



**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Thursday, December 21, 2023  
at 7:00 p.m.  
Location: Novi Public Library

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

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

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

**Pledge of Allegiance**

**Roll Call by Secretary, Brian Bartlett**

- 1. Trustees: Bartlett, Cherukuri, Crawford, Dooley, Gawalapu, Gurumurthy and Sturing;  
Student Representatives: DeMore and Dohadwala

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

**Consent Agenda**

- 1. Approve Minutes of: November 16, 2023 Regular Board Meeting.....5-12
- 2. Approve Claims and Warrants of:
  - A. Accounts 271 and 272 (#633) ..... 13-16

**Presentations**

- A. Recognition of Years of Service and Dedication to Pauline Druschel and Margi Karp-Opperer for the Senior Book Discussion Program, in existence at Novi Pubic Library for over 30 years, the longest running discussion program.....16

**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 – November 2023 ..... 17-18
2. President's Report (Mark Sturing)
  - A. Approved 2022-2023 Annual Report.....19-24
  - B. President's comments, Trustee experiences and involvement
3. Treasurer's Report (Sreeny Cherukuri)
  - A. 2023-2024 Library Budget Fund 271 .....25-27
  - B. 2023-2024 Contributed Fund Budget 272 .....28
  - C. Financial Report November 2023.....29
  - D. Library Fund 271 Expenditure & Revenue Report as of November 30, 2023..... 30-33
  - E. Library Fund 272 Contributed Fund as of November 30, 2023..... 33-34
  - F. Balance Sheets for Funds 271 and 272 as of November 30, 2023.....35-36
4. Director's Report (Julie Farkas) ..... 37-40
  - A. Information Technology Report (Jeffrey Smith) ..... 41-44
  - B. Facilities Report (Keith Perfect) ..... 45
  - C. Information Services Report (Hillary Hentschel) ..... 45-52
  - D. Support Services Report (Maryann Zurmuehlen) ..... 52-53
  - E. Library Usage Statistics..... 54-63
  - F. Friends of Novi Library - .....N/A
  - G. City of Novi Historical Commission – Minutes: Oct. 18, 2023; Agenda: Nov. 15, 23 .. 64-66

## 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.

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## Committee Reports

1. **Policy Committee:** Review current public policies for the Library  
(Chair: Sturing, Bartlett and Gawalapu, Staff Liaison – Julie Farkas)
  - No Meeting Held) .....N/A

**GOALS 2022-2023: (NEED NEW GOALS)**

  1. Continued review of public policies
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals  
(Chair: Crawford, Dooley, Staff Liaison – Julie Farkas)
  - No Meeting held.....67

**GOALS 2022-2023: (NEED NEW GOALS)**

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

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation  
 (Chair: Cherukuri, Bartlett, Sturing, Staff Liaisons – Julie Farkas)
  - Meeting held on: November 28, 2023 .....67

**GOALS 2022-2023: (NEED NEW GOALS)**

  1. Review Financial Plan
  2. Library Endowment/Foundation investigation
  3. Salary Comparison and review – **COMPLETED**
  
4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities  
 (Chair: Gurumurthy, Dooley, Staff Liaisons – Julie Farkas & Dana Brataniec)
  - Meetings held: November 13<sup>th</sup> and December 7<sup>th</sup> .....67-69

**GOALS 2022-2023: (NEED NEW GOALS)**

  1. Continuing support with Friends of Library; more board presence at their events
  2. Marketing Plan Update pending the new Strategic Plan
  3. Marketing efforts put in place for the Strategic Plan
  
5. **Strategic Planning Committee:**  
 (Chair: Bartlett, Gurumurthy, Crawford, Staff Liaison – Julie Farkas).
  - No Meeting held .....70
  - Library staff met on October 11<sup>th</sup>, and will meet again on November 15<sup>th</sup> to continue brainstorming for the 12-month plan.
  
6. **Building & Grounds Committee:**  
 (Chair: Gawalapu, Sturing, Cherukuri, Staff Liaison – Julie Farkas)
  - No meeting held .....70

**GOALS 2022-2023: (NEED NEW GOALS)**

  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: Bartlett, Sturing, Gawalapu, Staff Liaison – Julie Farkas)
  - 2<sup>nd</sup> reading of the Bylaw suggested changes ..... 70-82

**GOAL 2022-2023: (NEED NEW GOAL)**

  1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed.
  
8. **DEI: Diversity, Equity and Inclusion Committee**  
 (Chair: Dooley, Gurumurthy, Crawford, Staff Liaison – Julie Farkas)
  - Meeting scheduled for December 27, 2023. ....82

**GOALS 2022-2023: (NEED NEW GOALS)**

  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 new NPL Strategic Planning

**Closed Session**

1. No Session for December 21, 2023
2. Session planned for Library Director Mid-Year Review on January 25, 2024 administered by the HR Committee

Motion to Adjourn into Closed Session

**Matters for Library Board Action**

- A. Approve changes to the BYLAWS OF THE CITY OF NOVI LIBRARY BOARD NOVI PUBLIC LIBRARY (2<sup>nd</sup> Draft) ..... 77-82

**Communications**

1. N/A

**Adjournment**

**Supplemental Information**

- Library Closings 2023 and 2024.....83-84
- Library Board Calendar 2024.....85

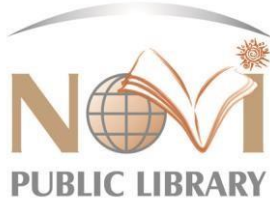
**2023 Future Events:**

- Friends of Novi Library – NO MEETING in December
- 12/20: City of Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- **CHANGE: 12/21: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library**
- **12/23 – 12/25: LIBRARY CLOSED for Christmas Holiday**
- **12/30 – 12/31: LIBRARY CLOSED for New Year’s Holiday**
- **1/1/24: LIBRARY CLOSED for New Year’s Day**
- 1/18/24: 1<sup>st</sup> Library Board Budget Meeting at 5:30pm, Novi Public Library (dinner at 5pm)
- 2/1/24: 2<sup>nd</sup> Library Board Budget Meeting at 5:30pm, Novi Public Library (dinner at 5pm)
- **CHANGE: 2/15/24: Library Board Budget Approval Meeting at 7pm, City of Novi, City Chambers**

**Inform. Inspire. Include.**

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

<http://www.novilibrary.org>



**Library Board of Trustees – Regular Meeting  
Initial Draft - MINUTES  
November 16, 2023, 7 PM  
Novi Public Library**

**Call to Order by President Mark Sturing**

Novi Public Library – Whole Meeting Room  
Called to order by President Mark Sturing at 7:00 PM

**Pledge of Allegiance**

The Pledge of Allegiance was recited

**Roll Call by Vice-President Crawford**

**Library Board – 7 board members were recorded present**

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

**Student Representatives**

- Alexandra DeMore
- Alyna Dohadwala

**Library Staff**

- Julie Farkas, Director

The Novi Library Board welcomes new Student Representatives Alexandra DeMore and Alyna Dohadwala to the board meeting.

**Approval of Agenda**

**Motion:** To approve the Agenda as presented (pages 1-4 of the board packet)

Motion for Approval – 1<sup>st</sup> – Trustee Gawalapu  
2<sup>nd</sup> – Trustee Crawford

**Motion passes – 7-0**

**Consent Agenda**

- 1. Approve Minutes of: October 26, 2023 Regular Board Meeting .....5-13
- 2. Approve Claims and Warrants of:
  - A. Accounts 271 and 272 (#632).....14-17

**Motion:** To approve the Consent Agenda as presented

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

**Motion passes – 7-0**

**Presentations**

- A. 2022-2023 Annual Report Presentation by Dana VanOast - Draft  
 copies provided to board at the meeting – included in the  
 Addendum

Dana reviewed the proposed Annual Report including Library metrics. In the past year digital checkouts increased as did visits to the Library and participation in programs. The Summer Reading Program had 12 percent more participants, and student participation at the Library increased considerably.

**Trustee Gurumurthy:** Thanked Dana for her effort and discussed the participation of the Marketing Committee in this process.

**Public Comment**

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No Public Comment

**Reports**

- 1. Student Representatives Report.....18-24
- 2. President’s Report (Mark Sturing)
  - A. President’s comments, Trustee experiences and involvement.....25
- 3. Treasurer’s Report (Sreeny Cherukuri)
  - A. 2023-2024 Library Budget Fund 271 .....26-28
  - B. 2023-2024 Contributed Fund Budget 272 .....29

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4. Director's Report (Julie Farkas) .....	38-48
A. Information Technology Report (Jeffrey Smith).....	49-51
B. Facilities Report (Keith Perfect).....	52
C. Information Services Report (Hillary Hentschel).....	52-63
D. Support Services Report (Maryann Zurmuehlen).....	64-65
E. Library Usage Statistics.....	66-75
F. Friends of Novi Library: Agenda 11/8/2023, Minutes 9/13/2023.....	76-78
G. City of Novi Historical Commission: Minutes 9/20/2023.....	79-80

**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.

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No Public Comment

**Committee Reports**

1. **Policy Committee:** Review current public policies for the Library  
 (Chair: Sturing, Bartlett and OPEN, Staff Liaison: Julie Farkas)  
 Staff Committee: Julie Farkas, Betty Lang, Dana VanOast, and Hillary Hentschel  
 No Meeting Held  
 New Policies: Programming (Draft 2).....81-83

**GOALS 2022-2023: (NEED NEW GOALS)**

1. Continued review of public policies
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals  
 (Chair: Crawford, Dooley, Staff Liaison: Julie Farkas)  
 Meeting Held: November 3.....84

**GOALS 2022-2023: (NEED NEW GOALS)**

1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
2. Implement human resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth, and retention

3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library

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

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

· No Meeting Held

· **GOALS 2022-2023: (NEED NEW GOALS)**

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: Gurumurthy, Dooley, Staff Liaisons: Julie Farkas and Dana VanOast)

· Meeting Held: November 8 .....84-92

· Next Meetings: November 13 and December 7

**GOALS 2022-2023: (NEED NEW GOALS)**

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, Gurumurthy, Crawford, Staff Liaison: Julie Farkas)

· No Meeting Held.....93

6. **Building & Grounds Committee:**

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

· Café Lease .....93-103

**GOALS 2022-2023: (NEED NEW GOALS)**

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: Bartlett, Sturing, Gawalapu, Staff Liaison: Julie Farkas)

· The Committee has reviewed and is making bylaw changes for three particular areas, information has been reviewed with Library attorney. See information enclosed.....104-116

**GOAL 2022-2023: (NEED NEW GOALS)**



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

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

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

· Meeting Held: November 7.....117

**GOALS 2022-2023: (NEED NEW GOALS)**

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

**Closed Session**

No Closed Session

**Matters for Library Board Action**

1. Approve the 2022-2023 Annual Report for Novi Public Library (Copies provided at meeting)

**Director Farkas:** As presented there are a few double checks of numbers and statistics, but the report is essentially complete. The Library would like to present in December.

**Trustee Bartlett:** Proposed a motion that approves the report and allows Library staff to make small revisions based on their proofreading that don't materially change the direction or message of the report.

**Motion:** To approve the 2022-2023 Annual Report allowing Library staff to proofread and make minor edits for presentation.

1<sup>st</sup> – Trustee Bartlett  
2<sup>nd</sup> – Trustee Gurumurthy

**Motion passes – 7-0**

2. Approve NEW policy: Programming Policy (2<sup>nd</sup> Draft).....81-83

**Director Farkas:** This is the policy first presented in October. It applies to programs and presentations held at the Library.

**Motion:** To approve the Programming Policy as presented (a new policy).

1<sup>st</sup> – Trustee Dooley  
2<sup>nd</sup> – Trustee Crawford

**Motion passes – 7-0**

3. Approve updates to the Lease Agreement for Library Café Services with Novi Community School District effective 12/1/2023 – 11/30/2024.....94-103

**Director Farkas:** Most of this agreement is unchanged. Changes are highlighted in yellow in the document with the primary statement allowing for the Café to operate with \$0 rent through November 2024. The Café represents a food service training opportunity for special needs students and is popular with students in the afternoon. Patrons may notice line control policies used primarily during teen use in the afternoon.

**Trustee Sturing:** Discussed how the Café was a benefit discussed from the inception of the new building. If the Library doesn't make money on it, it still benefits the Library.

**Trustee Gurumurthy:** Discussed possible menu changes and whether there might be catering opportunities for Library events.

**Director Farkas:** Briefly discussed the Café's catering opportunities as they were often closed in evenings during evening presentations.

**Motion:** To approve updates to the Lease Agreement for Library Café Services with Novi Community School District effective 12/1/2023 – 11/30/2024

1<sup>st</sup> – Trustee Crawford

2<sup>nd</sup> – Trustee Gawalapu

**Motion passes – 7-0**

- 4.Approve changes to the Bylaws of the City of Novi Library Board (1<sup>st</sup> Draft).....111-116

**Trustee Bartlett:** Discussed the changes in the bylaws. The changes are segmented into three key areas upon which the board needs to discuss. The segments are discussed in the packet. In brief they are:

1. Changes that the board has implemented but for whatever reason have not been properly updated in the bylaws. These include acknowledgement of the Open Meetings Act, public comment, and establishment of DEI as a standing committee.
2. Discussion of board transition. A discussion of difficulties and delays associated with new board member appointment. Discussions that have occurred with City staff and the attorney to make that process more effective and efficient.
3. Changes in the secretarial position. Library staff will be resuming responsibilities closer to the old bylaws.

**Trustee Cherukuri:** Reviewed the statements in Article One regarding Open Meetings

Statements and MLA statements. The sentence regarding intellectual freedom was one MLA suggestion. He proposed specifically truncating the sentence after "championing the cause of intellectual freedom". Decisions are made on materials and any decision for or against could face the censorship label from either side of the political spectrum.

**Trustee Sturing:** Had no problem with the statement as the source were MLA suggestions, not requirements and the objective of the statement is essentially unchanged.

**Trustee Bartlett:** Suggested we track friendly amendments and can propose them all when we finish discussing all the various points.

**Trustee Crawford:** Indicated the amendment truncating the statement didn't change the primary intent of the intellectual freedom statement and the mission of the Library.

**Director Farkas:** Discussed the changes in secretarial duties. With this modification, a staff member would be available in January to assume the duties as before.

**Trustee Bartlett:** Indicated that the current format of the minutes should be used as a model as they have guided the board for the last 19 months. Previously minutes were taken in "stenographer" mode with an attempt to capture every statement that was made. This is not only unnecessary per MLA and Open Meeting rules, but is redundant as most meetings are available on video.

**Motion:** Approve changes to the Bylaws of the City of Novi Library Board (1<sup>st</sup> Draft) modifying "The Library Board has the responsibility of championing the cause of intellectual freedom which includes fighting censorship efforts" to "The Library Board has the responsibility of championing the cause of intellectual freedom."

1<sup>st</sup> – Trustee Crawford

2<sup>nd</sup> – Trustee Gawalapu

**Motion passes – 7-0**

## **Communications**

None

## **Adjournment**

**Motion:** Motion to adjourn at 8:33 PM

1<sup>st</sup> – Trustee Cherukuri

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

**Motion Passes – 7-0**

**Supplemental Information**

- Library Board Calendar 2023 and 2024.....118-119
- Library Closings 2023 and 2024 .....120-121

**2023 Future Events:**

- Friends of Novi Library – NO MEETING in December
- 12/20: City of Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- **CHANGE: 12/21: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library**
- **11/22: Library Closes at 5pm for Thanksgiving Holiday**
- **11/23-11/24 LIBRARY CLOSED for Thanksgiving Holiday**
- **12/8: Library Closes at 5pm for City of Novi Employee Appreciation Event**
- **12/23 – 12/25: LIBRARY CLOSED for Christmas Holiday**
- **12/30 – 12/31: LIBRARY CLOSED for New Year’s Holiday**
- **1/1/24: LIBRARY CLOSED for New Year’s Day**
- 1/18/24: 1<sup>st</sup> Library Board Budget Meeting at 5pm, Novi Public Library
- **1/25/24: Library Board of Trustees Regular Meeting at 7pm, City of Novi, Council Chambers**
- 2/1/24: 2<sup>nd</sup> Library Board Budget Meeting at 5pm, Novi Public Library
- **2/15/24: Library Board of Trustees Budget Approval Meeting at 7pm, Novi Public Library**

**WARRANTS**

<b>Warrant 633</b>	<b>271 Accounts</b>	<b>December 2023</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Smart Business	planner	271-000.00-727.000	\$ 67.61
Quill	Folders, Paper, staples	271-000.00-727.000	\$ 141.40
Stamps	monthly subscription CC	271-000.00-728.000	\$ 19.99
United States Postal Service	Yearly Marketing Mail, postage	271-000.00-728.000	\$ 476.00
Knight Watch	Burglar Alarm Monitoring; Nov-Jan	271-000.00-734.000	\$ 210.00
Library Market	library calendar	271-000.00-734.000	\$ 4,000.00
Patron Point	Credit Memo	271-000.00-734.000	\$ (500.00)
Amazon	USB Hub	271-000.00-734.500	\$ 606.46
Apple	Apple Developer CC	271-000.00-734.500	\$ 0.99
CDW-G	CTA Digital case	271-000.00-734.500	\$ 70.20
City of Novi	Circulation desk - testing CC	271-000.00-734.500	\$ 9.50
Envisionware	cable	271-000.00-734.500	\$ 392.27
FS.com	fibre install CC	271-000.00-734.500	\$ 80.00
Petty Cash	Credit Card reader - J.Smith	271-000.00-734.500	\$ 1.00
Sehi Computer Products	Catalyst	271-000.00-734.500	\$ 2,088.88
Tech Logic	Power flex	271-000.00-734.500	\$ 567.50
Amazon	Toner Cartridge	271-000.00-740.000	\$ 291.39
Demco	Pre-inked Stamp, labels	271-000.00-740.000	\$ 109.08
Label Value	Dymo CD/DVD labels CC	271-000.00-740.000	\$ 95.85
Metcom	RFID Tags Block Combo	271-000.00-740.000	\$ 11,000.00
Amazon	742.221	271-000.00-742.000	\$ 1,403.02
Baudville	Notebooklet CC	271-000.00-742.000	\$ 251.95
Bandibooks	742.6	271-000.00-742.000	\$ 426.63
Brodart	Library books	271-000.00-742.000	\$ 12,446.33
Center Point	Library books	271-000.00-742.000	\$ 382.92
Gale/Cengage	Library books	271-000.00-742.000	\$ 166.54
Rosen Publishing	742.912;742.970	271-000.00-742.000	\$ 3,682.53
Tsai Fong	742.802	271-000.00-742.000	\$ 241.54
Amazon	Lending Library	271-000.00-742.010	\$ 936.89

Baker & Taylor	Lending Library	271-000.00-742.010	\$ 366.27
Brodart	Lending Library	271-000.00-742.010	\$ 417.28
Center Point	Lending Library	271-000.00-742.010	\$ 241.50
Gale/Cengage	Lending Library	271-000.00-742.010	\$ 58.38
Amazon	744.53	271-000.00-744.000	\$ 79.96
Baker & Taylor	744.52	271-000.00-744.000	\$ 2,260.05
Library Ideas	744.4	271-000.00-744.000	\$ 478.28
Midwest Tape	744.3	271-000.00-744.000	\$ 1,640.28
Hoopla	Advance Digital payment	271-000.00-745.200	\$ 13,000.00
OverDrive	EBook	271-000.00-745.200	\$ 5,581.29
MCLS	Library Premium	271-000.00-745.300	\$ 5,632.03
The New York Times	Group Subscription 10/25/23 - 10/22/24	271-000.00-745.300	\$ 2,428.34
Zoobean	Beanstalk - 7/1/23 to 6/30/24	271-000.00-745.300	\$ 2,750.00
Spectrum	CM	271-000.00-801.925	\$ (157.14)
Foster Swift	October	271-000.00-806.000	\$ 376.00
Rosati, Schultz	October	271-000.00-806.000	\$ 792.50
Envisionware	coin box updates	271-000.00-816.000	\$ 900.00
Knight Technology	Troubleshoot and upgrade firewall	271-000.00-816.000	\$ 2,362.50
Professional Building Services	September, October , November2023	271-000.00-817.000	\$ 14,832.13
AT&T	Oct 23 - Nov 22,2023	271-000.00-851.000	\$ 743.65
T Mobile	due 12/17/23	271-000.00-851.000	\$ 1,047.57
Telnet	due on 12/5/23	271-000.00-851.000	\$ 1,029.07
Verizon	Oct and Nov	271-000.00-851.000	\$ 991.00
Petty Cash	Mileage	271-000.00-862.000	\$ 38.16
S.O'Leary	Ex Libris - Tour of International Materials	271-000.00-862.000	\$ 69.50
Muniweb	Website	271-000.00-880.000	\$ 3,751.00
Novi Community Schools	Gift Card	271-000.00-880.000	\$ 25.00
Amazon	Programming	271-000.00-880.268	\$ 303.00
Kroger	Apple Cider CC	271-000.00-880.268	\$ 41.91
Chicago Books	2024 PLA Early Literacy Calendar	271-000.00-880.268	\$ 21.59
Meijer	Las Vegas Concert CC	271-000.00-880.268	\$ 54.37
Northville Cider Mill	programming CC	271-000.00-880.268	\$ 135.00
Oriental Trading	programming	271-000.00-880.268	\$ 328.22
Petty Cash	Programming	271-000.00-880.268	\$ 12.94
Sam's	Programming	271-000.00-880.268	\$ 165.86
D.VanOast	Alfoccino's Restaurant-On the Road	271-000.00-880.271	\$ 1,774.20
Walmart	On the road bus trip CC	271-000.00-880.271	\$ 76.23
Whole Hearted Winery	Girls Night Out CC	271-000.00-880.271	\$ 250.00
Canon	Meter Usage	271-000.00-900.000	\$ 657.61
DTE	due on 12/13/23	271-000.00-922.000	\$ 7,814.24
Adventure Window Cleaning	Exterior/Interior Window Cleaning	271-000-00-934.000	\$ 2,100.00

Aero Filter	due 12/8/23	271-000.00-934.000	\$ 1,557.45
Allied Building	air handler, Inspection of heating units	271-000-00-934.000	\$ 2,085.00
Amazon	supplies	271-000-00-934.000	\$ 250.25
American Fireplace	Service & full safety check	271-000-00-934.000	\$ 365.00
Anago	Deep clean & disinfect bathroom	271-000-00-934.000	\$ 420.00
Batteries Plus	COT10119	271-000-00-934.000	\$ 212.67
Dalton	Monthly carpet maintenance	271-000-00-934.000	\$ 225.00
Grainger	supplies	271-000.00-934.000	\$ 18.32
Home Depot	supplies	271-000-00-934.000	\$ 140.17
image360	Handicapped sticker	271-000-00-934.000	\$ 32.00
Imperial Dade	supplies	271-000-00-934.000	\$ 1,627.34
Library Design	Window Signs	271-000-00-934.000	\$ 840.00
North Star	October and November	271-000.00-934.000	\$ 558.56
Saturn Printing	Floor Decal CC	271-000.00-934.001	\$ 166.78
Solution Control Services	Commercial Control Services	271-000.00-934.000	\$ 926.00
Voss	11/10/23	271-000.00-934.000	\$ 1,409.50
Precise	Data plan	271-000.00-935.000	\$ 25.00
Brien's	Landscape & lawn	271-000.00-936.300	\$ 5,320.28
SCA	parking lot sweeping	271-000.00-936.300	\$ 83.10
Canon	lease	271-000.00-942.000	\$ 1,010.00
Corrigan	Storage	271-000.00-942.100	\$ 25.93
ALA	Collection Development crash course CC	271-000.00-956.000	\$ 333.60
Cracker barrel	Dinner CC	271-000.00-956.000	\$ 43.92
Country Inn	Parking refund CC	271-000.00-956.000	\$ (63.00)
Get Go	fuel CC	271-000.00-956.000	\$ 30.95
Hyatt Regency	Room CC	271-000.00-956.000	\$ 663.39
Hyatt Regency	Eagle's Nest Dinner CC	271-000.00-956.000	\$ 62.00
Kroger	Incidentals CC	271-000.00-956.000	\$ 83.30
Marathon	beverages CC	271-000.00-956.000	\$ 5.09
Maryann Zurmuehlen	LMCC 2023 - Mileage	271-000.00-956.000	\$ 399.88
McDonald's	Breakfast CC	271-000.00-956.000	\$ 36.34
MCLS	Just enough to be dangerous	271-000.00-956.000	\$ 230.00
MLA	16577; \$50.00 for Jenna	271-000.00-956.000	\$ 100.00
MSU	HR talent strategy CC	271-000.00-956.000	\$ 1,150.00
Oakland Literacy	Adult literacy CC	271-000.00-956.000	\$ 175.00
Ohanalulu	donuts CC	271-000.00-956.000	\$ 11.34
Panera	Breakfast CC	271-000.00-956.000	\$ 23.05
Paynes Restaurant	Lunch CC	271-000.00-956.000	\$ 44.74
Petty Cash	Lakeland Library	271-000.00-956.000	\$ 25.00
Spaces	Parking CC	271-000.00-956.000	\$ 115.25
ST. Elmo	Dinner CC	271-000.00-956.000	\$ 62.00

Starbucks	Breakfast CC	271-000.00-956.000	\$ 41.70
Taco Bell	Lunch CC	271-000.00-956.000	\$ 16.47
<b>TOTAL 271</b>			<b>\$ 136,024.61</b>

<b>Warrant 633</b>	<b>272 Accounts</b>	<b>December 2023</b>	
Amazon	horse books	272-000.00-742.230	\$ 99.16
Brodart	books	272-000.00-742.230	\$ 31.43
Amazon	present for Margi Pauline	272-000.00-742.236	\$ 65.90
Briarwick	Staff appreciation CC	272-000.00-742.236	\$ 579.60
Busch's	Thank you lunch CC	272-000.00-742.236	\$ 303.90
Lands' end	staff logo wear CC	272-000.00-742.236	\$ 2,216.04
Nothing Bundt cakes	Staff recognition CC	272-000.00-742.236	\$ 130.00
Amazon	iCube	272-000.00-976.046	\$ 727.93
Cricut	Yearly Cricut Access CC	272-000.00-976.046	\$ 95.88
The Library Network	WIFI indoor systems	272-000.00-976.143	\$ 17,562.89
<b>TOTAL 272</b>			<b>\$ 21,812.73</b>



Pauline Druschel and Margi Karp-Opperer have announced that they will be stepping down from the Senior Book Discussion at the end of this year, ending their long-time employment at the Novi Public Library. Pauline retired as Assistant Director of NPL in 2003, but has been facilitating the Senior Book Discussion since 1990. Margi retired as Assistant Director of Public Service in 2015 and returned to assist with the book discussion shortly thereafter.



Many years ago, in honor of Pauline's years of service to the Library, the Druschel Collection was formed to showcase the books selected by her for the Senior Book Discussion. This collection has now been interfiled in the main Adult Fiction, Non-Fiction and Biography collections with a Druschel sticker. Staff and guests can use the sticker and its accompanying book list to identify their next book club (or personal) read. You can now find that [list](#) on our website on the [Adult Book Lists page](#).

Please join us in wishing Pauline and Margi well in their future endeavors and thanking them for all of their contributions to NPL

### **November 2023 Library Board Student Representatives Report**

By: Alexandra DeMore and Ayna Dohadwala (Student Representatives)  
and Lindsay Gojcaj (Library Staff Liaison)

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

The Tail Waggin' Reading Buddies program was held on November 15. Youth and tweens in grades K-6 were able to read to therapy dogs for about 10 minutes in a safe and non-judgmental space. The aim of this program is to strengthen and encourage reading skills and instill a love for reading in these kids. (Attendance = 10)

The Fall Egg Carton Wreath program was held on November 28. Tweens enjoyed a craft of turning egg cartons into fall-themed wreaths. (Attendance = 5)

Update from the October 2023 report regarding attendance:

- The NO-VI Chess Club: All Skill Levels program was held on October 19. (Attendance = 50)
- The Tail Waggin' Reading Buddies program was held on October 25. (Attendance = 5)

#### **Teen Space Update:**

Aiden Palmer (Teen Space Monitor) comments:

During November 2023, there were 1,169 guests who visited Teen Space.

The total weekly Teen Space stats for November 2023 are:

- 11/1-11/3 = 258
- 11/6-11/10 = 137
- 11/13-11/17 = 358
- 11/20-11/24 = 132
- 11/27-11/30 = 284

Teen Space was not in session on the following dates:

- 11/6-11/8 -- No Teen Space due to Election Day and relevant set-up and tear-down
- 11/22-11/24 -- No school due to Thanksgiving break

Even with six days of no Teen Space this month, we still had over a thousand teens visit! This month, we had our first combined program with Novi Community Coalition (NCC) on November 2, and it was a great success. On November 16, Taylor (Youth and Teen Programming Assistant) helped Aiden with Cider and Donut Day, which was also a success -- we had over 100 teens visit that day! Finally, we had two groups of students give HOSA presentations at various points this month as well.

Student Representatives comments:

Teens continue to come to Teen Space to hang out with their friends, study, or just chill. In addition to these normal activities, a HOSA group presented about anorexia awareness. This was interesting because this means that Teen Space is being seen as a place to reach other teens

for other purposes. It just goes to show how Teen Space continues to be popular among high school students!

### Teen Advisory Board (TAB) Update:

The third TAB Meeting of the 2023-2024 school year was held on November 17. The meeting started with an introductory icebreaker about plans for Thanksgiving break. We are working on our second community service project this year. From December 4-22, we are hosting a slipper donation drive with a donation box in the lobby at the Library. The remainder of our meeting was spent making cards that will be distributed with the slippers. Below are some of the cards our creative members made! In addition to this, the meeting wrapped up with a few fun games of Pictionary. (Attendance =12)



### Upcoming Programs:

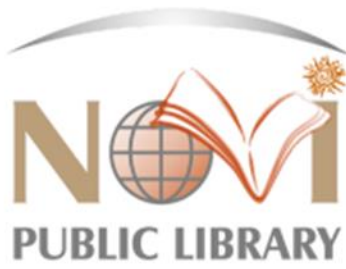
- Teen Space (grades 7-12) – Monday through Friday except January 1-7 (due to no school at Novi High School), 2:45-5pm
- Camp Half-Blood Party (grades 4-12) – January 9, 6:30-8pm
- NO-VI Chess Club (ages 5+) – January 11, 7-8:30pm
- SAT Practice Test courtesy of College Tutors (grades 9-12) – January 13, 1-5pm
- Tween Slime Party (grades 4-8) – January 17, 7-8pm
- Teen Advisory Board (TAB) Meeting (grades 9-12) – January 19, 3:30-4:30pm
- Tail Waggin' Reading Buddies (grades K-6) – January 24, 6:30-7:30pm
- Hackathon Coding Workshop for Tweens and Teens (grades 7-12) – January 31, 6:30-8pm

### Teen Stop Featured Display:

In honor of the new Hunger Games movie being released later this month, the November Teen Stop display featured dystopias. Please note that this display also included The Hunger Games movies and a few tween titles.



**PRESIDENT'S REPORT**



# ANNUAL REPORT

Fiscal Year 2022- 2023



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

## Regaining The High Ground

This past year, we have seen a great recovery at the Novi Public Library from the events during the pandemic and thereafter. I am happy to report that the Library has returned to full staffing levels with some promotions and new hires. Although we reduced some Sunday hours this past summer to address the shortage of staff, we do not anticipate having to do that in the future. Even during a time of short staff, the Library continued its extensive programs and increased its book and media loans and attendance levels. In the month of July, over 1,700 patrons entered the Library on an average daily basis due in part to electrical and power outages in the area. The Library averages 60,000 checkouts per month.

The Library Board engaged a consultant, Rethinking Libraries, to help create a long-term strategy to plan for the anticipated needs and to serve the existing and changing needs of Novi residents. I thank you if you participated in any of the surveys or the community focus group sessions to help formulate those long-term strategies.

It has become clear now that the Library is fully staffed and with high demand for its services, the annual budget surplus in the past will slowly become annual budget deficits in the future. The Library has been very fortunate that with years of surplus, a healthy reserve has accumulated to operate with some deficits in the next few years and still provide its first class services to the community. Although the Library building may look brand new, thanks to its dedicated staff, it is now over 13 years old and will require various capital replacements and repairs in the future. We look forward to finding new funding sources to continue and expand first class services which the community expects and deserves. This comes at the same time that the current millage, which funds the Library building, will expire.

I have to mention that libraries in general are now unfortunately facing a large number of book challenges and proposed book bans. The Novi Public Library has been proactive and continues to update its policies. Staff has attended several training seminars to properly deal with these ongoing issues in libraries.

I wish to thank my fellow dedicated Library Board Trustees. Director Farkas, Friends of the Novi Public Library, the entire Library staff, supportive residents and businesses, the immense support and assistance of City staff, City Council and Mayor Gatt for making the Novi Public Library one of the best and true gems in the City of Novi.

If you do not have a library card in your wallet or on your phone, I urge you to obtain one today!



*Mark Sturing,  
Library Board President*

# 22/23 BY THE NUMBERS

A snapshot of how our community used their library in 2022-2023



**4,167**  
new library cards issued



**388,677**  
visits to the library

**161,205**



total items in our collection



**36,914**  
program participants

**836,089**



total checkouts

**709,571** physical    **126,518** digital

**560,339**

computer logins



**382**  
meeting room rentals



**490**  
NPL @ Your Door items delivered

**4,080**  
Teen Space visits



**756**

items checked out from Lakeshore Lending Library



**1,956**



summer reading participants

**22,072**



registered library card holders

**2,659**



iCube Makerspace training sessions

**42,314**



books read during summer reading



**\$23,428.56**

raised in program and event sponsorships, in-kind and general donations, and grants

**\$10,000.00**

Community Financial Credit Union  
Lakeshore Lending Library

**\$3,489.57**

general donations 271 account, grants and in-kind donations

**\$5,660.00**

general donations 272 account

**\$4,278.99**

raised in program and event sponsorship



**\$29,620**

friends of NPL donations for programs, services, & technology

# Strategic Planning

In Fall 2022, the Novi Public Library began working with Rethinking Libraries to engage with the Novi community for feedback for a new Five Year Strategic Plan. Feedback was gathered through a survey and multiple focus group sessions.

The following information came from the feedback from Novi residents, local leaders, business owners, partners, and staff, and will guide the Novi Public Library for the next five years. The Library Board approved this work in July 2023.

## Mission

Cultivate Learning  
Inspire Creativity  
Foster Inclusivity

## Vision

A vital community hub  
for enrichment, exploration  
and understanding.



## Values

### Welcoming and Inclusive Environment:

We embrace all voices and value diverse perspectives.

**Community Focus:** We engage through spaces, programs and services to support our community.

**Collaboration:** We explore partnerships to better connect resources and serve beyond our walls.

**Innovation:** We evolve with changing needs and are open-minded and adaptable.

**Learning:** We empower lifelong learners as they discover and cultivate their passions.

**Creativity:** We encourage adventure and wonder in all we do.



## Focus Areas



### Align Funding & Services

Share with the community the current gap between service expectations/needs and funding levels and explore opportunities to align funding to the service needs and expectations of the community.



### Adapt Resources, Services & Facilities

Explore & develop efforts that optimize the quality, usability and community alignment of Library resources and facilities and ensure the community's aware of these resources, services & programs.



### Improve Internal Communications

Improve processes and internal communications and expand decision input across the organization to keep service levels in-line with resources.



### Staff Investment & Retention

Invest more in the Library staff to improve effectiveness, efficiency and job satisfaction to meet the current and future needs of the community.

## Achievements 2022-2023

**Unveiled** new technology in the iCube Makerspace such as a graphics tablet, photo printer, Adobe computers, and more

**Connected** with Novi residents, community leaders, business owners, library partners and staff for feedback about library services strategic planning process to outline the next 5 years of library service

**Received** the Community Builder Award from the Michigan Association for Media in Education (MAME) in August 2022



**Hosted** spring Community Reads with Dr. Devorah Heitner, author of *Screenwise: Helping Kids Thrive (and Survive) in Their Digital World*, in partnership with the Novi Community School District and the Neighborhood Library Association in October 2022

**Opened** a fourth Read Box at Brookfarm Park, in partnership with Willowbrook HOA in May 2023

**Upgraded** library's phone system in December 2022

**Secured** a new AC unit for the server room in January 2023



**Held** first annual Tiny Art Show in April 2023

**Approved** permanently fine free by Library Board in May 2023

**Partnered** with Dear Asian Youth Novi and Parks and Recreation for an AAPI Festival in May 2023

**Increased** accessibility on novilibrary.org with the ReciteMe toolbar, launched June 2023

**Achieved** a Summer Reading Kick Off party that saw 1,400 guests in attendance in June 2023

**Launched** new library app called myLIBRO in June 2023



## Looking Forward 2023-2024

**Introducing** new vision, mission and values statements along with a five year strategic plan

**Hosting** a fall Community Reads event in partnership with the Novi Community School District and the Neighborhood Library Association in October 2023

**Updating** library technology such as WiFi, printers/copiers and security cameras

**Offering** an additional study room to the 2nd floor, bringing the total to 10

12/6/2023

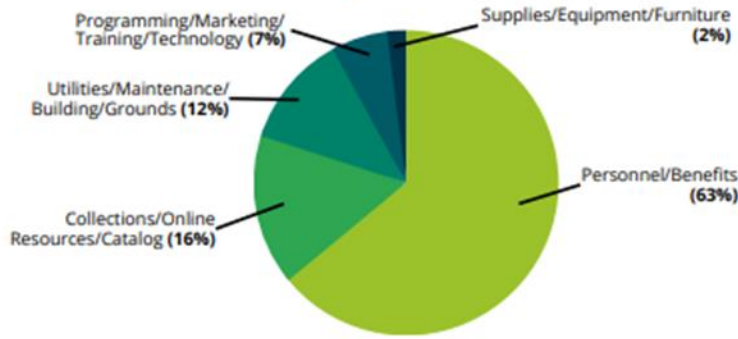




# July 2022- June 2023 Financial Summary

(Audited: October 31, 2023)

## 271 - Library General Fund



Personnel/Benefits (63%)	\$2,172,053.70
Collections/Online Resources/Catalog (16%)	\$549,578.84
Utilities/Maintenance/Building/Grounds (12%)	\$430,158.39
Programming/Marketing/Training/Technology (7%)	\$251,868.08
Supplies/Equipment/Furniture (2%)	\$69,056.77
<b>Total Expenditures</b>	<b>\$3,472,715.78</b>
<b>Total Revenue</b>	<b>\$3,507,953.84</b>
<b>Ending Fund Balance</b>	<b>\$2,598,740.02</b>

## 272 - Library Contributed Fund

<b>Total Expenditures</b>	<b>\$18,399.05</b>
<b>Total Revenue</b>	<b>\$60,930.71</b>
<b>Ending Fund Balance</b>	<b>\$1,698,587.00</b>

## Our Leadership



Mark Sturing  
President



Kathy Crawford  
Vice President



Sreeny Cherukuri  
Treasurer



Brian Bartlett  
Secretary



Priya Gurumurthy  
Trustee



Kat Dooley  
Trustee



Ajeeta Gawalapu  
Trustee



Julie Farkas  
Library Director



Abhay Kakarla  
Student Representative

**FINANCIALS**

2023-2024 Library Budget 271								
1/26/2023 Approved		2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2024-2025	2025-2026
6/22/23 Updated; 1st Qtr. 9/28/23		Audited	Approved	4th Quarter	Approved	1st Qtr.	Projected	Projected
Revenues		6/30/2022	1/27/2022	6/22/2023	1/26/2023	9/28/2023	1/26/2023	1/26/2023
Account	Description							
402.000	Tax Revenue - Current Levy	3,081,796.39	3,209,191.00	3,230,768.38	3,401,742.00	3,401,742.00	3,537,812.00	3,643,947.00
404.003	Tax Revenue - Brownfield B1 08	-59.74	0.00	-324.00	0.00	0.00	0.00	0.00
404.006	Tax Revenue - Brownfield B2 15	-7,282.79	-12,749.00	-5,618.00	-15,299.00	-15,299.00	-18,359.00	-22,031.00
404.007	Tax Revenue - Brownfield	0.00	0.00	-11,204.00				
404.008	Tax Revenue - CIA Cap 2018	-15,037.43	-22,538.00	-22,598.00	-31,553.00	-31,553.00	-41,019.00	-49,223.00
404.009	Tax Revenue - Brownfield	0.00	0.00	-331.00				
404.010	Tax Revenue - Brownfield	0.00	0.00	-94.00				
412.000	Tax Revenue - C/Y Del PPT	-4,648.79	-5,000.00	-6,193.00	-5,000.00	-5,000.00	-5,000.00	-5,000.00
414.000	Tax Revenue - Tax Tribunal Acc	3,500.00	-1,000.00	0.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00
415.000	Tax Revenue - Cnty Chargebk	744.21	2,000.00	-5,800.00	0.00	0.00	0.00	0.00
567.000	State Aid	56,619.13	33,000.00	66,291.75	50,000.00	50,000.00	50,000.00	50,000.00
573.000	State Grants - Local Comm	5,968.34		13,372.71	0.00	0.00	0.00	0.00
658.000	State penal fines	97,789.47	95,000.00	99,226.60	95,000.00	89,070.72	95,000.00	95,000.00
659.000	Library book fees	8,720.61	8,000.00	8,325.00	7,000.00	7,000.00	7,000.00	7,000.00
665.000	Interest on Investments	44,180.81	39,000.00	67,500.00	42,000.00	42,000.00	44,000.00	44,000.00
669.500	Unrealized gain(loss) invest	-117,830.18	1,000.00	10,872.00	5,000.00	5,000.00	10,000.00	10,000.00
674.289	Adult Programming	0.00	2,000.00	4,700.00	2,000.00	2,000.00	2,000.00	2,000.00
674.290	Library Fundraising	12,049.53	4,000.00	2,000.00	4,000.00	4,000.00	4,000.00	4,000.00
674.400	Gifts and donations	1,035.04	1,500.00	3,500.00	1,000.00	1,000.00	1,000.00	1,000.00
675.000	Miscellaneous income	7,121.82	5,000.00	9,500.00	5,000.00	5,000.00	5,000.00	5,000.00
675.100	Copier	84.41	1,000.00	50.00	1,000.00	1,000.00	1,000.00	1,000.00
675.300	Meeting Room	18,532.37	25,000.00	29,500.00	25,000.00	25,000.00	25,000.00	25,000.00
675.404	Novi Township Assessment	6,970.00	7,000.00	7,256.00	7,000.00	7,000.00	7,000.00	7,000.00
675.650	Library Café	6,000.00	6,000.00	0.00	6,000.00	6,000.00	6,000.00	6,000.00
676.100	Insurance Reimbursement	89,230.69	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>		<b>3,295,483.89</b>	<b>3,397,404.00</b>	<b>3,500,700.44</b>	<b>3,598,890.00</b>	<b>3,592,960.72</b>	<b>3,729,434.00</b>	<b>3,823,693.00</b>

2023-2024		2021-2022 Audited	2022-2023 Approved	2022-2023 4th Quarter	2023-2024 Approved	2023-2024 1st Qtr.	2024-2025 Projected	2025-2026 Projected
<b>Expenditures</b>								
<b>Personnel Svcs.</b>								
Account	Description							
704.000	Permanent Salaries	931,808.07	1,039,792.00	1,077,300.00	1,142,000.00	1,395,000.00	1,174,200.00	1,209,400.00
704.100	Severance/Incentive Pay			12,000.00	0.00	0.00	0.00	0.00
704.200	Wages - stipend	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout	0.00	5,000.00	6,056.80	6,000.00	6,000.00	6,000.00	6,000.00
704.250	Final Payout	0.00	0.00	15,000.00	0.00	0.00	0.00	0.00
705.000	Temporary Salaries	623,961.02	725,000.00	645,000.00	810,200.00	720,000.00	856,700.00	882,400.00
706.000	Overtime	802.33	500.00	133.80	500.00	500.00	500.00	500.00
715.000	Social Security	116,783.24	135,000.00	130,000.00	150,000.00	162,000.00	155,860.00	160,500.00
716.000	Insurance	215,480.66	193,000.00	206,000.00	224,100.00	254,000.00	233,064.00	242,387.00
716.200	HSA - Employer Contribution	2,625.00	6,300.00	2,800.00	6,600.00	6,600.00	6,600.00	6,600.00
716.999	Ins. Employee Reimbursement	-36,090.77	-29,775.00	-26,348.74	-33,615.00	-33,615.00	-34,960.00	-36,358.00
718.000	Pension DB Normal Cost	6,156.00	5,795.00	4,700.00	5,795.00	5,795.00	5,795.00	5,795.00
718.010	DB Unfunded Accrued Liability	58,404.00	59,765.00	88,464.00	90,233.00	90,233.00	92,033.00	93,873.00
718.050	Pension - add'l DB Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	31,155.34	48,400.00	54,900.00	49,852.00	55,000.00	51,348.00	52,888.00
719.000	Unemployment Ins	91.64	2,000.00	-3,996.72	2,000.00	2,000.00	2,000.00	2,000.00
717.000	Workers' Comp	1,686.71	1,700.00	1,165.80	1,800.00	1,800.00	1,900.00	2,000.00
<b>Total Personnel Services</b>		<b>1,952,863.24</b>	<b>2,192,477.00</b>	<b>2,215,174.94</b>	<b>2,455,465.00</b>	<b>2,665,313.00</b>	<b>2,551,040.00</b>	<b>2,627,985.00</b>
<b>Supplies and Materials</b>								
Account	Description							
726.400	Daily Cash Over/Under			-9.00				
727.000	Office supplies	12,752.79	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00
728.000	Postage	488.51	2,000.00	5,000.00	2,000.00	2,000.00	2,000.00	2,000.00
734.000	Computer software/licensing	71,847.11	83,000.00	87,500.00	83,000.00	90,000.00	83,000.00	83,000.00
734.500	Computer supplies equip	132,954.83	21,000.00	21,000.00	32,000.00	32,000.00	32,000.00	32,000.00
740.000	Operating supplies	9,873.36	28,000.00	28,000.00	30,000.00	30,000.00	30,000.00	30,000.00
740.010	Gift and Donations expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740.200	Supplies desk, chairs, cabinets	700.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
741.000	Supplies uniforms	422.00	300.00	200.00	500.00	500.00	500.00	500.00
742.000	Library Books	199,639.76	197,000.00	197,000.00	224,000.00	224,000.00	212,000.00	200,000.00
742.010	Library Books - Lending	13,973.37	17,000.00	17,000.00	15,000.00	15,000.00	15,000.00	15,000.00
742.100	Book Fines	672.48	1,000.00	500.00	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	22,471.42	18,000.00	18,000.00	18,000.00	18,000.00	16,000.00	16,000.00
744.000	Audio visual materials	128,743.17	136,000.00	136,000.00	70,300.00	70,300.00	72,100.00	74,200.00
745.200	Electronic media	42,783.60	46,900.00	46,900.00	125,700.00	125,700.00	129,400.00	133,200.00
745.300	Electronic Resources - Online	65,243.18	70,000.00	70,000.00	75,000.00	75,000.00	77,500.00	79,800.00
<b>Total Supplies &amp; Materials</b>		<b>702,565.58</b>	<b>643,200.00</b>	<b>650,091.00</b>	<b>699,500.00</b>	<b>706,500.00</b>	<b>693,500.00</b>	<b>689,700.00</b>

2023-2024 Library Budget 271		2021-2022 Audited	2022-2023 Approved	2022-2023 4th Quarter	2023-2024 Approved	2023-2024 1st Qtr.	2024-2025 Projected	2025-2026 Projected
<b>Services &amp; Charges</b>								
Account	Description							
801.925	Public Information (cable)	741.09	700.00	700.00	850.00	850.00	850.00	850.00
802.000	Data Processing - OnBase	734.34	800.00	800.00	750.00	750.00	750.00	750.00
802.100	Bank Service Charges	3,939.96	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
803.000	Independent Audit	723.00	800.00	800.00	800.00	800.00	800.00	800.00
804.000	Medical Service	1,841.00	1,500.00	2,500.00	1,500.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	16,967.90	7,500.00	9,500.00	8,500.00	8,500.00	8,500.00	8,500.00
808.100	Rubbish Monthly	0.00	0.00	0.00	0.00	0.00	0.00	0.00
809.000	Memberships & Dues	5,712.45	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
816.000	Professional services	15,753.87	24,000.00	36,000.00	16,000.00	16,000.00	16,000.00	16,000.00
817.000	Custodial Services	88,544.00	90,000.00	89,000.00	89,000.00	89,000.00	89,000.00	88,000.00
818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	3,500.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	25,661.68	24,000.00	34,000.00	34,000.00	34,000.00	34,000.00	34,000.00
855.000	TLN Automation Services	64,789.07	71,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00
861.000	Gasoline and oil	407.86	500.00	500.00	500.00	500.00	500.00	500.00
862.000	Mileage	88.60	200.00	700.00	200.00	200.00	200.00	200.00
880.000	Community Promotion	16,001.29	24,000.00	24,000.00	22,000.00	22,000.00	22,000.00	22,000.00
880.268	Library Programming	13,014.04	28,000.00	28,000.00	38,000.00	38,000.00	38,000.00	38,000.00
880.271	Adult Programming	0.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
900.000	Print, Graphic Design, Publish	9,046.55	28,000.00	22,000.00	28,000.00	28,000.00	28,000.00	28,000.00
920.000	Property & Liability Insurance	14,444.00	14,500.00	16,480.00	16,480.00	16,480.00	16,480.00	16,480.00
920.001	Ins deduct/Uninsured claims	0.00	10,000.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00
921.000	Heat	13,510.02	12,000.00	18,000.00	14,500.00	14,500.00	15,000.00	15,500.00
922.000	Electricity	97,881.06	96,500.00	114,000.00	102,500.00	102,500.00	105,500.00	108,500.00
923.000	Water and Sewer	6,964.48	6,500.00	7,000.00	7,000.00	7,000.00	7,500.00	8,000.00
934.000	Building Maintenance	108,177.81	110,000.00	139,300.00	106,400.00	106,400.00	109,400.00	112,600.00
935.000	Vehicle Maintenance	456.85	300.00	300.00	500.00	500.00	500.00	500.00
936.300	Grounds Maint.	32,391.87	39,000.00	39,000.00	40,500.00	40,500.00	41,700.00	42,900.00
942.000	Office Equipment Lease	7,811.28	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
942.100	Records storage	299.40	400.00	400.00	400.00	400.00	400.00	400.00
956.000	Conferences & Workshops	3,510.07	15,000.00	12,000.00	24,900.00	24,900.00	20,000.00	24,900.00
<b>Total Services &amp; Charges</b>		<b>552,908.54</b>	<b>636,200.00</b>	<b>705,975.00</b>	<b>674,280.00</b>	<b>674,280.00</b>	<b>677,580.00</b>	<b>689,880.00</b>
<b>2023-2024 Library Budget 271</b>		<b>2021-2022 Audited</b>	<b>2022-2023 Approved</b>	<b>2022-2023 4th Quarter</b>	<b>2023-2024 Approved</b>	<b>2023-2024 1st Qtr.</b>	<b>2024-2025 Projected</b>	<b>2025-2026 Projected</b>
<b>Capital Outlay</b>								
Account	Description							
962.000	Building Contingency							
989.000	Grounds Improvement							
976.000	Building Improvements/Entrance	0.00					0.00	0.00
976.100	Parking lot improvements	10,700.00	12,500.00	12,411.80			125,000.00	125,000.00
983.000	Vehicles - Van							
986.000	Internal Tech - AST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
986.000	Computers and AWE stations	8,257.40	83,000.00	83,000.00	47,000.00	47,000.00	30,000.00	32,000.00
989.001	Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Capital Outlay</b>		<b>18,957.40</b>	<b>95,500.00</b>	<b>95,411.80</b>	<b>47,000.00</b>	<b>47,000.00</b>	<b>155,000.00</b>	<b>157,000.00</b>
<b>Total Expenditures</b>		<b>3,227,294.76</b>	<b>3,567,377.00</b>	<b>3,666,652.74</b>	<b>3,876,245.00</b>	<b>4,093,093.00</b>	<b>4,077,120.00</b>	<b>4,164,565.00</b>
<b>Total Revenues</b>		<b>3,295,483.89</b>	<b>3,397,404.00</b>	<b>3,500,700.44</b>	<b>3,598,890.00</b>	<b>3,592,960.72</b>	<b>3,729,434.00</b>	<b>3,823,693.00</b>
<b>680.000</b>	<b>TOTAL Fundbalance</b>	<b>68,189.13</b>	<b>-169,973.00</b>	<b>-165,952.30</b>	<b>-277,355.00</b>	<b>-500,132.28</b>	<b>-347,686.00</b>	<b>-340,872.00</b>

22/23: 268 Account Capital Outlay: NO - AST replacement \$115,800, Camera/Computer replacement \$83,000, Parking Lot \$12,500  
Update 23/24: \$47,000 for computer replacement and new AWE stations.

272 - Library Contributed Funds								
Revenues & Expenditures								
2023-2024 (as of 2/16/2023)								
		2021-2022 Audited	2022-2023 Approved	2022-2023 4th Quarter	2023-2024 Approved	2023-2024 1st Quarter	2024-2025 Projected	2025-2026 Projected
	1st Quarter Amendment 9/28/23	6/30/2022	1/27/2022	6/22/2023	1/26/2023	9/28/2023	2/16/2023	2/16/2023
<b>Revenues</b>								
<b>Interest Income</b>								
665.000	Interest on Investments	\$ 19,767.63	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
669.500	Unrealized gain (loss) on investments	(50,325.76)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
<b>TOTAL</b>		<b>\$ (30,558.13)</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>
			1/27/2022	1/26/2023				
<b>Transfer</b>	From 271 Account (Annual Net Revenue)					35,238.06		
<b>Donations</b>								
674.036	Diversity, Equity & Inclusion	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
674.046	Makerspace (iCube)	-	1,000.00	1,250.00	1,000.00	5,000.00	1,000.00	1,000.00
674.229	Raising a Reader	207.59	1,500.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00
674.230	Collections/Materials Revenue	1,852.61	1,000.00	6,350.00	1,000.00	1,000.00	1,000.00	1,000.00
674.231	Buildings/Ground/Furniture Revenue	3,191.96	1,000.00	400.00	1,000.00	1,000.00	1,000.00	1,000.00
674.232	Programming Revenue	3,000.00	1,500.00	4,300.00	2,000.00	2,000.00	2,000.00	2,000.00
674.233	Technology Library Revenue	50.00	2,500.00	1,000.00	500.00	500.00	500.00	500.00
674.234	Undesignated Misc. Donations	250.00	500.00	1,750.00	500.00	500.00	500.00	500.00
674.235	Marketing Sponsorships	10,146.00	10,000.00	10,750.00	-	-	-	-
<b>TOTAL</b>		<b>\$19,698</b>	<b>\$20,000</b>	<b>\$ 26,300.00</b>	<b>\$8,000</b>	<b>\$12,000</b>	<b>\$8,000</b>	<b>\$8,000</b>
<b>TOTAL Revenues</b>		<b>\$ (10,859.97)</b>	<b>\$ 42,500.00</b>	<b>\$ 48,800.00</b>	<b>\$ 30,500.00</b>	<b>\$ 69,738.06</b>	<b>\$ 30,500.00</b>	<b>\$ 30,500.00</b>
<b>Expenditures</b>								
<b>Supplies</b>								
742.036	Diversity, Equity & Inclusion	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
742.046	Makerspace (iCube)					\$5,000.00		
742.229	Raising a Reader	723.13	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials Expenditures	830.56	500.00	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.231	Buildings/Ground/Furniture Exp	8,683.30	34,200.00	34,200.00	29,000.00	48,500.00	29,000.00	29,000.00
742.232	Programming Expenditures	-	1,000.00	3,500.00	1,000.00	1,000.00	1,000.00	1,000.00
742.233	Technology Library Expenditures	10,490.00	-	-	3,000.00	5,000.00	3,000.00	3,000.00
742.234	Undesignated Misc. Expenditures	(7.16)	500.00	500.00	500.00	500.00	500.00	500.00
742.236	Staff Recognition	2,002.78	1,500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
<b>TOTAL</b>		<b>\$23,723</b>	<b>\$39,700</b>	<b>\$43,200</b>	<b>\$38,500</b>	<b>\$65,000</b>	<b>\$38,500</b>	<b>\$38,500</b>
<b>Capital Outlay</b>								
976.044	Auto Lending Library	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
976.045	LED Lighting Conversion project	-	-	-	-	-	-	-
976.046	Makerspace (iCube)	5,017.01	3,000.00	3,000.00	3,000.00	-	3,000.00	3,000.00
976.140	Automated Return System		115,800.00	-	115,800.00	115,800.00	-	-
976.141	Main Entrance Design /Parking Lot		10,000.00	-	116,500.00	41,500.00	-	-
976.142	Server & Camera Upgrade (RFP)					109,000.00		
976.143	WiFi Upgrade (RFP)					15,000.00		
<b>TOTAL</b>		<b>\$ 5,017.01</b>	<b>\$ 131,300.00</b>	<b>\$ 3,000.00</b>	<b>\$ 237,800.00</b>	<b>\$ 283,800.00</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>
<b>TOTAL Expenditures</b>		<b>\$ 28,739.62</b>	<b>\$ 171,000.00</b>	<b>\$ 46,200.00</b>	<b>\$ 276,300.00</b>	<b>\$ 348,800.00</b>	<b>\$ 44,000.00</b>	<b>\$ 44,000.00</b>
	Beginning Fund Balance Yr. End	\$ 1,695,655.03	\$ 1,675,979.00	\$ 1,656,055.44	\$ 1,644,374.69	\$ 1,644,374.69	\$ 1,398,574.69	\$ 1,385,074.69
	Revenues	(10,859.97)	42,500.00	48,800.00	30,500.00	69,738.06	30,500.00	30,500.00
	Expenditures	(28,739.62)	(171,000.00)	(46,200.00)	(276,300.00)	(348,800.00)	(44,000.00)	(44,000.00)
	NET Revenues vs. Expenditures	(39,599.59)	(128,500.00)	2,600.00	(245,800.00)	(279,061.94)	(13,500.00)	(13,500.00)
	Beginning Fund Balance							
	Ending Fund Balance Expected	\$ 1,656,055.44	\$ 1,547,479.00	\$ 1,658,655.44	\$ 1,398,574.69	\$ 1,365,312.75	\$ 1,385,074.69	\$ 1,371,574.69

Notes:

22/23:Automated Return System \$115,800, Main Entrance design work \$10,000, Teen 2nd phase \$12,500 + \$15,000 reupholstery + \$6,700 CD upgrade

Auto Lending Library \$2,500 for library card dispensing service; instead of Teen 2nd phase go with Podcast room \$11,210 (end of yr. June 2023)

23/24: (Update 9/28/23): Auto Lending Library card dispenser \$2500, Automated Return System \$115,800, Steam Kits Shelving Area \$8,000, Retrofit mktg, displays \$4000

Furniture upgrades for 2nd floor \$17,000, Main entrance HVAC \$25,000, Parking Lot \$16,500, WiFi Upgrade \$15,000, Server & Camera Upgrade \$109,000, 10th Study Room \$11,210, Coin-op \$2,000

Patio/Waste container upgrades \$6000

### Financial Report for November 2023

#### Approved Budget for Fund 271 Fiscal Year 2023-2024

TOTAL REVENUES	\$ 3,598,890
TOTAL EXPENDITURES	\$ 3,876,245
NET OF REVENUES & EXPENDITURES	(\$ 277,355)

#### Approved budget for Fund 272 Fiscal Year 2023-2024

TOTAL REVENUES	\$ 30,500
TOTAL EXPENDITURES	\$ 276,300
NET OF REVENUES & EXPENDITURES	(\$128,500)

#### Revenue & Expenditure Report for Fund 271

	YTD Oct 30 2023	YTD Nov 30, 2023	Difference *
TOTAL REVENUES	\$ 3,546,462	\$ 3,563,949	\$17,487
TOTAL EXPENDITURES	\$ 1,073,983	\$1,436,615	\$ 362,632
NET OF REVENUES & EXPENDITURES	2,472,479	\$ 2,127,334	

#### Revenue & Expenditure Report for Fund 272

	YTD Oct 31, 2023	YTD Nov 30, 2023	Difference*
TOTAL REVENUES	\$ 19,239	\$ 66,960	\$ 47,721
TOTAL EXPENDITURES	\$ 14,728	\$ 33,584	\$ 18,856
NET OF REVENUES & EXPENDITURES	\$ 4511	\$ 33,376	

#### Balance Sheet Report as of November 30, 2023

The ending fund balance for Fund 271 is  
\$4,726,074.19

The ending fund balance for Fund 272 is  
\$ 1,731,963.10

12/12/2023 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 11/30/2023										
% Fiscal Year Completed: 41.80										
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	SEP 2023	OCT 2023	NOVR 2023	11/30/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.00 - TREASURY										
Property tax revenue										
271-000.00-402.0	Property Tax Revenue - Current L	3,230,768.38	3,401,742.00	3,401,742.00	0.00	0.00	0.00	3,413,266.26	(11,524.26)	100.34
271-000.00-404.0	Property Tax Revenue - Brownfie	(323.55)	0.00	0.00	(376.24)	0.00	0.00	(376.24)	376.24	100.00
271-000.00-404.0	Property Tax Revenue - Brownfie	(5,618.75)	(15,299.00)	(15,299.00)	0.00	0.00	0.00	0.00	(15,299.00)	0.00
271-000.00-404.0	Property Tax Revenue-Brownfld	(11,203.59)	0.00	0.00	(15,263.59)	0.00	0.00	(15,263.59)	15,263.59	100.00
271-000.00-404.0	Property Tax Revenue - CIA Cap C	(22,598.40)	(31,553.00)	(31,553.00)	(30,607.99)	0.00	0.00	(30,607.99)	(945.01)	97.01
271-000.00-404.0	Property Tax Revenue-Brownfld	(331.45)	0.00	0.00	(351.10)	0.00	0.00	(351.10)	351.10	100.00
271-000.00-404.0	Property Tax Revenue-Brownfld	(94.23)	0.00	0.00	(94.23)	0.00	0.00	(94.23)	94.23	100.00
271-000.00-412.0	Property Tax Revenue - C/Y Del P	(6,192.97)	(5,000.00)	(5,000.00)	0.00	0.00	0.00	0.00	(5,000.00)	0.00
271-000.00-414.0	Property Tax Revenue - Tax Tribu	3,100.00	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00
271-000.00-415.0	Property Tax Revenue - County C	(5,021.30)	0.00	0.00	624.54	208.32	987.33	1,930.20	(1,930.20)	100.00
Property tax revenue		3,182,484.14	3,348,890.00	3,348,890.00	(46,068.61)	208.32	987.33	3,368,503.31	(19,613.31)	100.59
State sources										
271-000.00-567.0	State aid	66,291.75	50,000.00	50,000.00	0.00	0.00	0.00	33,904.96	16,095.04	67.81
271-000.00-573.0	State Grants - Local Comm Stabl	13,372.71	0.00	0.00	0.00	6,199.63	0.00	6,199.63	(6,199.63)	100.00
State sources		79,664.46	50,000.00	50,000.00	0.00	6,199.63	0.00	40,104.59	9,895.41	80.21
Fines and forfeitures										
271-000.00-658.0	State penal fines	99,226.60	95,000.00	89,070.00	0.00	0.00	0.00	89,070.72	(0.72)	100.00
271-000.00-659.0	Library book fees	8,801.36	7,000.00	7,000.00	743.10	663.54	1,072.53	4,088.11	2,911.89	58.40
Fines and forfeitures		108,027.96	102,000.00	96,070.00	743.10	663.54	1,072.53	93,158.83	2,911.17	96.97
Interest income										
271-000.00-665.0	Interest in investments	82,420.14	42,000.00	42,000.00	13,089.53	0.00	0.00	29,553.26	12,446.74	70.36
271-000.00-669.5	Unrealized gain (loss) on investm	(1,660.33)	5,000.00	5,000.00	(1,969.35)	0.00	0.00	4,367.37	632.63	87.35
Interest income		80,759.81	47,000.00	47,000.00	11,120.18	0.00	0.00	33,920.63	13,079.37	72.17
Donations										
271-000.00-674.2	Adult programs	4,222.77	2,000.00	2,000.00	4,114.88	123.98	348.74	6,510.78	(4,510.78)	325.54
271-000.00-674.4	Gifts and donations	3,489.57	1,000.00	1,000.00	100.20	473.72	1.05	1,159.99	(159.99)	116.00
Donations		7,712.34	3,000.00	3,000.00	4,215.08	597.70	349.79	7,670.77	(4,670.77)	255.69

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	SEP 2023	OCT 2023	NOVR 2023	11/30/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other revenue										
271-000.00-674.2	Library fund raising revenue	1,920.08	4,000.00	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00
271-000.00-675.0	Miscellaneous income	10,231.22	5,000.00	5,000.00	916.67	852.67	1,008.25	4,656.63	343.37	93.13
271-000.00-675.1	Copier	39.36	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
271-000.00-675.3	Meeting room	29,858.47	25,000.00	25,000.00	3,592.77	3,502.58	2,949.03	15,934.40	9,065.60	63.74
271-000.00-675.4	Novi Township Assessment	7,256.00	7,000.00	7,000.00	0.00	0.00	0.00	0.00	7,000.00	0.00
271-000.00-675.6	Library Cafe	0.00	6,000.00	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0.00
Other revenue		49,305.13	48,000.00	48,000.00	4,509.44	4,355.25	3,957.28	20,591.03	27,408.97	42.90
Total Dept 000.00 - TREASURY										
		3,507,953.84	3,598,890.00	3,592,960.00	(25,480.81)	12,024.44	6,366.93	3,563,949.16	29,010.84	99.19
TOTAL REVENUES										
		3,507,953.84	3,598,890.00	3,592,960.00	(25,480.81)	12,024.44	6,366.93	3,563,949.16	29,010.84	99.19
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.0	Permanent salaries	1,063,986.14	1,142,000.00	1,395,000.00	94,357.12	101,904.47	104,963.90	451,368.47	943,631.53	32.36
271-000.00-704.1	Severance/Incentive Pay	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.2	Wages - Stipend	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.2	Vacation Payout	6,056.80	6,000.00	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0.00
271-000.00-704.2	Final Payout	13,005.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-705.0	Temporary salaries	626,824.36	810,200.00	720,000.00	50,763.30	52,101.61	49,984.84	243,848.23	476,151.77	33.87
271-000.00-706.0	Overtime	133.80	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-715.0	Social security	129,888.37	150,000.00	162,000.00	10,961.65	11,635.16	11,708.59	52,517.84	109,482.16	32.42
271-000.00-716.0	Insurance	215,479.95	224,100.00	254,000.00	18,060.09	6,706.63	6,258.75	63,128.63	190,871.37	24.85
271-000.00-716.2	HSA - employer contribution	1,040.31	6,600.00	6,600.00	93.75	93.75	93.75	428.44	6,171.56	6.49
271-000.00-716.9	Insurance - Employee Reimburse	(28,006.70)	(33,615.00)	(33,615.00)	(2,630.44)	(2,681.69)	(2,630.44)	(12,323.00)	(21,292.00)	36.66
271-000.00-717.0	Workers compensation	1,165.80	1,800.00	1,800.00	114.10	123.69	123.87	521.32	1,278.68	28.96
271-000.00-718.0	Pension - DB Normal Cost	4,620.00	5,795.00	5,795.00	460.00	460.00	460.00	2,300.00	3,495.00	39.69
271-000.00-718.0	Pension - DB Unfunded Accrued l	88,464.00	90,233.00	90,233.00	6,124.00	6,124.00	6,124.00	30,620.00	59,613.00	33.93
271-000.00-718.2	Pension - defined contribution	39,392.20	49,852.00	55,000.00	992.40	5,573.82	5,774.26	20,411.89	34,588.11	37.11
271-000.00-719.0	Unemployment insurance	(3,996.72)	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
Personnel services		2,172,053.70	2,455,465.00	2,665,313.00	179,295.97	182,041.44	182,861.52	852,821.82	1,812,491.18	32.00
Supplies										
271-000.00-726.4	Supplies - Cash over/short	(7.88)	0.00	0.00	(2.74)	1.97	(23.30)	(36.31)	36.31	100.00
271-000.00-727.0	Office supplies	16,445.97	18,000.00	18,000.00	1,069.64	764.48	196.26	2,719.35	15,280.65	15.11
271-000.00-728.0	Postage	4,670.17	2,000.00	2,000.00	0.00	119.99	310.00	819.97	1,180.03	41.00
271-000.00-734.0	Computer supplies, software & l	62,786.73	83,000.00	90,000.00	0.00	2,839.97	615.32	18,188.74	71,811.26	20.21
271-000.00-734.5	Computer supplies/equipment	19,622.77	32,000.00	32,000.00	1,372.04	1,413.57	2,884.09	6,281.09	25,718.91	19.63
271-000.00-740.0	Operating supplies	24,241.77	30,000.00	30,000.00	1,069.42	119.74	11,388.49	14,371.91	15,628.09	47.91
271-000.00-740.2	Supplies - Desk chairs and file ca	1,960.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00



		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	SEP 2023	OCT 2023	NOVR 2023	11/30/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Supplies Cont.										
271-000.00-741.0	Supplies - Uniforms	156.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-742.0	Library books	207,067.49	224,000.00	224,000.00	22,162.66	18,752.06	13,571.91	88,351.11	135,648.89	39.44
271-000.00-742.0	Library Books - Lending	12,890.22	15,000.00	15,000.00	1,220.91	247.32	1,962.37	5,553.86	9,446.14	37.03
271-000.00-742.1	Library Books - Fines	125.77	1,000.00	1,000.00	20.99	0.00	0.00	59.97	940.03	6.00
271-000.00-743.0	Library periodicals	14,626.22	18,000.00	18,000.00	0.00	0.00	0.00	0.00	18,000.00	0.00
271-000.00-744.0	Audio visual materials	132,004.72	70,300.00	70,300.00	4,743.75	5,354.81	2,719.73	20,349.38	49,950.62	28.95
271-000.00-745.2	Electronic media	38,721.83	125,700.00	125,700.00	4,640.16	10,156.17	5,581.29	59,372.46	66,327.54	47.23
271-000.00-745.3	Electronic resources (CD rom ma	63,762.60	75,000.00	75,000.00	0.00	2,428.34	8,382.03	64,389.75	10,610.25	85.85
Supplies		599,074.38	699,500.00	706,500.00	36,296.83	42,198.42	47,588.19	280,421.28	426,078.72	39.69
Other services and charges										
271-000.00-801.9	Public information (cable, etc)	844.35	850.00	850.00	0.00	0.00	0.00	0.00	850.00	0.00
271-000.00-802.0	Data processing	734.34	750.00	750.00	0.00	0.00	0.00	828.90	(78.90)	110.52
271-000.00-802.1	Bank Service Charges	3,425.93	4,000.00	4,000.00	251.90	263.43	0.00	1,012.84	2,987.16	25.32
271-000.00-803.0	Independent audit	800.00	800.00	800.00	0.00	800.00	0.00	800.00	0.00	100.00
271-000.00-804.0	Medical service	2,164.00	1,500.00	1,500.00	116.00	232.00	0.00	928.00	572.00	61.87
271-000.00-806.0	Legal fees	8,130.60	8,500.00	8,500.00	5,343.50	1,027.50	141.00	9,180.00	(680.00)	108.00
271-000.00-809.0	Memberships and dues	5,525.41	7,500.00	7,500.00	523.00	1,475.50	0.00	5,606.50	1,893.50	74.75
271-000.00-816.0	Professional services	28,927.05	16,000.00	16,000.00	812.93	2,162.50	2,362.50	6,391.00	9,609.00	39.94
271-000.00-817.0	Custodial services	88,525.64	89,000.00	89,000.00	5,748.16	6,894.24	7,747.60	27,191.39	61,808.61	30.55
271-000.00-818.0	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	3,495.00	0.00	3,495.00	5.00	99.86
271-000.00-820.0	Property & liability insurance	16,480.00	16,480.00	16,480.00	1,206.86	0.00	0.00	16,480.00	0.00	100.00
271-000.00-820.0	Insurance deductibles/Uninsure	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.0	Telephone	32,786.06	34,000.00	34,000.00	3,443.15	3,179.52	2,574.57	15,870.89	18,129.11	46.68
271-000.00-855.0	TLN Automation Services	76,884.99	80,000.00	80,000.00	2,209.64	16,469.16	0.00	35,987.50	44,012.50	44.98
271-000.00-861.0	Gasoline and oil	377.55	500.00	500.00	51.30	0.00	0.00	102.33	397.67	20.47
271-000.00-862.0	Mileage	659.43	200.00	200.00	9.89	141.68	107.66	358.94	(158.94)	179.47
271-000.00-880.0	Community promotion	22,610.02	22,000.00	22,000.00	912.46	3,985.45	2,619.00	11,230.77	10,769.23	51.05
271-000.00-880.2	Library programming	23,589.81	38,000.00	38,000.00	964.60	4,127.82	220.47	8,695.95	29,304.05	22.88
271-000.00-880.2	Adult programs	5,119.59	8,000.00	8,000.00	350.00	3,036.00	1,774.20	5,360.20	2,639.80	67.00
271-000.00-900.0	Printing, graphic design and pub	17,868.81	28,000.00	28,000.00	497.54	308.17	657.61	2,151.81	25,848.19	7.69
271-000.00-921.0	Heat	16,753.06	14,500.00	14,500.00	290.40	472.71	1,069.14	2,312.87	12,187.13	15.95
271-000.00-922.0	Electricity	111,990.00	102,500.00	102,500.00	9,685.70	8,871.82	7,814.24	44,641.69	57,858.31	43.55
271-000.00-923.0	Water and sewer	7,507.60	7,000.00	7,000.00	2,096.55	0.00	0.00	2,096.55	4,903.45	29.95
271-000.00-934.0	Building maintenance	106,938.54	106,400.00	106,400.00	4,227.78	5,519.14	11,672.27	32,234.96	74,165.04	30.30
271-000.00-935.0	Vehicle maintenance	134.69	500.00	500.00	0.00	25.00	0.00	25.00	475.00	5.00
271-000.00-936.3	Grounds maintenance	36,253.45	40,500.00	40,500.00	3,839.44	5,000.95	2,885.28	20,948.71	19,551.29	51.73
271-000.00-942.0	Office equipment lease	6,335.87	8,000.00	8,000.00	1,010.00	1,010.00	1,010.00	3,680.94	4,319.06	46.01
271-000.00-942.1	Records storage	303.32	400.00	400.00	25.93	25.93	25.93	129.65	270.35	32.41
271-000.00-956.0	Conferences and workshops	8,540.85	24,900.00	24,900.00	140.00	5,616.11	654.88	10,391.50	14,508.50	41.73
Other services and charges		633,705.96	674,280.00	674,280.00	43,756.73	74,139.63	43,336.35	268,133.89	406,146.11	39.77

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2023-24	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2023	BUDGET	AMED BUDGET	SEP 2023	OCT 2023	NOVR 2023	11/30/2023	BALANCE	
		NM (ABNM)			INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	
Capital outlay										
271-000.00-976.1	Parking lot improvements	12,411.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-986.0	Technology - Capital Outlay	55,469.94	47,000.00	47,000.00	0.00	0.00	0.00	0.00	47,000.00	0.00
Capital outlay										
		67,881.74	47,000.00	47,000.00	0.00	0.00	0.00	0.00	47,000.00	0.00
Unclassified										
271-000.00-995.2	Transfer to Librar Contribution F	0.00	0.00	0.00	0.00	0.00	35,238.00	35,238.00	(35,238.00)	100.00
Unclassified										
		0.00	0.00	0.00	0.00	0.00	35,238.00	35,238.00	(35,238.00)	100.00
Total Dept 000.00 - TREASURY		3,472,715.78	3,876,245.00	4,093,093.00	259,349.53	298,379.49	309,024.06	1,436,614.99	2,656,478.01	35.10
TOTAL EXPENDITURES		3,472,715.78	3,876,245.00	4,093,093.00	259,349.53	298,379.49	309,024.06	1,436,614.99	2,656,478.01	35.10
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,507,953.84	3,598,890.00	3,592,960.00	(25,480.81)	12,024.44	6,366.93	3,563,949.16	29,010.84	(425.35)
TOTAL EXPENDITURES		3,472,715.78	3,876,245.00	4,093,093.00	259,349.53	298,379.49	309,024.06	1,436,614.99	2,656,478.01	(425.35)
NET OF REVENUES & EXPENDITURES		35,238.06	(277,355.00)	(500,133.00)	(284,830.34)	(286,355.05)	(302,657.13)	2,127,334.17	(2,627,467.17)	(425.35)
Fund 272 - LIBRARY CONTRIBUTION FUND										
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.0	Interest in investments	36,206.78	27,000.00	27,000.00	5,218.61	0.00	0.00	15,213.10	11,786.90	56.34
272-000.00-669.5	Unrealized gain (loss) on investm	(3,061.21)	(4,500.00)	(4,500.00)	(785.15)	0.00	0.00	3,059.27	(7,559.27)	(67.98)
Interest income										
		33,145.57	22,500.00	22,500.00	4,433.46	0.00	0.00	18,272.37	4,227.63	81.21
Donations										
272-000.00-674.0	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	500.00	500.00	50.00
272-000.00-674.0	Makerspace Renovation Revenue	1,154.15	1,000.00	5,000.00	0.00	0.00	3,774.40	3,774.40	1,225.60	75.49
272-000.00-674.2	Raising a Reader in Novi Sponsor	278.99	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.2	Collections/Materials Revenue	6,350.00	1,000.00	1,000.00	0.00	400.00	5,100.00	5,500.00	(4,500.00)	550.00
272-000.00-674.2	Buildings/Ground/Furniture Rev	375.00	1,000.00	1,000.00	0.00	0.00	175.00	175.00	825.00	17.50
272-000.00-674.2	Programming Revenue	5,137.00	2,000.00	2,000.00	0.00	0.00	0.00	900.00	1,100.00	45.00
272-000.00-674.2	Technology Library Revenue	1,000.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.2	Undesignated Misc Donations	1,750.00	500.00	500.00	100.00	2,500.00	0.00	2,600.00	(2,100.00)	520.00
272-000.00-674.2	Marketing Sponsorships	11,740.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donations										
		27,785.14	8,000.00	12,000.00	100.00	2,900.00	9,049.40	13,449.40	(1,449.40)	112.08
Transfers in										
272-000.00-699.2	Transfer from Library Fund	0.00	0.00	0.00	0.00	0.00	35,238.00	35,238.00	(35,238.00)	100.00
Transfers in										
		0.00	0.00	0.00	0.00	0.00	35,238.00	35,238.00	(35,238.00)	100.00

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	SEP 2023	OCT 2023	NOVR 2023	11/30/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Total Dept 000.00 - TREASURY										
		60,930.71	30,500.00	34,500.00	4,533.46	2,900.00	44,287.40	66,959.77	(32,459.77)	194.09
TOTAL REVENUES										
		60,930.71	30,500.00	34,500.00	4,533.46	2,900.00	44,287.40	66,959.77	(32,459.77)	194.09
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.0	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-742.2	Raising a Reader Expense	603.22	1,000.00	1,000.00	50.66	145.98	0.00	508.16	491.84	50.82
272-000.00-742.2	Collections/Materials Expense	1,410.79	1,000.00	1,000.00	0.00	0.00	130.59	130.59	869.41	13.06
272-000.00-742.2	Buildings/Ground/Furniture Exp	8,344.00	29,000.00	48,500.00	10,525.00	0.00	0.00	10,525.00	37,975.00	21.70
272-000.00-742.2	Programming Expense	2,975.43	1,000.00	1,000.00	4,562.10	16.17	0.00	4,578.27	(3,578.27)	457.83
272-000.00-742.2	Technology Library Expense	0.00	3,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
272-000.00-742.2	Undesignated Misc	228.85	500.00	500.00	0.00	246.00	0.00	246.00	254.00	49.20
272-000.00-742.2	Staff Recognition	1,968.54	2,000.00	2,000.00	(20.00)	524.12	(3,306.46)	(2,627.34)	4,627.34	(131.37)
Supplies										
		15,530.83	38,500.00	60,000.00	15,117.76	932.27	(3,175.87)	13,360.68	46,639.32	22.27
Capital outlay										
272-000.00-976.0	Auto Lending Library	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
272-000.00-976.0	Makerspace Renovation	2,868.22	3,000.00	5,000.00	(2,009.97)	(115.43)	4,202.43	2,055.40	2,944.60	41.11
272-000.00-976.1	Automated Return System	0.00	115,800.00	115,800.00	0.00	0.00	0.00	0.00	115,800.00	0.00
272-000.00-976.1	Main Entrance Design	0.00	116,500.00	41,500.00	0.00	0.00	0.00	0.00	41,500.00	0.00
272-000.00-976.1	Wi-Fi Upgrade	0.00	0.00	15,000.00	3,998.31	0.00	0.00	17,562.89	(2,562.89)	117.09
272-000.00-976.1	Server & Camera Upgrade	0.00	0.00	109,000.00	0.00	0.00	0.00	0.00	109,000.00	0.00
Capital outlay										
		2,868.22	237,800.00	288,800.00	1,988.34	(115.43)	4,202.43	19,618.29	269,181.71	6.79
Unclassified										
272-000.00-742.0	Makerspace iCube	0.00	0.00	0.00	0.00	604.80	0.00	604.80	(604.80)	100.00
Unclassified										
		0.00	0.00	0.00	0.00	604.80	0.00	604.80	(604.80)	100.00
Total Dept 000.00 - TREASURY										
		18,399.05	276,300.00	348,800.00	17,106.10	1,421.64	1,026.56	33,583.77	315,216.23	9.63
TOTAL EXPENDITURES										
		18,399.05	276,300.00	348,800.00	17,106.10	1,421.64	1,026.56	33,583.77	315,216.23	9.63
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES										
		60,930.71	30,500.00	34,500.00	4,533.46	2,900.00	44,287.40	66,959.77	(32,459.77)	(10.62)
TOTAL EXPENDITURES										
		18,399.05	276,300.00	348,800.00	17,106.10	1,421.64	1,026.56	33,583.77	315,216.23	(10.62)
NET OF REVENUES & EXPENDITURES										
		42,531.66	(245,800.00)	(314,300.00)	(12,572.64)	1,478.36	43,260.84	33,376.00	(347,676.00)	(10.62)
TOTAL REVENUES - ALL FUNDS										
		3,568,884.55	3,629,390.00	3,627,460.00	(20,947.35)	14,924.44	50,654.33	3,630,908.93	(3,448.93)	
TOTAL EXPENDITURES - ALL FUNDS										
		3,491,114.83	4,152,545.00	4,441,893.00	276,455.63	299,801.13	310,050.62	1,470,198.76	2,971,694.24	
NET OF REVENUES & EXPENDITURES										
		77,769.72	(523,155.00)	(814,433.00)	(297,402.98)	(284,876.69)	(259,396.29)	2,160,710.17	(2,975,143.17)	

12/12/2023		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 11/30/2023	
GL Number	Description	Balance	
Fund 271 - LIBRARY FUND			
*** Assets ***			
271-000.00-001.000	Cash - Pooled	(553,857.01)	
271-000.00-004.000	Cash on hand	600.00	
271-000.00-016.000	Deposits	1,200.00	
271-000.00-017.000	Investments - Pooled	5,288,858.56	
271-000.00-019.000	Current taxes receivable	58,875.37	
271-000.00-123.400	Prepaid Expenditure	12,352.39	
	Total Assets	4,808,029.31	
*** Liabilities ***			
271-000.00-202.000	Accounts payable	75,955.12	
271-000.00-258.702	Accrued liabilities - tax	6,000.00	
	Total Liabilities	81,955.12	
*** Fund Balance ***			
271-000.00-390.000	Fund balance	2,598,740.02	
	Total Fund Balance	2,598,740.02	
	Beginning Fund Balance	2,598,740.02	
	Net of Revenues VS Expenditures	2,127,334.17	
	Ending Fund Balance	4,726,074.19	
	Total Liabilities And Fund Balance	4,808,029.31	

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	22,286.93
272-000.00-017.000	Investments - Pooled	1,714,113.96
	Total Assets	1,736,400.89
*** Liabilities ***		
272-000.00-202.000	Accounts payable	4,437.79
	Total Liabilities	4,437.79
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	43,362.57
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	28,723.79
272-000.00-375.232	Fund Balance Programming	36,317.52
272-000.00-375.233	Fund Balance Technology Library	1,000.00
272-000.00-390.000	Fund balance - Unrestricted	1,589,183.22
	Total Fund Balance	1,698,587.10
	Beginning Fund Balance	1,698,587.10
	Net of Revenues VS Expenditures	33,376.00
	Ending Fund Balance	1,731,963.10
	Total Liabilities And Fund Balance	1,736,400.89

**Director's Report – Julie Farkas**



Kelly Kolchuk – 21 yrs.  
Sunday Librarian



Jeff Smith – 1 yr.  
Head of Information Technology



Jillian Cole – 1 yr.  
Support Services Clerk



Holly Bowen – 1 yr.  
Support Services Shelver



Maggie Nelson – 1 yr.  
Support Services Clerk

**Community Financial Credit Union logo updated at Lakeshore Lending Library as of December 2023.**



## Logo Wear from Friends of Novi Library, photo and info by Dana VanOast

Hi Friends Board!

I wanted to take a moment to thank you, on behalf of our staff, for granting us the funds this year for purchasing new logo wear. Staff could choose from many different logo wear options and were thrilled to receive them a few weeks ago. We coordinated a logo-wear group photo so you could see us all sporting our new gear!

As you can see, staff could choose a fleece jacket, vest, cardigan, sweatshirt, t-shirt or polo!

**THANK YOU, Friends Board!!**



On Wed, Nov 22, 2023, 24 Catholic Central students blitz through both floors of our building in cleaning mode and accomplished the following tasks as part of a day of community service. The list of tasks was done in less than two hours.

1. All book shelves were dusted including the tops.
2. All wooden doors and door frames were cleaned with Murphys Oil Soap. The odor is lingering in the building.
3. Glass on the stairwell, display cases and life tile displays were cleaned.
4. All table tops, counters and window ledges were cleaned.
5. South stairwell was swept.
6. Four boxes of books were recycled.
7. All the chairs in the YAR were scrubbed clean.
8. The walls beneath the west windows were cleaned with the Mr. Clean scrubbers.
9. The Holiday tree was assembled and decorated.





11/12/2023				11/13/2023				11/14/2023				11/15/2023				11/16/2023				11/17/2023				11/18/2023							
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	29	110	70	10-11am	47	113	80	10-11am	24	65	45	10-11am	38	96	67	10-11am	26	101	64	10-11am	26	101	64	10-11am	59	187	123
11am-12pm	0	0	0	11am-12pm	105	69	87	11am-12pm	62	44	53	11am-12pm	56	42	49	11am-12pm	76	59	68	11am-12pm	32	58	45	11am-12pm	32	58	45	11am-12pm	187	126	157
12-1pm	43	96	70	12-1pm	59	51	55	12-1pm	60	61	61	12-1pm	48	52	50	12-1pm	72	56	64	12-1pm	94	47	71	12-1pm	94	47	71	12-1pm	117	93	105
1-2pm	63	87	75	1-2pm	42	42	42	1-2pm	49	57	53	1-2pm	54	69	62	1-2pm	48	66	57	1-2pm	67	68	68	1-2pm	67	68	68	1-2pm	42	78	60
2-3pm	106	115	111	2-3pm	65	167	116	2-3pm	86	161	124	2-3pm	89	185	137	2-3pm	100	206	153	2-3pm	96	178	137	2-3pm	96	178	137	2-3pm	88	155	122
3-4pm	90	87	89	3-4pm	124	140	132	3-4pm	190	220	205	3-4pm	151	155	153	3-4pm	193	226	210	3-4pm	157	141	149	3-4pm	157	141	149	3-4pm	178	129	154
4-5pm	91	80	86	4-5pm	210	197	204	4-5pm	189	152	171	4-5pm	141	92	117	4-5pm	213	166	190	4-5pm	143	117	130	4-5pm	143	117	130	4-5pm	139	89	114
5-6pm	138	66	102	5-6pm	176	126	151	5-6pm	185	122	154	5-6pm	123	101	112	5-6pm	184	91	138	5-6pm	172	69	121	5-6pm	172	69	121	5-6pm	161	69	115
6-7pm	0	0	0	6-7pm	113	241	177	6-7pm	149	180	165	6-7pm	97	131	114	6-7pm	119	113	116	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	209	59	134	7-8pm	152	103	128	7-8pm	106	80	93	7-8pm	102	59	81	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	152	35	94	8-9pm	97	24	61	8-9pm	132	43	88	8-9pm	73	24	49	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
			531				1,261				1,252				1,018				1,190				783				949				

11/19/2023				11/20/2023				11/21/2023				11/22/2023 Closed at 5PM				11/23/2023 CLOSED HOLIDAY				11/24/2023 CLOSED				11/25/2023											
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	36	88	62	10-11am	35	80	58	10-11am	111	185	148	10-11am	0	0	0	10-11am	0	0	0	10-11am	0	0	0	10-11am	32	82	57				
11am-12pm	0	0	0	11am-12pm	50	46	48	11am-12pm	68	71	70	11am-12pm	88	95	92	11am-12pm	0	0	0	11am-12pm	0	0	0	11am-12pm	0	0	0	11am-12pm	73	77	75				
12-1pm	47	115	81	12-1pm	68	62	65	12-1pm	72	55	64	12-1pm	112	95	104	12-1pm	0	0	0	12-1pm	0	0	0	12-1pm	0	0	0	12-1pm	78	110	94				
1-2pm	78	104	91	1-2pm	54	50	52	1-2pm	40	65	53	1-2pm	114	102	108	1-2pm	0	0	0	1-2pm	0	0	0	1-2pm	0	0	0	1-2pm	62	68	65				
2-3pm	98	101	100	2-3pm	118	216	167	2-3pm	100	161	131	2-3pm	77	86	82	2-3pm	0	0	0	2-3pm	0	0	0	2-3pm	0	0	0	2-3pm	67	69	68				
3-4pm	89	97	93	3-4pm	183	213	198	3-4pm	136	111	124	3-4pm	120	112	116	3-4pm	0	0	0	3-4pm	0	0	0	3-4pm	0	0	0	3-4pm	109	87	98				
4-5pm	116	84	100	4-5pm	206	129	168	4-5pm	136	104	120	4-5pm	250	86	168	4-5pm	0	0	0	4-5pm	0	0	0	4-5pm	0	0	0	4-5pm	90	45	68				
5-6pm	137	58	98	5-6pm	154	109	132	5-6pm	116	92	104	5-6pm	0	0	0	5-6pm	0	0	0	5-6pm	0	0	0	5-6pm	0	0	0	5-6pm	83	38	61				
6-7pm	0	0	0	6-7pm	83	94	89	6-7pm	96	73	85	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0				
7-8pm	0	0	0	7-8pm	86	66	76	7-8pm	73	63	68	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0				
8-9pm	0	0	0	8-9pm	111	35	73	8-9pm	69	26	48	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0				
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0				
			562				1,129				921				817				0				0				0				585				
11/26/2023				11/27/2023				11/28/2023				11/29/2023				11/30/2023																			
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0																
10-11am	0	0	0	10-11am	23	70	47	10-11am	23	46	35	10-11am	31	67	49	10-11am	48	83	66																
11am-12pm	0	0	0	11am-12pm	79	48	64	11am-12pm	26	36	31	11am-12pm	41	50	46	11am-12pm	62	64	63																
12-1pm	49	111	80	12-1pm	65	73	69	12-1pm	36	46	41	12-1pm	55	45	50	12-1pm	62	60	61																
1-2pm	53	61	57	1-2pm	40	46	43	1-2pm	62	69	66	1-2pm	41	56	49	1-2pm	44	48	46																
2-3pm	64	59	62	2-3pm	79	163	121	2-3pm	60	176	118	2-3pm	67	146	107	2-3pm	67	157	112																
3-4pm	55	54	55	3-4pm	179	188	184	3-4pm	156	163	160	3-4pm	135	155	145	3-4pm	146	165	156																
4-5pm	79	62	71	4-5pm	170	135	153	4-5pm	166	145	156	4-5pm	133	86	110	4-5pm	185	156	171																
5-6pm	94	26	60	5-6pm	158	126	142	5-6pm	156	101	129	5-6pm	112	71	92	5-6pm	189	155	172																
6-7pm	0	0	0	6-7pm	113	78	96	6-7pm	122	98	110	6-7pm	109	102	106	6-7pm	134	153	144																
7-8pm	0	0	0	7-8pm	69	42	56	7-8pm	97	74	86	7-8pm	100	68	84	7-8pm	70	51	61																
8-9pm	0	0	0	8-9pm	66	17	42	8-9pm	82	24	53	8-9pm	53	16	35	8-9pm	179	21	100																
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0																
			384				1,014				982				870				1,150																

**General**

Self-serve Coin Boxes have been re-deployed on both floors, next to the new Canon copiers. The devices will allow our guests to print from the guest PCs or make copies without having to go to the info desk to get help from a librarian. The next step for these machines will be to install credit card readers on them.



2nd Floor Coin Box      Special Jamex cable to connect the Coin Box to our Canon Copiers

On November 13<sup>th</sup>, the Credit Card Terminal at our Circulation Desk stopped working. We were advised that it was not able to be repaired, so we ordered a new one. (The new device came online on December 1<sup>st</sup>)



Ingenico Desk/3500 Credit Card Reader

New security cameras -Our RFP was approved in October, and we are working to develop an installation plan with the selected vendor. The cameras arrived on November 13<sup>th</sup>. Installation is scheduled for the first week of December.

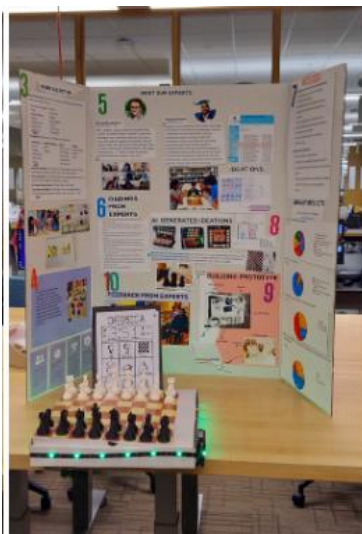


New Verkada Security Cameras

### iCube

- We held 214 iCube appointments in November
  - 36 3D prints
  - 2 3D scans
  - 9 Adobe Creative Cloud projects
  - 12 Cricut crafts
  - 0 Carvey projects
  - 61 Creative Kits
  - 11 Digital Conversions
  - 26 Heat Press jobs
  - 14 Laser projects
  - 12 Photo Prints
  - 5 Sewing/Embroidery projects
  - 26 Sublimation prints

### **iCube projects during November -Dominic, Anna B, Mary R, Anna J, Jess H.**



Jess helped a group of students finish a project they've been working on in the iCube.



Dom, Jess, Anna and Mary participated in the Novi City Veterans Day program and spoke to many people about iCube services.

iCube-made Veterans Day Ornaments



Jess and Mary gave an iCube tour to the Techno Toads, a Novi Middle School robotics team. It was a lot of fun and they seemed very excited about all the things the Makerspace has to offer.

The Techno Toads posing with some of our iCube staff – and their robot

Following the tour, the team gave our staff a demo of their robot. It was very interesting and impressive. It was also fun to see where some of our 3D printed parts are going.



Techno Toads demonstrating their robot



Anna J led a CraftTastic class on creating collages.

A collage created by our own Anna B  
Followed by some other CraftTastic collages by  
some of the participants.



## Training

The entire IT Team participated in on-site training by a Tel-Systems technician in using the Whole Meeting Room sound system. The training was designed to improve the quality of our events that use our wireless microphones -such as musical programs and special speakers.

On November 30 Jeff and Denise attended training by Sentinel Technology in the use of the Verkada Security Camera platform.

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

In the past month the Facilities Department has closed 5 Facilities tickets, 52 Meeting Room Requests and has updated 349 Periodic Maintenance tickets.

- The annual fireplace inspection was completed.
- Supply fan motors in MB-3 and MB-4 have failed and require replacement. The vendor will return to install new fan motors.
- The batteries in all wall mounted clocks were changed.
- New decals were installed on all handicap door push plate actuator switches at/in all restrooms with push plates.
- We have received our annual order of HVAC filters.
- HVAC filters were changed.
- Several bulbs and light ballasts were changed.
- It was discovered that the Open-Air and Return-Air damper actuators on AHU-1 had failed. The actuators have been replaced by vendor and the building temperature is now stable.

### **Information Services Department by Hillary Hentschel – November**

#### **News and Notes**

- Congratulations to Rae Manela on her new title: Archival Librarian! Rae will be taking on the role of liaison to the Historical Commission, as well as managing the Local History Room Collection.
- Gail hosted 48 guests for the On the Road Bus Trip to Rochester Hills. This fundraiser took participants to lunch, a live performance of "A Christmas Carol" and views of the holiday lights. iCube staff provided custom bookmarks and tote bags.
- Emily added another award to the Picture Book Award Collection. The Pura Belpre Award is presented to a Latino/Latina writer and illustrator whose work best portrays, affirms and celebrates the Latino cultural experience in an outstanding work of literature for children and youth. You can find these books next to the Coretta Scott King Award in the Picture Book Award Collection.
- The Film Lovers Challenge is ongoing through December 31. This is a paper and Beanstack BINGO challenge for adults. In addition to promoting our DVD and Blu-Ray collections, this challenge also promotes our Kanopy digital library of movies and TV shows.
- Teen Space attendance for November was 1,169 students. That's an average of over 70 students per day! We continue to be nearly at capacity for seating elsewhere in the building during busy after school hours.
- The Teen Advisory Board (TAB) hosted a LEGO Donation Drive all month, in partnership with Bricks4All, a University of Michigan student group.
- In honor of National Novel Writing Month (NaNoWriMo), Anna offered an all ages writing book bundle raffle. We had over 200 entries.
- Jen McArdle completed a full update of the Picture Book Binder, which offers recommendations for picture books by topic.
- Staff attended monthly department meetings and committee meetings for iCube, Building Policy, HR Policy, Safety, Strategic Planning, Programming and Lending Library

## Professional Development

- Staff attended the NPL Budgeting 101 Meeting with Julie
- Transforming Teen Services Workshop at the Library of Michigan – Anna, Austin
- “Native Storytelling in Children’s Books” webinar (SLJ) – Emily, Danielle
- “Canva and Design for Libraries” webinar – Emma, Danielle, Austin
- “Library Programs for Homeschoolers” webinar – Kirsten, Rae, Danielle, Austin
- “Let’s Talk Race: Community Healing through Conversation” webinar – Danielle
- “Naturally Inclusive with Ruth Wilson” webinar (CSLP) – Danielle
- “Revitalizing Morale: Cultivating a Supporting Library Culture” webinar - Jen
- Collection Development Crash Course:
  - Developing the Adult Fiction Collection – Rae
  - Developing the Adult Nonfiction Collection – Emma
- IS staff on external committees:
  - ICLR: Shannon
  - Cultural Arts Advisory Board (City of Novi): Mary
  - MiYouth: Lindsay
  - Mitten Award Workgroup: Emily, Kirsten
  - School Library Journal reviews: Emily
  - TLN digital tech support: Mary

## IS Staff Outreach

- Preschool Outreach at Little Birds Montessori and Novi ECEC – Emily
- Novi ECEC Special Education Class Visit – Emily
- Digital Demo Days at Fox Run (2) – Mary, Emma, Hillary Hentschel
- Outreach visits to Lakes of Novi, Anthology and Brookdale – Emma
- ABWA monthly meeting – Emma
- Meadowbrook NO.VI book club – Emma
- Novi Woods Elementary tour and U.S. States project (60 students) – Lindsay and Taylor
- Veteran’s Day event at the Novi Civic Center – Mary, Jess, Anna
- Ex Libris 2023: Opening Roads to Literacy (Oakland Literacy Council) – Shannon
- Presentation and tour to NCSD ESL program – Shannon
- iCube tour and demo to the Techno Toads, a Novi Middle School robotics team – Mary, Jess
- Veteran’s Day event at the Novi Civic Center – Mary, Jess, Anna



## Adult Programs

- Knit 2gether Knitting Group (4) – 27
- Spanish Conversation Group – 35
- Japanese Conversation Group – 36

- English Conversation Group (2) – 10
- English Language Lessons (2) – 32
- ESL Book Club (1) – 16
- Masterpiece Monday – 35
- Afternoon Read Book Club – 12
- Novel Idea Book Club – 8
- Coffee with the Superintendent
- Lunchtime Matinee – 44
- “Viva Las Vegas” with Vanessa Carr – 150
- For the Health of It (Virtual) – 9
- Under the Radar – 195
- Experience Culture: Armenian American – 130
- Craftastic Thursday (Collages) – 9
- Photography Club – 14

### Adult Displays

- **Feature Collection:**
  - Reading Challenge: Read a Mystery



- Native American Heritage Month
- **Business Spotlight:** National Entrepreneurship Month

### Youth/Tween/Teen/Family Programs

- Baby Time (2) – 51
- Tot Time (2) – 111
- Time for Twos and Threes (2) – 102
- Fun for Fours and Fives (3) – 89
- Family Story Time (3) – 202
- Lego Club – 30
- Tail Waggin' Reading Buddies – 10
- Teen Advisory Board (TAB) – 12
- World Kindness Day Grab and Go – 48
- Fall Grab and Go – 48
- DIY Kaleidoscope – 35
- Egg Carton Wreath - 5



## Youth/Tween/Teen Displays

- **Teen Stop display** – Dystopian Fiction



- **Youth Feature Display** – Dinovember
- **Youth Desk Display** – Native American Heritage Month



- **New for You Kiosk**
  - **Libraries are for Everyone:** Day of the Dead, STEAM Day, Veteran's Day, Diwali, Trans Day of Remembrance, Thanksgiving, Giving Tuesday
  - **Featured Display:** Native American Heritage Month



**1st Floor Display Case:** Hanukkah display by PJ Library, including books donated for the Picture Book Collection (now circulating after the display concluded)

## **Kindergarten Readiness @ Novi Public Library**

Emily Brush, Early Literacy Specialist Librarian

December 2023

In response to:

Hollerbach, C. (2023). Kindergarten Readiness: It's More Than Storytime. *Public Libraries*, 62(5), 22-29.

### **1. Staff Training**

- a. Every Child Ready to Read
  - i. Story time librarians participate in training according to the Every Child Ready to Read parent education initiative, which emphasizes the importance of the five practices of talking, singing, reading, writing, and playing to develop early literacy skills.
- b. Michigan PreKindergarten Literacy Essentials Modules
  - i. Some librarians have completed the Michigan PreKindergarten Literacy Essentials modules developed through the Michigan Department of Education. Research suggests that each of the 10 practices covered can have a positive impact on literacy development.
- c. MIAEYC Early Childhood Conference
  - i. Some librarians periodically attend the Michigan Annual Early Childhood Conference in Grand Rapids, Michigan. Librarians gain insight on what early childhood educators are bringing to the classroom and how the library can incorporate this knowledge into programming and services at the library.

### **2. Creating Welcoming Spaces**

- a. Early Literacy Play Area
  - i. The library maintains a welcoming play area geared towards children under five that is designed to develop early literacy skills.
- b. Story Time Backpacks
  - i. Created for children ages birth – 6 years old, these convenient on-the-go backpacks contain all the elements of a story time. Using books, puzzles, toys, shakers, and other manipulatives, parents/caregivers can follow the five early literacy practices to prepare their child to be ready to learn to read when they begin kindergarten. Each bag contains a set of literacy cards providing ideas for songs, finger plays, and other activities.
- c. Youth Area - 8th Grade & Under
  - i. At the beginning of the 2023/2024 school year, the library began new procedures to encourage guests older than 8th grade to find seating on the north end of the first floor, in Teen Space, or on the second floor. This change maintains a welcoming environment for families with young children in the youth area of the first floor during high traffic times of the day.

- d. Large Story Times Move to West Meeting Room
  - i. The library's story time attendance has grown, exceeding the maximum capacity for the Story Time Room on many days. In order to provide a safe and comfortable environment for attendees, the story times with the largest attendance are now held in the West Meeting Room.
- e. Post-Story Time Tours
  - i. In January 2024, Early Literacy Intern, Jen McArdle, will begin offering short tours to families after the Tuesday Time for Twos & Threes story time, in order to familiarize them with the youth collections, play area, and circulation desk for library card sign up.

### **3. Expanded Early Literacy Programs**

- a. Early Literacy programming extends beyond story times at the Novi Public Library.
  - i. Dramatic play programs are periodically offered around specific themes (bakery, camping, building, gardening, etc...) to provide children with varied experiences to develop early literacy skills.
  - ii. The library periodically collaborates with Early On Oakland County to host family support workshops. In 2023, the library hosted the "Music & Movement Family Support Workshop" and "Tantrums-Navigating Big Emotions Workshop."

### **4. Library Cards Remain Crucial**

- a. The library welcomes every opportunity to promote library card sign up, including for our youngest guests. Support Services only asks that children be able to write their own name on their library card at the time of sign-up.

### **5. Equity/Removing Barriers**

- a. The library works to remove barriers to accessing services the library offers and strives to provide programs and resources to a diverse community.
  - i. Shannon O'Leary, International Librarian, develops brochures and wayfinding for guests in various languages.
  - ii. In 2023, the library added the Recite Me web accessibility and language toolbar to our website to make it accessible and inclusive for as many guests as possible. This resource helps guests who have a disability, including those with common conditions like sight loss and dyslexia. It also aids guests who speak a language other than English, by translating our web content into over 100 different languages.
  - iii. All of our programming staff strive to provide programming for guests of all ages that are culturally inclusive and celebrates the diversity of the Novi community.
  - iv. The library's decision to go fine free also makes the library more accessible for families who may not be visiting the library due to past or anticipated late fines.

**6. 1,000 Books Before Kindergarten**

- a. The library continues to provide the Raising a Reader in Novi - 1,000 Books Before Kindergarten program for its 7th year. Year round reading challenges are now provided for all ages, including 500 Books Before Middle School, 100 Books Before Graduation, and the Adult Reading Challenge. Seeing older family members reading models reading habits for young children.

**7. Community Pantries, Social Workers, and Job Help**

- a. Guests have the opportunity to connect with a Community Support Coordinator through the Novi Community Coalition at the library weekly. Staff will work alongside guests to help identify their specific needs and connect them with the appropriate resources that the community has to offer. Examples of resources included but are not limited to: housing, food, employment, education (birth-adult), childcare, and physical/mental health.

**8. Community Outreach**

- a. Emily Brush, Early Literacy Specialist Librarian, maintains a robust outreach story time schedule, regularly visiting preschools and childcare centers in Novi, including:
  - i. Novi Early Childhood Education Center (12 story times monthly)
  - ii. Goddard School of Novi (4 story times quarterly)
  - iii. Novi Woods Montessori (3 story times quarterly)
  - iv. A Growing Place (2 story times quarterly)
  - v. Little Birds Montessori (1 story time monthly)
  - vi. KinderCare of Novi (Summer camps)
  - vii. Beck Road KinderCare (Summer camps)
- b. Emily also provides sensory story times for the Novi ECEC Special Education Class who visits the library monthly for their Family Activity Day.
- c. Early Childhood Literacy Book Boxes
  - i. Early Childhood Literacy Book Boxes are developed for early childhood centers to supplement their classroom collections, perfect for read-alouds and extending lessons. Each box contains 25-30 titles that include picture books, nonfiction texts, early readers, and board books. The boxes are curated to meet the needs of each of the (3) schools currently participating and are rotated every couple of months.

**9. School Connections**

- a. Annual Preschool and Childcare Resource Fair
  - i. An annual event is hosted for the preschools and childcare centers in Novi and the surrounding communities to provide information to families about their program offerings. This event creates an important point of contact for families to explore the local care and education options

available for their children. The 2024 Preschool and Childcare Resource Fair is coming up on Wednesday, January 17th.

- b. Novi Preschool and Childcare Directory
  - i. A directory of the preschools and child care centers in the City of Novi is maintained and continually available on our website.

## SUPPORT SERVICES DEPARTMENT MONTHLY UPDATE by Maryann Zurmuehlen – November 2023

### Interim Assistant Director/Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended Management Team meetings.
- Attended SS Department catchup meetings.
- Attended IT Department catchup and Facilities meetings.
- Attended the Library Marketing and Communications Conference in Indianapolis on November 6<sup>th</sup> – 9<sup>th</sup>.
- Held a Building Policy Committee meeting on November 13<sup>th</sup>.
- Held interviews for 1 Shelver positions on November 14<sup>th</sup>.
- Attended the Zoom Project Kickoff Meeting for the the Security Camera RFP Project on November 16<sup>th</sup>.
- Attended a Lending Library Committee meeting on November 15<sup>th</sup>.
- Attended a Strategic Planning Committee meeting on November 15<sup>th</sup>.
- Held 2 IT Dept Budget Prep meetings on November 16<sup>th</sup> and 30<sup>th</sup>.
- Completed a two week training program for 2 new Clerks.

### Circulation & Shelves

- Interviews for 1 Shelver were held on November 14<sup>th</sup>.
- Mallory Lindeman's first day as our new 12-hour Shelver was November 12<sup>th</sup>. Please welcome her to NPL when you see her!
- Sidney Erickson's first day as our new 27-hour Outreach Clerk was November 20<sup>th</sup>. Please welcome them to NPL when you see them!
- Jillian Cole was promoted from Shelver to our new 26-hour Outreach Clerk and she started on November 20<sup>th</sup> as well. Please congratulate her when you see her!
- A new Collection Inventory Project will begin in January:
  - Novi Public Library's catalog has not been thoroughly reviewed by staff for inconsistencies in labeling and catalog entry since before completion of our migration to CARLX in May 2018. During recent withdrawal of materials by librarians and staff, a higher number of items than expected were not found on the shelf despite having no check-outs since before the May 2018 migration. Issues such as this can be resolved for cleaner record keeping with a thorough inter-departmental Catalog Inventory Project (CIP). Beginning in January 2024, we will coordinate a systematic review of materials on shelf utilizing librarians, shelving staff, and Tech Services clerks to confirm each item's physical presence and the precision of its associated catalog record.

### Tech Services

- Staff are completing several MCLS classes towards either a Basic or Advanced Cataloging Certificate.
- As needed assistance with holds and unclaims for Circulation due to Shelving staff turnover.

- Specialty Projects:
  - In Progress: Belpre Books

### Statistics (November 2023)

- **Cards Issued: 314**
- **Items Checked Out (NPL): 51,559**
- **Items Checked Out (LLL): 50**
- **Total Checkouts (NPL + LLL): 51,609**
- **Items Interloaned for NPL Patrons: 3,716 (60 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,446 (194 through MeLCat)**
- **Items Added to the Collection: 831**
- **Items Discarded from the Collection: 1,252**
- **Drive-Up Window & Locker Hold Pickups: 19**
- **MAP Checkouts: 12**
- **Online New Card Registrations: 21**
- **Outreach:**
  - **NPL @ Your Door: 7 Mailer Bags / 10 Items**
  - **5 Facilities Visits / 19 Items Provided**
  - **6 Book Discussions / 97 Items Provided**
- **Read Boxes:**
  - Read Boxes were emptied on October 26<sup>th</sup> for the season.
  - Here is the comparison between this year and 2019, which was the last year we had Read Boxes in use.

Read Boxes							
May to October Totals							
	2019			2023			
	Youth	Adult	Total	Youth	Adult	Total	
<b>Pavillion</b>	575	91	666	813	115	928	
<b>Rotary</b>	491	74	565	331	30	361	
<b>ITC</b>	778	96	874	881	54	935	
<b>Brookfarm</b>	n/a	n/a	n/a	142	16	158	
<b>All Combined</b>	<b>1844</b>	<b>261</b>	<b>2105</b>	<b>2167</b>	<b>215</b>	<b>2382</b>	

May 1 through October 26, 2023 was our ninth season of Read Box Service in Novi. Due to COVID in 2020/2021 and staffing shortages in 2022, this was the first year the service returned since 2019. We added Brookfarm as a 4th location this year. ITC Park was the most used with Pavillion Shore coming in a close second.

Support Services Statistics 2023-2024													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	373	334	370	548	314								1,939
↳ Of Which, Online Registrations Totaled	4	29	18	13	21								85
Checkouts (NPL)	67,511	62,374	53,996	52,951	51,559								288,391
Checkouts (Lakeshore Lending Library)	203	103	96	73	50								525
Total Checkouts (NPL + LLL)	67,714	62,477	54,092	53,024	51,609								288,916
Items Borrowed	4,525	4,983	3,985	3,886	3,716								21,095
Items Loaned	3,728	3,648	3,306	3,636	3,446								17,764
Hold Pickups (Drive-Up & Lockers)	28	14	15	13	19								89
MAP Pass Checkouts	99	77	46	28	12								262
Read Boxes	392	453	373	160	0								1,378
NPL @ Your Door (# of Bags)	11	13	8	10	7								49
NPL @ Your Door (# of Items)	40	30	16	32	10								128

Year-to-Year Comparison				Read Boxes							
		NOV 2023	NOV 2022			May to October Totals					
						2019	2023				
						Youth	Adult	Total	Youth	Adult	Total
Cards Issued This Month		314	279			575	91	666	813	115	928
Total Checkouts (NPL + LLL)		51,609	53,696			491	74	565	331	30	361
						778	96	874	881	54	935
Items Borrowed	TLN	3,656	3,829			n/a	n/a	n/a	142	16	158
	MeL	60	40								
		3,716	3,869								
Items Loaned	TLN	3,252	2,885			<b>1844</b>	<b>261</b>	<b>2105</b>	<b>2167</b>	<b>215</b>	<b>2382</b>
	MeL	194	105								
		3,446	2,990								

May 1 through October 26, 2023 was our ninth season of Read Box Service in Novi. Due to COVID in 2020/2021 and staffing shortages in 2022, this was the first year the service returned since 2019. We added Brookfarm as a 4th location this year. ITC Park was the most used with Pavillion Shore coming in a close second.

Self-Check Totals 2023-24 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	67,714	44.27%	29,979	8,633	7,030	4,482	9,834
August	62,477	44.65%	27,893	8,474	6,433	3,921	9,065
September	54,092	40.94%	22,143	7,125	4,604	3,384	7,030
October	53,024	42.69%	22,637	7,107	4,770	3,112	7,648
November	51,609	42.13%	21,742	6,528	4,676	2,801	7,737
December							
January							
February							
March							
April							
May							
June							
<b>FYTD</b>	<b>288,916</b>	<b>42.93%</b>	<b>124,394</b>	<b>37,867</b>	<b>27,513</b>	<b>17,700</b>	<b>41,314</b>



Library Usage									
2022-2023 Fiscal Year					2023-2024 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	26,439	7,468	33,907	1,130	July	35,488	7,105	42,593	1,704*
August	26,252	7,248	33,500	1,117	August	24,612	4,137	28,749	1,106
September	22,293	8,056	30,349	1,124	September	50,117	6,560	56,677	2,099
October	26,053	8,864	34,917	1,126	October	29,335	1,636**	30,738	1,025
November	24,413	9,155	33,568	1,199	November	27,349	6,356	33,705	1,248
December	21,123	7,248	28,371	1,091	December				
January	26,060	7,248	33,308	1,149	January				
February	25,615	7,248	32,863	1,174	February				
March	26,395	7,248	33,643	1,085	March				
April	24,470	7,248	31,718	1,094	April				
May	23,598	5,020	28,618	1,022	May				
June	27,140	6,777	33,917	1,211	June				
<b>FYTD Total</b>	<b>299,849</b>	<b>88,828</b>	<b>388,677</b>	<b>1,127</b>	<b>FYTD Total</b>	<b>166,901</b>	<b>25,794</b>	<b>192,695</b>	<b>1,427</b>

\*Drive-Up number was estimated for December 2022 to April 2023

\*July Daily Average corrected -- \*\*Sensor battery died for 5 days

Computer Logins											
2022-2023 Fiscal Year						2023-2024 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,224	46,582	47,806	1,594	269	July	1,128	38,208	39,336*	1,573*	237*
August	1,310	47,479	48,789	1,626	289	August	1,250	44,166**	45,416	1,747*	265*
September	979	45,290	46,269	1,714	266	September	1,025	104,753	105,778	3,918	255
October	1,066	53,634	54,700	1,765	288	October	1,102*	182,259	183,361*	6,112*	292
November	963	51,914	52,877	1,888	263	November	1,021	180,487	181,508	6,723	263
December	883	14,326	15,209	585	253	December					
January	1,027	50,970	51,997	1,793	275	January					
February	1,043	58,598	59,641	2,130	264	February					
March	1,122	32,663	33,785	1,090	294	March					
April	1,026	54,630	55,656	1,919	272	April					
May	889	44,893	45,782	1,635	274	May					
June	1,077	46,751	47,828	1,771	260	June					
<b>FYTD Total</b>	<b>12,609</b>	<b>547,730</b>	<b>560,339</b>	<b>1,629</b>	<b>3,267</b>	<b>FYTD Total</b>	<b>3,803</b>	<b>369,386</b>	<b>373,189</b>	<b>3,332</b>	<b>1,073</b>

\*stats corrected

\*\*44,166 Total August 2023 WIFI Sessions = 12,972 Cisco WIFI Sessions Aug 1 to Aug 17 + 31,194 Meraki WIFI Sessions Aug 18 to Aug 31

Early Literacy Workstation Usage							
2022-2023 Fiscal Year				2023-2024 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	447	8,742	19	July	612	8,955	14
August	443	8,650	19	August	693	9,007	13
September	342	5,918	17	September	610	6,615	12
October	388	7,418	19	October	724	9,029	25
November	346	6,366	18	November	636	8,190	18
December	343	5,964	17	December			
January	456	9,317	20	January			
February	388	7,990	20	February			
March	457	8,727	19	March			
April	350	5,741	16	April			
May	278	4,684	16	May			
June	438	8,276	18	June			
<b>FYTD Total</b>	<b>4,684</b>	<b>87,799</b>	<b>18</b>	<b>FYTD Total</b>	<b>3,275</b>	<b>41,796</b>	<b>20</b>

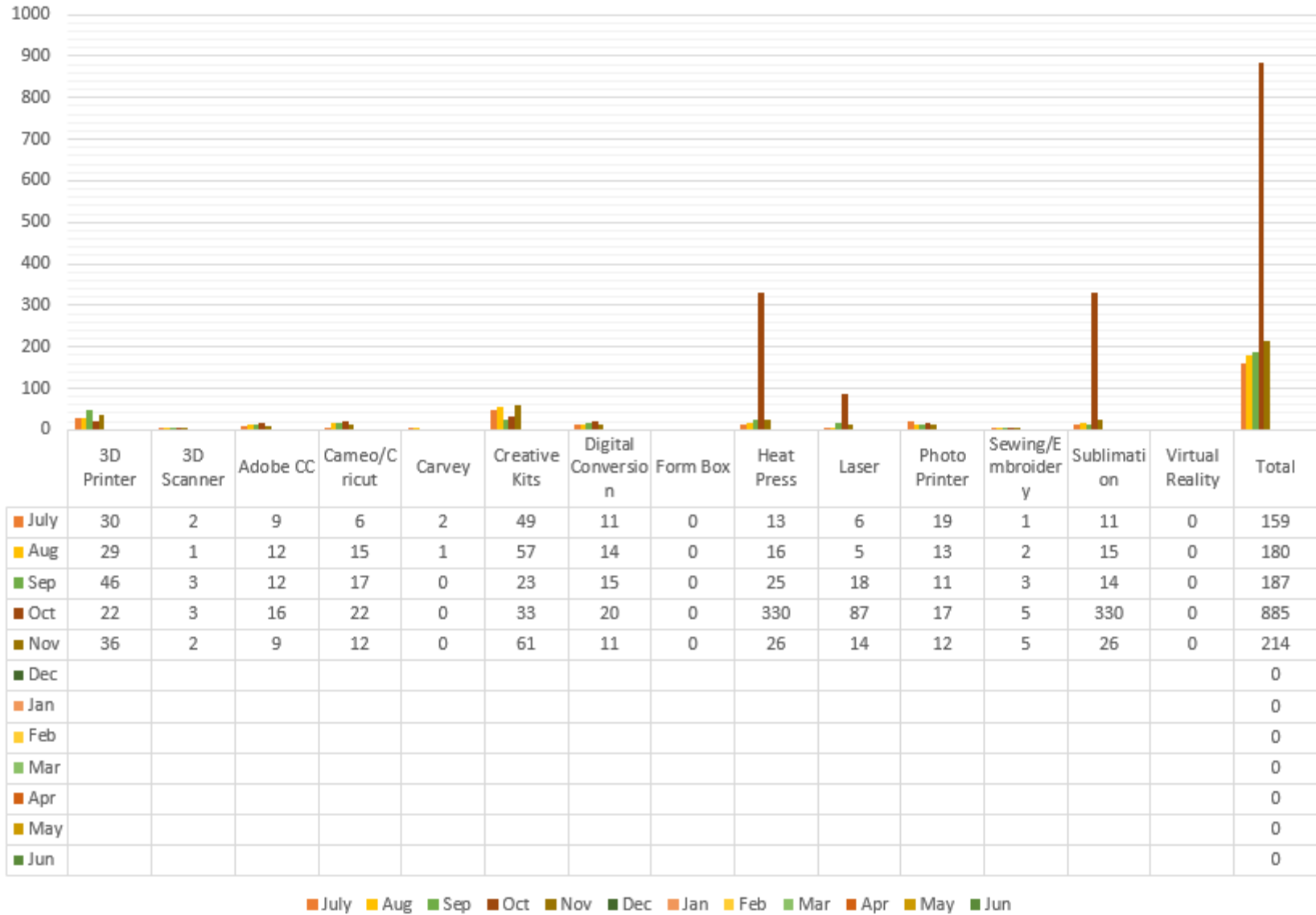
\*AWE Stats previously taken from AWE Customer portal. Beginning July 2023, portal is no longer available. Stats are now downloaded from the AWE workstations.

Recite Me (Website Accessibility Toolbar)											
2022-2023 Fiscal Year						2023-2024 Fiscal Year					
Month	Pages Viewed	Unique Users	Pages Viewed Per Session	Screen Reader	Translation	Month	Pages Viewed	Unique Users	Pages Viewed Per Session	Screen Reader	Translation
June	14290**	2,211	6.46	13,470	16,540	July	1,761	357	4.93	2,638	18,161
FYTD Total	14,290	2,211	6.46	13,470	16,540	August	926	230	4.03	1,222	1,096
*Recite Me was launched June 2023						September	731	221	3.31	751	910
**Number potentially inflated due to website bot usage						October	591	143	4.13	645	960
						November	561	173	3	582	786
						December					
						January					
						February					
						March					
						April					
						May					
						June					
						FYTD Total	4,570	1,124	20	5,838	21,913

myLIBRO (Library App)							
2022-2023				2023-2024			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
June	n/a	1,786	189	July	57	1,488	100
*Available for download starting in June 2023, officially launched July 2023				August	1,166	25,673	2,961
				September	1,196	26,853	2,023
				October	1,373	49,714	2,566
				November	1,390	8,665	410
				December			
				January			
				February			
				March			
				April			
				May			
				June			
				FYTD Total	5182	112,393	8060

Technology Training Sessions 2023-24 Fiscal Year																
	3D Printing	Cricut/silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Heat Press	Creative Kits	Virtual Reality	Staff Training	Total Sessions
<b>Jul</b>	30	6	11	19	1	11	2	6	0	2	9	13	49	0	4	163
<b>Aug</b>	29	15	14	13	2	15	1	5	0	1	12	16	57	0	3	183
<b>Sep</b>	46	17	15	11	3	14	0	18	0	3	12	25	23	0	8	195
<b>Oct</b>	22	22	20	17	5	330	0	87	0	3	16	330	33	0	0	885
<b>Nov</b>	36	12	11	12	5	26	0	14	0	2	9	26	61	0	0	214
<b>Dec</b>																0
<b>Jan</b>																0
<b>Feb</b>																0
<b>Mar</b>																0
<b>Apr</b>																0
<b>May</b>																0
<b>Jun</b>																0
<b>Sessions</b>	<b>163</b>	<b>72</b>	<b>71</b>	<b>72</b>	<b>16</b>	<b>396</b>	<b>3</b>	<b>130</b>	<b>0</b>	<b>11</b>	<b>58</b>	<b>410</b>	<b>223</b>	<b>0</b>	<b>15</b>	<b>1640</b>

### iCube Usage 2022- 2023



2023-2024 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	1,947	513	206	20	175
August	2,009	520	221	13	287
September	1,867	535	232	28	436
October	1,916	540	236	17	173
November	1,898	549	240	10	275
December					
January					
February					
March					
April					
May					
June					
<b>FYTD Total</b>	<b>9,637</b>	<b>2,657</b>	<b>1,135</b>	<b>88</b>	<b>1,346</b>

2023-2024 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,017	4,390	9,407	649	111
August	6,724	2,656	9,380	750	123
September	6,400	2,429	8,829	1,081	110
October	6,294	4,438	10,732	2,195	114
November	7,758	2,620	10,378	2,314	124
December					
January					
February					
March					
April					
May					
June					
<b>FYTD Total</b>	<b>32,193</b>	<b>16,533</b>	<b>48,726</b>	<b>6,989</b>	<b>582</b>

<b>Meeting Room Statistics 2023-2024 Fiscal Year</b>		
	<b>Rentals</b>	<b>Attendees</b>
<b>July</b>	26	390
<b>August</b>	25	443
<b>September</b>	40	859
<b>October</b>	52	1084
<b>November</b>	44	851
<b>December</b>		
<b>January</b>		
<b>February</b>		
<b>March</b>		
<b>April</b>		
<b>May</b>		
<b>June</b>		
<b>FYTD</b>	<b>187</b>	<b>3627</b>



**FRIENDS OF NOVI LIBRARY – No Meeting in December 2023**

**CITY OF NOVI HISTORICAL COMMISSION**



**NOVI HISTORICAL COMMISSION**  
**SEPTEMBER Minutes**  
**Wednesday, October 18, 2023**  
**Novi Library Local History**

**CALL TO ORDER:** 7:04 pm  
**ATTENDANCE:** Kim Nice, Sharon Larson, Kathy Crawford, Dan Pierce, Kelly Kasper,  
**ABSENT:** Rae Manela and Debbie Wrobel  
**INTRODUCTION OF GUESTS:** Sue Grifor, Betty Lang  
**APPROVAL OF AGENDA:** APPROVED w/ amendments  
**APPROVAL OF SEPTEMBER MINUTES:** APPROVED w/ amendment

**TREASURER’S REPORT- Kim**

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2023/2024 Fiscal Year			
	BUDGET	EXPENDITURES Through October 18, 2023	
Display Cabinet Exhibit	\$ 500	\$ -	
Marketing/Brochures/Engage/Name Badges	\$ 600	\$ -	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 8,000	\$ (17,88)	
Program/Speaker Fees	\$ 1,200	\$ -	
Storage Unit	\$ 2,900	\$ (2,852.00)	
Acquisition (Books/Materials)	\$ 1,600	\$ (1,200.00)	
Conference/Continuing Education	\$ 1,200	\$ -	
Legal Fees	\$ 500	\$ -	
Special Projects - Exemptions Villa Barn, Photography, Veterans Sign, Oral History, City/Community Events, Motor City Marker)	\$ 4,000	\$ (2,605.62)	
<b>Total:</b>	<b>\$ 21,700</b>	<b>\$ (8,475.21)</b>	<b>\$ 15,225</b>
<b>Available Projects</b>	Expenditures	Revenue Received	\$5.00 YTD
Villa Barn Book Sales YTD			\$ 807.38 carryover funds
Wealth Across Novi Project			

Treasurer’s Report: APPROVED

**EXPENSES:** The Commission needs to use the additional budget provided by the City of Novi for new equipment by the end of the fiscal year in June 2024.

**LIBRARY LIAISON REPORT:**

**Novi Newspaper Request:** Betty Lang is looking for hard copies of the Novi Note from July 3 through the present to digitize. The library has not received copies of the paper and is trying to track back copies down.

**History Room Office Hours:**

Monday, Nov. 6 (Noon – 2 p.m.): Sharon Larson  
 Monday, Nov. 20 (6 – 8 p.m.): Kelly Kasper, Kim Nice

**DISCUSSION ITEMS:**

**Document Day:** Document Day will be postponed from Sunday, Oct. 22 to a future date. Betty will present possible dates for a May document day.

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**Library Senior Day:** The event was held on Monday, Oct. 9 from 10 a.m. – 3 p.m. Kathy Crawford, Kim Nice and Sharon Larson staffed the event. Overall, Senior Day was well attended with many of the participating seniors saying they will come back to the History Room to do research in the future.

**2023 – 2024 History Speakers Series:**

“A City Called Midnight” speaker series was held on Sept. 21. The event was well attended, and the speaker did a good job keeping the audience engaged.

The remaining events scheduled for 2023 – 2024 CY year:

- Thursday, Oct. 19, 2023 – One Room School House
- Thursday, March 21, 2024 – Women of Michigan’s Capitol
- Thursday, April 18, 2024 – History of Detroit Coney Island
- Thursday, May 16, 2024 – Survivors, Victims & Legacies

**ONGOING PROJECTS:**

**Wreaths Across Novi:** The event will take place on Nov. 11. Estimates for the wreath came in at close to \$2,000. Sponsorship opportunities for the event will close in the next week so a banner can be created with the names of companies sponsoring the event. The flag holders will be in place ahead of the Wreaths Across Novi ceremony. Representatives from the Boy Scouts will help with laying the wreaths. Commissioners are asked to show up at 10 or 10:30 a.m. and help with takedown.

**Wisdom Exchange:** The Wisdom Exchange program has been put on pause. The hope is that an advisor can help the students start the group back up in the future.

**Novi Bus Tour:** Eight people have signed up for the tour on Friday, Oct. 20<sup>th</sup> at Walton Woods. Kathy has created a tour route that would be about two hours.

**Miniature Project:** Commission team members went to Washtenaw Community College to meet with Randy Van Wagnen, an animation teacher, and his class to help model and 3D print the Novi General Store. The class would also do some of the more detailed interior items. The plan is to meet with the class again and review some of the results in three weeks.

**NEW BUSINESS:** NONE

**PUBLIC COMMENT:** NONE

**NEXT MEETING:** Nov. 15, 2023, at 7 p.m.

**ADJOURN:** 8:28 p.m.



NOVI HISTORICAL COMMISSION  
**WEDNESDAY, NOVEMBER 15, 2023**  
NOVI LIBRARY LOCAL HISTORY ROOM

**CALL TO ORDER**

VP Kathy Crawford

**ATTENDANCE**

**ABSENT**

**INTRODUCTION OF GUESTS**

**APPROVAL OF AGENDA**

**APPROVAL OF SEPTEMBER MINUTES**

**TREASURERS REPORT**

Kim Nice\*Commission Opening

**LIBRARY LIASON REPORT**

Rae Manela

Office Hours: Mon. Nov. 20 (6-8pm)

Kelly/Kim

Mon. Dec. 4 (12-2pm)

Mon. Dec. 18 (6-8pm)

Mon. Jan. 1 (no office hours)

Mon. Jan. 15 (6-8pm)

**DISCUSSION ITEMS**

\*Thank You for Betty's years of devotion to local history

\*Commission Opening... Expect interviews to be held in December

\*ReCap of One Room School House Program 10/19

\*ReCap of Wreaths Across Novi 11/11

ReCap of Novi History WaltonWood Bus Tour 10/20

\*Elections at Jan. Meeting

\*Miniature Project

Novi Holiday History @Lakeshore Park 12/15 2pm

Data Input Project

Program Development for 2024 (we have March/April/May planned)

\*Sign Goof Up

\*Where's the Gravestone photos?

\*Wisdom Exchange

\*Display Case (Kathy has some items for the Capitol Women)

\*Prentis Thumb Drive-given to Kelly

\*Who's Up for Re-appointment? (Kelly and Debbie)

\*New Date for Document Day

**NEW BUSINESS**

**PUBLIC COMMENT**

**NEXT MEETING- Wednesday, December 20, 2023**

**ADJOURN**

## **LIBRARY BOARD COMMITTEE REPORTS**

### **1. Policy Committee – No Meeting held**

### **2. HR Committee update by Director Farkas**

As of 12/16/23, we have not received the final draft from the Attorney to complete the staff and Board review.

#### **HR Policy Reviews by Staff: 9/27, 10/12, 10/26, 11/2, 11/6, 11/9 and 11/20**

The Staff Committee has looked at time off banks in relation to how the City of Novi is currently administering benefit time.

Kristen and Julie are looking at the % of retirement for staff versus the City of Novi. The Library's percentage is lower. Also looking at tuition reimbursement opportunities, which the City of Novi offers. These are conversations that will be brought to the full board during 24/25 budget planning.

A new organizational chart is being reviewed by Kristen Sullivan and Dana VanOast.

### **3. Finance Committee - Meeting held on November 28, 2023 update by Director Farkas**

Committee began reviewing the larger costs that will begin to be expended in upcoming years as the library building continues to age. Director Farkas provided a number of costs that will be brought to the Board during budget discussions to show the continual use of the 272 Contributed Funds Account for the Library (Examples include: full building carpet project, HVAC improvements and upgrades, parking lot upgrades, etc.). These costs will show the increased costs of the building over the next 3-5 years, which will justify the need for additional revenue to support library operations.

### **4. Events/Marketing/Fundraising Committee – Meetings held on November 13<sup>th</sup> and December 7, 2023**

11/13/23 Committee Meeting Notes by Trustee Dooley

- Reviewed the Annual Report - Dana will send out one more revision before the board meeting for the committee to review.
- Dana & Maryann attended the Library Marketing and Communications Conference - a report will be shared at the December 7th meeting.
- Working with Brentwood Grille of Novi & Friends on an event in late January/February - fundraiser (Love Your Library Luncheon) on a Saturday.
- There is now a staff Marketing Committee - led by Dana
- The Library's website will launch an upgrade this weekend 11/18 based on new safety breach protocols (a more secure platform).

Next meeting: Thursday, December 7th at 5:00pm by Zoom

From Dana VanOast, Communications Manager

### **We've created a better experience for you!**

The Novi Public Library strives to provide the best experience for all of our patrons, in-person and online. To keep up with changes in technology, we've updated our website to take advantage of newer security protocols and design elements that make it easier to find and view information on your phone and tablet. These new additions will improve speed and accessibility. If you have certain pages bookmarked, those bookmarks will need to be recreated, but all information is located exactly where you've always found it.



## **Staff Updates**



Annual Report - will be presented at the City Council meeting on Monday, Dec 11th

- Dana mentioned using Clameo online tool, which can be used to make the pdf document easily readable and available to view. Looks great
- At the City Council meeting, Annual report will be sent via email and just walk through highlights. Have 20-25 physical copies to hand out

Website-updates

- Update it be more secure
- It has been seamless, except for one person Dana had to respond to
- Ability to implementing new features

Lakeshore

- They are back into the winter gift card promotion, to get more patrons going to Lakeshore
- Jan get post card drafted and share with us in Jan meeting so we can push it in Feb
- Emma, new outreach member is doing book club

## Staff Updates



Trustee Kat talked about silent reading option to help promote in our community

### Calendar/Meeting

- Kick off in December
- Mid-Feb to launch this option to public
- Has various reports to help track the usage of the room

### Strategic Plan

- The staff is working on the first draft work plan and will be ready for Strategic planning committee review in Jan 2024

### Customer Service Committee

- Several discussions planned for Jan 2024



## Marketing

- Teen Space
  - We really don't want to do registration
  - Also reach out to community partners to see if they have space there to support teens
  - Hoping School can provide some solution to help teens find the space around the high school
  - Have the high school library be open to accommodate the kids there as well
  - Julie also brought this to ROSellie's attention as well
  - This is a community problem vs library problem



## Fundraising

- Friends provided a logo wear to all staffs of the library and will have a photo shoot
- \$235 Applebee fundraiser
- Pushing the giving tree and have it as an option as a gift that lasts long time
- Michigan Made Gift Basket fundraiser that they are doing, ending on Saturday
- We will



## Events

- Event in Feb 2024
  - Julie met with Friends to align on lunch Feb 3rd, 11-1pm
  - 2 hrs, Brentwood Grille, with 3 wine tasting along with games and music
  - With the donated \$, we will align on using it for a Project for the library
  - Julie to check if this can be more light vs heavy lunch
- Human Library
  - Emma and Julie has set up a meeting with them virtually to discuss option to bring it to our library
  - This could potentially launch in Fall
- Health and Wellness
  - There is a new person Rosely help with Student Mental wellness and health
  - We have several topics that they are looking at
    - How Dark in Michigan
    - Sleep disorder
    - Great way to partner
  - Julie meeting with Ben about how to limit the traffic at the library
    - Message to the family that sometimes library will run out of space, as we dont have unlimited spaces

## **5. Strategic Planning Committee – No meeting held**

Staff met on December 13<sup>th</sup>. We have a draft ready for the Board Strategic Planning Committee to review as well as sending to ReThinking Libraries for their suggestions.

## **6. Building & Grounds Committee – No meeting held**

Security Camera/Server project is almost complete (deadline was: December 30, 2023). A few changes need to be made to some of the viewing components of the cameras to avoid obstructions as noted by our Facilities Assistant, Keith Perfect. Training for staff started December 11<sup>th</sup> and continues through December 21<sup>st</sup>.

IT and Facilities Staff are currently working with our vendor for the building monitoring software (BMS) that may allow better temperature flow in the library, including the lobby. The software does need an upgrade as it is out of warranty and exceeds lifespan (system was original to the building as of March 2010) and is no longer supported based on upgrades. There is confidence from the vendor in fixing this issue and improving the lobby temperatures. More details will be provided as soon as the software update occurs.

## **7. Bylaw Committee – No meeting held**

Based on the language in the bylaws, a 10-day notice of changes needs to be afforded to the full Library Board for review. President Sturing requested a 2<sup>nd</sup> reading of the bylaw changes for the December 21, 2023 meeting. All changes that were discussed by the Library Board at the November 16, 2023 were recorded and highlighted in yellow for the Board to review.

**BYLAWS OF THE CITY OF NOVI LIBRARY BOARD  
NOVI PUBLIC LIBRARY**

**Article I  
Identification**

The official name of this body shall be the City of Novi Library Board, and it shall be referred to herein as the "Library Board". The authority of the Library Board is established and defined under Chapter 16 of the Novi City Charter, Chapter 19 of the City of Novi Code of Ordinances, and Act Number 164 of the Public Acts of Michigan of 1877 as amended. The Library Board will exercise the powers and assume the duties granted or assigned to it under said statute and ordinances.

**Article II  
Membership**

**Section 1. Appointments and Terms of Office.** The City of Novi Library Board shall consist of seven (7) members (a "member" or a "trustee"), appointed by the Mayor, with the approval of the City Council. Members shall serve terms of three (3) years each and shall hold office until their respective terms have expired and their successors have been duly appointed and qualified, or until they earlier resign.

**Section 2. Meeting Attendance.** Members shall attend all regular and special meetings of the Library Board. The Library Board may request the City Council to remove any member for neglect of duty who has two successive unexcused absences from regular or special meetings. An unexcused absence is one in which the Board member failed to notify the Library in advance of an anticipated absence

**Section 3. Vote.** Each Board member shall have one vote on any question being considered. Votes may only be cast in person, and Board members may not grant proxies to other Board members.

**Section 4. Compensation.** Members of the Board shall serve without compensation.

**Section 5. Resignation.** Resignations from the Library Board shall be submitted in writing to the Mayor and the City Council and shall be automatically effective upon delivery without need of acceptance.

**Section 6. Vacancies.** In the event of a vacancy on the Board, the Library Board will await appointment by the Mayor with the approval of City Council within the next appointment cycle.



**Section 7. Student Representatives.** The Mayor of the City of Novi may appoint two student representatives to attend all open meetings of the Library Board. The student representatives will act as liaison between the Library and student organizations of the schools in which they attend and will advise the Board and Library staff concerning youth and teen issues that are pertinent to the Library. Students serve ex-officio, as non-voting members of the Library Board. Appointment cycle runs January – December, serving two terms based on positive attendance records and engagement. (Refer to Resolution Regarding Terms of Youth Council Members and Appointment to Other Boards and Commission – August 8, 2016). Student Representative must be a resident of Novi, Michigan.

### **Article III Officers**

**Section 1.** The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the April annual meeting of the Library Board or if adjourned or cancelled, at the next regularly scheduled meeting of the Library Board. No member shall hold more than one office at a time.

**Section 2.** At least one month prior to the annual meeting, the secretary shall present a slate of officers to the board for consideration. Additional nominations may be made by any member from the floor at that time.

**Section 3.** Officers shall serve until the next annual meeting and until their successors are duly elected.

**Section 4.** The president shall preside at meetings of the Board, call special meetings and authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on Library funds (except at times that the Library funds are administered by the City of Novi), and generally perform all duties associated with the office of president.

**Section 5.** The vice president shall act as the president in the absence of the president. In the event of a vacancy in the office of president the vice president shall assume the office of president for the remainder of the president's unexpired term. The vice president shall perform such other duties as may be assigned by the president.

**Section 6.** A member of the Library staff designated by the Library Director shall be assigned to keep true and accurate minutes of all open meetings of the Board and shall issue and post notice of all regular and special meetings. The secretary shall perform the foregoing duties in the absence of Library staff and shall perform such other duties as are generally associated with the office of secretary.

**Section 7.** The treasurer shall make monthly reports to the Board showing in summary detail the amount and investment of, and additions to and disbursements from the Library funds.

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

**Section 9.** In the event that the Library Board fails, refuses or is otherwise unable to fill any office, officers shall be automatically appointed with the eligible members with the most seniority

filling the offices in the order of president, vice president, treasurer and secretary. Seniority is measured from the date and time of the member was first sworn in as a member of the Library Board.

#### **Article IV Meetings**

**Section 1. Regular Meetings.** The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

**Section 2. Annual Meetings.** An annual meeting for the purpose of the election of officers shall be held at the time of the regular meeting in April of each year or at the next regular meeting thereafter if the regular meeting in April does not occur. The President shall schedule a meeting at least once each year for the purpose of setting annual goals.

**Section 3. Agendas and Notices.** The order of business for regular meetings shall be according to an agenda that shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. The agenda shall be transmitted to Board members at least two days prior to the meeting. The agenda will provide time for public participation. The agenda may be amended by action of the Library Board during Library Board meetings.

**Section 4. Minutes.** Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted in the Library.

**Section 5. Special Meetings.** Special meetings may be called at the direction of the president, and shall be called at the written request of a majority of the members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. The purpose of the meeting shall be stated in the notice of the meeting.

**Section 6. Quorum.** A quorum for the transaction of business at any meeting shall consist of a majority of the members of the Board.

**Section 7. Open Meetings Law Compliance.** All Board meetings and all committee meetings shall be held in compliance with the Michigan Open Meetings Act, PA 267 of the Public Acts of 1976.

**Section 8. Parliamentary Authority.** The rules contained in *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board. The Library Board may appoint a parliamentarian.

**Section 9. Public Participation.** Members of the public may address the Board at any of its regular or special meetings, as provided for in the Open Meetings Act. Public comment is limited to five minutes per person and an individual may only speak once per meeting.

The president will present the following public comment guidelines prior to inviting guests to speak:

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the five minute time limit. This is not a question-answer session, therefore, Library Board members will not respond to questions. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees.

Guests will be required to state their full name and address.

**Section 10. Broadcast and Recording.** Meetings of the Board shall be broadcast by a media generally available to the citizens of the City of Novi unless broadcast facilities are unavailable, inoperable or if it is otherwise impractical for broadcast to occur. Visual/audio recordings of all meetings shall be available at the Library and on the Library's internet site for a period of time determined by the Library Director but not less than 3 months after the meeting. Closed meetings shall not be broadcast or recorded.

#### **Article V Committees**

**Section 1. Standing Committees.** The following committees: Finance Committee, Human Resources Committee, Events/Marketing/Fundraising Committee, Strategic Planning Committee, Building/Landscaping Committee and Policy Committee and a chairperson for each shall be appointed by the president promptly after the annual meeting.

**Section 2. Powers.** Committees shall make recommendations to the Board as pertinent to Board meeting agenda items and no committee shall have other than advisory powers.

**Section 3. Ad Hoc Committees.** Ad hoc committees for the study of special circumstances shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed.

**Section 4.** Board committees may be appointed by the President and may also consist of Novi citizens, Library staff and other qualified resource persons or experts.

#### **Article VI Duties of the Board of Trustees**

**Section 1.** Responsibility for the operation of the Novi Public Library is vested in the Library Board. Subject to State law and City ordinance, the Board has the power and duty to determine the policies, rules and regulations governing Library operations and services.

**Section 2.** The Library Board shall select, appoint and supervise a Library Director. The Library Board shall annually review the performance of the Library Director and set the salary and benefits of the Library Director.

**Section 3.** The Library Board shall adopt and approve a budget for each fiscal year.

**Section 4.** The Library Board shall have exclusive control of the expenditure of all monies collected, donated or appropriated for the library fund and shall approve all library expenditures. The Board may delegate administration of any Library funds to the City of Novi.

**Section 5.** The Library Board regularly reviews various physical and building needs to see that they meet the requirements of the overall library program.

**Section 6.** The Library Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

**Section 7.** The Library Board shall cooperate with other public officials and boards and maintain vital public relations.

**Section 8.** The Library Board shall approve and submit an annual report of the operations of the Library to the Novi City Council.

#### **Article VII Library Director**

The Library Director shall be the chief officer of the Library and shall be responsible for the implementation of the rules and policies established by the Library Board. The Library Director shall be responsible for the day-to-day management and operation of the Library. The Library Director shall act as an advisor to the Board. The Library Director shall attend all Board meetings unless excused for good cause, and may be excused from closed sessions other than any closed session to review the performance of the Library Director, and shall have no vote.

#### **Article VIII Conflict of Interest**

**Section 1.** Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Novi Public Library in which they have a direct or indirect financial interest.

**Section 2.** A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a financial interest.

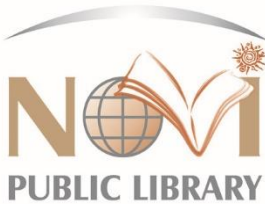
**Section 3.** A board member may not receive anything of value that could reasonably be expected to influence a vote or other official action.

**Article IX**  
**General**

**Section 1.** An affirmative vote of the majority of all members of the Board present at a meeting at which a quorum is present shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

**Section 2.** Any notice permitted or required to be given by these Bylaws may be given by personal delivery, first class mail, or by e-mail transmission. In the case of first class mail, then notice shall be deemed to have been given on the date of the postmark. It is the responsibility of each member to keep the Library Director informed of their current and accurate contact information.

**Section 3.** These bylaws may be amended at any regular meeting of the Library Board by majority vote of all members of the Board, provided that notice of the proposed amendment shall have been given to all members at least ten days prior to the meeting at which such action is proposed to be taken.



Draft as of October 26, 2023; Committee and Attorney Reviewed; updated as of November 16, 2023 first reading of Library Board, revisions highlighted in yellow.

## BYLAWS OF THE CITY OF NOVI LIBRARY BOARD NOVI PUBLIC LIBRARY

### Article I Identification

The official name of this body shall be the City of Novi Library Board, and it shall be referred to herein as the "Library Board". The authority of the Library Board is established and defined under Chapter 16 of the Novi City Charter, Chapter 19 of the City of Novi Code of Ordinances, and Act Number 164 of the Public Acts of Michigan of 1877 as amended. The Library Board will exercise the powers and assume the duties granted or assigned to it under said statute and ordinances. All meetings and business of the Novi Public Library shall be conducted in accordance with the Michigan Open Meetings Act (Act No. 267 of Public Acts of 1976 as amended, MCL 15.261-15.275).

The Library Board has the responsibility of championing the cause of intellectual freedom, which includes fighting censorship efforts.

### Article II Membership

Section 1. Appointments and Terms of Office. The City of Novi Library Board shall consist of seven (7) members (a "member" or a "trustee"), appointed by the Mayor, with the approval of the City Council. Members shall serve terms of three (3) years each and shall hold office until their respective terms have expired and their successors have been duly appointed and qualified, or until they earlier resign.

Section 2. Meeting Attendance. Members shall attend all regular and special meetings of the Library Board. The Library Board may request the City Council to remove any member for neglect of duty who has two successive unexcused absences from regular or special meetings. An unexcused absence is one in which the Board member failed to notify the Library in advance of an anticipated absence

Section 3. Vote. Each Board member shall have one vote on any question being considered. Votes may only be cast in person, and Board members may not grant proxies to other Board members.

Section 4. Compensation. Members of the Board shall serve without compensation.

Section 5. Resignation. Resignations from the Library Board shall be submitted in writing to the Mayor and the City Council and shall be automatically effective upon delivery without need of acceptance.

Section 6. Vacancies. In the event of a vacancy on the Board, the Library Board will await appointment by the Mayor with the approval of City Council within the next appointment cycle.

Section 7. Student Representatives. The Mayor of the City of Novi may appoint two student representatives to attend all open meetings of the Library Board. The student representatives will act as liaison between the Library and student organizations of the schools in which they attend and will advise the Board and Library staff concerning youth and teen issues that are pertinent to the Library. Students serve ex-officio, as non-voting members of the Library Board. Appointment cycle runs January – December, serving two terms based on positive attendance records and engagement. (Refer to Resolution Regarding Terms of Youth Council Members and Appointment to Other Boards and Commission – August 8, 2016). Student Representative must be a resident of Novi, Michigan.

~~Section 8. Reappointments. a member is reappointed by the Mayor with the approval of City Council, that member can complete their current officer and committee assignments after taking their oath of office with the City Clerk.~~

#### Article III Officers

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the March annual meeting of the Library Board or if adjourned or cancelled, at the next regularly scheduled meeting of the Library Board. No member shall hold more than one office at a time.

Section 2. In the agenda packet for the annual meeting, the secretary shall present a slate of officers to the board for consideration. Additional nominations may be made by any member from the floor at that time.

Section 3. Officers shall serve until the next annual meeting and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, call special meetings and authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on Library funds (except at times that the Library funds are administered by the City of Novi), and generally perform all duties associated with the office of president.

Section 5. The vice president shall act as the president in the absence of the president. In the event of a vacancy in the office of president, the vice president shall assume the office of president for the remainder of the president's unexpired term. The vice president shall perform such other duties as may be assigned by the president.

Section 6. ~~The secretary will keep accurate minutes of all open meetings and actions of the Board for approval at the next board meeting.~~ A member of the library staff designated by the Library Director shall be assigned to keep ~~and~~ accurate minutes of all meetings of the Board ~~and in the absence of the secretary. The Library Director or designated staff member~~ shall issue and post notice of all regular and special meetings. ~~The designated employee will be compensated for performing library board minutes secretarial duties as it is seen as duties above and beyond general work related duties.~~ The library board secretary shall perform the foregoing duties in the absence of library staff and shall perform such other duties as are generally

associated with the office of secretary. ~~The secretary may be called upon to perform other correspondence duties for the Library.~~

Section 7. The treasurer shall make monthly reports to the Board showing in summary detail the amount and investment of, and additions to and disbursements from the Library funds.

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

Section 9. In the event that the Library Board fails, refuses or is otherwise unable to fill any office, officers shall be automatically appointed with the eligible members with the most seniority filling the offices in the order of president, vice president, treasurer and secretary. Seniority is measured from the date and time of the member was first sworn in as a member of the Library Board ~~and has been serving continuously.~~

Section 10. ~~At the meeting prior to City Council Board appointment, the secretary will prepare a list of members whose term of office is expiring, the office they hold, and positions affected by reappointment.~~

#### Article IV Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board. ~~at its annual meeting.~~

Section 2. Annual Meetings. An annual meeting for the purpose of the election of officers shall be held at the time of the regular meeting in March of each year or at the next regular meeting thereafter if the regular meeting in March does not occur. The President shall schedule a meeting at least once each year for the purpose of setting annual goals.

Section 3. Agendas and Notices. The order of business for regular meetings shall be according to an agenda that shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. The agenda shall be transmitted to Board members at least two days prior to the meeting. The agenda will provide time for public participation. The agenda may be amended by action of the Library Board during Library Board meetings.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted in the Library. ~~Library staff shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer. Library staff shall make approved minutes available for public inspection within 5 business days after the meeting at which the minutes are approved by the Board.~~

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of a majority of the members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. The purpose of the meeting shall be stated in the notice of the meeting.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of a majority of the members of the Board.



Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with the Michigan Open Meetings Act, PA 267 of the Public Acts of 1976.

Section 8. Parliamentary Authority. The rules contained in Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board. The Library Board may appoint a parliamentarian.

Section 9. Public Participation. Members of the public may address the Board at any of its regular or special meetings, as provided for in the Open Meetings Act. **Public comment is limited to three (3) minutes per person during each public comment period. five minutes per person and an individual may only speak once per meeting two sessions per meeting. At each session each individual may speak for up to three (3) minutes.**

The president will present the following public comment guidelines prior to inviting guests to speak:

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the **five three (3) minute time limit**. This is not a question-answer session, therefore, Library Board members will not respond to questions. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees. **All issues must be addressed to the Library Board, not to individual board members.**

Guests will be ~~required~~ **asked** to state their full name and address.

Section 10. Broadcast and Recording. Meetings of the Board shall be broadcast by a media generally available to the citizens of the City of Novi unless broadcast facilities are unavailable, inoperable or if it is otherwise impractical for broadcast to occur. Visual/audio recordings of all meetings shall be available at the Library and on the Library's internet site for a period of time determined by the Library Director but not less than 3 months after the meeting. Closed meetings shall not be broadcast or recorded.

## Article V Committees

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Section 2. Powers. Committees shall make recommendations to the Board as pertinent to Board meeting agenda items and no committee shall have other than advisory powers.

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special circumstances shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed.

Section 4. Board committees may be appointed by the President and may also consist of Novi citizens, Library staff and other qualified resource persons or experts.

## Article VI

### Duties of the Board of Trustees

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Section 3. The Library Board shall adopt and approve a budget for each fiscal year.

Section 4. The Library Board shall have exclusive control of the expenditure of all monies collected, donated or appropriated for the library fund and shall approve all library expenditures. The Board may delegate administration of any Library funds to the City of Novi.

Section 5. The Library Board regularly reviews various physical and building needs to see that they meet the requirements of the overall library program.

Section 6. The Library Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Library Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Library Board shall approve and submit an annual report of the operations of the Library to the Novi City Council.

## Article VII Library Director

The Library Director shall be the chief officer of the Library and shall be responsible for the implementation of the rules and policies established by the Library Board. The Library Director shall be responsible for the day-to-day management and operation of the Library. The Library Director shall act as an advisor to the Board. The Library Director shall attend all Board meetings unless excused for good cause, and may be excused from closed sessions other than any closed session to review the performance of the Library Director, and shall have no vote.

## Article VIII Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Novi Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence a vote or other official action.

## Article IX General

Section 1. An affirmative vote of the majority of all members of the Board present at a meeting at which a quorum is present shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any notice permitted or required to be given by these Bylaws may be given by personal delivery, first class mail, or by e-mail transmission. In the case of first class mail, then notice shall be deemed to have been given on the date of the postmark. It is the responsibility of each member to keep the Library Director informed of their current and accurate contact information.

Section 3. These bylaws may be amended at any regular meeting of the Library Board by majority vote of all members of the Board, provided that notice of the proposed amendment shall have been given to all members at least ten days prior to the meeting at which such action is proposed to be taken.

### **8. DEI Committee**

The meeting set for Monday, December 11, 2023 was rescheduled to Tuesday, December 27, 2023.



## LIBRARY CLOSINGS 2023

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

## LIBRARY BOARD MEETINGS

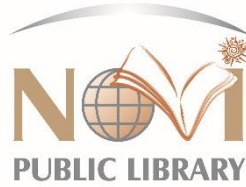
FOURTH THURSDAY OF EACH MONTH AT THE NOVI CIVIC CENTER @ 7:00 P.M.

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

**H – Paid Holiday for Employee**

Approved by Library Board 6/23/2022; Updated 6/27/22

**As of May 25, 2023 Library Board approved closing on Sundays June 18<sup>th</sup> – September 3, 2023**



## LIBRARY CLOSINGS 2024

- MONDAY, JANUARY 1 (New Year's Day) **H**
- SATURDAY, MARCH 30 (Easter Weekend)
- SUNDAY, MARCH 31 (Easter) **H**
- SUNDAY, MAY 12 (Mother's Day)
- SATURDAY, MAY 25 (Memorial Day Weekend)
- SUNDAY, MAY 26
- MONDAY, MAY 27 (Memorial Day) **H**
- SUNDAY, JUNE 16 (Father's Day)
- WEDNESDAY, JUNE 19 (Juneteenth) **H**
- THURSDAY, JULY 4 (Independence Day) **H**
- FRIDAY, JULY 5 (Independence Weekend)
- SATURDAY, JULY 6
- SUNDAY, JULY 7
- FRIDAY, AUGUST 9 (Staff In-Service Day)
- SATURDAY, AUGUST 31 (Labor Day Weekend)
- SUNDAY, SEPTEMBER 1
- MONDAY, SEPTEMBER 2 (Labor Day) **H**
- WEDNESDAY, NOVEMBER 27 (Day before Thanksgiving, close at 5 p.m.)
- THURSDAY, NOVEMBER 28 (Thanksgiving Day) **H**
- FRIDAY, NOVEMBER 29 (Thanksgiving Weekend)
- SATURDAY, NOVEMBER 30
- SUNDAY, DECEMBER 1
- TUESDAY, DECEMBER 24 (Christmas Eve Day) **H**
- WEDNESDAY, DECEMBER 25 (Christmas Day) **H**
- TUESDAY, DECEMBER 31 (New Year's Eve Day) **H**
- WEDNESDAY, JANUARY 1 (New Year's Day) **H**

**H – Paid Holiday for Employee (11 Total; 1 Floating Holiday for Veteran's Day in November)**

### LIBRARY BOARD MEETINGS

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

Except: Feb. 15<sup>th</sup>, March 21<sup>st</sup> – due to Director Request (3<sup>rd</sup> Thursday)

Nov. 21<sup>st</sup>, Dec. 19<sup>th</sup> – due to holidays (3<sup>rd</sup> Thursday)

Approved: June 22, 2023; Revised August 25, 2023



## Library Board Calendar

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

### 2024

January	<b><u>Budget Planning Sessions at NPL:</u> Thursday, January 18<sup>th</sup> at 5:30pm and Thursday, February 1<sup>st</sup> at 5:30pm, Novi Public Library</b>
January 25	<b>Library Board Regular Meeting, Council Chambers</b> Library Director Mid-Year Review
February 15	<b>Library Board Regular Meeting, Novi Public Library</b> 2024-2025 Budget Approval <b>(1 week in advance; change due to conflict for Director)</b>
March 21	<b>Library Board Regular Meeting, Novi Public Library</b> <b>(1 week in advance; change due to conflict for Director)</b>
April 7-13	National Library Week
April 25	<b>Library Board Regular Meeting, Council Chambers (Board Elections)</b>
May 23	<b>Library Board Regular Meeting, Council Chambers</b>
June 27	<b>Library Board Regular Meeting, Council Chambers</b> Library Director Annual Review
July 25	<b>Library Board Regular Meeting, Council Chambers</b>
August 9	Staff In-service, Library Closed
August 22	<b>Library Board Regular Meeting, Council Chambers</b>
September 26	<b>Library Board Regular Meeting, Council Chambers</b>
October 24	<b>Library Board Regular Meeting, Council Chambers</b>
November 21	<b>Library Board Regular Meeting (Thursday), Novi Public Library</b> <b>(** 1 week in advance due to the holiday)</b>
December 19	<b>Library Board Regular Meeting (Thursday), Novi Public Library</b> <b>(** 1 week in advance due to the holiday)</b>

Friends Board Meeting: second Wednesday of the month, 7 p.m. at Novi Public Library

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

Approved: June 22, 2023; Revised August 25, 2023