



Agenda

Novi Public Library Board of Trustees—Board Training
Thursday, March 21, 2024
at 6:00 – 7:00 p.m.
Location: Novi Public Library – 2nd Floor Board Room

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

Welcome New Board Trustee Karla Halvangis

Pledge of Allegiance

Roll Call by Secretary, Brian Bartlett

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

Approval of Agenda..... 1

Presentations

- A. Board Training: OMA (Open Meetings Act), FOIA (Freedom of Information Act) and Library Board Bylaws facilitated by: Debra Walling – Rosati, Schultz, Joppich and Amtsbuechler - training documents provided to board members in advance of meeting

Documents provided to the Board Members: Open Meetings Act Handbook, Freedom of Information Act Handbook and Bylaws of the City of Novi Library Board Novi Public Library

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.

Trustee Comments

Adjournment



Agenda

Novi Public Library Board of Trustees--Regular Meeting
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 at 7:00 p.m.

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

Student Representatives: DeMore and Dohadwala

Approval of Agenda.....2-4

Consent Agenda

- 1. Approve Minutes of: February 15, 2024 Board Budget Session5-11
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#636) 12-14

Presentations

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

Public Comment

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Reports

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

3. Treasurer's Report (OPEN)	
A. 2023-2024 Library Budget Fund 271	21-23
B. 2023-2024 Contributed Fund Budget 272	24
C. Financial Report January 2024.....	25
D. Library Fund 271 Expenditure & Revenue Report as of February 29, 2024	26-28
E. Library Fund 272 Contributed Fund as of February 29, 2024	29-30
F. Balance Sheets for Funds 271 and 272 as of February 29, 2024.....	31-32
4. Director's Report (Julie Farkas)	33-51
A. Information Technology Report (Jeffrey Smith)	52-57
B. Facilities Report (Keith Perfect).....	58
C. Information Services Report (Hillary Hentschel)	58-61
D. Support Services Report (Maryann Zurmuehlen).....	62
E. Library Usage Statistics.....	63-72
F. Friends of Novi Library -	N/A
G. City of Novi Historical Commission – Minutes: January 17, 2024	72-74

Public Comment – see language above to be recited

Committee Reports

1. Policy Committee: Review current public policies for the Library (<u>Chair:</u> Sturing, Bartlett and Gawalapu, Staff Liaison – Julie Farkas)	
• No Meeting Held – Hours of Operation Policy (Reviewed by staff committee)	75-76
2. HR Committee: Review HR Policies for the Library, Director Review & Goals (<u>Chair:</u> Crawford, Dooley, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)	
• Meeting held 2/26/24 – 4 policies reviewed by Committee and Staff (Vacation, Personal Business Time, Sick Leave and Holidays)	77-94
3. Finance Committee: Financial plan based on building assessment review, Library endowment investigation (<u>Chair:</u> OPEN, Bartlett, Burke; Staff Liaisons – Julie Farkas)	
• No meeting held	N/A
4. Events/Marketing/Fundraising Committee: Outreach and fundraising opportunities (<u>Chair:</u> Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)	
• Meeting held 3/6/24.....	95
5. Strategic Planning Committee: (<u>Chair:</u> Bartlett, Crawford, Staff Liaison – Julie Farkas and Hillary Hentschel, Info Services)	
• Meeting scheduled for: 3/13/24 – FY 24/25 Strategic Work Plan	95-98
6. Building & Grounds Committee: (<u>Chair:</u> Gawalapu, Sturing (Staff Liaison – Julie Farkas)	
• Meeting scheduled for: 3/26/24 – Update by Director Farkas.....	99
7. Bylaw Committee (Ad-hoc): Review of Library Board Bylaws (<u>Chair:</u> Bartlett, Sturing, Gawalapu, Staff Liaison – Julie Farkas)	
8. DEI: Diversity, Equity and Inclusion Committee (<u>Chair:</u> Dooley, Crawford, Staff Liaison – Julie Farkas)	
• Meeting scheduled for: 3/11/24	100

Matters for Library Board Action

- A. Election of Board Officers for 24/25 (Office begins April 25, 2024); slate presented by Secretary, Brian Bartlett
- B. Public Policy: Hours of Operation.....76-77
- C. HR Policy: Vacation.....78-83
- D. HR Policy: Personal Business Time.....84-86
- E. HR Policy: Sick Leave.....87-90
- F. HR Policy: Holidays.....91-95

Communications

- 1. N/A

Adjournment

Supplemental Information

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

2024 Future Events:

- 4/3/24: Friends of Novi Library Meeting at 7:00pm, Novi Public Library **(DATE CHANGE)**
- **April 7th – 13th NATIONAL LIBRARY WEEK – Ready, Set, Library!**
- 4/17/24: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 4/25/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- 5/8/24: Friends of Novi Library Meeting at 7:00pm, Novi Public Library
- 5/15/24: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 5/23/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers

Inform. Inspire. Include.

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

<http://www.novilibrary.org>



**Library Board of Trustees – Regular Meeting
Initial Draft – MINUTES
February 15, 2023, 7 PM
Novi Civic Center, Council Chambers Meeting Room**

Initial Draft

Call to Order by Vice President, Kathy Crawford

Novi Civic Center, Council Chambers Meeting Room
Called to order by Vice President Crawford at 7:00 PM.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary Bartlett

Library Board – 6 Board members were recorded as present

Mark Sturing, President – absent, excused
Kathy Crawford, Vice-President
Sreeny Cherukuri, Treasurer
Kat Dooley, Board Member
Lori Burke, Board Member
Ajeeta Gawalapu, Board Member
Brian Bartlett, Secretary
Student Representatives

Alexandra DeMore
Alyna Dohadwala

Library Staff

Julie Farkas, Director
Amy Crockett, Recording Secretary

Approval of Agenda

Director Farkas: Proposes two changes to the Agenda – updating the meeting location to the Council Chambers Meeting Room at Novi Civic Center due to a power outage at Novi Public Library, and working off a new version of the 2024-2025 Proposed Budget for Account 271 with some last-minute updates. She passed out new copies of this budget.

Motion: Motion to approve the Agenda with the change of meeting location and updated 2024-2025 Proposed Budget for Account 271

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

Motion passes – 6-0

Consent Agenda

1. Approve Minutes of: January 18, 2024 Board Budget Session.....4-7
2. Approve Minutes of: January 25, 2024 Regular Board Meeting.....8-12
3. Approve Minutes of: February 1, 2024 Board Budget Session.....13-16
4. Approve Claims and Warrants of:
 - a. Accounts 271 and 272 (#635).....17-19

Motion: To approve the Consent Agenda as presented

Motion for Approval – 1st – Trustee Gawalapu

2nd – Trustee Cherukuri

Motion passes – 6-0

Presentations

1. Recognition of Sreeny Cherukuri – 3 years of service to the Novi Public Library Board of Trustees.....N/A

Trustee Crawford: Presented Trustee Cherukuri with a certificate for his service on the Board from March 2021 to March 2024, including serving two terms as Treasurer, and thanked him for his service.

Trustee Cherukuri: Thanked everyone for the opportunity to serve on the Board and said it gave him a new appreciation for the Library.

Public Comment

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No Public Comment

Reports

1. Student Representatives Report – January 2024.....20-21

Trustee Gawalapu: Noted a small correction for the report regarding the dates for Novi Community School District's spring break, which should read March 25-29.

2. President's Report (Vice President Kathy Crawford, filling in for President Mark Sturing)
 - a. Library Board OMA and FOIA training on Thursday, March 21 at 6pm (1 hour before the Library Board Regular Meeting); hosted by Debra Walling from Rosati, Schultz, Joppich and Amtsbuechler
 - b. President's comments, Trustee experiences and involvement
 - c. Annual Reports from TLN (The Library Network) and MLA (Michigan Library Association)

Trustee Crawford: Noticed in the TLN Annual Report that Novi City Manager Victor Cardenas is a member of TLN.

Trustees Gawalapu and Burke: Attended Library Board of Trustees 101 training

3. Treasurer's Report (Sreeny Cherukuri)
 - a. 2023-2024 Library Budget Fund 27124-26
 - b. 2023-2024 Contributed Fund Budget 27227
 - c. Financial Report January 2024.....28
 - d. Library Fund 271 Expenditure & Revenue Report as of January 31, 2024.....29-31
 - e. Library Fund 272 Contributed Fund as of January 31, 2024.....32

f. Balance Sheets for Funds 271 and 272 as of January 31, 2024.....	33-34
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Trustee Cherukuri: Noted that the budget for personnel is tracking lower than projected so far for the 2023-2024 fiscal year.

4. Director's Report (Julie Farkas).....	35-42
a. Information Technology Report (Jeffrey Smith).....	43-46
b. Facilities Report (Keith Perfect).....	46
c. Information Services Report (Hillary Hentschel).....	46-51
d. Support Services Report (Maryann Zurmuehlen).....	52
e. Library Usage Statistics.....	53-61
f. Friends of Novi Library - Love Your Library Luncheon flyer.....	62
g. City of Novi Historical Commission.....	N/A

Public Comment

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Matt Heintz, Kings Pointe Drive

Newly appointed City Council member. Complimented the Library for having DEI information on their website. Thanked the Library Board for the work they do.

Committee Reports

1. Policy Committee: Review current public policies for the Library	
• <u>Chair</u> : Sturing, Bartlett, Gawalapu, Staff Liaison: Julie Farkas	
• No Meeting Held.....	N/A
2. HR Committee: Review HR policies for the Library, Director review & goals	
• <u>Chair</u> : Crawford, Dooley, Staff Liaison: Julie Farkas	
• Meeting held 1/22/24.....	63-66
3. Finance Committee: Financial plan based on building assessment review, Library endowment investigation	
• <u>Chair</u> : Cherukuri, Bartlett, Sturing, Staff Liaison: Julie Farkas	
• No Meeting Held.....	N/A
4. Events/Marketing/Fundraising Committee: Outreach and fundraising opportunities	
• <u>Chair</u> : Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast	
• Meeting Held 2/7/24.....	67

Trustee Dooley: Excited to have Trustee Burke on the committee. They are reviewing a draft of the Library's new donation brochure.

5. Strategic Planning Committee	
• <u>Chair</u> : Bartlett, Crawford, Staff Liaison: Julie Farkas	
• No Meeting Held.....	68
6. Building & Grounds Committee	
• <u>Chair</u> : Gawalapu, Sturing, Cherukuri, Staff Liaison: Julie Farkas	
• No Meeting Held.....	N/A
7. Bylaw Committee (Ad-hoc): Review of Library Board Bylaws	

Motion: Motion to approve the Retirement Plan Participation Policy as presented
Motion to Approve – 1st – Trustee Dooley
2nd – Trustee Gawalapu
Motion Passes – 6-0

E. 2nd Draft: Salary Structure for 2024-2025 (effective July 1, 2024).....66

Motion: Motion to approve the Salary Structure for 2024-2025 as presented
Motion to Approve – 1st – Trustee Dooley
2nd – Trustee Gawalapu
Motion Passes – 6-0

F. Reconsideration for the Diversity, Equity, & Inclusion Committee to henceforth be known as the Diversity and Inclusion committee, and goals referencing equity be removed and restated in terms of Diversity and Inclusion.....70-72

Trustee Dooley: Referenced the prepared statement she read during her DEI Committee report and spoke in opposition of this motion.

Trustee Cherukuri: Spoke in favor of this motion.

Trustee Bartlett: Spoke in opposition of this motion.

Trustee Crawford: Spoke in opposition of this motion.

Trustee Dooley: Disagreed with statements made during Trustee Cherukuri's comments.

Trustee Cherukuri: Disagreed with statements made during Trustee Dooley's comments.

Trustee Burke: Spoke in opposition of this motion.

Motion: Motion to change the Diversity, Equity, & Inclusion Committee to henceforth be known as the Diversity and Inclusion Committee, with goals referencing equity removed and restated in terms of Diversity and Inclusion

Motion to Approve – 1st – Trustee Cherukuri
2nd – Trustee Gawalapu

Motion Fails – 1-5

Ayes: Cherukuri

Nays: Bartlett, Burke, Crawford, Dooley, Gawalapu

G. Reconsideration of the concept of "Community Input" or "Community Expectations" or "Community Standards" in the D&I Committee charter.....70-72

Motion: Motion to reconsider the concept of "Community Input" or "Community Expectations" or "Community Standards" in the D&I Committee charter

Motion to Approve – 1st – Trustee Cherukuri
2nd – None

No discussion or vote.

Communications

N/A

Closed Session

No Closed Session

Adjournment

Motion: Motion to adjourn at 8:23 PM

Motion to Adjourn – 1st – Trustee Bartlett

2nd – Trustee Burke

Motion Passes – 6-0

Supplemental Information

- Library Closings 2024.....73
- Library Board Calendar 2024.....74

2024 Future Events:

- Friends of Novi Public Library – No meetings scheduled for February & March
- 2/21/24: Historical Commission Regular Meeting at 7pm, Novi Public Library, Local History Room
- 3/20/24: Historical Commission Regular Meeting at 7pm, Novi Public Library, Local History Room
- 3/21/24: Library Board OMA and FOIA training at 6pm, Novi Public Library, Board Room
- **CHANGE: 3/21/24: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library, Board Room**

DEI COMMITTEE REPORT - Chair, Katherine Dooley - Trustee Novi Public Library 2-15-2024

Comments on Trustee Cherkuri's concerns.

This is a really important reminder of what our duty is here as trustees that I will reemphasize here today.

Diversity Equity and Inclusion is currently under mis-guided scrutiny and has become over complicated in public discourse. I don't have time to educate everyone here on the 101 part of it except there are these things I would like us to consider as representatives of the City of Novi and the publicly funded Novi Public Library. And I emphasize PUBLIC because we did swear oaths to affirm and defend the constitution of the US and Michigan. Part of that is understanding that the 1st Amendment is included. That means more speech not enforced silence by words, access, representation, etc.

Diversity is a given - it is something America already has. It is why Novi is a place where people want to live. Diversity is just the first portion is the actual intellectual, verbal, and written understanding that this county is diverse and is not comprised of one religious system, belief system, ethnic population, etc. That is just fact.

Inclusion is the ability for people with different backgrounds to gather at a table - such as this one and have discourse to create policy/innovation for organizations or for the common good. It is INCLUDING those voices and considerations when thinking about access.

EQUITY - this is where I am noticing personal definitions forged by personal opinion and digested media come into play. Without EQUITY and the practice thereof, Novi Public Library would not have collections in braille. Without EQUITY, we would not have the need to have ADA compliant bathrooms and pathways. Without EQUITY, people would not be able to have the tools they may need to participate in the community or the library services - do you want to know why? Equity is the deployment of systems and tools to GIVE ACCESS. Not everyone has the same needs. That is what Equity supports.

EQUALITY proposes that one solution be the same for all. That is actually what the issue has been when it has been translated into public policy. It is creating a homogenous solution whereas people in Novi, the US, and the world - are not homogenous in body, thought, spirituality, etc. One could argue, therefore, that EQUALITY causes more issues than EQUITY because there is not a one-size fits all tool that each person needs to participate in and access services in our community.

So keeping Diversity, Equity, and Inclusion is important because one does not work without the others in its real world practice.

The practice of DEI is not just about race, although that is a conversation that prevails - it encompasses age, ability, socio-economic status - and all the things that do craft a person's life in this world as a whole identity. It allows the consideration of this debate.

WE ARE HERE TO NOT ENFORCE OUR PERSONAL BELIEFS BY PASSING MORAL JUDGEMENTS - WE ARE HERE TO PRESERVE ACCESS FOR ALL THE PUBLIC TO ENJOY.

WARRANTS

Warrant 636	271 Accounts	March 2024	
Payable to	Invoice #	Account number	Amount
Quill	copy paper	271-000.00-727.000	\$ 263.09
Smart Business	tape, paper	271-000.00-727.000	\$ 630.30
Postmaster	Novi Postal - Library postcard	271-000.00-728.000	\$ 1,781.26
USPS	Postage CC	271-000.00-728.000	\$ 119.99
Apple	Apple developer CC	271-000.00-734.000	\$ 0.99
Knight Watch	Monthly Burg & Fire monitoring	271-000.00-734.000	\$ 315.00
OCLC	EZproxy	271-000.00-734.000	\$ 731.71
Techsoup	Microsoft 365 CC	271-000.00-734.000	\$ 39.00
Amazon	IT Supplies	271-000.00-734.500	\$ 452.84
B&H Photo	Epson color roll paper adapter CC	271-000.00-734.500	\$ 237.60
Novi Library	Circ. Desk - Test transaction CC	271-000.00-734.500	\$ 6.00
TelSystems	iPad service	271-000.00-734.500	\$ 975.00
Amazon	Coffee Urn	271-000.00-740.000	\$ 286.56
Demco	reading level label roll	271-000.00-740.000	\$ 33.93
Sam's	meeting room supplies	271-000.00-740.000	\$ 63.28
Amazon	Books	271-000.00-742.000	\$ 2,243.12
Brodart	Books	271-000.00-742.000	\$ 13,170.01
Center point	books	271-000.00-742.000	\$ 273.55
DK Agencies	Marathi & Telugu books	271-000.00-742.000	\$ 650.00
Gale/Cengage	Books	271-000.00-742.000	\$ 147.95
OverDrive	Novi School District Read Digital	271-000.00-742.000	\$ 251.50
Tsai Fong	742.600	271-000.00-742.000	\$ 484.54
Amazon	Lending Library	271-000.00-742.010	\$ 389.22
Brodart	Lending Library	271-000.00-742.010	\$ 107.57
Amazon	744.510	271-000.00-744.000	\$ 81.98
Baker & Taylor	744.520	271-000.00-744.000	\$ 828.11
Library ideas	744.400	271-000.00-744.000	\$ 555.88
Midwest Tape	744.530	271-000.00-744.000	\$ 3,338.51
OverDrive	eBook, Audiobook	271-000.00-745.200	\$ 8,762.07
Graphic Science	Microfilming, scanning & indexing	271-000.00-745.300	\$ 438.85
The Library Network	Database & Subscription Jan24	271-000.00-745.300	\$ 559.30
Foster Swift	February 16, 2024	271-000.00-806.000	\$ 2,058.00
Rosati, Schultz	January 31, 2024	271-000.00-806.000	\$ 92.00
ABWA	Resolve Team Tension CC	271-000.00-809.000	\$ 22.00
Professional Building	January and February 2024	271-000.00-817.000	\$ 14,731.04
AT&T	Jan 14 - Feb 13, 2024	271-000.00-851.000	\$ 743.66
T-Mobile	due on 2/23/24	271-000.00-851.000	\$ 1,029.38
Telnet	due on 3/6/23	271-000.00-851.000	\$ 1,015.82

Verizon	Dec 29 - Jan 28	271-000.00-851.000	\$ 419.38
The Library Network	Jan 24 - Mar 24	271-000.00-855.000	\$ 16,469.16
S. O'Leary	Mileage	271-000.00-862.000	\$ 89.85
Petty Cash	Mileage	271-000.00-862.000	\$ 39.55
Amazon	Brochure Holder	271-000.00-880.000	\$ 28.99
image360	Community Financial Logo	271-000.00-880.000	\$ 150.00
Muniweb	January; Web Hosting	271-000.00-880.000	\$ 1,206.00
Novi Chamber of Commerce	2024-2025 Directory Ad Reservation	271-000.00-880.000	\$ 1,047.50
Amazon	programming	271-000.00-880.268	\$ 947.10
Barbara Danielsen	ESL Book Club -2x a week for 8 weeks	271-000.00-880.268	\$ 375.00
Cottage Inn	Programming CC	271-000.00-880.268	\$ 148.34
GFS	program CC	271-000.00-880.268	\$ 27.48
Home Depot	youth programming - STEAM	271-000.00-880.268	\$ 84.40
Jamon Jordan	More than Motown - 2/19/24	271-000.00-880.268	\$ 350.00
Meijer	program CC	271-000.00-880.268	\$ 37.41
Novi Community School	Gift cards - Programming	271-000.00-880.268	\$ 10.00
Oriental Trading	programming	271-000.00-880.268	\$ 38.94
Petty cash	program	271-000.00-880.268	\$ 10.00
Sam's	program	271-000.00-880.268	\$ 83.70
Target	program CC	271-000.00-880.268	\$ 7.98
The Human Library	Human Library Single Event Public Partner	271-000.00-880.268	\$ 249.00
Blue Lakes Charter	On the Road - Detroit Bus Trip CC	271-000.00-880.271	\$ 342.38
Motown Museum	On the Road - Detroit Bus Trip CC	271-000.00-880.271	\$ 510.00
Red Olive	Lunch with Lincoln CC	271-000.00-880.271	\$ 400.00
Sams	Lunch with Lincoln	271-000.00-880.271	\$ 76.92
Canon	January	271-000.00-900.000	\$ 423.25
Woodlands Library	Labor law Poster	271-000.00-900.000	\$ 30.00
Consumers Energy	Jan 6,2024 - Feb 06,2024	271-000.00-921.000	\$ 2,318.22
DTE	due 3/15/24	271-000.00-922.000	\$ 7,587.69
Allied Building	minor PM - filter change	271-000.00-934.000	\$ 1,965.13
Anago	janitorial Services 2/8/24	271-000.00-934.000	\$ 420.00
Boynton	Fire alarm system	271-000.00-934.000	\$ 135.00
Dalton	carpet and furniture maintenance	271-000.00-934.000	\$ 4,450.00
Home Depot	Supplies	271-000.00-934.000	\$ 112.43
Imperial Dade	janitorial supplies	271-000.00-934.000	\$ 940.78
Library Design	freestanding countertop sign	271-000.00-934.000	\$ 646.00
LoVo	Telcom Service	271-000.00-934.000	\$ 233.75
North Star	1/4/24 - 1/25/24	271-000.00-934.000	\$ 719.01
Orkin	EOM 7 - PC Standard	271-000.00-934.000	\$ 88.99
Sam's	supplies	271-000.00-934.000	\$ 111.88

Brien's	snow	271-000.00-936.300	\$ 1,800.00
Home Depot	Supplies	271-000.00-936.300	\$ 65.66
TruGreen	Ice Melt pallets	271-000.00-936.300	\$ 497.35
Canon	lease	271-000.00-942.000	\$ 1,010.00
Corrigan	2/1/24 - 2/29-24	271-000.00-942.100	\$ 25.93
American Airlines	CILDC Conference Airfare CC	271-000.00-956.000	\$ 218.20
Benito's Café	Library board budget workshop CC	271-000.00-956.000	\$ 101.52
Friends of the garden City Public Library	DEMCO's Book Doctor Program	271-000.00-956.000	\$ 24.00
Knight Technology	PC Image Training	271-000.00-956.000	\$ 285.00
MCLS	Cataloging Monographs	271-000.00-956.000	\$ 300.00
MLA	Spring Institute of Youth Services -	271-000.00-956.000	\$ 270.00
Skill Path	Conference	271-000.00-956.000	\$ 298.00
UWCC	Babies in the Library CC	271-000.00-956.000	\$ 396.00
TOTAL 271			\$ 106,533.48

Warrant 636	272 Accounts	March 2024	
Amazon	iCube	272-000.00-742.046	\$ 411.21
Amazon	Raising a Reader	272-000.00-742.229	\$ 253.22
Tsai Fong Books	youth international donation	272-000.00-742.230	\$ 66.70
Graph-x	In memory of Charles Pall	272-000.00-742.231	\$ 71.90
Graph-x	In honor of Kathy Crawford	272-000.00-742.231	\$ 71.90
Amazon	youth Grab & Go donation	272-000.00-742.232	\$ 50.67
Cardinal Rule	7 visits - Friends reimbursement	272-000.00-742.232	\$ 600.00
Marilyn Amberger	Authors Live Luncheon - Refund	272-000.00-742.232	\$ 20.00
National Symbols	Smoky Bear Reading Challenge	272-000.00-742.232	\$ 158.00
Oriental Trading	donation	272-000.00-742.232	\$ 350.91
Lands' End	Staff Logo Wear CC	272-000.00-742.236	\$ 237.41
Solution Control	Controls Installation - Main Ent. /Parking lot	272-000.00-976.141	\$4,095.00
TOTAL 272			\$ 6,386.92

February 2024 Library Board Student Representatives Report

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

Tween and Teen Library Programs:

The Club Half-Blood program was held on February 1. 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 = 20)

The Novi Chess Club: All Skill Levels program was held on February 8. This club is an opportunity to participate, learn and sharpen your chess skills. (Attendance = 20)

The SAT Practice Tests were held on February 10 and 24. These practice tests were provided by College Tutors and were available to high school students only. Students took a practice SAT to familiarize themselves with the format and to find out where they stand in terms of skill. Thank you to College Tutors for their Educational Sponsorship to offer these free SAT practice tests to our teen community. (Attendance = 20 and 24)

The Candy Sushi event was held on February 17, previously scheduled for February 7. At this event, tweens joined us in making sushi with candy and other ingredients. (Attendance = 22)

The Speaking and Communication Skills Workshop for Tweens and Teens was held on February 20. It was hosted by Raju Brahmandhabheri, who is the Founder and Lead Instructor of Speaking Masters LLC. He has received the Distinguished Toastmasters Award from Toastmasters International. Participants in grades 4-12 learned about speech content organization, voice modulation techniques, getting rid of verbal fillers, body language do's and don'ts, active listening skills, and how to use visual aids effectively. Parents/guardians were encouraged to attend with their children (Attendance = 70)

The Tail Waggin' Reading Buddies program was held on February 28. Youth and tweens in grades K-6 had an opportunity in a comfortable and non-judgmental space for a child (and their family, if they desire) to read to a therapy dog to encourage the child's reading skills, confidence, and love of reading. (Attendance = 21)

The Novi Chess Club and Novi Chess Club: Experienced Players programs were held on February 29. This club is an opportunity to participate, learn and sharpen your chess skills. (Attendance = 45)

Teen Space Update:

Aiden Palmer (Teen Space Monitor) comments:

During February 2024, there were 1,002 guests who visited Teen Space.

The total weekly Teen Space stats for February 2024 are:

- 2/1-2/2 = 122
- 2/5-2/9 = 309
- 2/12-2/16 = 298
- 2/19-2/23 = 196
- 2/26-2/29 = 77

Teen Space was not in session on the following dates:

- 2/19-2/20 -- NHS winter break; no school
- 2/26-2/28 -- elections at NPL (including setup and takedown)

This was a good month for Teen Space! NHS's Spirit Week was this month (from 2/5-2/9), and we had corresponding days in Teen Space and a raffle for gift cards to the library cafe that 21 students participated in. Shannon, our International Services Librarian, held an origami program in Teen Space on 2/8 and Lindsay, our Youth and Teen Services Supervisor, and I had pizza available for the teens on 2/9 to celebrate National Pizza Day. We also had Valentine's Day-themed snacks and crafts available on 2/14 and Tootsie Rolls for the teens on 2/23 to celebrate National Tootsie Roll Day. The Xbox was down due to projector issues for the last two weeks of the month, but as of 2/29, it is up and running again.

Teen Advisory Board (TAB) Update:

The sixth TAB meeting of the year was held on February 23. Members introduced themselves and what their favorite type of cookie was, as this meeting's activity was cookie decorating! Members were given sugar cookies, a variety of frosting, and a large array of sprinkles. Additionally, TAB was re-introduced to Novi Community Coalition's (NCC) Project Coordinator, Sarah Mendelsohn. New members learned about NCC and what it provides for our community. This was a fun and relaxed meeting to catch up with other members and enjoy some yummy cookies! Pictured below are some of the very colorful cookies our members made!
(Attendance = 14)



Upcoming Programs:

- Teen Space (grades 7-12) – Monday through Friday, 2:45-5:00pm
- Club Half-Blood (grades 4-8) – April 4, 6:30-7:30pm
- Emoji Portrait (grades 4-8) – April 10, 7:00-8:00pm
- Teen Advisory Board Meeting (grades 9-12) – April 12, 3:30-4:30pm
- NO-VI Chess Club All Skill Levels (ages 5+) – April 18, 7:00-8:30pm
- SAT Practice Test (grades 9-12) – April 27, 1:00-5:00pm

Teen Stop Featured Display:



The February Teen Stop display featured books and movies on the theme of Paranormal Romance.

PRESIDENT'S REPORT



FOR IMMEDIATE RELEASE

March 1, 2024

Contact: press@michigan.gov

Governor Whitmer Proclaims March 2024 as March is Reading Month

LANSING, Mich. – Today, Governor Gretchen Whitmer declared March as Reading Month in Michigan. The governor highlighted her administration's focus on education and literacy in her fiscal year executive budget recommendation.

"This March marks a celebration of reading's transformative power," said **Governor Whitmer**. "Reading is important, and so is our commitment to investing in education, as reflected in the Michigan Guarantee I proposed for this year's budget, ensuring every Michigander has access to quality education from pre-K through community college. As we declare March as Reading Month, we're challenging everyone in Michigan to embrace the joys of reading, whether it's exploring new worlds or revisiting beloved tales. This initiative highlights our dedication to literacy and education, aiming to foster a lifelong love of reading."

The Michigan Guarantee

In her 2024 State of the State Address, the governor laid out her vision to improve education in Michigan. The governor proposed the Michigan Guarantee, so every Michigander can have access to quality education from pre-K through community college. Free pre-K saves families an average of \$10,000 a year and helps students build a solid academic foundation for long-term success, improving literacy rates and closing achievement gaps. The governor also wants to make the first two years of community college tuition-free for every high school graduate. This will save students an average of \$4,000 as they earn an associate's degree or skills certificate at a community college, helping them land a better-paying, high-skill job in a career field they are passionate about.

Governor Whitmer's Record, Bipartisan Investments in Education and Literacy

In 2023, Governor Whitmer signed a historic, bipartisan education budget that made the highest per-student investment in Michigan history. The budget made record investments in mental health and school safety, individualized tutoring and academic support through the MI Kids Back on Track Program, and secured funds to retain and develop existing teachers through mentoring programs. The budget also delivered on free breakfast and lunch for all 1.4 million public school students and expanded free pre-K to 5,600 four-year-olds for this academic year. The governor also set the Sixty by 30 Goal to have at least 60% of Michiganders earn a degree or skill certificate by 2030 and created the Office of Sixty by 30 to lead the state's effort. Governor Whitmer also lowered the age of Michigan Reconnect from 25 to 21, offering Michigander's tuition-free associate degree or skills certificate in high-demand careers.

In governor's budget last year, \$25.5 million was invested to support students in achieving their full academic potential, with funds directed towards expanding literacy grants and literacy coaches. Building on this commitment, the current budget proposal significantly increases this investment to \$251.2 million, maintaining the focus on literacy grants and coaches. That's a tenfold increase from the previous year's investment!

March is Reading Month Proclamation

This March, reading month offers Michiganders the opportunity to immerse themselves in the joy of reading. Teachers and parents are invited to rekindle their commitment to helping kids and teens dive into a wide range of books regularly. The goal is to allow young readers to see their own stories and understand others through the magic of literature.

March 2024: Reading Month

March 01, 2024

WHEREAS, in honor of the birthday of one of America's most admired authors and illustrators, Theodor Seuss (Dr. Seuss) Geisel, March is celebrated as Reading Month to celebrate and promote the joys and the importance of reading across our state and nation; and,

WHEREAS, reading plays a crucial role in our lives, stimulating our imaginations, expanding our knowledge of the world and each other, and helping us develop essential language skills; and,

WHEREAS, reading is associated with early childhood learning and development, as it helps children to learn sounds, words, and language, expand literacy skills, and develop the ability to focus, concentrate, socialize, and communicate; and,

WHEREAS, reading has long-lasting health benefits for individuals of all ages, including increased cognitive function, memory, empathy, and decreased levels of stress; and,

WHEREAS, during this month, we encourage each other to read every day, spend ample time reading our favorite books, and recommit ourselves to making sure children and young adults read diverse literary works early and often so they can see themselves and others in what they read;

NOW, THEREFORE, I, Gretchen Whitmer, governor of Michigan, do hereby proclaim March 2024 as Reading Month in Michigan. As Dr. Seuss said, "The more you read, the more things you will know. The more that you learn, the more places you will go."

Email sent to the Library Board Members on: February 21, 2024

Dear Library Board Member,

Per our updated bylaws, we will be holding elections at the Board Meeting March 21, 2024. In preparation for that meeting, we will distribute a slate of candidates in the board packet.

Please take some time to review the duties of the various offices of President, Vice President, Treasurer, and Secretary and decide if there is an office you wish to pursue. Your response will be included in the slate of officer candidates.

If you wish to nominate another board member, nominations will be taken from the floor at the March 21st meeting in addition to the slate of candidates. These terms of these offices will commence after the March 2024 meeting and will conclude in March 2025.

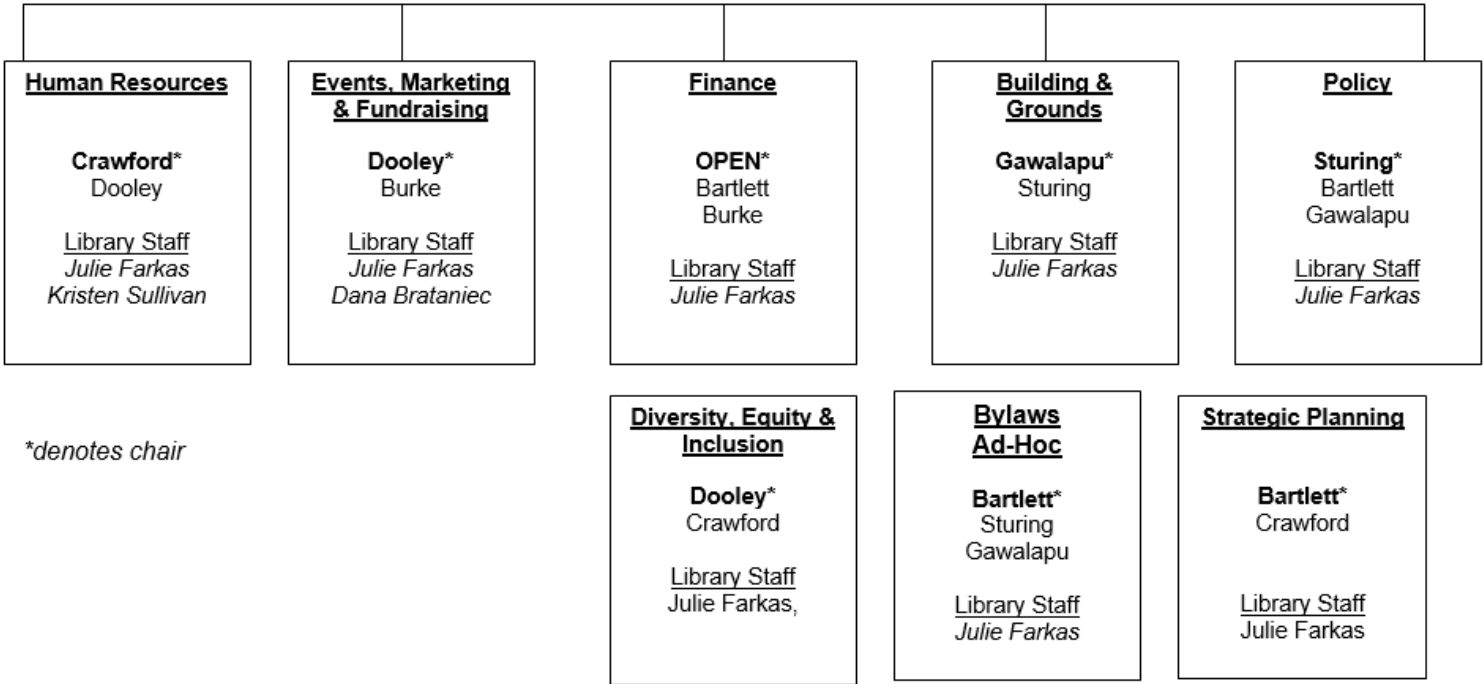
Please respond with any offices you wish to pursue by March 14, 2024.

Thank you.

Brian Bartlett

Secretary – Novi Library Board

2023-2024
Novi Public Library Board
 Bartlett (Sec.), OPEN (Treas.)
 Sturing (Pres.) Crawford (V. Pres)
 Burke, Gawalapu, Halvangis,
 Dooley



*denotes chair

FINANCIALS

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

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

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

23/24: Capital 271-986.000 - \$47,000 for computer replacement;

24/25: Capital 271-986.000 - \$37,000 for computer replacement/2 add'l security cameras.

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

Notes:

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

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

Financial Report for February 2024

Approved Budget for Fund 271 Fiscal Year 2023-2024

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

Approved budget for Fund 272 Fiscal Year 2023-2024

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

Revenue & Expenditure Report for Fund 271

	YTD Jan 31, 2024	YTD Feb 1, 2024	Difference *
TOTAL REVENUES	\$ 3,636,367	\$ 3,642,548	\$ 6,181
TOTAL EXPENDITURES	\$2,132,252	\$ 2,413,620	\$ 281,368
NET OF REVENUES & EXPENDITURES	\$ 1,504,115	\$ 1,228,928	

Revenue & Expenditure Report for Fund 272

	YTD Jan 31, 2024	YTD Feb 1, 2024	Difference*
TOTAL REVENUES	\$ 93,857	\$ 94,316	\$ 459
TOTAL EXPENDITURES	\$ 126,692	\$ 133,251	\$ 6,559
NET OF REVENUES & EXPENDITURES	(\$32,834)	(\$ 38,935)	

Balance Sheet Report as of February 1, 2024

The ending fund balance for Fund 271 is
\$3,827,667.69

The ending fund balance for Fund 272 is \$ 1,659,651.85

03/08/2024 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI											
PERIOD ENDING 02/29/2024											
% Fiscal Year Completed: 66.67											
		END BALANCE	ORIGINAL	2023-24	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE		
GL NUMBER	DESCRIPTION	06/30/2023	BUDGET	AMED BUDGET	DEC 2023	JAN 2024	FEB 2024	02/29/2024	BALANCE	% BGD	USED
		NM (ABNM)			INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)		
Fund 271 - LIBRARY FUND											
Revenues											
Dept 000.00 - TREASURY											
Property tax revenue											
271-000.00-402.000	Property Tax Revenue - Curren	3,230,768.38	3,401,742.00	3,401,742.00	0.00	0.00	0.00	3,413,266.26	(11,524.26)	100.34	
271-000.00-404.003	Property Tax Revenue - Brow r	(323.55)	0.00	0.00	0.00	0.00	0.00	(376.24)	376.24	100.00	
271-000.00-404.006	Property Tax Revenue - Brow r	(5,618.75)	(15,299.00)	(15,299.00)	0.00	0.00	0.00	0.00	(15,299.00)	0.00	
271-000.00-404.007	Property Tax Revenue-Brow nf	(11,203.59)	0.00	0.00	0.00	0.00	0.00	(15,263.59)	15,263.59	100.00	
271-000.00-404.008	Property Tax Revenue - CIA Ca	(22,598.40)	(31,553.00)	(31,553.00)	0.00	0.00	0.00	(30,607.99)	(945.01)	97.01	
271-000.00-404.009	Property Tax Revenue-Brow nf	(331.45)	0.00	0.00	0.00	0.00	0.00	(351.10)	351.10	100.00	
271-000.00-404.010	Property Tax Revenue-Brow nf	(94.23)	0.00	0.00	0.00	0.00	0.00	(94.23)	94.23	100.00	
271-000.00-412.000	Property Tax Revenue - C/Y D	(6,192.97)	(5,000.00)	(5,000.00)	0.00	0.00	0.00	0.00	(5,000.00)	0.00	
271-000.00-414.000	Property Tax Revenue - Tax Tr	3,100.00	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00	
271-000.00-415.000	Property Tax Revenue - Count	(5,021.30)	0.00	0.00	0.00	367.83	1,047.90	2,661.80	(2,661.80)	100.00	
Property tax revenue		3,182,484.14	3,348,890.00	3,348,890.00	0.00	367.83	1,047.90	3,369,234.91	(20,344.91)	100.61	
State sources											
271-000.00-567.000	State aid	66,291.75	50,000.00	50,000.00	0.00	0.00	0.00	33,904.96	16,095.04	67.81	
271-000.00-573.000	State Grants - Local Comm Sta	13,372.71	0.00	0.00	0.00	0.00	0.00	6,199.63	(6,199.63)	100.00	
State sources		79,664.46	50,000.00	50,000.00	0.00	0.00	0.00	40,104.59	9,895.41	80.21	
Fines and forfeitures											
271-000.00-658.000	State penal fines	99,226.60	95,000.00	89,070.00	0.00	0.00	0.00	89,070.72	(0.72)	100.00	
271-000.00-659.000	Library book fees	8,801.36	7,000.00	7,000.00	463.50	680.60	1,300.46	6,532.67	467.33	93.32	
Fines and forfeitures		108,027.96	102,000.00	96,070.00	463.50	680.60	1,300.46	95,603.39	466.61	99.51	
Interest income											
271-000.00-665.000	Interest in investments	82,420.14	42,000.00	42,000.00	0.00	0.00	0.00	53,840.06	(11,840.06)	128.19	
271-000.00-669.500	Unrealized gain (loss) on inves	(1,660.33)	5,000.00	5,000.00	0.00	0.00	0.00	40,567.75	(35,567.75)	811.36	
Interest income		80,759.81	47,000.00	47,000.00	0.00	0.00	0.00	94,407.81	(47,407.81)	200.87	
Donations											
271-000.00-674.289	Adult programs	4,222.77	2,000.00	2,000.00	39.04	0.00	0.00	6,582.82	(4,582.82)	329.14	
271-000.00-674.400	Gifts and donations	3,489.57	1,000.00	1,000.00	858.39	0.10	7.66	2,026.14	(1,026.14)	202.61	
Donations		7,712.34	3,000.00	3,000.00	897.43	0.10	7.66	8,608.96	(5,608.96)	286.97	
Other revenue											
271-000.00-674.290	Library fund raising revenue	1,920.08	4,000.00	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00	
271-000.00-675.000	Miscellaneous income	10,231.22	5,000.00	5,000.00	882.20	514.05	442.07	6,494.95	(1,494.95)	129.90	
271-000.00-675.006	Car Charging Revenue	0.00	0.00	0.00	0.00	1.46	0.00	1.46	(1.46)	100.00	
271-000.00-675.100	Copier	39.36	1,000.00	1,000.00	412.55	509.25	513.84	1,435.64	(435.64)	143.56	
271-000.00-675.300	Meeting room	29,858.47	25,000.00	25,000.00	2,614.63	5,302.68	2,804.47	26,656.18	(1,656.18)	106.62	
271-000.00-675.404	Novi Tow nship Assessment	7,256.00	7,000.00	7,000.00	0.00	0.00	0.00	0.00	7,000.00	0.00	
271-000.00-675.650	Library Cafe	0.00	6,000.00	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0.00	
Other revenue		49,305.13	48,000.00	48,000.00	3,909.38	6,327.44	3,760.38	34,588.23	13,411.77	72.06	
Total Dept 000.00 - TREASURY		3,507,953.84	3,598,890.00	3,592,960.00	5,270.31	7,375.97	6,116.40	3,642,547.89	(49,587.89)	101.38	
TOTAL REVENUES		3,507,953.84	3,598,890.00	3,592,960.00	5,270.31	7,375.97	6,116.40	3,642,547.89	(49,587.89)	101.38	

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL BUDGET	2023-24 AMED BUDGET	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2023 NM (ABNM)			DEC 2023 INCR (DECR)	JAN 2024 INCR (DECR)	FEB 2024 INCR (DECR)	02/29/2024 NM (ABNM)	BALANCE NM (ABNM)	
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	1,063,986.14	1,142,000.00	1,395,000.00	147,937.92	97,372.02	97,487.23	790,627.24	604,372.76	56.68
271-000.00-704.100	Severance/Incentive Pay	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.200	Wages - Stipend	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.210	Vacation Payout	6,056.80	6,000.00	6,000.00	0.00	0.00	0.00	3,538.40	2,461.60	58.97
271-000.00-704.250	Final Payout	13,005.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-705.000	Temporary salaries	626,824.36	810,200.00	720,000.00	78,532.42	51,672.57	54,836.12	428,889.34	291,110.66	59.57
271-000.00-706.000	Overtime	133.80	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-715.000	Social security	129,888.37	150,000.00	162,000.00	17,156.28	11,211.60	11,471.71	92,357.43	69,642.57	57.01
271-000.00-716.000	Insurance	215,479.95	224,100.00	254,000.00	18,744.69	6,155.68	7,462.59	118,779.80	135,220.20	46.76
271-000.00-716.200	HSA - employer contribution	1,040.31	6,600.00	6,600.00	93.75	562.50	0.00	1,084.69	5,515.31	16.43
271-000.00-716.999	Insurance - Employee Reimburse	(28,006.70)	(33,615.00)	(33,615.00)	(2,635.20)	(2,842.89)	(2,846.00)	(20,647.09)	(12,967.91)	61.42
271-000.00-717.000	Workers compensation	1,165.80	1,800.00	1,800.00	210.26	147.12	152.50	1,031.20	768.80	57.29
271-000.00-718.000	Pension - DB Normal Cost	4,620.00	5,795.00	5,795.00	460.00	460.00	460.00	3,680.00	2,115.00	63.50
271-000.00-718.010	Pension - DB Unfunded Accrued	88,464.00	90,233.00	90,233.00	6,124.00	6,124.00	6,124.00	48,992.00	41,241.00	54.29
271-000.00-718.200	Pension - defined contribution	39,392.20	49,852.00	55,000.00	8,415.03	5,637.95	5,643.33	40,108.20	14,891.80	72.92
271-000.00-719.000	Unemployment insurance	(3,996.72)	2,000.00	2,000.00	22.62	0.00	0.00	22.62	1,977.38	1.13
Personnel services		2,172,053.70	2,455,465.00	2,665,313.00	275,061.77	176,500.55	180,791.48	1,508,463.83	1,156,849.17	56.60
Supplies										
271-000.00-726.400	Supplies - Cash over/short	(7.88)	0.00	0.00	8.55	(1.58)	(1.96)	(31.30)	31.30	100.00
271-000.00-727.000	Office supplies	16,445.97	18,000.00	18,000.00	468.70	477.03	652.28	4,541.61	13,458.39	25.23
271-000.00-728.000	Postage	4,670.17	2,000.00	2,000.00	219.99	142.29	1,781.26	3,269.49	(1,269.49)	163.47
271-000.00-734.000	Computer supplies, software &	62,786.73	83,000.00	90,000.00	0.00	15,713.12	315.00	33,726.74	56,273.26	37.47
271-000.00-734.500	Computer supplies/equipment	19,622.77	32,000.00	32,000.00	3,110.45	73.75	969.00	10,819.52	21,180.48	33.81
271-000.00-740.000	Operating supplies	24,241.77	30,000.00	30,000.00	444.76	759.18	320.49	16,022.03	13,977.97	53.41
271-000.00-740.200	Supplies - Desk chairs and file	1,960.00	5,000.00	5,000.00	1,808.90	0.00	0.00	1,808.90	3,191.10	36.18
271-000.00-741.000	Supplies - Uniforms	156.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-742.000	Library books	207,067.49	224,000.00	224,000.00	23,858.53	13,103.61	10,600.33	136,368.59	87,631.41	60.88
271-000.00-742.010	Library Books - Lending	12,890.22	15,000.00	15,000.00	355.16	568.01	435.71	7,020.11	7,979.89	46.80
271-000.00-742.100	Library Books - Fines	125.77	1,000.00	1,000.00	0.00	0.00	0.00	59.97	940.03	6.00
271-000.00-743.000	Library periodicals	14,626.22	18,000.00	18,000.00	16,488.91	379.02	0.00	16,867.93	1,132.07	93.71
271-000.00-744.000	Audio visual materials	132,004.72	70,300.00	70,300.00	4,081.13	2,280.69	1,431.98	35,324.21	34,975.79	50.25
271-000.00-745.200	Electronic media	38,721.83	125,700.00	125,700.00	21,690.51	0.00	8,762.07	92,274.18	33,425.82	73.41
271-000.00-745.300	Electronic resources (CD roms)	63,762.60	75,000.00	75,000.00	0.00	0.00	559.30	68,177.90	6,822.10	90.90
Supplies		599,074.38	699,500.00	706,500.00	72,535.59	33,495.12	25,825.46	426,249.88	280,250.12	60.33

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL BUDGET	2023-24 AMED BUDGET	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2023 NM (ABNM)			DEC 2023 INCR (DECR)	JAN 2024 INCR (DECR)	FEB 2024 INCR (DECR)	02/29/2024 NM (ABNM)	BALANCE NM (ABNM)	
Other services and charges										
271-000.00-801.925	Public information (cable, etc)	844.35	850.00	850.00	0.00	0.00	0.00	0.00	850.00	0.00
271-000.00-802.000	Data processing	734.34	750.00	750.00	0.00	0.00	0.00	828.90	(78.90)	110.52
271-000.00-802.100	Bank Service Charges	3,425.93	4,000.00	4,000.00	613.35	138.94	0.00	2,011.93	1,988.07	50.30
271-000.00-803.000	Independent audit	800.00	800.00	800.00	0.00	0.00	0.00	800.00	0.00	100.00
271-000.00-804.000	Medical service	2,164.00	1,500.00	1,500.00	0.00	0.00	116.00	1,160.00	340.00	77.33
271-000.00-806.000	Legal fees	8,130.60	8,500.00	8,500.00	1,245.50	2,150.00	0.00	14,738.50	(6,238.50)	173.39
271-000.00-809.000	Memberships and dues	5,525.41	7,500.00	7,500.00	66.00	791.00	0.00	6,463.50	1,036.50	86.18
271-000.00-816.000	Professional services	28,927.05	16,000.00	16,000.00	2,782.50	500.00	0.00	9,673.50	6,326.50	60.46
271-000.00-817.000	Custodial services	88,525.64	89,000.00	89,000.00	7,238.16	6,728.72	7,492.88	48,651.15	40,348.85	54.66
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,495.00	5.00	99.86
271-000.00-820.000	Property & liability insurance	16,480.00	16,480.00	16,480.00	0.00	0.00	0.00	16,480.00	0.00	100.00
271-000.00-820.001	Insurance deductibles/Uninsured	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	32,786.06	34,000.00	34,000.00	3,263.04	3,172.96	980.82	24,767.07	9,232.93	72.84
271-000.00-855.000	TLN Automation Services	76,884.99	80,000.00	80,000.00	0.00	2,208.92	16,469.16	54,665.58	25,334.42	68.33
271-000.00-861.000	Gasoline and oil	377.55	500.00	500.00	17.59	41.32	0.00	214.04	285.96	42.81
271-000.00-862.000	Mileage	659.43	200.00	200.00	42.11	115.03	0.00	516.08	(316.08)	258.04
271-000.00-880.000	Community promotion	22,610.02	22,000.00	22,000.00	1,644.20	689.89	1,647.61	17,795.37	4,204.63	80.89
271-000.00-880.268	Library programming	23,589.81	38,000.00	38,000.00	1,558.82	3,767.03	1,502.44	15,917.71	22,082.29	41.89
271-000.00-880.271	Adult programs	5,119.59	8,000.00	8,000.00	121.92	0.00	76.92	6,253.51	1,746.49	78.17
271-000.00-900.000	Printing, graphic design and pu	17,868.81	28,000.00	28,000.00	(251.92)	505.67	453.25	2,858.81	25,141.19	10.21
271-000.00-921.000	Heat	16,753.06	14,500.00	14,500.00	1,578.95	1,445.44	2,318.22	7,655.48	6,844.52	52.80
271-000.00-922.000	Electricity	111,990.00	102,500.00	102,500.00	7,382.09	7,936.18	7,587.69	67,547.65	34,952.35	65.90
271-000.00-923.000	Water and sewer	7,507.60	7,000.00	7,000.00	1,995.15	0.00	0.00	4,091.70	2,908.30	58.45
271-000.00-934.000	Building maintenance	106,938.54	106,400.00	106,400.00	7,450.48	9,482.51	8,098.65	57,916.05	48,483.95	54.43
271-000.00-935.000	Vehicle maintenance	134.69	500.00	500.00	0.00	(25.00)	0.00	0.00	500.00	0.00
271-000.00-936.300	Grounds maintenance	36,253.45	40,500.00	40,500.00	5,718.00	4,397.35	65.66	33,219.72	7,280.28	82.02
271-000.00-942.000	Office equipment lease	6,335.87	8,000.00	8,000.00	1,010.00	1,010.00	1,010.00	6,710.94	1,289.06	83.89
271-000.00-942.100	Records storage	303.32	400.00	400.00	25.93	25.93	25.93	207.44	192.56	51.86
271-000.00-956.000	Conferences and workshops	8,540.85	24,900.00	24,900.00	1,406.61	760.98	707.00	16,823.24	8,076.76	67.56
Other services and charges		633,705.96	674,280.00	674,280.00	44,908.48	45,842.87	48,552.23	421,462.87	252,817.13	62.51
Capital outlay										
271-000.00-976.100	Parking lot improvements	12,411.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-986.000	Technology - Capital Outlay	55,469.94	47,000.00	47,000.00	22,205.64	0.00	0.00	22,205.64	24,794.36	47.25
Capital outlay		67,881.74	47,000.00	47,000.00	22,205.64	0.00	0.00	22,205.64	24,794.36	47.25
Transfers out										
271-000.00-995.272	Transfer to Library Contributor	0.00	0.00	0.00	0.00	0.00	0.00	35,238.00	(35,238.00)	100.00
Transfers out		0.00	0.00	0.00	0.00	0.00	0.00	35,238.00	(35,238.00)	100.00
Total Dept 000.00 - TREASURY		3,472,715.78	3,876,245.00	4,093,093.00	414,711.48	255,838.54	255,169.17	2,413,620.22	1,679,472.78	58.97
TOTAL EXPENDITURES		3,472,715.78	3,876,245.00	4,093,093.00	414,711.48	255,838.54	255,169.17	2,413,620.22	1,679,472.78	58.97
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,507,953.84	3,598,890.00	3,592,960.00	5,270.31	7,375.97	6,116.40	3,642,547.89	(49,587.89)	(245.72)
TOTAL EXPENDITURES		3,472,715.78	3,876,245.00	4,093,093.00	414,711.48	255,838.54	255,169.17	2,413,620.22	1,679,472.78	(245.72)
NET OF REVENUES & EXPENDITURES		35,238.06	(277,355.00)	(500,133.00)	(409,441.17)	(248,462.57)	(249,052.77)	1,228,927.67	(1,729,060.67)	(245.72)

Fund 272 - LIBRARY CONTRIBUTION FUND										
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	36,206.78	27,000.00	27,000.00	0.00	0.00	0.00	23,459.41	3,540.59	86.89
272-000.00-669.500	Unrealized gain (loss) on invest	(3,061.21)	(4,500.00)	(4,500.00)	0.00	0.00	0.00	15,575.59	(20,075.59)	(346.12)
Interest income		33,145.57	22,500.00	22,500.00	0.00	0.00	0.00	39,035.00	(16,535.00)	173.49
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	DEC 2023	JAN 2024	FEB 2024	02/29/2024	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	500.00	500.00	50.00
272-000.00-674.046	Makerspace Renovation Reven	1,154.15	1,000.00	5,000.00	3,117.70	249.10	251.70	7,392.90	(2,392.90)	147.86
272-000.00-674.229	Raising a Reader in Novi Spons	278.99	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.230	Collections/Materials Revenue	6,350.00	1,000.00	1,000.00	1,020.61	0.00	50.00	6,570.61	(5,570.61)	657.06
272-000.00-674.231	Buildings/Ground/Furniture Rev	375.00	1,000.00	1,000.00	175.00	0.00	0.00	350.00	650.00	35.00
272-000.00-674.232	Programming Revenue	5,137.00	2,000.00	2,000.00	0.00	599.55	80.00	4,079.55	(2,079.55)	203.98
272-000.00-674.233	Technology Library Revenue	1,000.00	500.00	500.00	50.00	0.00	0.00	50.00	450.00	10.00
272-000.00-674.234	Undesignated Misc Donations	1,750.00	500.00	500.00	0.00	0.00	0.00	100.00	400.00	20.00
272-000.00-674.235	Marketing Sponsorships	11,740.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00	(1,000.00)	100.00
Donations		27,785.14	8,000.00	12,000.00	4,363.31	1,848.65	381.70	20,043.06	(8,043.06)	167.03
Transfers in										
272-000.00-699.271	Transfer from Library Fund	0.00	0.00	0.00	0.00	0.00	0.00	35,238.00	(35,238.00)	100.00
Transfers in		0.00	0.00	0.00	0.00	0.00	0.00	35,238.00	(35,238.00)	100.00
Total Dept 000.00 - TREASURY		60,930.71	30,500.00	34,500.00	4,363.31	1,848.65	381.70	94,316.06	(59,816.06)	273.38
TOTAL REVENUES		60,930.71	30,500.00	34,500.00	4,363.31	1,848.65	381.70	94,316.06	(59,816.06)	273.38
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-742.046	Makerspace iCube	0.00	0.00	5,000.00	2,325.35	1,705.21	118.32	8,519.86	(3,519.86)	170.40
272-000.00-742.229	Raising a Reader Expense	603.22	1,000.00	1,000.00	57.76	0.00	29.66	595.58	404.42	59.56
272-000.00-742.230	Collections/Materials Expense	1,410.79	1,000.00	1,000.00	3,542.00	813.71	66.70	4,553.00	(3,553.00)	455.30
272-000.00-742.231	Buildings/Ground/ Furniture Exp	8,344.00	29,000.00	48,500.00	0.00	9,001.90	0.00	19,598.80	28,901.20	40.41
272-000.00-742.232	Programming Expense	2,975.43	1,000.00	1,000.00	0.00	0.00	421.58	7,636.60	(6,636.60)	763.66
272-000.00-742.233	Technology Library Expense	0.00	3,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
272-000.00-742.234	Undesignated Misc	228.85	500.00	500.00	0.00	0.00	0.00	246.00	254.00	49.20
272-000.00-742.236	Staff Recognition	1,968.54	2,000.00	2,000.00	(16.93)	207.43	(281.07)	1,605.58	394.42	80.28
Supplies		15,530.83	38,500.00	65,000.00	5,908.18	11,728.25	355.19	42,755.42	22,244.58	65.78

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2023-24	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	BUDGET	A MED BUDGET	DEC 2023	JAN 2024	FEB 2024	02/29/2024	BALANCE	% BDGT
		NM (ABNM)			INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Capital outlay										
272-000.00-976.044	Auto Lending Library	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
272-000.00-976.046	Makerspace Renovation	2,868.22	3,000.00	0.00	(2,088.40)	0.00	0.00	0.00	0.00	0.00
272-000.00-976.140	Automated Return System	0.00	115,800.00	115,800.00	0.00	0.00	0.00	0.00	115,800.00	0.00
272-000.00-976.141	Main Entrance Design	0.00	116,500.00	41,500.00	0.00	4,095.00	0.00	4,095.00	37,405.00	9.87
272-000.00-976.143	Wi-Fi Upgrade	0.00	0.00	15,000.00	0.00	0.00	0.00	17,562.89	(2,562.89)	117.09
272-000.00-976.144	Server & Camera Upgrade	0.00	0.00	109,000.00	0.00	68,838.00	0.00	68,838.00	40,162.00	63.15
Capital outlay		2,868.22	237,800.00	283,800.00	(2,088.40)	72,933.00	0.00	90,495.89	193,304.11	31.89
Total Dept 000.00 - TREASURY		18,399.05	276,300.00	348,800.00	3,819.78	84,661.25	355.19	133,251.31	215,548.69	38.20
TOTAL EXPENDITURES		18,399.05	276,300.00	348,800.00	3,819.78	84,661.25	355.19	133,251.31	215,548.69	38.20
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES		60,930.71	30,500.00	34,500.00	4,363.31	1,848.65	381.70	94,316.06	(59,816.06)	12.39
TOTAL EXPENDITURES		18,399.05	276,300.00	348,800.00	3,819.78	84,661.25	355.19	133,251.31	215,548.69	12.39
NET OF REVENUES & EXPENDITURES		42,531.66	(245,800.00)	(314,300.00)	543.53	(82,812.60)	26.51	(38,935.25)	(275,364.75)	12.39
TOTAL REVENUES - ALL FUNDS		3,568,884.55	3,629,390.00	3,627,460.00	9,633.62	9,224.62	6,498.10	3,736,863.95	(109,403.95)	
TOTAL EXPENDITURES - ALL FUNDS		3,491,114.83	4,152,545.00	4,441,893.00	418,531.26	340,499.79	255,524.36	2,546,871.53	1,895,021.47	
NET OF REVENUES & EXPENDITURES		77,769.72	(523,155.00)	(814,433.00)	(408,897.64)	(331,275.17)	(249,026.26)	1,189,992.42	(2,004,425.42)	

Financial Balance Sheets

03/08/2024		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 02/29/2024	
GL Number	Description	Balance	
Fund 271 - LIBRARY FUND			
*** Assets ***			
271-000.00-001.000	Cash - Pooled	(516,412.16)	
271-000.00-004.000	Cash on hand	600.00	
271-000.00-016.000	Deposits	1,200.00	
271-000.00-017.000	Investments - Pooled	4,405,058.94	
271-000.00-019.000	Current taxes receivable	33,904.42	
	Total Assets	3,924,351.20	
*** Liabilities ***			
271-000.00-202.000	Accounts payable	90,660.89	
271-000.00-258.702	Accrued liabilities - tax	6,000.00	
271-000.00-259.200	Unemployment insurance liability	22.62	
	Total Liabilities	96,683.51	
*** Fund Balance ***			
271-000.00-390.000	Fund balance	2,598,740.02	
	Total Fund Balance	2,598,740.02	
	Beginning Fund Balance	2,598,740.02	
	Net of Revenues VS Expenditures	1,228,927.67	
	Ending Fund Balance	3,827,667.69	
	Total Liabilities And Fund Balance	3,924,351.20	

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	(70,096.25)
272-000.00-017.000	Investments - Pooled	1,736,630.28
	Total Assets	1,666,534.03
*** Liabilities ***		
272-000.00-202.000	Accounts payable	6,882.18
	Total Liabilities	6,882.18
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	43,362.57
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	28,723.79
272-000.00-375.232	Fund Balance Programming	36,317.52
272-000.00-375.233	Fund Balance Technology Library	1,000.00
272-000.00-390.000	Fund balance - Unrestricted	1,589,183.22
	Total Fund Balance	1,698,587.10
	Beginning Fund Balance	1,698,587.10
	Net of Revenues VS Expenditures	(38,935.25)
	Ending Fund Balance	1,659,651.85
	Total Liabilities And Fund Balance	1,666,534.03

DIRECTOR'S REPORT



April Anniversaries



Arom Park – Support Services
2 years



Anna Burbo – Information Technology
1 year

Governor Whitmer Proposes No Increase to State Aid to Libraries in FY25 Budget

As we have experienced for 8 years of the Snyder Administration and the 6th year of Governor Whitmer's administration, the FY25 State Aid to Libraries budget remains flat. We also saw no increases for Library of Michigan programs/staff. (Link to the full GF budget below – Library of Michigan budget is on page 76.)

While this is disappointing, we will continue to advocate and find House and Senate ambassadors to increase this line item before the final budget is adopted in early summer. Our current State Aid to Libraries stands at \$15.5 million. We will be advocating for an additional \$2 million during our Advocacy Day in Lansing.



Effect of the State Aid to Public Libraries Act

In 1977, the State Aid to Public Libraries Act (Act 94 of 1977) was enacted and funding for public libraries and cooperatives was set at 30 cents/capita. Based on the rate of inflation, 30 cents/capita in 1977 would be equivalent to approximately \$2.50/capita in 2024, and we see a long ways from that figure. It took 45 years to reach only 20 cents/capita and 4 more long painful years to increase the state's financial investment to keep our 337 public library systems stable and strong in each of our Michigan communities.



Other areas that libraries might find important in the proposed \$80.7 billion budget (\$14.3 billion for General Fund, and \$19 billion for school aid) include:

- \$251.2 million to help students reach their full academic potential, including continuation of payments for literacy grants and literacy coaches.
- \$200 million for tutoring through the MI Kids Back on Track program, and continuation of expanded learning opportunities (\$50 million) through before and after school programs.
- \$159 million for continued expansion of free pre-K to every 4-year-old in Michigan
- \$5 million one-time and \$11.1 million ongoing for the Arts and Cultural Program to expand grants to arts and cultural institutions that support the economy and contribute to vibrant communities.
- 2.5% increase in operations funding for public universities and community colleges
- 2.5% increase in funding for K-12 schools
- 5% increase in statutory revenue-sharing payments to cities, villages, and townships

Detroit Free Press

MICHIGAN

Michigan libraries lend more than books: Kayaks, canoes, tools, pans and a sewing machine

Policies vary from library to library on returns, holds and damaged goods.



Jennifer Dixon

Detroit Free Press

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Libraries across Michigan are no longer just about books, magazines, movies and drag-queen story times.

Library patrons can check out kayaks and canoes from a library in the Upper Peninsula, or snowshoes from the Clinton-Macomb Public Library. Then there's the sewing machine at the Ferndale Area District Library, or board games and vinyl records at the Royal Oak Public Library.

Libraries call these their Libraries of Things, and their collections often include tools, seeds, musical instruments, board games, pots and pans, and kits for candle-making, jewelry-making, canning — even hunting down Bigfoot or ghosts. (Those last two kits are available from the Clinton-Macomb Public Library.)

"Your library card is the smartest card in your wallet," according to a brochure about the Novi Public Library.

The Novi library, on 10 Mile Road, does not have a library of things, but it does have a collection of magnifying equipment for checkout. Displayed near the large-print book collection, Novi offers hand-held magnifiers — helpful for reading prescriptions, lists of ingredients, thermostats and price tags, and stand magnifiers — for those with tremors or who aren't strong enough to hold a hand-held instrument for any length of time.

Many libraries also have "maker spaces" with three-dimensional printers, embroidery machines, laser cutters, and other equipment. They can convert family photos and slides into

a digital format, and in the case of the Baldwin Public Library, build a scale model of an ocean liner, embroider linens, or engrave wine glasses or a cheese board.

Maker spaces, art collections

Staff at the Idea Lab inside the Baldwin library in Birmingham were also able to use their 3D printer to build a piece of a kitchen stove that had broken off, saving the owner the cost of a new appliance, said associate director Jaclyn Miller.

Librarians say the expansion to Libraries of Things, maker spaces, and other amenities, such as Novi's Read-a-Latte Cafe (serves Starbucks) and its art collection, including 1,600 tiles that depict the story of the universe from the beginning, is all about staying relevant.

But there's another benefit: the planet. Why buy a cake pan that will be used just once, then tossed and destined for a landfill, when you can check one out from the library?

The collections also allow would-be musicians to try out a new instrument before investing in one, or do-it-yourselfers the tools needed for an odd job around the house. And the creative kits in Novi allow library patrons the chance to try a new hobby — calligraphy or macrame — while they are in the building.

One of the best deals may be the four kayaks and three canoes that can be checked out for a day or two from the DeTour Area Schools and Public Library. Summer visitors to the community on Lake Huron in the far eastern corner of the Upper Peninsula can get one of these watercraft with a seasonal library card that costs \$25 — and all but \$5 of that is refunded if everything is returned, said Lisa Waskin, district director for the Superior District Library, a network of eight libraries on the east side of the Upper Peninsula.

"More and more people are realizing how much a library card can really offer a user," said Jeff Milo, marketing coordinator for the Ferndale Area District Library.

The Royal Oak Public Library's board games, puzzles, vinyl records, and record players are especially popular, said director Sandy Irwin.

Patrons, she said, "love that crackling sound when you set the needle down on the record. From beginning to end, you're getting the whole experience when listening to vinyl."

Wi-Fi hotspots and giant TVs

At the Clinton-Macomb Public Library, the Library of Things collection is mostly displayed on the second floor of the main library, on Romeo Plank in Clinton Township. One of the most popular items is Wi-Fi hot spots that can be borrowed and used anywhere in the continental U.S., convenient for vacationing families. But the wait can be long. The library also offers a party kit with a projector and a giant flat-screen TV for a movie night in your backyard. Most items can be checked out for two weeks, and some can be reserved.

Policies on holds, checkout lengths, and damaged returns vary from library to library.

Beyond their libraries of things and maker spaces, public libraries offer programs in their communities, such as the Ferndale library's movie trivia night, a book club that meets in a local brewery, and a puzzle tournament at yet another brewery.

"No one needs a library card to attend one of our events," said Milo of the Ferndale Area District Library.

And don't forget about the librarians themselves — information specialists who can sort through confusing or contradictory information and "check out the facts," Milo said.

"We are here to help you get good, verified information," Irwin said. And it's all free — the fact-checking, the access to newspapers that charge to view stories, access to a computer itself, or just a place to sit and do a puzzle or read a magazine.

"There's no place else in society where you can do that."

She said Royal Oak allows homeless people to rest in the library.

Library innovations extend to the Braille and Talking Book Library, a nationwide network of libraries originally set up in 1931 for veterans who were blinded in World War I. One of the latest additions is a Braille e-reader. Available in Michigan since April 2023, the device allows users to read in Braille, as opposed to listening to an audiobook, and holds hundreds of Braille books, said Scott Norris, manager of the Braille and Talking Book Library in Lansing.

About the size of a thick paperback, the device is free to qualified Braille readers.

Norris said more than 300 of these readers have been distributed statewide. (For more information contact 800-992-9012 during regular business hours.)

Recipients of the reader must read Braille and be blind, visually impaired, physically disabled and unable to hold a book or manipulate the pages, or have a "print" disability such as dyslexia.

A place to learn something new

Debbie Mikula, executive director of the Michigan Library Association, said libraries began moving beyond lending books at least a decade ago, evolving along with the rest of the world. But they also remain "community spaces, places to study, read and learn something new."

"As the world turns, so do libraries," she said. She said libraries are one of the last public places where people can connect with others, alongside fireplaces and in lounge chairs, no longer just at desks or tables.

"We're not your Grandma's library anymore," Waskin said. "We're beyond books."

Contact Jennifer Dixon: jbdixon@freepress.com

Honest Abe makes appearance at Novi Public Library

By: [Charity Meier](#) | Novi Note | Published February 8, 2024

NOVI — History enthusiasts throughout the Novi community were treated to lunch and conversation with Abraham Lincoln at the Novi Public Library Feb. 1 in honor of Presidents Day Feb. 19.

The former president, as presented by renowned Lincoln impersonator Kevin Wood, spoke of his childhood, his family and the Civil War, with bits of humor added to the mix from time to time. The presentation was followed by a question-and-answer session, where Wood answered questions as Lincoln.

Wood, who resides in Adrian, has been making presentations as Lincoln for 24 years. He said that although his resemblance to Lincoln is uncanny, he is in no way related to Lincoln. The last descendent of Lincoln passed away in 1985.

Wood said he decided to portray Lincoln to audiences across the country because of the 16th president's importance to the nation and his "inspiring" personal story. He started portraying the president at his church in 2000. Initially, he said, it was just a hobby, but it evolved into a side gig, and then in 2015 he took on the Lincoln persona as a full-time career.

"The more I have studied Lincoln and his times, the better I have been able to understand him and bring his persona to life," Wood said.

Wood said that what he likes the most about performing as Lincoln is "the great enjoyment it brings to other people of all ages and the opportunity to educate them while also inspiring and/or challenging them."

According to Wood, the most important thing to learn from Lincoln is how he desired to improve his own life while at the same time improving the lives of others. He said that Lincoln's core character traits led him to do that, traits that include kindness, compassion, honesty, empathy and industry.

"We thought he was fabulous," said Kathryn Bailey, of Novi. "I mean, I think I learned more (about Lincoln) in his one little discussion than I remember from high school, and that was a long time ago. He made it so interesting and so involved, and just the different things that he was saying was bringing everybody in, and he was joking in some places, but very pointedly saying some of the things. So I loved it. I hope (the library) brings him back again."

Susan Horsburgh, of Novi, agreed with Bailey and added that she really enjoyed that Wood told Lincoln's story in the first person.

"It shows that our community has a deep interest in history, not just in Michigan, but throughout the country," said Kim Nice, the chair of the Novi Historical Commission.

Bailey said she liked how interactive Wood was with the audience and how well he was able to answer questions as Lincoln.

Bailey said she goes to many library events and had never seen one so well attended. According to Nice, the chair of the Novi Historical Commission, events with a person presenting as a historical figure tend to draw much larger audiences. She said she believes that reenactors make a presentation much more interesting. In this case, approximately 100 people attended the event.

"His remarks were just so good. Some of them were, like, tongue-in-cheek with things that he was saying, what he was meaning, but I really liked it," Bailey said.

"I can come back to the other 13 presentations (Wood does about Lincoln)," said Tom Taepke, of Farmington Hills.

"He was very knowledgeable, and it just flowed," said Larry Urvig, of Novi. "He just got up to talk. He didn't need notes. No script of any kind."

"It was great. I've always been interested in the Civil War, and that's what brought me out. I've been watching a series by Ken Burns called 'The Civil War,' and I've been enjoying that, but it takes a long time, right, so I saw the lunch with Lincoln, so I said, 'Oh, that might be a good idea,'" said Julian Velosa, of Novi. "This was the first time that I really understood how the Civil War started and how Lincoln was so interested in abolition. So it gave me a broader understanding. It was very nice, very well done. He knows a lot about the history. So I really enjoyed the event."

Wood has now made a third career of performing as Lincoln. He travels across the country, offering 14 different adult programs as Honest Abe and one children's presentation. He offers his programs in four languages: English, French, Spanish and German, and performs at all sorts of places, from libraries to schools, nursing homes, churches, parties, fundraisers and more.

Prior to his career as Abe Lincoln, Wood worked as an environmental scientist for the U.S. Environmental Protection Agency for 11 years and was a missionary "church planter" in Spain for 10 years. Wood currently resides in Adrian with his wife, a high school teacher who once performed alongside him as Mary Todd Lincoln. He has three adult daughters who "tolerate" him being Lincoln.

To find out where Wood will be presenting as Lincoln or to book a presentation, go to mrlincoln.com.



Kevin Wood, of Adrian, performs as Abraham Lincoln in front of a crowd of nearly 100 people at the Novi Public Library Feb. 1.

Photo by Patricia O'Blenes

NOVI PHOTOGRAPHY CLUB PHOTO EXHIBIT

in partnership with the Novi Public Library
PRESENTS

“WHAT THE CREATIVE MIND SEES, THE CAMERA CAPTURES”

Thirteen Photographers share their artistic
perspective of the world as viewed
through the lens of their cameras.

**Please VOTE for your 3 favorites
1st...2nd...3rd**

Opening & Meet the Photographers Reception

**Thursday, March 28
6:30-8:30pm**

Snacks & coffee provided.

Photographic Exhibit Runs Through May 24

Info regarding club membership, please email:
**James C. Farkas, Co-Director & Photographic
Instructor, fiftiesrock@gmail.com**



**EXHIBIT ON
2ND FLOOR**



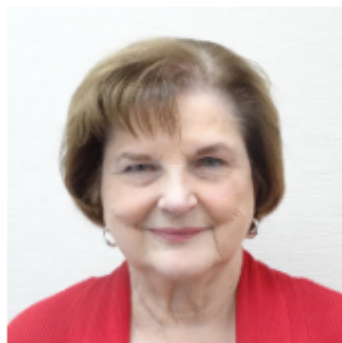
NOVI
PUBLIC LIBRARY
novilibrary.org
248-349-0720


[donate](#)
[event calendar](#)
[my account](#)

Upcoming Closures

Saturday, March 30 - Sunday, March 31:
Easter holiday

No materials will be due when the Library is closed. The Library is also now permanently fine free.



Best Wishes, Betty!

Betty Lang is retiring this month from the Novi Public Library after over 35 years of service. Betty was the Collection Specialist and Library Liaison to the Novi Historical Commission and had a significant impact on this Library and community. Congratulations, Betty! You will be missed!



Be a Part of our Tiny Art Show!

Back by popular demand – it's the 2nd NPL Tiny Art Show! Beginning **March 1**, pick up a 4"x4" canvas from the 2nd Floor Information Desk (while supplies last) to get started with your mini masterpiece using art supplies from home. **Return it by March 29** to be on display throughout the Library for the month of April.

Smokey Bear Reading Challenge

CELEBRATE
SMOKEY
BEAR'S



Library Card Sign-Up at Lakeshore Park

Visit us at the Lakeshore Park building to sign up for a library card. Just bring your valid picture ID and proof of Novi residency!

- Tue, Mar 5, 7-8pm
- Tue, Mar 19, 7-8pm
- Tue, Mar 26, 10-11am



Love Your Library Luncheon

Sun, Apr 14, 12-2pm

Brentwood Grille, 43150 Grand River

Join the [Friends of Novi Library](#) for a Love Your Library Fundraiser! \$50 per person includes lunch, live entertainment, three-flight wine tasting or non-alcoholic beverages, raffles and games.

Seats are limited! Please call 248-869-7204 or visit the Library Administration Office Mon-Fri 10am-5pm to reserve your spot. Cash or check strongly encouraged; credit cards accepted with additional fee.

[More Details](#)

NPL in the News

Novi Public Library was recently featured in a Detroit Free Press article about current library trends. The Novi Note also covered NPL's recent Lunch with Lincoln program. Click below to read the articles!

[Library Trends](#)

[Lunch with Lincoln](#)

Smokey Bear Reading Challenge

March 11 - November 29, 2024

Smokey Bear is turning 80! Beginning in March, the NPL will join libraries across the country in the Smokey Bear Reading Challenge, presented by the USDA Forest Service. This special reading challenge is for guests ages 4-10.

To kick off the celebration, the first 100 participants who stop by the Library beginning **Monday, March 11** will receive a gift bag with information about the challenge, Smokey Bear activities and other surprise goodies! No registration required, while supplies last. Reading logs will be available at the 1st Floor Information Desk for the duration of the challenge.

Mental Health Series

Be Kind to Your Mind

Thu, Mar 7, 6:30pm

West Meeting Room

Learn mindfulness, self-care, acceptance and gratitude techniques to help you feel better and enjoy life more.

RELAX: Alternatives to Anger

Part 1: Tue, Mar 19, 6:30pm

Part 2: Tue, Mar 26, 6:30pm

Whole Meeting Room

In this two-part educational series, adults, parents and caregivers will learn how to better handle anger and stress while gaining healthy relationship skills.

[Register Here](#)

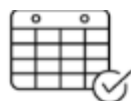
Upcoming Meetings

Friends of the Novi Library Meeting: No meeting in March

Novi Historical Commission Meeting:

Wed, Mar 20, 7pm - Local History Room

Library Board Meeting: Thu, Mar 21, 7pm - Board Room



Programs

Adult Programs

- Cultural/International & ESL Programs
- 3/4: Novi Mental Health Alliance Meeting
- 3/5: Catalog Class
- 3/7: Be Kind to Your Mind
- 3/12: Afternoon Read Book Club
- 3/13: Catalog Class
- 3/14: Strange Lands Book Club
- 3/18: Novel Idea Book Club
- 3/19: RELAX Part 1
- 3/20: Novi Photography Club Meeting
- 3/21: Coffee with the Superintendent
- 3/21: Lakeshore Park Book Club
- 3/26: RELAX Part 2
- 3/28: Photography Club Exhibit Opening & Reception

Youth Programs

- Storytimes (No storytimes Mar 18-30)
- 3/5: Lego Club
- 3/12: Full STEAM Ahead
- 3/20: Tail Waggin' Reading Buddies
- 3/26: DIY Sock Puppet

Tween/Teen Programs

- Teen Space
- 3/7: Camp Half-Blood
- 3/15: Teen Advisory Board Meeting
- 3/16: Chinese Culture Handicrafts
- 3/27: DIY Stretch Bracelets

All Ages

KALEIDOSCOPE SERIES



Imagining Detroit

Tue, Mar 12, 7pm

West Meeting Room

Don't miss this opportunity to view Detroit through the lens of professional photographer and city planner Rod Arroyo, celebrating the city's unique buildings, streetscapes, people and places.

[Register Here](#)



NOVI
HISTORICAL COMMISSION
2023-2024 CALENDAR

Women of Michigan's Capital

Thu, Mar 21, 7pm

West Meeting Room

Join Michigan's Capitol Historian Valerie Marvin as she discusses the women that helped shape Lansing as our state's capitol.

[Register Here](#)

COLLEGE tutors®

All Ages

- 3/14: [NO-VI Chess Club](#)
- 3/14: [NO-VI Chess Club \(Experienced\)](#)
- 3/22: [Tolkien Day Party](#)
- 3/23: [Jigsaw Puzzle Tournament](#)

NPL on the Road to Detroit

Fri, May 10, 9am-6pm

Join us for an exciting day in Detroit! The trip includes a guided tour through historic neighborhoods, lunch in Mexicantown and a visit to the Motown Museum.

Registration begins March 1 and costs \$109. Please call 248-869-7204 or visit the Library Administration Office Mon-Fri 10am-5pm to reserve your spot.

[More Details](#)

Free SAT Practice Test

Sat, Apr 27, 1-5pm

Whole Meeting Room

College Tutors will be hosting a free SAT practice test. Taking a practice test is a great way to get familiar with the format of the test, identify your strengths and weaknesses and determine where to focus to achieve the best results.

Students must bring a calculator and two sharpened pencils and are encouraged to bring a water bottle and snack. Students can arrive at least 10 minutes early for check in and to get a seat. They must be in the room no later than 1pm. No late admittance will be permitted, as this is to mimic a real testing environment.

[Register Here](#)



Novi Library Café



Café sales directly benefit the Novi Community School District. We're so proud to partner with them and Chartwells to bring delicious, quality food and drinks to Library guests!

Café Hours: Mon-Fri, 10am-5pm

March weekly specials (valid Mon-Fri until 2pm):

- **Week of Mar 4** - Chicken Caesar Wrap with pop & chips for \$8
- **Week of Mar 11** - Three Cheese Grilled Cheese with pop & chips for \$8
- **Week of Mar 18** - Caprese Pesto Sandwich with pop & chips for \$8
- **Week of Mar 25** - Cranberry Apple Chicken Salad with pop & chips for \$8



Did You Know?

Novi Public Library had 388,677 visitors from July 2022 through June 2023. That's a 54% increase in visitors from the previous fiscal year!

See more NPL usage statistics in our [2022-2023 Annual Report](#).



Services

Pronunciator

You can learn a new language online through Pronunciator – included with your Novi library card! Using the Pronunciator app or website, choose from over 100 languages, create an account to track your progress and have fun exploring!

[Get Started](#)

Mobile Hotspots

Mobile hotspots are available to check out at NPL! Novi residents ages 18+ may check out a mobile hotspot for one week to share unlimited data with up to 10 devices, allowing you to conduct research, complete homework, view entertainment and stay connected with family and friends!

[Learn More](#)



Community Info

City of Novi

Estate Planning Basics

Tue, Mar 19, 6pm

Novi Civic Center

Learn the benefits and goals of proper estate planning. Pre-registration required at cityofnovi.org or call 248-347-0414.

Novi Community School District

Helping Your Child Succeed

Tue, Mar 19, 6:30pm

Virtual

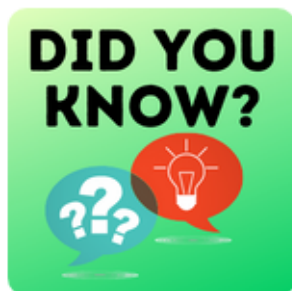
Learn about three different parenting styles with the Cook Center for Human Connection. [Pre-register here](#).

COVID Tests Available

Free at-home COVID Test Kits are currently available at NPL. They can be picked up through the drive-up window only during regular Library hours of operation. No appointment is necessary. Limit of two (2) test kits per car.

Please consider your fellow residents and refrain from entering the Library if you are sick.

Questions? Please contact the Michigan Department of Health and Human Services COVID Hotline at 888-535-6136 or email COVID19@michigan.gov.



Meeting Room Rentals

NPL has six different meeting room spaces that can be rented out by the public. These rooms can fit anywhere from 10 to 150 people and are perfect for everything from group projects and team meetings to educational classes and private parties.

[Learn More](#)



2024 Adult Reading Challenge

Read all year with us! Pick up a bingo sheet at the 2nd Floor Reference Desk or sign up digitally using the Beanstack app! Suggested titles are displayed on the 2nd floor. Winners will be drawn at the end of the year.

[Sign Up](#)



Sublimation Printer

Apply custom, full-color artwork to a wide variety of popular items, like t-shirts, mugs, mousepads, tote bags and more, using our sublimation printer in the iCube Makerspace! For assistance, visit during staffed hours or make an appointment.

[Learn More](#)

Connect With Us:



[Click here to unsubscribe.](#)

No longer live in Novi? Let us know by clicking the button below.

[Let Us Know You've Moved](#)

Novi Public Library

45255 W. Ten Mile Rd, Novi, MI 48375

Phone: [\(248\) 349-0720](tel:(248)349-0720)

Hours

Monday - Thursday: 10am - 9pm

Friday & Saturday: 10am - 6pm

Sunday: 12pm-6pm

Lakeshore Lending Library

At Lakeshore Park

601 S. Lake Dr, Novi, MI 48375

Hours

7 Days a Week

Dawn to Dusk

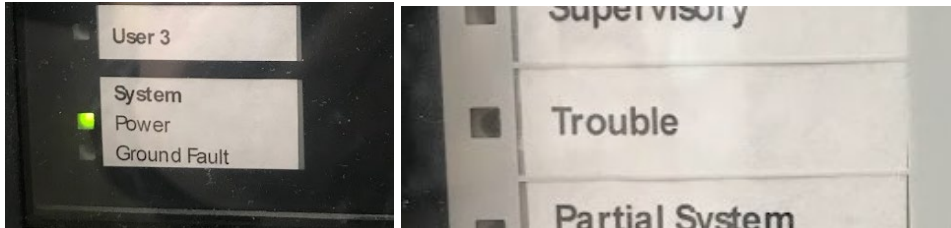
[Visit Our Website](#)

1/25/2024				1/26/2024				1/27/2024 Election Day				1/28/2024				1/29/2024			
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	33	99	66	10-11am	71	170	121	10-11am	36	85	61	10-11am	119	116	118
11am-12pm	0	0	0	11am-12pm	73	79	76	11am-12pm	108	99	104	11am-12pm	41	46	44	11am-12pm	54	42	48
12-1pm	69	155	112	12-1pm	80	70	75	12-1pm	93	78	86	12-1pm	62	60	61	12-1pm	46	47	47
1-2pm	100	113	107	1-2pm	59	58	59	1-2pm	101	127	114	1-2pm	66	59	63	1-2pm	68	84	76
2-3pm	115	147	131	2-3pm	90	156	123	2-3pm	100	88	94	2-3pm	69	145	107	2-3pm	84	137	111
3-4pm	134	115	125	3-4pm	131	150	141	3-4pm	107	117	112	3-4pm	169	161	165	3-4pm	142	149	146
4-5pm	108	88	97	4-5pm	155	163	159	4-5pm	101	105	103	4-5pm	159	144	152	4-5pm	191	197	194
5-6pm	174	64	119	5-6pm	204	109	157	5-6pm	156	143	150	5-6pm	113	91	102	5-6pm	154	94	124
6-7pm	0	0	0	6-7pm	91	87	89	6-7pm	157	122	140	6-7pm	107	97	102	6-7pm	101	97	99
7-8pm	0	0	0	7-8pm	80	66	73	7-8pm	93	65	79	7-8pm	11	74	43	7-8pm	81	88	85
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Information Technology Report by Jeffrey Smith – March 21, 2024

General

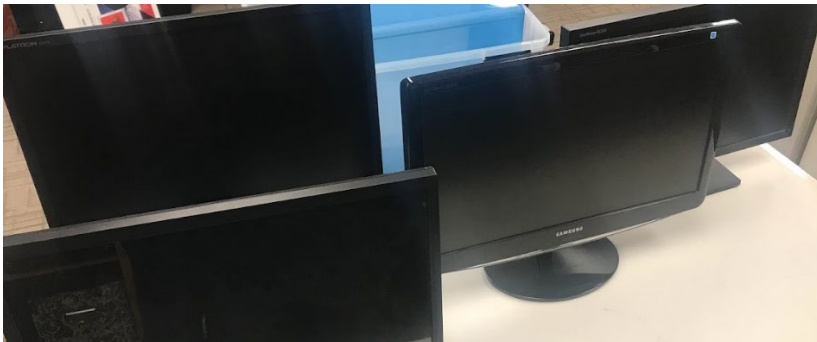
Our Fire Alarm had an issue which was resolved in early February. We learned that the two AT&T POTS Phone lines that go to our alarm panel had both stopped working. After multiple visits from Boynton Fire and AT&T and finally from LoVo Communications, we got the issue resolved. The fire alarm communication system went online on February 1st.



A green light on our Fire Panel and no Trouble light - indicating it is working correctly.

Our Circ Desk credit card terminal stopped working. Since it was newly purchased only a few months ago, a new one was provided under warranty. The replacement system was brought online in early February.

Several old obsolete computer monitors were provided for recycling to a High School project. The students were learning how to start a non-profit recycling program.



4 obsolete computer monitors

On Thursday February 15 NPL experienced a total **power outage** due to a fire in an electrical substation over a mile away. Over 20,000 DTE customers lost power for several hours. We shut down our systems and closed early, and the power was restored late that evening.

When we returned to the building the next morning we discovered that multiple systems were down including phones, internet, Internal network, meeting room A/V systems, and several servers. With the help of Alex Norman, Network Engineer for TLN, we managed to get most of the systems online in time to open at Noon on Friday.

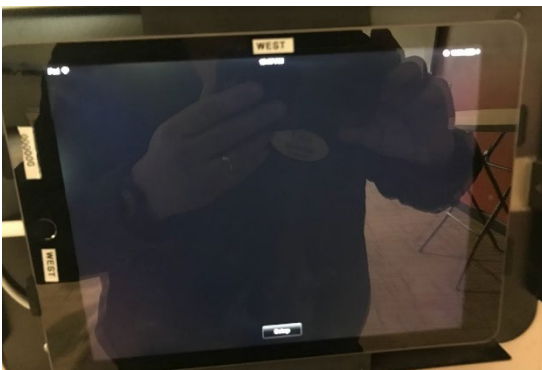


Alex Norman assisting NPL by finding and resolving network issues following our power outage.



Our Tripp-Lite KVM died during or shortly before the power outage. This device normally enables us to access several servers in our Server Room Rack. We have been forced to unexpectedly order a new KVM to be installed in March.

The Crestron A/V iPad and the Crestron WAP located in our West Meeting Room crashed during the power outage, and required a visit from Tel Systems to restore their functionality. Tel Systems had to re-upload their custom program into the device in order for us to use the A/V in the room.



Malfunctioning Crestron iPad



Restored Crestron iPad



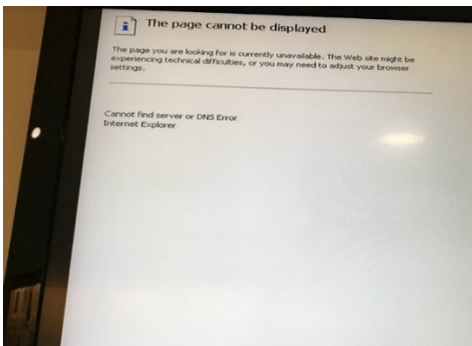
Crestron WIFI Access Point in the West Meeting Room Ceiling

(3) Battery Backups on our Circ Desk and in the AST Room did not hold a charge long enough to properly shut down the PCs. We have ordered new batteries for the unit which should hold a charge for 5-15 minutes.

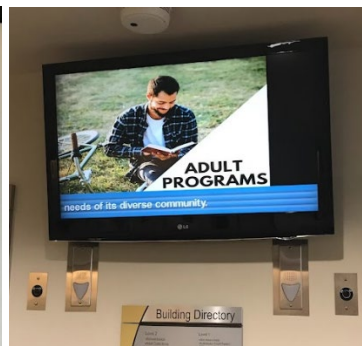


Circulation Desk UPS (Battery Backup)

When the power outage happened, our SCALA Server required rebooting. Following the reboot we discovered that one of our large-screen TVs was not displaying our slideshow. Tel Systems managed to find the issue in our server rack and repair it, restoring the slideshow image.



SCALA Slideshow not working



Slideshow restored by Tel Systems

In addition to all that, Telsys also repaired two of our handheld mics and one of our microphone receivers in the Whole Meeting Room. There was no charge because the items are under warranty.



Repaired handheld mics



Repaired microphone receivers

iCube

- We held 214 iCube appointments in February.
 - 28 3D prints
 - 3 3D scans
 - 11 Adobe Creative Cloud projects
 - 28 Cricut crafts
 - 3 Carvey projects
 - 51 Creative Kits
 - 29 Digital Conversions
 - 31 Heat Press jobs
 - 19 Laser projects
 - 30 Photo Prints
 - 4 Sewing/Embroidery projects
 - 30 Sublimation prints

Anna J sculpted a polymer clay dragon and wrote out instructions for the upcoming Craftastic program. Happy Lunar New Year! And some clay guinea pigs for an upcoming Club Half-Blood activity.



Clay Dragon by Anna J for Craftastic



Clay guinea pig by Anna J for Club Half Blood

Jess made a beetle with the Cricut to be used in an upcoming Craftastic session



Craftastic Beetle by Jess

Mary made an engraving on a wooden spoon for the upcoming Novi City Chili Cook Off.



Wooden Spoon engraved by Mary

Mary also assisted a guest who wanted to engrave on Granite.



Granite engraving project by Mary and a guest. "They turned out great!"

On Feb 15, our iCube hosted a high school special education class for a button making and scratch notecard makerspace session. Even though there were only 11 students, with the teachers and paraprofessionals, the room was quite full, but we made it work and I think everyone had a great time. We hope to offer them a stamp making session in April.





The students had so much fun and made a bunch of buttons!

Dominic installed a Roll Paper Unit for our Epson Photo Printer. It can print on 13" Wide canvas rolls.



The new Roll Paper Unit



A test print on canvas using the RPU by Dom

Keith (Facilities Dept) helped us by hooking up our new water cooler for our laser. Thank you Keith!

Anna B 3D-printed some example sculptures that will be used in our Tiny Art Exhibition.



Korean Harubang Statue printed by Anna B

Training

Feb 5 Jeff provided training on collecting NPL Technology Statistics to Denise Woods.

Feb 8 [Denise Woods](#) participated in training in "Cloning a PC" provided by Knight Technologies Group. She will use the skill to quickly deploy public and staff PCs on our network using an NVMe adapter and our new "Active Disk Image Pro" software.

Feb 18 [Dominic Doot](#) provided the IS Staff with training to use Canon Cloud Connect Scan-to-email for our public copiers.

Feb 20 Jeff provided instructions to the IS Dept on copier toner procedures.

Feb 21 Jeff and Denise attended a seminar on "Envisionware Cash Reconciliation and Reporting"

Facilities Report by Keith Perfect – February

In the past month the Facilities Department has closed 5 Facilities tickets, 44 Meeting Room Requests and has updated 360 Periodic Maintenance tickets.

- HVAC Mixing Box #3 received a new blower motor which was installed by vendor.
- The library van received an oil change/inspection performed by DPW Fleet Maintenance.
- The “NO PARKING NO STANDING” sign post outside the main entrance that was struck by a vehicle was re-installed by DPW.
- Two new coffee urns for meeting room services were purchased to replace the broken ones.
- The HVAC filters were changed.
- A broken toilet was replaced in the first floor men's room.
- The patio furniture was picked up by vendor for refinishing.
- It was recently discovered that a portion of the NPL building sign on the North exterior face of the building was damaged by high winds. A quote for replacement/repair is being obtained.

Information Services Department by Hillary Hentschel – February News and Notes

- Welcome Heather Hames, our new Sunday Librarian!
- Congrats to Emily Brush, whose poster proposal “It’s a Beautiful Day for Dramatic Play” was accepted for display at the upcoming MLA Spring Institute in Muskegon!



- The “Cozy Up with a Good Book Winter Reading Challenge” ended on February 29. Guests who complete four Beanstack badges in a month will be entered into a raffle to win a coupon for the iCube. There were 12 total winners.
- We offered a Valentine's Day raffle for adults. There were almost 100 entries for two prizes.
- After last month's shift of New Youth and Tween books to the old STEAM Kit area, we expanded the shelving footprint for Youth International and moved it closer to the entrance to the Newspaper Room. We have already seen items flying off the shelves from their newly expanded section. Guests can now find the Youth Parenting collection closer to the west windows where Youth International used to be.
- Rae updated many of the Adult Book Lists, including posting new QR codes near displays and in the stacks to make them more accessible with guests are browsing materials.
- Hillary, Danielle and Mary met with City staff to plan upcoming programming around DIA Inside | Out, which will bring replicas of 10 art pieces to locations around Novi, including NPL, from roughly May through October.
- Staff attended committee meetings for iCube, Strategic Planning, Building Policy, HR Policy, Staff In-Service, Customer Service, Programming and Summer Reading. Staff attended Q&A sessions with Julie and monthly department meeting.
- Mid-Year Reviews were completed for all IS staff.

Professional Development

- “Cultivating and Sustaining the Relationship-Driven Library” webinar – Lindsay, Jess, Danielle
- “Let the Adventures Begin! Summer Library Programming Round Table” – Lindsay

- “Be a Kick-Ass Boss without Losing Your Humanity” webinar – Lindsay
- “Zoo Adventures Begin at Your Library” webinar – Lindsay, Jen
- “Building Belonging: The Key to Creating Connection with Your DEI Efforts” webinar – Austin
- “Library Scavenger Hunts” webinar from UW-Madison iSchool – Danielle
- IS staff on external committees:
 - Cultural Arts Advisory Board (City of Novi): Mary
 - MiYouth: Lindsay
 - Mitten Award Workgroup: Emily, Kirsten
 - School Library Journal reviews: Emily
 - TLN eContent Users Group / digital tech support: Mary

IS Staff Outreach

- Preschool Outreach at Little Birds Montessori and ECEC – Emily
- Novi ECEC Special Education Class Visit – Emily
- Novi Mental Health Alliance meeting (Novi Parent Camp) – Emma, Austin
- Novi Chamber Membership Meeting – Emma, Hillary
- StoryPoint Book Club – Emma
- Lakes of Novi outreach visit – Emma
- Meadowbrook Commons poetry event – Emma
- Brookdale Book Club – Emma
- Library visit from Bloomfield Christian School – Lindsay, Taylor
- Oakland University Japan Outreach event – Shannon
- Novi High School Special Education class visit / makerspace session – Mary, Jess
- iCube tour to Chelsea District Library – Mary

Adult Programs

- Knit 2gether Knitting Group (5) – 35
- Spanish Conversation Group – 4
- Japanese Conversation Group – 30
- English Conversation Group (2) – 16
- Afternoon Read Book Club – 15
- Novel Idea Book Club – 8
- Photography Club – 12
- Craftastic Wednesday (Love Bug Paper Craft) – 10
- Craftastic Tuesday (Polymer Clay) – 14
- Coffee with the Superintendent (2) – 33
- Let's Talk about Love (Lakeshore Park) – 11
- Lunch with Lincoln – 88
- Novi Parent Camp 2024 with Author Maria Dismody – 70
- Changing Negative Self-Talk (virtual) – 27
- Chinese Culture Handicrafts – 28
- More than Motown - 90

Adult Displays

- **Adult Desk Display:**
- **Feature Collection:**
 - Reading Challenge: Non-Fiction History Books
 - Romance / Valentine's Day

- o Black History Month



Youth/Tween/Teen/Family Programs

- Baby Time (3) – 78
- Tot Time (3) – 161
- Time for Twos and Threes (3) – 142
- Fun with Fours and Fives (4) – 103
- Family Story Time (3) – 240
- Lego Club – 63
- Teen Advisory Board (TAB) – 14
- Chess Club – 20
- Tail Waggin' Reading Buddies – 21
- Club Half Blood – 20
- Take Your Child to the Library Day – 180
- Lunar New Year Grab and Go Kit – 48
- Candy Sushi – 22
- SAT Practice Test (2) – 44
- Public Speaking and Communication Skills Workshop for Tweens and Teens – 70
- Abstract Canvas Art – 25
- Origami Workshop – 66

Youth/Tween/Teen Displays

- **Teen Stop display** – Paranormal Romance
- **Youth Feature Display** – Think Pink! (pink books)
- **Youth Desk Display** – Winter Reading Challenge (Cozy Up with a Good Book)
- **New for You Kiosk**
 - o **Libraries Are for Everyone:** 100 Days of School, Groundhog Day, Lunar New Year, Valentine's Day, Mardi Gras, Carnival, Anniversary of Pluto's Discovery, President's Day, and Lantern Festival
 - o **Featured Display:** Black History Month



Take Your Child to the Library Day



Lunch with Lincoln



Novi High School Special Education class visit to the iCube



Craftastic Tuesday – Polymer Clay



SUPPORT SERVICES DEPARTMENT MONTHLY UPDATE by Maryann Zurmuehlen – February

Interim Assistant Director/Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended Management Team meetings.
- Attended weekly SS Department catchup meetings.
- Attended weekly IT Department catchup and Facilities meetings.
- Attended a Marketing Committee meeting on February 6th and 27th.
- Attended a Patron Point Zoom meeting on February 7th.
- Attended a Strategic Planning Committee meeting on February 14th.
- Held a Janitorial Services RFP Mandatory Walkthrough of the Library.
- Held a Building Policy Committee meeting on February 15th.

Circulation & Shelvers

- Manager/Supervisor meetings were held the week of February 19th.
- Staff are working on the Collection Inventory Project which began in January.
Novi Public Library's catalog has not been thoroughly reviewed by staff for inconsistencies in labeling and catalog entry since before completion of our migration to CARLX in May 2018. During recent withdrawal of materials by librarians and staff, a higher number of items than expected were not found on the shelf despite having no check-outs since before the May 2018 migration. Issues such as this can be resolved for cleaner record keeping with a thorough inter-departmental Catalog Inventory Project (CIP). Beginning in January 2024, we will coordinate a systematic review of materials on shelf utilizing librarians, shelving staff, and Tech Services clerks to confirm each item's physical presence and the precision of its associated catalog record.

Tech Services

- Staff are completing several MCLS classes towards either a Basic or Advanced Cataloging Certificate.
- As needed assistance with holds and unclaims for Circulation due to Shelving staff turnover.
- Staff are working on the Collection Inventory Project which began in January.

Statistics (February 2024)

- **Cards Issued: 295**
- **Items Checked Out (NPL): 56,253**
- **Items Checked Out (LLL): 60**
- **Total Checkouts (NPL + LLL): 56,313**
- **Items Interloaned for NPL Patrons: 4,442 (88 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,459 (172 through MeLCat)**
- **Items Added to the Collection: 1,405**
- **Items Discarded from the Collection: 2,265**
- **Drive-Up Window & Locker Hold Pickups: 16**
- **MAP Checkouts: 22**
- **Online New Card Registrations: 19**
- **Outreach:**
 - NPL @ Your Door: 11 Mailer Bags / 28 Items**
 - 6 Facilities Visits / 55 Items Provided**
 - 6 Book Discussions / 87 Items Provided**

Support Services Statistics 2023-2024													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	373	334	370	548	314	225	279	295					2,738
<i>↳ Of Which, Online Registrations Totaled</i>	4	29	18	13	21	17	29	19					150
Checkouts (NPL)	67,511	62,374	53,996	52,951	51,559	50,745	58,500	56,253					453,889
Checkouts (Lakeshore Lending Library)	203	103	96	73	50	54	36	60					675
Total Checkouts (NPL + LLL)	67,714	62,477	54,092	53,024	51,609	50,799	58,536	56,313					454,564
Items Borrowed	4,525	4,983	3,985	3,886	3,716	3,439	5,268	4,442					34,244
Items Loaned	3,728	3,648	3,306	3,636	3,446	3,124	4,208	3,459					28,555
Hold Pickups (Drive-Up & Lockers)	28	14	15	13	19	19	46	16					170
MAP Pass Checkouts	99	77	46	28	12	6	22	22					312
Read Boxes	392	453	373	160	0	0	0	0					1,378
NPL @ Your Door (# of Bags)	11	13	8	10	7	11	8	11					79
NPL @ Your Door (# of Items)	40	30	16	32	10	32	22	28					210

Year-to-Year Comparison				Read Boxes						
				May to October Totals						
				2019			2023			
				Youth	Adult	Total	Youth	Adult	Total	
		FEB 2024	FEB 2023	Pavillion	575	91	666	813	115	928
Cards Issued This Month		295	270	Rotary	491	74	565	331	30	361
Total Checkouts (NPL + LLL)		56,253	56,221	ITC	778	96	874	881	54	935
				Brookfarm	n/a	n/a	n/a	142	16	158
Items Borrowed	TLN	4,354	4,161	All Combined	1844	261	2105	2167	215	2382
	MeL	88	101							
		4,442	4,262							
Items Loaned	TLN	3,287	3,167	May 1 through October 26, 2023 was our ninth season of Read Box Service in Novi. Due to COVID in 2020/2021 and staffing shortages in 2022, this was the first year the service returned since 2019. We added Brookfarm as a 4th location this year. ITC Park was the most used with Pavillion Shore coming in a close second.						
	MeL	172	87							
		3,459	3,254							

Self-Check Totals 2023-24 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	67,714	44.27%	29,979	8,633	7,030	4,482	9,834
August	62,477	44.65%	27,893	8,474	6,433	3,921	9,065
September	54,092	40.94%	22,143	7,125	4,604	3,384	7,030
October	53,024	42.69%	22,637	7,107	4,770	3,112	7,648
November	51,609	42.13%	21,742	6,528	4,676	2,801	7,737
December	50,799	40.68%	20,665	6,537	4,672	2,544	6,912
January	58,536	45.96%	26,901	8,208	6,195	3,791	8,707
February	56,313	42.63%	24,008	7,733	5,380	3,195	7,700
March							
April							
May							
June							
FYTD	454,564	42.99%	195,968	60,345	43,760	27,230	64,633

Library Usage									
2022-2023 Fiscal Year					2023-2024 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	26,439	7,468	33,907	1,130	July	35,488	7,105	42,593	1,704*
August	26,252	7,248	33,500	1,117	August	24,612	4,137	28,749	1,106
September	22,293	8,056	30,349	1,124	September	50,117	6,560	56,677	2,099
October	26,053	8,864	34,917	1,126	October	29,335	1,636**	30,738	1,025
November	24,413	9,155	33,568	1,199	November	27,349	6,356	33,705	1,248
December	21,123	7,248	28,371	1,091	December	21,975	7,197	29,172	1,122
January	26,060	7,248	33,308	1,149	January	24,865	7,650	32,515	1,084
February	25,615	7,248	32,863	1,174	February	27,211	6,815	34,026	1,173
March	26,395	7,248	33,643	1,085	March				
April	24,470	7,248	31,718	1,094	April				
May	23,598	5,020	28,618	1,022	May				
June	27,140	6,777	33,917	1,211	June				
FYTD Total	299,849	88,828	388,677	1,127	FYTD Total	240,952	47,456	288,408	1,311

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

*July Daily Average corrected -- **Sensor battery died for 5 days

Computer Logins											
2022-2023 Fiscal Year						2023-2024 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,224	46,582	47,806	1,594	269	July	1,128	38,208	39,336*	1,573*	237*
August	1,310	47,479	48,789	1,626	289	August	1,250	44,166***	45,416	1,747*	265*
September	979	45,290	46,269	1,714	266	September	1,025	104,753	105,778	3,918	255
October	1,066	53,634	54,700	1,765	288	October	1,102*	182,259	183,361*	6,112*	292
November	963	51,914	52,877	1,888	263	November	1,021	180,487	181,508	6,723	263
December	883	14,326	15,209	585	253	December	873	116,491	117,364	4,514	247
January	1,027	50,970	51,997	1,793	275	January	430	147,690**	148,120	4,937	286
February	1,043	58,598	59,641	2,130	264	February	1,185	161,577	162,762	5,612	267
March	1,122	32,663	33,785	1,090	294	March					
April	1,026	54,630	55,656	1,919	272	April					
May	889	44,893	45,782	1,635	274	May					
June	1,077	46,751	47,828	1,771	260	June					
FYTD Total	12,609	547,730	560,339	1,629	3,267	FYTD Total	8,014	992,333	1,000,347	4,547	2,112

*July, Aug, Oct stats corrected.

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

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

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

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

Early Literacy Workstation Usage							
2022-2023 Fiscal Year				2023-2024 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	447	8,742	19	July	612	8,955	14
August	443	8,650	19	August	693	9,007	13
September	342	5,918	17	September	610	6,615	12
October	388	7,418	19	October	724	9,029	25
November	346	6,366	18	November	636	8,190	18
December	343	5,964	17	December	*556	*6540	*24
January	456	9,317	20	January	637	9,309	13
February	388	7,990	20	February	751	10,617	14
March	457	8,727	19	March			
April	350	5,741	16	April			
May	278	4,684	16	May			
June	438	8,276	18	June			
FYTD Total	4,684	87,799	18	FYTD Total	5,219	68,262	17

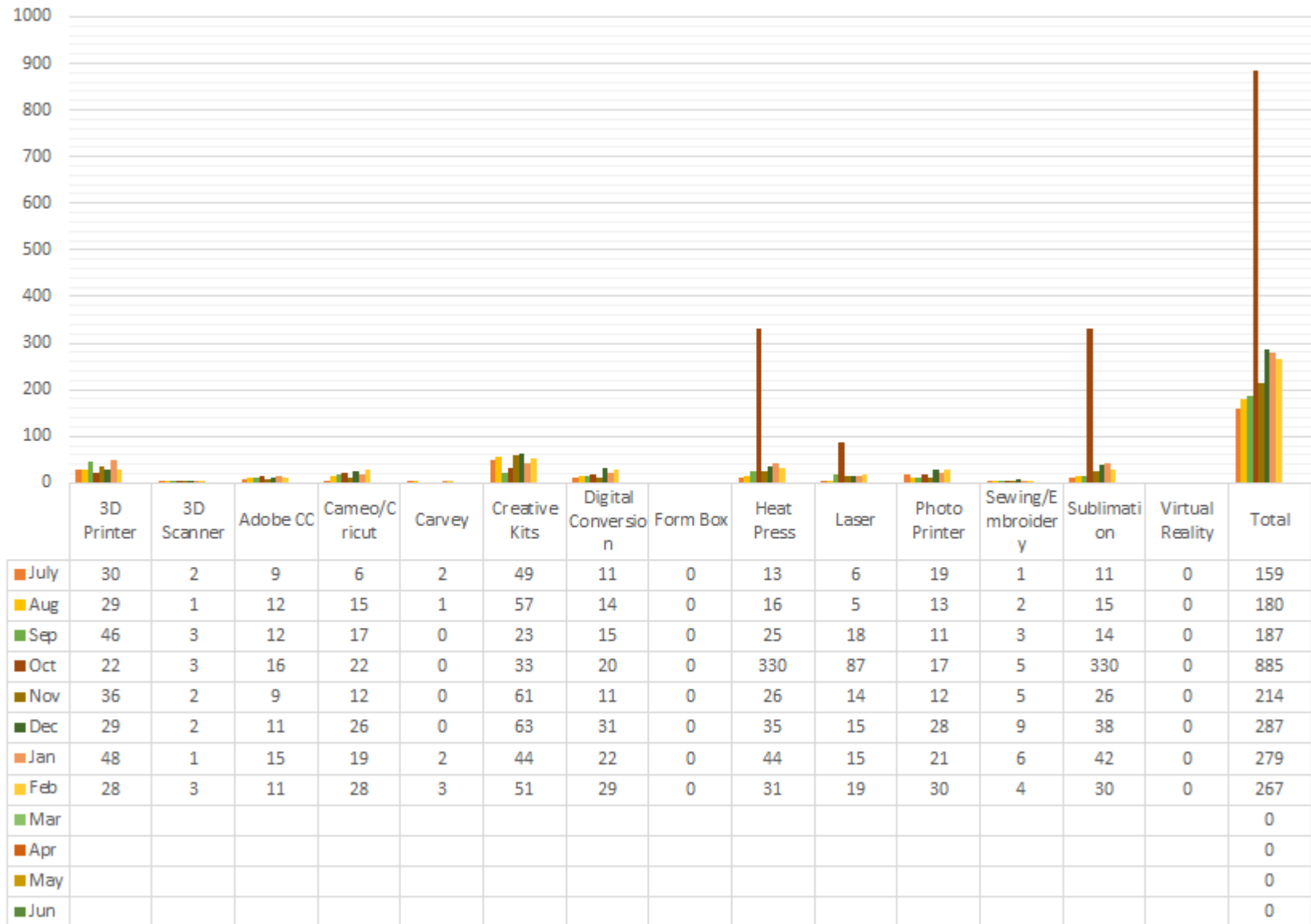
AWE Stats previously taken from AWE Customer portal. Beginning July 2023, portal is no longer available.

Stats are now downloaded from the individual AWE workstations.

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

Technology Training Sessions 2023-24 Fiscal Year																
	3D Printing	Cricut/Silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Heat Press	Creative Kits	Virtual Reality	Staff Training	Total Sessions
Jul	30	6	11	19	1	11	2	6	0	2	9	13	49	0	4	163
Aug	29	15	14	13	2	15	1	5	0	1	12	16	57	0	3	183
Sep	46	17	15	11	3	14	0	18	0	3	12	25	23	0	8	195
Oct	22	22	20	17	5	330	0	87	0	3	16	330	33	0	0	885
Nov	36	12	11	12	5	26	0	14	0	2	9	26	61	0	0	214
Dec	29	26	31	28	9	38	0	15	0	2	11	35	63	0	6	293
Jan	48	19	22	21	6	42	2	15	0	1	15	44	44	0	8	287
Feb	28	28	29	30	4	30	3	19	0	3	11	31	51	0	18	285
Mar																0
Apr																0
May																0
Jun																0
Sessions	268	145	153	151	35	506	8	179	0	17	95	520	381	0	47	2505

iCube Usage 2022- 2023



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

2023-2024 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	1,947	513	206	20	175
August	2,009	520	221	13	287
September	1,867	535	232	28	436
October	1,916	540	236	17	173
November	1,898	549	240	10	275
December	2,194	616	244	12	241
January	2,445	668	259	17	787
February	2,322	644	265	19	1,262
March					
April					
May					
June					
FYTD Total	16,598	4,585	1,903	136	3,636

2023-2024 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,017	4,390	9,407	649	111
August	6,724	2,656	9,380	750	123
September	6,400	2,429	8,829	1,081	110
October	6,294	4,438	10,732	2,195	114
November	7,758	2,620	10,378	2,314	124
December	7,952	3,132	11,084	2,461	162
January	8,836	3,499	12,335	2,707	161
February	7,879	3,319	11,198	2,201	118
March					
April					
May					
June					
FYTD Total	56,860	26,483	83,343	14,358	1,023

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					
						April					
						May					
						June					
						FYTD Total	5,967	1,538		7,245	23,556

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	153,653	9,085
				March			
				April			
				May			
				June			
				FYTD Total		441,292	26,247

Meeting Room Statistics 2023-2024 Fiscal Year		
	Rentals	Attendees
July	26	390
August	25	443
September	40	859
October	52	1084
November	44	851
December	37	783
January	31	669
February	38	748
March		
April		
May		
June		
FYTD	293	5,827

FRIENDS OF NOVI LIBRARY – No Meetings Scheduled for February & March**CITY OF NOVI HISTORICAL COMMISSION**

NOVI HISTORICAL COMMISSION
JANUARY Minutes
Wednesday, January 17, 2023
Novi Library Local History

CALL TO ORDER: 7 p.m.

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

ABSENT: None

INTRODUCTION OF GUESTS: Rae Manela (Library Liaison), Kelly Kasper, Sue Grifor and Randy Van Wagnen

APPROVAL OF AGENDA: APPROVED

APPROVAL OF DECEMBER MINUTES: APPROVED

NOVI HISTORICAL COMMISSION
 FINANCIAL SUMMARY REPORT - 2023/2024 Fiscal Year

	BUDGET	EXPENDITURES Through January 17, 2024	
Display Cabinet Exhibit	\$ 500	\$ (46.67)	
Marketing/Brochures/Engage/Name Badges	\$ 900	\$ -	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 9,000	\$ (34.55)	
Program/Speaker Fees	\$ 1,200	\$ (300.00)	
Storage Unit	\$ 2,900	\$ (2,852.00)	
Acquisition (Books/Materials)	\$ 1,500	\$ (1,200.00)	
Conference/Continuing Education	\$ 1,200	\$ (90.00)	
Legal Fees	\$ 500	\$ -	
Special Projects - Examples: Villa Bar, Photography, Veterans Sign, Oral Histories, City/Community Events, Motor City Marker	\$ 4,000	\$ (10,148.79)	
Total:	\$ 21,700	\$ (14,432.01)	\$ 7,268
Available Projects	Expenditures	Revenue Received	
Villa Bar Book Sales - YTD		\$0.00 YTD	
Wine/Bev Across Novi Project (*waiting for banner invoice)		\$ 3,100.00	\$ 897.35 * carryover funds

Treasurer's Report: APPROVED

LIBRARY LIAISON REPORT:

History Room Office Hours:

Mon. Feb. 5 (12-2pm): Sharon Larson & Kim Nice

Mon. Feb. 19 (6-8pm): Kelly Kasper & Kim Nice

Mon. Mar. 4 (12-2pm): Debbie Wrobel & Kathy Crawford

Mon. Mar. 18 (6-8pm): Dan Pierce & Kim Nice

If the Commission would like to change any dates and times for office hours, the decision needs to be made by August as the information is published in September.

Document Donation Day: The next Document Donation Day will take place Saturday, May 18 at the Library from 1-3 p.m. The Commission is considering ways to help promote it outside of *Engage Magazine*.

Micro-film Scanner: Rae received three bids for a new history room scanners. Crowley Digitization is providing a demo in the History Room on Thursday, Jan. 17. Rae will also meet with the other two companies about their bid/products and set up any demos.

Betty Lang Recognition and Plaque: Rae presented a proposal for a \$1,500 a semester internship honoring Betty Lang to a Wayne State University student that is studying Library, History or Museum Studies. The stipend for the internship would be \$1,500 for the entire semester at 8 hours a week for 16 weeks. In addition to the internship, the students name will be added to a plaque honoring Betty Lang and the recipients of the Betty Lang Internship.

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

DISCUSSION ITEMS:

Historical Commission Appointments: The City of Novi Clerk's office didn't realize there were multiple spots open for the Historical Commission. As a result, Kelly Kasper and Randy Van Wagnen were not officially appointed by City Council. The nominees will be voted on at the Monday, Jan. 22 City Council meeting.

Commission Elections: Commissioners voted on new officers for the 2024 year. The votes for all positions were unanimous. Officers for the Commission in 2024 will be:

- Chair: Kim Nice
- Vice Chair: Kathy Crawford
- Secretary: Dan Pierce
- Treasurer: Sharon Larson

Upcoming Historical Programs:

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

Program Development: Kim Nice, Sharon Larson and Debbie Wrobel will serve as program development planners for the Historical Commission speaker series. The three will plan to meet to discuss next steps and consider possible speakers.

ONGOING PROJECTS:

Tombstone Images: Kim Nice is looking into seeing if the Novi Photography Club would re-take images of the tombstones in Novi Road Cemetery. An update will be provided at the February meeting.

Motor City Markers Brochure: The brochures have come in and are now available in the History Room and the library.

Miniature Project: The Washtenaw Community College class will start sharing examples next meeting for review.

Cemetery Sign Correction: Kathy Crawford will explore possible options for correcting the misspelled name on the sign. A complete replacement would be \$4,400.

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

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

ADJOURN: 8:38 p.m.

LIBRARY BOARD COMMITTEE REPORTS

1. **Policy Committee** – No Meeting held

GOALS

1. Continued review of public policies



Hours of Operation

The lobby is open to guests ten (10) minutes prior to service hours to allow for weather conditions, restroom use, and to avoid guest congestion.

Monday - Thursday 10:00am - 9:00pm
Friday and Saturday 10:00am - 6:00pm
Sunday 12:00pm - 6:00pm

****Closed in the summer on Sundays: June 18th – September 3rd, 2023**

Approved: December 19, 2007; Amended July 17, 2013; June 22, 2017; Amended May 25, 2023

Signed:

Mark Sturing

Mark Sturing, President
Novi Public Library Board of Trustees



As of 3/11/24: Reviewed by Staff Policy Committee

Hours of Operation

The lobby is open to guests ten (10) minutes prior to service hours to allow for weather conditions, restroom use, and to avoid guest congestion in the library vestibule.

Monday - Thursday 10:00am - 9:00pm
 Friday and Saturday 10:00am - 6:00pm
 Sunday 12:00pm - 6:00pm

~~**Closed in the summer on Sundays: June 18th – September 3rd, 2023~~

Approved by the Novi Public Library Board of Trustees: December 19, 2007
 Amended July 17, 2013; Amended June 22, 2017; Amended May 25, 2023; Amended March 21, 2024

2. HR Committee - Meeting Held: Monday, February 26, 2024

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.



VACATION

- A. New employees will accrue vacation time during the calendar year in which they are hired. However, they are not eligible to take vacation time until the subsequent calendar year, with the amount of such leave being the amount that was accrued during their first partial year. During their first year, new employees may accrue up to ten (10) vacation days prorated from the date of hire to December 31. Thereafter, vacation leave will be earned on a calendar year basis and will be taken in the following calendar year.
- B. Full-time employees receive vacation as shown in the chart below. The first calendar year after the calendar year in which an employee is hired is considered to be the first year for purposes of applying the vacation schedule.

Beginning January 1 following the calendar year of hire:

1 – 4 years: 10 days	10 – 15 years: 20 days
5 – 9 years: 15 days	16+ years: 25 days

Assistant Directors: 20 days (unless he/she has worked 16+ years, in which case he/she receives 25 days).

Director: 25 days

- C. Part-time employees shall receive vacation based on a flat rate of regularly scheduled hours worked (see chart) in relation to calendar year of hire.

Hours Regularly Scheduled Per Week	Hours Received Per Month
20-23	4
23.5-25.5	5
26-29.5	6

- D. Part-time employees earning benefit time who later convert to full time status begin earning vacation as a new employee, but will not lose existing hours that are accrued.
- E. In no instance shall a full-time employee, coming from a part-time benefited classification status earn less vacation than they did while employed in their part-time classification status based on years of benefited service.

- F. No vacation time benefits are given to staff members who work less than twenty (20) hours per week.
- G. Employees shall be entitled to take their vacation leave when they request except in cases of conflict which would create a staffing problem at the Library. In the event of conflict, the Library Director or Manager will approve vacation requests on the basis of seniority and past patterns of vacation leave time.
- H. Full-time employees may receive an annual payout for vacation time not to exceed 40 hours. Written requests must be made prior to September 15. This is at the discretion of the Director who will consider the budgetary means available and workload requirement.
- I. A carry-over of vacation time, not to exceed ten (10) days in the aggregate (pro-rated for part time employees working a minimum of twenty (20) hours per week) will be allowed with permission of the Director. Any additional unused time shall be forfeited.
- J. In cases of retirement, resignation, discharge or death of an employee, he/she or his/her estate will be paid for all earned but unused vacation days as of his/her effective date of separation.
- K. Employees shall not accrue vacation leave benefits if they are on disability leave or off pay-roll.
- L. Holidays that occur during vacation leave shall not be charged against accrued vacation time.
- M. Persons who are currently employed with the Novi Public Library who begin to receive benefit time, will be given the allotted hours immediately upon the change in scheduled hours based on eligibility and benefit policies foregoing the probation period of sixty (60) days.
- N. When planning vacation or travel plans, you must gain approval for the time off prior to making plans. If you already made reservations and then are not approved for the time off, that will not be used for justification in gaining approval for the time off.

NPL Employee Handbook: Approved June 8, 2009, Effective January 1, 2010; Amended September 21, 2011, Effective January 1, 2012; Amended March 16, 2016; Amended November 16, 2022.

Signed:



Kathy Crawford
President
Novi Public Library Board of Trustees



As of 3/13/24: Reviewed by HR Staff Committee; Staff vote for moving to a new accrual system - 37 votes out of 43, all yes (86%); Reviewed by HR Board Committee.

VACATION

- A. ~~New~~ Employees will accrue vacation time starting on their date of hire. Employees will be given their vacation hours at the beginning of each month. For new employees, the first month of vacation time will be pro-rated based on their hire date. For all benefited employees, years of benefited service will increase at the beginning of each calendar year. Employees will receive vacation hours based on the years of service they will celebrate during that upcoming year. Years of benefited service begin on the date that an employee becomes eligible for benefits and will continue as long as the employee remains in a benefited position. Years of benefited service will never be lost because of an increase in Part-time hours or upon transferring to a Full-time position, during the calendar year in which they are hired. However, they are not eligible to take vacation time until the subsequent calendar year, with the amount of such leave being the amount that was accrued during their first partial year. During their first year, new employees may accrue up to ten (10) vacation days prorated from the date of hire to December 31. Thereafter, vacation leave will be earned on a calendar year basis and will be taken in the following calendar year.
- B. Full-time employees will receive vacation as shown in according to the chart below. The first calendar year after the calendar year in which an employee is hired is considered to be the first year for purposes of applying the vacation schedule.
- Beginning January 1 following the calendar year of hire:
 1 – 4 years: 10 days — 10 – 15 years: 20 days
 5 – 9 years: 15 days — 16+ years: 25 days
- Assistant Directors: 20 days (unless they have worked 16+ years, in which case they receive 25 days).
 Director: 25 days

Years of Benefited Service	Hours received per month	Hours received per year	Maximum Rollover each year
0 – 4 years	7 hours	84 hours	84 hours
5 – 9 years	10.5 hours	126 hours	105 hours
10-15 years	14 hours	168 hours	126 hours
16 + years	17.5 hours	210 hours	147 hours
Assistant Director*	14 hours	168 hours	126 hours
Director	17.5 hours	210 hours	147 hours

*If the Assistant Director has 16+ years of service, they will earn vacation according to the "16+" category.

- C. Part-time employees ~~shall~~ will receive vacation according to the charts below, based on a flat rate of regularly scheduled hours worked (see chart) in relation to calendar year of hire.

Hours Regularly scheduled Per Week	Hours Received Per Month
20 – 23	4
23.5 – 25.5	5
26 – 29.5	6

For employees regularly scheduled to work 26 – 29.5 hours per week:

Years of Benefited Service	Hours received per month	Hours received per year	Maximum Rollover each year
0 – 4 years	6	72	72 hours
5 – 9 years	9	108	90 hours
10 – 15 years	12	144	108 hours
16+ years	15	180	126 hours

For employees regularly scheduled to work 23.5 – 25.5 hours per week:

Years of Benefited Service	Hours received per month	Hours received per year	Maximum Rollover each year
0 – 4 years	5	60	60 hours
5 – 9 years	7.5	90	75 hours
10 – 15 years	10	120	90 hours
16+ years	12.5	150	105 hours

For employees regularly scheduled to work 20 – 23 hours per week:

Years of Benefited Service	Hours received per month	Hours received per year	Maximum Rollover each year
0 – 4 years	4	48	48 hours
5 – 9 years	6	72	60 hours
10 – 15 years	8	96	72 hours
16+ years	10	120	84 hours

- D. Part-time employees earning benefit time who later convert to full time status begin earning vacation at a full-time rate at the beginning of their first full month as a full-time employee, as a new employee but will not lose existing hours that are accrued.
- E. In no instance shall a full time employee, coming from a part time benefitted classification status earn less vacation than they did while employed in their part-

- ~~time classification status based on years of benefited service.~~
- F. No vacation time benefits are given to staff members who work less than twenty (20) hours per week.
- G. ~~Employees shall be entitled to take their vacation leave when they request except in cases of conflict which would create a staffing problem at the Library. In the event of conflict, the Library Director or Manager will approve vacation requests on the basis of seniority and past patterns of vacation leave time.~~
- H. Full-time employees may receive an annual payout for vacation time, **in 8-hour increments**, not to exceed 40 hours. Written requests must be made prior to September 15. **To be eligible for this payout, employees must have a minimum of 96 hours of vacation remaining in their time bank at the time the vacation is paid out. If an employee's vacation balance falls below 96 hours between the submission of the request and the time of payout, the request for payout will be denied. Payouts are subject to any/all payroll income tax withholdings, garnishments and employee benefit contributions. This is-** All payouts are at the discretion of the Director who will consider the budgetary means available and workload requirement.
- I. **At the end of each calendar year, unused vacation hours (not to exceed the maximum hours listed in the charts above) will be automatically rolled over and remain in the employee's vacation bank. A carry-over of vacation time, not to exceed ten (10) days in the aggregate (pro-rated for part time employees working a minimum of twenty (20) hours per week)-** Vacation rollover will be allowed with permission of the Director. Any additional unused time shall be forfeited.
- J. In cases of retirement, resignation, discharge or death of an employee, ~~he/she~~ **they** or ~~his/her~~ **their** estate will be paid for all earned but unused vacation days as of ~~his/her~~ **their** effective date of separation. **If an employee's date of separation is in the middle of a month, the employee will forego payout of the amount of vacation hours that would have been earned from their date of separation until the end of their final calendar month.**
- K. Employees ~~shall~~ **will** not accrue vacation leave benefits if they are on disability leave or off payroll.
- L. Holidays that occur during vacation leave ~~shall~~ **will** not be charged against accrued vacation time.
- M. Persons who are currently employed with the Novi Public Library who begin to receive benefit time will be given the allotted hours immediately upon the change in scheduled hours based on eligibility and benefit policies foregoing the probation period of sixty (60) days.
- N. **Employees shall be entitled to take their vacation leave when they request except in cases of conflict which would create a staffing problem at the Library. In the event of conflict, the Library Director or Manager will approve vacation requests on the basis of seniority and past patterns of vacation leave time.**
 - 1. Time off requests will only be approved up to 6-months in advance.**
 - 2. In the case of international travel/airline ticket purchases, time off requests may be approved beyond the 6-month timeframe, and will be approved on a case-by-case basis.**
 - 3. When planning vacation or travel plans, you must gain approval for the time off prior to making plans. If you already made reservations and then are not approved for the time off, that will not be used for justification in gaining approval for the time off.**
- O. **At any time throughout the year, employees have the option to donate their vacation time to another employee (see "Employee Donation of Benefit Time" policy for the full guidelines).**

NPL Employee Handbook: Approved June 8, 2009, Effective January 1, 2010; Amended September 21, 2011, Effective January 1, 2012; Amended March 16, 2016; Amended November 16, 2022; Amended March 21, 2024.

Major changes:

1. Vacation hours would be received every month as they are earned.

Example: Employee's hire date is July 12, 2023.

- a. Current policy – Employee earns vacation time from July 12, 2023 – December 31, 2023. That earned vacation time is deposited into their time bank in January of 2024.
- b. Proposed new policy – Employee receives July's vacation immediately (pro-rated from July 12th – 31st). Starting August 1, 2023, Employee will receive their vacation hours at the start of every month.
- c. Note: If vacation hours are given monthly, yearly vacation hours received would be slightly increased to allow for monthly hours to be given evenly in increments of 0.5.

Another example: Employee has 2 years of service and works full time throughout all of 2023.

- d. Current policy – Employee earns 80 vacation hours over the course of 2024. Those 80 vacation hours are deposited in January of 2025 to be used throughout 2025.
 - e. Proposed new policy – Employee will earn 84 vacation hours over the course of 2024, with 7 hours being deposited at the beginning of each month.
- #### 2. Years of benefited service would increase every January, with each employee's years of service being equal to the number of years they will celebrate *during that upcoming year*.

Example: Employee's hire date is September 4, 2019.

- a. Current policy – Employee would complete their first FULL year of service at the end of 2020. They earn vacation according to the "5-9 years of service" category starting in January 2025.
- b. Proposed new policy – Employee would celebrate 5 years of service on September 4, 2024. They will earn vacation according to the "5-9 years of service" category starting in January 2024.

3. Vacation rollover will be automatic, eliminating the need for employees to calculate the number of hours they want to rollover or fill out a form. Instead, employees will receive a statement each year *after* rollover is complete, letting them know their new vacation time bank balance. Note: as with the current policy, vacation hours remain vacation hours when rolled over.

4. Rollover maximums would increase as years of service increase.

- a. Current policy – all full time employees are allowed a maximum vacation rollover of 80 hours, regardless of years of service.
- b. Proposed new policy – as employees gain years of service (and earn more vacation), their rollover maximum increases (see chart in policy).



PERSONAL LEAVE TIME

Policy

- A. Full time employees shall be allowed six (6) personal leave days per calendar year, with three (3) days being awarded each January 1 and July 1.
- B. Part time employees who work at least twenty (20) hours per week shall be allowed personal leave time based on a flat rate of regularly scheduled hours worked (see chart).

Hours Regularly Scheduled Per Week	Hours Received
20-23	4
23.5-25.5	5
26-29.5	6

- C. Personal leave days will be authorized only for those items which cannot be done except during normal working hours, and will be by permission only of the Department Head upon advance written request by the employee. It will be necessary, except in an emergency, that a twenty-four (24) hour notice be given the Department Head when requesting a personal leave day. If the Department Head is not available to grant an immediate request, such time may be granted by the Director.
- D. Following the close of the calendar year, any unused personal leave time up to a maximum of three (3) days shall be put into the employee's sick leave "bank."
- E. Persons who are currently employed with the Novi Public Library who begin to receive benefit time, will be given the allotted hours immediately upon the change in scheduled hours based on eligibility and benefit policies foregoing the probation period of sixty (60) days.

NPL Employee Handbook: Approved May 1, 1996; Amended October 21, 2009; Amended January 6, 2010; Amended September 21, 2011, Effective January 1, 2012; Amended March 16, 2016

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees



As of 3/13/24: Reviewed by HR Staff Committee; Reviewed by HR Board Committee.

PERSONAL BUSINESS LEAVE TIME

- A. Full time employees ~~shall~~ will be allowed six (6) personal ~~leave~~ business days per calendar year, with three (3) days being awarded each January 1 and July 1. Part time employees who work at least twenty (20) hours per week ~~shall~~ will be allowed personal ~~leave~~ business time based on a flat rate of regularly scheduled hours worked (see chart).
- B. New employees will receive a pro-rated amount of personal business time, based on their date of hire.

Hours Regularly scheduled Per Week	Hours Received in January	Hours Received in July	Total hours received per year
Full-Time (40 hours)	24	24	48
Part-Time (20-23 hours)	12	12	24
Part-Time (23.5-25.5 hours)	15	15	30
Part-Time (26-29.5 hours)	18	18	36

Hours Regularly scheduled Per Week	Hours Received in January	Hours Received in July	Total hours received per year
Full-Time (40 hours)	24	24	48
Part-Time (26-29.5 hours)	18	18	36
Part-Time (23.5-25.5 hours)	15	15	30
Part-Time (20-23 hours)	12	12	24

- C. Personal ~~leave days~~ business time will be authorized only for those items which cannot be done except during normal working hours and will be by permission only of the Department Head upon advance written request by the employee. It will be necessary, except in an emergency, that a twenty-four (24) hour notice be given the Department Head when requesting to use personal ~~leave day~~ business time. If the Department Head is not available to grant an immediate request, such time may be granted by the Director.
- D. Following the close of the calendar year, any unused personal ~~leave~~ business time, up to a the specified maximum (see chart above), of ~~three (3) days shall~~ will be put into the employee's sick leave "bank". Unused personal business time may not

be cashed out, either during employment or at the termination of employment.

Hours regularly scheduled per week	Maximum yearly rollover amount
Full-Time (40 hours)	24 hours
Part-Time (20-23 hours)	12 hours
Part-Time (23.5-25.5 hours)	15 hours
Part-Time (26-29.5 hours)	18 hours

Hours regularly scheduled per week	Maximum yearly rollover amount
Full-Time (40 hours)	24 hours
Part-Time (26-29.5 hours)	18 hours
Part-Time (23.5-25.5 hours)	15 hours
Part-Time (20-23 hours)	12 hours

- E. Persons who are currently employed with the Novi Public Library who begin to receive benefit time, will be given the allotted hours immediately upon the change in scheduled hours based on eligibility and benefit policies foregoing the probation period of sixty (60) days.
- F. At any time throughout the year, employees have the option to donate their personal business time to another employee (see "Employee Donation of Benefit Time" policy for the full guidelines).

NPL Employee Handbook: Approved May 1, 1996; Amended October 21, 2009; Amended January 6, 2010; Amended September 21, 2011, Effective January 1, 2012; Amended March 16, 2016; Amended March 21, 2024

Minor changes:

1. In section B, language has been added to make it clear that personal business is pro-rated for new hires based on hire date.
2. In section D, language has been added expressing that unused personal business hours may not be cashed out at any time. This is consistent with the current policy, but is clearly stated now.
3. Personal Business rollover will be automatic, eliminating the need for employees to calculate the number of hours they want to rollover or fill out a form. Instead, employees will receive a statement each year after rollover is complete, letting them know their new personal business time bank balance. Note: as with the current policy, personal business hours that are rolled over turn into sick time.



SICK LEAVE

Policy

The Library may grant paid sick leave for actual cases of sickness or disability at the request of the employee for the employee, or for care of immediate family, or significant other.

- A. Full time employees shall be allowed up to twelve (12) sick leave days per year at the rate of one (1) day per month prorated. Paid sick leave time accrual begins on the date of hire but may not be taken until after the expiration of the Orientation/Probation period.
- B. Part time employees working twenty (20) hours or more per week shall be allowed up to twelve (12) sick leave days, per year at a rate of one (1) day per month, based on a flat rate of regularly scheduled hours worked (see chart). The sick leave will be accrued upon the first day of the month for that month.

Hours Regularly Scheduled Per Week	Hours Received Per Month
20-23	4
23.5-25.5	5
26-29.5	6

- C. The allowance of sick leave is at the discretion of the Library Director or his/her Designee(s). Sick leave may be used only for actual sickness, physician's appointments, hospitalization or disability. The Library Director or Designee(s) may require a doctor's note or other evidence that the Employee was qualified for sick leave.
- D. An employee may use sick leave time for their own illness or injury, or to care for "immediate family," or "significant other." An "employee" is defined as an individual who is either a full time employee of the Novi Public Library or an individual scheduled for the year as a part time person who is an employee of the Library for at least twenty (20) hours or more per week.
- E. The "immediate family" shall consist of grandparents, mother, father, children, spouse, brothers, sisters, and grandchildren and in-laws, step, half or full relationships. "Significant others" shall be defined as an individual with which the employee has a meaningful relationship. This shall not be limited to the individual, but also that person's immediate family.
- F. The employee may accumulate in a sick leave bank up to a maximum of sixty-five (65) days. Employees who have more than 65 days in their sick bank as of December 31, 2009 will keep those days but may not add more days to their sick bank until they have less than 65 days in their sick bank. Unused sick days may not be cashed out, either during employment or at the termination of employment. Sick leave days that are accumulated in

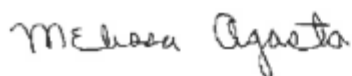
the current calendar year will be used first, then the days accumulated in the sick leave bank will be used when the current year days have been exhausted.

- G. Persons who are currently employed with the Novi Public Library who begin to receive benefit time, will be given the allotted hours immediately upon the change in scheduled hours based on eligibility and benefit policies foregoing the probation period of sixty (60) days.

The Novi Public Library is in compliance with the State of Michigan 2018 Public Act 338 "Paid Medical Leave Act" with those employees that are already provided with at least 40 hours of paid leave. Paid leave includes vacation, sick, and personal business. Those employees will not receive additional PML.

NPL Employee Handbook: Approved January 1, 1995; Amended October 21, 2009; Amended December 16, 2009; Amended January 6, 2010; Amended September 21, 2011, Effective January 1, 2012; Amended March 16, 2016; Amended May 23, 2019

Signed:



Melissa Agosta
President
Novi Public Library Board of Trustees



As of 3/13/24: Reviewed by HR Staff Committee; Reviewed by HR Board Committee.

SICK LEAVE

The Library may grant paid sick leave for actual cases of sickness or disability at the request of the employee for the employee, or for care of immediate family, or significant other.

- A. Full time employees ~~shall~~ will be allowed up to twelve (12) sick leave days per year at the rate of one (1) day per month prorated. Paid sick leave time accrual begins on the date of hire ~~but may not be taken until after the expiration of the Orientation/Introductory period.~~
- B. Part time employees working twenty (20) hours or more per week shall be allowed up to twelve (12) sick leave days, per year at a rate of one (1) day per month, based on a flat rate of regularly scheduled hours worked (see chart). The sick leave will be accrued upon the first day of the month to that month.

Hours Regularly scheduled Per Week	Hours Received Per Month	Hours Received Per Year
Full-Time (40 hours)	8 hours	96 hours
Part-Time (26-29.5 hours)	6 hours	72 hours
Part-Time (23.5-25.5 hours)	5 hours	60 hours
Part-Time (20-23 hours)	4 hours	48 hours
Hours Regularly scheduled Per Week	Hours Received Per Month	Hours Received Per Year
Full-Time (40 hours)	8 hours	96 hours
Part-Time (20-23 hours)	4 hours	48 hours
Part-Time (23.5-25.5 hours)	5 hours	60 hours
Part-Time (26-29.5 hours)	6 hours	72 hours

- C. The allowance of sick leave is at the discretion of the Library Director or their Designee(s). Sick leave may be used only for actual sickness, physician's appointments, hospitalization or disability. The Library Director or Designee(s) may require a doctor's note or other evidence that the Employee was qualified for sick leave.
- D. An employee may use sick leave time for their own illness or injury, or to care for "immediate family," or "significant other." An "employee" is defined as an individual who is either a full time employee of the Novi Public Library or an individual scheduled for the year as a part time person who is an employee of the Library for at least twenty (20) hours or more per week.
- E. The "immediate family" shall consist of grandparents, mother, father, children, spouse, brothers, sisters, and grandchildren and in-laws, step, half or full relationships. "Significant others" shall be defined as an individual with which the employee has a meaningful relationship. This shall not be limited to the individual, but also that person's immediate family.

- F. The employee may accumulate in a sick leave bank up to a maximum of sixty-five (65) days (see chart). Employees who have more than 65 days in their sick bank may not add more days to their sick bank until they have less than 65 days in their sick bank. Unused sick days may not be cashed out, either during employment or at the termination of employment.

Hours Regularly scheduled Per Week	Maximum Hours Allowed in Sick Bank
Full-Time (40 hours)	520 hours
Part-Time (26-29.5 hours)	390 hours
Part-Time (23.5-25.5 hours)	325 hours
Part-Time (20-23 hours)	260 hours

Hours Regularly scheduled Per Week	Maximum Hours Allowed in Sick Bank
Full-Time (40 hours)	520 hours
Part-Time (20-23 hours)	260 hours
Part-Time (23.5-25.5 hours)	325 hours
Part-Time (26-29.5 hours)	390 hours

- G. Persons who are currently employed with the Novi Public Library who begin to receive benefit time, will be given the allotted hours immediately upon the change in scheduled hours based on eligibility and benefit policies foregoing the introductory period of sixty (60) days.
- H. At any time throughout the year, employees have the option to donate their sick time to another employee (see "Employee Donation of Benefit Time" policy for the full guidelines).

The Novi Public Library is in compliance with the State of Michigan 2018 Public Act 338 "Paid Medical Leave Act" with those employees that are already provided with at least 40 hours of paid leave. Paid leave includes vacation, sick, and personal business. Those employees will not receive additional PML.

NPL Employee Handbook: Approved January 1, 1995; Amended October 21, 2009; Amended December 16, 2009; Amended January 6, 2010; Amended September 21, 2011, Effective January 1, 2012; Amended March 16, 2016; Amended May 23, 2019; Amended March 21, 2024

Minor changes:

- Employees may now use sick time immediately instead of having to wait until after their introductory period.
- A chart with sick bank maximums has been added. These maximums have not changed from what they are under the current policy.



HOLIDAYS

The following days shall be called "Library Holidays" and the Library shall not be open for service:

New Year's Day
 Easter Sunday
 Memorial Day
 Juneteenth
 Independence Day
 Labor Day
 Veteran's Day (Library is not closed this day, but floating holiday for November)
 Thanksgiving Day
 Christmas Eve Day
 Christmas Day
 New Year's Eve Day

NPL Employee Handbook: Approved December 19, 2007; Amended May 1, 2010; Amended February 11, 2012, Effective January 1, 2013; Amended October 15, 2014, Effective January 1, 2015; Amended March 16, 2016; Amended December 15, 2021

Signed:

Kathy Crawford
 President
 Novi Public Library Board of Trustees

Eligibility for Holiday Pay:

- A. All permanent (i.e. not seasonal or temporary) employees working at least 20 hours per week shall be entitled to holiday pay for those days designated as "Library Holidays." These shall be referred to as eligible employees.
- B. Eligible part time employees working between 20-29.5 hours per week will receive a flat rate of pay based on the number of hours they are regularly scheduled to work per week.

Hours Regularly Scheduled Per Week	Hours Received per Holiday
20-23	4
23.5-25.5	5
26-29.5	6

- C. All eligible employees shall have their regular day off in addition to the holiday itself, during the week in which the Library holiday occurs. Eligible part-time employees shall have the appropriate number of holiday hours on their time card. Part time employees will have the option to work the additional hours to make up for time based on flat rate of hours (see chart) or use available benefit time.
- D. If eligible employees waive taking their paid time off during the pay period in which the Library holiday occurs, they will be given time off at a date, schedule permitting, and with the approval of their supervisor, not later than one month from the date of the Library holiday occurring that week.
- E. To be eligible for holiday pay for the Library holidays, employees must work their usual hours the last regularly scheduled day before and the next regularly scheduled day after the Library holiday, unless otherwise approved by the Director.
- F. Holidays that occur during a staff members' planned vacation leave are not charged against their vacation leave.
- G. Holiday time off requests will be approved based on staffing needs and past patterns of holiday vacation leave time. Holiday time off requests are time off requests that are around any holidays.
 - 1. Time off requests will only be approved up to 6-months in advance.
 - 2. Time off requests must be made at least 30 days in advance.
 - 3. In the case of international travel/airline ticket purchases, time off requests will be approved beyond the 6-month timeframe, and will be approved on a case-by-case basis.
 - 4. When planning vacation or travel plans, you must gain approval for the time off prior to making plans. If you already make reservations and then are not approved for the time off, that will not be used for justification in gaining approval for the time off.

NPL Employee Handbook: Approved October 9, 1995; Amended October 21, 2009; Amended January 6, 2010; Amended September 21, 2011, Effective January 1, 2012; Amended March 16, 2016

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees



As of 3/13/24: Reviewed by HR Staff Committee; Reviewed by HR Board Committee.

HOLIDAYS

The following days shall be called "Library Holidays" and the Library ~~shall~~ **will** not be open for service:

New Year's Day
 Martin Luther King Jr. Day
 Easter Sunday
 Memorial Day
 Juneteenth
 Independence Day
 Labor Day
 Veteran's Day
 Thanksgiving Day
 Christmas Eve Day
 Christmas Day
 New Year's Eve Day
 *Floating Holiday for November as Library is open on Veteran's Day

Eligibility for Holiday Pay:

- A. All permanent (i.e. not seasonal or temporary) employees working at least 20 hours per week ~~shall~~ **will** be entitled to holiday pay for those days designated as "Library Holidays." These ~~shall~~ **will** be referred to as eligible employees.
- B. ~~Eligible part time employees working between 20-29.5 hours per week will receive a flat rate of pay based on the number of hours they are regularly scheduled to work per week.~~

Hours Regularly Scheduled Per Week	Hours Received per Holiday
20-23	4
23.5-25.5	5
26-29.5	6

If the paid holiday falls on a day the eligible employee is normally scheduled to work, the employee will be paid for the number of hours normally scheduled to work on that day, not to exceed eight (8) hours.

If the paid holiday falls on a day the eligible employee is not normally scheduled to work, the employee will be granted a floating (paid) holiday during the pay period in which the holiday occurs, subject to the approval of their supervisor or manager. The employee will be paid for the hours normally scheduled on the day the floating holiday is observed, not to exceed eight (8) hours.

- C. ~~All eligible employees shall have their regular day off in addition to the holiday itself, during the week in which the Library holiday occurs. Eligible part-time employees shall have the appropriate number of holiday hours on their time card. Part-time employees will have the option to work the additional hours to make up for time based on flat rate of hours (see chart) or use available benefit time.~~
- D. ~~If eligible employees waive taking their paid time off during the pay period in which the Library holiday occurs, they will be given time off at a date, schedule permitting, and with the approval of their supervisor, not later than one month from the date of the Library holiday occurring that week.~~
- E. ~~To be eligible for holiday pay for the Library holidays, employees must work their usual hours the last regularly scheduled day before and the next regularly scheduled day after the Library holiday, unless otherwise approved by the Director.~~
- F. Holidays that occur during a staff members' planned vacation leave are not charged against their vacation leave. **Employees on a leave of absence without pay are not eligible for paid holidays.**
- G. Holiday time off requests will be approved based on staffing needs and past patterns of holiday vacation leave time. Holiday time off requests are time off requests that are around any holidays.
1. Time off requests will only be approved up to 6-months in advance.
 - ~~2. Time off requests must be made at least 30 days in advance.~~
 3. In the case of international travel/airline ticket purchases, time off requests will be approved beyond the 6-month timeframe, and will be approved on a case-by-case basis.
 4. When planning vacation or travel plans, you must gain approval for the time off prior to making plans. If you already make reservations and then are not approved for the time off, that will not be used for justification in gaining approval for the time off.

NPL Employee Handbook:

(Holidays): Approved December 19, 2007; Amended May 1, 2010; Amended February 11, 2012, Effective January 1, 2013; Amended October 15, 2014, Effective January 1, 2015; Amended March 16, 2016; Amended December 15, 2021; **Amended March 21, 2024**

(Eligibility): Approved October 9, 1995; Amended October 21, 2009; Amended January 6, 2010; Amended September 21, 2011; Effective January 1, 2012; March 16, 2016; **Amended March 21, 2024**

Proposed Changes:

- 1. Proposed addition of MLK day as a paid holiday (pending Board approval).**
- 2. Employees would no longer forfeit Holiday pay if they call-in due to illness on the day prior to or following the Holiday.**
- 3. Part-time employees would not be limited to a flat rate of hours per paid holiday.**

Example: Employee is regularly scheduled to work 28 hours a week and a Holiday falls on a day Employee is normally scheduled.

- a. Current policy – Employee would get 6 hours of Holiday pay, even if their normal shift for that day is 8 hours. They would have to use vacation or PB to make up the 2 additional hours.**
- b. Proposed policy – Employee gets Holiday pay for the number of hours they are normally scheduled that day, up to 8 hours.**

Example: Employee is regularly scheduled to work 28 hours a week and a Holiday falls on a day Employee is NOT normally scheduled.

- a. Current policy – Employee gets a floating paid holiday to use during that pay period, but only up to 6 hours (even if they normally work 8 hours on the day they use the Holiday).**
- b. Proposed policy – Employee gets a floating paid holiday to use during that pay period and will get holiday day for the number of hours they're normally scheduled on the day the use the holiday (up to 8 hours).**

3. Finance Committee – No meeting held

GOALS

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

4. Events/Marketing/Fundraising Committee – Meeting held on March 6, 2024

GOALS

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

Meeting Updates provided by Chair, Dooley

- * Discussion of fundraising brochure
 - * Edits and guidance
- * New Branding Guide for staff - launch around May 1st
- * Patron point will be updated for branding too

- * Friends of Novi Library - Love Your Library Luncheon on April 14, 2024 from 12-2 PM at Brentwood Grille the board needs to help promote more.

- * Discussion on a list of possible foundations to work with for more giving opportunities and partnerships

- * Discussion of the need for a grant writer

- * Discussion on possibly 65th Anniversary Celebration - Pledge Drive - Fall of 2025

- * Discussion of possible branding opps like elevator doors

5. Strategic Planning Committee – Meeting scheduled for: March 13, 2024

Document shared with Committee on 3/13/24 for 24/25 planning purposes, created by Hillary Hentschel, Staff Chair:

Strategic Work Plan FY 24-25

Strategic Focus: Align Funding and Services

1. Commit to a ballot initiative for additional funding when the current building bond expires in fall 2026, with the Library Board's approval.
 - a. Utilize fund balance to cover the gap between current funding levels and the operating expenses required to maintain current levels of service.
2. Increase City Council and City Manager awareness of the current funding gap and community support for additional library resources.
3. Continue to increase community awareness of Strategic Plan and current funding gap.
 - . Add "Did You Know?" sections to the monthly newsletter and Engage magazine.

4. Library Board Finance Committee: Investigate Library Endowment/Foundation; review Financial Plan

Strategic Focus: Improve Internal Communications

1. Implement new communication tools, such as a new help desk ticket system and/or Google Chat with clear guidelines for when to use each tool.
2. Increase transparency across the organization
 - a. Sharing committee work with all relevant staff after meetings
 - b. Weekly or bi-weekly digest emails from each department (similar to current meeting room rental digest emails)
 - c. More robust monthly internal newsletter
3. Develop a marketing request form.
4. Increase use of staff surveys or other methods of gathering staff feedback, such as anonymous comment cards.
5. Increase committee participation among all departments and levels of the organization to include diverse perspectives.
6. Create a tool to gather and classify suggestions, needs and wants from the community.
7. Continue to develop department manuals and employee training on internal procedures and communication expectations (email, phone, text, tickets, etc.).

Strategic Focus: Adapt Resources, Services and Facilities

1. Implement collection changes supported by community feedback.
 - a. Provide annual public survey of new and updated collection ideas.
 - b. Investigate options for a collection of resource kits for seniors, including pricing, staffing and shelving space considerations, based on survey feedback.
 - c. Add genre stickers for Historical Fiction, Thriller/Suspense and Award Winners, based on survey feedback.
 - d. Increase funding for ebooks and other digital library items, based on survey feedback.
 - e. Move YA CD Books and YA Non-Fiction to new and larger shelving area outside the Teen Stop room.
 - f. Continue the Collection Inventory Project for more accurate catalog records.
 - g. Use circulation data to intentionally grow or shrink collections to use space and budgets most efficiently.
 - h. Adjust Lakeshore Lending Library collection purchasing based on data collected in previous years. This includes reducing the number of low circulating collections (Biography, Non-Fiction and Science Fiction), trying new collections that are popular in the building (Youth and Tween Graphic Novels), and implementing "rush" ordering to get anticipated bestsellers to the kiosk earlier to capitalize on high demand.
 - i. Monitor Tutor.com usage to determine if NPL will continue to pay for this service. Increase marketing of this database in Fall 2024 to attempt to increase usage.
2. Adapt programming based on community feedback and staffing levels.
 - a. Increase programming offered at Lakeshore Park and similar offsite locations, to reach patrons who do not visit the Library building.
 - a. Determine interest in offering daytime programming for youth or sensory-friendly programming.
 - b. Streamline grab and go kits to minimize staff and patron frustration through reducing frequency, increasing inventory and eliminating registration.
 - c. Align library programming with other community initiatives through partnerships with the City of Novi (example: DIA Inside | Out), Novi Community School District and the Novi Mental Health Alliance.
 - d. Gather information from program attendees about how they hear about events to better inform marketing needs and priorities.

3. Adapt physical library spaces based on community feedback and observations of usage.
 - . Implement Teen Stop renovation (phase 1) by moving YA collections outside of the room and repurposing existing furniture within the space. Install new glass doors and rename the space with updated signage. Determine budget for phase 2 to be implemented in FY25-26.
 - a. Explore ideas for updates to the early literacy play area and story time spaces that could be implemented with increased library funding in FY26-27.
 - b. As print periodicals continue to decline in usage and publication, identify new uses for the Newspaper Room, including moving periodicals to the Quiet Study Room. Identify costs that would be involved in adapting use of these spaces.
 - c. Continue to evaluate the most efficient use of current furniture, to best meet patron needs during high traffic times of the day/week.
 - d. Continue to work with community partners to identify spaces for teens to go after school, knowing the Library may reach capacity between 2:45 and 5:30pm, including encouraging teens to utilize Fuerst Park during warmer months.
 - e. Investigate new patio furniture for increased seating capacity during warmer months, to be purchased in FY25-26.
 - f. Purchase new furniture for tenth (newest) study room.
 - g. As furniture needs replacing, investigate options that are designed with differently-abled patrons in mind (fidget-friendly, sensory-friendly).
 - 4. Building and grounds
 - . Elevator maintenance
 - a. Main lobby HVAC system
 - b. Library Board Building and Grounds Committee: Explore ways to make our infrastructure (i.e. phone, security system) more resilient to weather, external factors (i.e. market shifts).
 - 5. Improve and expand library technology to better serve patrons.
 - . Offer smoothly functioning public printing solutions with coinbox and credit card payments (new pricing), as well as scan-to-email functionality.
 - a. Purchase phone charging locker for patron use.
 - b. Convert outdated AWE stations to alternative early literacy computer stations (Magic Desktop?).
 - c. Investigate new technology that can be added to iCube based on community needs.
 - d. Replace TVs and install BrightSign (or other subscription cloud-based app) to replace obsolete SCALA server.
 - e. Add Lakeshore Lending Library card dispenser, based on vendor development.
 - f. Library Board Building and Grounds Committee: Review/update NPL's current Technology Plan.
 - 6. Continue to evaluate Building Policies for effectiveness.
 - 7. Improve wayfinding throughout the building and on our website to improve accessibility for non-English speakers/readers and patrons with disabilities.
 - . Update signage by elevators.
 - a. Offer printed maps in multiple languages and explore additional digital map options for the lobby.
 - b. Investigate translation services for brochures, maps and related documents.
 - 8. Pursue new marketing strategies to increase engagement with and awareness of Library resources, services and facilities.
 - . Increase short-form video and photo-driven content.
 - a. Explore Instagram Reels and TikTok, as well as a teen-specific Instagram account, as ways to reach younger community members.
 - b. Involve more staff in content creation for social media.
 - c. Utilize Studio VI space at the City for interviews, update/resource videos and more.
 - d. Explore targeted email campaigns through Patron Point

- e. Feature stories from the community and ways the Library has helped patrons.
- f. Library Board Events/Marketing/Fundraising Committee: Update Marketing Plan based on Strategic Focuses.
 - 9. Implement new cardholder outreach campaigns.
 - . Utilize updated GIS data to identify areas with lower percentages of cardholders.
 - a. Send library cards in the mail to residents in neighborhoods with low percentages of cardholders.
 - b. Create targeted library card campaign for Walled Lake Schools in fall 2024.
 - c. Increase events during Library Card Sign Up Month (September 2024) that would include card signup as part of the event.
 - d. Partner with realtors, City of Novi and Novi Chamber to provide welcome bags for new residents that include Library information and logo items.
 - e. Investigate offering a premium library card where patrons pay a fee for the card and receive discounts at participating local business partners.

Strategic Focus: Staff Investment and Retention

- 1. Continue to evaluate HR Policies for improvements, culminating in a new HR Manual.
- 2. Explore and implement more remote work opportunities for positions where that is feasible.
- 3. Form an Employee Wellbeing Committee to plan more full-staff fun activities and health/wellness offerings to increase staff camaraderie and morale.
- 4. Increase staff recognition opportunities through a brag board or similar initiatives.
- 5. Explore costs to offer a tuition reimbursement benefit in FY25-26 or later. (What does the City offer? What do other libraries offer?)
- 6. Implement Customer Service Plan based on focus groups and Customer Service Committee work.
- 7. Implement anonymous comment card system for staff.
- 8. Continue to review wages to stay in line with industry standards and cost of living.
- 9. Offer additional professional development opportunities, based on staff feedback, with an emphasis on usefulness / tangible tools for current and future roles.
- 10. Explore offering an "NPL University" and determine modules / snapshot tours of different roles in the organization, to be implemented in FY25-26.
- 11. Recognize milestone anniversaries at In-Service and in staff newsletter.
- 12. Continue to improve onboarding processes under new HR Specialist.
- 13. Provide annual staff survey to determine priorities for the following year.
- 14. HR Committee Goals
 - a. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
 - b. Implement Human Resources best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention
 - c. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library

6. Building & Grounds Committee – Meeting scheduled for: March 26, 2024

GOALS

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

2. Review NPL's current Technology Plan

Update from Director Farkas:

All is going well with the building. The Building Monitor System (BMS) received its software upgrade and a few issues were found with dampers and controls. The good news is we are finding the system to be working much better and communicating the needs of air flow and temperature better. The consultant for the BMS believes the lobby issue can be improved with heat once all the adjustments and upgrades are completed. In addition, we are working on a pressure issue in the building as well that is improving.

We did receive word from our Elevator vendor that it is time for our 3-year weight test for the two elevators (this has to be done before our annual inspection) and will cost a total of \$7600. This is a cost that I had not budgeted for as I thought weight tests were done every 5 years. I consulted with the state requirements and 3 is the standard. We will need to have this completed before the end of June and in the current budget 23/24. I will need to make an adjustment for the 23/24 budget in the 4th quarter if the work is completed by end of June.

Also, we have found that a large piece of our NOVI logo lighted sign on 10 Mile has broken off and is in need of repair. I had the vendor out and this sign is out of warranty as well beyond small repair as they found several areas of the sign that have been cracked over time due to weather, etc. It is time for a full sign repair. This cost just came in at \$13,300. Right now the top part of the sign is exposed. I have included a photo. I will be moving forward with this repair as well. This sign has had no issues until now (13 years of wear). I will need to make an adjustment for the 23/24 budget in the 4th quarter if the work is completed by the end of June.



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: March 11, 2024

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

Summary DEI Board Committee Meeting 3-11-2024 by Chair, Dooley

* Staff reviewed the document that the board has been working on for DEI - giving back to staff for more input and feedback

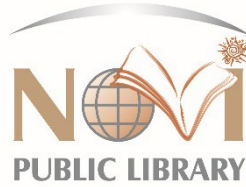
* Discussing the Form for Reconsideration re: some feedback from former board member Cherukuri

* Give back to staff for feedback and working through some of the questions

* There were some recommendations for changes/enhancements from the committee to the form to take back to the staff

* Human Library - it will be Nov 9th, 2024

* Staff is currently working on launch plan



LIBRARY CLOSINGS 2024

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

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

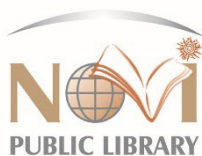
LIBRARY BOARD MEETINGS

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

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

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

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



Library Board Calendar

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

2024

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

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

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