

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Thursday, September 22, 2022
at 7:00 p.m.
Location: City of Novi, Council Chambers

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

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

Call to Order by President, Kathy Crawford

Pledge of Allegiance

Roll Call by Secretary, Brian Bartlett

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

Approval of Agenda..... 1-4

Consent Agenda

- 1. Approve Minutes of: August 25, 20225-12
- 2. Approve Claims and Warrants of:
A. Accounts 268 and 269 (#618) 13-14

Presentations

- 1. Debbie Wertz, Amy Kennedy & Becca Woods – Novi Community Coalition (NCC) partnership update
- 2. Abhay Kakarla & Rida Salim, Student Representatives: 21/22 Annual presentation....15-18

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) – August 2022..... 19
- 2. President's Report (Kathy Crawford)
A. 2022/2023 Library Board Goals 20-22
- 3. Treasurer's Report (Sreeny Cherukuri)
A. Financial Report August 202223
B. 2021-2022 Library Budget Fund 268 24-26
C. 2021-2022 Contributed Fund Budget 269.....27

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| D. Library Fund 268 Expenditure & Revenue Report as of August 31, 2022..... | 28-30 |
| E. Library Fund 269 Contributed Fund as of August 31, 2022..... | 31 |
| F. Balance Sheets for Funds 268 and 269 as of August 31, 2022..... | 32-33 |
| 4. Director's Report (Julie Farkas) | 34-44 |
| A. Information Technology Report | 45-47 |
| B. Facilities Report | No Report Submitted |
| C. Information Services Report | 48-52 |
| D. Support Services Report | 52-53 |
| E. Library Usage Statistics..... | 54-61 |
| F. Friends of Novi Library – Presentation slides from August 25, 2022; Compilation of funds donated to Novi Library since 2010 | 62-65 |
| G. City of Novi Historical Commission | N/A |

Public Comment

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Committee Reports

1. **Policy Committee:** Review current public policies for the Library
(Chair: Sturing, Bartlett and Michener, Staff Liaison – Julie Farkas)
 - Staff Committee: Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Dana Brataniec and Hillary Hentschel
 - **GOALS 2022-2023:**
 1. Continued review of public policies
 - Staff is currently reviewing: Collection Development Policies, Exhibits and Displays and Art Exhibits Policies, Food Policy

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)
 - Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kirstin Abate and Kirsten Malzahn.
 - Staff is currently reviewing: Communication Device Policy
 - Meeting held on: September 8, 2022 to go over the Communication Device Policy before staff review; begin planning a board retreat for spring 2023 (Director Farkas is looking into a potential speaker) Finance Committee requested a benefits comparison which HR will also review. Director Farkas is compiling the data. A first draft of a new Organizational Chart was reviewed.
 - **GOALS 2022-2023:**
 1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
 2. Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.
 3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library.

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Cherukuri, Sturing, Staff Liaisons – Julie Farkas & Barbara Cook)
 - Director Farkas and Barbara Cook had a meeting with Baldwin Library in Birmingham on July 7th to discuss their Trust and how it is managed.
 - Committee has requested a review of current and competitive benefits by similar libraries. Director Farkas is compiling the information. This will be shared with HR Committee as well.
 - **GOALS 2022-2023:**
 1. Review Financial Plan
 2. Library Endowment/Foundation investigation
 3. Salary Comparison and review – COMPLETED

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
 (Chair: Dooley, Bartlett, Gurumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec)
 - No meeting scheduled at this time
 - **GOALS 2022-2023:**
 1. Continuing support with Friends of Library; more board presence at their events
 2. Marketing Plan Update
 3. Marketing efforts put in place for the Strategic Plan

5. **Strategic Planning Committee:**
 (Chair: Bartlett, Dooley, Gurumurthy, Staff Liaison – Julie Farkas).
 - Meeting held: August 30, 2022 to create questions for further clarification for the two firms that were approved for further consideration based on the bid process. Firms: Re-Thinking Libraries and LibraryIQ.
 - Meetings held: September 12th and September 16th to review information provided by the two firms.
 - Board members will receive the bid documents and follow-up information from the two considered firms: Re-Thinking Libraries and LibraryIQ

6. **Building & Grounds Committee:**
 (Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)
 - Next meeting scheduled tentatively for: October 5, 2022
 - **GOALS 2022-2023:**
 1. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
 2. Review NPL's current Technology Plan

7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
 (Chair: Michener, Bartlett, Sturing, Staff Liaison – Julie Farkas)
 - No meeting; no report.
 - **GOAL 2022-2023:**
 1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed.

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

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

- Meeting held: August 22, 2022 to continue discussion on Collection Development Policy.....72-103
- Next meeting: September 19, 2022 – continued work on DEI Scorecard and NPL definitions
- **GOALS 2022-2023:**
 1. Recommend All Board Trustees – Attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person).
 2. Assist in launching the DEI Scorecard for NPL
 3. Bring forth recommendations that amplify DEI in NPL Strategic Planning

Matters for Library Board Action

1. Motion to enter into a contract with Re-Thinking Libraries for strategic planning purposes with a not to exceed cost of \$23,665; requiring milestone updates from the firm to coincide with quarterly payments66
2. Motion to approve: Collection Development Policy (DRAFT 1).....72-75
3. Motion to approve: Food Policy (DRAFT 1).....104

Communications

1. None received

Closed Session

1. None

Motion to Adjourn into Closed Session

Adjournment

Supplemental Information

- Library Board Calendar 2022 and 2023..... 107-108

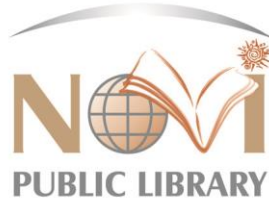
2022 Future Events:

- 10/12: Friends of Novi Library, Regular Meeting – 2pm, Novi Public Library
- 10/18: Community Reads: Screenwise by Dr. Devorah Heitner - 6:30pm, Novi Middle School (Registration Required)
- 10/19: City of Novi Historical Commission, Regular Meeting – 7pm, Novi Public Library
- 10/27: Board of Trustees, Regular Meeting – 7pm, City of Novi – Council Chambers
- 11/23: Library Closes at 5pm
- **11/24 and 11/25: Library Closed – Thanksgiving Holiday**

Inform. Inspire. Include.

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

<http://www.novilibrary.org>



**Library Board or Trustees – Regular Meeting
Initial Draft - MINUTES
August 25, 2022, 7 PM
City of Novi – City Council Chambers**

Final Draft

Call to Order by President Kathy Crawford

City Council Chambers

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Brian Bartlett

Library Board – All Board members were recorded present

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

Student Representatives

- Abhay Kakarla
- Rida Salim – Absent/Excused

Library Staff

- Julie Farkas, Director

Legal Counsel

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

Approval of Agenda

- Motion:** To Approve the Agenda as documented in the board packet.
Motion for Approval – 1st – Trustee Michener
2nd – Trustee Gurumurthy

Motion passes – 7-0

Consent Agenda

- 1. Approve Minutes of: July 21, 2022
.....5-10
- 2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269
(#617).....11-13

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

Motion passes – 7-0

Presentations

- 1. Sue Johnson, President, Friends of Novi Library, Annual presentation

Friends President Sue Johnson presented the Annual report of the Friends of Novi Library covering the group's accomplishments and initiatives for the next year. The Friends of Novi Library contributed \$37,950 to the Novi Library in the last year. This is a record contribution for the Friends.

Libraries contributions for 2022

- Summer Reading Program
- Community Read
- Music Program (Summer and Senior Center)
- ICube Maker Space – Immersion Printing
- NPL at your Door
- Podcast Equipment

The Friends will be introducing a "Donor Tree". It will be a art feature in the Library supporting multiple levels of giving opportunities for the community to purchase "leaves".

President Crawford and the Board thanked the Friends of Novi Library for their work.

- 2. Abhay Kakarla and Rida Salim, Student Representatives – Annual presentation

Annual presentation was postponed until the September meeting.

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Jason Michener, Harrier Place, Novi, MI
 Thanked the Novi Friends for their support of the Novi Library and specifically the music program.

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 A. 2022/2023 Library Board Goals15-17

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 C. Information Services Report36-40
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E. Library Usage Statistics.....42-49
 F. Friends of Novi Library Minutes Agenda – Aug. 10, 2022; Minutes – June 8, 202253
 G. City of Novi Historical Commission Minutes – June 15, 2022; Minutes – July 20, 2022.....54-58

Director Farkas The Novi Library has won an award from the Michigan Association for Media in Education. The Library was nominated by the library staff of Novi Schools. The Award is the Association Community Collaboration Award and will be presented in November.

Public Comment

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No Public Comment.

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- **Staff Committee:** Julie Farkas, Barb Rutkowski, Kim Swejkoski, Betty Lang, Dana Brataniec and Hillary Hentschel

· **GOALS 2022-2023:**

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- Meeting scheduled for: August 22, 2022

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3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation

(Chair: Bartlett, Cherukuri, Sturing, Staff Liaisons – Julie Farkas & Barbara Cook)

- Director Farkas and Barbara Cook had a meeting with Baldwin Library in Birmingham on July 7th to discuss their Trust and how it is managed.
- No meeting held in August

· **GOALS 2022-2023:**

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

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

- No meeting held; events attended by Library Board Trustees59

· **GOALS 2022-2023:**

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

5. **Strategic Planning Committee:**

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

- Meeting held: Wednesday, August 10, 2022: Committee reviewed four bids for strategic planning services. Results and recommendation are included.....59-65

6. Building & Grounds Committee:

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

- See update on Server Room Air-conditioning unit bid; parking lot maintenance; snow removal; Lakeshore Lending Library.....65

· **GOALS 2022-2023:**

1. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
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8. DEI: Diversity, Equity and Inclusion Committee

(Chair: Dooley, Michener, Gurumurthy, Staff Liaisons – Julie Farkas & Nicole Williams) · Meeting held on August 9, 202266

- Next meeting: August 22, 2022

· **GOALS 2022-2023:**

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

Matters for Library Board Action

1. Motion to enter into a contract with Re-Thinking Libraries for strategic planning purposes with a not to exceed cost of \$23,665

Trustee Bartlett: Discussed the process for the bids. Two of 4 had extensive Library experience which were Library IQ and Re-Thinking Libraries. They are clearly the two best proposals. Re-Thinking Libraries is the highest bid and had some issues with the bid, most notably the Library Retreat which is over 20% of the bid. The other issue was their ongoing 12 month plan. There is no hard cost for the yearly plan and no definition over what support is included for the first 12 months at no extra cost.

Further looking for means of approval, walking through the costs in detail there are discussions of what they "will" and "can" provide. There is some confusion over what is included and what is optional. They also had an hourly rate and a fixed price rate. All other vendors quoted a fixed price without detailing an hourly rate. Suggested that all members

review the final proposal. The appendix and samples were excellent, but unsure what they provided.

Trustee Gurumurthy: Noted that Rethinking Libraries stood out for their Appendix. She also was impressed by their experience. We need to move to a negotiation and developing a statement of work (SOW) to revisit what they are saying. She suggested going through a further discussion and bring a back to the board.

Trustee Dooley: Indicated the committee's comments were asynchronous. She originally liked Library IQ, but they did not complete all the items required by the RFP process.

Trustee Michener: Appreciate what has been shared. Believes getting clarification as to what their words mean and what deliverables are there. RTL sounds like a good group and appreciates the negotiation.

Director Farkas: Noted that Rethinking Libraries stood out. They have worked with libraries in the area and within Michigan where Library IQ has not. Also Library IQ did not follow the instructions for bid submittal. She will be working closely with this organization and needs to be confident they can follow instructions.

President Crawford: Expressed concern of the timing and the ability to get Budget dollars for Fiscal 2023-2024.

Director Farkas: Indicated that this will impact the timeline and will probably miss the Budget timeline. Wanted to be sure that was understood.

Trustee Sturing: Had budgetary concerns hearing both \$15,000 and 24,000.

Director Farkas: Specified the Budget is \$15,000. Either proposal will probably require an adjustment. All Board Members will get a copy of the final two proposals Re-Thinking Libraries and Library IQ.

Trustee Michener: What would be the objective for the proposal. Will this require a presentation from the companies. Is concerned of the impact on the implementation timeline.

Director Farkas: The board needs to be prepared that this will effect budget timelines and costs and could well push into planning beyond the next budget, or require a modification.

Trustee Dooley: Indicated that her experience is that these proposals often are very optimistic per time lines and could well be face delays beyond the boards control.

Trustee Gurumurthy: Suggested a vote before the next board meeting, but with public meeting requirements, that may not be feasible.

Trustee Bartlett: Reminded the board of payroll budget pressures that will be our first priority and may impact the strategic plan budgeting regardless of when it is presented.

Motion (MODIFIED): The proposals from Library IQ and Re-Thinking Libraries will be sent back to committee for the purpose of bringing a recommendation to the board in September.

Motion- Trustee Cherukuri
2nd-Trustee Dooley

Motion Passes – 7-0

2. Motion to approve the HR Policy: Rules of Conduct

Trustee Sturing: Was surprised to see that Mace and Pepper Spray were not allowed per policy. Often persons carry such personal protection devices especially when working long hours.

Trustee Michener: Hadn't noticed this exclusion. Would be in favor of omitting that exclusion.

Trustee Dooley: Would also be in favor of removing the language excluding Mace and Pepper spray for personal protection.

Trustee Cherukuri: Hadn't some questions regarding the gift policy and how it is applied.

Trustee Michener and Director Farkas: Clarified how the gift policy for individuals functioned and how staff avoids appearances of impropriety.

Motion (MODIFIED): Approval of the Rules of Conduct as documented with the removal of Mace and Pepper Spray exclusion.

Motion- Trustee Sturing
2nd-Trustee Dooley

3. Motion to approve Library Board Meeting Calendar for 2023

Motion: To Approve the Library Board Meeting Calendar for 2023.

Motion- Trustee Gurumurthy
2nd-Trustee Cherikuri

Adjournment

Motion: Motion to Adjourn at 8:56 PM
Motion- Trustee Michener
2nd-Trustee Gurumurthy

Motion Passes – 7-0

Communications

- 1. Email from: Danielle Hammelef, Re: Summer Reading Program...72
- 2. Email from: Barb McBeth, Re: Meeting Room Usage.....72

Supplemental Information

- Library Closings 2022 and 202375-76
- Library Board Calendar 2022.....77
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2022 Future Events:

- 9/1: LIBRARY CARD SIGN UP MONTH – SEPTEMBER
- 9/3-9/5: LIBRARY CLOSED – Labor Day Weekend
- 9/14: Friends of Novi Library, Regular Meeting – 2pm, Novi Public Library
- 9/21: City of Novi Historical Commission – Regular Meeting – 7pm, Novi Public Library
- 9/22: Board of Trustees, Regular Meeting – 7pm, City of Novi – Council Chambers

| Warrant 618 | 268 Accounts | September 2022 | |
|--------------------|---------------------|-----------------------|---------------|
| Payable to | Invoice # | Account number | Amount |
| Amazon | | 268-000.00-727.000 | \$ 39.99 |
| Quill | | 268-000.00-727.000 | \$ 686.97 |
| Stamps | | 268-000.00-728.000 | \$ 67.99 |
| Canva | | 268-000.00-734.000 | \$ 119.40 |
| Knight Watch | | 268-000.00-734.000 | \$ 210.00 |
| Provantage | | 268-000.00-734.000 | \$ 944.00 |
| Amazon | | 268-000.00-734.500 | \$ 910.22 |
| LoVo Comm. | Cat 6 Cable | 268-000.00-734.500 | \$ 436.74 |
| tele systems | master receiver | 268-000.00-734.500 | \$ 950.00 |
| Amazon | | 268-000.00-740.000 | \$ 12.76 |
| Sam's Club | | 268-000.00-740.000 | \$ 47.88 |
| Amazon | | 268-000.00-742.000 | \$ 2,317.59 |
| Brodart | | 268-000.00-742.000 | \$ 8,899.01 |
| Lakeshore | | 268-000.00-742.000 | \$ 92.22 |
| Tsai Fong | | 268-000.00-742.000 | \$ 1,867.47 |
| WT Cox | | 268-000.00-742.000 | \$ 638.00 |
| Amazon | | 268-000.00-742.010 | \$ 701.09 |
| Baker & Taylor | | 268-000.00-742.010 | \$ 20.93 |
| Brodart | | 268-000.00-742.010 | \$ 860.66 |
| WT Cox | | 268-000.00-743.000 | \$ 14,217.32 |
| Baker & Taylor | | 268-000.00-744.000 | \$ 236.79 |
| Library Ideas | | 268-000.00-744.000 | \$ 539.40 |
| Library Network | | 268-000.00-744.000 | \$ 11,024.47 |
| Midwest Tape | | 268-000.00-744.000 | \$ 663.80 |
| Overdrive | | 268-000.00-744.000 | \$ 4,447.64 |
| Baker & Taylor | | 268-000.00-745.200 | \$ 1,366.67 |
| Midwest Tape | | 268-000.00-745.200 | \$ 703.96 |
| Gale/Cengage | EBook hosting | 268-000.00-745.300 | \$ 300.00 |
| Rosen Publishing | | 268-000.00-745.300 | \$ 795.00 |
| Novi Rotary | Summer 2022 | 268-000.00-809.000 | \$ 150.00 |
| RNA | | 268-000.00-817.000 | \$ 7,809.00 |
| AT&T | | 268-000.00-851.000 | \$ 589.92 |
| T-Mobile | | 268-000.00-851.000 | \$ 822.33 |
| Tel Net | | 268-000.00-851.000 | \$ 428.27 |
| Verizon | | 268-000.00-851.000 | \$ 462.39 |
| Library Network | telecommunications | 268-000.00-855.000 | \$ 2,456.40 |

| | | | |
|---------------------|--|--------------------|-------------|
| Amazon | | 268-000.00-880.000 | \$ 66.10 |
| Novi School Café | | 268-000.00-880.000 | \$ 75.00 |
| Positive Promotions | | 268-000.00-880.000 | \$ 4,209.00 |
| Sam's | | 268-000.00-880.000 | \$ 30.24 |
| Amazon | | 268-000.00-880.268 | \$ 355.78 |
| KSCPP | | 268-000.00-880.268 | \$ 155.00 |

| Warrant 618 | 269 Accounts | September 2022 | |
|--------------------|--------------------------------------|-----------------------|----------------------|
| Payable to | Invoice # | Account number | Account total |
| | | | |
| Hungry Howie's | staff in service; lunch | 269-000.00-742.236 | \$ 502.25 |
| Kroger | staff in service; Kroger; snack exp. | 269-000.00-742.236 | \$ 162.11 |
| Sam's | staff in service; beverages | 269-000.00-742.236 | \$ 111.70 |
| Novi School Café | staff recognition gift card- cc | 269-000.00-742.236 | \$ 50.00 |
| Petty Cash | Staff recognition; in service | 269-000.00-742.236 | \$ 12.50 |
| Amazon | iCube; craft; loom; pick maker | 269-000.00-976.046 | \$ 163.77 |
| Amazon | iCube; calligraphy; markers; pens | 269-000.00-976.046 | \$ 50.66 |
| Amazon | iCube; bookmarks; mugs | 269-000.00-976.046 | \$ 214.54 |
| Amazon | iCube; flat washers | 269-000.00-976.046 | \$ 29.15 |
| American Button | iCube Craft; pendants | 269-000.00-976.046 | \$ 152.68 |
| Justine Galat | iCube; reimburse for supplies | 269-000.00-976.046 | \$ 125.56 |
| TOTAL | | | \$ 1,574.92 |



2021-2022 End of Year Presentation

By: Abhay Kekarla and Rida Salim
Novi Public Library Board Student Representatives
Novi Public Library Staff Liaisons:
Julie Enicas, Library Director and
Lindsay Gojcal, Information Services Librarian

Summer and Fall 2021 Tween and Teen Programs

- ★ Sticky Fingers Virtual Cooking Classes: Japanese Inspired Cuisine and Harry Potter Inspired Cuisine
- ★ Mad Science of Detroit: Tales and Tails
- ★ Let's Draw Monsters Virtual Cartooning
- ★ Creepy Crawlies

Monthly Programs:

- ★ Be TWEEN the Pages: Tween Book Club Trivia
- ★ Tail Waggin' Reading Buddies



Reading to Bella ↓



Reading to Sherlock ↑

Winter, Spring & Summer 2022 Tween and Teen Programs

- ★ Mad Science of Detroit: Fire and Ice
- ★ Virtual SAT Practice Test
- ★ STEAM Leap Into Science: Wind
- ★ Mad Science of Detroit Presents Amazing Oceans

Monthly Programs:


- ★ Be TWEEN the Pages: Tween Book Club Trivia
- ★ Tail Waggin' Reading Buddies


Grab and Go Kits

Continued to be offered due to COVID and high demand and interest by our community

Tween and Teen Kits Included:

- Upcycled crafts
- Harvest crafts
- Air plant terrarium
- Cross-stitch bookmark





MiLibraryQuest

What is it?

- A series of statewide virtual quests for teens who is involved!
- A group of library staff work together to create innovative, fun, and competitive quests for teens in Michigan in collaboration with Library of Michigan and public libraries throughout the state



Summer 2021



Winter 2022

Novi Public Library participated in two quests during 2021-2022

Programs Overview

The programs hosted from July 2021-June 2022 that were among the most popular were STEAM (science, technology, engineering, art, math) programs, such as Mad Science of Detroit.

The grab and go kits continued to remain popular. The kits allowed guests to take home a craft or activity and complete it on their own time.



Summer 2021 Teen Stop Displays



July 2021 - Books set in summer



August 2021 - Books set in or about school

Fall 2021 Teen Stop Displays



September 2021 - Books recognizing Banned Books Week



October 2021 - Thrillers and mysteries

Fall 2021 Teen Stop Displays



November 2021 - To celebrate Native American Heritage Month, books by and about Indigenous People
To celebrate NaNoWriMo, books that were written in one month



December 2021 - Best books of 2021

Winter 2022 Teen Stop Displays



January 2022 - Books about winter



February 2022 - In honor of Black History Months, books written by Black authors and with Black characters

Winter/Spring 2022 Teen Stop Displays



March 2022 - To celebrate Women's History Month, books about feminism and female characters



April 2022 - To celebrate National Poetry Month, books written in verse

Summer 2022 Teen Stop Displays



May 2022 - To celebrate Asian American and Pacific Islander (AAPI) Month, books written by AAPI authors and with AAPI characters



June 2022 - To celebrate National Poetry Month, books written in verse

Teen Advisory Board (TAB) Update

- ★ Meetings held monthly from September 2021-May 2022 (concurrent with the school year)
- ★ Meetings were conducted virtually via Zoom
- ★ December 2021 meeting special program: "For the Health of It: Teen Edition - the Importance of Eating Healthy and Proper Rest"
- ★ 2022-2023 TAB Officers were voted on during the May meeting

Teen Advisory Board (TAB) Update

- A few goals set from last year, that were accomplished included:
- Be involved with community service projects in the community
 - Promote TAB through social media



2022-2023 TAB GOALS



THANK YOU!

August 2022 Library Board Student Representative Report

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

Tween and Teen Library Programs:

The Grab and Go Mystery Kit program was held on August 20. Guests received a mystery craft item to take home and make. (Attendance = 24)

The Tail Waggin' Reading Buddies program was held on August 24. It was 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 = 15)

The Summer Reading Finale Parties at Paradise Park were held on August 24 and August 25. Guests in grades K-12 who completed the summer reading program earned admission to the finale party at Paradise Park. Readers received 2.5 hours of access to the park, plus two slices of pizza and one beverage. Finale parties generously donated by Paradise Park. (Attendance = 230 and 199)

Teen Space Update:

Teen Space is not offered mid-June through August when school is not in session. Teen Space will start on September 12.

Teen Advisory Board (TAB) Update:

The first TAB Meeting of the 2022-2023 school year will be held on September 30.

Upcoming Programs:

- Spooky Sweets: Halloween Cupcake Decorating - October 4
- Spooky Halloween Magic with Baffling Bill - October 19
- Tail Waggin' Reading Buddies - October 26
- Teen Advisory Board (TAB) Meeting - October 28

Teen Stop Featured Display:

The August Teen Stop featured young adult fiction books set in or about school.

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| HUMAN RESOURCES | STATUS |
|---|--------|
| 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. | |
| 4. Onboarding process for new board members | |
| <ul style="list-style-type: none"> DEI Staff Training | |
| <ul style="list-style-type: none"> Connecting with organizations, groups, businesses to improve DEI relations | |
| <ul style="list-style-type: none"> COVID related needs; concerns | |
| <ul style="list-style-type: none"> Remote work opportunities | |
| <ul style="list-style-type: none"> Review of employee benefits | |
| <ul style="list-style-type: none"> Use of volunteers | |
| <ul style="list-style-type: none"> Performance Review form updates (July 2022) | |
| <ul style="list-style-type: none"> Salary comparison/review (last done 2018) | |
| <ul style="list-style-type: none"> HR Plan | |

| MARKETING, EVENTS & FUNDRAISING | STATUS |
|--|---------|
| 1. Continuing support with Friends of Library; more board presence at their events. | |
| 2: Marketing efforts put in place for the Strategic Plan | |
| 3. Marketing Plan update | |
| <ul style="list-style-type: none"> Lending Library – 1 yr. assessment | Ongoing |
| <ul style="list-style-type: none"> NPL @ Your Door (Mail Service) | Ongoing |
| <ul style="list-style-type: none"> Library App upgrade | |
| <ul style="list-style-type: none"> Annual Report (Nov 2022) | |
| <ul style="list-style-type: none"> Strategic Plan (July 2023) | |
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| POLICY | STATUS |
|--|--------|
| 1. Continual review and approval of library policies specific to public use of the Library. | |
| <ul style="list-style-type: none"> Customer Service initiatives | |
| <ul style="list-style-type: none"> Fine Free status (cont. July 2022-June 2023) | |
| <ul style="list-style-type: none"> Friends Memorandum of Understanding | |
| | |

| STRATEGIC PLANNING | STATUS |
|--|--------|
| 1. RFP for a Strategic Planning Consultant to develop the next 3-5 year plan for NPL (2023-2028) | |
| 2. Strategic Planning development for NPL (Fall 2022 – Spring 2023) | |
| <ul style="list-style-type: none"> QSAC (Quality Services Audit Checklist) accreditation with Library of Michigan | |
| <ul style="list-style-type: none"> Updated Marketing, Technology and | |
| <ul style="list-style-type: none"> DEI opportunities | |

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| COLLECTIONS | STATUS |
|---|--------|
| <ul style="list-style-type: none"> Continuous purchasing, review and weeding of current collections | |
| <ul style="list-style-type: none"> Continuous use of displays, marketing materials, space to promote collections | |
| <ul style="list-style-type: none"> DEI opportunities | |
| <ul style="list-style-type: none"> Lending Library 1 yr. assessment | |
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| TECHNOLOGY | STATUS |
|---|---------|
| <ul style="list-style-type: none"> Lending Library – 1 yr. assessment; library card dispensing opportunity | Ongoing |
| <ul style="list-style-type: none"> New phone system integration | |
| <ul style="list-style-type: none"> iCube growth with equipment and services | |
| <ul style="list-style-type: none"> Library App upgrade | |
| <ul style="list-style-type: none"> Online library card registration /renewal | |
| <ul style="list-style-type: none"> Public printing solution | |
| <ul style="list-style-type: none"> Credit card payment options for 6 service points | |
| <ul style="list-style-type: none"> Meeting room equipment | |

| OUTREACH | STATUS |
|--|--------|
| <ul style="list-style-type: none"> Connecting with WLCSD, NCS D for various card campaigns (July – December 2022) | |
| <ul style="list-style-type: none"> Establishing new relationships with NCS D leadership | |
| <ul style="list-style-type: none"> NPL @ Your Door – 1 yr. assessment (March 2023) | |
| <ul style="list-style-type: none"> Services to Older Adults | |
| <ul style="list-style-type: none"> Read Box services; expansion | |
| <ul style="list-style-type: none"> DEI opportunities | |
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| PROGRAMMING | STATUS |
|---|--------|
| <ul style="list-style-type: none"> ESL programming opportunities and relationship building | |
| <ul style="list-style-type: none"> Annual Community Read event (spring 2023) | |
| <ul style="list-style-type: none"> National Library Week event (April 2023) | |
| <ul style="list-style-type: none"> Lakeshore Lending Library – expand event opportunities | |
| <ul style="list-style-type: none"> Annual back to school breakfast (fall 2023) | |
| <ul style="list-style-type: none"> DEI opportunities | |
| <ul style="list-style-type: none"> Summer Reading Program (June – Aug) | |
| <ul style="list-style-type: none"> Library Card Sign-up month (September) | |
| | |

***We have a new Bookkeeper, Bindhya Suriyanarayanan. Training will take place over the next 6 weeks to acclimate her to the position. HUGE thank you to Barb Cook for offering her expertise through the end of October (a couple times in November/December) to bring Bindhya up to speed on our financial processes.

Financial Report for Aug 2022

Approved Budget for Fund 268 Fiscal Year 2022-2023

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

Approved budget for Fund 269 Fiscal Year 2022-2023

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

Revenue & Expenditure Report for Fund 268

| | YTD July 31, 2022 | YTD August 31, 2022 | Difference |
|--------------------------------|-------------------|---------------------|------------|
| TOTAL REVENUES | \$ 11,003 | \$150,320 | \$139,317 |
| TOTAL EXPENDITURES | \$ 241,388 | \$483,431 | \$242,043 |
| NET OF REVENUES & EXPENDITURES | (\$230,385) | (\$333,111) | |

Revenue & Expenditure Report for Fund 269

| | YTD July 31, 2022 | YTD August 31, 2022 | Difference |
|--------------------------------|-------------------|---------------------|------------|
| TOTAL REVENUES | 0 | 0 | 0 |
| TOTAL EXPENDITURES | \$215 | \$738 | \$523 |
| NET OF REVENUES & EXPENDITURES | (\$215) | (\$738) | |

Balance Sheet Report as of Aug 31, 2022

The ending fund balance for Fund 268 is \$2,230,391.42

The ending fund balance for Fund 269 is \$1,655,317.68

| 2022-2023 Library Budget 268 January 27, 2022 | | 2020-2021 Approved | 2020-2021 Audited | 2021-2022 Approved | 2021-2022 Yr. End | 2022-2023 Approved | 2023-2024 Projected | 2024-2025 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 |
| Total Revenues | | 3,245,300.00 | 3,217,848.34 | 3,244,172.00 | 3,350,566.97 | 3,397,404.00 | 3,488,915.00 | 3,583,553.00 |

| 2022-2023 | | 2020-2021 Approved | 2020-2021 Audited | 2021-2022 Approved | 2021-2022 Yr. End | 2022-2023 Approved | 2023-2024 Projected | 2024-2025 Projected |
|---------------------------------------|---------------------------------|-----------------------|----------------------|-----------------------|----------------------|-----------------------|------------------------|------------------------|
| Expenditures | | | | | | | | |
| Personnel Svcs. | | | | | | | | |
| 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 |
| Total Personnel Services | | 2,121,060.00 | 1,913,304.91 | 2,121,000.00 | 2,095,700.00 | 2,192,477.00 | 2,258,071.00 | 2,327,407.00 |
| Supplies and Materials | | | | | | | | |
| 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 |
| Total Supplies & Materials | | 599,600.00 | 546,441.45 | 647,000.00 | 731,730.69 | 643,200.00 | 661,200.00 | 666,150.00 |

| 2022-2023 Library Budget 268 | | 2020-2021 Approved | 2020-2021 Audited | 2021-2022 Approved | 2021-2022 Yr. End | 2022-2023 Approved | 2023-2024 Projected | 2024-2025 Projected |
|-------------------------------------|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Services & Charges | | | | | | | | |
| 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 |
| Total Services & Charges | | 554,700.00 | 530,512.68 | 604,500.00 | 581,828.34 | 636,200.00 | 634,250.00 | 643,600.00 |
| 2022-2023 Library Budget 268 | | 2020-2021 Approved | 2020-2021 Audited | 2021-2022 Approved | 2021-2022 Yr. End | 2022-2023 Approved | 2023-2024 Projected | 2024-2025 Projected |
| Capital Outlay | | | | | | | | |
| 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 |
| Total Capital Outlay | | 111,000.00 | 13,774.00 | 37,200.00 | 42,900.00 | 95,500.00 | 140,200.00 | 24,000.00 |
| 965.269 | Walker Transfer | | | | | | | |
| Total Expenditures | | 3,386,360.00 | 3,004,033.04 | 3,409,700.00 | 3,452,159.03 | 3,567,377.00 | 3,693,721.00 | 3,661,157.00 |
| Total Revenues | | 3,245,300.00 | 3,217,848.34 | 3,244,172.00 | 3,350,566.97 | 3,397,404.00 | 3,488,915.00 | 3,583,553.00 |
| 680.000 | TOTAL Fundbalance | -141,060.00 | 213,815.30 | -165,528.00 | -101,592.06 | -169,973.00 | -204,806.00 | -77,604.00 |

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 Audited | 2020-2021 Audited | 2021-2022 Approved | 2021-2022 Year End | 2021-2022 4th Qtr Amend | 2022-2023 Approved |
| | | 6/30/2020 | 6/30/2021 | 1/28/2021 | 1/27/2022 | | 1/27/2022 |
| Revenues | | | | | | | |
| Interest Income | | | | | | | |
| 664.000 | Interest on Investments | \$ 32,401.88 | \$ 23,226.98 | \$ 27,000.00 | \$ 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) | (34,500.00) | (4,500.00) |
| TOTAL | | \$ 45,787.97 | \$ 20,323.18 | \$ 22,500.00 | \$ 22,500.00 | \$ (7,500.00) | \$ 22,500.00 |
| Donations | | | | | | | |
| 665.036 | Diversity, Equity & Inclusion | | | \$1,000 | \$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 | \$ 1,749.00 | \$ 1,000.00 |
| 665.231 | Buildings/Ground/Furniture Revenue | - | 2,159.85 | 1,000.00 | 1,675.00 | 3,200.00 | 1,000.00 |
| 665.232 | Programming Revenue | 3,376.43 | 3,471.35 | 5,500.00 | 1,500.00 | 3,000.00 | 1,500.00 |
| 665.233 | Technology Library Revenue | 50.00 | - | 1,500.00 | - | 50.00 | 2,500.00 |
| 665.234 | Undesignated Misc. Donations | - | - | 500.00 | - | 250.00 | 500.00 |
| 665.235 | Marketing Sponsorships | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| TOTAL | | \$ 16,803.70 | \$ 17,182.87 | \$25,000 | \$ 15,723.97 | \$ 19,249.00 | \$20,000 |
| TOTAL Revenues | | \$ 62,591.67 | \$ 37,506.05 | \$ 47,500.00 | \$ 38,223.97 | \$ 11,749.00 | \$ 42,500.00 |
| Expenditures | | | | | | | |
| Supplies | | | | | | | |
| 742.036 | Diversity, Equity & Inclusion | | | \$1,000 | \$1,000 | \$1,000 | \$1,000 |
| 742.229 | Raising a Reader | 2,555.86 | 968.70 | 1,000.00 | 500.00 | 520.00 | 1,000.00 |
| 742.230 | Collections/Materials Expenditures | \$ 1,072.47 | \$ 986.10 | \$ 500.00 | \$ 500.00 | \$ 1,000.00 | \$ 500.00 |
| 742.231 | Buildings/Ground/Furniture Exp | 13,004.00 | 1,586.00 | 15,000.00 | 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 | 1,000.00 |
| 742.233 | Technology Library Expenditures | 4,721.93 | - | 26,500.00 | 26,500.00 | 25,000.00 | - |
| 742.234 | Undesignated Misc. Expenditures | - | 182.39 | 500.00 | 500.00 | 500.00 | 500.00 |
| 742.236 | Staff Recognition | 764.81 | 15.88 | 1,500.00 | 1,500.00 | 2,000.00 | 1,500.00 |
| TOTAL | | \$ 24,962.88 | \$ 5,983.53 | \$47,000 | \$46,500 | \$46,020 | \$39,700 |
| Capital Outlay | | | | | | | |
| 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 | 11,400.00 | 3,000.00 |
| 976.140 | Automated Return System | | | | | | 115,800.00 |
| 976.141 | Main Entrance Design | | | | | | 10,000.00 |
| 983.000 | Vehicle | - | - | - | - | - | - |
| TOTAL | | \$ 6,735.84 | \$ 42,847.02 | \$ 11,400.00 | \$ 11,400.00 | \$ 11,400.00 | \$ 131,300.00 |
| TOTAL Expenditures | | \$ 31,698.72 | \$ 48,830.55 | \$ 58,400.00 | \$ 57,900.00 | \$ 57,420.00 | \$ 171,000.00 |
| | Beginning Fund Balance Yr. End | \$ 1,676,086.58 | \$ 1,706,979.53 | \$ 1,695,655.03 | \$ 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 | 11,749.00 | 42,500.00 |
| | Expenditures | (31,698.72) | (48,830.55) | (58,400.00) | (57,900.00) | (57,420.00) | (171,000.00) |
| | NET Revenues vs. Expenditures | 30,892.95 | (11,324.50) | (10,900.00) | (19,676.03) | (45,671.00) | (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 | \$ 1,649,984.03 | \$ 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

Account 269- 4th Quarter Budget A amendments for FY 21-22 are recommended to account for investment losses.

| 09/14/2022 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI | | | | | | | | | |
|--|--|--------------|--------------|--------------|-------------|-------------|-------------|--------------|--------|
| PERIOD ENDING 08/31/2022 | | | | | | | | | |
| % Fiscal Year Completed: 16.99 | | | | | | | | | |
| | | END BAL | 2022-23 | | MTH ACT | MTH ACT | YTD BALANCE | AVAILABLE | |
| | | 06/30/2022 | ORIGINAL | 2022-23 | JULY 2022 | AUG 2022 | 08/31/2022 | BALANCE | % BDGT |
| GL NUMBER | DESCRIPTION | NM (ABNM) | BUDGET | AMEDD BUD | INCR (DECR) | INCR (DECR) | NM (ABNM) | NM (ABNM) | USED |
| Fund 268 - LIBRARY FUND 268 | | | | | | | | | |
| Property tax revenue | | | | | | | | | |
| 268-000.00-403.000 | Property Tax Revenue - Current Levy | 3,081,796.39 | 3,209,191.00 | 3,209,191.00 | 0.00 | 0.00 | 0.00 | 3,209,191.00 | 0.00 |
| 268-000.00-403.001 | Property Tax Revenue- County Chargebacks | 744.21 | 2,000.00 | 2,000.00 | 21.96 | 0.00 | 21.96 | 1,978.04 | 1.10 |
| 268-000.00-403.002 | Property Tax Rev - Tax Tribunal Accr | 3,500.00 | (1,000.00) | (1,000.00) | 0.00 | 0.00 | 0.00 | (1,000.00) | 0.00 |
| 268-000.00-403.003 | Property Tax Revenue-Brownfld Cap 2008 | (59.74) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 268-000.00-403.006 | Property Tax Revenue-Brownfld Cap 2015 | (7,282.79) | (12,749.00) | (12,749.00) | 0.00 | 0.00 | 0.00 | (12,749.00) | 0.00 |
| 268-000.00-403.008 | Property Tax Revenue - CIA Cap 2018 | (15,037.43) | (22,538.00) | (22,538.00) | 0.00 | 0.00 | 0.00 | (22,538.00) | 0.00 |
| 268-000.00-420.000 | Property Tax Rev - C/Y Del PPT | (4,648.79) | (5,000.00) | (5,000.00) | 0.00 | 0.00 | 0.00 | (5,000.00) | 0.00 |
| Property tax revenue | | | | | | | | | |
| | | 3,059,011.85 | 3,169,904.00 | 3,169,904.00 | 21.96 | 0.00 | 21.96 | 3,169,882.04 | 0.00 |
| State sources | | | | | | | | | |
| 268-000.00-567.000 | State aid | 56,619.13 | 33,000.00 | 33,000.00 | 0.00 | 32,859.31 | 32,859.31 | 140.69 | 99.57 |
| 268-000.00-573.000 | State Grants - Local Comm Stab Share | 5,968.34 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| State sources | | | | | | | | | |
| | | 62,587.47 | 33,000.00 | 33,000.00 | 0.00 | 32,859.31 | 32,859.31 | 140.69 | 99.57 |
| Other revenue | | | | | | | | | |
| 268-000.00-633.100 | Insurance Reimbursement | 89,230.69 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 268-000.00-665.000 | Miscellaneous income | 7,121.82 | 5,000.00 | 5,000.00 | 882.68 | 894.50 | 1,777.18 | 3,222.82 | 35.54 |
| 268-000.00-665.100 | Copier | 84.41 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 268-000.00-665.290 | Library fund raising revenue | 12,049.53 | 4,000.00 | 4,000.00 | 0.00 | 1,920.08 | 1,920.08 | 2,079.92 | 48.00 |
| 268-000.00-665.300 | Meeting room | 18,532.37 | 25,000.00 | 25,000.00 | 1,974.16 | 3,673.69 | 5,647.85 | 19,352.15 | 22.59 |
| 268-000.00-665.404 | Novi Township assessment | 6,970.00 | 7,000.00 | 7,000.00 | 7,256.00 | 0.00 | 7,256.00 | (256.00) | 103.66 |
| 268-000.00-665.650 | Library Cafe | 6,000.00 | 6,000.00 | 6,000.00 | 0.00 | 0.00 | 0.00 | 6,000.00 | 0.00 |
| Other revenue | | | | | | | | | |
| | | 139,988.82 | 48,000.00 | 48,000.00 | 10,112.84 | 6,488.27 | 16,601.11 | 31,398.89 | 34.59 |
| Fines and forfeitures | | | | | | | | | |
| 268-000.00-657.000 | Library book fines | 8,720.61 | 8,000.00 | 8,000.00 | 699.35 | 745.07 | 1,444.42 | 6,555.58 | 18.06 |
| 268-000.00-658.000 | State penal fines | 97,789.47 | 95,000.00 | 95,000.00 | 0.00 | 99,223.80 | 99,223.80 | (4,223.80) | 104.45 |
| Fines and forfeitures | | | | | | | | | |
| | | 106,510.08 | 103,000.00 | 103,000.00 | 699.35 | 99,968.87 | 100,668.22 | 2,331.78 | 97.74 |
| Interest income | | | | | | | | | |
| 268-000.00-664.000 | Interest on investments | 44,180.81 | 39,000.00 | 39,000.00 | 0.00 | 0.00 | 0.00 | 39,000.00 | 0.00 |
| 268-000.00-664.500 | Unrealized gain (loss) on investments | (117,830.18) | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| Interest income | | | | | | | | | |
| | | (73,649.37) | 40,000.00 | 40,000.00 | 0.00 | 0.00 | 0.00 | 40,000.00 | 0.00 |
| Donations | | | | | | | | | |
| 268-000.00-665.289 | Adult programs | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0.00 |
| 268-000.00-665.400 | Gifts and donations | 1,035.04 | 1,500.00 | 1,500.00 | 169.04 | 0.65 | 169.69 | 1,330.31 | 11.31 |
| Donations | | | | | | | | | |
| | | 1,035.04 | 3,500.00 | 3,500.00 | 169.04 | 0.65 | 169.69 | 3,330.31 | 4.85 |

| | | END BAL | 2022-23 | | MTH ACT | MTH ACT | YTD BALANCE | AVAILABLE | |
|--------------------|--|--------------|--------------|--------------|-------------|-------------|-------------|--------------|--------|
| | | 06/30/2022 | ORIGINAL | 2022-23 | JULY 2022 | AUG 2022 | 08/31/2022 | BALANCE | % BDGT |
| GL NUMBER | DESCRIPTION | NM (ABNM) | BUDGET | AMEDD BUD | INCR (DECR) | INCR (DECR) | NM (ABNM) | NM (ABNM) | USED |
| Personnel services | | | | | | | | | |
| 268-000.00-704.000 | Permanent salaries | 931,808.07 | 1,039,792.00 | 1,039,792.00 | 61,702.18 | 76,191.64 | 137,893.82 | 901,898.18 | 13.26 |
| 268-000.00-704.210 | Vacation Payout | 0.00 | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 268-000.00-705.000 | Temporary salaries | 623,961.02 | 725,000.00 | 725,000.00 | 37,008.00 | 46,681.95 | 83,689.95 | 641,310.05 | 11.54 |
| 268-000.00-706.000 | Overtime | 802.33 | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 268-000.00-715.000 | Social security | 116,783.24 | 135,000.00 | 135,000.00 | 7,526.09 | 9,283.72 | 16,809.81 | 118,190.19 | 12.45 |
| 268-000.00-716.000 | Insurance | 215,480.66 | 193,000.00 | 193,000.00 | 10,268.01 | 2,050.41 | 12,318.42 | 180,681.58 | 6.38 |
| 268-000.00-716.200 | HSA - employer contribution | 2,625.00 | 6,300.00 | 6,300.00 | 0.00 | 87.50 | 87.50 | 6,212.50 | 1.39 |
| 268-000.00-716.999 | Insurance - Employee Reimbursement | (36,090.77) | (29,775.00) | (29,775.00) | (711.37) | (2,212.96) | (2,924.33) | (26,850.67) | 9.82 |
| 268-000.00-718.000 | Pension - DB Normal Cost | 6,156.00 | 5,795.00 | 5,795.00 | 0.00 | 0.00 | 0.00 | 5,795.00 | 0.00 |
| 268-000.00-718.010 | Pension - DB Unfunded Accrued Lia | 58,404.00 | 59,765.00 | 59,765.00 | 0.00 | 0.00 | 0.00 | 59,765.00 | 0.00 |
| 268-000.00-718.200 | Pension - defined contribution | 31,155.34 | 48,400.00 | 48,400.00 | 2,956.79 | 3,638.98 | 6,595.77 | 41,804.23 | 13.63 |
| 268-000.00-719.000 | Unemployment insurance | 91.64 | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0.00 |
| 268-000.00-720.000 | Workers compensation | 1,686.71 | 1,700.00 | 1,700.00 | 48.88 | 99.43 | 148.31 | 1,551.69 | 8.72 |
| Personnel services | | 1,952,863.24 | 2,192,477.00 | 2,192,477.00 | 118,798.58 | 135,820.67 | 254,619.25 | 1,937,857.75 | 11.61 |
| Supplies | | | | | | | | | |
| 268-000.00-727.000 | Office supplies | 12,752.79 | 18,000.00 | 18,000.00 | 2,279.70 | 835.61 | 3,115.31 | 14,884.69 | 17.31 |
| 268-000.00-728.000 | Postage | 488.51 | 2,000.00 | 2,000.00 | 177.74 | 0.00 | 177.74 | 1,822.26 | 8.89 |
| 268-000.00-734.000 | Computer supplies, software & licensing | 71,847.11 | 83,000.00 | 83,000.00 | 12,373.01 | 1,154.00 | 13,527.01 | 69,472.99 | 16.30 |
| 268-000.00-734.500 | Computer supplies/equipment | 132,954.83 | 21,000.00 | 21,000.00 | 787.13 | 2,561.76 | 3,348.89 | 17,651.11 | 15.95 |
| 268-000.00-740.000 | Operating supplies | 9,873.36 | 28,000.00 | 28,000.00 | 519.69 | 60.64 | 580.33 | 27,419.67 | 2.07 |
| 268-000.00-740.200 | Supplies - Desk chairs and file cabinets | 700.00 | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 268-000.00-741.000 | Supplies - Uniforms | 422.00 | 300.00 | 300.00 | 0.00 | 0.00 | 0.00 | 300.00 | 0.00 |
| 268-000.00-742.000 | Library books | 199,639.76 | 197,000.00 | 197,000.00 | 4,654.01 | 13,349.74 | 18,003.75 | 178,996.25 | 9.14 |
| 268-000.00-742.010 | Library Books - Lending | 13,973.37 | 17,000.00 | 17,000.00 | 1,037.12 | 1,631.98 | 2,669.10 | 14,330.90 | 15.70 |
| 268-000.00-742.100 | Library Books - Fines | 672.48 | 1,000.00 | 1,000.00 | 0.00 | 20.00 | 20.00 | 980.00 | 2.00 |
| 268-000.00-743.000 | Library periodicals | 22,471.42 | 18,000.00 | 18,000.00 | 14,217.32 | 0.00 | 14,217.32 | 3,782.68 | 78.99 |
| 268-000.00-744.000 | Audio visual materials | 128,743.17 | 136,000.00 | 136,000.00 | 14,088.13 | 17,621.89 | 31,710.02 | 104,289.98 | 23.32 |
| 268-000.00-745.200 | Electronic media | 42,783.60 | 46,900.00 | 46,900.00 | 2,332.84 | 2,878.71 | 5,211.55 | 41,688.45 | 11.11 |
| 268-000.00-745.300 | Electronic resources (CD rom materials) | 65,243.18 | 70,000.00 | 70,000.00 | 38,722.06 | 2,026.45 | 40,748.51 | 29,251.49 | 58.21 |
| Supplies | | 702,565.58 | 643,200.00 | 643,200.00 | 91,188.75 | 42,140.78 | 133,329.53 | 509,870.47 | 20.73 |

| | | END BAL | 2022-23 | | MTH ACT | MTH ACT | YTD BALANCE | AVAILABLE | |
|--------------------------------|---|--------------|--------------|--------------|--------------|-------------|--------------|--------------|--------|
| | | 06/30/2022 | ORIGINAL | 2022-23 | JULY 2022 | AUG 2022 | 08/31/2022 | BALANCE | % BDGT |
| GL NUMBER | DESCRIPTION | NM (ABNM) | BUDGET | AMEDD BUD | INCR (DECR) | INCR (DECR) | NM (ABNM) | NM (ABNM) | USED |
| Other services and charges | | | | | | | | | |
| 268-000.00-801.925 | Public information (cable, etc) | 741.09 | 700.00 | 700.00 | 69.65 | 0.00 | 69.65 | 630.35 | 9.95 |
| 268-000.00-802.000 | Data processing | 734.34 | 800.00 | 800.00 | 0.00 | 0.00 | 0.00 | 800.00 | 0.00 |
| 268-000.00-802.100 | Bank Service Charges | 3,939.96 | 4,000.00 | 4,000.00 | 173.78 | 0.00 | 173.78 | 3,826.22 | 4.34 |
| 268-000.00-803.000 | Independent audit | 723.00 | 800.00 | 800.00 | 0.00 | 0.00 | 0.00 | 800.00 | 0.00 |
| 268-000.00-804.000 | Medical service | 1,841.00 | 1,500.00 | 1,500.00 | 0.00 | 228.00 | 228.00 | 1,272.00 | 15.20 |
| 268-000.00-806.000 | Legal fees | 16,967.90 | 7,500.00 | 7,500.00 | 420.00 | (257.00) | 163.00 | 7,337.00 | 2.17 |
| 268-000.00-809.000 | Memberships and dues | 5,712.45 | 7,500.00 | 7,500.00 | 3,647.75 | 150.00 | 3,797.75 | 3,702.25 | 50.64 |
| 268-000.00-816.000 | Professional services | 15,753.87 | 24,000.00 | 24,000.00 | 1,150.00 | 0.00 | 1,150.00 | 22,850.00 | 4.79 |
| 268-000.00-817.000 | Custodial services | 88,544.00 | 90,000.00 | 90,000.00 | 7,548.70 | 7,809.00 | 15,357.70 | 74,642.30 | 17.06 |
| 268-000.00-818.000 | TLN Central Services | 3,495.00 | 3,500.00 | 3,500.00 | 0.00 | 0.00 | 0.00 | 3,500.00 | 0.00 |
| 268-000.00-851.000 | Telephone | 25,661.68 | 24,000.00 | 24,000.00 | 2,289.40 | 759.33 | 3,048.73 | 20,951.27 | 12.70 |
| 268-000.00-855.000 | TLN Automation Services | 64,789.07 | 71,000.00 | 71,000.00 | 16,358.15 | 0.00 | 16,358.15 | 54,641.85 | 23.04 |
| 268-000.00-861.000 | Gasoline and oil | 407.86 | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 268-000.00-862.000 | Mileage | 88.60 | 200.00 | 200.00 | 4.00 | 0.00 | 4.00 | 196.00 | 2.00 |
| 268-000.00-880.000 | Community promotion | 16,001.29 | 24,000.00 | 24,000.00 | 613.50 | 4,305.34 | 4,918.84 | 19,081.16 | 20.50 |
| 268-000.00-880.268 | Library programming | 13,014.04 | 28,000.00 | 28,000.00 | 1,335.67 | 1,179.51 | 2,515.18 | 25,484.82 | 8.98 |
| 268-000.00-880.271 | Adult programs | 0.00 | 8,000.00 | 8,000.00 | 0.00 | 700.00 | 700.00 | 7,300.00 | 8.75 |
| 268-000.00-900.000 | Printing, graphic design and publishing | 9,046.55 | 28,000.00 | 28,000.00 | 0.00 | 1,050.31 | 1,050.31 | 26,949.69 | 3.75 |
| 268-000.00-910.000 | Property & liability insurance | 14,444.00 | 14,500.00 | 16,480.00 | 16,480.00 | 0.00 | 16,480.00 | 0.00 | 100.00 |
| 268-000.00-910.001 | Insurance deductibles/Uninsured claims | 0.00 | 10,000.00 | 8,020.00 | 0.00 | 0.00 | 0.00 | 8,020.00 | 0.00 |
| 268-000.00-921.000 | Heat | 13,510.02 | 12,000.00 | 12,000.00 | 645.42 | 0.00 | 645.42 | 11,354.58 | 5.38 |
| 268-000.00-922.000 | Electricity | 97,881.06 | 96,500.00 | 96,500.00 | 10,938.97 | 9,531.15 | 20,470.12 | 76,029.88 | 21.21 |
| 268-000.00-923.000 | Water and sewer | 6,964.48 | 6,500.00 | 6,500.00 | 0.00 | 0.00 | 0.00 | 6,500.00 | 0.00 |
| 268-000.00-934.000 | Building maintenance | 108,177.81 | 110,000.00 | 110,000.00 | 3,312.69 | 2,467.27 | 5,779.96 | 104,220.04 | 5.25 |
| 268-000.00-935.000 | Vehicle maintenance | 456.85 | 300.00 | 300.00 | 0.00 | 0.00 | 0.00 | 300.00 | 0.00 |
| 268-000.00-941.000 | Grounds maintenance | 32,391.87 | 39,000.00 | 39,000.00 | 989.55 | 0.00 | 989.55 | 38,010.45 | 2.54 |
| 268-000.00-942.000 | Office equipment lease | 7,811.28 | 8,000.00 | 8,000.00 | 0.00 | 650.94 | 650.94 | 7,349.06 | 8.14 |
| 268-000.00-942.100 | Records storage | 299.40 | 400.00 | 400.00 | 24.95 | 0.00 | 24.95 | 375.05 | 6.24 |
| 268-000.00-956.000 | Conferences and workshops | 3,510.07 | 15,000.00 | 15,000.00 | 642.54 | 263.48 | 906.02 | 14,093.98 | 6.04 |
| Other services and charges | | 552,908.54 | 636,200.00 | 636,200.00 | 66,644.72 | 28,837.33 | 95,482.05 | 540,717.95 | 15.01 |
| Capital outlay | | | | | | | | | |
| 268-000.00-976.100 | Parking lot improvements | 10,700.00 | 12,500.00 | 12,500.00 | 0.00 | 0.00 | 0.00 | 12,500.00 | 0.00 |
| 268-000.00-986.000 | Internal Technology - Capital Outlay | 8,257.40 | 83,000.00 | 83,000.00 | 0.00 | 0.00 | 0.00 | 83,000.00 | 0.00 |
| Capital outlay | | 18,957.40 | 95,500.00 | 95,500.00 | 0.00 | 0.00 | 0.00 | 95,500.00 | 0.00 |
| Net - Dept 000.00 - treasury | | 68,189.13 | (169,973.00) | (169,973.00) | (265,628.86) | (67,481.68) | (333,110.54) | 163,137.54 | |
| Fund 268 - LIBRARY FUND 268: | | | | | | | | | |
| TOTAL REVENUES | | 3,295,483.89 | 3,397,404.00 | 3,397,404.00 | 11,003.19 | 139,317.10 | 150,320.29 | 3,247,083.71 | 195.98 |
| TOTAL EXPENDITURES | | 3,227,294.76 | 3,567,377.00 | 3,567,377.00 | 276,632.05 | 206,798.78 | 483,430.83 | 3,083,946.17 | 195.98 |
| NET OF REVENUES & EXPENDITURES | | 68,189.13 | (169,973.00) | (169,973.00) | (265,628.86) | (67,481.68) | (333,110.54) | 163,137.54 | 195.98 |

| | | END BAL | 2022-23 | | MTH ACT | MTH ACT | YTD BALANCE | AVAILABLE | |
|---|---------------------------------------|--------------|--------------|--------------|--------------|-------------|--------------|--------------|--------|
| | | 06/30/2022 | ORIGINAL | 2022-23 | JULY 2022 | AUG 2022 | 08/31/2022 | BALANCE | % BDGT |
| GL NUMBER | DESCRIPTION | NM (ABNM) | BUDGET | AMEDD BUD | 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 | 19,767.63 | 27,000.00 | 27,000.00 | 0.00 | 0.00 | 0.00 | 27,000.00 | 0.00 |
| 269-000.00-664.500 | Unrealized gain (loss) on investments | (50,325.76) | (4,500.00) | (4,500.00) | 0.00 | 0.00 | 0.00 | (4,500.00) | 0.00 |
| Interest income | | | | | | | | | |
| | | (30,558.13) | 22,500.00 | 22,500.00 | 0.00 | 0.00 | 0.00 | 22,500.00 | 0.00 |
| Donations | | | | | | | | | |
| 269-000.00-665.036 | Diversity, Equity, & Inclusion | 1,000.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 269-000.00-665.046 | Makerspace Renovation Revenue | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 269-000.00-665.229 | Raising a Reader in Novi Sponsors | 207.59 | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| 269-000.00-665.230 | Collections/Materials Revenue | 1,852.61 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 269-000.00-665.231 | Buildings/Ground/ Furniture Revenue | 3,191.96 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 269-000.00-665.232 | Programming Revenue | 3,000.00 | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| 269-000.00-665.233 | Technology Library Revenue | 50.00 | 2,500.00 | 2,500.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 0.00 |
| 269-000.00-665.234 | Undesignated Misc Donations | 250.00 | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 269-000.00-665.235 | Marketing Sponsorships | 10,146.00 | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| Donations | | | | | | | | | |
| | | 19,698.16 | 20,000.00 | 20,000.00 | 0.00 | 0.00 | 0.00 | 20,000.00 | 0.00 |
| Supplies | | | | | | | | | |
| 269-000.00-742.036 | Diversity, Equity, & Inclusion | 1,000.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 269-000.00-742.229 | Raising a Reader Expense | 723.13 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 269-000.00-742.230 | Collections/Materials Expense | 830.56 | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 269-000.00-742.231 | Buildings/Ground/ Furniture Expense | 8,683.30 | 34,200.00 | 34,200.00 | 0.00 | 0.00 | 0.00 | 34,200.00 | 0.00 |
| 269-000.00-742.232 | Programming Expense | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 269-000.00-742.233 | Technology Library Expense | 10,490.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 269-000.00-742.234 | Undesignated Misc | (7.16) | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 269-000.00-742.236 | Staff Recognition | 2,002.78 | 1,500.00 | 1,500.00 | 396.86 | (220.70) | 176.16 | 1,323.84 | 11.74 |
| Supplies | | | | | | | | | |
| | | 23,722.61 | 39,700.00 | 39,700.00 | 396.86 | (220.70) | 176.16 | 39,523.84 | 0.44 |
| Capital outlay | | | | | | | | | |
| 269-000.00-976.044 | Auto Lending Library | 0.00 | 2,500.00 | 2,500.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 0.00 |
| 269-000.00-976.046 | Makerspace Renovation | 5,017.01 | 3,000.00 | 3,000.00 | 67.92 | 493.68 | 561.60 | 2,438.40 | 18.72 |
| 269-000.00-976.140 | Automated Return System | 0.00 | 115,800.00 | 115,800.00 | 0.00 | 0.00 | 0.00 | 115,800.00 | 0.00 |
| 269-000.00-976.141 | Main Entrance Design | 0.00 | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| Capital outlay | | | | | | | | | |
| | | 5,017.01 | 131,300.00 | 131,300.00 | 67.92 | 493.68 | 561.60 | 130,738.40 | 0.43 |
| Net - Dept 000.00 - treasury | | | | | | | | | |
| | | (39,599.59) | (128,500.00) | (128,500.00) | (464.78) | (272.98) | (737.76) | (127,762.24) | |
| Fund 269 - LIBRARY CONTRIBUTION FUND 269: | | | | | | | | | |
| TOTAL REVENUES | | (10,859.97) | 42,500.00 | 42,500.00 | 0.00 | 0.00 | 0.00 | 42,500.00 | 0.57 |
| TOTAL EXPENDITURES | | 28,739.62 | 171,000.00 | 171,000.00 | 464.78 | 272.98 | 737.76 | 170,262.24 | 0.57 |
| NET OF REVENUES & EXPENDITURES | | (39,599.59) | (128,500.00) | (128,500.00) | (464.78) | (272.98) | (737.76) | (127,762.24) | 0.57 |
| TOTAL REVENUES - ALL FUNDS | | | | | | | | | |
| | | 3,284,623.92 | 3,439,904.00 | 3,439,904.00 | 11,003.19 | 139,317.10 | 150,320.29 | 3,289,583.71 | |
| TOTAL EXPENDITURES - ALL FUNDS | | | | | | | | | |
| | | 3,256,034.38 | 3,738,377.00 | 3,738,377.00 | 277,096.83 | 207,071.76 | 484,168.59 | 3,254,208.41 | |
| NET OF REVENUES & EXPENDITURES | | 28,589.54 | (298,473.00) | (298,473.00) | (266,093.64) | (67,754.66) | (333,848.30) | 35,375.30 | |

09/14/2022

BALANCE SHEET FOR CITY OF NOVI

As of 08/31/2022

| GL Number | Description | Balance |
|-----------------------------|--|----------------|
| Fund 268 - LIBRARY FUND 268 | | |
| *** Assets *** | | |
| 268-000.00-003.000 | Cash-Pooled Cash(Fifth Third & Comerica) | 611,902.51 |
| 268-000.00-017.000 | Investments - Pooled | 2,797,151.52 |
| 268-000.00-018.000 | Cash on hand | 1,000.00 |
| 268-000.00-020.000 | Current taxes receivable | (1,103,143.77) |
| 268-000.00-040.050 | Accounts Receivable - BSA MR | 7,256.00 |
| 268-000.00-040.400 | Prepaid expenditures | 10,563.70 |
| | Total Assets | 2,324,729.96 |
| *** Liabilities *** | | |
| 268-000.00-202.000 | Accounts payable | 80,092.54 |
| 268-000.00-202.100 | Accounts Payable - Manual | 173.78 |
| 268-000.00-215.200 | Unemployment insurance liability | 4,972.22 |
| 268-000.00-259.702 | Accrued liabilities-tax | 9,100.00 |
| | Total Liabilities | 94,338.54 |
| *** Fund Balance *** | | |
| 268-000.00-390.000 | Fund balance | 2,495,312.83 |
| | Total Fund Balance | 2,495,312.83 |
| | Beginning Fund Balance - 21-22 | 2,495,312.83 |
| | Net of Revenues VS Expenditures - 21-22 | 68,189.13 |
| | *21-22 End FB/22-23 Beg FB | 2,563,501.96 |
| | Net of Revenues VS Expenditures - Current Year | (333,110.54) |
| | Ending Fund Balance | 2,230,391.42 |
| | Total Liabilities And Fund Balance | 2,324,729.96 |
| * Year Not Closed | | |

| | | |
|--|--|--------------|
| | | |
| | | |
| Fund 269 - LIBRARY CONTRIBUTION FUND 269 | | |
| | | |
| *** Assets *** | | |
| | | |
| 269-000.00-003.000 | Cash-Pooled Cash(Fifth Third & Comerica) | 42,059.27 |
| 269-000.00-017.000 | Investments - Pooled | 1,614,115.90 |
| | | |
| | Total Assets | 1,656,175.17 |
| | | |
| *** Liabilities *** | | |
| | | |
| 269-000.00-202.000 | Accounts payable | 857.49 |
| | | |
| | Total Liabilities | 857.49 |
| | | |
| *** Fund Balance *** | | |
| | | |
| 269-000.00-390.000 | Fund balance - Unrestricted | 1,598,316.81 |
| 269-000.00-390.230 | Fund Balance Collections/Materials | 37,401.31 |
| 269-000.00-390.231 | Fund Balance Buildings/Ground/Furniture | 42,184.13 |
| 269-000.00-390.232 | Fund Balance Programming | 31,155.95 |
| 269-000.00-390.233 | Fund BalanceTechnology Library | (13,403.17) |
| | | |
| | Total Fund Balance | 1,695,655.03 |
| | | |
| | Beginning Fund Balance - 21-22 | 1,695,655.03 |
| | Net of Revenues VS Expenditures - 21-22 | (39,599.59) |
| | *21-22 End FB/22-23 Beg FB | 1,656,055.44 |
| | Net of Revenues VS Expenditures - Current Year | (737.76) |
| | Ending Fund Balance | 1,655,317.68 |
| | Total Liabilities And Fund Balance | 1,656,175.17 |
| | | |
| * Year Not Closed | | |

Director's Report – Julie Farkas

Staff Anniversaries (Years of Service) for October 2022



| | | |
|---------------------|--------------------------------------|----------|
| • Barb Rutkowski | Head of Information Technology | 25 years |
| • Pat Amireskandari | Support Services – Clerk | 20 years |
| • Kit-Ming Tang | Support Services – Shelver | 14 years |
| • Kristin Abate | Support Services – Supervisor | 13 years |
| • Linda Brewin | Information Services – Librarian | 13 years |
| • Steve Palizzi | Information Services – Sub Librarian | 10 years |
| • Emily Miller | Information Services – Sub Librarian | 2 years |
| • Latonia Phillips | Information Services – Sub Librarian | 2 years |
| • Emily Lonchar | Support Services – Clerk | 1 year |
| • Gabby Stangis | Support Services – Clerk | 1 year |
| • Austin Webberly | Support Services – Shelver | 1 year |



Fox Run Annual Gala

Had an awesome time at Fox Run's annual Gala on Saturday, September 17, 2022. Thank you to Vice President Kat Dooley, Dana Brataniec and Hillary Hentschel for helping me represent NPL. The Library was a proud sponsor of the music by Steve Floyd at the event.



Michigan Association for Media in Education
 1407 Rensen Street, Lansing, MI 48910
 Phone: 517.394.2808
 Email: mame@mimame.org
 website: <http://mimame.org>

**MAME
 Executive
 Committee**

Erica Trowbridge
 President

Carma Roesch
 President-Elect

Shannon Torres
 Immediate
 Past-President

Erica Trowbridge
 VP-Continuing Ed

Lisa Kelley
 Treasurer

Kelly Hincks
 Secretary

Awards and Citations
 Co-Chairs
 Bethany Bratney
 Cynthia Zervos

Julie Farkas
 45255 Ten Mile Road
 Novi, MI 48375

August 2, 2022

Dear Julie,

Congratulations! The Novi Public Library has been selected as this year's recipient of the Michigan Association for Media in Education's Community Collaboration Award. You were nominated by the Novi Community Schools Librarians.

You are invited to join us for our President's Award Gala, which will be held on Thursday evening, November 10, 2022 at the Kensington Hotel in Ann Arbor at 7:00 pm. Preceding the program, we will show a multimedia presentation, which will begin at 6:30 pm, featuring our award recipients. You are welcome to invite members of your community, colleagues, friends and family to join you at this event.

In order to prepare for a truly lovely evening at the Award Gala, please plan to provide me with the following information:

1. Please let me know if you would like to accept your award.
 2. Please let me know who will accompany you at the Gala.
 3. Please email me a few photos of yourself, your staff and/or your library to include in this Gala presentation.
 4. Please send me name of any local newspapers to which you would like your award information released.
- All of the above information can be emailed to Bethany Bratney at bethany.bratney@novik12.org by October 1, 2022.

If you have any questions regarding this event, please feel free to email me at the above address or to give me a call at (248) 449-1518. I would be happy to assist you.

The Michigan Association for Media in Education is honored to recognize you for your unwavering contributions to school libraries and all that they strive to bring to students.

Sincerely,

Erica Trowbridge, MLIS
MAME President

Bethany Bratney, MLIS
 Cynthia Zervos, MLIS
*Co-Chairs
 MAME Awards & Citations Committee*

MAME 49



**TRANSFORMING
 TO OUR FUTURE**

*Please join us at our 49th Annual Conference, November 9-11, 2022
 Transforming To Our Future
 Ann Arbor, Michigan*

"Mentor All, Maximize Each!"

Daily use of the building by hour August 14 – September 10, 2022

| 8/14/2022 | | 8/15/2022 | | 8/16/2022 | | 8/17/2022 | | 8/18/2022 | | 8/19/2022 | | 8/20/2022 | |
|-----------|-----|-----------|-------|-----------|-----|-----------|-------|-----------|-------|-----------|-----|-----------|-----|
| 9-10am | 0 | 9-10am | 0 | 9-10am | 19 | 9-10am | 0 | 9-10am | 41 | 9-10am | 0 | 9-10am | 0 |
| 10-11am | 0 | 10-11am | 79 | 10-11am | 91 | 10-11am | 91 | 10-11am | 171 | 10-11am | 75 | 10-11am | 46 |
| 11am-12pm | 0 | 11am-12pm | 101 | 11am-12pm | 121 | 11am-12pm | 80 | 11am-12pm | 173 | 11am-12pm | 72 | 11am-12pm | 72 |
| 12-1pm | 101 | 12-1pm | 121 | 12-1pm | 123 | 12-1pm | 94 | 12-1pm | 119 | 12-1pm | 89 | 12-1pm | 84 |
| 1-2pm | 88 | 1-2pm | 95 | 1-2pm | 123 | 1-2pm | 90 | 1-2pm | 77 | 1-2pm | 63 | 1-2pm | 74 |
| 2-3pm | 90 | 2-3pm | 123 | 2-3pm | 103 | 2-3pm | 76 | 2-3pm | 88 | 2-3pm | 81 | 2-3pm | 94 |
| 3-4pm | 64 | 3-4pm | 78 | 3-4pm | 85 | 3-4pm | 72 | 3-4pm | 115 | 3-4pm | 92 | 3-4pm | 103 |
| 4-5pm | 77 | 4-5pm | 101 | 4-5pm | 73 | 4-5pm | 78 | 4-5pm | 115 | 4-5pm | 62 | 4-5pm | 93 |
| 5-6pm | 69 | 5-6pm | 86 | 5-6pm | 77 | 5-6pm | 114 | 5-6pm | 85 | 5-6pm | 98 | 5-6pm | 110 |
| 6-7pm | 0 | 6-7pm | 78 | 6-7pm | 85 | 6-7pm | 147 | 6-7pm | 68 | 6-7pm | 0 | 6-7pm | 0 |
| 7-8pm | 0 | 7-8pm | 67 | 7-8pm | 86 | 7-8pm | 107 | 7-8pm | 66 | 7-8pm | 0 | 7-8pm | 0 |
| 8-9pm | 0 | 8-9pm | 74 | 8-9pm | 68 | 8-9pm | 91 | 8-9pm | 58 | 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 |
| | 489 | | 1,003 | | 931 | | 1,040 | | 1,176 | | 632 | | 676 |

| 8/21/2022 | | 8/22/2022 | | 8/23/2022 | | 8/24/2022 | | 8/25/2022 | | 8/26/2022 | | 8/27/2022 | |
|-----------|-----|-----------|-----|-----------|-------|-----------|-----|-----------|-----|-----------|-----|-----------|-----|
| 9-10am | 0 | 9-10am | 0 | 9-10am | 28 | 9-10am | 23 | 9-10am | 0 | 9-10am | 0 | 9-10am | 0 |
| 10-11am | 0 | 10-11am | 106 | 10-11am | 102 | 10-11am | 125 | 10-11am | 69 | 10-11am | 73 | 10-11am | 60 |
| 11am-12pm | 0 | 11am-12pm | 125 | 11am-12pm | 127 | 11am-12pm | 99 | 11am-12pm | 81 | 11am-12pm | 72 | 11am-12pm | 79 |
| 12-1pm | 78 | 12-1pm | 103 | 12-1pm | 103 | 12-1pm | 96 | 12-1pm | 138 | 12-1pm | 90 | 12-1pm | 58 |
| 1-2pm | 72 | 1-2pm | 91 | 1-2pm | 141 | 1-2pm | 75 | 1-2pm | 150 | 1-2pm | 75 | 1-2pm | 73 |
| 2-3pm | 117 | 2-3pm | 88 | 2-3pm | 88 | 2-3pm | 88 | 2-3pm | 91 | 2-3pm | 70 | 2-3pm | 70 |
| 3-4pm | 89 | 3-4pm | 104 | 3-4pm | 96 | 3-4pm | 77 | 3-4pm | 65 | 3-4pm | 95 | 3-4pm | 75 |
| 4-5pm | 75 | 4-5pm | 66 | 4-5pm | 58 | 4-5pm | 116 | 4-5pm | 71 | 4-5pm | 61 | 4-5pm | 77 |
| 5-6pm | 80 | 5-6pm | 72 | 5-6pm | 71 | 5-6pm | 77 | 5-6pm | 64 | 5-6pm | 100 | 5-6pm | 89 |
| 6-7pm | 0 | 6-7pm | 76 | 6-7pm | 74 | 6-7pm | 78 | 6-7pm | 65 | 6-7pm | 0 | 6-7pm | 0 |
| 7-8pm | 0 | 7-8pm | 82 | 7-8pm | 71 | 7-8pm | 59 | 7-8pm | 98 | 7-8pm | 0 | 7-8pm | 0 |
| 8-9pm | 0 | 8-9pm | 61 | 8-9pm | 69 | 8-9pm | 59 | 8-9pm | 70 | 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 |
| | 511 | | 974 | | 1,028 | | 972 | | 962 | | 636 | | 581 |

| 8/28/2022 | | 8/29/2022 | | 8/30/2022 | | 8/31/2022 | | 9/1/2022 | | 9/2/2022 | | 9/3/2022 | |
|-----------|-----|-----------|-----|-----------|-------|-----------|-----|-----------|-----|-----------|-----|-----------|---|
| 9-10am | 0 | 9-10am | 0 | 9-10am | 0 | 9-10am | 0 | 9-10am | 0 | 9-10am | 0 | Closed | |
| 10-11am | 0 | 10-11am | 82 | 10-11am | 145 | 10-11am | 114 | 10-11am | 61 | 10-11am | 61 | 9-10am | 0 |
| 11am-12pm | 0 | 11am-12pm | 86 | 11am-12pm | 119 | 11am-12pm | 85 | 11am-12pm | 65 | 11am-12pm | 77 | 10-11am | 0 |
| 12-1pm | 71 | 12-1pm | 84 | 12-1pm | 112 | 12-1pm | 114 | 12-1pm | 93 | 12-1pm | 66 | 11am-12pm | 0 |
| 1-2pm | 66 | 1-2pm | 80 | 1-2pm | 128 | 1-2pm | 105 | 1-2pm | 75 | 1-2pm | 82 | 12-1pm | 0 |
| 2-3pm | 76 | 2-3pm | 85 | 2-3pm | 138 | 2-3pm | 51 | 2-3pm | 58 | 2-3pm | 66 | 1-2pm | 0 |
| 3-4pm | 77 | 3-4pm | 74 | 3-4pm | 109 | 3-4pm | 97 | 3-4pm | 67 | 3-4pm | 73 | 2-3pm | 0 |
| 4-5pm | 71 | 4-5pm | 78 | 4-5pm | 132 | 4-5pm | 97 | 4-5pm | 70 | 4-5pm | 76 | 3-4pm | 0 |
| 5-6pm | 110 | 5-6pm | 95 | 5-6pm | 111 | 5-6pm | 85 | 5-6pm | 59 | 5-6pm | 99 | 4-5pm | 0 |
| 6-7pm | 0 | 6-7pm | 52 | 6-7pm | 104 | 6-7pm | 67 | 6-7pm | 70 | 6-7pm | 0 | 5-6pm | 0 |
| 7-8pm | 0 | 7-8pm | 86 | 7-8pm | 90 | 7-8pm | 80 | 7-8pm | 84 | 7-8pm | 0 | 6-7pm | 0 |
| 8-9pm | 0 | 8-9pm | 73 | 8-9pm | 76 | 8-9pm | 75 | 8-9pm | 50 | 8-9pm | 0 | 7-8pm | 0 |
| 9-10pm | 0 | 9-10pm | 0 | 9-10pm | 0 | 9-10pm | 0 | 9-10pm | 0 | 9-10pm | 0 | 8-9pm | 0 |
| | 471 | | 875 | | 1,264 | | 970 | | 752 | | 600 | 9-10pm | 0 |
| | | | | | | | | | | | | | 0 |

| 9/4/2022 | | 9/5/2022 | | 9/6/2022 | | 9/7/2022 | | 9/8/2022 | | 9/9/2022 | | 9/10/2022 | |
|-----------|---|-----------|---|-----------|-------|-----------|-----|-----------|-----|-----------|-----|-----------|-----|
| Closed | | Closed | | 9-10am | 0 | 9-10am | 0 | 9-10am | 0 | 9-10am | 0 | 9-10am | 0 |
| 9-10am | 0 | 9-10am | 0 | 10-11am | 70 | 10-11am | 65 | 10-11am | 64 | 10-11am | 53 | 10-11am | 63 |
| 10-11am | 0 | 10-11am | 0 | 11am-12pm | 61 | 11am-12pm | 51 | 11am-12pm | 59 | 11am-12pm | 45 | 11am-12pm | 105 |
| 11am-12pm | 0 | 11am-12pm | 0 | 12-1pm | 64 | 12-1pm | 72 | 12-1pm | 75 | 12-1pm | 67 | 12-1pm | 94 |
| 12-1pm | 0 | 12-1pm | 0 | 1-2pm | 68 | 1-2pm | 55 | 1-2pm | 70 | 1-2pm | 46 | 1-2pm | 87 |
| 1-2pm | 0 | 1-2pm | 0 | 2-3pm | 109 | 2-3pm | 107 | 2-3pm | 119 | 2-3pm | 82 | 2-3pm | 97 |
| 2-3pm | 0 | 2-3pm | 0 | 3-4pm | 166 | 3-4pm | 129 | 3-4pm | 154 | 3-4pm | 155 | 3-4pm | 98 |
| 3-4pm | 0 | 3-4pm | 0 | 4-5pm | 136 | 4-5pm | 80 | 4-5pm | 86 | 4-5pm | 96 | 4-5pm | 122 |
| 4-5pm | 0 | 4-5pm | 0 | 5-6pm | 79 | 5-6pm | 80 | 5-6pm | 84 | 5-6pm | 127 | 5-6pm | 124 |
| 5-6pm | 0 | 5-6pm | 0 | 6-7pm | 111 | 6-7pm | 119 | 6-7pm | 64 | 6-7pm | 0 | 6-7pm | 0 |
| 6-7pm | 0 | 6-7pm | 0 | 7-8pm | 82 | 7-8pm | 100 | 7-8pm | 73 | 7-8pm | 0 | 7-8pm | 0 |
| 7-8pm | 0 | 7-8pm | 0 | 8-9pm | 74 | 8-9pm | 78 | 8-9pm | 64 | 8-9pm | 0 | 8-9pm | 0 |
| 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 | | 1,020 | | 936 | | 912 | | 671 | | 790 |
| | 0 | | 0 | | | | | | | | | | |



donate

event calendar

my account

Upcoming Closures

- Saturday, September 3** - Labor Day Weekend
- Sunday, September 4** - Labor Day Weekend
- Monday, September 5** - Labor Day

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

Start a New Chapter - No Fines for Late Returns

Fines can often stop people from using libraries and getting the resources they need. Eliminating overdue fines furthers the Library's mission of providing open

September is Library Card Sign-Up Month!

National Library Card Sign-Up Month is a time when the Library joins the American Library Association and public libraries nationwide to make sure that everyone has the most important card in their wallet - a free library card!

Sign up for your library card online or stop by the building so you can get access to the many resources that the library offers to Inform, Inspire, and Include. Online library card sign-up is available for Novi residents 18 years and older.

Sign-Up for a Library Card Online



Back to School Reading Challenge

It's back to school time! Start the school year right by setting goals, getting organized, and, of course, reading! From **September 6 - October 3**, readers in K-12 are welcome to join NPL's 2022 Back to School Reading Challenge. Pick up a reading log at the library or [click here](#) to download one from home. Participants who read at least 600 minutes will be entered in a prize drawing for some cool back-to-school goodies!

Teen Space Opens Monday, September 12

access to resources, materials, and other services by removing this financial barrier. The Library is proud to be fine-free through June 2023!

NPL is encouraging cardholders to return overdue items as quickly as possible. While there are still costs for lost or damaged materials, late fees on overdue items are gone until June 2023.

Additionally, reducing the number of overdue and lost items helps the library stay fine-free in the future! Drop off your late items through our 24/7 return slot.



Novi Library Café

Monday-Friday, 8:30am-4pm

September weekly specials (valid until 2pm):

- **September 6-9:** \$1 off any salad
- **September 12-16:** Pizza, chips, and pop or Dasani water for \$8
- **September 19-23:** Chicken pesto sandwich and pop for \$8
- **September 26-30:** 10% off any Refresher

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

Looking for a caterer for an upcoming

Students in grades 7-12 with a valid school ID are invited to hang out with friends, study, play ping pong and other games in Teen Space after school! Teen Space is held in the Library's Whole Meeting Room on Monday-Friday from 2:45-5:30pm on regular school days and 11:15am-1:15pm on half days (except during vacation breaks and days that school is closed).



Keepings Kids Safe, Healthy and Happy in the Digital Age

The Novi Educational Foundation, Novi Community School District, and the Neighborhood Library Association have partnered to bring a community read to parents this fall! *Screenwise: Helping Kids Thrive (and Survive) in Their Digital World* helps parents recognize that the social wisdom they have gained throughout their lives is a relevant and urgently needed supplement to their kid's digital savvy.

Join author, Dr. Devorah Heitner, on Tuesday, October 18 at 6:30pm at the Novi Middle School Auditorium for a presentation and Q&A.

[Register for Event](#)

Summer Reading Recap

Our 2022 Summer Reading Program "Oceans of Possibilities" was a great success! More than 2,050 guests signed up with 1,089 completing the challenge

birthday party, business meeting, or large event? [Click here](#) for more information.

Upcoming Meetings

Friends of the Novi Library Meeting:

Wed, Sep 14, 2pm - NPL Board Room

Novi Historical Commission Meeting:

Wed, Sep 21, 7pm - [Agenda](#)

Library Board Meeting: Thu, Sep 22,

7pm - [Agenda](#), Council Chambers

We're Hiring!

Want to join the Novi Library family? We're hiring positions in multiple departments! For more information and to apply, [click here](#). **Questions? Email our HR Specialist, Nicole Williams, at nwilliams@novilibrary.org.**

Drop-In Notarization Services

The Library has partnered with Kace Mobile Notary to provide drop-in notarization services on the 4th Friday of the month from 1-4pm. Services will be held on **Friday, September 23**.

Services offered include loan documents, trusts, power of attorney, titles/bill of sale, acknowledgment, apostille, and more! Fees range from \$10 and up, depending on the number of documents and what type. Cash, check or Zelle accepted.

To get a quote, contact Kace Mobile Notary at 248-313-8232 or email kacemobilenotary@gmail.com.

Free COVID Tests Available Mon, Sept 19

and 37,695 books were read from June 6 through August 13. Great job, Novi!

If you participated in the Summer Reading Program, then we want to hear from you! We would love to hear your feedback about the Summer Reading Program to know how we are doing so that we can continue to improve our program. [Click here to take the survey.](#) Available through September 10, 2022.

A huge thank you to our sponsors of this year's Summer Reading Program!



NPL has received a limited supply of free at-home COVID test kits in a partnership with the Michigan Department of Health and Human Services (MDHHS).

They are available through the **drive-up window only**, starting **Monday, September 19 at 10am**. No appointment is necessary. Test kits will be available for pick-up during regular library hours of operation.

There is a limit of one (1) test kit per family. Each kit holds two tests, one to be taken immediately and the second to be taken 24-36 hours after the first test is taken.

Questions? Please contact the Michigan Department of Health and Human Services COVID Hotline at 888-535-6136 or email COVID19@michigan.gov.

Adult Programs

- Cultural/International & ESL Programs
- **9/8:** Summer Songfest - The Phoenix Theory
- **9/8:** Photography Club Virtual Meeting
- **9/12:** Novi Mental Health Alliance Meeting
- **9/14:** Novi Game Night
- **9/15:** Summer Songfest - Billy Mack & the Juke Joint Johnnies
- **9/20:** Summer Songfest - Elvis & Friends
- **9/21:** Friends Kaleidoscope: Historic Meadow Brook Hall
- **9/23:** Drop-In Notarization Services
- **9/26:** Genealogy Research Assistance
- **9/28:** High Times in the Dry Times
- **9/29:** Author Spotlight

Save the Date: Parent to Parent Book Club with NCS
Superintendent Benjamin Mainka
Monday, October 3, 6:30pm
Screenwise: Helping Kids Thrive (and Survive) in Their Digital World by Dr. Devorah Heitner
[More information.](#)

Youth Programs

- Story Times
- **9/17:** Making Crafts for Hispanic Heritage Month
- **9/20:** Drummunity: Rhythmic Fun for Everyone
- **9/28:** Tail Waggin' Reading Buddies

Tween & Teen Programs

- **9/20:** Drummunity: Rhythmic Fun for Everyone
- **9/30:** Teen Advisory Board (TAB) Meeting

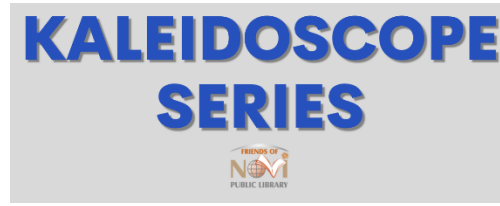


Join us at Paradise Park, Thursdays at 6:30pm, for music, food, drinks, and dancing! Events are generously provided by the Friends of Novi Library.

- Sep 8:** The Phoenix Theory
- Sep 15:** Billy Mack & the Juke Joint Johnnies
- Sep 20 (Tuesday):** Elvis & Friends

Arrive at 6pm to place your orders for dinner and drinks! Events are free and will be held under an outdoor, covered pavilion. Paradise Park is located at 45799 Grand River Ave. Registration required.

Thank you to the following sponsors for supporting Summer Songfest.



Wednesday, September 21, 7pm
Meadow Brook Hall was built (1926-29) for one of the automotive aristocracy's most remarkable women, Matilda Dodge Wilson. Learn more about her and the architectural details of her estate on a virtual tour of Meadow Brook Hall with curator, Madelyn Rzakowski.

[Register here.](#)



Wednesday, September 28, 7pm
It's the 20's and you're invited back 100 years ago in the time of prohibition! The password is *Library*. Historical reenactor Lois Keel will show us how they had high times in the dry times! All gents & dolls, please come in your most glamorous 1920's attire!

[Register here.](#)



New to the iCube



Get Youth, Tween, or Young Adult materials

delivered to your home with NPL @ Your Door!



novilibrary.org 248-869-7205 nplayd@novilibrary.org

NPL's iCube Makerspace is the perfect place to test out a new hobby! Four new creative kits are now available. Stop in and try calligraphy, designing your own bookmark, making origami, or cutting out shapes with a diecut machine. The iCube has a wide variety of creative kits for all skill levels!

[Visit the iCube](#)

Want Fast, Reliable Internet?

Do you want faster internet? Novi's Municipal Broadband Committee is conducting a connectivity and broadband analysis for the residents of Novi, and they want to hear from you! Make your voice heard by [clicking here](#). Participating in the Connectivity and Broadband Study can help improve connectivity and broadband access throughout our community.

Get Materials-by-Mail with NPL @ Your Door

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

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

Feeling Overwhelmed? Novi Community Coalition is Here For You

Connect with the Community Support Coordinator at the Novi Library, **by appointment only**, Thursdays from 10am-3pm. Examples of resources include but are not limited to:

- housing
- free hygiene kits



Community Information

**Festival of Hope - Resource Family Fun!
Sun, Sep 18, 12-4pm, Novi Civic Center**

Free indoor event to meet local organizations who offer great programs, services, and resources for individuals and families.

City of Novi Upcoming Events

Bereavement Support Group - "An Opportunity to Heal"

Tue, Sep 20, 7:30-9pm

- food
- employment
- education (birth-adult)
- childcare
- physical/mental health

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

Register by calling 248-347-0400.

Birds of Michigan

Wed, Sep 21, 9:30-10:30am

Register by calling 248-347-0400.

Hearing Loss D.A.T.A Group - Support

Thu, Sep 22, 1:30-2:30pm

Call 248-479-1888 or visit dhisonline.org.

Plants for Wildlife

Mon, Sep 26, 5:30pm

Register by calling 248-347-0400.

Bingo and Bats

Sat, Oct 1, 2-3:30pm

[Click here to register.](#)



Give Back to Your Community as a Library Friend

You're invited to join the Friends of Novi Library, an important group of people who advocate for the library and help raise funds to support our programs, services, and collections. For more information and to join, [click here](#).



Get Help with Tutor.com

Looking for free, live one-on-one online homework help from expert tutors? No matter the subject, give Tutor.com a try. Tutors are available every day from 3:00pm to 11:00pm EST.

To get access, visit the Homework Help section on our Teen Resource page by [clicking here](#).



Banned Books Week

Banned Books Week is an annual event celebrating the freedom to read! It is typically held the last week of September and draws attention to banned and challenged books. To read more about the history of Banned Books Week, frequently challenged books, and FAQs, [click here](#).

Connect With Us:



[Click here to unsubscribe.](#)

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

Let Us Know You've Moved

Novi Public Library
45255 W. Ten Mile Rd, Novi, MI 48375
Phone: [\(248\) 349-0720](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 – August 2022

General

- The mandatory meeting and walk-through for the Server Room Air Conditioning Unit RFP was held with three (3) vendors attending. No bids were submitted.
- Wall phones were installed in the board room and meeting room 237.
- Several days were spent working with the EnvisionWare support team to configure new RFID readers for staff and self-check workstations for the public.
- Updated the poster printer, a few printers and several public and staff workstations.
- Recycled obsolete equipment.

iCube

- We held 296 iCube appointments
 - 114 Creative Kits
 - 60 3D Prints
 - 30 Photo Printer
 - 27 Digital Conversions
 - 15 Sublimation
 - 14 Cricut/Silhouette
 - 11 Adobe Creative Cloud
 - 10 Heat Press
 - 5 Sewing/Embroidery
 - 5 Virtual Reality
 - 4 Laser
 - 1 3D Scanner
- Villa Barr Art Park artist-in-residence and fine art photographer, Julia Forrest, selected the iCube to print 20 of her photographs that will be on display in the City of Novi's Atrium in October.



- We will be assisting Novi Parks and Recreation staff with sublimating color changing mugs for their Veterans Day celebration.



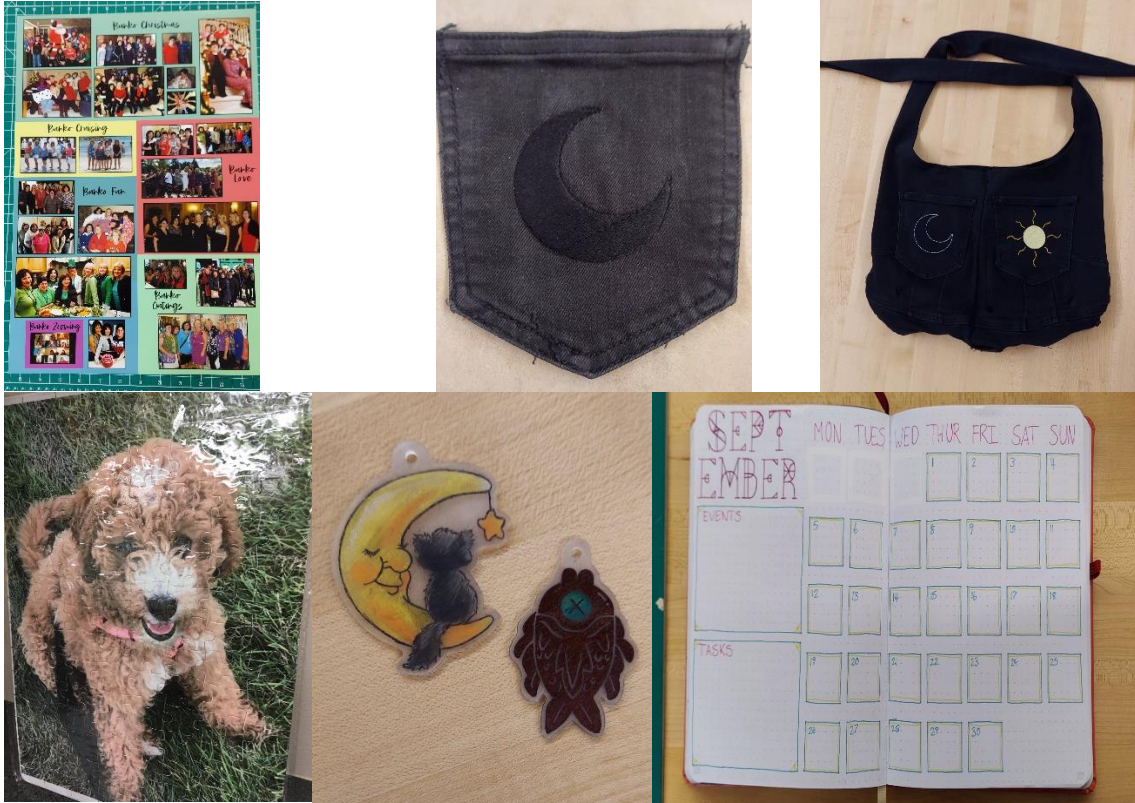
- Three new Creative Kits were added to the iCube.



- Create one-of-a-kind photorealistic graphic images based on your own words by using an AI image generator and the photo printer.



- Shown below are some of the finished projects made by guests using the photo printer, embroidery sewing machine, sublimation printer, heat press or a creative kit.



- Assisted Novi teacher with the Cricut device so she could cut out decorations for her classroom.
- Novi Community Coalition staff used the iCube equipment to prepare pamphlets for the public.

Training

- Barb attended TLN Technology Committee, iCube, Staff DEI, EnvisionWare, Management Team, Phone System and Department Catch-up meetings.
- Dominic attended Blender training webinars. Blender is a free 3D graphic software used to create 3D-printed models, raster graphics and much more.
- All IT Staff attended the Staff In-Service Day.

Facilities Report by Keith Perfect - August 2022

NO REPORT WAS SUBMITTED

Information Services Department Report by Hillary Hentschel – August 2022

News and Notes

- Lindsay Gojcay was promoted to Youth and Teen Services Supervisor!
- Two full-time librarian positions filled!
 - Rae Manela (Adult Fiction) – starting September 1
 - Anna Jakubiec (Adult Services/iCube) – starting September 12
- 3 new Creative Kits added to the iCube and 3 new STEAM Kits available for circulation
- New interactive map with QR codes translated into five languages available in the lobby
- Summer Reading 2022 has ended – guests and staff were surveyed to gather feedback for next year
- Community Reads fall title announced: Screenwise

Professional Development

- Staff attended In-Service Day
- Graphic Jam Webinar (Shannon)
- YouPer Books Award Committee (Kirsten)
- School Library Journal virtual “Teen Live” conference (Lindsay)
- Booklist webinars: “YA Announcements,” “Riveting and Page-Turning YA” (Lindsay)
- Random House “Celebrate Hispanic and Latinx Heritage Month” webinar (Lindsay and Danielle)
- BeanstackEDU Fundraisers for Libraries webinar (Danielle)
- Power of Communication & Language for Infants and Toddlers webinar (Danielle)
- Building and Sustaining Community Partnerships PCI webinar (Danielle)
- Getting Started with Libby (Danielle)
- NoveList Plus Overview webinar (Sarah)

IS Staff Outreach

- Attended Novi Early Childhood Education Center Open House and staffed library information table (Emily)
- Preschool story time outreach – Little Birds Montessori and Goddard (Emily)
- Provided structured lessons at local ESL group (Shannon)
- Novi Woods Elementary Back to School event (Danielle)
- Assisted Parks & Rec/Older Adult Services with S’mores and Stories program at Lakeshore Park (Danielle)

Adult Programs

- Craftastic Wednesday – 15
- Game Night – 12
- Tuesday Tunes on the Patio (4) - 530
- For the Health of It - 40
- Summer Songfest (Geff Phillips and Friends) – 85
- Summer Songfest (Rick and Dayna Duo) - 110
- Summer Songfest (Stephen Floyd) – 80
- Author Spotlight (“Bias Is All Around You”) – 9
- Dance Movement Therapy for Older Adults - 16

Adult Displays

- **MI Bon Festival Display**
- **Feature Collection Display** – Oceans of Possibility
- **Desk Display** – Oceans of Possibility

Youth/Tween/Teen/Family Programs

- 2 Dramatic Playgroup Sessions (Camping) – 85
- Birth-PreK SRP Finale Party – 200
- Paradise Park SRP Finale Parties (2) - + 430
- Tail Waggin' Reading Buddies – 15
- Grab and Go Ceramic Mini Ocean Figurine Kit – 36
- Mystery Grab and Go Kit - 24
- VR appointments – 5

Youth/Tween/Teen Displays

- **Tanabata display in lobby** – over 400 wish slips
- **Teen Stop display** – YA fiction set in or about school
- **Youth Feature Display** - Oceans of Possibilities (SRP)
- **Youth Desk Display** - Oceans of Possibilities (SRP)
- **Youth Department Window Display** - Oceans of Possibilities (SRP)
- **Lobby Display** - Oceans of Possibilities (SRP)
- **Libraries are for Everyone** – Back to School Month, Spider-Man Day, Book Lovers Day, Raksha Bandhan, Women's Equality Day, National Dog Day

Raising A Reader 1,000 Books Before Kindergarten Stats: June-August

(June included in the last report. Slightly shifting the quarters to include all of SRP in one quarter. This report will be for July & August 2022. Next report will be for September through November.)

of active participants logging 100 books or more: 526

of logs received to date: 2,273

of paper logs submitted this quarter: 10

of online logs submitted this quarter: 106

of books read this quarter: 11,600

of people who have completed each 100:

100 - 526

200 - 341

300 - 279

400 - 221

500 - 197

600 - 169

700 - 155

800 - 137

900 - 127

1000 - 121

Dramatic Playgroup Sessions



Birth-

Pre-K SRP Finale Party



Craftastic Wednesday



Our 2022 Summer Reading Program “Oceans of Possibilities” was a great success!

Here are some stats from this year’s program:

- More than 2,050 guests signed up
- 1,089 guests completed the challenge
- 37,695 books read
- 1,168 activities completed including visiting the Lakeshore Lending Library, registering for a Grab and Go Kit, checking out a MI Activity Pass, downloading from our digital library, etc.
- Incentives:
 - 500 Michigan State Fair passes
 - Free Blaze Pizza coupons for ages 13 and under
 - Midpoint and finale prizes for all ages
 - Raffles offered: 10 weekly youth and tween; 5 teen gift baskets; 5 adult gift baskets

****Drum roll please****.....I am excited to share the 2023 Summer Reading Program sneak peak artwork centered around the theme "All Together Now."



Thank you,
Lindsay & the SRP Committee

Support Services Department Report by Maryann Zurmuehlen– August 2022

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended weekly Management Team Zoom meetings.
- Attended weekly department catchup meetings.

Outreach

- Due to staffing shortages and lack of available materials, Read Boxes have been suspended for summer 2022.

Circulation & Shelves

- Interviews were held for 1 open Shelves position.
- Anna Jakubiec has been promoted to full time IS Dept. Librarian from her position as a part time Outreach Clerk. Her last day in the SS Dept. is 9/10. Please congratulate her when you see her!
- Nicholas Mills' first day as our new 16-hour Shelves was August 23rd. Please say "hi" and welcome him to NPL when you see him!
- A 25-hour Outreach Clerk position is currently posted.

Tech Services

- Working on Beginning of Fiscal Year order commencement.
- Daily filling in tasks in Circulation due to shelving staff shortage.

Statistics (August 2022)

- **Library Cards Issued: 473**
- **Items Checked Out (NPL): 67,931**
- **Items Checked Out (LLL): 89**
- **Total Checkouts (NPL + LLL): 68,020**
- **Items Interloaned for NPL Patrons: 4,850 (72 through MeLCat)**

- **Items Interloaned to Other Libraries: 3,376 (103 through MeLCat)**
- **Items Added to the Collection: 1,161**
- **Items Discarded from the Collection: 2,576**
- **Drive-Up Window & Locker Hold Pickups: 26**
- **MAP Checkouts: 55**
- **Outreach:**
 - **NPL @ Your Door: 5 Mailer Bags / 20 Items**
 - **6 Facilities Visits / 22 Items Provided**
 - **7 Book Discussions / 107 Items Provided**

| Support Services Statistics 2022-2023 | | | | | | | | | | | | | |
|---------------------------------------|--------|--------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------|
| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | TOTAL |
| Cards Issued This Month | 372 | 473 | | | | | | | | | | | 845 |
| Checkouts (NPL) | 73,029 | 67,931 | | | | | | | | | | | 140,960 |
| Checkouts (Lakeshore Lending Library) | 78 | 89 | | | | | | | | | | | 167 |
| Total Checkouts (NPL + LLL) | 73,107 | 68,020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 141,127 |
| Items Borrowed | 4,223 | 4,850 | | | | | | | | | | | 9,073 |
| Items Loaned | 3,463 | 3,376 | | | | | | | | | | | 6,839 |
| Hold Pickups (Drive-Up & Lockers) | 27 | 26 | | | | | | | | | | | 53 |
| MAP Pass Checkouts | 64 | 55 | | | | | | | | | | | 119 |
| Read Boxes | 0 | 0 | | | | | | | | | | | 0 |
| NPL @ Your Door (# of Bags) | 8 | 5 | | | | | | | | | | | 13 |
| NPL @ Your Door (# of Items) | 53 | 20 | | | | | | | | | | | 73 |

| Year-to-Year Comparison | | | |
|-----------------------------|-----|-------------|-------------|
| | | AUG 2022 | AUG 2021 |
| Cards Issued This Month | | 473 | 321 |
| Total Checkouts (NPL + LLL) | | 68,020 | 73,089 |
| Items Borrowed | TLN | 4,778 | 4,491 |
| | MeL | <u>72</u> | <u>89</u> |
| | | 4,850 | 4,580 |
| Items Loaned | TLN | 3,273 | 3,441 |
| | MeL | <u>103</u> | <u>128</u> |
| | | 3,376 | 3,569 |

| Read Boxes | | | |
|---|-------|-------------|-------------|
| | | AUG 2022 | AUG 2021 |
| Read Boxes | Adult | 0 | 42 |
| | Youth | <u>0</u> | <u>205</u> |
| | Total | 0 | 247 |
| <p>NOTE: Due to staffing shortages and lack of available materials, Read Boxes have been suspended for Summer 2022.</p> | | | |

| Self-Check Totals 2022-23 Fiscal Year | | | | | | | |
|--|-------------------|-----------------------|-------------------|---------------|---------------|---------------|---------------|
| | Total Circulation | Self-check % of Total | Total Self-checks | Self-Check #1 | Self-Check #2 | Self-Check #3 | Youth #1 |
| July | 73,107 | 50.14% | 36,654 | 8,366 | 8,381 | 14,379 | 5,528 |
| August | 67,931 | 49.80% | 33,828 | 7,656 | 7,800 | 12,648 | 5,724 |
| September | | | 0 | | | | |
| October | | | 0 | | | | |
| November | | | 0 | | | | |
| December | | | 0 | | | | |
| January | | | 0 | | | | |
| February | | | 0 | | | | |
| **March | | | 0 | | | | |
| April | | | 0 | | | | |
| May | | | 0 | | | | |
| June | | | 0 | | | | |
| FYTD | 141,038 | 49.97% | 70,482 | 16,022 | 16,181 | 27,027 | 11,252 |

| Library Usage | | | | | | | | | |
|-----------------------|----------------|---------------|----------------|---------------|-----------------------|---------------|---------------|---------------|---------------|
| 2021-2022 Fiscal Year | | | | | 2022-2023 Fiscal Year | | | | |
| | Lobby | Drive-Up | Total | Daily Average | | Lobby | Drive-Up | Total | Daily Average |
| July | 18,971 | 6,852 | 25,823 | 956 | July | 26,439 | 7,468 | 33,907 | 1,130 |
| August | 20,561 | 6,291 | 26,852 | 895 | August | 26,252 | 7,248 | 33,500 | 1,117 |
| September | 19,302 | 7,168 | 26,470 | 980 | September | | | | |
| October | 20,862 | 8,079 | 28,941 | 934 | October | | | | |
| November | 20,346 | 8,066 | 28,412 | 1,015 | November | | | | |
| December | 18,663 | 5,498 | 24,161 | 895 | December | | | | |
| January | 20,444 | 7,621 | 28,065 | 936 | January | | | | |
| February | 18,798 | 8,617 | 27,415 | 979 | February | | | | |
| March | 24,367 | 9,846 | 34,213 | 1,104 | March | | | | |
| April | 22,464 | 8,246 | 30,710 | 1,059 | April | | | | |
| May | 22,690 | 9,642 | 32,332 | 1,155 | May | | | | |
| June | 24,976 | 9,983 | 34,959 | 1,205 | June | | | | |
| FYTD Total | 252,444 | 95,909 | 348,353 | 1,010 | FYTD Total | 52,691 | 14,716 | 67,407 | 1,123 |

| Computer Logins | | | | | | | | | | |
|-----------------------|---------------------|----------------|----------------|---------------|-----------------------|---------------------|--------------|---------------|---------------|--------------|
| 2021-2022 Fiscal Year | | | | | 2022-2023 Fiscal Year | | | | | |
| | Public Workstations | Wireless | Total | Daily Average | | Public Workstations | Wireless | Total | Daily Average | |
| July | 983 | 30,634 | 31,617 | 1,171 | July | 1,224 | 46,582 | 47,806 | 1,594 | |
| August | 944 | 35,958 | 36,902 | 1,230 | August | 1,310 | 47,479 | 48,789 | 1,626 | |
| September | 853 | 39,555 | 40,408 | 1,497 | September | | | | | |
| October | 1,086 | 44,813 | 45,899 | 1,481 | October | | | | | |
| November | 867 | 41,990 | 42,857 | 1,531 | November | | | | | |
| December | 779 | 43,942 | 44,721 | 1,656 | December | | | | | |
| January | 643 | 36,790 | 37,433 | 1,248 | January | | | | | |
| February | 901 | 42,253 | 43,154 | 1,541 | February | | | | | |
| March | 1,162 | 49,315 | 50,477 | 1,628 | March | | | | | |
| April | 1,035 | 48,514 | 49,549 | 1,709 | April | | | | | |
| May | 873 | 50,149 | 51,022 | 1,889 | May | | | | | |
| June | 1,015 | 47,629 | 48,644 | 1,737 | June | | | | | |
| FYTD Total | 11,141 | 511,542 | 522,683 | 1,524 | FYTD Total | FYTD Total | 2,534 | 94,061 | 96,595 | 1,610 |

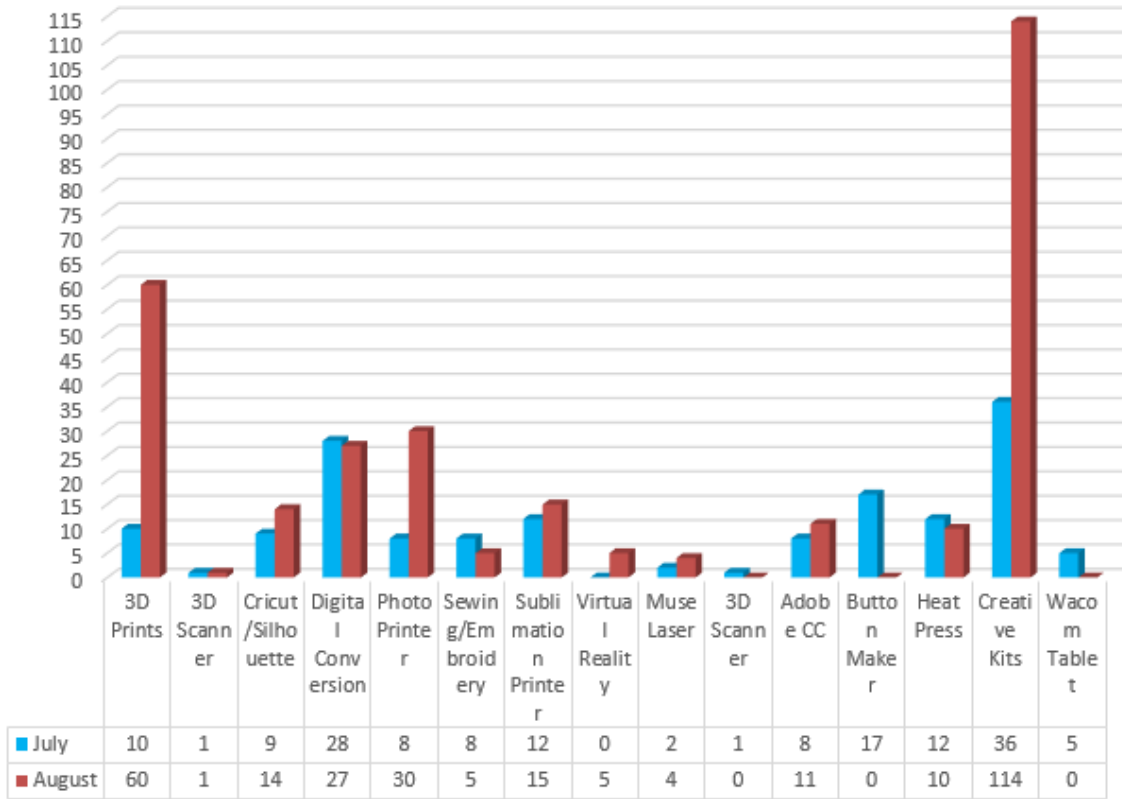
| Early Literacy Workstation Usage | | | | | | | |
|----------------------------------|------------------|---------------------------|------------------------------|-----------------------|------------------|---------------------------|------------------------------|
| 2021-2022 Fiscal Year | | | | 2022-2023 Fiscal Year | | | |
| | Monthly Sessions | Monthly Time (In Minutes) | Average Session (In Minutes) | | Monthly Sessions | Monthly Time (In Minutes) | Average Session (In Minutes) |
| July | 193 | 3,882 | 20 | July | 447 | 8,742 | 19 |
| August | 239 | 5,031 | 21 | August | 443 | 8,650 | 19 |
| September | 177 | 3,084 | 17 | September | | | |
| October | 255 | 4,361 | 17 | October | | | |
| November | 277 | 5,636 | 20 | November | | | |
| December | 271 | 5,382 | 19 | December | | | |
| January | 291 | 5,750 | 19 | January | | | |
| February | 333 | 6,603 | 19 | February | | | |
| March | 447 | 8,555 | 19 | March | | | |
| April | 360 | 6,693 | 18 | April | | | |
| May | 278 | 4,684 | 16 | May | | | |
| June | 391 | 7,317 | 18 | June | | | |
| FYTD Total | 3,512 | 66,978 | 19 | FYTD Total | 890 | 17,392 | 19 |

| Technology Training Sessions 2022-23 Fiscal Year | | | | | | | | | | | | | | | | | | | |
|--|-------------|-------------------|--------------------|---------------|-------------------|---------------------|------------|------------|----------|------------|-----------|--------------|------------|---------------|--------------|----------------|----------------|--------------|----------|
| | 3D Printing | Cricut/Silhouette | Digital Conversion | Photo Printer | Sewing/Embroidery | Sublimation Printer | Carvey CNC | Muse Laser | Formbox | 3D Scanner | Adobe CC | Buffon Maker | Heat Press | Creative Kits | Wacom Tablet | Staff Training | Total Sessions | Total Guests | |
| Jul | 10 | 9 | 28 | 8 | 8 | 12 | 0 | 2 | 0 | 1 | 8 | 17 | 12 | 36 | 5 | 12 | 168 | | |
| <i>Guests</i> | 10 | 9 | 28 | 8 | 8 | 12 | 0 | 2 | 0 | 1 | 8 | 17 | 12 | 36 | 5 | 12 | | 168 | |
| Aug | 60 | 14 | 27 | 30 | 5 | 15 | 0 | 4 | 0 | 0 | 11 | 21 | 10 | 114 | 5 | 3 | 319 | | |
| <i>Guests</i> | 60 | 14 | 27 | 11 | 5 | 15 | 0 | 4 | 0 | 0 | 11 | 21 | 10 | 114 | 5 | 3 | | 300 | |
| Sep | | | | | | | | | | | | | | | | | 0 | | |
| <i>Guests</i> | | | | | | | | | | | | | | | | | | | 0 |
| Oct | | | | | | | | | | | | | | | | | 0 | | |
| <i>Guests</i> | | | | | | | | | | | | | | | | | | | 0 |
| Nov | | | | | | | | | | | | | | | | | 0 | | |
| <i>Guests</i> | | | | | | | | | | | | | | | | | | | 0 |
| Dec | | | | | | | | | | | | | | | | | 0 | | |
| <i>Guests</i> | | | | | | | | | | | | | | | | | | | 0 |
| Jan | | | | | | | | | | | | | | | | | 0 | | |
| <i>Guests</i> | | | | | | | | | | | | | | | | | | | 0 |
| Feb | | | | | | | | | | | | | | | | | 0 | | |
| <i>Guests</i> | | | | | | | | | | | | | | | | | | | 0 |
| Mar | | | | | | | | | | | | | | | | | 0 | | |
| <i>Guests</i> | | | | | | | | | | | | | | | | | | | 0 |
| Apr | | | | | | | | | | | | | | | | | 0 | | |
| <i>Guests</i> | | | | | | | | | | | | | | | | | | | 0 |
| May | | | | | | | | | | | | | | | | | 0 | | |
| <i>Guests</i> | | | | | | | | | | | | | | | | | | | 0 |
| Jun | | | | | | | | | | | | | | | | | 0 | | |
| <i>Guests</i> | | | | | | | | | | | | | | | | | | | 0 |
| <i>Sessions</i> | 70 | 23 | 55 | 38 | 13 | 27 | 0 | 6 | 0 | 1 | 19 | 38 | 22 | 150 | 10 | 15 | 487 | | |
| <i>Guests</i> | 70 | 23 | 55 | 19 | 13 | 27 | 0 | 6 | 0 | 1 | 19 | 38 | 22 | 150 | 10 | 15 | | 468 | |

| 2022-2023 Fiscal Year | | | | | |
|-----------------------|--------------|------------|--------------|-----------|-------------------|
| | Hoopla | | LinkedIn | | |
| | Check-outs | New Users | Active Users | Logins | Total Video Views |
| July | 1,481 | 400 | 150 | 24 | 235 |
| August | 1,387 | 395 | 153 | 19 | 378 |
| September | | | | | |
| October | | | | | |
| November | | | | | |
| December | | | | | |
| January | | | | | |
| February | | | | | |
| March | | | | | |
| April | | | | | |
| May | | | | | |
| June | | | | | |
| FYTD Total | 2,868 | 795 | 303 | 43 | 613 |

| 2022-2023 Fiscal Year | | | | | |
|-----------------------|-----------------------|----------------------|-----------------|--------------|------------|
| OverDrive | | | | | |
| | Consortium Collection | Advantage Collection | Total OverDrive | Magazines | New Users |
| July | 5,817 | 2,046 | 7,863 | 537 | 134 |
| August | 5,073 | 2,120 | 7,193 | 555 | 100 |
| September | | | | | |
| October | | | | | |
| November | | | | | |
| December | | | | | |
| January | | | | | |
| February | | | | | |
| March | | | | | |
| April | | | | | |
| May | | | | | |
| June | | | | | |
| FYTD Total | 10,891 | 4,165 | 15,056 | 1,092 | 234 |

2022-23FY iCube Appointments

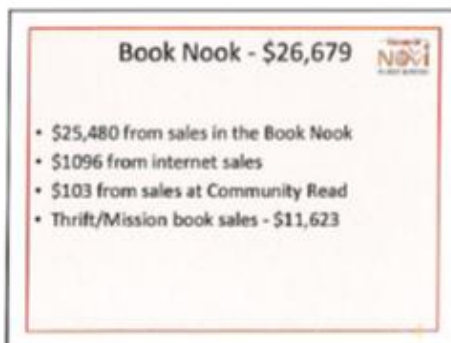
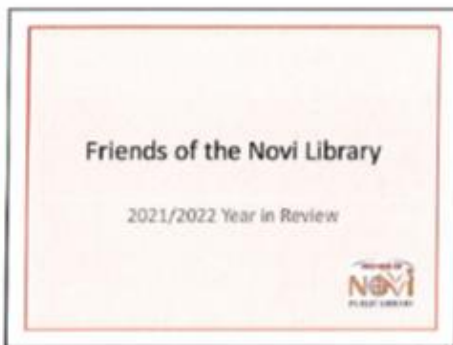



| Meeting Room Rentals | | | | | |
|----------------------|------------|--------------|---------------------|-----------|--------------|
| 2021-22 Fiscal Year | | | 2022-23 Fiscal Year | | |
| | Rentals | Attendees | | Rentals | Attendees |
| July | 0 | 0 | July | 26 | 604 |
| August | 0 | 0 | August | 38 | 823 |
| September | 0 | 0 | September | | |
| October | 14 | 426 | October | | |
| November | 22 | 578 | November | | |
| December | 14 | 304 | December | | |
| January | 16 | 317 | January | | |
| February | 25 | 533 | February | | |
| March | 33 | 875 | March | | |
| April | 31 | 547 | April | | |
| May | 22 | 851 | May | | |
| June | 27 | 567 | June | | |
| Total | 204 | 4,998 | Total | 64 | 1,427 |

FRIENDS OF NOVI LIBRARY


They did not host a meeting in September. Next meeting October 12th at 2pm at Novi Library. Below is information regarding their years of contributions to the Novi Library and their presentation from August 25, 2022.

9/18/2022



Membership Summary 

| Level | Cost | Total - 2021/22 | Total - 2020/21 |
|--------------------|-------|-----------------|-----------------|
| Individual | \$10 | 57 | 80 |
| Family | \$15 | 36 | 38 |
| Contributing | \$30 | 34 | 30 |
| Sustaining | \$50 | 34 | 28 |
| Benefactor | \$100 | 29 | 24 |
| Benefactor+ | \$200 | 2 | 3 |
| Corporate - Patron | \$200 | 1 | 1 |
| Corporate - Friend | \$50 | 1 | |

- Looking Forward** 
- 2021/2022**
- Presented check for \$37,950 at our annual meeting with an additional \$1450 carry-over
 - Annual Contributions - \$15,250
 - Wish List - \$22,700
 - Teen Stop updates - \$2500
 - iCube additions - \$4500
 - CD music area upgrade - \$6700
 - Podcast Room - \$1600

Spending by Category

7/1/2013 through 6/30/2022

8/26/2022

Page 1

| Category Description | 7/1/2013- 6/30/2022 |
|--|------------------------|
| Annual Lib Contribution | 108,466.18 |
| Battle of the Books | 4,271.66 |
| Book It | 500.00 |
| Book Page | 4,728.00 |
| Community Reads | 18,488.95 |
| CouponGenie | 500.00 |
| Engage | 3,340.43 |
| Listen at the Library | 20,350.00 |
| Morning Arts | 13,303.55 |
| Programming in North End | 1,995.00 |
| Staff In-Service | 3,500.00 |
| Students for Success | 14,805.24 |
| Summer Reading | 21,583.35 |
| Summer Songfest | 1,100.00 |
| Director's Wish List | 107,866.43 |
| 3-D Printer | 4,035.00 |
| 3D Virtual Tour | 2,465.00 |
| Accucut Die Cur Number Set | 120.00 |
| Art Hanging System | 1,507.00 |
| Benches | 3,603.00 |
| Blu Ray Players - 2 | 95.39 |
| Board Book Display | 4,263.00 |
| Book Bags | 750.00 |
| Book Cart | 843.55 |
| Business Resource Area | 5,000.00 |
| Button Maker | 578.42 |
| CD Browsing Bin | 2,590.20 |
| Chair Upholstery Project | 3,579.00 |
| Digital Equipment for YouthStory Rooms | 2,932.00 |
| Digital Photo Frame | 239.98 |
| Giveaways | 2,426.57 |
| Grab & Go | 1,837.39 |
| Green Bags | 2,325.00 |
| HD Camcorder | 228.63 |
| iCube Maker Space | 17,821.55 |
| iTunes Gift cards - iPad apps | 200.00 |
| Japanese storytime | 657.44 |
| Kamishibai Story Cards | 201.60 |
| Lakeshore - carry-over | 1,349.20 |
| Laptop for Youth Activity Room | 641.59 |
| Lego - Early Learning | 523.95 |
| Lending Library Program | 1,067.11 |
| Library Card Mktg Campaign | 3,000.00 |
| Non-fiction Signage | 1,275.00 |
| NPL at Your Door | 1,393.36 |
| Play Area - kitchen-blocks | 375.00 |
| Play Equipment | 1,594.37 |
| Podcast Equipment | 2,301.40 |
| Popup tent | 139.95 |
| Portable Sound System | 2,273.00 |

Spending by Category

7/1/2013 through 6/30/2022

8/26/2022

Page 2

| Category Description | 7/1/2013- 6/30/2022 |
|----------------------------------|------------------------|
| Puppets & Story Flannels | 576.36 |
| Rhythmix Plastic Animal Shakers | 95.90 |
| Shelf Talkers - signage | 295.06 |
| Special Needs Events | 1,844.63 |
| Staff Logo Wear | 5,430.00 |
| Staff Lunch | 447.75 |
| STEAM project | 3,150.00 |
| Storytime - Board Book Sets | 786.25 |
| Storytime Digital Equipment | 2,047.31 |
| Tabletop Air Hockey - Teen Space | 75.99 |
| Teen - Coffee Table | 528.00 |
| Teen Area Improvement | 3,341.95 |
| Teen Book Display Kiosk | 2,500.00 |
| Teen Laptop Tables | 800.00 |
| Teen Space Activities Equipment | 250.00 |
| Three Tier Display Rack - DVD | 77.12 |
| Tool Cart | 541.77 |
| Virtual Reality Technology | 5,424.97 |
| XBOX games - Teen Space | 100.00 |
| Youth Artwork-Displays | 394.80 |
| Youth Ed Learning Stations | 4,000.01 |
| Youth Storytime Books | 673.94 |
| Youth Storytime Supplies | 250.97 |
| OVERALL TOTAL | 216,332.61 |

HISTORICAL COMMISSION

No reports submitted

Library Board Committee Reports

Board Strategic Planning Committee

Update as of 9/18/22: Recommended motion to enter into a contract with Re-Thinking Libraries for strategic planning purposes with a not to exceed cost of \$23,665; requiring milestone updates from the firm to coincide with quarterly payments

Currently, the Library Board has a budget for \$15,000 for strategic planning services for 22/23.

The Committee sent additional questions to both Re-Thinking Libraries and LibraryIQ for further clarification on fixed costs/breakdown of costs, company information, time commitment for vendor vs. library staff, additional references. As of September 19, 2022, Library Board members received a copy of the original RFPs from Re-Thinking Libraries and LibraryIQ, as well the follow-up questions asked by the committee and additional information provided by the vendors.

| | White Pine Solutions | Re-Thinking Libraries | Allyson Brunette | Library IQ |
|--------------------|----------------------|-----------------------|------------------|------------|
| Evaluator | | | | |
| Brian Bartlett | 150 | 300 | 120 | 330 |
| Kat Dooley | 120 | 550 | 90 | 140 |
| Julie Farkas | 240 | 330 | 130 | 200 |
| Priya Gurumuthry | 230 | 360 | 120 | 190 |
| TOTAL SCORE | 740 | 1540 | 460 | 860 |

City of Novi
Evaluation Form - Each Criterion Weighted Separately

Project Description: Strategic Planning Services - Novi Public Library
Name of Evaluator: Brian Bartlett

Total points available for each criteria: 10

Ranking System: High number = high ranking (better); Low number = low ranking
Divide the total number of points available per criteria (shown above) among the firms on each line. You may use a number more than once and you may use 0's.
Instructions: When you are finished, the amount on each line in the "Total Points" column should be 10.

No. of proposals

| Criterion: | Weight | 1 2 3 4 | | | | Total Points |
|---|--------|----------------------|-----------------------|------------------|------------|--------------|
| | | White Pine Solutions | Re-Thinking Libraries | Allyson Brunette | Library IQ | |
| 1. Responsiveness of the written proposal to the purpose & scope | 30 | 2 | 4 | 1 | 3 | 10 |
| 2. Knowledge, skills & experience in conducting SP projects for libraries | 30 | 1.5 | 3 | 1.5 | 4 | 10 |
| 3. Methodology & timeline for carrying out tasks in the scope | 20 | 1.5 | 3 | 1.5 | 4 | 10 |
| 4. Cost to complete that process | 10 | 4 | 1 | 3 | 2 | 10 |
| 5. Meet deadlines in strategic & library planning; references | 10 | 1.5 | 3 | 1.5 | 4 | 10 |
| | 100 | 10.5 | 14 | 8.5 | 17 | 50 |

This area automatically computed

| Weighted Results (Ranking times weight): | | | | | |
|--|------------|------------|------------|------------|------------|
| | 60 | 120 | 30 | 90 | 300 |
| | 45 | 90 | 45 | 120 | 300 |
| | 30 | 60 | 30 | 80 | 200 |
| | 15 | 30 | 15 | 40 | 100 |
| TOTALS | 150 | 300 | 120 | 330 | 900 |

City of Novi
Evaluation Form - Each Criterion Weighted Separately

Project Description: **Strategic Planning Services - Novi Public Library**
Name of Evaluator: **Kat Dooley**

Total points available for each criteria: **10**

Ranking System: **High number = high ranking (better); Low number = low ranking**

Instructions: **Divide the total number of points available per criteria (shown above) among the firms on each line. You may use a number more than once and you may use 0's. When you are finished, the amount on each line in the "Total Points" column should be 10.**

No. of proposals

| Criterion: | Weight | 1 | 2 | 3 | 4 | 10 |
|---|------------|----------------------|-----------------------|------------------|------------|--------------|
| | | White Pine Solutions | Re-Thinking Libraries | Allyson Brunette | Library IQ | Total Points |
| 1. Responsiveness of the written proposal to the purpose & scope | 30 | 2 | 7 | 1 | 0 | 10 |
| 2. Knowledge, skills & experience in conducting SP projects for libraries | 30 | 1 | 6 | 1 | 2 | 10 |
| 3. Methodology & timeline for carrying out tasks in the scope | 20 | 1 | 5 | 1 | 3 | 10 |
| 4. Cost to complete that process | 10 | 4 | 1 | 3 | 2 | 10 |
| 5. Meet deadlines in strategic & library planning; references | 10 | 1 | 6 | 1 | 2 | 10 |
| | 100 | 9 | 25 | 7 | 9 | 50 |

| <i>This area automatically computed</i> | | | | | |
|--|------------|------------|-----------|------------|------------|
| Weighted Results (Ranking times weight): | | | | | |
| | 60 | 210 | 30 | 0 | 300 |
| | 30 | 180 | 30 | 60 | 300 |
| | 20 | 100 | 20 | 60 | 200 |
| | 10 | 60 | 10 | 20 | 100 |
| TOTALS | 120 | 550 | 90 | 140 | 900 |

**City of Novi
Evaluation Form - Each Criterion Weighted Separately**

Project Description: Strategic Planning Services - Novi Public Library
Name of Evaluator: Julie Farkas

Total points available for each criteria: 10

Ranking System:

High number = high ranking (better); Low number = low ranking
 Divide the total number of points available per criteria (shown above) among the firms on each line. You may use a number more than once and you may use 0's. When you are finished, the amount on each line in the "Total Points" column should be 10.

Instructions:

No. of proposals

| Criterion: | Weight | No. of proposals | | | | Total Points |
|---|------------|----------------------|-----------------------|------------------|------------|--------------|
| | | 1 | 2 | 3 | 4 | |
| | | White Pine Solutions | Re-Thinking Libraries | Allyson Brunette | Library IQ | |
| 1. Responsiveness of the written proposal to the purpose & scope | 30 | 3 | 4 | 2 | 1 | 10 |
| 2. Knowledge, skills & experience in conducting SP projects for libraries | 30 | 2 | 4 | 1 | 3 | 10 |
| 3. Methodology & timeline for carrying out tasks in the scope | 20 | 4 | 3 | 1 | 2 | 10 |
| 4. Cost to complete that process | 10 | 4 | 1 | 3 | 2 | 10 |
| 5. Meet deadlines in strategic & library planning; references | 10 | 1 | 3 | 2 | 4 | 10 |
| | 100 | 14 | 15 | 9 | 12 | 50 |

This area automatically computed

| Weighted Results (Ranking times weight): | | | | | |
|--|------------|------------|------------|------------|------------|
| | 90 | 120 | 60 | 30 | 300 |
| | 60 | 120 | 30 | 90 | 300 |
| | 80 | 60 | 20 | 40 | 200 |
| | 10 | 30 | 20 | 40 | 100 |
| TOTALS | 240 | 330 | 130 | 200 | 900 |

**City of Novi
Evaluation Form - Each Criterion Weighted Separately**

Project Description: Strategic Planning Services - Novi Public Library
Name of Evaluator: Priya Gurumurthy

Total points available for each criteria: 10

Ranking System: High number = high ranking (better); Low number = low ranking
 Divide the total number of points available per criteria (shown above) among the firms on each line. You may use a number more than once and you may use 0's.
Instructions: When you are finished, the amount on each line in the "Total Points" column should be 10.

| No. of proposals | Weight | Ranking | | | | Total Points |
|---|------------|-----------------------------|------------------------------|-------------------------|-------------------|--------------|
| | | 1 | 2 | 3 | 4 | |
| Criterion: | | White Pine Solutions | Re-Thinking Libraries | Allyson Brunette | Library IQ | |
| 1. Responsiveness of the written proposal to the purpose & scope | 30 | 3 | 4 | 2 | 1 | 10 |
| 2. Knowledge, skills & experience in conducting SP projects for libraries | 30 | 2 | 4 | 1 | 3 | 10 |
| 3. Methodology & timeline for carrying out tasks in the scope | 20 | 3 | 4 | 1 | 2 | 10 |
| 4. Cost to complete that process | 10 | 4 | 1 | 3 | 2 | 10 |
| 5. Meet deadlines in strategic & library planning; references | 10 | 2 | 4 | 1 | 3 | 10 |
| | 100 | 14 | 17 | 8 | 11 | 50 |

This area automatically computed

| Weighted Results (Ranking times weight): | | | | | |
|--|----------------------|-----------------------|------------------|------------|------------|
| | White Pine Solutions | Re-Thinking Libraries | Allyson Brunette | Library IQ | Total |
| | 90 | 120 | 60 | 30 | 300 |
| | 60 | 120 | 30 | 90 | 300 |
| | 60 | 80 | 20 | 40 | 200 |
| | 20 | 40 | 10 | 30 | 100 |
| TOTALS | 230 | 360 | 120 | 190 | 900 |

Building & Grounds

9/18/22 Update: IT Server Room AC Unit:

No bids were submitted. Library staff is currently collecting quotes with a requirement of a mandatory building tour date (Sept. 26) and quotes due Oct. 3.

9/18/22 Update: Library Parking Lot Maintenance Repair Project:

Striping in some areas was not as defined as it should be. There was some bleeding from the black through the white markings. This has not been addressed as of 9/18/22 therefore payment has not been closed out on the project. Waiting on vendor to complete the project.

9/18/22 Phone System Installation by Telnet Worldwide:

Vendor says: We are hoping to go live in the next 2 weeks. Your build is very big and complex. We have been running into different challenges that we've worked through. For example, your building is 59,000 ft.² and it being a government building your enhanced 911 was an issue we ran into that took us a while to get different information passed through the E911 system, but we overcame that and then we were having issues with your Sip ALG overhead paging device, so our product engineers were working through those issues and they have been completed as well. We are now shoring up all of the backend WebEx, Cisco licenses and registrations. Once the Cisco configurations are completed, and Cisco has given us the licenses we will deploy. As stated above I'm thinking in the next two weeks we will have your library installed.

9/18/22 Update: Annual snow removal:

The Library has signed a two year contract (November 1, 2022 – April 30, 2024) with Brien's Services, Inc. The contract is for \$5,956.50 plus additional plows of needed and salt applications. This has been our snow removal vendor for many years and has provided good services in the past. We have had only two instances in the past six years where the vendor was not on site before the Library opened and parking lots were of concern for public use. The Director was able to reach out to the City of Novi's snow vendor as a back-up for emergency removal. The Library did participate in the City of Novi's snow removal bid as an alternate, only to have the annual pricing exceed \$50,000.

From Director Farkas regarding the Lakeshore Lending Library:

We have been experiencing intermittent issues with the Lending Library since its installation in May 2021. These issues have been documented since the beginning and have been sent to the Envisionware vendor for maintenance and resolution. Envisionware has sent out staff to repair and troubleshoot the problems, however, we have not had a successful 6 months without an issue occurring. A letter was drafted and sent to the vendor as of 6/30/22, including a log of the various malfunctions. The letter stated that NPL staff would no longer go out to fix kiosk issues as it was additional time and costs on the organization. Currently, we are looking for action from the CEO/COO as to how such issues and concerns will be addressed for NPL and what type of monetary reimbursement and equipment upgrades can be made at no cost to NPL. I had a brief meeting with the vendor on 8/12/22 to find out their next steps. They are currently experiencing staff and organizational changes, and will have more information as to a plan of action after the Labor Day holiday.

DRAFT 1 – Staff Policy Committee Final Review 9/6/22, DEI Board Committee Final Review 8/30/22, Staff DEI Committee 8/22/22

COLLECTION DEVELOPMENT POLICY

The policy provides guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of our diverse community. It informs the public of the philosophy of collection development and the policies involved.

Novi Public Library collects materials in a variety of popular formats. The collection serves the general educational and recreational interests and needs of the community, and reflects its racial, ethnic and cultural diversity. Selection includes recognition of diversity, equity, inclusion and awareness of the role diversity plays in responding to the needs and interests of our guests and community. Selections are made to provide depth and diversity of viewpoints to the existing collection, **including content created by and representative of marginalized and underrepresented groups**. Access to the collections will not be limited or denied because of origin, race, religion, age, background, sex, sexual orientation, gender identity, **disability**, or political views. Inclusion of an item in the collection does not mean that the Library endorses any theory or statement contained in those materials and resources.

Materials are intended to broaden vision, support recreational reading, encourage and facilitate reading skills, supplement education needs, stimulate and widen interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world. The reading and viewing activity of minors is ultimately the responsibility of parents or guardians who guide and oversee their own children's development.

CENSORSHIP AND INTELLECTUAL FREEDOM

NPL is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. **Novi Library supports the principle of Intellectual Freedom and resists all efforts to censor library resources.** To this end, the Library strives to offer a collection that represents the needs of our diverse community.

While every guest may not agree with the viewpoints offered in some Library material, the Library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas through which any side of a question, cause or movement may be explored, provided that the material meets the outlined selection criteria.

The Library does not use labels on any material in such a way as to show approval or disapproval of the content of that material. Materials are not separated to show approval, disapproval or judgment as to suitability or content for a particular audience.

The Library is committed to free and open access to its collections and to connecting people with ideas, information and materials in a friendly, nonjudgmental manner.

NPL follows **endorses** the American Library Association Guidelines on public access to information, including the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement (See Appendix).

SELECTION CRITERIA

Librarians use professional judgment and expertise in making selection decisions. **Both large scale national sources and small, independent sources are considered in making selections. An item need not meet all of the below criteria in order to be acceptable.** To build a collection of merit the criteria for selection in the general collection includes, but is not limited to:

- Current and anticipated guest demand
- Relevance to the interests of the Novi community
- Addresses contemporary issues
- Facilitates continuing education
- Enhances job-related knowledge and skills
- Supports business, cultural, recreational and civic interests in the community
- Presents different viewpoints on issues
- Local significance of an author or subject
- **Relationship and** relevance to the existing collection's strengths and weaknesses
- **Easy to use format**
- Comparison of content and cost between formats
- Past usage of similar resources

COLLECTION MAINTENANCE AND WITHDRAWAL

Collections are constantly undergoing evaluation in order to provide the best service possible to its guests. The withdrawal of materials, also called weeding, is an ongoing process used to maintain the collection's usefulness, currency and relevance. **Weeding of infrequently used and damaged items will relieve overcrowded shelves, increase ease of access, and improve the efficiency of retrieving materials.** Materials that no longer fit within the parameters of the collection are removed on a regular basis. The Library will continuously work to curate a collection representing a wide array of people, cultures, ideas and experiences. The criteria used in weeding the collections includes, but is not limited to:

- Accuracy and currency of information
- Physical condition of material
- Relevance to community interests
- Circulation statistics
- **Availability of resource in alternative formats**
- Ease of obtaining the item from another library with cooperative borrowing privileges
- Whether or not there are superseding sources

LOCAL AUTHOR CRITERIA

The Library recognizes and highlights authors currently living in or originally from Novi. Because these materials are not typically reviewed in sources used by selectors, the following guidelines will apply:

- Materials must be donated to the Library and submitted to the Director
- The Library will accept one copy of each title
- The same maintenance and withdrawal criteria listed above apply
- All genres of materials will be considered, unless the format is not included in an existing collection
- Donated materials are placed in the area deemed most appropriate

For a work to be considered, the Local Author Material Submission Form (Appendix) must be completed and sent to the Collection Specialist.

INTERNATIONAL COLLECTION

In recognition of the diversity in Novi and surrounding communities, and in an effort to provide access to information for all guests, the Library has an international collection that provides materials in various languages that are prevalent in the community. The low volume of publishing in some languages or the difficulty in obtaining publications may make it impossible to provide the same amount of material in all languages. In addition to the criteria listed in the Selection Criteria section, Staff will also consider the following, non-exhaustive list of criteria when choosing materials for the international collection:

- Prevalence of languages spoken at home in the community
- The availability of materials in other languages located at libraries with cooperative borrowing privileges
- Whether the proper cataloging criteria can be established for the material (i.e. MARC record validation).

LOCAL HISTORY ROOM COLLECTION

The Local History Room preserves and maintains materials that record the history and development of Novi, greater Oakland County and surrounding areas as they pertain to Novi's past boundaries. Local History Room materials will be limited to those relating to Novi's history and information, as well as Michigan history. Materials providing instruction relating to genealogy, local history, preservation and oral history will also be included. Due to the nature of this collection, materials must be used in the Local History Room and cannot be borrowed or taken out of the room.

Each transfer of ownership from a donor to the Library's Local History Room should be clearly documented in writing. This transfer establishes the Library as the legal owner, and includes date of transfer, donor's name and address and a statement that the Library will be responsible for managing the gift (See Appendix). This will be followed by a thank you letter to the donor. The Library has the right to decline any donation which does not fit the scope or purpose of the Local History Room.

REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIAL

The Library accepts expressions of opinion from guests concerning materials selected for the collection. Novi residents may request reconsideration of a selection decision of an NPL item by submitting a written request for reconsideration to any Library service desk using the “Request for Reconsideration of Library Materials” form located in the Appendix. The Library Director will work with staff to prepare a written response to an individual’s written request. **A response to an individual’s request can take up to 30 days.**

The Library Board, upon request, hears appeals of the Library Director’s written response. Appeals must be presented in writing to the Library Board at least ten (10) days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material and the Library policies including: this policy, the ALA Library Bill of Rights, the ALA Freedom to Read Statement, the ALA Freedom to View Statement and the ALA’s guidelines on intellectual freedom. The final decision on appeals rests with the Library Board.

DONATING MATERIALS TO THE LIBRARY

The Library welcomes monetary gifts and donations of materials with the understanding that the same standards of selection are applied to gifts and donations as to materials purchased for the collection. If donations of materials are accepted, they will be accepted without commitment as to their final disposition and with the understanding that they may not necessarily be added to the collection. Once donated, materials become the property of the Library and will not be returned. Gifts and donations that are added to the Library collection will be housed in the area deemed most appropriate. Because of wear, theft or damage, the Library cannot guarantee the permanence of a gift in the collection. Items that are not needed for the Library may be given to the Friends of the Novi Public Library and offered for sale at the Friends of the Novi Public Library’s ongoing used book sale, with proceeds benefiting the Library. The Library may choose not to accept some gifts or donations based on:

- Cost of processing
- Availability of shelving space
- Relevance to the collection
- Need in the collection
- Accuracy and currency of information
- Format of the material, such as textbooks, encyclopedias or magazines
- Physical condition of material

Prospective donors should contact the Library to discuss appropriate donations and procedures before dropping off gifts. A general guideline is that materials should be less than three years old. All material should be in good condition. Upon request, the Library will give the donor a receipt for income tax purposes. The Library does not assign a value to the materials. Staff will not appraise books or other items. It is the donor’s responsibility to determine the value of the donated material.

The Library is also pleased to accept monetary gifts intended for the purchase of library materials. The donor’s intentions for the gifts and the Library’s collection development objectives must be consistent. For gifts or donations of a historical value or significance, please refer to the Local History Room Collection section of this policy. To make a monetary donation, contact the Library’s Administration Office.

Approved: September 16, 2009; Amended May 1, 2010; June 22, 2017; Amended September 22, 2022 (to include policies C1 – C9 (Collection Development, Novi Author/Artist Collection Policy, Censorship and Intellectual Freedom, Adoption of American Library Association’s Library Bill of Rights, Adoption of American Library Association’s Freed to Read Statement, Request for Reconsideration of Library Materials, Collection Evaluation and Maintenance, Disposition of Materials, Donating Materials to the Library, and Local History Room Collection).

APPENDIX

ALA LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Interpretations of the Library Bill of Rights

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices.

Following are those documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights and background statements detailing the philosophy and history of each. For convenience and easy reference, the documents are presented in alphabetical order. These documents are policies of the American Library Association, having been adopted by the ALA Council.

Access to Digital Resources and Services: Digital resources and services allow libraries to significantly expand the scope of information available to users. Like all resources and services provided by the library, provision of access to digital resources and services should follow the principles outlined in the Library Bill of Rights to ensure equitable access regardless of content or platform. Amended 2019

Access to Library Resources and Services for Minors: Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users. Amended 2019

Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation: The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, or sexual orientation. Amended 2020

Access to Resources and Services in the School Library: The school library plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a school library, the principles of the Library Bill of Rights apply equally to all libraries, including school libraries. Amended 2014

Challenged Resources: ALA declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged resources. Amended 2019

Diverse Collections: Collection development should reflect the philosophy inherent in Article I of the Library Bill of Rights: "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation." A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences. Amended 2019

Economic Barriers to Information Access: All resources provided directly or indirectly by the library, regardless of format or method of delivery, should be readily and equitably accessible to all library users. Imposing any financial barrier may disadvantage users, and libraries of all types—public, school, and academic—should consider eliminating barriers that limit access to library resources and other services. Amended 2019

Education and Information Literacy: Libraries and library workers foster education and lifelong learning by promoting free expression and facilitating the exchange of ideas among users. Libraries use resources, programming, and services to strengthen access to information and thus build a foundation of intellectual freedom. In their roles as educators, library workers create an environment that nurtures intellectual freedom in all library resources and services. Amended 2019.

Equity, Diversity, Inclusion: Libraries are essential to democracy and self-government, to personal development and social progress, and to every individual's inalienable right to life, liberty, and the pursuit of happiness. To that end, libraries and library workers should embrace equity, diversity, and inclusion in everything that they do. Adopted 2017

Evaluating Library Collections: Libraries continually develop their collections by adding and removing resources to maintain collections of current interest and usefulness to their communities. Libraries should adopt collection development and maintenance policies that include criteria for evaluating materials. Amended 2019

Expurgation of Library Materials: Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any). Amended 2014

Internet Filtering: The negative effects of content filters on Internet access in public libraries and schools are demonstrable and documented. Consequently, consistent with previous resolutions, the American Library Association cannot recommend filtering. However the ALA recognizes that local libraries and schools are governed by local decision makers and local considerations and often must rely on federal or state funding for computers and internet access. Because adults and, to a lesser degree minors, have First Amendment rights, libraries and schools that choose to use content filters should implement policies and procedures that mitigate the negative effects of filtering to the greatest extent possible. The process should encourage and allow users to ask for filtered websites and content to be unblocked, with minimal delay and due respect for user privacy. Adopted 2015

Intellectual Freedom Principles for Academic Libraries: A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. Amended 2014

Labeling Systems: Prejudicial labeling systems assume that the libraries have the institutional wisdom to determine what is appropriate or inappropriate for its users to access. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association opposes the use of prejudicial labeling systems and affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Adopted 2015

Library-Initiated Programs and Displays as a Resource: Library-initiated programs and displays utilize library worker expertise for community interests, collections, services, facilities, and providing access to information and information resources. They introduce users and potential users to library resources and the library's role as a facilitator of information access. Concerns, questions, or complaints about library-initiated programs and displays are handled according to the same written policy and procedures that govern reconsiderations of other library resources. These policies should apply equally to all people, including, but not limited to, library users, staff, and members of the governing body. Amended 2019

Meeting Rooms: Many libraries provide meeting rooms and other spaces designated for use by the public for meetings and other events as a service to their communities. Article VI of the Library Bill of Rights states, "Libraries which make ... meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Amended 2019

Minors and Online Activity: The online environment offers opportunities for accessing, creating, and sharing information. The rights of minors to retrieve, create, and interact with information posted on the Internet in schools and libraries are extensions of their First Amendment rights. Amended 2019

Politics in American Libraries: The Library Bill of Rights specifically states that "all people" and "all points of view" should be included in library materials and information. There are no limiting qualifiers for viewpoint, origin, or politics. Adopted 2017

Prisoners' Right to Read: ALA asserts a compelling public interest in the preservation of intellectual freedom for individuals of any age held in jails, prisons, detention facilities, juvenile facilities, immigration facilities, prison work camps, and segregated units within any facility, whether public or private. Amended 2019

Privacy: All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. The American Library Association affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethical practice of librarianship. Amended 2019

Rating Systems: Rating systems are tools or labels devised by individuals or organizations to advise people regarding suitability or content of materials. Rating systems appearing in library catalogs or discovery systems present distinct challenges to intellectual freedom principles. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view. Amended 2019

Religion in American Libraries: The First Amendment guarantees the right of individuals to believe and practice their religion or practice no religion at all and prohibits government from establishing or endorsing a religion or religions. Thus the freedom of, for and from religion, are similarly guaranteed. Adopted 2016

Restricted Access to Library Materials: Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights. Amended 2014

Services to People with Disabilities: Libraries should be fully inclusive of all members of their community and strive to break down barriers to access. The library can play a transformational role in helping facilitate more complete participation in society by providing fully accessible resources and services. Amended 2018

Universal Right to Free Expression: Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedoms of speech, press, religion, assembly, and association, and the corollary right to receive information. Amended 2014

User-Generated Content in Library Discovery Systems: Libraries offer a variety of discovery systems to provide access to the resources in their collections. Such systems can include online public access catalogs (OPAC), library discovery products, institutional repositories, and archival systems. With the widespread use of library technology that incorporates social media components, intelligent objects, and knowledge-sharing tools comes the ability of libraries to provide greater opportunities for patron engagement in those discovery systems through user-generated content. These features may include the ability of users to contribute commentary such as reviews, simple point-and-click rating systems (e.g. one star to five stars), or to engage in extensive discussions or other social interactions. This kind of content could transform authoritative files, alter information architecture, and change the flow of information within the library discovery system. Amended 2019

User-Initiated Exhibits, Displays, and Bulletin Boards: Libraries may offer spaces for exhibits, displays, and bulletin boards in physical or digital formats as a benefit for their communities. The use of these spaces should conform to the American Library Association's Library Bill of Rights. Amended 2019

Visual and Performing Arts in Libraries: Visual images and performances in the library should not be restricted based on content. Librarians and library staff should be proactive in seeking out a wide variety of representational and abstract artwork and performance art, with limitations or parameters set only with respect to space, installation, fiscal, and technical constraints. Adopted 2018

ALA FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*
Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than

those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said.

Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

FREEDOM TO VIEW STATEMENT

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Endorsed January 10, 1990, by the ALA Council

LOCAL AUTHOR MATERIAL SUBMISSION FORM

Please complete the following when submitting your request to the Novi Public Library for consideration:

Author First and Last Name _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Contact Name (if different from Author) _____

Website: _____

Title of Material: _____

Publisher: _____ Year Published: _____

Is this title self-published? Yes No

Intended Audience (i.e. Adults, Teens, Children): _____

Format (i.e. Book, eBook, DVD, etc.): _____

Genre: _____

DEED OF GIFT

Thank you for your donation of materials to the Novi Public Library's Local History Room. We appreciate your commitment to the growth and quality of our historical resources.

This Deed of Gift testifies to the agreement of the donation of the collection of materials and subsequent additions to that collection between Novi Public Library's Local History Room and the donor.

Novi Public Library considers all gifts of materials to the Local History room to be unrestricted. Items received as gifts are irrevocably given, transferred and assigned to the Library's Local History Room including any copyright and/or associated intellectual rights which the donor(s) may have. All gifts will be reviewed in accordance with the current collection development policies and any materials determined to be out of the scope of our collection may be sold, exchanged or discarded. Novi Public Library reserves the right to reformat any of the materials donated for purposes of preservation, storage and accessibility. These rights extend to any formatting technology currently in use or developed in the future.

Donor Name (Please include Prefix & Title)

Contact Name (Please include Prefix & Title) if different from Donor

Donor Address

Phone _____ Email _____

Donor/Contact Signature _____ Date _____

Collection Specialist Signature _____ Date _____

Director Signature _____ Date _____

Copyright interests and conveyances

----- I represent and warrant that I control copyright to the donated materials.

----- I assign to the Library copyright to the donated material

Brief description of Gift

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

The Library attempts to serve the entire Novi community. Selection of materials is guided by community interest and demand and is grounded in the Library's Collection Development Policy. A copy is available to you upon request. If you feel that a particular item is not suitable for inclusion in the Library's collection, please complete this form and submit it to the Library Director, 45255 W. Ten Mile Rd., Novi, MI 48375. **Only requests by a Novi resident will be considered.**

Your first and last name: _____

Your address: _____

Material on which you are commenting:

Title: _____

Author: _____

Publication Date: _____

Format (i.e. Book, eBook, DVD, etc.): _____

1. Please summarize your reasons for requesting reconsideration of the material owned by the Novi Public Library.

2. Did you read/view/listen to the entire work? Yes No

If not, what parts did you read/view/listen to? ✨

3. Please be specific and identify the pages, sections or portions of the material that are of concern to you.

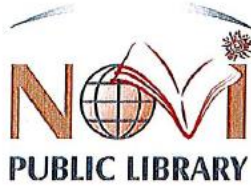
4. What do you think are the main ideas of the work or what was the author/artist/illustrator's purpose in creating this work?

5. What action would you like the Library to take in regard to this material?

6. Is there a material that would, in your judgment, be more appropriate?

7. Have you read any professional reviews of this material? Yes No

If yes, please list the names of critics and sources of reviews.



Policy Manual

COLLECTION

C1: Collection Development

A. Purpose

The purpose of this Collection Development Policy is to:

- Document collection management policies, procedures and responsibilities
- Guide professional staff in the selection of library materials
- Establish a framework for continuous collection evaluation and improvement
- Inform the public of the philosophy of collection development and the policies involved

B. Funding

Securing funds for materials is included in the Library's annual budget process, completed by the Board of Library Trustees and the Director.

C. Responsibility for Selection

Ultimate responsibility for material selection rests with the Library Director who operates under the policies established by the Library Board. The Collections Specialist Librarian oversees the selection process and provides professional support for librarians selecting materials. Selected materials meet the criteria within the Collection Development Plan. Professional librarians are responsible for choosing, replacing and deselecting materials that reflect community demand and library service roles.

D. Criteria for Selection

Librarians use professional judgment and expertise in making selection decisions. To build a collection of merit, materials are evaluated according to the following criteria. An item need not meet all of these criteria in order to be acceptable.

Content Criteria

- Accuracy of the information
- Comprehensiveness
- Enduring value and/or interest
- Presentation and readability
- Representative of diverse points of view
- Authoritativeness: competence, reputation and purpose of author
- Quality

General Criteria for Print Material

- Current and anticipated needs and interests of the community
- Requests by the public
- Cost in relation to use and/or enhancement to the collection
- Relation to existing collection and other materials on the subject
- Support of library programs and initiatives
- Suitability of subject and style for a public library
- Availability elsewhere through cooperative borrowing arrangements

Additional Criteria for Non-Print Material

- Cost
- Ease of use
- Equipment, training and technology requirements
- Access to retrospective information
- Quality and suitability of format to collection
- Availability of the information to multiple, concurrent users
- Enhancement of the print equivalents in terms of speed, flexibility, search options and full-text
- Reduction of space requirements over print products

E. Description of the Selection Process

Librarians rely on a number of tools for making selection decisions. Sources may include but are not limited to:

- Evaluations in review media including authoritative review journals and popular reviews from a variety of sources
- Publisher/vendor catalogs and advertisements
- Professional and/or trade bibliographies
- Patron requests and recommendations
- Subject to the same selection criteria as previously noted
- Circulation or database usage statistics

The Library affirms that all libraries are forums for information and ideas therefore the Library follows basic policies set forth through the American Library Association. (See Policy C3: Adoption of American Library Association's Library Bill of Rights, and Policy C4: Adoption of American Library Association's Freedom to Read Statement, for more information).

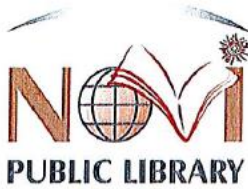
Approved: September 16, 2009; Amended May 1, 2010; June 22, 2017

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees

Policy Manual - May, 2010; June, 2017



Policy Manual

COLLECTION

C1a: Novi Author/Artist Collection Policy

In order to recognize and highlight Novi authors/artists currently living in or originally from Novi, the Library has created a Novi Author/Artist Collection. Because these materials are not typically reviewed in sources usually used by selectors for our Library, the Library is not applying the same collection development policy for these materials. Furthermore, the Library will not accept responsibility for the content of the materials appearing in this collection. This collection will be evaluated and maintained on a regular basis (See Policy C6: Collection Evaluation and Maintenance). Materials that have not circulated for a period of two years will be considered for removal from the collection.

- Materials must be donated to the Library and submitted to the Director.
- Materials should be written or spoken in English so that they can be enjoyed by the entire community.
- International materials (not written/spoken in English) will be considered for the collection if proper cataloging criteria can be established (i.e. MARC record validation).
- All genres of materials will be considered.
- Both youth and adult materials will be considered.

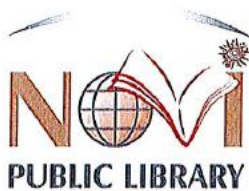
Approved: June 20, 2012; Amended June 22, 2017

Signed:

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

Craig Messerknecht
President
Novi Public Library Board of Trustees

Policy Manual – June, 2012; June, 2017



Policy Manual

COLLECTION

C2: Censorship and Intellectual Freedom

The Library is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. To this end, the Library strives to offer a collection that represents the needs of our diverse community. Inclusion of an item in the collection does not mean that the Library endorses any theory or statement contained in those materials and resources.

While every patron may not agree with the viewpoints offered in some Library material, the Library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas through which any side of a question, cause or movement may be explored, provided that the material meets the outlined selection criteria. The balanced nature of the collection is reflected in the diversity of materials, not in an equality of numbers. Patrons are free to choose what they like from the collection and to reject what they don't like, but not to restrict the freedom of others to choose.

The Library's collection may include proselytizing works representing political, economic, moral and religious or other vested positions when those works meet the selection criteria. Materials are not excluded because of the origin, background or views of those contributing to their creation, or because they represent a particular aspect of life, frankness of expression or controversial subject matter.

The Library does not use labels on any material in such a way as to show approval or disapproval of the content of that material. Materials are not sequestered to show approval, disapproval or judgment as to suitability of content for a particular audience. The Library does not remove or obliterate ratings attached to a material by a publisher, industry, group or distributor. Removing or altering such a rating, if they are placed there by or with permission of the copyright holder, denies access to the complete work and the entire spectrum of ideas that the material intended to express.

Decisions about what materials are suitable for particular children should be made by the people who know those children best—their parents or guardians. Selection of materials for adults is not constrained by possible exposure to children or teenagers.

The Library is committed to free and open access to its collections and to connecting people with the world of ideas, information and materials they wish to explore in a friendly, nonjudgmental manner.

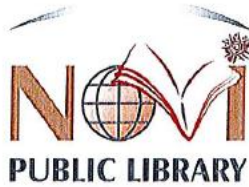
Policy Manual - May, 2010; June, 2017

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

Signed:

A handwritten signature in black ink, appearing to read "Craig Messerknecht". The signature is written in a cursive style with a prominent initial "C".

Craig Messerknecht
President
Novi Public Library Board of Trustees



Policy Manual

COLLECTION

C3: Adoption of American Library Association's Library Bill of Rights

The Library affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

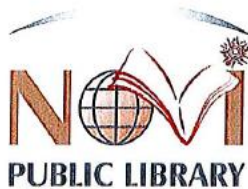
1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creations.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees

Policy Manual - May, 2010; June, 2017



Policy Manual

COLLECTION

C4: Adoption of American Library Association's Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Policy Manual - May, 2010

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the

Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

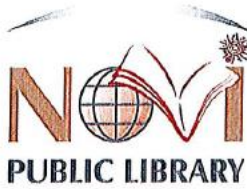
We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Approved: ALA Amended June 30, 2004; Novi Public Library Adopted September 16, 2009; Amended: May 1, 2010

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees



Policy Manual

COLLECTION

C5: Request for Reconsideration of Library Materials

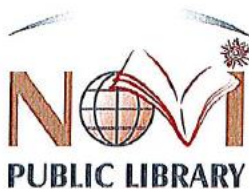
The Library welcomes expressions of opinion from patrons concerning materials selected or not selected for the collection. Individuals may request reconsideration of a selection decision of library material by submitting a written request for reconsideration to any Library service desk using the form available entitled "Request for Reconsideration of Library Materials." The librarian shall then gather reviews and other pertinent information regarding the material, and work with the Library Director to prepare a written response to an individual's written request.

The Library Board, upon request, hears appeals of the Library Director's written response. Appeals must be presented in writing to the Library Board at least ten days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material and the Library policies including: this policy, the American Library Association's Library Bill of Rights, the ALA Freedom to Read Statement and the ALA's guidelines on intellectual freedom. The final decision on appeals rests with the Novi Public Library Board.

Approved: September 16, 2009; Amended: May 1, 2010; June 22, 2017

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees



Policy Manual

COLLECTION

C6: Collection Evaluation and Maintenance

Professional staff continuously reviews the collection through an assessment and evaluation process to ensure that ongoing collection priorities are met. This process of collection management incorporates the use of circulation reports and other statistical information, which supports the Collection Development Policy (C1). The staff maintains a dynamic collection following guidelines for retaining, replacing or deselecting materials, including but not limited to:

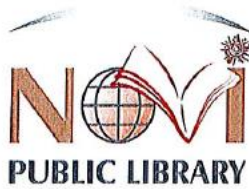
- Physical condition
- Worn, damaged, poorly bound
- Poor content
- Inaccurate, outdated material
- Usage
- Availability
- In alternative formats or through cooperative borrowing agreements

Once determined for withdrawal, materials are disposed of in accordance with the Disposition of Materials Policy (C7).

Approved: September 16, 2009; Amended: May 1, 2010; June 22, 2017

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees



Policy Manual

COLLECTION

C7: Disposition of Materials

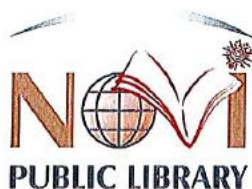
Obsolete, worn out, damaged, or surplus materials and equipment shall be disposed of by the Library staff through the following methods:

1. Trade-in on new equipment
2. Return to manufacturer
3. Transfer to other City of Novi departments
4. Sealed bid / Electronic bidding source
5. Auction
6. Place on a library listserv for selling
7. Donation to another library or nonprofit organization
8. Junking or recycling

Approved: February 17, 2010; Amended: May 1, 2010; June 22, 2017

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees



Policy Manual

COLLECTION

C8: Donating Materials to the Library

- The Library accepts donations of materials, such as books, music and movies, that are recent and in good condition.
- The Library is unable to accept older materials or items in poor condition, including things that are mildewed, musty, stained, torn, missing pages or damaged in other ways.
- The Library will not accept textbooks or encyclopedias.
- Library staff cannot appraise books or other items.
- Once donated, materials become the property of the Library and will not be returned.
- Whenever possible, donations are used to supplement the Library's collections.
- Items that are not needed for the Library may be given to the Friends and offered for sale at the Friends ongoing used book sale, with proceeds benefitting the Library.
- Donations of five (5) bags/boxes or more must be dropped off at the Library by appointment only through the Facilities Department.

The Library welcomes monetary gifts and donations of materials, with the understanding that the same standards of selection are applied to gifts and donations as to materials purchased for the collection. If donations of materials are accepted, they will be accepted without commitment as to their final disposition and with the understanding that they may not necessarily be added to the collection. Those not added to the collection may be disposed of in accordance with the Disposition of Materials Policy (C7).

The Library may choose not to accept some gifts or donations. The cost of processing and the availability of shelving space are factors in determining the acceptance of these gifts and donations, as well as relevance to the collection or a need in the collection. Those gifts and donations that are added to the library collection will be housed in the area that evaluating librarians deem most appropriate. Because of wear,
Policy Manual - May, 2010; June, 2017

theft or damage, the library cannot guarantee the permanence of a gift in the collection.

Prospective donors should contact the library to discuss appropriate donations and procedures before dropping off gifts. A general guideline is that materials should be less than three years old. All material should be in good condition. The Library will give a donor a receipt for income tax purposes. The Library does not assign a value to the materials. It is a donor's responsibility to determine the value of the donated materials. The Library is pleased to accept monetary gifts intended for the purchase of library materials. The donor's intentions for the gifts and the library's collection development objectives must be consistent. For gifts or donations of a historical value or significance, please refer to the Library's Local History Room Collection Policy (C9).

Approved: September 16, 2009; Amended: May 1, 2010; June 22, 2017

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees



Policy Manual

COLLECTION

C9: Local History Room Collection

The purpose of the Local History Room is to house materials that record the history and development of Novi, greater Oakland County and surrounding areas as they pertain to Novi's past boundaries. Local History Room materials will be limited to those relating to Novi's history and formation.

The collection will contain a range of formats including, but not limited to: books, newspapers on microfilm, pamphlets, maps, photographs, prints, electronic databases and other forms of publications. Materials providing instruction relating to genealogy, local history, preservation and oral history will also be included. Due to the nature of this collection, materials must be used in the Local History Room and cannot be borrowed or taken out.

A. Donations to the Local History Room Collection

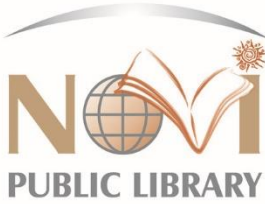
Each transfer of ownership from a donor to the Library's Local History Room should be clearly documented in writing. This transfer establishes the Library as the legal owner, and includes date of transfer, donor's name and address and a statement that the Library will be responsible for managing the gift (see form F2 included in this Policy Manual). This will be followed by a letter of thanks to the donor. The Library has the right to decline any donation which does not fit the scope or purpose of the Local History Room.

Approved: September 16, 2009; Amended: May 1, 2010; June 22, 2017

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees

Policy Manual - May, 2010; June, 2017



DRAFT 1

Food in the Library

- No food is allowed on the second floor of the Library; including Local History and iCube Rooms
- Food and drinks are permitted for meeting room rentals and must be contained to the rental space.
- Group meals are limited to group events in rented library spaces.
- ~~No food or drink is allowed in the Local History and iCube Rooms.~~
- ~~No group meals, open plates of food, or delivery of food to the Library is allowed, except for scheduled group events in the meeting rooms.~~
- Drinks, where permitted, are limited to re-sealable containers remaining covered/lid kept on and secure.
- Food must be in enclosed containers or individually wrapped; no open plates of food.
- Delivery of food cannot be accepted within 100 feet of the main doors, or in designated library emergency and handicapped parking areas.
- Staff will not accept food items from delivery sources; therefore, when available, the Library encourages guests to purchase food from the café.
- The Library is not responsible for food items that have been delivered but not accepted by a guest and left unattended on Library property.
- ~~No food or uncovered drink is allowed around the computers or in the study rooms.~~
- ~~Drinks are limited to those in closed, resealable containers such as covered cups, pop cans, or water bottles in study rooms on both floors.~~
- ~~Food is limited to snacks or wrapped items that are consumed individually.~~
- ~~Guests Patrons~~ are expected to clean up after themselves, discarding trash in appropriate containers and notifying staff immediately of any spills.

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

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

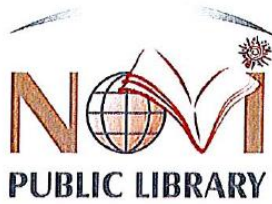
The Library will attempt to make available a list of ingredients for food served at library programs. The Library does not monitor food brought in by outside groups.

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

Approved: February 16, 2011; Amended: June 22, 2017; Amended: **September 22, 2022**

Signed:

President
Novi Public Library Board of Trustees



Policy Manual

PUBLIC

P9: Food

- No food is allowed on the second floor of the Library.
- No food or drink is allowed in the Local History Room.
- No food or uncovered drink is allowed around the computers or in the study rooms.
- Drinks are limited to those in closed containers such as covered cups, pop cans, or water bottles.
- Food is limited to snack or wrapped items that are consumed individually.
- No group meals, open plates of food, or delivery of food to the Library is allowed, except for scheduled group events in the meeting rooms.
- Patrons are expected to clean up after themselves, discarding trash in appropriate containers and notifying staff immediately of any spills.

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

- From time to time, food is served during library programs and activities.
- Persons with food allergies are responsible for monitoring food served by the library.
- Responsibility for monitoring minors rests with the parent/guardian/caregiver.

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

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

Approved: February 16, 2011; Amended: June 22, 2017

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees

Policy Manual - February, 2011; June, 2017

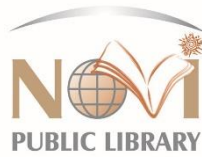


Library Board Calendar

2022

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

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



Library Board Calendar

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

2023

| | |
|--------------|--|
| January | Budget Planning Sessions at NPL: Thursday, January 12 th at 5:30pm and Saturday, January 21 st at 10:30am, Novi Public Library |
| January 26 | Library Board Regular Meeting, Council Chambers 2023-2024 Budget approval and Library Director Mid-year Review |
| February 16 | Library Board Regular Meeting, Council Chambers (Change due to conflict for Director) |
| March 23 | Library Board Regular Meeting, Council Chambers |
| April 23-29 | National Library Week – Theme: For a Richer, Fuller Life, Read!! |
| April 27 | Library Board Regular Meeting, Council Chambers (Board Elections) |
| May 25 | Library Board Regular Meeting, Council Chambers |
| June 22 | Library Board Regular Meeting, Council Chambers Library Director Annual Review |
| July 27 | Library Board Regular Meeting, Council Chambers |
| August 11 | Staff In-service, Library Closed |
| August 24 | Library Board Regular Meeting, Council Chambers |
| September 28 | Library Board Regular Meeting, Council Chambers |
| October 26 | Library Board Regular Meeting, Council Chambers |
| November 16 | Library Board Regular Meeting (Thursday), Council Chambers ** 1 week in advance due to the holiday |
| December 21 | Library Board Regular Meeting (Thursday), Council Chambers ** 1 week in advance due to the holiday |

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

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

Approved August 25, 2022