



Agenda

Novi Public Library Board of Trustees—Board Training
 Thursday, April 25, 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 Minutes of: March 21, 2024 Board Training Session4-5
- 2. Approve Minute of: March 21, 2024 Regular Board Meeting.....6-11
- 3. Approve Claims and Warrants of:
 - A. Accounts 271and 272 (#637) 12-14

Presentations

- 1. N/A

Public Comment

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

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

Reports

- 1. Student Representatives Report –March 2024..... 15-16
- 2. President's Report (Mark Sturing)..... 17-20
 - A. FY 2024-25: Goal information Provided to City of Novi and City Council for the annual budget document..... 17
 - B. Library Advocacy Day April 16, 2024 – Fact Sheets..... 18-20
 - C. 2024-2025 Board Committee Assignments21
- 3. Treasurer's Report (Brian Bartlett)
 - A. 2023-2024 Library Budget Fund 271.....22-24
 - B. 2023-2024 Contributed Fund Budget 27225

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E. Library Usage Statistics.....	51-59
F. Friends of Novi Library - Agenda: 4/10/24; Minutes: 1/10/24.....	60-65
G. City of Novi Historical Commission – Minutes 2/21/24	66-68

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 Held – Approve changing “guest” to “patron” language 69-73
- 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 held N/A
- Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)

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

 - Meeting scheduled for: April 30, 2024.....73
- Strategic Planning Committee:**
 (Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Hillary Hentschel, Info Services)

 - No meeting held: Approve updated 24/25 Strategic Planning Document 74-75
- Building & Grounds Committee:**
 (Chair: Gawalapu, Sturing, Halvangis (Staff Liaison – Julie Farkas)

 - Meeting held on: April 18, 2024: Updates on Cleaning Services RFP, HVAC Quotation and Parking Lot Maintenance Quotation..... 76-80
- Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
 (Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas) N/A
- DEI: Diversity, Equity and Inclusion Committee**
 (Chair: Dooley, Crawford, Halvangis (Staff Liaison – Julie Farkas)

 - No meeting held 81

Matters for Library Board Action

- A. Approve to change the use of the word from “guest” to “patron” for all Library Public Policies and HR Policies and verbal and written communications as it relates to users of the Novi Public Library. This would be a global change for the organization..... 69
- B. Approve the 2024-2025 document as a public communication tool for strategic planning purposes 74-75
- C. Approve a 1 (one) year Janitorial Services contract with GDI Integrated Facility Services, with an option to renew 2 (two) additional years in 1 (one) year increments at the same prices, terms and conditions of the original contract. With a not to exceed monthly price of \$8,680.04 (\$104,160.50 annually). 76-77
- D. Approve the option of closing on Friday, May 24th if there is a concern for weather projected for any part of the holiday weekend. Staff would work on May 24th, but the Library would be closed to the public. Notice to staff and the public can be made as late as Wednesday, May 22nd. This will allow for a little more flexibility with the vendor as well as giving the City access to the Library’s parking lot on Monday, May 27th for the Memorial Day Parade events.80

Communications

- 1. 4/11/24: Letter from Doreen Poupard, Fox Run Resident, Re: Presentation.....82
- 2. 4/12/24: Email from Priya Gurumurthy, City Council Member, Re: Library Budget.....83

Adjournment

Supplemental Information

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

2024 Future Events:

- 4/25/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- 5/8/24: Friends of Novi Library Meeting at 7:00pm, Novi Public Library
- **LIBRARY CLOSED: May 12 for Mother’s Day**
- 5/15/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 5/23/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- **LIBRARY CLOSED: May 25 – May 27 for Memorial Weekend Holiday**
- 6/3/24: Summer Reading Program begins
- 6/12/24: Friends of Novi Library Meeting at 7:00pm, Novi Public Library
- 6/12/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **LIBRARY CLOSED: June 16 for Father’s Day**
- **LIBRARY CLOSED; June 19th for Juneteenth**
- 6/27/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers

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

<http://www.novilibrary.org>

BOARD MINUTES



**Library Board of Trustees – Training Session
Initial Draft – MINUTES
March 21, 2024, 6 PM
Novi Public Library, Board Room**

Initial Draft

Call to Order by President, Mark Sturing

Novi Public Library, Board Room
Called to order by President Sturing at 6:01 PM

Welcomed new board member Karla Halvangis.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary Bartlett

Library Board – 7 Board members were recorded as present

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

Library Staff

Julie Farkas, Director
Amy Crockett, Recording Secretary

Approval of Agenda

Motion: Motion to approve the Agenda as presented

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

Motion passes – 7-0

Presentations

1. Board Training: OMA (Open Meetings Act), FOIA (Freedom of Information Act) and Library Board Bylaws facilitated by: Debra Walling – Rosati, Schultz, Joppich and Amtsbuechler. Training documents were provided to board members in advance of meeting (Open Meetings Act Handbook, Freedom of Information Act Handbook and Bylaws of the City of Novi Library Board Novi Public Library).

Debra Walling: Emphasized that the Library Board is a public body subject to OMA and FOIA, which is why it is important to be aware of what they include. Both acts are pro-transparency, intended for government openness and accountability.

Discussed FOIA regulations and how they apply to the Library Board, including communication amongst board members.

Discussed OMA regulations and how they apply to the Library Board, including quorums, virtual attendance, closed sessions and providing public notice of meetings.

Public Comment

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

No Public Comment

Trustee Comments

The Board thanked Debra Walling for her time.

Adjournment

Motion: Motion to adjourn at 7:00 PM

Motion to Adjourn – 1st – Trustee Burke

2nd – Trustee Crawford

Motion Passes – 7-0



**Library Board of Trustees – Regular Meeting
Initial Draft – MINUTES
March 21, 2024, 7 PM
Novi Public Library, Board Room**

Initial Draft

Call to Order by President, Mark Sturing
Novi Public Library, Board Room
Called to order by President Sturing at 7:01 PM

Welcomed new board member Karla Halvangis.

Pledge of Allegiance
The Pledge of Allegiance was recited.

Roll Call by Secretary Bartlett
Library Board – 7 Board members were recorded as present
Mark Sturing, President
Kathy Crawford, Vice-President
Brian Bartlett, Secretary
Lori Burke, Board Member
Kat Dooley, Board Member
Ajeeta Gawalapu, Board Member
Karla Halvangis, Board Member
Student Representatives
Alexandra DeMore
Alyna Dohadwala – absent, excused
Library Staff
Julie Farkas, Director
Amy Crockett, Recording Secretary

Approval of Agenda
Motion: 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: February 15, 2024 Regular Board Meeting.....	5-11
2. Approve Claims and Warrants of:	
a. Accounts 271 and 272 (#636).....	12-14

Trustee Burke: Had a question about The Library Network line item on pg. 13 and what it is for.

Director Farkas: Explained the fees we pay to be part of The Library Network, as well as the benefits.

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

Motion passes – 7-0

Presentations

1. Recognition of Elizabeth (Betty) Lang for her 35 years of Librarianship and service to the Novi Public Library.

Director Farkas: Discussed Betty's many contributions to the Library, Historical Commission and Novi community and thanked her for her years of service.

Trustee Crawford: Told the Board about the new internship program the Historical Commission is starting in Betty's name.

Betty Lang: Thanked the Board and conveyed that one of the best parts of working at NPL was the staff being allowed to learn and grow.

Public Comment

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No Public Comment

Reports

1. Student Representatives Report – February 2024.....15-16
2. President's Report (Mark Sturing)
 - a. Book Challenges Webinar for Trustees (February 15, 2024) – Sturing and Bartlett
 - b. National Library Week – Guest Readers at Novi Woods Elementary – Friday, April 12
 - c. March is Reading Month – Governor's Proclamation March 2024.....17-18
 - d. Election of Officers for 2024-2025 (Office begins April 25, 2024).....19
 - e. President's comments, Trustee experiences and involvement
 - f. Committee Appointments as of 3/1/24.....20

Trustee Sturing: Biggest takeaway from book challenges webinar is to have a good policy in place. Would like volunteers from the Board to read to elementary students for National Library Week.

Trustee Crawford: She and Director Farkas on-boarded new trustee Karla Halvangis.

Trustee Sturing: Appoints Brian Bartlett as Chair of the Finance Committee since that spot is open. Board members should contact Trustee Sturing about their preferences for board committees by April 10 so he can have all committees full by the next meeting.

3. Treasurer's Report (OPEN)
 - a. 2023-2024 Library Budget Fund 271.....21-23
 - b. 2023-2024 Contributed Fund Budget 27224
 - c. Financial Report February 2024.....25
 - d. Library Fund 271 Expenditure & Revenue Report as of February 29, 2024.....26-28

e. Library Fund 272 Contributed Fund as of February 29, 2024.....29-30
 f. Balance Sheets for Funds 271 and 272 as of February 29, 2024.....31-32

Trustee Sturing: Treasurer position is currently vacant.

No comments/questions.

4. Director's Report (Julie Farkas).....33-51
 a. Information Technology Report (Jeffrey Smith).....52-57
 b. Facilities Report (Keith Perfect).....58
 c. Information Services Report (Hillary Hentschel).....58-61
 d. Support Services Report (Maryann Zurmuehlen).....62
 e. Library Usage Statistics.....63-72
 f. Friends of Novi Library.....N/A
 g. City of Novi Historical Commission – Minutes: January 17, 2024.....72-74

Director Farkas: There is no increase in state aid to libraries proposed in the FY25 budget. Encouraged board members to attend the Novi Photography Club exhibit opening on March 28 at the Library. The Friends of the Library luncheon fundraiser on April 14 was cancelled due to low registration.

Discussion about possibly eliminating some of the information from the monthly board packets to save staff time putting them together. Decided it was all important information for the Board to have.

Discussion about Library hours and possibly shifting to open earlier and close earlier, based on community feedback and door count statistics.

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 – Hours of Operation Policy (Reviewed by staff committee).....75-76
2. **HR Committee:** Review HR policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - Meeting Held 2/26/24 – 4 policies reviewed by committee and staff (Vacation, Personal Business Time, Sick Leave and Holidays)77-94
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities

- Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
- Meeting Held 3/6/24.....95

5. **Strategic Planning Committee**

- Chair: Bartlett, Crawford, Staff Liaisons: Julie Farkas and Hillary Hentschel
- Meeting Scheduled for 3/13/24 – FY 24/25 Strategic Work Plan95-98

Trustee Bartlett: Staff has been doing quite a bit of work with moving the strategic plan forward.

Director Farkas: Gave a shout-out to Information Services Manager Hillary Hentschel for compiling information for the FY 24/25 strategic work plan.

6. **Building & Grounds Committee**

- Chair: Gawalapu, Sturing, Staff Liaison: Julie Farkas
- Meeting Scheduled for 3/26/24 – Update by Director Farkas.....99

7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**

- Chair: Bartlett, Sturing, Gawalapu, Staff Liaison: Julie Farkas
- No Meeting Held.....N/A

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

- Chair: Dooley, Crawford, Staff Liaison: Julie Farkas
- Meeting Scheduled for 3/11/24.....100

Matters for Library Board Action

- A. Election of Board Officers for 24/25 (Office begins April 25, 2024); slate presented by Secretary Brian Bartlett

Trustee Sturing has been put forth for President. Trustee Crawford has been put forth for Vice President. Trustee Bartlett has been put forth for Treasurer. No one has been put forth for Secretary. Each office is open for additional nominees.

Motion: Motion to appoint Trustee Sturing as President for 24/25
 Motion to Approve – 1st – Trustee Crawford
 2nd – Trustee Gawalapu
Motion Passes – 7-0

Motion: Motion to appoint Trustee Crawford as Vice President for 24/25
 Motion to Approve – 1st – Trustee Sturing
 2nd – Trustee Bartlett
Motion Passes – 7-0

Motion: Motion to appoint Trustee Bartlett as Treasurer for 24/25
 Motion to Approve – 1st – Trustee Burke
 2nd – Trustee Sturing
Motion Passes – 7-0

Trustee Crawford: Nominates Trustee Dooley for Secretary.

Trustee Dooley: Accepts nomination.

Motion: Motion to appoint Trustee Dooley as Secretary for 24/25
 Motion to Approve – 1st – Trustee Crawford
 2nd – Trustee Sturing
Motion Passes – 7-0

B. Public Policy: Hours of Operation.....75-76

Director Farkas: This change shows that the Library will not be closed on Sundays during the summer in 2024.

Motion: Motion to approve the Public Policy: Hours of Operation as presented

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

Motion Passes – 7-0

C. HR Policy: Vacation.....77-82

Director Farkas: The biggest change to this policy is new staff not having to wait a year to use their earned vacation time. The vast majority of the staff is in support of the changes.

Motion: Motion to approve the HR Policy: Vacation as presented

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

Motion Passes – 7-0

D. HR Policy: Personal Business Time.....83-85

E. HR Policy: Sick Leave.....86-89

F. HR Policy: Holidays.....90-94

Trustee Burke: Commented on how much work went into these policy changes and that she will not question them.

Director Farkas: Explained that it was a team effort between the HR Specialist, the HR Staff Committee and the HR Board Committee.

Trustee Bartlett: Wondered about the decision to close the Library on MLK Day as a paid holiday, and hopes the Library will continue to commemorate this day as they have in the past.

Director Farkas: Explained that many staff wish to celebrate or participate in service or other events that are meaningful to them on MLK day, and discussed that it was getting more difficult to book entertainment on the actual day of the holiday due to increased competition with other communities and events. The Library still plans to host an MLK Day event sometime around the holiday.

Motion: Motion to approve items D-F (HR Policies: Personal Business Time, Sick Leave, Holidays) as presented

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

Motion Passes – 7-0

Communications

N/A

Closed Session

No Closed Session

Adjournment

Motion: Motion to adjourn at 8:17 PM

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

Motion Passes – 7-0

Supplemental Information

- Library Closings 2024.....101
- Library Board Calendar 2024.....102

2024 Future Events:

- 4/10/24: Friends of Novi Library Meeting at 7pm, Novi Public Library
- **April 7th – 13th NATIONAL LIBRARY WEEK – Ready, Set, Library!**
- 4/17/24: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 4/25/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- 5/8/24: Friends of Novi Library Meeting at 7pm, Novi Public Library
- 5/15/24: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 5/23/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers

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WARRANTS

Warrant 637	271 Accounts	April 2024	
Payable to	Invoice #	Account number	Amount
Amazon	plastic envelopes	271-000.00-727.000	\$ 6.99
Quill	tape, hanging folder	271-000.00-727.000	\$ 551.60
Smart Business	semi glass paper	271-000.00-727.000	\$ 389.02
Petty Cash	USPS - DK Agencies	271-000.00-728.000	\$ 22.30
Stamps.com	Postage CC	271-000.00-728.000	\$ 19.99
USPS	Postage CC	271-000.00-728.000	\$ 100.00
Hewlett Packard	Hardware	271-000.00-734.000	\$ 2,756.16
Knight Technology	new cloud-based backup service	271-000.00-734.000	\$ 700.00
Techsoup	Microsoft 365 Business CC	271-000.00-734.500	\$ 39.00
Amazon	Curved gaming monitor	271-000.00-734.500	\$ 403.95
CDW-G	Rackmount console	271-000.00-734.500	\$ 1,284.02
Telsystems	Handheld transmitter	271-000.00-734.500	\$ 347.00
Amazon	Label Maker Tape	271-000.00-740.000	\$ 20.88
Aunt Flow	Feminine Products CC	271-000.00-740.000	\$ 450.00
image 360	Name plates	271-000.00-740.000	\$ 25.00
Petty Cash	Kroger - Water	271-000.00-740.000	\$ 14.90
Amazon	742.221	271-000.00-742.000	\$ 875.81
Baker & Taylor	742.520	271-000.00-742.000	\$ 48.84
Brodart	Books	271-000.00-742.000	\$ 8,983.22
Center Point	books;742.300	271-000.00-742.000	\$ 357.75
Lakeshore	chess, simple machines	271-000.00-742.000	\$ 133.21
Tsai Fong Books	742.600	271-000.00-742.000	\$ 515.94
Amazon	Lending Library	271-000.00-742.010	\$ 338.48
Baker & Taylor	Lending Library	271-000.00-742.010	\$ 337.66
Brodart	Lending Library	271-000.00-742.010	\$ 101.72
Midwest Tape	Lending Library	271-000.00-742.010	\$ 118.45
Warren	Lost item	271-000.00-742.100	\$ 32.00
Amazon	744.510	271-000.00-744.000	\$ 289.76
Baker & Taylor	744.520	271-000.00-744.000	\$ 819.04
Midwest Tape	744.530	271-000.00-744.000	\$ 2,510.82
Playaway	744.400	271-000.00-744.000	\$ 4,723.46
OverDrive	E-book, Audiobook	271-000.00-745.200	\$ 10,013.98
The Library Network	Databases & Subscriptions FEB 24	271-000.00-745.300	\$ 2,445.00
Foster Swift	February	271-000.00-806.000	\$ 122.50
ABWA	Membership CC	271-000.00-809.000	\$ 22.00
Novi Rotary	Quarterly dues April - June 2024	271-000.00-809.000	\$ 150.00

Suttle Enterprises	focus group	271-000.00-816.000	\$ 500.00
Professional Building	March	271-000.00-817.000	\$ 7,238.16
AT&T	Feb 14 -Mar 13,2024	271-000.00-851.000	\$ 46.96
T-Mobile	March & April	271-000.00-851.000	\$ 2,076.24
Telnet	due 4/4/24	271-000.00-851.000	\$ 1,015.55
Verizon	Jan 29 - Feb 28	271-000.00-851.000	\$ 458.08
The Library Network	Jan24 - Mar24 and Apr24 - Jun24	271-000.00-855.000	\$ 18,627.90
E.Brush	Mileage reimbursement	271-000.00-862.000	\$ 16.88
Petty Cash	E.DeCenso, A Webberly, T.Price	271-000.00-862.000	\$ 70.53
Amazon	supplies	271-000.00-880.000	\$ 19.50
Chicago Distribution	bookmark, poster	271-000.00-880.000	\$ 109.27
Muniweb	March	271-000.00-880.000	\$ 351.00
Amazon	programming	271-000.00-880.268	\$ 933.71
Brad Zylman	Mineral Kingdoms	271-000.00-880.268	\$ 100.00
Creative Nature Art	Masterpiece Monday 3/11/24 & 5/6/24	271-000.00-880.268	\$ 700.00
GFS	programming CC	271-000.00-880.268	\$ 21.55
Oriental Trading	programming	271-000.00-880.268	\$ 3,220.28
Sam's	programming	271-000.00-880.268	\$ 128.14
SP Shop	programming CC	271-000.00-880.268	\$ 3.00
Canon	print	271-000.00-900.000	\$ 697.81
Oakland Schools	Lakeshore postcards	271-000.00-900.000	\$ 1,200.00
Consumers Energy	Feb 7,2024 - Mar 5, 2024	271-000.00-921.000	\$ 2,342.34
DTE	Due 4/15/24	271-000.00-922.000	\$ 8,472.08
Allied Building	motor & board	271-000.00-934.000	\$ 4,406.20
Amazon	supplies	271-000.00-934.000	\$ 115.98
Anago	3/16/24	271-000.00-934.000	\$ 420.00
Dalton	Monthly carpet maintenance	271-000.00-934.000	\$ 225.00
ImperialDade	supplies	271-000.00-934.000	\$ 1,233.28
North Star	3/7/24 - 3/28/24	271-000.00-934.000	\$ 257.96
Schindler Elevator	Hydraulic safety test; Payment 1 of 2	271-000.00-934.000	\$ 3,798.12
Smart Business	Painters Tape	271-000.00-934.000	\$ 9.71
Step N Wash	Step Stool CC	271-000.00-934.000	\$ 775.76
B&B Landscaping	snowplowing	271-000.00-936.300	\$ 350.00
Brien's	snow	271-000.00-936.300	\$ 300.00
Canon	lease	271-000.00-942.000	\$ 1,010.00
Corrigan	3/1/24 - 3/31/24	271-000.00-942.100	\$ 26.98
Bozzelli's Italian	IT Conference CC	271-000.00-956.000	\$ 16.21
Delta Hotels	IT Conference CC	271-000.00-956.000	\$ 195.11
E.Brush	Spring Institute Conference	271-000.00-956.000	\$ 226.46
Fox Run	Author's Live Luncheon	271-000.00-956.000	\$ 80.00
Hyatt Regency Crystal	Room - IT Conference CC	271-000.00-956.000	\$ 1,044.49

Jimmy Johns	IT Conference CC	271-000.00-956.000	\$ 9.05
Kabob Palace	IT Conference CC	271-000.00-956.000	\$ 22.50
Metro Airport	Parking; IT Conference CC	271-000.00-956.000	\$ 88.00
Oakland Schools	Youth Mental Health First Aid Training CC	271-000.00-956.000	\$ 100.00
Petty Cash	IT Conference - reimbursement	271-000.00-956.000	\$ 7.05
Timber Pizza	IT Conference CC	271-000.00-956.000	\$ 21.97
Z Burger	IT Conference CC	271-000.00-956.000	\$ 18.45
	TOTAL 271		\$ 103,177.71

Warrant 637	272 Accounts	April 2024	
Amazon	iCube	272-000.00-742.046	\$ 436.17
B&H	Epson Cartridge CC	272-000.00-742.046	\$ 129.32
Amazon	international donation	272-000.00-742.230	\$ 414.51
Bandi Books	youth international donation	271-000.00-742.230	\$ 289.12
Library Design	18 chairs	272-000.00-742.231	\$ 9,378.00
Amazon	youth Grab & Go kits	272-000-00-742.232	\$ 97.66
Fox Run	Author's Live Luncheon	272-000.00-742.232	\$ 720.00
Nothing Bundt Cake	Betty Lang- Farewell CC	272-000.00-742.236	\$ 127.25
Kroger	Betty Lang- Retirement Gift card	272-000.00-742.236	\$ 106.95
	TOTAL 272		\$ 11,698.98

March 2024 Library Board Student Representatives Report

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

Tween and Teen Library Programs:

The Club Half-Blood program was held on March 7. This event was for all fans of Greek mythology, monsters, and mayhem! Those loving Percy Jackson joined our monthly club for book talks, snacks, games, and crafts inspired by the books! (Attendance = 22)

The SAT Practice Test was held on March 9. This practice test was provided by College Tutors and was available to high school students only. Students took a practice SAT to familiarize themselves with the format and to find out where they stand in terms of skill. Thank you to College Tutors for their Educational Sponsorship to offer these free SAT practice tests to our teen community. (Attendance = 22)

The NO-VI Chess Club: Beginner/Intermediate and NO-VI Chess Club: Experienced Players programs were held on March 14. This club is an opportunity to participate, learn and sharpen your chess skills. (Attendance = 27)

The Chinese Culture Handicrafts program was held on March 16. This event kicked off the Lunar New Year by providing the opportunity to create Chinese Cultural Handicrafts. Tweens and teens created Chinese Paper Cuttings. The art of Chinese paper cutting is a treasured traditional art dating back to when paper was developed. These elaborate cutting designs are created with scissors or artwork knives and can include a variety of shapes, such as symbols and animals. (Attendance = 20)

The Tolkien Day Party was held on March 22. We celebrated World Tolkien Day at the Library! We celebrated JRR Tolkien and the world created. Costumes were encouraged. Themed food, a Hobbit door craft and more were enjoyed by participants. (Attendance = 8)

The DIY Stretch Bracelets program was held on March 27. Tweens made their own stretch bracelets. (Attendance = 15)

Teen Space Update:

Aiden Palmer (Teen Space Monitor) comments:

During March 2024, there were 676 guests who visited Teen Space.

The total weekly Teen Space stats for March 2024 are:

- 3/1 = 37
- 3/4-3/8 = 297
- 3/11-3/15 = 153
- 3/18-3/22 = 189

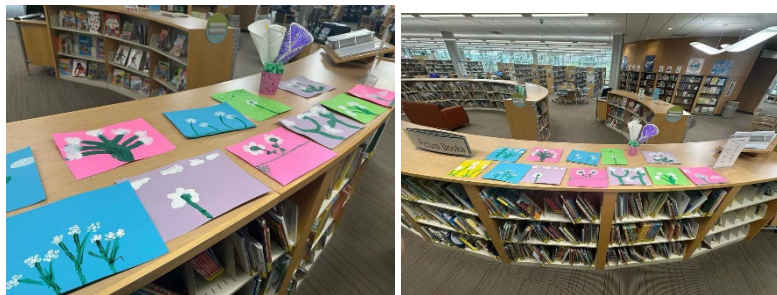
Teen Space was not in session on the following dates:

- 3/11 -- Professional development at NHS
- 3/25-3/29 -- NHS spring break

This was a quieter month for Teen Space! Spring sports started and there have been less teens at the library in general. We closed 15 minutes early on 3/1 for a program that night. Our last coordinated program with the Novi Community Coalition was this month, and 19 students participated. We offered Oreos on 3/6 for Oreo Cookie Day, chips on 3/14 for Potato Chip Day, and candy on 3/19 for Chocolate Caramel Day. It was a good month!

Teen Advisory Board (TAB) Update:

The seventh TAB meeting of the year was held on March 15. Members enjoyed snacks and chatted while making some spring crafts! Officers found a craft online to recreate; members used q-tips, construction paper, and paint to make some spring scenes to display in the library. Pictured below are some of the pretty pictures our members made! (Attendance = 15)

**Upcoming Programs:**

- Teen Space (grades 7-12) – Monday through Friday, 2:45-5:00pm
- Club Half-Blood (grades 4-8) – May 2, 6:30-7:30pm
- Free Comic Book Day (all ages) – May 4, all day while supplies last
- NO-VI Chess Club: All Skill Levels (ages 5+) – May 16, 7-8pm
- Teen Advisory Board (TAB) Meeting (grades 9-12) – May 17, 3:30-4:30pm

Teen Stop Featured Display:

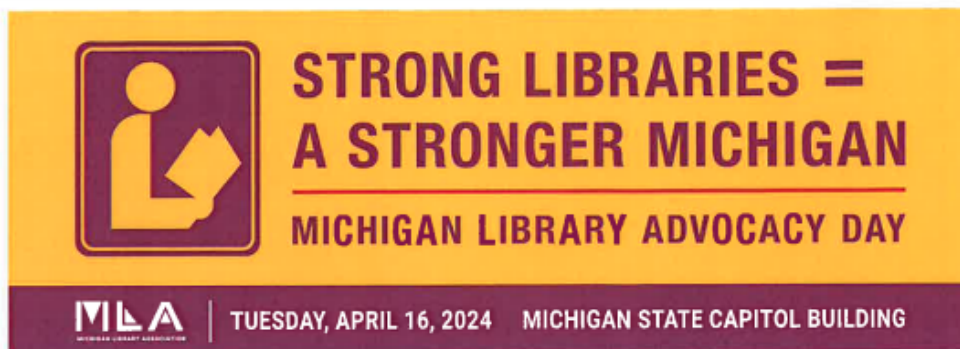
The March Teen Stop display featured books about books, for Reading Month.



PRESIDENT'S REPORT

FY 2024-25: Goal information Provided to City of Novi and City Council for the annual budget document

- Implement the first year of new Strategic Plan with set goals identifying a need for future operational and building funds
- Renovation project for Teen Area - 2nd floor (phases 1 & 2 - new signage and furniture)
- Improve communication tools and processes for internal & external users
- Improve and upgrade various technology components in the building (public printing, enhancements to the iCube, youth interactive devices)
- Review and implement new HR Policies (for employees) and Building Policies (for public use)
- Maintenance project for library elevators
- Introduce a new branding style for library publications and information; update the Library's Marketing Plan.
- Implement a new Customer Service Plan for Library employees.
- Update the Library's Technology Plan



FACT SHEET – Freedom to Read Legislation

Viewed as an integral component of a democratic society and guaranteed by the First Amendment of the US Constitution, intellectual freedom protects an individual's right to access, explore, consider, and express ideas and information and forms the basis for a self-governing, well-informed citizenry.

Intellectual freedom is a core value of the library profession and puts librarians, library workers and library trustees, front and center to protect Michiganders' right to read. While censorship is nothing new, for the past two years, Michigan libraries have been addressing an unprecedented volume of formal and informal actions to ban, hide, destroy, weed, move and challenge books in our libraries – which ultimately leads to restrictions on access to information. Further, there have been several instances of threats and harassment to librarians across Michigan for simply doing their duty to serve everyone in their communities. One county prosecutor even threatened litigation against his local library director.

Individuals have the right and responsibility to make decisions about what materials are suitable for themselves and for their own children. But no one individual or group should make sweeping decisions that take that process of careful consideration away from the experts and that choice away from readers. We oppose any attempt to force the public library to serve as a child's co-parent by making everything in the collection suitable for only one individual or group.

The overwhelming majority of Michigan voters oppose book banning. In March 2023 and November 2023, the Michigan Library Association contracted with EPIC-MRA, who collected over 800 opinions on this very topic from voters in Michigan. In this statistically valid poll, an 86% majority of respondents (76% strongly) would "support state legislation that would protect the right of the public to read what they wish to read in local public libraries and not have books banned."

The Michigan Library Association has drafted model legislation that is ready for introduction in response to requests from librarians across the state and the results of the voter survey. The legislation would: 1) protect citizen's rights to receive and express diverse ideas without censorship, and 2) put to rest baseless challenges targeting authors or the subject matter, content, or viewpoint of material.

ASK: We strongly urge Michigan legislators to introduce, co-sponsor and adopt the Freedom to Read Act as proposed by the Michigan Library Association.



FACT SHEET - State Aid for Libraries

Michigan libraries need increased and secured funding to provide the innovative and indispensable services Michigan communities both need and demand.

In 1977, the State Aid to Public Libraries Act (Act 89 of 1977) was enacted “to provide for the establishment of cooperative libraries; to prescribe the powers and duties of the department of history, arts, and libraries; to provide state aid for public libraries participating in cooperative libraries; to prescribe the powers and duties of cooperative library boards; to provide an appropriation; and to repeal acts and parts of acts,” and funding for public libraries and cooperatives was set at \$0.50 per capita.

One third of the State Aid allocation goes directly to public libraries for any library expenditure, including library salaries and operations. The second third goes to the state’s 11 library cooperatives to fund their operations. The final third is allotted to the cooperatives to cover the costs of collaborative projects, programs and services for their regional members. Based on the rate of inflation, \$0.50 per capita in 1977 should be equivalent to approximately \$2.50 per capita in 2024 of funding to go directly to our public libraries. Yet, it took 46 years (1977-2023) to reach \$0.50/capita.

Each fiscal year, the state appropriation process establishes the amount for State Aid to Public Libraries. The Library of Michigan, housed in the Department of Education (MDE), administers State Aid. The Statutory formula for State Aid grants is based mainly on the state’s population and paid based on per capita rates. Changes in the state’s population alter the appropriation necessary to fully fund grant awards which make up approximately 5-10% of a library’s revenue. The FY24 amount of State Aid is \$15.5 Million.

State Aid helps our library systems continue their mission to provide education, training and resources to Michigan residents. Every Michigander needs convenient and timely access to the world of information — print, digital and electronic. We must continue to advocate for the resources that make our libraries innovative and essential in today’s world. It is now long past time to increase the state’s financial investment to keep our 397 public library systems viable and strong in each of our Michigan communities.

ASK: We respectfully request an increase to State Aid to Libraries by \$2 Million for FY25.




FACT SHEET - Capital Improvements

Libraries, like other governmental entities, face challenges in making capital improvements to serve the needs of the public. Investing in capital improvements is a critical component of a library's long-term financial health and operational capabilities.

America's aging library infrastructure faces challenges ranging from broadband capacity, skyrocketing energy consumption, mold, and accessibility barriers. Inadequate capital funding has made it difficult for libraries to address such concerns. At the federal level, Congress has not provided dedicated funding for library facilities since 1997. Here in Michigan, the only capital improvement program for all arts facilities is through the Michigan Arts and Culture Council and for the past 10 years, less than \$400,000 out of \$24.3M has been dedicated to library infrastructure. This is not because libraries don't need capital improvements, but because there is also a great need for capital improvements to museums, theatres, music spaces, art galleries, amphitheatres, etc. A one-time investment of \$25-50 Million by the state legislature dedicated to libraries would begin to reverse decades of underinvestment in library infrastructure.

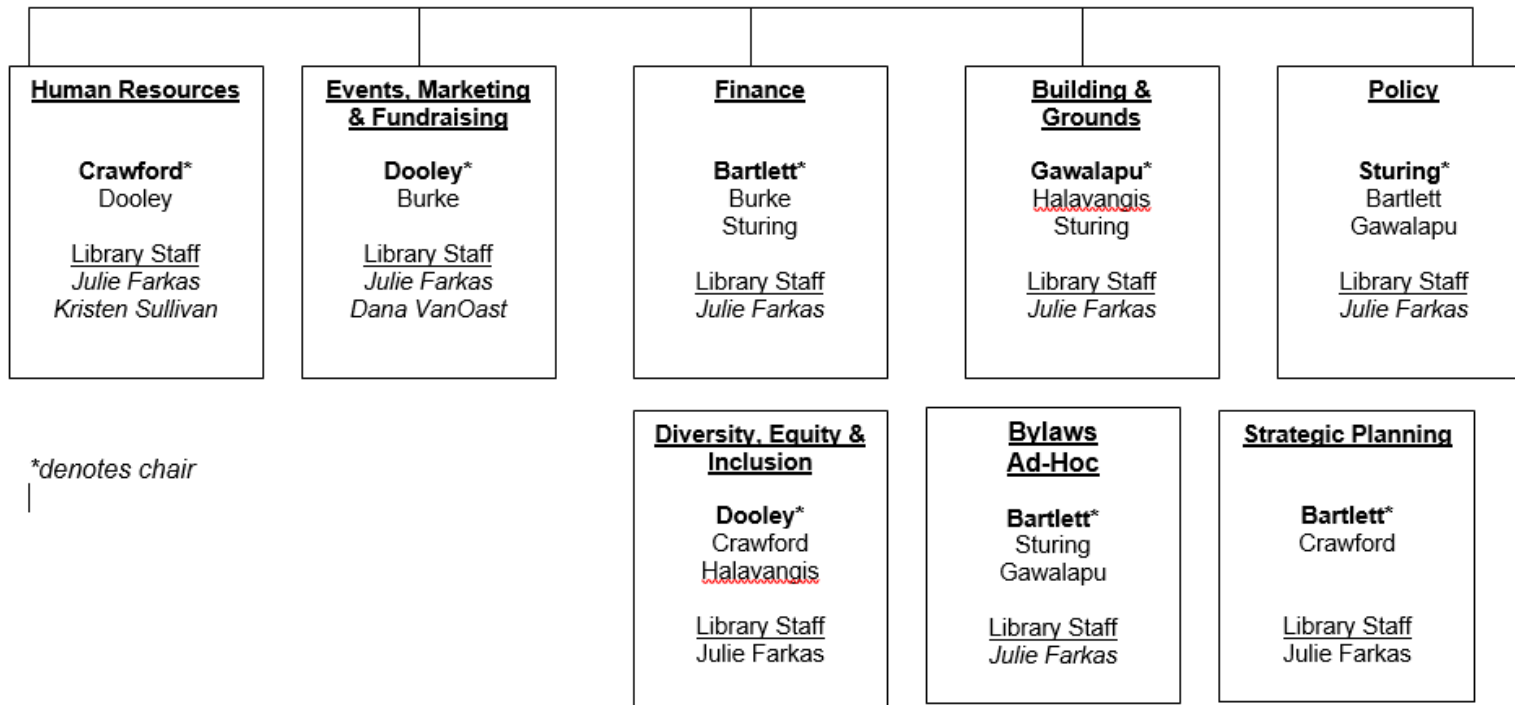
Construction or renovations of library facilities can create more space, reduce energy consumption and preserve our cultural heritage and historical spaces while bringing library buildings up to latest technical standards. Improvements to library facilities could include enhancements to protect health and safety, upgrades to broadband equipment and technology hardware; updates or additional to makes spaces accessible for people with disabilities; abating hazards such as mold and lead; and increases to environmental sustainability, such as energy efficiency. The purpose of investments of this magnitude is to recognize and resolve deficiencies in existing library facilities and anticipate and meet future demand.

ASK: MLA is proposing that the Michigan legislature invest \$25-50 Million in a competitive infrastructure grant program to address the expressed need for capital improvements for public libraries in Michigan. The Capital Improvement grant program would provide funding assistance for planning and design, facility improvements and equipment needs.



NOVI
PUBLIC LIBRARY
2024-2025

Novi Public Library Board of Trustees
Sturing (Pres.) Crawford (V. Pres)
Bartlett (Treas.) Dooley (Sec.)
Burke, Gawalapu, Halvangis,



FINANCIALS

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

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

2024-2025 Library Budget 271		2022-2023 Audited	2023-2024 Approved	2023-2024 1st Qtr.	2023-2024 Yr. End	2024-2025 Approved	2025-2026 Projected	2026-2027 Projected
Services & Charges								
Account	Description							
801.925	Public Information (cable)	844.35	850.00	850.00	0.00	0.00	0.00	0.00
802.000	Data Processing - OnBase	734.34	750.00	750.00	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
803.000	Independent Audit	800.00	800.00	800.00	800.00	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
806.000	Legal Fees	8,130.60	8,500.00	8,500.00	14,000.00	9,000.00	9,000.00	9,000.00
808.100	Rubbish Monthly	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	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	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	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
820.000	Property & Liability Insurance	16,480.00	16,480.00	16,480.00	16,480.00	17,000.00	17,000.00	17,000.00
820.001	Ins deduct/Uninsured claims	0.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
851.000	Telephone	32,786.06	34,000.00	34,000.00	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	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
862.000	Mileage	659.43	200.00	200.00	700.00	800.00	900.00	1,000.00
880.000	Community Promotion	22,610.02	22,000.00	22,000.00	27,000.00	25,000.00	25,000.00	25,000.00
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
880.271	Adult Programming	5,119.59	8,000.00	8,000.00	8,500.00	10,000.00	10,000.00	10,000.00
900.000	Print, Graphic Design, Publish	17,868.81	28,000.00	28,000.00	28,000.00	32,000.00	32,000.00	32,000.00
921.000	Heat	16,753.06	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	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	8,200.00	8,400.00	8,600.00
934.000	Building Maintenance	106,938.54	106,400.00	106,400.00	106,400.00	121,400.00	126,200.00	131,300.00
935.000	Vehicle Maintenance	134.69	500.00	500.00	200.00	200.00	200.00	200.00
936.300	Grounds Maint.	36,253.45	40,500.00	40,500.00	45,500.00	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
942.001	Copier Property Tax				800.00	800.00	800.00	800.00
942.100	Records storage	303.32	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	20,000.00	25,000.00	20,000.00
Total Services & Charges		633,705.96	674,280.00	674,280.00	717,580.00	739,450.00	749,100.00	756,450.00
2024-2025 Library Budget 271		2021-2022 Audited	2023-2024 Approved	2023-2024 1st Qtr.	2023-2024 Yr. End	2024-2025 Approved	2025-2026 Projected	2026-2027 Projected
Capital Outlay								
Account	Description							
962.000	Building Contingency							
989.000	Grounds Improvement							
976.000	Building Improvements/Entrance	0.00						
976.100	Parking lot improvements	12,411.80						
983.000	Vehicles - Van							
986.000	Internal Tech - AST	0.00	0.00	0.00				
986.000	Technology	55,469.94	47,000.00	47,000.00	47,000.00	37,000.00	41,900.00	12,100.00
989.001	Furniture	0.00	0.00	0.00				
Total Capital Outlay		67,881.74	47,000.00	47,000.00	47,000.00	37,000.00	41,900.00	12,100.00
995.272	Transfer out expense to 272				35,238.06			
Total Expenditures		3,472,715.78	3,876,245.00	4,093,093.00	4,062,429.46	4,332,550.00	4,469,450.00	4,577,335.00
Total Revenues		3,507,953.84	3,598,890.00	3,592,960.72	3,615,894.26	3,808,984.00	3,956,245.00	4,032,791.00
Net Revenue		35,238.06	-277,355.00	-500,132.28	-446,535.20	-523,566.00	-513,205.00	-544,544.00
Current Fund Balance		2,598,740.02			2,152,204.82	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 add'l security cameras.

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

Notes:

23/24: (Update 9/28/23): Auto Lending Library card dispenser \$2500, Automated Return System \$115,800, Steam Kits Shelving Area \$8,000, Retrofit mktg, displays \$4000
 Furniture upgrades for 2nd floor \$17,000, Main entrance HVAC \$25,000, Parking Lot \$16,500, WiFi Upgrade \$15,000, Server & Camera Upgrade \$109,000, 10th Study Room \$11,210, Coin-op \$2,000
 Patio/Waste container upgrades \$6000; (SAVINGS with WiFi and Security Camera projects, both under bid from estimates).

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

Financial Report for March 2024

Approved Budget for Fund 271 Fiscal Year 2023-2024

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

Approved budget for Fund 272 Fiscal Year 2023-2024

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

Revenue & Expenditure Report for Fund 271

	YTD Feb 29, 2024	YTD Mar 31, 2024	Difference *
TOTAL REVENUES	\$ 3,642,548	\$ 3,722,540	\$ 79,992
TOTAL EXPENDITURES	\$ 2,413,620	\$ 2,704,530	\$ 290,910
NET OF REVENUES & EXPENDITURES	\$ 1,228,928	\$ 1,018,010	

Revenue & Expenditure Report for Fund 272

	YTD Feb 29, 2024	YTD Mar 31, 2024	Difference*
TOTAL REVENUES	\$ 94,316	\$ 123,833	\$ 29,517
TOTAL EXPENDITURES	\$ 133,251	\$ 134,228	\$ 977
NET OF REVENUES & EXPENDITURES	(\$ 38,935)	(\$ 10,395)	

Balance Sheet Report as of March 31, 2024

The ending fund balance for Fund 271 is \$ 3,616,749.94

The ending fund balance for Fund 272 is \$ 1,688,192.05

04/10/2024 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 03/31/2024										
% Fiscal Year Completed: 75.14										
GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 NM (ABNM)	ORIGINAL BUDGET	2023-24 AMeD BUDGET	MTH ACTY JAN 2024 INCR (DECR)	MTH ACTY FEB 2024 INCR (DECR)	MTH ACTY MAR 2024 INCR (DECR)	YTD BALANCE 03/31/2024 NM (ABNM)	AVAILABLE BALANCE NM (ABNM)	% BDGT USED
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.00 - TREASURY										
Property tax revenue										
271-000.00-402.000	Property Tax Revenue - Current	3,230,768.38	3,401,742.00	3,401,742.00	0.00	0.00	0.00	3,413,266.26	(11,524.26)	100.34
271-000.00-404.003	Property Tax Revenue - Brownfield	(323.55)	0.00	0.00	0.00	0.00	0.00	(376.24)	376.24	100.00
271-000.00-404.006	Property Tax Revenue - Brownfield	(5,618.75)	(15,299.00)	(15,299.00)	0.00	0.00	0.00	0.00	(15,299.00)	0.00
271-000.00-404.007	Property Tax Revenue-Brownfield	(11,203.59)	0.00	0.00	0.00	0.00	0.00	(15,263.59)	15,263.59	100.00
271-000.00-404.008	Property Tax Revenue - CIA Capital	(22,598.40)	(31,553.00)	(31,553.00)	0.00	0.00	0.00	(30,607.99)	(945.01)	97.01
271-000.00-404.009	Property Tax Revenue-Brownfield	(331.45)	0.00	0.00	0.00	0.00	0.00	(351.10)	351.10	100.00
271-000.00-404.010	Property Tax Revenue-Brownfield	(94.23)	0.00	0.00	0.00	0.00	0.00	(94.23)	94.23	100.00
271-000.00-412.000	Property Tax Revenue - C/Y De	(6,192.97)	(5,000.00)	(5,000.00)	0.00	0.00	0.00	0.00	(5,000.00)	0.00
271-000.00-414.000	Property Tax Revenue - Tax Tr	3,100.00	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00
271-000.00-415.000	Property Tax Revenue - County	(5,021.30)	0.00	0.00	367.83	1,047.90	23.82	2,685.62	(2,685.62)	100.00
Property tax revenue		3,182,484.14	3,348,890.00	3,348,890.00	367.83	1,047.90	23.82	3,369,258.73	(20,368.73)	100.61
State sources										
271-000.00-567.000	State aid	66,291.75	50,000.00	50,000.00	0.00	0.00	0.00	33,904.96	16,095.04	67.81
271-000.00-573.000	State Grants - Local Comm Stal	13,372.71	0.00	0.00	0.00	0.00	0.00	6,199.63	(6,199.63)	100.00
State sources		79,664.46	50,000.00	50,000.00	0.00	0.00	0.00	40,104.59	9,895.41	80.21
Fines and forfeitures										
271-000.00-658.000	State penal fines	99,226.60	95,000.00	89,070.00	0.00	0.00	0.00	89,070.72	(0.72)	100.00
271-000.00-659.000	Library book fees	8,801.36	7,000.00	7,000.00	680.60	1,300.46	653.31	7,185.98	(185.98)	102.66
Fines and forfeitures		108,027.96	102,000.00	96,070.00	680.60	1,300.46	653.31	96,256.70	(186.70)	100.19
Interest income										
271-000.00-665.000	Interest in investments	82,420.14	42,000.00	42,000.00	11,428.06	0.00	0.00	75,646.21	(33,646.21)	180.11
271-000.00-669.500	Unrealized gain (loss) on invest	(1,660.33)	5,000.00	5,000.00	10,433.02	0.00	0.00	80,513.76	(75,513.76)	1,610.28
Interest income		80,759.81	47,000.00	47,000.00	21,861.08	0.00	0.00	156,159.97	(109,159.97)	332.26
Donations										
271-000.00-674.289	Adult programs	4,222.77	2,000.00	2,000.00	0.00	0.00	5,188.79	11,771.61	(9,771.61)	588.58
271-000.00-674.400	Gifts and donations	3,489.57	1,000.00	1,000.00	0.10	7.66	0.04	2,026.18	(1,026.18)	202.62
Donations		7,712.34	3,000.00	3,000.00	0.10	7.66	5,188.83	13,797.79	(10,797.79)	459.93
Other revenue										
271-000.00-674.290	Library fund raising revenue	1,920.08	4,000.00	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00
271-000.00-675.000	Miscellaneous income	10,231.22	5,000.00	5,000.00	514.05	442.07	506.67	7,001.62	(2,001.62)	140.03
271-000.00-675.006	Car Charging Revenue	0.00	0.00	0.00	1.46	0.00	0.00	1.46	(1.46)	100.00
271-000.00-675.100	Copier	39.36	1,000.00	1,000.00	509.25	513.84	495.50	1,931.14	(931.14)	193.11
271-000.00-675.300	Meeting room	29,858.47	25,000.00	25,000.00	5,302.68	2,804.47	3,670.85	30,327.03	(5,327.03)	121.31
271-000.00-675.404	Novi Township Assessment	7,256.00	7,000.00	7,000.00	0.00	0.00	7,701.00	7,701.00	(701.00)	110.01
271-000.00-675.650	Library Cafe	0.00	6,000.00	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0.00
Other revenue		49,305.13	48,000.00	48,000.00	6,327.44	3,760.38	12,374.02	46,962.25	1,037.75	97.84
Total Dept 000.00 - TREASURY		3,507,953.84	3,598,890.00	3,592,960.00	29,237.05	6,116.40	18,239.98	3,722,540.03	(129,580.03)	103.61
TOTAL REVENUES		3,507,953.84	3,598,890.00	3,592,960.00	29,237.05	6,116.40	18,239.98	3,722,540.03	(129,580.03)	103.61

GL NUMBER	DESCRIPTION	END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	JAN 2024	FEB 2024	MAR 2024	03/31/2024	BALANCE	% BGD
		NM (ABNM)	BUDGET	AMeD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	1,063,986.14	1,142,000.00	1,395,000.00	97,372.02	97,487.23	104,268.60	894,895.84	500,104.16	64.15
271-000.00-704.100	Severance/Incentive Pay	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.200	Wages - Stipend	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.210	Vacation Payout	6,056.80	6,000.00	6,000.00	0.00	0.00	0.00	3,538.40	2,461.60	58.97
271-000.00-704.250	Final Payout	13,005.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-705.000	Temporary salaries	626,824.36	810,200.00	720,000.00	51,672.57	54,836.12	54,143.39	483,032.73	236,967.27	67.09
271-000.00-706.000	Overtime	133.80	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-715.000	Social security	129,888.37	150,000.00	162,000.00	11,211.60	11,471.71	11,920.53	104,277.96	57,722.04	64.37
271-000.00-716.000	Insurance	215,479.95	224,100.00	254,000.00	19,371.26	21,445.61	20,068.36	166,046.76	87,953.24	65.37
271-000.00-716.200	HSA - employer contribution	1,040.31	6,600.00	6,600.00	562.50	0.00	0.00	1,084.69	5,515.31	16.43
271-000.00-716.999	Insurance - Employee Reimburs	(28,006.70)	(33,615.00)	(33,615.00)	(2,842.89)	(2,846.00)	(3,234.32)	(23,881.41)	(9,733.59)	71.04
271-000.00-717.000	Workers compensation	1,165.80	1,800.00	1,800.00	147.12	152.50	155.45	1,186.65	613.35	65.93
271-000.00-718.000	Pension - DB Normal Cost	4,620.00	5,795.00	5,795.00	460.00	460.00	460.00	4,140.00	1,655.00	71.44
271-000.00-718.010	Pension - DB Unfunded Accrue	88,464.00	90,233.00	90,233.00	6,124.00	6,124.00	6,124.00	55,116.00	35,117.00	61.08
271-000.00-718.200	Pension - defined contribution	39,392.20	49,852.00	55,000.00	5,637.95	5,643.33	5,667.74	45,775.94	9,224.06	83.23
271-000.00-719.000	Unemployment insurance	(3,996.72)	2,000.00	2,000.00	0.00	0.00	0.00	22.62	1,977.38	1.13
Personnel services		2,172,053.70	2,455,465.00	2,665,313.00	189,716.13	194,774.50	199,573.75	1,735,236.18	930,076.82	65.10
Supplies										
271-000.00-726.400	Supplies - Cash over/short	(7.88)	0.00	0.00	(1.58)	(1.96)	62.94	31.64	(31.64)	100.00
271-000.00-727.000	Office supplies	16,445.97	18,000.00	18,000.00	477.03	922.39	670.51	5,482.23	12,517.77	30.46
271-000.00-728.000	Postage	4,670.17	2,000.00	2,000.00	142.29	1,901.25	0.00	3,389.48	(1,389.48)	169.47
271-000.00-734.000	Computer supplies, software &	62,786.73	83,000.00	90,000.00	15,713.12	354.00	731.71	34,497.45	55,502.55	38.33
271-000.00-734.500	Computer supplies/equipment	19,622.77	32,000.00	32,000.00	420.75	1,821.43	1,532.97	13,551.92	18,448.08	42.35
271-000.00-740.000	Operating supplies	24,241.77	30,000.00	30,000.00	759.18	320.49	88.28	16,110.31	13,889.69	53.70
271-000.00-740.200	Supplies - Desk chairs and file	1,960.00	5,000.00	5,000.00	0.00	0.00	0.00	1,808.90	3,191.10	36.18
271-000.00-741.000	Supplies - Uniforms	156.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-742.000	Library books	207,067.49	224,000.00	224,000.00	13,103.61	13,394.42	4,759.22	143,921.90	80,078.10	64.25
271-000.00-742.010	Library Books - Lending	12,890.22	15,000.00	15,000.00	568.01	471.81	662.32	7,718.53	7,281.47	51.46
271-000.00-742.100	Library Books - Fines	125.77	1,000.00	1,000.00	0.00	0.00	32.00	91.97	908.03	9.20
271-000.00-743.000	Library periodicals	14,626.22	18,000.00	18,000.00	379.02	0.00	0.00	16,867.93	1,132.07	93.71
271-000.00-744.000	Audio visual materials	132,004.72	70,300.00	70,300.00	2,280.69	3,829.56	1,838.87	39,560.66	30,739.34	56.27
271-000.00-745.200	Electronic media	38,721.83	125,700.00	125,700.00	0.00	8,762.07	0.00	92,274.18	33,425.82	73.41
271-000.00-745.300	Electronic resources (CD rom n	63,762.60	75,000.00	75,000.00	0.00	998.15	2,445.00	71,061.75	3,938.25	94.75
Supplies		599,074.38	699,500.00	706,500.00	33,842.12	32,773.61	12,823.82	446,368.85	260,131.15	63.18

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2023-24	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT
		06/30/2023	BUDGET	AMeD BUDGET	JAN 2024	FEB 2024	MAR 2024	03/31/2024	BALANCE	
		NM (ABNM)			INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
271-000.00-801.925	Public information (cable, etc)	844.35	850.00	850.00	0.00	0.00	0.00	0.00	850.00	0.00
271-000.00-802.000	Data processing	734.34	750.00	750.00	0.00	0.00	0.00	828.90	(78.90)	110.52
271-000.00-802.100	Bank Service Charges	3,425.93	4,000.00	4,000.00	138.94	162.34	0.00	2,174.27	1,825.73	54.36
271-000.00-803.000	Independent audit	800.00	800.00	800.00	0.00	0.00	0.00	800.00	0.00	100.00
271-000.00-804.000	Medical service	2,164.00	1,500.00	1,500.00	0.00	116.00	116.00	1,276.00	224.00	85.07
271-000.00-806.000	Legal fees	8,130.60	8,500.00	8,500.00	2,150.00	122.50	0.00	14,861.00	(6,361.00)	174.84
271-000.00-809.000	Memberships and dues	5,525.41	7,500.00	7,500.00	791.00	22.00	0.00	6,485.50	1,014.50	86.47
271-000.00-816.000	Professional services	28,927.05	16,000.00	16,000.00	500.00	0.00	500.00	10,173.50	5,826.50	63.58
271-000.00-817.000	Custodial services	88,525.64	89,000.00	89,000.00	6,728.72	7,492.88	7,238.16	55,889.31	33,110.69	62.80
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,495.00	5.00	99.86
271-000.00-820.000	Property & liability insurance	16,480.00	16,480.00	16,480.00	0.00	0.00	0.00	16,480.00	0.00	100.00
271-000.00-820.001	Insurance deductibles/Uninsure	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	32,786.06	34,000.00	34,000.00	3,172.96	3,226.55	980.55	27,993.35	6,006.65	82.33
271-000.00-855.000	TLN Automation Services	76,884.99	80,000.00	80,000.00	2,208.92	16,469.16	2,158.74	56,824.32	23,175.68	71.03
271-000.00-861.000	Gasoline and oil	377.55	500.00	500.00	41.32	0.00	0.00	214.04	285.96	42.81
271-000.00-862.000	Mileage	659.43	200.00	200.00	115.03	39.55	106.73	662.36	(462.36)	331.18
271-000.00-880.000	Community promotion	22,610.02	22,000.00	22,000.00	689.89	1,756.88	499.00	18,403.64	3,596.36	83.65
271-000.00-880.268	Library programming	23,589.81	38,000.00	38,000.00	3,767.03	2,180.98	1,880.39	18,476.64	19,523.36	48.62
271-000.00-880.271	Adult programs	5,119.59	8,000.00	8,000.00	0.00	1,329.30	0.00	7,505.89	494.11	93.82
271-000.00-900.000	Printing, graphic design and pul	17,868.81	28,000.00	28,000.00	505.67	453.25	697.81	3,556.62	24,443.38	12.70
271-000.00-921.000	Heat	16,753.06	14,500.00	14,500.00	1,445.44	2,318.22	2,342.34	9,997.82	4,502.18	68.95
271-000.00-922.000	Electricity	111,990.00	102,500.00	102,500.00	7,936.18	7,587.69	8,472.08	76,019.73	26,480.27	74.17
271-000.00-923.000	Water and sewer	7,507.60	7,000.00	7,000.00	0.00	0.00	0.00	4,091.70	2,908.30	58.45
271-000.00-934.000	Building maintenance	106,938.54	106,400.00	106,400.00	9,482.51	9,152.88	10,241.07	69,211.35	37,188.65	65.05
271-000.00-935.000	Vehicle maintenance	134.69	500.00	500.00	(25.00)	0.00	0.00	0.00	500.00	0.00
271-000.00-936.300	Grounds maintenance	36,253.45	40,500.00	40,500.00	4,397.35	365.66	350.00	33,869.72	6,630.28	83.63
271-000.00-942.000	Office equipment lease	6,335.87	8,000.00	8,000.00	1,010.00	1,010.00	1,010.00	7,720.94	279.06	96.51
271-000.00-942.100	Records storage	303.32	400.00	400.00	25.93	25.93	26.98	234.42	165.58	58.61
271-000.00-956.000	Conferences and workshops	8,540.85	24,900.00	24,900.00	760.98	1,892.72	226.46	18,235.42	6,664.58	73.23
Other services and charges		633,705.96	674,280.00	674,280.00	45,842.87	55,724.49	36,846.31	465,481.44	208,798.56	69.03
Capital outlay										
271-000.00-976.100	Parking lot improvements	12,411.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-986.000	Technology - Capital Outlay	55,469.94	47,000.00	47,000.00	0.00	0.00	0.00	22,205.64	24,794.36	47.25
Capital outlay		67,881.74	47,000.00	47,000.00	0.00	0.00	0.00	22,205.64	24,794.36	47.25
Transfers out										
271-000.00-995.272	Transfer to Library Contribution	0.00	0.00	0.00	0.00	0.00	0.00	35,238.00	(35,238.00)	100.00
Transfers out		0.00	0.00	0.00	0.00	0.00	0.00	35,238.00	(35,238.00)	100.00
Total Dept 000.00 - TREASURY		3,472,715.78	3,876,245.00	4,093,093.00	269,401.12	283,272.60	249,243.88	2,704,530.11	1,388,562.89	66.08
TOTAL EXPENDITURES		3,472,715.78	3,876,245.00	4,093,093.00	269,401.12	283,272.60	249,243.88	2,704,530.11	1,388,562.89	66.08
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,507,953.84	3,598,890.00	3,592,960.00	29,237.05	6,116.40	18,239.98	3,722,540.03	(129,580.03)	(203.55)
TOTAL EXPENDITURES		3,472,715.78	3,876,245.00	4,093,093.00	269,401.12	283,272.60	249,243.88	2,704,530.11	1,388,562.89	(203.55)
NET OF REVENUES & EXPENDITURES		35,238.06	(277,355.00)	(500,133.00)	(240,164.07)	(277,156.20)	(231,003.90)	1,018,009.92	(1,518,142.92)	(203.55)

Fund 272 - LIBRARY CONTRIBUTION FUND										
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	36,206.78	27,000.00	27,000.00	4,653.75	0.00	0.00	32,048.24	(5,048.24)	118.70
272-000.00-669.500	Unrealized gain (loss) on inves	(3,061.21)	(4,500.00)	(4,500.00)	4,248.54	0.00	0.00	31,014.63	(35,514.63)	(689.21)
Interest income		33,145.57	22,500.00	22,500.00	8,902.29	0.00	0.00	63,062.87	(40,562.87)	280.28
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	JAN 2024	FEB 2024	MAR 2024	03/31/2024	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMeD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	500.00	500.00	50.00
272-000.00-674.046	Makerspace Renovation Reven	1,154.15	1,000.00	5,000.00	249.10	251.70	340.10	7,733.00	(2,733.00)	154.66
272-000.00-674.229	Raising a Reader in Novi Spons	278.99	1,000.00	1,000.00	0.00	0.00	29.66	29.66	970.34	2.97
272-000.00-674.230	Collections/Materials Revenue	6,350.00	1,000.00	1,000.00	0.00	50.00	5,000.00	11,570.61	(10,570.61)	1,157.06
272-000.00-674.231	Buildings/Ground/Furniture Rev	375.00	1,000.00	1,000.00	0.00	0.00	100.00	450.00	550.00	45.00
272-000.00-674.232	Programing Revenue	5,137.00	2,000.00	2,000.00	599.55	80.00	19.15	4,098.70	(2,098.70)	204.94
272-000.00-674.233	Technology Library Revenue	1,000.00	500.00	500.00	0.00	0.00	0.00	50.00	450.00	10.00
272-000.00-674.234	Undesignated Misc Donations	1,750.00	500.00	500.00	0.00	0.00	0.00	100.00	400.00	20.00
272-000.00-674.235	Marketing Sponsorships	11,740.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	(1,000.00)	100.00
Donations		27,785.14	8,000.00	12,000.00	1,848.65	381.70	5,488.91	25,531.97	(13,531.97)	212.77
Transfers in										
272-000.00-699.271	Transfer from Library Fund	0.00	0.00	0.00	0.00	0.00	0.00	35,238.00	(35,238.00)	100.00
Transfers in		0.00	0.00	0.00	0.00	0.00	0.00	35,238.00	(35,238.00)	100.00
Total Dept 000.00 - TREASURY		60,930.71	30,500.00	34,500.00	10,750.94	381.70	5,488.91	123,832.84	(89,332.84)	358.94
TOTAL REVENUES		60,930.71	30,500.00	34,500.00	10,750.94	381.70	5,488.91	123,832.84	(89,332.84)	358.94
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-742.046	Makerspace iCube	0.00	0.00	5,000.00	1,705.21	118.32	250.29	8,770.15	(3,770.15)	175.40
272-000.00-742.229	Raising a Reader Expense	603.22	1,000.00	1,000.00	0.00	253.22	0.00	819.14	180.86	81.91
272-000.00-742.230	Collections/Materials Expense	1,410.79	1,000.00	1,000.00	813.71	66.70	107.32	4,660.32	(3,660.32)	466.03
272-000.00-742.231	Buildings/Ground/ Furniture Exp	8,344.00	29,000.00	48,500.00	9,001.90	0.00	0.00	19,598.80	28,901.20	40.41
272-000.00-742.232	Programing Expense	2,975.43	1,000.00	1,000.00	600.00	579.58	(600.00)	7,794.60	(6,794.60)	779.46
272-000.00-742.233	Technology Library Expense	0.00	3,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
272-000.00-742.234	Undesignated Misc	228.85	500.00	500.00	0.00	0.00	0.00	246.00	254.00	49.20
272-000.00-742.236	Staff Recognition	1,968.54	2,000.00	2,000.00	207.43	(43.66)	0.00	1,842.99	157.01	92.15
Supplies		15,530.83	38,500.00	65,000.00	12,328.25	974.16	(242.39)	43,732.00	21,268.00	67.28
Capital outlay										
272-000.00-976.044	Auto Lending Library	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
272-000.00-976.046	Makerspace Renovation	2,868.22	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.140	Automated Return System	0.00	115,800.00	115,800.00	0.00	0.00	0.00	0.00	115,800.00	0.00
272-000.00-976.141	Main Entrance Design	0.00	116,500.00	41,500.00	4,095.00	0.00	0.00	4,095.00	37,405.00	9.87
272-000.00-976.143	Wi-Fi Upgrade	0.00	0.00	15,000.00	0.00	0.00	0.00	17,562.89	(2,562.89)	117.09
272-000.00-976.144	Server & Camera Upgrade	0.00	0.00	109,000.00	68,838.00	0.00	0.00	68,838.00	40,162.00	63.15
Capital outlay		2,868.22	237,800.00	283,800.00	72,933.00	0.00	0.00	90,495.89	193,304.11	31.89

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2023-24	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2023 NM (ABNM)	BUDGET	AMeD BUDGET	JAN 2024 INCR (DECR)	FEB 2024 INCR (DECR)	MAR 2024 INCR (DECR)	03/31/2024 NM (ABNM)	BALANCE NM (ABNM)	

Total Dept 000.00 - TREASURY		18,399.05	276,300.00	348,800.00	85,261.25	974.16	(242.39)	134,227.89	214,572.11	38.48

TOTAL EXPENDITURES		18,399.05	276,300.00	348,800.00	85,261.25	974.16	(242.39)	134,227.89	214,572.11	38.48

Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES		60,930.71	30,500.00	34,500.00	10,750.94	381.70	5,488.91	123,832.84	(89,332.84)	3.31
TOTAL EXPENDITURES		18,399.05	276,300.00	348,800.00	85,261.25	974.16	(242.39)	134,227.89	214,572.11	3.31
NET OF REVENUES & EXPENDITURES		42,531.66	(245,800.00)	(314,300.00)	(74,510.31)	(592.46)	5,731.30	(10,395.05)	(303,904.95)	3.31

TOTAL REVENUES - ALL FUNDS		3,568,884.55	3,629,390.00	3,627,460.00	39,987.99	6,498.10	23,728.89	3,846,372.87	(218,912.87)	
TOTAL EXPENDITURES - ALL FUNDS		3,491,114.83	4,152,545.00	4,441,893.00	354,662.37	284,246.76	249,001.49	2,838,758.00	1,603,135.00	
NET OF REVENUES & EXPENDITURES		77,769.72	(523,155.00)	(814,433.00)	(314,674.38)	(277,748.66)	(225,272.60)	1,007,614.87	(1,822,047.87)	

Financial Balance Sheets

04/10/2024		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 03/31/2024	
GL Number	Description	Balance	
Fund 271 - LIBRARY FUND			
*** Assets ***			
271-000.00-001.000	Cash - Pooled	(526,513.64)	
271-000.00-004.000	Cash on hand	600.00	
271-000.00-016.000	Deposits	1,200.00	
271-000.00-017.000	Investments - Pooled	4,160,004.95	
271-000.00-019.000	Current taxes receivable	29,177.84	
	Total Assets	3,664,469.15	
*** Liabilities ***			
271-000.00-202.000	Accounts payable	41,696.59	
271-000.00-258.702	Accrued liabilities - tax	6,000.00	
271-000.00-259.200	Unemployment insurance liability	22.62	
	Total Liabilities	47,719.21	
*** Fund Balance ***			
271-000.00-390.000	Fund balance	2,598,740.02	
	Total Fund Balance	2,598,740.02	
	Beginning Fund Balance	2,598,740.02	
	Net of Revenues VS Expenditures	1,018,009.92	
	Ending Fund Balance	3,616,749.94	
	Total Liabilities And Fund Balance	3,664,469.15	

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	(63,519.66)
272-000.00-017.000	Investments - Pooled	1,752,069.32
	Total Assets	1,688,549.66
*** Liabilities ***		
272-000.00-202.000	Accounts payable	357.61
	Total Liabilities	357.61
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	43,362.57
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	28,723.79
272-000.00-375.232	Fund Balance Programming	36,317.52
272-000.00-375.233	Fund Balance Technology Library	1,000.00
272-000.00-390.000	Fund balance - Unrestricted	1,589,183.22
	Total Fund Balance	1,698,587.10
	Beginning Fund Balance	1,698,587.10
	Net of Revenues VS Expenditures	(10,395.05)
	Ending Fund Balance	1,688,192.05
	Total Liabilities And Fund Balance	1,688,549.66

DIRECTOR'S REPORT**May Anniversaries – Years of Service**

Gail Anderson – Programming Coordinator (8 years)



Jessica Holowicki – Librarian (3 years)



Rae Manela – Archival Librarian (5 years)



Jennifer McArdle and Justin Villa – Library Interns (1 year)

Anonymous Donation for International Materials at the Novi Public Library - \$10,000

In this fiscal year, the Friends of the Novi Library was the recipient of two \$5,000 donations specifically for the purchase of International youth materials. These two monetary donations were made by longtime residents of Novi. This allowed Shannon, International Language Librarian, to grow the library's collection vastly this year in a variety of languages. Each book received a book plate that read: In Memory of Parents who have immigrated to America **OR** In Memory of Our Parents - Who Immigrated To America To Search for A Better Life. These words were chosen by the donor. To make this donation, the donors used a QCD (Qualified Charitable Distribution) which is a very efficient way of using Taxable IRA withdrawals (required ones or not) as a way of not paying taxes on the withdrawal and thereby giving the "entire" amount to a worthy cause. This donation made a HUGE impact on the collection this year and gave more reading opportunities to our young users of Novi. Also pictured are the support services staff who helped process, translate and shelve the materials this year: Arom Park, Mary Grewell, Shannon O'Leary (Librarian), Kristin Abate and Amy Bermingham.



Novi Photography Club Exhibit – 2nd Floor



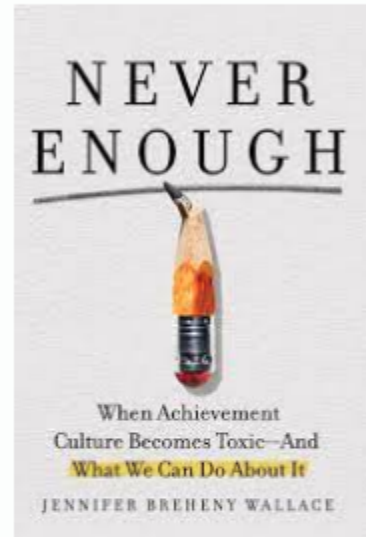
MAY IS MENTAL HEALTH AWARENESS MONTH

Novi Community Read

APRIL 22, 2024

6:30 - 8:00 pm at Novi Public Library

In preparation for a **live in person conversation with author**, Jennifer Wallace on May 13th participate in a community read book discussion facilitated by RosaLeigh Johnson, Novi Community School District (NCSD) Director of Mental Health and Wellness



DON'T FORGET TO MARK YOUR CALENDAR FOR A LIVE CONVERSATION WITH AUTHOR JENNIFER
on MAY 13, 2024 at Novi High School



**Didn't read the book, yet?
No problem, come anyways!**
Be part of the discussion.
Copies of the book available for
check out from the library!



In partnership with

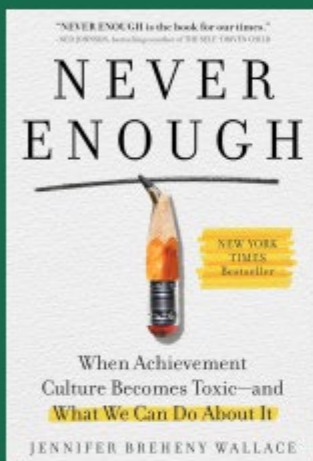


MAY IS MENTAL HEALTH AWARENESS MONTH



Conversation with Jennifer Wallace

Author of *Never Enough: When Achievement Culture Becomes Toxic and What We Can Do About It*



Virtual conversation
Monday, May 13th
7:00-8:00 pm

Community viewing and
discussion
at Novi High School

Register on
novilibrary.org

At Home Viewing Link Also Available
as an option at registration.



**MARK YOUR CALENDAR
FOR COMMUNITY READ EVENT**
on APRIL 22, 2024 at 6:30 pm
in preparation for this live discussion.



In partnership
with





DONATE YOUR SOLAR ECLIPSE GLASSES!

Now through April 25

We will be collecting gently-used solar eclipse glasses in our lobby to give to Warby Parker's Novi location. They are partnering with Astronomers Without Borders (AWB), a non-profit organization that builds community through astronomy.

Warby Parker will send all donated eclipse glasses to AWB, who will distribute them to educators and students around the world.



Cultivate Learning
Inspire Creativity
Foster Inclusivity



3/24/2024				3/25/2024				3/26/2024				3/27/2024				3/28/2024				3/29/2024				3/30/2024 - Closed due to 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	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am				10-11am				10-11am	22	70	46	10-11am	35	114	75	10-11am	37	91	64	10-11am	0	0	0	10-11am	0	0	0
11am-12p	0	0	0	11am-12pm				11am-12pm				11am-12p	48	55	52	11am-12p	78	72	75	11am-12p	72	56	64	11am-12p	0	0	0	11am-12p	0	0	0
12-1pm	40	122	81	12-1pm				12-1pm				12-1pm	85	93	89	12-1pm	77	62	70	12-1pm	59	62	61	12-1pm	0	0	0	12-1pm	0	0	0
1-2pm	85	80	83	1-2pm				1-2pm				1-2pm	59	79	69	1-2pm	61	74	68	1-2pm	66	140	103	1-2pm	0	0	0	1-2pm	0	0	0
2-3pm	86	96	91	2-3pm				2-3pm				2-3pm	93	87	90	2-3pm	71	86	79	2-3pm	212	169	191	2-3pm	0	0	0	2-3pm	0	0	0
3-4pm	82	98	90	3-4pm				3-4pm				3-4pm	86	71	79	3-4pm	81	123	102	3-4pm	128	103	116	3-4pm	0	0	0	3-4pm	0	0	0
4-5pm	92	84	88	4-5pm				4-5pm				4-5pm	72	69	71	4-5pm	178	111	145	4-5pm	89	62	76	4-5pm	0	0	0	4-5pm	0	0	0
5-6pm	133	51	92	5-6pm				5-6pm				5-6pm	95	63	79	5-6pm	94	85	90	5-6pm	77	32	55	5-6pm	0	0	0	5-6pm	0	0	0
6-7pm	0	0	0	6-7pm				6-7pm				6-7pm	67	75	71	6-7pm	82	114	98	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm				7-8pm				7-8pm	79	83	81	7-8pm	98	63	81	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm				8-9pm				8-9pm	109	27	68	8-9pm	126	49	88	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
		525				0				0				794				967				728				0					

Note: No data collected for 3/25 and 3/26 due to a technical issue with the door counter

3/31/2024 - Closed due to holiday			
9-10am	0	0	0
10-11am	0	0	0
11am-12p	0	0	0
12-1pm	0	0	0
1-2pm	0	0	0
2-3pm	0	0	0
3-4pm	0	0	0
4-5pm	0	0	0
5-6pm	0	0	0
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
		0	

Information Technology Report by Jeffrey Smith – April 25, 2024

General

Following our February power outage, we ordered and installed a new Keyboard/Video/Mouse console (KVM) in our server rack. The KVM device allows us to connect locally with several of our physical servers.



New StarTech KVM in our server rack

We were alerted that our paging system was not working properly. Denise met with Telnet Worldwide, our desk phone service provider, and used our new analog phone line tester to verify that the *GrandStream Digital to Analogue Phone Adapter* is working properly. Paging to all the desk phones works. We also verified that paging to *most* of the overhead zones work. We are still looking at one zone with an issue, and at a few individual paging speakers.



GrandStream Phone



Adapter Analog phone line tester

Our Car Counter is used to develop statistics for this Board packet and other reporting. Unfortunately, it stops working whenever it loses power. To resolve this issue, we have installed a new APC Back UPS 1500 on the device. It will keep the power regulated, will gently shut down the system if it loses power, and will alert us of any issues so that we can re-start the car counter data collection.



iCube

We held 223 iCube appointments in March.

- 24 3D prints
- 1 3D scans
- 15 Adobe Creative Cloud projects
- 21 Cricut crafts
- 3 Carvey projects
- 29 Creative Kits
- 27 Digital Conversions
- 26 Heat Press jobs
- 16 Laser projects
- 31 Photo Prints
- 5 Sewing/Embroidery projects
- 25 Sublimation prints



Mary and Dom printed this beautiful 13 X 28 Detroit Skyline print on the iCube's Epson Photo Printer (with roll adapter)



Anna B tested engraving painted cork coasters. to use as samples for our guests

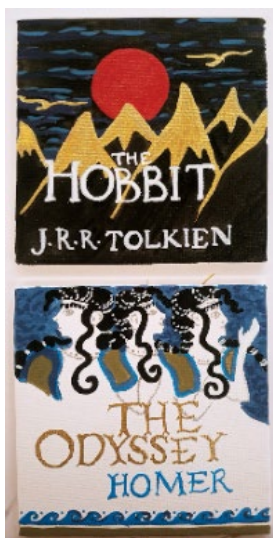
Mary printed a tote bag for Betty's retirement gift.



Anna B painted some Jeju Island Harubang statues for the upcoming Tiny Art Show



Anna J painted some tiny canvases



The iCube added a few supplies this month including this -rounded, padded stand for ironing on hats (otherwise known as the mushroom)



Dominic Helped a couple with scanning. One of them used the archival scanner, the other was scanning slides and negatives on the smaller Epson scanner.

Jessica used the Cricut to cut some stickers on Silhouette printable glitter paper. It was a fun experiment!

Training

Jeff joined Maryann for Niagara 4 BMS software training March 5th - provided by Solutions Controls -for the HVAC System

Jeff attended training on Envisionware Mobile Print Service (Princh) on March 5th.

Jeff attended the "Computers in Libraries" Conference in Arlington VA on March 11-14.

Denise and Jeff attended an Envisionware Webinar -"Scan. Fax. Copy. Print: Empower Patrons Through Self-Service" on March 20th.

Jeff joined the Management Team for a Manager's Customer Service Focus Group on March 19th.

Facilities Report by Keith Perfect –March

In the past month the Facilities Department has closed 4 Facilities tickets, 48 Meeting Room Requests and has updated 368 Periodic Maintenance tickets.

- The city has sent a crew out to repair/replace bulbs in the Shepard hook lights along Ten Mile rd. and has upgraded them to LED lighting.
- The Novi Public Library sign on the North exterior face of the building has sustained some wind damage and a quote for repair/replacement has been obtained.
- A quote for additional electrical outlets in the IT Office was obtained.
- New outdoor flags were ordered for the flagpoles.
- The Step N' Wash step stool in the first floor men's restroom was replaced.
- The Step N' Wash step stool in the first floor women's restroom was repaired with new step tread and hydraulic actuator supplied by the vendor. The unit was washed and re-installed.
- 18- new chairs for the second floor public areas arrived and were placed in their new homes at the appropriate tables. These chairs are upholstered with vinyl for comfort and longevity and will be much easier to clean.

Information Services Department by Hillary Hentschel – March News and Notes

- We celebrated Betty Lang's retirement on March 21. She will be missed!
- We hosted a Locked in the Library after-hours event with Novi Meadows, including a scavenger hunt throughout our building. Nearly 400 students and parents attended the event. Thank you to Lindsay, Danielle, Jess and Josefa for staffing the event and making it a positive experience for families!
- We distributed over 1500 pairs of solar eclipse glasses to the community (including some senior centers and Hospitality House), thanks to the STAR Library Education Network's SEAL (Solar Eclipse Activities for Libraries) initiative with funding support from the Gordon and Betty Moore Foundation and the Space Institute. A BIG THANK YOU also goes out to all IS staff who assisted with the distribution of the glasses when demand exceeded our supply.
- We began featuring NEW Youth Non-Fiction titles in the area previously occupied by the Special Needs Collection, on the other side of NEW Youth and Tween Fiction. These are items purchased for Youth Non-Fiction over the previous 3 months and they are already flying off the shelves.



- Jen McArdle completed a new Board Book Binder, which is now available near the Board Books and offers recommendations for board books by topic.
- Austin updated ten of the [youth book lists](#) for holidays and updated the STEAM Kit binder with recently added kits.
- Staff attended committee meetings for iCube, Strategic Planning, Building Policy, Safety, DEI, Customer Service, Programming, Lakeshore Lending Library and Summer Reading. Staff also attended focus groups with consultant Marilyn Suttle to inform the Customer Service Plan and completed the severe weather / tornado procedure quiz. Staff began training on the new calendar system, Library Market.

Professional Development

- MLA Spring Institute – Emily
- “Babies in the Library” virtual course at the University of Wisconsin-Madison – Emily
- “From Curiosity to Career: Library Services for the Skilled Trades” webinar – Emma
- TLN Youth Services Meeting – Kirsten, Austin
- TLN Teen Services Meeting – Austin
- Panelist for Wayne State Graduate School and Humanities Clinic on the topic of working in libraries and archives – Rae
- Library of Michigan’s “Adventures in Summer Marketing” webinar – Lindsay
- “Readers’ Advisory: Ideas and Practice” webinar – Anna, Danielle
- “Bridging the Gap: In Support of Women in Librarianship” – Anna
- “Beanstack EDU” webinar – Danielle
- “Creating a Person-Centered Library: Supporting High-Needs Patrons While Avoiding Burnout” – Jen
- CSLP (Summer Reading) webinars – Jen
- “Displays: The Good, the Bad, the Ugly” webinar – Austin
- IS staff on external committees:
 - Cultural Arts Advisory Board (City of Novi): Mary
 - MiYouth: Lindsay
 - Mitten Award Workgroup: Emily, Kirsten



- School Library Journal reviews: Emily
- TLN eContent Users Group / digital tech support: Mary
- CSLP Theme and Slogan Committee: Lindsay

IS Staff Outreach

- Preschool Outreach at Novi ECEC, Goddard, Little Birds Montessori, Novi Woods Montessori and Sakura Preschool – Emily
- Novi ECEC Special Education Class Visit – Emily
- Novi Mental Health Alliance meeting – Emma, Austin
- Senior center book clubs at StoryPoint, Meadowbrook Commons and Brookdale – Emma
- Lakes of Novi outreach visit (Tiny Art Show) – Emma
- Waltonwood craft event and open house – Emma
- ABWA Monthly Meeting – Emma
- Novi Executive Business Alliance “Women in Leadership” panel – Hillary, Lindsay
- Tonda Elementary Multicultural Night Kamishibai Storytime – Shannon
- DIA Hinamatsuri festival Kamishibai – Shannon

- Tiny Art Show outreach to Fox Run – Mary

Adult Programs

- Knit 2gether Knitting Group (4) – 39
- Spanish Conversation Group – 4
- Japanese Conversation Group – 30
- English Conversation Group (2) – 25
- English Language Lessons (10) – 130
- ESL Book Discussion (8) – 96
- Afternoon Read Book Club – 9
- Novel Idea Book Club – 9
- Strange Lands Book Club – 1
- Lakeshore Park Book Club – 4
- Craftastic Wednesday (Tiny Art Show) – 22
- Coffee with the Superintendent – 5
- Catalog Class (2) – 8
- Masterpiece Monday – 30
- RELAX (Social Emotional Health) – 10
- Tolkien Day Party – 8
- Jigsaw Puzzle Tournament – 27

Adult Displays

- **Adult Desk Display:** Staff Picks for March Is Reading Month
- **Display Case:** Hina Doll display
- **Feature Collection:**
 - Reading Challenge: Short Stories
 - Women's History Month



Youth/Tween/Teen/Family Programs

- Baby Time – 22
- Tot Time – 43
- Time for Twos and Threes (2) – 109
- Fun with Fours and Fives (2) – 48
- Family Story Time (3) – 251
- Lego Club – 50
- Teen Advisory Board (TAB) – 15
- Chess Club – 27
- Club Half Blood – 22

- Full STEAM Ahead – 11
- SAT Practice Test – 22
- Chinese Culture Handicrafts – 20
- DIY Sock Puppet – 32
- DIY Stretch Bracelets – 15
- Spring Grab and Go – 48
- Smokey Bear Grab and Go – 100

Youth/Tween/Teen Displays

- **Teen Stop display** – Books about Books (March Is Reading Month)



- **Youth Feature Display** – Reading Is a Real Tweet (books about birds, chicks and other Spring things)
- **Youth Desk Display** – Smokey Bear Reading Challenge
- **New for You Kiosk**
 - **Libraries Are for Everyone:** Music in Our Schools Month, Youth Art Month, Will Eisner Week, Ramadan, St. Patrick's Day, Purim, Holi, Easter
 - **Featured Display:** Women's History Month; NCSD Author Visit (*Never Enough* by Jennifer Wallace)



Craftastic Wednesday (Tiny Art Show)



SUPPORT SERVICES DEPARTMENT MONTHLY UPDATE by Maryann Zurmuehlen – March

Interim Assistant Director/Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended Management Team meetings.
- Attended weekly SS Department catchup meetings.
- Attended weekly IT Department catchup and Facilities meetings.
- Held a Building Policy Committee meeting on March 11th.
- Attended a Strategic Planning Committee meeting on March 13th.
- Attended a Lakeshore Lending Library Committee meeting on March 18th.

Circulation & Shelves

- Manager/Supervisor meetings were held the week of March 18th.
- Staff are working on the Collection Inventory Project which began in January.
Novi Public Library's catalog has not been thoroughly reviewed by staff for inconsistencies in labeling and catalog entry since before completion of our migration to CARLX in May 2018. During recent withdrawal of materials by librarians and staff, a higher number of items than expected were not found on the shelf despite having no check-outs since before the May 2018 migration. Issues such as this can be resolved for cleaner record keeping with a thorough inter-departmental Catalog Inventory Project (CIP). Beginning in January 2024, we will coordinate a systematic review of materials on shelf utilizing librarians, shelving staff, and Tech Services clerks to confirm each item's physical presence and the precision of its associated catalog record.

Tech Services

- Staff are completing several MCLS classes towards either a Basic or Advanced Cataloging Certificate.
- As needed assistance with holds and unclaims for Circulation due to Shelving staff turnover.
- Staff are working on the Collection Inventory Project which began in January.
- Projects:
 - In Progress: Adult Staff Materials
 - Completed: New Youth Nonfiction, VOX/Talking Books, Parenting Books, Oversize Books

Statistics (March 2024)

- **Cards Issued: 297**
- **Items Checked Out (NPL): 57,374**
- **Items Checked Out (LLL): 73**
- **Total Checkouts (NPL + LLL): 57,447**
- **Items Interloaned for NPL Patrons: 4,354 (85 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,621 (249 through MeLCat)**
- **Items Added to the Collection: 1,057**
- **Items Discarded from the Collection: 1,970**
- **Drive-Up Window & Locker Hold Pickups: 20**
- **MAP Checkouts: 30**
- **Online New Card Registrations: 4**
- **Outreach:**
 - **NPL @ Your Door: 8 Mailer Bags / 20 Items**
 - **6 Facilities Visits / 34 Items Provided**
 - **6 Book Discussions / 87 Items Provided**

Support Services Statistics 2023-2024													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	373	334	370	548	314	225	279	295	297				3,035
<i>↳ Of Which, Online Registrations Totaled</i>	4	29	18	13	21	17	29	19	4				154
Checkouts (NPL)	67,511	62,374	53,996	52,951	51,559	50,745	58,500	56,253	57,374				511,263
Checkouts (Lakeshore Lending Library)	203	103	96	73	50	54	36	60	73				748
Total Checkouts (NPL + LLL)	67,714	62,477	54,092	53,024	51,609	50,799	58,536	56,313	57,447				512,011
Items Borrowed	4,525	4,983	3,985	3,886	3,716	3,439	5,268	4,442	4,354				38,598
Items Loaned	3,728	3,648	3,306	3,636	3,446	3,124	4,208	3,459	3,621				32,176
Hold Pickups (Drive-Up & Lockers)	28	14	15	13	19	19	46	16	20				190
MAP Pass Checkouts	99	77	46	28	12	6	22	22	30				342
Read Boxes	392	453	373	160	0	0	0	0	0				1,378
NPL @ Your Door (# of Bags)	11	13	8	10	7	11	8	11	8				87
NPL @ Your Door (# of Items)	40	30	16	32	10	32	22	28	20				230

Year-to-Year Comparison				Read Boxes					
				May to October Totals					
				2019			2023		
				Youth	Adult	Total	Youth	Adult	Total
				Pavillion			Rotary		
				ITC			Brookfarm		
				All Combined					
		MAR	MAR						
		2024	2023						
Cards Issued This Month		297	295						
Total Checkouts (NPL + LLL)		57,447	65,417						
Items Borrowed	TLN	4,269	4,904						
	MeL	85	69						
		4,354	4,973						
Items Loaned	TLN	3,372	3,538						
	MeL	249	96						
		3,621	3,634						

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

Self-Check Totals 2023-24 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	67,714	44.27%	29,979	8,633	7,030	4,482	9,834
August	62,477	44.65%	27,893	8,474	6,433	3,921	9,065
September	54,092	40.94%	22,143	7,125	4,604	3,384	7,030
October	53,024	42.69%	22,637	7,107	4,770	3,112	7,648
November	51,609	42.13%	21,742	6,528	4,676	2,801	7,737
December	50,799	40.68%	20,665	6,537	4,672	2,544	6,912
January	58,536	45.96%	26,901	8,208	6,195	3,791	8,707
February	56,313	42.63%	24,008	7,733	5,380	3,195	7,700
March	57,447	45.11%	25,913	7,809	5,500	3,461	9,143
April							
May							
June							
FYTD	512,011	48.63%	221,881	68,154	49,260	30,691	73,776

Library Usage									
2022-2023 Fiscal Year					2023-2024 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	26,439	7,468	33,907	1,130	July	35,488	7,105	42,593	1,704*
August	26,252	7,248	33,500	1,117	August	24,612	4,137	28,749	1,106
September	22,293	8,056	30,349	1,124	September	50,117	6,560	56,677	2,099
October	26,053	8,864	34,917	1,126	October	29,335	1,636**	30,738	1,025
November	24,413	9,155	33,568	1,199	November	27,349	6,356	33,705	1,248
December	21,123	7,248	28,371	1,091	December	21,975	7,197	29,172	1,122
January	26,060	7,248	33,308	1,149	January	24,865	7,650	32,515	1,084
February	25,615	7,248	32,863	1,174	February	27,211	6,815	34,026	1,173
March	26,395	7,248	33,643	1,085	March	49,885	4,721	54,606	1,883
April	24,470	7,248	31,718	1,094	April				
May	23,598	5,020	28,618	1,022	May				
June	27,140	6,777	33,917	1,211	June				
FYTD Total	299,849	88,828	388,677	1,127	FYTD Total	290,837	52,177	343,014	1,378

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

*** October - Sensor battery died for 5 days

Computer Logins											
2022-2023 Fiscal Year						2023-2024 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,224	46,582	47,806	1,594	269	July	1,128	38,208	39,336*	1,573*	237*
August	1,310	47,479	48,789	1,626	289	August	1,250	44,166***	45,416	1,747*	265*
September	979	45,290	46,269	1,714	266	September	1,025	104,753	105,778	3,918	255
October	1,066	53,634	54,700	1,765	288	October	1,102*	182,259	183,361*	6,112*	292
November	963	51,914	52,877	1,888	263	November	1,021	180,487	181,508	6,723	263
December	883	14,326	15,209	585	253	December	873	116,491	117,364	4,514	247
January	1,027	50,970	51,997	1,793	275	January	430	147,690**	148,120	4,937	286
February	1,043	58,598	59,641	2,130	264	February	1,185	161,577	162,762	5,612	267
March	1,122	32,663	33,785	1,090	294	March	1,199	148,575	149,774	5,165	272
April	1,026	54,630	55,656	1,919	272	April					
May	889	44,893	45,782	1,635	274	May					
June	1,077	46,751	47,828	1,771	260	June					
FYTD Total	12,609	547,730	560,339	1,629	3,267	FYTD Total	9,213	1,140,908	1,150,121	4,619	2,384

*July, Aug, Oct stats corrected.

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

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

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

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

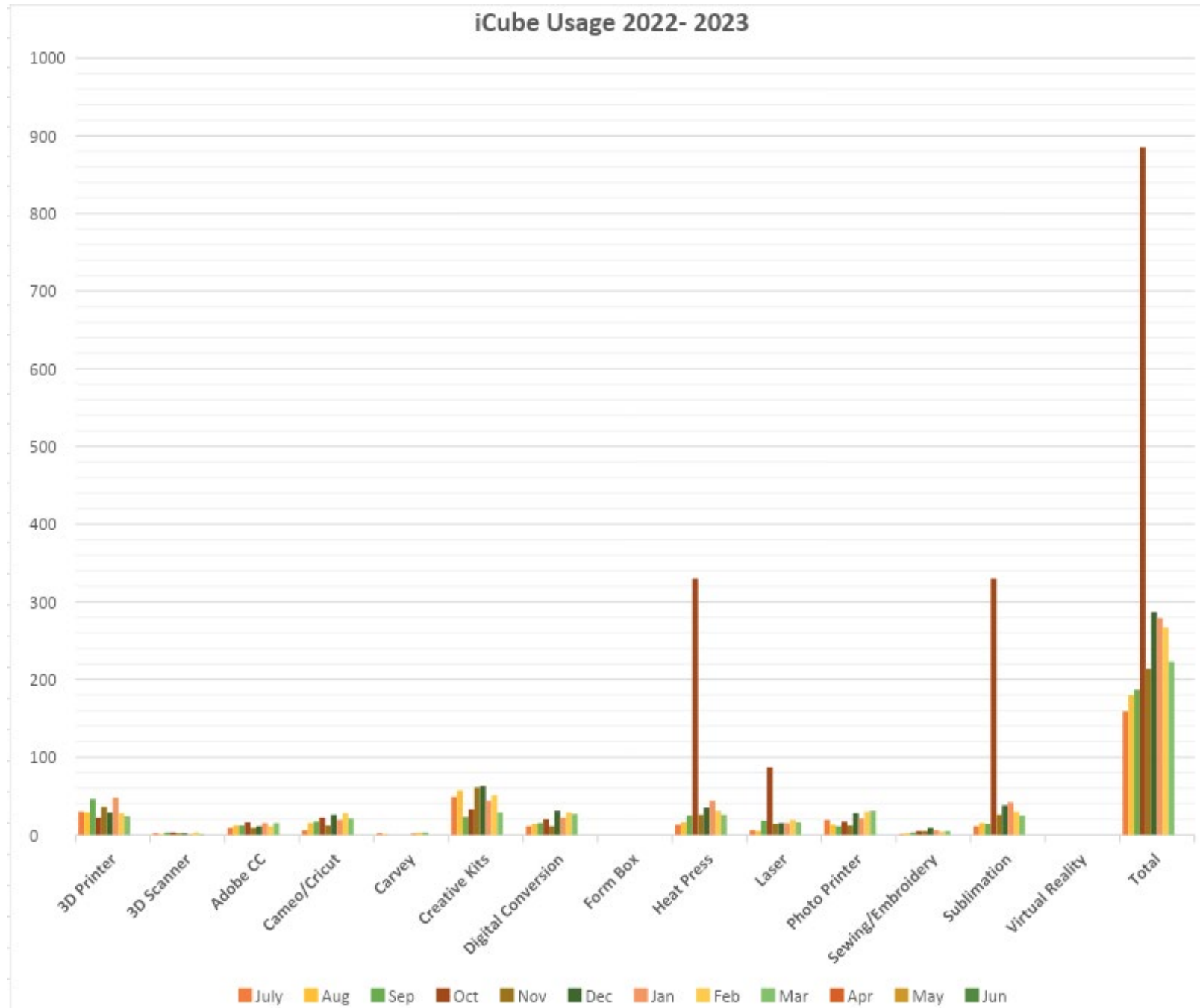
Early Literacy Workstation Usage							
2022-2023 Fiscal Year				2023-2024 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	447	8,742	19	July	612	8,955	14
August	443	8,650	19	August	693	9,007	13
September	342	5,918	17	September	610	6,615	12
October	388	7,418	19	October	724	9,029	25
November	346	6,366	18	November	636	8,190	18
December	343	5,964	17	December	*556	*6540	*24
January	456	9,317	20	January	637	9,309	13
February	388	7,990	20	February	751	10,617	14
March	457	8,727	19	March	743	10,870	15
April	350	5,741	16	April			
May	278	4,684	16	May			
June	438	8,276	18	June			
FYTD Total	4,684	87,799	18	FYTD Total	5,962	79,132	16

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

Stats are now downloaded from the individual AWE workstations.

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

Technology Training Sessions 2023-24 Fiscal Year																
	3D Printing	Cricut/Silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Heat Press	Creative Kits	Virtual Reality	Staff Training	Total Sessions
Jul	30	6	11	19	1	11	2	6	0	2	9	13	49	0	4	163
Aug	29	15	14	13	2	15	1	5	0	1	12	16	57	0	3	183
Sep	46	17	15	11	3	14	0	18	0	3	12	25	23	0	8	195
Oct	22	22	20	17	5	330	0	87	0	3	16	330	33	0	0	885
Nov	36	12	11	12	5	26	0	14	0	2	9	26	61	0	0	214
Dec	29	26	31	28	9	38	0	15	0	2	11	35	63	0	6	293
Jan	48	19	22	21	6	42	2	15	0	1	15	44	44	0	8	287
Feb	28	28	29	30	4	30	3	19	0	3	11	31	51	0	18	285
Mar	24	21	27	31	5	25	3	16	0	1	15	26	29	0	0	223
Apr																0
May																0
Jun																0
Sessions	292	166	180	182	40	531	11	195	0	18	110	546	410	0	47	2728



2023-2024 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	1,947	513	206	20	175
August	2,009	520	221	13	287
September	1,867	535	232	28	436
October	1,916	540	236	17	173
November	1,898	549	240	10	275
December	2,194	616	244	12	241
January	2,445	668	259	17	787
February	2,322	644	265	19	1,262
March	2,612	714	274	24	1,262
April					
May					
June					
FYTD Total	19,210	5,299	2,177	160	4,898

2023-2024 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,017	4,390	9,407	649	111
August	6,724	2,656	9,380	750	123
September	6,400	2,429	8,829	1,081	110
October	6,294	4,438	10,732	2,195	114
November	7,758	2,620	10,378	2,314	124
December	7,952	3,132	11,084	2,461	162
January	8,836	3,499	12,335	2,707	161
February	7,879	3,319	11,198	2,201	118
March	8,774	3,500	12,274	2,536	97
April					
May					
June					
FYTD Total	65,634	29,983	95,617	16,894	1,120

2022-2023 Fiscal Year						2023-2024 Fiscal Year					
Month	Pages Viewed	Unique Users	Pages Viewed Per Session	Screen Reader	Translation	Month	Pages Viewed	Unique Users	Pages Viewed Per Session	Screen Reader	Translation
June	14290**	2,211	6.46	13,470	16,540	July	1,761	357	4.93	2,638	18,161
FYTD Total	14,290	2,211	6.46	13,470	16,540	August	926	230	4.03	1,222	1,096
*Recite Me was launched June 2023						September	731	221	3.31	751	910
**Number potentially inflated due to website bot usage						October	591	143	4.13	645	960
						November	561	173	3.24	582	786
						December	524	140	3.74	578	640
						January	488	150	3.25	491	565
						February	385	124	3.10	338	438
						March					
						April					
						May					
						June					
						FYTD Total	5,967	1,538		7,245	23,556

2022-2023				2023-2024			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
June	n/a	1,786	189	July	57	1,488	100
*Available for download starting in June 2023, officially launched July 2023				August	1,166	25,673	2,961
				September	1,196	26,853	2,023
				October	1,373	49,714	2,566
				November	1,390	57,778	2,919
				December	1,390	67,496	3,281
				January	1,940	58,637	3,312
				February	2,166	153,653	9,085
				March			
				April			
				May			
				June			
				FYTD Total		441,292	26,247

Meeting Room Statistics 2023-2024 Fiscal Year		
	Rentals	Attendees
July	26	390
August	25	443
September	40	859
October	52	1084
November	44	851
December	37	783
January	31	669
February	38	748
March	44	624
April		
May		
June		
FYTD	337	6,451

FRIENDS OF NOVI LIBRARY – April 10, 2024 Agenda; January 10, 2024 Minutes

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

- | | |
|---|---|
| I. Call to Order, Roll Call | Sue Johnson |
| II. Minutes of the January 10, 2024 Meeting * | Evelyn Cadicamo |
| III. Treasurer's Report* | Marilyn Amberger |
| <ul style="list-style-type: none"> • Prior month(s) Income and Expense • Statement Balances | |
| IV. Reports | |
| <ul style="list-style-type: none"> • Library Liaison • Book Nook • Membership • President <ul style="list-style-type: none"> • Roster for next year – Treasurer position • Budget change discussion and approval. • Changes to the Operating Agreement. • March 5, 2024 - Fox Run Author's Live • March Kaleidoscope • January 22, 2024 - January lunch for sorters • April event with Brentwood Grill cancellation • Promotional material – trifold, bookmarks, ... we have \$500 allocated to Promotion • April volunteer appreciation event – week of April 24, 2024 - \$500 allocated | Dana Brataniec
Carol Hoffman
Sue Johnson
Sue Johnson |
| V. Announcements | |
| VI. Calendar | |
| <u>Kaleidoscope</u> <ul style="list-style-type: none"> • April 24, 2024 - Jennifer Pardonnet, owner Pine Meadow Ranch (Ranch is on south side of Ten Mile between Wixom and Napier Rd.) • May 21, 2024 - Armando Delicato, author, Detroit Opera House (Located on southeast side of Grand Circus Park, downtown Detroit) | |
| <u>2023 Listen at the Library</u> <ul style="list-style-type: none"> • Juneteenth concert | |
| <u>2024 Bringing the Music to You – senior centers</u> <ul style="list-style-type: none"> • Done for the season | |
| <u>2024 Summer Music at Paradise Park – all events start at 6:30pm</u> <ul style="list-style-type: none"> • Planning - June 20th, July 11,18, August 1, 15. September 12. | |
| <u>Friends Events</u> <ul style="list-style-type: none"> • Next meeting May 8, 2024 at 7:00 pm | |
| VII. Adjournment* | |
| *Requires Action | |

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

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

Present: Marilyn Amberger, Evelyn Cadicamo, Carol Hoffman, Sue Johnson, Karen Schubert, (late arrival) Stephania Tolliver, Mary Angela Winter and Julie Farkas, Library Director.

Guests: Debbie Gasworth and Torry Yu. Both persons had expressed an interest in assuming a position on the Friends Board and wanted to sit through a session to see if this commitment would fit into each of their schedules.

Minutes of the November 8, 2023 Board Meeting: Evelyn Cadicamo. As there were no additions or corrections to be made, motion was made by Marilyn and seconded by Mary Angela to accept the Minutes as presented. Motion carried: 7-0.

Treasurer's Report: Marilyn and Sue. Marilyn read off the account balances as of 12/31/23 and stated that these figures were for two months as our last meeting took place on November 8, 2023. She was delighted with the \$25,000 and \$15,000 and \$17,000 figures and sighed heavily. However, upon looking at the balances we all knew that we were fortunate to have the security of these funds, and we must bear in mind that \$13,000 is Library money from Joyce.

Sue pointed out that the Cash Flow Statement covers the months of November and December. She also called our attention to a few of the items, namely, the Ducheneau International collection, the Giving Tree, Community Reads and the Kaleidoscope Program and offered a little information on each. She then asked if there were any questions dealing with the Budget or any of the other Statements. There being none, motion was made by Mary Angela and seconded by Stephania to accept the Budget as presented. Motion passed: 7-0.

Income	\$5,250.02	CF CD	\$25,946.83
Expenses	<u>6,320.51</u>	CF CD 2	15,525.60
Overall	\$-1,070.49	CF Checking	17,172.18
Total		CF Money Market	29,541.73
		CF Savings	.23
		Vibe Checking	<u>0.00</u>
		Total Bank Accts.	88,186.57
		Startup Fund	<u>100.00</u>
		Overall Total	\$88,286/57

Library Report: Julie Farkas, Library Director. Julie discussed the Authors' Luncheon that the Library usually participates in. We partner with Fox Run, have a luncheon and a presentation. It would be a little different this year: the presentation would be in the theatre as it would be a little quieter. This setting would accommodate about 60 people who would register to attend; the luncheon would accommodate about 40 people and the ticket would be

\$20. The Friends would be responsible for collecting the money for the tickets and then submit the total to Fox Run. March 5th 2024 is the date planned for this event.

Julie also discussed the Community Reads program. She would like to increase the program from 2500 to 3100. Six libraries come together and we all read the same book!

Sue made a motion to positively act upon the March 5th event at Fox Run, as well as the Community Reads increase. This motion was seconded by Mary Angela and was passed 7-0.

Book Nook: Sue Johnson. Sue announced that December was really a good month! It started out with 29 bags of holiday books for sale. By the end of the sale, almost nothing was left under the table. We did have a few books and those were sent to Thrift Books. We did, however, manage to save a few holiday books that were in excellent condition for next year.

We took in \$2,100 for the month of December. There were also some holiday gifts included in the sale, which sold very well. It seems people like to purchase not only a gift, but a gift that also includes a book! Good merchandising!!

The week of January 1st, 2024, while a short week, took in over \$500! Our Honor Box was very profitable also. Found in the Box were \$20 bills as well as checks. Yes, we are indeed fortunate.

Membership: Sue Johnson. Joyously, Sue announced that we are “doing very well!” We had some very generous donations! Sue then started to “think out loud” about having some kind of membership card whereby patrons could charge their membership, make purchases, send out an email, etc. There was not much feedback. Sue said she would get together with Dana to see if she could design something whereby a cell phone could be incorporated with the membership card, use the phone number and have the name on it. Pretty complex order!

President’s Remarks: Sue Johnson –

- Update on money remaining from Joyce for Book Nook = \$1,300.
- Update on Giving Tree – 39 leaves, \$6,200. Possible option: let people pick the location for their leaf. Several people have expressed a desire to do this.
- Applebee’s fundraiser: \$235.20
- Seedlings Thank you – received from Braille Books.
- Michigan Made Raffle Basket – 2023 Michigan Basket winner is Linda McAleer. We had 123 entries and made \$625. That is our largest raffle total to date! We had 23 requests for the free, one-year membership, issues with some requests, redesign of ticket
- Approval of \$600 for the Fox Run Author’s Live Luncheon on March 5, 2024; increase Community Reads by \$600.
- Approval of \$225 for January lunch for sorters – 9 people, \$25 each.
- February Event with Brentwood Grill – (Love Your Library Luncheon). It was determined that there was not enough time to plan a possible valentine event. Hence, it was decided that we would plan and execute our “Love Your Library Luncheon” during the April time frame, thereby getting ready to celebrate Library Week. Mary Angela will be taking the lead on this. The luncheon is now scheduled for Sunday,

April 14, 2024, 11 a.m. – 1 p.m. at Brentwood Grill (formerly Steve and Rocky's) and is \$50 a ticket. This will include the luncheon, entertainment, three-flight wine tasting, raffles and lots of enjoyment.

- Updates to promotional material – trifold bookmarks. We have \$500 allocated to Promotion.
- April Volunteer Appreciation Event – week of April 21-27; \$500 allocated (in 2023 this event cost \$283.50). We will work with the caterer from the café to help put forth a really nice presentation. Our Appreciation Day will take place on Tuesday, April 23rd at 9 a.m.
- Sue determined that with all these different events taking place, that perhaps it would be a good idea to get our newsletter out as we send it to about 230 people. She and Dana will put something together.

There being no more business to conduct, Sue invited both Debbie and Torry to tell us a little bit about themselves and library work. Each gave us a brief biography and what they were doing currently. Both wanted to keep this possibility open but were unable to commit currently. Time will tell.

Sue announced that we will not be meeting in either February or March. Our next meeting will be **Wednesday, April 10, 2024 at 7 p.m.**

Sue inquired if anyone had anything else to discuss. There being nothing to discuss, Sue called for a vote to adjourn. This motion passed: 7-0. Meeting adjourned at 8:22 p.m.

Respectfully submitted,

Evelyn Cadicamo

Addendum to Minutes of January 10, 2024 Meeting

On **January 18, 2024** Sue had sent out an email informing the Friends Board that she and Mary Angela met with Anne Craig on Tuesday, January 16, 2024 and had a “great meeting.” She wants to become a member of the Friends Board. Sue had stated that she did not want to “wait until April to approve her joining the board as she is willing to get involved now. Sue made a motion to approve appointment of Anne Craig as a director on the Friends of Novi Public Library Board. She expressed a desire to “have a second.”

On **January 23, 2024** Sue sent out an email stating, “we have unanimous approval for my motion to approve appointment of Anne Craig as a director on the Friends of Novi Public Library Board, seconded by Marilyn Amberger. This action will be added to the January Minutes and made a part thereof.

On **February 9, 2024** Sue sent out an email stating “due to conflicts the date for the Volunteer Appreciation day is being changed from Tuesday, April 23 to Wednesday, April 24. The time is still 9-10 a.m.

On **February 17, 2024** we received an email from Carol Neumann stating that “the January total sales in the Book Nook was \$1,653.06, which is a little down from previous months, but it usually is at this time of year.” Carol was confident that “we’ll spring back.....we always do with all of your [collective] efforts especially.” Again, “I thank each of you for your dedication and for a job well done.” Many thanks for your kind words. It is our pleasure.

On **March 11, 2024** Sue sent out an email stating: “I have been working with Dana on some budget relocations for 23/24 as some original projects will not be done and others will be deferred to 24/25. There is one increase. Due to increases in food costs, Dana is asking an additional \$300 for the Staff Luncheon during National Library week. The budget currently has \$500 and will increase to \$800. This is the one that includes the Friends Board and Library Staff. I make the motion that we approve the \$300 increase to the “Staff Lunch” to make it \$800. Can I have a second?”

On **March 15, 2024** Carol Neumann sent out an email stating the Book Nook “made \$2,507.38 in February.” What wonderful news!!

On **March 15, 2024** an invitation was sent to all Novi Public Library volunteers to join the staff for a special celebration honoring all of us. The event will be held on Wednesday, April 24, 2024 from 9-10 a.m. As was done last year, we should be thinking about a favorite book as each of us will get to pick it from the collection and add our own bookplate in honor of our volunteerism. We are to RSVP by April 11, 2024.

On **March 20, 2024** Sue sent an email regarding our proposed Brentwood Grille event. Unfortunately, this event had to be cancelled as the Grille required that we have 100 people attending to hold the event and we had only 27 with only a few weeks to go. People who had registered should have received an email regarding the cancellation.

On **March 29, 2024** Dana forwarded an invitation to Sue for a representative from the Friends’ Board to review applications and/or sit on the interview panel for the two Summer Teen Leader Volunteers. That person will be reviewing apps the week of April 8th and conducting interviews the weeks of April 15 and April 22. Interviews will last about 30 minutes each, likely during the after school or early evening hours. If anyone from the Friends Board is interested, please let Dana know by April 3rd. We did have two people volunteer: Mary Angela and Karen. Their names were given to Dana.

On **April 1, 2024** Sue sent an email to the Secretary stating that she had “heard from everyone and the vote was unanimous.” Dana’s request for a \$300 increase for the Staff Luncheon during National Library Week was approved. Motion for approval made by Sue Johnson, seconded by Evelyn Cadicamo. Motion passed: 8-0.

Respectfully submitted,

Evelyn Cadicamo



Volunteer Appreciation Breakfast

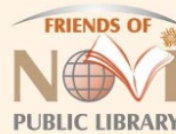
To celebrate Volunteer Recognition Week (April 21-27), join us for a special event to celebrate YOU and all of the hard work our wonderful volunteers do for the Novi Public Library!

Wednesday | April 24 | 9-10am

Novi Public Library, 45255 W. Ten Mile Rd.

Be thinking about your favorite book as you will get to pick it from the collection and add your own bookplate in honor of your volunteerism! *Book must be available in the library the day-of the event.*

Full breakfast will be served.



In Honor Of

Presented By

Friends of Novi Library



Volunteer Recognition Week
April 21-27, 2024

CITY OF NOVI HISTORICAL COMMISSION

NOVI HISTORICAL COMMISSION
FEBRUARY Minutes
Wednesday, February 21, 2023
Novi Library Local History

CALL TO ORDER: 7:03 p.m.

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

ABSENT: None

INTRODUCTION OF GUESTS: Rae Manela (Library Liaison), Sue Grifor, David Galloway

APPROVAL OF AGENDA: APPROVED

APPROVAL OF JANUARY MINUTES w/ Amendments: APPROVED

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2023/2024 Fiscal Year			
	BUDGET	EXPENDITURES Thru Feb. 21, 2024	
Display Cabinet Exhibit	\$ 500.00	\$ (46.67)	
Marketing/Brochures/Engage/Name Badges	\$ 900.00	\$ -	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 9,000.00	\$ (34.55)	
Program/Speaker Fees	\$ 1,200.00	\$ (300.00)	
Storage Unit	\$ 2,900.00	\$ (2,852.00)	
Acquisition (Books/Materials)	\$ 1,500.00	\$ (1,200.00)	
Conference/Continuing Education	\$ 1,200.00	\$ (50.00)	
Legal Fees	\$ 500.00	\$ -	
Special Projects Examples: Villa Barr, Photography, Veterans Sign, Oral Histories, City/Community Events, MotorCycles Markers, Ormea Intern	\$ 4,000.00	\$ (12,646.75)	
TOTAL:	\$ 21,700.00	\$ (16,832.01)	\$ 4,787.99
Equitable Projects	<u>Expansions</u>	<u>Revenue Rec'd</u>	
Villa Barr Book Sales YTD	\$ -	\$ -	
Wreaths Across Novi Project-2023	\$ 2,281.10	\$ 3,100.00	

Treasurer's Report: APPROVED

LIBRARY LIAISON REPORT:

History Room Office Hours:

Mon. Mar. 4 (12 – 2p.m.): Debbie Wrobel & Kathy Crawford

Mon. Mar. 18 (6 – 8p.m.): Dan Pierce & Kim Nice

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

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

Micro-film Scanner: Rae and some of the Historical Commission members participated in demonstrations of new micro-film scanners by Crowley Digitization and Smith Imaging. The total cost for the Crowley machine is \$13,715. The Smith Imaging scanner was \$10,365 but doesn't include the monitor. Rae will get the all-in pricing for the Smith Imaging scanner and the Commission will then vote on it.

Presentation Support: Teen volunteers are available to help with presentation support. If interested work with Rae. The teen support can be provided after school for two hours. If more time is needed, work with Rae on scheduling additional support.

Intern Presentation: Amie Fuentes – a Library intern – provided an update on her work to create descriptive metadata for the Knapp and Novi Cemeteries on the Historical Commission’s Omeka site. The metadata was a very detailed description of the tombstone, what is written on it and the condition it is in.

DISCUSSION ITEMS:

Historical Commission Appointments: The City of Novi approved the appointments of Kelly Kasper and Randy Van Wagnen at the Monday, Jan. 22 City Council meeting.

Upcoming Historical Programs:

- Thursday, March 21, 2024 – Women of Michigan’s Capitol
- Thursday, April 18, 2024 – History of Detroit Coney Island
- Thursday, May 16, 2024 – Survivors, Victims & Legacies

Betty Lang Recognition and Plaque: The plaque is around \$170 and comes with 12 bars to be engraved. The name of the recognition will be “The Betty Lang Internship Award.” The plaque will also include the Novi Historical Commission logo. It could take up to two to four weeks to get the plaque done.

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

City Superhero Showcase: Formerly known as Springapalooza, the event – for families – will take place on Thursday, June 6. The event showcases all the different departments within the city. The City is asking for the Commission to provide ideas and themes to be submitted. Kelly Kasper and Randy Van Wagnen will work on ideas and share ideas at the next meeting.

Locked in the Library: Novi Meadows is hosting an event for students at the Novi Public Library on March 1 from 6:30 – 8:30 p.m. Students will come to the Local History Room with a question they need to get answered. Kim Nice and Debbie Wrobel will participate from the Historical Commission.

Cemetery Sign Correction: Kathy Crawford met with City of Novi’s Jeff Muck and he is investigating possible solutions within the City of Novi that offer alternatives to re-doing the sign. Kathy will provide an update at the March meeting.

ONGOING PROJECTS:

Tombstone Images: Kim Nice is going to meet with the Novi Photography Club in March about re-taking images of the tombstones in Novi Road Cemetery. An update will be provided at the March meeting.

Program/Speaker Series 2024/2025: Following the Michigan Perspectives Conference the Commission will begin compiling possible speakers to be part of the 2024/2025 speaker series.

Miniature Project: Randy Van Wagnen reported that the project is going well and advancing. Randy showed a small scale of the general store. The students are running some test prints and will provide another update at the March meeting.

NEW BUSINESS: NONE

PUBLIC COMMENT: Guest David Galloway has worked on identifying cemeteries in Kentucky. He attended to learn more about what the Historical Commission does and what is discussed during the meetings.

NEXT MEETING: Wednesday, March 20 at 7 p.m.

ADJOURN: 8:48 p.m.

LIBRARY BOARD COMMITTEE REPORTS

1. Policy Committee – No Meeting held

GOALS

1. Continued review of public policies

Recommendation: To change the use of the word from "guest" to "patron" for all Library Public Policies and HR Policies and verbal and written communications as it relates to users of the Novi Public Library. This would be a global change for the organization.

Following the Strategic Planning process in 22/23, the Library's Customer Service Committee was reengaged to begin working on the internal and external customer needs that were brought forth in public and staff feedback sessions. The Customer Service Committee, under the leadership of Lindsay Gojcaj, Youth and Teen Services Supervisor, has been meeting with Consultant, Marilyn Suttle, to create a new Customer Service Plan for the Novi Public Library.


One of the many areas of improvement that was identified early on in staff committee discussions and staff survey results was the need by staff to change how we identify users of the Library. Prior to COVID, many staff had gone through Disney Customer Service training and there was a drive to identify users of the Library as "guests". This unfortunately has not been an easy transition for staff as the mainstream and more natural identification of users in a library organization has historically been "patron". From the results below and in better alignment with the Library's new Strategic Plan the consensus would be to adopt the term "patron".



**Survey Results
& Values
Justification**

Guest vs Patron

WELCOMING AND INCLUSIVE ENVIRONMENT
COMMUNITY FOCUS
COLLABORATION
INNOVATION
LEARNING
CREATIVITY



The Values logo features a target icon with three arrows hitting the bullseye, positioned to the right of the word 'Values' in a blue sans-serif font.

Customer Service Staff Feedback Survey Responses

57 total responses

43 selected patrons

11 selected guests

3 responses of "no preference"



WELCOMING AND INCLUSIVE ENVIRONMENT

Enhanced Community Image: The term "guest" implies a temporary, perhaps one-off, relationship. It suggests hospitality and service on the part of the host (in this case, the library) towards the guest, with the guest being the recipient of these services. While it conveys a warm welcome, it does not necessarily imply a **deeper connection or ongoing engagement with the library** or its mission.

A "guest" might feel welcomed during their visit but may not feel a strong sense of responsibility towards the welfare or success of the library. By framing users as patrons rather than guests, a library communicates that its community is made up of engaged, supportive members who have a **vested interest** in the institution's health and vibrancy. This **enhances the library's image as a community hub that is supported by and deeply connected to its users.**



COMMUNITY FOCUS

Increased Sense of Ownership and Investment:

The term "patron" fosters a sense of **community and ownership** among users, suggesting they are not just visitors but integral members who support and value the institution.

Marketing and Fundraising:

Emphasizing the library as a **community-supported institution** aligns with focusing on the collective effort and support of the community.



COLLABORATION

Perceived Value and Commitment: Highlighting the role of customers as patrons underlines the collaborative effort in maintaining the library, **acknowledging their contribution to its operations and success.**

Expectations of Service: Shifting from "guests" to "patrons" might subtly alter the perceived dynamic between the library and its users. While "guests" might suggest a temporary relationship with an emphasis on hospitality and a high level of service provided by the library, "patrons" suggests a more **reciprocal**, ongoing relationship. Patrons are often seen as contributing members of the institution, which might shift expectations towards a partnership where both parties contribute to the library's success. This does not necessarily lower the standard of service but contextualizes it within a framework of mutual support and engagement rather than solely the library serving the individual's immediate needs.



INNOVATION

Cultural and Historical Connotation: The term "patron" carries with it a sense of tradition and cultural importance. Using "patron" suggests a partnership where individuals are collaborators in the library's evolving landscape, actively shaping and benefiting from innovative services and technologies.

LEARNING

The term "patron" underscores a commitment to personal and community growth, reflecting a deeper, ongoing relationship with the library as a center for lifelong learning.

CREATIVITY

Recognizing users as patrons implies an active participation in the library's cultural and creative life, suggesting that the creative contributions of patrons are valued a integral to the library's identity and community image.



ALIGNED VALUES

By aligning the transition from "guests" to "patrons" with these values, the Novi Library can reinforce its commitment to creating a welcoming, community-focused, collaborative, innovative, learning-rich, and creative environment.

This shift not only reflects the library's mission and values but also enhances the relationship between the library and its community, encouraging active participation and support.

In summary, changing the name from guests to patrons emphasizes a more engaged, supportive relationship between the library and its users, potentially enhancing the library's role as a community hub and elevating the customers' role from passive visitors to active supporters.



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 – No meeting held

GOALS

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

4. Events/Marketing/Fundraising Committee – Meeting scheduled for: April 30, 2024

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

GOALS

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

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

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

Novi Public Library STRATEGIC PLAN 2023-2028



Mission

Cultivate Learning
Inspire Creativity
Foster Inclusivity

Vision

A vital community hub
for enrichment, exploration
and understanding.

Values

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

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

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

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

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

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



Align Funding & Services

Challenge:
The funding vs. expected services gap

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



Improve Internal Communications

Challenge:
Disconnected internal decision processes

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



Adapt Resources, Services & Facilities

Challenge: Need to align services & resources to funding

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



Staff Investment & Retention

Challenge: Staff engagement & turnover

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



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

Turn this page over to read
about our plans for 2024-2025.



engage | envision | evolve



Align Funding & Services

- **Commit** to a ballot initiative for additional funding when the current building bond expires in fall 2026, with the Library Board's approval. Utilize fund balance to cover operating expenses required to maintain current levels of service.
- **Increase** community and City Council awareness of Strategic Plan and current funding gap.



Improve Internal Communications

- **Implement** new communication tools with clear guidelines for use.
- **Increase** transparency across the organization through sharing committee work with staff, departmental digest emails and a more robust eNewsletter.
- **Increase** committee participation among all departments and levels of the organization to include diverse perspectives.
- **Create** a tool to gather and classify suggestions, needs and wants from the community.
- **Continue** to develop department manuals and employee training on internal procedures and communication expectations.



Adapt Resources, Services & Facilities

- **Implement** collection changes supported by community feedback, including adding new genre stickers, increasing funding for digital libraries and investigating a future resource kit collection for seniors. Consolidate YA collections to new larger shelving area. Adjust Lakeshore Lending Library collection to increase usage. Continue monitoring circulation and database usage data to inform future decisions.
- **Adapt** programming based on community feedback and staffing levels, including increasing offsite programs, eliminating registration for grab and go kits, collaborating with partners, exploring sensory-friendly daytime programming and gathering feedback from program attendees.
- **Adapt** physical library spaces based on community feedback and observations of usage, including a Teen Stop renovation. Explore ideas for future building improvement projects to the early literacy play area, newspaper room, patio and seating areas.
- **Complete** elevator maintenance and main lobby HVAC system upgrades.
- **Improve and expand** library technology, including a public printing solution, upgraded early literacy computer stations, new equipment in the iCube, updated server for TV marketing and a public phone charging locker. Add a card dispenser at the Lakeshore Lending Library (vendor depend.).
- **Continue** to evaluate Building Policies for effectiveness.
- **Improve** wayfinding throughout the building, on our website and through printed brochures to improve accessibility for non-English speakers/readers and patrons with disabilities.
- **Pursue** new marketing strategies to increase engagement with and awareness of Library resources, services and facilities.
- **Implement** new cardholder outreach campaigns in areas with low percentages of cardholders.



Staff Investment & Retention

- **Continue** to evaluate HR Policies for improvements, culminating in a new HR Manual.
- **Explore** and implement more remote work opportunities for positions where feasible.
- **Form** an Employee Wellbeing Committee to plan morale-boosting full-staff activities and health/wellness offerings.
- **Increase** staff recognition opportunities.
- **Explore** costs to offer a tuition reimbursement benefit (FY25-26).
- **Implement** Customer Service Plan based on Customer Service Committee work.
- **Implement** anonymous comment card system.
- **Continue** to review wages to stay in line with industry standards and cost of living.
- **Offer** additional professional development opportunities, based on staff feedback.
- **Explore** offering an "NPL University" and determine modules / snapshot tours of different roles in the organization (FY25-26).
- **Recognize** milestone anniversaries better.
- **Continue** to improve onboarding processes under new HR Specialist.
- **Provide** annual staff survey to determine priorities for the following year.

6. Building & Grounds Committee – Meeting held: April 18, 2024

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

Unexpected Building Maintenance Cost as April 2024:

We received information from our elevator vendor that our button panels in both elevator cars are no longer supported and will need an upgrade. There is currently no longer inventory for the type we have. The cost to update both cars is: \$5,704.00. This work will be done by June 1, 2024. This will be expended out of the Building Maintenance budget 271-934.000.

Novi Logo Signage for Ten Mile Road:

The sign has been ordered and permits have been approved through the City of Novi. Confirmation of date for installation is still pending.



Recommendation to the Library Board Contract for Janitorial Services

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

Janitorial Services Bid Results

Bid Opening: Monday, February 26, 2024 at 2pm, City of Novi

Total number of companies that submitted a bid: 5

Company	QTY	Unit Prices	Total	Bonding Letter
RNA	12	\$7,607.09	\$91,285.08	Y
IVEZA	12	\$7,950.00	\$95,400.00	N
LGC Global	12	\$8,000.00	\$96,000.00	Y
GDI Integrated	12	\$8,680.04	\$104,160.50	Y
Elite Janitorial & PPE	12	\$10,800.00	\$129,600.00	Y

Evaluators	Elite Janitorial & PPE	GDI Integrated Facility Services	IVEZA Building Services	LGC Global Facilities Mgmt.	RNA Facilities Mgmt.
Julie Farkas	325	305	195	435	240
Maryann Zurmuehlen	455	375	280	240	150
Keith Perfect	185	445	155	435	280
TOTAL	965	1,125	630	1,110	670

Costs/Fees were added to the evaluation from lowest bid to highest bid and ranked accordingly (1 - highest; 5 -lowest). IVEZA did not provide a bonding letter, which created a 1 in the experience/qualifications criteria area.

Two companies were interviewed, GDI and LGC. Director Farkas contacted references for both companies. Each company had one reference response based on 3 reference checks contacted per company. Both companies received a 4 out of 5 when rating the quality of work (1 being low and 5 being high). Both references confirmed similar work experience where office spaces, restrooms, staff areas were part of the work detail. Both references provided confirmation that the company was responsive to cleaning issues done in a timely manner if missed in the initial cleaning. Both references confirmed the years of service to be accurate based on information provided by the company.

Based on the scores from three staff evaluators, the reference checks completed by Director Farkas, and interviews held with the two companies, the recommendation is to sign a new contract with GDI Integrated Facility Services.

GDI Integrated Facility Services: 12 years in business; local office in Southfield, MI; over 36,000 full time employees; over 168 clients in Southeast Michigan; cleaning experience with schools and public works facilities; additional services provided; database of staff to pull from for quick replacement for absences or resignations; onsite location-specific phone for staff clock-in and clock-out; 3+ step supervisory levels to handle issue escalation; utilizes "GDI Inspect" app for Quality Controller to perform several inspections in first 30 days and to perform periodic unannounced inspections afterwards on either a bimonthly or quarterly basis; 24/7 availability; provides 2 general cleaners and 1 supervisor for the site.

Quotation Evaluation Spreadsheet

Contract for HVAC Services 2024

Vendor	Base Bid (Inspections)				Repairs/Service Calls/Start-Up/Shutdown			Materials Markup from Contractor's Cost %	Other Charges				
	Frequency	Annual Quantity	Unit Cost	Annual Cost	Type of Hours	Timeframe	Hourly Rate						
Allied Building Services	Once Per Quarter	4	\$1,700.00* *This will be all equipment minus the equipment listed in OTHER CHARGES.	\$6,800 (Base Bid Total) +	Regular Hours	MON - FRI 7am – 5pm	\$99/hour + \$109 Trip	15-30%	1 x YEAR Backflow Testing \$125 1st devise / \$99 each additional devise = 5 total (\$125 1st Device + 4 Devices @ \$99=\$521 Total/Year)				
				\$2,411 (Other Charges) =						Overtime Hours	MON – FRI After 8 hours; First 8 hours on SAT	\$148.50 + \$109 Trip	1 x YEAR CSD-1 Testing on (2) Boilers - \$395/each. Total per year = \$790
										Sunday Hours	12am SAT – 7am MON	\$198 + \$109 Trip	1 x YEAR Chiller Condenser Coil Wash (one unit) \$1100.00/year
										Library Closures	5pm Prior Night – 8am Following Day	\$198 + \$109 Trip	TOTAL FOR ABOVE ADDITIONAL ITEMS = \$2411.00
				\$ 9,211.00						**TOTAL FOR BASE BID + OTHER CHARGES = \$9,211			
Stuart Mechanical	Once Per Quarter	4	\$ 3,109.00	\$ 12,436.00	Regular Hours	MON - FRI 7am – 5pm	\$ 125.00	15%					
					Overtime Hours	MON – FRI After 8 hours; First 8 hours on SAT	\$ 187.50						
					Sunday Hours	12am SAT – 7am MON	\$ 187.50						
					Library Closures	5pm Prior Night – 8am Following Day	\$ 187.50						
RW Mead	Once Per Quarter	4	\$ 4,600.00	\$18,400 (Base Bid Total) +	Regular Hours	MON - FRI 7am – 5pm	\$ 130.00	22%	Torch Set \$25				
				\$345 (Other Charges) =	Overtime Hours	MON – FRI After 8 hours; First 8 hours on SAT	\$ 184.00		Air Hoist \$125				
					Sunday Hours	12am SAT – 7am MON	\$ 260.00		Refrigerant MGMT \$150				
					Library Closures	5pm Prior Night – 8am Following Day	\$ 260.00		Leak Detector \$45				
				\$ 18,745.00					**TOTAL FOR BASE BID + OTHER CHARGES = \$18,745				
Level One HVAC	Once Per Quarter	4	\$ 6,325.00	\$ 25,300.00	Regular Hours	MON - FRI 7am – 5pm	\$ 115.00	15% off list price	Trip Charge for service calls above the service agreement (\$75).				
					Overtime Hours	MON – FRI After 8 hours; First 8 hours on SAT	\$ 172.50						
					Sunday Hours	12am SAT – 7am MON	\$ 172.50						
					Library Closures	5pm Prior Night – 8am Following Day	\$ 115.00						

Quotation Evaluation Spreadsheet													
Parking Lot Resealing 2024													
Vendor	Dates for Work Completion			Hot Poured Rubber Crack Filling	Sealcoating	Pavement Markings	Right of Way Sealcoating & MISC Work				Repaint Large Crosswalk	Total Cost of Project	Notes
	05/24/24 to 05/26/24	07/05/24 to 07/07/24	09/06/24 to 09/08/24				Saw & Seal	Clean & Sealcoat	Stripe Arrows	Total			
A & R Sealcoating	Available			\$ 3,600.00	\$ 8,000.00	\$ 1,200.00	\$ 500.00	\$ 300.00	\$ 125.00	\$ 925.00	\$ 125.00	\$ 14,775.00	
Copeland Paving Inc.	Yes, at time of quote			\$ 7,059.00	\$ 10,294.00	\$ 1,647.00	not mentioned	included	included	\$ 530.00	\$ 412.00	\$ 19,942.00	Requesting 50% deposit to be placed on schedule rotation. Work to be performed in 1 trip or an additional \$750 charge will apply.
T&M Asphalt Paving	Not Available	Available	Available	\$ 5,400.00	\$ 10,550.00	\$ 905.00	\$ 1,386.00	\$ 450.00	\$ 75.00	\$ 1,911.00	\$ 200.00	\$ 20,957.00	Will used different hot poured rubber crack filling (Crafco Roadsaver 221 or equivalent). Will apply 2 coats of Gemseal Guardian PM asphalt emulsion.
Metro Sealcoating	Quote Requested	No Quote Submitted											
Midwest Pavement Contracting, Inc.	Quote Requested	No Quote Submitted											

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

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 date not determined as of 4/21/24.

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

GOALS

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

Center for Continuous Learning

FOX RUN

41000 13 Mile Road

Novi, MI 48377

The Fox Run Center for Continuous Learning invites distinguished speakers to provide opportunities for residents of Fox Run and the metro Detroit community to learn and grow.

✓ Julie Farkas, Director - Novi Public Library
Debbie Mikula, Ex. Director - Michigan Library Association
Loren Khogali, Ex. Director - Michigan ACLU

Dear Library Panelists,

April 11, 2024

On behalf of the *Fox Run Center for Continuous Learning* I would like to thank you for your impressive presentation this week – ***Book Banning and Other Library Challenges in Today's World***. The feedback we received from both residents and guests was overwhelmingly favorable just as we had anticipated! Some examples of the comments we received on the evaluation forms were comments such as – “Powerful women!”; “WOW”; “Outstanding”; “So informative”; “Scary”; “Impressive group of women”; “Excellent presentation by all three speakers”; “Learned so much”; and “Thank goodness for your efforts - we appreciate YOU”.

The comments that I also appreciated were “Informed, excellent speakers, deeply committed to democratic freedom”; “As a retired librarian, I could not imagine better informed presenters than these three!”; “This topic is extremely important because of today’s political climate”; and “God bless you for what you do to protect our communities.”.

There were several requests to bring you back - “More programs of this nature”; “Come back, so we can ask more questions”; and “They are welcome any time!”. Thank you for your impressive and meaningful presentation to our Fox Run community. You will always be welcomed, valued and appreciated.

Sincerely,



Doreen Poupard

Chair: *Fox Run Center for Continuous Learning*

Email Re: Library Budget and Strategic Planning Information
To: Priya Gurumurthy, City Council Member
CC: Victor Cardenas, City Manager
Date: April 12, 2024

Hi Priya-

Thank you for reaching out to me regarding the library's budget and strategic planning information. I have attached three documents for you to review:

1. The latest Strategic Planning work plan for 24/25 which was reviewed by the Library Board on March 21, 2024
2. Library Department Information for City Budget that shows the 24/25 goals for the Library, which includes a statement identifying a need for future operational and building funds. This was addressed in the Library Board's budget sessions in Jan/Feb 2024.
3. A cost estimate for future building operational needs that have been identified to date, but do not include personnel, technology or a youth renovation (which are currently being worked for 24/25). This was shared with the Board during budget sessions, and has increased as of 4/24 to an estimated total of: \$2,806,019, As we go through the process of reviewing all parts of the organization, this chart will be updated to reflect.

Please let me know if you have any questions.

Julie



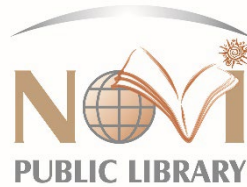
Julie Farkas - Library Director (she/her/hers)

Novi Public Library 45255 W. Ten Mile Rd. Novi MI 48375

Office: 248-869-7233 | **Mobile:** 248-331-7815

www.novilibrary.org

Inform. Inspire. Include.



LIBRARY CLOSINGS 2024

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

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

LIBRARY BOARD MEETINGS

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

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

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

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



Library Board Calendar

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

2024

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

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

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