

Agenda

Novi Public Library Board of Trustees—Board Training
 Thursday, May 23, 2024
 at 7:00 p.m.
 Location: City of Novi – Council Chambers

Mission: Cultivate Learning, Inspire Creativity, Foster Inclusivity

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, Kat Dooley

Trustees: Bartlett, Burke, Crawford, Dooley, Gawalapu, Halvangis and Sturing
 Student Representatives: DeMore and Dohadwala

Approval of Agenda.....1-3

Consent Agenda

- 1. Approve Minute of: April 25, 2024 Regular Board Meeting.....4-9
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#638) 10-12

Presentations

- 1. N/A

Public Comment

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

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

Reports

- 1. Student Representatives Report –April 2024..... 13-15
- 2. President's Report (Mark Sturing).....N/A
 - A. 2024-2025 Board Committee Assignments 17
- 3. Treasurer's Report (Brian Bartlett)
 - A. 2023-2024 Library Budget Fund 27118-20
 - B. 2023-2024 Contributed Fund Budget 27221
 - C. Financial Report April 2024.....22
 - D. Library Fund 271 Expenditure & Revenue Report as of April 30, 2024 23-25
 - E. Library Fund 272 Contributed Fund as of April 30, 2024 26-27
 - F. Balance Sheets for Funds 271 and 272 as of April 30, 2024.....28-29

4. Director's Report (Julie Farkas)	30-40
A. Information Technology Report (Jeffrey Smith)	41-44
B. Facilities Report (Keith Perfect)	45
C. Information Services Report (Hillary Hentschel)	45-50
D. Support Services Report (Maryann Zurmuehlen).....	51
E. Library Usage Statistics.....	52-60
F. Friends of Novi Library - Agenda: 5/8/24; Minutes: 4/10/24.....	61-64
G. City of Novi Historical Commission – Minutes 3/20/24	65-67

Public Comment – see language above to be recited

Committee Reports

- Policy Committee:** Review current public policies for the Library
 (Chair: Sturing, Bartlett and Gawalapu, Staff Liaison – Julie Farkas)

 - No Meeting HeldN/A
 - Minor edits proposed for five (5) Public Policies: Changes to Policies, Definitions, Emergency Closing Policy, Financial Policy and Information & Reference Services Policy 68-76
 - 6/27/24: Approval of the 2025 Closure and Holiday CalendarN/A
- HR Committee:** Review HR Policies for the Library, Director Review & Goals
 (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)

 - Meeting held on: 5/14/24.....N/A
 - Director's Annual Review** – June 27, 2024, Director is requesting a Closed Session. Performance review documentation will be sent to Board members the week of May 20th by Trustee Dooley, with the expectation that Board members will submit scores and comments to Trustee Dooley by: June 17, 2024.
- Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)

 - Meeting held on: 5/9/24N/A
- Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 (Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)

 - Meeting scheduled for: 5/20/24N/A
- Strategic Planning Committee:**
 (Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Hillary Hentschel, Info Services)

 - No meeting heldN/A
- Building & Grounds Committee:**
 (Chair: Gawalapu, Sturing, Halvangis (Staff Liaison – Julie Farkas)

 - No meeting heldN/A
- Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
 (Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)N/A
- DEI: Diversity, Equity and Inclusion Committee**
 (Chair: Dooley, Crawford, Halvangis (Staff Liaison – Julie Farkas)

 - Meeting scheduled for: 5/21/24N/A

Matters for Library Board Action

- | | |
|--|-------|
| A. Approve: Changes to Policies Policy..... | 68 |
| B. Approve: Removal of Definitions Policy | 69 |
| C. Approve: Emergency Closing Policy | 70 |
| D. Approve: Financial Policy | 71-74 |
| E. Approve: Information & Reference Services Policy..... | 75-76 |
| F. Approve: 2024-2025 Salary recognizing the change from 2% to 4% for the salary ranges by grade based on Labor Attorney review, effective: July 1, 2024 | 78 |

Communications

- | | |
|---|----|
| 1. 4/11/24: Email from: Andrea Czarniecki Re: Mental Health Alliance Book Discussion held on April 22, 2024 | 80 |
|---|----|

Adjournment**Supplemental Information**

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| • Library Closings 2024..... | 81 |
| • Library Board Calendar 2024..... | 82 |

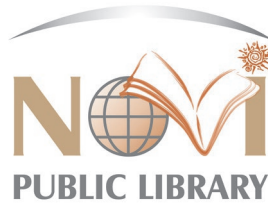
2024 Future Events:

- 5/23/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- **Potential CLOSURE on Friday, May 24th for parking lot maintenance, depending on weather conditions – decision will be made on Wednesday, May 22nd**
- **LIBRARY CLOSED: May 25 – May 27 for Memorial Weekend Holiday**
- 6/3/24: Summer Reading Program begins
- 6/12/24: Friends of Novi Library Meeting at 7:00pm, Novi Public Library
- 6/12/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **LIBRARY CLOSED: June 16 for Father's Day**
- **LIBRARY CLOSED; June 19th for Juneteenth**
- 6/27/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- **LIBRARY CLOSED: July 4 – July 7 for Independence Day and Weekend**
- 7/10/24: Friends of Novi Library Meeting at 7pm, Novi Public Library
- 7/17/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 7/25/24: Library Board Trustee Meeting at 7pm, City of Novi – Council 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
April 25, 2024, 7 PM
Novi Civic Center, Council Chambers**

Initial Draft

Call to Order by President Mark Sturing

Novi Civic Center, Council Chambers
Called to order by President Mark Sturing at 7:00 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary Dooley

Library Board – 4 board members were recorded present

- Mark Sturing, President
- Kathy Crawford, Vice-President – absent, excused
- Brian Bartlett, Treasurer
- Kat Dooley, Secretary
- Lori Burke, Board Member – absent, excused
- Ajeeta Gawalapu, Board Member – absent, excused
- Karla Halvangis, Board Member

Student Representatives

- Alexandra DeMore
- Alyna Dohadwala

Library Staff

- Julie Farkas, Director
- Amy Crockett, Recording Secretary

Approval of Agenda

Motion: To approve the Agenda as presented
Motion for Approval – 1st – Trustee Bartlett
2nd – Trustee Halvangis

Motion passes – 4-0

Consent Agenda

1. Approve Minutes of: March 21, 2024 Board Training Session.....4-5
2. Approve Minutes of: March 21, 2024 Regular Board Meeting.....6-11
3. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#637).....12-14

Motion: To approve the Consent Agenda as presented
Motion for Approval – 1st – Trustee Bartlett
2nd – Trustee Halvangis

Motion passes – 4-0

Presentations

No Presentations

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

Reports

1. Student Representatives Report – March 2024.....15-16
2. President's Report (Mark Sturing)17-20
 - A. FY 2024-25: Goal information Provided to City of Novi and City Council for the annual budget document.....17
 - B. Library Advocacy Day April 16, 2024 – Fact Sheets.....18-20
 - C. 2024-2025 Board Committee Assignments21

Trustee Sturing: Library Advocacy Day Fact Sheets detail three pieces of legislation the Michigan Library Association is asking the Michigan Legislature to consider – the Freedom to Read Act, an increase in state aid to libraries in FY25, and a capital improvement grant program. Noted that currently very little state or federal aid helps fund libraries, it is almost entirely community-based.

Trustee Sturing: Trustee Halvangis has been added to the Building & Grounds Committee and DEI Committee for FY24-25. Trustee Sturing has rejoined the Finance Committee for FY24-25. Otherwise, committee assignments remain the same as FY23-24.

3. Treasurer's Report (Brian Bartlett)
 - A. 2023-2024 Library Budget Fund 27122-24
 - B. 2023-2024 Contributed Fund Budget 27225
 - C. Financial Report March 2024.....26
 - D. Library Fund 271 Expenditure & Revenue Report as of March 31, 2024.....27-29
 - E. Library Fund 272 Contributed Fund as of March 31, 2024.....30-31
 - F. Balance Sheets for Funds 271 and 272 as of March 31, 2024.....32-33

Trustee Bartlett: Noted that this month marks the end of the third quarter of FY23-24. The Library spent some capital money this month on new chairs.

4. Director's Report (Julie Farkas).....34-40
 - A. Information Technology Report (Jeffrey Smith)41-44
 - B. Facilities Report (Keith Perfect)45
 - C. Information Services Report (Hillary Hentschel)45-49
 - D. Support Services Report (Maryann Zurmuehlen)50

E. Library Usage Statistics.....51-59
 F. Friends of Novi Library – Agenda 4/10/24; Minutes 1/10/2460-65
 G. City of Novi Historical Commission – Minutes 2/21/24.....66-68

Director Farkas: The Library received an anonymous donation of \$10,000 for international materials this year. We are partnering with the Novi Community School District for a community reads, including an event with the author at Novi High School on May 13. Noted that the Library gave out over 1,000 solar eclipse glasses.

Trustee Dooley: Noted the popularity of the Read Boxes and wondered if there was a possibility to expand this program.

Director Farkas: Explained that there may be the possibility of expanding into other Novi parks, like Bosco Park, dependent on supply of books. The Library cannot support expanding into Novi neighborhoods.

Trustee Halvangis: Loves seeing all the photos in the reports, and she enjoyed stopping by the Library to see the Tiny Art Show.

Public Comment

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No Public Comment

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 - Chair: Sturing, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held: Approve changing “guest” to “patron” language.....69-73

2. **HR Committee:** Review HR Policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - No Meeting Held.....N/A

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A

4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Meeting Scheduled for 4/30/24.....73

5. **Strategic Planning Committee:**
 - Chair: Bartlett, Crawford, Staff Liaison: Julie Farkas and Hillary Hentschel
 - No Meeting Held: Approve updated 24/25 Strategic Planning Document...74-75

6. **Building & Grounds Committee:**
 - Chair: Gawalapu, Sturing, Halvangis, Staff Liaison: Julie Farkas
 - Meeting Held on 4/18/24: Updates on Cleaning Services RFP, HVAC Quotation and Parking Lot Maintenance Quotation.....76-80

7. **Bylaw Committee (Ad-hoc):** Review of Library Board Bylaws
 - Chair: Bartlett, Sturing, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A

8. **DEI: Diversity, Equity, and Inclusion Committee:**
 - Chair: Dooley, Crawford, Halvangis, Staff Liaison: Julie Farkas
 - No Meeting Held.....81

Matters for Library Board Action

- G. Approve to change the use of the word from “guest” to “patron” for all Library Public Policies and HR Policies and verbal and written communications as it relates to users of the Novi Public Library. This would be a global change for the organization.....69

Trustee Bartlett: Wondered what the connotation was of moving from “guest” to “patron.”

Director Farkas: Explained that the Library is proposing going back to using “patron.” They tried switching to “guest,” but it has not stuck. “Patron” is the tried-and-true term for libraries nationwide.

Trustee Halvangis: Agrees with the rationale presented for switching back to “patron,” that it represents more of a partnership between the user and the Library.

Motion: To approve changing the use of the word from “guest” to “patron” for all Library Public Policies and HR Policies and verbal and written communications as it relates to users of the Novi Public Library.

Motion for Approval – 1st – Trustee Dooley
 2nd – Trustee Halvangis

Motion passes – 4-0

- H. Approve 2024-2025 document as a public communication tool for strategic planning purposes.....74-75

Trustee Halvangis : Asked about the bullet point regarding a public printing solution and wondered if that is not something the Library offers.

Director Farkas : Explained that the Library does offer public printing, but that it has not been working well and needs to be improved to offer a more seamless experience for patrons.

Trustee Bartlett: Thanked staff for all the work they have put into this document and the entire strategic plan.

Trustee Dooley: Expressed wanting to make sure the branding colors were accurate on the document and wanting to make sure the document is shared in smaller chunks on social media.

Motion: To approve the 2024-2025 document as a public communication tool for strategic planning purposes

Motion for Approval – 1st – Trustee Bartlett
2nd – Trustee Dooley

Motion passes – 4-0

- I. Approve a 1 (one) year Janitorial Services contract with GDI Integrated Facility Services, with an option to renew 2 (two) additional years in 1 (one) year increments at the same prices, terms and conditions of the original contract. With a not to exceed monthly price of \$8,680.04 (\$104,160.50 annually)76-77

Trustee Sturing : This was discussed at length in the Building & Grounds Committee. This is designed to improve the current janitorial service that we are dissatisfied with.

Motion: To approve a 1 (one) year Janitorial Services contract with GDI Integrated Facility Services, with an option to renew 2 (two) additional years in 1 (one) year increments at the same prices, terms and conditions of the original contract. With a not to exceed monthly price of \$8,680.04 (\$104,160.50 annually)

Motion for Approval – 1st – Trustee Bartlett
2nd – Trustee Halvangis

Motion passes – 4-0

- J. Approve the option of closing on Friday, May 24th if there is a concern for weather projected for any part of the holiday weekend. Staff would work on May 24th, but the Library would be closed to the public. Notice to staff and the public can be made as late as Wednesday, May 22nd. This will allow for a little more flexibility with the vendor as well as giving the City access to the Library’s parking lot on Monday, May 27th for the Memorial Day Parade events.....80

Trustee Sturing : Explained that parking lot maintenance will be performed over the weekend, but if the weather looks questionable over the weekend, this will give the Library the power to make the decision to close to the public on Friday so the crews can start Friday and still finish the project over the weekend.

Director Farkas : Emphasized the need for the project to be finished before Monday, when the City of Novi has multiple Memorial Day events taking place in the area.

Motion: To approve the option of closing on Friday, May 24th if there is a concern for weather projected for any part of the holiday weekend. Staff would work on May 24th, but the Library would be closed to the public. Notice to staff and the public can be made as late as Wednesday, May 22nd. This will allow for a little more flexibility with the vendor as well as giving the City access to the Library's parking lot on Monday, May 27th for the Memorial Day Parade events

Motion for Approval – 1st – Trustee Halvangis
 2nd – Trustee Bartlett

Motion passes – 4-0

Communications

2. 4/11/24: Letter from Doreen Poupard, Fox Run Resident, Re: Presentation.....82
3. 4/12/24: Email from Priya Gurusurthy, City Council Member, Re: Library Budget83

Closed Session

No Closed Session

Adjournment

Motion: Motion to adjourn at 7:39 PM
 Motion to Adjourn – 1st – Trustee Bartlett
 2nd – Trustee Halvangis

Motion Passes – 4-0

Supplemental Information

- Library Closings 2024.....84
- Library Board Calendar 2024.....85

2024 Future Events:

- 5/8/24: Friends of Novi Library Meeting at 7:00pm, Novi Public Library
- **LIBRARY CLOSED: May 12 for Mother's Day**
- 5/15/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 5/23/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- **LIBRARY CLOSED: May 25 – May 27 for Memorial Weekend Holiday**
- 6/3/24: Summer Reading Program begins
- 6/12/24: Friends of Novi Library Meeting at 7:00pm, Novi Public Library
- 6/12/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **LIBRARY CLOSED: June 16 for Father's Day**
- **LIBRARY CLOSED: June 19 for Juneteenth**
- 6/27/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers

WARRANTS

Warrant 638	271 Accounts	May 2024	
Payable to	Invoice #	Account number	Amount
Carol Hoffman	Refund for On the Road- Detroit Bus trip	271-000.00-674.289	\$ 109.00
ELM USA	Disc cleaning	271-000.00-727.000	\$ 79.95
Quill	office Supplies	271-000.00-727.000	\$ 610.61
Stamps.com	postage; monthly service charges	271-000.00-728.000	\$ 19.99
USPS Stamps	Postage CC	271-000.00-728.000	\$ 200.00
Envisionware	Reinstall terminals	271-000.00-734.000	\$ 1,200.00
HP	support	271-000.00-734.000	\$ 1,114.35
Knight Watch	Monthly monitoring	271-000.00-734.000	\$ 315.00
Presidio	Con-Smartnet renewal	271-000.00-734.000	\$ 1,270.00
TechSoup	Microsoft 365 License CC	271-000.00-734.000	\$ 39.00
Amazon	supplies	271-000.00-734.500	\$ 194.12
CDW-G	APC replacement battery cartridge	271-000.00-734.500	\$ 1,222.41
Tech logic	AST machine	271-000.00-734.500	\$ 1,794.53
UPS - Tech logic	AST Control box CC	271-000.00-734.500	\$ 15.52
Amazon	Toner Cartridges	271-000.00-740.000	\$ 282.95
Demco	supplies	271-000.00-740.000	\$ 901.23
Sam's	supplies	271-000.00-740.000	\$ 71.22
Amazon	742.111	271-000.00-742.000	\$ 1,037.37
Brodart	742.192; Books	271-000.00-742.000	\$ 16,895.10
Cavendish Square	742.916	271-000.00-742.000	\$ 204.44
Cengage	742.300	271-000.00-742.000	\$ 28.79
H. Hentschel	ABDO - PLA; book receipt reimbursement	271-000.00-742.000	\$ 220.00
Tsai Fong	742.600	271-000.00-742.000	\$ 945.46
Amazon	Lending Library	271-000.00-742.010	\$ 83.51
Brodart	lending library	271-000.00-742.010	\$ 1,054.18
Baker Taylor	744.520	271-000.00-744.000	\$ 473.63
Midwest Tape	744.310	271-000.00-744.000	\$ 3,636.87
Playway	744.400	271-000.00-744.000	\$ 154.35
Hoopla/Midwest Tape	digital account	271-000.00-745.200	\$ 12,500.00
OverDrive	eBook, Audiobook	271-000.00-745.200	\$ 8,401.35
Rosati, Schultz	March	271-000.00-806.000	\$ 1,309.20
Suttle Enterprises	Secret Shopping, consulting	271-000.00-816.000	\$ 2,150.00
AT&T	Mar 14 - Apr 13,2024	271-000.00-851.000	\$ 929.88
T-Mobile	due on 5/24/24	271-000.00-851.000	\$ 1,048.49
Telnet	due on 5/5/24	271-000.00-851.000	\$ 1,069.06

Verizon	Mar 26 - Apr 1	271-000.00-851.000	\$ 573.86
J. Farkas	Library Advocacy Day	271-000.00-862.000	\$ 80.40
Petty Cash	Mileage	271-000.00-862.000	\$ 50.37
R. Manela	MI Night of Notable Books	271-000.00-862.000	\$ 89.78
Collaborative Summer	T-shirts	271-000.00-880.000	\$ 845.75
Amazon	programming	271-000.00-880.268	\$ 415.25
ALA	programming CC	271-000.00-880.268	\$ 26.12
Hobby Lobby	programming CC	271-000.00-880.268	\$ 21.64
Lakeshore Learning	Play area toys	271-000.00-880.268	\$ 997.05
Sam's	Programming	271-000.00-880.268	\$ 122.14
Target	Programming CC	271-000.00-880.268	\$ 8.88
Walmart	Crochet program CC	271-000.00-880.268	\$ 18.27
Motown Museum	On the Road Bus trip	271-000.00-880.271	\$ 510.00
Canon	meter usage	271-000.00-900.000	\$ 659.43
Consumers Energy	Mar 6 - Apr 5, 2024	271-000.00-921.000	\$ 1,489.74
DTE	due on 5/20/2024	271-000.00-922.000	\$ 9,089.70
City of Novi	Utility -12/28/23-3/25/24	271-000.00-923.000	\$ 1,969.80
Allied Building	A/C chiller	271-000.00-934.000	\$ 310.00
Amazon	face mask	271-000.00-934.000	\$ 27.44
Dalton	Quarterly Carpet maintenance	271-000.00-934.000	\$ 950.00
Home Depot	washer, screw, toggle bolt	271-000.00-934.000	\$ 117.11
ImperialDade	supplies	271-000.00-934.000	\$ 816.71
NorthStar	4/4 - 4/25	271-000.00-934.000	\$ 257.96
Orkin	EOM 7	271-000.00-934.000	\$ 88.99
Schindler Elevator	elevator; Hydraulic safety test	271-000.00-934.000	\$ 6,650.12
Brien's	snow	271-000.00-936.300	\$ 533.00
Creating Sustainable	Landscape maintenance	271-000.00-936.300	\$ 295.00
Home Depot	supplies	271-000.00-936.300	\$ 43.01
JH Corporation	US Flag	271-000.00-936.300	\$ 217.05
Canon	lease	271-000.00-942.000	\$ 1,010.00
Corrigan	4/1/24 - 4/30/24	271-000.00-942.100	\$ 26.98
Applebee's	PLA Conference CC	271-000.00-956.000	\$ 55.93
Arch City	PLA Conference CC	271-000.00-956.000	\$ 91.00
Bob Evens	PLA Conference CC	271-000.00-956.000	\$ 59.38
Clover & Merchant	PLA Conference CC	271-000.00-956.000	\$ 28.62
Elevator Brewing	PLA Conference CC	271-000.00-956.000	\$ 104.33
Forno Kitchen	PLA Conference CC	271-000.00-956.000	\$ 105.90
Hampton Inn	PLA Conference CC	271-000.00-956.000	\$ 1,417.08
Hyatt Regency	PLA Conference CC	271-000.00-956.000	\$ 1,466.40
Library of MI Foundation	Night for Michigan Notable -2024 CC	271-000.00-956.000	\$ 75.00
Local Cantina	PLA Conference CC	271-000.00-956.000	\$ 46.90

MCLS	Cataloging Graphic Formats	271-000.00-956.000	\$ 280.00
Nada	PLA Conference CC	271-000.00-956.000	\$ 87.00
Petty Cash	Conference	271-000.00-956.000	\$ 25.23
Parlay Sporting Club	PLA Conference CC	271-000.00-956.000	\$ 96.89
Rosati, Schultz	Board Training	271-000.00-956.000	\$ 465.00
Shell	PLA Conference CC	271-000.00-956.000	\$ 15.00
South Garage	PLA Conference CC	271-000.00-956.000	\$ 95.00
Full Spectrum	iCube laser	271-000.00-986.000	\$ 4,790.04
	TOTAL 271		\$ 99,197.81

Warrant 638	272 Accounts	May 2024	
B&H Photo	icube- Epson Ink Cartridge	272-000.00-742.046	\$ 189.00
Amazon	Raising a Reader	272-000.00-742.229	\$ 89.15
Amazon	youth international donation	272-000.00-742.230	\$ 349.94
Brodart	youth international donation	272-000.00-742.230	\$ 3.59
DK Agencies	international books	272-000.00-742.230	\$ 1,450.00
Kinokuniya	youth international donation	272-000.00-742.230	\$ 1,028.03
Tsai Fong Books	youth international donation	272-000.00-742.230	\$ 983.47
Graph-X	small butterfly	272-000.00-742.231	\$ 70.00
Solution Control	Upgrade AHU2 & chiller controllers	272-000.00-742.231	\$ 5,120.00
Solution Control	upgrade boiler controller	272-000.00-742.231	\$ 2,080.00
Universal Sign	Campus Signage	272-000.00-742.231	\$ 6,565.00
	TOTAL 272		\$ 17,928.18

April 2024 Library Board Student Representatives Report

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

Tween and Teen Library Programs:

The Club Half-Blood program was held on April 4. This event was for all fans of Greek mythology, monsters, and mayhem! Those loving Percy Jackson joined our monthly club for book talks, snacks, games, and crafts inspired by the books! (Attendance = 14)

The Emoji Portrait event was held on April 10. Tweens joined us at the library in creating an emoji portrait. They picked their favorite emoji and turned it into art. (Attendance = 10)

The Chinese Culture Handicrafts program was held on April 13. This event involved creating Chinese Cultural Handicrafts. Tweens and teens created Chinese Paper Cuttings. The art of Chinese paper cutting is a treasured traditional art dating back to when paper was developed. These elaborate cutting designs are created with scissors or artwork knives and can include a variety of shapes, such as symbols and animals. (Attendance = 31)

The NO-VI Chess Club: All Skill Levels program was held on April 18. This event provides an opportunity for teens and tweens to participate in games, learn about chess, and sharpen their skills. (Attendance = 21)

The SAT Practice Test program was held on April 27. This practice test was provided by College Tutors and was available to high school students only. Students took a practice SAT to familiarize themselves with the format of the exam and to identify their strengths and weaknesses. Thank you to College Tutors for their Educational Sponsorship to offer these free SAT practice tests to our teen community. (Attendance = 18)

Teen Space Update:

Aiden Palmer (Teen Space Monitor) comments:

During April 2024, there were 813 guests who visited Teen Space.

The total weekly Teen Space stats for April 2024 are:

- 4/1-4/5 = 216
- 4/8-4/12 = 188
- 4/15-4/19 = 150
- 4/22-4/26 = 169
- 4/29+4/30 = 90

Teen Space was not in session on the following dates:

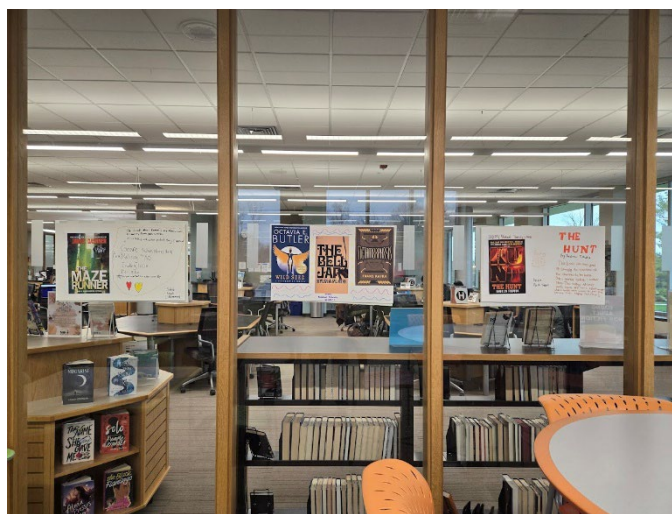
- 4/11 -- PSAT testing at NHS
- 4/16 -- PSAT testing at NHS

This was a good month for Teen Space! Animal crackers were given out on Friday, 4/12 to celebrate Animal Cracker Day. On Thursday, 4/18 Taylor, Youth and Teen Programming Assistant, helped me plan and host a party in Teen Space that they loved! We had lots of different snacks, diamond painting (which we've had teens asking about almost every day since), and music. Everything has been going well and I look forward to our last full month of Teen Space, though I'm sad it's almost over!

Teen Advisory Board (TAB) Update:

The eighth TAB meeting of the year was held on April 12. Officer elections are approaching, so at this meeting returning officers gave a small speech describing their position as an officer. This way, attendees have an idea of what positions they can run for in the May elections.

Additionally, members made posters of some of their favorite books to recommend to others in the Teen Stop! Pictured below are some of the posters! (Attendance = 9)



Upcoming Programs:

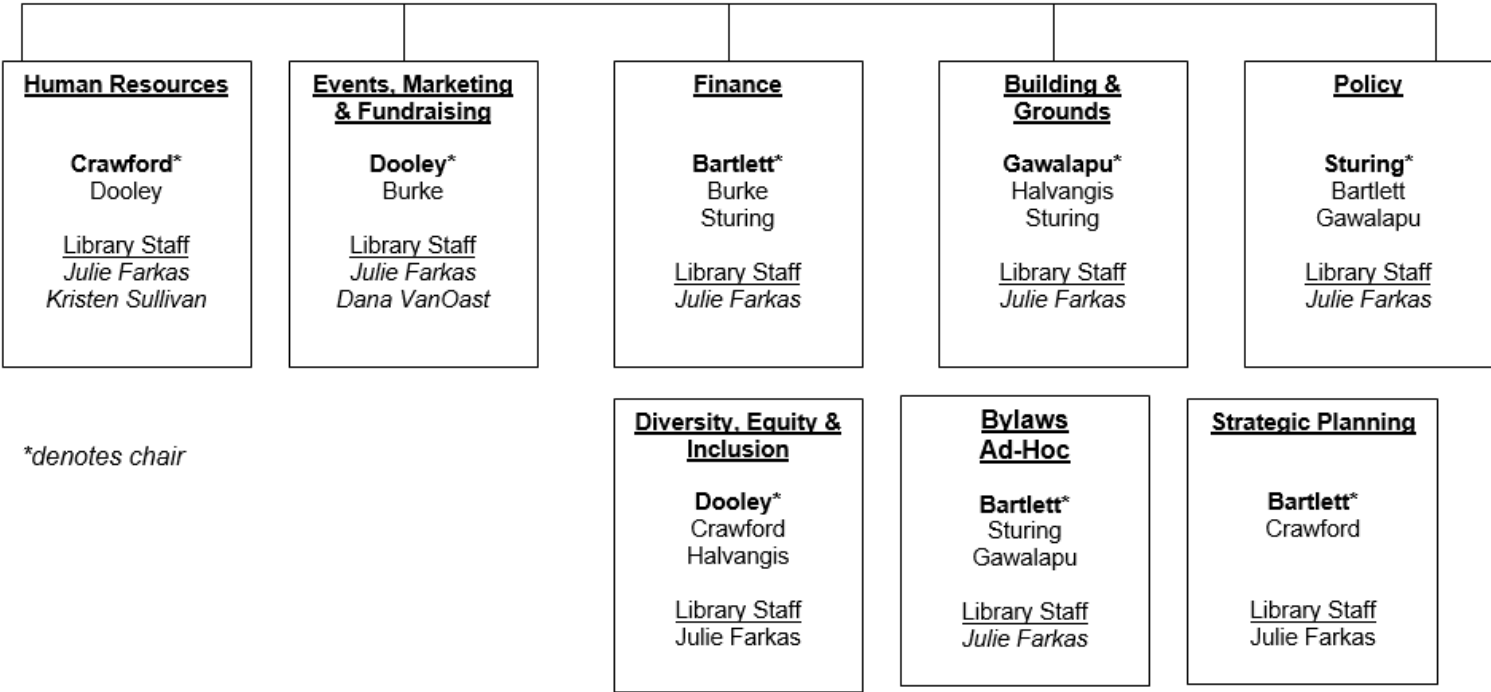
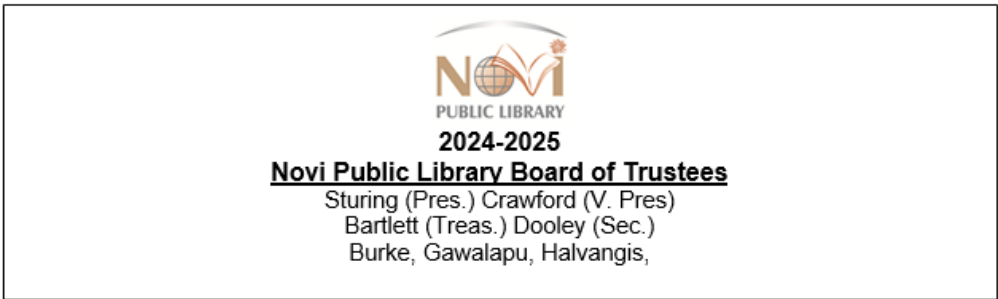
- Teen Space (grades 7-12) – Monday through Friday, 2:45-5:00pm (ends on Thursday, June 6 and will resume in the Fall 2024)
- Summer Reading Program – begins on Monday, June 3 and ends on Saturday, August 10
- Club Half-Blood (grades 4-8) – June 6, 6:30-8pm
- Summer Reading Kick-Off Party (all ages) - June 9, 1-3pm
- NO-VI Chess Club (ages 5+) – June 20, 7-8pm
- Magnificent Maple Syrup Presentation with Thornapple Woodlands (grades 4-12) - June 26, 6:30-7:30pm

Teen Stop Featured Display:

In honor of National Poetry Month, the April Teen Stop display featured poetry and novels in verse.



PRESIDENT'S REPORT



*denotes chair

FINANCIALS

2024-2025 Library Budget 271								
Approved 2/15/24		2022-2023 Audited	2023-2024 Approved	2023-2024 1st Qtr.	2023-2024 Yr. End	2024-2025 Approved	2025-2026 Projected	2026-2027 Projected
Revenues		10/30/2023	1/26/2023	9/28/2023	2/15/2024	2/15/2024	2/15/2024	2/15/2024
Account	Description							
402.000	Tax Revenue - Current Levy	3,230,768.38	3,401,742.00	3,401,742.00	3,413,266.26	3,618,062.00	3,762,784.00	3,875,668.00
404.003	Tax Revenue - Brow nfield B1	-323.55	0.00	0.00	-376.00	-436.00	-506.00	-587.00
404.006	Tax Revenue - Brow nfield B2	-5,618.75	-15,299.00	-15,299.00	0.00	0.00	0.00	0.00
404.007	Tax Revenue - Brow nfield B3 17	-11,203.59			-15,264.00	-20,759.00	-28,232.00	-38,396.00
404.008	Tax Revenue - CIA Cap 2018	-22,598.40	-31,553.00	-31,553.00	-30,608.00	-41,321.00	-55,783.00	-75,307.00
404.009	Tax Revenue - Brow nfield B4 2	-331.45			-351.00	-404.00	-469.00	-544.00
404.010	Tax Revenue - Brow nfield B4X	-94.23			-94.00	-108.00	-124.00	-143.00
412.000	Tax Reveune - C/Y Del PPT	-6,192.97	-5,000.00	-5,000.00	0.00	-8,000.00	-10,000.00	-12,000.00
414.000	Tax Revenue - Tax Tribunal Acc	3,100.00	-1,000.00	-1,000.00	0.00	-1,000.00	-1,000.00	-1,000.00
415.000	Tax Revenue - Cnty Chargebk	-5,021.30	0.00	0.00	1,930.00	1,500.00	1,800.00	2,000.00
567.000	State Aid	66,291.75	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
573.000	State Grants - Local Comm	13,372.71	0.00	0.00	6,200.00	15,000.00	15,000.00	15,000.00
653.268	Library Programming					0.00	0.00	0.00
658.000	State penal fines	99,226.60	95,000.00	89,070.72	89,071.00	80,000.00	80,000.00	80,000.00
659.000	Library book fees	8,801.36	7,000.00	7,000.00	9,000.00	8,000.00	8,000.00	8,000.00
665.000	Interest on Investments	82,420.14	42,000.00	42,000.00	29,553.00	44,000.00	75,000.00	70,000.00
669.500	Unrealized gain(loss) invest	-1,660.33	5,000.00	5,000.00	4,367.00	10,000.00	5,000.00	5,000.00
674.289	Adult Programming	4,222.77	2,000.00	2,000.00	7,500.00	5,000.00	5,000.00	5,000.00
674.290	Library Fundraising	1,920.08	4,000.00	4,000.00	0.00	0.00	0.00	0.00
674.400	Gifts and donations	3,489.57	1,000.00	1,000.00	7,500.00	4,500.00	4,500.00	4,500.00
675.000	Miscellaneous income	10,231.22	5,000.00	5,000.00	8,500.00	8,500.00	8,500.00	8,500.00
675.006	Car Charging				100.00	100.00	100.00	100.00
675.100	Copier	39.36	1,000.00	1,000.00	800.00	1,000.00	1,000.00	1,000.00
675.300	Meeting Room	29,858.47	25,000.00	25,000.00	27,500.00	27,500.00	27,500.00	27,500.00
675.404	Novi Tow nship Assessment	7,256.00	7,000.00	7,000.00	7,300.00	7,850.00	8,175.00	8,500.00
675.650	Library Café	0.00	6,000.00	6,000.00	0.00	0.00	0.00	0.00
676.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues		3,507,953.84	3,598,890.00	3,592,960.72	3,615,894.26	3,808,984.00	3,956,245.00	4,032,791.00

2024-2025		2022-2023 Audited	2023-2024 Approved	2023-2024 1st Qtr.	2023-2024 Yr. End	2024-2025 Approved	2025-2026 Projected	2026-2027 Projected
Expenditures								
Personnel Svcs.								
Account	Description							
704.000	Permanent Salaries	1,063,986.14	1,142,000.00	1,395,000.00	1,340,000.00	1,453,000.00	1,511,120.00	1,571,565.00
704.100	Severance/Incentive Pay	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00
704.200	Wages - stipend	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout	6,056.80	6,000.00	6,000.00	3,538.40	7,500.00	7,500.00	7,500.00
704.250	Final Payout	13,005.39	0.00	0.00	0.00	0.00	0.00	0.00
705.000	Temporary Salaries	626,824.36	810,200.00	720,000.00	716,400.00	743,000.00	772,720.00	803,600.00
706.000	Overtime	133.80	500.00	500.00	500.00	500.00	500.00	500.00
715.000	Social Security	129,888.37	150,000.00	162,000.00	140,000.00	168,000.00	175,000.00	181,700.00
716.000	Insurance	215,479.95	224,100.00	254,000.00	235,000.00	225,000.00	234,000.00	244,000.00
716.200	HSA - Employer Contribution	1,040.31	6,600.00	6,600.00	1,500.00	3,000.00	3,000.00	3,000.00
716.999	Ins. Employee Reimbursement	-28,006.70	-33,615.00	-33,615.00	-30,000.00	-32,200.00	-33,490.00	-34,380.00
717.000	Workers' Comp	1,165.80	1,800.00	1,800.00	1,600.00	1,800.00	1,900.00	2,100.00
718.000	Pension DB Normal Cost	4,620.00	5,795.00	5,795.00	6,000.00	6,000.00	6,000.00	6,000.00
718.010	DB Unfunded Accrued Liability	88,464.00	90,233.00	90,233.00	90,000.00	92,200.00	96,800.00	101,600.00
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	39,392.20	49,852.00	55,000.00	72,700.00	74,000.00	76,000.00	78,000.00
	Employer Pre-tax Contribution					38,000.00	39,500.00	41,100.00
719.000	Unemployment Ins	-3,996.72	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Total Personnel Services		2,172,053.70	2,455,465.00	2,665,313.00	2,579,238.40	2,781,800.00	2,892,550.00	3,008,285.00
Supplies and Materials								
Account	Description							
726.400	Supplies - Cash Over/Under	-7.88	0.00	0.00	-27.00	0.00	0.00	0.00
727.000	Office supplies	16,445.97	18,000.00	18,000.00	16,000.00	16,000.00	16,000.00	16,000.00
728.000	Postage	4,670.17	2,000.00	2,000.00	4,200.00	5,500.00	3,500.00	4,000.00
734.000	Computer software/licensing	62,786.73	83,000.00	90,000.00	75,000.00	83,000.00	83,000.00	83,000.00
734.500	Computer supplies equip	19,622.77	32,000.00	32,000.00	32,000.00	52,000.00	52,000.00	52,000.00
740.000	Operating supplies	24,241.77	30,000.00	30,000.00	32,000.00	44,800.00	44,800.00	44,800.00
740.200	Supplies desk, chairs, cabinets	1,960.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
741.000	Supplies-Uniforms	156.00	500.00	500.00	500.00	500.00	500.00	500.00
742.000	Library Books	207,067.49	224,000.00	224,000.00	224,000.00	241,000.00	248,200.00	255,600.00
742.010	Library Books - Lending	12,890.22	15,000.00	15,000.00	13,000.00	15,000.00	15,000.00	15,000.00
742.100	Book Fines	125.77	1,000.00	1,000.00	500.00	500.00	500.00	500.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	14,626.22	18,000.00	18,000.00	17,000.00	18,000.00	18,000.00	18,000.00
744.000	Audio visual materials	132,004.72	70,300.00	70,300.00	60,000.00	52,300.00	52,300.00	52,300.00
745.200	Electronic media	38,721.83	125,700.00	125,700.00	135,700.00	160,700.00	167,100.00	173,800.00
745.300	Electronic Resources - Online	63,762.60	75,000.00	75,000.00	68,500.00	80,000.00	80,000.00	80,000.00
Total Supplies & Materials		599,074.38	699,500.00	706,500.00	683,373.00	774,300.00	785,900.00	800,500.00

2024-2025 Library Budget 271		2022-2023 Audited	2023-2024 Approved	2023-2024 1st Qtr.	2023-2024 Yr. End	2024-2025 Approved	2025-2026 Projected	2026-2027 Projected	NOTES
Services & Charges									
Account	Description								
801.925	Public Information (cable)	844.35	850.00	850.00	0.00	0.00	0.00	0.00	Cancelled in 2023/2024
802.000	Data Processing - OnBase	734.34	750.00	750.00	1,200.00	1,300.00	1,400.00	1,500.00	Use of BS&A; OnBase; payment to City
802.100	Bank Service Charges	3,425.93	4,000.00	4,000.00	6,000.00	6,000.00	6,000.00	6,000.00	credit card use; fees have incr.
803.000	Independent Audit	800.00	800.00	800.00	800.00	800.00	800.00	800.00	Annually thru City of Novi
804.000	Medical Service	2,164.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	Employment physicals (\$200 X 7)
806.000	Legal Fees	8,130.60	8,500.00	8,500.00	14,000.00	9,000.00	9,000.00	9,000.00	HR, Public (HR Manual & Board Bylaw s)
808.100	Rubbish Monthly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No charge - thru City contract 2029
809.000	Memberships & Dues	5,525.41	7,500.00	7,500.00	7,500.00	8,000.00	8,000.00	8,000.00	ALA, MLA, Chamber, Rotary, etc.
816.000	Professional services	28,927.05	16,000.00	16,000.00	21,000.00	23,000.00	16,000.00	16,000.00	IT/HVAC consultants, Cust. Service
817.000	Custodial Services	88,525.64	89,000.00	89,000.00	89,000.00	92,000.00	92,000.00	92,000.00	Contract w/new vendor as of 8/2024
818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	TLN Annual Delivery - 5 days a week
820.000	Property & Liability Insurance	16,480.00	16,480.00	16,480.00	16,480.00	17,000.00	17,000.00	17,000.00	Through the City of Novi
820.001	Ins deduct/Uninsured claims	0.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	Insurance deductible on bldg. thru City
851.000	Telephone	32,786.06	34,000.00	34,000.00	41,000.00	43,000.00	43,000.00	43,000.00	2 add'l, AT&T emergency incr., hotspots
855.000	TLN Automation Services	76,884.99	80,000.00	80,000.00	80,000.00	76,000.00	76,000.00	76,000.00	ILS Services thru TLN - CARL
861.000	Gasoline and oil	377.55	500.00	500.00	500.00	500.00	500.00	500.00	For van usage
862.000	Mileage	659.43	200.00	200.00	700.00	800.00	900.00	1,000.00	Lending Library; Outreach
880.000	Community Promotion	22,610.02	22,000.00	22,000.00	27,000.00	25,000.00	25,000.00	25,000.00	Muniweb updates, promo/events, sponsor
880.268	Library Programming	23,589.81	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	Youth & Teen
880.271	Adult Programming	5,119.59	8,000.00	8,000.00	8,500.00	10,000.00	10,000.00	10,000.00	Adult - we have seen increased costs
900.000	Print, Graphic Design, Publish	17,868.81	28,000.00	28,000.00	28,000.00	32,000.00	32,000.00	32,000.00	Engage, SRP, postcard; incr 15% printing
921.000	Heat	16,753.06	14,500.00	14,500.00	14,500.00	15,300.00	16,000.00	16,800.00	5% incr.
922.000	Electricity	111,990.00	102,500.00	102,500.00	110,000.00	115,500.00	121,200.00	127,200.00	5% incr.
923.000	Water and Sewer	7,507.60	7,000.00	7,000.00	8,000.00	8,200.00	8,400.00	8,600.00	3% incr.
934.000	Building Maintenance	106,938.54	106,400.00	106,400.00	106,400.00	121,400.00	126,200.00	131,300.00	HVAC, Elevator, Door, Elec., 4% in
935.000	Vehicle Maintenance	134.69	500.00	500.00	200.00	200.00	200.00	200.00	Oil change, repairs
936.300	Grounds Maint.	36,253.45	40,500.00	40,500.00	45,500.00	48,000.00	48,000.00	48,000.00	Snow, lawn, trees, flower beds, signs
942.000	Office Equipment Lease	6,335.87	8,000.00	8,000.00	12,200.00	12,200.00	12,200.00	12,200.00	Annual lease (5 units); as of 8/2024
942.002	Copier Property Tax				800.00	800.00	800.00	800.00	summer/winter charge
942.100	Records storage	303.32	400.00	400.00	400.00	450.00	500.00	550.00	Off site record storage lease annually
956.000	Conferences & Workshops	8,540.85	24,900.00	24,900.00	24,900.00	20,000.00	25,000.00	20,000.00	ALA, FLA, MLA, Think Space; trainings
Total Services & Charges		633,705.96	674,280.00	674,280.00	717,580.00	739,450.00	749,100.00	756,450.00	
2024-2025 Library Budget 271		2021-2022 Audited	2023-2024 Approved	2023-2024 1st Qtr.	2023-2024 Yr. End	2024-2025 Approved	2025-2026 Projected	2026-2027 Projected	NOTES
Capital Outlay									
Account	Description								
962.000	Building Contingency								
989.000	Grounds Improvement								
976.000	Building Improvements/Entrance	0.00							
976.100	Parking lot improvements	12,411.80							
983.000	Vehicles - Van								
986.000	Internal Tech - AST	0.00	0.00	0.00					
986.000	Technology	55,469.94	47,000.00	47,000.00	47,000.00	37,000.00	41,900.00	12,100.00	25 Computers/scanner; Youth, 2 cameras
989.001	Furniture	0.00	0.00	0.00					
Total Capital Outlay		67,881.74	47,000.00	47,000.00	47,000.00	37,000.00	41,900.00	12,100.00	
995.272	Transfer out expense to 272				35,238.06				Net revenue transferred to 272
Total Expenditures		3,472,715.78	3,876,245.00	4,093,093.00	4,062,429.46	4,332,550.00	4,469,450.00	4,577,335.00	
Total Revenues		3,507,953.84	3,598,890.00	3,592,960.72	3,615,894.26	3,808,984.00	3,956,245.00	4,032,791.00	
Net Revenue		35,238.06	-277,355.00	-500,132.28	-446,535.20	-523,566.00	-513,205.00	-544,544.00	\$35,238.06 moved to 272 Budget 10/2023
Current Fund Balance		2,598,740.02			2,152,204.82	1,628,638.82	1,115,433.82	570,889.82	As of 10/30/23 audited for 271 Account

23/24: Capital 271-986.000 - \$47,000 for computer replacement; 24/25: Capital 271-986.000 - \$37,000 for computer replacement/2 additional security cameras.

272 - Library Contributed Funds								
Revenues & Expenditures								
2024-2025 (Board Approved as of 2/15/2024)								
		2022-2023 Audited 6/22/2023	2023-2024 Approved 1/26/2023	2023-2024 1st Quarter 9/28/2023	2023-2024 Year End 2/15/2024	2024-2025 Approved 2/15/2024	2025-2026 Projected 2/15/2024	2026-2027 Projected 2/15/2024
Revenues								
Interest Income								
665.000	Interest on Investments	\$ 36,206.78	\$ 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	(3,061.21)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
TOTAL		\$ 33,145.57	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
699.271	Transfer from Library Fund			35,238.00	35,238.00			
Donations								
674.036	Diversity, Equity & Inclusion	\$0.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$500.00	\$500.00
674.046	Makerspace (iCube) Revenue	1,154.15	1,000.00	5,000.00	7,000.00	1,000.00	1,000.00	1,000.00
674.229	Raising a Reader Sponsors	278.99	1,000.00	1,000.00	-	1,000.00	1,000.00	1,000.00
674.230	Collections/Materials Revenue	6,350.00	1,000.00	1,000.00	7,000.00	1,000.00	1,000.00	1,000.00
674.231	Buildings/Ground/Furniture Revenue	375.00	1,000.00	1,000.00	350.00	1,000.00	1,000.00	1,000.00
674.232	Programming Revenue	5,137.00	2,000.00	2,000.00	3,400.00	3,000.00	2,000.00	2,000.00
674.233	Technology Library Revenue	1,000.00	500.00	500.00	50.00	1,000.00	500.00	500.00
674.234	Undesignated Misc. Donations	1,750.00	500.00	500.00	100.00	1,000.00	500.00	500.00
674.235	Marketing Sponsorships	11,740.00	-	-	1,000.00	-	-	-
TOTAL		\$ 27,785.14	\$8,000	\$12,000	\$19,400	\$9,500	\$7,500	\$7,500
TOTAL Revenues		\$ 60,930.71	\$ 30,500.00	\$ 69,738.00	\$ 77,138.00	\$ 32,000.00	\$ 30,000.00	\$ 30,000.00
Expenditures								
Supplies								
742.036	Diversity, Equity & Inclusion	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$500.00	\$500.00	\$500.00
742.046	Makerspace (iCube)	0.00		5,000.00	9,500.00	0.00	0.00	0.00
742.229	Raising a Reader	603.22	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials Expenditures	1,410.79	1,000.00	1,000.00	7,000.00	1,000.00	1,000.00	1,000.00
742.231	Buildings/Ground/Furniture	8,344.00	29,000.00	48,500.00	48,500.00	-	25,000.00	25,000.00
742.232	Programming Expenditures	2,975.43	1,000.00	1,000.00	7,500.00	3,000.00	1,000.00	1,000.00
742.233	Technology Library Expenditures	-	3,000.00	5,000.00	5,000.00	0.00	3,000.00	3,000.00
742.234	Undesignated Misc. Expenditures	228.85	500.00	500.00	300.00	500.00	500.00	500.00
742.236	Staff Recognition	1,968.54	2,000.00	2,000.00	2,500.00	2,500.00	2,500.00	2,500.00
TOTAL		\$15,531	\$38,500	\$65,000	\$81,300	\$8,500	\$34,500	\$34,500
Capital Outlay								
976.044	Auto Lending Library (Friends)	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -
976.045	LED Lighting Conversion project	-	-	-	-	-	-	-
976.046	Makerspace (iCube)	2,868.22	3,000.00	-	3,700.00	-	-	-
976.140	Automated Return System (AST)	-	115,800.00	115,800.00	-	115,800.00	-	-
976.141	Main Entrance Design /Parking Lot	-	116,500.00	41,500.00	41,500.00	30,000.00	-	-
976.142	Server & Camera Upgrade (RFP)	-	-	109,000.00	68,838.00	-	-	-
976.144	WiFi Upgrade (RFP)	-	-	15,000.00	17,562.89	-	-	-
976.231	Buildings/Grounds/Furniture	-	-	-	-	63,900.00	-	-
	Unknown Capital Improvements	-	-	-	-	37,300.00	247,000.00	247,000.00
TOTAL		\$ 2,868.22	\$ 237,800.00	\$ 283,800.00	\$ 131,600.89	\$ 247,000.00	\$ 247,000.00	\$ 247,000.00
TOTAL Expenditures		\$ 18,399.05	\$ 276,300.00	\$ 348,800.00	\$ 212,900.89	\$255,500	\$ 281,500.00	\$ 281,500.00
	Beginning Fund Balance Yr. End	\$ 1,656,055.44	\$ 1,644,374.69	\$ 1,644,374.69	\$ 1,698,587.10	\$ 1,562,824.21	\$ 1,339,324.21	\$ 1,087,824.21
	Revenues	60,930.71	30,500.00	69,738.00	77,138.00	32,000.00	30,000.00	30,000.00
	Expenditures	(\$18,399)	(276,300.00)	(348,800.00)	(212,900.89)	(255,500.00)	(281,500.00)	(281,500.00)
	NET Revenues vs. Expenditures	42,531.66	(245,800.00)	(279,062.00)	(135,762.89)	(223,500.00)	(251,500.00)	(251,500.00)
	Beginning Fund Balance							
	Ending Fund Balance Expected	\$ 1,698,587.10	\$ 1,398,574.69	\$ 1,365,312.69	\$ 1,562,824.21	\$ 1,339,324.21	\$ 1,087,824.21	\$ 836,324.21

Notes:

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; (SAVINGS with WiFi and Security Camera projects, both under bid from estimates).

24/25: Furniture upgrades: \$22,800 (2nd floor), Teen Stop Area Phase 1 & 2: \$39,600 (furniture, shelving), 2nd Flr. Furniture move \$1,500;
 Main Entrance \$12,000, Parking Lot \$18,000 *see chart from Budget Narrative for projected large capital replacement needs for next 5-7 years

Financial Report for April 2024**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 Mar 31, 2024	YTD Apr 30, 2024	Difference *
TOTAL REVENUES	\$ 3,722,540	\$ 3,781,071	\$ 58,531
TOTAL EXPENDITURES	\$ 2,704,530	\$ 3,024,320	\$ 319,790
NET OF REVENUES & EXPENDITURES	\$ 1,018,010	\$ 756,751	

Revenue & Expenditure Report for Fund 272

	YTD Mar 31, 2024	YTD Apr 30, 2024	Difference*
TOTAL REVENUES	\$ 123,833	\$ 133,317	\$ 9,484
TOTAL EXPENDITURES	\$ 134,228	\$ 163,058	\$ 28,830
NET OF REVENUES & EXPENDITURES	(\$ 10,395)	(\$ 29,741)	

Balance Sheet Report as of April 30, 2024

The ending fund balance for Fund 271 is
\$3,355,490.66

The ending fund balance for Fund 272 is \$ 1,668,846.09

05/15/2024 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI											
PERIOD ENDING 04/30/2024											
% Fiscal Year Completed: 83.33											
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE		
		06/30/2023	ORIGINAL	2023-24	FEB 2024	MAR 2024	APRIL 2024	04/30/2024	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED	
Fund 271 - LIBRARY FUND											
Revenues											
Dept 000.00 - TREASURY											
Property tax revenue											
271-000.00-402.000	Property Tax Revenue - Current	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	
271-000.00-404.003	Property Tax Revenue - Brownfield	(323.55)	0.00	0.00	0.00	0.00	0.00	(376.24)	376.24	100.00	
271-000.00-404.006	Property Tax Revenue - Brownfield	(5,618.75)	(15,299.00)	(15,299.00)	0.00	0.00	0.00	0.00	(15,299.00)	0.00	
271-000.00-404.007	Property Tax Revenue - Brownfield	(11,203.59)	0.00	0.00	0.00	0.00	0.00	(15,263.59)	15,263.59	100.00	
271-000.00-404.008	Property Tax Revenue - CIA Cap	(22,598.40)	(31,553.00)	(31,553.00)	0.00	0.00	0.00	(30,607.99)	(945.01)	97.01	
271-000.00-404.009	Property Tax Revenue - Brownfield	(331.45)	0.00	0.00	0.00	0.00	0.00	(351.10)	351.10	100.00	
271-000.00-404.010	Property Tax Revenue - Brownfield	(94.23)	0.00	0.00	0.00	0.00	0.00	(94.23)	94.23	100.00	
271-000.00-412.000	Property Tax Revenue - CY Del	(6,192.97)	(5,000.00)	(5,000.00)	0.00	0.00	0.00	0.00	(5,000.00)	0.00	
271-000.00-414.000	Property Tax Revenue - Tax Tril	3,100.00	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00	
271-000.00-415.000	Property Tax Revenue - County	(5,021.30)	0.00	0.00	1,047.90	23.82	26.95	2,712.57	(2,712.57)	100.00	
Property tax revenue		3,182,484.14	3,348,890.00	3,348,890.00	1,047.90	23.82	26.95	3,369,285.68	(20,395.68)	100.61	
State sources											
271-000.00-567.000	State aid	66,291.75	50,000.00	50,000.00	0.00	0.00	33,432.44	67,337.40	(17,337.40)	134.67	
271-000.00-573.000	State Grants - Local Comm Stab	13,372.71	0.00	0.00	0.00	0.00	0.00	6,199.63	(6,199.63)	100.00	
State sources		79,664.46	50,000.00	50,000.00	0.00	0.00	33,432.44	73,537.03	(23,537.03)	147.07	
Fines and forfeitures											
271-000.00-658.000	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	
271-000.00-659.000	Library book fees	8,801.36	7,000.00	7,000.00	1,300.46	653.31	485.29	7,671.27	(671.27)	109.59	
Fines and forfeitures		108,027.96	102,000.00	96,070.00	1,300.46	653.31	485.29	96,741.99	(671.99)	100.70	
Interest income											
271-000.00-665.000	Interest in investments	82,420.14	42,000.00	42,000.00	10,442.01	9,077.52	0.00	95,165.74	(53,165.74)	226.59	
271-000.00-669.500	Unrealized gain (loss) on invest	(1,660.33)	5,000.00	5,000.00	(5,442.73)	5,366.16	0.00	80,437.19	(75,437.19)	1,608.74	
Interest income		80,759.81	47,000.00	47,000.00	4,999.28	14,443.68	0.00	175,602.93	(128,602.93)	373.62	
Donations											
271-000.00-674.289	Adult programs	4,222.77	2,000.00	2,000.00	0.00	5,188.79	133.12	11,904.73	(9,904.73)	595.24	
271-000.00-674.400	Gifts and donations	3,489.57	1,000.00	1,000.00	7.66	0.04	83.39	2,109.57	(1,109.57)	210.96	
Donations		7,712.34	3,000.00	3,000.00	7.66	5,188.83	216.51	14,014.30	(11,014.30)	467.14	
Other revenue											
271-000.00-674.290	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	
271-000.00-675.000	Miscellaneous income	10,231.22	5,000.00	5,000.00	442.07	506.67	748.84	7,750.46	(2,750.46)	155.01	
271-000.00-675.006	Car Charging Revenue	0.00	0.00	0.00	0.00	0.00	9.61	11.07	(11.07)	100.00	
271-000.00-675.100	Copier	39.36	1,000.00	1,000.00	513.84	495.50	685.40	2,616.54	(1,616.54)	261.65	
271-000.00-675.300	Meeting room	29,858.47	25,000.00	25,000.00	2,804.47	3,670.85	3,482.74	33,809.77	(8,809.77)	135.24	
271-000.00-675.404	Novi Townshp Assessment	7,256.00	7,000.00	7,000.00	0.00	7,701.00	0.00	7,701.00	(701.00)	110.01	
271-000.00-675.650	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	3,760.38	12,374.02	4,926.59	51,888.84	(3,888.84)	108.10	
Total Dept 000.00 - TREASURY		3,507,953.84	3,598,890.00	3,592,960.00	11,115.68	32,683.66	39,087.78	3,781,070.77	(188,110.77)	105.24	
TOTAL REVENUES		3,507,953.84	3,598,890.00	3,592,960.00	11,115.68	32,683.66	39,087.78	3,781,070.77	(188,110.77)	105.24	

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2023-24	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT
		06/30/2023	BUDGET	AMDD BUDGET	FEB 2024	MAR 2024	APRIL 2024	04/30/2024	BALANCE	
		NM (ABNM)			INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	1,063,986.14	1,142,000.00	1,395,000.00	97,487.23	104,268.60	97,672.01	992,567.85	402,432.15	71.15
271-000.00-704.100	Severance/Incentive Pay	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.200	Wages - Stipend	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.210	Vacation Payout	6,056.80	6,000.00	6,000.00	0.00	0.00	0.00	3,538.40	2,461.60	58.97
271-000.00-704.250	Final Payout	13,005.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-705.000	Temporary salaries	626,824.36	810,200.00	720,000.00	54,836.12	54,143.39	53,347.23	536,379.96	183,620.04	74.50
271-000.00-706.000	Overtime	133.80	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-715.000	Social security	129,888.37	150,000.00	162,000.00	11,471.71	11,920.53	11,372.02	115,657.39	46,342.61	71.39
271-000.00-716.000	Insurance	215,479.95	224,100.00	254,000.00	21,445.61	20,068.36	1,000.00	167,046.76	86,953.24	65.77
271-000.00-716.200	HSA - employer contribution	1,040.31	6,600.00	6,600.00	0.00	0.00	0.00	1,084.69	5,515.31	16.43
271-000.00-716.999	Insurance - Employee Reimburse	(28,006.70)	(33,615.00)	(33,615.00)	(2,846.00)	(3,234.32)	(2,844.42)	(26,728.94)	(6,886.06)	79.51
271-000.00-717.000	Workers compensation	1,165.80	1,800.00	1,800.00	152.50	155.45	150.74	1,337.49	462.51	74.31
271-000.00-718.000	Pension - DB Normal Cost	4,620.00	5,795.00	5,795.00	460.00	460.00	460.00	4,600.00	1,195.00	79.38
271-000.00-718.010	Pension - DB Unfunded Accrued	88,464.00	90,233.00	90,233.00	6,124.00	6,124.00	6,124.00	61,240.00	28,993.00	67.87
271-000.00-718.200	Pension - defined contribution	39,392.20	49,852.00	55,000.00	5,643.33	5,667.74	5,654.42	51,436.36	3,563.64	93.52
271-000.00-719.000	Unemployment insurance	(3,996.72)	2,000.00	2,000.00	0.00	0.00	0.00	22.62	1,977.38	1.13
Personnel services		2,172,053.70	2,455,465.00	2,665,313.00	194,774.50	199,573.75	172,936.00	1,908,182.58	757,130.42	71.59
Supplies										
271-000.00-726.400	Supplies - Cash over/short	(7.88)	0.00	0.00	(1.96)	62.94	1.25	32.89	(32.89)	100.00
271-000.00-727.000	Office supplies	16,445.97	18,000.00	18,000.00	922.39	670.51	697.55	6,179.78	11,820.22	34.33
271-000.00-728.000	Postage	4,670.17	2,000.00	2,000.00	1,901.25	142.29	0.00	3,531.77	(1,531.77)	176.59
271-000.00-734.000	Computer supplies, software &	62,786.73	83,000.00	90,000.00	354.00	4,796.87	1,814.35	45,171.64	44,828.36	50.19
271-000.00-734.500	Computer supplies/equipment	19,622.77	32,000.00	32,000.00	1,821.43	1,532.97	3,211.06	16,762.98	15,237.02	52.38
271-000.00-740.000	Operating supplies	24,241.77	30,000.00	30,000.00	320.49	553.18	1,276.25	17,851.46	12,148.54	59.50
271-000.00-740.200	Supplies - Desk chairs and file c	1,960.00	5,000.00	5,000.00	0.00	0.00	0.00	1,808.90	3,191.10	36.18
271-000.00-741.000	Supplies - Uniforms	156.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-742.000	Library books	207,067.49	224,000.00	224,000.00	13,394.42	8,693.17	19,735.11	167,590.96	56,409.04	74.82
271-000.00-742.010	Library Books - Lending	12,890.22	15,000.00	15,000.00	471.81	847.59	1,054.18	8,957.98	6,042.02	59.72
271-000.00-742.100	Library Books - Fines	125.77	1,000.00	1,000.00	0.00	32.00	0.00	91.97	908.03	9.20
271-000.00-743.000	Library periodicals	14,626.22	18,000.00	18,000.00	0.00	0.00	0.00	16,867.93	1,132.07	93.71
271-000.00-744.000	Audio visual materials	132,004.72	70,300.00	70,300.00	3,829.56	7,927.73	4,534.63	50,184.15	20,115.85	71.39
271-000.00-745.200	Electronic media	38,721.83	125,700.00	125,700.00	8,762.07	10,013.98	17,218.49	119,506.65	6,193.35	95.07
271-000.00-745.300	Electronic resources (CD rom m	63,762.60	75,000.00	75,000.00	998.15	2,445.00	0.00	71,061.75	3,938.25	94.75
Supplies		599,074.38	699,500.00	706,500.00	32,773.61	37,718.23	49,542.87	525,600.81	180,899.19	74.40

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2023-24	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2023 NM (ABNM)	BUDGET	AMDD BUDGET	FEB 2024 INCR (DECR)	MAR 2024 INCR (DECR)	APRIL 2024 INCR (DECR)	04/30/2024 NM (ABNM)	BALANCE NM (ABNM)	
Other services and charges										
271-000.00-801.925	Public information (cable, etc)	844.35	850.00	850.00	0.00	0.00	0.00	0.00	850.00	0.00
271-000.00-802.000	Data processing	734.34	750.00	750.00	0.00	0.00	0.00	828.90	(78.90)	110.52
271-000.00-802.100	Bank Service Charges	3,425.93	4,000.00	4,000.00	162.34	579.51	0.00	2,753.78	1,246.22	68.84
271-000.00-803.000	Independent audit	800.00	800.00	800.00	0.00	0.00	(28.63)	771.37	28.63	96.42
271-000.00-804.000	Medical service	2,164.00	1,500.00	1,500.00	116.00	116.00	116.00	1,392.00	108.00	92.80
271-000.00-806.000	Legal fees	8,130.60	8,500.00	8,500.00	122.50	1,309.20	0.00	16,170.20	(7,670.20)	190.24
271-000.00-809.000	Memberships and dues	5,525.41	7,500.00	7,500.00	22.00	22.00	150.00	6,657.50	842.50	88.77
271-000.00-816.000	Professional services	28,927.05	16,000.00	16,000.00	0.00	500.00	750.00	10,923.50	5,076.50	68.27
271-000.00-817.000	Custodial services	88,525.64	89,000.00	89,000.00	7,492.88	7,238.16	7,238.16	63,127.47	25,872.53	70.93
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,495.00	5.00	99.86
271-000.00-820.000	Property & liability insurance	16,480.00	16,480.00	16,480.00	0.00	0.00	0.00	16,480.00	0.00	100.00
271-000.00-820.001	Insurance deductibles/Uninsured	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	32,786.06	34,000.00	34,000.00	3,226.55	2,756.46	2,656.41	32,425.67	1,574.33	95.37
271-000.00-855.000	TLN Automation Services	76,884.99	80,000.00	80,000.00	16,469.16	2,158.74	16,469.16	69,698.80	10,301.20	87.12
271-000.00-861.000	Gasoline and oil	377.55	500.00	500.00	0.00	23.76	28.68	266.48	233.52	53.30
271-000.00-862.000	Mileage	659.43	200.00	200.00	39.55	177.26	220.55	953.44	(753.44)	476.72
271-000.00-880.000	Community promotion	22,610.02	22,000.00	22,000.00	2,610.13	499.00	361.01	19,617.90	2,382.10	89.17
271-000.00-880.268	Library programming	23,589.81	38,000.00	38,000.00	2,180.98	4,862.46	1,895.81	23,354.52	14,645.48	61.46
271-000.00-880.271	Adult programs	5,119.59	8,000.00	8,000.00	1,329.30	0.00	0.00	7,505.89	494.11	93.82
271-000.00-900.000	Printing, graphic design and pub	17,868.81	28,000.00	28,000.00	453.25	1,897.81	659.43	5,416.05	22,583.95	19.34
271-000.00-921.000	Heat	16,753.06	14,500.00	14,500.00	2,318.22	2,342.34	1,489.74	11,487.56	3,012.44	79.22
271-000.00-922.000	Electricity	111,990.00	102,500.00	102,500.00	7,587.69	8,472.08	9,089.70	85,109.43	17,390.57	83.03
271-000.00-923.000	Water and sewer	7,507.60	7,000.00	7,000.00	0.00	1,969.80	0.00	6,061.50	938.50	86.59
271-000.00-934.000	Building maintenance	106,938.54	106,400.00	106,400.00	9,152.88	15,118.17	5,454.05	79,542.50	26,857.50	74.76
271-000.00-935.000	Vehicle maintenance	134.69	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-936.300	Grounds maintenance	36,253.45	40,500.00	40,500.00	365.66	883.00	260.06	34,662.78	5,837.22	85.59
271-000.00-942.000	Office equipment lease	6,335.87	8,000.00	8,000.00	1,010.00	1,010.00	1,010.00	8,730.94	(730.94)	109.14
271-000.00-942.100	Records storage	303.32	400.00	400.00	25.93	26.98	26.98	261.40	138.60	65.35
271-000.00-956.000	Conferences and workshops	8,540.85	24,900.00	24,900.00	1,892.72	2,294.29	305.23	20,608.48	4,291.52	82.76
Other services and charges										
		633,705.96	674,280.00	674,280.00	56,577.74	54,257.02	48,152.34	528,303.06	145,976.94	78.35
Capital outlay										
271-000.00-976.100	Parking lot improvements	12,411.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-986.000	Technology - Capital Outlay	55,469.94	47,000.00	47,000.00	0.00	0.00	4,790.04	26,995.68	20,004.32	57.44
Capital outlay										
		67,881.74	47,000.00	47,000.00	0.00	0.00	4,790.04	26,995.68	20,004.32	57.44
Transfers out										
271-000.00-995.272	Transfer to Library Contribution	0.00	0.00	0.00	0.00	0.00	0.00	35,238.00	(35,238.00)	100.00
Transfers out										
		0.00	0.00	0.00	0.00	0.00	0.00	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	284,125.85	291,549.00	275,421.25	3,024,320.13	1,068,772.87	73.89
TOTAL EXPENDITURES		3,472,715.78	3,876,245.00	4,093,093.00	284,125.85	291,549.00	275,421.25	3,024,320.13	1,068,772.87	73.89
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,507,953.84	3,598,890.00	3,592,960.00	11,115.68	32,683.66	39,087.78	3,781,070.77	(188,110.77)	(151.31)
TOTAL EXPENDITURES		3,472,715.78	3,876,245.00	4,093,093.00	284,125.85	291,549.00	275,421.25	3,024,320.13	1,068,772.87	(151.31)
NET OF REVENUES & EXPENDITURES		35,238.06	(277,355.00)	(500,133.00)	(273,010.17)	(258,865.34)	(236,333.47)	756,750.64	(1,256,883.64)	(151.31)

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2023-24	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2023	BUDGET	AMDD BUDGET	FEB 2024	MAR 2024	APRIL 2024	04/30/2024	BALANCE	
		NM (ABNM)			INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	
Fund 272 - LIBRARY CONTRIBUTION FUND										
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	36,206.78	27,000.00	27,000.00	4,438.03	4,050.10	0.00	40,536.37	(13,536.37)	150.13
272-000.00-669.500	Unrealized gain (loss) on invest	(3,061.21)	(4,500.00)	(4,500.00)	(2,313.25)	2,394.21	0.00	31,095.59	(35,595.59)	(691.01)
	Interest income	33,145.57	22,500.00	22,500.00	2,124.78	6,444.31	0.00	71,631.96	(49,131.96)	318.36
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	500.00	500.00	50.00
272-000.00-674.046	Makerspace Renovation Revenue	1,154.15	1,000.00	5,000.00	251.70	340.10	165.50	7,898.50	(2,898.50)	157.97
272-000.00-674.229	Raising a Reader in Novi Sponsc	278.99	1,000.00	1,000.00	0.00	29.66	0.00	29.66	970.34	2.97
272-000.00-674.230	Collections/Materials Revenue	6,350.00	1,000.00	1,000.00	50.00	5,000.00	0.00	11,570.61	(10,570.61)	1,157.06
272-000.00-674.231	Buildings/Ground/Furniture Reve	375.00	1,000.00	1,000.00	0.00	100.00	0.00	450.00	550.00	45.00
272-000.00-674.232	Programming Revenue	5,137.00	2,000.00	2,000.00	80.00	19.15	0.00	4,098.70	(2,098.70)	204.94
272-000.00-674.233	Technology Library Revenue	1,000.00	500.00	500.00	0.00	0.00	0.00	50.00	450.00	10.00
272-000.00-674.234	Undesignated Misc Donations	1,750.00	500.00	500.00	0.00	0.00	0.00	100.00	400.00	20.00
272-000.00-674.235	Marketing Sponsorships	11,740.00	0.00	0.00	0.00	0.00	750.00	1,750.00	(1,750.00)	100.00
	Donations	27,785.14	8,000.00	12,000.00	381.70	5,488.91	915.50	26,447.47	(14,447.47)	220.40
Transfers in										
272-000.00-699.271	Transfer from Library Fund	0.00	0.00	0.00	0.00	0.00	0.00	35,238.00	(35,238.00)	100.00
	Transfers in	0.00	0.00	0.00	0.00	0.00	0.00	35,238.00	(35,238.00)	100.00
	Total Dept 000.00 - TREASURY	60,930.71	30,500.00	34,500.00	2,506.48	11,933.22	915.50	133,317.43	(98,817.43)	386.43
	TOTAL REVENUES	60,930.71	30,500.00	34,500.00	2,506.48	11,933.22	915.50	133,317.43	(98,817.43)	386.43
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-742.046	Makerspace iCube	0.00	0.00	5,000.00	118.32	379.61	185.88	9,085.35	(4,085.35)	181.71
272-000.00-742.229	Raising a Reader Expense	603.22	1,000.00	1,000.00	253.22	0.00	89.15	908.29	91.71	90.83
272-000.00-742.230	Collections/Materials Expense	1,410.79	1,000.00	1,000.00	66.70	1,038.58	3,480.08	9,071.66	(8,071.66)	907.17
272-000.00-742.231	Buildings/Ground/ Furniture Exp	8,344.00	29,000.00	48,500.00	0.00	16,578.00	6,635.00	42,811.80	5,688.20	88.27
272-000.00-742.232	Programming Expense	2,975.43	1,000.00	1,000.00	579.58	120.00	97.66	8,612.26	(7,612.26)	861.23
272-000.00-742.233	Technology Library Expense	0.00	3,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
272-000.00-742.234	Undesignated Misc	228.85	500.00	500.00	0.00	0.00	0.00	246.00	254.00	49.20
272-000.00-742.236	Staff Recognition	1,968.54	2,000.00	2,000.00	(43.66)	234.20	(250.00)	1,827.19	172.81	91.36
	Supplies	15,530.83	38,500.00	65,000.00	974.16	18,350.39	10,237.77	72,562.55	(7,562.55)	111.63
Capital outlay										
272-000.00-976.044	Auto Lending Library	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
272-000.00-976.046	Makerspace Renovation	2,868.22	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.140	Automated Return System	0.00	115,800.00	115,800.00	0.00	0.00	0.00	0.00	115,800.00	0.00
272-000.00-976.141	Main Entrance Design	0.00	116,500.00	41,500.00	0.00	0.00	0.00	4,095.00	37,405.00	9.87
272-000.00-976.143	Wi-Fi Upgrade	0.00	0.00	15,000.00	0.00	0.00	0.00	17,562.89	(2,562.89)	117.09
272-000.00-976.144	Server & Camera Upgrade	0.00	0.00	109,000.00	0.00	0.00	0.00	68,838.00	40,162.00	63.15
	Capital outlay	2,868.22	237,800.00	283,800.00	0.00	0.00	0.00	90,495.89	193,304.11	31.89

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2023-24	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2023 NM (ABNM)	BUDGET	AMDD BUDGET	FEB 2024 INCR (DECR)	MAR 2024 INCR (DECR)	APRIL 2024 INCR (DECR)	04/30/2024 NM (ABNM)	BALANCE NM (ABNM)	
Total Dept 000.00 - TREASURY		18,399.05	276,300.00	348,800.00	974.16	18,350.39	10,237.77	163,058.44	185,741.56	46.75
TOTAL EXPENDITURES		18,399.05	276,300.00	348,800.00	974.16	18,350.39	10,237.77	163,058.44	185,741.56	46.75
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES		60,930.71	30,500.00	34,500.00	2,506.48	11,933.22	915.50	133,317.43	(98,817.43)	9.46
TOTAL EXPENDITURES		18,399.05	276,300.00	348,800.00	974.16	18,350.39	10,237.77	163,058.44	185,741.56	9.46
NET OF REVENUES & EXPENDITURES		42,531.66	(245,800.00)	(314,300.00)	1,532.32	(6,417.17)	(9,322.27)	(29,741.01)	(284,558.99)	9.46
TOTAL REVENUES - ALL FUNDS		3,568,884.55	3,629,390.00	3,627,460.00	13,622.16	44,616.88	40,003.28	3,914,388.20	(286,928.20)	
TOTAL EXPENDITURES - ALL FUNDS		3,491,114.83	4,152,545.00	4,441,893.00	285,100.01	309,899.39	285,659.02	3,187,378.57	1,254,514.43	
NET OF REVENUES & EXPENDITURES		77,769.72	(523,155.00)	(814,433.00)	(271,477.85)	(265,282.51)	(245,655.74)	727,009.63	(1,541,442.63)	

Financial Balance Sheets

05/15/2024		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 04/30/2024	
GL Number	Description	Balance	
Fund 271 - LIBRARY FUND			
*** Assets ***			
271-000.00-001.000	Cash - Pooled	(222,357.08)	
271-000.00-004.000	Cash on hand	600.00	
271-000.00-016.000	Deposits	1,200.00	
271-000.00-017.000	Investments - Pooled	3,642,928.38	
271-000.00-019.000	Current taxes receivable	29,062.41	
	Total Assets	3,451,433.71	
*** Liabilities ***			
271-000.00-202.000	Accounts payable	89,920.43	
271-000.00-258.702	Accrued liabilities - tax	6,000.00	
271-000.00-259.200	Unemployment insurance liability	22.62	
	Total Liabilities	95,943.05	
*** 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	756,750.64	
	Ending Fund Balance	3,355,490.66	
	Total Liabilities And Fund Balance	3,451,433.71	

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	(5,565.01)
272-000.00-017.000	Investments - Pooled	1,692,150.28
	Total Assets	1,686,585.27
*** Liabilities ***		
272-000.00-202.000	Accounts payable	17,739.18
	Total Liabilities	17,739.18
*** 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	(29,741.01)
	Ending Fund Balance	1,668,846.09
	Total Liabilities And Fund Balance	1,686,585.27

DIRECTOR'S REPORT



June Anniversaries – Years of Service



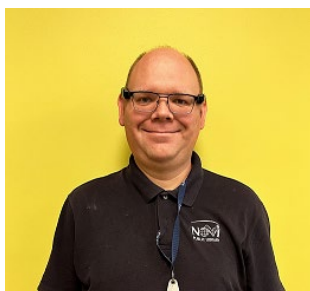
Mary Grewell – 16 yrs.
Support Services



Lindsay Gojcaj – 9 yrs.
Information Services



Eileen Massarello – 7 yrs.
Support Services



Josef Ploski – 7 yrs.
Facilities



Shang-Yeu Chang – 2 yrs.
Support Services



Taylor Price – 1 yr.
Information Services



Vera Wexler – 1 yr.
Information Services

Parking Lot Closure

During the Memorial Day holiday closure, maintenance will be done on the Library's parking lot and it will be closed to public usage from Saturday to Monday. The work will be dependent on weather. If favorable weather is forecasted for Friday, May 24, the Library and the parking lot will be closed to the public. If inclement weather is forecasted for May 24, the Library and the parking lot will be open to the public for normal business hours.

The decision for the Library to be open or closed on Friday, May 24 will be made no later than Wednesday, May 22. Information on the potential closure will be available on the [Library's website](#), phone and social media.

NPL Introduces New Calendar/Registration System

We're excited to announce that we have a new calendar and program registration system!

[Click here to view the calendar](#), see our upcoming events and register. Use the filtering options on the left side of the calendar to find events by age group or program type such as Arts & Crafts, Conversation Groups, iCube, Story Time and more! Hover over a program to get more details. Click on a program to register!

If you have questions or need help, please reach out to Administration at administration@novilibrary.org or 248-869-7204.

The Library was not given a lot of time to change to a new vendor for this new calendar and registration software. The Calendar Committee that worked very quickly and dilligently to choose the new vendor and implement the project was: Chair - Dana VanOast, Amy Crockett, Dominic Doot, Lindsay Gojcaj, Shannon O'Leary, Joe Ploski, Bill Bembeneck, Taylor Price, Rae Manela and Gail Anderson.



Secret Shopper Experience at Novi Public Library

Over the past few months, the Library's Customer Service Committee, chaired by Lindsay Gojcaj, has been working very hard to address customer service needs and improvements. This focus came out of the Strategic Planning assessment. At this time, the committee is working on creating a new plan of action for doing business and addressing customer needs at NPL. Many feedback sessions were held with staff to gain insight into how the customer experience works and needs improvement for NPL both internally and externally. In April, a secret shopper was engaged to look at how NPL staff provides customer service to its users, based on the many service points in the Library. As you see from the full report – the Novi staff received GLOWING and EXCELLENT scores and remarks. The secret shopper even sent a video that was shared with staff explaining how wonderful we are doing and pointed out a few areas for improvement. Attached is the summary and recommendations page from the full report. The committee will now begin to address the areas of improvement by creating a customer service manual that will include guidelines and talking points for providing excellent service.

The Committee consists of: Denise Woods, Hillary Hentschel, Kirsten Malzahn, Rae Manela, Amy Crockett, Bill Bembeneck, Emma DeCenso, Eva Sabolcik, Joe Ploski and Jennifer McArdle.

Strategic Plan 2024/2025

Thank you to the Board members (Brian Bartlett and Kathy Crawford) for making the recommendation for the 24/25 planning document to be approved at the March meeting, and providing the guidance to get us to our completed document.

In addition, I would like to thank the Strategic Planning Chair, Hillary Hentschel, and the staff committee members (Josefa Casas, Amy Crockett, Lindsay Gojcaj, Kirsten Malzahn, Rae Manela, Shannon O'Leary, Keith Perfect, Jeffrey Smith, Dana VanOast, Jill Wasson, Denise Woods and Maryann Zurmuehlen) who helped bring forth the goals that will be focused on for the NPL organization for the upcoming year. They will also meet regularly to provide guidance and keep us on track for a successful year.

SECRET SHOPPER REPORT FOR NPL

SUMMARY AND RECOMMENDATIONS

Strengths Identified:

Welcoming Atmosphere: The library consistently created a welcoming atmosphere, as noted by high ratings for friendliness and engagement across multiple visits and interactions.

Efficient Service Delivery: The processes for program registration at the IS desks and service at the SS desk are efficient and generally meet patron expectations. The drive-through window service is highly effective, offering convenience and maintaining quality interaction.

Engaging and Supportive Environment: The Teen Space and the Guest Relations Monitor were highlighted for fostering a positive environment and effectively engaging with patrons, ensuring a safe and enjoyable experience.

Professional and Knowledgeable Staff: Across various departments, staff demonstrated professionalism and expertise, offering detailed assistance.

Areas for Improvement:

Consistency in Greetings and Communication: Create greeting standards for in-person, email, and telephone interactions to maintain consistency. Staff should introduce their department and, unless safety concerns dictate otherwise, their name at the beginning of each call to foster clarity and connection. A detailed Customer Service Plan will help ensure consistency across all service areas.

Visibility and Accessibility of Feedback Resources: Improve signage for the comment boxes. Consider using larger, more distinctive text, readable from multiple directions and deploying digital directories. Regularly review and respond to feedback as part of a continuous improvement strategy.

Online Interaction Enhancements: Assess feasibility of upgrading the online iCube booking system to show availability further in advance and allow users to select specific dates and times. Ensure all online platforms are intuitive and information-rich, reducing the need for follow-up emails. The IS program registration software appeared to lack an easy search feature.

Voicemail Returns: When returning a vm from patrons, make a practice of leaving a pleasant response voicemail when they don't answer their phone.

Staff Training and Development: Provide regular training sessions focused on refining and reinforcing customer service excellence, and specific skill enhancement, particularly for new technologies and services offered by the library.

Email Communication Standards: Standardize email responses to include all necessary elements such as a welcoming greeting, addressing and anticipating the patrons' needs, and a warm, courteous closing. Define expectation of what is considered a quick response time.

Monitoring and Evaluation: Regularly assess the effectiveness of customer service across all touchpoints, and acknowledge successes. Utilize the secret shopper feedback, surveys, focus group results, and real-time data collection to inform ongoing training, service adjustments, and craft an effective Customer Service Plan.

DONATION DRIVE

May 1-31

Partnership between the Novi Public Library's
Teen Advisory Board and FEMA Youth Preparedness
Region 5 Council

Accepting the following items:

- Individually wrapped menstrual hygiene products
- Any kind of bra (new or gently used in good condition)
- New women's underwear

Items will be donated to I Support
the Girls located in Detroit

Please donate items at the
Novi Public Library
45255 W. 10 Mile Rd.,
Novi, MI 48375



ADVENTURE — BEGINS AT — YOUR LIBRARY™

Summer Reading Kick-Off Party

SUNDAY, JUNE 9
1-3 PM

Celebrate the start
of summer and our
Summer Reading Program!

Parking is available in the Library parking lot, Novi High School parking lot off of 10 Mile Rd. and Wildcat Dr., and the first parking lot on Taft Rd., South of 10 Mile Rd.



PUBLIC LIBRARY
novilibrary.org
248-349-0720

*Available for children 100lbs or less

**Available for purchase

Petting Zoo
& Pony Rides*

Face Painting

Balloon Twisting

Photos with
Mickey Mouse

Games & Crafts

Kona Ice Truck**

Friends of the Novi Library present

Summer Songfest

Thursdays, 6:30pm

Jun 20 Steve Floyd
Oldies & familiar covers

Jul 11 Entourage Band
Oldies & familiar covers

Jul 18 Magic Bus
Tribute to Woodstock

Aug 1 The Back Beats
A Beatles Tribute

Aug 15 Dueling Pianos
Classic hits to current pop

Sept 12 Motor City Soul
Motown & more



Location: Paradise Park, 45799 Grand River Ave. Novi

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

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

Sponsored by:



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

An illustration featuring musical notes on a staff, a golden trumpet, the head of an acoustic guitar, and a vintage-style microphone, all set against a background of orange and teal horizontal stripes.

TUESDAY TUNES

ON THE PATIO AT NOVI LIBRARY

12-1pm

- July 2** Tom Lee (Familiar Oldies)
- July 16** Dan & Fred (Familiar Oldies & Motown)
- July 30** Silver Strings Dulcimer
- August 13** Al Carmichael (Familiar Oldies)
- August 27** Gary & Jackie ("Singing the Good Old Songs Again")

Bring a lunch or purchase food from our Café and enjoy live music, and good company on the patio. Children can participate in outdoor games. What a perfect way to spend a summer afternoon! Bring a friend or meet new ones.

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



Upcoming Programs Youth, Tween & Teen

Summer Reading Kick-Off Party

Sun, Jun 9, 1-3pm

Join us to celebrate the start of summer and our Summer Reading Program! Parking is available in the Library parking lot, Novi High School parking lot off of 10 Mile Rd. and Wildcat Dr., and the first parking lot on Taft Rd., South of 10 Mile Rd.

Location: Outdoors, Patio and various rooms throughout the building

Magnificent Maple Syrup Presentation with Thornapple Woodlands

Wed, Jun 26, 6:30-7:30pm

Buzz on over to the library for a fun maple syrup presentation by Don Snoeyink of Thornapple Woodlands. Don will perform his favorite Native American legend about maple syrup, and teach what sap is, where to find it, and how to turn it into sweet maple syrup.

Grades: 4-12

Location: Whole Meeting Room

Black & Brown Theatre Presents Rapunzel

Wed, Jul 10, 6:30-8:30pm

Black and Brown Theatre presents a timeless story with a timely twist as both heroes go on an adventure to discover who they truly are. Bring the whole family for a live performance of the classic story of Rapunzel.

Ages: 5+

Location: Whole Meeting Room

Comedy Magic Family Show with Cameron Zvara

Wed, Jul 17, 7-8pm

Join us for mind blowing magic, squeaky clean comedy, and tons of audience participation. Fun for the whole family!

Ages: 5+

Location: Whole Meeting Room

Lego Club

Tue, Jun 4, Jul 2, Aug 6, 6:30pm

Join us once a month for Lego show-and-tell and building activities. We supply the Legos, you supply the imagination.

Grades: K-4

Location: East Meeting Room

Club Half-Blood

Thu, Jun 6, 6:30-8pm, *The Last Olympian*

Calling all fans of Greek mythology, monsters, and mayhem! If you love the Percy Jackson series, or want to read it for the first time, join our monthly club for book talk, snacks, games, and crafts inspired by the books!

Grades: 4-8

Location: Youth Activity Room

Escape Room Novi: Mobile Trailer

Wed, Aug 7, 6-8pm

Ready for the ultimate escape room challenge? Working as a team made up of no more than 6 players, you will have about 20 minutes to work together to solve complex puzzles.

Grades: 4-12

Location: Mobile trailer on Library property outdoors

NO-VI Chess Club

Thu, Jun 13, Jun 20, Jul 11, Jul 18, 7-8pm

Join our NO-VI Chess Club to participate, learn and sharpen your chess skill. No previous knowledge of chess is necessary. This program will include lectures, practice games, game analysis, and other components of chess training. Chess boards, timers, and rule books are provided (sponsored by a generous library donor).

Ages: 5+

Location: Whole Meeting Room

**Some programs require registration.
Visit novilibrary.org or call 248-349-0720.**



Upcoming Programs Youth, Tween & Teen

Story Times

Tue, 10:15am: Time for Twos & Threes

Wed, 10:15am: Baby Time

Wed, 11:15am: Tot Time

Thu, 2pm: Fun for Fours & Fives

Location: West Meeting Room or Story Time Room

Patio Story Time

Wed, Jun 5, Jul 31, Aug 21, Sep 18, 6-6:30pm

Join us on the patio for stories, songs, and fingerplays that promote early literacy. Feel free to bring your own blankets and chairs.

Ages: Birth-5, with caregiver

Location: Patio or Whole Meeting Room

Dramatic Playgroup: Camping

Wed, Jun 12, 6-7:30pm

Join us for an adventurous dramatic play group session as we pretend to camp in the great outdoors, while also developing early literacy skills.

Ages: 1-5, with caregiver

Location: Patio or Whole Meeting Room

Yoga Story Time

Fri, Jun 28, 10:15-10:45am

Join us for Yoga Storytime! We will explore fine and gross motor skills, body awareness, sensory and physical exploration, social skills, and parent-child bonding with songs, stories, and movement.

Ages: 2-8, with caregiver

Location: West Meeting Room

Youth Grab & Go Kits

Jun 7: Gardening

Jun 14: Wind Chime

Jun 21: Birdhouse

Jun 28: Sailboat

Jul 12: Airplane

Jul 19: Sharks

Jul 26: Ice Cream

Aug 2: STEM Parachute

Aug 16: Rain Stick

Aug 23: STEM Craft

Stop by the Library beginning at 10am to pick up a youth grab and go kit. Kits are available on a first-come, first-served basis and while supplies last. Limit 1 kit per child.

Grades: Recommended for K-4

4th of July Crafts

Wed, Jul 3, 7-8pm

Join us for a drop in 4th of July craft session. While supplies last.

Grades: K-4

Location: West Meeting Room

Early Literacy Transportation Grab & Go Kit

Fri, Jul 26, 10am

Stop by the Library beginning at 10am to pick up an early literacy grab and go kit, which will explore the early literacy practices of talking, singing, reading, writing, and playing through the theme of transportation. Kits are available on a first-come, first-served basis and while supplies last. Limit 1 kit per child.

Ages: 1-5



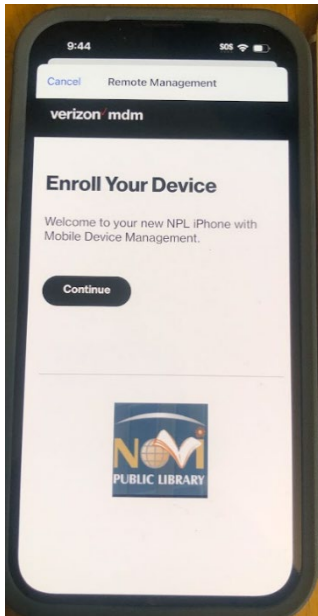
**Some programs require registration.
Visit novilibrary.org or call 248-349-0720.**

4/21/2024				4/22/2024				4/23/2024				4/24/2024				4/25/2024				4/26/2024				4/27/2024							
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	130	80	10-11am	39	123	81	10-11am	56	94	75	10-11am	32	91	62	10-11am	36	85	61	10-11am	70	198	134	10-11am	0	0	0
11am-12p	0	0	0	11am-12p	99	102	101	11am-12p	85	58	72	11am-12p	50	47	49	11am-12p	57	68	63	11am-12p	42	50	46	11am-12p	128	95	112	11am-12p	128	95	112
12-1pm	46	111	79	12-1pm	103	58	81	12-1pm	60	47	54	12-1pm	42	47	45	12-1pm	76	76	76	12-1pm	50	56	53	12-1pm	129	121	125	12-1pm	66	81	74
1-2pm	92	99	96	1-2pm	54	50	52	1-2pm	58	73	66	1-2pm	65	62	64	1-2pm	66	54	60	1-2pm	54	50	52	1-2pm	66	81	74				
2-3pm	94	116	105	2-3pm	96	156	126	2-3pm	90	117	104	2-3pm	66	102	84	2-3pm	84	150	117	2-3pm	75	113	94	2-3pm	118	114	116				
3-4pm	106	112	109	3-4pm	115	126	121	3-4pm	111	149	130	3-4pm	92	125	109	3-4pm	154	120	137	3-4pm	114	96	105	3-4pm	142	102	122				
4-5pm	117	101	109	4-5pm	123	130	127	4-5pm	144	129	137	4-5pm	146	155	151	4-5pm	126	137	132	4-5pm	114	141	128	4-5pm	129	103	116				
5-6pm	132	66	99	5-6pm	146	107	127	5-6pm	141	101	121	5-6pm	141	95	118	5-6pm	152	115	134	5-6pm	185	105	145	5-6pm	164	70	117				
6-7pm	0	0	0	6-7pm	130	95	113	6-7pm	111	110	111	6-7pm	133	85	109	6-7pm	116	102	109	6-7pm	0	0	0	6-7pm	0	0	0				
7-8pm	0	0	0	7-8pm	73	46	60	7-8pm	125	113	119	7-8pm	76	59	68	7-8pm	109	59	84	7-8pm	0	0	0	7-8pm	0	0	0				
8-9pm	0	0	0	8-9pm	97	24	61	8-9pm	135	40	88	8-9pm	97	39	68	8-9pm	71	36	54	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				
			596				1,045				1,080				937				1,026				683				915				
4/28/2024				4/29/2024				4/30/2024																							
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0																				
10-11am	0	0	0	10-11am	29	83	56	10-11am	27	97	62																				
11am-12p	0	0	0	11am-12p	67	63	65	11am-12p	36	43	40																				
12-1pm	38	106	72	12-1pm	48	67	58	12-1pm	79	63	71																				
1-2pm	80	97	89	1-2pm	57	67	62	1-2pm	63	74	69																				
2-3pm	105	139	122	2-3pm	72	125	99	2-3pm	61	106	84																				
3-4pm	102	143	123	3-4pm	126	111	119	3-4pm	113	106	110																				
4-5pm	163	106	135	4-5pm	123	160	142	4-5pm	131	120	126																				
5-6pm	139	55	97	5-6pm	167	103	135	5-6pm	101	85	93																				
6-7pm	0	0	0	6-7pm	134	100	117	6-7pm	115	139	127																				
7-8pm	0	0	0	7-8pm	107	71	89	7-8pm	122	84	103																				
8-9pm	0	0	0	8-9pm	97	32	65	8-9pm	16	43	30																				
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0																				
			637				1,005				912																				

Information Technology Report by Jeffrey Smith – April 2024

General

The IT Team worked on setting up a Verizon Mobile Device Manager (MDM) environment for our staff iPhones. MDM allows us to find and wipe staff phones and push out a list of pre-selected apps to the phones based on department needs. Following the MDM configuration, we replaced our old iPhone 7+ phones with new iPhone 14 phones. The new phones are slightly smaller and easier to manage.

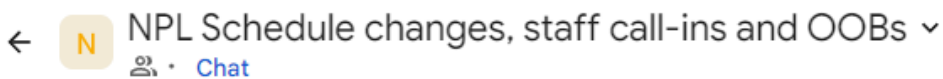


MDM on NPL Staff Phone Datto Enterprise 4TB local/cloud device

This month the NPL IT Team installed a new Datto Enterprise local/cloud model S5-4 (4TB Unit) in April. The system is managed by a monthly subscription and the hardware was no-charge. The unit is sized by our current volume of critical data, and by the number of servers and critical machines that we have.

We reconfigured our Admin voice mailbox system to send phone messages to our admin staff by email.

Beginning on Apr 29, NPL Management, Supervisors and HR began using Google Chat to communicate Schedule information, call-ins and Out of Building (OOB) announcements with staff - instead of sending



out emails.

We sent one AST Sorting Machine "Brain Box" back to Tech Logic for repair.



Repaired AST "Brain Box" SCALA server in our server room rack

Our SCALA server died in April. SCALA was an older server that helped to feed communication content to the large screen displays scattered around patron areas of the library. We will be looking at alternative methods to display the library's communications content on our screens. For now, we are using USB drives to display our content so that the screens are not all black.

iCube

We held 223 iCube appointments in April.

- 30 3D prints
- 1 3D scans
- 14 Adobe Creative Cloud projects
- 22 Cricut crafts
- 0 Carvey projects
- 41 Creative Kits
- 16 Digital Conversions
- 22 Heat Press jobs
- 7* Laser projects
- 28 Photo Prints
- 3 Sewing/Embroidery projects
- 21 Sublimation prints

* Note: Our Laser was out of service from April 3rd to April 10 and again from April 20 to April 30th. Leaving us with about 12 days of operation during the month.

On April 18th, the iCube staff hosted a high school special education class for a stamp making session. Mary reported that "students made greeting cards with rubber stamps that were custom-made in the iCube with the Muse laser. This session developed out of a need expressed by one of the teachers during their previous visit. She said that some of her students were frustrated and sad they couldn't write their names. I was excited to tell her that we could help by making customizable laser engraved name stamps so they could 'sign' their name. As well as a name stamp for each student, several custom stamps with patterns, encouraging words, and fun images (including the NHS logo) were also made with the Muse laser. 3D printed handles were made so that the students could easily grasp them to decorate their greeting cards."



Staff helping Special Needs students to work with rubber stamps that were made in the iCube

iCube staff also hosted a researcher from the University of Oklahoma School of Library and Information Sciences. They came to Novi to observe one of our NHS Special Education makerspace sessions because it corresponds to their IMLS-funded research project on public library makerspaces and maker programs for youth with disabilities.



Novi Badger stamp Be Kind stamp



Aluminum sublimation sample by Dominic Sample puzzle by Anna B.

Anna B updated the firmware on our large Epson scanner for a guest. Following the update, the guest reported, "It is scanning faster than before."

Jess had a mother and a few students come in to make shirts with the transfer paper and buttons for a class project.

Mary assisted a Northville robotics student who needed his logo on 2 t-shirts.

Anna J "Had a walk-in from a guest who had questions about T-shirt printing and laser engraving. We talked about sublimation, HTV, and glass engraving with the rotary tool."

Dom "created 2 name badges with the sublimation cards that we use for the Pick-a-Palooza kit. I think they work well as a temporary solution while the laser is out of order."

On April 30 Mary and Dom configured and ordered a new **Muse 3D Autofocus 20" X 12" Desktop CO2 Laser** to replace our old one which had recently stopped working. We will use the old laser for spare parts.

Training

- Jeff attended the Computers in Libraries "Library Futures and Wildest Dreams" Conference in Arlington Virginia. The focus of the conference was on emerging and leading-edge technology that allows us to engage with, and bring strategic value to, our user communities.
- Dominic, Anna B and Denise attended NPL Safety Training.
- Jeff, Dominic, Anna B and Denise attended "Library Market Calendar Training."
- Denise and Jeff received training in the Datto Enterprise Backup application.

Facilities Report by Keith Perfect –March

In the past month the Facilities Department has closed 6 Facilities tickets, 53 Meeting Room Requests and has updated 348 Periodic Maintenance tickets.

- The Read Boxes have been installed by DPW at the parks.
- The landscape edging along the Ten Mile Rd. berm at the North end of the parking lot has been removed and replaced by our landscaping vendor.
- Quotes have been obtained for HVAC preventative maintenance.
- Annual safety tours/training have been ongoing throughout the month and over 85% of staff have completed this training. The remaining staff will meet this training requirement as their schedules allow time.
- The patio furniture has been returned from the refinishing vendor. The furniture was then re-installed by Facilities staff.
- An elevator vendor has come to test the viscosity of our elevator hydraulic oil and has verified that the oil is in good shape and does not require replacement at this time.
- The breakroom sink garbage disposal has been replaced due to a leak.
- Several light ballasts/bulbs have been replaced.
- The building glass has been cleaned by the glass cleaning vendor.
- The lawn irrigation system has been activated for the summer season.

Information Services Department by Hillary Hentschel – April

News and Notes

- Congratulations to Justin Villa, who will be receiving his MSI from the University of Michigan next month! Justin has been very helpful in staffing the Information Desk and working on projects for multiple staff, particularly with collection projects, creating the new Druschel Book List and working in the Local History Room. He also gave a great program on Avoiding Online Scams this month. Justin's internship with NPL will be ending on Friday, May 10 but he will stick around as a Substitute Librarian.

- The Tiny Art Show returned! We featured about 140 masterpieces from the community (up from 80 last year). 3D printed sculptures and small figurines were added to the 1st and 2nd floor display cases to create an art gallery effect. Thank you to Mary for all her work on this wonderful community art show!



- Gro-Town Seed Station: We once again partnered with Gro-Town to offer complimentary seeds for patrons to take home. Thank you to Emily for coordinating!



- The Early Literacy Play Area has new toys! Thank you to Emily for the refresh!



- Staff compiled the Summer Engage issue content and increased preparations for the 2024 Summer Reading Program.
- Staff attended committee meetings for HR Policy, iCube, Strategic Planning, Staff Professional Development Day, Customer Service, and Marketing. Staff attended their annual safety tour. Staff continued training on the new calendar system, Library Market.

Professional Development

- PLA 2024 Conference – Julie, Hillary, Lindsay, Shannon
Lindsay, Shannon and I had the opportunity to attend PLA for the first time this year. We all attended about a dozen professional development sessions on topics such as leadership, employee wellbeing, programming and collection development. Highlights for me included “We See You: Programming for Adults with Intellectual and Developmental Disabilities,” “Embrace Flexibility: Create a Radically Welcoming Work Environment” and “Leading with

Compassion: How to Build and Maintain a Library Culture of Teamwork, Respect, and Trust." This national conference with a focus specifically on public libraries allowed us to learn from library systems all over the country on topics most relevant to our daily work. We also met with many of our existing vendors and gathered information about potential new vendors that would be beneficial for the Library.

- "Babies in the Library" virtual course at the University of Wisconsin-Madison – Emily
- "Customer Service" virtual course at the University of Wisconsin-Madison – Rae
- Mental Health First Aid Training from the National Council for Mental Wellbeing – Danielle, Josefa, Aiden
- "Teen Behavior in the Library: Managing This [Sometimes-Challenging] Developmental Stage" webinar – Lindsay, Danielle
- "Leadership Strategies for Building Connection and Diffusing Difficult Situations" webinar – Lindsay
- Michigan Library Advocacy Day speaker event – Emma
- Human Library training – Emma
- "Addressing Microaggressions" webinar – Emma
- "Forget Hogwarts: Bringing Coding to Your Library Doesn't Have to Be Wizardry" webinar – Austin
- "Science of Reading Week: Literacy is a Civil Right" webinar – Anna
- "Beanstack EDU" webinar – Danielle
- "Youth Social-Emotional Learning" webinar – Danielle
- IS staff on external committees:
 - Cultural Arts Advisory Board (City of Novi): Mary
 - MiYouth: Lindsay
 - Mitten Award Workgroup: Emily, Kirsten
 - School Library Journal reviews: Emily
 - TLN eContent Users Group / digital tech support: Mary
 - CSLP Theme and Slogan Committee: Lindsay

IS Staff Outreach

- Preschool Outreach at Novi ECEC (12), Little Birds Montessori, and A Growing Place– Emily
- Novi ECEC Special Education Class Visit – Emily



- Novi Mental Health Alliance meeting – Emma, Austin
- Senior center book club at Brookdale – Emma
- Lakes of Novi outreach visit – Emma
- Meadowbrook Commons poetry event – Emma
- Waltonwood craft event and open house – Emma
- ABWA Monthly Meeting – Emma
- Network B4 Nine event with Novi Chamber – Emma

- Novi Meadows Battle of the Books – Lindsay
- Village Oaks Multicultural Night – Shannon
- Michigan Notable Books “Night for Notables” event – Rae
- NHS Special Education makerspace visit – Mary

“For this month’s session students made greeting cards with rubber stamps that were custom-made in the iCube with the Muse laser. This session developed out of a need expressed by one of the teachers during their previous visit. She said that some of her students were frustrated and sad they couldn’t write their names. I was excited to tell her that we could help by making customized laser engraved name stamps so they could ‘sign’ their name. As well as a name stamp for each student, several custom stamps with patterns, encouraging words, and fun images (Including the NHS logo) were also made with the Muse laser. 3D printed handles were made so that the students could easily grasp them to decorate their greeting cards.”



Adult Programs

- Knit 2gether Knitting Group (4) – 39
- Spanish Conversation Group – 3
- Japanese Conversation Group – 33
- English Conversation Group (2) – 16
- English Language Lessons (6) – 60
- ESL Book Discussion (7) – 78
- Afternoon Read Book Club – 10
- Novel Idea Book Club – 5
- Lakeshore Park Book Club – 4
- Coffee with the Superintendent – 12
- Mental Health Alliance – 14
- Intro to Crochet (2) – 21
- Night of Poetry – 8
- Mineral Kingdoms – 48
- Demystifying Your Library – 5
- How to Avoid Online Scams – 2

Adult Displays

- **Adult Desk Display:** Arab American Heritage Month
- **Display Case:** Tiny Art Show
- **Feature Collection:**
 - Reading Challenge: Read a book with the name of a place in the title
 - National Gardening Month

o National Poetry Month



Youth/Tween/Teen/Family Programs

- Baby Time (4) – 87
- Tot Time (4) – 215
- Time for Twos and Threes (4) – 254
- Fun with Fours and Fives (4) – 105
- Family Story Time (3) – 257
- Lego Club – 45
- Teen Advisory Board (TAB) – 9
- Chess Club – 21
- Club Half Blood – 14
- Full STEAM Ahead – 9
- Emoji Portrait – 10
- Sensory Jars – 36
- SAT Practice Test – 18
- Chinese Cultural Craft – 31
- Passover Story Time – 4
- National Library Week Grab and Go – 96
- Solar Eclipse Grab and Go – 60
- Smart Money Grab and Go – 60

Youth/Tween/Teen Displays

- **Teen Stop display** – National Poetry Month: poetry and novels in verse



- **Youth Feature Display** – Reading Is a Real Tweet (books about birds, chicks and other Spring things)
- **Youth Desk Display** – Smokey Bear Reading Challenge
- **New for You Kiosk**
 - **Libraries Are for Everyone:** National Poetry Month, Ramadan & Eid al Fitr, April Fool's Day, National Unicorn Day, Jackie Robinson Day, Arab American Heritage Month, National Garden Month, Earth Day, Passover
 - **Featured Display:** National Poetry Month; NCSD Author Visit (*Never Enough* by Jennifer Wallace)



Support Services Department Report by Maryann Zurmuehlen – April

Interim Assistant Director/Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended Management Team meetings.
- Attended weekly SS Department catchup meetings.
- Attended weekly IT Department catchup and Facilities meetings.
- Obtained quotes for a Parking Lot Resealing Project and a Contract for HVAC Services.
- Attended a Patron Point Zoom meeting on April 3rd.
- Participated in the “Demystifying Your Library” program on April 9th.
- Attended a Strategic Planning Committee meeting on April 10th.
- Attended a Marketing Committee meeting on April 16th.
- Held Janitorial Services vendor interviews on April 17th.
- Held a Building & Grounds Board Committee meeting on April 18th.
- Held a Parking Lot Resealing Project kick-off meeting on April 23rd.
- Attended a TLN SASUG Zoom meeting on April 25th.
- Completed a Safety Tour on April 26th.

Circulation & Shelves

- Interviews were held for 2 12-hour and 1 16-hour Shelver positions on April 3rd and 4th.
- Holly Bowen's last day was April 12th, but she is staying on as a Substitute Shelver.
- Staff are working on the Collection Inventory Project which began in January.
- A new conveyor belt and several new bands were installed on the AST Machine on April 25th.

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.
- Staff are working on the Collection Inventory Project which began in January.

Statistics (April 2024)

- **Cards Issued: 337**
- **Items Checked Out (NPL): 54,878**
- **Items Checked Out (LLL): 75**
- **Total Checkouts (NPL + LLL): 54,953**
- **Items Interloaned for NPL Patrons: 4,583 (76 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,586 (199 through MeLCat)**
- **Items Added to the Collection: 1,446**
- **Items Discarded from the Collection: 1,552**
- **Drive-Up Window & Locker Hold Pickups: 17**
- **MAP Checkouts: 40**
- **Online New Card Registrations: 8**
- **Outreach:**
 - **NPL @ Your Door: 8 Mailer Bags / 27 Items**
 - **7 Facilities Visits / 54 Items Provided**
 - **6 Book Discussions / 87 Items Provided**

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	225	279	295	297	337			3,372
↳ Of Which, Online Registrations Totaled	4	29	18	13	21	17	29	19	4	8			162
Checkouts (NPL)	67,511	62,374	53,996	52,951	51,559	50,745	58,500	56,253	57,374	54,878			566,141
Checkouts (Lakeshore Lending Library)	203	103	96	73	50	54	36	60	73	75			823
Total Checkouts (NPL + LLL)	67,714	62,477	54,092	53,024	51,609	50,799	58,536	56,313	57,447	54,953			566,964
Items Borrowed	4,525	4,983	3,985	3,886	3,716	3,439	5,268	4,442	4,354	4,583			43,181
Items Loaned	3,728	3,648	3,306	3,636	3,446	3,124	4,208	3,459	3,621	3,586			35,762
Hold Pickups (Drive-Up & Lockers)	28	14	15	13	19	19	46	16	20	17			207
MAP Pass Checkouts	99	77	46	28	12	6	22	22	30	40			382
Read Boxes	392	453	373	160	0	0	0	0	0	0			1,378
NPL @ Your Door (# of Bags)	11	13	8	10	7	11	8	11	8	8			95
NPL @ Your Door (# of Items)	40	30	16	32	10	32	22	28	20	27			257

Year-to-Year Comparison				Read Boxes									
				May to October Totals									
				2019			2023						
				Youth	Adult	Total	Youth	Adult	Total				
				APR 2024	APR 2023								
Cards Issued This Month				337	253								
Total Checkouts (NPL + LLL)				54,953	55,252								
Items Borrowed	TLN			4,507	3,596								
	MeL			76	40								
				4,583	3,636								
Items Loaned	TLN			3,387	2,923								
	MeL			199	82								
				3,586	3,005								
					Pavillion			575	91	666	813	115	928
					Rotary			491	74	565	331	30	361
					ITC			778	96	874	881	54	935
					Brookfarm			n/a	n/a	n/a	142	16	158
					All Combined			1844	261	2105	2167	215	2382
<p>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.</p>													

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	50,799	40.68%	20,665	6,537	4,672	2,544	6,912
January	58,536	45.96%	26,901	8,208	6,195	3,791	8,707
February	56,313	42.63%	24,008	7,733	5,380	3,195	7,700
March	57,447	45.11%	25,913	7,809	5,500	3,461	9,143
April	54,953	42.97%	23,611	7,286	5,118	3,001	8,206
May							
June							
FYTD	566,964	43.20%	245,492	75,440	54,378	33,692	81,982

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	21,975	7,197	29,172	1,122
January	26,060	7,248	33,308	1,149	January	24,865	7,650	32,515	1,084
February	25,615	7,248	32,863	1,174	February	27,211	6,815	34,026	1,173
March	26,395	7,248	33,643	1,085	March	49,885	4,721	54,606	1,883
April	24,470	7,248	31,718	1,094	April	57,449	5,704	63,153	2,105
May	23,598	5,020	28,618	1,022	May				
June	27,140	6,777	33,917	1,211	June				
FYTD Total	299,849	88,828	388,677	1,127	FYTD Total	348,286	57,881	406,167	1,456

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

*** October - 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	873	116,491	117,364	4,514	247
January	1,027	50,970	51,997	1,793	275	January	430	147,690**	148,120	4,937	286
February	1,043	58,598	59,641	2,130	264	February	1,185	161,577	162,762	5,612	267
March	1,122	32,663	33,785	1,090	294	March	1,199	148,575	149,774	5,165	272
April	1,026	54,630	55,656	1,919	272	April	1,258	169,967	171,225	5,708	286
May	889	44,893	45,782	1,635	274	May					
June	1,077	46,751	47,828	1,771	260	June					
FYTD Total	12,609	547,730	560,339	1,629	3,267	FYTD Total	10,471	1,310,875	1,321,346	4,736	2,670

*July, Aug, Oct stats corrected.

"Days Open" is lower from 6/18/23 through 9/2/23 due to summer Sunday closures.

**January Wireless Sessions are estimated due to an issue with the Meraki Portal.

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

Beginning September 2023: Wireless Sessions = Meraki "Number of Sessions Over Time"

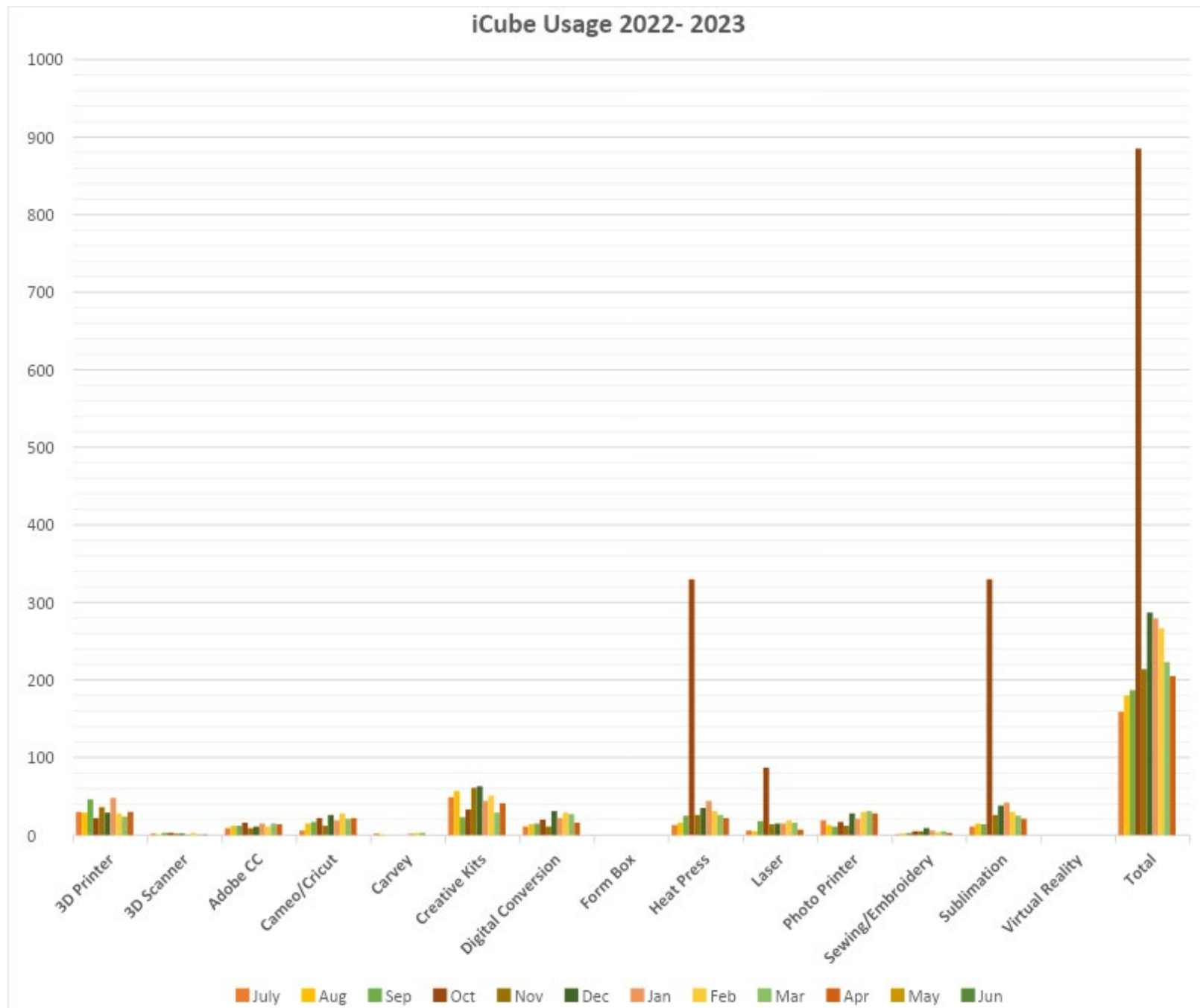
Early Literacy Workstation Usage							
2022-2023 Fiscal Year				2023-2024 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	447	8,742	19	July	612	8,955	14
August	443	8,650	19	August	693	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	*556	*6540	*24
January	456	9,317	20	January	637	9,309	13
February	388	7,990	20	February	751	10,617	14
March	457	8,727	19	March	743	10,870	15
April	350	5,741	16	April	687	9,805	14
May	278	4,684	16	May			
June	438	8,276	18	June			
FYTD Total	4,684	87,799	18	FYTD Total	6,649	88,937	16

AWE Stats previously taken from AWE Customer portal. Beginning July 2023, portal is no longer available.

Stats are now downloaded from the individual AWE workstations.

*Dec 2023 monthly stats estimated due to a system failure on one of our two public AWE Workstations

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
Jul	30	6	11	19	1	11	2	6	0	2	9	13	49	0	4	163
Aug	29	15	14	13	2	15	1	5	0	1	12	16	57	0	3	183
Sep	46	17	15	11	3	14	0	18	0	3	12	25	23	0	8	195
Oct	22	22	20	17	5	330	0	87	0	3	16	330	33	0	0	885
Nov	36	12	11	12	5	26	0	14	0	2	9	26	61	0	0	214
Dec	29	26	31	28	9	38	0	15	0	2	11	35	63	0	6	293
Jan	48	19	22	21	6	42	2	15	0	1	15	44	44	0	8	287
Feb	28	28	29	30	4	30	3	19	0	3	11	31	51	0	18	285
Mar	24	21	27	31	5	25	3	16	0	1	15	26	29	0	0	223
Apr	30	22	16	28	3	21	0	7	0	1	14	22	41	0	10	215
May																0
Jun																0
Sessions	322	188	196	210	43	552	11	202	0	19	124	568	451	0	57	2943



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	2,194	616	244	12	241
January	2,445	668	259	17	787
February	2,322	644	265	19	1,262
March	2,612	714	274	24	1,262
April	2,572	707	282	18	505
May					
June					
FYTD Total	21,782	6,006	2,459	178	5,403

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	7,952	3,132	11,084	2,461	162
January	8,836	3,499	12,335	2,707	161
February	7,879	3,319	11,198	2,201	118
March	8,774	3,500	12,274	2,536	97
April	7,411	3,358	10,769	1,478	100
May					
June					
FYTD Total	73,045	33,341	106,386	18,372	1,220

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	3.24	582	786
						December	524	140	3.74	578	640
						January	488	150	3.25	491	565
						February	385	124	3.10	338	438
						March					
						April					
						May					
						June					
						FYTD Total	5,967	1,538		7,245	23,556

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	57,778	2,919
				December	1,390	67,496	3,281
				January	1,940	58,637	3,312
				February	2,166	153,653	9,085
				March			
				April			
				May			
				June			
				FYTD Total		441,292	26,247

Meeting Room Statistics 2023-2024 Fiscal Year		
	Rentals	Attendees
July	26	390
August	25	443
September	40	859
October	52	1084
November	44	851
December	37	783
January	31	669
February	38	748
March	44	624
April	56	1144
May		
June		
FYTD	393	7595

FRIENDS OF NOVI LIBRARY

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – May 8, 2024**

- | | |
|---|---|
| I. Call to Order, Roll Call | Sue Johnson |
| II. Minutes of the April 10, 2024 Meeting * | Evelyn Cadicamo |
| III. Treasurer's Report* | Marilyn Amberger |
| <ul style="list-style-type: none"> • Prior month(s) Income and Expense • Statement Balances | |
| IV. Reports | |
| <ul style="list-style-type: none"> • Library Liaison • Book Nook • Membership • President <ul style="list-style-type: none"> • 2024 Wish List • Changes to the Operating Agreement. • Election of Carol Neumann to replace Marilyn as Treasurer • April volunteer appreciation event – \$315 • Giving Tree – three new leaves – total \$6800 • April Kaleidoscope - cancelled • Newsletter for June, annual meeting in July | Dana Brataniec
Carol Hoffman
Sue Johnson
Sue Johnson |
| V. Announcements | |
| VI. Calendar | |
| <u>Kaleidoscope</u> <ul style="list-style-type: none"> • May 21, 2024 - Armando Delicato, author, Detroit Opera House (Located on southeast side of Grand Circus Park, downtown Detroit) | |
| <u>2023 Listen at the Library</u> <ul style="list-style-type: none"> • Juneteenth concert | |
| <u>2024 Tuesday Tunes -</u> <ul style="list-style-type: none"> • July 2nd---Tom Lee (familiar Oldies) • July 16th--- Dan & Fred (familiar Oldies and Motown) • July 30th---Silver Strings Dulcimer • August 13th---Al Carmichael (Familiar Oldies) • August 27th---Gary & Jackie ("Singing the Good Old Songs Again") | |
| <u>2024 Summer Music at Paradise Park – all events start at 6:30pm</u> <ul style="list-style-type: none"> • June 20- Steve Floyd (Oldies and familiar covers) • July 11- Entourage Band (Oldies and familiar covers) • July 18- Magic Bus (Tribute to Woodstock) • Aug 1- The Backbeat (A Beatles Tribute) • Aug 15- Dueling Pianos • Sep 12- Motor City Soul (Motown and More) | |
| <u>Friends Events</u> <ul style="list-style-type: none"> • Next meeting June 12, 2024 at 7:00 pm | |
| VII. Adjournment* | |
| *Requires Action | |

**Friends of the Novi Public Library
Meeting of the Board of Directors
April 10, 2024**

Call to Order: Sue Johnson called the meeting to order at 7:03 p.m.

Present: Evelyn Cadicamo, Ann Craig, Carol Hoffmann, Sue Johnson, Karen Schubert, Stephania Tolliver, and Dana VanOast., Library Liaison.

Absent: Marilyn Amberger, Mary Angela Winter.

Minutes of the January 10, 2024 Meeting: Evelyn Cadicamo. There was one correction to be made to the January Minutes and that is the report rendered on behalf of the Book Nook. It was recorded that Sue Johnson made said report when in actuality it was Carol Hoffman who made the report. Apologies to Carol; she was unable to attend a number of meetings and it just became habit to assume that Sue would be reporting on the Book Nook. Again, our sincere apologies. There being no further additions or corrections to be made, motion was made by Sue Johnson and seconded by Carol Hoffman to accept the Minutes as amended. Motion carried: 6-0.

Treasurer's Report and Statement Balances: Sue Johnson. Sue quickly reviewed the account balances and reviewed the cash flow for the month. She did remind us that \$13,000 belongs to the Library, and because the project keeps on changing, the money has not yet been spent. However, that is not the case with the \$10,000 for the international children's project; which has now been fully funded.

Income:	-\$1,296.99	CFCD	\$26,235.83
Expenses	<u>2,351.09</u>	CF CD - 2	15,689.33
Overall	-\$3,648.08	CF Checking	22,216.18
		CF Money Market	29,814.00
		CF Savings	0.23
		Vibe Checking	0.00
		Vibe Savings	<u>0.00</u>
		Total Bank Accts	\$ 93,955.57
		Startup Fund	<u>100.00</u>
		Overall Total	\$94,055.57

Sue did review a few of the Budget items and drew our attention to the fact that we are three-quarters through our year. She did mention that donations were down, but Joyce's money is still in its account. We will be looking a little deeper at the Budget and some reflected changes as we get closer to our annual meeting. We then quickly went through the **Wish List** with some simple explanations given. Sue then asked for approval of the current Wish List. Sue made the motion to accept the simple changes we had made; Stephania seconded the motion. Motion passed: 6-0.

Sue then asked if there were any questions regarding the Report or the Budget; if not, could she have a motion to accept the Treasurer's Report and the Budget as presented. Karen made said motion and it was seconded by Stephania. Motion passed: 6-0.

Sue then shared with us that last year the Novi school librarians nominated to honor the Novi Library for an award from the Michigan Education Association. The dinner was held in Ann Arbor and the plaque that was awarded is on display downstairs in the Novi Library! How wonderful is that!!!

Library Liaison – Dana Van Oast: Dana offered “Thanks you’s” for the luncheon we had on April 9, 2024. Everyone enjoyed, and ate well!! Dana then told us that the photo display will be up until the end of May.

Book Nook – Carol Hoffman: Carol told us that last month (March) we earned \$2,174. She was highly complimentary stating that this is quite an accomplishment considering it is earned 50 cents or \$1.00 at a time!!! “That is a lot of books sold! A job well done!!! Carol then went on to explain the whole procedure of how a book is readied to sell. She elaborated on the steps taken, decisions made, and the people involved. She also discussed with us how some people would like to volunteer but we just did not have certain shifts available. For example, we could use someone on Sunday, but no one wants to work then. So, for all intents and purposes, we do not have any positions available.

Presidents Remarks –Sue Johnson.

- Roster – Treasurer position is available for next year. Sue briefly outlined the job duties of the Treasurer, how all information is entered on Quicken and that program generates the report.
- Budget change discussion and approval - See above.
- Changes to the Operating Agreement – need a way to handle large donations and the changes that this will necessitate. Some of the changes are very specific as it will address gifts coming to the Friends, and not to the Board, and how this has to be handled. Required Minimum Distribution might be one way to handle large donations.
- March 5, 2024 – Fox Run Author’s Live. – a \$600 donation was approved for this Community Reads Luncheon event.
- March Kaleidoscope – presentation by Rod Arroyo, Photographer. “Imagining Detroit: A Visual Journey through Detroit’s Planning History. This was very well attended and was extremely interesting. Lots of very positive, enthusiastic comments.
- January 22, 2024 – January lunch for sorters – for the people who work behind the scenes and sort through all our donations, select books in good condition and offer a wide variety of choices, it was felt this would be a nice way to say “thank you” for all their efforts and hard work. These gals are what keeps us in business and allows us to have “product to sell.”

- April event with Brentwood Grille was cancelled. Unfortunately the Grille required that we have 100 people attending to hold the event and we had only 27 with only a few weeks to go. Sad, but perhaps another time!
- Promotional material - trifold, bookmarks....we have \$500 allocated. Dana will be working on this. The idea factory is hard at work!
- April volunteer appreciation event. This event will be held on Wednesday, April 24th from 9 – 10 a.m. A full breakfast will be served. Also, as we have done in previous years, volunteers will pick from the Library's collection a favorite book which will be book plated in honor of your volunteerism.
- Paradise Park – These performances are always well attended and the suggestion was made that perhaps it would be a good idea to make non-members pay to attend the performances. This was received with mixed emotions and after discussion it was decided to leave this alone. We will continue to have a donation box visible for anyone who is so inclined to leave an appreciation gift. This suggestion met with everyone's approval.

Sue announced there would be a meeting next month....it will be on **Wednesday, May 8, 2024 at 7 p.m.**

There being no further business to conduct, sue invited a motion to adjourn. Stephania so moved and Karen seconded. Motion passed: 6-0.

Meeting adjourned at 8:27 p.m.

Respectfully submitted,

Evelyn Cadicamo

CITY OF NOVI HISTORICAL COMMISSION**NOVI HISTORICAL COMMISSION**

MARCH Minutes
Wednesday, March 20, 2024
Novi Library Local History

CALL TO ORDER: 7:05 p.m.

ATTENDANCE: Kim Nice, Sharon Larson, Kathy Crawford, Dan Pierce and Debbie Wrobel and Randy Van Wagnen

ABSENT: Kelly Kasper

INTRODUCTION OF GUESTS: Rae Manela (Library Liaison) and Sue Grifor

APPROVAL OF AGENDA: APPROVED

APPROVAL OF FEBRUARY MINUTES w/ Amendments: APPROVED

NOVI HISTORICAL COMMISSION
 FINANCIAL SUMMARY REPORT - 2023/2024 Fiscal Year

	BUDGET	EXPENDITURES Thru Mar 20, 2024	
Display Cabinet Exhibit	\$ 500.00	\$ (46.87)	
Marketing/Brochures/Engage/Name Badges	\$ 800.00	\$ -	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 8,000.00	\$ (309.10)	
Program/Speaker Fees	\$ 1,200.00	\$ (855.90)	
Storage Unit	\$ 2,800.00	\$ (2,800.00)	
Acquisition (Books/Materials/Subscriptions)	\$ 1,500.00	\$ (1,550.00)	
Conferences/Continuing Education	\$ 1,200.00	\$ (50.00)	
Legal Fees	\$ 500.00	\$ -	
Special Projects - Example: Villa Barr, Photography, Veterans Sign, Oral Histories, City/Community Events, MotorCites Markers, Omeka Intern	\$ 4,000.00	\$ (16,148.70)	
TOTAL:	\$ 21,700.00	\$ (20,811.56)	\$ 1,088.44
Equitable Projects	<u>Expenditures</u>	<u>Revenue Receipts</u>	
Villa Barr Book Sales YTD	\$ -	\$ -	
Wreaths Across Novi Project 2023	\$ 2,281.10	\$ 3,100.00	

Treasurer's Report: APPROVED – expenses were submitted/approved for the Omeka subscription and the library intern who worked on the data entry for the Novi tombstones.

LIBRARY LIAISON REPORT:**History Room Office Hours:**

Mon., April 1 (12 – 2 p.m.): Debbie Wrobel & Sharon Larson

Mon., April 15 (6 – 8 p.m.): Kelly Kasper & Randy Van Wagnen

Mon. May 6 (12 – 2p.m.): Debbie Wrobel & Kim Nice

Mon. May 20 (6 – 8p.m.): Kelly Kasper

Rescheduled Historical Program: The History of Detroit Coney Island speaker unfortunately had to reschedule his talk due to a surgery. The new date will be Monday, June 10 at 7 p.m.

Michigan History Day: Rae Manela will be judging the Michigan Historical Society's Michigan History Day competition. The event will take place at Central Michigan on April 20, 2024.

Room Standards: Rae Manela reminded the Commission team members to be sure to put books, photographs, etc. away should they see anything removed or out of place. Rae will provide some options for storing materials that need to be kept out for “in-progress” research projects Commission members may be doing. Rae will also continue to serve as the point of contact for all Historical Commission needs.

DISCUSSION ITEMS:

Upcoming Historical Programs:

- Thursday, March 21, 2024 – Women of Michigan’s Capitol
- Thursday, May 16, 2024 – Survivors, Victims & Legacies
- Monday, June 10, 2024 – History of Detroit Coney Island

Novi Rotary Club Presentation: The Novi Rotary Club asked the Novi Historical Commission (Kathy Crawford and Kim Nice) to provide a brief presentation on Novi history at the club’s March 28 meeting. Kathy and Kim will bring Villa Barr books and program flyers to the meeting.

Michigan in Perspectives Conference: The annual conference is taking place at Oakland University from March 22 – 24. Commissioners are encouraged to attend and provide a synopsis of any speaker presentations.

Betty Lang Recognition and Plaque: The plaque was ordered and received. The cost was around \$170 and comes with 12 bars to be engraved. The plaque will be placed by the door inside the Historical Commission.

City Superhero Showcase: Formerly known as Springapalooza, the event – for families – will take place on Thursday, June 6. The event showcases all the different departments within the city. Kelly Kasper and Randy Van Wagnen are working on ideas for the theme and prizes.

Cemetery Sign Correction: Kathy Crawford met with City of Novi’s Jeff Muck and he said the Department of Public Works will create a new sign for the cemetery.

Tombstone Images: Members of the Novi Photography Club members said they would be interested in helping taking images of the Novi Road cemetery tombstones. A plan is being developed to figure out how the cemetery can be divided up to make sure the photography is coordinated/captured.

ONGOING PROJECTS:

Document Donation Day: Document Donation Day will take place from 1- 3 p.m. on Saturday, May 18 inside the Local History Room. Rae Manela will support the event and provide Commissioners with deeds of gifts. Commissioners Kim Nice, Kathy Crawford and Debbie Wrobel will support as well.

Miniature Project: Randy Van Wagnen reported that the project is going well and advancing. Randy will provide another update at the May meeting.

Omeka Update: The Knapp Cemetery photos have been uploaded and the data has been inputted. If the site is made public, we need a user rights statement. The Commission asked that the site not be made public until photos from the Novi Road Cemetery can be added making for a more robust site.

Storage Unit: Kim Nice will get some new quotes for storage lockers. The current lease ends in July and the storage facility needs to know the Commission's intention ahead of the renewal date.

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

NEXT MEETING: Wednesday, April 17 at 7 p.m.

ADJOURN: 8:43 p.m.

LIBRARY BOARD COMMITTEE REPORTS

1. Policy Committee – No Meeting held

GOALS

1. Continued review of public policies



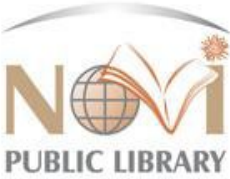
CHANGES TO POLICIES

DRAFT – Reviewed by Staff Policy Committee 5/13/2024

The authority to adopt and modify Library policies rests with the Library Board. The Library Board welcomes suggestions as to new policies and policy modifications from patrons and staff. Suggestions should be submitted to the Library Director who will forward them to the Library Board in the next available Board meeting packet. Suggestions will be considered in any reasonably understandable form.

Approved by the Novi Public Library Board of Trustees: May 1, 2010

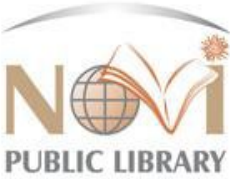
Amended: June 22, 2017; **May 23, 2024**



Recommendation for the Board to remove as a public policy.**DEFINITIONS****DRAFT – Reviewed by Staff Policy Committee 5/13/24**

- **“Administration”** means the Library Director, Managers and Supervisors of the Library. If, in the context of any policy an immediate decision or action is required of the Administration, it means the highest ranking member of the Administration who is available or present at the Library.
- **“Filtering”** means the operation of a computer program that blocks access to programs or content that is deemed harmful or objectionable to children.
- **“Library”** means the library building and grounds.
- **“Library Director”** means the person who has been appointed as the Library Director by the Library Board, or the Acting Director if there is no Library Director.
- **“Novi”** means the City of Novi and Novi Township and those portions of Northville where property taxes are levied by the City of Novi.
- **“Patron”** means any person who is at the Library or who is remotely accessing its services.

Approved by the Novi Public Library Board of Trustees: May 1, 2010**Amended:** June 22, 2017; **May 23, 2024**



EMERGENCY CLOSING POLICY

DRAFT – Reviewed by Staff Policy Committee 5/13/24

- Authority to close the Library under this policy rests with ~~the~~ Administration. All closings will be reported to the Library Board.
- The Library may be closed at any time that it is deemed unsafe to operate the Library or to travel to the Library, including (but not limited to):
 - Storms, natural disaster or casualty (fire, flood, etc.).
 - The order of a recognized governmental official.
 - Loss of any necessary utility.
 - Health related matters (epidemic/pandemic) that could affect the general public or library staff.
 - Public safety matters such as bomb or other threat, riots or civil insurrection.
- In case of emergency closing during library hours, standard closing procedures are to be followed if possible and all appropriate notifications should be made (Ex: City of Novi₇; [The Library Network \(TLN\)₇](#); [Library's website, social media and email notifications](#)).

Approved by the Novi Public Library Board of Trustees: August 9, 1982

Amended: May 1, 2010; June 22, 2017; [May 23, 2024](#)



FINANCIAL PLAN POLICY

DRAFT – Reviewed by Finance Committee on 5/9/24; Staff Committee reviewed on 5/13/24

Mission Statement

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

Purpose, Scope & Objectives

The ~~purpose of the~~ Financial Plan Policy ~~is to~~ helps the Library conduct library operations in a fiscally responsible way, documents the Library's fiscal strategies and focuses its efforts toward future financial goals as outlined in the Library's Strategic Plan. ~~The Library relies on the City of Novi's Finance Department to provide accurate accounting and budgeting information as it relates to the Library's general and contributed accounts. In addition, it is the policy of the Library to depend on the City of Novi to invest Library funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Library and comply with all state statutes governing the investment of public funds. This policy applies to all financial assets of the Library.~~

City Budgeting Guidelines

~~The State Budget Act requires all governmental bodies to appropriate amounts annually prior to the beginning of each fiscal year. The Act also requires the budget be monitored during the year and amended as facts and circumstances change during the year. If an expenditure budget was to go over the budgeted amount, even a dollar (\$1.00), this is a violation of the Act and is considered an unauthorized expenditure. The City, which the Library is a part of, would be in violation of the Act and the noncompliance condition would be noted in the annual audit report and to the State of Michigan. The State would in turn require the City/Library to submit a corrective action plan on how to ensure this violation does not occur.~~

Financial Assumptions

While the Library's general goals and objectives are concerned with **collections**, programs, services, technology and staff development, its financial goals and objectives are concerned with the funding to provide these library services.

It is assumed that financial stability is a function of adequate and dependable revenues from diverse sources. As a public service organization, most of these revenues should provide benefits and services to the citizens; however, some fund balances are allocated to reserves to cover unexpected expenses, such as automation upgrades, revenue shortfalls or unbudgeted expenses. It is assumed that no sudden major changes will take place that will substantially change the revenue sources or governing structure of the library.

The Novi Public Library Board of Trustees **and staff** is committed to evaluating the various areas of expenses in advance of the needs arising:

- Major facility expenses (replacement carpet, roof, HVAC, parking lot, **furniture**, etc.)
- Automation system in association with The Library Network
- Automated Check-in System
- Patron self-checkout equipment
- Updating patron and **staff** office technology
- Appropriate staffing levels

Each year, as part of the budgeting process with the Library Director, various areas of expenses are evaluated. The Library Board of Trustees serves as fiduciary managers, therefore, giving library administration direction and determining the right balance between expenditures and service levels.

Sources of Funding

The primary source of operating funds for the Library is a 1 mil, Headlee-reduced property tax collected in Novi. The Board recognizes that property tax funding fluctuates with changes in the economy, variations in taxable valuations and development within the library service area.

Additional revenue sources come from, **but are not limited to:**

- Penal fines
- ~~Annual~~ Direct mail appeal to current donors within the Library service area
- Friends of the Novi Public Library
- Bequests, **and** gifts
- Grants
- ~~Fines and Fees~~
- State Aid
- Fundraising efforts
- Facility space rentals (Meeting Rooms and Café)

Financial Principles

The Library primarily operates on a cash accounting system with the exceptions of unrealized gain or loss on investments, accrued interest and deferred tax revenues. The Library recognizes and records transactions when cash is received or disbursed. Bills are paid on original invoices only and are paid as close to the invoice due date as possible while taking into consideration the Library's business cycles and the City of Novi's council meeting schedule.

Donated or contributed funds may be restricted for specific designated library service-related purposes by the Donor, for which the Library (and Board) will honor and ensure proper fund expenditure.

Strategy for increased financial stability would include:

- Have at least 8% of library revenue in all funds come from non-tax related sources
- Continue to pursue grants to augment library programs and services
- Seek corporate partnerships and/or sponsorships

Conservation of resources can be achieved through cost containment measures such as:

- Monitoring staffing patterns to ensure that work is getting done in the most cost-effective ways possible
- Seeking new technologies to increase staff output, carefully monitoring budget performance reports to ensure accuracy and timeliness
- Periodic reviews of internal controls

Financial statements will be prepared on a timely, recurring basis by the City of Novi, and will be reviewed by the Library Director and Board of Trustees on an on-going basis to ensure budgetary compliance.

Accounting, Auditing & Financial Reporting

An independent audit of the Library's finances is performed annually with the City of Novi.

The Library will maintain strong internal audit controls.

The City of Novi will provide annual financial reports following Generally Accepted Accounting Principles (GAAP) as outlined by the Governmental Accounting Standards Board (GASB).

Purchasing Guidelines

The Library Director, Managers and designated staff are responsible for the administration of the procurement process for the supplies, materials, services and equipment required for operation and maintenance of the Library.

Purchases will be made in accordance with federal, state and municipal requirements.

Purchases will be made in an impartial, economical, competitive and efficient manner.

Purchases Or Contracts Under \$5,000:

For expenditures of less than \$5,000, Managers are authorized to make the purchase with Director approval. It is the responsibility of the Manager to ensure the quality of goods/services and that competitive prices are received. Verbal quotations are acceptable.

Purchases Or Contracts Between \$5,000 - \$24,999:

For expenditures over \$5,000 it is the Manager's responsibility to assure that a competitive price is received. At least three (3) written quotations must be obtained, unless the Manager can establish to the satisfaction of the Director that there are not three (3) qualified vendors, in which case as many quotations as can be secured are required. Quotations are to be maintained by the individual departments.

If you do not choose the lowest cost, you must include an explanation. An explanation must be provided if the lowest cost is not selected. Factors including, but not limited to, product quality, serviceability, delivery and other considerations of a similar kind normally relevant to the exercise of good business judgment shall constitute sufficient and good cause on which to base such decisions.

Purchases Or Contracts Of \$25,000 & Over:

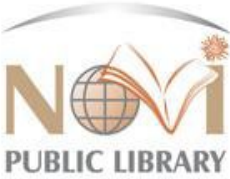
Goods and services with a dollar value of \$25,000 or more shall be procured by the formal sealed bid process.

Capital Purchases:

All capital purchases require prior approval **by the Library Director**. "Capital" is defined as any item with a cost of \$25,000 or more and has a life of one (1) year or more. Capital purchases of \$25,000 or greater require a Purchase Order.

Approved by the Novi Public Library Board of Trustees: November 28, 2012

Amended: June 22, 2017; **May 23, 2024**



INFORMATION & REFERENCE SERVICES POLICY

DRAFT – Reviewed by Staff Policy Committee 5/13/24; Information Services Staff was also asked to provide feedback

Forms of Inquiry

Inquiries are accepted in person, by telephone, by electronic means and through the mail. Priority is given to in-person requests. Staff will, however, complete a telephone conversation in process before attending to in-person requests.

Responses to Requests for Assistance

Reference service is intended to be provided by trained staff during all hours the Library is open. When working at a service desk, response to patron service needs, including reference inquiries, takes precedence over other staff duties.

Requests will generally be handled in the order in which they are received. ~~Requests submitted by patrons in the Library are given priority over telephone requests that are received at the same time.~~ Reference staff members will attempt to answer questions at the time the request is made and to work within the patron's time requirements. If necessary, staff will inform the patron that a longer response time is needed or that assistance should be sought from another library or agency.

Staff will offer their best professional opinion when providing reader's advisory or recommending the best source to answer a question. Staff will not give opinions, advice or interpretation beyond the scope of their expertise and training in library reference work. When answering a patron's reference question, reference staff will cite the resource(s) from which the information is obtained. The producers of that resource, not the Library itself, are responsible for that resource's accuracy. The librarian will decide when all reasonable resource options have been exhausted at the Library and when it is time to cease working on a question and refer the patron elsewhere.

If it proves to be both possible and practical to do so, staff will attempt to guide and instruct patrons in the use of library resources when responding to reference inquiries.

Staff will assist as they are able in helping patrons with computer applications or electronic reading/listening devices and may refer patrons to appropriate books, online tutorials or classes for further assistance. When assisting patrons with computer resources, staff will not enter personal information for patrons.

Staff will not provide the following kinds of assistance, which are deemed to be beyond the scope of the Library's service responsibilities:

- Interpretation, advice or personal recommendations in any area other than the use of Library resources. This includes, but is not limited to, legal, medical, tax, **financial, political or religious** advice.
- Critiquing or editing **patron** documents, including resumes for job seekers.
- Completing forms (including online forms) for patrons, or assisting patrons in completing such forms.
- **Creating accounts for patrons, such as personal email, social media, banking, financial or online shopping accounts.**

Approved by the Novi Public Library Board of Trustees: January 15, 1979

Amended: May 1, 2010; October 23, 2013; June 22, 2017; **May 23, 2024**

2. HR Committee – Meeting held on 5/14/2024

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.

Notes from 5/14/24 Committee meeting:

- The Committee received the Draft HR Manual on 5/7/24 and was asked to begin reviewing the various policy edits/changes/additions based on many, many months of review work by the staff committee. The staff committee consists of: Chair - Kristen Sullivan, Hillary Hentschel, Kirsten Malzahn, Kristen Abate and Lindsay Gojcaj. HUGE thank you to this committee for thoughtful conversations and detailed editing to improve processes and language for our employees to use as guide.
- The Committee made minor revisions and suggestions for changes. Once edits are completed by the HR Specialist, Kristen Sullivan, the full board will receive a copy of the draft manual to review in its entirety. The Committee will make a recommendation at the June 27, 2024 meeting as long as there are no further delays.
- The Committee will be sending out documentation to the Board members for the Library Director's upcoming Annual Review, which will occur on: June 27, 2024. The Director has requested a Closed Session.

3. Finance Committee – Meeting held on 5/9/24

GOALS

1. Review Financial Plan
2. Library Endowment/Foundation investigation
3. Salary Comparison and review – COMPLETED

Notes from 5/9/24 Committee meeting:

- The Committee met to discuss the current Financial Policy and recommended edits for Board approval.
- The Committee reviewed the current salary structure which was approved on February 15, 2024 which showed a 2% increase in the salary ranges. Recently, the Labor Attorney recommended the chart reflect a 4% increase based on the Library Board's approval of 4% increases in salary for employees based on performance, effective July 1, 2024. By following this similar increase, an employee would not go out of range if at the maximum salary. The chart below shows the increase changes in blue. This approved chart will be used for any employment changes and new hires as of July 1, 2024.

Novi Public Library Salary Structure 2024-2025											
Approved by Library Board: February 15, 2024 (effective July 1, 2024)											
2% increase for all areas											
Proposed Revision - 4% increase for all areas											
Grade	Title	0 yrs. Minimum	Approved 2/2024 2% Inc.	Proposed 4% Inc.	10 yrs. Midpoint	Approved 2/2024 2% Inc.	Proposed 4% Inc.	20 yrs. Maximum	Approved 2/2024 2% Inc.	Proposed 4% Inc.	Range Width
12	Director (FT - MLIS Required)	\$89,595.60 \$43.07	\$91,374.40 \$43.93	\$93,169.02 \$44.79	\$107,515.20 \$51.69	\$109,657.60 \$52.72	\$111,815.81 \$53.76	\$125,424.00 \$60.30	\$127,940.80 \$61.51	\$130,440.96 \$62.71	40.00%
11	Assistant Director Operations (FT)	\$68,910.40	\$70,283.20	\$71,666.82	\$82,680.00	\$84,344.00	\$85,987.20	\$96,470.40	\$98,404.80	\$100,329.22	40.00%
	Assistant Director Public Services - (FT - MLIS Required)	\$33.13	\$33.79	\$34.46	\$39.75	\$40.55	\$41.34	\$46.38	\$47.31	\$48.24	Interim Currently Not Filled
10	Information Technology Department Head (FT; Certifications Required)	\$55,265.60	\$56,368.00	\$57,476.22	\$68,910.40	\$70,283.20	\$71,666.82	\$80,392.00	\$81,993.60	\$83,607.88	40.00%
	Information Services Department Head (FT; MLIS Required)	\$26.57	\$27.10	\$27.63	\$33.13	\$33.79	\$34.46	\$38.65	\$39.42	\$40.20	
9	Support Services Department Head (FT)	\$52,208.00	\$53,248.00	\$54,296.32	\$62,649.60	\$63,897.60	\$65,155.58	\$73,091.20	\$74,547.20	\$76,014.85	40.00%
	Collections Specialist (FT; MLIS Required)	\$25.10	\$25.60	\$26.10	\$30.12	\$30.72	\$31.32	\$35.14	\$35.84	\$36.55	
	Youth & Teen Services Supervisor (FT; MLIS Required)										
	Communications Manager (FT)										
	Systems Administrator (FT; Certifications Required)										
	Building Operations Manager (FT; Certifications Required)										Not Filled
8	Librarian (PT/FT) - MLIS Required (Electronic Services, Int'l Language, Teen, Youth, Literacy Spec.)	\$49,712.00 \$23.90	\$50,710.40 \$24.38	\$51,700.48 \$24.86	\$58,427.20 \$28.09	\$59,592.00 \$28.65	\$60,764.29 \$29.21	\$67,121.60 \$32.27	\$68,473.60 \$32.92	\$69,806.46 \$33.56	35.00%
	Sunday Librarian	\$21.00			\$21.00			\$21.00			Fixed Rate
	Substitute Librarian (on call/varies)	\$20.00			\$20.00			\$20.00			Fixed Rate
7	Human Resources Specialist (FT)	\$49,670.40	\$50,668.80	\$51,657.22	\$58,364.80	\$59,529.60	\$60,699.39	\$67,059.20	\$68,390.40	\$69,741.57	35.00%
	Communications Coordinator (PT/FT)	\$23.88	\$24.36	\$24.84	\$28.06	\$28.62	\$29.18	\$32.24	\$32.88	\$33.53	Not Filled
6	Programming Coordinator	\$43,430.40	\$44,304.00	\$45,167.62	\$51,043.20	\$52,062.40	\$53,084.93	\$58,635.20	\$59,800.00	\$60,980.61	35.00%
	Bookkeeper (PT)	\$20.88	\$21.30	\$21.72	\$24.54	\$25.03	\$25.52	\$28.19	\$28.75	\$29.32	
5	Programming Assistant (Youth/Adult) (PT)	\$39,478.40	\$40,248.00	\$41,057.54	\$46,384.00	\$47,320.00	\$48,239.36	\$53,289.60	\$54,350.40	\$55,421.18	35.00%
	Administrative Assistant (PT)	\$18.98	\$19.35	\$19.74	\$22.30	\$22.75	\$23.19	\$25.62	\$26.13	\$26.64	Not Filled
	Facilities Assistant II (PT)										
	Intern (Info Services - Librarian, working on MLIS)										
4	Support Services Supervisor (FT/PT)	\$35,880.00	\$36,608.00	\$37,315.20	\$41,267.20	\$42,099.20	\$42,917.89	\$46,854.40	\$47,590.40	\$48,520.58	30.00%
	Meeting Room Coordinator (PT)	\$17.25	\$17.60	\$17.94	\$19.84	\$20.24	\$20.63	\$22.43	\$22.88	\$23.33	
	Facilities Assistant I (PT)										
	Technology Supervisor (PT)										
	Support Services Supervisor Substitute (on call/varies)	\$17.25			\$17.25			\$17.25			Fixed Rate/Not Filled
3	Technology Assistant (PT)	\$34,320.00	\$35,006.40	\$35,692.80	\$39,478.40	\$40,268.80	\$41,057.54	\$44,616.00	\$45,510.40	\$46,400.64	30.00%
	Office Assistant (PT)	\$16.50	\$16.83	\$17.16	\$18.98	\$19.36	\$19.74	\$21.45	\$21.88	\$22.31	Not Filled
	Technology Assistant Substitute (on call/varies)	\$16.00			\$16.00			\$16.00			Fixed Rate/Not Filled
2	Support Services Clerk (PT)	\$31,200.00	\$31,824.00	\$32,448.00	\$35,880.00	\$36,608.00	\$37,315.20	\$40,560.00	\$41,371.20	\$42,182.40	30.00%
	Guest Relations Monitor	\$15.00	\$15.30	\$15.60	\$17.25	\$17.60	\$17.94	\$19.50	\$19.89	\$20.28	
	Teen Space Monitor (PT)										
	Outreach Driver										Not Filled
	Support Services Clerk Substitute (on call/varies)	\$15.00			\$15.00			\$15.00			Fixed Rate
	Intern (Info Services/Cube/IT/Graphic Designer - Required enrollment in 2-4 yr undergraduate program)	\$13.00			\$13.00			\$13.00			Fixed/Not Filled
1	Shelver (PT) (Age 16+ Required)	24,960.00 \$12.00	25,459.20 \$12.24	25,958.40 \$12.48	28,080.00 \$13.50	28,641.60 \$13.77	29,203.20 \$14.04	31,200.00 \$15.00	31,824.00 \$15.30	32,448.00 \$15.60	25.00%
	Shelver Substitute (on call/varies)	\$12.00			\$12.00			\$12.00			Fixed Rate

1/2024: Minimum wage \$10.33 per State of Michigan; Update: 4/23: to reflect change of Intern (Info Services - Librarian, working on MLIS) from grade 3 to 5; not a fixed rate of pay

4. Events/Marketing/Fundraising Committee – Meeting scheduled for: May 20, 2024

Currently reviewing the Donor Brochure for updates/edits and discussing future fundraising opportunities.

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 – No meeting held

6. Building & Grounds Committee – No meeting held

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 (Adhoc) – No meeting held

GOAL

This committee is ad-hoc. The main goal is to review bylaws annually.

8. DEI Committee – Meeting scheduled for May 21, 2024

4/12/24: The Committee received a draft of the Reconsideration Form to review, which had been updated by library staff.

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

COMMUNICATIONS

Email from: Andrea Czarniecki

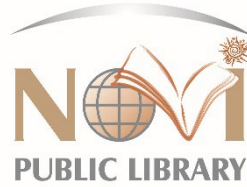
Email to: Julie Farkas

Date: April 24, 2024

Re: Mental Health Alliance Book Discussion on April 22, 2024

I WOULD LIKE TO THANK YOU FOR THE MEETING ABOUT MENTAL HEALTH AND THE BOOK WRITTEN BY JENNIFER WALLACE. I AM PICKING UP THE BOOK TO READ TODAY AND CAN'T WAIT TO GET STARTED. I THINK THIS IS A SUBJECT THAT IS SOOO NEEDED, ESPECIALLY IN THIS COMMUNITY. IT IS SAD TO HEAR AND SEE HOW STRESSED CHILDREN ARE. PLEASE CONTINUE TO HAVE DISCUSSIONS LIKE THIS. IT WAS VERY HELPFUL AND I WILL MAKE SURE TO HAVE AT LEAST 5 PEOPLE COME TO THE HIGH SCHOOL FOR THE TALK IN MAY. IT IS NICE TO SEE OUR LIBRARY BEING USED FOR SOMETHING SO HELPFUL AND NEEDED.

THANK YOU,
ANDREA CZARNIECKI



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)

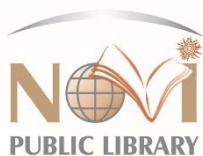
LIBRARY BOARD MEETINGS

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

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

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

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



Library Board Calendar

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

2024

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

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