



**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Thursday, February 15, 2024  
at 7:00 p.m.  
Location: Novi Public Library – 2<sup>nd</sup> Floor Board Room

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

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

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

**Pledge of Allegiance**

**Roll Call by Secretary, Brian Bartlett**

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

**Approval of Agenda**.....1-3

**Consent Agenda**

- 1. Approve Minutes of: January 18, 2024 Board Budget Session.....4-7
- 2. Approve Minutes of: January 25, 2024 Regular Board Meeting. ....8-12
- 3. Approve Minutes of: February 1, 2024 Board Budget Session ..... 13-16
- 4. Approve Claims and Warrants of:  
A. Accounts 271 and 272 (#635) ..... 17-19

**Presentations**

- A. Recognition of Sreeny Cherukuri – 3 years of service to the Novi Public Library Board of Trustees .....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 –January 2024 ..... 20-21
2. President's Report (Mark Sturing)
  - A. Library Board OMA and FOIA training on Thursday, March 21<sup>st</sup> at 6pm (1 hour before the Library Board Regular Meeting); hosted by Debra Walling from Rosati, Schultz, Joppich and Amtsbuechler
  - B. President's comments, Trustee experiences and involvement
  - C. Annual Reports from TLN (The Library Network) and Michigan Library Association
3. Treasurer's Report (Sreeny Cherukuri)
  - A. 2023-2024 Library Budget Fund 271 .....24-26
  - B. 2023-2024 Contributed Fund Budget 272 .....27
  - C. Financial Report January 2024.....28
  - D. Library Fund 271 Expenditure & Revenue Report as of January 31, 2024..... 29-31
  - E. Library Fund 272 Contributed Fund as of January 31, 2024.....32
  - F. Balance Sheets for Funds 271 and 272 as of January 31, 2024.....33-34
4. Director's Report (Julie Farkas) ..... 35-42
  - A. Information Technology Report (Jeffrey Smith) ..... 43-46
  - B. Facilities Report (Keith Perfect) ..... 46
  - C. Information Services Report (Hillary Hentschel) ..... 46-51
  - D. Support Services Report (Maryann Zurmuehlen) ..... 52
  - E. Library Usage Statistics..... 53-61
  - F. Friends of Novi Library - Love Your Library Luncheon flyer ..... 62
  - G. City of Novi Historical Commission – .....N/A

## Public Comment – see language above to be recited

## Committee Reports

1. **Policy Committee:** Review current public policies for the Library  
(Chair: Sturing, Bartlett and Gawalapu, Staff Liaison – Julie Farkas)
  - No Meeting Held .....N/A
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals  
(Chair: Crawford, Dooley, Staff Liaison – Julie Farkas)
  - Meeting held 1/22/24.....63-66
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation  
(Chair: Cherukuri, Bartlett, Burke; Staff Liaisons – Julie Farkas)
  - No meeting held .....N/A
4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities  
(Chair: Dooley, Burke; Staff Liaisons – Julie Farkas & Dana VanOast)
  - Meeting held February 7th: ..... 67

5. **Strategic Planning Committee:**  
 (Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas)
  - No Meeting held .....68
6. **Building & Grounds Committee:**  
 (Chair: Gawalapu, Sturing, Cherukuri, Staff Liaison – Julie Farkas)
  - No meeting held .....N/A
7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**  
 (Chair: Bartlett, Sturing, Gawalapu, Staff Liaison – Julie Farkas)
8. **DEI: Diversity, Equity and Inclusion Committee**  
 (Chair: Dooley, Crawford, Staff Liaison – Julie Farkas)
  - Meeting held: January 31, 2024 .....69-72

**Matters for Library Board Action**

- A. 2023-2024 Year End Budget as of 2/15/24 for Accounts 271 & 272..... 24-27
- B. 2024-2025 Proposed Budget as of 2/15/24 for Accounts 271 & 272.....24-27
- C. 2025-2026 & 2026-2027 Projected Budgets as of 2/15/24 for Accounts 271 & 272.....24-27
- D. 2<sup>nd</sup> Draft: Retirement Plan Participation Policy (effective July 1, 2024).....65
- E. 2<sup>nd</sup> Draft: Salary Structure for 2024-2025 (effective July 1, 2024).....66
- F. Reconsideration of The Diversity, Equity, & Inclusion shall henceforth be known as the Diversity and Inclusion committee, and goals reference equity be removed and restated in terms of Diversity and Inclusion.....70-72
- G. Reconsideration of The concept of "Community Input" or "Community Expectations" or "Community Standards" to the D&I Committees charter (assuming F is successful) ...70-72

**Communications**

1. N/A

**Adjournment**

**Supplemental Information**

- Library Closings 2024.....73
- Library Board Calendar 2024.....74

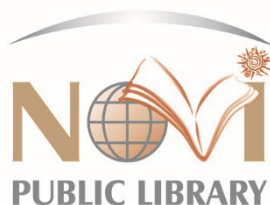
**2024 Future Events:**

- Friends of Novi Public Library – No meetings scheduled for February & March
- **CHANGE: 2/15/24: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library – Board Room**
- 2/21/24: Historical Commission Regular Meeting at 7pm, Novi Public Library, Local History Room
- 3/20/24: Historical Commission Regular Meeting at 7pm, Novi Public Library, Local History Room
- 3/21/24: Library Board OMA and FOIA training at 6pm, Novi Public Library – Board Room
- **CHANGE: 3/21/24: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library – Board Room**

**Inform. Inspire. Include.**

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

<http://www.novilibrary.org>



**Library Board of Trustees – Budget Session for 2024-2025**  
**Initial Draft – MINUTES**  
**January 18, 2024, 5:30 PM**  
**Novi Public Library**

**Initial Draft**

**Call to Order by President Mark Sturing**

Novi Public Library – Board Room

Called to order by President Mark Sturing at 5:32 PM.

Welcomed new Board Member Lori Burke and new Recording Secretary Amy Crockett.

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Roll Call by Vice-President Crawford**

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

Mark Sturing, President

Kathy Crawford, Vice-President

Sreeny Cherukuri, Treasurer

Kat Dooley, Board Member

Ajeeta Gawalapu, Board Member

Brian Bartlett, Secretary

Lori Burke, Board Member

**Library Staff**

Julie Farkas, Director

Amy Crockett, Recording Secretary

**Approval of Agenda**

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

Motion for approval

1<sup>st</sup> – Trustee Bartlett

2<sup>nd</sup> – Trustee Crawford

**Motion passes – 7-0**

**Public Comment**

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

No Public Comment

**2024-2025 Budget Narrative, Proposed 271 and 272 Library Budgets – Julie Farkas, Library Director****2023-2024 Year End**

Discussed unexpected costs that have come up in 2023-2024 for building/grounds and technology needs. Have contingency funds that these costs can come out of.

**2024-2025 Budget Narrative – 1<sup>st</sup> Draft as of January 18, 2024**

Went over yearly plans for technology and capital improvements, which are done in phases to constantly be upgrading and replacing older equipment and furniture. Discussed what in the building is currently under warranty.

Discussed building assessment planning for the next few years with preliminary quotes for things we know are coming up. Discussed making sure we have 10% of the total building/grounds budget held in reserve as contingency funds to cover unexpected costs.

Recently got a parking lot update; it is doing well and will just need another seal coat this spring, which will fall within the 2023-2024 fiscal year.

Discussed plans for the Teen Stop area. Want to change the name and the space by bringing shelving for Young Adult materials out onto the main floor and putting more seating in the teen area with a glass door. Planned to take place in two phases over the next two fiscal years. Discussed the number of teens coming to the Library after school and the benefits of the Teen Space program. NCS D is looking into other options for what teens can do after school in the future, but demand for seating is an issue now. Trustee Sturing asked if we could do the entire project in one phase next year in order to get the full benefit of the extra seating sooner. Director Farkas will make that change and bring an updated budget to the next meeting.

There is a placeholder in the budget for design work for the main entrance. However, with recent HVAC and air curtain improvements, we want to see how this winter goes before deciding if redesigning the space is necessary.

Proposing a 4% increase in employee compensation for next year (starting July 1, 2024) due to cost-of-living increases.

Discussed increasing employer contribution to employee retirement accounts from 6% (current) to 10% (what the City gives its employees). There were several questions about this benefit that Director Farkas is going to investigate for the next meeting.

NPL has achieved an Excellent level in the Quality Services Assessment Checklist from the Library of Michigan. Fewer than 10 libraries have reached Excellent level out of 400 in the state.

ReThinking Libraries strategic planning consultants provided a chart comparing NPL numbers to other similar, neighboring, regional, national, and aspirational libraries. The board discussed several statistics from this chart.

Discussed database usage numbers. Trustee Cherukuri asked if we could find out how many individual users are using each database, rather than just the numbers of total uses. That would help us determine their value for the community. Director Farkas will see if she can get those numbers.

Proposing an increased budget for digital materials because usage and number of downloads are consistently increasing.

## 271 Library Fund Budget Document – 1<sup>st</sup> Draft as of January 18, 2024 (including 24/25, 25/26 and 26/27)

### Revenues

State aid continues to go down every year.

Discussion of increasing meeting room revenue projections for future years. Have been slowly increasing post-COVID, but want to see how the next year goes.

Explanation of Library Café not bringing in revenue for the Library since we lease it to NCSD at no cost, but that it is still serving as a valuable resource for the community, particularly the teens after school.

Discussed what we used to bring in for overdue fines, which was around \$50,000, that we will not bring in anymore since going permanently fine-free. We will still bring in some for lost/damaged items.

The Library is now charging people to charge their electric vehicles in the parking lot, which we had not in the past. We don't know how much to expect that will bring in annually.

### Expenditures

Personnel services – the board would like to see what the percentage of the total library budget would be for personnel services if we stay at our current 6% retirement contribution vs. if we move to 10%.

Supplies & Materials – a few things were not able to get done this year, so we will come in under budget, but then expect to go back up for next year. The iCube is moving to general computer supplies equipment next year.

Services & Charges – proposal includes expected increases in legal fees, City services (BS&A, OnBase), telephone services, and grounds maintenance. Added a new line item for copier property tax, which we have always paid but was put under a different line item.

Capital Outlay – reflects new technology replacements for coming years.

The year-end 2023-2024 budget is net negative, so we will use the fund balance to cover the difference, with the same proposed for 2024-2025. Director Farkas will add numbers for the current fund balance into the spreadsheet to show how much is expected to be remaining year by year.

## 272 Library Contributed Fund Budget Document – 1<sup>st</sup> Draft as of January 18, 2024 (including 24/25, 25/26 and 26/27)

Director Farkas will add the amount to do the entire teen area project in 2024-2025. She will also make edits to capital replacement vs. contingency funds before the next meeting.

### Public Comment

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No Public Comment

### Board Members' Individual Reflections

**Trustee Dooley:** the biggest thing is to figure out the salary and retirement contribution numbers. Would be in favor of getting the entire teen area renovation done at once.

**Trustee Sturing:** attended MLK Unity Breakfast, as did Trustee Gawalapu, and said it was wonderful. Priya Gurumurthy's committee seats are vacant, so they will need to be filled.

**Trustee Crawford:** asked if this budget reflects some of the new strategic plan. Director Farkas says it is starting to, but we are still working on prioritizing and creating timeframes for projects.

**Trustee Cherukuri:** the comparison chart from ReThinking Libraries shows that the Novi community is using the Library at a high rate. We need to promote that.

### **Director Updates**

The Library Director's mid-year review will take place on January 25 in a Closed Session. Director Farkas passed out a questionnaire for her mid-year review and will email it as well. Board members must send it to Trustee Crawford by Monday, who will compile them and bring results to the meeting.

**Trustee Sturing:** Closed sessions will now be on the consent agenda, so they will already be approved if the consent agenda is approved and we won't have to do a separate motion.

### **Upcoming Dates:**

- Thursday, January 25, 2024: Regular Meeting at 7pm, City of Novi – Council Chambers
- Thursday, February 1, 2024: 2<sup>nd</sup> Budget Session at 5:30pm, Novi Library – Board Room
- Thursday, February 15, 2024: Regular Meeting at 7pm, Novi Library – Whole Meeting Room (Approval of the Library Board Budgets for 23/24 Accounts 271 and 272 for year-end, 24/25 Accounts 271 and 272, 25/26 Accounts 271 and 272 Projected, 26/27 Accounts 271 and 272 Projected)

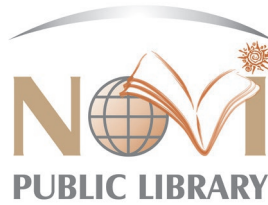
### **Adjournment**

**Motion:** To adjourn the meeting at 8:09 PM

Motion to adjourn	1 <sup>st</sup> – Trustee Crawford
	2 <sup>nd</sup> – Trustee Cherukuri

**Motion passes – 6-0**  
(Trustee Dooley had to leave early)

**Initial Draft**



**Library Board of Trustees – Regular Meeting  
Initial Draft – MINUTES  
January 25, 2023, 7 PM  
Novi Civic Center, Council Chambers**

**Call to Order by President Mark Sturing**

Novi Civic Center, Council Chambers  
Called to order by President Mark Sturing at 7:02 PM

Welcome Lori Burke, new Board Trustee  
Welcome Amy Crockett, new Recording Secretary

**Pledge of Allegiance**

The Pledge of Allegiance was recited

**Roll Call by Secretary Bartlett**

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

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

**Student Representatives**

- Alexandra DeMore
- Alyna Dohadwala

**Library Staff**

- Julie Farkas, Director
- Amy Crockett, Recording Secretary

**Approval of Agenda**

**Motion:** To approve the Agenda with the addition of a Closed Session after Communications

- Motion for Approval – 1<sup>st</sup> – Trustee Bartlett
- 2<sup>nd</sup> – Trustee Cherukuri

**Motion passes – 7-0**

**Consent Agenda**

1. Approve Minutes of: December 21, 2023 Regular Board Meeting .....5-9
2. Approve Claims and Warrants of:



- a. Accounts 271 and 272 (#634).....10-12
- 3. Closed Session for Library Director Mid-Year Review

**Motion:** To approve the Consent Agenda as presented  
 Motion for Approval – 1<sup>st</sup> – Trustee Crawford  
 2<sup>nd</sup> – Trustee Dooley

**Motion passes – 7-0**

**Presentations**

No Presentations

**Public Comment**

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No Public Comment

**Reports**

- 1. Student Representatives Report – December, 2023.....13-16

Discussion about numbers of teens visiting the Library after school.

- 2. President's Report (Mark Sturing)
  - A. City Council Early Input Budget Session – January 6, 2024.....17
  - B. Committee appointments as needed.....18
  - C. Support the Friends of Novi Library on April 14, 2024 – event at Brentwood Grille.....19
  - D. Reports in the Board Packet – what types of information does the Board want?
  - E. President's comments, Trustee experiences and involvement

Trustee Sturing: Appointed Trustee Burke to the vacant position in the Events/Marketing/Fundraising Committee. He is also stepping down from the Finance Committee and appointing Trustee Burke in his place.

Trustee Cherukuri: Proposed reducing the frequency of staff reports in board packet to quarterly reports.

Trustee Bartlett: Proposed moving committee goals to committee reports and removing them from the agenda and minutes.

Trustee Dooley: Inquired about the board doing a reading day at Novi schools again this year for National Library Week. Director Farkas will connect with the schools to coordinate.

- 3. Treasurer's Report (Sreeny Cherukuri)
  - A. 2023-2024 Library Budget Fund 271 .....20-22
  - B. 2023-2024 Contributed Fund Budget 272 .....23

C. Financial Report December 2023.....24  
 D. Library Fund 271 Expenditure & Revenue Report as of December 31, 2023.....25-28  
 E. Library Fund 272 Contributed Fund as of December 31, 2023.....28-29  
 F. Balance Sheets for Funds 271 and 272 as of December 31, 2023.....30-31

Trustee Cherukuri: Pointed out a clerical error on Page 28 under Fund 271 – Library Fund. Director Farkas will correct it.

Trustee Sturing: Proposed change discussed in first 24-25 budget session regarding how capital contingency funds are presented in the budget. Director Farkas will make this change.

4. Director’s Report (Julie Farkas).....32-37  
 A. Information Technology Report (Jeffrey Smith) .....38-41  
 B. Facilities Report (Keith Perfect) .....41-42  
 C. Information Services Report (Hillary Hentschel) .....42-45  
 D. Support Services Report (Maryann Zurmuehlen) .....46  
 E. Library Usage Statistics.....47-56  
 F. Friends of Novi Library – Agenda 1/10/24; Minutes 11/8/23 .....57-60  
 G. City of Novi Historical Commission – Agenda 1/17/24; Minutes 12/20/23 & 11/15/23.....61-67

Discussion about artwork in the Library and ways to better promote it.

Trustee Crawford: Discussed new Historical Commission members, new role for NPL Librarian Rae Manela as Historical Commission liaison, and a plaque and scholarship being dedicated to NPL Librarian Betty Lang to commemorate her years of service to the Historical Commission.

**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.....N/A
  
2. **HR Committee:** Review HR Policies for the Library, Director review & goals
  - Chair: Crawford, Dooley, Staff Liaison: Julie Farkas
  - Meeting Scheduled for January 22.....68

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
  - Chair: Cherukuri, Bartlett, Sturing, Staff Liaison: Julie Farkas
  - No Meeting Held.....N/A
  - First Board of Trustees Budget Session on January 18 – Agenda attached.....68-69
  
4. **Events/Marketing/Fundraising Committee:** Outreach opportunities
  - Chair: OPEN, Dooley, Staff Liaisons: Julie Farkas and Dana VanOast
  - No Meeting Held.....N/A
  
5. **Strategic Planning Committee:**
  - Chair: Bartlett, Crawford, Staff Liaison: Julie Farkas
  - No Meeting Held.....70-71
  
6. **Building & Grounds Committee:**
  - Chair: Gawalapu, Sturing, Cherukuri, Staff Liaison: Julie Farkas
  - No Meeting Held.....72
  
7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
  - Chair: Bartlett, Sturing, Gawalapu, Staff Liaison: Julie Farkas
  - 2<sup>nd</sup> reading of the Bylaw suggested changes.....N/A

Trustee Bartlett: Bylaws have been updated, so no future meetings are needed at this time.

8. **DEI: Diversity, Equity, and Inclusion Committee:**
  - Chair: Dooley, Crawford, Staff Liaison: Julie Farkas
  - Meeting held on December 27.....72
  - Meeting scheduled for January 31

Trustee Dooley: Working to review the definition of DEI with feedback from NPL staff DEI committee.

**Matters for Library Board Action**

None

**Communications**

N/A

**Closed Session**

Closed Session for Library Director Mid-Year Review

**Adjournment**

**Motion:** Motion to adjourn at 8:25 PM  
 Motion to Adjourn – 1<sup>st</sup> – Trustee Bartlett  
 2<sup>nd</sup> – Trustee Dooley

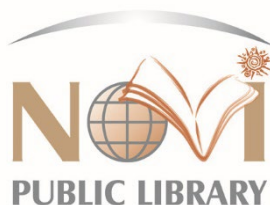
**Motion Passes – 7-0**

**Supplemental Information**

- Library Closings 2024.....73
- Library Board Calendar 2024.....74

**2024 Future Events:**

- 2/1/24: 2<sup>nd</sup> Library Board Budget Session at 5:30pm, Novi Public Library – Board Room
- **CHANGE: 2/15/24: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library – Board Room**
- 2/21/24: Historical Commission Regular Meeting at 7pm, Novi Public Library, Local History Room
- 3/20/24: Historical Commission Regular Meeting at 7pm, Novi Public Library, Local History Room
- **CHANGE: 3/21/24: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library – Board Room**



**Library Board of Trustees – Budget Session for 2024-2025  
Initial Draft – MINUTES  
February 1, 2024, 5:30 PM  
Novi Public Library, Board Room**

**Initial Draft**

**Call to Order by Vice-President Kathy Crawford**

Novi Public Library – Board Room

Called to order by Vice-President Kathy Crawford at 5:30 PM.

**Roll Call by Secretary Brian Bartlett**

**Library Board – 5 Board Members were recorded as present**

Mark Sturing, President – absent, excused

Kathy Crawford, Vice-President

Sreeny Cherukuri, Treasurer – absent, excused

Kat Dooley, Board Member

Ajeeta Gawalapu, Board Member

Brian Bartlett, Secretary

Lori Burke, Board Member

**Library Staff**

Julie Farkas, Director

Amy Crockett, Recording Secretary

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Approval of Agenda**

**Motion:** To approve the Agenda omitting the first bullet point under Director Updates (regarding Director's mid-year review which happened on January 25, 2024)

Motion for approval 1<sup>st</sup> – Trustee Dooley

2<sup>nd</sup> – Trustee Burke

**Motion passes – 5-0**

**Public Comment**

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No Public Comment



Discussion about donations being given straight to the Library vs. through the Friends. The Friends have a 501c3 status, so donors can get tax breaks with their giving. The Library may be losing out on donors because of this. Discussed the possibility of the Library creating a foundation/endowment with a 501c3 status so we can accept more donations.

### **271 Library Fund Budget Document – 2<sup>nd</sup> Draft as of February 1, 2024 (including 24/25, 25/26 and 26/27)**

Director Farkas: Found out we are getting additional money in State Aid, so she added an estimate for that to the budget.

Trustee Crawford: Trustee Cherukuri sent a note that he proposes moving line item 658 - State Penal Fines from the 271 budget to the 272 budget.

Consensus was to leave it as is. No Motion brought forth.

Director Farkas: Just found out they need to make an adjustment to line item 716 - Insurance. For employees who opt out of health insurance, they will receive \$25 more per month, resulting in a total budget increase of \$2,100 per year.

Director Farkas: There will be one additional change to line item 880.271 – Adult Programming for 2023-2024 Year End, increasing from \$8,000 to \$8,500. It will stay proposed at \$10,000 for 2024-2025.

### **272 Library Contributed Fund Budget Document – 2<sup>nd</sup> Draft as of February 1, 2024 (including 24/25, 25/26 and 26/27)**

Director Farkas: Additions for capital improvement projects (furniture upgrades, Teen Stop project, main entrance updates, and parking lot maintenance) have been updated within the budget.

#### **Public Comment**

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No Public Comment

#### **Board Members' Individual Reflections**

Additional discussion about how to improve Library donations, including potentially hosting a program at the Library about how to donate. Also discussed our great relationship with the Friends and making sure there are policies in place regarding donations that come in through them that are earmarked for certain collections/programs/projects at the Library.





## WARRANTS

Warrant 635	271 Accounts	February 2024	
Payable to	Invoice #	Account number	Amount
Quill	Thermal pouches	271-000.00-727.000	\$ 211.75
Smart Business	folder	271-000.00-727.000	\$ 24.17
Petty Cash	USPS - DK Agencies	271-000.00-728.000	\$ 22.30
Stamps.com	Monthly Service Charges	271-000.00-728.000	\$ 19.99
USPS	Postage CC	271-000.00-728.000	\$ 100.00
Knight Watch	Galaxy Software Maintenance	271-000.00-734.000	\$ 194.24
Patron Point	(500.00)Credit taken 2117; Transaction fee	271-000.00-734.000	\$ 6,258.88
Solution Control Services	Software upgrade	271-000.00-734.000	\$ 8,721.00
Techsoup	Microsoft Office 365 Subscription CC	271-000.00-734.000	\$ 39.00
Amazon	Holster Clip	271-000.00-734.500	\$ 72.76
Apple	Apple developer CC	271-000.00-734.500	\$ 0.99
Amazon	supplies	271-000.00-740.000	\$ 39.64
Aunt Flow	Feminine Products CC	271-000.00-740.000	\$ 560.00
image 360	Name plates for 2 board members	271-000.00-740.000	\$ 50.00
Sam's	ice MT - water, teabag	271-000.00-740.000	\$ 109.54
Amazon	742.111	271-000.00-742.000	\$ 1,418.69
Brodart	742.906	271-000.00-742.000	\$ 11,392.53
Cengage/Gale	Books	271-000.00-742.000	\$ 73.17
Center Point	742.300	271-000.00-742.000	\$ 239.70
Lakeshore	742.192	271-000.00-742.000	\$ 139.09
Rosen Publishing	The Vietnam War;742.970	271-000.00-742.000	\$ 27.10
Amazon	Lending Library	271-000.00-742.010	\$ 484.79
Brodart	lending library	271-000.00-742.010	\$ 118.05
WT.COX	Novi News (print + digital)	271-000.00-743.000	\$ 379.02
Baker & Taylor	744.520	271-000.00-744.000	\$ 843.37
Midwest Tape	744.300	271-000.00-744.000	\$ 1,898.15
Foster Swift	December & employee handbook	271-000.00-806.000	\$ 1,245.50
AAUW Janice Wargo	AAUW for July 1,2023 - June 30, 2024	271-000.00-809.000	\$ 94.00
ALA	membership	271-000.00-809.000	\$ 532.00
Novi Chamber of Commerce	membership CC	271-000.00-809.000	\$ 15.00
Novi Rotary	Quarterly dues (Jan - Mar 2024)	271-000.00-809.000	\$ 150.00
Suttle Enterprises	Customer service plan	271-000.00-816.000	\$ 500.00
AT&T	Dec 23 - Jan 22, 2024	271-000.00-851.000	\$ 696.70
Telnet	1042; due on 2/4/24	271-000.00-851.000	\$ 1,015.55
Library Network	Quarterly Telecom	271-000.00-855.000	\$ 2,208.92
J.Farkas	mileage; Libraries Roundtable	271-000.00-862.000	\$ 54.94

Petty Cash	Mileage	271-000.00-862.000	\$ 60.09
Amazon	programming	271-000.00-880.268	\$ 687.67
Hobby lobby	Programming CC	271-000.00-880.268	\$ 34.93
Kroger	Programming CC	271-000.00-880.268	\$ 46.01
Michaels	Programming CC	271-000.00-880.268	\$ 14.99
Michaels	MLK Unity Breakfast CC	271-000.00-880.268	\$ 700.66
Petty Cash	Programming	271-000.00-880.268	\$ 39.29
Sam's	MLK day	271-000.00-880.268	\$ 297.24
Sherrie V. Nunn-Berry	More than Motown	271-000.00-880.268	\$ 250.00
Target	programming CC	271-000.00-880.268	\$ 19.76
Canon	December	271-000.00-900.000	\$ 505.67
Consumers Energy	12/7/23 - 1/5/24	271-000.00-921.000	\$ 1,445.44
DTE	due 2/15/24	271-000.00-922.000	\$ 7,936.18
City of Novi - Utility	Water; 9/24/23 to 12/28/23	271-000.00-923.000	\$ 1,995.15
Allied Building	door	271-000.00-934.000	\$ 4,648.94
Amazon	supplies	271-000.00-934.000	\$ 135.15
Anago	deep clean & disinfect bathroom	271-000.00-934.000	\$ 420.00
Dalton	monthly carpet maintenance	271-000.00-934.000	\$ 225.00
Home Depot	facilities supplies	271-000.00-934.000	\$ 43.14
Imperial Dade	supplies	271-000.00-934.000	\$ 941.53
Library Design	Room sign	271-000.00-934.000	\$ 840.00
Solution Control	Mixed Air Actuator Failed	271-000.00-934.000	\$ 1,634.50
Voss	lights	271-000.00-934.000	\$ 1,705.02
Brien's	Seasonal snow - 2 of 3 payments	271-000.00-936.300	\$ 1,985.50
Brien's	snow	271-000.00-936.300	\$ 3,692.00
Canon	December lease	271-000.00-942.000	\$ 1,010.00
Corrigan	Storage 1/1/24-1/31/24	271-000.00-942.100	\$ 25.93
Information Today	Computers in Libraries 2024	271-000.00-956.000	\$ 589.00
MLA	Advocacy Day Registration-4/16	271-000.00-956.000	\$ 25.00
Panera	Board meeting food CC	271-000.00-956.000	\$ 140.24
Petty Cash	Board Budget Workshop	271-000.00-956.000	\$ 6.74
<b>TOTAL 271</b>			<b>\$ 72,051.30</b>

<b>Warrant 635</b>	<b>272 Accounts</b>	<b>February 2024</b>	
Amazon	iCube	272-000.00-742.046	\$ 188.78
Full Spectrum	Extractor Replacement Filter	272-000.00-742.046	\$ 1,223.54
Amazon	youth international donation	272-000.00-742.230	\$ 635.78
Brodart	Ava Smith & youth donation	272-000.00-742.230	\$ 124.61
Cengage/Gale	Vicky McLean Donation	272-000.00-742.230	\$ 177.93
Library Design	shelving for STEAM Kits & backpacks	272-000.00-742.231	\$ 7,945.00
Lands' End	Staff Logo wear CC	272-000.00-742.236	\$ 207.43
Sentinel	Security Camera RFP	272-000.00-976.144	\$ 68,838.00
<b>TOTAL 272</b>			<b>\$ 79,341.07</b>

## January 2024 Library Board Student Representatives Report

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

### Tween and Teen Library Programs:

The Camp Half-Blood Party program was held on January 9. Guests joined us for a Percy Jackson party to kick off our Percy Jackson club, Club Half-Blood! We had food and games inspired by the books and the show, a raffle for a series box set. (Attendance = 17)

**The Novi Chess Club and Novi Chess Club:** Experienced Players program was held on January 11. This club is an opportunity to participate, learn and sharpen your chess skills. No previous knowledge of chess is necessary. This program included 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). (Attendance = 50)

Due to inclement weather, the SAT Practice Test program originally scheduled for January 13 was rescheduled to February 10.

The Tween Slime Party was held on January 17. Tweens joined us at the library for a slime party! Guests made outrageous slime and had a good time with friends. (Attendance = 40)

The Tail Waggin' Reading Buddies program was held on January 24. Youth and tweens in grades K-6 had an opportunity in a comfortable and non-judgmental space for a child (and their family, if they desire) to read to a therapy dog to encourage the child's reading skills, confidence, and love of reading. (Attendance = 12)

Due to unforeseen circumstances, the Hackathon Coding Workshop for Tweens and Teens scheduled for January 31 was cancelled.

### Teen Space Update:

Aiden Palmer (Teen Space Monitor) comments:  
During January 2024, there were 714 guests who visited Teen Space.

### The total weekly Teen Space stats for January 2024 are:

1/8-1/12 = 248  
1/15-1/19 = 124  
1/22-1/26 = 193  
1/29-1/31 = 149

### Teen Space was not in session on the following dates:

1/1-1/5 -- NHS closed (Christmas break)  
1/15 -- NHS closed (MLK Jr. Day)  
1/16+1/17 -- NHS closed (cold days)  
1/23 -- NHS closed (snow day)  
1/26 -- half day at NHS (exams/end of the semester)

We've had a great start to Teen Space 2024! We had Liz (and a new face Sarah!) from NCC visit once again on 1/11, and their painting program was a success, with 23 students participating! We had NPL trivia questions available (with a candy prize) 1/18-1/24 and snacks available 1/22-1/25. Though we've had to make many last-minute adjustments for weather this month, Teen Space (when we've had it) has gone very well!

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

The fifth TAB meeting of the year was held on January 19. The TAB Leader for the meeting, Ms. Lindsay, shared the thank you note from the Slippers for Mom for TAB's partnership in the recent slipper donation drive held at the Library. Next, members made winter decorations for the Teen Stop windows. TAB also welcomed a visitor by the Novi Community Coalition's (NCC) Project Coordinator, Sarah Mendelssohn. Members learned about NCC and introduced themselves and shared information about TAB. (Attendance = 3)

**Upcoming Programs:**

Teen Space (grades 7-12) – Monday through Friday except March 11 and March 15-29 (Novi High School is closed), 2:45-5:00pm

Club Half-Blood (grades 4-8) - March 7, 6:30-7:30pm

SAT Practice Test (grades 9-12) - March 9, 1-5pm

Teen Advisory Board Meeting (grades 9-12) - March 15, 3:30-4:30pm

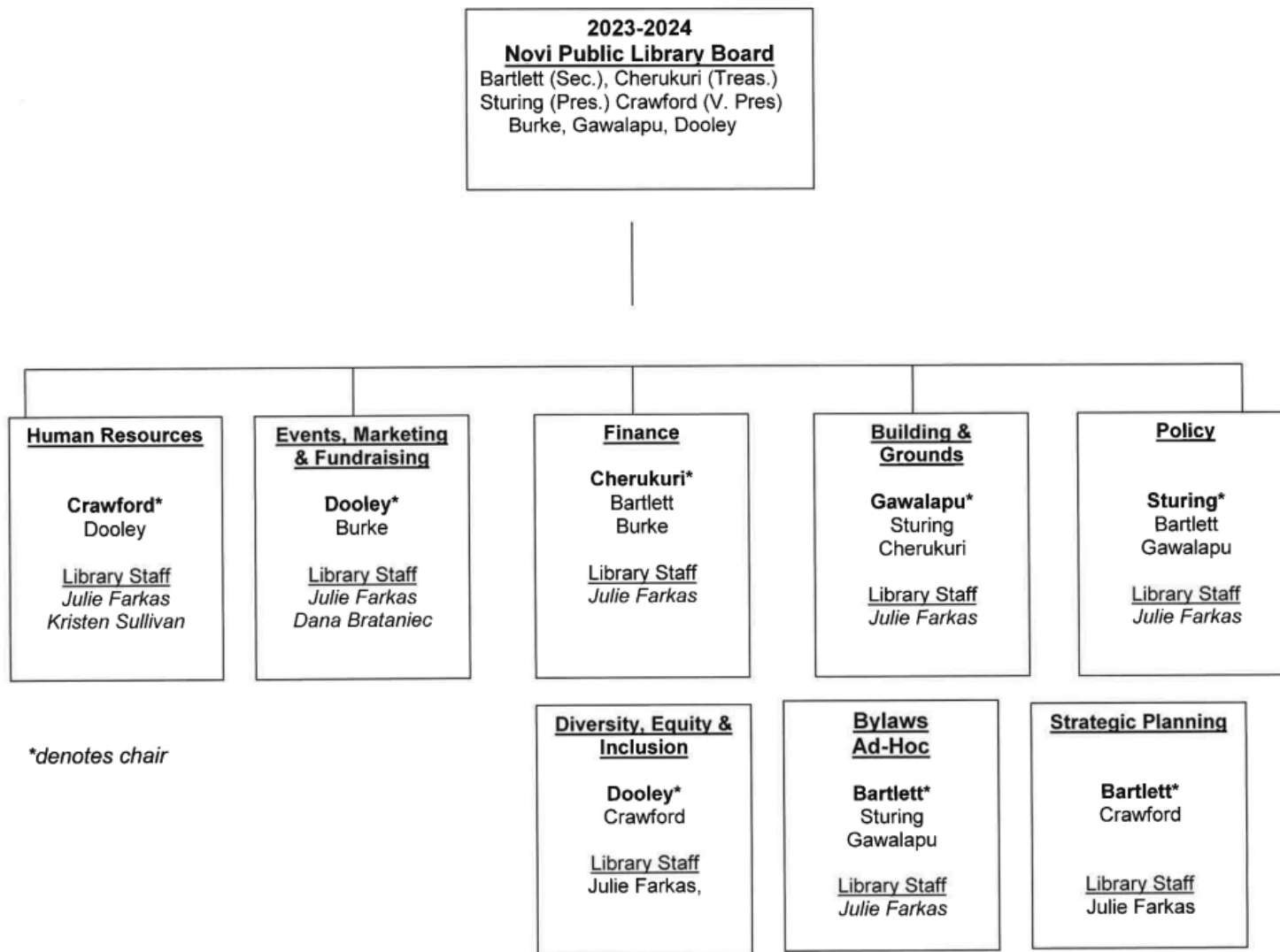
Chinese Cultural Celebration Craft (grades 4-8) - March 16, 3:00pm-4:30pm

Teen Stop Featured Display:

The January Teen Stop display featured books on the theme of Tasty Treats.



**PRESIDENT'S REPORT**



\*denotes chair

Updated: 2/3/2024

**FINANCIALS**

2024-2025 Library Budget 271									
February 15, 2024		2022-2023	2023-2024	2023-2024	2023-2024	2024-2025	2025-2026	2026-2027	
*highlighted in blue impacts the communit		Audited	Approved	1st Qtr.	Yr. End	Proposed	Projected	Projected	
Revenues		10/30/2023	1/26/2023	9/28/2023	2/15/2024	2/15/2024	2/15/2024	2/15/2024	NOTES
Account	Description				2/15/2024				
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	Est.Taxes (based on .733 mils) by City
404.003	Tax Revenue - Brow nfield B1	-323.55	0.00	0.00	-376.00	-436.00	-506.00	-587.00	Provided by the City
404.006	Tax Revenue - Brow nfield B2	-5,618.75	-15,299.00	-15,299.00	0.00	0.00	0.00	0.00	Provided by the City
404.007	Tax Revenue - Brow nfield B3 17	-11,203.59			-15,264.00	-20,759.00	-28,232.00	-38,396.00	Provided by the City
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	Provided by the City
404.009	Tax Revenue - Brow nfield B4 21	-331.45			-351.00	-404.00	-469.00	-544.00	Provided by the City
404.010	Tax Revenue - Brow nfield B4X	-94.23			-94.00	-108.00	-124.00	-143.00	Provided by the City
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	Provided by the City
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	Provided by the City
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	Provided by the City
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	Annual Report; submitted 1/4/24; 2 pr yr.
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	Provided by the City
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	Speed to Read (Highw ay Violations)
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	Damaged/Lost item fees (NO FINES)
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	Provided by the City
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	Provided by the City
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	Programs with Reg Fee
674.290	Library Fundraising	1,920.08	4,000.00	4,000.00	0.00	0.00	0.00	0.00	In conjunction w/Friends - April 14, 2024
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	Non-specific donations; general to Library
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	print outs, lib cards, IT misc.
675.006	Car Charging				100.00	100.00	100.00	100.00	New account for 2 charging stations
675.100	Copier	39.36	1,000.00	1,000.00	800.00	1,000.00	1,000.00	1,000.00	Coin-op usage (2 public machines)
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	Rentals of 7 spaces in the Library
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	Provided by the City
675.650	Library Café	0.00	6,000.00	6,000.00	0.00	0.00	0.00	0.00	Lease \$0 for 23/24
676.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Possible claims
<b>Total Revenues</b>		<b>3,507,953.84</b>	<b>3,598,890.00</b>	<b>3,592,960.72</b>	<b>3,615,894.26</b>	<b>3,808,984.00</b>	<b>3,956,245.00</b>	<b>4,032,791.00</b>	



2024-2025		2022-2023	2023-2024	2023-2024	2023-2024	2024-2025	2025-2026	2026-2027	NOTES
		Audited	Approved	1st Qtr.	Yr. End	Proposed	Projected	Projected	
<b>Expenditures</b>									
<b>Personnel Svcs.</b>									
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	Full-time; 1 position open; 4%incr.
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	Offered in October annually
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	Part-time; 1 position open; 4%incr.
706.000	Overtime	133.80	500.00	500.00	500.00	500.00	500.00	500.00	Minimal usage
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	7.65% on salaries
716.000	Insurance	215,479.95	224,100.00	254,000.00	235,000.00	225,000.00	234,000.00	244,000.00	Provided by the City
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	Provided by the City
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	Provided by the City
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	Provided by the City
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	2 employees; Provided by the City
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	2 employees; Provided by the City
718.050	Pension - add'l DB Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A decision made by the board annually
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	As of 2007 all other FT employees
	Employer Pre-tax Contribution					38,000.00	39,500.00	41,100.00	Go from 6% to 9% per City in July 2024
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	Claims
<b>Total Personnel Services</b>		<b>2,172,053.70</b>	<b>2,455,465.00</b>	<b>2,665,313.00</b>	<b>2,579,238.40</b>	<b>2,781,800.00</b>	<b>2,892,550.00</b>	<b>3,008,285.00</b>	
<b>Supplies and Materials</b>									
Account	Description								NOTES
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	All Depts.
728.000	Postage	4,670.17	2,000.00	2,000.00	2,500.00	5,500.00	3,500.00	4,000.00	Mailers, bills, donations, postcard 24/25
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	IT Dept.; coin box, upgraded cloud backup
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	IT Dept: iCube 272, AST repairs, misc.
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	toner, cards/cases, mylar, tags, 40% incr.
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	stand up work stations; desk chairs IS - 4
741.000	Supplies-Uniforms	156.00	500.00	500.00	500.00	500.00	500.00	500.00	Facilities Dept. uniform needs
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	IS Dept: 8% incr.prices, demand, replace
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	Kiosk collection at Lakeshore (quarterly)
742.100	Book Fines	125.77	1,000.00	1,000.00	500.00	500.00	500.00	500.00	Paying other libraries
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	IS Dept: flat to last yr. monitor publishing
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	IS Dept. moved \$10,000 to Elec. Media
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	IS Dept. dow nloadables; 4% incr.
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	IS Dept.;adding New bank & Heritage Qst
<b>Total Supplies &amp; Materials</b>		<b>599,074.38</b>	<b>699,500.00</b>	<b>706,500.00</b>	<b>681,673.00</b>	<b>774,300.00</b>	<b>785,900.00</b>	<b>800,500.00</b>	

2024-2025 Library Budget 271		2022-2023 Audited	2023-2024 Approved	2023-2024 1st Qtr.	2023-2024 Yr. End	2024-2025 Proposed	2025-2026 Projected	2026-2027 Projected	NOTES
<b>Services &amp; Charges</b>									
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	22,000.00	25,000.00	25,000.00	25,000.00	Muniweb, promos/events, sponsors
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
942.001	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, PLA, MLA, Think Space; trainings
<b>Total Services &amp; Charges</b>		<b>633,705.96</b>	<b>674,280.00</b>	<b>674,280.00</b>	<b>712,580.00</b>	<b>739,450.00</b>	<b>749,100.00</b>	<b>756,450.00</b>	
<b>2024-2025 Library Budget 271</b>									
		<b>2021-2022 Audited</b>	<b>2023-2024 Approved</b>	<b>2023-2024 1st Qtr.</b>	<b>2023-2024 Yr. End</b>	<b>2024-2025 Proposed</b>	<b>2025-2026 Projected</b>	<b>2026-2027 Projected</b>	<b>NOTES</b>
<b>Capital Outlay</b>									
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					
<b>Total Capital Outlay</b>		<b>67,881.74</b>	<b>47,000.00</b>	<b>47,000.00</b>	<b>47,000.00</b>	<b>37,000.00</b>	<b>41,900.00</b>	<b>12,100.00</b>	
<b>Total Expenditures</b>		<b>3,472,715.78</b>	<b>3,876,245.00</b>	<b>4,093,093.00</b>	<b>4,020,491.40</b>	<b>4,332,550.00</b>	<b>4,469,450.00</b>	<b>4,577,335.00</b>	
<b>Total Revenues</b>		<b>3,507,953.84</b>	<b>3,598,890.00</b>	<b>3,592,960.72</b>	<b>3,615,894.26</b>	<b>3,808,984.00</b>	<b>3,956,245.00</b>	<b>4,032,791.00</b>	
<b>Net Revenue</b>		<b>35,238.06</b>	<b>-277,355.00</b>	<b>-500,132.28</b>	<b>-404,597.14</b>	<b>-523,566.00</b>	<b>-513,205.00</b>	<b>-544,544.00</b>	\$35,238.06 moved to 272 Budget 10/2023
<b>Current Fund Balance</b>		<b>2,598,740.02</b>			<b>2,194,142.88</b>	<b>1,670,576.88</b>	<b>1,157,371.88</b>	<b>612,827.88</b>	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 (as of 2/15/2024)								
		2022-2023 Audited	2023-2024 Approved	2023-2024 1st Quarter	2023-2024 Year End	2024-2025 Proposed	2025-2026 Projected	2026-2027 Projected
		6/22/2023	1/26/2023	9/28/2023	2/15/2024	2/15/2024	2/15/2024	2/15/2024
<b>Revenues</b>								
<b>Interest Income</b>								
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)
<b>TOTAL</b>		<b>\$ 33,145.57</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>
699.271	Transfer from Library Fund			35,238.00	35,238.00			
<b>Donations</b>								
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	-	-	-
<b>TOTAL</b>		<b>\$ 27,785.14</b>	<b>\$ 8,000</b>	<b>\$ 12,000</b>	<b>\$ 19,400</b>	<b>\$ 9,500</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>
<b>TOTAL Revenues</b>		<b>\$ 60,930.71</b>	<b>\$ 30,500.00</b>	<b>\$ 69,738.00</b>	<b>\$ 77,138.00</b>	<b>\$ 32,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>
<b>Expenditures</b>								
<b>Supplies</b>								
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
<b>TOTAL</b>		<b>\$ 15,531</b>	<b>\$ 38,500</b>	<b>\$ 65,000</b>	<b>\$ 81,300</b>	<b>\$ 8,500</b>	<b>\$ 34,500</b>	<b>\$ 34,500</b>
<b>Capital Outlay</b>								
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	109,000.00	68,838.00	-	-	-
976.144	WiFi Upgrade (RFP)	-	15,000.00	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
<b>TOTAL</b>		<b>\$ 2,868.22</b>	<b>\$ 237,800.00</b>	<b>\$ 283,800.00</b>	<b>\$ 131,600.89</b>	<b>\$ 247,000.00</b>	<b>\$ 247,000.00</b>	<b>\$ 247,000.00</b>
<b>TOTAL Expenditures</b>		<b>\$ 18,399.05</b>	<b>\$ 276,300.00</b>	<b>\$ 348,800.00</b>	<b>\$ 212,900.89</b>	<b>\$ 255,500</b>	<b>\$ 281,500.00</b>	<b>\$ 281,500.00</b>
	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 January 2024****Financial Report for January 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 Dec 31 2023	YTD Jan 1, 2024	Difference *
TOTAL REVENUES	\$ 3,568,535	\$ 3,636,367	\$ 67,832
TOTAL EXPENDITURES	\$1,849,649	\$ 2,132,252	\$ 282,603
NET OF REVENUES & EXPENDITURES	\$ 1,718,886	\$ 1,504,115	

**Revenue & Expenditure Report for Fund 272**

	YTD Dec 31, 2023	YTD Jan 1, 2024	Difference*
TOTAL REVENUES	\$ 71,323	\$ 93,857	\$ 22,534
TOTAL EXPENDITURES	\$ 46,112	\$ 126,692	\$ 80,580
NET OF REVENUES & EXPENDITURES	\$ 25,211	(\$ 32,835)	

**Balance Sheet Report as of January 1, 2024**

The ending fund balance for Fund 271 is \$ 4,102,854.80

The ending fund balance for Fund 272 is \$ 1,665,752.97

02/06/2024 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 01/31/2024										
% Fiscal Year Completed: 58.74										
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	NOV 2023	DEC 2023	JAN 2024	01/31/2024	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
<b>Fund 271 - LIBRARY FUND</b>										
Revenues										
Dept 000.00 - TREASURY										
Property tax revenue										
271-000.00-402.000	Property Tax Revenue - Current Levy	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 Cap B1	(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 Cap B2	(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-Brownfld Cap B3 17	(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 C1 2018	(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-Brownfld Cap B4 21	(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-Brownfld Cap B4X 21	(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 - C/Y Del PPT	(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 Tribunal Accr	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 Chargeback	(5,021.30)	0.00	0.00	303.20	0.00	367.83	1,613.90	(1,613.90)	100.00
Property tax revenue		3,182,484.14	3,348,890.00	3,348,890.00	303.20	0.00	367.83	3,368,187.01	(19,297.01)	100.58
State sources										
271-000.00-567.000	State aid	66,291.75	50,000.00	50,000.00	0.00	0.00	0.00	33,904.96	16,095.04	67.81
271-000.00-573.000	State Grants - Local Comm Stabilization	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	0.00	40,104.59	9,895.41	80.21
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	1,072.53	463.50	640.61	5,192.22	1,807.78	74.17
Fines and forfeitures		108,027.96	102,000.00	96,070.00	1,072.53	463.50	640.61	94,262.94	1,807.06	98.12
Interest income										
271-000.00-665.000	Interest in investments	82,420.14	42,000.00	42,000.00	11,824.45	0.00	0.00	53,840.06	(11,840.06)	128.19
271-000.00-669.500	Unrealized gain (loss) on investments	(1,660.33)	5,000.00	5,000.00	28,739.66	0.00	0.00	40,567.75	(35,567.75)	811.36
Interest income		80,759.81	47,000.00	47,000.00	40,564.11	0.00	0.00	94,407.81	(47,407.81)	200.87
Donations										
271-000.00-674.289	Adult programs	4,222.77	2,000.00	2,000.00	381.74	39.04	0.00	6,582.82	(4,582.82)	329.14
271-000.00-674.400	Gifts and donations	3,489.57	1,000.00	1,000.00	1.05	858.39	0.10	2,018.48	(1,018.48)	201.85
Donations		7,712.34	3,000.00	3,000.00	382.79	897.43	0.10	8,601.30	(5,601.30)	286.71
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	1,008.25	882.20	489.35	6,028.18	(1,028.18)	120.56
271-000.00-675.006	Car Charging Revenue	0.00	0.00	0.00	0.00	0.00	1.46	1.46	(1.46)	100.00
271-000.00-675.100	Copier	39.36	1,000.00	1,000.00	0.00	412.55	509.25	921.80	78.20	92.18
271-000.00-675.300	Meeting room	29,858.47	25,000.00	25,000.00	2,949.03	2,614.63	5,302.68	23,851.71	1,148.29	95.41
271-000.00-675.404	Novi Township Assessment	7,256.00	7,000.00	7,000.00	0.00	0.00	0.00	0.00	7,000.00	0.00
271-000.00-675.650	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	3,957.28	3,909.38	6,302.74	30,803.15	17,196.85	64.17
Total Dept 000.00 - TREASURY		3,507,953.84	3,598,890.00	3,592,960.00	46,279.91	5,270.31	7,311.28	3,636,366.80	(43,406.80)	101.21
TOTAL REVENUES		3,507,953.84	3,598,890.00	3,592,960.00	46,279.91	5,270.31	7,311.28	3,636,366.80	(43,406.80)	101.21

GL NUMBER	DESCRIPTION	END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	NOV 2023	DEC 2023	JAN 2024	01/31/2024	BALANCE	% BDGT
		NM (ABNM)	BUDGET	AMED BUDGET	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	101,425.50	147,937.92	97,372.02	693,140.01	701,859.99	49.69
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	3,538.40	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	49,984.84	78,532.42	51,672.57	374,053.22	345,946.78	51.95
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	11,708.59	17,156.28	11,211.60	80,885.72	81,114.28	49.93
271-000.00-716.000	Insurance	215,479.95	224,100.00	254,000.00	18,717.78	18,744.69	1,634.69	106,796.22	147,203.78	42.05
271-000.00-716.200	HSA - employer contribution	1,040.31	6,600.00	6,600.00	93.75	93.75	562.50	1,084.69	5,515.31	16.43
271-000.00-716.999	Insurance - Employee Reimbursement	(28,006.70)	(33,615.00)	(33,615.00)	(2,630.44)	(2,635.20)	(2,842.89)	(17,801.09)	(15,813.91)	52.96
271-000.00-717.000	Workers compensation	1,165.80	1,800.00	1,800.00	123.87	210.26	147.12	878.70	921.30	48.82
271-000.00-718.000	Pension - DB Normal Cost	4,620.00	5,795.00	5,795.00	460.00	460.00	460.00	3,220.00	2,575.00	55.57
271-000.00-718.010	Pension - DB Unfunded Accrued Lia	88,464.00	90,233.00	90,233.00	6,124.00	6,124.00	6,124.00	42,868.00	47,365.00	47.51
271-000.00-718.200	Pension - defined contribution	39,392.20	49,852.00	55,000.00	5,774.26	8,415.03	5,637.95	34,464.87	20,535.13	62.66
271-000.00-719.000	Unemployment insurance	(3,996.72)	2,000.00	2,000.00	0.00	22.62	0.00	22.62	1,977.38	1.13
Personnel services		2,172,053.70	2,455,465.00	2,665,313.00	195,320.55	275,061.77	171,979.56	1,323,151.36	1,342,161.64	49.64
Supplies										
271-000.00-726.400	Supplies - Cash over/short	(7.88)	0.00	0.00	(23.30)	8.55	(1.58)	(29.34)	29.34	100.00
271-000.00-727.000	Office supplies	16,445.97	18,000.00	18,000.00	196.26	468.70	235.92	3,648.22	14,351.78	20.27
271-000.00-728.000	Postage	4,670.17	2,000.00	2,000.00	495.99	219.99	0.00	1,345.94	654.06	67.30
271-000.00-734.000	Computer supplies, software & licensing	62,786.73	83,000.00	90,000.00	615.32	0.00	15,674.12	33,372.74	56,627.26	37.08
271-000.00-734.500	Computer supplies/equipment	19,622.77	32,000.00	32,000.00	3,231.36	2,460.61	41.89	9,168.82	22,831.18	28.65
271-000.00-740.000	Operating supplies	24,241.77	30,000.00	30,000.00	11,484.34	444.76	159.54	15,101.90	14,898.10	50.34
271-000.00-740.200	Supplies - Desk chairs and file cabinets	1,960.00	5,000.00	5,000.00	0.00	1,808.90	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	14,026.92	23,817.14	6,824.93	119,448.19	104,551.81	53.33
271-000.00-742.010	Library Books - Lending	12,890.22	15,000.00	15,000.00	2,069.74	355.16	387.57	6,403.96	8,596.04	42.69
271-000.00-742.100	Library Books - Fines	125.77	1,000.00	1,000.00	0.00	0.00	0.00	59.97	940.03	6.00
271-000.00-743.000	Library periodicals	14,626.22	18,000.00	18,000.00	0.00	16,488.91	379.02	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	5,952.06	4,081.13	733.01	32,344.55	37,955.45	46.01
271-000.00-745.200	Electronic media	38,721.83	125,700.00	125,700.00	8,023.45	21,690.51	0.00	83,512.11	42,187.89	66.44
271-000.00-745.300	Electronic resources (CD rom materials)	63,762.60	75,000.00	75,000.00	8,382.03	0.00	0.00	67,618.60	7,381.40	90.16
Supplies		599,074.38	699,500.00	706,500.00	54,454.17	71,844.36	24,434.42	390,672.49	315,827.51	55.30

GL NUMBER	DESCRIPTION	END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	NOV 2023	DEC 2023	JAN 2024	01/31/2024	BALANCE	% BDGT
		NM (ABNM)	BUDGET	AMED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
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	246.80	10.64	0.00	1,270.28	2,729.72	31.76
271-000.00-803.000	Independent audit	800.00	800.00	800.00	0.00	0.00	0.00	800.00	0.00	100.00
271-000.00-804.000	Medical service	2,164.00	1,500.00	1,500.00	116.00	0.00	0.00	1,044.00	456.00	69.60
271-000.00-806.000	Legal fees	8,130.60	8,500.00	8,500.00	2,304.00	1,245.50	0.00	12,588.50	(4,088.50)	148.10
271-000.00-809.000	Memberships and dues	5,525.41	7,500.00	7,500.00	0.00	66.00	776.00	6,448.50	1,051.50	85.98
271-000.00-816.000	Professional services	28,927.05	16,000.00	16,000.00	2,362.50	2,782.50	500.00	9,673.50	6,326.50	60.46
271-000.00-817.000	Custodial services	88,525.64	89,000.00	89,000.00	7,747.60	7,238.16	6,728.72	41,158.27	47,841.73	46.25
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 claims	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	3,327.24	3,263.04	980.55	21,593.84	12,406.16	63.51
271-000.00-855.000	TLN Automation Services	76,884.99	80,000.00	80,000.00	0.00	0.00	2,208.92	38,196.42	41,803.58	47.75
271-000.00-861.000	Gasoline and oil	377.55	500.00	500.00	26.40	17.59	0.00	172.72	327.28	34.54
271-000.00-862.000	Mileage	659.43	200.00	200.00	107.66	42.11	54.94	455.99	(255.99)	228.00
271-000.00-880.000	Community promotion	22,610.02	22,000.00	22,000.00	2,619.00	1,494.20	689.89	15,997.76	6,002.24	72.72
271-000.00-880.268	Library programming	23,589.81	38,000.00	38,000.00	531.56	1,558.82	2,882.93	13,531.17	24,468.83	35.61
271-000.00-880.271	Adult programs	5,119.59	8,000.00	8,000.00	2,100.43	121.92	0.00	6,176.59	1,823.41	77.21
271-000.00-900.000	Printing, graphic design and publishing	17,868.81	28,000.00	28,000.00	657.61	(251.92)	505.67	2,405.56	25,594.44	8.59
271-000.00-921.000	Heat	16,753.06	14,500.00	14,500.00	1,069.14	1,578.95	1,445.44	5,337.26	9,162.74	36.81
271-000.00-922.000	Electricity	111,990.00	102,500.00	102,500.00	7,814.24	7,382.09	7,936.18	59,959.96	42,540.04	58.50
271-000.00-923.000	Water and sewer	7,507.60	7,000.00	7,000.00	0.00	1,995.15	0.00	4,091.70	2,908.30	58.45
271-000.00-934.000	Building maintenance	106,938.54	106,400.00	106,400.00	12,321.72	7,450.48	8,924.30	49,259.19	57,140.81	46.30
271-000.00-935.000	Vehicle maintenance	134.69	500.00	500.00	0.00	0.00	(25.00)	0.00	500.00	0.00
271-000.00-936.300	Grounds maintenance	36,253.45	40,500.00	40,500.00	4,975.28	5,718.00	0.00	28,756.71	11,743.29	71.00
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	5,700.94	2,299.06	71.26
271-000.00-942.100	Records storage	303.32	400.00	400.00	25.93	25.93	25.93	181.51	218.49	45.38
271-000.00-956.000	Conferences and workshops	8,540.85	24,900.00	24,900.00	3,583.03	1,406.61	25.00	15,380.26	9,519.74	61.77
Other services and charges		633,705.96	674,280.00	674,280.00	52,946.14	44,155.77	34,669.47	360,984.53	313,295.47	53.54
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	22,205.64	0.00	22,205.64	24,794.36	47.25
Capital outlay		67,881.74	47,000.00	47,000.00	0.00	22,205.64	0.00	22,205.64	24,794.36	47.25
Transfers out										
271-000.00-995.272	Transfer to Librar Contribution Fund	0.00	0.00	0.00	35,238.00	0.00	0.00	35,238.00	(35,238.00)	100.00
Transfers out		0.00	0.00	0.00	35,238.00	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	337,958.86	413,267.54	231,083.45	2,132,252.02	1,960,840.98	52.09
TOTAL EXPENDITURES		3,472,715.78	3,876,245.00	4,093,093.00	337,958.86	413,267.54	231,083.45	2,132,252.02	1,960,840.98	52.09
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,507,953.84	3,598,890.00	3,592,960.00	46,279.91	5,270.31	7,311.28	3,636,366.80	(43,406.80)	(300.74)
TOTAL EXPENDITURES		3,472,715.78	3,876,245.00	4,093,093.00	337,958.86	413,267.54	231,083.45	2,132,252.02	1,960,840.98	(300.74)
NET OF REVENUES & EXPENDITURES		35,238.06	(277,355.00)	(500,133.00)	(291,678.95)	(407,997.23)	(223,772.17)	1,504,114.78	(2,004,247.78)	(300.74)



GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 NM (ABNM)	ORIGINAL BUDGET	2023-24 AMED BUDGET	MTH ACTY NOV 2023 INCR (DECR)	MTH ACTY DEC 2023 INCR (DECR)	MTH ACTY JAN 2024 INCR (DECR)	YTD BALANCE 01/31/2024 NM (ABNM)	AVAILABLE BALANCE NM (ABNM)	% BDGT USED
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	4,137.62	0.00	0.00	23,459.41	3,540.59	86.89
272-000.00-669.500	Unrealized gain (loss) on investments	(3,061.21)	(4,500.00)	(4,500.00)	10,056.60	0.00	0.00	15,575.59	(20,075.59)	(346.12)
Interest income										
		33,145.57	22,500.00	22,500.00	14,194.22	0.00	0.00	39,035.00	(16,535.00)	173.49
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	3,774.40	3,117.70	249.10	7,141.20	(2,141.20)	142.82
272-000.00-674.229	Raising a Reader in Novi Sponsors	278.99	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.230	Collections/Materials Revenue	6,350.00	1,000.00	1,000.00	5,100.00	1,020.61	0.00	6,520.61	(5,520.61)	652.06
272-000.00-674.231	Buildings/Ground/Furniture Revenue	375.00	1,000.00	1,000.00	175.00	175.00	0.00	350.00	650.00	35.00
272-000.00-674.232	Programming Revenue	5,137.00	2,000.00	2,000.00	0.00	0.00	522.65	3,922.65	(1,922.65)	196.13
272-000.00-674.233	Technology Library Revenue	1,000.00	500.00	500.00	0.00	50.00	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	1,000.00	1,000.00	(1,000.00)	100.00
Donations										
		27,785.14	8,000.00	12,000.00	9,049.40	4,363.31	1,771.75	19,584.46	(7,584.46)	163.20
Transfers in										
272-000.00-699.271	Transfer from Library Fund	0.00	0.00	0.00	35,238.00	0.00	0.00	35,238.00	(35,238.00)	100.00
Transfers in										
		0.00	0.00	0.00	35,238.00	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	58,481.62	4,363.31	1,771.75	93,857.46	(59,357.46)	272.05
TOTAL REVENUES										
		60,930.71	30,500.00	34,500.00	58,481.62	4,363.31	1,771.75	93,857.46	(59,357.46)	272.05
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	95.88	2,292.35	188.78	6,852.11	(1,852.11)	137.04
272-000.00-742.229	Raising a Reader Expense	603.22	1,000.00	1,000.00	0.00	57.76	0.00	565.92	434.08	56.59
272-000.00-742.230	Collections/Materials Expense	1,410.79	1,000.00	1,000.00	130.59	3,583.39	530.45	4,244.43	(3,244.43)	424.44
272-000.00-742.231	Buildings/Ground/ Furniture Expense	8,344.00	29,000.00	48,500.00	0.00	0.00	8,930.00	19,455.00	29,045.00	40.11
272-000.00-742.232	Programming Expense	2,975.43	1,000.00	1,000.00	0.00	0.00	0.00	7,215.02	(6,215.02)	721.50
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	175.03	(16.93)	0.00	1,679.22	320.78	83.96
Supplies										
		15,530.83	38,500.00	65,000.00	401.50	5,916.57	9,649.23	40,257.70	24,742.30	61.93
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	4,235.43	(2,055.40)	0.00	33.00	(33.00)	100.00
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	0.00	41,500.00	0.00
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	68,838.00	68,838.00	40,162.00	63.15
Capital outlay										
		2,868.22	237,800.00	283,800.00	4,235.43	(2,055.40)	68,838.00	86,433.89	197,366.11	30.46
Total Dept 000.00 - TREASURY										
		18,399.05	276,300.00	348,800.00	4,636.93	3,861.17	78,487.23	126,691.59	222,108.41	36.32
TOTAL EXPENDITURES										
		18,399.05	276,300.00	348,800.00	4,636.93	3,861.17	78,487.23	126,691.59	222,108.41	36.32
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES										
		60,930.71	30,500.00	34,500.00	58,481.62	4,363.31	1,771.75	93,857.46	(59,357.46)	10.45
TOTAL EXPENDITURES										
		18,399.05	276,300.00	348,800.00	4,636.93	3,861.17	78,487.23	126,691.59	222,108.41	10.45
NET OF REVENUES & EXPENDITURES										
		42,531.66	(245,800.00)	(314,300.00)	53,844.69	502.14	(76,715.48)	(32,834.13)	(281,465.87)	10.45
TOTAL REVENUES - ALL FUNDS										
		3,568,884.55	3,629,390.00	3,627,460.00	104,761.53	9,633.62	9,083.03	3,730,224.26	(102,764.26)	
TOTAL EXPENDITURES - ALL FUNDS										
		3,491,114.83	4,152,545.00	4,441,893.00	342,595.79	417,128.71	309,570.68	2,258,943.61	2,182,949.39	
NET OF REVENUES & EXPENDITURES										
		77,769.72	(523,155.00)	(814,433.00)	(237,834.26)	(407,495.09)	(300,487.65)	1,471,280.65	(2,285,713.65)	



## Financial Balance Sheets

02/06/2024 BALANCE SHEET FOR CITY OF NOVI		
Period Ending 01/31/2024		
GL Number	Description	Balance
<b>Fund 271 - LIBRARY FUND</b>		
<b>*** Assets ***</b>		
271-000.00-001.000	Cash - Pooled	(621,954.38)
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	4,755,058.94
271-000.00-019.000	Current taxes receivable	37,967.99
	<b>Total Assets</b>	<b>4,172,872.55</b>
<b>*** Liabilities ***</b>		
271-000.00-202.000	Accounts payable	63,995.13
271-000.00-258.702	Accrued liabilities - tax	6,000.00
271-000.00-259.200	Unemployment insurance liability	22.62
	<b>Total Liabilities</b>	<b>70,017.75</b>
<b>*** Fund Balance ***</b>		
271-000.00-390.000	Fund balance	2,598,740.02
	<b>Total Fund Balance</b>	<b>2,598,740.02</b>
	Beginning Fund Balance	2,598,740.02
	Net of Revenues VS Expenditures	1,504,114.78
	Ending Fund Balance	4,102,854.80
	<b>Total Liabilities And Fund Balance</b>	<b>4,172,872.55</b>

<b>Fund 272 - LIBRARY CONTRIBUTION FUND</b>		
<b>*** Assets ***</b>		
272-000.00-001.000	Cash - Pooled	6,749.53
272-000.00-017.000	Investments - Pooled	1,736,630.28
	<b>Total Assets</b>	<b>1,743,379.81</b>
<b>*** Liabilities ***</b>		
272-000.00-202.000	Accounts payable	77,626.84
	<b>Total Liabilities</b>	<b>77,626.84</b>
<b>*** Fund Balance ***</b>		
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
	<b>Total Fund Balance</b>	<b>1,698,587.10</b>
	Beginning Fund Balance	1,698,587.10
	Net of Revenues VS Expenditures	(32,834.13)
	Ending Fund Balance	1,665,752.97
	<b>Total Liabilities And Fund Balance</b>	<b>1,743,379.81</b>

**DIRECTOR'S REPORT**



**March Anniversaries**



Jolanta Borek – 17 Years  
Support Services



Maryann Zurmuehlen – 13 Years  
Interim Assistant Director



Jean Aldrich – 7 years  
Support Services



Hillary Hentschel – 7 Years  
Information Services Dept. Head



Anna Jakubiec – 3 Years  
Information Services



Amy Bermingham – 2 Years  
Support Services

# NOVI PHOTOGRAPHY CLUB PHOTO EXHIBIT

in partnership with the Novi Public Library

**PRESENTS**

## “WHAT THE CREATIVE MIND SEES, THE CAMERA CAPTURES”

Thirteen Photographers share their artistic perspective of the world as viewed through the lens of their cameras.

**Please VOTE for your 3 favorites  
1st...2nd...3rd**

## Opening & Meet the Photographers Reception

**Thursday, March 28  
6:30-8:30pm**

Snacks & coffee provided.

***Photographic Exhibit Runs Through May 24***

Info regarding club membership, please email:  
**James C. Farkas, Co-Director & Photographic  
Instructor, [fiftiesrock@gmail.com](mailto:fiftiesrock@gmail.com)**



**EXHIBIT ON  
2ND FLOOR**



**NOVI**  
PUBLIC LIBRARY  
[novilibrary.org](http://novilibrary.org)  
248-349-0720





PUBLIC LIBRARY

Inform. Inspire. Include.

February 2024

donate

event calendar

my account

## Strategic Planning Update

NPL's staff is busy making plans for the next five years, based on community feedback and our new strategic plan. [Click here](#) to see an overview of the plan, as well as our new mission, vision and values.

You might notice some changes already taking place, with new shelving and furniture configurations to maximize space, upgraded WiFi throughout the building, the addition of a 10th study room, the Lucky Day collection extending to a 14-day loan period and much more coming throughout 2024 and beyond!

[View Plan](#)

## Novi Parent Camp 2024 with Author Maria Dismondy

Mon, Feb 5, 7-8pm

Whole Meeting Room

Join local author Maria Dismondy for an intimate conversation. Sunny Side Upbringing is a simple parenting toolkit designed to make your life easier and more fulfilled by keeping your family values on the forefront of daily life.

*Free childcare will be provided in the room next to the presentation. Children must be ages 5 and older and potty trained.*



Pauly the Polar Bear is back at [Lakeshore Lending Library](#) for another gift card giveaway! Visit the kiosk with your Novi library card, check out a DVD and you could win a gift card to the Novi Library Café!

Lakeshore Lending Library is located at 601 S Lake Dr in Lakeshore Park.

## Join Our New Book Club at Lakeshore Park!

Thu, Feb 15, 6:30pm

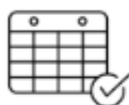
**Lakeshore Park Building, 601 S Lake Dr**  
Whether you live on the north side of Novi, or are just looking for something new, please join us for this monthly book club at the Lakeshore Park Building. This will be our first meeting and we will be discussing "Homegoing" by Yaa Gyasi.

[Register Here](#)

[Register Here](#)

## Save the Date!

Join the Friends of Novi Library for a Love Your Library Luncheon Fundraiser on **Sunday, April 14 from 11am-1pm** at Brentwood Grille. More information and registration coming soon!



## Programs

### Adult Programs

- [Cultural/International & ESL Programs](#)
- [2/5: Novi Parent Camp 2024](#)
- [2/6: Changing Negative Self-Talk \(Virtual\)](#)
- [2/6: Let's Talk About Love](#)
- [2/8: Coffee with the Superintendent](#)
- [2/13: Afternoon Read Book Club](#)
- [2/15: Lakeshore Park Book Club](#)
- [2/17: Strategize to Maximize: Unleashing Your Business Growth](#)
- [2/17: Chinese Cultural Celebration Craft](#)
- [2/19: More Than Motown](#)
- [2/21: Novi Photography Club Meeting](#)
- [2/22: Coffee with the Superintendent](#)
- [2/26: Genealogical Assistance](#)
- [2/26: Novel Idea Book Club](#)

### Youth Programs

- [Storytimes](#) (No Storytimes Feb. 5-10)
- [2/6: Lego Club](#)
- [2/28: Tail Waggin' Reading Buddies](#)

### Tween/Teen Programs

- [Teen Space](#)
- [2/20: Public Speaking and Communication Skills Workshop](#)

## Upcoming Meetings

**Friends of the Novi Library Meeting:** No meeting in February

**Novi Historical Commission Meeting:**

Wed, Feb 21, 7pm - Local History Room

**Library Board Budget Session:** Thu, Feb 1, 5:30pm - Board Room

**Library Board Meeting:** Thu, Feb 15, 7pm - Board Room



## More Than Motown

Mon, Feb 19, 6:30pm

Whole Meeting Room

Join us as we explore the deep-rooted music of Detroit including what goes beyond the expected sounds of Motown. Learn about the history and current connections between culture and music. Also, enjoy live music from talented musicians!

[Register Here](#)

COLLEGE tutors<sup>®</sup>

## Free SAT Practice Tests

Sat, 1-5pm

Mar 9, Apr 27

Whole Meeting Room

College Tutors will be hosting several free SAT practice tests. Taking a practice test is a great way to get familiar with the format of the test, identify your strengths and weaknesses and determine where to focus to achieve the best results.

- 2/23: [Teen Advisory Board Meeting](#)

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## All Ages

- 2/3: [Take Your Child to the Library Day](#)
  - 2/8: [NO-VI Chess Club](#)
  - 2/24: [Origami Workshop](#)
  - 2/29: [NO-VI Chess Club](#)
  - 2/29: [NO-VI Chess Club \(Experienced\)](#)
- 

Students must bring a calculator and two sharpened pencils, and are encouraged to bring a water bottle and snack. Students can arrive at least 10 minutes early for check in and to get a seat. They must be in the room no later than 1pm. No late admittance will be permitted, as this is to mimic a real testing environment.

[Register Here](#)



## Novi Library Café

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

### Café Hours: Mon-Fri, 10am-5pm

February weekly specials (valid Mon-Fri until 2pm):

- **Week of Feb 5** - Turkey Club Wrap with pop & chips for \$8
- **Week of Feb 12** - Strawberry Frapp & cookie for \$6
- **Week of Feb 19** - Italian Hoagie with pop & chips for \$8
- **Week of Feb 26** - Turkey Pesto Pizza with pop & chips for \$8



## Services

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### Delivery Services

NPL delivers library materials to several senior living locations twice a month. So there's no need to brave the cold for your next good read if you are a resident of Story Point Senior Living, Brookdale Senior Living of Novi, Meadowbrook Activity Center or Waltonwood Independent Living at Twelve Oaks.

If you or someone you know is interested in participating in our delivery program, please contact our Outreach Team at 248-869-7244.

### Digital Library Card

Novi residents 18 and older can now sign up for a digital Novi Public Library card completely online. A digital library card gives you instant access to all of our digital resources including Overdrive/Libby, Hoopla and more. Check out eBooks and eAudiobooks, access streaming movies and music and read magazines, without ever leaving your house!

If you decide you'd like to check out physical materials in the future, just visit the Circulation desk with your valid photo ID to upgrade your e-card.

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## Community Info

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### City of Novi Events

Travel Training: Using Public Transportation

Tue, Feb 6, 1-2:30pm

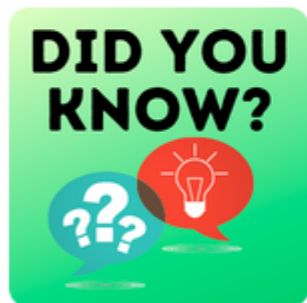
Pre-registration required at [cityofnovi.org](http://cityofnovi.org) or by calling 248-347-0414.

Find more City of Novi events in the [Engage recreation guide](#).

### COVID Tests Available

Free at-home COVID Test Kits are currently available at NPL. They can be picked up through the drive-up window only during regular Library hours of operation. No appointment is necessary. Limit of two (2) test kits per car.

Questions? Please call the MDHHS COVID Hotline at 888-535-6136.



### Preschool & Childcare Directory

NPL keeps an updated list of preschools and childcare providers on our website. The directory includes location, hours, ages and contact information.

[View Now](#)



### 2024 Adult Reading Challenge

Read all year with us! Pick up a bingo sheet at the 2nd Floor Reference Desk or sign up digitally using the Beanstack app! Winners will be drawn at the end of the year.

[Sign Up](#)





Daily use of the building by hour – January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1/1/2024 - Closed due to holiday	1/2/2024	1/3/2024	1/4/2024	1/5/2024	1/6/2023
	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0
	10-11am 0 0 0	10-11am 34 93 64	10-11am 32 84 58	10-11am 28 100 64	10-11am 41 83 62	10-11am 56 133 95
	11am-12p 0 0 0	11am-12p 80 75 78	11am-12p 74 58 66	11am-12p 81 80 81	11am-12p 52 59 56	11am-12p 106 110 108
	12-1pm 0 0 0	12-1pm 98 108 103	12-1pm 59 82 71	12-1pm 80 58 69	12-1pm 81 66 74	12-1pm 102 156 129
	1-2pm 0 0 0	1-2pm 120 123 122	1-2pm 71 89 80	1-2pm 72 71 72	1-2pm 69 101 85	1-2pm 97 96 97
	2-3pm 0 0 0	2-3pm 103 110 107	2-3pm 9 83 46	2-3pm 77 91 84	2-3pm 68 79 74	2-3pm 167 140 154
	3-4pm 0 0 0	3-4pm 99 96 98	3-4pm 91 83 87	3-4pm 97 82 90	3-4pm 100 89 95	3-4pm 189 155 172
	4-5pm 0 0 0	4-5pm 116 89 103	4-5pm 103 84 94	4-5pm 86 72 79	4-5pm 111 91 101	4-5pm 106 94 100
	5-6pm 0 0 0	5-6pm 108 97 103	5-6pm 97 67 82	5-6pm 100 80 90	5-6pm 154 86 120	5-6pm 124 48 86
	6-7pm 0 0 0	6-7pm 111 156 134	6-7pm 79 79 79	6-7pm 86 112 99	6-7pm 0 0 0	6-7pm 0 5 3
	7-8pm 0 0 0	7-8pm 142 56 99	7-8pm 86 54 70	7-8pm 101 62 82	7-8pm 0 0 0	7-8pm 0 0 0
	8-9pm 0 0 0	8-9pm 74 22 48	8-9pm 50 33 42	8-9pm 70 36 53	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
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						942
1/7/2024	1/8/2024	1/9/2024	1/10/2024	1/11/2024	1/12/2024	1/13/2023
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1-2pm 88 104 96	1-2pm 67 81 74	1-2pm 48 56 52	1-2pm 67 59 63	1-2pm 47 46 47	1-2pm 53 46 50	1-2pm 43 42 43
2-3pm 75 100 88	2-3pm 112 165 139	2-3pm 96 154 125	2-3pm 84 146 115	2-3pm 67 180 124	2-3pm 93 121 107	2-3pm 48 50 49
3-4pm 87 75 81	3-4pm 152 157 155	3-4pm 150 133 142	3-4pm 128 165 147	3-4pm 164 149 157	3-4pm 109 68 89	3-4pm 67 68 68
4-5pm 730 103 417	4-5pm 152 145 149	4-5pm 148 128 138	4-5pm 155 104 130	4-5pm 171 138 155	4-5pm 70 19 45	4-5pm 67 45 56
5-6pm 149 73 111	5-6pm 145 87 116	5-6pm 125 97 111	5-6pm 133 121 127	5-6pm 136 84 110	5-6pm 14 6 10	5-6pm 72 25 49
6-7pm 0 0 0	6-7pm 119 82 101	6-7pm 86 117 102	6-7pm 96 98 97	6-7pm 121 151 136	6-7pm 0 0 0	6-7pm 0 0 0
7-8pm 0 0 0	7-8pm 71 48 60	7-8pm 91 54 73	7-8pm 13 76 45	7-8pm 108 95 102	7-8pm 0 0 0	7-8pm 0 0 0
8-9pm 0 0 0	8-9pm 34 12 23	8-9pm 74 14 44	8-9pm 100 33 67	8-9pm 136 32 84	8-9pm 0 0 0	8-9pm 0 0 0
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2-3pm 62 80 71	2-3pm 60 58 59	2-3pm 38 58 48	2-3pm 51 63 57	2-3pm 77 153 115	2-3pm 89 125 107	2-3pm 114 151 133
3-4pm 45 51 48	3-4pm 51 80 66	3-4pm 63 49 56	3-4pm 73 65 69	3-4pm 128 166 147	3-4pm 119 155 137	3-4pm 133 142 138
4-5pm 79 73 76	4-5pm 83 79 81	4-5pm 81 78 80	4-5pm 83 75 79	4-5pm 166 153 160	4-5pm 181 141 161	4-5pm 173 133 153
5-6pm 113 46 80	5-6pm 73 51 62	5-6pm 78 78 78	5-6pm 76 93 85	5-6pm 13 91 52	5-6pm 174 74 124	5-6pm 189 78 134
6-7pm 17 0 9	6-7pm 60 46 53	6-7pm 79 61 70	6-7pm 78 115 97	6-7pm 106 93 100	6-7pm 27 4 16	6-7pm 0 0 0
7-8pm 0 0 0	7-8pm 57 20 39	7-8pm 57 38 48	7-8pm 12 87 50	7-8pm 95 65 80	7-8pm 4 3 4	7-8pm 0 0 0
8-9pm 0 0 0	8-9pm 22 3 13	8-9pm 67 18 43	8-9pm 153 16 85	8-9pm 87 19 53	8-9pm 5 5 5	8-9pm 0 0 0
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10-11am	0	0	0	10-11am	28	98	63	10-11am	11	89	50	10-11am	36	84	60	10-11am	28	88	58	10-11am	42	96	69	10-11am	42	96	69	10-11am	67	199	133
11am-12p	0	0	0	11am-12p	91	73	82	11am-12p	50	48	49	11am-12p	66	44	55	11am-12p	44	51	48	11am-12p	144	200	172	11am-12p	144	200	172	11am-12p	131	102	117
12-1pm	46	138	92	12-1pm	65	61	63	12-1pm	46	52	49	12-1pm	49	69	59	12-1pm	66	61	64	12-1pm	111	80	96	12-1pm	111	80	96	12-1pm	104	103	105
1-2pm	70	80	75	1-2pm	43	40	42	1-2pm	54	75	65	1-2pm	52	57	55	1-2pm	82	89	86	1-2pm	87	83	85	1-2pm	87	83	85	1-2pm	121	122	122
2-3pm	97	111	104	2-3pm	75	181	128	2-3pm	60	62	61	2-3pm	79	167	123	2-3pm	116	172	144	2-3pm	82	60	71	2-3pm	82	60	71	2-3pm	102	120	111
3-4pm	98	81	90	3-4pm	160	182	171	3-4pm	69	66	68	3-4pm	186	208	197	3-4pm	146	165	156	3-4pm	63	69	66	3-4pm	63	69	66	3-4pm	142	140	141
4-5pm	76	70	73	4-5pm	162	118	140	4-5pm	76	76	76	4-5pm	150	98	124	4-5pm	178	126	152	4-5pm	112	90	101	4-5pm	112	90	101	4-5pm	152	134	143
5-6pm	141	46	94	5-6pm	155	122	139	5-6pm	93	66	80	5-6pm	143	89	116	5-6pm	115	92	104	5-6pm	122	63	93	5-6pm	122	63	93	5-6pm	218	102	160
6-7pm	0	0	0	6-7pm	123	113	118	6-7pm	77	42	60	6-7pm	100	123	112	6-7pm	114	118	116	6-7pm	16	3	10	6-7pm	16	3	10	6-7pm	30	77	54
7-8pm	0	0	0	7-8pm	99	84	92	7-8pm	39	33	36	7-8pm	75	53	64	7-8pm	95	47	71	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	3	5	4
8-9pm	0	0	0	8-9pm	115	25	70	8-9pm	53	19	36	8-9pm	100	16	58	8-9pm	79	31	55	8-9pm	5	6	6	8-9pm	5	6	6	8-9pm	89	24	57
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
			527				1,107				628				1,022				1,052				767								
1/28/2024				1/29/2024				1/30/2024				1/31/2024																			
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	27	96	62	10-11am	24	49	37	10-11am	29	52	41																
11am-12p	0	0	0	11am-12p	60	68	64	11am-12p	28	32	30	11am-12p	38	55	47																
12-1pm	62	149	106	12-1pm	90	82	86	12-1pm	16	27	22	12-1pm	51	58	55																
1-2pm	83	97	90	1-2pm	58	68	63	1-2pm	26	29	28	1-2pm	65	65	65																
2-3pm	118	138	128	2-3pm	99	146	123	2-3pm	81	146	114	2-3pm	90	162	126																
3-4pm	98	88	93	3-4pm	163	232	198	3-4pm	68	40	54	3-4pm	148	170	159																
4-5pm	103	52	78	4-5pm	183	139	161	4-5pm	72	66	69	4-5pm	184	130	157																
5-6pm	132	55	94	5-6pm	172	104	138	5-6pm	64	62	63	5-6pm	152	121	137																
6-7pm	0	0	0	6-7pm	107	127	117	6-7pm	77	70	74	6-7pm	104	88	96																
7-8pm	0	0	0	7-8pm	74	65	70	7-8pm	48	49	49	7-8pm	75	68	72																
8-9pm	0	0	0	8-9pm	112	24	68	8-9pm	68	19	44	8-9pm	97	22	60																
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0																
			588				1,148				581				1,012																

## Information Technology Report by Jeffrey Smith – January

### General

To help improve the sound options in our East and West meeting rooms, the IT Team worked with Tel Systems to add individual volume controls to our 4 handheld and 4 lapel microphones. The menu is hidden, to prevent unauthorized changes.



New menu in our East and West meeting rooms

We also installed a new replacement Handheld mic in the West Meeting Room, and sent several mics and a receiver out for warranty repair.



New microphone in the West meeting room

We replaced a broken AWE Learning workstation from the floor with a spare one that we had in our inventory.



AWE Workstation in our Early Literacy area – deployed from our inventory

And we completed a major clean-up of our IT work area, including shipping out a van load of Electronic Recycling items.



Recently cleaned-up IT Work Area

Some other projects the IT Department made progress on in January:

- Maintenance to the POTS Telephone lines
- Removed obsolete iPads from the youth area
- Guest Scan-to-Email capabilities
- Remote connection to Lakeshore 24/7 Lending Library
- Staff PC and Monitor Refresh
- Cell Phone update with Verizon Mobile Device Manager
- FY25/26 IT Budget
- Mid-year Staff Performance Appraisals

### iCube

- We held 279 iCube appointments in January
  - 48 3D prints
  - 1 3D scans
  - 15 Adobe Creative Cloud projects
  - 19 Cricut crafts
  - 2 Carvey projects
  - 44 Creative Kits
  - 22 Digital Conversions
  - 44 Heat Press jobs
  - 15 Laser projects
  - 21 Photo Prints
  - 6 Sewing/Embroidery projects
  - 42 Sublimation prints

Our iCube staff spends much of their time and resources assisting guests – but they also need to do prep work for classes, maintenance on the equipment, making sample projects, and designing creative kits. Follows are some pictures of projects and samples that they have been working on.

Mary helped a guest print to several mugs with help from our Sawgrass Printer



Anna B worked on a window cling to celebrate the Chinese New Year



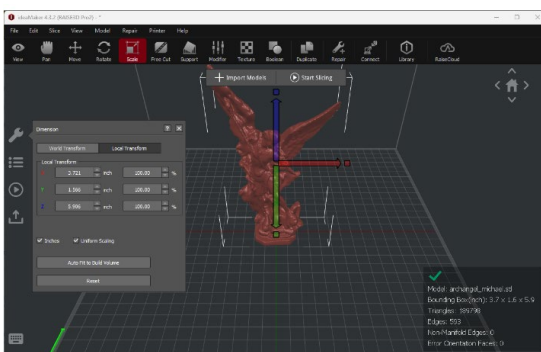
Anna B and Dominic worked on sublimating some Latte Mugs as samples for our guests



Jess worked on designing some laser cut book stands



Anna J worked on prepping a 3D Printing job for a guest



Mary and Dominic created a test Bee on the Carvey



### Training

Staff training for Verkada Security Cameras uploaded to eWeb. No other training this month.

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

In the past month the Facilities Department has closed 7 Facilities tickets, 46 Meeting Room Requests and has updated 351 Periodic Maintenance tickets.

- The HVAC software/controller upgrade project has begun by vendor. Phase 3 and phase 4 are soon to be completed.
- Mixing Box #4 has received a new blower motor and relay completed by vendor.
- The staff breakroom refrigerator has been defrosted and cleaned.
- The staff breakroom refrigerator has been updated with LED light bulbs.
- The staff break room sink has been repaired due to low water pressure on the cold water side. It was found that the rubber flat washers inside the stop valves have deteriorated and clogged the lines. The washers were replaced and the lines were cleared of obstruction.
- An order of Ice Melt was made and received from vendor.
- Two hanger hooks were installed in the iCube for hanging display purposes.
- Numerous light ballasts were changed throughout the building.
- The "NO PARKING" "NO STANDING" sign outside the main entrance had been bumped by a vehicle and the post base has broken away from the concrete. Service was requested to DPW for repair. For safety the sign post was removed from the base and the base was marked with traffic cones until repairs are made.

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

#### **News and Notes**

- Betty Lang, Collections Specialist, has announced that she is retiring in February after more than 35 years of service at NPL. We are grateful for Betty's many years of service and wish her well in her next chapter.
- We have a brand new shelving area along the stairs near the 1<sup>st</sup> Floor Information Desk. These deeper shelves now house the STEAM Kits and Special Needs Collection, with room for additional items of similar size in the future. The NEW Youth and Tween books have moved to the area where the STEAM Kits used to be, allowing room for growth of the Youth International Collection.





- The “Cozy Up with a Good Book Winter Reading Challenge” is ongoing from December 1 through February 29. Guests who complete four Beanstack badges in a month will be entered into a raffle to win a coupon for the iCube. Three winners will be picked each month of the challenge.
- Interviews for the open Sunday Librarian position have begun
- Staff completed entries for Spring Engage magazine
- Staff attended committee meetings for iCube, Strategic Planning, Catalog Inventory Project, Building Policy, Customer Service

### Professional Development

- “Little Books, Big Feelings” webinar – Emily, Danielle, Jen
- “The Prepared Leader: Emerge from Any Crisis More Resilient than Before” webinar – Lindsay
- “Combating Racism in Libraries: Creating Spaces to Education and Inform Our Communities” – Anna
- “Library Makers Took Talk: Navigating AI in the Library” – Anna, Mary
- “Canva 2.0 for Libraries” webinar – Kirsten, Austin
- “Black Voices in Celebration of Black History Month” webinar – Kirsten, Danielle, Austin
- “Displays: the Good, the Bad and the Ugly” webinar – Kirsten
- “Libraries Foster Social Connection: Responding to the Epidemic of Loneliness and Isolation” webinar – Danielle
- “What’s Your Bounce-Ability? Thrive in Times of Change” 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 digital tech support: Mary
  - TLN Teen Services Committee: Anna

### IS Staff Outreach

- Preschool Outreach at Little Birds Montessori, and A Growing – Emily
- Novi ECEC Special Education Class Visit – Emily
- Bringing the Music to You outreach concerts at Fox Run, Waltonwood, Story Point and Meadowbrook – Gail
- Novi Mental Health Alliance meeting – Emma, Austin
- Digital Demos at Brookdale and Storypoint – Emma, Mary, Hillary

- Outreach visit at Lakes of Novi – Emma
- Meadowbrook Book Club – Emma
- Novi Chamber Network B4 Nine – Emma, Hillary
- Novi Chamber seminar at Fox Run – Emma
- Ribbon Cutting (Sherwin-Williams) – Hillary
- Homeschool group library tour/visit – Lindsay, Taylor
- Novi Woods Elementary Multicultural Night – Shannon



### Adult Programs

- Knit 2gether Knitting Group (4) – 25
- Spanish Conversation Group – 10
- English Conversation Group – 10
- Afternoon Read Book Club – 13
- Novel Idea Book Club – 9
- Strange Lands Book Club – 4
- Photography Club – 6
- Masterpiece Monday – 20
- Understanding Seasonal Affective Disorder (virtual) – 38
- Sleep Education for Everyone (virtual) – 28
- MLK Day Unity Celebration – 75

### Adult Displays

- **Adult Desk Display:** Lunar New Year
- **Feature Collection:**
  - Reading Challenge: Read an award-winning book
  - New Year, New Hobby





- **Business Spotlight:** National Mentoring Month

### Youth/Tween/Teen/Family Programs

- Baby Time (2) – 47
- Tot Time (2) – 92
- Time for Twos and Threes (4) – 86
- Fun with Fours and Fives (3) – 45
- Family Story Time (3) – 218
- Lego Club – 56
- Teen Advisory Board (TAB) – 3
- Chess Club – 50
- Tail Waggin' Reading Buddies – 12
- Camp Half Blood Party – 17
- Raised Salt Party – 50
- Preschool and Childcare Resource Fair – 75
- Tween Slime Party – 40
- Under the Sea Grab and Go Kit – 48

### Youth/Tween/Teen Displays

- **Teen Stop display – Tasty Treats**



- **Youth Feature Display –** Reading is Cool (books about snow/artic animals)
- **Youth Desk Display –** Winter Reading Challenge (Cozy Up with a Good Book)
- **New for You Kiosk**
  - **Libraries Are for Everyone:** National Braille Literacy Month, Winter, New Year's Day, National Trivia Day, Martin Luther King Jr. Day, Winnie the Pooh Day, Holocaust Remembrance Day, International Lego Day, 2023 Award Winners
  - **Featured Display:** MISElf in Books selections, from an annual list of inclusive books for Michigan learners selected by a committee of members of the Michigan Association of School Librarians (MASL)



Camp Half-Blood



MLK Jr. Day Unity Breakfast



Masterpiece Monday





Bringing the Music to You (with Marshall Allen)



## SUPPORT SERVICES DEPARTMENT MONTHLY UPDATE by Maryann Zurmuehlen – January

### 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.
- Attended a Strategic Planning Committee meeting on January 10<sup>th</sup>.
- Attended an IT Department budget meeting on January 16<sup>th</sup>.
- Held interviews for a 12-hour Shelver position on January 23<sup>rd</sup>.
- Held a Building Policy Committee meeting on January 23<sup>rd</sup>.
- Attended a TLN SASUG Zoom meeting on January 25<sup>th</sup>.
- Completing Mid-Year Performance Appraisal Reports.

### Circulation & Shelves

- Manager/Supervisor meetings were held the week of January 15<sup>th</sup>.
- Staff participated in several preparation meetings for the Collection Inventory Project.
- Supervisors are completing Mid-Year Performance Appraisal Reports.

### 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 participated in several preparation meetings for the Collection Inventory Project.
- Supervisor is completing Mid-Year Performance Appraisal Reports.

### Statistics (January 2024)

- **Cards Issued: 279**
- **Items Checked Out (NPL): 58,500**
- **Items Checked Out (LLL): 36**
- **Total Checkouts (NPL + LLL): 58,536**
- **Items Interloaned for NPL Patrons: 5,268 (92 through MeLCat)**
- **Items Interloaned to Other Libraries: 4,208 (183 through MeLCat)**
- **Items Added to the Collection: 1,615**
- **Items Discarded from the Collection: 3,036**
- **Drive-Up Window & Locker Hold Pickups: 46**
- **MAP Checkouts: 22**
- **Online New Card Registrations: 29**
- **Outreach:**
  - **NPL @ Your Door: 8 Mailer Bags / 22 Items**
  - **6 Facilities Visits / 46 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
<b>Cards Issued This Month</b>	373	334	370	548	314	225	279						<b>2,443</b>
↳ <i>Of Which, Online Registrations Totaled</i>	4	29	18	13	21	17	29						<b>131</b>
<b>Checkouts (NPL)</b>	67,511	62,374	53,996	52,951	51,559	50,745	58,500						<b>397,636</b>
<b>Checkouts (Lakeshore Lending Library)</b>	203	103	96	73	50	54	36						<b>615</b>
<b>Total Checkouts (NPL + LLL)</b>	67,714	62,477	54,092	53,024	51,609	50,799	58,536						<b>398,251</b>
<b>Items Borrowed</b>	4,525	4,983	3,985	3,886	3,716	3,439	5,268						<b>29,802</b>
<b>Items Loaned</b>	3,728	3,648	3,306	3,636	3,446	3,124	4,208						<b>25,096</b>
<b>Hold Pickups (Drive-Up &amp; Lockers)</b>	28	14	15	13	19	19	46						<b>154</b>
<b>MAP Pass Checkouts</b>	99	77	46	28	12	6	22						<b>290</b>
<b>Read Boxes</b>	392	453	373	160	0	0	0						<b>1,378</b>
<b>NPL @ Your Door (# of Bags)</b>	11	13	8	10	7	11	8						<b>68</b>
<b>NPL @ Your Door (# of Items)</b>	40	30	16	32	10	32	22						<b>182</b>

Year-to-Year Comparison				Read Boxes						
				May to October Totals						
				2019			2023			
				Youth	Adult	Total	Youth	Adult	Total	
		<b>JAN</b>	<b>JAN</b>	<b>Pavillion</b>	575	91	666	813	115	928
		<b>2024</b>	<b>2023</b>	<b>Rotary</b>	491	74	565	331	30	361
<b>Cards Issued This Month</b>		279	396	<b>ITC</b>	778	96	874	881	54	935
<b>Total Checkouts (NPL + LLL)</b>		58,536	60,234	<b>Brookfarm</b>	n/a	n/a	n/a	142	16	158
<b>Items Borrowed</b>	TLN	5,176	4,705	<b>All Combined</b>	<b>1844</b>	<b>261</b>	<b>2105</b>	<b>2167</b>	<b>215</b>	<b>2382</b>
	MeL	92	54							
		5,268	4,759							
<b>Items Loaned</b>	TLN	4,025	4,136	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.						
	MeL	183	113							
		4,208	4,249							

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							
March							
April							
May							
June							
FYTD	<b>398,251</b>	<b>43.04%</b>	<b>171,960</b>	<b>52,612</b>	<b>38,380</b>	<b>24,035</b>	<b>56,933</b>

Library Usage									
2022-2023 Fiscal Year					2023-2024 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	26,439	7,468	33,907	1,130	July	35,488	7,105	42,593	1,704*
August	26,252	7,248	33,500	1,117	August	24,612	4,137	28,749	1,106
September	22,293	8,056	30,349	1,124	September	50,117	6,560	56,677	2,099
October	26,053	8,864	34,917	1,126	October	29,335	1,636**	30,738	1,025
November	24,413	9,155	33,568	1,199	November	27,349	6,356	33,705	1,248
December	21,123	7,248	28,371	1,091	December	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				
March	26,395	7,248	33,643	1,085	March				
April	24,470	7,248	31,718	1,094	April				
May	23,598	5,020	28,618	1,022	May				
June	27,140	6,777	33,917	1,211	June				
<b>FYTD Total</b>	<b>299,849</b>	<b>88,828</b>	<b>388,677</b>	<b>1,127</b>	<b>FYTD Total</b>	<b>213,741</b>	<b>40,641</b>	<b>254,382</b>	<b>1,332</b>

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

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

Computer Logins											
2022-2023 Fiscal Year						2023-2024 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,224	46,582	47,806	1,594	269	July	1,128	38,208	39,336*	1,573*	237*
August	1,310	47,479	48,789	1,626	289	August	1,250	44,166***	45,416	1,747*	265*
September	979	45,290	46,269	1,714	266	September	1,025	104,753	105,778	3,918	255
October	1,066	53,634	54,700	1,765	288	October	1,102*	182,259	183,361*	6,112*	292
November	963	51,914	52,877	1,888	263	November	1,021	180,487	181,508	6,723	263
December	883	14,326	15,209	585	253	December	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					
March	1,122	32,663	33,785	1,090	294	March					
April	1,026	54,630	55,656	1,919	272	April					
May	889	44,893	45,782	1,635	274	May					
June	1,077	46,751	47,828	1,771	260	June					
<b>FYTD Total</b>	<b>12,609</b>	<b>547,730</b>	<b>560,339</b>	<b>1,629</b>	<b>3,267</b>	<b>FYTD Total</b>	<b>6,829</b>	<b>814,054</b>	<b>820,883</b>	<b>4,298</b>	<b>1,845</b>

\*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.



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			
March	457	8,727	19	March			
April	350	5,741	16	April			
May	278	4,684	16	May			
June	438	8,276	18	June			
<b>FYTD Total</b>	<b>4,684</b>	<b>87,799</b>	<b>18</b>	<b>FYTD Total</b>	<b>4,468</b>	<b>57,645</b>	<b>20</b>

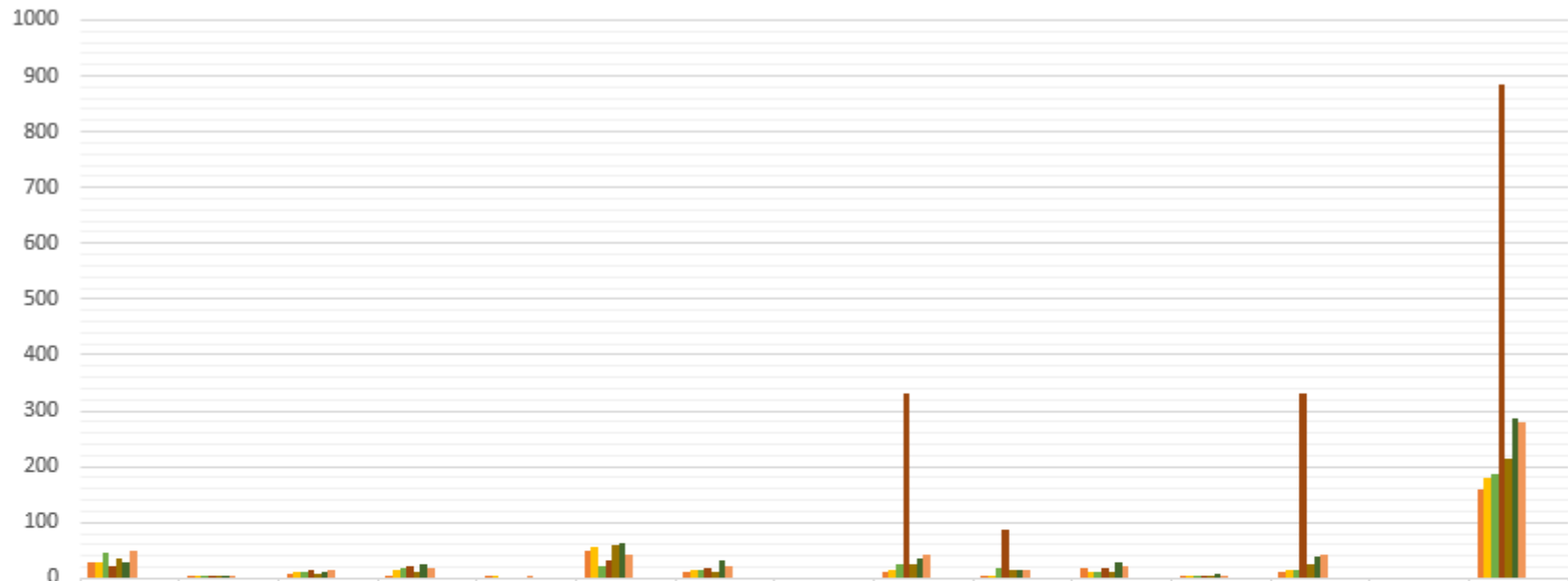
AWE Stats previously taken from AWE Customer portal. Beginning July 2023, portal is no longer available.

Stats are now downloaded from the 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																0
Mar																0
Apr																0
May																0
Jun																0
Sessions	240	117	124	121	31	476	5	160	0	14	84	489	330	0	29	2220

### iCube Usage 2022- 2023



	3D Printer	3D Scanner	Adobe CC	Cameo/Cricut	Carvey	Creative Kits	Digital Conversion	Form Box	Heat Press	Laser	Photo Printer	Sewing/Embroidery	Sublimation	Virtual Reality	Total
July	30	2	9	6	2	49	11	0	13	6	19	1	11	0	159
Aug	29	1	12	15	1	57	14	0	16	5	13	2	15	0	180
Sep	46	3	12	17	0	23	15	0	25	18	11	3	14	0	187
Oct	22	3	16	22	0	33	20	0	330	87	17	5	330	0	885
Nov	36	2	9	12	0	61	11	0	26	14	12	5	26	0	214
Dec	29	2	11	26	0	63	31	0	35	15	28	9	38	0	287
Jan	48	1	15	19	2	44	22	0	44	15	21	6	42	0	279
Feb															0
Mar															0
Apr															0
May															0
Jun															0

July Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

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					
March					
April					
May					
June					
<b>FYTD Total</b>	<b>14,276</b>	<b>3,941</b>	<b>1,638</b>	<b>117</b>	<b>2,374</b>

2023-2024 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,017	4,390	9,407	649	111
August	6,724	2,656	9,380	750	123
September	6,400	2,429	8,829	1,081	110
October	6,294	4,438	10,732	2,195	114
November	7,758	2,620	10,378	2,314	124
December	7,952	3,132	11,084	2,461	162
January	8,836	3,499	12,335	2,707	161
February					
March					
April					
May					
June					
<b>FYTD Total</b>	<b>48,981</b>	<b>23,164</b>	<b>72,145</b>	<b>12,157</b>	<b>905</b>

Recite Me (Website Accessibility Toolbar)											
2022-2023 Fiscal Year						2023-2024 Fiscal Year					
Month	Pages Viewed	Unique Users	Pages Viewed Per Session	Screen Reader	Translation	Month	Pages Viewed	Unique Users	Pages Viewed Per Session	Screen Reader	Translation
June	14,290**	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					
						March					
						April					
						May					
						June					
						FYTD Total	5,582	1,414		6,907	23,118

myLIBRO (Library App)							
2022-2023				2023-2024			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
June	n/a	1,786	189	July	57	1,488	100
*Available for download starting in June 2023, officially launched July 2023				August	1,166	25,673	2,961
				September	1,196	26,853	2,023
				October	1,373	49,714	2,566
				November	1,390	57,778	2,919
				December	1,390	67,496	3,281
				January	1,940	58,637	3,312
				February			
				March			
				April			
				May			
				June			
				FYTD Total		287,639	17,162

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		
March		
April		
May		
June		
FYTD	255	5079

**FRIENDS OF NOVI LIBRARY – No Meetings Scheduled for February & March**

# LOVE YOUR LIBRARY LUNCHEON



**Come join us! All the proceeds raised from this event will go directly to the Friends, who work tirelessly to support and enhance the Novi Public Library!**

The Friends of the Library is a volunteer organization committed to supporting the library's mission of providing access to knowledge, information, and ideas. They help provide funding for materials, programs, and services. By attending this event, you will be helping to support the Friends and the library, which is an essential resource for our community.

Mark your calendars and invite your friends and family to join us for a day of good food, great company, and a chance to give back to your community!



**Sunday, April 14, 2024**

11am-1pm



**Brentwood Grille**

43150 Grand River Ave.  
Novi, MI 48375



**\$50 per person**

Includes lunch, live entertainment, three-flight wine tasting or non-alcoholic beverages, raffles & games  
*Cash bar for beer and wine only*



**Registration begins February 26.  
Only 100 seats will be sold!**

Call the Administration Office at  
248-869-7204, (M-F, 10am-5pm)  
*Cash or check strongly encouraged  
due to credit card fees.  
No refunds after April 5*



**CITY OF NOVI HISTORICAL COMMISSION**

## **LIBRARY BOARD COMMITTEE REPORTS**

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

#### **GOALS**

1. Continued review of public policies

### **2. HR Committee - Meeting Held: Monday, January 22<sup>nd</sup>**

Committee discussed 5 Policies: Retirement, Vacation, Sick, Holiday and Personal Business. The Retirement Policy will be brought to the Library Board Budget meeting on February 1, 2024 to discuss the increase in employer contribution from 6% to 9%.

During the first budget discussion, Director Farkas was asked to obtain information from other libraries regarding contribution amounts. A list was provided to the board at the budget session on February 1, 2024. A copy of the City of Novi's current policy was also provided to the board members for comparison purposes. A draft of the policy was presented. A 2<sup>nd</sup> draft of the policy will be brought to the full Board on February 15, 2024 for approval. See current policy and recommended policy below.

#### **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.



## RETIREMENT PLAN PARTICIPATION POLICY

All full time permanent employees must participate in either the MERS Uniform Defined Benefit Plan, or the MERS Uniform Defined (401A) Contribution Plan, depending upon the date of hire. Both of these plans are administered by the City of Novi Human Resources Department.

### **MERS Uniform Defined Benefit Plan**

Full time permanent Library employees hired prior to July 1, 2007 are eligible for the Defined Benefit Plan contributions based on eligible earnings as follows:

- Vesting – 10 years of service.
- Guaranteed monthly benefit for members' lifetime based on formula: multiplier x years of service x FAC (final average compensation).
- Benefit amount not dependent upon investment performance (Employer responsible for funding accrued benefit).
- Retirement System responsible for investment decisions.
- Employer contributions actuarially determined by plan design and experience each year.
- Disability and Death Benefits – Duty and Non-Duty.

MERS (Municipal Employment Retirement System) forms and additional information can be located at: [www.mersofmich.com](http://www.mersofmich.com).

### **MERS Uniform Defined Contribution (401A) Plan**

All full time permanent Library employees hired after July 1, 2007 are eligible for bi-weekly contributions based on eligible earnings as follows:

- Employer Mandatory Pre-Tax Contribution – 6%
- Employee Mandatory Pre-Tax Contribution – 3%

The employee will be eligible to receive the amount contributed by the employer for the Defined Contribution Plan contributions based on the following vesting schedule:

- Upon completing 3 years of service – 25%
- Upon completing 5 years of service – 50%
- Upon completing 7 years of service – 100%

Loans are permitted. Transfers from other eligible plans are allowed.

The benefits summarized in this section are intended only as general information regarding the Municipal Employees' Retirement System of Michigan. They are not a substitute for Act. No. 220 of the Public Acts of 1996, and the MERS Plan Documents as revised. If any conflict occurs between the information in this summary and Act. No. 220 of the Public Acts of 1996, as amended, or the applicable MERS Plan Document, as revised, the provisions of Act. No. 220 and the MERS Plan Document govern.

NPL Employee Handbook: Amended September 21, 2011; Amended March 16, 2016; 2020; Amended May 28, 2020

Signed:

Melissa Agosta  
President  
Novi Public Library Board of Trustees



2<sup>nd</sup> Draft – 1<sup>st</sup> draft presented to Board on 2/1/24; HR Committee reviewed on 1/22/24



## RETIREMENT PLAN PARTICIPATION POLICY

### Policy

All full time permanent employees must participate in either the MERS Uniform Defined Benefit Plan, or the MERS Uniform Defined (401A) Contribution Plan, depending upon the date of hire. Both of these plans are administered by the City of Novi Human Resources Department.

#### **MERS Uniform Defined Benefit Plan**

Full time permanent Library employees hired prior to July 1, 2007 are eligible for the Defined Benefit Plan contributions based on eligible earnings as follows:

- Vesting – 10 years of service.
- Guaranteed monthly benefit for members' lifetime based on formula: multiplier x years of service x FAC (final average compensation).
- Benefit amount not dependent upon investment performance (Employer responsible for funding accrued benefit).
- Retirement System responsible for investment decisions.
- Employer contributions actuarially determined by plan design and experience each year.
- Disability and Death Benefits – Duty and Non-Duty.

MERS (Municipal Employment Retirement System) forms and additional information can be located at: [www.mersofmich.com](http://www.mersofmich.com).

#### **MERS Uniform Defined Contribution (401A) Plan**

All full time permanent Library employees hired after July 1, 2007 are eligible for bi-weekly contributions based on eligible earnings as follows:

- ~~Employer Mandatory Pre-Tax Contribution – 6%~~
- Employer Mandatory Pre-Tax Contribution – 9% (Effective July 1, 2024)
- Employee Mandatory Pre-Tax Contribution – 3%

The employee will be eligible to receive the amount contributed by the employer for the Defined Contribution Plan contributions based on the following vesting schedule:

- Upon completing 3 years of service – 25%
- Upon completing 5 years of service – 50%
- Upon completing 7 years of service – 100%

Loans are not permitted. Transfers from other eligible plans are allowed.

The benefits summarized in this section are intended only as general information regarding the Municipal Employees' Retirement System of Michigan. They are not a substitute for Act. No. 220 of the Public Acts of 1996, and the MERS Plan Documents as revised. If any conflict occurs between the information in this summary and Act. No. 220 of the Public Acts of 1996, as amended, or the applicable MERS Plan Document, as revised, the provisions of Act. No. 220 and the MERS Plan Document govern.

NPL Employee Handbook: Amended September 21, 2011; Amended March 16, 2016; Amended May 28, 2020.

Signed:

Novi Public Library Salary Structure 2024-2025									
Approved by Library Board:									
Draft: as of 1/31/2024									
2% increase for all areas									
Grade	Title	0 yrs. Minimum	10 yrs. Midpoint	20 yrs. Maximum	Range Width				
12	Director (FT - MLIS Required)	\$89,585.60 \$43.07	\$91,374.40 \$43.93	\$107,515.20 \$51.69	\$109,657.60 \$52.72	\$125,424.00 \$60.30	\$127,940.80 \$61.51	40.00%	
11	Assistant Director Operations (FT) Assistant Director Public Services - (FT - MLIS Required)	\$68,910.40 \$33.13	\$70,283.20 \$33.79	\$82,680.00 \$39.75	\$84,344.00 \$40.55	\$96,470.40 \$46.38	\$98,404.80 \$47.31	40.00%	Interim Currently Not Filled
10	Information Technology Department Head (FT; Certifications Required) Information Services Department Head (FT; MLIS Required)	\$55,265.60 \$26.57	\$56,368.00 \$27.10	\$68,910.40 \$33.13	\$70,283.20 \$33.79	\$80,392.00 \$38.65	\$81,993.60 \$39.42	40.00%	
9	Support Services Department Head (FT) Collections Specialist (FT; MLIS Required) Youth & Teen Services Supervisor (FT; MLIS Required) Communications Manager (FT) Systems Administrator (FT; Certifications Required) Building Operations Manager (FT; Certifications Required)	\$52,208.00 \$25.10	\$53,248.00 \$25.60	\$62,649.60 \$30.12	\$63,897.60 \$30.72	\$73,091.20 \$35.14	\$74,547.20 \$35.84	40.00%	Not Filled
8	Librarian (PT/FT) - MLIS Required (Electronic Services, Int'l Language, Teen, Youth, Literacy Spec.) Sunday Librarian Substitute Librarian (on call/varies)	\$49,712.00 \$23.90 \$21.00 \$20.00	\$50,710.40 \$24.38	\$58,427.20 \$28.09 \$21.00 \$20.00	\$59,592.00 \$28.65	\$67,121.60 \$32.27 \$21.00 \$20.00	\$68,473.60 \$32.92	35.00%	Fixed Rate Fixed Rate
7	Human Resources Specialist (FT) Communications Coordinator (PT/FT)	\$49,670.40 \$23.88	\$50,668.80 \$24.36	\$58,364.80 \$28.06	\$59,529.60 \$28.62	\$67,059.20 \$32.24	\$68,390.40 \$32.88	35.00%	Not Filled
6	Programming Coordinator Bookkeeper (PT)	\$43,430.40 \$20.88	\$44,304.00 \$21.30	\$51,043.20 \$24.54	\$52,062.40 \$25.03	\$58,635.20 \$28.19	\$59,800.00 \$28.75	35.00%	
5	Programming Assistant (Youth/Adult) (PT) Administrative Assistant (PT) Facilities Assistant II (FT) Intern (Info Services - Librarian, working on MLIS)	\$39,478.40 \$18.98	\$40,248.00 \$19.35	\$46,384.00 \$22.30	\$47,320.00 \$22.75	\$53,289.60 \$25.62	\$54,350.40 \$26.13	35.00%	Not Filled
4	Support Services Supervisor (FT/PT) Meeting Room Coordinator (PT) Facilities Assistant I (PT) Technology Supervisor (PT) Support Services Supervisor Substitute (on call/varies)	\$35,880.00 \$17.25	\$36,608.00 \$17.60	\$41,267.20 \$19.84	\$42,099.20 \$20.24	\$46,654.40 \$22.43	\$47,590.40 \$22.88	30.00%	Fixed Rate/Not Filled
3	Technology Assistant (PT) Office Assistant (PT) Technology Assistant Substitute (on call/varies)	\$34,320.00 \$16.50	\$35,006.40 \$16.83	\$39,478.40 \$18.98	\$40,268.80 \$19.36	\$44,616.00 \$21.45	\$45,510.40 \$21.88	30.00%	Not Filled Fixed Rate/Not Filled
2	Support Services Clerk (PT) Guest Relations Monitor Teen Space Monitor (PT) Outreach Driver Support Services Clerk Substitute (on call/varies) Intern (Info Services/Cube/IT/Graphic Designer - Required enrollment in 2-4 yr undergraduate program)	\$31,200.00 \$15.00	\$31,824.00 \$15.30	\$35,880.00 \$17.25	\$36,608.00 \$17.60	\$40,560.00 \$19.50	\$41,371.20 \$19.89	30.00%	Not Filled Fixed Rate Fixed/Not Filled
1	Shelver (PT) (Age 16+ Required) Shelver Substitute (on call/varies)	24,960.00 \$12.00	25,459.20 \$12.24	28,080.00 \$13.50	28,641.60 \$13.77	31,200.00 \$15.00	31,824.00 \$15.30	25.00%	Fixed Rate
		\$10.33		Minimum wage 1/2024					
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									

### 3. Finance Committee – No meeting held

#### GOALS

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

### 4. Events/Marketing/Fundraising Committee – No meeting held

#### 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

Meeting held on: February 7, 2024

Summary EMF Meeting 2-7-24 by Chair Dooley

#### Staff Updates

- Review the current Draft of the Support Library Brochure Discussion on Memorandum of Understanding with Friends to help donations utilize the 501c3 status
- Branding colors review from staff (see below)
- Postcard for North end will be printed and mailed by Feb 23rd
- Feb 26th registration starts for Love Your Library
- Trustee Burke suggested QR codes near the art and the displays like the butterfly wall to explain what people see throughout
- Wayfinding video on social was awesome (tax form wayfinding) and Trustee Dooley would love to see more and then create QR codes so people can look them up on their mobile phone in the library to find things
- Rec and Read was really successful (bingo card)

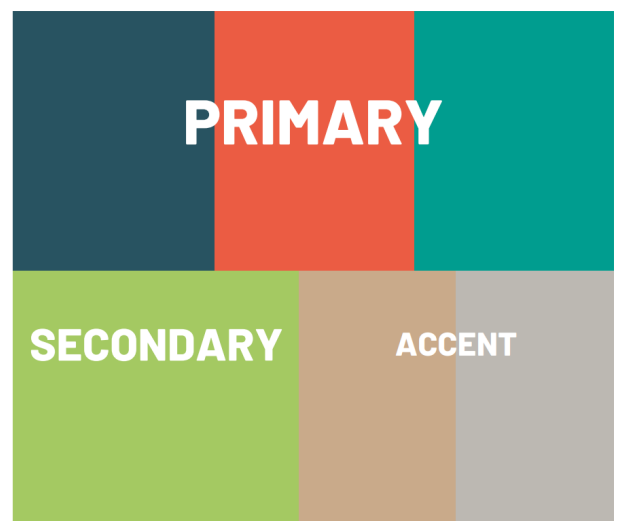
## New Brand Colors

Color is an important part of all brands. Brand colors are directly tied to an organization's reputation, recognition, and recall.

It's important to choose colors that are visually appealing and easy to recognize. Brands should select a primary color, as well as secondary colors that complement the primary color. These colors should be consistent across all branding materials, including the website, social media and marketing materials.



Cultivate Learning  
Inspire Creativity  
Foster Inclusivity



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

The next staff meeting is scheduled for: February 14<sup>th</sup>

**Novi Public Library  
STRATEGIC  
PLAN  
2023-2028**



**Mission**

Cultivate Learning  
Inspire Creativity  
Foster Inclusivity

**Vision**

A vital community hub  
for enrichment, exploration  
and understanding.

**Values**

**Welcoming and Inclusive Environment:** We embrace all voices and value diverse perspectives.

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

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

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

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

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



**Align Funding & Services**

**Challenge:**  
The funding vs. expected services gap

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



**Improve Internal Communications**

**Challenge:**  
Disconnected internal decision processes

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



**Adapt Resources, Services & Facilities**

**Challenge:** Need to align services & resources to funding

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



**Staff Investment & Retention**

**Challenge:** Staff engagement & turnover

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



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

To read the full strategic plan,  
visit our website at novilibrary.org.



## 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 held: January 31, 2024

Notes from DEI Committee Meeting 1-31-24 by Chair Kat Dooley

- Discussion of NPL Definition for Diversity, Equity, and Inclusion in public policy
- Staff to review trustee feedback - 1st draft will be ready for board review in March
- Upcoming 2024-2025 event: Human Library feedback/discussion

Next DEI Committee Meeting: Monday, March 11<sup>th</sup>

Director Farkas and her staff were asked to look at revisions to the Request for Reconsideration Form based on comments by Trustee Cherukuri. Since the DEI Board Committee has worked on the Collection Development Policy in the past, suggested edits of the form will be brought to the Board DEI Committee to review. Approval is not required by the full Board. Hillary Hentschel, Head of Information Services, is currently reviewing the form and comparing it to other libraries and their forms.

### 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

**Email from: Trustee Cherukuri**

**Date: February 3, 2024**

As we discussed after of DEI committee meeting, I have two related resolutions that I would like to make at the next board meeting. My hope is that they either get passed or referred to a committee for additional work.

I have not done specific resolutions before so I don't know how much detail is required - but let me start with the basic description. (For simplicity I am calling them 1a and 1b - i am hoping you, Mark and/or Kathy will advise as to whether they should be taken up together or as separate motions.

Resolution 1a. the Diversity, Equity, & Inclusion shall henceforth be known as the Diversity and Inclusion committee, and goals reference equity be removed and restated in terms of Diversity and Inclusion.

Diversity and Inclusion are well defined and well understood concepts - which almost no one disagrees with. Indeed they are what make Novi such an inviting and successful community.

The problem of "equity" is that it has rarely been designed or given much thought by most of the organizations that reflexively adopted it in recent years. The fact is that Equity theory - as freely admitted to by its proponents - has its roots in marxism.

Equity is not equality. It is a promise of equal outcomes, demanding distortive actions until they are achieved (or the goal posts are again moved). It is not an equality of opportunity, it is an equality of outcomes.

It is very confusing to the staff - because at face value, it means that all decisions regarding programming and materials must be made through a lens of numerical substitution. It also implies that we should not hire or promote any caucasian staff until our Library "represents the community."

At its core, Marxism is not about lifting up - it is about tearing down. It is an unAmerican value that has snuck in like the Camel's nose under the tent.

An excellent article on the subject is shared below.

Resolution 1b. I would like to add the concept of "Community Input" or "Community Expectations" or "Community Standards" to the D&I Committees charter (assuming 1a is successful) .

During our collections policy discussions, my recommendations that we consider resources or labelling to advise parents of content in childrens books was referred to the DEI Committee. At first I was wondering why the DEI committee was asked to evaluate such proposals. I realized that no committees that deal with community expectations or community concerns regarding our collection policy.

Currentlty our citizens only recourse is to challenge a specific item through the reconsideration request. There is no mechanism by which the Board or the Citizenry can raise policy level concerns. For example a challenge of a book containing images of Male frontal nudity in a



children's book - even if successful - would only apply to that book. It would not prevent a half a dozen similar books being added to the collection in the months after.

While I largely prefer to allow our librarians to exercise their expertise - as a board there needs to be mechanisms of oversight. Just as the Trustees retains ultimate spending oversight, which we guide at a high level through budget and policies. Especially in areas like Diversity and Inclusion, it is important that we not just have our staff rely on far off experts, but incorporate local inputs as well.

A comical thing happened in the Novi Community School District - where by the Superintendent published a "diversity calendar" that included fictitious Hindu Holidays, and was missing actual Indian ones. It turned out their staff had relied on a website of some California group of self proclaimed Hindus, who were neither Indian nor Hindu in origin. They had created holidays of their own for their children (nothing wrong with that) but these were the holidays actually celebrated by the many Indians and Hindus in our community. If they wanted to celebrate real diversity - it would have been easy enough to look up the calendars of the 3 nearby temples which most of the Indians here attend (They have websites too).

It is especially

## Equity Is Justice, Redefined

By [Richard Porter](#)

February 01, 2024

Diversity and inclusion are not what's wrong with DEI.

"Diversity" and "Inclusion" are apple-pie American concepts that echo our national motto: out of many, one; from diversity, inclusion, and unity.

What DEI proponents have cleverly done, though, is sandwich between two "good" words a third word with ancient roots that they have vested with a new, radical meaning and evil implications. That word is "Equity."

Equity arose in Anglo-American legal history as a procedure by which an injured party could petition the king to right a wrong that the rule of law did not address.

For example, under law, damages were the sole remedy for a person who suffered a tort or breach of contract, but the law did not provide an adequate remedy for an ongoing, or not-yet-completed, wrongful action. In these events, the British king (or his chancellor) could step in and command the wrongdoing to stop.

In the U.S., the mechanics of "equity" were folded into the rule of law more generally. Courts administer equity and law the same way: on a case-by-case base with legal reasoning applied to the facts in light of how prior cases with similar facts were resolved.

So, in our traditional usage, equity is encompassed within the rule of law. In our system of government of, by, and for the people, in which all people are created equal, there is no king above the law who is permitted to take actions outside the law.

Still, the ancient idea of the king "doing justice" through equity made "equity" a synonym for "justice" in common usage.

But the E in DEI is not a call for "justice" in the ordinary sense of remedying an individual wrong based on particular facts. Instead, it is a call for "social justice" based on a theory: the idea that whites, Jews, and Asians are oppressors and everyone else is oppressed. To the DEI self-styled "anti-racist," every aspect of society and every institution is tainted by "white supremacy," and the color-blind ideal of traditional American liberalism is not sufficient to remedy racism that's built into institutional DNA.

So, in DEI speak, equity is a call for revolution; it's a call to overturn all government, economic, and social institutions and the rule of law itself because all institutions are, by their nature, unjust to oppressed groups – or so they say.

Equity turns the American ideal of equality and equal justice under the law upside down. Under DEI, individuals should benefit (and others suffer) based on skin pigment, gender, or ethnicity, not because of what they have done, and without any finding of a particularized injury or wrongdoing, all because of events long past involving people long dead.

DEI establishes a modern caste system, in which rights and benefits are assigned by a group in order to achieve “social justice;” we may have been created equal, but some are more equal than others, according to the “equity” ideologue.

The oppressor/oppressed framework for assessing “social justice” also drives DEI’s “intersectionality” logic: disparate groups who suffered discrimination in the past (excluding the Irish, Poles, Jews, and other disfavored whites) have a common interest in “social justice.” Intersectionality theory is why DEI ideologues hold the improbable idea that the U.S. civil rights struggle is linked to Middle Eastern conflicts.

Indeed, the response of DEI ideologues to Hamas’ Oct. 7 attack reveals much about the E between the D and the I: Palestinians are oppressed and Israelis are oppressors, so Hamas’ attack is equity, not an atrocity.

This immediate, weirdly enthusiastic embrace of Hamas’ evil-doing and the ongoing campus and other protests in support of Hamas raise the obvious question: If slaughter is justified in Israel, then what is acceptable in the name of equity in America, where DEI proponents believe “white supremacy” is an intractable systemic problem requiring the “deconstruction” of everything?

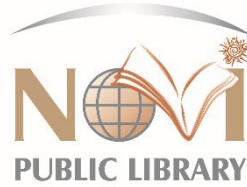
Americans of good faith reject racism and should, therefore, toss DEI’s unjust concept of “equity” on the ash heap of history while renewing our commitment to D&I in the pursuit of equal opportunity and equal justice for all.

Could this be why Joe Biden, who embraced “equity” instead of equality and equal opportunity from the outset of his administration, switched back to “equality” while speaking in Charleston recently, sidling away from the inhumanity of this ideology? Or was that merely a slip of the tongue by an old man harkening back to our earlier age?

We shall see. But, based on what we have already seen, it’s clear that the E between the D&I spells an end to equal opportunity and equal justice for all, an end that would be inhumane, brutal, and evil.

**This article was originally published by RealClearPolitics and made available via RealClearWire.**





## LIBRARY CLOSINGS 2024

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

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

### LIBRARY BOARD MEETINGS

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

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

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

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



## Library Board Calendar

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

### 2024

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

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

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