



Agenda

Novi Public Library Board of Trustees
 Thursday, June 27, 2024
 at 7:00 p.m.
 Location: City of Novi – Council Chambers

Mission: Cultivate Learning, Inspire Creativity, Foster Inclusivity

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

Call to Order by President, Mark Sturing

Pledge of Allegiance

Roll Call by Secretary, Kat Dooley

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

Approval of Agenda.....1-3

Consent Agenda

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

Presentations

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

Public Comment

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

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

Reports

- 1. Student Representatives Report –May 2024..... 13-16
- 2. President's Report (Mark Sturing).....N/A
 - A. 2024-2025 Board Committee Assignments 18
- 3. Treasurer's Report (Brian Bartlett)
 - A. 2023-2024 Library Budget Fund 27119-26
 - B. 2023-2024 Contributed Fund Budget 27227
 - C. Financial Report May 2024.....28
 - D. Library Fund 271 Expenditure & Revenue Report as of May 31, 2024 29-31

E. Library Fund 272 Contributed Fund as of May 31, 2024	32-33
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4. Director's Report (Julie Farkas)	36-42
A. Information Technology Report (Jeffrey Smith)	43-46
B. Facilities Report (Keith Perfect)	46
C. Information Services Report (Hillary Hentschel)	47-50
D. Support Services Report (Maryann Zurmuehlen).....	51-52
E. Library Usage Statistics.....	53-61
F. Friends of Novi Library - Operating Agreement draft; 6/12/24 Agenda	62-67
G. City of Novi Historical Commission – 4/17/24 Minutes	68-70

Public Comment – see language above to be recited

Committee Reports

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

 - No Meeting HeldN/A
 - 6/27/24: Revision of 2024 Closure and Holiday Calendar; Approval of the 2025 Closure and Holiday Calendar 72-73
 - 6/27/24: Revision of Collection Development Policy; Revision of Meeting Room Rental and Use Policy; Revision of Patron Behavior Policy 74-102
- HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)

 - Meeting held on: 5/14/24.....N/A
 - Director's Annual Review** – June 27, 2024, Director is requesting a Closed Session. Performance review documentation will be sent to Board members the week of May 20th by Trustee Dooley, with the expectation that Board members will submit scores and comments to Trustee Dooley by: June 17, 2024.
 - Board Members received the HR Manual draft policies and were asked to send questions/comments by Monday, June 24th to Director Farkas. Plan is to approve the full manual at the July 25, 2024 meeting.
- Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
(Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)

 - Meeting held on: 6/13/24 regarding 4th Quarter Amendments and fund balance percentageN/A
- Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
(Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)

 - Meeting scheduled for: 5/20/24; 6/11/24 103
- Strategic Planning Committee:**
(Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Hillary Hentschel, Info Services)

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

 - No meeting heldN/A

7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
(Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)N/A
8. **DEI: Diversity, Equity and Inclusion Committee**
(Chair: Dooley, Crawford, Halvangis (Staff Liaison – Julie Farkas)
 - Meeting scheduled for: 5/21/24; 6/14/24..... 103-104

Matters for Library Board Action

1. 4th Quarter amendments to 271 and 272 accounts for 2023/2024..... 23-27
2. Operating Agreement with the Friends of the Novi Public Library 62-66
3. Library Closings 2024 - to close at 5pm on Monday, December 23, 2024..... 72
4. Library Closings 2025..... 73
5. Collection Development Policy revisions 74-79
6. Meeting Room Rental and Use Policy revisions 86-90
7. Patron Behavior Policy revisions 97-102

Communications

1. 6/18/24: Email from Sarabhi Sardesai regarding the Marathi language..... 105-106
2. 6/20/24: Email from Monika Hall-Camilletti regarding the library patio trees..... 107

Closed Session

1. Director's Annual Review 2023-2024

Adjournment

Supplemental Information

- Library Board Calendar 2024..... 108

2024 Future Events:

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

Inform. Inspire. Include.

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

<http://www.novilibrary.org>



**Library Board of Trustees – Regular Meeting
Initial Draft – MINUTES
May 23, 2024, 7 PM
Novi Civic Center, Council Chambers**

Initial Draft

Call to Order by President Mark Sturing

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary Dooley

Library Board – 6 board members were recorded present

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

Student Representatives

- Alexandra DeMore
- Alyna Dohadwala

Library Staff

- Julie Farkas, Director
- Amy Crockett, Recording Secretary

Approval of

Agenda.....1-3

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

Motion passes – 6-0

Consent Agenda

1. Approve Minutes of: April 25, 2024 Regular Board Meeting.....4-9
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#638).....10-12

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

Motion passes – 6-0

Presentations

No Presentations

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.

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No Public Comment

Reports

- 1. Student Representatives Report – April 2024.....13-15
- 2. President's Report (Mark Sturing)N/A
 - A. 2024-2025 Board Committee Assignments 17

Trustee Sturing: Attended Friends of the Novi Public Library meeting with Director Farkas this month and discussed adding a provision to the Friends Operating Agreement regarding large donations.

Director Farkas: You will see language about the provision in the June board packet.

Trustee Crawford: Attended the Library's On the Road trip to Detroit and the Historical Commission's Titanic program; both were great successes. Upcoming Historical Commission program is History of the Detroit Coney Dog on June 10.

Trustee Dooley: Attended Rev Up 2030 conference which was focused on DEI. Will be bringing lots of good takeaways to the DEI Committee and will share resources with the rest of the Board.

Encouraged everyone to attend the API Heritage Festival on June 2 in Fuerst Park, put on by Dear Asian Youth Novi.

Director Farkas: Seconded Trustee Dooley's comments on the API Heritage Festival and noted that if there is inclement weather, it will take place at Novi High School.

- 3. Treasurer's Report (Brian Bartlett)
 - A. 2023-2024 Library Budget Fund 271.....18-20
 - B. 2023-2024 Contributed Fund Budget 272.....21
 - C. Financial Report April 2024.....22
 - D. Library Fund 271 Expenditure & Revenue Report as of April 30, 2024.....23-25
 - E. Library Fund 272 Contributed Fund as of April 30, 2024.....26-27
 - F. Balance Sheets for Funds 271 and 272 as of April 30, 2024.....28-29

Trustee Bartlett: Not much has changed from last report. We are in good shape for the end of the fiscal year.

Director Farkas: Noted that the City of Novi just approved budgets for the third quarter, so the Library's investment numbers are not yet included past Q3, but will be in the June board packet.

4. Director's Report (Julie Farkas)30-40
 - A. Information Technology Report (Jeffrey Smith)41-44
 - B. Facilities Report (Keith Perfect)45
 - C. Information Services Report (Hillary Hentschel)45-50
 - D. Support Services Report (Maryann Zurmuehlen)51
 - E. Library Usage Statistics.....52-60
 - F. Friends of Novi Library – Agenda 5/8/24; Minutes 4/10/2461-64
 - G. City of Novi Historical Commission – Minutes 3/20/24.....65-67

Director Farkas: Noted that the Library will be closed to the public on Friday, May 24 to allow the parking lot maintenance to begin and be completed in time for Memorial Day events on Monday, May 27.

Included report from a secret shopper program the Library conducted in April. The Library used an outside company which looked at many different areas of service. Believes the results are a testament to the Library's almost 70 employees and their commitment to customer service. This report will help drive both the Strategic Plan and a new Customer Service Plan that the staff Customer Service Committee is working on.

Trustee Crawford: Staff should be very proud of secret shopper results.

Trustee Dooley: The report reaffirmed all the hard work the staff does every day. Noted that an opportunity for improvement is in making iCube appointments easier to schedule.

Director Farkas: We are already looking into a new scheduling process for the iCube. Included information about events going on for the summer reading program. Thanked Paradise Park and the Friends of the Novi Public Library for their event sponsorship. Noted that the summer reading program brochures will be handed out to every elementary school student.

Trustee Dooley: Wondered if there are conversations about bringing prices down for digital content.

Director Farkas: Libraries nationwide are working on lobbying digital vendors for fair pricing. NPL is getting better pricing by purchasing our digital content through The Library Network consortium.

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No Public Comment

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 - Chair: Sturing, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
 - Minor edits proposed for five (5) Public Policies: Changes to Policies, Definitions, Emergency Closing Policy, Financial Policy and Information & Reference Services Policy.....68-76
 - 6/27/24: Approval of the 2025 Closure and Holiday Calendar.....N/A

2. **HR Committee:** Review HR Policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - Meeting Held on 5/14/24.....N/A
 - **Director’s Annual Review** – June 27, 2024, Director is requesting a Closed Session. Performance review documentation will be sent to Board members the week of May 20 by Trustee Dooley, with the expectation that Board members will submit scores and comments to Trustee Dooley by June 17.

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - Meeting Held on 5/9/24.....N/A

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

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

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

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

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

Matters for Library Board Action

- A. Approve: Changes to Policies Policy.....68

Director Farkas: This is used to explain how policies are decided.

Motion: To approve the Policies Policy
Motion for Approval – 1st – Trustee Crawford
2nd – Trustee Dooley

Motion passes – 6-0

- B. Approve: Removal of Definitions Policy69

Director Farkas: Felt that we did not need a policy of definitions. Instead, definitions will be included in individual policies as needed.

Motion: To approve the removal of the Definitions Policy
Motion for Approval – 1st – Trustee Burke
2nd – Trustee Bartlett

Motion passes – 6-0

- C. Approve: Emergency Closing Policy.....70

Director Farkas: Main change is to clarify how we will notify the public of emergency closings.

Motion: To approve the Emergency Closing Policy
Motion for Approval – 1st – Trustee Halvangis
2nd – Trustee Crawford

Motion passes – 6-0

- D. Approve: Financial Policy71-74

Trustee Bartlett: Changes include removing the mission statement because it is repetitive, highlighting the role the City of Novi plays and adding in language about contracts and purchasing guidelines.

Trustee Halvangis: Noted a grammatical error on the first line of Page 72 – “is” should be changed to “are”.

Trustee Burke: Had a question about when capital purchases are approved by the Board.

Director Farkas: Clarified that all capital purchases are approved by the Board during the yearly budget process.

Motion: To approve the Financial Policy with the understanding that the grammatical error on Page 72 will be corrected
Motion for Approval – 1st – Trustee Bartlett
2nd – Trustee Crawford

Motion passes – 6-0

E. Approve: Information & Reference Services Policy.....75-76

Director Farkas: Removed some repetition and added language regarding personal information to protect staff and patrons.

Motion: To approve the Information & Reference Services Policy
 Motion for Approval – 1st – Trustee Dooley
 2nd – Trustee Burke

Motion passes – 6-0

F. Approve: 2024-2025 Salary recognizing the change from 2% to 4% for the salary ranges by grade based on Labor Attorney review, effective July 1, 2024.....78

Director Farkas: Updating the Novi Public Library Salary Structure to reflect the 4% increase that was already approved by the Board for 2024-2025.

Motion: To approve the 2024-2025 Salary recognizing the change from 2% to 4% for the salary ranges by grade based on Labor Attorney review, effective July 1, 2024
 Motion for Approval – 1st – Trustee Crawford
 2nd – Trustee Dooley

Motion passes – 6-0

Communications

3. 4/24/24: Email from: Andrea Czarniecki Re: Mental Health Alliance Book Discussion held on April 22, 2024.....80

Closed Session

No Closed Session

Adjournment

Motion: Motion to adjourn at 7:56 PM
 Motion to Adjourn – 1st – Trustee Crawford
 2nd – Trustee Bartlett

Motion Passes – 6-0

Supplemental Information

- Library Closings 2024.....81
- Library Board Calendar 2024.....82

2024 Future Events:

- 6/26/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 6/27/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers
- **LIBRARY CLOSED: July 4 – July 7 for Independence Day holiday weekend**
- 7/10/24: Friends of Novi Library Meeting at 7pm, Novi Public Library
- 7/17/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 7/25/24: Library Board Trustee Meeting at 7pm, City of Novi – Council Chambers

WARRANTS

Warrant 639	271 Accounts	June 2024	
Payable to	Invoice #	Account number	Amount
Amazon	packaging tape	271-000.00-727.000	\$ 24.44
Quill	copy paper	271-000.00-727.000	\$ 149.96
Smart Business	Book Tape	271-000.00-727.000	\$ 195.60
Petty Cash	Postage; DK Agencies CC	271-000.00-728.000	\$ 22.30
Stamps	Postage CC	271-000.00-728.000	\$ 19.99
Adobe	Creative Cloud CC	271-000.00-734.000	\$ 359.88
Envisionware	upgrade print release	271-000.00-734.000	\$ 1,125.00
GoDaddy	SSL Certificate - EZ Proxy Server	271-000.00-734.000	\$ 899.98
Knight Technology	Monthly DATTO backups	271-000.00-734.000	\$ 700.00
Library Market	Library Calendar Annual subscription	271-000.00-734.000	\$ 2,500.00
Techsoup	Microsoft 365 Licenses CC	271-000.00-734.000	\$ 39.00
The Library Network	Envisionware Annual renewal	271-000.00-734.000	\$ 1,982.62
Amazon	cable	271-000.00-734.500	\$ 1,293.44
Amazon	supplies	271-000.00-740.000	\$ 430.60
Home Depot	Shelves	271-000.00-740.000	\$ 64.03
Library design	Media Tech	271-000.00-740.000	\$ 580.00
Metcom	Patron Card/Key Tag Books	271-000.00-740.000	\$ 2,396.80
Target	Furniture CC	271-000.00-740.000	\$ 150.00
FedEx	carts	271-000.00-740.200	\$ 184.00
Demco	book truck	271-000.00-740.200	\$ 2,180.61
Amazon	Books	271-000.00-742.000	\$ 5,013.34
Brodart	Books	271-000.00-742.000	\$ 14,118.26
Center Point	Books	271-000.00-742.000	\$ 23.97
Tsai Fong Books	Books	271-000.00-742.000	\$ 422.36
Amazon	lending Library	271-000.00-742.010	\$ 232.07
Brodart	lending Library	271-000.00-742.010	\$ 744.10
WT.cox	Detroit free press	271-000.00-743.000	\$ 693.89
Amazon	Audio, Visual materials	271-000.00-744.000	\$ 926.10
Baker & Taylor	Audio, Visual materials	271-000.00-744.000	\$ (27.91)
Library ideas	Audio, Visual materials	271-000.00-744.000	\$ 527.52
Library ideas	Audio, Visual materials	271-000.00-744.000	\$ 526.29
Midwest Tape	Audio, Visual materials	271-000.00-744.000	\$ 3,693.70
Playaway	Audio, Visual materials	271-000.00-744.000	\$ 1,138.66
OverDrive	E book, Audio Book	271-000.00-745.200	\$ 2,996.83
The Library Network	Apr 24 - Apr 25	271-000.00-745.200	\$ 4,763.72
Foster Swift	April	271-000.00-806.000	\$ 196.00
Shifman Fournier	May	271-000.00-806.000	\$ 1,505.00

Professional Building	April	271-000.00-817.000	\$ 7,647.60
AT&T	Apr 14 - May 13,2024	271-000.00-851.000	\$ 857.64
T-Mobile	due on 6/23/24	271-000.00-851.000	\$ 1,028.41
Telnet	due on 6/4/24	271-000.00-851.000	\$ 1,059.58
Verizon	Apr 02 - May 01	271-000.00-851.000	\$ 509.54
Verizon	Mar 29 - Apr 28	271-000.00-851.000	\$ (31.08)
Zoom	Zoom One Pro Annual CC	271-000.00-855.000	\$ 135.56
J.Velazquez	Youth mental Health First Aider	271-000.00-862.000	\$ 26.80
Petty cash	Mileage	271-000.00-862.000	\$ 63.76
S. O'Leary	Mileage	271-000.00-862.000	\$ 66.33
Muni web	April	271-000.00-880.000	\$ 354.50
Novi Rotary	Golf Outing - Hole Sponsorship	271-000.00-880.000	\$ 195.00
Abismael Diaz Malendez	SRP Kickoff	271-000.00-880.268	\$ 400.00
Amazon	programming	271-000.00-880.268	\$ 4,232.26
April Barrett	SRP Kickoff	271-000.00-880.268	\$ 424.00
Blueberry Hill Pony Rides	SRP Kickoff	271-000.00-880.268	\$ 950.00
Catherine Vanden Brook	SRP Kickoff	271-000.00-880.268	\$ 212.00
Cloud 9 Special Events	SRP Kick off	271-000.00-880.268	\$ 800.00
Daniel Goree	Juneteenth	271-000.00-880.268	\$ 300.00
GFS	Programming CC	271-000.00-880.268	\$ 34.98
Inspire Marketplace	On the Road Bus Trip CC	271-000.00-880.268	\$ 113.28
La Gloria Bakery	On the Road Bus Trip CC	271-000.00-880.268	\$ 35.79
La Gloria Bakery	On the Road Bus Trip CC	271-000.00-880.268	\$ 49.25
Los Galanes Restaurant	On the Road Bus Trip CC	271-000.00-880.268	\$ 100.55
Petty Cash	Bus Trip - Busch's	271-000.00-880.268	\$ 24.15
Sam's	On the Road Bus Trip	271-000.00-880.268	\$ 285.47
Scholastic	program	271-000.00-880.268	\$ 1,172.05
Stephen Floyd	Summer Songfest	271-000.00-880.268	\$ 250.00
Target	programming CC	271-000.00-880.268	\$ 96.19
Taylorred Events LLC	SRP Kickoff	271-000.00-880.268	\$ 300.00
TeachersPayTeachers	Pride Month Posters CC	271-000.00-880.268	\$ 3.00
Walmart	On the Road Bus Trip CC	271-000.00-880.268	\$ 61.76
Whispering Pines Mobile Zoo	SRP Kickoff	271-000.00-880.268	\$ 800.00
Accuform	SRP brochure	271-000.00-900.000	\$ 2,278.00
Canon	Print	271-000.00-900.000	\$ 535.76
Millennium Business	printing usage	271-000.00-900.000	\$ 143.58
Consumers Energy	Apr 06, 2024 - May 06, 2024	271-000.00-921.000	\$ 542.66
DTE	due 6/18/24	271-000.00-922.000	\$ 8,338.13
Allied Building	Maintenance	271-000.00-934.000	\$ 1,630.00
Amazon	Walkie Talkies	271-000.00-934.000	\$ 372.00
Anago	April and May	271-000.00-934.000	\$ 840.00

Dalton	carpet maintenance	271-000.00-934.000	\$ 225.00
Home Depot	Supplies	271-000.00-934.000	\$ 167.00
Hope Services	repair Overhang damage	271-000.00-934.000	\$ 1,700.00
image 360	Dye Sub Plate	271-000.00-934.000	\$ 160.00
ImperialDade	supplies	271-000.00-934.000	\$ 1,054.11
North Star	May	271-000.00-934.000	\$ 209.13
Schindler	payment 2 of 2	271-000.00-934.000	\$ 2,852.00
Solution Control	Fire Damper Actuator Replacement	271-000.00-934.000	\$ 3,287.00
Voss	due on 5/29	271-000.00-934.000	\$ 165.26
Brien's	lawn	271-000.00-936.300	\$ 2,595.00
Home Depot	supplies	271-000.00-936.300	\$ 147.02
Ray's Well Drilling	Irrigation well control	271-000.00-936.300	\$ 185.00
SCA	Parking lot sweeping	271-000.00-936.300	\$ 80.66
Canon	lease	271-000.00-942.000	\$ 1,010.00
Corrigan	May	271-000.00-942.100	\$ 26.98
MCLS	Authorities on 4/30/24	271-000.00-956.000	\$ 100.00
MCLS	Assigning Library of Congress	271-000.00-956.000	\$ 100.00
TOTAL 271			\$ 104,094.81

Warrant 639	272 Accounts	June 2024	
Amazon	iCube	272-000.00-742.046	\$ 372.03
Amazon	SRP	272-000.00-742.229	\$ 284.62
Brodart	RAR	272-000.00-742.229	\$ 40.71
Amazon	John Pierce	272-000.00-742.230	\$ 35.07
Brodart	international donation	272-000.00-742.230	\$ 303.58
Tsai Fong Books	international donation	272-000.00-742.230	\$ 641.93
Library Design	chair	272-000.00-742.231	\$ 990.00
Sams	Candy bar Buffet	272-000.00-742.236	\$ 283.78
TOTAL 272			\$ 2,951.72

May 2024 Library Board Student Representatives Report

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

Tween and Teen Library Programs:

The Club Half-Blood program was held on May 2. 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 = 8)

The NO-VI Chess Club program was held on May 16 and May 30. This event provides an opportunity for teens and tweens to participate in games, learn about chess, and sharpen their skills. (Attendance = 19)

Teen Space Update:

Aiden Palmer (Teen Space Monitor) comments:

During May 2024, there were 822 guests who visited Teen Space.

The total weekly Teen Space stats for May 2024 are:

- 5/1-5/3 = 112
- 5/6-5/10 = 216
- 5/13-5/17 = 204
- 5/20-5/24 = 131
- 5/27-5/31 = 159

Teen Space was not in session on the following dates:

- 5/24 -- NPL closed for parking lot repaving
- 5/27 -- NPL and NHS closed for Memorial Day

This was a great month for Teen Space! On Wednesday, 5/8, we offered llama-shaped sun catchers as a fun way to celebrate Cinco de Mayo. On Thursday, 5/16, Taylor (Youth and Teen Programming Assistant) and I held a wand-making craft in the Teen Space room that drew a lot of participants that we weren't expecting to be interested! It was a calmer month in terms of activities, because we've been eagerly planning and looking forward to our end of the year party in June!

Teen Advisory Board (TAB) Update:

The ninth and final TAB meeting of the year was held on May 17. The end of the year was celebrated with an ice cream sundae party! Members also viewed a wrap up presentation made by the Historian. Additionally, officer elections were held to determine new officers for the 2024-2025 school year. This was a fun way to ease into summer and celebrate another successful year with the Novi Library Teen Advisory Board! (Attendance = 20)

Upcoming Programs:

- Summer Reading Program (all ages) – begins on Monday, June 3 and ends on Saturday, August 10
- Tuesday Tunes on the Patio (all ages) – July 2, 16, 30, 11:30am-1pm
- Black and Brown Theater Presents Rapunzel – July 10, 6:30-8:30pm
- Novi Chess Club – July 11 and July 18, 7-8pm
- Comedy Magic Family Show with Cameron Zvara – July 17, 7-8pm
- Wizards, Wands, and Potions with Sloan (Museum of Discovery and Longway Planetarium) – July 24, 6:30-7:30pm

Teen Stop Featured Display:

The Dear Asian Youth Novi group has partnered with us again this year to set up the May Teen Stop display for Asian American and Pacific Islander Heritage Month.



Teen Space Report by Aiden Palmer, Monitor

Hi everybody! Thank you so much for all of your help with Teen Space this school year, your support has meant the world to me.

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

The total weekly Teen Space stats for June 2024 are:

6/3-6/7 = 203

6/10-6/14 = 0 (summer break!)

6/17-6/21 = 0 (summer break!)

6/24-6/28 = 0 (summer break!)

Teen Space was not in session on the following dates:

6/7 --> half day at NHS and the last day of school

6/10-6/28 --> summer break!

Teen Space 2023-2024 finished with a bang! We had an end of the year party that almost eighty students attended! Another big thank you to Lindsay, Anna, and Austin, who helped with the food and the crafts.

The final total for Teen Space attendance this school year is... 8,751 visits!

That is an absolutely insane number, and it couldn't have happened without the amazing staff here supporting me and the program. I have absolutely treasured this experience and I am so sad to be leaving. A sincere thank you to all of you for your kindness and your support, and I am going to miss all of you so much. Don't worry though, I'm definitely coming to visit!

A million thanks,
Aiden Palmer

Please join me in welcoming our two Summer Teen Leader Volunteers, Grace Tie and Rebecca Borlace.

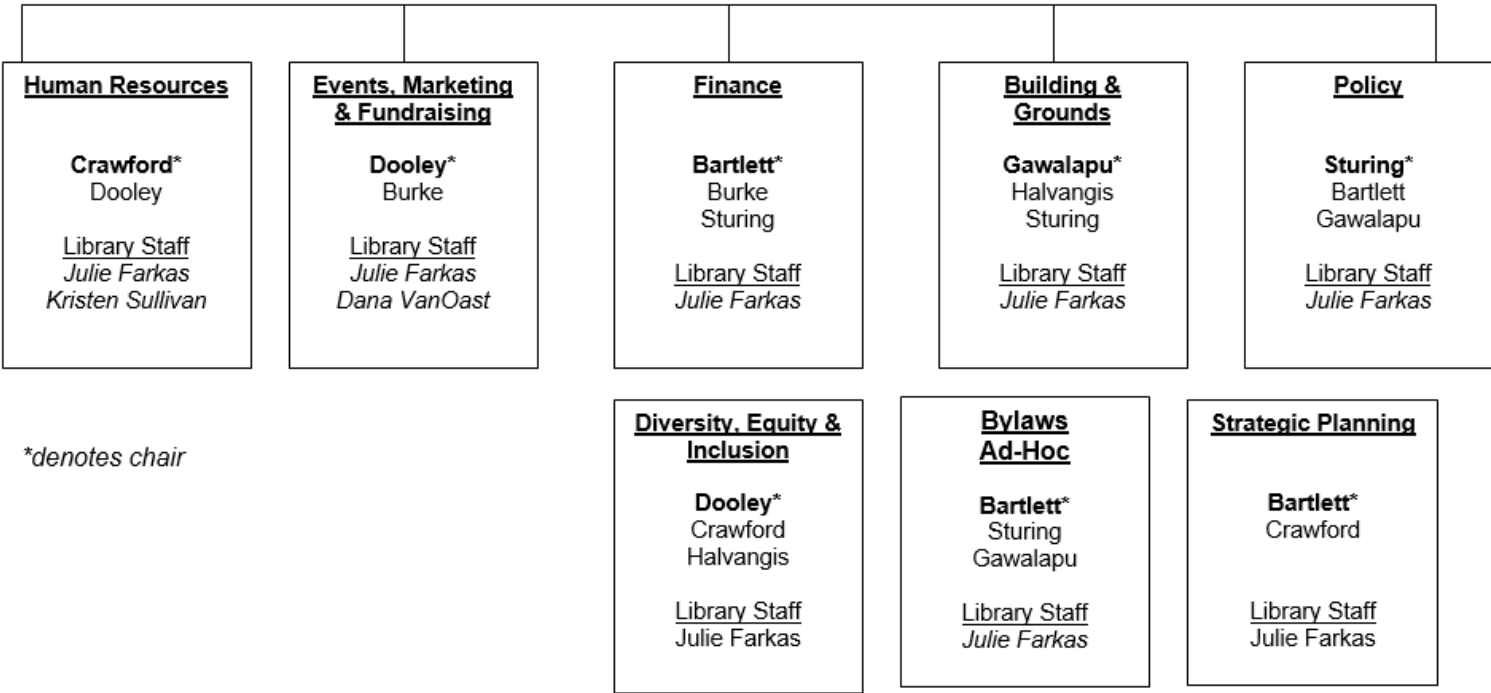
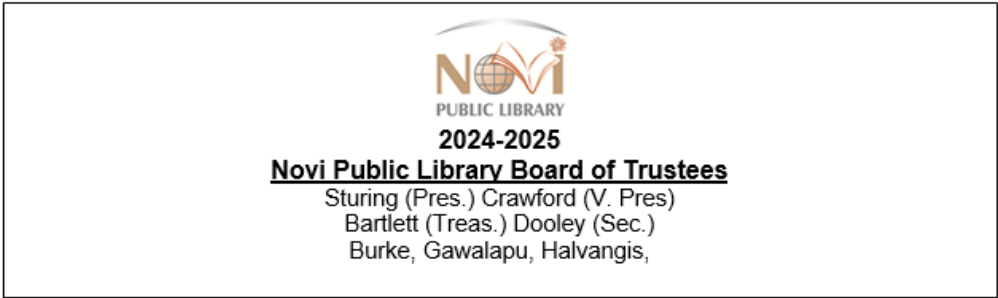
Grace and Rebecca will be helping at the first floor information low desk starting June 5 through mid-August assisting the IS staff with all things Summer Reading Program related including registering patrons, logging books read, passing out prizes, helping at programs, and more.



Grace Tie (left) and Rececca Borlace (right)

Thank you to the Friends of the Novi Library for supporting these positions! Each Summer Teen Leader will earn a \$500 stipend after completion of a minimum of 100 volunteer hours.

PRESIDENT'S REPORT



*denotes chair

FINANCIALS

Question by Financial Committee to City of Novi Finance Dept. (by Ryan Shaw):

In reviewing the financial statements for the Library in accounts 271 and 272 there are line items for unrealized gain. Does the unrealized gain represent accrued but unpaid interest or a form of gain if the instruments were sold prior to maturity and would be sold for an amount higher than face value due to the fact the instrument has a rate of interest higher than the current rate?

The answer is helpful to determine if in fact the Library will actually receive the unrealized gain in cash or the unrealized gain will just decrease to zero at the point the instruments mature.

Answer: The unrealized gain recorded in 271 and 272 represents the increase in value of those financial instruments held for the library. All gains are not actual until the instruments mature, thus being unrealized. It essentially reflects the difference in current fair value and original book value.

If I am understanding your question correctly, then yes the unrealized gain will decrease to zero at maturity and will subsequently be recorded as interest on investments. Please let me know if there is anything else I can help with.

City of Novi Fund Balance

Finance Committee asked Director Farkas to provide information on the City of Novi's current policy for General Fund fund balance target. See information that was approved on April 10, 2024.

Library's salaries, fringe benefits, including retirement is 73% of the current 24/25 budget compared to the City's at 76%. Industry standard is 70-75%.

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
FROM: VICTOR CARDENAS, CITY MANAGER
 CARL JOHNSON, CHIEF FINANCIAL OFFICER
SUBJECT: BUDGET SESSION 2.0/BUDGET QUESTIONS 3.0
DATE: APRIL 10, 2024

During the first budget session for fiscal year 2024/25, the administration was directed by City Council to provide recommendations for increasing the General Fund fund balance to an amount exceeding the target percentage approved by Council resolution a few years ago (22%-25%). The discussion generally contemplated that the increase would come from reducing expenditures by approximately \$2 million for fiscal 24/25 and an additional \$1 million annually for 25/26 and 26/27, increasing fund balance to the 30%+ range. The specific request was to identify various capital and/or operating reductions that could be made to meet the desired fund balance levels.

The proposed budget for FY 24/25 had revenues equal to expenditures—with the notable exception of one specific proposed use of fund balance for a new salt dome at the DPW. The recommendations that follow propose

1. funding the salt dome from other funds (i.e., no longer the General Fund), and
2. reducing operating/capital costs to achieve revenues more than expenditures of \$1 million annually for each of the next three years.

The salt dome realistically has to be built this year, but other expenditures can be put off or abandoned to meet the target percentage.

SALT DOME (\$928,810)

The reconstruction of the salt dome storage is a significant project, and staff strongly recommends proceeding as scheduled. This project has continually been "kicked down the road" going back to 2016. Planned as part of the reconstruction of the DPW facility in 2019, it was removed from the project as a cost savings but was kept in the Capital Improvement (CIP) Fund. During the discussions leading up to the approval of the FY 2023/24 budget, members of City Council on the CIP Committee recommended the salt dome project be removed from the CIP and be a planned use of General Fund fund balance. This project has been in the works for months (the dome has been emptied and readied for demo) and is ready to begin in July 2024.

It is the administration's first recommendation to use a combination of CIP, drain and possibly road funds to cover the General Fund's portion of this project if the use of the

CIP fund is not desired, the City could use a combination of municipal road funds (which will be freed up if the Council moves forward with the \$20 million in road bonding discussed during the budget study session) and drain funds.

General Fund Operating and Capital Reductions

Approximately 76% of the City's annual budget is salaries and fringe benefits, which include the significant pension contributions driving that percentage slightly above the industry average of 70-75%. To reach the significant level of expenditure reductions requested, personnel must be included. The following are some of the key items involving capital projects, operating costs, and personnel noted in the attached plan:

Fiscal 2024/25

- Do not fill the vacant Plan Examiner position. (Annual savings of approximately **\$110,000.**)
- Eliminate Accreditation Assistant (Annual savings of **\$78,900**)
- Do not fill the vacant Economic Development Manager (formerly the Director role) position. (Annual savings of **\$138,000.**)
- The City is currently on a five-year replacement cycle in replacing fleet vehicles to reduce repair costs and maximize trade-in values. The City would skip a year in this cycle and not purchase the scheduled six (6) vehicles. (Savings of approximately **\$215,000.**)
- The City is currently on a seven-year replacement cycle in replacing fleet truck vehicles to reduce repair costs and maximize trade-in values. The City would skip a year in this cycle and not purchase the scheduled two (2) vehicles. (Savings of approximately **\$158,000.**)
- Eliminate the **\$25,000** transfer from the General Fund to the EDC for the next three years, as the EDC has no plans for the use of these funds and has a healthy fund balance to cover events.

The above-recommended savings (including moving the salt dome out of the General Fund but still building it) represent a reduction in General Fund expenditures of approximately \$1.6 million, bringing the fund balance to a projected \$12.1 million, which represents 29% of FY 24/25 expenditures. To obtain an additional \$773,000 in reductions, additional cuts could be made:

- Do not make the annual purchase of the large plow truck CIP #94 (two-year build on these vehicles). (Savings of **\$332,000.**)
- Push generator replacement at Civic Center off from FY 24/25 to FY 27/28. (Savings of **\$441,000.**)

Fiscal 2025/26 and 2026/2027

In addition to the above positions not being filled and the EDC transfer not being made, the administration proposes the following:

- Remove the proposed two (2) new positions for training officers. (Annual savings of **\$220,680.**)

- Remove the proposed two (2) new positions for fire training assistant and fire inspector. (Annual savings of **\$223,820.**)
- Annual department savings (across the board), which the council previously directed to put toward capital rather than pension, would go directly to the fund balance, totaling **\$150,000.**

The above-recommended savings represent an expenditure reduction of approximately \$956,639 and \$980,087 for FY 25/26 and FY 26/27, bringing the fund balance to a projected 31%, or \$14 million, by 6/30/27. If the plow truck and generator are not spent, fund balance would be 33% or \$15 million.

Additional Resources

All of the above actions to meet the 30%-plus fund balance discussed are reductions in expenditures (including through the use of different funds for the salt dome). It should also be noted that other resources at the City Council's disposal can be leveraged for needed projects or expenditures at any given time. The CIP Fund, specifically, is available for any capital-related projects as outlined in the specific ballot language (except for roads).¹ The projected remaining funds available in the CIP Fund on 6/30/24 is \$2.1 million, including the recent property purchases.

¹ In August 2016, voters approved (3,330 to 3,243) a 1-mill Capital Improvement millage for 10 years. The purpose of the millage was to cover a gap in the city's budget where most tax dollars went to pay day-to-day operations, leaving little left over to fund long-term capital needs. Year to date the millage has raised \$26,959,000 (FY's 2018-2024).

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

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

2023-2024 Library Budget 271		2022-2023	2023-2024	2023-2024	2023-2024	2023-2024	2024-2025	2025-2026	2026-2027
		Audited	Approved	1st Qtr.	Yr. End	4th Qtr.	Approved	Projected	Projected
Services & Charges									
Account	Description								
801.925	Public Information (cable)	844.35	850.00	850.00	0.00	0.00	0.00	0.00	0.00
802.000	Data Processing - OnBase	734.34	750.00	750.00	1,200.00	1,200.00	1,300.00	1,400.00	1,500.00
802.100	Bank Service Charges	3,425.93	4,000.00	4,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
803.000	Independent Audit	800.00	800.00	800.00	800.00	771.37	800.00	800.00	800.00
804.000	Medical Service	2,164.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	8,130.60	8,500.00	8,500.00	14,000.00	18,000.00	9,000.00	9,000.00	9,000.00
808.100	Rubbish Monthly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
809.000	Memberships & Dues	5,525.41	7,500.00	7,500.00	7,500.00	7,500.00	8,000.00	8,000.00	8,000.00
816.000	Professional services	28,927.05	16,000.00	16,000.00	21,000.00	21,000.00	23,000.00	16,000.00	16,000.00
817.000	Custodial Services	88,525.64	89,000.00	89,000.00	89,000.00	89,000.00	92,000.00	92,000.00	92,000.00
818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
820.000	Property & Liability Insurance	16,480.00	16,480.00	16,480.00	16,480.00	16,480.00	17,000.00	17,000.00	17,000.00
820.001	Ins deduct/Uninsured claims	0.00	10,000.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00	10,000.00
851.000	Telephone	32,786.06	34,000.00	34,000.00	41,000.00	41,000.00	43,000.00	43,000.00	43,000.00
855.000	TLN Automation Services	76,884.99	80,000.00	80,000.00	80,000.00	80,000.00	76,000.00	76,000.00	76,000.00
861.000	Gasoline and oil	377.55	500.00	500.00	500.00	500.00	500.00	500.00	500.00
862.000	Mileage	659.43	200.00	200.00	700.00	1,500.00	800.00	900.00	1,000.00
880.000	Community Promotion	22,610.02	22,000.00	22,000.00	27,000.00	27,000.00	25,000.00	25,000.00	25,000.00
880.268	Library Programming	23,589.81	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00
880.271	Adult Programming	5,119.59	8,000.00	8,000.00	8,500.00	8,500.00	10,000.00	10,000.00	10,000.00
900.000	Print, Graphic Design, Publish	17,868.81	28,000.00	28,000.00	28,000.00	28,000.00	32,000.00	32,000.00	32,000.00
921.000	Heat	16,753.06	14,500.00	14,500.00	14,500.00	14,500.00	15,300.00	16,000.00	16,800.00
922.000	Electricity	111,990.00	102,500.00	102,500.00	110,000.00	110,000.00	115,500.00	121,200.00	127,200.00
923.000	Water and Sewer	7,507.60	7,000.00	7,000.00	8,000.00	8,000.00	8,200.00	8,400.00	8,600.00
934.000	Building Maintenance	106,938.54	106,400.00	106,400.00	106,400.00	106,400.00	121,400.00	126,200.00	131,300.00
935.000	Vehicle Maintenance	134.69	500.00	500.00	200.00	200.00	200.00	200.00	200.00
936.300	Grounds Maint.	36,253.45	40,500.00	40,500.00	45,500.00	45,500.00	48,000.00	48,000.00	48,000.00
942.000	Office Equipment Lease	6,335.87	8,000.00	8,000.00	12,200.00	12,200.00	12,200.00	12,200.00	12,200.00
942.002	Copier Property Tax				800.00	800.00	800.00	800.00	800.00
942.100	Records storage	303.32	400.00	400.00	400.00	400.00	450.00	500.00	550.00
956.000	Conferences & Workshops	8,540.85	24,900.00	24,900.00	24,900.00	24,900.00	20,000.00	25,000.00	20,000.00
Total Services & Charges		633,705.96	674,280.00	674,280.00	717,580.00	712,351.37	739,450.00	749,100.00	756,450.00

2023-2024 Library Budget 271		2021-2022 Audited	2023-2024 Approved	2023-2024 1st Qtr.	2023-2024 Yr. End	2023-2024 4th Qtr.	2024-2025 Approved	2025-2026 Projected	2026-2027 Projected
Capital Outlay									
Account	Description								
962.000	Building Contingency								
989.000	Grounds Improvement								
976.000	Building Improvements/Entrance	0.00							
976.100	Parking lot improvements	12,411.80							
983.000	Vehicles - Van								
986.000	Internal Tech - AST	0.00	0.00	0.00					
986.000	Technology	55,469.94	47,000.00	47,000.00	47,000.00	47,000.00	37,000.00	41,900.00	12,100.00
989.001	Furniture	0.00	0.00	0.00					
Total Capital Outlay		67,881.74	47,000.00	47,000.00	47,000.00	47,000.00	37,000.00	41,900.00	12,100.00
995.272	Transfer out expense to 272				35,238.06	35,238.06			
Total Expenditures		3,472,715.78	3,876,245.00	4,093,093.00	4,062,429.46	4,053,327.83	4,332,550.00	4,469,450.00	4,577,335.00
Total Revenues		3,507,953.84	3,598,890.00	3,592,960.72	3,615,894.26	3,798,111.66	3,808,984.00	3,956,245.00	4,032,791.00
Net Revenue		35,238.06	-277,355.00	-500,132.28	-446,535.20	-255,216.17	-523,566.00	-513,205.00	-544,544.00
Current Fund Balance		2,598,740.02			2,152,204.82	2,343,523.85	1,628,638.82	1,115,433.82	570,889.82

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

272 - Library Contributed Funds									
Revenues & Expenditures									
2023-2024 4th Quarter Adjustment 6/27/24									
		2022-2023 Audited	2023-2024 Approved	2023-2024 1st Quarter	2023-2024 Year End	2023-2024 4th Quarter	2024-2025 Approved	2025-2026 Projected	2026-2027 Projected
		6/22/2023	1/26/2023	9/28/2023	2/15/2024	6/27/2024	2/15/2024	2/15/2024	2/15/2024
Revenues									
Interest Income									
665.000	Interest on Investments	\$ 36,206.78	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 40,536.37	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
669.500	Unrealized gain (loss) on investments	(3,061.21)	(4,500.00)	(4,500.00)	(4,500.00)	31,095.59	(4,500.00)	(4,500.00)	(4,500.00)
TOTAL		\$ 33,145.57	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 71,631.96	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
699.271	Transfer from Library Fund			35,238.00	35,238.00	35,238.00			
Donations									
674.036	Diversity, Equity & Inclusion	\$0.00	\$1,000.00	\$1,000.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
674.046	Makerspace (iCube) Revenue	1,154.15	1,000.00	5,000.00	7,000.00	8,038.00	1,000.00	1,000.00	1,000.00
674.229	Raising a Reader Sponsors	278.99	1,000.00	1,000.00	-	100.00	1,000.00	1,000.00	1,000.00
674.230	Collections/Materials Revenue	6,350.00	1,000.00	1,000.00	7,000.00	11,600.00	1,000.00	1,000.00	1,000.00
674.231	Buildings/Ground/Furniture Revenue	375.00	1,000.00	1,000.00	350.00	450.00	1,000.00	1,000.00	1,000.00
674.232	Programming Revenue	5,137.00	2,000.00	2,000.00	3,400.00	4,100.00	3,000.00	2,000.00	2,000.00
674.233	Technology Library Revenue	1,000.00	500.00	500.00	50.00	50.00	1,000.00	500.00	500.00
674.234	Undesignated Misc. Donations	1,750.00	500.00	500.00	100.00	100.00	1,000.00	500.00	500.00
674.235	Marketing Sponsorships	11,740.00	-	-	1,000.00	4,000.00	-	-	-
TOTAL		\$ 27,785.14	\$8,000	\$12,000	\$19,400	\$28,438	\$9,500	\$7,500	\$7,500
TOTAL Revenues		\$ 60,930.71	\$ 30,500.00	\$ 69,738.00	\$ 77,138.00	\$ 135,307.96	\$ 32,000.00	\$ 30,000.00	\$ 30,000.00
Expenditures									
Supplies									
742.036	Diversity, Equity & Inclusion	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00
742.046	Makerspace (iCube)	0.00		5,000.00	9,500.00	9,500.00	0.00	0.00	0.00
742.229	Raising a Reader	603.22	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials Expenditures	1,410.79	1,000.00	1,000.00	7,000.00	9,500.00	1,000.00	1,000.00	1,000.00
742.231	Buildings/Ground/Furniture	8,344.00	29,000.00	48,500.00	48,500.00	84,300.00	-	25,000.00	25,000.00
742.232	Programming Expenditures	2,975.43	1,000.00	1,000.00	7,500.00	8,700.00	3,000.00	1,000.00	1,000.00
742.233	Technology Library Expenditures	-	3,000.00	5,000.00	5,000.00	-	0.00	3,000.00	3,000.00
742.234	Undesignated Misc. Expenditures	228.85	500.00	500.00	300.00	300.00	500.00	500.00	500.00
742.236	Staff Recognition	1,968.54	2,000.00	2,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
TOTAL		\$15,531	\$38,500	\$65,000	\$81,300	\$115,800	\$8,500	\$34,500	\$34,500
Capital Outlay									
976.044	Auto Lending Library (Friends)	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
976.045	LED Lighting Conversion project	-	-	-	-	-	-	-	-
976.046	Makerspace (iCube)	2,868.22	3,000.00	-	3,700.00	-	-	-	-
976.140	Automated Return System (AST)	-	115,800.00	115,800.00	-	-	115,800.00	-	-
976.141	Main Entrance Design /Parking Lot	-	116,500.00	41,500.00	41,500.00	41,500.00	30,000.00	-	-
976.142	Server & Camera Upgrade (RFP)	-	-	109,000.00	68,838.00	68,838.00	-	-	-
976.144	WiFi Upgrade (RFP)	-	-	15,000.00	17,562.89	17,562.89	-	-	-
976.231	Buildings/Grounds/Furniture	-	-	-	-	-	63,900.00	-	-
	Unknown Capital Improvements	-	-	-	-	-	37,300.00	247,000.00	247,000.00
TOTAL		\$ 2,868.22	\$ 237,800.00	\$ 283,800.00	\$ 131,600.89	\$ 127,900.89	\$ 247,000.00	\$ 247,000.00	\$ 247,000.00
TOTAL Expenditures		\$ 18,399.05	\$ 276,300.00	\$ 348,800.00	\$ 212,900.89	\$243,701	\$255,500	\$ 281,500.00	\$ 281,500.00
	Beginning Fund Balance Yr. End	\$ 1,656,055.44	\$ 1,644,374.69	\$ 1,644,374.69	\$ 1,698,587.10	\$ 1,698,587.10	\$ 1,562,824.21	\$ 1,339,324.21	\$ 1,087,824.21
	Revenues	60,930.71	30,500.00	69,738.00	77,138.00	135,307.96	32,000.00	30,000.00	30,000.00
	Expenditures	(18,399)	(276,300.00)	(348,800.00)	(212,900.89)	(243,701.04)	(255,500.00)	(281,500.00)	(281,500.00)
	NET Revenues vs. Expenditures	42,531.66	(245,800.00)	(279,062.00)	(135,762.89)	(108,393.04)	(223,500.00)	(251,500.00)	(251,500.00)
	Beginning Fund Balance								
	Ending Fund Balance Expected	\$ 1,698,587.10	\$ 1,398,574.69	\$ 1,365,312.69	\$ 1,562,824.21	\$ 1,590,194.06	\$ 1,339,324.21	\$ 1,087,824.21	\$ 836,324.21

Notes:

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

Financial Report for May 2024**Financial Report for May 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 Apr 30, 2024	YTD May 31, 2024	Difference *
TOTAL REVENUES	\$ 3,781,071	\$ 3,799,353	\$ 18,282
TOTAL EXPENDITURES	\$ 3,024,320	\$ 3,406,849	\$ 382,529
NET OF REVENUES & EXPENDITURES	\$ 756,751	\$ 392,504	

Revenue & Expenditure Report for Fund 272

	YTD Apr 30, 2024	YTD May 31, 2024	Difference*
TOTAL REVENUES	\$ 133,317	\$ 138,837	\$ 5,520
TOTAL EXPENDITURES	\$ 163,058	\$ 166,410	\$ 3,352
NET OF REVENUES & EXPENDITURES	(\$ 29,741)	(\$ 27,573)	

Balance Sheet Report as of May 31, 2024

The ending fund balance for Fund 271 is \$ 2,991,243.77

The ending fund balance for Fund 272 is \$ 1,671,014.59

06/07/2024 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 05/31/2024										
% Fiscal Year Completed: 91.80										
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	MARCH 2024	APRIL 2024	MAY 2024	05/31/2024	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	FORM (ABNORM)	BUDGET	AMND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.00 - TREASURY										
Property tax revenue										
271-000.00-402.000	Property Tax Revenue - Current Lev	3,230,768.38	3,401,742.00	3,413,266.00	0.00	0.00	0.00	3,413,266.26	(0.26)	100.00
271-000.00-404.003	Property Tax Revenue - Brow nfield	(323.55)	0.00	(376.00)	0.00	0.00	0.00	(376.24)	0.24	100.06
271-000.00-404.006	Property Tax Revenue - Brow nfield	(5,618.75)	(15,299.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-404.007	Property Tax Revenue-Brow nfld Ca	(11,203.59)	0.00	(15,264.00)	0.00	0.00	0.00	(15,263.59)	(0.41)	100.00
271-000.00-404.008	Property Tax Revenue - CIA Cap C1	(22,598.40)	(31,553.00)	(30,608.00)	0.00	0.00	0.00	(30,607.99)	(0.01)	100.00
271-000.00-404.009	Property Tax Revenue-Brow nfld Ca	(331.45)	0.00	(351.00)	0.00	0.00	0.00	(351.10)	0.10	100.03
271-000.00-404.010	Property Tax Revenue-Brow nfld Ca	(94.23)	0.00	(94.00)	0.00	0.00	0.00	(94.23)	0.23	100.24
271-000.00-412.000	Property Tax Revenue - C/Y Del PP	(6,192.97)	(5,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-414.000	Property Tax Revenue - Tax Tribuna	3,100.00	(1,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-415.000	Property Tax Revenue - County Cha	(5,021.30)	0.00	1,930.00	23.82	26.95	131.52	2,844.09	(914.09)	147.36
Property tax revenue		3,182,484.14	3,348,890.00	3,368,503.00	23.82	26.95	131.52	3,369,417.20	(914.20)	100.03
State sources										
271-000.00-567.000	State aid	66,291.75	50,000.00	50,000.00	0.00	33,432.44	0.00	67,337.40	(17,337.40)	134.67
271-000.00-573.000	State Grants - Local Comm Stabiliza	13,372.71	0.00	6,200.00	0.00	0.00	11,586.46	17,786.09	(11,586.09)	286.87
State sources		79,664.46	50,000.00	56,200.00	0.00	33,432.44	11,586.46	85,123.49	(28,923.49)	151.47
Fines and forfeitures										
271-000.00-658.000	State penal fines	99,226.60	95,000.00	89,071.00	0.00	0.00	0.00	89,070.72	0.28	100.00
271-000.00-659.000	Library book fees	8,801.36	7,000.00	9,000.00	653.31	485.29	458.65	8,129.92	870.08	90.33
Fines and forfeitures		108,027.96	102,000.00	98,071.00	653.31	485.29	458.65	97,200.64	870.36	99.11
Interest income										
271-000.00-665.000	Interest in investments	82,420.14	42,000.00	29,553.00	9,077.52	8,028.09	0.00	103,193.83	(73,640.83)	349.18
271-000.00-669.500	Unrealized gain (loss) on investmen	(1,660.33)	5,000.00	4,367.00	5,366.16	(4,679.31)	0.00	75,757.88	(71,390.88)	1,734.78
Interest income		80,759.81	47,000.00	33,920.00	14,443.68	3,348.78	0.00	178,951.71	(145,031.71)	527.57
Donations										
271-000.00-674.289	Adult programs	4,222.77	2,000.00	7,500.00	5,188.79	133.12	36.03	11,940.76	(4,440.76)	159.21
271-000.00-674.400	Gifts and donations	3,489.57	1,000.00	7,500.00	0.04	83.39	0.04	2,109.61	5,390.39	28.13
Donations		7,712.34	3,000.00	15,000.00	5,188.83	216.51	36.07	14,050.37	949.63	93.67
Other revenue										
271-000.00-674.290	Library fund raising revenue	1,920.08	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-675.000	Miscellaneous income	10,231.22	5,000.00	8,500.00	506.67	748.84	589.20	8,339.66	160.34	98.11
271-000.00-675.006	Car Charging Revenue	0.00	0.00	100.00	0.00	9.61	0.00	11.07	88.93	11.07
271-000.00-675.100	Copier	39.36	1,000.00	800.00	495.50	685.40	359.40	2,975.94	(2,175.94)	371.99
271-000.00-675.300	Meeting room	29,858.47	25,000.00	27,500.00	3,670.85	3,482.74	1,771.98	35,581.75	(8,081.75)	129.39
271-000.00-675.404	Novi Tow nship Assessment	7,256.00	7,000.00	7,300.00	7,701.00	0.00	0.00	7,701.00	(401.00)	105.49
271-000.00-675.650	Library Cafe	0.00	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other revenue		49,305.13	48,000.00	44,200.00	12,374.02	4,926.59	2,720.58	54,609.42	(10,409.42)	123.55
Total Dept 000.00 - TREASURY		3,507,953.84	3,598,890.00	3,615,894.00	32,683.66	42,436.56	14,933.28	3,799,352.83	(183,458.83)	105.07
TOTAL REVENUES		3,507,953.84	3,598,890.00	3,615,894.00	32,683.66	42,436.56	14,933.28	3,799,352.83	(183,458.83)	105.07

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL BUDGET	2023-24 AMND BUDGET	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2023 IORM (ABNORM)			MARCH 2024 INCR (DECR)	APRIL 2024 INCR (DECR)	MAY 2024 INCR (DECR)	05/31/2024 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	1,340,000.00	104,268.60	97,672.01	146,882.50	1,139,450.35	200,549.65	85.03
271-000.00-704.100	Severance/Incentive Pay	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.200	Wages - Stipend	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.210	Vacation Payout	6,056.80	6,000.00	3,538.00	0.00	0.00	0.00	3,538.40	(0.40)	100.01
271-000.00-704.250	Final Payout	13,005.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-705.000	Temporary salaries	626,824.36	810,200.00	716,400.00	54,143.39	53,347.23	81,617.97	617,997.93	98,402.07	86.26
271-000.00-706.000	Overtime	133.80	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-715.000	Social security	129,888.37	150,000.00	140,000.00	11,920.53	11,372.02	17,274.52	132,931.91	7,068.09	94.95
271-000.00-716.000	Insurance	215,479.95	224,100.00	235,000.00	21,392.61	18,307.28	21,876.68	207,554.97	27,445.03	88.32
271-000.00-716.200	HSA - employer contribution	1,040.31	6,600.00	1,500.00	0.00	0.00	0.00	1,084.69	415.31	72.31
271-000.00-716.999	Insurance - Employee Reimburseme	(28,006.70)	(33,615.00)	(30,000.00)	(3,234.32)	(2,844.42)	(2,846.00)	(29,574.94)	(425.06)	98.58
271-000.00-717.000	Workers compensation	1,165.80	1,800.00	1,600.00	155.45	150.74	227.57	1,565.06	34.94	97.82
271-000.00-718.000	Pension - DB Normal Cost	4,620.00	5,795.00	6,000.00	460.00	460.00	460.00	5,060.00	940.00	84.33
271-000.00-718.010	Pension - DB Unfunded Accrued Li	88,464.00	90,233.00	90,000.00	6,124.00	6,124.00	6,124.00	67,364.00	22,636.00	74.85
271-000.00-718.200	Pension - defined contribution	39,392.20	49,852.00	72,700.00	5,667.74	5,654.42	8,504.10	59,940.46	12,759.54	82.45
271-000.00-719.000	Unemployment insurance	(3,996.72)	2,000.00	2,000.00	0.00	0.00	0.00	22.62	1,977.38	1.13
Personnel services		2,172,053.70	2,455,465.00	2,579,238.00	200,898.00	190,243.28	280,121.34	2,206,935.45	372,302.55	85.57
Supplies										
271-000.00-726.400	Supplies - Cash over/short	(7.88)	0.00	(27.00)	62.94	1.25	3.68	36.57	(63.57)	(135.44)
271-000.00-727.000	Office supplies	16,445.97	18,000.00	16,000.00	670.51	697.55	370.00	6,549.78	9,450.22	40.94
271-000.00-728.000	Postage	4,670.17	2,000.00	4,200.00	142.29	219.99	0.00	3,751.76	448.24	89.33
271-000.00-734.000	Computer supplies, software & licen	62,786.73	83,000.00	75,000.00	6,779.49	1,853.35	4,860.00	52,273.26	22,726.74	69.70
271-000.00-734.500	Computer supplies/equipment	19,622.77	32,000.00	32,000.00	1,532.97	3,226.58	1,293.44	18,071.94	13,928.06	56.47
271-000.00-740.000	Operating supplies	24,241.77	30,000.00	32,000.00	553.18	1,657.82	580.00	18,813.03	13,186.97	58.79
271-000.00-740.200	Supplies - Desk chairs and file cabi	1,960.00	5,000.00	5,000.00	0.00	0.00	2,364.61	4,173.51	826.49	83.47
271-000.00-741.000	Supplies - Uniforms	156.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-742.000	Library books	207,067.49	224,000.00	224,000.00	8,693.17	19,733.21	9,010.39	176,599.45	47,400.55	78.84
271-000.00-742.010	Library Books - Lending	12,890.22	15,000.00	13,000.00	921.06	1,054.18	178.81	9,210.26	3,789.74	70.85
271-000.00-742.100	Library Books - Fines	125.77	1,000.00	500.00	32.00	0.00	0.00	91.97	408.03	18.39
271-000.00-743.000	Library periodicals	14,626.22	18,000.00	17,000.00	0.00	0.00	693.89	17,561.82	(561.82)	103.30
271-000.00-744.000	Audio visual materials	132,004.72	70,300.00	60,000.00	7,854.26	4,769.52	5,152.90	55,498.47	4,501.53	92.50
271-000.00-745.200	Electronic media	38,721.83	125,700.00	135,700.00	10,013.98	17,218.49	6,679.69	126,186.34	9,513.66	92.99
271-000.00-745.300	Electronic resources (CD rom mater	63,762.60	75,000.00	68,500.00	2,445.00	0.00	0.00	71,061.75	(2,561.75)	103.74
Supplies		599,074.38	699,500.00	683,373.00	39,700.85	50,431.94	31,187.41	559,879.91	123,493.09	81.93

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2023-24	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BGD USED
		06/30/2023 FORM (ABNORM)	BUDGET	AMND BUDGET	MARCH 2024 INCR (DECR)	APRIL 2024 INCR (DECR)	MAY 2024 INCR (DECR)	05/31/2024 NM (ABNM)	BALANCE NM (ABNM)	
Other services and charges										
271-000.00-801.925	Public information (cable, etc)	844.35	850.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-802.000	Data processing	734.34	750.00	1,200.00	0.00	0.00	0.00	828.90	371.10	69.08
271-000.00-802.100	Bank Service Charges	3,425.93	4,000.00	6,000.00	579.51	166.24	475.70	3,395.72	2,604.28	56.60
271-000.00-803.000	Independent audit	800.00	800.00	800.00	0.00	(28.63)	28.63	800.00	0.00	100.00
271-000.00-804.000	Medical service	2,164.00	1,500.00	1,500.00	116.00	116.00	116.00	1,508.00	(8.00)	100.53
271-000.00-806.000	Legal fees	8,130.60	8,500.00	14,000.00	1,309.20	0.00	1,505.00	17,675.20	(3,675.20)	126.25
271-000.00-809.000	Memberships and dues	5,525.41	7,500.00	7,500.00	22.00	150.00	0.00	6,657.50	842.50	88.77
271-000.00-816.000	Professional services	28,927.05	16,000.00	21,000.00	500.00	750.00	1,400.00	12,103.50	8,896.50	57.64
271-000.00-817.000	Custodial services	88,525.64	89,000.00	89,000.00	7,238.16	7,238.16	7,647.60	70,775.07	18,224.93	79.52
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,495.00	5.00	99.86
271-000.00-820.000	Property & liability insurance	16,480.00	16,480.00	16,480.00	0.00	0.00	0.00	16,480.00	0.00	100.00
271-000.00-820.001	Insurance deductibles/Uninsured cl	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-821.000	Telephone	32,786.06	34,000.00	41,000.00	2,756.46	3,368.99	2,562.53	35,700.78	5,299.22	87.08
271-000.00-855.000	TLN Automation Services	76,884.99	80,000.00	80,000.00	2,158.74	16,469.16	0.00	69,698.80	10,301.20	87.12
271-000.00-861.000	Gasoline and oil	377.55	500.00	500.00	23.76	28.68	0.00	266.48	233.52	53.30
271-000.00-862.000	Mileage	659.43	200.00	700.00	177.26	247.35	0.00	980.24	(280.24)	140.03
271-000.00-880.000	Community promotion	22,610.02	22,000.00	27,000.00	499.00	361.01	502.05	20,119.95	6,880.05	74.52
271-000.00-880.268	Library programming	23,589.81	38,000.00	38,000.00	4,862.46	3,142.77	1,776.29	26,926.61	11,073.39	70.86
271-000.00-880.271	Adult programs	5,119.59	8,000.00	8,500.00	0.00	510.00	0.00	7,467.05	1,032.95	87.85
271-000.00-900.000	Printing, graphic design and publish	17,868.81	28,000.00	28,000.00	1,897.81	659.43	2,813.76	8,373.39	19,626.61	29.90
271-000.00-921.000	Heat	16,753.06	14,500.00	14,500.00	2,342.34	1,489.74	542.66	12,030.22	2,469.78	82.97
271-000.00-922.000	Electricity	111,990.00	102,500.00	110,000.00	8,472.08	9,089.70	8,338.13	93,447.56	16,552.44	84.95
271-000.00-923.000	Water and sewer	7,507.60	7,000.00	8,000.00	1,969.80	0.00	0.00	6,061.50	1,938.50	75.77
271-000.00-934.000	Building maintenance	106,938.54	106,400.00	106,400.00	15,118.17	9,769.19	6,581.24	90,438.88	15,961.12	85.00
271-000.00-935.000	Vehicle maintenance	134.69	500.00	200.00	0.00	0.00	0.00	169.02	30.98	84.51
271-000.00-936.300	Grounds maintenance	36,253.45	40,500.00	45,500.00	883.00	2,935.72	480.00	37,818.44	7,681.56	83.12
271-000.00-942.000	Office equipment lease	6,335.87	8,000.00	12,200.00	1,010.00	1,010.00	1,010.00	9,740.94	2,459.06	79.84
271-000.00-942.002	Copier Property Tax	0.00	0.00	800.00	0.00	0.00	0.00	0.00	800.00	0.00
271-000.00-942.100	Records storage	303.32	400.00	400.00	26.98	26.98	26.98	288.38	111.62	72.10
271-000.00-956.000	Conferences and workshops	8,540.85	24,900.00	24,900.00	2,294.29	4,049.66	200.00	24,552.91	347.09	98.61
Other services and charges		633,705.96	674,280.00	717,580.00	54,257.02	61,550.15	36,006.57	577,800.04	139,779.96	80.52
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	0.00	4,790.04	0.00	26,995.68	20,004.32	57.44
Capital outlay		67,881.74	47,000.00	47,000.00	0.00	4,790.04	0.00	26,995.68	20,004.32	57.44
Transfers out										
271-000.00-995.272	Transfer to Library Contribution Fun	0.00	0.00	35,238.00	0.00	0.00	0.00	35,238.00	0.00	100.00
Transfers out		0.00	0.00	35,238.00	0.00	0.00	0.00	35,238.00	0.00	100.00
Total Dept 000.00 - TREASURY		3,472,715.78	3,876,245.00	4,062,429.00	294,855.87	307,015.41	347,315.32	3,406,849.08	655,579.92	83.86
TOTAL EXPENDITURES		3,472,715.78	3,876,245.00	4,062,429.00	294,855.87	307,015.41	347,315.32	3,406,849.08	655,579.92	83.86
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,507,953.84	3,598,890.00	3,615,894.00	32,683.66	42,436.56	14,933.28	3,799,352.83	(183,458.83)	(87.90)
TOTAL EXPENDITURES		3,472,715.78	3,876,245.00	4,062,429.00	294,855.87	307,015.41	347,315.32	3,406,849.08	655,579.92	(87.90)
NET OF REVENUES & EXPENDITURES		35,238.06	(277,355.00)	(446,535.00)	(262,172.21)	(264,578.85)	(332,382.04)	392,503.75	(839,038.75)	(87.90)
BEG. FUND BALANCE		2,563,501.96	2,598,740.02	2,598,740.02				2,598,740.02		(87.90)
END FUND BALANCE		2,598,740.02	2,321,385.02	2,152,205.02				2,991,243.77		(87.90)

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2023-24	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT
		06/30/2023	BUDGET	AMND BUDGET	MARCH 2024	APRIL 2024	MAY 2024	05/31/2024	BALANCE	
		FORM (ABNORM)			INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
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	4,050.10	3,847.07	0.00	44,383.44	(17,383.44)	164.38
272-000.00-669.500	Unrealized gain (loss) on investmen	(3,061.21)	(4,500.00)	(4,500.00)	2,394.21	(2,242.33)	0.00	28,853.26	(33,353.26)	(641.18)
	Interest income	33,145.57	22,500.00	22,500.00	6,444.31	1,604.74	0.00	73,236.70	(50,736.70)	325.50
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	0.00	1,000.00	500.00	0.00	0.00	0.00	500.00	0.00	100.00
272-000.00-674.046	Makerspace Renovation Revenue	1,154.15	1,000.00	7,000.00	340.10	165.50	164.95	8,063.45	(1,063.45)	115.19
272-000.00-674.229	Raising a Reader in Novi Sponsors	278.99	1,000.00	0.00	29.66	0.00	0.00	29.66	(29.66)	100.00
272-000.00-674.230	Collections/Materials Revenue	6,350.00	1,000.00	7,000.00	5,000.00	0.00	500.00	12,070.61	(5,070.61)	172.44
272-000.00-674.231	Buildings/Ground/Furniture Revenue	375.00	1,000.00	350.00	100.00	0.00	0.00	450.00	(100.00)	128.57
272-000.00-674.232	Programming Revenue	5,137.00	2,000.00	3,400.00	19.15	0.00	0.00	4,098.70	(698.70)	120.55
272-000.00-674.233	Technology Library Revenue	1,000.00	500.00	50.00	0.00	0.00	0.00	50.00	0.00	100.00
272-000.00-674.234	Undesignated Misc Donations	1,750.00	500.00	100.00	0.00	0.00	0.00	100.00	0.00	100.00
272-000.00-674.235	Marketing Sponsorships	11,740.00	0.00	1,000.00	0.00	750.00	3,250.00	5,000.00	(4,000.00)	500.00
	Donations	27,785.14	8,000.00	19,400.00	5,488.91	915.50	3,914.95	30,362.42	(10,962.42)	156.51
Transfers in										
272-000.00-699.271	Transfer from Library Fund	0.00	0.00	35,238.00	0.00	0.00	0.00	35,238.00	0.00	100.00
	Transfers in	0.00	0.00	35,238.00	0.00	0.00	0.00	35,238.00	0.00	100.00
	Total Dept 000.00 - TREASURY	60,930.71	30,500.00	77,138.00	11,933.22	2,520.24	3,914.95	138,837.12	(61,699.12)	179.99
	TOTAL REVENUES	60,930.71	30,500.00	77,138.00	11,933.22	2,520.24	3,914.95	138,837.12	(61,699.12)	179.99
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-742.046	Makerspace iCube	0.00	0.00	9,500.00	379.61	499.47	121.96	9,520.90	(20.90)	100.22
272-000.00-742.229	Raising a Reader Expense	603.22	1,000.00	1,000.00	0.00	89.15	275.63	1,183.92	(183.92)	118.39
272-000.00-742.230	Collections/Materials Expense	1,410.79	1,000.00	7,000.00	1,038.58	3,480.08	945.51	10,017.17	(3,017.17)	143.10
272-000.00-742.231	Buildings/Ground/ Furniture Expens	8,344.00	29,000.00	48,500.00	10,368.00	6,635.00	0.00	36,601.80	11,898.20	75.47
272-000.00-742.232	Programming Expense	2,975.43	1,000.00	7,500.00	120.00	97.66	0.00	8,612.26	(1,112.26)	114.83
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	300.00	0.00	0.00	0.00	246.00	54.00	82.00
272-000.00-742.236	Staff Recognition	1,968.54	2,000.00	2,500.00	234.20	(250.00)	704.50	2,531.69	(31.69)	101.27
	Supplies	15,530.83	38,500.00	81,300.00	12,140.39	10,551.36	2,047.60	68,713.74	12,586.26	84.52

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	MARCH 2024	APRIL 2024	MAY 2024	05/31/2024	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	FORM (ABNORM)	BUDGET	AMND BUDGET	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.046	Makerspace Renovation	2,868.22	3,000.00	3,700.00	0.00	0.00	0.00	0.00	3,700.00	0.00
272-000.00-976.140	Automated Return System	0.00	115,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.141	Main Entrance Design	0.00	116,500.00	41,500.00	7,200.00	0.00	0.00	11,295.00	30,205.00	27.22
272-000.00-976.143	Wi-Fi Upgrade	0.00	0.00	17,563.00	0.00	0.00	0.00	17,562.89	0.11	100.00
272-000.00-976.144	Server & Camera Upgrade	0.00	0.00	68,838.00	0.00	0.00	0.00	68,838.00	0.00	100.00
Capital outlay		2,868.22	237,800.00	131,601.00	7,200.00	0.00	0.00	97,695.89	33,905.11	74.24
Total Dept 000.00 - TREASURY		18,399.05	276,300.00	212,901.00	19,340.39	10,551.36	2,047.60	166,409.63	46,491.37	78.16
TOTAL EXPENDITURES		18,399.05	276,300.00	212,901.00	19,340.39	10,551.36	2,047.60	166,409.63	46,491.37	78.16
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES		60,930.71	30,500.00	77,138.00	11,933.22	2,520.24	3,914.95	138,837.12	(61,699.12)	20.31
TOTAL EXPENDITURES		18,399.05	276,300.00	212,901.00	19,340.39	10,551.36	2,047.60	166,409.63	46,491.37	20.31
NET OF REVENUES & EXPENDITURES		42,531.66	(245,800.00)	(135,763.00)	(7,407.17)	(8,031.12)	1,867.35	(27,572.51)	(108,190.49)	20.31
BEG. FUND BALANCE		1,656,055.44	1,698,587.10	1,698,587.10				1,698,587.10		20.31
END FUND BALANCE		1,698,587.10	1,452,787.10	1,562,824.10				1,671,014.59		20.31
TOTAL REVENUES - ALL FUNDS		3,568,884.55	3,629,390.00	3,693,032.00	44,616.88	44,956.80	18,848.23	3,938,189.95	(245,157.95)	
TOTAL EXPENDITURES - ALL FUNDS		3,491,114.83	4,152,545.00	4,275,330.00	314,196.26	317,566.77	349,362.92	3,573,258.71	702,071.29	
NET OF REVENUES & EXPENDITURES		77,769.72	(523,155.00)	(582,298.00)	(269,579.38)	(272,609.97)	(330,514.69)	364,931.24	(947,229.24)	
BEG. FUND BALANCE - ALL FUNDS		4,219,557.40	4,297,327.12	4,297,327.12				4,297,327.12		
END FUND BALANCE - ALL FUNDS		4,297,327.12	3,774,172.12	3,715,029.12				4,662,258.36		

Financial Balance Sheets

06/07/2024		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 05/31/2024	
GL Number	Description	Balance	
Fund 271 - LIBRARY FUND			
*** Assets ***			
271-000.00-001.000	Cash - Pooled	(362,712.86)	
271-000.00-004.000	Cash on hand	600.00	
271-000.00-016.000	Deposits	1,200.00	
271-000.00-017.000	Investments - Pooled	3,402,249.07	
271-000.00-019.000	Current taxes receivable	29,062.41	
	Total Assets	3,070,398.62	
*** Liabilities ***			
271-000.00-202.000	Accounts payable	73,132.23	
271-000.00-258.702	Accrued liabilities - tax	6,000.00	
271-000.00-259.200	Unemployment insurance liability	22.62	
	Total Liabilities	79,154.85	
*** 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	392,503.75	
	Ending Fund Balance	2,991,243.77	
	Total Liabilities And Fund Balance	3,070,398.62	

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	(9,731.17)
272-000.00-017.000	Investments - Pooled	1,683,907.95
	Total Assets	1,674,176.78
*** Liabilities ***		
272-000.00-202.000	Accounts payable	3,162.19
	Total Liabilities	3,162.19
*** 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	(27,572.51)
	Ending Fund Balance	1,671,014.59
	Total Liabilities And Fund Balance	1,674,176.78

DIRECTOR'S REPORT



July Anniversaries – Years of Service



Mei Shih (25) – IS Dept.



Dana VanOast (5) – Admin



**Keith Perfect (12) -
Faciliites**



Donna Filipiak (8) – SS Dept.

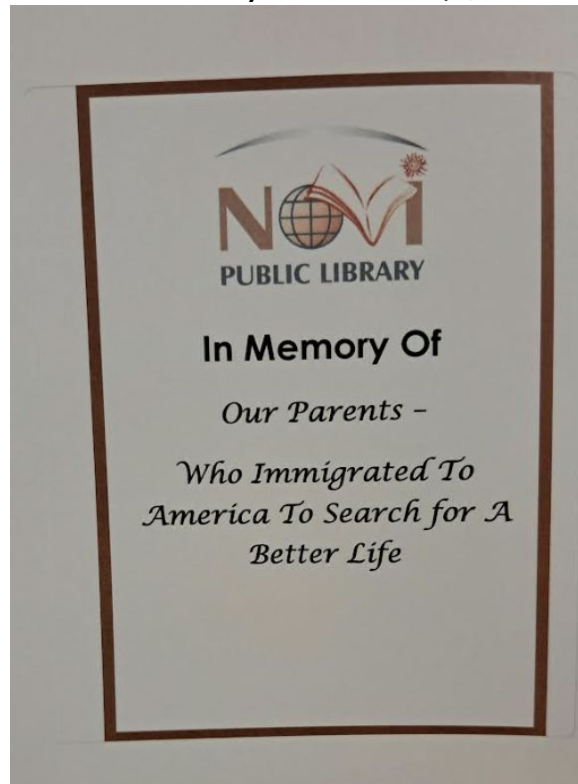


Tracey Pelletier (7) – SS Dept.



**Sarah Vander (6) –
IS Dept.**

2nd Installment of International Language materials from an anonymous donor: \$5,000



2024 Summer Reading Program

THANK YOU

Thank you to the Summer Reading Program Committee members (Dana, Danielle, Shannon, Kirsten, Anna J, Austin, Rae, Jen, Taylor and Lindsay) for all their hard work!

"Alone, we can do so little; together, we can do so much."
- Hellen Keller

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

MAY - OCTOBER 2024 #DIAInsideOut dia.org/InsideOut2024

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

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

Friends of the Novi Library present

Summer Songfest

Thursdays, 6:30pm

Jun 20 Steve Floyd
Oldies & familiar covers

Jul 11 Entourage Band
Oldies & familiar covers

Jul 18 Magic Bus
Tribute to Woodstock

Aug 1 The Back Beats
A Beatles Tribute

Aug 15 Dueling Pianos
Classic hits to current pop

Sept 12 Motor City Soul
Motown & more

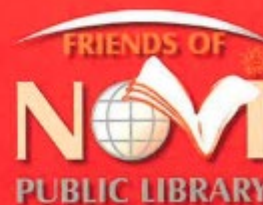


Location: Paradise Park, 45799 Grand River Ave. Novi

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

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

Sponsored by:



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

An illustration featuring musical notes, a trumpet, a guitar, and a microphone. The notes are black and white, floating in the upper left. The trumpet is gold and positioned in the upper center. The guitar is orange and black, shown from the neck down to the body on the right side. The microphone is gold and black, positioned in the lower right. The background is split into orange and blue horizontal bands.

TUESDAY TUNES

ON THE PATIO AT NOVI LIBRARY

12-1pm

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

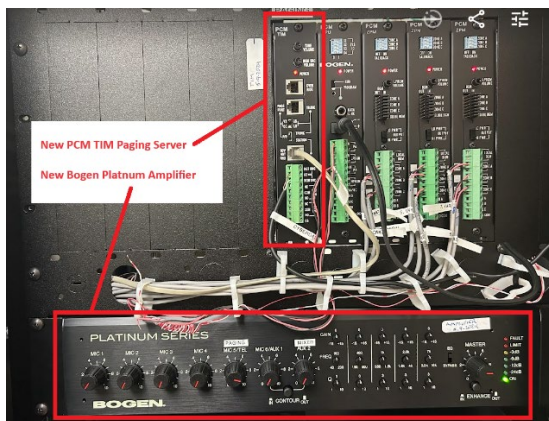
Bring a lunch or purchase food from our Café and enjoy live music, and good company on the patio. Children can participate in outdoor games. What a perfect way to spend a summer afternoon! Bring a friend or meet new ones.

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

Information Technology Report by Jeffrey Smith – May, 2024

General

Our automated Overhead Paging System has become low quality recently, and in April and May, paging by desk phone also developed issues. The problem turned out to be our **Public Address Amplifier** AND the **Telephone Interface Module for our PCM2000 Zone Paging System**, which had both failed. We had new ones installed by Tel Systems on May 9th and after some testing and re-programming of our paging zones, we confirmed that paging capabilities are back to normal. Reprogramming the TIM was done via the new Triplite Test Phone that we purchased last month, and an old analog push-button desk phone.

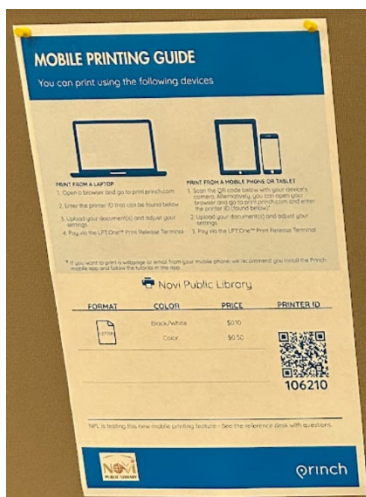


Our new Bogen Platinum Public Address Amplifier and new Telephone Interface Module (TIM)

Princh! On May 15 we introduced our patrons to a new Mobile Printing Solution that we are now using at NPL. The Mobile Printing Solution is provided to NPL by Envisionware, and they have converted all their customers over to new software called PRINCH.

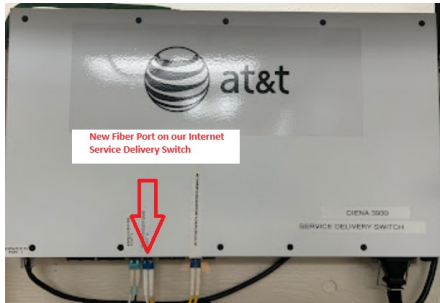


With the new Princh tool, it is now possible to easily and securely print from a mobile phone, tablet, or laptop, both remotely and at the library. It is also possible to print directly from email by sending the message to one of our unique color or black-white Mobile Printing email address.



Mobile Printing Guide poster, next to each public copier

On May 17th, AT&T came out and installed a second Fiber Port on our Ciena Internet Service Delivery Switch. The port will enable NPL and TLN to make changes to our internet bandwidth quickly without having to schedule a shutdown any time we want to make a change. TLN will activate the port in July.



New Fiber Port on our Internet Service Delivery Switch

iCube

We held 202 iCube appointments in May.

- 23 3D prints
- 0 3D scans
- 19 Adobe Creative Cloud projects
- 24 Cricut crafts
- 2 Carvey projects
- 44 Creative Kits
- 18 Digital Conversions
- 23 Heat Press jobs
- 0 Laser projects*
- 22 Photo Prints
- 4 Sewing/Embroidery projects
- 23 Sublimation prints

* Note: There were no laser projects in May due to receiving, setting up, and testing the new laser.

The first iCube item to report for May is our new Muse Laser. The laser was ordered on April 30th to replace our previous one which failed and was non-repairable. The new laser has arrived and is being installed, configured and tested in May. The new 3D laser has auto focus and a higher resolution camera system, and two lenses for both engraving and cutting. We were able to reuse the Riser, "Coolbox", and Fume Extractor from our previous laser, saving over half the cost.

Staff training for the new laser is minimal because it is a similar model to our previous one. It will be placed into service for our patrons on June 1st.



The iCube's new Muse 3D Vision Autofocus Desktop CO2 Laser

iCube staff have been busy assisting our patrons with a variety of projects. here are a few from this month:

Anna J assisted patrons with sublimating T-shirts, several print jobs, and digitizing VHS tapes, and gave several tours of the iCube.

Jess H assisted patrons with sublimation projects and using the FastFolio Scanner. They also worked on a sewing project and helped a guest with a project on the embroidery machine.

Mary R "Used the Cricut to cut out a CreativeBug Bee papercraft. It cut out perfectly! There are some printed bees and instructions on the table for guests to do if they want." Mary also 3D printed some hinged cable organizers for our Info Desks.

Mary also worked on iCube coasters, mugs, totes, and keychains for the Novi4All Special Education class picnic.



iCube items ready for the Novi4All Special Education class picnic.

Dominic D and Mary R worked together to learn the best way to cut sheets of clear acrylic on the Carvey.

Dominic also helped patrons convert some 8mm movies. He assisted a patron make 50 buttons for his Class President campaign at school. And assisted patrons using TinkerCAD and the Sizzix die cutter. Dominic also printed signs directing our guests to the family restroom. The signs are printed on aluminum.

Anna B assisted a patron print mouse pads, mugs, and puzzles. She also helped the Northville High Aerospace Team print T-shirts for their team. One guest brought in an iCube voucher and used it for two iCube crafts. A family came in to use the Origami Creative Kit, and another came in to use the Dremel.

Training

- Jeff attended our annual NPL Safety Training tour for Managers.
- Jeff attended the State of the City Mayoral Address
- Denise, Dominic and Jeff provided Princh Mobile Printing resources and 1:1 training to staff.

Facilities Report by Keith Perfect –May

In the past month, the Facilities Department has closed 6 Facilities tickets, 53 Meeting Room Requests and has updated 348 Periodic Maintenance tickets.

- Quotes for non-carpeted floor scrubbing/deep cleaning have been obtained and a vendor has been selected and scheduled to complete the work.
- The lawn irrigation system has been set-up and activated for the Summer season.
- The drive-up window awning that was damaged by an oversized vehicle was repaired by vendor.
- A thorough deep cleaning of the café kitchen cabinets, fixtures and dusting was completed by Facilities Dept. staff.
- We have submitted a request for billing adjustment for upholstered furniture cleaning due to the replacement of several pieces of cloth upholstered furniture being replaced with non-upholstered vinyl furniture. This will reduce cost for this service.
- Two display monitors were removed and multiple walls were patched and re-painted as those monitors are no longer needed at this time.
- A failed fire damper actuator was replaced by our HVAC controls vendor.
- We have upgraded and added additional CB-handheld radios to our emergency preparedness kits to improve building safety.
- Bill B. has once again done a fantastic job with the flowers in the patio planter pots. Thank you Bill, for your hard work and dedication to this project every Spring!
- Several pieces of Youth furniture have been sent out to be re-upholstered and should be back to us soon.
- Mulch has been installed in all of our flower beds by our landscaping vendor.
- The parking lot sealcoating and striping has been completed by vendor.
- Annual safety tours for all staff have been completed.

Information Services Department - May Report by Hillary Hentschel

News and Notes

- Congratulations to Jen McArdle, who was promoted to full-time Information Services Librarian! Jen has been an IS Intern for the last year and has already made significant contributions to the team. Jen will be taking on some youth collections, programming and story times, along with Business/Career collections and outreach.
- Gail hosted 50 patrons on an On the Road bus trip to Detroit where they enjoyed a guided tour through historic neighborhoods, lunch in Mexican town and a visit to the Motown Museum.
- Shannon collaborated with Dear Asian Youth Novi (DAYN) from Novi High School on multiple material and cultural displays, as well as Grab and Go Kits, for Asian American and Pacific Islander Heritage Month.
- We passed out over 100 comic books for Free Comic Book Day and provided materials about our Comics Plus digital library to all who participated.
- Interviews are ongoing for the open Technology Assistant position.
- Staff received Beanstack training for the 2024 Summer Reading Program.
- Staff attended committee meetings for iCube, Strategic Planning, Staff Professional Development Day, and Customer Service. Staff attended their annual safety tour.

Professional Development

- Youth Mental Health First Aid training – Danielle, Josefa, Aiden
- Ready to Read Michigan: Growing Early Literacy Skills for Parents, Caregivers and Early Childhood Educators – Jennifer
- “Don’t I Have the Right Not to Be Offended?” webinar – Emma, Jess, Anna, Kirsten, Shannon, Mary and Austin
- “From Compassion to Action” webinar – Emma
- “A Trauma-Informed Lens Changes What You See” Webinar – Emma
- “Preventing and Treating Compassion Fatigue with Self-Care” webinar – Emma
- “Helping Kids Create a Healthy Relationship with Technology” webinar – Kirsten
- “Partnering with the National Library Service to Provide Materials and Services to People with Print Disabilities” webinar – Danielle
- “Science of Reading: Phonics and Decodables” webinar – Danielle
- “The Future of Material Selection” – Shannon
- “Youth Social-Emotional Learning” webinar – Austin
- Readers' Advisory webinar series – Austin
- 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
 - CSLP Theme and Slogan Committee: Lindsay

IS Staff Outreach

- Preschool Outreach at Novi ECEC (11) and Little Birds Montessori – Emily
- Novi Mental Health Alliance meeting/program – Emma, Austin
- Lakes of Novi outreach visit – Emma
- Meadowbrook Commons book club – Emma
- Waltonwood outreach visit – Emma
- Brookdale outreach visit – Emma
- StoryPoint book club – Emma
- ABWA Monthly Meeting – Emma
- Network B4 Nine event with Novi Chamber – Hillary, Jen
- Parkview Family Fun Night – Lindsay, Taylor
- Meadows Multicultural Night – Shannon
- ELA Night – Shannon
- Tollgate Farms Hanami Festival – Shannon
- Novi4All Picnic (Novi High School) – Mary, Anna



Adult Programs

- Knit 2gether Knitting Group (5) – 45
- Spanish Conversation Group
- Japanese Conversation Group – 31
- English Conversation Group (2) – 13
- Afternoon Read Book Club – 13
- Strange Lands Book Club – 3
- Lakeshore Park Book Club – 4
- ESL Book Club at Lakeshore – 2
- Coffee with the Superintendent – 20
- Masterpiece Monday –
- Karaoke at Lakeshore – 16

Adult Displays

- **Adult Desk Display:** Asian American Pacific Islander Heritage Month
- **Feature Collection:**
 - Reading Challenge: Funny Book
 - Asian American Pacific Islander Heritage Month (in collaboration with DAYN)
 - Jewish American Heritage Month



Youth/Tween/Teen/Family Programs

- Patio Story Time – 60
- Lego Club – 42
- Teen Advisory Board (TAB) – 20
- Chess Club – 19
- Club Half Blood – 8
- Full STEAM Ahead – 8
- Baby Prom Dance Party – 150
- Make a Stuffed Animal Story Time – 60
- DIY Dragon Eggs – 40
- Nodo Drum Grab and Go Kit – 30
- Paper Plate Diya Grab and Go Kit – 30
- Paper Fan Grab and Go Kit – 30

Youth/Tween/Teen Displays

- **Teen Stop display** – Asian American Pacific Islander Heritage Month (in collaboration with Dear Asian Youth Novi (DAYN))



- **Youth Feature Display** – Catch the Reading Bug (books about bugs, snails, nature and summer)
- **Youth Desk Display** – Smokey Bear Reading Challenge
- **New for You Kiosk**
 - **Libraries Are for Everyone:** Jewish American Heritage Month, Star Wars Day, Free Comic Book Day, Cinco de Mayo, Mother's Day, Memorial Day
 - **Featured Display:** Asian American and Pacific Islander Heritage Month (in collaboration with DAYN); NCSD Author Visit (*Never Enough* by Jennifer Wallace)



On the Road



Support Services Department Report by Maryann Zurmuehlen – May

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.
- The Parking Lot Resealing Project was completed on Memorial Weekend.
- Attended the DEMCO Book Doctor Seminar on May 10th.
- Held a Building Policy Committee meeting on May 13th.
- Participated in Assistant Director interviews the weeks of May 20th and May 28th.

Circulation & Shelves

- Read Boxes were filled for the season on May 1st.
- Jordan Ehrmann's first day as our new 16-hour Shelver was May 6th. Please welcome her to NPL when you see her!
- Manager/Supervisor meetings were held the week of May 13th.
- End of Year Performance Reviews are underway.
- Staff are working on the Collection Inventory Project which began in January.

Tech Services

- 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.
- End of Year Performance Reviews are underway.
- Projects:
 - In progress: Adult Staff Materials

Statistics (May 2024)

- **Cards Issued: 236**
- **Items Checked Out (NPL): 49,149**
- **Items Checked Out (LLL): 88**
- **Total Checkouts (NPL + LLL): 49,237**
- **Items Interloaned for NPL Patrons: 4,147 (96 through MeLCat)**
- **Items Interloaned to Other Libraries: 2,891 (207 through MeLCat)**
- **Items Added to the Collection: 1,114**
- **Items Discarded from the Collection: 1,761**
- **Drive-Up Window & Locker Hold Pickups: 26**
- **MAP Checkouts: 44**
- **Online New Card Registrations: 29**
- **Outreach:**
 - **NPL @ Your Door: 7 Mailer Bags / 20 Items**
 - **5 Facilities Visits / 36 Items Provided**
 - **6 Book Discussions / 87 Items Provided**

Notification Update: New SMS Text Message System

The Shared System has been using an alternate method for sending text message notifications for Hold Pickup and Coming Due Notices for the past week. Previously, the Shared System relied on legacy email-to-SMS gateway services provided by most cellular providers. In recent months, we have experienced significant failures in the delivery of these email-to-SMS gateway messages. Over the last 7 days, the new system has been actively sending SMS messages and has successfully delivered a total of 11,502 text messages, broken down as follows:

- **Hold Pickup:** 8,921 messages
- **Coming Due:** 2,581 messages

What's Changed?

1. **New Method:** Text message notifications are now being sent as actual SMS text messages from the phone number (844) 647-1117.
2. **Hold Pickup Notification:**
 - There will continue to be a 2-hour delay before sending hold notifications. This delay allows library staff time to process the material and place it on the hold shelf.
 - Hold Pickup notices now include the Title of the material to be picked up.
3. **Sending Times:** Text messages will be sent between 8 AM and 9 PM, eliminating notifications at inconvenient times like 3:30 AM. If a hold is picked up or the coming due material is returned before the text message notification is sent, no text message will be generated. Holds captured after 7 PM will be notified the following morning.

Examples of Notifications - Message Text has been shortened and condensed to improve sending times and cost.

Hold Pickup Notice:

"Frozen river" is ready for pickup at the Royal Oak Public Library. Please pickup by 21-Jun-2024. Questions? Call (248)246-3700 or check online at <https://tln.org/myaccount>

Coming Due Notices:

1 item due on 06/17/24 at Novi Public Library. Questions? Call (248)349-0720 or check online at <https://tln.org/myaccount>

2 items due on 06/17/24 at Ferndale Area District Library. Questions? Call (248)546-2504 or check online at <https://tln.org/myaccount>

Support Services Statistics 2023-2024													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	373	334	370	548	314	225	279	295	297	337	236		3,608
↳ <i>Of Which, Online Registrations Totaled</i>	4	29	18	13	21	17	29	19	4	8	29		191
Checkouts (NPL)	67,511	62,374	53,996	52,951	51,559	50,745	58,500	56,253	57,374	54,878	49,149		615,290
Checkouts (Lakeshore Lending Library)	203	103	96	73	50	54	36	60	73	75	88		911
Total Checkouts (NPL + LLL)	67,714	62,477	54,092	53,024	51,609	50,799	58,536	56,313	57,447	54,953	49,237		616,201
Items Borrowed	4,525	4,983	3,985	3,886	3,716	3,439	5,268	4,442	4,354	4,583	4,147		47,328
Items Loaned	3,728	3,648	3,306	3,636	3,446	3,124	4,208	3,459	3,621	3,586	3,098		38,860
Hold Pickups (Drive-Up & Lockers)	28	14	15	13	19	19	46	16	20	17	26		233
MAP Pass Checkouts	99	77	46	28	12	6	22	22	30	40	44		426
Read Boxes	392	453	373	160	0	0	0	0	0	0	787		2,165
NPL @ Your Door (# of Bags)	11	13	8	10	7	11	8	11	8	8	7		102
NPL @ Your Door (# of Items)	40	30	16	32	10	32	22	28	20	27	20		277

Year-to-Year Comparison				Read Boxes						
				May to October Totals						
		MAY	MAY	2019			2023			
		2024	2023	Youth	Adult	Total	Youth	Adult	Total	
Cards Issued This Month		236	215	Pavillion	575	91	666	813	115	928
Total Checkouts (NPL + LLL)		49,237	51,497	Rotary	491	74	565	331	30	361
Items Borrowed	TLN	4,051	3,398	ITC	778	96	874	881	54	935
	MeL	96	136	Brookfarm	n/a	n/a	n/a	142	16	158
		4,147	3,534	All Combined	1844	261	2105	2167	215	2382
Items Loaned	TLN	2,891	2,972	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	207	109							
		3,098	3,081							

Self-Check Totals 2023-24 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	67,714	44.27%	29,979	8,633	7,030	4,482	9,834
August	62,477	44.65%	27,893	8,474	6,433	3,921	9,065
September	54,092	40.94%	22,143	7,125	4,604	3,384	7,030
October	53,024	42.69%	22,637	7,107	4,770	3,112	7,648
November	51,609	42.13%	21,742	6,528	4,676	2,801	7,737
December	50,799	40.68%	20,665	6,537	4,672	2,544	6,912
January	58,536	45.96%	26,901	8,208	6,195	3,791	8,707
February	56,313	42.63%	24,008	7,733	5,380	3,195	7,700
March	57,447	45.11%	25,913	7,809	5,500	3,461	9,143
April	54,953	42.97%	23,611	7,286	5,118	3,001	8,206
May	49,237	40.41%	19,895	6,708	3,783	2,409	6,995
June							
FYTD	616,201	42.95%	265,387	82,148	58,161	36,101	88,977

Library Usage									
2022-2023 Fiscal Year					2023-2024 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	26,439	7,468	33,907	1,130	July	35,488	7,105	42,593	1,704
August	26,252	7,248	33,500	1,117	August	24,612	4,137	28,749	1,106
September	22,293	8,056	30,349	1,124	September	25,059**	6,560	56,677	2,099
October	26,053	8,864	34,917	1,126	October	29,335	1,636*	30,971	1,032
November	24,413	9,155	33,568	1,199	November	27,349	6,356	33,705	1,248
December	21,123	7,248	28,371	1,091	December	21,975	7,197	29,172	1,122
January	26,060	7,248	33,308	1,149	January	24,865	7,650	32,515	1,084
February	25,615	7,248	32,863	1,174	February	27,211	6,815	34,026	1,173
March	26,395	7,248	33,643	1,085	March	24,943**	4,721	54,606	1,883
April	24,470	7,248	31,718	1,094	April	28,725**	5,704	63,153	2,105
May	23,598	5,020	28,618	1,022	May	24,053	7,709	31,762	1,176
June	27,140	6,777	33,917	1,211	June				
FYTD Total	299,849	88,828	388,677	1,127	FYTD Total	293,614	65,590	359,204	1,174

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

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

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

Computer Logins											
2022-2023 Fiscal Year						2023-2024 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,224	46,582	47,806	1,594	269	July	1,128	38,208	39,336*	1,573*	237*
August	1,310	47,479	48,789	1,626	289	August	1,250	44,166***	45,416	1,747*	265*
September	979	45,290	46,269	1,714	266	September	1,025	104,753	105,778	3,918	255
October	1,066	53,634	54,700	1,765	288	October	1,102*	182,259	183,361*	6,112*	292
November	963	51,914	52,877	1,888	263	November	1,021	180,487	181,508	6,723	263
December	883	14,326	15,209	585	253	December	873	116,491	117,364	4,514	247
January	1,027	50,970	51,997	1,793	275	January	430	147,690**	148,120	4,937	286
February	1,043	58,598	59,641	2,130	264	February	1,185	161,577	162,762	5,612	267
March	1,122	32,663	33,785	1,090	294	March	1,199	148,575	149,774	5,165	272
April	1,026	54,630	55,656	1,919	272	April	1,258	169,967	171,225	5,708	286
May	889	44,893	45,782	1,635	274	May	506	160,279	160,785	5,955	266
June	1,077	46,751	47,828	1,771	260	June					
FYTD Total	12,609	547,730	560,339	1,629	3,267	FYTD Total	10,977	1,471,154	1,482,131	4,844	2,936

*July, Aug, Oct stats corrected.

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

**44,166 Total August 2023 WIFI Sessions =

12,972 Cisco Sessions Aug 1 to Aug 17 + 31,194 Meraki Sessions Aug 18 to Aug 31.

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

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

Early Literacy Workstation Usage							
2022-2023 Fiscal Year				2023-2024 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	447	8,742	19	July	612	8,955	14
August	443	8,650	19	August	693	9,007	13
September	342	5,918	17	September	610	6,615	12
October	388	7,418	19	October	724	9,029	25
November	346	6,366	18	November	636	8,190	18
December	343	5,964	17	December	*556	*6540	*24
January	456	9,317	20	January	637	9,309	13
February	388	7,990	20	February	751	10,617	14
March	457	8,727	19	March	743	10,870	15
April	350	5,741	16	April	687	9,805	14
May	278	4,684	16	May	562	7,796	14
June	438	8,276	18	June			
FYTD Total	4,684	87,799	18	FYTD Total	7,211	96,733	16

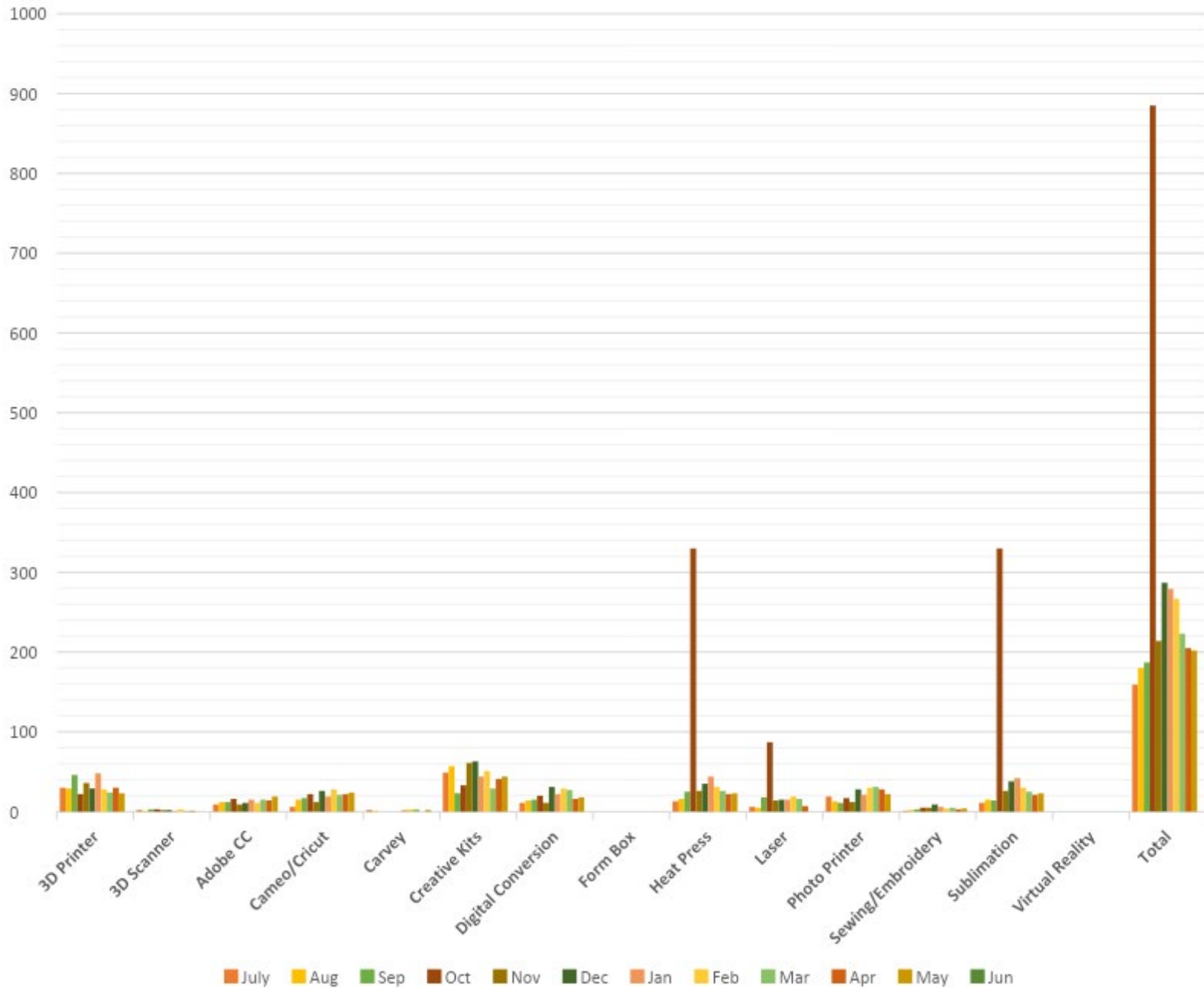
AWE Stats previously taken from AWE Customer portal. Beginning July 2023, portal is no longer available.

Stats are now downloaded from the individual AWE workstations.

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

Technology Training Sessions 2023-24 Fiscal Year																
	3D Printing	Cricut/Silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Heat Press	Creative Kits	Virtual Reality	Staff Training	Total Sessions
Jul	30	6	11	19	1	11	2	6	0	2	9	13	49	0	4	163
Aug	29	15	14	13	2	15	1	5	0	1	12	16	57	0	3	183
Sep	46	17	15	11	3	14	0	18	0	3	12	25	23	0	8	195
Oct	22	22	20	17	5	330	0	87	0	3	16	330	33	0	0	885
Nov	36	12	11	12	5	26	0	14	0	2	9	26	61	0	0	214
Dec	29	26	31	28	9	38	0	15	0	2	11	35	63	0	6	293
Jan	48	19	22	21	6	42	2	15	0	1	15	44	44	0	8	287
Feb	28	28	29	30	4	30	3	19	0	3	11	31	51	0	18	285
Mar	24	21	27	31	5	25	3	16	0	1	15	26	29	0	0	223
Apr	30	22	16	28	3	21	0	7	0	1	14	22	41	0	10	215
May	23	24	18	22	4	23	2	0	0	0	19	23	44	0	5	207
Jun																0
Sessions	345	212	214	232	47	575	13	202	0	19	143	591	495	0	62	3150

iCube Usage 2022- 2023



2023-2024 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	1,947	513	206	20	175
August	2,009	520	221	13	287
September	1,867	535	232	28	436
October	1,916	540	236	17	173
November	1,898	549	240	10	275
December	2,194	616	244	12	241
January	2,445	668	259	17	787
February	2,322	644	265	19	1,262
March	2,612	714	274	24	1,262
April	2,572	707	282	18	505
May	2,558	692	290	21	310
June					
FYTD Total	24,340	6,698	2,749	199	5,713

2023-2024 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,017	4,390	9,407	649	111
August	6,724	2,656	9,380	750	123
September	6,400	2,429	8,829	1,081	110
October	6,294	4,438	10,732	2,195	114
November	7,758	2,620	10,378	2,314	124
December	7,952	3,132	11,084	2,461	162
January	8,836	3,499	12,335	2,707	161
February	7,879	3,319	11,198	2,201	118
March	8,774	3,500	12,274	2,536	97
April	7,411	3,358	10,769	1,478	100
May	7,694	3,387	11,081	2,019	108
June					
FYTD Total	80,739	36,728	117,467	20,391	1,328

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	44	624
April	56	1144
May	36	751
June		
FYTD	429	8,346

FRIENDS OF NOVI LIBRARY**OPERATING AGREEMENT BETWEEN
THE NOVI PUBLIC LIBRARY AND
THE FRIENDS OF THE NOVI PUBLIC LIBRARY**

THIS AGREEMENT is entered into this ____ day of _____, 2024, by the Novi Public Library, a Michigan city library, and the Friends of the Novi Public Library, a Michigan non-profit corporation.

WHEREAS, the Novi Public Library (“Library”) is a city library established under the City, Village and Township Libraries Act, 1877 PA 164 (MCL 397.201 *et seq.*); and

WHEREAS, Friends of the Novi Public Library (“Friends”) is a non-profit 501c3 corporation with a stated purpose of promoting the utilization of the City of Novi Public Library, assisting in the promotion, development and use of the Library and raising funds to support the operation of the Library; and

WHEREAS, as a non-profit corporation, the Friends is a legally distinct entity from the Library; and

WHEREAS, the Library and the Friends wish to enter into this Operating Agreement and provide for the respective responsibilities and obligations to fulfill a mutual goal of encouraging literacy, education, and the use of all the Library’s resources under the Library’s current mission, vision and values; and

WHEREAS, the Library has determined that entering into this Operating Agreement is in the best interests of the health and welfare of the residents of the Library district.

NOW, THEREFORE, the Library and the Friends agree as follows:

1. **Library Responsibilities.** During the term of this Operating Agreement, the Library agrees to the following responsibilities:
 - a. During the preparation of the Library’s fiscal year budget each year, the Library agrees to share with the Friends the Library’s goals for the next fiscal year and discuss with the Friends how the Friends’ resources and support might help forward these initiatives.
 - b. The Library agrees to supply the Friends with a list of the programs, items or other anticipated needs (i.e., a “Wish List”) for which the Library may desire additional support. The Library may also make periodic requests for funding outside of the annual budget throughout the year.
 - c. At the Library’s sole discretion, the Library shall provide the Friends with surplus materials, such as used books and other donated material (“Surplus

Material”) that the Library has deemed to be of no value to the Library and the Library’s collection. However, the Library is not required to provide all Surplus Materials to the Friends.

d. The Library Director shall have the primary responsibility for administering and approving services to be performed by the Friends or items to be purchased by the Friends and shall coordinate all communications between the Friends and the Library. A staff liaison will be designated by the Library Director for additional communication purposes and to attend Friends’ Board meetings in the absence of the Director.

e. The Library will provide the Friends with space in the Library and personal property, such as tables and shelves, for book sales and storage. The space shall remain under the management and control of the Library and the Library agrees to provide adequate insurance. The Library shall have sole discretion regarding what type of items may be sold at the Library. However, any book sale that uses the meeting room shall be scheduled according to the Library’s meeting room policies.

f. The Library agrees to share its long-term planning goals with the Friends and seek input from the Friends regarding how the Friends may support or assist the Library with the long-term goals.

g. Friends Treasurer or designee, agrees to collect the proceeds from the book sales, report and execute any/all financial obligations, as well as documentation for state tax purposes. That money shall be accounted for separately from the Library funds and shall be disbursed to the Friends on a monthly basis. In consideration for proceeds of the book sale provided to the Library, the Library agrees to provide assistance with promotional materials and website support for the Friends, but the Director shall be responsible for determining what if any staffing support shall be provided in any particular instance.

h. The Library shall provide volunteers for the Friends book sales in the same manner that it approves volunteers for other services in the Library.

i. The Library shall provide the Friends with two access keys to the storage area and one storage locker.

2. **Friends Responsibilities.** During the term of this Operating Agreement, the

Friends agree to the following responsibilities:

- a. The Friends shall use its best efforts to liquidate the Surplus Material through a book sale. The Friends agree that any and all money raised at a book sale held at the Library or raised from the sale of Surplus Materials shall be spent exclusively for Library programs, services, and other Library-defined needs unless otherwise

agreed to by both the Friends and the Library or used for reasonable expenditures and expenses of the Friends.

b. The Friends agree to publicly support the Library, Library staff and its policies.

c. The Friends agree that all communication with the library shall be through the Library Director and/or designee.

d. The Friends agree that the Library Director has the final decision in accepting or declining any and all gifts made to the Library.

e. The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library Director and the Library Board.

f. The Friends will make available to the Library Director all monthly financial statements and minutes of the Friends' Board.

g. The Friends agree that its Board members and volunteers are not employees of the Library.

h. The Friends shall determine which funding requests identified in paragraph 1(b) that it shall approve. Upon approval, the Friends shall notify the Library Director of the approved funding so that the staff may proceed with purchasing the requested items, programs or services. If the Library pays for the item, program or service and desires reimbursement from the Friends, the Library shall provide an invoice to the Friends. The Friends shall reimburse the Library for any approved expenditure after receipt of an invoice from the Library. In the alternative, the Friends may purchase the item, program or service directly for the Library. The Friends understand that all personal property purchased pursuant to this paragraph shall be owned and maintained by the Library.

3. Large Donations:

The Friends and the Library Board recognize that some donors to the Friends may want their large monetary donations directed to certain collections, programs/events, building needs and/or technology at the Novi Public Library. Large donations are defined as monetary gifts greater than \$5,000.00. Should a donor request that their donation be used in a general way at the Library, the Library and Friends agree to have Representatives of the Friends Board and the Library Board meet as often as necessary to carry out the wishes of the donor. The term Representatives of the Library shall include the Library Director, a member of the Friends Board and a member of the Library Board. The Representatives are authorized to enter into a written agreement within thirty (30) days with the donor provided that at least one Representative of the Friends and one Representative of Library agree. The agreement may be used to facilitate the desire of the donor to treat the donation in a manner likely to be treated as a tax deduction or a donation not subject to taxes under the United States Tax Code. Monetary donations

would be made directly to the Friends of the Novi Library. The Friends of the Novi Public Library would provide an acknowledgment letter to the donor for the donation stipulating the terms of the donation. Other than public recognition to the donor, no other consideration can be provided to the donor or the donor's family by the Library or the Friends unless the value of the other consideration is deducted from the value of the donation.

4. **Review of Agreement.** This Operating Agreement shall be reviewed every 3 years, or at the change of Presidency by the Friends of the Novi Library Board. Both the Friends of the Novi Library Board of Trustees and Library Board Trustees must have a majority vote for approval of this agreement.

5. **Term; Termination.** This Operating Agreement shall become effective on _____, 2024 and shall remain in effect until terminated by either Party. Either party may terminate this Operating Agreement with fifteen (15) days written notice.

6. **Notices.** The Parties shall be provided any notice required or permitted under this Operating Agreement at the addresses listed below, or at such other address as may be designated by a Party upon written notice to the other Party:

Novi Public Library
Attention: Library Director
45255 W. 10 Mile
Novi, MI 48375

Friends of the Novi Public Library
Attention: President
45255 W. 10 Mile
Novi, MI 48375

All notices to be given under this Operating Agreement shall be served personally, by deposit in the United States mail, first class postage pre-paid by registered or certified mail, or by deposit with an overnight courier with charges pre-paid. Any such notices shall be deemed to have been given on the day of personal service, one (1) business day after deposit with an overnight courier, or three (3) business days after deposit in the United States mail, as applicable.

7. **Waiver and Release.** In consideration of this Operating Agreement, the Friends waive, and forever release the Library and its officers, agents, and employees, from any and all claims, actions, and demands of whatever type or nature arising out of this Operating Agreement. The waiver and release set forth in this Paragraph shall survive the expiration or termination of this Agreement.

8. **Assignment, Delegation, Subcontract.** Neither party shall assign, delegate, subcontract, or otherwise transfer its obligations under or interest in this Operating Agreement, in whole or in part.

9. **Amendment.** This Operating Agreement shall not be amended except by a written amendment approved and executed by the Parties.

10. **Entire Agreement.** This Operating Agreement constitutes the entire agreement between the Parties, and supersedes any and all prior understandings or representations of any kind except to the extent incorporated in this Operating Agreement.

11. **Governing Law.** This Operating Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

IN WITNESS WHEREOF, the Parties have executed this Operating Agreement as of the day and year first written above.

NOVI PUBLIC LIBRARY

By: _____

Julie E. Farkas
Its: Library Director

By: _____

Mark Sturing
Its: President, Library Board of Trustees

FRIENDS OF THE NOVI PUBLIC LIBRARY

By: _____

Susan Johnson
Its: President, Friends of Novi Library

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – June 12, 2024**

- | | |
|--|---|
| I. Call to Order, Roll Call | Sue Johnson |
| II. Minutes of the May 8, 2024 Meeting * | Evelyn Cadicamo |
| III. Treasurer's Report* | Sue Johnson |
| <ul style="list-style-type: none"> • Prior month(s) Income and Expense • Statement Balances • CD expiring – 7/2/24 - \$15,689.33 (4.23%) | |
| IV. Reports | |
| <ul style="list-style-type: none"> • Library Liaison • Book Nook • Membership • President <ul style="list-style-type: none"> • Approval of Changes to the Operating Agreement. • Discussion of 2024/2025 budget • Discussion of Annual Meeting • Summer Reading interns, Grace Tie & Rebecca Borlace • Songfest – DTE support of \$1000 to the library • May 21, 2024 Kaleidoscope cancelled • Newsletter for June, annual meeting in July | Dana Brataniec
Carol Hoffman
Sue Johnson
Sue Johnson |
| V. Announcements | |
| VI. Calendar | |
| <u>Kaleidoscope</u>
<u>2023 Listen at the Library</u> <ul style="list-style-type: none"> • June 17, 2024 Juneteenth concert | |
| <u>2024 Tuesday Tunes -</u> <ul style="list-style-type: none"> • July 2nd---Tom Lee (familiar Oldies) • July 16th--- Dan & Fred (familiar Oldies and Motown) • July 30th---Silver Strings Dulcimer • August 13th---Al Carmichael (Familiar Oldies) • August 27th---Gary & Jackie ("Singing the Good Old Songs Again") | |
| <u>2024 Summer Music at Paradise Park – all events start at 6:30pm</u> <ul style="list-style-type: none"> • June 20- Steve Floyd (Oldies and familiar covers) • July 11- Entourage Band (Oldies and familiar covers) • July 18- Magic Bus (Tribute to Woodstock) • Aug 1- The Backbeat (A Beatles Tribute) • Aug 15- Dueling Pianos • Sep 12- Motor City Soul (Motown and More) | |
| <u>Friends Events</u> <ul style="list-style-type: none"> • Next meeting – Annual Meeting - July 11, 2024 at 7:00 pm | |
| VII. Adjournment* | |
| *Requires Action | |

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

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

CALL TO ORDER: 7:05 p.m.

ATTENDANCE: Kim Nice, Sharon Larson, Kelly Kasper and Randy Van Wagnen

ABSENT: Kathy Crawford, Dan Pierce and Debbie Wrobel

INTRODUCTION OF GUESTS: Rae Manela (Library Liaison)

APPROVAL OF AGENDA: APPROVED

APPROVAL OF MARCH MINUTES: APPROVED

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

	BUDGET	EXPENDITURES Thru Apr 17, 2024	
Display Cabinet Exhibit	\$ 900.00	\$ (46.67)	
Marketing/Brochures/Engage/Name Badges	\$ 900.00	\$ -	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 8,800.00	\$ (889.16)	
Program/Spaker Fees	\$ 1,200.00	\$ (855.00)	
Storage Unit	\$ 2,800.00	\$ (2,682.00)	
Acquisition (Books/Materials/Subscriptions)	\$ 1,500.00	\$ (1,580.00)	
Conference/Continuing Education	\$ 1,200.00	\$ (716.12)	
Legal Fees	\$ 900.00	\$ -	
Special Projects Examples:	\$ 4,800.00	\$ (15,389.70)	
Ville Barr, Photography, Veterans Sign, Oral Histories, City/Community Events, MotorCycles Markers, Omega Intern, Betty Lang Plaque			
TOTAL:	\$ 21,700.00	\$ (21,438.56)	\$ 261.44
Equitable Projects	<u>Expenditures</u>	<u>Revenue Rec'd</u>	
Ville Barr Book Sales YTD	\$ -	\$ -	
Wreatha Across Novi Project-2023	\$ 2,281.10	\$ 3,100.00	

Treasurer's Report: APPROVED – Budget was approved for marketing brochures. Sharon received an estimate for a lower amount of \$600. The Commission approved the expense.

LIBRARY LIAISON REPORT:

History Room Office Hours:

Mon. May 20 (6 – 8p.m.): Kelly Kasper

Mon. June 3 (12 – 2p.m.): Sharon Larson

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

Library Intern: Rae is going to meet with the Novi Library HR person to discuss hiring an intern with a stipend. Rae will manage the interview process which will begin in May. The hope is to have an intern lined up and ready to start for the Fall.

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

New Novi Public Library Calendar: The Novi Public Library is getting a new calendar on April 29. Rae will change the QR code in the display case so that it will route to the correct programming site.

Northville Genealogy Update: The group takes the summer off and will not be using the Local History Room. There is a planned genealogy seminar schedule in the Novi Public Library Board Room for Oct. 15. The seminar can hold up to 15 people.

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

DISCUSSION ITEMS:

Upcoming Historical Programs:

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

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

Program Update: The March program (Women of Michigan Capital) was well attended. The speaker was very knowledgeable and entertaining. The May program about the Titanic is fully booked. The April program was moved to June 10 because the speaker is having surgery. Kim is working with Novi Coney Island as a partner for the June event. The Novi Public Library will have a basket with items in it to raffle off at the June program.

Michigan in Perspectives Conference: The annual conference took place at Oakland University from March 22 – 24. Sharon Larson and Kim Nice provided feedback on the event. Overall, the programming was well done and the facility (Oakland) was nice. Kim said the closing speaker on Michigan Central Station was spectacular.

Betty Lang Retirement Reception: Rae, Kim, Sharon and Dan attended. A lot of current and former library staff attended as well. Betty was shocked and truly appreciative of the changes being made to the history room in her honor as well as the internship.

City Superhero Showcase: Formerly known as Springapalooza, the event – for families – will take place on Thursday, June 6. The event showcases all the different departments within the city. Rae will print stickers for the Commission to give out to kids.

Tombstone Images: Members of the Novi Photography Club members said they would be interested in helping taking images of the Novi Road cemetery tombstones. A plan is being developed to figure out how the cemetery can be divided up to make sure the photography is coordinated/captured. Kim and Rae are working on a possible stipend for the work.

ONGOING PROJECTS:

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

Miniature Project: Randy Van Wagnen reported that the project is on hold this month.

Did You Know Project: The Commission is supportive of helping the City and Library with DYK facts for use in newsletters/social media posts. Dan Pierce can help support. Rae will check with the Library to see when the information is needed.

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

NEXT MEETING: Wednesday, May 15 at 7 p.m.

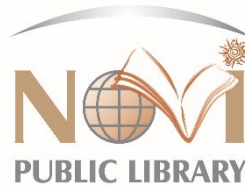
ADJOURN: 8:22 p.m.

LIBRARY BOARD COMMITTEE REPORTS

1. Policy Committee – No Meeting held

GOALS

1. Continued review of public policies



LIBRARY CLOSINGS 2024

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

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

LIBRARY BOARD MEETINGS

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

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

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

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



LIBRARY CLOSINGS 2025

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

DRAFT 6/27/24

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

LIBRARY BOARD MEETINGS

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

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

Approved: June 27, 2024



COLLECTION DEVELOPMENT POLICY

DRAFT—Reviewed by Staff Policy Committee 6/10/24; DEI Board Committee on 6/10/24.

This policy provides guidance, within budgetary and space limitations, for the evaluation, selection, acquisition, organization, display, maintenance and withdrawal of materials which anticipate and meet the needs of our diverse community. It informs the public of the philosophy of collection development and the policies involved.

Novi Public Library (NPL) collects materials in a variety of popular formats. The collection serves the general educational and recreational interests and needs of the community, and reflects its racial, ethnic and cultural diversity. Selection includes recognition of diversity, equity, inclusion and awareness of the role diversity plays in responding to the needs and interests of our patrons and community. Selections are made to provide depth and diversity of viewpoints to the existing collection, including content created by and representative of marginalized and underrepresented groups. Access to the collections will not be limited or denied because of origin, race, religion, age, background, sex, sexual orientation, gender identity, disability, or political views. Inclusion of an item in the collection does not mean that the Library endorses any theory or statement contained in those materials and resources.

The Library collections will be organized and maintained to facilitate access. No collection materials or displays of those materials will be labeled, restricted, sequestered, or altered because of any controversy about the author, subject matter, or intended or potential audience.

Materials are intended to broaden vision, support recreational reading, encourage and facilitate reading skills, supplement education needs, stimulate and widen interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world.

The reading and viewing activity of minors is ultimately the responsibility of parents or guardians who guide and oversee their own child's development.

Definitions

The term "**Library Materials**" means circulating and non-circulating physical and digital items including books, periodicals, multimedia or other synonyms as they may occur in the Policy having the widest possible meaning. This statement of Policy applies to all Library Materials in the collection, including adult, young adult, tween and youth. However, this Policy and the term "**Library Materials**" does not apply to websites available through the Library's computers or internet connection.

The term "**selection**" refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance.

Censorship & Intellectual Freedom

NPL is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. Novi Public Library supports the principle of Intellectual Freedom. To this end, the Library strives to offer a collection that represents the needs of Novi's diverse community.

While every patron may not agree with the viewpoints offered in some Library material, the Library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas through which any side of a question, cause or movement may be explored, provided that the material meets the outlined selection criteria.

The Library does not use signage or stickers on any material in such a way as to show approval or disapproval of the content of that material. Materials are not separated to show approval, disapproval or judgment as to suitability of content for a particular audience. Signage and stickers are provided only as a directional aid to facilitate access by making it easier for patrons to locate materials and are not an endorsement of the material by the Library. Materials are accessible to all patrons, who may choose to consult or ignore the directional aids at their own discretion.

The Library is committed to free and open access to its collections and to connecting people with ideas, information and materials in a friendly, nonjudgmental manner.

NPL recognizes the American Library Association guidelines, as an industry resource on public access to information, including but not limited to the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement (See Appendix).

Selection Criteria

Ultimate responsibility for material selection rests with the Library Director who operates under these guidelines established by the Library Board. ~~The Collections Specialist oversees the selection process and provides professional support for Librarians selecting materials.~~ Librarians use professional judgment and expertise in making selection decisions. Librarians are responsible for choosing, replacing and deselecting materials that reflect community demand and library service roles and goals. Both large scale national sources and small, independent sources are considered in making selections. An item need not meet all of the below criteria in order to be acceptable. To build a collection of merit the criteria for selection in the general collection includes, but is not limited to:

- Current and anticipated patron demand
- Relevance to the interests of the Novi community
- A written request for consideration
- Addresses contemporary issues
- Facilitates continuing education
- Enhances job-related knowledge and skills
- Supports business, cultural, recreational and civic interests in the community
- Presents different viewpoints on issues
- Local significance of an author or subject
- Relationship and relevance to the existing collection's strengths and weaknesses
- Easy to use format
- Comparison of content and cost between formats
- Past usage of similar resources

Collection Maintenance & Withdrawal

Collections are constantly undergoing evaluation in order to provide the best service possible to its patrons. The withdrawal of materials, also called weeding, is an ongoing process used to maintain the collection's usefulness, currency and relevance. Weeding of infrequently used and damaged items will relieve overcrowded shelves, increase ease of access, and improve the efficiency of retrieving materials. Materials that no longer fit within the parameters of the collection are removed on a regular basis. The Library will continuously work to curate a collection representing a wide array of people, cultures, ideas and experiences. The criteria used in weeding the collections includes, but is not limited to:

- Accuracy and currency of information
- Physical condition of material
- Relevance to community interests
- Circulation statistics
- Availability of resource in alternative formats
- Ease of obtaining the item from another library with cooperative borrowing privileges
Whether or not there are superseding sources

Some methods for disposing of library materials includes, but is not limited to: trade-in, return to vendor/manufacture, transfer to other City departments, bid process for resale, auction, sales to other libraries, local schools or non-profits, donation to other libraries, local schools or non-profits, junking or recycling.

Local Author Criteria

The Library recognizes and highlights authors currently living in or originally from Novi. Because these materials are not typically reviewed in sources used by selectors, the following guidelines will apply:

- For a work to be considered, materials must be donated to the Library, the Local Author Material Submission Form (Appendix) must be completed and submitted to ~~the~~ **Collections Specialist members of the Information Services staff**
- The Library will accept one copy of each title
- The same selection, maintenance and withdrawal criteria listed above apply
- All genres of materials will be considered, unless the format is not included in an existing collection
- Donated materials are placed in the area deemed most appropriate

The Library has the right to decline any donation by a local author which does not fit the Selection Criteria of the collection, as well as materials for which proper cataloging criteria cannot be established (i.e. MARC record validation).

- MARC record validation for cataloging includes but is not limited to an ISBN, title, Romanized title, author, and subject.

International Collection

In recognition of the diversity in Novi and surrounding communities, and in an effort to provide access to information for all patrons, the Library has an international collection that provides materials in various languages that are prevalent in the community. The low volume of publishing in some languages or the difficulty in obtaining publications may make it impossible to provide the same amount of material in all languages. In addition to the criteria listed in the Selection Criteria section, Staff will also consider the following, non-exhaustive list of criteria when choosing materials for the International Collection:

- Prevalence of languages spoken at home in the community
- The availability of materials in other languages located at libraries with cooperative borrowing privileges
- Whether the proper cataloging criteria can be established for the material (i.e. MARC record validation)

Local History Room Collection

The Local History Room preserves and maintains materials that record the history and development of Novi, greater Oakland County and surrounding areas as they pertain to Novi's past boundaries. Local History Room materials will be limited to those relating to Novi's history and formation, as well as Michigan history. Materials providing instruction relating to genealogy, local history, preservation and oral history will also be included. Due to the nature of this collection, materials must be used in the Local History Room and cannot be borrowed or taken out of the room.

Each transfer of ownership from a donor to the Library's Local History Room should be clearly documented in writing. This transfer establishes the Library as the legal owner, and includes date of transfer, donor's name, address and a statement that the Library will be responsible for managing the gift (See Deed of Gift form). This will be followed by a thank you letter to the donor. The Library has the right to decline any donation which does not fit the scope or purpose of the Local History Room.

Displays of Library Materials

The Library strives to include a wide spectrum of opinions, viewpoints and genres in displays of Library materials, which also appeal to a range of ages, interests and information needs. Displays of materials should not exclude materials or topics solely because they may be considered to be controversial. Inclusion of an item in a display does not mean that the Library endorses any theory or statement contained in those materials and resources.

The display of Library materials is not inhibited by the possibility that particular works may be seen by or come into possession of children and young adults.

Display Cases & Cabinets

Display spaces are managed and maintained by Library staff. Library staff may work with outside organizations, businesses, partners and sponsors to provide displays that relate to library topics, programs and themes, that are consistent with the Library's current Mission, Vision and Values statements. Display cabinets and cases are not available for the public to rent or reserve. The Library strives to include a wide spectrum of opinions, viewpoints, genres and collections which also appeal to a range of ages, interests and information needs when developing a display.

Should Library staff engage with an outside organization, business, partner or sponsor, display items must fit within the case or cabinet. The Library is not responsible for loss, theft or damage to any display items. Failure to retrieve display items by the agreed upon date will result in their removal and disposal by Administration. The Library does not store items before or after a display time limit.

Displays will be available for public viewing during regular Library hours and whenever the Library is open to the public; however, the Library may temporarily remove the items on display for Library events or for other reasons related to the Library's use of the designated areas.

Children's Choice of Library Materials

Responsibility for the Library Materials of children rests with their parents, guardians or caregivers. Selection shall not be inhibited solely by the possibility that books may come into the possession of children.

The Library respects each individual parent's right to supervise their children's choice of Library Materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials their children select must accompany those children when they use the collection to impose those restrictions.

Resident Request for Reconsideration of Library Material

The Library accepts expressions of opinion from patrons concerning materials selected for the collection. **Only** Novi residents may request reconsideration of a selection decision of an NPL item by submitting a fully complete written request for reconsideration to **the Library Director, 45255 W. Ten Mile Rd., Novi, MI 48375, ~~any Library service desk~~** using the "Resident Request for Reconsideration of Library Materials Form. "

Upon receipt of a **Resident** Request for Reconsideration, the Library Director collaborates with **the Collections Specialist and Librarians members of the Information Services staff** to prepare a written response to an individual's written request. The Library Director shall respond to the **Resident** Request for Reconsideration, taking into consideration the Library's Collection Development Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision. A response to an individual's request can take up to 75 days per item being reconsidered.

During the request for reconsideration process, library staff will not restrict or remove the material from its collection. The exception to this process is if the library owns only one copy of the material and it is needed for the review process by library staff.

The Library Board, upon request, hears appeals of the Library Director's written response. Appeals must be submitted in writing to the Library Board within ten (10) business days after a written response by the Library Director is made. Decisions on appeals are based on careful review of the objection, the material and this policy and will be made within 75 days of receiving the appeal. The final decision on appeals rests with the Library Board.

Donating Materials to the Library

The Library welcomes monetary gifts and donations of materials with the understanding that the same standards of selection are applied to gifts and donations as to materials purchased for the collection. If donations of materials are accepted, they will be accepted without commitment as to their final disposition and with the understanding that they may not necessarily be added to the collection. Once donated, materials become the property of the Library and will not be returned. Gifts and donations that are added to the Library collection will be housed in the area deemed most appropriate. Because of wear, theft or damage, the Library cannot guarantee the permanence of a gift in the collection. Items that are not needed for the Library may be given to the Friends of the Novi Public Library and offered for sale at the Friends of the Novi Public Library's ongoing used book sale, with proceeds benefiting the Library. The Library may choose not to accept some gifts or donations based on:

- Cost of processing
- Availability of shelving space
- Relevance to the collection
- Need in the collection
- Accuracy and currency of information
- Format of the material, such as textbooks, encyclopedias or magazines
- Physical condition of material

Prospective donors should contact the Library to discuss appropriate donations and procedures before dropping off gifts. A general guideline is that materials should be less than three years old. All material should be in good condition. Upon request, the Library will give the donor a receipt for income tax purposes. The Library does not assign a value to the materials. Staff will not appraise books or other items. It is the donor's responsibility to determine the value of the donated material.

The Library is also pleased to accept monetary gifts intended for the purchase of library materials. The donor's intentions for the gifts and the Library's collection development objectives must be consistent. For gifts or donations of a historical value or significance, please refer to the Local History Room Collection section of this policy. To make a monetary donation, contact the Library's Administration Office.

Approved by the Novi Public Library Board of Trustees: September 16, 2009

Amended: May 1, 2010; June 22, 2017; December 21, 2022 (to include policies C1: Collection Development, C1a: Novi Author/Artist Collection, C2: Censorship and Intellectual Freedom, C3: Adoption of the ALA's Library Bill of Rights, C4: Adoption of the ALA's Freedom to Read Statement, C5: Request for Reconsideration of Library Materials, C6: Collection Evaluation and Maintenance, C7: Disposition of Materials, C8: Donating Materials to the Library, C9: Local History Room Collection); October 26, 2023 (to include policy P8: Exhibits and Displays and P19: Art Exhibit); **June 27, 2024**



6/27/24: Reviewed by: DEI Board Committee; reviewed by Staff Policy Committee. Not for Board approval, but for informational purposes.

RESIDENT REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL FORM

The Library ~~attempts to~~ serves the entire Novi community and welcomes your feedback about the collection. Selection of materials is guided by community interest and demand and is grounded in the Library's Collection Development Policy. A copy is available to you upon request, if you feel that a particular item is not suitable for inclusion in the Library's collection.

Complete this form and submit it to the Library Director, 45255 W. Ten Mile Rd., Novi, MI 48375. Only requests by a Novi resident will be considered.

Your first and last name:

Your address:

Phone: _____

Email: _____

Material on which you are commenting:

Title: _____

Author: _____

Publication Date: _____

Format (Circle one): Book eBook DVD/BluRay Audiobook Kit Other

1. Please summarize your reasons for requesting reconsideration of the material owned by the Novi Public Library.

2. Did you read/view/listen to the entire work? ____ Yes ____ No

If not, what parts did you read/view/listen to?

3. ~~Please be specific and identify the~~ Which pages, sections or portions of the material ~~that~~ are of concern to you **and why?**

4. ~~What do you think are the main ideas of the work or what was the author/artist/illustrator's purpose in creating this work?~~ **OMIT QUESTION**

4. Is there ~~a~~ material that would, in your judgment **opinion**, be more appropriate ~~and~~ **to cover the same subject or content?**

5. Have you read any ~~professional~~ reviews of this material? ____ Yes ____ No

If yes, please ~~list the names of critics and sources~~ provide your **the** sources of **the** reviews **you have read.**

6. What action would you like the Library to take in regard to this material?

Added language from the Collection Development Policy: **Upon receipt of a Request for Reconsideration, the Library Director collaborates with the Collections Specialist and Librarians members of the Information Services staff to prepare a written response to an individual's written request. The Library Director shall respond to the Request for Reconsideration, taking into consideration the Library's Collection Development Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision. A response to an individual's request can take up to 75 days per item being reconsidered. During the request for reconsideration process, library staff will not restrict or remove the material from its collection. The exception to this process is if the library owns only one copy of the material and it is needed for the review process by library staff.**



Meeting Room Rental and Use

General Regulations

- Library programs and Library co-sponsored activities, meetings and events have first priority for scheduling use of the facilities. Other applications will be considered on a first-come, first-served basis. Meeting room rentals must not interfere with Library operations.
- The Library is not liable for injuries to people or damage to renter's property, individuals or organizations using the meeting rooms.
- All meetings and programs held during Library business hours are open to the public. Renters who are not subject to the Michigan Open Meetings Act and who rent the meeting rooms after Library business hours may close their functions to the public.
- Meeting rooms are made available regardless of the beliefs or affiliations of individuals or those requesting use of the rooms. Permission to meet at the Library does not in any way constitute or imply endorsement of the users' policies, beliefs or programs by the Library, including its staff, Board of Trustees or the City of Novi.
- Renters shall abide by all applicable laws, ordinances, codes and other rules. Violations of any regulation may result in the immediate removal of renters from the meeting rooms and Library. Violators are also subject to prosecution for any violations of any local ordinances or state or federal laws.
- In accordance with Fire Marshal regulations, maximum attendance is posted for each room. Renters violating the maximum room load will be asked to leave.

Whole Meeting Room (105)	200 people*
West Meeting Room (105A)	120 people*
East Meeting Room (105B)	80 people*
Youth Activity Room (138A)	36 people
Board Room (202)	20 people
Second Floor Meeting Room (237)	10 people
Outdoor Patio	200 people

*Please note that while this lists maximum fire code capacities, true capacities for these rooms will vary greatly depending on the set-up arrangement selected by the renter.

Reservations & Fees

- A completed meeting room application must be submitted to and approved by Administration before a room rental will be deemed final.
- The application must be signed by an adult, age 18 or older, who becomes the responsible party. Youth groups must have adult supervision. If the person who completes the application will not be physically present during the rental, a second signature is required on the application by someone age 18 or older who will be present.
- Fees for use of the rooms will be charged to all renters other than program partners and/or co-sponsors of the Library. A chart of the fees is included on the meeting room application. Meeting room fees will not be refunded unless cancelled by the Library.
- Payment must be made within two (2) business days after being contacted by Administration of approval of the application. Failure to comply will result in rental cancellation.

- Rental time may be extended at the discretion of Administration or Management, but must be requested at least 15 minutes before the previously scheduled end time. Renters exceeding their previously agreed upon rental time will be charged for additional time. Rental extensions, including clean-up, must end at least 15 minutes before the Library's closing time.

Cancellation/Rescheduling

- Except in cases of emergency, renters must give at least 24-hour advance notice of any cancellations. For last-minute cancellations, call 248-349-0720 and ask to speak with a Manager.
- Rentals can be rescheduled, but must take place within 60 days of the original rental date. Funds will be held from the original date and applied to the rescheduled date. If rescheduled rental does not take place within 60 days, the funds will no longer be available to use.
- Failure to notify the Library of a cancellation prior to the rental start time will constitute a "no show," which cannot be rescheduled or refunded.
- The Library may cancel any meeting room reservation and the fees will be refunded.

Use of Room

- Conduct
 - All guests using meeting rooms must abide by all Novi Public Library policies, including but not limited to the Guest Behavior Policy and Unattended Child Policy.
 - Charging for admission is not allowed. No solicitation, fundraising, raffles or financial transactions are allowed. The sale of goods or services is prohibited but may be permitted at the discretion of Administration if it is reasonably related to the Library's purpose (e.g., author sales of signed books).
 - All renters using the meeting rooms shall keep noise to a minimum so as not to disturb others in the Library. Renters causing a disturbance may be asked to quiet down or to leave. Renters making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the meeting rooms.
 - Renters shall observe all federal intellectual property laws. Renters are prohibited from playing video recordings without proper licensing or viewing permissions.
 - The Novi Public Library is released and held harmless from any and all claims for personal injury or property damage. The renter shall acknowledge release as part of the application process.
- Set-Up
 - Rooms are only available to renters during their specified rental time. Reservation requests must include adequate time for both set-up and clean-up. Meeting room use, including clean-up, must end 15 minutes before the Library's closing time.
 - Do not move tables and/or equipment. All set-ups will be performed by Library staff. Furniture is not allowed to be brought in by renters.
 - Banners, literature, photographs or signage may not be placed anywhere outside of the meeting room or in a window or a display that is facing the outside of the building.
 - Do not affix or adhere anything to doors, walls, ceilings or light fixtures. Decorations must remain at least one (1) foot below light fixtures.
- Food & Beverage
 - Food and beverages must be contained within the meeting rooms. The delivery of commercially prepared food such as pizza, sandwiches, salads, pasta and the like is permitted. Catering options are also available through the current vendor of the Library Café. Staff will not accept food items from delivery sources. The Library is not responsible for food items that have been delivered but not accepted by a renter and left unattended on Library property.
 - No alcohol may be consumed at the Library or in its meeting rooms during regular business hours. Alcoholic beverages may be allowed at after-hours rentals with the proper license acquired ahead of time through the City of Novi. See the City of Novi Alcohol Allowance Policy and Alcohol Use Application for more information.

- Lighters, candles, matches, Sternos, and other flame-producing devices are not allowed and cannot be used inside the Library. Renters may bring electric slow cookers or hot plates to keep food warm.
- **Clean-Up**
 - Renters are responsible for leaving the meeting room space in the condition (including furniture arrangements) in which they found it.
 - Waste and recycling should be placed in the proper receptacles. If additional bags or receptacles are needed, please ask Library staff.
 - The Library cannot supply any storage space. Renters shall remove all items from the room and leave the room in the same condition as it existed prior to the meeting.
 - Renters are responsible for any and all damage caused by meeting attendees or others associated with the meeting. A minimum fee of \$100 will be assessed to cover the cost of any damages, necessary repairs or cleaning. The Library reserves the right to deny use or access to any renter that has violated this Policy.
- **Publicity**
 - The name, address or phone number of the Library may not be used as the official address or headquarters of any organization except those formally affiliated with the Library.
 - Rental of the meeting room by a non-Library group will not be publicized in such a way as to imply Library sponsorship of the renter's activities, nor will the Library publicize the rental. Renters must include a disclaimer on marketing materials stating that the Novi Public Library is in no way affiliated with, endorsing or sponsoring the renter's meeting or event.
 - The person signing the meeting room application is the contact person for the rental and becomes responsible for answering questions from the public. The Library will not assume this responsibility.
 - Renters shall not distribute personal or group literature, brochures and other materials to Library guests outside the meeting rooms. Users shall not leave printed materials on library property without prior approval of the Library Director or in accordance with Library Policy.
 - A sign on or near the door will be provided by the Library for all rentals, including the name of the organization or event and date and time of rental. No additional signage is allowed outside the room. Do not affix or adhere anything to doors, walls, ceilings or light fixtures.

Disciplinary Process for Library Facilities

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

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

Violation of the Policy – Suspension of Privileges: Unless otherwise provided in this Policy, the Library shall handle violations as follows:

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

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

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

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

Right of Appeal

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

Approved: April 15, 2009; Amended May 1, 2010; July 17, 2013; June 22, 2017; Revised September 28, 2023.

Signed:

Mark Sturing

Mark Sturing, President
Novi Public Library Board of Trustees



MEETING ROOM RENTAL & USE POLICY

DRAFT—Reviewed by Staff Building Policy Committee 6/10/24; Reviewed by Meeting Room Coordinator 6/12/24

General Regulations

- Library programs and Library co-sponsored activities, meetings and events have first priority for scheduling use of the facilities. Other applications will be considered on a first-come, first-served basis. Meeting room rentals must not interfere with Library operations.
- The Library is not liable for injuries to people or damage to renter's property, individuals or organizations using the meeting rooms.
- All meetings and programs held during Library business hours are open to the public. Renters who are not subject to the Michigan Open Meetings Act and who rent the meeting rooms after Library business hours may close their functions to the public.
- Meeting rooms are made available regardless of the beliefs or affiliations of individuals or those requesting use of the rooms. Permission to meet at the Library does not in any way constitute or imply endorsement of the users' policies, beliefs or programs by the Library, including its staff, Board of Trustees or the City of Novi.
- Renters shall abide by all applicable laws, ordinances, codes and other rules. Violations of any regulation may result in the immediate removal of renters from the meeting rooms and Library. Violators are also subject to prosecution for any violations of any local ordinances or state or federal laws.
- **Maximum capacities for meeting room rentals have been determined based on Fire Department regulations and Americans with Disabilities Act compliance. The most up-to-date room capacities are available on our website and meeting room documents. ~~In accordance with Fire Marshal regulations, maximum attendance is posted for each room.~~ Renters violating the maximum ~~capacity room load~~ will be asked to leave.**

Whole Meeting Room (105)	200 people*
West Meeting Room (105A)	120 people*
East Meeting Room (105B)	80 people*
Youth Activity Room (138A)	36 people
Board Room (202)	20 people
Second Floor Meeting Room (237)	10 people
Outdoor Patio	200 people

~~*Please note that while this lists maximum fire code capacities, true capacities for these rooms will vary greatly depending on the set-up arrangement selected by the renter.~~

Reservations & Fees

- A completed meeting room application, **either online or a physical copy**, must be submitted to and approved by Administration before a room rental will be deemed final.
- The application must be signed by an adult, age 18 or older, who becomes the responsible party. Youth groups must have adult supervision. If the person who completes the application will not be physically present during the rental, a second signature is required on the application by someone age 18 or older who will be present.
- Fees for use of the rooms will be charged to all renters other than program partners and/or co-sponsors of the Library. A **list chart** of the fees is included on the **Library website and all meeting room documents application**. **Meeting room fees will not be refunded** unless canceled by the Library.
- Payment must be made within two (2) business days after being contacted by Administration of approval of the application. Failure to comply will result in rental cancellation.
- Rental time may be extended at the discretion of Administration or Management if the room is available. Extensions must be requested at least 15 minutes before the previously scheduled end time. Renters exceeding their previously agreed upon rental time will be charged for additional time. Rental extensions, including clean-up, must end at least **30 +5**-minutes before the Library's closing time.

Cancellation/Rescheduling

- Except in cases of emergency, renters must give at least 24-hour advance notice of any cancellations. For last-minute cancellations, call 248-349-0720 and ask to speak with a Manager.
- Rentals can be rescheduled, but must take place within 60 days of the original rental date. Funds will be held from the original date and applied to the rescheduled date. If rescheduled rental does not take place within 60 days, the funds will no longer be available to use.
- Failure to notify the Library of a cancellation prior to the rental start time will constitute a "no show," which cannot be rescheduled or refunded.
- The Library may cancel any meeting room reservation and the fees will be refunded.

Use of Room

- Conduct
 - All guests using meeting rooms must abide by all Novi Public Library policies, including but not limited to the "**Patron Guest Behavior Policy**" and "**Unattended Child Policy**."
 - Charging for admission is not allowed. No solicitation, fundraising, raffles or financial transactions are allowed. The sale of goods or services is prohibited but may be permitted at the discretion of Administration if it is reasonably related to the Library's purpose (e.g., author sales of signed books).
 - All renters using the meeting rooms shall keep noise to a minimum so as not to disturb others in the Library. Renters making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the meeting room.
 - Renters shall observe all federal intellectual property laws. Renters are prohibited from playing video recordings without proper licensing or viewing permissions.

- The Novi Public Library is released and held harmless from any and all claims for personal injury or property damage. The renter shall acknowledge release as part of the application process.
- Set-Up
 - Rooms are only available to renters during their specified rental time. Reservation requests must include adequate time for ~~both the renter's own~~ set-up and clean-up needs. **No early admittance will be allowed. Meeting room use, including clean-up, must end 15 minutes before the Library's closing time.**
 - The Library will not supply any storage space. Renters cannot drop off items at the Library ahead of their rental time.
 - The Library has five standard set-up arrangements available to choose from for the East, West and Whole Meeting Rooms. Only minimal changes will be allowed to these standard set-ups (e.g. reducing the number of tables/chairs used, using tables for check-in/refreshments rather than seating) and these instructions must be given at the time of application approval.
 - If renters wish to create a custom set-up arrangement outside of the five standard set-up arrangements, they must work with Library staff to create a detailed diagram. This diagram must be finalized and approved by Library staff at least 48 hours prior to the rental. A \$20 fee will be charged for all custom set-ups arrangements.
 - The 2nd Floor Meeting Room, Board Room and Youth Activity Room come in one standard arrangement and cannot be changed.
 - ~~Do not move tables and/or equipment.~~ All set-ups will be performed by Library staff in accordance with the arrangement chosen by the renter, including any instructions given at the time of application approval. If the renter wishes to change their previously agreed upon set-up arrangement, all changes must be approved by Library staff at least 48 hours in advance of the rental. If Library staff is asked to change the set-up arrangement with less than 48-hour notice, including upon renter arrival, a \$20 fee will be charged. Renters must not move tables and/or equipment themselves.
 - If the renter wishes to change their previously agreed upon meeting room, all changes are dependent on availability and must be approved by Library staff at least 48 hours in advance of the rental. The renter will be charged the additional cost difference for the room upgrade. If Library staff is asked to change the meeting room with less than 48-hour notice, including upon renter arrival, a \$20 fee will be charged.
 - Furniture is not allowed to be brought in by renters.
 - Banners, literature, photographs or signage may not be placed anywhere outside of the meeting room or in a window or display that is facing the outside of the building.
 - Do not affix or adhere anything to doors, walls, ceilings or light fixtures. Decorations must remain at least one (1) foot below light fixtures.
- Food & Beverage
 - Food and beverages must be contained within the meeting rooms. The delivery of commercially prepared food ~~such as pizza, sandwiches, salads, pasta and the like~~ is permitted. Catering options are also available through the current vendor of the Library Café. Staff will not accept food items from delivery sources. The Library is not responsible for food items that have been delivered but not accepted by a renter and left unattended on Library property.
 - No alcohol may be consumed at the Library or in its meeting rooms during regular business hours. Alcoholic beverages may be allowed at after-hours rentals with the proper license acquired ahead of time through the City of Novi. See the "City

- of Novi Alcohol Allowance Policy” and “Alcohol Use Application” for more information.
 - Lighters, candles, matches, Sternos, and other flame-producing devices are not allowed and cannot be used inside the Library. Renters may bring electric slow cookers or hot plates to keep food warm.
- Clean-Up
 - Reservation requests must include adequate time for the renter's own set-up and clean-up needs. Meeting room use, including clean-up, must end 30 minutes before the Library's closing time.
 - Renters are responsible for leaving the meeting room space in the condition (including furniture arrangements) in which they found it.
 - Waste and recycling should be placed in the proper receptacles. If additional bags or receptacles are needed, please ask Library staff.
 - The Library will not ~~cannot~~ supply any storage space. Renters ~~shall~~ must remove all personal items from the meeting room at the conclusion of the rental. ~~and leave the room in the same condition as it existed prior to the meeting.~~
 - Renters are responsible for any and all damage caused by meeting attendees or others associated with the meeting. A minimum fee of \$100 will be assessed to cover the cost of any damages, necessary repairs or cleaning. The Library reserves the right to deny use or access to any renter that has violated this Policy.
- Publicity
 - The name, address or phone number of the Library may not be used as the official address or headquarters of any organization except those formally affiliated with the Library.
 - Rental of the meeting room by a non-Library group will not be publicized in such a way as to imply Library sponsorship of the renter's activities, nor will the Library publicize the rental. Renters must include a disclaimer on marketing materials stating that the Novi Public Library is in no way affiliated with, endorsing or sponsoring the renter's meeting or event.
 - The person signing the meeting room application is the contact person for the rental and becomes responsible for answering questions from the public. The Library will not assume this responsibility.
 - Renters shall not distribute personal or group literature, brochures and other materials to Library guests outside the meeting rooms. Users shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.
 - A sign on or near the door will be provided by the Library for all rentals, including the name of the organization or event and date and time of rental. No additional signage is allowed outside the room. Do not affix or adhere anything to doors, walls, ceilings or light fixtures.

Disciplinary Process for Library Facilities

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

Incident Reports

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

Violation of the Policy – Suspension of Privileges

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

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

Violations that Affect Safety and Security

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

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

Reinstatement

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

Right of Appeal

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

Approved by the Novi Public Library Board of Trustees: April 15, 2009

Amended: May 1, 2010; July 17, 2013; June 22, 2017; September 28, 2023; **June 27, 2024**



Guest Behavior Policy

Guests must comply with all Library policies.

For the purposes of this policy:

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

The following guidelines and rules shall apply to the interior, exterior and all grounds controlled and operated by the Library and to all persons entering in or on the premises, unless otherwise specified.

Failure to conform to the Guest Behavior Policy may result in a suspension of Library use.

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

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

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

Animals: Guests cannot bring pets or animals other than trained/certified service animals per the Americans with Disabilities Act (ADA) or those required for Library programming. Emotional support animals are not included under ADA and are not permitted in the Library building. Animals may not be left unattended on Library grounds,- and the Library is not responsible for animals left unattended.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Disciplinary Process for Library Facilities

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

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

Violation of the Policy – Suspension of Privileges: Unless otherwise provided in this Policy, the Library shall handle violations as follows:

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

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

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

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

Right of Appeal

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

Adopted as Rules of Conduct Policy June 17, 2009; Amended: May 15, 2010; August 15, 2012; July 17, 2013; June 22, 2017; June 27, 2019; Title Change and amended February 25, 2021; Revised September 23, 2021; Revised August 24, 2023

Signed:

Mark Sturing
Mark Sturing, President
Novi Public Library



PATRON BEHAVIOR POLICY

DRAFT – Reviewed by Staff Committee 6/10/24; Reviewed by Attorney 6/19/24

Patrons must comply with all Library policies.

For the purposes of this policy:

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

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

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

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

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

Animals: Patrons cannot bring pets or animals other than trained/~~certified~~ service animals, ~~per~~ as defined by the Americans with Disabilities Act (ADA) and Michigan law, or those required for

Library programming. Emotional support or comfort animals are ~~not included under ADA and are~~ not permitted in the Library building. Animals may not be left unattended on library grounds, ~~and the~~ Library is not responsible for animals, including those left unattended.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Nondiscrimination

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

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

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

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

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

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

- Items will be moved to Lost and Found ~~may be removed from the Library~~ if they reasonably appear to be abandoned or have been left unattended for ten (10) minutes or more.

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

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

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

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

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

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

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

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

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

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

Smoking, Tobacco or Marijuana Use: The Library is smoke free. Smoking, using e-cigarettes, vaping (or electronic nicotine delivery systems), chewing tobacco or otherwise using tobacco products is not allowed within 100 feet of Library entrances (City of Novi ordinance, Chapter 22,

Article V, Section 22-101 (d)) and within the Library Building. Using, smoking or possessing marijuana on Library property is not allowed. Violators will be asked to leave the premises.

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

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

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

Verbal Harassment: **Threatening language or writing will not be tolerated.**

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

Disciplinary Process for Library Facilities

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

Incident Reports:

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

Violation of the Policy – Suspension of Privileges:

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

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

Violations that Affect Safety and Security:

Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security

of staff and/or patrons shall be handled as follows:

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

Reinstatement:

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

Right of Appeal:

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

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

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

2. Events/Marketing/Fundraising Committee – Meeting held: May 20, 2024

5/20/24: Summary by Trustee Dooley

- Discussion on naming rights for collections like International
- Discussion on giving brochure
- Discussion on the 65th Anniversary of NPL in Fall of 2025
- Director to start a sub-committee with Friends of Novi Library, board reps will be on there
- Start looking at dates
- Get Historical Commission to help with presentations and planning
- Start planning July/August
- Board will get summer reading t-shirts
- June 9th (Sunday) - Summer Reading Kick-Off Party
- Songfest dates are live as well as Tuesday tunes

6/11/24: Summary by Trustee Dooley

- Discussion on donation brochure
- Couple more tweaks and it will be drafted to be at the board meeting
- 65th Anniversary Committee will start in July
- Marketing plan will get started and a draft will be available in September

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

3. Strategic Planning Committee – No meeting held**4. Building & Grounds Committee – No meeting held****GOALS**

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

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

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

6. DEI Committee – Meetings held 5/21/24; 6/10/24

5/21/24 Summary by Trustee Dooley

Discussion on updates to Request for Reconsideration of Library Materials form - updates will be made and explained in the next board packet

Refresh on DEI Definition and introduce new trustee to where we left off
Next meeting is June 10 at 4 PM

6/10/24: Summary by Trustee Dooley

- * Discussion on Form for Reconsideration
- * Discussion on the definition for DEI
 - * Updates go back to staff committee
- * Next meeting - July 9, at 4 PM

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
- 7. HR Committee** – No meeting held; Trustee Dooley compiled the information from Board Members for Director Farkas' annual review. The review will take place at the June 27, 2024 meeting. Director Farkas has requested a Closed Session.

Library Board members received the current HR Policies and DRAFT of the proposed HR Policies for approval at the July 25, 2024 meeting. All comments/questions are due to Director Farkas by: June 24, 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.

- 8. Finance Committee** – Meeting held on 6/13/24

GOALS

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

Notes from 6/13/24 Committee meeting:

- Reviewed 4th Quarter 271 and 272 accounts for 2023/2024 fiscal year.
- Discussed fund balance percentage for Financial Policy; information provided by Director Farkas

COMMUNICATIONS

Date: 6/18/24

To: Julie Farkas

Email from: Surabhi Sardesai

Message

Hello. I am not sure you are the correct person to contact regarding this. We are happy Novi residents (been here for the last 10 years). My kids are 13 and 8 and are participating in the summer reading program. I wanted to point out that the flyer that was created for this program has a spelling error in one of the languages (Marathi). I want to know if there is good editing that happens before you publish flyers. I can send you a picture of the mistake and the correct spelling as well. There are hundreds of Marathi people who live in Novi and the spelling mistake can be rather disrespectful. Thanks.

Date: 6/20/24

Email to: Surabhi Sardesai

From: Dana VanOast

Hi Surabhi,

I wanted to thank you for sending us a message and pointing out our spelling mistake on our Summer Reading Brochure.

Our intention was to represent a wide range of languages in our "read" tree to show our support for the many diverse people who make up Novi. I sincerely apologize for the misspelling, which may have conveyed a message contrary to our support for the Marathi community. Please know that we did not misspell the word on purpose and will work towards correcting this mistake as soon as possible.

If you would be so kind as to send the correct spelling of the word "read" in Marathi, I would be grateful. We will print a correct version of the tree and add it into our Summer Reading Brochures, along with an apology for the misspelling. I will also make a special post on our social media pages, highlighting the "read" tree, apologizing for the misspelling and ensuring that the Marathi community is recognized.

We are currently working on finding a vendor for translation services so they can review and edit our documents and provide translation services here at the Library. Until we find a vendor, if you would be open to assisting us with Marathi translations, I would be happy to connect you with our International Librarian.

Please accept my heartfelt apologies for the mistake and thank you again for messaging us. If you have any questions, please call me at 248-869-7213.

Thank you,
Dana

Date: 6/21/24

Email from: Surabhi

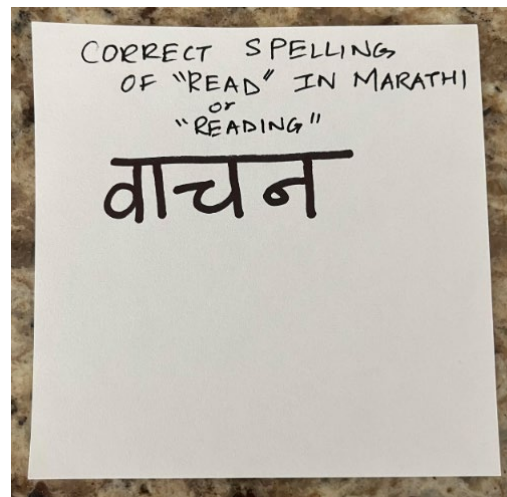
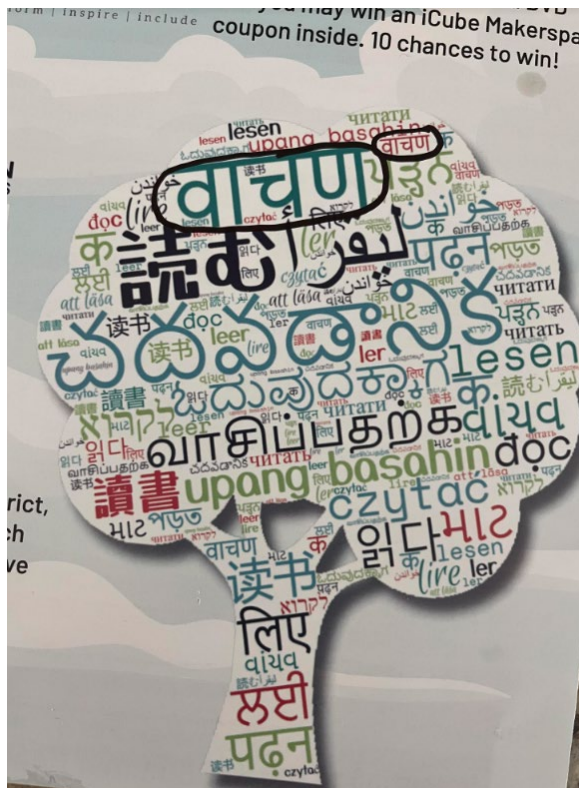
Hi Dana,

Thank you so much for your overwhelmingly thoughtful response.

I understand the mistake was not made on purpose. No need to publicly apologize or post on social media. I just really appreciate your response.

I would love to assist you with Marathi translations!! I would be honored.

I have attached 2 pictures. One is the mistake and other is the correction. Thanks so very much!
Surabhi



Date: 6/20/24

To: Julie Farkas
Email from: Monika Hall-Camilletti

Hi Julie!

I hope you are doing amazingly. Karalynn, Zackary and I really enjoyed the recent Summer Reading Kickoff Celebration. We found it especially well-coordinated this year. Feeding the camel and getting their faces painted were probably the highlights for the kids and their friends.

Today we went to the storytime for 4-year-old and 5-year-olds. Afterwards we played in the courtyard with more friends. It was then that I noticed - no more Bradford Pear trees!!!! I really appreciate the NPL looking to be environmental stewards when possible and removing that aggressive, non-native Bradford Pear tree that is invading our natural spaces. My next exciting revelation was that you had native flowering dogwoods in their place. Those dogwoods are awesome for the environment and are such beautiful trees!

I want to send my thanks for your efforts and for the efforts of anyone involved. Examples like yours are helpful for others, including our Willowbrook Community Association HOA is continuing to remove non-native species and adding native flowers and native trees instead.

Thanks again and best wishes,
Monika

Date: 6/22/24
To: Monika
Email from: Julie Farkas

Thank you Monika!

So glad you and your family are having a great summer and enjoying the Library's events. It's our favorite time of the year. I appreciate your email and noticing the changes we made to the patio trees. We worked with the City's forestry department to ensure we had the best options.

Hope you have a great week!

Julie



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