



Agenda

Novi Public Library Board of Trustees

Thursday, July 25, 2024

at 7:00 p.m.

Location: City of Novi – Council Chambers

Mission: Cultivate Learning, Inspire Creativity, Foster Inclusivity

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

Call to Order by President, Mark Sturing

Pledge of Allegiance

Roll Call by Secretary, Kat Dooley

Trustees: Bartlett, Burke, Crawford, Dooley, Gawalapu, Halvangis and Sturing

Student Representatives: DeMore and Dohadwala

Approval of Agenda.....1-3

Consent Agenda

- 1. Approve Minute of: June 27, 2024 Regular Board Meeting.....4-9
- 2. Approve Claims and Warrants of:
 - A. Accounts 271and 272 (#640) 12-15

Presentations

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

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 –June 2024..... 16-17
- 2. President's Report (Mark Sturing)- MLA Update 18-19
 - A. 2024-2025 Board Committee Assignments20
- 3. Treasurer's Report (Brian Bartlett)
 - A. 2023-2024 Library Budget Fund 27121-23
 - B. 2023-2024 Contributed Fund Budget 27224
 - C. Financial Report June 2024.....25
 - D. Library Fund 271 Expenditure & Revenue Report as of June 30, 2024 26-29
 - E. Library Fund 272 Contributed Fund as of June 30, 202430
 - F. Balance Sheets for Funds 271 and 272 as of June 30, 2024.....31-32

4. Director's Report (Julie Farkas)	33-39
A. Information Technology Report (Jeffrey Smith)	40-44
B. Facilities Report (Keith Perfect)	45
C. Information Services Report (Hillary Hentschel)	46-49
D. Marketing and Community Promotion (Dana VanOast)	N/A
E. Support Services Report (Maryann Zurmuehlen)	50
F. Library Usage Statistics.....	51-59
G. Friends of Novi Library – Agenda 7/10/24; Annual Minutes 7/12/23	60-65
H. City of Novi Historical Commission – 5/15/24 Minutes.....	66-68

Public Comment – see language above to be recited

Committee Reports

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

 - No Meeting Held
 - 7/25/24: Customer Service Policy 69-70
- HR Committee:** Review HR Policies for the Library, Director Review & Goals
 (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)

 - Meeting held on: 7/12/24
 - Draft HR Manual changes and edits; updated organizational chart 71-80
- Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)

 - Meeting held on: 7/18/24
 - Reviewed language for the Library's Donation Brochure to include information for making donations through the Friends of Novi Library81
- Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 (Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)

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

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

 - No meeting held
- 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 scheduled for: 7/9/24 - Cancelled

Matters for Library Board Action

- 1. Customer Service Policy 69-70
- 2. HR Manual – changes and edits; organizational chart 71-80

Communications

- 1. N/A

Closed Session

- 1. N/A

Adjournment

Supplemental Information

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

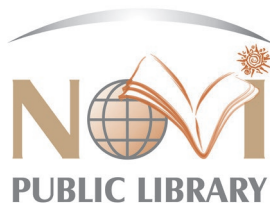
2024 Future Events:

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

Inform. Inspire. Include.

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

<http://www.novilibrary.org>



**Library Board of Trustees – Regular Meeting
Initial Draft – MINUTES
June 27, 2024, 7 PM
Novi Civic Center, Council Chambers**

Initial Draft

Call to Order by President Mark Sturing

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary Dooley

Library Board – 7 board members were recorded present

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

Student Representatives

- Alexandra DeMore
- Alyna Dohadwala, absent, excused

Library Staff

- Julie Farkas, Director

Approval of

Agenda.....1-3

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

Motion passes – 7-0

Consent Agenda

1. Approve Minutes of: May 23, 2024 Regular Board Meeting.....4-9
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#639).....10-12
3. Closed Session for Library Director's Annual Review

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

Motion passes – 7-0

Presentations

- 2. Recognition of Hillary Hentschel, Head of Information Services, for her years of service to NPL

Director Farkas: Gave farewell remarks wishing Hillary Hentschel well as she is moving on from NPL, thanking her for over 7 years of service. Celebrating Hillary on July 11 at the Library.

Hillary Hentschel: Thanked everyone and said it is bittersweet leaving the community.

Trustee Sturing: Thanked Hillary for her service.

Trustee Gawalapu: Shared kind comments for Hillary.

Trustee Dooley: Expressed gratitude for Hillary's service.

Trustee Crawford: Expressed that Hillary has made an imprint on our community.

Public Comment

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No Public Comment

Reports

- 1. Student Representatives Report – May 2024.....13-16

Student Representative DeMore gave the report.

Director Farkas: Added that she has asked her Teen Librarians to participate more in Teen Space for the upcoming school year, as the current Teen Space Monitor Aiden Palmer will be moving out of state. We are gearing up for a new way to approach the space and create connections with our teens. Thanked Aiden for all her work, as well as Youth & Teen Services Supervisor Lindsay Gojcaj. Also thanked the Board for its continued support of Teen Space.

- 2. President's Report (Mark Sturing)N/A
 - A. 2024-2025 Board Committee Assignments 18

Trustee Sturing: Discussed that Traverse City Library adjusted their hours to open one hour earlier and close one hour earlier.

Director Farkas: Expressed that our last hour of usage tends to be really slim and would appreciate further discussion.

Trustee Crawford: Attended the first Paradise Park concert and noted that only 35 people registered but 85-90 people showed up. Encouraged people to register so they have a better idea of how many tables and chairs to set up.

Trustee Crawford: The Historical Commission had the History of the Coney Dog program and it was very well attended. Appreciated some of the board members being there. The Commission will start programming up again in September.

Trustee Halvangis: Expressed that she and her husband enjoyed the Coney Dog program. Also attended the beginning trustee webinars and appreciated all the information.

Director Farkas: Added that the Library and Fox Run hosted a Pride event. We have a wonderful partnership with Fox Run and wanted to thank them for the space.

Trustee Sturing: Expressed that Communications Manager Dana VanOast did a great job with the new video for Beyond Books.

Trustee Dooley: Attended the Juneteenth program and said it was wonderful.

3. Treasurer's Report (Brian Bartlett)

- A. 2023-2024 Library Budget Fund 27119-26
- B. 2023-2024 Contributed Fund Budget 272.....27
- C. Financial Report May 2024.....28
- D. Library Fund 271 Expenditure & Revenue Report as of May 31, 2024.....29-31
- E. Library Fund 272 Contributed Fund as of May 31, 2024.....32-33
- F. Balance Sheets for Funds 271 and 272 as of May 31, 2024.....34-35

Trustee Bartlett: Deficit is not as bad as we thought it would be because we are spending less in employment, as we are still not fully staffed. Investments reminder that these are not real dollars to depend on but are doing well.

Director Farkas: Page 19 in the packet explains the investment gain and interest information. Page 19 also has the current information on the City's fund balance and what the Library is paying for all the salaries and benefits. We are in the correct range.

Trustee Halvangis: Asked for some clarification from Trustee Bartlett about the investments.

Trustee Bartlett: Explained that we have not received cash from them. 2/3 is salaries and paying out real dollars. The City cashes in the investments.

4. Director's Report (Julie Farkas).....36-42

- A. Information Technology Report (Jeffrey Smith)43-46
- B. Facilities Report (Keith Perfect)46
- C. Information Services Report (Hillary Hentschel)47-50
- D. Support Services Report (Maryann Zurmuehlen).....51-52
- E. Library Usage Statistics.....53-61
- F. Friends of Novi Library – Operating Agreement draft, Agenda 6/12/2462-67
- G. City of Novi Historical Commission – Minutes 4/17/24.....68-70

Director Farkas: Showcased employee anniversaries. Showed the new International Language materials from an anonymous donor. Thanked the Summer Reading Committee for their work. Discussed that there are 8 pieces of artwork in our community for the DIA Inside Out program including one outside the Library, and that the Library also has its own amazing collection of artwork.

Trustee Burke: Had a question on Library use by hour. How does the last hour reflect room rentals? Do rentals stay passed closing?

Director Farkas: Answered that what we see in the report is the gate count. From 8:00-9:00pm, unless there is a program that is later, there really is not much activity. Clarified that we would still offer the same rental opportunities.

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
 - 6/27/24: Revision of 2024 Closure and Holiday Calendar; Approval of the 2025 Closure and Holiday Calendar.....72-73
 - 6/27/24: Revision of Collection Development Policy; Revision of Meeting Room Rental and Use Policy; Revision of Patron Behavior Policy.....74-102

2. **HR Committee:** Review HR Policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - Meeting Held on 5/14/24.....N/A
 - **Director’s Annual Review** – June 27, 2024, Director is requesting a Closed Session. Performance review documentation will be sent to Board members the week of May 20 by Trustee Dooley, with the expectation that Board members will submit scores and comments to Trustee Dooley by June 17.
 - Board members received the HR Manual draft policies and were asked to send questions/comments by Monday, June 24 to Director Farkas. The plan is to approve the full manual at the July 25, 2024 meeting.

Trustee Crawford: Reminded everyone they received the Trustee Manual and asked that if we have questions to get them to Julie ahead of time because we are going to vote in July.

Director Farkas: Said it will be included in the July board packet, including all trustee thoughts.

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - Meeting Held on 6/13/24 regarding 4th Quarter Amendments and fund balance percentage.....N/A

4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Meeting Scheduled for 5/20/24, 6/11/24.....103

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

6. **Building & Grounds Committee:**
 - Chair: Gawalapu, Sturing, Halvangis, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A

7. **Bylaw Committee (Ad-hoc):** Review of Library Board Bylaws
 - Chair: Bartlett, Sturing, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A

8. **DEI: Diversity, Equity and Inclusion Committee:**
 - Chair: Dooley, Crawford, Halvangis, Staff Liaison: Julie Farkas
 - Meeting Scheduled for 5/21/24, 6/14/24.....103-104

Matters for Library Board Action

- i. 4th Quarter amendments to 271 and 272 accounts for 2023/2024.....23-27

Trustee Sturing: Made comments regarding the spending and added some clarification.

Motion: To approve the 4th Quarter amendments to 271 and 272 accounts for 2023/2024
 Motion for Approval – 1st – Trustee Bartlett
 2nd – Trustee Crawford

Motion passes – 7-0

- ii. Operating Agreement with the Friends of the Novi Public Library62-66

Trustee Sturing: Gave context that most of the changes were in Section 3 regarding larger donations.

Director Farkas: Explained that the Friends were very receptive and gave thanks to Friends President Sue Johnson and the Board. Explained that this is a great way for us to keep moving and give a benefit to donors who need the 501c3 status to donate.

Director Farkas: The Library is creating a new donation brochure, with trustee input. Trustees Bartlett and Sturing are interested in doing a program with the Friends to help educate the public on how to donate.

Trustee Burke: Gave comments.

Trustee Dooley: Asked for clarification on if there is a stalemate vote.

Director Farkas: Gave clarification.

Trustee Bartlett: Gave some understanding on the process for larger donations to a 501c3.

Motion: To approve the Operating Agreement with the Friends of the Novi Public Library
Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Gawalapu

Motion passes – 7-0

iii. Update to Library Closings 2024 - to close at 5pm on Monday, December 23, 2024.....72

Trustee Sturing: Asked the Board to entertain a motion to approve both 2024 and 2025 Library Closings (Matters C and D) in one motion.

Motion: To approve C. the Update to Library Closings 2024 and D. Library Closings 2025
Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Crawford

Motion passes – 7-0

iv. Library Closings 2025.....73

Approved with Matter C.

v. Collection Development Policy revisions.....74-79

Trustee Dooley: Explained the background and context behind the motion.

Trustee Sturing: Expressed appreciation for the question asking if the material has been read in full.

Trustee Dooley: Offered more context and support for the reasoning behind that question and appreciates the support.

Motion: To approve the Collection Development Policy revisions
Motion for Approval – 1st – Trustee Halvangis
2nd – Trustee Burke

Motion passes – 7-0

vi. Meeting Room Rental and Use Policy revisions 86-90

Director Farkas: Gives context behind the motion.

Trustee Sturing: Asked about the clean-up section of the Policy. Will different hours impact?

Director Farkas: Gave clarification. Emphasized that this does not include Library programming.

Trustee Dooley: Asked if the future electronic reservations will be auto-approved.

Director Farkas: Said no, the Library will still need to approve the reservations.

Trustee Halvangis: Excited for the future electronic reservation system.

Trustee Gawalapu: Asked if the Library gives recommendations on reserving space with the electronic reservation system.

Director Farkas: Clarified that the staff will help provide recommendations for the space that a patron would want to use to meet their needs.

Motion: To approve the Meeting Room Rental and Use Policy revisions
Motion for Approval – 1st – Trustee Crawford
2nd – Trustee Dooley

Motion passes – 7-0

- vii. Patron Behavior Policy revisions97-102

Director Farkas: Gave context behind the motion.

Motion: To approve the Patron Behavior Policy revisions
Motion for Approval – 1st – Trustee Burke
2nd – Trustee Halvangis

Motion passes – 7-0

Communications

- 2. 6/18/24: Email from Sarabhi Sardesai regarding the Marathi language.....105-106
- 3. 6/20/24: Email from Monika Hall-Camilletti regarding the Library patio trees.....107

Closed Session

- 2. Director’s Annual Review 2023-2024

Motion: To Approve Director’s Annual increase of 4%
Motion for Approval - 1st – Trustee Crawford
2nd – Trustee Burke

Motion Passes – 7-0

Adjournment

Motion: Motion to adjourn at 8:43 PM
Motion to Adjourn – 1st – Trustee Crawford
2nd – Trustee Halvangis

Motion Passes – 7-0

Supplemental Information

- Library Board Calendar 2024.. 108

2024 Future Events:

- 6/27/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- **LIBRARY CLOSED: July 4 – July 7 for Independence Day holiday weekend**
- 7/10/24: Friends of Novi Library Annual Meeting at 7pm, Novi Public Library
- 7/17/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 7/25/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- **LIBRARY CLOSED: August 9 – Staff Professional Development Day 8:30am – 4pm**
- 8/10/24: Last day of Summer Reading
- 8/14/24: Friends of Novi Library Meeting at 7pm, Novi Public Library
- 8/21/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 8/22/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- **LIBRARY CLOSED: August 31 – September 2 for Labor Day Weekend**

WARRANTS

Warrant 640	271 Accounts	July 2024	
Payable to	Invoice #	Account number	Amount
Quill	supplies	271-000.00-727.000	\$ 1,948.12
PrintPPs	Custom Letter Pads CC	271-000.00-727.000	\$ 261.00
Smart Business	supplies	271-000.00-727.000	\$ 423.08
Stamps	Postage CC	271-000.00-728.000	\$ 19.99
USPS	Postage CC	271-000.00-728.000	\$ 200.00
Adobe	Creative Cloud CC	271-000.00-734.000	\$ 419.88
Apple.com	Whole Meeting room AV CC	271-000.00-734.000	\$ 105.99
Envisionware	Mobile Print Service	271-000.00-734.000	\$ 575.00
Knight Technology	Monthly DATTO backups	271-000.00-734.000	\$ 700.00
Knight Watch	service labor	271-000.00-734.000	\$ 260.00
Springshare	Patron Point Subscription	271-000.00-734.000	\$ 9,500.00
TechSoup	Microsoft 365 Business Standard CC	271-000.00-734.000	\$ 39.00
Amazon	Xbox Series X	271-000.00-734.500	\$ 606.08
B&H Photo	Epson Cartridge for iCube CC	271-000.00-734.500	\$ 378.00
Novi Public Library	Copier - Credit Card Machine Test	271-000.00-734.500	\$ 0.90
Petty Cash	CC Test - J.Smith	271-000.00-734.500	\$ 0.20
Tech Logic	IT	271-000.00-734.500	\$ 1,619.68
Telsystems	paging intercom	271-000.00-734.500	\$ 2,575.00
Amazon	Supplies	271-000.00-740.000	\$ 2,203.08
Aunt Flow	Feminine Products CC	271-000.00-740.000	\$ 324.00
Quill	ink cartridge	271-000.00-740.000	\$ 548.82
Amazon	Books	271-000.00-742.000	\$ 14,372.27
Brodart	Books	271-000.00-742.000	\$ 18,080.68
Tsai Fong	Books	271-000.00-742.000	\$ 98.78
Amazon	lending library	271-000.00-742.010	\$ 15.99
Brodart	Lending Library	271-000.00-742.010	\$ 600.94
Amazon	744.520	271-000.00-744.000	\$ 3,010.91
Midwest Tape	744.300	271-000.00-744.000	\$ 187.70
Playaway	744.400	271-000.00-744.000	\$ 102.99
OverDrive	eBook, Audiobook	271-000.00-745.200	\$ 4,495.83
Brodart	Comic Plus	271-000.00-745.300	\$ 4,400.00
MCLS	Morningstar Library Services	271-000.00-745.300	\$ 3,094.35
MCLS	Data Axle	271-000.00-745.300	\$ 9,863.70
NewsBank	Annual Subscription	271-000.00-745.300	\$ 4,834.00
Pronunciator	subscription	271-000.00-745.300	\$ 2,700.00
ABWA	Night of the Stars CC	271-000.00-806.000	\$ 20.00
Foster Swift	May	271-000.00-806.000	\$ 465.50

MCLS	Annual Membership	271-000.00-809.000	\$ 250.00
MLA	A.Webberly	271-000.00-809.000	\$ 2,938.00
Professional Building	7286; May	271-000.00-817.000	\$ 5,764.56
AT&T	May 14 - Jun 13, 2024	271-000.00-851.000	\$ 857.64
T.Mobile	due 7/24/24	271-000.00-851.000	\$ 1,018.15
Telnet	due 7/5/24	271-000.00-851.000	\$ 1,058.67
Verizon	due 6/1/24	271-000.00-851.000	\$ 540.62
The Library Network	Apr 24 - Jun 24	271-000.00-855.000	\$ 2,158.74
Lindsay Fricke	Youth mental health first aid training	271-000.00-862.000	\$ 26.80
Maryann Zurmuehlen	Mileage	271-000.00-862.000	\$ 43.68
Petty Cash	E.DeSenco,L.Gojcraj,S.O'Leary,E.Brush	271-000.00-862.000	\$ 83.42
Amazon	sign stand	271-000.00-880.000	\$ 56.09
Collaborative Summer	T-shirt	271-000.00-880.000	\$ 196.84
Conver Sight	Promotion	271-000.00-880.000	\$ 3,300.00
image360	Dye Sublimated Plate	271-000.00-880.000	\$ 110.00
MCLS	TALK System Subscription	271-000.00-880.000	\$ 350.00
Muniweb	May	271-000.00-880.000	\$ 557.00
Novi Chamber of Commerce	1/2-page ad	271-000.00-880.000	\$ 647.50
Positive Promotions	6/24/24	271-000.00-880.000	\$ 1,492.79
The Library Network	Recite Me - 2 of 3 Annual Installments	271-000.00-880.000	\$ 2,214.96
Uline	6/13/24	271-000.00-880.000	\$ 343.94
Amazon	programming	271-000.00-880.268	\$ 750.36
Auntie Annes	Programming CC	271-000.00-880.268	\$ 20.00
Barnes & Noble	Programming CC	271-000.00-880.268	\$ 10.00
Black and Brown Theater	Rapunzel	271-000.00-880.268	\$ 500.00
Build-A-Bear	Programming CC	271-000.00-880.268	\$ 125.00
Buddy's Pizza	Programming CC	271-000.00-880.268	\$ 10.00
Cameron Zvara	Comedy Magic Family Show	271-000.00-880.268	\$ 555.00
Cottage Inn	Programming CC	271-000.00-880.268	\$ 148.34
Dairy Queen	Programming CC	271-000.00-880.268	\$ 385.00
Dave & Busters	Programming CC	271-000.00-880.268	\$ 125.00
Demco	programming	271-000.00-880.268	\$ 585.62
Escape Room	Mobile Trailer	271-000.00-880.268	\$ 610.00
Five Below	Programming CC	271-000.00-880.268	\$ 10.00
Flint Institute of Science	Wizards, Wands	271-000.00-880.268	\$ 222.00
Hubstadium	Programming CC	271-000.00-880.268	\$ 125.00
Launch	Programming CC	271-000.00-880.268	\$ 129.40
Magic Bus	Summer Songfest	271.000.00-880.268	\$ 800.00
Michaels	Programming CC	271-000.00-880.268	\$ 19.99
MPLC	Umbrella license	271-000.00-880.268	\$ 361.31
Nothing bundt Cake	Programming CC	271-000.00-880.268	\$ 10.00

Shruti Majalikal	Refreshing Summer Salads	271-000.00-880.268	\$ 250.00
Sully's Sweet Shop	Programming CC	271-000.00-880.268	\$ 10.00
Target	Programming CC	271-000.00-880.268	\$ 31.59
Zap Zone	Programming CC	271-000.00-880.268	\$ 131.09
Accuform	SRP Brochure	271-000.00-900.000	\$ 785.00
Canon	Print	271-000.00-900.000	\$ 650.28
Adventure Window	4/30/24	271-000.00-934.000	\$ 2,100.00
Anago	6/6/24	271-000.00-934.000	\$ 420.00
Batteries Plus	6/20/24	271-000.00-934.000	\$ 87.44
Dalton	Quarterly Carpet maintenance	271-000.00-934.000	\$ 2,682.00
image 360	Subbed Plate	271-000.00-934.000	\$ 40.00
ImperialDade	supplies	271-000.00-934.000	\$ 1,031.59
Orkin	June	271-000.00-934.000	\$ 601.57
Stanley Steamer	hard surface clean	271-000.00-934.000	\$ 2,441.00
Brien's	lawn	271-000.00-936.300	\$ 6,910.00
Home Depot	Patio Plants	271-000.00-936.300	\$ 29.94
image 360	subbed plate	271-000.00-936.300	\$ 120.00
SCA	MID0524210; Parking lot sweeping	271-000.00-936.300	\$ 80.49
Thelen Landscape	Edging	271-000.00-936.300	\$ 4,762.50
Canon	lease	271-000.00-942.000	\$ 1,010.00
Corrigan	Storage 6/1 - 6/30	271.000.00-942.100	\$ 26.98
EDX.org	Budgeting and Finance for Public Libraries CC	271-000.00-956.000	\$ 59.00
SkillPath	INV32836; Successful Project Management	271-000.00-956.000	\$ 518.00
Women's Equality	Conference CC	271-000.00-956.000	\$ 55.20
CDW-G	RN23964; HP Pro Mini Desktop Computer	271-000.00-986.000	\$ 7,078.60
	TOTAL 271		\$ 150,475.15

Warrant 640	272 Accounts	July 2024	
Amazon	iCube	272-000.00-742.046	\$ 89.82
Raise3D	3D Printing Build Surface CC	272-000.00-742.046	\$ 119.98
Amazon	RAR	272-000.00-742.229	\$ 128.48
Amazon	Hudgins Donation	272-000.00-742.230	\$ 493.30
Tsai Fong Books	Youth International Donation	272-000.00-742.230	\$ 358.52
Graph-X	large butterfly	272-000.00-742.231	\$ 71.90
Library Design	reupholster	272-000.00-742.231	\$ 6,735.00
Miracle Method	Sanding & refinishing benches	272-000.00-742.231	\$ 9,280.00
Universal Sign	Wall Signage	272-000.00-742.231	\$ 13,313.00
Lands End	Logo wear	272-000.00-742.236	\$ 43.66
Moes on Ten	Interview lunch w/ mgmt. team	272-000.00-742.236	\$ 136.42
Staff Recognition	J.Farkas	272-000.00-742.236	\$ 3.75
Sedona Taphouse	AD Interview lunch w/ mgmt. team	272-000.00-742.236	\$ 165.32
Walmart	Staff Recognition CC	272-000.00-742.236	\$ 151.48
A&R Seal Coating	sealcoating	272-000.00-976.141	\$ 13,850.00
	TOTAL 272		\$ 44,940.63

June 2024 Library Board Student Representatives Report

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

Tween and Teen Library Programs:

The Club Half-Blood program was held on June 6. 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 = 19)

The NO-VI Chess Club program was held on June 13 and June 20. This event provides an opportunity for teens and tweens to participate in games, learn about chess, and sharpen their skills. (Attendance = 31 and 22)

The Magnificent Maple Syrup Presentation with Thornapple Woodlands program was held on June 26. A fun maple syrup presentation was given by Don Snoeyink. Don spoke about his favorite Native American legend about maple syrup, and taught patrons what sap is, where to find it, and how to turn it into sweet maple syrup. Don also explained the progression from the old ways of making maple syrup to our modern processes, and he taught how to identify a maple tree. Participants got to taste a sample of maple syrup on vanilla ice cream. (Attendance = 23)

Teen Space Update:

Aiden Palmer (Teen Space Monitor) comments:

During June 2024, there were 203 patrons who visited Teen Space.

The total weekly Teen Space stats for June 2024 are:

Monday, 6/3 = 79

Tuesday, 6/4 = 43

Wednesday, 6/5 = 42

Thursday, 6/6 = 39

Friday, 6/7 = No TS (half day at NHS and last day of school)

Teen Advisory Board (TAB) Update:

TAB meetings will resume in September 2024.

Upcoming Programs:

Summer Reading Program (all ages) – ends on August 10

Escape Room Novi: Mobile Trailer (grades 4-12) – August 7, 6:30-8:30pm

Tuesday Tunes on the Patio (all ages) – August 13, August 27, 11:30am-1pm

Grades 1-12 Summer Reading Finale Parties @ Paradise Park (choose only one to attend only if completed the Summer Reading Program) – August 12 and August 13, 6-8pm

NO-VI Chess Club (ages 5+) – August 15, 7-8pm

NO-VI Chess Club Tournament (ages 5+) – August 17, 12-5pm

Teen Space (grades 7-12) – daily program held Monday-Friday resumes August 26, 2:45-5pm (first day back to school for the Novi Community School District)

Teen Stop Featured Display:

The June Teen Stop display theme was Pride Month and featured books -- both fiction and nonfiction -- and books on CD about queer people and the LGBTQ+ Community.



End of Year Presentation

Alex and Alyna are working on the end of year presentation for the Library Board and prefer to present at the August Board meeting.

PRESIDENT'S REPORT

Michigan Library Association

📣 MAJOR! FY25 Budget Update!! 📣

Never wanting to keep MLA members in the dark, we are finally able to share the state of Michigan budget with you (links below for the House Fiscal Agency Conference Reports for the General Omnibus Budget and the School Aid Fund). With little to no advance public review of the budget, in the early morning hours today, the FY25 State of Michigan budget (beginning October 1) has finally passed through the conference committee, the Senate and the House. The budget now awaits the Governor's signature before the July 1 deadline. (Just as a reminder, she also has line item veto power, so nothing is in stone until she signs.)

While we haven't had time to digest the entire budget, we have highlighted some of the items that we have been watching including (DRUMROLL PLEASE) a \$1,000,000 increase to State Aid bringing it to \$16,567,700.

And while we didn't get everything we asked for in the budget...your voices were heard and communications with your state legislators made a difference! Advocacy is a full year commitment – it never ends, so keep up the good work. We are #StrongerTogether. MLA will share more details soon on other MLA priorities.

Read more by clicking here: <https://ow.ly/VScm50SslVv>



Effect of the State Aid to Public Libraries Act

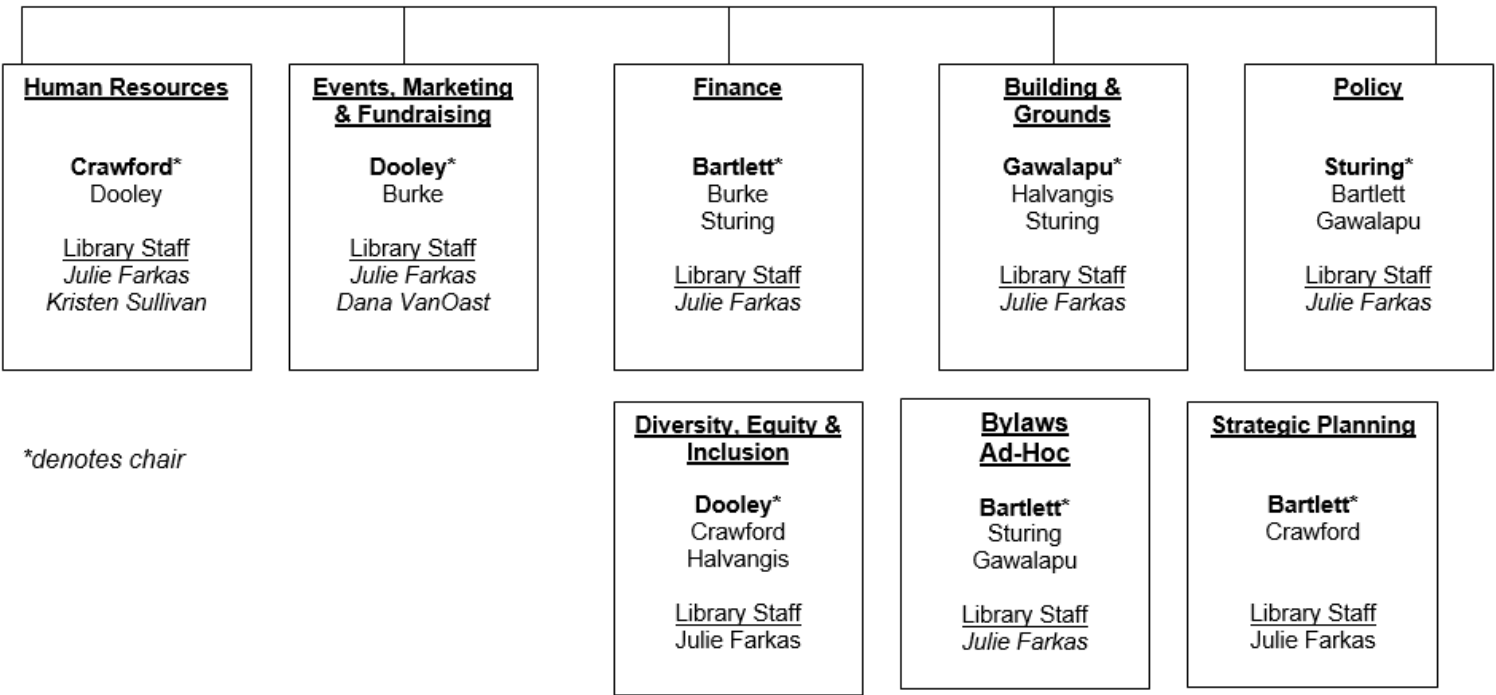
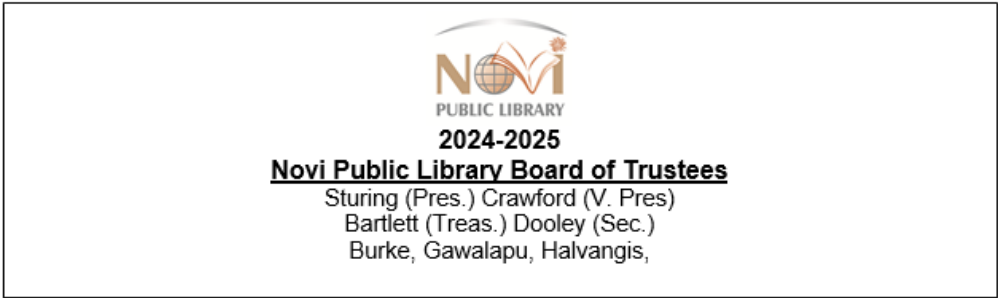
Michigan libraries need increased and secured funding to provide the innovative and indispensable services Michigan communities both need and demand.

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

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

State Aid helps our library systems continue their mission to provide education, training and resources to Michigan residents. Every Michigander needs convenient and timely access to the world of information — print, digital and electronic. We must continue to advocate for the resources that make our libraries innovative and essential in today's world. We must continue to invest in our libraries to keep them viable and strong in each of our Michigan communities.





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

Notes:

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

Financial Report for June 2024**Approved Budget for Fund 271 Fiscal Year 2023-2024**

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

Approved budget for Fund 272 Fiscal Year 2023-2024

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

Revenue & Expenditure Report for Fund 271

	YTD May 31, 2024	YTD June 30, 2024	Difference *
TOTAL REVENUES	\$ 3,799,353	\$ 3,821,356	\$ 22,003
TOTAL EXPENDITURES	\$ 3,406,849	\$ 3,730,738	\$ 323,889
NET OF REVENUES & EXPENDITURES	\$ 392,504	\$ 90,618	

Revenue & Expenditure Report for Fund 272

	YTD May 31, 2024	YTD June 30, 2024	Difference*
TOTAL REVENUES	\$ 138,837	\$ 148,653	\$ 9,816
TOTAL EXPENDITURES	\$ 166,410	\$ 194,176	\$ 27,766
NET OF REVENUES & EXPENDITURES	(\$ 27,573)	(\$ 45,523)	

Balance Sheet Report as of June 30, 2024

The ending fund balance for Fund 271 is \$ 2,689,357.29

The ending fund balance for Fund 272 is \$ 1,653,063.21

Revenues and Expenditures Reports

07/10/2024 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 06/30/2024										
% Fiscal Year Completed: 100.00										
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	06/30/2023	ORIGINAL	2023-24	APRIL 2024	MAY 2024	JUNE 2024	06/30/2024	BALANCE	% BDGT
		NM (ABNM)	BUDGET	AMND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.00 - TREASURY										
Property tax revenue										
271-000.00-402.000	Property Tax Revenue - Current Lev	3,230,768.38	3,401,742.00	3,413,266.00	0.00	0.00	0.00	3,413,266.26	(0.26)	100.00
271-000.00-404.003	Property Tax Revenue - Brow nfield	(323.55)	0.00	(376.00)	0.00	0.00	0.00	(376.24)	0.24	100.06
271-000.00-404.006	Property Tax Revenue - Brow nfield	(5,618.75)	(15,299.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-404.007	Property Tax Revenue-Brow nfld Ca	(11,203.59)	0.00	(15,264.00)	0.00	0.00	0.00	(15,263.59)	(0.41)	100.00
271-000.00-404.008	Property Tax Revenue - CIA Cap C1	(22,598.40)	(31,553.00)	(30,608.00)	0.00	0.00	0.00	(30,607.99)	(0.01)	100.00
271-000.00-404.009	Property Tax Revenue-Brow nfld Ca	(331.45)	0.00	(351.00)	0.00	0.00	0.00	(351.10)	0.10	100.03
271-000.00-404.010	Property Tax Revenue-Brow nfld Ca	(94.23)	0.00	(94.00)	0.00	0.00	0.00	(94.23)	0.23	100.24
271-000.00-412.000	Property Tax Revenue - C/Y Del PPT	(6,192.97)	(5,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-414.000	Property Tax Revenue - Tax Tribuna	3,100.00	(1,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-415.000	Property Tax Revenue - County Cha	(5,021.30)	0.00	1,930.00	26.95	(33.44)	341.20	3,020.33	(1,090.33)	156.49
Property tax revenue		3,182,484.14	3,348,890.00	3,368,503.00	26.95	(33.44)	341.20	3,369,593.44	(1,090.44)	100.03
State sources										
271-000.00-567.000	State aid	66,291.75	50,000.00	67,337.00	33,432.44	0.00	0.00	67,337.40	(0.40)	100.00
271-000.00-573.000	State Grants - Local CommStabiliza	13,372.71	0.00	6,200.00	0.00	11,586.46	0.00	17,786.09	(11,586.09)	286.87
State sources		79,664.46	50,000.00	73,537.00	33,432.44	11,586.46	0.00	85,123.49	(11,586.49)	115.76
Fines and forfeitures										
271-000.00-658.000	State penal fines	99,226.60	95,000.00	89,071.00	0.00	0.00	0.00	89,070.72	0.28	100.00
271-000.00-659.000	Library bookfees	8,801.36	7,000.00	9,000.00	485.29	458.65	608.41	8,738.33	261.67	97.09
Fines and forfeitures		108,027.96	102,000.00	98,071.00	485.29	458.65	608.41	97,809.05	261.95	99.73
Interest income										
271-000.00-665.000	Interest in investments	82,420.14	42,000.00	109,000.00	8,028.09	8,467.41	0.00	111,661.24	(2,661.24)	102.44
271-000.00-669.500	Unrealized gain (loss) on investmen	(1,660.33)	5,000.00	80,400.00	(4,679.31)	9,754.26	0.00	85,512.14	(5,112.14)	106.36
Interest income		80,759.81	47,000.00	189,400.00	3,348.78	18,221.67	0.00	197,173.38	(7,773.38)	104.10
Donations										
271-000.00-674.289	Adult programs	4,222.77	2,000.00	11,900.00	133.12	36.03	40.00	11,980.76	(80.76)	100.68
271-000.00-674.400	Gifts and donations	3,489.57	1,000.00	2,100.00	83.39	0.04	25.16	2,134.77	(34.77)	101.66
Donations		7,712.34	3,000.00	14,000.00	216.51	36.07	65.16	14,115.53	(115.53)	100.83
Other revenue										
271-000.00-674.290	Library fund raising revenue	1,920.08	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-675.000	Miscellaneous income	10,231.22	5,000.00	8,500.00	748.84	589.20	390.56	8,730.22	(230.22)	102.71
271-000.00-675.006	Car Charging Revenue	0.00	0.00	100.00	9.61	0.00	0.00	11.07	88.93	11.07
271-000.00-675.100	Copier	39.36	1,000.00	3,000.00	685.40	359.40	645.05	3,620.99	(620.99)	120.70
271-000.00-675.300	Meeting room	29,858.47	25,000.00	35,300.00	3,482.74	1,771.98	1,895.66	37,477.41	(2,177.41)	106.17
271-000.00-675.404	Novi Town ship Assessment	7,256.00	7,000.00	7,700.00	0.00	0.00	0.00	7,701.00	(1.00)	100.01
271-000.00-675.650	Library Cafe	0.00	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other revenue		49,305.13	48,000.00	54,600.00	4,926.59	2,720.58	2,931.27	57,540.69	(2,940.69)	105.39
Total Dept 000.00 - TREASURY										
		3,507,953.84	3,598,890.00	3,798,111.00	42,436.56	32,989.99	3,946.04	3,821,355.58	(23,244.58)	100.61
TOTAL REVENUES										
		3,507,953.84	3,598,890.00	3,798,111.00	42,436.56	32,989.99	3,946.04	3,821,355.58	(23,244.58)	100.61

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	APRIL 2024	MAY 2024	JUNE 2024	06/30/2024	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	1,063,986.14	1,142,000.00	1,340,000.00	97,672.01	146,882.50	99,848.82	1,239,299.17	100,700.83	92.49
271-000.00-704.100	Severance/Incentive Pay	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.200	Wages - Stipend	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.210	Vacation Payout	6,056.80	6,000.00	3,538.00	0.00	0.00	0.00	3,538.40	(0.40)	100.01
271-000.00-704.250	Final Payout	13,005.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-705.000	Temporary salaries	626,824.36	810,200.00	716,400.00	53,347.23	81,617.97	51,723.67	669,721.60	46,678.40	93.48
271-000.00-706.000	Overtime	133.80	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-715.000	Social security	129,888.37	150,000.00	140,000.00	11,372.02	17,274.52	11,406.72	144,338.63	(4,338.63)	103.10
271-000.00-716.000	Insurance	215,479.95	224,100.00	235,000.00	18,307.28	21,876.68	22,791.12	230,346.09	4,653.91	98.02
271-000.00-716.200	HSA - employer contribution	1,040.31	6,600.00	1,500.00	0.00	0.00	0.00	1,084.69	415.31	72.31
271-000.00-716.999	Insurance - Employee Reimburseme	(28,006.70)	(33,615.00)	(35,000.00)	(2,844.42)	(2,846.00)	(3,040.16)	(32,615.10)	(2,384.90)	93.19
271-000.00-717.000	Workers compensation	1,165.80	1,800.00	1,600.00	150.74	227.57	75.26	1,640.32	(40.32)	102.52
271-000.00-718.000	Pension - DB Normal Cost	4,620.00	5,795.00	6,000.00	460.00	460.00	460.00	5,520.00	480.00	92.00
271-000.00-718.010	Pension - DB Unfunded Accrued Lie	88,464.00	90,233.00	90,000.00	6,124.00	6,124.00	6,124.00	73,488.00	16,512.00	81.65
271-000.00-718.200	Pension - defined contribution	39,392.20	49,852.00	72,700.00	5,654.42	8,504.10	5,802.11	65,742.57	6,957.43	90.43
271-000.00-719.000	Unemployment insurance	(3,996.72)	2,000.00	2,000.00	0.00	0.00	0.00	22.62	1,977.38	1.13
Personnel services		2,172,053.70	2,455,465.00	2,574,238.00	190,243.28	280,121.34	195,191.54	2,402,126.99	172,111.01	93.31
Supplies										
271-000.00-726.400	Supplies - Cash over/short	(7.88)	0.00	100.00	1.25	3.68	0.15	36.72	63.28	36.72
271-000.00-727.000	Office supplies	16,445.97	18,000.00	16,000.00	697.55	370.00	789.72	7,339.50	8,660.50	45.87
271-000.00-728.000	Postage	4,670.17	2,000.00	4,200.00	219.99	42.29	0.00	3,794.05	405.95	90.33
271-000.00-734.000	Computer supplies, softw are & licer	62,786.73	83,000.00	75,000.00	1,853.35	6,158.86	960.00	54,532.12	20,467.88	72.71
271-000.00-734.500	Computer supplies/equipment	19,622.77	32,000.00	32,000.00	3,226.58	1,293.44	4,800.76	22,872.70	9,127.30	71.48
271-000.00-740.000	Operating supplies	24,241.77	30,000.00	32,000.00	1,657.82	3,380.98	490.32	22,104.33	9,895.67	69.08
271-000.00-740.200	Supplies - Desk chairs and file cabir	1,960.00	5,000.00	5,000.00	0.00	2,364.61	0.00	4,173.51	826.49	83.47
271-000.00-741.000	Supplies - Uniforms	156.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-742.000	Library books	207,067.49	224,000.00	221,400.00	19,733.21	21,832.70	29,290.27	218,712.03	2,687.97	98.79
271-000.00-742.010	Library Books - Lending	12,890.22	15,000.00	13,000.00	1,054.18	1,011.97	597.70	10,641.12	2,358.88	81.85
271-000.00-742.100	Library Books - Fines	125.77	1,000.00	500.00	0.00	0.00	0.00	91.97	408.03	18.39
271-000.00-743.000	Library periodicals	14,626.22	18,000.00	18,000.00	0.00	693.89	0.00	17,561.82	438.18	97.57
271-000.00-744.000	Audio visual materials	132,004.72	70,300.00	60,000.00	4,769.52	6,501.74	3,296.33	60,143.64	(143.64)	100.24
271-000.00-745.200	Electronic media	38,721.83	125,700.00	135,700.00	17,218.49	11,443.41	4,495.83	135,445.89	254.11	99.81
271-000.00-745.300	Electronic resources (CD rom mater	63,762.60	75,000.00	71,100.00	0.00	0.00	0.00	71,061.75	38.25	99.95
Supplies		599,074.38	699,500.00	684,500.00	50,431.94	55,097.57	44,721.08	628,511.15	55,988.85	91.82

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	APRIL 2024	MAY 2024	JUNE 2024	06/30/2024	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
	Other services and charges									
271-000.00-801.925	Public information (cable, etc)	844.35	850.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-802.000	Data processing	734.34	750.00	1,200.00	0.00	0.00	0.00	828.90	371.10	69.08
271-000.00-802.100	Bank Service Charges	3,425.93	4,000.00	6,000.00	166.24	475.70	148.99	3,544.71	2,455.29	59.08
271-000.00-803.000	Independent audit	800.00	800.00	771.00	(28.63)	28.63	0.00	800.00	(29.00)	103.76
271-000.00-804.000	Medical service	2,164.00	1,500.00	1,500.00	116.00	116.00	0.00	1,508.00	(8.00)	100.53
271-000.00-806.000	Legal fees	8,130.60	8,500.00	18,000.00	196.00	1,970.50	0.00	18,336.70	(336.70)	101.87
271-000.00-809.000	Memberships and dues	5,525.41	7,500.00	7,500.00	150.00	0.00	0.00	6,657.50	842.50	88.77
271-000.00-816.000	Professional services	28,927.05	16,000.00	21,000.00	750.00	1,400.00	0.00	12,103.50	8,896.50	57.64
271-000.00-817.000	Custodial services	88,525.64	89,000.00	89,000.00	7,238.16	13,412.16	0.00	76,539.63	12,460.37	86.00
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,495.00	5.00	99.86
271-000.00-820.000	Property & liability insurance	16,480.00	16,480.00	16,480.00	0.00	0.00	0.00	16,480.00	0.00	100.00
271-000.00-820.001	Insurance deductibles/Uninsured cl	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-851.000	Telephone	32,786.06	34,000.00	41,000.00	3,368.99	3,492.41	1,533.21	38,163.87	2,836.13	93.08
271-000.00-855.000	TLN Automation Services	76,884.99	80,000.00	80,000.00	16,469.16	135.56	0.00	69,834.36	10,165.64	87.29
271-000.00-861.000	Gasoline and oil	377.55	500.00	500.00	28.68	31.68	0.00	298.16	201.84	59.63
271-000.00-862.000	Mileage	659.43	200.00	1,500.00	247.35	63.76	93.13	1,137.13	362.87	75.81
271-000.00-880.000	Community promotion	22,610.02	22,000.00	27,000.00	361.01	698.89	1,055.54	21,372.33	5,627.67	79.16
271-000.00-880.268	Library programming	23,589.81	38,000.00	38,000.00	3,142.77	5,036.68	5,771.98	35,958.98	2,041.02	94.63
271-000.00-880.271	Adult programs	5,119.59	8,000.00	8,500.00	510.00	0.00	0.00	7,467.05	1,032.95	87.85
271-000.00-900.000	Printing, graphic design and publishi	17,868.81	28,000.00	28,000.00	659.43	3,464.04	785.00	9,808.67	18,191.33	35.03
271-000.00-921.000	Heat	16,753.06	14,500.00	14,500.00	1,489.74	542.66	237.35	12,267.57	2,232.43	84.60
271-000.00-922.000	Electricity	111,990.00	102,500.00	110,000.00	9,089.70	8,338.13	9,332.25	102,779.81	7,220.19	93.44
271-000.00-923.000	Water and sewer	7,507.60	7,000.00	8,000.00	0.00	0.00	0.00	6,061.50	1,938.50	75.77
271-000.00-934.000	Building maintenance	106,938.54	106,400.00	106,400.00	9,769.19	8,681.24	6,751.02	99,289.90	7,110.10	93.32
271-000.00-935.000	Vehicle maintenance	134.69	500.00	200.00	0.00	0.00	0.00	169.02	30.98	84.51
271-000.00-936.300	Grounds maintenance	36,253.45	40,500.00	45,500.00	2,935.72	7,968.11	111.84	49,748.39	(4,248.39)	109.34
271-000.00-942.000	Office equipment lease	6,335.87	8,000.00	12,200.00	1,010.00	2,020.00	0.00	10,750.94	1,449.06	88.12
271-000.00-942.002	Copier Property Tax	0.00	0.00	800.00	0.00	0.00	0.00	0.00	800.00	0.00
271-000.00-942.100	Records storage	303.32	400.00	400.00	26.98	26.98	26.98	315.36	84.64	78.84
271-000.00-956.000	Conferences and workshops	8,540.85	24,900.00	24,900.00	4,049.66	200.00	518.00	25,070.91	(170.91)	100.69
	Other services and charges	633,705.96	674,280.00	712,351.00	61,746.15	58,103.13	26,365.29	630,787.89	81,563.11	88.55

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	APRIL 2024	MAY 2024	JUNE 2024	06/30/2024	BALANCE	% BGD
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Capital outlay										
271-000.00-976.100	Parking lot improvements	12,411.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-986.000	Technology - Capital Outlay	55,469.94	47,000.00	47,000.00	4,790.04	7,078.60	0.00	34,074.28	12,925.72	72.50
Capital outlay										
		67,881.74	47,000.00	47,000.00	4,790.04	7,078.60	0.00	34,074.28	12,925.72	72.50
Transfers out										
271-000.00-995.272	Transfer to Library Contribution Fun	0.00	0.00	35,238.00	0.00	0.00	0.00	35,238.00	0.00	100.00
Transfers out										
		0.00	0.00	35,238.00	0.00	0.00	0.00	35,238.00	0.00	100.00
Total Dept 000.00 - TREASURY										
		3,472,715.78	3,876,245.00	4,053,327.00	307,211.41	400,400.64	266,277.91	3,730,738.31	322,588.69	92.04
TOTAL EXPENDITURES										
		3,472,715.78	3,876,245.00	4,053,327.00	307,211.41	400,400.64	266,277.91	3,730,738.31	322,588.69	92.04
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,507,953.84	3,598,890.00	3,798,111.00	42,436.56	32,989.99	3,946.04	3,821,355.58	(23,244.58)	100.61
TOTAL EXPENDITURES		3,472,715.78	3,876,245.00	4,053,327.00	307,211.41	400,400.64	266,277.91	3,730,738.31	322,588.69	92.04
NET OF REVENUES & EXPENDITURES		35,238.06	(277,355.00)	(255,216.00)	(264,774.85)	(367,410.65)	(262,331.87)	90,617.27	(345,833.27)	35.51
Fund 272 - LIBRARY CONTRIBUTION FUND										
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	36,206.78	27,000.00	40,536.00	3,847.07	4,408.68	0.00	48,792.12	(8,256.12)	120.37
272-000.00-669.500	Unrealized gain (loss) on investmen	(3,061.21)	(4,500.00)	31,096.00	(2,242.33)	5,078.69	0.00	33,931.95	(2,835.95)	109.12
Interest income										
		33,145.57	22,500.00	71,632.00	1,604.74	9,487.37	0.00	82,724.07	(11,092.07)	115.48

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2023-24	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2023 NM (ABNM)	BUDGET	AMND BUDGET	APRIL 2024 INCR (DECR)	MAY 2024 INCR (DECR)	JUNE 2024 INCR (DECR)	06/30/2024 NM (ABNM)	BALANCE NM (ABNM)	
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	0.00	1,000.00	0.00	0.00	0.00	0.00	500.00	(500.00)	100.00
272-000.00-674.046	Makerspace Renovation Revenue	1,154.15	1,000.00	8,038.00	165.50	164.95	153.10	8,216.55	(178.55)	102.22
272-000.00-674.229	Raising a Reader in Novi Sponsors	278.99	1,000.00	100.00	0.00	0.00	0.00	29.66	70.34	29.66
272-000.00-674.230	Collections/Materials Revenue	6,350.00	1,000.00	11,600.00	0.00	500.00	0.00	12,070.61	(470.61)	104.06
272-000.00-674.231	Buildings/Ground/Furniture Revenue	375.00	1,000.00	450.00	0.00	0.00	175.00	625.00	(175.00)	138.89
272-000.00-674.232	Programming Revenue	5,137.00	2,000.00	4,100.00	0.00	0.00	0.00	4,098.70	1.30	99.97
272-000.00-674.233	Technology Library Revenue	1,000.00	500.00	50.00	0.00	0.00	0.00	50.00	0.00	100.00
272-000.00-674.234	Undesignated Misc Donations	1,750.00	500.00	100.00	0.00	0.00	0.00	100.00	0.00	100.00
272-000.00-674.235	Marketing Sponsorships	11,740.00	0.00	4,000.00	750.00	3,250.00	0.00	5,000.00	(1,000.00)	125.00
Donations										
		27,785.14	8,000.00	28,438.00	915.50	3,914.95	328.10	30,690.52	(2,252.52)	107.92
Transfers in										
272-000.00-699.271	Transfer from Library Fund	0.00	0.00	35,238.00	0.00	0.00	0.00	35,238.00	0.00	100.00
Transfers in										
		0.00	0.00	35,238.00	0.00	0.00	0.00	35,238.00	0.00	100.00
Total Dept 000.00 - TREASURY										
		60,930.71	30,500.00	135,308.00	2,520.24	13,402.32	328.10	148,652.59	(13,344.59)	109.86
TOTAL REVENUES										
		60,930.71	30,500.00	135,308.00	2,520.24	13,402.32	328.10	148,652.59	(13,344.59)	109.86
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-742.046	Makerspace iCube	0.00	0.00	9,500.00	499.47	247.44	70.92	9,717.30	(217.30)	102.29
272-000.00-742.229	Raising a Reader Expense	603.22	1,000.00	1,000.00	89.15	325.33	128.48	1,362.10	(362.10)	136.21
272-000.00-742.230	Collections/Materials Expense	1,410.79	1,000.00	9,500.00	3,480.08	1,339.10	0.00	10,410.76	(910.76)	109.59
272-000.00-742.231	Buildings/Ground/ Furniture Expense	8,344.00	29,000.00	84,300.00	6,635.00	0.00	13,384.90	49,986.70	34,313.30	59.30
272-000.00-742.232	Programming Expense	2,975.43	1,000.00	8,700.00	97.66	0.00	0.00	8,612.26	87.74	98.99
272-000.00-742.233	Technology Library Expense	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-742.234	Undesignated Misc	228.85	500.00	300.00	0.00	0.00	0.00	246.00	54.00	82.00
272-000.00-742.236	Staff Recognition	1,968.54	2,000.00	2,500.00	(250.00)	704.50	263.78	2,795.47	(295.47)	111.82
Supplies										
		15,530.83	38,500.00	115,800.00	10,551.36	2,616.37	13,848.08	83,130.59	32,669.41	71.79
Capital outlay										
272-000.00-976.044	Auto Lending Library	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.046	Makerspace Renovation	2,868.22	3,000.00	0.00	0.00	0.00	(500.00)	(500.00)	500.00	100.00
272-000.00-976.140	Automated Return System	0.00	115,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.141	Main Entrance Design	0.00	116,500.00	41,500.00	0.00	13,850.00	0.00	25,145.00	16,355.00	60.59
272-000.00-976.143	Wi-Fi Upgrade	0.00	0.00	17,563.00	0.00	0.00	0.00	17,562.89	0.11	100.00
272-000.00-976.144	Server & Camera Upgrade	0.00	0.00	68,838.00	0.00	0.00	0.00	68,838.00	0.00	100.00
Capital outlay										
		2,868.22	237,800.00	127,901.00	0.00	13,850.00	(500.00)	111,045.89	16,855.11	86.82
Total Dept 000.00 - TREASURY										
		18,399.05	276,300.00	243,701.00	10,551.36	16,466.37	13,348.08	194,176.48	49,524.52	79.68
TOTAL EXPENDITURES										
		18,399.05	276,300.00	243,701.00	10,551.36	16,466.37	13,348.08	194,176.48	49,524.52	79.68
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES										
		60,930.71	30,500.00	135,308.00	2,520.24	13,402.32	328.10	148,652.59	(13,344.59)	109.86
TOTAL EXPENDITURES										
		18,399.05	276,300.00	243,701.00	10,551.36	16,466.37	13,348.08	194,176.48	49,524.52	79.68
NET OF REVENUES & EXPENDITURES										
		42,531.66	(245,800.00)	(108,393.00)	(8,031.12)	(3,064.05)	(13,019.98)	(45,523.89)	(62,869.11)	42.00
TOTAL REVENUES - ALL FUNDS										
		3,568,884.55	3,629,390.00	3,933,419.00	44,956.80	46,392.31	4,274.14	3,970,008.17	(36,589.17)	100.93
TOTAL EXPENDITURES - ALL FUNDS										
		3,491,114.83	4,152,545.00	4,297,028.00	317,762.77	416,867.01	279,625.99	3,924,914.79	372,113.21	91.34
NET OF REVENUES & EXPENDITURES										
		77,769.72	(523,155.00)	(363,609.00)	(272,805.97)	(370,474.70)	(275,351.85)	45,093.38	(408,702.38)	12.40

Financial Balance Sheets

07/10/2024		BALANCE SHEET FOR CITY OF NOVI
Period Ending 06/30/2024		
GL Number	Description	Balance
Fund 271 - LIBRARY FUND		
*** Assets ***		
271-000.00-001.000	Cash - Pooled	(284,013.79)
271-000.00-004.000	Cash on hand	600.00
271-000.00-016.000	Deposits	1,200.00
271-000.00-017.000	Investments - Pooled	3,047,003.33
271-000.00-019.000	Current taxes receivable	29,062.41
	Total Assets	2,793,851.95
*** Liabilities ***		
271-000.00-202.000	Accounts payable	98,472.04
271-000.00-258.702	Accrued liabilities - tax	6,000.00
271-000.00-259.200	Unemployment insurance liability	22.62
	Total Liabilities	104,494.66
*** Fund Balance ***		
271-000.00-390.000	Fund balance	2,598,740.02
	Total Fund Balance	2,598,740.02
	Beginning Fund Balance	2,598,740.02
	Net of Revenues VS Expenditures	90,617.27
	Ending Fund Balance	2,689,357.29
	Total Liabilities And Fund Balance	2,793,851.95

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	(6,443.61)
272-000.00-017.000	Investments - Pooled	1,673,986.64
	Total Assets	1,667,543.03
*** Liabilities ***		
272-000.00-202.000	Accounts payable	14,479.82
	Total Liabilities	14,479.82
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	43,362.57
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	28,723.79
272-000.00-375.232	Fund Balance Programming	36,317.52
272-000.00-375.233	Fund Balance Technology Library	1,000.00
272-000.00-390.000	Fund balance - Unrestricted	1,589,183.22
	Total Fund Balance	1,698,587.10
	Beginning Fund Balance	1,698,587.10
	Net of Revenues VS Expenditures	(45,523.89)
	Ending Fund Balance	1,653,063.21
	Total Liabilities And Fund Balance	1,667,543.03

DIRECTOR'S REPORT

August Anniversaries – Years of Service



**Elizabeth Kopko – 14 yrs.
Support Services**



**Kirsten Malzahn – 7 yrs.
Information Services**



**Danielle Mazur – 4 yrs.
Information Services**



**Andrew Van Boven – 3 yrs.
Support Services**



**Austin Webberly – 3 yrs.
Information Services**



**Denise Woods – 1 yr.
Information Technology**

Staff Professional Development Day: August 9th

8:30 am - Welcome

8:45-9:25 am - Keynote Speaker (Steven Bowers from The Library Network - Consortium Director)

9:25 - 10:25 am Breakout Session (Staff will be signing up for 1 session to attend, based on approximately 25 per session)

Topics are: Resilience Under Pressure, Communicating Across Generations and Nutrition/Meal Planning

10:35 - 11:25 Customer Service - Building Bridges Within: Strengthening Staff Dynamics by Marilyn Suttle)

** Attended by ALL staff

11:35 - 12:40 pm Lunch (Mediterranean chosen by staff vote) and Therapy Dogs

12:45 - 1:45 pm Time Management/Personality Assessment (by Jillian Blackwell)

** Attended by ALL staff

Ice Cream Break

2:00 - 3:30pm Fleece and Thank you all staff project and Get to Know You BINGO game

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

Mayor's Exchange to Kansas

I am excited to announce that I will be traveling with members of City Council and the City's Leadership Team to the Cities of Lenexa and Olathe, KS, on Sunday, September 15 through Tuesday, September 17. The purpose of the exchange is to learn from other communities similar in size and scope to Novi. I plan to be reaching out the public libraries in the area to set up tours and opportunities for "idea" exchange.

Dinner reservations are being made with Lenexa and Olathe hosts for Sunday evening at 6:30p.

Monday, September 16th

The schedule with Lenexa is being finalized and more information will be provided within the coming weeks.

Tuesday, September 17th

We will head to Olathe for an educational morning, before returning to Novi that afternoon.

Attendees Include:

Mayor Fischer
 Mayor ProTem Casey
 Council Member Staudt
 Council Member Smith
 Council Member Thomas
 Council Member Heintz
 Council Member Gurumurthy

Victor Cardenas
 Danielle Mahoney
 Sheryl Walsh-Molloy
 Erick Zinser
 Jeff Muck
 Tia Gronlund-Fox
 Charles Boulard
 Julie Farkas



2 New Activity Carts in the Youth Area

I am excited to announce that the IS Department has two new activities carts available in the youth area on the first floor of the Library. The carts contain a variety of learning activities, such as board games, puzzles, literacy games, and much more. There are also coloring pages and coloring utensils available on top of both carts. All activities are available for use in the Library only and cannot be checked out. Information with the names of items and photos will be added to the website this week. Stay tuned!

Thank you to the IS team for selecting / preparing items and Keith for assembling the carts.

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

MAY - OCTOBER 2024 #DIAInsideOut dia.org/InsideOut2024

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

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

Friends of the Novi Library present

Summer Songfest

Thursdays, 6:30pm

Jun 20 Steve Floyd
Oldies & familiar covers

Jul 11 Entourage Band
Oldies & familiar covers

Jul 18 Magic Bus
Tribute to Woodstock

Aug 1 The Back Beats
A Beatles Tribute

Aug 15 Dueling Pianos
Classic hits to current pop

Sept 12 Motor City Soul
Motown & more

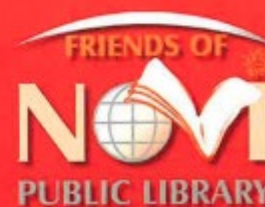


Location: Paradise Park, 45799 Grand River Ave. Novi

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

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

Sponsored by:



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

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

TUESDAY TUNES

ON THE PATIO AT NOVI LIBRARY

12-1pm

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

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

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

6/23/2024			
9-10am	0	0	0
10-11am	0	0	0
11am-12p	0	0	0
12-1pm	45	115	80
1-2pm	79	83	81
2-3pm	101	108	105
3-4pm	80	95	88
4-5pm	95	93	94
5-6pm	129	33	81
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			528

6/24/2024			
9-10am	0	0	0
10-11am	58	149	104
11am-12p	125	101	113
12-1pm	99	101	100
1-2pm	82	103	93
2-3pm	151	171	161
3-4pm	135	109	122
4-5pm	109	72	91
5-6pm	116	85	101
6-7pm	113	122	118
7-8pm	103	112	108
8-9pm	177	54	116
9-10pm	0	0	0
			1,224

6/25/2024			
9-10am	0	0	0
10-11am	44	152	98
11am-12p	97	81	89
12-1pm	101	82	92
1-2pm	97	130	114
2-3pm	118	161	140
3-4pm	123	87	105
4-5pm	142	106	124
5-6pm	100	91	96
6-7pm	87	91	89
7-8pm	134	84	109
8-9pm	97	36	67
9-10pm	0	0	0
			1,121

6/26/2024			
9-10am	0	0	0
10-11am	54	148	101
11am-12p	121	108	115
12-1pm	85	76	81
1-2pm	84	100	92
2-3pm	124	160	142
3-4pm	90	82	86
4-5pm	136	95	116
5-6pm	83	83	83
6-7pm	97	93	95
7-8pm	100	59	80
8-9pm	100	50	75
9-10pm	0	0	0
			1,064

6/27/2024			
9-10am	0	0	0
10-11am	71	165	118
11am-12p	122	105	114
12-1pm	93	105	99
1-2pm	90	76	83
2-3pm	127	182	155
3-4pm	131	74	103
4-5pm	111	86	99
5-6pm	80	56	68
6-7pm	95	68	82
7-8pm	61	59	60
8-9pm	65	24	45
9-10pm	0	0	0
			1,023

6/28/2024			
9-10am	0	0	0
10-11am	99	209	154
11am-12p	129	100	115
12-1pm	107	75	91
1-2pm	75	71	73
2-3pm	132	199	166
3-4pm	117	93	105
4-5pm	105	67	86
5-6pm	150	74	112
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			901

6/29/2024			
9-10am	0	0	0
10-11am	32	81	57
11am-12p	96	95	96
12-1pm	79	83	81
1-2pm	81	91	86
2-3pm	81	81	81
3-4pm	88	84	86
4-5pm	110	97	104
5-6pm	158	74	115
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			705

6/30/2024			
9-10am	0	0	0
10-11am	0	0	0
11am-12p	0	0	0
12-1pm	43	119	81
1-2pm	114	101	108
2-3pm	92	103	98
3-4pm	91	93	92
4-5pm	105	81	93
5-6pm	138	61	100
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			571

Information Technology Report by Jeffrey Smith – June, 2024

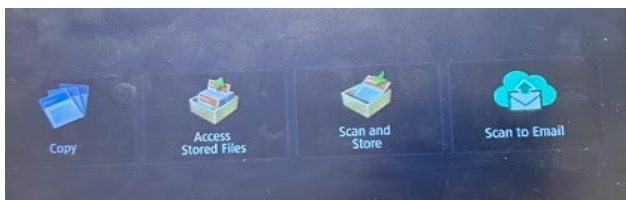
General

On June 5th, our AST machine suffered a hardware failure, preventing the machine from sorting any books. We determined that one of the stepper drives shown below was faulty and ordered a new one from Tech Logic. Keith and Denise installed a newer model drive and the machine resumed operation. The AST machine was down for about 2 weeks while we were waiting for the part.



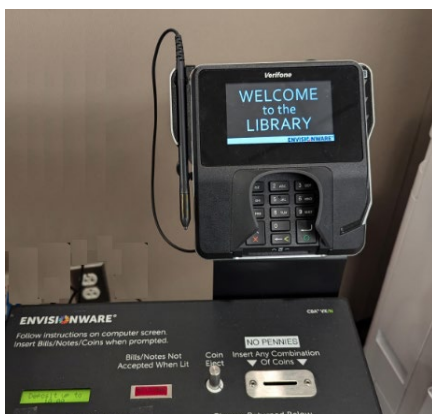
AST Stepper Drives

On June 10th our 5-year license for "Scan to Email" was installed. This add-on feature is frequently used by our patrons on our public copiers. There is no charge for them to scan to email since there are no paper or ink costs. The feature was supplied by Canon at no charge.



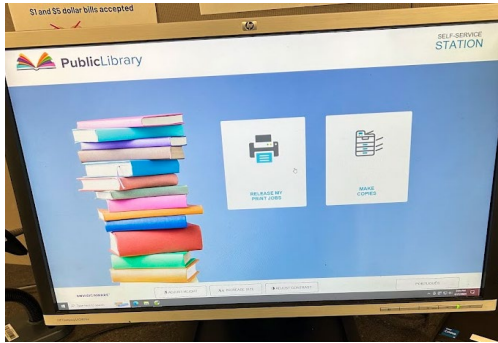
Scan to Email

On June 21st we installed our Print Release Station Credit Card Terminals. The terminals are on our two public copiers. The terminals allow patrons to pay for copies, desktop printing and mobile printing with a credit or debit card. Update: We did thorough testing of the devices and made them available to the public on July 8th.



Print Release Station Credit Card Terminal

We also installed another new feature on our public copiers called "Copy Payment Manager". This feature will allow patrons to make copies and pay for them with a credit or debit card. You can see it in the following picture - it is labeled "Make Copies".



Make Copies with the new "Copy Payment Manager"

On June 27, we upgraded the Crestron A/V controller that is in our East and West Meeting Room. There was no cost to upgrade because the hardware had been purchased in a previous year, but was not activated until this month. As part of the upgrade, we also replaced the A/V software that runs on the two wall-mounted iPads in those rooms. The picture below shows that the menus are similar to the previous application, but this new system will be more reliable and will be upgradeable, where the old system had become obsolete.



Crestron 3 A/V iPad Control Application

IT Staff participated in Year End Reviews, and Jeff participated in several interviews

iCube

We held 189 iCube appointments in June.

- 25 3D prints
- 0 3D scans
- 9 Adobe Creative Cloud projects
- 16 Cricut crafts
- 3 Carvey projects
- 42 Creative Kits
- 19 Digital Conversions
- 17 Heat Press jobs
- 20 Laser projects

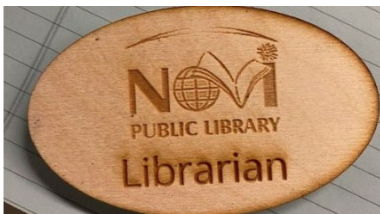
- 12 Photo Prints
- 8 Sewing/Embroidery projects
- 18 Sublimation prints

The iCube is staffed about 41 hours per week (plus appointments on Fridays) by an amazing group of creative and technical personnel from the Information Services and IT Departments, including:

- Anna B
- Anna J
- Dominic (Supervisor)
- Jess
- Mary

Our new Muse Laser began taking appointments on June 1st after being replaced due to hardware failure.

Anna B made some generic "Librarian" name tags on the new Muse Laser.



Librarian Name Tag made by Anna B.

Mary made some rubber stamps with the laser for an iCube patron.



Rubber stamp made by Mary

Anna J and Austin (both NPL Librarians) used the iCube Button Makers and Cutting Machines for their "Club Half-Blood Arts & Crafts Book Club Program" which was held in the Youth Activity Room. The club is for 4th Grade to 8th Grade tweens.



Button made by Anna J and Austin for Club Half-Blood.

Anna B assisted a patron with the Heat Press on Holographic Glitter Vinyl.



Heat Press project by Anna B and a patron

Jess helped a patron make a rubber stamp of a flower.



Rubber Stamp made by Jess and a patron

A patron used our Sentro Knitting Machine to knit a hat. The knitting machine is considered "Green Equipment" so it can be used without staff assistance.



Hat knitted by an NPL patron on the iCube Knitting Machine.

As part of our Strategic Plan endorsed Customer Service Team's "Secret Shopper Program", the iCube received a recommendation to move our iCube staff workstation from the corner of the iCube to the front of the room - next to the iCube door. After making space by relocating an Adobe Creative Cloud WorkStation, Dominic moved the staff PC and the 3D Printer to the new location.



3D Printer and iCube Staff Desk -relocated to the front of the iCube by Dominic.

Anna B worked on a printable "Heat Transfer Vinyl" project and cut samples with the Cricut.



Heat Transfer Vinyl project sample by Anna B.

Training

- Jeff and Denise attended "GoTo - Introduction to MobilePrint Service, Powered by Princh"
- Jeff and Denise attended "Your library and EZproxy: Facilitating secure, reliable access to your e-resources now and into the future" and "Moving to hosted EZproxy: Our library's experience"
- Anna B, Denise, Dominic and Jeff attended "Staff Q&A with Julie Farkas"

Facilities Report by Keith Perfect –June

In the past month the Facilities Department has closed 3 Facilities Maintenance tickets, 40 Meeting Room Requests/Programs and has updated 354 Periodic Maintenance tickets.

- Two new rolling shelving units were assembled for the Youth Department for storage of games to be used in public areas.
- All non-carpeted floors and stairs were deep cleaned by vendor. The vendor did a fantastic job and the floors look amazing.
- An application of weed killer was performed on the patio along the garden wall and the dead weeds that remained were plucked out and disposed of.
- We have an open ticket for repairs to HVAC Mixing Box #7 with our HVAC vendor. Quotes for the repairs were approved and the vendor is expecting the new parts to arrive soon.
- The re-upholstered furniture was returned by the vendor and placed back into the public areas for patron use.
- The employee Emergency Manuals were updated and are available for staff viewing.
- Our new janitorial company has started their services and are doing a great job!
- The receiving area and meter room were thoroughly cleaned/dusted. (prior to the vendor cleaning and power scrubbing floors)
- The canopy at the staff entrance received its annual wash and rinse.

Information Services Department June Report

News and Notes

- Best wishes to Linda Brewin, Youth Librarian! Linda retired after 15 years of service to the Library. She provided the Fun for Fours and Fives story time and made many eye-catching displays. We hope to see her around soon as a Substitute Librarian.
- Congratulations to Josefa Casas on accepting the position of Technology Assistant. She will begin her new role in August. Josefa has worked at NPL since 2022 as Guest Relations Monitor.
- Summer Reading has begun!
 - 1,050 people attended the Summer Reading Kick-Off party on June 9. Families enjoyed activities such as feeding animals at the petting zoo, pony rides, balloon twister, face painting/glitter tattoos, a DJ led dance party on the patio, getting photos with Mickey Mouse, and decorating book bags and bookmarks to take home.
 - Just over 2,000 people signed up for the Summer Reading Program online through Beanstack this month.



- AAPI Festival highlights
 - Over 800 people attended the 2024 API Heritage Festival
 - The festival was opened by Priya Gurumuthy as our Keynote speaker!!
 - Featured performances by Hoaloha Polynesian Dance group, Michigan Lion Dance, Sakura Japanese Instrumental Group, and Nunmaan Tamil Academy
 - Families enjoyed the Face Painting, Henna, and Trivia Activities as well as our bingo activity
 - Many thanks to Dear Asian Youth Novi (DAYN) for all their help and assistance with the festival!



- The DIA Inside | Out Bingo Challenge (6/1 - 10/31) Created in partnership with the Novi Parks and Recreation department. Tasks participants with visiting ten art reproductions around the city, accessing online resources with their library card and attending NPL and City sponsored events. Just under 300 people have signed up online so far!
- IS Librarians spent more than 98% of the overall Collection Budget in FY 23-24! Excellent work, everyone!
- Staff attended committee meetings for iCube, Public Policy, Professional Development Day and Customer Service.
- Staff participated in annual Performance Reviews and Self-Appraisals.

Professional Development

- Simulations - Bouncy Ball Game- Webinar - Emma
- Unattended Children webinar - Anna, Lindsay
- Celebrating LGBTQ+ Stories: New Titles for Pride Month and Beyond webinar - Austin
- Dyslexia and the Bilingual Brain: How Dual Language Skills Enhance Reading and Cognitive Development webinar - Austin
- Resource Spotlight: Ruth Ellis Center webinar - Austin
- Supporting domestic and sexual violence survivors at your library - Jen, Emma
- Weeding Your Collection (ALA) - Jen, Danielle
- Developing the Adult Non Fiction Collection (ALA) - Jen
- Developing the Youth Collection (ALA) - Jen, Danielle
- Developing the Adult Fiction Collection (ALA) - Jen
- Identifying, Understanding, and Responding to Mental Health Crisis Situations in the Library - Jen
- Leveraging the Power of Advocates and the Devil's Advocate in Change Management - Lindsay
- Youth Mental Health First Aid Training - Lindsay
- City of Novi Alice Training 2024 - Jen, Shannon, Austin, Emma, Mary
- IS staff on external committees:
 - Cultural Arts Advisory Board (City of Novi): Mary

- MiYouth: Lindsay
- Mitten Award Workgroup: Emily
- School Library Journal reviews: Emily
- Horn Book Magazine reviews: Emily
- TLN eContent Users Group / digital tech support: Mary
- CSLP Theme and Slogan Committee: Lindsay

IS Staff Outreach

- Preschool Outreach at Novi Woods Montessori, Goddard, KinderCare, and Little Birds Montessori – Emily
- Senior Outreach at Waltonwood, StoryPoint, Lakes of Novi, Meadowbrook, Brookdale - Emma
- Novi Mental Health Alliance meeting – Emma
- ABWA Monthly Meeting – Emma
- Network B4 Nine event with Novi Chamber – Hillary, Jen
- Pride Month Talk at Fox Run- Julie, Austin, Emma
- City Superhero Showcase - Taylor, Dana
- Novi Chamber Ribbon Cuttings (x2) - Jen

Adult Programs

- Japanese Conversation Group- 30
- Spanish Conversation Group- 5
- Intro to Crochet- 22
- Summer Songfest- 130
- Juneteenth Celebration- 35
- Knit2gether(2)- 13
- Coming Out as an Ally- 50

Adult Displays

- **Adult Desk Display: Pride Month-Emma**



- **Feature Collection:**
 - Reading Challenge: Read a book with plants/flowers on the cover
 - Pride Month
 - Travel

Youth/Tween/Teen/Family Programs

- API Heritage Festival- 800

- Club Half-Blood - 19
- Magnificent Maple Syrup Presentation with Thornapple Woodlands - 23
- Gardening, Windchime, Birdhouse, Sailboat Grab and Gos - 96 each
- Baby Time (2) – 35
- Tot Time (2) – 73
- Time for Twos and Threes (4) – 191
- Fun for Fours and Fives (4) – 123
- Lego Club – 34
- Chess Club – 31 and 22
- Yoga Storytime (1) - 21
- Patio Storytime - 30
- Summer Reading Kick-Off Party - 1,050
- Dramatic Play Group: Camping - 60
- Summer Reading Program weekly raffle entries - 1,446
- Post Office Passive Program & Display



Youth/Tween/Teen Displays

- **Teen Stop display** – Pride Month
- **Youth Feature Display** – “What Adventure Will You Take?”
- **Youth Desk Display** – Summer Reading 2024 “Adventure Begins at Your Library”
- **New for You Kiosk**
 - **Libraries Are for Everyone:** Summer, National Camping and Great Outdoors Month, National Donut Day, National Best Friend Day, Flag Day, Father’s Day, Juneteenth
 - **Featured Display:** Pride Month



Support Services Department Report by Maryann Zurmuehlen – June

Interim Assistant Director/Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended Management Team meetings.
- Attended weekly SS Department catchup meetings.
- Held a Building Policy Committee meeting on June 10th.
- Attended the TLN Membership picnic on June 14th.
- End of Year Performance Reviews have been completed.
- Attended two SkillPath online seminars on June 20th, 26th, and 27th.
- Attended a Marketing Committee meeting on June 25th.

Circulation & Shelters

- Manager/Supervisor meetings were held the week of June 17th.
- End of Year Performance Reviews have been completed.
- 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.
- End of Year Performance Reviews have been completed.
- Worked on End of Fiscal Year wrap-up, including ordering, processing, cancellations, and budget reconciliations.

Statistics (June 2024)

- **Cards Issued: 339**
- **Items Checked Out (NPL): 60,644**
- **Items Checked Out (LLL): 93**
- **Total Checkouts (NPL + LLL): 60,737**
- **Items Interloaned for NPL Patrons: 4,257 (63 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,668 (194 through MeLCat)**
- **Items Added to the Collection: 1,296**
- **Items Discarded from the Collection: 1,410**
- **Drive-Up Window & Locker Hold Pickups: 13**
- **MAP Checkouts: 59**
- **Online New Card Registrations: 20**
- **Outreach:**
 - **NPL @ Your Door: 9 Mailer Bags / 27 Items**
 - **6 Facilities Visits / 42 Items Provided**
 - **6 Book Discussions / 87 Items Provided**
- **READ Boxes:**
 - **4 Weekly Deliveries**
 - **32 Adult Items Circulated**
 - **417 Youth Items Circulated**

Support Services Statistics 2023-2024													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	373	334	370	548	314	225	279	295	297	337	236	339	3,947
↳ Of Which, Online Registrations Totaled	4	29	18	13	21	17	29	19	4	8	29	20	211
Checkouts (NPL)	67,511	62,374	53,996	52,951	51,559	50,745	58,500	56,253	57,374	54,878	49,149	60,644	675,934
Checkouts (Lakeshore Lending Library)	203	103	96	73	50	54	36	60	73	75	88	93	1,004
Total Checkouts (NPL + LLL)	67,714	62,477	54,092	53,024	51,609	50,799	58,536	56,313	57,447	54,953	49,237	60,737	676,938
Items Borrowed	4,525	4,983	3,985	3,886	3,716	3,439	5,268	4,442	4,354	4,583	4,147	4,257	51,585
Items Loaned	3,728	3,648	3,306	3,636	3,446	3,124	4,208	3,459	3,621	3,586	3,098	3,668	42,528
Hold Pickups (Drive-Up & Lockers)	28	14	15	13	19	19	46	16	20	17	26	13	246
MAP Pass Checkouts	99	77	46	28	12	6	22	22	30	40	44	59	485
Read Boxes	392	453	373	160	0	0	0	0	0	0	787	417	2,582
NPL @ Your Door (# of Bags)	11	13	8	10	7	11	8	11	8	8	7	9	111
NPL @ Your Door (# of Items)	40	30	16	32	10	32	22	28	20	27	20	27	304

Year-to-Year Comparison				Read Boxes						
				May to October Totals						
				2019			2023			
				Youth	Adult	Total	Youth	Adult	Total	
		JUN 2024	JUN 2023							
Cards Issued This Month		339	391	Pavillion	575	91	666	813	115	928
Total Checkouts (NPL + LLL)		60,737	62,081	Rotary	491	74	565	331	30	361
				ITC	778	96	874	881	54	935
				Brookfarm	n/a	n/a	n/a	142	16	158
Items Borrowed	TLN	4,194	4,230	All Combined	1844	261	2105	2167	215	2382
	MeL	63	51							
		4,257	4,281							
Items Loaned	TLN	3,474	3,477	May 1 through October 26, 2023 was our ninth season of Read Box Service in Novi. Due to COVID in 2020/2021 and staffing shortages in 2022, this was the first year the service returned since 2019. We added Brookfarm as a 4th location this year. ITC Park was the most used with Pavillion Shore coming in a close second.						
	MeL	194	119							
		3,668	3,596							

Self-Check Totals 2023-24 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	67,714	44.27%	29,979	8,633	7,030	4,482	9,834
August	62,477	44.65%	27,893	8,474	6,433	3,921	9,065
September	54,092	40.94%	22,143	7,125	4,604	3,384	7,030
October	53,024	42.69%	22,637	7,107	4,770	3,112	7,648
November	51,609	42.13%	21,742	6,528	4,676	2,801	7,737
December	50,799	40.68%	20,665	6,537	4,672	2,544	6,912
January	58,536	45.96%	26,901	8,208	6,195	3,791	8,707
February	56,313	42.63%	24,008	7,733	5,380	3,195	7,700
March	57,447	45.11%	25,913	7,809	5,500	3,461	9,143
April	54,953	42.97%	23,611	7,286	5,118	3,001	8,206
May	49,237	40.41%	19,895	6,708	3,783	2,409	6,995
June	60,737	49.81%	30,253	8,649	6,781	4,215	10,608
FYTD	676,938	43.52%	295,640	90,797	64,942	40,316	99,585

Library Usage									
2022-2023 Fiscal Year					2023-2024 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	26,439	7,468	33,907	1,130	July	35,488	7,105	42,593	1,704
August	26,252	7,248	33,500	1,117	August	24,612	4,137	28,749	1,106
September	22,293	8,056	30,349	1,124	September	25,059**	6,560	56,677	2,099
October	26,053	8,864	34,917	1,126	October	29,335	1,636*	30,971	1,032
November	24,413	9,155	33,568	1,199	November	27,349	6,356	33,705	1,248
December	21,123	7,248	28,371	1,091	December	21,975	7,197	29,172	1,122
January	26,060	7,248	33,308	1,149	January	24,865	7,650	32,515	1,084
February	25,615	7,248	32,863	1,174	February	27,211	6,815	34,026	1,173
March	26,395	7,248	33,643	1,085	March	24,943**	4,721	54,606	1,883
April	24,470	7,248	31,718	1,094	April	28,725**	5,704	63,153	2,105
May	23,598	5,020	28,618	1,022	May	24,053	7,709	31,762	1,176
June	27,140	6,777	33,917	1,211	June	26,941	4,583	31,524	1,126
FYTD Total	299,849	88,828	388,677	1,127	FYTD Total	320,555	70,173	390,728	1,170

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

* Drive-Up sensor battery died for 5 days in October

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

Computer Logins											
2022-2023 Fiscal Year						2023-2024 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,224	46,582	47,806	1,594	269	July	1,128	38,208	39,336*	1,573*	237*
August	1,310	47,479	48,789	1,626	289	August	1,250	44,166***	45,416	1,747*	265*
September	979	45,290	46,269	1,714	266	September	1,025	104,753	105,778	3,918	255
October	1,066	53,634	54,700	1,765	288	October	1,102*	182,259	183,361*	6,112*	292
November	963	51,914	52,877	1,888	263	November	1,021	180,487	181,508	6,723	263
December	883	14,326	15,209	585	253	December	873	116,491	117,364	4,514	247
January	1,027	50,970	51,997	1,793	275	January	430	147,690**	148,120	4,937	286
February	1,043	58,598	59,641	2,130	264	February	1,185	161,577	162,762	5,612	267
March	1,122	32,663	33,785	1,090	294	March	1,199	148,575	149,774	5,165	272
April	1,026	54,630	55,656	1,919	272	April	1,258	169,967	171,225	5,708	286
May	889	44,893	45,782	1,635	274	May	506	160,279	160,785	5,955	266
June	1,077	46,751	47,828	1,771	260	June	1,253	153,389	154,642	5,523	261
FYTD Total	12,609	547,730	560,339	1,629	3,267	FYTD Total	12,230	1,624,543	1,636,773	4,901	3,197

*July, Aug, Oct stats corrected.

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

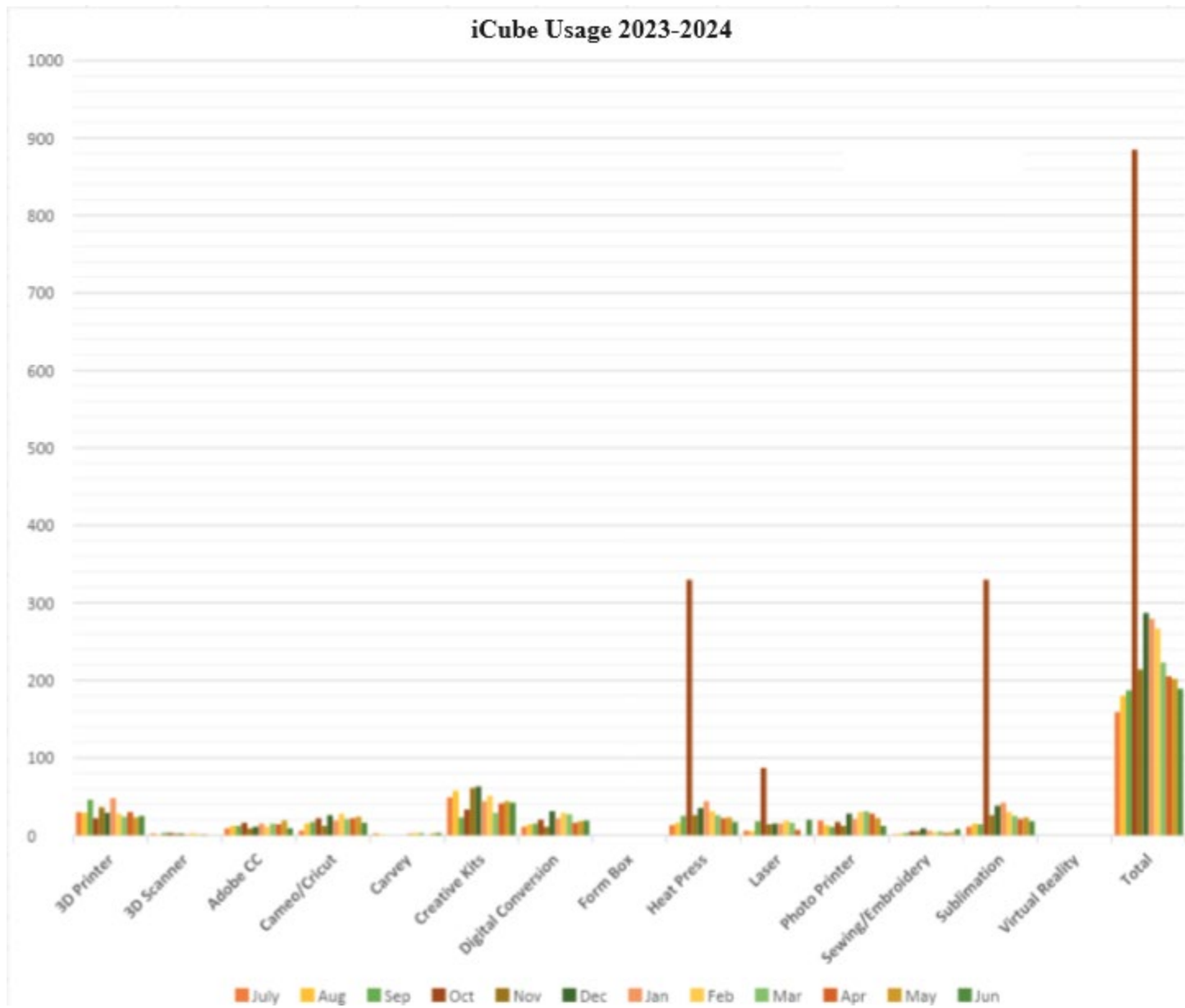
Early Literacy Workstation Usage							
2022-2023 Fiscal Year				2023-2024 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	447	8,742	19	July	612	8,955	14
August	443	8,650	19	August	693	9,007	13
September	342	5,918	17	September	610	6,615	12
October	388	7,418	19	October	724	9,029	25
November	346	6,366	18	November	636	8,190	18
December	343	5,964	17	December	*556	*6540	*24
January	456	9,317	20	January	637	9,309	13
February	388	7,990	20	February	751	10,617	14
March	457	8,727	19	March	743	10,870	15
April	350	5,741	16	April	687	9,805	14
May	278	4,684	16	May	562	7,796	14
June	438	8,276	18	June	767	11,181	15
FYTD Total	4,684	87,799	18	FYTD Total	7,978	107,914	16

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

Stats are now downloaded from the individual AWE workstations.

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

Technology Training Sessions 2023-24 Fiscal Year																
	3D Printing	Cricut/Silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Heat Press	Creative Kits	Virtual Reality	Staff Training	Total Sessions
Jul	30	6	11	19	1	11	2	6	0	2	9	13	49	0	4	163
Aug	29	15	14	13	2	15	1	5	0	1	12	16	57	0	3	183
Sep	46	17	15	11	3	14	0	18	0	3	12	25	23	0	8	195
Oct	22	22	20	17	5	330	0	87	0	3	16	330	33	0	0	885
Nov	36	12	11	12	5	26	0	14	0	2	9	26	61	0	0	214
Dec	29	26	31	28	9	38	0	15	0	2	11	35	63	0	6	293
Jan	48	19	22	21	6	42	2	15	0	1	15	44	44	0	8	287
Feb	28	28	29	30	4	30	3	19	0	3	11	31	51	0	18	285
Mar	24	21	27	31	5	25	3	16	0	1	15	26	29	0	0	223
Apr	30	22	16	28	3	21	0	7	0	1	14	22	41	0	10	215
May	23	24	18	22	4	23	2	0	0	0	19	23	44	0	5	207
Jun	25	16	19	12	8	18	3	20	0	0	9	17	42	0	12	201
Sessions	370	228	233	244	55	593	16	222	0	19	152	608	537	0	74	3351



2023-2024 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	1,947	513	206	20	175
August	2,009	520	221	13	287
September	1,867	535	232	28	436
October	1,916	540	236	17	173
November	1,898	549	240	10	275
December	2,194	616	244	12	241
January	2,445	668	259	17	787
February	2,322	644	265	19	1,262
March	2,612	714	274	24	1,262
April	2,572	707	282	18	505
May	2,558	692	290	21	310
June	2,464	683	298	16	299
FYTD Total	26,804	7,381	3,047	215	6,012

2023-2024 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,017	4,390	9,407	649	111
August	6,724	2,656	9,380	750	123
September	6,400	2,429	8,829	1,081	110
October	6,294	4,438	10,732	2,195	114
November	7,758	2,620	10,378	2,314	124
December	7,952	3,132	11,084	2,461	162
January	8,836	3,499	12,335	2,707	161
February	7,879	3,319	11,198	2,201	118
March	8,774	3,500	12,274	2,536	97
April	7,411	3,358	10,769	1,478	100
May	7,694	3,387	11,081	2,019	108
June	7,270	3,307	10,577	1,679	115
FYTD Total	88,009	40,035	128,044	22,070	1,443

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 2023-2024 Fiscal Year		
	Rentals	Attendees
July	26	390
August	25	443
September	40	859
October	52	1084
November	44	851
December	37	783
January	31	669
February	38	748
March	44	624
April	56	1144
May	36	751
June	36	597
FYTD	465	8,943

FRIENDS OF NOVI LIBRARY

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

I. Call to Order, Roll Call	Sue Johnson
II. Minutes of the 2023 Annual Meeting	Evelyn Cadicamo
III. Introduction of Guests	Sue Johnson
IV. Presentation of gifts to the Library - \$34,570	
V. 2023-24 Accomplishments	Sue Johnson
VI. Adoption of 2024-25 Budget/Wish List	Marilyn Amberger
VII. Election of 2024-25 Friends Board	Julie Farkas
VIII. Installation of new officers	Julie Farkas
IX. President's remarks	Sue Johnson
X. Announcements	
XI. Adjournment	

Friends of the Novi Library Election slate - July 10, 2024

President- Sue Johnson
 Vice-President- open
 Secretary- Evelyn Cadicamo
 Treasurer- Carol Neumann
 Trustees- Marilyn Amberger
 Anne Craig
 Carol Hoffman
 Karen Schubert
 Stephania Tolliver
 Mary Angela Winter

**Friends of the Novi Public Library
Annual Meeting of the Board of Directors
Agenda - July 12, 2023**

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

Present: Evelyn Cadicamo, Sue Johnson, Karen Schubert and Stephanie Tolliver, Mary Angela Winter. Marilyn Amberger arrived late.

Absent: Carol Hoffman.

Guests: Julie Farkas, Library Director, and Mark Sturing, Library Board President. Also, Frank Cadicamo, husband of Evelyn Cadicamo and Don Collum, husband of Sue Johnson.

Minutes of the 2022 Annual Meeting: Evelyn Cadicamo. As there were no additions or corrections to be made, motion was made by Karen Schubert to accept the Minutes as presented; seconded by Mary Angela Winter. Motion passed: 5-0.

Presentation of Gifts to the Library: Sue Johnson. Checks totaling \$29,620 were presented by Sue to the Novi Public Library.

2022-2023 Accomplishments: Sue Johnson. Sue gave us an overview of our major accomplishments this year:

Our big event was the installation of our Friends Giving Tree in the entry way of the Library. The tree was made possible by a donation by a longtime Friend in memory of her husband. The tree is bronze and the 200 leaves are a mix of gold, silver and bronze. Leaves can be imprinted as follows: gold - \$200; silver - \$150, and Bronze - \$100. To date twenty-seven leaves have been purchased for \$4750. The unveiling of the Giving Tree was on May 23rd with a music performance by the Entourage Variety Band and refreshments.

For the 2022-2023 year the Book Nook made \$24,529; internet sales were \$1011, and other book sales were \$36 for a total of \$25,576. As of late our donations have fluctuated. Visitors have been impacted by traffic due to road construction on 10 Mile Road, Novi Road and now Taft Road. We continue working with Tim Yakubov who is selling selected higher-priced books from donations on the internet.

The Book Nook is having an uplift. This includes new chairs, new signage, new book displays, a scanner for pricing books and a new cart. The staff has been working to move all fiction to the left side shelves and make more room for nonfiction. This was made possible by a generous donation from a long time Friend, Joyce Cherf.

Our Friends members have been generous as always. Membership income for 2022-2023 is \$7,055 from 227 members. Donations were \$8,342 and income from fundraising was \$7,016.

Two people joined our board in 2022-2023. They are Mary Angela Winter and Stephania Tolliver.

Here are a few of the highlights for the year:

Toward our goal to include bringing the library to the community:

- We again brought four musical performances by Tola Lewis to area senior facilities including Fox Run, Anthology, Meadowbrook and Rose Senior Living.
- Friends funded children's author, John Schu, to speak at Hickory Woods Elementary on Wednesday, February 1st.
- Funded the music for Summer of Music at Paradise Park for the third year. This was a free event for the community that was again very well attended.
- We mailed two newsletters to our members and sent e-newsletters periodically to share what we were doing with our Friends.

Toward our goal to Inform:

- Sponsored six evening Kaleidoscope programs on various topics including Madelyn Rzadkowsky, Curator Meadowbrook Estate, Natalie LaCroix-Tann of TIPPING POINT THEATRE, Northville, Joel Stone, Curator Emeritus, Detroit Historical Society, Boblo Boats and the Story of Sarah E. Ray, Maybury Farm, and Olga Liskinskyi [Executive Director, Ukrainian American Archives and Museum of Detroit located in Hamtramck.]
- Supported Community Reads bringing author Devorah Heitner, PhD to discuss Keeping Kids Safe, Happy and Healthy in the Digital Age.

Toward our goal to Inspire:

- Held a Volunteer Appreciation breakfast in April to thank all our volunteers and library support staff.
- Hosted a luncheon for the staff and Friends Board during National Library Week.
- Supported Listen @ the Library with performances on Sunday afternoons.
- The Friends purchased two robust computers that will allow iCube guests to use Adobe Creative Cloud with ease. Adobe Creative Cloud features computer software that helps guests edit photos, create videos, design websites, and more!

Toward furthering reading:

- Supported Summer Reading which is open to anyone in the community. We funded the kick-off party in June which brought in 1400 people.
- Supported Raising a Reader to encourage our youngest friends to love books as we do.

Fundraising Events/Donations:

- Participated with Vera Bradley in Twelve Oaks Mall. For a \$5 donation, shoppers received a discount coupon toward their purchase. We made \$102 and received a lovely Vera Bradley bag.
- We brought Broadway to Novi with a performance by Vanessa Carr. The raffle made \$210.

- Joyce Cherf supplied a basket of Michigan items for a drawing in December. For a \$5 donation, an individual received an entry into the basket drawing. We made \$545. Leslie Zeff won the basket.
- In June, Joyce donated a Gardening Basket with items from Farmer John's who gave a 20% discount. We made \$420. Kathy Mutch, our Kaleidoscope series manager, won the basket.
- Several Friends made holiday items and held a Holiday Sale in November in conjunction with the Book Nook putting out their Holiday Books. We made \$1371, \$230 in donations and \$100 in Book Nook sales.
- We made \$685 from the raffle at the 2022 Summer Songfest event. For Summer Songfest 2023 we have one \$500 sponsor: OBrien Sullivan Funeral Home. We received a \$250 gift card from Meijer Northville and a \$150 gift card from Busch's Market. We will hold a raffle at the July 20th Dueling Pianos Songfest event.

Adoption of 2023-24 Budget/Wish List: Sue Johnson. Motion was made to accept the Budget/Wish List as presented by Mary Angela; seconded by Marilyn. Motion passed: 6-0.

Election of 2023 Friends Board: Julie Farkas. Julie introduced and presented the slate of officers. Motion was made to accept this slate as presented by Marilyn; seconded by Stephania. Since there were no additions or changes to be made, the slate was accepted as presented. Motion passed: 6-0. Julie then proceeded to install the new officers.

Remarks by Library Director: Julie Farkas. We were all pondering just what word Julie would present to us as her word for the year. Instead, she posed a question: "Are you familiar with the Band, Journey? She shared the following with us:

A song came on over the weekend when she was thinking about this group and this meeting tonight, and it inspired me to use the word, "journey."

The Friends of the Novi Public Library have taken us on a 60+ year journey that started in 1960, when community members in Novi pulled books from their homes and established our public library. (Imagine those books – different subjects, titles, genres, for many types of readers and personalities being brought together to share!)

Imagine if that journey had not taken place? Where would we be? Where would residents get information and a good read?

Because of all of you, and the amazing group that had the foresight and leadership to create an information getaway and journey for others, we have a well-established class VI library here in Novi. It holds over 150,000 items to check out, offer hundreds of programs annually, connects over 24,000 of our residents directly with the library card, is open and available an average of 60 hours a week and informs, inspires and includes others to explore many reading and informational opportunities every day.

My 15 year journey with Novi Public Library and the Friends has seen significant support of increased programming that offers cultural, recreational and informational connections. We have enhanced our collections from not just print to an explosion of digital options as well.

Technology, especially with our iCube, was introduced. There has always been strong support of our staff for training and recognition and improved spaces and resources.

This year's Friends' journey saw a new memorandum of understanding, an unveiling of a giving tree, upgrades to the youth toy area, new technology in the iCube and continued outreach to our older adult community with programming and NPL at Your Door.

You helped us celebrate National Library Week and many of you engaged in our Strategic Planning process.

In addition, you journeyed to the state level to show how dedicated your giving is to library work and the profession and showed the positive connection and role a Friends group plays with its library and in the community.

What I truly see from this group is that you "DON'T STOP BELIEVING" in the library, in our staff, in the work we do for our community and the purpose we have to be a hub for residents for their international needs and wants.

Thank you for taking us on a library journey that continues to connect people with books, ideas, information and experiences.

Announcements: Sue Johnson. Sue announced that our next Friends meeting would be on **Wednesday, August 9, 2023 at 7 p.m.**

Adjournment: Sue Johnson. There being no further business to transact, Sue adjourned the annual meeting at 7:57 p.m.

Respectfully submitted,

Evelyn Cadicamo

Friends Wish List 2024-2025 (APPROVED by Friends Board 7/10/24)**Friends Wish List 2024-2025**

Wish List Item	Description	Cost
15 th Birthday of Novi Library Bldg.	Celebrate 15 years in the building on Sunday, June 1, 2025	TBD
Senior Community Events (Programming)	Music events at 3-5 locations (winter months Feb/Mar) \$300 ea.	\$1,500
Book Repair Machine (Support Services)	Assists with the repair of books; longevity of a book before replacing	\$1,800
Lakeshore Lending Library (Outreach)	3 Programs (fall/winter/spring) \$500 ea.	\$1,500
Training (Staff)	Staff Training Day on 8/9/24 – speaker fees; lunch	\$2,000
Lending Library Kiosk Upgrade (Services)	Configuration for dispensing of library cards at kiosk	\$2,500
2025 Staff National Library Week Celebration (1 lunch)	Opportunity for the Friends Library Board and staff to get together and celebrate	\$800
Teen Space Signage (Building)	Remove old signage and incorporate a new look of vinyl on the glass (similar to iCube); new name	\$2,500
Pocket Prusa 3D Printer (Technology)	New technology in the iCube; portable 3D technology	\$1,100
Sewing Machines (Technology/Programming)	4 machines to offer sewing classes in the iCube	\$1,150
Phone Charging Locker System (Technology)	For guests to charge their phones at NPL w/safety in mind	\$2,500
	Joyce Churf donation **2 donations of \$8000 and \$5000 received and being held by Friends for youth technology TBD	\$13,000
Accessibility/Special Needs	Joyce Churf donation for programming, collections, equipment	\$5,000
	TOTAL	\$30,350

Annual Library Contributions – 2024-2025

(Pending Annual 2024 meeting)

Summer Reading Program (Adult/Youth)	\$2500
Summer Songfest (Paradise Park & Novi Library – 6 shows@\$600ea.)	\$4600
Battle of the Books (5 th /6 th grade Novi Meadows)	\$500
Community Read/Fox Run author event (3 events)	\$4000
Engage	\$400
Listen @ the Library (Music programs – Tuesday Tunes, concerts) –Vanessa Carr	\$2,000
Raising a Reader/1,000 Books/Reading Challenges	\$1,500
Senior Day @ the Library	\$1,000
TOTAL	\$16,500

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

Friends Fundraisers	Description	Cost
Tea Party	May 2025 – Celebration of Mother’s Day; Brigerton Themed?	TBD
Ladies Night Out	Friday, November 1, 2024 – coordinated with Gail Anderson	TBD

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

May Minutes
Wednesday, May 15, 2024
Novi Library Local History

CALL TO ORDER: 7:05 p.m.

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

ABSENT: NONE

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

APPROVAL OF AGENDA: APPROVED

APPROVAL OF MARCH MINUTES: APPROVED

NOVI HISTORICAL COMMISSION	
2023/2024 Fiscal Year Budget	
General Fund 101	
Display Cabinet Exhibit	\$ 500
Marketing/Brochures/Engage/Shirts/Name Badges	\$ 900
Equipment/Supplies/Office/Upgrades/Repairs/Technology	\$ 9,000 New Micro Film Reader
Program/Speaker Fees	\$ 1,200
Storage Unit	\$ 2,900
Acquisition (Books/Materials/Subscriptions)	\$ 1,500
Conference/Continuing Education	\$ 1,200
Legal Fees	\$ 500
Special Projects	\$ 4,000
Examples: (Villa Barr, Photography, Veterans Sign, Oral Histories, City/Community Events, Motor City Marker)	
Total:	\$ 21,700

Treasurer's Report: APPROVED – Budget was spent on Motor City Markers (\$600) as well as badges for new Commission members. Expenses were also approved for stickers and other expenditures for the Superhero Showcase. Two Villa Barr books were sold for \$40 that will be added to the budget.

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

Mon., May 20 (6 – 8p.m.): Kelly Kasper and Randy Van Wagnen

Mon., June 3 (12 – 2p.m.): Sharon Larson and Debbie Wrobel

Mon., June 17 (6 – 8p.m.): Kelly Kasper and Kim Nice

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

Librarians and Public Library Association: Rae shared information about a company called TheirStory (TheirStory.io). The company has created a platform to collect, preserve and publish oral histories. As the Commission continues to collect more oral histories, this company could help produce the pieces for long term preservation.

General Reminder: Should any Commissioner need anything from the Novi Library, please work through Rae. She is our library liaison and is our main point of contact.

May Program: Nearly 80 people are registered for the May historical commission program: “Titanic: Survivors, Victims & Legacies.” In addition to the large number of attendees for the program, there have been many people complimenting the display case promoting the program.

Microfilm Reader: The commission will vote on the new microfilm reader at the June meeting. Rae will, once again, present the information about the options for consideration.

June Historical Commission Meeting: The June meeting for the Novi Historical Commission is scheduled for June 26th as the library is closed on June 19 in observance of Juneteenth.

DISCUSSION ITEMS:

Upcoming Historical Programs:

- Thursday, May 16, 2024 – Survivors, Victims & Legacies
- Monday, June 10, 2024 – History of Detroit Coney Island

Kim Nice asked the Commissioners to think about any recommendations for changing office hours. If the Commission decides to change office hours, Rae will need to know by August.

Program Update: The April program was moved to June 10 because the speaker is having surgery. Kim is working with Novi Coney Island as a partner for the June event. The Novi Public Library will have a free raffle for two gift baskets at the event. Kim also mentioned that any speakers looking to sell books at a Historical Commission program, 10 percent of the sales has to be given to the library.

Villa Barr Book Sales: Kim would like to investigate the opportunity to put a Villa Barr book display at the front desk to help create awareness for the book. Kim also asked Commissioners to think of additional ideas on where the book should be sold.

City Superhero Showcase: Kelly and Randy presented a plan to have kids do a scavenger hunt with five questions about the city of Novi on it. The kids will have to scan five different historical landmark images via a QR code to learn about what it is and answer the question. Candy bars will be given to those finishing. Coloring pages will be offered to younger kids.

2024-2025 Speaker Series: Three programs have been booked for the 2024-2025 speakers series. They are:

- September 26 – Guardians of Michigan
- October 22 – Haunted Program
- November 14 or 21 – Great Lakes Storms of the Century
- March 20 – Belle Isle

Kim, Sharon and Debbie will continue to build out the series and provide an update at the next meeting. This includes a potential Abraham Lincoln re-enactor.

ONGOING PROJECTS:

Document Donation Day: Document Donation Day will take place from 1- 3 p.m. on Saturday, May 18 inside the Local History Room. Rae Manela will support the event and provide Commissioners with deeds of gifts. Kim Nice and Debbie Wrobel will also support.

Tombstone Images: Kim worked with Julie Farkas to figure out the best way to pay the members of the Novi Photography Club interested in helping take images of the Novi Road cemetery tombstones.

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

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

NEXT MEETING: Wednesday, June 26 at 7 p.m.

ADJOURN: 8:27 p.m.

LIBRARY BOARD COMMITTEE REPORTS

1. Policy Committee – No Meeting held GOALS

1. Continued review of public policies



Reviewed by Staff Public Policy Committee on 6/12/24; Reviewed by Customer Service Committee

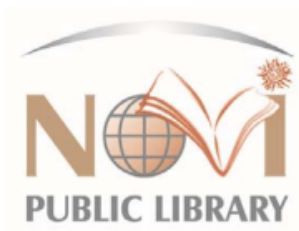
CUSTOMER SERVICE POLICY

The Library will use the following quality standards as the operating priorities to guide the consistency of our customer service. These quality standards will provide parameters for making quality decisions when delivering service. They will also provide support for the Library's Mission, ~~Motto~~, Values and Vision Statements.

- We will be ~~approachable, friendly,~~ **welcoming, compassionate** and respectful in all of our professional encounters.
- We will provide prompt, responsive and resourceful services.
- We will be attentive and helpful while providing accurate information.
- We will provide a ~~convenient and uniform~~ **consistent and equitable** experience with accessibility for all **patrons**.
- **We will make an effort to listen to and understand all patrons.**
- **We will demonstrate patience and make a reasonable effort to assist with all patron inquiries that fall within the scope of the services we provide.**
- We will ~~maintain~~ offer a **safe**, clean, organized and ~~comfortable~~ **inviting** environment for ~~people~~ **patrons to enjoy**.

Approved by the Novi Public Library Board of Trustees: May 23, 2019

Amended: July 25, 2024



Policy

PUBLIC

P23: Customer Service

The Library will use the following quality standards as the operating priorities to guide the consistency of our customer service. These quality standards will provide parameters for making quality decisions when delivering service. They will also provide support for the Library's Mission, Motto, Values, and Vision Statements.

1. We will be approachable, friendly, and respectful in all of our professional encounters.
2. We will provide prompt, responsive, and resourceful services.
3. We will be attentive and helpful while providing accurate information.
4. We will provide a convenient and uniform experience with accessibility for all.
5. We will maintain a clean, organized and comfortable environment for people to enjoy.

Approved: May 23, 2019

Signed:

A handwritten signature in black ink that reads "Melissa Agosta". The signature is written in a cursive, flowing style.

Melissa Agosta
President
Novi Public Library Board of Trustees

2. HR Committee – Meeting held: July 12, 2024

Committee reviewed all the changes/edits for the HR Manual that were submitted by Trustees. Staff Committee met on July 16th for one more final review. Final HR Manual was sent separately to Board Members on Friday, July 19th to review prior to the July 25th Board meeting. The HR Manual will be approved as a full manual. HR Specialist, Kristen Sullivan, will attend the July 25, 2024 meeting address any questions prior to the approval.

HUGE thank you to the staff committee for all of their hard work and dedication to this extremely large project: Kristen Sullivan, Lindsay Gojcaj, Kristin Abate and Kristen Malzahn

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.

Policy	Question/Recommendation	Response
Org. Chart	I suggest removing the Library Director and Board from the Aqua section. Secondly, I would find a position in the "light green" area for The Library Network (Now in the Red section.) It should be noted under our IT operation, catalog and library card management is dependent upon TLN for operational services. (BB) After meeting with the Library's internal HR Committee, we have moved "Volunteers" under "Admin" in the aqua section.	Library Board and Director have been removed from the aqua section.
Terms of Employment	Limitation's paragraph: Has it been approved by legal? (BB)	Yes, this addition was recommended by the attorney.
Breaks	How long do employees have to work to get a 15-minute break? (LB) (BB)	Edited to add: "All employees working a minimum of 4 hours are entitled to one 15-minute paid break."
Breaks	How long do employees have to work to get a 30-60 minute break? (MS)	Any employee can take a 30-60 minute unpaid lunch break, regardless of shift length. If they choose to take this break, they would increase their shift length to accommodate this break.
Breaks	If employees forego taking the unpaid 30-60 minute break, will they get paid overtime? (LB)	No, they would not receive overtime pay. A full-time employee would be scheduled for 8 hours if they choose not to take a break and 8.5 hours if they choose to take a 30-minute unpaid break.
Code of Ethics and Conflicts of Interest	Why is the confidential information statement deleted? Is it elsewhere in the policy manual? (LB) Elimination of "Officials" including the board from this section... was this a suggestion of our legal representation? (BB) Is "Consultant" description needed? (MS)	Yes, the disclosure of personal and confidential information is discussed in the "Information Technology Usage" policy. This was removed during the initial meeting of the HR Board Committee, due to the fact that this employee manual does not govern the Board. "Consultant" definition has been removed.
Code of Ethics and Conflicts of Interest	Under "Prohibition Against Unauthorized Compensation": "A Library official employee who is running for public office may not accept campaign contributions from Library consultants or utilize any Library resources in connection with an election for public office." Not sure this is legal? (MS)	This policy has been reviewed by the attorney.
Disciplinary Action	On the page titled DISCIPLINARY ACTION, the wording is awkward. For me, the problem lies in the use of the word assist. I believe the phrasing should be either "to help the employee understand" or "to assist the employee with understanding." Also, while I understand the sentiment, I don't believe that the phrase "opportunity for improvement" should fall under disciplinary action as an employee should not be disciplined if they are not doing something that needs correcting. (KH)	Edited: The primary purpose for progressive discipline is to assist the employee in understanding to understand that a performance problem or opportunity for improvement exists.

Policy	Question/Recommendation	Response
Disciplinary Action	<p>Bullet point #3 is unclear. Is it an additional step or an alternative to #2? Would it be a written report of the same verbal warning in step #2 or a second verbal warning with the addition of a written report? (KH)</p> <p>After meeting with the Library's internal HR Committee, the following bullet point has been added to the policy: "Place the employee on a performance improvement plan that details the performance problem and the steps that must be taken to reach an acceptable performance level." POLICY ADDED</p>	<p>Edited to combine #1 and #2: Verbally reprimand the employee for poor performance and provide a written report of the verbal warning in the employee's file, in an effort to improve employee performance.</p>
Discrimination		
Dress Code	<p>Under "Don'ts": Visible body parts related to neckline and above and below the waist" - confusion on the meaning of this? (MS)</p>	<p>Edited to: •Visible undergarments •Visible body parts related to neckline and above and below the waist •Tank tops, halter tops, low-cut or cropped tops, spaghetti straps or strapless tops unless worn under a jacket, sweater or covering •Baseball caps, visors, hats, and head coverings, unless they are being worn for library programs, cultural, medical or religious reasons •Shorts •Skirts or dresses hitting above the knee</p>
Drugs and Substance Abuse	<p>Has legal reviewed our statement for current employee policies to administer a test? (BB)</p>	<p>Yes, this policy has been reviewed by the attorney.</p>
Emergency Closing	<p>Under "Staff Schedules and Compensation": Social media notification? (MS)</p>	<p>We do post closures on social media, however, we have an internal procedure for notifying staff directly of closures and ask that staff wait for confirmation of closures from a Manager.</p>
Employee Donation of Benefit Time	<p>Is "Administration" a defined term? (MS)</p>	<p>For clarity, all mentions of "Administration" have been changed to "HR Specialist".</p>
Employment of Relatives	<p>Is the phrase "as defined below" necessary? (KH)</p> <p>This policy still includes "trustees" where the Code of Ethics policy removed "trustees". It seems that "trustees" should be included in both or excluded from both. Was this a suggestion of legal representation? What about the case where an employee may have a job, and City Council adds a relative trustee. Is the trustee candidate expected to fill out a disclosure form? (BB)</p>	<p>Edited to remove "as defined below"</p> <p>After reviewing with the HR Board Committee, the decision was made to leave "Trustees" in this policy, as a disclosure would be necessary to avoid any conflict of interest.</p>

Policy	Question/Recommendation	Response
FMLA	On pages five and seven of the section titled FAMILY AND MEDICAL LEAVE A	Paragraph 3 under "Employee Notice Requirement" (page 5) has been removed as the information is already covered under the "Return to Work/Fitness-For-Duty Certification" section (page 7).
Prohibited Harassment (Now titled "Harassment")	<p>After meeting with the Library's internal HR Committee, the decision has been made to remove the word "Prohibited" from the title of this policy.</p> <p>On the page titled PROHIBITED HARASSMENT, is the removal of DISCRIMINATION a legal decision? (KH)</p> <p>On the following page, should the word DISCRIMINATION be removed from the separate signature page? (KH)</p> <p>Suggestion by (MS)</p>	<p>Yes, the attorney advised us to separate our Discrimination and Harassment policies.</p> <p>The entire form has been removed from the handbook and will be given separately during onboarding. The new form is titled "Discrimination and Harassment".</p> <p>First paragraph of the second page edited to add "any member of If, for any reason, the employee or applicant feels that they he or she cannot report the alleged violation incident(s) to the Director, the employee or applicant shall should report the alleged violation incident(s); in writing, to any member of the Library Board HR Committee.</p>
Hours of Work	(KH) Beginning on the page titled HOURS OF WORK, I noticed that in a number of places, the word <i>manager</i> was used when previously it appeared that the intention was to use <i>Manager/Supervisor</i> . I am unclear if that is different in particular areas or if <i>Manager/Supervisor</i> is preferred throughout the document.	<p>Edited to "Manager" in this policy</p> <p>Explanation: Some employees have a direct supervisor with a department manager above the supervisor. Other employees report directly to a department Manager. When "Manager/Supervisor" is used, the employee may get approval from the person they report directly to (whether that be a Manager or Supervisor). When "Manager" is used, the employee must get approval from the department Manager, even though they may directly report to a supervisor under that department Manager.</p>

Policy	Question/Recommendation	Response
Hours of Work	<p>After meeting with the Library's internal HR Committee, we have added the following to the "Hours of Work" policy under "Late Arrival": "If an employee will be late for their scheduled shift, they must notify a Manager, Supervisor or the HR Specialist by calling the staff phone line. Employees who arrive more than fifteen (15) minutes late for their scheduled shift will be expected to use benefit time or adjust their shift length to make up for the missed time. Consistent tardiness may be cause for disciplinary action."</p>	<p>Edited to remove "Novi Public"</p>
Information Security Policy	<p>On the page titled INFORMATION SECURITY POLICY, "Novi Public" was left in when it appears to have been removed throughout the rest of the document. Perhaps that is because it is referring to the circulation desk staff rather than the employer, so it was intentional? (KH)</p> <p>"No credit card payments may be accepted via phone" ??? (MS)</p> <p>On the page titled Personally Identifiable Information, should the title be in all caps for consistency? Also, for these issues, should volunteers be included, or is there a separate document for volunteers? In addition, on the second page, there are whole sections that use you instead of the employee. (KH)</p>	<p>This statement was taken from the City's PCI Security Policy and allows for Payment Card Industry (PCI) compliance.</p> <p>This is a section heading under the "INFORMATION TECHNOLOGY USAGE" policy, so it's not in all caps Volunteers are not given access to Personally Identifiable Information, so they are not included in this policy Edited to change all uses of "you" to "the employee"</p>
Jury Duty	<p>I assume that the employee gets to keep the mileage payment from the court, but has to turn over the jury duty payment. It's not real clear. (LB)</p> <p>This policy states that an Employee needs to offer two weeks advance notice. Is this the date upon which they were called? For example, have been chosen for a civil jury in the past and the court case started that afternoon and the next day. If I hadn't been selected, I would have been sent home. How is it envisioned that this policy works? Typically the juror only has control over the selection process, not the court process. (BB)</p>	<p>Yes, the policy has been edited to read: "Keep the money that was issued to the employee for mileage. Write a check payable to "Novi Public Library" for the remaining amount."</p>
Non-Emergency and Emergency Procedure	<p>Is this procedure posted somewhere else in the library for employees? I understand it's not a policy so I assume they are advised in another manner. (LB)</p>	<p>Edited to read: "An employee must notify advise-your-Department-Head their Manager immediately when you they become aware of the will need to miss work be off for jury duty at least two weeks in-advance."</p> <p>Yes, this is included in the Library's Emergency Manual.</p>

Policy	Question/Recommendation	Response
<p>Open Door</p>	<p>(KH) On the page titled OPEN DOOR, under Step 1, a little more clarity on the time frame may be helpful. Is it within 10 days of the initial incident, of the discussion with the Manager/Supervisor?</p>	<p>An employee having a concern related to the employee's employment with the Library should shall first discuss the matter with their Manager/Supervisor Department Head. If not resolved at that time, the employee should shall advise the Director in writing of the concern within ten (10) calendar days of the initial discussion.</p>
<p>Payroll</p>	<p>Questions about/edits to "Payroll Deductions and Errors" section (MS)</p>	<p>First sentence edited to add "insurance premiums": The Library's payroll is administered by the City of Novi Finance Department. The City will deduct from the employee's gross pay: insurance premiums, federal and state income taxes, social security taxes, back taxes, garnishments (including child support) and any other deductions required by law.</p> <p>Last sentence of first paragraph: "Improper deductions from salaries of exempt employees will not be made" was added at the recommendation of the attorney because it is required by the FLSA to protect against loss of exempt status for salaried employees.</p> <p>Last sentence of second paragraph edited to read: If the error has been made by the City, they will attempt to adjust the error immediately. If the error cannot be adjusted immediately, it will be adjusted as soon as possible. not immediately, then no later than the next pay period.</p> <p>Yes, this has been edited.</p>
<p>Performance Evaluations</p>	<p>On the page titled TIMEKEEPING, should "designated manager, supervisor, or director" be capitalized for consistency, or are they intentionally different in this case? (KH)</p> <p>On the page titled Performance Evaluations, should this title also be in all caps for consistency? How are employees encouraged to respond? In writing, in person? Also, I am unclear on the language at the end of the main body paragraph. What is the Manager/Supervisor determining? The 30 days? Does the last paragraph refer to an increase in pay? (KH)</p>	<p>Employees may respond to feedback in whatever way they prefer (in writing or in person)</p> <p>"Determined by the Manager/Supervisor" removed</p> <p>Last paragraph edited to read: An employee who has been employed less than six months will not receive an annual evaluation and is not eligible for a pay increase.</p>

Policy	Question/Recommendation	Response
Personal Business Time	On the page titled PERSONAL BUSINESS TIME, the language in item C is awkward. I suggest the following: "Personal business time will be authorized only for those items which cannot be done except during normal working hours and will be by permission only. The employee must submit a written request for personal business time through their Manager/Supervisor at least twenty-four (24) hours in advance, except in cases of emergency. If the Manager/Supervisor is not available to grant an immediate request, such time may be granted by the Director." (KH) Under letter D, is "sick leave bank" correct? (MS)	Edited to the suggested wording. Yes, personal business time rolls over into the employee's "sick time" bank at the end of the calendar year.
Personal Leave of Absence Without Pay	On the page titled PERSONAL LEAVE OF ABSENCE WITHOUT PAY (Non-FMLA), there is the Manager/Supervisor question. For item 6, when asking the employee to notify the Library, would it be clearer to identify a particular person or office? The Director? HR? Manager/Supervisor? For item 10, is there a consequence if the employee engages in outside or supplemental employment? Termination? Voluntary resignation? (KH)	For clarity, item 6 has been edited to "their Manager" instead of "the Library". Item 10 has been edited to read: "An employee on a leave of absence under this Policy must shall not engage in any outside or supplemental employment. Engaging in outside or supplemental employment will be considered a voluntary resignation of employment."
Personnel Files and Release of Information	Has legal approved the list of exceptions to what employees are allowed to see	Yes, the attorney has reviewed this policy in full, including the listed exceptions.
Personnel Files and Release of Information	On the second page of the section titled PERSONNEL FILES AND RELEASE OF INFORMATION, is there a reason that only dates of service and title of position are given in response to requests for references? (I'm personally just curious about this one.) (KH)	The Library chooses to give only the position and dates of service of previous employees to limit any potential liability involved in providing references.
Retirement Plans	Section under the uniform defined contribution 401A plan second bullet point. I believe this should say employer.	Yes, this has been corrected.
Rules of Conduct	On the page titled RULES OF CONDUCT, can the language be tweaked for consistency? I suggest instead of "Conduct yourself in a professional manner" be changed to something like "Maintain professional conduct" and instead of "do not impede productivity" to "prioritize productivity." Also, I suggest that the last sentence of the paragraph following the bullet points should read something like "Employees should direct any questions or concerns to a Manager/Supervisor/HR Specialist, who will investigate the matter." (KH)	Edited to read: " Maintain professional conduct" and "Keep personal conversations to a minimum and prioritize productivity" Employees should direct any questions or concerns to a Manager, Supervisor or HR Specialist, who will investigate the matter. which are required to be investigated and followed up on

Policy	Question/Recommendation	Response
<p>Safety, Injuries and Worker's Compensation</p>	<p>In the second paragraph, the sentence that starts with 'An employee (the word shall is crossed out) and the rest of the sentence doesn't make sense. (LB)</p> <p>On the page titled SAFETY, INJURIES AND WORKER'S COMPENSATION INSURANCE, I would suggest the following edit for clarity in item A: "An absence of more than seven (7) days that is a result of a work-related illness or injury will be coordinated through the City of Novi's worker's compensation insurance carrier." Also, I am curious why the last sentence of it B is being removed. Is it covered under Michigan's Worker's Compensation Act?</p> <p>Under job postings number three and elsewhere in this section there's a phrase that says 'unless internal posting'. What does that mean? I think it needs to be clarified. (LB)</p> <p>Under separation notice requirements-doesn't health insurance run until the end of the month in which the employee is terminated or resigns? I have always heard that it runs till the end of the month not the day you leave. (LB) (MS)</p> <p>On the fourth page of this section, under item F, is it a separate notice or a separation notice? (KH)</p>	<p>Corrected to: "An employee must..."</p> <p>Item A edited to "An absence of more than seven (7) days that is a result of a work-related illness or injury will be coordinated through the City of Novi's worker's compensation insurance carrier."</p> <p>Last sentence of item B was removed at the recommendation of the attorney.</p> <p>Edited to remove "unless internal posting"</p> <p>Edited to read: "Health insurance coverage continues only through the last day of the month during which the employee's separation occurs, ceases on the day of separation from employment unless the employee elects COBRA. The separated employee will be provided with information regarding their rights for continuation coverage under COBRA. has-30-days-within-which-to-elect-COBRA-and-to-make-the-first-monthly-payment."</p>
<p>Selection and Separation</p>	<p>The item that was numbered 4 is unclear to me. Should the word grant be inserted before "additional work hours to current staff members?" (KH)</p> <p>Management and Director positions require 4 weeks notice and is ineligible for rehire. Was a bit surprised regarding the 4 week notice. I assume the only recourse is ineligibility for re-hire. (BB)</p>	<p>Number 4 edited to read: "The Library may grant work assignments..."</p> <p>Edited to read: "It is requested that all employees give a minimum of two (2)-weeks' notice prior to separation. Employees in Director/Management positions are requested to provide a minimum of four (4)-weeks' notice prior to separation. If an employee provides less notice than is recommended, the employee may be deemed ineligible for rehire."</p> <p>Explanation: We request that employees give a 2-4 week notice (depending on position). In cases, where that notice is not given, it may affect eligibility for rehire.</p>

Policy	Question/Recommendation	Response
Selection and Separation	Question about the 10-day period (MS)	Edited to "10-day posting period." We recommend a 10-day posting period for all job postings but have included "or approved timeframe" so that the decision can be made to shorten or lengthen that posting period if necessary.
	Editing suggestions under the "Job Postings" section, #6 (MS)	Edited to read: "In the event that not we do not receive enough qualified applications are received to schedule interviews, Library Administration will contact the Hiring Manager to determine an adequate timeline for reposting, including a closing date."
Social Media	Who is "Library Administration" referring to? (MS)	All mentions of "Library Administration" have been replaced by "the HR Specialist"
	On the page titled SOCIAL MEDIA, should the word <i>discrimination</i> be removed for consistency?	We have now added a Discrimination policy and left any mentions of discrimination in the other policies.
Volunteers	On the second page of the section titled VOLUNTEERS, should the volunteers notify a particular person if they will be absent? The Library feels vague. (KH)	Edited to read: "Volunteers are expected to arrive at the Library in time to begin work as scheduled or notify their volunteer coordinator the Library if they will be absent."
	Regarding Court Offenders and Community Service requests...Do we have examples as the type of offenses we typically get? Are some offenses (i.e. thefts) not given consideration for libraries? Is there an interview / review process?(BB)	Background checks are done on all volunteers, including court offenders/community service volunteers. The Library Director makes final decisions on who will be allowed to complete community service hours at the Library, after taking the offense into account. There is no official interview/review process. The individual completing the community service receives a letter detailing the number of hours they completed and the type of work they engaged in during their community service. This is forwarded to the individual as well as the officer overseeing their community service.
	(BB) In the volunteers section, Dress code, Hygiene and acceptable expectations were eliminated from the policy. In the case of Volunteers, they are essentially temporary employees. I assume they are not handed an employee handbook discussing behavior. If these sections are struck, how do we establish expectations for the volunteers? How is some of this communicated to our volunteers?	To establish and communicate expectations, Library volunteers are given copies of the Volunteer, Dress Code and Rules of Conduct policies.

Note: Final draft will be reformatted for consistency in capitalizations, headings, spacing, etc.



3. Finance Committee – Meeting held on 7/18/24

GOALS

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

Notes from 7/18/24 Committee meeting:

- Reviewed current language for the Library's donation brochure in relation to donations being made through the Friends of the Library.

Butterfly Garden Wall

The Library invites book lovers to donate as a way to honor books well read by the community. Give this unique and lasting gift and donate for yourself, in memory or in honor of a loved one.



<p>Small (3.6" w x 2.9" h) \$100.00 Includes engraved name</p>	<p>Large (6" w x 5.8" h) \$175.00 Includes engraved name & book title</p>
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Giftng For YOUR Benefit

Make a Qualified Charitable Distribution (QCD) to the **Friends of the Novi Public Library** from a pre-tax retirement fund and enjoy tax savings.

Are you 70.5 years or older? Use a pre-tax retirement fund to make a tax free gift to the Friends, a **501(c)(3) Nonprofit Corporation**. Transfer any amount up to the lawful limit directly to a qualified charitable organization, like the Friends, without paying income tax on the donation by reducing your Required Minimum Distribution (RMD), if applicable.

Benefits include:

1. See the difference you are making **TODAY**.
2. You can reduce your taxes.
3. If you are required to take a Required Minimum Distribution (RMD), you can use your gift to satisfy all or part of your RMD obligation.
4. Leave a **LEGACY**.

For more information, contact Library Director, Julie Farkas, at jfarkas@novillibrary.org or 248-869-7233.

The Friends of the Novi Public Library does not provide legal or tax advice. Please consult an attorney or tax advisor.

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

GOALS

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

5. Strategic Planning Committee – No meeting held

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

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

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

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

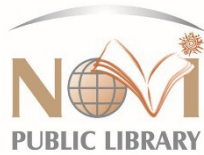
8. DEI Committee – Meeting scheduled for: 7/9/24 was postponed

Library Staff is currently reviewing the draft of DEI definitions.

GOALS

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

COMMUNICATIONS – N/A



Library Board Calendar

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

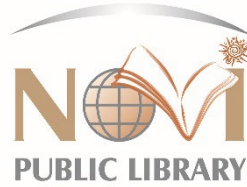
2024

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

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

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

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



LIBRARY CLOSINGS 2024

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

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

LIBRARY BOARD MEETINGS

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

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

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

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



LIBRARY CLOSINGS 2025

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

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

LIBRARY BOARD MEETINGS

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

Except: March 20th due to Director conflict: Nov. 21st, Dec. 19th – due to holidays (3rd Thursday)

Approved: June 27, 2024