

Agenda

Novi Public Library Board of Trustees--Regular Meeting
 Thursday, October 27, 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: September 22, 20225-12
2. Approve Claims and Warrants of:
 - A. Accounts 268 and 269 (#619) 13-14

Presentations

1. None

Public Comment

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

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

Reports

1. Student Representatives Report (Rida Salim, Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) – September 2022 15
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 - A. Tara Michener – New Jersey Library Virtual Trustee Institute.....16
 - B. 2022/2023 Library Board Goals 17-19
3. Treasurer's Report (Sreeny Cherukuri)
 - A. Financial Report September 202220
 - B. 2021-2022 Library Budget Fund 268 21-23
 - C. 2021-2022 Contributed Fund Budget 269.....24
 - D. Library Fund 268 Expenditure & Revenue Report as of September 30, 2022..... 25-27
 - E. Library Fund 269 Contributed Fund as of September 30, 2022.....28

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C. Information Services Report	45-49
D. Support Services Report	49-50
E. Library Usage Statistics.....	51-58
F. Friends of Novi Library: 9/14/22 Minutes, October 2022 Newsletter.....	59-64
G. City of Novi Historical Commission: 8/17/22 Minutes.....	65-67

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
 - Meeting held on: October 21, 2022 to further discuss the Food In the Library Policy.....68-69

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 Gojcay, 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.
 - Next meeting: October 24, 2022
 - **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.
 - Next meeting: TBD
 - **GOALS 2022-2023:**
 1. Review Financial Plan
 2. Library Endowment/Foundation investigation
 3. Salary Comparison and review – COMPLETED

4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
 (Chair: Dooley, Bartlett, Gurumurthy, Staff Liaisons – Julie Farkas & Dana Brataniec)
 - Meeting held: October 12, 2022.....70
 - **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: October 12, 2022.....70

6. **Building & Grounds Committee:**
 (Chair: Cherukuri, Sturing, Staff Liaison – Julie Farkas)
 - Meeting held: October 5, 2022.....71-72
 - **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)
 - Meeting scheduled for: November 15, 2022
 - **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: October 17, 2022.....73-108
 - **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. Food in the Library Policy.....68-69

Communications

- 1. 9/24/22: Thank you letter from The Goddard School of Novi.....109-110
- 2. 10/4/22: Thank you email from Jason Simpson.....111
- 3. 10/14/22: Thank you letter from ABWA.....112-113

Closed Session

- 1. None scheduled

Motion to Adjourn into Closed Session

Adjournment

Supplemental Information

- Library Board Calendar 2022 and 2023..... 114-115

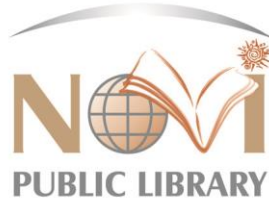
2022 Future Events:

- 11/8: Election Day – Library Open (Polling location for precinct 18)
- 11/9: Friends of Novi Library Regular Meeting at 2pm, Novi Public Library
- **11/16 (Wednesday): Library Board of Trustees Regular Meeting at 7pm, City of Novi**
- **11/23: Library Closes at 5pm**
- **11/24 Library Closed - Thanksgiving Holiday**
- **11/25: Library Closed**
- Friends of Novi Library – No meeting in December
- **12/21 (Wednesday): Library Board of Trustees Regular Meeting at 7pm, City of Novi**
- **12/23: Library Closed**
- **12/24 – 12/25: Library Closed – Christmas Holidays**
- **12/30: Library Closed**
- **12/31/2022 – 1/1/2023: Library Closed – New Year Holidays**

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
September 22, 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
Library Staff
Julie Farkas, Director
Legal Counsel
Tom Shultz, Attorney
Rosati, Shultz, Joppich, Amtsbuechler

Approval of Agenda
Motion: To Approve the Agenda as documented in the board packet.
Motion for Approval – 1st – Trustee Bartlett
2nd – Trustee Michener
Motion passes – 7-0

Consent Agenda
1. Approve Minutes of: August 25, 2022
.....5-12
2. Approve Claims and Warrants of:

A. Accounts 268 and 269 (#618).....	13-14
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Motion: To Approve the Consent agenda as documented.
 Motion for Approval – 1st – Trustee Cherukuri
 2nd – Trustee Gurumurthy

Motion passes – 7-0

Presentations

1. Debbie Wertz, Amy Kennedy, and Becca Woods – Novi Community Coalition (NCC)
 Debbie Wertz and Amy Kennedy representing the Novi Community Coalition discussed their services available for the general public. The NCC handed out information to the board. They are available in the library on Thursdays between 10am and 3pm.
2. Abhay Kakarla and Rida Salim, Student Representatives – 21/22 Annual presentation
 Abhay Kakarla and Rida Salim presented the presentation discussing student activities during the last year.

Public Comment

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Mr. Kakarla

Thanked the library and board for its contribution to the community. Discussed the goals and objectives of the board and library.

Reports

1. Student Representatives Report (Rida Salim, Abhay Kakarla, and Lindsay Gojcaj, Library Staff Liaison) – August 2022.....	19
(Presented at the end of public comment.)	
2. President's Report (Kathy Crawford)	
A. 2022/2023 Library Board Goals	20-22
3. Treasurer's Report (Sreeny Cherukuri)	
A. Financial Report August 2022.....	23
B. 2021-2022 Library Budget Fund 268.....	24-26
C. 2021-2022 Contributed Fund Budget 269.....	27
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 Minutes Agenda – Presentation slides from August 25, 2022; Compilation of funds donated to Novi Library since 2010	62-65
G. City of Novi Historical Commission Minutes	N/A

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.

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Mr. Kakarla
Continued his comments

Committee Reports

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2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and Nicole Williams)
 · Staff Committee: Julie Farkas, Nicole Williams, Lindsay Gojcaj, Kristin Abate and Kirsten Malzahn.
 · Meeting scheduled for: August 22, 2022
 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 and 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 and 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)

- 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) 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 and 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; requiring milestone updates from the firm to coincide with quarterly payments.

Trustee Crawford: Thanked the work done by the Strategic Planning Committee for the work done on the two processes.

Trustee Bartlett: Thanked members Dooley and Gurumurthy on the planning committee for long hours and efforts. The issues highlighted from the last session were addressed. We clearly defined this as a fixed bid price, resolved the long term support /annual price issues. The Retreat, the largest line item seems integral to the process. Rethinking Libraries provides more detailed information and data resources superior to other proposals.

Since the proposal, they have also closed deals with Ypsilanti and Sterling Heights libraries. They have the most experience in Southeast Michigan and should have superior knowledge of regional

demographics. We do need to receive definitive milestones for quarterly payments.

Trustee Gurumurthy: Also thanked the group and Director Farkas for their efforts. The findings book and proposals of Rethinking Libraries, stake holder meeting organizations identified themselves as the leading candidate. She enthusiastically looks forward to working with RTL.

Trustee Dooley: Also thanked the group for their efforts. Felt that there were a lot of items that needed to be clarified and the revisiting of the proposals was beneficial to both the committee and the board. We may have to adjust the budget to accommodate this effort.

Trustee Cherukuri: Thanked the committee and wondered whether we do need to do a budget amendment for this effort.

Director Farkas: We may need to do a budget amendment, but will not know until the negotiations start with Rethinking Libraries.

Trustee Michener: Thanked the committee and Director Farkas and highlighted the detail of the work presented in just a one month timeframe.

Trustee Sturing: Thanked the committee indicating support for the proposal.

Motion: Authorize the Novi Public Library 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.

Motion - Trustee Dooley
2nd - Trustee Gurumurthy

Motion Passes – 7-0

2. Motion to approve: Collection Development Policy (DRAFT 1)

Trustee Crawford: If this is approved tonight will it come back to the board for approval or is it final?

Director Farkas: That would be for the board to decide. Many persons have seen this proposal and a policy is in place. This could go either way tonight to come back or could be finalized policy at the discretion of the board.

Trustee Cherukuri: Was traveling and didn't have a chance to review in detail. Would like to table the proposal for next meeting.

Trustee Dooley: Had seen the policy. Discussed with Director Farkas the relation of this policy to ALA. While the policy references ALA, it will not have to go back to the board should ALA guidelines change.

Trustee Crawford: Reminded board members they could reach out to Director Farkas at any time for clarification of some of the issues that come before the board meeting.

Trustee Michener: Supported tabling the issue if members need more time.

Trustee Sturing: Supports tabling for a month and making a final decision next month as it does not delay the process for the Library.

Motion: To Table the Collection Development Policy (DRAFT 1) policy until October Meeting)

Motion - Trustee Cherukuri
2nd - Trustee Bartlett

Motion Passes – 6-1

Ayes- Cherukuri, Crawford, Bartlett, Sturing, Gurumurthy, Michener
Nay – Dooley

3. Motion to approve: Food Policy (DRAFT 1)

Director Farkas: Noted the changes of food policy with Covid. Patrons are using Door Dash and delivery services for food. With the Cafe not open during weekends, there is a need to allow food in the building. Have had problems with these delivery services using handicapped parking, dropping food at the front counter and expecting the library to perform delivery services. Library is attempting to work through this.

Trustee Michener: Had questions regarding the Cafe, but the Cafe is currently short staffed. This has a greater effect on the weekend. It would be helpful to have the library food service open. Trustee Michener would like time to look over this draft for next month.

Trustee Crawford: Needs to be cognizant of the effect on the staff. We need to be expedient as this is currently impacting the staff which is already under pressure.

Trustee Dooley: Needs to aware that some food allergies at the school level are affected by the ADA act as they are classified as disabilities.

Trustee Sturing: Would like to look at it now and make our comments in a public discussion. He doesn't support the motion to postpone as he wants to move this forward with a first reading that brings it back as a final draft next meeting. Member Sturing questioned the no food on the second floor part of the policy. He is not sure the "special events" clause sufficiently covers all instances.

Trustee Bartlett: Mentioned the “Private Event”/rented space of the Board Room is used for Friends meetings that occur during afternoons and when school is out. Would like to be sure that these are not misconstrued as violations. The Board Room is highly visible on the second floor.

Trustee Michener: Would like to point out that board events often had food at meetings and would not want to appear to be ignoring the rule. Was also wondering how food is delivered to employees and they have a different drop off location and a different policy.

Director Farkas: Discussed not having a place for drop off either. This creates a problem with policing an event that staff should also not be involved in. Clean up was also discussed as a problem after persons are done eating.

Motion: No Action Taken

Adjournment

Motion: Motion to Adjourn at 9:08 PM
Motion- Trustee Michener
2nd-Trustee Dooley
Motion Passes – 7-0

Communications

- 1. None Received

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**

Warrant 619	268 Accounts	September 2022	
Payable to	Invoice #	Account number	Amount
Amazon		268-000.00-727.000	\$ 79.95
Quill		268-000.00-727.000	\$ 2,388.21
Envisionware		248-000.00-734.000	\$ 1,058.40
The Library Network		248-000.00-734.000	\$ 775.00
Amazon	IT Extension Cords	268.000.00-734.500	\$ 1,168.67
CDW-G		268.000.00-734.500	\$ 286.38
The Library Network		268.000.00-734.500	\$ 109.50
Midwest Tape		268-000.00-740.000	\$ 1,112.93
Showcases		248-000.00-740.000	\$ 694.12
Amazon		268-000.00-742.000	\$ 979.51
DK Enterprises		268-000.00-742.000	\$ 900.00
Gale/Cengage		268-000.00-742.000	\$ 506.19
KultureCity		268-000.00-742.000	\$ 199.00
Tsai Fong Books		268-000.00-742.000	\$ 681.51
Amazon	Lending Library	268-000.00-742.010	\$ 163.16
Midwest tape	Lending Library	268-000.00-742.010	\$ 700.85
Flat Rock		268-000.00-742.100	\$ 12.99
Van Pelt and Opie Library		268-000.00-742.100	\$ 94.77
Baker & Taylor		268-000.00-744.000	\$ 32.70
Midwest Tape		268-000.00-744.000	\$ 1,048.69
OverDrive		268-000.00-744.000	\$ 1,900.76
Baker & Taylor		268-000.00-745.200	\$ 4,213.26
Midwest Tape		268-000.00-745.200	\$ 687.46
Zoobean	June	268-000.00-745.300	\$ 2,750.00
Spectrum	September	268-000.00-801.925	\$ 69.95
ALA Membership		268-000.00-809.000	\$ 573.00
Rosati, Schultz	thru 7-31-22	268-000.00-806.000	\$ 1,455.00
Knight Technologies	QNAP set up	268-000.00-816.000	\$ 175.00
Bloom Transformation Center	10/17/2022	268-000.00-816.000	\$ 2,200.00
RNA	September 2022	268-000.00-817.000	\$ 7,053.30
AT&T		248-000.00-851.000	\$ 589.17
Telnet	August	248-000.00-851.000	\$ 858.38
Verizon	due date 9/20/22 - CC	268-000.00-851.000	\$ 459.32
T Mobile	Due 10/17/22	268-000.00.851.000	\$ 813.27
The Library Network		268-000.00.855.000	\$ 481.35
Muniweb	August 2022	268-000.00-880.000	\$ 411.00
Amazon	Program Gail	268-000.00-880.268	\$ 355.55

Buhk, Tobin	Author Spotlight; 9-29-22	268-000.00-880.268	\$ 100.00
Louie, Ming	Cooking w/chef Ming; 10-15-22	268-000.00-880.268	\$ 300.00
Mazur, Danielle	reimburse staff for Target purchase; craft/snacks	268-000.00-880.268	\$ 81.98
Oriental Trading		268-000.00-880.268	\$ 90.87
Succari, Obed	Hispanic Heritage; 9/17/22	268-000.00-880.268	\$ 350.00
Consumers Energy		268-000.00-921.000	\$ 234.65
Allied Building	PM service & Filter change	268-000.00-934.000	\$ 2,567.50
Allied Eagle Supply		268-000.00-934.000	\$ 1,914.88
Batteries+Bulbs		268-000.00-934.000	\$ 299.33
Cintas		268-000.00-934.000	\$ 1,336.30
Dalton	Semiannual Cleaning	268-000.00-934.000	\$ 2,600.00
Grainger	Faucet	268-000.00-934.000	\$ 906.44
North Star Mat	June	268-000.00-934.000	\$ 948.42
Voss	desk lamps	268-000.00-934.000	\$ 73.48
SCA		268-000.00-941.000	\$ 172.22
Weingartz		268-000.00-941.000	\$ 11.99
Corrigan	August	268-000.00-942.100	\$ 49.90
O'Leary, Shannon	Mileage Sep/Oct	268-000.00-956.000	\$ 45.54
TOTAL			\$ 50,159.48

Warrant 619	269 Accounts	October 2022	
Payable to	Invoice #	Account number	Account total
Raising Digital Natives	Split Invoice; Friends pay \$1750; ttl \$3500	269-000.00-742.232	\$ 1,750.00
Library Café	#5; staff in service ; breakfast	269-000.00-742.236	\$ 255.00
Amazon	iCube Supplies	269-000.00-976.046	\$ 150.02
TOTAL			\$ 2,155.02

September 2022 Library Board Student Representative Report

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

Tween and Teen Library Programs:

The Making Crafts for Hispanic Heritage Month program was held on September 17. Children ages 6-12 enjoyed making Spanish flowers, face painting, and other cultural crafts. (Attendance = 28)

The Drummunity: Rhythmic Fun for Everyone program held on September 20. This program was recommended for grades K-8th with family. Guests got in the groove with this high-energy, interactive, fun music program led by Lori Fithian of Drummunity. Guests learned how to drum and make music with friends at the Library! (Attendance = 56)

The Tail Waggin' Reading Buddies program was held on September 28. 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 = 28)

Teen Space Update:

Teen Space started for the school year on September 12. During September 2022, there were 208 guests who visited Teen Space.

Teen Advisory Board (TAB) Update:

The first TAB Meeting of the 2022-2023 school year was held on September 30. The meeting started with a welcome and an icebreaker to help get to know each other. The teens decorated name cards to be placed at their seats to help learn guest names. The TAB President led the meeting with a presentation overview of TAB. The teens discussed what they hoped to get out of TAB for the coming school year. An overview and recap of the library's Summer Reading Program was shared and feedback about how to improve next year's teen program was discussed. Finally, the meeting ended with an update about the Teen Stop renovations project and sharing ideas for a new name for the space. (Attendance = 8)

Upcoming Programs:

- Korean Lantern Making - November 5
- Tail Waggin' Reading Buddies - November 16



Teen Stop Featured Display:

The September Teen Stop display recognized Banned Books Week, which was held from September 18-24.

President's Report

Information provided by Trustee Tara Michener



NEW JERSEY LIBRARY VIRTUAL TRUSTEE INSTITUTE

PROGRAM & SCHEDULE



9:00 - 9:15 WELCOME
Jan Nelson, State Librarian of New Jersey
Patricia Pavlak, President of NJ Library Trustee Association (NJLTA)

9:15 - 10:15 KEYNOTE:
Equity Diversity & Inclusion: What Library Boards Need to Know
United for Libraries

Many library boards have sought to recruit and retain diverse memberships, while still some groups struggle. The 2022 ALA Emerging Leaders team for United for Libraries will present case studies, stories, and real life examples of equity, diversity, and inclusion in library boards, and support organizations, and how they are building and sustaining diverse memberships within their groups. In addition, this session will help trustees and library directors understand how to incorporate EDI into policy development, strategic planning, funding initiatives, board development, and more.

Tara Michener, Mental Health Professional, CEO Consultant Michener Associates Consulting Center
Kathy Hughes, Librarian III, South Shore Branch, Prince George's County (MD) / Memorial Library System
Bryce Dornan, Materials Manager, San Francisco Public Library

LIBRARY GOALS 2022-2023

BUILDING & GROUNDS	STATUS
2. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting	
3. Review/update NPL's Technology Plan	
<ul style="list-style-type: none"> Main entrance review by architect Security door at Support Services entrance AC equipment upgrade in server room Teen stop space re-design/upgrades Podcast space design Contract reviews & bids: Building cleaning, snow removal, lawn care, café Parking lot maintenance CD furniture re-design Security camera replacements 	

BYLAW	STATUS
1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023.	

DIVERSITY, EQUITY AND INCLUSION	STATUS
1. Recommend All Board Trustees - At Least 3 DEI training minimum for Board per year. Self-learning and/or in-person.	
2. Assist in launching the DEI Scorecard for NPL	
3. Bring forth Recommendations that amplify DEI in NPL Strategic Planning	
<ul style="list-style-type: none"> DEI collections assessment Artwork display area 	

FINANCE	STATUS
1. Review of Financial Plan	
2. Library Endowment/Foundation Investigation	
3. Salary comparison/review (last done 2018)	
<ul style="list-style-type: none"> State Aid (February 2023) DSLRT Report (December 2022) Annual Report (Nov 2022) 	

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 	

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 	

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) 	

Financial Report for Sep 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 August 31, 2022	YTD Sept 30, 2022	Difference
TOTAL REVENUES	\$ 150,320	\$ 3,365,598	\$ 3,215,278
TOTAL EXPENDITURES	\$ 483,431	\$ 713,131	\$ 229,700
NET OF REVENUES & EXPENDITURES	(\$333,111)	2,652,467	

Revenue & Expenditure Report for Fund 269

	YTD Aug 31, 2022	YTD Sept 30, 2022	Difference
TOTAL REVENUES	0	\$ 13,815	\$ 13,815
TOTAL EXPENDITURES	\$738	\$ 3566	\$ 2828
NET OF REVENUES & EXPENDITURES	(\$738)	10,249	

Balance Sheet Report as of Sep 30, 2022

The ending fund balance for Fund 268 is \$5,215,968.09

The ending fund balance for Fund 269 is \$ 1,666,304.47

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.

10/12/2022 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 09/30/2022										
% Fiscal Year Completed: 25.21										
*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.										
		END BALANCE	2022-23		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	JULY 2022	AUG 2022	SEPT 2022	09/30/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 268 - LIBRARY FUND 268										
Dept 000.00 - treasury										
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	3,232,784.02	0.00	0.00	3,232,784.02	(23,593.02)	100.74
268-000.00-403.001	Property Tax Revenue- County Chargebacks	744.21	2,000.00	2,000.00	(1,059.91)	0.00	0.00	(1,059.91)	3,059.91	(53.00)
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	0.00	(1,000.00)	0.00
268-000.00-403.003	Property Tax Revenue-Brownfld Cap B1 08	(59.74)	0.00	0.00	(323.55)	0.00	0.00	(323.55)	323.55	100.00
268-000.00-403.006	Property Tax Revenue-Brownfld Cap B2 15	(7,282.79)	(12,749.00)	(12,749.00)	(8,961.24)	0.00	0.00	(8,961.24)	(3,787.76)	70.29
268-000.00-403.008	Property Tax Revenue - CIA Cap C1 2018	(15,037.43)	(22,538.00)	(22,538.00)	(22,782.73)	0.00	0.00	(22,782.73)	244.73	101.09
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	0.00	(5,000.00)	0.00
Property tax revenue		3,059,011.85	3,169,904.00	3,169,904.00	3,199,656.59	0.00	0.00	3,199,656.59	(29,752.59)	100.94
State sources										
268-000.00-567.000	State aid	56,619.13	33,000.00	33,000.00	0.00	32,859.31	0.00	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	0.00
State sources		62,587.47	33,000.00	33,000.00	0.00	32,859.31	0.00	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	0.00
268-000.00-665.000	Miscellaneous income	7,121.82	5,000.00	5,000.00	882.68	894.50	623.89	2,401.07	2,598.93	48.02
268-000.00-665.100	Copier	84.41	1,000.00	1,000.00	0.00	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	0.00	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	2,323.66	7,971.51	17,028.49	31.89
268-000.00-665.404	Novi Township assessment	6,970.00	7,000.00	7,000.00	7,256.00	0.00	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	0.00	6,000.00	0.00
Other revenue		139,988.82	48,000.00	48,000.00	10,112.84	6,488.27	2,947.55	19,548.66	28,451.34	40.73
Fines and forfeitures										
268-000.00-657.000	Library book fines	8,720.61	8,000.00	8,000.00	699.35	745.07	780.91	2,225.33	5,774.67	27.82
268-000.00-658.000	State penal fines	97,789.47	95,000.00	95,000.00	0.00	99,223.80	0.00	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	780.91	101,449.13	1,550.87	98.49
Interest income										
268-000.00-664.000	Interest on investments	44,180.81	39,000.00	39,000.00	3,561.48	0.00	0.00	3,561.48	35,438.52	9.13
268-000.00-664.500	Unrealized gain (loss) on investments	(117,830.18)	1,000.00	1,000.00	8,280.61	0.00	0.00	8,280.61	(7,280.61)	828.06
Interest income		(73,649.37)	40,000.00	40,000.00	11,842.09	0.00	0.00	11,842.09	28,157.91	29.61

		END BALANCE	2022-23		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
		06/30/2022	ORIGINAL	2022-23	JULY 2022	AUG 2022	SEPT 2022	09/30/2022	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Donations										
268-000.00-665.289	Adult programs	0.00	2,000.00	2,000.00	0.00	0.00	72.07	72.07	1,927.93	3.60
268-000.00-665.400	Gifts and donations	1,035.04	1,500.00	1,500.00	169.04	0.65	0.10	169.79	1,330.21	11.32
Donations		1,035.04	3,500.00	3,500.00	169.04	0.65	72.17	241.86	3,258.14	6.91
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	79,363.61	217,257.43	822,534.57	20.89
268-000.00-704.210	Vacation Payout	0.00	5,000.00	5,000.00	0.00	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	43,439.89	127,129.84	597,870.16	17.54
268-000.00-706.000	Overtime	802.33	500.00	500.00	0.00	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	9,243.87	26,053.68	108,946.32	19.30
268-000.00-716.000	Insurance	215,480.66	193,000.00	193,000.00	17,437.68	9,220.08	14,702.65	41,360.41	151,639.59	21.43
268-000.00-716.200	HSA - employer contribution	2,625.00	6,300.00	6,300.00	0.00	87.50	87.50	175.00	6,125.00	2.78
268-000.00-716.999	Insurance - Employee Reimbursement	(36,090.77)	(29,775.00)	(29,775.00)	(711.37)	(2,212.96)	(2,387.56)	(5,311.89)	(24,463.11)	17.84
268-000.00-718.000	Pension - DB Normal Cost	6,156.00	5,795.00	5,795.00	385.00	385.00	385.00	1,155.00	4,640.00	19.93
268-000.00-718.010	Pension - DB Unfunded Accrued Lia	58,404.00	59,765.00	59,765.00	7,372.00	7,372.00	7,372.00	22,116.00	37,649.00	37.00
268-000.00-718.200	Pension - defined contribution	31,155.34	48,400.00	48,400.00	2,956.79	3,638.98	3,829.31	10,425.08	37,974.92	21.54
268-000.00-719.000	Unemployment insurance	91.64	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
268-000.00-720.000	Workers compensation	1,686.71	1,700.00	1,700.00	48.88	99.43	98.93	247.24	1,452.76	14.54
Personnel services		1,952,863.24	2,192,477.00	2,192,477.00	133,725.25	150,747.34	156,135.20	440,607.79	1,751,869.21	20.10
Supplies										
268-000.00-727.000	Office supplies	12,752.79	18,000.00	18,000.00	2,279.70	1,830.03	1,484.05	5,593.78	12,406.22	31.08
268-000.00-728.000	Postage	488.51	2,000.00	2,000.00	177.74	67.99	0.00	245.73	1,754.27	12.29
268-000.00-734.000	Computer supplies, software & licensing	71,847.11	83,000.00	83,000.00	12,373.01	1,273.40	0.00	13,646.41	69,353.59	16.44
268-000.00-734.500	Computer supplies/equipment	132,954.83	21,000.00	21,000.00	1,073.51	2,588.34	1,034.43	4,696.28	16,303.72	22.36
268-000.00-740.000	Operating supplies	9,873.36	28,000.00	28,000.00	519.69	753.60	0.00	1,273.29	26,726.71	4.55
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	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	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	14,249.74	1,910.17	20,813.92	176,186.08	10.57
268-000.00-742.010	Library Books - Lending	13,973.37	17,000.00	17,000.00	1,037.12	1,631.98	803.31	3,472.41	13,527.59	20.43
268-000.00-742.100	Library Books - Fines	672.48	1,000.00	1,000.00	0.00	20.00	107.76	127.76	872.24	12.78
268-000.00-743.000	Library periodicals	22,471.42	18,000.00	18,000.00	14,217.32	0.00	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	17,781.86	2,348.32	34,218.31	101,781.69	25.16
268-000.00-745.200	Electronic media	42,783.60	46,900.00	46,900.00	2,332.84	3,461.11	3,163.83	8,957.78	37,942.22	19.10
268-000.00-745.300	Electronic resources (CD rom materials)	65,243.18	70,000.00	70,000.00	41,772.06	2,026.45	0.00	43,798.51	26,201.49	62.57
Supplies		702,565.58	643,200.00	643,200.00	94,525.13	45,684.50	10,851.87	151,061.50	492,138.50	23.49

		END BALANCE	2022-23		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	06/30/2022	ORIGINAL	2022-23	JULY 2022	AUG 2022	SEPT 2022	09/30/2022	BALANCE	% BDGT
		NM (ABNM)	BUDGET	AMED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
268-000.00-801.925	Public information (cable, etc)	741.09	700.00	700.00	69.65	69.65	0.00	139.30	560.70	19.90
268-000.00-802.000	Data processing	734.34	800.00	800.00	0.00	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	240.74	0.00	414.52	3,585.48	10.36
268-000.00-803.000	Independent audit	723.00	800.00	800.00	0.00	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	0.00	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	778.00	0.00	1,198.00	6,302.00	15.97
268-000.00-809.000	Memberships and dues	5,712.45	7,500.00	7,500.00	3,647.75	150.00	573.00	4,370.75	3,129.25	58.28
268-000.00-816.000	Professional services	15,753.87	24,000.00	24,000.00	1,150.00	175.00	200.00	1,525.00	22,475.00	6.35
268-000.00-817.000	Custodial services	88,544.00	90,000.00	90,000.00	7,548.70	7,809.00	0.00	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	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	1,783.78	750.27	4,823.45	19,176.55	20.10
268-000.00-855.000	TLN Automation Services	64,789.07	71,000.00	71,000.00	16,358.15	0.00	2,456.40	18,814.55	52,185.45	26.50
268-000.00-861.000	Gasoline and oil	407.86	500.00	500.00	0.00	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	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	4,355.34	411.00	5,379.84	18,620.16	22.42
268-000.00-880.268	Library programming	13,014.04	28,000.00	28,000.00	1,335.67	1,297.27	1,071.53	3,704.47	24,295.53	13.23
268-000.00-880.271	Adult programs	0.00	8,000.00	8,000.00	0.00	700.00	0.00	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	956.90	0.00	956.90	27,043.10	3.42
268-000.00-910.000	Property & liability insurance	14,444.00	14,500.00	16,480.00	16,480.00	0.00	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	0.00	8,020.00	0.00
268-000.00-921.000	Heat	13,510.02	12,000.00	12,000.00	645.42	370.89	0.00	1,016.31	10,983.69	8.47
268-000.00-922.000	Electricity	97,881.06	96,500.00	96,500.00	10,938.97	9,531.15	9,875.68	30,345.80	66,154.20	31.45
268-000.00-923.000	Water and sewer	6,964.48	6,500.00	6,500.00	0.00	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	5,416.90	4,595.49	2,748.06	12,760.45	97,239.55	11.60
268-000.00-935.000	Vehicle maintenance	456.85	300.00	300.00	0.00	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	1,075.04	86.73	0.00	1,161.77	37,838.23	2.98
268-000.00-942.000	Office equipment lease	7,811.28	8,000.00	8,000.00	0.00	650.94	0.00	650.94	7,349.06	8.14
268-000.00-942.100	Records storage	299.40	400.00	400.00	24.95	24.95	24.95	74.85	325.15	18.71
268-000.00-956.000	Conferences and workshops	3,510.07	15,000.00	15,000.00	642.54	1,180.48	0.00	1,823.02	13,176.98	12.15
Other services and charges										
		552,908.54	636,200.00	636,200.00	68,834.42	34,984.31	18,110.89	121,929.62	514,270.38	19.17
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	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	(467.40)	0.00	(467.40)	83,467.40	(0.56)
Capital outlay										
		18,957.40	95,500.00	95,500.00	0.00	(467.40)	0.00	(467.40)	95,967.40	(0.49)
Net - Dept 000.00 - treasury										
		68,189.13	(169,973.00)	(169,973.00)	2,925,395.11	(91,631.65)	(181,297.33)	2,652,466.13	(2,822,439.13)	
Fund 268 - LIBRARY FUND 268:										
TOTAL REVENUES		3,295,483.89	3,397,404.00	3,397,404.00	3,222,479.91	139,317.10	3,800.63	3,365,597.64	31,806.36	(1,560.52)
TOTAL EXPENDITURES		3,227,294.76	3,567,377.00	3,567,377.00	297,084.80	230,948.75	185,097.96	713,131.51	2,854,245.49	(1,560.52)
NET OF REVENUES & EXPENDITURES		68,189.13	(169,973.00)	(169,973.00)	2,925,395.11	(91,631.65)	(181,297.33)	2,652,466.13	(2,822,439.13)	(1,560.52)

		END BALANCE	2022-23		MTH ACT	MTH ACT	MTH ACT	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	06/30/2022	ORIGINAL	2022-23	JULY 2022	AUG 2022	SEPT 2022	09/30/2022	BALANCE	% BDGT
		NM (ABNM)	BUDGET	AMED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 269 - LIBRARY CONTRIBUTION FUND 269										
Dept 000.00 - treasury										
Interest income										
269-000.00-664.000	Interest on investments	19,767.63	27,000.00	27,000.00	2,124.25	0.00	0.00	2,124.25	24,875.75	7.87
269-000.00-664.500	Unrealized gain (loss) on investments	(50,325.76)	(4,500.00)	(4,500.00)	4,938.99	0.00	0.00	4,938.99	(9,438.99)	(109.76)
	Interest income	(30,558.13)	22,500.00	22,500.00	7,063.24	0.00	0.00	7,063.24	15,436.76	31.39
Donations										
269-000.00-665.036	Diversity, Equity, & Inclusion	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-665.046	Makerspace Renovation Revenue	0.00	1,000.00	1,000.00	0.00	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	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	5,000.00	5,000.00	(4,000.00)	500.00
269-000.00-665.231	Buildings/Ground/ Furniture Revenue	3,191.96	1,000.00	1,000.00	0.00	0.00	0.00	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	1,752.00	1,752.00	(252.00)	116.80
269-000.00-665.233	Technology Library Revenue	50.00	2,500.00	2,500.00	0.00	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	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	0.00	10,000.00	0.00
	Donations	19,698.16	20,000.00	20,000.00	0.00	0.00	6,752.00	6,752.00	13,248.00	33.76
Supplies										
269-000.00-742.036	Diversity, Equity, & Inclusion	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
269-000.00-742.229	Raising a Reader Expense	723.13	1,000.00	1,000.00	0.00	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	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	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	1,750.00	1,750.00	(750.00)	175.00
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	0.00
269-000.00-742.234	Undesignated Misc	(7.16)	500.00	500.00	0.00	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	599.05	0.00	995.91	504.09	66.39
	Supplies	23,722.61	39,700.00	39,700.00	396.86	599.05	1,750.00	2,745.91	36,954.09	6.92
Capital outlay										
269-000.00-976.044	Auto Lending Library	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
269-000.00-976.046	Makerspace Renovation	5,017.01	3,000.00	3,000.00	67.92	646.36	106.02	820.30	2,179.70	27.34
269-000.00-976.140	Automated Return System	0.00	115,800.00	115,800.00	0.00	0.00	0.00	0.00	115,800.00	0.00
269-000.00-976.141	Main Entrance Design	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
	Capital outlay	5,017.01	131,300.00	131,300.00	67.92	646.36	106.02	820.30	130,479.70	0.62
	Net - Dept 000.00 - treasury	(39,599.59)	(128,500.00)	(128,500.00)	6,598.46	(1,245.41)	4,895.98	10,249.03	(138,749.03)	
Fund 269 - LIBRARY CONTRIBUTION FUND 269:										
	TOTAL REVENUES	(10,859.97)	42,500.00	42,500.00	7,063.24	0.00	6,752.00	13,815.24	28,684.76	(7.98)
	TOTAL EXPENDITURES	28,739.62	171,000.00	171,000.00	464.78	1,245.41	1,856.02	3,566.21	167,433.79	(7.98)
	NET OF REVENUES & EXPENDITURES	(39,599.59)	(128,500.00)	(128,500.00)	6,598.46	(1,245.41)	4,895.98	10,249.03	(138,749.03)	(7.98)
TOTAL REVENUES - ALL FUNDS										
		3,284,623.92	3,439,904.00	3,439,904.00	3,229,543.15	139,317.10	10,552.63	3,379,412.88	60,491.12	
TOTAL EXPENDITURES - ALL FUNDS										
		3,256,034.38	3,738,377.00	3,738,377.00	297,549.58	232,194.16	186,953.98	716,697.72	3,021,679.28	
	NET OF REVENUES & EXPENDITURES	28,589.54	(298,473.00)	(298,473.00)	2,931,993.57	(92,877.06)	(176,401.35)	2,662,715.16	(2,961,188.16)	

10/12/2022		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 09/30/2022	
GL Number	Description	Balance	
Fund 268 - LIBRARY FUND 268			
*** Assets ***			
268-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	2,493,879.56	
268-000.00-017.000	Investments - Pooled	2,665,432.13	
268-000.00-018.000	Cash on hand	1,000.00	
268-000.00-020.000	Current taxes receivable	83,088.81	
268-000.00-040.050	Accounts Receivable - BSA MR	7,256.00	
268-000.00-040.400	Prepaid expenditures	10,563.70	
	Total Assets	5,261,220.20	
*** Liabilities ***			
268-000.00-202.000	Accounts payable	31,006.11	
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	45,252.11	
*** Fund Balance ***			
268-000.00-390.000	Fund balance	2,563,501.96	
	Total Fund Balance	2,563,501.96	
	Beginning Fund Balance	2,563,501.96	
	Net of Revenues VS Expenditures	2,652,466.13	
	Ending Fund Balance	5,215,968.09	
	Total Liabilities And Fund Balance	5,261,220.20	

Fund 269 - LIBRARY CONTRIBUTION FUND 269		
*** Assets ***		
269-000.00-003.000	Cash-Pooled Cash(Fifth Third & Comerica)	22,399.60
269-000.00-017.000	Investments - Pooled	1,644,054.89
	Total Assets	1,666,454.49
*** Liabilities ***		
269-000.00-202.000	Accounts payable	150.02
	Total Liabilities	150.02
*** Fund Balance ***		
269-000.00-390.000	Fund balance - Unrestricted	1,570,626.51
269-000.00-390.230	Fund Balance Collections/Materials	38,423.36
269-000.00-390.231	Fund Balance Buildings/Ground/Furniture	36,692.79
269-000.00-390.232	Fund Balance Programming	34,155.95
269-000.00-390.233	Fund Balance Technology Library	(23,843.17)
	Total Fund Balance	1,656,055.44
	Beginning Fund Balance	1,656,055.44
	Net of Revenues VS Expenditures	10,249.03
	Ending Fund Balance	1,666,304.47
	Total Liabilities And Fund Balance	1,666,454.49

Director's Report – Julie Farkas



Staff Anniversaries (Years of Service) for November 2022

• Betty Lang	Information Services	34 years
• Bill Bembeneck	Facilities	22 years
• Julie Farkas	Administration	15 years
• Lisa Rinkel	Support Services	6 years
• Kirsten Malzahn	Information Services	5 years

TEENtober
What will you discover at the library?
www.ala.org/yalsa/teentober
Inform. Inspire. Include.
October 2022

donate event calendar my account

Upcoming Closures

Wednesday, November 23 at 5pm -
Closing Early

Thursday, November 24 - Thanksgiving

Friday, November 25 - Closed

Important Updates

NPL Celebrates TeenTober

TeenTober is a nationwide celebration started by the Young Adult Library Services Association and is hosted by libraries every October. It aims to celebrate teens, promote year-round teen services and the innovative ways teen services help teens learn new skills, and fuel their passions in and outside the

Election Day - Tuesday, November 8
Novi Library is Precinct 18 for the election. Polls are open 7am-8pm. The Library will be open 10am-9pm for regular services.

After School Pick-Up

Please consider this a friendly reminder about the importance of not using NPL's parking lot as a pick-up location after school. If your student is using the library, find a designated parking spot to park in and wait for your student to exit the library. Avoid parking in emergency and disabled spaces. Please take time to speak with your student about the importance of following safety guidelines, using crosswalks, and being cautious while riding a bike or walking to and from school.



Keeping Kids Safe, Healthy and Happy in the Digital Age

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 as she teaches parents how to support their children's use of technology, how to empower kids to make positive choices online, and how to create a smart tech culture within a family. Q&A to follow! Copies of the book are available on the 1st Floor of the library.

library. NPL will celebrate TeenTober by highlighting all the great resources and programs that are available at the library for teens all year long. [Click here](#) for more information to participate in a teen challenge.



Polish American Heritage Celebration

Join us on **Saturday, October 29 from 2-4pm** as we recognize Polish American Heritage Month through music, dance, presentations, displays, history and of course, food!

[Register here.](#)



ATTENTION Novi Dinosaur Lovers!

Jurassic Quest is roaring into the Suburban Convention Center from Oct. 7-9! Jurassic Quest is the world's largest, most popular dino event with unique and exciting experiences for the whole family. See their herd of life size animatronic dinosaurs including Apatosaurus, Spinosaurus, T-Rex and an incredible 50 Foot Long Megalodon. You don't want to miss "The Quest" interactive adventure, dinosaur rides, giant fossil dig, inflatables, fossil science exhibit, "Triceratots" soft play area, and MORE!

Thank you to the Novi Educational Foundation, the Novi Community School District, the Neighborhood Library Association, and the Renaissance Baronette Hotel for making this event possible!

[Register](#)



Broadway is Coming to NPL!

Join Vanessa Carr on **Sunday, October 16 at 2pm** for music from the Broadway stage! Enjoy songs from iconic shows like *Les Misérables*, *Cats*, *Motown The Musical*, *Funny Girl*, and more! Come dressed in your Broadway best bringing the glitz and glam to the theater! Light refreshments will be provided before showtime. The performance will start promptly at 2:30pm. Get ready for a theatrical matinee of laughter, drama, and showbiz pizzazz!

Program generously sponsored by the Friends of Novi Library.

[Register here.](#)

Visit the Library now through Oct. 5 to enter a raffle to win a free family 4-pack of tickets. To enter, you'll need to:

- locate the Prehistoric Life Tiles (hint: check the 1st floor youth area)
- take a picture of the tiles
- show your picture to a Librarian at the information desk

Tickets are flying fast! Sellouts expected, buy in advance at JurassicQuest.com to guarantee your timeslot. Locate the Prehistoric Life Tiles and you might also find a ticket discount code! Raffle winner will be selected and notified on Thu, Oct. 6.



Novi Library Café

Monday-Friday, 10am-5pm

October weekly specials (valid until 2pm):

- **October 3-7:** Chicken parmesan sandwich on ciabatta with pop for \$8
- **October 10-14:** Grande hot chocolate or white hot chocolate for the price of a Tall
- **October 17-21:** Bagel sandwich with a choice of Simply Juice for \$7



Thank you from the Outreach Team at NPL to Joyce Cherf, longtime library guest and NPL Friend, for her generous donation to go towards the continued support of the NPL @ Your Door program!

DIA Van Gogh Bus Trip

NPL is hitting the road on **Tuesday, October 18** with a trip to the DIA to see the Van Gogh Exhibit! Guests ages 18+ are invited! For just \$25, you'll get transportation, a coffee voucher, muffins, and bottled water. The bus will depart from our parking lot promptly at 12:15pm and will return around 3:30pm. Registration can be done through our Administration Office (Mon-Fri, 10am-5pm). **Please email administration@novilibrary.org to reserve your space! To download our required registration & waiver form, [click here](#).**

- **October 24-28:** Sweet tooth special of pop, chips & candy bar for \$4.50

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!

Start a New Chapter - No Fines for Late Returns

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.

Upcoming Meetings

Friends of the Novi Library Meeting: Wed, Oct 12, 2pm - NPL Board Room
Novi Historical Commission Meeting: Wed, Oct 19, 7pm - [Agenda](#)
Library Board Meeting: Thu, Oct 27, 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.**

Programs

Adult Programs

- Cultural/International & ESL Programs
- **10/1:** Michigan Lion Dance - Asian Cultural Performance
- **10/3:** Monday Matinee
- **10/3:** Parent to Parent Book Discussion
- **10/4:** Resume Essentials
- **10/5:** Forensics Artist Presentation - Michigan State Lieutenant
- **10/6:** Photography Club Virtual Meeting
- **10/9:** Five Lakes Silver Band
- **10/10:** Indian Cultural Benefits & Contributions - "Live from India" Innovations That Changed the World
- **10/12:** Novi Game Night
- **10/15:** Making Chinese Egg Rolls with Chef Ming
- **10/16:** Broadway is Coming to Novi Library!
- **10/17:** Monday Matinee
- **10/18:** DIA Van Gogh Bus Trip
- **10/18:** Keeping Kids Safe, Healthy & Happy in the Digital Age
- **10/20:** Coffee with the Superintendent
- **10/24:** Genealogy Research Assistance
- **10/27:** Local Author Spotlight: C.W. Suttle
- **10/29:** Drop-In @ iCube: Halloween Keychains
- **10/29:** Polish American Heritage Celebration
- **10/31:** Monday Matinee

Youth Programs

- Story Times
- **10/18:** Dramatic Playgroup: Autumn Leaves Session 1
- **10/19:** Spooky Halloween Magic with Baffling Bill
- **10/20:** Dramatic Playgroup: Autumn Leaves Session 2
- **10/25:** Pumpkin Palooza Party
- **10/26:** Tail Waggin' Reading Buddies

Tween & Teen Programs

- Teen Space
- **10/4:** Resume Essentials
- **10/28:** Teen Advisory Board (TAB) Meeting
- **10/29:** Drop-In @ iCube: Halloween Keychains



Tipping Point Theatre

Thursday, October 20, 7pm

Tipping Point Theatre is both a place and a team of professionals - artists, directors, set and costume designers, and playwrights. Accessible, affordable, and award-winning live performances are enjoyed by more



The History of Willow Run

Wednesday, October 26, 7pm

Join historian Barry Levine as he explores the history of Willow Run. Learn how it went from a bomb production site during WWII to a hub of mobility

than 22,000 people at this Northville theater every year. Meet its artistic directors, learn about this non-profit Actors Equity Assn. group, and its upcoming productions - a unique cultural gem.
[Register here.](#)

run by GM.
[Register here.](#)

Enjoy Summer Songfest?

Thank you to everyone who attended the Summer Songfest concerts this summer at Paradise Park, sponsored by the Friends of Novi Library! If you would like to sign-up to be included on an email distribution list to receive notifications about upcoming programs including future concerts like Summer Songfest, email the Friends at friends@novilibrary.org.

You can also become a member of the Friends for just \$10 a year! Your membership will help support future programs at the Novi Library! [Click here](#) for more info.

Services

Free COVID Tests Available Thru Drive-Up Window Only

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

They are available through the **drive-up window only**. No appointment is necessary. Test kits are 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

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

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

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, October 28**. 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.

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.

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

Community Information

2022 Japan Fest Sun, Oct. 2, 1-4pm Novi High School

Experience the culture of Japan through presentations, performances, traditional children's games, cultural workshops, and more. Visit the Library's table!

Novi Parent Camp - Novi Mental Health Alliance Sat, Oct. 8, 8:30am-12:30pm Novi High School

A morning of connections, workshops and resources to empower parents of children of all ages with a keynote speaker and two break-out sessions which will host several diversified topics relevant to parenting. Keynote speaker features PJ Brady, Founder and Author, Brave Smart Kind Parenting.

[Register here.](#)

Volunteer Income Tax Preparation Opportunities

City of Novi Events

- **Powerful Tools for Caregivers**
Mon, Oct 10-Nov 14, 6-7:30pm
- **Novi Group Travel Fair**
Tue, Oct 11, 1:30-3:30pm
- **One-On-One Counseling for Medicare Part D Annual Open Enrollment**
Mon-Fri, Oct 15-Dec 7, 2-4pm & 6-8pm

Every year, AARP Tax-Aide volunteers help people get the tax prep services they need, free of charge - but they can always use more hands. They're looking for volunteers to fill a variety of roles and, in particular, tax counselors who prepare personal income tax returns.

[Click here](#) to volunteer or spread the word.

- **Pruning Like a Pro**
Mon, Oct 17, 5:30pm
- **Pumpkin Painting with a Twist**
Thu, Oct 20, 6-7:30pm
- **Getting Ready for Medicare Open Enrollment 2023**
Thu, Oct 20, 10-11am

To sign up for these programs, please visit cityofnovi.org or call 248-347-0400.



Meeting Rooms for Rent

NPL has 6 unique meeting spaces available for the public to rent, accommodating anywhere from 2 to 200 people. **For more information about rooms and equipment available, [click here](#).**



Save the Date! Pop-Up Market

Enjoy some holiday shopping while supporting local small businesses on Saturday, December 10. Make a purchase at any of our vendors and be entered to win a gift card. **Interested vendors should email hhentschel@novilibrary.org.**



Free Genealogy Assistance

The Northville Genealogical Society will be offering free genealogical research assistance on the 4th Monday of each month from 12-2pm. Drop in to ask questions, get help on ancestry, databases, and more. This program will take place in the Local History Room on the 2nd Floor of the

library. [Click here for more info.](#)

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

Daily use of the building by hour September 11 – October 15, 2022

9/11/2022		9/12/2022		9/13/2022		9/14/2022		9/15/2022		9/16/2022		9/17/2022	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	69	10-11am	85	10-11am	63	10-11am	65	10-11am	55	10-11am	113
11am-12pm	40	11am-12pm	81	11am-12pm	58	11am-12pm	49	11am-12pm	41	11am-12pm	71	11am-12pm	73
12-1pm	90	12-1pm	138	12-1pm	53	12-1pm	55	12-1pm	85	12-1pm	51	12-1pm	76
1-2pm	92	1-2pm	149	1-2pm	62	1-2pm	53	1-2pm	61	1-2pm	53	1-2pm	80
2-3pm	108	2-3pm	91	2-3pm	110	2-3pm	110	2-3pm	116	2-3pm	111	2-3pm	104
3-4pm	104	3-4pm	65	3-4pm	142	3-4pm	167	3-4pm	139	3-4pm	137	3-4pm	142
4-5pm	114	4-5pm	71	4-5pm	132	4-5pm	131	4-5pm	120	4-5pm	94	4-5pm	103
5-6pm	119	5-6pm	64	5-6pm	90	5-6pm	114	5-6pm	94	5-6pm	124	5-6pm	112
6-7pm	0	6-7pm	65	6-7pm	110	6-7pm	122	6-7pm	96	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	98	7-8pm	131	7-8pm	96	7-8pm	100	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	70	8-9pm	0	8-9pm	53	8-9pm	19	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
	667		961		973		1,013		936		696		803

9/18/2022		9/19/2022		9/20/2022		9/21/2022		9/22/2022		9/23/2022		9/24/2022	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	68	10-11am	71	10-11am	56	10-11am	70	10-11am	38	10-11am	111
11am-12pm	22	11am-12pm	72	11am-12pm	69	11am-12pm	54	11am-12pm	71	11am-12pm	35	11am-12pm	111
12-1pm	68	12-1pm	65	12-1pm	58	12-1pm	49	12-1pm	75	12-1pm	61	12-1pm	92
1-2pm	82	1-2pm	47	1-2pm	61	1-2pm	44	1-2pm	101	1-2pm	52	1-2pm	99
2-3pm	77	2-3pm	110	2-3pm	98	2-3pm	106	2-3pm	115	2-3pm	80	2-3pm	127
3-4pm	108	3-4pm	163	3-4pm	155	3-4pm	120	3-4pm	162	3-4pm	139	3-4pm	168
4-5pm	108	4-5pm	139	4-5pm	126	4-5pm	96	4-5pm	174	4-5pm	104	4-5pm	175
5-6pm	128	5-6pm	79	5-6pm	104	5-6pm	124	5-6pm	95	5-6pm	115	5-6pm	174
6-7pm	0	6-7pm	100	6-7pm	84	6-7pm	126	6-7pm	88	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	64	7-8pm	62	7-8pm	91	7-8pm	63	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	56	8-9pm	78	8-9pm	71	8-9pm	55	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
	593		963		966		937				624		1,057

9/25/2022		9/26/2022		9/27/2022		9/28/2022		9/29/2022		9/30/2022		10/1/2022	
9-10am	0	9-10am	0	9-10am	62	9-10am	45	9-10am	57	9-10am	39	9-10am	0
10-11am	0	10-11am	68	10-11am	127	10-11am	79	10-11am	67	10-11am	80	10-11am	150
11am-12pm	16	11am-12pm	62	11am-12pm	84	11am-12pm	44	11am-12pm	68	11am-12pm	52	11am-12pm	140
12-1pm	77	12-1pm	64	12-1pm	58	12-1pm	57	12-1pm	53	12-1pm	54	12-1pm	189
1-2pm	82	1-2pm	62	1-2pm	63	1-2pm	38	1-2pm	50	1-2pm	48	1-2pm	93
2-3pm	76	2-3pm	101	2-3pm	118	2-3pm	73	2-3pm	101	2-3pm	74	2-3pm	73
3-4pm	81	3-4pm	160	3-4pm	156	3-4pm	168	3-4pm	149	3-4pm	133	3-4pm	92
4-5pm	98	4-5pm	144	4-5pm	106	4-5pm	112	4-5pm	160	4-5pm	118	4-5pm	72
5-6pm	110	5-6pm	92	5-6pm	117	5-6pm	101	5-6pm	95	5-6pm	111	5-6pm	91
6-7pm	0	6-7pm	89	6-7pm	84	6-7pm	135	6-7pm	99	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	77	7-8pm	94	7-8pm	93	7-8pm	91	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	47	8-9pm	55	8-9pm	79	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
	540		966		1,124		1,024		1,060		709		900

10/2/2022		10/3/2022		10/4/2022		10/5/2022		10/6/2022		10/7/2022		10/8/2022	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	73	10-11am	88	10-11am	60	10-11am	106	10-11am	59	10-11am	84
11am-12pm	24	11am-12pm	95	11am-12pm	91	11am-12pm	110	11am-12pm	97	11am-12pm	68	11am-12pm	95
12-1pm	78	12-1pm	62	12-1pm	68	12-1pm	88	12-1pm	117	12-1pm	57	12-1pm	88
1-2pm	79	1-2pm	70	1-2pm	70	1-2pm	89	1-2pm	99	1-2pm	69	1-2pm	75
2-3pm	101	2-3pm	101	2-3pm	120	2-3pm	150	2-3pm	93	2-3pm	168	2-3pm	99
3-4pm	160	3-4pm	139	3-4pm	110	3-4pm	83	3-4pm	82	3-4pm	136	3-4pm	102
4-5pm	166	4-5pm	111	4-5pm	101	4-5pm	93	4-5pm	87	4-5pm	102	4-5pm	116
5-6pm	113	5-6pm	89	5-6pm	90	5-6pm	105	5-6pm	97	5-6pm	134	5-6pm	126
6-7pm	0	6-7pm	89	6-7pm	94	6-7pm	91	6-7pm	76	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	80	7-8pm	70	7-8pm	88	7-8pm	57	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	44	8-9pm	71	8-9pm	60	8-9pm	51	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
	721		953		973		1,017		962		793		785
10/9/2022		10/10/2022		10/11/2022		10/12/2022		10/13/2022		10/14/2022		10/15/2022	
9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0	9-10am	0
10-11am	0	10-11am	57	10-11am	74	10-11am	43	10-11am	58	10-11am	70	10-11am	103
11am-12pm	0	11am-12pm	72	11am-12pm	80	11am-12pm	39	11am-12pm	64	11am-12pm	68	11am-12pm	104
12-1pm	63	12-1pm	83	12-1pm	58	12-1pm	100	12-1pm	60	12-1pm	65	12-1pm	109
1-2pm	106	1-2pm	55	1-2pm	54	1-2pm	66	1-2pm	60	1-2pm	60	1-2pm	79
2-3pm	140	2-3pm	69	2-3pm	85	2-3pm	70	2-3pm	112	2-3pm	92	2-3pm	112
3-4pm	98	3-4pm	51	3-4pm	150	3-4pm	71	3-4pm	138	3-4pm	174	3-4pm	139
4-5pm	202	4-5pm	63	4-5pm	108	4-5pm	65	4-5pm	170	4-5pm	123	4-5pm	114
5-6pm	128	5-6pm	87	5-6pm	103	5-6pm	89	5-6pm	118	5-6pm	128	5-6pm	120
6-7pm	0	6-7pm	73	6-7pm	99	6-7pm	124	6-7pm	125	6-7pm	0	6-7pm	0
7-8pm	0	7-8pm	48	7-8pm	60	7-8pm	81	7-8pm	115	7-8pm	0	7-8pm	0
8-9pm	0	8-9pm	47	8-9pm	46	8-9pm	72	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
	737		705		917		820		1,090		780		880

Information Technology Report by Barbara Rutkowski – September 2022

General

- A walk-through for the Server Room Air Conditioning Unit was held with two vendors attending.
- Recycled obsolete equipment.

iCube

- We held 157 iCube appointments
- 38 Sublimation
- 34 Creative Kits
- 22 Digital Conversions
- 15 Photo Printer
- 12 3D Prints
- 11 Cricut/Silhouette
- 7 Heat Press
- 6 Adobe Creative Cloud
- 4 Laser
- 3 Sewing/Embroidery
- 3 Virtual Reality
- 2 3D Scanner
- Tours were given to ten (10) groups including visitors from the Novi Ambassador Academy.
- Shown below are some of the finished projects made by guests using the sublimation printer, laser and 3D printer. Also shown is a 3D printed easel for a Miniature Art Gallery program.



- Assisted Novi Parks and Recreation Staff with sublimating some of the 200 color changing mugs needed for their Veterans Day celebration.
- Investigating how to cast the Oculus Quest VR using Chromecast.

Training

- Barb attended Staff DEI, EnvisionWare, Management Team, and Phone System meetings.
- Dominic attended three (3) Blender training webinars. Blender is a free 3D graphic software.
- Bryan attended the TLN Virtual Tech Forum.



Facilities Report by Keith Perfect – August 2022

In the past month the Facilities Department has closed 5 Facilities tickets, 39 Meeting Room Requests and has updated 339 Periodic Maintenance tickets.

- 8 Gaylord bins full of discarded and donated books have been sent to Mission books for re-sale or recycling.
- Several trips to the DPW yard were made to drop of recycled materials/boxes.
- Library Board Packets were delivered to Board members.
- The staff break room refrigerator has been emptied and cleaned.
- The right hand faucet in the first floor ladies restroom has been replaced.
- All of the push-button doorbell/call buttons have been replaced.
- The batteries in the patio security gates were replaced.
- The pendant lights at the bottom of the main stairwell have been upgraded to ballast less LED lights.
- The parking lot sealcoating project has been completed.

Facilities Report by Keith Perfect – September 2022

In the past month the Facilities Department has closed 3 Facilities tickets, 48 Meeting Room Requests and has updated 352 Periodic Maintenance tickets.

- 8 Gaylord bins full of discarded and donated books have been sent to Mission books for re-sale or recycling.
- Several trips to the DPW yard were made to drop of recycled materials/boxes.
- Library Board Packets were delivered to Board members.
- A Faucet in the first floor men's restroom was replaced.
- Multiple outdoor programs were held on the patio.
- The patio has been rinsed down to remove goose droppings.
- The pavement and glass was cleaned on the Lakeshore Lending Library kiosk was cleaned.
- Multiple safety tours were provided to new staff.

- A light ballast was changed on the second floor.
- All emergency lights were tested. Three fixtures had burnt out bulbs, one fixture needed a new battery and one fixture had a loose connection. All repairs were made by Facilities Dept. and all emergency lights are now working as they should.
- The annual fire inspection was scheduled with the fire dept. for Oct. 27th.
- The fire suppression system was inspected by our vendor and only the few emergency lights were reported.
- The lines on the new disc cleaning machine were purged and the polish is now flowing smoothly.

Information Services Department Report by Hillary Hentschel – September 2022

News and Notes

- Rae Manela and Anna Jakubiec started their full-time librarian positions this month!
- Back to School Reading Challenge: 37 kids (K-12) completed the challenge to read for 600 minutes and 3 winners received a prize package with an NPL backpack, school supplies and a book
- IS staff gave library tours to over 450 NCSD students on field trips in September! Lindsay led this effort with support from Hillary, Mary, Shannon and Danielle.
- Teen Space started on Monday, September 12
- Interviews for the Guest Relations Monitor position have begun and are ongoing
- FY 22-23 goal setting for librarians in progress

Professional Development

- DEI Training – Anti-Defamation League Jewish Culture – Mary, Rae, Hillary, Betty
- Diversity Audits: Representation in the Library (TLN Adult Services fall workshop) – Betty, Hillary
- Me Difficult? Nah, They're Difficult webinar – Mary, Danielle
- "It's Your Lucky Day": Creating No-Hold Collections in OverDrive Marketplace webinar – Mary
- ALA eLearning Course: Feminism in Libraries – Rae
- LinkedIn Learning courses (Public Speaking Foundations, Designing a Presentation, and Managing Your Anxiety while Presenting) – Sarah
- Picture Books for Fall (SLJ webinar) – Danielle, Emily
- Middle Grade Titles for Fall (SLJ webinar) – Lindsay
- Best in Fall Nonfiction (SLJ webinar) – Lindsay
- Breaking Bans: A Celebration of Challenged Books (Booklist webinar) – Danielle, Lindsay
- Celebrating Indigenous Stories and Storytellers (Booklist webinar) – Danielle, Lindsay
- Trending Titles for Back to School (Booklist webinar) – Lindsay
- Middle Grade Latest and Greatest (Booklist webinar) - Lindsay
- Let This Radicalize You: Re-envisioning LIS webinar on self-reflection in the library profession – Danielle
- Spring 2023 Manga for Libraries Book Buzz webinar - Shannon

IS Staff Outreach

- YouPer Award Committee meeting – Kirsten
- No.VI Book Club at Meadowbrook Senior Living Center – Rae
- Preschool story time outreach – Little Birds Montessori and Novi Woods Montessori – Emily
- Novi ECEC Special Education Class Visit - Emily
- Provided structured lessons at local ESL group – Shannon
- Fox Run Gala – Hillary
- Ribbon Cutting (DRIPBaR) - Hillary

Adult Programs

- Photography Club – 8
- Indian Cultural Benefits and Contributions: Spice Up Your Health and Life (Live from India) – 57

- Summer Songfest (Phoenix Theory) – 147
- Summer Songfest (Daniree) – 85
- Summer Songfest (Elvis & Friends) – 185
- Hispanic Heritage Month Celebration – 52
- MI Bon Summer Festival – 160
- Author Spotlight (Tobin Buhk) – 13
- Fox Run Gala (music sponsored by NPL) - 250
- Craftastic Wednesday (Dot Mandala Painting) - 16
- Knit 2gether Knitting Group (2) - 16

Adult Displays

- **Feature Collection:** Hispanic/Latinx Heritage Month
- **Desk Display:** Hispanic/Latinx Heritage Month

Youth/Tween/Teen/Family Programs

- Drummunity: Rhythmic Fun for Everyone – 56
- Tail Waggin' Reading Buddies – 28
- Teen Advisory Board (TAB) Meeting – 8
- Hispanic Heritage Celebration - 28

Youth/Tween/Teen Displays

- **Teen Stop display** – Banned Books
- **Youth Feature Display** – “We’re Nuts about Reading” (books about fall)
- **Youth Desk Display** – Back to School
- **Youth Department Window Display** – National Library Card Sign-Up Month
- **Lobby Display** – National Library Card Sign-Up Month (library related and music themed books) and Digital Literacy (books related to the upcoming Community Reads title Screenwise)
- **Libraries are for Everyone** – National Honey Month, National Yoga Month, Mid-Autumn Festival, Anniversary of September 11, Hispanic Heritage Month, International Talk Like a Pirate Day, Rosh Hashanah
- Pop up display for “Batman Day” on September 17

Craftastic Wednesday: Dot Mandala Painting



Displays



Hispanic Heritage Celebration





Drumcommunity



Mi Bon Program



Support Services Department Report by Maryann Zurmuehlen – September 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.
- Our Online New Card Registration service went live on September 6th.
- Attend an EnvisionWare Zoom meeting on September 14th.
- Attended a TLN SASUG Zoom meeting on September 22nd.
- Our Automatic Library Card Renewal service went live on September 22nd.
- Completed "Beginning of Year" Performance Appraisal Reports.

Outreach

- The Lending Library Kiosk's collection was turned over the week of September 12th.
- The NCSU student online card campaign is running September 15 – October 15. Cards will be delivered to the students' schools after November 1st.

Circulation & Shelves

- James Kryzhan and Emily Nowosatko's first day as our new 16-hour and 12-hour Shelves, respectively, was September 18th. Please say "hi" and welcome them to NPL when you see them!
- Interviews are ongoing for a 16-hour Shelves and a 25-hour Outreach Clerk position.

Tech Services

- Assisted with shelves training of a new student volunteer, Jason.
- Extensive withdrawal processing of materials weeded by Librarians.
- Daily assistance with holds and unclaims for Circulation due to Shelves staff shortage.

Statistics (September 2022)

- Library Cards Issued: **583**
- Items Checked Out (NPL): **57,606**
- Items Checked Out (LLL): **62**
- Total Checkouts (NPL + LLL): **57,668**
- Items Interloaned for NPL Patrons: **4,172** (**72** through MeLCat)
- Items Interloaned to Other Libraries: **3,231** (**103** through MeLCat)
- Items Added to the Collection: **755**
- Items Discarded from the Collection: **1,443**
- Drive-Up Window & Locker Hold Pickups: **26**
- MAP Checkouts: **22**
- Outreach:
 - NPL @ Your Door: **5** Mailer Bags / **35** Items
 - **6** Facilities Visits / **29** Items Provided
 - **7** Book Discussions / **107** Items Provided
- Online New Card Registrations: **1**
- Automatic Library Card Renewals: **636**

Support Services Statistics 2022-2023													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	372	473	583										1,428
Checkouts (NPL)	73,029	67,931	57,606										198,566
Checkouts (Lakeshore Lending Library)	78	89	62										229
Total Checkouts (NPL + LLL)	73,107	68,020	57,668	0	0	0	0	0	0	0	0	0	198,795
Items Borrowed	4,223	4,850	4,172										13,245
Items Loaned	3,463	3,376	3,231										10,070
Hold Pickups (Drive-Up & Lockers)	27	26	26										79
MAP Pass Checkouts	64	55	22										141
Read Boxes	0	0	0										0
NPL @ Your Door (# of Bags)	8	5	5										18
NPL @ Your Door (# of Items)	53	20	35										108

Year-to-Year Comparison			
		SEP 2022	SEP 2021
Cards Issued This Month		583	358
Total Checkouts (NPL + LLL)		57,668	61,737
Items Borrowed	TLN	4,100	4,446
	MeL	72	95
		4,172	4,541
Items Loaned	TLN	3,128	3,344
	MeL	103	136
		3,231	3,480

Read Boxes			
		SEP 2022	SEP 2021
Read Boxes	Adult	0	30
	Youth	0	376
	Total	0	406
<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	57,606	47.17%	27,170	7,019	6,513	7,877	5,761
October							
November							
December							
January							
February							
**March							
April							
May							
June							
FYTD	198,644	49.03%	97,652	23,041	22,694	34,904	17,013

Library Usage									
2021-2022 Fiscal Year					2022-2023 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	18,971	6,852	25,823	956	July	26,439	7,468	33,907	1,130
August	20,561	6,291	26,852	895	August	26,252	7,248	33,500	1,117
September	19,302	7,168	26,470	980	September	22,293	8,056	30,349	1,124
October	20,862	8,079	28,941	934	October				
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	74,984	22,772	97,756	1,124

Computer Logins										
2021-2022 Fiscal Year					2022-2023 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average		Public Workstations	Wireless	Total	Daily Average	
July	983	30,634	31,617	1,171	July	1,224	46,582	47,806	1,594	
August	944	35,958	36,902	1,230	August	1,310	47,479	48,789	1,626	
September	853	39,555	40,408	1,497	September	979	45,290	46,269	1,714	
October	1,086	44,813	45,899	1,481	October					
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	3,513	139,351	142,864	1,642	

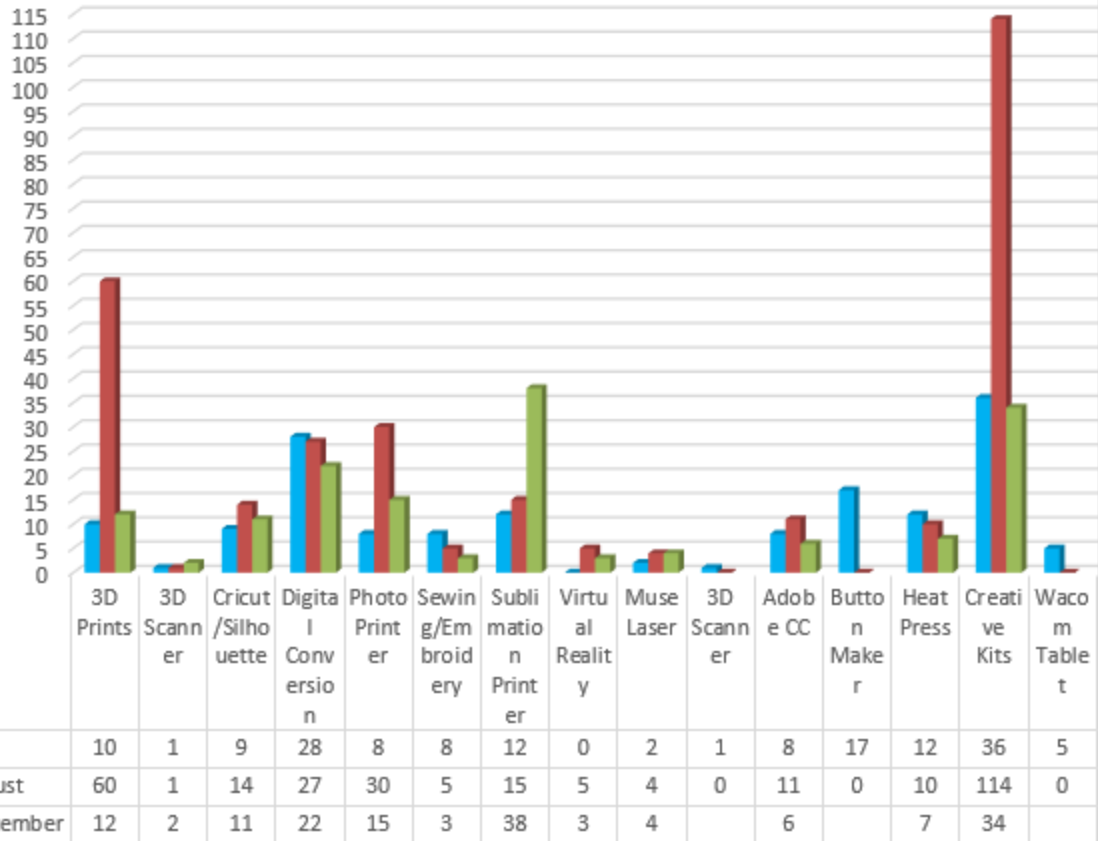
Early Literacy Workstation Usage							
2021-2022 Fiscal Year				2022-2023 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	193	3,882	20	July	447	8,742	19
August	239	5,031	21	August	443	8,650	19
September	177	3,084	17	September	341	5,931	17
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	1,231	23,323	18

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	12	11	22	15	3	38	0	4	0	2	6	12	7	34	3	4	173		
<i>Guests</i>	12	11	22	15	3	38	0	4	0	2	6	12	7	34	3	4		173	
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
Sessions	82	34	77	53	16	65	0	10	0	3	25	50	29	184	13	19	660		
<i>Guests</i>	82	34	77	34	16	65	0	10	0	3	25	50	29	184	13	19		641	

2022-2023 Fiscal Year					
	Hoopla		LinkedIn		
	Check-outs	New Users	Active Users	Logins	Total Video Views
July	1,481	400	150	24	235
August	1,387	395	153	19	378
September	1,417	403	154	17	192
October					
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	4,285	1,198	457	60	805

2022-2023 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,817	2,046	7,863	537	134
August	5,073	2,120	7,193	555	100
September	5,110	1,956	7,066	602	77
October					
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	16,001	6,121	22,122	1,694	311

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	33	719
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	97	2,146

FRIENDS OF NOVI LIBRARY

1

**Friends of the Novi Public Library
Meeting of the Board of Directors
September 14, 2022**

Call to Order: Sue Johnson. Sue called the meeting to order at 2:04 p.m.

Present: Marge Bixby, Evelyn Cadicamo, Lin Giglio, Carol Hoffman, Sue Johnson, Stephania Tolliver, Mary Angela Winter, and Dana Brataniec, Library Liaison.

Absent: Marilyn Amberger, Karen Schubert.

First Order of Business: Sue Johnson. We informally welcomed Stephania to the Board! More formally, motion was made to welcome Stephania by Sue Johnson and seconded by Carol Hoffman. Motion passed: 6-0

Minutes of the August 10, 2022 Meeting: Evelyn Cadicamo. There being no additions or corrections to be made, motion was made by Marge Bixby to accept the Minutes as presented; motion was seconded by Mary Angela. Motion passed: 7-0.

Treasurer's Report: Sue Johnson. Sue prefaced her report by stating that she had presented the following information to the Library Board, which was enthusiastically received and highly praised:

Review at Library Board Meeting - intakes from 7/1/13 – 6/30/22 (9 years):

Annual Library contributions	\$108,466
Director's Wish List	\$107,866
Total Given to Library	\$216,322

Book Sales	\$218,718
Membership	\$ 57,109
Total Earnings	\$275,827

We can take pride in earning more than \$250,000 over these past 9 years; also giving nearly \$217,000 to the Library over the same period!! Well Done!!!

Referring to the Cash Flow statement, Sue pointed out that the checking account is strong, we have good monthly intake from the Book Nook and monthly Membership is "doing fine." She shared with us that Tuesday Tunes is complete: 170 people attended the Elvis presentation! Summer Songfest got wonderful reviews, as did our other offerings. Some were more family oriented and children were also in attendance; the Songfest was more for people over 55. The Dueling Pianos were a great hit and it appears we may have to have them again next year!!!

There being no further discussion re: the Treasurer's Report and the few items from cash flow that were discussed, Lin made a motion to accept the Treasurer's Report as presented; Evelyn seconded the motion. Motion carried: 7-0.

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – October 12, 2022**

- | | |
|--|------------------|
| I. Call to Order, Roll Call | Sue Johnson |
| II. Minutes of the September 14, 2022 Meeting * | Evelyn Cadicamo |
| III. Treasurer's Report* | Marilyn Amberger |
| • Prior month(s) Income and Expense | |
| • Statement Balances | |
| IV. Reports | |
| • Library Liaison (web demo) | Dana Brataniec |
| • Book Nook | Carol Hoffman |
| • Membership | Sue Johnson |
| • President | Sue Johnson |
| • Donation from Kat Dooley - \$500 | |
| • Discussion on what we can do with the Vera Bradley bag | |
| • Event for National Friends week October 16 th Sunday afternoon – Broadway Show tunes – Sunday afternoon – appetizers, desserts, soft drinks | |
| • Giving Tree proposal | |
| • Holiday Sale donations | |

V. Announcements

VI. Calendar

Kaleidoscope

- October 20, 2022 - Natalie LaCroix-Tann, Nyah Pierson - *TIPPING POINT THEATRE* – Northville, 7:00 pm
- November 17, 2022 - Joel Stone, Curator Emeritus Detroit Historical Society - *MORE THAN A MUSEUM* – 7:00 pm

2022 Listen at the Library

- October 16th - Broadway is Coming to Novi, Vanessa Carr, Sunday 2-3:30 pm, light refreshments, dress for the theater
- November 12th – Mid-Fall Concert with Cider & Donuts, Tom Lee, Saturday 2-3:30 pm

2022 Bringing the Music to You – senior centers

- Funded for 2022/23

2022 Tuesday Tunes

2022 Summer Music at Paradise Park – all events start at 6:30pm

Friends Events

- April 2023 - Volunteer Appreciation event

VII. Adjournment*

*Requires Action

Cash Flow/Account Balances as of 8/31/22

Income:	\$4,624.11	CF CD	\$15,445.21
Expenses	<u>2,446.54</u>	CF CD - 2	15,011.51
Overall Total	\$2,177.57	CF Checking	24,281.10
		<u>CF Savings</u>	<u>15,011.00</u>
		Vibe Checking	3,350.74
		<u>Vibe Savings</u>	<u>5.30</u>
		Total Bank Accts.	\$73,104.86
		<u>StartupFund</u>	<u>100.00</u>
		Overall Total	\$73,204.86

Library Liaison: Dana Brataniec. Dana offered us an “online visit” to the restructured Library website. This is still a work in progress but she demonstrated to us the use of a sidebar and revamping of some articles because they are well written. She also showed us some photos from the past that will be used, as well as a slide show of Tola’s presentations.

President’s Remarks: Sue Johnson.

- **Plaque for Paradise Park** – to thank our partners at the Park who are always willing to work with us and share in the activities we sponsor; e.g., the Summer Songfest, etc.
- **Vera Bradley event** on September 24, 2022. For a \$5 donation to Friends, one will receive a \$25 coupon off a purchase of \$100 or more.
- **Event for National Friends Week**, Sunday afternoon, October 16, 2022. Theme will be “Broadway Show Tunes.” 2:00 p.m. – 3:30 p.m. It was suggested that we might like to dress up like we were going to a Broadway production, but this is not mandatory. Cider and hors d’oeuvres will be offered as well as some desserts.
- **Make & Take:** For a \$5 donation, patrons will be able to make a styled gift bag that has been pre-cut and easily assembled. This little envelope/bag is charming for gift giving as it will easily hold a gift card and be hung on the tree! There will be four different styles to choose from; also there will be a choice of paper that can be used to cut the envelope. There will be an opportunity to sit and make these at the event; or, once seeing it done, a patron could take the flat cutouts for home assembly.
- **Holiday Sale**, December 3, 2022. This will be along the lines of a boutique so we are encouraged to go through our things and determine if we have any donations to offer to the sale, keeping in mind having items that would be of interest to kids.
- **Giving Tree (Donor Tree) (Recognition Tree) proposal** – After reading and discussing the information sheets included in our packet, it was suggested that we decide on which campaign we were going to follow:

(1) Do the campaign first and get people to buy into purchasing the tree and a leaf and then putting said leaf on a branch. Or

(2) Set up the tree on the wall, including just a few of the engraved leaves, so people will see what it is we are offering in order to generate support for the project. We discussed just when to present this to the public. It appears that this could be done at the same time we set up our Holiday Sale – December 3, 2022.

We are fortunate to have a benefactor who is willing to fund the purchase of the tree, which would be a 200 leaf tree. The suggestion was made that we have all of the particulars publicly available as well as a picture of a tree already set up so our patrons could see just what this would look like. The intent of such a tree is to have it bear the names of family members who either were active library users (in memory) or are involved in library functions and give of their time (in honor). Such an opportunity already exists in the library: our Butterfly plaque. The purchase of a 6" butterfly is \$175. This may be too expensive for some. By offering an alternative, the Honor Tree, the Library would be offering a more affordable opportunity for honoring or remembering.

Our thinking is as follows:

- We would be offering three levels of donation: bronze, silver, gold.
- Leaves are 1-3/4" x 3-1/2" and would be set on a tree about 5' x 5'
- Each leaf would be engraved
- Prices per leaf color would be \$100, \$150 and \$200
- The trunk would be bronze metal
- Leaves are metal
- Tree would be on the wall by the staircase, facing into the Library
- This can be used for families, or even small businesses

At this point, this project needs further discussion and clarification. To be continued.....

- **Book Nook:** Carol Hoffman. Carol informed us that the Nook's children's book sale earned \$2,663 during the month of August!!! Super Job!!! She also said that the Christmas books would not be going out until December 3rd. That is a little later than usual to start the sale. Sadly, we are not getting the donations we used to: we do not get the numbers of books, and the books we do get, are not of good quality. So our numbers and variety of books are down. The subject did come up again about selling puzzles and that brought up whose responsibility it is selling a pre-owned puzzle and a piece is missing! Lots of conversation. No final decision was made.
- Sue announced that there will be an October Board meeting. We will meet on Wednesday, October 12, 2022 at 2 p.m. She also stated that we will be meeting again on November 9th, 2022 but there would be no Board meeting in December. We will gather together on December 7, 2022 at Sue's home for our Annual Christmas Luncheon.

There being no further business to discuss, Carol made a motion to adjourn, which was seconded by Sue. Meeting adjourned at 3:43 p.m.

Respectfully submitted, Evelyn Cadicamo



Friends of the Novi Library

October 2022

Book Nook News:

We had a great year in the Book Nook. For our fiscal year - July, 2021 through June, 2022 we made \$25,480 from sales in the Book Nook and \$1096 from internet sales.

Our fall children’s book sale and CD sale were both very successful. Our lounge chairs are back in the Book Nook until the Holiday Sale starts December 3rd.

Our donations have been down as of late so you may see a few bare spots on the shelves. We could really use donations of current hardcover fiction and can always use classics and non-fiction.

October

We are bringing Broadway to Novi Library on October 16th. The event starts at 2:00 pm with a raffle, photo opportunity and light refreshments. It is a chance to dress up, walk the red carpet and have some fun. Vanessa Carr will sing Broadway tunes from 2:30 – 3:30 followed by the raffle drawing.

Join us for our second Kaleidoscope program on October 20th and learn about the Tipping Point Theater in Northville. Meet its artistic directors, learn about its upcoming productions

From the President:

Summer Songfest 2022 was our best yet. We started the season with Dueling Pianos and ended with a visit from Elvis. It started to rain just before Elvis was to perform and we wondered if anyone would come. But not to worry – we had a great turnout and the Paradise Park venue was very comfortable. Many thanks to our sponsors: O'Brien-Sullivan Funeral Home, Hunter Pasteur Homes, Paradise Park, and Meijer Northville.



Tuesday Tunes 2002 – was our other popular summer music program. It was held on the Library patio at noon. You could bring a lunch or buy one at the Library Café. Gail Anderson, Novi Library Program Director, engaged the musicians, and the Friends paid their fees. There was always dancing and sometimes games.

New Board Members - Please welcome Mary Angella Winter who joined the Friends board at the annual meeting and Stephania Tolliver who joined the Board at the September meeting. The officers for 2022 remain as they were in 2021 – Susan Johnson, President, Evelyn Cadicamo, Secretary, and Marilyn Amberger, Treasurer. Other members include Carol Hoffman, also the Book Nook Manager, Lin Giglio, Marge Bixby, and Karen Schubert. Dana Brataniec is our Library Liaison and we thank her for all that she does for the Friends.

Calendar of Events:

Kaleidoscope

- October 20, 2022 - Natalie LaCroix-Tann, Nyah Pierson - *TIPPING POINT THEATRE* – Northville, 7:00 pm
- November 17, 2022 - Joel Stone, Curator Emeritus Detroit Historical Society - *MORE THAN A MUSEUM* – 7:00 pm

2022 Listen at the Library

- October 9th - Five lakes Silver Band, Sunday 3-4:30pm
- October 16th - Broadway is Coming to Novi, Vanessa Carr, Sunday 2-3:30 pm, light refreshments, dress for the theater
- November 12th – Mid-Fall Concert with Cider & Donuts, Tom Lee, Saturday 2-3:30 pm



Dueling Pianos



*Steven
Floyd*



Elvis & Friends



HISTORICAL COMMISSION



NOVI HISTORICAL COMMISSION
August Minutes
Wednesday, August 17, 2022
Novi Library Local History

CALL TO ORDER: 7:06 pm

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

ABSENT: Kelly Kasper

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

APPROVAL OF AGENDA: ALL APPROVED

APPROVAL OF JULY MINUTES: APPROVED

TREASURERS REPORT- Kim

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2022/2023			
	BUDGET	EXPENDITURES Through August 17, 2022	
Display Cabinet Exhibit	\$ 900	\$ -	
Marketing/Brochures/Engage/Name Badges	\$ 1,100	\$ -	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 1,200	\$ -	
Program/Speaker Fees	\$ 900	\$ -	
Storage Unit	\$ 2,800	\$ (2,652.00)	
Acquisition (Books/Materials)	\$ 500	\$ -	
Conference/Continuing Education	\$ 2,000	\$ (95.00)	
Legal Fees	\$ 1,000	\$ -	
Special Projects Examples: Vila Barr, Photography, Veterans Sign, Oral Histories, City/Community Events, Motor City Marker	\$ 3,800	\$ -	
Total:	\$ 14,000	\$ (2,702.00)	\$ 11,298
Equitable Projects	Expenditures	Revenue Received	
Vila Barr Book Sales YTD		\$0.00 YTD	
Wealth Across Novi Project		\$ 766.34	carryover funds

A draft budget will be presented and reviewed at the October Commission Meeting.

Treasurer’s Report: ALL APPROVED

Proposed Budget: ALL APPROVED

LIBRARY LIAISON REPORT:

Historic District Commissioner Training:

Livonia Historic Preservation Commission is hosting an event on enabling legislation that allows a Michigan community to establish a commission and make commission decisions and more. The event is at Sept. 28 at 6 p.m. at the Alexander Blue House in Livonia.

Northville Genealogical Society:

Betty has reached out to the Northville Genealogical Society to confirm if we will they will continue to participate in History Room Hours post-Summer (Starting in Sept.)

2023 Commission Meeting Calendar:

City of Novi is looking to for confirmation that the Historical Commission will be having meetings on the third Wednesday of the month. The Commission confirmed this was the plan.

Commission Appointments:

Kathy Crawford volunteered to meet with a 13-year-old boy who is interested in learning about the pioneers of Novi, the city's historical building and key events.

History Room Office Hours:

Monday 9/19 (6-8p.m.): Kim Nice

Monday, 10/3 (12-2 p.m.): Debbie Wrobel and Kathy Crawford

Monday, 10/17 (6-8p.m.): Dan Pierce and Sharon Larson

DISCUSSION ITEMS:**Novi Historical Sites Brochure Review:**

Dan Pierce presented the revised copy for the Historical Sites Brochure. Next steps include reaching out to the City of Novi to try and get the original brochure's electronic file to allow for updated design and layout.

Novi Cemeteries Booklet:

Kelly Kasper will present an update on the booklet's progress at the September meeting. Sharon Larson volunteered to help support the project.

Miniature Project:

The Fox Run wood shop manager provided names of residents interested in helping with project. The group, and anyone interested in helping, will meet in the History Room at 1 p.m. (Sept. 13).

Historical Commission Cabinet:

Kim Nice and Sue Grifor will be putting up a display on the prohibition era to compliment the September speaker. There will be no updated display between November – January.

Novi Cemetery Sign Removal/Fix:

Kathy Crawford will ask the City of Novi what vendor they use for signs. The Commission voted to change the logo on the cemetery sign to be the Novi Historical Commission logo. The Knapp Cemetery sign should also use the Novi Historical Commission logo. The new signs will not mention specific names of veterans on it but highlight the wars that they fought in.

Upcoming Historical Programs:

- Wed. Sept. 28 – High Times in the Dry times
- Wed. Oct. 26 – History of Willow Run
- Wed. February 22 – Midnight: Detroit and the Underground Railroad
- Thursday March 23 – Ladies of the Lights (lighthouse keepers)
- Wed. April 27 – The LGBTQ community in the Labor Movement
- Wed. May 26 – A Reenactor who portrays a disguised female Union soldier

ONGOING PROJECTS:

The storage unit visit has been moved to Tuesday, Sept. 27 at 10 a.m.

NEW BUSINESS:

Kathy Crawford has donated a copy of the 1920 Novi Baptist Ladies Cookbook and an original 1989 Novi Historical Brochure.

Sharon Larson recommended doing a program around the Erwin Orchard. The Commission will reach out to the family to gauge interest.

PUBLIC COMMENT: None

NEXT MEETING – Wednesday, Sept. 21, 2022 at 7 p.m.

ADJOURN: 8:56 p.m.

Library Board Committee Reports

Policy Committee

DRAFT 2



Food in the Library

- Drinks, where permitted, including the second floor, are limited to re-sealable containers remaining covered/lid kept on and secure.
- No food is allowed on the second floor of the Library; including Local History and iCube Rooms
- Food and drinks are permitted for in meeting rooms, rentals with Library Management approval, and must be contained to the rental meeting space rooms.
- ~~● 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.
- 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.
- With Library Management approval, groups hosting events in partnership with the Library may have food and drinks restrictions waived.

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

- From time to time, food is served during library programs and activities.
- The Library is not responsible for allergens consumed at library events.

- ~~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: **October 27, 2022**

Signed:

Kathy Crawford, President
Novi Public Library Board of Trustees

Events/Marketing/Fundraising Committee

Oct 12, 2022 Summary NOTES by Kat Dooley

1) Draft - Start of the Annual Report

Trustee review for initial draft and giving feedback

Give more feedback to Dana via email by next week Wed - Oct 19th

2) Patron Point

E-Newsletter Special Edition goes out Oct 13th for Back to School, Julie was able to do a video for the NCSD Superintendent and Asst SuperIntendent (student addition).

Online library card registration is LIVE! Will be adding info on homepage and social, *Engage*, and *Novi Today*. Also renewal. Physical card will be picked up or mailed.

3) Library Digital App is being looked over one more time by staff. Potentially launch to public in November.

4) Marketing for Strategic Planning

Helping come up with strategy for launch so we get as much community participation as possible.

5) Oct 24th - Breakfast to host the Media Specialists and Principals from all Novi-related schools including Walled Lake and Northville who have Novi residents.

6) Tons of open houses and tours for public outreach!

7) One of the read boxes from Library Week, will be at Bosco Park. The Starr family will be taking on the decorating of the box and launch with the Splash Pad. They will also do a book drive for children's books.

8) Nov 10th - in Ann Arbor for the Main Community Collaboration Awards Event

9) Friends of Library has a Holiday Sale in December 3rd

Strategic Plan Meeting

10-12-2022 NOTES by Kat Dooley

Chair Bartlett is part of the initial meeting on 25th with SP firm.

SP Committee will meet to discuss on 26th.

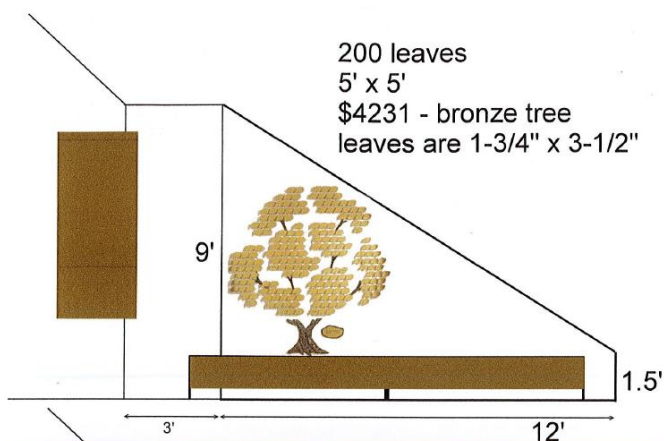
Building & Grounds

Meeting held on: October 5, 2022

Committee discussed the following topics:

- Friends donor wall design in the Library (see more info below)
- Café contract (see more info below)
- IT Server Room – Air Conditioning Unit
- Automated Sorting Technology (reviewed a replacement cost quote). Committee asked for additional information to be provided.
- Phone system update (see more info below)
- Entrance way design/architect
- Geese on the Library property; Flowering pear tree removal
- Teen Space/cars in the library lot and usage of the building (updates on furniture)

Friends Donor Wall Design: Below are the designs for the donor wall that Friends will be fundraising for in 2023. An opportunity for 200 names on the tree in 3 various colors and donation increments: bronze, silver and gold. Library will assist with installation only.



Café Contract

The recommendation from Building and Grounds would be to offer a \$0.00 lease for 22/23 (November 1, 2022 – October 31, 2023, and annually re-evaluate based on annual reports being submitted by July of each calendar year to look at profit/loss.

Below is the Profit/Loss statement from Kim Sinclair for July 1, 2021 – June 30, 2022

Café Library July 1, 2021 thru June 30, 2022					
	Revenue:			Expenses:	
	Gross Sales	\$80,033.86		Fees	\$1,989.38
	Returns	-\$122.70		Rent 21-22	\$6,000.00
	Discounts and Comps	-\$465.54		Digital play cost	\$216.00
	Net Sales:	\$79,445.62		Square cost	\$540.00
	Gift card sales	\$2,056.39		Food/Paper	\$37,429.90
	Tax	-\$4,725.50		Labor	\$42,000.00
	Tip	\$0.00		Repairs Turbo Che	\$1,133.40
	Refunds by amount	-\$100.00			
	Total Revenue:	\$76,676.51		Total Expenses:	\$89,308.68
	Profit/Loss:	-\$12,632.17			

10/20/22 Update: IT Server Room AC Unit:

Quotes were solicited. Committee wants more information gathered before making a recommendation to the Board.

10/20/22 Phone System Installation by Telnet Worldwide:

The Library was without phone service for in-coming and out-going calls from Saturday, October 15 – Tuesday, October 18, 2022. This was due to an external problem with AT&T with their substation. Both Telnet, our new phone vendor, and AT&T were contacted and working on the problem, which had been elevated to critical as of Sunday, October 16, 2022. HUGE thank you to Bryan Carter for working with the phone vendors over the weekend through Monday, October 17th to troubleshoot, and Barb Rutkowksi for continuing the work on Monday, October 17th to keep the phone switch over project on target for October 19, 2022.

Phone system cut over was done on Wednesday, October 19, 2022. New equipment has been installed in many staff work areas and training has begun.

DEI Committee

Summary of DEI Committee Meeting 10-17-2022 by Kat Dooley

Received a written communication from Trustee Cherukuri regarding the tabled collection policy from September. We want to make sure that the public and other board members see the concerns so his concerns can be properly addressed.

Committee reviewed the drafted policy and current policy as well and had further discussion.

We also recommend that the Policy Committee will also need to review the policies and concerns as well.

Email from: Sreeny Cherukuri
Sent: Thursday, October 13, 2022; 8:56 PM
To: Julie Farkas
CC: Kathy Crawford
Subject: Comments on Collection Development Policy

Hi Julie,

Thank you for taking the time to go through the policies with me last week. As I mentioned it is a very large policy - and perhaps our most important one - as collections are the *raison d'etre* of a library. I am unfortunately quite busy in other parts of my life.. so I can't get you all of my comments. But I will try to provide a meaty list herewith.

1. Until our meeting I didn't realize that the redlines were only the most recent changes..and that to see all the changes we have to compare to the policies in the back. I know it will slow down the process - but would it be possible to provide a redline from the current policy so that we can really see all the changes at once.
2. The proposed policies don't easily map to the C1, C2, C3 section numbering in the original policy. Can we make that mapping so it is easier for everyone to review. And perhaps to allow us to review it in sections..
3. In general, my biggest concern is the over reliance on the ALA.. especially where it is an open ended endorsement (*endorses* or even *follows*). As I mentioned during the meeting the ALA has become a seriously partisan and biased organization.. it's President elect is a self described Marxist - who advocates for the "queering of libraries". <https://thefederalist.com/2022/04/22/amid-public-concern-about-grooming-kids-american-library-association-picks-marxist-lesbian-as-president/>

Obviously, I consider them far out of mainstream. That doesn't mean they might not have some good ideas. So if there are specific statements/work products of the ALA that we want the Trustees to review and consider endorsing.. I am OK with that. But I am not comfortable with open ended references of support. It is a blank check of support.. and it sends the wrong message to our librarians who work for us. Our staff are responsible to our citizens - and no one else. They can use other resources to learn and

help develop policy, but the Citizens through their elected officials are supreme.

This point will be revisited in several sections below.

4. "Requests for Reconsideration".. I do not agree with *A response to an individual's request can take up to 30 days*. My experience is that it will then become a way of pushing off complaints about displays until after the month changes. Or it will be seen that way. Better to be silent on the issue. Our current expectation is that our library is prompt and responsive, without defining either of those terms.

The section is also a little unclear in the way it lays out the process. Is there a reason we are avoiding the word "Challenge."

We are restricting challenges to Novi residents. In the past we have had listening sessions and even public comment that are open to all. Is this a change of policy?

In paragraph 2, I recommend swapping the first two sentences, so that it is clear to those who challenge that they can appeal to the Library Board.

The final sentence says that Decisions on appeals are based on this policy.. and a series of ALA documents which the Trustees have not reviewed and have not decided to enter into our policies. These policies are continuously being modified by the ALA - including numerous changes in 2019 - and those changes do not automatically become NPL policy. I recommend striking that entire sentence.

5. Responsibility for Selection. This is a section in the original policy which appears to have been eliminated in the new policy (or it has been moved somewhere I didn't notice). Either way, I believe the following sentence must remain. *Ultimate responsibility for material selection rests with the Library Director who operates under the policies established by the Library Board*. As Harry Truman said, the buck stops here.
6. Local Author Criteria - I would suggest that we be open to a wider definition of local - unless you feel we will be overwhelmed with materials. I just think if we want to encourage our local residents to publish (like Kathy).. a little wider audience is a good thing.
7. ALA Bill of Rights. The motion as presented automatically includes the entire ALA Library Bill of Rights which includes many many changes since 2017. (.Compare policy C3.. to what is presented on Page 76 and 77)/ I believe the pragmatic approach is to amend C3 (as we did in 2017) to see what we want to add from the ALA. We should not do a blanket cut and past - because I don't agree with everything the ALA has added.
8. ALA Freedom to Read. This again cannot be incorporated by reference. Its second sentence is accusatory and incorrect. The freedom to read is not under continuous attack. There is too much controversial stuff here to

discuss what;s in this statement, and it would be grossly lazy of us to try and incorporate this by reference.

To summarize there is a tremendous amount of stuff here - and it cannot all be pushed through without careful analysis by the Trustees. While some of it is good and well meaning, much of it is unexamined.

I don't think our current performance in the area of collections is bad - but I agree we can always get better. I would suggest a gradualist approach by which the Trustees examine each section one at a time, and update them methodically. This is not to diminish the work already done.. but this is a big deal in times like these, and not something we as Trustees can casually brush off.

I would of course like to share my thoughts with the rest of the Trustees, but I request you and Chairman Crawford's advice on how best to move forward.

Is it OK to forward this to the rest of the trustees or would that represent an OMA issue?

Thanks,
Sreeny,

From: Julie Farkas
Sent: Saturday, October 15, 2022 10:48 AM
To: 'Sreeny Cherukuri'
Cc: Kathy Crawford
Subject: RE: Comments on Collection Development Policy

Hi Sreeny-

I will be taking this back to the DEI Board Committee as they were assisting me and my team with the development of the new policy.

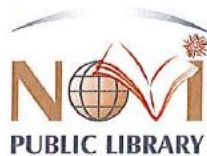
We have a meeting on Monday, October 17th.

Hoping we can get back further information to the Library Board in time for the October 27th meeting.

Thank you,

Julie

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; Amended June 22, 2017; Amended XX (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).

Signed:

Kathy Crawford, President
Novi Public Library Board of Trustees

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: _____

Please give a brief summary of the material:

Please list any reviews or media coverage your material has received:

If your work is nonfiction, please list your credentials or a description of your expertise in the area:

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.

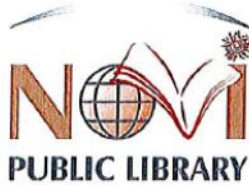
4. What do you think are the main ideas of the work or what was the author/artist/illustrator's purpose in creating this work?

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

Policy Manual - May, 2010; June, 2017

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).

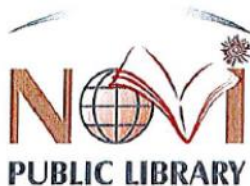
Approved: September 16, 2009; Amended May 1, 2010; June 22, 2017

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.

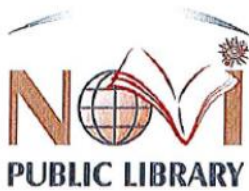
- Materials must be donated to the Library and submitted to the Director.
- Materials should be written or spoken in English so that they can be enjoyed by the entire community.
- International materials (not written/spoken in English) will be considered for the collection if proper cataloging criteria 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:

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.

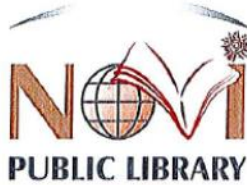
Policy Manual - May, 2010; June, 2017

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 loop at the end of the last name.

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.

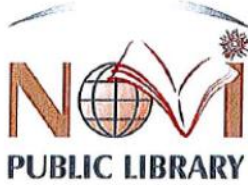
1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creations.
2. Libraries should provide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

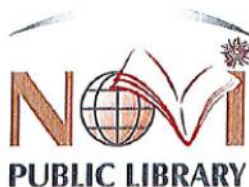
We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these 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.

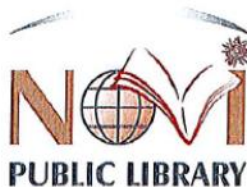
The Library Board, upon request, hears appeals of the Library Director's written response. Appeals must be presented in writing to the Library Board at least ten days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the 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 - May, 2010; June, 2017



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:

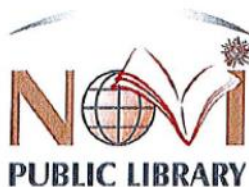
- Physical condition
- Worn, damaged, poorly bound
- Poor content
- Inaccurate, outdated material
- Usage
- Availability
- In alternative formats or through cooperative borrowing agreements

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

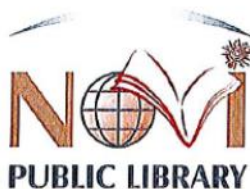
Obsolete, worn out, damaged, or surplus materials and equipment shall be disposed of by the Library staff through the following methods:

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.

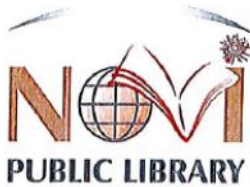
Prospective donors should contact the library to discuss appropriate donations and procedures before dropping off gifts. A general guideline is that materials should be less than three years old. All material should be in good condition. The Library will give a donor a receipt for income tax purposes. 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:

A handwritten signature in black ink that reads "Craig Messerknecht". The signature is written in a cursive style with a large initial "C" and a long horizontal stroke at the end.

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

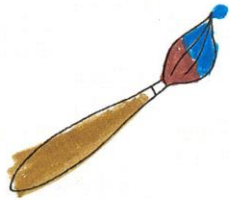
Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees

Policy Manual - May, 2010; June, 2017



THANK YOU!



Student Artist: Pre-K II

Dear Ms. Emily & The Novi Public Library,

Thank you for taking the time to visit our school. We always love having you, and you helped make our 2022 Summer Camp so special! We always love getting to sing the "Hello" and "Goodbye" songs, and how you make us feel like we're apart of the story when you read.

Please come back and visit us again soon!

Sincerely,

The Goddard School of Novi

From: icubeteam@novilibrary.org <icubeteam@novilibrary.org>

On Behalf Of Jason Simpson

Sent: Tuesday, October 04, 2022 1:49 PM

To: icube@novilibrary.org

Subject: Thank you for your support

Hello,

I just wanted to thank the icube team for helping me to cut and re-cut the decals for my bike project.

I think it turned out great and your team and having access to these tools was a huge help!

Thank you!

Jason Simpson

To: Jason Simpson

From: Julie Farkas

Date: 10/04/22

Jason-

Thank you so much for reaching out! I appreciate you recognizing our team and acknowledging the help they provided to you.

Thank you for using the iCube and supporting the Library!

Julie Farkas, Library Director



32 Years – 1990-2022



Novi Oaks Charter Chapter

5236 Oak Hill Trail
Commerce, MI 48382
Phone: 248-330-6315

NoviOaksABWA@gmail.com

www.novi-abwa.org
Tax ID: 38-2951425

Dinner meetings held on the second Wednesday of every month. Visit our website for details and to register.

ABWA MISSION

To bring together businesswomen of diverse occupations and to provide opportunities for them to help themselves and others grow personally and professionally through leadership, education, networking support and national recognition.

Vision Statement

Novi Oaks Charter Chapter educates and empowers women by supporting them to achieve their personal best.

Thank you, Julie! We are enjoying meeting at the library, too. Marcia

NOVI OAKS CHARTER CHAPTER

AMERICAN BUSINESS WOMEN'S ASSOCIATION
CHAPTER FOUNDED JANUARY 29, 1990
NOVI, MICHIGAN

October 14, 2022

Ms. Julie Farkas, Director
Novi Public Library
45255 W. Ten Mile Road
Novi, MI 48375

Dear Julie:

We are writing to thank you and to let you know the results of our 17th Annual Autumn Brunch With Auction, held on Saturday, October 1, 2022. Your donation of the Novi Library Basket full of goodies, valued at \$50.00, helped us raise just over \$13,000 for scholarships and education. Thank you for your continued support of our efforts.

In 2022, we awarded two \$2,000 Impact Scholarships to women who are U.S. citizens residing in Michigan and attending any college or university (3.0 GPA or higher). We also awarded the \$1,000 Bettie Archer Johnson Scholarship through Madonna University.

Please let others know about our scholarship opportunities, details of which can be found on our website at www.novi-abwa.org/scholarships-education. Applicants from seniors in high school through doctoral candidates are eligible. The application process for 2023 will open on December 1, 2022, with the scholarships being presented in July of 2023.

Our chapter also offers the Business Skills Tuition Reimbursement program for non-college training and helps pay for training of our chapter members at our ABWA national and regional conferences.

Membership in ABWA is only \$139 per year (including \$24 local chapter dues), and only \$50 for students. Membership in ABWA is an investment in a brighter future for its members.

Our best to you and your friends and family for blessed holidays and your continued success in 2022 and 2023.

Sincerely,

The Novi Oaks Charter Chapter members and our Auction Co-Chairs:

Christina B. Struwe

Christina B. Struwe

Marcia L. Green

Marcia L. Green

Sheryl L. Mayer

Sheryl L. Mayer

The Novi Oaks Charter Chapter of ABWA

Novi Public Library

THANK YOU for supporting the 17th Annual **Autumn Brunch With Auction**
Raising just over \$13,000 for Scholarships and Education

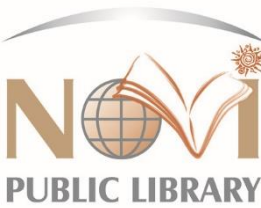


Christina B. Struwe
Christina B. Struwe

Marcia L. Green
Marcia L. Green

Sheryl L. Mayer
Sheryl L. Mayer

and all of the members of the Novi Oaks Charter Chapter of the American Business Women's Association

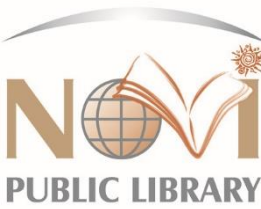


Library Board Calendar

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, Novi Public Library (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), Novi Public Library ** 1 week in advance due to the holiday
December 21	Library Board Regular Meeting (Thursday), Novi Public Library ** 1 week in advance due to the holiday

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

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

Approved August 25, 2022