



Agenda

Novi Public Library Board of Trustees
 Thursday, September 26, 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: August 22, 2024 - Regular Board Meeting4-9
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#642) 10-12

Presentations

- 1. Introduction of new Assistant Directors: Maryann Zurmuehlen and Lori Lowry
- 2. 2024 Staff Awards
- 3. Friends of Novi Library 2023/2024 Annual Presentation – Sue Johnson, President

Public Comment

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

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

Reports

- 1. Student Representatives Report –August 2024 13-18
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D. Marketing and Community Promotion (Dana VanOast)	63-64
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G. Friends of Novi Library – September Newsletter; Board Biographies.....	76-79
H. City of Novi Historical Commission – 7/17/24 Minutes.....	80-81

Public Comment – see language above to be recited

Committee Reports

- Policy Committee:** Review current public policies for the Library
 (Chair: Sturing, Bartlett and Gawalapu, Staff Liaison – Julie Farkas)
 - No Meeting HeldN/A
- HR Committee:** Review HR Policies for the Library, Director Review & Goals
 (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)
 - No Meeting heldN/A
- Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)
 - Meeting held: September 5, 202482
- Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 (Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)
 - Meeting held on: September 9, 202482
- Strategic Planning Committee:**
 (Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Hillary Hentschel, Info Services)
 - No meeting heldN/A
- Building & Grounds Committee:**
 (Chair: Gawalapu, Sturing, Halvangis (Staff Liaison – Julie Farkas)
 - Meeting held on: September 9, 202483
- Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
 (Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)
- DEI: Diversity, Equity and Inclusion Committee**
 (Chair: Dooley, Crawford, Halvangis (Staff Liaison – Julie Farkas)
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Matters for Library Board Action

1. Approve new Board Meeting Dates for 2025 – 2nd Thursday of the month85
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Closed Session

1. N/A

Adjournment

Supplemental Information

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2024 Future Events:

- **9/26/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers**
- 10/9/24: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 10/16/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **10/24/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers**
- 11/13/24: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 11/20/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **11/21/24: Library Board Trustee Meeting at 7pm, Novi Public Library – 3rd Thursday, due to holiday**
- **11/27/24: Library CLOSED at 5pm**
- **11/28/24: Library CLOSED Thanksgiving Day**
- **11/29/24: Library CLOSED**
- **11/30/24: Library CLOSED**
- **12/1/24: Library CLOSED**

Inform. Inspire. Include.

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

<http://www.novilibrary.org>

MINUTES



Library Board of Trustees – Regular Meeting
Initial Draft – MINUTES
August 22, 2024, 7 PM
Novi Civic Center, Council Chambers

Initial Draft

Call to Order by President Mark Sturing

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary Dooley

Library Board – 6 board members were recorded present

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

Student Representatives

- Alexandra DeMore
- Alyna Dohadwala

Library Staff

- Julie Farkas, Director
- Amy Crockett, Recording Secretary

Approval of

Agenda.....1-3

Trustee Sturing: Delete item 2 from Presentations. The Friends of the Novi Public Library will not be here tonight and will present next month.

Motion: To approve the Agenda with removal of item 2 under Presentations

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

Motion passes – 6-0

Consent Agenda

- 1. Approve Minutes of: July 25, 2024 Regular Board Meeting.....4-9
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#641).....10-12

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

Motion passes – 6-0

Presentations

- 4. Annual Teen Presentation by Student Representatives: DeMore and Dohadwala

Student Representatives DeMore and Dohadwala: Presented a wrap-up of teen activities at the Library for the 2023-2024 fiscal year, including programs, Teen Advisory Board meetings, Teen Space statistics and Teen Stop book displays.

Director Farkas: Noted that Teen Space numbers are back to what the Library was seeing pre-Covid.

Trustee Sturing: Expressed that it was an impressive presentation and that the programs and attendance numbers are also impressive.

Trustee Dooley: Thanked the student representatives for all their work and asked if there is anything they want to see or enhance for next year.

Student Representatives DeMore and Dohadwala: Said they want to keep attendance numbers up and promote programs more throughout the community, especially the Teen Advisory Board. Both students think more teens would enjoy being a part of it, but just don't know about it.

Director Farkas: The Library has plans to try to engage teens more on social media this upcoming year.

Public Comment

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No Public Comment

Reports

- 1. Student Representatives Report – July 2024.....13-14

Trustee Halvangis: Inquired about the No Required Reading Book Club.

Student Representative DeMore: Explained that it is a new book club for teens.

Director Farkas: The book club is trying to get teens to read outside of school for fun.

Director Farkas: Provided an update on the new Teen Area renovations, which are 85% done, just waiting on some more seating and the door to be delivered. Believe changes will help maximize space. Also provided update on Teen Space which will begin on the first day of school, August 26, and will be run by 4 different staff members this year. The Library tends to see about 10% of Novi High School students come over after school (200 people). An email went out this week sharing information for patrons about the after-school rush, including new parking information for parents and students. We believe our Customer Service position will be filled in September, which will help at this time of day.

2. President's Report (Mark Sturing).....N/A
 A. 2024-2025 Board Committee Assignments.....15

Trustee Sturing: Praised the newsletter from Fox Run that was in Board Member folders. Attended Summer Songfest last week, which was well-attended, including a slightly younger crowd. Thanked Paradise Park and the Friends of the Novi Public Library for sponsoring these events. Likes to see Board Members getting so involved and sending financial questions to Julie to try to educate themselves about Library spending.

Trustee Dooley: Attended Fox Run Care Fund Gala which helps support residents who have fallen on hard times. We have a great partnership with Fox Run and it was a great event. Was also able to talk with the Mayor and members of City Council at the event and build camaraderie.

Trustee Crawford: Also attended the Fox Run Gala, the last two Summer Songfest concerts, and presented a program at Fox Run on the history of Novi. Senior Day at the State Fair is August 29 – free entrance for ages 60 and older and veterans. Will be attending the Library's On the Road to Michigan Central Station bus trip on August 23, which filled up in 2 days, and the On the Road to Saginaw bus trip which is taking place September 27 and still has a few spots open. The Historical Commission is hosting a Guardians of Michigan program at the Library on September 26.

3. Treasurer's Report (Brian Bartlett)
 A. 2023-2024 Library Budget Fund 271.....17-19
 B. 2023-2024 Contributed Fund Budget 272.....20
 C. Financial Report July 2024.....21
 D. Library Fund 271 Expenditure & Revenue Report as of July 31, 2024.....22-24
 E. Library Fund 272 Contributed Fund as of July 31, 2024.....25
 F. Balance Sheets for Funds 271 and 272 as of July 31, 2024.....26-27

Trustee Bartlett: Should have the finalized budget from 2023-2024 next month. Estimate we are going to have a surplus of \$90,000. We had added revenue that was unexpected due to treasury bonds doing better than they have in the past, as well as being down in employees most of the year, especially in higher salaried positions.

Director Farkas: Final budget numbers will actually come in October, due to turnaround time from the City.

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

Director Farkas: Staff Professional Development Day was great. Working on getting feedback from staff so we can start to plan for next year. Included information in report from Steven Bowers' presentation from The Library Network. Added a new department report for Marketing and Communications.

Trustee Dooley: Explained the Human Library program that is coming to the Library. Expressed excitement for the event and pride in the staff for the hard work in putting it together. Asked Director Farkas if she has an update on how many people have applied to be a part of it.

Director Farkas: Said she will get an update to share with the board and gave a shout out to Librarian Emma DeCenso for taking on this event. It will be a great opportunity to connect and learn from others and will take place on November 9.

Dooley: Thanked Library staff for helping her get multiple cards within her household connected through the Libby app.

Trustee Sturing: Wondered if patrons can access the Library using their driver's license in addition to their library card.

Director Farkas: Explained that the Library does require a library card to be presented, but that you can have your card on your phone through the Library's app.

Public Comment

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No Public Comment

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 - Chair: Sturing, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting
 - Held.....N/A

2. **HR Committee:** Review HR Policies for the Library, Director review & goals

- Chair: Crawford, Dooley, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - No Meeting Held.....N/A
3. **Finance Committee:** Financial plan based on building assessment review,
Library endowment investigation
- Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
- Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - No Meeting Held.....N/A
5. **Strategic Planning Committee:**
- Chair: Bartlett, Crawford, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
6. **Building & Grounds Committee:**
- Chair: Gawalapu, Sturing, Halvangis, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
7. **Bylaw Committee (Ad-hoc):** Review of Library Board Bylaws
- Chair: Bartlett, Sturing, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
8. **DEI: Diversity, Equity and Inclusion Committee:**
- Chair: Dooley, Crawford, Halvangis, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A

Matters for Library Board Action

- 1. None.....N/A

Communications

- 5. N/A

Closed Session

No Closed Session

Adjournment

Motion: Motion to adjourn at 7:49 PM
 Motion to Adjourn – 1st – Trustee Bartlett
 2nd – Trustee Crawford

Motion Passes – 6-0

Supplemental Information

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

2024 Future Events:

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

WARRANTS

Warrant 642	271 Accounts	September 2024	
Payable to	Invoice #	Account number	Amount
Quill	Clipboard	271-000.00-727.000	\$ 65.42
Vistaprint	Business Cards CC	271-000.00-727.000	\$ 27.98
USPS	Postage CC	271-000.00-728.000	\$ 100.00
Stamps	postage CC	271-000.00-728.000	\$ 19.99
Knight Technology	July	271-000.00-734.000	\$ 700.00
Knight Watch	monthly monitoring	271-000.00-734.000	\$ 315.00
TechSoup	Microsoft 365 - 8/7/24 - 8/11/24 CC	271-000.00-734.000	\$ 59.88
Amazon	icube	271-000.00-734.500	\$ 536.73
eBay	10 New Staff PCs (2024-25 PC refresh)	271-000.00-734.500	\$ 249.90
Knight Technology	Datto support, UPS,DNS,Firewall	271-000.00-734.500	\$ 555.00
MatterHackers	iCube - Shinsho Donation	271-000.00-734.500	\$ 487.94
Telsystems	power supply	271-000.00-734.500	\$ 1,322.37
ThingSmiths	iCube printer maintenance	271-000.00-734.500	\$ 150.00
Amazon	tally counter	271-000.00-740.000	\$ 48.80
CDW-G	Fuser for Support Services laser printers	271-000.00-740.000	\$ 460.52
Computype	CD/DVD	271-000.00-740.000	\$ 907.12
Rydin Decal	Staff Parking Passes CC	271-000.00-740.000	\$ 358.00
Sam's	Plates, Forks	271-000.00-740.000	\$ 63.92
VistaPrint	Teen Space Signage CC	271-000.00-740.000	\$ 134.82
Amazon	742.221	271-000.00-742.000	\$ 1,468.03
Barnes & Noble	742.191	271-000.00-742.000	\$ 755.40
Brodart	742.229	271-000.00-742.000	\$ 11,871.93
Cavendish Square	742.916	271-000.00-742.000	\$ 324.05
Center Point	742.300	271-000.00-742.000	\$ 339.18
Cengage	742.300	271-000.00-742.000	\$ 408.66
Seedlings Braille	books	271-000.00-742.000	\$ 292.50
Amazon	lending library	271-000.00-742.010	\$ 777.65
Brodart	Lending Library	271-000.00-742.010	\$ 270.29
Baker & Taylor	744.400	271-000.00-744.000	\$ 422.55
Midwest Tape	744.520	271.000.00-744.000	\$ 3,085.23
OverDrive	Ebook,Audio book	271-000.00-745.200	\$ 8,055.26
The Library Network	OverDrive content fee	271-000.00-745.200	\$ 12,516.26
The Library Network	Creative Bug Subscription	271-000.00-745.300	\$ 1,300.00
Zoobean	Beanstalk premium	271-000.00-745.300	\$ 2,750.00
Foster Swift	July	271-000.00-806.000	\$ 171.50

Shiman Fournier	July	271-000.00-806.000	\$ 52.50
MLA	Membership; E.DeCenso	271-000.00-809.000	\$ 56.67
WP Novi-ABWA	Local Chapter Dues CC	271-000.00-809.000	\$ 24.00
GDI	July	271-000.00-817.000	\$ 7,560.00
AT&T	Jul 14 - Aug 13,2024	271-000.00-851.000	\$ 46.91
AT&T	Jul 23 -Aug 22, 2024	271-000.00-851.000	\$ 809.85
T-Mobile	due on 9-23-24	271-000.00-851.000	\$ 1,062.87
Telnet	due on 9/4/24	271-000.00-851.000	\$ 1,125.21
Verizon	July	271-000.00-851.000	\$ 509.63
G.Anderson	Mileage; MI Central Station	271-000.00-862.000	\$ 42.34
J.Farkas	Mileage; Belleville Library, Fox Run, Plymouth	271-000.00-862.000	\$ 80.40
Petty Cash	E.DeCenso, G.Anderson	271-000.00-862.000	\$ 27.93
ALA-Chicago Distribution	buttons, bookmark, poster	271-000.00-880.000	\$ 178.69
Muniweb	July	271-000.00-880.000	\$ 805.00
Amazon	Program	271-000.00-880.268	\$ 1,009.03
Barnes& Noble	Library Card sign up raffle CC	271-000.00-880.268	\$ 150.00
Dairy Queen	SRP Completion Prizes CC	271-000.00-880.268	\$ 125.00
Game Pawn	Teen Space - programming CC	271-000.00-880.268	\$ 199.97
Guernsey Farms	SRP Completion Prizes CC	271-000.00-880.268	\$ 375.00
Hobby Lobby	Program CC	271-000.00-880.268	\$ 13.46
Masterpiece Monday	Creative Nature Art & Design	271-000.00-880.268	\$ 350.00
Natalie Winslow	An Evening of English - 9/9 to 5/19	271-000.00-880.268	\$ 414.00
Oriental Trading	youth and teen Grab N Go	271-000.00-880.268	\$ 1,243.12
Ron Short	Summer songfest 9/19/24	271-000.00-880.268	\$ 550.00
Sams	program	271-000.00-880.268	\$ 114.12
Target	Program CC	271-000.00-880.268	\$ 38.76
Walmart	Program CC	271-000.00-880.268	\$ 33.52
Andiamo Restaurant	On the Road Bus trip CC	271-000.00-880.271	\$ 1,546.94
Julie Farkas	On the Road Bus driver Tip	271-000.00-880.271	\$ 100.00
Petty Cash	On the Road - Bus Trip	271-000.00-880.271	\$ 33.15
Canon	July prints	271-000.00-900.000	\$ 712.14
Consumers Energy	7/4/24 - 8/5/24	271-000.00-921.000	\$ 194.78
DTE	due 9-16-24	271-000.00-922.000	\$ 8,829.70
Aero Filter	1207560; filter	271-000.00-934.000	\$ 2,386.56
Allied Building	installed boards from CU	271-000.00-934.000	\$ 7,853.50
Dalton	semiannual carpet maintenance	271-000.00-934.000	\$ 2,600.00
Home Depot	liquid plumber; bucket	271-000.00-934.000	\$ 31.50
Imperial Dade	supplies	271-000.00-934.000	\$ 738.88
NorthStar	7/4 - 7/25	271-000.00-934.000	\$ 144.64
PowerVac	drinking fountain	271-000.00-934.000	\$ 422.00

Schindler	electronic component	271-000.00-934.000	\$ 2,846.11
Sherwin-Williams	7113-4; paint	271-000.00-934.000	\$ 221.90
Voss	due 9/5	271-000.00-934.000	\$ 431.00
Brien's	lawn	271-000.00-936.300	\$ 2,400.00
SCA	parking lot sweeping	271-000.00-936.300	\$ 78.99
Canon	July lease	271-000.00-942.000	\$ 1,010.00
Corrigan	August	271-000.00-942.100	\$ 26.98
Delta	City of Novi Mayor's Exchange - Kansas City CC	271-000.00-956.000	\$ 561.93
Event Brite	Safety & De-Escalation Foundations for Frontline Staff - J.Farkas & L.Gojcaj	271-000.00-956.000	\$ 419.88
Library Marketing Communications	Registration - Dana & Maryann	271-000.00-956.000	\$ 998.00
	TOTAL 271		\$ 102,958.44

Warrant 642	272 Accounts	September 2024	
MatterHackers	Shinsho Donation - Bambo Lab CC	272-000.00-742.046	\$ 1,000.00
Graph-X	large butterfly	272-000.00-742.231	\$ 71.90
Kroger	Staff Development Day CC	272-000.00-742.236	\$ 261.89
Novi Community Schools	Staff development day Lunch	272-000.00-742.236	\$ 1,300.00
	TOTAL 272		\$ 2,633.79

August 2024 Library Board Student Representatives Report

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

Tween and Teen Library Programs:

The Tamil Summer Read-A-Thon program was held on August 3, 10, 17, and 24. It was a five-week workshop designed to help children read Tamil fluently and quickly with interactive lessons and fun-filled activities provided by experienced teachers. Patrons were trained to read not only fluency but also an understanding of the material as well. Program was hosted by Nunmaan Tamil Academy. (Attendance = 60)

The Escape Room Novi program was held on August 7. Patrons experienced the ultimate escape room challenge. Working as a team made up of no more than 6 players, they had about 20 minutes to work together to solve complex puzzles. (Attendance = 90)

The Summer Reading Program Finale Parties at Paradise Park programs were held on August 12 and 13. Registered readers in grades 1-12 who finished our Summer Reading Program celebrated with a free night of fun at Paradise Park, courtesy of their generous donation! Readers enjoyed a wide range of attractions, such as go-karts, miniature golf, laser tag, and more at Paradise Park. Readers also enjoyed freshly baked cookies and lemonade provided by Paradise Park. We are so grateful to Paradise Park for their continued support of our Summer Reading Program! (Attendance = 900)

The NO-VI Chess Club program was held on August 15 and 29. This event provides an opportunity for teens and tweens to participate in games, learn about chess, and sharpen their skills. (Attendance = 32 and 25)

The NO-VI Chess Club Tournament was held on August 17. This was a free tournament open to players of all skill levels: beginners, intermediate, and advanced. (Attendance = 82)

Teen Space Update:

Teen Space started for the 2024-2025 school year on August 26. Teen Space is held on Monday-Friday from 2:45-5pm (except during vacation breaks and half days) during the school year in the Whole Meeting Room of the Library. Teen Space is open to students in grades 7th-12th and a school ID is required for admittance.

During August 2024, there were 211 patrons who visited Teen Space.

Teen Space was not in session on the following dates:

- 8/30 – NHS closed for Labor Day weekend

Teen Advisory Board (TAB) Update:

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

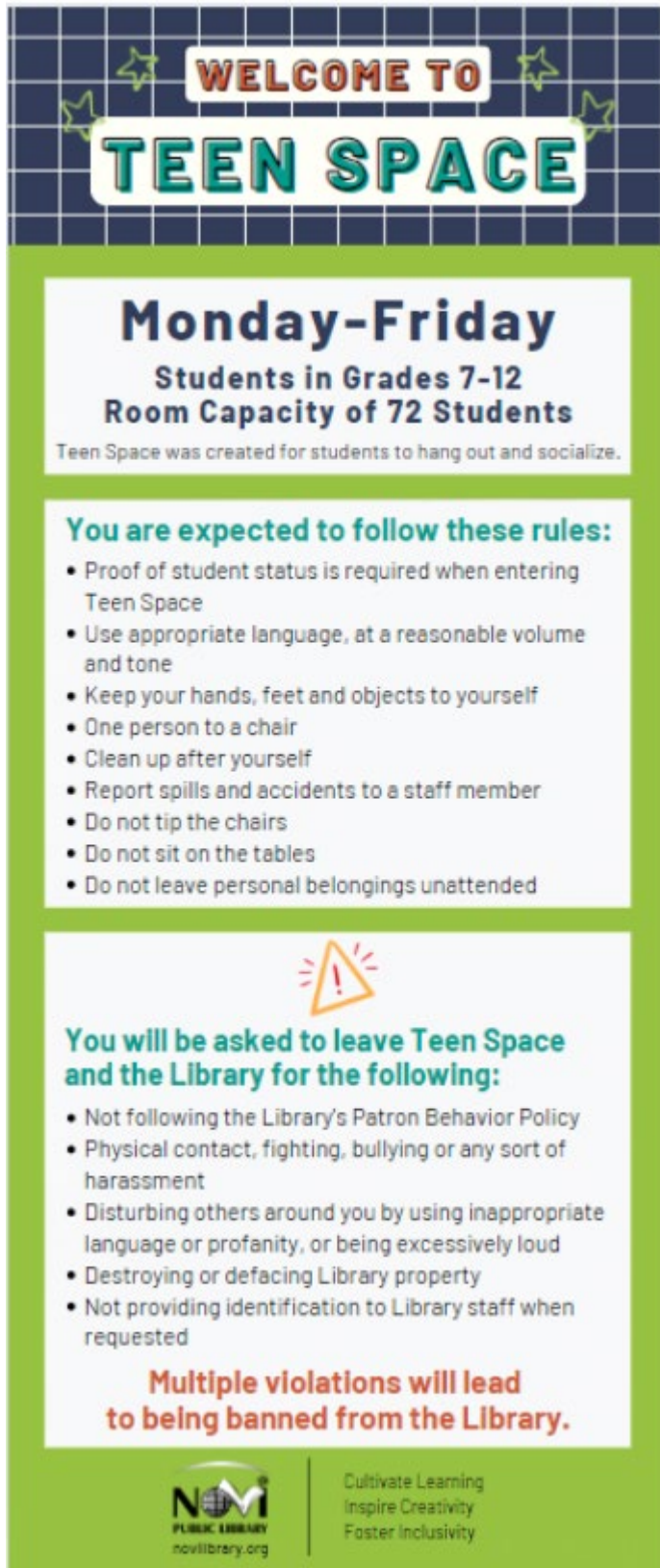
Upcoming Programs:

- Teen Space (grades 7-12) – daily program held Monday-Friday, 2:45-5pm
- Club Half-Blood (grades 4-8) – October 3, 6:30-8pm
- NO-VI Chess Club (ages 5+) – October 3 and October 17, 7-8pm
- Library Open House (all ages) – October 6, 2-4pm
- No Required Reading Book Club (grades 9-12) – October 10, 4-5pm
- Tween Day of the Dead Grab and Go Kit (grades 4-8) – October 18, all day
- Robotics Demonstration Day (grades 1-12) – October 19, 1-3pm
- Halloween Lanterns (grades 4-8) – October 23, 7-8pm
- Teen Advisory Board (TAB) Meeting (grades 9-12) – October 25, 3:30-4:30pm

Teen Stop Featured Display:

The August Teen Stop display theme featured classics with a twist – classic stories and novels reinterpreted!





The sign features a dark blue grid background at the top with yellow stars. The text 'WELCOME TO TEEN SPACE' is prominently displayed in a white banner. Below this, a green section contains the schedule and capacity information. A white section lists the rules, and another white section lists reasons for being asked to leave, accompanied by a warning icon. The bottom of the sign features the library's logo and mission statement.

WELCOME TO TEEN SPACE


Monday-Friday

Students in Grades 7-12
Room Capacity of 72 Students

Teen Space was created for students to hang out and socialize.

You are expected to follow these rules:


- Proof of student status is required when entering Teen Space
- Use appropriate language, at a reasonable volume and tone
- Keep your hands, feet and objects to yourself
- One person to a chair
- Clean up after yourself
- Report spills and accidents to a staff member
- Do not tip the chairs
- Do not sit on the tables
- Do not leave personal belongings unattended



You will be asked to leave Teen Space and the Library for the following:

- Not following the Library's Patron Behavior Policy
- Physical contact, fighting, bullying or any sort of harassment
- Disturbing others around you by using inappropriate language or profanity, or being excessively loud
- Destroying or defacing Library property
- Not providing identification to Library staff when requested

Multiple violations will lead to being banned from the Library.





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Cultivate Learning
Inspire Creativity
Foster Inclusivity

2023-2024 End of Year Presentation

By: Alex DeMore & Alyna Dohadwala, Student Representatives
and Lindsay Gojcaj, Youth and Teen Services Supervisor

Cultivate Learning
Inspire Creativity
Foster Inclusivity




Tween & Teen Programs




Fall 2023 Tween & Teen Programs

- September
 - Candy Corn Catapult
 - Robotics Demonstration Day
- October
 - Grab and Go Halloween Kit
- November
 - Egg Carton Wreath
- Monthly Programs:
 - Novi Chess Club
 - Tail Waggin' Reading Buddies



Egg Carton Wreath



Robotics Demonstration Day

Winter 2023-2024 Tween & Teen Programs

- December
 - Wacky Winter Science Fun with Mad Science of Detroit
 - Gingerbread House Decorating
- January
 - Tween Slime Party
- February
 - SAT Practice Tests (2/10 & 2/24)
 - Candy Sushi Event
 - Speaking & Communication Skills for Teens Workshop
- Monthly Programs
 - Novi Chess Club
 - Tail Waggin' Reading Buddies
 - Camp Half Blood



Mad Science Detroit



Gingerbread House Decorating

Spring 2024 Tween & Teen Programs

- March
 - SAT Practice Test (3/9)
 - Chinese Culture Handicrafts
 - Tolkien Day Party
 - DIY Stretch Bracelets
- April
 - Emoji Portrait
 - Chinese Culture Handicrafts
 - SAT Practice Test (4/27)
- Monthly Programs
 - Novi Chess Club
 - Tail Waggin' Reading Buddies
 - Camp Half Blood



Tolkien Day Party

Summer 2024 Tween & Teen Programs

- June
 - Magnificent Maple Syrup Presentation
- Monthly Programs
 - Camp Half Blood
 - Novi Chess Club
 - Tail Waggin' Reading Buddies

Teen Advisory Board (TAB)



- Meetings were held monthly from September 2023-May 2024
- TAB attendance averaged around 14 attendees
- The most popular months included October and December
 - In October, TAB made cards for the LEGG community service project
 - In December, TAB hosted a gingerbread house making event
- Members participated in many activities such as cookie decorating, Q-tip painting, and card making.
- The Community service project this year was hosting a slipper donation drive.
- TAB elections for the upcoming year were held in May, meetings will resume in September 2024

Teen Advisory Board (TAB)



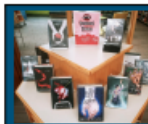
Teen Space

- Teen Space saw a boom in popularity this year
- Some months, Teen Space saw over 1,000 attendees
- Students used the space to hang out, play games, and study
- Two HOSA teams presented there
- Teen Space will resume in August 2024 (concurrent with the school year)

Monthly Stats for Teen Space:

- September: 960
- October: 1,491
- November: 1,169
- December: 901
- January: 714
- February: 1,002
- March: 676
- April: 813
- May: 822
- June: 203

Total Teen Space visits = 8,751



Teen Stop Displays



Fall Teen Stop Displays



September- Hispanic Heritage Month



October- Spooky books



November- in honor of the Hunger Games movie

Winter Teen Stop Displays



December- Best books of 2023



January- Tasty Treats



February- Paranormal Romance

Spring Teen Stop Displays



March- Books about Books



April- Verse in honor of Poetry Month



May- Asian American and Pacific Islander Month

Summer Teen Stop Displays



June- Pride Month



July- Summer Camp

Thank you for listening!

—
Any Questions?

PRESIDENT'S REPORT

Let's Go! October is Michigan Library Appreciation Month

Get ready to celebrate Michigan Library Appreciation Month! This October, we are excited to honor Michigan libraries and library staff, emphasizing the theme of "Let's Go!" Libraries inspire us to go explore, go learn, and go connect with our communities.

Join us in celebrating Michigan Library Appreciation Month and help us showcase the profound impact libraries have on the lives of Michiganders. Libraries and their dedicated staff play a crucial role in fostering connections, providing resources, and supporting lifelong learning.

We invite libraries, library staff, and patrons to get involved in various activities throughout the month. This October, we encourage you to submit the Michigan Library Appreciation Month proclamation to your local elected officials to secure their support. Issuing a proclamation can take some time, so start early by identifying a council member, mayor, or supervisor to sponsor it. Contact information can be found on your local city, county, or township website.

Stay tuned for social media ideas, newsletter copy, graphics, and more resources to help you participate in the celebration. Let's go to the library, engage with our communities, and highlight the invaluable contributions of Michigan libraries, librarians, and library workers all month long! Let's Go!

Michigan Library Appreciation Month October 2024

WHEREAS, the Michigan Library Association (MLA) annually designates the month of October as a statewide observance to celebrate the contributions of Michigan's public, school, academic, tribal, cooperative, and special libraries;

WHEREAS, Michigan's libraries are essential institutions that serve as cornerstones of knowledge, learning, and community engagement, inspiring us to go further in our educational and personal journeys; and

WHEREAS, libraries play a vital role in fostering education, lifelong learning, and literacy for people of all ages, backgrounds, and abilities, encouraging everyone to go explore new ideas and opportunities; and

WHEREAS, libraries provide a welcoming and inclusive environment that encourages exploration, discovery, and personal growth, inviting us all to go discover the wealth of resources available; and

WHEREAS, libraries serve as cultural hubs, offering access to a diverse array of resources including books, digital media, educational programs, and technology, motivating us to go engage with our communities and cultures; and

WHEREAS, libraries play a significant role in promoting intellectual freedom and the right to access information, enabling individuals to make informed decisions and engage in open discourse, empowering us to go make a difference; and

WHEREAS, libraries provide essential services to underserved communities, bridging the digital divide and offering critical support for job seekers, students, and individuals seeking to improve their lives, helping us all to go achieve our goals; and

WHEREAS, library professionals are dedicated advocates for literacy, education, and civic engagement, working tirelessly to connect patrons with the resources they need to succeed, encouraging us to go reach our full potential; and

WHEREAS, hundreds of libraries and millions of library supporters across Michigan are celebrating Michigan Library Appreciation Month this October; now, therefore be it

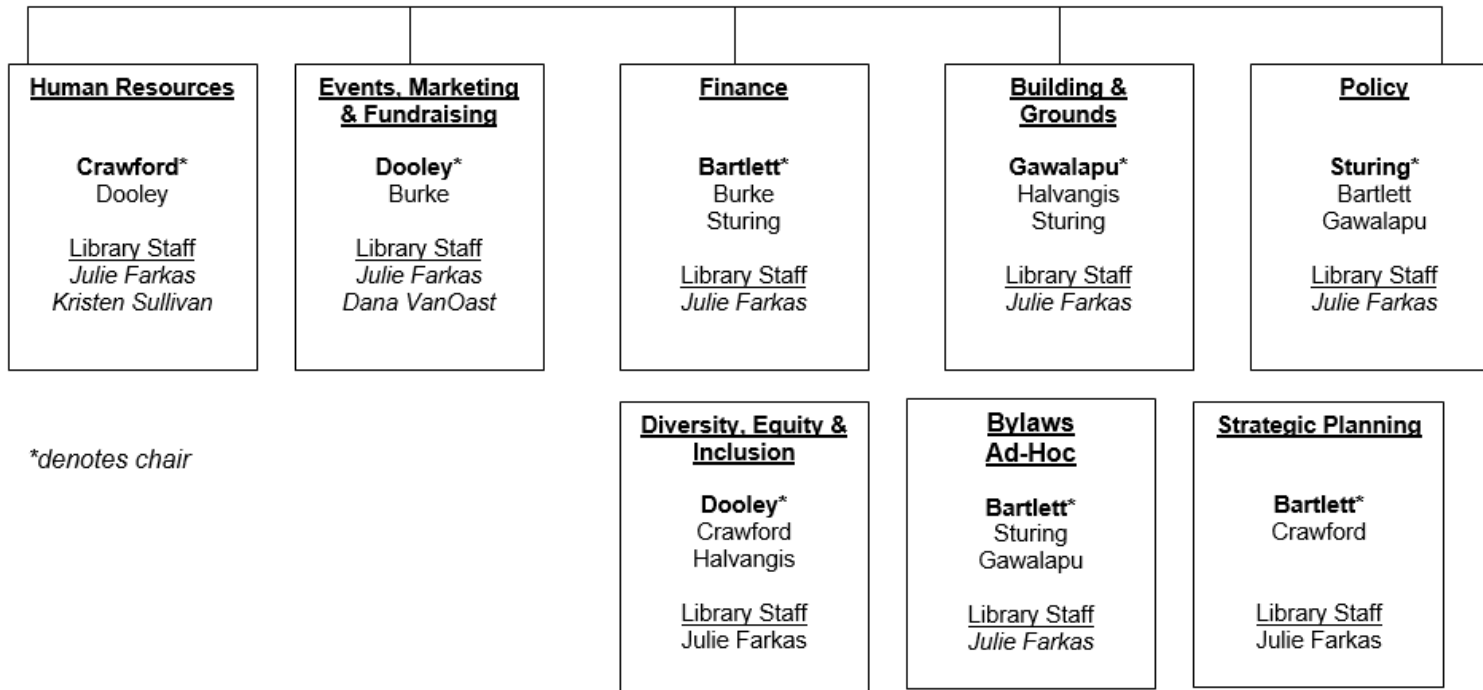
Resolved that I, [name, title of official] do hereby proclaim October 2024 as Michigan Library Appreciation Month. During this time, I encourage all residents, community organizations, and public officials to join in celebrating the libraries in our state. Let's go to the library, explore new worlds, and discover the countless ways in which libraries enrich our lives and contribute to the betterment of society. Let's Go!



2024-2025

Novi Public Library Board of Trustees

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



FINANCIALS

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

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

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

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

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

Notes:

23/24: (Update 9/28/23): Auto Lending Library card dispenser \$2500, Automated Return System \$115,800, Steam Kits Shelving Area \$8,000, Retrofit mktg, displays \$4000
 Furniture upgrades for 2nd floor \$17,000, Main entrance HVAC \$25,000, Parking Lot \$16,500, WiFi Upgrade \$15,000, Server & Camera Upgrade \$109,000, 10th Study Room \$11,210, Coin-op \$2,000
UNEXPECTED COSTS: Patio furniture upgrades \$9000; NPL logo sign \$13,400; \$6,565 Campus signage/City; \$6,800 Youth Armchairs reupholstered
 24/25: Furniture upgrades: \$22,800 (2nd floor), Teen Stop Area Phase 1 & 2: \$39,600 (furniture, shelving), 2nd Flr. Furniture move \$1,500;
 Main Entrance \$12,000, Parking Lot \$18,000 *see chart from Budget Narrative for projected large capital replacement needs for next 5-7 years

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

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

Approved budget for Fund 272 Fiscal Year 2024-2025

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

Revenue & Expenditure Report for Fund 271

	YTD June 30, 2024	YTD July 31, 2024	Difference *
TOTAL REVENUES	\$ 138,250	\$ 147,223	\$ 8,973
TOTAL EXPENDITURES	\$ 282,409	\$ 577,519	\$ 295,110
NET OF REVENUES & EXPENDITURES	(\$ 144,159)	(\$430,296)	

Revenue & Expenditure Report for Fund 272

	YTD June 30, 2024	YTD July 31, 2024	Difference*
TOTAL REVENUES	\$ 122	\$ 7,834	\$ 7,712
TOTAL EXPENDITURES	\$ 167	\$ 1,558	\$ 1,391
NET OF REVENUES & EXPENDITURES	(\$ 45)	\$ 6,276	

Balance Sheet Report as of August 31, 2024

The ending fund balance for Fund 271 is \$
2,166,373.28

The ending fund balance for Fund 272 is \$ 1,650,227.27

09/10/2024 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 08/31/2024										
% Fiscal Year Completed: 16.99										
		END BALANCE			4TH QUARTER	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	2023-24	JULY 2024	AUG 2024	08/31/2024	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.00 - TREASURY										
Property tax revenue										
271-000.00-402.000	Property Tax Revenue - Cur	3,410,762.72	3,618,062.00	3,618,062.00	3,413,266.00	0.00	0.00	0.00	3,618,062.00	0.00
271-000.00-404.003	Property Tax Revenue - Bro	(376.24)	(436.00)	(436.00)	(376.00)	0.00	0.00	0.00	(436.00)	0.00
271-000.00-404.007	Property Tax Revenue-Brow	(15,263.59)	(20,759.00)	(20,759.00)	(15,264.00)	0.00	0.00	0.00	(20,759.00)	0.00
271-000.00-404.008	Property Tax Revenue - CIA	(30,637.16)	(41,321.00)	(41,321.00)	(30,608.00)	0.00	0.00	0.00	(41,321.00)	0.00
271-000.00-404.009	Property Tax Revenue-Brow	(354.57)	(404.00)	(404.00)	(351.00)	0.00	0.00	0.00	(404.00)	0.00
271-000.00-404.010	Property Tax Revenue-Brow	(44.00)	(108.00)	(108.00)	(94.00)	0.00	0.00	0.00	(108.00)	0.00
271-000.00-412.000	Property Tax Revenue - CY	(4,707.59)	(8,000.00)	(8,000.00)	0.00	0.00	0.00	0.00	(8,000.00)	0.00
271-000.00-414.000	Property Tax Revenue - Tax	(1,800.00)	(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 - Cou	3,020.33	1,500.00	1,500.00	1,930.00	341.20	0.00	341.20	1,158.80	22.75
Property tax revenue		3,360,599.90	3,547,534.00	3,547,534.00	3,368,503.00	341.20	0.00	341.20	3,547,192.80	0.01
State sources										
271-000.00-567.000	State aid	67,337.40	50,000.00	50,000.00	67,337.00	34,336.06	0.00	34,336.06	15,663.94	68.67
271-000.00-573.000	State Grants - Local Comm	17,786.09	15,000.00	15,000.00	6,200.00	0.00	0.00	0.00	15,000.00	0.00
State sources		85,123.49	65,000.00	65,000.00	73,537.00	34,336.06	0.00	34,336.06	30,663.94	52.82
Fines and forfeitures										
271-000.00-658.000	State penal fines	89,070.72	80,000.00	80,000.00	89,071.00	91,213.55	12.60	91,226.15	(11,226.15)	114.03
271-000.00-659.000	Library book fees	9,341.82	8,000.00	8,000.00	9,000.00	666.40	595.30	1,261.70	6,738.30	15.77
Fines and forfeitures		98,412.54	88,000.00	88,000.00	98,071.00	91,879.95	607.90	92,487.85	(4,487.85)	105.10
Interest income										
271-000.00-665.000	Interest in investments	118,788.12	44,000.00	44,000.00	109,000.00	0.00	0.00	0.00	44,000.00	0.00
271-000.00-669.500	Unrealized gain (loss) on inv	92,415.46	10,000.00	10,000.00	80,400.00	0.00	0.00	0.00	10,000.00	0.00
Interest income		211,203.58	54,000.00	54,000.00	189,400.00	0.00	0.00	0.00	54,000.00	0.00
Donations										
271-000.00-674.289	Adult programs	12,086.76	5,000.00	5,000.00	11,900.00	6,452.15	3,845.33	10,297.48	(5,297.48)	205.95
271-000.00-674.400	Gifts and donations	2,365.78	4,500.00	4,500.00	2,100.00	153.01	30.58	183.59	4,316.41	4.08
Donations		14,452.54	9,500.00	9,500.00	14,000.00	6,605.16	3,875.91	10,481.07	(981.07)	110.33
Other revenue										
271-000.00-675.000	Miscellaneous income	8,730.22	8,500.00	8,500.00	8,500.00	327.94	326.92	654.86	7,845.14	7.70
271-000.00-675.006	Car Charging Revenue	11.07	100.00	100.00	100.00	7.99	0.00	7.99	92.01	7.99
271-000.00-675.100	Copier	3,620.99	1,000.00	1,000.00	3,000.00	818.30	1,227.30	2,045.60	(1,045.60)	204.56
271-000.00-675.300	Meeting room	37,477.41	27,500.00	27,500.00	35,300.00	3,933.15	2,935.39	6,868.54	20,631.46	24.98
271-000.00-675.404	Novi Tow nship Assessment	7,701.00	7,850.00	7,850.00	7,700.00	0.00	0.00	0.00	7,850.00	0.00
Other revenue		57,540.69	44,950.00	44,950.00	54,600.00	5,087.38	4,489.61	9,576.99	35,373.01	21.31
Total Dept 000.00 - TREASURY		3,827,332.74	3,808,984.00	3,808,984.00	3,798,111.00	138,249.75	8,973.42	147,223.17	3,661,760.83	3.87
TOTAL REVENUES		3,827,332.74	3,808,984.00	3,808,984.00	3,798,111.00	138,249.75	8,973.42	147,223.17	3,661,760.83	3.87

		END BALANCE			4TH QUARTER	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	2023-24	JULY 2024	AUG 2024	08/31/2024	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	1,268,177.70	1,453,000.00	1,453,000.00	1,340,000.00	72,815.91	103,983.89	176,799.80	1,276,200.20	12.17
271-000.00-704.210	Vacation Payout	3,538.40	7,500.00	7,500.00	3,538.00	0.00	0.00	0.00	7,500.00	0.00
271-000.00-705.000	Temporary salaries	683,363.35	743,000.00	743,000.00	716,400.00	35,788.62	53,867.05	89,655.67	653,344.33	12.07
271-000.00-706.000	Overtime	38.82	500.00	500.00	500.00	29.10	123.26	152.36	347.64	30.47
271-000.00-715.000	Social security	147,519.92	168,000.00	168,000.00	140,000.00	8,189.72	11,875.13	20,064.85	147,935.15	11.94
271-000.00-716.000	Insurance	230,346.09	225,000.00	225,000.00	235,000.00	8,073.89	1,411.30	9,485.19	215,514.81	4.22
271-000.00-716.200	HSA - employer contribution	1,138.25	3,000.00	3,000.00	1,500.00	40.19	93.75	133.94	2,866.06	4.46
271-000.00-716.999	Insurance - Employee Reimb	(33,477.49)	(32,200.00)	(32,200.00)	(35,000.00)	(2,170.05)	(3,040.16)	(5,210.21)	(26,989.79)	16.18
271-000.00-717.000	Workers compensation	1,640.32	1,800.00	1,800.00	1,600.00	76.00	157.50	233.50	1,566.50	12.97
271-000.00-718.000	Pension - DB Normal Cost	5,520.00	6,000.00	6,000.00	6,000.00	140.00	140.00	280.00	5,720.00	4.67
271-000.00-718.010	Pension - DB Unfunded Acc	73,488.00	92,200.00	92,200.00	90,000.00	7,683.00	7,683.00	15,366.00	76,834.00	16.67
271-000.00-718.200	Pension - defined contributic	67,418.77	112,000.00	112,000.00	72,700.00	4,221.10	6,033.24	10,254.34	101,745.66	9.16
271-000.00-719.000	Unemployment insurance	36.84	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
Personnel services		2,448,748.97	2,781,800.00	2,781,800.00	2,574,238.00	134,887.48	182,327.96	317,215.44	2,464,584.56	11.40
Supplies										
271-000.00-726.400	Supplies - Cash over/short	36.72	0.00	0.00	100.00	8.18	3.75	11.93	(11.93)	100.00
271-000.00-727.000	Office supplies	9,181.98	16,000.00	16,000.00	16,000.00	600.07	0.00	600.07	15,399.93	3.75
271-000.00-728.000	Postage	4,014.04	5,500.00	5,500.00	4,200.00	119.99	0.00	119.99	5,380.01	2.18
271-000.00-734.000	Computer supplies, softw ar	61,936.23	83,000.00	83,000.00	75,000.00	12,283.98	1,015.00	13,298.98	69,701.02	16.02
271-000.00-734.500	Computer supplies/equipmer	23,251.80	52,000.00	52,000.00	32,000.00	737.73	2,336.37	3,074.10	48,925.90	5.91
271-000.00-740.000	Operating supplies	27,352.10	44,800.00	44,800.00	32,000.00	467.95	1,480.36	1,948.31	42,851.69	4.35
271-000.00-740.200	Supplies - Desk chairs and f	4,173.51	5,000.00	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
271-000.00-741.000	Supplies - Uniforms	0.00	500.00	500.00	500.00	0.00	0.00	0.00	500.00	0.00
271-000.00-742.000	Library books	219,615.55	241,000.00	241,000.00	221,400.00	19,388.96	8,005.54	27,394.50	213,605.50	11.37
271-000.00-742.010	Library Books - Lending	10,641.12	15,000.00	15,000.00	13,000.00	578.10	868.49	1,446.59	13,553.41	9.64
271-000.00-742.100	Library Books - Fines	91.97	500.00	500.00	500.00	0.00	0.00	0.00	500.00	0.00
271-000.00-743.000	Library periodicals	17,561.82	18,000.00	18,000.00	18,000.00	0.00	0.00	0.00	18,000.00	0.00
271-000.00-744.000	Audio visual materials	60,196.64	52,300.00	52,300.00	60,000.00	3,249.36	1,496.46	4,745.82	47,554.18	9.07
271-000.00-745.200	Electronic media	135,445.89	160,700.00	160,700.00	135,700.00	12,846.24	14,875.13	27,721.37	132,978.63	17.25
271-000.00-745.300	Electronic resources (CD ro	67,776.44	80,000.00	80,000.00	71,100.00	62,652.56	1,300.00	63,952.56	16,047.44	79.94
Supplies		641,275.81	774,300.00	774,300.00	684,500.00	112,933.12	31,381.10	144,314.22	629,985.78	18.64

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2024-25	4TH QUARTER	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2024	BUDGET	AMDD BUDGET	2023-24	JULY 2024	AUG 2024	08/31/2024	BALANCE	
		NM (ABNM)			AMDD BUDGET	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	
Other services and charges										
271-000.00-802.000	Data processing	828.90	1,300.00	1,300.00	1,200.00	0.00	0.00	0.00	1,300.00	0.00
271-000.00-802.100	Bank Service Charges	3,666.52	6,000.00	6,000.00	6,000.00	24.85	0.00	24.85	5,975.15	0.41
271-000.00-803.000	Independent audit	800.00	800.00	800.00	771.00	0.00	0.00	0.00	800.00	0.00
271-000.00-804.000	Medical service	1,624.00	1,500.00	1,500.00	1,500.00	0.00	116.00	116.00	1,384.00	7.73
271-000.00-806.000	Legal fees	19,931.70	9,000.00	9,000.00	18,000.00	224.00	0.00	224.00	8,776.00	2.49
271-000.00-809.000	Memberships and dues	6,677.50	8,000.00	8,000.00	7,500.00	3,937.67	0.00	3,937.67	4,062.33	49.22
271-000.00-816.000	Professional services	12,103.50	23,000.00	23,000.00	21,000.00	0.00	0.00	0.00	23,000.00	0.00
271-000.00-817.000	Custodial services	83,332.60	92,000.00	92,000.00	89,000.00	7,560.00	0.00	7,560.00	84,440.00	8.22
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00
271-000.00-820.000	Property & liability insurance	16,480.00	17,000.00	17,000.00	16,480.00	13,012.00	2,862.00	15,874.00	1,126.00	93.38
271-000.00-820.001	Insurance deductibles/Unins	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	40,560.37	43,000.00	43,000.00	41,000.00	2,934.60	1,599.84	4,534.44	38,465.56	10.55
271-000.00-855.000	TLN Automation Services	71,993.10	76,000.00	76,000.00	80,000.00	16,469.16	0.00	16,469.16	59,530.84	21.67
271-000.00-861.000	Gasoline and oil	334.00	500.00	500.00	500.00	0.00	0.00	0.00	500.00	0.00
271-000.00-862.000	Mileage	1,300.01	800.00	800.00	1,500.00	63.70	80.40	144.10	655.90	18.01
271-000.00-880.000	Community promotion	23,899.12	25,000.00	25,000.00	27,000.00	6,709.15	2,040.00	8,749.15	16,250.85	35.00
271-000.00-880.268	Library programming	36,897.47	38,000.00	38,000.00	38,000.00	6,380.12	3,180.27	9,560.39	28,439.61	25.16
271-000.00-880.271	Adult programs	7,467.05	10,000.00	10,000.00	8,500.00	0.00	2,590.00	2,590.00	7,410.00	25.90
271-000.00-900.000	Printing, graphic design and	25,459.42	32,000.00	32,000.00	28,000.00	(586.02)	712.14	126.12	31,873.88	0.39
271-000.00-921.000	Heat	12,267.57	15,300.00	15,300.00	14,500.00	197.47	194.78	392.25	14,907.75	2.56
271-000.00-922.000	Electricity	102,779.81	115,500.00	115,500.00	110,000.00	8,733.27	0.00	8,733.27	106,766.73	7.56
271-000.00-923.000	Water and sewer	8,065.10	8,200.00	8,200.00	8,000.00	0.00	0.00	0.00	8,200.00	0.00
271-000.00-934.000	Building maintenance	101,144.38	121,400.00	121,400.00	106,400.00	20,381.81	6,507.80	26,889.61	94,510.39	22.15
271-000.00-935.000	Vehicle maintenance	169.02	200.00	200.00	200.00	0.00	0.00	0.00	200.00	0.00
271-000.00-936.300	Grounds maintenance	51,938.72	48,000.00	48,000.00	45,500.00	2,478.99	0.00	2,478.99	45,521.01	5.16
271-000.00-942.000	Office equipment lease	11,350.94	13,000.00	13,000.00	12,200.00	1,010.00	1,010.00	2,020.00	10,980.00	15.54
271-000.00-942.002	Copier Property Tax	0.00	0.00	0.00	800.00	0.00	0.00	0.00	0.00	0.00
271-000.00-942.100	Records storage	315.36	450.00	450.00	400.00	26.98	26.98	53.96	396.04	11.99
271-000.00-956.000	Conferences and workshop	25,185.11	20,000.00	20,000.00	24,900.00	2,763.70	2,748.00	5,511.70	14,488.30	27.56
Other services and charges		670,066.27	739,450.00	739,450.00	712,351.00	92,321.45	23,668.21	115,989.66	623,460.34	15.69

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2024-25	4TH QUARTER	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	BUDGET	AMDD BUDGET	2023-24	JULY 2024	AUG 2024	08/31/2024	BALANCE	% BDGT
		NM (ABNM)			AMDD BUDGET	INCR (DECR)	INCR (DECR)	NM (ABNM)	NORM (ABNM)	USED
Capital outlay										
271-000.00-986.000	Technology - Capital Outlay	34,074.28	37,000.00	37,000.00	47,000.00	0.00	0.00	0.00	37,000.00	0.00
Capital outlay		34,074.28	37,000.00	37,000.00	47,000.00	0.00	0.00	0.00	37,000.00	0.00
Transfers out										
271-000.00-995.272	Transfer to Library Contribu	35,238.00	0.00	0.00	35,238.00	0.00	0.00	0.00	0.00	0.00
Transfers out		35,238.00	0.00	0.00	35,238.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY		3,829,403.33	4,332,550.00	4,332,550.00	4,053,327.00	340,142.05	237,377.27	577,519.32	3,755,030.68	13.33
TOTAL EXPENDITURES		3,829,403.33	4,332,550.00	4,332,550.00	4,053,327.00	340,142.05	237,377.27	577,519.32	3,755,030.68	13.33
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,827,332.74	3,808,984.00	3,808,984.00	3,798,111.00	138,249.75	8,973.42	147,223.17	3,661,760.83	82.19
TOTAL EXPENDITURES		3,829,403.33	4,332,550.00	4,332,550.00	4,053,327.00	340,142.05	237,377.27	577,519.32	3,755,030.68	82.19
NET OF REVENUES & EXPENDITURES		(2,070.59)	(523,566.00)	(523,566.00)	(255,216.00)	(201,892.30)	(228,403.85)	(430,296.15)	(93,269.85)	82.19
Fund 272 - LIBRARY CONTRIBUTION FUND										
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	52,873.99	27,000.00	27,000.00	40,536.00	0.00	0.00	0.00	27,000.00	0.00
272-000.00-669.500	Unrealized gain (loss) on inv	37,885.77	(4,500.00)	(4,500.00)	31,096.00	0.00	0.00	0.00	(4,500.00)	0.00
Interest income		90,759.76	22,500.00	22,500.00	71,632.00	0.00	0.00	0.00	22,500.00	0.00
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	500.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.046	Makerspace Renovation Rev	8,216.55	1,000.00	1,000.00	8,038.00	122.05	1,204.20	1,326.25	(326.25)	132.63
272-000.00-674.229	Raising a Reader in Novi Spr	29.66	1,000.00	1,000.00	100.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.230	Collections/Materials Revenu	12,070.61	1,000.00	1,000.00	11,600.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.231	Buildings/Ground/Furniture F	625.00	1,000.00	1,000.00	450.00	0.00	175.00	175.00	825.00	17.50
272-000.00-674.232	Programming Revenue	4,098.70	3,000.00	3,000.00	4,100.00	0.00	6,332.53	6,332.53	(3,332.53)	211.08
272-000.00-674.233	Technology Library Revenue	50.00	1,000.00	1,000.00	50.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.234	Undesignated Misc Donation	100.00	1,000.00	1,000.00	100.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.235	Marketing Sponsorships	5,000.00	0.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00
Donations		30,690.52	9,500.00	9,500.00	28,438.00	122.05	7,711.73	7,833.78	1,666.22	82.46

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2024-25	4TH QUARTER	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2024 NM (ABNM)	BUDGET	AMDD BUDGET	2023-24 AMDD BUDGET	JULY 2024 INCR (DECR)	AUG 2024 INCR (DECR)	08/31/2024 NM (ABNM)	BALANCE NM (ABNM)	
Transfers in										
272-000.00-699.271	Transfer from Library Fund	35,238.00	0.00	0.00	35,238.00	0.00	0.00	0.00	0.00	0.00
Transfers in										
		35,238.00	0.00	0.00	35,238.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY										
		156,688.28	32,000.00	32,000.00	135,308.00	122.05	7,711.73	7,833.78	24,166.22	24.48
TOTAL REVENUES										
		156,688.28	32,000.00	32,000.00	135,308.00	122.05	7,711.73	7,833.78	24,166.22	24.48
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-742.046	Makerspace iCube	9,856.18	0.00	0.00	9,500.00	0.00	0.00	0.00	0.00	0.00
272-000.00-742.229	Raising a Reader Expense	1,362.10	1,000.00	1,000.00	1,000.00	0.00	18.22	18.22	981.78	1.82
272-000.00-742.230	Collections/Materials Expens	10,904.06	1,000.00	1,000.00	9,500.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-742.231	Buildings/Ground/ Furniture	66,001.70	0.00	0.00	84,300.00	71.90	0.00	71.90	(71.90)	100.00
272-000.00-742.232	Programming Expense	8,612.26	3,000.00	3,000.00	8,700.00	0.00	0.00	0.00	3,000.00	0.00
272-000.00-742.234	Undesignated Misc	246.00	500.00	500.00	300.00	0.00	0.00	0.00	500.00	0.00
272-000.00-742.236	Staff Recognition	3,296.10	2,500.00	2,500.00	2,500.00	167.48	1,300.00	1,467.48	1,032.52	58.70
Supplies										
		100,278.40	8,500.00	8,500.00	115,800.00	239.38	1,318.22	1,557.60	6,942.40	18.32
Capital outlay										
272-000.00-976.000	Building improvements	0.00	101,200.00	101,200.00	0.00	0.00	0.00	0.00	101,200.00	0.00
272-000.00-976.046	Makerspace Renovation	(500.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.140	Automated Return System	0.00	115,800.00	115,800.00	0.00	0.00	0.00	0.00	115,800.00	0.00
272-000.00-976.141	Main Entrance Design	25,145.00	30,000.00	30,000.00	41,500.00	0.00	0.00	0.00	30,000.00	0.00
272-000.00-976.143	Wi-Fi Upgrade	17,562.89	0.00	0.00	17,563.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.144	Server & Camera Upgrade	68,838.00	0.00	0.00	68,838.00	0.00	0.00	0.00	0.00	0.00
Capital outlay										
		111,045.89	247,000.00	247,000.00	127,901.00	0.00	0.00	0.00	247,000.00	0.00
Total Dept 000.00 - TREASURY										
		211,324.29	255,500.00	255,500.00	243,701.00	239.38	1,318.22	1,557.60	253,942.40	0.61
TOTAL EXPENDITURES										
		211,324.29	255,500.00	255,500.00	243,701.00	239.38	1,318.22	1,557.60	253,942.40	0.61
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES										
		156,688.28	32,000.00	32,000.00	135,308.00	122.05	7,711.73	7,833.78	24,166.22	(2.81)
TOTAL EXPENDITURES										
		211,324.29	255,500.00	255,500.00	243,701.00	239.38	1,318.22	1,557.60	253,942.40	(2.81)
NET OF REVENUES & EXPENDITURES										
		(54,636.01)	(223,500.00)	(223,500.00)	(108,393.00)	(117.33)	6,393.51	6,276.18	(229,776.18)	(2.81)
END BALANCE										
06/30/2024										
ORIGINAL										
2024-25										
4TH QUARTER										
2023-24										
MTH ACTY										
JULY 2024										
MTH ACTY										
AUG 2024										
YTD BALANCE										
08/31/2024										
AVAILABLE										
BALANCE										
% BDGT										
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
TOTAL REVENUES - ALL FUNDS										
		3,984,021.02	3,840,984.00	3,840,984.00	3,933,419.00	138,371.80	16,685.15	155,056.95	3,685,927.05	
TOTAL EXPENDITURES - ALL FUNDS										
		4,040,727.62	4,588,050.00	4,588,050.00	4,297,028.00	340,381.43	238,695.49	579,076.92	4,008,973.08	
NET OF REVENUES & EXPENDITURES										
		(56,706.60)	(747,066.00)	(747,066.00)	(363,609.00)	(202,009.63)	(222,010.34)	(424,019.97)	(323,046.03)	

Financial Balance Sheets

09/10/2024		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 08/31/2024	
GL Number	Description	Balance	
Fund 271 - LIBRARY FUND			
*** Assets ***			
271-000.00-001.000	Cash - Pooled	512,924.08	
271-000.00-004.000	Cash on hand	600.00	
271-000.00-017.000	Investments - Pooled	2,783,906.65	
271-000.00-019.000	Current taxes receivable	(1,079,628.57)	
271-000.00-123.400	Prepaid Expenditure	2,649.99	
	Total Assets	2,220,452.15	
*** Liabilities ***			
271-000.00-202.000	Accounts payable	46,242.03	
271-000.00-258.702	Accrued liabilities - tax	7,800.00	
271-000.00-259.200	Unemployment insurance liability	36.84	
	Total Liabilities	54,078.87	
*** Fund Balance ***			
271-000.00-390.000	Fund balance	2,598,740.02	
	Total Fund Balance	2,598,740.02	
	Beginning Fund Balance - 23-24	2,598,740.02	
	Net of Revenues VS Expenditures - 23-24	(2,070.59)	
	*23-24 End FB/24-25 Beg FB	2,596,669.43	
	Net of Revenues VS Expenditures - Current Year	(430,296.15)	
	Ending Fund Balance	2,166,373.28	
	Total Liabilities And Fund Balance	2,220,452.15	
* Year Not Closed			

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	(24,623.07)
272-000.00-017.000	Investments - Pooled	1,674,940.46
	Total Assets	1,650,317.39
*** Liabilities ***		
272-000.00-202.000	Accounts payable	90.12
	Total Liabilities	90.12
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	43,362.57
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	28,723.79
272-000.00-375.232	Fund Balance Programming	36,317.52
272-000.00-375.233	Fund Balance Technology Library	1,000.00
272-000.00-390.000	Fund balance - Unrestricted	1,589,183.22
	Total Fund Balance	1,698,587.10
	Beginning Fund Balance - 23-24	1,698,587.10
	Net of Revenues VS Expenditures - 23-24	(54,636.01)
	*23-24 End FB/24-25 Beg FB	1,643,951.09
	Net of Revenues VS Expenditures - Current Year	6,276.18
	Ending Fund Balance	1,650,227.27
	Total Liabilities And Fund Balance	1,650,317.39
* Year Not Closed		

DIRECTOR'S REPORT



October Anniversaries – Years of Service



Patricia Amireskandari – 22 years
Support Services – Clerk



Kit-Ming Tang – 16 years
Support Services – Shelver



Kristin Abate – 15 years
Support Services - Supervisor



Amy Crockett – 3 years
Administration – Meeting Room Coordinator

Management Team Update: following the Professional Development Day on August 9th, the Management Team has met with Consultant, Marilyn Suttle, to review feedback received by staff regarding ways to improve the organization from top down. Below are areas that were presented at a Management Team meeting on 9/18/24. The Management Team will be focusing on 3 areas of improvement for 24/25 based on the two strategy areas.

STAFF SUGGESTIONS CATORIGIZED INTO KEY THEMES:

STAFF SUGGESTED STRATEGIES TO HELP INCREASE UNITY WITHIN YOUR DEPARTMENT	
<i>Communication & Understanding</i>	<ul style="list-style-type: none"> • Understanding the "WHY" of procedures • Sharing common patron-related stories • Bi-weekly team meetings • Team meetings before the start of shifts • Touching base at the end of shifts • Shift recap exchanges between incoming and outgoing staff • Opportunities to meet and discuss situations • Ironing out inconsistencies
<i>Team Bonding</i>	<ul style="list-style-type: none"> • Team bonding events • Social events outside of work
<i>Support & Accountability</i>	<ul style="list-style-type: none"> • Picking up the slack

STAFF SUGGESTED STRATEGIES TO HELP INCREASE UNITY BETWEEN DEPARTMENT	
<i>Collaboration & Support</i>	<ul style="list-style-type: none"> • Being available to help; "It's okay to pass along" • Pitching in and helping with tasks when possible • Communicating needs and asking how departments can help
<i>Communication & Understanding</i>	<ul style="list-style-type: none"> • Sharing a FAQ between departments • Job shadowing to understand coworkers' stresses (one hour of shadowing) • Being on the same page regarding policies • Good communication about library events and impacts • Asking questions about their department or their day •
<i>Interpersonal Relations</i>	<ul style="list-style-type: none"> • Politeness between departments • Introducing oneself and engaging in small talk

Assistant Director Positions Brought Back to NPL



The new **Assistant Director of Building Operations, Maryann Zurmuehlen**, began her role on June 11th! Maryann spent a year training and learning the various ins and outs of this very complex position, which includes the oversight for the Support Services, Information Technology and Facilities Departments. The Library is not new to Maryann as she has over 13 years of service at NPL and served directly as the Head of the Support Services Department for many years.

Maryann has an excellent skill set. This past year she has been focusing on project management and is never afraid to learn new processes and tasks. In fact, she is one of top employees for engaging in continued learning. Maryann is currently chairing the Public Policy Committee for the Library as well as participating on other committees including: Marketing, Outreach and Strategic Planning.

Over the past year, Maryann has been championing processes to be more streamlined and she has been a positive example to others for the way she creates training documentation. Details are very much a large part of Maryann's role and the organization will benefit by her thoroughness when engaging in the creation of bid documents for IT and Facility needs. She has been very proactive in getting to know all aspects of her departments this past year. Recently, Maryann hired a new Support Services Department Head, who will start in late September. A large focus for the next six months will be on training this individual for management.



The new **Assistant Director of Public Services, Lori Lowery**, joined the NPL team on August 19th!

Lori is relocated to Michigan from Florida, where she spent 25 years working for the Lee County Library System. She started out as a Circulation Technician and has held a number of positions including Reference Librarian, Page Supervisor, Head of Reference, Branch Manager and District Manager.

Lori's most recent position as District Manager gave her the opportunity to supervise a team of six branch managers, overseeing a total of 90 employees. During her time serving on the senior leadership team, she had experience with evaluating and updating policies and procedures, streamlining hiring and onboarding processes, and monitoring programs and resources to ensure they were offered equally across the Library system.

Lori describes herself as someone who wants to empower staff, encouraging collaboration and open communication. She believes that staff members are a library's greatest asset and is hoping that this role gives her the opportunity to support her team in a way that allows each person to excel and grow in their position. She understands that when employees are fulfilled and enthusiastic, they offer better service to their community.

Lori will oversee operations for the Information Services Department, Strategic Planning, Customer Service and Marketing. Her first major tasks will be to train and understand the workings of an onsite manager as part of the Management Team, understand the IS Department and all of its functions (public service needs, programming, collection oversight and management, outreach), hire a new Information Services Department Head (planned for January 2025) and become familiar with the City of Novi.



Cultivate Learning
Inspire Creativity
Foster Inclusivity

IN GRATEFUL RECOGNITION OF OUR
LIBRARY STARS
FOR THEIR ENTHUSIASM, DEDICATION AND COMMUNITY INVOLVEMENT.
2023 - 2024

ABOVE & BEYOND AWARD

BILL BEMBENECK
DANA VANOAST
AROM PARK
KRISTEN SULLIVAN
EMILY BRUSH

CUSTOMER SERVICE AWARD

JOSEFA CASAS

COMMUNITY CHAMPION AWARD

SHANNON O'LEARY

EXCELLENT FEEDBACK AWARD

RAE MANELA

ALWAYS GROWING AWARD

JEN MCARDLE

INNOVATION & CREATIVITY AWARD

MARY ROBINSON

HELPING HAND AWARD

JOE PLOSKI

INCLUSIVITY AWARD

EMMA DECENSO

2024 Staff Awards

Above and Beyond Award

This award recognizes a staff member by the Library's Management Team who has been seen going Above & Beyond in their attempt to reach an annual goal OR has made a significant impact on a library service, collection or program for NPL that truly meets our Mission: Cultivate Learning, Inspire Creativity and Foster Inclusivity.

Bill Bembeneck – Bill makes every effort to go above and beyond.

When he and I close, he always makes a purposeful effort to make sure the staff leaves the building and gets to their cars safely. I have seen him worry about those who are parked on the other side of the building, and stand vigil until he knows they are on their way. Many people will say "How are you doing?" to me. But when Bill asks how I am doing, I can see genuine interest and caring. He listens and offers encouragement or sympathy, or whatever is needed. Bill is an honest and principled man and he makes an effort to do an honest job. And he will not fail to hold a door with a smile.

Dana VanOast – "This was a great year for Dana as she took on the project of finding a new vendor for NPL's meeting room/program calendar software when we found out the vendor was no longer supporting service. With a very short timeframe, she had to rally a committee, interview vendors and choose a new solution. Then, she had to coordinate all of the migration of information to the new system and build the system to the needs of NPL. She led the project exceptionally with her team and then provided excellent resources for training the staff. The project was seamless. Dana did an excellent job communicating the project from start to finish"

Arom Park – "She is a tremendous asset to the Tech Services department and is such a cheerful, wonderful, hardworking staff member. She sees what needs to be done and does it with no direction needed. She takes on any task thrown her way and speedily and excellently completes it. This last year she has: established a good working relationship with Hillary regarding the magazines/newspapers, making sure she gets updated on missing issues; helped Shannon with the international books, including helping her determine what to keep for the Korean collection; helped Maryann with the Korean language brochures for Circulation; finished her Basic Cataloging Certificate; wrote out instructions for the citizenship collection and international books with volumes without being asked; and taught Tech Services to do advanced formatting on our CIP reports. She is a star employee and we love her in the Support Services Department!"

Kristen Sullivan – "Kristen, in just the short amount of time she has been our HR Specialist, has made a significant impact on our staff here at NPL. She has positively improved many internal processes for onboarding new staff, tracking our staff schedule, putting out how-to's and guides to make all our lives easier and help us understand the processes we have. Additionally, she has worked countless hours the HR Manual to better serve our staff. She keeps staff "in-the-know" which has helped increase transparency and trust within the organization. We are so lucky to have her here at NPL!"

Emily Brush – "Emily has had an outstanding year. She completed approximately 140 story times at local preschools in addition to regular story times and monthly field trips from the Novi Early Childhood Special Education class at NPL. A highlight of the year is her mentorship of our Early Literacy Intern, Jen McArdle; Emily created a comprehensive curriculum to give Jen a well-rounded internship, including projects in collections, outreach, programming and reference services. For example, together they created a Story Walk that was featured in Pavilion Shore Park as part of the Read and Recreation BINGO challenge partnership between NPL and Novi Parks and Recreation and was enjoyed by many Novi residents. She also submitted over 20 reviews for School Library Journal. NPL isn't the only one who noticed her excellent work: she was featured in the MLA newsletter for her work as an MLA Ambassador on the Mitten Award Workgroup and presented a

poster at MLA Spring Institute called "It's a Beautiful Day for Dramatic Play," featuring her work on many creative dramatic play programs for our youngest patrons."

Customer Service Award

This award recognizes a staff member that has provided the most consistent and most positive customer service to our NPL patrons or staff members over the past year. This person ALWAYS greets patrons with a smile. This staff person goes above and beyond to assist a patron or fellow NPL employee. This person is calm in chaotic situations.

Josefa Casas

- "Josefa gives phenomenal customer service to patrons of all ages. She has gotten to know many of our regular teens after school and always has a positive approach, even when she has to enforce a policy. She greets everyone with a smile and offers tours to new patrons. She gives detailed reports that help ensure continuity of care. I've seen her assist patrons in both English and Spanish to get connected to the library information they need."
- "Josefa is a person that gives it all regarding this award. To help patrons whose English is not their first language, to calm rumbustious teenagers in respectful manner, and aid them with respecting the space, to help a patron with a book search, or iCube question and being everyone's whether they are in the adult or youth department listening coworker. Josefa has proven on numerous occasions that her heart is with NPL, and I am grateful to recommend her for this award."
- "Josefa handles the public, especially the high schoolers, with poise, calmness and reasonable responses that not only deflects potentials situation but gets individuals on-board to behave and treat the library respectfully. She is a gem and we are lucky to have Josefa on our staff!"

Community Champion Award

This award recognizes a staff member that has put themselves out in the Novi community and has worked with a resident/a Novi group/a Novi business to champion library services and build library connections with NPL. How was the relationship formed? What impact was made for NPL with the resident/group/business connection with this staff person?

Shannon O'Leary

- "Shannon has developed a phenomenal relationship with NHS students and teachers through the AAPI Heritage festival and ISTP program. She also wonderfully represents the library at various cultural events and through her trip to Japan this year."
- "Shannon participates in many programs within the Asian Community. Her ability to connect with the community and understand the need and want for international materials is unrivaled. Shannon leads this pursuit with her heart and it shows."
- "Shannon O'Leary has had such a large amount of involvement with the Novi Community. From the API Heritage Festival to the Hinamatsuri Festival, she has shown to be a dedicated and hard-working individual representing the best that the Novi Public Library has to offer."
- "Shannon does wonderful work with our international community, and I was particularly impressed with her mentorship of the DEAR Asian Youth kids from the high school, as she worked so hard to help them put together a successful API Heritage Festival. She also kindly invited the Great Lakes JET (Japan Exchange Teaching Program) Alumni Association to participate, and helped us organize a library sponsored origami event in the past as well"
- "Shannon has developed an amazing relationship with the DAYN student group from Novi High School and hosted another extremely successful API Festival this year. Events such as this and the many outreach opportunities she attends representing the library are the reason why she is known as a reliable librarian and cultural advocate in this community"

Excellent Feedback Award

Leadership needs employee feedback to provide solutions that support the Library's needs. This award recognizes a staff member that provides regular feedback in a meaningful and positive way (maybe in a committee setting or not) that encourages other employees to share, creating an environment where all staff feel comfortable giving feedback. This award should only be given if the feedback wasn't submitted anonymously.

Rae Manela

- "Rae is not afraid to speak up when she has ideas, questions or concerns to share with the team. She is extremely supportive of others ideas and is always one of the first staff members to figure out a solution to a problem or try to remedy a disagreement. I know I don't just speak for myself when I say her participation on any committee is most welcome!"
- "Rae has been very forthcoming in committee meetings. She helps create a comfortable atmosphere for staff to offer feedback. She also offers constructive feedback about issues staff and the library are facing."
- "I have been on multiple committees with Rae Manela and admire her ability to bring constructive feedback and thoughtful discussion to these meetings. She always seems prepared, has good ideas to share, and is also generous in listening to others, building off ideas, and helping the group stay on topic."
- "Rae Manela's passion for NPL is obvious in every committee and discussion she takes part in. She is always willing to listen to others and consider their thoughts, and I often seek her advice because I trust that she will have good suggestions and explain them well. I feel better knowing that she is here to contribute her thoughts."

Always Growing Award

This award recognizes a staff member that is always looking to grow in new ways, both professionally and personally. Growth isn't limited to career performance, but also considers how a staff member has grown personally as a leader, coworker and individual. Also consider an employee who has just received a professional certification, or has just graduated from a new field of study.

Jen McArdle

- "Jen has been a wonderful addition to the NPL community, and it has been wonderful to see her grow from an MLS student intern into a full-fledged librarian here!"
- "Jen McArdle has shown tremendous growth throughout her internship at NPL, leading to a full-time librarian position once she received her master's degree. As an intern, she jumped in right away, taking on projects, joining committees, and always asking a lot of good questions, which showed that she was looking to continually learn more about our library and community."
- "Jen recently graduated with her MLIS degree and we are proud to have welcomed her into a full-time position as a Librarian. Jen's story time are so fun and engaging! Her variety of themed outfits, especially her dresses, are the perfect complement to her fun story times that bring a smile to our young patrons' faces. Way to go, Jen and welcome to our team!"

Innovation & Creativity Award

This award recognizes a staff member who innovates or develops a creative solution to address new or existing problems, or who has significantly improved a process, system, operation, outcome, resource or service for internal or external use at the Library.

Mary Robinson

- "The time and efforts that she brings to iCube is amazing. The 2nd year of the Little Tiny Art Show almost doubled, which means she connected with over 100 residents to display their artwork in the Library during National Library Week. In addition, she made a wonderful

relationship with the Novi Schools to offer an opportunity for students in special education to come over and tour and use the iCube. Teachers had shared that some of the students were having difficulty writing their names. Mary set up a project for each student to receive a rubber stamp with their name created from the iCube to assist in identifying their work."

- "While Mary is always innovating in the iCube, she has also done numerous other things to improve user experience at the library. From helping update the database page of our website, to creating and finetuning instructions to help patrons and staff use the technology here."
- "Mary has created many little "tools" for the IS staff to use at the reference desk that improve service. She created receipts for staff to fill out for patrons who are printing/making copies with a credit card. She also faithfully updates the electronic resources instructional handouts. They are super helpful to have on hand!"

Helping Hand Award

This award recognizes a staff member who is always willing to step in and help out when necessary, whether it be filling in when a person is absent, being there to listen and give advice to another staff member about things they are working on or maybe offering help on a project or program.

Joe Ploski

- " Joe Ploski is the most helpful employee I know! Before you can even ask, Joe will step into my office and others and say "How can I help?" He answers his work phone by saying "This is Joe, how may I help you?" He is very flexible with his work schedule to help accommodate meeting room needs and rentals. He is enthusiastically willing to put on a costume and attend a community event as Scooby Doo. He actively works with the Friends of the Library to ensure their donation area is kept tidy. We have received many compliments from the public about Joe and his helpful and positive attitude."
- "Joe is always willing to step in and help wherever he can. No job is too big and no job is too small for Joe; he tackles it all. He always gets the job done! Thanks for your hard work, Joe! You are appreciated!"
- "Joe is the facilities superhero. He provides help when and where he can, making sure to check in regularly during programs and to assist when needed. He lifts everyone's spirits with his fantastic jokes and humor, and is one of the best people this library has ever seen."

Inclusivity Award

This award recognizes a staff member who ALWAYS makes patrons and staff members feel included, welcomed, valued and appreciated. They give credit where credit is due and make others shine. Tell us how this person does this and what makes them unique to NPL.

Emma DeCenso

- "Emma is gracious and wonderful to everyone and always goes the extra mile to make sure everyone feels included and appreciated. She runs a book club for staff members and made sure that all departments were welcome. She even sends out a summary afterward for those of us who were not able to come!"
- "Emma is a star who makes everyone around her feel appreciated, valued and "seen." She is always quick to say thank you to her colleagues and give kudos when problems have been solved and/or when communications are put out to keep staff informed about something."
- "Emma was brand new to NPL this year but she immediately jumped in and looked for ways to bring staff together and contribute positively to staff morale. She formed an employee book club that meets once a month and brings together staff from all departments to talk about books and get to know one another better outside of work time. She also goes the extra mile to help patrons get the information or resources they need both at the Information Desk and through her many outreach activities to seniors, Novi businesses and at Lakeshore Park."

- “Emma is always so kind and is the first to show appreciation or give congratulations to fellow employees. She is always thankful to other staff members and makes sure to let staff members know how amazing they are!”
- “From the moment you meet Emma you feel listened to, seen, and warmly embraced (literally and figuratively). She is interested in so many things and is always eager to learn new things, which makes her coworkers feel appreciated.”

New Parking and Passes for Library Staff





Library Card Sign-Up Month

September is National Library Card Sign-Up Month! This is a time when NPL joins with the American Library Association and public libraries nationwide to make sure that everyone has the most important card in their wallet – a free library card! Stop by the Library to **get a library card** or renew your card so you can have access to the many resources that the Library offers.

Tue, Sep 3 through Mon, Sep 30, stop by the Library to participate in an activity challenge, earn a prize for completing your activity challenge, and get entered for a chance to win 1 of 10 \$15 gift cards to Barnes and Noble! *One entry per person.*

You have a lot on your plate. We can help.



Free, on-demand, online tutoring,
so you can get your assignments done
and get back to your life.

Connect with a live tutor today for 1-to-1 assistance:

Visit bit.ly/tutornpl or scan the QR code!

NPL library card & pin required.

Tutors are available every day
from 3:00pm to 11:00pm EST.

Your Library card number and PIN will not work directly through tutor.com or their app.



Cultivate Learning
Inspire Creativity
Foster Inclusivity

novilibrary.org | 248-349-0720

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AUTHORS LIVE LUNCHEON



Fox Run
BY ERICKSON SENIOR LIVING™



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



Irene Miller
Author

Into No Man's Land: A Historical Memoir

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



**TUESDAY
OCTOBER**

1

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

41200 Fox Run Rd.
Novi, MI, 48377

11:45AM-2PM

\$20

**PER
PERSON**

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

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

NOVI PUBLIC LIBRARY

Open House

**Sunday, October 6
2-4pm**

**Novi Public Library
45255 W. Ten Mile Rd.**

Learn more about YOUR Library!

- Get a library card or renew your library card (photo ID required)
- Scavenger hunt
- Giveaways
- Raffle prize
- Program information
- Tour the iCube Makerspace & Local History Room
- Talk to Library Staff, Board Members & Friends and Historical Commission Volunteers

**JOIN
US!**


NOVI PUBLIC LIBRARY
novilibrary.org
248-349-0720

**No registration
required.
All ages welcome!**





Join our Business Book Club, a monthly gathering where entrepreneurs, professionals, and business enthusiasts explore influential works in the world of business. Each month, we dive into a new nonfiction book covering topics such as leadership, innovation, entrepreneurship, economics, and personal development. Participants engage in lively discussions, share insights, and network with like-minded individuals.

Whether you're looking to expand your knowledge, gain fresh perspectives, or connect with others in the business community, this book club offers a welcoming space for all.

VIRTUAL

Tue, 12-1pm

Jan 7: *Start with Why* by Simon Sinek

Feb 4: *The One Thing* by Gary Keller

Mar 4: *Think Again* by Adam Grant

Location: Virtual

IN PERSON

Wed, 6:30-7:30pm

Jan 8: *Start with Why* by Simon Sinek

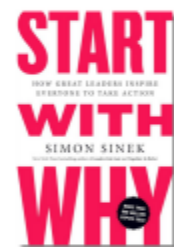
Feb 5: *The One Thing* by Gary Keller

Mar 5: *Think Again* by Adam Grant

Location: Board Room

Registration required.

Visit novilibrary.org/events or call 248-349-0720.





DIA INSIDE|OUT ART EXHIBIT TRAVELING TO NOVI

MAY - OCTOBER 2024 #DIAInsideOut dia.org/InsideOut2024

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

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

Meet the Author!



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

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

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



About the Neighborhood Library Association (NLA)

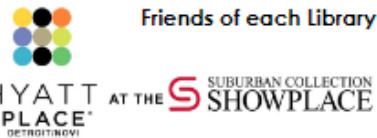
NLA is a group of seven libraries located in southeast Michigan.

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

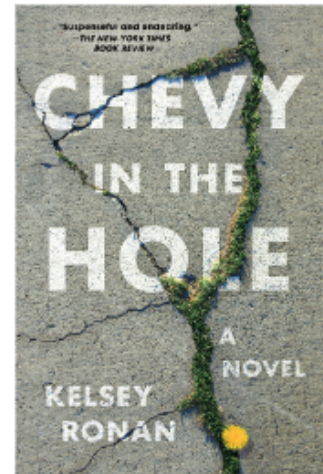
Our Community Reads program brings community members together to read and discuss the same literary work, and take part in events hosted by the participating libraries in an effort to strengthen community ties and promote literacy among a diverse population. Each library sponsors programs and hosts book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



Sponsored in part by:



14TH ANNUAL COMMUNITY READS



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

45255 W 10 MILE RD,
NOVI, MI 48375

www.nlacommunityreads.weebly.com

8/25/2024				8/26/2024				8/27/2024				8/28/2024				8/29/2024				8/30/2024				8/31/2024 CLOSED Labor Day Weekend							
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	43	86	65	10-11am	55	95	75	10-11am	48	178	113	10-11am	54	156	105	10-11am	74	168	121	10-11am	0	0	0	10-11am	0	0	0
11am-12	0	0	0	11am-12	62	71	67	11am-12	57	109	83	11am-12	89	96	93	11am-12	102	79	91	11am-12	118	119	119	11am-12	0	0	0	11am-12	0	0	0
12-1pm	56	85	71	12-1pm	56	52	54	12-1pm	80	98	89	12-1pm	117	84	101	12-1pm	86	81	84	12-1pm	118	91	105	12-1pm	0	0	0	12-1pm	0	0	0
1-2pm	58	95	77	1-2pm	59	67	63	1-2pm	118	82	100	1-2pm	94	103	99	1-2pm	84	79	82	1-2pm	82	103	93	1-2pm	0	0	0	1-2pm	0	0	0
2-3pm	92	89	91	2-3pm	122	171	147	2-3pm	114	154	134	2-3pm	123	180	152	2-3pm	118	189	154	2-3pm	83	78	81	2-3pm	0	0	0	2-3pm	0	0	0
3-4pm	98	122	110	3-4pm	178	167	173	3-4pm	233	194	214	3-4pm	204	175	190	3-4pm	188	170	179	3-4pm	86	75	81	3-4pm	0	0	0	3-4pm	0	0	0
4-5pm	102	83	93	4-5pm	121	96	109	4-5pm	109	74	92	4-5pm	150	95	123	4-5pm	166	116	141	4-5pm	123	102	113	4-5pm	0	0	0	4-5pm	0	0	0
5-6pm	147	52	100	5-6pm	117	108	113	5-6pm	99	64	82	5-6pm	139	105	122	5-6pm	107	85	96	5-6pm	193	92	143	5-6pm	0	0	0	5-6pm	0	0	0
6-7pm	0	0	0	6-7pm	98	80	89	6-7pm	72	102	87	6-7pm	127	168	148	6-7pm	103	105	104	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	77	64	71	7-8pm	69	65	67	7-8pm	146	110	128	7-8pm	78	64	71	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	115	34	75	8-9pm	108	29	69	8-9pm	143	47	95	8-9pm	130	46	88	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0
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Information Technology Report by Jeffrey Smith – August 2024

General

Our Veeam backup solution was canceled. It is no longer needed due to using Datto Cloud Backup. This will save the annual Veeam maintenance costs.

Our System Administrator, Denise Woods, replaced 5 staff computers in the Support Services area.

Continued work was required on the 2nd Floor Print Release Station because the C/BA device was giving out dimes instead of quarters. Denise worked with Envisionware to install a new Coin Acceptor hardware unit in the device on Aug 21st. *UPDATE: The supplied hardware failed after 2 weeks, and Envisionware shipped us another one on September 5th.*

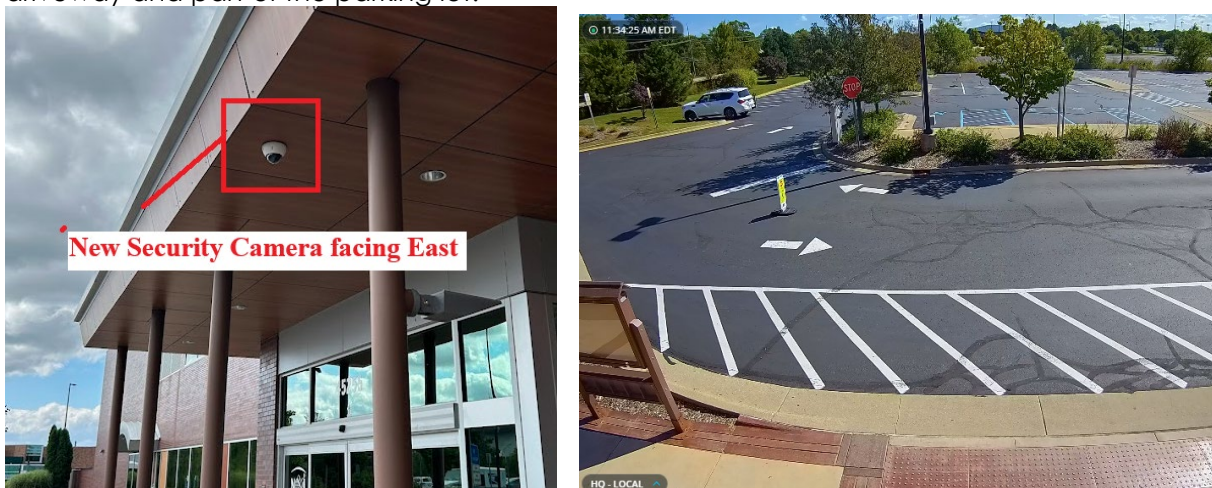
August 9th was Anna Burbo's last day at NPL. She has been a valuable asset to the iCube. Mallory Lindeman will be Anna's replacement beginning on 9/17. More on that next month.

A security camera was installed in the S-E corner of the Youth Activity Room (YAR). The camera is actually not new - it was moved from the North Stairwell, where it was previously under-utilized.



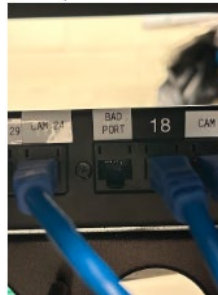
Security Camera #14 moved to YAR View from Camera #14

A brand new security camera was installed near the entrance, pointing towards the East to view the driveway and part of the parking lot.



New Security Camera #45 View from Camera #45

Security Cam #24 was repaired. We discovered two issues. First, that the CAT-6 cable that ran under the driveway in front of the building was damaged and needed to be replaced. Second, a bad port was discovered on a 1st Floor Data Closet patch panel. Both issues were repaired by Sentinel, and the camera is now working again!



Camera #24 Driveway cable Bad Port

Camera #24 works again!

iCube

We held 215 iCube appointments in August.

- 44 3D prints
- 0 3D scans
- 10 Adobe Creative Cloud projects
- 22 Cricut crafts
- 0 Carvey projects
- 47 Creative Kits
- 14 Digital Conversions
- 21 Heat Press jobs
- 11 Laser projects
- 18 Photo Prints
- 8 Sewing/Embroidery projects
- 20 Sublimation prints

Mary helped a patron sublimate 2 t-shirts



Sublimated T-shirts by a patron with Mary's help.

Anna J and Jess H helped iCube guests with printing mugs, making puzzles, photography club photos, embroidery, 3D printing, and the Creative Cloud Workstation projects.

Dominic worked with Thingsmiths to repair our Raise3D 3D printer. The printer had been printing with only one of our two color spools.



Sample printed with the repaired 3D printer



New build plate cover -both by Dominic

"Made in the iCube" NPL Display cabinet with 3D printed items by Anna J and Anna B.



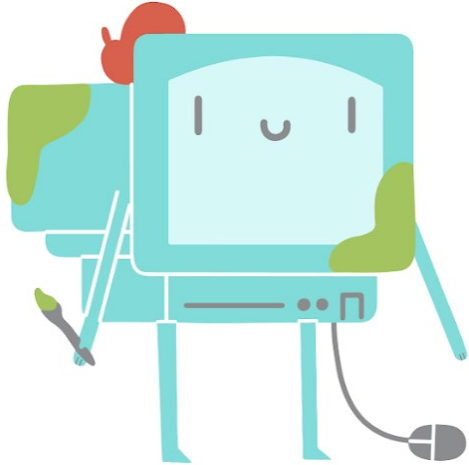
"Made in the iCube" display arranged by Mary

Our new *Bambu Lab P1S Combo* 3D printer was installed and tested. The funds to purchase the printer were donated by *Shinsho American Corporation*. Dominic also added a desiccant bead box and a hygrometer on the printer.



Bambu 3D Printer with 4 color spools Desiccant box and hygrometer

Meet our new iCube mascot, Cubey! Cubey was designed by Anna B. -Anna has granted NPL permission to use the design to help promote the iCube.



Cubey, designed by Anna B.

Training

- Anna B, Denise, Dominic, Jeff all attended Professional Development Day
- Jeff attended "A Library's Guide to Building a Long-Term Digital Strategy"

Facilities Report by Keith Perfect – August

In the past month the Facilities Department has closed 6 Facilities Maintenance tickets, 30 Meeting Room Requests/Programs and has updated 345 Periodic Maintenance tickets.

- Quotes were received and approved for the second floor women's restroom automatic door opener replacement.
- HVAC mixing box preventative maintenance filter changes performed by vendor.
- Second floor teen area was patched and painted.
- Two sections of the automatic window blinds were repaired.
- We were gifted two new tables by the Commerce Library for use in public areas.
- New, additional electrical outlets were installed by vendor in the second floor teen area.
- The plumbing backflow devices were tested/certified by vendor. All devices passed.
- The fireplace received its annual inspection/maintenance by vendor.

**Information Services Department August Report
Compiled by Shannon O'Leary (in absence of Dept. Head)**

News and Notes

- Staff attended department meetings.
- Staff attended committee meetings for DEI Committee, Employee Wellbeing Committee, iCube Committee, Marketing Committee
- Staff attended Staff Professional Development Day on Friday, August 9.

Professional Development

- Effective Solutions for Student and Staff Wellness webinar - Austin
- IS staff on external committees:
 - Novi Historical Commission - Rae
 - Thumbs Up! Award Workgroup - Austin and Kirsten
 - TLN eContent Users Group - Mary
- More Than Welcome: Libraries Serving Families of Young Children with Disabilities - Jen
- MeL eResource Training with Laura Warren-Gross - Jen
- Responding to Aggressive Behavior-Emma
- Surviving the Stacks-Emma
- UP Notable Book Club-Who Am I by Julie Buchholtz-Emma
- Strengthening Your Communication Skills-Emma, Austin
- Setting Appropriate Boundaries Without Writing Anyone Off webinar - Austin, Jess
- Roll with it... Gaming in Libraries UW Madison course - Anna
- MLA Advocacy Hour: Project 2025 and Its Consequences for Libraries - Jess
- ESL Conversation Groups (Niche Academy)- Shannon
- A Library's Guide to Building a Long-Term Digital Strategy-Mary
- Simon and Schuster Fall Preview-Rae
- Read "You are not your User: Breaking Through Customer Service Roadblocks" for the customer Service Committee-Rae
- Attended Library Journal Fall Mystery Preview-Rae
- Library of Michigan: Hosting a Community Digitization Day Webinar-Rae
- Library Journal: Using Emotional Intelligence to Build Effective Work Relationships Webinar-Rae
- Civic Literacy in Public Libraries: Why, What, and How webinar - Jess

IS Staff Outreach

- Preschool Outreach at ... – Emily
- Senior Outreach at Meadowbrook (2) – Emma
- Ribbon Cutting - Gill Staffing - Jen
- No.Vi Dinner Tour -Novi Chamber-Emma
- Outreach Bookclubs- 6
- 1 on 1 Zoom meeting with MSU Tollgate (Ellen and Lisa) - Jen

Adult Programs

- Afternoon Read Book Club-16
- Novel Idea book Club-8
- Japanese Conversation Group- 36
- Spanish Conversation Group- 8

- Craftastic Wednesday: Embroidered Coin Purses - 18
- Villa Barr Artist in Residence lecture: Kong Ho - 31

CraftasticWednesday Coin Purses:



Kong Ho lecture:





Adult Displays

- **Adult Desk Display:**
- **Feature Collection:**
 - Reading Challenge: Read a Historical Fiction Novel
 - National Dog Month



First Floor Display Case:

Aug 1 - 14 - Kong Ho



Aug 15-31 - Made in the iCube: 3D Printing



Youth/Tween/Teen/Family Programs

- LEGO Club - 20
- Summer Reading Finale Parties at Paradise Park (2) - 900 total
- Birth-K Summer Reading Program Finale Party -
- Teen Space (4) - 211
- Youth SRP Grab and Go Kits - 288 total for August

Youth/Tween/Teen Displays

- **Teen Stop display** – Classics with a Twist
- **Youth Feature Display** –
- **Youth Desk Display** –
- **New for You Kiosk**
 - **Libraries Are for Everyone:** Back to School Month, Summer Olympics, Spider-Man Day, International Cat Day, Book Lovers Day, National Tell a Joke Day, Raksha Bandhan, Women's Equality Day, National Power Rangers Day, Labor Day



Featured Display: Community Read books: *Chevy in the Hole* by Kelsey Ronan

Friday, September 13th was the official start of the Betty Lang Local History Room Internship. The Fall intern is Marissa Salvia. She will be in on Fridays from 10-6 working on a Finding Aid in the Local History Room. Please say hi if you see her around the building!



Marketing and Community Promotion by Dana VanOast – August

Outreach & Promotions

Saturday, August 17, 2024: Fox Run Gala

Monday, August 26 – Sunday, September 22, 2024: Back-to-School Updates & Fall Programs Peachjar (NCSD Digital Flyer)

Webinars

August 20, 2024: MI PR Group Monthly Meeting

Videos Filmed

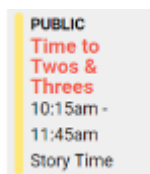
August 12, 2024: Beyond Books – End of Summer Reading with Jeff Wainwright, Paradise Park

Marketing Committee Updates – August 13, 2024

- Finalized new branded business card design
- Approved branded parking pass design
- Discussed ideas for an NPL Ambassador program for summer 2025
- Discussed Marketing Plan goals

Library Market (Library Calendar) Update: ADA Compliance

Program listing before:



Program listing after:



Theme & Accessibility Updates

Applied a label to all calendar teasers that **reiterates the information contained in the color coding bars as a text list so that the system is more accessible to users who cannot readily perceive or distinguish the colors.** For most clients, color coding is done by age group. A list of all terms applied to an event will be included with the teaser display on all calendar views. This label will be applied automatically as a matter of accessibility when color coding information.

“At Library Market, we have always been proactive in testing our software for ADA compliance. Over the last several months, we have been actively working with our clients and the Department of Education’s Office of Civil Rights to make sure our software meets all areas of guidelines. Most of the updates for this release will go unnoticed by most clients and patrons who do not use screen readers or keyboard navigation within the software.”

“There are more planned accessibility updates that may have visual impacts on the presentation of our software as well. Please note that we will make every effort to ensure that our software meets the WCAG compliance standards required by the ADA, while still retaining the aesthetic appeal for which our work is known. Our initial focus is to give all of our clients confidence that their website and/or calendar are meeting government requirements. We will then evaluate the various implementations to determine if a more aesthetically pleasing solution is available that still meets the compliance standards.”

Support Services Department Report by Maryann Zurmuehlen –August

Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended Management Team meetings.
- Attended SS Department catchup meetings.
- Held interviews for the Head of Support Services position on August 1st and 14th.

Assistant Director

- Held a Building Policy Committee meeting on August 12th.
- Attended a Marketing Committee meeting on August 13th.
- Held a quality assurance walkthrough with janitorial company on August 15th.
- Held one-on-one and department meeting with staff members in Facilities and IT as their new manager on August 1st, 15th, 21st, and 27th.

Circulation & Shelves

- Beginning of Year Performance meetings have been completed.
- Staff are working on the Collection Inventory Project which began in January.
- Held interviews for the two 12-hour Shelves positions on July 29th and July 30th.

Tech Services

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

- In Progress: Changing Youth Special Needs Collection to the Youth Accessibility Collection - we will begin on this in Mid/Late September.
- Completed: Novi Author/Artists, YA Printz, Moving TOEFL, IELTS and TOEIC books from Career to ELL

Statistics (August 2024)

- Cards Issued: **324**
- Items Checked Out (NPL): **61,933**
- Items Checked Out (LLL): **113**
- Total Checkouts (NPL + LLL): **62,046**
- Items Interloaned for NPL Patrons: **4,383** (**91** through MeLCat)
- Items Interloaned to Other Libraries: **3,455** (**158** through MeLCat)
- Items Added to the Collection: **1,624**
- Items Discarded from the Collection: **1,222**
- Drive-Up Window & Locker Hold Pickups: **21**
- MAP Checkouts: **78**
- Online New Card Registrations: **25**
- Outreach:
 - NPL @ Your Door: **8** Mailer Bags / **27** Items
 - 7** Facilities Visits / **63** Items Provided
 - 6** Book Discussions / **84** Items Provided
- READ Boxes:
 - 3** Weekly Deliveries
 - 22** Adult Items Circulated
 - 341** Youth Items Circulated

Support Services Statistics 2024-2025													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	327	324											651
↳ Of Which, Online Registrations Totaled	89	25											114
Checkouts (NPL)	64,018	61,933											125,951
Checkouts (Lakeshore Lending Library)	121	113											234
Total Checkouts (NPL + LLL)	64,139	62,046											126,185
Items Borrowed	5,002	4,383											9,385
Items Loaned	3,775	3,455											7,230
Hold Pickups (Drive-Up & Lockers)	25	21											46
MAP Pass Checkouts	74	78											152
Read Boxes	609	341											950
NPL @ Your Door (# of Bags)	10	8											18
NPL @ Your Door (# of Items)	31	27											58

Year-to-Year Comparison				Read Boxes			
		AUG 2024	AUG 2023			AUG 2024	AUG 2023
Cards Issued This Month		324	334				
Total Checkouts (NPL + LLL)		62,046	62,477	Read Boxes	Adult	22	40
					Youth	319	413
Items Borrowed	TLN	4,292	4,931		Total	341	453
	MeL	91	52				
		4,383	4,983				
				NOTE: Read Boxes were filled for the 2024 season on May 1st.			
Items Loaned	TLN	3,297	3,521				
	MeL	158	127				
		3,455	3,648				

2023-2024 Annual Inventory Report for NPL

June	Total Last Month	Added This Month	Removed This Month	Net This Month	Added Fiscal YTD	Removed Fiscal YTD	Fiscal Year Total	CURRENT TOTAL
Adult Book	41,149	371	825	-454	3,676	10,155	-6,479	40,695
Adult Book Club Kit	82	0	0	0	6	0	6	82
International Language	2,064	9	1	8	360	177	183	2,072
Large Print	5,041	9	140	-131	424	169	255	4,910
Reference	719	1	1	0	15	18	-3	719
Short Loan Book	230	13	5	8	170	38	132	238
YA Book	7,876	98	10	88	930	414	516	7,964
Total Adult Books	57,161	501	982	-481	5,581	10,971	-5,390	56,680
Board Book	1,906	30	31	-1	491	435	56	1,905
Youth Book	68,894	579	370	209	7,254	5,860	1,394	69,103
Youth International Language Books	1,754	67	1	66	643	1,090	-447	1,820
Youth Large Print	311	0	0	0	55	5	50	311
Youth Short Loan Book	2,096	6	12	-6	184	196	-12	2,090
Total Youth Books	74,961	682	414	268	8,627	7,586	1,041	75,229
TOTAL BOOKS	132,122	1,183	1,396	-213	14,208	18,557	-4,349	131,909

Total Value Based on \$25.00 per unit \$ 3,297,725.00

New Adult Bluray	344	23	0	23	335	46	289	367
New Adult DVD	474	33	0	33	427	33	394	507
New Adult/YA CD Books	134	8	0	8	223	124	99	142
Adult Bluray	5,024	16	2	14	89	232	-143	5,038
Adult DVD	6,418	15	12	3	175	905	-730	6,421
Adult/YA CD Books	2,568	0	0	0	7	1,245	-1,238	2,568
Total Adult Multimedia	14,962	95	14	81	1,256	2,585	-1,329	15,043
New Youth Bluray	199	6	0	6	72	11	61	205
New Youth DVD	199	6	0	6	208	40	168	205
New Youth/Tween CD Books	90	4	0	4	106	29	77	94
Youth Bluray	910	2	0	2	14	39	-25	912
Youth DVD	3,994	0	0	0	117	917	-800	3,994
Youth/Tween CD Books	1,278	0	0	0	19	54	-35	1,278
Total Youth Multimedia	6,670	18	0	18	536	1,090	-554	6,688
TOTAL MULTIMEDIA	21,632	113	14	99	1,792	3,675	-1,883	21,731

Total Value Based on \$30.00 per unit \$ 651,930.00

Total Collection Value \$ 3,949,655.00

Self-Check Totals 2024-25 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	64,139	46.26%	29,668	8,417	6,009	4,799	10,443
August	62,046	44.43%	27,568	8,417	6,009	4,799	10,443
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
FYTD	126,185	45.36%	57,236	16,891	11,972	8,805	19,568

Library Usage									
2023-2024 Fiscal Year					2024-2025 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	35,488	7,105	42,593	1,704	July	27,026	6,343	33,369	1,192
August	24,612	4,137	28,749	1,106	August	26,543	7,657	34,200	1,179
September	25,059	6,560	31,619	1,171	September				
October	29,335	1,636	30,971	1,032	October				
November	27,349	6,356	33,705	1,248	November				
December	21,975	7,197	29,172	1,122	December				
January	24,865	7,650	32,515	1,084	January				
February	27,211	6,815	34,026	1,173	February				
March	24,943	4,721	29,664	1,023	March				
April	28,725	5,704	34,429	1,148	April				
May	24,053	7,709	31,762	1,176	May				
June	26,941	4,583	31,524	1,126	June				
FYTD Total	320,555	70,173	390,728	1,170	FYTD Total	53,569	14,000	67,569	1,185

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

Computer Logins											
2023-2024 Fiscal Year						2024-2025 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,128	38,208	39,336	1,573	237	July	1,383	148,114	149,497	5,339	275
August	1,250	*44,166	45,416	1,747	265	August	1,356	155,267	156,623	5,401	275
September	1,025	*104,753	105,778	3,918	255	September					
October	1,102	182,259	183,361	6,112	292	October					
November	1,021	180,487	181,508	6,723	263	November					
December	873	116,491	117,364	4,514	247	December					
January	430	**164,392	164,822	5,494	286	January					
February	1,185	161,577	162,762	5,612	267	February					
March	1,199	148,575	149,774	5,165	272	March					
April	1,258	169,967	171,225	5,708	286	April					
May	506	160,279	160,785	5,955	266	May					
June	1,253	153,389	154,642	5,523	261	June					
FYTD Total	12,230	1,624,543	1,636,773	4,901	3,197	FYTD Total	2,739	303,381	306,120	5,371	550

Notes 2023-2024:

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

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

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

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

Notes 2024-2025:

Early Literacy Workstation Usage							
2023-2024 Fiscal Year				2024-2025 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	612	8,955	14	July	768	10,949	14
August	693	9,007	13	August	743	10,876	13
September	610	6,615	12	September			
October	724	9,029	25	October			
November	636	8,190	18	November			
December	*556	*6,540	*24	December			
January	637	9,309	13	January			
February	751	10,617	14	February			
March	743	10,870	15	March			
April	687	9,805	14	April			
May	562	7,796	14	May			
June	767	11,181	15	June			
FYTD Total	7,978	107,914	16	FYTD Total	1,511	21,825	27

Notes 2023 – 2024:

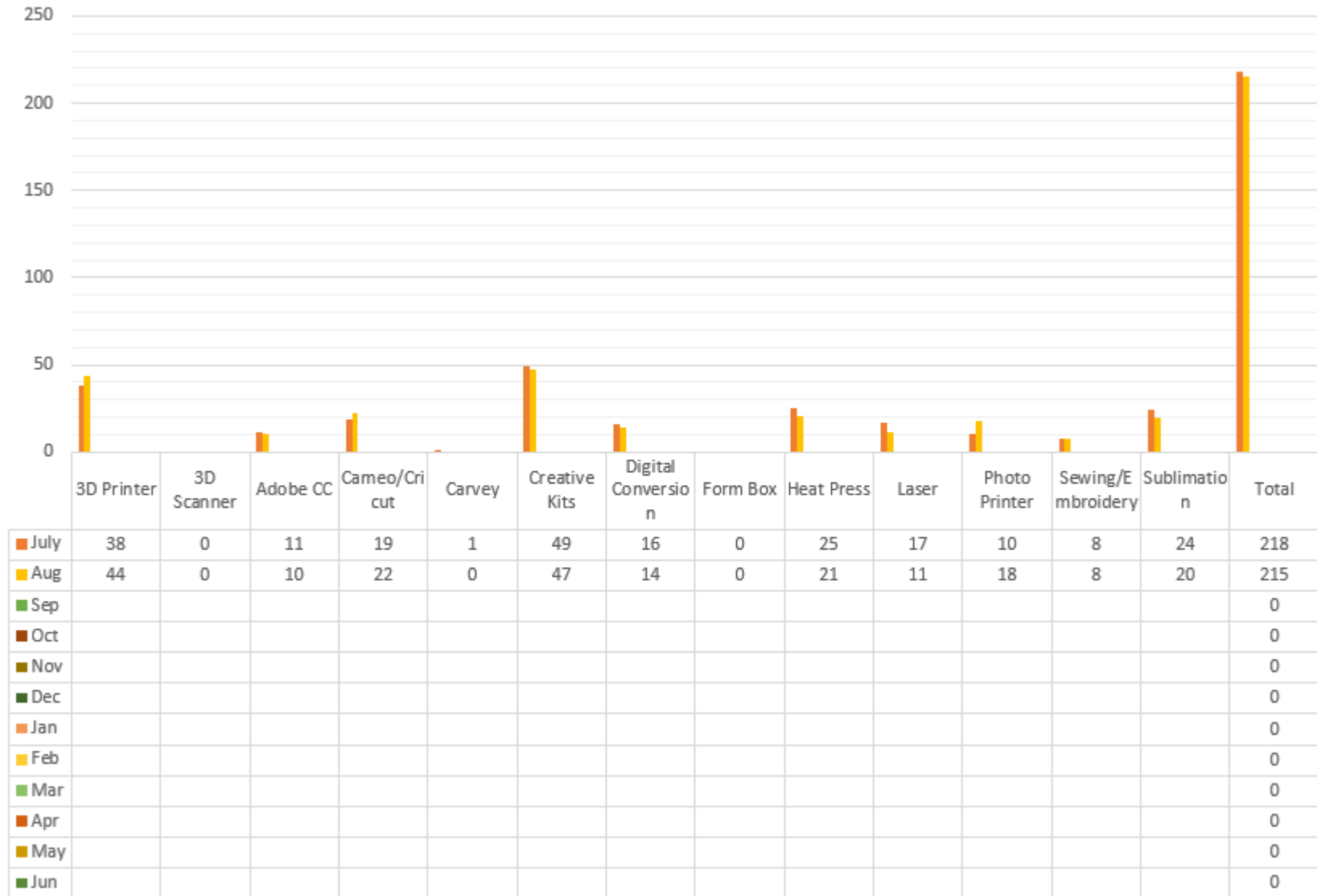
AWE Stats previously taken from AWE Customer portal. Beginning July 2023, the portal is no longer available.

Stats are now downloaded from the individual AWE workstations.

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

Technology Training Sessions 2024-25 Fiscal Year																
	3D Printing	Cricut/silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Heat Press	Creative Kits	Virtual Reality	Staff Training	Total Sessions
Jul	38	19	16	10	8	24	1	17	0	0	11	25	49	0	8	226
Aug	44	22	14	18	8	20	0	11	0	0	10	21	47	0	2	217
Sep																0
Oct																0
Nov																0
Dec																0
Jan																0
Feb																0
Mar																0
Apr																0
May																0
Jun																0
Sessions	82	41	30	28	16	44	1	28	0	0	21	46	96	0	10	443

iCube Usage 2024- 2025



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

2024-2025 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	2,564	682	304	23	392
August	2,520	702	312	17	454
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	5,084	1,384	616	40	846

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

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

2024-2025 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	7,746	3,510	11,256	1,610	124
August	7,441	3,712	11,153	1,499	131
September	0				
October	0				
November	0				
December	0				
January	0				
February	0				
March	0				
April	0				
May	0				
June	0				
FYTD Total	15,187	7,222	22,409	3,109	255

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

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

Meeting Room Statistics 2024-2025 Fiscal Year		
	Rentals	Attendees
July	29	274
August	38	710
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
FYTD	67	984

FRIENDS OF NOVI LIBRARY

Friends of the Novi Library September 2024

Book Nook News:

In July we made \$2,029 in the Nook and \$744 from Thrift Books, Thanks to all of you who buy books and then donate them back.

Staff Recommendations Shelf

Have you been in the Book Nook lately? You might have seen that the Special Feature shelf has been removed, and we now have a shelf called **Staff Recommendations**. Most bookstores have this shelf or table, with reviews of the favorite books displayed. Well, we are a bookstore too and decided it would be a nice addition to the Book Nook.

Often the volunteers are asked for book suggestions, and now we have some with just a few steps to this shelf. I hope you take a peek at the recommendations and hopefully, you will find just the book to curl up with as the weather starts to turn a little cooler and activities start coming indoors. A perfect time to read!

Summer Reading:

The 2024 Summer Reading program sponsored in part by the Friends was a great success.

The total number of individuals that signed up for the program both adults and children was 2723. Of those 1514 completed their reading goals. A total of 41,629 books were read.

From the President:

We have had a lovely summer but the nights are turning cool and fall is in the air. Summer Songfest has been a great success. Gail Anderson has once again put together a great program for the event. We had raffles two Thursdays and made around \$500. We will have a raffle for our final program, Elvis, on September 19th. We thank DTE for their generous sponsorship this year.

Kaleidoscope is staring again this fall so mark your calendars. This year the Friends are sponsoring Senior Day which last year got excellent reviews from those who attended. It is an all-day event geared towards seniors. Drop by the Book Nook and say hello.

Our September **Kaleidoscope** program will be **Rust Belt Reporter, A Memoir** presented by **John Gallagher**, Veteran journalist, author. John's new book presents an insider's view of the many challenges faced by many Rust Belt cities Gallagher shows that despite tensions inside local newsrooms, efforts are underway every day to accurately report what is happening and why.

Program held at Novi Public Library
September 24, 2024, at 7pm
Admission is free, but reservations are required

**Calendar of Events:****2022 Summer Music at Paradise Park - Thursdays, 7-8pm**

- Sept 12 -- Motor City Soul (Motown and More)
- Sept 19 -- Elvis

Kaleidoscope

- Sept 24, 7pm -- *Rust Belt Reported: A Memoir*
John Gallagher, journalist.

Authors Live Luncheon at Fox Run

- Oct 1 -- Irene Miller, author of *Into No Man's Land: I Historical Memoir*. Registration required, \$20 per person.
- Oct 7 -- Senior Day at the Novi Library

Meet the Friends of the Novi Library 2024 Board



Susan Johnson – President – I have an undergraduate degree in Mathematics and a masters degree in Computer Science. My working career was in design and implementation of computer systems for factory automation. I have lived in Novi for 41 years. My 3 girls graduated from Novi High School and I have 8 grandchildren. My husband Don and I have been married for 38 years. I have always been a reader and loved the library. I became involved with the Friends in 2012 and became president in 2014. It is my pleasure to support our Novi Library and work with Julie, Dana and the staff.



Evelyn Cadicamo - Secretary – I graduated from Oakland University with a degree in English Literature. Prior to finishing my degree, my husband and I had relocated 8 times while raising our three sons. In each location we called home, I volunteered my time and energy in school libraries - from elementary to high school. In one location I worked in a college library (yup, no longer Dewey; now it was Library of Congress cataloging!) Returning to Michigan, I was employed by Northville Public Schools where I taught reading to first and second graders in their Reading Start and Reading Boost programs. I did this for 18 years and loved every minute of it! Still wanting to be of service in my retirement, I volunteered my time to the Novi Library Friends. After a while, I was elected Secretary of the Friends Board, where I still serve.



Marilyn Amberger – Director – I retired from nursing after 28 years, but worked on contingency basis for another 10 years. I volunteered at Habitat for Humanity of Oakland County, sometimes traveling to Louisiana & Mississippi after Hurricane Katrina. I started shelving and sorting donated books in the Book Nook which led to becoming a Board member for the Friends serving as Treasurer for several years. I also volunteered in CERT (Community Emergency Response Team), Detroit Public Television and Michigan Humane Society. I have a son & daughter, 3 grandchildren and 3 great grandchildren.



Margaret Beller – Director - I was born and raised in Chelsea MI. I received my BA & MA from EMU where met and married my husband, Tom. He passed 5 years ago. We had a wonderful 52 year marriage. We moved to Northville in 1974. We moved on the Lake in 1998. We have 3 children and 5 grandchildren. I taught 1st & 2nd grade for 40 years in Belleville. I've been retired for 28 years. I enjoy reading, travel, design and going out with friends. Recently I've become involved with the city and working on various committees.



Anne Craig – Director - I am a licensed attorney and lecturer at the University of Michigan School of Education. I also facilitate executive education courses with a large online education company. I have lived in the Northville/Novi area since 1992. I am a life-long reader and bibliofanatic. I cannot overstate how much I love books and reading. My parents were both avid readers and frequenters of our hometown's Carnegie library and instilled those values in me. As a mother of four and an educator, I have seen how important access to books is for all individuals, and how libraries can become centers for building community. I look forward to the opportunity to support the Novi library in an active Role within the Friends.



Donna Eaddy - Director – proud 11-year resident of Novi, dedicated to serving, contributing, and championing the charitable mission of the Friends, to maintain, grow, and inspire our community to be the charging station to the light that shines upon our beloved library. Alumni of Wayne State University School of Business, with a minor in Africana Studies. A professional employee with 30 years of corporate experience. Currently serving as a City of Novi Ambassador, Board of Directors member HOA, Election Inspector Official, and newly appointed to the Board of Review, Board and Commissions. I am an avid reader. Book reading is my peace, joy, and refuge. I have two adult children who are graduates of the Walled Lake Consolidated School District. My past roles included serving as Chair of the Outreach Committee of the Walled Lake African American Parent Network (WLAAPN), Parent Lead of the African American Male Literacy Alliance, and advocate of Special Education Services. I am a member of Brightmoor Christian Church serving on various mission ministries.



Carol Hoffman – Director - I have a BS in Elementary Education. I taught second grade before going into a career in sales. I sold for much of my work career. I worked for a publisher of ESL testing and educational materials. Now that I am retired, I am responsible for a book club at my church, St. James, here in Novi. I also have been managing the Book Nook at the library for over ten years. I have been on the Friends board for the past 15 years and also volunteered at Providence Park Hospital. I volunteer for a program called Rock Steady that helps Parkinson patients at a local gym.



Karen Schubert – Director – Karen and her husband Tom have lived in Novi for 34 years. They have three daughters, three great sons-in-law and five grandchildren. She has a BS in Accounting. Karen retired from Northville Public Schools where she was paraprofessional with the Learning Consultant and resource room. She started with the Friends volunteering in the Book Nook where she both sorted and shelved books as well as selling. She joined the Board in 2019. In addition to working in the Book Nook, Karen helps with Friends fundraising events and volunteers at Maybury Farm. She enjoys being a grandmother and being active in her grandchildren's lives.



Stephanie Tolliver – Director - I have lived and worked in the Novi/Northville area for the past 5 years. One of the reasons that I joined the Friends is to become more involved in the community that I live and work in.



Mary Angela Winter – Director - I joined Friends because I wanted to contribute to our wonderful library. Our library has a dedicated staff that serves the Novi community so well, and the Friends support the programs, events, and services that the library offers. I was an English teacher/Gifted Program Coordinator for 34 years. I've been a Novi resident for 46 years. My husband and I have two adult daughters, a son-in-law, and a grandson.

Meet Those Supporting the Friends Board



Carol Neumann – Treasurer - I worked 50 years in the banking industry training future loan officers in statement analysis in Chicago and in Credit at what is now Chase Bank. I retired as a Vice President in Credit Operations. I have lived in Novi for 37 years. When my husband of 23 years died, I came to the library and have been there for 13 years. I am in addition to the Treasurer, the Archivist and Assistant Manager of the Book Nook.



Dana VanOast - Communications Manager & Friends Liaison - I graduated from University of Michigan-Dearborn with a Bachelor of Arts degree in Communications and a minor in English. I began working at a public library in 2007, starting as a Library Page and working my way up to become a Librarian Assistant and Publicity Coordinator. In July 2019, I was brought on at the Novi Public Library as their Communications Coordinator and after getting some experience under my belt, moved into a Management position in 2022. I love telling NPL's story and getting the word out to Novi residents about our programs and services. Using my creativity to make a program flyer or posting photos of smiling children on our social media accounts is the highlight of my day! I have been a liaison with the Friends for over 5 years and have loved every moment of it! My husband, Zach, and I got married in 2023 and we live in West Bloomfield with our cat, Jerry.

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

July Minutes
Wednesday, July 17, 2024
Novi Library Local History

CALL TO ORDER: 7:04 p.m.

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

ABSENT: Kelly Kasper

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

APPROVAL OF AGENDA: APPROVED

APPROVAL OF JUNE MINUTES: APPROVED

NOVI HISTORICAL COMMISSION
 FINANCIAL SUMMARY REPORT - 2024(2023) Fiscal Year

	BUDGET		EXPENDITURES Thru July 17, 2024
Display Cabinet Embell	\$ 800.00	\$ -	
Marketing/Brochures/Engage/Name Badges	\$ 900.00	\$ -	
Equipment/Supplies/Office/Logos/Repairs	\$ 10,000.00	\$ -	
Program/Speaker Fees	\$ 1,200.00	\$ -	
Storage Unit	\$ 2,700.00	\$ (2,400.00)	
Acquisition (Books/Materials/Subscription)	\$ 2,000.00	\$ -	
Conference/Continuing Education	\$ 1,000.00	\$ -	
Legal Fees	\$ 800.00	\$ -	
Special Project Items Bobby Long Memorials Old Histories City/Community Event Photography	\$ 3,000.00	\$ -	
TOTAL:	\$ 23,800.00	\$ (2,400.00)	\$ 21,400.00
Available Projects Villa Dan Book Sales YTD Weather Access New Project	Expenditures	Revenue Paid	

Treasurer's Report: APPROVED – The Historical Commission was within budget for the fiscal year. The Historical Commission received its annual expense for its storage locker for \$2400.

LIBRARY LIAISON REPORT:

History Room Office Hours:

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

Donations: Rae Manela received several donations from a Novi resident that included Novi High School class photos, Wildcat Roar newspapers, football coupon book and more. Kathy Crawford also made a photo donation of city events including the 50s Fest and the Motorsports Hall of Fame induction ceremonies.

Human Library: The Novi Public Library will be hosting a Human Library. Started in Denmark where people could “check” people out to learn more about a person’s past. Some may have been a farmer, soldier, survivor of a disaster, etc. Once “checked out,” the subject will engage in a conversation for 30 minutes with the person who signed up to hear their story. The Human Library will take place on Nov. 9. People interested in being a human library “book” can register from July 26 – Sept. 30.

DISCUSSION ITEMS:

Local History Room Hours: The Historical Commission voted to change the Local History Room office hours. Starting in 2025, the Local History Room will be open 10:30 a.m. – 12:30 p.m. the first Monday of the month and 6 – 8 p.m. on the third Monday of the month.

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

Fox Run History Club Speaking Event: Kathy Crawford and Kim Nice will participate in a presentation on the history of Novi and Walled Lake Amusement Park to the Fox Run History Club on Tuesday, August 20 at 1 p.m.

Northville Genealogy Society Seminar: The Northville Genealogical Society is asking to revise the dates they use the Local History Room to the last Monday of each month.

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

Villa Barr Book Sales: Rae Manela is looking into whether the Commission can have Villa Barr books for sale at the library's front desk.

ONGOING PROJECTS:

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

Wreaths Across Novi: The Novi Historical Commission is looking at hosting the 6th annual Wreaths Across Novi ceremony on Nov. 16.

Display Case Update: The display is now showcasing the truth of Novi's name along with historical facts about the city.

Miniature Project Update: Randy Van Wagnen said he would have the 3-D printed project done for next month's (August) meeting.

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

NEXT MEETING: Wednesday, August 21 at 7 p.m.

ADJOURN: 8:29 p.m.

LIBRARY BOARD COMMITTEE REPORTS

1. Policy Committee – No Meeting held

GOALS

1. Continued review of public policies

2. HR Committee – No Meeting held

GOALS

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

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

Meeting Notes:

- Discussed the Library being a beneficiary to a living trust; legal documents have been received to confirm the Library as beneficiary.
- Discussion pertaining to the future operational needs of the Library and long range costs as well as setting up a campaign committee.
- Discussed Director working on data pertaining to current hours of operation for the Library
- Discussed a gift giving meeting to held in partnership with the Library and the Friends as it relates to the Library's donor opportunities and new brochure.

GOALS

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

4. Events/Marketing/Fundraising Committee – Meeting held: September 9, 2024

- Marketing and branding - Dana released the style and branding guide to staff
- Staff has an internal marketing committee lead by Dana - Communications Manager - they meet monthly
- Beginning conversations of creating an ambassador program for the library
- Trustee Burke suggested we have an open house and create a tour - possibly October 6th on a Sunday for just a couple hours that people can drop in and take a tour of the facility
- Possible fundraising opportunities with swag in the future
- Board Bios for website - Kat to send email.
- Need a good core of committee members and a chair - need to launch winter
- Marketing Plan for NPL is being worked on by Dana and Staff

GOALS

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

5. Strategic Planning Committee – No meeting held

6. Building & Grounds Committee – Meeting held 9/9/24

- Reviewed preliminary quotes from vendors to upgrade the Library's firewall. Information was presented by IT Dept. Head, Jeff Smith. More data is still needed before a comprehensive report can be shared with the Board.

GOALS

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

7. Bylaw Committee (Adhoc) – No meeting held

GOAL

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

8. DEI Committee – Meeting held on: 9-11-2024

- DEI Definition for NPL discussion with staff final comments
- Accessibility policy coming soon for committee review - staff will review first

There are 48 different languages spoken in Novi homes.

This is reported by Novi Community School District as of fall 2024

Cultures & Languages
Languages spoken by students and families? (Please list below)
English
Telugu
Portuguese
Urdu
Arabic
Spanish
Marathi
Hindi
French
Bengali
Italian
Chinese
Tamil
Japanese
Kannada

Malayalam
Punjabi
Vietnamese
Tagalog
German
Korean
Mandingo
Konkani
Russian
Gujarati
Greek
Sinhalese
Lithuanian
Albanian
Twi
Ga
Filipino
Pushto
Thai
Persian
Croatian
Malay
Uighur
Ukranian
Hungarian
Afrikaans
Aramaic
Turkish
Bulgarian
Polish
Nepali
Oriya
Estonian

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

Matters for Board Action

Proposed 2025 Dates for Library Board Meetings: 2nd Thursday of the Month

Location: City of Novi – Council Chambers

January 9

February 13 – Budget Approval

March 13

April 10

May 8

June 12

July 10

August 14

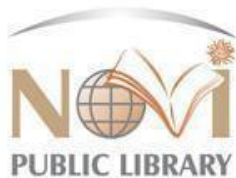
September 11

October 9

November 13

December 11

**** this does not include the 2 budget sessions that will need to be re-scheduled in January and February prior to the February 13th Board Meeting.**



ACCOMMODATIONS & ACCESSIBILITY POLICY – NEW POLICY

DRAFT—Reviewed by Staff Public Policy Committee 8/12/24 & 9/9/24; Reviewed by Attorney 8/1/24 & 8/30/24; Reviewed by Full Staff 9/11-9/16/24

The Library has policies and practices in place which are fully compliant with both the federal Americans With Disabilities Act (ADA) and the state of Michigan's Persons With Disabilities Civil Rights Act. The Library is committed to providing reasonable accommodations to ensure that patrons with disabilities have equal access to all services, programs and activities available to those without disabilities. A **"disability"** is defined as a physical or mental impairment that substantially limits one or more major life activities.

All Library staff members have been instructed to be sensitive to all requests for accommodation by any patron with disabilities and to make reasonable effort to provide accommodation on an individual basis. To request an accommodation, a patron must complete and submit the "Application for Accommodation Form" to the Library Director at least fourteen (14) days in advance of the date of accommodation. The reasonable accommodation is not always the accommodation that is requested. Examples of accommodations include:

- The Library reserves front-row seating if requested.
- The Library provides a wheelchair for use in the Library, and elevators are available to move between floors.
- The Library welcomes attendants to assist patrons with disabilities to enjoy the Library's programs and services. The Library provides adequate space for any attendants, including trained Service Animals, as defined by the ADA and Michigan law (see "Service Animals" below), as well as assistive devices that a person with disabilities may need to help them enjoy the Library's programs and services.

Accessibility of Materials & Library Information

Despite our best efforts, not all library materials are available in all formats.

- **Materials by Mail**
 - The Library provides home delivery of materials to Novi residents through USPS with the NPL @ Your Door service (see "NPL @ Your Door Usage Policy" for additional details).
- **The Library provides access to information and assistive devices in a variety of formats, such as:**
 - Audiobooks in multiple formats
 - Braille books
 - Large print materials
 - Multimedia kits
 - Online databases
 - Periodicals in multiple formats
 - Printed material

- Video materials in multiple formats
- Referrals to the Oakland Talking Book Service at Rochester Hills Public Library for a larger selection of materials and visual aids
- Wide variety of magnifiers

Library staff are available to answer questions verbally or in writing, in person, by phone, by email or via the "Contact Us Form" on the Library's website.

Library Mobility Aids

The Library has two wheelchairs available for patron use **in the Library and on Library grounds**, one located on the first floor near the front entrance and one located on the second floor at the top of the main staircase.

Library staff are not permitted to assist patrons with using the wheelchairs or to operate the wheelchair for a patron, except in emergency situations such as a fire or severe weather.

Patron Mobility Aids

Library staff are available to retrieve any materials which are inaccessible to wheelchair users or others with mobility impairments. The Library provides space for the wheelchair user to study and work at desks, computers, tables, carrels and catalog stations.

Wheelchairs, Mobility Aids and Other Power Driven Mobility Devices ("OPDMDs") are only permitted by those who require them because of a disability. All other uses of OPDMDs inside the Library are prohibited. The Library is permitted to ask the person using the device to provide a "credible assurance" that the device is necessary because of a disability. The Library Director or their designee shall obtain such credible assurances if required.

OPDMDs shall be permitted in all areas where patron pedestrian traffic is permitted. When not in use, OPDMDs cannot block doors, entrances, walkways or aisles. OPDMDs shall be operated at the speed of walking pedestrian traffic, which is approximately 3 miles per hour. OPDMDs that use a gas or combustion engine are prohibited from operating inside of the Library.

Restrooms

- The Library has a single use/family restroom, located on the first floor, for patrons who require additional space or privacy.
- Public restrooms, including the first **and second** floor men's and women's restrooms have automatic door activation switches.

Service Animals

Animals are not permitted in the Library other than trained Service Animals, including those in training, (as defined by the Americans with Disabilities Act (ADA) and Michigan law) for those patrons with disabilities, those used in law enforcement or for Library programming. Service Animals are permitted to accompany patrons with disabilities in all areas of the Library where the public is allowed to go.

Emotional support or comfort animals are not permitted in the Library building. Animals may not be left unattended on Library grounds. The Library is not responsible for animals, including those left unattended.

The Library is permitted to ask the person requiring a Service Animal the following questions:

- Is the animal a Service Animal required because of a disability?
- What work or task has the animal been individually trained to perform?

The Library may not ask about the individual's disability, require medical documentation, require a special identification card or ask that the Service Animal demonstrate its ability.

A Service Animal may be removed for either of the following reasons:

- The animal is out of control and the handler does not take effective action to control it.
- The animal is not housebroken.

Website & Mobile App Access

The Library's website has an accessibility toolbar that offers a screen reader, alternate fonts and text size, alternate background and text colors, a reading ruler, screen mask, dictionary, magnifier, language translation and plain text mode.

The Library designs its website and mobile app to meet or exceed the standards for accessibility required by law. To that end, the Library will follow Title II of the ADA and the federal rules regarding accessibility. The Library will ensure that its websites and any mobile apps meet the requirements of the Web Content Accessibility Guidelines (WCAG) at a minimum within the time as provided by the Department of Justice Federal Rule.

If any person has difficulty accessing the Library's website or mobile app, please contact the Library to explain the following:

- The specific access and accessibility problem
- The link to the portion of the website at issue or specific URL
- The reasonable accommodation or change you are requesting
- Your preferred contact information

Filing a Grievance

A Grievance Procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a grievance alleging discrimination on the basis of disability by the Library in the provision of its services, activities and programs. Please note that the policy applies to patrons and users of the Library.

A grievance should be in writing and contain information about the alleged discrimination such as name, address, phone number of the filer and location, date and description of the problem. Alternative means for filing a grievance, such as personal interviews or an audio recording, will be made available for persons with disabilities upon request. A grievance should be submitted by the filer or their designee as soon as possible but no later than fourteen (14) business days after the date of the alleged violation to:

Library Director
45255 Ten Mile Rd
Novi, MI 48375

Within fourteen (14) business days after receipt of a grievance, the Library Director or designee will meet with the filer to discuss the grievance and possible resolutions. Within fourteen (14) business days of the meeting, the Library Director will respond in writing and, when appropriate,

in a format accessible to the complainant, such as large print or audio recording. The response will explain the position of the Library and offer options for substantive resolution of the grievance.

If the response by the Library Director does not satisfactorily resolve the issue, the filer or their designee may appeal the decision within thirty (30) business days after receipt of the response to the Library Board. After receipt of the appeal, the Library Board shall hear the appeal and notify the filer in writing and, when appropriate, in a format accessible to the filer, with a final resolution of the grievance.

All written grievances received by the Library Director or the Library Board of Trustees will be retained by the Library for at least three years.

Approved by the Novi Public Library Board of Trustees: September 26, 2024

APPLICATION FOR ACCOMMODATION

Date of Submission: _____

Name of Applicant: _____

Phone Number: _____ (home) _____ (cell) _____ (other)

Address: _____

Email: _____

Service, activity, meeting or program title for which accommodations are requested:

Preferred Date of Accommodation: _____

Please describe reason for the accommodation: _____

Please describe the accommodation requested: _____

By signing this Application, the Corporation, Organization or Individual (“Applicant”) identified above agrees as follows:

- 1. The Applicant has a disability that is covered by the Americans with Disabilities Act (“ADA”).**
- 2. The Applicant acknowledges the Library’s “Accommodations and Accessibility Policy.”**

Filer's Signature: _____ Date: _____

FOR LIBRARY USE ONLY

Department: _____ Approved: YES NO

Approved by (Print): _____ Date: _____

Approved by (Signature): _____

Filer Notified (Date): _____



PATRON BEHAVIOR POLICY

DRAFT — Reviewed by Staff Public Policy Committee 9/9/24

Patrons must comply with all Library policies.

For the purposes of this policy:

- **“Harassment”** is defined as behavior that demeans, humiliates or embarrasses a person, and it is characteristically identified by its unlikelihood in terms of social and moral reasonableness. In the legal sense, these are behaviors that appear to be disturbing, upsetting or threatening. They evolve from discriminatory grounds, and have an effect of nullifying or impairing a person from benefiting from their rights.
- **“Bullying”** is defined as the use of force, threat or coercion to abuse, intimidate or aggressively dominate others. The behavior is often repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion and such acts may be directed repeatedly towards particular targets. Rationalizations of such behavior sometimes include differences of social class, race, religion, gender, sexual orientation, appearance, behavior, body language, personality, reputation, lineage, strength, size or ability. If bullying is done by a group, it is called mobbing.

The following guidelines and rules shall apply to the interior, exterior and all grounds controlled and operated by the Library and to all persons entering in or on the premises, unless otherwise specified. Failure to conform to the *Patron Behavior Policy* may result in a suspension of Library use.

After-Hours Use: Patrons must leave the building promptly at closing and may not be in the Library when it is not open to the public unless for a previously approved meeting room rental or program. Unattended children (under the age of 12) who are still at the Library at closing time will be turned over to public safety as set forth in the Unattended Children Policy.

Alcohol and Drugs: Patrons cannot possess, consume, sell, distribute or be under the influence of alcohol, marijuana or illegal drugs on Library property.

- Alcohol may be allowed at certain Library-sponsored events if specifically approved by the Library Director.

~~Animals: Patrons cannot bring pets or animals other than trained service animals, as defined by the Americans with Disabilities Act (ADA) and Michigan law, or those required for Library programming. Emotional support or comfort animals are not permitted in the Library building.~~

~~Animals may not be left unattended on library grounds. The Library is not responsible for animals, including those left unattended.~~

Animals: Animals are not permitted in the Library other than trained Service Animals, including those in training, (as defined by the Americans with Disabilities Act (ADA) and Michigan law) for those patrons with disabilities, those used in law enforcement or for Library programming. Service Animals are permitted to accompany patrons with disabilities in all areas of the Library where the public is allowed to go.

- Emotional support or comfort animals are not permitted in the Library building. Animals may not be left unattended on Library grounds. The Library is not responsible for animals, including those left unattended.
- The Library is permitted to ask the person requiring a Service Animal the following questions:
 - Is the animal a Service Animal required because of a disability?
 - What work or task has the animal been individually trained to perform?
- The Library may not ask about the individual's disability, require medical documentation, require a special identification card or ask that the Service Animal demonstrate its ability.
- A Service Animal may be removed for either of the following reasons:
 - The animal is out of control and the handler does not take effective action to control it.
 - The animal is not housebroken.

Announcements: The public announcement system is used only by staff for Library building operations. Public announcements are not allowed by or for library patrons.

Blocking Access: Blocking aisles, doors or entrances with personal items or leaving such items unattended at the Library at any time is not allowed.

Café Usage: The café seating area is reserved for café customers only.

Care of Library Property: Patrons must not deface, vandalize, damage or improperly use or improperly remove Library materials, equipment or furniture from the Library building or the grounds. Copyright infringement and stealing of library material is not allowed. Patrons shall not load or install any programs or software on Library computers. Patrons shall not cause damage by returning books containing bedbugs or bringing bedbugs into the Library. Climbing on tables, shelving or other library furnishings is not allowed. Patrons will be responsible to reimburse the Library for costs incurred by the Library for violating this provision.

Congregating: Patrons cannot congregate in public areas in large groups (more than 4 people).

Engaging in Proper Library Activities: Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials or facilities as intended for civic, educational or cultural purposes will be required to leave the building and cannot remain on Library property. This includes sleeping on Library furniture or floors.

Identification: Patrons must provide identification to Library staff when requested.

Interference with Staff: Patrons cannot interfere with staff's performance of duties in the Library. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances or physical and/or verbal harassment.

Library's Phone System: Patrons are not allowed to use the Library's phone system. Staff will not make calls for patrons except in cases of an accident, emergency or a child needing to contact a parent, guardian or caregiver.

- In the event that a child reports suspicious activity or staff notice suspicious activity involving a child, that child can request to contact a parent, guardian or caregiver or, if staff deems appropriate, public safety.

Loud Noise: Producing or allowing any loud, unreasonable or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other patrons or have the intent of annoying other patrons is not allowed. This includes yelling, cheering, talking (with others), noisy food or noises from electronic devices. Patrons may use headphones or earbuds but at a volume that cannot be heard by other Library patrons or staff. Parents, guardians or caregivers may read aloud to children in the Youth Area, provided that they are reading in a voice that does not disturb others.

Missing/Lost Person: If staff are approached by a patron and informed that a person is missing/lost and is thought to be in the Library, staff will assist the patron in searching for the person on Library property only. Staff will not make a public announcement, but can assist the patron in contacting public safety upon request. Should there be a request by phone to assist with a missing/lost person, in the interest of patron and staff safety and privacy, staff will not disclose the whereabouts of another patron or staff member to a patron over the phone.

Mobility Devices: Wheelchairs, scooters and other power driven mobility devices are allowed by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.

Nondiscrimination

It is the policy of the Library not to discriminate on the basis of race, skin color, sex, age, height, weight, disability, religion, language, national origin, ethnicity, sexual orientation or gender identity in the operation of the Library, in its employment policies and other Library administered programs.

Odor: Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume or cologne or odors from items brought into the Library that cause a nuisance, is not allowed. (For example, if a patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy.)

Open Flame: Lighters, candles, matches, Sternos and other flame-producing devices are not allowed and cannot be used inside the Library.

Parking or Standing: Vehicles are not allowed to park or stand at the main entrance or in the drive-up window lane. Parking is not allowed in fire lanes.

Patron Privileges Denied: A patron whose privileges have been denied cannot enter the Library. Any patron whose privileges have been limited cannot use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, Director's designee or the Library Board.

Patron Use of Youth Area and Computers: The Youth area of the Library is intended for use by children and the parent, guardian or caregiver who accompanies them. Computers located in the Youth area are for children and adults who are accompanying a child. Adults who are not accompanied by a child may browse the collection but may not remain or be seated in the Youth area. In the interests of protecting children, any patron may be asked to leave the area if they are not using the Youth area for its intended purpose.

Personal Property: Personal items brought into the Library are subject to the following:

- One carry-on item (backpack or briefcase) can be carried into the Library. The Library does not allow large items such as suitcases, large sports equipment bags/duffle bags or large plastic garbage bags. Items must be small enough to fit under a chair at the Library and cannot block doors, entrances, walkways or aisles.
- The Library is not responsible for personal belongings left unattended, and Library staff will not guard or watch personal belongings (unless the patron is utilizing a restroom).
- The Library does not provide storage for personal property.
- Personal items may not take up seating or space if needed for use by other patrons.
- Items will be moved to Lost and Found if they reasonably appear to be abandoned or have been left unattended for ten (10) minutes or more.

Phone Usage: Quiet conversations utilizing phones or other electronic devices are allowed. Phone usage is not allowed in the Quiet Study Room. Staff have the right to request a patron move to another location to complete their phone conversation. Patrons are expected to end phone conversations before approaching a Library service desk.

Recreational Equipment and Personal Transport Devices: Use of skateboards, rollerblades, roller skates or other wheeled forms of recreational equipment is not allowed in the Library or on Library property with the exception of bicycles. Bicycles are not allowed in the Library, and Library patrons must park bicycles or other recreational vehicles in designated areas outside the Library.

Respecting the Rights of Others: Patrons shall respect the rights of other patrons and staff. Patrons may not stare, stalk, harass, bully, threaten, photograph, record or behave in a manner that:

- can be reasonably expected to disturb patrons or staff while at the Library;
- interferes with any patron's use of the Library or the ability of the staff person to do their job;
- would create or may result in a hostile work environment for Library staff; and/or
- violates federal, state or local law, ordinance or regulation (including but not limited to assault, indecent exposure, larceny, removing library materials from the property without authorization through the approved lending procedures, vandalism or copyright infringement).

Restrooms: Misuse of restrooms, including laundering, sleeping, shaving, bathing, hair cutting/trimming, drug usage or sexual activity, is not allowed. Unless a parent, guardian or caregiver is assisting a child or a patron is assisting a person with a disability, there must be only one person to a stall. Library materials are not allowed in the public restrooms.

Sales or Solicitation: Sales or solicitation of monetary donations is not allowed unless incidental to library programming and requires advance approval by the Library Director.

School Groups and Tours: School groups and tours must be approved in advance through Administration. A teacher or other appropriate staff is required to be present to ensure students use the Library in accordance with this Policy.

Seating: In the interest of safety, only one (1) patron per chair and one (1) patron per computer is allowed.

Sexual Activity: Engaging in any sexual contact, activities or conduct is not allowed.

Shirts, Shoes and Masks: Patrons must wear shirts and shoes at all times in the Library building. Bathing suits are not allowed. Based on city, county or state regulations, masks worn over the nose and mouth may be required for health and safety purposes.

Smoking, Tobacco or Marijuana Use: The Library is smoke free. Smoking, using e-cigarettes, vaping (or electronic nicotine delivery systems), chewing tobacco or otherwise using tobacco products is not allowed within 100 feet of Library entrances (City of Novi ordinance, Chapter 22, Article V, Section 22-101 (d)) and within the Library Building. Using, smoking or possessing marijuana on Library property is not allowed. Violators will be asked to leave the premises.

Staff Areas: Patrons are not allowed in any areas designated as "staff only" without prior authorization.

Study Rooms: The Library has rooms of various sizes, accommodating from one (1) to six (6) people, available throughout the Library at no cost. These rooms cannot be reserved and are available on a first-come, first-served basis with no time limit. Patrons cannot exceed the posted room capacity. Rooms left unattended for ten (10) minutes or more will be forfeited to the next patron waiting and any personal items will be moved to Lost and Found.

Tables or Structures on Library Property: No person may use or set up a table, stand, display, sign or similar structure on Library property. This does not apply to Library sponsored or co-sponsored events.

Verbal Harassment: Abusive or threatening language or writing that expresses prejudice, intends to vilify, humiliate or incite hatred against a group or a class of persons on the basis of race, skin color, sex, age, height, weight, disability, religion, language, national origin, ethnicity, sexual orientation or gender identity will not be tolerated.

Weapons: Carrying guns, pistols or other weapons, except as specifically allowed and exempt from local regulation by law, is forbidden.

Disciplinary Process for Library Facilities

As stated more fully below for violations of this Policy, the Library Director or Director's designee may restrict access to the Library with immediate dismissal of the patron from the premises, by suspending the patron's access to the Library for a set period of time or by denying access to specific services and/or programs pursuant to this Policy. If necessary, public safety may be called to intervene.

Incident Reports:

Staff will complete an Incident Report Form for any violation of this Policy resulting in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the

patron. A copy of the suspension of privileges letter should be attached, if applicable.

Violation of the Policy – Suspension of Privileges:

Unless otherwise provided in this Policy, the Library shall handle violations as follows:

- **Initial Violation:** Library patrons observed violating this Policy will be asked to stop the violation with a verbal request. If the patron does not comply, the patron will be asked to leave the building for the day. If the patron refuses, public safety will be called.
- **Subsequent Violations:** The Director or Director's designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same Policy shall result in additional suspensions of increasing length.

Violations that Affect Safety and Security:

Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

- **Initial Violation:** Public safety will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Director or Director's designee may add additional time to the initial limitation or suspension period.
- **Subsequent Violations:** Public safety will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. The Director or Director's designee may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

Reinstatement:

The patron whose privileges have been limited or suspended shall attend a meeting with the Director or Director's designee to review the *Patron Behavior Policy* before their privileges may be reinstated.

Right of Appeal:

Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within ten (10) business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Approved by the Novi Public Library Board of Trustees: June 17, 2009

Amended: May 15, 2010; August 15, 2012; July 17, 2013; June 22, 2017; June 27, 2019; February 25, 2021; September 23, 2021 (to include policy P12: Smoking In/On Library Property); August 24, 2023 (to include policy B5: Phone and Electronic Communications Devices); April 25, 2024; June 27, 2024 (to include policy P15: Nondiscrimination); **September 26, 2024**



SOCIAL MEDIA POLICY

DRAFT — Reviewed by Staff Public Policy Committee 9/9/24

The Social Media Policy ensures effective promotion and discussion of Novi Public Library updates, services, resources, collections, technology and more. **“Social Media”** is defined as electronic communication through which users create online communities to share information, ideas, personal messages and other content. Social media includes any webpage or app through which the Library has an account and interacts with other users.

General

The Library's social media accounts are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but a limited forum for discussing library updates, services, resources, collections, technology and more. The Library reserves the right to (but is not required to) remove any comment, post or message that it deems in violation of this Policy. The Library reserves the right to close comments at a predetermined time and not in response to commentary received.

This Policy applies to all users who interact with the Novi Public Library's social media pages, including the general public, library patrons, employees and Board Members. The Library is committed to using current forms of social media for enhanced accessibility for the Library patrons in the service district. The Library Director or Director's designee have the authority to determine whether a particular social media account is used by the Library. The role and utility of social media accounts will be evaluated periodically by Novi Public Library employees and may be terminated at any time without notice to subscribers. This Policy only applies to official Library social media accounts. The social media accounts of individual employees or Board Members are not subject to the Policy.

Library social media accounts are used for Novi Public Library specific content only, except in cases when there is a partnership/sponsorship for an event or service (i.e., there is an existing formal agreement).

As needed, the Library makes every effort to respond to comments, posts or messages in a timely manner; however, responses may take up to 72 hours.

Privacy

Users should have no expectation of privacy when commenting on Library posts or tagging the Library. Comments and posts may be read by anyone once posted, regardless of one's friends, followers or subscribers list. The Library advises against posting personal information or contact information on social media sites. Comments and posts may also be subject to disclosure under the Freedom of Information Act.

Library's Rights

By posting on the Library's social media sites, you give the Library permission to use your name, profile picture and the content of any posting you make without compensation to you or liability on the part of the Library. Reproductions of this nature may be edited for space or content but the original intent of the comment or post will be maintained.

Endorsement

The Library is not responsible for the content of posts made by third parties. Public posts by third parties do not reflect the positions of the Library, its employees or any individual Board Member.

Unauthorized Content

To ensure an inclusive, safe space, content containing any of the following may be removed from any Library social media platforms:

- Obscene, illegal, sexually harassing, threatening or abusive speech
- Nudity in pictures
- Content that promotes, fosters or perpetuates discriminations on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
- Potentially libelous information
- Any post that affects the safety and security of the Library, its property, patrons and employees or creates a hostile work environment
- Private or personal information, including phone numbers and addresses or requests for personal information
- Any statement by a user under a false name or any falsification of identity
- Comments, links or information unrelated to the purpose of the given post, forum or discussion
- Commercial activity regarding goods/services of any kind
- Spam, viruses, malware or any other destructive program, script or code
- Any postings that would violate the Michigan Campaign Finance Act, the Library Privacy Act or other Michigan or federal laws
- Solicitation of funds
- Any comment, post or other content that violates any person's intellectual property rights, including but not limited to violations of the Copyright Act
- Any information deemed harmful to minors in violation of the Michigan Library Privacy Act
- Any post or question that requires immediate action because the Library does not monitor its social media 24 hours a day
- Any document, information or image that would be considered a Library record that is posted without permission of the patron or person identified in that record
- Multiple posts, off topic posts or repetitive posts that are copied and pasted
- Comments that contain random or unintelligible text
- Any post that violates any Library policy
- Any images, links or other content that falls into the above categories

Third Party Usage Rules

In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate federal and state law.

Violations and Appeals

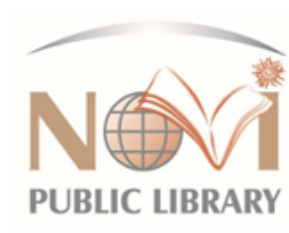
- **Deleted Posts or Comments**
 - The Library reserves the right to delete posts or comments from users who have posted in violation of this Policy. The decision to delete a comment or post cannot be appealed as deleted comments or posts cannot be retrieved.

- **Blocked Users**
 - The Library reserves the right to block users who have posted in violation of this Policy. To the extent the Library has sufficient contact information, the Library may message users who have been blocked to explain the issue and notify the person of the action.
 - Any person who has been blocked has the right to appeal that decision to the Library Director. The appeal should be sent to the Library Director within fourteen (14) business days of the decision to block the user. If the response by the Library Director does not satisfactorily resolve the issue, the blocked user may appeal the decision within thirty (30) business days after receipt of the response to the Library Board.

General Complaints

The Library asks that individual user complaints be sent directly to the Library Director or Manager so that they can be addressed efficiently. Social media is not the mechanism used by the Library to document or address Library user problems and concerns or influence Library policy, procedures or programs.

Approved by the Novi Public Library Board of Trustees: September 26, 2024



Policy Manual

BUILDING

B8: Social Media

Purpose

The Library is committed to using current forms of Social Media to be more accessible to library users and to promote library services and resources. This policy is intended as a supplement to existing library policies and as a guideline for best practices. The Library is not responsible for the reposting or accuracy of a reposting of content from any of the Library's Social Media by another content provider.

Definition of Social Media

Social Media is defined as a web application, website, or account that is created and/or maintained by the Library which creates an environment where library staff and users can share opinions and information on library related subjects, events, or issues. Social Media includes community created content sites like Blogs, YouTube, Wikis, Social Networks, Twitter, and other content sharing sites.

When you use Social Media your behavior and content is not only a reflection of you but also of (our) Library, especially when using Library social media accounts. This policy complements, rather than overrides, any existing requirements that you act responsibly, respectfully and honestly.

Social Media do's:

- **Have a Voice** - Talk the way you would talk to real people in professional situations. Avoid overly formal or "composed" language. Don't be afraid to bring in your own personality. Be courteous, helpful, calm, confident, and listen and ask questions.
- **Be Precise** - Make sure you are accurate and check your facts (as well as grammar) before you post.
- **Engage** - Don't be afraid to add content that engages the user instead of directly promoting library services. Add content because you have something interesting to say, not for the sake of regular posting.
- **Be Visual** – Be succinct and use images, audio, and video to engage the user.
- **Market your Strengths** – Provide some value. Don't talk down. Offer insight and create opportunities to become an expert.
- **Be Prompt** – If you need to moderate or respond to a comment do so as quickly as possible.

Social Media Don'ts

- Don't Overshare - Maintain privacy, confidentiality and obtain permission to use content created by other people. If you aren't sure you can disclose something, just don't do it.
- Don't Bad Mouth – Keep the language clean and avoid insulting people or companies.
- Don't Spam – Keep in mind that certain Social Media applications are better suited for frequent posts than others. For example posting four or five times on Twitter in a couple hour span is less likely to turn off your users than doing the same thing on Facebook. Think about how often you would like to see content from other businesses and institutions show up on your feeds as a guideline.

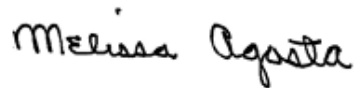
Moderation

Moderation is the act of reviewing and approving content from others. Our aim is to promote community conversation, so we will remove content that:

- is abusive
- is off-topic
- contains personal and/or cultural attacks or insults
- promotes hate of any kind
- is offensive in nature or contains offensive language
- is spam
- is potentially libelous
- contains plagiarized material
- contains commercial content

Approved: September 18, 2013; Amended June 22, 2017; June 27, 2019

Signed:



Melissa Agosta
President
Novi Public Library

COMMUNICATIONS

Email from: Barbara Prince
Re: Clerks at front desk
Date: September 3, 2024

Please select whom to send?

Director Julie Farkas

First name

Barbara

Last name

Prince

Message

Hello and TGIF Couple of comments: 1) The clerks at the front desk are always so helpful. 2) I applaud you for making the decision to "attempt" to regulate student pick up and drop off. While it would be nice if you had the manpower to monitor, it is at least a starting point. It has been so frustrating to experience parents and students being picked up or dropped off (now ---- please). Keep up the good work! Be dry, safe, alert, and cautious. Barbara Prince

Email response from: Julie Farkas
Re: Clerks at front desk
Date: September 3, 2024

Hello Barbara!

Thank you for your comments about the Clerks at the front desk. I am so glad you have found them to be helpful as I know they enjoy seeing our patrons and providing service. I appreciate your comments about the drop off. We are working hard to keep everyone safe and using the parking lot as it was intended. The kids and families have been very receptive to some of the changes we have made.

We are hoping for a great year!

Julie

Email from: Gregory Middlemis
Re: Drop box closure
Date: September 2, 2024

Please select whom to send?

Director Julie Farkas

First name

Gregory

Last name

Middlemis

Message

Why is the drive up book return closed? I tried to return a book today (Labor Day) but the conveyor return and drop slot were both closed. I realize the library was closed for the weekend, but why not let people return books? So, another trip to the library this week.

Email response from: Julie Farkas
Re: Drop box closure
Date: September 3, 2024

Hello Gregory!

Thank you for your email. I am sorry you were inconvenienced on Monday (Labor Day) when you tried to return a book to the Library. We had sent out multiple notifications that the drive up would be closed due to the Library being closed for more than one day.

We do not offer the drive up book return to be open when we are closed for more than one day due to the following...

1. Concerns for vandalism and someone placing unwanted objects into the return slot without staff being available to check.
2. The large volume of materials (hundreds) that could be received and not having the staffing available to quickly check the materials in.
3. Damage of the materials dropping to the inside of the return room without supervision. Our overflow bins would not be able to take the volume of materials being dropped off.

This only occurs on just a few occasions each year: Memorial Day weekend, Labor Day weekend and Thanksgiving weekend (unless large holidays fall on the weekend) and when the Board approves a closure longer than one day.

We make sure that when we have closures, your materials are not due on those closure dates. In addition, no late fees are assessed.

Thank you for your understanding!
Julie Farkas, Library Director

Email from: Julie Farkas
Re: Electric Scooter in the Library
Date: August 26, 2024

Hi Naveen-

I will not honor your request for your scooter to be allowed in the library due to safety concerns. However, the Library will be purchasing two locks specifically for electric scooters that can be locked to our bike rack area in front of the Library to assist you with your concern for theft. Based on the ordering process, we are confident the locks will be available for check-out beginning after the Labor Day weekend. You will need a valid library card to check out the lock for your scooter.

The Library is not equipped to provide charging capabilities for your electric scooter. Our charging capabilities at NPL are designed for IT equipment (such as computers, laptops, iPhones).

Thank you,
Julie Farkas, Library Director

Email from: Naveen Abboju
Re: Electric Scooter in the Library
Date: August 24, 2024

Dear Julie Farkas,

Thank you for your prompt response and for considering the provision of scooter locks at the Library. I truly appreciate the efforts your team is making to accommodate my concerns.

I completely understand the policy regarding motorized devices and the safety considerations involved, especially given the proximity to Novi High School. However, I would like to kindly request a reconsideration of the decision, given that my scooter is electric and needs to be charged periodically. Allowing me to bring it inside the building would enable me to keep it charged while I use the Library facilities.

I want to assure you that I would carry the scooter inside without riding it and would be extremely mindful not to cause any inconvenience or disturbance to other visitors. My intention is simply to ensure that my scooter is secure and charged while I am in the Library.

I hope you will reconsider this request, and I am more than willing to discuss any potential solutions or accommodations that could address the Library's concerns.

Thank you once again for your understanding and support.

Sincerely,
Naveen Abboju

Email from: Julie Farkas
Re: Electric Scooter in the Library
Date: August 24, 2024

Hello Naveen!

Thank you for your email. I realize your scooter is an investment and you are concerned about theft. I am currently looking into having a couple scooter locks available for check out at the Library for you to use when visiting our building. Our policy does not allow for these types of motorized devices in our building. This is due to safety concerns for all visitors. I know you mentioned that you would carry your device and not ride it, however, with being next to the Novi High School, that would be very difficult to monitor with many students using these types of vehicles to get to school, and if they see you with a scooter, they will also want to bring their devices into the library.

My staff member is currently looking into the pricing and purchase of a lock specific for scooters. As soon as it is received, I will have her contact you directly. In the meantime, please refrain from bringing your device into the Library.

Sincerely,
Julie Farkas

Email from: Lindsay Gocaj

Re: Thank you to Paradise Park

Date: August 15, 2024

Hi Jeff, Theresa and Kristina,

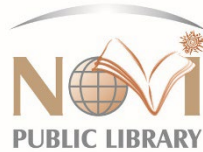
THANK YOU for hosting our two Summer Reading Program finale parties at Paradise Park! All of you and your staff are so kind and welcoming to our staff and patrons visiting your business and truly makes for a wonderful experience year after year.

We are so appreciative of your generosity and support of the Novi Public Library and our

Summer Reading Program! 😊



With gratitude,
Lindsay



Library Board Calendar

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

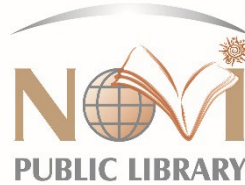
2024

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

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

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

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



LIBRARY CLOSINGS 2024

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

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

LIBRARY BOARD MEETINGS

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

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

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

Approved: June 22, 2023; Revised August 25, 2023; Revised June 27, 2024



LIBRARY CLOSINGS 2025

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

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

LIBRARY BOARD MEETINGS

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

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

Approved: June 27, 2024