

**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
 Thursday, May 25, 2023  
 at 7:00 p.m.

Location: City of Novi, Council Chambers

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

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

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

**Welcome:** New Board Member Ajeeta Gawalapu

**Pledge of Allegiance**

**Roll Call by Secretary, Brian Bartlett**

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

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

**Consent Agenda**

- 1. Approve Minutes of: April 27, 2023 Regular Board Meeting .....5-11
- 2. Approve Claims and Warrants of:
  - A. Accounts 271 and 272 (#626) ..... 12-14

**Presentations**

- 1. Check presentation by Shinsho American Corporation: Makio Ono – President, Treasurer - Akinori Kitamura and HR Manager - Alicia Hendershot
- 2. Demonstrations for Recite Me and Library App by Dana Brataniec

**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 – April 2023..... 15
- 2. President's Report (Mark Sturing)
  - A. Committee assignments.....16
  - B. President's comments, Trustee experiences and involvement
  - C. Library Director Annual Review – Thursday, June 22<sup>nd</sup> – request for Closed Session by Director Farkas – provided by the HR Committee

3. Treasurer's Report (Sreeny Cherukuri)	
A. Financial Report April 2023.....	17
B. 2022-2023 Library Budget Fund 271 .....	18-20
C. 2022-2023 Contributed Fund Budget 272.....	21
D. Library Fund 271 Expenditure & Revenue Report as of as of April 30, 2023 .....	22-24
E. Library Fund 272 Contributed Fund as of as of April 30, 2023 .....	25-26
F. Balance Sheets for Funds 271 and 272 as of April 30, 2023 .....	27-28
4. Director's Report (Julie Farkas) .....	29-31
A. Information Technology Report (Jeffrey Smith) .....	32-34
B. Facilities Report (Keith Perfect) .....	34-35
C. Information Services Report (Hillary Hentschel) .....	35-38
D. Support Services Report (Maryann Zurmuehlen).....	39
E. Library Usage Statistics.....	40-48
F. Friends of Novi Library - Minutes: May 10, and April 12, 2023; Focus on Friends .....	49-53
G. City of Novi Historical Commission – Minutes: March 15 and April 19, 2023 .....	54-58

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### Committee Reports

- Policy Committee:** Review current public policies for the Library  
 (Chair: Sturing, Bartlett and OPEN, Staff Liaison – Julie Farkas)
  - No meeting held
  - GOALS 2022-2023:**
    - Continued review of public policies
- HR Committee:** Review HR Policies for the Library, Director Review & Goals  
 (Chair: Crawford, Dooley, Staff Liaison – Julie Farkas)
  - Meetings held: May 3<sup>rd</sup> and May 18<sup>th</sup> .....59-61
  - GOALS 2022-2023:**
    - Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
    - Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.
    - Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library.
- Finance Committee:** Financial plan based on building assessment review, Library endowment investigation  
 (Chair: Bartlett, Cherukuri, Sturing, Staff Liaisons – Julie Farkas)
  - Meetings held: May 9<sup>th</sup> and May 18<sup>th</sup> .....61
  - GOALS 2022-2023:**
    - Review Financial Plan

2. Library Endowment/Foundation investigation
3. Salary Comparison and review – **COMPLETED**
4. **Events/Marketing/Fundraising Committee:** Outreach opportunities  
(Chair: Dooley, Bartlett, Gurumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec)
  - Meeting held: May 15<sup>th</sup> ..... 61
  - Next meeting: No meeting scheduled
  - GOALS 2022-2023:**
    1. Continuing support with Friends of Library; more board presence at their events
    2. Marketing Plan Update pending the new Strategic Plan
    3. Marketing efforts put in place for the Strategic Plan
5. **Strategic Planning Committee:**  
(Chair: Bartlett, Dooley, Gurumurthy, Staff Liaison – Julie Farkas).
  - Meeting held: May 15<sup>th</sup> ..... 61-63
  - Next meeting scheduled for: May 15<sup>th</sup>
6. **Building & Grounds Committee:**  
(Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)
  - Meeting scheduled for: May 23<sup>rd</sup> ..... 63
  - GOALS 2022-2023:**
    1. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
    2. Review NPL's current Technology Plan
7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**  
(Chair: OPEN, Bartlett, Sturing, Staff Liaison – Julie Farkas)
  - Next meeting: No meeting scheduled
  - **GOAL 2022-2023:**
    1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed.
8. **DEI: Diversity, Equity and Inclusion Committee**  
(Chair: Dooley, Gurumurthy, Staff Liaison – Julie Farkas)
  - Next meeting: No meeting scheduled
  - GOALS 2022-2023:**
    1. Recommend All Board Trustees – Attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person).
    2. Assist in launching the DEI Scorecard for NPL
    3. Bring forth recommendations that amplify DEI in NPL Strategic Planning

**Matters for Library Board Action**

- A. Recommendation to close on Sundays for the 2023 summer (Sunday, June 18<sup>th</sup> – Sunday, September 3<sup>rd</sup>, 2023) due to a current staff shortage. Reviewed by HR and Finance Committee
- B. Hours of Operation Policy revisions.....64-65
- C. Emergency Closing Policy revisions.....66-68
- D. Staff Volunteer Time Policy revisions.....69-72
- E. iCube Usage Policy revisions.....73-81
- F. Food Policy revisions.....82-83

**Communications**

- 1. 5/15/23: Email from Janeen Crittenden, Novi Township Clerk – Novi Township Millage.....84

**Closed Session**

- 1. No Request  
Motion to Adjourn into Closed Session

**Adjournment**

**Supplemental Information**

- 2023 Songfest Events at Paradise Park hosted by Friends of Novi Library.....85
- Library Board Calendar 2023.....86
- Library Closings 2023 .....87

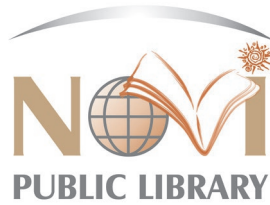
**2023 Future Events:**

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

**Inform. Inspire. Include.**

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

**Initial Draft**



**Library Board of Trustees – Regular Meeting  
Initial Draft - MINUTES  
April 27, 2023 at 7 PM  
Novi Public Library**

**Call to Order by President Kathy Crawford**

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

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Roll Call by Secretary, Brian Bartlett**

**Library Board – 5 Board members were recorded present**

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

**Student Representatives**

Abhay Kakarla – Absent

**Library Staff**

Julie Farkas, Director

**Legal Counsel**

Debra Walling, Attorney, Rosati, Shultz, Joppich, Amtsbuechler

**Approval of Agenda**

**Director Farkas:** Proposes modifications to the agenda: the Strategic Plan Board Session minutes are changed to Strategic Planning Retreat Notes, and the Student Report is for March 2023, not February 2023

**Motion:** To Approve the Agenda with proposed modifications.  
Motion for Approval – 1<sup>st</sup> – Trustee Gurusurthy  
2<sup>nd</sup> – Trustee Dooley

**Motion passes – 5-0**

**Consent Agenda**

1. Approve Minutes of: March 23, 2023 including Addendum 1 for March 21-22, 2023 Strategic Planning Retreat Notes .....5-11
2. Approve Claims and Warrants of:
  - A. Accounts 268 and 269 (#625).....12-14

**Motion:** To Approve the Consent Agenda as presented.

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

**Motion passes – 5-0**

**Presentations**

None

**Public Comment**

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No Public Comment.

**Reports**

- 1. Student Representatives Report – March, 2023 .....15
- 2. President's Report (Kathy Crawford)
  - A. New board member, Ajeeta Gawalapu, was on-boarded on Saturday, April 15, 2023 by Director Farkas and President Crawford. The board manual was presented as well as a library tour.
  - B. Slate of Officers for 2023-2024 Library Board, presented by Secretary Bartlett.....17
  - C. Committee assignments as of 4/12/23; Library Board President will make appointments to committees at the May 25, 2023 meeting..... 18
- 3. Treasurer's Report (Sreeny Cherukuri)
  - A. Financial Report March 2023.....19
  - B. 2022-2023 Library Budget Fund 268 as of 4/27/2023.....20-22
  - C. 2022-2023 Contributed Fund Budget 269 as of 4/27/2023.....23
  - D. Library Fund 268 Expenditure & Revenue Report as of Mar. 31, 2023..24-26
  - E. Library Fund 269 Contributed Fund as of March 31, 2023.....27
  - F. Balance Sheets for Funds 268 and 269 as of March 31, 2023.....28-29
- 4. Director's Report (Julie Farkas) .....30-44
  - A. Information Technology Report (Jeffrey Smith)..... 45-46
  - B. Facilities Report.... (Keith Perfect).....47
  - C. Information Services Report.... (Hillary Hentschel).....47-49
  - D. Support Services Report.... (Maryann Zurmuehlen).....50-53
  - E. Library Usage Statistics.....54-62
  - F. Friends of Novi Library: Friends Giving Tree; Agenda – 4/12/23; Minutes – 3/8/2023.....63-69
  - G. City of Novi Historical Commission – Minutes 2/15/2023.....70-71

## Public Comment

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**Sharon Trumpy, Harvest Lane** – Discussed the DEI report with senior issues, support for the fine-free proposal and the upcoming Officer elections.

## Committee Reports

1. **Policy Committee:** Review current public policies for the Library  
(Chair: Sturing, Bartlett and OPEN, Staff Liaison – Julie Farkas)  
· Meeting held: April 13<sup>th</sup> .....72  
· **GOALS 2022-2023:**
  1. Continued review of public policies
  
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals  
  
(Chair: Crawford, Dooley, Staff Liaison – Julie Farkas)  
  
· Meeting held: April 7<sup>th</sup> .....73  
**GOALS 2022-2023:**
  1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
  2. Implement human resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth, and retention
  3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library
  
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation  
(Chair: Bartlett, Cherukuri, Sturing, Staff Liaison – Julie Farkas)  
· Meeting held: April 13<sup>th</sup> .....73-74  
· **GOALS 2022-2023:**
  1. Review Financial Plan
  2. Library Endowment/Foundation investigation
  3. Salary Comparison and review; last done in 2018
  
4. **Events/Marketing/Fundraising Committee:** Outreach opportunities  
(Chair: Dooley, Bartlett, Gurumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec)  
· Meeting held April 3<sup>rd</sup> .....74  
· Next Meeting May 15, 2023

**GOALS 2022-2023:**

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

**5. Strategic Planning Committee:**

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

- Meeting held April 3<sup>rd</sup>.....75
- Next meeting: May 15, 2023

**6. Building & Grounds Committee:**

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

- Meeting held: April 5<sup>th</sup>.....75

**GOALS 2022-2023:**

1. Explore ways to make our infrastructure (i.e. phone, security system) more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces
2. Review NPL's current Technology Plan

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

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

- Next meeting: No meeting scheduled

**GOAL 2022-2023:**

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

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

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

- Next meeting: No meeting scheduled

**GOALS 2022-2023:**

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

**Matters for Library Board Action**

1. Slate of Officers for 2023-2024 Library Board, presented by Secretary Bartlett.....17

Procedure for elections:

1. Present slate of candidates
2. Accept nominations from the board
3. Board comments (optional)
4. Vote

President – Candidate **Mark Sturing**



No Nominations or comments from the Board

Vote of Trustees – Mark Sturing – 5-0

**Mark Sturing elected President**

Vice President – Candidates **Kat Dooley, Kathy Crawford**

No Nominations or comments from the Board

Vote of Trustees – Kat Dooley – 2-0 (Dooley, Gurumurthy)  
Kathy Crawford – 3-0 (Crawford, Bartlett, Sturing)

**Kathy Crawford elected Vice President**

Treasurer – Candidate **Sreeny Cherukuri**

No Nominations or comments from the Board

Vote of Trustees – Sreeny Cherukuri – 5-0

**Sreeny Cherukuri elected Treasurer**

Secretary – Candidate: none nominated

**Trustee Dooley:** Suggested Trustee Bartlett as a candidate to retain the secretarial position.

**Trustee Bartlett:** Discussed that last year's election occurred after stating the Bylaws and the definition of the Secretarial position was a mess. It is insufficient to define the current responsibilities to new members. With no actions in the Bylaws, things have not gotten any better. Would only accept the position if the board members acknowledge that this is not the status quo from last year. Also encouraged any one disagreeing with that not cast their votes in his favor.

**Trustee Sturing:** Indicated the Bylaw committee chair was open and would be a focus in the next year

No further nominations

Vote of Trustees – Brian Bartlett – 5-0

**Brian Bartlett elected Secretary**

**Novi Public Library Board of Trustees Executive Board 2023-2024  
President – Mark Sturing**

**Vice President – Kathy Crawford**  
**Treasurer – Sreeny Cherukuri**  
**Secretary – Brian Bartlett**

- 2. Approval of Library Financial Reports; recognizing the fund number changes from 268 to 271 and 269 to 272 based on new requirements by the State of Michigan.....20-23

**Director Farkas:** Discussed the official public account number changes and naming conventions that are established by the State of Michigan. Would prefer that the board approve these changes. This will standardize accounting systems throughout public libraries in the state.

**Trustee Sturing:** Has an interest to see if the fees and fines title can be changed depending upon actions from the board this evening.

**Motion:** To Approve the fund number changes to comply with State of Michigan accounting standards.

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

**Motion passes – 5-0**

- 3. Policy: Fees for Damaged, Destroyed or Lost Materials (reviewed by Policy and Finance Committees).....72

**Trustee Sturing:** Discussed this issue within the Policy and Finance Committees. Per previous discussions the concern was whether we had an increase in lost or damaged items. That is clearly not the case per the data collected, so would support the motion.

**Trustee Bartlett:** Per the agreement last year, the board's focus was "Do we get our materials back". Clearly we are getting our materials back so will support the motion. He is cautious, however, that staff still has responsibility to collect penalties for lost or damaged materials under this proposal.

**Trustee Crawford:** Was amazed that most of the comments and concerns were on the collection of late fees rather than the higher penalties for lost material. Has changed her mind regarding this proposal and will support it.

**Motion:** To Approve the proposed changes to the Fees for Damaged, Destroyed, or Lost Materials Policy.

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

**Motion passes – 5-0**

**Communications**

None

**Adjournment**

**Motion:** Motion to Adjourn at 7:58 PM.  
 Motion – 1<sup>st</sup> – Dooley  
 2<sup>nd</sup> – Trustee Sturing

**Motion Passes – 5-0**

**Supplemental Information**

· Library Board Calendar 2023.....76  
 · Library Closings 2023 .....77

**2023 Future Events:**

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

## Warrants

Warrant 626	271 Accounts	May 2023	
Payable to	Invoice #	Account number	Amount
Amazon	disposable Gas duster	271-000.00-727.000	\$ 15.05
Quill	paper, binder clips, white out	271-000.00-727.000	\$ 414.67
Stamps	Postage CC	271-000.00-728.000	\$ 19.99
USPS	Postage CC	271-000.00-728.000	\$ 163.00
Envisionware		271-000.00-734.000	\$ 575.00
Knight Watch	May - July monitoring	271-000.00-734.000	\$ 210.00
Patron Point	Transaction fee - Jan - Mar 2023	271-000.00-734.000	\$ 665.70
Apple	dispute - CC	271-000.00-734.500	\$ 0.99
Telsystems	Installation, antenna, handheld set	271-000.00-734.500	\$ 11,479.14
Amazon		271-000.00-740.000	\$ 49.28
Demco	Library Quiet	271-000.00-740.000	\$ 2,050.07
Image360	Engraved name plate	271-000.00-740.000	\$ 25.00
Petty Cash	Kroger - Distilled Water, Sugar	271-000.00-740.000	\$ 24.77
Sam's	Meeting Room supplies	271-000.00-740.000	\$ 172.76
Amazon	Library Books	271-000.00-742.000	\$ 4,658.67
Brodart	Library Books	271-000.00-742.000	\$ 18,130.25
Cavendish Square	742.901	271-000.00-742.000	\$ 34.45
Center Point	Books	271-000.00-742.000	\$ 413.57
Chicago Books & Journal	Caldecott Gold Steals	271-000.00-742.000	\$ 36.87
Gale/Cengage	CM from 2014	271-000.00-742.000	\$ (216.25)
Tsai Fong Books	742.600	271-000.00-742.000	\$ 461.83
Amazon	Lending Library	271-000.00-742.010	\$ 279.16
Baker & Taylor	Lending Library	271-000.00-742.010	\$ 226.70
Brodart	Lending Library	271-000.00-742.010	\$ 922.76
Midwest Tape	Audio/Visual Materials	271-000.00-744.000	\$ 2,142.29
OverDrive	Audio/Visual Materials	271-000.00-744.000	\$ 5,550.01
The Library Network	Overdrive Magazines - 4/23/23 - 4/22/24	271-000.00-744.000	\$ 4,859.94
Baker & Taylor	Electronic Media	271-000.00-745.200	\$ 2,159.41
Midwest Tape	745.210	271-000.00-745.200	\$ 640.96
Spectrum	April, May	271-000.00-801.925	\$ 143.54
Foster Swift	4/11	271-000.00-806.000	\$ 1,410.00
Rosati, Schultz	March, April	271-000.00-806.000	\$ 1,186.00
ALA	Public Library Association - CC	271-000.00-809.000	\$ 386.00
Novi Rotary	Quarterly dues(Jan-Mar & Apr - Jun)	271-000.00-809.000	\$ 300.00

RNA	Monthly Janitorial Service	271-000.00-817.000	\$ 7,548.70
AT&T	Mar14 thru Apr 13	271-000.00-851.000	\$ 552.15
T-Mobile	due 5/17	271-000.00-851.000	\$ 849.94
Telnet	due 5/5/23	271-000.00-851.000	\$ 978.57
Verizon	March & April	271-000.00-851.000	\$ 914.34
The Library Network	Basic fee, circulation & linked charges	271-000.00-855.000	\$ 17,308.70
S.O'Leary	Emperor's B'day Celebration - 2/23 & DIA	271-000.00-862.000	\$ 81.98
Gordon Food Service	Sucker Dum Dum	271-000.00-880.000	\$ 13.99
Muniweb	Website Hosting; Apr	271-000.00-880.000	\$ 1,110.00
Novi Rotary Foundation	Annual Charity Golf Outing-6/1/23	271-000.00-880.000	\$ 175.00
Oriental Trading	Community Promotions	271-000.00-880.000	\$ 354.70
Amazon	Programming	271-000.00-880.268	\$ 190.89
Sam's	Programming	271-000.00-880.268	\$ 74.58
Quill	Lamination roll film	271-000.00-880.268	\$ 186.39
Getaway Tours & Charters	Bus trip to Frankenmuth; 5/5/23	271-000.00-880.271	\$ 1,195.00
J.Farkas	Reimbursement- Money Order - Bus driver tip	271-000.00-880.271	\$ 51.00
Meijer	National Library Week-Friends reimbursement	271-000.00-880.271	\$ 160.66
Sam's	National Library Week & Frankenmuth Trip	271-000.00-880.271	\$ 125.34
Susan Westhoff	USO Canteen	271-000.00-880.271	\$ 400.00
Millennium Business	April & May	271-000.00-900.000	\$ 1,264.95
Consumer Energy	3//23 thru 4/10/23	271-000.00-921.000	\$ 1,648.55
DTE	3/27 - 4/23	271-000.00-922.000	\$ 9,105.27
City of Novi - Utility	Water & sewer - 12/16/22 to 3/22/23	271-000.00-923.000	\$ 1,936.60
Amazon	foam Soap	271-000.00-934.000	\$ 282.94
Anago	deep clean & disinfect bathrooms	271-000.00-934.000	\$ 420.00
BatteriesPlus	Batteries	271-000.00-934.000	\$ 168.94
Dalton	Quarterly carpet maintenance	271-000.00-934.000	\$ 950.00
Home Depot	Screws - 4/16 & Canvas Drop Cloth - 4/11	271-000.00-934.000	\$ 48.74
ImperialDade	Trash liner, Tissue box, soap	271-000.00-934.000	\$ 1,650.39
North Star	Mat Service	271-000.00-934.000	\$ 723.60
Sherwin Williams	Paint	271-000.00-934.000	\$ 242.77
Voss	Building maintenance	271-000.00-934.000	\$ 973.00
SCA	parking lot sweeping	271-000.00-936.300	\$ 83.39
Millennium Business	lease	271-000.00-942.000	\$ 477.41
Corrigan	storage	271-000.00-942.100	\$ 25.93
MCLS	Supervisor Series; Motivating Employees - CC	271-000.00-956.000	\$ 80.00
MCLS	Corsizio Workshop	271-000.00-956.000	\$ 60.00
MI HR Day	Mileage and parking	271-000.00-956.000	\$ 89.67
<b>TOTAL 271</b>			<b>\$ 112,073.71</b>

<b>Warrant 626</b>	<b>272 Accounts</b>	<b>May 2023</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Amazon	Shinsho Donation	272-000.00-742.230	\$ 730.13
George Rapitis	Summer Smoothie Fun with Chef	272-000.00-742.232	\$ 190.00
Novi Community Schools	Gift cards - CC	272-000.00-742.232	\$ 260.00
GraphX	Small Butterfly	272-000.00-742.231	\$ 70.00
Nothing Bundt Cakes	National Library Week - CC	272-000.00-742.236	\$ 96.00
Novi Community Schools	Gift Card	272-000.00-742.236	\$ 30.00
Amazon	iCube supplies	272-000.00-976.046	\$ 112.92
<b>Total 272</b>			<b>\$ 1,489.05</b>

## April 2023 Library Board Student Representative Report

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

### Tween and Teen Library Programs:

Sylvan Learning Center of Novi hosted a free SAT practice test on April 15. This practice test was a great way for students to get familiar with the format of the test, identify their strengths and weaknesses, and determine where to focus to achieve the best results. Thank you to Sylvan Learning Center of Novi for sponsoring this program. (Attendance = 21)

The Basic Budgeting and Banking 101 for Teens was on April 24. Students in grades 7-12 were invited to join Community Financial for a financial literacy presentation about budgeting and banking that would empower teens to navigate their finances. Participants who attended the presentation were entered into a raffle for a chance to win a \$10 gift card to the Library Cafe! Thank you to Community Financial for sponsoring this program and Novi Youth Assistance for providing water bottles and snacks. (Attendance = 9)

The Tail Waggin' Reading Buddies program was held on April 26. Youth and tweens in grades K-8 had an opportunity in a comfortable and non-judgmental space for a child (and their family, if they desire) to read to a therapy dog to encourage the child's reading skills, confidence, and love of reading. (Attendance = 25)

### Teen Space Update:

During April 2023, there were 340 guests who visited Teen Space. There was no Teen Space on April 12-13, April 21, and April 28.

### Teen Advisory Board (TAB) Update:

The TAB Meeting was held on April 21. The meeting started with a welcome to help get to know each other. Then, the teens engaged in a fun game while others assembled the One Seed, One State seed packet kits that were distributed for free to library guests. Information was shared about the upcoming TAB Officers election at the May meeting. (Attendance = 7)

### Upcoming Programs:

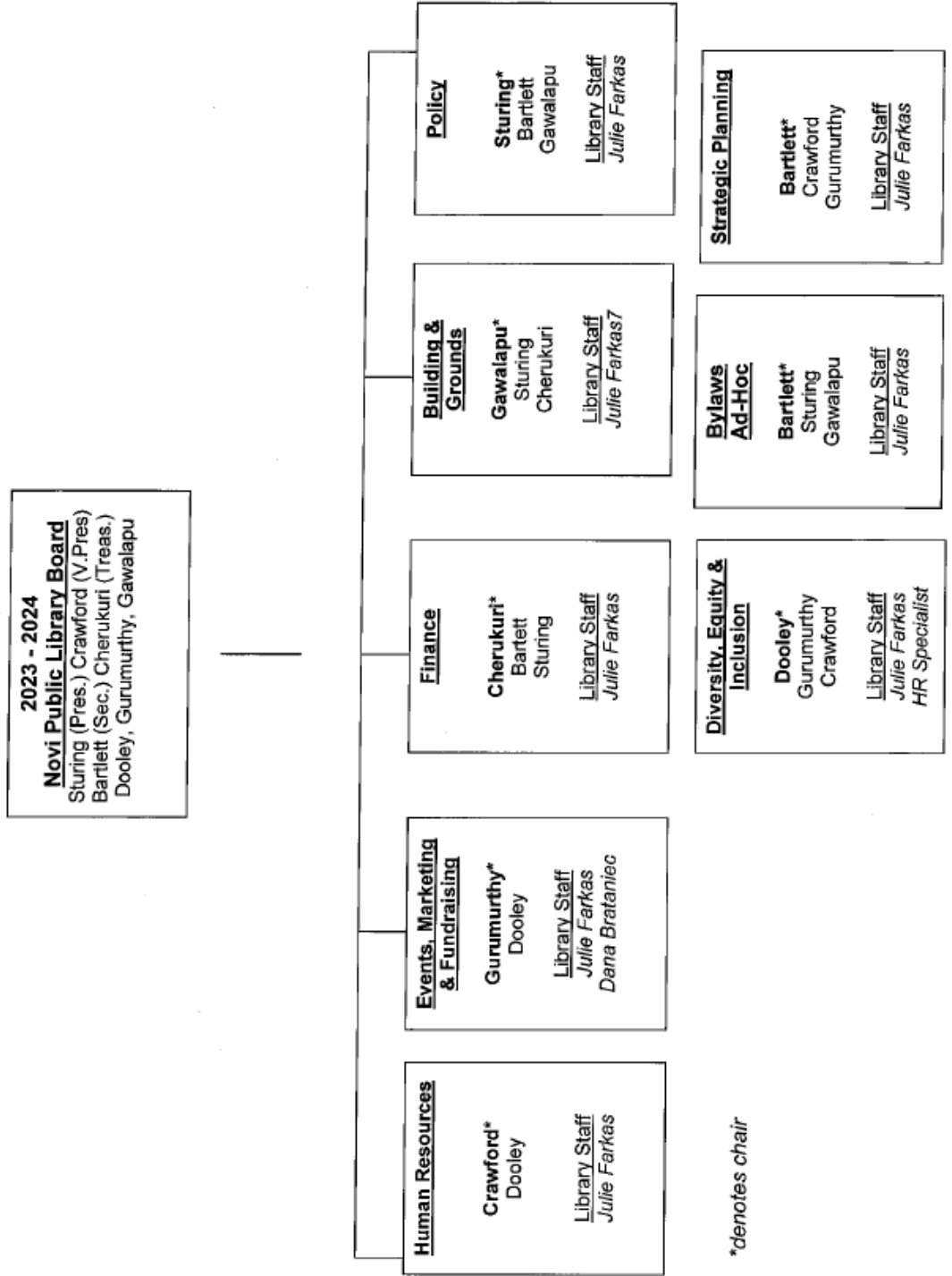
- Summer Smoothie Fun with Chef George Rapis - June 2 (sponsored by Community Financial Credit Union)
- Tail Waggin' Reading Buddies - June 21

### Teen Stop Featured Display:

The April Teen Stop display featured books that were turned into movies or TV shows.



President's Report





**Financial Report for April 2023****Approved budget for Fund 271 Fiscal Year 2022-2023**

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

**Approved budget for Fund 272 Fiscal Year 2022-2023**

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

**Revenue & Expenditure Report for Fund 271**

	YTD Mar 31, 2023	YTD Apr 30, 2023	Difference
TOTAL REVENUES	\$ 3,408,237	\$ 3,480,760	\$ 72,523
TOTAL EXPENDITURES	\$ 2,481,015	\$ 2,730,828	\$ 249,813
NET OF REVENUES & EXPENDITURES	\$ 927,222	\$ 749,932	

**Revenue & Expenditure Report for Fund 272**

	YTD Mar 31, 2023	YTD Apr 30, 2023	Difference
TOTAL REVENUES	\$ 21,023	39,779	\$ 18,756
TOTAL EXPENDITURES	\$ 16,167	16,214	\$ 47
NET OF REVENUES & EXPENDITURES	\$ 4,856	23,565	

**Balance Sheet Report as of April 30, 2023**

The ending fund balance for Fund 271 is \$ 3,308,437.42

The ending fund balance for Fund 272 is \$ 1,679,620.62

2023-2024 Library Budget 271								
1/26/2023 Approved		2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024-2025	2025-2026
4/27/23 Updated		Audited	Audited	Approved	Yr. End	Approved	Projected	Projected
Revenues		6/30/2021	6/30/2022	1/27/2022	1/26/2023	1/26/2023	1/26/2023	1/26/2023
Account	Description							
402.000	Tax Revenue - Current Levy	2,959,058.75	3,081,796.39	3,209,191.00	3,232,784.02	3,401,742.00	3,537,812.00	3,643,947.00
415.000	Tax Revenue - Cnty Chargebk	6,323.24	744.21	2,000.00	-7,547.44	0.00	0.00	0.00
414.000	Tax Revenue - Tax Tribunal Accr	900.00	3,500.00	-1,000.00	0.00	-1,000.00	-1,000.00	-1,000.00
404.003	Tax Revenue - Brow nfield B1 08	-276.15	-59.74	0.00	-323.55	0.00	0.00	0.00
404.006	Tax Revenue - Brow nfield B2 15	-6,071.40	-7,282.79	-12,749.00	-8,961.24	-15,299.00	-18,359.00	-22,031.00
404.008	Tax Revenue - CIA Cap 2018	-13,183.71	-15,037.43	-22,538.00	-22,782.73	-31,553.00	-41,019.00	-49,223.00
412.000	Tax Reveune - C/Y Del PPT	-8,038.90	-4,648.79	-5,000.00	-5,000.00	-5,000.00	-5,000.00	-5,000.00
508.450	Federal Grants	5,627.01	0.00	0.00	0.00	0.00	0.00	0.00
508.452	Federal Grants - COVID 19	59,143.94	0.00	0.00	0.00	0.00	0.00	0.00
567.000	State Aid	46,164.52	56,619.13	33,000.00	51,000.00	50,000.00	50,000.00	50,000.00
573.000	State Grants - Local Comm		5,968.34		0.00	0.00	0.00	0.00
676.100	Insurance Reimbursement	0.00	89,230.69	0.00	0.00	0.00	0.00	0.00
659.000	Library book fees	10,924.57	8,720.61	8,000.00	7,200.00	7,000.00	7,000.00	7,000.00
658.000	State penal fines	95,366.51	97,789.47	95,000.00	99,223.80	95,000.00	95,000.00	95,000.00
665.000	Interest on Investments	47,949.82	44,180.81	39,000.00	39,000.00	42,000.00	44,000.00	44,000.00
669.500	Unrealized gain(loss) invest	-7,827.98	-117,830.18	1,000.00	1,000.00	5,000.00	10,000.00	10,000.00
675.000	Miscellaneous income	1,063.43	7,121.82	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
675.100	Copier	1,700.20	84.41	1,000.00	0.00	1,000.00	1,000.00	1,000.00
675.266	SRP - T-shirt sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00
674.289	Adult Programming	0.00	0.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
674.290	Library Fundraising	11,243.58	12,049.53	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
675.300	Meeting Room	0.00	18,532.37	25,000.00	23,000.00	25,000.00	25,000.00	25,000.00
674.400	Gifts and donations	933.91	1,035.04	1,500.00	1,500.00	1,000.00	1,000.00	1,000.00
675.404	Novi Tow nship Assessment	6,847.00	6,970.00	7,000.00	7,256.00	7,000.00	7,000.00	7,000.00
675.650	Library Café	0.00	6,000.00	6,000.00	0.00	6,000.00	6,000.00	6,000.00
<b>Total Revenues</b>		<b>3,217,848.34</b>	<b>3,295,483.89</b>	<b>3,397,404.00</b>	<b>3,428,348.86</b>	<b>3,598,890.00</b>	<b>3,729,434.00</b>	<b>3,823,693.00</b>

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

2023-2024 Library Budget 271 Updated as of 4/27/23		2020-2021 Audited	2021-2022 Audited	2022-2023 Approved	2022-2023 Yr. End	2023-2024 Approved	2024-2025 Projected	2025-2026 Projected
<b>Services &amp; Charges</b>								
Account	Description							
801.925	Public Information (cable)	672.83	741.09	700.00	700.00	850.00	850.00	850.00
802.000	Data Processing - OnBase	712.94	734.34	800.00	800.00	750.00	750.00	750.00
802.100	Bank Service Charges	5,221.75	3,939.96	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
803.000	Independent Audit	814.00	723.00	800.00	800.00	800.00	800.00	800.00
804.000	Medical Service	1,372.00	1,841.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	20,783.00	16,967.90	7,500.00	8,500.00	8,500.00	8,500.00	8,500.00
808.100	Rubbish Monthly	1,224.41	0.00	0.00	0.00	0.00	0.00	0.00
809.000	Memberships & Dues	5,340.01	5,712.45	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
816.000	Professional services	1,972.50	15,753.87	24,000.00	36,000.00	16,000.00	16,000.00	16,000.00
817.000	Custodial Services	84,097.77	88,544.00	90,000.00	89,000.00	89,000.00	89,000.00	88,000.00
818.000	TLN Central Services	3,495.00	3,495.00	3,500.00	3,495.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	26,043.29	25,661.68	24,000.00	34,000.00	34,000.00	34,000.00	34,000.00
855.000	TLN Automation Services	58,258.12	64,789.07	71,000.00	80,000.00	80,000.00	80,000.00	80,000.00
861.000	Gasoline and oil	157.33	407.86	500.00	500.00	500.00	500.00	500.00
862.000	Mileage	91.53	88.60	200.00	200.00	200.00	200.00	200.00
880.000	Community Promotion	23,754.32	16,001.29	24,000.00	24,000.00	22,000.00	22,000.00	22,000.00
880.268	Library Programming	9,668.89	13,014.04	28,000.00	28,000.00	38,000.00	38,000.00	38,000.00
880.271	Adult Programming	0.00	0.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
900.000	Print, Graphic Design, Publish	6,577.85	9,046.55	28,000.00	28,000.00	28,000.00	28,000.00	28,000.00
820.000	Property & Liability Insurance	12,668.00	14,444.00	14,500.00	16,480.00	16,480.00	16,480.00	16,480.00
820.001	Ins deduct/Uninsured claims	0.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
921.000	Heat	10,645.77	13,510.02	12,000.00	14,000.00	14,500.00	15,000.00	15,500.00
922.000	Electricity	89,008.38	97,881.06	96,500.00	99,500.00	102,500.00	105,500.00	108,500.00
923.000	Water and Sewer	6,208.88	6,964.48	6,500.00	7,000.00	7,000.00	7,500.00	8,000.00
934.000	Building Maintenance	125,214.33	108,177.81	110,000.00	139,305.00	106,400.00	109,400.00	112,600.00
935.000	Vehicle Maintenance	25.31	456.85	300.00	300.00	500.00	500.00	500.00
936.300	Grounds Maint.	23,450.55	32,391.87	39,000.00	39,000.00	40,500.00	41,700.00	42,900.00
942.000	Office Equipment Lease	8,309.53	7,811.28	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
942.100	Records storage	291.64	299.40	400.00	400.00	400.00	400.00	400.00
956.000	Conferences & Workshops	4,432.75	3,510.07	15,000.00	15,000.00	24,900.00	20,000.00	24,900.00
<b>Total Services &amp; Charges</b>		<b>530,512.68</b>	<b>552,908.54</b>	<b>636,200.00</b>	<b>703,980.00</b>	<b>674,280.00</b>	<b>677,580.00</b>	<b>689,880.00</b>
2023-2024 Library Budget 271 Updated as of 4/27/23		2020-2021 Audited	2021-2022 Audited	2022-2023 Approved	2022-2023 Yr. End	2023-2024 Approved	2024-2025 Projected	2025-2026 Projected
<b>Capital Outlay</b>								
Account	Description							
962.000	Building Contingency							
989.000	Grounds Improvement							
976.000	Building Improvements/Entrance	0.00	0.00				0.00	0.00
976.100	Parking lot improvements		10,700.00	12,500.00	12,411.80		125,000.00	125,000.00
983.000	Vehicles - Van							
986.000	Internal Tech - AST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
986.000	Camera/Com & AWE replace	0.00	8,257.40	83,000.00	83,000.00	47,000.00	30,000.00	32,000.00
989.001	Furniture	13,774.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Capital Outlay</b>		<b>13,774.00</b>	<b>18,957.40</b>	<b>95,500.00</b>	<b>95,411.80</b>	<b>47,000.00</b>	<b>155,000.00</b>	<b>157,000.00</b>
<b>Total Expenditures</b>		<b>3,004,033.04</b>	<b>3,227,294.76</b>	<b>3,567,377.00</b>	<b>3,716,032.60</b>	<b>3,876,245.00</b>	<b>4,077,120.00</b>	<b>4,164,565.00</b>
<b>Total Revenues</b>		<b>3,217,848.34</b>	<b>3,295,483.89</b>	<b>3,397,404.00</b>	<b>3,428,348.86</b>	<b>3,598,890.00</b>	<b>3,729,434.00</b>	<b>3,823,693.00</b>
680.000	<b>TOTAL Fundbalance</b>	<b>213,815.30</b>	<b>68,189.13</b>	<b>-169,973.00</b>	<b>-287,684.60</b>	<b>-277,355.00</b>	<b>-347,686.00</b>	<b>-340,872.00</b>

22/23: 268 Account Capital Outlay: NO - AST replacement \$115,800, Camera/Computer replacement \$83,000, Parking Lot \$12,500

23/24: Main entrance renovation \$100,000 - 272 Account; parking lot maintenance \$16,500 - 272 Account;

272 - Library Contributed Funds		Revenues & Expenditures						
2023-2024 (as of 2/16/2023)		2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	2024-2025	2025-2026
Updated 4/27/23		Audited	Audited	Approved	Year End	Approved	Projected	Projected
		6/30/2021	6/30/2022	1/27/2022	1/26/2023	1/26/2023	2/16/2023	2/16/2023
<b>Revenues</b>								
<b>Interest Income</b>								
665.000	Interest on Investments	\$ 23,226.98	\$ 19,767.63	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
669.500	Unrealized gain (loss) on investments	(2,903.80)	(50,325.76)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
<b>TOTAL</b>		<b>\$ 20,323.18</b>	<b>\$ (30,558.13)</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>
				1/27/2022	1/26/2023			
<b>Donations</b>								
674.036	Diversity, Equity & Inclusion		\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
674.046	Makerspace (iCube)	-	-	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
674.229	Raising a Reader	-	207.59	1,500.00	500.00	1,000.00	1,000.00	1,000.00
674.230	Collections/Materials Revenue	1,551.67	1,852.61	1,000.00	5,250.00	1,000.00	1,000.00	1,000.00
674.231	Buildings/Ground/Furniture Revenue	2,159.85	3,191.96	1,000.00	275.00	1,000.00	1,000.00	1,000.00
674.232	Programming Revenue	3,471.35	3,000.00	1,500.00	1,852.00	2,000.00	2,000.00	2,000.00
674.233	Technology Library Revenue	-	50.00	2,500.00	-	500.00	500.00	500.00
674.234	Undesignated Misc. Donations	-	250.00	500.00	-	500.00	500.00	500.00
674.235	Marketing Sponsorships	10,000.00	10,146.00	10,000.00	10,000.00	-	-	-
<b>TOTAL</b>		<b>\$ 17,182.87</b>	<b>\$19,698</b>	<b>\$20,000</b>	<b>\$ 18,877.00</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$8,000</b>
<b>TOTAL Revenues</b>		<b>\$ 37,506.05</b>	<b>\$ (10,859.97)</b>	<b>\$ 42,500.00</b>	<b>\$ 41,377.00</b>	<b>\$ 30,500.00</b>	<b>\$ 30,500.00</b>	<b>\$ 30,500.00</b>
<b>Expenditures</b>								
<b>Supplies</b>								
742.036	Diversity, Equity & Inclusion		\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
742.229	Raising a Reader	968.70	723.13	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials Expenditures	986.10	830.56	500.00	1,000.00	1,000.00	1,000.00	1,000.00
742.231	Buildings/Ground/Furniture Exp	1,586.00	8,683.30	34,200.00	34,200.00	29,000.00	29,000.00	29,000.00
742.232	Programming Expenditures	2,244.46	-	1,000.00	1,857.75	1,000.00	1,000.00	1,000.00
742.233	Technology Library Expenditures	-	10,490.00	-	-	3,000.00	3,000.00	3,000.00
742.234	Undesignated Misc. Expenditures	182.39	(7.16)	500.00	500.00	500.00	500.00	500.00
742.236	Staff Recognition	15.88	2,002.78	1,500.00	1,500.00	2,000.00	2,000.00	2,000.00
<b>TOTAL</b>		<b>\$ 5,983.53</b>	<b>\$23,723</b>	<b>\$39,700</b>	<b>\$40,058</b>	<b>\$38,500</b>	<b>\$38,500</b>	<b>\$38,500</b>
<b>Capital Outlay</b>								
976.044	Auto Lending Library	\$ 34,100.24	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
976.045	LED Lighting Conversion project	4,000.00	-	-	-	-	-	-
976.046	Makerspace (iCube)	4,746.78	5,017.01	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
976.140	Automated Return System			115,800.00	-	115,800.00	-	-
976.141	Main Entrance Design /Parking Lot			10,000.00	10,000.00	116,500.00	-	-
<b>TOTAL</b>		<b>\$ 42,847.02</b>	<b>\$ 5,017.01</b>	<b>\$ 131,300.00</b>	<b>\$ 13,000.00</b>	<b>\$ 237,800.00</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>
<b>TOTAL Expenditures</b>		<b>\$ 48,830.55</b>	<b>\$ 28,739.62</b>	<b>\$ 171,000.00</b>	<b>\$ 53,057.75</b>	<b>\$ 276,300.00</b>	<b>\$ 44,000.00</b>	<b>\$ 44,000.00</b>
	Beginning Fund Balance Yr. End	\$ 1,706,979.53	\$ 1,695,655.03	\$ 1,675,979.00	\$ 1,656,055.44	\$ 1,644,374.69	\$ 1,398,574.69	\$ 1,385,074.69
	Revenues	37,506.05	(10,859.97)	42,500.00	41,377.00	30,500.00	30,500.00	30,500.00
	Expenditures	(48,830.55)	(28,739.62)	(171,000.00)	(53,057.75)	(276,300.00)	(44,000.00)	(44,000.00)
	NET Revenues vs. Expenditures	(11,324.50)	(39,599.59)	(128,500.00)	(11,680.75)	(245,800.00)	(13,500.00)	(13,500.00)
	Beginning Fund Balance							
	Ending Fund Balance Expected	\$ 1,695,655.03	\$ 1,656,055.44	\$ 1,547,479.00	\$ 1,644,374.69	\$ 1,398,574.69	\$ 1,385,074.69	\$ 1,371,574.69

Notes:  
 22/23: Automated Return System \$115,800, Main Entrance design work \$10,000, Teen 2nd phase \$12,500 + \$15,000 reupholstery + \$6,700 CD upgrade  
 Auto Lending Library \$2,500 for library card dispensing service; instead of Teen 2nd phase go with Podcast room \$11,210 (end of yr. June 2023)  
 23/24: Auto Lending Library card dispenser \$2500, Automated Return System \$115,800, Steam Kits Shelving Area \$8,000, Retrofit mktg. displays \$4000  
 Furniture upgrades for 2nd floor \$17,000, Main entrance renovation \$100,000, Parking Lot \$16,500

05/10/2023 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 04/30/2023										
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	FEB 2023	MAR 2023	APR 2023	04/30/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABRM)	BUDGET	AMNDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABRM)	NM (ABRM)	USED
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.00 - TREASURY										
Property tax revenue										
271-000.00-402.000	Property Tax Revenue - Current	3,081,796.39	3,209,191.00	3,232,784.00	0.00	0.00	0.00	3,230,757.84	2,026.16	99.94
271-000.00-404.003	Property Tax Revenue-Brownfld	(59.74)	0.00	(324.00)	0.00	0.00	0.00	(323.55)	(0.45)	99.86
271-000.00-404.006	Property Tax Revenue-Brownfld	(7,282.79)	(12,749.00)	(8,961.00)	0.00	0.00	0.00	(8,961.24)	0.24	100.00
271-000.00-404.008	Property Tax Revenue - CIA Cap	(15,037.43)	(22,538.00)	(22,783.00)	0.00	0.00	0.00	(22,782.73)	(0.27)	100.00
271-000.00-412.000	Property Tax Revenue - C/Y Del I	(4,648.79)	(5,000.00)	(5,000.00)	0.00	(6,192.97)	0.00	(6,192.97)	1,192.97	123.86
271-000.00-414.000	Property Tax Revenue - Tax Trib	3,500.00	(1,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-415.000	Property Tax Revenue - County C	744.21	2,000.00	(7,547.00)	846.79	279.95	183.17	(5,870.15)	(1,676.85)	77.78
Property tax revenue		3,059,011.85	3,169,904.00	3,188,169.00	846.79	(5,913.02)	183.17	3,186,627.20	1,541.80	99.95
State sources										
271-000.00-567.000	State aid	56,619.13	33,000.00	51,000.00	0.00	0.00	33,432.44	66,291.75	(15,291.75)	129.98
271-000.00-573.000	State Grants - Local Comm Stab	5,968.34	0.00	0.00	0.00	0.00	0.00	4,181.86	(4,181.86)	100.00
State sources		62,587.47	33,000.00	51,000.00	0.00	0.00	33,432.44	70,473.61	(19,473.61)	138.18
Fines and forfeitures										
271-000.00-658.000	State penal fines	97,789.47	95,000.00	99,224.00	0.00	2.80	0.00	99,226.60	(2.60)	100.00
271-000.00-659.000	Library book fees	8,720.61	8,000.00	7,200.00	567.10	624.11	305.02	6,180.12	1,019.88	85.84
Fines and forfeitures		106,510.08	103,000.00	106,424.00	567.10	626.91	305.02	105,406.72	1,017.28	99.04
Interest income										
271-000.00-665.000	Interest in investments	44,180.81	39,000.00	39,000.00	8,226.46	8,249.63	0.00	60,304.57	(21,304.57)	154.63
271-000.00-669.500	Unrealized gain (loss) on invest	(117,830.18)	1,000.00	1,000.00	(18,850.94)	26,386.16	0.00	7,712.18	(6,712.18)	771.22
Interest income		(73,649.37)	40,000.00	40,000.00	(10,624.48)	34,635.79	0.00	68,016.75	(28,016.75)	170.04
Donations										
271-000.00-674.289	Adult programs	0.00	2,000.00	2,000.00	1,382.83	1,701.54	1,049.40	4,133.77	(2,133.77)	206.69
271-000.00-674.400	Gifts and donations	1,035.04	1,500.00	1,500.00	63.48	210.01	17.70	2,390.46	(890.46)	159.36
Donations		1,035.04	3,500.00	3,500.00	1,446.31	1,911.55	1,067.10	6,524.23	(3,024.23)	186.41
Other revenue										
271-000.00-674.290	Library fund raising revenue	12,049.53	4,000.00	4,000.00	0.00	0.00	0.00	1,920.08	2,079.92	48.00
271-000.00-675.000	Miscellaneous income	7,121.82	5,000.00	5,000.00	830.57	996.16	887.60	8,350.02	(3,350.02)	167.00
271-000.00-675.100	Copier	84.41	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-675.300	Meeting room	18,532.37	25,000.00	23,000.00	4,235.94	1,527.03	2,100.97	26,185.01	(3,185.01)	113.85
271-000.00-675.404	Novi Township assessment	6,970.00	7,000.00	7,256.00	0.00	0.00	0.00	7,256.00	0.00	100.00
271-000.00-675.650	Library Cafe	6,000.00	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-676.100	Insurance Reimbursement	89,230.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other revenue		139,988.82	48,000.00	39,256.00	5,066.51	2,523.19	2,988.57	43,711.11	(4,455.11)	111.35

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	FEB 2023	MAR 2023	APR 2023	04/30/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABRM)	BUDGET	AMNDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABRM)	NM (ABRM)	USED
Total Dept 000.00 - TREASURY		3,295,483.89	3,397,404.00	3,428,349.00	(2,697.77)	33,784.42	37,976.30	3,480,759.62	(52,410.62)	101.53
TOTAL REVENUES		3,295,483.89	3,397,404.00	3,428,349.00	(2,697.77)	33,784.42	37,976.30	3,480,759.62	(52,410.62)	101.53
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	931,808.07	1,039,792.00	1,077,300.00	84,262.06	84,262.06	84,145.66	853,711.06	223,588.94	79.25
271-000.00-704.100	Severance/Incentive Pay	0.00	0.00	14,000.00	0.00	0.00	0.00	12,000.00	2,000.00	85.71
271-000.00-704.200	Wages - Stipend	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	(2,000.00)	100.00
271-000.00-704.210	Vacation Payout	0.00	5,000.00	6,057.00	0.00	0.00	0.00	6,056.80	0.20	100.00
271-000.00-704.250	Final Payout	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-705.000	Temporary salaries	623,961.02	725,000.00	705,000.00	51,150.72	50,622.66	52,676.35	486,188.00	218,812.00	68.96
271-000.00-706.000	Overtime	802.33	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-715.000	Social security	116,783.24	135,000.00	138,000.00	10,173.34	10,132.98	10,281.21	102,531.39	35,468.61	74.30
271-000.00-716.000	Insurance	215,480.66	193,000.00	193,000.00	13,070.03	14,628.44	6,637.73	159,571.84	33,428.16	82.68
271-000.00-716.200	HSA - employer contribution	2,625.00	6,300.00	6,300.00	0.00	0.00	0.00	1,000.00	5,300.00	15.87
271-000.00-716.999	Insurance - Employee Reimburs	(36,090.77)	(29,775.00)	(29,775.00)	(2,518.42)	(2,518.42)	(2,518.42)	(22,740.56)	(7,034.44)	76.37
271-000.00-717.000	Workers compensation	1,686.71	1,700.00	1,700.00	108.19	106.69	108.01	1,059.71	640.29	62.34
271-000.00-718.000	Pension - DB Normal Cost	6,156.00	5,795.00	5,795.00	385.00	385.00	385.00	3,850.00	1,945.00	66.44
271-000.00-718.010	Pension - DB Unfunded Accrued	58,404.00	59,765.00	88,464.00	7,372.00	7,372.00	7,372.00	73,720.00	14,744.00	83.33
271-000.00-718.200	Pension - defined contribution	31,155.34	48,400.00	48,400.00	4,504.04	4,504.04	4,497.06	42,766.32	5,633.68	88.36
271-000.00-719.000	Unemployment insurance	91.64	2,000.00	2,000.00	0.00	(3,996.72)	0.00	(3,996.72)	5,996.72	(199.84)
Personnel services		1,952,863.24	2,192,477.00	2,266,741.00	168,506.96	165,498.73	163,584.60	1,717,717.84	549,023.16	75.78
Supplies										
271-000.00-726.400	Supplies - Cash over/short	0.00	0.00	0.00	0.00	0.00	(4.53)	(4.53)	4.53	100.00
271-000.00-727.000	Office supplies	12,752.79	18,000.00	18,000.00	661.84	431.22	429.72	14,856.65	3,143.35	82.54
271-000.00-728.000	Postage	488.51	2,000.00	4,000.00	(2,553.45)	165.49	0.00	4,175.70	(175.70)	104.39
271-000.00-734.000	Computer supplies, software &	71,847.11	83,000.00	87,500.00	1,772.59	391.00	575.00	61,030.05	26,469.95	69.75
271-000.00-734.500	Computer supplies/equipment	132,954.83	21,000.00	21,000.00	(5.61)	6,374.66	26.25	19,370.30	1,629.70	92.24
271-000.00-740.000	Operating supplies	9,873.36	28,000.00	28,000.00	402.11	828.28	2,294.70	19,603.82	8,396.18	70.01
271-000.00-740.200	Supplies - Desk chairs and file c	700.00	5,000.00	5,000.00	0.00	1,960.00	0.00	1,960.00	3,040.00	39.20
271-000.00-741.000	Supplies - Uniforms	422.00	300.00	500.00	0.00	0.00	0.00	156.00	344.00	31.20
271-000.00-742.000	Library books	199,639.76	197,000.00	197,000.00	12,013.56	15,128.40	17,616.13	148,456.38	48,543.62	75.36
271-000.00-742.010	Library Books - Lending	13,973.37	17,000.00	17,000.00	1,121.87	346.33	1,172.36	11,304.06	5,695.94	66.49
271-000.00-742.100	Library Books - Fines	672.48	1,000.00	1,000.00	0.00	(17.00)	0.00	97.77	902.23	9.78
271-000.00-743.000	Library periodicals	22,471.42	18,000.00	18,000.00	0.00	0.00	0.00	14,217.32	3,782.68	78.99
271-000.00-744.000	Audio visual materials	128,743.17	136,000.00	136,000.00	3,859.55	23,741.30	5,806.67	102,389.96	33,610.04	75.29
271-000.00-745.200	Electronic media	42,783.60	46,900.00	46,900.00	2,533.79	3,023.31	1,201.13	31,291.31	15,608.69	66.72
271-000.00-745.300	Electronic resources (CD rom m	65,243.18	70,000.00	70,000.00	771.30	2,374.15	0.00	56,629.68	13,370.32	80.90
Supplies		702,565.58	643,200.00	649,900.00	20,577.55	54,747.14	29,117.43	485,534.47	164,365.53	74.71

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	FEB 2023	MAR 2023	APR 2023	04/30/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABRM)	BUDGET	MMNDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABRM)	NM (ABRM)	USED
Other services and charges										
271-000.00-801.925	Public information (cable, etc)	741.09	700.00	700.00	69.68	71.81	0.00	629.04	70.96	89.86
271-000.00-802.000	Data processing	734.34	800.00	800.00	0.00	0.00	0.00	734.34	65.66	91.79
271-000.00-802.100	Bank Service Charges	3,939.96	4,000.00	4,000.00	236.41	244.62	247.59	2,622.30	1,377.70	65.56
271-000.00-803.000	Independent audit	723.00	800.00	800.00	0.00	0.00	0.00	800.00	0.00	100.00
271-000.00-804.000	Medical service	1,841.00	1,500.00	1,500.00	0.00	116.00	116.00	1,660.00	(160.00)	110.67
271-000.00-806.000	Legal fees	16,967.90	7,500.00	8,500.00	789.50	1,806.50	0.00	7,721.60	778.40	90.84
271-000.00-809.000	Memberships and dues	5,712.45	7,500.00	7,500.00	0.00	0.00	0.00	4,839.41	2,660.59	64.53
271-000.00-816.000	Professional services	15,753.87	24,000.00	36,000.00	11,922.05	0.00	0.00	20,700.80	15,299.20	57.50
271-000.00-817.000	Custodial services	88,544.00	90,000.00	89,000.00	7,557.10	7,809.00	0.00	66,895.54	22,104.46	75.16
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	0.00	0.00	0.00	3,495.00	0.00	100.00
271-000.00-820.000	Property & liability insurance	14,444.00	14,500.00	16,480.00	0.00	0.00	0.00	16,480.00	0.00	100.00
271-000.00-820.001	Insurance deductibles/Uninsur	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	25,661.68	24,000.00	34,000.00	1,660.05	2,294.89	(55.00)	24,300.27	9,699.73	71.47
271-000.00-855.000	TLN Automation Services	64,789.07	71,000.00	80,000.00	0.00	2,311.44	17,308.70	74,573.55	5,426.45	93.22
271-000.00-861.000	Gasoline and oil	407.86	500.00	500.00	27.80	0.00	0.00	235.51	264.49	47.10
271-000.00-862.000	Mileage	88.60	200.00	200.00	0.00	81.98	0.00	298.04	(98.04)	149.02
271-000.00-880.000	Community promotion	16,001.29	24,000.00	24,000.00	1,109.42	567.25	350.27	14,796.07	9,203.93	61.65
271-000.00-880.268	Library programming	13,014.04	28,000.00	28,000.00	3,056.41	2,650.74	755.84	15,809.56	12,190.44	56.46
271-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	0.00	100.00	1,434.34	2,239.09	5,760.91	27.99
271-000.00-900.000	Printing, graphic design and pul	9,046.55	28,000.00	28,000.00	826.07	532.20	727.10	6,101.12	21,898.88	21.79
271-000.00-921.000	Heat	13,510.02	12,000.00	14,000.00	2,685.81	2,404.55	0.00	11,573.26	2,426.74	82.67
271-000.00-922.000	Electricity	97,881.06	96,500.00	99,500.00	8,671.17	9,768.00	0.00	83,743.94	15,756.06	84.16
271-000.00-923.000	Water and sewer	6,964.48	6,500.00	7,000.00	0.00	1,936.60	0.00	5,547.12	1,452.88	79.24
271-000.00-934.000	Building maintenance	108,177.81	110,000.00	139,305.00	8,759.62	5,050.33	2,717.45	62,583.82	76,721.18	44.93
271-000.00-935.000	Vehicle maintenance	456.85	300.00	300.00	0.00	0.00	0.00	134.69	165.31	44.90
271-000.00-936.300	Grounds maintenance	32,391.87	39,000.00	39,000.00	2,451.13	2,136.76	54.00	22,065.94	16,934.06	56.58
271-000.00-942.000	Office equipment lease	7,811.28	8,000.00	8,000.00	650.94	650.94	0.00	4,556.58	3,443.42	56.96
271-000.00-942.100	Records storage	299.40	400.00	400.00	24.95	25.93	25.93	251.46	148.54	62.87
271-000.00-956.000	Conferences and workshops	3,510.07	15,000.00	15,000.00	0.00	484.98	60.00	8,219.34	6,780.66	54.80
Other services and charges		552,908.54	636,200.00	703,980.00	50,498.11	41,044.52	23,742.22	463,607.39	240,372.61	65.86
Capital outlay										
271-000.00-976.100	Parking lot improvements	10,700.00	12,500.00	12,412.00	0.00	0.00	0.00	12,411.80	0.20	100.00
271-000.00-986.000	Technology - Capital Outlay	8,257.40	83,000.00	83,000.00	397.80	279.60	0.00	51,556.78	31,443.22	62.12
Capital outlay		18,957.40	95,500.00	95,412.00	397.80	279.60	0.00	63,968.58	31,443.42	67.04
Total Dept 000.00 - TREASURY										
		3,227,294.76	3,567,377.00	3,716,033.00	239,980.42	261,569.99	216,444.25	2,730,828.28	985,204.72	73.49
TOTAL EXPENDITURES		3,227,294.76	3,567,377.00	3,716,033.00	239,980.42	261,569.99	216,444.25	2,730,828.28	985,204.72	73.49
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,295,483.89	3,397,404.00	3,428,349.00	(2,697.77)	33,784.42	37,976.30	3,480,759.62	(52,410.62)	(260.68)
TOTAL EXPENDITURES		3,227,294.76	3,567,377.00	3,716,033.00	239,980.42	261,569.99	216,444.25	2,730,828.28	985,204.72	(260.68)
NET OF REVENUES & EXPENDITURES		68,189.13	(169,973.00)	(287,684.00)	(242,678.19)	(227,785.57)	(178,467.95)	749,931.34	(1,037,615.34)	(260.68)



		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	FEB 2023	MAR 2023	APR 2023	04/30/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABRM)	BUDGET	MNDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABRM)	NM (ABRM)	USED
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	19,767.63	27,000.00	27,000.00	3,469.85	3,766.53	0.00	24,497.76	2,502.24	90.73
272-000.00-669.500	Unrealized gain (loss) on invest	(50,325.76)	(4,500.00)	(4,500.00)	(7,951.17)	12,047.12	0.00	2,236.36	(6,736.36)	(49.70)
Interest income		(30,558.13)	22,500.00	22,500.00	(4,481.32)	15,813.65	0.00	26,734.12	(4,234.12)	118.82
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-674.046	Makerspace Renovation Reven	0.00	1,000.00	1,000.00	184.80	0.00	0.00	1,104.15	(104.15)	110.42
272-000.00-674.229	Raising a Reader in Novi Sponsc	207.59	1,500.00	500.00	0.00	0.00	0.00	278.99	221.01	55.80
272-000.00-674.230	Collections/Materials Revenue	1,852.61	1,000.00	5,250.00	0.00	0.00	0.00	5,350.00	(100.00)	101.90
272-000.00-674.231	Buildings/Ground/ Furniture Re	3,191.96	1,000.00	275.00	0.00	0.00	100.00	375.00	(100.00)	136.36
272-000.00-674.232	Programming Revenue	3,000.00	1,500.00	1,852.00	535.00	0.00	50.00	2,437.00	(585.00)	131.59
272-000.00-674.233	Technology Library Revenue	50.00	2,500.00	0.00	1,000.00	0.00	0.00	1,000.00	(1,000.00)	100.00
272-000.00-674.234	Undesignated Misc Donations	250.00	500.00	0.00	0.00	0.00	1,750.00	1,750.00	(1,750.00)	100.00
272-000.00-674.235	Marketing Sponsorships	10,146.00	10,000.00	10,000.00	0.00	0.00	750.00	750.00	9,250.00	7.50
Donations		19,698.16	20,000.00	18,877.00	1,719.80	0.00	2,650.00	13,045.14	5,831.86	69.11
Total Dept 000.00 - TREASURY		(10,859.97)	42,500.00	41,377.00	(2,761.52)	15,813.65	2,650.00	39,779.26	1,597.74	96.14
TOTAL REVENUES		(10,859.97)	42,500.00	41,377.00	(2,761.52)	15,813.65	2,650.00	39,779.26	1,597.74	96.14
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-742.229	Raising a Reader Expense	723.13	1,000.00	1,000.00	49.99	0.00	0.00	324.57	675.43	32.46
272-000.00-742.230	Collections/Materials Expense	830.56	500.00	1,000.00	0.00	159.20	(500.00)	623.34	376.66	62.33
272-000.00-742.231	Buildings/Ground/ Furniture Exp	8,683.30	34,200.00	34,200.00	0.00	0.00	0.00	8,274.00	25,926.00	24.19
272-000.00-742.232	Programming Expense	0.00	1,000.00	1,858.00	0.00	0.00	0.00	2,525.43	(667.43)	135.92
272-000.00-742.233	Technology Library Expense	10,490.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-742.234	Undesignated Misc	(7.16)	500.00	500.00	228.85	0.00	0.00	228.85	271.15	45.77
272-000.00-742.236	Staff Recognition	2,002.78	1,500.00	1,500.00	(20.00)	0.00	30.00	1,812.59	(312.59)	120.84
Supplies		23,722.61	39,700.00	40,058.00	258.84	159.20	(470.00)	13,788.78	26,269.22	34.42

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	FEB 2023	MAR 2023	APR 2023	04/30/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABRM)	BUDGET	MNDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABRM)	NM (ABRM)	USED
Capital outlay										
272-000.00-976.044	Auto Lending Library	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.046	Makerspace Renovation	5,017.01	3,000.00	3,000.00	(29.00)	240.63	65.42	2,425.30	574.70	80.84
272-000.00-976.140	Automated Return System	0.00	115,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.141	Main Entrance Design	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Capital outlay		5,017.01	131,300.00	13,000.00	(29.00)	240.63	65.42	2,425.30	10,574.70	18.66
Total Dept 000.00 - TREASURY		28,739.62	171,000.00	53,058.00	229.84	399.83	(404.58)	16,214.08	36,843.92	30.56
TOTAL EXPENDITURES		28,739.62	171,000.00	53,058.00	229.84	399.83	(404.58)	16,214.08	36,843.92	30.56
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES		(10,859.97)	42,500.00	41,377.00	(2,761.52)	15,813.65	2,650.00	39,779.26	1,597.74	(201.74)
TOTAL EXPENDITURES		28,739.62	171,000.00	53,058.00	229.84	399.83	(404.58)	16,214.08	36,843.92	(201.74)
NET OF REVENUES & EXPENDITURES		(39,599.59)	(128,500.00)	(11,681.00)	(2,991.36)	15,413.82	3,054.58	23,565.18	(35,246.18)	(201.74)
TOTAL REVENUES - ALL FUNDS		3,284,623.92	3,439,904.00	3,469,726.00	(5,459.29)	49,598.07	40,626.30	3,520,538.88	(50,812.88)	
TOTAL EXPENDITURES - ALL FUNDS		3,256,034.38	3,738,377.00	3,769,091.00	240,210.26	261,969.82	216,039.67	2,747,042.36	1,022,048.64	
NET OF REVENUES & EXPENDITURES		28,589.54	(298,473.00)	(299,365.00)	(245,669.55)	(212,371.75)	(175,413.37)	773,496.52	(1,072,861.52)	

05/10/2023 BALANCE SHEET FOR CITY OF NOVI		
Period Ending 04/30/2023		
GL Number	Description	Balance
Fund 271 - LIBRARY FUND		
*** Assets ***		
271-000.00-001.000	Cash-Pooled Cash(Fifth Third & Comerica)	(212,267.81)
271-000.00-004.000	Cash on hand	600.00
271-000.00-016.000	Deposits	1,200.00
271-000.00-017.000	Investments - Pooled	3,562,863.70
271-000.00-019.000	Current taxes receivable	32,012.16
271-000.00-123.400	Prepaid expenditures	10,563.70
	Total Assets	3,394,971.75
*** Liabilities ***		
271-000.00-202.000	Accounts payable	77,434.33
271-000.00-258.702	Accrued liabilities-tax	9,100.00
	Total Liabilities	86,534.33
*** Fund Balance ***		
271-000.00-390.000	Fund balance	2,563,501.96
	Total Fund Balance	2,563,501.96
	Beginning Fund Balance	2,563,501.96
	Net of Revenues VS Expenditures	744,935.46
	Ending Fund Balance	3,308,437.42
	Total Liabilities And Fund Balance	3,394,971.75

05/10/2023 BALANCE SHEET FOR CITY OF NOVI		
Period Ending 04/30/2023		
GL Number	Description	Balance
Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash-Pooled Cash(Fifth Third & Comerica)	7,411.28
272-000.00-017.000	Investments - Pooled	1,672,352.26
	<b>Total Assets</b>	<b>1,679,763.54</b>
*** Liabilities ***		
272-000.00-202.000	Accounts payable	142.92
	<b>Total Liabilities</b>	<b>142.92</b>
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	38,423.36
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	36,692.79
272-000.00-375.232	Fund Balance Programming	34,155.95
272-000.00-375.233	Fund Balance Technology Library	(23,843.17)
272-000.00-390.000	Fund balance - Unrestricted	1,570,626.51
	<b>Total Fund Balance</b>	<b>1,656,055.44</b>
	Beginning Fund Balance	1,656,055.44
	Net of Revenues VS Expenditures	23,565.18
	Ending Fund Balance	1,679,620.62
	<b>Total Liabilities And Fund Balance</b>	<b>1,679,763.54</b>

**Director's Report – Julie Farkas**



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

- Mary Grewell Support Services 15 years
- Lindsay Gojcaj Information Services 8 years
- Eileen Massarello Support Services 6 years
- Josef Ploski Facilities 6 years
- Shang-Yeu Chang Support Services 1 year

**Daily use of the building by hour April 1 – April 30, 2023**

4/1/2023				4/2/2023				4/3/2023				4/4/2023				4/5/2023				4/6/2023				4/7/2023				4/8/2023																			
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0								
10-11am	40	120	80	10-11am	0	0	0	10-11am	51	83	96	10-11am	37	132	85	10-11am	25	58	42	10-11am	29	34	32	10-11am	34	123	79	10-11am	34	123	79	10-11am	36	151	94	10-11am	36	151	94	10-11am	36	151	94				
11am-12pm	92	80	86	11am-12pm	0	0	0	11am-12pm	68	72	73	11am-12pm	64	49	57	11am-12pm	38	29	34	11am-12pm	69	75	72	11am-12pm	70	65	68	11am-12pm	70	65	68	11am-12pm	106	72	89	11am-12pm	106	72	89	11am-12pm	106	72	89				
12-1pm	85	78	82	12-1pm	54	126	90	12-1pm	60	42	66	12-1pm	74	56	65	12-1pm	53	71	62	12-1pm	60	61	61	12-1pm	64	52	58	12-1pm	64	52	58	12-1pm	93	86	90	12-1pm	93	86	90	12-1pm	93	86	90				
1-2pm	68	65	67	1-2pm	90	84	87	1-2pm	37	36	66	1-2pm	60	63	62	1-2pm	48	31	40	1-2pm	58	59	59	1-2pm	65	83	74	1-2pm	65	83	74	1-2pm	94	104	99	1-2pm	94	104	99	1-2pm	94	104	99				
2-3pm	61	48	55	2-3pm	99	107	103	2-3pm	59	101	79	2-3pm	61	110	86	2-3pm	55	112	84	2-3pm	92	78	85	2-3pm	91	135	113	2-3pm	91	135	113	2-3pm	98	113	106	2-3pm	98	113	106	2-3pm	98	113	106				
3-4pm	72	80	76	3-4pm	114	107	111	3-4pm	108	114	63	3-4pm	143	146	145	3-4pm	88	119	104	3-4pm	220	175	198	3-4pm	135	142	139	3-4pm	135	142	139	3-4pm	132	125	129	3-4pm	132	125	129	3-4pm	132	125	129				
4-5pm	119	61	90	4-5pm	90	80	85	4-5pm	93	80	55	4-5pm	132	121	127	4-5pm	116	83	100	4-5pm	110	169	140	4-5pm	144	99	122	4-5pm	144	99	122	4-5pm	110	94	102	4-5pm	110	94	102	4-5pm	110	94	102				
6-7pm	0	0	0	5-6pm	134	73	104	5-6pm	117	88	68	5-6pm	152	112	132	5-6pm	114	98	106	5-6pm	128	102	115	5-6pm	176	91	134	5-6pm	176	91	134	5-6pm	128	46	87	5-6pm	128	46	87	5-6pm	128	46	87				
7-8pm	0	0	0	6-7pm	0	0	0	6-7pm	57	50	66	6-7pm	104	84	94	6-7pm	101	122	112	6-7pm	120	98	109	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0
8-9pm	0	0	0	7-8pm	0	0	0	7-8pm	58	39	58	7-8pm	74	68	71	7-8pm	108	52	80	7-8pm	84	80	82	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0				
9-10pm	0	0	0	8-9pm	0	0	0	8-9pm	40	15	35	8-9pm	75	27	51	8-9pm	80	27	54	8-9pm	47	49	48	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0				
				9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0				
					579				725				972				814				999				785				785				794														

4/9/2023 HOLIDAY	4/10/2023	4/11/2023	4/12/2023	4/13/2023	4/14/2023	4/15/2023
9-10am	0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0
10-11am	0 0 0	10-11am 45 91 96	10-11am 34 102 68	10-11am 26 62 44	10-11am 34 81 58	10-11am 24 64 44
11am-12pm	0 0 0	11am-12pm 58 61 73	11am-12pm 83 67 75	11am-12pm 60 51 56	11am-12pm 103 160 132	11am-12pm 41 60 51
12-1pm	0 0 0	12-1pm 67 48 66	12-1pm 55 51 53	12-1pm 89 131 110	12-1pm 128 102 115	12-1pm 60 47 54
1-2pm	0 0 0	1-2pm 64 68 66	1-2pm 56 62 59	1-2pm 103 106 105	1-2pm 121 140 131	1-2pm 54 45 50
2-3pm	0 0 0	2-3pm 73 117 79	2-3pm 87 109 98	2-3pm 105 78 92	2-3pm 151 89 120	2-3pm 76 111 94
3-4pm	0 0 0	3-4pm 133 136 63	3-4pm 114 124 119	3-4pm 59 54 67	3-4pm 81 52 67	3-4pm 130 130 130
4-5pm	0 0 0	4-5pm 128 98 55	4-5pm 120 91 106	4-5pm 63 55 59	4-5pm 60 80 70	4-5pm 110 99 105
5-6pm	0 0 0	5-6pm 102 99 68	5-6pm 99 71 85	5-6pm 64 79 72	5-6pm 91 63 77	5-6pm 136 79 108
6-7pm	0 0 0	6-7pm 106 64 66	6-7pm 91 91 91	6-7pm 110 151 131	6-7pm 77 92 85	6-7pm 0 0 0
7-8pm	0 0 0	7-8pm 63 38 58	7-8pm 66 89 78	7-8pm 107 64 86	7-8pm 86 78 82	7-8pm 0 0 0
8-9pm	0 0 0	8-9pm 69 46 35	8-9pm 125 37 81	8-9pm 120 43 82	8-9pm 107 39 73	8-9pm 0 0 0
9-10pm	0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0
	0	725	912	890	1,008	633
4/16/2023	4/17/2023	4/18/2023	4/19/2023	4/20/2023	4/21/2023	4/22/2023
9-10am	0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0
10-11am	0 0 0	10-11am 39 89 96	10-11am 51 112 82	10-11am 26 60 43	10-11am 33 99 66	10-11am 34 71 53
11am-12pm	0 0 0	11am-12pm 74 82 73	11am-12pm 69 58 64	11am-12pm 52 58 55	11am-12pm 84 122 103	11am-12pm 47 72 60
12-1pm	61 87 74	12-1pm 82 59 66	12-1pm 68 71 70	12-1pm 34 50 42	12-1pm 65 43 54	12-1pm 66 56 61
1-2pm	59 83 71	1-2pm 44 61 66	1-2pm 64 77 71	1-2pm 48 43 46	1-2pm 92 47 70	1-2pm 49 40 45
2-3pm	73 80 77	2-3pm 76 119 79	2-3pm 109 119 114	2-3pm 69 117 93	2-3pm 80 139 110	2-3pm 66 106 86
3-4pm	89 64 77	3-4pm 163 162 63	3-4pm 116 134 125	3-4pm 134 144 139	3-4pm 163 149 156	3-4pm 111 119 115
4-5pm	89 86 88	4-5pm 128 110 55	4-5pm 151 141 146	4-5pm 136 103 120	4-5pm 139 122 131	4-5pm 115 99 107
5-6pm	94 39 67	5-6pm 111 81 68	5-6pm 140 106 123	5-6pm 108 88 98	5-6pm 110 78 94	5-6pm 160 85 123
6-7pm	0 0 0	6-7pm 108 88 66	6-7pm 119 95 107	6-7pm 120 120 120	6-7pm 79 77 78	6-7pm 0 0 0
7-8pm	0 0 0	7-8pm 82 78 58	7-8pm 94 82 88	7-8pm 109 37 73	7-8pm 86 71 79	7-8pm 0 0 0
8-9pm	0 0 0	8-9pm 86 14 35	8-9pm 84 25 55	8-9pm 54 30 42	8-9pm 108 43 76	8-9pm 0 0 0
9-10pm	0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0
	452	725	1,043	870	1,015	648
4/23/2023	4/24/2023	4/25/2023	4/26/2023	4/27/2023	4/28/2023	4/29/2023
9-10am	0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0
10-11am	0 0 0	10-11am 33 29 96	10-11am 33 98 66	10-11am 20 59 40	10-11am 41 92 67	10-11am 19 132 76
11am-12pm	0 0 0	11am-12pm 74 65 73	11am-12pm 79 65 72	11am-12pm 42 38 40	11am-12pm 43 41 42	11am-12pm 110 60 85
12-1pm	67 155 111	12-1pm 62 65 66	12-1pm 64 40 52	12-1pm 46 56 51	12-1pm 54 35 45	12-1pm 56 52 54
1-2pm	97 132 115	1-2pm 76 71 66	1-2pm 44 61 53	1-2pm 58 53 56	1-2pm 45 64 55	1-2pm 28 41 35
2-3pm	84 101 93	2-3pm 66 126 79	2-3pm 77 118 98	2-3pm 82 114 98	2-3pm 75 135 105	2-3pm 70 121 96
3-4pm	169 105 137	3-4pm 111 132 63	3-4pm 109 136 123	3-4pm 103 92 98	3-4pm 112 100 106	3-4pm 123 111 117
4-5pm	114 106 110	4-5pm 137 120 55	4-5pm 143 124 134	4-5pm 96 87 92	4-5pm 131 104 118	4-5pm 120 106 113
5-6pm	147 76 112	5-6pm 129 88 68	5-6pm 124 79 102	5-6pm 100 114 107	5-6pm 114 75 95	5-6pm 141 68 105
6-7pm	0 0 0	6-7pm 97 77 66	6-7pm 89 91 90	6-7pm 106 119 113	6-7pm 73 50 62	6-7pm 0 0 0
7-8pm	0 0 0	7-8pm 88 97 58	7-8pm 99 82 91	7-8pm 141 75 108	7-8pm 63 55 59	7-8pm 0 0 0
8-9pm	0 0 0	8-9pm 90 26 35	8-9pm 93 30 62	8-9pm 97 45 71	8-9pm 63 34 49	8-9pm 0 0 0
9-10pm	0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0
	677	725	939	872	800	679
4/30/2023						
9-10am	0 0 0					
10-11am	0 0 0					
11am-12pm	0 0 0					
12-1pm	39 108 74					
1-2pm	96 163 130					
2-3pm	101 145 123					
3-4pm	139 115 127					
4-5pm	146 102 124					
5-6pm	156 63 110					
6-7pm	0 0 0					
7-8pm	0 0 0					
8-9pm	0 0 0					
9-10pm	0 0 0					
	687					



## Library

### *What's Happening at Your Library*

#### **A Timeless Tribute: Help the Friend's Giving Tree Grow**

The Friends of the Novi Library have introduced a new way for community members to express their love and appreciation for their library and their loved ones.

The Friends Giving Tree, generously donated by Joyce Cherf, displays 200 leaves and is a unique way to commemorate someone special while supporting the library at the same time. A gold leaf costs \$200, a silver leaf costs \$150, and a bronze leaf costs \$100.

The Friends Giving Tree is a beautiful addition to the library and serves as a reminder of the community's generosity. Consider purchasing a leaf today and leave a lasting impression at the Novi Public Library. All donations will benefit the library and its efforts to continue to expand and improve its offerings to the community.

For more information about purchasing your leaf, please visit [novilibrary.org](http://novilibrary.org). You can also visit the Friends Book Nook, located inside the Novi Public Library, to pick up an order form.

#### **Challenge Yourself to a Summer of Reading**

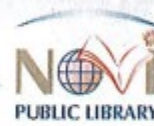
The library's summer reading program is just around the corner and this year's theme is "All Together Now". The program aims to bring people of all ages and backgrounds together through the joy of reading.

Reading over the summer has a number of benefits! It provides mental stimulation and helps to improve vocabulary, comprehension, and critical-thinking skills. It can be a fun and relaxing activity that encourages imagination and creativity. It also broadens horizons and exposes readers to new ideas, cultures, and experiences.



Summer reading participants can expect a variety of events and activities all summer long, including book clubs, story times, concerts, and more. It's the perfect opportunity to engage with the community, make new friends, and discover great books!

The program begins June 5 and ends August 12. Check [novilibrary.org](http://novilibrary.org) for more information including reading goals, upcoming activities, and prizes.



#### **Adventure Awaits: Use a Michigan Activity Pass to Discover the State**

Sunny weather is here, which means it's time to explore the great state of Michigan! The Michigan Activity Pass program offers library cardholders discounted or free access to various cultural institutions, parks, museums, and other attractions in Michigan. With a library card, you can enjoy educational and entertaining experiences while saving money! The program promotes lifelong learning and encourages people to explore the state's diverse offerings.

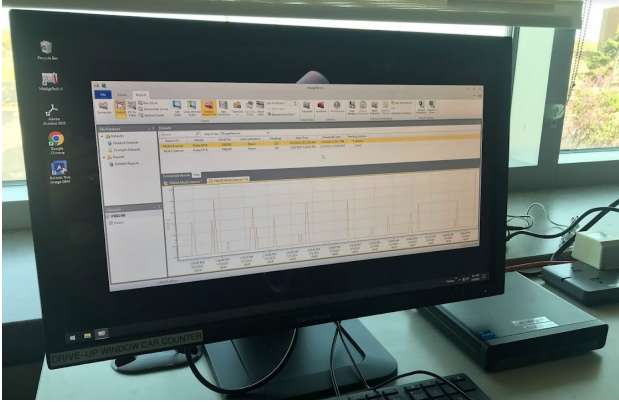
To start planning your next adventure and to check out a pass, visit [miactivitypass.org](http://miactivitypass.org).



## **Information Technology Report by Jeffrey Smith – April 2023**

### **General**

- Our “Car Counter” sensor encountered another major obstacle due to a hard drive failure. The crash caused a month's worth of car counter data to be lost. Fortunately, Bryan Carter was able to get the software running on a new computer. We will spend the next few weeks testing the system, verifying its accuracy and reliability.



The new Car Counter computer, collecting data

- New announcements have been recorded for automatic playback on our overhead speakers. The announcements are designed to inform our staff and guests of daily events such as opening and closing times. That way they will not be surprised!
- Updated phone lists have been distributed to staff. Other projects include getting quotes for updating our WIFI, and taking inventory of our Gmail addresses, and working with HR to update our staff scheduling procedures.
- As part of our ongoing guest PC replacement project, Bryan Carter has replaced several computers in our iCube, including for the computer that is used for the laser and the Carvey.
- Backups are a huge part of Information Technology. Our System Admin Bryan Carter successfully set up our QNAP device which is currently backing up the file server, the domain controllers, the VEEM server, Envisionware host, and a few other important machines at NPL.



The QNAP backup device



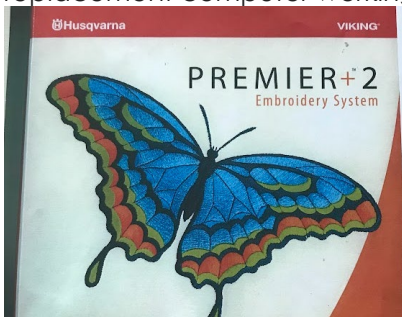
## iCube

- We held 217 iCube appointments in March
  - 13 3D prints
  - 3 3D scans
  - 8 Adobe Creative Cloud projects
  - 24 Cricut crafts
  - 3 Carvey projects
  - 50 Creative Kits
  - 25 Digital Conversions
  - 29 Heat Press jobs
  - 14 Laser projects
  - 11 Photo Prints
  - 10 Sewing/Embroidery projects
  - 27 Sublimation prints
- This month we were joined by new employee Anna Burbo. She is a member of the IT department and will be working exclusively in the iCube. Anna just got back from teaching English in Japan and has also taught in Korea. Anna's first task will be to learn how to operate all the equipment in the iCube, so that she can help our guests to have a good experience with their projects.



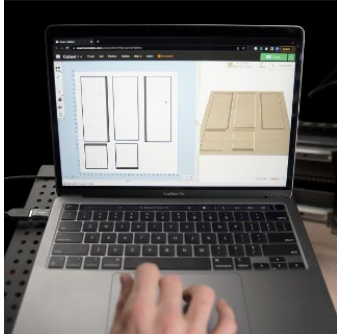
Anna Burbo, Technology Assistant

- Our Husqvarna Viking sewing machine computer crashed. But by the efforts of Bryan Carter and Mary Robinson, we were able to recover our "Premier+" embroidery software license and get a replacement computer working.



Husqvarna Premier+2 Embroidery System

- Dominic Doot was able to acquire a free upgrade of Easel PRO which is used for our Carvey machine. According to Dom, "now we'll have access to everything, including the fancy v-bits."



Easel Pro application for our Carvey Machine

- Many projects were completed in the iCube, including plaques, medals, dog tags, and this 3d printed Boar Vessel, painted by Eva, one of our Support Staff.



Boar Vessel, painted by Eva

### Training

- Anna Burbo has been working with Dominic Doot and Jess Holowicki and other technology staff to learn our iCube procedures and equipment.
- Dominic and Jeff completed Supervisor Training
- All IT Department personnel participated in safety training

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

In the past month the Facilities Department has closed 4 Facilities tickets, 51 Meeting Room Requests and has updated 353 Periodic Maintenance tickets.

- Annual Safety Tours were provided to current and new staff.
- A light switch was replaced in the Server Room.
- A light switch was replaced in the first floor East staff restroom.
- The Read Boxes were cleaned and prepped for installation at local parks and were picked up by DPW staff.
- The Facilities Department supervised two community service workers who performed numerous dusting/cleaning and other tasks throughout the building.

- The wall on the East side of the main stairwell was repainted in preparation for artwork installation.
- The Friends donor tree was installed on the East side of the main stairwell in the lobby.
- All of the sinks in the café kitchen were rebuilt with new faucet washers due to dripping from faucet spout.
- Building keys were issued to several new staff members.

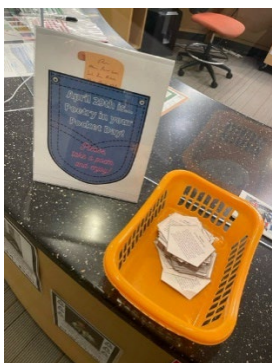
## **Information Services Department Report by Hillary Hentschel – April 2023**

### **News and Notes**

- Welcome new Substitute Librarian, Meredith Pepper!
- Staff celebrated National Library Week April 23-29 – We offered two book bundle raffles for National Library Week (one early literacy package with picture books and one for school aged children with readers and chapter books) – over 200 entries!
- “Spring into Reading” reading challenge completed – 61 guests participated
- Tiny Art Show on display all month long was a big hit with staff and guests (see end of report for more photos).
- We partnered with GroTown for the 5<sup>th</sup> year to provide a seed station for our young guests at the 1<sup>st</sup> Floor Info Desk. We also participated in the One Seed, One State seed sharing program.



- We celebrated Poetry in Your Pocket Day on April 29 with baskets of pocket-sized poems to take home.



- Audiobook SYNC program began April 27 – this is a summer program through AudioFile providing two free audiobooks each week in the Sora reading app for teens 13+.
- Check out new Adult Book Lists on the website: <https://novilibrary.org/books-more/book-lists/adult>

- Teen Space hours have changed for the remainder of the 2022-2023 school year: Mondays through Thursdays, 2:45-5pm, due to staffing changes.
- NPL is partnering with a local Girl Scout Troop to host a clothing drive in the month of May for Career Dress, an organization aimed at assisting women with appropriate attire for interviews.
- We received a donation from the Novi Civic Center Design architect for the Local History Room, including original presentation drawings and renderings of the building in 1986, many photos and negatives of the construction, and a full-size set of "bid set" prints from 1986.
- Summer Reading programs, reading goals and prizes were finalized.
- Many staff completed their annual safety tour.
- Staff attended committee meetings for Outreach, NPL @ Your Door, HR Policy, and Building Policy
- Interviews are ongoing for open positions.

### Professional Development

- All staff attended a tutorial for ReciteMe's accessibility toolbar
- Data Axle database training – Hillary, Mary, Danielle, Rae
- "Beyond the Bookshelf: Community Engagement in the Digital Age" webinar – Danielle
- "Deaf Culture and History: Best Practices and Lessons Learned for Libraries and Educators" online symposium – Danielle
- "Empowering Communities with Creativity: CRAFT & HOBBY" webinar – Danielle
- "Building Community through Book Clubs" webinar – Rae
- MCLS Supervisor online course – Lindsay

### IS Staff Outreach

- Novi ECEC Special Education class visit to the Library – Emily
- Preschool outreach to Little Birds Montessori and Novi ECEC – Emily
- Novi Woods Elementary School Field Trip (60 students) – Lindsay and Hillary
- Novi Chamber of Commerce Friday Coffee – Hillary

### Adult Programs

- ESL Book Club (8) – 88
- Japanese Conversation Group – 16
- Knit 2gether Knitting Group (4) - 36
- English Conversation Group (2) – 43
- Afternoon Read Book Club – 10
- Spanish Conversation Group - 12
- Coffee with the Superintendent – 24
- Novel Idea Book Club – 6
- For the Health of It – 11
- Creating Your Vision – 27
- Photography Club – 8
- Lunchtime Concert – 113
- National Library Week Spring Concert – 98
- "Where'd My Wellbeing Go" lecture – 28
- ELL Lessons Pilot Program (6) – 60

### Adult Displays

- **Feature Collection:**
  - Reading Challenge: Books that have been adapted into movies or TV shows
  - Poetry Month

- **Desk Display:** National Arab American Heritage Month
- **Business Spotlight Display:** Books to GROW your business and make your career BLOSSOM

#### Youth/Tween/Teen/Family Programs

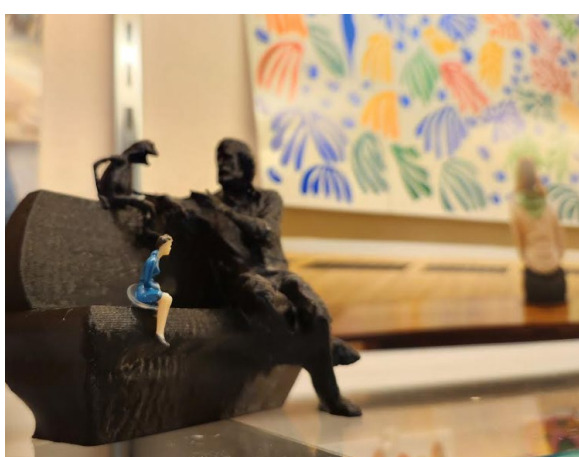
- Baby Time (4) – 36
- Tot Time (4) – 91
- Time for Twos and Threes (4) – 235
- Sunset Stories (4) – 220
- Fun for Fours and Fives (4) – 166
- Family Story Time (3) – 108
- NO-VI Chess Club – 36
- TAB Meeting – 7
- Tail Waggin' Reading Buddies – 25
- Smart Money MI Kids Read Story Time – 13
- Grab and Go Smart Money MI Kids Read Kit – 26
- Grab and Go Save, Spend, Share Money Bank – 30
- SAT Practice Test – 21
- Basic Budgeting and Banking 101 for Teens – 9

#### Youth/Tween/Teen Displays

- **Teen Stop display** – Book Blockbusters (books adapted into movies or TV shows)
- **Youth Feature Display** – “Reading with My Peeps” (books featuring rabbits)
- **Youth Desk Display** – Spring
- **New for You Kiosk**
  - **Libraries are for Everyone:** Ramadan, April Fool's Day, Passover, Easter, Spring, Earth Day, Spanish Language Day, National Library Week, National Superhero Day, Financial Literacy Month
  - Feature Display: National Arab American Heritage Month



Tiny Art Show close ups



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

### Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended 3 Management Team meeting.
- Attended 3 SS Department catchup meetings.
- Filmed and created an update "How to Use the Self-Checkout Stations" Video (<https://www.youtube.com/watch?v=ER0wTMGEq2U>)
- Attended an Outreach Team meeting on April 4<sup>th</sup>.
- Attended a Patron Point Zoom meeting on April 4<sup>th</sup>.
- Attended a Tech Services meeting on April 6<sup>th</sup>.
- Attended a Patron Point Marketing Masterclass on April 14<sup>th</sup>, 21<sup>st</sup>, and 27<sup>th</sup>.
- Attended a IS/SS Department meeting on April 20<sup>th</sup>.
- Attended the Mindfulness 101 presentation at the City on April 24<sup>th</sup>.
- Attended a NPL @ Your Door Committee meeting on April 24<sup>th</sup>.
- Attended a TLN SASUG Zoom meeting on April 27<sup>th</sup>.

### Circulation & Shelves

- Staff have been attending DEI seminars for their yearly requirement.
- An Outreach Team meeting was held on April 4<sup>th</sup>.
- A NPL @ Your Door Committee meeting was held on April 24<sup>th</sup>.

### Tech Services

- Staff have been attending DEI seminars for their yearly requirement.
- Assisted weekly with student volunteer, Jason.
- A Tech Services meeting was held on April 6<sup>th</sup>.

### Statistics (April 2023)

- **Cards Issued: 253**
- **Items Checked Out (NPL): 55,204**
- **Items Checked Out (LLL): 48**
- **Total Checkouts (NPL + LLL): 55,252**
- **Items Interloaned for NPL Patrons: 3,636 (40 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,005 (82 through MeLCat)**
- **Items Added to the Collection: 1,591**
- **Items Discarded from the Collection: 1,603**
- **Drive-Up Window & Locker Hold Pickups: 20**
- **MAP Checkouts: 22**
- **Online New Card Registrations: 0**
- **Outreach:**
  - **NPL @ Your Door: 7 Mailer Bags / 21 Items**
  - **5 Facilities Visits / 27 Items Provided**
  - **7 Book Discussions / 107 Items Provided**

Support Services Statistics 2022-2023													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	372	473	583	409	279	231	396	270	295	253			3,561
Checkouts (NPL)	73,029	67,931	57,606	55,340	53,599	50,971	60,199	56,179	65,393	55,204			595,451
Checkouts (Lakeshore Lending Library)	78	89	62	64	57	43	35	42	24	48			542
<b>Total Checkouts (NPL + LLL)</b>	<b>73,107</b>	<b>68,020</b>	<b>57,668</b>	<b>55,404</b>	<b>53,656</b>	<b>51,014</b>	<b>60,234</b>	<b>56,221</b>	<b>65,417</b>	<b>55,252</b>	<b>0</b>	<b>0</b>	<b>595,993</b>
Items Borrowed	4,223	4,850	4,172	3,838	3,869	3,580	4,759	4,262	4,973	3,636			42,162
Items Loaned	3,463	3,376	3,231	3,213	2,990	2,947	4,249	3,254	3,634	3,005			33,362
Hold Pickups (Drive-Up & Lockers)	27	26	26	26	19	19	19	27	25	20			234
MAP Pass Checkouts	64	55	22	28	11	7	14	19	19	22			261
Read Boxes	0	0	0	0	0	0	0	0	0	0			0
NPL @ Your Door (# of Bags)	8	5	5	5	7	15	11	8	10	7			81
NPL @ Your Door (# of Items)	53	20	35	34	39	62	57	45	43	21			409

Year-to-Year Comparison			
		APR 2023	APR 2022
Cards Issued This Month		253	233
Total Checkouts (NPL + LLL)		55,252	60,505
Items Borrowed	TLN	3,596	4,226
	MeL	40	70
		3,636	4,296
Items Loaned	TLN	2,923	3,216
	MeL	82	103
		3,005	3,319

Read Boxes				
			APR 2023	APR 2022
Read Boxes	Adult		0	0
	Youth		0	0
	Total		0	0
<p><b>NOTE:</b> Read Boxes will be filled for the 2023 season on May 3rd.</p>				



Self-Check Totals 2022-23 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	73,107	50.14%	36,654	8,366	8,381	14,379	5,528
August	68,020	49.73%	33,828	7,656	7,800	12,648	5,724
September	57,668	47.11%	27,170	7,019	6,513	7,877	5,761
October	55,404	25.79%	14,287	3,455	6,078	4,234	520
November	53,656	42.63%	22,871	7,546	5,162	4,052	6,111
December	51,014	44.54%	22,720	7,449	5,848	3,575	5,848
January	60,234	48.57%	29,254	9,230	7,225	4,513	8,286
February	56,221	46.82%	26,323	7,971	6,579	3,793	7,980
March	65,417	46.07%	30,138	9,336	6,779	4,299	9,724
April	55,252	44.09%	24,362	8,238	5,212	2,894	8,018
May	0						
June	0						
<b>FYTD</b>	<b>595,993</b>	<b>44.55%</b>	<b>267,607</b>	<b>76,266</b>	<b>65,577</b>	<b>62,264</b>	<b>63,500</b>

Library Usage									
2021-2022 Fiscal Year					2022-2023 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	18,971	6,852	25,823	956	July	26,439	7,468	33,907	1,130
August	20,561	6,291	26,852	895	August	26,252	7,248	33,500	1,117
September	19,302	7,168	26,470	980	September	22,293	8,056	30,349	1,124
October	20,862	8,079	28,941	934	October	26,053	8,864	34,917	1,126
November	20,346	8,066	28,412	1,015	November	24,413	9,155	33,568	1,199
December	18,663	5,498	24,161	895	December	21,123	7,248*	28,371	1,091
January	20,444	7,621	28,065	936	January	26,060	7,248*	33,308	1,149
February	18,798	8,617	27,415	979	February	25,615	7,248*	32,863	1,174
March	24,367	9,846	34,213	1,104	March	26,395	7,248*	33,643	1,085
April	22,464	8,246	30,710	1,059	April	24,470	7,248*	31,718	1,094
May	22,690	9,642	32,332	1,155	May				
June	24,976	9,983	34,959	1,205	June				
<b>FYTD Total</b>	<b>252,444</b>	<b>95,909</b>	<b>348,353</b>	<b>1,010</b>	<b>FYTD Total</b>	<b>249,112</b>	<b>77,031</b>	<b>326,143</b>	<b>1,623</b>

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

While attempting to collect the data from the Car Counter, I discovered two issues.

- The new PC that we have the counter running on had fallen asleep due to lack of activity.
- Last month, after I pulled a test report to make sure it was working properly, I failed to properly start the car counter application.

Unfortunately, these issues resulted in total loss of car count data for April, so I have been forced to continue carrying over previous data on the Board package.

We have taken these steps to ensure that these issues do not happen again.

1. Configured the PC (and the display) to never shut off.
2. Updated the monthly report instructions to include a reminder to re-activate the counter application after generating the data report.
3. We are working on configuring the system to send an email alert if it fails to get a reading at least once per hour. Not sure yet if this will be possible or helpful.

<b>Computer Logins</b>										
<b>2021-2022 Fiscal Year</b>						<b>2022-2023 Fiscal Year</b>				
	<b>Public Workstations</b>	<b>Wireless</b>	<b>Total</b>	<b>Daily Average</b>	<b>Hours Open</b>		<b>Public Workstations</b>	<b>Wireless</b>	<b>Total</b>	<b>Daily Average</b>
<b>July</b>	983	30,634	31,617	1,171	250	<b>July</b>	1,224	46,582	47,806	1,594
<b>August</b>	944	35,958	36,902	1,230	289	<b>August</b>	1,310	47,479	48,789	1,626
<b>September</b>	853	39,555	40,408	1,497	261	<b>September</b>	979	45,290	46,269	1,714
<b>October</b>	1,086	44,813	45,899	1,481	291	<b>October</b>	1,066	53,634	54,700	1,765
<b>November</b>	867	41,990	42,857	1,531	247	<b>November</b>	963	51,914	52,877	1,888
<b>December</b>	779	43,942	44,721	1,656	267	<b>December</b>	883	14,326	15,209	585
<b>January</b>	643	36,790	37,433	1,248	278	<b>January</b>	1,027	50,970	51,997	1,793
<b>February</b>	901	42,253	43,154	1,541	264	<b>February</b>	1,043	58,598	59,641	2,130
<b>March</b>	1,162	49,315	50,477	1,628	297	<b>March</b>	1,122	32,663	33,785	1,090
<b>April</b>	1,035	48,514	49,549	1,709	277	<b>April</b>	1,026	54,630	55,656	1,919
<b>May</b>	873	50,149	51,022	1,889	266	<b>May</b>				
<b>June</b>	1,015	47,629	48,644	1,737	272	<b>June</b>				
<b>FYTD Total</b>	<b>11,141</b>	<b>511,542</b>	<b>522,683</b>	<b>1,524</b>	<b>3,259</b>	<b>FYTD Total</b>	<b>10,643</b>	<b>456,086</b>	<b>466,729</b>	<b>2,322</b>

Early Literacy Workstation Usage							
2021-2022 Fiscal Year				2022-2023 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	193	3,882	20	July	447	8,742	19
August	239	5,031	21	August	443	8,650	19
September	177	3,084	17	September	342	5,918	17
October	255	4,361	17	October	388	7,418	19
November	277	5,636	20	November	346	6,366	18
December	271	5,382	19	December	343	5,964	17
January	291	5,750	19	January	456	9,317	20
February	333	6,603	19	February	388	7,990	20
March	447	8,555	19	March	457	8,727	19
April	360	6,693	18	April	350	5,741	16
May	278	4,684	16	May			
June	391	7,317	18	June			
<b>FYTD Total</b>	<b>3,512</b>	<b>66,978</b>	<b>19</b>	<b>FYTD Total</b>	<b>3,960</b>	<b>74,833</b>	<b>20</b>

Technology Training Sessions 2022-23 Fiscal Year																	
	3D Printing	Cricut/Silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Heat Press	Creative Kits	Virtual Reality	Staff Training	Total Sessions	Total Guests
<b>Jul</b>	10	9	28	8	8	12	0	2	0	1	8	12	36	5	12	168	
<i>Guests</i>	<b>10</b>	<b>9</b>	<b>28</b>	<b>8</b>	<b>8</b>	<b>12</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>8</b>	<b>12</b>	<b>36</b>	<b>5</b>	<b>12</b>		<b>168</b>
<b>Aug</b>	60	14	27	30	5	15	0	4	0	0	11	10	114	5	3	319	
<i>Guests</i>	<b>60</b>	<b>14</b>	<b>27</b>	<b>11</b>	<b>5</b>	<b>15</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>10</b>	<b>114</b>	<b>5</b>	<b>3</b>		<b>300</b>
<b>Sep</b>	12	11	22	15	3	38	0	4	0	2	6	7	34	3	4	173	
<i>Guests</i>	<b>12</b>	<b>11</b>	<b>22</b>	<b>15</b>	<b>3</b>	<b>38</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>7</b>	<b>34</b>	<b>3</b>	<b>4</b>		<b>173</b>
<b>Oct</b>	20	15	19	32	4	92	0	12	0	0	9	92	57	2	2	372	
<i>Guests</i>	<b>20</b>	<b>15</b>	<b>19</b>	<b>32</b>	<b>4</b>	<b>92</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>10</b>	<b>57</b>	<b>2</b>	<b>2</b>		<b>290</b>
<b>Nov</b>	43	19	11	9	3	14	0	12	0	0	10	14	36	0	0	191	
<i>Guests</i>	<b>43</b>	<b>19</b>	<b>11</b>	<b>9</b>	<b>3</b>	<b>14</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>14</b>	<b>36</b>	<b>0</b>	<b>0</b>		<b>191</b>
<b>Dec</b>	10	37	15	23	2	45	1	24	0	1	9	55	23	0	0	295	
<i>Guests</i>	<b>10</b>	<b>37</b>	<b>15</b>	<b>23</b>	<b>2</b>	<b>45</b>	<b>1</b>	<b>24</b>	<b>0</b>	<b>1</b>	<b>9</b>	<b>55</b>	<b>23</b>	<b>0</b>	<b>0</b>		<b>295</b>
<b>Jan</b>	58	26	19	16	5	38	0	17	0	0	8	41	66	0	0	324	
<i>Guests</i>	<b>58</b>	<b>26</b>	<b>19</b>	<b>16</b>	<b>5</b>	<b>38</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>41</b>	<b>66</b>	<b>0</b>	<b>0</b>		<b>324</b>
<b>Feb</b>	36	21	28	11	10	38	1	16	0	1	15	39	49	0	0	265	
<i>Guests</i>	<b>36</b>	<b>21</b>	<b>28</b>	<b>11</b>	<b>10</b>	<b>38</b>	<b>1</b>	<b>16</b>	<b>0</b>	<b>1</b>	<b>15</b>	<b>39</b>	<b>49</b>	<b>0</b>	<b>0</b>		<b>265</b>
<b>Mar</b>	20	29	26	10	7	33	2	12	0	2	9	33	74	0	0	237	
<i>Guests</i>	<b>20</b>	<b>29</b>	<b>26</b>	<b>10</b>	<b>7</b>	<b>33</b>	<b>2</b>	<b>12</b>	<b>0</b>	<b>2</b>	<b>9</b>	<b>33</b>	<b>74</b>	<b>0</b>	<b>0</b>		<b>237</b>
<b>Apr</b>	13	24	25	11	10	27	3	14	0	3	8	29	50	0	3	220	
<i>Guests</i>	<b>13</b>	<b>24</b>	<b>25</b>	<b>11</b>	<b>10</b>	<b>27</b>	<b>3</b>	<b>14</b>	<b>0</b>	<b>3</b>	<b>8</b>	<b>29</b>	<b>50</b>	<b>0</b>	<b>3</b>		<b>220</b>
<b>May</b>																0	
<i>Guests</i>																	<b>0</b>
<b>Jun</b>																0	
<i>Guests</i>																	<b>0</b>
<b>Total Sessions</b>	262	205	220	165	57	352	7	117	0	10	93	353	489	18	24	<b>2,564</b>	
<b>Total Guests</b>	<b>262</b>	<b>205</b>	<b>220</b>	<b>146</b>	<b>57</b>	<b>352</b>	<b>7</b>	<b>117</b>	<b>0</b>	<b>10</b>	<b>93</b>	<b>271</b>	<b>489</b>	<b>18</b>	<b>24</b>		<b>2,463</b>



2022-2023 Fiscal Year					
	Hoopla		LinkedIn		
	Check-outs	New Users	Active Users	Logins	Total Video Views
July	1,481	400	150	24	235
August	1,387	395	153	19	378
September	1,417	403	154	17	192
October	1,514	425	157	26	470
November	1,609	447	163	21	506
December	1,512	425	1,512	425	171
January	1,689	467	1,689	467	173
February	1,674	471	176	22	375
March	1,755	491	178	20	596
April	1,618	480	181	21	180
May					
June					
<b>FYTD Total</b>	<b>15,656</b>	<b>4,404</b>	<b>1,670</b>	<b>214</b>	<b>3,590</b>

2022-2023 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,817	2,046	7,863	537	134
August	5,073	2,120	7,193	555	100
September	5,110	1,956	7,066	602	77
October	5,264	2,003	7,267	588	72
November	5,155	1,919	7,074	624	89
December	5,683	2,198	7,881	704	101
January	6,307	2,531	8,838	695	133
February	7,937	2,111	10,048	619	84
March	6,546	2,470	9,016	713	104
April	6,521	2,311	8,832	672	84
May					
June					
<b>FYTD Total</b>	<b>59,414</b>	<b>21,664</b>	<b>81,078</b>	<b>6,309</b>	<b>982</b>

<b>Meeting Room Rentals</b>					
<b>2021-22 Fiscal Year</b>			<b>2022-23 Fiscal Year</b>		
	Rentals	Attendees		Rentals	Attendees
<b>July</b>	0	0	<b>July</b>	26	604
<b>August</b>	0	0	<b>August</b>	38	823
<b>September</b>	0	0	<b>September</b>	33	719
<b>October</b>	14	426	<b>October</b>	35	748
<b>November</b>	22	578	<b>November</b>	30	699
<b>December</b>	14	304	<b>December</b>	24	516
<b>January</b>	16	317	<b>January</b>	30	663
<b>February</b>	25	533	<b>February</b>	43	868
<b>March</b>	33	875	<b>March</b>	39	1116
<b>April</b>	31	547	<b>April</b>	33	879
<b>May</b>	22	851	<b>May</b>		
<b>June</b>	27	567	<b>June</b>		
<b>Total</b>	<b>204</b>	<b>4,998</b>	<b>FYTD</b>	<b>331</b>	<b>7,635</b>

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



## FRIENDS OF NOVI LIBRARY

**Friends of the Novi Public Library  
Meeting of the Board of Directors  
Agenda – May 10, 2023**

- |  |   |
|--|---|
| I. Call to Order, Roll Call  | Sue Johnson   |
| II. Minutes of the April 12, 2023 Meeting *  | Evelyn Cadicamo   |
| III. Treasurer's Report*   | Marilyn Amberger  |
| <ul style="list-style-type: none"> <li>• Prior month(s) Income and Expense</li> <li>• Statement Balances</li> <li>• CD renewal – 6/3/2023 – renewal currently 3%</li> </ul>  |   |
| IV. Reports  |   |
| <ul style="list-style-type: none"> <li>• Library Liaison</li> <li>• Book Nook</li> <li>• Membership</li> <li>• President               <ul style="list-style-type: none"> <li>• Successful Volunteer Appreciation event</li> <li>• Gardening basket update – 72 entries, \$360</li> <li>• Unveiling of the Giving Tree, May 23, Entourage Variety Band, refreshments</li> <li>• Giving Tree update, added payment by credit card/PayPal to Giving Tree webpage, 16 leaves have been purchased - \$2950</li> <li>• Request by Lindsey for \$500 for each of 2 summer reading interns for 2023/24</li> <li>• Review of Wish List 2023/2024</li> <li>• Roaster for 2023/24</li> <li>• June meeting 2023/24 budget review, Annual Meeting – July 12, 2023</li> </ul> </li> </ul> | Dana Brataniec<br>Carol Hoffman<br>Sue Johnson<br>Sue Johnson |
| V. Announcements   |   |
| VI. Calendar   |   |

Kaleidoscope

- Tuesday, May 16 - Slava Ukraini! [Ukrainian for Glory to Ukraine, national motto] Speaker: Olga Liskinskyi [Executive Director, Ukrainian American Archives and Museum of Detroit located in Hamtramck]

2023 Listen at the Library

•

2023 Bringing the Music to You – senior centers

•

2023 Tuesday Tunes

- July 11, 18, 25, August 1, 8, 15, 22

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

- June 29th--Dale Hicks Band (oldies rock)
- July 13th-- Motor City Soul (oldies, motown)
- July 20th--Dueling Pianos
- August 10th--Billy Mack and the Juke Joint Johnnies (familiar oldies from 60s, 70s)
- August 31-- Rick Leider's 4-Piece Band (Classic familiar tunes)
- Sept 7th-- Elvis and Friends

Friends Events

- June 14, 2023 – Board meeting
- July 12, 2023 Annual meeting

## VII. Adjournment\*

\*Requires Action



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

**Call to Order:** Sue Johnson. Sue called the meeting to order at 2:03 p.m.

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

**Absent:** Stephania Tolliver.

**Minutes of the March 8, 2023 Meeting:** Evelyn Cadicamo. There being neither additions nor corrections to be made, motion was made to accept the Minutes as present. Karen made the motion; seconded by Mary Angela. Motion passed: 6-0.

**Treasurer's Report:** Marilyn Amberger. Marilyn reviewed our account balances and our cash flow. In reviewing our Budget, she stated that with only three more months to go, we are doing "pretty good." She and Sue then informed us of a situation that developed whereby \$232 received by the Book Nook was incorrectly deposited by the bank into an account that is not ours. We called the bank, and brought the error to their attention. They agreed, and will transfer the money to our account in the coming month.. It seems confusion was created as the deposit slip said "Friends of Novi." Had it said "Friends of the Novi Library" there would not have been an error. Marilyn stated that she was happy that we did not have to handle this through two accounts; with only one account now, it was much easier to straighten out.. We just thought you would like to know.

Income	\$2,322.03	CFCD	\$25,191.60
Expenses	<u>7,665.44</u>	CFCD - 2	15,124.48
Overall Total	- 5,343.41	CF Checking	14,987.63
		CF Savings	<u>15,015.38</u>
		Vibe checking	0.00
		Vibe Savings	<u>0.00</u>
		Total Bank Accts.	\$70,319.09
		Startup Fund	<u>100.00</u>
		Overall Total	\$70,419.09

After hearing all of this, motion was then made by Carol Hoffman to accept the Budget as discussed. This was seconded by Sue Johnson. Motion carried: 6-0.

**Correction:** In last month's Minutes I incorrectly stated that our state taxes used to be paid every six months and now need to be paid quarterly. I was incorrect; those taxes used to be paid yearly and now need to be paid quarterly. I regret the error.

Sue then discussed the letter from Julie. Sue had enclosed a copy of said letter in our Board packet. Once we read it, discussion turned to the proposal contained therein.

There will be some adjustments made to the Wish List item for the CD Music Area Upgrade. Since some work in removing shelving has already been accomplished, the \$695 charge is ready for payment. What Julie is proposing is the expenditure of \$3,750 in order to purchase a small display case for the front lobby. This case would be permanent and would be used to display various awards that have been given to the library over the years. This would re-purpose the space currently housing a touch screen that is being used for directional purposes. Some discussion followed. Motion was then made by Mary Angela to accept the changes to the Wish List and the money for the display case. Motion was seconded by Carol. Motion passed: 6-0.

**Library Liaison:** Dana Brataniec. Dana informed us of the menu for the Volunteer Breakfast. She also reminded us to come prepared to have our selections made in order that the Library can place a book plate in another one of our favorite books! She also told us she would be putting out a flyer for the Appreciation Luncheon on April 25<sup>th</sup>. Dana told us what the menu would be – all Mediterranean foods!!!!

Dana also shared with us the Friends Gardening Basket Drawing. The Spring-themed basket will be donated by longtime Friend, Joyce Cherf. The drawing itself will be held on May 15<sup>th</sup> at 1 p.m. A \$5 donation will allow one entry into the drawing. Spring is here and we are ready to burst forward!!!!

**Book Nook** – Carol Hoffman. Carol said we had a good month last month (March) -- \$2,407.46!! WOW! Carol told us that Joyce Cherf wanted to do something just for the Book Nook. She donated \$5,000 just for “our” use and they put together a list of needs. That list is as follows:

1. replace all of the locks
2. buy two chairs that are smaller than the ones we have, but also have arms. We are choosing the fabric as we speak!
3. buying our own scanner. This will tell us what books to sell and what books can go to Thrift.
4. a new cart. This new cart will allow us to bring books from upstairs and can manage the weight without the wheel falling off!
5. easel – preferable with a narrower base; make it possible to display some of the books that are donated.
6. signs – permanent ones that we can put on the shelves so we can move around.
7. Hold Request Box – this formerly was plastic, but will now be replaced with a wooden one. Yea!!!

**Membership** – Sue Johnson. “All I can say is that our people are outstandingly generous!”

Sue took this opportunity to inform us that she has been elected President of Friends of Michigan Libraries (FOML). She has accepted this position for one year with an option for a second year. Pat Orr, formerly of the Northville Library, will be assisting Sue. Sue did bring to us news that some groups do not meet every month; some meet quarterly. She also informed us that there seems to be a trend where meetings begin at 4:30 p.m.

people seem to feel that this accommodates those who are still working, and may allow for greater involvement. These are just ideas.

**Summer Songfest, 2023** – Sue Johnson.. There will not be as many performances this year. They will begin June 29<sup>th</sup> at 6:30 p.m. There will be a silent auction at one of the performances. We may be able to use this venue to do a little bit of fund raising.

**Giving Tree Announcement and Music Event** – Sue Johnson. The Giving Tree will be covered on the wall and will be unveiled on April 23<sup>rd</sup> at 1 p.m. Information regarding the Tree and how you may participate will be available should you wish to do so. Forms will also be available. Friends will be available to answer any questions you may have, and/or assist you should you wish to participate online using our website. We will also provide some desserts and coffee in celebration of this undertaking. Then you may relax and enjoy the concert that begins at 2 p.m.

**Strategic Planning Survey** – Sue Johnson. Sue shared with us some of the comments received from ReThinking Libraries, who conducted the survey. We can be very proud of ourselves as they had never seen as many responses as we got from the Library. They thought this response was very impressive, and showed wonderful community support.

There being no further items to discuss, Sue adjourned the meeting at 3:27 p.m.

Our next Board meeting is scheduled to be **Wednesday, May 10, 2023 at 2 p.m.** See you then.

Respectfully submitted,

Evelyn Cadicamo



## Focus on Friends Monthly Bulletin



Friends of Michigan Libraries

May 2023

Issue 26

### FOML Officers

**President**  
Sue Johnson  
Novi Public Library

**Vice President**  
Jill Sodt  
Mott Community College

**Dillon Geshel**  
Superiorland Library Cooperative

**Treasurer**  
Charles D. Hanson  
United for Libraries Representative

**Contact**  
friendsofmichiganlibraries@gmail.com  
734-506-8410



Connect with FOML online! Be sure to like and follow Friends of Michigan Libraries, FOML, on Facebook.

You can get the latest news about other Library Friend groups around the state and helpful reminders of resources useful for your own group.

[www.facebook.com/FOMLLibraries](https://www.facebook.com/FOMLLibraries)



### From the President,

Thank you all for your 2023 membership. Among other things dues help us fund our website development and speakers for events.

An email went out to all current members with the login information for the Members Only page on foml.org. It includes the FOML Friends Manual – 2023 revision, links to March and April Focus on Friends newsletters and a link to our video archive that includes the MI Right to Read Presentation and the talk by Peter Pearson at our Annual Membership Meeting. Select Member-Login at the top of any page.

I encourage all of you from the western Michigan area to come to the Talk About Friends that is being held at Cascade Branch, Kent District Library and hosted by Joe David, Cascade Friends President. (See the Cascade article on pg. 3.) I am attending and look forward to meeting you for some good table talk. Clare Membiela, Library Law Consultant from Library of Michigan, is the speaker.

Talk About Friends will be held on Friday, May 19 beginning at 9:15 am - 12:30 pm. To register, visit <https://fomlevents.org/events/talk-about-friends-may-19-2023/>

Let us know if you did something special at your library for National Library Week. We love to share your stories.

**Sue Johnson**  
FOML President

May 2023

Focus on Friends

Issue 26



**CITY OF NOVI HISTORICAL COMMISSION**

**NOVI HISTORICAL COMMISSION**  
**MARCH Minutes**  
**Wednesday, March 15, 2023**  
**Novi Library Local History**

**CALL TO ORDER:** 7:02 pm

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

**ABSENT:** Dan Pierce

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

**APPROVAL OF AGENDA:** APPROVED

**APPROVAL OF NOVEMBER:** APPROVED

**TREASURER'S REPORT- Kim**

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2022/2023			
	BUDGET	EXPENDITURES Through March 15, 2023	
Display Cabinet Embroid	\$ 900	\$ (178.99)	
Marketing/ brochures/Engage/Name Badges	\$ 1,100	\$ -	
Equipment/Supplies/Office/Supplies/Repairs	\$ 1,200	\$ (454.34)	
Program/Speaker Fees	\$ 900	\$ (288.00)	
Storage Unit	\$ 2,800	\$ (2,052.00)	
Acquisition (Books/Literature)	\$ 500	\$ -	
Conference/Continuing Education	\$ 2,000	\$ (98.00)	
Legal Fees	\$ 1,000	\$ -	
Special Projects - Examples: Vista War, Photography, Veterans Signs, Oral Histories, City/Community Events, Major City Market	\$ 3,000	\$ (288.00)	
<b>Total:</b>	<b>\$ 14,000</b>	<b>\$ (4,003.33)</b>	<b>\$ 9,997</b>
<b>Equitable Projects</b>	<b>Expenditures</b>	<b>Revenue Received</b>	
Vista War Book Table, YTD		\$2,000 YTD	
Wineville, Norwalk Mini Project	\$ 2,000.00	\$ 2,100.00	\$ 897.28 carryover funds

Treasurer's Report: ALL APPROVED

**IT REPORT:**

Bryan Carter from Library IT reviewed log on information for the new computer. The review included an overview of the folders on the computer, shared network and instructions on how to use the printer and scanner. Bryan was working on fixing the issue with the printer and scanner connecting to the network. Kim requested that Bryan create an invoice for the computer he built for the History Room.

**LIBRARY LIAISON REPORT:**

**Book Donation:** Kathy Munch donated a book on the first Historical Commission. The first meeting took place on Oct. 20, 1983. Officers were elected.

**Knapp Cemetery Clean-up:** Mike Aldrich reached out to Betty and Kathy Mutch about a long-ago cleanup project for the cemetery. Betty read the letter along with the response from Kathy Mutch in the meeting. Mike was following up not knowing about the current restoration and maintenance program for the cemetery. No action required at this time.

**Document Donation Days:**

Sunday, May 21 (2-4 p.m.)

Sunday, Oct. 22 (2-4 p.m.)

**Local History Room Table Repairs:** The library will get back to the Commission on who can perform repairs on the History Room's tables.

**History Room Office Hours:**

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

Monday, 4/3 (Noon – 2 p.m.): Kathy Crawford and Sharon Larson

Monday, 4/17 (6 – 8 p.m.): Kelly Kasper

**DISCUSSION ITEMS:**

**Donations:** Kathy Crawford received a donation from Dr. Atchison re: his practice. The book will be recorded as a donation and placed in the Local History Room. The Historical Commission also received a book donation from a woman named Snow about Matt Moren's General Store.

**Novi Historical Sites Brochure Review:** Still waiting on the City of Novi design team to provide the updates/revisions to the latest version of the brochure. Dan will follow up with the City in early April.

**Michigan in Perspective Conference:** A reminder to Commissioners that the Michigan Historical Commission's "Michigan in Perspective" conference takes place March 24-25 at the Suburban Showcase in Novi, MI. Commissioners are being asked to attend if possible.

**Grant Update:** The Historical Commission did not receive a grant from the Michigan Historical Society for the cemetery.

**Spring-Palooza:** The theme is amusement parks. Kim and Debbie will manage. The event takes place on Friday, May 19.

**Novi Woods Elementary 50<sup>th</sup> Anniversary:** The principal of the school reached out to the Novi Historical Commission. There is a kickoff meeting for the 50<sup>th</sup> anniversary of Novi Woods on Thursday, May 11 at 4:15 p.m. Kelly Kasper and Kathy Crawford will attend.

**USO Show Update:** Historical Commission members to help organize the event which was moved to summer. Kim & Sue have been asked to do an additional display case to advertise the event.

**Display Case:** Ken Stevens will use the display case from June 12 – Aug. 14 to display David Barr artifacts.

**Upcoming Historical Programs:**

- Thurs., March 23 – Ladies of the Lights (lighthouse keepers)
- Wed., April 26 – The LGBTQ community in the Labor Movement
- Wed., May 24 – Female Union Soldier in Disguise

**ONGOING PROJECTS:**

**Miniature Project** – Kathy is planning an April meeting.

**NEW BUSINESS:**

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

**PUBLIC COMMENT:** None

**NEXT MEETING:** April 19, 2023 at 7 p.m.

**ADJOURN:** 8:24 p.m.





## NOVI HISTORICAL COMMISSION

APRIL Minutes

Wednesday, April 19, 2023

Novi Library Local History

**CALL TO ORDER:** 7:02 pm

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

**ABSENT:** Dan Pierce, Kelly Kasper, Kathy Crawford

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

**APPROVAL OF AGENDA:** APPROVED

**APPROVAL OF MARCH MINUTES:** APPROVED

### TREASURER'S REPORT - Kim

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2022/2023			
BUDGET	EXPENDITURES Through April 10, 2023	REVENUE	
Display Cabinet Costs	\$ 500	\$ (186.75)	
Marketing/Brochures/Postage/Name Badges	\$ 1,450	\$ -	
Equipment/Supplies/Office/Supplies/Repairs	\$ 1,200	\$ (1,074.00)	
Program/Session Fees	\$ 500	\$ (680.00)	
Storage Unit	\$ 2,000	\$ (2,852.00)	
Acquisition (Books/Materials)	\$ 500	\$ -	
Conference/Continuing Education	\$ 2,000	\$ (722.00)	
Legal/Fees	\$ 1,000	\$ -	
Special Projects - Examples 18th Regt. Photographs, Veterans Regt. Coat of Arms, City/Community Events, Motor City Market	\$ 3,000	\$ (280.00)	
<b>Total</b>	<b>\$ 14,000</b>	<b>\$ (5,494.75)</b>	<b>\$ 8,505.25</b>
<b>Special Projects</b>	<b>Expenditures</b>	<b>Revenue Received</b>	
18th Regt. Book Series (Y1)	\$ 2,850.00	\$ 2,100.00	\$ 750.00
WWII's Across Novi Project			\$ 897.28 carryover funds

Treasurer's Report: ALL APPROVED

### LIBRARY LIAISON REPORT:

**Archival Supply Request:** Betty Lang is requesting \$300 for archival supplies. The supplies include small boxes for photos, tissues, paper, rolls/tubes for blueprints and maps. She will bring an estimate to the next meeting for approval.

**Walled Lake Book:** Author that visited last year asking for info on Walled Lake Amusement Park has a book coming out next month.

**Historical Commission Historical Minutes:** Kathy Mutch gave Betty Historical Commission minutes from 1989 – 1992.

**Local History Room Table Repairs:** The library is still getting back to the Commission on who can perform repairs on the History Room's tables.

**Display Items In Local History Room:** Betty has set up a table in the local history room with blueprint designs and preservation renderings. This includes images from the Novi Civic Center in 1986.

**Document Donation Days:**

Sunday, May 21 (2-4 p.m.): Debbie Wrobel and Sharon Larson

Sunday, Oct. 22 (2-4 p.m.): TBD

**History Room Office Hours:**

Monday, 5/1 (2 – 4 p.m.): Kim Nice and Debbie Wrobel

**DISCUSSION ITEMS:**

**Michigan in Perspective Conference:** All attendees will provide a write up on the sessions they attended and speakers they listened to at the March conference.

**Spring-Palooza:** The theme is amusement parks. Kim and Debbie will manage. The event takes place on Friday, May 19. The stickers have been delivered. The Commission approved a reimbursement for Rachel Manela (\$309.60).

**Novi Historical Sites Brochure Review:** Still waiting on the City of Novi design team to provide the updates/revisions to the latest version of the brochure. Dan will follow up with the City again.

**Upcoming Historical Programs:**

- Wed., May 24 – Female Union Soldier in Disguise
- Sept. program might be Midnight and the Detroit Underground Railroad (was originally February program but needed to be rescheduled)

**ONGOING PROJECTS:**

**Novi Woods Elementary 50<sup>th</sup> Anniversary:** There is a kickoff meeting for the 50<sup>th</sup> anniversary of Novi Woods on Thursday, May 11 at 4:15 p.m. Kelly Kasper and Kathy Crawford will attend.

**USO Show Update:** Historical Commission members to help organize the event which was moved to summer. Kim & Sue have been asked to do an additional display case to advertise the event. Kim Nice will speak to the organizers about recognizing the Commission's support.

**Display Case:** Ken Stevens will use the display case from June 12 – Aug. 14 to display David Barr artifacts.

**Miniature Project** – Kathy is planning the next meeting.

**NEW BUSINESS:**

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

**PUBLIC COMMENT:** None

**NEXT MEETING:** May 17, 2023 at 7 p.m.

**ADJOURN:** 8:26 p.m.

## **LIBRARY BOARD COMMITTEE REPORTS**

### **Policy Committee**

Meeting held: No Meeting

- Staff Committee reviewed:

### **HR Committee**

Meetings held: May 3<sup>rd</sup> and May 18<sup>th</sup>

- Committee reviewed library data on libraries locally and of similar comparison to NPL as it relates to Sunday hours. Information will be shared with the Finance Committee.
- **Current positions OPEN at NPL:** HR Specialist (FT), Youth Librarian (PT), Outreach Librarian (PT), 2 Sunday Librarians (PT), Youth/Teen Programming Assistant (PT), Support Services Supervisor (FT), 3 staff members taking time off for medical reasons.
- Reviewed the Emergency Closing Policy for updates
- Reviewed the Staff Volunteer Time Policy for updates

## **LIBRARY HOURS OF OPERATION and BUILDING USAGE COSTS: As of 5/2/23**

**\*\*Population based on Census Data 2020**

### **Novi Public Library – Population 66,243 (Class 6)**

Monday – Thursday 10am – 9pm

Friday/Saturday 10am-6pm

Sundays 12pm – 6pm

**Total Hours: 66**

### **Northville District Library – Population Northville Township 31,758 + City of Northville 2,793= 34,551**

Monday - Thursday 10 AM – 9 PM

Friday - Saturday 10 AM – 5 PM

Sundays 1 - 5 PM

**Total Hours: 62**

### **Salem South Lyon District Library – Population 11,746 + Salem Township 18,615 = 30,361**

Monday - Thursday: 10:00am - 7:00pm

Friday - Saturday: 10:00am - 5:00pm

Sunday: Open \*\*

\* The Library will be open on Sundays from 1:00 PM - 5:00 PM during the school year starting on September 11, 2022.

\*\* The Library will be closed each Sunday from June 18, 2023 to September 3, 2023. The Library will re-open on Sundays beginning September 10, 2023.

**Total Hours: 54 Fall/Winter/Spring; 50 Summer**

### **Farmington Community Library– Population 83,986 + City of Farmington 11,597= 95,583 (Class 6)**

Monday – Thursday: 9 a.m. – 9 p.m.

Friday – Saturday: 10 a.m. – 6 p.m.

Sunday: 1 p.m. – 5 p.m.

**Total Hours: 68**

### **Lyon Township Public Library – Population 23,271**

Monday 10:00 AM 9:00 PM

Tuesday 10:00 AM 9:00 PM

Wednesday 10:00 AM 9:00 PM

Thursday	10:00 AM	9:00 PM
Friday	10:00 AM	5:00 PM
Saturday	10:00 AM	5:00 PM
Sunday	12:00 PM	4:00 PM**

\*\*Sundays 12 pm to 4 pm – from Labor Day to Memorial Day

**Total Hours: 62 Fall/Winter/Spring; 58 Summer**

**Southfield Public Library – Population 76,618 (Class 6)**

Monday: 10 am – 8 pm

Tuesday: 10 am – 8 pm

Wednesday: 10 am – 8 pm

Thursday: 10 am – 8 pm

Friday: 10 am – 5 pm

Saturday: 10 am – 5 pm

Sundays (Sept. – May): 1 pm – 5 pm

**Total Hours: 58 Fall/Winter/Spring; 54 Summer**

**Royal Oak Public Library – Population 58,211 (Class 6)**

Monday - Thursday 9:00 AM - 8:00 PM

Friday - Saturday 9:00 AM - 6:00 PM

Sunday 1:00 PM - 5:00 PM\*\*

\*\*Closed Summer Sundays May 28 - September 3

**Total Hours: 66 Fall/Winter/Spring; 62 Summer**

**West Bloomfield Public Library – Population City 4,460 + West Bloomfield Township 65,888 = 70,348 Class 6)**

Mon – Thu 9 am - 9 pm

Fri – Sat 9 am - 6 pm

Sun (Main) 12 pm - 6 pm

**Total Hours: 72**

**Commerce Public Library – Population 38,514**

Monday – Thursday.....10:00 AM – 9:00 PM

Friday – Saturday.....10:00 AM – 5:00 PM

Sunday.....1:00 PM – 5:00 PM

**Total Hours: 62**

**Wixom Public Library - Population 17,193**

Sunday CLOSED

Monday 10:00 am - 8:00 pm

Tuesday 10:00 am - 8:00 pm

Wednesday 10:00 am - 8:00 pm

Thursday 10:00 am - 8:00 pm

Friday 10:00 am - 6:00 pm

Saturday 10:00 am - 5:00 pm

**Total Hours: 55**

**Westland Public Library – Population 85,420 (Class 6)**

Mon - Thurs | 9am - 9pm

Fri & Sat | 9am - 5pm

Sunday | 12pm - 5 pm

**Total Hours: 61**

**Canton Public Library – Population 98,659 (Class 6)**

Monday 9:00AM - 9:00PM

Tuesday 9:00AM - 9:00PM

Wednesday 9:00AM - 9:00PM

Thursday 9:00AM - 9:00PM

Friday 9:00AM - 6:00PM

Saturday 9:00AM - 6:00PM

Sunday 12:00PM - 6:00PM

**Total Hours: 72****NPL BUILDING & STAFF USAGE COSTS:**

\*If considering the closing of Sundays (6 hours) at NPL, below are 4 areas of cost savings

Utilities: DTE and Consumers	\$25,355
Cleaning Service	\$11,700
Sunday Librarian staffing (based on 4 staff for 23/24)	\$22,680
<b>TOTAL</b>	<b>\$53,697.00</b>

<b>AVERAGE USE PER DAY OF THE BUILDING ON SUNDAYS:</b>	650 visits
<b>AVERAGE USE PER DAY OF THE BUILDING as of March 31, 2023</b>	1,132 visits

**Finance Committee**Meetings held: May 9<sup>th</sup> and May 18<sup>th</sup>

- Committee reviewed library data from the HR Committee regarding Sunday closures.
- Director Farkas has been asked to provide a proposal for 2024 closure dates
- Committee discussed the retention of library staff and salaries as well as budget adjustments to make 2 Librarian positions full-time in the future
- Director Farkas has been asked to look into additional benefits that could be instituted in the organization for employment retention and attraction

**Events/Marketing/Fundraising Committee by Kat Dooley**

Meeting held: May 15, 2023

Summary of Events/Marketing/Fundraising

- Dana and Julie met to go over the Donation and Leaving a Legacy brochure
- Friends Giving Tree - successful so far. Almost \$4000 raised so far.
- Library app is still being worked on - there was something that needs to be troubleshooted
- Dana will be presenting both the app and recite.me accessibility toolbar
- o There will be the ability to have translations for different languages, etc.
- Summer Reading Theme = All Together Now

**Strategic Planning Committee by Brian Bartlett**

Meeting held: May 15, 2023

Recommendations for future Strategic Planning Future Committees: by Brian Bartlett

Adding new services to the Library – Strategic Planning Committee initiated

1. Avoid the appearance of just saying “Yes” to all new services
2. Balance new services/activities with trading off/removing old Services

- a. Due to financial issues, new services need to be funded by replacing old services or an equal or greater value
- b. Per staffing responsibilities, new services/activities need to take equal or less staff time than old services/activities that are replaced

(Note: This last requirement will probably be the most problematic. There are probably not comprehensive time/motion studies or metrics that measure the time it takes library staff to accomplish each task. The challenge of the future committee is to carefully evaluate each task and avoid the tendency to under estimate the time needed for increased services.)

Adding or removing services/activities when proposed by other library committees.

During the Fiscal Year, other committees may suggest adding or subtracting responsibilities from library staff. Typically, the board is called upon to approve the financial impact of such decisions, but the impact on staff is seldom considered in these decisions.

Members of the Strategic Planning Committee need to make sure any impact on staff responsibilities are part of the overall discussion in these instances.

Library Funding – Funding disparity with other area libraries

Per the strategic planning process, we discovered that the Novi Public Library had a considerable funding per capita "gap" when compared with other area libraries. Funding challenges have also been discussed at length during the budget process, and the challenges of funding the library from the current fund balance. Among those items discussed in open meeting are:

1. Running an annual deficit
2. The need to significantly modify salaries to meet current demand.
3. Discussing funding challenges in the annual report (previously not discussed)
4. The uncertain economic environment when it comes to:
  - a. Salaries and Unemployment
  - b. Challenges from inflation
  - c. Headlee limits/challenges
  - d. City council priorities

The Strategic Planning Committee needs to be sure that the per capita funding disparity is clearly discussed in its communication and proposals to the total board. At this point, it is estimated that it will take some time for the city to determine what items have budget priority (the Library competes with Parks, Roads, and Public Service among other priorities). The library needs to be an issue in the minds of the taxpayer long before a millage is due.

The Strategic Committee can't lose sight of the fact that:

- a. There are several years between when Bond issues / Library Millages are up for renewal.
- b. The City Staff and Council need to be kept aware of the problem. City Council will be changing with a new mayor in 2024

- c. We have a level of inflation we have not seen in over 30 years. It is unclear how long that situation will last.
- d. Pressures on the labor market are unprecedented.
- e. Oakland County has a different political climate. The City is not the only place where citizens will be seeing tax pressure.
- f. A number of times I have heard residents say things like "I'd rather spend money on the library, than on, the DIA, Detroit Zoo, etc. etc. (fill in the appropriate other taxable item). Taxes and Tax proposals do not work that way. They are all sold independently by.

It is imperative that the Strategic Planning Committee keeps funding as a top priority until we have a solution to this funding issue.

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### **Building & Grounds Committee**

Next meeting: May 23rd

- Committee will meet with Jeff Smith, Head of IT, to review WiFi quotes

5/19/23: Electronic Vehicle Update: The first-generation EV charging station at the Novi Library, has served the community for many years. Unfortunately, the device has aged out of service. The device manufacturer will no longer support the device's hardware or software. As a result, they have discontinued service to the device. The City will remove the EV charging station on May 23<sup>rd</sup>. The City is evaluating multiple opportunities to replace the EV charging station with a modern device to serve the community.

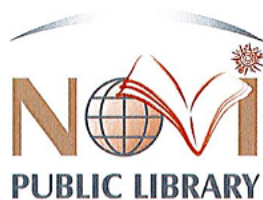
### **Bylaw Committee**

Meeting held: No meeting scheduled

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

Meeting held: No meeting scheduled

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## Policy Manual

### BUILDING

#### B3: Hours of Operation

The lobby is open to patrons ten (10) minutes prior to service hours to allow for weather conditions, restroom use, and to avoid patron congestion.

Monday – Thursday 10:00am – 9:00pm

Friday and Saturday 10:00am – 6:00pm

Sunday 12:00pm – 6:00pm

Approved: December 19, 2007; Amended July 17, 2013; June 22, 2017

Signed:

A handwritten signature in black ink that reads "Craig Messerknecht".

Craig Messerknecht  
President  
Novi Public Library Board of Trustees





### **B3: Hours of Operation**

The lobby is open to ~~patrons~~ **guests** ten (10) minutes prior to service hours to allow for weather conditions, restroom use, and to avoid ~~patron~~ **guest** congestion.

Monday - Thursday 10:00am - 9:00pm  
Friday and Saturday 10:00am - 6:00pm  
Sunday 12:00pm - 6:00pm

**\*\*Closed in the summer on Sundays: June 18<sup>th</sup> – September 3<sup>rd</sup>, 2023**

Approved: December 19, 2007; Amended July 17, 2013; June 22, 2017; **Amended May 25, 2023**

Signed:

Mark Sturing, President  
Novi Public Library Board of Trustees



## EMERGENCY CLOSING

### Policy

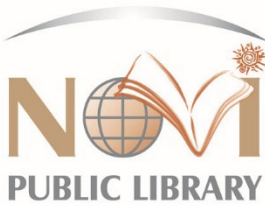
Staff scheduled to work on a day that has been designated as an emergency closure due to severe weather, building issues or "acts of God" will be paid for the hours the staff is scheduled to work. This is based on a day to day determination up to two consecutive days of such a closure. Unless notified of a closure, employees must assume the Library is open. Benefit time that was scheduled prior to the closing will be documented accordingly.

NPL Employee Handbook: Approved January 18, 2012

Signed:

A handwritten signature in cursive script that reads "Larry A. Kilgore".

Larry Kilgore  
President  
Novi Public Library Board of Trustees

**PROPOSED 5/25/23****Emergency Closing Policy**

In accordance with its commitment to public service, the Novi Public Library maintains a regular schedule of hours open to the public while maintaining a safe work environment for staff.

**Emergency Closing**

The decision to close, close early, or postpone the opening of the Library due to severe weather, building issues, “acts of God” or any emergency situation will be made by the Library Director or designee and will be based upon one or more of the following:

- Severe weather and/or road conditions that cause hazardous traveling, such as significant snow or ice accumulation, extreme (subzero) temperatures, or blizzard conditions.
- Availability of sufficient staff to operate the Library.
- Failure of vital building services, extended power failure, condition of the building or its equipment.
- General health or safety emergency in the community or in the Library.

**Notifications**

The emergency closing will be announced to the public in as many ways as possible given the circumstances of the emergency, including the Library website, social media outlets, library phone system, and signage.

In the event of a closing, Managers will notify each employee in their department. Employees may also check public announcements to verify a closing.

**Staff Schedules and Compensation**

Closures and compensation are based on a day-to-day determination made by the Board and/or the Library Director.

Unless contacted by a Manager, all employees should assume the library is open and are expected to arrive on time for their regularly scheduled work shift.

- Ineligibility
  - Any schedule request/benefit time previously approved prior to a closing or postponed opening makes an employee ineligible for any emergency closing compensation.

- If an employee calls in absent either prior to or after the decision to close or postpone opening has been made, they forfeit any emergency closing compensation. They must choose to either go without pay or use benefit time to cover their absence.
- Full Day Closing
  - If the Library is closed for a full day due to emergency conditions, employees scheduled to work that day will be paid for the hours they were scheduled to work.
- Early Closing/Postponed Opening
  - If the Library closes early or postpones opening, employees scheduled to work that day will be paid for the hours they were scheduled to work as follows:
    - If an employee's shift is completely encompassed within the closure/postponed timeframe, they are compensated for their total hours scheduled to work.
    - If an employee's shift is partially encompassed within the closure/postponed timeframe, the employee must work their scheduled hours prior to the closing or after the postponed opening in order to receive emergency closing compensation.

Approved January 18, 2021; Amended May 25, 2023

Signed:

Mark Sturing, President  
Novi Public Library Board of Trustees



## STAFF VOLUNTEER TIME OFF

### Policy

#### **Purpose:**

The purpose of the Novi Public Library's philanthropic program is to support activities that enhance and serve communities in which we live and work and the issues that impact quality of life.

The intention is to participate in giving back and supporting the community and to allow the employees of Novi Public Library to share in that effort. At the same time, Novi Public Library recognizes that participating in these sorts of activities enriches the lives of its employees. Community is defined as just local community.

#### **Amount of Time:**

Full-time employees can donate up to 8 hours per calendar year, and Part-time employees (working more than 20 hours per week) can donate up to 4 hours per calendar year toward a 501c3 charitable organization. It is recommended that the 501c3 be located in or near the Novi area (within 10 miles).

#### **The Hours Break Down as Follows:**

- 1 hour session
- 4 hour session (2 sessions for Full-time, 1 session for Part-time)
- 8 hour session (1 session for Full-time)

This donated time per calendar year, will be considered paid time off. The pay rate will be the employee's current base salary on the day(s) the time is taken.

This time is refreshed at the beginning of each calendar year, unless the program is amended or discontinued, and does not accrue from year to year. Usage of this time or lack thereof does not affect vacation accrual or sick leave usage.

#### **Eligibility:**

All full-time and part-time (over 20 hour per week) regular employees of Novi Public Library are eligible to participate in this program. Employees can choose a charity of their choice or work together with other employees of Novi Public Library on a team effort.

#### **Ineligibility:**

You are ineligible to participate in the Program, if:

1. The employee's employment with Novi Public Library terminates for any reason.
2. The employee is on a Performance Improvement Plan.

3. The Program is discontinued. The Novi Public Library reserves the right to amend or terminate this program at any time without prior notice. The Novi Public Library also reserves the right to revoke approval if it is felt that the employee is misusing the Program.

**Approval Process:**

Employees must fill out the SVTO Request Form and submit it to his/her manager at least one month before the requested time off. The manager must get Director approval as well. Approval is at the discretion of the employee's manager and Library Director.

Novi Public Library sponsored SVTO may not be used for organizations that discriminate based on creed, race, religion or sexual orientation.

Examples of appropriate uses for SVTO:

- Mentoring students
- Donating your time at a food bank
- Cleaning up a highway or park
- Participating in Big Brother/Big Sister programs

Inappropriate examples:

- Taking a ski vacation and charitably giving ski lessons
- Coaching your kid's basketball team
- Attending your kid's PTA conference
- Attending a professional, religious, or personal interest conference

Examples of local volunteer partnerships:

- Novi Youth Assistance Mentor's Plus program or Silver Linings
- Novi Rotary Feed the Need summer program
- Novi Rotary Park clean-up
- St. James food closet

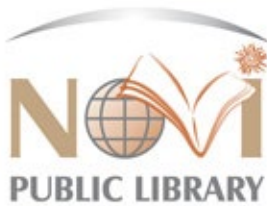
NPL Employee Handbook: Approved March 16, 2016

Signed:



Craig Messerknecht  
President  
Novi Public Library Board of Trustees

## PROPOSED 5/25/23



### ~~Policy~~ **Staff Volunteer Time**

#### Purpose:

~~The purpose of the Novi Public Library's philanthropic program is to support activities that enhance and serve communities in which we live and work and the issues that impact quality of life.~~

The intention is to **allow employees to** participate in giving back and supporting the **Novi community and Library partners.** ~~and to allow the employees of Novi Public Library to share in that effort. At the same time, Novi Public Library recognizes that participating in these sorts of activities enriches the lives of its employees. Community is defined as just local community.~~

#### Amount of Time:

~~Full-time employees can donate up to 8 hours per calendar year, and part-time employees (working 20 or more hours per week) can donate up to 4 hours per calendar year, toward a 501c3 charitable organization. It is recommended that the 501c3 be located in or near the Novi area (within 10 miles).~~

#### The Hours Break Down as Follows:

- ~~• 1 hour session~~
- ~~• 4 hour session (2 sessions for Full-time, 1 session for Part-time)~~
- ~~• 8 hour session (1 session for Full-time)~~

~~This Donated **volunteer** time per calendar year, will be considered paid time off. The pay rate will be the employee's current base salary on the day(s) the time is taken.~~

~~This time is refreshed at the beginning of each calendar year, unless the program is amended or discontinued, and does **Time is** not accrued from year to year. Usage of this time or lack thereof does not affect vacation **and personal business** accrual or sick leave usage. **Employees cannot accept compensation and/or gratuity from the volunteer organization for the volunteer time.**~~

#### Eligibility:

~~All full-time and part-time (over 20 hour per week) regular employees of Novi Public Library are eligible to participate in this program. Employees can choose a charity of their choice or work together with other employees of Novi Public Library on a team effort.~~

#### Ineligibility:

~~You are **An employee** is ineligible to participate in the Program, if:~~

1. ~~The employee's employment with Novi Public Library terminates for any reason.~~
2. the employee is on a Performance Improvement Plan.

(combine 2 and 3 into a full sentence)

3. or the Program is discontinued. ~~The Novi Public Library reserves the right to amend or terminate this program at any time without prior notice. The Novi Public Library also reserves the right to revoke approval if it is felt that the employee is misusing the Program.~~

#### Approval Process:

Employees must fill out the SVTO Request Form and submit it to ~~his/her~~ **their** manager at least one month before the requested time off. The manager must get Director approval as well. ~~Approval is at the discretion of the employee's manager and Library Director.~~

Novi Public Library sponsored SVTO **staff volunteer time** may not be used for organizations that discriminate based on creed, race, religion or sexual orientation.

#### Examples of ~~A~~ appropriate uses for SVTO:

- ~~Mentoring students~~
- ~~Donating your time at a food bank~~
- ~~Cleaning up a highway or **city** park~~
- ~~Participating in Big Brother/Big Sister programs~~

#### Inappropriate examples:

- ~~Taking a ski vacation and charitably giving ski lessons~~
- ~~Coaching your kid's basketball team~~
- ~~Attending your kid's PTA conference~~
- ~~Attending a professional, religious, or personal interest conference~~

#### Examples of ~~local~~ volunteer partnerships:

- Novi Youth Assistance Mentor's Plus program or Silver Linings
- Novi Rotary ~~Feed the Need~~ summer program
- ~~Novi Rotary Park clean-up~~
- ~~St. James food closet~~ **Local food banks and coat closets**
- **Novi Community Coalition**
- **Hospitality House**
- **Local school districts serving Novi**
- **Cleaning up a city park**

Approved March 16, 2016; **Amended May 25, 2023**

Signed:

Mark Sturing, President  
Novi Public Library Board of Trustees





## Policy Manual

### PUBLIC

#### **P22: iCube Makerspace**

The purpose of the iCube Makerspace is to provide the community with access to resources and emerging technologies that encourage collaboration, learning experiences, and empower users to be creative, playful and imaginative. Users of the iCube will respect the rights of others and the condition of its resources.

The following policy establishes terms of use:

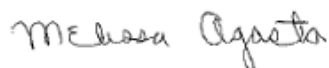
1. Equipment in the iCube may be used only for lawful purposes subject to any condition set forth in this policy or any other Library policy. The public will not be permitted to use the equipment in the iCube to create material that is:
  - a. Prohibited by local, state or federal law or regulation.
  - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
  - c. Obscene, sexually explicit or harmful to minors.
  - d. In violation of another's intellectual property rights. The patron will be responsible for compliance with all intellectual property laws, including patent, trade dress, trademark and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with the user and the Library disclaims any responsibility or liability resulting there from. The person requesting to use iCube equipment is liable for any infringement. All Users using the Makerspace printer must sign the Library's waiver and release regarding intellectual property rights.
  - e. Weapons or weapon replicas of any kind.
  - f. Produced for commercial purposes or goods to be sold for profit.
2. The Library is not responsible for any manufacturing defects, issues with quality of workmanship, safety, or flaws or failures in materials associated with the use of the iCube's tools or equipment.
3. Computers in the iCube are to be used for digital content creation and creative work only.
4. The Library is not responsible for any loss of digital data or damage to materials provided by users.
5. Much of the iCube equipment can only be operated under the supervision of designated Library staff.

6. Only designated Library staff and volunteers have hands-on access to the 3D printer.
7. iCube total room capacity is 13 persons.
8. Equipment in the iCube is available for use on a first-come, first-served basis.
9. Patrons will avoid wasting supplies and only use them for their indicated use.
10. Patrons are responsible for bringing their own materials with the exception of 3D printing filament and when attending library sponsored workshops. However, Library staff must approve all materials before they are used.
11. Patrons are financially responsible for any and all damage done in the iCube and its equipment resulting from misuse or from failure to follow all rules, policies, procedures, and restrictions. All equipment failures and accidents must be reported to a library staff member immediately.
12. The Library Director and designated staff reserve the right to:
  - a. Refuse any request/service. If denied, the patron may appeal that decision to deny the request/service to the Library Board by sending a written notice of appeal to the Library Board President within 10 days of notice of the denial.
  - b. Review and approve all materials before using equipment in the iCube. If there is a problem with designs and/or production, the patron will be informed. The Library cannot guarantee a successful project or time frame of completion. Failed projects may be attempted two more times.
  - c. Stop a request due to time or equipment capabilities.
  - d. Set a limit as to the maximum amount of projects.
  - e. Close down the iCube at any time for programs or maintenance with little or no notice.
13. All Novi Public Library policies, including the Rules of Conduct, apply to the usage of the iCube. Failure to comply with iCube or Library policies may result in loss of iCube or Library privileges.
14. The Patron agrees to follow the safety policies and procedures involved with the Makerspace, including the following:
  - a. The Patron will follow all equipment safety procedures as documented in the training session, workshop and/or detailed in the owner's manuals. Owner's manuals will be available for review by the User.
  - b. The patron agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool, and notify Library staff.
  - c. The Patron must report any accident/incident that occurs to a Library staff member, at the time of the accident/incident.

15. The patron agrees that items used in the iCube are to be returned in the same condition as they were issued, barring normal wear and tear. The Patron agrees to pay for the loss or damage to any items and further agrees to accept the Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total.
16. The Patron agrees to take precautions to avoid causing unnecessary mess. The Patron agrees to clean up his/her workspace following use and will inform a Library staff member in the event that they are unable to return a work surface, tool or equipment to its original state.
17. The Library is not responsible for the following:
  - a. The Library does not accept responsibility if a project is destroyed, does not print correctly or does not work.
  - b. The Library will not offer refunds for supplies used.
  - c. The Library does not accept responsibility if a patron's personal equipment (VHS, DVD) is damaged or destroyed while using the tools.
18. Food and drinks are prohibited when using the Makerspace.
19. Users must save their work on an external memory source – external hard drive, CD, DVD, or flash drive.
20. It is the responsibility of the User to delete and/or remove any files (digital or print) from the Library equipment in the Makerspace. The Library is not responsible for equipment or files (digital or print) left behind by Users.
21. Library staff will provide very limited assistance in using the equipment and software or transporting of supplies, equipment, or furniture to and from the Makerspace.
22. While the Library makes every effort to oversee the use of the equipment, usage of the equipment is not under the direction or control of the Library. The Library is not responsible for any object created with the use of the equipment, including any harm or injury incurred as a result of any usage of the equipment.

Approved: May 23, 2019

Signed:



Melissa Agosta  
President  
Novi Public Library Board of Trustees



## Policy Manual

### PUBLIC

#### P20: 3D Printer

The purpose of the 3D printer is to provide the community with access to emerging technology that encourages the design and creation of innovative projects. The following policy establishes the guidelines by which the 3D printer can be used.

1. The Library's 3D printer may be used only for lawful purposes subject to any condition set forth in this policy or any other Library policy. The public will not be permitted to use the 3D printer to create material that is:
  - a. Prohibited by local, state or federal law or regulation.
  - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
  - c. Obscene, sexually explicit or harmful to minors.
  - d. In violation of another's intellectual property rights. The patron will be responsible for compliance with all intellectual property laws, including patent, trade dress, trademark and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with the user and the Library disclaims any responsibility or liability resulting there from. The person requesting to use the 3D printer is liable for any infringement.
  - e. Weapons or weapon replicas of any kind.
2. The Library Director or designee reserves the right to:
  - a. Refuse any 3D print request. If the request is denied, the patron may appeal that decision to deny the 3D print request to the Library Board by sending a written notice of appeal to the Library Board President within 10 days of notice of the denial.
  - b. Review and approve all materials before printing. If there is a problem with the design and/or production, the patron will be informed. The Library cannot guarantee that a print job will be completed within a particular time frame.
  - c. Stop printing a request due to time or printer capabilities.
  - d. Set a limit as to the maximum amount of time a print job may take.
3. Only designated Library staff and volunteers will have hands-on access to the 3D printer.

Approved: April 20, 2016; Amended: June 22, 2017

Signed:

Craig Messerknecht  
 President  
 Novi Public Library Board of Trustees

## PROPOSED 5/25/23



### P22: iCube Makerspace Usage Policy

The purpose of ~~The iCube Makerspace is to provide~~s the community with access to resources and emerging technologies that encourage collaboration, learning experiences and empower users to be creative, playful and imaginative. ~~Users~~ **Guests** of the iCube will respect the rights of others and the condition of its resources.

The following policy establishes terms of use **in the iCube**:

1. Equipment in the iCube may be used only for lawful purposes subject to any condition set forth in this policy or any other Library policy. The public will not be permitted to use the equipment in the iCube to create material that is:
  - Prohibited by local, state or federal law or regulation.
  - Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
  - Obscene, sexually explicit or harmful to minors.
  - Weapons or weapon replicas of any kind.
  - Produced for commercial purposes or goods to be sold for profit.
  - In violation of another's intellectual property rights. The patron will be responsible for compliance with all intellectual property laws, including patent, trade dress, trademark and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with ~~the user~~ **guests** and the Library disclaims any responsibility or liability resulting there from. The person requesting to use iCube equipment is liable for any infringement. ~~All Users using the Makerspace printer must sign the Library's waiver and release regarding intellectual property rights.~~

**Change to bullet points**

2. **Children eleven (11) years old and under must be accompanied by a parent, guardian or caregiver (ages 18 and older) while visiting using the iCube.**

3. The Library is not responsible for:

- Any manufacturing defects, issues with quality of workmanship, safety, or flaws or failures in materials associated with the use of the iCube's tools or equipment.
  - Any loss of digital data or damage to materials provided by ~~users~~ **guests**.
  - ~~The Library does not accept responsibility if~~ A project **that** is destroyed, does not print correctly or does not work.
  - ~~The Library will not offer refunds for~~ **Refunds for purchased materials.**
  - ~~The Library does not accept responsibility if~~ A patron's guest's personal equipment (VHS, DVD, etc.) is **if** damaged or destroyed while using the tools **or equipment in the iCube.**
  - ~~The Library is not responsible for~~ Any object created with the use of the equipment, including any harm or injury incurred as a result of any usage of the equipment.
4. Computers in the iCube are to be used for digital content creation and creative work only.
  5. ~~The Library is not responsible for any loss of digital data or damage to materials provided by users.~~ **(moved up to 2)**
  6. ~~Much of the iCube equipment can only be operated under the supervision of designated Library staff.~~
  7. Only designated Library staff and volunteers have hands-on access ~~to the 3D printer~~ **to red level equipment.**
  8. ~~iCube total room capacity is 13 persons.~~ **Capacity levels stated in/outside of the iCube must be followed, unless otherwise approved by library staff.**
  9. Equipment in the iCube is available for use on a first-come, first-served basis.
  10. ~~Patrons~~ **Guests** will avoid wasting supplies and only use them for their indicated use.
  11. ~~Patrons~~ **Guests** are responsible for bringing their own materials with the exception of 3D printing filament and when attending library-sponsored workshops **programs.** However, Library staff must approve all materials before they are used. **(move to 14)**
  12. ~~Patrons~~ **Guests** are financially responsible for any and all damage done in the iCube and its equipment resulting from misuse or from failure to follow all rules, policies, procedures and restrictions. The ~~Patron~~ **guest** agrees to pay for the loss or damage to any items and further agrees to accept **s** the Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total.

13. All equipment failures and accidents must be reported to a library staff member immediately.

14. ~~The Library Director and designated staff~~ reserve the right to:

- Stop a request due to time or equipment capabilities.
- Set a limit as to the maximum amount of projects requested by a guest.
- Close down the iCube at any time for programs or maintenance with little or no notice.
- Refuse any request/service. If denied, ~~the patron~~ a guest may appeal that decision to deny the request/service to the Library ~~Board~~ Director by sending a written notice of appeal to the Library ~~Board President~~ Director within 10 days of notice of the denial.
- Review and approve all guest's materials before using specific equipment in the iCube. Guests are responsible for bringing their own materials unless otherwise noted. ~~with the exception of 3D printing filament and when attending library sponsored workshops programs. However, Library staff must approve all materials before they are used.~~ Some materials may be available for purchase. If there is a problem identified with designs and/or production, the ~~patron~~ guest will be informed. ~~The Library~~ staff cannot guarantee a successful project or time frame of completion. Failed projects may be attempted up to two more times.

#### Change to bullet points

15. All ~~Nevo Public~~ Library policies, including the ~~Rules of Conduct~~ Guest Behavior Policy, apply to the usage of the iCube. Failure to comply with iCube or Library policies may result in the loss of iCube or Library privileges.

16. The ~~Patron~~ guest agrees to follow the safety policies and procedures involved with the iCube Makerspace, including the following:

- ~~The Patron will~~ Follow all equipment safety procedures as documented in the provided instructions, training session, workshop program and/or as detailed in the ~~owner's~~ available manufacturer's manuals. ~~Owner's manuals will be available for review by the User~~ guest.
- Discontinue use of the tool, ~~The patron agrees that if any~~ the tool or piece of equipment becomes unsafe or in a state of disrepair. Notify library staff immediately.
- ~~The Patron must~~ Report any accident/incident that occurs to a Library staff member, at the time of the accident/incident.

- ~~The patron agrees that items used in the iCube are to be returned~~ Return items in the same condition as they were issued, barring normal wear and tear.
- ~~The Patron agrees to~~ Take precautions to avoid causing unnecessary mess, ~~agree to~~ clean up his/her ~~the~~ workspace following use and will inform a Library staff member in the event that they are unable to return a work surface, tool or equipment to its original state.

#### Change to bullet points

- ~~17. The patron agrees that items used in the iCube are to be returned in the same condition as they were issued, barring normal wear and tear. (Move to 16) The Patron agrees to pay for the loss or damage to any items and further agrees to accept the Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total. (Move to 16)~~
- ~~18. The Patron agrees to take precautions to avoid causing unnecessary mess. The Patron agrees to clean up his/her workspace following use and will inform a Library staff member in the event that they are unable to return a work surface, tool or equipment to its original state. (Move to 16)~~
- ~~19. The Library is not responsible for the following: (moved to 2)~~
  - ~~a. The Library does not accept responsibility if a project is destroyed, does not print correctly or does not work.~~
  - ~~b. The Library will not offer refunds for supplies used.~~
  - ~~c. The Library does not accept responsibility if a patron's personal equipment (VHS, DVD) is damaged or destroyed while using the tools.~~
- ~~20. Food is not allowed in the iCube. Covered drinks are allowed. (See Food in the Library Policy) and drinks are prohibited when using the Makerspace.~~
- ~~21. Users~~ **Guests** must save their work on an external memory source, **such as** external hard drive, CD, DVD or flash drive.
- ~~22. It is the responsibility of the User~~ **Guests are responsible for** deleting and/or removing any files (digital or print) from the Library equipment in the **Makerspace iCube**. The Library is not responsible for equipment or files (digital or print) left behind by ~~Users~~ **guests**.
- ~~23. Library staff will provide~~ **very** limited assistance in using the equipment and software. **Guests are responsible for transporting their own supplies and equipment, or furniture to and from the Makerspace iCube.**



24. While the Library makes every effort to oversee the use of the equipment, usage of the equipment is not under the direction or control of the Library. ~~The Library is not responsible for any object created with the use of the equipment, including any harm or injury incurred as a result of any usage of the equipment.~~ (Moved to 2)

This Policy includes language pertaining to the use of 3D printing. 3D Printer Policy is no longer in effect as of May 25, 2023.

Approved: May 23, 2019; Amended May 25, 2023

Signed:

Mark Sturing, President  
Novi Public Library Board of Trustees



### Food in the Library

- Guests are expected to clean up after themselves, discarding trash in appropriate containers and notifying staff immediately of any spills.
- Drinks, where permitted, including the second floor, are limited to re-sealable containers remaining covered/lid kept on and secure.
- No food is allowed on the second floor of the Library; including Local History and iCube Rooms
- Food and drink are permitted in meeting rooms, with Library Management approval, and must be contained to the meeting rooms.
- Food must be in enclosed containers or individually wrapped; no open plates of food.
- Delivery of food cannot be accepted within 100 feet of the main doors, or in designated library emergency and accessible parking areas.
- Staff will not accept food items from delivery sources; therefore, when available, the Library encourages guests to purchase food from the café.
- The Library is not responsible for food items that have been delivered but not accepted by a guest and left unattended on Library property.
- With Library Management approval, groups hosting events in partnership with the Library may have food and drink restrictions waived.

The Library is aware that reaction of individuals to food allergies may result in serious medical conditions and reminds all persons with food allergies that:

- From time to time, food is served during library programs and activities.
- The Library is not responsible for allergens consumed at library events.
- Guests with food allergies are responsible for monitoring food served by the Library.
- Responsibility for monitoring Minors rests with the parent, guardian or caregiver.

The Library will attempt to make available a list of ingredients for food served at library programs. The Library does not monitor food brought in by outside groups.

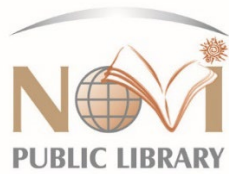
The café is a separate business entity of the Library. Questions/concerns pertaining to food items must be directed to the café manager. The Library is not responsible for items sold and consumed from the café.

Approved: February 16, 2011; Amended: June 22, 2017; Amended: October 27, 2022

Signed:

Kathy Crawford, President  
Novi Public Library Board of Trustees

## PROPOSED 5/25/23



### Food in the Library

- Guests are expected to clean up after themselves, discarding trash in appropriate containers and notifying staff immediately of any spills.
- Drinks, ~~where permitted, including the second floor,~~ are limited to re-sealable containers remaining covered/lid kept on and secure. **No drinks are allowed in the Local History Room.**
- ~~No food is allowed on the second floor of the Library; including Local History and iCube Rooms~~ **in the Quiet Study Room, the Local History Room, the iCube or at public access computer tables on the second floor.**
- Food and drink are permitted in meeting rooms, with Library Management approval, and must be contained to the meeting rooms.
- Food must be in enclosed containers or individually wrapped; no open plates of food.
- Delivery of food cannot be accepted within 100 feet of the main doors, or in designated library emergency and accessible parking areas.
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Approved: February 16, 2011; Amended: June 22, 2017; Amended: October 27, 2022; **Amended May 25, 2023**

Signed:

Mark Sturing, President  
Novi Public Library Board of Trustees

**COMMUNICATIONS**

Date: May 15, 2023

Subject: Novi Township Library Millage a success

Hi Julie,

Thank you so much for your support and contributions to our passage of the Novi Township Library Millage.

Our neighbors came out in great support-50 yes, and 8 no votes! Super turnout of almost 50%!

Looking forward to seeing you again soon.

Warm regards,  
Janeen Crittenden  
Novi Township Clerk

Friends of the Novi Library present

# Summer Songfest

**Thursdays, 6:30pm**

**Jun 29 Dale Hicks Band**  
Oldies rock

**Jul 13 Motor City Soul**  
Oldies & Motown

**Jul 20 Dueling Pianos**  
Classic hits to current pop

**Aug 10 Billy Mack and the Juke Joint Johnnies**  
Familiar oldies from the 60's & 70's

**Aug 31 Rick Leider's 4-Piece Band**  
Classic familiar tunes

**Sept 7 Elvis and Friends**  
Elvis tribute artist

**Location: Paradise Park, 45799 Grand River Ave. Novi**

**Arrive at 6pm to place your orders for dinner and drinks!**

Events are free. Events will be held under an outdoor, covered pavilion. Cash bar, food service, attractions and games available for purchase.

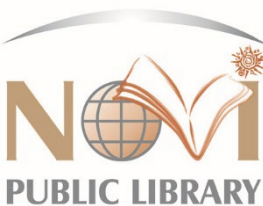
**Sponsored by:**

**paradise  
Park**



**PUBLIC LIBRARY**

**Registration Required**  
45255 W Ten Mile Rd.  
novilibrary.org | 248-349-0720



## Library Board Calendar

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

### 2023

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

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

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

Approved August 25, 2022





## LIBRARY CLOSINGS 2023

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

## LIBRARY BOARD MEETINGS

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

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

**H – Paid Holiday for Employee**