

**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Wednesday, February 16, 2023  
at 7:00 p.m.  
Location: Novi Public Library

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

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

**Call to Order by President, Kathy Crawford**

**Pledge of Allegiance**

**Roll Call by Secretary, Brian Bartlett**

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

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

**Consent Agenda**

- 1. Approve Minutes of: January 26, 2023 .....5-19
- 2. Approve Claims and Warrants of:  
A. Accounts 268 and 269 (#623) ..... 20-22

**Presentations**

- 1. Recognition of Trustee Tara Michener, 8 years of service to Novi Public Library

**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 – January 2023..... 23-24
- 2. President's Report (Kathy Crawford)  
A. Library Board Book Club Read: Overdue by Amanda Oliver.....25
- 3. Treasurer's Report (Sreeny Cherukuri)  
A. Financial Report January 2023.....26  
B. 2022-2023 Library Budget Fund 268 as of January 31, 2023 ..... 27-29  
C. 2022-2023 Contributed Fund Budget 269 as of January 31, 2023 ..... 30  
D. Library Fund 268 Expenditure & Revenue Report as of as of January 31, 2023..... 31-33  
E. Library Fund 269 Contributed Fund as of as of January 31, 2023..... 34-35  
F. Balance Sheets for Funds 268 and 269 as of January 31, 2023 ..... 36-37

4. Director's Report (Julie Farkas) .....	38-47
A. Information Technology Report (Jeffrey Smith) .....	48-49
B. Facilities Report (Keith Perfect) .....	50
C. Information Services Report (Hillary Hentschel) .....	50-54
D. Support Services Report (Maryann Zurmuehlen) .....	55
E. Library Usage Statistics.....	56-63
F. Friends of Novi Library - .....	N/A
G. City of Novi Historical Commission – December 21, 2022 Minutes. ....	64-65

**Public Comment**

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

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

**Committee Reports**

1. **Policy Committee:** Review current public policies for the Library  
 (Chair: Sturing, Bartlett and Michener, Staff Liaison – Julie Farkas)
  - Staff Committee: Julie Farkas, Kim Swejkoski, Betty Lang, Dana Brataniec and Hillary Hentschel
  - Note: Discussion on Fine Free status at May 25, 2023 meeting

**GOALS 2022-2023:**

  1. Continued review of public policies
  - No meeting held
  
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals  
 (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)
  - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kirstin Abate and Kirsten Malzahn.
  - Staff is currently reviewing: Technology Use and Information Systems Policies
  - No meeting held

**GOALS 2022-2023:**

  1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
  2. Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.
  3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library.
  
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation  
 (Chair: Bartlett, Cherukuri, Sturing, Staff Liaisons – Julie Farkas)
  - Director Farkas has the Endowment/Foundation on hold as we have a new Bookkeeper on staff and training is still pending through the first budget cycle.
  - Committee has requested a review of current and competitive benefits by similar libraries. Director Farkas is compiling the information. This will be shared with HR Committee as well.

- Next meeting: No meeting scheduled
  - GOALS 2022-2023:**
    1. Review Financial Plan
    2. Library Endowment/Foundation investigation
    3. Salary Comparison and review – **COMPLETED**
4. **Events/Marketing/Fundraising Committee:** Outreach opportunities  
(Chair: Dooley, Bartlett, Gurumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec)
- Meeting held: January 30, 2023 .....66
  - Next meeting scheduled for: March 1, 2023
  - **GOALS 2022-2023:**
    1. Continuing support with Friends of Library; more board presence at their events
    2. Marketing Plan Update
    3. Marketing efforts put in place for the Strategic Plan
5. **Strategic Planning Committee:**  
(Chair: Bartlett, Dooley, Gurumurthy, Staff Liaison – Julie Farkas).
- Meeting held: January 30, 2023.....N/A
  - Next meeting scheduled for: February 15, 2023
6. **Building & Grounds Committee:**  
(Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)
- No meeting held
  - Trustee Cherukuri and Director Farkas met with a local architect on January 30, 2023 to discuss the scope of work and quotation for design of main entrance; another architect has also expressed interest.
  - AC Unit is installed. Waiting for Vendor to confirm testing of the temperature alarm and sign off on work completed.
- GOALS 2022-2023:**
1. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
  2. Review NPL's current Technology Plan
7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**  
(Chair: Michener, Bartlett, Sturing, Staff Liaison – Julie Farkas)
- Meeting held on: January 18, 2023
  - Meeting held on: January 24, 2023.....67-70
  - Meeting held on February 2, 2023
  - **GOAL 2022-2023:**
    1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed.
8. **DEI: Diversity, Equity and Inclusion Committee**  
(Chair: Dooley, Michener, Gurumurthy, Staff Liaisons – Julie Farkas & Nicole Williams)
- Meeting held on: January 23, 2023.....71
  - Next meeting scheduled for: February 27, 2023
- GOALS 2022-2023:**
1. Recommend All Board Trustees – Attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person).
  2. Assist in launching the DEI Scorecard for NPL

3. Bring forth recommendations that amplify DEI in NPL Strategic Planning

**Matters for Library Board Action**

1. Motion to approve the 2024-2025 and 2025-2026 269 Contributed Fund Projected Budgets per request by City of Novi.....30

**Communications**

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

**Closed Session**

1. No Request  
Motion to Adjourn into Closed Session

**Adjournment**

**Supplemental Information**

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

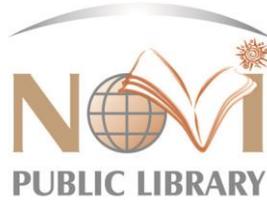
**2023 Future Events:**

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

**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  
January 26, 2023, 7 PM  
City of Novi – City Council Chambers**

**Final Draft**

**Call to Order by President Kathy Crawford**

City Council Chambers  
Called to order by President Kathy Crawford at 7:00 PM

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Roll Call by Secretary, Brian Bartlett**

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

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

**Student Representatives**

Abhay Kakarla

**Library Staff**

Julie Farkas, Director

**Legal Counsel**

Debra Walling, Attorney  
Rosati, Shultz, Joppich, Amtsbuechler

**Approval of Agenda**

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

Motion for Approval – 1<sup>st</sup> – Trustee Bartlett  
2<sup>nd</sup> – Trustee Gurumurthy

**Motion passes – 7-0**

**Consent Agenda**

1. Approve Minutes of: December 21, 2022 .....5-11
2. Approve Claims and Warrants of:
  - A. Accounts 268 and 269 (#622).....12-13

Distributed to the board were minutes for the Board Budget Meetings held January 12, 2023 and January 23, 2023 (Addendum to these minutes)

**Motion:** To Approve the Consent agenda with the addition of the minutes for the Board Budget Meetings on January 12, 2023 and January 21, 2023.

Motion for Approval – 1<sup>st</sup> – Trustee Bartlett  
2<sup>nd</sup> – Trustee Sturing

**Motion passes – 7-0**

**Presentations**

No Presentations

**Public Comment**

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Sharon Trumpy -

Thanked Trustee Michener for her years of work on the Library Board and her DEI work with the library.

**Reports**

1. Student Representatives Report (Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) – December 2022.....14
2. President's Report (Kathy Crawford)
  - A. Information from Trustee Tara Michener.....15
  - B. Library Board Book Club Read: Overdue by Amanda Oliver – discussion planned for February 16, 2023 board meeting
3. Treasurer's Report (Sreeny Cherukuri)
  - A. Financial Report December 2022.....16
  - B. 2021-2022 Library Budget Fund 268 as of December 31, 2022.....17-19
  - C. 2021-2022 Contributed Fund Budget 269 as of December 31, 2022.....20
  - D. Library Fund 268 Expenditure & Revenue Report as of December 31, 2022.....21-23
  - E. Library Fund 269 Contributed Fund as of December 31, 2022 .....24
  - F. Balance Sheets for Funds 268 and 269 as of December 31, 2022 .....25-26
4. Director's Report (Julie Farkas) .....27-33
  - A. Information Technology Report (Not available at this time).....
  - B. Facilities Report (Keith Perfect).....34
  - C. Information Services Report (Hillary Hentschel).....35-38
  - D. Support Services Report (Maryann Zurmuehlen).....39
  - E. Library Usage Statistics.....40-47
  - F. Friends of Novi Library: No meeting reported.....
  - G. City of Novi Historical Commission approved 2023-2024 Budget .....48

## 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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Rog Shlusman

Elizabeth Hall

Aaron Martinez

Cynthia Churches

Jason Michener

All thanked Trustee Michener for her work as a trustee and her work with the DEI committee. Several noted her accomplishments as an author.

## Committee Reports

- 1. Policy Committee:** Review current public policies for the Library  
(Chair: Sturing, Bartlett and Michener, Staff Liaison – Julie Farkas)
  - Staff Committee: Julie Farkas, Kim Swejkoski, Betty Lang, Dana Brataniec and Hillary Hentschel
  - Staff is currently reviewing: Exhibits and Displays and Art Exhibits Policies
  - Note: Discussion on Fine Free status at May 25, 2023 meeting
  - **GOALS 2022-2023:**
    1. Continued review of public policies
  - No meeting held
- 2. HR Committee:** Review HR Policies for the Library, Director Review & Goals (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)
  - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kristin Abate and Kirsten Malzahn
  - Staff is currently reviewing: Technology Use and Information Systems Policies
  - **GOALS 2022-2023:**
    1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth

- 2. Implement human resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.
- 3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library.

· No Meeting Held

**3. Finance Committee:** Financial plan based on building assessment review, Library endowment investigation  
(Chair: Bartlett, Cherukuri, Sturing, Staff Liaison – Julie Farkas)

· Library Board Budget Session Information.....49-73

· **GOALS 2022-2023:**

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

· No Meeting Held

**4. Events/Marketing/Fundraising Committee:** Outreach opportunities (Chair: Dooley, Bartlett, Gurumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec)

· Next meeting: January 30, 2023

· **GOALS 2022-2023:**

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

**5. Strategic Planning Committee:**

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

· Next meeting: January 30, 2023

**6. Building & Grounds Committee:**

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

- 2 architecture firms were contacted. 1 declined the opportunity to offer information due to large work load. Second firm has not responded back.
- Vendor for the AC Unit was on site on 1/13/23 to take final measurements for the unit installation. A meeting is being scheduled with the vendor for the install date.

· **GOALS 2022-2023:**

- 1. Explore ways to make our infrastructure (i.e. phone, security system) more resilient to weather, external factors (i.e.

- market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
- 2. Review NPL's current Technology Plan

- No Meeting Held

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

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

- Meeting held on: January 18, 2023
- Next meeting scheduled for: January 24, 2023

- **GOAL 2022-2023:**

1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed.

#### 8. **DEI: Diversity, Equity and Inclusion Committee**

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

- Meeting held: November 28, 2022 – continued review of Collection Development Policy before turning over to the Policy Committee

- Next meeting scheduled for: January 23, 2023

- **GOALS 2022-2023:**

1. Recommend all Board Trustees – Attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person)
2. Assist in launching the DEI Scorecard for NPL
3. Bring forth recommendations that amplify DEI in NPL Strategic Planning

### **Matters for Library Board Action**

#### **Matters for Library Board Action**

1. Motion to approve the 2022-2023 268 & 269 Year End Budgets (blue column).17-20

**Trustee Bartlett:** Talked about the last budget years vs. actual results. The fact that we weren't at full employment saved money and made results look better than reality. This is a tough budget hit by inflation and salary increases. In the near future adding programs will mean we have to cut other items. As a board we manage expenses and have no means of raising revenue.

**Trustee Sturing:** Will support the new budget. This is a great time to review all items and all line items on the budget. It's a very informative process regarding the library operations.

**Trustee Crawford:** This board has always been enthused about new programs. The cost of those new programs will be under greater scrutiny in the future. As items are added we will need to look at what can be removed or how items can be creatively funded. The board even discussed the need for creating a foundation or organization to look at funding and possible legacy gifts.

**Trustee Gurumurthy:** Echoed the benefits of the process and is looking forward to the community input with the public's survey to see what their priorities for the library are.

**Motion:** To approve the 2022-2023 268 & 269 Year End Budgets  
Motion - Trustee Dooley  
2<sup>nd</sup> – Trustee Michener

**Motion passes – 7-0**

- 2. Motion to approve the 2023-2024 268 & 269 Proposed Budgets (white column).....17-20

**Trustee Sturing:** Supports the motion. Appreciates the lively group meeting even though the preferences of all the trustees aren't met, but we reached agreement.

**Trustee Cherukuri:** Noted that the public has the opportunity to add their comments with the survey and encourages all to let us know what they are thinking.

**Trustee Dooley:** Thought the discussions were respectful and inclusive. She believes the library is one of the best in the state and there is a cost related to that. The library is effectively operating on a budget based on an old building with less square footage and staff required for the new building. Focused on the need for public support and encourages participation in the strategic plan.

**Trustee Crawford:** Noted the building budget and programs were based on a much smaller building with less programs than the library has today. Much of the technology and electronic services come at a significant cost.

**Trustee Michener:** Noted considerable contribution that the Novi Friends make to the library via the library's wish list. They have made considerable contributions to technology purchases.

**Motion:** To approve the 2022-2023 268 & 269 Proposed Budgets  
Motion - Trustee Sturing  
2<sup>nd</sup> – Trustee Dooley

**Motion passes – 7-0**

- 3. Motion to approve the 2024-2025 & 2025-2026 268 Projected Budgets (white column) .....17-19

**Trustee Crawford:** Discussed the unknown component and the best estimate for this budget item. Gave several examples of items that have added over the years.

**Motion:** To approve the 2024-2025 & 2025-2026 268 Projected Budgets  
Motion - Trustee Cherukuri  
2<sup>nd</sup> – Trustee Michener

**Motion passes – 7-0**

**Communications**

- 1. 12/29/2022: Email from Sharon Trumpy – Re: Book Recommendation.....75

**Closed Session**

- 1. Library Director's Mid-Year Review – Closed session requested by Director Farkas Motion to Adjourn into Closed Session

**Trustee Crawford:** Highlighted the opportunities to participate in the strategic planning sessions in early February. There will be opportunities for in-person and virtual participation.

**Trustee Bartlett:** Noted for the public there is an afternoon meeting related to the strategic planning process on February 9<sup>th</sup>.

**Motion:** To move into closed session to discuss Director Mid-Year reviews  
Motion - Trustee Sturing  
2<sup>nd</sup> – Trustee Bartlett

**Motion passes – 7-0**

**Adjournment**

**Motion:** Motion to Adjourn at 9:41 PM  
Motion - Trustee Michener  
2<sup>nd</sup> - Trustee Cherukuri

**Motion Passes – 7-0**

**Communications**

None

**Supplemental Information**

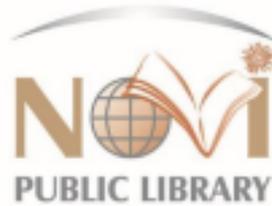
- Library Board Calendar 2023.....102
- Library Closings 2023.....103

**2023 Future Events:**

- February – Friends of Novi Library – **NO MEETING SCHEDULED**
- March – Friends of Novi Library – **NO MEETING SCHEDULED**

- **2/9/2023:** Novi Library Board Special Meeting – Rethinking Libraries Board Session 11:30 AM - Novi Library Meeting Room
- **2/15/2023:** Novi Historical Commission Regular Meeting at 7pm, Novi Library
- **2/16/2023:** Library Board of Trustees Regular Meeting at 7pm, Novi Library Meeting Room
- **3/15/2023:** Novi Historical Commission Regular Meeting at 7pm, Novi Library
- **3/23/2023:** Library Board of Trustees Regular Meeting at 7pm, City of Novi

ADDENDUM 1: Minutes to Board Budget Session January 12, 2023



Library Board Budget Session for 2023-2024  
Thursday, January 12, 2023  
5:30pm – 8:00pm (5:00 dinner served)  
Novi Public Library – Board Room, 2<sup>nd</sup> floor

**AGENDA**

1. Call to Order - Kathy Crawford, President
2. Roll Call – Brian Bartlett, Secretary

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

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

**Library Staff**

Julie Farkas, Director

3. Pledge of Allegiance
4. Approval and Overview of Agenda  
**Motion: To approve the Agenda as presented**  
Motion – Trustee Sturing  
2<sup>nd</sup> - Trustee Gurumurthy  
**Motion passes – 7-0**

5. Public Comment

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three minute time limit. This is not a question-answer session, therefore, Library Board members will not respond to questions. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees.

No Public Comment

6. 2023-2024 Budget Narrative, Proposed 268 and 269 Library Budgets– Julie Farkas, Library Director
  - A. 2023-2024 Budget Narrative – 1<sup>st</sup> Draft as of January 12, 2023
  - B. 268 Library Fund Budget Document – 1<sup>st</sup> Draft as of January 12, 2023
  - C. 269 Library Contributed Fund Budget Document – 1<sup>st</sup> Draft as of January 12, 2023

**Director Farkas:** Reviewed the budget documentation with the board. She has received updated information from the city regarding year end revenues and numbers. They are the latest available.

-City information as to various revenue accounts and City investments are listed in the packet.

-In the next year the budget includes significant capital improvement expenditures for IT equipment replacement. The Library works with firms that offer significant discounts for education and government to obtain the best possible prices. Capital improvements are listed on pages 3 and 4 of the document.

-There are ongoing improvement projects for the Youth areas and Teen Stop. They are on hold awaiting decisions on other design options. One of those may be a renaming/rebranding of Teen Stop and removing the Stop Sign logo. The Stop Sign can be misinterpreted as not being an open area for teens.

-Several chairs have been reupholstered and the library actively looks for opportunities to reuse existing furniture since it is often more cost effective.

-The library has been looking to expand into a vinyl record collection featuring first a classic rock selection followed possibly by Motown. It is believed that focusing on one music genre at a time is the best way to promote such a collection. Currently the source for sponsorship and funding has notified the library that they will not participate due to economic pressures. A new sponsor is required to go forward.

-New proposed areas for STEAM kits (Science, Technology, Engineering, Arts, and Mathematics), Backpacks and a Podcast area were reviewed.

-Discussed the estimate for the entry way. The entry way opens directly to the elements in the cold weather and cools the entire lobby and café area during cold wintery days. It is both raising energy costs and causes discomfort in the area. No architectural work has been done at this point.

-Discussed initiative for Comic's Plus. This is a selection of modern comics that is subscription based, takes minimum shelf space and includes DEI publishers. Should increase library usage by reaching out to citizens who currently don't use the library.

-Reviewed the wage competitive changes to help recruit and retain employees. Personnel in the lower pay grades, primarily non-salary employees, will receive increases in January. Salary and upper levels will be in July. Some of these individuals because of these changes will be ineligible for a July increase.

-Parking lot maintenance is scheduled rather than replacement to extend life of the surface.

-Proposing a community outreach librarian targeting businesses and 55+ patrons needs. This individual would be key into seeking out business contributions and scholarships along with reaching out to older patrons that may wish to contribute to library efforts.

-Added cost approved for the Strategic Planning firm Rethinking Libraries has been included.

-Additional AT&T increases were highlighted.

-Periodical use is declining. Most periodicals are reducing their print versions and putting most of their efforts into digital / on line offerings.

## 7. Public Comment (see language above)

No Public Comment

## 8. Board Members Individual Reflections

Board Member discussions include:

- Discussion of City depreciation schedule. The city doesn't handle a full depreciation schedule on the building and all its components. Expense and cost of replacement are not handled in year-to-year budgets. Hence key items such as elevators, HVAC, and other building items become annual expenses with no sinking fund. This is a problem that will effect budgets now that the building is approaching 20 years old.

-Discussion of the fine-free plan for FY 2023. The board agreed to the fine-free policy based on loss of materials. At this point, it is anticipated that the library is seeing a decrease in lost materials. Discussion focused on the fine free plan vs. the ability to raise any revenue. Currently the budget is short and will be decreasing fund balance. Outside of this area, the board has no means to increase funding, but can only cut spending.

-Employment has increased with fewer vacancies. So in recent years savings due to vacant positions are not likely to have the same impact in FY 23-24.

-Board discussed means of obtaining investments and contributions from larger long term sources. These could include sponsorships from business and contribution from retirement funds from older patrons. (Patrons taking RMDs-required minimum distributions and looking to reduce tax burdens.) Currently there is no one pursuing such opportunities.

-For those employees not receiving an increase in 18 months due to the salary adjustment, the board asked staff to calculate what it would take to provide a 1.5% prorated increase during that time frame, rather than a full increase. The purpose is to not to create bad feelings among employees.

-Board members cut the community director position that was proposed. Until Budgets get under control, it was not recommended to hire a new position.

-The Library is in the middle of a strategic planning initiative. With the budget situation the library is in it is anticipated that this program may uncover new opportunities. Unfortunately this may mean selecting some items to add, others to cut.

-The number one expense in the budget is employee expense. The Library may find itself in the position where hours have to be cut and employees hours adjusted to meet the new time requirements with say a 6 day a week schedule. The ramifications of this were briefly discussed.

9. Consider approval of 2022-2023 Year End, 2023-2024 268 and 269 Proposed Budgets, and 268 2024-2025 & 2025-2026 Projected budgets

10. Director Updates:

- March is Reading Month: Library Board & Director book discussion for the title: OVERDUE by Amanda Oliver (copies of the book provided to the Library Board members for reading, planned 15-20 minute discussion during President's section agenda at the February 16, 2023 Board Meeting.
- Library Director's mid-year review on January 26, 2023. Director has requested a closed session. See 2022-2023 Goals Update.
- Strategic Planning survey was launched on Monday, January 9<sup>th</sup> and will be available through mid-February. See website, social media, and welcome desk for paper copies.

11. Library Board Meeting: 1/26/2023 at 7pm, City of Novi Council Chambers – this meeting will include the adoption of the proposed budgets.

12. Adjourn

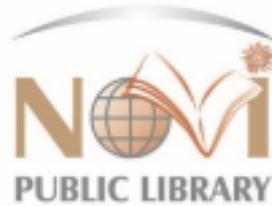
**Motion: To approve the Adjourn as presented**

Motion – Trustee Bartlett

2<sup>nd</sup> - Trustee Sturing

**Motion passes 6-0** (Trustee Michener had to leave early)

ADDENDUM 2: Minutes to Board Budget Session January 21, 2023



Library Board Budget Session for 2023-2024  
Saturday, January 21, 2023  
10:00am – 12:00pm  
Novi Public Library – Board Room, 2<sup>nd</sup> floor

**AGENDA**

1. Call to Order - Kathy Crawford, President

2. Roll Call – Brian Bartlett, Secretary

**Library Board – 6 Board members were recorded present**

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

**Library Staff**

Julie Farkas, Director

3. Pledge of Allegiance

4. Approval and Overview of Agenda

**Motion: To approve the Agenda as presented**

Motion – Trustee Dooley

2<sup>nd</sup> - Trustee Sturing

**Motion passes – 6-0**

5. Public Comment

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three minute time limit. This is not a question-answer session, therefore, Library Board members will not respond to questions. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees.

No Public Comment

6. 2023-2024 Budget Narrative, Proposed 268 and 269 Library Budgets– Julie Farkas, Library Director

A. 2023-2024 Budget Narrative – 2<sup>nd</sup> Draft as of January 21, 2023

B. 268 Library Fund Budget Document – 2<sup>nd</sup> Draft as of January 21, 2023

C. 269 Library Contributed Fund Budget Document – 2<sup>nd</sup> Draft as of January 21, 2023

**Director Farkas:** Reviewed the updated budget document with the board.

-The revised budget removed the position targeted at businesses and persons over 55 years old.

-Director Farkas noted that she has been unable to devote much time to getting out of the library and into the community. Most of her time has focused on training new personnel. While this is the right priority it is decreasing the ability of the library to respond to customer requests.

-A brief review of the line items took place. The board will need to approve the year end accounts, the budget, (both 268 and 269 budgets) and the long term projections. Longer term projections are much harder to predict, but Novi City accounting requires 3 year budgeting.

#### 7. Public Comment (see language above)

No Public Comment

#### 8. Board Members Individual Reflections

- Board members talked about leveraging shared services

- The prorated increase for 'half year' employees proved to cost less than \$7,000 and was deemed to be important for employee moral so was included in the budget.

- Fundraising was discussed at length. There is an opportunity for 'tax reducing' RMD contributions and sponsors, but the library is not positioned well to receive or promote. While a 501c3 or foundation organization would be helpful, there isn't a push to start one. It was also noted that without a major cost proposal, i.e. a new building, it was much tougher to receive gifts and contributions.

- The Library will need to openly discuss funding challenges. Since the budget is dominated by payroll, upwards inflation pressure on salaries and employee recruitment aren't likely to ease soon. The Library will need to report on its long term outlook and challenges in reports to city council and the public at large, rather than just focusing on positive accomplishments.

- Further discussion on fine free and discussion as to whether or not it needs to be evaluated or voted on in the February meeting. Since the public has been notified previously that the judgement on fine free is targeted for May and the budget proposed has no fines included in it, the vote will occur in May as planned.

-Board reviewed information regarding pension costs, shared services, and capital projects. Discussions regarding what belongs in the 268 vs. 269 and what costs make sense to be moved to 269.

#### 9. Consider approval of 2022-2023 Year End, 2023-2024 268 and 269 Proposed Budgets, and 268 2024- 2025 & 2025-2026 Projected budgets

-Revised budgets from today's meeting will be provided for discussion for the January Library Board meeting – January 26, 2023.

#### 10. Director Updates:

- March is Reading Month: Library Board & Director book discussion for the title: OVERDUE by Amanda Oliver (copies of the book provided to the Library Board members for reading, planned 15-20 minute discussion during President's section agenda at the February 16, 2023 Board Meeting.
- Library Director's mid-year review on January 26, 2023. Director has requested a closed session. See 2022-2023 Goals Update.
- Strategic Planning survey was launched on Monday, January 9<sup>th</sup> and will be available through mid-February. See website, social media, and welcome desk for paper copies.

11. Library Board Meeting: 1/26/2023 at 7pm, City of Novi Council Chambers – this meeting will include the adoption of the proposed budgets.

12. Adjourn 12:15

**Motion to Adjourn –**

Motion - Trustee Sturing

2<sup>nd</sup> - Trustee Dooley

**Motion Passes 5-0** (Member Cherukuri had to leave early)

<b>Warrant 623</b>	<b>268 Accounts</b>	<b>Feb 2023</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Smart Business Source		268-000.00-727.000	\$ 1,237.27
Quill	copy paper, office supplies	268-000.00-727.000	\$ 4,300.08
Vistaprint	Business Cards	268-000.00-727.000	\$ 112.37
USPS	Postage Reimbursement to Friends	268-000.00-728.000	\$ 2,743.09
Bullfrog	Cisco ethernet switch	268-000.00-734.000	\$ 29,766.00
Envisionware		268-000.00-734.000	\$ 3,675.00
Full Spectrum Laser	Fume Extractor Replacement Filter - iCube	268-000.00-734.000	\$ 973.67
Knight Watch	Galaxy Software Maintenance	268-000.00-734.000	\$ 194.24
Patron Point		268-000.00-734.000	\$ 564.60
Amazon		268-000.00-734.500	\$ 653.05
CDW-G		268-000.00-734.500	\$ 506.00
The Library Network		268-000.00-734.500	\$ 740.00
Amazon		268-000.00-740.000	\$ 11.70
Hanover		268-000.00-740.000	\$ 91.35
Kroger	Creamer	268-000.00-740.000	\$ 11.97
Amazon		268-000.00-742.000	\$ 2,297.94
Brodart		268-000.00-742.000	\$ 11,141.33
Cavendish Square	742.901	268-000.00-742.000	\$ 1,349.60
Center Point	742.300	268-000.00-742.000	\$ 78.56
Gale	742.300	268-000.00-742.000	\$ 804.49
Amazon		268-000.00-742.010	\$ 881.00
Brodart		268-000.00-742.010	\$ 347.23
Baker & Taylor	744.310	268-000.00-744.000	\$ 41.95
Midwest Tape	744.310	268-000.00-744.000	\$ 29.99
OverDrive	744.200	268-000.00-744.000	\$ 6,014.44
Baker & Taylor		268-000.00-745.200	\$ 3,145.39
Midwest Tape	745.210	268-000.00-745.200	\$ 649.99
MCLS	subscription 2/1/23 thru 1/31/24	268-000.00-745.300	\$ 5,535.17
Spectrum	1/1 thru 1/31	268-000.00.801.925	\$ 69.65
Rosati,Schultz	12/31/22	268-000.00.806.000	\$ 456.20
RNA	due 1/31/23	268-000.00-817.000	\$ 14,106.60
AT&T	Dec 22 thru Jan 21	268-000.00-851.000	\$ 598.28
T-Mobile	Due 1/17/22	268-000.00-851.000	\$ 1,677.02
Telnet	CC	268-000.00-851.000	\$ 3,490.10
Verizon	Septemeber	268-000.00-851.000	\$ 914.52
The Library Network		268-000.00-855.000	\$ 19,620.14
J.Farkas	Think Space Conference	268-000.00-862.000	\$ 162.50

Novi chamber of Commerce	Toast of the town Gala 2023 - CC	268-000.00-880.000	\$ 250.00
4imprint		268-000.00-880.000	\$ 231.67
Muniweb		268-000.00-880.000	\$ 231.00
Amazon		268-000.00-880.268	\$ 78.22
Angelique Starks	MLK Unity Breakfast -1/16/23	268-000.00-880.268	\$ 200.00
Barbara Danielson	ESL Bookclub	268-000.00-880.268	\$ 375.00
Big Tommy's Parthenon	Breakfast Novi 100 people - CC	268-000.00-880.268	\$ 500.00
Bloom Transformation	MLK Unity Breakfast-1/16/23	268-000.00-880.268	\$ 300.00
Gail Anderson	MLK Day -1/16/23 - Walmart	268-000.00-880.268	\$ 31.48
Marshall Allen	MLK Day Breakfast -1/16/23	268-000.00-880.268	\$ 200.00
Oriental Trading		268-000.00-880.268	\$ 90.96
Katherine Sood	Tidying up the Marie Kondo Way	268-000.00-880.268	\$ 100.00
Sam's	Water,Caprisun	268-000.00-880.268	\$ 222.20
Scholastic		268-000.00-880.268	\$ 8.46
Walmart	MLK Breakfast	268-000.00-880.268	\$ 132.94
Youth MLK Day Event	1/16;Naomi Dunsen-White	268-000.00-880.268	\$ 150.00
Millennium Business	due 2/4/23	268-000.00.900.000	\$ 733.28
Consumers Energy	12/7/22 thru 1/7/23	268-000.00-921.000	\$ 2,685.81
City of Novi-Utility	due on 2/10/23	268-000.00-923.000	\$ 1,841.08
Allied Building	due 2/17	268-000.00-934.000	\$ 298.00
Allied Eagle		268-000.00-934.000	\$ 1,069.59
Amazon		268-000.00-934.000	\$ 237.27
Anago	Monthly sanitization services	268-000.00-934.000	\$ 420.00
Aventric Technologies		268-000.00-934.000	\$ 104.00
Boynton		268-000.00-934.000	\$ 229.00
Cintas		268-000.00-934.000	\$ 448.88
Home Depot	1-19-23	268-000.00-934.000	\$ 258.70
Image360		268-000.00-934.000	\$ 40.00
NorthStar		268-000.00-934.000	\$ 405.08
Orkin		268-000.00-934.000	\$ 90.00
Smart Business Source		268-000.00-934.000	\$ 376.19
Brien's	salt	268-000.00-941.000	\$ 3,160.50
Millennium Business	lease	268-000.00-942.000	\$ 650.94
Corrigan	Jan	268-000.00-942.100	\$ 24.92
MCLS	Corsizio Workshop	268-000.00-956.000	\$ 180.00
Novi Community Schools	box lunches – board budget	268-000.00-956.000	\$ 79.60
PayPal HSMichigan	Conference Registration - CC	268-000.00-956.000	\$ 89.00
CDW-G		268-000.00-986.000	\$ 3,369.74
Petty Cash	Program - Walgreens	268-000.00-880.268	\$ 5.48
Petty Cash	Postage - DK Agencies	268-000.00-728.000	\$ 19.65
Petty Cash	Fox Run - Mileage - S. Vander	268-000.00-862.000	\$ 6.00

Petty Cash	Board Meeting Conference	268-000.00-956.000	\$ 16.36
Petty Cash	Mileage-Story Time Visit	268-000.00-862.000	\$ 17.88
<b>Total 268</b>			<b>\$ 138,951.36</b>

<b>Warrant 623</b>	<b>269 Accounts</b>	<b>Feb 2023</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
A Rifkin Co	Mailing Envelopes	269-000.00-665.230	\$ 292.36
Amazon	Donation	269-000.00-742.230	\$ 10.49
Library Design	reupholster 10 chair seat cushions	269-000.00-742.231	\$ 1,780.00
J.Farkas	Chess House - Chess board, bag, timer	269-000.00-742.232	\$ 667.68
4imprint	Crossland Beanie	269-000.00-742.236	\$ 231.67
J.Farkas - Kroger	Staff Recognition Fund- B.Cook,B.Rutkowski,S.Vander	269-000.00-742.236	\$ 240.00
Amazon	Knitting machine with row counter	269-000.00-976.046	\$ 486.68
Raise3D	Premium PLA Filament	269-000.00-976.046	\$ 139.96
<b>Total 269</b>			<b>\$ 3,848.84</b>

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

**Tween and Teen Library Programs:**

The Grab and Go Snowflake Photo Frame Kit was held on January 9. Grades K-6 Register to get a grab and go snowflake photo frame kit. Included is a wooden frame, paint and foam stickers. You will have a week to pick up the kit starting on Monday, January 9, through Monday, January 16. We would love to see your completed projects! Email us your photos to [asknovi@novilibrary.org](mailto:asknovi@novilibrary.org) that may be shared on social media. (Attendance = 24)

The Robotics Day Demonstration was held on January 14. This program was an opportunity for local robotics teams to give robotics demonstrations and get feedback from the community. Come stop in and see various teams show off their hard work! (Attendance = 120)

The Tail Waggin' Reading Buddies program was held on January 18. Youth and tweens in grades K-8 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 = 25)

The Grab and Go Snowflake Craft Kit was held on January 23. Grades 4-8 register to get a grab and go snowflake craft kit. Includes materials to create a magnet and a keychain. You will have a week to pick up the kit starting on Monday, January 23, through Monday, January 30. We would love to see your completed projects! Email us your photos to [asknovi@novilibrary.org](mailto:asknovi@novilibrary.org) that may be shared on social media. (Attendance = 24)

**Teen Space Update:**

During January 2023, there were 485 guests who visited Teen Space. There was no Teen Space on January 2-6, January 16, and January 25.

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

The TAB Meeting was held on January 13. The meeting started with a welcome and an icebreaker to help get to know each other. Teens shared their New Year's resolutions and upcoming 2023 books they were excited to read. The remainder of the meeting was spent making decorations for the Teen Stop. The teens displayed their winter-themed artwork on the windows in the room. (Attendance = 15)

**Upcoming Programs:**

- Dungeons & Dragons for Beginners - March 10
- Tail Waggin' Reading Buddies - March 22

- Teen Advisory Board - March 31

**Teen Stop Featured Display:**

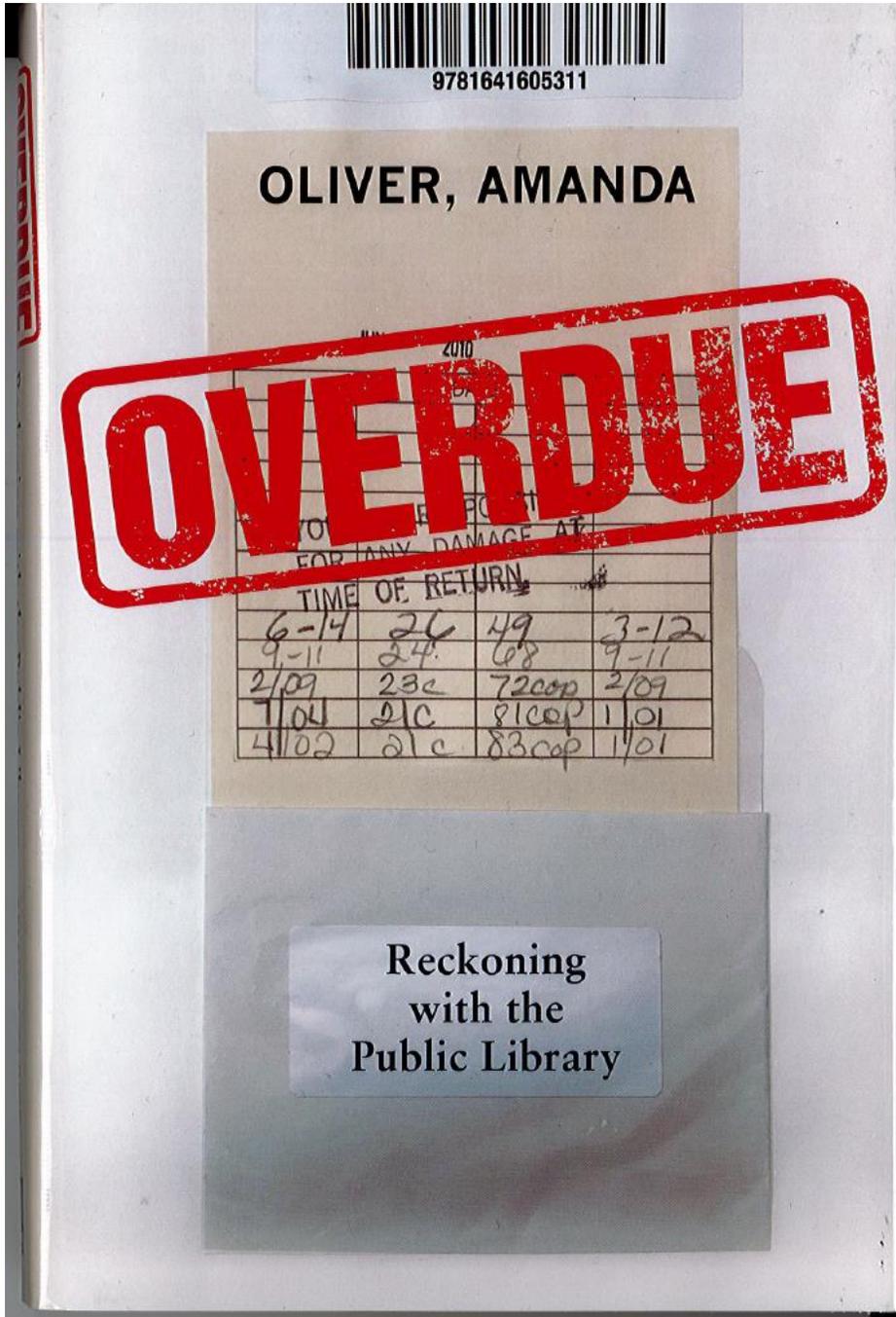
The January display featured young adult winter-themed books.



Books on display are  
available for check out!

President's Report

Book Discussion



**Financial Report for January 2023**

**Approved Budget for Fund 268 Fiscal Year 2022-2023**

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

**Approved budget for Fund 269 Fiscal Year 2022-2023**

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

**Revenue & Expenditure Report for Fund 268**

	YTD Dec 31, 2022	YTD Jan 31, 2023	Difference
TOTAL REVENUES	\$ 3,326,932	\$ 3,376,885	\$ 49,953
TOTAL EXPENDITURES	\$ 1,586,585	\$ 1,896,749	\$ 310,164
NET OF REVENUES & EXPENDITURES	\$ 1,740,347	\$ 1,480,136	

**Revenue & Expenditure Report for Fund 269**

	YTD Dec 31, 2022	YTD Jan 1, 2023	Difference
TOTAL REVENUES	(\$ 5,497)	\$ 10,552	\$ 16,049
TOTAL EXPENDITURES	\$ 12,048	\$ 15,471	\$ 3,423
NET OF REVENUES & EXPENDITURES	(\$ 17,545)	(\$ 4,919)	

**Balance Sheet Report as of Jan 31, 2023**

The ending fund balance for Fund 268 is \$ 4,043,637.47

The ending fund balance for Fund 269 is \$ 1,651,137.23

2023-2024 Library Budget 268 January 26, 2023		2020-2021 Audited	2021-2022 Audited	2022-2023 Approved	2022-2023 Yr. End	2023-2024 Approved	2024-2025 Projected	2025-2026 Projected
Revenues		6/30/2021	6/30/2022	1/27/2022	1/26/2023	1/26/2023	1/26/2023	1/26/2023
Account	Description							
403.000	Tax Revenue - Current Levy	2,959,058.75	3,081,796.39	3,209,191.00	3,232,784.02	3,401,742.00	3,537,812.00	3,643,947.00
403.001	Tax Revenue - Crnty Chargebk	6,323.24	744.21	2,000.00	-7,547.44	0.00	0.00	0.00
403.002	Tax Revenue - Tax Tribunal Accr	900.00	3,500.00	-1,000.00	0.00	-1,000.00	-1,000.00	-1,000.00
403.003	Tax Revenue - Brownfield 2008	-276.15	-59.74	0.00	-323.55	0.00	0.00	0.00
403.006	Tax Revenue - Brownfield 2015	-6,071.40	-7,282.79	-12,749.00	-8,961.24	-15,299.00	-18,359.00	-22,031.00
403.008	Tax Revenue - CIA Cap 2018	-13,183.71	-15,037.43	-22,538.00	-22,782.73	-31,553.00	-41,019.00	-49,223.00
420.000	Tax Revenue - C/Y Del PPT	-8,038.90	-4,648.79	-5,000.00	-5,000.00	-5,000.00	-5,000.00	-5,000.00
508.450	Federal Grants	5,627.01	0.00	0.00	0.00	0.00	0.00	0.00
508.452	Federal Grants - COVID 19	59,143.94	0.00	0.00	0.00	0.00	0.00	0.00
567.000	State Aid	46,164.52	56,619.13	33,000.00	51,000.00	50,000.00	50,000.00	50,000.00
573.000	State Grants - Local Comm		5,968.34		0.00	0.00	0.00	0.00
633.100	Insurance Reimbursement	0.00	89,230.69	0.00	0.00	0.00	0.00	0.00
657.000	Library book fines	10,924.57	8,720.61	8,000.00	7,200.00	7,000.00	7,000.00	7,000.00
658.000	State penal fines	95,366.51	97,789.47	95,000.00	99,223.80	95,000.00	95,000.00	95,000.00
664.000	Interest on Investments	47,949.82	44,180.81	39,000.00	39,000.00	42,000.00	44,000.00	44,000.00
664.500	Unrealized gain(loss) invest	-7,827.98	-117,830.18	1,000.00	1,000.00	5,000.00	10,000.00	10,000.00
665.000	Miscellaneous income	1,063.43	7,121.82	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
665.100	Copier	1,700.20	84.41	1,000.00	0.00	1,000.00	1,000.00	1,000.00
665.266	SRP - T-shirt sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00
665.289	Adult Programming	0.00	0.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
665.290	Library Fundraising	11,243.58	12,049.53	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
665.300	Meeting Room	0.00	18,532.37	25,000.00	23,000.00	25,000.00	25,000.00	25,000.00
665.400	Gifts and donations	933.91	1,035.04	1,500.00	1,500.00	1,000.00	1,000.00	1,000.00
665.404	Novi Township Assessment	6,847.00	6,970.00	7,000.00	7,256.00	7,000.00	7,000.00	7,000.00
665.650	Library Café	0.00	6,000.00	6,000.00	0.00	6,000.00	6,000.00	6,000.00
<b>Total Revenues</b>		<b>3,217,848.34</b>	<b>3,295,483.89</b>	<b>3,397,404.00</b>	<b>3,428,348.86</b>	<b>3,598,890.00</b>	<b>3,729,434.00</b>	<b>3,823,693.00</b>

2023-2024		2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024-2025	2025-2026
		Audited	Audited	Approved	Yr. End	Approved	Projected	Projected
<b>Expenditures</b>								
<b>Personnel Svcs.</b>								
<b>Account</b>	<b>Description</b>							
704.000	Permanent Salaries	931,050.19	931,808.07	1,039,792.00	1,077,300.00	1,142,000.00	1,174,200.00	1,209,400.00
704.012	COVID-19 Crisis Hazard Pay	7,500.00			0.00	0.00	0.00	0.00
704.100	Severance/Incentive Pay	12,000.00			14,000.00	0.00	0.00	0.00
704.200	Wages (non-pensionable)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout (Oct 2022)	8,499.17	0.00	5,000.00	6,056.80	6,000.00	6,000.00	6,000.00
704.250	Final Payout	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00
705.000	Temporary Salaries	591,926.47	623,961.02	725,000.00	705,000.00	810,200.00	856,700.00	882,400.00
706.000	Overtime	111.61	802.33	500.00	500.00	500.00	500.00	500.00
715.000	Social Security	116,389.90	116,783.24	135,000.00	138,000.00	150,000.00	155,860.00	160,500.00
716.000	Insurance	195,996.64	215,480.66	193,000.00	193,000.00	224,100.00	233,064.00	242,387.00
716.200	HSA - Employer Contribution	6,125.00	2,625.00	6,300.00	6,300.00	6,600.00	6,600.00	6,600.00
716.999	Ins. Employee Reimbursement	-36,361.13	-36,090.77	-29,775.00	-29,775.00	-33,615.00	-34,960.00	-36,358.00
718.000	Pension DB	6,012.00	6,156.00	5,795.00	5,795.00	5,795.00	5,795.00	5,795.00
718.010	DB Unfunded Accrued Liability	43,224.00	58,404.00	59,765.00	88,464.00	90,233.00	92,033.00	93,873.00
718.050	Pension - add'l DB Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	25,156.99	31,155.34	48,400.00	48,400.00	49,852.00	51,348.00	52,888.00
719.000	Unemployment Ins	3,008.04	91.64	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
720.000	Workers' Comp	2,666.03	1,686.71	1,700.00	1,700.00	1,800.00	1,900.00	2,000.00
<b>Total Personnel Services</b>		<b>1,913,304.91</b>	<b>1,952,863.24</b>	<b>2,192,477.00</b>	<b>2,266,740.80</b>	<b>2,455,465.00</b>	<b>2,551,040.00</b>	<b>2,627,985.00</b>
<b>Supplies and Materials</b>								
<b>Account</b>	<b>Description</b>							
727.000	Office supplies	11,488.89	12,752.79	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00
728.000	Postage	167.35	488.51	2,000.00	4,000.00	2,000.00	2,000.00	2,000.00
734.000	Computer software/licensing	39,983.56	71,847.11	83,000.00	87,500.00	83,000.00	83,000.00	83,000.00
734.500	Computer supplies equip	7,088.93	132,954.83	21,000.00	21,000.00	32,000.00	32,000.00	32,000.00
740.000	Operating supplies	22,919.43	9,873.36	28,000.00	28,000.00	30,000.00	30,000.00	30,000.00
740.010	Gift and Donations expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740.200	Desk, chairs, cabinets, etc.	0.00	700.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
741.000	Uniforms	0.00	422.00	300.00	500.00	500.00	500.00	500.00
742.000	Library Books	183,651.77	199,639.76	197,000.00	197,000.00	224,000.00	212,000.00	200,000.00
742.010	Library Books - Lending	18,677.92	13,973.37	17,000.00	17,000.00	15,000.00	15,000.00	15,000.00
742.100	Book Fines	265.28	672.48	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	20,076.93	22,471.42	18,000.00	18,000.00	18,000.00	16,000.00	16,000.00
744.000	Audio visual materials	131,158.96	128,743.17	136,000.00	136,000.00	70,300.00	72,100.00	74,200.00
745.200	Electronic media	47,025.96	42,783.60	46,900.00	46,900.00	125,700.00	129,400.00	133,200.00
745.300	Electronic Resources - Online	63,936.47	65,243.18	70,000.00	70,000.00	75,000.00	77,500.00	79,800.00
<b>Total Supplies &amp; Materials</b>		<b>546,441.45</b>	<b>702,565.58</b>	<b>643,200.00</b>	<b>649,900.00</b>	<b>699,500.00</b>	<b>693,500.00</b>	<b>689,700.00</b>

2023-2024 Library Budget 268		2020-2021 Audited	2021-2022 Audited	2022-2023 Approved	2022-2023 Yr. End	2023-2024 Approved	2024-2025 Projected	2025-2026 Projected
<b>Services &amp; Charges</b>								
Account	Description							
801.925	Public Information (cable)	672.83	741.09	700.00	700.00	850.00	850.00	850.00
802.000	Data Processing - OnBase	712.94	734.34	800.00	800.00	750.00	750.00	750.00
802.100	Bank Services	5,221.75	3,939.96	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
803.000	Independent Audit	814.00	723.00	800.00	800.00	800.00	800.00	800.00
804.000	Medical Service	1,372.00	1,841.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	20,783.00	16,967.90	7,500.00	8,500.00	8,500.00	8,500.00	8,500.00
808.100	Rubbish Monthly	1,224.41	0.00	0.00	0.00	0.00	0.00	0.00
809.000	Memberships & Dues	5,340.01	5,712.45	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
816.000	Professional services	1,972.50	15,753.87	24,000.00	36,000.00	16,000.00	16,000.00	16,000.00
817.000	Custodial Services	84,097.77	88,544.00	90,000.00	89,000.00	89,000.00	89,000.00	88,000.00
818.000	TLN Central Services	3,495.00	3,495.00	3,500.00	3,495.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	26,043.29	25,661.68	24,000.00	34,000.00	34,000.00	34,000.00	34,000.00
855.000	TLN Automation Services	58,258.12	64,789.07	71,000.00	80,000.00	80,000.00	80,000.00	80,000.00
861.000	Gasoline and oil	157.33	407.86	500.00	500.00	500.00	500.00	500.00
862.000	Mileage	91.53	88.60	200.00	200.00	200.00	200.00	200.00
880.000	Community Promotion	23,754.32	16,001.29	24,000.00	24,000.00	22,000.00	22,000.00	22,000.00
880.268	Library Programming	9,668.89	13,014.04	28,000.00	28,000.00	38,000.00	38,000.00	38,000.00
880.271	Adult Programming	0.00	0.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
900.000	Print, Graphic Design, Publish	6,577.85	9,046.55	28,000.00	28,000.00	28,000.00	28,000.00	28,000.00
910.000	Property & Liability Insurance	12,668.00	14,444.00	14,500.00	16,480.00	16,480.00	16,480.00	16,480.00
910.001	Ins deduct/Uninsured claims	0.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
921.000	Heat	10,645.77	13,510.02	12,000.00	14,000.00	14,500.00	15,000.00	15,500.00
922.000	Electricity	89,008.38	97,881.06	96,500.00	99,500.00	102,500.00	105,500.00	108,500.00
923.000	Water and Sewer	6,208.88	6,964.48	6,500.00	7,000.00	7,000.00	7,500.00	8,000.00
934.000	Building Maintenance	125,214.33	108,177.81	110,000.00	139,305.00	106,400.00	109,400.00	112,600.00
935.000	Vehicle Maintenance	25.31	456.85	300.00	300.00	500.00	500.00	500.00
941.000	Grounds Maint.	23,450.55	32,391.87	39,000.00	39,000.00	40,500.00	41,700.00	42,900.00
942.000	Office Equipment Lease	8,309.53	7,811.28	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
942.100	Records storage	291.64	299.40	400.00	400.00	400.00	400.00	400.00
956.000	Conferences & Workshops	4,432.75	3,510.07	15,000.00	15,000.00	24,900.00	20,000.00	24,900.00
<b>Total Services &amp; Charges</b>		<b>530,512.68</b>	<b>552,908.54</b>	<b>636,200.00</b>	<b>703,980.00</b>	<b>674,280.00</b>	<b>677,580.00</b>	<b>689,880.00</b>
<b>2023-2024 Library Budget 268</b>		<b>2020-2021 Audited</b>	<b>2021-2022 Audited</b>	<b>2022-2023 Approved</b>	<b>2022-2023 Yr. End</b>	<b>2023-2024 Approved</b>	<b>2024-2025 Projected</b>	<b>2025-2026 Projected</b>
<b>Capital Outlay</b>								
Account	Description							
962.000	Building Maint.							
941.000	Grounds Maint.							
976.000	Building Improvements/Entrance	0.00	0.00				0.00	0.00
976.100	Parking lot improvements		10,700.00	12,500.00	12,411.80		125,000.00	125,000.00
983.000	Vehicles - Van							
986.000	Internal Tech - AST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
986.000	Camera/Com & AWE replace	0.00	8,257.40	83,000.00	83,000.00	47,000.00	30,000.00	32,000.00
990.000	Furniture	13,774.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Capital Outlay</b>		<b>13,774.00</b>	<b>18,957.40</b>	<b>95,500.00</b>	<b>95,411.80</b>	<b>47,000.00</b>	<b>155,000.00</b>	<b>157,000.00</b>
965.269	Walker Transfer							
<b>Total Expenditures</b>		<b>3,004,033.04</b>	<b>3,227,294.76</b>	<b>3,567,377.00</b>	<b>3,716,032.60</b>	<b>3,876,245.00</b>	<b>4,077,120.00</b>	<b>4,164,565.00</b>
<b>Total Revenues</b>		<b>3,217,848.34</b>	<b>3,295,483.89</b>	<b>3,397,404.00</b>	<b>3,428,348.86</b>	<b>3,598,890.00</b>	<b>3,729,434.00</b>	<b>3,823,693.00</b>
<b>680.000</b>	<b>TOTAL Fundbalance</b>	<b>213,815.30</b>	<b>68,189.13</b>	<b>-169,973.00</b>	<b>-287,684.60</b>	<b>-277,355.00</b>	<b>-347,686.00</b>	<b>-340,872.00</b>

22/23: 268 Account Capital Outlay: NO - AST replacement \$115,800, Camera/Computer replacement \$83,000, Parking Lot \$12,500  
23/24: Main entrance renovation \$100,000 - 269 Account; parking lot maintenance \$16,500 - 269 Account;

269 - Library Contributed Funds								
Revenues & Expenditures								
2023-2024 (as of 2/16/2023)								
		2020-2021 Audited	2021-2022 Audited	2022-2023 Approved	2022-2023 Year End	2023-2024 Approved	2024-2025 Projected	2025-2026 Projected
		6/30/2021	6/30/2022	1/27/2022	1/26/2023	1/26/2023	2/16/2023	2/16/2023
<b>Revenues</b>								
<b>Interest Income</b>								
664.000	Interest on Investments	\$ 23,226.98	\$ 19,767.63	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
664.500	Unrealized gain (loss) on investments	(2,903.80)	(50,325.76)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
<b>TOTAL</b>		<b>\$ 20,323.18</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>
				1/27/2022	1/26/2023			
<b>Donations</b>								
665.036	Diversity, Equity & Inclusion		\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
665.046	Makerspace (iCube)	-	-	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
665.229	Raising a Reader	-	207.59	1,500.00	500.00	1,000.00	1,000.00	1,000.00
665.230	Collections/Materials Revenue	1,551.67	1,852.61	1,000.00	5,250.00	1,000.00	1,000.00	1,000.00
665.231	Buildings/Ground/Furniture Revenue	2,159.85	3,191.96	1,000.00	275.00	1,000.00	1,000.00	1,000.00
665.232	Programming Revenue	3,471.35	3,000.00	1,500.00	1,852.00	2,000.00	2,000.00	2,000.00
665.233	Technology Library Revenue	-	50.00	2,500.00	-	500.00	500.00	500.00
665.234	Undesignated Misc. Donations	-	250.00	500.00	-	500.00	500.00	500.00
665.235	Marketing Sponsorships	10,000.00	10,146.00	10,000.00	10,000.00	-	-	-
<b>TOTAL</b>		<b>\$ 17,182.87</b>	<b>\$19,698</b>	<b>\$20,000</b>	<b>\$ 18,877.00</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$8,000</b>
<b>TOTAL Revenues</b>		<b>\$ 37,506.05</b>	<b>\$ (10,859.97)</b>	<b>\$ 42,500.00</b>	<b>\$ 41,377.00</b>	<b>\$ 30,500.00</b>	<b>\$ 30,500.00</b>	<b>\$ 30,500.00</b>
<b>Expenditures</b>								
<b>Supplies</b>								
742.036	Diversity, Equity & Inclusion		\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
742.229	Raising a Reader	968.70	723.13	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials Expenditures	986.10	830.56	500.00	1,000.00	1,000.00	1,000.00	1,000.00
742.231	Buildings/Ground/Furniture Exp	1,586.00	8,683.30	34,200.00	34,200.00	29,000.00	29,000.00	29,000.00
742.232	Programming Expenditures	2,244.46	-	1,000.00	1,857.75	1,000.00	1,000.00	1,000.00
742.233	Technology Library Expenditures	-	10,490.00	-	-	3,000.00	3,000.00	3,000.00
742.234	Undesignated Misc. Expenditures	182.39	(7.16)	500.00	500.00	500.00	500.00	500.00
742.236	Staff Recognition	15.88	2,002.78	1,500.00	1,500.00	2,000.00	2,000.00	2,000.00
<b>TOTAL</b>		<b>\$ 5,983.53</b>	<b>\$23,723</b>	<b>\$39,700</b>	<b>\$40,058</b>	<b>\$38,500</b>	<b>\$38,500</b>	<b>\$38,500</b>
<b>Capital Outlay</b>								
976.044	Auto Lending Library	\$ 34,100.24	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
976.045	LED Lighting Conversion project	4,000.00	-	-	-	-	-	-
976.046	Makerspace (iCube)	4,746.78	5,017.01	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
976.047	Automated Return System			115,800.00	-	115,800.00	-	-
976.048	Main Entrance Design /Parking Lot			10,000.00	10,000.00	116,500.00	-	-
983.000	Vehicle			-	-	-	-	-
<b>TOTAL</b>		<b>\$ 42,847.02</b>	<b>\$ 5,017.01</b>	<b>\$ 131,300.00</b>	<b>\$ 13,000.00</b>	<b>\$ 237,800.00</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>
<b>TOTAL Expenditures</b>		<b>\$ 48,830.55</b>	<b>\$ 28,739.62</b>	<b>\$ 171,000.00</b>	<b>\$ 53,057.75</b>	<b>\$ 276,300.00</b>	<b>\$ 44,000.00</b>	<b>\$ 44,000.00</b>
	Beginning Fund Balance Yr. End	\$ 1,706,979.53	\$ 1,695,655.03	\$ 1,675,979.00	\$ 1,656,055.44	\$ 1,644,374.69	\$ 1,398,574.69	\$ 1,385,074.69
	Revenues	37,506.05	(10,859.97)	42,500.00	41,377.00	30,500.00	30,500.00	30,500.00
	Expenditures	(48,830.55)	(28,739.62)	(171,000.00)	(53,057.75)	(276,300.00)	(44,000.00)	(44,000.00)
	NET Revenues vs. Expenditures	(11,324.50)	(39,599.59)	(128,500.00)	(11,680.75)	(245,800.00)	(13,500.00)	(13,500.00)
	Beginning Fund Balance							
	Ending Fund Balance Expected	\$ 1,695,655.03	\$ 1,656,055.44	\$ 1,547,479.00	\$ 1,644,374.69	\$ 1,398,574.69	\$ 1,385,074.69	\$ 1,371,574.69

**Notes:**

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

23/24:Auto Lending Library card dispenser \$2500, Automated Return System \$115,800, Steam Kits Shelving Area \$8,000, Retrofit mktg, displays \$4000 Furniture upgrades for 2nd floor \$17,000, Main entrance renovation \$100,000, Parking Lot \$16,500

02/08/2023		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI									
		PERIOD ENDING 01/31/2023									
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE		
		06/30/2022	ORIGINAL	2022-23	NOV 2022	DEC 2022	JAN 2023	01/31/2023	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NM (ABNRM)	BUDGET	AMNDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABRM)	USED	
Fund 268 - LIBRARY FUND 268											
Revenues											
Dept 000.00 - treasury											
Property tax revenue											
268-000.00-403.000	Property Tax Revenue - Current Le	3,081,796.39	3,209,191.00	3,209,191.00	0.00	(2,026.18)	0.00	3,230,757.84	(21,566.84)	100.67	
268-000.00-403.001	Property Tax Revenue- County Cha	744.21	2,000.00	2,000.00	132.18	294.10	73.28	(7,180.06)	9,180.06	(359.00)	
268-000.00-403.002	Property Tax Rev - Tax Tribunal Ac	3,500.00	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00	
268-000.00-403.003	Property Tax Revenue-Brownfld Ca	(59.74)	0.00	0.00	0.00	0.00	0.00	(323.55)	323.55	100.00	
268-000.00-403.006	Property Tax Revenue-Brownfld Ca	(7,282.79)	(12,749.00)	(12,749.00)	0.00	0.00	0.00	(8,961.24)	(3,787.76)	70.29	
268-000.00-403.008	Property Tax Revenue - CIA Cap C	(15,037.43)	(22,538.00)	(22,538.00)	0.00	0.00	0.00	(22,782.73)	244.73	101.09	
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(4,648.79)	(5,000.00)	(5,000.00)	0.00	0.00	0.00	0.00	(5,000.00)	0.00	
Property tax revenue		3,059,011.85	3,169,904.00	3,169,904.00	132.18	(1,732.08)	73.28	3,191,510.26	(21,606.26)	100.68	
State sources											
268-000.00-567.000	State aid	56,619.13	33,000.00	33,000.00	0.00	0.00	0.00	32,859.31	140.69	99.57	
268-000.00-573.000	State Grants - Local Comm Stab Sh	5,968.34	0.00	0.00	4,181.86	0.00	0.00	4,181.86	(4,181.86)	100.00	
State sources		62,587.47	33,000.00	33,000.00	4,181.86	0.00	0.00	37,041.17	(4,041.17)	112.25	
Other revenue											
268-000.00-633.100	Insurance Reimbursement	89,230.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
268-000.00-665.000	Miscellaneous income	7,121.82	5,000.00	5,000.00	844.02	768.62	879.15	5,635.69	(635.69)	112.71	
268-000.00-665.100	Copier	84.41	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00	
268-000.00-665.290	Library fund raising revenue	12,049.53	4,000.00	4,000.00	0.00	0.00	0.00	1,920.08	2,079.92	48.00	
268-000.00-665.300	Meeting room	18,532.37	25,000.00	25,000.00	1,864.71	2,316.17	4,079.62	18,321.07	6,678.93	73.28	
268-000.00-665.404	Novi Township assessment	6,970.00	7,000.00	7,000.00	0.00	0.00	0.00	7,256.00	(256.00)	103.66	
268-000.00-665.650	Library Cafe	6,000.00	6,000.00	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0.00	
Other revenue		139,988.82	48,000.00	48,000.00	2,708.73	3,084.79	4,958.77	33,132.84	14,867.16	69.03	
Fines and forfeitures											
268-000.00-657.000	Library book fines	8,720.61	8,000.00	8,000.00	397.39	478.64	570.93	4,704.88	3,295.12	58.81	
268-000.00-658.000	State penal fines	97,789.47	95,000.00	95,000.00	0.00	0.00	0.00	99,223.80	(4,223.80)	104.45	
Fines and forfeitures		106,510.08	103,000.00	103,000.00	397.39	478.64	570.93	103,928.68	(928.68)	100.90	
Interest income											
268-000.00-664.000	Interest on investments	44,180.81	39,000.00	39,000.00	7,377.06	7,582.19	0.00	34,836.89	4,163.11	89.33	
268-000.00-664.500	Unrealized gain (loss) on investme	(117,830.18)	1,000.00	1,000.00	25,288.50	4,582.83	0.00	(25,664.27)	26,664.27	(2,566.43)	
Interest income		(73,649.37)	40,000.00	40,000.00	32,665.56	12,165.02	0.00	9,172.62	30,827.38	22.93	
Donations											
268-000.00-665.289	Adult programs	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00	
268-000.00-665.400	Gifts and donations	1,035.04	1,500.00	1,500.00	27.07	350.21	1,545.58	2,099.27	(599.27)	139.95	
Donations		1,035.04	3,500.00	3,500.00	27.07	350.21	1,545.58	2,099.27	1,400.73	59.98	
Total Dept 000.00 - treasury		3,295,483.89	3,397,404.00	3,397,404.00	40,112.79	14,346.58	7,148.56	3,376,884.84	20,519.16	99.40	
TOTAL REVENUES		3,295,483.89	3,397,404.00	3,397,404.00	40,112.79	14,346.58	7,148.56	3,376,884.84	20,519.16	99.40	

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	NOV 2022	DEC 2022	JAN 2023	01/31/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNRM)	BUDGET	AMNDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABRM)	USED
Fund 268 - LIBRARY FUND 268										
268-000.00-704.000	Permanent salaries	931,808.07	1,039,792.00	1,039,792.00	83,462.80	125,231.67	91,879.14	601,041.28	438,750.72	57.80
268-000.00-704.100	Severance/Incentive Pay	0.00	0.00	0.00	0.00	0.00	12,000.00	12,000.00	(12,000.00)	100.00
268-000.00-704.200	Wages - Stipend	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	(2,000.00)	100.00
268-000.00-704.210	Vacation Payout	0.00	5,000.00	5,000.00	6,056.80	0.00	0.00	6,056.80	(1,056.80)	121.14
268-000.00-705.000	Temporary salaries	623,961.02	725,000.00	725,000.00	44,446.20	68,328.93	45,831.62	331,738.27	393,261.73	45.76
268-000.00-706.000	Overtime	802.33	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-715.000	Social security	116,783.24	135,000.00	135,000.00	10,089.68	14,629.72	11,444.78	71,943.86	63,056.14	53.29
268-000.00-716.000	Insurance	215,480.66	193,000.00	193,000.00	18,144.76	16,617.86	9,636.47	116,139.72	76,860.28	60.18
268-000.00-716.200	HSA - employer contribution	2,625.00	6,300.00	6,300.00	87.50	87.50	552.91	990.41	5,309.59	15.72
268-000.00-716.999	Insurance - Employee Reimburse	(36,090.77)	(29,775.00)	(29,775.00)	(2,495.28)	(2,495.28)	(2,388.37)	(15,185.30)	(14,589.70)	51.00
268-000.00-718.000	Pension - DB Normal Cost	6,156.00	5,795.00	5,795.00	385.00	385.00	0.00	2,310.00	3,485.00	39.86
268-000.00-718.010	Pension - DB Unfunded Accrued Li	58,404.00	59,765.00	59,765.00	7,372.00	7,372.00	0.00	44,232.00	15,533.00	74.01
268-000.00-718.200	Pension - defined contribution	31,155.34	48,400.00	48,400.00	4,339.44	6,125.64	4,310.91	29,261.18	19,138.82	60.46
268-000.00-719.000	Unemployment insurance	91.64	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
268-000.00-720.000	Workers compensation	1,686.71	1,700.00	1,700.00	107.87	155.54	122.16	736.82	963.18	43.34
Personnel services		1,952,863.24	2,192,477.00	2,192,477.00	171,996.77	236,438.58	175,389.62	1,203,265.04	989,211.96	54.88
Supplies										
268-000.00-727.000	Office supplies	12,752.79	18,000.00	18,000.00	1,396.71	491.37	4,825.46	12,994.40	5,005.60	72.19
268-000.00-728.000	Postage	488.51	2,000.00	2,000.00	162.64	202.64	2,605.59	3,402.58	(1,402.58)	170.13
268-000.00-734.000	Computer supplies, software & lic	71,847.11	83,000.00	83,000.00	(1,725.81)	238.61	758.84	52,684.96	30,315.04	63.48
268-000.00-734.500	Computer supplies/equipment	132,954.83	21,000.00	21,000.00	488.31	(55.16)	685.50	7,470.17	13,529.83	35.57
268-000.00-740.000	Operating supplies	9,873.36	28,000.00	28,000.00	870.49	419.00	0.00	15,925.46	12,074.54	56.88
268-000.00-740.200	Supplies - Desk chairs and file cab	700.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
268-000.00-741.000	Supplies - Uniforms	422.00	300.00	300.00	0.00	156.00	0.00	156.00	144.00	52.00
268-000.00-742.000	Library books	199,639.76	197,000.00	197,000.00	32,568.73	11,672.47	9,108.45	99,397.90	97,602.10	50.46
268-000.00-742.010	Library Books - Lending	13,973.37	17,000.00	17,000.00	2,140.32	205.06	1,166.99	8,267.50	8,732.50	48.63
268-000.00-742.100	Library Books - Fines	672.48	1,000.00	1,000.00	0.00	0.00	(12.99)	114.77	885.23	11.48
268-000.00-743.000	Library periodicals	22,471.42	18,000.00	18,000.00	0.00	0.00	0.00	14,217.32	3,782.68	78.99
268-000.00-744.000	Audio visual materials	128,743.17	136,000.00	136,000.00	2,753.36	6,545.25	3,871.92	65,857.02	70,142.98	48.42
268-000.00-745.200	Electronic media	42,783.60	46,900.00	46,900.00	3,555.49	4,273.76	792.56	22,446.91	24,453.09	47.86
268-000.00-745.300	Electronic resources (CD rom mate	65,243.18	70,000.00	70,000.00	0.00	0.00	5,535.17	53,484.23	16,515.77	76.41
Supplies		702,565.58	643,200.00	643,200.00	42,210.24	24,149.00	29,337.49	356,419.22	286,780.78	55.41

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL BUDGET	2022-23 AMNDD BUDGET	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT
		06/30/2022			NOV 2022	DEC 2022	JAN 2023	01/31/2023	BALANCE	
		NM (ABNRM)			INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABRM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	741.09	700.00	700.00	69.65	69.65	0.00	417.90	282.10	59.70
268-000.00-802.000	Data processing	734.34	800.00	800.00	0.00	0.00	0.00	734.34	65.66	91.79
268-000.00-802.100	Bank Service Charges	3,939.96	4,000.00	4,000.00	248.59	651.65	234.23	1,893.68	2,106.32	47.34
268-000.00-803.000	Independent audit	723.00	800.00	800.00	0.00	0.00	0.00	800.00	0.00	100.00
268-000.00-804.000	Medical service	1,841.00	1,500.00	1,500.00	0.00	116.00	232.00	1,156.00	344.00	77.07
268-000.00-806.000	Legal fees	16,967.90	7,500.00	7,500.00	411.20	456.20	0.00	4,631.60	2,868.40	61.75
268-000.00-809.000	Memberships and dues	5,712.45	7,500.00	7,500.00	0.00	134.00	0.00	4,839.41	2,660.59	64.53
268-000.00-816.000	Professional services	15,753.87	24,000.00	24,000.00	(2,200.00)	200.00	0.00	8,778.75	15,221.25	36.58
268-000.00-817.000	Custodial services	88,544.00	90,000.00	90,000.00	7,288.40	6,549.50	7,557.10	51,529.44	38,470.56	57.25
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,495.00	5.00	99.86
268-000.00-851.000	Telephone	25,661.68	24,000.00	24,000.00	2,190.92	2,388.17	(63.00)	13,516.82	10,483.18	56.32
268-000.00-855.000	TLN Automation Services	64,789.07	71,000.00	71,000.00	(789.98)	36.47	19,620.14	54,953.41	16,046.59	77.40
268-000.00-861.000	Gasoline and oil	407.86	500.00	500.00	44.33	0.00	0.00	207.71	292.29	41.54
268-000.00-862.000	Mileage	88.60	200.00	200.00	0.00	168.50	0.00	172.50	27.50	86.25
268-000.00-880.000	Community promotion	16,001.29	24,000.00	24,000.00	2,241.00	700.67	231.00	9,550.13	14,449.87	39.79
268-000.00-880.268	Library programming	13,014.04	28,000.00	28,000.00	1,177.03	444.09	903.68	7,858.94	20,141.06	28.07
268-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	0.00	0.00	0.00	704.75	7,295.25	8.81
268-000.00-900.000	Printing, graphic design and publis	9,046.55	28,000.00	28,000.00	647.37	446.73	733.28	4,015.75	23,984.25	14.34
268-000.00-910.000	Property & liability insurance	14,444.00	14,500.00	16,480.00	0.00	0.00	0.00	16,480.00	0.00	100.00
268-000.00-910.001	Insurance deductibles/Uninsured c	0.00	10,000.00	8,020.00	0.00	0.00	0.00	0.00	8,020.00	0.00
268-000.00-921.000	Heat	13,510.02	12,000.00	12,000.00	1,624.02	0.00	0.00	4,173.99	7,826.01	34.78
268-000.00-922.000	Electricity	97,881.06	96,500.00	96,500.00	8,709.21	8,327.41	0.00	56,468.39	40,031.61	58.52
268-000.00-923.000	Water and sewer	6,964.48	6,500.00	6,500.00	0.00	1,841.08	0.00	3,610.52	2,889.48	55.55
268-000.00-934.000	Building maintenance	108,177.81	110,000.00	110,000.00	9,593.90	6,330.30	2,716.54	44,061.03	65,938.97	40.06
268-000.00-935.000	Vehicle maintenance	456.85	300.00	300.00	5.94	0.00	0.00	5.94	294.06	1.98
268-000.00-941.000	Grounds maintenance	32,391.87	39,000.00	39,000.00	3,687.69	3,971.00	0.00	14,036.16	24,963.84	35.99
268-000.00-942.000	Office equipment lease	7,811.28	8,000.00	8,000.00	650.94	650.94	650.94	3,254.70	4,745.30	40.68
268-000.00-942.100	Records storage	299.40	400.00	400.00	24.95	24.95	24.95	174.65	225.35	43.66
268-000.00-956.000	Conferences and workshops	3,510.07	15,000.00	15,000.00	3,262.91	0.00	159.60	7,469.00	7,531.00	49.79
Other services and charges		552,908.54	636,200.00	636,200.00	38,888.07	33,507.31	33,000.46	318,990.51	317,209.49	50.14
Capital outlay										
268-000.00-976.100	Parking lot improvements	10,700.00	12,500.00	12,500.00	0.00	0.00	0.00	12,411.80	88.20	99.29
268-000.00-986.000	Internal Technology - Capital Outl	8,257.40	83,000.00	83,000.00	(3,369.74)	9,499.90	0.00	5,662.76	77,337.24	6.82
Capital outlay		18,957.40	95,500.00	95,500.00	(3,369.74)	9,499.90	0.00	18,074.56	77,425.44	18.93
Total Dept 000.00 - treasury		3,227,294.76	3,567,377.00	3,567,377.00	249,725.34	303,594.79	237,727.57	1,896,749.33	1,670,627.67	53.17
TOTAL EXPENDITURES		3,227,294.76	3,567,377.00	3,567,377.00	249,725.34	303,594.79	237,727.57	1,896,749.33	1,670,627.67	53.17

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL BUDGET	2022-23 AMNDD BUDGET	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2022 NM (ABNRM)			NOV 2022 INCR (DECR)	DEC 2022 INCR (DECR)	JAN 2023 INCR (DECR)	01/31/2023 NM (ABRM)	BALANCE NM (ABRM)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,295,483.89	3,397,404.00	3,397,404.00	40,112.79	14,346.58	7,148.56	3,376,884.84	20,519.16	(870.81)
TOTAL EXPENDITURES		3,227,294.76	3,567,377.00	3,567,377.00	249,725.34	303,594.79	237,727.57	1,896,749.33	1,670,627.67	(870.81)
NET OF REVENUES & EXPENDITURES		68,189.13	(169,973.00)	(169,973.00)	(209,612.55)	(289,248.21)	(230,579.01)	1,480,135.51	(1,650,108.51)	(870.81)
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Revenues										
Dept 000.00 - treasury										
Interest income										
269-000.00-664.000	Interest on investments	19,767.63	27,000.00	27,000.00	2,535.31	2,793.02	0.00	13,742.62	13,257.38	50.90
269-000.00-664.500	Unrealized gain (loss) on investme	(50,325.76)	(4,500.00)	(4,500.00)	8,691.04	1,688.16	0.00	(11,972.28)	7,472.28	266.05
Interest income		(30,558.13)	22,500.00	22,500.00	11,226.35	4,481.18	0.00	1,770.34	20,729.66	7.87
Donations										
269-000.00-665.036	Diversity, Equity, & Inclusion	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.046	Makerspace Renovation Revenue	0.00	1,000.00	1,000.00	0.00	676.95	242.40	919.35	80.65	91.94
269-000.00-665.229	Raising a Reader in Novi Sponsors	207.59	1,500.00	1,500.00	0.00	385.78	0.00	385.78	1,114.22	25.72
269-000.00-665.230	Collections/Materials Revenue	1,852.61	1,000.00	1,000.00	0.00	0.00	100.00	5,350.00	(4,350.00)	535.00
269-000.00-665.231	Buildings/Ground/ Furniture Rever	3,191.96	1,000.00	1,000.00	275.00	0.00	0.00	275.00	725.00	27.50
269-000.00-665.232	Programming Revenue	3,000.00	1,500.00	1,500.00	0.00	0.00	0.00	1,852.00	(352.00)	123.47
269-000.00-665.233	Technology Library Revenue	50.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	250.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.235	Marketing Sponsorships	10,146.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Donations		19,698.16	20,000.00	20,000.00	275.00	1,062.73	342.40	8,782.13	11,217.87	43.91
Total Dept 000.00 - treasury		(10,859.97)	42,500.00	42,500.00	11,501.35	5,543.91	342.40	10,552.47	31,947.53	24.83
TOTAL REVENUES		(10,859.97)	42,500.00	42,500.00	11,501.35	5,543.91	342.40	10,552.47	31,947.53	24.83
Expenditures										
Dept 000.00 - treasury										
Supplies										
269-000.00-742.036	Diversity, Equity, & Inclusion	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-742.229	Raising a Reader Expense	723.13	1,000.00	1,000.00	0.00	0.00	0.00	274.58	725.42	27.46
269-000.00-742.230	Collections/Materials Expense	830.56	500.00	500.00	259.42	11.29	10.49	671.78	(171.78)	134.36
269-000.00-742.231	Buildings/Ground/ Furniture Exper	8,683.30	34,200.00	34,200.00	72.10	6,421.90	1,780.00	8,274.00	25,926.00	24.19
269-000.00-742.232	Programming Expense	0.00	1,000.00	1,000.00	0.00	667.68	0.00	2,525.43	(1,525.43)	252.54
269-000.00-742.233	Technology Library Expense	10,490.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-742.234	Undesignated Misc	(7.16)	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.236	Staff Recognition	2,002.78	1,500.00	1,500.00	(15.00)	203.11	(55.57)	1,802.59	(302.59)	120.17
Supplies		23,722.61	39,700.00	39,700.00	316.52	7,303.98	1,734.92	13,548.38	26,151.62	34.13

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	NOV 2022	DEC 2022	JAN 2023	01/31/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNRM)	BUDGET	AMNDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABRM)	USED
269-000.00-976.046	Makerspace Renovation	5,017.01	3,000.00	3,000.00	287.71	205.22	326.31	1,922.30	1,077.70	64.08
269-000.00-976.140	Automated Return System	0.00	115,800.00	115,800.00	0.00	0.00	0.00	0.00	115,800.00	0.00
269-000.00-976.141	Main Entrance Design	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Capital outlay		5,017.01	131,300.00	131,300.00	287.71	205.22	326.31	1,922.30	129,377.70	1.46
Total Dept 000.00 - treasury		28,739.62	171,000.00	171,000.00	604.23	7,509.20	2,061.23	15,470.68	155,529.32	9.05
TOTAL EXPENDITURES		28,739.62	171,000.00	171,000.00	604.23	7,509.20	2,061.23	15,470.68	155,529.32	9.05
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES		(10,859.97)	42,500.00	42,500.00	11,501.35	5,543.91	342.40	10,552.47	31,947.53	3.83
TOTAL EXPENDITURES		28,739.62	171,000.00	171,000.00	604.23	7,509.20	2,061.23	15,470.68	155,529.32	3.83
NET OF REVENUES & EXPENDITURES		(39,599.59)	(128,500.00)	(128,500.00)	10,897.12	(1,965.29)	(1,718.83)	(4,918.21)	(123,581.79)	3.83
TOTAL REVENUES - ALL FUNDS		3,284,623.92	3,439,904.00	3,439,904.00	51,614.14	19,890.49	7,490.96	3,387,437.31	52,466.69	
TOTAL EXPENDITURES - ALL FUNDS		3,256,034.38	3,738,377.00	3,738,377.00	250,329.57	311,103.99	239,788.80	1,912,220.01	1,826,156.99	
NET OF REVENUES & EXPENDITURES		28,589.54	(298,473.00)	(298,473.00)	(198,715.43)	(291,213.50)	(232,297.84)	1,475,217.30	(1,773,690.30)	

02/08/2023	BALANCE SHEET FOR CITY OF NOVI	
	Period Ending 01/31/2023	
GL Number	Description	Balance
Fund 268 - LIBRARY FUND 268		
*** Assets ***		
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(237,193.08)
268-000.00-017.000	Investments - Pooled	4,345,487.25
268-000.00-018.000	Cash on hand	600.00
268-000.00-020.000	Current taxes receivable	45,480.21
268-000.00-040.400	Prepaid expenditures	10,563.70
	Total Assets	4,164,938.08
*** Liabilities ***		
268-000.00-202.000	Accounts payable	108,203.89
268-000.00-215.200	Unemployment insurance liability	3,996.72
268-000.00-259.702	Accrued liabilities-tax	9,100.00
	Total Liabilities	121,300.61
*** Fund Balance ***		
268-000.00-390.000	Fund balance	2,563,501.96
	Total Fund Balance	2,563,501.96
	Beginning Fund Balance	2,563,501.96
	Net of Revenues VS Expenditures	1,480,135.51
	Ending Fund Balance	4,043,637.47
	Total Liabilities And Fund Balance	4,164,938.08

GL Number	Description	Balance
Fund 269 - LIBRARY CONTRIBUTION FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(854.59)
269-000.00-017.000	Investments - Pooled	1,654,143.62
	Total Assets	1,653,289.03
*** Liabilities ***		
269-000.00-202.000	Accounts payable	2,151.80
	Total Liabilities	2,151.80
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,570,626.51
269-000.00-390.230	Fund Balance Collections/Materials	38,423.36
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	36,692.79
269-000.00-390.232	Fund Balance Programming	34,155.95
269-000.00-390.233	Fund Balance Technology Library	(23,843.17)
	Total Fund Balance	1,656,055.44
	Beginning Fund Balance	1,656,055.44
	Net of Revenues VS Expenditures	(4,918.21)
	Ending Fund Balance	1,651,137.23
	Total Liabilities And Fund Balance	1,653,289.03

**Director's Report – Julie Farkas**

**Staff Anniversaries (Years of Service) for February 2023**



- Eva Sabolcic Support Services Supervisor 7 years
- Kim Swejkoski Support Services Supervisor 4 years

**Daily use of the building by hour December 11 – December 31, 2023**

12/11/2022		12/12/2022		12/13/2022		12/14/2022		12/15/2022		12/16/2022		12/17/2022	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	53	10-11am	65	10-11am	54	10-11am	69	10-11am	61	10-11am	55
11am-12pm	54	11am-12pm	53	11am-12pm	66	11am-12pm	51	11am-12pm	48	11am-12pm	56	11am-12pm	74
12-1pm	117	12-1pm	51	12-1pm	48	12-1pm	54	12-1pm	58	12-1pm	32	12-1pm	74
1-2pm	87	1-2pm	46	1-2pm	48	1-2pm	53	1-2pm	41	1-2pm	33	1-2pm	80
2-3pm	140	2-3pm	86	2-3pm	92	2-3pm	105	2-3pm	91	2-3pm	98	2-3pm	88
3-4pm	132	3-4pm	151	3-4pm	142	3-4pm	159	3-4pm	186	3-4pm	130	3-4pm	107
4-5pm	86	4-5pm	127	4-5pm	157	4-5pm	138	4-5pm	163	4-5pm	145	4-5pm	91
5-6pm	86	5-6pm	117	5-6pm	121	5-6pm	112	5-6pm	107	5-6pm	134	5-6pm	124
6-7pm	0	6-7pm	63	6-7pm	152	6-7pm	106	6-7pm	103	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	55	7-8pm	73	7-8pm	47	7-8pm	51	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	46	8-9pm	112	8-9pm	66	8-9pm	49	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	702		848		1,076		945		966		689		693
12/18/2022		12/19/2022		12/20/2022		12/21/2022		12/22/2022		12/23/2022		12/24/2022	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	Closed		Closed	
10-11am	0	10-11am	53	10-11am	45	10-11am	52	10-11am	60	9-10am	0	9-10am	0
11am-12pm	0	11am-12pm	68	11am-12pm	56	11am-12pm	54	11am-12pm	52	10-11am	0	10-11am	0
12-1pm	52	12-1pm	48	12-1pm	51	12-1pm	59	12-1pm	73	11am-12pm	0	11am-12pm	0
1-2pm	85	1-2pm	47	1-2pm	49	1-2pm	58	1-2pm	69	12-1pm	0	12-1pm	0
2-3pm	126	2-3pm	95	2-3pm	100	2-3pm	90	2-3pm	137	2-3pm	0	2-3pm	0
3-4pm	115	3-4pm	104	3-4pm	150	3-4pm	142	3-4pm	152	2-3pm	0	2-3pm	0
4-5pm	96	4-5pm	99	4-5pm	159	4-5pm	128	4-5pm	127	3-4pm	0	3-4pm	0
5-6pm	102	5-6pm	89	5-6pm	103	5-6pm	97	5-6pm	79	4-5pm	0	4-5pm	0
6-7pm	0	6-7pm	65	6-7pm	76	6-7pm	76	6-7pm	52	5-6pm	0	5-6pm	0
7-8pm	0	7-8pm	45	7-8pm	64	7-8pm	52	7-8pm	33	6-7pm	0	6-7pm	0
8-9pm	0	8-9pm	41	8-9pm	50	8-9pm	53	8-9pm	36	7-8pm	0	7-8pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	8-9pm	0	8-9pm	0
	576		754		903		861		870	9-10pm	0	9-10pm	0
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1/22/2023				1/23/2023				1/24/2023				1/25/2023				1/26/2023				1/27/2023				1/28/2023											
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0				
10-11am	0	0	0	10-11am	27	90	59	10-11am	46	131	89	10-11am	0	0	0	10-11am	23	56	40	10-11am	38	96	67	10-11am	40	141	91	10-11am	40	141	91				
11am-12pm	0	0	0	11am-12pm	74	87	81	11am-12pm	82	103	93	11am-12pm	0	0	0	11am-12pm	49	48	49	11am-12pm	135	231	183	11am-12pm	93	98	96	11am-12pm	93	98	96				
12-1pm	38	98	68	12-1pm	86	72	79	12-1pm	107	84	96	12-1pm	0	0	0	12-1pm	41	48	45	12-1pm	113	78	96	12-1pm	106	104	105	12-1pm	106	104	105				
1-2pm	43	53	48	1-2pm	54	49	52	1-2pm	98	92	95	1-2pm	0	0	0	1-2pm	42	59	51	1-2pm	104	61	83	1-2pm	111	148	130	1-2pm	111	148	130				
2-3pm	57	75	66	2-3pm	73	160	117	2-3pm	115	165	140	2-3pm	0	0	0	2-3pm	55	126	91	2-3pm	69	69	69	2-3pm	106	106	106	2-3pm	106	106	106				
3-4pm	74	82	78	3-4pm	149	142	146	3-4pm	151	187	169	3-4pm	0	0	0	3-4pm	153	182	168	3-4pm	60	60	60	3-4pm	138	121	130	3-4pm	138	121	130				
4-5pm	85	96	91	4-5pm	131	124	128	4-5pm	212	205	209	4-5pm	0	0	0	4-5pm	159	137	148	4-5pm	77	85	81	4-5pm	134	88	111	4-5pm	134	88	111				
5-6pm	144	65	105	5-6pm	139	114	127	5-6pm	173	107	140	5-6pm	0	0	0	5-6pm	103	72	88	5-6pm	154	74	114	5-6pm	141	63	102	5-6pm	141	63	102				
6-7pm	0	0	0	6-7pm	143	138	141	6-7pm	123	115	119	6-7pm	0	0	0	6-7pm	81	62	72	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	101	69	85	7-8pm	108	98	103	7-8pm	0	0	0	7-8pm	71	48	60	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	99	11	55	8-9pm	142	34	88	8-9pm	0	0	0	8-9pm	92	33	63	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
			455				1,066				1,339							870								752								869	

1/29/2023				1/30/2023				1/31/2023			
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	14	88	51	10-11am	25	76	51
11am-12pm	0	0	0	11am-12pm	83	80	82	11am-12pm	69	52	61
12-1pm	40	141	91	12-1pm	78	54	66	12-1pm	56	67	62
1-2pm	93	98	96	1-2pm	58	55	57	1-2pm	54	62	58
2-3pm	106	104	105	2-3pm	69	139	104	2-3pm	63	127	95
3-4pm	111	148	130	3-4pm	131	135	133	3-4pm	123	131	127
4-5pm	106	106	106	4-5pm	185	141	163	4-5pm	123	158	141
5-6pm	138	121	130	5-6pm	111	109	110	5-6pm	166	88	127
6-7pm	134	88	111	6-7pm	102	99	101	6-7pm	101	75	88
7-8pm	141	63	102	7-8pm	105	70	88	7-8pm	78	56	67
8-9pm	0	0	0	8-9pm	83	37	60	8-9pm	72	31	52
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
			869				1,013				927



donate

event calendar

my account

### Drive-Up Window Closure - Wednesday, February 1

Our drive-up window will be closed on Wednesday, February 1 from 8am-10am for the installation of building equipment. We apologize for the inconvenience.

We Still Need Your Help - Your Input Shapes Our Future!

The Library is embarking upon the development of a new 5 year Strategic Plan. This plan will define our goals and vision for the coming years, and we would love to hear from the Novi community!

### Attend an In-person or Virtual Focus Group

These sessions will be led by experienced consultants, guiding you through several prompts and discussion topics with a chance for everyone to give their opinions about the Library. Please only register for one session.

- **Tuesday, February 7, 7-8pm (In-Person at NPL):** [Click here to register.](#)
- **Thursday, February 9, 10-11am (In-Person at NPL):** [Click here to register.](#)
- **Friday, February 10, 10-11am (Virtual on Zoom):** [Click here to register.](#)
- **Thursday, February 16, 7-8pm (Virtual on Zoom):** [Click here to register.](#)

### Take the Survey

This anonymous survey takes about 10 minutes to complete and will ask how you feel about current library services, hours, programs, and more, as well as what you would like to see in the future. Paper copies are also available at the library until February 24.

[Take the Survey](#)

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### Tax Forms

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

#### We have currently received:

- 2022 Michigan-1040 forms
- 2022 Federal 1040 forms
- Michigan Homestead Property Tax Credit Claim MI-1040 CR Form
- Federal Instructions for 1040 and 1040-SR

### Cocoa Clues at Lakeshore Lending Library

**Win Café gift cards in February by checking out items from [Lakeshore Lending Library](#)!**

Watch our [Facebook](#) and [Instagram](#) for random Cocoa Clues! Check out the movie hinted at in the clue to win a Café gift card!

**Lakeshore Lending Library is located at 601 S. Lake Dr, Novi.**

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### Scrapbook for a Cause

Get your paper, stickers and cardstock ready! The Library is hosting 10 hours of

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

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## Black History Month Reading Challenge



Beginning Wednesday, February 1, guests of all ages are invited to join NPL in celebrating Black History Month! Read to learn about the tremendous contributions and achievements of Black Americans, including some of the greatest authors and illustrators of all time, by checking out our Black History Month Reads book lists. You'll find an extensive offering of titles available on NPL's bookshelves and online in our Digital Library.

Guests who read at least 600 minutes throughout the month (or just over 21 minutes per day) and log their reading in Beanstack have the chance to win a FREE book!

[Click here to access Beanstack.](#)

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## Coming Soon - New Library App!

scrapbooking fun on **Saturday, February 11 from 10am-8pm**. For \$50, you will get a 6 ft. table space with lunch, dinner, make & takes, and giveaways! Cash, check, or credit card accepted. **To register, call the Administration Office at 248-869-7204. Proceeds from the event will go toward the iCube Makerspace.**

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## New Year, New Chapter – NPL is Fine Free!

Start a new chapter with us this year and return your overdue materials! While there are still costs for lost or damaged materials, late fees on overdue items are gone until June 2023. Additionally, reducing the number of overdue and lost items helps the library stay fine-free in the future! For convenience, cardholders can drop off late items through the Library's drive-up 24/7 return slot. Cardholders can also bring these materials into the Library and return them in the return slots.

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## Upcoming Meetings

### Friends of the Novi Library Meeting:

Wed, Mar. 8, 2pm - Board Room

### Novi Historical Commission Meeting:

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

### Library Board Meeting:

Thu, Feb. 16, 7pm - Novi Library Whole Meeting Room

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## We're Hiring!

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

- Information Services Intern
- Information Services Intern - Early Literacy

NPL is excited to be releasing a new library app to guests in the near future! Features of the new app include:

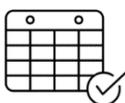
- Searching the catalog
- Placing items on hold
- Viewing your account
- Reading eBooks & listening to audiobooks
- Registering for programs
- Creating reading wish lists
- and more!

- Information Services Librarian - Youth
- Community Outreach Librarian

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

**Keep an eye on our website, your email, and our social media for more information in the coming weeks!**

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## Programs

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### Adult Programs

- [Cultural/International & ESL Programs](#)
- [2/6: Novi Mental Health Alliance](#)
- [2/6: Parent to Parent Book Discussion Group](#)
- [2/7: For the Health of It - Cancer Prevention](#)
- [2/11: Scrapbook for a Cause](#)
- [2/14: Valentine's Lunchtime Concert](#)
- [2/14: Afternoon Read Book Club](#)
- [2/16: Coffee with the Superintendent](#)
- [2/20: VegMichigan Virtual Cooking Demo](#)
- [2/21: Movie Night - \*Black Panther: Wakanda Forever\*](#)
- [2/22: Midnight: Detroit and the Underground Railroad](#)
- [2/26: Genealogy Research](#)
- [2/26: Novi High School Orchestra Performance](#)
- [2/27: A Novel Idea Book Club](#)

### Genealogy Research

The Northville Genealogical Society will be offering free genealogical research assistance on the 4th Monday of the month from 12-2pm starting on. Drop in to ask questions, get help on ancestry databases, and more. This program will take place in the Local History Room on the 2nd Floor of the library. [Click here for more info.](#)

### Youth Programs

- [Story Times](#)
- [2/22: Tail Waggin' Reading Buddies](#)

### Tween & Teen Programs

- [Teen Space](#)
- [2/24: Teen Advisory Board \(TAB\) Meeting](#)



## Novi Library Cafe



**Café Hours: Monday-Friday, 10am-5pm**

**February weekly specials (valid until 2pm):**

- **6th-10th:** Roasted hummus wrap with chips and a soda or Dasani for \$8
- **13th-17th:** Tall strawberries & cream Frappuccino and macaroons "Valentine's Week Special" for \$6
- **20th-24th:** Cup of soup and a 3 chesse panini for \$8
- **27th-3rd:** Build your own salad with chips and a soda or Dasani for \$8

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



## Services

**[New to the iCube Makerspace](#)**

**[Unable to Visit NPL During Winter? Sign-Up for NPL @ Your Door](#)**

If you are unable to come to the Library during the cold winter months due to accessibility, illness, or other reasons, NPL can mail materials to your home in a new program called NPL @ Your Door. Receive books, audiobooks, DVDs, and



The Sentro Knitting Machine helps you knit 10 times faster than traditional manual knitting methods! Create a flat or circular stitch in a few seconds by hand operation, and DIY your own cool fashion accessories, such as hats, scarves, leg warmers, and more! We'll supply the machine and instructions, you supply the yarn.

[Click here for more info.](#)

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## Community Info

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### Hinmatsuri - March 5 at the Detroit Institute of Arts

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

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### Feeling Overwhelmed? Novi Community Coalition is Here For You

BluRays for all ages, and NPL will pay the postage for you to mail them back to the Library once you are done with them.

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

[nplayd@novilibrary.org](mailto:nplayd@novilibrary.org).

[Click here for more info.](#)

### City of Novi Events

**Estate Planning Basics  
Thu, Feb 9, 6-7pm**

Learn the benefits and goals of proper estate planning and the downside of do-it-yourself techniques.

**Call 248-347-0414 to register.**

**Valentine's Day Luncheon**

**Tue, Feb 14, 12-2pm**

Connect with the Community Support Coordinator at the Novi Library, **by appointment only**, Thursdays from 10am-3pm.

**Assistance is free and confidential. Call or text 248-378-9899 to schedule an appointment. Service is for Oakland County residents only.**

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Join us this Valentine's Day as we toast to good friends, good food, and good living. Ages 50+ welcome.

[Click here to register.](#)

### **Schoolcraft College - Noon Concert Series**

**Wed, Feb 15, 11:30am-1:30pm**

Join us as we listen to accomplished professionals and talented students from Schoolcraft College Music department. Ages 55+ welcome.

[Click here to register.](#)

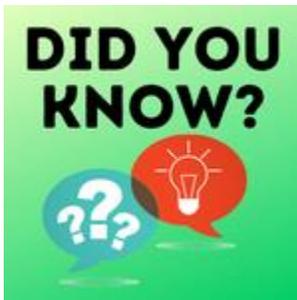
### **Medication Management and Safety for Seniors**

**Tue, Feb 21, 1:30-2:30pm**

Learn the importance of medication management with education, tools, and strategies.

**Call 248-347-0414 to register.**

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**Library Usage Stats**



**Urgently Needed: English Conversation**



**Get Career Help with**

From July 1, 2022 - June 30, 2023, there were 522,683 computer logins at the Library including usage of our public computers and WiFi. **For more stats about NPL, [click here](#) to view our most recent Annual Report.**

## Group Volunteers

Are you interested in volunteering at NPL and helping our English Conversation Group? Please reach out to Shannon O'Leary at [soleary@novilibrary.org](mailto:soleary@novilibrary.org) for more information.

## LearningExpress Library

The Career Center in this resource helps job seekers explore careers, prepare for career exams, and develop workplace and job-seeking skills. **To access this resource, [click here](#).**

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### Connect With Us:



[Click here to unsubscribe.](#)

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

**Let Us Know You've Moved**

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## Information Technology Report by Jeffrey Smith – January 2023

### General

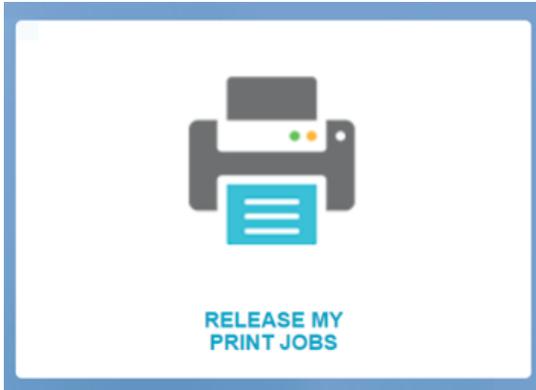
- The IT Department ordered 48 HP Pro Mini 400 G9 Desktop PC's to replace guest computers in multiple areas of the library. The 9<sup>th</sup> Generation Mini computers include 16 GB of RAM and an Intel Core i5 processor for speed and stability. They are rated "The Best Choice" by the New York Times "Wirecutter" review site. Shown here on an 8-1/2X11 sheet of paper.



- Our NPL IT Server Room Air Conditioner project is progressing on schedule, in spite of a few very cold days.



- Bryan Carter upgraded our Envisionware PC Reservation and LPTOne software, which should improve our Guest Printing capabilities.



### iCube

- We held 294 iCube appointments in January
  - 58 3D Prints
  - 66 Creative Kits
  - 26 Cricut/Silhouette
  - 41 Heat Press
  - 38 Sublimation
  - 17 Laser
  - 19 Digital Conversions
  - 8 Adobe Creative Cloud
  - 16 Photo Printer
  - 5 Sewing/Embroidery
- Jessica Holowicki shared with staff that the Sentro knitting machine has been placed in the iCube along with instructions and accessories to the left of the Epson computer. It is Green equipment, which means guests can use it without staff supervision. Jessica did a nice job preparing instructions for our guests.
- 



### Training

- Dominic and Jessica organized a trip for our iCube Team to see the Hawk Makerspace at Farmington Hills library. The Hawk Makerspace empowers makers of all ages and abilities by providing access to a quality technical space

### **Facilities Report by Keith Perfect – January 2023**

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

- 6 Gaylord bins full of discarded and donated books have been sent to Thrift Books for resale or recycling.
- Several trips to the DPW yard were made to drop off recycled materials/boxes.
- Work on installing the new Server Room HVAC system has been started by vendor.
- Snow removal/cleanup/salting was done on multiple snow days.
- Multiple light ballasts were changed.
- The faulty power switch on the iCube heat press has been replaced.
- The bottle filler filter has been changed. The filter count has been reset.
- Two wall signs were re-attached to the wall using new double sided adhesive tape.
- The “NO PUBLIC ACCESS” signage was installed near the entry ways to the staff work area in the lobby.
- We had our elevators inspected for their quarterly inspection.
- New staff have been given a safety tour of the building.
- The library van was taken in for oil change and service inspection.
- Some repair work has been started on the large snow thrower, parts are on order to complete the repair.

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

#### **News and Notes**

- Congratulations to Jess Holowicki on their new position as Technology Librarian! Jess previously held the position of Technology Assistant in the IT Department.
- Hillary, Lindsay and Josefa attended a safety meeting with representatives from the Novi Police Department and Novi Community Schools
- Hillary met with Biz Gallo, the Statewide Digitization Initiatives Coordinator for the Library of Michigan, to learn more about their digitization resources and offer a tour of NPL's current resources in the iCube and Local History Room.
- Mid-Year Reviews are in progress

- Many staff attended meetings to prepare for Read Boxes and Summer Reading
- 50 guests participated in the Winter 2023 “All the Feels” Bingo Reading Challenge. Ten raffle winners were presented with coupons to make a personalized item in the iCube.
- Danielle and Rae launched the following ongoing Reading Challenges: 500 Books Before Middle School (Grades K-6), 100 Books Before Graduation (Grades 7-12), and the 2023 Adult Year Long Reading Challenge
- Check out updated [adult book lists](#) on our website
- Tax forms are here and available to the public on the 1<sup>st</sup> Floor
- New Collection: Citizenship – features books about the US Citizenship exam, green cards, and visas. Located next to the ELL Collection on the 2<sup>nd</sup> Floor.
- Collection shifting and new display spaces:
  - The New for You Kiosk by the 1<sup>st</sup> Floor Information Desk was moved closer to the lobby. New materials have shifted slightly to new locations to allow for a permanent display space at the front of the New for You kiosk. This space will host the “Libraries are for Everyone” monthly display for all ages on the left side, along with additional rotating displays on right side.
  - Two display units previously used for paperbacks were brought downstairs behind the kiosk. All new DVDs and Blu-Rays are in the former paperback display units. Their new location has allowed us to highlight additional new releases, including TV shows, non-feature films, anime, and international films.



### Professional Development

- Level Up Your Book Displays – Kirsten, Rae, Lindsay, Danielle, Shannon
- DEI presentation on Cuban Culture – Rae, Lindsay, Betty, Shannon
- Making Libraries a Hub for Inclusive Nerd Culture webinar – Anna
- See Your Library through Your Patron’s Eyes webinar – Danielle
- Misinformation webinar – Betty

### IS Staff Outreach

- January ABWA Meeting – Hillary
- Preschool Outreach to Little Birds Montessori, Novi Woods Montessori, KinderCare, and A Growing Place – Emily
- YouPer Meeting – Kirsten
- No.VI Book Club at Meadowbrook – Rae
- Concert at Meadowbrook Activity Center (sponsored by the Friends) – Gail
- International Student Tutoring Program – Shannon
- Dearborn Multicultural Night – Shannon
- Novi Woods Multicultural Night – Shannon

### Adult Programs

- Afternoon Read Book Club – 10
- Novel Idea Book Club – 11
- MLK Unity Breakfast - 110
- Craftastic Wednesday: Decoupage Valentine's Day Boxes (Grab and Go) – 21
- Japanese Conversation Group – 12
- English Conversation Group (2) – 47
- ESL Book Club (8) – 100
- Spanish Conversation Group – 11
- For the Health of It (Vision Board) – 10
- Tidying Up the Marie Kondo Way – 38
- Knit 2Gether (4) – 41
- Lunchtime Winter Concert – 52

### Adult Displays (January)

- **Feature Collection:** Read a Graphic Novel (2023 Adult Reading Challenge)
- **Desk Display:** Lunar/Chinese New Year
- **Business Spotlight Display:** New Year, New Business

### Youth/Tween/Teen/Family Programs

- Baby Time (5) - 96
- Tot Time (5) - 192
- Time for Twos and Threes (4) – 202
- Fun for Fours and Fives (4) – 108
- Sunset Stories (2) – 95
- Family Story Time (3) - 137
- Grab and Go Snowflake Photo Frame Kit (2) – 48
- Teen Advisory Board (TAB) Meeting – 15
- Robotics Demonstration Day – 120
- MLK Unity Day for Kids – 35
- Tail Waggin' Reading Buddies – 25
- Build-a-Penguin Story Time – 53
- NO-VI Chess Club - 24

### Youth/Tween/Teen Displays (January)

- **Teen Stop display** – “There's SNOW greater thing than a book” (winter-themed)
- **Youth Feature Display** – “These Books Blue Us Away” (books with blue covers)
- **Youth Desk Display** – Winter / “All the Feels” Reading Challenge
- **New for You Kiosk**
  - **Libraries are for Everyone:** Martin Luther King Jr. Day
  - Best Books of 2022
  - Golden Globes winners (past and present)

**Black History Month Displays (February) – in partnership with Novi High School's Black Student Alliance**



Multicultural Days at Novi Woods and Deerfield Elementary Schools



Robotics Demonstration Day



## Support Services Department Report by Maryann Zurmuehlen – January 2023

### Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended 3 Management Team meetings.
- Attended weekly SS Department catchup meetings.
- Attended a meeting with the WLCSD superintendent on January 10<sup>th</sup>.
- Met with the new Head of Information Technology for a SS Dept Orientation on January 13<sup>th</sup>.
- Attended a Patron Point webinar on January 19<sup>th</sup>.
- Began a two-week training program for our new Clerk on January 23<sup>rd</sup>.
- Attended a Lakeshore Lending Library Collection Development meeting on January 30<sup>th</sup>.
- Attended a Zoom Strategic Planning meeting on January 31<sup>st</sup>.
- Mid-Year Performance Appraisal Reports have been completed for the department.

### Circulation & Shelves

- Maggie Nelson's first day as our new 15-hour Clerk was January 23<sup>rd</sup>. Please welcome her to NPL when you see her!
- The WLCSD Student card sign-up campaign has been extended until February 5<sup>th</sup>.
- Staff have been attending DEI seminars for their yearly requirement.
- Coco Clues Prize Campaign at Lakeshore Lending Library is ongoing.

### Tech Services

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

### Statistics (January 2023)

- **Cards Issued: 396**
- **Items Checked Out (NPL): 60,199**
- **Items Checked Out (LLL): 35**
- **Total Checkouts (NPL + LLL): 60,234**
- **Items Interloaned for NPL Patrons: 4,759 (54 through MeLCat)**
- **Items Interloaned to Other Libraries: 4,249 (113 through MeLCat)**
- **Items Added to the Collection: 1,617**
- **Items Discarded from the Collection: 1,417**
- **Drive-Up Window & Locker Hold Pickups: 19**
- **MAP Checkouts: 14**
- **Outreach:**
  - **NPL @ Your Door: 11 Mailer Bags / 57 Items**
  - **3 Facilities Visits / 36 Items Provided**
  - **7 Book Discussions / 107 Items Provided**
- **Online New Card Registrations: 0**
- **Automatic Library Card Renewals: 620**

Support Services Statistics 2022-2023													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	372	473	583	409	279	231	396						2,743
Checkouts (NPL)	73,029	67,931	57,606	55,340	53,599	50,971	60,199						418,675
Checkouts (Lakeshore Lending Library)	78	89	62	64	57	43	35						428
Total Checkouts (NPL + LLL)	73,107	68,020	57,668	55,404	53,656	51,014	60,234	0	0	0	0	0	419,103
Items Borrowed	4,223	4,850	4,172	3,838	3,869	3,580	4,759						29,291
Items Loaned	3,463	3,376	3,231	3,213	2,990	2,947	4,249						23,469
Hold Pickups (Drive-Up & Lockers)	27	26	26	26	19	19	19						162
MAP Pass Checkouts	64	55	22	28	11	7	14						201
Read Boxes	0	0	0	0	0	0	0						0
NPL @ Your Door (# of Bags)	8	5	5	5	7	15	11						56
NPL @ Your Door (# of Items)	53	20	35	34	39	62	57						300

Year-to-Year Comparison			
		JAN 2023	JAN 2022
Cards Issued This Month		396	346
Total Checkouts (NPL + LLL)		60,234	58,396
Items Borrowed	TLN	4,705	4,643
	MeL	54	62
		4,759	4,705
Items Loaned	TLN	4,136	3,864
	MeL	113	88
		4,249	3,952

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

Self-Check Totals 2022-23 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	73,107	50.14%	36,654	8,366	8,381	14,379	5,528
August	67,931	49.80%	33,828	7,656	7,800	12,648	5,724
September	57,606	47.17%	27,170	7,019	6,513	7,877	5,761
October	55,340	25.82%	14,287	3,455	6,078	4,234	520
November	53,599	42.67%	22,871	7,546	5,162	4,052	6,111
December	51,014	39.50%	20,148	7,449	10,746	4,154	5,248
January	60,234	48.57%	29,254	9,230	7,225	4,513	8,286
February			0				
**March			0				
April			0				
May			0				
June			0				
<b>FYTD</b>	<b>418,888</b>	<b>44.09%</b>	<b>186,784</b>	<b>50,721</b>	<b>47,007</b>	<b>51,278</b>	<b>37,778</b>

Library Usage									
2021-2022 Fiscal Year					2022-2023 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	18,971	6,852	25,823	956	July	26,439	7,468	33,907	1,130
August	20,561	6,291	26,852	895	August	26,252	7,248	33,500	1,117
September	19,302	7,168	26,470	980	September	22,293	8,056	30,349	1,124
October	20,862	8,079	28,941	934	October	26,053	8,864	34,917	1,126
November	20,346	8,066	28,412	1,015	November	24,413	9,155	33,568	1,199
December	18,663	5,498	24,161	895	December	21,123	7,248*	28,371	1,091
January	20,444	7,621	28,065	936	January	26,060	7,248*	33,308	1,149
February	18,798	8,617	27,415	979	February				
March	24,367	9,846	34,213	1,104	March				
April	22,464	8,246	30,710	1,059	April				
May	22,690	9,642	32,332	1,155	May				
June	24,976	9,983	34,959	1,205	June				
<b>FYTD Total</b>	<b>252,444</b>	<b>95,909</b>	<b>348,353</b>	<b>1,010</b>	<b>FYTD Total</b>	<b>172,633</b>	<b>55,287</b>	<b>227,920</b>	<b>1,134</b>

\*This number is estimated due to equipment malfunction for December and January

<b>Computer Logins</b>										
<b>2021-2022 Fiscal Year</b>					<b>2022-2023 Fiscal Year</b>					
	<b>Public Workstations</b>	<b>Wireless</b>	<b>Total</b>	<b>Daily Average</b>		<b>Public Workstations</b>	<b>Wireless</b>	<b>Total</b>	<b>Daily Average</b>	
<b>July</b>	983	30,634	31,617	1,171	<b>July</b>	1,224	46,582	47,806	1,594	
<b>August</b>	944	35,958	36,902	1,230	<b>August</b>	1,310	47,479	48,789	1,626	
<b>September</b>	853	39,555	40,408	1,497	<b>September</b>	979	45,290	46,269	1,714	
<b>October</b>	1,086	44,813	45,899	1,481	<b>October</b>	1,066	53,634	54,700	1,765	
<b>November</b>	867	41,990	42,857	1,531	<b>November</b>	963	51,914	52,877	1,888	
<b>December</b>	779	43,942	44,721	1,656	<b>December</b>	883	14,326	15,209	585	
<b>January</b>	643	36,790	37,433	1,248	<b>January</b>	1,027	50,970	51,997	1,793	
<b>February</b>	901	42,253	43,154	1,541	<b>February</b>					
<b>March</b>	1,162	49,315	50,477	1,628	<b>March</b>					
<b>April</b>	1,035	48,514	49,549	1,709	<b>April</b>					
<b>May</b>	873	50,149	51,022	1,889	<b>May</b>					
<b>June</b>	1,015	47,629	48,644	1,737	<b>June</b>					
<b>FYTD Total</b>	<b>11,141</b>	<b>511,542</b>	<b>522,683</b>	<b>1,524</b>	<b>FYTD Total</b>	<b>7,452</b>	<b>310,195</b>	<b>317,647</b>	<b>1,580</b>	

Early Literacy Workstation Usage							
2021-2022 Fiscal Year				2022-2023 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	193	3,882	20	July	447	8,742	19
August	239	5,031	21	August	443	8,650	19
September	177	3,084	17	September	342	5,918	17
October	255	4,361	17	October	388	7,418	19
November	277	5,636	20	November	346	6,366	18
December	271	5,382	19	December	343	5,964	17
January	291	5,750	19	January	456	9,317	20
February	333	6,603	19	February			
March	447	8,555	19	March			
April	360	6,693	18	April			
May	278	4,684	16	May			
June	391	7,317	18	June			
<b>FYTD Total</b>	<b>3,512</b>	<b>66,978</b>	<b>19</b>	<b>FYTD Total</b>	<b>2,765</b>	<b>52,375</b>	<b>18</b>

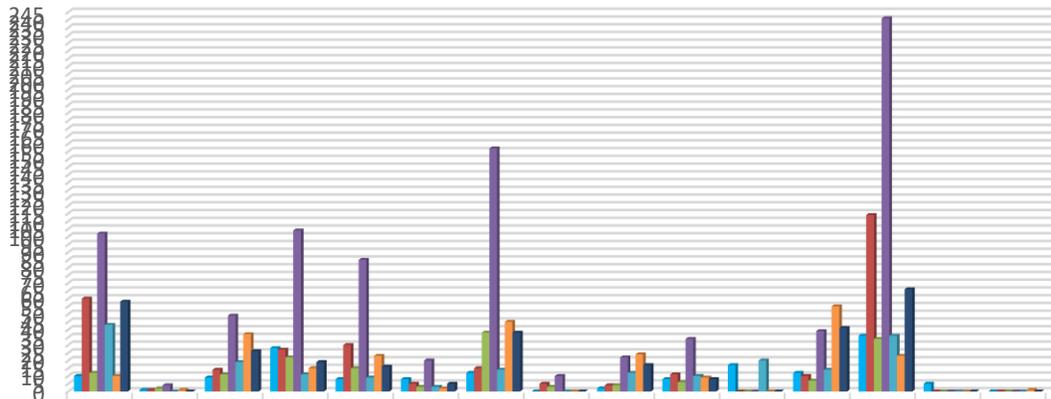
**Technology Training Sessions 2022-23 Fiscal Year**

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

2022-2023 Fiscal Year					
	Hoopla		LinkedIn		
	Check-outs	New Users	Active Users	Logins	Total Video Views
July	1,481	400	150	24	235
August	1,387	395	153	19	378
September	1,417	403	154	17	192
October	1,514	425	157	26	470
November	1,609	447	163	21	506
December	1,512	425	1,512	425	171
January	1,689	467	1,689	467	173
February					
March					
April					
May					
June					
<b>FYTD Total</b>	<b>10,609</b>	<b>2,962</b>	<b>10,609</b>	<b>2,962</b>	<b>1,135</b>

2022-2023 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,817	2,046	7,863	537	134
August	5,073	2,120	7,193	555	100
September	5,110	1,956	7,066	602	77
October	5,264	2,003	7,267	588	72
November	5,155	1,919	7,074	624	89
December	5,683	2,198	7,881	704	101
January	6,307	2,531	8,838	695	133
February					
March					
April					
May					
June					
<b>FYTD Total</b>	<b>38,410</b>	<b>14,772</b>	<b>53,182</b>	<b>4,305</b>	<b>706</b>

### 2022-23FY iCube Appointments



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

### Meeting Room Rentals

2021-22 Fiscal Year			2022-23 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	0	0	July	26	604
August	0	0	August	38	823
September	0	0	September	33	719
October	14	426	October	35	748
November	22	578	November	30	699
December	14	304	December	24	516
January	16	317	January	30	663
February	25	533	February		
March	33	875	March		
April	31	547	April		
May	22	851	May		
June	27	567	June		
<b>Total</b>	<b>204</b>	<b>4,998</b>	<b>Total</b>	<b>206</b>	<b>4722</b>

# HISTORICAL COMMISSION



## NOVI HISTORICAL COMMISSION DECEMBER Minutes Wednesday, December 21, 2022 Novi Library Local History

**CALL TO ORDER:** 7:01 pm

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

**ABSENT:** Kathy Crawford (excused), Kelly Kasper (excused)

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

**APPROVAL OF AGENDA:** APPROVED w/ amendment to the dates

**APPROVAL OF NOVEMBER:** APPROVED

### TREASURER'S REPORT- Kim

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2022/2023			
	BUDGET	EXPENDITURES Through December 21, 2022	
Display Cabinet Exhibit	\$ 900	\$	(\$1.00)
Marketing/Brochures/Engage/Name Badges	\$ 1,100	\$	-
Equipment/Supplies/Office/Upgrades/Repairs	\$ 1,200	\$	(42.78)
Program/Speaker Fees	\$ 900	\$	(350.00)
Storage Unit	\$ 2,800	\$	(2,682.00)
Acquisition (Books/Materials)	\$ 500	\$	-
Conference/Continuing Education	\$ 2,900	\$	(50.00)
Legal Fees	\$ 1,900	\$	-
Special Projects - Examples: Villa Bari, Photography, Veterans Sign, Oral Histories, City/Community Events, Motor City Marker	\$ 3,900	\$	-
<b>Total:</b>	<b>\$ 14,900</b>	<b>\$</b>	<b>(5,176.58) \$ 10,023</b>
<b>Capital Projects</b>		<b>Expenditures</b>	<b>Revenue Received</b>
Villa Bari Book Sales YTD			\$3.00 YTD
Wealth Across Novi Project	\$ 2,650.96	\$ 2,150.00	\$ 897.38 carryover/funds

Treasurer's Report: ALL APPROVED

**BUDGET 2023:** Treasurer Kim Nice presented a proposed FY 2023 budget breakdown for the Historical Commission. After discussion and feedback, the Commission APPROVED the proposed budget, sending it to the City for consideration.

### LIBRARY LIAISON REPORT:

#### Donation:

A copy of "An Updated Bassett Family History" was donated by Kay Pratt to the Novi Historical Commission/History Room.

#### History Room Equipment Update:

The Library IT Department is working on the acquisition of the previously approved computer and printer. The items could be purchased and installed in January.

#### History Room Office Hours:

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

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

**DISCUSSION ITEMS:**

**Wreaths Across Novi:**

The Historical Commission had another successful event despite the cold weather. Thank you to all those who attended and for the support of volunteers including a local Girl Scouts troop. There are plans to do a 5<sup>th</sup> year next year that could include a representative from the police department playing Taps. Also looking at opportunities to strengthen sponsor recognition.

**Grant Opportunity:**

Kelly Kasper found an opportunity for a grant with the Michigan Historical Society to help support the Wreaths Across Novi event. The grant amount was for \$1,000.

**Novi Historical Sites Brochure Review:**

The City of Novi graphic designer is working on laying out the revised copy of the Novi Historical Sites brochure for a possible review at the January meeting.

**Michigan in Perspective Conference:**

The Michigan Historical Commission's "Michigan in Perspective" conference takes place March 24-25 at the Suburban Showcase in Novi, MI. Commissioners are being asked to plan on attending if possible. Anyone who attends can apply for reimbursement from the Commission after showing proof of attendance.

**Upcoming Historical Programs:**

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

**ONGOING PROJECTS:**

- **Omeka Site** – Rachel is working on finding a Wayne State University's Humanities Clinic student to help with the project as part of a Spring/Summer project.
- **Veteran's Memorial for KIA** – Kim has passed along all necessary info to the city. If there is any additional information needed, the city will reach out.
- **Storage Unit Update** – A storage unit update will be provided at the January meeting.

**NEW BUSINESS:**

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

**PUBLIC COMMENT:** None

**NEXT MEETING:** Wednesday, Jan. 18, 2023 at 7 p.m.

**ADJOURN:** 8:08 p.m.

## **COMMITTEE REPORTS**

### **Policy Committee**

- **No Report**

### **HR Committee**

- **No Report**

### **Finance Committee**

- **No Report**

### **Events/Marketing/Fundraising Committee**

Summary of Meeting on January 30, 2023 by Trustee Dooley

Summary From Staff:

- Mobile App beta is downloaded and the staff is testing!
- Marketing for strategic plan discussion
  - Create a sense of urgency
- Fundraiser - Tree from friends, which will be wall art
- Circle back at the fundraising content and the endowment brochures for focused discussion at the next meeting
  - Set a goal of what we want to raise
  - Then think of venues and ideas to produce for future events

Next meeting: March 1

### **Strategic Planning Committee**

- Staff and Community Feedback sessions occurred the week of 2/6/23; virtual sessions will be held the week of 2/13/23

### **Building & Grounds Committee**

## Bylaw Committee

### Issue 1 – Appointment of Officers

- Background
  - In 2022, Library Board held officer elections twice back to back in both March and April
  - Both Novi Public Library Bylaws and City of Novi Council Organizational Rules and Order of Business are superseded by and must comply with<sup>1</sup>:
    - State Statues
    - City Charter
    - City Code of Ordinances
  - Neither document (NPL Bylaws, City Rules and Order) has precedence or authority over the other – they only have authority over the organization to which they pertain
- Problem
  - City Code of Ordinances (as well as State Statues and City Charter) are silent as to the date at which Library Board members terms expire<sup>2</sup>
  - NPL Bylaws require new officers to be elected from the appointed and qualified trustees in April<sup>3</sup>
  - City Rules and Order set library board term expiration for March 1<sup>st</sup> <sup>4</sup>
  - This creates a one month disconnect where the Library Board could have vacancies in Vice President, Secretary and Treasurer officer positions\* created by out going trustees that MUST be filled by vote in the March Library Board meeting<sup>6</sup> YET still hold officer elections the following month in April<sup>3</sup>
  - This creates undo churn in the officer roles and burdens the board with redundant procedures
- Solution
  - Immediate Resolution – amend NPL Bylaws to change the annual meeting from April to March in Article IV, Sec 2 Annual Meetings<sup>7</sup> AND remove all other references to the actual month of the annual meeting in all other locations of the bylaws and simply state ‘annual meeting’.
    - This reduces the lapse in Vice President, Secretary and Treasurer officer positions to the time between March 1<sup>st</sup> and the March Annual Meeting\*\*
    - Eliminates having multiple officer elections back to back
  - Robust/Long term Resolution – City Code of Ordinances, Sec 19.22<sup>8</sup> should be updated to include the Library Board term expiration date of March 1<sup>st</sup>
    - This prevents conflicts in timing from ever reoccurring as ordinances have authority over BOTH NPL Bylaws AND City Rules and Order
      - Note: Ordinances should also be corrected to reflect that the mayor appoint ‘between 2-3 members’ of the library board of directors<sup>7</sup>

\*Note: Office of the president is not impacted in the same way as that position is automatically filled<sup>5</sup>

\*\*Lapse in officer positions could be even less if the trustee is appointed and qualified after March 1<sup>st</sup>

## References

<sup>1</sup>NPL Bylaws, Article I Identification: "The authority of the Library Board is established and defined under Chapter 16 of the Novi City Charter, Chapter 19 of the City of Novi Code of Ordinances, and Act Number 164 of the Public Acts of Michigan of 1877 as amended. The Library Board will exercise the powers and assume the duties granted or assigned to it under said statute and ordinances."

City Rules and Order, Prologue: "The Rules are subject to compliance with the City of Novi Charter, ordinances, and State Statutes."

<sup>2</sup>Code of Ordinances, Sec. 19-22. - Terms of members: "After the initial staggered terms appointments, annually the mayor with approval of the council shall appoint one (1) member of the library board of directors for a term of three (3) years. The directors duly appointed shall hold office until their respective terms have expired and their successors have been duly appointed and qualified."

<sup>3</sup>NPL Bylaws, Article III Officers, Section 1: "The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the April annual meeting of the Library Board or if adjourned or cancelled, at the next regularly scheduled meeting of the Library Board."

<sup>4</sup>City Rules of Order, Sec. 13 Committees, Boards and Commissions established by Charter or Ordinance, Subsec. 7 - Library Board: "Seven members - appointed to three-year terms by the Mayor with approval of Council. Terms expire March 1st."

<sup>5</sup>NPL Bylaws, Article III Officers, Section 5: "The vice president shall act as the president in the absence of the president. In the event of a vacancy in the office of president the vice president shall assume the office of president for the remainder of the president's unexpired term."

<sup>6</sup>NPL Bylaws, Article III Officers, Section 8: "In case of a vacancy in any office other than the office of president, the vacancy shall be filled by vote at the next regular meeting of the Library Board after the vacancy occurs."

<sup>7</sup>NPL Bylaws, Article IV Meetings, Section 2 Annual Meetings: "An annual meeting for the purpose of the election of officers shall be held at the time of the regular meeting in April of each year or at the next regular meeting thereafter if the regular meeting in April does not occur."

<sup>8</sup>City Code of Ordinances, Sec. 19-22. - Terms of members: "After the initial staggered terms appointments, annually the mayor with approval of the council shall appoint one (1) member of the library board of directors for a term of three (3) years. The directors duly appointed shall hold office until their respective terms have expired and their successors have been duly appointed and qualified."

## Issue 2 – Duty of Secretary and Minutes

- **Background**
  - In 2022, Library staff position that was designated by the Director to keep minutes and post notice of Library Board meetings<sup>1</sup> was vacated and has not been filled
  - Budget constraints have made it impractical to fill this position to date
  - The Board Secretary has been assuming this role since the position was vacated
- **Problem**
  - **NPL Bylaws** dictate that the Director SHALL assign Library staff to minutes and post notices of meetings and do not provide for the secretary of the Board to assume these duties on a permanent basis<sup>1</sup>
  - Current economic conditions and budgetary constrains indicate that the vacant staff position will not be filled either in the short or long term
  - Change in who will be taking the meeting minutes has prompted questions of what exactly the meeting minutes need to contain and how they will be posted<sup>1,2</sup>
- **Solution**
  - Redefine the duties of secretary in Article III Officers, Sec 6<sup>1</sup> so that the secretary is primarily responsible for keep minutes and allow for the president to appoint another officer to take minutes in the case of the secretary's absence at a meeting
  - Simplify Article IV Meetings, Sec 4 Minutes<sup>2</sup> to simply state that the minutes will be kept in accordance with OMA<sup>3</sup> similar to the statement in Article IV Meetings, Sec 7 Open Meetings Law Compliance<sup>4</sup>
    - Alternatively, minutes could be added to Article IV Meetings, Sec 7 Open Meetings Law Compliance after "all committee meetings"<sup>4</sup> and Sec 4 Minutes in the same article could be removed completely

## References

<sup>1</sup> NPL Bylaws, Article III Officers, Section 6 “A member of the Library staff designated by the Library Director shall be assigned to keep true and accurate minutes of all open meetings of the Board and shall issue and post notice of all regular and special meetings. The secretary shall perform the foregoing duties in the absence of Library staff and shall perform such other duties as are generally associated with the office of secretary.”

<sup>2</sup> NPL Bylaws, Article IV Meetings, Section 4: “Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted in the Library.”

<sup>3</sup>OMA 15.269 Minutes. Sec. 9. (1) Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction. (2) Minutes are public records open to public inspection, and a public body shall make the minutes available at the address designated on posted public notices pursuant to section 4. The public body shall make copies of the minutes available to the public at the reasonable estimated cost for printing and copying. (3) A public body shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer. The public body shall make approved minutes available for public inspection within 5 business days after the meeting at which the minutes are approved by the public body. (4) A public body shall not include in or with its minutes any personally identifiable information that, if released, would prevent the public body from complying with section 444 of subpart 4 of part C of the general education provisions act, 20 USC 1232g, commonly referred to as the family educational rights and privacy act of 1974.

<sup>4</sup>NPL Bylaws, Article IV Meetings, Section 7: “Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with the Michigan Open Meetings Act, PA 267 of the Public Acts of 1976.”

## DEI: Diversity, Equity and Inclusion Committee

### Summary DEI Committee Meeting 1-23-2023 by Trustee Dooley

#### STAFF UPDATES

- The collections policy was updated and passed by the board
- Strategic planning is in the middle of happening, so we are waiting on the DEI Scorecard until after SP findings in case we need to update it
- DEI Staff Trainings:
  - Guest speaker on the Hispanic culture to staff
  - Feb - Mental health workshop
  - Nicole is still looking for an additional topic
- Trustee Gurumurthy will start google doc to accumulate webinars and training for Trustees to meet training goal before the end of the fiscal year. Trustee Michener suggested MLA and PLA resources to send.
- Board is reading *Overdue: Reckoning with the Public Library* - Discussion will be in February at board meeting
- United Breakfast on MLK Day - Big kudos to Gail for coordinating. Close to 100 people in the room. Staff is evaluating making this event bigger. Possibly partnering with the school and continuing partnership with Alpha Kappa Alpha.
  - Discussion and feedback took place
  - Trustee Michener shared some ideas for families and kids' activities
- Brainstorming for programs, etc, and discussion
- Talking about how to get more programs about the library at the schools

#### COMMUNICATIONS

Date: 2/2/2023

To: Julie Farkas

From: Heather Sutherlin, Hickory Woods PTA

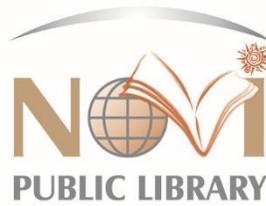
Re: Author Event

Julie

On behalf of the Hickory Woods PTA we would like to thank you and the Novi Public Library for partnering with us to bring Mr. Schu to our school.

We have received so many wonderful comments from staff and students about his visit. And we agree, to see all of our students get excited about reading is something we could have only hoped for!

He definitely exceeded any expectations! And we are hoping we can bring him back in a few years! We will keep you in mind for as we plan for our next Author visit.



## 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 (Slate of Officers for Board Elections)
April 23-29	National Library Week – Theme: For a Richer, Fuller Life, Read!!
April 27	Library Board Regular Meeting, Council Chambers (Board Elections)
May 25	Library Board Regular Meeting, Council Chambers
June 22	Library Board Regular Meeting, Council Chambers Library Director Annual Review
July 27	Library Board Regular Meeting, Council Chambers
August 18	Staff In-service, Library Closed
August 24	Library Board Regular Meeting, Council Chambers
September 28	Library Board Regular Meeting, Council Chambers
October 26	Library Board Regular Meeting, Council Chambers
November 16	Library Board Regular Meeting (Thursday), <b>Novi Public Library</b> <b>** 1 week in advance due to the holiday</b>
December 21	Library Board Regular Meeting (Thursday), <b>Novi Public Library</b> <b>** 1 week in advance due to the holiday</b>

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

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

Approved August 25, 2022



## LIBRARY 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