

Agenda

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

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

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

Call to Order by President, Kathy Crawford

Pledge of Allegiance

Welcome New Board Member: Ajeeta Gawalapu

Roll Call by Secretary, Brian Bartlett

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

Approval of Agenda.....1-4

Consent Agenda

- 1. Approve Minutes of: March 23, 2023 including addendum 1 for February 9, 2023 Strategic Planning Board Session minutes.....5-11
- 2. Approve Claims and Warrants of:
A. Accounts 268/217 and 269/272 (#625) 12-14

Presentations

- 1. None

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 – February 2023 15
- 2. President's Report (Kathy Crawford)
A. New board member, Ajeeta Gawalapu, was on-boarded on Saturday, April 15, 2023 by Director Farkas and President Crawford. The board manual was presented as well as a library tour.
B. Slate of Officers for 2023-2024 Library Board, presented by Secretary Bartlett.....17
C. Committee assignments as of 4/12/23; Library Board President will make appointments to committees at the May 25, 2023 meeting..... 18

3. Treasurer’s Report (Sreeny Cherukuri)	
A. Financial Report March 2023.....	19
B. 2022-2023 Library Budget Fund 268 recognizing fund changes as of 4/27/23	20-22
C. 2022-2023 Contributed Fund Budget 269 recognizing fund changes as of 4/27/23	23
D. Library Fund 268 Expenditure & Revenue Report as of as of March 31, 2023	24-26
E. Library Fund 269 Contributed Fund as of as of March 31, 2023.....	27
F. Balance Sheets for Funds 268 and 269 as of March 31, 2023	28-29
4. Director’s Report (Julie Farkas)	30-44
A. Information Technology Report (Jeffrey Smith)	45-46
B. Facilities Report (Keith Perfect).....	47
C. Information Services Report (Hillary Hentschel)	47-49
D. Support Services Report (Maryann Zurmuehlen).....	50-53
E. Library Usage Statistics.....	54-62
F. Friends of Novi Library - Friend’s Giving Tree; Agenda – 4/12/23; Minutes – 3/8/23 ...	63-69
G. City of Novi Historical Commission – Minutes 2/15/23	70-71

Public Comment

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Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 (Chair: Sturing, Bartlett and OPEN, Staff Liaison – Julie Farkas)
GOALS 2022-2023:
 1. Continued review of public policies
 - Meeting held: April 13th72

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
 (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)
 - Meeting held: April 7th73**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)
 - Meeting held: April 13th73-74**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: April 3rd74
 - Next meeting scheduled for: May 15th

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: April 3rd75
 - Next meeting scheduled for: May 15th

6. **Building & Grounds Committee:**
 (Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)
 - Meeting held: April 5th.....75

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: OPEN, Bartlett, Sturing, Staff Liaison – Julie Farkas)
 - Next meeting: No meeting scheduled
 - **GOAL 2022-2023:**
 1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed.

8. **DEI: Diversity, Equity and Inclusion Committee**
 (Chair: Dooley, Gurumurthy, Staff Liaisons – Julie Farkas & Nicole Williams)
 - Next meeting: No meeting scheduled
 - **GOALS 2022-2023:**
 1. Recommend All Board Trustees – Attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person).
 2. Assist in launching the DEI Scorecard for NPL
 3. Bring forth recommendations that amplify DEI in NPL Strategic Planning

Matters for Library Board Action

- A. Slate of Officers for 2023-2024 Library Board, presented by Secretary Bartlett..... 17
- B. Approval of Library Financial Reports; recognizing the fund number changes from 268 to 271 and 269 to 272 based on new requirements by the State of Michigan.....20-23
- C. Policy: Fees for Damaged, Destroyed or Lost Materials (reviewed by Policy and Finance Committees).....72

Communications

- 1. None.....N/A

Closed Session

- 1. No Request
Motion to Adjourn into Closed Session

Adjournment

Supplemental Information

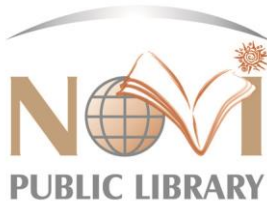
- Library Board Calendar 2023.....76
- Library Closings 202377

2023 Future Events:

- 5/10: Friends of Novi Public Library Regular Meeting at 2pm, Novi Public Library
- **5/14: LIBRARY CLOSED**
- 5/17: City of Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 5/19: City of Novi Spring City Heroes Event 6-8:30pm, Novi Civic Center
- 5/25: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers
- **5/28: LIBRARY CLOSED**
- **5/29: LIBRARY CLOSED**
- 6/5: Summer Reading Begins! (Monday, June 5 – August 12, 2023)
- 6/14: Friends of Novi Library Regular Meeting at 2pm, Novi Public Library
- **6/18: LIBRARY CLOSED**
- **6/19: LIBRARY CLOSED**
- 6/21: City of Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 6/22: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers
- **7/4: LIBRARY CLOSED**

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
March 23, 2023 at 7 PM
Novi Public Library**

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 – 6 Board members were recorded present

- Kathy Crawford, President
- Kat Dooley, Vice-President
- Brian Bartlett, Secretary
- 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 presented.
Motion for Approval – 1st – Trustee Cherukuri
2nd – Trustee Gurumurthy

Motion passes – 6-0

Consent Agenda

1. Approve Minutes of: February 16, 2023 including Addendum 1 for February 9, 2023 Strategic Planning Board Session Minutes5-14
2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#624)..... 15-17

Motion: To Approve the Consent Agenda as presented.
Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Cherukuri

Motion passes – 6-0

Presentations

None

Public Comment

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No Public Comment

Reports

- 1. Student Representatives Report – February, 202318
- 2. President's Report (Kathy Crawford)
 - A. Reflection from Board Members on the Strategic Planning Findings Book and Retreat held on Tuesday, March 21st and Wednesday, March 22nd
 - B. Data from National Community Survey Report Results related to the Library... 19-21
 - C. March is Reading Month – March 24th guest reading at Novi Woods Elementary – Crawford, Dooley, Gorumurthy and Sturing
 - D. Board Elections – April 27, 2023 – slate provided by Secretary Bartlett
 - E. Library Board President assigns Board Members to Committees – May 25, 2023
 - F. Fine Free Status discussion – May 25, 2023

Board members and the director discussed the ReThinking Libraries information distributed in the board's packet. Members of the Strategic Planning Committee reviewed the discussions and output from the Strategic Retreat held at the Library on March 21st and March 22nd. Next input from ReThinking Libraries is expected in 4-5 weeks (between April 19th – end of April).

- 3. Treasurer's Report (Sreeny Cherukuri)
 - A. Financial Report January 2023.....22
 - B. 2022-2023 Library Budget Fund 268 as of Feb. 28, 2023.....23-25
 - C. 2022-2023 Contributed Fund Budget 269 as of Feb. 28, 2023.....26
 - D. Library Fund 268 Expenditure & Revenue Report as of Feb. 28, 2023..27-29
 - E. Library Fund 269 Contributed Fund as of Feb. 28, 2023.....30
 - F. Balance Sheets for Funds 268 and 269 as of Feb. 28, 2023.....31-32
- 4. Director's Report (Julie Farkas)33-44
 - A. Information Technology Report (Jeffrey Smith).....45-46
 - B. Facilities Report.... (Keith Perfect).....47
 - C. Information Services Report.... (Hillary Hentschel).....47-50
 - D. Support Services Report.... (Maryann Zurmuehlen).....51

E. Library Usage Statistics.....	52-60
F. Friends of Novi Library: Agenda 1/11/23; Minutes 1/11/23.....	61-65
G. City of Novi Historical Commission: Minutes 1/18/2023.....	66-67

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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No Public Comment

Committee Reports

1. **Policy Committee:** Review current public policies for the Library

(Chair: Sturing, Bartlett, 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, Kristin Abate and Kirsten Malzahn

· Meeting scheduled for: Friday, April 7, 2023

· **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)

· Next Meeting: No meeting scheduled

GOALS 2022-2023:

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

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

- Meeting held March 1, 202368
- Next Meeting April 3, 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 March 1, 2023
- Notes from the Strategic Retreat – an Addendum to the Minutes
- Next meeting: April 3, 2023

6. Building & Grounds Committee:

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

- Next Meeting April 5, 2023
- **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

(Bartlett, Sturing, Staff Liaison – Julie Farkas)

- Meeting held on: January 24, 202367-70
- 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, Gurumurthy, Staff Liaisons – Julie Farkas & Nicole Williams)

- Meeting held on: February 27, 202369
- Next meeting: No meeting scheduled
- **GOALS 2022-2023:**
 - 1. Recommend all Board Trustees – attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person)

- 2. Assist in launching the DEI Scorecard for NPL
- 3. Bring forth recommendations that amplify DEI in NPL Strategic Planning

Matters for Library Board Action

- 1. Approval of the Operating Agreement between the Novi Public Library and the Friends of the Novi Public Library70-73

Director Farkas: The Novi Library has had an agreement with the Friends of Novi Library for some time. The changes were minimal which didn't justify spending time within the Policy Committee. Recently the Friends attended the Michigan Meeting for Friend's groups and attorney representatives suggested establishing such agreements with the Friend's group.

Motion: Motion to approve the Operating Agreement between the Novi Public Library and the Friends of the Novi Public Library
 Motion - Trustee Gurumurthy
 2nd – Trustee Dooley

Motion passes – 6-0

Communications

None

Adjournment

Motion: Motion to Adjourn at 8:16 PM
 Motion - Trustee Sturing
 2nd - Trustee Cherukuri

Motion Passes – 6-0

Supplemental Information

- Library Board Calendar 2023.....74
- Library Closings 202375

2023 Future Events:

- **4/9: LIBRARY CLOSED**
- 4/12: Friends of Novi Public Library Regular Meeting at 2pm – Novi Public Library
- 4/19: City of Novi Historical Commission Regular Meeting at 7pm – Novi Public Library
- 4/27: Library Board of Trustees Regular Meeting at 7pm – City of Novi, Council Chambers
- 4/23 – 4/30 NATIONAL LIBRARY WEEK
- 5/10: Friends of Novi Public Library Regular Meeting at 2pm, Novi Public Library
- **5/14: LIBRARY CLOSED**
- 5/17: City of Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 5/19: City of Novi Spring Palooza 6-8:30pm, Novi Civic Center

- 5/25: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers
- **5/28: LIBRARY CLOSED**
- **5/29: LIBRARY CLOSED**

ADDENDUM 1: Strategic Planning notes – ReThinking Libraries Strategic Retreat

Discussed at Board Meeting – March 23, 2023

ReThinking Libraries – Retreat – 3/21-3/22 – Novi Public Library

Novi was represented by around 30 individuals from the community representing various constituencies. This was one of the largest groups attending a ReThinking Libraries Retreat.

- Novi City Staff
- Novi Police
- Novi Schools and School Board
- Fox Run
- Library Staff
- Public at large

The report distributed to the board in the packet represents the raw data collected by ReThinking Libraries. This was referred to in the meeting. We generally discussed the aggregate data.

ReThinking Libraries found some specifically interesting parts of the study when comparing Novi Public Library to peer libraries. They referred to these as Aspirational Libraries offering a number of diverse community services.

- Novi has one of the lower costs per capita (\$52.00) when compared with other aspirational libraries.
- We have one of the largest usage rates defined as visits through the door.
- Our turnover rate on materials (average checkout per item/per year). We were above 5.0 while a good rate was considered 2.x and above.
- Overall evaluation of by the community was very favorable.

The group went through several exercises to help clarify missions and duties of the library. During the discussion of mission, the public focused on “inspiring words” such as discovery, exploration, inspiration, grown, as opposed to more factual adjectives. Mission goals were defined as:

- Required to play – Generic goals applicable to all libraries
- Aspirational – Enticing, exciting, attention getting – what you wish to be
- Accidental – Goals and objectives that applied over time

(Steve Jobs- A mission should be inspirational and something that leads an organization forward).

Focus on the Strategic Plan

- Identify what things the library can do effectively with the staff – Identify and prioritize what it cannot
- Effectively communicate these goals with the public and stakeholders
- Seek ways to leverage other sources of funding and contributions to library operations
- Also listed a “visionary” view of library operations. Essentially what you would like to see provided there was no limitation on funding

Operations

- At each phase of the operation, the group or sub-groups created extensive "brainstorming lists"
- The lists were compiled and categorized
- Individuals "voted" on which categories were their individual top priorities
- ReThinking Libraries went home with about 15-20 pages of notes, ideas and summaries from the retreat

Next Steps –

- ReThinking Libraries will develop a rough draft of a strategic plan including:
 - o Options for Mission Statements to review
 - o Options for public mottos/messages
 - o A first cut of the strategic plan going forward for review
- This will be distributed to the library staff in about 4-5 weeks. (April 18th-April 25th)
- Optional "video call" options will be reviewed open to the entire "retreat group"
 - o (No further trip from ReThinking Libraries is scheduled)
- Would expect a final draft in 3-4 weeks after that (end of May)

Warrants

Warrant 625	268/271 Accounts	April 2023	
Payable to	Invoice #	Account number	Amount
Monroe County Library	Lost MelCat item	271-000.00-659.000	\$ 24.95
Amazon		271-000.00-727.000	\$ 14.99
Quill	copy paper, pens	268-000.00-727.000	\$ 416.23
Stamps	Postage - CC	271-000.00-728.000	\$ 144.99
Envisionware		268-000.00-734.000	\$ 391.00
SenSource		268-000.00-734.500	\$ 180.00
Amazon		268-000.00-740.000	\$ 29.98
CDW-G	HP Laserjet Toner	268-000.00-740.000	\$ 47.36
Demco		271-000.00-740.000	\$ 732.70
Library design	Task stools, chairs repair	268-000.00-740.200	\$ 1,960.00
Amazon		268-000.00-742.000	\$ 2,226.23
Cavendish Square		271-000.00-742.000	\$ 15,829.45
Center Point		268-000.00-742.000	\$ 105.18
Tsai Fong		271-000.00-742.000	\$ 198.56
Amazon		271-000.00-742.010	\$ 55.35
Baker & Taylor		268-000.00-742.010	\$ 39.04
Brodart		268-000.00-742.010	\$ 260.95
Northwestern Michigan College	Lost item	268-000.00-742.100	\$ 11.00
Baker & Taylor		268-000.00-744.000	\$ 100.78
Hoopla/Midwest Tape	Digital	268-000.00-744.000	\$ 13,000.00
Midwest Tape		271-000.00-744.000	\$ 876.76
OverDrive	Ebook, Audiobook	268-000.00-744.000	\$ 4,479.49
Amazon		268-000.00-745.200	\$ 19.96
Baker & Taylor		271-000.00-745.200	\$ 2,519.98
Midwest Tape		271-000.00-745.200	\$ 583.28
The Library Network	71732; 3/23 - 2/24	268-000.00-745.300	\$ 2,374.15
Spectrum	March	271-000.00-801.925	\$ 71.81
Rethinking Libraries	Strategic planning- Phase 2	268-000.00-816.000	\$ 5,916.25
RNA	Janitorial Service - Feb	271-000.00-817.000	\$ 7,809.00
AT&T	Feb 22 thru Mar 21 & Mar 22 thru Apr 21	268-000.00-851.000	\$ 1,201.92
T-Mobile	due 4/17	271-000.00-851.000	\$ 836.41
Verizon	1/29 - 2/28	268-000.00-851.000	\$ 457.15
The Library Network	Jan 2023 - Mar 2023	271-000.00-855.000	\$ 2,311.44
Chicago Distribution Center	National Library week poster, bookmark	268-000.00-880.000	\$ 151.25
Novi Community Schools	Gift card	268-000.00-880.000	\$ 25.00
Amazon		268-000.00-880.268	\$ 320.37

BND Group	Creating Your Vision; 4/17/23	268-000.00-880.268	\$ 400.00
Brodart		268-000.00-880.268	\$ 10.90
Masterpiece Monday	Creative Nature Art & Design LLC;5/8/23	268-000.00-880.268	\$ 300.00
NPL Spring concert	Anthony Tringali; 4/23/23	268-000.00-880.268	\$ 400.00
Oriental Trading		271-000.00-880.268	\$ 354.70
Sam's	Program; Breakfast Tray	268-000.00-880.268	\$ 132.82
Sound Healing	Bloom Transformation; 5/13/23 - balance	268-000.00-880.268	\$ 450.00
TeachersPayTeachers	Women's History Month P0sters - CC	271-000.00-880.268	\$ 7.00
TeachersPayTeachers	Arab American Heritage Month Posters - CC	271-000.00-880.268	\$ 3.00
Where'd My Wellbeing Go	Marilyn Suttle	268-000.00-880.268	\$ 350.00
Millennium Business	due 4/4	268-000.00-900.000	\$ 532.20
Consumers Energy	2/7 - 3/8	268-000.00-921.000	\$ 2,018.71
DTE	due 4/18	271-000.00-922.000	\$ 9,768.00
Allied Eagle/ImperialDade	Liner, foam soap	268-000.00-934.000	\$ 1,194.21
Anago	deep clean	268-000.00-934.000	\$ 420.00
Central Air Compressor	air compressor	268-000.00-934.000	\$ 1,297.50
Great Lakes Power & Lighting	air compressor	268-000.00-934.000	\$ 276.00
Home Depot	Screw, flat washer	271-000.00-934.000	\$ 90.28
Voss	ADV IOPA-4P32-N	268-000.00-934.000	\$ 1,107.70
Brien's	2 months - Shoveling, salting	271-000.00-936.300	\$ 4,500.00
Home Depot	Bundling Twine, nylon rope	268-000.00-941.000	\$ 36.76
image360	Read box signs	271-000.00-936.300	\$ 54.00
Millennium Business	Lease	268.000.00-942.000	\$ 650.94
Corrigan	March	268-000.00-942.100	\$ 25.93
Cottage Inn	Strategic Planning Retreat for Public - CC	271-000.00-956.000	\$ 236.45
Kroger	Strategic Planning Workshop - CC	271-000.00-956.000	\$ 30.17
MCLS	Learning to Manage for New Managers - CC	271-000.00-956.000	\$ 80.00
Michigan HR	Michigan HR Conference 2023 - CC	271-000.00-956.000	\$ 100.00
MLA	Mental Health & Well Being - CC	271-000.00-956.000	\$ 25.00
Petty Cash	Kroger - Strategic Planning	271-000.00-956.000	\$ 52.10
CDW-G	Displayport to DVI, Proline HDMI	268-000.00-986.000	\$ 577.95
TOTAL 268/271			\$ 91,205.28

Warrant 625	269/272 Accounts	April 2023	
Payable to	Invoice #	Account number	Amount
Amazon	Craft plastic organizers	269-000.00-742.229	\$ 49.99
Brodart	Vicky Mclean Donation	272-000.00-742.230	\$ 159.20
Amazon	iCube	269-000.00-976.046	\$ 286.13
Total 269/272			\$ 495.32

March 2023 Library Board Student Representative Report

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

Tween and Teen Library Programs:

The Dungeons & Dragons for Beginners program was held on March 10. Guests learned about the basics of tabletop roleplaying, the tools needed for a game, and how to create your character! No previous knowledge of D&D is necessary. Limited dice sets were provided to use during the session. The objective of this program is to give tweens and teens the opportunity to have fun in creative, participatory storytelling in a safe and friendly environment. (Attendance = 4)

The Tail Waggin' Reading Buddies program was held on March 22. 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 = 26)

Teen Space Update:

During March 2023, there were 437 guests who visited Teen Space. There was no Teen Space on March 6, March 10, March 21, and March 27-31.

Teen Advisory Board (TAB) Update:

The TAB Meeting was held on March 20. The meeting started with a welcome and an icebreaker to help get to know each other. Then, the teens engaged in a fun team building activity. The remainder of the meeting was spent making a bookmark craft to celebrate March is Reading Month. Teens also got to select a free book to keep. (Attendance = 9)

Upcoming Programs:

- AAPI Cultural Craft Grab and Go Kit #2 - May 8, May 22, and May 30
- Teen Advisory Board (TAB) Meeting - May 19
- Tail Waggin' Reading Buddies - May 24

Teen Stop Featured Display:

To recognize March Madness, the March display featured young adult books about basketball.



President's Report

Email to: Library Board Members
From: Secretary Bartlett
Date: March 25, 2023

March 25, 2023

April is Election Month for the Novi Library Board. Board officers serve one year from May of 2023 to April of 2024. The offices up for election are:

- President
- Vice-President
- Treasurer
- Secretary

Please refer to the Novi Library Bylaws, Section III, past board minutes and board meeting videos to answer any questions you may have regarding the various offices.

Please submit your nominations for office and return this email to me by April 19th, 2023. (You can reply to this message, it was sent individually.) If you are nominating someone other than yourself, please contact that individual first.

The officer slate will be part of the April Meeting Board packet.

Regards,
Brian Bartlett

Novi Library Board Secretary

April 20, 2023

Subject: Novi Library Board - Slate of Officer candidates

Received from Trustee nominations – 4/20/2023

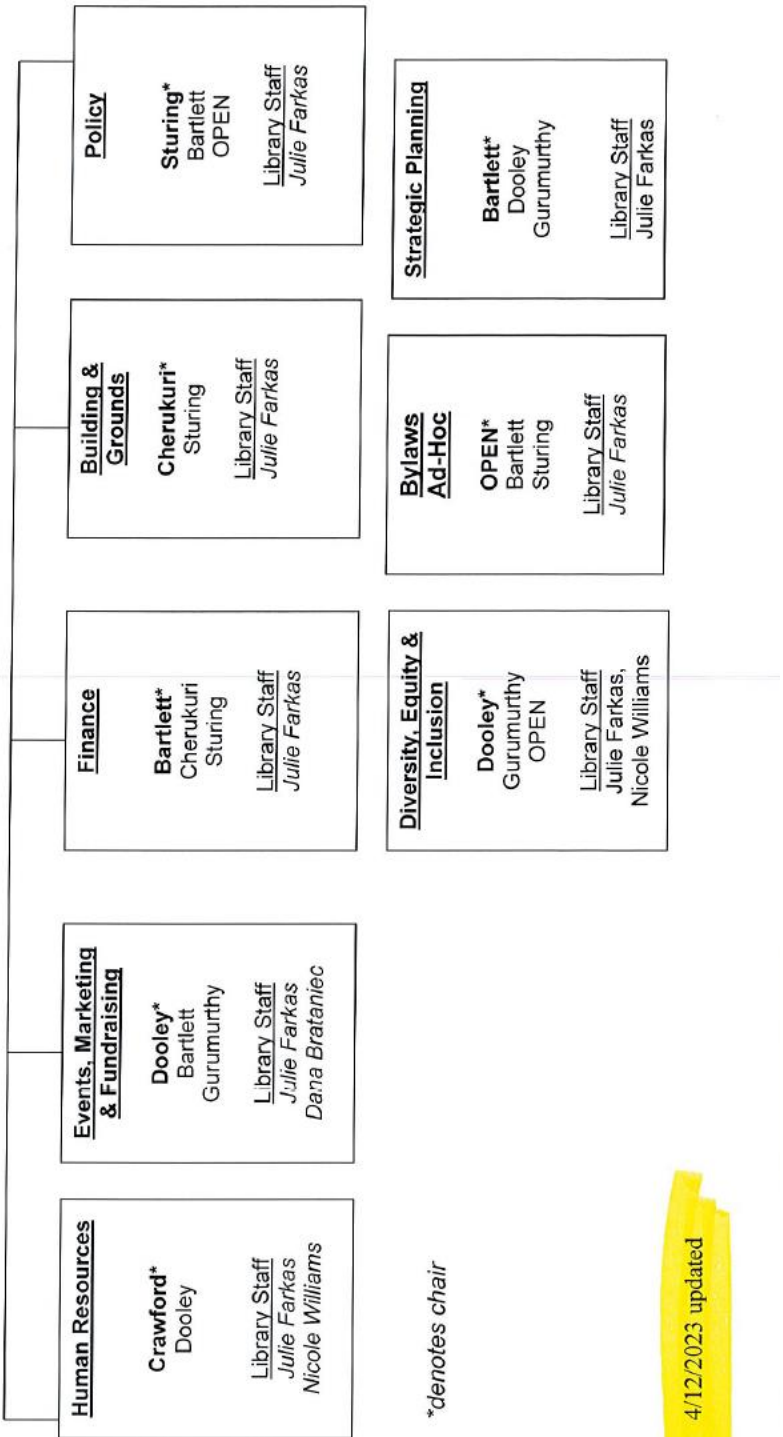
Office	Candidate(s)
President -	Mark Sturing
Vice President -	Kat Dooley Kathy Crawford
Treasurer -	Sreeny Cherukuri
Secretary -	Open

All positions are open for additional nominations at the meeting of the Novi Library Trustee board on April 27, 2023.

Compiled and submitted by

Brian Bartlett
Secretary – Novi Library Board of Trustees

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



*denotes chair

4/12/2023 updated

Financial Report for March 2023

Approved budget for Fund 268/271 Fiscal Year 2022-2023

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

Approved budget for Fund 269/272 Fiscal Year 2022-2023

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

Revenue & Expenditure Report for Fund 268/271

	YTD Feb 28, 2023	YTD Mar 31, 2023	Difference
TOTAL REVENUES	\$ 3,384,791	\$ 3,408,237	\$ 23,446
TOTAL EXPENDITURES	\$ 2,169,267	\$ 2,481,015	\$ 311,748
NET OF REVENUES & EXPENDITURES	\$ 1,215,524	\$ 927,221	

Revenue & Expenditure Report for Fund 269/272

	YTD Feb 28, 2023	YTD Mar 31, 2023	Difference
TOTAL REVENUES	\$ 11,873	\$ 21,023	\$ 9,150
TOTAL EXPENDITURES	\$ 15,876	\$ 16,167	\$ 291
NET OF REVENUES & EXPENDITURES	(\$ 4,003)	\$ 4,856.15	

Balance Sheet Report as of March 31, 2023

The ending fund balance for Fund 268/271 is \$ 3,490,723.34

The ending fund balance for Fund 269/272 is \$ 1,660,911.59

2023-2024 Library Budget 271								
1/26/2023 Approved 4/27/23 Updated		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							
402.000	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
415.000	Tax Revenue - Crnty Chargebk	6,323.24	744.21	2,000.00	-7,547.44	0.00	0.00	0.00
414.000	Tax Revenue - Tax Tribunal Accr	900.00	3,500.00	-1,000.00	0.00	-1,000.00	-1,000.00	-1,000.00
404.003	Tax Revenue - Brownfield B1 08	-276.15	-59.74	0.00	-323.55	0.00	0.00	0.00
404.006	Tax Revenue - Brownfield B2 15	-6,071.40	-7,282.79	-12,749.00	-8,961.24	-15,299.00	-18,359.00	-22,031.00
404.008	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
412.000	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
676.100	Insurance Reimbursement	0.00	89,230.69	0.00	0.00	0.00	0.00	0.00
659.000	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
665.000	Interest on Investments	47,949.82	44,180.81	39,000.00	39,000.00	42,000.00	44,000.00	44,000.00
669.500	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
675.000	Miscellaneous income	1,063.43	7,121.82	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
675.100	Copier	1,700.20	84.41	1,000.00	0.00	1,000.00	1,000.00	1,000.00
675.266	SRP - T-shirt sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00
674.289	Adult Programming	0.00	0.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
674.290	Library Fundraising	11,243.58	12,049.53	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
675.300	Meeting Room	0.00	18,532.37	25,000.00	23,000.00	25,000.00	25,000.00	25,000.00
674.400	Gifts and donations	933.91	1,035.04	1,500.00	1,500.00	1,000.00	1,000.00	1,000.00
675.404	Novi Township Assessment	6,847.00	6,970.00	7,000.00	7,256.00	7,000.00	7,000.00	7,000.00
675.650	Library Café	0.00	6,000.00	6,000.00	0.00	6,000.00	6,000.00	6,000.00
Total Revenues		3,217,848.34	3,295,483.89	3,397,404.00	3,428,348.86	3,598,890.00	3,729,434.00	3,823,693.00

2023-2024		2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024-2025	2025-2026
		Audited	Audited	Approved	Yr. End	Approved	Projected	Projected
Expenditures								
Personnel Svcs.								
Account	Description							
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 - stipend	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout	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 Normal Cost	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
717.000	Workers' Comp	2,666.03	1,686.71	1,700.00	1,700.00	1,800.00	1,900.00	2,000.00
Total Personnel Services		1,913,304.91	1,952,863.24	2,192,477.00	2,266,740.80	2,455,465.00	2,551,040.00	2,627,985.00
Supplies and Materials								
Account	Description							
726.400	Daily Cash Over/Under							
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	Supplies desk, chairs, cabinets	0.00	700.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
741.000	Supplies 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
Total Supplies & Materials		546,441.45	702,565.58	643,200.00	649,900.00	699,500.00	693,500.00	689,700.00

2023-2024 Library Budget 271 Updated as of 4/27/23		2020-2021 Audited	2021-2022 Audited	2022-2023 Approved	2022-2023 Yr. End	2023-2024 Approved	2024-2025 Projected	2025-2026 Projected
Services & Charges								
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 Service Charges	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
820.000	Property & Liability Insurance	12,668.00	14,444.00	14,500.00	16,480.00	16,480.00	16,480.00	16,480.00
820.001	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
936.300	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
Total Services & Charges		530,512.68	552,908.54	636,200.00	703,980.00	674,280.00	677,580.00	689,880.00
2023-2024 Library Budget 271 Updated as of 4/27/23		2020-2021 Audited	2021-2022 Audited	2022-2023 Approved	2022-2023 Yr. End	2023-2024 Approved	2024-2025 Projected	2025-2026 Projected
Capital Outlay								
Account	Description							
962.000	Building Contingency							
989.000	Grounds Improvement							
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
989.001	Furniture	13,774.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Outlay		13,774.00	18,957.40	95,500.00	95,411.80	47,000.00	155,000.00	157,000.00
Total Expenditures		3,004,033.04	3,227,294.76	3,567,377.00	3,716,032.60	3,876,245.00	4,077,120.00	4,164,565.00
Total Revenues		3,217,848.34	3,295,483.89	3,397,404.00	3,428,348.86	3,598,890.00	3,729,434.00	3,823,693.00
680.000	TOTAL Fundbalance	213,815.30	68,189.13	-169,973.00	-287,684.60	-277,355.00	-347,686.00	-340,872.00

22/23: 268 Account Capital Outlay: NO - AST replacement \$115,800, Camera/Computer replacement \$83,000, Parking Lot \$12,500
23/24: Main entrance renovation \$100,000 - 272 Account; parking lot maintenance \$16,500 - 272 Account;

272 - Library Contributed Funds								
Revenues & Expenditures								
2023-2024 (as of 2/16/2023)								
Updated 4/27/23								
	2020-2021 Audited 6/30/2021	2021-2022 Audited 6/30/2022	2022-2023 Approved 1/27/2022	2022-2023 Year End 1/26/2023	2023-2024 Approved 1/26/2023	2024-2025 Projected 2/16/2023	2025-2026 Projected 2/16/2023	
Revenues								
Interest Income								
665.000	Interest on Investments	\$ 23,226.98	\$ 19,767.63	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
669.500	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)
TOTAL		\$ 20,323.18	\$ (30,558.13)	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
				1/27/2022	1/26/2023			
Donations								
674.036	Diversity, Equity & Inclusion		\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
674.046	Makerspace (iCube)	-	-	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
674.229	Raising a Reader	-	207.59	1,500.00	500.00	1,000.00	1,000.00	1,000.00
674.230	Collections/Materials Revenue	1,551.67	1,852.61	1,000.00	5,250.00	1,000.00	1,000.00	1,000.00
674.231	Buildings/Ground/Furniture Revenue	2,159.85	3,191.96	1,000.00	275.00	1,000.00	1,000.00	1,000.00
674.232	Programming Revenue	3,471.35	3,000.00	1,500.00	1,852.00	2,000.00	2,000.00	2,000.00
674.233	Technology Library Revenue	-	50.00	2,500.00	-	500.00	500.00	500.00
674.234	Undesignated Misc. Donations	-	250.00	500.00	-	500.00	500.00	500.00
674.235	Marketing Sponsorships	10,000.00	10,146.00	10,000.00	10,000.00	-	-	-
TOTAL		\$ 17,182.87	\$19,698	\$20,000	\$ 18,877.00	\$8,000	\$8,000	\$8,000
TOTAL Revenues		\$ 37,506.05	\$ (10,859.97)	\$ 42,500.00	\$ 41,377.00	\$ 30,500.00	\$ 30,500.00	\$ 30,500.00
Expenditures								
Supplies								
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
TOTAL		\$ 5,983.53	\$23,723	\$39,700	\$40,058	\$38,500	\$38,500	\$38,500
Capital Outlay								
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
976.140	Automated Return System			115,800.00	-	115,800.00	-	-
976.141	Main Entrance Design /Parking Lot			10,000.00	10,000.00	116,500.00	-	-
TOTAL		\$ 42,847.02	\$ 5,017.01	\$ 131,300.00	\$ 13,000.00	\$ 237,800.00	\$ 5,500.00	\$ 5,500.00
TOTAL Expenditures		\$ 48,830.55	\$ 28,739.62	\$ 171,000.00	\$ 53,057.75	\$ 276,300.00	\$ 44,000.00	\$ 44,000.00
	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

04/11/2023 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 03/31/2023										
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	JAN 2023	FEB 2023	MAR 2023	03/31/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABRM)	BUDGET	AMENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABRM)	USED
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.00 - TREASURY										
Property tax revenue										
271-000.00-402.000	Property Tax Revenue - Current Levy	3,081,796.39	3,209,191.00	3,209,191.00	0.00	0.00	0.00	3,230,757.84	(21,566.84)	100.67
271-000.00-404.003	Property Tax Revenue-Brownfld Cap	(59.74)	0.00	0.00	0.00	0.00	0.00	(323.55)	323.55	100.00
271-000.00-404.006	Property Tax Revenue-Brownfld Cap	(7,282.79)	(12,749.00)	(12,749.00)	0.00	0.00	0.00	(8,961.24)	(3,787.76)	70.29
271-000.00-404.008	Property Tax Revenue - CIA Cap C1	(15,037.43)	(22,538.00)	(22,538.00)	0.00	0.00	0.00	(22,782.73)	244.73	101.09
271-000.00-412.000	Property Tax Revenue - C/Y Del PPT	(4,648.79)	(5,000.00)	(5,000.00)	0.00	0.00	(6,192.97)	(6,192.97)	1,192.97	123.86
271-000.00-414.000	Property Tax Revenue - Tax Tribunal	3,500.00	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00
271-000.00-415.000	Property Tax Revenue - County Char	744.21	2,000.00	2,000.00	73.28	846.79	279.95	(6,053.32)	8,053.32	(302.67)
Property tax revenue		3,059,011.85	3,169,904.00	3,169,904.00	73.28	846.79	(5,913.02)	3,186,444.03	(16,540.03)	100.52
State sources										
271-000.00-567.000	State aid	56,619.13	33,000.00	33,000.00	0.00	0.00	0.00	32,859.31	140.69	99.57
271-000.00-573.000	State Grants - Local Comm Stabilizat	5,968.34	0.00	0.00	0.00	0.00	0.00	4,181.86	(4,181.86)	100.00
State sources		62,587.47	33,000.00	33,000.00	0.00	0.00	0.00	37,041.17	(4,041.17)	112.25
Fines and forfeitures										
271-000.00-658.000	State penal fines	97,789.47	95,000.00	95,000.00	0.00	0.00	2.80	99,226.60	(4,226.60)	104.45
271-000.00-659.000	Library book fines	8,720.61	8,000.00	8,000.00	549.94	567.10	606.02	5,857.01	2,142.99	73.21
Fines and forfeitures		106,510.08	103,000.00	103,000.00	549.94	567.10	608.82	105,083.61	(2,083.61)	102.02
Interest income										
271-000.00-665.000	Interest in investments	44,180.81	39,000.00	39,000.00	8,991.59	8,226.46	0.00	52,054.94	(13,054.94)	133.47
271-000.00-669.500	Unrealized gain (loss) on investmen	(117,830.18)	1,000.00	1,000.00	25,841.23	(18,850.94)	0.00	(18,673.98)	19,673.98	(1,867.40)
Interest income		(73,649.37)	40,000.00	40,000.00	34,832.82	(10,624.48)	0.00	33,380.96	6,619.04	83.45
Donations										
271-000.00-674.289	Adult programs	0.00	2,000.00	2,000.00	0.00	1,382.83	1,815.81	3,198.64	(1,198.64)	159.93
271-000.00-674.400	Gifts and donations	1,035.04	1,500.00	1,500.00	1,545.58	63.48	210.01	2,372.76	(872.76)	158.18
Donations		1,035.04	3,500.00	3,500.00	1,545.58	1,446.31	2,025.82	5,571.40	(2,071.40)	159.18
Other revenue										
271-000.00-674.290	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
271-000.00-675.000	Miscellaneous income	7,121.82	5,000.00	5,000.00	879.15	830.57	988.96	7,455.22	(2,455.22)	149.10
271-000.00-675.100	Copier	84.41	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
271-000.00-675.300	Meeting room	18,532.37	25,000.00	25,000.00	4,079.62	4,235.94	1,527.03	24,084.04	915.96	96.34
271-000.00-675.404	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
271-000.00-675.650	Library Cafe	6,000.00	6,000.00	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0.00
271-000.00-676.100	Insurance Reimbursement	89,230.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other revenue		139,988.82	48,000.00	48,000.00	4,958.77	5,066.51	2,515.99	40,715.34	7,284.66	84.82
Total Dept 000.00 - TREASURY										
		3,295,483.89	3,397,404.00	3,397,404.00	41,960.39	(2,697.77)	(762.39)	3,408,236.51	(10,832.51)	100.32
TOTAL REVENUES										
		3,295,483.89	3,397,404.00	3,397,404.00	41,960.39	(2,697.77)	(762.39)	3,408,236.51	(10,832.51)	100.32

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	JAN 2023	FEB 2023	MAR 2023	03/31/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABRM)	BUDGET	ENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABRM)	USED
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	931,808.07	1,039,792.00	1,039,792.00	91,879.14	84,262.06	84,262.06	769,565.40	270,226.60	74.01
271-000.00-704.100	Severance/Incentive Pay	0.00	0.00	0.00	12,000.00	0.00	0.00	12,000.00	(12,000.00)	100.00
271-000.00-704.200	Wages - Stipend	0.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00	(2,000.00)	100.00
271-000.00-704.210	Vacation Payout	0.00	5,000.00	5,000.00	0.00	0.00	0.00	6,056.80	(1,056.80)	121.14
271-000.00-705.000	Temporary salaries	623,961.02	725,000.00	725,000.00	45,831.62	51,150.72	50,622.66	433,511.65	291,488.35	59.79
271-000.00-706.000	Overtime	802.33	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-715.000	Social security	116,783.24	135,000.00	135,000.00	11,444.78	10,173.34	10,132.98	92,250.18	42,749.82	68.33
271-000.00-716.000	Insurance	215,480.66	193,000.00	193,000.00	18,732.39	13,070.03	14,628.44	152,934.11	40,065.89	79.24
271-000.00-716.200	HSA - employer contribution	2,625.00	6,300.00	6,300.00	562.50	0.00	0.00	1,000.00	5,300.00	15.87
271-000.00-716.999	Insurance - Employee Reimburseme	(36,090.77)	(29,775.00)	(29,775.00)	(2,388.37)	(2,518.42)	(2,518.42)	(20,222.14)	(9,552.86)	67.92
271-000.00-717.000	Workers compensation	1,686.71	1,700.00	1,700.00	122.16	108.19	106.69	951.70	748.30	55.98
271-000.00-718.000	Pension - DB Normal Cost	6,156.00	5,795.00	5,795.00	385.00	385.00	385.00	3,465.00	2,330.00	59.79
271-000.00-718.010	Pension - DB Unfunded Accrued Lia	58,404.00	59,765.00	59,765.00	7,372.00	7,372.00	7,372.00	66,348.00	(6,583.00)	111.01
271-000.00-718.200	Pension - defined contribution	31,155.34	48,400.00	48,400.00	4,310.91	4,504.04	4,504.04	38,269.26	10,130.74	79.07
271-000.00-719.000	Unemployment insurance	91.64	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
Personnel services		1,952,863.24	2,192,477.00	2,192,477.00	192,252.13	168,506.96	169,495.45	1,558,129.96	634,347.04	71.07
Supplies										
271-000.00-727.000	Office supplies	12,752.79	18,000.00	18,000.00	5,164.93	661.84	431.22	14,426.93	3,573.07	80.15
271-000.00-728.000	Postage	488.51	2,000.00	2,000.00	5,766.67	(2,553.45)	20.50	4,030.71	(2,030.71)	201.54
271-000.00-734.000	Computer supplies, software & licer	71,847.11	83,000.00	83,000.00	2,434.39	1,772.59	391.00	60,455.05	22,544.95	72.84
271-000.00-734.500	Computer supplies/equipment	132,954.83	21,000.00	21,000.00	886.33	(5.61)	(86.50)	8,084.89	12,915.11	38.50
271-000.00-740.000	Operating supplies	9,873.36	28,000.00	28,000.00	153.27	402.11	828.28	17,309.12	10,690.88	61.82
271-000.00-740.200	Supplies - Desk chairs and file cabin	700.00	5,000.00	5,000.00	0.00	0.00	1,960.00	1,960.00	3,040.00	39.20
271-000.00-741.000	Supplies - Uniforms	422.00	300.00	300.00	0.00	0.00	0.00	156.00	144.00	52.00
271-000.00-742.000	Library books	199,639.76	197,000.00	197,000.00	12,975.56	12,013.56	15,026.14	130,737.99	66,262.01	66.36
271-000.00-742.010	Library Books - Lending	13,973.37	17,000.00	17,000.00	1,558.58	1,121.87	320.56	10,105.93	6,894.07	59.45
271-000.00-742.100	Library Books - Fines	672.48	1,000.00	1,000.00	(12.99)	0.00	(17.00)	97.77	902.23	9.78
271-000.00-743.000	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
271-000.00-744.000	Audio visual materials	128,743.17	136,000.00	136,000.00	6,997.34	3,859.55	17,839.40	90,681.39	45,318.61	66.68
271-000.00-745.200	Electronic media	42,783.60	46,900.00	46,900.00	2,878.73	2,533.79	2,678.87	29,745.74	17,154.26	63.42
271-000.00-745.300	Electronic resources (CD rom materi	65,243.18	70,000.00	70,000.00	5,535.17	771.30	2,374.15	56,629.68	13,370.32	80.90
Supplies		702,565.58	643,200.00	643,200.00	44,337.98	20,577.55	41,766.62	438,638.52	204,561.48	68.20

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2022-23	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT
		06/30/2022	BUDGET	ENDED BUDGET	JAN 2023	FEB 2023	MAR 2023	03/31/2023	BALANCE	
		NM (ABRM)			INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABRM)	USED
Other services and charges										
271-000.00-801.925	Public information (cable, etc)	741.09	700.00	700.00	69.65	69.68	0.00	557.23	142.77	79.60
271-000.00-802.000	Data processing	734.34	800.00	800.00	0.00	0.00	0.00	734.34	65.66	91.79
271-000.00-802.100	Bank Service Charges	3,939.96	4,000.00	4,000.00	234.23	236.41	244.62	2,374.71	1,625.29	59.37
271-000.00-803.000	Independent audit	723.00	800.00	800.00	0.00	0.00	0.00	800.00	0.00	100.00
271-000.00-804.000	Medical service	1,841.00	1,500.00	1,500.00	504.00	0.00	0.00	1,428.00	72.00	95.20
271-000.00-806.000	Legal fees	16,967.90	7,500.00	7,500.00	336.50	0.00	0.00	5,125.60	2,374.40	68.34
271-000.00-809.000	Memberships and dues	5,712.45	7,500.00	7,500.00	0.00	0.00	0.00	4,839.41	2,660.59	64.53
271-000.00-816.000	Professional services	15,753.87	24,000.00	24,000.00	0.00	11,922.05	0.00	20,700.80	3,299.20	86.25
271-000.00-817.000	Custodial services	88,544.00	90,000.00	90,000.00	7,557.10	7,557.10	0.00	59,086.54	30,913.46	65.65
271-000.00-818.000	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
271-000.00-820.000	Property & liability insurance	14,444.00	14,500.00	16,480.00	0.00	0.00	0.00	16,480.00	0.00	100.00
271-000.00-820.001	Insurance deductibles/Uninsured cla	0.00	10,000.00	8,020.00	0.00	0.00	0.00	0.00	8,020.00	0.00
271-000.00-851.000	Telephone	25,661.68	24,000.00	24,000.00	6,820.51	1,660.05	(43.00)	22,017.38	1,982.62	91.74
271-000.00-855.000	TLN Automation Services	64,789.07	71,000.00	71,000.00	19,620.14	0.00	2,311.44	57,264.85	13,735.15	80.65
271-000.00-861.000	Gasoline and oil	407.86	500.00	500.00	0.00	27.80	0.00	235.51	264.49	47.10
271-000.00-862.000	Mileage	88.60	200.00	200.00	43.56	0.00	0.00	216.06	(16.06)	108.03
271-000.00-880.000	Community promotion	16,001.29	24,000.00	24,000.00	3,450.00	1,109.42	567.25	14,445.80	9,554.20	60.19
271-000.00-880.268	Library programming	13,014.04	28,000.00	28,000.00	2,096.83	3,056.41	2,264.09	14,667.07	13,332.93	52.38
271-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	0.00	0.00	100.00	804.75	7,195.25	10.06
271-000.00-900.000	Printing, graphic design and publish	9,046.55	28,000.00	28,000.00	733.28	826.07	532.20	5,374.02	22,625.98	19.19
271-000.00-921.000	Heat	13,510.02	12,000.00	12,000.00	2,308.91	2,685.81	0.00	9,168.71	2,831.29	76.41
271-000.00-922.000	Electricity	97,881.06	96,500.00	96,500.00	8,836.38	8,671.17	9,768.00	83,743.94	12,756.06	86.78
271-000.00-923.000	Water and sewer	6,964.48	6,500.00	6,500.00	0.00	0.00	0.00	3,610.52	2,889.48	55.55
271-000.00-934.000	Building maintenance	108,177.81	110,000.00	110,000.00	4,420.24	8,759.62	3,675.33	58,199.68	51,800.32	52.91
271-000.00-935.000	Vehicle maintenance	456.85	300.00	300.00	128.75	0.00	0.00	134.69	165.31	44.90
271-000.00-936.300	Grounds maintenance	32,391.87	39,000.00	39,000.00	2,479.58	2,451.13	2,136.76	22,303.63	16,696.37	57.19
271-000.00-942.000	Office equipment lease	7,811.28	8,000.00	8,000.00	650.94	650.94	650.94	4,556.58	3,443.42	56.96
271-000.00-942.100	Records storage	299.40	400.00	400.00	24.95	24.95	25.93	225.53	174.47	56.38
271-000.00-956.000	Conferences and workshops	3,510.07	15,000.00	15,000.00	364.96	0.00	13.36	7,687.72	7,312.28	51.25
Other services and charges		552,908.54	636,200.00	636,200.00	60,680.51	49,708.61	22,246.92	420,278.07	215,921.93	66.06
Capital outlay										
271-000.00-976.100	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
271-000.00-986.000	Technology - Capital Outlay	8,257.40	83,000.00	83,000.00	41,846.88	397.80	279.60	51,556.78	31,443.22	62.12
Capital outlay		18,957.40	95,500.00	95,500.00	41,846.88	397.80	279.60	63,968.58	31,531.42	66.98
Total Dept 000.00 - TREASURY		3,227,294.76	3,567,377.00	3,567,377.00	339,117.50	239,190.92	233,788.59	2,481,015.13	1,086,361.87	69.55
TOTAL EXPENDITURES		3,227,294.76	3,567,377.00	3,567,377.00	339,117.50	239,190.92	233,788.59	2,481,015.13	1,086,361.87	69.55
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,295,483.89	3,397,404.00	3,397,404.00	41,960.39	(2,697.77)	(762.39)	3,408,236.51	(10,832.51)	(545.51)
TOTAL EXPENDITURES		3,227,294.76	3,567,377.00	3,567,377.00	339,117.50	239,190.92	233,788.59	2,481,015.13	1,086,361.87	(545.51)
NET OF REVENUES & EXPENDITURES		68,189.13	(169,973.00)	(169,973.00)	(297,157.11)	(241,888.69)	(234,550.98)	927,221.38	(1,097,194.38)	(545.51)

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	JAN 2023	FEB 2023	MAR 2023	03/31/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABRM)	BUDGET	ENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABRM)	NM (ABRM)	USED
Fund 272 - LIBRARY CONTRIBUTION FUND										
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	19,767.63	27,000.00	27,000.00	3,518.76	3,469.85	0.00	20,731.23	6,268.77	76.78
272-000.00-669.500	Unrealized gain (loss) on investmen	(50,325.76)	(4,500.00)	(4,500.00)	10,112.69	(7,951.17)	0.00	(9,810.76)	5,310.76	218.02
Interest income										
		(30,558.13)	22,500.00	22,500.00	13,631.45	(4,481.32)	0.00	10,920.47	11,579.53	48.54
Donations										
272-000.00-674.036	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
272-000.00-674.046	Makerspace Renovation Revenue	0.00	1,000.00	1,000.00	242.40	184.80	0.00	1,104.15	(104.15)	110.42
272-000.00-674.229	Raising a Reader in Novi Sponsors	207.59	1,500.00	1,500.00	0.00	0.00	0.00	278.99	1,221.01	18.60
272-000.00-674.230	Collections/Materials Revenue	1,852.61	1,000.00	1,000.00	(192.36)	0.00	0.00	5,057.64	(4,057.64)	505.76
272-000.00-674.231	Buildings/Ground/ Furniture Revenu	3,191.96	1,000.00	1,000.00	0.00	0.00	0.00	275.00	725.00	27.50
272-000.00-674.232	Programming Revenue	3,000.00	1,500.00	1,500.00	0.00	535.00	0.00	2,387.00	(887.00)	159.13
272-000.00-674.233	Technology Library Revenue	50.00	2,500.00	2,500.00	0.00	1,000.00	0.00	1,000.00	1,500.00	40.00
272-000.00-674.234	Undesignated Misc Donations	250.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.235	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	50.04	1,719.80	0.00	10,102.78	9,897.22	50.51
Total Dept 000.00 - TREASURY										
		(10,859.97)	42,500.00	42,500.00	13,681.49	(2,761.52)	0.00	21,023.25	21,476.75	49.47
TOTAL REVENUES										
		(10,859.97)	42,500.00	42,500.00	13,681.49	(2,761.52)	0.00	21,023.25	21,476.75	49.47
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	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
272-000.00-742.229	Raising a Reader Expense	723.13	1,000.00	1,000.00	0.00	49.99	0.00	324.57	675.43	32.46
272-000.00-742.230	Collections/Materials Expense	830.56	500.00	500.00	10.49	0.00	0.00	671.78	(171.78)	134.36
272-000.00-742.231	Buildings/Ground/ Furniture Expense	8,683.30	34,200.00	34,200.00	1,780.00	0.00	0.00	8,274.00	25,926.00	24.19
272-000.00-742.232	Programming Expense	0.00	1,000.00	1,000.00	0.00	0.00	0.00	2,525.43	(1,525.43)	252.54
272-000.00-742.233	Technology Library Expense	10,490.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-742.234	Undesignated Misc	(7.16)	500.00	500.00	0.00	228.85	0.00	228.85	271.15	45.77
272-000.00-742.236	Staff Recognition	2,002.78	1,500.00	1,500.00	(55.57)	(20.00)	0.00	1,782.59	(282.59)	118.84
Supplies										
		23,722.61	39,700.00	39,700.00	1,734.92	258.84	0.00	13,807.22	25,892.78	34.78
Capital outlay										
272-000.00-976.044	Auto Lending Library	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
272-000.00-976.046	Makerspace Renovation	5,017.01	3,000.00	3,000.00	552.26	(29.00)	240.63	2,359.88	640.12	78.66
272-000.00-976.140	Automated Return System	0.00	115,800.00	115,800.00	0.00	0.00	0.00	0.00	115,800.00	0.00
272-000.00-976.141	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	552.26	(29.00)	240.63	2,359.88	128,940.12	1.80
Total Dept 000.00 - TREASURY										
		28,739.62	171,000.00	171,000.00	2,287.18	229.84	240.63	16,167.10	154,832.90	9.45
TOTAL EXPENDITURES										
		28,739.62	171,000.00	171,000.00	2,287.18	229.84	240.63	16,167.10	154,832.90	9.45
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES										
		(10,859.97)	42,500.00	42,500.00	13,681.49	(2,761.52)	0.00	21,023.25	21,476.75	(3.78)
TOTAL EXPENDITURES										
		28,739.62	171,000.00	171,000.00	2,287.18	229.84	240.63	16,167.10	154,832.90	(3.78)
NET OF REVENUES & EXPENDITURES										
		(39,599.59)	(128,500.00)	(128,500.00)	11,394.31	(2,991.36)	(240.63)	4,856.15	(133,356.15)	(3.78)
TOTAL REVENUES - ALL FUNDS										
		3,284,623.92	3,439,904.00	3,439,904.00	55,641.88	(5,459.29)	(762.39)	3,429,259.76	10,644.24	
TOTAL EXPENDITURES - ALL FUNDS										
		3,256,034.38	3,738,377.00	3,738,377.00	341,404.68	239,420.76	234,029.22	2,497,182.23	10,644.24	
NET OF REVENUES & EXPENDITURES										
		28,589.54	(298,473.00)	(298,473.00)	(285,762.80)	(244,880.05)	(234,791.61)	932,077.53	(1,230,550.53)	

04/11/2023		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 03/31/2023	
GL Number	Description	Balance	
Fund 271 - LIBRARY FUND			
*** Assets ***			
271-000.00-001.000	Cash-Pooled Cash(Fifth Third & Comerica)	(190,737.00)	
271-000.00-004.000	Cash on hand	600.00	
271-000.00-016.000	Deposits	1,200.00	
271-000.00-017.000	Investments - Pooled	3,727,477.54	
271-000.00-019.000	Current taxes receivable	33,280.78	
271-000.00-123.400	Prepaid expenditures	10,563.70	
	Total Assets	3,582,385.02	
*** Liabilities ***			
271-000.00-202.000	Accounts payable	78,564.96	
271-000.00-258.702	Accrued liabilities-tax	9,100.00	
271-000.00-259.200	Unemployment insurance liability	3,996.72	
	Total Liabilities	91,661.68	
*** Fund Balance ***			
271-000.00-390.000	Fund balance	2,563,501.96	
	Total Fund Balance	2,563,501.96	
	Beginning Fund Balance	2,563,501.96	
	Net of Revenues VS Expenditures	927,221.38	
	Ending Fund Balance	3,490,723.34	
	Total Liabilities And Fund Balance	3,582,385.02	

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash-Pooled Cash(Fifth Third & Comerica)	9,892.58
272-000.00-017.000	Investments - Pooled	1,651,305.14
	Total Assets	1,661,197.72
*** Liabilities ***		
272-000.00-202.000	Accounts payable	286.13
	Total Liabilities	286.13
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	38,423.36
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	36,692.79
272-000.00-375.232	Fund Balance Programming	34,155.95
272-000.00-375.233	Fund Balance Technology Library	(23,843.17)
272-000.00-390.000	Fund balance - Unrestricted	1,570,626.51
	Total Fund Balance	1,656,055.44
	Beginning Fund Balance	1,656,055.44
	Net of Revenues VS Expenditures	4,856.15
	Ending Fund Balance	1,660,911.59
	Total Liabilities And Fund Balance	1,661,197.72

Director's Report – Julie Farkas



Staff Anniversaries (Years of Service) for May 2023

- Gail Anderson Information Services 7 years
- Jessica Holowicki Information Services 2 years
- Nicole Williams Administration 2 years

Daily use of the building by hour March 1 – March 31, 2023

3/1/2023			3/2/2023			3/3/2023 Closed Early			3/4/2023 Snow						
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	20	55	38	10-11am	40	99	70	10-11am	45	127	86	10-11am	0	0	0
11am-12pm	52	72	62	11am-12pm	72	71	72	11am-12pm	102	74	88	11am-12pm	6	4	5
12-1pm	73	72	73	12-1pm	67	36	52	12-1pm	84	47	66	12-1pm	32	133	83
1-2pm	56	57	57	1-2pm	47	64	56	1-2pm	48	57	53	1-2pm	86	131	109
2-3pm	69	114	92	2-3pm	86	179	133	2-3pm	76	153	115	2-3pm	104	101	103
3-4pm	128	156	142	3-4pm	153	129	141	3-4pm	146	84	115	3-4pm	140	154	147
4-5pm	150	131	141	4-5pm	152	130	141	4-5pm	90	27	59	4-5pm	146	132	139
5-6pm	152	93	123	5-6pm	148	96	122	5-6pm	21	56	39	5-6pm	179	63	121
6-7pm	146	169	158	6-7pm	94	90	92	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	103	73	88	7-8pm	65	58	62	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	117	33	75	8-9pm	87	39	63	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
			1,046				1,001			619				706	

3/5/2023			3/6/2023			3/7/2023			3/8/2023			3/9/2023			3/10/2023			3/11/2023					
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	39	116	78	10-11am	30	104	67	10-11am	35	87	61	10-11am	4	29	17	10-11am	63	197	130
11am-12pm	0	0	0	11am-12pm	86	74	80	11am-12pm	63	52	58	11am-12pm	57	59	58	11am-12pm	51	51	51	11am-12pm	26	39	33
12-1pm	60	161	111	12-1pm	73	47	60	12-1pm	56	50	53	12-1pm	150	70	110	12-1pm	167	65	111	12-1pm	29	29	29
1-2pm	99	194	147	1-2pm	35	46	41	1-2pm	63	43	53	1-2pm	57	69	63	1-2pm	57	67	62	1-2pm	35	42	39
2-3pm	108	153	131	2-3pm	58	66	62	2-3pm	64	130	97	2-3pm	75	149	112	2-3pm	84	145	115	2-3pm	57	61	59
3-4pm	188	187	188	3-4pm	48	53	51	3-4pm	122	175	149	3-4pm	132	144	138	3-4pm	134	124	129	3-4pm	36	58	47
4-5pm	253	143	198	4-5pm	80	69	75	4-5pm	186	154	170	4-5pm	140	138	139	4-5pm	157	136	147	4-5pm	76	65	71
5-6pm	202	91	147	5-6pm	82	85	84	5-6pm	159	100	130	5-6pm	166	123	145	5-6pm	142	98	120	5-6pm	103	40	72
6-7pm	0	0	0	6-7pm	79	70	75	6-7pm	124	90	107	6-7pm	124	139	132	6-7pm	106	110	108	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	73	50	62	7-8pm	94	78	86	7-8pm	125	62	94	7-8pm	87	94	91	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	68	24	46	8-9pm	80	21	51	8-9pm	107	21	64	8-9pm	151	39	95	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
			920				711			1,019			1,115			1,111			365			1,067	

3/12/2023			3/13/2023			3/14/2023			3/15/2023			3/16/2023			3/17/2023			3/18/2023					
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	19	60	40	10-11am	34	111	73	10-11am	29	87	58	10-11am	26	97	62	10-11am	60	121	91
11am-12pm	0	0	0	11am-12pm	56	66	61	11am-12pm	80	51	66	11am-12pm	56	64	60	11am-12pm	78	58	68	11am-12pm	42	52	47
12-1pm	47	108	78	12-1pm	37	30	34	12-1pm	67	79	73	12-1pm	62	49	66	12-1pm	77	49	63	12-1pm	93	60	77
1-2pm	78	111	95	1-2pm	42	39	41	1-2pm	63	91	77	1-2pm	53	63	58	1-2pm	51	80	66	1-2pm	66	40	53
2-3pm	96	115	106	2-3pm	60	116	88	2-3pm	97	119	108	2-3pm	66	112	89	2-3pm	77	137	107	2-3pm	64	111	88
3-4pm	129	115	122	3-4pm	120	116	118	3-4pm	114	106	110	3-4pm	112	124	118	3-4pm	168	143	156	3-4pm	110	74	92
4-5pm	138	114	126	4-5pm	103	92	98	4-5pm	161	161	161	4-5pm	111	98	105	4-5pm	154	143	149	4-5pm	106	130	118
5-6pm	151	75	113	5-6pm	111	108	110	5-6pm	149	118	134	5-6pm	174	134	154	5-6pm	124	85	105	5-6pm	158	111	135
6-7pm	0	0	0	6-7pm	107	70	89	6-7pm	112	100	106	6-7pm	139	175	157	6-7pm	88	73	81	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	652	44	348	7-8pm	92	88	90	7-8pm	122	65	94	7-8pm	80	51	66	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	95	23	59	8-9pm	102	32	67	8-9pm	93	26	60	8-9pm	41	14	28	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
			639				1,083			1,064			1,017			947			699			856	

3/19/2023			3/20/2023			3/21/2023			3/22/2023			3/23/2023			3/24/2023			3/25/2023					
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	29	84	57	10-11am	30	93	62	10-11am	20	64	42	10-11am	29	142	86	10-11am	31	63	47
11am-12pm	0	0	0	11am-12pm	72	69	71	11am-12pm	75	49	62	11am-12pm	64	43	54	11am-12pm	148	59	104	11am-12pm	46	53	50
12-1pm	63	108	86	12-1pm	50	30	40	12-1pm	48	49	49	12-1pm	75	54	65	12-1pm	60	50	55	12-1pm	49	39	44
1-2pm	85	97	91	1-2pm	45	54	50	1-2pm	48	53	51	1-2pm	54	74	64	1-2pm	47	63	55	1-2pm	45	51	48
2-3pm	101	170	136	2-3pm	92	143	118	2-3pm	81	112	97	2-3pm	61	121	91	2-3pm	79	144	112	2-3pm	74	123	99
3-4pm	141	175	158	3-4pm	105	126	116	3-4pm	88	113	101	3-4pm	108	159	134	3-4pm	160	137	149	3-4pm	105	118	112
4-5pm	221	95	158	4-5pm	114	93	104	4-5pm	108	115	112	4-5pm	135	99	117	4-5pm	111	75	93	4-5pm	126	97	112
5-6pm	147	62	105	5-6pm	109	97	103	5-6pm	141	123	132	5-6pm	126	79	103	5-6pm	120	85	103	5-6pm	163	91	127
6-7pm	0	0	0	6-7pm	92	61	77	6-7pm	123	85	104	6-7pm	133	141	137	6-7pm	80	77	79	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	77	69	73	7-8pm	104	88	96	7-8pm	87	38	63	7-8pm	64	49	57	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	85	30	58	8-9pm	116	28	72	8-9pm	76	30	53	8-9pm	86	39	63	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
			733				863			935			921			952			637			912	

3/26/2023				3/27/2023				3/28/2023				3/29/2023				3/30/2023				3/31/2023			
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	34	96	96	10-11am	22	72	47	10-11am	34	82	58	10-11am	33	87	60	10-11am	14	73	44
11am-12pm	0	0	0	11am-12pm	66	73	73	11am-12pm	88	77	83	11am-12pm	76	75	76	11am-12pm	73	62	68	11am-12pm	43	57	50
12-1pm	48	127	88	12-1pm	76	66	66	12-1pm	65	57	61	12-1pm	53	61	57	12-1pm	88	81	85	12-1pm	82	55	69
1-2pm	103	142	123	1-2pm	76	66	66	1-2pm	70	77	74	1-2pm	55	72	64	1-2pm	69	90	80	1-2pm	56	73	65
2-3pm	98	128	113	2-3pm	79	79	79	2-3pm	73	73	73	2-3pm	63	61	62	2-3pm	70	80	75	2-3pm	66	62	64
3-4pm	131	135	133	3-4pm	71	63	63	3-4pm	70	62	66	3-4pm	54	70	62	3-4pm	96	76	86	3-4pm	57	59	58
4-5pm	129	79	104	4-5pm	53	55	55	4-5pm	73	80	77	4-5pm	77	57	67	4-5pm	76	56	66	4-5pm	66	54	60
5-6pm	162	80	121	5-6pm	90	68	68	5-6pm	83	53	68	5-6pm	72	55	64	5-6pm	69	50	60	5-6pm	102	46	74
6-7pm	0	0	0	6-7pm	80	66	66	6-7pm	77	72	75	6-7pm	68	88	78	6-7pm	62	48	55	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	81	58	58	7-8pm	82	67	75	7-8pm	96	62	79	7-8pm	72	62	67	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	75	35	35	8-9pm	87	37	62	8-9pm	70	17	44	8-9pm	72	32	52	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
			681				725				759				709				752				483

Comments Collected by Library Staff Regarding Collecting Fines for Overdue Materials

- I like having a fine free library for overdue materials. Thank you for asking for all of our input!
- As an employee: I am interested in staying fine-free. I remember the days of arguing with guests about all sorts of sizes of overdue fines, all the way down to just 20 cents. It always astonished me how passionate people got about 20, 40, 60 cents, and it was easily one of the most stressful conversations to have with guests on the desk. I also don't think it'd be great from a customer service standpoint to reverse fine-free after all this time. The public perception and reception of that, particularly from high-usage library users, I think is something to strongly consider. I also think going back to charging fines would be going against the trend of libraries going fine-free. We've always been on the leading edge of trends and services (the iCube and 3D printing, the Lending Library kiosks, offering hotspots), and to go back to fines would be contrary to that directive. Community commentary: Most people have been positive about being fine-free. Some people have been surprised when I let them know that their book that's a couple days late is going to get scanned off their account and there will not be a fine associated with it. I've had a couple of comments over the last three years from guests with items that have been in lost status for a long time (a year plus) that they were glad they could just bring the book back and not have an overdue fee associated with it, and to renew and continue using their library account again. Revenue loss: Loss in funding I think would be better reconciled by not punishing guests for using the library for its main purpose: borrowing materials. Looking into charges related to some of our subsidiary services, like meeting room rentals or iCube usage make more sense to me. When was the last time we adjusted meeting room rental rates to compensate for inflation? If it was decided we were going back to fines, we would need an extensive marketing campaign to prepare guests who've gotten used to no fines to return to them. Signs, quarter-sheet handouts to go in every check-out we do at circulation desk, social media, at least a three to four month lead-up of that messaging to it so we catch as many library users at point of service as possible. We'd also need full backing and support from all of management on the decision to charge fines. I don't know if "political climate" is exactly the phrase I'm looking for, but in this climate where people seem more reactionary than I remember pre-pandemic, I think there's going to be a lot more vocal feedback from folks arguing about their fines. If such arguing escalated up to a manager, I'd want to be confident that whoever handled that guest's complaint would back the charging of the fine.
- I love that we've been able to go without fines as long as we have, and I sincerely hope we continue to. As an employee, especially when I was in the Support Services department, interfacing with guests who owed fines often caused contention and awkwardness over something that ultimately causes no harm to the library (given that, if an item is never returned, a Lost fee still applies). Even if the people who owed weren't angry or annoyed, their distress was difficult to deal with. Returning to fines would feel like a step backwards, especially as we have fought so hard to welcome people back into the library post-2020. I have heard guests say that they were afraid to go to the library, especially with their small kids, before they found out we were fine-free. The risk of losing track of library items for a few days outweighed the benefits of taking them at all. Certain people may take advantage of a lack of fines to purposely keep overdue items, but it's not our job to determine who is acting in good faith. From my perspective,

my job is to make materials accessible to the community. A guest who never meant to accrue a fine but cannot afford to pay it won't come back to the library. Profiting off those who can pay without issue at the expense of those who can't limits our usefulness. Finally, I am less concerned by our loss of revenue than by the idea that we made \$40,000 in revenue off our community's fines in the first place. They are already funding the library as taxpayers, or at least they should be. If we have alternative means of support available to us, I believe it is both right and better in line with our mission to do so.

- Thanks for providing an opportunity for feedback. I honestly have very mixed views on the fine free policy. On the one hand, I am all for removing barriers to access. I want as many people as possible to be able to use the library and its many resources. However, I do not see fines as a barrier to access, I see them as a form of personal responsibility. Getting a library card means you agree to certain terms, one of which being that you will bring materials back in a timely fashion when they are due. If people are not following these rules, then I believe they need to take some sort of accountability for their actions. We already have a system where as long as no one is waiting for an item, that item will automatically be renewed. So the only way someone would ever accrue a fine is if they are keeping an item that someone else is waiting for. I think it is unfair to the person waiting for the item that now they may have to wait even longer, with no accountability for the person causing the delay. I believe there could be another system for "paying off" your fines that people could utilize to eliminate the financial barrier for those who need it. Another library I worked at offered "read away your fines" where people could log minutes read and a certain number of minutes equated to a certain amount of their fine being forgiven. That is just one example. Additionally, that \$40,000 could make a huge difference to the library, which we know from strategic planning data is already greatly underfunded compared to other area libraries. That amount of money could fund a whole new employee, which could take some of the burden off of current staff. However, all that being said... I don't think it would go very well to eliminate the fine free policy at this point. It has been in place for several years now and guests have gotten used to it. Plus, so many libraries are going fine free that it would look like we are going backwards when everyone else is going forward. I think it would be a very hard message to sell to the community and could cause additional stress on the circulation staff.
- I support the decision to be fine free, but, over the course of these past few years, I question if guests understand that they are still expected to return items in a reasonable amount of time. The volume of Story Time Backpacks that have gone to "Lost" before finally being returned has definitely increased. I spoke with a woman recently whose book had gone to "Lost" (blocking her account) and she said "I thought we weren't paying attention to those dates anymore?" when I reminded her the title was supposed to be brought back over four weeks ago. Is there anything we can do to shorten the period an item can be checked out before it goes to "Lost"? Perhaps those guests will take it more seriously when they aren't able to go as long without their account being blocked. Just sharing my thoughts! Thank you for compiling this feedback.
- A deficit of approximately \$40,000 in revenue for NPL- That's quite a bit of money considering how underfunded we are. People keep asking for more and we don't have money or personnel- that money could really help. Also in terms of the kits- now that we don't charge late fines or fees those are rarely returned on time. It would also help new materials be returned on time. Could we possible charge late fees for only certain items? (i.e. new items, kits, etc). On the other hand. Guests at this particular library are extremely combative. How supportive will the Board/administration be if we reinforce this policy across the board?
- I have some thoughts to share with you on the topic of fines. In my time spent on the circulation desk during our "fine free" timeframe, I've received mostly positive and appreciative comments from our guests. As an employee and citizen of Novi, I'm in favor of remaining fine free. I believe the goal is to always get our materials back from guests, but should not be to make money off of them. Because a guest's account is blocked as soon as an item is determined "lost" in Carl, our

guests cannot continue to check items out, therefore minimizing the risk to additional materials. Additionally, since we are continuing to charge for items damaged or lost, we are recovering funds for actual loss in materials, but not trying to profit off our guests. With regard to the deficit in revenue, I genuinely do not view the library as an institution with a revenue generating goal, and especially not through the means of overdue fines. Possible considerations for revenue:

-programming with nominal fees vs free

-nominal increase to room rentals

-consider offering a couple of study rooms for reservation with a fee vs first come first serve

- In my opinion, we shouldn't be relying on overdue fines to supplement the budget. This puts an undue burden on the members of the community, more so those with less means to afford the fines, and leaves a significant section of the budget in flux from year to year depending on how many people turn in items late. In essence, we're relying on community members to be irresponsible with the library's materials for funding when we should be encouraging the opposite. If we want to make up the \$40,000 deficit, we should pursue other options. If the community is concerned about materials coming back in a timely manner, we could reduce the number of times an item can be renewed instead of implementing overdue fees.
- Many of our local and neighboring libraries, including large, class 6 libraries have gone fine free. I believe it would be a very negative response to our community if we put overdue fines back in place after almost 3 years. Often times our staff were involved in negative interactions as it pertained to guests owing fines and that has gone away completely since the fine free policy was approved. Since COVID, guests' reactions have been more intense and negative when they are not serviced instantaneously, bringing back the fine situation would just aggravate an already angry community. Our lost item reports show that people are not keeping materials out. In fact, the costs for lost items has drastically come down. I believe we should look at ways to generate some funds by increasing meeting room costs, printing costs, putting a cost to some of the services we currently offer like iCube appointments, hot spots and maybe even NPL@ Your Door???. Maybe charging for the small/group study space usage – many times tutors are using the space and they charge the kids they tutor to use our "free" space. What about an annual donation drive for NPL through e-news and social media. Our library was started in September 1960. Perhaps that is the time annually to ask for support?
- I would like to see Novi remain fine free for a few reasons...As a Supervisor, I feel I spent a lot of time prior to Covid talking with guests about fines and oftentimes it was for small .20 fines and this is not a very good use of my time. I also feel that Libraries are meant to promote literacy and provide free services for all and that sometimes the fine issue keeps people from using our services. I also don't think it is good customer service to go fine free and then return to charging fines. The community seems to understand the importance of returning items by the due dates and I don't feel that they take advantage of fine free to keep things longer. I think that blocking guests' accounts at one lost item gives them the incentive to return items. I am wondering if we could have our items go lost sooner than they do now so that we get items back in a more-timely manner. In terms of the lost revenue would it be possible for us to charge guests for some of our special items that we check out for example the hot spots, I feel that charging a nominal fee for checking those out would not keep people from utilizing them. We have many repeat guests who probably use our free hot spots instead of paying for the internet at their homes. Looking forward to a final answer on this issue.

Novi Township Outreach:

An Informational sheet that was sent by mail to 56 homes in Novi Township along with Director Farkas' business card in order to promote library services. Director Farkas made contact with the Township Clerk, Janeen Crittenden, to offer up an opportunity for their HOA to host a future meeting at the Library to learn more about the building and the Library's many services, resources and programs.

YOUR LIBRARY



Services

- Create something in the iCube Makerspace
- Receive materials by mail with NPL @ Your Door
- Browse materials in the Lakeshore Lending Library kiosk
- Borrow a book from a Read Box at a local park
- Grab a delicious coffee from the Café
- Check out or return items through the drive-up window
- Work or study using the WiFi or public computers
- Work or study in a private room
- Purchase used books from the Friend's Book Nook
- Research your family's history
- Conduct a business meeting or host a private event
- Get resources and help in our Business Resource Center

Collections

- Access to 168,000 items (physical and digital)
- Check out digital eBooks, audiobooks, comics, movies, CDs
 - hoopla digital
 - Overdrive/Libby
 - Kanopy
- Check out materials in multiple languages
- Explore a Story Time Backpack
- Take advantage of the Special Needs & Youth Braille Collections
- Read magazines & newspapers in the library or from the comfort of your home

Resources

- Ancestry.com Library Edition (genealogy resource)
- Pronunciator Language Learning
- LinkedIn Learning (over 300 online classes)
- Tutor.com (homework help)
- College Test Prep
- Novelist K-8 (readers advisory)
- Michigan Activity Pass (access to hundreds of destinations in MI)
- The Michigan eLibrary
- Novi News Archive

All of this and more, available for you!

Programs

- Cultural Programs
- Book Clubs
- Story Times
- Grab & Go Craft Kits
- Summer Reading Program
- Year-Long Reading Challenges
- Music Concerts
- Historical Programs
- ESL Bookclub
- Battle of the Books for Tweens
- Language Conversation Groups
- After School Teen Space
- Teen Advisory Board
- SAT Practice Tests



Novi Public Library At-A-Glance

Inform.

- **Established** in 1960 by the Friends of the Novi Library (celebrating 63 years in fall 2023).
 - NPL's current building size is 65,218 square feet (59,314 + 5,904 patio space).
- **Funded** by a tax revenue source of 1.0 mils annually (currently collecting .73 mils) for City of Novi and Novi Township residents.
 - Tax revenue for 2021-2022: \$3,085,760. Additional funding sources include: state aid, penal fines (speed to read), and meeting room rentals.
- **Governed** by a 7-member board of trustees that is appointed by the Mayor.
 - Members serve 3-year terms. Main functions of the board: financial oversight, budget approval, policy-making, advocacy, fundraising/marketing, strategic planning.
- **Managed** by a Library Director. Library Departments: Administration, Information Services, Support Services, Information Technology and Facilities.
 - All Librarians have a Master Degree in Library Science or Information by an ALA accredited institution.
- **Visitors** in 21/22: 252,444 (avg. 1,010 guests daily).
 - Open 7 days a week.
- **Fine free** since March 2020.
 - 3,920 new library cards were issued in 21/22.

Inspire.

- **iCube Makerspace:** Opened on June 22, 2019 (former computer lab).
- **Artwork:** One of a kind pieces of art are displayed throughout the Library.
- **Cooperative Sharing:** The Library participates in The Library Network, a consortium of over 60 libraries in southeast Michigan that allows for reciprocal borrowing and a shared catalog system with over 4 million items available; NLA – Neighborhood Library Assoc. cooperative with six local libraries featuring the annual Community Reads event.
- **Literacy:** Pre-school program “Raising a Reader in Novi – 1,000 Books before Kindergarten”, backpack program (ages 0-5), ESL conversation, and book discussion groups.
- **Business Resource Center:** Opportunities for local Novi businesses; resources and services.

Include.

- **Friends of the Novi Library:** Advocacy partners who fundraise, support, and manage the Book Nook used book store at NPL (they are a 501c3).
 - \$37,950 was donated in July 2022.
- **Lakeshore Lending Library:** Launched in May 2021. A material vending kiosk that holds 235 items. Novi card holders have access to more library items with a convenient, contactless opportunity in a beautiful park setting.
- **Teen Space:** A place for middle and high school age students to hang out and socialize after school.
- **Novi Historical Commission:** Preserving Novi's history (appointed by the Mayor).
- **Longtime Partners:** Novi Community School District, Walled Lake Consolidated School District, NLA (Neighborhood Library Association), City of Novi, many local businesses, MSU Tollgate, Novi Rotary, Novi Youth Assistance, Fox Run of Novi, Novi Community Coalition, Novi Chamber of Commerce.
- **Full Service Café:** Proudly serving STARBUCKS coffee! An educational partnership with the Novi Community School District. 4 students are currently working at NPL from the NCSD adult transition program.
- **Marketing:** Website (updated website in 2021), monthly E-newsletter, Patron Point – direct marketing to library card holders, social media, cable shows.



donate

event calendar

my account

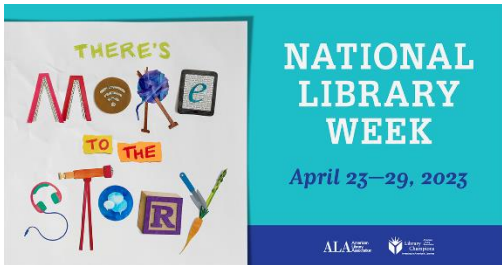
Upcoming Closures

Sunday, April 9 - Easter Sunday

Sunday, May 14 - Mother's Day

Sunday, May 28 - Sunday of Memorial Day Weekend

Monday, May 29 - Memorial Day



Libraries are full of stories in a variety of formats from picture books to large print, audiobooks to ebooks, and more. But there's so much more to the story. Library programming brings the Novi community together for entertainment, education, and connection through book clubs, story times, movie nights, crafting classes, and lectures. Library infrastructure advances the community, providing internet and technology access, literacy skills, and support for businesses, job seekers, and entrepreneurs.

Living Your Best Life Series

This 3-part series will inspire you to improve your wellbeing for a happier and healthier future!

- **Creating Your Vision (Goal Setting & Vision Boarding Session):** Monday, April 17, 6:30pm
[Register here.](#)
- **Where'd My Wellbeing Go?:** Monday, April 24, 7:30pm
[Register here.](#)
- **Sound Healing Gong Meditation:** Saturday, May 13, 3pm
[Register here.](#)

On the Road to Frankenmuth

The popular Novi Public Library bus trips have returned! Join us on a deluxe motor coach ride for an exciting trip to Frankenmuth on **Friday, May 5** where we will enjoy pretzel making, a guided tour of the Michigan Heroes Museum, a tour of St. Lorenz (176 year old German church and cabin), lots of shopping, and of course a delicious chicken dinner from Zehnder's!

Join us as we celebrate National Library Week with a month-long Tiny Art Show, a Spring Concert on Sunday, April 23 at 2pm, and more fun for the family!

[Register for the National Library Week Spring Concert.](#)



NPL's Tiny Art Show

Held in honor of National Library Week (April 23-29), stop this month to view miniature masterpieces of art created by the Novi community. This display will be located at the bottom of the stairs in a display case and in the 2nd floor display case across from the elevators.

*If you picked up a Tiny Art Show craft kit in March and you still haven't turned in your completed canvas, please do so asap!



Help ring in the new season with our Spring Into Reading Challenge! From now through Monday, April 17, keep track of your minutes read in Beanstack. Log 600 minutes and you will be entered into a raffle to win an acrylic bird feeder and bird

The cost is \$89/person. To register, call 248-869-7204 or email administration@novilibrary.org (Monday-Friday, 10am-5pm).

Update on the OverDrive & Libby Apps

Attention, OverDrive app users! OverDrive is discontinuing the original legacy OverDrive app on May 1, 2023 and transitioning users to the Libby app. Libby is OverDrive's newer app for browsing and enjoying digital content from our library. All your loans, holds, and wish list items will be waiting for you in the Libby app when you log in with your library card and PIN.

*Note: our library's digital collection will continue to be available at <https://tlh.overdrive.com>.

[Click here to learn more.](#)

Oakland County Historical Commission Display

Next time you visit our 2nd floor, take a look at the poster series on the outside of the quiet study room. These posters will tell some important parts of Oakland County's history and how they fit into the larger pattern of American history. Visit every few months to see new posters!

Upcoming Meetings

Friends of the Novi Library Meeting:

Wed, Apr. 12, 2pm - Board Room

Novi Historical Commission Meeting:

Wed, Apr. 19, 7pm - Local History Room

Library Board Meeting: Thu, Apr. 27, 7pm - Novi Civic Center

seed to enjoy at home. [Log into Beanstack by clicking here.](#)

Strategic Planning Update

Again, a huge thank you to our community members who took part in our survey and feedback sessions. A retreat was held on March 21/22 and close to 30 library staff, board members, and community members participated. **To review the data collected so far, [click here.](#)**

We are expecting a rough draft of strategic ideas in early May from our consultants at ReThinking Libraries. Stay tuned for more information!

We're Hiring!

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

- [Youth Librarian](#)
- [Community Outreach Librarian](#)
- [Information Services Intern](#)
- [Information Services Intern - Early Literacy](#)
- [Youth and Teen Programming Assistant](#)

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



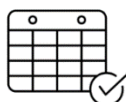
Did You Know?

Unattended Children in the Library

As we near summertime and the library building gets busier due to summer reading, we wanted to provide a reminder about our Unattended Child Policy. This policy provides for the safety and well-being of children at the Library.

- **Children under the age of seven (7):** Parents, guardians or caregivers **must** be responsible for maintaining visual contact with and must be in the presence of their child at all times.
- **Children between seven (7) and eleven (11):** Parents, guardians or caregivers **must** remain at the Library but not necessarily in visual contact with their child.
- **Children twelve (12) and older:** Children may be left on their own to attend library programs or use the Library, unless the staff determines the child needs supervision, assistance or the child has demonstrated that they cannot comply with our Guest Behavior Policy.

[Click here to review our Unattended Child Policy.](#)
[Click here to review our Guest Behavior Policy.](#)



Programs

Adult Programs

- [Cultural/International & ESL Programs](#)

Programs for Teens

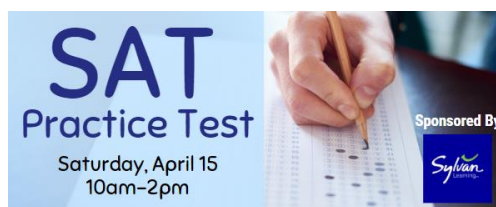
- **4/3:** Novi Mental Health Alliance
- **4/11:** Afternoon Read Book Club
- **4/11:** For the Health of It - Sleep, Alcohol & the Immune System
- **4/13:** NO-VI Chess Club (Experienced Players)
- **4/17:** Living Your Best Life - Creating Your Vision
- **4/20:** Coffee with the Superintendent
- **4/20:** Lunchtime Concert - Oakland Homeschool Chamber Ensemble
- **4/20:** NO-VI Chess Club (Beginner/Intermediate Players)
- **4/20:** NO-VI Chess Club (Experienced Players)
- **4/23:** Spring Concert - National Library Week
- **4/24:** Living Your Best Life - Where'd My Wellbeing Go?
- **4/24:** A Novel Idea Book Club

Youth Programs

- Story Times
- **4/12:** Smart Money MI Kids Read Story Time
- **4/13:** NO-VI Chess Club (Experienced Players)
- **4/20:** NO-VI Chess Club (Beginner/Intermediate Players)
- **4/20:** NO-VI Chess Club (Experienced Players)
- **4/24:** Save, Spend, Share Money Bank Grab and Go
- **4/26:** Tail Waggin' Reading Buddies

Tween & Teen Programs

- Teen Space
- **4/13:** NO-VI Chess Club (Experienced Players)
- **4/15:** SAT Practice Test
- **4/17:** Living Your Best Life - Creating Your Vision
- **4/20:** NO-VI Chess Club (Beginner/Intermediate Players)
- **4/20:** NO-VI Chess Club (Experienced Players)
- **4/21:** Teen Advisory Board Meeting
- **4/24:** Basic Budgeting and Banking 101 for Teens



SAT Practice Test

Saturday, April 15, 10am-2pm

Sylvan Learning Center of Novi will be hosting a free practice SAT test. Taking a practice test is a great way to get familiar with the format of the test, identify your strengths and weaknesses, and determine where to focus to achieve the best results. Test is open to high school students only.

[Register here and for more info.](#)



Basic Budgeting and Banking 101 for Teens

Monday, April 24, 3-4pm

Join Community Financial for a financial literacy interactive presentation about budgeting and banking that will empower teens to navigate their finances. Participants who attend will be entered into a raffle for a chance to win a \$10 gift card to the Café!

[Register here.](#)

Genealogy Research

The Northville Genealogical Society will be offering free genealogical research assistance on the 4th Monday of the month from 12-2pm. 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.](#)

KALEIDOSCOPE SERIES



Maybury Farm

Thursday, April 20, 7pm

Diana Wallace, Executive Director

Maybury Farm, on the Northville side of 8 Mile Rd., 1.5 miles west of Beck Rd., is an 85 acre educational working farm with a general store, gardens, over 100 animals, and a fascinating history. It is only open to the public in the summer and fall. Learn more about the farm, its history, activities scheduled for this year, and the ways volunteers contribute to its success.

[Register here.](#)



LGBTQ in the Labor Movement

Wednesday, April 26, 7pm

Join historian James McQuad as he explores stories of the LGBTQ Community and their work in and around the Labor Movement in Detroit and Michigan.

[Register here.](#)



Novi Library Café



Café Hours: Monday-Friday, 10am-5pm

April weekly specials (valid until 2pm):

- **April 3rd-7th:** Roast beef and cheddar sandwich with chocolate dipped pretzel and soda or water for \$8
- **April 10th-14th:** Roasted vegetable hummus wrap with chips and soda or water for \$8
- **April 17th-21st:** Chicken pesto sandwich with chips and soda or water for \$8
- **April 24th-28th:** Turkey bacon panini with chips and soda or water 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



Unable to visit the library in-person?

Apply for NPL @ Your Door!



novilibrary.org [248-869-7225](tel:248-869-7225) nplayd@novilibrary.org

Unable to Visit NPL? Get Materials By Mail!

Have you had surgery recently or been in an accident? Has your doctor told you not to drive for a certain period of time, and now you find yourself unable to get to the library? You can still get your favorite books and movies to pass the time even if you can't come to us! NPL @ Your Door is a free service for Novi residents who aren't able to get to the library, even on a temporary basis. We will mail the items you are looking for directly to your door!

Call 248-869-7225 or email

nplayd@novilibrary.org to sign up today!



Community Info

Virtual Baby Safety Fair

Public health professionals will share safety information to keep your baby or grandbaby safe on **Tuesday, April 4 from 10-11:30am**. Presentation topics include: child passenger safety, marijuana and vaping risks & cessation, postpartum depression and coping, wellness visits, and more. This program is presented by the Oakland County Health Division.

[Click here to register.](#)

Tour It With the Artist

Library card holders can enrich their visit to Villa Barr Art Park when they include David Barr's book *Villa Barr: Trails, Tales, and Details* as part of the experience. Cardholders can access the book (text

City of Novi

Construction Updates

The 2023 road construction season is in full swing! Learn about these projects by [clicking here](#).

How do you get around Novi? The city is seeking input on the Active Mobility Plan. This plan will identify community priorities to ensure that safe and convenient routes are available for people who walk and bike. [Click here for more info.](#)

only) online through the [Libby app](#) or through [Download Destination](#). The book, with full-color images, can also be purchased through the Novi Historical Commission at the Library.

[Click here for more info.](#)

For additional information, contact Ken Stevens, Professor Emeritus at Eastern Michigan University, at kstevens@emich.edu.

NEF Green Gala Fundraiser

The Novi Educational Foundation is hosting its annual Green Gala on **Saturday, April 15**. Proceeds from the event will support students and teachers in the NCSD through classroom grants, scholarships, and district programs.

[Click here for more info.](#)

Oakland County Veterans Resource Fair

Thursday, April 6, 9am-12pm

[Click here to register.](#)

Aging Mastery Program

Thursday, April 20-June 22, 2-3:30pm

Call 833-262-2200 or email wellnessprograms@aaa1b.com.

Fuerst Field of Honor

Wednesday, May 24, 5:30pm

[Click here for more info.](#) **Veterans can call 248-347-0400 to register.**

2023 Novi Memorial Day Run

Monday, May 29, 7:30am

[Click here for more info.](#)

2023 Memorial Day Parade

Monday, May 29, 10am

[Click here for more info.](#) **For group entry inquiries, call 248-347-0414.**



April is National Poetry Month

Stop by the Library and check out our National Poetry Month book display. Visit on April 29 to get a free poem from the information desks to celebrate "Poetry in your Pocket Day!"



Engage Magazine

Read the most recent edition of the City of Novi's Engage Magazine to get all the latest information about the City, including many of our upcoming programs and events!

[Click here to browse online.](#)



Free Community Assistance

Connect with the Community Support Coordinator at the Novi Library, by appointment only, Thursdays from 10am-3pm. Staff will work alongside you to help identify your specific needs and link you to the appropriate resources that the community has to offer.

Call or text 248-378-9899 to schedule an appointment.

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

Novi Public Library
45255 W. Ten Mile Rd, Novi, MI 48375
Phone: (248) 349-0720

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

Hours

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

Hours

7 Days a Week
Dawn to Dusk

[Visit Our Website](#)

May Mental Health Awareness Month

May 4th - Grab and go Better You Bags Grades 7-12 in Teen Space

May 5th - Grab and Go Worry Box kits Grades K-6 @ the first floor information desk

- registration on NPL website

May 17 - 7pm - 8pm - Jessica Widzinski from OCHN

- Talk Saves Lives - a speaker on suicide prevention
 - registration on NPL website

May 20th - 8:30am - 9:30am - Yoga

- Meditation and Restorative Flow with Krystyn Morton
 - registration on NPL website

All events will be held at the Novi Public Library 45255 Ten Mile Road Novi, MI



Information Technology Report by Jeffrey Smith – March 2023

General

- Our “Car Counter” sensor was hit by an oversized vehicle in the drive-up lane. The pic below is from before it was hit. We replaced the sensor and our facilities team positioned the new sensor in a more protected location. We should be able to start collecting Car Count data from our drive-through next month.



The Car Counter sensor before being hit

- Our Paging Server has been installed and configured, allowing for updated Overhead Announcements to be recorded to alert our guests of daily closing times.
- The Novi Lending Library was suffering from lack of internet. Bryan Carter from IT and Eva Sabolcik from Support Services visited the site and Bryan was able to determine that the issue was caused by a router that had not worked since a recent ice storm. Router is now operational, and the lending library is able to once again provide services to our guests.



Bryan Carter and Eva Sabolcik working on the network at Novi Lending Library

- The NPL WIFI went down due to a bad hard drive on our WIFI server. We invited a network engineer from The Library Network (TLN) to come on site and they got it working with minimal down time. During their visit, we discovered that our WIFI is in need of an upgrade. We are in the process of completing a site survey and will get quotes on a more modern WIFI solution.



One of 21 existing WiFi access points at Novi Public Library

iCube

- We held 254 iCube appointments in March
 - 20 3D prints
 - 2 3D scans
 - 9 Adobe Creative Cloud projects
 - 29 Cricut crafts
 - 2 Carvey projects
 - 74 Creative Kits
 - 26 Digital Conversions
 - 33 Heat Press jobs
 - 12 Laser projects
 - 10 Photo Prints
 - 7 Sewing/Embroidery projects
 - 33 Sublimation prints
- Our IT and iCube teams began the search for a Tech Assistant to help with iCube equipment maintenance and operation, and to help guests to have good experiences when they visit the iCube.
- The iCube team ordered a set of bobbins for the Embroidery machine. The bobbins will be pre-loaded with various colors of thread. – saving our guests time and helping to improve their experience when they are doing their sewing and embroidery projects.



24 new Embroidery bobbins

Training

- IT Department Staff wrote reports on DEI training, including one session on Hispanic Culture.

Facilities Report by Keith Perfect –March 2023

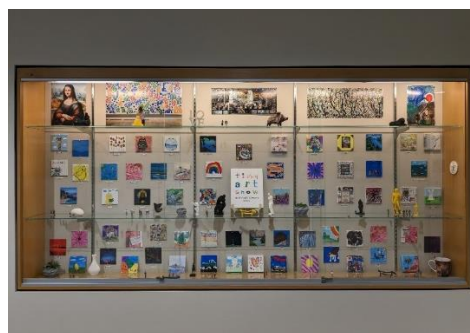
In the past month the Facilities Department has closed 5 Facilities tickets, 43 Meeting Room Requests and has updated 362 Periodic Maintenance tickets.

- The large air-compressor in the receiving area received its ten year maintenance. The tank was inspected, belts were changed and everything was tested and the unit is in good working order.
- Several light ballasts were changed throughout the building.
- 6- Arborvitae trees that were damaged in the ice storm were tied up with biodegradable twine to hold the branches upward in hopes that the limbs straighten out and again point to the sky as normal. One of the six had tipped at the roots and was tied back using ground stakes and straps in the hope that the roots re-anchor themselves. We are monitoring the growth of these trees regularly.
- The wooden millwork and doors were washed with Murphy's oil soap by a volunteer.
- There was much dusting and other cleaning thru out the building by another volunteer.
- The pull-cord on the large snow thrower was repaired.
- A new car counter was installed at the drive-up window to replace the one that was damaged by the oversized vehicle that struck the canopy.
- Our newest Read Box was clear-coated and is ready for installation.
- All of the Read Boxes were prepped and are ready for installation at the parks.
- A Tornado Drill was held.

Information Services Department Report by Hillary Hentschel – March 2023

News and Notes

- Hillary, Lindsay, Shannon, Gail, and Josefa attended the Strategic Planning Retreat on March 22-23
- Interviews for open positions are ongoing
- "Spring into Reading" reading challenge has begun and will run from March 20 through April 17
- Offered St. Patrick's Day book bundle raffle – over 380 entries!
- Tiny Art Show – in anticipation of National Library Week, Mary put together 130 Grab and Go kits containing a 4"x4" canvas, acrylic paint, paint brush and instructions, including an entry form for each kit. The kits were gone in the first 4 days! Here are pictures of the finished exhibit, on display through the end of April



Close ups of canvases from Craftastic Wednesday program:



The exhibit also features 3D printed objects from the iCube 3D printer like these:



Professional Development

- Mental Health and Wellbeing: Dealing with Difficult Patrons – Hillary, Mary, Anna, Josefa
- 2023 Southeast Collaborative Library Conference (virtual) – Danielle
- "Universal Design and Universal Design for Learning Foster Inclusion, Equity, Diversity, and Accessibility Solutions (IDEAS) in Libraries" webinar – Danielle
- YouPer committee meeting – Kirsten
- "Motivating Employees to Be Their Best" MCLS training – Lindsay
- MLA Advocacy Hour on book bans and challenges – Rae
- Michigan in Perspective conference – Betty

IS Staff Outreach

- We hosted Novi Virtual Schools for a library scavenger hunt
- No.VI Book Club at Meadowbrook Activity Center – Rae
- Preschool outreach to Little Birds Montessori Novi Woods Montessori, and Novi ECEC – Emily
- Orchard Hills Elementary School Field Trip – Lindsay and Hillary
- Hinamatsuri Festival at the DIA – 4 bilingual Japanese/English story times – Shannon
- State of the City Address – Hillary
- Novi Chamber Friday Coffee – Hillary

Adult Programs

- ESL Book Club (3) – 30
- Japanese Conversation Group – 12
- Knit 2gether Knitting Group (5)
- Parent to Parent Discussion - 15
- English Conversation Group - 14
- Afternoon Read Book Club – 7
- Spanish Conversation Group - 17
- Coffee with the Superintendent – 12
- Parent to Parent Book Discussion – 15
- Novel Idea Book Club – 7
- For the Health of It – 31
- Masterpiece Monday – 17
- Multicultural Book Club – 5
- Mahalia Jackson Tribute Musical Performance – 93
- Craftastic Wednesday - 14

Adult Displays

- **Feature Collection:**
 - Reading Challenge: Books about Libraries and Bookstores
 - Women's History Month
- **Desk Display:** Women's History Month
- **Business Spotlight Display:** Women in Business (Women's History Month)

Youth/Tween/Teen/Family Programs

- Baby Time (2) – 52
- Tot Time (2) – 98
- Time for Twos and Threes (3) – 140
- Sunset Stories (3) – 155
- Fun for Fours and Fives (3) – 122
- Family Story Time (3) – 149
- NO-VI Chess Club – 36
- TAB Meeting – 9
- Tail Waggin' Reading Buddies – 26
- Jewish Cultural Story Time – 23

Youth/Tween/Teen Displays

- **Teen Stop display** – Basketball Books (March Madness)
- **Youth Feature Display** – Hop in for a Good Book (Spring)
- **Youth Desk Display** – Spring
- **New for You Kiosk**
 - **Libraries are for Everyone:** Purim, Holi, Will Eisner Week, Remembering author Ian Falconer (1959-2023), St. Patrick's Day, Ramadan, Youth Art Month
 - Feature Display: Women's History Month



Support Services Department Report by Maryann Zurmuehlen – March 2023

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended 2 Management Team meeting.
- Attended biweekly SS Department catchup meetings.
- Attended an EnvisionWare meeting on March 1st.
- Attended the State of the City Address Luncheon on March 2nd.
- Attended a TLN CARL Reports class on March 14th.
- Attended a IS/SS Department meeting on March 15th.
- Attended 2 Strategic Planning Retreat sessions on March 21st and 22nd.
- Provided a Lakeshore Lending Library demo to EnvisionWare and Oxford Library staff on March 29th.

NPL @ Your Door

- Here is a report from Kim Swejkoski on the first year of the program.

	FY 21-22 (Mar-Jun)	FY22-23 Q1 (July-Sept)	FY22-23 Q2 (Oct-Dec)	FY22-23 Q3 (Jan-Mar)	TOTALS
Total Users Registered	13	2	4	6	25
Total Users Dropped	2	0	2	1	5
Total Bags Sent	26	18	27	29	100
Total Items Sent	154	108	135	145	542
Total Postage Paid	\$295.62	\$231.40	\$340.24	\$400.04	\$1,267.30

- As of March 31, 2023 - we have 20 registered and active users in the program currently
 - 13 are “as needed”
 - 7 are “continuous”
- 14 users live at one of Novi's senior centers.
- Of the remaining three users, one has a small child at home, one is being COVID conscious due to an immunocompromised family member, and one has a physical handicap that makes driving difficult.
- We had one temporary user who used the service while she had a broken back and couldn't drive.
- **Most Common Complaints**
 - Inconvenient that bag does not fit in the mailbox
 - This only seems to be a problem with patrons who do not live at a senior living center
 - We addressed this complaint by ordering 20 smaller sized bags for patrons who ask for only DVDs or smaller books.
 - Would like to be able to get books owned by other libraries - survey responses:
 - “being able to get materials from other libraries still. The selection can be a bit limited. as well as an easier way to see what is available, the search function for ONLY novi can be a bit finicky”
 - “Allow material from other libraries. Allow use of MeLCat”
 - “Would like some books even if Novi does not own them”

- **Praise for the Program**

- **Surveys:**

- "Excellent. I appreciate the program. Thank you"
 - "I appreciate it very much"
 - "Happy and grateful"
 - "great program"
 - "Kim & the other staff members have been very helpful. We appreciate the willingness to make sure we are able to obtain the materials we would like to checkout, even when there aren't copies currently available. Helping to hold an item or looking for a different type of media to obtain the same content has been beneficial."
 - "it has been super helpful, i wouldn't be able to make it to the library too often otherwise"

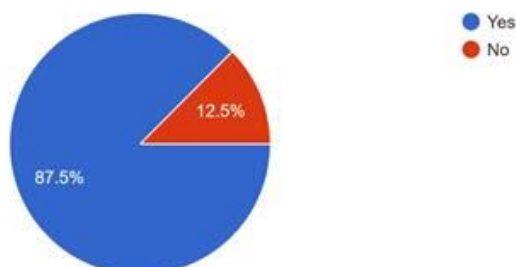
- **Notes in Returned Bags:**

- "Thank you for choosing excellent books for me. I like them all"
 - "Thank you so much. I love this service"
 - "Thank you for this service"
 - "Thank you for the good books"
 - "Thank you for this service. I really appreciate it!"
 - "Thank you for this wonderful service"
 - "I am so appreciative of you and this service"
 - All patrons who returned their survey said they would recommend NPL @ Your Door to a friend or family member.
 - When speaking to Rae, several patrons stated they were very impressed with the program and grateful/surprised that we paid for both ways of postage.

- **Survey Results**

- Regular users were sent a survey either electronically or in paper form in their bags. They were asked to respond to questions about NPL @ Your Door and how to improve the program. Surveys began going out in November of 2022. Surveys continue to go out after users have received a few bags and are able to give an informed response to the 13 question survey.
 - As noted above, the most common improvement requested was allowing books from other libraries.
 - 8 patrons have responded so far, with 7 out of 8 saying that the NPL @ Your Door program has improved their access to library materials!
 - The one who said it did not is one who wants materials that NPL doesn't have - "want new best sellers. often not available with NPL @ Your Door, but can order them up with mel cat on my husband's account and pick them up. very cumbersome."

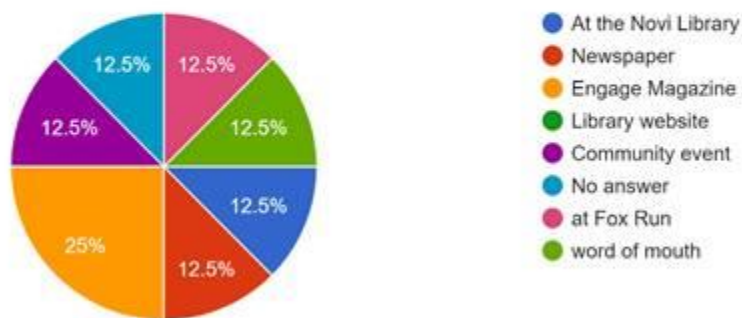
Has receiving items through NPL @ Your Door improved your access to library materials?
8 responses



- o Patrons heard about NPL @ Your Door through a variety of ways, showing that we have done a good job in reaching out to the community:

How did you hear about the NPL @ Your Door Program?

8 responses



- **Budget**

- o Budget for FY 23-24 has been submitted and approved
- o In September 2022 we received an extremely generous donation of \$5,000 from longtime library guest Joyce Cherf to be used for the NPL @ Your Door program



- o We saw some prices go up over the last year:
 - Postage increased by 9% in July 2022
 - Stamps.com subscription increased by \$2 to \$19.99 in March 2023

- **Lost/Damaged Items**

Out of 542 items, only one has ever been returned damaged - a DVD case that was most likely damaged while in transit, and not through any fault of the patron.

Out of 100 bags sent, only one has not been returned, along with the five items inside - multiple attempts have been made to contact the patron and it is believed she has moved away from Fox Run.

Circulation & Shelves

- Staff have been attending DEI seminars for their yearly requirement.
- Staff have been providing additional one-on-one training to new clerk, Maggie.

Tech Services

- Staff have been attending DEI seminars for their yearly requirement.
- Assisted weekly with student volunteer, Jason.
- All 5 staff attended a TLN CARL Reports class on March 14th.
- Four staff attended a TLN Item Maintenance class on March 16th.

Statistics (March 2023)

- **Cards Issued: 295**
- **Items Checked Out (NPL): 65,393**
- **Items Checked Out (LLL): 24**
- **Total Checkouts (NPL + LLL): 65,417**
- **Items Interloaned for NPL Patrons: 4,973 (69 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,634 (96 through MeLCat)**
- **Items Added to the Collection: 1,300**
- **Items Discarded from the Collection: 2,182**
- **Drive-Up Window & Locker Hold Pickups: 25**
- **MAP Checkouts: 19**
- **Online New Card Registrations: 1**
- **Outreach:**
 - NPL @ Your Door: 10 Mailer Bags / 43 Items**
 - 6 Facilities Visits / 23 Items Provided**
 - 7 Book Discussions / 107 Items Provided**

Support Services Statistics 2022-2023													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	372	473	583	409	279	231	396	270	295				3,308
Checkouts (NPL)	73,029	67,931	57,606	55,340	53,599	50,971	60,199	56,179	65,393				540,247
Checkouts (Lakeshore Lending Library)	78	89	62	64	57	43	35	42	24				494
Total Checkouts (NPL + LLL)	73,107	68,020	57,668	55,404	53,656	51,014	60,234	56,221	65,417	0	0	0	540,741
Items Borrowed	4,223	4,850	4,172	3,838	3,869	3,580	4,759	4,262	4,973				38,526
Items Loaned	3,463	3,376	3,231	3,213	2,990	2,947	4,249	3,254	3,634				30,357
Hold Pickups (Drive-Up & Lockers)	27	26	26	26	19	19	19	27	25				214
MAP Pass Checkouts	64	55	22	28	11	7	14	19	19				239
Read Boxes	0	0	0	0	0	0	0	0	0				0
NPL @ Your Door (# of Bags)	8	5	5	5	7	15	11	8	10				74
NPL @ Your Door (# of Items)	53	20	35	34	39	62	57	45	43				388

Year-to-Year Comparison				
		MAR 2023	MAR 2022	
Cards Issued This Month		295	312	
Total Checkouts (NPL + LLL)		65,417	65,387	
Items Borrowed	TLN	4,904	5,319	
	MeL	69	128	
		4,973	5,447	
Items Loaned	TLN	3,538	3,446	
	MeL	96	113	
		3,634	3,559	

Read Boxes				
		MAR 2023	MAR 2022	
Read Boxes	Adult	0	0	
	Youth	0	0	
	Total	0	0	
<p>NOTE: 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	68,020	49.73%	33,828	7,656	7,800	12,648	5,724
September	57,668	47.11%	27,170	7,019	6,513	7,877	5,761
October	55,404	25.79%	14,287	3,455	6,078	4,234	520
November	53,656	42.63%	22,871	7,546	5,162	4,052	6,111
December	51,014	44.54%	22,720	7,449	5,848	3,575	5,848
January	60,234	48.57%	29,254	9,230	7,225	4,513	8,286
February	56,221	46.82%	26,323	7,971	6,579	3,793	7,980
March	65,417	46.07%	30,138	9,336	6,779	4,299	9,724
April							
May							
June							
FYTD	540,741	44.60%	243,245	68,028	60,365	59,370	55,482

Library Usage									
2021-2022 Fiscal Year					2022-2023 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	18,971	6,852	25,823	956	July	26,439	7,468	33,907	1,130
August	20,561	6,291	26,852	895	August	26,252	7,248	33,500	1,117
September	19,302	7,168	26,470	980	September	22,293	8,056	30,349	1,124
October	20,862	8,079	28,941	934	October	26,053	8,864	34,917	1,126
November	20,346	8,066	28,412	1,015	November	24,413	9,155	33,568	1,199
December	18,663	5,498	24,161	895	December	21,123	7,248*	28,371	1,091
January	20,444	7,621	28,065	936	January	26,060	7,248*	33,308	1,149
February	18,798	8,617	27,415	979	February	25,615	7,248*	32,863	1,174
March	24,367	9,846	34,213	1,104	March	26,395	7,248*	33,643	1,085
April	22,464	8,246	30,710	1,059	April				
May	22,690	9,642	32,332	1,155	May				
June	24,976	9,983	34,959	1,205	June				
FYTD Total	252,444	95,909	348,353	1,010	FYTD Total	224,642	69,783	294,425	1,132

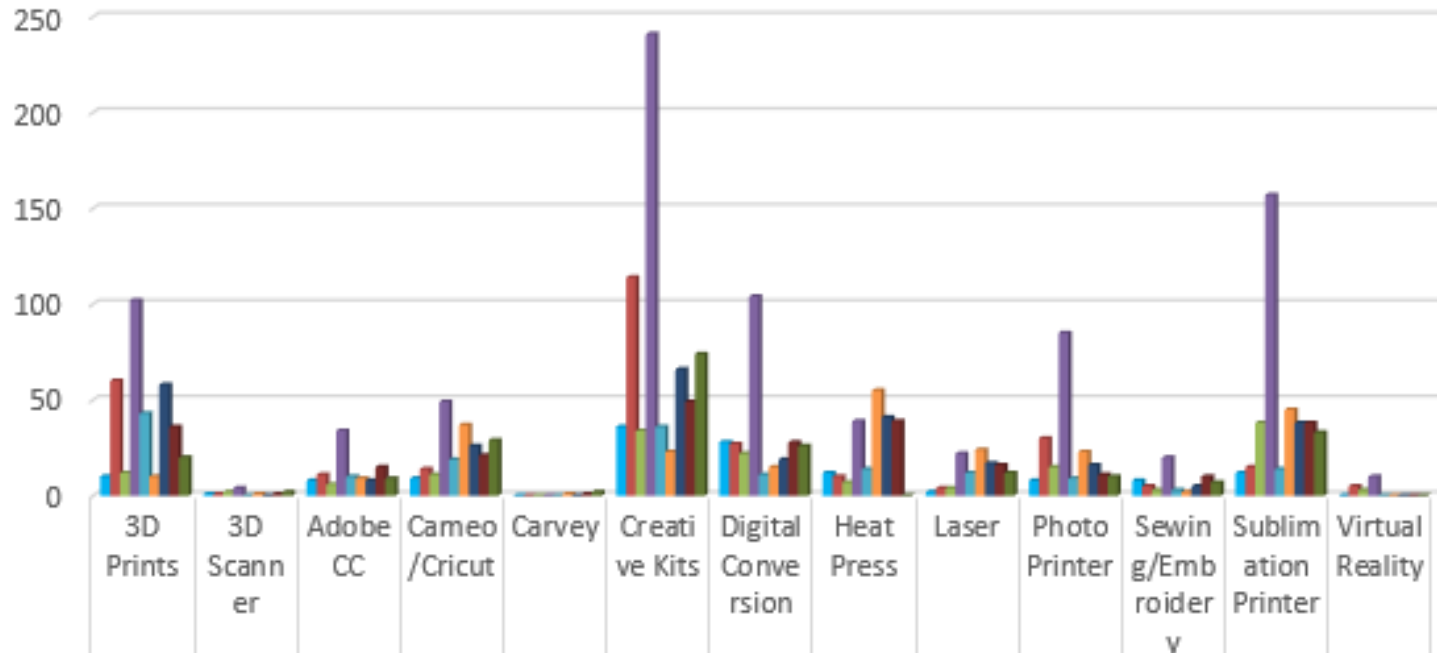
*This number is estimated due to equipment malfunction for December 2022 – March 2023

Computer Logins										
2021-2022 Fiscal Year					2022-2023 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average		Public Workstations	Wireless	Total	Daily Average	
July	983	30,634	31,617	1,171	July	1,224	46,582	47,806	1,594	
August	944	35,958	36,902	1,230	August	1,310	47,479	48,789	1,626	
September	853	39,555	40,408	1,497	September	979	45,290	46,269	1,714	
October	1,086	44,813	45,899	1,481	October	1,066	53,634	54,700	1,765	
November	867	41,990	42,857	1,531	November	963	51,914	52,877	1,888	
December	779	43,942	44,721	1,656	December	883	14,326	15,209	585	
January	643	36,790	37,433	1,248	January	1,027	50,970	51,997	1,793	
February	901	42,253	43,154	1,541	February	1,043	58,598	59,641	2,130	
March	1,162	49,315	50,477	1,628	March	1,122	32,663	33,785	1,090	
April	1,035	48,514	49,549	1,709	April					
May	873	50,149	51,022	1,889	May					
June	1,015	47,629	48,644	1,737	June					
FYTD Total	11,141	511,542	522,683	1,524	FYTD Total	FYTD Total	9,617	401,456	411,073	1,380

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	388	7,990	20
March	447	8,555	19	March	457	8,727	19
April	360	6,693	18	April			
May	278	4,684	16	May			
June	391	7,317	18	June			
FYTD Total	3,512	66,978	19	FYTD Total	3,610	69,092	19

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	
Jul	10	9	28	8	8	12	0	2	0	1	8	17	12	36	5	12	168		
<i>Guests</i>	10	9	28	8	8	12	0	2	0	1	8	17	12	36	5	12		156	
Aug	60	14	27	30	5	15	0	4	0	0	11	21	10	114	5	3	319		
<i>Guests</i>	60	14	27	11	5	15	0	4	0	0	11	21	10	114	5	3		297	
Sep	12	11	22	15	3	38	0	4	0	2	6	12	7	34	3	4	173		
<i>Guests</i>	12	11	22	15	3	38	0	4	0	2	6	12	7	34	3	4		169	
Oct	20	15	19	32	4	92	0	12	0	0	9	16	92	57	2	2	372		
<i>Guests</i>	20	15	19	32	4	92	0	12	0	0	9	16	10	57	2	2		288	
Nov	43	19	11	9	3	14	0	12	0	0	10	20	14	36	0	0	191		
<i>Guests</i>	43	19	11	9	3	14	0	12	0	0	10	20	14	36	0	0		191	
Dec	10	37	15	23	2	45	1	24	0	1	9	50	55	23	0	0	295		
<i>Guests</i>	10	37	15	23	2	45	1	24	0	1	9	50	55	23	0	0		295	
Jan	58	26	19	16	5	38	0	17	0	0	8	30	41	66	0	0	324		
<i>Guests</i>	58	26	19	16	5	38	0	17	0	0	8	30	41	66	0	0		324	
Feb	36	21	28	11	10	38	1	16	0	1	15		39	49		0	265		
<i>Guests</i>	36	21	28	11	10	38	1	16	0	1	15		39	49		0		265	
Mar	20	29	26	10	7	33	2	12	0	2	9		33	74		0	237		
<i>Guests</i>	20	29	26	10	7	33	2	12	0	2	9		33	74		0		237	
Apr																	0		
<i>Guests</i>																			0
May																	0		
<i>Guests</i>																			0
Jun																	0		
<i>Guests</i>																			0
Total Sessions	249	181	195	154	47	325	4	103	0	7	85	166	303	489	15	21	2,344		
Total Guests	249	181	195	135	47	325	4	103	0	7	85	166	221	489	15	21		1,741	

2022-23FY iCube Appointments



	3D Prints	3D Scanner	Adobe CC	Cameo /Cricut	Carvey	Creative Kits	Digital Conversion	Heat Press	Laser	Photo Printer	Sewing/Embroidery	Sublimation Printer	Virtual Reality
July	10	1	8	9	0	36	28	12	2	8	8	12	0
August	60	1	11	14	0	114	27	10	4	30	5	15	5
September	12	2	6	11	0	34	22	7	4	15	3	38	3
October	102	4	34	49	0	241	104	39	22	85	20	157	10
November	43	0	10	19	0	36	11	14	12	9	3	14	0
December	10	1	9	37	1	23	15	55	24	23	2	45	0
January	58	0	8	26	0	66	19	41	17	16	5	38	0
February	36	1	15	21	1	49	28	39	16	11	10	38	0
March	20	2	9	29	2	74	26	0	12	10	7	33	0

2022-2023 Fiscal Year					
	Hoopla		LinkedIn		
	Check-outs	New Users	Active Users	Logins	Total Video Views
July	1,481	400	150	24	235
August	1,387	395	153	19	378
September	1,417	403	154	17	192
October	1,514	425	157	26	470
November	1,609	447	163	21	506
December	1,512	425	1,512	425	171
January	1,689	467	1,689	467	173
February	1,674	471	176	22	375
March	1,755	491	178	20	596
April					
May					
June					
FYTD Total	14,038	3,924	1,489	193	3,410

2022-2023 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,817	2,046	7,863	537	134
August	5,073	2,120	7,193	555	100
September	5,110	1,956	7,066	602	77
October	5,264	2,003	7,267	588	72
November	5,155	1,919	7,074	624	89
December	5,683	2,198	7,881	704	101
January	6,307	2,531	8,838	695	133
February	7,937	2,111	10,048	619	84
March	6,546	2,470	9,016	713	104
April					
May					
June					
FYTD Total	52,893	19,353	72,246	5,637	898

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	43	868
March	33	875	March	39	1116
April	31	547	April		
May	22	851	May		
June	27	567	June		
Total	204	4,998	FYTD	298	6,756

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

FRIENDS OF NOVI LIBRARY

Giving Tree Unveiling Reminder - Sunday, April 23, 1pm

The Friends will be unveiling the new Friend's Giving Tree in the lobby at the Novi Public Library on Sunday, April 23 at 1pm. Join us as we celebrate this new donation opportunity and unique way to commemorate someone special in your life.

Make this Mother's Day extra special by honoring your mom, aunt, sister, grandmother, or another special woman in your life with a beautiful Giving Tree leaf! Not only will you be giving her a meaningful gift, but you'll also be supporting the Friends and the Novi Library.

National Library Week Spring Concert - Sunday, April 23, 2pm

After the Giving Tree unveiling, stay to join the Novi Public Library as they kick off National Library Week and its theme of "There's More to the Story," with great music from the Entourage Variety Band on Sunday, April 23 at 2pm.



The poster is divided into two main color sections: a teal top section and a yellow bottom section. The teal section features the text "NATIONAL LIBRARY WEEK" in large white letters, with "April 23-29, 2023" below it. To the left of this text is a graphic with the words "THERE'S MORE TO THE STORY" where each letter is represented by a different object like a Wi-Fi symbol, a globe, a book, a microphone, and a pencil. Logos for ALA and the Library of Congress are at the bottom of the teal section. The yellow section features the text "Spring Concert" in large blue letters, followed by "Sunday, April 23 | 2-3:30pm". Below this is a paragraph of text about the event, a registration notice, and the Friends of Novi Library logo and contact information. A circular inset image shows a bronze tree sculpture, and a large pink treble clef and musical notes are at the bottom right.

THERE'S MORE TO THE STORY

NATIONAL LIBRARY WEEK
April 23-29, 2023

ALA American Library Association
Library of Congress

Spring Concert
Sunday, April 23 | 2-3:30pm

Join us as we kick off National Library Week "There's More To The Story," with great music from Entourage Variety Band and also learn more about what the library has to offer.

The Friends of the Novi Library will also celebrate the unveiling of their new Friends Giving Tree. This stunning bronze tree displays 200 leaves and gives an opportunity for you to show your support for the Library and to honor your loved ones. Join them for the unveiling at 1pm in the Lobby, followed by the concert at 2pm!

Registration required. Visit novilibrary.org or call 248-349-0720 to register.
Light refreshments will be provided.

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

*In Loving Memory
Alice Evans
Good Friend*

*Sue Smith
Library Supporter
Avid Reader*

*Jane Jones
Loving Sister*

*Donated by
John Horseman
Library Advocate*

*In Honor of
Joyce Johnson
Long-time Friend*

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

- I. Call to Order, Roll Call Sue Johnson
- II. Minutes of the March 8, 2023 Meeting * Evelyn Cadicamo
- III. Treasurer's Report* Marilyn Amberger
- Prior month(s) Income and Expense
 - Statement Balances
 - Reallocation of \$6700 – Cd Music Area Upgrade
- IV. Reports
- Library Liaison Dana Brataniec
 - Book Nook Carol Hoffman
 - Membership Sue Johnson
 - President Sue Johnson
 - Review of FOML meeting 3/17 – 50 attended.
 - Joyce Cherf donation – update on purchases (Carol Hoffman)
 - Volunteer Appreciation event April 18th
 - Giving Tree installation – Sunday, 4/16 in the morning
 - Giving Tree flyer, announcement, music event April 23rd
 - Wish List 2023/2024
 - Summer Songfest - 2023

V. Announcements

VI. Calendar

Kaleidoscope

- Thursday, April 20 - Maybury Farm. [On south side of 8 Mile between Garfield and Napier Rd) Speaker: Diana Wallace [Executive Director, Maybury Farm]
- Tuesday, May 16 - Slava Ukraini! [Ukrainian for Glory to Ukraine, national motto] Speaker: Olga Liskinskyi [Executive Director, Ukrainian American Archives and Museum of Detroit located in Hamtramck]

2023 Listen at the Library

• 2023 Bringing the Music to You – senior centers, Steven Floyd \$250 each

- Completed

2023 Tuesday Tunes

• 2023 Summer Music at Paradise Park – all events start at 6:30pm

Friends Events

- April 18, 2023 - Volunteer Appreciation event

VII. Adjournment*

*Requires Action

Friends of the Novi Public Library
Meeting of the Board of Directors
March 8, 2023

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

I start these Minutes with a note of apology to Mary Angela. I know that is her name, but I typed "Mary Alice" on last month's Minutes and apologize profusely. It is one thing to know something in the brain; quite another to type it correctly. I am sorry.

Present: Marilyn Amberger, Evelyn Cadicamo, Carol Hoffman, Sue Johnson, Carol Neumann, Karen Schubert, Mary Angela Winter and Dana Brataniec, Library Liaison

Sadly, Marge Bixby was present for a little while to personally inform us that she could no longer participate in our meetings for health reasons. We all accepted her resignation with heavy hearts and wished her well. She will be missed.

Absent: Stephania Tolliver

Minutes of the January 11, 2023 meeting: Evelyn Cadicamo. There being neither additions nor corrections to be made, motion was made to accept the Minutes as presented by Mary Angela and seconded by Marilyn. Motion passed: 6-0

Treasurer's Report: Marilyn Amberger. Marilyn stated that "we have a good amount of money in the bank ready to be spent." We now have a CD (4%) at Community Financial in the amount of \$25,000. Marilyn closed out the Vibe account and used that money as well as money from the CF savings and together we were able to get the CD up to \$25,000. We then addressed the Cash Flow statement with Marilyn concentrating on a few of the outflows, including the reallocation of the Wish List money to the Early Literacy Play Area, amounting to \$1,021.80, and the Floyd concert, which was \$500. Marilyn informed us that state taxes now need to be paid quarterly; formerly we paid them every six months.

Income	\$2,402.25	CF CD	\$25,000.00
Expenses	<u>896.47</u>	CF CD - 2	15,087.28
Overall Total	\$1,505.78	CF Checking	<u>20,560.48</u>
		Vibe Checking	00.00
		Vibe Savings	<u>00.00</u>
		Total Bank Accts.	\$75,662.50
		Startup Fund	<u>100.00</u>
		Total Cash Accts.	\$75,762.50

Sue addressed one item listed on the Cash Flow Statement -- the -\$2743.09 amount which represents a reimbursement from the Library for bulk mailing our new survey. Friends of the Library paid for the mailing and the Library reimbursed us. That is the long and the short of it.

There being no further financial items to discuss, Carol Hoffman made a motion to accept the financial statement as presented; Karen seconded. Motion passed: 6-0.

Library Liaison: Dana Brataniec. The podcast entitled "Health" was to be broadcast from the Podcast Room, but most likely will not be undertaken; the kiosk is not complete though there is about \$1,000 left. There are other projects in various stages of completion. "All I can say is that the work is ongoing."

Book Nook: Carol Hoffman. We earned \$1,761.80; not what it used to be, but then donations are down. We did have an offer by a patron regarding donating a Black author collection but, alas, she never followed through on her offer. Upon combing through our collection we were able to showcase about a dozen books by Black authors. Our display would have more prominent had this offer materialized.

Membership: Sue Johnson. Membership is about 300 to date. We still have some trickling in. Sending out our newsletter brought up the issue and a number of renewals came in.

President's Remarks:

- The after hours event on Saturday, March 18, 2023 for the Novi Meadows 5/6th grade families was cancelled due to staffing issues.
- Operating Agreement was approved with two minor changes; the Agreement now runs for three years and we now have two keys to the storage room! Yea! Sue has the fob. All volunteers come through the Library and go through the Library process. If they work with the Friends, they are covered under the Library policy. We do not need our own separate policy. However, as Board members though we are not covered under the Library insurance. Motion was made to accept the Operating Agreement as revised by Evelyn and seconded by Carol Hoffman.. Motion passed: 6-0.
- Joyce Cherf donation. Joyce's generous donation to the Library is very much appreciated. She really wants to satisfy the needs of the Book Nook first. We do not have to get any approval for our needs; all she wants is that the Nook appear professional, that we order from approved vendors and that anything we do order will match what we already have. This is her way of displaying how proud she is of what we do. We did discuss inviting Joyce to some of our performances of the Summer Song Fest. It would be a worthwhile pleasure for her and a nice way for us to express our gratitude.
- Volunteer Appreciation event on April 18, 2023. Sue turned our attention to the Breakfast menu contained in our Board packet. We unanimously chose the Sunrise Breakfast Buffet for \$9.50 for the anticipated 40 expected participants. We discussed the invitations, how and when they would be

sent out and what the RSVP date would be. Dana will be handling this. We anticipate this function will be around \$500. We also determined that we would again do personalized book plates. Each of us will select a book from our collection and the Library will print our name on the book plate. Everyone still loves this idea!!!

- Recognition Tree proposal and music event on April 23rd. Sue and Carol Neumann led the discussion as to what comes with this package when it arrives. There will be instructions as to how to place the tree on the wall, how it will be attached to the wall, etc. All instructions are very specific; we even have a video. The tree will be covered and will be unveiled on April 23rd when Gail's concert is scheduled. We, the Friends, will provide some desserts and coffee in celebration of this undertaking. At this event, the information regarding the tree will be explained. The bronze tree, donated by Joyce Chert, displays 200 leaves that come in gold, silver and bronze. All donations will benefit the Novi Public Library and their efforts to continue to expand and improve their offerings to the community. There is a process by which the leaves are imprinted. We send the leaves out in sets of six with the imprinting requested by the donor. Carol had a hand-out of the actual size of the leaves with ideas of what the message could be. This could be very helpful when people make their selections. As stated above, the leaves are available on three levels: bronze for \$100; silver for \$150 and gold for \$200. Order forms will be readily available. Payment may be by check, although we did have some discussion about Pay Pal. We are all eagerly looking forward to this opportunity to show our support for the library as well as to honor our loved ones.
- Summer Songfest at Paradise Park will have fewer performers this year and every event will start at 6:30 p.m.
- Sue reminded us of the Kaleidoscope event on March 22nd on Boblo Boats and the Story of Sarah E. Ray. She encouraged our attendance.

Sue did inform us that we had to change the date of our next Board meeting as she will be out of town on April 12th. Hence, our next Board meeting will be on Wednesday, April 5, 2023 at 2 p.m.

There being no further matters to discuss, Sue adjourned our meeting at 3:30 p.m.

Respectfully submitted,

Evelyn Cadicamo

Addendum 3/24/23:

Sue informed the Board via email that her plans had changed and that she would not be out of town on April 12th. Therefore, the scheduled Board meeting for April 5th, 2023 is cancelled. Our regularly scheduled Board meeting for Wednesday, April 12, 2023 will take place at the Library at 2 p.m. Sorry for the confusion.

Evelyn Cadicamo

HISTORICAL COMMISSION



NOVI HISTORICAL COMMISSION
FEBRUARY Minutes
Wednesday, February 15, 2023
Novi Library Local History

CALL TO ORDER: 7:04 pm
ATTENDANCE: Rachel Manela, Dan Pierce, Kim Nice, Debbie Wrobel, Sharon Larson
ABSENT: Kathy Crawford, Kelly Kasper
INTRODUCTION OF GUESTS: Betty Lang (Library Liaison), Sue Grifor (Guest)
APPROVAL OF AGENDA: APPROVED
APPROVAL OF NOVEMBER: APPROVED

TREASURER’S REPORT- Kim

NOVI HISTORICAL COMMISSION
 FINANCIAL SUMMARY REPORT - 2022/2023

	BUDGET	EXPENDITURES Through February 15, 2023
Display Cabinet Exhibit	\$ 900	\$ (81.80)
Marketing/Brochures/Engage/Name Badges	\$ 1,100	\$ -
Equipment/Supplies/Office/Upgrades/Repairs	\$ 1,200	\$ (454.24)
Program/Speaker Fees	\$ 900	\$ (350.00)
Storage Unit	\$ 2,800	\$ (2,652.00)
Acquisition (Books/Materials)	\$ 500	\$ -
Conference/Continuing Education	\$ 2,000	\$ (50.00)
Legal Fees	\$ 1,000	\$ -
Special Projects - Examples: Villa Bari, Photography, Veterans Sign, Oral Histories, City/Community Events, Motor City Marker	\$ 3,600	\$ -
Total:	\$ 14,000	\$ (3,588.04) \$ 10,412
Equitable Projects	Expenditures	Revenue Received
Villa Bari Book Sales YTD		\$0.00 YTD
Wealth Across Novi Project	\$ 2,050.95	\$ 2,150.00 \$ 897.38 carryover funds

Treasurer’s Report: ALL APPROVED

COMMISSION ELECTIONS:

Chair – Rae Manela
Vice-Chair – Kathy Crawford
Treasurer – Kim Nice
Secretary – Dan Pierce
 Officers were voted on and approved by the Commission members.

LIBRARY LIAISON REPORT:

Wayne State Graduate Student Request: A group of Wayne State Students asked if they could do an intellectual property audit of the History Room. The audit was denied due to a lack of library staff to support.

History Room Training: Commission members have until March to get a History Room refresh training. Trainings should be scheduled by working with Betty on her availability.

History Room Office Hours:

Monday, 2/20 (6 – 8 p.m.): Dan Pierce and Debbie Wrobel

Monday, 3/6 (Noon – 2 p.m.): Sharon Larson

Monday, 3/20 (6 – 8 p.m.): Kim Nice and Debbie Wrobel

DISCUSSION ITEMS:

Summer Intern: Rae submitted paperwork for having a Wayne State University grad student serve as a summer intern for the Historical Commission. The intern would do 100 hours of work primarily uploading data to the Commission's Omeka site. The students will be paid by Wayne State.

Novi Historical Sites Brochure Review: The City of Novi graphic designer provided a revised draft of the brochure. Commissioners were asked to provide feedback on the layout/copy by the end of the month so the brochure can be available for the Michigan in Perspective Conference.

Computer Room Update: Seven USBs will be available to commission members to use for transferring documents as needed.

Michigan in Perspective Conference: A reminder to Commissioners that 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 attend if possible.

WWII USO CANTEEN: The library was appreciative of the sponsorship from the Commission for the "History of the USO" event. The event, scheduled for May 26, will be moving to the summer due to a conflict with a newly schedule City event.

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 – Female Union Soldier in Disguise

ONGOING PROJECTS:

Miniature Project – Kathy is planning a March meeting with volunteers.

New Microfilm Reader – Library is looking at pricing for a new microfilm reader.

Spring-Palooza – The Commission will participate in the Friday, May 19 event and provide a game to play and giveaways like stickers.

NEW BUSINESS:

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

PUBLIC COMMENT: None

NEXT MEETING: March 15, 2023 at 7 p.m.

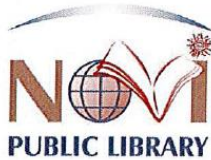
ADJOURN: 8:14 p.m.

LIBRARY BOARD COMMITTEE REPORTS

Policy Committee

Meeting held: April 13th

- Committee reviewed the Fees for Damaged, Destroyed or Lost Materials Policy as it relates to overdue fines
- Committee also reviewed the lost items report as of 3/1/23 provided by Maryann Zurmuehlen, Head of Support Services generated by TLN.



Fees for Damaged, Destroyed, or Lost Materials

The Library Board approved the continuation of Fine Free status on overdue Novi materials until June 30, 2023.

- Due dates are intended to encourage guests to bring back materials within reasonable periods of time.
- The current *Borrowing Periods & Fees** information shall be available at all service desks and will be posted on the website. The Library Director has the authority to change the borrowing periods and fees information.
- Guests shall be responsible for any fees or other charges due in accordance with the Library's standard schedules. Failure to pay these fees may result in the suspension of borrowing privileges.
- A charge will be assessed for any damage incurred to library materials.
- In the case of destroyed or lost materials, the amount charged will be the original cost of the item or the standard amount for the type of article as stated in the *Borrowing Periods & Fees** information.
- Cancellation or suspension of borrowing privileges may result from abuse of library materials, policies and procedures; repeated late return of materials, damage to or loss of materials by result of neglect or deliberate misuse; or nonpayment of loss charges.
- Overdue materials are considered lost and will be billed to the guest twenty-one (21) days after the due date. Payments for lost materials are not refundable.
- All fees must be paid in full prior to library card renewal.

**Borrowing Periods & Fees* information current circulation procedures and fees

Approved: June 19, 2003; Amended May 1, 2010; April 20, 2011; August 15, 2012; Amended June 25, 2021; Amended December 15, 2021; Amended April 28, 2022.

A handwritten signature in black ink that reads "Kathy Crawford".

Kathy Crawford, President
Novi Public Library Board of Trustees

HR Committee

Meeting held: April 7th

- HR Specialist, Nicole Williams, updated the committee on the current open positions at NPL. There are currently 6 open position all effecting the Information Services Department. All are part-time professional positions requiring a Bachelors or Master's Degree. Two of the positions are Intern positions requiring an employee to be enrolled in a Library Science program.
- HR Committee has asked Director Farkas to look into the impact of a change in public hours and usage of the building due to the shortages. The Library is currently open 66 hours per week.
- The Library staff continue to review the current HR Employee Manual.

Finance Committee

Meeting held: April 13th

- Committee reviewed the new account numbers assigned in place of 268 (General Fund) and 269 (Contributed Fund). 268 will be changed to 271 and 269 will be changed to 272 as of end of March 2023. This is based on new requirements by the State of Michigan and initiated through the City of Novi Finance Dept. Recommendation to accept new account numbers/changes will be brought forth to the full board.
- Committee reviewed the lost items report as of 3/1/23 provided by Maryann Zurmuehlen, Head of Support Services generated by TLN. Recommendation to continue to stay fine free permanently at Novi Library will be brought forth to the full board.
- Committee reviewed the City of Novi's 23/24 Draft Budget Plan (copies of pages from the report specific to the Library were provided to all board members).

Updated thru 04/01/23

Fiscal Year	Number of Lost Items	Sum of Amount	Fines or Fine-Free
2019-2020	5735	\$ 109,123.40	
JUL - SEP 2019	912	\$ 17,328.51	Fines
OCT - DEC 2019	848	\$ 16,712.20	Fines
JAN - MAR 2020*	475	\$ 8,917.91	Fines (J&F)/Fine-Free (M)
APR - JUN 2020	3500	\$ 66,164.78	Fine-Free
2020-2021	4174	\$ 80,729.15	
JUL - SEP 2020	960	\$ 18,055.74	Fine-Free
OCT - DEC 2020	1261	\$ 24,384.39	Fine-Free
JAN - MAR 2021	881	\$ 17,533.47	Fine-Free
APR - JUN 2021	1072	\$ 20,755.55	Fine-Free
2021-2022	3482	\$ 66,470.48	
JUL - SEP 2021	1161	\$ 21,932.06	Fine-Free
OCT - DEC 2021	1266	\$ 24,486.16	Fine-Free
JAN - MAR 2022	1055	\$ 20,052.26	Fine-Free
APR - JUN 2022	1001	\$ 17,645.95	Fine-Free
2022-2023	1625	\$ 29,675.24	
JUL - SEP 2022**	464	\$ 7,903.81	Fine-Free
OCT - DEC 2022	591	\$ 11,183.16	Fine-Free
JAN - MAR 2023	570	\$ 10,588.27	Fine-Free
APR - JUN 2023	0	\$ -	Fine-Free

*March 2020: All due dates were extended due to COVID closure, resulting in fewer lost items.

**JUL-SEP 2022 numbers were lower due to the annual Amnesty Purge (overdue fines and lost fees charged prior to July 1, 2020 were cancelled and removed from guest accounts).

Questions asked of City of Novi Finance Department by Library Board Finance Committee regarding the 23/24 City budget as it pertains to the Library:

1. Page 71: Shows the property tax revenue going down in 23/24 significantly from 22/23 for the library construction debt fund can you explain? **The debt millage levies only enough to pay for the current year's debt service requirements (i.e. principal and interest payments). In fiscal year 2024, the total debt service requirement is lower than FY 2023.**
2. I have a Board member who was active when the Library went out for the bond on the building and was on the Building Authority. He thought the debt would conclude in 2027 and it says 2026 in this budget. Can you clarify? Exact timing of the debt? **The final payment is scheduled for October 2026 which is during FY 2026-2027.**
3. Page 129: Chart shows last payment for the debt to be October 2026? Not 2027? It also shows interest rates going from 4.0% to 3.0% to 4.0% can you explain? **Page 128 refers to fiscal year ending 2027 and Page 129 refers to the month and year of the final payment October 2026 which is during fiscal year 2026-27. The interest rates are correct as well (despite looking odd!). Below is a clip of the amortization schedule of the debt payments from the final bond package.**

06/30/2024	-	-
10/01/2024	1,295,000.00	4.000%
04/01/2025	-	-
06/30/2025	-	-
10/01/2025	1,340,000.00	3.000%
04/01/2026	-	-
06/30/2026	-	-
10/01/2026	1,390,000.00	4.000%
06/30/2027	-	-
Total	\$8,715,000.00	-

Events/Marketing/Fundraising Committee by Kat Dooley

Meeting held: April 3rd

1. Library app: myLIBRO - Launch in beginning of May; Communications Manager is working on a marketing plan for it. Also, creating an instruction video for the community to know how to use.
2. Accessibility tool: ReciteMe - Website translator - 3-year contract - launch in May.
3. National Library Week plans
 - Concert, April 23 - 2 PM
 - Friends Giving Tree Unveiling, April 23 1 PM
 - City Council Proclamation
 - Tiny Art Show
4. Friends updates: Volunteer Appreciation Event - April 18th 9 AM- Library Board is appreciated.
5. April 17th Monday - 6:45 PM City Council Meeting - Library will be given a proclamation
6. Awards will be displayed by the front door

Next meeting: May 15th 4:30 - 5:30 PM along with Strategic Planning

Strategic Planning Committee by Brian Bartlett

Meeting held: April 3rd

- I don't anticipate bringing anything to the Board as a whole for action, but would like to have a discussion regarding takeaways from the retreat.
 - Per the recent strategy retreat "Rethinking Libraries" will be presenting the first draft of the Library Mission Statement and Strategic plan at the end of April. They haven't provided a time frame for the final draft, but it is logical it would come no earlier than two to three weeks later, in May. With committees being assigned by the Library Board President in May, any proposals brought forward from this strategic plan will be brought to the board by the next Strategic Planning Committee. So these are reflections to record and pass along to the next iteration of the Strategic Planning Committee.
1. What was your greatest revelation discovery during the retreat session? What new information did you learn?
 2. What would you like the new Strategic Planning Committee to consider from the retreat when putting their proposals together?

Building & Grounds Committee

Meeting held: April 5th

- Committee reviewed preliminary drawings for the main entrance area, but are not satisfied with the concepts to date. Committee has asked Director Farkas to look into possible HVAC issues that may create the vacuum effect of the cold air coming into the building as well as any design changes that could be made to the current air curtain that is installed in the vestibule at this time. There was question as to whether the curtain was working to its full potential with the amount of space that is between the door and the unit in the ceiling.

Bylaw Committee

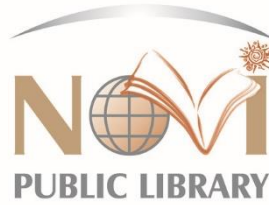
Meeting held: No meeting scheduled

DEI: Diversity, Equity and Inclusion Committee

Meeting held: No meeting scheduled

COMMUNICATIONS

N/A



Library Board Calendar

**** Meetings occur on the 4th Thursday of the month, unless otherwise noted**

2023

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

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. 16th, Dec. 21st – due to holidays

H – Paid Holiday for Employee

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