



Agenda

Novi Public Library Board of Trustees
 Thursday, August 22, 2024
 at 7:00 p.m.
 Location: City of Novi – Council Chambers

Mission: Cultivate Learning, Inspire Creativity, Foster Inclusivity

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

Call to Order by President, Mark Sturing

Pledge of Allegiance

Roll Call by Secretary, Kat Dooley

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

Approval of Agenda.....1-3

Consent Agenda

- 1. Approve Minute of: July 25, 2024 - Regular Board Meeting4-9
- 2. Approve Claims and Warrants of:
 - A. Accounts 271and 272 (#641) 10-12

Presentations

- 1. Annual Teen Presentation by Student Representatives: DeMore and Dohadwala
- 2. Friends of Novi Library Annual Presentation – Sue Johnson, President

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 –July 2024..... 13-14
- 2. President's Report (Mark Sturing)-N/A
 - A. 2024-2025 Board Committee Assignments 15
- 3. Treasurer's Report (Brian Bartlett)
 - A. 2024-2025 Library Budget Fund 27117-19
 - B. 2024-2025 Contributed Fund Budget 27220
 - C. Financial Report July 2024.....21
 - D. Library Fund 271 Expenditure & Revenue Report as of July 31, 2024 22-24
 - E. Library Fund 272 Contributed Fund as of July 31, 202425
 - F. Balance Sheets for Funds 271 and 272 as of July 31, 2024.....26-27

4. Director's Report (Julie Farkas)	28-45
A. Information Technology Report (Jeffrey Smith)	46-49
B. Facilities Report (Keith Perfect)	50
C. Information Services Report (Hillary Hentschel)	51-57
D. Marketing and Community Promotion (Dana VanOast)	58-62
E. Support Services Report (Maryann Zurmuehlen)	63
F. Library Usage Statistics	64-73
G. Friends of Novi Library – Minutes 6/12/24; Agenda 8/14/24	74-76
H. City of Novi Historical Commission – 6/26/24 Minutes.....	77-79

Public Comment – see language above to be recited

Committee Reports

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

 - No Meeting HeldN/A
- 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
- Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)

 - No Meeting heldN/A
- Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 (Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)

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

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

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

 - No Meeting heldN/A

Matters for Library Board Action

- 1. NoneN/A

Communications

- 1. N/A

Closed Session

- 1. N/A

Adjournment

Supplemental Information

- Library Board Calendar 2024.....82
- Library Closings 2024 and 2025 83-84

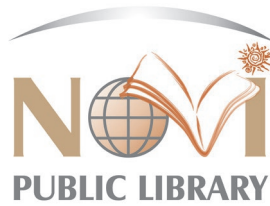
2024 Future Events:

- 8/21/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 8/22/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- **LIBRARY CLOSED: August 31 – September 2nd for Labor Day Weekend**
- 9/11/24: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 9/18/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 9/26/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- 10/9/24: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 10/16/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 10/24/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers

Inform. Inspire. Include.

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

<http://www.novilibrary.org>



**Library Board of Trustees – Regular Meeting
Initial Draft – MINUTES
July 25, 2024, 7 PM
Novi Civic Center, Council Chambers**

Initial Draft

Call to Order by President Mark Sturing

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary Dooley

Library Board – 7 board members were recorded present

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

Student Representatives

- Alexandra DeMore – absent, excused
- Alyna Dohadwala – absent, excused

Library Staff

- Julie Farkas, Director
- Amy Crockett, Recording Secretary
- Kristen Sullivan, HR Specialist

Approval of Agenda.....1-3

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

Motion passes – 7-0

Consent Agenda

1. Approve Minutes of: June 27, 2024 Regular Board Meeting.....4-11
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#640).....12-15

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

Motion passes – 7-0

Presentations

3. Check presentation by Shinsho American Corporation, Alicia Hendershot - Human Resource Manager – a \$1,000 donation for the iCube Makerspace

Director Farkas: Introduced President Makio Ono, Vice President Eiichiro Moriya and HR Manager Alicia Hendershot from Shinsho American Corporation and thanked them. This is the second year in a row they have supported NPL and this year their donation will go toward the iCube Makerspace.

Alicia Hendershot: Talked about the company. They are hoping to continue this relationship with the Library. Their employees love the Library.

Director Farkas: We will set up a time for their employees to come tour and use the iCube Makerspace.

Public Comment

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No Public Comment

Reports

- 1. Student Representatives Report – June 2024.....16-17
- 2. President's Report (Mark Sturing).....18-19
 - A. 2024-2025 Board Committee Assignments 20

Trustee Sturing: State aid has remained roughly the same for many years, but there will be a slight increase this year. Attended the Friends of the Novi Public Library annual meeting in July. They presented us with a check for around \$30,000 for the 24-25 fiscal year. Happy to see the Friends group growing. Attended Summer Songfest event at Paradise Park, which was very successful.

Director Farkas: Gave a shout out to Sue Johnson who has done amazing work as the President of the Friends of the Novi Public Library.

Trustee Crawford: Attended a Summer Songfest event which saw a huge turnout. The Library is adding another date for Summer Songfest, September 19, with an Elvis impersonator. NPL On the Road to Saginaw is taking place September 27 – registration is open and will fill up fast. Senior Day at the State Fair is Thursday, August 29 – free entrance for ages 60 and older.

- 3. Treasurer’s Report (Brian Bartlett)
 - A. 2023-2024 Library Budget Fund 271.....21-23

B. 2023-2024 Contributed Fund Budget 272.....24
 C. Financial Report June 2024.....25
 D. Library Fund 271 Expenditure & Revenue Report as of June 30, 2024.....26-29
 E. Library Fund 272 Contributed Fund as of June 30, 2024.....30
 F. Balance Sheets for Funds 271 and 272 as of June 30, 2024.....31-32

Trustee Bartlett: Nothing has really changed since the last report. Final numbers for the 23-24 fiscal year will come in through the next month or so and the Board will approve them in September.

4. Director’s Report (Julie Farkas).....33-39
 A. Information Technology Report (Jeffrey Smith)40-44
 B. Facilities Report (Keith Perfect)45
 C. Information Services Report (Hillary Hentschel)46-49
 D. Marketing and Community Promotion (Dana VanOast)N/A
 E. Support Services Report (Maryann Zurmuehlen).....50
 F. Library Usage Statistics.....51-59
 G. Friends of Novi Library – Agenda 7/10/24; Annual Minutes 7/12/24.....60-65
 H. City of Novi Historical Commission – Minutes 5/15/24.....66-68

Director Farkas: Shared the agenda for Staff Professional Development Day. Will be attending Mayor’s Exchange in Kansas with the rest of the City of Novi leadership team in September.

Trustee Burke: Question on page 38 regarding building use and the possibility of changing Library hours.

Director Farkas: We will be looking into data about building use, hours from other area libraries, and strategic planning data. We will share all that information with the Board before considering a change.

Trustee Crawford: Excited to see the Mayor’s Exchange program has returned and think it will be a good opportunity.

Trustee Sturing: Question from Facilities report on page 45 regarding if additional work will be needed to solve the ongoing HVAC issues.

Director Farkas: The lobby has seen improvements with all the upgrades we have done recently. We will see how the first winter goes before deciding if more work is needed.

Trustee Gawalapu: Question from page 40 about the AST being down for 2 weeks.

Director Farkas: There was a hardware issue with the AST (automatic book sorting machine). It has been in the building for 14 years and undergoes routine maintenance quarterly. This is the first time it has been down for any length of time. A replacement has been included in the budget for the past 2 years in case it is needed. We are keeping a close eye on it.

Trustee Dooley: Wondered if people will eventually be able to use the new calendar reservation software to make appointments in the iCube. Know that was mentioned as a challenge on secret shopper results.

Director Farkas: We are looking into that and would like to be able to offer that, but it all depends on staffing availability.

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
 - 7/25/24: Customer Service Policy.....69-70

2. **HR Committee:** Review HR Policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - Meeting Held on 7/12/24
 - Draft HR Manual changes and edits; updated organizational chart.....71-80

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - Meeting Held on 7/18/24
 - Reviewed language for the Library's Donation Brochure to include information for making donations through the Friends of Novi Library.....81

Trustee Bartlett: Met with the Friends of the Novi Public Library regarding charitable contributions people can make from their 401k accounts and how to market this opportunity with a focus on "defining your legacy". Those interested will have to donate through the Friends because they have a 501c3 status. Working on scheduling an event with the Friends and a manager of retirement funds regarding contributing.

4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - No Meeting Held

5. **Strategic Planning Committee:**
 - Chair: Bartlett, Crawford, Staff Liaisons: Julie Farkas and Hillary Hentschel
 - No Meeting Held

- 6. **Building & Grounds Committee:**
 - Chair: Gawalapu, Sturing, Halvangis, Staff Liaison: Julie Farkas
 - No Meeting Held
- 7. **Bylaw Committee (Ad-hoc):** Review of Library Board Bylaws
 - Chair: Bartlett, Sturing, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held
- 8. **DEI: Diversity, Equity and Inclusion Committee:**
 - Chair: Dooley, Crawford, Halvangis, Staff Liaison: Julie Farkas
 - Meeting Scheduled for 7/9/24 – Cancelled

Matters for Library Board Action

- A. Customer Service Policy.....69-70

Director Farkas: This has been reviewed by staff Customer Service Committee and staff Public Policy Committee.

Motion: To approve the Customer Service Policy
Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Burke

Motion passes – 7-0

- B. HR Manual – changes and edits; organizational chart.....71-80

Trustee Sturing: Gave kudos to staff members and trustees for working so hard on this.

Director Farkas: Thanked the staff HR Policy Committee.

Trustee Burke: Thanked HR Specialist Kristen Sullivan for presenting everything in an organized fashion and for answering questions.

Trustee Bartlett: Question about the organizational chart on page 80. The Library Network is listed as a community/business partnership, but I think that minimizes our relationship – we are dependent on TLN, and it is the foundation of what we do. Believes it should be included under Library Information Technology section.

Director Farkas: Agrees that TLN should be moved under the Library umbrella, but thinks it makes more sense falling under Administration if everyone accepts.

Board agrees to add organizational chart change to the motion.

Motion: To approve the HR Manual, dependent on change to organizational chart on page 80.

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

Motion passes – 7-0

Communications

- 2. N/A

Closed Session

No Closed Session

Director Farkas: Noted that a copy of the HR Policy will go into the Board packet for the public to view.

Trustee Sturing: Noted that the Library will be closed August 9 for Staff Professional Development Day.

Director Farkas: The teen area renovations will mostly take place August 8-9, with the goal of having everything complete before school starts August 26.

Adjournment

Motion: Motion to adjourn at 7:46 PM

Motion to Adjourn – 1st – Trustee Crawford

2nd – Trustee Halvangis

Motion Passes – 7-0

Supplemental Information

- Library Board Calendar 2024.....82
- Library Closings 2024 and 2025.....83-84

2024 Future Events:

- 7/25/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- **LIBRARY CLOSED: August 9 – Staff Professional Development Day 8:30am – 4pm**
- 8/10/24: Last day of Summer Reading
- 8/14/24: Friends of Novi Library Meeting at 7pm, Novi Public Library
- 8/21/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 8/22/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- **LIBRARY CLOSED: August 31 – September 2 for Labor Day Weekend**

WARRANTS

Warrant 641	271 Accounts	August 2024	
Payable to	Invoice #	Account number	Amount
Amazon	planner	271-000.00-727.000	\$ 13.99
Quill	golf pencil	271-000.00-727.000	\$ 530.44
Smart Business	Tape	271-000.00-727.000	\$ 49.70
Stamps.com	Postage CC	271-000.00-728.000	\$ 19.99
Adobe	creative Cloud - July	271-000.00-734.000	\$ 419.88
Apple	Sales tax Refund CC	271-000.00-734.000	\$ (6.00)
Envisionware	subscription	271-000.00-734.000	\$ 575.00
IONOS	Domain 7/10/24 CC	271-000.00-734.000	\$ 55.16
Springshare	Q1 & Q 2	271-000.00-734.000	\$ 5,177.10
Tech Logic	Service Cleaning Program Renewal	271-000.00-734.000	\$ 2,922.00
TechSoup	Microsoft 365 - 6/12 - 7/11 CC	271-000.00-734.000	\$ 39.00
Amazon	flash drive, Cable cord	271-000.00-734.500	\$ 279.14
CDW-G	HP LaserJet Fuser Kit	271-000.00-734.500	\$ 230.26
Novi Public Library	Copier credit card test CC	271-000.00-734.500	\$ 0.60
Amazon	labels	271-000.00-740.000	\$ 110.02
Aunt Flow	Hygiene products CC	271-000.00-740.000	\$ 324.00
Demco	Tape, labels	271-000.00-740.000	\$ 2,607.55
Amazon	1QLH-FNXL-1PXK;742.909	271-000.00-742.000	\$ 2,204.10
Brodart	books	271-000.00-742.000	\$ 9,109.42
Cengage	books	271-000.00-742.000	\$ 123.16
Center Point	books	271-000.00-742.000	\$ 323.56
J.Farkas	reimburse; Staff prof. materials	271-000.00-742.000	\$ 55.00
Lakeshore	Books	271-000.00-742.000	\$ 36.98
Really useful boxes	STEAM Kits CC	271-000.00-742.000	\$ 5.00
Amazon	Lending Library	271-000.00-742.010	\$ 334.16
Brodart	Lending Library	271-000.00-742.010	\$ 38.28
Midwest Tape	744.520	271-000.00-744.000	\$ 1,238.04
Overdrive	eBook, Audiobook	271-000.00-745.200	\$ 7,149.85
LinkedIn	7/1/24 to 6/30/25	271-000.00-745.300	\$ 13,125.00
ProQuest	U.S. News stream & Heritage Quest	271-000.00-745.300	\$ 4,864.20
The Washington Post	Jul 1, 2024 - Jul 1, 2025	271-000.00-745.300	\$ 2,036.00
Tutor.com	online tutoring program	271-000.00-745.300	\$ 13,900.00
Foster Swift	June	271-000.00-806.000	\$ 1,035.00

Shifman Fournier	June	271-000.00-806.000	\$ 560.00
ABWA	Novi Oaks Team retreat CC	271-000.00-809.000	\$ 20.00
Novi Chamber of Commerce	Membership CC	271-000.00-809.000	\$ 523.00
Novi Rotary Club	Quarterly Dues (July-Sep 2024)	271-000.00-809.000	\$ 150.00
GDI	June	271-000.00-817.000	\$ 3,761.33
Professional Building	June	271-000.00-817.000	\$ 3,031.64
AT&T	Jun 14 - Jul 13,2024	271-000.00-851.000	\$ 856.16
T-Mobile	due 8/23/24	271-000.00-851.000	\$ 1,030.59
Telnet	due on 8/4/24	271-000.00-851.000	\$ 1,061.37
Verizon	June	271-000.00-851.000	\$ 540.71
Library Network	Jul 24 - Sep 24	271-000.00-855.000	\$ 16,469.16
J.Farkas	Mileage	271-000.00-862.000	\$ 35.78
Petty Cash	E.DeCenso - Mileage	271-000.00-862.000	\$ 21.36
Fox Run Resident Care Fund	Fox Run Gala Sponsorship	271-000.00-880.000	\$ 1,250.00
Muniweb	June	271-000.00-880.000	\$ 1,034.00
Petty Cash	E.DeCenso - Decade Dance	271-000.00-880.000	\$ 18.00
Amazon	credit	271-000.00-880.268	\$ 739.68
Castle Museum	On the Road Saginaw	271-000.00-880.268	\$ 250.00
Dueling Pianos International	Summer Songfest 8-15-24	271-000.00-880.268	\$ 500.00
Five Below	Back 2 School Raffle CC	271-000.00-880.268	\$ 65.25
Guernsey Farms Dairy	Summer reading Program completion prizes CC	271-000.00-880.268	\$ 1,250.00
Hobby Lobby	Craftastic Thursday Needle Felting	271-000.00-880.268	\$ 9.98
Masterpiece Monday	Creative Nature Art	271-000.00-880.268	\$ 350.00
Motor City Soul Detroit	Summer Songfest 9-12-24	271-000.00-880.268	\$ 800.00
Teachers Pay Teachers	July display CC	271-000.00-880.268	\$ 5.00
Walmart	Programming CC	271-000.00-880.268	\$ 9.98
Getaway Tours	On the Road - Saginaw & MI Central Station	271-000.00-880.271	\$ 2,490.00
Accuform	Engage FY 2023-24	271-000.00-900.000	\$ 14,242.00
Cannon	print	271-000.00-900.000	\$ 808.75
DTE	due on 7-17-24	271-000.00-922.000	\$ 9,332.25
City of Novi	Utility - 3/25 to 6/24	271-000.00-923.000	\$ 2,003.60
Allied Building	motor,cap,fuse	271-000.00-934.000	\$ 4,869.60
Amazon	Programming	271-000.00-934.000	\$ 659.48
Anago	July deep clean	271-000.00-934.000	\$ 420.00
Batteries Plus	DURPC1500	271-000.00-934.000	\$ 87.44
Dalton	monthly carpet maintenance	271-000.00-934.000	\$ 225.00
Home Depot	hinge	271-000.00-934.000	\$ 162.91

ImperialDade	supplies	271-000.00-934.000	\$ 1,792.31
Northstar	June	271-000.00-934.000	\$ 144.64
Schindler	ZC1,B34/PCB & Yearly contract	271-000.00-934.000	\$ 2,703.48
Brien's	lawn	271-000.00-936.300	\$ 2,110.00
SCA	June 27,2024	271-000.00-936.300	\$ 80.33
Canon	lease	271-000.00-942.000	\$ 1,010.00
Corrigan	July	271-000.00-942.100	\$ 26.98
ALA	A place to belong - Webinar CC	271-000.00-956.000	\$ 103.20
Grand Trav Resort	MLA Conference CC	271-000.00-956.000	\$ 876.00
MLA	A.Webberly	271-000.00-956.000	\$ 1,075.00
Suttle Shifts	Professional Development Day	271-000.00-956.000	\$ 1,750.00
UWCC	Online Course CC	271-000.00-956.000	\$ 709.50
	TOTAL 271		\$ 151,051.04

Warrant 641	272 Accounts	August 2024	
J.Farkas	Hillary going away party	272-000.00-742.236	\$ 167.48
	TOTAL 272		\$ 167.48

July 2024 Library Board Student Representatives Report

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

Tween and Teen Library Programs:

The Black and Brown Theatre Presents Rapunzel program was held on July 10. Black and Brown Theatre presented a timeless story with a timely twist as both heroes go on an adventure to discover who they truly are. Patrons enjoyed a live performance of the classic story of Rapunzel. The program included a 10 minute pre-show, 30 minute live performance, and 10 minute Q&A followed by a meet and greet with performers. (Attendance = 125)

The NO-VI Chess Club program was held on July 11 and July 18. This event provides an opportunity for teens and tweens to participate in games, learn about chess, and sharpen their skills. (Attendance = 47 and 36)

The Comedy Magic Family Show with Cameron Zvara program was held on July 17. Families enjoyed mind blowing magic, squeaky clean comedy, and tons of audience participation. (Attendance = 150)

The Wizards, Wands, and Potions with Sloan Museum of Discovery and Longway Planetarium program took place on July 24. Patrons stepped into another world full of wizards and witches. Patrons also created their own light-up wands and squished their fingers into ghost brains. (Attendance = 27)

The Tamil Summer Read-A-Thon was held on July 27. It was the first session of a five-week long workshop designed to help children read Tamil fluently and quickly with interactive lessons and fun-filled activities provided by experienced teachers. Patrons will not only be trained to read not only fluency but also an understanding of the material as well. Program hosted by Nunmaan Tamil Academy. (Attendance = 15)

Teen Space Update:

Teen Space will resume on August 26, 2024. Teen Space is held on Monday-Friday from 2:45-5pm (except during vacation breaks and half days) during the school year in the Whole Meeting Room of the Library. Teen Space is open to students in grades 7th-12th and a school ID is required for admittance.

Teen Advisory Board (TAB) Update:

TAB meetings will resume in September 2024. Get involved with the Library by joining our Teen Advisory Board (TAB). All high school students are welcome (you do not need to be a Novi resident to participate). Share ideas for teen programs, discuss teen books, organize community service projects, and more. Meeting attendance will count as volunteer hours if you are registered in the library's Teen Volunteer Program (you do not need to be a registered volunteer to attend TAB). If you are passionate about teen services, the library would love to have you join TAB!

Upcoming Programs:

- Teen Space (grades 7-12) – daily program held Monday-Friday
- September is Library Card Sign-Up Month – Starting Tuesday, September 3 through Monday, September 30, stop by the Library to participate in an activity challenge, earn a

prize for completing your activity challenge, and get entered for a chance to win 1 of 10 \$15 gift cards to Barnes and Noble! One entry per person. Winners will be announced the first week of October.

- Club Half Blood (grades 4-8) – September 5, 6:30-8pm
- No Required Reading Book Club (grades 9-12) – September 12, 4-5pm
- Teen Advisory Board (TAB) Meeting (grades 9-12) – September 20, 3:30-4:30pm
- Personalized Keychains (grades 4-8) – September 24, 7-8pm

Teen Stop Featured Display:

The July Teen Stop display theme was summer camp.



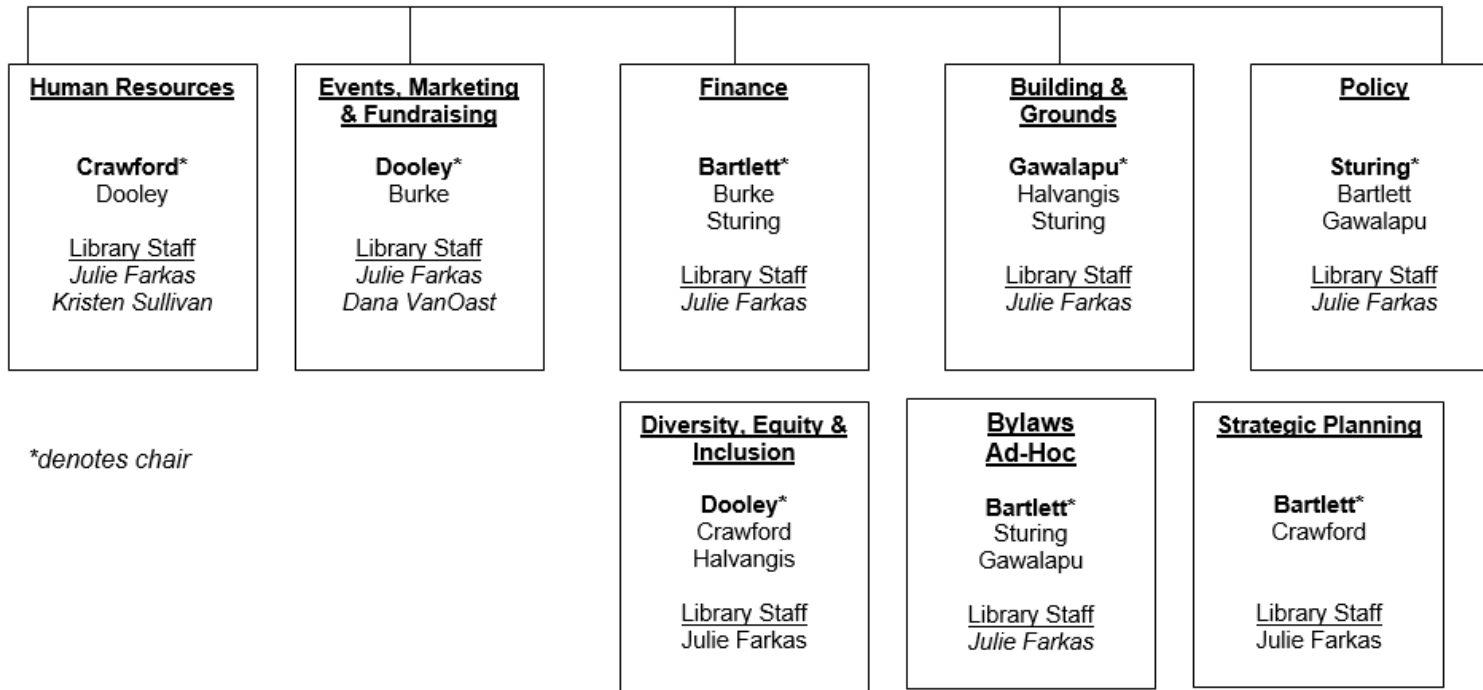
PRESIDENT'S REPORT



2024-2025

Novi Public Library Board of Trustees

Sturing (Pres.) Crawford (V. Pres)
 Bartlett (Treas.) Dooley (Sec.)
 Burke, Gawalapu, Halvangis,



FINANCIALS

2023-2024 Library Budget 271									
4th Qtr. 2023-2024 Amendment 6/27/24		2022-2023	2023-2024	2023-2024	2023-2024	2023-2024	2024-2025	2025-2026	2026-2027
Revenues		Audited	Approved	1st Qtr.	Yr. End	4th Qtr.	Approved	Projected	Projected
Account	Description	10/30/2023	1/26/2023	9/28/2023	2/15/2024	6/27/2024	2/15/2024	2/15/2024	2/15/2024
402.000	Tax Revenue - Current Levy	3,230,768.38	3,401,742.00	3,401,742.00	3,413,266.26	3,413,266.26	3,618,062.00	3,762,784.00	3,875,668.00
404.003	Tax Revenue - Brow nfield B1	-323.55	0.00	0.00	-376.00	-376.00	-436.00	-506.00	-587.00
404.006	Tax Revenue - Brow nfield B2	-5,618.75	-15,299.00	-15,299.00	0.00	0.00	0.00	0.00	0.00
404.007	Tax Revenue - Brow nfield B3 17	-11,203.59			-15,264.00	-15,264.00	-20,759.00	-28,232.00	-38,396.00
404.008	Tax Revenue - CIA Cap 2018	-22,598.40	-31,553.00	-31,553.00	-30,608.00	-30,608.00	-41,321.00	-55,783.00	-75,307.00
404.009	Tax Revenue - Brow nfield B4 21	-331.45			-351.00	-351.00	-404.00	-469.00	-544.00
404.010	Tax Revenue - Brow nfield B4X	-94.23			-94.00	-94.00	-108.00	-124.00	-143.00
412.000	Tax Reveune - C/Y Del PPT	-6,192.97	-5,000.00	-5,000.00	0.00	0.00	-8,000.00	-10,000.00	-12,000.00
414.000	Tax Revenue - Tax Tribunal Acc	3,100.00	-1,000.00	-1,000.00	0.00	0.00	-1,000.00	-1,000.00	-1,000.00
415.000	Tax Revenue - Cnty Chargebk	-5,021.30	0.00	0.00	1,930.00	1,930.00	1,500.00	1,800.00	2,000.00
567.000	State Aid	66,291.75	50,000.00	50,000.00	50,000.00	67,337.40	50,000.00	50,000.00	50,000.00
573.000	State Grants - Local Comm	13,372.71	0.00	0.00	6,200.00	6,200.00	15,000.00	15,000.00	15,000.00
653.268	Library Programming						0.00	0.00	0.00
658.000	State penal fines	99,226.60	95,000.00	89,070.72	89,071.00	89,071.00	80,000.00	80,000.00	80,000.00
659.000	Library book fees	8,801.36	7,000.00	7,000.00	9,000.00	9,000.00	8,000.00	8,000.00	8,000.00
665.000	Interest in Investments	82,420.14	42,000.00	42,000.00	29,553.00	109,000.00	44,000.00	75,000.00	70,000.00
669.500	Unrealized gain(loss) invest	-1,660.33	5,000.00	5,000.00	4,367.00	80,400.00	10,000.00	5,000.00	5,000.00
674.289	Adult Programming	4,222.77	2,000.00	2,000.00	7,500.00	11,900.00	5,000.00	5,000.00	5,000.00
674.290	Library Fundraising	1,920.08	4,000.00	4,000.00	0.00	0.00	0.00	0.00	0.00
674.400	Gifts and donations	3,489.57	1,000.00	1,000.00	7,500.00	2,100.00	4,500.00	4,500.00	4,500.00
675.000	Miscellaneous income	10,231.22	5,000.00	5,000.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00
675.006	Car Charging				100.00	100.00	100.00	100.00	100.00
675.100	Copier	39.36	1,000.00	1,000.00	800.00	3,000.00	1,000.00	1,000.00	1,000.00
675.300	Meeting Room	29,858.47	25,000.00	25,000.00	27,500.00	35,300.00	27,500.00	27,500.00	27,500.00
675.404	Novi Tow nship Assessment	7,256.00	7,000.00	7,000.00	7,300.00	7,700.00	7,850.00	8,175.00	8,500.00
675.650	Library Café	0.00	6,000.00	6,000.00	0.00	0.00	0.00	0.00	0.00
676.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues		3,507,953.84	3,598,890.00	3,592,960.72	3,615,894.26	3,798,111.66	3,808,984.00	3,956,245.00	4,032,791.00

2023-2024		2022-2023 Audited	2023-2024 Approved	2023-2024 1st Qtr.	2023-2024 Yr. End	2023-2024 4th Qtr.	2024-2025 Approved	2025-2026 Projected	2026-2027 Projected
Expenditures									
Personnel Svcs.									
Account	Description								
704.000	Permanent Salaries	1,063,986.14	1,142,000.00	1,395,000.00	1,340,000.00	1,340,000.00	1,453,000.00	1,511,120.00	1,571,565.00
704.100	Severance/Incentive Pay	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704.200	Wages - stipend	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout	6,056.80	6,000.00	6,000.00	3,538.40	3,538.40	7,500.00	7,500.00	7,500.00
704.250	Final Payout	13,005.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00
705.000	Temporary Salaries	626,824.36	810,200.00	720,000.00	716,400.00	716,400.00	743,000.00	772,720.00	803,600.00
706.000	Overtime	133.80	500.00	500.00	500.00	500.00	500.00	500.00	500.00
715.000	Social Security	129,888.37	150,000.00	162,000.00	140,000.00	140,000.00	168,000.00	175,000.00	181,700.00
716.000	Insurance	215,479.95	224,100.00	254,000.00	235,000.00	235,000.00	225,000.00	234,000.00	244,000.00
716.200	HSA - Employer Contribution	1,040.31	6,600.00	6,600.00	1,500.00	1,500.00	3,000.00	3,000.00	3,000.00
716.999	Ins. Employee Reimbursement	-28,006.70	-33,615.00	-33,615.00	-30,000.00	-35,000.00	-32,200.00	-33,490.00	-34,380.00
717.000	Workers' Comp	1,165.80	1,800.00	1,800.00	1,600.00	1,600.00	1,800.00	1,900.00	2,100.00
718.000	Pension DB Normal Cost	4,620.00	5,795.00	5,795.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
718.010	DB Unfunded Accrued Liability	88,464.00	90,233.00	90,233.00	90,000.00	90,000.00	92,200.00	96,800.00	101,600.00
718.050	Pension - add'l DB Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	39,392.20	49,852.00	55,000.00	72,700.00	72,700.00	74,000.00	76,000.00	78,000.00
	Employer Pre-tax Contribution						38,000.00	39,500.00	41,100.00
719.000	Unemployment Ins	-3,996.72	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Total Personnel Services		2,172,053.70	2,455,465.00	2,665,313.00	2,579,238.40	2,574,238.40	2,781,800.00	2,892,550.00	3,008,285.00
Supplies and Materials									
Account	Description								
726.400	Supplies - Cash Over/Under	-7.88	0.00	0.00	-27.00	100.00	0.00	0.00	0.00
727.000	Office supplies	16,445.97	18,000.00	18,000.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00
728.000	Postage	4,670.17	2,000.00	2,000.00	4,200.00	4,200.00	5,500.00	3,500.00	4,000.00
734.000	Computer software/licensing	62,786.73	83,000.00	90,000.00	75,000.00	75,000.00	83,000.00	83,000.00	83,000.00
734.500	Computer supplies equip	19,622.77	32,000.00	32,000.00	32,000.00	32,000.00	52,000.00	52,000.00	52,000.00
740.000	Operating supplies	24,241.77	30,000.00	30,000.00	32,000.00	32,000.00	44,800.00	44,800.00	44,800.00
740.200	Supplies desk, chairs, cabinets	1,960.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
741.000	Supplies-Uniforms	156.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
742.000	Library Books	207,067.49	224,000.00	224,000.00	224,000.00	221,400.00	241,000.00	248,200.00	255,600.00
742.010	Library Books - Lending	12,890.22	15,000.00	15,000.00	13,000.00	13,000.00	15,000.00	15,000.00	15,000.00
742.100	Book Fines	125.77	1,000.00	1,000.00	500.00	500.00	500.00	500.00	500.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	14,626.22	18,000.00	18,000.00	17,000.00	18,000.00	18,000.00	18,000.00	18,000.00
744.000	Audio visual materials	132,004.72	70,300.00	70,300.00	60,000.00	60,000.00	52,300.00	52,300.00	52,300.00
745.200	Electronic media	38,721.83	125,700.00	125,700.00	135,700.00	135,700.00	160,700.00	167,100.00	173,800.00
745.300	Electronic Resources - Online	63,762.60	75,000.00	75,000.00	68,500.00	71,100.00	80,000.00	80,000.00	80,000.00
Total Supplies & Materials		599,074.38	699,500.00	706,500.00	683,373.00	684,500.00	774,300.00	785,900.00	800,500.00

2023-2024 Library Budget 271		2022-2023 Audited	2023-2024 Approved	2023-2024 1st Qtr.	2023-2024 Yr. End	2023-2024 4th Qtr.	2024-2025 Approved	2025-2026 Projected	2026-2027 Projected
Services & Charges									
Account	Description								
801.925	Public Information (cable)	844.35	850.00	850.00	0.00	0.00	0.00	0.00	0.00
802.000	Data Processing - OnBase	734.34	750.00	750.00	1,200.00	1,200.00	1,300.00	1,400.00	1,500.00
802.100	Bank Service Charges	3,425.93	4,000.00	4,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
803.000	Independent Audit	800.00	800.00	800.00	800.00	771.37	800.00	800.00	800.00
804.000	Medical Service	2,164.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	8,130.60	8,500.00	8,500.00	14,000.00	18,000.00	9,000.00	9,000.00	9,000.00
808.100	Rubbish Monthly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
809.000	Memberships & Dues	5,525.41	7,500.00	7,500.00	7,500.00	7,500.00	8,000.00	8,000.00	8,000.00
816.000	Professional services	28,927.05	16,000.00	16,000.00	21,000.00	21,000.00	23,000.00	16,000.00	16,000.00
817.000	Custodial Services	88,525.64	89,000.00	89,000.00	89,000.00	89,000.00	92,000.00	92,000.00	92,000.00
818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
820.000	Property & Liability Insurance	16,480.00	16,480.00	16,480.00	16,480.00	16,480.00	17,000.00	17,000.00	17,000.00
820.001	Ins deduct/Uninsured claims	0.00	10,000.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00	10,000.00
851.000	Telephone	32,786.06	34,000.00	34,000.00	41,000.00	41,000.00	43,000.00	43,000.00	43,000.00
855.000	TLN Automation Services	76,884.99	80,000.00	80,000.00	80,000.00	80,000.00	76,000.00	76,000.00	76,000.00
861.000	Gasoline and oil	377.55	500.00	500.00	500.00	500.00	500.00	500.00	500.00
862.000	Mileage	659.43	200.00	200.00	700.00	1,500.00	800.00	900.00	1,000.00
880.000	Community Promotion	22,610.02	22,000.00	22,000.00	27,000.00	27,000.00	25,000.00	25,000.00	25,000.00
880.268	Library Programming	23,589.81	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00
880.271	Adult Programming	5,119.59	8,000.00	8,000.00	8,500.00	8,500.00	10,000.00	10,000.00	10,000.00
900.000	Print, Graphic Design, Publish	17,868.81	28,000.00	28,000.00	28,000.00	28,000.00	32,000.00	32,000.00	32,000.00
921.000	Heat	16,753.06	14,500.00	14,500.00	14,500.00	14,500.00	15,300.00	16,000.00	16,800.00
922.000	Electricity	111,990.00	102,500.00	102,500.00	110,000.00	110,000.00	115,500.00	121,200.00	127,200.00
923.000	Water and Sewer	7,507.60	7,000.00	7,000.00	8,000.00	8,000.00	8,200.00	8,400.00	8,600.00
934.000	Building Maintenance	106,938.54	106,400.00	106,400.00	106,400.00	106,400.00	121,400.00	126,200.00	131,300.00
935.000	Vehicle Maintenance	134.69	500.00	500.00	200.00	200.00	200.00	200.00	200.00
936.300	Grounds Maint.	36,253.45	40,500.00	40,500.00	45,500.00	45,500.00	48,000.00	48,000.00	48,000.00
942.000	Office Equipment Lease	6,335.87	8,000.00	8,000.00	12,200.00	12,200.00	12,200.00	12,200.00	12,200.00
942.002	Copier Property Tax				800.00	800.00	800.00	800.00	800.00
942.100	Records storage	303.32	400.00	400.00	400.00	400.00	450.00	500.00	550.00
956.000	Conferences & Workshops	8,540.85	24,900.00	24,900.00	24,900.00	24,900.00	20,000.00	25,000.00	20,000.00
Total Services & Charges		633,705.96	674,280.00	674,280.00	717,580.00	712,351.37	739,450.00	749,100.00	756,450.00
2023-2024 Library Budget 271		2021-2022 Audited	2023-2024 Approved	2023-2024 1st Qtr.	2023-2024 Yr. End	2023-2024 4th Qtr.	2024-2025 Approved	2025-2026 Projected	2026-2027 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	12,411.80							
983.000	Vehicles - Van								
986.000	Internal Tech - AST	0.00	0.00	0.00					
986.000	Technology	55,469.94	47,000.00	47,000.00	47,000.00	47,000.00	37,000.00	41,900.00	12,100.00
989.001	Furniture	0.00	0.00	0.00					
Total Capital Outlay		67,881.74	47,000.00	47,000.00	47,000.00	47,000.00	37,000.00	41,900.00	12,100.00
995.272	Transfer out expense to 272				35,238.06	35,238.06			
Total Expenditures		3,472,715.78	3,876,245.00	4,093,093.00	4,062,429.46	4,053,327.83	4,332,550.00	4,469,450.00	4,577,335.00
Total Revenues		3,507,953.84	3,598,890.00	3,592,960.72	3,615,894.26	3,798,111.66	3,808,984.00	3,956,245.00	4,032,791.00
Net Revenue		35,238.06	-277,355.00	-500,132.28	-446,535.20	-255,216.17	-523,566.00	-513,205.00	-544,544.00
Current Fund Balance		2,598,740.02			2,152,204.82	2,343,523.85	1,628,638.82	1,115,433.82	570,889.82

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

272 - Library Contributed Funds									
Revenues & Expenditures									
2023-2024 4th Quarter Adjustment 6/27/24									
		2022-2023 Audited 6/22/2023	2023-2024 Approved 1/26/2023	2023-2024 1st Quarter 9/28/2023	2023-2024 Year End 2/15/2024	2023-2024 4th Quarter 6/27/2024	2024-2025 Approved 2/15/2024	2025-2026 Projected 2/15/2024	2026-2027 Projected 2/15/2024
Revenues									
Interest Income									
665.000	Interest on Investments	\$ 36,206.78	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 40,536.37	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
669.500	Unrealized gain (loss) on investments	(3,061.21)	(4,500.00)	(4,500.00)	(4,500.00)	31,095.59	(4,500.00)	(4,500.00)	(4,500.00)
TOTAL		\$ 33,145.57	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 71,631.96	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
699.271	Transfer from Library Fund			35,238.00	35,238.00	35,238.00			
Donations									
674.036	Diversity, Equity & Inclusion	\$0.00	\$1,000.00	\$1,000.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
674.046	Makerspace (iCube) Revenue	1,154.15	1,000.00	5,000.00	7,000.00	8,038.00	1,000.00	1,000.00	1,000.00
674.229	Raising a Reader Sponsors	278.99	1,000.00	1,000.00	-	100.00	1,000.00	1,000.00	1,000.00
674.230	Collections/Materials Revenue	6,350.00	1,000.00	1,000.00	7,000.00	11,600.00	1,000.00	1,000.00	1,000.00
674.231	Buildings/Ground/Furniture Revenue	375.00	1,000.00	1,000.00	350.00	450.00	1,000.00	1,000.00	1,000.00
674.232	Programming Revenue	5,137.00	2,000.00	2,000.00	3,400.00	4,100.00	3,000.00	2,000.00	2,000.00
674.233	Technology Library Revenue	1,000.00	500.00	500.00	50.00	50.00	1,000.00	500.00	500.00
674.234	Undesignated Misc. Donations	1,750.00	500.00	500.00	100.00	100.00	1,000.00	500.00	500.00
674.235	Marketing Sponsorships	11,740.00	-	-	1,000.00	4,000.00	-	-	-
TOTAL		\$ 27,785.14	\$8,000	\$12,000	\$19,400	\$28,438	\$9,500	\$7,500	\$7,500
TOTAL Revenues		\$ 60,930.71	\$ 30,500.00	\$ 69,738.00	\$ 77,138.00	\$ 135,307.96	\$ 32,000.00	\$ 30,000.00	\$ 30,000.00
Expenditures									
Supplies									
742.036	Diversity, Equity & Inclusion	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00
742.046	Makerspace (iCube)	0.00	-	5,000.00	9,500.00	9,500.00	0.00	0.00	0.00
742.229	Raising a Reader	603.22	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials Expenditures	1,410.79	1,000.00	1,000.00	7,000.00	9,500.00	1,000.00	1,000.00	1,000.00
742.231	Buildings/Ground/Furniture	8,344.00	29,000.00	48,500.00	48,500.00	84,300.00	-	25,000.00	25,000.00
742.232	Programming Expenditures	2,975.43	1,000.00	1,000.00	7,500.00	8,700.00	3,000.00	1,000.00	1,000.00
742.233	Technology Library Expenditures	-	3,000.00	5,000.00	5,000.00	-	0.00	3,000.00	3,000.00
742.234	Undesignated Misc. Expenditures	228.85	500.00	500.00	300.00	300.00	500.00	500.00	500.00
742.236	Staff Recognition	1,968.54	2,000.00	2,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
TOTAL		\$15,531	\$38,500	\$65,000	\$81,300	\$115,800	\$8,500	\$34,500	\$34,500
Capital Outlay									
976.044	Auto Lending Library (Friends)	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
976.045	LED Lighting Conversion project	-	-	-	-	-	-	-	-
976.046	Makerspace (iCube)	2,868.22	3,000.00	-	3,700.00	-	-	-	-
976.140	Automated Return System (AST)	-	115,800.00	115,800.00	-	-	115,800.00	-	-
976.141	Main Entrance Design /Parking Lot	-	116,500.00	41,500.00	41,500.00	41,500.00	30,000.00	-	-
976.142	Server & Camera Upgrade (RFP)	-	-	109,000.00	68,838.00	68,838.00	-	-	-
976.144	WiFi Upgrade (RFP)	-	-	15,000.00	17,562.89	17,562.89	-	-	-
976.231	Buildings/Grounds/Furniture	-	-	-	-	-	63,900.00	-	-
	Unknown Capital Improvements	-	-	-	-	-	37,300.00	247,000.00	247,000.00
TOTAL		\$ 2,868.22	\$ 237,800.00	\$ 283,800.00	\$ 131,600.89	\$ 127,900.89	\$ 247,000.00	\$ 247,000.00	\$ 247,000.00
TOTAL Expenditures		\$ 18,399.05	\$ 276,300.00	\$ 348,800.00	\$ 212,900.89	\$243,701	\$255,500	\$ 281,500.00	\$ 281,500.00
	Beginning Fund Balance Yr. End	\$ 1,656,055.44	\$ 1,644,374.69	\$ 1,644,374.69	\$ 1,698,587.10	\$ 1,698,587.10	\$ 1,562,824.21	\$ 1,339,324.21	\$ 1,087,824.21
	Revenues	60,930.71	30,500.00	69,738.00	77,138.00	135,307.96	32,000.00	30,000.00	30,000.00
	Expenditures	(18,399)	(276,300.00)	(348,800.00)	(212,900.89)	(243,701.00)	(255,500.00)	(281,500.00)	(281,500.00)
	NET Revenues vs. Expenditures	42,531.66	(245,800.00)	(279,062.00)	(135,762.89)	(108,393.04)	(223,500.00)	(251,500.00)	(251,500.00)
	Beginning Fund Balance								
	Ending Fund Balance Expected	\$ 1,698,587.10	\$ 1,398,574.69	\$ 1,365,312.69	\$ 1,562,824.21	\$ 1,590,194.06	\$ 1,339,324.21	\$ 1,087,824.21	\$ 836,324.21

Notes:

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

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

UNEXPECTED COSTS: Patio furniture upgrades \$9000; NPL logo sign \$13,400; \$6,565 Campus signage/City; \$6,800 Youth Armchairs reupholstered

24/25: Furniture upgrades: \$22,800 (2nd floor), Teen Stop Area Phase 1 & 2: \$39,600 (furniture, shelving), 2nd Flr. Furniture move \$1,500;

Main Entrance \$12,000, Parking Lot \$18,000 *see chart from Budget Narrative for projected large capital replacement needs for next 5-7 years

Financial Report for July 2024

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 June 30, 2024	YTD July 31, 2024	Difference *
TOTAL REVENUES	\$ 3,821,356	\$ 138,250	(\$3,683,106)
TOTAL EXPENDITURES	\$ 3,730,738	\$ 282,409	(\$3,448,329)
NET OF REVENUES & EXPENDITURES	\$ 90,618	(\$ 144,159)	

Revenue & Expenditure Report for Fund 272

	YTD June 30, 2024	YTD July 31, 2024	Difference*
TOTAL REVENUES	\$ 148,653	\$ 122	(\$ 148,531)
TOTAL EXPENDITURES	\$ 194,176	\$ 167	(\$ 194,009)
NET OF REVENUES & EXPENDITURES	(\$ 45,523)	(\$ 45)	

*Difference resulting from comparing prior fiscal YTD to first month of the new Fiscal Year (2024-2025)

Balance Sheet Report as of July 31, 2024

The ending fund balance for Fund 271 is \$ 2,452,363.43

The ending fund balance for Fund 272 is \$ 1,643,905.66

08/07/2024 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI									
PERIOD ENDING 07/31/2024									
% Fiscal Year Completed: 8.49									
		END BALANCE			4TH QUARTER	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	2023-24	JULY 2024	07/31/2024	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMENDED BUDGET	AMDD BUDGET	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 271 - LIBRARY FUND									
Revenues									
Dept 000.00 - TREASURY									
Property tax revenue									
271-000.00-402.000	Property Tax Revenue - Current Levy	3,410,762.72	3,618,062.00	3,618,062.00	3,413,266.00	0.00	0.00	3,618,062.00	0.00
271-000.00-404.003	Property Tax Revenue - Brownfield Cap B1	(376.24)	(436.00)	(436.00)	(376.00)	0.00	0.00	(436.00)	0.00
271-000.00-404.007	Property Tax Revenue-Brownfld Cap B3 17	(15,263.59)	(20,759.00)	(20,759.00)	(15,264.00)	0.00	0.00	(20,759.00)	0.00
271-000.00-404.008	Property Tax Revenue - CIA Cap C1 2018	(30,637.16)	(41,321.00)	(41,321.00)	(30,608.00)	0.00	0.00	(41,321.00)	0.00
271-000.00-404.009	Property Tax Revenue-Brownfld Cap B4 21	(354.57)	(404.00)	(404.00)	(351.00)	0.00	0.00	(404.00)	0.00
271-000.00-404.010	Property Tax Revenue-Brownfld Cap B4X 21	(44.00)	(108.00)	(108.00)	(94.00)	0.00	0.00	(108.00)	0.00
271-000.00-412.000	Property Tax Revenue - C/Y Del PPT	(4,707.59)	(8,000.00)	(8,000.00)	0.00	0.00	0.00	(8,000.00)	0.00
271-000.00-414.000	Property Tax Revenue - Tax Tribunal Accr	0.00	(1,000.00)	(1,000.00)	0.00	0.00	0.00	(1,000.00)	0.00
271-000.00-415.000	Property Tax Revenue - County Chargeback	3,020.33	1,500.00	1,500.00	1,930.00	341.20	341.20	1,158.80	22.75
Property tax revenue		3,362,399.90	3,547,534.00	3,547,534.00	3,368,503.00	341.20	341.20	3,547,192.80	0.01
State sources									
271-000.00-567.000	State aid	67,337.40	50,000.00	50,000.00	67,337.00	34,336.06	34,336.06	15,663.94	68.67
271-000.00-573.000	State Grants - Local Comm Stabilization	17,786.09	15,000.00	15,000.00	6,200.00	0.00	0.00	15,000.00	0.00
State sources		85,123.49	65,000.00	65,000.00	73,537.00	34,336.06	34,336.06	30,663.94	52.82
Fines and forfeitures									
271-000.00-658.000	State penal fines	89,070.72	80,000.00	80,000.00	89,071.00	91,213.55	91,213.55	(11,213.55)	114.02
271-000.00-659.000	Library book fees	9,341.82	8,000.00	8,000.00	9,000.00	666.40	666.40	7,333.60	8.33
Fines and forfeitures		98,412.54	88,000.00	88,000.00	98,071.00	91,879.95	91,879.95	(3,879.95)	104.41
Interest income									
271-000.00-665.000	Interest in investments	118,788.12	44,000.00	44,000.00	109,000.00	0.00	0.00	44,000.00	0.00
271-000.00-669.500	Unrealized gain (loss) on investments	92,415.46	10,000.00	10,000.00	80,400.00	0.00	0.00	10,000.00	0.00
Interest income		211,203.58	54,000.00	54,000.00	189,400.00	0.00	0.00	54,000.00	0.00
Donations									
271-000.00-674.289	Adult programs	12,086.76	5,000.00	5,000.00	11,900.00	6,452.15	6,452.15	(1,452.15)	129.04
271-000.00-674.400	Gifts and donations	2,365.78	4,500.00	4,500.00	2,100.00	153.01	153.01	4,346.99	3.40
Donations		14,452.54	9,500.00	9,500.00	14,000.00	6,605.16	6,605.16	2,894.84	69.53
Other revenue									
271-000.00-675.000	Miscellaneous income	8,730.22	8,500.00	8,500.00	8,500.00	327.94	327.94	8,172.06	3.86
271-000.00-675.006	Car Charging Revenue	11.07	100.00	100.00	100.00	7.99	7.99	92.01	7.99
271-000.00-675.100	Copier	3,620.99	1,000.00	1,000.00	3,000.00	818.30	818.30	181.70	81.83
271-000.00-675.300	Meeting room	37,477.41	27,500.00	27,500.00	35,300.00	3,933.15	3,933.15	23,566.85	14.30
271-000.00-675.404	Novi Township Assessment	7,701.00	7,850.00	7,850.00	7,700.00	0.00	0.00	7,850.00	0.00
Other revenue		57,540.69	44,950.00	44,950.00	54,600.00	5,087.38	5,087.38	39,862.62	11.32
Total Dept 000.00 - TREASURY		3,829,132.74	3,808,984.00	3,808,984.00	3,798,111.00	138,249.75	138,249.75	3,670,734.25	3.63
TOTAL REVENUES		3,829,132.74	3,808,984.00	3,808,984.00	3,798,111.00	138,249.75	138,249.75	3,670,734.25	3.63

		END BALANCE			4TH QUARTER	MTH ACTY	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	06/30/2024	ORIGINAL	2024-25	2023-24	JULY 2024	07/31/2024	BALANCE	% BDGT
		NM (ABNM)	BUDGET	AMENDED BUDGET	AMDD BUDGET	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
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	1,340,000.00	72,815.91	72,815.91	1,380,184.09	5.01
271-000.00-704.210	Vacation Payout	3,538.40	7,500.00	7,500.00	3,538.00	0.00	0.00	7,500.00	0.00
271-000.00-705.000	Temporary salaries	683,363.35	743,000.00	743,000.00	716,400.00	35,788.62	35,788.62	707,211.38	4.82
271-000.00-706.000	Overtime	38.82	500.00	500.00	500.00	29.10	29.10	470.90	5.82
271-000.00-715.000	Social security	147,519.92	168,000.00	168,000.00	140,000.00	8,189.72	8,189.72	159,810.28	4.87
271-000.00-716.000	Insurance	230,346.09	225,000.00	225,000.00	235,000.00	8,073.89	8,073.89	216,926.11	3.59
271-000.00-716.200	HSA - employer contribution	1,138.25	3,000.00	3,000.00	1,500.00	40.19	40.19	2,959.81	1.34
271-000.00-716.999	Insurance - Employee Reimbursement	(33,477.49)	(32,200.00)	(32,200.00)	(35,000.00)	(2,170.05)	(2,170.05)	(30,029.95)	6.74
271-000.00-717.000	Workers compensation	1,640.32	1,800.00	1,800.00	1,600.00	76.00	76.00	1,724.00	4.22
271-000.00-718.000	Pension - DB Normal Cost	5,520.00	6,000.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
271-000.00-718.010	Pension - DB Unfunded Accrued Lia	73,488.00	92,200.00	92,200.00	90,000.00	0.00	0.00	92,200.00	0.00
271-000.00-718.200	Pension - defined contribution	67,418.77	112,000.00	112,000.00	72,700.00	4,221.10	4,221.10	107,778.90	3.77
271-000.00-719.000	Unemployment insurance	22.62	2,000.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Personnel services		2,448,734.75	2,781,800.00	2,781,800.00	2,574,238.00	127,064.48	127,064.48	2,654,735.52	4.57
Supplies									
271-000.00-726.400	Supplies - Cash over/short	36.72	0.00	0.00	100.00	8.18	8.18	(8.18)	100.00
271-000.00-727.000	Office supplies	9,181.98	16,000.00	16,000.00	16,000.00	594.13	594.13	15,405.87	3.71
271-000.00-728.000	Postage	4,014.04	5,500.00	5,500.00	4,200.00	0.00	0.00	5,500.00	0.00
271-000.00-734.000	Computer supplies, software & licensing	61,936.23	83,000.00	83,000.00	75,000.00	11,775.94	11,775.94	71,224.06	14.19
271-000.00-734.500	Computer supplies/equipment	23,251.80	52,000.00	52,000.00	32,000.00	509.40	509.40	51,490.60	0.98
271-000.00-740.000	Operating supplies	27,352.10	44,800.00	44,800.00	32,000.00	143.95	143.95	44,656.05	0.32
271-000.00-740.200	Supplies - Desk chairs and file cabinets	4,173.51	5,000.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
271-000.00-741.000	Supplies - Uniforms	0.00	500.00	500.00	500.00	0.00	0.00	500.00	0.00
Supplies Cont.									
271-000.00-742.000	Library books	219,490.93	241,000.00	241,000.00	221,400.00	11,852.22	11,852.22	229,147.78	4.92
271-000.00-742.010	Library Books - Lending	10,641.12	15,000.00	15,000.00	13,000.00	372.44	372.44	14,627.56	2.48
271-000.00-742.100	Library Books - Fines	91.97	500.00	500.00	500.00	0.00	0.00	500.00	0.00
271-000.00-743.000	Library periodicals	17,561.82	18,000.00	18,000.00	18,000.00	0.00	0.00	18,000.00	0.00
271-000.00-744.000	Audio visual materials	60,196.64	52,300.00	52,300.00	60,000.00	1,238.04	1,238.04	51,061.96	2.37
271-000.00-745.200	Electronic media	135,445.89	160,700.00	160,700.00	135,700.00	7,149.85	7,149.85	153,550.15	4.45
271-000.00-745.300	Electronic resources (CD rom materials)	71,061.75	80,000.00	80,000.00	71,100.00	58,817.25	58,817.25	21,182.75	73.52
Supplies		644,436.50	774,300.00	774,300.00	684,500.00	92,461.40	92,461.40	681,838.60	11.94

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2024-25	4TH QUARTER	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2024	BUDGET	AMENDED BUDGET	2023-24	JULY 2024	07/31/2024	BALANCE	
		NM (ABNM)			AMDD BUDGET	INCR (DECR)	NM (ABNM)	NM (ABNM)	
Other services and charges									
271-000.00-802.000	Data processing	828.90	1,300.00	1,300.00	1,200.00	0.00	0.00	1,300.00	0.00
271-000.00-802.100	Bank Service Charges	3,666.52	6,000.00	6,000.00	6,000.00	24.85	24.85	5,975.15	0.41
271-000.00-803.000	Independent audit	800.00	800.00	800.00	771.00	0.00	0.00	800.00	0.00
271-000.00-804.000	Medical service	1,624.00	1,500.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
271-000.00-806.000	Legal fees	19,931.70	9,000.00	9,000.00	18,000.00	0.00	0.00	9,000.00	0.00
271-000.00-809.000	Memberships and dues	6,677.50	8,000.00	8,000.00	7,500.00	3,338.00	3,338.00	4,662.00	41.73
271-000.00-816.000	Professional services	12,103.50	23,000.00	23,000.00	21,000.00	0.00	0.00	23,000.00	0.00
271-000.00-817.000	Custodial services	83,332.60	92,000.00	92,000.00	89,000.00	0.00	0.00	92,000.00	0.00
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
271-000.00-820.000	Property & liability insurance	16,480.00	17,000.00	17,000.00	16,480.00	13,012.00	13,012.00	3,988.00	76.54
271-000.00-820.001	Insurance deductibles/Uninsured claims	0.00	10,000.00	10,000.00	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	41,000.00	2,076.96	2,076.96	40,923.04	4.83
271-000.00-855.000	TLN Automation Services	71,993.10	76,000.00	76,000.00	80,000.00	16,469.16	16,469.16	59,530.84	21.67
271-000.00-861.000	Gasoline and oil	334.00	500.00	500.00	500.00	0.00	0.00	500.00	0.00
271-000.00-862.000	Mileage	1,300.01	800.00	800.00	1,500.00	0.00	0.00	800.00	0.00
271-000.00-880.000	Community promotion	23,899.12	25,000.00	25,000.00	27,000.00	6,512.46	6,512.46	18,487.54	26.05
271-000.00-880.268	Library programming	36,897.47	38,000.00	38,000.00	38,000.00	5,039.91	5,039.91	32,960.09	13.26
271-000.00-880.271	Adult programs	7,467.05	10,000.00	10,000.00	8,500.00	0.00	0.00	10,000.00	0.00
271-000.00-900.000	Printing, graphic design and publishing	24,859.42	32,000.00	32,000.00	28,000.00	(586.02)	(586.02)	32,586.02	(1.83)
271-000.00-921.000	Heat	12,267.57	15,300.00	15,300.00	14,500.00	197.47	197.47	15,102.53	1.29
271-000.00-922.000	Electricity	102,779.81	115,500.00	115,500.00	110,000.00	8,733.27	8,733.27	106,766.73	7.56
271-000.00-923.000	Water and sewer	8,065.10	8,200.00	8,200.00	8,000.00	0.00	0.00	8,200.00	0.00
271-000.00-934.000	Building maintenance	101,144.38	121,400.00	121,400.00	106,400.00	5,953.36	5,953.36	115,446.64	4.90
271-000.00-935.000	Vehicle maintenance	169.02	200.00	200.00	200.00	0.00	0.00	200.00	0.00
271-000.00-936.300	Grounds maintenance	51,938.72	48,000.00	48,000.00	45,500.00	0.00	0.00	48,000.00	0.00
271-000.00-942.000	Office equipment lease	10,750.94	13,000.00	13,000.00	12,200.00	1,010.00	1,010.00	11,990.00	7.77
271-000.00-942.002	Copier Property Tax	0.00	0.00	0.00	800.00	0.00	0.00	0.00	0.00
271-000.00-942.100	Records storage	315.36	450.00	450.00	400.00	26.98	26.98	423.02	6.00
271-000.00-956.000	Conferences and workshops	25,185.11	20,000.00	20,000.00	24,900.00	1,075.00	1,075.00	18,925.00	5.38
Other services and charges									
		668,866.27	739,450.00	739,450.00	712,351.00	62,883.40	62,883.40	676,566.60	8.50
Capital outlay									
271-000.00-986.000	Technology - Capital Outlay	34,074.28	37,000.00	37,000.00	47,000.00	0.00	0.00	37,000.00	0.00
Capital outlay									
		34,074.28	37,000.00	37,000.00	47,000.00	0.00	0.00	37,000.00	0.00
Transfers out									
271-000.00-995.272	Transfer to Library Contribution Fund	35,238.00	0.00	0.00	35,238.00	0.00	0.00	0.00	0.00
Transfers out									
		35,238.00	0.00	0.00	35,238.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY									
		3,831,349.80	4,332,550.00	4,332,550.00	4,053,327.00	282,409.28	282,409.28	4,050,140.72	6.52
TOTAL EXPENDITURES									
		3,831,349.80	4,332,550.00	4,332,550.00	4,053,327.00	282,409.28	282,409.28	4,050,140.72	6.52
Fund 271 - LIBRARY FUND:									
TOTAL REVENUES		3,829,132.74	3,808,984.00	3,808,984.00	3,798,111.00	138,249.75	138,249.75	3,670,734.25	27.53
TOTAL EXPENDITURES		3,831,349.80	4,332,550.00	4,332,550.00	4,053,327.00	282,409.28	282,409.28	4,050,140.72	27.53
NET OF REVENUES & EXPENDITURES		(2,217.06)	(523,566.00)	(523,566.00)	(255,216.00)	(144,159.53)	(144,159.53)	(379,406.47)	27.53

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2024-25	4TH QUARTER	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2024	BUDGET	AMENDED BUDGET	2023-24	JULY 2024	07/31/2024	BALANCE	
		NM (ABNM)			AMDD BUDGET	INCR (DECR)	NM (ABNM)	NM (ABNM)	
Fund 272 - LIBRARY CONTRIBUTION FUND									
Revenues									
Dept 000.00 - TREASURY									
Interest income									
272-000.00-665.000	Interest in investments	52,873.99	27,000.00	27,000.00	40,536.00	0.00	0.00	27,000.00	0.00
272-000.00-669.500	Unrealized gain (loss) on investments	37,885.77	(4,500.00)	(4,500.00)	31,096.00	0.00	0.00	(4,500.00)	0.00
Interest income		90,759.76	22,500.00	22,500.00	71,632.00	0.00	0.00	22,500.00	0.00
Donations									
272-000.00-674.036	Diversity, Equity, & Inclusion	500.00	500.00	500.00	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	8,038.00	122.05	122.05	877.95	12.21
272-000.00-674.229	Raising a Reader in Novi Sponsors	29.66	1,000.00	1,000.00	100.00	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	11,600.00	0.00	0.00	1,000.00	0.00
272-000.00-674.231	Buildings/Ground/Furniture Revenue	625.00	1,000.00	1,000.00	450.00	0.00	0.00	1,000.00	0.00
272-000.00-674.232	Programming Revenue	4,098.70	3,000.00	3,000.00	4,100.00	0.00	0.00	3,000.00	0.00
272-000.00-674.233	Technology Library Revenue	50.00	1,000.00	1,000.00	50.00	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	100.00	0.00	0.00	1,000.00	0.00
272-000.00-674.235	Marketing Sponsorships	5,000.00	0.00	0.00	4,000.00	0.00	0.00	0.00	0.00
Donations		30,690.52	9,500.00	9,500.00	28,438.00	122.05	122.05	9,377.95	1.28
Transfers in									
272-000.00-699.271	Transfer from Library Fund	35,238.00	0.00	0.00	35,238.00	0.00	0.00	0.00	0.00
Transfers in		35,238.00	0.00	0.00	35,238.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY		156,688.28	32,000.00	32,000.00	135,308.00	122.05	122.05	31,877.95	0.38
TOTAL REVENUES		156,688.28	32,000.00	32,000.00	135,308.00	122.05	122.05	31,877.95	0.38
Expenditures									
Dept 000.00 - TREASURY									
Supplies									
272-000.00-742.036	Diversity, Equity, & Inclusion	0.00	500.00	500.00	0.00	0.00	0.00	500.00	0.00
272-000.00-742.046	Makerspace iCube	9,856.18	0.00	0.00	9,500.00	0.00	0.00	0.00	0.00
272-000.00-742.229	Raising a Reader Expense	1,362.10	1,000.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
272-000.00-742.230	Collections/Materials Expense	10,904.06	1,000.00	1,000.00	9,500.00	0.00	0.00	1,000.00	0.00
272-000.00-742.231	Buildings/Ground/ Furniture Expense	66,001.70	0.00	0.00	84,300.00	0.00	0.00	0.00	0.00
272-000.00-742.232	Programming Expense	8,612.26	3,000.00	3,000.00	8,700.00	0.00	0.00	3,000.00	0.00
272-000.00-742.234	Undesignated Misc	246.00	500.00	500.00	300.00	0.00	0.00	500.00	0.00
272-000.00-742.236	Staff Recognition	3,296.10	2,500.00	2,500.00	2,500.00	167.48	167.48	2,332.52	6.70
Supplies		100,278.40	8,500.00	8,500.00	115,800.00	167.48	167.48	8,332.52	1.97
Capital outlay									
272-000.00-976.000	Building improvements	0.00	101,200.00	101,200.00	0.00	0.00	0.00	101,200.00	0.00
272-000.00-976.046	Makerspace Renovation	(500.00)	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	115,800.00	0.00
272-000.00-976.141	Main Entrance Design	25,145.00	30,000.00	30,000.00	41,500.00	0.00	0.00	30,000.00	0.00
272-000.00-976.143	Wi-Fi Upgrade	17,562.89	0.00	0.00	17,563.00	0.00	0.00	0.00	0.00
272-000.00-976.144	Server & Camera Upgrade	68,838.00	0.00	0.00	68,838.00	0.00	0.00	0.00	0.00
Capital outlay		111,045.89	247,000.00	247,000.00	127,901.00	0.00	0.00	247,000.00	0.00
Total Dept 000.00 - TREASURY		211,324.29	255,500.00	255,500.00	243,701.00	167.48	167.48	255,332.52	0.07
TOTAL EXPENDITURES		211,324.29	255,500.00	255,500.00	243,701.00	167.48	167.48	255,332.52	0.07
Fund 272 - LIBRARY CONTRIBUTION FUND:									
TOTAL REVENUES		156,688.28	32,000.00	32,000.00	135,308.00	122.05	122.05	31,877.95	0.02
TOTAL EXPENDITURES		211,324.29	255,500.00	255,500.00	243,701.00	167.48	167.48	255,332.52	0.02
NET OF REVENUES & EXPENDITURES		(54,636.01)	(223,500.00)	(223,500.00)	(108,393.00)	(45.43)	(45.43)	(223,454.57)	0.02
TOTAL REVENUES - ALL FUNDS		3,985,821.02	3,840,984.00	3,840,984.00	3,933,419.00	138,371.80	138,371.80	3,702,612.20	
TOTAL EXPENDITURES - ALL FUNDS		4,042,674.09	4,588,050.00	4,588,050.00	4,297,028.00	282,576.76	282,576.76	4,305,473.24	
NET OF REVENUES & EXPENDITURES		(56,853.07)	(747,066.00)	(747,066.00)	(363,609.00)	(144,204.96)	(144,204.96)	(602,861.04)	

Financial Balance Sheets

08/07/2024		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 07/31/2024	
GL Number	Description	Balance	
Fund 271 - LIBRARY FUND			
*** Assets ***			
271-000.00-001.000	Cash - Pooled	26,809.11	
271-000.00-004.000	Cash on hand	600.00	
271-000.00-016.000	Deposits	1,200.00	
271-000.00-017.000	Investments - Pooled	2,783,906.65	
271-000.00-019.000	Current taxes receivable	(277,267.88)	
271-000.00-123.400	Prepaid Expenditure	449.99	
	Total Assets	2,535,697.87	
*** Liabilities ***			
271-000.00-202.000	Accounts payable	77,311.82	
271-000.00-258.702	Accrued liabilities - tax	6,000.00	
271-000.00-259.200	Unemployment insurance liability	22.62	
	Total Liabilities	83,334.44	
*** Fund Balance ***			
271-000.00-390.000	Fund balance	2,598,740.02	
	Total Fund Balance	2,598,740.02	
	Beginning Fund Balance - 23-24	2,598,740.02	
	Net of Revenues VS Expenditures - 23-24	(2,217.06)	
	*23-24 End FB/24-25 Beg FB	2,596,522.96	
	Net of Revenues VS Expenditures - Current Year	(144,159.53)	
	Ending Fund Balance	2,452,363.43	
	Total Liabilities And Fund Balance	2,535,697.87	
* Year Not Closed			

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	(30,867.32)
272-000.00-017.000	Investments - Pooled	1,674,940.46
	Total Assets	1,644,073.14
*** Liabilities ***		
272-000.00-202.000	Accounts payable	167.48
	Total Liabilities	167.48
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	43,362.57
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	28,723.79
272-000.00-375.232	Fund Balance Programming	36,317.52
272-000.00-375.233	Fund Balance Technology Library	1,000.00
272-000.00-390.000	Fund balance - Unrestricted	1,589,183.22
	Total Fund Balance	1,698,587.10
	Beginning Fund Balance - 23-24	1,698,587.10
	Net of Revenues VS Expenditures - 23-24	(54,636.01)
	*23-24 End FB/24-25 Beg FB	1,643,951.09
	Net of Revenues VS Expenditures - Current Year	(45.43)
	Ending Fund Balance	1,643,905.66
	Total Liabilities And Fund Balance	1,644,073.14
* Year Not Closed		

DIRECTOR'S REPORT



September Anniversaries – Years of Service



Mary Robinson – 19 years



Dominic Doot – 13 years



Jill Wasson – 5 years



Gabrielle Stangis – 3 years



Bindhya Suriyanarayanan – 2 years



Emma DeCenso – 1 year



Kristen Sullivan – 1 year



Lily Kosaka – 1 year

The Teen renovation work on 8/8 and 8/9 was a HUGE success!



The project is 85% complete. ETA's for completion will be communicated as soon as we have new dates. Below is a list of things that still need to be completed:

Main IS Areas

- 4 hexagon tables need an electrical connection; may need to adjust locations of tables to accommodate (LDA - Library Design Associates by 9/16/24)
- End cap for CARL computer on southeast side needs connecting (NPL IT Dept. by 8/26/24)
- End cap for CARL computer for teen shelving area (NPL IT Dept. by 8/26/24)
- Still looking at the location of the Business shelving and whether it will stay in its current location or not due to hexagon tables (LDA); still considering the collection size (Jen and Emma)
- Business display unit needs to be moved to 1st floor youth area
- 2 CD shelving units on 1st floor need to be dismantled
- Benches need to be relocated to Teen Area and other locations

Teen Area:

- 5 Electrical outlets added to north and east walls (Electrical vendor by 8/26/24)
- Painting of the walls (NPL Facilities Dept.)
- Cleaning of existing furniture
- Carpet cleaning (Vendor/NPL Facilities Dept.)
- New furniture delivered (LDA)
- Glass door installed (LDA)

NATC students help out at the Novi Public Library cafe

By: [Charity Meier](#) | [Novi Note](#) | Published July 1, 2024

NOVI — The Novi Adult Transition Center offers opportunities for adults under the age of 26 with special needs to learn life and job skills at various job sites throughout the Novi community, including the Novi Public Library.

“Our goal is to make them the best independent self that they can be,” said instructor Brad Therrian.

He said that by exposing the students to various types of jobs, they learn a variety of skills and realize what career paths they want to follow. It also gives the students a chance to apply the skills they learn in their NATC classrooms to the real world as they interact with the public.

One of the job sites available to these students is the Novi Public Library’s cafe. This year, two students — Archie McPherson and Alexandria Wachuku — were able to take advantage of the opportunity there and enhance their skills. They worked under the direct supervision of one of their instructors and with the guidance of cafe employees.

McPherson, 20, was able to provide assistance to cafe employees by doing things such as stocking the refrigerated area, bagging cake pops, and learning to make sandwiches.

“What we are working on with Archie is just keeping that confidence in areas that he is comfortable in doing, and growing that confidence in other areas where he needs a little bit more support,” Therrian said.

He said that McPherson is great with people and is one of the youngest students they have had at the cafe. According to Therrian, Wachuku’s strengths are in math, numbers and organization. She is often seen operating the cash register and making drinks.

The cafe job has offered experience to six students now. Two of them are now paid employees at the Novi High School cafeteria.

“I think this is a good transition for them to learn a bit about how to be in the society, how to have a real job,” said Audy Tenka, of the Novi Community School District food service department. “They are really smart kids, only with challenges. We just have to be patient and give them love and a little bit more time to learn everything.”

Therrian said that he enjoys seeing that what the center is doing works, as the students are gaining paid employment upon graduating from the program. There are currently 14 students participating in the work-based learning program, working a couple of days each week for about three hours a day.

Cafe manager Zuly Baez said that she enjoys working with McPherson and Wachuku, approaching her role with patience, and helping them understand their tasks and overcome challenges. She said she finds it really rewarding to work with them. Baez said she enjoys seeing them grow and learn.

“I have a lot of fun working with them, just because I love teaching,” Baez said. “It’s fun. Very fun. We do have some challenges sometimes, but overall it’s nice working with them. It’s nice to teach them and help them learn, because they’re learning.”

She described McPherson as a very motivated young man.

“I think being prepared is the best job skill that you have,” McPherson said. “So if you are better prepared for your job, then you’ll be better prepared throughout the future.”

Staff Professional Development Day

August 9, 2024



Agenda

8:30am - Welcome/Breakfast

9am-9:30am - Keynote Speaker: Steven Bowers, TLN (Whole Meeting Room)

Group Photo and Cart Name Reveal

9:45am-10:45am - Breakout Sessions

- **Marilyn Suttle – Resilience Under Pressure (Whole Meeting Room)**

"This session provides essential techniques for managing stress effectively, allowing staff to handle daily challenges with calm, confidence and professionalism. While each department faces different stressors, there are universal ways of managing it. Learn to recognize early stress signs and implement practical methods to manage it on the spot, ensuring healthier responses across all areas of our operation."

- **Frank Cox - Communicating Across Generations (Board Room)**

"Values and experiences vary between generations, affecting the way we work and relate to others. This interactive workshop will provide the differing perspectives of various generations and recognize how these differences affect work style, communication, goals and outlooks."

- **Amelia Dunnigan & Reva Spikener from 7.7 Nutrition and Lena Dabish from Clean Eats - Nutrition/Meal Planning (Youth Activity Room)**

"This session will provide information on how to structure balanced meals, giving a brief overview of macros and creating a visual of the breakdown of what a typical meal should constitute. Participants will learn how to shop cost-effectively, while still choosing nutrient dense foods. We will discuss the pros and cons of seasonal foods, canned foods and frozen foods and will go over how to read nutrition labels."

11am-12pm - Customer Service: All Staff (Whole Meeting Room)

- **Marilyn Suttle – Building Bridges Within: Strengthening Staff Dynamics**

"We hear a lot about "patron experience" but let's not forget about the "staff experience" that each one of us contributes to. Explore effective strategies and practical tips to elevate how you give and receive support and serve each other in your daily roles. Gain ways to foster exceptional internal respect and connection to improve the workplace environment. Through real-life examples, interactive activities and discussion of best practices, we'll learn how to better collaborate, communicate and create a more supportive and productive workplace for all."

12-1pm - Lunch and Visit from therapy dog

1-2pm - Time Management - All Staff (Whole Meeting Room)

- **Jillian Blackwell - Mastering Time Management Through Personalized Strategies**

"Unlock the secrets to efficient time management tailored to your unique personality! This interactive one-hour training session delves into the fundamentals of effective time management while incorporating insights from a personalized personality assessment. Discover how your personality traits influence your approach to managing time and learn practical strategies to enhance productivity, reduce stress and achieve your goals. Whether you're a meticulous planner or a spontaneous go-getter, this session will provide you with the tools to optimize your time and maximize your potential."

2:15-3:30pm - Fleece and Thank You project with "Get to know you" Staff BINGO

3:30-4pm - Awards/Thank Yous/Closing



9% OF ALL
SAS CIRC

Shared Automation

The TLN shared catalog boasts 4 million items representing 1 million titles!

◆ 2024 FISCAL YEAR CHECKOUTS

309,956

◆ **23,346**

REGISTERED BORROWERS
NOVI PUBLIC LIBRARY

◆ BORROWED THROUGH TLN

42,961



SAS Services

TLN Shared Automation Services (the shared catalog, cataloging, and notices) includes many components that Novi doesn't have to handle on their own.

THE LIBRARY NETWORK

NOVI CATALOG

Novi patrons can search for Novi materials and request from all of TLN.

TEXT MESSAGING AND EMAIL

Patron notices are run through the shared system for Novi materials.

THIRD-PARTY INTEGRATIONS

SAS services includes TLN setup of integrations like RFID and apps.



SAS RFID TAGGING PROJECT

The TLN Board has approved the purchase of RFID tags to complete tagging of all items in the TLN shared catalog. This should greatly enhance user experience, delivery of materials, and enable all libraries to take advantage of this technology.



 TLN.org/RFID

THE LIBRARY NETWORK




Connecting Patrons to
More Resources!

TLN Delivery

TLN Delivery moves an estimated 3 million items a year, shared among libraries.

For Novi, TLN Delivery coupled with the shared system, greatly increases regional sharing, and saves time and money.

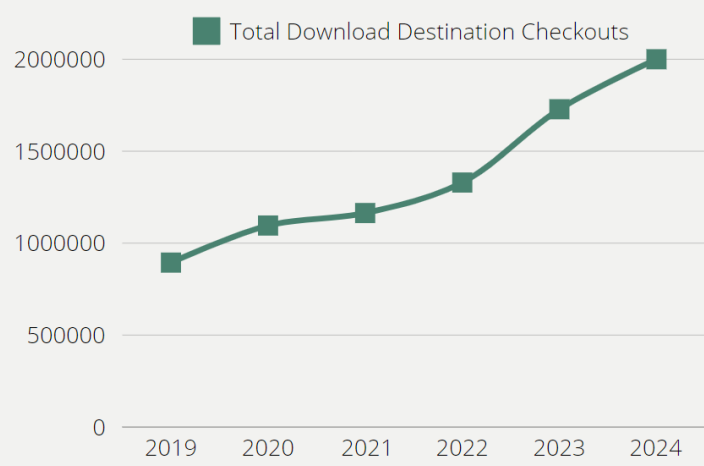





As one of 56 libraries in TLN's **Download Destination** OverDrive catalog, sharing digital eBooks/Audiobooks/Magazines, **Novi Public Library is No. 1** in checkouts, with over **100,000** per year!

NOVI PUBLIC LIBRARY

THE LIBRARY NETWORK





Download Destination is on course to achieve **2 Million Checkouts** in 2024 —for the first time in its 16 year history!



THE LIBRARY NETWORK

Acquisitions

- ◆ CURATED TITLE LISTS
- ◆ SHARED E-BOOK COLLECTIONS
- ◆ BUSINESS  FOR LIBRARIES
- ◆ NEGOTIATED MEMBER DISCOUNTS

 [TLN.org/Acquisitions](https://www.tln.org/acquisitions)

◆ 2024 FISCAL YEAR PURCHASES

10,675

NOVI PUBLIC LIBRARY

**TECH
FORUM**



Technology

The Library Network offers a variety of technology services to libraries, including a contracted Wide Area Network, hosted email and websites, library computer and network support, procurement and more.

NOVI PUBLIC LIBRARY

THE LIBRARY NETWORK

INTERNET AND E-RATE

TLN negotiated access to Internet, including Federal E-Rate filing.

TECHNOLOGY SUPPORT

TLN provides technology and special project support as needed.

TECHNOLOGY AND HARDWARE

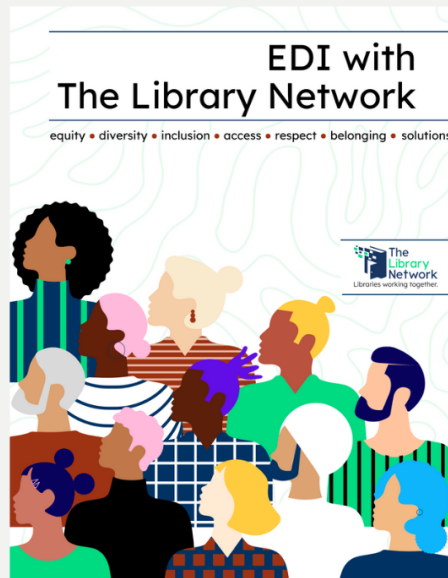
TLN provides negotiated discounts and purchasing for tech and software.

THE LIBRARY NETWORK

◆ LAKESHORE LENDING LIBRARY

**5,713
CHECKOUTS**





THE LIBRARY NETWORK

TLN is working to help libraries incorporate equity, diversity, and inclusion principles into their policies and operations. TLN was thrilled to meet with HR representatives from the City of Novi this year to discuss our ongoing initiatives.

NOVI PUBLIC LIBRARY

 TLN.org/EDI



Reduction of OverDrive holds

Wed, Aug 7, 3:59 PM (4 days ago)

Since we are starting to receive inquiries about this recent change, here is more info why it happened and some suggestions to offer if anyone expresses frustration about it.

Last week, the TLN eContent Group reduced the maximum number of holds a patron can have at one time in Libby/Download Destination from **10 to 6**. It's now **6 checkouts** and **6 holds**. This doesn't impact magazines.

Here's what this means:

Who is affected: ALL Download Destination patrons, including all NPL cardholders.

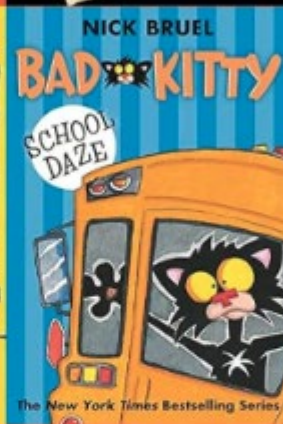
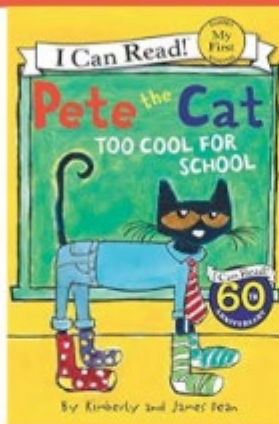
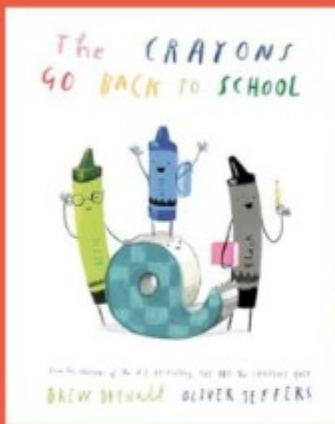
What is happening: The maximum number of holds a patron may have at one time has been reduced from 10 to 6. Patrons who were already on hold for more than 6 items will NOT have their holds removed, but once they drop to 6 or fewer they will not be able to place more than 6.

Why did this happen: This decision is based on sustainable budget management. Selectors look at items with high holds and purchase additional copies to meet demand, so holds lead directly to purchases. We want patrons to "spend" their holds on the items that they really want to check out as soon as they become available, and use Libby's tag feature to keep track of things they're interested in eventually reading.

How can patrons adjust: With more partner libraries sharing access to their collections through the Reciprocal Lending Agreement (RLA), patrons will be able to not only have access to those additional collections, but can place additional holds.

Also, soon the Genesee District Library and Saint Clair County Library will be added to the RLA list. GDL's collection is massive - it's larger than Download Destination's! - and will be a huge benefit to our patrons once it becomes available.

BACK TO SCHOOL RAFFLE



ENTER TO WIN THIS BACKPACK FULL OF 4 BOOKS, SUPPLIES AND MORE!
ALL AGES WELCOME TO ENTER
ONE ENTRY PER PERSON
WINNER WILL BE NOTIFIED
WEEK OF AUGUST 19



Cultivate Learning
Inspire Creativity
Foster Inclusivity



DIA INSIDE|OUT **ART EXHIBIT TRAVELING TO NOVI**

MAY - OCTOBER 2024 #DIAInsideOut dia.org/InsideOut2024

Keep your eyes peeled around Novi's parks, city buildings & community locations for art reproductions from the Detroit Institute of Art!

Novi Civic Center • Novi Public Library • Fuerst Park • Novi Ice Arena • Meadowbrook Commons
Twelve Mile Crossing at Fountain Walk • Pavilion Shore Park • Villa Barr Art Park

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

TUESDAY TUNES

ON THE PATIO AT NOVI LIBRARY

12-1pm

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

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

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

Friends of the Novi Library present

Summer Songfest

Thursdays, 6:30pm

Jun 20 Steve Floyd
Oldies & familiar covers

Jul 11 Entourage Band
Oldies & familiar covers

Jul 18 Magic Bus
Tribute to Woodstock

Aug 1 The Back Beats
A Beatles Tribute

Aug 15 Dueling Pianos
Classic hits to current pop

Sept 12 Motor City Soul
Motown & more

Sept 19 Elvis & Friends
Elvis tribute artist



Location: Paradise Park, 45799 Grand River Ave. Novi

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

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

Sponsored by:



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

AUTHORS LIVE LUNCHEON



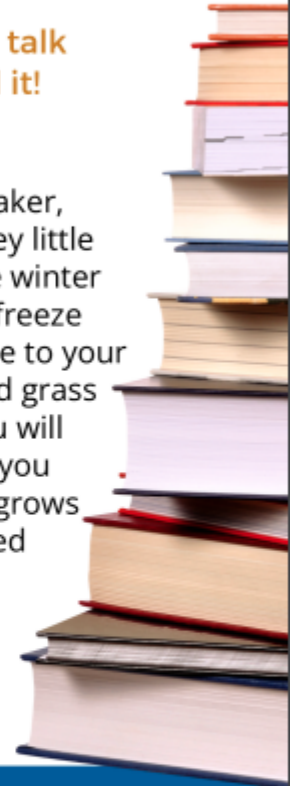
Enjoy a buffet lunch experience that brings people together to talk about a great book and hear from the author that who created it!



Irene Miller
Author

Into No Man's Land: A Historical Memoir

Irene Miller, a Holocaust survivor, author, speaker, and educator will take you on a survival journey little written and known about. You will sleep in the winter under an open sky on no man's land; you will freeze in a Siberian labor camp where the bears come to your doorstep. In Uzbekistan, you will live on boiled grass or broiled onions, and shiver with malaria. You will spend years in orphanages. When this is over you will wonder how a child with this background grows up to become a positive, creative, accomplished woman with a joy of living and love to share. It is a story of courage, determination, perseverance and the power of the human spirit.



**TUESDAY
OCTOBER**

1

**FOX RUN BELMONT CLUBHOUSE
SIGNATURES RESTAURANT & THEATER**

41200 Fox Run Rd.
Novi, MI, 48377

11:45AM-2PM

\$20

**PER
PERSON**

Copies of the book will be available for purchase. Cash and check accepted.

Visit the Sign Up locations to register at the Ascot & Belmont locations and Rose Court Front Desk for Continuing Care. Registration closes Friday, September 13.

Meet the Author!



**Tuesday, November 19
at 7 PM
at the Novi Public Library**

Join us for a presentation and book discussion with author, Kelsey Ronan, on her debut 2022 novel, *Chevy in the Hole*. Named a Michigan Notable Book for 2023.

Register to attend on NPL's website: www.novilibrary.org, or scan the QR code with your device's camera.



About the Neighborhood Library Association (NLA)

NLA is a group of seven libraries located in southeast Michigan.

The participating libraries are: Commerce Township Community Library, Lyon Township Public Library, Northville District Library, Novi Public Library, Salem-South Lyon District Library, Walled Lake City Library, and Wixom Public Library.

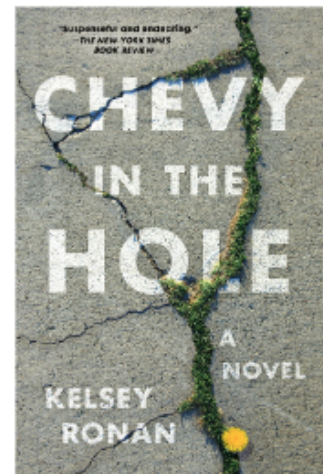
Our Community Reads program brings community members together to read and discuss the same literary work, and take part in events hosted by the participating libraries in an effort to strengthen community ties and promote literacy among a diverse population. Each library sponsors programs and hosts book discussions on the selected read.



Sponsored in part by:



14TH ANNUAL COMMUNITY READS



**Tuesday, November 19th
at 7 PM
at the Novi Public Library**

45255 W 10 MILE RD,
NOVI, MI 48375

www.nlacommunityreads.weebly.com

Daily use of the building by hour – July 2024

						7/1/2024	7/2/2024	7/3/2024	7/4/2024 - LIBRARY CLOSED HOLIDAY	7/5/2024 - LIBRARY CLOSED HOLIDAY	7/6/2024 - LIBRARY CLOSED HOLIDAY
						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 45 104 75	10-11am 65 169 117	10-11am 47 102 75	10-11am 0 0 0	10-11am 0 0 0	10-11am 0 0 0
						11am-12p 92 123 108	11am-12p 125 194 160	11am-12p 92 92 92	11am-12p 0 0 0	11am-12p 0 0 0	11am-12p 0 0 0
						12-1pm 119 79 99	12-1pm 157 124 141	12-1pm 75 79 77	12-1pm 0 0 0	12-1pm 0 0 0	12-1pm 0 0 0
						1-2pm 85 84 85	1-2pm 148 75 112	1-2pm 90 87 89	1-2pm 0 0 0	1-2pm 0 0 0	1-2pm 0 0 0
						2-3pm 161 198 180	2-3pm 148 179 164	2-3pm 166 202 184	2-3pm 0 0 0	2-3pm 0 0 0	2-3pm 0 0 0
						3-4pm 132 99 116	3-4pm 124 103 114	3-4pm 123 102 113	3-4pm 0 0 0	3-4pm 0 0 0	3-4pm 0 0 0
						4-5pm 91 65 78	4-5pm 114 70 92	4-5pm 150 118 134	4-5pm 0 0 0	4-5pm 0 0 0	4-5pm 0 0 0
						5-6pm 85 66 76	5-6pm 103 66 85	5-6pm 107 86 97	5-6pm 0 0 0	5-6pm 0 0 0	5-6pm 0 0 0
						6-7pm 81 84 83	6-7pm 73 121 97	6-7pm 96 69 83	6-7pm 0 0 0	6-7pm 0 0 0	6-7pm 0 0 0
						7-8pm 75 63 69	7-8pm 128 47 88	7-8pm 60 47 54	7-8pm 0 0 0	7-8pm 0 0 0	7-8pm 0 0 0
						8-9pm 119 61 90	8-9pm 60 30 45	8-9pm 110 54 82	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
						1,056	1,212	1,077		0	0
7/7/2024 - LIBRARY CLOSED HOLIDAY						7/8/2024	7/9/2024	7/10/2024	7/11/2024	7/12/2024	7/13/2024
9-10am 0 0 0						9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0
10-11am 0 0 0						10-11am 73 164 119	10-11am 78 160 118	10-11am 55 159 107	10-11am 115 257 186	10-11am 76 200 138	10-11am 39 101 70
11am-12p 0 0 0						11am-12p 131 145 138	11am-12p 101 100 101	11am-12p 122 115 119	11am-12p 165 123 144	11am-12p 128 97 113	11am-12p 86 68 77
12-1pm 0 0 0						12-1pm 137 108 123	12-1pm 122 121 122	12-1pm 107 75 91	12-1pm 156 128 142	12-1pm 94 71 83	12-1pm 59 87 73
1-2pm 0 0 0						1-2pm 127 107 117	1-2pm 99 90 95	1-2pm 60 81 71	1-2pm 104 118 111	1-2pm 59 75 67	1-2pm 90 76 83
2-3pm 0 0 0						2-3pm 129 204 167	2-3pm 122 197 160	2-3pm 131 174 153	2-3pm 101 111 106	2-3pm 128 188 158	2-3pm 99 100 100
3-4pm 0 0 0						3-4pm 166 100 133	3-4pm 152 80 116	3-4pm 106 85 96	3-4pm 106 74 90	3-4pm 149 96 123	3-4pm 106 71 89
4-5pm 0 0 0						4-5pm 146 129 138	4-5pm 94 75 85	4-5pm 114 91 103	4-5pm 116 100 108	4-5pm 100 89 95	4-5pm 68 78 73
5-6pm 0 0 0						5-6pm 138 104 121	5-6pm 126 114 120	5-6pm 102 86 94	5-6pm 104 92 98	5-6pm 165 73 119	5-6pm 129 62 96
6-7pm 0 0 0						6-7pm 125 137 131	6-7pm 97 116 107	6-7pm 109 202 156	6-7pm 95 97 96	6-7pm 109 0 0	6-7pm 95 0 0
7-8pm 0 0 0						7-8pm 111 84 98	7-8pm 154 106 130	7-8pm 176 76 126	7-8pm 91 109 100	7-8pm 0 0 0	7-8pm 0 0 0
8-9pm 0 0 0						8-9pm 141 55 98	8-9pm 121 38 80	8-9pm 128 53 91	8-9pm 162 51 107	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
						1,381	1,230	1,204	1,288	894	660
7/14/2024						7/15/2024	7/16/2024	7/17/2024	7/18/2024	7/19/2024	7/20/2024
9-10am 0 0 0						9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0
10-11am 0 0 0						10-11am 54 140 97	10-11am 41 174 108	10-11am 58 120 89	10-11am 30 104 67	10-11am 86 136 111	10-11am 58 116 87
11am-12p 0 0 0						11am-12p 100 101 101	11am-12p 149 191 170	11am-12p 105 118 112	11am-12p 96 110 103	11am-12p 93 81 87	11am-12p 81 94 88
12-1pm 51 124 88						12-1pm 121 104 113	12-1pm 144 131 138	12-1pm 76 66 71	12-1pm 126 122 124	12-1pm 91 56 74	12-1pm 82 67 75
1-2pm 69 112 91						1-2pm 89 106 98	1-2pm 144 98 121	1-2pm 96 100 98	1-2pm 85 83 84	1-2pm 45 59 52	1-2pm 65 74 70
2-3pm 91 76 84						2-3pm 145 209 177	2-3pm 161 186 174	2-3pm 130 191 161	2-3pm 144 196 170	2-3pm 84 88 86	2-3pm 66 86 76
3-4pm 112 120 116						3-4pm 147 112 130	3-4pm 127 99 113	3-4pm 141 116 129	3-4pm 147 128 138	3-4pm 84 91 88	3-4pm 83 83 83
4-5pm 105 56 81						4-5pm 141 83 112	4-5pm 105 87 96	4-5pm 135 87 111	4-5pm 134 106 120	4-5pm 80 67 74	4-5pm 100 43 72
5-6pm 109 80 80						5-6pm 128 97 113	5-6pm 118 93 106	5-6pm 101 71 86	5-6pm 110 73 92	5-6pm 136 58 97	5-6pm 95 80 73
6-7pm 0 0 0						6-7pm 105 107 106	6-7pm 98 113 106	6-7pm 82 139 111	6-7pm 97 95 96	6-7pm 0 0 0	6-7pm 0 0 0
7-8pm 0 0 0						7-8pm 115 76 96	7-8pm 91 64 75	7-8pm 135 135 135	7-8pm 95 114 105	7-8pm 0 0 0	7-8pm 0 0 0
8-9pm 0 0 0						8-9pm 124 61 93	8-9pm 120 39 80	8-9pm 181 57 119	8-9pm 150 47 99	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
						638	1,233	1,287	1,196	668	622

Information Technology Report by Jeffrey Smith – July 2024

General

On July 1st the IT Team updated our printing systems to reflect new printing prices.

On July 2nd, our Tech Logic Detection Gate alarm began randomly ringing. The IT Team determined that the devices needed a firmware update, and the Nedap Gate software and CircIT software that control the gate needed to be updated as well. Following the update, the random alarm has stopped.

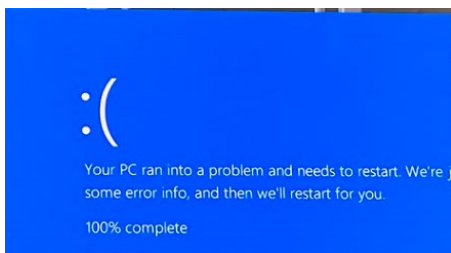


Tech Logic Detection Gate received a software update.

Print Release Stations were upgraded with Credit Card Terminals in June. They became available for public use on July 8th.

Denise and Jeff met with Rob Petty, Head of IT for the City of Novi on July 16 to discuss collaboration opportunities between the City and the Library, and IT Security Training.

On Friday July 19th, the Library was hit by the 2024 CrowdStrike incident. Fortunately only 20% of our computers were affected by the incident. The computers were all back online within 8 hours, due to manual remedies implemented by the NPL IT Dept.



Cryptic Windows error generated by the CrowdStrike incident.

On July 26, TelSystems installed a new Projection Screen in the Library Board Room. The previous screen had major wear and tear, preventing it from moving up/down and from retracting into the ceiling. Now it works perfectly and can project a crisp fresh image.



New projection screen in the Library Board Room

iCube

We held 218 iCube appointments in July.

- 38 3D prints
- 0 3D scans
- 11 Adobe Creative Cloud projects
- 19 Cricut crafts
- 1 Carvey projects
- 49 Creative Kits
- 16 Digital Conversions
- 25 Heat Press jobs
- 17 Laser projects
- 10 Photo Prints
- 8 Sewing/Embroidery projects
- 24 Sublimation prints

This month, a couple of incoming college freshmen made a cardboard cutout of John Green for their dorm room! -Anna J



Jess helped a patron make a t-shirt prize for their Twilight teen program on our Epson Photo Printer, by printing on heat transfer vinyl.



Mary had a laser appointment with a patron and they made 2 plaques and cut out some stencils.



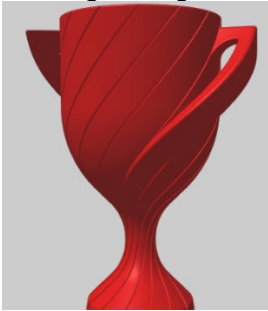
Dominic helped the Drum Majors from Hovi High School create 4 sublimated shirts with their names and a graphic for an August band concert.



For the July Craftastic event, Anna J and Anna B helped make Needle Felted Fairy Gardens



And Anna B 3D Printed 15 trophies in preparation for our Staff Professional Development Day that is coming in August.



This Betta fish feeder was 3D Printed by Anna B from a design submitted by IT Staff member Denise.

Training

- Anna B, Denise, Dominic and Jeff attended a seminar sponsored by TLN called "Rational Detachment". The seminar explained how to deal with customers without reacting emotionally to criticism or challenges - and not take it personally
- Jeff, Dom and Denise prepared goals for the 2024-25 FY.

Facilities Report by Keith Perfect – July

In the past month the Facilities Department has closed 5 Facilities Maintenance tickets, 25 Meeting Room Requests/Programs and has updated 349 Periodic Maintenance tickets.

- HVAC Mixing Box #7 received a new motor, installed by vendor.
- The HVAC air handler filters were changed by Facilities staff.
- The water bottle filler/drinking fountain was repaired by vendor. The drinking fountain water pressure is now restored to normal.
- The Server Room HVAC system received a new electronic control board, installed by vendor.
- The café security gate was repaired by vendor and is now functioning as it should.

Information Services Department July Report
compiled by Shannon O'Leary (in absence of Dept. Head)

News and Notes

- Staff participated in annual goal-setting conversations.
- Staff attended the following meetings:
 - Employee Wellbeing Committee
 - Teen Area Renovation meetings
 - IS Department
 - Strategic Planning Committee
 - Staff Q&A Sessions
 - Professional Development Day Committee
 - HR information sessions
 - HR Policy Committee
 - iCube Committee
- Magnifier collection reorganized, labeled, and inventoried (Emma and Jen)
- Business Collection Migration Project - Condensed 2 ranges of books down to 1 as part of the bigger Teen Room Renovation project (1,235 books) (Jen)
- Local Author Collection - items located and migration began, items are in SS for re-processing
- YA Printz collection relabeled and re-cataloged to be interfiled with the YA Fiction collection in preparation for the teen area renovation project (Lindsay, Support Services and Tech Services)
- Adult Fiction Books on CD condensed to fit in their new home by the west windows with the rest of the Adult Books on CD collection

Professional Development

- Adult Library Programs That Work - Shannon
- Digital Safety and Privacy for Librarians - Emma and Austin
- Homelessness is a housing problem - Emma
- Surviving the Stacks - Emma
- Canva 2.0 for libraries- Shannon
- Managing Effective Library Boards webinar - Austin
- School Library Journal's Picture Book Palooza - Emily
- Cultural Humility in Libraries webinar - Anna, Danielle
- Supporting Staff and Student Mental Health webinar - Austin
- Celebrating Disability Pride Month with KultureCity! - Jen and Mary
- Setting Boundaries with Patrons - Lindsay, Danielle
- IS staff on external committees:
 - Thumbs Up! Award Workgroup - Austin and Kirsten
 - Mitten Award Workgroup - Emily
 - School Library Journal Reviews - Emily
- Homeless Training - How To Manage Problematic Behavior - Jen
- Why do we fall for misinformation? webinar - Danielle
- A Mindful Approach to Stress webinar - Danielle

IS Staff Outreach

- Preschool Outreach at KinderCare, A Growing Place, Little Birds Montessori and Goddard – Emily
- Sizzling Summer Lakeshore - Lindsay
- 7 outreach book discussion



- Senior Outreach at Waltonwood (17) – Emma
- Novi Mental Health Alliance - Austin
- ABWA Night of Stars - Emma
- Novi Chamber Open House - Emma and Jen
- Meadowbrook Commons (10)-Emma



- Emily and Rae volunteered for 313 Reads as Children's Book Advisors for their Books in the D project



- Novi Chamber - 1:1 with Farah - Jen
- Ribbon Cutting - Fyzical Therapy - Jen
- Library Tour with Julie and Neurorestorative Michigan (7 guests) - Jen
- SBDC Schoolcraft (phone call) - Jen
- Novi Chamber - Ambassador Meeting - Jen
- Chamber Ribbon Cutting Event for New Chamber Office - Jen
- Novi Chamber Networking - Jen
- MSU Tollgate (Ellen and Lisa) via Zoom - Jen
-

Adult Programs

- Japanese Conversation Group - 5
- Spanish Conversation Group- 6
- Craftastic Thursday: Needle Felting - 15
- Novel Idea book Club - 8
- Strange Lands Book Club - 2
- Knitting Together - Met 4x on Thursday Mornings
- Beach Day Silent reading Party - 9



Adult Displays

- **1st Floor Glass Case:** Boy's Day/Children's Day in Japan (courtesy of Kelley Family's generous donation)



Info: On May 5th Japanese people around the world celebrate the health and happiness of boys and girls. It's known as Kodomo no Hi (Children's Day, こどもの日). Originally this festival was (and still is to some extent) known as Tango no Sekku (Boy's Day, 端午の節句) and the focus was traditionally on the male children, as girls had their own holiday on March 3rd (Girl's Day *Hinamatsuri*). In 1948 the celebration broadened to both girls and boys when the day was adopted as the National Children's Holiday.

The festival is rich in both indoor and outdoor decorations. One interior tradition started by members of the warrior class is the display of military symbols, such as dolls clad in armor (*yoroï*), decorative samurai helmets (*kabuto*), and ornamental swords (*katana*). The warrior figurines, known as May dolls (*gogatsu ningyo*) and other military regalia symbolize strength and courage. They are traditionally held to protect children from misfortune and disease.

The most prominent decorations outside are large multicolor windsocks called *koinobori* designed to look like swimming carp, or koi. This tradition, which began during Edo Period (1603-1868), has roots in a Chinese legend of a carp that became a dragon by ascending a swiftly flowing stream to the gates of Heaven. *Koinobori* are hung out in hopes that children, like the koi from the story, will be blessed with vigor and the determination to succeed in life. **Items in case donated to Novi Public Library by the Kelley Family**

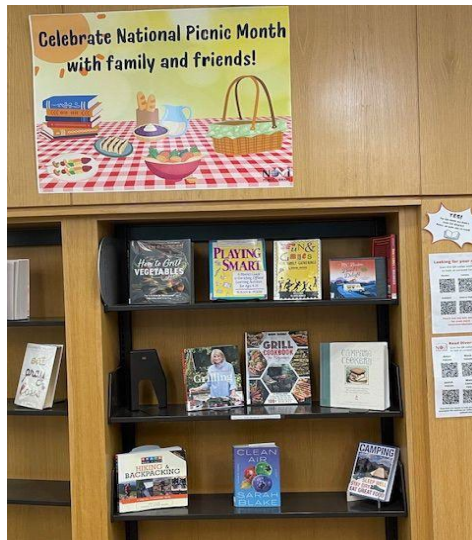
- **Adult Desk Display:**

Disability month display-Emma



- **Feature Collection:**

- Reading Challenge: A book That features a Journey
- National Picnic Month



Youth/Tween/Teen/Family Programs

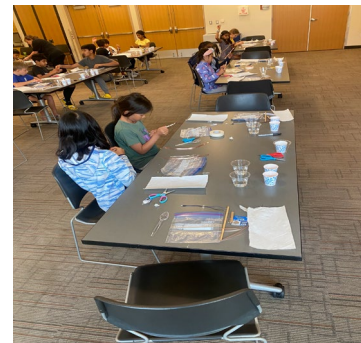
- Lego Club - 38
- 4th of July Drop In Crafts - 25
- Baby Time - 38
- Tot Time - 93
- Time for Twos & Threes - 275
- Fun for Fours & Fives - 89
- Patio Story Time - 45
- Black and Brown Theatre Presents Rapunzel - 125



- Comedy Magic Family Show with Cameron Zvara - 150



- Wizards, Wands and Potions with Sloan Museum of Discovery and Longway Planetarium - 27



- July Grab and Go Kits: Airplane, Shark Week, Ice Cream - 96 per kit
- Early Literacy Grab & Go: Transportation - 30
- Tanabata Program- 734 (8 different languages)



- Escape Room Novi: Mobile Trailer: 90

Youth/Tween/Teen Displays

- **Teen Stop display – Summer Camp**



- **Youth Feature Display – What Adventure Will You Take?**
- **Youth Desk Display – Summer Reading 2024 “Adventure Begins at Your Library”**
- **New for You Kiosk**
 - **Libraries Are for Everyone:** Workbooks, National Ice Cream Month, Independence Day, Tanabata, World Snake Day, National Hot Dog Day, Nelson Mandela Day, National Moon Day, Summer Olympic
 - **Featured Display:** Disability Pride Month



Marketing and Community Promotion by Dana VanOast – July

Recite Me: Focus Text new tool now available:

“Focus Text leverages the brain's natural ability to recognize word shapes and patterns quickly. This is done by emphasizing the most critical parts of words, guiding the eyes smoothly through the text. This method improves reading speed and comprehension, making online content more accessible to those with dyslexia, ADHD, and other reading challenges.”



Outreach

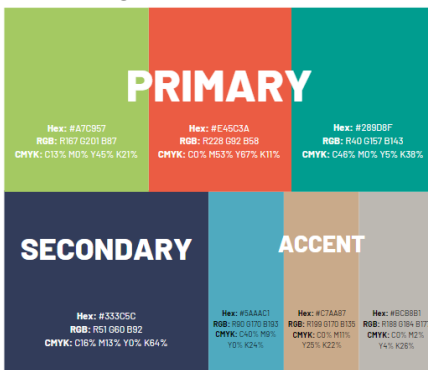
Thursday, July 11: Sizzling Summer at Lakeshore Park
 Thursday, July 25: Sizzling Summer at Lakeshore Park

Webinars

MI PR Group Monthly Meeting (Recording) - July 19, 2024

Novi Public Library Style & Branding Guide – July 17, 2024

The Marketing Committee released a new NPL Style & Branding Guide. This guide was created to serve as a reference for all marketing and communication materials produced by the Library. It is important to maintain consistency in the Library's visual and written identity in order to build a strong, recognizable brand that resonates with our community and beyond. Also new to internal processes include a Marketing Creation/Request Form and Marketing Review guidelines.



Updated Branding Colors Updated Email Signatures



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 Communications Manager

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📍 45255 Ten Mile Rd, Novi, MI 48375

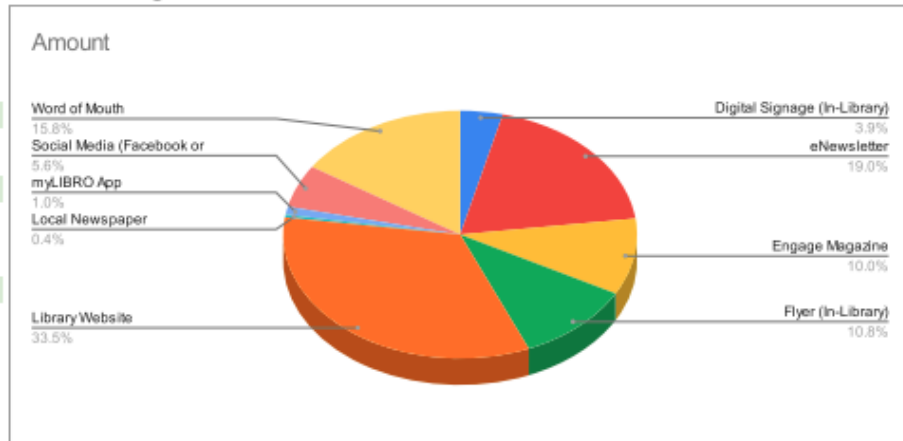
Videos Filmed

Beyond Books – Edward Jones & Novi Rotary Sponsorship of Summer Reading – July 1, 2024
 Beyond Books – DTE Sponsorship of Summer Songfest – July 23, 2024
 Fox Run – Five “Library Minute” videos filmed to air during live-show thru August – July 29, 2024

Digital Signage in Library Update How Do Patrons Hear About Our Programs?

Data from programs held May 1 - June 30, 2024

Marketing Avenue	Response
Digital Signage (In-Library)	30
eNewsletter	147
Engage Magazine	77
Flyer (In-Library)	83
Library Website	259
Local Newspaper	3
myLIBRO App	8
Social Media (Facebook or Instagram)	43
Word of Mouth	122
Total Responses:	772



Data was collected for two months through Library Market, with regards to how patrons hear about our programs. As you can see, Digital Signage (In-Library) is the 3rd lowest way patrons hear about our programs. In April 2024, it was decided that we would remove two of the four digital signage TVs. The software on the TVs to upload content (SCALA) was no longer working or supported. After operating with only two TVs for over two months (with no negative feedback) and compiling this data and seeing the low usage, it was decided in July that we would not invest in new digital signage software and stop using the last two TVs. We will instead focus on more targeted marketing efforts through Patron Point (email marketing system).

Below is the Meeting Room Rental Report from 2023-2024 compiled by Amy Crockett, Meeting Room Coordinator

2023-2024 Meeting Room Report

OVERALL STATS

- Room Rentals: 465 (up 22% from 22-23)
- Attendees: 8,943 (up 1% from 22-23)
- Gross Revenue: \$36,863.75 (up 14% from 22-23)

POST-RENTAL SURVEY RESULTS

- Sent to: 285 renters
- Responses: 94
- 33% response rate

Question: Rank the following based on your recent Meeting Room rental experience
(Percent answering Excellent or Good)

- Information provided about meeting rooms: 99%
- Ease of reserving meeting room: 97%
- Pricing for meeting rooms: 89%
- Ease of making payment: 99% (up 3% since offering online payment option)
- Communication with NPL staff prior to rental: 99%
- Accuracy of room set-up upon arrival: 98%
- Comfort and convenience of rooms: 97%
- Equipment/technology offerings available: 99%

Question: Is there any additional equipment or technology you wish was available in our Meeting Rooms?

- 59% responded No or N/A
- Suggestions included: help guide/instructions for existing technology, better WiFi, Apple connection cables, tri-pod, easel, coffee maker, mini fridge, shades in 2nd Floor Meeting Room

Question: Would you rent a meeting room at the Novi Public Library again?

- 95% responded Yes
- 5% responded Maybe
- 0% responded No

Question: How did you hear about our meeting rooms?
(Top responses)

- Library website/social media (42%)
- Have rented here previously (31%)
- Word of Mouth (23%)
- Visiting the Library (22%)

Question: Were you provided information about Chartwells catering for your meeting/event?

- 41% responded Yes
- 32% responded No
- 27% responded Not Sure

Question: If you used Chartwells catering for your meeting/event, how was your experience?

- 100% responded Excellent or Good

Suggestions for Improving Meeting Rooms and/or reservation process:**Top Response**

- Room was not cleaned well

Multiple Responses

- Would like to book the room and pay for it online
- Room was not unlocked upon arrival
- Wall between East & West Meeting Room is too thin – sound comes through, especially with microphones
- Would like to be able to get in the room early
- Glass walls a concern for businesses (especially 2nd Floor Meeting Room)
- Cost was too high
- Consider a free/reduced option for non-profits/individuals just needing a quiet place
- Had a hard time navigating the website/figuring out how to rent a room

Other Responses

- Issues with WiFi connection
- Room was too cold
- Signage to the entrance of the library was a bit confusing
- Have the Café open later
- Would like to be able to schedule more than 2 months ahead of time
- The door locked anytime someone left the room
- Library staff came in to get supplies while students were completing state testing
- Provide more clarity about dimensions of tables in different rooms
- Would like to prepay upon reservation request and then have the library pull funds upon reservation confirmation

Positive Feedback:

- The assistance and guidance by both Amy and the IT Specialist were amazing. They both were a pleasure and showed an eagerness to help. I never felt like I was burdening them. Always great help at Novi Public Library. Top notch above all other public libraries in the area.
- Thank you for offering the meeting rooms. It's perfect for our small business needs and we will definitely be back.
- 5-star service from Joe and Amy!
- Thank you so much! Everyone at the library went above and beyond to support our project. We truly appreciate all the effort!
- Joe, Amy, Dana, and all of the NPL staff are so helpful and welcoming!
- Very efficient reservation process. Everyone was friendly and the room was exactly what we needed.
- I will be coming back to use your services again. The staff was fantastic, and my group felt very welcome in your library!
- Amy Crockett was very helpful and knowledgeable when I rented the room. Joe was very nice and helpful on the day of the rental.
- I'm really impressed with how efficient and easy it is to book a room & utilize the library services
- Love your whole room rental process and love using your space!
- Amy has done a great job in helping with the room reservation and rescheduling too
- Everything was perfect and as described. Looking forward to future meetings at the library.
- Dana did a wonderful job with her presentation and accommodating our needs. Thank you!
- Renting was easy and everything turned out great.

- The meeting rooms are very nice and the staff members are super helpful and courteous.
- Every time we go to Novi Library, it's a nice experience!
- The experience was top notch from beginning to end. Joe was exceptional on Sunday in supporting our team.
- I rented several other places, Novi library provides the best service among the all
- Excellent community resource; easy to book; incredibly friendly & helpful staff.
- The space and amenities provided were very nice! Would definitely use this space again.
- Thank you so much for the last-minute accommodation! You made the weekend a success!
- Couldn't be happier with Joe and Amy
- Everyone was super helpful!
- I forgot the gentleman's name who helped me set up. He was fantastic!
- Wonderful venue for our meeting
- Excellent experience as usual all around
- The room was perfect for our meeting.
- Staff was very friendly and accommodating. Dana is the BEST!
- Wonderful experience
- Team is very helpful including Amy
- Everything was great!
- Joe is always helpful.
- Great room, great service
- The NPL staff and in particular, Joe, are always helpful!
- Perfect... a great whiteboard and everything worked and no noisy interference.
- The staff was very helpful. I will use the library again
- The process worked well with prompt response.
- It was great. Thank you.
- Excellent service
- I think it's perfect just the way you have it.
- It was great - we love the board room!
- Many thanks to the staff for a great experience on Sunday November 19th! We appreciated having the room set up and ready to go (laptop/projector).
- The young ladies at the counter were more than helpful. It simplified the process immensely.
- We will probably rent it again next year.
- My experience was enjoyable and served my need. Library personnel and environment exceeded my expectations, aside from cost.
- The WiFi seems better.
- Thank you for your assistance
- I am actually excited about the meeting rooms at NPL and will likely use them again.
- Very easy. Thank you
- Thanks for offering the option to make it free. (for Novi HOAs)
- The staff of the library went above and beyond.

Support Services Department Report by Maryann Zurmuehlen – July

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended SS Department catchup meetings.
- Held interviews for the Head of Support Services position on July 30th and August 1st.

Assistant Director

- Held a Building Policy Committee meeting on July 15th.
- Attended a Marketing Committee meeting on July 16th.
- Held first quality assurance walkthrough with janitorial company on July 17th.
- Held one-on-one meetings with staff members in Facilities and IT as their new manager on July 25th, July 26th, and August 1st.

Circulation & Shelves

- Manager/Supervisor meetings were held the week of July 14th.
- Beginning of Year Performance meetings are being held.
- Staff are working on the Collection Inventory Project which began in January.
- Eva Sabolcik and the Shelving Team have been working to shift and move collections in preparation for the Teen Stop renovation.
- Held interviews for the two 12-hour Shelver positions on July 29th and July 30th.

Tech Services

- Staff are working on the Collection Inventory Project which began in January.
- Beginning of Year Performance meetings have been completed.
- Projects:
 - Novi Author/Artist
 - YA Printz

Statistics (July 2024)

- **Cards Issued: 327**
- **Items Checked Out (NPL): 64,018**
- **Items Checked Out (LLL): 121**
- **Total Checkouts (NPL + LLL): 64,139**
- **Items Interloaned for NPL Patrons: 5,002 (73 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,775 (203 through MeLCat)**
- **Items Added to the Collection: 2,764**
- **Items Discarded from the Collection: 1,739**
- **Drive-Up Window & Locker Hold Pickups: 25**
- **MAP Checkouts: 74**
- **Online New Card Registrations: 29**
- **Outreach:**
 - **NPL @ Your Door: 10 Mailer Bags / 31 Items**
 - **7 Facilities Visits / 52 Items Provided**
 - **6 Book Discussions / 84 Items Provided**
- **READ Boxes:**
 - **5 Weekly Deliveries**
 - **26 Adult Items Circulated**
 - **609 Youth Items Circulated**

Support Services Statistics 2024-2025													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	327												327
↳ Of Which, Online Registrations Totaled	89												89
Checkouts (NPL)	64,018												64,018
Checkouts (Lakeshore Lending Library)	121												121
Total Checkouts (NPL + LLL)	64,139												64,139
Items Borrowed	5,002												5,002
Items Loaned	3,775												3,775
Hold Pickups (Drive-Up & Lockers)	25												25
MAP Pass Checkouts	74												74
Read Boxes	609												609
NPL @ Your Door (# of Bags)	10												10
NPL @ Your Door (# of Items)	31												31

Year-to-Year Comparison				Read Boxes			
		JUL 2024	JUL 2023			JUL 2024	JUL 2023
Cards Issued This Month		327	373				
Total Checkouts (NPL + LLL)		64,018	67,714	Read Boxes	Adult	26	37
					Youth	583	355
Items Borrowed	TLN	4,929	4,477		Total	609	392
	MeL	73	48				
		5,002	4,525				
Items Loaned	TLN	3,572	3,602				
	MeL	203	126				
		3,775	3,728				

NOTE: Read Boxes will be filled for the 2024 season on May 1st.

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							
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
FYTD	64,139	3.85%	29,668	8,417	6,009	4,799	10,443

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				
September	25,059	6,560	31,619	1,171	September				
October	29,335	1,636	30,971	1,032	October				
November	27,349	6,356	33,705	1,248	November				
December	21,975	7,197	29,172	1,122	December				
January	24,865	7,650	32,515	1,084	January				
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	27,026	6,343	33,369	1,192

Lobby count has been corrected for September, March and April due to a calculation error (reported number was doubled in previous reports)

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					
September	1,025	*104,753	105,778	3,918	255	September					
October	1,102	182,259	183,361	6,112	292	October					
November	1,021	180,487	181,508	6,723	263	November					
December	873	116,491	117,364	4,514	247	December					
January	430	**164,392	164,822	5,494	286	January					
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	1,383	148,114	149,497	5,339	275

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.

Notes 2024-2025:

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			
September	610	6,615	12	September			
October	724	9,029	25	October			
November	636	8,190	18	November			
December	*556	*6,540	*24	December			
January	637	9,309	13	January			
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	768	10,949	14

Notes 2023 – 2024:

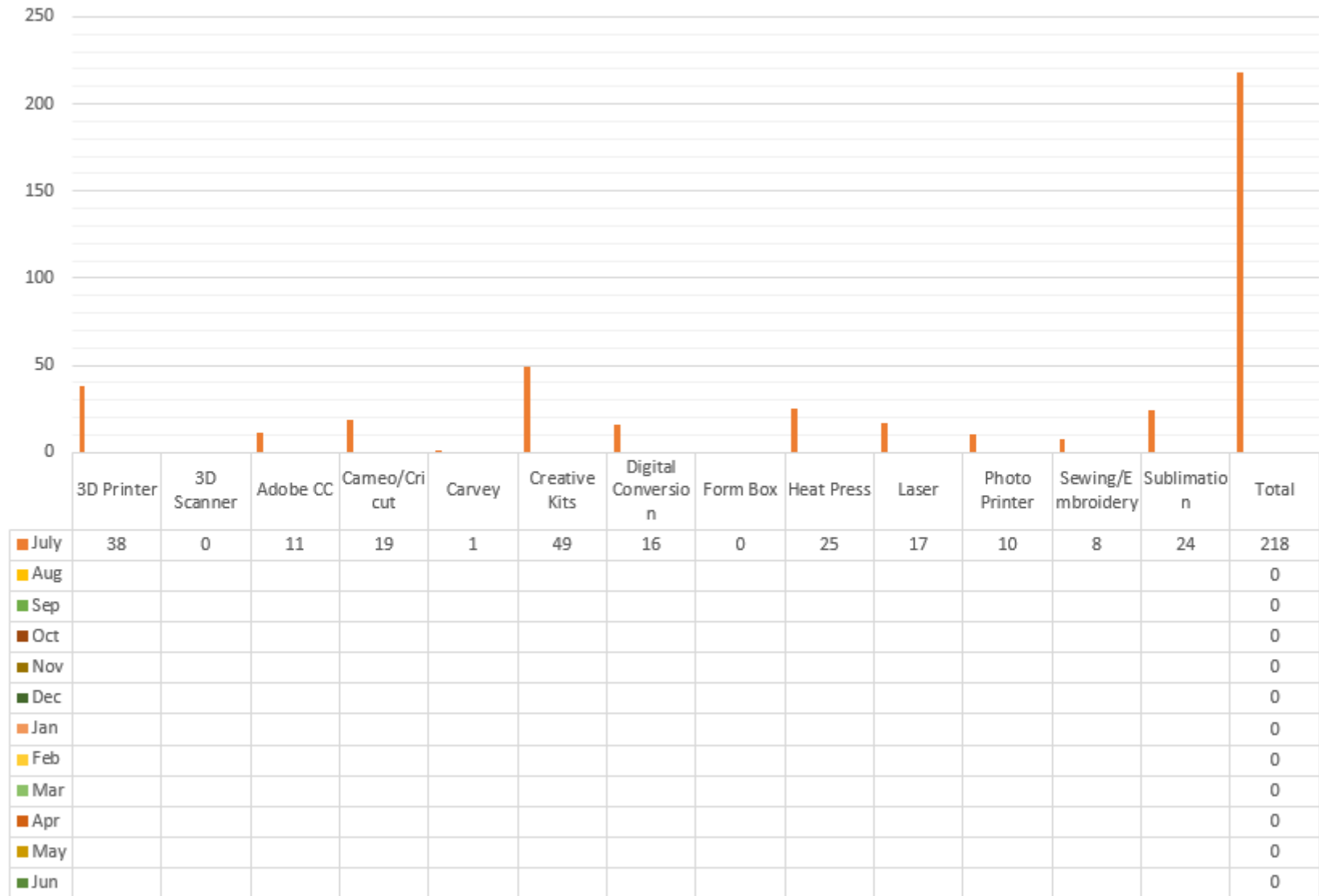
AWE Stats previously taken from AWE Customer portal. Beginning July 2023, portal is no longer available.

Stats are now downloaded from the individual AWE workstations.

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

Notes 2024-2025:

iCube Usage 2024- 2025



Legend: July (orange), Aug (yellow), Sep (green), Oct (brown), Nov (dark green), Dec (dark blue), Jan (light blue), Feb (light yellow), Mar (light green), Apr (red), May (gold), Jun (dark green)

2024-2025 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	2,564	682	304	23	392
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	2,564	682	304	23	392

2023-2024 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
March	2,612	714	274	24	496

Note: March 2024 LinkedIn Total Video Views were previously reported as 1,262. The actual number of Total Video Views for that month was 496.

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	0				
September	0				
October	0				
November	0				
December	0				
January	0				
February	0				
March	0				
April	0				
May	0				
June	0				
FYTD Total	7,746	3,510	11,256	1,610	124

2022-2023 Fiscal Year						2023-2024 Fiscal Year					
Month	Pages Viewed	Unique Users	Pages Viewed Per Session	Screen Reader	Translation	Month	Pages Viewed	Unique Users	Pages Viewed Per Session	Screen Reader	Translation
June	14290**	2,211	6.46	13,470	16,540	July	1,761	357	4.93	2,638	18,161
FYTD Total	14,290	2,211	6.46	13,470	16,540	August	926	230	4.03	1,222	1,096
*Recite Me was launched June 2023						September	731	221	3.31	751	910
**Number potentially inflated due to website bot usage						October	591	143	4.13	645	960
						November	561	173	3.24	582	786
						December	524	140	3.74	578	640
						January	488	150	3.25	491	565
						February	385	124	3.10	338	438
						March	491	141	3.48	534	614
						April	326	98	3.33	328	349
						May	237	78	3.04	378	295
						June	323	101	3.20	445	483
						FYTD Total	7,344	1,956		8,930	25,297

2022-2023				2023-2024			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
June	n/a	1,786	189	July	57	1,488	100
*Available for download starting in June 2023, officially launched July 2023				August	1,166	25,673	2,961
				September	1,196	26,853	2,023
				October	1,373	49,714	2,566
				November	1,390	57,778	2,919
				December	1,390	67,496	3,281
				January	1,940	58,637	3,312
				February	2,166	73,177	4,232
				March	2,317	85,934	4,377
				April	2,494	82,606	3,745
				May	2,639	86,606	3,562
				June	2,803	74,301	4,756
				FYTD Total		690,263	37,834

Meeting Room Statistics 2024-2025 Fiscal Year		
	Rentals	Attendees
July	29	274
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
FYTD	29	274

FRIENDS OF NOVI LIBRARY

**Friends of the Novi Public Library
Meeting of the Board of Directors
June 12, 2024**

Call to order: Sue Johnson called the meeting to order at 7:05 p.m.

Present: Evelyn Cadicamo, Carol Hoffman, Sue Johnson, Karen Schubert, Mary Angela Winter, and Dana VanOast, Library Liaison

Absent: Marilyn Amberger, Stephanie Tolliver, Ann Craig

Minutes of the May 8, 2024 Meeting: Evelyn Cadicamo. After discussion, correction of the minutes regarding the "Operating Agreement for Large Donations" were necessary. A motion was made to accept the minutes as corrected by Mary Angela, and seconded by Evelyn. Motion passed 5-0.

Treasurer's Report: Sue Johnson. Overall total is \$ 93,774.58. A motion was made by Carol Hoffman and seconded by Mary Angela to accept the Treasurer's Report. Motion passed 5-0.

Library Liaison: Dana VanOast. The Summer Reading Program Kick-Off Party on Sunday, June 9th, was well attended. The Summer Songfest and Tuesday Tunes require registration and they hope to receive more registrations soon.

Book Nook: Carol Hoffman. May sales were \$1,778.98. Recent donations have been older books and types of books that we are unable to sell in the Book Nook. Donations will not be accepted 6/13 through 6/19 because of maintenance being done in the back room.

Membership: Sue Johnson. Membership is doing well.

President's Remarks: Sue Johnson

- * A motion for approval of the modified Operating Agreement was made by Mary Angela and seconded by Sue Johnson. Motion passed 5-0.
- * The board reviewed the proposed Friends of Novi Library 2024-2025 budget line by line. This budget will be presented for approval at the Annual Meeting on July 10th.
- * The Novi Public Library will be celebrating its 65th anniversary next year, 2025. The Friends group will have its 15th anniversary.
- * Two summer interns were selected to assist with the Summer Reading Program.

* The next edition of the Friends newsletter will be assembled and mailed on June 21st.

A motion to adjourn was made by Karen and seconded by Sue. Passed 5-0.
Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Karen Schubert

The Annual Board Meeting is **July 10, 2024 at 7:00 p.m.** in the library board room.

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – August 14, 2024**

- I. Call to Order, Roll Call Sue Johnson
- II. Minutes of the June 12, 2024 Meeting * Karen Schubert
- III. Treasurer's Report* Sue Johnson
- Prior month(s) Income and Expense
 - Statement Balances
 - CD renewed – 13 month (4.18%)
- IV. Reports
- Library Liaison Dana Brataniec
 - Book Nook Carol Hoffman
 - Membership Sue Johnson
 - President Sue Johnson
 - Presentation of checks for Summer Reading interns, Grace Tie & Rebecca Borlace
 - Memorial leaf for Marion and Bob Marten
 - Songfest – The Magic Bus - raffle of 2 baskets took in \$215 and 7 memberships for \$75. Total for the night \$290
 - Songfest – 5 baskets, Dueling Pianos – anyone attending?
 - Songfest – added Elvis – September 19th
 - Kaleidoscope – 2024 - fall
 - Girls Night Out – Friday, November 1, 7-10pm
 - October 1 – Author's Live Fox Run - Irene Miller, author of Into No Man's Land: A Historical Memoir
 - October 27th – Sunday – 2-4 – Vanessa Carr – light refreshments
- V. Announcements
- VI. Calendar
- Kaleidoscope
- September 24, 2024 - Rust Belt Reporter, A Memoir, John Gallagher, Journalist
 - October 16, 2024 - Pine Meadow Ranch, Jennifer Pardonnet, Owner
 - November 12, 2024 - Publishing Challenges In 2024, Stephanie Williams, Director Wayne State University Press
- 2023 Listen at the Library
-
- 2024 Tuesday Tunes -
- August 27th---Gary & Jackie ("Singing the Good Old Songs Again")
- 2024 Summer Music at Paradise Park – all events start at 6:30pm
- Aug 15- Dueling Pianos
 - Sep 12- Motor City Soul (Motown and More)
 - Sept 19 - Elvis
- Friends Events
- Next meeting – Board Meeting - September 11, 2024 at 7:00 pm

VII. Adjournment*

*Requires Action

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

June Minutes
Wednesday, June 26, 2024
Novi Library Local History

CALL TO ORDER: 7:03 p.m.

ATTENDANCE: Kim Nice, Kelly Kasper, Kathy Crawford and Dan Pierce,

ABSENT: Sharon Larson, Debbie Wrobel and Randy Van Wagnen

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

APPROVAL OF AGENDA: APPROVED

APPROVAL OF MAY MINUTES: APPROVED

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

	BUDGET	EXPENDITURES	YTD
Display Cabinet Exhibit	\$ 800.00	\$ 1,044.45	
Marketing/Brochures/Engage/Name Badges	\$ 800.00	\$ 484.00	
Equipment/Supplies/Office/Logos/Labels/Posters	\$ 3,000.00	\$ 264.10	
Program/Operator Fees	\$ 1,200.00	\$ 281.55	
Storage Unit	\$ 2,800.00	\$ 2,800.00	
Acquisition (Books/Materials/Subscriptions)	\$ 1,500.00	\$ 1,500.00	
Conference/Continuing Education	\$ 1,200.00	\$ 274.10	
Legal Fees	\$ 800.00	\$ -	
Special Projects (Examples: Villa Barr, Photographs, Veterans Sign, Oral Histories, City/Community Events, Historical Class Materials, Omaha Intern, Betty Long Plaque)	\$ 4,000.00	\$ 17,881.40	
TOTAL	\$ 21,700.00	\$ 22,295.45	\$ 21,734.45
Equitable Projects		Expenditures	Revenue/Profit
Villa Barr Book Sales YTD		\$ -	\$ 100.00
Wrights Across Novi Project 2023	\$ 2,281.10	\$ 3,100.00	\$ 818.90

Treasurer's Report: APPROVED – Thank you to all the Commissioners for submitting expenses which included stickers and other expenditures for the Superhero Showcase. Three Villa Barr books were sold for \$60 that will be added to the budget.

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

**There are no history rooms hours for July and August.*

Library Senior Citizens Day: The Novi Library will be hosting Senior Citizens Day on Monday, Oct. 7 from 10 a.m. – 3 p.m. With the history room scheduled to be open from Noon – 2 p.m. that day for normal office hours, the Commission agreed to keep the room open throughout the entire Senior Citizens Day event.

Northville Genealogy Society Seminar: The Northville Genealogical Society is hosting a seminar on Saturday, Oct. 19 from 10:30 a.m. – 3 p.m. If anyone is interested in attending, they can register for the event through the library web site. The event will be in the Board Room.

Document Donation Day: The Commission will host another Document Donation Day on Saturday, Nov. 2 from 1 – 3 p.m. Rae is asking for support from Commissioners to help staff the event. The last Document Donation Day did garner a donation.

Novi Historical Commission 2025 Meeting Dates: Meetings will remain the third Wednesday of each month at 7 p.m. Dates will be January 15, February 19, March 19, April 16, May 21, June 18, July 16, August 20, September 17, October 15, November 19 and December 17.

2025 Office Hours – Rae asked if the Commission would decide on Local History Room Hours for 2025 by August at the latest. Kim Nice said the Commission would vote at the July meeting.

DISCUSSION ITEMS:

Fox Run History Club Speaking Event: Kathy Crawford and Kim Nice will participate in a Novi history presentation to the Fox Run History Club on Tuesday, August 20 at 1 p.m. Kathy and Kim will bring Villa Barr books with them for sale.

June Speakers Event: There were around 70 people who attended the June speaker event on the History of the Detroit Coney. Attendees were very happy to have actual coney to eat as part of the presentation.

City Superhero Showcase: The event was well attended. The kids participating learned about five different historical landmarks in Novi. Candy bars, taffy and coloring pages were provided to kids as gifts for doing their questionnaire.

Fall Programming: There are three Novi Historical Commission speaker events in the Fall:

- September 26 – Guardians of Michigan
- October 22 – Haunted Program
- November 21 – Great Lakes Storms of the Century

ONGOING PROJECTS:

Storage Unit Team Visit: The Commission will be visiting the storage unit on Wednesday, August 14 at 1 p.m.

Tombstone Images: Kim has worked out a path forward for covering the expenses of the Novi Photography Club members interested in helping take images of the Novi Road cemetery tombstones. Kim will schedule a follow up meeting in September to finalize everything.

Summer Display Case: The Commission is preparing to have a display on how Novi got its name. Kim and Sue are working on ideas and collecting items.

Internship Applications: Rae said there have been applicants for the Historical Commission internship for the Fall. She plans on doing interviews with candidates in July.

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

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

ADJOURN: 8:29 p.m.

LIBRARY BOARD COMMITTEE REPORTS**1. Policy Committee – No Meeting held****GOALS**

1. Continued review of public policies

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 7/18/24**GOALS**

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

4. Events/Marketing/Fundraising Committee – Meeting held: June 11, 2024**GOALS**

1. Continuing support with Friends of Library; more board presence at their events
2. Marketing Plan Update pending the new Strategic Plan
3. Marketing efforts put in place for the Strategic Plan

5. Strategic Planning Committee – No meeting held**6. Building & Grounds Committee – No meeting held****GOALS**

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

7. Bylaw Committee (Adhoc) – No meeting held**GOAL**

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

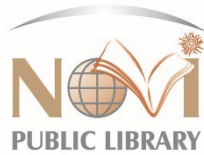
8. DEI Committee – Meeting scheduled for: 7/9/24 was postponed

Library Staff is currently reviewing the draft of DEI definitions.

GOALS

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

COMMUNICATIONS – N/A



Library Board Calendar

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

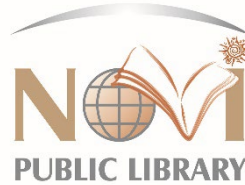
2024

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

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

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

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



LIBRARY CLOSINGS 2024

- MONDAY, JANUARY 1 (New Year's Day) **H**
- SATURDAY, MARCH 30 (Easter Weekend)
- SUNDAY, MARCH 31 (Easter) **H**
- SUNDAY, MAY 12 (Mother's Day)
- SATURDAY, MAY 25 (Memorial Day Weekend)
- SUNDAY, MAY 26
- MONDAY, MAY 27 (Memorial Day) **H**
- SUNDAY, JUNE 16 (Father's Day)
- WEDNESDAY, JUNE 19 (Juneteenth) **H**
- THURSDAY, JULY 4 (Independence Day) **H**
- FRIDAY, JULY 5 (Independence Weekend)
- SATURDAY, JULY 6
- SUNDAY, JULY 7
- FRIDAY, AUGUST 9 (Staff In-Service Day)
- SATURDAY, AUGUST 31 (Labor Day Weekend)
- SUNDAY, SEPTEMBER 1
- MONDAY, SEPTEMBER 2 (Labor Day) **H**
- WEDNESDAY, NOVEMBER 27 (Day before Thanksgiving, close at 5 p.m.)
- THURSDAY, NOVEMBER 28 (Thanksgiving Day) **H**
- FRIDAY, NOVEMBER 29 (Thanksgiving Weekend)
- SATURDAY, NOVEMBER 30
- SUNDAY, DECEMBER 1
- MONDAY, DECEMBER 23 (Close at 5 p.m.)
- TUESDAY, DECEMBER 24 (Christmas Eve Day) **H**
- WEDNESDAY, DECEMBER 25 (Christmas Day) **H**
- TUESDAY, DECEMBER 31 (New Year's Eve Day) **H**
- WEDNESDAY, JANUARY 1 (New Year's Day) **H**

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

LIBRARY BOARD MEETINGS

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

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

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

Approved: June 22, 2023; Revised August 25, 2023; Revised June 27, 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

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

Except: March 20th due to Director conflict: Nov. 20st, Dec. 18th – due to holidays (3rd Thursday)

Approved: June 27, 2024