



Agenda

Novi Public Library Board of Trustees
 Thursday, November 21, 2024
 at 7:00 p.m.
 Location: Novi Public Library

Mission: Cultivate Learning, Inspire Creativity, Foster Inclusivity

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

Call to Order by President, Mark Sturing

Pledge of Allegiance

Roll Call by Secretary, Kat Dooley

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

Approval of Agenda.....1-3

Consent Agenda

- 1. Approve Minutes of: October 24, 2024 - Regular Board Meeting4-10
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#644) 11-14

Presentations

- 1. Novi Historical Commission Annual Report by Rae Manela. Library Liaison and Kim Nice, ChairN/A
- 2. 2023-2024 Annual Report Presentation by Dana VanOast, Communications Manager – documentation will be provided at the meetingN/A

Public Comment

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

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

Reports

- 1. Student Representatives Report –October 2024 15-16
- 2. President’s Report (Mark Sturing)- MLA Legislative Update 17-18
 - A. 2024-2025 Board Committee Assignments 19
- 3. Treasurer’s Report (Brian Bartlett)
 - A. 2024-2025 Library Budget Fund 27120-22
 - B. 2024-2025 Contributed Fund Budget 27223
 - C. Financial Report October 2024.....24
 - D. Library Fund 271 Expenditure & Revenue Report as of October 24, 2024..... 25-28

E. Library Fund 272 Contributed Fund as of October 24, 2024.....	28-29
F. Balance Sheets for Funds 271 and 272 as of October 24, 2024.....	30-31
4. Director's Report (Julie Farkas)	32-36
A. Information Technology Report (Jeffrey Smith)	37-40
B. Facilities Report (Keith Perfect)	40
C. Information Services Report (No Dept. Head at the Time)	41-43
D. Marketing and Community Promotion (Dana VanOast)	44
E. Support Services Report (Maryann Zurmuehlen)	45
F. Library Usage Statistics.....	46-54
G. Friends of Novi Library – 11/13/24 Agenda; November 2024 newsletter.....	55-56
H. City of Novi Historical Commission – 9/18/24 Minutes.....	57-58

Public Comment – see language above to be recited

Committee Reports

- Policy Committee:** Review current public policies for the Library
 (Chair: Sturing, Bartlett and Gawalapu, Staff Liaison – Julie Farkas)
 - No Meeting HeldN/A
- HR Committee:** Review HR Policies for the Library, Director Review & Goals
 (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)
 - No Meeting heldN/A
 - Revision to Breaks Policy 60-61
- Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)
 - Meeting held on October 31, 202462
- Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 (Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)
 - Meeting held on 11/11/24..... 62
- Strategic Planning Committee:**
 (Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Hillary Hentschel, Info Services)
 - No Meeting heldN/A
- Building & Grounds Committee:**
 (Chair: Gawalapu, Sturing, Halvangis (Staff Liaison – Julie Farkas)
 - No Meeting heldN/A
- Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
 (Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)
- DEI: Diversity, Equity and Inclusion Committee**
 (Chair: Dooley, Crawford, Halvangis (Staff Liaison – Julie Farkas)
 - No Meeting heldN/A
 - 2nd Draft review of DEI Statement and Definitions for NPL..... 63-64

Matters for Library Board Action

- 1. Revision to HR Breaks Policy.....60-61
- 2. 2nd Draft review of DEI Statement and Definitions for NPL.....63-64

Communications

- 1. Thank you letter from ABWA – Novi Oaks Charter Chapter Re: Donation.....66-67

Closed Session

- 1. N/A

Adjournment

Supplemental Information

- Library Board Calendar 2024.....68
- Library Board Calendar 2025.....69
- Library Closings 202470
- Library Closings 202571

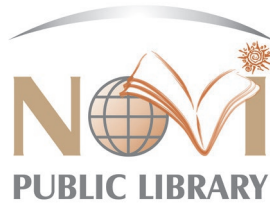
2024 Future Events:

- 11/20/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **11/21/24: Library Board Trustee Meeting at 7pm, Novi Public Library – 3rd Thursday, due to holiday**
- **11/22/24: Library CLOSED at 5pm, Evening of Appreciation for Library Staff**
- **11/27/24: Library CLOSED at 5pm**
- **11/28/24: Library CLOSED Thanksgiving Day**
- **11/29/24: Library CLOSED**
- **11/30/24: Library CLOSED**
- **12/1/24: Library CLOSED**
- **Friends of Novi Public Library – No Meeting in December 2024**
- 12/18/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **12/19/24: Library Board of Trustees Meeting at 7pm, Novi Public Library – 3rd Thursday, due to holiday**
- **12/23/24: Library CLOSED at 5pm**
- **12/24/24: Library CLOSED Christmas Eve**
- **12/25/24: Library CLOSED Christmas Day**
- **12/31/24: Library CLOSED New Year’s Eve**
- **1/1/25: Library CLOSED New Year’s Day**

Cultivate Learning. Inspire Creativity. Foster Inclusivity.
45255 W. Ten Mile Road, Novi, MI 48375, Telephone: 248-349-0720
<http://www.novilibrary.org>

MINUTES

Initial Draft



**Library Board of Trustees – Regular Meeting
Initial Draft – MINUTES
October 24, 2024
Novi Civic Center, Council Chambers**

Call to Order by President Mark Sturing

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Kat Dooley

Library Board – 6 board members were recorded present

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

Student Representatives

- Alexandra DeMore
- Alyna Dohadwala

Library Staff

- Julie Farkas, Director
- Amy Crockett, Recording Secretary

Approval of Agenda.....1-3

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

Motion passes – 6-0

Consent Agenda

1. Approve Minutes of: September 26, 2024 Regular Board Meeting.....4-12
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#643).....13-15

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

Motion passes – 6-0

Presentations

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

Director Farkas: MSU Federal Credit Union opened a branch in Novi this month. She and President Sturing attended the grand opening. The credit union reached out to the Library as they were preparing to open, wanting to give a donation to support the community. Their sponsorship will go toward programming, outreach, the iCube Makerspace and a new unique community art piece at the Library over the next year.

Ian Duncanson: Expressed excitement at the credit union expanding into the area and joining the Novi community. Said they are truly committed to giving back to the community. They also have free financial workshops available on their website. Also mentioned that anyone in the state of Michigan can open an account through MSUFCU.

Trustee Sturing: Thanked MSUFCU for their donation and welcomed them to the community. The organization has a great community feel and the updates they have done to the building look great.

Director Farkas: Mentioned that MSUFCU also gave a \$10,000 donation to MSU Tollgate Farms in Novi.

Public Comment

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No Public Comment

Reports

- 1. Student Representatives Report – September 2024.....18-19

Board Members thanked the student representatives and congratulated them for their great work and great programs.

Director Farkas: Called attention to the large attendance numbers for the first month of Teen Space this school year. Noted that the Library has increased the capacity of seating inside Teen Space and that the teen area on the 2nd floor is complete with the door installed and remainder of the seating in place.

- 2. President's Report (Mark Sturing.....N/A
 - A. 2024-2025 Board Committee Assignment.....20

Trustee Sturing: Attended dinner with the annual staff award winners, which was wonderful. Remarked that staff are doing a great job and that they make our Library as

great as it is. Reported that longtime Library Board Member Terry Margolis passed away this morning and shared the impact she had on the Library and community.

Trustees Bartlett, Halvangis and Gawalapu all commented on the success of the Library Open House.

Trustee Sturing: Said many people came up to him at the Open House and remarked that it is great how involved the Library Board is.

Director Farkas: Planning to make the Open House an annual event. Expressed appreciation to the Board for being involved and taking time to attend Library events. It sends a positive message.

Trustee Crawford: Was not able to attend the On the Road to Saginaw bus trip, but heard that everyone had a great time. The Historical Commission attended the Library Open House and Pumpkin Fest at Tollgate Farms. They hosted a Haunts of Michigan program at the Library last night and have another program coming up in November, which will be the last one for the winter. The Historical Commission also has a new intern who has been doing a lot of work for them. They will also be getting some new scanning equipment soon that will be available for the public to use.

Director Farkas: Archival Librarian Rae Manela will be attending the November board meeting to give a presentation for the Historical Commission about the past year and what they are working on this year.

3. Treasurer's Report (Brian Bartlett)

A. 2024-2025 Library Budget Fund 271	21-23
B. 2024-2025 Contributed Fund Budget 272.....	24
C. Financial Report September 2024.....	25
D. Library Fund 271 Expenditure & Revenue Report as of September 30, 2024.....	26-28
E. Library Fund 272 Contributed Fund as of September 30, 2024.....	29
F. Balance Sheets for Funds 271 and 272 as of September 30, 2024.....	30-31

Trustee Bartlett: The audited finances from the City are finished and included here, so the 2023-2024 budget is wrapping up. No outstanding expenditures to mention.

Director Farkas: Communications Manager Dana VanOast is working on the Annual Report now that we have final financial numbers and will be presenting the report at the November Library Board meeting and the December City Council meeting.

4. Director's Report (Julie Farkas).....	32-38
A. Information Technology Report (Jeffrey Smith)	39-43
B. Facilities Report (Keith Perfect)	44
C. Information Services Report (No Dept. Head at the Time)	45-49
D. Marketing and Community Promotion (Dana VanOast)	50
E. Support Services Report (Maryann Zurmuehlen)	51
F. Library Usage Statistics.....	52-60
G. Friends of Novi Library – Agenda 10/9/24; Minutes 8/14/24; October Newsletter, 23/24 Annual Report.....	61-65
H. City of Novi Historical Commission – Minutes 8/20/24.....	66-67

Director Farkas: The Management team came up with six areas to work on over the next year, based on staff feedback. Promoted Tutor.Com, Community Read Author Visit and Pop Up Market. Noted that the slides from the Friends of Novi Library presentation from the September meeting have been included this month.

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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.....68-74

2. **HR Committee:** Review HR Policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - No Meeting
 Held.....N/A

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - No Meeting
 Held.....N/A

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

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

6. **Building & Grounds Committee:**
 - Chair: Gawalapu, Sturing, Halvangis, Staff Liaison: Julie Farkas
 - Meeting Held on 10/15/24.....75-78

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

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

8. DEI: Diversity, Equity and Inclusion Committee:

- Chair: Dooley, Crawford, Halvangis, Staff Liaison: Julie Farkas
- Meeting Held on
10/11/24.....79-89

Matters for Library Board Action

3. Approve Accommodations and Accessibility Policy (2nd Reading).....68-71

Director Farkas: Changes are highlighted in yellow. Included a definition of “housebroken” for clarity.

Motion: to approve the Accommodation and Accessibility Policy
 Motion to Approve – 1st – Trustee Halvangis
 2nd – Trustee Bartlett

Motion Passes – 6-0

4. Approve Personal Care Room for Nursing Patrons (Revised).....73-74

Director Farkas: Just cleaning up this policy and moving the staff section to the HR Policy.

Motion: to approve the Personal Care Room for Nursing Patrons Policy revision
 Motion to Approve – 1st – Trustee Dooley
 2nd – Trustee Gawalapu

Motion Passes – 6-0

5. Approve the purchase of a new firewall with vendor TLN (The Library Network) Novi, MI, in the amount of \$13,235.86, with a not to exceed amount of \$15,000 for any incidentals and/or additional professional service charges at \$80.00 per hour. The funds will be allocated out of the 272 Contributed Fund.....76-78

Trustee Gawalapu: The Building and Grounds Committee reviewed quotes from four different vendors. Decided to go with TLN. The firewall has not been upgraded in many years and thinks it is high time.

Trustee Sturing: The Library's IT department gave a thorough presentation. Our current system is at the end of its life and new systems come with a lot more features and protections.

Director Farkas: Gave a shout out to IT Manager Jeff Smith for his work on pulling information together. The Library has had good experiences working with TLN, including them recently upgrading our Wi-Fi.

Trustee Bartlett: Asked if TLN has installed firewalls in other area libraries and wondered how it has worked for them.

Director Farkas: Was not sure, but can find out and report back to the Board.

Trustee Gawalapu: Said she did ask Jeff Smith if TLN had installed firewalls in other area libraries and that he said yes.

Trustee Halvangis: Likes that TLN is very accessible and easy to work with.

Motion: to approve the purchase of a new firewall with vendor TLN (The Library Network) Novi, MI, in the amount of \$13,235.86, with a not to exceed amount of \$15,000 for any incidentals and/or additional professional service charges at \$80.00 per hour with the funds allocated out of the 272 Contributed Fund

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

Motion Passes – 6-0

- 6. Approve the revision to the DEI Statement with the inclusion of the definitions of what Diversity, Equity and Inclusion mean for Novi Public Library. 80

Motion: to approve revisions to the DEI Statement with the inclusion of the definitions of what Diversity, Equity and Inclusion mean for Novi Public Library

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

Trustee Dooley: The Library staff DEI Committee and Board DEI Committee have worked on this for several months. Remarked that staff are very committed to carrying out this work every day with everyone who comes through the door to make them feel welcome. A previous Board Member asked what Diversity, Equity and Inclusion really mean to NPL as an organization and it was a good conversation to have. Commended staff for their work on this.

Discussion about everyone being able to use the Library, not just residents, how there are nuances to every library based on what their community needs and how NPL staff are the ones working with the community and implementing this every day. Several Trustees thanked the staff for their hard work.

Trustee Sturing: Clarified that they are asking for approval for just what is on Page 80.

Trustee Bartlett: Expressed concerns about the How NPL Defines DEI section of the document. Said it reads like a policy, not definitions, and believes parts of it contradict the Accommodations and Accessibility Policy the Board approved tonight. Suggested we should define Equity in terms of the Library instead of in terms of the patron, take away some of the action verbs and focus on what we can actually do. Does not want to overextend staff, create unattainable expectations with patrons or have the Library take on too much responsibility. Believes that as it currently reads, it is not measurable.

Discussion about some of the specific language included and what the implications are, as well as staff's involvement in creating this document. Discussed possibly adding/changing some of the language for clarity and getting more staff feedback before bringing to a vote.

Trustee Sturing: Asked if the maker and supporter of the motion would be willing to withdraw the motion.

Trustees Crawford and Halvangis: Yes

Trustee Sturing: We will table this matter for a future meeting.

Director Farkas: Will take feedback to staff DEI Committee and full staff for further discussion/revisions.

No Vote

Communications

- 2. 9/3/24: Email from Joanna; Re: Video Games in Youth Area90

Director Farkas: Got the chance to speak with this patron about her concerns. She was tutoring her children in the Youth Area which can be difficult because the 1st floor is designated as an active floor. Gave her other options that might work better. She was appreciative.

Closed Session

No Closed Session

Trustee Sturing: Called attention to the Library Board Calendar 2025 included in Supplemental Information, which is updated with the new dates.

Adjournment

Motion: to adjourn at 8:14 PM

Motion to Adjourn – 1st – Trustee Crawford

2nd – Trustee Halvangis

Motion Passes – 6-0

Supplemental Information

- Library Board Calendar 2024.....91
- Library Board Calendar 2025.....92
- Library Closings 2024 ..93
- Library Closings 202594

2024 Future Events:

- 11/13/24: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 11/20/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **11/21/24: Library Board Trustee Meeting at 7pm, Novi Public Library – 3rd Thursday, due to holiday**
- **11/22/24: Library CLOSED at 5pm**
- **11/27/24: Library CLOSED at 5pm**
- **11/28/24: Library CLOSED Thanksgiving Day**
- **11/29/24: Library CLOSED**
- **11/30/24: Library CLOSED**
- **12/1/24: Library CLOSED**

WARRANTS

Warrant 644	271 Accounts	November 2024	
Payable to	Invoice #	Account number	Amount
Quill	Credit memo; Scissors refund	271-000.00-727.000	\$ 519.17
Stamps	Postage CC	271-000.00-728.000	\$ 19.99
USPS	Postage CC	271-000.00-728.000	\$ 100.00
B & H Photo	Ink jet Paper - iCube CC	271-000.00-734.000	\$ 31.32
Knight Technology	October	271-000.00-734.000	\$ 700.00
Lsoft Technologies	Disk Cloning Software - Annual Support - Renewal CC	271-000.00-734.000	\$ 15.19
TechSoup	Microsoft 365 - 10/12/24 - 11/11/24	271-000.00-734.000	\$ 73.86
The Library Network	License Subscription	271-000.00-734.000	\$ 715.00
Amazon	iCube	271-000.00-734.500	\$ 507.93
Sentinel	camera	271-000.00-734.500	\$ 2,466.67
Tech Logic	11/6/24	271-000.00-734.500	\$ 1,619.68
TelSystems	microphone/WIFI	271-000.00-734.500	\$ 975.00
Amazon	toner cartridge	271-000.00-740.000	\$ 510.04
Aunt Flow	Feminine Products CC	271-000.00-740.000	\$ 560.00
The Library Network	Library Labels - SEP 24	271-000.00-740.000	\$ 517.50
Sam's	tablecloth	271-000.00-740.000	\$ 41.92
Lands' End	Facilities logo wear CC	271-000.00-741.000	\$ 252.45
Amazon	742.192	271-000.00-742.000	\$ 1,107.58
Bandibooks	Books	271-000.00-742.000	\$ 539.73
Bandibooks	Books	271-000.00-742.000	\$ 363.29
Brodart	books	271-000.00-742.000	\$ 9,953.18
Cengage	books	271-000.00-742.000	\$ 359.85
Center Point	742.300	271-000.00-742.000	\$ 172.59
DK Agencies	Tamil & Hindi books	271-000.00-742.000	\$ 900.00
Julie Farkas	Michigan State University	271-000.00-742.000	\$ 159.98
Lakeshore	742.192	271-000.00-742.000	\$ 125.99
Amazon	lending library	271-000.00-742.010	\$ 598.38
Brodart	lending library	271-000.00-742.010	\$ 398.00
Brodart	Lending Library	271-000.00-742.010	\$ 10.70
Midwest Tape	lending library	271-000.00-742.010	\$ 110.95
Baker & Taylor	744.400	271-000.00-744.000	\$ 1,170.63
Midwest Tape	744.300	271-000.00-744.000	\$ 2,942.66
OverDrive	eBook, Audiobook	271-000.00-745.200	\$ 580.32
The New York Times	group subscription	271-000.00-745.300	\$ 2,537.60
Foster Swift	September	271-000.00-806.000	\$ 931.00
ABWA	E.DeCenso membership	271-000.00-809.000	\$ 115.00

Novi Rotary	Quarterly dues(Oct-Dec)	271-000.00-809.000	\$ 180.00
SkillPath	Subscription, Skill Path Annual pass	271-000.00-816.000	\$ 798.00
The Library Network	5 Annual delivery charges OCT24-SEP25	271-000.00-818.000	\$ 3,495.00
AT&T	August & September	271-000.00-851.000	\$ 91.97
Telnet	due 11/4/24	271-000.00-851.000	\$ 1,062.15
T-Mobile	due 10/24/24	271-000.00-851.000	\$ 1,059.98
Verizon	September	271-000.00-851.000	\$ 587.36
The Library Network	Jul24-Sep24	271-000.00-855.000	\$ 2,158.74
The Library Network	Oct24- Dec24	271-000.00-855.000	\$ 16,536.11
Julie Farkas	Wayne State University & ALA Accreditation Lunch	271-000.00-862.000	\$ 45.52
Lindsay Fricke	Orion Twp. Library	271-000.00-862.000	\$ 36.18
Petty Cash	E.DeCenso,E.Brush	271-000.00-862.000	\$ 49.75
Shannon O'Leary	Japan Consulate, Kent Lake Elementary SSL	271-000.00-862.000	\$ 36.68
Taylor Price	Lake Orion Library	271-000.00-862.000	\$ 44.22
Blake's Orchard & Cider	Open House	271-000.00-880.000	\$ 263.00
Muniweb	September	271-000.00-880.000	\$ 446.00
Novi Chamber of Commerce	Holiday lunch	271-000.00-880.000	\$ 250.00
Novi Community Schools	teachers' lunch	271-000.00-880.000	\$ 600.00
USPS	Laminating Posters CC	271-000.00-880.000	\$ 28.00
Amazon	Program	271-000.00-880.268	\$ 409.21
Barbara Danielson	ESL Bookclub	271-000.00-880.268	\$ 375.00
Hobby Lobby	program CC	271-000.00-880.268	\$ 20.95
Meijer	program CC	271-000.00-880.268	\$ 165.44
Petty Cash	Busch's - Program	271-000.00-880.268	\$ 13.69
Sam's	programming	271-000.00-880.268	\$ 973.17
Target	program CC	271-000.00-880.268	\$ 17.06
Walmart	program CC	271-000.00-880.268	\$ 61.79
Amazon	ladies Night Out	271-000.00-880.271	\$ 212.28
Anthony Tringali	Ladies Night Out	271-000.00-880.271	\$ 400.00
Blake's Orchard & Cider Mill	Senior Day CC	271-000.00-880.271	\$ 147.00
Cantoro Italian Market	Ladies Night Out	271-000.00-880.271	\$ 689.84
George Rapisis	Ladies Night Out	271-000.00-880.271	\$ 228.00
Twisted Cork Winery	Ladies Night Out CC	271-000.00-880.271	\$ 250.00
Canon	35796807; print	271-000.00-900.000	\$ 656.81
DTE	due 11/15/24	271-000.00-922.000	\$ 8,206.10
City of Novi	Utility - 6/24/24 to 9/25/24	271-000.00-923.000	\$ 2,132.64
Allegion Access	9/27/24	271-000.00-934.000	\$ 3,250.00

Allied Building	Boiler	271-000.00-934.000	\$ 5,386.35
Amazon	gate valve	271-000.00-934.000	\$ 23.25
Anago	October	271-000.00-934.000	\$ 420.00
BatteriesPlus	9/28/2024	271-000.00-934.000	\$ 833.22
Boynton	91624-954	271-000.00-934.000	\$ 1,130.00
Dalton	Quarterly Carpet	271-000.00-934.000	\$ 950.00
Engraving Connection	Library STARS	271-000.00-934.000	\$ 192.26
Home Depot	supplies	271-000.00-934.000	\$ 154.26
ImperialDade	supplies	271-000.00-934.000	\$ 1,361.05
North Star	9/5 - 9/26	271-000.00-934.000	\$ 144.64
Redford	cut key - 10/1/24	271-000.00-934.000	\$ 30.00
Sam's	Bleach towel	271-000.00-934.000	\$ 70.64
Sanitor	Toilet seat covers	271-000.00-934.000	\$ 193.60
Voss	due 11/9/24	271-000.00-934.000	\$ 109.00
Brien's	Seasonal Contract - 1 of 3 & lawn	271-000.00-936.300	\$ 5,344.50
SCA	Parking lot sweeping - 9/12/24	271-000.00-936.300	\$ 78.92
Canon	lease	271-000.00-942.000	\$ 1,010.00
Corrigan	storage - October	271-000.00-942.100	\$ 26.98
Exxon Adams Oil	Gas MLA Conference CC	271-000.00-956.000	\$ 38.02
D.VanOast	Hyatt - Library Marketing Conference	271-000.00-956.000	\$ 597.93
Grand Traverse	MLA Conference CC	271-000.00-956.000	\$ 1,990.00
J.Holowicki	Food MLA Conference	271-000.00-956.000	\$ 57.03
J.McArdle	Food MLA Conference	271-000.00-956.000	\$ 98.32
M.Zurmuehlen	Hyatt - Library Marketing Conference	271-000.00-956.000	\$ 597.93
Mary Robinson	MLA Conference Reimbursement	271-000.00-956.000	\$ 77.86
MCLS	MARC: An introduction	271-000.00-956.000	\$ 160.00
Petty Cash	MLA Conference - A.Webberly	271-000.00-956.000	\$ 16.00
Speedway	gas CC	271-000.00-956.000	\$ 39.97
TC Parking	parking CC	271-000.00-956.000	\$ 3.10
The Omelette Shoppe	MLA Conference CC	271-000.00-956.000	\$ 67.12
UWCC	Navigating Book - Cancelled CC	271-000.00-956.000	\$ (247.50)
TechSoup	HP Laptops CC	271-000.00-986.000	\$ 7,693.00
	TOTAL 271		\$ 107,328.24

Warrant 644	272 Accounts	November 2024	
Brodart	B66878203;RAR	272-000.00-742.229	\$ 77.95
Brodart	B6865032; Vicky McLean donation	272-000.00-742.230	\$ 176.52
Kelsey Ronan	Community Reads - Author	272-000.00-742.232	\$ 2,000.00
Brentwood Grill	Staff Recognition dinner CC	272-000.00-742.236	\$ 777.74
Buch's	Staff Tailgate CC	272-000.00-742.236	\$ 248.86
Julie Farkas	Staff appreciation lunch	272-000.00-742.236	\$ 151.47
	TOTAL 272		\$ 3,432.54

October 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 October 3. 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 = 7)

The NO-VI Chess Club program was held on October 3 and October 17. This event provides an opportunity for teens and tweens to participate in games, learn about chess, and sharpen their skills. (Attendance = 22 and 26)

The No Required Reading Book Club program was held on October 10. Taking a break from reading for school, this book club is just for teens! Each month we will pick a new book to read, and then come together to discuss our thoughts and feelings about the book. (Attendance = 3)

The Voting in Your Right & Power: How to Put the "You" Back in Voting program was held on October 12. Patrons learned about the importance of voting and how they could make a difference in the community. This program was presented by Roland Hwang and Christina Mui from the Americans Citizens for Justice (ACJ) and Novi High School student-run group Dear Asian Youth Novi (DAYN). (Attendance = 25)

The Tween Day of the Dead Grab and Go Kit distribution was held on October 18. Patrons stopped by the Library beginning at 10am to pick up a tween grab and go kit. Kits were available on a first-come, first-served basis and while supplies lasted. There was a limit of 1 kit per child. (Attendance = 96)

The Robotics Demonstration Day program was held on October 19. This program was an opportunity for local robotics teams to give robotics demonstrations, show off their hard work, and get feedback from the community. (Attendance = 141)

The Halloween Lanterns program was held on October 23. Patrons created glowing Halloween lanterns that could be used as spooky decorations. (Attendance = 30)

The Craftastic Thursday: TikTok Ghost Painting program was held on October 24. Just in time for the spooky season, patrons joined in on the viral trend of converting replicas of classic art and archival photos into fun and whimsical ghost paintings. (Attendance = 12)

The Spooky Halloween Magic with Baffling Bill program was held on October 30 at Lakeshore Park. Patrons joined us for a fun evening of not too spooky tricks and laughs with Baffling Bill the Magician! Thank you to the Friends of the Novi Library for sponsoring this program. (Attendance = 126)

Teen Space Update:

During October 2024, there were 1,359 patrons who visited Teen Space.

The total weekly Teen Space stats for October 2024 were:

- 10/1-10/4 = 231
- 10/7-10/11 = 315
- 10/14-10/18 = 332
- 10/21-10/25 = 307
- 10/28-10/31 = 174

Teen Space was not in session for the following dates:

- 10/7 - Novi High School closed
- 10/25 - Due to staffing, we will not host Teen Space on Fridays when a Teen Advisory Board (TAB) meeting takes place once per month.
- 10/29 - PSAT 11th grade (9th, 10th and 12th grade asynchronous virtual)

Teen Advisory Board (TAB) Update:

The second TAB meeting of the year was held on October 25. In honor of the Halloween season, members decorated Halloween themed cookies! They used frosting, sprinkles, and candies to create some spooky masterpieces! In addition to this activity, members continued the discussion about what to name the newly renovated teen area on the second floor of the Library. This was a fun meeting to ease into all of the fall festivities! (Attendance = 17)

Upcoming Programs:

- Teen Space (grades 7-12) – daily program held Monday-Friday, 2:45-5pm
- Gingerbread House Decorating (all ages, teams up to 6 maximum) – December 4, 7-8pm
- No Required Reading Book Club (grades 9-12) – December 12, 4-5pm
- NO-VI Chess Club (ages 5+) – December 12, 7-8pm
- Teen Advisory Board (TAB) Meeting (grades 9-12) – December 13, 3:30-4:30pm
- DIY Waterless Snow Globes - Tween (grades 4-8) – December 18, 7-8pm

Teen Stop Featured Display:

The October Teen Stop display theme featured spooky books on the theme of Books that go bump in the night!



PRESIDENT'S REPORT

Freedom to Read Legislation Introduced in House

On Thursday, November 7, new legislation to safeguard library materials from censorship and protect the right to read was introduced in the Michigan House of Representatives. The Freedom to Read Act legislation, tie-barred House Bills [6034](#) and [6035](#), was introduced by Michigan State Representatives Veronica Paiz (D-Harper Woods) and Carol Glanville (D-Walker) and referred to the Committee on Government Operations.

Along with the MLA Board, staff, workgroup leadership, and the MI Right to Read Coalition, we are proud to endorse and share this newly introduced legislation.

These bills will help to secure the right to read in Michigan's public libraries and create a uniform set of rules dictating when and how library materials can be challenged and removed from shelves. (The bills are identical except that one is directed toward district libraries and the other is directed toward libraries established as county libraries or as city, township, or village libraries.)

Since 2021, Michigan's public libraries have contended with the spread of misinformation about library collections and policies that have resulted in coordinated and increased attempts to challenge and remove books and materials. However, poll data shows that the majority of Michiganders support the work of our public libraries and want to see various perspectives portrayed in the materials available to them at their library. By requiring that both the principles of the First Amendment and the rights afforded and upheld in civil rights protections are incorporated into existing library policy, this legislation protects Michigan's public libraries against undemocratic and bad-faith censorship attempts.

In a [statewide poll](#) commissioned in March 2023 and updated in November 2023 by the Michigan Library Association (MLA), 86% of all respondents supported state legislation that would protect the right of the public to read what they wish to read in local public libraries and not have books banned.

The Freedom to Read Act legislation enshrines various protections that are rooted in transparency, including:

1. A library must have a board-approved policy in effect that complies with the act setting forth standards for the selection and removal of materials.
2. Public library directors will have the final say in selecting and removing materials in a library's collection.
3. The individual requesting the removal of material must certify that they live in the library service area and that they have actually read, listened to or viewed that material themselves.
4. The reason or basis for a request for reconsideration cannot be made based on religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, familial status, or marital status of the author or subject matter, OR unless the material has been adjudicated to be obscene or otherwise unprotected by the First Amendment of the United States Constitution.
5. The Michigan Attorney General may compel the public library to adopt a policy and the attorney general, a resident of the public library's legal service area, or the public library's contracted service area may commence a civil action to prevent the public library from unlawful removal of material.

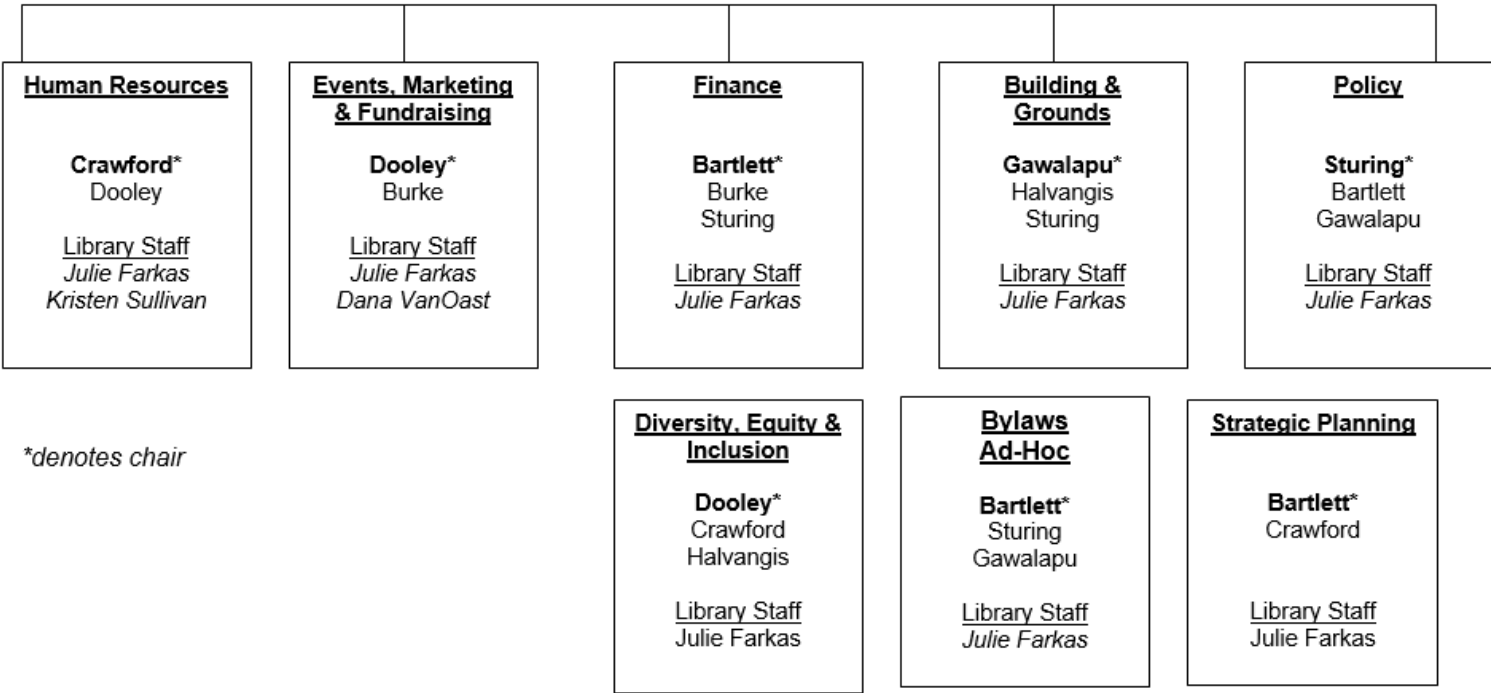
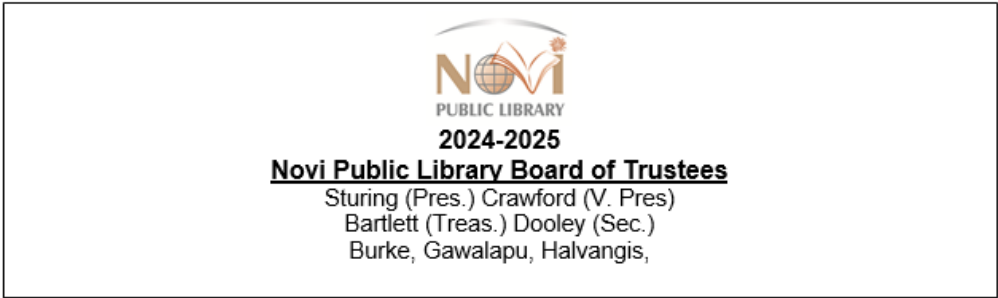
Watch for our call to action and be ready to contact your legislators and ask them to support this legislation. We hope our members, coalition supporters and library advocates will step up when the time comes and make your voices heard in support of this proactive legislation that protects the right to read for all Michiganders.

Dillon Geshel
MLA President

Jenny Marr
MLA Legislative Committee
Chair

Kate Pohjola Andrade

Kate Pohjola Andrade
MLA Intellectual Freedom
Chair



*denotes chair

FINANCIALS

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

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

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

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

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

Notes:

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

Financial Report

October 2024

Approved Budget for Fund 271 Fiscal Year 2024-2025

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

Approved budget for Fund 272 Fiscal Year 2024-2025

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

Revenue & Expenditure Report for Fund 271

	YTD Sep 30, 2024	YTD Oct 31, 2024	Difference *
TOTAL REVENUES	\$ 3,726,193	\$ 3,778,931	\$ 52,738
TOTAL EXPENDITURES	\$ 938,052	\$ 1,230,426	\$ 292,374
NET OF REVENUES & EXPENDITURES	\$ 2,788,141	\$ 2,548,505	

Revenue & Expenditure Report for Fund 272

	YTD Sep 30, 2024	YTD Oct 31, 2024	Difference*
TOTAL REVENUES	\$ 9,874	\$ 41,132	\$ 31,258
TOTAL EXPENDITURES	\$ 3,126	\$ 23,879	\$ 20,753
NET OF REVENUES & EXPENDITURES	\$ 6,748	\$ 17,253	

Balance Sheet Report as of October 31, 2024

The ending fund balance for Fund 271 is \$ 5,145,174.34

The ending fund balance for Fund 272 is \$ 1,661,203.99

Revenues and Expenditures

11/05/2024 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 10/31/2024										
% Fiscal Year Completed: 33.70										
		END BALANCE	2024/25	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE		
		06/30/2024	ORIGINAL	AUG 2024	SEP 2024	OCT 2024	10/31/2024	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NM (ABNM)	BDGT	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 Levy	3,410,762.72	3,618,062.00	0.00	0.00	0.00	3,625,232.58	(7,170.58)	100.20	
271-000.00-404.003	Property Tax Revenue - Brownfield Cap	(376.24)	(436.00)	0.00	0.00	0.00	(431.56)	(4.44)	98.98	
271-000.00-404.007	Property Tax Revenue-Brownfld Cap B3	(15,263.59)	(20,759.00)	0.00	0.00	0.00	(16,000.68)	(4,758.32)	77.08	
271-000.00-404.008	Property Tax Revenue - CIA Cap C1 201	(30,637.16)	(41,321.00)	0.00	0.00	0.00	(35,988.88)	(5,332.12)	87.10	
271-000.00-404.009	Property Tax Revenue-Brownfld Cap B4	(354.57)	(404.00)	0.00	0.00	0.00	(440.12)	36.12	108.94	
271-000.00-404.010	Property Tax Revenue-Brownfld Cap B4	(44.00)	(108.00)	0.00	0.00	0.00	(44.00)	(64.00)	40.74	
271-000.00-412.000	Property Tax Revenue - C/Y Del PPT	(4,707.59)	(8,000.00)	0.00	0.00	0.00	0.00	(8,000.00)	0.00	
271-000.00-414.000	Property Tax Revenue - Tax Tribunal Ac	(1,800.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00	
271-000.00-415.000	Property Tax Revenue - County Charge	3,020.33	1,500.00	0.00	291.11	469.33	268.52	1,231.48	17.90	
Property tax revenue		3,360,599.90	3,547,534.00	0.00	291.11	469.33	3,572,595.86	(25,061.86)	100.71	
State sources										
271-000.00-567.000	State aid	67,337.40	50,000.00	0.00	0.00	0.00	34,336.06	15,663.94	68.67	
271-000.00-573.000	State Grants - Local Comm Stabilization	17,786.09	15,000.00	0.00	0.00	8,101.99	8,101.99	6,898.01	54.01	
State sources		85,123.49	65,000.00	0.00	0.00	8,101.99	42,438.05	22,561.95	65.29	
Fines and forfeitures										
271-000.00-658.000	State penal fines	89,070.72	80,000.00	12.60	0.00	0.00	91,226.15	(11,226.15)	114.03	
271-000.00-659.000	Library book fees	9,341.82	8,000.00	595.30	1,215.28	553.71	3,030.69	4,969.31	37.88	
Fines and forfeitures		98,412.54	88,000.00	607.90	1,215.28	553.71	94,256.84	(6,256.84)	107.11	
Interest income										
271-000.00-665.000	Interest in investments	118,788.12	44,000.00	7,705.07	0.00	0.00	15,666.53	28,333.47	35.61	
271-000.00-669.500	Unrealized gain (loss) on investments	92,415.46	10,000.00	7,721.58	0.00	0.00	20,969.53	(10,969.53)	209.70	
Interest income		211,203.58	54,000.00	15,426.65	0.00	0.00	36,636.06	17,363.94	67.84	
Donations										
271-000.00-674.289	Adult programs	12,086.76	5,000.00	3,845.33	1,012.10	1,736.19	13,045.77	(8,045.77)	260.92	
271-000.00-674.400	Gifts and donations	2,365.78	4,500.00	30.58	26.01	0.77	210.37	4,289.63	4.67	
Donations		14,452.54	9,500.00	3,875.91	1,038.11	1,736.96	13,256.14	(3,756.14)	139.54	
Other revenue										
271-000.00-675.000	Miscellaneous income	8,730.22	8,500.00	326.92	145.08	238.47	1,038.41	7,461.59	12.22	
271-000.00-675.006	Car Charging Revenue	11.07	100.00	0.00	0.00	6.81	14.80	85.20	14.80	
271-000.00-675.100	Copier	3,620.99	1,000.00	1,227.30	1,343.30	1,177.96	4,566.86	(3,566.86)	456.69	
271-000.00-675.300	Meeting room	37,477.41	27,500.00	2,935.39	3,442.98	3,816.10	14,127.62	13,372.38	51.37	
271-000.00-675.404	Novi Township Assessment	7,701.00	7,850.00	0.00	0.00	0.00	0.00	7,850.00	0.00	
Other revenue		57,540.69	44,950.00	4,489.61	4,931.36	5,239.34	19,747.69	25,202.31	43.93	
Total Dept 000.00 - TREASURY		3,827,332.74	3,808,984.00	24,400.07	7,475.86	16,101.33	3,778,930.64	30,053.36	99.21	
TOTAL REVENUES		3,827,332.74	3,808,984.00	24,400.07	7,475.86	16,101.33	3,778,930.64	30,053.36	99.21	

		END BALANCE		MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	AUG 2024	SEP 2024	OCT 2024	10/31/2024	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BDGT	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Expenditures									
Dept 000.00 - TREASURY									
Personnel services									
271-000.00-704.000	Permanent salaries	1,268,177.70	1,453,000.00	103,983.89	108,094.68	110,351.98	395,246.46	1,057,753.54	27.20
271-000.00-704.210	Vacation Payout	3,538.40	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0.00
271-000.00-705.000	Temporary salaries	683,363.35	743,000.00	53,867.05	50,733.57	52,321.03	192,710.27	550,289.73	25.94
271-000.00-706.000	Overtime	38.82	500.00	123.26	0.00	86.73	239.09	260.91	47.82
271-000.00-715.000	Social security	147,519.92	168,000.00	11,875.13	11,929.84	12,213.88	44,223.30	123,776.70	26.32
271-000.00-716.000	Insurance	230,346.09	225,000.00	20,522.01	16,470.38	1,411.30	59,408.91	165,591.09	26.40
271-000.00-716.200	HSA - employer contribution	1,138.25	3,000.00	93.75	93.75	93.75	321.44	2,678.56	10.71
271-000.00-716.999	Insurance - Employee Reimbursement	(33,477.49)	(32,200.00)	(3,040.16)	(3,156.66)	(3,155.57)	(11,528.64)	(20,671.36)	35.80
271-000.00-717.000	Workers compensation	1,640.32	1,800.00	157.50	149.02	146.15	528.67	1,271.33	29.37
271-000.00-718.000	Pension - DB Normal Cost	5,520.00	6,000.00	140.00	140.00	140.00	560.00	5,440.00	9.33
271-000.00-718.010	Pension - DB Unfunded Accrued Lia	73,488.00	92,200.00	7,683.00	7,683.00	7,683.00	30,732.00	61,468.00	33.33
271-000.00-718.200	Pension - defined contribution	67,418.77	112,000.00	6,033.24	6,274.69	18,494.21	35,035.24	76,964.76	31.28
271-000.00-719.000	Unemployment insurance	36.84	2,000.00	0.00	96.03	0.00	96.03	1,903.97	4.80
Personnel services		2,448,748.97	2,781,800.00	201,438.67	198,508.30	199,786.46	747,572.77	2,034,227.23	26.87
Supplies									
271-000.00-726.400	Supplies - Cash over/short	36.72	0.00	3.75	1.00	(0.21)	12.72	(12.72)	100.00
271-000.00-727.000	Office supplies	9,181.98	16,000.00	133.74	307.84	514.10	1,555.75	14,444.25	9.72
271-000.00-728.000	Postage	4,014.04	5,500.00	119.99	169.99	0.00	409.97	5,090.03	7.45
271-000.00-734.000	Computer supplies, software & licensing	61,936.23	83,000.00	1,074.88	876.40	1,415.00	16,350.26	66,649.74	19.70
271-000.00-734.500	Computer supplies/equipment	23,251.80	52,000.00	3,627.14	881.28	2,024.64	7,270.79	44,729.21	13.98
271-000.00-740.000	Operating supplies	27,352.10	44,800.00	1,712.64	2,081.21	510.04	4,771.84	40,028.16	10.65
271-000.00-740.200	Supplies - Desk chairs and file cabinets	4,173.51	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
271-000.00-741.000	Supplies - Uniforms	0.00	500.00	0.00	240.00	0.00	240.00	260.00	48.00
271-000.00-742.000	Library books	219,615.55	241,000.00	14,881.59	16,636.88	6,576.50	57,483.93	183,516.07	23.85
271-000.00-742.010	Library Books - Lending	10,641.12	15,000.00	868.49	117.00	696.67	2,260.26	12,739.74	15.07
271-000.00-742.100	Library Books - Fines	91.97	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-743.000	Library periodicals	17,561.82	18,000.00	0.00	16,749.33	0.00	16,749.33	1,250.67	93.05
271-000.00-744.000	Audio visual materials	60,196.64	52,300.00	3,095.07	2,934.51	2,900.76	12,276.38	40,023.62	23.47
271-000.00-745.200	Electronic media	135,445.89	160,700.00	31,228.53	7,601.94	580.32	52,257.03	108,442.97	32.52
271-000.00-745.300	Electronic resources (CD rom materials)	67,776.44	80,000.00	1,300.00	2,170.79	0.00	66,123.35	13,876.65	82.65
Supplies		641,275.81	774,300.00	58,045.82	50,768.17	15,217.82	237,761.61	536,538.39	30.71

		END BALANCE		MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	AUG 2024	SEP 2024	OCT 2024	10/31/2024	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BDGT	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges									
271-000.00-802.000	Data processing	828.90	1,300.00	0.00	0.00	0.00	0.00	1,300.00	0.00
271-000.00-802.100	Bank Service Charges	3,666.52	6,000.00	150.61	150.52	0.00	325.98	5,674.02	5.43
271-000.00-803.000	Independent audit	800.00	800.00	0.00	217.00	217.00	434.00	366.00	54.25
271-000.00-804.000	Medical service	1,624.00	1,500.00	464.00	232.00	116.00	812.00	688.00	54.13
271-000.00-806.000	Legal fees	19,931.70	9,000.00	87.50	931.00	0.00	1,242.50	7,757.50	13.81
271-000.00-809.000	Memberships and dues	6,677.50	8,000.00	24.00	40.00	180.00	4,181.67	3,818.33	52.27
271-000.00-816.000	Professional services	12,103.50	23,000.00	0.00	0.00	798.00	798.00	22,202.00	3.47
271-000.00-817.000	Custodial services	83,332.60	92,000.00	8,120.00	8,120.00	0.00	23,800.00	68,200.00	25.87
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	0.00	0.00	3,495.00	3,495.00	5.00	99.86
271-000.00-820.000	Property & liability insurance	16,480.00	17,000.00	2,862.00	0.00	0.00	15,874.00	1,126.00	93.38
271-000.00-820.001	Insurance deductibles/Uninsured claims	0.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	40,560.37	43,000.00	3,518.87	3,453.14	1,614.51	11,521.12	31,478.88	26.79
271-000.00-855.000	TLN Automation Services	71,993.10	76,000.00	0.00	2,158.74	16,536.11	35,164.01	40,835.99	46.27
271-000.00-861.000	Gasoline and oil	334.00	500.00	42.88	42.30	0.00	112.68	387.32	22.54
271-000.00-862.000	Mileage	1,300.01	800.00	108.33	110.13	158.04	440.20	359.80	55.03
271-000.00-880.000	Community promotion	23,899.12	25,000.00	2,071.16	334.06	1,296.00	10,410.37	14,589.63	41.64
271-000.00-880.268	Library programming	36,897.47	38,000.00	4,472.98	262.61	1,067.56	12,183.27	25,816.73	32.06
271-000.00-880.271	Adult programs	7,467.05	10,000.00	4,170.09	2,411.86	840.28	7,422.23	2,577.77	74.22
271-000.00-900.000	Printing, graphic design and publishing	25,459.42	32,000.00	712.14	873.46	656.81	1,656.39	30,343.61	5.18
271-000.00-921.000	Heat	12,267.57	15,300.00	194.78	197.48	221.96	811.69	14,488.31	5.31
271-000.00-922.000	Electricity	102,779.81	115,500.00	8,829.70	9,368.55	8,206.10	35,137.62	80,362.38	30.42
271-000.00-923.000	Water and sewer	8,065.10	8,200.00	0.00	2,132.64	0.00	2,132.64	6,067.36	26.01
271-000.00-934.000	Building maintenance	101,144.38	121,400.00	7,767.20	18,785.12	3,650.62	51,006.75	70,393.25	42.02
271-000.00-935.000	Vehicle maintenance	169.02	200.00	0.00	0.00	0.00	0.00	200.00	0.00
271-000.00-936.300	Grounds maintenance	51,938.72	48,000.00	3,003.25	3,003.92	2,194.50	10,680.66	37,319.34	22.25
271-000.00-942.000	Office equipment lease	11,350.94	13,000.00	1,010.00	1,010.00	1,010.00	4,040.00	8,960.00	31.08
271-000.00-942.002	Copier Property Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-942.100	Records storage	315.36	450.00	26.98	26.98	26.98	107.92	342.08	23.98
271-000.00-956.000	Conferences and workshops	25,185.11	20,000.00	3,729.81	1,194.75	1,777.39	9,465.65	10,534.35	47.33

		END BALANCE		MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	AUG 2024	SEP 2024	OCT 2024	10/31/2024	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BDGT	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges		670,066.27	739,450.00	51,366.28	55,056.26	44,062.86	243,256.35	496,193.65	32.90
Capital outlay									
271-000.00-986.000	Technology - Capital Outlay	34,074.28	37,000.00	1,835.00	0.00	0.00	1,835.00	35,165.00	4.96
Capital outlay		34,074.28	37,000.00	1,835.00	0.00	0.00	1,835.00	35,165.00	4.96
Transfers out									
271-000.00-995.272	Transfer to Library Contribution Fund	35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers out		35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY		3,829,403.33	4,332,550.00	312,685.77	304,332.73	259,067.14	1,230,425.73	3,102,124.27	28.40
TOTAL EXPENDITURES		3,829,403.33	4,332,550.00	312,685.77	304,332.73	259,067.14	1,230,425.73	3,102,124.27	28.40
Fund 271 - LIBRARY FUND:									
TOTAL REVENUES		3,827,332.74	3,808,984.00	24,400.07	7,475.86	16,101.33	3,778,930.64	30,053.36	(486.76)
TOTAL EXPENDITURES		3,829,403.33	4,332,550.00	312,685.77	304,332.73	259,067.14	1,230,425.73	3,102,124.27	(486.76)
NET OF REVENUES & EXPENDITURES		(2,070.59)	(523,566.00)	(288,285.70)	(296,856.87)	(242,965.81)	2,548,504.91	(3,072,070.91)	(486.76)
BEG. FUND BALANCE		2,598,740.02	2,596,669.43				2,596,669.43		(486.76)
END FUND BALANCE		2,596,669.43	2,073,103.43				5,145,174.34		(486.76)
Fund 272 - LIBRARY CONTRIBUTION FUND									
Revenues									
Dept 000.00 - TREASURY									
Interest income									
272-000.00-665.000	Interest in investments	52,873.99	27,000.00	4,236.23	0.00	0.00	8,976.21	18,023.79	33.25
272-000.00-669.500	Unrealized gain (loss) on investments	37,885.77	(4,500.00)	4,245.30	0.00	0.00	12,132.66	(16,632.66)	(269.61)
Interest income		90,759.76	22,500.00	8,481.53	0.00	0.00	21,108.87	1,391.13	93.82

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2024	BDGT	AUG 2024	SEP 2024	OCT 2024	10/31/2024	BALANCE	
		NM (ABNM)		INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	
Donations									
272-000.00-674.036	Diversity, Equity, & Inclusion	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.046	Makerspace Renovation Revenue	8,216.55	1,000.00	1,204.20	165.65	1,149.00	2,640.90	(1,640.90)	264.09
272-000.00-674.229	Raising a Reader in Novi Sponsors	29.66	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.230	Collections/Materials Revenue	12,070.61	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.231	Buildings/Ground/Furniture Revenue	625.00	1,000.00	175.00	343.72	3,250.00	3,768.72	(2,768.72)	376.87
272-000.00-674.232	Programming Revenue	4,098.70	3,000.00	6,332.53	1,080.64	3,000.00	10,413.17	(7,413.17)	347.11
272-000.00-674.233	Technology Library Revenue	50.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.234	Undesignated Misc Donations	100.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.235	Marketing Sponsorships	5,000.00	0.00	0.00	450.00	2,750.00	3,200.00	(3,200.00)	100.00
Donations									
		30,690.52	9,500.00	7,711.73	2,040.01	10,149.00	20,022.79	(10,522.79)	210.77
Transfers in									
272-000.00-699.271	Transfer From Library Fund	35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers in									
		35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY									
		156,688.28	32,000.00	16,193.26	2,040.01	10,149.00	41,131.66	(9,131.66)	128.54
TOTAL REVENUES									
		156,688.28	32,000.00	16,193.26	2,040.01	10,149.00	41,131.66	(9,131.66)	128.54
Expenditures									
Dept 000.00 - TREASURY									
Supplies									
272-000.00-742.036	Diversity, Equity, & Inclusion	0.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-742.046	Makerspace iCube	9,856.18	0.00	1,000.00	0.00	0.00	1,000.00	(1,000.00)	100.00
272-000.00-742.229	Raising a Reader Expense	1,362.10	1,000.00	218.70	75.62	53.00	347.32	652.68	34.73
272-000.00-742.230	Collections/Materials Expense	10,904.06	1,000.00	0.00	88.08	88.44	176.52	823.48	17.65
272-000.00-742.231	Buildings/Ground/ Furniture Expense	66,001.70	0.00	0.00	0.00	0.00	71.90	(71.90)	100.00
272-000.00-742.232	Programming Expense	8,612.26	3,000.00	0.00	0.00	2,000.00	2,000.00	1,000.00	66.67
272-000.00-742.234	Undesignated Misc	246.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-742.236	Staff Recognition	3,296.10	2,500.00	1,591.84	0.00	203.70	1,963.02	536.98	78.52
Supplies									
		100,278.40	8,500.00	2,810.54	163.70	2,345.14	5,558.76	2,941.24	65.40
Capital outlay									
272-000.00-976.000	Building improvements	0.00	101,200.00	18,320.00	0.00	0.00	18,320.00	82,880.00	18.10
272-000.00-976.046	Makerspace Renovation	(500.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.140	Automated Return System	0.00	115,800.00	0.00	0.00	0.00	0.00	115,800.00	0.00
272-000.00-976.141	Main Entrance Design	25,145.00	30,000.00	0.00	0.00	0.00	0.00	30,000.00	0.00
272-000.00-976.143	Wi-Fi Upgrade	17,562.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.144	Server & Camera Upgrade	68,838.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay									
		111,045.89	247,000.00	18,320.00	0.00	0.00	18,320.00	228,680.00	7.42
Total Dept 000.00 - TREASURY									
		211,324.29	255,500.00	21,130.54	163.70	2,345.14	23,878.76	231,621.24	9.35
TOTAL EXPENDITURES									
		211,324.29	255,500.00	21,130.54	163.70	2,345.14	23,878.76	231,621.24	9.35
Fund 272 - LIBRARY CONTRIBUTION FUND:									
TOTAL REVENUES									
		156,688.28	32,000.00	16,193.26	2,040.01	10,149.00	41,131.66	(9,131.66)	(7.72)
TOTAL EXPENDITURES									
		211,324.29	255,500.00	21,130.54	163.70	2,345.14	23,878.76	231,621.24	(7.72)
NET OF REVENUES & EXPENDITURES									
		(54,636.01)	(223,500.00)	(4,937.28)	1,876.31	7,803.86	17,252.90	(240,752.90)	(7.72)
BEG. FUND BALANCE									
		1,698,587.10	1,643,951.09				1,643,951.09		(7.72)
END FUND BALANCE									
		1,643,951.09	1,420,451.09				1,661,203.99		(7.72)
TOTAL REVENUES - ALL FUNDS									
		3,984,021.02	3,840,984.00	40,593.33	9,515.87	26,250.33	3,820,062.30	20,921.70	
TOTAL EXPENDITURES - ALL FUNDS									
		4,040,727.62	4,588,050.00	333,816.31	304,496.43	261,412.28	1,254,304.49	3,333,745.51	
NET OF REVENUES & EXPENDITURES									
		(56,706.60)	(747,066.00)	(293,222.98)	(294,980.56)	(235,161.95)	2,565,757.81	(3,312,823.81)	
BEG. FUND BALANCE - ALL FUNDS									
		4,297,327.12	4,240,620.52				4,240,620.52		
END FUND BALANCE - ALL FUNDS									
		4,240,620.52	3,493,554.52				6,806,378.33		

Financial Balance Sheets

11/05/2024		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 10/31/2024	
GL Number	Description	Balance	
Fund 271 - LIBRARY FUND			
*** Assets ***			
271-000.00-001.000	Cash - Pooled	(282,117.43)	
271-000.00-004.000	Cash on hand	600.00	
271-000.00-017.000	Investments - Pooled	5,371,876.18	
271-000.00-019.000	Current taxes receivable	77,766.86	
271-000.00-123.400	Prepaid Expenditure	2,649.99	
	Total Assets	5,170,775.60	
*** Liabilities ***			
271-000.00-202.000	Accounts payable	17,668.39	
271-000.00-258.702	Accrued liabilities - tax	7,800.00	
271-000.00-259.200	Unemployment insurance liability	132.87	
	Total Liabilities	25,601.26	
*** Fund Balance ***			
271-000.00-390.000	Fund balance	2,596,669.43	
	Total Fund Balance	2,596,669.43	
	Beginning Fund Balance	2,596,669.43	
	Net of Revenues VS Expenditures	2,548,504.91	
	Ending Fund Balance	5,145,174.34	
	Total Liabilities And Fund Balance	5,170,775.60	

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	(2,100.19)
272-000.00-017.000	Investments - Pooled	1,652,073.12
272-000.00-035.000	Accounts Receivable - Manual	13,313.00
	Total Assets	1,663,285.93
*** Liabilities ***		
272-000.00-202.000	Accounts payable	2,081.94
	Total Liabilities	2,081.94
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	44,529.12
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	(36,652.91)
272-000.00-375.232	Fund Balance Programming	31,803.96
272-000.00-375.233	Fund Balance Technology Library	1,050.00
272-000.00-375.262	Restricted-Book lt-childrens collections	35,238.00
272-000.00-390.000	Fund balance - Unrestricted	1,567,982.92
	Total Fund Balance	1,643,951.09
	Beginning Fund Balance	1,643,951.09
	Net of Revenues VS Expenditures	17,252.90
	Ending Fund Balance	1,661,203.99
	Total Liabilities And Fund Balance	1,663,285.93

DIRECTOR'S REPORT



December Anniversaries – Years of Service



Emily Brush – 9 years



Shannon O'Leary – 9 years



Aisar Taha – 1 year

Happy Halloween! 🎃👻





HUGE thank you to Emma DeCenso, Lead Librarian on project (middle) and from left to right Denise Woods, Dana VanOast, Shannon O'Leary, Lori Lowry and Jessica Holowicki for the beautiful implementation of NPL's first Human Library experience. 28 books were read. Six books were offered from 11am – 4pm on November 9, 2024. The program was by far a success and a plan to host one annually is in the works. This is a wonderful example of how NPL continues to provide opportunities for learning in our DEI space.



Vendors Wanted!

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

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

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

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

Application deadline: November 10 (or when filled).

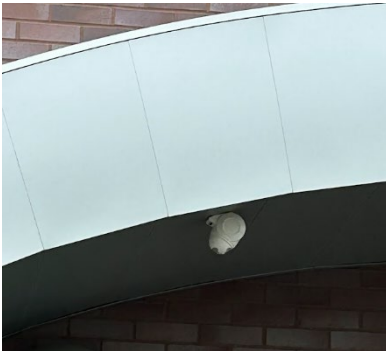


10/13/2024				10/14/2024				10/15/2024				10/16/2024				10/17/2024				10/18/2024				10/19/2024							
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	29	97	63	10-11am	74	127	101	10-11am	24	67	46	10-11am	117	224	171	10-11am	33	100	67	10-11am	41	130	86	10-11am	41	130	86
11am-12	0	0	0	11am-12	52	61	57	11am-12	63	59	61	11am-12	62	83	73	11am-12	77	70	74	11am-12	52	50	51	11am-12	63	88	76	11am-12	63	88	76
12-1pm	52	120	86	12-1pm	63	63	63	12-1pm	80	72	76	12-1pm	60	63	62	12-1pm	102	72	87	12-1pm	71	47	59	12-1pm	103	135	119	12-1pm	103	135	119
1-2pm	63	91	77	1-2pm	85	57	71	1-2pm	100	157	129	1-2pm	58	80	69	1-2pm	64	44	54	1-2pm	48	76	62	1-2pm	97	144	121	1-2pm	97	144	121
2-3pm	124	130	127	2-3pm	82	175	129	2-3pm	93	12	53	2-3pm	108	163	136	2-3pm	93	189	141	2-3pm	113	158	136	2-3pm	190	119	155	2-3pm	190	119	155
3-4pm	93	129	111	3-4pm	201	204	203	3-4pm	163	143	153	3-4pm	167	174	171	3-4pm	174	159	167	3-4pm	129	121	125	3-4pm	132	108	120	3-4pm	132	108	120
4-5pm	142	114	128	4-5pm	195	227	211	4-5pm	152	133	143	4-5pm	181	131	156	4-5pm	184	162	173	4-5pm	144	144	144	4-5pm	81	64	73	4-5pm	81	64	73
5-6pm	143	30	87	5-6pm	248	165	207	5-6pm	160	126	143	5-6pm	139	89	114	5-6pm	150	113	132	5-6pm	164	54	109	5-6pm	176	75	126	5-6pm	176	75	126
6-7pm	0	0	0	6-7pm	159	121	140	6-7pm	123	157	140	6-7pm	102	86	94	6-7pm	137	112	125	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	103	69	86	7-8pm	135	90	113	7-8pm	75	60	68	7-8pm	120	107	114	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	100	20	60	8-9pm	137	24	81	8-9pm	72	25	49	8-9pm	106	25	66	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
			616				1,288				1,190				1,035				1,301				752				873				

10/20/2024				10/21/2024				10/22/2024				10/23/2024				10/24/2024				10/25/2024				10/26/2024							
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	43	93	68	10-11am	47	127	87	10-11am	56	200	128	10-11am	31	111	71	10-11am	24	76	50	10-11am	46	116	81	10-11am	46	116	81
11am-12	0	0	0	11am-12	48	49	49	11am-12	84	52	68	11am-12	74	81	78	11am-12	63	58	61	11am-12	52	53	53	11am-12	84	81	83	11am-12	84	81	83
12-1pm	53	102	78	12-1pm	74	61	68	12-1pm	54	45	50	12-1pm	67	59	63	12-1pm	89	69	79	12-1pm	52	48	50	12-1pm	91	85	88	12-1pm	91	85	88
1-2pm	66	78	72	1-2pm	59	47	53	1-2pm	62	79	71	1-2pm	65	81	73	1-2pm	70	78	74	1-2pm	67	85	76	1-2pm	74	75	75	1-2pm	74	75	75
2-3pm	81	98	90	2-3pm	79	198	139	2-3pm	90	197	144	2-3pm	92	160	126	2-3pm	86	191	139	2-3pm	103	164	134	2-3pm	87	96	92	2-3pm	87	96	92
3-4pm	72	83	78	3-4pm	188	169	179	3-4pm	205	245	225	3-4pm	230	216	223	3-4pm	205	212	209	3-4pm	147	116	132	3-4pm	105	78	92	3-4pm	105	78	92
4-5pm	110	108	109	4-5pm	168	188	178	4-5pm	213	216	215	4-5pm	145	106	126	4-5pm	181	189	185	4-5pm	111	81	96	4-5pm	84	94	89	4-5pm	84	94	89
5-6pm	153	61	107	5-6pm	161	128	145	5-6pm	165	116	141	5-6pm	120	96	108	5-6pm	192	97	145	5-6pm	112	42	77	5-6pm	122	47	85	5-6pm	122	47	85
6-7pm	0	0	0	6-7pm	164	103	134	6-7pm	185	191	188	6-7pm	106	114	110	6-7pm	106	88	97	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	67	69	68	7-8pm	159	129	144	7-8pm	85	114	100	7-8pm	98	48	73	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	104	17	61	8-9pm	186	27	107	8-9pm	142	29	86	8-9pm	59	19	39	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
			533				1,139				1,437				1,219				1,170				667				683				

10/27/2024				10/28/2024				10/29/2024				10/30/2024				10/31/2024			
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	30	77	54	10-11am	43	120	82	10-11am	55	109	82	10-11am	51	116	84
11am-12	0	0	0	11am-12	37	52	45	11am-12	129	126	128	11am-12	67	63	65	11am-12	55	46	51
12-1pm	62	167	115	12-1pm	55	65	60	12-1pm	82	68	75	12-1pm	57	42	50	12-1pm	76	53	65
1-2pm	81	168	125	1-2pm	70	43	57	1-2pm	86	51	69	1-2pm	50	64	57	1-2pm	61	63	62
2-3pm	85	125	105	2-3pm	84	148	116	2-3pm	61	59	60	2-3pm	92	139	116	2-3pm	73	148	111
3-4pm	186	121	154	3-4pm	168	204	186	3-4pm	73	69	71	3-4pm	160	188	174	3-4pm	132	116	124
4-5pm	192	113	153	4-5pm	166	153	160	4-5pm	59	91	75	4-5pm	179	131	155	4-5pm	111	78	95
5-6pm	138	44	91	5-6pm	185	160	173	5-6pm	87	101	94	5-6pm	142	98	120	5-6pm	62	26	44
6-7pm	0	0	0	6-7pm	160	128	144	6-7pm	96	64	80	6-7pm	111	78	95	6-7pm	49	25	37
7-8pm	0	0	0	7-8pm	116	88	102	7-8pm	87	65	76	7-8pm	78	76	77	7-8pm	16	17	17
8-9pm	0	0	0	8-9pm	121	25	73	8-9pm	75	21	48	8-9pm	83	27	55	8-9pm	39	3	21
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
			741				1,168				857				1,045				708

Information Technology Report by Jeffrey Smith – October 2024



General

The IT staff Worked with Facilities to re-aim our drive-thru car counter which had gone out of alignment.

SenSource Motion Detector for counting cars

The IT Dept Ordered and deployed a new NPL-managed mobile phone for our new Head of Support Services Sarah Mominee. We also provided Sarah with a brief IT Orientation session.

Denise represented the IT Department at a demo of the *ReciteMe* website accessibility tool called "Checker"

IT staff configured Caller ID on all NPL desk phones to consistently display as "Novi Library" to outside callers.

Several Hotspots were repaired. IT staff are working with Sheng-Yeu in the Support Services department to do a complete inventory of *T-Mobile Franklin T-10 HotSpots*, including both hardware and sim card numbers. This will help us to better manage our hotspots when they have issues.

Tel Systems did sound system maintenance in the Whole Meeting Room and software updates in two other meeting rooms to prevent audio volumes from randomly dropping.

Jeff ordered new HP laptops for NPL managers. Some managers had been using 5-year-old laptops.

The IT Department participated in a Fire Drill on Oct 15th. Jeff grabbed the Yellow Safety Vest and a Walkie-Talkie and served as the "manager in charge" for the drill. Julie was assigned the Orange Vest and gathered staff and patrons in the evacuation area.

Jeff attended the October 15th Building & Grounds meeting to discuss our firewall project. The B&G Committee ended up making firewall recommendations to the full board at the October 24th NPL board meeting.



Novi Library's current firewall - Soon to be replaced

Denise met Eva from the Support Services Dept at the *NPL Lakeshore 24-hour library kiosk* to debug a network issue. The problem was a switch that needed some maintenance.

IT staff worked with Facilities staff to install an electric stand-up desk in Information Services

During our bi-weekly IT Department meeting, we celebrated Dominic's 13 years of service by sharing in Dom's favorite sweet treat: Cobbler. The team provided Dom with a gift, which was made by Mallory in the iCube, and we strengthened our team by doing some fun activities together

iCube

We held 226 iCube appointments in October.

- 56 3D prints
- 1 3D scans
- 12 Adobe Creative Cloud projects
- 18 Cricut crafts
- 0 Carvey projects
- 39 Creative Kits
- 14 Digital Conversions
- 24 Heat Press jobs
- 15 Laser projects
- 18 Photo Prints
- 6 Sewing/Embroidery projects
- 23 Sublimation prints

Mallory completed several iCube training steps. She is now on the Staffed Hours schedule and will soon be actively taking iCube appointments.

The iCube purchased a new portable 3D Printer for outreach events. Mary and Jess were able to take the printer to the Michigan Library Association (MLA) conference. They gave a presentation about our efforts to provide services to special needs patrons, and making accessibility items.

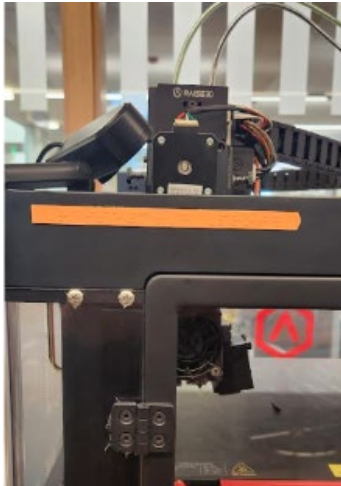


Bambu Lab A1 Mini portable 3D Printer purchased by Friends of Novi Library for the iCube



Some sample 3D Printed Assistive Devices created with filament supplied by *Friends of the Novi Library*. Thank you Mary Robinson and Jen McArdle for spearheading this accessibility project.

October was a busy month at the iCube. These are a few of the projects that our staff (Dom, Mary, Jess, Mallory) worked on this month:



Mary found a way to label some of our equipment with Braille labels. This one says "Raise 3D Printer"

Braille equipment label on our 3D Printer

Dom and Mallory helped with the NPL Open house on Sunday October 6th. It was a busy time for the iCube!



Dom helped a patron make several sublimated mugs including this one with a picture the guest had designed that was made using multiple layers.

Goldfish mug designed and made by a patron with Dom's help.

Jess helped guests use the 8mm film digitizer. She also had an appointment with a patron who engraved 3 glasses on our Laser Engraver.

Mary used the Heat Press to make tote bags for the Novi Veteran's Day celebration.



Mallory showed a family how to use the button maker. They made 12 large buttons to advertise a book that they wrote. She also worked on an embroidery sample:

Embroidered design for a Polish Vest by Mallory

Training

- Jeff attended: "Charting Your Course for Funding Year 2025: Navigating E-rate Admin Updates, 470/bidding, & Hotspot" -web training provided by The Library of Michigan
- Denise attended: "Safety/De-escalation Training Course with the Customer Service Team

Facilities Report by Keith Perfect - October

In the past month the Facilities Department has closed 5 Facilities Maintenance tickets, 50 Meeting Room Requests/Programs and has updated 354 Periodic Maintenance tickets.

- The lawn irrigation system has been winterized by vendor.
- The fall clean-up has been completed by our landscaping vendor.
- All of the building glass has been cleaned by vendor.
- Maintenance was performed on emergency lighting. Several bulbs and batteries were replaced.
- The Librarian statue in front of the building received its annual cleaning.
- The vestibule air-curtain was serviced for the winter season and a new door switch was installed by vendor.
- The Novi Fire Department has conducted the annual fire inspection. No violations were present.
- The Novi Fire Department has provided the library with a brand new AED device at no cost to the library.
- Several light ballasts were changed throughout the building.

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

Information Services Department October Report

News and Notes

- Staff attended department meetings.
- Staff attended staff Q&A session update meetings with the Library Director.
- Staff attended committee meetings for the following:
 - HR
 - Customer Service
- Staff attended and presented NPL's annual Back to School Luncheon to connect with Novi, Walled Lake, Northville and surrounding schools/pre-schools staff that may service Novi residents. There was a brief presentation that highlighted the specific areas of interest at NPL.
- Youth staff toured the Redford Township District Library play area.
- Staff toured We Rock the Spectrum, a new Novi play gym for children of all abilities.
- Staff participated in the fire drill.

Professional Development

- Responding to Aggressive Workplace Behavior webinar - Anna, Jen, Lindsay
- IS staff on external committees:
 - Novi Historical Commission - Rae
 - Thumbs Up! Award Workgroup - Austin and Kirsten
 - Mitten Award Committee - Emily
 - School Library Journal Book Reviews - Emily
- Leadership Strategies for Building Connection and Defusing Difficult Situations - Jen
- Bibliocommons - Bibliocon 24 - Five Lessons Learned Building Internal ChatGPT Tools for Library Staff - Jen
- Back to School with MeL - Jen
- Business eResources from MeL - Jen
- The New Basics of Professional Customer Service webinar - Austin
- Mary, Jess, Austin, and Jen attended the MLA 2024 Annual Conference in Traverse City
- Level Up Your Book Displays- Shannon
- Civic Literacy in Libraries- Shannon
- Library 2035: Imagining the Next Generation of Libraries - Lindsay
- The New Basics of Professional Customer Service - Lindsay
- Cutting Employee Turnover 20% and More - Lindsay
- Safety / De-Escalation Training Course - Members of the Customer Service Committee

IS Staff Outreach

- Preschool outreach story times at ECEC (9), Little Birds, A Growing Place (2) – Emily
- Novi ECEC Special Education Family Activity Day - Emily
- Senior Outreach – Emma N/A
- Novi Mental Health Alliance - Austin
- Back to School Luncheon - Lindsay, Emily, Kirsten, Danielle, Shannon, Taylor, Austin, Jen (Mary gave a tour of the iCube)
- SCORE Collaboration and re-Intro meeting - Jen
- Pumpkifest at MSU Tollgate Farm - Taylor and Jen (200)

- Jack o'Lantern Jubilee- Shannon & Josefa
- Bilingual Storytime with NCSD- Shannon
- ELD Picnic- Shannon
- Consul General's BBQ (and Japanese Job Fair planning)- Shannon
- Novi Japan Festival- Shannon
- 6 outreach book discussions
- Novi Meadows school visits to the Novi Library on 10/3 and 10/17 (100 students)

Adult Programs

- Afternoon Read Book Club – N/A
- Novel Idea book Club – N/A
- Japanese Conversation Group (1)- 33
- Spanish Conversation group (1) -8
- ESL Book Club Mondays (3)- 13
- ESL Book Club Wednesdays(3)- 16
- Evening of English (2)- 48
- English Language Lessons Beginner (4)- 64
- English Language Lessons Intermediate/Advanced (4)- 64
- Voting in Your Right and Power (with DAYN & ACJ)- 25

Adult Displays

- **Adult Desk Display:** Hispanic/Latino Heritage Month
- **Feature Collection:**
 - Reading Challenge:
- **1st floor glass case**
 - Hispanic/Latino Heritage Month

Youth/Tween/Teen/Family Programs

- LEGO Club - 55
- Youth / Tween grab and go kits - 96 each
- Club Half-Blood - 7
- Baby Time (10/2, 10/9, 10/23, 10/30) - 79
- Tot Time (10/2, 10/9, 10/23, 10/30) - 143
- Time for Twos & Threes (10/1, 10/8, 10/22, 10/29) - 248
- Fun for Fours & Fives (10/3, 10/10, 10/24, 10/31) - 43
- Family Story Time (10/12) - 38
- Sunset Stories (10/23) - 20
- ISTP (4)- 34
- Robotics Demonstration Day - 141
- Spooky Halloween Magic with Baffling Bill - 126 (sponsored by the Friends of the Novi Library)

Youth/Tween/Teen Displays

- **Teen Stop display** – Books that go bump in the night



- **Youth Feature Display** –
- **Youth Desk Display** –
- **New for You Kiosk**
 - **Libraries Are for Everyone:** Hispanic Heritage Month, National Bullying Prevention Month, Rosh Hashanah, Yom Kippur, World Space Week, Indigenous Peoples Day, Sukkot, Pronouns Day, Halloween, Diwali, Day of the Dead



Featured Display: Community Reads

Marketing and Community Promotion by Dana VanOast – October

Marketing & Community Promotions – October 2024 By Dana VanOast, Communications Manager

Outreach or Promotions

Tuesday, Oct 1, 2024 – Fox Run Authors Live Luncheon

Friday, Oct 4, 2024 – Created half-sheet Recite Me flyer with function information

Thursday, Oct 24, 2025 – Fox Run Library Card Sign Up & Information (provided flyers and giveaways)

Webinars/Demos

Oct 8, 2024: Not at the Mercy of the Algorithm: Control Your Own Content with Email – Springshare/Patron Point

Oct 10, 2024: Demo of Recite Me's Website Accessibility Checker

Oct 16, 2024: MI PR Group Meeting

Oct 17, 2024: The New Basics of Customer Service (Niche Academy)

Oct 19, 2024: Ensuring Digital Accessibility (Woodlands Library Cooperative)

Oct 20, 2024: Marketing: How to Use High-Impact Storytelling (LinkedIn Learning)

Oct 30, 2024: Multilingual Messaging in Patron Point

Videos Filmed

Oct 7, 2024: Fox Run, 4 "Library Minute" videos filmed to air during live-show thru Oct 29

Marketing Committee Updates – October 22, 2024

- Reviewed draft of Annual Report
 - We are providing a two-paged annual report handout in addition to a larger digital version that is mobile friendly.
 - Communications Manager will be presenting the Annual Report at the Board Meeting in November and City Council Meeting on December 2.
- Finalized business card and name tag designs

Publicity – Novi Note, October 31, 2024

NEWS & NOTES

4A/ NOVI NOTE • OCTOBER 31, 2024

– Compiled by Charity Meier



Veterans Day celebration to be held Nov. 7

The city of Novi's annual Veterans Day lunch is scheduled to take place from 11:30 a.m. to 1 p.m. Nov. 7. Veterans and their families and guests can enjoy a barbecue lunch along with the music of the band Oil Can Larry, featuring songs from the 1960s, '70s and '80s. For more information, call (248) 347-0414 or visit cityofnovi.org/veteransday.

Early voting now open

Early voting in Michigan began Oct. 26 and will run through Nov. 3. Voters can submit their ballots between noon and 8 p.m. Thursday and between 8:30 a.m. and 4:30 p.m. Friday through Sunday at the Novi Civic Center, 45175 W. 10 Mile Road. For more election information, visit cityofnovi.org/elections.

Free at-home COVID test kits

The Novi Public Library has free at-home COVID test kits. Library patrons can pick them up through the drive-up window during regular library hours. No appointment is necessary. There is a limit of two kits per car.

Scooter locks available for checkout at library

The Novi Public Library has locks available for patrons to borrow and properly secure their electric scooters on the bike rack outside the building. The library does not allow the scooters inside due to safety concerns. The locks can be picked up at the circulation desk.

Support Services Department Report by Sarah Mominee- October

Department Head/General

- Board Packet Statistics were completed for the Support Services department.
- Completed a safety tour on October 8th.
- Attended a SkillPath seminar on October 23rd and 24th.
- Attended a TLN SASUG Zoom meeting on October 24th.
- Attended Management Team meetings.
- Scheduled one-on-one meetings with the entire department that are to take place in November.
- Began "Question of the Week" to encourage a fun working environment.

Circulation & Shelvers

- Lori Mullins first day as a new Circulation Clerk was on October 27th.
- The Library Board approved starting bids next year for a new AST machine. Comments and preferences of the circulation staff are being collected.

Tech Services

- Kelly Martin's first day as a Tech Services Clerk was on October 14th!
- Tech Services staff are working on the Movement (and Future) of Business, Career, and Test Prep Collections.
- They have begun interfilling books from the Career collection to the regular Non Fiction collection.
- In the future, they will be changing the rest of the books to TEST PREP.

TLN SASUG:

- TLN is starting a project with RFID tags, where they, along with several libraries in the system, are working on adding RFID tags to all books in The Library Network. If you want to read more about this process, visit tln.org/RFID.
- Northville District Library is leaving the shared system. There is no set timeline for them leaving. I will send updates as more announcements are made.

Statistics (October 2024)

- **Cards Issued: 455**
- **Items Checked Out (NPL): 52,691**
- **Items Checked Out (LLL): 96**
- **Total Checkouts (NPL + LLL): 52,787**
- **Items Interloaned for NPL Patrons: 4,245 (89 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,886 (84 through MeLCat)**
- **Items Added to the Collection: 1,072**
- **Items Discarded from the Collection: 1,298**
- **Drive-Up Window & Locker Hold Pickups: 24**
- **MAP Checkouts: 55**
- **Online New Card Registrations: 18**
- **Outreach:**
 - **NPL @ Your Door: 7 Mailer Bags / 17 Items**
 - **8 Facilities Visits / 45 Items Provided**
 - **6 Book Discussions / 84 Items Provided**
- **READ Boxes:**
 - **Read Boxes were emptied on October 23rd for the season.**

Support Services Statistics 2024-2025													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	327	324	497	455									1,603
↳ Of Which, Online Registrations Totaled	89	25	28	18									160
Checkouts (NPL)	64,018	61,933	54,351	52,691									232,993
Checkouts (Lakeshore Lending Library)	121	113	100	96									430
Total Checkouts (NPL + LLL)	64,139	62,046	54,451	52,787									233,423
Items Borrowed	5,002	4,383	4,000	4,245									17,630
Items Loaned	3,775	3,455	3,789	3,487									14,506
Hold Pickups (Drive-Up & Lockers)	25	21	26	24									96
MAP Pass Checkouts	74	78	57	55									264
Read Boxes	609	341	347	42									1,339
NPL @ Your Door (# of Bags)	10	8	10	7									35
NPL @ Your Door (# of Items)	31	27	30	17									105

Year-to-Year Comparison					Read Boxes				
		OCT 2024	OCT 2023				OCT 2024	OCT 2023	
Cards Issued This Month		455	548						
Total Checkouts (NPL + LLL)		52,787	53,024		Read Boxes	Adult	0	19	
						Youth	42	141	
Items Borrowed	TLN	4,156	3,802			Total	42	160	
	MeL	89	84						
		4,245	3,886						
Items Loaned	TLN	3,276	3,458		NOTE: Read Boxes were emptied on October 23rd for the season.				
	MeL	211	178						
		3,487	3,636						

Self-Check Totals 2024-25 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	64,139	46.26%	29,668	8,417	6,009	4,799	10,443
August	62,046	44.43%	27,568	8,474	5,963	4,006	9,125
September	54,451	42.70%	23,250	7,236	5,014	2,842	8,158
October	52,787	43.15%	22,776	6,835	4,784	2,703	8,454
November							
December							
January							
February							
March							
April							
May							
June							
FYTD	233,423	44.24%	103,262	30,962	21,770	14,350	36,180

Library Usage									
2023-2024 Fiscal Year					2024-2025 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	35,488	7,105	42,593	1,704	July	27,026	6,343	33,369	1,192
August	24,612	4,137	28,749	1,106	August	26,543	7,657	34,200	1,179
September	25,059	6,560	31,619	1,171	September	26,464	7,657	34,121	1,219
October	29,335	1,636	30,971	1,032	October	30,044	5,220	35,264	1,138
November	27,349	6,356	33,705	1,248	November				
December	21,975	7,197	29,172	1,122	December				
January	24,865	7,650	32,515	1,084	January				
February	27,211	6,815	34,026	1,173	February				
March	24,943	4,721	29,664	1,023	March				
April	28,725	5,704	34,429	1,148	April				
May	24,053	7,709	31,762	1,176	May				
June	26,941	4,583	31,524	1,126	June				
FYTD Total	320,555	70,173	390,728	1,170	FYTD Total	110,077	26,877	136,954	1,181

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

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

Computer Logins											
2023-2024 Fiscal Year						2024-2025 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,128	38,208	39,336	1,573	237	July	1,383	148,114	149,497	5,339	275
August	1,250	*44,166	45,416	1,747	265	August	1,356	155,267	156,623	5,401	275
September	1,025	*104,753	105,778	3,918	255	September	995	161,443	162,438	5,801	264
October	1,102	182,259	183,361	6,112	292	October	1,076	178,568	179,644	5,795	297
November	1,021	180,487	181,508	6,723	263	November					
December	873	116,491	117,364	4,514	247	December					
January	430	**164,392	164,822	5,494	286	January					
February	1,185	161,577	162,762	5,612	267	February					
March	1,199	148,575	149,774	5,165	272	March					
April	1,258	169,967	171,225	5,708	286	April					
May	506	160,279	160,785	5,955	266	May					
June	1,253	153,389	154,642	5,523	261	June					
FYTD Total	12,230	1,624,543	1,636,773	4,901	3,197	FYTD Total	4,810	643,392	648,202	5,588	1,111

Notes 2023-2024:

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

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

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

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

Early Literacy Workstation Usage							
2023-2024 Fiscal Year				2024-2025 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	612	8,955	14	July	768	10,949	14
August	693	9,007	13	August	743	10,876	13
September	610	6,615	12	September	664	9,187	13
October	724	9,029	25	October	729	10,029	14
November	636	8,190	18	November			
December	*556	*6,540	*24	December			
January	637	9,309	13	January			
February	751	10,617	14	February			
March	743	10,870	15	March			
April	687	9,805	14	April			
May	562	7,796	14	May			
June	767	11,181	15	June			
FYTD Total	7,978	107,914	16	FYTD Total	2,904	41,041	14

Notes 2023 – 2024:

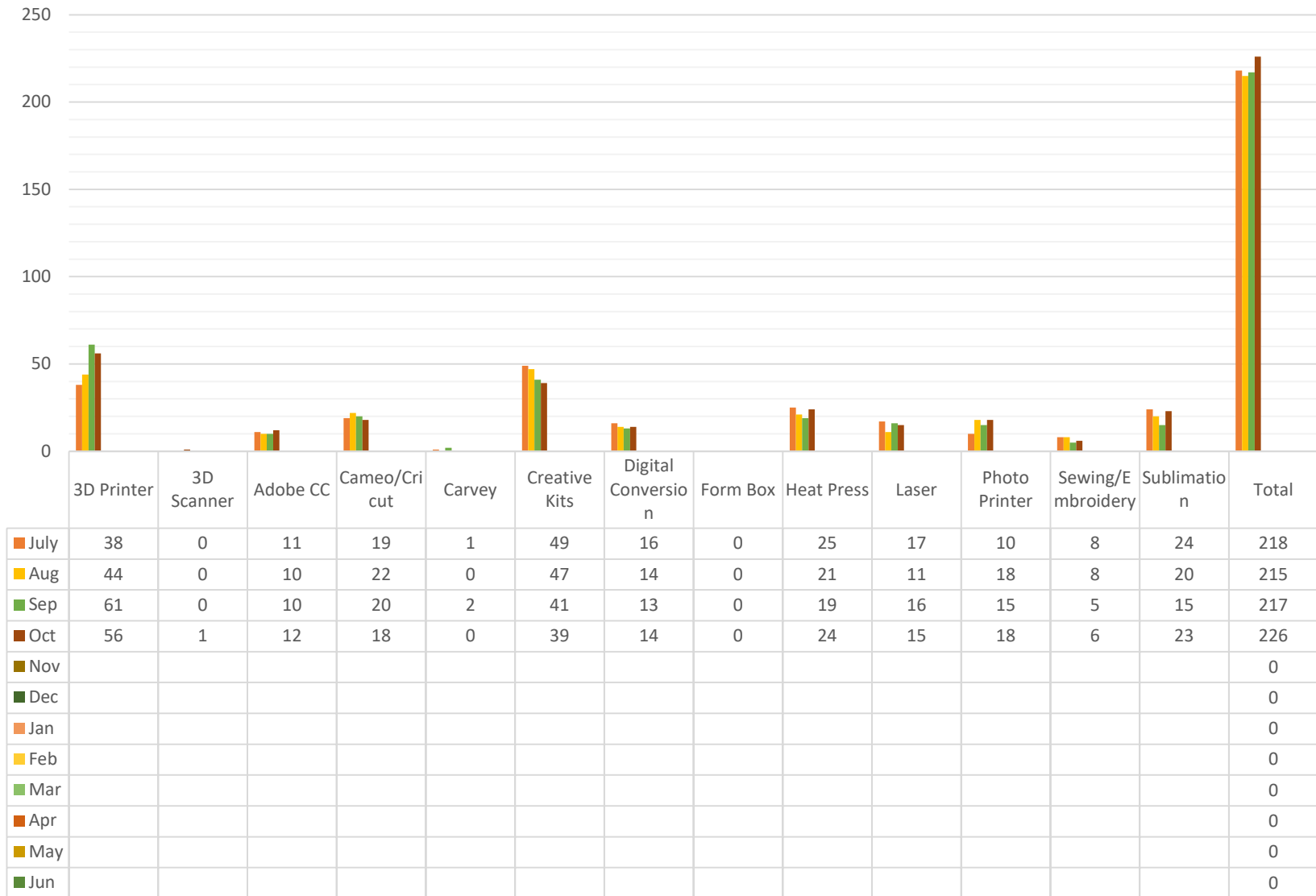
AWE Stats previously taken from AWE Customer portal. Beginning July 2023, the portal is no longer available.

Stats are now downloaded from the individual AWE workstations.

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

Technology Training Sessions 2024-25 Fiscal Year																
	3D Printing	Cricut/Silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Heat Press	Creative Kits	Virtual Reality	Staff Training	Total Sessions
Jul	38	19	16	10	8	24	1	17	0	0	11	25	49	0	8	226
Aug	44	22	14	18	8	20	0	11	0	0	10	21	47	0	2	217
Sep	61	20	13	15	5	15	2	16	0	0	10	19	41	0	3	220
Oct	56	18	14	18	6	23	0	15	0	1	12	24	39	0	4	230
Nov																0
Dec																0
Jan																0
Feb																0
Mar																0
Apr																0
May																0
Jun																0
Sessions	199	79	57	61	27	82	3	59	0	1	43	89	176	0	17	893

iCube Usage 2024- 2025



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

2024-2025 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	2,564	682	304	23	392
August	2,520	702	312	17	454
September	2,564	710	320	24	364
October	2,726	732	329	26	609
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	10,374	2,826	1,265	90	1,819

2024-2025 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	7,746	3,510	11,256	1,610	124
August	7,441	3,712	11,153	1,499	131
September	7,440	3,437	10,877	2,037	136
October	7,261	3,396	10,657	1,944	94
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	29,888	14,055	43,943	7,090	485

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

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

Meeting Room Statistics 2024-2025 Fiscal Year		
	Rentals	Attendees
July	29	274
August	38	710
September	45	1,003
October	47	735
November		
December		
January		
February		
March		
April		
May		
June		
FYTD	159	2,722

FRIENDS OF NOVI LIBRARY

Friends of the Novi Library

November 2024



Book Nook News: Thanks to the hours of work from our wonderful volunteers and continued donations from generous patrons, the Book Nook continues to be a great success.

In August and September, we made \$4,335 in the Nook and \$429 from Thrift Books. Thanks to all of you who buy books and those donate them.

Volunteer of the Month,

Carol Neumann:

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



Our November **Kaleidoscope** program will be **Publishing Challenges in 2024** presented by **Stephanie Williams**, Director Wayne State University Press. Williams has an inside view of the many challenges an increasingly digital world is having on what a university press publishes.

Come learn how WSU Press is connecting authors and readers in a changing world.

Program held at Novi Public Library
November 12, 2024, at 7pm
Admission is free, but reservations are required

From the President:

October was certainly a busy month for the Friends. It started off with the **Fox Run Luncheon** and author Irene Miller. She kept the group spellbound as she talked of her early life in Europe under Hitler.

At the August Friends Board meeting we were thrilled to present our two summer interns, Grace Tie and Rebecca Borlace, with checks for \$500. It was a pleasure to meet them and hear their perspectives on their experience.

On Sunday, October 6th Friends Anne Craig, Megs Beller and Marilyn Amberger participated in the **Library Open House** which attracted 200 people. Those who attended were impressed with our gem of a library.

Senior Day followed. This year the Friends funded this event and what a fun and informative day that was. There were seminars on balance and keeping your mind sharp. For the crafters there was painting. During lunch we were treated to a performance by the Rick Lieder Band. They had us singing along and clapping. The day ended with Henry & Friends: Ford, Edison, and Firestone Live Interactive Presentation.



We will participate in the **Holiday Pop-up Market** on December 7th and will be offering a raffle for a lovely Michigan gift Basket.

Calendar of Events:

- Nov 1 – **Ladies Night Out** tickets required
- Kaleidoscope**
- Nov 12, 7pm – *Publishing Challenges in 2024*
 - Stephanie Williams, Director WSU Press
- Dec 7 – **Holiday Pop-up Market**

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – November 13, 2024**

- I. Call to Order, Roll Call Sue Johnson
- II. Minutes of October 9, 2024 Meeting * Sue Johnson
- III. Treasurer's Report* Sue Johnson
- Prior month(s) Income and Expense
 - Statement Balances
 - CD of \$26,917.63 expiring 11/20/2024 – 13 month 4%
 - Budget changes – Wish List, Scholarship, Gifts/Cards*
- IV. Reports
- Library Liaison Julie Farkas
 - Book Nook Carol Hoffman
 - Membership Sue Johnson
 - President Sue Johnson
 - Stephania Tolliver – last email on 8/13/2024 – Major Health issue, 9/4/2024 I emailed, no response, 11/4/2024 I emailed, no response, 11/11/2024 – called phone is disconnected. Motion to accept with regret her resignation from the board.
 - Scholarship update – Megs Beller
 - Report on \$5000 grant for special needs/accessibility
 - Report on October 27th – Sunday – 2-4 – Vanessa Carr – light refreshments
 - December 7, 10 am – 2 pm – Pop-up Market – Friends Holiday Sale
 - Possible Fundraiser - May 11, 2025 – Mother's Day Tea
- V. Announcements
- VI. Calendar
- Kaleidoscope
- November 12, 2024 - Publishing Challenges In 2024, Stephanie Williams, Director Wayne State University Press
- 2023 Listen at the Library
-
- 2024 Tuesday Tunes -
-
- 2024 Summer Music at Paradise Park – all events start at 6:30pm
-
- Friends Events
- Next meeting – Holiday Gathering – December 4 or 11 at noon

VII. Adjournment*

*Requires Action

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

September Minutes
Wednesday, September 18, 2024
Novi Library Local History

CALL TO ORDER: 7:01 p.m.

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

ABSENT: None

INTRODUCTION OF GUESTS: Rae Manela (Library Liaison)

APPROVAL OF AGENDA: APPROVED

APPROVAL OF AUGUST MINUTES: APPROVED

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2024/2025 Fiscal Year			
	BUDGET	EXPENDITURES	
		This September 18, 2024	
Display Cabinet Exhibit	\$ 300.00	\$ (101.74)	
Marketing/Structures/Engage/Name Badges	\$ 300.00	\$ -	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 10,000.00	\$ -	
Program/Speaker Fees	\$ 1,200.00	\$ -	
Storage Unit	\$ 3,700.00	\$ (2,450.00)	
Acquisition (Books/Materials/Subscriptions)	\$ 3,000.00	\$ -	
Conference/Continuing Education	\$ 1,000.00	\$ -	
Legal Fees	\$ 500.00	\$ -	
Special Project Items	\$ 3,000.00	\$ -	
Betty Long Internships			
Oral Histories			
City/Community Event			
Photography			
TOTAL:	\$ 23,600.00	\$ (2,551.74)	\$ 21,048.26
Equitable Projects		Expenditures	Revenue Net
Villa Barr Book Sales YTD			
Weather Across Novi Project			

Treasurer's Report: APPROVED – There was one expense for the display case this past month. No other expenses.

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

Mon., Oct. 7 (12 – 2p.m.): Kim Nice and Debbie Wrobel

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

Monday, Nov. 4 (12 – 2 p.m.): Kathy Crawford and Debbie Wrobel

Monday, Nov. 18 (6 – 8 p.m.): Kelly Kasper and Daniel Pierce

Document Donation Day: The Commission will host another Document Donation Day on Saturday, Nov. 2 from 1-3 p.m. Sharon Larson, Debbie Wrobel and Kim Nice will support the event from the Commission.

Villa Barr Books: The Novi Public Library has Villa Barr books for sale and will put a flyer for the books in one of the main floor kiosks.

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

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

DISCUSSION ITEMS:

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

Richmond Simmons Home: The Commission has been asked to work with the city on possibly purchasing the house. The Commission is interested in potentially asking the city for a historical marker. The Commission is waiting for a response from the city.

Pumpkin Fest at Tollgate: The Novi Historical Commission is participating in Tollgate Farms Pumpkin Fest on Saturday, Oct. 5 from 11 a.m. – 5 p.m. Kim Nice, Debbie Wrobel and Randy Van Waggen will staff the Historical Commission table/display.

Library Open House: The Novi Public Library will have an open house on Sunday, Oct. 6 from 2-4 p.m. Kim Nice and Kelly Kasper will staff from the Commission.

Senior Day at the Library: The Novi Public Library is hosting Senior Day at the library on Monday, Oct. 7 from 10 a.m. – 3 p.m. The Commission will open the Local History Room. Kim Nice, Debbie Wrobel and Sharon Larson volunteered to staff the room.

Did You Know Project: Sharon Larson and Dan Pierce will work on a content calendar for posting Novi Historical dates on the Commission’s Facebook page throughout 2024.

ONGOING PROJECTS:

Wreaths Across Novi: The Novi Historical Commission will host the 6th annual Wreaths Across Novi ceremony on Saturday, Nov. 16. Kelly shared possible options for sublimation magnets to give as a thank you for sponsors.

Display Case: Kim Nice and Sue Grifor are working on a Michigan Haunts speaker display.

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

NEXT MEETING: Wednesday, Oct. 16 at 7 p.m.

ADJOURN: 8:28 p.m.

LIBRARY BOARD COMMITTEE REPORTS

1. Policy Committee – No Meeting held

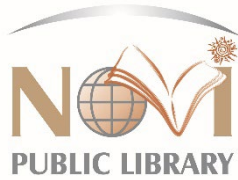
GOALS

1. Continued review of public policies

2. HR Committee – No Meeting held

GOALS

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



BREAKS

The Library encourages employees to take a meal break to sustain health and wellness throughout the workday. ~~(previous sentence moved from below)~~ A staff lounge is provided to employees to use during breaks.

~~All~~ Employees working a minimum of 4 hours are entitled to one 15-minute paid break. Paid breaks cannot be used at the beginning or end of the work period to shorten the workday. ~~(Moved from below)~~

Employees may also take an unpaid break of 30-60 minutes.

- If the employee takes an unpaid break, their full day will include all hours for which they are scheduled to work plus the unpaid break taken.
- If the employee forgoes taking an unpaid break, their full day will be for the actual number of hours of their regularly scheduled shift.

~~The Library encourages employees to take a meal break to sustain health and wellness throughout the workday.~~ Due to the hours of operation on Fridays and Saturdays, an unpaid 30 - 60-minute break will be required for all staff working an 8-hour shift.

~~Paid breaks cannot be used at the beginning or end of the work period to shorten the workday.~~

~~All employees are requested to ensure there is proper coverage for breaks. The Library may request that you change your break time to meet the demands of the workload.~~ Employees are expected to ensure their work responsibilities are adequately covered when taking a break, so there is no disruption in service or workflow. The Library may request an employee adjust their break time, if necessary, to manage workload demands. Employees taking a break are not permitted to interfere with employees who are working. ~~(Wording changed for clarity)~~

Accommodations to attend work-related ~~lunch~~ meal functions during a scheduled workday outside the Library must be ~~prearranged with~~ preapproved by a ~~Manager or~~ Supervisor. ~~(Edited to cover all meal breaks)~~

Employees will be provided a reasonable amount of additional, unpaid break time to express breast milk for their nursing child during the first year of the child's life. The Library will provide a private area in which the employee may express breast milk. ~~(Added to clarify that additional break time is unpaid)~~

Approved by the Novi Public Library Board of Trustees: May 31, 1991

Amended: October 21, 2009; January 6, 2010; September 21, 2011; January 18, 2012; March 16, 2016, **Full Handbook Approved by the Novi Public Library Board of Trustees:** July 25, 2024; ~~revised~~ November 21, 2024.



BREAKS

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Paid breaks cannot be used at the beginning or end of the work period to shorten the workday.

All employees are requested to ensure there is proper coverage for breaks. The Library may request that you change your break time to meet the demands of the workload.

Accommodations to attend work-related lunch functions during a scheduled workday outside the Library must be prearranged with a Supervisor.

Employees will be provided reasonable break time to express breast milk for their nursing child during the first year of the child's life. The Library will provide a private area in which the employee may express breast milk.

Approved by the Novi Public Library Board of Trustees: May 31, 1991

Amended: October 21, 2009; January 6, 2010; September 21, 2011; January 18, 2012; March 16, 2016

Full Handbook Approved by the Novi Public Library Board of Trustees: July 25, 2024

3. Finance Committee – No Meeting held

GOALS

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

Meeting held on 10/31/24: Committee discussed a 5-year financial outlook that will need to be presented by Director Farkas during budget sessions to begin looking at future financial needs of the Library. The Committee is currently reviewing the Financial Policy again due to changes by the City of Novi regarding Fund Balance needs.

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

GOALS

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

Meeting held on 11/11/24: Review of the Annual Report was completed. Hard copies and a presentation by Dana VanOast, Communications Manager, will take place at the 11/21/24 meeting. A presentation to the Novi City Council is scheduled for Monday, December 2nd at 7pm.

5. Strategic Planning Committee – No meeting held

6. Building & Grounds Committee – Meeting held 10/15/24

GOALS

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

7. Bylaw Committee (Adhoc) – No meeting held

GOAL

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

8. DEI Committee – Meeting held 10/11/24

DEI Committee Meeting – No meeting held

*DEI Definition for NPL

- * Incorporation of Accessibility policy verbiage discussion
- * Bringing this forward to Board for Matters for Board Action

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

11/6/24: Email from Julie to Staff DEI Committee regarding proposed changes in yellow by the Library Board at the 10/24/24 meeting

Hello DEI Committee!

At the Library Board meeting on 10/24, the Board had a robust discussion about the current proposal for the definitions of DEI. There was a friendly amendment made to the document for the changes that I have noted in red specifically under the definition of Equity. I know there was a lot of discussion over the last year on the definitions and then with the DEI Committee. In addition, the full staff weighed in on suggestions as well. I was very confident with the document presented to the Board on 10/24 as was the DEI Board Committee and if you feel no edits "in red" for defining Equity are warranted, please let me know.

I am looking for your honest opinion and feedback on the suggested edits to the definitions and if you feel they represent NPL in the best light as you have interacted most with our community being on the service desks and in programming, to serve their needs. In addition, do they represent you as an employee as well and would you feel comfortable using this document to express your thoughts on DEI from our organization's perspective?

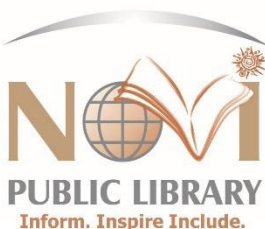
If you could provide your thoughts to me by November 11, 2024 I would greatly appreciate it.

Thank you for your thoughts!
Julie

Only one staff comment was received:

1. **status** is a little tricky... it can imply that we will make accommodations for an individual based on Caste (which in some cases is a religious based discrimination) or social/religious hierarchy. What was the rationale behind the word status? Is there a better word we can use?

No comments were received regarding the proposed language changes for the definition of Equity.



DIVERSITY, EQUITY AND INCLUSION

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

Mission

Cultivate Learning
Inspire Creativity
Foster Inclusivity

Vision

A vital community hub
for enrichment, exploration
and understanding.

Values

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

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

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

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

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

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

HOW NPL DEFINES DIVERSITY, EQUITY AND INCLUSION

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

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

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

What are ways NPL has worked towards Equity?

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

Goals 2024/2025:

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

COMMUNICATIONS



Novi Oaks Charter Chapter
 1748 Beechmont Street
 Keego Harbor, MI 48320
 Phone: 586-306-1826
 NoviOaksABWA@gmail.com
 TAX ID: 38-2951425

ABWA MISSION

To bring together business women of diverse occupations and to provide opportunities for them to help themselves and others grow personally and professionally through leadership, education, networking support and national recognition.

Vision Statement

Novi Oaks Charter Chapter educates and empowers women by supporting them to achieve their personal best.

**NOVI OAKS CHARTER CHAPTER**

AMERICAN BUSINESS WOMEN'S ASSOCIATION
 CHAPTER FOUNDED JANUARY 29, 1990
 NOVI, MICHIGAN

October 27, 2024

Ms. Julie Farkas
 Novi Public Library
 45255 W. Ten Mile Road
 Novi, MI 48375

Dear Julie:

We are writing to thank you and to let you know the results of our Novi Oaks Charter Chapter's 19th Annual Autumn Brunch With Auction, held on Saturday, October 19, 2024, at the Hellenic Cultural Center in Westland. Your donation of the beautiful gift basket of books, a gift card, and other goodies helped us raise just over \$11,100 for scholarships and education. We truly appreciate your continued support of our efforts.

In 2024, Novi Oaks sponsored two \$2,000 Impact Scholarships through ABWA's Stephen Bufton Memorial Educational Fund (sbmef.org). Additionally, our chapter nominee received one of two \$2,000 Outright Grants in ABWA's District 5 (Michigan, Ohio, Indiana, Kentucky, and West Virginia). We also sponsored the \$1,000 Bettie Archer Johnson Scholarship through Madonna University.

Novi Oaks' scholarship applications open up on January 1, 2025 (details on our website at www.novi-abwa.org/scholarships-education). Applicants must be female, U.S. citizens, 18 or older, working on bachelor through doctoral degrees.

Our chapter also offers the Business Skills Tuition Reimbursement program for non-college training and helps pay for training of our chapter members at our ABWA national and regional conferences.

Separately, applications are open **RIGHT NOW** for ABWA's national scholarships for up to \$10,000, details of which can be found at www.sbmef.org.

National membership in ABWA is only \$115 per year (plus \$24 local chapter dues), and is only \$50 for students 18 years old or older. Membership in ABWA is an investment in a brighter future for its members.

Mark your calendar for October 18, 2025, for next year's Autumn Brunch With Auction at the Hellenic Center. Our best to you and your friends and family for blessed holidays and your continued success in 2024 and 2025.

Sincerely,

The Novi Oaks Charter Chapter members and our Auction Co-Chairs:

Christina B. Struwe
 Christina B. Struwe

Marcia L. Green
 Marcia L. Green

Sheryl L. Mayer
 Sheryl L. Mayer

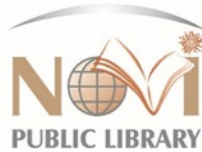
The Novi Oaks Charter Chapter of ABWA

Novi Public Library

THANK YOU for supporting the 19th Annual **Autumn Brunch With Auction**
Raising \$11,100 for Scholarships and Education for Women



Christina B. Struwe *Marcia L. Green* *Sheryl L. Mayer*
Auction Co-Chairs: Christina B. Struwe Marcia L. Green Sheryl L. Mayer
and all of the members of the Novi Oaks Charter Chapter of the American Business Women's Association



Library Board Calendar

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

2024

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

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

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

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



Library Board Calendar

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

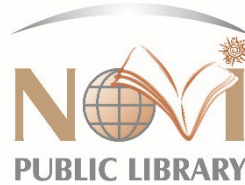
2025

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

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

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

Approved: September 26, 2024



LIBRARY CLOSINGS 2024

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

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

LIBRARY BOARD MEETINGS

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

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

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

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



LIBRARY CLOSINGS 2025

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

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

LIBRARY BOARD MEETINGS

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

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

Approved: June 27, 2024