



Agenda

Novi Public Library Board of Trustees

Thursday, April 10, 2025

at 7:00 p.m.

Location: City of Novi, Council Chambers

Mission: Cultivate Learning, Inspire Creativity, Foster Inclusivity

DEI Statement (Approved November 20, 2024): The Novi Public Library is committed to ensuring that every Novi community member, library guest, Board of Trustee member, library staff and volunteer, is treated with dignity and respect. Discrimination, bigotry and racism will not be tolerated. The Board and staff are dedicated to promoting diversity, equity and inclusion in order to create a comfortable, safe and supportive library environment for all.

Call to Order by President, Mark Sturing

Pledge of Allegiance

Roll Call by Secretary, Karla Halvangis

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

Student Representatives: DeMore and Dohadwala

Approval of Agenda.....1-4

Consent Agenda

1. Approve Minutes of: March 27, 2025 –Regular Board Meeting5-12
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#649) 13-15

Presentations

1.N/A

Public Comment

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

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

Reports

1. Student Representatives Report –March 2025 – Not available due to spring breakN/A
2. President's Report (Mark Sturing) – 2025 National Library Week Proclamation 16
 - A. 2024-2025 Board Committee Assignments 17
 - B. Committee Appointments – May 8, 2025
 - C. Board Members wear your Summer Reading Shirts on May 8th for a group photo
 - D. Director's Annual Review in Closed Session – June 12, 2025, HR Committee

3. Treasurer's Report (Brian Bartlett)
 - A. **Future Approvals from the City:** 3rd Qtr. budget amendment will go to council April 21. In order to incorporate all changes, information is needed by April 14th.
4th Qtr. budget amendment will go to council June 23rd. In order to incorporate all changes, we will need information by June 6th.
 - B. 2024-2025 Library Budget Fund 271 18-20
 - C. 2024-2025 Contributed Fund Budget 272 21
 - D. Financial Report March 2025 22
 - E. Library Fund 271 Expenditure & Revenue Report as of March 31, 2025 23-25
 - F. Library Fund 272 Contributed Fund as of March 31, 2025 26-27
 - G. Balance Sheets for Funds 271 and 272 as of March 31, 2025 28-29
4. Director's Report (Julie Farkas) 30-34
 - A. Door Count Usage Statistics – March 2025 (Jeff Smith) 35-36
 - B. Information Technology Report (Jeffrey Smith) 37-40
 - C. Facilities Report (Keith Perfect) 41
 - C. Information Services Report (No Dept. Head at the Time) 42-46
 - D. Marketing and Community Promotion (Dana VanOast) 47-48
 - E. Support Services Report (Sarah Mominee) 49
 - F. Library Usage Statistics 50-59
 - G. Friends of Novi Library – N/A
 - H. City of Novi Historical Commission – 2/19/25 Minutes 61-63

Public Comment – see language above to be recited

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
(Chair: Sturing, Bartlett and Gawalapu, Staff Liaison – Julie Farkas)
 - No meeting held N/A
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)
 - No meeting held – Approve revisions to the Employee Donation of Benefit Time HR Policy 65
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
(Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)
 - Meeting scheduled for 3/31/25 66
4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
(Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)
 - 3rd planning meeting is scheduled for 4/24/25 N/A
5. **Strategic Planning Committee:**
(Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Hillary Hentschel, Info Services)
 - No meeting held N/A

6. **Building & Grounds Committee:**

(Chair: Gawalapu, Sturing, Halvangis (Staff Liaison – Julie Farkas)

- No meeting held – Demos for AMHS (Automated Material Handling System scheduled for: 4/14, 4/22 and 4/28N/A

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

(Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)

8. **DEI: Diversity, Equity and Inclusion Committee**

(Chair: Dooley, Crawford, Halvangis (Staff Liaison – Julie Farkas)

- No Meeting heldN/A

Matters for Library Board Action

1. Approve the Employee Donation of Benefit Time HR Policy65

Communications

1.N/A

Closed Session

1. None

Adjournment

Supplemental Information

- Library Board Calendar 2025.....68
- Library Closings 202569

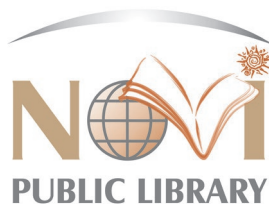
2025 Future Events:

- **4/10: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 4/16: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **4/19 – 4/20/25: LIBRARY CLOSED – Easter Weekend**
- **5/8: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- **5/11: LIBRARY CLOSED – Mother's Day**
- 5/14: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 5/21: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 6/2 – 8/
- 6/5: SRP Kick-off and Community Festival – City of Novi 4-7pm
- 6/11: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- **6/12: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers – Director's Annual Review in Closed Session**
- 6/18: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- **6/15: LIBRARY CLOSED – Father's Day**
- **6/19: LIBRARY CLOSED – Juneteenth Holiday**

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

MINUTES

Initial Draft



**Library Board of Trustees – Regular Meeting
Initial Draft – MINUTES
March 27, 2025
Novi Public Library – Board Room**

Call to Order by President, Mark Sturing

Novi Public Library, Board Room
Called to order by President Mark Sturing at 7:01 PM

Pledge of Allegiance

The Pledge of Allegiance was recited

Roll Call by Secretary, Kat Dooley

Library Board – 6 board members were recorded present

Mark Sturing, President
Kathy Crawford, Vice-President
Brian Bartlett, Treasurer
Kat Dooley, Secretary
Lori Burke, Board Member
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..... 1-4

Trustee Crawford: Had a question about meeting room space at the library and would like a discussion to be added to the agenda somewhere.

Trustee Sturing: We can add that to Reports, as item E under the President's Report.

Motion: To approve the Agenda with the above amendment

Motion for Approval – 1st – Trustee Crawford

2nd – Trustee Dooley

Motion passes – 6-0

Consent Agenda

1. Approve Minutes of: February 13, 2025 Regular Board Meeting.....5-9
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#648).....10-12

Motion: To approve the Consent Agenda as presented

Motion for Approval – 1st – Trustee Burke

2nd – Trustee Halvangis

Motion passes – 6-0

Presentations

No Presentations

Public Comment

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No Public Comment

Reports

1. Student Representatives Report – February 2025.....13-16

Trustee Burke: Asked if the No Required Reading Book Club for teens will go through the summer or if it just runs during the school year.

Director Farkas: Was not sure, but will find out.

Representative DeMore: Shared that they will be voting on a new name for the teen area on the 2nd floor soon.

2. President's Report (Mark Sturing).....17-25

Trustee Sturing: Pointed out that we are very lucky in Novi to have so much involvement from the public at the library. Called attention to many of the great programs we have coming up, particularly the financial programs for teens put on through our partnership with MSUFCU, author events happening at Fox Run and Novi Community Fest on June 5.

Trustee Crawford: The Historical Commission's Belle Isle program this month was very well attended. Gave a presentation for the Women's Club at Fox Run about the history of Novi. Attended the State of the City event and was disappointed that the library was not mentioned. The Historical Commission has two upcoming programs, one is from a Novi resident who survived the Andrea Doria shipwreck on April 17 and the other is a program about Normandy on May 22.

- A. Various statements from ALA, MLA and TLN regarding the dismantling of IMLS (Institute of Museum and Library Services)

Discussion about the Executive Order that proposes defunding the IMLS. Some board members expressed the feeling that it has been overdramatized. Other board members pointed out that while Novi is an affluent community, smaller libraries could suffer greatly.

Director Farkas explained that nothing has affected NPL operations yet. However, funding for MelCat, the statewide catalog that provides access to items across the whole state, as well as Mel Databases, would be in jeopardy. She shared that these resources are used widely at NPL and that we would not be able to afford access to these databases on our own, so it would directly affect our patrons. She also expressed appreciation for the organizations that distribute this money and provide valuable information to libraries across the country. Director Farkas shared an infographic that she just received from The Library Network regarding Michigan library usage and funding, including funds through IMLS. She also shared an anonymous feedback comment from a staff member expressing concern that NPL leadership had not yet addressed the Executive Orders and how it might affect NPL with staff. Director Farkas said that she wanted to discuss matters with the Board first.

Board members expressed that it is a “wait and see” situation and Trustee Dooley pointed out the importance of preparing in case this does come to fruition.

B. 2024-2025 Board Committee Assignments26
C. Election of Officers – March 27, 2025 coordinated by Secretary Kat Dooley

D. Committee Appointments – May 8, 2025

Trustee Sturing: Reminded board members that they need to start thinking about their committee assignments for next year.

Director Farkas: Would like to see how we can better engage the DEI Committee to meet the needs of our community.

E. Meeting Room Space (item added during approval of agenda)

Trustee Crawford: Expressed that the Historical Commission and Friends of the Library have been facing challenges with meeting room space at the library. Often only half of the large meeting room is reserved for a program and then they get more attendance than expected and they don't want to turn people away. They would like to have the whole room reserved so they don't have to worry about it. Also, the Historical Commission and Friends of the Library have a date coming up where both groups are hosting an event at the library on the same night – don't think they should be competing for the same audience.

Director Farkas: We can make sure they have the whole room reserved for these events moving forward. Will also have the Historical Commission and Friends of the Library staff liaisons work together to make sure their events don't conflict in the future.

Trustee Halvangis: Brought up a recent experience of trying to get a study room at the library at opening and the huge demand for these spaces. Wondered about where we are on getting the additional single user booths.

Director Farkas: The single user booths are budgeted in the new fiscal year, including asking for one on the Friends of the Library wish list. Hope to have them in place by September for the new school year.

3. Treasurer's Report (Brian Bartlett)

- A. Future Approvals from the City: 3rd Qtr. budget amendment will go to council April 21. In order to incorporate all changes, information is needed by April 14. 4th Qtr. budget amendment will go to council June 16. In order to incorporate all changes, we will need by June 9.
- B. 2024-2025 Library Budget Fund 271.....27-29
- C. 2024-2025 Contributed Fund Budget 272.....30
- D. Financial Report February 2025.....31
- E. Library Fund 271 Expenditure & Revenue Report as of February 28, 2025.....32-35
- F. Library Fund 272 Contributed Fund as of February 28, 2025.....36
- G. Balance Sheets for Funds 271 and 272 as of February 28, 2025.....37-38

Trustee Bartlett: This month ends our third quarter. The Finance Committee has a meeting on Monday with the Novi City Manager and an attorney that handles bonds/millages, so if you have any questions you want us to ask, please let us know.

Trustee Sturing: Wondered if our budget is on track with being 75% of the way through the fiscal year.

Director Farkas: Yes, so far we have only spent 66% of our approved budget for the fiscal year.

- 4. Director's Report (Julie Farkas)39-49
 - A. Information Technology Report (Jeffrey Smith)50-52
 - B. Facilities Report (Keith Perfect)53
 - C. Information Services Report (No Dept. Head at the Time)54-58
 - D. Marketing and Community Promotion (Dana VanOast)59
 - E. Support Services Report (Sarah Mominee)60
 - F. Library Usage Statistics.....61-70
 - G. Friends of Novi Library – March 2025 Newsletter.....71
 - H. City of Novi Historical Commission – Minutes 1/15/25.....72-74

Director Farkas: Thanked the library's bookkeeper Bindhya Suriyanarayanan for doing some budget presentations for staff and pointed out several of the reports she puts together for the board packet.

Trustee Crawford: Commended Bindhya on her help with the Historical Commission's finances as well.

Trustee Burke: Asked about the library's presence at the Novi Community Fest event.

Director Farkas: The library will have a table at the event and has been involved in the planning. Programming Coordinator Gail Anderson is coordinating the musical acts for the event. We will also use this as our Summer Reading Program kick-off.

Trustee Burke: Recommended that we have a save-the-date for the 65th anniversary event to hand out at Community Fest.

Public Comment

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No Public Comment

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 - Chair: Sturing, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
2. **HR Committee:** Review HR Policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - Meeting held on 3/20/25 – Approve 2025-2026 Salary Structure; HR Sick Policy; HR Information Technology Usage Policy75-87
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - Meeting Scheduled for 3/31/25.....N/A
4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Planning meeting for 65th Anniversary scheduled for 4/24/25.....N/A

Trustee Dooley: Asked if Dana can share a draft of the Marketing Plan for the committee to review ahead of their next committee meeting.

Director Farkas: Will make sure this is shared.

Clarification that the regular committee meeting, separate from the 65th anniversary committee meeting, will also be held on April 24, but in the morning via Zoom.

5. **Strategic Planning Committee:**
 - Chair: Bartlett, Crawford, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
6. **Building & Grounds Committee:**
 - Chair: Gawalapu, Sturing, Halvanguis, Staff Liaison: Julie Farkas
 - No meeting held - Approve Conceptual Design Costs for Main Entrance; Floor & Upholstery Cleaning Services.....90-104
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, Halvanguis, Staff Liaison: Julie Farkas

- No Meeting Held.....N/A

Matters for Library Board Action

2. Election of Library Board Officers (April 2025 – March 2026).....N/A

OFFICER BALLOT [PROPOSED]

President - Mark Sturing

Vice President - Kat Dooley

Treasurer - Brian Bartlett

Secretary - No nominee as of 3-20-25

Trustee Dooley: Asked if there were any further nominations.

Trustee Burke: Nominates Trustee Halvangis for Secretary.

Motion: to close nominations for Library Board Officers (April 2025 – March 2026)

Motion to Close Nominations – 1st – Trustee Crawford

2nd – Trustee Burke

Motion Passes – 6-0

Motion: to approve all Library Board Officers nominated for April 2025 – March 2026

Motion to Approve – 1st – Trustee Crawford

2nd – Trustee Burke

Motion Passes – 6-0

3. Approve the salary structure for fiscal year 2025-2026, as of 3/27/25; which includes the minimum wage increase at \$13.73.75

Director Farkas: Michigan increased minimum wage more than we anticipated in our original 2025-2026 budget, so we have updated the salary structure to bring Grade 1 employees up to the new minimum wage starting in July. There is also a change to the salary structure to include two Information Services Supervisors instead of one Information Services Manager.

Motion: to approve the salary structure for fiscal year 2025-2026, as of 3/27/25; which includes the minimum wage increase at \$13.73

Motion to Approve – 1st – Trustee Crawford

2nd – Trustee Bartlett

Discussion to clarify that the new state minimum wage goes into effect in January 2026, but that the library is proposing to implement it starting in July 2025 to coincide with the start of our new fiscal year. Also clarified that only Grade 1 is being updated and that the board is just approving this one change to the salary structure that was already otherwise approved in February.

Motion Passes – 6-0

3. Approve revisions to the HR Sick Time Policy based on new legislation76-78

Motion: to approve revisions to the HR Sick Time Policy based on new legislation

Motion to Approve – 1st – Trustee Dooley

2nd – Trustee Halvangis

Trustee Sturing: Asked if there was any discussion about staff being able to use other paid time off to satisfy the new sick leave requirements instead.

Director Farkas: Explained that currently, part-time staff at NPL working fewer than 20 hours per week do not receive any paid time off benefits, but the new legislation mandates that all staff must earn sick time, so this will bring us into compliance. Expressed that she is glad that these staff members will begin earning sick time and believes it will encourage staff to not come in when they are sick.

Trustee Sturing: Proposes one amendment to the policy, for the first sentence to start with "Except as provided below..."

Trustees Dooley and Halvangis agree to include this amendment in their motion to approve.

Discussion about no longer having a maximum amount of hours an employee can accumulate in their sick bank, which is required by the new legislation. Director Farkas explained that we will have to see how it goes and that staff have earned the time, so they should be able to use it.

Trustees Sturing and Dooley and Director Farkas thanked HR Specialist Kristen Sullivan for her time working on this policy and making sure NPL is compliant.

Motion Passes – 6-0

4. Approve revisions to the HR Information Technology Usage Policy.....79-84

Motion: to approve revisions to the HR Information Technology Usage Policy
Motion to Approve – 1st – Trustee Halvangis
2nd – Trustee Dooley

Director Farkas: The only change to this policy is to add language about staff using AI. We got this from the City of Novi's policy.

Motion Passes – 6-0

5. Approve conceptual design costs in the amount of \$2,500 for the main entrance with MCD Architects.....90-91

Motion: to approve conceptual design costs in the amount of \$2,500 for the main entrance with MCD Architects
Motion to Approve – 1st – Trustee Crawford
2nd – Trustee Bartlett

Trustee Burke: Expressed importance of having a certified mechanical engineer look at the area as well.

Trustee Bartlett: Expressed importance of architect understanding our goals for the area.

Director Farkas: Assured board members that the architect has a certified mechanical engineer on his team that would be involved, that the architect visited at a busy time on a cold day in February to understand our current issues and that the Building & Grounds

committee will be involved every step of the way. The architect will provide multiple plans for us to review and if none of them will accomplish our goals or fit within our budget, we do not have to move forward.

Motion Passes – 6-0

6. Approve the quote submitted by Dalton Commercial Cleaning for Floor & Upholstery Clearing with a not to exceed amount of \$21,248.00.....92-104

Motion: to approve the quote submitted by Dalton Commercial Cleaning for Floor & Upholstery Clearing with a not to exceed amount of \$21,248.00

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

Motion Passes – 6-0

Communications

1. 3/7/25: Google Comment Re: 2nd Floor: Teen Area, Computer area and view from the west side windows.....105-106

Trustee Sturing: Read the comment, but doesn't believe any further discussion or action is needed.

Closed Session

No Closed Session

Adjournment

Motion: to adjourn at 8:51 PM

Motion to Adjourn – 1st – Trustee Burke
2nd – Trustee Bartlett

Motion Passes – 6-0

Supplemental Information

- Library Board Calendar 2025.....107
- Library Closings 2025108

2025 Future Events:

- National Library Week, April 6 – 12: Drawn to the Library
- Tiny Art Show: Month of April
- 4/9/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- **4/10/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 4/16/25: Novi Historical Commission Meeting, 7pm, Novi Public Library
- **4/19 – 4/20/25: LIBRARY CLOSED – Easter Weekend**
- **5/8/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 5/14/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- 5/21/25: Novi Historical Commission Meeting, 7pm, Novi Public Library

WARRANTS (Provided by Bindhya Suriyanarayanan, Bookkeeper)

Warrant 649	271 Accounts	April 2025	
Payable to	Invoice #	Account number	Amount
Petty Cash	Authors Live Refund - S.Mominee	271-000.00-674.232	\$ 20.00
Quill	office supplies	271-000.00-727.000	\$ 450.98
Stamps.com	Service Charges 2/22/25 to 3/22/25	271-000.00-728.000	\$ 19.99
USPS	Annual Bulk Mail - Imprint permit Fee	271-000.00-728.000	\$ 450.00
Adobe	Acrobat pro - 3/22/25 to 4/21/25	271-000.00-734.000	\$ 29.99
Envisionware	Annual Subscription	271-000.00-734.000	\$ 1,166.88
Hewlett Packard	HP ProLiant file server & VM host	271-000.00-734.000	\$ 2,756.16
Knight Technology	Monthly DATTO backups - March	271-000.00-734.000	\$ 700.00
OCLC	Ezproxy 3/1/25 - 2/28/25	271-000.00-734.000	\$ 762.81
TechSoup	Microsoft 365 - 3/12/25 - 4/11/25 CC	271-000.00-734.000	\$ 106.00
Amazon	Headphone	271-000.00-734.500	\$ 1,554.77
CDW-G	HP Sheet feeder Tray	271-000.00-734.500	\$ 864.16
CDW-G	C2G 5ft Cat6	271-000.00-734.500	\$ 30.48
Amazon	supplies	271-000.00-740.000	\$ 488.91
Demco	labels	271-000.00-740.000	\$ 1,468.29
Sams	supplies	271-000.00-740.000	\$ 44.54
Amazon	books	271-000.00-742.000	\$ 966.89
Brodart	books	271-000.00-742.000	\$ 14,780.96
Cengage	books	271-000.00-742.000	\$ 155.91
Center Point	books	271-000.00-742.000	\$ 246.30
Chau Luna	books	271-000.00-742.000	\$ 443.37
Kinokuniya	books	271-000.00-742.000	\$ 576.81
Seedlings	books	271-000.00-742.000	\$ 37.00
Amazon	lending library	271-000.00-742.010	\$ 480.86
Brodart	lending library	271-000.00-742.010	\$ 241.89
Midwest Tape	lending library	271-000.00-742.010	\$ 115.46
Baker & Taylor	744.400	271-000.00-744.000	\$ 52.59
Midwest Tape	744.520	271-000.00-744.000	\$ 1,470.73
Hoopla	Advance digital	271-000.00-745.200	\$ 10,500.00
OverDrive	eBook & Audiobook	271-000.00-745.200	\$ 7,497.53
The Library Network	Consumer Reports-EBSCO IS - Mar25 - Feb26	271-000.00-745.300	\$ 3,077.30
Foster Swift	February	271-000.00-806.000	\$ 714.00
Shifman Fournier	February	271-000.00-806.000	\$ 175.00
AAUW	Membership - 2/1/25 - 1/31/26 CC	271-000.00-809.000	\$ 72.00
ABWA	Dress for Success CC	271-000.00-809.000	\$ 5.00

GDI	February	271-000.00-817.000	\$ 7,560.00
AT&T	Jan 14 - Feb 13, 2025	271-000.00-851.000	\$ 869.24
T-Mobile	due 3/26/25	271-000.00-851.000	\$ 1,036.07
Telnet	due on 4/4/25	271-000.00-851.000	\$ 999.36
Verizon	due on 3/24	271-000.00-851.000	\$ 665.56
Petty Cash	E.Brush, J.Farkas, E.DeCenso, A.Webberly	271-000.00-862.000	\$ 92.54
S.O'Leary	DIA, Emperor's Birthday Reception	271-000.00-862.000	\$ 72.52
ALA/Chicago Distribution Center	2025 National Library Week	271-000.00-880.000	\$ 119.01
Collaborative Summer	Summer reading T-Shirts CC	271-000.00-880.000	\$ 824.26
Muniweb	February	271-000.00-880.000	\$ 352.50
Positive Promotions	Brookville personalized set up	271-000.00-880.000	\$ 425.45
Amazon	program	271-000.00-880.268	\$ 507.76
Amanda Gossett	Tail Waggin' Reading Buddies	271-000.00-880.268	\$ 35.00
Amy Flowers	Tail Waggin' Reading Buddies	271-000.00-880.268	\$ 35.00
Barbara Danielson	ESL Book Club	271-000.00-880.268	\$ 187.50
Petty Cash	E.DeCenso - Dollar Tree - Program	271-000.00-880.268	\$ 6.25
GFS	programming CC	271-000.00-880.268	\$ 21.99
Kimberly Deinek	Tail Waggin' Reading Buddies	271-000.00-880.268	\$ 35.00
Mad Science	Summer reading CC	271-000.00-880.268	\$ 200.00
Michaels	Club Half-Blood	271-000.00-880.268	\$ 23.94
Sam's	programming	271-000.00-880.268	\$ 51.64
TeachersPayTeacher s	Jazz Musicians Bulletin Board CC	271-000.00-880.268	\$ 5.99
Lakeland Banquet	Bus Trip - Lunch deposit CC	271-000.00-880.271	\$ 500.00
Ford House	Bus Trip 7/18/25 CC	271-000.00-880.271	\$ 103.00
Canon	print	271-000.00-900.000	\$ 744.18
Consumers Energy	2/6/25 - 3/6/25	271-000.00-921.000	\$ 2,161.30
DTE	due on 3/18/25	271-000.00-922.000	\$ 7,238.09
Allied Building	exterior Lighting	271-000.00-934.000	\$ 5,529.00
Amazon	miniature lamp 10/pk	271-000.00-934.000	\$ 39.62
Anago	March Janitorial Services	271-000.00-934.000	\$ 420.00
Dalton	monthly carpet maintenance	271-000.00-934.000	\$ 225.00
image360	Dye subbed Plate	271-000.00-934.000	\$ 80.00
Imperial Dade	supplies	271-000.00-934.000	\$ 927.26
Laforce	key	271-000.00-934.000	\$ 148.00
North Star	February	271-000.00-934.000	\$ 257.96
Sams	supplies	271-000.00-934.000	\$ 112.04
Schindler	Hydraulic Pressure Safety Test& Fire Service	271-000.00-934.000	\$ 2,062.50
Brien's	snow	271-000.00-936.300	\$ 3,399.00

Canon	lease	271-000.00-942.000	\$ 1,010.00
Corrigan	March	271-000.00-942.100	\$ 28.06
AAUWNN	Annual Meeting	271-000.00-956.000	\$ 45.00
Friends of MI Libraries	Annual membership meeting CC	271-000.00-956.000	\$ 35.00
Merit Member Conference	J.Smith & D.Woods CC	271-000.00-956.000	\$ 385.00
TOTAL 271			\$ 92,100.15

Warrant 649	272 Accounts	April 2025	
Human Library	Single event License CC	272-000.00-742.036	\$ 249.00
Amazon	Raising a Reader	272-000.00-742.229	\$ 119.10
Brodart	Raising a Reader	272-000.00-742.229	\$ 23.04
Amazon	international donation	272-000.00-742.230	\$ 23.21
Bandibooks	international donation	272-000.00-742.230	\$ 835.89
Brodart	youth international donation	272-000.00-742.230	\$ 40.69
Kinokuniya	youth international donation	272-000.00-742.230	\$ 1,064.14
Bull and Monkey	Author Event - Curtis Chin	272-000.00-742.232	\$ 1,000.00
Lakeshore Learning	Youth Play Area	272-000.00-742.232	\$ 757.83
Busch's	Detroit Day CC	272-000.00-742.236	\$ 4.99
Kroger	Detroit Day CC	272-000.00-742.236	\$ 43.53
College Hunks	Wood chairs CC	272-000.00-976.000	\$ 709.67
Library Design	guest chairs	272-000.00-976.000	\$ 33,000.00
Allied Building	exterior lighting	272-000.00-976.141	\$ 10,000.00
TOTAL 272			\$ 47,871.09

March 2025 Library Board Student Representatives Report

By: Alexandra DeMore and Alynah Dohadwala (Student Representatives)

Not available at this time. Students were on spring break. March and April will be included in the May packet for May 8, 2025.

PRESIDENT'S REPORT**2025 National Library Week Proclamation**

WHEREAS, libraries spark creativity, fuel imagination, and inspire lifelong learning, offering a space where individuals of all ages can explore new ideas and be drawn to new possibilities;

WHEREAS, libraries serve as vibrant community hubs, connecting people with knowledge, technology, and resources while fostering civic engagement, critical thinking, and lifelong learning;

WHEREAS, libraries provide free and equitable access to books, digital tools, and innovative programming, ensuring that all individuals have the support they need to learn, connect, and thrive;

WHEREAS, libraries partner with schools, businesses, and organizations, connecting the dots to maximize resources, increase efficiency, and expand access to essential services, strengthening the entire community;

WHEREAS, library workers have worked to expand fluency in the digital literacy skills needed to navigate the online world which 21st century information exists;

WHEREAS, libraries nurture young minds through Storytimes, STEAM programs, and literacy initiatives, fostering curiosity and a love of learning;

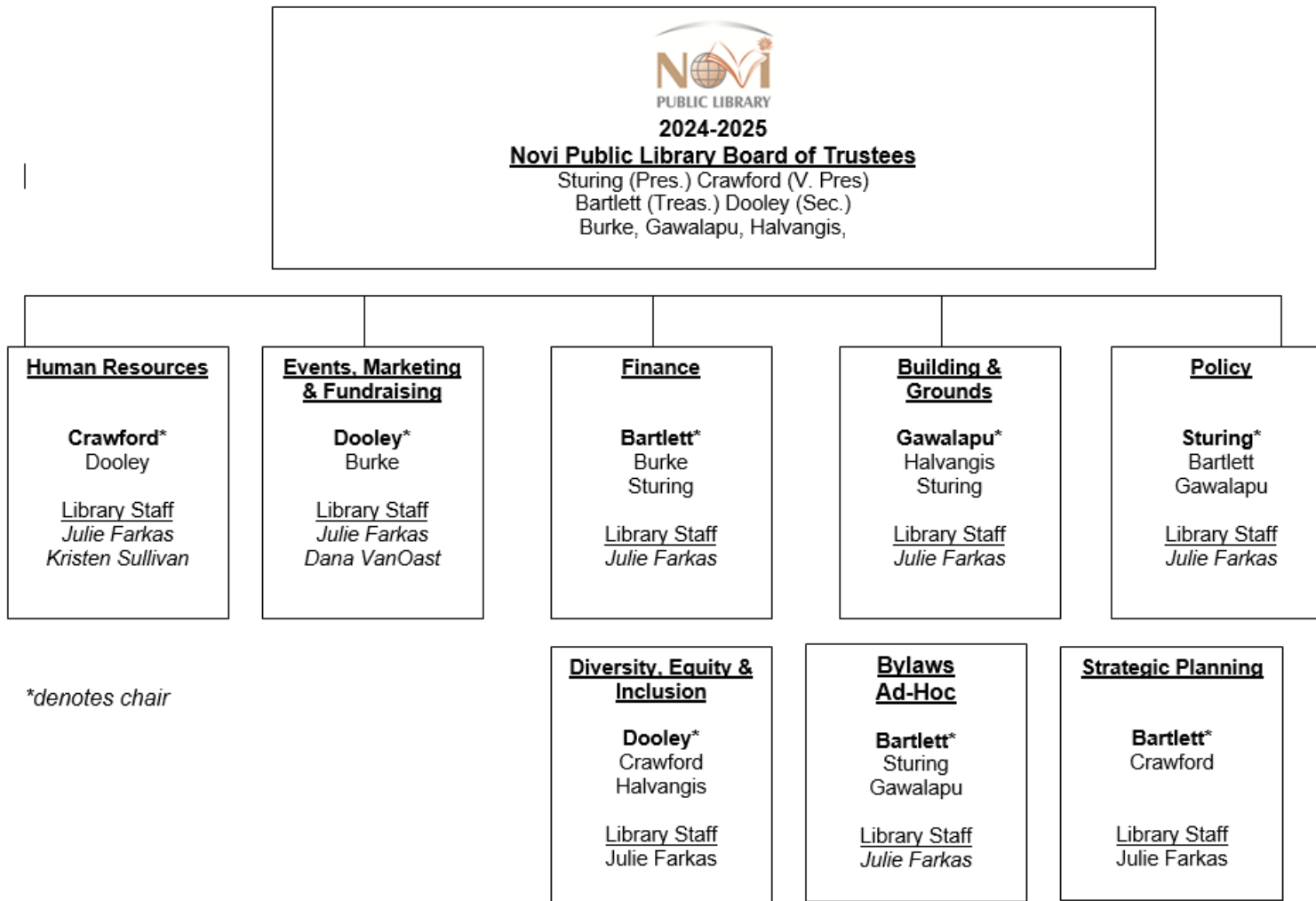
WHEREAS, libraries empower job seekers, entrepreneurs, and lifelong learners by providing access to resources, training, and opportunities that support career growth and economic success;

WHEREAS, getting a library card is a financially literate action;

WHEREAS, Novi Public Library's mission is to Cultivate Learning, Inspire Creativity and Foster Inclusivity.

WHEREAS, libraries, librarians, and library workers across the country are joining together to celebrate National Library Week under the theme **"Drawn to the Library"**;

NOW, THEREFORE, be it resolved that I, *Mark Sturing, President of the Novi Public Library Board of Trustee*, proclaim National Library Week, April 6-12, 2025. During this week, I encourage all residents to visit our wonderful Novi Public Library and celebrate the opportunities they unlock for us every day.



FINANCIALS

2025-2026 Library Budget 271										
		2023-2024	2024-2025	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
As of February 13, 2025		Audited	Approved	Year End	Approved	Projected	Projected	Projected	Projected	Projected
Revenues		10/30/2024	2/15/2024	2/13/2025	2/13/2025	2/13/2025	2/13/2025			
Account	Description									
402.000	Tax Revenue - Current Levy	3,410,762.72	3,618,062.00	3,625,232.58	3,762,784.00	3,875,668.00	3,991,938.04	4,111,696.18	4,235,047.07	4,362,098.48
404.003	Tax Revenue - Brownfield B1	-376.24	-436.00	-431.56	-506.00	-587.00	-692.66	-713.44	-734.84	-756.89
404.006	Tax Revenue - Brownfield B2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404.007	Tax Revenue - Brownfield B3 17	-15,263.59	-20,759.00	-16,000.68	-28,232.00	-38,396.00	-47,995.00	-49,434.85	-50,917.90	-52,445.43
404.008	Tax Revenue - CIA Cap 2018	-30,637.16	-41,321.00	-35,988.88	-55,783.00	-75,307.00	-94,133.75	-96,957.76	-99,866.50	-102,862.49
404.009	Tax Revenue - Brownfield B4 21	-354.57	-404.00	-440.12	-469.00	-544.00	-625.60	-644.37	-663.70	-683.61
404.010	Tax Revenue - Brownfield B4X	-44.00	-108.00	-44.00	-124.00	-143.00	-164.45	-169.38	-174.47	-179.70
412.000	Tax Revenue - C/Y Del PPT	-4,707.59	-8,000.00	0.00	-10,000.00	-12,000.00	-12,000.00	-12,360.00	-12,730.80	-13,112.72
414.000	Tax Revenue - Tax Tribunal Acc	-1,800.00	-1,000.00	0.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00
415.000	Tax Revenue - Cnty Chargebk	3,020.33	1,500.00	1,096.86	1,800.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
567.000	State Aid	67,337.40	50,000.00	60,000.00	66,000.00	66,000.00	66,000.00	66,000.00	66,000.00	66,000.00
573.000	State Grants - Local Comm	17,786.09	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
658.000	State penal fines	89,070.72	80,000.00	91,226.15	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00
659.000	Library book fees	9,341.82	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
665.000	Interest on Investments	118,788.12	44,000.00	100,000.00	100,000.00	100,000.00	50,000.00	50,000.00	50,000.00	50,000.00
669.500	Unrealized gain(loss) invest	92,415.46	10,000.00	20,172.26	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
674.289	Adult Programming	12,086.76	5,000.00	13,450.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
674.290	Library Fundraising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
674.400	Gifts and donations	2,365.78	4,500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
675.000	Miscellaneous income	8,730.22	8,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
675.006	Car Charging	11.07	100.00	50.00	100.00	100.00	100.00	100.00	100.00	100.00
675.100	Copier	3,620.99	1,000.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00
675.300	Meeting Room	37,477.41	27,500.00	30,000.00	30,000.00	30,000.00	31,500.00	31,500.00	31,500.00	31,500.00
675.404	Novi Township Assessment	7,701.00	7,850.00	7,850.00	7,850.00	7,850.00	8,000.00	8,000.00	8,500.00	8,500.00
675.650	Library Café	0.00	0.00	0.00	0.00	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	0.00
Total Revenues		3,827,332.74	3,808,984.00	3,930,672.61	4,009,420.00	4,090,641.00	4,129,926.58	4,245,016.38	4,364,058.87	4,486,157.63

2025-2026		2023-2024	2024-2025	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
Expenditures		Audited	Approved	Year End	Approved	Projected	Projected	Projected	Projected	Projected
Personnel Svcs.										
Account	Description									
704.000	Permanent Salaries	1,268,177.70	1,453,000.00	1,482,405.00	1,589,000.00	1,637,000.00	1,685,800.00	1,737,000.00	1,789,000.00	1,842,000.00
704.100	Severance/Incentive Pay	0.00	0.00	0.00	12,000.00	0.00	0.00	0.00	0.00	0.00
704.200	Wages - stipend	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout	3,538.40	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
704.250	Final Payout	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
705.000	Temporary Salaries	683,363.35	743,000.00	720,000.00	810,000.00	834,300.00	860,000.00	885,000.00	912,000.00	939,000.00
706.000	Overtime	38.82	500.00	1,000.00	500.00	500.00	500.00	500.00	500.00	500.00
715.000	Social Security	147,519.92	168,000.00	168,000.00	183,500.00	189,000.00	194,800.00	200,500.00	206,600.00	212,800.00
716.000	Insurance	230,346.09	225,000.00	230,000.00	239,560.00	249,143.00	259,109.00	269,474.00	280,253.00	291,464.00
716.200	HSA - Employer Contribution	1,138.25	3,000.00	1,100.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
716.999	Ins. Employee Reimbursement	-33,477.49	-32,200.00	-34,000.00	-35,934.00	-37,371.45	-38,866.35	-40,421.10	-42,037.95	-43,719.60
717.000	Workers' Comp	1,640.32	1,800.00	1,800.00	1,900.00	2,000.00	2,100.00	2,200.00	2,300.00	2,400.00
718.000	Pension DB Normal Cost	5,520.00	6,000.00	6,000.00	1,884.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00
718.010	DB Unfunded Accrued Liability	73,488.00	92,200.00	92,200.00	108,192.00	110,355.84	112,562.96	114,814.22	117,110.50	119,452.71
718.050	Pension - add'l DB Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	67,418.77	74,000.00	112,000.00	132,210.00	151,700.00	156,580.00	161,700.00	166,900.00	172,200.00
	Employer Pre-tax Contribution	0.00	38,000.00	0.00						
719.000	Unemployment Ins	36.84	2,000.00	1,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Total Personnel Services		2,448,748.97	2,781,800.00	2,789,005.00	3,055,312.00	3,150,927.39	3,246,885.61	3,345,067.12	3,446,925.55	3,550,397.11
Supplies and Materials										
Account	Description									
726.400	Supplies - Cash Over/Under	36.72	0.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
727.000	Office supplies	9,181.98	16,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
728.000	Postage	4,014.04	5,500.00	2,500.00	3,500.00	4,000.00	4,000.00	4,500.00	4,500.00	4,500.00
734.000	Computer softw are/licensing	61,936.23	83,000.00	83,000.00	97,000.00	97,000.00	97,000.00	97,000.00	97,000.00	97,000.00
734.500	Computer supplies equip	23,251.80	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00
740.000	Operating supplies	27,352.10	44,800.00	38,000.00	38,000.00	39,100.00	40,300.00	41,500.00	42,700.00	44,000.00
740.200	Supplies desk, chairs, cabinets	4,173.51	5,000.00	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	0.00	500.00	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.000	Library Books	219,615.55	241,000.00	241,000.00	241,000.00	248,000.00	255,600.00	263,300.00	271,200.00	279,300.00
742.010	Library Books - Lending	10,641.12	15,000.00	15,000.00	15,400.00	15,900.00	16,300.00	16,800.00	17,300.00	17,900.00
742.100	Book Fines	91.97	500.00	100.00	200.00	200.00	200.00	200.00	200.00	200.00
743.000	Library Periodicals	17,561.82	18,000.00	18,000.00	18,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
744.000	Audio visual materials (CD/DVD)	60,196.64	52,300.00	52,300.00	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00
745.200	Electronic media (Digital Books)	135,445.89	160,700.00	160,700.00	177,000.00	194,700.00	204,400.00	214,600.00	225,400.00	236,600.00
745.300	Electronic Resources - Online	67,776.44	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00
Total Supplies & Materials		641,275.81	774,300.00	759,700.00	790,200.00	814,000.00	832,900.00	853,000.00	873,400.00	894,600.00

2025-2026 Library Budget 271		2023-2024 Audited	2024-2025 Approved	2024-2025 Year End	2025-2026 Approved	2026-2027 Projected	2027-2028 Projected	2028-2029 Projected	2029-2030 Projected	2030-2031 Projected
Services & Charges										
Account	Description									
802.000	Data Processing - OnBase	828.90	1,300.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00
802.100	Bank Service Charges	3,666.52	6,000.00	2,500.00	3,000.00	3,000.00	3,500.00	3,500.00	4,000.00	4,000.00
803.000	Independent Audit	800.00	800.00	622.00	800.00	800.00	800.00	800.00	800.00	800.00
804.000	Medical Service	1,624.00	1,500.00	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	19,931.70	9,000.00	4,500.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
808.100	Rubbish Monthly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
809.000	Memberships & Dues	6,677.50	8,000.00	8,000.00	8,500.00	8,500.00	8,500.00	9,000.00	9,000.00	9,500.00
816.000	Professional services	12,103.50	23,000.00	23,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
817.000	Custodial Services	83,332.60	92,000.00	100,000.00	100,000.00	100,000.00	103,000.00	103,000.00	103,000.00	106,000.00
818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
820.000	Property & Liability Insurance	16,480.00	17,000.00	15,874.00	16,350.00	16,850.00	17,400.00	17,900.00	18,400.00	19,000.00
820.001	Ins deduct/Uninsured claims	0.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
851.000	Telephone	40,560.37	43,000.00	45,000.00	54,100.00	55,700.00	57,300.00	59,000.00	60,800.00	62,700.00
855.000	TLN Automation Services	71,993.10	76,000.00	76,000.00	81,000.00	87,000.00	93,000.00	99,000.00	106,000.00	114,000.00
861.000	Gasoline and oil	334.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
862.000	Mileage	1,300.01	800.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00
882.200	Employee Assistance Program			1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
880.000	Community Promotion	23,899.12	25,000.00	25,000.00	25,000.00	25,750.00	26,500.00	27,300.00	28,100.00	29,000.00
880.268	Library Programming	36,897.47	38,000.00	38,000.00	44,600.00	44,600.00	44,600.00	48,000.00	48,000.00	48,000.00
880.271	Adult Programming	7,467.05	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
900.000	Print, Graphic Design, Publish	25,459.42	32,000.00	25,000.00	26,000.00	26,700.00	27,500.00	28,400.00	29,200.00	30,000.00
921.000	Heat	12,267.57	15,300.00	15,300.00	15,700.00	16,200.00	16,700.00	17,200.00	17,700.00	18,300.00
922.000	Electricity	102,779.81	115,500.00	115,500.00	118,900.00	122,000.00	126,000.00	130,000.00	133,800.00	137,800.00
923.000	Water and Sewer	8,065.10	8,200.00	8,500.00	8,700.00	9,000.00	9,300.00	9,500.00	9,800.00	10,100.00
934.000	Building Maintenance	101,144.38	121,400.00	136,500.00	125,000.00	128,700.00	132,600.00	136,600.00	140,600.00	144,900.00
935.000	Vehicle Maintenance	169.02	200.00	200.00	500.00	500.00	1,000.00	1,000.00	1,500.00	1,500.00
936.300	Grounds Maint.	51,938.72	48,000.00	48,000.00	53,000.00	54,500.00	56,100.00	57,800.00	59,500.00	61,300.00
942.000	Office Equipment Lease	11,350.94	12,200.00	12,200.00	12,200.00	12,200.00	13,400.00	13,400.00	13,400.00	13,400.00
942.002	Copier Property Tax	0.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00
942.100	Records storage	315.36	450.00	450.00	500.00	550.00	550.00	550.00	550.00	550.00
956.000	Conferences & Workshops	25,185.11	20,000.00	20,000.00	26,700.00	22,000.00	26,700.00	20,000.00	26,700.00	20,000.00
957.000	Tuition and Other Reimbursement	0	0	0	7000	7000	7000	7000	7000	7000
Total Services & Charges		670,066.27	739,450.00	750,741.00	784,150.00	798,150.00	828,050.00	845,550.00	874,450.00	894,450.00
2025-2026 Library Budget 271		2023-2024 Audited	2024-2025 Approved	2024-2025 Year End	2025-2026 Approved	2026-2027 Projected	2027-2028 Projected	2028-2029 Projected	2029-2030 Projected	2030-2031 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	0.00								
983.000	Vehicles - Van									
986.000	Internal Tech - AST	0.00								
986.000	Technology	34,074.28	37,000.00	37,000.00	0.00	0.00	0.00	0.00	0.00	0.00
989.001	Furniture	0.00								
Total Capital Outlay		34,074.28	37,000.00	37,000.00	0.00	0.00	0.00	0.00	0.00	0.00
995.272	Transfer out expense to 272	35,238.00								
Total Expenditures		3,829,403.33	4,332,550.00	4,336,446.00	4,629,662.00	4,763,077.39	4,907,835.61	5,043,617.12	5,194,775.55	5,339,447.11
Total Revenues		3,827,332.74	3,808,984.00	3,930,672.61	4,009,420.00	4,090,641.00	4,129,926.58	4,245,016.38	4,364,058.87	4,486,157.63
Net Revenue		-2,070.59	-523,566.00	-405,773.39	-620,242.00	-672,436.39	-777,909.03	-798,600.74	-830,716.68	-853,289.48
Current Fund Balance		2,596,669.43	2,073,103.43	2,190,896.04	1,571,654.04	898,217.65	120,308.62	-678,292.12		

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

25/26: Capital 271-986.000: \$61,500 for computer replacement, Cisco switches and Local History cameras - 2/4/25 recommended move to 272 Account

Financial Report for March 2025
(Provided by Bindhya Suriyanarayanan, Bookkeeper)

Approved Budget for Fund 271 Fiscal Year 2024-2025

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

Approved budget for Fund 272 Fiscal Year 2024-2025

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

Revenue & Expenditure Report for Fund 271

	YTD Feb 28, 2025	YTD Mar 31, 2025	Difference *
TOTAL REVENUES	\$ 3,868,633	\$ 3,942,815	\$ 74,182
TOTAL EXPENDITURES	\$ 2,637,999	\$ 2,972,761	\$ 334,762
NET OF REVENUES & EXPENDITURES	\$ 1,230,634	\$ 970,054	

Revenue & Expenditure Report for Fund 272

	YTD Feb 28, 2025	YTD Mar 31, 2025	Difference*
TOTAL REVENUES	\$ 75,717	\$ 92,599	\$ 16,882
TOTAL EXPENDITURES	\$ 52,167	\$ 98,795	\$ 46,628
NET OF REVENUES & EXPENDITURES	\$ 23,550	(\$ 6,196)	

Balance Sheet Report as of March 31, 2025

The ending fund balance for Fund 271 is
 \$3,566,724.29

The ending fund balance for Fund 272 is \$ 1,637,755.54

Revenues and Expenditures (Provided by Bindhya Suriyanarayanan, Bookkeeper)

04/02/2025		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI									
		PERIOD ENDING 03/31/2025									
		% Fiscal Year Completed: 75.07									
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE		
		06/30/2024	ORIGINAL	2024-25	JAN 2025	FEB 2025	MAR 2025	03/31/2025	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD 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	3,410,762.72	3,618,062.00	3,621,174.00	0.00	0.00	0.00	3,621,173.08	0.92	100.00	
271-000.00-404.003	Property Tax Revenue - Brownfield	(376.24)	(436.00)	(436.00)	0.00	0.00	0.00	0.00	(436.00)	0.00	
271-000.00-404.007	Property Tax Revenue - Brownfield	(15,263.59)	(20,759.00)	(20,759.00)	0.00	0.00	0.00	(16,000.68)	(4,758.32)	77.08	
271-000.00-404.008	Property Tax Revenue - CIA Capital	(30,637.16)	(41,321.00)	(41,321.00)	0.00	0.00	0.00	(35,988.88)	(5,332.12)	87.10	
271-000.00-404.009	Property Tax Revenue - Brownfield	(354.57)	(404.00)	(404.00)	0.00	0.00	0.00	(440.12)	36.12	108.94	
271-000.00-404.010	Property Tax Revenue - Brownfield	(44.00)	(108.00)	(108.00)	0.00	0.00	0.00	(44.00)	(64.00)	40.74	
271-000.00-412.000	Property Tax Revenue - C/Y De	(4,707.59)	(8,000.00)	(8,000.00)	0.00	0.00	0.00	0.00	(8,000.00)	0.00	
271-000.00-414.000	Property Tax Revenue - Tax Tri	(1,800.00)	(1,000.00)	(4,112.00)	0.00	0.00	0.00	0.00	(4,112.00)	0.00	
271-000.00-415.000	Property Tax Revenue - County	3,020.33	1,500.00	1,500.00	33.62	209.18	220.92	1,560.58	(60.58)	104.04	
Property tax revenue		3,360,599.90	3,547,534.00	3,547,534.00	33.62	209.18	220.92	3,570,259.98	(22,725.98)	100.64	
State sources											
271-000.00-567.000	State aid	67,337.40	50,000.00	50,000.00	0.00	0.00	35,610.98	69,947.04	(19,947.04)	139.89	
271-000.00-573.000	State Grants - Local Comm Stat	17,786.09	15,000.00	15,000.00	0.00	0.00	0.00	8,101.99	6,898.01	54.01	
State sources		85,123.49	65,000.00	65,000.00	0.00	0.00	35,610.98	78,049.03	(13,049.03)	120.08	
Fines and forfeitures											
271-000.00-658.000	State penal fines	89,070.72	80,000.00	80,000.00	0.00	0.00	0.00	91,226.15	(11,226.15)	114.03	
271-000.00-659.000	Library book fees	9,341.82	8,000.00	8,000.00	1,388.25	501.49	536.23	6,391.45	1,608.55	79.89	
Fines and forfeitures		98,412.54	88,000.00	88,000.00	1,388.25	501.49	536.23	97,617.60	(9,617.60)	110.93	
Interest income											
271-000.00-665.000	Interest in investments	118,788.12	44,000.00	44,000.00	14,058.21	8,539.06	0.00	97,475.73	(53,475.73)	221.54	
271-000.00-669.500	Gain (loss) on investments	92,415.46	10,000.00	10,000.00	2,077.12	6,634.48	0.00	31,814.47	(21,814.47)	318.14	
Interest income		211,203.58	54,000.00	54,000.00	16,135.33	15,173.54	0.00	129,290.20	(75,290.20)	239.43	
Donations											
271-000.00-674.289	Adult programs	12,086.76	5,000.00	5,000.00	0.00	0.00	0.00	13,673.84	(8,673.84)	273.48	
271-000.00-674.400	Gifts and donations	2,365.78	4,500.00	4,500.00	25.51	50.26	31.22	402.66	4,097.34	8.95	
Donations		14,452.54	9,500.00	9,500.00	25.51	50.26	31.22	14,076.50	(4,576.50)	148.17	
Other revenue											
271-000.00-675.000	Miscellaneous income	8,730.22	8,500.00	8,500.00	241.96	196.95	564.56	2,605.83	5,894.17	30.66	
271-000.00-675.006	Car Charging Revenue	11.07	100.00	100.00	0.00	0.00	0.00	14.80	85.20	14.80	
271-000.00-675.100	Copier	3,620.99	1,000.00	1,000.00	1,007.56	923.49	1,432.10	10,023.81	(9,023.81)	1,002.38	
271-000.00-675.300	Meeting room	37,477.41	27,500.00	27,500.00	5,037.19	1,930.75	4,046.08	32,649.71	(5,149.71)	118.73	
271-000.00-675.404	Novi Township Assessment	7,701.00	7,850.00	7,850.00	0.00	0.00	0.00	8,228.00	(378.00)	104.82	
Other revenue		57,540.69	44,950.00	44,950.00	6,286.71	3,051.19	6,042.74	53,522.15	(8,572.15)	119.07	
Total Dept 000.00 - TREASURY		3,827,332.74	3,808,984.00	3,808,984.00	23,869.42	18,985.66	42,442.09	3,942,815.46	(133,831.46)	103.51	
TOTAL REVENUES		3,827,332.74	3,808,984.00	3,808,984.00	23,869.42	18,985.66	42,442.09	3,942,815.46	(133,831.46)	103.51	

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	JAN 2025	FEB 2025	MAR 2025	03/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	1,268,177.70	1,453,000.00	1,453,000.00	111,256.39	112,076.64	114,037.45	1,014,652.66	438,347.34	69.83
271-000.00-704.210	Vacation Payout	3,538.40	7,500.00	7,500.00	0.00	0.00	0.00	5,157.60	2,342.40	68.77
271-000.00-705.000	Temporary salaries	683,363.35	743,000.00	743,000.00	54,540.75	52,639.52	51,892.95	484,797.68	258,202.32	65.25
271-000.00-706.000	Overtime	38.82	500.00	500.00	26.84	34.79	0.00	579.00	(79.00)	115.80
271-000.00-715.000	Social security	147,519.92	168,000.00	168,000.00	12,461.08	12,378.43	12,490.08	113,264.82	54,735.18	67.42
271-000.00-716.000	Insurance	230,346.09	225,000.00	225,000.00	24,488.91	23,859.79	37,987.58	216,058.21	8,941.79	96.03
271-000.00-716.200	HSA - employer contribution	1,138.25	3,000.00	3,000.00	1,237.50	0.00	0.00	1,746.44	1,253.56	58.21
271-000.00-716.999	Insurance - Employee Reimburs	(33,477.49)	(32,200.00)	(32,200.00)	(3,496.95)	(3,502.30)	(3,223.62)	(28,064.83)	(4,135.17)	87.16
271-000.00-717.000	Workers compensation	1,640.32	1,800.00	1,800.00	150.01	149.94	151.48	1,359.36	440.64	75.52
271-000.00-718.000	Pension - DB Normal Cost	5,520.00	6,000.00	6,000.00	140.00	140.00	140.00	1,260.00	4,740.00	21.00
271-000.00-718.010	Pension - DB Unfunded Accrue	73,488.00	92,200.00	92,200.00	7,683.00	7,683.00	7,683.00	69,147.00	23,053.00	75.00
271-000.00-718.200	Pension - defined contribution	67,418.77	112,000.00	112,000.00	9,696.53	9,773.49	9,946.82	89,533.17	22,466.83	79.94
271-000.00-719.000	Unemployment insurance	36.84	2,000.00	2,000.00	0.00	0.00	0.00	96.03	1,903.97	4.80
Personnel services		2,448,748.97	2,781,800.00	2,781,800.00	218,184.06	215,233.30	231,105.74	1,969,587.14	812,212.86	70.80
Supplies										
271-000.00-726.400	Supplies - Cash over/short	36.72	0.00	0.00	(0.50)	(18.05)	(0.01)	2.21	(2.21)	100.00
271-000.00-727.000	Office supplies	9,181.98	16,000.00	16,000.00	880.12	1,162.96	450.98	4,792.22	11,207.78	29.95
271-000.00-728.000	Postage	4,014.04	5,500.00	5,500.00	243.39	119.99	(175.00)	1,099.72	4,400.28	19.99
271-000.00-734.000	Computer supplies, software &	61,936.23	83,000.00	83,000.00	3,876.03	731.19	5,385.85	30,706.31	52,293.69	37.00
271-000.00-734.500	Computer supplies/equipment	23,251.80	52,000.00	52,000.00	1,859.55	2,013.34	2,366.53	29,147.62	22,852.38	56.05
271-000.00-740.000	Operating supplies	27,352.10	44,800.00	44,800.00	20,096.33	3,384.78	436.66	34,639.38	10,160.62	77.32
271-000.00-740.200	Supplies - Desk chairs and file c	4,173.51	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
271-000.00-741.000	Supplies - Uniforms	0.00	500.00	500.00	442.05	0.00	0.00	972.17	(472.17)	194.43
271-000.00-742.000	Library books	219,615.55	241,000.00	241,000.00	18,400.93	14,935.69	13,286.99	152,268.03	88,731.97	63.18
271-000.00-742.010	Library Books - Lending	10,641.12	15,000.00	15,000.00	257.77	1,680.03	375.00	5,519.77	9,480.23	36.80
271-000.00-742.100	Library Books - Fines	91.97	500.00	500.00	30.00	0.00	0.00	58.98	441.02	11.80
271-000.00-743.000	Library periodicals	17,561.82	18,000.00	18,000.00	0.00	0.00	0.00	16,749.33	1,250.67	93.05
271-000.00-744.000	Audio visual materials	60,196.64	52,300.00	52,300.00	3,570.73	4,128.19	918.67	30,370.69	21,929.31	58.07
271-000.00-745.200	Electronic media	135,445.89	160,700.00	160,700.00	11,287.43	6,418.87	15,240.78	125,644.94	35,055.06	78.19
271-000.00-745.300	Electronic resources (CD rom m	67,776.44	80,000.00	80,000.00	0.00	559.30	2,518.00	80,376.53	(376.53)	100.47
Supplies		641,275.81	774,300.00	774,300.00	60,943.83	35,116.29	40,804.45	512,347.90	261,952.10	66.17

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	JAN 2025	FEB 2025	MAR 2025	03/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
271-000.00-802.000	Data processing	828.90	1,300.00	1,300.00	0.00	0.00	0.00	891.07	408.93	68.54
271-000.00-802.100	Bank Service Charges	3,666.52	6,000.00	6,000.00	142.26	125.14	0.00	1,187.30	4,812.70	19.79
271-000.00-803.000	Independent audit	800.00	800.00	800.00	0.00	0.00	0.00	622.00	178.00	77.75
271-000.00-804.000	Medical service	1,624.00	1,500.00	1,500.00	0.00	0.00	0.00	1,044.00	456.00	69.60
271-000.00-806.000	Legal fees	19,931.70	9,000.00	9,000.00	402.50	1,475.50	0.00	3,705.00	5,295.00	41.17
271-000.00-809.000	Memberships and dues	6,677.50	8,000.00	8,000.00	271.00	0.00	0.00	5,954.26	2,045.74	74.43
271-000.00-816.000	Professional services	12,103.50	23,000.00	23,000.00	1,850.00	2,600.00	0.00	8,538.11	14,461.89	37.12
271-000.00-817.000	Custodial services	83,332.60	92,000.00	92,000.00	8,120.00	7,560.00	0.00	63,280.00	28,720.00	68.78
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	17,000.00	17,000.00	0.00	0.00	0.00	15,874.00	1,126.00	93.38
271-000.00-820.001	Insurance deductibles/Uninsure	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	40,560.37	43,000.00	43,000.00	3,592.82	3,560.12	2,665.99	29,295.45	13,704.55	68.13
271-000.00-855.000	TLN Automation Services	71,993.10	76,000.00	76,000.00	15,280.08	0.00	0.00	50,444.09	25,555.91	66.37
271-000.00-861.000	Gasoline and oil	334.00	500.00	500.00	32.06	0.00	0.00	221.09	278.91	44.22
271-000.00-862.000	Mileage	1,300.01	800.00	800.00	16.31	51.17	72.52	1,134.55	(334.55)	141.82
271-000.00-880.000	Community promotion	23,899.12	25,000.00	25,000.00	1,677.51	755.55	387.47	12,154.17	12,845.83	48.62
271-000.00-880.268	Library programming	36,897.47	38,000.00	38,000.00	2,334.43	687.14	543.91	19,466.78	18,533.22	51.23
271-000.00-880.271	Adult programs	7,467.05	10,000.00	10,000.00	0.00	0.00	0.00	9,321.83	678.17	93.22
271-000.00-900.000	Printing, graphic design and put	25,459.42	32,000.00	32,000.00	502.82	497.24	744.18	4,774.09	27,225.91	14.92
271-000.00-921.000	Heat	12,267.57	15,300.00	15,300.00	2,244.31	2,504.99	2,161.30	9,703.93	5,596.07	63.42
271-000.00-922.000	Electricity	102,779.81	115,500.00	115,500.00	7,526.17	7,238.09	8,612.19	73,879.97	41,620.03	63.97
271-000.00-923.000	Water and sewer	8,065.10	8,200.00	8,200.00	0.00	0.00	0.00	4,192.56	4,007.44	51.13
271-000.00-934.000	Building maintenance	101,144.38	121,400.00	121,400.00	9,236.13	13,457.74	5,498.35	97,139.25	24,260.75	80.02
271-000.00-935.000	Vehicle maintenance	169.02	200.00	200.00	0.00	0.00	0.00	0.00	200.00	0.00
271-000.00-936.300	Grounds maintenance	51,938.72	48,000.00	48,000.00	3,837.70	3,744.37	12.99	29,364.82	18,635.18	61.18
271-000.00-942.000	Office equipment lease	11,350.94	13,000.00	13,000.00	1,010.00	1,010.00	1,010.00	9,090.00	3,910.00	69.92
271-000.00-942.100	Records storage	315.36	450.00	450.00	26.98	26.98	28.06	243.90	206.10	54.20
271-000.00-956.000	Conferences and workshops	25,185.11	20,000.00	20,000.00	626.39	102.75	45.00	15,324.90	4,675.10	76.62
Other services and charges		670,066.27	739,450.00	739,450.00	58,729.47	45,396.78	21,781.96	470,342.12	269,107.88	63.61
Capital outlay										
271-000.00-986.000	Technology - Capital Outlay	34,074.28	37,000.00	37,000.00	1,766.98	0.00	0.00	20,483.44	16,516.56	55.36
Capital outlay		34,074.28	37,000.00	37,000.00	1,766.98	0.00	0.00	20,483.44	16,516.56	55.36
Transfers out										
271-000.00-995.272	Transfer to Library Contribution	35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers out		35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY		3,829,403.33	4,332,550.00	4,332,550.00	339,624.34	295,746.37	293,692.15	2,972,760.60	1,359,789.40	68.61
TOTAL EXPENDITURES		3,829,403.33	4,332,550.00	4,332,550.00	339,624.34	295,746.37	293,692.15	2,972,760.60	1,359,789.40	68.61
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,827,332.74	3,808,984.00	3,808,984.00	23,869.42	18,985.66	42,442.09	3,942,815.46	(133,831.46)	(185.28)
TOTAL EXPENDITURES		3,829,403.33	4,332,550.00	4,332,550.00	339,624.34	295,746.37	293,692.15	2,972,760.60	1,359,789.40	(185.28)
NET OF REVENUES & EXPENDITURES		(2,070.59)	(523,566.00)	(523,566.00)	(315,754.92)	(276,760.71)	(251,250.06)	970,054.86	(1,493,620.86)	(185.28)
BEG. FUND BALANCE		2,598,740.02	2,596,669.43	2,596,669.43				2,596,669.43		(185.28)
END FUND BALANCE		2,596,669.43	2,073,103.43	2,073,103.43				3,566,724.29		(185.28)

Fund 272 - LIBRARY CONTRIBUTION FUND										
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	52,873.99	27,000.00	27,000.00	5,404.67	4,694.17	0.00	39,753.18	(12,753.18)	147.23
272-000.00-669.500	Gain (loss) on investments	37,885.77	(4,500.00)	(4,500.00)	798.55	3,351.03	0.00	17,694.62	(22,194.62)	(393.21)
Interest income		90,759.76	22,500.00	22,500.00	6,203.22	8,045.20	0.00	57,447.80	(34,947.80)	255.32
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	500.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.046	Makerspace Renovation Reven	8,216.55	1,000.00	1,000.00	206.35	308.70	154.75	4,247.05	(3,247.05)	424.71
272-000.00-674.229	Raising a Reader in Novi Spons	29.66	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.230	Collections/Materials Revenue	12,070.61	1,000.00	1,000.00	5,570.00	0.00	0.00	5,588.00	(4,588.00)	558.80
272-000.00-674.231	Buildings/Ground/Furniture Rev	625.00	1,000.00	1,000.00	0.00	0.00	0.00	4,068.72	(3,068.72)	406.87
272-000.00-674.232	Programming Revenue	4,098.70	3,000.00	3,000.00	58.24	420.98	499.52	14,547.75	(11,547.75)	484.93
272-000.00-674.233	Technology Library Revenue	50.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.234	Undesignated Misc Donations	100.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.235	Marketing Sponsorships	5,000.00	0.00	0.00	0.00	1,500.00	2,000.00	6,700.00	(6,700.00)	100.00
Donations		30,690.52	9,500.00	9,500.00	5,834.59	2,229.68	2,654.27	35,151.52	(25,651.52)	370.02
Transfers in										
272-000.00-699.271	Transfer From Library Fund	35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers in		35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY		156,688.28	32,000.00	32,000.00	12,037.81	10,274.88	2,654.27	92,599.32	(60,599.32)	289.37
TOTAL REVENUES		156,688.28	32,000.00	32,000.00	12,037.81	10,274.88	2,654.27	92,599.32	(60,599.32)	289.37
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	0.00	500.00	500.00	0.00	0.00	0.00	85.60	414.40	17.12
272-000.00-742.046	Makerspace iCube	9,856.18	0.00	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	100.00
272-000.00-742.229	Raising a Reader Expense	1,362.10	1,000.00	1,000.00	0.00	119.10	23.04	873.43	126.57	87.34
272-000.00-742.230	Collections/Materials Expense	10,904.06	1,000.00	1,000.00	614.91	1,942.19	1,096.46	3,867.50	(2,867.50)	386.75
272-000.00-742.231	Buildings/Ground/ Furniture Exp	66,001.70	0.00	0.00	0.00	0.00	0.00	215.70	(215.70)	100.00
272-000.00-742.232	Programming Expense	8,612.26	3,000.00	3,000.00	1,133.82	1,199.80	650.00	8,399.62	(5,399.62)	279.99
272-000.00-742.234	Undesignated Misc	246.00	500.00	500.00	0.00	0.00	0.00	108.54	391.46	21.71
272-000.00-742.236	Staff Recognition	3,296.10	2,500.00	2,500.00	(1,000.00)	118.91	0.00	1,376.48	1,123.52	55.06
Supplies		100,278.40	8,500.00	8,500.00	748.73	3,380.00	1,769.50	15,926.87	(7,426.87)	187.37
Capital outlay										
272-000.00-976.000	Building improvements	0.00	101,200.00	101,200.00	0.00	0.00	33,000.00	72,868.00	28,332.00	72.00
272-000.00-976.046	Makerspace Renovation	(500.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.140	Automated Return System	0.00	115,800.00	115,800.00	0.00	0.00	0.00	0.00	115,800.00	0.00
272-000.00-976.141	Main Entrance Design	25,145.00	30,000.00	30,000.00	0.00	0.00	10,000.00	10,000.00	20,000.00	33.33
272-000.00-976.143	Wi-Fi Upgrade	17,562.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.144	Server & Camera Upgrade	68,838.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		111,045.89	247,000.00	247,000.00	0.00	0.00	43,000.00	82,868.00	164,132.00	33.55
Total Dept 000.00 - TREASURY		211,324.29	255,500.00	255,500.00	748.73	3,380.00	44,769.50	98,794.87	156,705.13	38.67
TOTAL EXPENDITURES		211,324.29	255,500.00	255,500.00	748.73	3,380.00	44,769.50	98,794.87	156,705.13	38.67

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	JAN 2025	FEB 2025	MAR 2025	03/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
	Fund 272 - LIBRARY CONTRIBUTION FUND:									
	TOTAL REVENUES	156,688.28	32,000.00	32,000.00	12,037.81	10,274.88	2,654.27	92,599.32	(60,599.32)	2.77
	TOTAL EXPENDITURES	211,324.29	255,500.00	255,500.00	748.73	3,380.00	44,769.50	98,794.87	156,705.13	2.77
	NET OF REVENUES & EXPENDITURES	(54,636.01)	(223,500.00)	(223,500.00)	11,289.08	6,894.88	(42,115.23)	(6,195.55)	(217,304.45)	2.77
	BEG. FUND BALANCE	1,698,587.10	1,643,951.09	1,643,951.09				1,643,951.09		2.77
	END FUND BALANCE	1,643,951.09	1,420,451.09	1,420,451.09				1,637,755.54		2.77
	TOTAL REVENUES - ALL FUNDS	3,984,021.02	3,840,984.00	3,840,984.00	35,907.23	29,260.54	45,096.36	4,035,414.78	(194,430.78)	
	TOTAL EXPENDITURES - ALL FUNDS	4,040,727.62	4,588,050.00	4,588,050.00	340,373.07	299,126.37	338,461.65	3,071,555.47	1,516,494.53	
	NET OF REVENUES & EXPENDITURES	(56,706.60)	(747,066.00)	(747,066.00)	(304,465.84)	(269,865.83)	(293,365.29)	963,859.31	(1,710,925.31)	
	BEG. FUND BALANCE - ALL FUNDS	4,297,327.12	4,240,620.52	4,240,620.52				4,240,620.52		
	END FUND BALANCE - ALL FUNDS	4,240,620.52	3,493,554.52	3,493,554.52				5,204,479.83		

Financial Balance Sheets (Provided by Bindhya Suriyanarayanan, Bookkeeper)

04/02/2025	BALANCE SHEET FOR CITY OF NOVI	
	Period Ending 03/31/2025	
GL Number	Description	Balance
Fund 271 - LIBRARY FUND		
*** Assets ***		
271-000.00-001.000	Cash - Pooled	(318,327.47)
271-000.00-004.000	Cash on hand	600.00
271-000.00-017.000	Investments - Pooled	3,848,147.13
271-000.00-019.000	Current taxes receivable	39,198.32
271-000.00-123.400	Prepaid Expenditure	2,649.99
271-000.00-123.677	Prepaid Insurance - Self-Insurance	47,122.92
	Total Assets	3,619,390.89
*** Liabilities ***		
271-000.00-202.000	Accounts payable	44,756.35
271-000.00-258.702	Accrued liabilities - tax	7,800.00
271-000.00-259.200	Unemployment insurance liability	110.25
	Total Liabilities	52,666.60
*** Fund Balance ***		
271-000.00-390.000	Fund balance	2,596,669.43
	Total Fund Balance	2,596,669.43
	Beginning Fund Balance	2,596,669.43
	Net of Revenues VS Expenditures	970,054.86
	Ending Fund Balance	3,566,724.29
	Total Liabilities And Fund Balance	3,619,390.89

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	(37,169.73)
272-000.00-017.000	Investments - Pooled	1,663,635.08
272-000.00-035.000	Accounts Receivable - Manual	13,313.00
	Total Assets	1,639,778.35
*** Liabilities ***		
272-000.00-202.000	Accounts payable	2,022.81
	Total Liabilities	2,022.81
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	44,529.12
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	(36,652.91)
272-000.00-375.232	Fund Balance Programming	31,803.96
272-000.00-375.233	Fund Balance Technology Library	1,050.00
272-000.00-375.262	Restricted-Book It-childrens collections	35,238.00
272-000.00-390.000	Fund balance - Unrestricted	1,567,982.92
	Total Fund Balance	1,643,951.09
	Beginning Fund Balance	1,643,951.09
	Net of Revenues VS Expenditures	(6,195.55)
	Ending Fund Balance	1,637,755.54
	Total Liabilities And Fund Balance	1,639,778.35

DIRECTOR'S REPORT



May Anniversaries – Years of Service



Gail Anderson – 9 years
Information Services



Jessica Holowicki – 4 years
Information Services



Rachel (Rae) Manela – 6 years
Information Services



Jennifer (Jen) McArdle – 2 years
Information Services



Jordan Ehrmann – 1 year
Support Services



State of the City Address – Friday, March 21, 2025

A Month in Review (March 2025) by Director Farkas

Out and About: Outreach and Programs

- 3/4, 3/17 SRP Planning mtg. w/Paradise Park
- 3/6, 3/13, 3/27, 3/31 Novi Rotary mtg.
- 3/7 Chamber of Commerce She-EO Event
- 3/13 Fox Run mtg.
- 3/21 State of the City Address
- 3/26 Novi Media Center – Novi High School

Board, Committee & Friends Meetings

- 3/3 Friends Mtg. to discuss Donation Opportunity
- 3/6 SRP Planning mtg.
- 3/11 HR Staff Committee mtg.
- 3/12 Book Donation mtg. w/family member
- 3/19 Board HR Committee mtg.
- 3/25 Phone mtg. w/Trustee Burke
- 3/27 Board Meeting
- 3/31 Board Finance Mtg.

Current Projects

- 3/3 Automated Material Handling System mtg. w/MZ
- 3/4 Chair delivery & disposal/pick-up for 2nd Floor
- February Teen Report information and March board packet (8+ hours)
- 3/12, 3/19, 3/20, 3/26, 3/27 Interviews for IS Department Supervisors
- 3/19 Tornado Drill
- 3/24 Cleaned out the 2nd floor storage room (8 hours)
- 3/25 Removal of cash boxes at Info Desks for auditing purposes (looking to launch May 2025)
- 3/27 Display case for Bulgarian Information
- SRP Contracts for 5 events June - August

Staff and City of Novi Meetings (this does not include weekly meetings w/management staff)

- 3/3: City Council Workshop Session – Novi Visioning for 2050
- 3/4, 3/11, 3/18, 3/25 Leadership mtg./Council Meeting Updates
- 3/6 Community Fest planning mtg.
- 3/26 HR Staff Info Session for Sick Policy updates
- 3/9 Director Tour – New Employee
- 3/18 Quarterly budget mtg. w/IT Dept.
- 3/31 Director Q&A mtg. for staff

Weekend Rotation

- March 8/9

Training

- 3/10 Think Space Cohort for Library Directors



NOVI
PUBLIC LIBRARY

April 2025

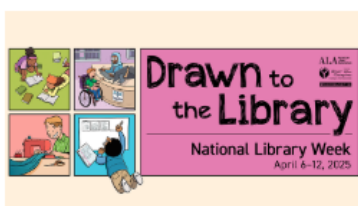
Upcoming Closures

Sat, Apr 19 - Sun, Apr 20*: Easter

Sun, May 11: Mother's Day

Sat, May 24 - Mon, May 26*: Memorial Day Weekend

*We will not be accepting returns during these closures. Our return boxes will be closed. As a reminder, NPL is fine free.



Celebrate National Library Week!

What draws people to the library? Everything! National Library Week, **Apr 6-12**, is a time to celebrate the many ways libraries draw people together, spark imagination and support lifelong learning, from books and digital resources to job assistance and creative programming.

To celebrate, patrons who visit and check out an item during National Library Week may receive a reusable bag (available for the first 200 patrons). Just stop by the Circulation Desk and request a reusable bag from our staff!

Check out a special message below from NPL Director, Julie Farkas, in honor of National Library Week!



Food for Thought Food Drive

Coming Apr 6-11, 2025

As part of our celebration of **National Library Week**, we are partnering with Gleaners Community Food Bank and other TLN libraries to collect non-perishable food items to help feed hungry children, seniors and families in our community.

Donations to food banks are lagging as the holidays have passed, but we can help in the fight against hunger. With your support, you enable us to continue this crucial work supporting families struggling to make ends meet.

From Sun, Apr 6 through Fri, Apr 11 drop off items in the designated boxes in our lobby. Non-perishable food items need to be unopened, still have the original label intact and have an expiration date of Oct 1, 2025 or later.

Thank you for joining us in the fight against hunger in Southeast Michigan!





NMHA MISSION

To raise mental health awareness, well-being, and self-efficacy in the Novi Community School District's (NCSD) K-12 system for students, with the support of parents, staff, and community members.

Formed in March 2018 by parents, NCSD administrators, and community members who saw a need to have open dialogue regarding student mental health and wellness. Our focus includes issues including academic and social pressures that students face, relational aggression, communication between parents and children, adverse childhood experiences, and anxiety.

ALL PARENTS WELCOME TO JOIN!

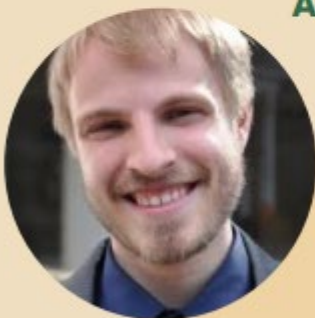
Your input, ideas and help are essential!

We meet the first Monday of every month at the Novi Public Library from 6:30 - 7:30.

Email: sarah.lephart@novik12.org

NEXT EVENT:

**WEDNESDAY, APRIL 23 7-8 PM
AT THE NOVI PUBLIC LIBRARY**



Anxiety & Stress Made Simple

Matt Swartz

Thank you to
Novi Youth Assistance
for bringing this opportunity to Novi

**REGISTER
HERE**

<https://bit.ly/anxietyandstressmadesimple>

NMHA COLLABORATING COMMUNITY PARTNERS





FREE!

NOVI COMMUNITY FEST

CELEBRATING THE BEST OF NOVI!

THURSDAY, JUNE 5 | 4-8PM

NOVI CIVIC CENTER

COMMUNITY OPEN HOUSE | BUSINESS & CULTURAL EXPO

BUSINESS SHOWCASE
FOOD TRUCKS

CULTURAL SHOWS
BOUNCE HOUSES
FACE PAINTING
DPW, POLICE & FIRE VEHICLES

FAMILY ACTIVITIES
AND MORE!

CITYOFNOVI.ORG/NOVIFEST

[illegible]

3/16/2025	3/17/2025	3/18/2025	3/19/2025	3/20/2025	3/21/2025	3/22/2025
9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0
10-11am 0 0 0	10-11am 35 75 55	10-11am 37 100 69	10-11am 29 78 54	10-11am 40 115 78	10-11am 28 130 79	10-11am 50 175 113
11am-12 0 0 0	11am-12 52 45 49	11am-12 58 41 50	11am-12 71 72 72	11am-12 76 51 64	11am-12 69 58 64	11am-12 133 129 131
12-1pm 54 125 90	12-1pm 45 58 52	12-1pm 44 42 43	12-1pm 54 39 47	12-1pm 45 42 44	12-1pm 90 80 85	12-1pm 160 99 130
1-2pm 109 165 137	1-2pm 74 88 81	1-2pm 55 62 59	1-2pm 48 24	1-2pm 50 42 46	1-2pm 65 100 83	1-2pm 98 132 115
2-3pm 131 153 142	2-3pm 99 139 119	2-3pm 58 113 86	2-3pm 66 62 64	2-3pm 51 115 83	2-3pm 110 125 118	2-3pm 154 138 146
3-4pm 153 148 151	3-4pm 89 112 101	3-4pm 97 91 94	3-4pm 106 110 108	3-4pm 116 114 115	3-4pm 167 160 164	3-4pm 117 119 118
4-5pm 146 101 124	4-5pm 133 168 151	4-5pm 118 124 121	4-5pm 114 108 111	4-5pm 124 151 138	4-5pm 143 129 136	4-5pm 118 120 119
5-6pm 173 46 110	5-6pm 199 158 179	5-6pm 135 110 123	5-6pm 125 119 122	5-6pm 159 129 144	5-6pm 208 96 152	5-6pm 207 95 151
6-7pm 0 0 0	6-7pm 137 119 128	6-7pm 111 106 109	6-7pm 136 115 126	6-7pm 98 165 132	6-7pm 0 0 0	6-7pm 0 0 0
7-8pm 0 0 0	7-8pm 93 72 83	7-8pm 88 75 82	7-8pm 156 192 174	7-8pm 133 62 98	7-8pm 0 0 0	7-8pm 0 0 0
8-9pm 0 0 0	8-9pm 132 24 78	8-9pm 117 35 76	8-9pm 161 93 127	8-9pm 115 18 67	8-9pm 0 0 0	8-9pm 0 0 0
9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0
752	1,073	909	1,027	1,006	879	1,022
3/23/2025	3/24/2025	3/25/2025	3/26/2025	3/27/2025	3/28/2025	3/29/2025
9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0	9-10am 0 0 0
10-11am 0 0 0	10-11am 40 102 71	10-11am 32 111 72	10-11am 29 71 50	10-11am 54 93 74	10-11am 51 105 78	10-11am 45 90 68
11am-12 0 0 0	11am-12 46 52 49	11am-12 72 57 65	11am-12 78 65 72	11am-12 53 79 66	11am-12 53 47 50	11am-12 51 81 66
12-1pm 52 130 91	12-1pm 71 68 70	12-1pm 81 56 69	12-1pm 67 68 68	12-1pm 70 67 69	12-1pm 42 45 44	12-1pm 83 75 79
1-2pm 97 112 105	1-2pm 67 62 65	1-2pm 61 72 67	1-2pm 44 56 50	1-2pm 91 66 79	1-2pm 48 73 61	1-2pm 68 73 71
2-3pm 101 135 118	2-3pm 83 165 124	2-3pm 64 120 92	2-3pm 95 128 112	2-3pm 65 144 105	2-3pm 104 128 116	2-3pm 83 77 80
3-4pm 129 139 134	3-4pm 120 105 113	3-4pm 117 123 120	3-4pm 123 115 119	3-4pm 132 119 126	3-4pm 124 100 112	3-4pm 67 93 80
4-5pm 146 84 115	4-5pm 113 117 115	4-5pm 147 123 135	4-5pm 131 111 121	4-5pm 135 120 128	4-5pm 93 74 84	4-5pm 82 92 87
5-6pm 135 50 93	5-6pm 175 177 176	5-6pm 159 123 141	5-6pm 140 129 135	5-6pm 134 111 123	5-6pm 160 92 126	5-6pm 168 64 116
6-7pm 0 0 0	6-7pm 162 110 136	6-7pm 100 125 113	6-7pm 84 108 96	6-7pm 108 98 103	6-7pm 0 0 0	6-7pm 0 0 0
7-8pm 0 0 0	7-8pm 92 66 79	7-8pm 137 80 109	7-8pm 90 67 79	7-8pm 108 77 93	7-8pm 0 0 0	7-8pm 0 0 0
8-9pm 0 0 0	8-9pm 101 10 56	8-9pm 118 23 71	8-9pm 130 22 76	8-9pm 104 20 62	8-9pm 0 0 0	8-9pm 0 0 0
9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0	9-10pm 0 0 0
655	1,052	1,051	976	1,024	670	646
3/30/2025	3/31/2025					
9-10am 0 0 0	9-10am 0 0 0					
10-11am 0 0 0	10-11am 35 69 52					
11am-12 0 0 0	11am-12 42 68 55					
12-1pm 44 120 82	12-1pm 45 53 49					
1-2pm 109 135 122	1-2pm 79 78 79					
2-3pm 104 107 106	2-3pm 76 64 70					
3-4pm 107 113 110	3-4pm 51 60 56					
4-5pm 104 60 82	4-5pm 85 70 78					
5-6pm 130 39 85	5-6pm 90 81 86					
6-7pm 0 0 0	6-7pm 89 151 120					
7-8pm 0 0 0	7-8pm 95 56 76					
8-9pm 0 0 0	8-9pm 130 15 73					
9-10pm 0 0 0	9-10pm 0 0 0					
586	791					

Information Technology Report by Jeffrey Smith – March 2025

General

IT Dept Bin Project - We need to store a variety of connectors, cables, adapters, and other hardware, and keeping them organized can be a challenge. So the IT department ordered clear stackable labeled bins to replace the many boxes that were covered by sticky notes. Denise selected the bins and has been working on organizing them.




Our connectors, cables and adapters from before and after

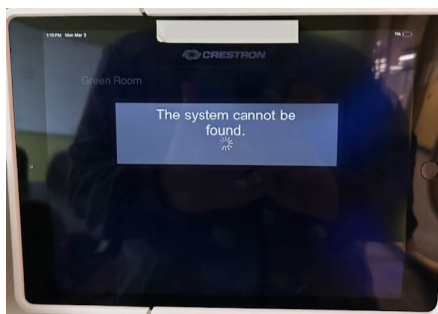
Camera #24 and #25 were re-aimed to better collect car counter stats. We are hoping to use the camera system to replace our existing motion sensor car counter. Camera #25 counted 2,104 cars using our drive-thru in March. The project is ongoing because we need to ensure the camera data is accurate.



Camera #25 re-aimed and a boundary vehicle counter created.

Security Awareness Training - A Phishing Security Test is a tool that can help organizations determine how many users may be susceptible to a phishing email attack. KnowBe4 is the world's most popular integrated platform for security awareness training combined with simulated phishing attacks. NPL selected **KnowBe4** to help us provide security awareness testing and training to our staff. In March, NPL IT staff held our first simulated phishing benchmark test. The results of the test showed that some of our team members clicked on the simulated phishing email. We also created a reportphishing@novilibrary.org email and added a  "Phish Alert Button" to staff Chrome browsers. We will be training staff to use these and other methods to report suspicious phishing emails and keep their inboxes safe.

In March, our 2nd Floor Meeting Room iPad stopped working, causing issues with staff and patrons using the meeting room A/V system and projector. Denise was able to repurpose another iPad to replace the one that failed. The failure was due to both a bad configuration and a bad iPad battery.



2nd Floor Meeting Room A/V control iPad showing an error.

Our new Meraki MX105 Firewall is being configured at TLN. On March 30th, a TLN engineer delivered the firewall to the NPL server room. The installation has been postponed until April 27th due to additional configurations that must be made to reflect some of our complex network settings.

- Jeff led two IT Department meetings.
- Jeff attended a [Tech-Com] IT Leaders meeting at Redford Library.
- Dom led an iCube meeting.
- IT staff attended Customer Service Feedback meetings.
- Dom, Denise, and Jeff attended Help Desk Ticket Committee meetings.
- Jeff and Denise met to work on our Disaster Recovery checklist.
- Jeff provided an HOA with a library presentation.

Training

- Jeff and Denise met with our rep from Merit Networks to discuss our internet connection and 2FA technology.
- Sid completed their initial iCube Staff Training program.
- Mallory and Denise attended "Teaching Tech Proficiency to Seniors with Michael Wilson"

iCube

We held 179 iCube appointments in March.

- 59 3D prints
- 0 3D scans
- 7 Adobe Creative Cloud projects
- 14 Cricut crafts
- 1 Carvey projects
- 37 Creative Kits
- 19 Digital Conversions
- 11 Heat Press jobs
- 4 Laser projects
- 6 Photo Prints
- 15 Sewing/Embroidery projects
- 6 Sublimation prints

iCube staff have begun preparations for the annual NPL Tiny Art Show. Preparations include 3d printing tiny easels to display tiny paintings on - and making some 3d-printed figures that will inspire the artists and the patrons.



"The Thinker" and "Venus de Milo" 3d printed by Dominic

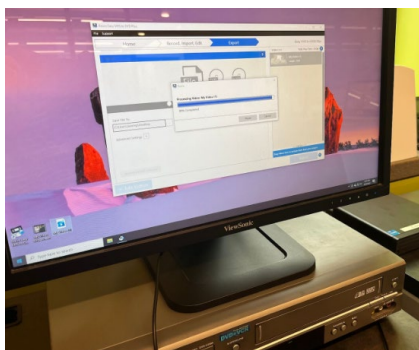
Jess helped two patrons in one day with the VHS converter. They also helped a patron move scanned photos from the Adobe computer to a thumb drive. Jess also helped a patron use the Carvey and our Dremel to do a project out of wood and helped another patron with the Creative Cloud Station and the Huion tablet.

Sid assisted patrons with using our flatbed scanner. He also sublimated an image onto a Tote bag and printed this high-gloss photo on the iCube's Epson printer



Tote Bag and high-gloss photo printed by Sid

Dom installed and tested a new Roxio VHS to Digital converter on our Creation Station. The Roxio is more compatible with our hardware than the old converter was.



VCR device donated by a patron and our Roxio VHS to Digital converter set up by Dom

Mallory also helped a patron with the embroidery machine. The patron wanted to embroider names on the shirts of her bridesmaids. "She was very happy with them and is thinking of other projects she can come back and do in the iCube"



Bridesmaid shirts embroidered by a patron and Mallory

Mary helped one patron digitize her 8mm mini cassettes and helped another with a sewing project, and helped another with digitizing photos on the archival scanner.

Mary also "sublimated a sample 4x6 magnet to show off this new offering." Materials for sublimating magnets cost \$5 which covers the cost of the magnet and transfer paper and ink.

Mallory worked on the Cricut Maker to make some recycled book page flowers for the iCube door to welcome in Spring



Cat magnet sample made by Mary



Flower decorations made with the Cricut by Mallory

Facilities Report by Keith Perfect – March

In the past month the Facilities Department has closed 10 Facilities Maintenance tickets, 52 Meeting Room Requests/programs and has updated 349 Periodic Maintenance tickets.

- Safety tours have been provided to library staff.
- Swinging gates were installed by vendor at the information desks to keep patrons from entering staff workspace behind the desks. Signage stating "NO PUBLIC ACCESS BEYOND THIS POINT" has been affixed to the gates.
- We have acquired a new vendor, along with a new vending machine and contract for the staff lounge.
- A minor drywall repair and painting in the staff work area was completed.
- A new control board and compressor was installed on the Server Room AC unit by vendor. The parts were covered under the warranty, but the labor was not.
- Maintenance of the HVAC Air Handling Units was performed by vendor. Moving parts were greased/oiled and the fan drive belts were replaced.
- The state boiler inspection was performed by vendor. All is in working order and the State of Michigan will send the boiler certificates once they have completed the paperwork.
- A tornado drill was conducted and all staff and patrons who were present participated.

Information Services Department – March
Compiled by Shannon O'Leary (In the Absence of Dept. Head)

News and Notes

- Staff attended department meetings.
- Staff attended staff Q&A session update meetings with the Library Director.
- Staff attended committee meetings for the following:
 - Strategic Planning
 - HR
 - Customer Service
 - Marketing
 - iCube
 - Summer Reading Program

Professional Development

- Embracing Neurodiversity: Cultivating an Inclusive Workplace for Neurodivergent Staff webinar - Austin, Danielle
- Readers' Advisory: Ideas and Practice webinar - Anna, Danielle
- Supporting Communities Impacted by Incarceration through Library Services webinar - Anna, Emma, Taylor
- Handling problem interactions with law enforcement - Emma, Anna
- Civic Literacy Starts at Home - Emma
- Spanish Books for Kids - Shannon
- Graphic Novels for Young Adults - Shannon
- Spring Graphic Novels for All Ages Part 1 - Shannon
- Spring Graphic Novels for All Ages Part 2 - Shannon
- Promising Picture Books webinar - Danielle
- Back to Basics: Book Displays webinar - Danielle, Austin
- Back to Basics: Reference Skills webinar - Danielle
- Early Literacy is an Open Book webinar - Danielle
- Readers' Advisory: Ideas and Practice: The State of Genreblending in Adult and YA webinar - Austin
- Webinar: Low Morale in Libraries: Impacts and Countermeasures- Kirsten
- ALA Tech Lists 2025 - Mary
- IMLS grant follow-up interview for Makerspaces and Youth with Disabilities - Mary
- IS staff on external committees:
 - Thumbs Up! Award Workgroup - Austin and Kirsten
 - TLN eContent Policy Committee - Mary
 - TLN eContent Users Group - Mary

IS Staff Outreach

- Waltonwood Outreach (9) - Emma
- StoryPoint Book Club (8) - Emma
- Lakes of Novi (10) - Emma
- Lakeshore Book Club (3) - Emma
- Meadowbrook Commons Book Club (8) - Emma
- Orchard Hills Elementary Kindergarten Story Times (4 story times) - Emily
- Preschool Outreach Story Times - Emily:
 - Goddard (4 story times)
 - Little Birds Montessori
 - Novi ECEC (10 story times)

- DIA Kamishibai Storytime - Shannon



- Emperor's Birthday Reception - Shannon
- ESL Tours of Novi Library with NCSD x2 - Shannon

Adult Programs

- Business Book Club - Virtual - JM - 4
- Business Book Club - In Person - JM - 5
- "March is Reading Month" event with a self-contained class at Novi High School. Read a book to the class and participated in an interview by the students. Students practiced their communication skills with us by conducting an interview through their adaptive curriculum. - MR and JM - 10
- For The Love of Poetry (6) - Emma
- Jigsaw Puzzle Tournament (56) - Emma
- Masterpiece Monday- Gail- 25



- Virtual Author Visit- Gail 48 Zoom 42 Social Media
- ESL Book Club x4 - Shannon - 72
- Evening of English x2 - Shannon - 47
- NCSD ESL Level 1-2 Tour - Shannon - 33
- NCSD ESL Level 3-4 Tour - Shannon - 20
- Korean Conversation Group - Shannon - 5
- Japanese Conversation Group - Shannon - 34
- Spanish Conversation Group - Shannon - 10

- Craftastic Wednesday: Tiny Art Show Mini Masterpieces - Mary -24



Adult Displays

- Adult Desk Display: March is Reading Month (staff book recommendations)
- March is Reading Month (staff book recommendations)
- National Women's History Month



Feature Collection:

- 1st floor glass case: Hina Dolls



Youth/Tween/Teen/Family Programs

- Club Half-Blood - 7
- Storytime - Time for Twos and Threes - Jen -
- Saturday Family Storytime - Jen -
- Storytime- Time for Fours and Five - Kirsten - 33
- No Required Reading Book Club - Austin - 1
- Teen Advisory Board (TAB) - 7
- Storytime - Tot Time - Danielle - 151
- Storytime - Baby Time - Danielle - 82
- Sunset Stories - Emily - 20
- ISTP (International Student Tutoring Program) x3- 100
- Teen Space - 506

- Girl Scout Troop Tour - Danielle - 8
- St. Patty's Grab and Go Youth - 96 Tween - 96
- Paper Plate Rainbows - Taylor - 30
- DIY MASON JAR LANTERNS Tween - Taylor - 20

All Ages Programs

- NO-VI Chess Club (2) - 36

Youth/Tween/Teen Displays

- **Teen Stop display** – Reading Month (Books about Books), Teen Advisory Board (TAB) Recommendations



- **Youth Feature Display** – Battle of the Books
- **Youth Desk Display** – Women's History Month Beanstack Reading Challenge



- **New for You Kiosk**
 - **Libraries Are for Everyone:** Women's History Month, Carnival/Mardi Gras, Ramadan, Will Eisner Week, Purim, Holi, St. Patrick's Day, International Transgender Day of Visibility



- **Featured Display:** Battle of the Books

Marketing & Community Promotions – March 2025

By Dana VanOast, Communications Manager

Webinars/Professional Development

Mar 12, 2025: Annual Safety Tour (Amy Crockett)

Mar 18, 2025: MI PR Group (Dana)

Mar 26, 2025: The Modern eAccessibility Landscape in Public Libraries (Dana)

- Focus on alternative text on images, use of proper headings in documents/PDFs and proper use of link text on website

Mar 31, 2025: Public Library Website Accessibility Essentials (Dana)

- Reviewed Website Content Accessibility Guidelines (WCAG) 2.1, Level AA

Committee Involvement

- Marketing Committee reviewed revised mural for lobby entrance & approved design
- Amy attended weekly Customer Service Committee meetings
- Amy organized Employee Wellbeing Committee's Detroit Day on 3/13
- Dana attended demos for the Help Desk Ticket System Committee

e-Newsletter

- 21,423 emails sent; 8,487 read (39.62% read rate); 512 unique clicks

Recite Me Update – Mar 12, 2025

In March, they introduced **Simplify Content**. This powerful tool automatically simplifies any content over 159 characters, breaking down complex text into clear, concise, and easy-to-understand insights. This feature is opt-in.

myLIBRO App Update – Mar 27, 2025

myLIBRO has recently updated their notification system for member libraries and are in the process of rolling out these improvements. This enhancement is designed to help libraries serve their community more efficiently and effectively.

Notifications NPL will enable:

- Notifications for fees and fines
- Notifications for overdue and renewal items (physical checkouts)
- Notifications to alert patrons when Overdrive items placed on hold are available for checkout within the myLIBRO app
- Notifications for Overdrive Expiry

Meeting Room News & Notes:

- 58 rentals with 1,096 attendees
- Amy created new Meeting Room Welcome/Exit Procedures for staff
- Feedback from renters:
 - Great support, the room was setup and prepared along with the audio request
 - Staff was informative and appreciated the knock on the door that my time will end in 5 minutes
 - It was a very good experience. The room fit our needs perfectly. It was easy to rent. Thank you

NEWS & NOTES

6A/ NOVI NOTE • APRIL 3, 2025

Compiled by Charity Meier

NOVI SUMMER CAMP ENROLLMENT BEGINS SOON

Registration for the city of Novi's three summer camps — Lakeshore, Powerplay, and Bon Voyage — will open at 8 a.m. April 8 for Novi residents. Nonresidents will be able to register for the camps beginning at 8 a.m. April 15. More information on the camps is available at cityofnovi.org.

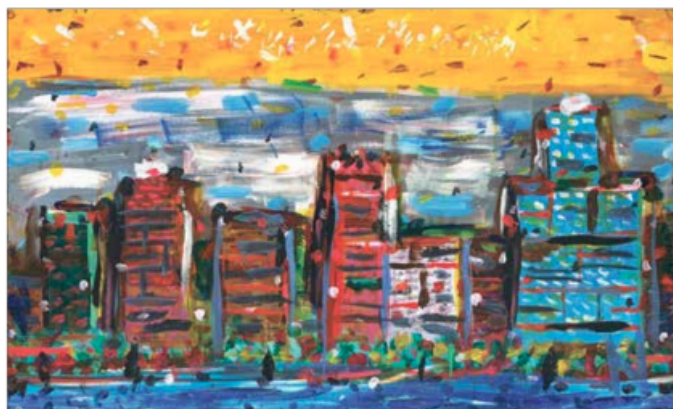
Celebrate spring with annual Hanami Picnic

Tollgate Farm, 28115 Meadowbrook Road, is scheduled to celebrate the blooming of spring with its annual Hanami Picnic from 11 a.m. to 3 p.m. May 4 in the Sakura Garden. The family-friendly event showcases Japanese music, food and culture. It will feature exhibits as well as crafts for all. Tickets cost \$10 if purchased in advance or \$12 at the gate. Children 4 and younger will be admitted for free.

Homeowners set to converge at Oakland Expo Center

OAKLAND COUNTY — Residents who are looking to make improvements to their home have a resource at their disposal, as the Oakland Home Improvement Show is scheduled to take place April 12 and April 13 at the Oakland Expo Center, located at 2212 Mall Drive East in Waterford.

According to a press release, the show is the place to find "everything you need to improve your home and set all of your home improvement



Pictured are "Detroit Skyline" by Nicholas Gorski, above, and "End of Summer" by Bradley Egrin, below.

Photos provided by Mod Market

Mod Market's fifth annual Autism Acceptance Art Show



MSU Federal Credit Union to offer teen budgeting and finance seminars

The Michigan State University Federal Credit Union is providing two financial awareness programs for teens at the Novi Public Library, 45255 W. 10 Mile Road. On April 15, the credit union will present "Teen Reality Check," which is designed to teach teenagers about budgeting, loans and other financial topics. The class will be held at the Novi Public Library Whole Meeting Room at 3 p.m.

The credit union will also be giving a presentation during the Teen Advisory Board meeting at 3:30 p.m. April 25 in the library's board room.

Pizza and refreshments will be provided at both events, which are open to teens in seventh to 12th grades. To register for either session, go to the library's website, novilibrary.org.

SUPPORT SERVICES DEPARTMENT- March 2025 by Sarah Mominee**Department Head/General**

- Attended weekly Management Team meetings
- Continued "Question of the Week" each Monday
- Updated all documentation on the 1st Floor Canon Printer
- Completed the SkillPath courses How to Handle Emotions Under Pressure (March 3rd), The Extraordinary Administrative Professional (March 6th), and Fundamentals of Successful Project Management (March 25th & 26th).
- Attended a MCLS course: MARC Introduction (March 18th-20th)
- Trained with Eva Sabolcik on the Lakeshore Lending Library throughout the month
- Continued weekly "catch-up" meetings with Maryann Zurmuehlen.
- Participated in the Tornado drill with all staff on March 19th.
- Finished the final month of my 6-month training period as a new hire and manager!

Circulation & Shelves

- Staff are working on the Collection Inventory Project which began in January 2024.

Tech Services

- Tech Services are continuing their daily work with no new projects to report on!

TLN SASUG:

- Meeting for March was cancelled.

Statistics (March 2025)

- **Cards Issued: 293**
- **Items Checked Out (NPL): 61,353**
- **Items Checked Out (LLL): 101**
- **Total Checkouts (NPL + LLL): 61,454**
- **Items Interloaned for NPL Patrons: 4,092 (61 through MelCat)**
- **Items Interloaned to Other Libraries: 3,689 (201 through MelCat)**
- **Items Added to the Collection: 1,494**
- **Items Discarded from the Collection: 970**
- **Drive-Up Window & Locker Hold Pickups: 21**
- **MAP Checkouts: 50**
- **Online New Card Registrations: 17**
- **Outreach:**
 - **NPL @ Your Door: 8 Mailer Bags / 16 Items**
 - **6 Facilities Visits / 27 Items Provided**
 - **6 Book Discussions / 84 Items Provided**

Support Services Statistics 2024-2025														
		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month		327	324	497	455	260	229	258	232	293				2,875
↳ Of Which, Online Registrations Totaled		89	25	28	18	21	23	45	13	17				279
Checkouts (NPL)		64,018	61,933	54,351	52,691	50,807	47,899	55,537	51,401	61,353				499,990
Checkouts (Lakeshore Lending Library)		121	113	100	96	65	26	32	95	101				749
Total Checkouts (NPL + LLL)		64,139	62,046	54,451	52,787	50,872	47,925	55,569	51,496	61,454				500,739
Items Borrowed		5,002	4,383	4,000	4,245	3,416	3,625	4,820	4,182	4,092				37,765
Items Loaned		3,775	3,455	3,789	3,487	3,024	3,169	3,814	3,659	3,689				31,861
Hold Pickups (Drive-Up & Lockers)		25	21	26	24	13	16	24	24	21				194
MAP Pass Checkouts		74	78	57	55	25	26	23	20	50				408
Read Boxes		609	341	347	42	0	0	0	0	0				1,339
NPL @ Your Door (# of Bags)		10	8	10	7	5	6	13	7	8				74
NPL @ Your Door (# of Items)		31	27	30	17	12	15	35	16	16				199

Year-to-Year Comparison					Read Boxes								
							May to October Totals						
							2023			2024			
		MAR		MAR			Youth	Adult	Total	Youth	Adult	Total	
		2025		2024	Pavillion		813	115	928	777	55	832	
Cards Issued This Month		293		297	Rotary		331	30	361	495	23	518	
Total Checkouts (NPL + LLL)		61,454		57,447	ITC		881	54	935	1002	58	1060	
					Brookfarm		142	16	158	164	24	188	
Items Borrowed	TLN	4,031		4,269	All Combined		2167	215	2382	2438	160	2598	
	MeL	61		85									
		4,092		4,354									
Items Loaned	TLN	3,488		3,372	May 1 through October 23, 2024 was our tenth season of Read Box Service in Novi. ITC Park was the most used read box with Pavillion Shore coming in second.								
	MeL	201		249									
		3,689		3,621									

Self-Check Totals 2024-25 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	64,139	46.26%	29,668	8,417	6,009	4,799	10,443
August	62,046	44.43%	27,568	8,474	5,963	4,006	9,125
September	54,451	42.70%	23,250	7,236	5,014	2,842	8,158
October	52,787	43.15%	22,776	6,835	4,784	2,703	8,454
November	50,872	39.73%	20,210	5,447	4,608	2,841	7,314
December	47,925	43.01%	20,612	6,090	4,407	2,965	7,150
January	55,569	45.88%	25,497	7,764	5,067	3,457	9,209
February	51,496	46.01%	23,693	7,091	5,087	3,116	8,399
March	61,454	46.62%	28,649	8,469	6,028	3,780	10,372
April							
May							
June							
FYTD	500,739	44.32%	221,923	65,823	46,967	30,509	78,624

Library Usage									
2023-2024 Fiscal Year					2024-2025 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	35,488	7,105	42,593	1,704	July	27,026	6,343	33,369	1,192
August	24,612	4,137	28,749	1,106	August	26,543	7,657	34,200	1,179
September	25,059	6,560	31,619	1,171	September	26,464	7,657	34,121	1,219
October	29,335	1,636	30,971	1,032	October	30,044	5,220	35,264	1,138
November	27,349	6,356	33,705	1,248	November	25,150	3,060	28,210	1,045
December	21,975	7,197	29,172	1,122	December	21,114	5,220	26,334	941
January	24,865	7,650	32,515	1,084	January	25,456	6,149	31,605	1,090
February	27,211	6,815	34,026	1,173	February	22,472	5,150	27,622	987
March	24,943	4,721	29,664	1,023	March	28,408	5,967	33,990	1,096
April	28,725	5,704	34,429	1,148	April				
May	24,053	7,709	31,762	1,176	May				
June	26,941	4,583	31,524	1,126	June				
FYTD Total	320,555	70,173	390,728	1,170	FYTD Total	232,677	52,038	284,715	1,099
Lobby count has been corrected for September, March and April due to a calculation error (reported number was doubled in previous reports).					Our Car counter sensor failed at 10PM on 8/28/2024. September 2024 Drive-Up numbers are estimated.				
					*Our car counter sensor began counting low numbers beginning November 10th due to transceiver interference. *December numbers are estimated. *March Drive-Up: The car counter battery failed on March 30, losing 2 days of data. Included estimated data for the 2 days.				

Computer Logins											
2023-2024 Fiscal Year						2024-2025 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,128	38,208	39,336	1,573	237	July	1,383	148,114	149,497	5,339	275
August	1,250	*44,166	45,416	1,747	265	August	1,356	155,267	156,623	5,401	275
September	1,025	*104,753	105,778	3,918	255	September	995	161,443	162,438	5,801	264
October	1,102	182,259	183,361	6,112	292	October	1,076	178,568	179,644	5,795	297
November	1,021	180,487	181,508	6,723	263	November	953	148,609	149,562	5,539	247
December	873	116,491	117,364	4,514	247	December	785	141,013	141,798	5,064	248
January	430	**164,392	164,822	5,494	286	January	954	159,040	159,994	5,517	272
February	1,185	161,577	162,762	5,612	267	February	960	144,116	145,076	5,181	257
March	1,199	148,575	149,774	5,165	272	March	1,157	159,120	160,277	5,170	289
April	1,258	169,967	171,225	5,708	286	April					
May	506	160,279	160,785	5,955	266	May					
June	1,253	153,389	154,642	5,523	261	June					
FYTD Total	12,230	1,624,543	1,636,773	4,901	3,197	FYTD Total	9,619	1,395,290	1,404,909	5,424	2,424

Notes 2023-2024:

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

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

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

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

Early Literacy Workstation Usage							
2023-2024 Fiscal Year				2024-2025 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	612	8,955	14	July	768	10,949	14
August	693	9,007	13	August	743	10,876	13
September	610	6,615	12	September	664	9,187	13
October	724	9,029	25	October	729	10,029	14
November	636	8,190	18	November	742	9,999	13
December	*556	*6,540	*24	December	553	7,803	14
January	637	9,309	13	January	711	9,566	13
February	751	10,617	14	February	649	9,353	14
March	743	10,870	15	March	807	10,672	14
April	687	9,805	14	April			
May	562	7,796	14	May			
June	767	11,181	15	June			
FYTD Total	7,978	107,914	16	FYTD Total	6,366	88,434	15

Notes 2023 – 2024:

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

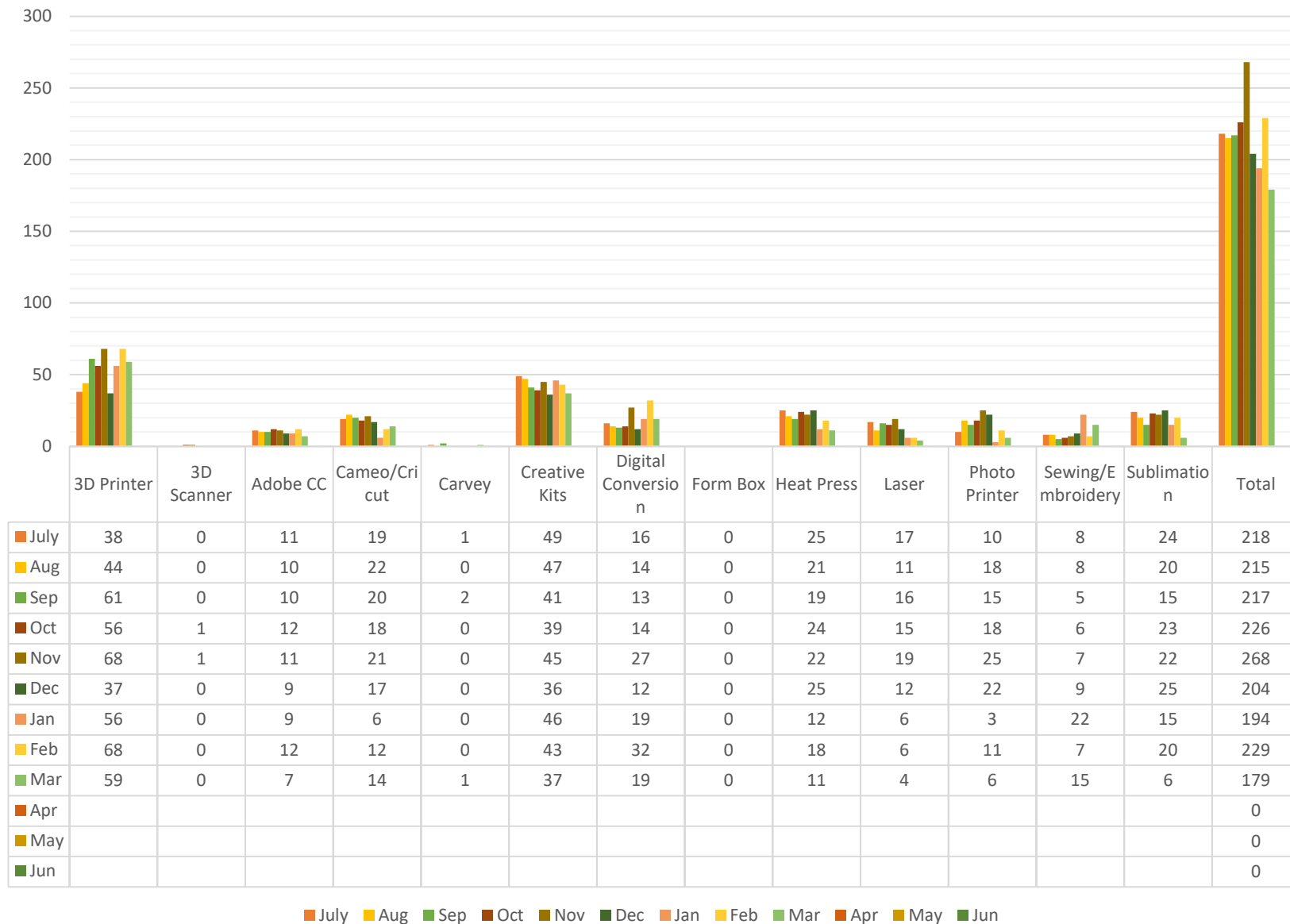
Stats are now downloaded from the individual AWE workstations.

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

Technology Training Sessions 2024-25 Fiscal Year																
	3D Printing	Cricut/Silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Heat Press	Creative Kits	Virtual Reality	Staff Training	Total Sessions
Jul	38	19	16	10	8	24	1	17	0	0	11	25	49	0	8	226
Aug	44	22	14	18	8	20	0	11	0	0	10	21	47	0	2	217
Sep	61	20	13	15	5	15	2	16	0	0	10	19	41	0	3	220
Oct	56	18	14	18	6	23	0	15	0	1	12	24	39	0	4	230
Nov	68	21	27	25	7	22	0	19	0	1	11	22	45	0	4	272
Dec	37	17	12	22	9	25	0	12	0	0	9	25	36	0	2	206
Jan	56	6	19	3	22	15	0	6	0	0	9	12	46	0	2	196
Feb	68	12	32	11	7	20	0	6	0	0	12	18	43	0	4	233
Mar	59	14	19	6	15	6	1	4	0	0	7	11	37	0	3	182
Apr																
May																
Jun																
Sessions	487	149	166	128	87	170	4	106	0	2	91	177	383	0	32	1982

*November Muse Laser total was 29, corrected to 19.

iCube Usage 2024- 2025



2024-2025 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	2,564	682	304	23	392
August	2,520	702	312	17	454
September	2,564	710	320	24	364
October	2,726	732	329	26	609
November	2,664	732	333	19	272
December	2,683	756	333	18	538
January	3,154	853	356	24	394
February	2,815	794	365	23	440
March	3,135	877	372	27	467
April					
May					
June					
FYTD Total	24,825	6,838	3,024	201	3,930

2024-2025 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	7,746	3,510	11,256	1,610	124
August	7,441	3,712	11,153	1,499	131
September	7,440	3,437	10,877	2,037	136
October	7,261	3,396	10,657	1,944	94
November	7,180	3,546	10,726	2,070	114
December	6,782	3,462	10,244	1,867	113
January	8,308	4,395	12,703	2,309	184
February	7,387	3,687	11,074	2,173	132
March	8,230	4,123	12,353	2,443	131
April					
May					
June					
FYTD Total	67,775	33,268	101,043	17,952	1,159

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

Meeting Room Statistics 2024-2025 Fiscal Year		
	Rentals	Attendees
July	29	274
August	38	710
September	45	1,003
October	47	735
November	49	1,012
December	37	925
January	54	932
February	41	836
March	58	1096
April		
May		
June		
FYTD	398	7,523

Meeting Room Statistics Compiled by: Amy Crockett, Meeting Room Coordinator

Recite Me (Website Accessibility Toolbar)											
2023-2024 Fiscal Year						2024-2025 Fiscal Year					
Month	Pages Viewed	Unique Users	Pages Viewed/Session	Screen Reader	Translation	Month	Pages Viewed	Unique Users	Pages Viewed/Session	Screen Reader	Translation
July	1,761	357	4.93	2,638	18,161	July	280	83	3.37	407	374
August	926	230	4.03	1,222	1,096	August	248	56	4.38	352	275
September	731	221	3.31	751	910	September	226	64	3.53	303	254
October	591	143	4.13	645	960	October	303	66	4.59	503	378
November	561	173	3.24	582	786	November	199	58	3.43	249	217
December	524	140	3.74	578	640	December	155	58	2.67	327	5,445
January	488	150	3.25	491	565	January	198	76	2.61	296	727
February	385	124	3.10	338	438	February	157	54	2.91	179	322
March	491	141	3.48	534	614	March					
April	326	98	3.33	328	349	April					
May	237	78	3.04	378	295	May					
June	323	101	3.20	445	483	June					
FYTD Total	7,344	1,956		8,930	25,297	FYTD Total	1,766	515		2,616	7,992

Inflated number due to bots on our website; ReciteMe working to remove bot stats from reports in the future

myLIBRO (Library App)															
2023-2024				2024-2025				2023-2024				2024-2025			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
July	57	1,488	100	July	2,977	92,994	5,011	January	1,940	58,637	3,312	January	3,906	23,811	6,671
August	1,166	25,673	2,961	August	3,157	109,022	4,585	February	2,166	73,177	4,232	February	4,047	21,252	5,875
September	1,196	26,853	2,023	September	3,321	59,591	4,515	March	2,317	85,934	4,377	March	4,227	23,854	6,587
October	1,373	49,714	2,566	October	3,475	16,383	4,300	April	2,494	82,606	3,745	April			
November	1,390	57,778	2,919	November	3,599	17,225	4,827	May	2,639	86,606	3,562	May			
December	1,390	67,496	3,281	December	3,729	19,227	5,098	June	2,803	74,301	4,756	June			
								FYTD Tot.		229,002	13,850	FYTD Tot.		383,359	47,469

Recite Me and/or myLIBRO stats may be delayed due to auto-reports sent at the beginning of each month.

FRIENDS OF NOVI LIBRARY – N/A

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

February Minutes
Wednesday, February 19, 2025
Novi Library Local History Room

CALL TO ORDER: 7:03 p.m.

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

ABSENT: Kelly Kasper

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

APPROVAL OF AGENDA w/ Amendments: APPROVED

APPROVAL OF December MINUTES: APPROVED

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2024/2025 Fiscal Year				
	BUDGET	EXPENDITURES Thru February 19, 2025		
Display Cabinet Exhibit	\$ 900.00	\$ (302.37)		
Marketing/Brochures/Engage/Name Badges	\$ 900.00	\$ (104.80)		
Equipment/Supplies/Office/Upgrades/Repairs	\$ 12,000.00	\$ (13,864.22)		
Program/Speaker Fees	\$ 1,200.00	\$ (1,268.18)		
Storage Unit	\$ 2,700.00	\$ (2,400.00)		
Acquisition (Books/Materials/Subscriptions)	\$ 2,000.00	\$ (56.00)		
Conference/Continuing Education	\$ 1,000.00	\$ -		
Legal Fees	\$ 900.00	\$ -		
Special Project Items				
Betty Lang Internships		\$ (1,500.00)		
Oral Histories		\$ -		
City/Community Events		\$ (58.70)		
Photography		\$ -		
Special Project Totals	\$ 3,000.00	\$ (1,558.70)		
TOTAL:	\$ 23,800.00	\$ (19,528.40)	\$ 4,323.60	
Equitable Projects				
Villa Barr Book Sales YTD		Expenses	Sales / Contributions	
Wreaths Across Novi Project	\$ 2,105.84	\$ 1,825.00		

Treasurer's Report: APPROVED – Expenses last month were for half the payment for the new scanner, the library intern supporting the Commission, February speaker fees and for the Wreaths Across Novi banner.

LIBRARY LIAISON REPORT:

Betty Lang Internship: The new library intern helping support the Novi Historical Commission started this month. She will work in the Local History Room on Fridays and Saturdays. She will help with organization of the room and digitization of images.

External Hard Drive Request: Rae asked for approval of an external hard drive to help back up the Local History Room computer and the work the library intern is doing. The motion was approved for up to \$100.

Newspapers: Rae received the digitized Novi News archives from the Lake Orion Library following the Oakland County Historical Records closing. Rae is exploring new options for storing the archives. Unfortunately, the Library of Michigan could not support.

Document Donation Day: The next document donation day will be held on Saturday, May 3 at the Novi Public Library.

History Room Office Hours:

Monday, March 3 (10:30 a.m. – 12:30 p.m.): Randy Van Wagnen and Debbie Wrobel

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

Monday, April 7 (10:30 a.m. – 12:30 p.m.): Sharon Larson and Kathy Crawford

Monday, April 21 (6 – 8 p.m.): Kelly Kasper and Dan Pierce

DISCUSSION ITEMS:

Elections: The Historical Commission held officer elections. The elections, run by Vice President Kathy Crawford, were conducted following Roberts Rules of Order. The following officers were elected:

- Chairperson/President – Kim Nice
- Vice Chair/Vice President – Kathy Crawford
- Secretary – Dan Pierce
- Treasurer – Sharon Larson

By-Laws: The Historical Commission will begin reviewing its by-laws and voting on any new changes at an upcoming meeting. Kim will send the by-laws to every commissioner.

Cemetery Sign Update for Knapp Sign: The Commission reviewed the option for using Novi's Department of Public Works to re-do the Knapp Cemetery sign. The Commission decided to explore other options for the cemetery sign.

Fox Run Presentation: Kathy Crawford will be giving a presentation on the history of Novi at Fox Run, Wednesday, March 26th at 10 a.m. Commission members will be attending as well.

DYK Project: Sharon and Dan provided Kim with "Did You Know" posts for the next month to place on the Commission Facebook page. The Commission will try to post Novi historical facts weekly/bi-weekly.

Novi Public Library 65th Anniversary: The Commission is considering ways to support the Novi Public Library's 65th Anniversary celebration by having a table at the event and staffing the Local History room. The Commission will also donate its display case space to promote the event. The celebration will take place on Oct. 26 from 1-5 p.m.

Michigan in Perspectives History Conference: The annual history conference will take place March 28-29 at Oakland University. Historical Commission members are encouraged to attend as many of the presentations as possible.

Miniature Project: Progress continues to be made on the miniature project. The next meetings on the project will take place March 7 and 14 from 12-3 p.m. at the Youth Activity Room in the Novi Public Library.

Program/Speaker Series for 2025: The Commission is working on having Jim Craft provide a presentation on “The American Army in Normandy” for the Speaker Series on May 22, 2025.

Novi Community Fest: The annual Novi Community Fest will take place on Thursday, June 5 from 4 – 8 p.m. at the Novi Community Center. Organizers have asked the Novi Historical Commission to be involved again. Kim mentioned we would discuss ideas for participation at the March meeting.

ONGOING PROJECTS:

Villa Barr Books: The Novi Public Library has Villa Barr books for sale and a flyer is posted inside the library letting people know.

NEW BUSINESS:

Items for Donations: Kathy Crawford brought in a 1954 Board of Education Treasurer’s Report, a program from a play, newspaper articles, picture books, educational books for elementary school, the Novi Junior High dedication program and other items.

PUBLIC COMMENT: NONE

NEXT MEETING: March 19, 2025 at 7 p.m.

ADJOURN: 8:39 p.m.

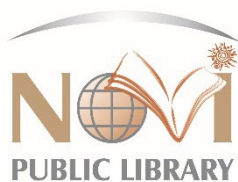
LIBRARY BOARD COMMITTEE REPORTS**1. Policy Committee – No Meeting held****GOALS**

1. Continued review of public policies by the staff committee

2. HR Committee –**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.

Recommendation to Approve: Employee Donation of Benefit Time HR Policy based revision pertaining to maximum hours received for donated time.



EMPLOYEE DONATION OF BENEFIT TIME

Participation in this program is voluntary and can be anonymous.

The donating employee must be in a position that accrues leave time and must have accrued enough leave time to cover the donation. (Leave time may not be donated prior to actual accrual.)

The receiving employee must be in a position that accrues leave time and

- must have exhausted all paid leave time;
- must be on approved leave of absence from the Library;
- must have a medically certified "serious health condition" as defined by the Federal Family and Medical Leave Act or be a caregiver for such serious health condition of a spouse, parent, child, sibling, grandparent, grandchild (or in-law or step-relative in one of these relationships) or of a member of the Library employee's household.

The maximum total donation employees can receive per leave of absence is equal to one week of their regularly scheduled hours. Donated time may come from sick, vacation or personal business time. Time donated will be deducted from the donor's available leave time.

Submit forms to the HR Specialist as early as possible and at the latest by the day timesheets are submitted for the period of time needed.

Direct any questions about this program to the HR Specialist.

Approved by the Novi Public Library Board of Trustees: October 21, 2009

Amended: January 6, 2010; March 16, 2016

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

3. **Finance Committee** – Meeting scheduled for: Monday, March 31, 2025 at 1pm to discuss future funding options for NPL.

Meeting Held on: March 31, 2025

GOALS

1. Review Financial Policy – COMPLETED
2. Library Endowment/Foundation investigation – Agreement with Friends of Novi Library has been instituted - COMPLETED

4. **Events/Marketing/Fundraising Committee** – Meeting scheduled for: April 14th

Meeting Scheduled for: April 28, 2025 by Zoom

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

65th Anniversary meeting held on: Meeting rescheduled for: April 24, 2025 at 3pm

5. **Strategic Planning Committee** – No meeting held

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

GOALS

1. Review NPL's current Technology Plan

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

GOAL

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

8. **DEI Committee** – No meeting held

GOALS

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

COMMUNICATIONS – N/A



Library Board Calendar

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

2025

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

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

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

Approved: September 26, 2024



LIBRARY CLOSINGS 2025

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

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

LIBRARY BOARD MEETINGS

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

Except: March 27, 2025 (4th Thursday of the month at Novi Public Library)

Approved: June 27, 2024