



**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Thursday, April 28, 2022  
at 7:00 p.m.  
Location: City of Novi, Council Chambers

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

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

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

**Pledge of Allegiance**

**Roll Call by Secretary, Brian Bartlett**

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

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

**Consent Agenda**

- 1. Approve Minutes of: March 24, 2022.....5-10
- 2. Approve Claims and Warrants of:  
A. Accounts 268 and 269 (#613) ..... 11-13

**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 (Rida Salim, Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) – March 2022..... 14
- 2. President's Report (Kathy Crawford)  
A. Updated letter from Dr. Lee Meadows.....15-17  
B. Trustee Information  
1. Michener – National Library Week/PLA

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

**Public Comment**

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**Committee Reports**

1. **Policy Committee:** Review current public policies for the Library  
 (Chair: Sturing, Bartlett and Michener, Staff Liaison – Julie Farkas)
  - Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel
  - No meeting; no meeting scheduled
  
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals  
 (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)
  - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kirstin Abate and Kirsten Malzahn.
  - Meeting held on: April 21, 2021.....60
  - Next Meeting: May 17, 2022
  - **GOALS:**
    1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
    2. Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.
    3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library.

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation  
 (Chair: Bartlett, Cherukuri, Sturing, Staff Liaisons – Julie Farkas & Barbara Cook)
  - Meeting held on: April 4, 2022.....60-63
  
4. **Events/Marketing/Fundraising Committee:** Outreach opportunities  
 (Chair: Dooley, Bartlett, Gurumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec)
  - Meeting held: 4/20/22.....64-65
  - **GOALS:**
    - 1: Read box fundraiser during National Library Week (April 2022)
    - 2: Bigger ongoing support to Friends of Novi Library
    - 3: Marketing plan update (Dana Brataniec)
  
5. **Strategic Planning Committee:**  
 (Chair: Bartlett, Dooley, Gurumurthy, Staff Liaison – Julie Farkas).
  - No meeting; No report.
  - Based on the Board Retreat on Saturday, June 26, 2021, committees are being asked to identify 2-3 goals to be identified and addressed for 21/22.
  
6. **Building & Grounds Committee:**  
 (Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)
  - Meeting held: 4/13/22.....65-66
  - **GOALS:**
    1. Apply for the Build America's Great Libraries Grant, if approved, to fund library improvement projects, such as the main entryway. Explore other grant opportunities we can apply for.
    2. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
    3. Review NPL's current Technology Plan (Barb Rutkowski, Head of IT)
  
7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**  
 (Chair: Michener, Bartlett, Sturing, Staff Liaison – Julie Farkas)
  - No meeting; no report.
  - **GOAL:** Review current Library Board Bylaws (last updated March 28, 2019)
  
8. **DEI: Diversity, Equity and Inclusion Committee**  
 (Chair: Dooley, Michener, Gurumurthy, Staff Liaisons – Julie Farkas & Nicole Williams)
  - Meeting held on 4/4/22.....67-68
  - Next meeting: May 2, 2022
  - **GOALS:**
    1. Recommend All Board Trustees - At Least 3 DEI training minimum for Board per year. Self-learning and/or in-person.
    2. Assist in launching the DEI Scorecard for NPL
    3. Bring forth Recommendations that amplify DEI in NPL Strategic Planning

**Matters for Library Board Action**

1. Motion: Slate of 2022-2023 Officers for the Novi Public Library Board of Trustees:
  - President - Kathy Crawford
  - Vice President - Kat Dooley, Mark Sturing
  - Treasurer - Sreeny Cherukuri
  - Secretary - Brian Bartlett
  
2. Motion: To approve an "ad hoc" committee for the purpose of creating an "On Boarding" procedure for new trustees to the Novi Library Board.
  
3. Motion: Novi Library to continue the fine free policy for the Novi Public Library with a scheduled review of the policy in April/May of 2023 by the Novi Library Board as it affects lost items.....69
  
4. Motion: Approve HR Policy: No Smoking/Vaping (2<sup>nd</sup> Draft).....70
5. Motion: Approve HR Policy: Dress Code (2<sup>nd</sup> Draft).....71
6. Motion: Approve HR Policy: Rules of Conduct (Draft 2).....72-73
7. Motion: Approve Policy: Locker Pick Up and Drive Up Window Services (Draft 1).....74-76

**Communications**

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

**Closed Session**

1. None

**Adjournment**

**Supplemental Information**

- Library Board Calendar 2022.....78
- Library Closings 2022 .....79

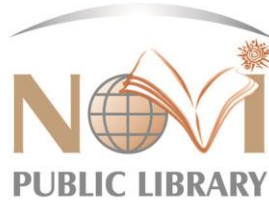
**2022 Future Events:**

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

**Inform. Inspire. Include.**

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

<http://www.novilibrary.org>



**CITY OF NOVI LIBRARY BOARD  
REGULAR MEETING- MINUTES  
March 24, 2022**

**Draft**

**Call to Order**

Library First Floor Meeting Room

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 members were recorded present

Kathy Crawford, President

Kat Dooley, Vice- President

Brian Bartlett, Secretary

Tara Michener, Board Member

Mark Sturing, Board Member

Priya Gurumurthy, Board Member

Sreeny Cherukuri, Absent

Student Representatives

Abhay Kakarla

Rida Salim

Library Staff

Julie Farkas, Director

Barbara Cook, Bookkeeper

Legal Council

Debra Walling, Attorney

Rosati, Shultz, Joppich, Amtsbuechler

President Crawford introduced the new Board Members approved by City Council on March 14th 2022. Those new members are:

Priya Gurumurthy – Appointed for 1 year to complete an existing term

Mark Sturing – Appointed for a 3 year full term

Brian Bartlett – Appointed for a 3 year full term

All terms expire on March 1st of the last year of service.

**Approval of Agenda**

Trustee Michener: Requested adding a Board Action to the agenda for setting up an ad-hoc committee for "On Boarding". In the document to be presented by Dr. Meadows, he suggested a stronger on boarding process for new board members. Member Michener thought a strong program would help new members on the board become more effective in a shorter period of time.

Trustee Sturing: Voiced concern regarding voting on an issue without having a formal proposal and time for trustees to consider it.

President Crawford: Clarified that the added agenda item would be to create a committee to propose a format for the Onboarding Process, not create it this evening.

Motion: To Approve the Agenda with the addition of a Matter for Board Action to create an Ad- Hoc Committee to define an "On Boarding Process" for new trustees.

Motion for Approval – 1st – Trustee Michener  
2nd – Trustee Dooley  
Motion passes – 6-0

**Consent Agenda**

- 1. Approve Minutes of:
  - A. January 27, 2022.....5-13
  - B. No February 17, 2022 meeting based on library closure due to weather
- 2. Approve Claims and Warrants of:
  - A. Accounts 268 and 269 (#611)..... 14-15
  - B. Accounts 268 and #612).....16-18

Motion: To Approve the Consent agenda as presented.

Motion for Approval – 1st – Trustee Bartlett  
2nd – Trustee Sturing  
Motion passes – 6-0

**Presentations**

- 1. Recognition of Trustees Wood and Yu for their years of service
- 2. NPL @ Your Door presentation by Kirsten Malzahn, Librarian, and Kim Swejkoski, Support Services Supervisor
- 3. Library Board presentation by Dr. Lee Meadows.....19-21

**Public Comment**

Jason Michener, Harrier Place, Novi, MI  
Discussed the financial report and the deficit spending for attorney fees including legal representative at the meetings.

Sharon Trumpy, Harvest Drive, Novi, MI  
Discussed the amount of time commitment in presenting to the board. Wants important work of Board DEI committee to resume.

R. Schlessman, Pleasant Cove Drive, Novi, MI  
Interested in DEI work of the Library and getting DEI work done.

## Reports

1. Student Representatives Report (Rida Salim, Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) – January and February 2022 .....	22-23
2. President's Report (Kathy Crawford)	
A. Appointments for open seats on Library Board Committees.....	24
3. Treasurer's Report (OPEN)	
A. 2021-2022 Library Budget Fund 268.....	25-27
B. 2021-2022 Contributed Fund Budget 269.....	28
C. Financial Report January 2022.....	29
D. Financial Report February 2022.....	30
E. Library Fund 268 Expenditure & Revenue Report as of January 31, 2022..	31-33
F. Library Fund 268 Expenditure & Revenue Report as of February 28, 2022..	35-37
G. Library Fund 269 Contributed Fund as of January 31, 2022.....	34
H. Library Fund 269 Contributed Fund as of February 28, 2022.....	38
I. Balance Sheets for Funds 268 and 269 as of January 31, 2022.....	39-40
J. Balance Sheets for Funds 268 and 269 as of February 28, 2022.....	41-42
4. Director's Report (Julie Farkas) .....	43-59
A. Information Technology Report .....	60-62
B. Facilities Report.....	63-64
C. Information Services Report .....	64-69
D. Support Services Report .....	69-71
E. Library Usage Statistics.....	72-80
F. Friends of Novi Library .....	81
G. City of Novi Historical Commission.....	82-85

## Public Comment

Brenda Anderson, Vine Court Drive, Novi, MI  
Spoke against the book bans that have impacted other schools and organizations and encouraged the Novi Library to not support such policies.

Sharon Trumpy, Harvest Drive, Novi, MI  
Supports fine free and discussed an example where an increase in late items were not evident.

Jason Michener, Harrier Place, Novi, MI  
Discussed City Council providing feminine hygiene products for free in City owned restrooms. Asked if the library will be adopting this policy? Discussed the City purchase of uninterruptible power supplies and asked for an update on the libraries uninterruptible power supplies.

## Committee Reports

1. Policy Committee: Review current public policies for the Library  
(Chair: OPEN, Bartlett and Michener, Staff Liaison – Julie Farkas)
- Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel;

- 2. HR Committee: Review HR Policies for the Library, Director Review & Goals  
(Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)
- Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kirstin Abate and Kirsten Malzahn.
  - Meeting held on March 3, 2022 to discuss drafts of HR Policies:  
No Smoking/Vaping, Dress Code and Rules of Conduct.....86-94
  - Next meeting scheduled for: April 7, 2022

GOALS:

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

- 3. Finance Committee: Financial plan based on building assessment review, Library endowment investigation  
(Chair: Bartlett, Cherukuri, OPEN, Staff Liaisons – Julie Farkas & Barbara Cook) · Copies of the newly adopted Public Library Financial Management Guide (September 2021) from Library of Michigan were given to Library Board members.
  - Meeting held on March 16, 2022 to discuss data received by library staff regarding fines and fees.....95-112
  - Next meeting: No meeting scheduled

- 4. Events/Marketing/Fundraising Committee: Outreach opportunities  
(Chair: Dooley, Bartlett, OPEN, Staff Liaisons – Julie Farkas & Dana Brataniec)
  - Meeting held: 2/8/2022, see notes.....113
  - Updates and Events Attended by Trustees – compiled by Trustee Dooley.....113
  - Meeting held: 3/7/2022, see notes.....113
  - Updates and Events Attended by Trustees – compiled by Trustee Dooley....114

GOALS:

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

- 5. Strategic Planning Committee: (Chair: Bartlett, Dooley, Staff Liaison – Julie Farkas).  
No meeting; No report. Based on the Board Retreat on Saturday, June 26, 2021, committees are being asked to identify 2-3 goals to be identified and addressed for 21/22.

- 6. Building & Grounds Committee: (Chair: OPEN, Cherukuri, Staff Liaison – Julie Farkas)
  - Meeting held: 2/9/2022; see notes.....114-115
  - Next meeting: 3/10/2022

GOALS:

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

- 7. Bylaw Committee (Ad-hoc): Review of Library Board Bylaws (Chair: OPEN, Bartlett, Michener, Staff Liaison – Julie Farkas)



No meeting; no report.

GOAL: Review current Library Board Bylaws (last updated March 28, 2019)

8. DEI: Diversity, Equity and Inclusion Committee Chair: OPEN, Dooley, Michener, Staff Liaisons – Julie Farkas & Nicole Williams)

No meeting held; no report.

GOALS:

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

1. Vote to fill Treasurer vacancy for Novi Public Library.

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

President Crawford Per policy, President Crawford is nominating Sreeny Cherukuri to fill the Treasury vacancy until new officers are nominated to coincide with the board year and new officers. This term will be through April 30th.

Motion: To elect Trustee Sreeny Cherukuri to fill the remainder of the Treasurers position through April 30th 2022.

Motion for Approval – 1st – Trustee Crawford

2nd – Trustee Bartlett

Motion passes – 6-0

2. Approve NPL @ Your Door Usage policy revision.....116

Director Farkas reviewed the changes made in the policy as documented in the board packet offering to address any issues the Board may have.

Motion: To approve the changes to the NPL @ Your Door Usage policy as presented in the board packet – 3/24/2022

Motion for Approval – 1st – Trustee Dooley

2nd – Trustee Gurumurthy

Motion passes – 6-0

3. Discussion of the “On Boarding Process” Committee and procedures added to the agenda. Trustee Michener Proposed adding an “ad hoc” committee to establish an on boarding process for new trustees. This would be a more efficient way to bring new members up to speed on topics such as MLA policies, OMA regulations, Committee and Novi Board procedures and other topics. This should create more effective board participation. In the past board members have commented upon their inexperience and “new” status with the board, and it is hopeful this quickens their effectiveness.

Trustee Dooley supports the concept and feels it would be a positive process for new members. This background would be helpful to new members.

Trustee Bartlett while supporting the task and its concept, does not support adding yet another committee to the Library Board. The Library Board now has a considerable number of standing committees that have a tough time finding time to meet between board meetings. Adding yet another seems counter-productive. It would seem to make sense to pass this off to the Human Resources or By-Laws committee. After all, this would sooner or later become part of by-laws and procedures.

Trustee Gurumurthy supports moving this to an organization such as Human Resources. In most organizations the Human Resource function supports such activities and the experience and skill set present in this group would be helpful.

Trustee Sturing there is considerable work and effort that needs to be put in this proposal and formally presented to the board. He indicated at the current definition he did not have enough information to support the proposal.

Trustee Michener while appreciating the time and effort that various trustees put into committees, she views that the "Ad Hoc" nature of this committee is a key part of the proposal. She would not want to assign this task to existing committees.

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

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

Motion Tabled by agreement by both 1st and 2nd supporting Trustees

**Communications**

- 1. 2/12/2022: Email from: Sharon Trumpy, Re: Farmington Hills High Walkout.....117
- 2. 3/1/2022: Letter from Governor Whitmer Re: March is Reading Month.....118

**Closed Session**

- 1. None

**Adjournment**

Motion: To Adjourn the meeting at 8:50pm.

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

Motion Passes 6-0

**Supplemental Information**

- 2022 Library Closings .....119
- Library Board Calendar 2022.....120

2022 Future Events:

- 4/3-4/9/22: National Library Week – official kick-off to in-person programming
- 4/13/22: Friends of Novi Library Board Meeting at 2pm, Novi Library
- 4/17/22: LIBRARY CLOSED
- 4/20/22: City of Novi Historical Commission Meeting at 7pm, Novi Library
- 4/28/22: Library Board of Trustees Regular Meeting at 7pm, City of Novi
- 5/4/22: Installation of Read Boxes in 3 Novi Parks (ITC, Rotary and Pavilion Shores)
- 5/8/22: LIBRARY CLOSED

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Brian Bartlett, Secretary

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Date

<b>Warrant 613</b>	<b>268 Accounts</b>	<b>April 2022</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Global		268-000.00-727.000	\$ 91.46
Quill		268-000.00-727.000	\$ 965.26
Stamps		268-000.00-728.000	\$ 50.00
Swejkoski, Kim		268-000.00-728.000	\$ 32.60
Envision ware		268-000.00-734.000	\$ 575.00
Library Network	AV Installation	268-000.00-734.000	\$ 1,500.00
Amazon		268-000.00-734.500	\$ 293.64
Amazon		268-000.00-740.000	\$ 37.50
Demco	labels	268-000.00-740.000	\$ 327.26
Gordons		268-000.00-740.000	\$ 46.25
Big Frog	Facilities shirts	268-000.00-741.000	\$ 300.00
Amazon		268-000.00-742.000	\$ 2,269.33
Barnes Nobles	Firekeepers Daughter	268-000.00-742.000	\$ 489.40
Brodart		268-000.00-742.000	\$ 12,787.20
Center Point Lg. Print		268-000.00-742.000	\$ 177.89
Gale/Cengage		268-000.00-742.000	\$ 662.17
Tsai Fong Books		268-000.00-742.000	\$ 132.50
Amazon		268-000.00-742.010	\$ 347.52
Brodart		268-000.00-742.010	\$ 277.38
Gale/Cengage		268-000.00-742.010	\$ 31.19
Midwest Tape		268-000.00-742.010	\$ 549.54
Madison Heights		268-000.00-742.100	\$ 40.00
Library Network	Overdrive	268-000.00-743.000	\$ 5,130.32
Baker & Taylor		268-000.00-744.000	\$ 442.49
hoopla	Digital pymt.	268-000.00-744.000	\$ 15,000.00
Midwest Tape		268-000.00-744.000	\$ 1,945.38
Overdrive		268-000.00-744.000	\$ 9,803.82
Amazon		268-000.00-745.200	\$ 39.19
Baker & Taylor		268-000.00-745.200	\$ 6,253.39
Midwest Tape		268-000.00-745.200	\$ 1,219.75
Library Network	Consumer Rep. online	268-000.00-745.300	\$ 2,305.00
Spectrum Ent.		268-000.00-801.925	\$ 70.45
Bank Service Charges		268-000.00-802.100	\$ 152.31
Ascension MI		268-000.00-804.000	\$ 98.00
Foster Swift		268-000.00-806.000	\$ 225.00
Rosati, Schultz		268-000.00-806.000	\$ 75.00
Lee E Meadows	work w/board members	268-000.00-816.000	\$ 1,500.00
RNA	Mar. 2022	268-000.00-817.000	\$ 7,809.00

AT&T		268-000.00-851.000	\$ 523.05
T Mobile		268-000.00-851.000	\$ 826.57
TelNet		268-000.00-851.000	\$ 1,280.88
Verizon		268-000.00-851.000	\$ 458.02
The Library Network	telecommunications	268-000.00-855.000	\$ 1,499.58
MuniWeb	March 2022	268-000.00-880.000	\$ 537.00
Amazon	preschool stem; board game	268-000.00-880.268	\$ 32.17
American Library Assoc.	Nat'l Lib Wk. poster bookmark	268-000.00-880.268	\$ 74.09
Asian Pac. Isl. Cultural	Experience Cultural Event	268-000.00-880.268	\$ 350.00
Demco	bookmarks; \$ smart week, etc.	268-000.00-880.268	\$ 81.38
Kohl's	craft exp. ; baskets birth to pre-k	268-000.00-880.268	\$ 50.00
Russell Dore	Electric Cars, Past, Present, Future	268-000.00-880.268	\$ 200.00
Target	craft exp.; SRP; Story time; Garden	268-000.00-880.268	\$ 55.84
Engraving Connection	new trustee nameplates	268-000.00-900.000	\$ 49.24
Millennium Business		268-000.00-900.000	\$ 487.71
Consumers Energy		268-000.00-921.000	\$ 2,024.99
DTE		268-000.00-922.000	\$ 7,966.85
Allied Building		268-000.00-934.000	\$ 4,277.40
Allied Eagle		268-000.00-934.000	\$ 269.88
Amazon		268-000.00-934.000	\$ 197.64
Cintas		268-000.00-934.000	\$ 595.18
Dalton		268-000.00-934.000	\$ 3,775.00
North star Mat		268-000.00-934.000	\$ 231.64
Orkin		268-000.00-934.000	\$ 69.50
Schindler		268-000.00-934.000	\$ 783.64
The Library Network		268-000.00-934.000	\$ 156.00
Voss Lighting		268-000.00-934.000	\$ 189.50
Brien's		268-000.00-941.000	\$ 1,750.00
Brien's		268-000.00-941.000	\$ 500.00
Millennium Business		268-000.00-942.000	\$ 650.94
Corrigan		268-000.00-942.100	\$ 24.95
ABWA	Workshop; becoming your best self	268-000.00-956.000	\$ 15.00
Library Works	seminar	268-000.00-956.000	\$ 49.00
Maryann Zurmuehlen		268-000.00-956.000	\$ 42.84
Petty Cash (Programs)		268-000.00-880.268	\$ 15.69
<b>TOTAL</b>			<b>\$104,143.36</b>

<b>Warrant 613</b>	<b>269 Accounts</b>	<b>April 2022</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Graph X	butterflies	269-000.00-742.231	\$ 106.90
Graph X	butterflies	269-000.00-742.231	\$ 217.60
NCSD	café; food service; in service lunch	269-000.00-742.236	\$ 447.50
Nothing Bundt	staff treat; National Library Week	269-000.00-742.236	\$ 115.00
Amazon	iCube; enchanted garden plant; moss pebble	269-000.00-976.046	\$ 97.68
Amazon	iCube; light pad; tracing paper	269-000.00-976.046	\$ 24.36
Raise 3d	iCube; filament	269-000.00-976.046	\$ 119.96
<b>TOTAL</b>			<b>\$ 1,129.00</b>

## March 2022 Library Board Student Representative Report

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

### Tween and Teen Library Programs:

The Grab and Go Air Plant Terrarium program was held on March 5. Register to get a Grab and Go Kit with supplies to make and care for your own air plant terrarium. Air plants are an amazing species that plant enthusiasts of all types can enjoy. (Attendance = 36)

The virtual SAT practice test program was held on March 12. Free, full-length, proctored online SAT practice test courtesy of College Nannies + Tutors. (Attendance = 15) The teach back session as a follow-up post-SAT test was held on March 22. (Attendance = 8)

The BeTWEEN the Pages: Tween Book Club Trivia program was held on March 16. Guests read *The First Rule of Punk* by Celia Perez and answered trivia questions relating to the book. (Attendance = 7)

The Tail Waggin' Reading Buddies program was held on March 23. It is an opportunity to provide a comfortable and non-judgmental space for a child (and their family, if they desire) to read to a therapy dog to encourage the child's reading skills, confidence, and love of reading. (Attendance = 20)

### Teen Space Update:

During March 2022, there were 124 guests who visited Teen Space. There was no Teen Space on March 7, March 11 or March 28-April 1.

### Teen Advisory Board (TAB) Update:

The seventh TAB meeting for the 21-22 school year was held on March 25. The meeting started with a welcome and an icebreaker to help get to know each other. Following the welcome, the members talked about March is Reading Month and shared books that have made a lasting impact. Lindsay (Library Staff Liaison) shared information on how members could suggest material suggestions on the library's website for teen fiction books if the library does not already own a copy. The members finished their meeting by making appreciation cards for the upcoming National Library Week. (Attendance = 5)

### Upcoming Programs:

STEAM Leap into Science: Wind – May 3

BeTWEEN the Pages: Tween Book Club Trivia (May's title is *A Place to Belong* by Cynthia Kadohata) – May 18

Tail Waggin' Reading Buddies – May 25

TAB (Teen Advisory Board) Meeting – May 27



### Teen Stop Featured Display:

To celebrate Women's History Month, the March Teen Stop display featured young adult fiction books about feminism and female characters.

## **Updated Information by Dr. Lee Meadows**

Date: April 20, 2022

I want to start by thanking you for allowing me the opportunity to, individually, meet and work with the members of the Novi Library Board of Directors. It was good being able to spend some one-on-one time with each member. It helped in getting to know each one and each unique insight was helpful in focusing on the specific issues that are part of the larger picture. All board members were cooperative, open, and honest in offering their insights, hopes and recommendations. Clearly, each has a passion and drive for wanting to serve the Board, Novi Library staff and patrons to the best of their abilities.

As a way of leading into the core of the report, I was commissioned to conduct an objective analysis of patterns of interaction that may be hindering the Board's ability to move forward on issues that impact the operations of the Novi Library. As an oversight board, their collective efforts are needed to listen to, discuss and make recommendations to the Library Director as to the broader operational issues that impact the library. While, for the most part, this particular focus has served to maintain the consistent flow of the operations, there have been challenges, of late, that have created and foster communication patterns that have impeded on the Board's ability to engage in a wholistic governing process. Upon closer examination of the process, there appeared to be a few reoccurring themes that have disrupted the flow of communication.

1. Discussion connected to 'Juneteenth' as a holiday in the scheme of other holidays
2. The Charter mission and operation of the DE&I committee
3. The 'perceived' safety of library patrons of color
4. Miscommunication among Library Board members

I used the process of interviewing all the board members as a means of assessing the underlying causes of these issues and their individual perspective as to the communication barriers impeding movement toward problem resolution. All board members were asked a series of standard open-ended questions during an interview that lasted no longer than an hour. I was gratified by the honesty displayed by each board member and the reaffirming of their commitment and passion for serving on the Novi Library Board. What follows is the collective summary of those interviews.

There is agreement that a communication barrier casts a shadow across Board interactions, making it difficult to find consistent agreement on board issues. A large piece of the barrier is attributed to the philosophy that drives whether the primary responsibility of the Board is BROAD OVERSIGHT or Day-to-day operations. A common thread through most of the interviews suggested a return to BROAD OVERSIGHT and issue guidance for the Novi Public Library Director.

Recommendation: There is impending change taking place among board members. It is anticipated that two new members will be filling the positions being vacated by current members. Use the opportunity to clearly define the BROAD OVERVIEW perspective so that new board members can make immediate contributions as opposed to having a long learning curve that is anchored in library operations. A shared onboarding process would be a helpful way of getting at more latent communication issues among current board members.

1. An updated orientation packet for new board members should be available as part of the onboarding process. The orientation packet should be developed with the input of current board members, previous board members, a Novi Library staff member and a representative from the city of Novi.
2. The length of the onboarding process is determined by current board members; however, a process no longer than 3 hours would provide adequate time to cover most of the essential information needed by new board members. A lengthier time should be determined by the board.
3. Current board members should facilitate the onboarding process. The board should decide if the responsibility for facilitating the onboarding process is done by one board member or based on current board member interest and expertise of knowledge.
4. A mentoring focus can be built into the onboarding process. Current board members can volunteer to work, one-on-one, with new board members to facilitate learning how to be an effective board member.
5. As part of the onboarding process, new board members could be assigned to specific committees being chaired by current board members.

Board members are keenly aware of critical incidents that have led to a miscommunication or lack of communication specific to 1. Safety and concern issues for patrons of color due to an incident involving racial comments by a 'patron'. The comments were about or directed toward a patron of color, seemingly, not resolved in a timely manner, 2. The recognition of Juneteenth as a staff holiday, and 3. The functional operation of the Diversity, Equity, and Inclusion (DE&I) committee. The convergence of these 3 issues have contributed to an inability for board members to communicate and be heard.

Recommendation: Misunderstandings and the unintended are at the core of most communication issues and they are compounded when race, gender, disability, or any of the diversity dimensions are factored into the equation. When bundled with an expectation of leadership, the arrow and the target are equally accountable for their reactions when seen in the larger public arena. When the structured, formal, role-centered process of interaction falls short of modeling what the public perceives, then a flexible, informal, trust building process of clearing-the-air is critical to slow removal of communication barriers. The functional operation of the DE&I committee as well as the Juneteenth are structural elements that are easily integrated into the larger organizational structure and should have a more immediate resolution. The verbal communication among board members, while a little more challenging (we're only as human as we can be), has gone viral and spiraled out into the public domain. The only question that remains for board members is, 'Do we let what has gone viral define our leadership or are we capable of modeling something better?'

One avenue that many other boards have pursued as part of their own development is to engage the services of non-profit consultants and/or consulting organizations that specialize in board development. The primary purpose being to build upon the teamwork of board members through a series of structured activities that have a specific outcome. One of the more notable organizations that support board development is Board Source <https://boardsource.org/board-support/training-education/>

One of the unfortunate results of internal issues that bog down the ability to move forward is that it is, usually, the most talked about, discussed, and overly analyzed part of the equation. This happens at the expense and recognition of the many positive activities that have been the catalyst for building and sustaining a positive reputation of community service and engagement.



Recommendation: Identify the activities and events that have been a hallmark of commitment to serving the public and use it as 'building block' conversations to pave the way to a better understanding of the skills and talents of board members. There is, clearly, more admiration and appreciation for the work being done by the staff and leadership of the Novi Public Library than is generally known.

1. Highlight the major board accomplishments that have positively impacted the Novi community. The various media venues (newsletters, social media channels) can serve as platforms for sharing the accomplishments of the board and board members to the greater Novi community.
2. Specific features that highlight board members would help to raise the profile of the board members and the board itself. Every board member has a unique background and story that reflects their passionate commitment to serving on the board.
3. Board members could offer to do specific presentations that reflect their skill, knowledge, and expertise to community members.
4. Board members could invite colleagues within their network to do a 5-minute share of knowledge for community members at the Board meeting. The purpose would be to allow board members to add to the knowledge base of the Novi community by connecting with community experts.

A resoundingly clear thread that was woven throughout the interviews was the 'passion and commitment' that board members have for their work on the Novi Public Library Board. Without exception, the voices were strong in their belief for what the board represents and sincere in their commitment to serve to make it better. When trying to move past a barrier, a refocus on the core principles and values can serve as a 'movement motivator' in reaffirming a commitment to the mission.

This summary may, in large part, be considered or viewed as too 'simple' in its description, explanation and recommendations for the issues being addressed. 'Simplicity' would be an accurate description of addressing the surface overlay of behavioral interactions as opposed to searching for a deeper meaning. The Novi Public Library Board is sized for swift guidance around issues and personal interactions that can broaden the quality of the service being provided by staff and leadership of the Novi Public Library.

The addition of two new board members will dictate a change in the overall interactions of board members, the restoration of the DE&I committee will go a long way to solving some the current issues, the Juneteenth concern can be resolved rather quickly, and providing a 'safe' space for all Novi residents are BROAD OVERVIEW responses that will shape and facilitate the communication in the months ahead.

As a matter of privacy, none of the interviews were recorded to allow for the free flow of dialogue. The collective responses are discussed within the summary and this final report is the ONLY writer document that captures entire process.

It has been a pleasure and an honor to have served as a facilitator and consultant for this project. I hope to have the opportunity to serve again.

Sincerely

Lee E. Meadows  
Consultant  
LeMeadows@comcast.net

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

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

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

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

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

Notes: 21/22: Furniture for Youth/Teen 1st phase reno \$8,300 and \$6,700 upgrades; iCube advances \$11,400, \$26,000 Patron Point  
22/23: Automated Return System \$115,800, Main Entrance design work \$10,000, Teen 2nd phase \$12,500 + \$15,000 reupholstery + \$6,700 CD Collection upgrade,  
Auto Lending Library \$2,500 for library card dispensing service

## Financial Report for March 2022

### Approved Budget for Fund 268 Fiscal Year 2021-2022

TOTAL REVENUES	\$3,244,172
TOTAL EXPENDITURES	\$3,409,700
NET OF REVENUES & EXPENDITURES	(\$165,528)

### Approved budget for Fund 269 Fiscal Year 2021-2022

TOTAL REVENUES	\$47,500
TOTAL EXPENDITURES	\$58,400
NET OF REVENUES & EXPENDITURES	(\$10,900)

### Revenue & Expenditure Report for Fund 268

	YTD Feb 28, 2022	YTD Mar 31, 2022	Difference
TOTAL REVENUES	\$3,322,740	\$ 3,312,150	*( \$10,590)
TOTAL EXPENDITURES	\$2,038,204	\$ 2,259,353	\$221,149
NET OF REVENUES & EXPENDITURES	\$1,284,536	\$1,052,797	

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

### Revenue & Expenditure Report for Fund 269

	YTD Feb 28, 2021	YTD Mar 31, 2022	Difference
TOTAL REVENUES	\$9,695	\$5,772	*( \$3,923)
TOTAL EXPENDITURES	\$16,510	\$17,351	\$841
NET OF REVENUES & EXPENDITURES	(\$6,815)	( \$11,579)	

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

### Balance Sheet Report as of March 31, 2022

The ending fund balance for Fund 268 is  
\$3,548,109.78

The ending fund balance for Fund 269 is \$1,684,076.18

04/11/2022 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 03/31/2022										
% Fiscal Year Completed: 75.07										
		END BAL	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BAL	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	JAN 2022	FEB 2022	MAR 2022	03/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGT	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,959,058.75	3,005,458.00	3,005,458.00	0.00	0.00	0.00	3,085,760.50	(80,302.50)	102.67
268-000.00-403.001	Property Tax Revenue- County Chargebacks	6,323.24	2,000.00	2,000.00	(237.23)	0.00	(382.91)	657.21	1,342.79	32.86
268-000.00-403.002	Property Tax Rev - Tax Tribunal Accr	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(276.15)	(295.00)	(295.00)	0.00	0.00	0.00	(289.89)	(5.11)	98.27
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(6,071.40)	(10,624.00)	(10,624.00)	0.00	0.00	0.00	(7,282.79)	(3,341.21)	68.55
268-000.00-403.008	Property Tax Revenue - CIA Cap 2018	(13,183.71)	(24,967.00)	(24,967.00)	0.00	0.00	0.00	(15,024.99)	(9,942.01)	60.18
268-000.00-418.000	PPT Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	2,055.93	(2,055.93)	100.00
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(8,038.90)	(4,900.00)	(4,900.00)	0.00	0.00	0.00	0.00	(4,900.00)	0.00
Property tax revenue		2,938,711.83	2,966,672.00	2,966,672.00	(237.23)	0.00	(382.91)	3,065,875.97	(99,203.97)	103.34
Federal grants										
268-000.00-508.450	Federal grants	5,627.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-508.452	Federal Grants - COVID-19	59,143.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal grants		64,770.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State sources										
268-000.00-567.000	State aid	46,164.52	33,000.00	33,000.00	0.00	0.00	0.00	24,215.81	8,784.19	73.38
State sources		46,164.52	33,000.00	33,000.00	0.00	0.00	0.00	24,215.81	8,784.19	73.38
Other revenue										
268-000.00-633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	89,230.69	(89,230.69)	100.00
268-000.00-665.000	Miscellaneous income	1,063.43	5,000.00	5,000.00	508.05	439.97	506.74	4,830.02	169.98	96.60
268-000.00-665.100	Copier	1,700.20	1,000.00	1,000.00	0.00	13.01	0.00	84.41	915.59	8.44
268-000.00-665.290	Library fund raising revenue	11,243.58	4,000.00	4,000.00	0.00	1,106.97	950.50	8,022.78	(4,022.78)	200.57
268-000.00-665.300	Meeting room	0.00	25,000.00	25,000.00	1,457.46	2,054.13	1,230.87	9,626.46	15,373.54	38.51
268-000.00-665.404	Novi Township assessment	6,847.00	7,000.00	7,000.00	0.00	0.00	0.00	6,970.00	30.00	99.57
268-000.00-665.650	Library Cafe	0.00	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00	100.00
Other revenue		20,854.21	48,000.00	48,000.00	1,965.51	3,614.08	2,688.11	124,764.36	(76,764.36)	259.93
Fines and forfeitures										
268-000.00-657.000	Library book fines	10,924.57	48,000.00	48,000.00	406.61	675.58	855.90	6,874.42	41,125.58	14.32
268-000.00-658.000	State penal fines	95,366.51	95,000.00	95,000.00	0.00	0.00	0.00	97,775.97	(2,775.97)	102.92
Fines and forfeitures		106,291.08	143,000.00	143,000.00	406.61	675.58	855.90	104,650.39	38,349.61	73.18
Interest income										
268-000.00-664.000	Interest on investments	47,949.82	40,000.00	40,000.00	3,694.64	0.00	0.00	23,506.71	16,493.29	58.77
268-000.00-664.500	Unrealized gain (loss) on investments	(7,827.98)	10,000.00	10,000.00	(16,215.45)	0.00	0.00	(31,846.45)	41,846.45	(318.46)
Interest income		40,121.84	50,000.00	50,000.00	(12,520.81)	0.00	0.00	(8,339.74)	58,339.74	(16.68)
Donations										
268-000.00-665.289	Adult programs	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
268-000.00-665.400	Gifts and donations	933.91	1,500.00	1,500.00	578.27	0.00	298.91	983.51	516.49	65.57
Donations		933.91	3,500.00	3,500.00	578.27	0.00	298.91	983.51	2,516.49	28.10

		END BAL	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BAL	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	JAN 2022	FEB 2022	MAR 2022	03/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGT	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	931,050.19	983,000.00	983,000.00	70,006.29	68,228.00	68,198.92	659,909.27	323,090.73	67.13
268-000.00-704.012	COVID-19 Crisis Hazard Pay	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.100	Severance/Incentive Pay	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.210	Vacation Payout	8,499.17	7,500.00	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0.00
268-000.00-705.000	Temporary salaries	591,926.47	725,000.00	725,000.00	46,013.34	46,863.09	47,766.51	454,241.44	270,758.56	62.65
268-000.00-706.000	Overtime	111.61	500.00	500.00	68.33	437.28	218.64	802.33	(302.33)	160.47
268-000.00-715.000	Social security	116,389.90	132,000.00	132,000.00	8,677.61	8,654.54	8,704.54	83,529.31	48,470.69	63.28
268-000.00-716.000	Insurance	195,996.64	193,000.00	193,000.00	20,250.14	18,183.46	15,786.97	153,750.21	39,249.79	79.66
268-000.00-716.200	HSA - employer contribution	6,125.00	6,300.00	6,300.00	612.50	0.00	0.00	2,537.50	3,762.50	40.28
268-000.00-716.999	Insurance - Employee Reimbursement	(36,361.13)	(37,800.00)	(37,800.00)	(3,032.92)	(2,736.96)	(2,736.96)	(26,902.30)	(10,897.70)	71.17
268-000.00-718.000	Pension - DB Normal Cost	6,012.00	8,100.00	8,100.00	0.00	0.00	0.00	3,078.00	5,022.00	38.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	43,224.00	53,300.00	53,300.00	0.00	0.00	0.00	29,202.00	24,098.00	54.79
268-000.00-718.200	Pension - defined contribution	25,156.99	45,900.00	45,900.00	3,319.44	3,234.87	3,220.01	18,087.92	27,812.08	39.41
268-000.00-719.000	Unemployment insurance	3,008.04	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
268-000.00-720.000	Workers compensation	2,666.03	2,700.00	2,700.00	139.46	138.54	139.35	1,358.52	1,341.48	50.32
Personnel services										
		1,913,304.91	2,121,000.00	2,121,000.00	146,054.19	143,002.82	141,297.98	1,379,594.20	741,405.80	65.04
Supplies										
268-000.00-727.000	Office supplies	11,488.89	18,000.00	18,000.00	1,914.90	1,753.40	863.65	9,493.41	8,506.59	52.74
268-000.00-728.000	Postage	167.35	2,000.00	2,000.00	0.00	5.10	0.00	65.41	1,934.59	3.27
268-000.00-734.000	Computer supplies, software & licensing	39,983.56	73,000.00	73,000.00	0.00	8,364.67	1,172.91	51,715.54	21,284.46	70.84
268-000.00-734.500	Computer supplies/equipment	7,088.93	24,300.00	24,300.00	17.00	144.20	293.64	102,513.11	(78,213.11)	421.86
268-000.00-740.000	Operating supplies	22,919.43	30,500.00	30,500.00	(1,629.98)	483.59	364.76	2,426.46	28,073.54	7.96
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
268-000.00-741.000	Supplies - Uniforms	0.00	300.00	300.00	0.00	0.00	0.00	122.00	178.00	40.67
268-000.00-742.000	Library books	183,651.77	203,000.00	203,000.00	22,601.08	16,705.12	8,793.99	115,268.44	87,731.56	56.78
268-000.00-742.010	Library Books - Lending	18,677.92	20,000.00	20,000.00	1,718.60	1,118.84	716.21	9,647.40	10,352.60	48.24
268-000.00-742.100	Library Books - Fines	265.28	1,000.00	1,000.00	9.00	0.00	40.00	607.55	392.45	60.76
268-000.00-743.000	Library periodicals	20,076.93	24,000.00	24,000.00	0.00	0.00	0.00	17,363.44	6,636.56	72.35
268-000.00-744.000	Audio visual materials	131,158.96	129,000.00	129,000.00	2,668.49	3,785.51	25,684.78	85,310.49	43,689.51	66.13
268-000.00-745.200	Electronic media	47,025.96	46,900.00	46,900.00	307.15	1,005.61	4,824.51	25,105.85	21,794.15	53.53
268-000.00-745.300	Electronic resources (CD rom materials)	63,936.47	70,000.00	70,000.00	0.00	559.30	0.00	62,938.18	7,061.82	89.91
Supplies										
		546,441.45	647,000.00	647,000.00	27,606.24	33,925.34	42,754.45	482,577.28	164,422.72	74.59



		END BAL	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BAL	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	JAN 2022	FEB 2022	MAR 2022	03/31/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGT	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	672.83	500.00	500.00	57.89	57.89	0.00	461.69	38.31	92.34
268-000.00-802.000	Data processing	712.94	700.00	700.00	0.00	0.00	0.00	734.34	(34.34)	104.91
268-000.00-802.100	Bank Service Charges	5,221.75	4,000.00	4,000.00	184.38	152.31	0.00	2,655.96	1,344.04	66.40
268-000.00-803.000	Independent audit	814.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-804.000	Medical service	1,372.00	1,500.00	1,500.00	0.00	98.00	98.00	1,547.00	(47.00)	103.13
268-000.00-806.000	Legal fees	20,783.00	7,500.00	7,500.00	1,441.00	300.00	0.00	11,956.00	(4,456.00)	159.41
268-000.00-808.000	Rubbish	0.00	0.00	0.00	0.00	0.00	0.00	(26.27)	26.27	100.00
268-000.00-808.100	Rubbish Monthly	1,224.41	1,300.00	1,300.00	0.00	0.00	0.00	0.00	1,300.00	0.00
268-000.00-809.000	Memberships and dues	5,340.01	7,500.00	7,500.00	0.00	0.00	0.00	5,612.45	1,887.55	74.83
268-000.00-816.000	Professional services	1,972.50	10,500.00	10,500.00	5,123.87	1,000.00	1,725.00	15,528.87	(5,028.87)	147.89
268-000.00-817.000	Custodial services	84,097.77	93,000.00	93,000.00	7,548.70	7,548.70	0.00	58,601.10	34,398.90	63.01
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,495.00	5.00	99.86
268-000.00-851.000	Telephone	26,043.29	24,000.00	24,000.00	1,729.11	1,756.03	(53.00)	16,440.37	7,559.63	68.50
268-000.00-855.000	TLN Automation Services	58,258.12	68,000.00	68,000.00	16,358.15	0.00	0.00	46,490.64	21,509.36	68.37
268-000.00-861.000	Gasoline and oil	157.33	1,500.00	1,500.00	0.00	0.00	0.00	215.08	1,284.92	14.34
268-000.00-862.000	Mileage	91.53	100.00	100.00	0.00	0.00	0.00	88.60	11.40	88.60
268-000.00-880.000	Community promotion	23,754.32	24,000.00	24,000.00	0.00	1,246.34	0.00	9,511.19	14,488.81	39.63
268-000.00-880.268	Library programming	9,668.89	28,000.00	28,000.00	1,067.20	1,111.02	387.64	8,669.20	19,330.80	30.96
268-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	0.00	0.00	0.00	0.00	8,000.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	6,577.85	28,000.00	28,000.00	369.21	444.44	536.95	4,108.23	23,891.77	14.67
268-000.00-910.000	Property & liability insurance	12,668.00	13,000.00	13,000.00	0.00	0.00	0.00	14,444.00	(1,444.00)	111.11
268-000.00-921.000	Heat	10,645.77	12,000.00	12,000.00	1,671.00	1,868.77	0.00	5,955.91	6,044.09	49.63
268-000.00-922.000	Electricity	89,008.38	95,000.00	95,000.00	7,327.48	7,331.77	7,966.85	70,959.21	24,040.79	74.69
268-000.00-923.000	Water and sewer	6,208.88	7,500.00	7,500.00	0.00	0.00	0.00	3,420.16	4,079.84	45.60
268-000.00-934.000	Building maintenance	125,214.33	100,000.00	100,000.00	6,796.62	9,955.45	9,482.14	76,976.84	23,023.16	76.98
268-000.00-935.000	Vehicle maintenance	25.31	500.00	500.00	456.85	0.00	0.00	456.85	43.15	91.37
268-000.00-941.000	Grounds maintenance	23,450.55	39,000.00	39,000.00	4,540.27	11.99	0.00	20,336.82	18,663.18	52.15
268-000.00-942.000	Office equipment lease	8,309.53	8,000.00	8,000.00	650.94	650.94	650.94	5,207.52	2,792.48	65.09
268-000.00-942.100	Records storage	291.64	400.00	400.00	24.95	24.95	24.95	224.55	175.45	56.14
268-000.00-956.000	Conferences and workshops	4,432.75	17,000.00	17,000.00	131.72	58.98	75.24	2,410.56	14,589.44	14.18
Other services and charges		530,512.68	604,500.00	604,500.00	55,479.34	33,617.58	20,894.71	386,481.87	218,018.13	63.93
Capital outlay										
268-000.00-976.100	Parking lot improvements	0.00	5,000.00	5,000.00	0.00	0.00	0.00	10,700.00	(5,700.00)	214.00
268-000.00-986.000	Internal Technology - Capital Outlay	0.00	32,200.00	32,200.00	0.00	0.00	0.00	0.00	32,200.00	0.00
268-000.00-990.000	Furniture	13,774.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		13,774.00	37,200.00	37,200.00	0.00	0.00	0.00	10,700.00	26,500.00	28.76
Net - Dept 000.00 - treasury		213,815.30	(165,528.00)	(165,528.00)	(238,947.42)	(206,256.08)	(201,487.13)	1,052,796.95	(1,218,324.95)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,217,848.34	3,244,172.00	3,244,172.00	(9,807.65)	4,289.66	3,460.01	3,312,150.30	(67,978.30)	(636.02)
TOTAL EXPENDITURES		3,004,033.04	3,409,700.00	3,409,700.00	229,139.77	210,545.74	204,947.14	2,259,353.35	1,150,346.65	(636.02)
NET OF REVENUES & EXPENDITURES		213,815.30	(165,528.00)	(165,528.00)	(238,947.42)	(206,256.08)	(201,487.13)	1,052,796.95	(1,218,324.95)	(636.02)

		END BAL	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BAL	AVAILABLE	
GL NUMBER	DESCRIPTION	06/30/2021	ORIGINAL	2021-22	JAN 2022	FEB 2022	MAR 2022	03/31/2022	BALANCE	% BDGT
		NM (ABNM)	BUDGET	AMDD BUDGT	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Interest income										
269-000.00-664.000	Interest on investments	23,226.98	27,000.00	27,000.00	1,527.15	0.00	0.00	10,163.21	16,836.79	37.64
269-000.00-664.500	Unrealized gain (loss) on investments	(2,903.80)	(4,500.00)	(4,500.00)	(6,702.53)	0.00	0.00	(12,410.52)	7,910.52	275.79
Interest income										
		20,323.18	22,500.00	22,500.00	(5,175.38)	0.00	0.00	(2,247.31)	24,747.31	(9.99)
Donations										
269-000.00-665.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	100.00
269-000.00-665.046	Makerspace Renovation Revenue	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-665.229	Raising a Reader in Novi Sponsors	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,551.67	1,000.00	1,000.00	50.00	0.00	28.64	1,627.61	(627.61)	162.76
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	2,159.85	1,000.00	1,000.00	0.00	96.35	1,320.61	3,091.96	(2,091.96)	309.20
269-000.00-665.232	Programming Revenue	3,471.35	5,500.00	5,500.00	0.00	1,500.00	500.00	2,000.00	3,500.00	36.36
269-000.00-665.233	Technology Library Revenue	0.00	1,500.00	1,500.00	50.00	0.00	0.00	50.00	1,450.00	3.33
269-000.00-665.234	Undesignated Misc Donations	0.00	500.00	500.00	250.00	0.00	0.00	250.00	250.00	50.00
269-000.00-665.235	Marketing Sponsorships	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Donations										
		17,182.87	25,000.00	25,000.00	350.00	1,596.35	1,849.25	8,019.57	16,980.43	32.08
Supplies										
269-000.00-742.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	100.00
269-000.00-742.229	Raising a Reader Expense	968.70	1,000.00	1,000.00	0.00	0.00	0.00	515.54	484.46	51.55
269-000.00-742.230	Collections/Materials Expense	986.10	500.00	500.00	123.26	427.64	0.00	550.90	(50.90)	110.18
269-000.00-742.231	Buildings/Ground/ Furniture Expense	1,586.00	15,000.00	15,000.00	106.90	0.00	0.00	324.50	14,675.50	2.16
269-000.00-742.232	Programming Expense	2,244.46	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-742.233	Technology Library Expense	0.00	26,500.00	26,500.00	0.00	0.00	0.00	10,490.00	16,010.00	39.58
269-000.00-742.234	Undesignated Misc	182.39	500.00	500.00	0.00	0.00	0.00	(7.16)	507.16	(1.43)
269-000.00-742.236	Staff Recognition	15.88	1,500.00	1,500.00	0.00	0.00	147.50	1,491.97	8.03	99.46
Supplies										
		5,983.53	47,000.00	47,000.00	230.16	1,427.64	147.50	14,365.75	32,634.25	30.57
Capital outlay										
269-000.00-976.044	Auto Lending Library	34,100.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-976.046	Makerspace Renovation	4,746.78	11,400.00	11,400.00	520.52	1,616.50	(841.91)	2,985.36	8,414.64	26.19
Capital outlay										
		42,847.02	11,400.00	11,400.00	520.52	1,616.50	(841.91)	2,985.36	8,414.64	26.19
Net - Dept 000.00 - treasury										
		(11,324.50)	(10,900.00)	(10,900.00)	(5,576.06)	(1,447.79)	2,543.66	(11,578.85)	678.85	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
TOTAL REVENUES		37,506.05	47,500.00	47,500.00	(4,825.38)	1,596.35	1,849.25	5,772.26	41,727.74	106.23
TOTAL EXPENDITURES		48,830.55	58,400.00	58,400.00	750.68	3,044.14	(694.41)	17,351.11	41,048.89	106.23
NET OF REVENUES & EXPENDITURES		(11,324.50)	(10,900.00)	(10,900.00)	(5,576.06)	(1,447.79)	2,543.66	(11,578.85)	678.85	106.23
TOTAL REVENUES - ALL FUNDS										
		3,255,354.39	3,291,672.00	3,291,672.00	(14,633.03)	5,886.01	5,309.26	3,317,922.56	(26,250.56)	
TOTAL EXPENDITURES - ALL FUNDS										
		3,052,863.59	3,468,100.00	3,468,100.00	229,890.45	213,589.88	204,252.73	2,276,704.46	1,194,395.54	
NET OF REVENUES & EXPENDITURES		202,490.80	(176,428.00)	(176,428.00)	(244,523.48)	(207,703.87)	(198,943.47)	1,041,218.10	(1,217,646.10)	

04/11/2022		BALANCE SHEET FOR CITY OF NOVI	
		As Of 03/31/2022	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	(220,415.48)	
268-000.00-017.000	Investments - Pooled	3,773,135.25	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-020.000	Current taxes receivable	36,643.26	
268-000.00-040.400	Prepaid expenditures	9,863.70	
	Total Assets	3,600,226.73	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	34,636.37	
268-000.00-215.200	Unemployment insurance liability	4,880.58	
268-000.00-259.702	Accrued liabilities-tax	12,600.00	
	Total Liabilities	52,116.95	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	2,495,312.83	
	Total Fund Balance	2,495,312.83	
	Beginning Fund Balance	2,495,312.83	
	Net of Revenues VS Expenditures	1,052,796.95	
	Ending Fund Balance	3,548,109.78	
	Total Liabilities And Fund Balance	3,600,226.73	

Fund 269 - LIBRARY CONTRIBUTION FUND 269			
*** Assets ***			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	7,491.58	
269-000.00-017.000	Investments - Pooled	1,677,031.14	
	Total Assets	1,684,522.72	
*** Liabilities ***			
269-000.00-202.000	Accounts payable	446.54	
	Total Liabilities	446.54	
*** Fund Balance ***			
269-000.00-390.000	Fund balance - Unrestricted	1,598,316.81	
269-000.00-390.230	Fund Balance Collections/Materials	37,401.31	
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	42,184.13	
269-000.00-390.232	Fund Balance Programming	31,155.95	
269-000.00-390.233	Fund Balance Technology Library	(13,403.17)	
	Total Fund Balance	1,695,655.03	
	Beginning Fund Balance	1,695,655.03	
	Net of Revenues VS Expenditures	(11,578.85)	
	Ending Fund Balance	1,684,076.18	
	Total Liabilities And Fund Balance	1,684,522.72	

**Director's Report – Julie Farkas**



**Staff Anniversaries (Years of Service) for May 2022**

• Gail Anderson	Information Services	6 years
• Jessica Holowicki	Information Technology	1 year
• Nicole Williams	Administration	1 year

**Staff DEI Committee Meeting Minutes**

4/5/22

Committee member updates

April

DEI collection and budget is going smoothly, the team is ahead of schedule and budget. LLL programming is in the works. Reaching out to City of Novi staff to understand summer camp dates, and potentially coordinate with story time sessions and additional summer fun programming.

Novi Meadows had a very successful event at NPL in early March. Approximately 400 guests attended!

Maryann

NPL@YourDoor is up and running! 5-6 participants are fully enrolled at this time, and inquiries continue to come in. Minor hiccups occurred with labels, but these are getting worked out. NCSD Card Campaigns have all been completed, each seeing successful levels of interest and enrollment.

LLL Polar Prizes experience has concluded. This concluded with the awarding of 2 gift baskets! Senior outreach is going well. Each facility is marketing to their residents and providing information on our outreach programs.

Nicole

NPL staff DEI training wraps up in 2 months. Upcoming opportunities include:

Native American History/Culture (April 6th)

Islamic Culture (May ?)-did not find an emailed invitation for this event. Could this be sent out?

Area on Aging (June 8th)

(Potentially) Jewish Culture (July ?)

Currently starting work on NPL's HR plan

Currently 3 open positions in the library.

Next year for NPL staff, 3 DEI training sessions will still be required, however, 2 will be selected from a provided list of options, and the 3rd will be discovered/selected by the staff personally.

Dana

Patron Point is moving along. Currently, notices are delivered to guests for their birthdays and NPL card anniversaries.

Regarding online renewal:

Patron Point has been testing the setup for online new card registration and is waiting on TLN to perform final follow-up checks to ensure the process runs smoothly. However, TLN, and in particular John Inman who has been our main contact for this, has been heavily delayed since December with several of their own major projects, including the launch of their newly redesigned TLN website, major CARL updates, and shared system report restructuring. We are consistently checking in with Patron Point and TLN to bring the project to completion to launch this new service.

New APP is still in development. Staff input was gathered regarding that APP's functioning/ease of use. That information has been supplied to the developer, and they are working through it. Cultural Art Display. This is currently on hold while the policy committee works to address and possibly streamline several policies that apply to this item.

Marketing plan is in editing phase and will come out with the overall strategic plan. An auction for 2 Read Boxes is going on till the end of April. Highest bidder will win.

#### Gail

Upcoming concert program is at full capacity!

Experience Culture Programs are back! Upcoming experiences include:

Asian Pacific American Cultural Celebration 5/28/22

Unity in the Community Juneteenth Celebration- includes Slows BBQ Food Truck 6/18/22

Korean Lantern Craft 7/27/22

Bon Summer Festival, a celebration of Japanese tradition, including cultural drumming 8/20/22  
Older adult programming is starting up again in May and June. In July a new dance/movement therapy program will be offered, which provides both physical and mental health benefits.

#### Shannon

Shared events upcoming in May, celebrating Asian American Pacific Islander Heritage month. Collaborating with DAYN (Dear Asian Youth Novi), a high school group, to offer celebratory programming and educational displays, including A Taste of Tea (5/14).

Additional future events include a story time/origami crafting, anime matinee, and lantern making, all leading up to Gail's program in August!

Tollgate Farm is attempting to offer a Japanese story telling session May 15th, which Shannon will participate in, however, this event is being coordinated by Tollgate, not NPL.

#### Sarah

The Family Discussion Kits were a success! Almost 200 total kits (100 per age group) were taken during March. I will be making improvements to them, such as including topics about identities besides race such as LGBTQ+ and disabilities. I will also look into making electronic versions of the kits available online. The kits will be going back out on display for May and June. Julie asked if Sarah could look into an option for the kit info to continue to be provided on the library's website in the DEI section.

For the month of June, I will be running a Pride Trivia Night, which will be a fun trivia-filled night of LGBTQ+ pop culture and history for all ages.

The 2nd annual Pride Month Reading Challenge (Read with Pride) will also come back for the month of June, and participants of all ages who read or watch at least 3 books/movies with an LGBTQ+ character will be entered into a raffle to win a prize!

The Pride + Joy group (parents/guardians of LGBTQ+ youth) is still on hiatus, but it will hopefully regroup and come back!

Julie

March 24th Library Board meeting honored 2 existing board members for their years of service, and introduced 2 new board members; Priya Gorumurthy and Mark Sturing.

The Boards DEI committee is back up and running. Board Vice President Kat Dooley along with Trustee's Michener and Gorumurthy will serve on this committee.

Julie met with this committee on April 4th. They continue to work together in editing the DEI Scorecard.

Julie shared the scorecard via email with new categories that were added.

All NPL DEI Committee members were asked to identify 3 (of the new categories) where they are interested in helping. Email Julie with your top three choices.

Additional discussions took place regarding the timing to roll out this scorecard to full staff in its current state, to gain a baseline of data.

Julie shared an article from the current Engage issue, entitled Fearless Teens Make a Difference.

Our next meeting will be Tuesday, May 3rd @ 3:00, hosted by Sarah!

**Daily use of the building by hour March 13, 2022 – April 16, 2022**

3/13/2022		3/14/2022		3/15/2022		3/16/2022		3/17/2022		3/18/2022		3/19/2022	
9-10am	37	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	11	10-11am	42	10-11am	48	10-11am	43	10-11am	47	10-11am	40	10-11am	74
11am-12pm	44	11am-12pm	38	11am-12pm	46	11am-12pm	47	11am-12pm	57	11am-12pm	40	11am-12pm	84
12-1pm	65	12-1pm	50	12-1pm	49	12-1pm	59	12-1pm	43	12-1pm	55	12-1pm	101
1-2pm	79	1-2pm	56	1-2pm	45	1-2pm	53	1-2pm	49	1-2pm	61	1-2pm	98
2-3pm	98	2-3pm	109	2-3pm	89	2-3pm	86	2-3pm	85	2-3pm	111	2-3pm	84
3-4pm	111	3-4pm	97	3-4pm	116	3-4pm	96	3-4pm	114	3-4pm	125	3-4pm	114
4-5pm	119	4-5pm	94	4-5pm	115	4-5pm	79	4-5pm	120	4-5pm	139	4-5pm	88
5-6pm	168	5-6pm	118	5-6pm	82	5-6pm	108	5-6pm	102	5-6pm	104	5-6pm	99
6-7pm	0	6-7pm	66	6-7pm	99	6-7pm	74	6-7pm	82	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	64	7-8pm	74	7-8pm	67	7-8pm	48	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	51	8-9pm	57	8-9pm	72	8-9pm	52	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	732		785		820		784		799		675		742

3/20/2022		3/21/2022		3/22/2022		3/23/2022		3/24/2022		3/25/2022		3/26/2022	
9-10am	24	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	10	10-11am	46	10-11am	46	10-11am	62	10-11am	50	10-11am	58	10-11am	56
11am-12pm	68	11am-12pm	46	11am-12pm	42	11am-12pm	41	11am-12pm	47	11am-12pm	55	11am-12pm	54
12-1pm	85	12-1pm	56	12-1pm	50	12-1pm	57	12-1pm	52	12-1pm	68	12-1pm	72
1-2pm	116	1-2pm	45	1-2pm	56	1-2pm	55	1-2pm	43	1-2pm	67	1-2pm	72
2-3pm	128	2-3pm	96	2-3pm	88	2-3pm	95	2-3pm	116	2-3pm	107	2-3pm	95
3-4pm	99	3-4pm	134	3-4pm	120	3-4pm	129	3-4pm	122	3-4pm	151	3-4pm	114
4-5pm	109	4-5pm	95	4-5pm	124	4-5pm	107	4-5pm	118	4-5pm	110	4-5pm	103
5-6pm	134	5-6pm	89	5-6pm	130	5-6pm	87	5-6pm	73	5-6pm	140	5-6pm	116
6-7pm	0	6-7pm	78	6-7pm	104	6-7pm	75	6-7pm	99	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	68	7-8pm	68	7-8pm	78	7-8pm	63	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	47	8-9pm	52	8-9pm	41	8-9pm	76	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	773		800		880		827		859		756		682

3/27/2022		3/28/2022		3/29/2022		3/30/2022		3/31/2022		4/1/2022		4/2/2022	
9-10am	34	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	6	10-11am	47	10-11am	74	10-11am	68	10-11am	67	10-11am	58	10-11am	69
11am-12pm	66	11am-12pm	87	11am-12pm	77	11am-12pm	70	11am-12pm	75	11am-12pm	76	11am-12pm	66
12-1pm	61	12-1pm	61	12-1pm	65	12-1pm	82	12-1pm	55	12-1pm	68	12-1pm	64
1-2pm	81	1-2pm	80	1-2pm	77	1-2pm	85	1-2pm	61	1-2pm	65	1-2pm	67
2-3pm	77	2-3pm	99	2-3pm	63	2-3pm	110	2-3pm	51	2-3pm	65	2-3pm	70
3-4pm	110	3-4pm	88	3-4pm	73	3-4pm	104	3-4pm	63	3-4pm	58	3-4pm	67
4-5pm	101	4-5pm	83	4-5pm	86	4-5pm	106	4-5pm	55	4-5pm	74	4-5pm	75
5-6pm	117	5-6pm	70	5-6pm	91	5-6pm	61	5-6pm	61	5-6pm	93	5-6pm	101
6-7pm	0	6-7pm	74	6-7pm	70	6-7pm	47	6-7pm	64	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	59	7-8pm	53	7-8pm	35	7-8pm	53	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	60	8-9pm	40	8-9pm	42	8-9pm	46	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	653		808		769		810		651		557		579

4/3/2022		4/4/2022		4/5/2022		4/6/2022		4/7/2022		4/8/2022		4/9/2022	
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10-11am	12	10-11am	43	10-11am	92	10-11am	57	10-11am	51	10-11am	54	10-11am	93
11am-12pm	59	11am-12pm	51	11am-12pm	69	11am-12pm	54	11am-12pm	47	11am-12pm	61	11am-12pm	95
12-1pm	101	12-1pm	57	12-1pm	58	12-1pm	64	12-1pm	62	12-1pm	48	12-1pm	112
1-2pm	74	1-2pm	49	1-2pm	43	1-2pm	53	1-2pm	58	1-2pm	61	1-2pm	111
2-3pm	99	2-3pm	99	2-3pm	83	2-3pm	75	2-3pm	132	2-3pm	85	2-3pm	127
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4-5pm	109	4-5pm	122	4-5pm	113	4-5pm	83	4-5pm	94	4-5pm	89	4-5pm	93
5-6pm	113	5-6pm	71	5-6pm	110	5-6pm	83	5-6pm	82	5-6pm	102	5-6pm	169
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9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	692		829		955		805		974		609		919

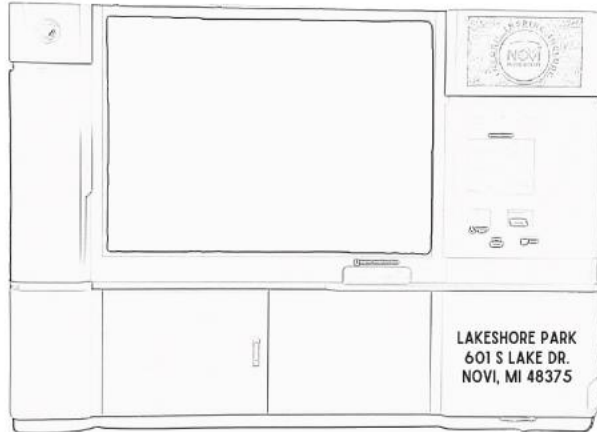
4/10/2022		4/11/2022		4/12/2022		4/13/2022		4/14/2022		4/15/2022		4/16/2022	
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10-11am	0	10-11am	60	10-11am	83	10-11am	65	10-11am	62	10-11am	74	10-11am	74
11am-12pm	0	11am-12pm	79	11am-12pm	79	11am-12pm	44	11am-12pm	74	11am-12pm	85	11am-12pm	68
12-1pm	101	12-1pm	59	12-1pm	51	12-1pm	77	12-1pm	117	12-1pm	59	12-1pm	90
1-2pm	81	1-2pm	56	1-2pm	45	1-2pm	72	1-2pm	121	1-2pm	62	1-2pm	85
2-3pm	101	2-3pm	89	2-3pm	111	2-3pm	75	2-3pm	110	2-3pm	106	2-3pm	100
3-4pm	100	3-4pm	130	3-4pm	112	3-4pm	64	3-4pm	69	3-4pm	116	3-4pm	131
4-5pm	73	4-5pm	94	4-5pm	107	4-5pm	68	4-5pm	75	4-5pm	96	4-5pm	90
5-6pm	99	5-6pm	81	5-6pm	60	5-6pm	70	5-6pm	57	5-6pm	113	5-6pm	101
6-7pm	0	6-7pm	84	6-7pm	60	6-7pm	76	6-7pm	93	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	70	7-8pm	70	7-8pm	65	7-8pm	59	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	44	8-9pm	53	8-9pm	56	8-9pm	50	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	555		846		831		732		887		711		739



National Library Week



# NATIONAL LIBRARY WEEK COLOR THE KIOSK!



CELEBRATE NATIONAL LIBRARY WEEK BY DECORATING THE LAKESHORE LENDING LIBRARY KIOSK!  
SUBMIT YOUR MASTERPIECE TO THE FIRST FLOOR INFORMATION DESK BY APRIL 30 AT 6PM  
TO BE ENTERED INTO A RAFFLE TO WIN A GIFT CARD TO THE CAFE! ALL AGES WELCOME!

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ PHONE: \_\_\_\_\_

**Update as of April 23, 2022:**

Library Staff have been in contact with City of Novi to follow-up with offering this opportunity as we are a City building. Library Facilities Dept. is looking into costs and installation for product.



## 'FEARLESS' TEENS *make a difference*

**W**hat started as a school project to raise awareness about the topic of "period poverty" is now a full-fledged campaign being initiated in all City of Novi buildings.

That's the power of passion and what drove Novi High School seniors Varnika Chandra, Medha Maraju, and Vaishnavi Jagalur to approach Novi City Council about providing free menstrual products at all City-owned restrooms.

The students, who created the Fearless Flow Foundation, said there is a stigma around women having their periods, they themselves often walking to the bathroom trying to hide their products. The goal was to not only help people feel more comfortable, but also help those who might not have access to what they need.

"We live in Novi and most people assume everyone is well off," said Medha. "There's a good amount of people below the poverty line here and we wanted to support them."

Said Varnika: "We expect toilet paper and soap in our restrooms, but we don't expect to have menstrual products and we should."

The group's initial plans were just competition related, but once they learned more about the topic they wanted to keep advocating. "We didn't see other people talking about it and we wanted to be the ones to step up and tell others it's OK," said Vaishnavi.

The group presented before Novi City Council in December and were invited back in February when Council agreed to provide the products in City-owned restrooms while also encouraging private businesses to do the same.

Mayor Bob Gatt said he was wowed by their initial presentation and touched by their passion.

"It gives me great heart to think our Novi schools are putting out students like (them)," he said.

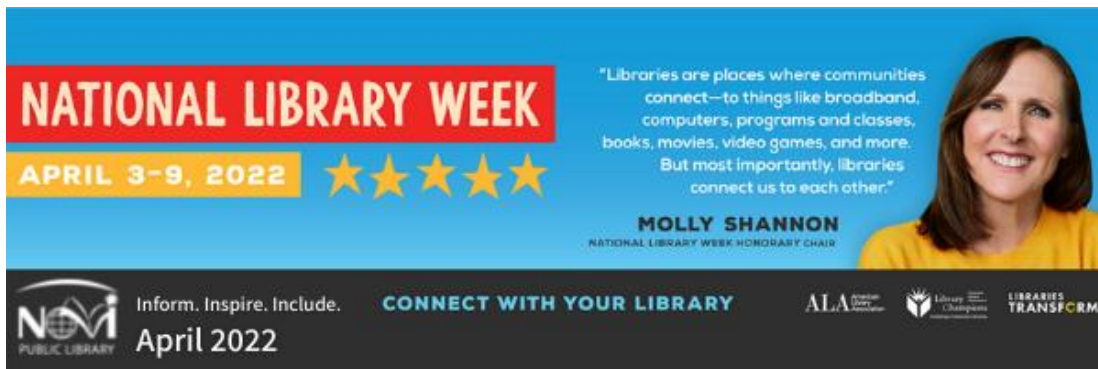
While the seniors will be graduating in June and heading off to college, their work is not done. They plan to encourage the Novi Public Library to provide free menstrual products in its restrooms, and work with the school district to do the same. They would also like to have the district update its health curriculum to include more information on menstruation.

On top of those goals, the Foundation is planning a product drive in early April, partnering with surrounding school districts to collect products for those in need. Everything collected will be donated to location organizations who support women in need. The group has already donated 8,000 products thus far.

"We want to make as much of an impact here as we can," said Varnika.

For more information on the Fearless Flow Foundation or to help, visit [fearlessflowfoundation.org](http://fearlessflowfoundation.org) or follow them on Instagram @fearlessflowfoundation.





donate

event calendar

my account

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### Upcoming Closures

- Sunday, April 17 - Easter Sunday
- Sunday, May 8 - Mother's Day
- Sunday, May 29 - Sunday before Memorial Day
- Monday, May 30 - Memorial Day

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### Angeline Boulley Chosen As 2022 Community Reads Author

NPL is thrilled to be partnering with six other neighboring libraries to bring you Community Reads 2022! This year, the Neighborhood Library Association (NLA) is featuring Angeline Boulley, author of *Firekeeper's Daughter*, a groundbreaking YA thriller about a Native teen who must root out the corruption in her community, even if it tears apart the only world she's ever known. **Area libraries are hosting a number of related programs and book discussion groups. To view upcoming events, [click here](#).**

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### Live Music & More for National Library Week

Celebrate National Library Week (April 3-9) with us on **Thursday, April 7 at 7pm** as we kick off the official start of in-person programming! Enjoy a live and exciting concert provided by multi-talented musician Geff Phillips with a variety of pop



and rock from the 60's & 70's that will have you clapping and singing. Learn about the exciting things the Library has planned for you this spring and summer. Bring the whole family. We can't wait to see you again! [Click here to register.](#)

You can also stop by the 1st Floor Information Desk this month and grab a "Color the Kiosk" coloring sheet! Decorate the Lakeshore Lending Library kiosk and submit your masterpiece to be entered into a raffle to win a Library Café gift card. All ages welcome! [Click here to download and print the sheet from home.](#)



## Read Box Fundraiser

The Library will be hosting a Read Box fundraiser through the month of April! These Read Boxes provide the perfect opportunity for an individual, business, or homeowner's association to sustain their own small library of books for family, friends, and neighbors! We supply the Read Box, you supply the creativity, installation, and books!

**Bidding for each box starts at \$100.00 and will open on Monday, April 4 at 10am. Bidding will end at 5pm on Friday, April 29. [Click here to make your bid.](#)**

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## Donate to NPL on Library Giving Day



## Pinwheel Garden Coming to NPL

Since 1985, April has been recognized as National Child Abuse Awareness Month to acknowledge the importance of families and communities working together to play an active role in preventing child abuse and neglect and taking positive action to promote child and family well-being and promoting protective factors. During this month, it is encouraged to help spread awareness by planting pinwheel gardens. Pinwheels are used as the national symbol of child abuse prevention. The pinwheels represent a hopeful, happy and carefree childhood that every child deserves. The Novi Community Coalition will be planting a pinwheel garden at NPL to raise awareness.

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## Novi Mental Health Alliance Book Discussion and Virtual Author Event

Join the Novi Mental Health Alliance and parents of high schoolers and other

Libraries strengthen communities and transform lives every day. In addition to well-loved books, many libraries offer innovative programs that promote lifelong learning, connect guests to technology, and advance knowledge. Join NPL during Library Giving Day! This one-day online fundraising event will occur on Wednesday, April 6 and we encourage guests and library lovers to make a gift in support of your library. [Click here to donate!](#)



### Get personalized materials

delivered to your home with NPL @ Your Door!



[novilibrary.org](http://novilibrary.org) 248-869-7205 [nplayd@novilibrary.org](mailto:nplayd@novilibrary.org)

## Get Materials-by-Mail with NPL @ Your Door

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

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

community members for two book discussions on April 11 and 25, featuring *Under Pressure: Confronting the Epidemic of Anxiety and Stress in Girls* by Dr. Lisa Damour, New York Times best-selling author. **Register by [clicking here](#).** **A limited number of books are available at the Library's 1st Floor Information Desk.**

Dr. Lisa Damour will be speaking for the Novi community virtually via Zoom on Tuesday, May 3 at 7pm. You can watch in-person at the Novi Middle School Auditorium or from home. **Register by [clicking here](#). This event is sponsored by the Novi Community Coalition.**

## Upcoming Meetings

**Friends of the Novi Library Meeting:**

Wed, Apr 13, 2pm - NPL Board Room

**Novi Historical Commission Meeting:**

Wed, Apr 20, 7pm - [Agenda](#)

**Library Board Meeting:** Thu, Apr 28, 7pm - [Agenda](#), Council Chambers

## We're Hiring!

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

**Questions? Email our HR Specialist, Nicole Williams, at [nwilliams@novilibrary.org](mailto:nwilliams@novilibrary.org).**

## Novi Library Café

**Hours**

**Monday-Friday, 10am-5pm**

Stop by before 2pm between April 4-8 for a lunch special! Get a delicious pizza and pop for just \$7. Iced tea is coming back!

Next week they will feature Passion Tango! **Catering is also available**

through the Café. [Click here](#) for more info.



### Meet Our iCube Staff!

Jessica Holowicki, IT Technology Assistant, started working at NPL in April 2021. She earned a Bachelor of Fine Arts in 2017 and is currently studying for her Masters in Library Sciences at Wayne State University. Her primary responsibilities are to familiarize guests with the iCube and everything it has to offer, schedule appointments for equipment, maintain the equipment, and develop programming for the iCube such as Grab and Go Kits and in-person events. Her favorite equipment in the iCube is the laser engraver and the Creative Kits. She likes the versatility of the laser for creating projects out of many different materials, such as wood, cloth, and even stone. It has an internal camera to map out the laser bed so you can be very precise about how everything is laid out and where something will be engraved or cut through. But she finds that the Creative Kits are excellent for introducing younger or less experienced guests to makerspaces like the iCube. Because each kit is a self-contained activity that anyone can make, they can get a feel for creating something themselves or just have fun crafting with friends and family! So far, her favorite project she's worked was an Air Plant Terrarium Grab and Go Kit. It was an interesting experience learning how to plan out fun activities for the kits, source materials, and put together instructions that make it easy for



### Talk About Racial Equity, Identity and More with Free Family Discussion Kits

Family Discussion Kits celebrate diverse voices and help facilitate family discussions about racial equity, identity, and justice. Included in the kits are discussion questions for recommended books, further recommended reading, and activities and other resources to help parents talk with their children about various topics related to race, identity, and equity. **These discussion kits are available on the lobby tables, free for anyone to take.**

### Asian Pacific American Cultural Celebration

Experience culture in May! Join us for a day of celebration as the Novi Library spotlights Asian Pacific Heritage Month on **Saturday, May 28 from 2-5pm**. Meet us on the patio for music and dancing, cultural displays, speakers, and free food, including a whole roasted pig, and more! Event will be held in the meeting room if inclement weather.

[Click here to register.](#)

guests to complete the project after they pick it up. She's already working on another one that she's excited to roll out! In the photo above, Jessica is wearing a dress that she sewed in the iCube using the embroidery sewing machine!

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### Adult Programs

- Cultural/International & ESL Programs
- Book Discussion Groups
- 4/7: "Connect with Your Library" Spring Concert
- 4/12: For the Health of It - Ways to Cancer Prevention
- 4/13: Novi Game Night
- 4/14: Financial Wellness in Times of Transition
- 4/24: Novi Concert Band and Schoolcraft College Band Perform
- 4/25: Local Author Spotlight Series

### Tween/Teen Programs

- Teen Space
- 4/13: Novi Game Night
- 4/13: BeTWEEN the Pages: Tween Book Club Trivia
- 4/29: Teen Advisory Board (TAB) Meeting

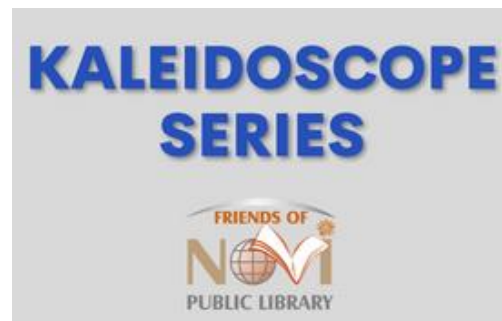
### Youth Programs

- Story Times  
Returning in-person starting Monday, April 4!
- 4/5: Celebrate Ramadan
- 4/9: \$mart Money MI Kids Read Grab and Go
- 4/26: Book Bunch Book Club
- 4/27: Tail Waggin' Reading Buddies



Thank you to College Nannies + Tutors for sponsoring last month's Free Virtual SAT Practice test program for students in 10th and 11th grade!

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## Walled Lake Amusement Park

**Wednesday, April 27, 7pm**

Join Kathy Crawford as she takes us on a journey back to when Pavilion Shore Park used to be an amusement park that drew thousands of people to the shores of Walled Lake. There were rollercoasters, slides, boat rides, casinos, and concert halls!

[Click here to register.](#)

## Friends Kaleidoscope Series

**Tuesday, April 26, 7pm**

Minoru Yamasaki was a well-known Japanese-American architect whose work can be seen around the world, but especially in his adopted home of Detroit. John Gallagher presents Yamasaki's success in crafting tranquil spaces in an urban environment. Gallagher was a Detroit Free Press writer, is the author of more than five books, and an inductee into the Michigan Journalism Hall of Fame.

[Click here to register.](#)



## Visit Lakeshore Lending Library This Spring!

Spring weather means more visits to Lakeshore Park! Don't forget to stop at Lakeshore Lending Library to pick up a read while you're enjoying park facilities. The kiosk is stocked with adult best sellers and large print, DVD, youth and tween fiction, biographies, youth picture books, and more.

Lakeshore  
Lending Library



## Community Information

### City of Novi Older Adult Services Upcoming Events

**April 6, 6-7pm:** Best Brain Strategies from Kathy Housey, Brains and Balance Specialist - Call 248-347-0414 to register.

**April 13, 10-11:30am:** Birding in Novi, presented by Kensington Metro Parks at Lakeshore Park - [Click here to register.](#)

**April 20, 6-7pm:** Retirement Realities- Don't Be Sold, be Informed, with Chad Day, The Michigan Retirement Agency - Call 248-347-0414 to register.

### Oakland Literacy Council Seeks Volunteer Tutors

In honor of March is Reading Month, consider volunteering as a tutor through Oakland Literacy Council. If you can spare two hours a week, you can make a difference in the life of another adult who wants to improve their English or math skills. Attend one of the following information sessions on April 5 and 14 and May 2 and 17 to learn more about serving as a virtual or in-person tutor. **Learn more by [clicking here](#) or call 248-253-1617.**





## New York Times Online

Did you know your Novi library card gets you access to the New York Times online? Check out a 24 hour digital pass today, inside the Novi Library or from the comfort of your home, and start catching up on all the latest news. [Click here for more info.](#)



## Business Resource Center

Visit the 2nd floor to view our Business Resource Center. We provide information about how to start and grow your business, a place to meet, computers & printers, business books, access to business databases, and more! [Click here to view our Business and Career Resources page.](#)



## Group Study Rooms

NPL has nine group study rooms available for guest use on a first-come, first-served basis. These rooms are designed to be used for individuals or for groups of 2 to 6.

## Connect With Us:



[Click here to unsubscribe](#)

[Visit Our Website](#)

**Information Technology Report by Barbara Rutkowski – March**  
**General**

- Closed 20 Help Desk tickets.

**iCube**

- We held 74 iCube appointments:
  - 14 3D Prints
  - 6 Creative Cloud
  - 18 Creative Kits
  - 5 Cameo/Cricut
  - 1 FormBox
  - 1 Laser
  - 5 Heat Press
  - 2 Sublimation
  - 22 Digital Conversion
- New equipment was added this month:
  - The new Sawgrass sublimation printer is capable of printing on paper up to 11" x 17" with the option of using the bypass tray which holds media up to 13" x 51". Sublimation allows us to transfer full-color images to blank items such as shirts, mugs, mouse pads, jigsaw puzzles, etc. using a heat press.



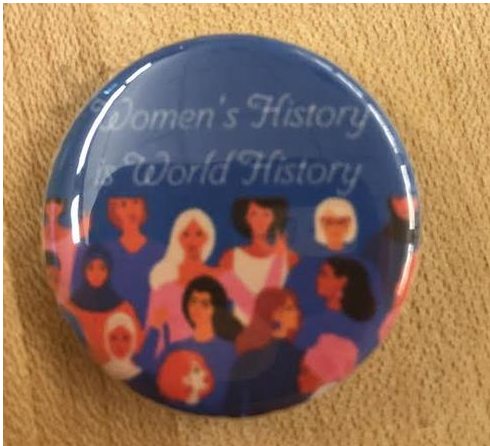
- We now have a large 16" x 20" Heat Press which offers our guests more options for sublimation and vinyl transfers.



- Our IT Technology Assistant, Jessica Holowicki, offered an Air Plant Terrarium Grab and Go Kit and is shown here wearing a dress she made using the embroidery sewing machine.



- Students from South Lyon East High School created buttons and posters for Women's History Month!



- Schedule a one hour Virtual Reality appointment to explore the immersive world of virtual reality with Oculus Quest! Travel around the world or watch 360 degree videos of wildlife. Work up a sweat playing tennis or baseball, or try out Beat Saber, where the goal is to keep up with the rhythm of the music. RED level recommended for ages 13+.
- Several guests were given tours of the iCube equipment.

### Training

- IT Staff attended the Staff In-Service, completed the Safety Tour given by the Facilities Staff and viewed the DEI webinar, "Taking Care of Self, Staff, and Community".

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

In the past month the Facilities Department has closed 1 Facilities tickets, 35 Meeting Room Requests and has updated 359 Periodic Maintenance tickets.

- 7 Gaylord bins full of discarded and donated books have been sent to Mission books for re-sale or recycling.
- The restroom deep clean and sanitization was performed by vendor.
- Two dimmable light switches were replaced in the Board Room.
- The Shepherd hook light poles along Ten Mile road were repaired by vendor and are now working once again.
- The library hours sign and logo on the main entrance doors were replaced with larger text, making it easier to see at a further distance for the visually impaired.
- The damage caused by a vehicle hitting the awning above the drive-up window has been repaired at no cost to the library. The cost was covered by the owner of the vehicle.
- The Server Room HVAC system received a new compressor in the rooftop unit and new fuses in the breaker panel. Work was completed by HVAC vendor.
- Several light ballasts were changed throughout the building.
- Some updates to the Emergency Manuals have been made. This is a work in progress as more updates will be made in the near future.
- The Facilities Department has spent some time picking up trash outside around the building and parking lot.
- Library Board Packets were delivered to board members.
- Many staff members took part in their annual safety tours/training of the building. Only a few more staff are left who have not yet participated in this training, but are scheduled for the very near future.

### **Information Services Department Report by April Stevenson – March**

#### **News and Notes**

- Hosted Meadows Elementary after-hours event with 497 in attendance
- Met with Dear Asian Youth Novi reps to plan programs for Asian American Pacific Islander month
- Provided a homeowners association presentation to Abbey Hills subdivision residents
- Added a Cultural Reads booklist to our Book Lists page
- Promoting the 2022 Village Oaks Battle of the Books program
- Added two online Merck medical databases to our website; one for consumers and one for pet owners
- Gave away 192 advocacy kits during the month of March. Plan to offer again in May and June
- Put out free board books for guests from Ready to Read Michigan (Library of Michigan)
- Great news! We are receiving \$1,000 worth of braille books from Seedlings due to a grant they received from the Village Club foundation

### Professional Development

- Virtual Reality and Learning: Leading the Way - Sarah
- Taking Care of Self, Staff, and Community - Danielle
- Strong Women and Girls - Danielle
- Building meaningful, healthy relationships among children of color - Danielle
- Sponsorship Advice and Ideas for Libraries - Hillary

### IS Staff Outreach

- Power of Mentoring with Roop Raj and Huel Perkins" lunch with the Novi Chamber - Hillary
- MiLibraryQuest - Lindsay
- YALSA Transforming Teen Services - Lindsay
- Delivered Book Boxes to ECEC, Novi Woods Montessori, and Goddard - Emily
- Provided 10 In-Person ECEC Story Times - Emily
- ECEC Special Education Zoom Story Time - Emily
- Provided 3 In-Person Goddard Story Times - Emily
- Little Birds Montessori Zoom Story Time - Emily
- ICLR meeting - Shannon

### Adult Programs

- Novi Game Night -8
- Electric Cars- Past Present and Future - 66
- Resume Essentials - 4

### Adult Displays

- **Feature Collection Display** - Women's History
- **Desk Display** - Holi Festival
- **Business Spotlight Display** - Women in business
- **International Movie Pop-up Display** - Sports March Madness films
- **First floor Display Case** - Hina Doll display for Hinamatsuri

### Youth/Tween/Teen/Family Programs

- Grab and Go Air Plant Terrarium - 36
- Virtual SAT Practice Test - 15
- Tail Waggin' Reading Buddies (6) - 20
- STEAM Leap into Science: Light and Shadow - 12
- Teach Back for Virtual SAT Practice Test - 8

### Youth/Tween/Teen Displays

- **Teen Stop display** - Women's History
- **Youth Feature Display** - Reading makes your mind bloom
- **Youth Desk Display** - Spring/spring holidays
- **Lobby Display** - March is Reading month staff picks
- **Libraries are for Everyone** -
  - Women's History
  - March is Reading
  - Music in our Schools
  - Irish American Heritage
  - Carnival
  - Purim
  - St. Patrick's Day
  - Holi





Raising a Reader 1,000 Books Before Kindergarten Stats

- # of active participants logging 100 books or more: 479
- # of logs received to date: 2,082
- # of paper logs submitted this quarter: 25
- # of online logs submitted this quarter: 44
- # of books read this quarter: 6,900
- # of people who have completed each 100 amounts:

100 Books – 479	600 Books – 157
200 Books – 314	700 Books – 143
300 Books – 257	800 Books - 127
400 Books – 200	900 Books – 116
500 Book – 180	1000 Books – 109

Hina Doll display for Hinamatsuri



Holi Festival desk display



**In-Person Storytimes began on Monday, April 4, 2022**

## IN-PERSON STORY TIMES

**MONDAYS**

Baby Time - 10:15am  
Tot Time - 11:15am

**TUESDAYS**

Time for Twos & Threes - 10:15am

**WEDNESDAYS**

Sunset Stories - 6pm

**THURSDAYS**

On My Own - 2pm

**SATURDAYS**

Family Story Time - 10:15am



No registration required.  
No story time on Saturday, April 16 or Monday, April 25.  
Please check our calendar on [novilibrary.org](http://novilibrary.org) for story time breaks.

NOVILIBRARY.ORG  
45255 W. TEN MILE RD.  
248-349-0720



**Social Media Stats – Adult Programs/Marketing – March**

Adult Programming Statistics for Board Report-March 2022

Date	Program Title	Programs	Total Attendance	Virtual Programs Recorded	Zoom		Facebook		Instagram	YouTube	Twitter
					Zoom Programs	Zoom Attendance	FB Live Attendance	FB Recorded views	IG Recorded Views	YouTube Recorded Views	Twitter Recorded Views
10-Mar	Electric Cars Past Present & Future	1	66	1	1	25	16	25			
23-Mar	Photography Club	1	7		1	7					

**Social Media Stats – Youth/Tween/Teen Programs/Marketing - March**

Youth & Teen Programming Stats - March 2022

Date	Program	Program Totals				Zoom				Facebook				Instagram		YouTube		Twitter	
		Total Youth Programs	Total Youth (w/adults) Attendance	Total Teen Programs	Total Teens (w/adults) Attendance	Youth Zoom Programs	Youth Zoom Attendance	Teen Zoom Programs	Teen Zoom Attendance	Youth FB Live	Youth FB Recorded views	Teen FB Live	Teen FB Recorded views	Youth IG Recorded Views	Teen IG Recorded Views	Youth YouTube Recorded Views	Teen YouTube Recorded Views	Youth Twitter Recorded Views	Teen Twitter Recorded Views
16-Mar	Between the Pages: Tween Book Club Trivia	1	0	1	7			1	7										
22-Mar	Book Bunch Book Club	1	3		0	1	3												
12-Mar	Virtual SAT Practice Test	1	0	1	15			1	15										
22-Mar	Teachback for Virtual SAT Practice Test	1	0	1	8			1	8										
25-Mar	Teen Advisory Board (TAB) Meeting	1	0	1	5			1	5										
29-Mar	STEAM Leap into Science: Light and Shadow	1	12		12			1	12										
1-Mar	ECEC Special Education Zoom Story Time - Dinosaurs	1	15		0	1	15												
17-Mar	ECEC Special Education Zoom Story Time - Colors/Rainbows	1	15		0	1	15												
29-Mar	Little Birds Montessori Zoom Story Time	1	15		0	1	15												
8-Mar	Time for Twos and Threes--LB--Basketball	1	55							36					19				
10-Mar	On My Own--LB--Unicorns	1	43							24					19				
15-Mar	Time for Twos and Threes--LB--Horses	1	38							15					23				
17-Mar	On My Own--LB--Grumpy Bears	1	21							9					12				
22-Mar	Time for Twos and Threes--LB--Ninjas	1	35							19					16				
24-Mar	On My Own--LB--Detectives	1	83							63					20				
21-Mar	Baby & Tot Time - Birds	1	32							6					26				
19-Mar	Family Story Time - Emily - Colors	1	36							15					21				
7-Mar	Baby & Tot Time - Rainbows/Colors	1	33							11					22				

## Support Services Department Report by Maryann Zurmuehlen – March

### Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team Zoom meetings.
- Attended weekly department catchup meetings.
- Attended a DEI Committee Zoom meeting on March 1<sup>st</sup>.
- Attended a NPL @ Your Door Committee meeting on March 3<sup>rd</sup> and 22<sup>nd</sup>.
- Attended a staff In-Service on March 11<sup>th</sup>.
- Attended a Finance Committee Meeting on March 16<sup>th</sup>.
- Attended a TLN SASUG Zoom meeting on March 24<sup>th</sup>.

### Circulation & Shelves

- Interviews were held for a 24-hour Outreach Clerk position on March 10<sup>th</sup>.
- Attended a staff In-Service on March 11<sup>th</sup>.
- Working on cleanup of the patron database.
- Working on DEI goal.
- Working on Shelving Standards goal.

### Tech Services

- Interviews were held for 29-hour and 27-hour Tech Services Clerk positions on March 1<sup>st</sup> and 2<sup>nd</sup>.
- Attended a staff In-Service on March 11<sup>th</sup>.
- Cataloging and re-categorizing of Lakeshore Lending Library materials.
- Working on DEI goal.
- Working on Shelving Standards goal.

### Statistics (March 2022)

- **Library Cards Issued: 312**
- **Items Checked Out: 65,387**
- **Items Interloaned for NPL Patrons: 5,447 (128 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,559 (113 through MeLCat)**
- **Items Added to the Collection: 1,318**
- **Items Discarded from the Collection: 1,974**
- **Drive-Up Window & Locker Hold Pickups: 19**
- **Novi School's Card Registration: 0**
- **MAP Checkouts: 10**
- **Lakeshore Lending Library Checkouts: 72**
- **Outreach:**
  - **6 Facilities Visits / 33 Items Provided**
  - **7 Book Discussions / 106 Items Provided**



Support Services Statistics 2021 -2022													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	320	321	358	296	422	363	346	272	312				<b>3,010</b>
<b>Items checked out</b>	103,798	73,089	61,737	61,697	55,812	57,359	58,396	53,783	65,387				<b>591,058</b>
<b>Items borrowed</b>	4,763	4,580	4,541	3,997	4,484	3,902	4,705	4,250	5,447				<b>40,669</b>
<b>Items loaned</b>	3,940	3,569	3,480	3,281	3,206	3,013	3,952	3,362	3,559				<b>31,362</b>
<b>Drive-Up Window &amp; Locker Hold Pickups</b>	14	12	19	17	21	16	20	15	19				<b>153</b>
<b>Read Boxes</b>	272	247	406	118	0	0	0	0	0				<b>1,043</b>
<b>MAP Checkouts</b>	43	36	17	22	6	20	2	0	10				<b>156</b>
<b>Novi School's Card Registration</b>	0	0	0	0	0	0	0	0	0				<b>0</b>
<b>Lakeshore Lending Library</b>	223	75	88	66	39	171	98	112	72				<b>944</b>

		March		March						March		March
		2022		2021						2022		2021
Library cards issued		312		157								
Total checkouts		65,387		85,380				READ Boxes	Adult	0		0
									Youth	0		0
Items borrowed	TLN	5,319		5,676					Total	0		0
	MeL	128		96								
		5,447		5,772								
Items loaned	TLN	3,446		5,250								
	MeL	113		175								
		3,559		5,425								

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

Self-Check Totals 2021-22 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
<b>July</b>	103,798	19.05%	19,776	7,697	6,253	5,826	0
<b>August</b>	73,089	39.84%	29,119	10,935	9,888	8,296	0
<b>September</b>	61,737	39.60%	24,448	9,650	8,167	6,631	0
<b>October</b>	61,697	18.87%	21,189	7,453	7,023	6,713	0
<b>November</b>	55,812	39.72%	22,168	7,858	7,314	6,996	0
<b>December</b>	57,359	39.56%	22,693	7,387	6,343	5,528	3,435
<b>January</b>	58,396	41.35%	24,147	10,110	6,708	6,071	1,258
<b>February</b>	53,783	41.42%	22,278	8,233	3,465	5,327	5,253
<b>March</b>	65,387	42.03%	27,483	7,845	6,397	6,013	7,228
<b>April</b>			0				
<b>May</b>			0				
<b>June</b>			0				
<b>FYTD</b>	<b>591,058</b>	<b>37.44%</b>	<b>213,301</b>	<b>77,168</b>	<b>61,558</b>	<b>57,401</b>	<b>17,174</b>

Library Usage									
2020-2021 Fiscal Year					2021-2022 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
<b>July</b>	8,095	4,307	12,402	477	<b>July</b>	18,971	6,852	25,823	956
<b>August</b>	10,186	4,091	14,277	461	<b>August</b>	20,561	6,291	26,852	895
<b>September</b>	8,729	5,114	13,843	513	<b>September</b>	19,302	7,168	26,470	980
<b>October</b>	11,833	3,794	15,627	504	<b>October</b>	20,862	8,079	28,941	934
<b>November</b>	8,845	4,475	13,320	493	<b>November</b>	20,346	8,066	28,412	1,015
<b>December</b>	5,213	3,285	8,498	304	<b>December</b>	18,663	5,498	24,161	895
<b>January</b>	8,810	3,297	12,107	404	<b>January</b>	20,444	7,621	28,065	936
<b>February</b>	9,952	2,888	12,840	459	<b>February</b>	18,798	8,617	27,415	979
<b>March</b>	12,510	5,224	17,734	572	<b>March</b>	24,367	9,846	34,213	1,104
<b>April</b>	12,277	4,784	17,061	588	<b>April</b>				
<b>May</b>	12,199	4,714	16,913	626	<b>May</b>				
<b>June</b>	17,300	6,647	23,947	855	<b>June</b>				
<b>FYTD Total</b>	<b>125,949</b>	<b>52,620</b>	<b>178,569</b>	<b>521</b>	<b>FYTD Total</b>	<b>182,314</b>	<b>68,038</b>	<b>250,352</b>	<b>967</b>

<b>Computer Logins</b>											
<b>2020-2021 Fiscal Year</b>						<b>2021-2022 Fiscal Year</b>					
	<b>Public Workstations</b>	<b>Wireless</b>	<b>Lending Laptops</b>	<b>Total</b>	<b>Daily Average</b>		<b>Public Workstations</b>	<b>Wireless</b>	<b>Lending Laptops</b>	<b>Total</b>	<b>Daily Average</b>
<b>July</b>	0	16,504	0	16,504	635	<b>July</b>	983	30,634	0	31,617	1,171
<b>August</b>	55	18,127	0	18,127	587	<b>August</b>	944	35,958	0	36,902	1,230
<b>September</b>	624	19,329	0	19,953	739	<b>September</b>	853	39,555	0	40,408	1,497
<b>October</b>	942	20,359	0	21,301	687	<b>October</b>	1,086	44,813	0	45,899	1,481
<b>November</b>	401	18,514	0	18,915	701	<b>November</b>	867	41,990	0	42,857	1,531
<b>December</b>	0	9,673	0	9,673	345	<b>December</b>	779	43,942	0	44,721	1,656
<b>January</b>	219	3,323	0	3,542	118	<b>January</b>	643	36,790	0	37,433	1,248
<b>February</b>	629	10,709	0	11,338	405	<b>February</b>	901	42,253	0	43,154	1,541
<b>March</b>	860	19,648	0	20,508	662	<b>March</b>	1,162	49,315	0	50,477	1,628
<b>April</b>	893	20,319	0	21,212	731	<b>April</b>					
<b>May</b>	903	21,637	0	22,540	835	<b>May</b>					
<b>June</b>	966	27,206	0	28,172	1,006	<b>June</b>					
<b>FYTD Total</b>	<b>6,492</b>	<b>205,348</b>	<b>0</b>	<b>211,840</b>	<b>618</b>	<b>FYTD Total</b>	<b>8,218</b>	<b>365,250</b>	<b>0</b>	<b>373,468</b>	<b>1,442</b>

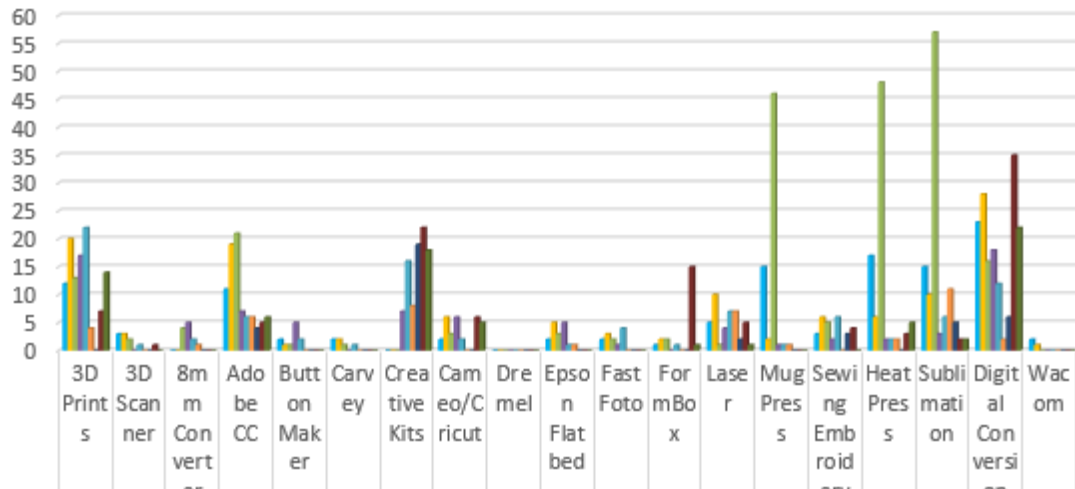
Early Literacy Workstation Usage							
2020-2021 Fiscal Year				2021-2022 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	0	0	0	July	193	3,882	18
August	0	0	0	August	239	5,031	21
September	0	0	0	September	88	1,403	15
October	0	0	0	October	112	1,989	17
November	0	0	0	November	277	5,636	20
December	0	0	0	December	271	5,382	19
January	0	0	0	January	291	5,750	19
February	0	0	0	February	333	6,603	19
March	4	118	29	March	447	8,555	19
April	69	1,301	18	April			
May	97	1,636	16	May			
June	134	2,347	17	June			
<b>FYTD Total</b>	<b>304</b>	<b>5,402</b>	<b>20</b>	<b>FYTD Total</b>	<b>2,483</b>	<b>48,284</b>	<b>19</b>

Technology Training Sessions 2021-22 Fiscal Year																				
	3D Printing	Cricut/Silhouette	Digital Conversion	Scans/FastFoto	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Button Maker	Heat Press	Creative Kits	Wacom Tablet	Tech Time	Staff Training	Total Classes	Total Guests	
<b>Jul</b>	12	2	19	4	3	15	2	5	1	3	11	2	17	2	0	0	3	101		
<i>Guests</i>	<b>12</b>	<b>2</b>	<b>19</b>	<b>4</b>	<b>3</b>	<b>15</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>11</b>	<b>2</b>	<b>17</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>3</b>		<b>101</b>	
<b>Aug</b>	20	6	21	8	6	10	2	10	2	3	19	1	6	0	1	0	3	118		
<i>Guests</i>	<b>20</b>	<b>6</b>	<b>21</b>	<b>8</b>	<b>6</b>	<b>10</b>	<b>2</b>	<b>10</b>	<b>2</b>	<b>3</b>	<b>19</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>		<b>118</b>	
<b>Sep</b>	13	3	11	5	5	57	1	1	2	2	21	1	48	0	0	0	31	201		
<i>Guests</i>	<b>13</b>	<b>3</b>	<b>11</b>	<b>5</b>	<b>5</b>	<b>57</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>21</b>	<b>1</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31</b>		<b>201</b>	
<b>Oct</b>	17	6	12	6	2	3	0	4	0	0	7	5	2	7	0	0	6	77		
<i>Guests</i>	<b>17</b>	<b>6</b>	<b>12</b>	<b>6</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>5</b>	<b>2</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>6</b>		<b>77</b>	
<b>Nov</b>	22	2	7	5	6	6	1	7	1	1	6	2	2	16	0	0	1	85		
<i>Guests</i>	<b>22</b>	<b>2</b>	<b>7</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>1</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>6</b>	<b>2</b>	<b>2</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>1</b>		<b>85</b>	
<b>Dec</b>	4	0	1	1	0	11	0	7	0	0	6	0	2	8	0	0	0	40		
<i>Guests</i>	<b>4</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>40</b>	
<b>Jan</b>	0	0	5	1	3	5	0	2	0	0	4	0	0	19	0	0	0	39		
<i>Guests</i>	<b>0</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>39</b>	
<b>Feb</b>	7	6	25	10	4	2	0	5	15	1	5	0	3	22	0	1	0	106		
<i>Guests</i>	<b>7</b>	<b>6</b>	<b>25</b>	<b>10</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>15</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>3</b>	<b>22</b>	<b>0</b>	<b>1</b>	<b>0</b>		<b>106</b>	
<b>Mar</b>	14	5	15	7	0	2	0	1	1	0	6	8	5	18	0	0	0	82		
<i>Guests</i>	<b>14</b>	<b>5</b>	<b>15</b>	<b>7</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>6</b>	<b>8</b>	<b>5</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>82</b>	
<b>Apr</b>																		0		
<i>Guests</i>																				<b>0</b>
<b>May</b>																		0		
<i>Guests</i>																				<b>0</b>
<b>Jun</b>																		0		
<i>Guests</i>																				<b>0</b>
Sessions	109	30	116	47	29	111	6	42	22	10	85	19	85	92	1	1	44	<b>849</b>		
<i>Guests</i>	<b>109</b>	<b>30</b>	<b>116</b>	<b>47</b>	<b>29</b>	<b>111</b>	<b>6</b>	<b>42</b>	<b>22</b>	<b>10</b>	<b>85</b>	<b>19</b>	<b>85</b>	<b>92</b>	<b>1</b>	<b>1</b>	<b>44</b>		<b>849</b>	

2021-2022 Fiscal Year					
	Hoopla		LinkedIn		
	Check-outs	New Users	Active Users	Logins	Total Video Views
July	1,446	374	86	28	684
August	1,508	366	94	32	666
September	1,375	309	99	24	330
October	1,302	358	104	25	446
November	1,437	376	119	24	380
December	1,405	376	119	26	702
January	1,543	405	121	26	715
February	1,513	389	127	24	470
March	1576	415	130	23	732
April					
May					
June					
<b>FYTD Total</b>	<b>13,105</b>	<b>3,368</b>	<b>999</b>	<b>232</b>	<b>5,125</b>

2021-2022 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	7,471	1,909	670	10,050	80
August	7,982	1,794	689	10,465	87
September	7,139	1,536	609	9,284	80
October	7,181	1,661	649	8,842	78
November	7,156	1,614	724	8,770	71
December	7,429	1,757	835	9,186	95
January	7,915	2,007	791	9,922	89
February	7,121	1,764	804	8,885	97
March	7,791	2,088	916	9,879	84
April					
May					
June					
<b>FYTD Total</b>	<b>67,188</b>	<b>16,130</b>	<b>6,687</b>	<b>83,318</b>	<b>763</b>

### 2021-22FY iCube Appointments



Month	3D Prints	3D Scanner	8mm Converter	Adobe CC	Button Maker	Carvey	Creative Kits	Camcorder/Cut	Dremel	Epson Flatbed	FastFoto	FormBox	Laser	Mug Press	Sewing Embroidery	Heat Press	Sublimation	Digital Conversion	Wacom
July	12	3	0	11	2	2	0	2	0	2	2	1	5	15	3	17	15	23	2
August	20	3	0	19	1	2	0	6	0	5	3	2	10	2	6	6	10	28	1
September	13	2	4	21	1	1	0	3	0	3	2	2	1	46	5	48	57	16	0
October	17	0	5	7	5	0	7	6	0	5	1	0	4	1	2	2	3	18	0
November	22	1	2	6	2	1	16	2	0	1	4	1	7	1	6	2	6	12	0
December	4	0	1	6	0	0	8	0	0	1	0	0	7	1	0	2	11	2	0
January	0	0	0	4	0	0	19	0	0	0	0	0	2	0	3	0	5	6	0
February	7	1	0	5	0	0	22	6	0	0	0	15	5	0	4	3	2	35	0
March	14	0	0	6	0	0	18	5	0	0	0	1	1	0	0	5	2	22	0

Meeting Room Rentals					
2020-2021 Fiscal Year			2021-2022 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	0	0	July	0	0
August	0	0	August	0	0
September	0	0	September	0	0
October	0	0	October	14	426
November	0	0	November	22	578
December	0	0	December	14	304
January	0	0	January	16	317
February	0	0	February	25	533
March	0	0	March	33	875
April	0	0	April		
May	0	0	May		
June	0	0	June		
FYTD	0	0	FYTD	124	3,033



**Library App - 2021-2022 Fiscal Year**

	<b>Number of Visits</b>	<b>Most Requested Webpages</b>			<b>Number of Visits</b>	<b>Most Requested Webpages</b>	
<b>July</b>	30,330	1.	Catalog	<b>January</b>	Currently working on the new and improved app.		
		2.	My Account				
		3.	Library Locator				
		4.	OverDrive				
		5.	Events				
<b>August</b>	27,716	1.	Catalog	<b>February</b>	Currently working on the new and improved app.		
		2.	My Account				
		3.	Library Locator				
		4.	OverDrive				
		5.	Zinio				
<b>September</b>	30,192	1.	Catalog	<b>March</b>	Currently working on the new and improved app.		
		2.	My Account				
		3.	Library Locator				
		4.	OverDrive				
		5.	Events				
<b>October</b>	Currently working on the new and improved app.			<b>April</b>			
<b>November</b>	Currently working on the new and improved app.			<b>May</b>			
<b>December</b>	Currently working on the new and improved app.			<b>June</b>			
				<b>Total</b>	<b>88,238</b>		

Novi Historical Commission



**NOVI HISTORICAL COMMISSION**  
**February Minutes**  
**Wednesday, February 16, 2022**  
**Novi Library Local History**

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

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

**ABSENT:** Kelly Kasper (Excused),

**INTRODUCTION OF GUESTS:** Jim Lausch (Northville Genealogical Society) Betty Lang (Library Liaison), Lee Mamola (Novi resident), Sue Grifor (Volunteer)

**APPROVAL OF AGENDA:** ALL APPROVED as amended

**APPROVAL OF JANUARY MINUTES:** ALL APPROVED

**TREASURERS REPORT- Kim**

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2021/2022 Fiscal Year			
	BUDGET	EXPENDITURES Through February 16, 2022	
Display Cabinet Exhibit	\$ 900	\$ (105.56)	
Marketing/Brochures/Engage/Name Badges	\$ 1,200	\$ (455.36)	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 1,200	\$ -	
Program/Speaker Fees	\$ 900	\$ (200.00)	
Storage Unit	\$ 2,500	\$ (2,431.00)	
Acquisition (Books/Materials)	\$ 500	\$ (27.86)	
Conference/Continuing Education	\$ 2,200	\$ (99.00)	
Legal Fees	\$ 1,000	\$ -	
Special Projects Examples: (Vila Barr, Photography, Veterans Sign, Oral Histories, City/Community Events, Motor City Marker)	\$ 3,600	\$ (170.62)	
<b>Total:</b>	<b>\$ 14,000</b>	<b>\$ (3,489.52)</b>	<b>\$ 10,510</b>
<b>Available Projects</b>	<b>Expenditures</b>	<b>Revenue Received</b>	
Vila Barr Book Sales YTD		\$40.00 YTD	
Wheats Acres Novi Project	\$ (1,856.84)	\$2,150.00	\$ 798.34 carryover funds

Treasurer's Report: ALL APPROVED

Proposed Budget: ALL APPROVED

**COMMUNICATIONS:**

**Roger's Farm Washtub Donation:**

Recommend donation go to a museum like Northville Mill Race or other local museum

**Michigan In Perspectives Local History Conference: March 25-26<sup>th</sup>:**

Commissioners will be reimbursed for attendance. Virtual conference

**Spring Palooza:**

Waiting to hear if anything is happening this year

**Other Communications:**

Annual OCHR Dues/Invoice Received: \$1200 for 2022. Note: Betty believes this was already paid: she and Kim were double checking on that.

Received March/April 2022 Michigan History Magazine

**Tributes/gifts for outgoing Commissioners, Debbie**

Clocks have been obtained.

Motion: To approve reimbursement of \$28.82 to Rachel Manela for shipping the gift

APPROVED

**History Room Office Hours:**

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

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

**DISCUSSION ITEMS:**

**Omeka (Grave Sites):**

Dan Pierce will pay for 1-year fee for Omeka site (previously approved) and the Commission will reimburse. Dan will create a Novi Historical Commission email as login

**Lee Mamola Presentation (1832 Home at 44700 Nine Mile Road):**

Lee Mamola presented on his 1832 home; house was part of a deed from Pres. Andrew Jackson;

Lee was a member of the Novi Planning Board in 1983 for three years; Phillip McElroy

purchased home in 1951, The Mamola's moved into the house in 1990

**Historical Sites Brochure:**

Rachel will share a Google document with all the possible locations that can be on the brochure

Commissioners need to vote on the locales that should remain on the brochure by next meeting

**Social Media Plan/Update:**

Rachel and Dan to develop social media guidelines and standards

**Upcoming Historical Program:**

Feb: Michigan and the underground Railroad

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

April: The Walled Lake Amusement Park

**BACKBURNER PROJECTS:**

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

**NEW BUSINESS:**

**Proposed Idea:**

Create miniatures of downtown Novi and its buildings to be able to walk people through display.

Kathy will write up a formal proposal

**PUBLIC COMMENT: None**

**ADJOURN: 8:38 p.m.**

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## HR Committee Meeting – April 21, 2022

Trustees Crawford and Dooley met with Director Farkas and HR Specialist, Nicole Williams, to begin reviewing data collected for an employee salary comparison. The last time a comparison was done was 2018. Data from libraries similar in class size and population was gathered. Based on the initial data, Director Farkas was asked to begin using the information to adjust the current salary structure chart and look at potential costs for salary adjustments.

Director Farkas asked if there were any pending questions regarding the HR policies that are going forward to the board for approval on April 28<sup>th</sup>. There were no questions.

April Stevenson has turned in her resignation as of 4/16/22. She has accepted the Director's position at the White Lake Township Library and will be leaving NPL as of 5/20/22. A posting for the Head of Information Services has gone out. Director Farkas is trying to move quickly with filling this position as it is critical to the organization. She also shared that there is a staff shortage in this department of over 100 hours (Dept. Head, 1 Full-time and 1 Part-time). With us coming up on our busiest time of the year – Summer Reading, scheduling of staff is of high importance. Already members of the Information Services team have stepped up to offer additional help in the interim. Director Farkas will assume the management of this department until the Dept. Head position is filled.

## Finance Committee Meeting - April 14, 2022 From: Brian Bartlett, Chair - Finance Committee Re: Fine Free Proposal

### Proposed Motion:

The Finance committee recommends that the Novi Library continue the fine free policy for the Novi Public Library with a scheduled review of the policy in April/May of 2023 by the Novi Library Board as it affects lost items.

### Background:

This issue was sent to finance several months ago. We have reviewed multiple data points from the TLN circulation database system. For those not aware TLN is the third party that provides circulation and collection services for the Novi Library. While many board trustees wanted to see more detailed information on individual card holders and impacts, this data is not available from TLN.

The one remaining issue we had was recovery of lost items. While there are several persons promoting fine free that claim no impact, we asked for a comprehensive study of the "fine free" and feedback from MLA sources indicate that none have been done. We then relied on TLN data and our personal experience.

Since March of 2020, the Novi Public Library has been Fine Free. During the first three quarters of the following fiscal years, here is our data for lost items. During 2 years of fine free, our lost items have increased.

Quarter	2020-21 Fiscal Year	2021-22 Fiscal Year	Percentage Change
July – September	960	1161	+20.9%
October – December	1261	1266	+0.4%
January – March	881	1055	+19.75%

For reference, these are the numbers we were at before going "Fine Free". (The January- March figure of 475 is quite probably skewed due to the initial Covid outbreak).

Quarter	2019-2020 Fiscal Year
July – September	912
October– December	848
January – March	475

Recognizing we are still in a Covid environment that effects many members of this community, the Novi Library should have the opportunity to market "Fine Free" status and have a positive effect on the lost item numbers. We look forward to a stabilization of reduction to these lost numbers.

## Some Michigan libraries join nationwide trend: Eliminating late fees on overdue books



**Christina Hall**

Detroit Free Press



My household checks out a *lot* of library materials — books, DVDs, CDs. But life gets busy. Work. School. Play. Activities. Repeat. During the library loan time, something in the pile isn't returned on time. Then, it's overdue. Then, the fines begin. But relief is in sight for some households like mine. Libraries in metro Detroit, Michigan and across the U.S. have or are considering joining the nationwide trend of eliminating

fines for overdue materials. Or, at least going partially fine-free. Larger library systems, including the Detroit Public Library, Kent District Library and Grand Rapids Public Library, and smaller ones, such as the Ferndale Area District Library, Grosse Pointe Public Library and Chesterfield Township Library, either have eliminated overdue fines for all patrons or have gotten rid of late fines for certain patrons, such as children and teens.

Ferndale Area District Library removed overdue fines from children and teen materials and older adult materials at the end of September, Director Jenny Marr said. The library just charges overdue fines on the newest adult materials and CDs for adults to incentivize patrons to return the most popular materials. "We might eventually be completely fine-free. This is a nice way to

try it out and see (how it goes)," Marr said. "The biggest burden — families, and children's materials — we wanted to remove that barrier. It really hits families harder. Multiple items checked out. Multiple due dates. We didn't want fines on a child's card to prevent them from using the library." She said most patrons are pleasantly surprised when they find out about the revised policy. "They didn't realize. They were thrilled. We've had a lot of parents, who used to be very concerned ... have less anxiety bringing the kids in."



Grosse Pointe Public Library went fine-free starting Feb. 1 on everything except certain DVDs, WiFi hot spots and wireless charging stations, according to a notice to patrons.

Chesterfield Township Library went fine-free Jan. 1, but said in a news release that fees will continue for lost or damaged items. Also, materials obtained from other libraries through interlibrary loan will still be subject to fines.

The American Library Association passed a resolution last year stating that the imposition of monetary library fines creates a barrier to library and information services. It urged libraries to move toward eliminating them.

Some local library directors said studies on the topic were examined before making a final decision. Some conversations about eliminating overdue fines have been going on for years.

Library directors said the main reason for going fine-free is to ensure there are no barriers to service. Those with low income, who were reluctant to check out materials, now don't have to worry about fines if they return materials late. Fines could be imposed if the library determines that the item is considered lost under its policies.

In Michigan, there are 398 library systems, of which 391 reported to the state in an annual report/state aid request that was due by Feb. 1. Of the 391 systems that reported, 60 said they don't collect fines from patrons, according to Joe Hamlin, library data coordinator for the Library of Michigan. He said 39 library systems reported that they only collect fines from adult patrons, and 292 library systems reported that they still collect overdue fines from all patrons.

"I added that (question) this year," Hamlin said. "There's a lot of libraries that are talking about fine-free. The push has been over the last couple of years." Jim Flury, technical services

manager of The Library Network, which serves about 75 libraries in Wayne, Oakland, Washtenaw, Livingston and St. Clair counties, said he is aware of a dozen libraries that are partially or all fine-free — from Allen Park Public Library to Cromaine Library in Hartland.

Hamlin said the idea has been that fines change behavior and keep patrons returning materials on time, "but there's really no impact." However, there is staff time and cost involved in dealing with and collecting overdue fines.

In mid-2018, the city of San Diego decided to forgive fines and no longer charge daily late fees for items returned late, in part, because of the cost of trying to recover the fines exceeded the value of the fines. A city analysis showed the library collected \$675,000 in fees each year and spent nearly \$1 million to collect them, according to a city news release.

Several metro Detroit libraries said revenue from overdue fines is very small — 1% or less of their budget. With the elimination of overdue fines, directors said, library staff can spend more time focusing on library services. Chesterfield Township Library Director Elizabeth Madson said it's too early to report any problems or effect on circulation. However, she said the response staff has received from patrons is "overwhelmingly positive." "Staff have shared experiences where a patron is returning a stack of overdue books, and when they learn that their fine has been waived, the patron reacts with delight. This is a win-win for the patron, who is not penalized, and the (l)ibrary, whose materials are actually returned," Madson wrote in an email. "Public libraries are firm believers that equal access means equal opportunity for success."

She said eliminating fines still holds patrons accountable for returning materials, but eliminates what may be a negative customer experience. Library directors said the staff also appreciates the move. Redford Township District Library Director Garrett Hungerford said there's no more arguing with patrons about fines, creating friendlier vibes at the circulation desk. He said the library also has seen a 7% increase in circulation since it went completely fine-free starting April 1 through the end of last year. He said the library has not experienced a high non-return rate since making the move. "Fine-free doesn't mean there's no responsibility," he said. "Ultimately, if you decide not to bring the book back, you will have to pay for the replacement item."

*Contact Christina Hall: [chall@freepress.com](mailto:chall@freepress.com). Follow her on Twitter: @challreporter.*

## Events/Marketing/Fundraising Meeting by Trustee Dooley

Meeting Date: 4/20/22

### Read Box Fundraiser

- Pushed a lot of social media
- Not getting a lot of submissions
- Out on the floor at library as well to garner interest
- Emailed all the HOAs
- Was in Engage and E-News
- Peachjar

2 bids so far. We are getting over 100 total clicks from Bitly.

We won't be revisiting it for next year.

### Patron Point

- Still waiting on online sign up with TLN connector to do online card sign up.
- May 1st - 2 new campaigns
  - o Coupon for cafe 25% off on Birthday
  - o Library Card anniversary - Thanking the guests to be a part of the library
- Over 22k get the e-newsletter now
- Easter Closure to 23k people. Over 43% read rate.

### Community Reads

May 9th 7 PM – Firekeeper's Daughter - Doing a live stream option. Andrea from Commerce with Walled Lake Student TV to help Live-Stream since the registration was so popular.

### Lots of Programming

Cultural Events - May is AAPI Heritage Month

Programs like Anime, taste of tea, and dancing and music.

Gail is programming lots of cool opportunities.

Special fun event with Juneteenth before the holiday on June 18th.

Summer song fest Friends and Paradise Park - 8 concerts - June through September.

Novi Rotary sponsoring 4 cultural programs that Gail is putting together.

### Summer Reading

Working on brochure. Kick off is June 6th.

"Oceans of Possibilities" is the theme

Parks and Rec for Lakeshore they have a lot of camps so they asked us not to do programming in the summer at this time due to their busy schedule. But we are hoping to do a summer reading kick-off based on good weather outside.

Fall through Spring to do programming focus.

Dana has a table at Sizzling Lakeshore programs

Trustee Gurumurthy - Be Active Bags project - Novi is the benchmark for other libraries.

Collecting the data that they are really well used.

Staff is reviewing information on this.

Submitted Lakeshore Lending Campaign for a PR award

- John Cotton Dana Award - through the ALA
- Could potentially win 10K PR Campaign Award from 2021 - Was submitted April 8th
- Waiting to hear back

Talk It is an app created by Libraries in Washtenaw - through MLA; Parents of children 0 to 5 age - you can text for events notifications; Staff is looking into it.



## New Business

Finance committee will be bringing a motion forward on fines.

In May's Events/Marketing/Fundraising next meeting - the committee will need to discuss marketing to encourage people to return the materials - the biggest thing is to get the materials back. Marketing committee will review the language of the marketing before it goes out. What path the messaging will need is determined on what is brought forth in the April Board meeting. Example: Campaign through patron point - card holders. Really put in info.

Bring back the sponsorship marketing materials and larger gifting conversation.

Also talk about educational and programming sponsorships.

## EVENTS/PROGRAMS TRUSTEES ATTENDED

Trustee Crawford

4/4- volunteered in the History room

4/7 – National Library Week music program at NPL

4/13-Meeting at Library with woman who want to do an oral interview plus donate historical data and pictures

4/20-Historical Commission Chair

4/25-Chair of Michigan State Fair Senior Day

4/27- Presenter for the Walled Lake Amusement Park Historical Commission Program

4/28-Library Board

Trustee Dooley

5/2 AAUW Fashion Show

## Building and Grounds – Meetings held on 4/1/2022 and 4/13/2022

1. Library's Phone Bid for new service and equipment
2. Traffic concerns during drop-off/pick-up of Novi High students in Library's parking lot
3. Committee reviewed the first draft of the Technology Plan from 2016-2019 from Head of IT, Barb Rutkowski, that was updated; more information is being added and will be reviewed for a second time.

### Library's Phone Bid for new service and equipment

The Library staff has had a very difficult time finalizing the contract for the phone bid. Bids were out August 2021 with information received in late September. Library approved bid and a not to exceed amount of \$15,478.20 annually for 3 years on October 28, 2021. Unfortunately, there have been major delays in getting the contract signed due to COVID both from the vendor and the library, as well as increased pricing that was first introduced to the Library in January 2022 that did not coincide with the current bid information that was submitted by the vendor. At this time, Director Farkas and IT Dept. Head, Barb Rutkowski, have reached out to the next two companies that originally bid the project last fall to see if pricing is still available. If not, the phone bid will need to go back out as equipment pricing has increased.

### Update from Traffic Safety Meeting on 4/20/22:

A study was conducted on the entrance/exit way of the library regarding the large amount of traffic that occurs during the school drop off and pick-up hours. One thought by Novi Police Dept. was to investigate a "no left turn" during peak traffic hours (approximately 2:30pm – 5:30pm) at the Library entrance/exit on Ten Mile. Lieutenant Kulikowski reports: It appears that the study indicates a no left turn sign is not recommended for drop-off and pick-up times. Report was conducted by TIA Safety.

#### Traffic Study:

Conducted by: Chuck Keller, P.E., Director of Engineering - Chief Traffic Engineer  
Transportation Improvement Association (TIA)

The decision to post a turn prohibition is typically based on the need to reduce crashes or improve traffic flow or a congestion situation at a specific location, or prevent motorists from entering a one-way road. A review of the crash history on 10 Mile Road, from Taft Road to Christina Lane, for the 3-year period from 01/01/2019 through 12/31/2021, found only three reported crashes that occurred at the library driveway. Two crashes involved right turning vehicles, and one crash involving a left turning vehicle. One of the right turning crashes resulted in a "C" type injury, the other crashes had no injuries reported. None of these crashes were reported as occurring during the current arrival and dismissal periods.

Observations of traffic at this location during the AM arrival and PM dismissal periods of the Novi H.S. were very similar to those made in the prior two studies. The library parking lot is used to drop off students in the AM and to pick up students in the PM. Queuing occurs in the library driveway exit onto 10 Mile Road that sometimes extends back into the parking lot. The longest queue observed was 10 vehicles. The queuing occurs for both the right turn and left turn lanes. This occurs due to the volume of traffic on 10 Mile Road during the school arrival and dismissal periods. The back up traffic is caused by the westerly school driveway (Wildcat Drive) operations and the backup from the traffic signal at Novi Way. At no time during observations, did the traffic westbound on 10 Mile Road in the left turn lane for Taft Road, extend past the library driveway. Traffic exiting the library driveway was observed to have no issues entering traffic on 10 Mile Road. Often times motorists on eastbound 10 Mile Road would leave a gap in traffic to allow motorists to enter. Gaps in westbound traffic were generated by the traffic signal at Novi Way.

In the prior studies at this location, a suggestion to mitigate the queuing of traffic in the library driveway, included widening of the driveway to accommodate separate left and right turn lanes. Since that time, the driveway has been reconstructed to add these lanes. If a left turn prohibition with designated hours was implemented at this location it may cause more issues than it would otherwise hope to resolve. First, motorists leaving the library parking lot may enter the left turn lane before seeing or remembering the hours of left turn prohibition, and then need to move over to the right lane to make an exit. The right lane may have a queue of traffic that would need to let these motorists enter. A way to resolve this issue would be temporarily, twice each day, block off the left turn lane with traffic cones. This would require personnel and constant monitoring. Second, the current queue of traffic would likely get longer as all traffic would need to be in one lane to exit, as it was previously before reconstruct of the driveway. Third, the traffic that had intended to turn left will be looking for an alternative location to turn around which may cause other traffic issues at a location not currently identified.

The recommendation at this time, based on the current crash history and observations, would be to leave the current operations as-is.

#### Future Action:

Director Farkas will work with NCSD Transportation Manager, Cindy Valentine, Cindy Valentine to put communication out to the school about not using the library parking lot for student parking or pick-up and drop-off of students. Ben Croy, City of Novi, and Director Farkas discussed the possibility of looking into signage for the parking area. It was mentioned to include on the sign unauthorized vehicles will be towed at owner's expense. Director Farkas and Ben Croy wanted to get the opinion of the city leadership on this prior to installing signs and language on the signs to be consistent with our city expectations.

## **DEI Committee Meeting Notes from 4/4/2022 by Trustee Dooley**

### **Staff Updates:**

- Nicole Williams - HR Specialist position at NPL is at almost one year.
- All NPL staff is coming up on 1 year from doing the DEI Training series. Combination of webinar and face-to-face training. Some have been more conversational. Example: Day in the Life of an African American Male - representation and life experiences.
- More topics include: ADL training on unconscious bias, David Garcia - discuss Native American Heritage (this week of 4/4/2022)
- Cultural Talks - like this June will be a talk on the National of Islam
- All NPL staff is responsible to do at least 3 trainings through the course of the year. If they attend in person, they do a survey. If they are virtual and webinar, and they participate later, they can do a reflection. A goal in their performance evals.
- In 2022 - 2023 - they will pick 2 from NPL and then pick 1 on their own - they can submit to their manager.
- New NPL staff required to attend a formal onboarding with power-point presentation to ensure equity for all new hires.

### **Board Updates:**

DEI Board Committee Goals

GOAL 1: Recommend All Board Trustees - At Least 3 DEI training minimum for Board per year. Self-learning and/or in-person.

GOAL 2: Assist in launching the DEI Scorecard for NPL

GOAL 3: Bring forth Recommendations that amplify DEI in NPL Strategic Planning

### **Meeting Notes:**

Trustee Michener - loves the progression that the staff that they learn with NPL training but also allow staff to supplement with classes that they bring from outside. Asked if Staff was able to put learning to practice. Examples were shared by Nicole and Julie and include, staff all gave great feedback and then took a step back and thought about responding to guests in certain scenarios, as well as the Japanese Consulate teaching staff customer service tips for ESL guests.

Trustee Gurumurthy commented that with the staff training - Julie, Nicole and the team are doing fabulous with this, and it will be great to mention that they are doing a one page reflection and survey as well to capture the feedback to continuously improve.

Staff was asked to send training opportunities to the Board to learn on their time. The committee discussed and agreed to recommend that the whole Library Board should also attend a minimum of 3 annual DEI trainings per year (like the staff does). A discussion occurred on how we can conduct a baseline survey to the board regarding knowledge base for benchmarks and measurement.

Trustee Michener brought up discussion regarding the recent report by Dr. Meadows to the board compared to what was outlined in the original scope of work. Concerns were shared by trustees and staff that the report results were too broad and it was hard to ascertain concrete next steps for the board to act on. Discussion occurred as to what the next approach would be with Dr. Meadows for follow up and clarification.

NPL DEI Scorecard is currently being developed modeling a after the ALA's scorecard, but with additions relevant to NPL. This will provide measurable benchmarks on how NPL is improving and showing excellence when it comes to DEI. Last April 2021 - ALA put out a DEI Scorecard for Libraries. Staff wants to also add Customer Service, Programming, Outreach, Information & Technology, and Building and Grounds as areas to be measured.

Trustee Michener - informed the committee about presentations at PLA (discussions on access for the hearing impaired community). This helped spark adding Building and Grounds and Technology as more additions to measure in DEI.

Trustee Gurumurthy - at her organization they did a self-assessment first. Julie wants the staff to do the self-assessment. Discussion also occurred regarding the board also doing a self-assessment when the scorecard is launched.

Also discussed potential timing on how DEI score cards and how it will feed into NPL strategic planning meeting to help drive DEI initiatives and programs.

The DEI Scorecard is hoping to launch by the end of summer 2022. A draft will hopefully be completed by June for review and feedback.

Trustee Gurumurthy wanted to reiterate that sometime this summer the DEI scorecard should be completed by Staff, Board and Community as mentioned at the end of summer 2022. Would that make the end of summer/Fall be the start of the strategic planning meeting? It will be great to add this timing information as well if possible.

Trustee Michener brought up discussion on recent book banning and challenges in light of recent public comments at the board meeting and also book banning happening all over the country. Currently, NPL has only received one challenge and that was handled by staff without issue. Michigan Library Association does provide information, training, and guidance on this topic. This will be a topic of further monitoring and discussion in the DEI Committee.

Next DEI Committee meeting will be on May 2 at 5 PM at NPL.



### Fees for Damaged, Destroyed, or Lost Materials

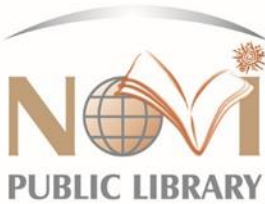
**The Library Board approved the continuation of Fine Free status on overdue Novi materials due to COVID-19 until June 30, 2022**

- 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

Kathy Crawford  
President  
Novi Public Library Board of Trustees



**DRAFT 2 – April 28, 2022**

## **NO SMOKING/VAPING**

The Library maintains a smoke and tobacco free work environment. No smoking or use of other tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, or chewing tobacco as well as any vaping products) is allowed on/in Library property and vehicles (see the Motor Vehicle Operations policy prohibiting smoking in City/Library owned vehicles). Marijuana is a controlled substance under federal law and prohibited under the Federal Controlled Substance Act. It remains unacceptable for use in the workplace.

Employees may smoke or vape outside in designated areas during breaks as long as the employee is 100 feet away from any building entrance/exit (Section 22-101(d) of the City of Novi Code of Ordinances).

When smoking or otherwise using tobacco or similar products outside, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else. Dispose of any litter properly in the receptacles provided for that purpose.

No additional breaks beyond those allowed under the break policy (see Break Policy) may be taken for the purpose of using tobacco or similar products.

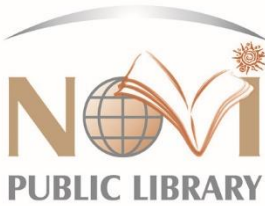
Being permitted to use tobacco products while on/in Library property, during breaks, is a privilege, as long as such use does not interfere with the employee's work, fitness for duty, or professional appearance. If that privilege is abused, it may be withdrawn altogether.

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

NPL Employee Handbook: Approved January 21, 2009; Amended May 15, 2021;  
Amended March 16, 2016, Amended April 28, 2022

Signed:

Kathy Crawford, President  
Novi Public Library Board of Trustees



**DRAFT 2 – April 28, 2022**

## **DRESS CODE**

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

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

- Wear the Library's identification badge while working
- May not wear headphones/wireless earbuds while working in a public area
- Practice good personal hygiene
- Maintain a clean, well-groomed appearance
- Use discretion in wearing scented products

Acceptable:

- Business or business casual dress and shoes
- Tennis shoes or athletic shoes free of dirt and holes
- Library and City of Novi logo wear and summer reading apparel
- Skirts and dresses no shorter than 2 inches above the knee when standing and no shorter than mid-thigh when sitting
- Jeans

Unacceptable:

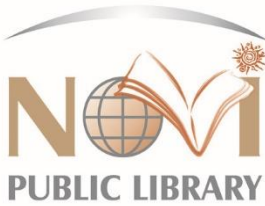
- Tank tops or strapless tops unless worn under a jacket, sweater or covering
- Baseball caps, visors, hats, and head coverings, unless they are being worn for library programs, medical or religious reasons
- Shorts
- Athletic, athleisure, or workout apparel
- Flip flops or casual beach shoes of any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

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

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

NPL Employee Handbook: Approved February 18, 2009; Amended October 21, 2009; Amended March 16, 2016; Amended April 28, 2022

Signed:  
Kathy Crawford, President  
Novi Public Library Board of Trustees



**DRAFT 2 – April 28, 2022**

## **RULES OF CONDUCT**

Conduct that interferes with operations, discredits the Library, or is offensive to either another employee, volunteer or guest will not be tolerated.

An employee must follow these rules of conduct:

- Comply with the Library's policies, procedures, health codes, and safety rules
- Report to work on time as scheduled
- Notify a Manager/Supervisor/HR Specialist in advance when unable to report for work on time or when absent from work; contact the staff line to report being late or absent
- Carry key fob/keys to access secure points in the Library and report to the Administration Office if lost
- Perform assigned tasks efficiently
- Conduct yourself in a professional manner
- Refrain from sharing personal concerns and/or hardships with other employees
- Maintain a work area that is clean and orderly
- Consume food and beverages in designated areas
- Refrain from using personal devices on work time, unless an emergency

The following conduct is not allowed:-

- Reporting to work under the influence of alcohol, marijuana and/or illegal drugs
- Use, sale, dispensing, or possession of alcoholic beverages, marijuana and/or illegal drugs on/in Library grounds
- Use of profanity or abusive language
- Possession of firearms or other weapons, including tasers, mace, and pepper spray on/in Library grounds
- Secretly recording conversations and/or communications
- Bullying, harassment, fighting or assault on another employee, volunteer or guest; threatening or intimidating another employee, volunteer or guest
- Theft, destruction, defacement or misuse of Library property or the personal property of an employee, volunteer or guest
- Gambling on/in Library grounds
- Loitering at the Library while not on duty
- Falsifying or altering any library record or report, such as an application for employment, a medical report, a timecard, an expense account, an absentee report, guest record or shipping and receiving invoices
- Sleeping on the job
- Accepting personal gifts, gratuities, favors or services from guests; purchasing from guests on/in Library grounds
- Using Library owned equipment for personal use



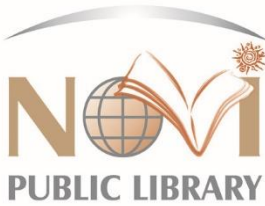
The examples above are not intended to be all-inclusive. Please direct any questions to a Manager/Supervisor/HR Specialist. If an employee sees something, then they should say something to a Manager/Supervisor/HR Specialist.

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

NPL Employee Handbook: Approved October 21, 2009; Amended September 21, 2011; Amended March 16, 2016; Amended April 28, 2022

Signed:

Kathy Crawford, President  
Novi Public Library Board of Trustees



**DRAFT 1 – April 28, 2022**

## **Locker Pickup & Drive-Up Window Services**

The locker pickups and drive-up window provide fast and convenient service to guests who do not have time for a full library visit when the Library is open for business. Guests must have a valid library card to arrange holds pickup at either service point or to complete drive-up window service transactions.

### **Locker Pickup Service**

- Pickup must be prearranged by phoning the Library and determining with staff a mutually agreed upon pickup ~~appointment~~ time ~~or with~~ at least one (1) hour ~~in~~ advance ~~notice~~.
- ~~Appointments~~ Pickup times are available during designated hours when the Library is open.
- Reserved items must be retrieved from the locker by the end of the ~~business day~~. ~~appointment time~~. Lockers will be cleared of items ~~at the start of the next appointment time~~ and items not retrieved will be removed from the guest's account.

### **Drive-Up Window Service**

- The services provided at the drive-up window will be limited to picking up prearranged holds and paying of fines.
- Pickup must be prearranged by phoning the Library and determining with staff a mutually agreed upon pickup ~~appointment~~ time ~~or with~~ at least one (1) hour ~~in~~ advance ~~notice~~.
- ~~Appointments~~ Pickup times are available during designated hours when the Library is open.
- A guest will be asked to pull into a parking space and come into the building for any holds not prearranged to be picked up at the drive-up window.
- Items must be picked up from the drive-up window by the end of the ~~business day~~. ~~appointment time~~. Items not retrieved will be removed from the guest's account at the start of the next ~~business day~~. ~~appointment time~~.
- Transactions should be completed in less than two (2) minutes as to minimize the wait time of other drive-up window guests. Absent an accommodation for a disability, any guest requiring more staff interaction will be asked to pull into a parking space and come into the building.

Approved: May 1, 2010; Amended November 18, 2015; June 22, 2017; **April 28, 2022**



## Policy Manual

### BUILDING POLICIES

#### B6: After-Hours Holds

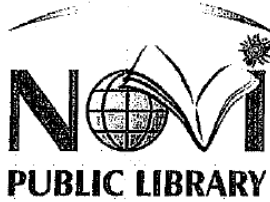
The purpose of the after-hours holds service is to provide patrons with pre-arranged access to reserved items when the building is closed for business. A patron must call with sufficient time in advance to reserve the materials and then retrieve the items from the after-hours locker before the building opens on the next business day. Lockers will be cleared of items at the start of the next business day.

Approved: May 1, 2010; Amended June 22, 2017

Signed:

A handwritten signature in black ink that reads "Craig Messerknecht". The signature is written in a cursive style.

Craig Messerknecht  
President  
Novi Public Library Board of Trustees



## Policy Manual

### BUILDING

#### B7: Drive-up Window Service

The purpose of the drive-up window is to provide fast and convenient service to patrons who don't have time for a full library visit. The services provided at the window will be limited to pick up of holds and paying of fines. Transactions should be completed in less than 2 minutes as to minimize the wait of other drive-up window patrons. Absent an accommodation for a disability, any patron requiring more staff interaction will be asked to pull into a parking space and come into the building. Holds must be pre-arranged by phoning the library and determining with staff a mutually agreed upon pick up time or at least two (2) hours in advance.

##### **A. Miscellaneous**

Patrons must have a valid library card to complete window service transactions.

Approved: May 1, 2010; Amended November 18, 2015; June 22, 2017

Signed:

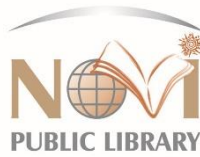
A handwritten signature in black ink that reads "Craig Messerknecht". The signature is written in a cursive style with a long, sweeping underline.

Craig Messerknecht  
President  
Novi Public Library Board of Trustees

Email from Nicole Sad  
Re: Novi Adult Transition library tour/program  
Date: April 5, 2022

I want to tell you what an amazing job Emily did. Our class had such an amazing time with the activities she had for us. Thank you! Honestly our teachers cannot stop talking about what a great job she did 😊



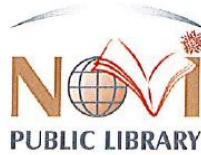


## Library Board Calendar

### 2022

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

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



## LIBRARY CLOSINGS 2022

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

## LIBRARY BOARD MEETINGS

FOURTH THURSDAY OF EACH MONTH AT THE NOVI CIVIC CENTER @ 7:00 P.M.  
(Except Feb. 17th, July 21st – held third Thursday  
Nov. 16<sup>th</sup>, Dec. 21<sup>st</sup> – held the third Wednesday)

**H – Paid Holiday for Employee**

12/2021