

**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Wednesday, January 27, 2022  
at 7:00 p.m.  
Location: City of Novi – City Council Chambers

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

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

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

**Pledge of Allegiance**

**Roll Call by Secretary, Brian Bartlett**

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

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

**Consent Agenda**

- 1. Approve Minutes of:  
A. December 15, 2021 – Regular Meeting.....5-19  
B. January 15, 2022 – Budget Session.....20-28  
C. January 20, 2022 – Budget Session.....29-32
- 2. Approve Claims and Warrants of:  
A. Accounts 268 and 269 (#610) ..... 33-34

**Presentations**

- 1. 2020-2021 Annual Report presented by Dana Brataniec, Communications Manager.....35

**Public Comment**

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

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

**Reports**

- 1. Student Representatives Report (Rida Salim, Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) ..... 36-37
- 2. President's Report (Kathy Crawford)  
A. Letter from Dr. Lee Meadows as of 1/11/22.....38  
B. Email from Director Farkas, Re: Consultant Work with Dr. Meadows.....39

3. Treasurer’s Report (Geoffrey Wood)	
A. 2021-2022 Library Budget Fund 268 .....	40-42
B. 2021-2022 Contributed Fund Budget 269 .....	43
C. Financial Report December 2021 .....	44
D. Library Fund 268 Expenditure & Revenue Report as of December 31, 2021 .....	45-47
E. Library Fund 269 Contributed Fund as of December 31, 2021 .....	48
F. Balance Sheets for Funds 268 and 269 as of December 31, 2021 .....	49-50
4. Director’s Report (Julie Farkas) .....	51-61
A. Information Technology Report .....	62-63
B. Facilities Report .....	N/A
C. Information Services Report .....	64-66
D. Support Services Report .....	66-67
E. Library Usage Statistics.....	68-76
F. Friends of Novi Library – January 12, 2022 Agenda; October 13, 2021 Minutes .....	77-81
G. City of Novi Historical Commission – Approved 2022-2023 Budget as of 1/19/22 .....	82

**Public Comment**

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

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

**Committee Reports**

1. **Policy Committee:** Review current public policies for the Library  
 (Chair: Wood, Bartlett and Michener, Staff Liaison – Julie Farkas)
  - Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel;
  - No meeting; No report.
  
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals  
 (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)
  - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kirstin Abate and Kirsten Malzahn.
  - HR Committee met 1/11/2022 See notes.....83
  - Next meeting scheduled for: 2/14/2022
  - **GOALS:**
    1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
    2. Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.
    3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library.
  
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation  
 (Chair: Bartlett, Cherukuri, Wood, Staff Liaisons – Julie Farkas & Barbara Cook)
  - No meeting; No report.

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities  
 (Chair: Dooley, Bartlett, Yu, Staff Liaisons – Julie Farkas & Dana Brataniec)
  - Meeting held 12/22/2021 and 1/18/2022 see notes.....84
  - Updates and Events Attended by Trustees – compiled by Trustee Dooley.....84
  - **GOALS:**
    - 1: Read box fundraiser during National Library Week (April 2022)
    - 2: Bigger ongoing support to Friends of Novi Library
    - 3: Marketing plan update (Dana Brataniec)
  
5. **Strategic Planning Committee:**  
 (Chair: Bartlett, Dooley, Staff Liaison – Julie Farkas).
  - No meeting; No report.
  - Based on the Board Retreat on Saturday, June 26, 2021, committees are being asked to identify 2-3 goals to be identified and addressed for 21/22.
  
6. **Building/Landscape Committee:**  
 (Chair: Yu, Cherukuri, Staff Liaison – Julie Farkas)
  - No meeting; No report
  - Information shared with the Committee regarding the current Technology Plan.
  - **GOALS:**
    1. Apply for the Build America's Great Libraries Grant, if approved, to fund library improvement projects, such as the main entryway. Explore other grant opportunities we can apply for.
    2. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
    3. Review NPL's current Technology Plan (Barb Rutkowski, Head of IT)
  
7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**  
 (Chair: Wood, Bartlett, Michener, Staff Liaison – Julie Farkas)
  - No meeting; no report.
  - **GOAL:** Review current Library Board Bylaws (last updated March 28, 2019)
  
8. **DEI: Diversity, Equity and Inclusion Committee**  
 (Chair: Cherukuri, Dooley, Michener, Staff Liaisons – Julie Farkas & Nicole Williams)
  - No meeting held; no report.
  - Trustee Michener's request to address Library Board
  - **GOALS:**

**Matters for Library Board Action**

1. Approve 2021-2022 268 Library General Fund Budget Year End.....40-42
2. Approve 2021-2022 269 Library Contributed Fund Budget Year End.....43
3. Approve 2022-2023 268 Library General Fund Budget.....40-42
4. Approve 2022-2023 269 Library Contributed Fund Budget.....43
5. Approve 2023-2024 268 Library General Fund Budget as Projected.....40-42
6. Approve 2024-2025 268 Library General Fund Budget as Projected.....40-42
7. Approve NPL @ Your Door Usage Policy (2<sup>nd</sup> draft).....85-86

**Communications**

- 1. 12/15/21: Email from: Betsey Beaudoin, Re: Fine Free Revenue Gap.....87
- 2. 12/17/21: Email from: Sharon Trumpy, Re: Thank you.....87-88
- 3. 12/17/21: Email from Torry Yu, WLCSD Re: Thank you!.....89

**Closed Session**

- 1. Library Director Mid-Year review – January 27, 2022.  
Director Farkas has requested a closed session for her mid-year review.

**Entering into Closed Session:** Need a motion, 2<sup>nd</sup> and roll call vote to enter into Closed Session

**Exiting Closed Session:** Need a motion, 2<sup>nd</sup> and a roll call vote to enter back into the Regular Meeting

**Adjournment**

**Supplemental Information**

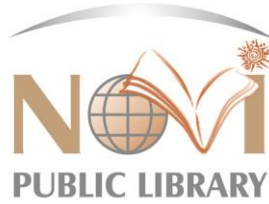
- 2022 Library Closings.....90
- Library Board Calendar 2022.....91

**2022 Future Events:**

- 2/9/22: Friends of Novi Library Regular Meeting at 2pm, Novi Library
- 2/16/22: City of Novi Historical Commission Regular Meeting at 7pm, Novi Library
- 2/17/22: Library Board of Trustees Regular Meeting at 7pm, Novi Library (Approved change in date)

**Inform. Inspire. Include.**

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



**CITY OF NOVI LIBRARY BOARD  
REGULAR MEETING- MINUTES  
December 15, 2021**

**Expanded Draft**

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

The meeting was held at the Novi Civic Center, Council Chambers, 45175 Ten Mile Road Novi, Michigan 48375, and was called to order by Kathy Crawford, President, at 7:00 p.m.

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Roll Call by Secretary, Brian Bartlett**

**1. Library Board**

Kathy Crawford, President  
Kat Dooley, Vice- President  
Brian Bartlett, Secretary  
Sreeny Cherukuri, Board Member  
Tara Michener, Board Member  
Geoffrey Wood, Treasurer (absent/excused)  
Torry Yu, Board Member

**Student Representatives**

Abhay Kakarla  
Rida Salim

**Library Staff**

Julie Farkas, Director  
Barbara Cook, Bookkeeper

**Approval of Agenda**

A motion was made to approve the Agenda. Trustee Michener commented that on the last page of the agenda (page 4) the wording of Executive Session should be amended to read "Closed Session". Executive terminology is better suited for corporate entities. Director Farkas had a page clarification under Matters for Board Action, item 2 currently reads pages 73-74 and the corrected pages are pages "72-74". A motion was made to approve the agenda as amended.

1<sup>st</sup> – Trustee Dooley

2<sup>nd</sup> – Trustee Cherukuri

Discussion: No Further Discussion

Roll Call Vote was taken. 6 yes votes and 0 no votes. Trustee Wood is absent/excused.

### **Consent Agenda**

1. Approve Minutes of:
  - A. November 17, 2021- Regular Meeting
  
2. Approve Claims and Warrants of:
  - A. Accounts 268 and 269 (#609)

A motion was made to approve the consent agenda (items 1 and 2, above.)

1<sup>st</sup>- Trustee Bartlett

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

No discussion took place.

Roll Call Vote was taken. 6 yes votes and 0 no votes. Trustee Wood is absent/excused.

### **Presentations**

1. No Presentations scheduled

### **Public Comment**

Jason Michener, Harrier Place, Novi, MI.

- Hopeful that Juneteenth as a paid Holiday will be passed this evening. Did notice it was recommended by the HR committee.
- Jason discussed fines/ fees. He commented that a fine is a punitive matter and does not believe the library should be involved in disciplining the Novi residents. He offered millage as more appropriate for fund raising, commenting that the millage is 0.78 and could be moved to as high as 1. Jason discussed how millage is more equitable.
- Jason acknowledged a previous public commenter as an example of a library guest who no longer uses the library, due to the current fines policy. The Novi library cancels user's library privileges due to outstanding fines.
- Jason commented that the City Attorney is present again this evening and perhaps cutting this expense is a start to cutting expenses and allowing the library to operate more efficiently. He added that cutting this expense (the attorney present at board meetings) does not impact programming or the community.

Sharon Trumpy, Harvest Drive, Novi, MI.

- 212 days ago the board unanimously approved the statement by President Crawford. *The Novi Public Library is committed to ensuring that every Novi community member, library guest, Board of Trustee member, library staff and volunteer, is treated with dignity and respect. Discrimination, bigotry and racism will not be tolerated.*
- 184 days ago the board received a formal staff complaint against Trustee Cherukuri. With the staff member stating he is mismatched for the DEI committee and does it a disservice.
- 156 days ago a community member stated their concern about Trustee Cherukuri's public social media posts.
- 121 days ago Trustee Michener made a formal complaint against Trustee Cherukuri alleging mistreatment during a DEI committee meeting.

- 107 days ago a community petition was delivered to President Crawford requesting the removal of Trustee Cherukuri from the DEI committee as chair. (over 280 community members signed petition)
- 93 days ago President Crawford said she is pausing the DEI Committee indefinitely. President Crawford said it is possible to find offensive social media posts on other public figures social media accounts. Sharon then read some of President Crawford's public social media posts.
- Trustee Cherukuri approached a young black female after the last meeting and said his social media posts remain intact because nothing he said is offensive. Sharon read Trustee Cherukuri's public social media posts.
- Trustee Michener serves on three board committee's DEI, bylaws and policy. Since Trustee Michener has made her formal complaint not one of these committees has held a meeting. Other committees held meetings and it seems as though Trustee Michener has been excluded since lodging her complaint, which looks like retaliation.
- She is asking the board how many days will pass until the board keeps its word.

Andrew Mutch, Taft Rd., Novi, MI

- In support of the Novi Public Library going fine free.
- In the past served on Novi City Council and worked at the Novi Public Library. Currently he continues to work with Waterford Township Public Library.
- He has first-hand experience working with community members and collecting overdue fines.
- Although Novi is affluent; it is diverse economically. He witnessed patrons in certain financial circumstances who had overdue fines and these fines were a hindrance to their ability to use the library.
- Waterford library has been fine free since 2019. Starting as a pilot and being extended due to COVID and was recently finalized to eliminate fines altogether.
- Fine free status for Waterford has had negligible impact on revenue, but a huge positive impact on Waterford Community.
- Andrew encourages the Novi Library to adopt a fine free policy for the benefit of the Novi Community.

Brenda Anderson, Vine Court, Novi MI

- When looking at fines look at the business model of block buster videos – fines don't help your business.

### **Reports**

1. Student Representatives Report  
Presented by student representatives Abhay Kakarla and Rida Salim. Staff Liaison Lindsay Gojcaj.
2. President's Report (Kathy Crawford)
  - A. Contact has been made with Dr. Meadows regarding Board training to start in January, 2022. Director Farkas has a zoom meeting scheduled for 12/15/21.

Director Farkas shared some goals from the scope which includes building trust, governance and working together. Information will be provided at the February Board Meeting for all Board Members.

Trustee Michener requested an agenda of Dr. Meadow's actual focus and said it is not clear.

President Crawford congratulated the library staff and Director for winning the Builders Award from the Novi Chamber. Director Farkas explained that the award is for Community Builder. Director Farkas submitted information about the Lakeshore Lending Library and connecting with the North End and making new community relations.

3. Treasurer's Report (Trustee Wood – absent/excused)pages 20-30
  - A. 2021-2022 Library Budget Fund 268  
The 2021-2022 Library Fund 268 budget calls for revenue of \$3,244,172 with expenditures of \$3,409,700 consuming \$165,528 of the fund balance.
  - B. 2021-2022 Contributed Fund Budget 269  
The 2021-2022 Library Contributed Fund 269 budget calls for revenue of \$47,500 and expenditures of \$58,400 consuming \$10,900 of the fund balance.
  - C. Financial Report – November 2021  
On page 24 of the December Board packet.
  - D. Library Fund 268 Expenditure and Revenue Report ending November 30, 2021  
Revenue ending November 30, 2021 was \$3,310,520.  
Expenditures ending November 30, 2021 was \$1,252,698.
  - E. Library Fund 269 Contributed Fund ending November 30, 2021  
Revenue ending November 30, 2021 was \$7,545.  
Expenditures ending November 30, 2021 was \$13,521.
  - F. Balance Sheets for Funds 268 and 269 as of November 30, 2021  
Ending Fund Balance for Fund 268 as of November 30, 2021 was \$4,553,134.69  
Ending Fund Balance for Fund 269 as of November 30, 2021 was \$1,689,678.29

Trustee Michener:

Trustee Michener mentioned she would be reviewing financials. Below are some questions she is requesting answers to:

Revenue:

- Line 268-000.00-403.000 Property Tax Current Levy collected \$80,302.50 more than budgeted. If correct, explain difference?
- Lines 268-000.00-403.003 thru .008 Property Tax Revenue-Brownfield Cap 2008, Property Tax Revenue-Brownfield Cap 2015 and Property Tax Revenue-CIA Cap 2018 – what are these revenue streams and why are they always negative year over year? Also, it looks like all three of these lines came in under what is planned for in the budget; is this a savings of \$13,288.33?
- Line 268-000.00-418.000 PPT Reimbursement – looks like unbudgeted revenue of \$2,055.93. Explain where this came from and if it is something that would be reoccurring?
- Trustee Michener asked about grants and Director Farkas answered as grants become available that the Novi library qualifies for - those opportunities will be pursued.
- Line 268-000.00-658.000 State Penal Fines - collected \$2,775.97 more than budgeted. (Director Farkas said that is all that will be received this fiscal year)



Fines and forfeitures revenue:

- 268-000.00-657.000 Library book fines – Does this line item traditionally reflect BOTH the fines for overdue materials and fees for damaged/destroyed/lost materials OR just fees?
  - During the January 9<sup>th</sup> 2020 budget session it was determined that “20/21 budget account 268-657.000 Library Book Fines only includes revenue from lost books and not revenue from fines” (see Novi Library Board minutes, budget study session, January 9, 2020, pages 4-5). If, however, it is both fines AND fees, what is the break down between the two categories? Lastly, does this line item reflect the actual monies collected or just the amount owed?

Interest income:

- 268-000.00-664.500 unrealized gain (loss) on investments – a loss at -\$2,934.29 and was a loss of -\$7,827.98 for the 20/21 budget. She would like a better understanding of this account to understand if anything can be done to minimize or turn the losses around?

Point of clarification regarding the damaged computer equipment from the electrical storms this past summer:

- 268-000.00-633.100 Insurance Reimbursement - the Insurance reimbursed \$89,230.69 for the losses incurred in this summer's electrical storms
- 268-000.00-734.500 Computer supplies/equipment – loses on the computer equipment damaged in the electrical storms totaled \$101,061.42 resulting in the expense line item being \$76,761.42 over budget for the 21/22 fiscal year due to this unplanned expense (storm damage). If you take the insurance reimbursement from 268-000.00-633.100 and added it to 268-000.00-734.500, then technically you could say that Computer supplies/equipment line item would go from being significantly over budget to carrying a remain positive balance of \$3541.08, could still be used for planned or unplanned computer equipment and associated supplies for the remainder of the 21/22 budget year without going over budget?

Balance Sheet for the City of Novi, page 29:

- Line 268-000.00-003.000 Cash-Pooled Cash (Fifth Third and Comerica Banks) – the account is negative, -\$189,067.58. Can we get some details on this account to better understand this?

4. Director's Report (Julie Farkas)

On pages 31-42 of the December Board packet.

Staff members celebrating anniversaries for January, 2022 are:

- Kelly Kolchuk– Information Services - 20 years

DEI staff meeting minutes from November 30, 2021 are on page 31.

The eNewsletter is emailed via Patron Point to over 20,000 card users.

A. Information Technology Report (pages 43-45)

- B. Facilities Report (page 46)
- C. Information Services Report (pages 47-49)
- D. Support Services Report (pages 50-51)
- E. Library Usage Statistics Report (pages 52-60)
- F. Friends of Novi Library – (page 61)
- G. City of Novi Historical Commission- Dec. 8, 2021 Meeting Agenda – (page 62)

Trustee Michener asked if there will be a presentation of the annual report. Director Farkas mentioned the annual report was presented to City Council and will look into a library board presentation.

Trustee Yu thanked Shannon O'Leary and Dominick Doot for help with sublimation bags crafted in the iCube (page 44).

### **Public Comment**

Jason Michener, Harrier Place, Novi.

- Voiced concern about pausing of the DEI Committee.
- Jason said the staff DEI Committee continues to do the work and would probably appreciate board oversight.
- If everyone on the board DEI committee is passionate about doing the work they would figure out a way to meet and continue the work.
- Voiced concern that the board DEI committee could potentially be paused for as long as 6 months.
- Suspicious about the entire approach to the DEI committee and how it has been handled. Additionally, Jason does not see how bringing in an expert can magically heal everything.
- Jason is once again asking the board members to express their opinion on DEI- what they think it stands for and if they support it or not. He is especially interested in this from the chair of the DEI committee and the President of the library board.

Sharon Trumpy, Harvest Drive, Novi.

- Sharon expressed that the Novi Library is a class 6 library and read an extensive list of similar libraries that are fine free.
- She read various statements from library directors stressing the importance of being a fine free establishment and removing these barriers to allow more open access.
- Sharon read an extensive list of libraries from Oakland County that are fine free.
- Sharon read an extensive list of libraries in Michigan that have embraced fine free.

Betsey Beaudoin, Cranbrooke Novi, MI.

- Betsey continued reading the extensive list of Michigan libraries that are fine free as the previous speaker, Sharon's time was up.
- Betsey read several statements from Michigan libraries on the reasons why they welcomed fine free status.
- Betsey mentioned that she utilized the library much more because her children were virtual students. She shared her experience on fine free and said fines add a frustration due to continually checking the app and monitoring when the books

are due. Over time the books accumulate a high late fee and she could have just purchased the book outright.

- The libraries temporary elimination charging fines helps remove the frustrations of continuously tracking due dates. Also, fine free has allowed her children to embrace the library more and they are open to reading more. This is an example of how fine free can increase access to the library.

### **Committee Reports**

1. **Policy Committee:** Review current public policies for the Library  
(Chair-Wood, Bartlett, and Michener, Staff Liaison – Julie Farkas)
  - Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
  - Committee met on: 12/16/21; had discussions regarding Juneteenth closure and policy: Charges for Damaged, Destroyed or Lost Materials.
  - Update: Trustee Michener: Robust discussion around fine free and the possible impact to employee jobs took place in the meeting, which is why Trustee Michener dug into financials.
  - Update: Trustee Bartlett: Discussions of shortfalls this FY, financial challenges in regards to budgeting over the next year, inflation discussions and keeping the library viable in future years. Accessibility was discussed in terms of the Novi library being open 7 days a week compared to other libraries that are not.
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals  
(Chair -Crawford, Dooley, Staff Liaison – Julie Farkas & Nicole Williams)
  - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kristin Abate and Kirsten Malzahn.
  - HR Committee met 12/1/21. See notes (pages 63-65)
  - Next meeting scheduled for:12/14/21
  - Directors Mid-year review January 27, 2021 in Closed Session  
Goals:
    1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth.
    2. Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.
    3. Maintain a dedicated focus on customer service and continuous improvement that support the goals and mission of the Novi Public Library.
  - Update: Trustee Crawford: The HR Committee reviewed all of the findings related to making Juneteenth an additional paid Holiday along with the closure. The data reviewed is on page 64 in the packet. The HR Committee is recommending the board to add Juneteenth as a paid Holiday in addition to the approved closure.

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation.  
(Chair- Bartlett, Cherukuri, Wood, Staff Liaisons – Julie Farkas & Barbara Cook)
  - Meeting held 12/6/2021
  - Update: Trustee Bartlett. Initial preparation of July 1, 2022-June 30, 2023 budget, first estimate is a shortfall of approximately \$200,000. Director Farkas is asked to put together a plan with tax dollar revenues only for comparison purposes.
  
4. **Events/Marketing/Fundraising Committee:** Outreach opportunities  
(Chair -Dooley, Bartlett, Yu, Staff Liaison – Julie Farkas & Dana Brataniec)
  - Meeting held 11/15/21; see page 65
  - GOALS:
    1. Read box fundraiser during National Library Week (April 2022)
    2. Bigger ongoing support to Friends of Novi Library
    3. Marketing plan update (Dana Brataniec)
  - Trustee Dooley update: Committee is thinking outside the box on ways to supplement library revenue.
  - Trustee Dooley's written update is on page 65 and events attended is on pages 66.
  
5. **Strategic Planning Committee:**  
(Chair - Bartlett, Dooley, Staff Liaison – Julie Farkas)
  - No meeting; No report
  - Based on the Board Retreat on Saturday, June 26, 2021, committees are being asked to identify 2-3 goals to be identified and addressed for 21/22.
  
6. **Building/Landscape Committee:**  
(Chair-Yu, Cherukuri, Staff Liaison – Julie Farkas)
  - No meeting; no report
  - GOALS:
    1. Apply for the Build America's Great Libraries Grant, if approved, to fund library improvement projects, such as the main entryway. Explore other grant opportunities we can apply for.
    2. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
    3. Review NPL's current Technology Plan.
  
7. **Bylaw Committee: Review of Library Board Bylaws**  
(Chair – Wood, Bartlett, Michener, Staff Liaison – Julie Farkas)
  - No meeting; no report
  - GOAL: Review current Library Board Bylaws (last updated March 28, 2019)

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

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

- No meeting held; no report.
- Goals:
- Update: Trustee Michener: Asked about DEI committee and wants the committee to convene. She said they are falling behind as a committee.

**Matters for Library Board Action**

1. Approve Juneteenth (June 19<sup>th</sup>) as an 11<sup>th</sup> paid holiday for employees at Novi Public Library. June 19<sup>th</sup> is already a recognized closure.

President Crawford: (Board members will note that the previous recommendation from Finance committee proposed an optional PTO day converted to an 11<sup>th</sup> paid holiday (an employee can request to use this as a floating holiday anytime throughout the year) and Veterans Day would become a floating holiday, used anytime throughout the year.) The HR Committee recommends that Juneteenth become an 11<sup>th</sup> paid holiday (it is already recognized as a closure).

A motion was made to approve Juneteenth as a paid holiday along with the closure of the Novi Public Library.

1<sup>st</sup>- Trustee Crawford

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

Discussion:

Trustee Cherukuri: This is a topic that people are passionate about. But that passion has gotten to a level where there is not room for disagreement without vilification. Nor the possibility that offers of compromise will even be taken seriously, which reflects poorly on the state of discussion in this community. Trustee Michener stated consideration of the Juneteenth Holiday that is anything less than equal of Independence Day is a sign of disrespect. He will leave it to the board to determine what that means when the board is saying the library does not close on Veterans Day, Good Friday, Presidents Day or even MLK Day. The library has been asked to consider this (Juneteenth Paid Holiday) again repeatedly. He believes it is a poor premise to say the library can afford it so why not and he believes part of the argument is being based on poor math. Evaluating costs should include taking into account the cost of closure. The lost utility the library provides to citizens, based on \$3.2 million spending, the library is open roughly about 345 days a year this is about \$9,500 per day. Lost productivity should also be considered since fewer hours will be available to do the work the citizens have asked them to do. This leads to lost productivity or a reduced level and implies the library has to pay additional for that. Finally, some hourly employees will receive a reduction of income, based on the policy (Director has said she takes measure to try avoid this). Trustee Cherukuri then discussed the employee survey given to employees. The survey presented 5 options and only 2 of the 5 came from the board. Given the plurality of choices, no clear majority is evident from the data presented. In a library of about 70 employees only 17 selected the option under which Juneteenth became a paid holiday. Identical to the number which either prefer to keep the current system or a system in which more of the holidays are floating. Another 11 voted to match the City's holiday schedule of 13 holidays (which does not include Juneteenth). Another 13 employees chose not to respond to the survey, which is the second largest category. Based on this he does not see a lot of support for the Juneteenth proposal among staff survey results, but he does believe employees would like more flexibility in the holiday schedule. With an increasingly diverse population in Novi

a holiday schedule that meets the community needs should command the board's attention. The finance committee tried to reflect this with the recommendation of an additional floating holiday. Part of diversity is recognizing that different people have different value systems and cherish various days, i.e. Orthodox Christmas, Good Friday, Ash Wednesday, Holocaust Remembrance Day, Purim, Yom Hashoah, Passover, Yom Kippur, Hanukkah, Pongal, MahaSivarati, Ramadan, Islamic New Year, Diwali, Summer Solstice, Iriquois Midwinter Ceremony, Native American Day, Indigenous Peoples Day, MLK Day, Lincolns Birthday, Presidents Day, Casimir Pulaski Day, Peace Officers Memorial Day, Columbus Day, Veterans Day, Chinese New Year, Korean New Year, Dragon Boat Festival, Harvest Moon, Mid-Autumn Festival, Cinco de May, etc...

Trustee Cherukuri proposes that in addition to the motion put forth by Trustee Crawford, the Finance committee motion is to convert a PTO day to a 12<sup>th</sup> floating holiday to give flexibility to the diverse community.

Trustee Michener: There is no time to review this and it is not in the board packet. Also, she said she was misquoted by Trustee Cherukuri about Veterans Day not being important. She has veterans in her family and finds it highly offensive. A lot of people asking for Juneteenth to be a holiday are not just Black people. People recognize Black people in America were enslaved, brutalized, raped and forced to create America and make it great. Black people are Americans that were in America and not recognized. She supports the first motion.

Trustee Dooley: Has a different interpretation of the survey, then Trustee Cherukuri. When you review the data the staff is overwhelmingly in support of Juneteenth as an 11<sup>th</sup> paid holiday. Some of the staff were even willing to sacrifice their PTO day in order to make Juneteenth happen (which is the recommendation the finance committee put forth). One of the options included 13 paid holidays and you would have thought the majority of staff would have chosen that option. Additionally, Trustee Dooley has witnessed staff commitment to DEI during the staff training session with Dr. Marks. Finally, the cost is a little over \$2,000 as calculated by staff and the money is there to pay for it. Trustee Dooley supports this holiday and it is warranted.

Trustee Bartlett: The library falls a traditional retail model and needs to be financially reviewed as such. If the library is facing inflation and there is a lack of understanding the financial model, there is much concern.

Trustee Yu: This (Juneteenth) has been to the board several times and the board knows how passionate the community and staff are on this matter. The survey results are in and so are the cost of the holiday and it is time to listen to the community. He reviewed the survey results and the highest option chosen is to add Juneteenth as a paid holiday. This option was even more popular then option 5 which offered 13 paid holidays. Trustee Yu wants the board to act on this tonight.

President Crawford took a break to confer with legal (attorney).

President Crawford asked if Trustee Cherukuri would like to make a formal amendment.

Trustee Cherukuri said to be clear this is in addition to the motion on the floor (to create the Juneteenth paid holiday) as presented by President Crawford's motion. He is referring to the original recommendation from the finance committee:

- a. A PTO day will be converted to a 12<sup>th</sup> paid library holiday for all Library Employees, Salaried and Hourly personnel. Part Time employees will accrue Holiday time per current employment policies as with other holidays.
- b. The Veterans Holiday, which is currently designated as November 11<sup>th</sup> or a floating holiday in the month of November will be modified. Veterans Day will become a floating holiday capable of being used any time throughout the calendar year.

Trustees spoke that this was not clear and attorney Tom clarified that Trustee Cherukuri's motion is in addition to the motion on the floor to create Juneteenth as a paid holiday. Additionally, Trustee Cherukuri said the intent is both floating holidays (PTO conversion to holiday and Veterans Holiday) will float all year long to be sensitive to the needs of a diverse community.

1<sup>st</sup>- Trustee Cherukuri

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

Discussion: Director Farkas asked if one PTO is being taken away. Trustee Cherukuri said yes one PTO is taken away and converted to a floating holiday to be used throughout the year. Trustee Bartlett asked for clarification that there is a Juneteenth Holiday which is stationary and a second floating holiday (Veterans Day) can be used throughout the year and Trustee Cherukuri said yes. Trustee Dooley asked attorney Tom for clarification. Attorney Tom said the original motion is on the table and this is proposed language to add in addition to that. Trustee Dooley asked Trustee Bartlett for clarification from a financial perspective. Trustee Bartlett said Juneteenth portion adds a liability but Trustee Cherukuri's motion is a wash and does not add liability.

Trustee Michener asked for clarification on the document from finance. Only items 1 and 2 are included in Trustee Cherukuri's statement as stated under a and b above in the motion. Trustee Michener asked if Juneteenth is still a paid holiday and closure and Trustee Cherukuri said he is only adding to President Crawford's motion (he is not changing anything about the original motion). Attorney Tom said to be clear the original motion made is on the table this is about the language in the amendment to that. Through the chair attorney Tom said the discussion should be about the amendment. Trustee Michener said she wants to make sure she understands and she is shocked to be interrupted. Trustee Cherukuri answered Trustee Michener's question that he is not changing any language in the main motion.

Trustee Dooley is concern about taking away the PTO day without engaging the staff. Therefore, she is not in favor of the amendment.

Roll Call Vote was taken. Trustees Bartlett, Cherukuri and Yu voted yes and Trustees Crawford, Dooley, and Michener voted no. Trustee Wood is absent/excused. Motion failed.

President Crawford reread the original motion to approve Juneteenth as a paid holiday along with the closure of the Novi Public Library.

1<sup>st</sup>- Trustee Crawford

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

Roll Call Vote was taken. Trustees Crawford, Bartlett, Dooley, Michener and Yu voted yes. Trustee Cherukuri voted no. Motion passes.

President Crawford appreciates the finance committees diligence and work to bring the information forward.

## 2. Charges for Damaged, Destroyed or Lost materials

Director Farkas- This policy is in place until December 31, 2021 as indicated on page 72 and if nothing is done, the library would go back to charging fines. There are two policies in the packet depending on what the board decides to do this evening.

President Crawford: Would like the following questions answered:

How does this 6 months compare to the previous 6 months as far as materials being taken out?

Has there been an increase in number of materials returned over the previous 6 month period?

(COVID would likely affect data.)

Has there been an increase in damaged materials returning late during the trial period?

Is there a particular zip code that has more late fees and blocked cards?

What is the percentage of late fees coming from non-residents?

If someone's access to materials is blocked can they still have access at another library?

What is the percentage of the libraries operating budget that comes from fines (separated from damaged or lost materials)?

How many library patrons have their cards blocked?

Has the money that Novi has taken in from fines decreased over the last 5 years?

Has there been any gathering of stories from the patrons and non-patrons re: how fines affect them?

Trustee Dooley: In the policy it is says that the library Director has the authority to change the borrowing period and fees. Director Farkas said there is a borrowing period and fees information sheet. This is typically based on cost. Trustee Dooley would like the following questions answered:

What is the percentage of Novi residents that are currently blocked from access due to late fees?

What is the resource and opportunity cost that the staff has to take to process fines and fees?

What is the actual process when it comes to going fine free? Logistically how does this work?

Is there an auto renewal process? How many times does that happen?

Logistically how does the library execute the fine free? There has to be models other libraries operate with. How does fine free impact libraries in Novi's class and population size? What is the impact and how do libraries make up for the lost revenue?

Trustee Bartlett: Has researched and compared libraries and has yet to find a library that is open as much as the Novi Library- 7 days a week, with extended hours. It seems Novi library has defined accessibility not as fine free, but as the number of hours open. Even other libraries he has researched that are open 7 days are still open 8 hours less (a week) then the Novi library. Is it right to use punitive fines for funding no, but the library has and it is in the budget currently and the question is how is this revenue replaced? A review of the annual report indicates for every \$3 the library takes in \$2 goes to employees and



benefits. At a time of increased inflation, he does not feel it is fair to hit the current employees now.

Trustee Michener: This is why she asked the questions earlier this evening during the Treasurer's report. (She brought the library information sheet re: borrowing and fees.) She is against the accruals. If the book is lost or it takes too long you have to pay for the book. However, with increasing accruals one could pay more than the actual cost of the book. Trustee Michener shared an extensive list of libraries in Michigan that are fine free. This trend is happening in Michigan.

Trustee Cherukuri: Library access is something he is passionate about. He seconded what Trustee Bartlett has said. He said that two class VI libraries most comparable to Novi are Waterford and Royal Oak These libraries closely resemble Novi and are closed 71 days and 74 days a year, respectively. Lost revenue can go to building, people or collections. When a source of money is taken away it has to come from somewhere. This is not an insignificant amount of money. How many people are benefitting. The average fine per person is quite low. A snapshot in time of how many cards are suspended does not tell you how many people have lost access because someone can pay a small amount to be unsuspended. He would like to know how many are suspended over a specified period of time. Also, a parent's card is not shut down because of a child's card. Therefore, a child can have access to a parent's card. The cards are flushed after two years and in special cases the Director and her team are empowered to make adjustments. The goal is to not to isolate people. A physical capital asset is shared across the community and the amount of time shared is limited. When a patron keeps a book long it stops the next patron from getting that book. These fines are a minor inconvenience for the vast majority of people and for those impacted there are other methods to help them out. He is looking for a reliable number of patrons that have lost library access before making a decision. He is not supporting fine free from a moral standpoint unless there is consideration to take penal fines from the budget as those fines represent people in a much worse situation.

Trustee Dooley: Understands the board needs more time. She is suggesting to extend fine free to allow more time to get Trustee's questions answered. Trustee Dooley inquired about when the millage was initially passed for the library and was it for this building or the prior building? Director Farkas said there was a bond that was passed for the new building. The operational millage is based on the 24,000 sq. ft. building not the current 60,000 sq. ft. building. The millage was 1.0 and is down to .72 currently.

Trustee Cherukuri: While the operational millage rate is not based on the new building the population and tax base has grown and the tax revenue coming in is significantly larger. He encourages more research about fine free. Although he is against going fine free as a blanket approach he is 100 percent in favor of measures to target those people that are affected by it negatively.

Trustee Yu: Agrees there is more research to do before finalizing a decision to go fine free. He is in favor of extending the fine free period while more research continues. He does not recommend going back and forth as it is confusing to residents and more work for the staff. He is curious to see the fine free impact (in terms of fees collected) and if there is a big service disruption? In terms of fine free model, how accessible is the library and if the library is ending or suspending privileges for guests then the library is not accessible to them. The fine free movement is an increasing trend, the list of libraries is growing and it is happening among neighboring libraries. Additionally, there are areas of

Novi that are not affluent and any of these barriers would block their access from using the library. He suggests more access points for residents to return materials to other key locations.

Trustee Michener: Provided a timeline in regards to fine free discussions. Jan 7, 2017 budget session Trustee Michener asked Director Farkas to look into money owed and what if it never gets paid. Feb 4, 2017 budget session Director Farkas provided a breakdown of outstanding fines and fees - \$16,676.93 in outstanding fines and \$10,612.69 in outstanding fees totaling 27,289.62. How do fines help the bottom line if they go uncollected? March 29, 2018 board meeting - Julie attended PLA conference and introduced fine free concept to the board. March 28, 2019 board meeting, food for fines program discussed as introduction towards fine free. Jan 9, 2020 budget session continued discussion of fine free. These discussion all began Pre-Covid. Jan 21, 2020 Director Farkas shared 21 percent of active cards had fines - 5,298 out of 25,244. Traverse City went fine free at this time. March 17, 2020 special emergency closure due to Covid. Jan 7, 2021 fine free discussed again. June 24, 2021 -Voted 7 to 0 to go fine free from July to December 2021. She is in favor of extending fine free while more data is collected.

Trustee Dooley: Asked finance committee Trustees to please include initial research done on fine free in a future board packet. Trustee Dooley asked Director Farkas how long she needs to answer all the questions asked at the meeting this evening. Reports will need to be run in the new Carl system so the end of June as suggested by Trustee Dooley sound feasible to Director Farkas.

Trustee Dooley made a motion to extend fine free until the end of this fiscal year (June 30, 2022).

1<sup>st</sup>- Trustee Dooley

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

Discussion: Trustee Bartlett asked to amend the motion: He recommends the Human Resource committee meet and get a comprehensive list of questions to Director Farkas. Also, there is some data that may not be available to gather answers. Trustees discussed that there is no amendment needed to the motion just a procedural request that Human resource committee (essentially Trustee Dooley and Crawford) combine their list of questions and submit them in writing to Director Farkas.

Trustee Cherukuri shared that the finance committee began to research on fine free and one thing they have been informed is they cannot get granular data. It becomes very hard to get that precise data and they cannot verify there is a significant population nor quantify the population that is affected by this.

Director Farkas will bring a fine free budget to the budget meeting to analyze.

Roll Call Vote was taken. Trustees Bartlett, Crawford, Dooley, Michener and Yu voted yes. Trustee Cherukuri voted no. Trustee Wood is absent/excused. Motion carries.

**Communications**

4. 11/24/21: Thank you letter from Novi Oaks Chapter ABWA
5. 12/01/21: Email from Emily Pohlonski, Principal at NCSD Virtual School Re: Tour

**Closed Session**

1. None

**Adjournment**

A motion was made to adjourn at 9:29 p.m.

1<sup>st</sup>— Trustee Michener

2<sup>nd</sup>— Trustee Yu

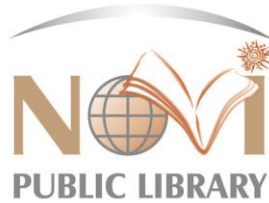
Roll Call vote to adjourn was unanimous. 6 yes votes. 0 no votes. Trustee Wood is absent/excused

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Brian Bartlett, Secretary

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Date



**CITY OF NOVI LIBRARY BOARD  
MINUTES, SPECIAL MEETING  
BUDGET STUDY SESSION  
January 15, 2022**

**DRAFT**

**1. Call to Order**

The meeting was held at the Novi Public Library, 45255 Ten Mile Road. The meeting was called to order by Kathy Crawford, President at 10:00 a.m.

**2. Roll Call**

Roll Call by Secretary, Brian Bartlett

**Library Board**

Kathy Crawford, President

Kat Dooley, Vice President

Sreeny Cherukuri, Board Member (arrived 10:03am)

Brian Bartlett, Secretary

Tara Michener, Board Member

Geoffrey Wood, Treasurer (absent/excused)

Torry Yu, Board Member

**Library Staff**

Julie Farkas, Director

Barbara Cook, Bookkeeper

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**4. Approval and Overview of Agenda**

A motion was made to approve the January 15, 2022 Library Board Budget Session Agenda.

1<sup>st</sup>—Trustee Dooley

2<sup>nd</sup>—Trustee Michener

Roll Call vote was taken. Motions passes with 5 yes votes. Trustee Wood absent/excused. Trustee Cherukuri arrived at 10:03 a.m.

**5. Public Comment**

No public comment

6. **2022-2023 Budget Narrative, Proposed 268 and 269 Library Budgets – Julie Farkas, Library Director**

A. **2022-2023 Budget Narrative- 1<sup>st</sup> draft as of 1/15/22**

(Pages 3-5 include answers to Trustee Michener's financial related questions from the December Board Meeting)

1. **Unexpected Costs as of January 15, 2022**

- No material amounts above current contingencies.

2. **Technology Capital Improvements**

Computers and security cameras are on a 5 year cycle for replacements.

- See budget narrative for scheduled areas.

3. **Capital Improvements Projects**

A. **Upholstery Project**

- Phase 4: Fiscal Year 22/23 upholstery improvements (or new) to second floor study rooms.

B. **Youth Area Design Upgrades (3 Phases of work proposed)**

- Fiscal Year 22/23 youth area (Phase 2) Baby Garden. Friends Wish List.
- Fiscal Year 23/24 youth area (Phase 3) Hanging Mobiles. Friends Wish List.

C. **Teen Area Renovation Project (3 phases of work proposed)**

- Fiscal Year 22/23 teen area renovation (Phase 2) includes new vinyl signage to the glass. Friends Wish List.
- Fiscal Year 23/24 teen area renovation plans can be found on page 6 of the budget narrative.

D. **Main Entrance Area**

- Building and Grounds Committee are looking at a more permanent solution. Engaging an architect for a drawing – estimate \$7,500

E. **Discontinuance of Music CD Materials and Re-Design the Space**

- Downloading and streaming music opportunities have phased out cd collections. Community has been notified that cd collection is cancelled. New bench and table for the area – estimate \$6,700

4. **Employee Compensation for 2022-2023**

Director Farkas is recommending a salary increase of 3% for all staff members hired prior to 1/1/22 and meeting expectations. This percentage is factored in permanent and temporary salaries accounts, 268-704.000 and 268-705.000. The Department of Labor announced a minimum wage increase from \$9.65 to \$9.87 effective 1/1/22.

5. **Health Insurance**

The contribution has not changed, still 20% employee, 80% City. City has instituted a monetary reward for members engaging in approved wellness activities.

6. **Building Assessment Information for Future Planning of the 269 Contributed Funds Account**

- The building assessment is on page 9

7. **What is currently under warranty with the Library building? (Information gathered as of budget time: January 2015)**

- The warranty assessment is on pages 10-11, includes information on parking lot repair work.

**8. What has been the fund balance overage/usage over the past few years?**

A detailed summary of fund 268 overage/usage is on page 11.

**9. QSAC (Quality Services Assessment Checklist) – Library of Michigan**

For Novi Library to remain at the excellent level a minimum 15% of the overall budget is specific to collections.

**10. Budgets: 268 Library General Fund (Includes Year End for 21/22, Proposed Budget for 22/23, 23/24 & 24/25) and 269 Library Contributed Fund( Included Year End for 21/22 and Proposed Budget for 22/23)**

Pages 12-15 (Fund 268 refer to columns a-g)

**11. Friends Wish List 2022-2023 (as of 1/15/22)**

Page 16

**12. Historical Commission Budget 2021-2022 (December 16, 2020)**

Page 17

**13. Term Limit Expirations for Board Members**

Term limit expirations are at the bottom of page 17.

Brian Bartlett – 3/1/22

Kathy Crawford – 3/1/24

Sreeny Cherukuri – 3/1/24

Tara Michener-3/1/23

Kat Dooley-3/1/24

Torry Yu-3/1/22

Geoffrey Wood-3/1/23

**Student Representatives**

Abhay Kakarla- 8/31/23

Rida Salim – 8/31/23

**B. 268 Library Fund Budget Document – 1<sup>st</sup> draft as of 1/15/22**

**a. 2020-2021 Approved (1/23/2020)**

Pages 12-14, Library Budget 268 spreadsheet, column a.

**b. 2020-2021 Audited (6/30/2021)**

Pages 12-14, Library Budget 268 spreadsheet, column b.

**c. 2021-2022 Approved (1/28/21)**

Pages 12-14, Library Budget 268 spreadsheet, column c.

**d. 2021-2022 Year End (1/15/22)**

FY 2021-2022 revenue and expenditures, can be found on pages 12-14 of the Library Budget 268 spreadsheet under column d. Trustees should review all revenue and expenditure accounts, including those highlighted in yellow. Specific accounts noted below were mentioned during the budget meeting.

**Revenue - 268**

The projected revenue is \$3,350,566.97 for the 21/22 fiscal year ending 6/30/22.

- 403.000-Tax Revenue Current Levy: \$3,085,760.50
  - Increase from \$3,005,458 to \$3,085,760.50
- 633.100-Insurance Reimbursement: \$89,230.69
  - Increase from 0 to \$89,230.69 (storm damage)
- 657.000-Library Book Fines: \$8,000
  - Decrease from \$48,000 to \$8,000 (Fees only; no fines)

**Expenditures – 268**

The projected expenditures are \$3,452,159.03 for the 21/22 fiscal year ending 6/30/22.

- 704.000-Permenant Salaries: \$983,000
  - No monetary change; 19FT; 3 open positions; 3% increase
- 705.000-Temporary Salaries: \$710,000
  - Decrease from \$725,000 to \$710,000; 45PT; 5 open; 3% increase
- 728.000-Postage: \$500
  - Decrease from \$2,000 to \$500
  - FY 22/23 increase for NPL at your door
- 734.500-Computer Supplies Equipment: \$133,530.69
  - Increased from \$24,300 to \$133,530.69
  - NPL was affected by 2 storms causing the significant increase to this expense account.
- 806.000-Legal Fees: \$15,000
  - Increased from \$7,500 to \$15,000
- 817.000-Custodial Services: \$90,000
  - Decreased from \$93,000 to \$90,000
  - No cleaning on closed days as Director negotiated in contract
- 880.268-Library Programming: \$15,000
  - Decreased from \$28,000 to \$15,000
  - Virtual programs continue
- 880.271-Adult Programming: \$4,000
  - Decreased from \$8,000 to \$4,000
- 956.000-Conferences/Workshops: \$8,000
  - Decreased from \$17,000 to \$8,000
  - Virtual conferences/workshops continue
  - Director Farkas is attending an in state Directors program related to DEI this year
- 976.100-Parking lot improvements: \$10,700
  - Increased from \$5,000 to \$10,700
- 986.000-Camera/Computer Replacement: \$32,200
  - No change. Replacements will be purchased.

Position vacancies and staffing challenges were discussed, including substitute (on-call) staffing positions.

Trustee Michener thanked Director Farkas for the information in the packet which clarifies that account 268-657.000 is reflective of both, fines and fees revenue collected. Trustee Michener asked when the dollar breakdown for fines and fees collected will be available. Director Farkas said that the request has been submitted to TLN.

The storm damage to equipment was discussed. Trustee Michener suggested a contingency account for the insurance deductible. Director Farkas will look into this for future budgets. Trustee Michener asked for the Library to put measures in place to protect equipment. Building and grounds is discussing a generator and Director Farkas will have the committee review the technology plans and consider additional measures for protection. The building was hit

with brown outs causing the surge and problems. Trustee Dooley asked how old the damaged equipment was. Director Farkas answered that it was not under warranty. Trustee Dooley asked the library to look into extended warranties.

The Lending Library Kiosk was discussed. The materials were purchased based on the survey sent to the members of the community. Unpopular Items will be recirculated into main library to look for an opportunity for further usage. The biggest challenge was getting the machine fully functional. Challenges included communication to the main building as well as weather challenges with snow and bugs attracted to the area due to the lake environment. The machine is equipped with a heating and cooling element. Director Farkas will provide a full report of popular check out's to the board at an upcoming meeting. The Kiosk is filled 2 to 3 times a week. Contests such as Polar Prizes and reading challenges continue in order to promote the kiosk. Items purchased for the lending library are tracked in account 742.010 however, this expenditure could be combined with account 742.000 in the future.

NPL at your Door will be launched in February, 2022. Trustees discussed this opportunity for barrier free. The library card holder can specify the dates to utilize this service and this is done per library card. Once this is initiated there is no option to check out items, in person, at the library for that cardholder. There is no postage discount for the library to mail items to patrons. The postage fee is based on weight.

Trustee Dooley asked about account 742.666 Books-Misc. grants Director Farkas said this relates to expenses related to grants.

Trustees asked about account 742.100 which represents lost items. These are fees the Novi library pays other libraries for lost books. It currently reads as book fines. Director Farkas will contact the City to see if the description can be changed to book fees. Sometimes these fees are not recovered from the patron who lost the item and it becomes lost revenue for the library.

Trustees discussed building cleaning. The building is being sanitized thoroughly on a monthly basis, by a vendor. Also, the staff continues high touch sanitization twice a day in addition to daily cleaning by the vendor. The building filters have been upgraded. There are also circulation fans (designed by Ford Motor Company) with filters that are in work areas throughout the building.)

Summer Reading brochures were discussed and will continue to be published and distributed to the schools. This was skipped one year (during COVID)

Trustee Michener had some thoughts regarding parking lot improvements in the narrative. Trustee Michener asked if the crushed limestone is necessary. Additionally, if the bioswale in the parking lot is removed what is the impact on water drainage, etc. and how is this additional volume handled from a 100 year storm scenario. Director Farkas explained this would have to be completely redone and it is estimated at \$125,000. Trustee Michener also asked if permeable pavement is an option.



Trustee Bartlett cautioned that budgeted expenditures do not account for future financial impact of inflation. He suggested a potential 4% increase which he said is below what the federal government is predicting. Director Farkas mentioned that some accounts do take an increase of cost in consideration but she will contact that City for a financial recommendation as far as the overall inflation impact. Trustee Bartlett is suggesting this change for budgets after fiscal year 22/23.

Trustees discussed grants. Although the library does not have a dedicated staff writer for grants, the staff does apply for grant opportunities. Currently, staff support is not available to write larger grant opportunities, such as LSTA. Trustees discussed putting funds toward grant writing or finding a volunteer who is interested in grant writing.

Millage to supplement the library budget was discussed. Trustee Bartlett explained a justification would need to be created in conjunction with the City for an override, and the voters would be notified. Expect this to take one or two election cycles.

Trustee Crawford asked about the City and High School sharing in cost to repair the Library Parking lot since the City and High School have events where the Library parking lot is utilized. Director Farkas mentioned that the library staff continues to park in the school parking lot on a daily basis. Trustees suggested it is worth a discussion between Director Farkas, the City and High School.

**e. 2022-2023 Proposed (1/15/2022)**

Pages 12-14, Library Budget spreadsheet, column e

**Revenue -268**

The proposed revenue is \$3,397,404 for the 22/23 Fiscal Year.

- 403.000-Tax Revenue: \$3,209,191
  - From the City
- 657.000-Library Book Fines: \$8,000
  - As discussed represents fees only

**Expenditures – 268**

The proposed expenditures are \$3,657,977 for the 22/23 Fiscal Year.

- 704.000-Permenant Salaries: \$1,039,792
  - Includes 3% increase
- 705.000-Temporary Salaries: \$725,000
  - Includes 3% increase
- 734.000-Computer Software/Licensing: \$83,000
  - Cost increases
- 740.000-Operating Supplies: \$28,000
  - Cost increases/library cards supply
- 742.00-Library Books: \$197,000
  - Increase includes youth and DEI materials
- 743.000- Library Periodicals: \$18,000
  - Some have moved to digital format
- 744.000-Audio visual materials: \$136,000



- This is the cost to replace the entire system as it is out of warranty and is 12 years old, this spring.
- 976.048-Main Entrance Design: \$10,000
  - Includes amount specifically budgeted for architectural drawing for entrance.

Trustee Cherukuri asked about how many full time employees the AST Machine replaces. He is interested in re-visiting discussions about having transition students or offering opportunities for unemployed individuals to perform this job instead.

Director Farkas will add to an April or May, 2022 Board agenda (Finance Committee) the option to discuss transferring money from 268 to 269.

Trustee Cherukuri asked for additional information on interest on investments account 269-664.000. He wants to make sure interest is being allocated to the correct account. He is inquiring what the fund balances are in each interest account 268 and 269.

**D. Revenue and Expenditures Report through 1/10/22 (distributed at meeting)**

Printed 1/10/22 ending 12/31/21, distributed to Trustees at the meeting to consider activity recorded for the past 6 months.

**7. Public Comment**

Jason Michener:

- I. From an engineering standpoint he suggests the Trustees look into UPS- Uninterruptible Power Supplies, which are a combination surge protector and battery.
- II. The school had a bond in 2019 which includes renovation and improvements which dramatically changes the landscape and perhaps parking lot implications, which Jason feels makes it a good time to have discussions with the school.
- III. Also, Jason suggests incentives for those writing grants, such as gift cards to support local businesses.

**8. Board Members Individual Reflections**

Trustee Michener enjoyed the opportunity to review the library financials and felt that the Trustees had a good discussion, encompassing all the Trustees different levels of expertise. Trustee Michener is looking forward to the 2022 year and hopes to work together like this moving forward.

**9. Consider approval of 2021-2022 Year End, 2022-2023 268 and 269 Library Budgets, 2023-2024 & 2024-2025 Projected Budgets**

No approvals. Further budget discussions to continue at the next budget meeting.

**10. 2<sup>nd</sup> Budget Session: Thursday, January 22, 2022 at 6-8 p.m. at Novi Public Library, Board Room 2<sup>nd</sup> floor**

**11. 2 Policy Considerations:**

**HR Policy – Communication Devices and Usage Policy (1<sup>st</sup> draft)**

**Public Policy- NPL @ Your Door Usage Policy (1<sup>st</sup> draft)**

Trustees are asked to review both policies included in the budget packet.

The Communications Devices and Usage Policy is updated from the City to include medical device interaction and international travel.

The NPL @ Your Door Usage Policy was discussed: 60 bags are ready for the pilot. Trustee Yu asked if a patron is signed up for NPL@ Your Door Service if they are able to use their library card to check out items at another TLN library. Director Farkas will get this information. Trustee Cherukuri wants to make sure that patrons continue to visit the Library - in person. Trustee Michener would like to know if the library picks up new users from this service. Trustees will keep an eye on this newly offered service in regards to the Trustees questions/discussions.

**12. Library Board Meeting 1/27/22 at 7pm**

**13. Adjourn**

A motion was made to adjourn the meeting at 12:42 p.m.

1<sup>st</sup>—Tara Michener

2<sup>nd</sup>—Torry Yu

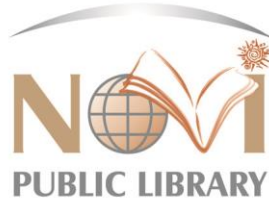
Roll Call vote was taken. The motion passes with 6 yes votes. Trustee Wood is absent/excused.

---

Brian Bartlett, Secretary

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Date



**CITY OF NOVI LIBRARY BOARD  
MINUTES, SPECIAL MEETING  
BUDGET STUDY SESSION  
January 20, 2022**

**DRAFT**

**14. Call to Order**

The meeting was held at the Novi Public Library, 45255 Ten Mile Road. The meeting was called to order by Kathy Crawford, President at 6:00 p.m.

**15. Roll Call**

Roll Call by Secretary, Brian Bartlett

**Library Board**

Kathy Crawford, President

Kat Dooley, Vice President

Sreeny Cherukuri, Board Member

Brian Bartlett, Secretary

Tara Michener, Board Member

Geoffrey Wood, Treasurer (absent/excused)

Torry Yu, Board Member

**Library Staff**

Julie Farkas, Director

Barbara Cook, Bookkeeper

**16. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**17. Approval and Overview of Agenda**

A motion was made to approve the January 20, 2022 Library Board Budget Session Agenda.

1<sup>st</sup>—Trustee Dooley

2<sup>nd</sup>—Trustee Cherukuri

Roll Call vote was taken. Motion passes with 6 yes votes. Trustee Wood is absent/excused.

**18. Public Comment**

No public comment

**19. 2022-2023 Budget Narrative Updated, Proposed 268 and 269 Library Budgets – Julie Farkas, Library Director**

**D. 2022-2023 Budget Narrative- 2<sup>st</sup> draft as of 1/20/22**

- The budget narrative was updated and is found on pages 1-18
- Page 3 is an update from TLN regarding separating fines and fees revenue. TLN is working on this project. Finance committee will be bringing information to a spring meeting to support continued discussions of fine free. The current budget does not include fine revenue-only fee revenue generated from lost/damaged material.
- Page 3 (at the bottom) is a response from the City regarding investment accounts. The conclusion is that 268 maintains a higher fund balance than 269. Trustee Cherukuri expressed that foundations have more access to better investment vehicles than a municipality. Trustee Michener would like more information on foundations. The Finance Committee continues to look at this option and a presentation to the Board will happen when more information is gathered.
- Page 6 is an update on the main entrance. \$7,500 is the estimated cost for the architectural rendering, however, the 269 budget line remains at \$10,000.
- Page 6 (at the bottom) is updated information regarding discontinuance of music cd's and redesigning of that area. The Friends may have enough money in their budget to cover this expense. This will be evaluated at the Friends next meeting.
- Page 8 is information that was budgeted regarding NPL@ your door service. Trustee Michener asked Director Farkas to confirm how many bags were ordered for this service. The worksheet is based on 70 bags and at a previous meeting 60 bags were quoted.
- Page 11 (at the bottom) a few more questions are addressed. A 3% inflation rate was included in several specific expense accounts for the projected 23/24 and 24/25 budgets.
- Page 11 (at the bottom) Revenue line description for account 268-657.000 can be changed from Library Book Fines to Library Book Fees, if in the future the board approves to permanently waive fines.
- Page 11 (at the bottom) Insurance Contingency was included in account 268-734.500. At the meeting this evening, the Trustees asked the contingency be moved to account 268-910.001. Director Farkas will move the \$10,000 to 268-910.001.
- Page 12 is an explanation of the back-up systems for IT hardware. Each power cord is already plugged into its own UPS – Uninterruptable Power Supply. Trustee Michener asked that more be done so that the damage to the equipment doesn't happen again. Director Farkas will let buildings and grounds review the hardware and the failures to research measures to curb the failures from occurring again.
- Page 12(at the bottom) discusses LSTA –Library Services and Technology Act.
- Page 17 Friends Wish List updated for removal of cd furniture/addition of bench and configuration for dispensing of library cards at kiosk. Trustees asked about the podcast room on the Wish List. This is a storage room that will be repurposed into a podcast room for patrons.

- President Crawford and Trustees discussed recognizing the Friends generosity at an upcoming meeting with a tangible tribute. As well as creating a plate in the iCube to display a plaque on furniture to acknowledge the Friends donated those specific item(s).
- Page 18 Historical commission budget was approved 1/19/22.
- Page 16 professional services includes \$15,000 to engage a professional for strategic planning purposes. President Crawford asked if Director Farkas will look into firms the City has used for strategic planning. Other Trustee's prefer Director Farkas choose a strategic planning firm familiar with the library industry. Recommendations will be secured from both types of firms. Trustee Cherukuri mentioned random vs. representative sampling.
- Trustees discuss a repeated pattern where the 268 budget is initially approved in the red (fund usage) but by year end the library ends in the black – surplus (contributing to the fund balance). Trustee Bartlett discussed the (staff) payroll lines as the largest expenditures, and how they impact the bottom line.

**E. 268 Library Fund Budget Document – 2<sup>nd</sup> draft as of 1/20/22**

**h. 2020-2021 Approved (1/23/2020)**

Pages 13-15, Library Budget 268 spreadsheet

**i. 2020-2021 Audited (6/30/2021)**

Pages 13-15, Library Budget 268 spreadsheet

**j. 2021-2022 Approved (1/28/21)**

Pages 13-15, Library Budget 268 spreadsheet

**k. 2021-2022 Year End (1/20/22)**

Pages 13-15, Library Budget 268 spreadsheet,

**Revenue - 268**

The projected revenue is \$3,350,566.97 for the 21/22 fiscal year ending 6/30/22.

**Expenditures – 268**

The projected expenditures are \$3,452,159.03 for the 21/22 fiscal year ending 6/30/22.

**l. 2022-2023 Proposed (1/20/2022)**

Pages 13-15, Library Budget spreadsheet

**Revenue -268**

The proposed revenue is \$3,397,404 for the 22/23 Fiscal Year.

**Expenditures – 268**

The proposed expenditures are \$3,567,377 for the 22/23 Fiscal Year.

- Updates include: AST expenditure was removed from account 268 (will be expensed from account 269), insurance contingency of \$10,000 (will be moved from account 734.500 to account 910.001), and professional services expenditure increased to include a strategic planning service.

**m. 2023-2024 Projected (1/20/2022)**

Pages 13-15, Library Budget spreadsheet

**n. 2024-2025 Projected (1/20/2022)**

Pages 13-15 Library Budget spreadsheet

**F. 269 Library Contributed Fund Budget Document -2nd draft as of 1/20/22**

Page 16, Library Budget spreadsheet – no changes from 1<sup>st</sup> draft

**Revenue -269**

The proposed revenue for 22/23 is \$42,500

**Expenditures – 269**

The proposed expenditures for 22/23 are \$171,000

**20. Public Comment**

No public comment

**21. Board Members Individual Reflections**

Trustee Michener appreciates the energy put into the budgeting process, by the staff and the Trustees. The Trustees asked a lot of questions during the sessions, which is helpful in understanding and clarifying various budget topics making the sessions beneficial for whom the Trustees serve. She is looking forward to a fresh year and is eager for the Board DEI Committee to start meeting again.

Trustee Cherukuri said a great thing about Novi is how the City was developed with forward thinking. The City was incorporated about 50 years ago and the library is built on that foundation; with a sense of growth. However, in Novi buildable land is reducing and incremental revenue from new houses will curtail in the near future, while financially entities will be entering an inflationary period. Therefore, the library having a positive fund balance is very beneficial.

Trustee Crawford appreciates the time put into the budget and the review of each line item. She continued to emphasize the importance of the Trustees feeling comfortable asking questions in order to understand and ensure the best budget moving forward.

Trustee Yu said this is the 4<sup>th</sup> budget he has worked through. He found the process productive as the trustees asked a lot of questions which allowed an opportunity for clarification. He thanked Director Farkas, the library staff and the Trustees for building the framework for making this the best budget.

**22. Consider approval of 2021-2022 Year End, 2022-2023 268 and 269 Library Budgets, 2023-2024 & 2024-2025 Projected Budgets**

No approvals. Budget will be brought to the 1/27/22 board meeting for approval.

**23. Library Board Meeting: 1/27/22 at 7 p.m. at City of Novi Council Chambers**

**24. Adjourn**

A motion was made to adjourn the meeting at 7:10 p.m.

1<sup>st</sup>—Tara Michener

2<sup>nd</sup>—Torry Yu

Roll Call vote was taken. The motion passes unanimously with 7 yes votes.

---

Brian Bartlett, Secretary

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Date



<b>Warrant 610</b>	<b>268 Account</b>	<b>December 2021</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Total</b>
Global		268-000.00-727.000	\$ 37.08
Quill		268-000.00-727.000	\$ 331.04
Sam's		268-000.00-727.000	\$ 28.92
Amazon		268-000.00-734.500	\$ 468.80
Amazon		268-000.00-742.000	\$ 3,251.52
A Rifkin	Mail Sacs; Wish List item	268-000.00-742.000	\$ 1,145.39
A Rifkin	Friends paid for mail sacs	268-000.00-742.000	\$ (1,145.39)
Barnes Noble		268-000.00-742.000	\$ (384.06)
Brodart		268-000.00-742.000	\$ 3,653.40
Center Point		268-000.00-742.000	\$ 125.95
Gale/Cengage		268-000.00-742.000	\$ 344.68
TLN		268-000.00-742.000	\$ 55.90
Tsai Fong Books		268-000.00-742.000	\$ 783.28
Amazon		268-000.00-742.010	\$ 72.54
Brodart		268-000.00-742.010	\$ 263.70
Midwest Tape		268-000.00-742.010	\$ 42.72
White Pine Library		268-000.00-742.100	\$ 8.07
Midwest Tape		268-000.00-744.000	\$ 873.75
Overdrive		268-000.00-744.000	\$ 5,108.90
Midwest Tape		268-000.00-745.200	\$ 1,932.61
Midwest Collaborative		268-000.00-745.300	\$ 5,512.65
Spectrum Ent.		268-000.00-801.925	\$ 57.89
IPC		268-000.00-802.100	\$ 150.00
Foster Swift	thru 11-30-21	268-000.00-806.000	\$ 1,092.00
Rosati, Schultz	thru 10-31	268-000.00-806.000	\$ 957.50
Rosati, Schultz	thru 11-30	268-000.00-806.000	\$ 265.00
Bright Spot Counseling	coping in transition	268-000.00-816.000	\$ 425.00
Ikigai Connections	2/17/22; Japanese patrons	268-000.00-816.000	\$ 450.00
Knight Technology Grp.		268-000.00-816.000	\$ 1,015.00
RNA	Dec	268-000.00-817.000	\$ 6,767.80
TLN	thru 9/30/22	268-000.00-818.000	\$ 3,495.00
AT&T		268-000.00-851.000	\$ 1,005.74
T-Mobile	hotspots	268-000.00-851.000	\$ 831.61
TelNet		268-000.00-851.000	\$ 425.50
Verizon		268-000.00-851.000	\$ 457.63
Muniweb		268-000.00-880.000	\$ 393.00
Amazon		268-000.00-880.268	\$ 252.82
Been There Done That		268-000.00-880.268	\$ 79.80
Educational Innovations		268-000.00-880.268	\$ 16.90
Global Office	poster printer paper	268-000.00-880.268	\$ 143.01
Mad Science of Detroit	Program 2/24; Fire & Ice	268-000.00-880.268	\$ 444.00

Oriental Trading		268-000.00-880.268	\$ 49.97
Stevenson, April	Gingerbread program supplies	268-000.00-880.268	\$ 166.36
Swank Movie License	thru 12/27/22	268-000.00-880.268	\$ 646.00
Millennium Business		268-000.00-900.000	\$ 486.28
Consumers Energy		268-000.00-921.000	\$ 1,671.00
DTE		268-000.00-922.000	\$ 7,458.62
Aero Filter	filter replacements	268-000.00-934.000	\$ 1,516.08
Allied Eagle		268-000.00-934.000	\$ 609.99
24/7/365 Inc.	window maintenance	268-000.00-934.000	\$ 1,550.00
Cintas		268-000.00-934.000	\$ 595.18
Dalton		268-000.00-934.000	\$ 1,925.00
Granger		268-000.00-934.000	\$ 33.12
Great Lakes Power		268-000.00-934.000	\$ 2,120.69
North star Mat		268-000.00-934.000	\$ 220.52
Voss Lighting		268-000.00-934.000	\$ 1,144.85
Brien's	Snow Contract	268-000.00-941.000	\$ 1,686.25
Brien's	Lawn thru 10-26-21	268-000.00-941.000	\$ 1,100.00
Brien's	Fall cleanup; fertilizer	268-000.00-941.000	\$ 1,383.00
Home Depot	shovel	268-000.00-941.000	\$ 40.85
Millennium Business		268-000.00-942.000	\$ 650.94
Corrigan		268-000.00-942.100	\$ 24.95
O'Leary, Shannon		268-000.00-956.000	\$ 35.62
Petty Cash(Program)			\$ 62.75
<b>TOTAL</b>			<b>\$ 66,414.67</b>

<b>Warrant 610</b>	<b>269 Accounts</b>	<b>December 2021</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Account total</b>
Amazon	board books	269-000.00-742.229	\$ 20.97
Amazon	Curious George Seasons	269-000.00-742.229	\$ 29.98
Amazon	market day in India	269-000.00-742.229	\$ 31.98
Amazon	peppa pig, natl geo; ty's travels	269-000.00-742.229	\$ 170.58
Oriental Trading	raising a reader board books	269-000.00-742.229	\$ 130.54
Amazon	iCube; pins; thread; chalk; paper	269-000.00-976.046	\$ 141.04
Joann	iCube; cloth;felt;floss -cc	269-000.00-976.046	\$ 13.48
US Cutter	iCube; Sublimation paper - cc	269-000.00-976.046	\$ 54.96
<b>TOTAL</b>			<b>\$ 593.53</b>

## OUR LEADERSHIP



**KATHY CRAWFORD**  
PRESIDENT



**KAT DOOLEY**  
VICE PRESIDENT



**GEOFFREY WOOD**  
TREASURER



**BRIAN BARTLETT**  
SECRETARY



**TARA MICHENER**  
TRUSTEE



**TORRY YU**  
TRUSTEE



**SIRENY CHERKHURI**  
TRUSTEE



**TARUN TANGIRALA**  
STUDENT REPRESENTATIVE



**SARAH CHANG**  
STUDENT REPRESENTATIVE

## ACCOMPLISHMENTS & MILESTONES

- Created engaging Beyond Books podcast episodes
- Reopened the building safely for in-person services following COVID shutdown on July 6, 2020
- Welcomed back Friends volunteers for donation collection in August 2020
- Expanded iCube equipment and technology
- Advanced Diversity, Equity and Inclusion (DEI) awareness through
  - monthly diverse programming
  - cultural displays
  - poster series
  - staff training
  - DEI webpage on [novilibrary.org](http://novilibrary.org)
  - Community Listening Sessions
- Completed a collection audit for diverse titles
- Hired HR Specialist to expand hiring & bring DEI training opportunities to staff
- Revealed new library website which included updated branding, easier navigation, increased accessibility features, and areas to visually highlight important library news, services and programs
- Unveiled Lakeshore Lending Library, Michigan's first self-service library kiosk, at Lakeshore Park in May 2021, proudly sponsored by Community Financial Credit Union
- Reviewed building and HR policies

## LOOKING FORWARD

- Advancing outreach to all 20,000+ library cardholders with valid emails using a new email marketing system called Patron Point
- Creating more partnerships with community organizations to advance DEI at the library
- Initiating online library card sign up and card renewal
- Increasing programming and outreach for residents in the north end of Novi
- Providing a materials by mail service for guests unable to visit the building
- Completing specialty DEI staff training
- Applying for Quality Services Audit Checklist (QSAC) accreditation





# ANNUAL REPORT

**NOVI PUBLIC LIBRARY**

**JULY 2020 - JUNE 2021**

WWW.NOVILIBRARY.ORG | 248.349.0720 | 45255 W. TEN MILE RD.

## OPEN DOORS, OPEN MINDS AND OPEN ACCESS!

Fiscal year 2020-2021 needs to be noted as a year of triumphs as we successfully reopened the Library in July 2020, but continued to head into unknown territory with COVID still being of great concern. With open doors, staff were able to give Novi residents the materials they needed from the shelves. I was worried we had been forgotten, but that was not the case, as many residents dropped in to say hello, share their love for NPL and check out in droves. In fact, we saw record numbers for the amount of materials checked out from the library both in the physical and in downloadable forms. We almost hit 1 million items checked out!

Though spaces were limited for gathering inside, the staff looked at ways to accommodate visitors the best they could. Summer Reading 2021 gained many more readers than in 2020 and my very talented staff looked at creative ways to engage our guests both in-person and virtually. The iCube was able to offer appointments again and inspire users. There was even some dancing during our Summer Songfest thanks to the amazing musical acts that were hosted.

The staff and I continued to open our minds and engage in many new learning opportunities that focused on diversity, equity and inclusion. Also, our collection went through its first diversity audit which allowed the staff to improve and create new lenses for the types of materials they would purchase and then offer to Novi residents, but also encouraging residents to inquire about the types of materials that would suit their needs. Collection development is always evolving and by understanding better the demographics and needs of our community, the staff continues to make strides at meeting our readers' needs. One of the greatest values in a public library is the breadth and depth of its collection and its opportunity to provide so many topics for a person to choose from. There is something for everyone to read at NPL!

What I believe to be our biggest accomplishment of 20-21 was the launch of Lakeshore Lending Library in Lakeshore Park. The idea of open access for residents of Novi became greater when this kiosk was unveiled in May 2021. The free-standing kiosk provides both contactless and barrier-free opportunities to all residents of Novi, and most importantly gives access to our Novi neighbors in the north end that for many years have felt disconnected from the main library. I hope Novi residents will take the time to explore and check out 235 new items in a beautiful and accessible park setting. This kiosk is the first in Michigan!

Lastly, thank you for supporting me and my staff during the pandemic. I truly appreciate the patience and kindness that was given to me and my team. We are honored to serve the City of Novi!

*Julie Fajkus, Library Director*

## 2020-2021 BUDGET

Personnel/Benefits (64%)	\$1,914,676.91
Collections/Online Resources/Catalog (17%)	\$526,546.41
Utilities/Maintenance/Building/Grounds (13%)	\$378,744.02
Programming/Marketing/Training/Technology (3%)	\$99,583.17
Supplies/Equipment/Furniture (3%)	\$84,482.53
<b>TOTAL BUDGET</b>	<b>\$3,167,504.94</b>
<b>TOTAL EXPENDITURES</b>	<b>\$3,004,033.04</b>

## 96% QUALITY OF PUBLIC LIBRARY SERVICES BASED ON CITY OF NOVI'S SURVEY

### SPONSORSHIPS & DONATIONS

<b>\$10,000</b> COMMUNITY FINANCIAL LAKESHORE LENDING LIBRARY	<b>178,569</b> LIBRARY GUEST VISITS	<b>30,762</b> PROGRAM PARTICIPANTS	<b>211,840</b> COMPUTER LOGINS
<b>\$2,179.85</b> RAISED IN PROGRAM AND EVENT SPONSORSHIP	<b>417,019</b> APP VISITS	<b>1,918</b> SUMMER READING PARTICIPANTS	<b>466</b> RAISING A READER PARTICIPANTS
<b>\$900.00</b> IN-KIND DONATIONS	<b>\$13,025.86</b> GENERAL DONATIONS 268 ACCOUNT	<b>\$3,933.52</b> GENERAL DONATIONS 269 ACCOUNT	<b>\$23,278.00</b> THE FRIENDS OF THE LIBRARY DONATIONS FOR PROGRAMS, TECHNOLOGY AND EQUIPMENT

### THANK YOU FOR YOUR SUPPORT!

### GRANTS

<b>\$438.00</b> GRANTS 268 ACCOUNT	<b>\$5,627.01</b> GRANTS FEDERAL CARES/ LIB SER/TECH ACT	<b>\$59,143.94</b> GRANTS FEDERAL COVID-19
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### CIRCULATION

**952,505**  
TOTAL ITEMS CHECKED OUT

LARGEST NUMBER OF ITEMS CHECKED OUT TO-DATE!

<b>810,467</b> PHYSICAL ITEMS CHECKED OUT	<b>142,038</b> DIGITAL ITEMS CHECKED OUT
<b>2,346</b> LIBRARY CARDS ISSUED 20/21	<b>24,669</b> # OF REGISTERED LIBRARY CARDS
<b>134</b> LAKESHORE LENDING LIBRARY ITEMS BORROWED (OPENED MAY 2021)	<b>380</b> READ BOX ITEMS BORROWED (MAY 2021-OCTOBER 2021)

### DIVERSITY, EQUITY & INCLUSION

#### Library Board Statement, Approved May 27, 2021

The Novi Public Library is committing to ensure that every Novi community member, library guest, Board of Trustees 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.

#### Diversity, Equity & Inclusion Goals, Approved September 24, 2020

- Monitor our equity footprint for guest involvement
- Monitor our equity footprint in collections
- Monitor our equity footprint for accountability
- To positively and effectively influence outreach and partnerships pertaining to race relations
- Increase staff and community advocacy, awareness and education of DEI initiatives
- Commit to equal opportunity in employment opportunities and upward mobility for all applicants and employees, including those from historically marginalized populations

## **December 2021 Library Board Student Representative Report**

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

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

The BeTWEEN the Pages: Tween Book Club Trivia program was held on December 1. Guests read *Lights, Camera, Cook!* By Charise Harper and answered trivia questions relating to the book. (Attendance = 2)

The Tail Waggin' Reading Buddies program was held on December 8. It is an opportunity to provide a comfortable and non-judgmental space for a child (and their family, if they desire) to read to a therapy dog to encourage the child's reading skills, confidence, and love of reading. (Attendance = 25)

The Grab and Go STEM: Gingerbread Engineering Kit was held on December 16. Guests were able to register to make and decorate your own gingerbread house. (Attendance = 60)

The Grab and Go Winter Solstice Kit was held on December 18. Guests were able to register to get a grab and go kit to make a Winter Solstice craft. (Attendance = 25)

### **Teen Space Update:**

During December 2021, there were 85 guests who visited Teen Space. There was no Teen Space on December 1-3, December 6, and December 20-31.

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

The fourth TAB meeting for the 21-22 school year was held on December 10. The meeting was started with a welcome from the TAB President, Farheen, and Lindsay Gojcaj, Information Services Librarian. Following the welcome, teens participated in an icebreaker to help get to know each other. This TAB meeting also featured a special program titled For the Health of It: Teen Edition – The Importance of Eating Healthy and Proper Rest. The Library partnered with medical health professionals and representatives, Dr. Bradley Rowens, MD, Medical Director, Sleep Medicine and Kelsey Parent, RD, Nutrition Services, both from Ascension Providence Hospital as well as partners from the American Cancer Society, Inc. The program was interactive and followed by a Q&A session with the presenters. (Attendance = 9)

### **Upcoming Programs:**

- For the Health of it: Teen Edition – Post Pandemic: Mental Health and Stress – February 15
- BeTWEEN the Pages: Tween Book Club Trivia – February 16
- STEAM Leap Into Science: Balance – February 22
- Tail Waggin' Reading Buddies – February 23
- Teen Advisory Board (TAB) Meeting – February 25

**Teen Stop Featured Display:**

The December Teen Stop display featured the best teen fiction of 2021.



## **President's Report**

Email to: Library Board of Trustees  
From: Dr. Lee Meadows  
Date: 1/11/22

Hello Novi Board Trustee Members!  
Happy New Year to all of you! I hope the year is starting off well and that the road ahead is bright and promising.

I am sending all of you this email as a step in phase 1 of the proposal to assist and support in your strategic planning efforts specific to DE&I, Board Relations and Community Engagement. It is an exciting project and I look forward to working with all of you. So, as we proceed on, here are some guidelines for moving forward.

1. Given what is going on with the surge of COVID 19 cases in Michigan and specific to Oakland County, I can only engage in your one-on-one interviews virtually. Once you send me some agreed upon times, I will be happy to send a Zoom link.
2. All interviews are CONFIDENTIAL! My role is to ask consistent and standard questions of all of you, summarized the common areas and the points of divergence in a written and oral report to the board at an open board meeting.
3. Set the time to YOUR convenience! My schedule is pretty flexible, so I should be able to accommodate with no problem. Also, if you don't mind, send me a preferred meeting time and a back up time. Funny things happen on the way to trying to get things done.
4. My goal is to complete all interviews this month in order to have a report ready for the next board meeting.
5. Once that has been completed, I am open to discussing next steps in the strategic planning process.

My email address is [REDACTED]. Again, check your calendars to see the days and times that work best for you.

I look forward to talking with all of you.

Lee E. Meadows  
Consultant

Email to: Library Board of Trustees  
From: Julie Farkas, Director  
Date: 1/2/22

Hello Library Board Trustees!

Based on the original scope of work and additional feedback by trustees, Dr. Meadows has proposed the following for working with the Novi Library Board members:

1. One on one interviews (1 hour each) with each board member to assess their understanding of the issues needed to be addressed. The focus will be on building board trust, building better board relations and board collaboration. These interviews will be confidential between each Board member and Dr. Meadows. Interviews can be held in person or by Zoom (based on Board Member preference). Dates available to conduct in-person interviews are: January 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup> from 10am-1pm at the Novi Library (2<sup>nd</sup> floor meeting room). Zoom interviews will also be scheduled on the above dates based on Board Member availability.
2. Once interviews are completed, Dr. Meadows will summarize the issues in an “open” meeting with the Library Board of Directors to identify and prioritize the barriers preventing problem resolution. If all interviews can be conducted in January 2022, Dr. Meadows will be prepared to present information to the Library Board at the Thursday, February 17, 2022 board meeting.
3. Dr. Meadows plans to identify a process to implement solutions identified for specific problems. These recommendations are being made to further advance the process of building trust and collaborative approaches for the Board of Directors, the Library Director, staff, patrons and the Novi community.

I will be sharing Board member NPL emails in order for Dr. Meadows to reach out to each member.

Thank you,  
Julie



**Julie Farkas** | Library Director (she/her/hers)

Novi Public Library | 45255 Ten Mile Road | Novi, MI 48375

T: 248-869-7233 C: 248-331-7815 F: 248-869-7232 [www.novilibrary.org](http://www.novilibrary.org)

**INFORM. INSPIRE. INCLUDE.**

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



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

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

21/22: - 268 Account Capital Outlay: Camera/Computer replacements \$32,200, Main Ent \$15,000 - NO, Parking Lot \$79,000 - NO

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

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

Notes: 21/22: Furniture for Youth/Teen 1st phase reno \$8,300 and \$6,700 upgrades; iCube advances \$11,400, \$26,000 Patron Point

22/23: Automated Return System \$115,800, Main Entrance design work \$10,000, Teen 2nd phase \$12,500 + \$15,000 reupholstery + \$6,700 CD Collection upgrade, Auto Lending Library \$2,500 for library card dispensing service

## Financial Report for December 2021

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

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

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

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

### Revenue & Expenditure Report for Fund 268

	YTD Nov 30, 2021	YTD Dec 31,2021	Difference
TOTAL REVENUES	\$3,310,520	\$3,315,321	\$4,801
TOTAL EXPENDITURES	\$1,252,698	\$1,544,647	\$291,949
NET OF REVENUES & EXPENDITURES	\$2,057,822	\$1,770,674	

### Revenue & Expenditure Report for Fund 269

	YTD Nov 30, 2021	YTD Dec 31,2021	Difference
TOTAL REVENUES	\$7,545	\$7,570	\$25
TOTAL EXPENDITURES	\$13,521	\$13,834	\$313
NET OF REVENUES & EXPENDITURES	(\$5,976)	(\$6,264)	

### Balance Sheet Report as of December 31, 2021

The ending fund balance for Fund 268 is  
\$4,265,987.51

The ending fund balance for Fund 269 is \$1,689,391.04

01/10/2022 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 12/31/2021										
% Fiscal Year Completed: 50.41										
		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	OCT 2021	NOV2021	DEC 2021	12/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Property tax revenue										
268-000.00-403.000	Property Tax Revenue - Current Levy	2,959,058.75	3,005,458.00	3,005,458.00	0.00	0.00	0.00	3,085,760.50	(80,302.50)	102.67
268-000.00-403.001	Property Tax Revenue- County Chargebacks	6,323.24	2,000.00	2,000.00	289.34	40.13	462.61	1,277.35	722.65	63.87
268-000.00-403.002	Property Tax Rev - Tax Tribunal Accr	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-403.003	Property Tax Revenue-Brownfld Cap 2008	(276.15)	(295.00)	(295.00)	0.00	0.00	0.00	(289.89)	(5.11)	98.27
268-000.00-403.006	Property Tax Revenue-Brownfld Cap 2015	(6,071.40)	(10,624.00)	(10,624.00)	0.00	0.00	0.00	(7,282.79)	(3,341.21)	68.55
268-000.00-403.008	Property Tax Revenue - CIA Cap 2018	(13,183.71)	(24,967.00)	(24,967.00)	0.00	0.00	0.00	(15,024.99)	(9,942.01)	60.18
268-000.00-418.000	PPT Reimbursement	0.00	0.00	0.00	2,055.93	0.00	0.00	2,055.93	(2,055.93)	100.00
268-000.00-420.000	Property Tax Rev - C/Y Del PPT	(8,038.90)	(4,900.00)	(4,900.00)	0.00	0.00	0.00	0.00	(4,900.00)	0.00
Property tax revenue										
		2,938,711.83	2,966,672.00	2,966,672.00	2,345.27	40.13	462.61	3,066,496.11	(99,824.11)	103.36
Federal grants										
268-000.00-508.450	Federal grants	5,627.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-508.452	Federal Grants - COVID-19	59,143.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal grants										
		64,770.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State sources										
268-000.00-567.000	State aid	46,164.52	33,000.00	33,000.00	0.00	0.00	0.00	24,215.81	8,784.19	73.38
State sources										
		46,164.52	33,000.00	33,000.00	0.00	0.00	0.00	24,215.81	8,784.19	73.38
Other revenue										
268-000.00-633.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	89,230.69	0.00	89,230.69	(89,230.69)	100.00
268-000.00-665.000	Miscellaneous income	1,063.43	5,000.00	5,000.00	525.18	779.53	582.13	3,375.26	1,624.74	67.51
268-000.00-665.100	Copier	1,700.20	1,000.00	1,000.00	0.00	0.00	0.00	71.40	928.60	7.14
268-000.00-665.290	Library fund raising revenue	11,243.58	4,000.00	4,000.00	971.15	0.00	1,391.43	5,965.31	(1,965.31)	149.13
268-000.00-665.300	Meeting room	0.00	25,000.00	25,000.00	954.37	1,178.04	1,898.74	4,884.00	20,116.00	19.54
268-000.00-665.404	Novi Township assessment	6,847.00	7,000.00	7,000.00	0.00	0.00	0.00	6,970.00	30.00	99.57
268-000.00-665.650	Library Cafe	0.00	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00	100.00
Other revenue										
		20,854.21	48,000.00	48,000.00	2,450.70	91,188.26	3,872.30	116,496.66	(68,496.66)	242.70
Fines and forfeitures										
268-000.00-657.000	Library book fines	10,924.57	48,000.00	48,000.00	843.30	576.12	466.25	4,937.73	43,062.27	10.29
268-000.00-658.000	State penal fines	95,366.51	95,000.00	95,000.00	0.00	0.00	0.00	97,775.97	(2,775.97)	102.92
Fines and forfeitures										
		106,291.08	143,000.00	143,000.00	843.30	576.12	466.25	102,713.70	40,286.30	71.83
Interest income										
268-000.00-664.000	Interest on investments	47,949.82	40,000.00	40,000.00	0.00	0.00	0.00	8,227.11	31,772.89	20.57
268-000.00-664.500	Unrealized gain (loss) on investments	(7,827.98)	10,000.00	10,000.00	0.00	0.00	0.00	(2,934.29)	12,934.29	(29.34)
Interest income										
		40,121.84	50,000.00	50,000.00	0.00	0.00	0.00	5,292.82	44,707.18	10.59
Donations										
268-000.00-665.289	Adult programs	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
268-000.00-665.400	Gifts and donations	933.91	1,500.00	1,500.00	27.36	26.11	0.50	106.33	1,393.67	7.09
Donations										
		933.91	3,500.00	3,500.00	27.36	26.11	0.50	106.33	3,393.67	3.04

		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	OCT 2021	NOV2021	DEC 2021	12/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Personnel services										
268-000.00-704.000	Permanent salaries	931,050.19	983,000.00	983,000.00	71,438.56	74,478.34	109,619.16	453,476.06	529,523.94	46.13
268-000.00-704.012	COVID-19 Crisis Hazard Pay	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.100	Severance/Incentive Pay	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
268-000.00-704.210	Vacation Payout	8,499.17	7,500.00	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0.00
268-000.00-705.000	Temporary salaries	591,926.47	725,000.00	725,000.00	50,425.43	51,992.47	73,598.52	313,598.50	411,401.50	43.25
268-000.00-706.000	Overtime	111.61	500.00	500.00	0.00	0.00	0.00	78.08	421.92	15.62
268-000.00-715.000	Social security	116,389.90	132,000.00	132,000.00	9,113.31	9,474.26	13,814.00	57,485.37	74,514.63	43.55
268-000.00-716.000	Insurance	195,996.64	193,000.00	193,000.00	17,282.28	13,998.97	13,528.09	94,180.73	98,819.27	48.80
268-000.00-716.200	HSA - employer contribution	6,125.00	6,300.00	6,300.00	350.00	350.00	350.00	1,925.00	4,375.00	30.56
268-000.00-716.999	Insurance - Employee Reimbursement	(36,361.13)	(37,800.00)	(37,800.00)	(3,226.20)	(3,460.81)	(3,295.64)	(18,390.18)	(19,409.82)	48.65
268-000.00-718.000	Pension - DB Normal Cost	6,012.00	8,100.00	8,100.00	513.00	513.00	513.00	3,078.00	5,022.00	38.00
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	43,224.00	53,300.00	53,300.00	4,867.00	4,867.00	4,867.00	29,202.00	24,098.00	54.79
268-000.00-718.200	Pension - defined contribution	25,156.99	45,900.00	45,900.00	3,632.07	3,718.08	5,249.60	22,548.89	23,351.11	49.13
268-000.00-719.000	Unemployment insurance	3,008.04	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
268-000.00-720.000	Workers compensation	2,666.03	2,700.00	2,700.00	147.06	150.40	220.20	941.05	1,758.95	34.85
Personnel services		1,913,304.91	2,121,000.00	2,121,000.00	154,542.51	156,081.71	218,463.93	958,123.50	1,162,876.50	45.17
Supplies										
268-000.00-727.000	Office supplies	11,488.89	18,000.00	18,000.00	958.90	704.49	414.45	4,191.82	13,808.18	23.29
268-000.00-728.000	Postage	167.35	2,000.00	2,000.00	0.00	57.75	0.00	60.31	1,939.69	3.02
268-000.00-734.000	Computer supplies, software & licensing	39,983.56	73,000.00	73,000.00	(3,399.00)	526.71	0.00	40,668.93	32,331.07	55.71
268-000.00-734.500	Computer supplies/equipment	7,088.93	24,300.00	24,300.00	84.11	573.59	409.00	101,666.37	(77,366.37)	418.38
268-000.00-740.000	Operating supplies	22,919.43	30,500.00	30,500.00	40.00	300.80	0.00	3,208.09	27,291.91	10.52
268-000.00-740.200	Supplies - Desk chairs and file cabinets	0.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
268-000.00-741.000	Supplies - Uniforms	0.00	300.00	300.00	0.00	0.00	0.00	122.00	178.00	40.67
268-000.00-742.000	Library books	183,651.77	203,000.00	203,000.00	8,747.89	14,902.07	4,106.97	48,746.78	154,253.22	24.01
268-000.00-742.010	Library Books - Lending	18,677.92	20,000.00	20,000.00	476.73	760.09	172.06	4,117.74	15,882.26	20.59
268-000.00-742.100	Library Books - Fines	265.28	1,000.00	1,000.00	216.01	166.61	0.00	550.48	449.52	55.05
268-000.00-743.000	Library periodicals	20,076.93	24,000.00	24,000.00	0.00	0.00	0.00	487.23	23,512.77	2.03
268-000.00-744.000	Audio visual materials	131,158.96	129,000.00	129,000.00	18,797.80	6,427.10	224.94	48,103.71	80,896.29	37.29
268-000.00-745.200	Electronic media	47,025.96	46,900.00	46,900.00	2,572.77	2,485.92	320.86	17,091.36	29,808.64	36.44
268-000.00-745.300	Electronic resources (CD rom materials)	63,936.47	70,000.00	70,000.00	4,161.83	5,512.65	0.00	62,378.88	7,621.12	89.11
Supplies		546,441.45	647,000.00	647,000.00	32,657.04	32,417.78	5,648.28	331,393.70	315,606.30	51.22

		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	OCT 2021	NOV2021	DEC 2021	12/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	672.83	500.00	500.00	57.89	57.89	0.00	288.02	211.98	57.60
268-000.00-802.000	Data processing	712.94	700.00	700.00	0.00	0.00	0.00	734.34	(34.34)	104.91
268-000.00-802.100	Bank Service Charges	5,221.75	4,000.00	4,000.00	343.41	150.00	300.00	1,537.99	2,462.01	38.45
268-000.00-803.000	Independent audit	814.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-804.000	Medical service	1,372.00	1,500.00	1,500.00	294.00	0.00	0.00	1,351.00	149.00	90.07
268-000.00-806.000	Legal fees	20,783.00	7,500.00	7,500.00	957.50	1,714.00	0.00	9,445.00	(1,945.00)	125.93
268-000.00-808.000	Rubbish	0.00	0.00	0.00	0.00	0.00	(26.27)	(26.27)	26.27	100.00
268-000.00-808.100	Rubbish Monthly	1,224.41	1,300.00	1,300.00	0.00	0.00	0.00	0.00	1,300.00	0.00
268-000.00-809.000	Memberships and dues	5,340.01	7,500.00	7,500.00	490.00	208.00	0.00	5,612.45	1,887.55	74.83
268-000.00-816.000	Professional services	1,972.50	10,500.00	10,500.00	425.00	0.00	0.00	4,090.00	6,410.00	38.95
268-000.00-817.000	Custodial services	84,097.77	93,000.00	93,000.00	7,809.00	7,288.40	0.00	36,735.90	56,264.10	39.50
268-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	3,495.00	0.00	0.00	3,495.00	5.00	99.86
268-000.00-851.000	Telephone	26,043.29	24,000.00	24,000.00	2,157.69	2,972.46	(53.00)	10,766.62	13,233.38	44.86
268-000.00-855.000	TLN Automation Services	58,258.12	68,000.00	68,000.00	16,358.15	0.00	(3,619.69)	28,632.91	39,367.09	42.11
268-000.00-861.000	Gasoline and oil	157.33	1,500.00	1,500.00	0.00	36.55	0.00	169.99	1,330.01	11.33
268-000.00-862.000	Mileage	91.53	100.00	100.00	48.44	0.00	0.00	88.60	11.40	88.60
268-000.00-880.000	Community promotion	23,754.32	24,000.00	24,000.00	93.98	2,816.46	1,179.50	7,766.85	16,233.15	32.36
268-000.00-880.268	Library programming	9,668.89	28,000.00	28,000.00	916.60	406.59	183.04	5,256.97	22,743.03	18.77
268-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	0.00	0.00	0.00	0.00	8,000.00	0.00
268-000.00-900.000	Printing, graphic design and publishing	6,577.85	28,000.00	28,000.00	500.81	431.51	486.28	2,757.63	25,242.37	9.85
268-000.00-910.000	Property & liability insurance	12,668.00	13,000.00	13,000.00	0.00	0.00	0.00	14,444.00	(1,444.00)	111.11
268-000.00-921.000	Heat	10,645.77	12,000.00	12,000.00	195.96	448.29	0.00	1,538.85	10,461.15	12.82
268-000.00-922.000	Electricity	89,008.38	95,000.00	95,000.00	7,810.86	7,186.87	7,458.62	48,333.11	46,666.89	50.88
268-000.00-923.000	Water and sewer	6,208.88	7,500.00	7,500.00	0.00	0.00	0.00	1,710.08	5,789.92	22.80
268-000.00-934.000	Building maintenance	125,214.33	100,000.00	100,000.00	5,172.11	11,713.16	7,144.89	43,089.93	56,910.07	43.09
268-000.00-935.000	Vehicle maintenance	25.31	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
268-000.00-941.000	Grounds maintenance	23,450.55	39,000.00	39,000.00	1,753.34	1,711.25	1,727.10	11,061.56	27,938.44	28.36
268-000.00-942.000	Office equipment lease	8,309.53	8,000.00	8,000.00	650.94	650.94	650.94	3,254.70	4,745.30	40.68
268-000.00-942.100	Records storage	291.64	400.00	400.00	24.95	24.95	24.95	149.70	250.30	37.43
268-000.00-956.000	Conferences and workshops	4,432.75	17,000.00	17,000.00	75.00	0.00	35.62	2,144.62	14,855.38	12.62
Other services and charges		530,512.68	604,500.00	604,500.00	49,630.63	37,817.32	15,491.98	244,429.55	360,070.45	40.43
Capital outlay										
268-000.00-976.100	Parking lot improvements	0.00	5,000.00	5,000.00	0.00	0.00	0.00	10,700.00	(5,700.00)	214.00
268-000.00-986.000	Internal Technology - Capital Outlay	0.00	32,200.00	32,200.00	0.00	0.00	0.00	0.00	32,200.00	0.00
268-000.00-990.000	Furniture	13,774.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		13,774.00	37,200.00	37,200.00	0.00	0.00	0.00	10,700.00	26,500.00	28.76
Net - Dept 000.00 - treasury										
		213,815.30	(165,528.00)	(165,528.00)	(231,163.55)	(134,486.19)	(234,802.53)	1,770,674.68	(1,936,202.68)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES										
		3,217,848.34	3,244,172.00	3,244,172.00	5,666.63	91,830.62	4,801.66	3,315,321.43	(71,149.43)	(1,069.71)
TOTAL EXPENDITURES										
		3,004,033.04	3,409,700.00	3,409,700.00	236,830.18	226,316.81	239,604.19	1,544,646.75	1,865,053.25	(1,069.71)
NET OF REVENUES & EXPENDITURES										
		213,815.30	(165,528.00)	(165,528.00)	(231,163.55)	(134,486.19)	(234,802.53)	1,770,674.68	(1,936,202.68)	(1,069.71)

		END BALANCE	2021-22		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2021	ORIGINAL	2021-22	OCT 2021	NOV2021	DEC 2021	12/31/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Interest income										
269-000.00-664.000	Interest on investments	23,226.98	27,000.00	27,000.00	0.00	0.00	0.00	4,362.55	22,637.45	16.16
269-000.00-664.500	Unrealized gain (loss) on investments	(2,903.80)	(4,500.00)	(4,500.00)	0.00	0.00	0.00	(1,016.39)	(3,483.61)	22.59
	Interest income	20,323.18	22,500.00	22,500.00	0.00	0.00	0.00	3,346.16	19,153.84	14.87
Donations										
269-000.00-665.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	100.00
269-000.00-665.046	Makerspace Renovation Revenue	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
269-000.00-665.229	Raising a Reader in Novi Sponsors	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
269-000.00-665.230	Collections/Materials Revenue	1,551.67	1,000.00	1,000.00	0.00	1,523.97	25.00	1,548.97	(548.97)	154.90
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	2,159.85	1,000.00	1,000.00	0.00	275.00	0.00	1,675.00	(675.00)	167.50
269-000.00-665.232	Programming Revenue	3,471.35	5,500.00	5,500.00	0.00	0.00	0.00	0.00	5,500.00	0.00
269-000.00-665.233	Technology Library Revenue	0.00	1,500.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
269-000.00-665.234	Undesignated Misc Donations	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-665.235	MARKING SPONSORSHIP	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
	Donations	17,182.87	25,000.00	25,000.00	0.00	1,798.97	25.00	4,223.97	20,776.03	16.90
Supplies										
269-000.00-742.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-742.229	Raising a Reader Expense	968.70	1,000.00	1,000.00	9.00	0.00	253.51	385.00	615.00	38.50
269-000.00-742.230	Collections/Materials Expense	986.10	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
269-000.00-742.231	Buildings/Ground/ Furniture Expense	1,586.00	15,000.00	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
269-000.00-742.232	Programming Expense	2,244.46	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-742.233	Technology Library Expense	0.00	26,500.00	26,500.00	0.00	0.00	0.00	10,490.00	16,010.00	39.58
269-000.00-742.234	Undesignated Misc	182.39	500.00	500.00	0.00	0.00	0.00	(7.16)	507.16	(1.43)
269-000.00-742.236	Staff Recognition	15.88	1,500.00	1,500.00	262.57	360.59	(105.00)	1,344.47	155.53	89.63
	Supplies	5,983.53	47,000.00	47,000.00	271.57	360.59	148.51	12,212.31	34,787.69	25.98
Capital outlay										
269-000.00-976.044	Auto Lending Library	34,100.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-976.045	LED Lighting Conversion Project	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
269-000.00-976.046	Makerspace Renovation	4,746.78	11,400.00	11,400.00	185.88	433.61	(61.13)	1,621.81	9,778.19	14.23
	Capital outlay	42,847.02	11,400.00	11,400.00	185.88	433.61	(61.13)	1,621.81	9,778.19	14.23
	Net - Dept 000.00 - treasury	(11,324.50)	(10,900.00)	(10,900.00)	(457.45)	1,004.77	(62.38)	(6,263.99)	(4,636.01)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
	TOTAL REVENUES	37,506.05	47,500.00	47,500.00	0.00	1,798.97	25.00	7,570.13	39,929.87	57.47
	TOTAL EXPENDITURES	48,830.55	58,400.00	58,400.00	457.45	794.20	87.38	13,834.12	44,565.88	57.47
	NET OF REVENUES & EXPENDITURES	(11,324.50)	(10,900.00)	(10,900.00)	(457.45)	1,004.77	(62.38)	(6,263.99)	(4,636.01)	57.47
TOTAL REVENUES - ALL FUNDS										
		3,255,354.39	3,291,672.00	3,291,672.00	5,666.63	93,629.59	4,826.66	3,322,891.56	(31,219.56)	
TOTAL EXPENDITURES - ALL FUNDS										
		3,052,863.59	3,468,100.00	3,468,100.00	237,287.63	227,111.01	239,691.57	1,558,480.87	1,909,619.13	
NET OF REVENUES & EXPENDITURES										
		202,490.80	(176,428.00)	(176,428.00)	(231,621.00)	(133,481.42)	(234,864.91)	1,764,410.69	(1,940,838.69)	



01/10/2022		BALANCE SHEET FOR CITY OF NOVI	
As of 12/31/2021			
GL Number	Description		Balance
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)		(441,094.44)
268-000.00-017.000	Investments - Pooled		4,717,047.41
268-000.00-018.000	Cash on hand		1,000.00
268-000.00-020.000	Current taxes receivable		55,854.05
	Total Assets		4,332,807.02
*** Liabilities ***			
268-000.00-202.000	Accounts payable		49,338.93
268-000.00-215.200	Unemployment insurance liability		4,880.58
268-000.00-259.702	Accrued liabilities-tax		12,600.00
	Total Liabilities		66,819.51
*** Fund Balance ***			
268-000.00-390.000	Fund balance		2,495,312.83
	Total Fund Balance		2,495,312.83
	Beginning Fund Balance		2,495,312.83
	Net of Revenues VS Expenditures		1,770,674.68
	Ending Fund Balance		4,265,987.51
	Total Liabilities And Fund Balance		4,332,807.02

<b>Fund 269 - LIBRARY CONTRIBUTION FUND 269</b>			
<b>*** Assets ***</b>			
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)		24,110.32
269-000.00-017.000	Investments - Pooled		1,698,425.27
	<b>Total Assets</b>		<b>1,722,535.59</b>
<b>*** Liabilities ***</b>			
269-000.00-202.000	Accounts payable		394.55
269-000.00-202.100	Accounts Payable - Manual		32,750.00
	<b>Total Liabilities</b>		<b>33,144.55</b>
<b>*** Fund Balance ***</b>			
269-000.00-390.000	Fund balance - Unrestricted		1,598,316.81
269-000.00-390.230	Fund Balance Collections/Materials		37,401.31
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture		42,184.13
269-000.00-390.232	Fund Balance Programming		31,155.95
269-000.00-390.233	Fund BalanceTechnology Library		(13,403.17)
	<b>Total Fund Balance</b>		<b>1,695,655.03</b>
	Beginning Fund Balance		1,695,655.03
	Net of Revenues VS Expenditures		(6,263.99)
	Ending Fund Balance		1,689,391.04
	<b>Total Liabilities And Fund Balance</b>		<b>1,722,535.59</b>

**Director's Report – Julie Farkas**



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

- April Stevenson
- Kim Swejkoski

Information Services  
Support Services

11 years  
3 years

**Staff Committee Meeting Updates:**

**Policy Staff Committee:** Staff Committee is meeting on Monday, January 24, 2022.

**HR Staff Committee:** Staff Committee met on Thursday, January 20, 2022, and discussed the following policies: No Smoking/Vaping Policy (has gone to attorney for final review), Dress Code Policy (has gone to attorney for final review), Rules of Conduct (has gone to attorney for final review). Additional information was needed by the IT Dept. regarding the Communication Device Usage Policy therefore it will not be coming back to the Library Board as 2<sup>nd</sup> draft until February.

**DEI Staff Committee:** The Library's MLK Unity event held on Monday, January 17, 2022 was very well attended by Zoom (close to 70 participants). HUGE thank you to Gail Anderson, Programming Coordinator, for leading this program. Wonderful speakers (including NCSD students) and music was shared.

Staff Committee is meeting next on Tuesday, February 1, 2022. Committee members have chosen categories on the DEI Scorecard to participate in. Committee staff were asked to provide their own personal assessment of where they feel NPL is currently on the card. The full staff will also be asked to provide feedback.



### **COVID UPDATE**

As an upgraded measure resulting from COVID, the Library has installed a water bottle feature drinking fountain in the main lobby. A discounted price was offered through Oakland County in the summer of 2021 for educational institutions.

Daily use of the building by hour December 5, 2021 – January 15, 2022

12/5/2021		12/6/2021		12/7/2021		12/8/2021		12/9/2021		12/10/2021		12/11/2021	
9-10am	0	9-10am	9	9-10am	4	9-10am	7	9-10am	3	9-10am	5	9-10am	78
10-11am	0	10-11am	58	10-11am	38	10-11am	43	10-11am	47	10-11am	49	10-11am	65
11am-12pm	0	11am-12pm	60	11am-12pm	38	11am-12pm	37	11am-12pm	61	11am-12pm	27	11am-12pm	94
12-1pm	80	12-1pm	69	12-1pm	29	12-1pm	53	12-1pm	55	12-1pm	43	12-1pm	97
1-2pm	91	1-2pm	55	1-2pm	55	1-2pm	51	1-2pm	51	1-2pm	54	1-2pm	100
2-3pm	62	2-3pm	56	2-3pm	98	2-3pm	100	2-3pm	115	2-3pm	107	2-3pm	152
3-4pm	68	3-4pm	57	3-4pm	172	3-4pm	117	3-4pm	262	3-4pm	159	3-4pm	96
4-5pm	65	4-5pm	61	4-5pm	96	4-5pm	107	4-5pm	224	4-5pm	121	4-5pm	91
5-6pm	71	5-6pm	67	5-6pm	93	5-6pm	90	5-6pm	95	5-6pm	86	5-6pm	100
6-7pm	16	6-7pm	82	6-7pm	79	6-7pm	85	6-7pm	53	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	51	7-8pm	52	7-8pm	71	7-8pm	43	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	44	8-9pm	44	8-9pm	53	8-9pm	45	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	453		669		798		814		1,054		651		873

12/12/2021		12/13/2021		12/14/2021		12/15/2021		12/16/2021		12/17/2021		12/18/2021	
9-10am	0	9-10am	8	9-10am	11	9-10am	8	9-10am	6	9-10am	7	9-10am	3
10-11am	0	10-11am	49	10-11am	32	10-11am	43	10-11am	44	10-11am	54	10-11am	52
11am-12pm	0	11am-12pm	52	11am-12pm	33	11am-12pm	46	11am-12pm	62	11am-12pm	49	11am-12pm	86
12-1pm	103	12-1pm	51	12-1pm	42	12-1pm	47	12-1pm	59	12-1pm	62	12-1pm	96
1-2pm	91	1-2pm	62	1-2pm	45	1-2pm	45	1-2pm	52	1-2pm	44	1-2pm	72
2-3pm	94	2-3pm	108	2-3pm	82	2-3pm	73	2-3pm	108	2-3pm	99	2-3pm	81
3-4pm	99	3-4pm	165	3-4pm	121	3-4pm	129	3-4pm	182	3-4pm	115	3-4pm	68
4-5pm	77	4-5pm	142	4-5pm	168	4-5pm	148	4-5pm	123	4-5pm	105	4-5pm	65
5-6pm	88	5-6pm	99	5-6pm	98	5-6pm	69	5-6pm	76	5-6pm	97	5-6pm	89
6-7pm	0	6-7pm	81	6-7pm	75	6-7pm	59	6-7pm	58	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	41	7-8pm	57	7-8pm	43	7-8pm	48	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	46	8-9pm	54	8-9pm	40	8-9pm	40	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	552		904		818		750		858		632		612

12/19/2021		12/20/2021		12/21/2021		12/22/2021		12/23/2021		12/24/2021 Closed		12/25/2021 Closed	
9-10am	0	9-10am	7	9-10am	4	9-10am	5	9-10am	3	Christmas Eve		Christmas Day	
10-11am	0	10-11am	49	10-11am	55	10-11am	50	10-11am	69	9-10am	0	9-10am	0
11am-12pm	0	11am-12pm	74	11am-12pm	57	11am-12pm	59	11am-12pm	89	10-11am	0	10-11am	0
12-1pm	53	12-1pm	66	12-1pm	63	12-1pm	63	12-1pm	68	11am-12pm	0	11am-12pm	0
1-2pm	78	1-2pm	65	1-2pm	46	1-2pm	71	1-2pm	58	12-1pm	0	12-1pm	0
2-3pm	80	2-3pm	64	2-3pm	76	2-3pm	82	2-3pm	65	1-2pm	0	1-2pm	0
3-4pm	91	3-4pm	72	3-4pm	72	3-4pm	80	3-4pm	74	2-3pm	0	2-3pm	0
4-5pm	77	4-5pm	78	4-5pm	67	4-5pm	78	4-5pm	65	3-4pm	0	3-4pm	0
5-6pm	87	5-6pm	77	5-6pm	50	5-6pm	68	5-6pm	58	4-5pm	0	4-5pm	0
6-7pm	0	6-7pm	76	6-7pm	41	6-7pm	36	6-7pm	37	5-6pm	0	5-6pm	0
7-8pm	0	7-8pm	48	7-8pm	33	7-8pm	49	7-8pm	20	6-7pm	0	6-7pm	0
8-9pm	0	8-9pm	53	8-9pm	27	8-9pm	31	8-9pm	21	7-8pm	0	7-8pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	8-9pm	0	8-9pm	0
	466		729		591		672		627	9-10pm	0	9-10pm	0
										0			0

12/26/2021 Closed		12/27/2021		12/28/2021		12/29/2021		12/30/2021		12/31/2021 Closed		1/1/2022 Closed	
9-10am	0	9-10am	8	9-10am	11	9-10am	9	9-10am	8	New Year's Eve		New Year's Day	
10-11am	0	10-11am	44	10-11am	44	10-11am	28	10-11am	60	9-10am	0	9-10am	0
11am-12pm	0	11am-12pm	58	11am-12pm	52	11am-12pm	64	11am-12pm	60	10-11am	0	10-11am	0
12-1pm	0	12-1pm	60	12-1pm	70	12-1pm	54	12-1pm	72	11am-12pm	0	11am-12pm	0
1-2pm	0	1-2pm	66	1-2pm	66	1-2pm	60	1-2pm	75	12-1pm	0	12-1pm	0
2-3pm	0	2-3pm	72	2-3pm	71	2-3pm	73	2-3pm	100	1-2pm	0	1-2pm	0
3-4pm	0	3-4pm	64	3-4pm	71	3-4pm	75	3-4pm	99	2-3pm	0	2-3pm	0
4-5pm	0	4-5pm	76	4-5pm	61	4-5pm	77	4-5pm	96	3-4pm	0	3-4pm	0
5-6pm	0	5-6pm	62	5-6pm	38	5-6pm	66	5-6pm	51	4-5pm	0	4-5pm	0
6-7pm	0	6-7pm	47	6-7pm	28	6-7pm	55	6-7pm	37	5-6pm	0	5-6pm	0
7-8pm	0	7-8pm	30	7-8pm	25	7-8pm	32	7-8pm	25	6-7pm	0	6-7pm	0
8-9pm	0	8-9pm	34	8-9pm	29	8-9pm	33	8-9pm	32	7-8pm	0	7-8pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	8-9pm	0	8-9pm	0
	0		621		566		626		715	9-10pm	0	9-10pm	0
											0		0

1/2/2022		1/3/2022		1/4/2022		1/5/2022		1/6/2022		1/7/2022		1/8/2022	
9-10am	0	9-10am	12	9-10am	5	9-10am	10	9-10am	17	9-10am	9	9-10am	0
10-11am	0	10-11am	53	10-11am	40	10-11am	39	10-11am	34	10-11am	34	10-11am	69
11am-12pm	0	11am-12pm	64	11am-12pm	48	11am-12pm	41	11am-12pm	31	11am-12pm	31	11am-12pm	95
12-1pm	35	12-1pm	52	12-1pm	58	12-1pm	38	12-1pm	45	12-1pm	33	12-1pm	107
1-2pm	63	1-2pm	61	1-2pm	54	1-2pm	51	1-2pm	41	1-2pm	37	1-2pm	100
2-3pm	65	2-3pm	120	2-3pm	80	2-3pm	104	2-3pm	109	2-3pm	109	2-3pm	116
3-4pm	82	3-4pm	136	3-4pm	112	3-4pm	136	3-4pm	134	3-4pm	133	3-4pm	125
4-5pm	80	4-5pm	104	4-5pm	114	4-5pm	92	4-5pm	106	4-5pm	116	4-5pm	117
5-6pm	80	5-6pm	91	5-6pm	72	5-6pm	69	5-6pm	88	5-6pm	105	5-6pm	101
6-7pm	0	6-7pm	69	6-7pm	80	6-7pm	55	6-7pm	56	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	39	7-8pm	42	7-8pm	35	7-8pm	39	7-8pm	0	7-8pm	3
8-9pm	0	8-9pm	47	8-9pm	56	8-9pm	42	8-9pm	39	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	405		848		761		712		739		607		830

1/9/2022		1/10/2022		1/11/2022		1/12/2022		1/13/2022		1/14/2022		1/15/2022	
9-10am	0	9-10am	0	9-10am	12	9-10am	7	9-10am	5	9-10am	9	9-10am	10
10-11am	0	10-11am	45	10-11am	46	10-11am	34	10-11am	44	10-11am	34	10-11am	64
11am-12pm	0	11am-12pm	35	11am-12pm	54	11am-12pm	51	11am-12pm	56	11am-12pm	37	11am-12pm	60
12-1pm	78	12-1pm	54	12-1pm	41	12-1pm	47	12-1pm	42	12-1pm	42	12-1pm	78
1-2pm	65	1-2pm	49	1-2pm	50	1-2pm	52	1-2pm	39	1-2pm	34	1-2pm	83
2-3pm	87	2-3pm	108	2-3pm	100	2-3pm	71	2-3pm	96	2-3pm	106	2-3pm	79
3-4pm	97	3-4pm	142	3-4pm	108	3-4pm	150	3-4pm	162	3-4pm	146	3-4pm	103
4-5pm	93	4-5pm	103	4-5pm	87	4-5pm	125	4-5pm	108	4-5pm	86	4-5pm	64
5-6pm	115	5-6pm	76	5-6pm	69	5-6pm	79	5-6pm	94	5-6pm	114	5-6pm	123
6-7pm	0	6-7pm	73	6-7pm	73	6-7pm	55	6-7pm	68	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	51	7-8pm	53	7-8pm	40	7-8pm	47	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	46	8-9pm	38	8-9pm	33	8-9pm	43	8-9pm	0	8-9pm	0
9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0	9-10pm	0
	535		782		731		744		804		608		664



donate

event calendar

my account

## Important Updates

### Winter Closures

Friday, December 31

Saturday, January 1

Both of our drive-up returns slots will be closed. No items will be due and any overdue fines that would normally be charged during the closure will be waived.



### Novi Public Library Awarded Community Builder - Large Business Award

NPL was honored to receive the Community Builder (Large Business) award from the Novi Chamber of Commerce at their 2021 Holiday Lunch & Awards Ceremony. This award



## MLK Virtual Unity Celebration

**Monday, January 17, 11am**

Celebrate the service and impact of Martin Luther King, Jr.'s life by joining us virtually! All ages are welcome to tune in and enjoy music, speakers, and presentations on this day of unity and service.

[Click here to register.](#)



recognizes NPL's efforts in expanding outreach and making stronger connections with north end residents in Novi with the Lakeshore Lending Library kiosk. Thank you to all the Chamber members who nominated us for this award!



Click the image above to watch a video about Polar Prizes at Lakeshore Lending Library!

From now through February 28, 2022, check out items from the Lakeshore Lending Library kiosk using your Novi library card and you may find a prize inside! Prizes include gift cards to the Library Café, coupons for the Friends' Book Nook, and entry tickets for Pauly's Prize Baskets!

You can also take a photo of yourself at the kiosk, upload it to Facebook or Instagram, tag our accounts and use the hashtag below, to be entered into that month's drawing for a special prize! Pauly's Prize Basket items may include a blanket, gloves, gift from the iCube, Book Nook coupon, Café gift card, and more!

#### Social media monthly hashtags:

- **January:** #SnowMuchFunatLLL
- **February:** #WinterWonderatLLL

For official contest details, [please click here!](#)

Lakeshore Lending Library is located at [601 S. Lake Drive, Novi](#). Novi

## Winter Reading Challenge

From January 1 through January 31, NPL is participating in Beanstack's Fifth Annual Winter Reading Challenge, sponsored by Lerner Publishing Group. "Read for a Better World" encourages readers of all ages to explore diversity, empathy, and action through literature.

We challenge our community to read **10,000 minutes** during the month! Guests who log 600 minutes and complete at least 3 activity badges during that time will also be entered into a prize drawing to win an interactive reading poster and a book tote created in our iCube Makerspace! Keep track of your reading on our [Beanstack website](#) or the Beanstack Tracker Mobile App.



## New in 2022!

Look out for a brand new service coming to NPL in February! NPL @ Your Door will be a service provided to Novi residents to receive library materials by mail: books, movies, audiobooks, and more! If residents are unable to come to the library due to accessibility, illness, or other issues, NPL can mail materials to a resident's home. To qualify for the NPL @ Your Door program, a resident must have a valid NPL card in good standing, and be 18 years or older to apply. For more information about this service, check our



residents with a valid Novi library card may use Lakeshore Lending Library. For more information about the kiosk, please [click here](#).

website, [novilibrary.org](http://novilibrary.org), at the end of January!

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## Upcoming Meetings

**Friends of the Novi Library Meeting:** No meetings until April 2022

**Novi Historical Commission Meeting:** Wed, Jan 19, 7pm - [Agenda](#)

**Library Board Budget Study Session:** Sat, Jan 8, 10am, NPL Board Room

**Library Board Budget Study Session:** Thu, Jan 20, 6pm, NPL Board Room

**Library Board Meeting:** Thu, Jan 27, 7pm - [Agenda](#)



## Novi Library Café

### Hours

**Monday-Friday, 9am-5pm**

Visit the NPL Café during your next visit! On the menu, you'll find items such as sandwiches, pizza, snacks, breakfast items, and a variety of hot and cold beverages made-to-order. Catering is also available through the Café! [Click here](#) for more info.

## ESL Book Discussion Starts in February!

Improve your English and have fun! For high-beginner to advanced English speakers. We will discuss one book during the 8-week session. Registration required and limited to 10 participants per session. Books will be available for pickup starting Jan. 22 for \$7 each. Discussions will take place virtually on Zoom.

### Monday Class: 1-2:30pm

Feb 7, 14, 21, 28 & Mar 7, 14, 21, 28

### Wednesday Class: 10-11:30am

Feb 9, 16, 23 & Mar 2, 9, 16, 23, 30

[Click here to register.](#)

**Questions? Please contact Shannon O'Leary, 248-349-0720 x7287 or [soleary@novilibrary.org](mailto:soleary@novilibrary.org).**

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## Adult Programs

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

## Tween/Teen Programs

- [Teen Space](#)
- [1/11: For the Health of It: Teen Edition](#) -

## Youth Programs

- [Story Times](#)
- [1/25: Book Bunch Book Club](#)

- Book Discussion Groups
  - **1/5:** Cooking Up Vegan with Professional Chefs
  - **1/11:** Local Author Spotlight
  - **1/12:** Novi Game Night
  - **1/17:** MLK Virtual Unity Celebration
  - **1/19:** Transitioning into "Seniorhood"
  - **1/31:** Parent to Parent Book Discussion
- **1/12:** Novi Game Night
  - **1/19:** BeTWEEN the Pages: Tween Book Club Trivia
  - **1/21:** Teen Advisory Board (TAB) Meeting
- **1/26:** Tail Waggin' Reading Buddies



## Grubs Up! What Civil War Soldiers Ate

**Wednesday, January 26, 7pm**

The Armies worked hard to supply their men with sufficient rations. But, when it came to acquiring nourishment, troops often had to be inventive and crafty! Join Rob Stone, Michigan Reenactor, as he brings history to life!

[Click here to register.](#)



## Virtual Health Series

Join NPL as we partner with medical health professionals and representatives from Ascension Providence Hospital and the American Cancer Society in a virtual health series.

- **HPV & Cervical Cancer - Tuesday, January 18, 7pm**

### For the Health of It: Teen Edition

- **Time Management: How to Make It All Fit in One Day - Tuesday, January 11, 7pm**
- **Post Pandemic: Mental Health and Stress - Tuesday, February 15, 7pm**



“Every skill you acquire doubles your odds of success.” – Scott Adams

**LinkedIn** Learning

## New Year, New Opportunities to Succeed!

Learning is essential to career progression and development. Are you dedicating more time to your career in the New Year? Are you looking to learn a new skill or hobby? LinkedIn Learning is here to help!

LinkedIn Learning produces online videos to help you learn business, technology, and creative skills. Videos are available for Development, IT, Business, Marketing, Photography, 3D + Animation, Video, Web, and more. Both in-library and remote users must enter their Novi library card number and pin to access LinkedIn Learning.

[Start Learning](#)



## Community Information

### City of Novi & the Fox Run Veteran's Club Presents: All About the Honor Flight

Calling all Veterans! Join us for an informational meeting about the Honor Flight with guest speaker, Angie Pettit, from Talons Out. Applications will be available at the meeting.

**Date: Friday, January 28, 2022**

**Time: 10:30-11:30am**

**Location: Lakeshore Park Building, 601 S Lake Dr, Novi**

### Novi Mental Health Alliance Monthly Meeting

**Monday, January 10, 6:30pm**

The mission of this group is to raise mental health awareness, well-being, and self-efficacy in the NCSD K-12 system for students, with the support of parents, staff, and community members.

[Click here to register.](#)



**hoopla BingePass**

## Diversity, Equity & Inclusion @ NPL

### Coming This Year

- **Collections:** Approximately \$46,000.00 (15% of the total Collections budget) will go towards the purchase of diverse materials for all ages.

With hoopla BingePass, library card holders have unlimited access to collections of streaming content for 7 days with just one borrow (out of 10 checkouts per month)! This now includes digital magazines. Hoopla Magazines has current issues of more than 50 popular magazines, all accessible with a single hoopla instant borrow. If you haven't already, install the hoopla app onto your tablet or smartphone from your device's app store!

[Visit hoopla](#)

- **Staff In-Service:** NPL staff recieved diversity training at their August 20, 2021 In-Service. \$3,500.00 was dedicated towards Equity, Inclusion and Cultural Competence training. Staff will receive additional training at a Staff In-Service in March 2022.
- **DEI Account:** \$2,000.00 is currently available for DEI initiatives in the 2021-2022 budget, which includes a \$1,000.00 matching donation from a community member. This new account will continue to grow through donations and other avenues.
- **Art Display:** The Friends of the Library sponsored a \$1,500.00 art display system for the 2nd Floor which allows us to create a cultural art area for local artists.
- **Patron Point:** This automated email marketing system allows us to reach 20,000+ cardholders with valid emails. Patron Point will also offer online card renewal and library card sign-up.

[Visit Our DEI Page](#)



### Engage! Magazine Available Online

Did you know you can read the City of Novi's Engage Magazine online? You can view the newest issue by visiting [cityofnovi.org](http://cityofnovi.org) or [click here!](#)



### Learn a New Hobby with CreativeBug

Are you wanting to learn how to knit in 2022? Do you want to start a bullet journal? Access CreativeBug with your Novi library card to watch hundreds of



### Meeting Room Rentals Available at NPL

Plan your next meeting or event with spaces available at NPL! From 200 guests to 10, NPL has a wide range of rooms and equipment for rent. To check availability and reserve your meeting space,

videos to help inspire you in 2022! [Click here](#) to login.

contact us at 248-869-7204 or [administration@novilibrary.org](mailto:administration@novilibrary.org). For more info online, [click here](#).

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### Connect With Us:



[Click here to unsubscribe](#)

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#### **Novi Public Library**

45255 Ten Mile Rd, Novi, MI 48375  
Phone: [\(248\) 349-0720](tel:2483490720)

#### **Hours**

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

#### **Lakeshore Lending Library**

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

#### **Hours**

7 Days a Week  
Dawn to Dusk

[Visit Our Website](#)

Can't see this email? [Click here](#) to view this message in browser window.

Powered by  Patron Point

## Information Technology Report by Barbara Rutkowski – December

### General

- Experimenting with the redesigned library app on our test site.

### iCube

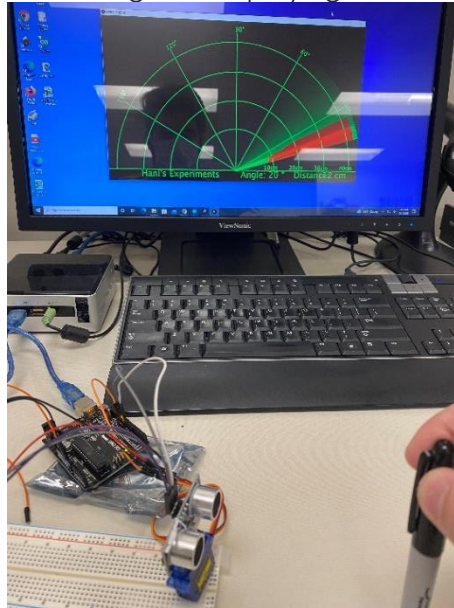
- We held 40 iCube appointments:
  - 4 3D Prints
  - 1 8mm Converter
  - 6 Adobe Creative Cloud
  - 8 Creative Kits
  - 1 Epson Flatbed
  - 7 Laser
  - 1 Mug Press
  - 1 Shirt Press
  - 11 Sublimation (shirts, mugs, mouse pads)
- Several new Grab and Go Kits have been created for our Guests.
- The 1<sup>st</sup> floor display case provided examples of items created using various devices in the iCube!



- NPL Staff worked with Madison at the City of Novi to sublimate ornaments for Meadowbrook residents. They turned out great! Mary Grewell and Katie engraved on the bottom of a glass with great results as well! The text was mirrored on the next glass so the text is readable when you finish the contents of the glass. Also, one of our favorite teachers returned to create additional bags using the sublimation printer!



- Ammar has been experimenting with the Arduino kits - the one below is a radar! A blue servo motor spins around a radar is shown at the bottom at the picture. The radar is detecting the Sharpie pen he is holding and displaying it as red on the screen.



### Training

- IT Staff held 1 Staff session:
  - 1 Sublimation (shirts, mugs, mouse pads)
- IT Staff attended the First Amendment Audits: How Libraries Can Prepare and A Day in the Life of an African American Male training sessions.
- Several more iCube Committee members completed the Laser Safety Certification or Recertification course.

### Facilities Report by Keith Perfect – December

No report submitted

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

### **News and Notes**

- Hosted the Shop Small Pop-up Market
- Provided a robotics demo by Team Robo Rhinos
- Provided a robotics demo by Team Rapid Robots FTC 10477
- Provided for Frog Force Robotics and Novi High School Science Olympiad to distribute Robotics and Science Olympiad Team STEM Kits
- Hosted a wedding photo session

### **Professional Development**

- The Season in the Mist- A Story of Sikhs in America - Danielle
- I Love Me! Nurturing Positive Self-Identity in Young BIPOC Children" webinar presented by EmbraceRace - Danielle
- Transitioning into Seniorhood - Ageism - Sarah, Kirsten, Linda
- LGBTQ+ 101 & Allyship Webinar - Sarah
- Open Access in Public Libraries - Katie

### **IS Staff Outreach**

- Ribbon Cutting for ACE Handyman Services
- Novi Chamber Friday Coffee Networking - Hillary
- Novi Chamber Holiday Lunch and received the "Community Builder" award on behalf of the Library - Hillary
- Virtual Presenters Showcase - Gail
- ECEC Story Time Visits (13) - Emily
- ECEC Special Education Story Time Visit - Emily
- Novi Woods Book Box delivery - Emily
- CSLP Summer Symposium - Lindsay
- MiYouth - Lindsay
- City of Novi CAAB meeting - Mary
- TLN e-Content Users Group - Mary

### **Adult Programs**

- Local Author Spotlight Series - 128
- For the Health of It- Mental Health and Nutrition - 108
- The Season in the Mist- A Story of Sikhs in America - 68
- Shop Small@ Pop-Up Market - 100
- Talking To Your Kids About School Tragedies and Fears - 199
- Bringing the Music to You - Rose Senior Living - 30

### **Adult Displays**

- Feature Collection Display - Curl Up with a Cozy Mystery
- Desk Display - Winter titles
- Business Spotlight Display: Shop Small. In support of Small Business Saturday, our upcoming Pop-Up Market and the Shop Small movement in general

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

- Grab and Go Celebrate Hanukkah - 24
- Grab and Go Ice Sun Catcher Kit - 36
- Grab & Go: STEM: Gingerbread Engineering - 60
- Grab and Go Winter Solstice Kit - 25
- Tail Waggin' Reading Buddies - 25



- Teen Advisory Board (TAB) Meeting & For the Health of It: Teen Edition - The Importance of Eating Healthy and Proper Rest - 9

**Youth/Tween/Teen Displays**

- Teen Stop display: best teen fiction books of 2021
- Youth Feature Display: Reading with my Snowmies, books about winter, snow and snow-people
- Youth Desk Display: December Holidays/Snow themed
- Lobby Display: Tween graphics
- Libraries are for Everyone: Crafts and Cookbooks, Hanukkah, Rosa Parks Day, Christmas, Kwanzaa

**Raising a Reader Stats provided quarterly, next will be the April Report**



**Raising a Reader 1,000 Books Before Kindergarten Stats**

# of active participants logging 100 books or more: 471  
 # of logs received to date: 2,013  
 # of paper logs submitted this quarter: 10  
 # of online logs submitted this quarter: 51  
 # of books read this quarter: 6,100  
 # of people who have completed each 100 amounts:

100 Books – 471	600 Books – 149
200 Books – 309	700 Books – 136
300 Books – 248	800 Books - 122
400 Books – 193	900 Books – 110
500 Book – 173	1000 Books – 102

**Craftastic Wednesday: Hygge for the Holidays**



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

Date	Program Title	Programs	Total Attendance:	Virtual Programs Recorded	Zoom		Facebook		Instagram	YouTube	Twitter
					Zoom Programs	Zoom Attendance	FB Live Attendance	FB Recorded views	IG Recorded Views	YouTube Recorded Views	Twitter Recorded Views
1-Dec	Local Author Spotlight Series	1	128	1	1	9	3	116			
7-Dec	For the Health of It: Mental Health & Nutrition	1	108	1	1	29	13	66			
8-Dec	The Season in the Mist	1	68	1	1	11	9	48			
13-Dec	German Conversation Group	1	6	1	1	6				1	
13-Dec	Talking to Your Kids About School Tragedies and Fears	1	199	1	1	77	22	100			

**Social Media Stats – Youth/Tween/Teen Programs/Marketing:** Nothing for social media for this month.

**Support Services Department Report by Maryann Zurmuehlen – December**

**Department Head/General**

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team Zoom meetings.
- Attended weekly department catchup meetings.
- Prepared the FY 22-23 SS Dept. Budget Proposal.
- Attended a Novi @ Your Door Committee meeting on December 7<sup>th</sup> and 21<sup>st</sup>.

**Lakeshore Lending Library**

- Polar Prizes @ LLL Winter Contest is running December 2021 – February 2022. Guests can win prizes by checking out items from LLL.
- Here's how to win:
  - Check out items from Lakeshore Lending Library using your valid Novi library card and you may find a prize inside! Prizes include: gift cards to the Novi Library Café, coupons to the Friends' Book Nook, and entry tickets for Pauly the Polar Bear's Prize Basket giveaway.
  - Check out an item from Lakeshore Lending Library using your valid Novi library card. Take a photo of yourself at the kiosk and upload it to Facebook or Instagram. Tag us and use the hashtag below and get entered to win a special prize! Limit one entry per person per hashtag per month.
    - December 2021: #PolarPrizesatLLL
    - January 2022: #SnowMuchFunatLLL
    - February 2022: #WinterWonderatLLL
  - At the end of the contest, two lucky guests will win one of two Pauly the Polar Bear Prize baskets.



### Circulation & Shelves

- Robin Dircks's last day is Wednesday, January 26<sup>th</sup>. Please tell her best wishes when you see her!
- Working on cleanup of the patron database.
- Completion of NCSD card campaigns for the N NCSD Elementary schools.
- Outreach card sign-up events took place at Rose Senior Living and Lakeshore Lending Library on December 16<sup>th</sup>.

### Tech Services

- Task coverage in the Circulation department due to staff shortages and unfilled positions.

### Statistics (December 2021)

- **Library Cards Issued: 363**
- **Items Checked Out: 57,359**
- **Items Interloaned for NPL Patrons: 3,902 (72 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,013 (92 through MeLCat)**
- **Items Added to the Collection: 1,199**
- **Items Discarded from the Collection: 973**
- **Drive-Up Window & Locker Hold Pickups: 16**
- **Novi School's Card Registration: 0**
- **MAP Checkouts: 20**
- **Lakeshore Lending Library Checkouts: 171**
- **Outreach:**
  - **5 Facilities Visits / 9 Items Provided**
  - **6 Book Discussions / 83 Items Provided**

Support Services Statistics 2021 -2022													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>Cards Issued</b>	320	321	358	296	422	363							<b>2,080</b>
<b>Items checked out</b>	103,798	73,089	61,737	61,697	55,812	57,359							<b>413,492</b>
<b>Items borrowed</b>	4,763	4,580	4,541	3,997	4,484	3,902							<b>26,267</b>
<b>Items loaned</b>	3,940	3,569	3,480	3,281	3,206	3,013							<b>20,489</b>
<b>Drive-Up Window &amp; Locker Hold Pickups</b>	14	12	19	17	21	16							<b>99</b>
<b>Read Boxes</b>	272	247	406	118	0	0							<b>1,043</b>
<b>MAP Checkouts</b>	43	36	17	22	6	20							<b>144</b>
<b>Novi School's Card Registration</b>	0	0	0	0	0	0							<b>0</b>
<b>Lakeshore Lending Library</b>	223	75	88	66	39	171							<b>662</b>

		December	December							December	December
		2021	2020							2021	2020
Library cards issued		363	80								
Total checkouts		57,359	38,822				READ Boxes	Adult	0		0
								Youth	0		0
Items borrowed	TLN	3,830	6,961					Total	0		0
	MeL	72	72								
		3,902	7,033								
Items loaned	TLN	2,921	4,606								
	MeL	92	94								
		3,013	4,700								

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

Self-Check Totals 2021-22 Fiscal Year									
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1	Youth #2	Adult South
July	103,798	19.05%	19,776	7,697	6,253	5,826	0	0	0
August	73,089	39.84%	29,119	10,935	9,888	8,296	0	0	0
September	61,737	39.60%	24,448	9,650	8,167	6,631	0	0	0
October	61,697	18.87%	21,189	7,453	7,023	6,713	0	0	0
November	55,812	39.72%	22,168	7,858	7,314	6,996	0	0	0
December	57,359	39.56%	22,693	7,387	6,343	5,528	3,435	0	0
January									
February									
March									
April									
May									
June									
FYTD	413,505	35.35%	139,393	50,980	44,988	39,990	3,435	0	0

Library Usage									
2020-2021 Fiscal Year					2021-2022 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	8,095	4,307	12,402	477	July	18,971	6,852	25,823	956
August	10,186	4,091	14,277	461	August	20,561	6,291	26,852	895
September	8,729	5,114	13,843	513	September	19,302	7,168	26,470	980
October	11,833	3,794	15,627	504	October	20,862	8,079	28,941	934
November	8,845	4,475	13,320	493	November	20,346	8,066	28,412	1,015
December	5,213	3,285	8,498	304	December	18,663	5,498	24,161	895
January	8,810	3,297	12,107	404	January				
February	9,952	2,888	12,840	459	February				
March	12,510	5,224	17,734	572	March				
April	12,277	4,784	17,061	588	April				
May	12,199	4,714	16,913	626	May				
June	17,300	6,647	23,947	855	June				
<b>FYTD Total</b>	<b>125,949</b>	<b>52,620</b>	<b>178,569</b>	<b>521</b>	<b>FYTD Total</b>	<b>118,705</b>	<b>41,954</b>	<b>160,659</b>	<b>945</b>

<b>Computer Logins</b>											
<b>2020-2021 Fiscal Year</b>						<b>2021-2022 Fiscal Year</b>					
	<b>Public Workstations</b>	<b>Wireless</b>	<b>Lending Laptops</b>	<b>Total</b>	<b>Daily Average</b>		<b>Public Workstations</b>	<b>Wireless</b>	<b>Lending Laptops</b>	<b>Total</b>	<b>Daily Average</b>
<b>July</b>	0	16,504	0	16,504	635	<b>July</b>	983	30,634	0	31,617	1,171
<b>August</b>	55	18,127	0	18,127	587	<b>August</b>	944	35,958	0	36,902	1,230
<b>September</b>	624	19,329	0	19,953	739	<b>September</b>	853	39,555	0	40,408	1,497
<b>October</b>	942	20,359	0	21,301	687	<b>October</b>	1,086	44,813	0	45,899	1,481
<b>November</b>	401	18,514	0	18,915	701	<b>November</b>	867	41,990	0	42,857	1,531
<b>December</b>	0	9,673	0	9,673	345	<b>December</b>	779	43,942	0	44,721	1,656
<b>January</b>	219	3,323	0	3,542	118	<b>January</b>					
<b>February</b>	629	10,709	0	11,338	405	<b>February</b>					
<b>March</b>	860	19,648	0	20,508	662	<b>March</b>					
<b>April</b>	893	20,319	0	21,212	731	<b>April</b>					
<b>May</b>	903	21,637	0	22,540	835	<b>May</b>					
<b>June</b>	966	27,206	0	28,172	1,006	<b>June</b>					
<b>FYTD Total</b>	<b>6,492</b>	<b>205,348</b>	<b>0</b>	<b>211,840</b>	<b>618</b>	<b>FYTD Total</b>	<b>5,512</b>	<b>236,892</b>	<b>0</b>	<b>242,404</b>	<b>1,426</b>

Early Literacy Workstation Usage							
2020-2021 Fiscal Year				2021-2022 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	0	0	0	July	193	3,882	18
August	0	0	0	August	239	5,031	21
September	0	0	0	September	88	1,403	15
October	0	0	0	October	112	1,989	17
November	0	0	0	November	277	5,636	20
December	0	0	0	December	271	5,382	19
January	0	0	0	January			
February	0	0	0	February			
March	4	118	29	March			
April	69	1,301	18	April			
May	97	1,636	16	May			
June	134	2,347	17	June			
<b>FYTD Total</b>	<b>304</b>	<b>5,402</b>	<b>20</b>	<b>FYTD Total</b>	<b>1,412</b>	<b>27,376</b>	<b>19</b>



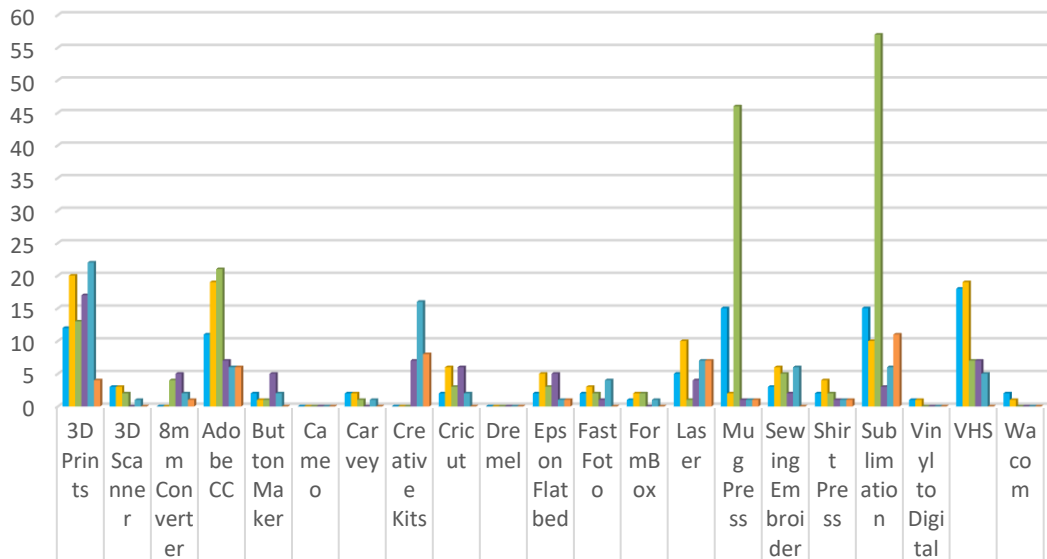
**Technology Training Sessions 2021-22 Fiscal Year**

	3D Printing	Cricut/Silhouette	Digital Conversion	Scans/FastFoto	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Button Maker	Heat Press	Creative Kits	Wacom Tablet	Tech Time	Staff Training	Total Classes	Total Guests	
<b>Jul</b>	12	2	19	4	3	15	2	5	1	3	11	2	17	2	0	0	3	101		
<i>Guests</i>	<b>12</b>	<b>2</b>	<b>19</b>	<b>4</b>	<b>3</b>	<b>15</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>11</b>	<b>2</b>	<b>17</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>3</b>		<b>101</b>	
<b>Aug</b>	20	6	21	8	6	10	2	10	2	3	19	1	6	0	1	0	3	118		
<i>Guests</i>	<b>20</b>	<b>6</b>	<b>21</b>	<b>8</b>	<b>6</b>	<b>10</b>	<b>2</b>	<b>10</b>	<b>2</b>	<b>3</b>	<b>19</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>		<b>118</b>	
<b>Sep</b>	13	3	11	5	5	57	1	1	2	2	21	1	48	0	0	0	31	201		
<i>Guests</i>	<b>13</b>	<b>3</b>	<b>11</b>	<b>5</b>	<b>5</b>	<b>57</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>21</b>	<b>1</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31</b>		<b>201</b>	
<b>Oct</b>	17	6	12	6	2	3	0	4	0	0	7	5	2	7	0	0	6	77		
<i>Guests</i>	<b>17</b>	<b>6</b>	<b>12</b>	<b>6</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>5</b>	<b>2</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>6</b>		<b>77</b>	
<b>Nov</b>	22	2	7	5	6	6	1	7	1	1	6	2	2	16	0	0	1	85		
<i>Guests</i>	<b>22</b>	<b>2</b>	<b>7</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>1</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>6</b>	<b>2</b>	<b>2</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>1</b>		<b>85</b>	
<b>Dec</b>	4	0	1	1	0	11	0	7	0	0	6	0	2	8	0	0	0	40		
<i>Guests</i>	<b>4</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>40</b>	
<b>Jan</b>																		0		
<i>Guests</i>																				<b>0</b>
<b>Feb</b>																		0		
<i>Guests</i>																				<b>0</b>
<b>Mar</b>																		0		
<i>Guests</i>																				<b>0</b>
<b>Apr</b>																		0		
<i>Guests</i>																				<b>0</b>
<b>May</b>																		0		
<i>Guests</i>																				<b>0</b>
<b>Jun</b>																		0		
<i>Guests</i>																				<b>0</b>
Sessions	88	19	71	29	22	102	6	34	6	9	70	11	77	1	1	0	44	<b>622</b>		
<i>Guests</i>	<b>88</b>	<b>19</b>	<b>71</b>	<b>29</b>	<b>22</b>	<b>102</b>	<b>6</b>	<b>34</b>	<b>6</b>	<b>9</b>	<b>70</b>	<b>11</b>	<b>77</b>	<b>33</b>	<b>1</b>	<b>0</b>	<b>44</b>		<b>622</b>	

2021-2022 Fiscal Year					
	Hoopla		LinkedIn		
	Check-outs	New Users	Active Users	Logins	Total Video Views
July	1,446	374	86	28	684
August	1,508	366	94	32	666
September	1,375	309	99	24	330
October	1,302	358	104	25	446
November	1,437	376	119	24	380
December	1,405	37	119	26	702
January					
February					
March					
April					
May					
June					
<b>FYTD Total</b>	<b>8,473</b>	<b>1,820</b>	<b>621</b>	<b>159</b>	<b>3,208</b>

2021-2022 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	7,471	1,909	670	10,050	80
August	7,982	1,794	689	10,465	87
September	7,139	1,536	609	9,284	80
October	7,181	1,661	649	8,842	78
November	7,156	1,614	724	8,770	71
December	7,429	1,757	835	9,186	95
January					
February					
March					
April					
May					
June					
<b>FYTD Total</b>	<b>44,361</b>	<b>10,271</b>	<b>4,176</b>	<b>54,632</b>	<b>493</b>

### 2021-22FY iCube Appointments



July	12	3	0	11	2	0	2	0	2	0	2	2	1	5	15	3	2	15	1	18	2
August	20	3	0	19	1	0	2	0	6	0	5	3	2	10	2	6	4	10	1	19	1
September	13	2	4	21	1	0	1	0	3	0	3	2	2	1	46	5	2	57	0	7	0
October	17	0	5	7	5	0	0	7	6	0	5	1	0	4	1	2	1	3	0	7	0
November	22	1	2	6	2	0	1	16	2	0	1	4	1	7	1	6	1	6	0	5	0
December	4	0	1	6	0	0	0	8	0	0	1	0	0	7	1	0	1	11	0	0	0

Meeting Room Rentals					
2020-2021 Fiscal Year			2021-2022 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	0	0	July	0	0
August	0	0	August	0	0
September	0	0	September	0	0
October	0	0	October	14	426
November	0	0	November	22	578
December	0	0	December	14	304
January	0	0	January		
February	0	0	February		
March	0	0	March		
April	0	0	April		
May	0	0	May		
June	0	0	June		
<b>FYTD</b>	<b>0</b>	<b>0</b>	<b>FYTD</b>	<b>50</b>	<b>1,308</b>

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

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

## Friends of Novi Library

### Friends of the Novi Public Library Meeting of the Board of Directors Agenda – January 12, 2022

- I. Call to Order, Roll Call Sue Johnson
- II. Minutes of the October 13, 2021 Meeting \*
- III. Treasurer's Report\* Marilyn Amberger
- Prior month(s) Income and Expense
  - Statement Balances
  - CD renewal
- IV. Reports
- Library Liaison Dana Brataniec
  - Book Nook Carol Hoffman
  - Membership Sue Johnson
  - President Sue Johnson
    - Holiday Sale, \$599 in cash/checks, credit cards - \$651.50, fees \$18.93, received 632.57 (deposited in January), Sales \$1231.57, donations \$76 – total \$1307.57
    - Vera Bradley event - \$80
    - Downton Abbey raffle basket - \$200, Adina Lesperance was the raffle winner
    - Kaleidoscope update - Bailey Isgro, Detroit History Tours, \$150 deposit paid
    - Purchase of new laptop
    - Mailed newsletter
    - Insurance
    - Fundraising for 2022
    - Booked
    - Paradise Park event
    - Stair vinyls
    - Friends Donor wall

#### V. Announcements

#### VI. Calendar

##### Kaleidoscope

•

##### 2022 Listen at the Library

•

##### 2022 Bringing the Music to You – Tola Lewis

- Anthology of Novi – to be rescheduled spring
- Fox Run – to be rescheduled – April, May – renovation issue

##### 2022 Summer Music at Paradise Park

•

##### Friends Events

#### VII. Adjournment\*

\*Requires Action

**Friends of the Novi Public Library  
Meeting of the Board of Directors  
October 13, 2021**

*(This meeting of the Friends Board was held in the Board Room of the Novi Library. All those in attendance were in compliance with the necessary guidelines put forth due to the COVID-19 Corona virus in order to hold such a meeting.)*

**Call to Order:** Sue Johnson. Sue called the meeting to order at 2:10 p.m.

**Present:** Marilyn Amberger, Marge Bixby, Evelyn Cadicamo, Carol Hoffman, Sue Johnson, Carol Neumann, Karen Schubert, and Dana Brataniec, Library Liaison. Also present was Kat Dooley, Vice President of the Library Board and Chair of Events Marketing for the Board. We also were joined by Mary Angela Winter, who is a Friend, and also a member of Novi CERT, who came to participate in the meeting.

**Absent:** Lin Giglio.

**Minutes of the September 8, 2021 Meeting:** Evelyn Cadicamo. After all members of the Board had completed reading said Minutes, motion was made to accept the Minutes as presented by Marilyn, and seconded by Marge. Motion passed 7-0.

**Introduction of Kat Dooley:** Sue Johnson. Kat informed us that members of the Library Board were rotating attending the Friends meetings in order to accomplish a closer relationship.

**Treasurer's Report:** Marilyn Amberger. Looking at the financial statements, Marilyn stated that "we have money, and we spent it!" She was very proud of the very "pretty balances" we have, and drew our attention to the charge \$1,202.75 on the Cash Flow statement \*. We were reimbursed this amount as this had been an error by the bank. She also drew our attention to the amount of money made by the Book Nook and pointed out that this won't always be the case. Donations are down and we are not getting the traffic we once did. In spite of all this, sales are still high. It is indeed hoped that within the next few months, everything will smooth out, traffic will pick up and we can finally get back to some form of normalcy.

Marilyn drew our attention to the outflows, namely, the \$250 for Morning Arts; the Summer Reading program with the \$100 gift cards; the \$500 for the Staff In-service. Our last event at Paradise Park was quite crowded. People enjoyed themselves as we had a lot of dancers! These events were all quite successful.

Income	\$2,784.96	CFCF	\$15,395.08
Expenses	- <u>349.09*</u>	CF Checking	14,397.35
Overall Total	\$3,134.05	CF Savings	15,004.08
		Vibe Checking	10,002.59
		Vibe Savings	<u>11,025.13</u>
		Total Bank Accounts	65,824.23
		Start-up Fund	<u>100.00</u>
		Overall Total	\$ 65,924.23

\* with the reimbursement of this \$1,202.75 amount, said funds covered all of our outflow of \$850 for the month, and left us with a remainder of \$349.09. This \$349.09 was added to the income for the month and gave us an Overall Total of \$3,134.05 as expressed in the financial statement made a part hereof.

**Reports:**

**Library Liaison:** Dana Brataniec. Dana and Sue discussed the charges for the Summer Reading program. These occurred in June/July and only \$100 in expenses was incurred. The balance of the money could be used next summer as there may be something else that would need funding and the money would be there. The programs had not been in person; rather they were virtual. This would be one use for the funding come next year.

Dana and Sue stated that Morning Arts had already been discussed. The checks had already been written in June, as should have been as the expenses were part of the June budget. The Hanging Art system needs more as it is not receiving a lot of interest in doing a display. She suggested perhaps doing some kind of contest to draw more interest. April and Judy will delve further into this possibility. Motion was made to accept the Treasurer's Report as presented; also to accept and approve the Budget by Evelyn; motion was seconded by Sue. Motion passed: 7-0.

**Book Page:** Sue Johnson. April Stevenson asked that we purchase an additional box of *Book Pages* for the Outreach Program. They are changing the way they distribute information to seniors and would require additional copies. Discussion ensued as to the feasibility of actually participating in such a venture. April and Julie will delve further into this possibility and report back to us.

**Music Series:** Dana Brataniec. Dana advised that the music programs will take place in November, December, January and February. Only Meadowbrook will be open to the public. Registration will take place on the website and is open to residents plus Friends who are members. Performances are not open to the entire community. **November 18** is the first Tola function (she will be doing all of them) at Meadowbrook. **December 18** will be held at The Rose; **January 6, 2022** will be at Anthology, and **February 24, 2022** will be at Fox Run.

**Book Nook:** Carol Hoffman. September was a five-week month and we took in just over \$2,300. We also got a lot of donations. But, donations are dwindling and sales have gone down also. Now that sellers are back there seems to be more activity. When Carol stopped by to check on things, she was pleasantly surprised to see what sellers were doing – namely, selling!! And doing what they have always done! Overheard was the following comment: "A lot of people came into our library and are now going back to their own library. But, we will be coming back because our library doesn't have a good collection." High praise for us!!! The Holiday Book Sale will be timed to coincide with our Holiday Sale on November 6 and 7. We will be offering another basket drawing. For a \$10 donation to the Friends, one can enter into a drawing to win a beautiful basket of Downton Abbey themed items. The basket is on display at the circulation desk. The drawing will be held on November 7 during the last day of our Holiday Sale.

**Membership:** Sue Johnson. Sue informed us that membership is down from other years. But some good news is that 88 members are in the \$30/\$50/\$100 category. Memberships

include 41 families, 50 individuals, and 28 free. We do indeed have a very generous community!

**President's Remarks:** Sue Johnson.

- Walk through Donor Wall – this has been postponed.
- **Kaleidoscope** – October 21, 2021 event; this was the first in-person meeting; 16 people are registered. Reminders were sent out and we received a few more reservations.
- **Stationery** – We have 150 of the spotted ivory paper envelopes left. That particular stationery is not carried anymore. We decided to use a heavier weight ivory paper that will “work” with the envelopes. The envelope will contain the library logo on it and will look distinctive when mail is brought into the house. We will use Max Printing on Grand River to accomplish this task!
- **Vera Bradley** – This event will take place on November 13, 2021. It will run from 10 a.m. to 6 p.m. Karen will open, set up and work from 10-2 shift; Julie will work from 12-2; Evelyn will work 2-4, and Marilyn will work 4-6. Vera Bradley supplies almost everything. This will be much simpler than last year!
- **Insurance** – Sue got an opinion letter which stated that we should have insurance. Technically, volunteers are covered under the Library's insurance; we, as a Board, are not. We could be sued; we should have some kind of basic coverage. The Book Nook, technically, belongs to the Library. We are a separate 501(c)(3). Sue will look into this and consult with an insurance agent.
- **Possible internet seller** – This person would sell higher priced single non-fiction books. Our standard custom is if we find an outstanding book, we shelve it for Sue Bebb to look at it, research it and then put it out for a price. This person is interested in selling books in the \$50/\$75/\$100 range. She would want them; research them, etc. This would not require any changes to the current sorting process.
- **Fuerst Festive Nights** – when discussing this event, it was felt that this is “way too early” to be making plans. The event is December 3-5 and Dana suggested that maybe just library people could handle a hot chocolate booth. Perhaps Board members could serve as “fill-ins” as people take a break. It was suggested that we “hold off for now.”
- **Holiday Sale** – This is a fundraiser! All proceeds go to the Friends and hence, to the Library. This event will run from 10-5 on November 6<sup>th</sup>; and from 12-4 on November 7<sup>th</sup>. Carol Neumann and Sue Johnson will be working both days. There is a \$2 table, with Christmas items. There will be wreaths, flower arrangements, cards, snow men, ornaments, perfume bottles, dishes, international china, towels, potholders. (More information on this event was discussed under “Book Nook” in these Minutes.)



- **Mary Angela Winter offering** – Mary Angela showed us a sample of five cards that she had made, complete with inside message, and was looking for direction in how to present them in order to sell them in a set. Does she offer one of each design and package them in a set of 5; does she offer a set of 5 of the same design??? It was determined that the cards should be sold in a box of 5 of the same design for \$10; then if additional cards were needed, each individual card could be purchased for \$2.50.
- **Downton Abbey Basket raffle** -- please see information on this found in the “Book Nook” section of these Minutes. However, Cat offered information on a Scholastic Book Fair. One such event, she told us, was held at a local brewery. The funds collected went to supply new books. She brought up the Classics Warehouse on Ecorse Road in Belleville.
- **Workers on November 6 and 7** – Workers at the Holiday Sale will be able to make cash sales as well as credit card sales. We are indeed fortunate the Library does have the set up to accommodate these types of transactions.

There being no announcements, Sue made the motion to adjourn the meeting at 3:38 p.m. Karen seconded this motion. Motion passed 7-0.

Our next meeting is tentatively scheduled for November. We will be advised as to the date via email. It is assumed we will continue to meet at 2 p.m.

Respectfully submitted,

Evelyn Cadicamo

Addition:

On November 23, 2021 Julie emailed with this request. April’s team is wanting to get some new furniture for the teen area, specifically new laptop tables. When we did our initial budgeting a year ago, we had the right amounts, but some costs have gone up. We are \$800 short in making this project a reality for 20/21 and I was wondering and hoping the Friends would want to gift us the additional amount?

On November 23, 2021 Sue Johnson emailed the following to the Board:

Here is a request from Julie - read below. I propose that we vote to spend a portion of the Holiday Sale for these new laptop tables for the teen area. Our Community Financial checking account alone is \$16,000+. at this point, so we have money to spend. I support this addition to the budget. Please email with your thoughts and vote.

The Board voted 7-0

On November 24, 2021 Sue Johnson responded:  
The Board is unanimous in its approval of this additional expense. We are happy to give \$800 to this project.

**Historical Commission**

Below 2022/2023 draft budget was approved by the Historical Commission on January 19, 2022.

**NOVI HISTORICAL COMMISSION  
2022/2023 FY BUDGET**

**DRAFT**

General Fund 101

Display Cabinet Exhibit	\$ 900
Marketing/Brochures/Engage/Shirts/Name	\$ 1,100
Equipment/Supplies/Office/Upgrades/Rep:	\$ 1,200
Program/Speaker Fees	\$ 900
Storage Unit	\$ 2,800
Acquisition (Books/Materials)	\$ 500
Conference/Continuing Education	\$ 2,000
Legal Fees	\$ 1,000
Special Projects	\$ 3,600

Examples:

(Villa Barr, Photography, Veterans Sign, Oral Histories,  
Local/City Events, Motor City Marker)

\$ 14,000

## **Board HR Committee:**

### **Summary of January 11, 2022 Meeting**

- Director Farkas shared that we currently have 3 FT and 5 PT positions open; top priority is being given to public service desks. Some programming may have to be rescheduled or postponed due to the staff shortages.
- Committee reviewed the Communication Device Usage Policy. This will go to the full Board at the 1/15/22 budget session meeting as 1<sup>st</sup> draft.
- HR Specialist, Nicole Williams, updated Committee on current policies being reviewed by the staff committee (No Smoking/Vaping Policy, Dress Code Policy). Currently being reviewed by attorney. Nicole will provide the Committee with an overview of her new onboarding process at the next meeting.
- Director mid-year review information has been shared with board members for feedback; review will take place on 1/27/22 in Closed Session.
- Director Farkas is recommending a 3% increase for employees for the 2022-2023 budget year if employed before 1/1/2022. Employee must “meet expectations” to receive this increase.
- HR Specialist, Nicole Williams, has presented a budget to Director Farkas in the amount of \$3,650 for 2022/2023 specifically for staff DEI training initiatives.
- Next meeting scheduled for: February 14, 2022.

## **Board Events/Marketing/Fundraising Committee:**

### **Summary of Dec 22nd, 2021 meeting**

#### **STAFF UPDATES**

- \* Marketing plan draft is being worked on
- \* NPL at your Door - Books by mail - Launch the beginning of February - 60 bags to start and go by weight- they have a little longer for book check-out due to the mail
- \* Finally we will have a draft of our mobile app
- \* Patron Point - TLN and Patron Point are trying to work on Card Renewals so we can launch in the new year
- \* Digital Librarian Job Posting - counterpoint to Dana - help with Social Media again
- \* Every week Wednesday - materials drop off to local area senior living facilities (exception Fox Run)
- \* Drop box drop offs - we'd have to be fine free because we don't know how long it would be for us to get books back
- \* Polar Prizes - Video back from the city (Studio VI) - post Monday next week
- \* Doing another blast on Patron Point
- \* Campaign that Dana is working on to get more testimonials from people about our residents use our services

#### **OLD BUSINESS**

- \* Scholastic Book Fair - got shot down initially - Torry is also gonna work on it
- \* Meeting room rentals and events
- \* Amy and Dana are going to do a commercial type video through Studio VI
  - Survey to those who rent - to get a gauge on rentals
  - More prominent position on City of Novi website
- \* Business partnerships
- \* NPL is tax-except and you can write it off
- \* Donation button on a more prominent position on our website
- \* No credit card transactions should be stored because of PCI regulations
- \* Read box Fundraiser - April - Keith will help work on that - Look for the end of March to launch it so we can recognize National Library Week and Month for the auction - 2 boxes
- \* Need to find an electronic solution
- \* Through Chamber to help
- \* Working with Chamber to inform business that they can get cards
- \* NEW FOR YOU IN 2022

### **Summary of Jan 18, 2022 meeting**

1st Draft review of Marketing Plan

Next Meeting is: Feb 8th

#### **Trustee attended events**

Trustee Michener  
MLK Day Program

Trustee Cherukuri  
MLA Connect Advocacy Hour: Penal Fines, Civil Fines and Library Funding

Trustee Bartlett  
Trustee Training Webinars - Library of Michigan (2 sessions)  
Virtual Presenter Showcase (Follow up to MLA vendor sessions)

Trustee Dooley  
Participated in MLK Day event at NPL

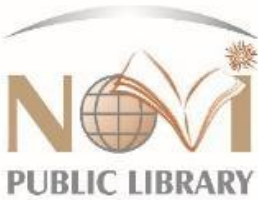
**Questions raised at 1/15/22 & 1/20/22 Board budget sessions pertaining to NPL @ Your Door Policy:**

1. Can data be collected for total # of bags used, total # of people/times a person uses the service? YES. Data can also be collected by age so that we can see the type of user. We will also track postage use and costs.

2. Can a guest check out materials at another library with the status change of NPL @ Your Door? NO. A guest cannot check out materials at other libraries, our NPL Lakeshore Lending Library kiosk or at self-checks stations. A block is added to the guest's card when a guest chooses to take part in the mail service. Therefore, check-outs are not allowed in person. This information will be communicated directly to the guest inquiring about the service as well as in all printed and electronic information.

3. How many bags were purchased for the NPL @ Your Door program? 70 bags.

4. Can information about length of service for the NPL @ Your Door service be added? Yes. See revised (draft 2) of the policy below.



2<sup>nd</sup> Draft as of 1/27/22

## NPL @ Your Door Usage Policy

- The NPL @ Your Door program is a service provided to Novi residents to receive library materials by mail: books, movies, music, audiobooks, and more. If residents are unable to come to the library due to accessibility, illness, or other issues, NPL can mail materials to a resident's home.
- To qualify for the NPL@ Your Door program, a resident must:
  - have a valid Novi Public Library card in good standing and;
  - be 18 years or older to apply for this service. If a resident is under 18 years old, a parent/legal guardian must sign the child up for the NPL @ Your Door Program and take responsibility for all borrowed items.
- In order to sign up for the NPL @ Your Door program, a resident:
  - may call or email the Library to submit an application for this service;
  - will be notified by library staff when the resident has been accepted into the program and;
  - must agree that the resident's library card will be used exclusively for the NPL @ Your Door program. The resident may not use their library card for any checkouts at the Library, including the drive-up window, lockers, or Lakeshore Lending Library.
  - **must designate if the resident will participate in the program on a permanent or temporary basis, and:**
    - **if using the service temporarily, the resident must provide a participation start date and end date at registration, with a minimum of four weeks required for participation in the program.**
- A resident is allowed one mailer bag at a time per library card. The number of items allowed per mailer bag is determined by weight limit.
  - Materials are mailed directly to the resident in a mailer bag at no charge. The resident is required to mail all materials back to the Library within the checkout time limit using the provided postage prepaid mailer bag.
- A resident may be suspended from the NPL @ Your Door program for:
  - damage to materials, including the provided mailer bag;
  - repeated failure to return materials (either part of or the total of items checked out) using the provided postage prepaid mailer bag;
  - repeated in-person check out of materials at the Library;
  - repeated in-person return of materials at the Library, or;
  - any other misuse of the program as determined by the NPL @ Your Door committee.
- The NPL @ Your Door program may be discontinued at any time for any reason.

NPL Employee Handbook: Approved January 27, 2022  
Signed:

Kathy Crawford  
President  
Novi Public Library Board of Trustees

Email from: Betsy Beaudoin, Re: Fine Free Revenue Gap  
To: Library Board of Trustees  
Date: 12/15/2021

Good Evening,

After the public comment I had an idea I wanted to share with the board. There has been discussion of the adding revenue to the library to recoup some of the lost revenue in case of fine free.

Would it be possible to add a button to the self-check-out where people could donate to the library? If you could put a card on file with your account, and do a quick donation when you come in to check out, I think it would bring in a lot of revenue. Additionally, this would not impact people financially if they were not able to afford fines. This would also not impact people who find the fees to be an annoyance and deter library use. I would happily donate a few dollars every time we come to the library if it was a quick easy thing to do!

Betsy Beaudoin

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Email from: Sharon Trumpy, Re: Thank you  
To: Library Board of Trustees  
Date: 12/17/2021

I wanted to take a moment to thank Trustees Bartlett, Crawford, Dooley, Michener and Yu for your support of making Juneteenth a paid holiday. Director Farkas, I'd also like to thank you for the time and effort you and your staff put into gathering the requested information for the board. Please pass my thanks along to the staff for their continued dedication to our diverse community and ensuring that the library is always striving to be an inclusive and equitable environment. The staff survey results were such a testament to their recognition of the importance of Juneteenth. I want all of them, and each of you, to know that celebrating Juneteenth does not diminish the importance of other holidays. Juneteenth is, however, a holiday for ALL Americans. I realize that many Americans were not even aware of Juneteenth until recently and that it has previously been celebrated primarily by Black Americans. I hope that in years to come, it will become the norm that we all celebrate Juneteenth together as a recognition that it was not until that day that ALL of us were free. My white child and my Black child are both American but the experiences of their ancestors were markedly different. I celebrate and appreciate the library staff joining me in recognizing and celebrating that Juneteenth is for ALL of my family and all of yours.

I also extend my appreciation to Trustees Bartlett, Crawford, Dooley, Michener and Yu for your support of extending the fine-free policy. The success of so many local libraries, and libraries all over the nation, in going fine-free and seeing it benefit their communities gives me great hope. Novi Public Library is known for its excellence and its leadership. I am confident that if so many other libraries have found a way to remove this barrier that NPL will be able to as well. Fines can act as an impediment to our elderly citizens, our disabled citizens, single parents, people with lack of reliable transportation, working parents with busy schedules, and, of course, those who are financially unable to afford fines. While it might be possible for you to assess the impact of fines on current library users, one thing I have noticed in the experiences of other libraries that are fine-free is that they see an INCREASE in library users. There are people who choose to not even get a library card and removing this deterrent could increase community

engagement and library usage. I also see the reduction of work load for staff as an enormous benefit. The library staff has born such a heavy burden throughout the pandemic. I would so much prefer that staff can use their limited time and energy to engage in positive interactions with patrons, plan events, curate the collections and attend to daily operations than spend their time collecting fines and dealing with suspended cards. I hope that the next six months will be a chance for the board to gather data and think deeply about HOW to make our library fine-free, rather than looking for justifications for not pursuing that possibility.

I wish all of you a very joyful holiday season and look forward to seeing you in January!  
Sharon Trumpy



Email from: Torry Yu, Re: Thank you!  
To: April Stevenson, Head of Information Services  
Date: 1/17/2022



*"Kindness Always Wins" is our motto at Hickory Woods and we wanted to THANK YOU for being so kind and giving of your time, especially during the busy holiday season to help the Hickory Woods PTA with our PTA Reflections program.*

We had a record year for turnout with 54 students participating in this annual competition and over 60 entries received where our students shared how they will change the world. At Hickory Woods, we had 19 entries advance to the district level competition and now have 14 entries representing us at the state level of competition.

We hope you will be able to help us again next year!

Sincerely,

Jennifer Ormond & Torry Yu (HWE Reflections Chairs)  
& the Hickory Woods PTA





## LIBRARY CLOSINGS 2022

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

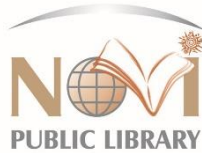
## LIBRARY BOARD MEETINGS

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

(Except Feb. 17th, July 21st – held third Thursday)

Nov. 16<sup>th</sup>, Dec. 21<sup>st</sup> – held the third Wednesday)

**H – Paid Holiday for Employee**



## Library Board Calendar

### 2022

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

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