



Agenda

Novi Public Library Board of Trustees
Thursday, February 13, 2025
at 7:00 p.m.
Location: City of Novi – Council Chambers

Mission: Cultivate Learning, Inspire Creativity, Foster Inclusivity

DEI Statement (Approved November 20, 2024): The Novi Public Library is committed to ensuring that every Novi community member, library guest, Board of Trustee member, library staff and volunteer, is 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, Kat Dooley

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

Approval of Agenda.....1-3

Consent Agenda

- 1. Approve Minutes of: January 9, 2025 - Regular Board Meeting4-9
- 2. Approve Minutes of: January 18, 2025 – Board Budget Session #1 10-14
- 3. Approve Minutes of: February 6, 2025 – Board Budget Session #2..... 15-19
- 4. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#647) 20-22

Presentations

- 1.N/A

Public Comment

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

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

Reports

- 1. Student Representatives Report –January 2025..... 23-24
- 2. President's Report (Mark Sturing)-N/A
 - A. 2023-2024 Annual Report – updated as of 1/3/25 25-26
 - B. 2024-2025 Board Committee Assignments27
 - C. Election of Officers – March 27, 2025 coordinated by Secretary Kat DooleyN/A
 - D. Committee Appointments – May 8, 2025N/A

3. Treasurer’s Report (Brian Bartlett)	
A. Future Approvals from the City: 3rd Qtr. budget amendment will go to council April 21. In order to incorporate all changes, information is needed by April 14th. 4th Qtr. budget amendment will go to council June 16th. In order to incorporate all changes, we will need by June 9th.	
B. 2024-2025 Library Budget Fund 271.....	28-30
C. 2024-2025 Contributed Fund Budget 272.....	31
D. Financial Report January 2025.....	32
E. Library Fund 271 Expenditure & Revenue Report as of January 31, 2025.....	33-35
F. Library Fund 272 Contributed Fund as of January 31, 2025.....	36
G. Balance Sheets for Funds 271 and 272 as of January 31, 2025.....	37-38
4. Director’s Report (Julie Farkas)	39-45
A. Information Technology Report (Jeffrey Smith)	46-49
B. Facilities Report (Keith Perfect)	50
C. Information Services Report (No Dept. Head at the Time)	50-55
D. Marketing and Community Promotion (Dana VanOast)	56
E. Support Services Report (Sarah Mominee)	57
F. Library Usage Statistics	58-67
G. Friends of Novi Library – February 2025 newsletter; 25/26 Proposed Wish list	68-69
H. City of Novi Historical Commission – 11/20/24 Minutes; 12/18/24 Minutes; Approved 25/26 Budget	70-74

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 HeldN/A

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)
 - No Meeting heldN/A

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
(Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)
 - Meeting held on 2/4/25 to discuss the 25/26 proposed budgetsN/A

4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
(Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)
 - 2nd planning meeting held for 65th Anniversary on 2/5/25, next meeting scheduled for 3/6/25N/A

5. **Strategic Planning Committee:**
(Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Hillary Hentschel, Info Services)
 - No Meeting heldN/A

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

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

Matters for Library Board Action

- 1. Approve 2024/2025 Year End Budgets for Accounts 271 and 272 as of February 13, 2025 28-31
- 2. Approve 2025/2026 Proposed Budget for Accounts 271 and 272 as of February 13, 2025 28-31

Communications

- 1.N/A

Closed Session

- 1. None

Adjournment

Supplemental Information

- Library Board Calendar 2025.....78
- Library Closings 202579

2025 Future Events:

- 2/12/25: Friends of Novi Library Regular Meeting – NO MEETING
- **2/13/25: Library Board of Trustees Meeting at 7pm, City of Novi – Council Chambers (25/26 BUDGET APPROVAL)**
- 2/19/25: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **March is Reading Month**
- 3/12/25: Friends of Novi Library Regular Meeting – NO MEETING
- 3/19/25: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **3/27/25: Library Board of Trustees Regular Meeting, 7pm, Novi Public Library**
- **National Library Week – April 6 - 12**
- 4/9/25: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- **4/10/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 4/16/25: Novi Historical Commission Meeting at 7pm, Novi Public Library

Cultivate Learning. Inspire Creativity. Foster Inclusivity.
45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720
<http://www.novilibrary.org>

MINUTES

Initial Draft



**Library Board of Trustees – Regular Meeting
Initial Draft – MINUTES
January 9, 2025
City of Novi – Council Chambers**

Call to Order by President Mark Sturing

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Kat Dooley

Library Board – 6 board members were recorded present

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

Student Representatives

- Alexandra DeMore
- Alyna Dohadwala

Library Staff

- Julie Farkas, Director
- Amy Crockett, Recording Secretary

Approval of Agenda.....1-3

Trustee Dooley: Pointed out that the location listed at the top of the agenda still lists Novi Public Library, which was the location of the December meeting, but should be changed to the Novi Civic Center.

Motion: To approve the Agenda with meeting location changed

- Motion for Approval – 1st – Trustee Burke
- 2nd – Trustee Crawford

Motion passes – 6-0

Consent Agenda

- 1. Approve Minutes of: December 19, 2024 Regular Board Meeting.....4-12
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#646).....13-14

Trustee Sturing: Would like to add the Closed Session at the end of the meeting for Director Farkas' mid-year review to the Consent Agenda so they don't have to make a separate motion for it later.

Motion: To approve the Consent Agenda with the addition of the Closed Session
Motion for Approval – 1st – Trustee Crawford
2nd – Trustee Halvangis

Motion passes – 6-0

Presentations

No Presentations

Public Comment

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No Public Comment

Reports

- 1. Student Representatives Report – December 2024.....15-16

Trustee Burke: Asked about the tween grab and go kits.

Director Farkas: Explained that these are craft kits with supplies and instructions to make a craft at home.

- 2. President's Report (Mark Sturing).....N/A
 - A. 2023-2024 Annual Report – updated as of 1/3/25.....17-18
 - B. 2024-2025 Board Committee Assignments.....19

Trustee Sturing: The Annual Report has one update – it was discovered that the number for digital check-outs was incorrect, so it has been corrected. Trustees Sturing and Bartlett interviewed with the Novi City Council, looking for reappointment to the Library Board for the upcoming year. There were a few other candidates that were interviewed as well. Advised Board Members to start thinking about what committees they would like to be on for the next year.

Trustee Crawford: Reminded Board Members that their most important job is to make sure the library has all the resources they need to provide necessary services to the

community. As we come up on budget season, she recommends reacquainting yourself with the board manual and thinking about questions you might have about the budget.

Trustee Sturing: The first budget session is January 18. If there is a line item you would like to see more data or information about than just a number, now would be a good time to ask Director Farkas so she can have that prepared.

Director Farkas: The Board will not get a first draft of the budget until January 18. The first budget session will have a lot of discussion but no decisions will be made. She will have time to get questions answered before the second budget session.

Discussion about removing some of the columns from the budget spreadsheets that the Board gets in their monthly budget reports because they are unnecessary and make the spreadsheet harder to read.

3. Treasurer's Report (Brian Bartlett)

- A. 2024-2025 Library Budget Fund 271.....20-22
- B. 2024-2025 Contributed Fund Budget 272.....23
- C. Financial Report December 2024.....24
- D. Library Fund 271 Expenditure & Revenue Report as of December 31, 2024...25-28
- E. Library Fund 272 Contributed Fund as of December 31, 2024.....28-29
- F. Balance Sheets for Funds 271 and 272 as of December 31, 2024.....30-31

Trustee Sturing: Filling in for Trustee Bartlett who is absent. Discussed Revenue & Expenditure Report for Fund 271 on page 24. We are at the halfway point of the fiscal year and we have spent a little more than half of this fund. At the beginning of the fiscal year, we were projecting a \$500,000 deficit and now we are on pace for closer to a \$200,000 deficit.

Director Farkas: Mentioned that some expenses are not reflected in the report yet, and that the Head of Information Services position has been vacant most of this fiscal year, so those things are also leading to a lower deficit than expected.

4. Director's Report (Julie Farkas).....32-38

- A. Information Technology Report (Jeffrey Smith)39-42
- B. Facilities Report (Keith Perfect)43
- C. Information Services Report (No Dept. Head at the Time)43-45
- D. Marketing and Community Promotion (Dana VanOast)46
- E. Support Services Report (Sarah Mominee)47-48
- F. Library Usage Statistics.....49-58
- G. Friends of Novi Library – January 2025 Newsletter59
- H. City of Novi Historical Commission.....N/A

Director Farkas: Working with Delta Kappa Gamma on a children's book drive for a new Read Box at Jessica's Splash Pad this summer – over 800 books have been donated so far! Looking to start up the Tail Waggin' Reading Buddies program again. Partnering with Vibe Credit Union and Fox Run for a series of financial programs this winter.

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
 - Public Policy: Emergency Closing.....61

2. **HR Committee:** Review HR Policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - No Meeting Held.....N/A
 - Director’s Mid-Year Review – January 9, 2025 – Director has requested a Closed Session
 - HR Policy: Remote Work (2nd Draft)62-77

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - Meeting Held on 12/30/24.....N/A

4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Meeting to begin planning for 65th Anniversary of Library – 1/7/25.....N/A

Trustee Burke: There were lots of good ideas at the first planning meeting for the 65th anniversary event, which will take place in October 2025.

Director Farkas: Noted that future planning meetings will take place on a different day of the week so that the library’s Programming Coordinator will be able to attend.

5. **Strategic Planning Committee:**
 - Chair: Bartlett, Crawford, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A

6. **Building & Grounds Committee:**
 - Chair: Gawalapu, Sturing, Halvangis, 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

- No Meeting Held.....N/A

8. DEI: Diversity, Equity and Inclusion Committee:

- Chair: Dooley, Crawford, Halvangis, Staff Liaison: Julie Farkas
- No Meeting Held.....N/A

Matters for Library Board Action

3. Public Policy: Emergency Closing61

Trustee Sturing: This is just a small change to clarify that in the Director's absence, their designee can make the call about closing the library.

Motion: to approve the revisions to the Public Policy: Emergency Closing

Motion to Approve – 1st – Trustee Burke
 2nd – Trustee Crawford

Motion Passes – 6-0

4. HR Policy: Remote Work (2nd reading based on complete revision).....63-66

Director Farkas: Got answers to several questions from the previous meeting. If staff are working remotely and travel to an offsite work event, they will still be covered under the City of Novi's liability because they are on work time. While the amount of remote work available will be limited, we don't want to put a specific time limit in the policy so there is still some flexibility. Staff working remotely will use a library laptop and log in to our system through a VPN so everything will be secure.

Motion: to approve the HR Policy: Remote Work

Motion to Approve – 1st – Trustee Dooley
 2nd – Trustee Halvangis

Motion Passes – 6-0

Communications

No Communications

Closed Session

2. Director's Mid-Year Review

Adjournment

Motion: to adjourn at 8:03 PM

Motion to Adjourn – 1st – Trustee Crawford
 2nd – Trustee Burke

Motion Passes – 6-0

Supplemental Information

- Library Board Calendar 2025.....80
- Library Closings 202581

2025 Future Events:

- 1/15/25: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **1/18/25: Library Board Budget Session: 10am-1pm, Novi Public Library – Board Room, 2nd floor**
- 1/18/25: MLK Celebration Concert: 2-4pm, Novi Public Library – Whole Meeting Room
- **2/6/25: Library Board Budget Session: 6-8pm, Novi Public Library – Board Room, 2nd floor**
- 2/12/25: Friends of Novi Library Regular Meeting – NO MEETING
- **2/13/25: Library Board of Trustees Meeting at 7pm, City of Novi – Council Chambers (25/26 BUDGET APPROVAL)**
- 2/19/25: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 3/12/25: Friends of Novi Library Regular Meeting – NO MEETING
- 3/19/25: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **3/27/25: Library Board of Trustees Regular Meeting, 7pm, Novi Public Library – Board Room, 2nd floor**

2025-2026 Budget Narrative, Proposed 271 and 272 Library Budgets – Julie Farkas, Library Director

Director Farkas: There is information included in the Board packet about how the City of Novi does year-end projections, information about Library investments and about the Library's DB Pension.

Discussion about the Library's DB Pension, how the Library pays it and if we should change how we pay it. Board members would like more information from the City about the pension fund investments and their annual rate of return. Director Farkas will get this information.

A. 2024-2025 Year End

Director Farkas: Went through items in fund 271 and fund 272 that are being updated from the 2024-2025 Approved Budget for the 2024-2025 Year-End Budget. Significant unexpected costs for fund 271 were BMS software updates, HVAC mixing boxes, air curtain repairs, youth area painting and replacing a restroom accessibility button. Significant unexpected costs for fund 272 were a new firewall, electrical work on the new teen area, doors for the information desks, additional chair replacement for the 2nd floor public area and a reserve study of the Library to get a complete building analysis for future capital needs. We are spending less than budgeted in fund 272 for new parking lot lighting. With these updates, fund 271 is showing around a \$450,000 deficit for the year.

Trustee Sturing: Thinks the deficit will actually be much smaller by the end of the fiscal year.

B. 2025-2026 Budget Narrative – 1st Draft as of January 18, 2025

Director Farkas: Went through some of the highlights proposed in the 2025-2026 budget:

- Preliminary architectural plans for a 1st floor redesign, including the youth area and main entrance. The youth area should be upgraded to meet community needs and the main entrance should be looked at for better ways to optimize heating. We have gotten complains from both patrons and staff about how cold it is in the lobby and 1st floor.
- Parking lot update in summer 2025
- Replacing staff chairs, which are 14 years old
- Staff work area upgrades to create more private office spaces for managers using cubicle-type walls up to the ceiling with doors and soundproofing
- Adding 2 more of the single use booths for the public

Discussion about the single use booths. Board members would like more information about the current booth, like how many hours per day it is being used, how many people use it per day and the average amount of time people are spending in it. Also discussed branding and sponsorship opportunities for the single use booths. The first booth was purchased by the Friends of the Novi Public Library.

Director Farkas: Discussed employee compensation for 2025-2026. Minimum wage is increasing every year for the next three years, so that will have to be factored in. Proposing a 4% increase for all staff. The City is doing a 3% increase for their staff. The

Library wants to implement an employee tuition reimbursement program for next year. Included some statistics showing comparisons between Novi Public Library and Canton Public Library, which is a class 6 library with a significantly larger population than Novi. Our usage numbers are comparable and, in some cases, much higher. Also included answer to Board member question about the insurance policy for the library building.

Discussion about insurance on the library building. Board members think the amount seems very low because it would cost much more to build this building now, in addition to replacing everything inside. This insurance policy would not cover the Library in the case of a total loss.

C. 2025-2026 271 Library Fund Budget Document – 1st Draft as of January 18, 2025 (including projections for 2027-2030)

Director Farkas: Went through line items that have any significant change from the 2024-2025 budget. Moved 658.000 State Penal Fines down a little bit based on new legislation. Moved 665.000 Interest on Investments up a little bit.

Trustee Sturing: Thinks Interest in Investments will be higher and proposes moving it up to \$100,000. Also does not think 567.000 State Aid will see a decrease from this year to next, so proposes moving it up to \$66,000. Director Farkas will make those changes.

Discussion about how 669.500 Unrealized Gain (Loss) Invest is extremely hard to predict.

Discussion about 675.650 Library Café. Director Farkas wants to continue to not charge rent for the space because they are just breaking even as it is. But it has a lot of positives and is a great offering for patrons. Board members agreed.

Discussion about 704.000 and 705.000 Permanent and Temporary Salaries (respectively). Proposed budget included a 4% increase. Board members decided on 3% increase instead. Director Farkas will update these numbers, as well as 715.000 Social Security.

Director Farkas: 734.000 Computer Software/Licensing is going up due to high usage of Patron Point/Spring Share database and email marketing system. Keeping an eye on 744.000 Audio Visual Materials (CD/DVD) for the future due to declining use. 745.200 Electronic Media (Digital Books) is increasing 10% to meet growing demand. Will remove 742.666 Books – Misc. Grants and 801.925 Public Information (Cable) because they haven't been used in several years.

Discussion about 802.100 Bank Service Charges. The Library has to pay credit card fees when patrons pay for something with a credit card, including printing/copying, lost item fees, meeting room rentals, iCube supplies, etc.

Discussion that 820.000 Property & Liability Insurance might need to go up because Board members think the Library's building insurance is very low and should be increased.

Discussion about 851.000 Telephone going up so the Library can provide additional hotspots that can be checked out by patrons. The ones we already have are checked out constantly.

Discussion about 880.268 Library Programming and if it should be increased or stay the same as last year. Board members decided to increase it, but Trustee Bartlett mentioned to make sure increasing programming does not overburden staff, as this was a concern from strategic planning.

Director Farkas: Increased 956.000 Conferences & Workshops because the Public Library Association conference, which happens every other year, will be in 2025-2026. It is out of state and the Library always sends some staff.

Discussion about what 921.000 Heat, 922.00 Electricity and 934.000 Building Maintenance each cover. The Library does not have a dedicated building maintenance staff member for bigger projects. Is this something we might want to consider in the future? IT does do a lot of looking ahead to needs throughout the building and the reserve study planned for spring 2025 will help with some of this work as well.

Discussion about new line item 957.000 Tuition and Other Reimbursements for a new employee tuition reimbursement program. Putting \$7,000 toward it for first year to gauge the interest and see how it goes.

Director Farkas: There is a significant increase in 986.000 Technology for new staff and public computers, additional security cameras, etc. This could be moved to fund 272 instead. Board members decided to keep it in fund 271.

D. 2025-2026 272 Library Contributed Fund Budget Document – 1st Draft as of January 18, 2025 (including projections for 2027-2030)

Director Farkas: Went through line items that have any significant change from the 2024-2025 budget. 976.000 Building Improvements/Furniture includes parking lot updates, architect for 1st floor redesign plans, new staff chairs, staff work area upgrades to create more private offices and 2 more single use booths. For 976.140 Automated Return System (AST), this machine needs to be replaced soon, so the Library will be going out for bids this year. We may have to put a deposit down this fiscal year and then pay the remainder next fiscal year, but since we are not sure yet, these numbers could change.

Discussion about Fund Balance sheet for funds 271 and 272. The City of Novi requires a fund balance of at least 28% of your total annual expenditures. Director Farkas will redo this sheet because the numbers are incorrect.

Board Discussion pertaining to seeking additional operations monies from the Novi community in the future. Library's current building bond will sunset in 2026/2027

Discussion about how the Board would like to ask for the same amount in a new bond proposal so there is not an increase to taxpayers. The Library needs to work with the City because they also have some bonds coming up and it would be helpful to have their support. The Library typically has good support from the community and can also use statistics from strategic planning to show that in comparison to other libraries, we are doing more with less money.

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

Board Members' Individual Reflections

N/A

Director Updates

Get any additional questions about the 2025-2026 proposed budget to Director Farkas by Monday, January 27 so she has time to get answers and updates before the next budget session.

MLK Celebration at 2pm on January 18, 2025 – Novi Library

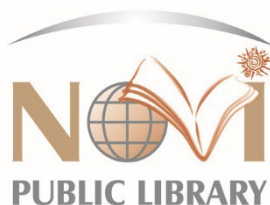
Upcoming Dates:

- 2025-2026 2nd Board Budget Session – Thursday, February 6, 2025
- 2025-2026 Budget Approval – Thursday, February 13, 2025

Adjournment

Motion: To adjourn the meeting at 1:41 PM

Motion passes – 7-0



Library Board of Trustees – Budget Session for 2025-2026

Initial Draft – MINUTES

February 6, 2025, 6:00 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 6:00 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary Dooley

Library Board – 6 board members were recorded as present

Mark Sturing, President – absent, excused

Kathy Crawford, Vice-President

Brian Bartlett, Treasurer

Kat Dooley, Secretary

Ajeeta Gawalapu, Board Member

Lori Burke, Board Member

Karla Halvangis, Board Member

Library Staff

Julie Farkas, Director

Amy Crockett, Recording Secretary

Trustee Crawford: Congratulated Trustees Sturing and Bartlett for being reappointed to the Library Board for another term.

Approval of Agenda

Motion: To approve the Agenda as presented

Motion for approval 1st – Trustee Bartlett

2nd – Trustee Halvangis

Motion passes – 6-0

Public Comment

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No Public Comment

2025-2026 Budget Narrative, Proposed 271 and 272 Library Budgets – Julie Farkas, Library Director

E. 2024-2025 Year End

Director Farkas: In budget 272, we increased the amount for Unknown Capital Improvements because a few things have come up recently and we want to make sure we have enough to cover them.

F. 2025-2026 Budget Narrative – 2nd Draft as of February 6, 2025

Director Farkas: Went through items that were updated since the first budget meeting:

- Got a response from the Novi City Manager regarding the Library's DB Pension fund. He does not recommend paying it down.
- Budget for Technology Capital Improvements has been moved from budget 271 to budget 272 based on feedback from the Library Board Finance Committee.
- A meeting for the Library's reserve study has been scheduled for June 2025. They will provide a review looking ahead 15-20 years.
- Feedback from the single user booth survey is positive. Librarians reported that it is in use regularly every day. Recommends keeping the one we have and moving forward with the two in next year's budget.

Discussion about the single user booths. There was some concern about if the number of people who are able to use them justifies the cost we would pay for them. Discussion about how it is good to have different options for patrons, and how having more single user booths may allow study rooms to be designated for groups of 2+. Director Farkas also mentioned they would be asking the Friends of the Novi Library to pay for one of the additional booths in next year's Wish List, so the Library may only be purchasing one.

Director Farkas: Went through more items that were updated since the first budget meeting:

- The City of Novi's personnel costs accounted for 75% of their 2024-2025 budget, while the Library's was 64%.
- Proposed salary structure updated to have shelvers' wages to line up with the new minimum wage, while increasing all other staff salaries by 3%.
- Found out that the City has an umbrella insurance policy for all City buildings, including the Library, which is somewhere around \$120 million.
- Recommends not adjusting the Library's operating hours at this time. We might have to look at cutting hours if we do not get additional funding in the future.
- Shared Library Café's budget, which shows them operating at a slight loss. However, they provide a great service to staff, students and other patrons and it does not cost the Library anything.
- Shared the Library's 2025-2026 Proposed Wish List for the Friends of the Library, which has been updated to include more money for the hugely popular Summer Songfest events, as well as money for promotional items in conjunction with the Library's 65th anniversary.

Discussion about additional promotional item ideas for the Library and the 65th anniversary.

- G. 2025-2026 271 Library Fund Budget Document – 2nd Draft as of February 6, 2025 (including projections for 2027-2030)

Director Farkas: Went through line items that were updated since the first budget meeting. Increased 567.000 State Aid and 665.000 Interest on Investments based on Trustee Sturing's recommendations. Kept 669.500 Unrealized Gain (Loss) Invest at the number the City gave. 704.000 Permanent Salaries and 705.000 Temporary Salaries were updated to reflect a 3% increase based on the Board's recommendation. 715.000 Social Security was updated because it is based on salary amounts. Moved money from 986.000 Technology to budget 272 based on Finance Committee recommendation.

Trustee Bartlett: The Finance Committee had a lengthy discussion about 402.000 Tax Revenue, but didn't want to change it much because we don't know what the economy will do in the next 12 months.

- H. 2025-2026 272 Library Contributed Fund Budget Document – 2nd Draft as of February 6, 2025 (including projections for 2027-2030)

Director Farkas: Went through line items that were updated since the first budget meeting. Moved the Technology money from 271 to 742.233 Technology. Also decreased the amount in Unknown Capital Improvements because we don't know what is coming and will have a better idea after the reserve study is completed.

Trustee Bartlett: Discussed the Fund Balance sheet for budgets 271 and 272. It shows a trend toward the Library needing some type of additional funding.

Matters for Board Action

1. Approval of the 2025-2026 Salary Structure including a 3% for employees hired before 1/1/25 and Minimum wage of \$13.29 as of July 1, 2025

Motion: to approve the 2025-2026 Salary Structure
Motion to Approve – 1st – Trustee Burke
2nd – Trustee Halvangis

Motion Passes – 6-0

2. Approval of the Tuition Reimbursement Policy to go into effect July 1, 2025

Motion: to approve the Tuition Reimbursement Policy
Motion to Approve – 1st – Trustee Burke
2nd – Trustee Gawalapu

Trustee Bartlett: Mentioned that even though the Board decided on 3% raises instead of 4%, this is another good benefit for employees that we can promote. It will help improve the employee's skillset and the Library's skillset.

Director Farkas: Reminded Board Members of the budget for the tuition reimbursement program, which is item 957.000 on budget 271, and is set at \$7,000 for the first year, as well as the policy regarding the program, which states how much a staff member may receive in a year.

Motion Passes – 6-0

3. Approval of the 2024 – 2025 Year End Budgets for 271 and 272
Trustee Bartlett: Would prefer to wait to approve the budgets until next week at the regular board meeting, which will take place at Council Chambers and on camera, for greater transparency.

Motion: to table Matters for Board Action 3 and 4 until the February 13 board meeting
Motion to Table – 1st – Trustee Bartlett
2nd – Trustee Halvangis

Motion Passes – 6-0

4. Approval of the 2025 – 2026 Proposed Budgets for 271 and 272
Tabled until the February 13 board meeting. See Matter for Board Action 3 above.

Further Board Discussion pertaining to seeking additional operations monies from the Novi community in the future. Library's current building bond will end in 2026/2027.

Discussion about who ultimately gets to decide what type of funding the Library goes out for. The Board will bring their proposal to the City, but they have to approve anything going on the ballot.

Discussion about the Headlee override funding option and if that is something the Library can go out for on its own, or if that would have to be City-wide. Director Farkas will get more clarification.

Discussion about how to spread information about all the good things the Library is doing. Will have two key events in fall 2025 to help celebrate and share the Library's resources and achievements, an Open House in September and the 65th anniversary in October. Discussed different giveaway options for those events that could help promote the Library.

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

Board Members' Individual Reflections

Trustee Crawford: The Historical Commission had a full house for their Abraham Lincoln program this week. Heard from someone who called the Library to sign up for a program, she and the staff member had a hard time understanding each other and she ended up getting registered for the wrong program. This might be something to discuss with staff.

Trustee Burke: Spoke to a friend who enjoys attending Summer Songfest events at Paradise Park and she recommended the Friends of the Library have a donation jar at

these events. The Friends of the Library do have a donation jar, but it needs to be more visible so people who want to contribute are able to.

Upcoming Dates:

- Regular Board Meeting – Thursday, February 13, 2025 at 7pm at Novi Civic Center

Adjournment

Motion: To adjourn the meeting at 7:23 PM

Motion to Adjourn – 1st – Trustee Halvangis

2nd – Trustee Burke

Motion passes – 6-0

WARRANTS

Warrant 647	271 Accounts	February 2025	
Payable to	Invoice #	Account number	Amount
Amazon	DYMO D1 Label	271-000.00-727.000	\$ 9.90
Quill	binder, calculator	271-000.00-727.000	\$ 332.65
Smart Business Source	supplies	271-000.00-727.000	\$ 437.80
Stamps.com	Monthly service charge	271-000.00-728.000	\$ 19.99
USPS	Postage; CC	271-000.00-728.000	\$ 200.00
Adobe	Acrobat Pro - Monthly Subscription	271-000.00-734.000	\$ 31.79
Knight Technology	Monthly DATTO - January	271-000.00-734.000	\$ 700.00
Knight Watch	software maintenance	271-000.00-734.000	\$ 194.24
KnowBe4	Security Awareness Subscription	271-000.00-734.000	\$ 2,862.50
TechSoup	Microsoft 365 - 1/12/25 - 2/11/25 CC	271-000.00-734.000	\$ 87.50
Amazon	Surface 1 of 2	271-000.00-734.500	\$ 3,324.74
American Button	iCube Supplies CC	271-000.00-734.500	\$ 95.98
CDW-G	Laser Printer	271-000.00-734.500	\$ 5,519.50
HP Inc	HP smart AC Adapter	271-000.00-734.500	\$ 62.41
Novi Public Library	Copier - test transaction CC	271-000.00-734.500	\$ 0.20
Raise3D	3D printer parts - iCube CC	271-000.00-734.500	\$ 74.96
Telsystems	21118;Blue-Ray	271-000.00-734.500	\$ 399.00
Amazon	toner cartridge	271-000.00-740.000	\$ 215.98
Lands' End	Logo wear CC	271-000.00-741.000	\$ 442.05
Amazon	Books	271-000.00-742.000	\$ 1,774.87
Bandibooks	Books	271-000.00-742.000	\$ 491.42
Brodart	Books	271-000.00-742.000	\$ 13,015.06
Cavendish Square	Books	271-000.00-742.000	\$ 119.61
Cengage	Books	271-000.00-742.000	\$ 147.15
Kinokuniya	Books	271-000.00-742.000	\$ 322.29
Rosen Publishing	Books	271-000.00-742.000	\$ 803.21
Amazon	Lending Library	271-000.00-742.010	\$ 260.90
Brodart	Lending Library	271-000.00-742.010	\$ 44.67
Chelsea District Library	lost item	271-000.00-742.100	\$ 30.00
Midwest Tape	744.530	271-000.00-744.000	\$ 2,134.70
OverDrive	Ebook, Audiobook	271-000.00-745.200	\$ 10,038.73
Foster Swift	December	271-000.00-806.000	\$ 367.50
Shifman Fournier	December	271-000.00-806.000	\$ 70.00
American Library Association	membership; L.Fricke	271-000.00-809.000	\$ 272.00
National AEYC	Teaching Young Children	271-000.00-809.000	\$ 69.00
Novi ABWA	Discover your True Colors	271-000.00-809.000	\$ 22.00
Novi Rotary	Quarterly Dues (Jan - Mar 2025)	271-000.00-809.000	\$ 180.00

Michigan Reserve Associates	full reserve study	271-000.00-816.000	\$ 1,470.00
AT&T	Nov 23 - Dec 22,2024	271-000.00-851.000	\$ 868.63
AT&T	Dec 14 - Jan 13,2025	271-000.00-851.000	\$ 47.04
Telnet	due 2/4/25	271-000.00-851.000	\$ 1,062.77
T-Mobile	due 1/23/25	271-000.00-851.000	\$ 1,029.38
Verizon	Dec 02 - Jan 01	271-000.00-851.000	\$ 667.04
The Library Network	Quarterly SAS Jan - Mar 2025	271-000.00-855.000	\$ 16,536.11
The Library Network	Circuit speed Oct24 - Dec24	271-000.00-855.000	\$ 2,158.74
J.McArdle	Youth Area Library Tours	271-000.00-862.000	\$ 95.01
Amazon	Brochure Holder	271-000.00-880.000	\$ 72.77
Muniweb	December	271-000.00-880.000	\$ 441.00
Swag Consultants	Slim Jen Metallic Stylus pen	271-000.00-880.000	\$ 1,117.50
Amazon	program	271-000.00-880.268	\$ 547.19
Amanda Gossett	Tail Wagging Reading Buddies -1/15	271-000.00-880.268	\$ 35.00
Amy Flowers	Tail Wagging Reading Buddies	271-000.00-880.268	\$ 70.00
Barnes & Noble	program CC	271-000.00-880.268	\$ 30.00
Kashka Music	Amani Henry - MLK Day	271-000.00-880.268	\$ 300.00
Kimberly Deinek	Tail Wagging Reading Buddies	271-000.00-880.268	\$ 70.00
Monice House	Tail Wagging Reading Buddies	271-000.00-880.268	\$ 70.00
Meijer	MLK Day CC	271-000.00-880.268	\$ 67.72
Novi Chamber of Commerce	Community fest/SRP	271-000.00-880.268	\$ 500.00
Oriental Trading	bags, bracelets, stickers, bookmarks	271-000.00-880.268	\$ 996.95
Ransom Brown	Tail Wagging Reading Buddies	271-000.00-880.268	\$ 70.00
Sam's	program	271-000.00-880.268	\$ 405.53
Sherrie Nunn-Berry	MLK Day	271-000.00-880.268	\$ 50.00
TeachersPayTeachers	MLK Clip Art CC	271-000.00-880.268	\$ 6.24
Canon	print	271-000.00-900.000	\$ 502.82
Consumers Energy	Dec 5,2024 - Jan 07,2025	271-000.00-921.000	\$ 2,244.31
DTE	due 01/21/25	271-000.00-922.000	\$ 7,443.83
City of Novi	9/25/24 to 12/23/24	271-000.00-923.000	\$ 2,059.92
Allied Building	Mixing Box - 18 valve; filter	271-000.00-934.000	\$ 2,980.00
Amazon	wheelchair	271-000.00-934.000	\$ 276.76
Central Air Compressor	CHAMPION VR5-8 Unit	271-000.00-934.000	\$ 513.00
Dalton	monthly	271-000.00-934.000	\$ 225.00
Grainger	supplies	271-000.00-934.000	\$ 184.51
Home Depot	Read Box	271-000.00-934.000	\$ 172.95
image360	magnet	271-000.00-934.000	\$ 44.30
ImperialDade	supplies	271-000.00-934.000	\$ 1,245.26
Library Design	Teen Area Door	271-000.00-934.000	\$ 550.00
Library Design	children's area	271-000.00-934.000	\$ 1,880.00
North Star	12/5/24 - 12/26/24	271-000.00-934.000	\$ 257.96

West Metro Door	Café door	271-000.00-934.000	\$ 427.50
Brien's	salting, shoveling	271-000.00-936.300	\$ 2,472.00
Canon	lease	271-000.00-942.000	\$ 1,010.00
Corrigan	January	271-000.00-942.100	\$ 26.98
Library Works	2024-25 FY Performance Goal	271-000.00-956.000	\$ 49.00
MLA	Advocacy Day ; Julie Farkas	271-000.00-956.000	\$ 25.00
National AEYC	Early Childhood Conference	271-000.00-956.000	\$ 255.00
Novi Chamber of Commerce	Empowering Women in Business	271-000.00-956.000	\$ 40.00
Panera	Board Budget Session Workshop CC	271-000.00-956.000	\$ 145.01
CDW-G	Apple	271-000.00-986.000	\$ 1,736.70
CDW-G	Intel Core	271-000.00-986.000	\$ 6,117.76
HP.com	All in one PCs CC	271-000.00-986.000	\$ 1,766.98
TOTAL 271			\$ 108,611.47

Warrant 646	272 Accounts	January 2025	
Amazon	RAR	272-000.00-742.229	\$ 190.91
Brodart	Norm Young Donation	272-000.00-742.230	\$ 219.30
Amazon	painting kit	272-000.00-742.232	\$ 44.97
Lakeshore learning	Play area toys & furniture	272-000.00-742.232	\$ 1,198.69
Playscapes	play area refresh	272-000.00-742.232	\$ 1,088.85
TOTAL 272			\$ 2,742.72

January 2025 Library Board Student Representatives Report

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

Tween and Teen Library Programs:

The No Required Reading Book Club program was held on January 9. Taking a break from reading for school, this book club is just for teens! Each month we will pick a new book to read, and then come together to discuss our thoughts and feelings about the book. (Attendance = 1)

The NO-VI Chess Club program was held on January 16 and 23. This event provides an opportunity for teens and tweens to participate in games, learn about chess, and sharpen their skills. (Attendance = 23 and 22)

The Element Jar Necklace program was held on January 21. Tweens joined us in making unique necklaces to represent the earth, sun, moon, and sky. (Attendance = 5)

The Tween Grab and Go Kit (Lunar New Year theme) distribution was on January 24. Patrons stopped by the Library beginning at 10am to pick up a tween grab and go kit. Kits were available on a first-come, first-served basis and while supplies lasted. There was a limit of 1 kit per child. (Attendance = 96)

The Sewing Machine Demo program was held on January 25. Patrons could drop by the iCube to try out our new Brother XM2701 sewing machines. Patrons tested out some simple stitches and left with their own make and take fabric bookmark. (Attendance = 16)

Teen Space Update:

During January 2025, there were 670 patrons who visited Teen Space.

The total weekly Teen Space stats for January 2025 were:

- 1/1 - 1/3 = 0
- 1/6 - 1/10 = 172
- 1/13 - 1/17 = 224
- 1/20 - 1/24 = 45
- 1/27 - 1/31 = 229

Teen Space was not in session for the following dates:

- 1/1 - 1/3 - Novi High School closed for winter break
- 1/17 - Novi High School early dismissal
- 1/20 - Novi Library closed for MLK Holiday
- 1/21 - 1/22 - Novi High School closed due to extreme cold temperatures
- 1/24 - Due to staffing, we will not host Teen Space on Fridays when a Teen Advisory Board (TAB) meeting takes place once per month.

Teen Advisory Board (TAB) Update:

The fifth TAB meeting of the year was held on January 24. During this meeting, TAB members worked on a community service project by putting their craft skills to use to help shelter animals. Using two pieces of felt and some scissors, members created tie blankets to give to a local humane society. Members were able to catch up with each other while making many blankets! This meeting was a fun, heartwarming way to give back to our furry friends. It was a great way to ring in the new year and TAB hopes to do similar activities in the future!

**Upcoming Programs:**

- Teen Space (grades 7-12) – daily program held Monday-Friday (except during vacation breaks and days that school is closed), 2:45-5pm
- Club Half Blood (grades 4-8) – March 6, 6:30-8pm
- No Required Reading Book Club (grades 9-12) – March 13, 4-5pm
- NO-VI Chess Club (ages 5+) – March 13 & March 27, 7-8pm
- Tween St. Patrick's Day Grab and Go Kit (grades 4-8) – March 14, starting at 10am (while supplies last)
- Craftastic Wednesday: Mini Masterpieces for the Tiny Art Show (ages 16+) – March 19, 7-8:30pm
- Teen Advisory Board Meeting (grades 9-12) – March 21, 3:30-4:30pm
- DIY Mason Jar Lanterns (grades 4-8) – March 25, 7-8pm
- Sewing Machine Demo (ages 11+) – March 27, 7-8:30pm

Teen Stop Featured Display:

The January Teen Stop display featured winter wonderlands.



PRESIDENT'S REPORT

2023-2024 Novi Public Library Annual Report



Cultivate **Learning**
Inspire **Creativity**
Foster **Inclusivity**

Our Highlights: June 2023 - July 2024



Highlight 1: Created Strategic Work Plan for 2024-2025

At the April 25, 2024 Library Board Meeting, Trustees approved a one-year Strategic Work Plan for 2024-2025. This plan details the ways the Novi Public Library will work towards its four strategic goals:

- Align Funding & Services
- Improve Internal Communications
- Adapt Resources, Services & Facilities
- Staff Investment & Retention

To view the details of this work plan, visit novilibrary.org.



Highlight 2: Launched New Online Calendar & Meeting Room Software

In April 2024, the Novi Public Library launched a new event calendar and meeting room software called Library Market. This new software allows patrons to register for programs and request a meeting room online.

This new software allows better flexibility for patrons when checking our meeting room availability when the Library is closed. The mobile-friendly software allows for easier registration for programs.



Highlight 3: Participated in DIA Inside | Out Program

In partnership with the City of Novi's Parks and Recreation Department, the Novi Public Library participated in the DIA Inside | Out Program from May 2024-October 2024. The Library received a beautiful reproduction of "The Piazza San Marco" by Canaletto, which was installed just outside the main entrance.

Along with the program, patrons were able to participate in a BINGO activity to explore other reproductions throughout the City.

Additional Highlights

- **Improved** building Wi-Fi with newer and faster technology in August 2023.
- **Displayed** a story walk at Pavilion Shore Park from September-October 2023.
- **Partnered** with City of Novi Parks and Recreation for a new Read and Recreation program, from September-October 2023.
- **Hosted** Emiko Jean, author of *Mika in Real Life*, for the 13th Annual Community Read in October 2023.
- **Completed** a disability audit of the building in November 2023.
- **Received** new electric vehicle charging stations in Library's parking lot in January 2024.
- **Replaced** the security cameras throughout the building in January 2024.
- **Installed** new shelving in the youth area for STEAM kits in February 2024.
- **Enhanced** youth play area with new toys, thanks to a generous donation from the Friends of Novi Library in February 2024.
- **Held** a successful Tiny Art Show in April 2024.
- **Welcomed** Novi Photography Club photo exhibit in April 2024.
- **Collaborated** with Dear Asian Youth Novi (DAYN) for annual API Heritage Festival in June 2024.
- **Celebrated** a with over 1,000 attendees of all ages during our 2024 Summer Reading Kick-Off Party in June 2024.
- **Upgraded** building paging system and remote printing option (Princh) for patrons in June 2024.

Our Year in Numbers

835,917
total checkouts
676,938 physical 158,979 digital

3,947
new library cards issued

153,863
total items in our collection

390,728
visits to the Library

43,672
program participants
18% increase

8,751
Teen Space visits
114% increase

465
meeting room rentals
21% increase

2,723
Summer Reading participants
39% increase

1,636,773
library computer & wireless logins
192% increase

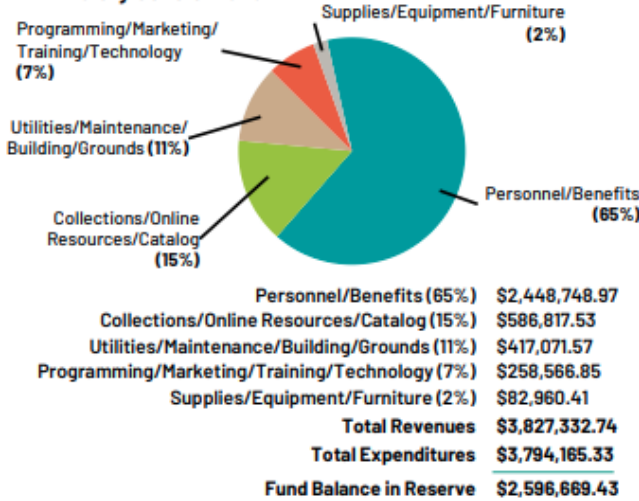
1,004
checkouts at Lakeshore Lending Library
32% increase

3,351
iCube Makerspace training sessions
26% increase

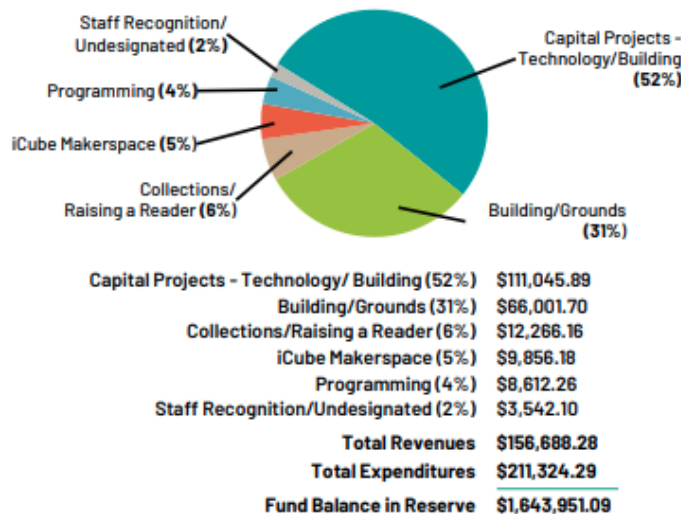
July 2023-June 2024 Financial Summary

(Audited: October 31, 2024)

271 - Library General Fund



272 - Library Contributed Fund



Donations & Sponsorships

\$29,298.79
Friends of Novi Library donations for Library programs, services and technology

\$24,990.78
raised in program and event sponsorships, in-kind and general donations

\$2,365.78
general donations 271 account, in-kind donations

\$16,725.00
general donations 272 account

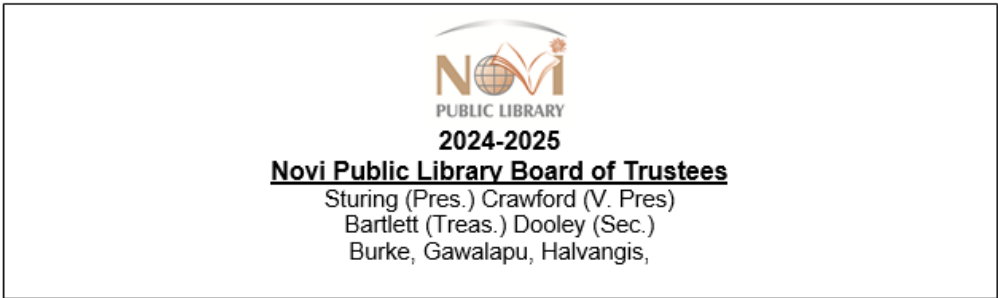
\$5,900.00
raised in program and event sponsorship

Looking Forward to 2024-2025

- **Implementing** initial Strategic Planning Goals for 2024-2025.
- **Updating** Teen Area to allow for more seating/group studying while making the Young Adult Collection more accessible.
- **Welcoming** Michigan author, Kelsey Ronan, for 14th Annual Community Reads event.
- **Hosting** a Diversity, Equity & Inclusion Human Library® Event.
- **Upgrading** Library technology such as printing and scanning.
- **Preparing** plans and financial needs for a future bond initiative.
- **Improving** internal communication and organizational work culture.

To view our full digital Annual Report, visit novilibrary.org/annualreport.





*denotes chair

FINANCIALS (2024/2025 Year End Budgets and 2025/2026 Proposed Budgets for Accounts 271 & 272)

2025-2026 Library Budget 271										
As of February 13, 2025		2023-2024 Audited	2024-2025 Approved	2024-2025 Year End	2025-2026 Proposed	2026-2027 Projected	2027-2028 Projected	2028-2029 Projected	2029-2030 Projected	2030-2031 Projected
Revenues		10/30/2024	2/15/2024	2/13/2025	2/13/2025	2/13/2025	2/13/2025			
Account	Description									
402.000	Tax Revenue - Current Levy	3,410,762.72	3,618,062.00	3,625,232.58	3,762,784.00	3,875,668.00	3,991,938.04	4,111,696.18	4,235,047.07	4,362,098.48
404.003	Tax Revenue - Brow nfield B1	-376.24	-436.00	-431.56	-506.00	-587.00	-692.66	-713.44	-734.84	-756.89
404.006	Tax Revenue - Brow nfield B2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404.007	Tax Revenue - Brow nfield B3 17	-15,263.59	-20,759.00	-16,000.68	-28,232.00	-38,396.00	-47,995.00	-49,434.85	-50,917.90	-52,445.43
404.008	Tax Revenue - CIA Cap 2018	-30,637.16	-41,321.00	-35,988.88	-55,783.00	-75,307.00	-94,133.75	-96,957.76	-99,866.50	-102,862.49
404.009	Tax Revenue - Brow nfield B4 21	-354.57	-404.00	-440.12	-469.00	-544.00	-625.60	-644.37	-663.70	-683.61
404.010	Tax Revenue - Brow nfield B4X	-44.00	-108.00	-44.00	-124.00	-143.00	-164.45	-169.38	-174.47	-179.70
412.000	Tax Reveune - CY Del PPT	-4,707.59	-8,000.00	0.00	-10,000.00	-12,000.00	-12,000.00	-12,360.00	-12,730.80	-13,112.72
414.000	Tax Revenue - Tax Tribunal Acc	-1,800.00	-1,000.00	0.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00
415.000	Tax Revenue - Cnty Chargebk	3,020.33	1,500.00	1,096.86	1,800.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
567.000	State Aid	67,337.40	50,000.00	60,000.00	66,000.00	66,000.00	66,000.00	66,000.00	66,000.00	66,000.00
573.000	State Grants - Local Comm	17,786.09	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
658.000	State penal fines	89,070.72	80,000.00	91,226.15	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00
659.000	Library book fees	9,341.82	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
665.000	Interest on Investments	118,788.12	44,000.00	100,000.00	100,000.00	100,000.00	50,000.00	50,000.00	50,000.00	50,000.00
669.500	Unrealized gain(loss) invest	92,415.46	10,000.00	20,172.26	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
674.289	Adult Programming	12,086.76	5,000.00	13,450.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
674.290	Library Fundraising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
674.400	Gifts and donations	2,365.78	4,500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
675.000	Miscellaneous income	8,730.22	8,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
675.006	Car Charging	11.07	100.00	50.00	100.00	100.00	100.00	100.00	100.00	100.00
675.100	Copier	3,620.99	1,000.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00
675.300	Meeting Room	37,477.41	27,500.00	30,000.00	30,000.00	30,000.00	31,500.00	31,500.00	31,500.00	31,500.00
675.404	Novi Tow nship Assessment	7,701.00	7,850.00	7,850.00	7,850.00	7,850.00	8,000.00	8,000.00	8,500.00	8,500.00
675.650	Library Café	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
676.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues		3,827,332.74	3,808,984.00	3,930,672.61	4,009,420.00	4,090,641.00	4,129,926.58	4,245,016.38	4,364,058.87	4,486,157.63

2025-2026		2023-2024	2024-2025	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
Expenditures		Audited	Approved	Year End	Proposed	Projected	Projected	Projected	Projected	Projected
Personnel Svcs.										
Account	Description									
704.000	Permanent Salaries	1,268,177.70	1,453,000.00	1,482,405.00	1,589,000.00	1,637,000.00	1,685,800.00	1,737,000.00	1,789,000.00	1,842,000.00
704.100	Severance/Incentive Pay	0.00	0.00	0.00	12,000.00	0.00	0.00	0.00	0.00	0.00
704.200	Wages - stipend	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout	3,538.40	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
704.250	Final Payout	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
705.000	Temporary Salaries	683,363.35	743,000.00	720,000.00	810,000.00	834,300.00	860,000.00	885,000.00	912,000.00	939,000.00
706.000	Overtime	38.82	500.00	1,000.00	500.00	500.00	500.00	500.00	500.00	500.00
715.000	Social Security	147,519.92	168,000.00	168,000.00	183,500.00	189,000.00	194,800.00	200,500.00	206,600.00	212,800.00
716.000	Insurance	230,346.09	225,000.00	230,000.00	239,560.00	249,143.00	259,109.00	269,474.00	280,253.00	291,464.00
716.200	HSA - Employer Contribution	1,138.25	3,000.00	1,100.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
716.999	Ins. Employee Reimbursement	-33,477.49	-32,200.00	-34,000.00	-35,934.00	-37,371.45	-38,866.35	-40,421.10	-42,037.95	-43,719.60
717.000	Workers' Comp	1,640.32	1,800.00	1,800.00	1,900.00	2,000.00	2,100.00	2,200.00	2,300.00	2,400.00
718.000	Pension DB Normal Cost	5,520.00	6,000.00	6,000.00	1,884.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00
718.010	DB Unfunded Accrued Liability	73,488.00	92,200.00	92,200.00	108,192.00	110,355.84	112,562.96	114,814.22	117,110.50	119,452.71
718.050	Pension - add'l DB Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	67,418.77	74,000.00	112,000.00	132,210.00	151,700.00	156,580.00	161,700.00	166,900.00	172,200.00
	Employer Pre-tax Contribution	0.00	38,000.00	0.00						
719.000	Unemployment Ins	36.84	2,000.00	1,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Total Personnel Services		2,448,748.97	2,781,800.00	2,789,005.00	3,055,312.00	3,150,927.39	3,246,885.61	3,345,067.12	3,446,925.55	3,550,397.11
Supplies and Materials										
Account	Description									
726.400	Supplies - Cash Over/Under	36.72	0.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
727.000	Office supplies	9,181.98	16,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
728.000	Postage	4,014.04	5,500.00	2,500.00	3,500.00	4,000.00	4,000.00	4,500.00	4,500.00	4,500.00
734.000	Computer software/licensing	61,936.23	83,000.00	83,000.00	97,000.00	97,000.00	97,000.00	97,000.00	97,000.00	97,000.00
734.500	Computer supplies equip	23,251.80	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00
740.000	Operating supplies	27,352.10	44,800.00	38,000.00	38,000.00	39,100.00	40,300.00	41,500.00	42,700.00	44,000.00
740.200	Supplies desk, chairs, cabinets	4,173.51	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
741.000	Supplies-Uniforms	0.00	500.00	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.000	Library Books	219,615.55	241,000.00	241,000.00	241,000.00	248,000.00	255,600.00	263,300.00	271,200.00	279,300.00
742.010	Library Books - Lending	10,641.12	15,000.00	15,000.00	15,400.00	15,900.00	16,300.00	16,800.00	17,300.00	17,900.00
742.100	Book Fines	91.97	500.00	100.00	200.00	200.00	200.00	200.00	200.00	200.00
743.000	Library Periodicals	17,561.82	18,000.00	18,000.00	18,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
744.000	Audio visual materials (CD/DVD)	60,196.64	52,300.00	52,300.00	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00
745.200	Electronic media (Digital Books)	135,445.89	160,700.00	160,700.00	177,000.00	194,700.00	204,400.00	214,600.00	225,400.00	236,600.00
745.300	Electronic Resources - Online	67,776.44	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00
Total Supplies & Materials		641,275.81	774,300.00	759,700.00	790,200.00	814,000.00	832,900.00	853,000.00	873,400.00	894,600.00

2025-2026 Library Budget 271		2023-2024 Audited	2024-2025 Approved	2024-2025 Year End	2025-2026 Proposed	2026-2027 Projected	2027-2028 Projected	2028-2029 Projected	2029-2030 Projected	2030-2031 Projected
Services & Charges										
Account	Description									
802.000	Data Processing - OnBase	828.90	1,300.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00
802.100	Bank Service Charges	3,666.52	6,000.00	2,500.00	3,000.00	3,000.00	3,500.00	3,500.00	4,000.00	4,000.00
803.000	Independent Audit	800.00	800.00	622.00	800.00	800.00	800.00	800.00	800.00	800.00
804.000	Medical Service	1,624.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	19,931.70	9,000.00	4,500.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
808.100	Rubbish Monthly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
809.000	Memberships & Dues	6,677.50	8,000.00	8,000.00	8,500.00	8,500.00	8,500.00	9,000.00	9,000.00	9,500.00
816.000	Professional services	12,103.50	23,000.00	23,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
817.000	Custodial Services	83,332.60	92,000.00	100,000.00	100,000.00	100,000.00	103,000.00	103,000.00	103,000.00	106,000.00
818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
820.000	Property & Liability Insurance	16,480.00	17,000.00	15,874.00	16,350.00	16,850.00	17,400.00	17,900.00	18,400.00	19,000.00
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	10,000.00	10,000.00
851.000	Telephone	40,560.37	43,000.00	45,000.00	54,100.00	55,700.00	57,300.00	59,000.00	60,800.00	62,700.00
855.000	TLN Automation Services	71,993.10	76,000.00	76,000.00	81,000.00	87,000.00	93,000.00	99,000.00	106,000.00	114,000.00
861.000	Gasoline and oil	334.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
862.000	Mileage	1,300.01	800.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00
882.200	Employee Assistance Program			1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
880.000	Community Promotion	23,899.12	25,000.00	25,000.00	25,000.00	25,750.00	26,500.00	27,300.00	28,100.00	29,000.00
880.268	Library Programming	36,897.47	38,000.00	38,000.00	44,600.00	44,600.00	44,600.00	48,000.00	48,000.00	48,000.00
880.271	Adult Programming	7,467.05	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
900.000	Print, Graphic Design, Publish	25,459.42	32,000.00	25,000.00	26,000.00	26,700.00	27,500.00	28,400.00	29,200.00	30,000.00
921.000	Heat	12,267.57	15,300.00	15,300.00	15,700.00	16,200.00	16,700.00	17,200.00	17,700.00	18,300.00
922.000	Electricity	102,779.81	115,500.00	115,500.00	118,900.00	122,000.00	126,000.00	130,000.00	133,800.00	137,800.00
923.000	Water and Sewer	8,065.10	8,200.00	8,500.00	8,700.00	9,000.00	9,300.00	9,500.00	9,800.00	10,100.00
934.000	Building Maintenance	101,144.38	121,400.00	136,500.00	125,000.00	128,700.00	132,600.00	136,600.00	140,600.00	144,900.00
935.000	Vehicle Maintenance	169.02	200.00	200.00	500.00	500.00	1,000.00	1,000.00	1,500.00	1,500.00
936.300	Grounds Maint.	51,938.72	48,000.00	48,000.00	53,000.00	54,500.00	56,100.00	57,800.00	59,500.00	61,300.00
942.000	Office Equipment Lease	11,350.94	12,200.00	12,200.00	12,200.00	12,200.00	13,400.00	13,400.00	13,400.00	13,400.00
942.002	Copier Property Tax	0.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00
942.100	Records storage	315.36	450.00	450.00	500.00	550.00	550.00	550.00	550.00	550.00
956.000	Conferences & Workshops	25,185.11	20,000.00	20,000.00	26,700.00	22,000.00	26,700.00	20,000.00	26,700.00	20,000.00
957.000	Tuition and Other Reimbursement	0	0	0	7000	7000	7000	7000	7000	7000
Total Services & Charges		670,066.27	739,450.00	750,741.00	784,150.00	798,150.00	828,050.00	845,550.00	874,450.00	894,450.00
2025-2026 Library Budget 271		2023-2024 Audited	2024-2025 Approved	2024-2025 Year End	2025-2026 Proposed	2026-2027 Projected	2027-2028 Projected	2028-2029 Projected	2029-2030 Projected	2030-2031 Projected
Capital Outlay										
Account	Description									
962.000	Building Contingency									
989.000	Grounds Improvement									
976.000	Building Improvements/Entrance	0.00								
976.100	Parking lot improvements	0.00								
983.000	Vehicles - Van									
986.000	Internal Tech - AST	0.00								
986.000	Technology	34,074.28	37,000.00	37,000.00	0.00	0.00	0.00	0.00	0.00	0.00
989.001	Furniture	0.00								
Total Capital Outlay		34,074.28	37,000.00	37,000.00	0.00	0.00	0.00	0.00	0.00	0.00
995.272	Transfer out expense to 272	35,238.00								
Total Expenditures		3,829,403.33	4,332,550.00	4,336,446.00	4,629,662.00	4,763,077.39	4,907,835.61	5,043,617.12	5,194,775.55	5,339,447.11
Total Revenues		3,827,332.74	3,808,984.00	3,930,672.61	4,009,420.00	4,090,641.00	4,129,926.58	4,245,016.38	4,364,058.87	4,486,157.63
Net Revenue		-2,070.59	-523,566.00	-405,773.39	-620,242.00	-672,436.39	-777,909.03	-798,600.74	-830,716.68	-853,289.48
Current Fund Balance		2,596,669.43	2,073,103.43	2,190,896.04	1,571,654.04	898,217.65	120,308.62	-678,292.12		

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

25/26: Capital 271-986.000: \$61,500 for computer replacement, Cisco switches and Local History cameras - 2/4/25 recommended move to 272 Account

272 - Library Contributed Funds									
Revenues & Expenditures									
2025-2026 as of 2/13/2025									
		2023-2024	2024-2025	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
		Audited	Approved	Year End	Proposed	Projected	Projected	Projected	Projected
		6/30/2024	2/15/2024	2/13/2025	2/13/2025	2/13/2025			
Revenues									
Interest Income									
665.000	Interest on Investments	\$ 52,873.99	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
669.500	Unrealized gain (loss) Investments	37,885.77	(4,500.00)	12,547.91	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
TOTAL		\$ 90,759.76	\$ 22,500.00	\$ 39,547.91	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
699.271	Transfer from Library Fund	35,238.00	-						
Donations									
674.036	Diversity, Equity & Inclusion	500.00	500.00	0.00	500.00	500.00	500.00	500.00	500.00
674.046	Makerspace (iCube) Rev	8,216.55	1,000.00	3,610.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
674.229	Raising a Reader Sponsors	29.66	1,000.00	-	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
674.230	Collections/Materials Rev	12,070.61	1,000.00	5,018.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
674.231	Buildings/Ground/Furniture Rev	625.00	1,000.00	4,068.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
674.232	Programming Revenue	4,098.70	3,000.00	13,589.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
674.233	Technology Library Rev	50.00	1,000.00	-	500.00	500.00	500.00	500.00	500.00
674.234	Undesignated Misc. Donations	100.00	1,000.00	-	500.00	500.00	500.00	500.00	500.00
674.235	Marketing Sponsorships	5,000.00	-	6,200.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
TOTAL		\$30,691	\$9,500	\$32,485	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
TOTAL Revenues		\$ 156,688.28	\$ 32,000.00	\$ 72,032.91	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
Expenditures									
Supplies									
742.036	Diversity, Equity & Inclusion	0.00	500.00	100.00	500.00	500.00	500.00	500.00	500.00
742.046	Makerspace (iCube)	9,856.18	0.00	3,610.00	0.00	0.00	0.00	0.00	0.00
742.229	Raising a Reader	1,362.10	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials	10,904.06	1,000.00	5,018.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.231	Buildings/Ground/Furniture	66,001.70	-	-	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
742.232	Programming Expenditures	8,612.26	3,000.00	13,589.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.233	Technology	-	0.00	0.00	61,500.00	32,000.00	67,400.00	57,800.00	54,600.00
742.234	Undesignated Misc.	246.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
742.236	Staff Recognition	3,296.10	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
TOTAL		\$100,278	\$8,500	\$26,317	\$93,000	\$63,500	\$98,900	\$89,300	\$86,100
Capital Outlay									
976.000	Bldg. Improvements/Furniture	-	63,900.00	82,200.00	111,500.00	-	-	-	-
976.044	Auto Lending Library (Friends)	-	-	-	-	-	-	-	-
976.046	Makerspace (iCube)	(500.00)	-	-	-	-	-	-	-
976.140	Automated Return System (AST)	-	115,800.00	28,950.00	129,000.00	-	-	-	-
976.141	Main Entrance/Parking Lot	25,145.00	30,000.00	10,000.00	23,000.00	-	-	-	-
976.143	WiFi Upgrade; Firewall	17,562.89	-	15,000.00	-	-	-	-	-
976.144	Server & Camera Upgrade	68,838.00	-	-	-	-	-	-	-
	Unknown Capital Improvements	-	37,300.00	37,300.00	37,300.00	37,300.00	37,300.00	37,300.00	37,300.00
TOTAL		\$ 111,045.89	\$ 247,000.00	\$ 173,450.00	\$ 300,800.00	\$ 37,300.00	\$ 37,300.00	\$ 37,300.00	\$ 37,300.00
TOTAL Expenditures		\$211,324	\$255,500	\$199,767	\$393,800	\$100,800	\$ 136,200.00	\$ 126,600.00	\$ 123,400.00
	Beginning Fund Balance Yr. End	\$ 1,698,587.10	\$ 1,643,951.09	\$ 1,643,951.09	\$ 1,516,217.00	\$ 1,157,417.00	\$ 1,091,617.00	\$ 990,417.00	\$ 898,817.00
	Revenues	156,688.28	32,000.00	72,032.91	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00
	Expenditures	(211,324.29)	(255,500.00)	(199,767.00)	(393,800.00)	(100,800.00)	(136,200.00)	(126,600.00)	(123,400.00)
	NET Revenues vs. Expenditures	(54,636.01)	(223,500.00)	(127,734.09)	(358,800.00)	(65,800.00)	(101,200.00)	(91,600.00)	(88,400.00)
	Beginning Fund Balance								
	Ending Fund Balance Expected	\$ 1,643,951.09	\$ 1,420,451.09	\$ 1,516,217.00	\$ 1,157,417.00	\$ 1,091,617.00	\$ 990,417.00	\$ 898,817.00	\$ 810,417.00

Notes:
 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/Parking: Parking Lot Lights \$10,000 (\$12,071)
Update: \$28,950 for deposit for Automated Return System; Furniture Replacement \$10,200; 2nd flr. Electrical - Teen Area Project, Info Desk Doors \$8,100
 25/26: Building Improvements/Furniture: Parking lot seal/crack \$23,000 (Aug/Sept. 25/26); Architect for design needs for main entry and youth area renovations \$30,000; Staff chairs replacement (15 yrs.) \$36,000; 2 Single Use Study Booths \$15,500; 2 Staff Office Re-designs \$30,000.
 Automated Return System (AST): 5% increase in Automated Return System (\$115,800 - 121,500); Retrofit of book return opening \$7500; Parking lot seal/crack \$23,000 (Aug/Sept. 25/26);
 26/27: Youth Area/Main Lobby Renovation (Potential Legacy Donation for Youth Area); **Plan for additional building costs based on the Reserve Study that will be done in June 2025.**

Financial Report**Financial Report for January 2025****Approved Budget for Fund 271 Fiscal Year 2024-2025**

TOTAL REVENUES	\$ 3,808,984
TOTAL EXPENDITURES	\$ 4,332,550
NET OF REVENUES & EXPENDITURES	(\$ 523,566)

Approved budget for Fund 272 Fiscal Year 2024-2025

TOTAL REVENUES	\$ 32,000
TOTAL EXPENDITURES	\$ 255,500
NET OF REVENUES & EXPENDITURES	(\$223,500)

Revenue & Expenditure Report for Fund 271

	YTD Dec 31, 2024	YTD Jan 31,2025	Difference *
TOTAL REVENUES	\$ 3,814,246	\$ 3,831,664	\$ 17,418
TOTAL EXPENDITURES	\$ 1,981,900	\$ 2,288,842	\$ 306,942
NET OF REVENUES & EXPENDITURES	\$ 1,832,346	\$ 1,542,822	

Revenue & Expenditure Report for Fund 272

	YTD Dec 31, 2024	YTD Jan 31,2025	Difference*
TOTAL REVENUES	\$ 54,698	\$ 62,368	\$ 7,670
TOTAL EXPENDITURES	\$ 48,363	\$ 49,342	\$ 979
NET OF REVENUES & EXPENDITURES	\$ 6,335	\$ 13,026	

Balance Sheet Report as of January 31, 2025

The ending fund balance for Fund 271 is \$ 4,132,133.37

The ending fund balance for Fund 272 is \$ 1,655,887.91

Revenues and Expenditures

02/06/2025 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 01/31/2025										
% Fiscal Year Completed: 58.90										
GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NM (ABNM)	ORIGINAL BUDGET	2024-25 AMDD BUDGET	MTH ACTY NOV 2024 INCR (DECR)	MTH ACTY DEC 2024 INCR (DECR)	MTH ACTY JAN 2025 INCR (DECR)	YTD BALANCE 01/31/2025 NM (ABNM)	AVAILABLE BALANCE NM (ABNM)	% BDGT USED
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.00 - TREASURY										
Property tax revenue										
271-000.00-402.000	Property Tax Revenue - Current	3,410,762.72	3,618,062.00	3,621,174.00	0.00	(4,059.50)	0.00	3,621,173.08	0.92	100.00
271-000.00-404.003	Property Tax Revenue - Brow nfk	(376.24)	(436.00)	(436.00)	0.00	0.00	0.00	(431.56)	(4.44)	98.98
271-000.00-404.007	Property Tax Revenue-Brow nfk	(15,263.59)	(20,759.00)	(20,759.00)	0.00	0.00	0.00	(16,000.68)	(4,758.32)	77.08
271-000.00-404.008	Property Tax Revenue - CIA Cap	(30,637.16)	(41,321.00)	(41,321.00)	0.00	0.00	0.00	(35,988.88)	(5,332.12)	87.10
271-000.00-404.009	Property Tax Revenue-Brow nfk	(354.57)	(404.00)	(404.00)	0.00	0.00	0.00	(440.12)	36.12	108.94
271-000.00-404.010	Property Tax Revenue-Brow nfk	(44.00)	(108.00)	(108.00)	0.00	0.00	0.00	(44.00)	(64.00)	40.74
271-000.00-412.000	Property Tax Revenue - C/Y Del	(4,707.59)	(8,000.00)	(8,000.00)	0.00	0.00	0.00	0.00	(8,000.00)	0.00
271-000.00-414.000	Property Tax Revenue - Tax Trik	(1,800.00)	(1,000.00)	(4,112.00)	0.00	0.00	0.00	0.00	(4,112.00)	0.00
271-000.00-415.000	Property Tax Revenue - County	3,020.33	1,500.00	1,500.00	743.05	85.29	33.62	1,130.48	369.52	75.37
Property tax revenue		3,360,599.90	3,547,534.00	3,547,534.00	743.05	(3,974.21)	33.62	3,569,398.32	(21,864.32)	100.62
State sources										
271-000.00-567.000	State aid	67,337.40	50,000.00	50,000.00	0.00	0.00	0.00	34,336.06	15,663.94	68.67
271-000.00-573.000	State Grants - Local Comm Stab	17,786.09	15,000.00	15,000.00	0.00	0.00	0.00	8,101.99	6,898.01	54.01
State sources		85,123.49	65,000.00	65,000.00	0.00	0.00	0.00	42,438.05	22,561.95	65.29
Fines and forfeitures										
271-000.00-658.000	State penal fines	89,070.72	80,000.00	80,000.00	0.00	0.00	0.00	91,226.15	(11,226.15)	114.03
271-000.00-659.000	Library book fees	9,341.82	8,000.00	8,000.00	388.91	545.88	1,289.35	5,254.83	2,745.17	65.69
Fines and forfeitures		98,412.54	88,000.00	88,000.00	388.91	545.88	1,289.35	96,480.98	(8,480.98)	109.64
Interest income										
271-000.00-665.000	Interest in investments	118,788.12	44,000.00	44,000.00	0.00	0.00	0.00	46,023.68	(2,023.68)	104.60
271-000.00-669.500	Gain (loss) on investments	92,415.46	10,000.00	10,000.00	0.00	0.00	0.00	20,182.26	(10,182.26)	201.82
Interest income		211,203.58	54,000.00	54,000.00	0.00	0.00	0.00	66,205.94	(12,205.94)	122.60
Donations										
271-000.00-674.289	Adult programs	12,086.76	5,000.00	5,000.00	320.88	56.16	0.00	13,673.84	(8,673.84)	273.48
271-000.00-674.400	Gifts and donations	2,365.78	4,500.00	4,500.00	50.27	35.03	25.51	321.18	4,178.82	7.14
Donations		14,452.54	9,500.00	9,500.00	371.15	91.19	25.51	13,995.02	(4,495.02)	147.32
Other revenue										
271-000.00-675.000	Miscellaneous income	8,730.22	8,500.00	8,500.00	230.29	333.66	241.96	1,844.32	6,655.68	21.70
271-000.00-675.006	Car Charging Revenue	11.07	100.00	100.00	0.00	0.00	0.00	14.80	85.20	14.80
271-000.00-675.100	Copier	3,620.99	1,000.00	1,000.00	1,177.90	889.50	920.96	7,581.62	(6,581.62)	758.16
271-000.00-675.300	Meeting room	37,477.41	27,500.00	27,500.00	3,125.35	4,004.64	3,840.91	25,476.60	2,023.40	92.64
271-000.00-675.404	Novi Tow nship Assessment	7,701.00	7,850.00	7,850.00	0.00	0.00	0.00	8,228.00	(378.00)	104.82
Other revenue		57,540.69	44,950.00	44,950.00	4,533.54	5,227.80	5,003.83	43,145.34	1,804.66	95.99
Total Dept 000.00 - TREASURY		3,827,332.74	3,808,984.00	3,808,984.00	6,036.65	1,890.66	6,352.31	3,831,663.65	(22,679.65)	100.60
TOTAL REVENUES		3,827,332.74	3,808,984.00	3,808,984.00	6,036.65	1,890.66	6,352.31	3,831,663.65	(22,679.65)	100.60

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2024-25	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDDT
		06/30/2024 NM (ABNM)	BUDGET	AMDD BUDGET	NOV 2024 INCR (DECR)	DEC 2024 INCR (DECR)	JAN 2025 INCR (DECR)	01/31/2025 NM (ABNM)	BALANCE NM (ABNM)	
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	1,268,177.70	1,453,000.00	1,453,000.00	169,555.75	112,479.97	111,256.39	788,538.57	664,461.43	54.27
271-000.00-704.210	Vacation Payout	3,538.40	7,500.00	7,500.00	5,157.60	0.00	0.00	5,157.60	2,342.40	68.77
271-000.00-705.000	Temporary salaries	683,363.35	743,000.00	743,000.00	81,032.71	51,981.48	54,540.75	380,265.21	362,734.79	51.18
271-000.00-706.000	Overtime	38.82	500.00	500.00	0.00	278.28	26.84	544.21	(44.21)	108.84
271-000.00-715.000	Social security	147,519.92	168,000.00	168,000.00	19,324.51	12,387.42	12,461.08	88,396.31	79,603.69	52.62
271-000.00-716.000	Insurance	230,346.09	225,000.00	225,000.00	22,343.84	20,683.56	1,616.41	129,782.34	95,217.66	57.68
271-000.00-716.200	HSA - employer contribution	1,138.25	3,000.00	3,000.00	93.75	93.75	1,237.50	1,746.44	1,253.56	58.21
271-000.00-716.999	Insurance - Employee Reimburs	(33,477.49)	(32,200.00)	(32,200.00)	(3,156.66)	(3,156.66)	(3,496.95)	(21,338.91)	(10,861.09)	66.27
271-000.00-717.000	Workers compensation	1,640.32	1,800.00	1,800.00	230.53	148.73	150.01	1,057.94	742.06	58.77
271-000.00-718.000	Pension - DB Normal Cost	5,520.00	6,000.00	6,000.00	140.00	140.00	0.00	840.00	5,160.00	14.00
271-000.00-718.010	Pension - DB Unfunded Accrued	73,488.00	92,200.00	92,200.00	7,683.00	7,683.00	0.00	46,098.00	46,102.00	50.00
271-000.00-718.200	Pension - Defined contribution	67,418.77	112,000.00	112,000.00	15,249.39	9,831.70	9,696.53	69,812.86	42,187.14	62.33
271-000.00-719.000	Unemployment insurance	36.84	2,000.00	2,000.00	0.00	0.00	0.00	96.03	1,903.97	4.80
Personnel services		2,448,748.97	2,781,800.00	2,781,800.00	317,654.42	212,551.23	187,488.56	1,490,996.60	1,290,803.40	53.60
Supplies										
271-000.00-726.400	Supplies - Cash over/short	36.72	0.00	0.00	8.08	(0.03)	(0.50)	20.27	(20.27)	100.00
271-000.00-727.000	Office supplies	9,181.98	16,000.00	16,000.00	195.05	357.47	780.35	3,078.51	12,921.49	19.24
271-000.00-728.000	Postage	4,014.04	5,500.00	5,500.00	248.39	132.99	0.00	911.34	4,588.66	16.57
271-000.00-734.000	Computer supplies, software &	61,936.23	83,000.00	83,000.00	1,090.00	775.00	894.24	21,607.48	61,392.52	26.03
271-000.00-734.500	Computer supplies/equipment	23,251.80	52,000.00	52,000.00	1,739.92	10,321.53	961.72	23,869.92	28,130.08	45.90
271-000.00-740.000	Operating supplies	27,352.10	44,800.00	44,800.00	4,975.61	372.24	(1,590.01)	9,131.60	35,668.40	20.38
271-000.00-740.200	Supplies - Desk chairs and file c	4,173.51	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
271-000.00-741.000	Supplies - Uniforms	0.00	500.00	500.00	37.67	0.00	0.00	530.12	(30.12)	106.02
Supplies Cont.										
271-000.00-742.000	Library books	219,615.55	241,000.00	241,000.00	13,496.21	19,430.23	10,683.70	116,297.73	124,702.27	48.26
271-000.00-742.010	Library Books - Lending	10,641.12	15,000.00	15,000.00	120.41	268.08	195.30	3,402.27	11,597.73	22.68
271-000.00-742.100	Library Books - Fines	91.97	500.00	500.00	5.99	0.00	30.00	58.98	441.02	11.80
271-000.00-743.000	Library periodicals	17,561.82	18,000.00	18,000.00	0.00	0.00	0.00	16,749.33	1,250.67	93.05
271-000.00-744.000	Audio visual materials	60,196.64	52,300.00	52,300.00	4,683.22	3,691.97	1,023.07	22,776.17	29,523.83	43.55
271-000.00-745.200	Electronic media	135,445.89	160,700.00	160,700.00	26,439.30	12,900.38	10,038.73	102,736.59	57,963.41	63.93
271-000.00-745.300	Electronic resources (CD rom m	67,776.44	80,000.00	80,000.00	2,537.60	5,744.68	0.00	77,299.23	2,700.77	96.62
Supplies		641,275.81	774,300.00	774,300.00	55,577.45	53,994.54	23,016.60	398,469.54	375,830.46	51.46
Other services and charges										
271-000.00-802.000	Data processing	828.90	1,300.00	1,300.00	0.00	0.00	0.00	891.07	408.93	68.54
271-000.00-802.100	Bank Service Charges	3,666.52	6,000.00	6,000.00	127.87	0.00	0.00	588.19	5,411.81	9.80
271-000.00-803.000	Independent audit	800.00	800.00	800.00	0.00	0.00	0.00	622.00	178.00	77.75
271-000.00-804.000	Medical service	1,624.00	1,500.00	1,500.00	116.00	116.00	0.00	1,044.00	456.00	69.60
271-000.00-806.000	Legal fees	19,931.70	9,000.00	9,000.00	147.00	437.50	0.00	1,827.00	7,173.00	20.30
271-000.00-809.000	Memberships and dues	6,677.50	8,000.00	8,000.00	630.00	0.00	180.00	5,863.26	2,136.74	73.29
271-000.00-816.000	Professional services	12,103.50	23,000.00	23,000.00	237.50	452.61	0.00	4,088.11	18,911.89	17.77
271-000.00-817.000	Custodial services	83,332.60	92,000.00	92,000.00	7,560.00	7,560.00	0.00	47,600.00	44,400.00	51.74
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	17,000.00	17,000.00	0.00	0.00	0.00	15,874.00	1,126.00	93.38
271-000.00-820.001	Insurance deductibles/Uninsured	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	40,560.37	43,000.00	43,000.00	3,482.61	3,617.02	2,724.19	22,200.71	20,799.29	51.63
271-000.00-855.000	TLN Automation Services	71,993.10	76,000.00	76,000.00	0.00	0.00	13,121.34	48,285.35	27,714.65	63.53
271-000.00-861.000	Gasoline and oil	334.00	500.00	500.00	23.65	22.15	32.06	221.09	278.91	44.22
271-000.00-862.000	Mileage	1,300.01	800.00	800.00	35.04	324.02	0.00	994.55	(194.55)	124.32
271-000.00-880.000	Community promotion	23,899.12	25,000.00	25,000.00	487.00	1,445.27	441.00	9,774.64	15,225.36	39.10
271-000.00-880.268	Library programming	36,897.47	38,000.00	38,000.00	1,401.50	1,702.02	1,541.68	17,692.98	20,307.02	46.56
271-000.00-880.271	Adult programs	7,467.05	10,000.00	10,000.00	562.76	0.00	0.00	9,071.83	928.17	90.72
271-000.00-900.000	Printing, graphic design and pub	25,459.42	32,000.00	32,000.00	773.84	599.62	502.82	3,532.67	28,467.33	11.04
271-000.00-921.000	Heat	12,267.57	15,300.00	15,300.00	0.00	1,347.36	2,244.31	5,037.64	10,262.36	32.93
271-000.00-922.000	Electricity	102,779.81	115,500.00	115,500.00	7,922.07	7,443.83	7,526.17	58,029.69	57,470.31	50.24
271-000.00-923.000	Water and sewer	8,065.10	8,200.00	8,200.00	0.00	2,059.92	0.00	4,192.56	4,007.44	51.13
271-000.00-934.000	Building maintenance	101,144.38	121,400.00	121,400.00	8,590.00	5,970.72	7,167.11	76,114.14	45,285.86	62.70
271-000.00-935.000	Vehicle maintenance	169.02	200.00	200.00	0.00	0.00	0.00	0.00	200.00	0.00
271-000.00-936.300	Grounds maintenance	51,938.72	48,000.00	48,000.00	4,887.50	4,048.50	0.00	21,769.76	26,230.24	45.35
271-000.00-942.000	Office equipment lease	11,350.94	13,000.00	13,000.00	1,010.00	1,010.00	1,010.00	7,070.00	5,930.00	54.38
271-000.00-942.002	Copier Property Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-942.100	Records storage	315.36	450.00	450.00	26.98	26.98	26.98	188.86	261.14	41.97
271-000.00-956.000	Conferences and workshops	25,185.11	20,000.00	20,000.00	3,024.05	(51.78)	40.00	14,590.76	5,409.24	72.95
Other services and charges		670,066.27	739,450.00	739,450.00	41,045.37	38,131.74	36,557.66	380,659.86	358,790.14	51.48

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2024-25	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	BUDGET	AMDD BUDGET	NOV 2024	DEC 2024	JAN 2025	01/31/2025	BALANCE	% BDGT
		NM (ABNM)			INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED

Capital outlay										
271-000.00-986.000	Technology - Capital Outlay	34,074.28	37,000.00	37,000.00	1,334.00	7,854.46	0.00	18,716.46	18,283.54	50.59
Capital outlay		34,074.28	37,000.00	37,000.00	1,334.00	7,854.46	0.00	18,716.46	18,283.54	50.59

Transfers out										
271-000.00-995.272	Transfer to Library Contribution	35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers out		35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Dept 000.00 - TREASURY		3,829,403.33	4,332,550.00	4,332,550.00	415,611.24	312,531.97	247,062.82	2,288,842.46	2,043,707.54	52.83

TOTAL EXPENDITURES		3,829,403.33	4,332,550.00	4,332,550.00	415,611.24	312,531.97	247,062.82	2,288,842.46	2,043,707.54	52.83

Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,827,332.74	3,808,984.00	3,808,984.00	6,036.65	1,890.66	6,352.31	3,831,663.65	(22,679.65)	(294.68)
TOTAL EXPENDITURES		3,829,403.33	4,332,550.00	4,332,550.00	415,611.24	312,531.97	247,062.82	2,288,842.46	2,043,707.54	(294.68)
NET OF REVENUES & EXPENDITURES		(2,070.59)	(523,566.00)	(523,566.00)	(409,574.59)	(310,641.31)	(240,710.51)	1,542,821.19	(2,066,387.19)	(294.68)
BEG. FUND BALANCE		2,598,740.02	2,596,669.43	2,596,669.43				2,596,669.43		(294.68)
END FUND BALANCE		2,596,669.43	2,073,103.43	2,073,103.43				4,139,490.62		(294.68)

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2024-25	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2024 NM (ABNM)	BUDGET	A MDD BUDGET	NOV 2024 INCR (DECR)	DEC 2024 INCR (DECR)	JAN 2025 INCR (DECR)	01/31/2025 NM (ABNM)	BALANCE NM (ABNM)	
Fund 272 - LIBRARY CONTRIBUTION FUND										
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	52,873.99	27,000.00	27,000.00	0.00	0.00	0.00	19,575.54	7,424.46	72.50
272-000.00-669.500	Gain (loss) on investments	37,885.77	(4,500.00)	(4,500.00)	0.00	0.00	0.00	12,547.91	(17,047.91)	(278.84)
Interest income		90,759.76	22,500.00	22,500.00	0.00	0.00	0.00	32,123.45	(9,623.45)	142.77
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	500.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.046	Makerspace Renovation Revenue	8,216.55	1,000.00	1,000.00	390.65	517.40	183.45	3,760.70	(2,760.70)	376.07
272-000.00-674.229	Raising a Reader in Novi Sponsorship	29.66	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	12,070.61	1,000.00	1,000.00	18.00	0.00	5,570.00	5,588.00	(4,588.00)	558.80
272-000.00-674.231	Buildings/Ground/Furniture Revenue	625.00	1,000.00	1,000.00	300.00	0.00	0.00	4,068.72	(3,068.72)	406.87
272-000.00-674.232	Programming Revenue	4,098.70	3,000.00	3,000.00	3,123.84	32.00	58.24	13,627.25	(10,627.25)	454.24
272-000.00-674.233	Technology Library Revenue	50.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.234	Undesignated Misc Donations	100.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.235	Marketing Sponsorships	5,000.00	0.00	0.00	0.00	0.00	0.00	3,200.00	(3,200.00)	100.00
Donations		30,690.52	9,500.00	9,500.00	3,832.49	549.40	5,811.69	30,244.67	(20,744.67)	318.36
Transfers in										
272-000.00-699.271	Transfer From Library Fund	35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers in		35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY		156,688.28	32,000.00	32,000.00	3,832.49	549.40	5,811.69	62,368.12	(30,368.12)	194.90
TOTAL REVENUES		156,688.28	32,000.00	32,000.00	3,832.49	549.40	5,811.69	62,368.12	(30,368.12)	194.90
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	0.00	500.00	500.00	85.60	0.00	0.00	85.60	414.40	17.12
272-000.00-742.046	Makerspace iCube	9,856.18	0.00	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	100.00
272-000.00-742.229	Raising a Reader Expense	1,362.10	1,000.00	1,000.00	0.00	359.02	0.00	731.29	268.71	73.13
272-000.00-742.230	Collections/Materials Expense	10,904.06	1,000.00	1,000.00	0.00	37.42	400.84	614.78	385.22	61.48
272-000.00-742.231	Buildings/Ground/ Furniture Expense	66,001.70	0.00	0.00	0.00	0.00	0.00	215.70	(215.70)	100.00
272-000.00-742.232	Programming Expense	8,612.26	3,000.00	3,000.00	581.02	1,054.79	44.97	5,460.97	(2,460.97)	182.03
272-000.00-742.234	Undesignated Misc	246.00	500.00	500.00	108.54	0.00	0.00	108.54	391.46	21.71
272-000.00-742.236	Staff Recognition	3,296.10	2,500.00	2,500.00	(839.00)	106.95	(1,000.00)	1,257.57	1,242.43	50.30
Supplies		100,278.40	8,500.00	8,500.00	(63.84)	1,558.18	(554.19)	9,474.45	(974.45)	111.46
Capital outlay										
272-000.00-976.000	Building improvements	0.00	101,200.00	101,200.00	3,155.00	0.00	0.00	39,868.00	61,332.00	39.40
272-000.00-976.046	Makerspace Renovation	(500.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.140	Automated Return System	0.00	115,800.00	115,800.00	0.00	0.00	0.00	0.00	115,800.00	0.00
272-000.00-976.141	Main Entrance Design	25,145.00	30,000.00	30,000.00	0.00	0.00	0.00	0.00	30,000.00	0.00
272-000.00-976.143	Wi-Fi Upgrade	17,562.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.144	Server & Camera Upgrade	68,838.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		111,045.89	247,000.00	247,000.00	3,155.00	0.00	0.00	39,868.00	207,132.00	16.14
Total Dept 000.00 - TREASURY		211,324.29	255,500.00	255,500.00	3,091.16	1,558.18	(554.19)	49,342.45	206,157.55	19.31
TOTAL EXPENDITURES		211,324.29	255,500.00	255,500.00	3,091.16	1,558.18	(554.19)	49,342.45	206,157.55	19.31
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES		156,688.28	32,000.00	32,000.00	3,832.49	549.40	5,811.69	62,368.12	(30,368.12)	(5.83)
TOTAL EXPENDITURES		211,324.29	255,500.00	255,500.00	3,091.16	1,558.18	(554.19)	49,342.45	206,157.55	(5.83)
NET OF REVENUES & EXPENDITURES		(54,636.01)	(223,500.00)	(223,500.00)	741.33	(1,008.78)	6,365.88	13,025.67	(236,525.67)	(5.83)
BEG. FUND BALANCE		1,698,587.10	1,643,951.09	1,643,951.09				1,643,951.09		(5.83)
END FUND BALANCE		1,643,951.09	1,420,451.09	1,420,451.09				1,656,976.76		(5.83)
TOTAL REVENUES - ALL FUNDS										
TOTAL EXPENDITURES - ALL FUNDS		4,040,727.62	4,588,050.00	4,588,050.00	418,702.40	314,090.15	246,508.63	2,338,184.91	2,249,865.09	
NET OF REVENUES & EXPENDITURES		(56,706.60)	(747,066.00)	(747,066.00)	(408,833.26)	(311,650.09)	(234,344.63)	1,555,846.86	(2,302,912.86)	
BEG. FUND BALANCE - ALL FUNDS		4,297,327.12	4,240,620.52	4,240,620.52				4,240,620.52		
END FUND BALANCE - ALL FUNDS		4,240,620.52	3,493,554.52	3,493,554.52				5,796,467.38		

Financial Balance Sheets

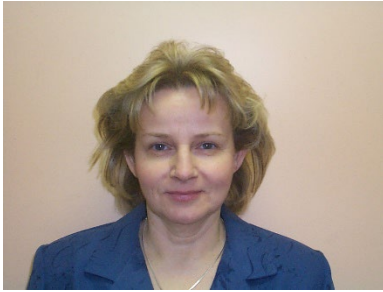
02/06/2025		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 01/31/2025	
GL Number	Description	Balance	
Fund 271 - LIBRARY FUND			
*** Assets ***			
271-000.00-001.000	Cash - Pooled	(581,816.82)	
271-000.00-004.000	Cash on hand	600.00	
271-000.00-017.000	Investments - Pooled	4,701,088.91	
271-000.00-019.000	Current taxes receivable	50,048.63	
271-000.00-035.050	Accounts Receivable - BSA MR	8,228.00	
271-000.00-123.400	Prepaid Expenditure	2,649.99	
	Total Assets	4,180,798.71	
*** Liabilities ***			
271-000.00-202.000	Accounts payable	40,755.09	
271-000.00-258.702	Accrued liabilities - tax	7,800.00	
271-000.00-259.200	Unemployment insurance liability	110.25	
	Total Liabilities	48,665.34	
*** Fund Balance ***			
271-000.00-390.000	Fund balance	2,596,669.43	
	Total Fund Balance	2,596,669.43	
	Beginning Fund Balance	2,596,669.43	
	Net of Revenues VS Expenditures	1,535,463.94	
	Ending Fund Balance	4,132,133.37	
	Total Liabilities And Fund Balance	4,180,798.71	

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	(14,378.80)
272-000.00-017.000	Investments - Pooled	1,658,488.37
272-000.00-035.000	Accounts Receivable - Manual	13,313.00
	Total Assets	1,657,422.57
*** Liabilities ***		
272-000.00-202.000	Accounts payable	1,534.66
	Total Liabilities	1,534.66
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	44,529.12
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	(36,652.91)
272-000.00-375.232	Fund Balance Programming	31,803.96
272-000.00-375.233	Fund Balance Technology Library	1,050.00
272-000.00-375.262	Restricted-Book It-childrens collections	35,238.00
272-000.00-390.000	Fund balance - Unrestricted	1,567,982.92
	Total Fund Balance	1,643,951.09
	Beginning Fund Balance	1,643,951.09
	Net of Revenues VS Expenditures	11,936.82
	Ending Fund Balance	1,655,887.91
	Total Liabilities And Fund Balance	1,657,422.57

DIRECTOR'S REPORT



March Anniversaries – Years of Service



**Jolanta Borek – 18 years
Support Services Supervisor**



**Maryann Zurmuehlen - 14 years
Assistant Director of Building Operations**



**Jean Aldrich – 8 years
Supports Services Clerk**



**Anna Jakubiec – 4 years
Librarian**



**Amy Bermingham – 3 years
Support Services –Clerk**



PROGRAMS & EVENTS

RESEARCH & LEARN

BOOKS & MORE

Building Temperature Update

With recent extremely cold temperatures, our lobby and 1st floor building temperatures had been struggling to maintain the normal set temperature.

We have inspected our HVAC system to ensure everything is working correctly and made adjustments to our building management software to improve heating in those areas. At this time, we have made all the adjustments we can within our capability to ensure the temperatures are comfortable in the building.

Staff is actively monitoring this area. The Library Board is aware of this issue and has been discussing it in recent board meetings and budget sessions. We appreciate the feedback we have received from our community regarding this concern.



Courtesy Phone Charging Stations

Thanks to the Friends of the Novi Public Library, we are excited to announce that NPL now features three courtesy phone charging stations! Each station features two MicroUSB, three Lightning and three Type C cords.

- Location 1: 2nd floor, near the couches
- Location 2: on the wall inside the Teen Room
- Location 3: in Teen Space (Mon-Fri, 2:45-5pm)

Just a reminder, if you use a phone charging station, it is your responsibility to monitor your device.

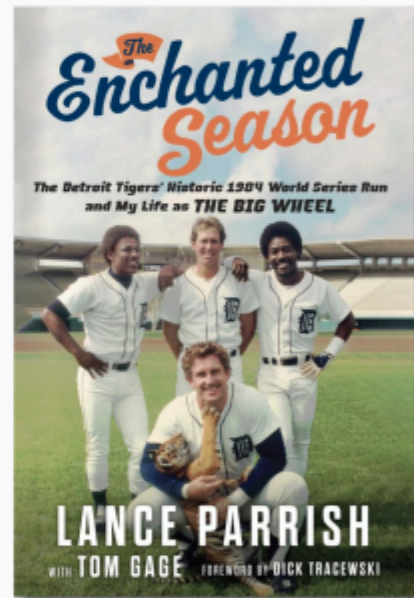
The Enchanted Season

In partnership with Fox Run's History Club, Lance Parrish, retired Detroit Tiger, and Tom Gage, authors of *The Enchanted Season*, will be at Fox Run's Belmont Clubhouse for a presentation and discussion.

Tuesday, April 1, 1pm

Told from the perspective of Lance Parrish himself and the expertise of award-winning Tigers scribe Tom Gage - who covered the 1984 Tigers for the Detroit News - *The Enchanted Season* takes readers onto the field and inside the locker room, from the spring training trade for Hernandez to Morris's April no-hitter to Gibson's October home run to seal the Tigers' clinching Game 5.

Sharing insight on manager Sparky Anderson's leadership, the magical keystone combination of Alan Trammell and Lou Whitaker, the power and speed of Lemon and Gibson, and much more, this essential read provides fans a new look back at the year the Tigers roared.



Event will be held at Fox Run Belmont Clubhouse,
Performing Arts Center,
41200 Fox Run Rd, Novi, MI 48377

**Register on novilibrary.org/events
or call 248-349-0720.**


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AUTHORS LIVE LUNCHEON WITH CURTIS CHIN

Authors Live Luncheon at Fox Run is back on Thursday, April 10 at 11:45am. For just \$20 per person, enjoy a buffet lunch experience along with an interesting presentation! Our feature speaker is Curtis Chin, author of *Everything I Learned, I Learned in a Chinese Restaurant*. The book is about growing up Asian American in the Black and white city of Detroit and coming out in his working-class immigrant community, as well as being a first-generation college student at the University of Michigan.

Copies of his book will be available for purchase (cash or check only). Event will be held at Fox Run Belmont Clubhouse (41200 Fox Run Rd., Novi). Limited to 75 seats. To reserve your spot and pay, visit novilibrary.org/authorslive or call the Administration Office at 248-869-7204 (Monday-Friday, 10am-5pm). No refunds after March 26.



FREE!

NOVI COMMUNITY FEST

CELEBRATING THE BEST OF NOVI!

THURSDAY, JUNE 5 | 4-8PM

NOVI CIVIC CENTER

NOVI PUBLIC LIBRARY | NOVI | NOVI CHAMBER of Commerce

COMMUNITY OPEN HOUSE | BUSINESS & CULTURAL EXPO

**BUSINESS SHOWCASE
FOOD TRUCKS**

**CULTURAL SHOWS
BOUNCE HOUSES
FACE PAINTING
DPW, POLICE & FIRE VEHICLES**

**FAMILY ACTIVITIES
AND MORE!**

CITYOFNOVI.ORG/NOVIFEST

1/19/2025				1/20/2025 CLOSED				1/21/2025				1/22/2025				1/23/2025				1/24/2025				1/25/2025							
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	0	0	0	10-11am	24	94	59	10-11am	16	78	47	10-11am	26	85	56	10-11am	26	90	58	10-11am	26	90	58	10-11am	46	139	93
11am-12	0	0	0	11am-12	0	0	0	11am-12	61	56	59	11am-12	55	84	70	11am-12	54	43	49	11am-12	73	57	65	11am-12	73	57	65	11am-12	147	160	154
12-1pm	40	136	88	12-1pm	0	0	0	12-1pm	64	59	62	12-1pm	93	88	91	12-1pm	54	48	51	12-1pm	65	55	60	12-1pm	65	55	60	12-1pm	156	126	141
1-2pm	96	122	109	1-2pm	0	0	0	1-2pm	56	62	59	1-2pm	76	93	85	1-2pm	40	80	60	1-2pm	56	70	63	1-2pm	56	70	63	1-2pm	80	79	80
2-3pm	123	138	131	2-3pm	0	0	0	2-3pm	53	83	68	2-3pm	64	82	73	2-3pm	72	158	115	2-3pm	84	142	113	2-3pm	84	142	113	2-3pm	101	115	108
3-4pm	108	120	114	3-4pm	0	0	0	3-4pm	68	74	71	3-4pm	88	75	82	3-4pm	152	162	157	3-4pm	157	135	146	3-4pm	157	135	146	3-4pm	102	113	108
4-5pm	150	100	125	4-5pm	0	0	0	4-5pm	83	78	81	4-5pm	85	65	75	4-5pm	157	134	146	4-5pm	137	101	119	4-5pm	137	101	119	4-5pm	134	129	132
5-6pm	206	72	139	5-6pm	0	0	0	5-6pm	90	64	77	5-6pm	105	98	102	5-6pm	126	83	105	5-6pm	164	66	115	5-6pm	164	66	115	5-6pm	202	83	143
6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	75	63	69	6-7pm	103	128	116	6-7pm	117	140	129	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	61	41	51	7-8pm	75	51	63	7-8pm	106	61	84	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	70	8	39	8-9pm	148	29	89	8-9pm	121	16	69	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
			706				0				694				890				1,018				739				956				
1/26/2025				1/27/2025				1/28/2025				1/29/2025				1/30/2025				1/31/2025											
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	38	79	59	10-11am	33	92	63	10-11am	33	78	56	10-11am	54	109	82	10-11am	27	67	47	10-11am	27	67	47				
11am-12	0	0	0	11am-12	54	61	58	11am-12	72	47	60	11am-12	49	63	56	11am-12	66	60	63	11am-12	42	50	46	11am-12	42	50	46				
12-1pm	74	162	118	12-1pm	59	64	62	12-1pm	43	40	42	12-1pm	63	40	52	12-1pm	43	60	52	12-1pm	57	55	56	12-1pm	57	55	56				
1-2pm	96	133	115	1-2pm	48	57	53	1-2pm	63	80	72	1-2pm	49	60	55	1-2pm	65	63	64	1-2pm	32	43	38	1-2pm	32	43	38				
2-3pm	113	125	119	2-3pm	98	185	142	2-3pm	83	126	105	2-3pm	81	147	114	2-3pm	109	177	143	2-3pm	67	127	97	2-3pm	67	127	97				
3-4pm	98	104	101	3-4pm	154	169	162	3-4pm	124	144	134	3-4pm	132	159	146	3-4pm	177	194	186	3-4pm	122	110	116	3-4pm	122	110	116				
4-5pm	118	110	114	4-5pm	140	157	149	4-5pm	139	148	144	4-5pm	140	104	122	4-5pm	155	123	139	4-5pm	104	96	100	4-5pm	104	96	100				
5-6pm	205	90	148	5-6pm	194	130	162	5-6pm	128	86	107	5-6pm	128	103	116	5-6pm	157	85	121	5-6pm	146	50	98	5-6pm	146	50	98				
6-7pm	0	0	0	6-7pm	160	132	146	6-7pm	125	130	128	6-7pm	129	127	128	6-7pm	114	125	120	6-7pm	0	0	0	6-7pm	0	0	0				
7-8pm	0	0	0	7-8pm	59	54	57	7-8pm	96	67	82	7-8pm	87	51	69	7-8pm	109	56	83	7-8pm	0	0	0	7-8pm	0	0	0				
8-9pm	0	0	0	8-9pm	150	29	90	8-9pm	101	18	60	8-9pm	100	27	64	8-9pm	78	25	52	8-9pm	0	0	0	8-9pm	0	0	0				
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0				
			714				1,136				993				975				1,102				598								

Information Technology Report by Jeffrey Smith – January 2025

General

Our West Meeting Room Wall Plate failed. We replaced it with a temporary wall plate on January 8th. A new wall plate is on order (no charge due to being under warranty)



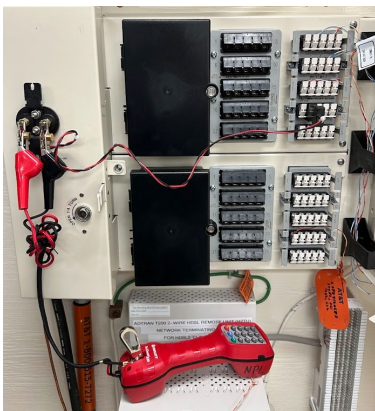
Temporary Wall Plate

Instructions were written for testing the "Plain Old Telephone System" (POTS) phone lines which are used for the fire alarm and elevators.

We ordered three "Courtesy Charging Stations" for use in the library by the public, provided by the *Friends of the Novi Library*. The charging stations include a custom graphic designed by Dana VanOast, our Communications Manager. Library patrons will use the stations to charge their phones and other mobile devices. The IS Department will locate the stations in the adult section, the newly redecorated teen room, and the West Meeting Room.



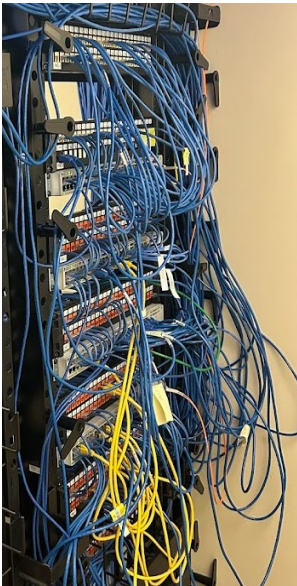
Two of our three "Courtesy Charging Stations" with custom graphics



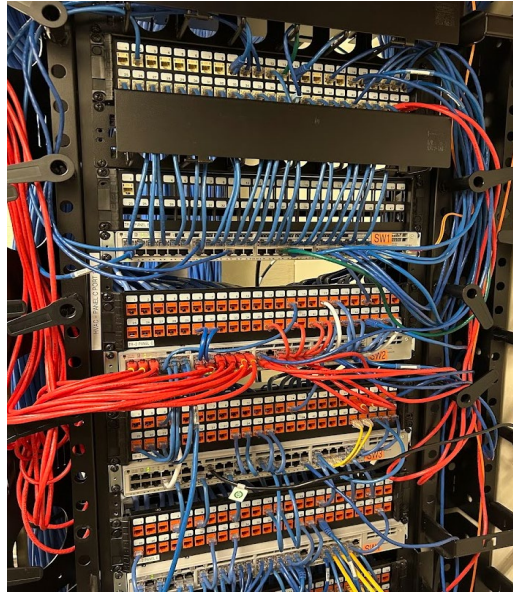
POTS phone line being tested.

A new Alarm Sensor was installed on our shipping room garage door.

On January 20th, while the library was closed, we did a wire cleanup in both data closets. Old generic colored network cables were replaced with new color-coded wires. The colors will help the IT Department to know which VLAN each wire supports.



Before the data closet update



After the data closet update

Two new all-in-one PCs were ordered to replace the old AWE children's workstations. The new PCs have a 24" touch screen display. Stay tuned for more information after they have been deployed. The new PCs will use **Magic Desktop** -our new "Safe Educational Computer Playground for Children".

[iCube](#)

We held 194 iCube appointments in January.

- 56 3D prints
- 0 3D scans
- 9 Adobe Creative Cloud projects
- 6 Cricut crafts
- 0 Carvey projects
- 46 Creative Kits
- 19 Digital Conversions
- 12 Heat Press jobs
- 6 Laser projects
- 3 Photo Prints
- 22 Sewing/Embroidery projects
- 15 Sublimation prints

We are excited to announce that NPL's own Sidney Erickson joined the iCube staff on January 27th as a Technology Assistant. Once Sid is trained, he will fill that support role on Monday afternoons. "His outgoing personality and tech smarts will be a welcome addition to our team!" Welcome Sid!

There was lots of activity in the iCube this month from the Sewing Machine demo to support and preparation for other library programs, and of course lots of patrons making appointments and walking

in to work on various exciting projects! Here is a sample of just a few days in January, as reported by our iCube staff, Jess, Mary, Dominic, and Mallory!

Mallory reported on January 21:

- Walk-in for Brother sewing machine. Taught patron about sewing tension and stitch length as she was sewing pot holders that were quite bulky....
- Walk-in for the sublimation printer. Printed a few sheets of 11x17 to take home and transfer themselves.
- Walk-in for the knitting machine. A few walk-ins for creative kits.
- Appointment with a patron on the Muse at 6pm.
- Walk-in for photo scanner & 8mm converter.
- Wrote my sewing terminology on the iCube whiteboard!!!

Mary reported on January 9th: "Worked with Rae to laser engrave an anodized aluminium plaque for the Local History room. It came out really well - Rae was happy!"



Plaque engraved by Mary and Rae for the Local History Room

Jess reported on January 7th and 8th:

- A young couple preparing for their wedding used the Cricut and the die cut Creative Kit
- Worked on making more floating candles using paper towel tubes and the hot glue gun
- Walk-in for the flat heat press.
- Gave some patrons a tour of the iCube and discussed some of the other equipment available in the room
- Walk-in for the sublimation printer.



Dominic reported on January 19: "Very busy with Walk-ins today! VHS conversion, film negative scanning, knitting machine, Adobe Photoshop, Sewing machine, Creative Kits."

Knitting Machine project by a patron with Dominic's assistance

Mary reported on January 25: "Mallory's sewing demo was a success and big hit with youth and adult attendees! Congratulations, Mallory, on a job well-done!"

"The first ever sewing demo went well! We had 16 people total show up to make bookmarks. We had plenty of feedback from people wanting to come back to use our machines and interest shown in sewing classes.... BIG thank you to Mary

for helping me during the demo!! Thank you to Jeff for coming and checking on us! & to everyone thank you so much for all of your amazing support!" -Mallory



Mallory providing a group of adults and kids a sewing demo

Mary reported on January 30: "The NHS Special Ed students came over for another fun maker session . The students seemed to enjoy decorating their personalized pencil cases with the NHS logo on one side and their names on the other. We also made wrist lanyards with the Novi4All logo. Thanks for assisting me with this, Dom!"



NHS Special Ed student making a personalized pencil case in the iCube

Training

- Jeff attended:
 - "Safety and De-Escalation Foundations for Frontline Staff"
 - "Time Management for Library Staff" by libraryworks.com
 - "Budgeting Basics" by Library of Michigan Niche Academy
 - "Budgeting Process" by Library of Michigan Niche Academy
- Sid attended:
 - iCube Training 1/27/2025
- Jeff and Denise attended:
 - Terminus Cloud Control - Powered by CyberData
 - Novi Public Library | ISRR (Identity Security Risk Assessment) by CrowdStrike
 - KnowBe4 Introduction

Facilities Report by Keith Perfect – January

In the past month the Facilities Department has closed 10 Facilities Maintenance tickets, 54 Meeting Room Requests/Programs and has updated 346 Periodic Maintenance tickets.

- Three cabinet doors in the café were replaced due to wear and tear.
- Two cabinet doors in the East Meeting room were replaced due to wear and tear.
- Mixing Box #6 was serviced for preventative maintenance and it is in good working order.
- Mixing Box #18 was serviced and had a sticking valve. The valve was manually manipulated by vendor and the unit is now working properly.
- The HVAC BMS software was updated by vendor and is working as it should.
- Our beloved meeting room vacuum cleaner after 15 years of dedicated service has passed on to the afterlife. We have replaced it with a new model that truly sucks! Pun intended.
- A broken microwave in the staff lounge has been replaced.
- First-Aid kits were checked for expired product and replenished if necessary.
- A sensor on the receiving area door was replaced by vendor.
- The library van received an oil change.
- A sticking door latch on the library van was oiled and is no longer sticking.
- A wall-mounted cell phone charging station was installed in the second floor teen area. Two freestanding cell phone charging stations were placed in the first and second floor public areas.

Information Services Department – January Report Compiled by Shannon O’Leary (In the Absence of Dept. Head)

News and Notes

- Staff attended department meetings.
- Staff attended staff Q&A session update meetings with the Library Director.
- Staff attended committee meetings for the following:
 - Strategic Planning
 - HR
 - Customer Service
 - Marketing
 - iCube

Professional Development

- Teens Prevail: Love, Resilience, and Hope in Young Adult Novels - Austin
- CSLP Summer Symposium with Mychael Threats - Emma
- Building Community: Strategies for Coming Together - Emma, Mary
- Employee Assistance Program orientation - Emma, Mary, Austin, Shannon
- IS staff on external committees:
 - Thumbs Up! Award Workgroup - Austin and Kirsten
 - Mitten Award Workgroup - Emily

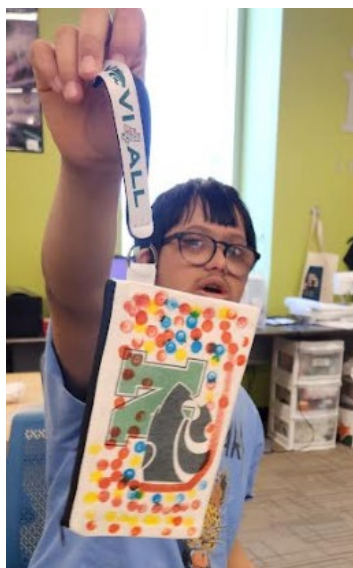
- Guild of Library Makers - Jess
- TLN eContent Users Group - Mary
- TLN eContent Tech Support - Mary
- TLN eContent Policy Committee - Mary
- Tell Me More: Collection Connection (Brodart)- Shannon
- Navigating AI Ethics- Shannon

IS Staff Outreach

- Senior Outreach at Lakes of Novi -11 – Emma
- StoryPoint - 5 - Emma
- Meadowbrook Commons - 6 - Emma
- Novi Mental Health Alliance - Austin and Emma
- "Bringing the Music to You" Waltonwood Senior Living- 66- Gail
- Outreach Preschool Story Times: A Growing Place (2) & Little Birds Montessori - Emily
- Novi ECEC Special Education Family Activity Day @ NPL - Winter/Snow - Emily
- Growing Early Literacy Skills Through Songs & Rhymes - A Workshop for Early Childhood Educators (RTRM) - Jen - 12
- Novi Woods Elementary Multicultural Night- 200 - Shannon
- iCube tour for Bethany Bratney, NHS Librarian, and 5 NHS art teachers
- iCube tour for Julie Sugg from Orion Township Library - Jess and Mary
- iCube makerspace session with NHS Special Education class - Mary



Pictures of iCube makerspace session with NHS Special Education class by Mary Robinson



Adult Programs

- Afternoon Read Book Club
- Novel Idea Book Club
- Multicultural Book Club-2
- Lakeshore Book Club Virtual-4
- For the Love of Poetry-4
- Business Book Club - 7
- Preschool and Childcare Resource Fair - 80
- Strange Lands Book Club - 3
- Craftastic Wednesday: 3D Printed Jewelry and 3D Printing Demo - 22
- Korean Conversation Group- 5
- Spanish Conversation Group- 12
- Evening of English (x2)- 27
- MLK Day Concert- 180
- Seasonal Affective Disorder- Virtual- 19
- Local Author Visit-Virtual- 22



MLK Day Program



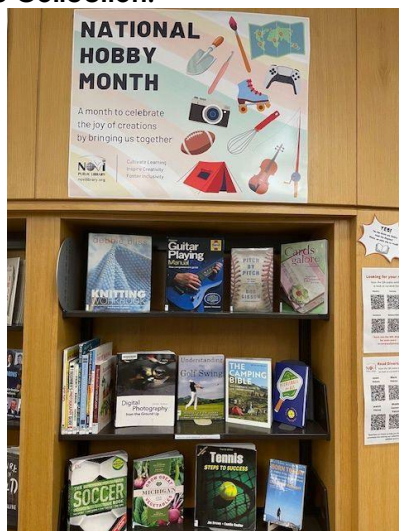
Craftastic Wednesday: 3D Printed Jewelry

Adult Displays

- **Adult Desk Display:**
- Martin Luther King Jr.-Emma DeCenso



- **Feature Collection:**



National Hobby Month-Emma DeCenso

- **1st floor glass case:** Black History Month: Today, Tomorrow, Forever by Gail Anderson



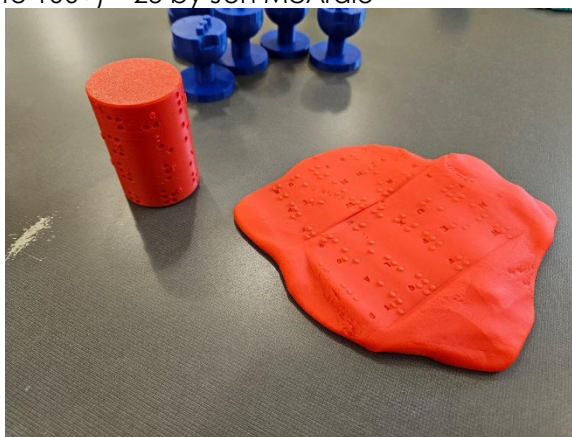
- **2nd floor counter pop-up display:** David Lynch (1946-January 16, 2025)

Youth/Tween/Teen/Family Programs

- No Required Reading Book Club - 1
- Storytime - Time for Twos and Threes (Jen) - 181
- Storytime - Baby Time (Danielle & Kirsten) - 60
- Storytime - Tot Time (Danielle & Kirsten) - 184
- Story Time - Fun for Fours & Fives (Kirsten & Jen) - 45
- Storytime - Saturday Family Storytime (Jen) - 212
- Storytime - Sunset Stories - 60
- Teen Advisory Board (TAB) - 18
- Teen Space - 670
- ISTP (x3)- 97

All Ages Programs

- Explore the World of Braille (all ages 2 to 100+) – 23 by Jen McArdle



Youth/Tween/Teen Displays by Anna Jakubiec

- **Teen Stop display – Winter Wonderlands**



- Youth Feature Display –
- Youth Desk Display –
- New for You Kiosk

- **Libraries Are for Everyone:** Winter, New Year's Day, Hanukkah, Kwanzaa, National Braille Literacy Month, National Trivia Day, MISelf in Books, Martin Luther King, Jr Day, International Holocaust Remembrance Day, International Lego Day, Lunar New Year



Marketing & Community Promotions – January 2025

By Dana VanOast, Communications Manager

Outreach or Promotions

Jan 27, 2025: Presentation of 2023/2024 Annual Report to City Council at Fox Run

Webinars/Demos

Jan 2, 2025: From Planning to Palette: Summer Reading Marketing (CSLP)

Jan 24, 2025: MI PR Group Meeting (recording)

Videos Filmed

Jan 6, 2025: Fox Run, 4 “Library Minute” videos filmed to air during live-show thru Jan 31

January 27, 2025: Fox Run, 4 “Library Minute” videos filmed to air during live-show through Feb 28

Publicity – Novi Note, January 9, 2025

NEWS & NOTES

6A/NOVI NOTE • JANUARY 9, 2025

Compiled by Charity Meier

Novi Choralaires holding open rehearsal

NOVI/FARMINGTON HILLS – The Novi Choralaires, which is celebrating 50 years of performing for the cities of Novi and Farmington Hills, has an opportunity for community members to join its choir.

The singing group will have an open rehearsal on Jan. 14 at Novi Middle School, located at 49000 W. 11 Mile Road in Novi. The rehearsal will run from 7 to 9 p.m.

For more information, send an email to novi.choralaires@gmail.com.

Information is also available online at novichoralaires.org or on the group's Facebook page.

MLK Day celebration concert

The Novi Public Library will host a celebration concert in honor of Martin Luther King Jr. on Saturday, Jan. 18. The annual event will feature various musical performers and presenters. There will also be snacks and hors d'oeuvres. The doors will open at 2 p.m., with the concert beginning at 2:30 p.m. The event is expected to last until 4 p.m. To register, go to novilibrary.org.

The library will be closed on Monday, Jan. 20, for MLK Day.

Novi parent camp

The third annual parent camp, put on by the the Novi Mental Health Alliance in partnership with the Novi Public Library, Novi Educational Foundation and Novi Community School District, is scheduled to take place from 9 a.m. to noon on Saturday, Jan. 25, at Novi High School. The event will feature a keynote address by Dominic Frisina, from The Positivity Project, and breakout sessions focusing on parenting topics related to mental health and wellness for kids of all ages, according to a press release. There will also be breakfast and complimentary child care available. For more information or to register, visit novilibrary.org.

Real Christmas trees to be collected with trash

Residents can dispose of their real Christmas trees by placing them on the curb on their regular trash day. This service will be available through Jan. 13.

Friends of the Library Scholarship

The Friends of the Novi Public Library is offering a \$1,000 scholarship to a resident of Novi who is currently a senior in high school. In order to qualify for the scholarship, the student must write a 250- to 500-word essay that addresses:

- Personal & professional goals.
- Personal strengths.
- Why you are the best candidate.
- What college or university you have applied to or plan to attend.

- What your course of study will be.
- If you have received any financial assistance.

Novi High School students can submit their applications and essays via visiting the school's counseling resources group on Schoology.

Those who attend a different school should submit their applications and essays directly to friends@novilibrary.org.

Scholarship applications and essays are due by Jan 13. The winner will be notified by the end of March. Find more information at novilibrary.org/friendsscholarship.



Oakland County sheriff's deputies gear up in support of Detroit Lions

Oakland County Sheriff's Office deputies have been given the green light to don Honolulu blue and silver in support of the Detroit Lions as they attempt to make their way to the Super Bowl.

Sheriff Michael Boucard issued an order that deputies can wear officially licensed Detroit Lions caps and beanies as part of their uniforms as of 3 p.m. Jan. 6 and can continue to do so throughout the playoffs.

According to a press release, the decision was made “to promote camaraderie and community spirit while maintaining the professionalism of the Oakland County Sheriff's Office.”

“I believe that our team and the Detroit Lions have a lot in common,” Boucard said in a press release. “Both are a group of highly motivated people with grit, determination and a huge heart who perform at the highest level. Both have faced huge challenges in their respective professions and yet, pulled together and go out every day ready to take on all challenges. We are inspired and support the Lions and to show that connectivity, I am authorizing our personnel to wear a Lions hat in their official duty capacity.”



Menorah lighting held at Twelve Mile Crossing at Fountain Walk

Jewish residents celebrated the fourth night of Hanukkah Dec. 28 with ice carvings of a dreidel and a menorah and a lighting ceremony at Twelve Mile Crossing at Fountain Walk.

The ceremony was conducted by Rabbi Avrohom Susskind along with his wife, Leah, pictured, of Chabad of Novi, 40550 Grand River Ave. Rabbi Susskind led some prayers and lit the menorah for the evening with a crowd of approximately 150 people. According to Mary Ledermann, community engagement manager at 12 Mile Crossing/Fountain Walk, the event started in 2023 with fewer than 30 people and has grown “significantly” this year. She said this year they added the carving of the dreidel as well. Leah Susskind, who directs the Chabad of Novi, handed out menorah kits to those desiring them and chocolate coins to children of all ages, as well as doughnuts. Attendees could also spin a wheel for various prizes.

Hanukkah, the Jewish Festival of Light, lasts for eight days and nights in remembrance of the rededication of the Second Temple in Jerusalem in the second century B.C. In 168 B.C., a small group of Jewish fighters known as the Maccabees rebelled against the Seleucid king Antiochus IV Epiphanes who outlawed the practice of Judaism and desecrated the temple. It is said that when the Maccabees took back the temple there was only enough oil to keep the temple's menorah lit for one day, but miraculously it remained lit for eight days.

SUPPORT SERVICES DEPARTMENT- January 2025 by Sarah Mominee

Department Head/General

- Attended weekly Management Team meetings.
- Continued "Question of the Week" each Monday
- Created "Procedure" binders for both Circulation and Tech Services.
- Completed the following SkillPath courses: Leadership & Management Skills for Women (January 14th) and Thinking on Your Feet: Speak Intelligently at a Moment's Notice (January 23rd).
- Trained with Kristin Abate in Tech Services Acquisitions and Processing throughout the month.
- Began weekly "catch-up" meetings with Maryann Zurmuehlen.
- Conducted interviews for the 27-hour Tech Services Clerk position that opened in December.
- Met with an AMH vendor with Maryann Zurmuehlen on January 21st.
- Attended a reciprocal borrowing meeting with Northville as well as an Outreach Team meeting (both Jan. 22nd).
- Attended a City of Novi Employee Recognition & Lunch on January 28th.

Circulation & Shelves

- Staff are working on the Collection Inventory Project which began in January 2024.
- Becky Peans first day as a new Support Services Shelver was on January 27th. Please say 'hi' when you see her!
- Maggie Nelson and Sidney Erickson completed a project where each cart got a unique name and matching unique art! Let them know your favorites when you see them!

Tech Services

- Jordan Ehrmann was promoted from shelver to Tech Services Clerk on January 28th! Please congratulate her when you see her!

TLN SASUG:

- The migration to Oracle Cloud was postponed due to issues within the network. TLN is looking at May for the migration to happen.
- There was an update to the "school card" on CARL. More information on this can be found on the TLN website.
- There is a new card type in the works for homeless students. It would have limited privileges such as a 3 item total checkout limit and expiration at the end of the school year.

Statistics (January 2025)

- **Cards Issued: 258**
- **Items Checked Out (NPL): 55,537**
- **Items Checked Out (LLL): 32**
- **Total Checkouts (NPL + LLL): 55,569**
- **Items Interloaned for NPL Patrons: 4,820 (117 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,814 (255 through MeLCat)**
- **Items Added to the Collection: 1,084**
- **Items Discarded from the Collection: 1,370**
- **Drive-Up Window & Locker Hold Pickups: 24**
- **MAP Checkouts: 23**
- **Online New Card Registrations: 36**
- **Outreach:**
 - **NPL @ Your Door: 13 Mailer Bags / 35 Items**
 - **8 Facilities Visits / 48 Items Provided**
 - **6 Book Discussions / 84 Items Provided**

Support Services Statistics 2024-2025													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	327	324	497	455	260	229	258						2,350
↳ <i>Of Which, Online Registrations Totaled</i>	89	25	28	18	21	23	45						249
Checkouts (NPL)	64,018	61,933	54,351	52,691	50,807	47,899	55,537						387,236
Checkouts (Lakeshore Lending Library)	121	113	100	96	65	26	32						553
Total Checkouts (NPL + LLL)	64,139	62,046	54,451	52,787	50,872	47,925	55,569						387,789
Items Borrowed	5,002	4,383	4,000	4,245	3,416	3,625	4,820						29,491
Items Loaned	3,775	3,455	3,789	3,487	3,024	3,169	3,814						24,513
Hold Pickups (Drive-Up & Lockers)	25	21	26	24	13	16	24						149
MAP Pass Checkouts	74	78	57	55	25	26	23						338
Read Boxes	609	341	347	42	0	0	0						1,339
NPL @ Your Door (# of Bags)	10	8	10	7	5	6	13						59
NPL @ Your Door (# of Items)	31	27	30	17	12	15	35						167

Year-to-Year Comparison				Read Boxes						
				May to October Totals						
				2023			2024			
		JAN	JAN	Pavillion	Youth	Adult	Total	Youth	Adult	Total
		2025	2024		Rotary	813	115	928	777	55
Cards Issued This Month		258	279	ITC	331	30	361	495	23	518
Total Checkouts (NPL + LLL)		55,569	58,536	Brookfarm	881	54	935	1002	58	1060
Items Borrowed	TLN	4,703	5,176	All Combined	142	16	158	164	24	188
	MeL	117	92		2167	215	2382	2438	160	2598
		4,820	5,268	<div style="border: 1px solid black; padding: 5px;"> May 1 through October 23, 2024 was our tenth season of Read Box Service in Novi. ITC Park was the most used read box with Pavillion Shore coming in second. </div>						
Items Loaned	TLN	3,559	4,025							
	MeL	255	183							
		3,814	4,208							

Self-Check Totals 2024-25 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	64,139	46.26%	29,668	8,417	6,009	4,799	10,443
August	62,046	44.43%	27,568	8,474	5,963	4,006	9,125
September	54,451	42.70%	23,250	7,236	5,014	2,842	8,158
October	52,787	43.15%	22,776	6,835	4,784	2,703	8,454
November	50,872	39.73%	20,210	5,447	4,608	2,841	7,314
December	47,925	43.01%	20,612	6,090	4,407	2,965	7,150
January	55,569	45.88%	25,497	7,764	5,067	3,457	9,209
February							
March							
April							
May							
June							
FYTD	387,789	43.73%	169,581	50,263	35,852	23,613	59,853

Library Usage									
2023-2024 Fiscal Year					2024-2025 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	35,488	7,105	42,593	1,704	July	27,026	6,343	33,369	1,192
August	24,612	4,137	28,749	1,106	August	26,543	7,657	34,200	1,179
September	25,059	6,560	31,619	1,171	September	26,464	7,657	34,121	1,219
October	29,335	1,636	30,971	1,032	October	30,044	5,220	35,264	1,138
November	27,349	6,356	33,705	1,248	November	25,150	3,060	28,210	1,045
December	21,975	7,197	29,172	1,122	December	21,114	5,220	26,334	941
January	24,865	7,650	32,515	1,084	January	25,456	6,149	31,605	1,090
February	27,211	6,815	34,026	1,173	February				
March	24,943	4,721	29,664	1,023	March				
April	28,725	5,704	34,429	1,148	April				
May	24,053	7,709	31,762	1,176	May				
June	26,941	4,583	31,524	1,126	June				
FYTD Total	320,555	70,173	390,728	1,170	FYTD Total	181,797	41,306	223,103	1,116
Lobby count has been corrected for September, March and April due to a calculation error (reported number was doubled in previous reports).					Our Car counter sensor failed at 10PM on 8/28/2024. September 2024 Drive-Up numbers are estimated.				
					Our car counter sensor began counting low numbers beginning November 10th due to transceiver interference. December numbers are estimated.				

Computer Logins											
2023-2024 Fiscal Year						2024-2025 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,128	38,208	39,336	1,573	237	July	1,383	148,114	149,497	5,339	275
August	1,250	*44,166	45,416	1,747	265	August	1,356	155,267	156,623	5,401	275
September	1,025	*104,753	105,778	3,918	255	September	995	161,443	162,438	5,801	264
October	1,102	182,259	183,361	6,112	292	October	1,076	178,568	179,644	5,795	297
November	1,021	180,487	181,508	6,723	263	November	953	148,609	149,562	5,539	247
December	873	116,491	117,364	4,514	247	December	785	141,013	141,798	5,064	248
January	430	**164,392	164,822	5,494	286	January	954	159,040	159,994	5,517	272
February	1,185	161,577	162,762	5,612	267	February					
March	1,199	148,575	149,774	5,165	272	March					
April	1,258	169,967	171,225	5,708	286	April					
May	506	160,279	160,785	5,955	266	May					
June	1,253	153,389	154,642	5,523	261	June					
FYTD Total	12,230	1,624,543	1,636,773	4,901	3,197	FYTD Total	7,502	1,092,054	1,099,556	5,498	1,878

Notes 2023-2024:

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

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

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

**January 2024 Wireless Sessions are estimated due to an issue with the Meraki Wireless Portal.

Early Literacy Workstation Usage							
2023-2024 Fiscal Year				2024-2025 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	612	8,955	14	July	768	10,949	14
August	693	9,007	13	August	743	10,876	13
September	610	6,615	12	September	664	9,187	13
October	724	9,029	25	October	729	10,029	14
November	636	8,190	18	November	742	9,999	13
December	*556	*6,540	*24	December	553	7,803	14
January	637	9,309	13	January	711	9,566	13
February	751	10,617	14	February			
March	743	10,870	15	March			
April	687	9,805	14	April			
May	562	7,796	14	May			
June	767	11,181	15	June			
FYTD Total	7,978	107,914	16	FYTD Total	4,910	68,409	13

Notes 2023 – 2024:

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

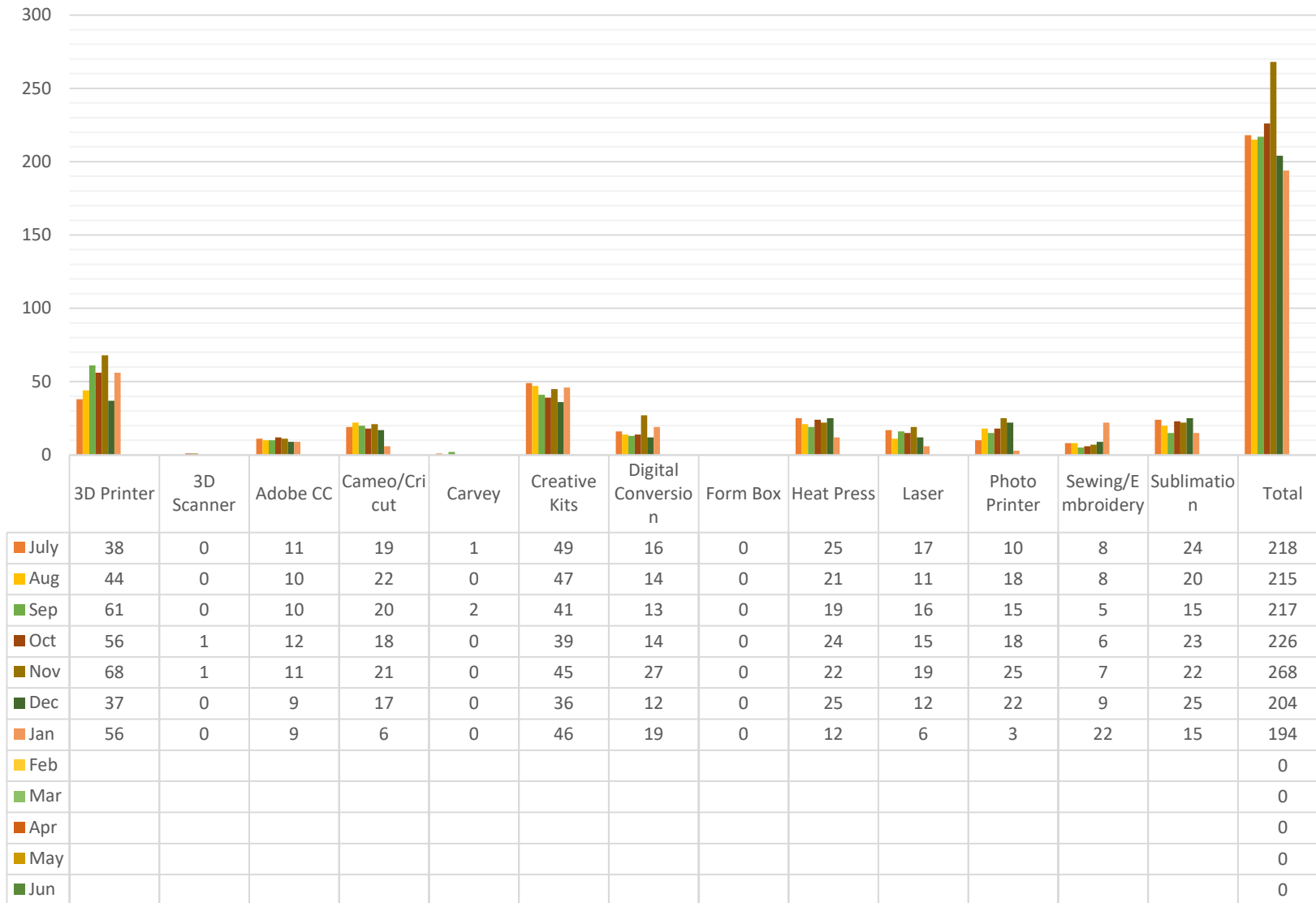
Stats are now downloaded from the individual AWE workstations.

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

Technology Training Sessions 2024-25 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	38	19	16	10	8	24	1	17	0	0	11	25	49	0	8	226
Aug	44	22	14	18	8	20	0	11	0	0	10	21	47	0	2	217
Sep	61	20	13	15	5	15	2	16	0	0	10	19	41	0	3	220
Oct	56	18	14	18	6	23	0	15	0	1	12	24	39	0	4	230
Nov	68	21	27	25	7	22	0	19	0	1	11	22	45	0	4	272
Dec	37	17	12	22	9	25	0	12	0	0	9	25	36	0	2	206
Jan	56	6	19	3	22	15	0	6	0	0	9	12	46	0	2	196
Feb																
Mar																
Apr																
May																
Jun																
Sessions	360	123	115	111	65	144	3	96	0	2	72	148	303	0	25	1567

*November Muse Laser total was 29, corrected to 19.

iCube Usage 2024- 2025



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

2024-2025 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	2,564	682	304	23	392
August	2,520	702	312	17	454
September	2,564	710	320	24	364
October	2,726	732	329	26	609
November	2,664	732	333	19	272
December	2,683	756	333	18	538
January	3,154	853	356	24	394
February					
March					
April					
May					
June					
FYTD Total	18,875	5,167	2,287	151	3,023

2024-2025 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	7,746	3,510	11,256	1,610	124
August	7,441	3,712	11,153	1,499	131
September	7,440	3,437	10,877	2,037	136
October	7,261	3,396	10,657	1,944	94
November	7,180	3,546	10,726	2,070	114
December	6,782	3,462	10,244	1,867	113
January	8,308	4,395	12,703	2,309	184
February					
March					
April					
May					
June					
FYTD Total	52,158	25,458	77,616	13,336	896

Meeting Room Statistics 2024-2025 Fiscal Year		
	Rentals	Attendees
July	29	274
August	38	710
September	45	1,003
October	47	735
November	49	1,012
December	37	925
January	54	932
February		
March		
April		
May		
June		
FYTD	299	5,591

Recite Me (Website Accessibility Toolbar)											
2023-2024 Fiscal Year						2024-2025 Fiscal Year					
Month	Pages Viewed	Unique Users	Pages Viewed/Session	Screen Reader	Translation	Month	Pages Viewed	Unique Users	Pages Viewed/Session	Screen Reader	Translation
July	1,761	357	4.93	2,638	18,161	July	280	83	3.37	407	374
August	926	230	4.03	1,222	1,096	August	248	56	4.38	352	275
September	731	221	3.31	751	910	September	226	64	3.53	303	254
October	591	143	4.13	645	960	October	303	66	4.59	503	378
November	561	173	3.24	582	786	November	199	58	3.43	249	217
December	524	140	3.74	578	640	December	155	58	2.67	327	5,445
January	488	150	3.25	491	565	January	198	76	2.61	296	727
February	385	124	3.10	338	438	February					
March	491	141	3.48	534	614	March					
April	326	98	3.33	328	349	April					
May	237	78	3.04	378	295	May					
June	323	101	3.20	445	483	June					
FYTD Total	7,344	1,956		8,930	25,297	FYTD Total	1,609	461		2,437	7,670

myLIBRO (Library App)															
2023-2024				2024-2025				2023-2024				2024-2025			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
July	57	1,488	100	July	2,977	92,994	5,011	January	1,940	58,637	3,312	January	3,906	23,811	6,671
August	1,166	25,673	2,961	August	3,157	109,022	4,585	February	2,166	73,177	4,232	February			
September	1,196	26,853	2,023	September	3,321	59,591	4,515	March	2,317	85,934	4,377	March			
October	1,373	49,714	2,566	October	3,475	16,383	4,300	April	2,494	82,606	3,745	April			
November	1,390	57,778	2,919	November	3,599	17,225	4,827	May	2,639	86,606	3,562	May			
December	1,390	67,496	3,281	December	3,729	19,227	5,098	June	2,803	74,301	4,756	June			
								FYTD Tot.		229,002	13,850	FYTD Tot.		338,253	35,007

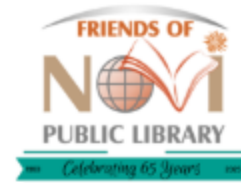
Recite Me and/or myLIBRO stats may be delayed due to auto-reports sent at the beginning of each month.

FRIENDS OF NOVI LIBRARY



Friends of the Novi Library

February 2025



Book Nook News: Thanks again to the hours of work from our wonderful volunteers and donations from generous patrons. If you're at the library, please stop by and say "hello" to our dedicated volunteers.

Volunteer of the Month:

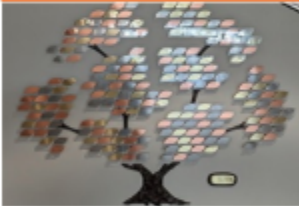
Louise Yee

Louise earned a Bachelor's degree in Business Administration.



She has worked in IT for many years and has lived in Novi since 1991 with her husband Doo Ming.

Louise retired in 2012, and with her husband, bought an RV, and hit the road. They have traveled most years since then, visiting most of the states and some of Canada. They now spend the winter in Arizona and Colorado, enjoying hiking, biking and downhill skiing. In the summer, besides volunteering at the library, Louise volunteers at Maybury State Park, golfs on a weekly league, and bikes with a group weekly.



Consider a leaf for your Valentine

Express your affection for your Valentine and support the work of the Friends by purchasing a personalized message on the library's Giving Tree. Leaves come in gold, silver and bronze. All donations will benefit the Novi Public Library and their efforts to continue to expand and improve their offerings to the community.

bit.ly/nplgivingtree

From the President:

I want to thank Anne Craig for taking on the e-newsletter so that each month you know what is going on with the Friends. Thank you to Carol Neumann and the Book Nook volunteers for sharing a bit about yourselves.

The start of a new year inspires us to get organized. We clean out the pantry and get rid of expired food and give away all those clothes we never wear. If you have books in good condition, please consider donating them to the Friends. If you have a collection of gardening books or craft books that you no longer need, we would love to have them. You can leave them in the library foyer or donations of 5 bags/boxes or more can be dropped off by appointment through the Facilities Dept. To set up an appointment, call: 248-869-7209 or 248-869-7219.

February starts our Senior Outreach Concert series. Tom Lee will be performing at Meadowbrook Common, Fox Run and Story Point and Waltonwood Twelve Oaks.

We are already planning for Summer Songfest and which performers to schedule for the series. Rick Leider, who performed at Senior Day, is always good and I really liked The Magic Bus which we had for the first time last year. If you have a favorite, just respond to this email and let us know who it is. We welcome your input.

Calendar of Events:

Familiar Oldies with Tom Lee

Feb 13, 3pm, Fox Run

Feb 27, 2pm, Story Point

Kaleidoscope: Exploring Tollgate Farm

Mar 19, 7pm, NPL. Learn more about the animals, community gardens and agricultural demonstrations that link Tollgate the educational center to its original role as the home of one of Novi's earliest pioneer families.

Tax deductible donations can be made to novilibrary.org/friendsdonate.



(Proposed as of 2/6/2025) – DRAFT NOT APPROVED

Wish List Item	Description	Cost
65 th Anniversary of the Library (Programming/Marketing)	Celebrate 65 years of being a public library – October 26, 2025	\$1,500
65 th Anniversary T-Shirts	For staff, Friends, Library Board Members, Community Members (150 shirts at \$15 ea.)	\$2,250
Senior Outreach (Programming)	Music events at 3 locations (winter months Feb/Mar) \$400 ea.	\$1,200
Technology; Marketing	Canon EOS Rebel Camera	\$500
Lakeshore Lending Library (Outreach)	3 Programs (fall/winter/spring) \$500 ea.	\$1,500
Training (Staff)	Staff Training Day on 8/15/25 – speaker fees; lunch	\$2,000
Single Use Study Booth	Additional Booth based on need for the public	\$7,000
2025-2026 Staff National Library Week Celebration (1 lunch) & Staff Appreciation	Opportunity for the Friends Library Board and staff to get together and celebrate as well as appreciation opportunities for staff (\$1,000 for lunch/\$500 staff)	\$1,500
iCube - Makerspace	Button Maker 1.25"	\$125
iCube – Makerspace	Upgraded Cricut Maker for cut out designs	\$400
iCube – Makerspace	Upgraded Embroidery Machine that can provide designs on hats	\$6,000
Marketing	Community Lawn Signs: I LOVE the Library; A Reader Lives Here; I am a Reading Champion; etc.	\$6,000
	TOTAL	\$29,975

Annual Library Contributions – 2025-2026

(Pending Annual 2025 meeting)

Summer Reading Program (Adult/Youth	\$2500	
Book Page	\$720	
Summer Songfest (Paradise Park– 6 shows@\$600ea.)	\$5100	
Battle of the Books (5 th /6 th grade Novi Meadows)		\$500
Community Read/Fox Run author event		\$4000
Engage		\$400
Listen @ the Library (Tuesday Tunes, concerts)		\$2,000
Raising a Reader/1,000 Books/Reading Challenges		\$1,500
Senior Day @ the Library		\$1,500
TOTAL		\$ 18,220

***Checks will be provided by the Friends of the Novi Library for payment

CITY OF NOVI HISTORICAL COMMISSION**NOVI HISTORICAL COMMISSION****November Minutes****Wednesday, November 20, 2024****Novi Library Local History****CALL TO ORDER: 7:04 p.m.****ATTENDANCE:** Kim Nice, Sharon Larson, Debbie Wrobel, Kelly Kasper, Dan Pierce, Randy Van Wagnen, Kathy Crawford**ABSENT:** None**INTRODUCTION OF GUESTS:** Rae Manela (Library Liaison) and Sue Grifor**APPROVAL OF AGENDA:** APPROVED**APPROVAL OF OCTOBER MINUTES:** APPROVED

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2024/2025 Fiscal Year			
	BUDGET	EXPENDITURES Thru November 20, 2024	
Display Cabinet Exhibit	\$ 500.00	\$ (265.41)	
Marketing/Brochures/Engage/Name Badges	\$ 800.00	\$ -	
Equipment/Supplies/Office Upgrades/Repairs	\$ 12,000.00	\$ (141.22)	
Program/Speaker Fees	\$ 1,200.00	\$ (763.75)	
Storage Unit	\$ 2,750.00	\$ (2,400.00)	
Acquisition (Books/Materials/Subscriptions)	\$ 2,000.00	\$ (50.00)	
Conference/Continuing Education	\$ 1,000.00	\$ -	
Legal Fees	\$ 500.00	\$ -	
Special Project Items			
Betty Long Internships		\$ -	
Oral Histories		\$ -	
City/Community Events		\$ (53.75)	
Photography		\$ -	
Special Project Totals	\$ 3,000.00	\$ (53.75)	
TOTAL:	\$ 23,850.00	\$ (3,889.03)	\$ 20,960.97
Equitable Projects	<u>Expenditure</u>	<u>Revenue Rec'd</u>	
Villa Barr Book Sales YTD			
Wreaths Across Novi Project			

Treasurer's Report: APPROVED – There were \$3,689 in expenses last month coming from printer supplies, Pumpkinfest participation, speaker series costs, membership to the Michigan Historical Society and display case expenses.

LIBRARY LIAISON REPORT:

New Microfilm Reader: Rae ordered the new microfilm reader and made an initial payment from the library. Once she receives a confirmation on delivery, she will share it with the Commission. It is expected the scanner should be up and running in January 2025.

Document Donation Day: The Commission hosted a Document Donation Day on Saturday, Nov. 2. While no documents were received, another donation day will be scheduled in the future.

Local History Room Organizational Update: Marissa, the library intern, continues to organize the Local History Room drawers and shelves. Marissa will be finishing her internship in December and will present a recap of her work at the Historical Commission's Dec. 18 meeting.

History Room Office Hours:

Monday, Dec. 2 (Noon – 2 p.m.): Debbie Wrobel and Sharon Larson

Monday, Dec. 16 (6 – 8 p.m.): Kelly Kasper and Kim Nice

Monday, January 6 (10:30 a.m. – 12:30 p.m.): Kim Nice

Monday, January 20 (6 – 8 p.m.): None – MLK Day

Note: Local History Room hours will change in January. The hours for the first Monday of the month will be 10:30 a.m. – 12:30 p.m.

2024-2025 Speaker Series: The upcoming 2024-2025 speakers series presentations are:

- November 21 – Great Lakes Storms of the Century

DISCUSSION ITEMS:

2025/2026 Budget FY Budget Proposal: The Commission needs to submit its 2025-2026 FY Budget to the Novi Library by Dec. 1. The Commission unanimously approved a budget proposal of \$19,350 which reflects an increase in areas including display case supplies, special projects, speaker fees, acquisitions, subscription costs, conferences, legal fees and a reduction in equipment.

Wreaths Across Novi: The event took place on Saturday, Nov. 16 and was well attended. Kim Nice provided remarks on the cemetery's history and some of the veterans buried there. A local VFW post played taps during the ceremony with boy/girl scouts helping place the wreaths.

Michigan Haunts Speaker Session: The Michigan Haunts speaker presentation went well and had a good crowd. Attendees enjoyed the presentation and asked lots of questions. The speakers may be asked to come back to present on other topics.

Ella Mae Powers Park Inquiry – Who Was She?: Ella Mae Power deeded land on the north side of Ten Mile Road, west of Wixom Road, to Novi Township. The land, however, was sold by the State of Michigan for unpaid taxes on the property. In the 1970s, City officials pushed the State to honor the donation by providing the proceeds of that sale to Novi. The City used the money to acquire the land that became the Civic Center, Police station and Ella Mae Power Park.

ONGOING PROJECTS:

Miniature Project: The miniature project committee met earlier in November to hammer out some of the details of the project and review the sizes/dimensions of the pieces inside the model store. Randy brought some of the new pieces to the Commission meeting to showcase progress and ask for feedback.

Villa Barr Books: The Novi Public Library has Villa Barr books for sale and put a flyer for the books in one of the main floor kiosks.

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

NEXT MEETING: December 18, 2024 at 7 p.m. in the Novi Library Board Room

ADJOURN: 8:32 p.m.



NOVI HISTORICAL COMMISSION

December Minutes
 Wednesday, December 18, 2024
 Novi Library Board Room

CALL TO ORDER: 7:07 p.m.

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

ABSENT: None

INTRODUCTION OF GUESTS: Rae Manela (Library Liaison), Sue Grifor, Marissa Salvia

APPROVAL OF AGENDA: APPROVED

APPROVAL OF NOVEMBER MINUTES w/ AMENDMENTS: APPROVED

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2024/2025 Fiscal Year			
	BUDGET	EXPENDITURES Thru December 18, 2024	
Display Cabinet Exhibit	\$ 500.00	\$ (281.39)	
Marketing/Brochures/Engage/Name Badges	\$ 800.00	\$ (104.93)	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 12,800.00	\$ (141.22)	
Program/Speaker Fees	\$ 1,200.00	\$ (833.94)	
Storage Unit	\$ 2,750.00	\$ (2,400.00)	
Acquisition (Books/Materials/Subscriptions)	\$ 2,800.00	\$ (50.00)	
Conference/Continuing Education	\$ 1,800.00	\$ -	
Legal Fees	\$ 500.00	\$ -	
Special Project Items			
Betty Lang Internships		\$ -	
Oral Histories		\$ -	
City/Community Events		\$ (53.70)	
Photography		\$ -	
Special Project Totals	\$ 3,800.00	\$ (53.70)	
TOTAL:	\$ 23,850.00	\$ (3,865.18)	\$ 19,984.82
Equitable Projects	Expenses	Sales / Contributions	
Villa Barr Book Sales YTD			
Weahts Across Novi Project	\$ 2,843.43	\$ 1,825.00	

Treasurer's Report: APPROVED – There were small expenses last month for Commission business cards and refreshments for events/presentations.

LIBRARY LIAISON REPORT:

New Microfilm Reader: The new machine has arrived. Rae is setting up a training with the company. Until the training is done, the machine is off limits for public use. Rae hopes to have the training set up early in the new year. Both payments to the company for the machine have been made.

Upcoming Betty Lang Internship Selection: Rae has received six applications for the next library intern that will help the Historical Commission from January through Spring. Applications are due Friday, Dec. 20. Rae hopes to do interviews and select a new intern shortly after she finishes speaking with candidates.

History Room Office Hours:

Monday, January 6 (10:30 a.m. – 12:30 p.m.): Kim Nice and Kathy Crawford

Monday, January 20 (6 – 8 p.m.): None – MLK Day

Monday, February 3 (10:30 a.m. – 12:30 p.m.): Debbie Wrobel and Sharon Larson

Monday, February 17 (6 – 8 p.m.): Kim Nice

Note: Local History Room hours will change in January. The hours for the first Monday of the month will be 10:30 a.m. – 12:30 p.m.

DISCUSSION ITEMS:

DYK Project: Sharon Larson and Dan Pierce will meet with Rae Manela re: a posting strategy to the Commission's Facebook page about interesting Novi historical facts. The plan will be to post a couple times a month.

November Gales Speaker Session: The program was extremely well received. Numerous attendees said it was one of the best programs the Historical Commission has hosted. More than 50 people attended the event. The speaker was very knowledgeable about the subject and kept the audience engaged throughout the presentation.

Betty Lang Internship Presentation: Marissa Salvia presented a recap report to the Historical Commission about everything she worked on while she was a library intern. Marissa started her work on Sept. 13 and continued through December. She worked eight hours a week, primarily on Fridays, organizing the vertical filing system in the Local History Room. She also placed items on a digital finding aid to allow people from anywhere to access the information online that the Local History Room has available.

Novi Public Library 65th Anniversary: The Novi Public Library plans on kicking off a 65th anniversary celebration starting this summer. A planning meeting is scheduled for Jan. 7 where the commission will find out how it can help the library celebrate.

Michigan in Perspectives History Conference: The annual history conference will take place March 28-29 at Oakland University. Registration should be opening soon. History Conference focuses on the history of Southeast Michigan, featuring keynotes, breakout sessions, and a variety of engaging topics.

Miniature Project: Progress continues to be made on the miniature project. A group of Commissioners will meet on January 24 from Noon – 2 p.m. in the Youth Activity Room to begin painting the small pieces that will be placed inside the miniature replica of the corner store.

Richmond Simmons House: The Commission discussed the status of the house that is currently being sold and what, if any, support it could provide to the new owners. Kim Nice will be following up with the new owners to provide feedback.

Elections – January: Historical commission elections will be held in January for position of President, Vice President, Treasurer and Secretary,

ONGOING PROJECTS:

Villa Barr Books: The Novi Public Library has Villa Barr books for sale and a flyer continues to be posted inside the library letting people know.

Display Case: The next display case will highlight the upcoming speakers series presentation on Lincoln. The new display will be up in January.

Omeka.net Subscription: The Commission voted and approved to renew its subscription of Omeka.net, a site that is housing some of the tombstone images taken from Knapp and the Novi Road cemeteries.

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

NEXT MEETING: January 15, 2025 at 7 p.m.

ADJOURN: 8:46 p.m.

**NOVI HISTORICAL COMMISSION
2025/2026 Fiscal Year Budget**

General Fund 101			
Display Cabinet Exhibit		\$	700.00
Marketing/Brochures/Engage/Shirts/Name Badges		\$	900.00
Equipment/Supplies/Office/Upgrades/Repairs		\$	3,000.00
Program/Speaker Fees		\$	1,700.00
Storage Unit		\$	2,750.00
Acquisition (Books/Materials/Subscriptions)		\$	2,800.00
Conference/Continuing Education		\$	1,300.00
Legal Fees		\$	700.00
Special Project Items		\$	5,500.00
Betty Lang Internships			
Oral Histories			
City/Community Events			
Photography			
Total:		\$	19,350.00

LIBRARY BOARD COMMITTEE REPORTS

1. Policy Committee – No Meeting held

GOALS

1. Continued review of public policies by the staff committee

2. HR Committee – No Meeting held

GOALS

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

3. Finance Committee – Meeting held on February 4, 2025 to discuss 25/26 Proposed Budget

GOALS

1. Review Financial Policy – COMPLETED
2. Library Endowment/Foundation investigation – Agreement with Friends of Novi Library has been instituted - COMPLETED
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

65th Anniversary meeting held on: 2/5/25

5. Strategic Planning Committee – No meeting held

6. Building & Grounds Committee – No Meeting held

GOALS

1. Explore ways to make our infrastructure (i.e. phone, security system) to be more resilient to weather, external factors (i.e. market shifts); Opportunities to complete the LED lighting project with the meeting spaces.
2. Review NPL's current Technology Plan

7. Bylaw Committee (Adhoc) – No meeting held

GOAL

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

8. DEI Committee – No meeting held

GOALS

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

COMMUNICATIONS – N/A



Library Board Calendar

**** Meetings occur on the 2nd Thursday of the month; except March, 4th Thursday of the month**

2025

January	<u>2 Budget Planning Sessions at Novi Public Library:</u> Thursday, Saturday, January 18th 10am-1pm; Thursday, February 6th 6pm-8pm
January 9	Library Board Regular Meeting, Council Chambers Library Director Mid-Year Review
February 13	Library Board Regular Meeting, Council Chambers 2025-2026 Budget Approval
March 27	Library Board Regular Meeting, Novi Public Library Board Elections
April 6-12	National Library Week
April 10	Library Board Regular Meeting, Council Chambers
May 8	Library Board Regular Meeting, Council Chambers
June 12	Library Board Regular Meeting, Council Chambers Library Director Annual Review
July 10	Library Board Regular Meeting, Council Chambers
August 14	Library Board Regular Meeting, Council Chambers
August 15	Staff In-service, Library Closed
September 11	Library Board Regular Meeting, Council Chambers
October 9	Library Board Regular Meeting, Council Chambers
November 13	Library Board Regular Meeting, Council Chambers
December 11	Library Board Regular Meeting, Council Chambers

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

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

Approved: September 26, 2024



LIBRARY CLOSINGS 2025

- WEDNESDAY, JANUARY 1 (New Year's Day) **H**
- MONDAY, JANUARY 20 (MLK Day) **H**
- SATURDAY, APRIL 19 (Easter Weekend)
- SUNDAY, APRIL 20 (Easter) **H**
- SUNDAY, MAY 11 (Mother's Day)
- SATURDAY, MAY 24 (Memorial Day Weekend)
- SUNDAY, MAY 25 (Memorial Day Weekend)
- MONDAY, MAY 26 (Memorial Day) **H**
- SUNDAY, JUNE 15 (Father's Day)
- THURSDAY, JUNE 19 (Juneteenth) **H**
- FRIDAY, JULY 4 (Independence Day) **H**
- SATURDAY, JULY 5 (Independence Day Weekend)
- SUNDAY, JULY 6 (Independence Day Weekend)
- FRIDAY, AUGUST 15 (Staff In-Service Day)
- SATURDAY, AUGUST 30 (Labor Day Weekend)
- SUNDAY, AUGUST 31 (Labor Day Weekend)
- MONDAY, SEPTEMBER 1 (Labor Day) **H**
- WEDNESDAY, NOVEMBER 26 (Day before Thanksgiving, close at 5 p.m.)
- THURSDAY, NOVEMBER 27 (Thanksgiving Day) **H**
- FRIDAY, NOVEMBER 28 (Thanksgiving Weekend)
- SATURDAY, NOVEMBER 29 (Thanksgiving Weekend)
- SUNDAY, NOVEMBER 30 (Thanksgiving Weekend)
- TUESDAY, DECEMBER 23 (Day before Christmas Eve, close at 5 p.m.)
- WEDNESDAY, DECEMBER 24 (Christmas Eve Day) **H**
- THURSDAY, DECEMBER 25 (Christmas Day) **H**
- WEDNESDAY, DECEMBER 31 (New Year's Eve Day) **H**
- THURSDAY, JANUARY 1 (New Year's Day) **H**

H – Paid Holiday for Employee (12 Total; 1 Floating Holiday for Veteran's Day in November)

LIBRARY BOARD MEETINGS

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

Except: March 28, 2025 (4th Thursday of the month at Novi Public Library)

Approved: June 27, 2024