Plan is to adapt and optimize the quality and usability of our resources and services to better meet community needs and wants. Please fill out this short, 4-question survey to help us make decisions about next steps. Submit your response by Sunday, November 12.

The Library uses stickers on materials as directional aids to make it easier for guests to locate materials of interest. Which of the following genre stickers would you find useful in identifying ADULT fiction materials you want to read? Stickers currently in use are marked with an (\*).

- Historical Fiction
- Fantasy
- Humor
- Romance
- Holiday
- Science Fiction\*
- Suspense/Thriller
- Sports
- Mystery\*
- Short Stories\*
- Local / Michigan Authors\*
- Western\*
- Award Winners
- Horror
- Urban Fiction\*
- Christian Fiction\*
- Other: \_\_\_\_\_

Which of the following genre stickers would you find useful in identifying YOUTH/TWEEN/YA materials you or your family want to read? Stickers currently in use are marked with an (\*).

- Short Stories
- Horror
- Holiday\*
- Local / Michigan Authors
- Mystery\*
- Fantasy\*
- Sports\*
- Award Winners\*
- Science Fiction\*
- Humor
- Historical Fiction\*
- Other: \_\_\_\_\_

"Lucky Day" is a collection of popular new Adult Fiction releases that cannot be placed on hold. This allows you the chance of grabbing a high-demand title without the waiting list. Currently the loan period for these items is 7 days with no renewals. Please select the sentence that best describes your interest in the Lucky Day collection.

- I want more variety! I would check out more Lucky Day books if they included popular non-fiction or biography titles too.
- I need a lot more time! I would check out more Lucky Day books if the loan period was 21 days (no renewals).
- I need a little bit more time! I would check out more Lucky Day books if the loan period was 14 days (no renewals).
- I am happy with Lucky Day just as it is.
- I do not read Lucky Day books and am not interested.

We are always evaluating ideas for new and expanding collections. Which of the following ideas would you like to see added or see more of at NPL? Select up to 3 choices.

- Experience kits (parties, moving, hobbies, crafts)
- Vinyl records
- More e-books / e-audiobooks
- Handheld tools (meters, detectors, testers, repair kits, etc.)
- Electronics (cameras, media players, etc.)
- Video games
- Larger graphic novel collections
- Larger international collections (youth and adult)
- Sports equipment / games
- None of these
- Resource kits for seniors (health, memory, retirement, reading aids, etc.)
- More STEAM / science education (models, microscopes, telescopes, etc.)
- Other: \_\_\_\_\_

Submit

Clear form

## COMMUNICATIONS

Date: October 11, 2023

Email to: Benjamin Mainka (NCSO Superintendent), Nicole Carter (Novi High Principal) and Victor Cardenas (Manager, City of Novi)

Re: After school crowds

From: Julie Farkas, Library Director

Hi Ben, Nicole and Victor!

I wanted to take a few minutes to let you know how popular NPL is to our teenage (high school) community. We are so popular that the last two days we have seen record numbers (over 200 students) at the Library.

The Teen Space, after school program is hugely popular from 2:45-5pm, and is currently averaging 80 student visits per day. To put this in better perspective, September 2023, Teen Space saw 960 visits versus 208 in September 2022.

We think this is AMAZING!! We are attributing this to a few things: we have a new Teen Space Monitor, Aiden Palmer, who is doing a phenomenal job connecting with the students, we added more tables in the space to accommodate more students - went from 40 to 80 chairs, we have great activities and the space allows for hanging out and socializing (which was requested by the teens). If they are seriously studying the teens tend to go out into the Library and sit (which is also at full capacity).

Starbucks is no doubt a draw for the students and the cafe team is BUSY after school. They are also very patient for the constant line of customers that occurs for 2 hours straight 3-5pm.

We have a Guest Relations Monitor, Josefa Casas, who is walking the building to ensure safety, large groups are not forming because they can become difficult to control, controlling noise in more quiet areas (mainly the 2nd floor, and monitoring acceptable behavior. The students tend to listen when they are provided reminders for moving along to seats/not forming large groups and most are respectful.

Today, we heard that a bus was missed and this caused many kids to not have a ride home. We also heard a student say that she is "not allowed to come home until 5pm because her parents are working from home".

My team and I know we are providing a valuable service to these students and the community. However, we are a little worried that we may run out of seats (almost at full capacity these past two days) and may have to turn some kids away. Are there any other options in the community that we can reference should this happen?

How late does the school stay open for kids? Does the high school Library stay open after school? Are there any school programs after school that might be of interest generally to teens that are not club/sport specific?

We want to prepare and plan in advance should we reach capacity and have to offer other solutions. We certainly don't want to turn our students away, but we may have to in order to comply with our capacity limits.

I look forward to hearing from you and welcome any thoughts you may have! I hope we can brainstorm some ideas to provide additional space options in our community to our high school students.

---

Date: Wed, Oct 18, 2023  
From NICOLE CARTER

Greetings,

The Novi Public Library is definitely the place to be this school year! Congratulations to you and your team. The high school media center is open from 7:30 am-3:30 pm. Students are encouraged to participate in after school activities such as clubs, interest groups, athletics, theatre, etc. Students are allowed to stay after school only when they are in an adult supervised activity.

Please let me know if you have any additional questions or ideas on what we can do to support our Wildcats after school.

Sincerely,  
Nicole Carter, Ed.S

---

Date: Thu, Oct 19, 2023  
From: Benjamin Mainka

Julie,

This is AMAZING! However, we certainly do not expect you to be on an island. As Nicole stated, we have a ton of after school activities and clubs that are adult-supervised, but those are on all different days. The media center is open until 3:30 at NHS, but maybe there is an opportunity for us to help offset the cost of an additional person in the afternoon. Nicole and I can discuss the possibility of what it looks like internally as well. I am also looping in Dan Tobis who is our Coordinator of Fine Arts and Student Activities. Dan works with all of our student clubs and activities, and I would like to see if he has any ideas to this unique challenge.

Thanks!  
Ben

---

Date: Thu, Oct 19, 2023  
From: Julie Farkas

Thank you Ben & Nicole for your responses! I appreciate you both offering information and some options that can be looked into further. I am also working with my team to maximize seating to include as many visitors as possible without exceeding building capacities and compromising ADA requirements. We know if we provide the seating, they will come, and as I shared - this is a great challenge to have! We do find that by 5pm the crowd has lessened and most students have gone home or headed to an after school activity/sport. If you do look at offering longer hours at the school library, I don't believe you would need time past 4:30pm.

Thank you again!  
Julie

Date: Wed, Oct 18, 2023  
Re: PC Information Security Concern  
To: Julie Farkas  
From: Jeff Smith, Head of IT

Following up on the below email to me and the Trustees from Ibaad Sayed

I spoke with Mr Syed on the phone today, and met with him personally to discuss his concerns about privacy and security on our public computers.

Mr Syed's complaint mentions multiple 2nd floor computers, but the issue he mentioned was only found on one computer. It was the computer at station G-2 in the adult section.

Immediately after he and I spoke on the phone, Denise Woods did a security review of the computer at G-2. She confirmed that there were files left over from a previous session. Denise removed the files and re-froze the computer so that it will come up clean in the future. For the record, we use the same "DeepFreeze" tool as many of our TLN library consortium members to reset computers to a clean state. But the computers are configured individually, so it is a manual process.

I told Mr Syed that I appreciated him bringing this issue to our attention. I also assured him that we have corrected the misconfigured computer, and that we are diligently working to guard our guests' privacy and security on all of the computers.

I encouraged Mr Syed that if he feels differently about his privacy or security following our discussion, he is of course free to email the board again.

---

Date: Wed, Oct 18, 2023  
From Ibaad Syed  
To: Jeff Smith, Library Board  
Re: PC Information Security Concern

Hi Jeff,

The computers located at the 2nd floor of the library are not clearing files between user logins.

This is a security concern for two reasons:

- subsequent user is able to see saved files and access cookie/internet data from previous user, unless it was manually cleared
- a user could maliciously leave malware or spyware to track future user activity

Can you please look into this matter asap?

Thanks,  
Syed



## LIBRARY CLOSINGS 2023

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

## LIBRARY BOARD MEETINGS

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

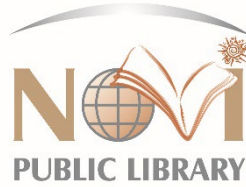
Except: Nov. 16<sup>th</sup>, Dec. 21<sup>st</sup> – due to holidays

**H – Paid Holiday for Employee**

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

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





## LIBRARY CLOSINGS 2024

- MONDAY, JANUARY 1 (New Year's Day) **H**
- SATURDAY, MARCH 30 (Easter Weekend)
- SUNDAY, MARCH 31 (Easter) **H**
- SUNDAY, MAY 12 (Mother's Day)
- SATURDAY, MAY 25 (Memorial Day Weekend)
- SUNDAY, MAY 26
- MONDAY, MAY 27 (Memorial Day) **H**
- SUNDAY, JUNE 16 (Father's Day)
- WEDNESDAY, JUNE 19 (Juneteenth) **H**
- THURSDAY, JULY 4 (Independence Day) **H**
- FRIDAY, JULY 5 (Independence Weekend)
- SATURDAY, JULY 6
- SUNDAY, JULY 7
- FRIDAY, AUGUST 9 (Staff In-Service Day)
- SATURDAY, AUGUST 31 (Labor Day Weekend)
- SUNDAY, SEPTEMBER 1
- MONDAY, SEPTEMBER 2 (Labor Day) **H**
- WEDNESDAY, NOVEMBER 27 (Day before Thanksgiving, close at 5 p.m.)
- THURSDAY, NOVEMBER 28 (Thanksgiving Day) **H**
- FRIDAY, NOVEMBER 29 (Thanksgiving Weekend)
- SATURDAY, NOVEMBER 30
- SUNDAY, DECEMBER 1
- TUESDAY, DECEMBER 24 (Christmas Eve Day) **H**
- WEDNESDAY, DECEMBER 25 (Christmas Day) **H**
- TUESDAY, DECEMBER 31 (New Year's Eve Day) **H**
- WEDNESDAY, JANUARY 1 (New Year's Day) **H**

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

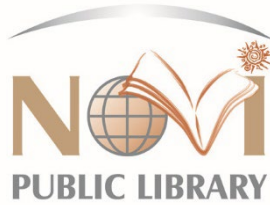
### LIBRARY BOARD MEETINGS

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

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

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

Approved: June 22, 2023; Revised August 25, 2023



## Library Board Calendar

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

### **2023**

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

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

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

Approved August 24, 2022



## Library Board Calendar

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

### 2024

January	<b><u>Budget Planning Sessions at NPL:</u></b> Thursday, January 18 <sup>th</sup> at 5:30pm and Thursday, February 1 <sup>st</sup> at 5:30pm, Novi Public Library
January 25	<b>Library Board Regular Meeting, Council Chambers</b> Library Director Mid-Year Review
February 15	<b>Library Board Regular Meeting, Novi Public Library</b> 2024-2025 Budget Approval <b>(1 week in advance; change due to conflict for Director)</b>
March 21	<b>Library Board Regular Meeting, Novi Public Library</b> <b>(1 week in advance; change due to conflict for Director)</b>
April 7-13	National Library Week
April 25	<b>Library Board Regular Meeting, Council Chambers (Board Elections)</b>
May 23	<b>Library Board Regular Meeting, Council Chambers</b>
June 27	<b>Library Board Regular Meeting, Council Chambers</b> Library Director Annual Review
July 25	<b>Library Board Regular Meeting, Council Chambers</b>
August 9	Staff In-service, Library Closed
August 22	<b>Library Board Regular Meeting, Council Chambers</b>
September 26	<b>Library Board Regular Meeting, Council Chambers</b>
October 24	<b>Library Board Regular Meeting, Council Chambers</b>
November 21	<b>Library Board Regular Meeting (Thursday), Novi Public Library</b> <b>(** 1 week in advance due to the holiday)</b>
December 19	<b>Library Board Regular Meeting (Thursday), Novi Public Library</b> <b>(** 1 week in advance due to the holiday)</b>

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

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

Approved: June 22, 2023; Revised August 25, 2023