



Agenda

Novi Public Library Board of Trustees
 Thursday, October 24, 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: September 26, 2024 - Regular Board Meeting4-12
- 2. Approve Claims and Warrants of:
 - A. Accounts 271and 272 (#643) 13-15

Presentations

- 1. Ian Duncanson – MSU Federal Credit Union, Check Presentation for \$10,000..... 16-17

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 –September 2024 18-19
- 2. President’s Report (Mark Sturing)-N/A
 - A. 2024-2025 Board Committee Assignments20
- 3. Treasurer’s Report (Brian Bartlett)
 - A. 2024-2025 Library Budget Fund 27121-23
 - B. 2024-2025 Contributed Fund Budget 27224
 - C. Financial Report September 2024.....25
 - D. Library Fund 271 Expenditure & Revenue Report as of September 30, 2024 26-28
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- 4. Director’s Report (Julie Farkas) 32-38

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E. Support Services Report (Maryann Zurmuehlen)	51
F. Library Usage Statistics.....	52-60
G. Friends of Novi Library – 10/9/24 Agenda; 8/14/24 Minutes; October Newsletter; 23/24 Annual Report	61-65
H. City of Novi Historical Commission – 8/20/24 Minutes.....	66-67

Public Comment – see language above to be recited

Committee Reports

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

 - No Meeting Held 68-74
- HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)

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

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

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

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

 - Meeting held on: October 15, 2024 75-78
- 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)

 - Meeting held on: October 11, 2024 79-89

Matters for Library Board Action

- 1. Approve Accommodations and Accessibility Policy (2nd Reading)68-71
- 2. Approve Personal Care Room for Nursing Patrons (Revised).....73-74
- 3. Approve the purchase of a new firewall with vendor TLN (The Library Network) Novi, MI, in the amount of \$13,235.86, with a not to exceed amount of \$15,000 for any incidentals and/or additional professional service charges at \$80.00 per hour. The funds will be allocated out of the 272 Contributed Fund 76-78
- 4. Approve the revision to the DEI Statement with the inclusion of the definitions of what Diversity, Equity, and Inclusion mean for Novi Public Library.80

Communications

- 1. 9/3/24: Email from Joanna; Re: Video Games in Youth Area90

Closed Session

- 1. N/A

Adjournment

Supplemental Information

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2024 Future Events:

- **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**

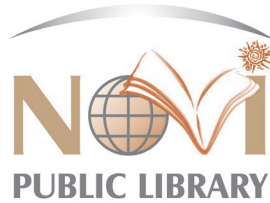
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<http://www.novilibrary.org>

MINUTES

Initial Draft



**Library Board of Trustees – Regular Meeting
Initial Draft – MINUTES
September 26, 2024, 7 PM
Novi Civic Center, Council Chambers**

Call to Order by President Mark Sturing

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Trustee Halvangis

Library Board – 6 board members were recorded present

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

Student Representatives

- Alexandra DeMore
- Alyna Dohadwala – absent, excused

Library Staff

- Julie Farkas, Director
- Amy Crockett, Recording Secretary

Approval of

Agenda.....1-3

Director Farkas: Would like to add a fifth item under Matters for Board Action. Would like to get approval to close the Library at 5pm on Friday, November 22 to allow Library staff to attend the City of Novi Night of Appreciation taking place that evening.

Motion: To approve the Agenda with additional item under Matters for Board Action.

Motion for Approval – 1st – Trustee Crawford

2nd – Trustee Burke

Motion passes – 6-0

Consent Agenda

- 1. Approve Minutes of: August 22, 2024 Regular Board Meeting.....4-9
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#642).....10-12

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

Motion passes – 6-0

Presentations

- 2. Introduction of new Assistant Directors: Maryann Zurmuehlen and Lori Lowery

Director Farkas: Introduced two new Assistant Directors. Explained that these are positions the Library has had in the past, but they had not been filled in many years. Appreciative of Board for bringing back these positions because they will be helpful as we ask for more operational money and help improve communication throughout the building. Maryann Zurmuehlen is the new Assistant Director of Building Operations and has worked at NPL for over 13 years. Lori Lowery is the new Assistant Director of Public Services and has 25 years of experience in libraries.

- 3. 2024 Staff Awards

Director Farkas: Announced winners of 2023-2024 staff awards. Explained that a few new awards were added this year to recognize more staff, and that most of the awards were nominated by staff, but that the Management Team selects winners for the Above and Beyond award. Winners are:

- Above and 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 and Creativity Award: Mary Robinson
- Helping Hand Award: Joe Ploski
- Inclusivity Award: Emma DeCenso

Director Farkas: Mentioned new employee parking passes and parking area to allow staff to have designated parking spots in the Library lot, which is especially helpful when large events are taking place in the area. There are also four designated Employee of the Month parking spots.

Trustee Sturing: Remarked that it was exciting to have so many staff at the meeting. Director Farkas is always quick to let the Board know about staff accomplishments, but it is nice to put faces to names. Thanked everyone for their great work.

4. Friends of Novi Library 2023/2024 Annual Presentation – Sue Johnson, President

Sue Johnson: Said it is the pleasure of the Friends to be able to support the Library staff. Reported on 2023-2024 annual contributions, wish list items, Book Nook sales, membership, donations and fundraisers, as well as the success of 2024 Summer Songfest events. Looking forward, they are excited to bring on two new Board members and are hoping to reinstate their scholarship program for high school students.

Director Farkas: Expressed that it is a pleasure to work with Sue and the rest of the amazing Board. The Friends support the Library by providing things that are not within the Library's regular budget through our Wish List. The Friends are also great advocates for the Library and Sue has been a wonderful leader.

Trustee Sturing: Thanked Sue. Remarked on the amazing attendance at Summer Songfest and noted that the Friends group is expanding.

Student Representative DeMore: Asked about the contributions from Thrift listed under Book Nook sales.

Sue Johnson: Explained that Thrift is a book reseller. Anything they can't sell in the Book Nook, they scan to see if Thrift will sell for them. The Friends get a percentage of what Thrift sells.

Director Farkas: Working with Thrift shows the community that we are doing our due diligence to reuse books before recycling them.

Public Comment

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No Public Comment

Reports

1. Student Representatives Report – August 2024.....13-18

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

Student Representative DeMore: Explained that it is a new book club for teens to encourage recreational/fun reading outside of school.

2. President's Report (Mark Sturing).....19-20
 A. 2024-2025 Board Committee Assignments 21

Trustee Sturing: October is Library Appreciation Month. During this time, I encourage everyone to celebrate our libraries. Attended about half of the Summer Songfest

programs this year. These events are getting bigger and bigger. Thanks to the Friends of the Library, Gail Anderson and Paradise Park for putting them on.

Director Farkas: Gail Anderson will attend the October board meeting to give a programming overview from the past year.

Director Crawford: Also thanked Gail and all staff for planning great events. She has heard people from other communities raving about our programs. Thanked Board Members for attending programs. The Library's On the Road trips are also very successful. Recognized how much work they are to plan.

3. Treasurer's Report (Brian Bartlett)
 - A. 2024-2025 Library Budget Fund 271.....22-24
 - B. 2024-2025 Contributed Fund Budget 272.....25
 - C. Financial Report August 2024.....26
 - D. Library Fund 271 Expenditure & Revenue Report as of August 31, 2024.....27-30
 - E. Library Fund 272 Contributed Fund as of August 31, 2024.....30-31
 - F. Balance Sheets for Funds 271 and 272 as of August 31, 2024.....32-33

Trustee Bartlett: No major modifications from last month. We will have the final numbers from the City for the October meeting.

Trustee Sturing: Wondered if the Finance Committee should look at amending the 2024-2025 budget since we are looking at being under budget by around a quarter million dollars in 2023-2024.

Trustee Bartlett: Would like to wait to make any budget amendments for 2024-2025 until the final audited budget numbers from 2023-2024 are in. Noted that savings from last year likely won't continue because a lot of it was from personnel numbers being low.

Director Farkas: We can amend the budget quarterly. Welcomes further discussion in the Finance Committee.

4. Director's Report (Julie Farkas).....34-51
 - A. Information Technology Report (Jeffrey Smith)52-56
 - B. Facilities Report (Keith Perfect)57
 - C. Information Services Report (No Dept. Head at the Time)58-62
 - D. Marketing and Community Promotion (Dana VanOast).....63-64
 - E. Support Services Report (Maryann Zurmuehlen).....64-66
 - F. Library Usage Statistics.....67-75
 - G. Friends of Novi Library – September Newsletter; Board Biographies..76-79
 - H. City of Novi Historical Commission – Minutes 7/17/24.....80-81

Director Farkas: Included feedback for the Management Team that Marilyn Suttle collected from a presentation she did during the staff Professional Development Day. One takeaway from this and from Strategic Planning is that we need to get more buy-in from staff before we make decisions.

Trustee Halvangis: Thought Marilyn's feedback was great. Also expressed that she loved watching staff nod as Director Farkas talked about other staff member accomplishments during the staff awards presentation – showed great comradery.

Director Farkas: Discussed online resource Tutor.Com and asked Board to help spread the word about it. We are trying to push it this year and see if we can get more use. If not, we may look at other options. The Board Events Committee suggested the Library host an Open House, which will take place October 6. A new Business Book Club is being started by Librarian Jen McArdle in the new year. Noted that new bios from the Friends of the Library Board are now included on our website, and we might look to do bios on Library Board Members as well.

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
 - Meeting Held
 - 9/5/24.....82

4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Meeting Held on
 - 9/9/24.....82

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
 - Meeting Held on 9/9/24.....83

Trustee Gawalapu: Noted that the Committee met to discuss upgrading the Library's firewall.

Director Farkas: Said she got some quotes for the firewall and will bring those numbers to the Committee's October meeting.

- 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
 - Meeting Held on 9/11/24.....83-85

Director Farkas: Noted that there are 48 different languages spoken in Novi homes. We got this data from Novi Community School District.

Matters for Library Board Action

- 5. Approve new Board Meeting Dates for 2025 – 2nd Thursday of the month85

Trustee Sturing: This proposal would switch Library Board meetings from the 4th Thursday of the month to the 2nd Thursday of the month for 2025, which could all be held in the City of Novi Council Chambers.

Director Farkas: If we stick with the 4th Thursday of the month, there would be six dates we could not hold the meeting in the Council Chambers due to elections and other meetings. Feels it is important to have meetings in Council Chambers for transparency to the community. If we do change the regular meeting dates, we will also have to look at changing the dates for the budget study sessions for 2025.

Motion: to approve new Board Meeting Dates for 2025 – 2nd Thursday of the month
Motion to Approve – 1st – Trustee Crawford
2nd – Trustee Gawalapu

Trustee Bartlett: Can't support the motion for all the dates. Expressed concerns about timelines for budgeting, elections and member swearing-in, and that it might require updates to Board bylaws which were just updated last year.

Discussion about meeting dates in regards to timelines for budgeting, elections and member swearing-in. Decision was reached to move March meeting back to 4th Thursday of the month to help with these timelines, but leave all other meeting dates as the 2nd Thursday of the month. The March meeting will have to take place at the Library.

Trustee Sturing: Will both Trustees who supported this motion agree to amend the motion to read: Approve new Board Meeting Dates for 2025 – 2nd Thursday of the month, except March, which will be the 4th Thursday of the month?

Trustees Crawford and Gawalpu: Yes

Motion Passes – 6-0

6. (1st Reading): Accommodation and Accessibility Policy – new policy86-89

Director Farkas: This is a brand-new policy. Not looking to get approval tonight, just looking for feedback. Has gone through revisions with attorney, staff committee and full staff. Many libraries are adopting an accessibility policy.

Trustee Sturing: Likes the distinction included between service animals and emotional support animals. Asked about animals that are brought into the Library for programs.

Director Farkas: Noted that those are service animals.

Director Farkas: Noted that Trustee Crawford wondered about the word “housebroken” for service animals, since the Library is not technically a house. Director Farkas is trying to find another word to use, but has not found a good option yet.

Trustee Crawford: Wondered if the Library does not allow electric wheelchairs.

Director Farkas: Clarified that the Library does allow electric wheelchairs, but they have to be needed based on accessibility.

Trustee Halvangis: Had a question about public restrooms on page 87. Is there a reason why we need to specify that men's and women's restrooms on the first and second floor have automatic door activation switches?

Director Farkas: It was specified that way because there is not an automatic door activation switch on the family restroom.

Trustee Gawalapu: Wondered about page 89, where it reads that this Policy was approved on today's date.

Director Farkas: Explained that the date will be changed to the date the Policy is actually approved by the Board.

Trustee Crawford: Would like to wait to vote on this Policy until we have a full complement of Board Members present.

No vote.

7. Approve revisions to the Patron Behavior Policy91-96

Director Farkas: Small change to add language about service animals vs. emotional support animals to this Policy. The Library has had some issues. We would put signage on the doors if approved.

Motion: to approve revisions to the Patron Behavior Policy

Motion to Approve – 1st – Trustee Bartlett

2nd – Trustee Halvangis

Motion Passes – 6-0

8. Approve revisions to the Social Media Policy97-101

Director Farkas: Explained that this Policy received a major overhaul and clarified that this Policy is in regards to public interaction with the Library's social media accounts.

Motion: to approve revisions to the Social Media Policy

Motion to Approve – 1st – Trustee Crawford

2nd – Trustee Burke

Motion Passes – 6-0

9. Approve closure of Library at 5pm on Friday, November 22 to allow Library staff to attend City of Novi Night of appreciation.....N/A

Director Farkas: Noted that the Library would close one hour early, at 5pm instead of 6pm.

Motion: to approve closure of Library at 5pm on Friday, November 22

Motion to Approve – 1st – Trustee Burke

2nd – Trustee Gawalapu

Motion Passes – 6-0

Communications

2. 9/3/24: Email from Barbara Prince; Re: Clerks at the front desk.....102
3. 9/2/24: Email from Gregory Middlemis; Re: Drop box closure103

Trustee Burke: Wondered if this patron is on the list to receive the Library eNewsletter, which includes closure information.

Director Farkas: Will check to see if he is on the list, and if not, will ask if he would like to be added.

Trustee Sturing: Sympathized with the patron about not being able to return books during Library closure.

Director Farkas: When the Library is closed and staff has approved time off, we don't want to make some staff come in to empty bins because of the high volume of returned items.

Trustee Sturing: Wondered if we could look into getting larger bins to hold more volume.

Director Farkas: That is something we can look into, but would not recommend doing so until it is time to replace the entire machine. Also noted that no materials are ever due when the Library is closed and that there are no late fines for overdue items.

Trustee Crawford: Wondered if Board Members could come and see what is behind the scenes and how the book returns work.

Director Farkas: Will set up time to give tour to Board Members.

4. 8/26/24: Email from Naveen Abboju; Re: Electric Scooter in the Library104-105
5. 8/15/24: Email from Lindsay Gojcaj; Re: Thank you106

Closed Session

No Closed Session

Adjournment

Motion: to adjourn at 8:49 PM

Motion to Adjourn – 1st – Trustee Crawford

2nd – Trustee Halvangis

Motion Passes – 6-0

Supplemental Information

- Library Board Calendar 2024.....107
- Library Closings 2024 and 2025.....108-109

2024 Future Events:

- 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**
- **11/22/24: Library CLOSED at 5pm, due to City of Novi/Library Staff Appreciation Dinner**
- **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**
- **12/19/24: Library Board Trustee Meeting at 7pm, Novi Public Library – 3rd Thursday, due to holiday**
- **12/23/24: Library CLOSED at 5pm**
- **12/24/24: Library CLOSED Christmas Holiday**
- **12/25/24: Library CLOSED Christmas Holiday**
- **12/31/24: Library CLOSED New Year Holiday**
- **1/1/25: Library CLOSED New Year Holiday**

WARRANTS

Warrant 643	271 Accounts	October 2024	
Payable to	Invoice #	Account number	Amount
Quill	Thermal pouches	271-000.00-727.000	\$ 179.08
Smart Business	Air duster, tape	271-000.00-727.000	\$ 260.44
Stamps.com	postage CC	271-000.00-728.000	\$ 169.99
Canva	subscription CC	271-000.00-734.000	\$ 119.40
Knight Technology	September	271-000.00-734.000	\$ 700.00
TechSoup	Microsoft 365; 9/12/24 - 10/11/24 CC	271-000.00-734.000	\$ 57.00
Amazon	Flash Drive	271-000.00-734.500	\$ 669.39
CDW-G	HP Fuser Kit	271-000.00-734.500	\$ 230.26
Tech Logic	LED, cooling fan	271-000.00-734.500	\$ 74.04
Amazon	U-Lock and cable	271-000.00-740.000	\$ 254.77
Demco	label, hangup bag	271-000.00-740.000	\$ 89.61
Hanover	label tape	271-000.00-740.000	\$ 1,303.81
Sams	Tablecloths, bleach, coffee creamer	271-000.00-740.000	\$ 115.50
The Human Library	T-shirt; unjudge someone CC	271-000.00-741.000	\$ 240.00
Amazon	742.908	271-000.00-742.000	\$ 1,110.12
Brodart	books	271-000.00-742.000	\$ 19,500.11
Cengage	742.300	271-000.00-742.000	\$ 363.08
Center Point	742.300	271-000.00-742.000	\$ 220.53
Kinkuniya Bookstore	742.802	271-000.00-742.000	\$ 749.43
Amazon	lending library	271-000.00-742.010	\$ 46.81
Brodart	Lending Library	271-000.00-742.010	\$ 85.33
WT.COX	magazines(print, digital & online)	271-000.00-743.000	\$ 16,862.49
Baker & Taylor	744.400	271-000.00-744.000	\$ 93.90
Midwest Tape	744.520	271-000.00-744.000	\$ 3,790.64
Hoople	Digital payment;745.210	271-000.00-745.200	\$ 15,000.00
OverDrive	eBook, Audiobook	271-000.00-745.200	\$ 8,955.34
ProQuest	Ancestry Library 01/10/24 - 9/30/24	271-000.00-745.300	\$ 2,170.79
Shifman Fournier	August	271-000.00-806.000	\$ 87.50
ABWA.org	Empower your dreams - E.DeCenso	271-000.00-809.000	\$ 40.00
GDI	August	271-000.00-817.000	\$ 8,120.00
GDI	September	271-000.00-817.000	\$ 8,120.00
AT&T	Aug 23 - Sep 22,2024	271-000.00-851.000	\$ 809.85
Telnet	due on 10/5/24	271-000.00-851.000	\$ 1,061.41

Verizon	August	271-000.00-851.000	\$ 509.99
A.Webberly	Mileage; Book Doctor Workshop	271-000.00-862.000	\$ 28.14
Julie Farkas	Mileage	271-000.00-862.000	\$ 39.66
Petty Cash	J.McArdle, E.DeCenso,E.Brush	271-000.00-862.000	\$ 81.99
Amazon	Brochure Holder	271-000.00-880.000	\$ 31.99
Amazon	Gift Basket	271-000.00-880.000	\$ 33.59
Lyon Township Public Library	NLA"s 2024 Community Reads	271-000.00-880.000	\$ 23.66
Muniweb	August	271-000.00-880.000	\$ 237.00
Novi Community School	Novi university CC	271-000.00-880.000	\$ 31.48
Gail Anderson	On the Road Saginaw - Bus driver tip	271-000.00-880.271	\$ 200.00
Baldwin's Smokehouse	On the Road Saginaw CC	271-000.00-880.271	\$ 1,499.10
Japanese Cultural	On the Road Saginaw CC	271-000.00-880.271	\$ 505.00
Petty cash	On the Road-G.Anderson	271-000.00-880.271	\$ 34.42
Sams	On the Road Saginaw	271-000.00-880.271	\$ 119.86
Walmart	On the Road Saginaw CC	271-000.00-880.271	\$ 53.48
Amazon	19KF-PKVM-PQDM;program	271-000.00-880.268	\$ 576.67
Dairy Queen	SRP Completion prizes CC	271-000.00-880.268	\$ 25.00
Guernsey farms	SRP Completion prizes CC	271-000.00-880.268	\$ 15.00
One World Market	On the Road Saginaw CC	271-000.00-880.268	\$ 29.94
Russell Dore	Senior Day	271-000.00-880.268	\$ 400.00
Sams	Club Half Blood	271-000.00-880.268	\$ 36.96
Sams	program	271-000.00-880.268	\$ 61.32
School collector	Novi HOCO 2024 ticket CC	271-000.00-880.268	\$ 42.56
Target	program CC	271-000.00-880.268	\$ 3.58
Canon	print	271-000.00-900.000	\$ 873.46
Consumers Energy	due 9/27/24	271-000.00-921.000	\$ 197.48
DTE	due 10/17/24	271-000.00-922.000	\$ 9,368.55
Allied Building	motor & pulley	271-000.00-934.000	\$ 5,874.70
Amazon	Bamboo fiber paper plates	271-000.00-934.000	\$ 63.00
American fireplace	service full safety check	271-000.00-934.000	\$ 465.00
Anago	8/8/24 & 9/19/24	271-000.00-934.000	\$ 840.00
Dalton	carpet maintenance	271-000.00-934.000	\$ 225.00
Great Lakes Power & lighting	Plug installed IT & Teen Space	271-000.00-934.000	\$ 2,639.06
Imperial Dade	supplies	271-000.00-934.000	\$ 1,644.17
North Star	August	271-000.00-934.000	\$ 180.80
Stanley Access Tech	women's restroom door	271-000.00-934.000	\$ 299.25
Brien's	lawn	271-000.00-936.300	\$ 1,720.00
Creating Sustainable Landscapes	Landscape, Bioswale maintenance	271-000.00-936.300	\$ 980.00
SCA	Parking lot sweeping	271-000.00-936.300	\$ 78.25
Canon	lease	271-000.00-942.000	\$ 1,010.00
Corrigan	September	271-000.00-942.100	\$ 26.98

Aramark Kauffman Stadium	Kansas City - food CC	271-000.00-956.000	\$ 18.85
Julie Farkas	Kansas City - Uber	271-000.00-956.000	\$ 286.64
Delta	Library Marketing Conference CC	271-000.00-956.000	\$ 773.90
MCLS	Assigning Library of Congress	271-000.00-956.000	\$ 100.00
MCLS	Arom Park: Cataloging with Variant	271-000.00-956.000	\$ 60.00
Metro Airport	Kansas City - Parking CC	271-000.00-956.000	\$ 126.00
The Library Network	TLN Tech forum ticket CC	271-000.00-956.000	\$ 116.00
Sentinel	INV15112; Camera # 45	271-000.00-986.000	\$ 1,835.00
	TOTAL 271		\$ 126,073.10

Warrant 643	272 Accounts	October 2024	
Amazon	RAR	272-000.00-742.229	\$ 276.10
Brodart	RAR	272-000.00-742.229	\$ 18.22
Julie Farkas	Lori Welcome Lunch & Temu	272-000.00-742.236	\$ 52.23
Maryann Zurmuehlen	farewell gift card - Kroger	272-000.00-742.236	\$ 29.95
Library Design	Teen Area Modifying, Shelving	272-000.00-976.231	\$ 18,320.00
	TOTAL 272		\$ 18,696.50



45255 Ten Mile Rd, Novi, MI 48375
248-349-0720

Cultivate Learning
Inspire Creativity
Foster Inclusivity

2024-2025 Sponsorship Agreement

Welcoming and Inclusive Environment: Embrace all voices and value diverse perspectives

\$3,250.00

Artwork: As you enter/exit the Library, the artwork will say "WELCOME" and "READ" in the over 40 languages that are spoken in homes in our Novi community. MSUFUCU would be able to add their logo as sponsor to the small right corner of each side of the artwork.

Community Focus: Engage through spaces, programs, resources and services to support our community

\$1,000.00

Summer Songfest Sponsor, June-September 2025 (approximately 8 concerts): MSUFUCU would be welcome to host a table at each of the 8 events. These are evening live music performances from 6:30-8:30pm on select Thursday nights. Event is held at Paradise Park of Novi and welcomes families and adults 18+. These events draw over 300 in attendance each week.

Collaboration: Explore partnerships to better connect resources and serve beyond our walls

\$2,500.00

Outreach in Novi: The Library delivers materials in Novi to older adult facilities (over 4), Lakeshore Lending Library(1) and Read Boxes(5) to ensure literacy is spread throughout our community. The MSUFUCU logo would be affixed to the Library's van to promote its partnership.

Innovation: Evolve with changing needs and are open-minded and adaptable

\$250.00

Pop-Up Market Sponsor, December 2024: The holidays are coming and what better way to get in the spirit than to sponsor a market for the Novi community to enjoy. MSUFUCU would have the opportunity to be on site and engage with community members.

Learning: Empower lifelong learners as they discover and cultivate their passions

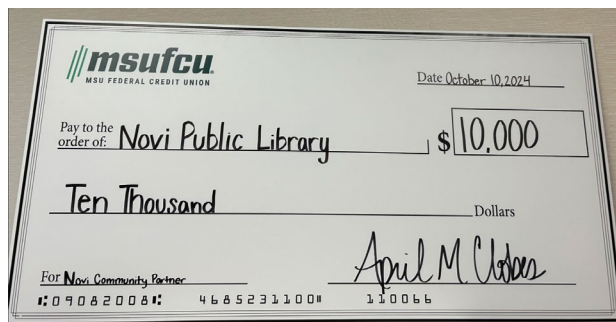
\$2,000.00

Teen Space After-School Program (October 2025-June 2025): Funds would provide programs/crafts/Grab & Go's/snacks for Teens to enjoy while visiting after school. Opportunity for financial literacy presentations by MSUFUCU staff for teens on saving for college and building good spending & saving habits.

Creativity: Encourage adventure and wonder in all we do

\$1,000.00

iCube Makerspace: The opportunity to connect with the Novi community by offering classes, supplies and technology that inspires a user to think "outside the box" and engage in new experiences for design, hobbying and arts & crafts.





September 24, 2024

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

Dear Julie,

MSU Federal Credit Union is pleased to support the Novi Public Library as a 2024-2025 Corporate Partner with a sponsorship of \$10,000.

The Credit Union was founded with the philosophy of “people helping people.” Since 1937, we have remained focused on this concept and the core value of giving back to the community.

We are proud to support your organization and thank you for making a positive impact in our community!

Sincerely,

Tara Winans
Community Engagement Specialist II
MSU Federal Credit Union



Our Mission: To provide superior service while assisting members and employees to achieve financial security, their goals, and ultimately, their dreams.

September 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 Club Half-Blood program was held on September 5. This event was for all fans of Greek mythology, monsters, and mayhem! Those loving Percy Jackson joined our monthly club for book talks, snacks, games, and crafts inspired by the books! (Attendance = 9)

The No Required Reading Book Club program was held on September 12. Taking a break from reading for school, this book club is just for teens! Each month we will pick a new book to read, and then come together to discuss our thoughts and feelings about the book. (Attendance = 2)

The NO-VI Chess Club program was held on September 12 and September 19. This event provides an opportunity for teens and tweens to participate in games, learn about chess, and sharpen their skills. (Attendance = 22 and 19)

The Tween STEM Grab and Go Kit program was held on September 20. Patrons stopped by the Library beginning at 10am to pick up a tween grab and go kit. Kits were available on a first-come, first-served basis and while supplies lasted. There was a limit of 1 kit per child. (Attendance = 96)

The Personalized Keychains program was held on September 24. Patrons created cool personalized keychains for their backpack, purse or keys! (Attendance = 32)

Teen Space Update:

During September 2024, there were 993 patrons who visited Teen Space.

The total weekly Teen Space stats for September 2024 were:

- 9/3-9/6 = 229
- 9/9-9/13 = 265
- 9/16-9/19 = 193
- 9/23-9/27 = 250
- 9/30 = 56

Teen Space was not in session for the following dates:

- 9/2 - Labor Day Weekend
- 9/20 - Due to staffing, we will not host Teen Space on Fridays when a Teen Advisory Board (TAB) meeting takes place once per month.

There is a group of four Information Services Department staff, including Anna, Austin, Taylor and Lindsay, who work on a rotating schedule in Teen Space.

Teen Advisory Board (TAB) Update:

The first TAB meeting of the year was held on September 20. This was an introductory meeting for new and returning members. Officers started by introducing themselves and explaining what TAB is all about! The group then moved on to a fun icebreaker. Members filed into two lines and shared their favorite fall activities and other fun facts about themselves. Next, members moved into a discussion about community service projects and activities to plan for the year. Finally, the members discussed more ways to interact with teens to increase membership and attendance! (Attendance = 5)

Upcoming Programs:

- Teen Space (grades 7-12) – daily program held Monday-Friday, 2:45-5pm
- Club Half-Blood (grades 4-8) – November 7, 6:30-8pm
- NO-VI Chess Club (ages 5+) – November 7 and November 14, 7-8pm
- Craftastic Wednesday: Felted Wool Pom Pom Trivet (ages 16+) – November 13, 7-8:30pm
- No Required Reading Book Club (grades 9-12) – November 14, 4-5pm
- Tween Fall Grab and Go Kit (grades 4-8) – November 15, available starting at 10am, 1 kit per child, while supplies last
- Teen Advisory Board (TAB) Meeting (grades 9-12) – November 15, 3:30-4:30pm
- Community Read Author Visit – November 19, 7-8:30pm
- Silly Face Stines (grades 4-8) – November 20, 7-8pm

Teen Stop Featured Display:

The September Teen Stop display theme featured cool for school books!





2024-2025

Novi Public Library Board of Trustees

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



*denotes chair

FINANCIALS

2023-2024 Library Budget 271									
		2022-2023	2023-2024	2023-2024	2023-2024	2023-2024	2024-2025	2025-2026	2026-2027
4th Qtr. 2023-2024 Amendment 6/27/24		Audited	Approved	1st Qtr.	Yr. End	4th Qtr.	Approved	Projected	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 6/22/2023	2023-2024 Approved 1/26/2023	2023-2024 1st Quarter 9/28/2023	2023-2024 Year End 2/15/2024	2023-2024 4th Quarter 6/27/2024	2024-2025 Approved 2/15/2024	2025-2026 Projected 2/15/2024	2026-2027 Projected 2/15/2024
Revenues									
Interest Income									
665.000	Interest on Investments	\$ 36,206.78	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 40,536.37	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
669.500	Unrealized gain (loss) on investments	(3,061.21)	(4,500.00)	(4,500.00)	(4,500.00)	31,095.59	(4,500.00)	(4,500.00)	(4,500.00)
TOTAL		\$ 33,145.57	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 71,631.96	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
699.271	Transfer from Library Fund			35,238.00	35,238.00	35,238.00			
Donations									
674.036	Diversity, Equity & Inclusion	\$0.00	\$1,000.00	\$1,000.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
674.046	Makerspace (iCube) Revenue	1,154.15	1,000.00	5,000.00	7,000.00	8,038.00	1,000.00	1,000.00	1,000.00
674.229	Raising a Reader Sponsors	278.99	1,000.00	1,000.00	-	100.00	1,000.00	1,000.00	1,000.00
674.230	Collections/Materials Revenue	6,350.00	1,000.00	1,000.00	7,000.00	11,600.00	1,000.00	1,000.00	1,000.00
674.231	Buildings/Ground/Furniture Revenue	375.00	1,000.00	1,000.00	350.00	450.00	1,000.00	1,000.00	1,000.00
674.232	Programming Revenue	5,137.00	2,000.00	2,000.00	3,400.00	4,100.00	3,000.00	2,000.00	2,000.00
674.233	Technology Library Revenue	1,000.00	500.00	500.00	50.00	50.00	1,000.00	500.00	500.00
674.234	Undesignated Misc. Donations	1,750.00	500.00	500.00	100.00	100.00	1,000.00	500.00	500.00
674.235	Marketing Sponsorships	11,740.00	-	-	1,000.00	4,000.00	-	-	-
TOTAL		\$ 27,785.14	\$8,000	\$12,000	\$19,400	\$28,438	\$9,500	\$7,500	\$7,500
TOTAL Revenues		\$ 60,930.71	\$ 30,500.00	\$ 69,738.00	\$ 77,138.00	\$ 135,307.96	\$ 32,000.00	\$ 30,000.00	\$ 30,000.00
Expenditures									
Supplies									
742.036	Diversity, Equity & Inclusion	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00
742.046	Makerspace (iCube)	0.00	-	5,000.00	9,500.00	9,500.00	0.00	0.00	0.00
742.229	Raising a Reader	603.22	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials Expenditures	1,410.79	1,000.00	1,000.00	7,000.00	9,500.00	1,000.00	1,000.00	1,000.00
742.231	Buildings/Ground/Furniture	8,344.00	29,000.00	48,500.00	48,500.00	84,300.00	-	25,000.00	25,000.00
742.232	Programming Expenditures	2,975.43	1,000.00	1,000.00	7,500.00	8,700.00	3,000.00	1,000.00	1,000.00
742.233	Technology Library Expenditures	-	3,000.00	5,000.00	5,000.00	-	0.00	3,000.00	3,000.00
742.234	Undesignated Misc. Expenditures	228.85	500.00	500.00	300.00	300.00	500.00	500.00	500.00
742.236	Staff Recognition	1,968.54	2,000.00	2,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
TOTAL		\$15,531	\$38,500	\$65,000	\$81,300	\$115,800	\$8,500	\$34,500	\$34,500
Capital Outlay									
976.044	Auto Lending Library (Friends)	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
976.045	LED Lighting Conversion project	-	-	-	-	-	-	-	-
976.046	Makerspace (iCube)	2,868.22	3,000.00	-	3,700.00	-	-	-	-
976.140	Automated Return System (AST)	-	115,800.00	115,800.00	-	-	115,800.00	-	-
976.141	Main Entrance Design /Parking Lot	-	116,500.00	41,500.00	41,500.00	41,500.00	30,000.00	-	-
976.142	Server & Camera Upgrade (RFP)	-	-	109,000.00	68,838.00	68,838.00	-	-	-
976.144	WiFi Upgrade (RFP)	-	-	15,000.00	17,562.89	17,562.89	-	-	-
976.231	Buildings/Grounds/Furniture	-	-	-	-	-	63,900.00	-	-
	Unknown Capital Improvements	-	-	-	-	-	37,300.00	247,000.00	247,000.00
TOTAL		\$ 2,868.22	\$ 237,800.00	\$ 283,800.00	\$ 131,600.89	\$ 127,900.89	\$ 247,000.00	\$ 247,000.00	\$ 247,000.00
TOTAL Expenditures		\$ 18,399.05	\$ 276,300.00	\$ 348,800.00	\$ 212,900.89	\$243,701	\$255,500	\$ 281,500.00	\$ 281,500.00
	Beginning Fund Balance Yr. End	\$ 1,656,055.44	\$ 1,644,374.69	\$ 1,644,374.69	\$ 1,698,587.10	\$ 1,698,587.10	\$ 1,562,824.21	\$ 1,339,324.21	\$ 1,087,824.21
	Revenues	60,930.71	30,500.00	69,738.00	77,138.00	135,307.96	32,000.00	30,000.00	30,000.00
	Expenditures	(\$18,399)	(276,300.00)	(348,800.00)	(212,900.89)	(243,701.00)	(255,500.00)	(281,500.00)	(281,500.00)
	NET Revenues vs. Expenditures	42,531.66	(245,800.00)	(279,062.00)	(135,762.89)	(108,393.04)	(223,500.00)	(251,500.00)	(251,500.00)
	Beginning Fund Balance								
	Ending Fund Balance Expected	\$ 1,698,587.10	\$ 1,398,574.69	\$ 1,365,312.69	\$ 1,562,824.21	\$ 1,590,194.06	\$ 1,339,324.21	\$ 1,087,824.21	\$ 836,324.21

Notes:

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

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

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

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

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

Financial Report**Financial Report for September 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 Aug 31, 2024	YTD Sep 30, 2024	Difference *
TOTAL REVENUES	\$ 138,250	\$ 3,726,193	\$ 3,587,943
TOTAL EXPENDITURES	\$ 282,409	\$ 938,052	\$ 655,643
NET OF REVENUES & EXPENDITURES	(\$ 144,159)	\$ 2,788,141	

Revenue & Expenditure Report for Fund 272

	YTD Aug 31, 2024	YTD Sep 30, 2024	Difference*
TOTAL REVENUES	\$ 7,834	\$ 9,874	\$ 2,040
TOTAL EXPENDITURES	\$ 1,558	\$ 3,126	\$ 1,568
NET OF REVENUES & EXPENDITURES	\$ 6,276	\$ 6,748	

Balance Sheet Report as of September 30, 2024

The ending fund balance for Fund 271 is
\$5,384,810.83

The ending fund balance for Fund 272 is \$ 1,650,699.34

Revenues and Expenditures

10/09/2024 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 09/30/2024										
% Fiscal Year Completed: 25.21										
GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NM (ABNM)	ORIGINAL BUDGET	2024-25 AMDD BUDGET	MTH ACTY JULY 2024 INCR (DECR)	MTH ACTY AUG 2024 INCR (DECR)	MTH ACTY SEP 2024 INCR (DECR)	YTD BALANCE 09/30/2024 NM (ABNM)	AVAILABLE BALANCE NM (ABNM)	% BDGT USED
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.00 - TREASURY										
Property tax revenue										
271-000.00-402.000	Property Tax Revenue - Current	3,410,762.72	3,618,062.00	3,618,062.00	3,625,232.58	0.00	0.00	3,625,232.58	(7,170.58)	100.20
271-000.00-404.003	Property Tax Revenue - Brownfield	(376.24)	(436.00)	(436.00)	(431.56)	0.00	0.00	(431.56)	(4.44)	98.98
271-000.00-404.007	Property Tax Revenue-Brownfield	(15,263.59)	(20,759.00)	(20,759.00)	(16,000.68)	0.00	0.00	(16,000.68)	(4,758.32)	77.08
271-000.00-404.008	Property Tax Revenue - CIA C	(30,637.16)	(41,321.00)	(41,321.00)	(35,988.88)	0.00	0.00	(35,988.88)	(5,332.12)	87.10
271-000.00-404.009	Property Tax Revenue-Brownfield	(354.57)	(404.00)	(404.00)	(440.12)	0.00	0.00	(440.12)	36.12	108.94
271-000.00-404.010	Property Tax Revenue-Brownfield	(44.00)	(108.00)	(108.00)	(44.00)	0.00	0.00	(44.00)	(64.00)	40.74
271-000.00-412.000	Property Tax Revenue - C/Y D	(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 Tr	(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 - Count	3,020.33	1,500.00	1,500.00	(491.92)	0.00	291.11	(200.81)	1,700.81	(13.39)
Property tax revenue		3,360,599.90	3,547,534.00	3,547,534.00	3,571,835.42	0.00	291.11	3,572,126.53	(24,592.53)	100.69
State sources										
271-000.00-567.000	State aid	67,337.40	50,000.00	50,000.00	34,336.06	0.00	0.00	34,336.06	15,663.94	68.67
271-000.00-573.000	State Grants - Local Comm Sta	17,786.09	15,000.00	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
State sources		85,123.49	65,000.00	65,000.00	34,336.06	0.00	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	91,213.55	12.60	0.00	91,226.15	(11,226.15)	114.03
271-000.00-659.000	Library book fees	9,341.82	8,000.00	8,000.00	666.40	595.30	1,215.28	2,476.98	5,523.02	30.96
Fines and forfeitures		98,412.54	88,000.00	88,000.00	91,879.95	607.90	1,215.28	93,703.13	(5,703.13)	106.48
Interest income										
271-000.00-665.000	Interest in investments	118,788.12	44,000.00	44,000.00	0.00	0.00	0.00	0.00	44,000.00	0.00
271-000.00-669.500	Unrealized gain (loss) on inves	92,415.46	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Interest income		211,203.58	54,000.00	54,000.00	0.00	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	6,452.15	3,845.33	1,012.10	11,309.58	(6,309.58)	226.19
271-000.00-674.400	Gifts and donations	2,365.78	4,500.00	4,500.00	153.01	30.58	26.01	209.60	4,290.40	4.66
Donations		14,452.54	9,500.00	9,500.00	6,605.16	3,875.91	1,038.11	11,519.18	(2,019.18)	121.25
Other revenue										
271-000.00-675.000	Miscellaneous income	8,730.22	8,500.00	8,500.00	327.94	326.92	145.08	799.94	7,700.06	9.41
271-000.00-675.006	Car Charging Revenue	11.07	100.00	100.00	7.99	0.00	0.00	7.99	92.01	7.99
271-000.00-675.100	Copier	3,620.99	1,000.00	1,000.00	818.30	1,227.30	1,343.30	3,388.90	(2,388.90)	338.89
271-000.00-675.300	Meeting room	37,477.41	27,500.00	27,500.00	3,933.15	2,935.39	3,442.98	10,311.52	17,188.48	37.50
271-000.00-675.404	Novi Townshp Assessment	7,701.00	7,850.00	7,850.00	0.00	0.00	0.00	0.00	7,850.00	0.00
Other revenue		57,540.69	44,950.00	44,950.00	5,087.38	4,489.61	4,931.36	14,508.35	30,441.65	32.28
Total Dept 000.00 - TREASURY		3,827,332.74	3,808,984.00	3,808,984.00	3,709,743.97	8,973.42	7,475.86	3,726,193.25	82,790.75	97.83
TOTAL REVENUES		3,827,332.74	3,808,984.00	3,808,984.00	3,709,743.97	8,973.42	7,475.86	3,726,193.25	82,790.75	97.83

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	MTH ACTY	MTH ACTY	MTH ACTY	09/30/2024	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	1,268,177.70	1,453,000.00	1,453,000.00	72,815.91	103,983.89	108,094.68	284,894.48	1,168,105.52	19.61
271-000.00-704.210	Vacation Payout	3,538.40	7,500.00	7,500.00	0.00	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	35,788.62	53,867.05	50,733.57	140,389.24	602,610.76	18.89
271-000.00-706.000	Overtime	38.82	500.00	500.00	29.10	123.26	0.00	152.36	347.64	30.47
271-000.00-715.000	Social security	147,519.92	168,000.00	168,000.00	8,204.45	11,875.13	11,929.84	32,009.42	135,990.58	19.05
271-000.00-716.000	Insurance	230,346.09	225,000.00	225,000.00	33,821.05	20,522.01	13,726.08	68,069.14	156,930.86	30.25
271-000.00-716.200	HSA - employer contribution	1,138.25	3,000.00	3,000.00	40.19	93.75	93.75	227.69	2,772.31	7.59
271-000.00-716.999	Insurance - Employee Reimbur	(33,477.49)	(32,200.00)	(32,200.00)	(2,176.25)	(3,040.16)	(3,156.66)	(8,373.07)	(23,826.93)	26.00
271-000.00-717.000	Workers compensation	1,640.32	1,800.00	1,800.00	76.00	157.50	149.02	382.52	1,417.48	21.25
271-000.00-718.000	Pension - DB Normal Cost	5,520.00	6,000.00	6,000.00	140.00	140.00	140.00	420.00	5,580.00	7.00
271-000.00-718.010	Pension - DB Unfunded Accru	73,488.00	92,200.00	92,200.00	7,683.00	7,683.00	7,683.00	23,049.00	69,151.00	25.00
271-000.00-718.200	Pension - defined contribution	67,418.77	112,000.00	112,000.00	4,233.10	6,033.24	6,274.69	16,541.03	95,458.97	14.77
271-000.00-719.000	Unemployment insurance	36.84	2,000.00	2,000.00	0.00	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	160,655.17	201,438.67	195,667.97	557,761.81	2,224,038.19	20.05
Supplies										
271-000.00-726.400	Supplies - Cash over/short	36.72	0.00	0.00	8.18	3.75	1.00	12.93	(12.93)	100.00
271-000.00-727.000	Office supplies	9,181.98	16,000.00	16,000.00	600.07	133.74	278.79	1,012.60	14,987.40	6.33
271-000.00-728.000	Postage	4,014.04	5,500.00	5,500.00	119.99	119.99	0.00	239.98	5,260.02	4.36
271-000.00-734.000	Computer supplies, software &	61,936.23	83,000.00	83,000.00	12,983.98	1,074.88	700.00	14,758.86	68,241.14	17.78
271-000.00-734.500	Computer supplies/equipment	23,251.80	52,000.00	52,000.00	737.73	3,627.14	881.28	5,246.15	46,753.85	10.09
271-000.00-740.000	Operating supplies	27,352.10	44,800.00	44,800.00	467.95	1,712.64	1,563.71	3,744.30	41,055.70	8.36
271-000.00-740.200	Supplies - Desk chairs and file	4,173.51	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
271-000.00-741.000	Supplies - Uniforms	0.00	500.00	500.00	0.00	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	19,388.96	14,894.30	14,754.64	49,037.90	191,962.10	20.35
271-000.00-742.010	Library Books - Lending	10,641.12	15,000.00	15,000.00	578.10	868.49	105.93	1,552.52	13,447.48	10.35
271-000.00-742.100	Library Books - Fines	91.97	500.00	500.00	0.00	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	0.00	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	3,346.04	3,095.07	2,189.25	8,630.36	43,669.64	16.50
271-000.00-745.200	Electronic media	135,445.89	160,700.00	160,700.00	12,846.24	31,228.53	7,601.94	51,676.71	109,023.29	32.16
271-000.00-745.300	Electronic resources (CD rom)	67,776.44	80,000.00	80,000.00	62,652.56	1,300.00	2,170.79	66,123.35	13,876.65	82.65
Supplies		641,275.81	774,300.00	774,300.00	113,729.80	58,058.53	30,247.33	202,035.66	572,264.34	26.09

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2024-25	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2024 NM (ABNM)	BUDGET	AMDD BUDGET	JULY 2024 INCR (DECR)	AUG 2024 INCR (DECR)	SEP 2024 INCR (DECR)	09/30/2024 NM (ABNM)	BALANCE NM (ABNM)	
Other services and charges										
271-000.00-802.000	Data processing	828.90	1,300.00	1,300.00	0.00	0.00	0.00	0.00	1,300.00	0.00
271-000.00-802.100	Bank Service Charges	3,666.52	6,000.00	6,000.00	24.85	0.00	0.00	24.85	5,975.15	0.41
271-000.00-803.000	Independent audit	800.00	800.00	800.00	0.00	0.00	217.00	217.00	583.00	27.13
271-000.00-804.000	Medical service	1,624.00	1,500.00	1,500.00	0.00	464.00	116.00	580.00	920.00	38.67
271-000.00-806.000	Legal fees	19,931.70	9,000.00	9,000.00	224.00	87.50	0.00	311.50	8,688.50	3.46
271-000.00-809.000	Memberships and dues	6,677.50	8,000.00	8,000.00	3,937.67	24.00	0.00	3,961.67	4,038.33	49.52
271-000.00-816.000	Professional services	12,103.50	23,000.00	23,000.00	0.00	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	7,560.00	8,120.00	8,120.00	23,800.00	68,200.00	25.87
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	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	13,012.00	2,862.00	0.00	15,874.00	1,126.00	93.38
271-000.00-820.001	Insurance deductibles/Uninsur	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	2,934.60	3,518.87	1,536.40	7,989.87	35,010.13	18.58
271-000.00-855.000	TLN Automation Services	71,993.10	76,000.00	76,000.00	16,469.16	0.00	0.00	16,469.16	59,530.84	21.67
271-000.00-861.000	Gasoline and oil	334.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-862.000	Mileage	1,300.01	800.00	800.00	63.70	108.33	110.13	282.16	517.84	35.27
271-000.00-880.000	Community promotion	23,899.12	25,000.00	25,000.00	6,709.15	2,071.16	302.58	9,082.89	15,917.11	36.33
271-000.00-880.268	Library programming	36,897.47	38,000.00	38,000.00	6,380.12	4,472.98	127.95	10,981.05	27,018.95	28.90
271-000.00-880.271	Adult programs	7,467.05	10,000.00	10,000.00	0.00	4,170.09	354.28	4,524.37	5,475.63	45.24
271-000.00-900.000	Printing, graphic design and pu	25,459.42	32,000.00	32,000.00	(586.02)	712.14	873.46	999.58	31,000.42	3.12
271-000.00-921.000	Heat	12,267.57	15,300.00	15,300.00	197.47	194.78	197.48	589.73	14,710.27	3.85
271-000.00-922.000	Electricity	102,779.81	115,500.00	115,500.00	8,733.27	8,829.70	9,368.55	26,931.52	88,568.48	23.32
271-000.00-923.000	Water and sewer	8,065.10	8,200.00	8,200.00	0.00	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	20,803.81	7,108.60	10,865.93	38,778.34	82,621.66	31.94
271-000.00-935.000	Vehicle maintenance	169.02	200.00	200.00	0.00	0.00	0.00	0.00	200.00	0.00
271-000.00-936.300	Grounds maintenance	51,938.72	48,000.00	48,000.00	2,478.99	568.25	2,210.00	5,257.24	42,742.76	10.95
271-000.00-942.000	Office equipment lease	11,350.94	13,000.00	13,000.00	1,010.00	1,010.00	1,010.00	3,030.00	9,970.00	23.31
271-000.00-942.002	Copier Property Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-942.100	Records storage	315.36	450.00	450.00	26.98	26.98	26.98	80.94	369.06	17.99
271-000.00-956.000	Conferences and workshops	25,185.11	20,000.00	20,000.00	2,763.70	3,729.81	160.00	6,653.51	13,346.49	33.27
Other services and charges										
		670,066.27	739,450.00	739,450.00	92,743.45	48,079.19	35,596.74	176,419.38	563,030.62	23.86
Capital outlay										
271-000.00-986.000	Technology - Capital Outlay	34,074.28	37,000.00	37,000.00	0.00	1,835.00	0.00	1,835.00	35,165.00	4.96
Capital outlay										
		34,074.28	37,000.00	37,000.00	0.00	1,835.00	0.00	1,835.00	35,165.00	4.96
Transfers out										
271-000.00-995.272	Transfer to Library Contribution	35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers out										
		35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY		3,829,403.33	4,332,550.00	4,332,550.00	367,128.42	309,411.39	261,512.04	938,051.85	3,394,498.15	21.65
TOTAL EXPENDITURES		3,829,403.33	4,332,550.00	4,332,550.00	367,128.42	309,411.39	261,512.04	938,051.85	3,394,498.15	21.65
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,827,332.74	3,808,984.00	3,808,984.00	3,709,743.97	8,973.42	7,475.86	3,726,193.25	82,790.75	(532.53)
TOTAL EXPENDITURES		3,829,403.33	4,332,550.00	4,332,550.00	367,128.42	309,411.39	261,512.04	938,051.85	3,394,498.15	(532.53)
NET OF REVENUES & EXPENDITURES		(2,070.59)	(523,566.00)	(523,566.00)	3,342,615.55	(300,437.97)	(254,036.18)	2,788,141.40	(3,311,707.40)	(532.53)

Fund 272 - LIBRARY CONTRIBUTION FUND											
Revenues											
Dept 000.00 - TREASURY											
Interest income											
272-000.00-665.000	Interest in investments	52,873.99	27,000.00	27,000.00	0.00	0.00	0.00	0.00	27,000.00	0.00	
272-000.00-669.500	Unrealized gain (loss) on invest	37,885.77	(4,500.00)	(4,500.00)	0.00	0.00	0.00	0.00	(4,500.00)	0.00	
Interest income		90,759.76	22,500.00	22,500.00	0.00	0.00	0.00	0.00	22,500.00	0.00	
		END BALANCE				MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	JULY 2024	AUG 2024	SEP 2024	09/30/2024	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED	
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 Reven	8,216.55	1,000.00	1,000.00	122.05	1,204.20	165.65	1,491.90	(491.90)	149.19	
272-000.00-674.229	Raising a Reader in Novi Spons	29.66	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00	
272-000.00-674.230	Collections/Materials Revenue	12,070.61	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00	
272-000.00-674.231	Buildings/Ground/Furniture Rev	625.00	1,000.00	1,000.00	0.00	175.00	343.72	518.72	481.28	51.87	
272-000.00-674.232	Programming Revenue	4,098.70	3,000.00	3,000.00	0.00	6,332.53	1,080.64	7,413.17	(4,413.17)	247.11	
272-000.00-674.233	Technology Library Revenue	50.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00	
272-000.00-674.234	Undesignated Misc Donations	100.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00	
272-000.00-674.235	Marketing Sponsorships	5,000.00	0.00	0.00	0.00	0.00	450.00	450.00	(450.00)	100.00	
Donations		30,690.52	9,500.00	9,500.00	122.05	7,711.73	2,040.01	9,873.79	(373.79)	103.93	
Transfers in											
272-000.00-699.271	Transfer From Library Fund	35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Transfers in		35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 000.00 - TREASURY		156,688.28	32,000.00	32,000.00	122.05	7,711.73	2,040.01	9,873.79	22,126.21	30.86	
TOTAL REVENUES		156,688.28	32,000.00	32,000.00	122.05	7,711.73	2,040.01	9,873.79	22,126.21	30.86	
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	0.00	1,000.00	0.00	1,000.00	(1,000.00)	100.00	
272-000.00-742.229	Raising a Reader Expense	1,362.10	1,000.00	1,000.00	0.00	218.70	75.62	294.32	705.68	29.43	
272-000.00-742.230	Collections/Materials Expense	10,904.06	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00	
272-000.00-742.231	Buildings/Ground/ Furniture Ex	66,001.70	0.00	0.00	71.90	0.00	0.00	71.90	(71.90)	100.00	
272-000.00-742.232	Programming Expense	8,612.26	3,000.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00	
272-000.00-742.234	Undesignated Misc	246.00	500.00	500.00	0.00	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	167.48	1,591.84	0.00	1,759.32	740.68	70.37	
Supplies		100,278.40	8,500.00	8,500.00	239.38	2,810.54	75.62	3,125.54	5,374.46	36.77	
		END BALANCE				MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	JULY 2024	AUG 2024	SEP 2024	09/30/2024	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED	
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	0.00	0.00	0.00	0.00	30,000.00	0.00	
272-000.00-976.143	Wi-Fi Upgrade	17,562.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
272-000.00-976.144	Server & Camera Upgrade	68,838.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Capital outlay		111,045.89	247,000.00	247,000.00	0.00	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	239.38	2,810.54	75.62	3,125.54	252,374.46	1.22	
TOTAL EXPENDITURES		211,324.29	255,500.00	255,500.00	239.38	2,810.54	75.62	3,125.54	252,374.46	1.22	
Fund 272 - LIBRARY CONTRIBUTION FUND:											
TOTAL REVENUES		156,688.28	32,000.00	32,000.00	122.05	7,711.73	2,040.01	9,873.79	22,126.21	(3.02)	
TOTAL EXPENDITURES		211,324.29	255,500.00	255,500.00	239.38	2,810.54	75.62	3,125.54	252,374.46	(3.02)	
NET OF REVENUES & EXPENDITURES		(54,636.01)	(223,500.00)	(223,500.00)	(117.33)	4,901.19	1,964.39	6,748.25	(230,248.25)	(3.02)	
TOTAL REVENUES - ALL FUNDS											
TOTAL REVENUES - ALL FUNDS		3,984,021.02	3,840,984.00	3,840,984.00	3,709,866.02	16,685.15	9,515.87	3,736,067.04	104,916.96		
TOTAL EXPENDITURES - ALL FUNDS											
TOTAL EXPENDITURES - ALL FUNDS		4,040,727.62	4,588,050.00	4,588,050.00	367,367.80	312,221.93	261,587.66	941,177.39	3,646,872.61		
NET OF REVENUES & EXPENDITURES		(56,706.60)	(747,066.00)	(747,066.00)	3,342,498.22	(295,536.78)	(252,071.79)	2,794,889.65	(3,541,955.65)		

Financial Balance Sheets

10/09/2024		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 09/30/2024	
GL Number	Description	Balance	
Fund 271 - LIBRARY FUND			
*** Assets ***			
271-000.00-001.000	Cash - Pooled	2,542,311.99	
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	101,625.39	
271-000.00-123.400	Prepaid Expenditure	2,649.99	
	Total Assets	5,431,094.02	
*** Liabilities ***			
271-000.00-202.000	Accounts payable	38,446.35	
271-000.00-258.702	Accrued liabilities - tax	7,800.00	
271-000.00-259.200	Unemployment insurance liability	36.84	
	Total Liabilities	46,283.19	
*** Fund Balance ***			
271-000.00-390.000	Fund balance	2,596,669.43	
	Total Fund Balance	2,596,669.43	
	Beginning Fund Balance	2,596,669.43	
	Net of Revenues VS Expenditures	2,788,141.40	
	Ending Fund Balance	5,384,810.83	
	Total Liabilities And Fund Balance	5,431,094.02	

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	(2,504.18)
272-000.00-017.000	Investments - Pooled	1,639,940.46
272-000.00-035.000	Accounts Receivable - Manual	13,313.00
	Total Assets	1,650,749.28
*** Liabilities ***		
272-000.00-202.000	Accounts payable	49.94
	Total Liabilities	49.94
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	44,529.12
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	(36,652.91)
272-000.00-375.232	Fund Balance Programming	31,803.96
272-000.00-375.233	Fund Balance Technology Library	1,050.00
272-000.00-375.262	Restricted-Book It-childrens collections	35,238.00
272-000.00-390.000	Fund balance - Unrestricted	1,567,982.92
	Total Fund Balance	1,643,951.09
	Beginning Fund Balance	1,643,951.09
	Net of Revenues VS Expenditures	6,748.25
	Ending Fund Balance	1,650,699.34
	Total Liabilities And Fund Balance	1,650,749.28

DIRECTOR'S REPORT



November Anniversaries – Years of Service



Bill Bembeneck – 24 yrs.
Facilities



Julie Farkas – 17 yrs.
Administration



Lisa Rinkel – 8 yrs.
Support Services



Josefa Casas-Velazquez – 2 yrs.
Information Services



Mallory Lindeman – 1 yr.
Information Technology



Sidney Erickson – 1 yr.
Support Services

Management Team Update: 10/15/2024: 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 areas of improvement for 24/25 based on the two strategy areas.

Specific outcomes from this brainstorming includes:

1. A morning huddle hosted by Management Team members and HR at 9:40am Monday – Saturday and 11:40am on Sunday to get staff connecting with each other before the day begins. An opportunity to share successes and build camaraderie. Will begin on November 1st.
2. Coordinating better the days/times of committees to not overwhelm staff and not have too many internal meetings conflicting.
3. Department Heads will work to touch base with their staff to share end of shift communications
4. Staff comment cards being submitted anonymously and the management team reviewing the questions/comments/concerns and answering back to the full staff with the “why” for things being done the way they are, thus creating a cohesive message from the management team to the staff.
5. Looking into job shadowing opportunities across departments.
6. Strong onboarding and training of the E-web so that all staff know where to find library policies, procedures and information.

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

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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.

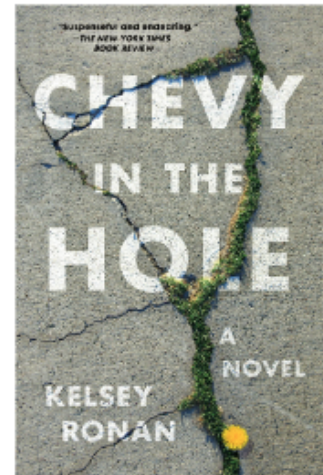
Our Community Reads program brings community members together to read and discuss the same literary work, and take part in events hosted by the participating libraries in an effort to strengthen community ties and promote literacy among a diverse population. Each library sponsors programs and hosts book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



Vendors Wanted!

**Saturday, December 7
10am - 2pm**

The Library is looking for small businesses to participate in our Pop Up Market! Open to online, home and brick and mortar businesses.

For \$20, you get a 6-foot table to sell your products and promote your business. Space is limited.

Email ganderson@novilibrary.org, visit novilibrary.org, or scan the QR code for the application.

Application deadline: November 10 (or when filled).



Daily use of the building by hour – September 2024

9/1/2024 CLOSED				9/2/2024 CLOSED				9/3/2024				9/4/2024				9/5/2024				9/6/2024 -After Hours Rental				9/7/2024											
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	0	0	0	10-11am	54	106	80	10-11am	36	84	60	10-11am	29	72	51	10-11am	25	90	58	10-11am	51	58	55	10-11am	39	83	61	10-11am	91	101	96
11am-12	0	0	0	11am-12	0	0	0	11am-12	80	75	78	11am-12	71	58	65	11am-12	63	56	60	11am-12	85	68	77	11am-12	59	58	59	11am-12	73	79	76				
12-1pm	0	0	0	12-1pm	0	0	0	12-1pm	85	67	76	12-1pm	46	40	43	12-1pm	61	54	58	12-1pm	108	145	127	12-1pm	101	112	107	12-1pm	127	111	119				
1-2pm	0	0	0	1-2pm	0	0	0	1-2pm	75	78	77	1-2pm	54	81	68	1-2pm	59	55	57	1-2pm	59	58	59	1-2pm	108	145	127	1-2pm	101	112	107				
2-3pm	0	0	0	2-3pm	0	0	0	2-3pm	100	173	137	2-3pm	110	137	124	2-3pm	95	192	144	2-3pm	108	145	127	2-3pm	108	145	127	2-3pm	108	145	127				
3-4pm	0	0	0	3-4pm	0	0	0	3-4pm	195	151	173	3-4pm	193	171	182	3-4pm	194	185	190	3-4pm	178	169	174	3-4pm	178	169	174	3-4pm	178	169	174				
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5-6pm	0	0	0	5-6pm	0	0	0	5-6pm	125	93	109	5-6pm	135	114	125	5-6pm	121	105	113	5-6pm	170	105	138	5-6pm	170	105	138	5-6pm	170	105	138				
6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	107	141	124	6-7pm	116	128	122	6-7pm	131	139	135	6-7pm	75	52	64	6-7pm	75	52	64	6-7pm	75	52	64				
7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	164	101	133	7-8pm	94	70	82	7-8pm	114	84	99	7-8pm	38	46	42	7-8pm	38	46	42	7-8pm	38	46	42				
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9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	37	24	31	9-10pm	37	24	31	9-10pm	37	24	31				
										1,159				1,056				1,136				976												838	
9/8/2024				9/9/2024				9/10/2024				9/11/2024				9/12/2024				9/13/2024				9/14/2024											
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	39	147	93	10-11am	31	72	52	10-11am	52	83	68	10-11am	44	104	74	10-11am	60	147	104	10-11am	44	111	78	10-11am	44	111	78				
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1-2pm	99	117	108	1-2pm	87	63	75	1-2pm	49	56	53	1-2pm	51	59	55	1-2pm	71	64	68	1-2pm	53	61	57	1-2pm	88	109	99	1-2pm	88	109	99				
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3-4pm	123	115	119	3-4pm	168	172	170	3-4pm	194	174	184	3-4pm	181	184	183	3-4pm	166	130	148	3-4pm	143	134	139	3-4pm	108	108	108	3-4pm	108	108	108				
4-5pm	118	118	118	4-5pm	137	143	140	4-5pm	137	98	118	4-5pm	140	104	122	4-5pm	124	127	126	4-5pm	113	107	110	4-5pm	123	127	125	4-5pm	123	127	125				
5-6pm	156	57	107	5-6pm	166	137	152	5-6pm	142	109	126	5-6pm	102	88	95	5-6pm	131	98	115	5-6pm	181	84	133	5-6pm	150	48	99	5-6pm	150	48	99				
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8-9pm	0	0	0	8-9pm	110	23	67	8-9pm	77	23	50	8-9pm	115	26	71	8-9pm	124	12	68	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0				
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			627				1,248			1,009				990				1,064				799								783					
9/15/2024				9/16/2024				9/17/2024				9/18/2024				9/19/2024				9/20/2024				9/21/2024											
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	17	58	38	10-11am	52	126	89	10-11am	44	108	76	10-11am	67	103	85	10-11am	40	108	74	10-11am	67	144	106	10-11am	67	144	106				
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1-2pm	79	106	93	1-2pm	61	51	56	1-2pm	45	63	54	1-2pm	40	54	47	1-2pm	110	65	88	1-2pm	47	68	58	1-2pm	96	77	87	1-2pm	96	77	87				
2-3pm	98	110	104	2-3pm	79	154	117	2-3pm	111	167	139	2-3pm	79	128	104	2-3pm	71	154	113	2-3pm	98	126	112	2-3pm	85	79	82	2-3pm	85	79	82				
3-4pm	105	98	102	3-4pm	190	216	203	3-4pm	159	150	155	3-4pm	150	152	151	3-4pm	176	184	180	3-4pm	137	115	126	3-4pm	81	100	91	3-4pm	81	100	91				
4-5pm	109	95	102	4-5pm	135	161	148	4-5pm	137	125	131	4-5pm	134	100	117	4-5pm	162	161	162	4-5pm	107	100	104	4-5pm	111	91	101	4-5pm	111	91	101				
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9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0				
			629				1,101			1,053				1,073				1,178				725								782					
9/22/2024				9/23/2024				9/24/2024				9/25/2024				9/26/2024				9/27/2024				9/28/2024											
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	40	79	60	10-11am	42	133	88	10-11am	45	130	88	10-11am	28	116	72	10-11am	30	88	59	10-11am	54	184	119	10-11am	54	184	119				
11am-12	0	0	0	11am-12	39	49	44	11am-12	96	58	77	11am-12	93	87	90	11am-12	91	101	96	11am-12	54	55	55	11am-12	121	105	113	11am-12	121	105	113				
12-1pm	67	138	103	12-1pm	43	54	49	12-1pm	62	57	60	12-1pm																							

Information Technology Report by Jeffrey Smith – September 2024

General

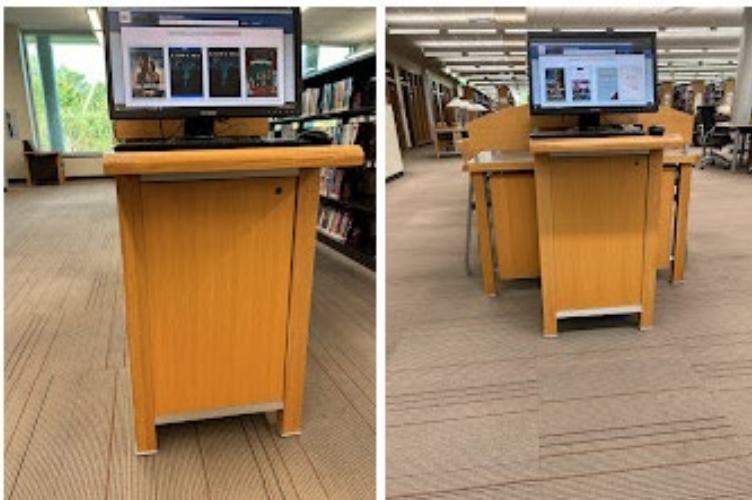
The IT staff spent some time onboarding staff for multiple departments this month. There are several steps we need to take for most new staff such as:

- Creating email and NPL network accounts
- Configuring desk phones and mobile phones and cash register access
- Configuring access fobs and alarm codes and copy machine access
- Setting up various accounts including Novi eWeb, Apple, Microsoft, Google
- Installing desktop PCs and laptops
- Creating name badges (in the iCube)
- Modifying email groups

As part of the technology onboarding work, with input from Kristen (HR), the IT Dept created a new Google Spaces Task Tool for IT staff to track onboarding/offboarding tasks - and we updated the NPL phone list to include the new staff. Of course when we lose an employee, we also need to undo all the configurations that we made while onboarding. That requires a checklist as well.

We ordered some technology supplies which are regularly sold to patrons by our Support Services team. Earbuds (2 types) and USB Flash Drives (2 capacities)

Denise moved two OPAC catalog computers to new locations as part of the Teen Area Renovation Project.



New locations for these two OPAC catalog PCs

On Sept 9th, Jeff and Assistant Director Maryann attended a Building & Grounds Committee meeting to discuss a firewall refresh project that we have been researching.

On September 20th, the entire IT Department attended TLN's Technology Forum 2024. The conference was held at the Bloomfield Township Public Library, and the main theme was "Building Tech Savvy Communities" with the keynote by Kevin Hayes of Merit Network.



Mallory, Dominic, Denise, Jeff at the TLN Technology Forum

iCube

We held 217 iCube appointments in September.

- 61 3D prints
- 0 3D scans
- 10 Adobe Creative Cloud projects
- 20 Cricut crafts
- 2 Carvey projects
- 41 Creative Kits
- 13 Digital Conversions
- 19 Heat Press jobs
- 16 Laser projects
- 15 Photo Prints
- 5 Sewing/Embroidery projects
- 15 Sublimation prints

Mary helped a patron make 3 HTV vinyl printed t-shirts. "The guest was happy with the results!"



T-shirt printed by an iCube guest with Mary's help.

The iCube staff has gained a new member, Mallory Lindeman. Mallory has previously worked at NPL in the Support Services department. She brings creative and technology experience to the iCube, including sewing skills that she plans to share with our patrons.



Our new Technology Assistant Mallory, working on the Raise 3D Pro 3D printer.

Mallory made a sublimation printed mug and 3D dragon as part of her iCube training.

She also made this pillow by using several iCube machines, including the **Adobe Creative Clouds Photoshop**, **Sawgrass**, **Sublimation**, the smaller **heat press**, and the **embroidery machine**.



Mug and Dragon made by Mallory



Printed and embroidered pillow made by Mallory

Jess showed a patron how to make puzzles on the sublimation printer, and worked with another guest to cut out several things from wood using the laser engraver and engrave a glass. Later, they helped a guest sublimate 12 mugs on the mug press.

Dominic worked out a method to use the new Bamboo 3D printer to make a multi-color demo object that looks like a handheld game device. The multi-color technique produces more filament waste (due to switching between colors) than a single-color piece, but it looks great! The printing software predicts how much filament will be used and how much will be waste, so the team can calculate an accurate printing fee for the patrons who want to try it.



3-color object by Dominic made on our new Bamboo 3D printer.

"Our 1st NHS Special Ed making session for the school year was today. The students enjoyed decorating a laser engraved nameplate with their name on one side and the Novi4 All logo on the other. Laser cut holes will allow the kids to hang their name either at school or take it home. A great time was had by all." Several NPL staff participated in the class including Mary and Mallory from the iCube and Jen and Jess from Information Services.



NHS Special Ed class working on projects in the iCube



Mary made Novi4All Name Plates on the laser for students to decorate and hang on their school lockers

We have a fantastic iCube staff, and I wish we could share all of their projects and creations in this report. Instead you might need to stop by the iCube during staffed hours and ask for a tour or make something fun yourself!

Training

- Jeff attended *MGMT Team Fire Panel Training* led by Keith Perfect
- Mallory completed *Laser Safety and Operation Certification* training.

IT Projects Update

There was a request from a Board Member to have an update on the IT projects that were completed since the Head of IT, Jeff Smith's, arrival at NPL in January 2022. As you can see from the lengthy list, the IT Department has spent a great deal of time improving and upgrading systems in the building. We have an excellent IT team with a great deal of knowledge and expertise.

Completed Technology Projects

Jan 2022 - July 2023

Envisionware Upgrade
 Telsystems BiAmp
 Recycling
 FAX programming
 Paging Server
 Tech Assistant Hire
 WAN Controller decommission
 IT Policies rewrite
 Spectrum Cable cancel
 Chromebooks Update
 Cell Phone MDM
 GoDaddy Certificate Renewal
 Tri County Broadband Survey
 WIFI Survey
 Knight Watch -Central Station
 Galaxy Door Access Update
 Receipt Printer Repair
 Muniweb Website Attack

Completed Technology Projects

July 2023 - September 2024

Meraki WIFI
 Verkada cameras RFP
 Canon copiers
 Coin Boxes

KVA Server Rack Keyboard
UPS Batteries for SS and IT
SCALA decommission
Public and Staff PCs
Print Release PCs
Redundant Fibre
Datto Cloud Backup
Schedule in Google Drive
Oob Google Chat
Fire Alarm Communication Line
Burg Alarm migrate to Central Station
Wide Format Printer Warranty
HP ProLiant Server Support Agreement
Firewall Support Agreement
New Laser (iCube)
3D Printer Camera (iCube)
Firewall OS Upgrade
Switches OS Upgrade
Switch UPS
Overhead Amp and Controller
Cyber Data Paging Server
Phone Line Tester
Crestron A/V iPad Volume Control
Car Counter Hardware and Software
Server Room and Data Closet Cleanup
Electronic Recycling
IT Hardware Organize
Laptop and ChromeBook OS Upgrade
New Public Scanners
AST Bin Repair
New Technology Assistant
New System Administrator
Google Space for IT Team
M365 (Office) Non Profit
iPhone Replacement
iPhone Management Console
Microphone Replacement
Princh Mobile Printing
Replaced broken AWE
AWE Portal Data Source
Decommission public iPads
Lakeshore Remote App
Lakeshore Internet Switch
HR Printer
Staff PC Displays -WebCams
Friends Laptop
Large PC Screen for Facilities
UPS for Car Counter
Decommission old servers and clean up server rack

Facilities Report by Keith Perfect – September

In the past month the Facilities Department has closed 6 Facilities Maintenance tickets, 45 Meeting Room Requests/Programs and has updated 352 Periodic Maintenance tickets.

- The second floor women's restroom received a new automatic door opener unit, installed by vendor.
- All rooftop exhaust fans were serviced and new belts were installed. One unit received a new motor, installed by vendor.
- A faulty TXV valve was installed on the first floor data closet Liebert HVAC unit.
- A missing knob was replaced on the ITC Park Read Box.
- Our fire suppression systems vendor has completed their annual fire inspection. The system passed. A couple fire extinguishers were replaced due to a loss in charge. Suggestions were made to replace the fire panel batteries and several emergency light batteries/bulbs.
- Safety tours were provided to several new staff.
- The CSD-1 boiler inspection was performed by vendor and both boilers passed. A recommendation for boiler cleaning was suggested and we are working with the vendor to have this work completed.
- Batteries for fire panel, several emergency lights and key fob panels were ordered and will be installed by Facilities staff.

**Information Services Department – September
Compiled by Shannon O’Leary (in absence of Dept. Head)**

News and Notes

- Staff starting to complete required Responding to Aggressive Workplace Behavior Training.
- IS Staff attended the Library Board Meeting on 9/26 to receive Staff Awards
- Staff attended internal committee meetings for ...
 - Public Policy committee - Anna
 - iCube Committee - Mary, Jess
 - Employee Wellbeing Committee- Kirsten, Danielle, Gail, Austin

Professional Development

- A Place to Belong: Neurodiversity & Mental Health in the Library webinar - Anna, Jen, Emma, Danielle, Jess, Josefa, Mary, Lori
- Demco Book Doctor Workshop - Austin
- Prejudice: How to respond to prejudicial comments from customers webinar - Anna
- MeL Maven Badge - Jen
- Event Planning and Marketing with ChaptGPT - Jen
- LinkedIn for Librarians webinar - Jen, Austin
- IS staff on external committees:
 - Thumbs Up! Award Workgroup - Austin and Kirsten
 - Mitten Award Workgroup - Emily
 - School Library Journal Book Reviews - Emily
 - TLN eContent Users Group and Overdrive Tech Support for TLN libraries - Mary
- Responding to Aggressive Workplace Behavior - Shannon, Austin
- Learning, Growing, Reading: Books for Early Readers - Danielle
- Engaging Beyond Our Walls: Libraries connecting communities through outdoor games and stories - Danielle
- A2 Spark Art Lab Makerspace tour - Mary
- The Palace Project: What Makes The Palace Project Unique? - Mary
- My Library Jobs and Data Axle Demo - Mary and Jen
- How the Body Keeps the Score on Trauma-Emma
- Civic Literacy in Public Libraries: Why, What, and How - Jess
- Perfect Is the Enemy of Good: Thinking Critically about Information in an Imperfect World - Jess

IS Staff Outreach

- Preschool Outreach at Novi Woods Montessori, Goddard, and Little Birds Montessori – Emily
- Senior Outreach at Waltonwood (8) – Emma
- Senior Outreach at StoryPoint (8)-Emma
- Senior Outreach at Lakes of Novi (12)-Emma
- Meadowbrook Commons Book Club (9)-Emma
- Lakeshore Book Club (3)-Emma
- Brookdale Book Club (4)-Emma
- Digital Session at Fox Run (17) - Emma, Mary, Jen
- 6 outreach book discussions



- Ribbon Cutting - Bricks & Minifigs - Emma and Taylor

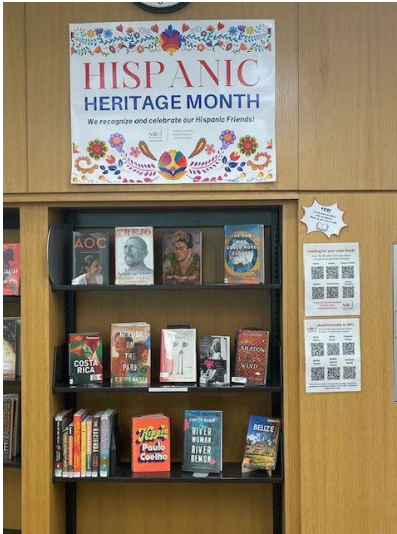


Adult Programs

- Japanese Conversation Group (1)- 33
- Spanish Conversation group (1) -10
- ESL Book Club Mondays (4)- 16
- ESL Book Club Wednesdays (3)- 15
- Evening of English (2)- 50
- English Language Lessons Beginner (4)- 60
- English Language Lessons Intermediate/Advanced (4)- 60
- Strange Lands Sci-fi & Fantasy Book Club - 3

Adult Displays

- **Adult Desk Display:**
 - Freedom to Read (Banned Books month)
- **Feature Collection:**
 - Reading Challenge:
 - Hispanic Heritage Month-Emma



Youth/Tween/Teen/Family Programs

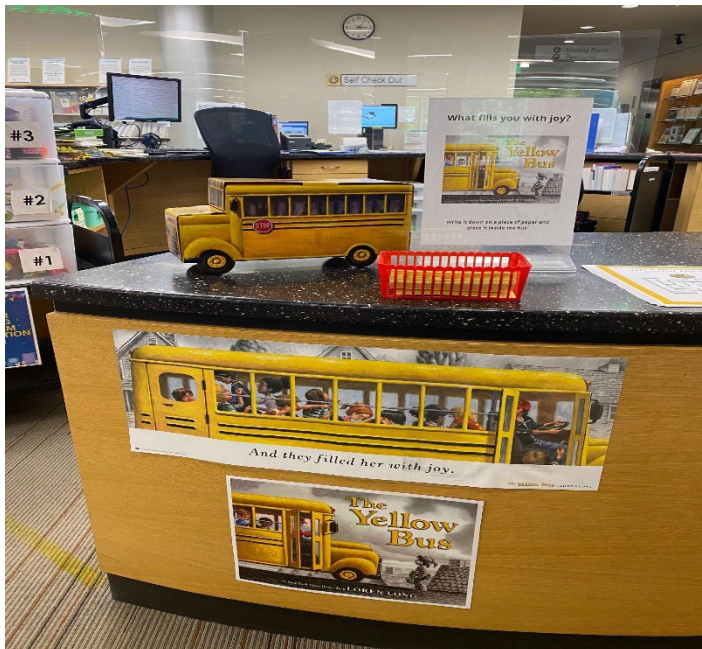
- LEGO Club - 33
- Club Half-Blood - 9
- No Required Reading Book Club - 2
- Story time - Time for Twos and Threes - 59+
- Story time - Saturday Family Storytime - 37
- Story time- Baby Time-68
- Story time- Tot Time-95
- Story time- Fun for Fours and Fives-32
- Story time - Patio Story Time - 65
- Music & Movement - Early On Oakland Workshop -50
- The Yellow Bus desk activity- 47
- ISTP (4)- 120
- Teen Space (19) - 993
- DIY Aquarium Youth - 36
- Personalized Keychains Tween - 32
- Library Card Sign Up Month raffle
- iCube Makerspace making session with Novi High School Special Education class - 15

Youth/Tween/Teen Displays

- **Teen Stop display** – Cool for School



- **Youth Desk Display** – Books related to our "Fall into Reading Beanstack Bingo Challenge" which runs from September 15 through November 30.
- **New for You Kiosk**
 - **Libraries Are for Everyone:** National Yoga Awareness Month, National Honey Month, Labor Day (September 2), Star Trek Day, Suicide Prevention Month, Anniversary of 9/11, Hispanic Heritage Month, Mid-Autumn Festival, Batman Day, Freed Between the Lines
 - **Featured Display:** Community Reads



The Yellow Bus Activity at the First Floor Information Desk. Patrons were asked to answer the question "What fills you with joy?" and write it on a piece of paper and place it inside the bus. There were 47 responses. The most common responses were: my family, my pets, and my friends. (Kirsten)

- iCube Makerspace making session with Novi High School Special Education class - Mary, Jen, Jess



Marketing and Community Promotion by Dana VanOast – September

Outreach or Promotions

Monday, September 23 – October 13: Library Open House & Tutor.com Peachjar

Webinars

September 17, 2024: MI PR Group (recording – open table discussion)

September 17, 2024: The Library Network - Responding to Aggressive Workplace Behavior (recording)

Videos Filmed

September 9, 2024: Fox Run, four “Library Minute” videos filmed to air during live-show thru Oct 2

Marketing Committee Updates – September 17, 2024

- Reviewed draft of Marketing Plan

myLIBRO (app) Update:

- Starting January 2025, myLIBRO will no longer support Android 7 or below. Only Android versions 8 and above will be supported.
- Starting January 2025, myLIBRO will no longer support iOS versions below 12.5. Only iOS versions 12.5 or above will be supported.

To ensure a smooth transition, myLIBRO will begin sending individual pop-up notifications to all patrons starting in mid-October. These notifications will be sent weekly and may increase in frequency as we approach the due date.

Recite Me (website accessibility toolbar) Update:

- Starting September 19, 2024, our website users will be able to customize the cursor size and color, allowing them to effortlessly track the cursor across the screen; reducing strain and making it easier to engage with content.
- From Recite Me:
 - o Improved Visibility: Enlarging the cursor makes it significantly easier to locate and follow on the screen, helping users stay oriented while they navigate. Additionally, the ability to switch the cursor color between black and white ensures even greater contrast, adapting to various website backgrounds for better visibility.
 - o Reduced Strain: An enlarged cursor allows for smoother movement across the screen, decreasing the effort needed to track it. This can reduce eye strain and frustration for users who may struggle to locate or follow a standard-sized cursor.
 - o Enhanced Precision: For individuals with motor challenges, such as tremors or other conditions that affect hand coordination, a larger cursor makes it simpler to point, click, and select items on a webpage. This added precision improves overall usability, making websites more accessible to people who might otherwise find interacting with digital content cumbersome.

Support Services Department Report by Maryann Zurmuehlen- September

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 a 16-hour Shelver, a 24-hour Circ Clerk, and a 14-hour Tech Services Clerk position on September 18th, 19th, 24th, and 26th.
- Attended a TLN SASUG Zoom meeting on September 26th.
- Attended the Board meeting on September 26th.
- Started a six-week training program for the new Head of Support Services on September 30th.
- Sarah Mominee's first day as Head of Support Services was September 30th. Please say "hi" and welcome her to NPL when you see her!

Assistant Director

- Held weekly Facilities Department meetings and one-on-one catchup meetings with the IT Dept manager.
- Held a Public Policy Committee meeting on September 9th.
- Attended a Building & Grounds Board Committee meeting on September 9th.
- Attended a Marketing Committee meeting on September 17th.
- Held a fire panel and procedure training for Management with Keith Perfect on September 25th.

Circulation & Shelves

- Emily Delfino and Kelsey Lynn's first days as our new 12-hour Shelver and 16-hour Shelver, respectively, was September 9th and 16th. Please say "hi" and welcome them to NPL when you see them!
- Staff are working on the Collection Inventory Project which began in January.

Tech Services

- Staff are working on the Collection Inventory Project which began in January.
- Projects:
 - In Progress: Movement (and Future) of Business, Career, and Test Prep Collections
 - Completed: Changing Special Needs Collection to Universal Access Collection

Statistics (September 2024)

- **Cards Issued: 497**
- **Items Checked Out (NPL): 54,351**
- **Items Checked Out (LLL): 100**
- **Total Checkouts (NPL + LLL): 54,451**
- **Items Interloaned for NPL Patrons: 4,000 (64 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,789 (207 through MeLCat)**
- **Items Added to the Collection: 1,405**
- **Items Discarded from the Collection: 1,648**
- **Drive-Up Window & Locker Hold Pickups: 26**
- **MAP Checkouts: 57**
- **Online New Card Registrations: 28**
- **Outreach:**
 - **NPL @ Your Door: 10 Mailer Bags / 30 Items**
 - **8 Facilities Visits / 51 Items Provided**
 - **6 Book Discussions / 84 Items Provided**
- **READ Boxes:**
 - **4 Weekly Deliveries**
 - **11 Adult Items Circulated**
 - **347 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	497										1,148
↳ Of Which, Online Registrations Totaled	89	25	28										142
Checkouts (NPL)	64,018	61,933	54,351										180,302
Checkouts (Lakeshore Lending Library)	121	113	100										334
Total Checkouts (NPL + LLL)	64,139	62,046	54,451										180,636
Items Borrowed	5,002	4,383	4,000										13,385
Items Loaned	3,775	3,455	3,789										11,019
Hold Pickups (Drive-Up & Lockers)	25	21	26										72
MAP Pass Checkouts	74	78	57										209
Read Boxes	609	341	347										1,297
NPL @ Your Door (# of Bags)	10	8	10										28
NPL @ Your Door (# of Items)	31	27	30										88

Year-to-Year Comparison					Read Boxes				
		SEPT 2024	SEPT 2023				SEPT 2024	SEPT 2023	
Cards Issued This Month		497	370						
Total Checkouts (NPL + LLL)		54,451	54,092		Read Boxes	Adult	11	24	
						Youth	336	349	
Items Borrowed	TLN	3,936	3,925			Total	347	373	
	MeL	64	60						
		4,000	3,985						
					NOTE: Read Boxes were filled for the 2024 season on May 1st.				
Items Loaned	TLN	3,582	3,194						
	MeL	207	112						
		3,789	3,306						

Self-Check Totals 2024-25 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	64,139	46.26%	29,668	8,417	6,009	4,799	10,443
August	62,046	44.43%	27,568	8,474	5,963	4,006	9,125
September	54,451	42.70%	23,250	7,236	5,014	2,842	8,158
October							
November							
December							
January							
February							
March							
April							
May							
June							
FYTD	180,636	44.56%	80,486	24,127	16,986	11,647	27,726

Library Usage									
2023-2024 Fiscal Year					2024-2025 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	35,488	7,105	42,593	1,704	July	27,026	6,343	33,369	1,192
August	24,612	4,137	28,749	1,106	August	26,543	7,657	34,200	1,179
September	25,059	6,560	31,619	1,171	September	26,464	7,657	34,121	1,219
October	29,335	1,636	30,971	1,032	October				
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	80,033	21,657	101,690	1,196

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

Our Car counter sensor failed at 10PM on 8/28/2024. **September 2024** Drive-Up numbers are **estimated**.

Computer Logins											
2023-2024 Fiscal Year						2024-2025 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,128	38,208	39,336	1,573	237	July	1,383	148,114	149,497	5,339	275
August	1,250	*44,166	45,416	1,747	265	August	1,356	155,267	156,623	5,401	275
September	1,025	*104,753	105,778	3,918	255	September	995	161,443	162,438	5,801	264
October	1,102	182,259	183,361	6,112	292	October					
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	3,734	464,824	468,558	5,512	814

Notes 2023-2024:

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

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

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

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

Early Literacy Workstation Usage							
2023-2024 Fiscal Year				2024-2025 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	612	8,955	14	July	768	10,949	14
August	693	9,007	13	August	743	10,876	13
September	610	6,615	12	September	664	9,187	13
October	724	9,029	25	October			
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	2,175	31,012	13

Notes 2023 – 2024:

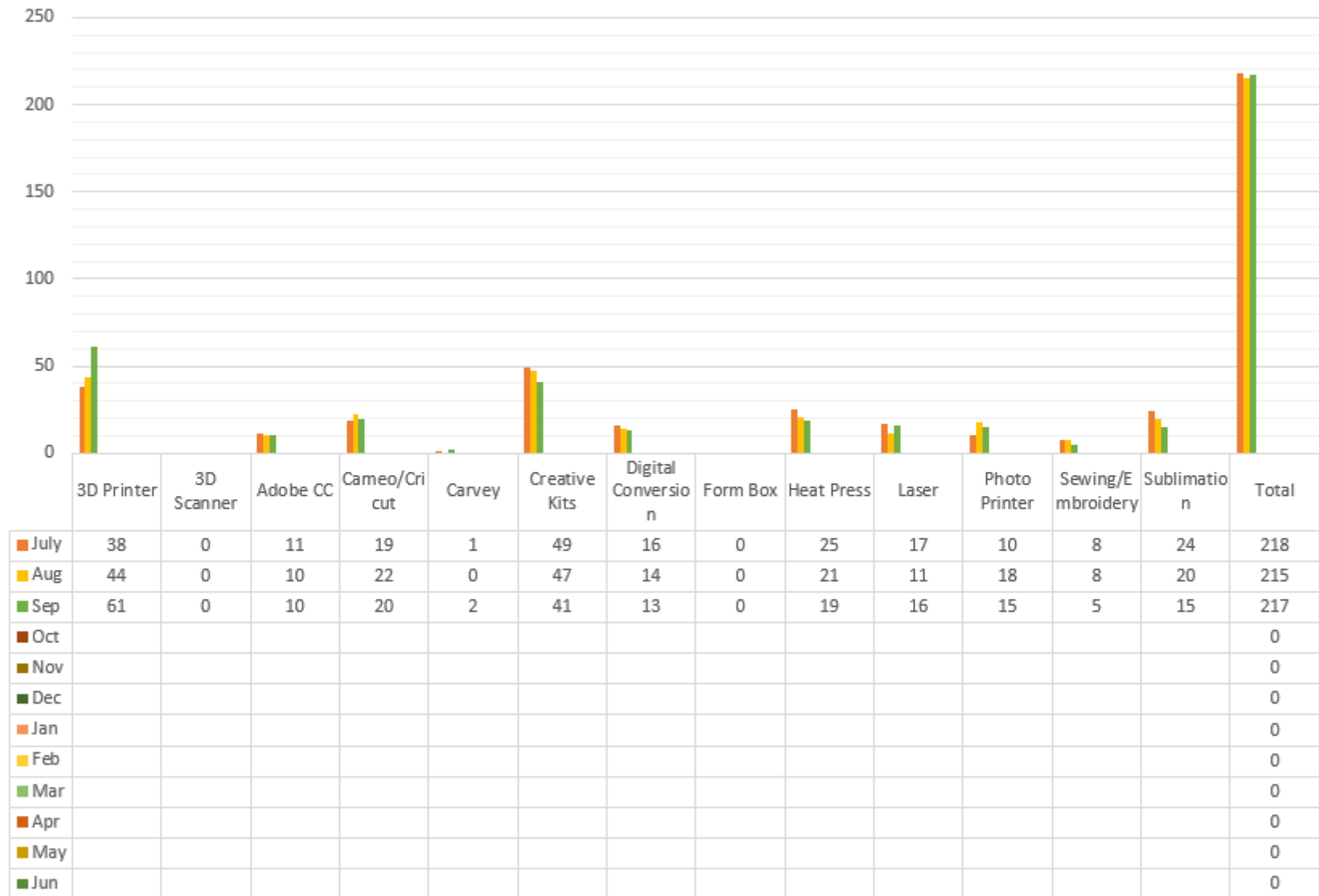
AWE Stats previously taken from AWE Customer portal. Beginning July 2023, the portal is no longer available.

Stats are now downloaded from the individual AWE workstations.

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

Technology Training Sessions 2024-25 Fiscal Year																
	3D Printing	Cricut/Silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Heat Press	Creative Kits	Virtual Reality	Staff Training	Total Sessions
Jul	38	19	16	10	8	24	1	17	0	0	11	25	49	0	8	226
Aug	44	22	14	18	8	20	0	11	0	0	10	21	47	0	2	217
Sep	61	20	13	15	5	15	2	16	0	0	10	19	41	0	3	220
Oct																0
Nov																0
Dec																0
Jan																0
Feb																0
Mar																0
Apr																0
May																0
Jun																0
Sessions	143	61	43	43	21	59	3	44	0	0	31	65	137	0	13	663

iCube Usage 2024- 2025



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

2024-2025 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	2,564	682	304	23	392
August	2,520	702	312	17	454
September	2,564	710	320	24	364
October					
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	7,648	2,094	936	64	1,210

2024-2025 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	7,746	3,510	11,256	1,610	124
August	7,441	3,712	11,153	1,499	131
September	7,440	3,437	10,877	2,037	136
October					
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	22,627	10,659	33,286	5,146	391

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	45	1,003
October		
November		
December		
January		
February		
March		
April		
May		
June		
FYTD	112	1,987

FRIENDS OF NOVI LIBRARY

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – October 9, 2024**

- | | |
|---|----------------|
| I. Call to Order, Roll Call | Sue Johnson |
| II. Minutes of the August 14, 2024 Meeting * | Sue Johnson |
| III. Treasurer's Report* | Sue Johnson |
| • Prior month(s) Income and Expense | |
| • Statement Balances | |
| IV. Reports | |
| • Library Liaison | Dana Brataniec |
| • Book Nook | Carol Hoffman |
| • Membership | Sue Johnson |
| • President | Sue Johnson |
| • Thanks to Anne for the September/October newsletters!! | |
| • Grant of \$700 from Rich Richard & Judy Wright. | |
| • Scholarship update – Megs Beller | |
| • Reallocation of iCube money (Pocket Prusa 3D Printer) \$1100 | |
| • Report on \$5000 grant for special needs/accessibility | |
| • Memorial leaf for Marion and Bob Marten – 5 leaves \$850, total to date \$7650 | |
| • Songfest September 19 th – 3 baskets, \$175 and 2 memberships | |
| • Songfest total – raffles - \$690, 23 new memberships over the summer | |
| • Report on September 26 th Library Board Meeting | |
| • Kaleidoscope – September 24 th – excellent program, October program cancelled | |
| • Report on October 6 th – Library Open House – Book Nook - \$24.50, 1 new membership | |
| • Report on October 7 th – Senior Day @ Library – 3 memberships | |
| • October 27 th – Sunday – 2-4 – Vanessa Carr – light refreshments – Sue, Karen, Marilyn | |
| • November 1 st – Friday – 7-10 pm – Girls Night Out, Beauty Raffle basket | |
| • December 7, 10 am – 2 pm – Pop-up Market – Friends Holiday Sale | |
| • Possible Fundraiser - May 11, 2025 – Mother's Day Tea | |

V. Announcements

VI. Calendar

Kaleidoscope

- October 16, 2024 - Pine Meadow Ranch, Jennifer Pardonnet, Owner- cancelled
- November 12, 2024 - Publishing Challenges In 2024, Stephanie Williams, Director Wayne State University Press

2023 Listen at the Library

- October 27th – Sunday 2-4 - Vanessa Carr

2024 Tuesday Tunes -

-

2024 Summer Music at Paradise Park – all events start at 6:30pm

-

Friends Events

- Next meeting – Board Meeting – November 13, 2024 at 7:00 pm

VII. Adjournment*

*Requires Action

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

Call to Order: Sue Johnson. Sue called the meeting to order at 7:03 p..m.

Present: Margaret Beller, Evelyn Cadicamo, Donna Eaddy, Carl Hoffman, Sue Johnson and Dana VanOast, Library Liaison.

Absent: Marilyn Amberger, Ann Craig, Karen Schubert, Stephania Tolliver, Mary Angela Winter.

Minutes of the June 12, 2024 Meeting: Karen Schubert. A special "Thank you" to Karen for the nice job she did in taking the Minutes for the June meetings. Much appreciated.

Treasurer's Report: Sue Johnson. Sue pointed out that this was our first meeting of our new year. She also pointed out that while we have most of the information for the financial reports, some fundraising information was delayed; hence, when those figures are received, our next statement will contain all timely information. Apologies to all. Sue did advise us that the CD was renewed at 4.18% for 13 months.

Income	\$8,294.92	CF CD	\$26,572.69
Expenses	<u>5,374.85</u>	CF CD-2	15,856.63
Overall Total	2,920.07	CF Checking	27,199.98
		CF Money Market	30,182.97
		CF Savings	<u>0.23</u>
		Total Bank Accts.	\$99,812.50
		Cash Accounts	<u>100.00</u>
		Overall Total	\$99,912.50

Book Nook: Carol Hoffman. Carol informed us that our current supply of books will be running a little while longer. She did mention that in spite of the fact that donations have really fallen off, we did manage to make \$2,205 for the month. Our supply of children's books will be going up very shortly; people have already been stopping by just checking on the date the display will be put out! Needless to say, the sale of these books will be a wonderful start for the month of August!!

Membership: Sue Johnson. Sue told us that we have gained seven new members as a result of attendance at the Songfests. She mentioned that our total membership was 230. She did, however, let us know that about 23 had been complimentary. It was felt that this was probably a worthwhile practice to follow to help make our active membership grow.

Sue then informed us of the passing of Marion and Bob Marten. As they were very involved in the work of the library, it was felt that we should place a memorial leaf on the Giving Tree. A \$150 silver leaf will be given in their honor.

Library Liaison: Dana VanOast. Dana introduced our two Summer Reading interns: Grace Tie and Rebecca Borlace. Both these young ladies enjoyed their experience and needed no prompting in telling us just what they did during their time with the program. Their enthusiasm was exciting and the little snippets of their experiences were a joy to listen to. They loved the involvement with community and the interaction among the children and their tasks. As a matter of fact, they asked if we would like them to “write up” what they did and how they did it! They thought it might be easier for us to get other volunteers for next summer!!!

Dana provided us with this year’s statistics: we had 2,723 participants; of those, 1,514 actually finished the program; and 41,556 books were read.

Sue and Dana then presented Grace and Rebecca each with their \$500 stipend. We then took a picture of the girls with Sue! This was such a pleasure -- and a joy to witness.

Sue then spoke with Meg about recruitment for next year; reach out to the high schools and follow through.

President’s Remarks: Sue Johnson.

- Sue announced that Carol Neumann will also serve as historian of the library. She is looking forward to this assignment with much enthusiasm. Be on the lookout for interesting programs and “peeks” back at our past!
- Songfest – The Magic Bus – was a tremendous success!
- Sue informed us that if you are attending a Songfest, you actually have to register beforehand.
- An additional Songfest has been added -- Elvis, on September 19th.
- October 1 - - Author’s Live at Fox Run. Irene Miller, author of Into No Man’s Land: A Historical Memoir. This is limited; fills up rather quickly.
- October 7 – Senior Day at the Library
- December 7 – Saturday – Holiday Sale
- December 7 – Pop-up Market – handcrafted items are popular; so are vintage books

There being no more business to discuss, Sue adjourned the meeting at 8:12 p.m. There will be a September meeting and it is scheduled for **Wednesday, September 11, 2024 at 7:00 p.m.**

Respectfully submitted,

Evelyn M. Cadicamo



Friends of the Novi Library

October 2024



Book Nook News:

When you have entered the Book Nook in the past, you hopefully have been greeted by one of our awesome volunteers. Book Nook volunteers usually work on the same day and time each week and work a two-hour shift. Some of them also volunteer sorting and shelving donations. In this and upcoming issues of the Friend's e-newsletter, we will be featuring a short bio of some of our volunteers. It's our hope that you will get to know them a little better and understand why they are very special to us and to the Book Nook. Enjoy the articles and do say hello to them the next time you visit the library!

Volunteer of the Month,

Carol Hoffman



I have been the Manager of the Book Nook for over ten years, and it's something I really love. I worked in sales for much of my work career and looked forward to volunteering to do something I really enjoy. I certainly found that in the Book Nook. As an avid reader all of my life, I like being able to look at all the various books we take in from our patrons in the way of donations. What a wide variety of books are donated every year!

From the President:

I hope you have been enjoying this beautiful end of summer and are looking forward to the wonderful colors of Michigan fall! We celebrated our final Summer Songfest event with Elvis, on September 19th. Once again Gail Anderson put together a great program for us.

The Magic Bus was a new group this year and there were our old favorites like Dueling Pianos and Elvis. Our raffles for the entire summer brought in \$690 and new Friends members! We thank you for attending our Songfest series and helping us support it through your memberships and donations.



We thank DTE for their generous sponsorship this year and Paradise Park for being such a gracious host! To help support our Summer Music, donate at: <https://novilibrary.org/about-us/friends-of-the-library/summer-music-2024/>



Ladies Night Out: Friday November 1st 7-10pm

Come enjoy wine tasting and have some fun making dessert charcutier boards and fancy mocktails! Enjoy live music, prizes, and information on self-care. For more information or to buy tickets go to novilibrary.org/ladiesnightout or call 248-869-7202.

Calendar of Events:

Authors Live Luncheon at Fox Run

- Oct 1 -- Irene Miller, author of *Into No Man's Land: I Historical Memoir*.
- Oct 7 – Senior Day at the Novi Library

Kaleidoscope

- Oct 16, 7pm – *Pine Meadow Ranch*
 - Jennifer Pardonnet, owner
- Oct 27, 2-4pm - Vanessa Carr
- Nov 1 – **Ladies Night Out** tickets required



Friends of the Novi Library

2023/2024 Year in Review



2023/2024 - \$26,075

- **Annual Contributions (\$16,566)**
 - Summer Reading - \$3070
 - Community Read - \$3100
 - Music Programs - \$7838, Senior Outreach, Tuesday Tunes, Summer Songfest, Listen at Library
- **Wish List (\$12,733)**
 - iCube Makerspace - \$2000
 - Staff training, logo wear, lunch - \$4500
 - 2025 - Lending Library Kiosk Upgrade - \$2500



Book Nook - \$29,291



- \$24,970 from sales in the Book Nook
- \$1010 from internet sales
- \$53 from sales at Community Read
- \$3258 from Thrift

Membership/Donations

- **Membership**
 - We made \$8000 in memberships for the year as compared to \$7055 in 2022/2023
 - 236 memberships
 - 64 new members - 23 were free individual
 - 33 Benefactor memberships
- **Donations - \$2737**
- **Fundraiser – 2735 (Giving Tree - \$2350)**



Looking Forward



2024/2025

- Presented check for \$34,570 at our annual meeting
- Donna Eaddy and Megs Beller joined the Board
- \$5000 from longtime Friend for accessibility and special needs
- Senior Day
- Songfest 2024

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

August Minutes
Wednesday, August 20, 2024
Novi Library Local History

CALL TO ORDER: 7:03 p.m.

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

ABSENT: Kelly Kasper and Dan Pierce

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

APPROVAL OF AGENDA: APPROVED

APPROVAL OF JULY MINUTES: APPROVED

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2024/2025 Fiscal Year			
	BUDGET	EXPENDITURES Thru July 27, 2024	
Display Cabinet Exhib	\$ 800.00	\$ -	
Marketing/Branded/Signage/Name Badges	\$ 900.00	\$ -	
Equipment/Supplies/Client Appraisals/Repairs	\$ 10,000.00	\$ -	
Program/Speaker Fees	\$ 1,200.00	\$ -	
Storage Unit	\$ 2,750.00	\$ (2,400.00)	
Acquisition (Books/Literature/Subscriptions)	\$ 2,000.00	\$ -	
Conference/Continuing Education	\$ 1,000.00	\$ -	
Legal Fees	\$ 800.00	\$ -	
Special Project Items Kelly Long Internships Chair-Meetings City/Community Event Photography	\$ 3,000.00	\$ -	
TOTAL:	\$ 23,450.00	\$ (2,400.00)	\$ 21,050.00
		<u>Expenditures</u>	<u>Revenue/Fees</u>
Transferable Projects Vila San Books Sales VTD Wrights Access Novi Project			

Treasurer's Report: APPROVED – No changes from the previous month.

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

Mon., Sept. 16 (6 – 8p.m.): Kelly Kasper

Mon., Oct. 7 (12 – 2p.m.): Kim Nice, Kathy Crawford and Sharon Larson

Mon., Oct. 21(6 – 8p.m.): Randy Van Wagnen and Kim Nice

Document Donation Day: The Commission will host another Document Donation Day on Saturday, Nov. 2 from 1-3 p.m. Rae is asking for Commissioners to help staff the event.

Beginning Genealogy Seminar: The Novi Public Library will be hosting a genealogy seminar for beginners on Oct. 19 from 10:30 a.m. – 3 p.m.

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

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

New Library Intern: Rae will have a new library intern starting in September.

DISCUSSION ITEMS:

Fox Run History Club Speaking Event: Kathy Crawford and Kim Nice participated 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. The presentation was well received. The presentation can be used again moving forward, but some of the images need some scaling support.

Northville Genealogy Society: The Northville Genealogical Society is moving their “office hours” in the Local History Room to the last Monday of each month.

Richmond Simmons Home: The Commission had a lively discussion about the home, its historical significance and any plans to recognize it. The Commission is interested in potentially asking the city for a city historical marker. The house is not currently a registered.

Senior Day at the Library: The Novi Public Library is hosting Senior Day at the Library on Monday, Oct. 7 from 10 a.m. – 3 p.m. The Commission was asked to have the Local History Room open and staffed.

ONGOING PROJECTS:

Wreaths Across Novi: The Novi Historical Commission is looking at hosting the 6th annual Wreaths Across Novi ceremony on Saturday, Nov. 16. A sublimation magnet is being considered as a thank you for sponsors.

Storage Unit Visit: Members of the Commission visited the storage unit to review items and clean it up a bit. Great progress was made, and a possible spring visit is being considered.

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

NEXT MEETING: Wednesday, Sept. 18 at 7 p.m.

ADJOURN: 8:33 p.m.

LIBRARY BOARD COMMITTEE REPORTS

1. Policy Committee – No Meeting held

GOALS

1. Continued review of public policies



ACCOMMODATIONS & ACCESSIBILITY POLICY

DRAFT—Reviewed by Staff Public Policy Committee 8/12/24 , 9/9/24, & 10/07/24; Reviewed by Attorney 8/1/24 & 8/30/24; Reviewed by Staff 9/11-9/16/24; DEI Board Committee 10/11/24.

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 may not be** 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. **"Housebroken" is defined as a pet trained to urinate and defecate outside of a building or only in a special place.**

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: October 24, 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): _____



PERSONAL CARE ROOM FOR NURSING ~~MOTHERS~~ PATRONS POLICY

DRAFT—Reviewed by Staff Public Policy Committee 10/7/24

For Public

~~Once in a while we have~~ When a patron requests to be provided with an area for nursing patrons ~~mothers~~ Please note that IS Information Services staff will assist the patron, and ~~that~~ other staff, if asked, should direct the patron to ~~the~~ an Information Desk. ~~If you are approached regarding this situation, please offer the following:~~ Staff will:

- ~~Allow~~ a patron ~~may to~~ use the Story Time Room. If the Story Time Room is not available, ~~please-staff will~~ assist the patron in finding a suitable alternative (rentable meeting room space can be considered if available).
- ~~Please-!~~ Lock the door ~~on your way out~~ so the patron will not be interrupted ~~bothered~~ by others. This ~~will also~~ allows the patron to leave the room ~~when finished and you~~ without ~~staff having~~ ~~will not have~~ to go back and lock it again.
- ~~Please-r~~ Remind the patron not to leave through the emergency doors onto the patio.
- ~~Please-also-r~~ Remind the ~~m~~ patron that they must keep any additional children they have with them in the room. If they ask, they are welcome to bring any of the puppets or puzzles, etc., into the Story Time Room for their other children.

The follow section is removed from public policy and moved to HR policy.

For Staff

- ~~A staff member may use the small conference room in the Support Services work area.~~
- ~~If the conference room is not available, staff can be assisted by the staff in the Administration office to find a suitable alternative (rentable meeting room space or a private staff office can be considered if available).~~

Approved by the Novi Public Library Board of Trustees: January 25, 2021

Amended: February 15, 2022; March 27, 2023; **October 24, 2024**



Policy Manual

BUILDING

B9: Personal Care Room for Nursing Mothers

For Public

Once in a while we have a patron request to provide an area for nursing mothers. Please note that IS staff will assist the patron, and that other staff, if asked, should direct the patron to the Information desk. If you are approached regarding this situation, please offer the following:

1. A patron may use the Story Time Room.
2. Please lock the door on your way out so the patron will not be bothered by others. This will also allow the patron to leave the room and you will not have to go back and lock it again.
3. Please remind the patron not to leave through the emergency doors onto the patio.
4. Please also remind them they must keep any additional children they have with them in the room. If they ask, they are welcome to bring any of the puppets or puzzles, etc., into the Story Time Room for their other children.
5. If the Story Time Room is not available, please assist the patron in finding a suitable alternative (rentable meeting room space can be considered if available).

For Staff

1. A staff member may use the small conference room in the Support Services work area.
2. If the conference room is not available, staff can be assisted by the staff in the Administration office to find a suitable alternative (rentable meeting room space or a private staff office can be considered if available).

Approved: February 5, 2014; Amended: July 16, 2014; June 22, 2017

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees

Policy Manual – February, 2014; Amended; July, 2014; June, 2017

2. HR Committee – No Meeting held**GOALS**

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

3. Finance Committee – No Meeting held**GOALS**

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

4. Events/Marketing/Fundraising Committee – No Meeting held**GOALS**

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

5. Strategic Planning Committee – No meeting held**6. Building & Grounds Committee – Meeting held 10/15/24**

- 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.
- Meeting held 10/15/24: Quotes for a new firewall were received by 4 vendors out of 5 that were solicited. Based on the prices and experiences NPL has had with the companies that submitted quotes, Director Farkas made a recommendation to the Committee to go with TLN out of Novi, MI, in the amount of \$13,235.86, with a not to exceed amount of \$15,000 for any incidentals and/or additional professional service charges at \$80.00 per hour. The project will be scheduled to start as soon as possible based on equipment availability and staffing schedules negotiated with TLN.
- The Committee also discussed the lifespan of the Automated Return System and the concern for maintenance and parts replacement based on the age of the equipment (almost 15 years old). The Committee has given Director Farkas and Assistant Director Zurmuehlen the approval to begin the process of soliciting equipment demos, leading to the RFP process beginning in early March 2025.

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

<p>Current Firewall Cisco ASA 5525 Installed October 2018 EOL 9/30/2025</p>															Presidio	NO	NO	NO	NO		2 Gbps	0.3 Gbps							\$1,270/yr	We plan to renew support on Jan 23, 2025 through September 2025			
<p>2024-25FY Budget</p>															271-734.500 Hardware	271-816 Professional Services														\$1200 Hardware	\$450 Prof Services	\$1,650 Total Budget	This budget was based on our first budgetary quote shown below for Cisco 1010
<p>Note: E-Rate Discount is 40% but it is not available to NPL until July 2025 (about 6 mos after applying)</p>																																	
<p>E-Rate savings on Meraki M105 firewall Hardware, licenses and maintenance would amount to \$4,484.53 -Balance that against the risk of our 6-1/2 year old firewall failing -which would affect most areas of the library, possibly even prompting several days closed.</p>																																	
<p>Note: Cisco aquired Meraki in 2012. Both are Next Gen firewalls. Cisco firewalls are alacarte and Meraki are all-inclusive.</p>																																	
Hardware	Vendor	GUI Interface	Malware Protection	Intrusion Detection Prevention	Content Filtering -URL Protection	Recommended Use Case	throughput	VPN Throughput	Hardware Cost	FMC GUI Cost (On-prem VM)	3-yr License / Support	Total H/W, License and Support Cost	Professional Services (Migration)	Total Project Cost	Comment																		
<p>Cisco firewalls are command-line based - which the expert network engineers like</p>																																	
<p>Migrating from Cisco to Cisco is quick - but we would still have to deal with over 250 tunnels and holes to clean up.</p>																																	
Cisco FirePower 1010	KTG	No	No	No	No	Small Business	0.9 Gbps	75 peers	\$1,200.00		\$4,002.00	\$5,202.00	\$450.00	\$5,652.00	This model is no longer recomended																		
Cisco FirePower 1120	Sentinel	No	Yes	No	Yes	200K Sessions	2.3 Gbps	150 peers	\$1,856.00	\$500.00	\$4,002.00	\$6,358.00	\$8,750.00	\$15,108.00	FMC GUI Requires Cloud or VM Server																		
Cisco FirePower 1120	TLN	No				200K Sessions	2.3 Gbps	150 peers	TBD		TBD		TBD	TBD																			
Cisco FirePower 1140	Presidio	No	Yes	No	Yes	400K Sessions	3.3 Gbps	400 peers	\$3,402.67	\$473.18	\$4,713.69	\$8,589.54	\$20,996.80	\$29,586.34	FMC GUI Requires Cloud or VM Server																		
<p>Meraki is Compatible with our Cisco AnyConnect VPN client</p>																																	
<p>Meraki are friendly to IT staff due to their simple GUI interface.</p>																																	
<p>Migrating from Cisco to Meraki is more labor intensive but we would start with Zero Trust and add tunnels and holes as needed.</p>																																	
Meraki MX95	Sentinel	Included	Included	Included	Included	500 Users	2 Gbps	800 Mbps	\$3,517.00		\$4,468.00	\$7,985.00	\$12,000.00	\$19,985.00	Sized for Small Business																		
<p>Meraki M105 - with 3-year "Advanced Security" subscription - This is our preferred solution due to ease of use for NPL IT staff and compatibility with our existing Meraki Dashboard (for WIFI Network).</p>																																	

Meraki M105	KTG	Included	Included	Included	Included	750 Users	5 Gbps	3 Gbps	\$3,909.79	\$7,301.53	\$11,211.32	\$9,000.00	\$20,211.32	Prof Svc hours are only charged as needed (\$225/hr *not to exceed 40h) KTG has installed Meraki M105 in many public schools		
Meraki M105	Sentinel	Included	Included	Included	Included	750 Users	5 Gbps	3 Gbps	\$3,918.00	\$7,316.00	\$11,234.00	\$12,325.00	\$23,559.00	Sentinel installed our Verkada Security Camera System		
Meraki M105	TLN	Included	Included	Included	Included	750 Users	5 Gbps	3 Gbps	\$3,900.92	\$7,284.94	\$11,185.86	\$2,050.00	\$13,235.86	TLN installed our Meraki WIFI system \$80 / hr X 22.5 hours Prof Serv cost includes \$250 Svc Chg		
Meraki M105	Presidio	Included	Included	Included	Included	750 Users	5 Gbps	3 Gbps	No Quote	No Quote		No Quote	No Quote	Presidio installed our original Cisco firewall. They do not recommend Meraki firewalls, preferring to support Cisco hardware		
Meraki M105	CDW	Included	Included	Included	Included	750 Users	5 Gbps	3 Gbps	\$5,319.44	\$9,934.05	\$15,253.49	\$4,080.00	\$19,333.49	May be able to quote a lower price on the hardware ad hoc professional services pricing = \$255/hr for 8-16hrs		
									Vendor	Hardware	3-yr License	Sub-total	Prof Svc	Service Fee	Total Project Cost	Comment
									KTG	\$3,909.79	\$7,301.53	\$11,211.32	\$9,000.00		\$20,211.32	\$225/hr X 40hrs Will only bill for hours used
									Sentinel	\$3,918.00	\$7,316.00	\$11,234.00	\$12,325.00		\$23,559.00	
									TLN	\$3,900.92	\$7,284.94	\$11,185.86	\$1,800.00	\$250.00	\$13,235.86	\$80/hr X 22.5hrs
									Presidio	No Quote	No Quote	No Quote	No Quote		No Quote	
									CDW	\$5,319.44	\$9,934.05	\$15,253.49	\$4,080.00		\$19,333.49	\$255/hr X 8-16hrs (16hrs shown)



QUOTE

PRICING PROPOSAL

SHI QUOTATION #: 25277978

CREATED ON: 9/6/2024

VALID UNTIL: 9/30/2024

The Library Network

41365 Vincenti Court Novi, MI 48375

Phone: 248.536.3100

Quote Valid for 60 days

QUOTE: Jeffrey Smith, *Network Service Administrator*

Novi Public Library

Phone: 248-349-0720

Email: jsmith@novilibrary.org

45255 W. 10 Mile Road

Novi, Michigan 48375

SALESPERSON	JOB	PAYMENT TERMS	DATE
Damon Dye	#94674	30 Day Net	September 16 th , 2023

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Meraki MX105 Advanced Security License and Support, 3YR Cisco Systems - Part#: LIC-MX105-SEC-3Y	\$7,284.94	\$ 7,284.97
1	Meraki MX105 Router/Security Appliance Cisco Systems - Part#: MX105-HW	\$3,900.92	\$3,900.92
	TLN Professional Services – Config and Install	\$1,800.00	\$1,800.00
		SUBTOTAL	\$ 12,985.86
		TLN SERVICE FEE:	\$250.00
		TOTAL	\$13,235.86

Quotation prepared by: **Damon Dye, TLN Technology Services Manager** _____

This is a quotation on the goods named, subject to the conditions noted below: Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.

To accept this quotation, sign here and return: _____

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 10/11/24

DEI Committee Meeting 10-11-24 by Trustee Dooley

* DEI Definition for NPL

* Incorporation of Accessibility policy verbiage discussion

* Bringing this forward to Board this month for Matters for Board Action

* MOTION: Approval of the revision to the DEI Statement with the inclusion of the definitions of what Diversity, Equity, and Inclusion mean for Novi Public Library.

* Accessibility policy first board review in September. 2nd Draft will be up for approval in October.

* Discussion on policy to get ready for final approval

* Will be measuring and track what we do and the process

* Employee Update

* Julie was asked to attend an event at Wayne State with regards to the School of Information and their school accreditation

* NPL was thanked for what we contribute and support the students from the school

* Possible program

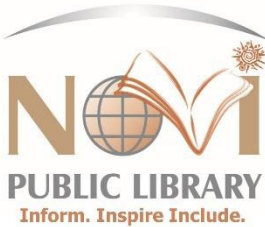
* Seniors for Seniors (creating conversations and bridges between our youth and seniors in Novi)

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



DIVERSITY, EQUITY AND INCLUSION

The Novi Public Library (NPL) is ~~committing~~ **committed** to ~~ensure~~ **ensuring** that every Novi community member, library ~~guest~~ **patron**, Board of Trustee member, library staff and volunteer, ~~are~~ **is** treated with dignity and respect. Discrimination, bigotry and racism will not be tolerated. The Board and staff are dedicated to promoting diversity, equity and inclusion in order to create a comfortable, safe and supportive library environment for all. (Statement approved by the Board of Trustees, ~~May 27, 2021;~~ **October 24, 2024**)

Mission

Cultivate Learning
Inspire Creativity
Foster Inclusivity

Vision

A vital community hub
for enrichment, exploration
and understanding.

Values

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

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

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

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

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

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

HOW NPL DEFINES DIVERSITY, EQUITY AND INCLUSION

Diversity: Acting with appreciation and respect for all and understanding that differences in race, ethnicity, language, gender, ~~gender identity~~ **identity**, sexual orientation, religion, ability, age and socioeconomic class ~~or status~~ provide the greatest insight into our community.

Equity: Implementing practices that allow and encourage all patrons to access NPL's offerings – including materials, resources and programming – by removing barriers and/or **making intentional efforts to provide necessary support as identified by each individual's needs.**

Inclusion: Ensuring that all patrons feel a sense of engagement and belonging at NPL, and that every patron feels heard and supported at every level of the organization.

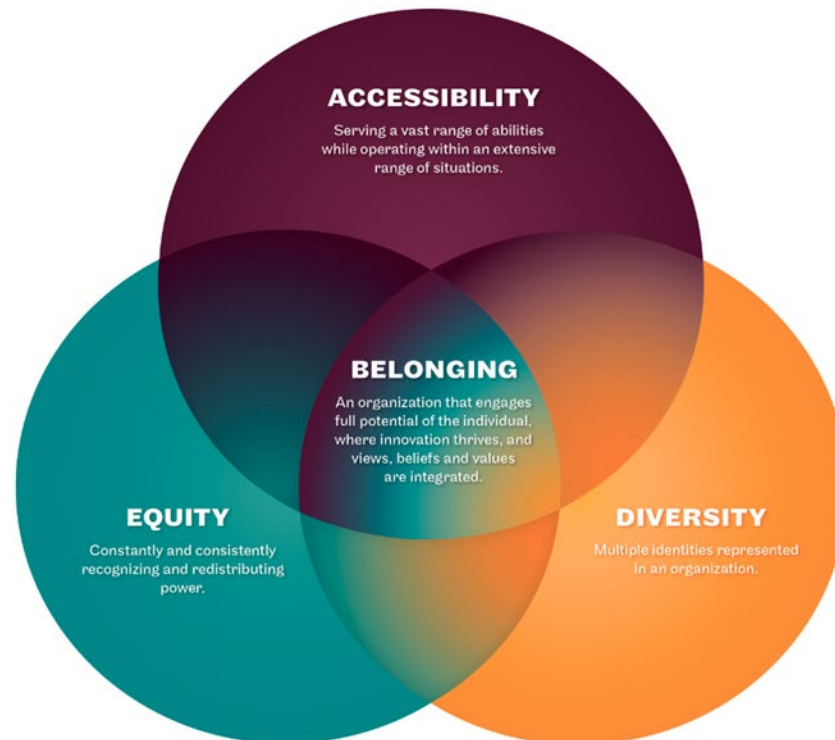
What are ways NPL has worked towards Equity?

- Computer use – use of a guest pass for anyone (Library card not required); no time limits on computer usage
- Programming – NPL does not have a resident requirement for program attendance
- Food is allowed throughout the building (except some designated areas)
- Study rooms are available on a first come, first served basis
- Recite ME – Accessibility application on the Library's website
- Accessibility parking; 2 Wheelchairs available for public use when visiting the Library; signage on restroom doors
- NPL @ Your Door (mail service for access to library materials)
- International Language collection; ELL programs and services
- Updates on signage for usage of the Family Restroom on the 1st floor on all restroom doors (1st floor/2nd floor)
- Free feminine products in the restrooms

Goals 2024/2025:

- Ongoing: Transition Program with Novi Community Schools (volunteers in café and building/administration)
- Human Library program – November 9th at NPL
- Language signage at the main doors (WELCOME and READ in over 70 languages spoken in Novi homes)
- Language translation of Library Public Policies / Building Maps / Brochures
- Ongoing: Diverse displays throughout the Library
- Sensory friendly programming by Youth Dept.
- Special Needs kits
- ELL programing and growing International language collections
- MLA Presentation by Mary Robinson and Jess Holowicki (partnership with Novi Schools and Special Needs programming)
- YA Collection move for more accessibility

EQUITY, DIVERSITY, ACCESSIBILITY & BELONGING



MLA recognizes that the inclusion of diverse people, viewpoints and experiences are key to our success. It is essential that we embed these values into a robust framework that touches and informs all aspects of our work. Over the past five years, the MLA Board, staff, and members have shared a tremendous amount of time, energy, and input to make sure that MLA's commitment to equity, diversity, and inclusion was solidified in our strategic plan, in our statement of commitment, and through our training and educational opportunities.

Equity, Diversity, Accessibility and Belonging Statement

Each year, the Michigan Library Association (MLA) Board of Directors and staff pledge to engage in a sustained effort to create a culture that recognizes, enhances and promotes equity, diversity and accessibility for Michigan's library community. At the same time, MLA is steadfast in modeling an organization where our board, staff, ambassadors and members feel a strong sense of belonging and acceptance, where voices are heard, acknowledged and acted upon.

In order to do this, we will:

- Certify that all organizational leadership, staff and ambassadors embrace the values of mutual respect and dignity for all persons when looking at our internal practices and policies with relation to governance, employment, and committee/workgroup service, ensuring equality of opportunity that is free from unfair discrimination and harassment.
- Embrace, respect, and adhere to the Elliott-Larsen Civil Rights Act.
- Ensure open, responsive and respectful communication with any, and all stakeholders.
- Create strong collaborations and partnerships ensuring that all interactions regarding issues of equity, diversity, inclusion and accessibility, are reflective and responsive to the needs of the diverse state we serve.
- Continually monitor and evaluate our internal and external activities to ensure we are providing an environment that makes all feel a sense of belonging, and welcomes equality and diversity in all its forms. This, above all else, will allow MLA to create a culture of shared values and cross-cultural understanding.
- MLA is committed to advancing our work to be more equitable, diverse, inclusive, accessible, and welcoming across the state, including embracing and supporting the rich socio-economic, physical, cultural, racial and ethnic differences that make-up the Michigan library community and the residents they serve.

EDI with The Library Network

equity • diversity • inclusion • access • respect • belonging • solutions



About TLN

Who We Are

The Library Network (TLN) is the largest library cooperative in Michigan. We offer a variety of services to our member libraries as well as other libraries throughout the state of Michigan. We work to maximize the use of state funding for library services to Michigan residents and visitors through innovative collaboration and resource sharing.

Our Mission

To create a vibrant, collaborative partnership among our libraries, driving access to shared services and resources.

Our Vision

Universal Access To Library Services

Definitions

To better understand Equity, Diversity, and Inclusion, definitions are provided to establish a shared understanding of the words and related concepts important to our work.



Definitions (cont.)

To better understand the underrepresented communities we wish to recognize, we have to first understand what representation means. All terms are defined in the context of power: who has power, who doesn't, and how we provide access to it.

Representation

The opposite of underrepresentation, to have access to power and inclusion in the form of having the views of your communities easily provided and accessible.

Underrepresented

To be provided less or no access and inclusion, often as a result of power structures that have been used to benefit those in a privileged position or authority.

Underrepresented Communities

Communities and groups of people that have been historically or currently underrepresented in positions of power, places of knowledge, or visible viewpoint. Their values, experiences, and overall identities have been diminished to make extra space for those in majority.

Communities

The Library Network is committed to advancing EDI as a fundamental principle in all aspects of our work in order to best serve libraries and their represented communities. Within the strategic framework set by the Board of Trustees, TLN focuses on supporting and recognizing the voices of underrepresented communities and providing solutions to address inequities. Underrepresented communities include, but are not limited to:



BIPOC

Black, Indigenous, and People of Color (BIPOC) communities along with other racially & ethnically underrepresented communities.



Disability

Individuals with physical disabilities, neurodivergency, cognitive disabilities, emotional disabilities & mental illness, sensory disabilities, and any undiagnosed disabilities.



Faith

Religion-based identities and other underrepresented faiths or belief structures.



Gender Identity

Those with less access to power including women, transgender, intersex, and non-binary individuals.



Language

Individuals who are English Language Learners or have an underrepresented primary language.



LGBTQ+

LGBTQ+ communities, with added emphasis on members experiencing additional underrepresentation, such as the Trans community.



Military Status

Military and former military, including Veterans & Active Duty Military of all branches.



Socioeconomic

Individuals experiencing poverty, the unhoused, and/or those without high levels of secondary education.

TLN's work reaches towards our vision of Universal Access to Library Services. We are advancing racial, social and educational equity in libraries and beyond. We do this by ensuring that the services and resources we provide to our libraries align with the tenets of EDI and strengthen the service our member libraries provide to their communities.

Actions



1. Address Challenges

The Library Network is committed to facilitating conversations between member libraries to address community challenges and to eliminate racial and social inequities in library programs, services, and policies.

2. Empower Communities

The Library Network is committed to empowering underrepresented communities by providing inclusive access for decision-making opportunities, policy formulation, and working to change existing power structures and systemic barriers.



3. Support Universal Access

The Library Network supports universally accessible resources, information, and programming at our member libraries.

4. Uphold a Respectful Environment

The Library Network creates and upholds an environment of equity, diversity, inclusion, and respect by centering and elevating underrepresented voices.



5. Choose to Listen

The Library Network listens to underrepresented voices in the cooperative and gives those voices opportunities to be heard. These opportunities include EDI committees for library staff, interest-focused groups, and affinity communities.

6. Train Library Staff

The Library Network offers professional development opportunities and ongoing training related to EDI to prepare the library's workforce for continuous learning, growth, and change.



7. Provide Access

The Library Network and our member libraries provides access to information, resources, and educational materials that help foster the development of equitable, diverse, and inclusive programs, collections, and services.

8. Foster Intellectual Freedom

The Library Network is committed to fostering intellectual freedom and diverse discourse for all members of The Library Network.



9. Oppose Hate

The Library Network opposes any speech or action that threatens the safety, equality, or dignity of any member of TLN or user of a member library.

10. Never Stop

The Library Network recognizes that its work in equity, diversity and inclusion is ongoing, nuanced, evolving, and never complete.



Drafted by the TLN EDI Committee, reviewed with input given by the TLN Vibrant Voices and Rainbow Connection community affinity groups, and supported by the TLN Board of Directors.

COMMUNICATIONS

Email from: Joanna, Library Patron
Re: Video Games in the 1st Floor Youth Area
Date: September 19, 2024

Hello Joanna-
Thank you for submitting your comment regarding video game playing on the computers on the 1st floor. Is it possible to connect by phone, I have a few questions for you. My office number is: 248-869-7233.
Thank you,
Julie Farkas, Library Director

Email from: Director Farkas
Re: Video Games in the 1st Floor Your Area
Date: September 29, 2024

Thank you Joanna for meeting with me last week to discuss your concerns about loud video game activity at the youth computers on the first floor.

I will be sharing your concern with my staff for the loud video game activity by the computers on the first floor after school. I appreciate you understanding that my staff is happy to intervene if there are exceptionally loud interactions, but I also caution that we have set up the first floor as a more active floor for users.

Knowing that the floor is specifically designed for quick and active interactions, our cafe customers and our youngest users, there will be a level of noise that we will allow. We are aware of families and tutors using these active spaces. I recommend the use of the study rooms when available and visiting the Library, if you have school aged children that need a more quiet environment, after 5pm as our Teen population is quite large and can create some of the activity. The loud activity tends to diminish after 5pm.

At any time feel free to connect with a Librarian at the first floor information desk if you have any questions or concerns. They are very helpful!
Thank you,
Julie Farkas



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 Board Calendar

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

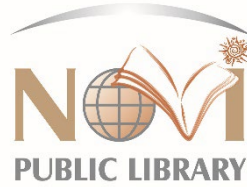
2025

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

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

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

Approved: September 26, 2024



LIBRARY CLOSINGS 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