



Agenda

Novi Public Library Board of Trustees
Thursday, January 9, 2025
at 7:00 p.m.
Location: Novi Public Library

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, Kat Dooley

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

Approval of Agenda.....1-3

Consent Agenda

- 1. Approve Minutes of: December 19, 2024 - Regular Board Meeting4-12
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#646) 13-14

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 –December 2024..... 15-16
- 2. President's Report (Mark Sturing)-N/A
 - A. 2023-2024 Annual Report – updated as of 1/3/25 17-18
 - B. 2024-2025 Board Committee Assignments 19
- 3. Treasurer's Report (Brian Bartlett)
 - A. 2024-2025 Library Budget Fund 27120-22
 - B. 2024-2025 Contributed Fund Budget 272.....23
 - C. Financial Report December 2024.....24
 - D. Library Fund 271 Expenditure & Revenue Report as of December 31, 2024 25-27
 - E. Library Fund 272 Contributed Fund as of December 31, 2024 28-29
 - F. Balance Sheets for Funds 271 and 272 as of December 31, 2024.....30-31

4. Director's Report (Julie Farkas)	32-38
A. Information Technology Report (Jeffrey Smith)	39-42
B. Facilities Report (Keith Perfect)	43
C. Information Services Report (No Dept. Head at the Time)	43-45
D. Marketing and Community Promotion (Dana VanOast)	46
E. Support Services Report (Sarah Mominee)	47-48
F. Library Usage Statistics.....	49-58
G. Friends of Novi Library – December 2024 newsletter	59
H. City of Novi Historical Commission – 10/16/24 Minutes.....	N/A

Public Comment – see language above to be recited

Committee Reports

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

 - No Meeting HeldN/A
 - Public Policy: Emergency Closing.....61
- HR Committee:** Review HR Policies for the Library, Director Review & Goals
 (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)

 - No Meeting heldN/A
 - Director's Mid-Year Review – January 9, 2025 – Director has requested a Closed Session
 - HR Policy: Remote Work (2nd Draft) 62-77
- Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)

 - Meeting held on 12/30/24.....N/A
- Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 (Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)

 - Meeting to begin planning for 65th Anniversary of Library – 1/7/25N/A
- Strategic Planning Committee:**
 (Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Hillary Hentschel, Info Services)

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

 - No Meeting heldN/A
- Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
 (Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)
- DEI: Diversity, Equity and Inclusion Committee**
 (Chair: Dooley, Crawford, Halvangis (Staff Liaison – Julie Farkas)

 - No Meeting heldN/A

Matters for Library Board Action

- 1. Public Policy: Emergency Closing 61
- 2. HR Policy: Remote Work (1st Reading based on complete revision)..... 63-66

Communications

- 1.N/A

Closed Session

- 1. Director’s Mid-Year Review

Adjournment

Supplemental Information

- Library Board Calendar 2025.....80
- Library Closings 202581

2024 Future Events:

- 1/8/25: Friends of Novi Library Regular Meeting – NO MEETING
- **1/9/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 1/15/25: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **1/18/25: Library Board Budget Session: 10am – 1pm, Novi Public Library – Board Room, 2nd floor**
- 1/18/25: MLK Unity Event: 2-4pm, Novi Public Library – Whole Meeting Room
- **2/6/25: Library Board Budget Session: 6-8pm, Novi Public Library – Board Room, 2nd floor**
- 2/12/25: Friends of Novi Library Regular Meeting – NO MEETING
- **2/13/25: Library Board of Trustees Meeting at 7pm, City of Novi – Council Chambers (25/26 BUDGET APPROVAL)**
- 2/19/25: Novi Historical Commission Meeting at 7pm, Novi Public Library
- 3/12/25: Friends of Novi Library Regular Meeting – NO MEETING
- 3/19/25: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **3/27/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**

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
December 19, 2024, 7 PM
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 7:02 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 – absent, excused
- Alyna Dohadwala – absent, excused

Library Staff

- Julie Farkas, Director
- Amy Crockett, Recording Secretary

Approval of

Agenda.....1-4

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

Motion passes – 6-0

Consent Agenda

1. Approve Minutes of: November 21, 2024 Regular Board Meeting.....5-11
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#645).....12-14

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

Motion passes – 6-0

Presentations

No Presentations

Public Comment

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

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No Public Comment

Reports

- 1. Student Representatives Report – November 2024.....15-17
- 2. President's Report (Mark Sturing) – MLA Legislative Update.....18-19
 - C. City of Novi Long Range/Community Plan Update.....20-21
 - D. 2023-2024 Annual Report.....22-23
 - E. 2024-2025 Board Committee Assignments24

Trustee Sturing: Attended the City of Novi employee appreciation night. He and Julie will attend the City of Novi's Council Workshop #1 on January 21 for long range community planning, which will be a chance to talk about the Library's priorities moving forward. Highlighted the Annual Report and noted that the Library has a lot to be proud of this year.

Director Farkas: The Library will present the Annual Report at the January City Council meeting, which is being held at Fox Run. We will put some large posters highlighting the Annual Report around the Library.

Trustee Sturing: Terms are up next year for Trustees Sturing and Bartlett, so they will interview for reappointment with City Council early in 2025.

Trustee Crawford: Attended City of Novi employee appreciation night and Library's Pop-Up Market. Was asked to speak to a youth robotics team at the Library. All three members of the Historical Commission who were up for reappointment have been reappointed. Noted that the Friends of the Library Book Nook is selling small gift baskets for the holidays. Offered to collect and compile all of the Board Members' forms for Director Farkas' mid-year review in January.

Director Farkas: Will get evaluation forms for her mid-year review to Board Members no later than December 29. They need to be turned in to Trustee Crawford by January 6.

- 3. Treasurer's Report (Brian Bartlett)

A. 2024-2025 Library Budget Fund 271.....	25-27
B. 2024-2025 Contributed Fund Budget 272.....	28
C. Financial Report November 2024.....	29
D. Library Fund 271 Expenditure & Revenue Report as of November 21, 2024...	30-32
E. Library Fund 272 Contributed Fund as of November 21, 2024.....	33
F. Balance Sheets for Funds 271 and 272 as of November 21, 2024.....	34-35

Trustee Bartlett: Nothing out of the ordinary to report. The Finance Committee met in preparation of the board's budget session next month. They are getting numbers from the City of Novi for next year's budget.

Trustee Burke: Pointed out a typo on page 25. Line 665 should read "Interest on investments" not "Interest in investments."

Director Farkas will fix the typo.

4. Director's Report (Julie Farkas).....	36-43
A. Information Technology Report (Jeffrey Smith)	44-47
B. Facilities Report (Keith Perfect)	47
C. Information Services Report (No Dept. Head at the Time)	48-52
D. Marketing and Community Promotion (Dana VanOast).....	53-54
E. Support Services Report (Sarah Mominee)	55-56
F. Library Usage Statistics.....	57-65
G. Friends of Novi Library – December 2024 Newsletter	66
H. City of Novi Historical Commission – Minutes 10/16/24.....	67-69

Director Farkas: Discussed the new single user booth that the Library is trialing until February, provided by funds from the Friends of the Library. We are testing to see how much use it gets. There is a survey for users to give feedback. If there is want and need, we might budget for a few more. If not, we can return this one for a full refund. Trying to give single users a place to go so we can make study rooms for 2+ people. The single user booth, like the study rooms, is first-come first-served and there is no time limit because it is difficult to dedicate the staff time to policing them. The single user booths are \$7,000 each.

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
 - Updates to Public Policies based on staff committee review.....70-76
2. **HR Committee:** Review HR Policies for the Library, Director review & goals
- Chair: Crawford, Dooley, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - No Meeting Held.....N/A
 - Director's Mid-Year Review – January 9, 2025 – Director has requested a Closed Session
 - Updates to HR Policies based on staff committee review.....77-113
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
- Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - Meeting Held on 12/12/24.....114-118

Discussion about setting up a meeting for the Finance Committee with City of Novi Finance Director, Carl Johnson, which the Committee thinks would be helpful in getting some better clarification on questions. Director Farkas is going to reach out to coordinate.

Trustee Burke: Wondered if the Historical Commission is under the Library's purview, and if so, would like a more detailed budget than what is included in their monthly minutes.

Director Farkas: No, the Historical Commission has their own funding from the City. But Library Board Members will get a more detailed budget for the Historical Commission included in the budget session materials in January.

4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
- Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - No Meeting Held.....N/A
5. **Strategic Planning Committee:**
- Chair: Bartlett, Crawford, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
6. **Building & Grounds Committee:**
- Chair: Gawalapu, Sturing, Halvangis, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
7. **Bylaw Committee (Ad-hoc):** Review of Library Board Bylaws
- Chair: Bartlett, Sturing, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
8. **DEI: Diversity, Equity and Inclusion Committee:**
- Chair: Dooley, Crawford, Halvangis, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A

Matters for Library Board Action

Trustee Sturing: Since there are so many, and most have very minimal changes, would like to treat Matters for Library Board Action like a Consent Agenda, where Board

Members have the opportunity to pull items out for discussion and anything not pulled out can be batch-approved.

Trustees agree and pull out items 3, 9, 13, 14, 19 and 21 for discussion.

Motion: to approve the revisions to the policies in items 1, 2, 4, 5, 6, 7, 8, 10, 11, 12, 15, 16, 17, 18 and 20

Motion to Approve – 1st – Trustee Dooley

2nd – Trustee Bartlett

- 1. Revision to Public Policy: Alcohol.....71-72

Trustee Burke: Asked if the Library previously had an alcohol policy.

Director Farkas: Yes, the Library always follows the City of Novi's alcohol policy. The City had not told us they changed theirs, so we are updating ours now to match their new policy. The City told us this is what we should be using.

Trustee Burke: Then does not want to pull this policy out for a separate vote.

- 2. Revision to Public Policy: Unattended Child/Children73-74
- 4. Revision to HR Policy: Dress Code.....78-79
- 5. Revision to HR Policy: Funeral/Bereavement Leave.....79
- 6. Revision to HR Policy: Information Security.....80
- 7. Revision to HR Policy: Information Technology Usage.....81-85
- 8. Revision to HR Policy: Introductory Period and Benefit Eligibility.....86
- 10. Revision to HR Policy: Payroll.....88
- 11. Revision to HR Policy: Personal Business Time.....89-90
- 12. Revision to HR Policy: Personnel Files and Release of Information.....91-92
- 15. Revision to HR Policy: Safety, Injuries and Workers' Disability Compensation Insurance.....100-101
- 16. Revision to HR Policy: Selection and Separation.....102-105
- 17. Revision to HR Policy: Sick Time.....106-107
- 18. Revision to HR Policy: Social Media.....108-109

Trustee Halvangis: Pointed out a typo in the first line of page 108. It should read "This policy does not prohibit employees from engaging in social media activity, nor prohibit any other activity that is protected by the National Labor Relations Act."

Director Farkas will fix the typo.

- 20. Revision to HR Policy: Vacation.....111-113

Motion Passes – 6-0

- 3. Revision to Public Policy: Volunteer.....75-76

Motion: to approve the revisions to Public Policy: Volunteer

Motion to Approve – 1st – Trustee Crawford

2nd – Trustee Halvangis

Trustee Bartlett: Question about the last bullet point on page 75. Seems unclear if background checks are mandatory and wondered what an “acceptable background check” means.

Director Farkas: We require a background check for all categories of volunteers. We use our discretion based on what comes back on the background check and what activities the volunteer would be doing to determine what is acceptable.

Trustee Bartlett: Proposed changing the sentence to “All volunteers are required to have a background check prior to starting their volunteer commitment.”

Trustees Crawford and Halvangis agreed to accept this amendment into their motion.

Motion Passes – 6-0

- 9. Revision to HR Policy: Jury Duty.....87

Motion: to approve the revisions to HR Policy: Jury Duty
 Motion to Approve – 1st – Trustee Crawford
 2nd – Trustee Burke

Trustee Sturing: Would like clarification about the sentence highlighted in yellow. Does not think it makes sense as it currently reads.

Director Farkas: Explained that they are trying to make sure employees know that if they are only at jury duty for part of the day, then they still have to come to work for the rest of their day.

Trustee Sturing: Proposed changing the sentence to “If the employee is excused from jury duty early or is not called to serve, the employee will be required to work the remainder of their normally scheduled hours or use benefit time to cover the missed hours, with reasonable travel time provided.”

Trustees Crawford and Burke agreed to accept this amendment into their motion.

Motion Passes – 6-0

- 13. HR Policy: Remote Work (1st Reading based on complete revision).....93-97

Director Farkas: This policy received a major overhaul, so this is just a first draft. It does not need to be approved tonight.

Motion: to approve the revisions to HR Policy: Remote Work
 Motion to Approve – 1st – Trustee Halvangis
 2nd – Trustee Crawford

Trustee Burke: Had questions about the sections on work-related injuries and worker's compensation when someone is working from home.

Director Farkas: Will get more clarity from the City of Novi about this.

Discussion about traveling to an offsite work event and if there is any difference in policy if you travel to the event from the Library or from home.

Discussion about the limited amount of remote work available to Library employees and if the policy adequately conveys this.

Discussion about internet security, equipment available to staff and how to ensure staff members are meeting the Library's security standards when working remotely.

Trustees Halvangis and Crawford agreed to table their motion until the January meeting.

No Vote

14. Revision to HR Policy: Rules of Conduct.....98-99

Motion: to approve the revisions to HR Policy: Rules of Conduct
Motion to Approve – 1st – Trustee Dooley
2nd – Trustee Crawford

Trustee Sturing: Questioned the bullet point about photographing due to the security cameras that are used throughout the building. Proposed changing the sentence to “Photographing another individual without their permission while on duty, excluding standard security monitoring.”

Trustee Bartlett: Wondered about the recent staff concerns regarding inappropriate language and if the language was derogatory.

Director Farkas: Explained that they have gotten some anonymous comments from staff members who felt uncomfortable with language being used. It was not derogatory, rather words that have become more commonplace in everyday language but are still inappropriate for a professional setting.

Trustees Dooley and Crawford agreed to accept Trustee Sturing's amendment into their motion.

Motion Passes – 6-0

19. Revision to HR Policy: Travel and Other Expense Reimbursement.....110

Motion: to approve the revisions to HR Policy: Travel and Other Expense Reimbursement
Motion to Approve – 1st – Trustee Crawford
2nd – Trustee Bartlett

Trustee Sturing: Thinks they should remove “so they do not show on Library receipts” from the sentence highlighted in yellow because it is unnecessary.

Discussion about how the Library defines “per diem.” The per diem is the maximum that can be spent per meal and the Library must receive receipts to reimburse the employee, they are not just given the full per diem amount ahead of time.

Proposed changing the lines highlighted in yellow to “Alcoholic drinks are not covered by the Library and should not be on any submitted expenses.”

Trustee Sturing: Proposed changing the third sentence of the first paragraph to “The meal allowance for out-of-town travel is determined by the IRS regulations pertaining to the maximum per diem which indicates a flat rate per day allowed for meals and incidentals for out-of-town travel.”

Trustees Crawford and Bartlett agreed to accept these amendments into their motion.

Motion Passes – 6-0

21. Revision to Public Policy: Financial.....115-118

Motion: to approve the revisions to Public Policy: Financial
 Motion to Approve – 1st – Trustee Bartlett
 2nd – Trustee Burke

Trustee Bartlett: This policy was discussed at length in committee. The primary item being changed is under General Fund. The City requires that the reserve be maintained at a target minimum of 28%, so we included that language. The Library is well above this amount.

Trustee Halvangis: Proposed changing the second sentence on page 116 to “The Library Board of Trustees serves as fiduciary manager and is responsible for giving library administration direction and determining the right balance between expenditures and service levels.”

Trustees Bartlett and Burke agreed to accept this amendment into their motion.

Motion Passes – 6-0

Communications

2. Thank you email from Tim Laundra, Re: Pop Up Market..... 120

Closed Session

No Closed Session

Adjournment

Motion: to adjourn at 8:45 PM
Motion Passes – 6-0

Supplemental Information

- Library Board Calendar 2024..... 121
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- Library Closings 2024 123
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2024/2025 Future Events:

- **12/23/24: Library CLOSED at 5pm**
- **12/24/24: Library CLOSED Christmas Eve**
- **12/25/24: Library CLOSED Christmas Day**
- **12/31/24: Library CLOSED New Year's Eve**
- **1/1/25: Library CLOSED New Year's Day**
- Friends of Novi Public Library – No Meeting in January 2025
- **1/9/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 1/15/25: Novi Historical Commission Meeting, 7pm, Novi Public Library – Local History Room
- **1/18/25: Library Board Budget Session, 10am, Novi Public Library – Board Room**
- 1/18/25: MLK Celebration Concert, 2-4pm, Novi Public Library – Whole Meeting Room
- **2/6/25: Library Board Budget Session, 6pm, Novi Public Library – Board Room**
- **2/13/25: Library Board of Trustees Meeting, 7pm, City of Novi – Council Chambers (25/26 BUDGET APPROVAL)**

WARRANTS

Warrant 646	271 Accounts	January 2025	
Payable to	Invoice #	Account number	Amount
Quill	paper, stick notes, push pins	271-000.00-727.000	\$ 309.71
Stamps.com	Postage CC	271-000.00-728.000	\$ 37.42
USPS	Postage CC	271-000.00-728.000	\$ 113.00
TechSoup	Microsoft 365 - 12/12/24 - 1/11/25 CC	271-000.00-734.000	\$ 75.00
Amazon	Cable	271-000.00-734.500	\$ 879.22
Bambu Lab	iCube - Filament CC	271-000.00-734.500	\$ 266.85
B&H Photo	iCube - Epson Cartridge CC	271-000.00-734.500	\$ 848.77
Joann	iCube - Sewing machine accessories	271-000.00-734.500	\$ 119.06
CDW-G	hard drive	271-000.00-734.500	\$ 141.09
Amazon	USB Desk fan	271-000.00-740.000	\$ 11.88
image360	No pets Allowed sticker	271-000.00-740.000	\$ 25.00
JanWay	plastic bag	271-000.00-740.000	\$ 4,590.00
Amazon	742.112	271-000.00-742.000	\$ 628.56
Bandibooks	742.802	271-000.00-742.000	\$ 1,194.40
Brodart	books	271-000.00-742.000	\$ 6,911.30
Center Point	742.300	271-000.00-742.000	\$ 97.08
China Sprout	742.802	271-000.00-742.000	\$ 856.81
DK Agencies	Hindi, Tamil, Telugu Books	271-000.00-742.000	\$ 1,600.00
Rosen	742.916	271-000.00-742.000	\$ 1,236.06
WBI - School and Library	Encyclopedia	271-000.00-742.000	\$ 1,259.00
Brodart	Lending Library	271-000.00-742.010	\$ 105.61
Waterford Twp. Public Library	lost book	271-000.00-742.100	\$ 5.99
Oak Park Public library	lost book	271-000.00-742.100	\$ 22.99
Baker & Taylor	744.400	271-000.00-744.000	\$ 131.88
Midwest Tape	744.300	271-000.00-744.000	\$ 4,157.39
OverDrive	eBook, Audiobook	271-000.00-745.200	\$ 12,900.38
MCLS	Subscription 2/1/25 thru 1/31/26	271-000.00-745.300	\$ 5,744.68
Foster Swift	Computer policy; November	271-000.00-806.000	\$ 147.00
LoVo Communications	6 cables for cameras	271-000.00-816.000	\$ 452.61
GDI	December	271-000.00-817.000	\$ 7,560.00
Telnet	due 1/4/25	271-000.00-851.000	\$ 1,062.15
Verizon	Nov 02 - Dec 01	271-000.00-851.000	\$ 709.83
E.Brush	Story time visits & Library Tours	271-000.00-862.000	\$ 89.11
J.Farkas	Mileage; Tour of Youth Area	271-000.00-862.000	\$ 98.49
Muniweb	Website - November	271-000.00-880.000	\$ 255.00
Aaron Parrott	MLK Celebration	271-000.00-880.268	\$ 300.00
Amazon	program	271-000.00-880.268	\$ 18.99

Oriental Trading	program	271-000.00-880.268	\$ 88.94
Sam's	Program	271-000.00-880.268	\$ 18.48
Sherrie V. Nunn-Berry	MLK Celebration	271-000.00-880.268	\$ 250.00
Walmart	Program CC	271-000.00-880.268	\$ 59.64
Canon	print	271-000.00-900.000	\$ 599.62
Adventure Window	window cleaning	271-000.00-934.000	\$ 2,100.00
Anago	December 12/12	271-000.00-934.000	\$ 420.00
Dalton	carpet & furniture maintenance	271-000.00-934.000	\$ 2,682.00
ImperialDade	supplies	271-000.00-934.000	\$ 925.42
Brien's	Seasonal Contract - 2 of 3	271-000.00-936.300	\$ 2,194.50
Brien's	Seasonal Contract - 3 of 3	271-000.00-936.300	\$ 2,194.50
Canon	lease	271-000.00-942.000	\$ 1,010.00
Corrigan	December	271-000.00-942.100	\$ 26.98
	TOTAL 271		\$ 67,532.39

Warrant 646	272 Accounts	January 2025	
Amazon	RAR	272-000.00-742.229	\$ 168.02
Barnes & Noble	Authors Live ; due date 12/11/24	272-000.00-742.232	\$ 143.90
Kroger	Farewell - Mary Grewell CC	271-000.00-742.236	\$ 106.95
	TOTAL 272		\$ 418.87

December 2024 Library Board Student Representatives Report

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

Tween and Teen Library Programs:

The Gingerbread House Decorating program was held on December 4. Patrons enjoyed a fun filled evening of building, designing, and decorating their own gingerbread houses. (Attendance = 53)

The No Required Reading Book Club program was held on December 12. Taking a break from reading for school, this book club is just for teens! Each month we will pick a new book to read, and then come together to discuss our thoughts and feelings about the book. (Attendance = 0)

The NO-VI Chess Club program was held on December 12. This event provides an opportunity for teens and tweens to participate in games, learn about chess, and sharpen their skills. (Attendance = 12)

The December Tween Grab and Go Kit distribution was on December 13. Patrons stopped by the Library beginning at 10am to pick up a tween grab and go kit. Kits were available on a first-come, first-served basis and while supplies lasted. There was a limit of 1 kit per child. (Attendance = 96)

The DIY Waterless Snow Globes program was held on December 18. Patrons made their own winter themed waterless snow globes. (Attendance = 40)

Teen Space Update:

During December 2024, there were 658 patrons who visited Teen Space.

The total weekly Teen Space stats for December 2024 were:

12/2 - 12/6 = 244
12/9 - 12/13 = 240
12/16 - 12/20 = 174
12/23 - 12/27 = 0
12/30 and 12/31 = 0

Teen Space was not in session for the following dates:

12/13 - Due to staffing, we will not host Teen Space on Fridays when a Teen Advisory Board (TAB) meeting takes place once per month.
12/17 - Novi High School closed due to no power
12/23 - 12/31 - Novi High School closed for winter break

Teen Advisory Board (TAB) Update:

The fourth TAB meeting of the year was held on December 13. We had our annual gingerbread house building and decorating during this meeting. Members split into groups and used kits with gingerbread, frosting, and candies to create some masterpieces! After building, members voted on the narrowed down names for the new teen area on the second floor of the building. This was a fun activity to ease into the holiday break! (Attendance = 22)



Upcoming Programs:

Teen Space (grades 7-12) – daily program held Monday-Friday (except during vacation breaks and days that school is closed), 2:45-5pm

Club Half Blood (grades 4-8) – February 6, 6:30-8pm

“Treat Your Shelf” Book Exchange (ages 16+) – February 12, 7-8:30pm

No Required Reading Book Club (grades 9-12) – February 13, 4-5pm

NO-VI Chess Club (ages 5+) – February 13 & February 27, 7-8pm

Oil Pastel Art (grades 4-8) – February 19, 7-8pm

Tween Grab and Go Kit (grades 4-8) – February 21, starting at 10am (while supplies last)

Teen Advisory Board Meeting (grades 9-12) – February 21, 3:30-4:30pm

Teen Stop Featured Display:

The December Teen Stop display featured the Best Books of 2024!



PRESIDENT'S REPORT

2023-2024 Novi Public Library Annual Report



Cultivate **Learning**
Inspire **Creativity**
Foster **Inclusivity**

Our Highlights: June 2023 - July 2024



Highlight 1: Created Strategic Work Plan for 2024-2025

At the April 25, 2024 Library Board Meeting, Trustees approved a one-year Strategic Work Plan for 2024-2025. This plan details the ways the Novi Public Library will work towards its four strategic goals:

- Align Funding & Services
- Improve Internal Communications
- Adapt Resources, Services & Facilities
- Staff Investment & Retention

To view the details of this work plan, visit novilibrary.org.



Highlight 2: Launched New Online Calendar & Meeting Room Software

In April 2024, the Novi Public Library launched a new event calendar and meeting room software called Library Market. This new software allows patrons to register for programs and request a meeting room online.

This new software allows better flexibility for patrons when checking our meeting room availability when the Library is closed. The mobile-friendly software allows for easier registration for programs.



Highlight 3: Participated in DIA Inside | Out Program

In partnership with the City of Novi's Parks and Recreation Department, the Novi Public Library participated in the DIA Inside | Out Program from May 2024-October 2024. The Library received a beautiful reproduction of "The Piazza San Marco" by Canaletto, which was installed just outside the main entrance.

Along with the program, patrons were able to participate in a BINGO activity to explore other reproductions throughout the City.

Additional Highlights

- **Improved** building Wi-Fi with newer and faster technology in August 2023.
- **Displayed** a story walk at Pavilion Shore Park from September-October 2023.
- **Partnered** with City of Novi Parks and Recreation for a new Read and Recreation program, from September-October 2023.
- **Hosted** Emiko Jean, author of *Mika in Real Life*, for the 13th Annual Community Read in October 2023.
- **Completed** a disability audit of the building in November 2023.
- **Received** new electric vehicle charging stations in Library's parking lot in January 2024.
- **Replaced** the security cameras throughout the building in January 2024.
- **Installed** new shelving in the youth area for STEAM kits in February 2024.
- **Enhanced** youth play area with new toys, thanks to a generous donation from the Friends of Novi Library in February 2024.
- **Held** a successful Tiny Art Show in April 2024.
- **Welcomed** Novi Photography Club photo exhibit in April 2024.
- **Collaborated** with Dear Asian Youth Novi (DAYN) for annual API Heritage Festival in June 2024.
- **Celebrated** a with over 1,000 attendees of all ages during our 2024 Summer Reading Kick-Off Party in June 2024.
- **Upgraded** building paging system and remote printing option (Princh) for patrons in June 2024.

Our Year in Numbers

835,917
total checkouts
676,938 physical 158,979 digital

3,947
new library cards issued

153,863
total items in our collection

390,728
visits to the Library

43,672
program participants
18% increase

8,751
Teen Space visits
114% increase

465
meeting room rentals
21% increase

2,723
Summer Reading participants
39% increase

1,636,773
library computer & wireless logins
192% increase

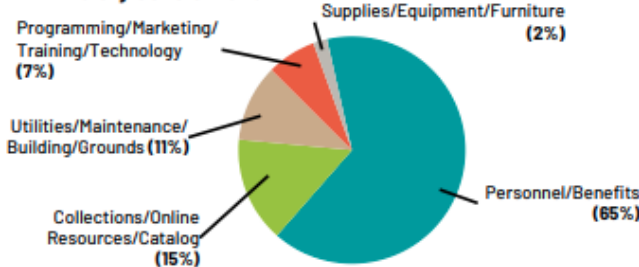
1,004
checkouts at Lakeshore Lending Library
32% increase

3,351
iCube Makerspace training sessions
26% increase

July 2023-June 2024 Financial Summary

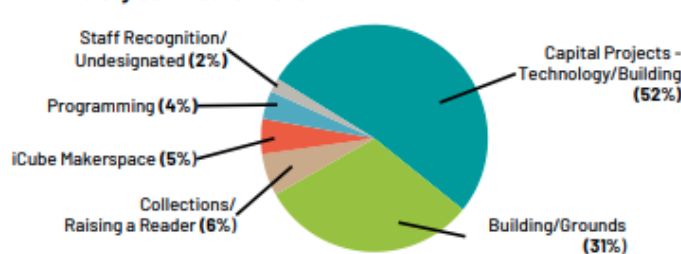
(Audited: October 31, 2024)

271 - Library General Fund



Personnel/Benefits (65%)	\$2,448,748.97
Collections/Online Resources/Catalog (15%)	\$586,817.53
Utilities/Maintenance/Building/Grounds (11%)	\$417,071.57
Programming/Marketing/Training/Technology (7%)	\$258,566.85
Supplies/Equipment/Furniture (2%)	\$82,960.41
Total Revenues	\$3,827,332.74
Total Expenditures	\$3,794,165.33
Fund Balance in Reserve	\$2,596,669.43

272 - Library Contributed Fund



Capital Projects - Technology/ Building (52%)	\$111,045.89
Building/Grounds (31%)	\$66,001.70
Collections/Raising a Reader (6%)	\$12,266.16
iCube Makerspace (5%)	\$9,856.18
Programming (4%)	\$8,612.26
Staff Recognition/Undesignated (2%)	\$3,542.10
Total Revenues	\$156,688.28
Total Expenditures	\$211,324.29
Fund Balance in Reserve	\$1,643,951.09

Donations & Sponsorships

\$29,298.79

Friends of Novi Library donations for Library programs, services and technology

\$24,990.78

raised in program and event sponsorships, in-kind and general donations

\$2,365.78

general donations 271 account, in-kind donations

\$16,725.00

general donations 272 account

\$5,900.00

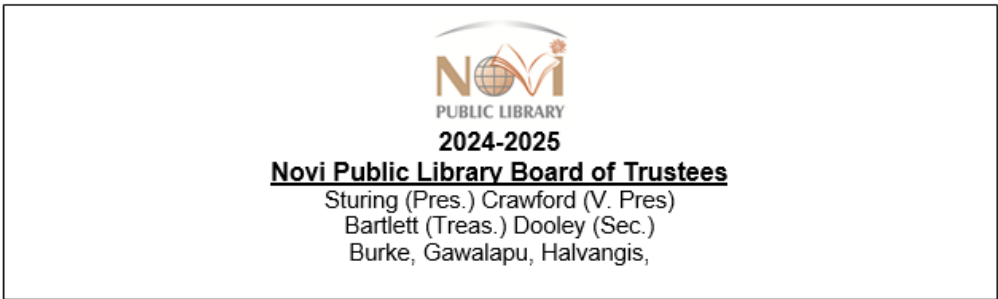
raised in program and event sponsorship

Looking Forward to 2024-2025

- **Implementing** initial Strategic Planning Goals for 2024-2025.
- **Updating** Teen Area to allow for more seating/group studying while making the Young Adult Collection more accessible.
- **Welcoming** Michigan author, Kelsey Ronan, for 14th Annual Community Reads event.
- **Hosting** a Diversity, Equity & Inclusion Human Library® Event.
- **Upgrading** Library technology such as printing and scanning.
- **Preparing** plans and financial needs for a future bond initiative.
- **Improving** internal communication and organizational work culture.

To view our full digital Annual Report, visit novilibrary.org/annualreport.





*denotes chair

FINANCIALS

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

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

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

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

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

Notes:

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

Financial Report
Financial Report for December 2024

Approved Budget for Fund 271 Fiscal Year 2024-2025

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

Approved budget for Fund 272 Fiscal Year 2024-2025

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

Revenue & Expenditure Report for Fund 271

	YTD Nov 30, 2024	YTD Dec 31, 2024	Difference *
TOTAL REVENUES	\$ 3,808,883	\$ 3,814,246	\$ 5,363
TOTAL EXPENDITURES	\$ 1,640,959	\$ 1,981,900	\$ 340,941
NET OF REVENUES & EXPENDITURES	\$ 2,167,924	\$ 1,832,346	

Revenue & Expenditure Report for Fund 272

	YTD Nov 30, 2024	YTD Dec 31, 2024	Difference*
TOTAL REVENUES	\$ 54,207	\$ 54,698	\$ 491
TOTAL EXPENDITURES	\$ 47,563	\$ 48,363	\$ 800
NET OF REVENUES & EXPENDITURES	\$ 6,644	\$ 6,335	

Balance Sheet Report as of December 31, 2024

The ending fund balance for Fund 271 is \$
4,429,014.91

The ending fund balance for Fund 272 is \$ 1,650,286.31

Revenues and Expenditures

01/03/2025 REV ENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 12/31/2024										
% Fiscal Year Completed: 50.41										
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	Y TD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	06/30/2024	ORIGINAL	2024-25	OCT 2024	NOV 2024	DEC 2024	12/31/2024	BALANCE	% BDGT
		NM (ABNM)	BUDGET	AMED 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	3,618,062.00	0.00	0.00	0.00	3,625,232.58	(7,170.58)	100.20
271-000.00-404.003	Property Tax Revenue - Brownf	(376.24)	(436.00)	(436.00)	0.00	0.00	0.00	(431.56)	(4.44)	98.98
271-000.00-404.007	Property Tax Revenue-Brownf	(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 Cap	(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-Brownf	(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-Brownf	(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 Del	(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 Trib	(1,800.00)	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00
271-000.00-415.000	Property Tax Revenue - County	3,020.33	1,500.00	1,500.00	469.33	743.05	85.29	1,096.86	403.14	73.12
Property tax revenue		3,360,599.90	3,547,534.00	3,547,534.00	469.33	743.05	85.29	3,573,424.20	(25,890.20)	100.73
State sources										
271-000.00-567.000	State aid	67,337.40	50,000.00	50,000.00	0.00	0.00	0.00	34,336.06	15,663.94	68.67
271-000.00-573.000	State Grants - Local Comm Stab	17,786.09	15,000.00	15,000.00	8,101.99	0.00	0.00	8,101.99	6,898.01	54.01
State sources		85,123.49	65,000.00	65,000.00	8,101.99	0.00	0.00	42,438.05	22,561.95	65.29
Fines and forfeitures										
271-000.00-658.000	State penal fines	89,070.72	80,000.00	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	553.71	373.91	397.02	3,801.62	4,198.38	47.52
Fines and forfeitures		98,412.54	88,000.00	88,000.00	553.71	373.91	397.02	95,027.77	(7,027.77)	107.99
Interest income										
271-000.00-665.000	Interest in investments	118,788.12	44,000.00	44,000.00	0.00	0.00	0.00	30,035.95	13,964.05	68.26
271-000.00-669.500	Gain (loss) on investments	92,415.46	10,000.00	10,000.00	0.00	0.00	0.00	30,476.22	(20,476.22)	304.76
Interest income		211,203.58	54,000.00	54,000.00	0.00	0.00	0.00	60,512.17	(6,512.17)	112.06
Donations										
271-000.00-674.289	Adult programs	12,086.76	5,000.00	5,000.00	1,764.05	320.88	56.16	13,450.67	(8,450.67)	269.01
271-000.00-674.400	Gifts and donations	2,365.78	4,500.00	4,500.00	0.77	50.27	35.03	295.67	4,204.33	6.57
Donations		14,452.54	9,500.00	9,500.00	1,764.82	371.15	91.19	13,746.34	(4,246.34)	144.70
Other revenue										
271-000.00-675.000	Miscellaneous income	8,730.22	8,500.00	8,500.00	238.47	230.29	250.86	1,519.56	6,980.44	17.88
271-000.00-675.006	Car Charging Revenue	11.07	100.00	100.00	6.81	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	1,204.36	1,177.90	872.50	6,643.66	(5,643.66)	664.37
271-000.00-675.300	Meeting room	37,477.41	27,500.00	27,500.00	3,816.10	3,125.35	3,666.00	20,918.97	6,581.03	76.07
271-000.00-675.404	Novi Townshp Assessment	7,701.00	7,850.00	7,850.00	0.00	0.00	0.00	0.00	7,850.00	0.00
Other revenue		57,540.69	44,950.00	44,950.00	5,265.74	4,533.54	4,789.36	29,096.99	15,853.01	64.73
Total Dept 000.00 - TREASURY		3,827,332.74	3,808,984.00	3,808,984.00	16,155.59	6,021.65	5,362.86	3,814,245.52	(5,261.52)	100.14
TOTAL REVENUES		3,827,332.74	3,808,984.00	3,808,984.00	16,155.59	6,021.65	5,362.86	3,814,245.52	(5,261.52)	100.14

GL NUMBER	DESCRIPTION	END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	OCT 2024	NOV 2024	DEC 2024	12/31/2024	BALANCE	% BDGT
		NM (ABNM)	BUDGET	AMED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Expenditures										
Personnel services										
271-000.00-704.000	Permanent salaries	1,268,177.70	1,453,000.00	1,453,000.00	110,351.98	174,713.35	112,479.97	682,439.78	770,560.22	46.97
271-000.00-704.210	Vacation Payout	3,538.40	7,500.00	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0.00
271-000.00-705.000	Temporary salaries	683,363.35	743,000.00	743,000.00	52,321.03	81,032.71	51,981.48	325,724.46	417,275.54	43.84
271-000.00-706.000	Overtime	38.82	500.00	500.00	86.73	0.00	278.28	517.37	(17.37)	103.47
271-000.00-715.000	Social security	147,519.92	168,000.00	168,000.00	12,213.88	19,324.51	12,387.42	75,935.23	92,064.77	45.20
271-000.00-716.000	Insurance	230,346.09	225,000.00	225,000.00	21,649.13	20,753.49	14,592.54	114,992.77	110,007.23	51.11
271-000.00-716.200	HSA - employer contribution	1,138.25	3,000.00	3,000.00	93.75	93.75	93.75	508.94	2,491.06	16.96
271-000.00-716.999	Insurance - Employee Reimburse	(33,477.49)	(32,200.00)	(32,200.00)	(3,155.57)	(3,156.66)	(3,156.66)	(17,841.96)	(14,358.04)	55.41
271-000.00-717.000	Workers compensation	1,640.32	1,800.00	1,800.00	146.15	230.53	148.73	907.93	892.07	50.44
271-000.00-718.000	Pension - DB Normal Cost	5,520.00	6,000.00	6,000.00	140.00	140.00	140.00	840.00	5,160.00	14.00
271-000.00-718.010	Pension - DB Unfunded Accrued	73,488.00	92,200.00	92,200.00	7,683.00	7,683.00	7,683.00	46,098.00	46,102.00	50.00
271-000.00-718.200	Pension - defined contribution	67,418.77	112,000.00	112,000.00	18,494.21	15,249.39	9,831.70	60,116.33	51,883.67	53.68
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	220,024.29	316,064.07	206,460.21	1,290,334.88	1,491,465.12	46.38
Supplies										
271-000.00-726.400	Supplies - Cash over/short	36.72	0.00	0.00	(0.21)	8.08	(0.03)	20.77	(20.77)	100.00
271-000.00-727.000	Office supplies	9,181.98	16,000.00	16,000.00	703.99	195.05	357.47	2,298.16	13,701.84	14.36
271-000.00-728.000	Postage	4,014.04	5,500.00	5,500.00	119.99	248.39	0.00	778.35	4,721.65	14.15
271-000.00-734.000	Computer supplies, software & l	61,936.23	83,000.00	83,000.00	1,504.05	1,090.00	700.00	20,638.24	62,361.76	24.87
271-000.00-734.500	Computer supplies/equipment	23,251.80	52,000.00	52,000.00	5,600.60	1,739.92	742.92	13,329.59	38,670.41	25.63
271-000.00-740.000	Operating supplies	27,352.10	44,800.00	44,800.00	1,111.96	4,975.61	156.26	10,505.63	34,294.37	23.45
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	252.45	37.67	0.00	530.12	(30.12)	106.02
271-000.00-742.000	Library books	219,615.55	241,000.00	241,000.00	21,580.07	13,271.49	10,744.01	96,703.09	144,296.91	40.13
271-000.00-742.010	Library Books - Lending	10,641.12	15,000.00	15,000.00	1,254.89	120.41	105.61	3,044.50	11,955.50	20.30
271-000.00-742.100	Library Books - Fines	91.97	500.00	500.00	22.99	5.99	0.00	28.98	471.02	5.80
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	4,002.29	4,683.22	2,204.74	20,265.87	32,034.13	38.75
271-000.00-745.200	Electronic media	135,445.89	160,700.00	160,700.00	580.32	26,439.30	12,900.38	92,697.86	68,002.14	57.68
271-000.00-745.300	Electronic resources (CD rom m	67,776.44	80,000.00	80,000.00	2,893.60	2,537.60	5,744.68	77,299.23	2,700.77	96.62
Supplies		641,275.81	774,300.00	774,300.00	39,626.99	55,352.73	33,656.04	354,889.72	419,410.28	45.83

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2024-25	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2024 NM (ABNM)	BUDGET	AMED BUDGET	OCT 2024 INCR (DECR)	NOV 2024 INCR (DECR)	DEC 2024 INCR (DECR)	12/31/2024 NM (ABNM)	BALANCE NM (ABNM)	
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	134.34	0.00	0.00	460.32	5,539.68	7.67
271-000.00-803.000	Independent audit	800.00	800.00	800.00	405.00	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	116.00	116.00	0.00	928.00	572.00	61.87
271-000.00-806.000	Legal fees	19,931.70	9,000.00	9,000.00	0.00	147.00	0.00	1,389.50	7,610.50	15.44
271-000.00-809.000	Memberships and dues	6,677.50	8,000.00	8,000.00	295.00	630.00	0.00	4,926.67	3,073.33	61.58
271-000.00-816.000	Professional services	12,103.50	23,000.00	23,000.00	3,398.00	237.50	452.61	4,088.11	18,911.89	17.77
271-000.00-817.000	Custodial services	83,332.60	92,000.00	92,000.00	8,680.00	7,560.00	7,560.00	47,600.00	44,400.00	51.74
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	3,495.00	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/Uninsured	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	40,560.37	43,000.00	43,000.00	2,470.28	3,482.61	2,740.53	18,600.03	24,399.97	43.26
271-000.00-855.000	TLN Automation Services	71,993.10	76,000.00	76,000.00	16,536.11	0.00	0.00	35,164.01	40,835.99	46.27
271-000.00-861.000	Gasoline and oil	334.00	500.00	500.00	30.55	23.65	0.00	166.88	333.12	33.38
271-000.00-862.000	Mileage	1,300.01	800.00	800.00	353.33	35.04	187.60	858.13	(58.13)	107.27
271-000.00-880.000	Community promotion	23,899.12	25,000.00	25,000.00	1,587.00	487.00	255.00	8,143.37	16,856.63	32.57
271-000.00-880.268	Library programming	36,897.47	38,000.00	38,000.00	1,932.07	1,401.50	587.47	15,036.75	22,963.25	39.57
271-000.00-880.271	Adult programs	7,467.05	10,000.00	10,000.00	1,927.12	562.76	0.00	9,071.83	928.17	90.72
271-000.00-900.000	Printing, graphic design and pub	25,459.42	32,000.00	32,000.00	656.81	773.84	599.62	3,029.85	28,970.15	9.47
271-000.00-921.000	Heat	12,267.57	15,300.00	15,300.00	856.24	0.00	1,347.36	2,793.33	12,506.67	18.26
271-000.00-922.000	Electricity	102,779.81	115,500.00	115,500.00	8,206.10	7,922.07	0.00	43,059.69	72,440.31	37.28
271-000.00-923.000	Water and sewer	8,065.10	8,200.00	8,200.00	0.00	0.00	0.00	2,132.64	6,067.36	26.01
271-000.00-934.000	Building maintenance	101,144.38	121,400.00	121,400.00	6,749.21	8,590.00	4,713.05	67,411.86	53,988.14	55.53
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	4,347.60	4,269.50	2,194.50	19,297.76	28,702.24	40.20
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	6,060.00	6,940.00	46.62
271-000.00-942.002	Copier Property Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-942.100	Records storage	315.36	450.00	450.00	26.98	26.98	26.98	161.88	288.12	35.97
271-000.00-956.000	Conferences and workshops	25,185.11	20,000.00	20,000.00	3,890.23	3,024.05	(51.78)	14,550.76	5,449.24	72.75
Other services and charges		670,066.27	739,450.00	739,450.00	67,102.97	40,299.50	21,622.94	325,813.44	413,636.56	44.06
Capital outlay										
271-000.00-986.000	Technology - Capital Outlay	34,074.28	37,000.00	37,000.00	7,693.00	1,334.00	0.00	10,862.00	26,138.00	29.36
Capital outlay		34,074.28	37,000.00	37,000.00	7,693.00	1,334.00	0.00	10,862.00	26,138.00	29.36
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	334,447.25	413,050.30	261,739.19	1,981,900.04	2,350,649.96	45.74
TOTAL EXPENDITURES		3,829,403.33	4,332,550.00	4,332,550.00	334,447.25	413,050.30	261,739.19	1,981,900.04	2,350,649.96	45.74
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,827,332.74	3,808,984.00	3,808,984.00	16,155.59	6,021.65	5,362.86	3,814,245.52	(5,261.52)	(349.97)
TOTAL EXPENDITURES		3,829,403.33	4,332,550.00	4,332,550.00	334,447.25	413,050.30	261,739.19	1,981,900.04	2,350,649.96	(349.97)
NET OF REVENUES & EXPENDITURES		(2,070.59)	(523,566.00)	(523,566.00)	(318,291.66)	(407,028.65)	(256,376.33)	1,832,345.48	(2,355,911.48)	(349.97)
BEG. FUND BALANCE		2,598,740.02	2,596,669.43	2,596,669.43				2,596,669.43		(349.97)
END FUND BALANCE		2,596,669.43	2,073,103.43	2,073,103.43				4,429,014.91		(349.97)

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2024-25	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2024	BUDGET	AMED BUDGET	OCT 2024	NOV 2024	DEC 2024	12/31/2024	BALANCE	
		NM (ABNM)			INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	
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	0.00	0.00	0.00	14,522.00	12,478.00	53.79
272-000.00-669.500	Gain (loss) on investments	37,885.77	(4,500.00)	(4,500.00)	0.00	0.00	0.00	15,801.71	(20,301.71)	(351.15)
	Interest income	90,759.76	22,500.00	22,500.00	0.00	0.00	0.00	30,323.71	(7,823.71)	134.77
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 Revenue	8,216.55	1,000.00	1,000.00	1,177.30	390.65	458.60	3,518.45	(2,518.45)	351.85
272-000.00-674.229	Raising a Reader in Novi Sponsc	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	0.00	18.00	0.00	18.00	982.00	1.80
272-000.00-674.231	Buildings/Ground/Furniture Reve	625.00	1,000.00	1,000.00	3,250.00	300.00	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	3,000.00	3,123.84	32.00	13,569.01	(10,569.01)	452.30
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	2,750.00	0.00	0.00	3,200.00	(3,200.00)	100.00
	Donations	30,690.52	9,500.00	9,500.00	10,177.30	3,832.49	490.60	24,374.18	(14,874.18)	256.57
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	10,177.30	3,832.49	490.60	54,697.89	(22,697.89)	170.93
TOTAL REVENUES		156,688.28	32,000.00	32,000.00	10,177.30	3,832.49	490.60	54,697.89	(22,697.89)	170.93
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	0.00	500.00	500.00	0.00	85.60	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	77.95	0.00	168.11	540.38	459.62	54.04
272-000.00-742.230	Collections/Materials Expense	10,904.06	1,000.00	1,000.00	88.44	0.00	0.00	176.52	823.48	17.65
272-000.00-742.231	Buildings/Ground/ Furniture Expe	66,001.70	0.00	0.00	71.90	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	3,780.19	581.02	(143.90)	4,217.31	(1,217.31)	140.58
272-000.00-742.234	Undesignated Misc	246.00	500.00	500.00	0.00	108.54	0.00	108.54	391.46	21.71
272-000.00-742.236	Staff Recognition	3,296.10	2,500.00	2,500.00	1,230.30	(839.00)	0.00	2,150.62	349.38	86.02
	Supplies	100,278.40	8,500.00	8,500.00	5,248.78	(63.84)	24.21	8,494.67	5.33	99.94
Capital outlay										
272-000.00-976.000	Building improvements	0.00	101,200.00	101,200.00	18,393.00	3,155.00	0.00	39,868.00	61,332.00	39.40
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	0.00	0.00	30,000.00	0.00
272-000.00-976.143	Wi-Fi Upgrade	17,562.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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	18,393.00	3,155.00	0.00	39,868.00	207,132.00	16.14
Total Dept 000.00 - TREASURY		211,324.29	255,500.00	255,500.00	23,641.78	3,091.16	24.21	48,362.67	207,137.33	18.93
TOTAL EXPENDITURES		211,324.29	255,500.00	255,500.00	23,641.78	3,091.16	24.21	48,362.67	207,137.33	18.93

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2024-25	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2024	BUDGET	AMED BUDGET	OCT 2024	NOV 2024	DEC 2024	12/31/2024	BALANCE	
		NM (ABNM)			INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	
Fund 272 - LIBRARY CONTRIBUTION FUND:										
	TOTAL REVENUES	156,688.28	32,000.00	32,000.00	10,177.30	3,832.49	490.60	54,697.89	(22,697.89)	(2.83)
	TOTAL EXPENDITURES	211,324.29	255,500.00	255,500.00	23,641.78	3,091.16	24.21	48,362.67	207,137.33	(2.83)
	NET OF REVENUES & EXPENDITURES	(54,636.01)	(223,500.00)	(223,500.00)	(13,464.48)	741.33	466.39	6,335.22	(229,835.22)	(2.83)
	BEG. FUND BALANCE	1,698,587.10	1,643,951.09	1,643,951.09				1,643,951.09		(2.83)
	END FUND BALANCE	1,643,951.09	1,420,451.09	1,420,451.09				1,650,286.31		(2.83)
	TOTAL REVENUES - ALL FUNDS	3,984,021.02	3,840,984.00	3,840,984.00	26,332.89	9,854.14	5,853.46	3,868,943.41	(27,959.41)	
	TOTAL EXPENDITURES - ALL FUNDS	4,040,727.62	4,588,050.00	4,588,050.00	358,089.03	416,141.46	261,763.40	2,030,262.71	2,557,787.29	
	NET OF REVENUES & EXPENDITURES	(56,706.60)	(747,066.00)	(747,066.00)	(331,756.14)	(406,287.32)	(255,909.94)	1,838,680.70	(2,585,746.70)	
	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				6,079,301.22		

Financial Balance Sheets

01/03/2025		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 12/31/2024	
GL Number	Description	Balance	
Fund 271 - LIBRARY FUND			
*** Assets ***			
271-000.00-001.000	Cash - Pooled	(653,803.70)	
271-000.00-004.000	Cash on hand	600.00	
271-000.00-017.000	Investments - Pooled	5,096,382.87	
271-000.00-019.000	Current taxes receivable	57,224.65	
271-000.00-123.400	Prepaid Expenditure	2,649.99	
	Total Assets	4,503,053.81	
*** Liabilities ***			
271-000.00-202.000	Accounts payable	66,128.65	
271-000.00-258.702	Accrued liabilities - tax	7,800.00	
271-000.00-259.200	Unemployment insurance liability	110.25	
	Total Liabilities	74,038.90	
*** 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	1,832,345.48	
	Ending Fund Balance	4,429,014.91	
	Total Liabilities And Fund Balance	4,503,053.81	

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	(14,456.85)
272-000.00-017.000	Investments - Pooled	1,651,742.17
272-000.00-035.000	Accounts Receivable - Manual	13,313.00
	Total Assets	1,650,598.32
*** Liabilities ***		
272-000.00-202.000	Accounts payable	312.01
	Total Liabilities	312.01
*** 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	6,335.22
	Ending Fund Balance	1,650,286.31
	Total Liabilities And Fund Balance	1,650,598.32

DIRECTOR'S REPORT



February Anniversaries – Years of Service



**Eva Sabolcik – 9 years
Support Services**



**Heather Hames – 1 year
Information Services**



Read Box Book Drive

Your generous donations will provide free youth, tween & teen books in the new Read Box next summer!

Collecting now through January 31

Donate your gently used or new up to a 10th grade reading level:

- Youth board books
- Youth picture books
- Youth easy readers
- Youth chapter books
- Youth/tween/teen novels
 - Fiction & non-fiction

Drop-Off Location

**Novi Public Library Lobby
45255 W. Ten Mile Rd.
Novi, MI 48375**



Cultivate Learning
Inspire Creativity
Foster Inclusivity



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA™

Wanted: Volunteers with Therapy Dogs for Novi Public Library Program

Program Title: Tail Waggin' Reading Buddies

Program Description:

Our Tail Waggin' Reading Buddies program is an opportunity to provide a comfortable and non-judgmental space for a child to read to a therapy dog to encourage reading skills, confidence and a love of reading. Each child will have about 10 minutes to read to a dog. More time may be given if there are no other children waiting. Please bring something to read with you. This program is for students in K-6.

Program Dates: February 12, March 19, April 16, May 14, June 11 from 6:30-7:30pm

Orientation Date: Wednesday, January 15 at 6:30pm via Zoom; learn about the program and Q&A; sign-up to attend the orientation by RSVP to lgojcaj@novilibrary.org.

Volunteer Stipend Amount: \$35.00 per hour; Volunteers will be paid for completing the orientation.



Cultivate Learning
Inspire Creativity
Foster Inclusivity



Tail Waggin' Reading Buddies

**WEDNESDAYS,
FEBRUARY 12, MARCH 19 &
APRIL 16
6:30-7:30PM**

Our Tail Waggin' Reading Buddies program is an opportunity to provide a comfortable and non-judgmental space for a patron to read to a therapy dog to encourage the reading skills, confidence and love of reading.

Each patron will have about 10 minutes to read to a dog. More time may be given if there are no other patrons waiting. Please bring something to read with you.

**FOR READERS
IN GRADES K-6**



**ADD LOGOS OF NOVI &
WALLED LAKE
SCHOOL DISTRICTS
HERE**

Financial Security Series



Join us at Fox Run's Belmont Clubhouse for a 2 part Financial Security Series, brought to you by the Novi Public Library and Vibe Credit Union.



Elder Financial Abuse

Monday, January 13
3-4pm

Protecting Your ID and Online Accounts

Monday, February 10
3-4pm

Register by visiting novilibrary.org/events or call 248-349-0720.

Events will be held at Fox Run's Belmont Clubhouse, Performing Arts Center, 41200 Fox Run Rd, Novi, MI 48377.



Daily use of the building by hour – December 2024

12/1/2024 CLOSED				12/2/2024			12/3/2024			12/4/2024			12/5/2024			12/6/2024			12/7/2024								
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	46	100	73	10-11am	34	87	61	10-11am	22	68	45	10-11am	25	75	50	10-11am	48	84	66	10-11am	107	241	174
11am-12	0	0	0	11am-12	67	67	67	11am-12	73	61	67	11am-12	37	38	38	11am-12	53	47	50	11am-12	53	62	58	11am-12	122	136	129
12-1pm	0	0	0	12-1pm	64	43	54	12-1pm	51	50	51	12-1pm	32	39	36	12-1pm	53	46	50	12-1pm	66	46	56	12-1pm	132	108	120
1-2pm	0	0	0	1-2pm	53	43	48	1-2pm	45	70	58	1-2pm	50	62	56	1-2pm	55	42	49	1-2pm	33	70	52	1-2pm	111	123	117
2-3pm	0	0	0	2-3pm	88	202	145	2-3pm	99	136	118	2-3pm	82	156	119	2-3pm	77	170	124	2-3pm	79	155	117	2-3pm	154	121	138
3-4pm	0	0	0	3-4pm	205	232	219	3-4pm	152	150	151	3-4pm	136	141	139	3-4pm	135	158	147	3-4pm	141	118	130	3-4pm	128	100	114
4-5pm	0	0	0	4-5pm	170	173	172	4-5pm	144	134	139	4-5pm	129	96	113	4-5pm	155	136	146	4-5pm	131	89	110	4-5pm	131	109	120
5-6pm	0	0	0	5-6pm	204	129	167	5-6pm	101	85	93	5-6pm	119	105	112	5-6pm	145	126	136	5-6pm	146	47	97	5-6pm	146	50	98
6-7pm	0	0	0	6-7pm	173	157	165	6-7pm	124	170	147	6-7pm	97	96	97	6-7pm	147	206	177	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	108	80	94	7-8pm	122	60	91	7-8pm	80	74	77	7-8pm	80	49	65	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	150	24	87	8-9pm	13	31	22	8-9pm	127	19	73	8-9pm	188	30	109	8-9pm	0	0	0	8-9pm	0	0	0
9-10pm	0	0	0	9-10pm	0	4	2	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
			0			1,291				996				903				1,099				684				1,010	
12/8/2024				12/9/2024			12/10/2024			12/11/2024			12/12/2024			12/13/2024			12/14/2024								
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	28	63	46	10-11am	25	76	51	10-11am	32	62	47	10-11am	24	59	42	10-11am	26	64	45	10-11am	54	134	94
11am-12	0	0	0	11am-12	56	60	58	11am-12	57	63	60	11am-12	36	44	40	11am-12	27	32	30	11am-12	31	50	41	11am-12	91	111	101
12-1pm	56	226	141	12-1pm	47	40	44	12-1pm	60	49	55	12-1pm	51	50	51	12-1pm	46	33	40	12-1pm	42	37	40	12-1pm	116	97	107
1-2pm	90	139	115	1-2pm	39	34	37	1-2pm	57	62	60	1-2pm	33	56	45	1-2pm	23	45	34	1-2pm	54	55	55	1-2pm	121	102	112
2-3pm	137	111	124	2-3pm	60	178	119	2-3pm	87	177	132	2-3pm	82	131	107	2-3pm	68	156	112	2-3pm	87	137	112	2-3pm	95	105	100
3-4pm	214	117	166	3-4pm	176	190	183	3-4pm	135	141	138	3-4pm	121	149	135	3-4pm	170	189	180	3-4pm	116	93	105	3-4pm	100	105	103
4-5pm	83	73	78	4-5pm	172	160	166	4-5pm	138	129	134	4-5pm	151	119	135	4-5pm	179	148	164	4-5pm	138	126	132	4-5pm	108	109	109
5-6pm	136	33	85	5-6pm	159	118	139	5-6pm	144	100	122	5-6pm	118	77	98	5-6pm	119	81	100	5-6pm	163	67	115	5-6pm	177	72	125
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7-8pm	0	0	0	7-8pm	102	48	75	7-8pm	81	52	67	7-8pm	99	47	73	7-8pm	68	50	59	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	71	20	46	8-9pm	97	16	57	8-9pm	112	14	63	8-9pm	69	12	41	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
			708			1,027				980				893				886				643				849	

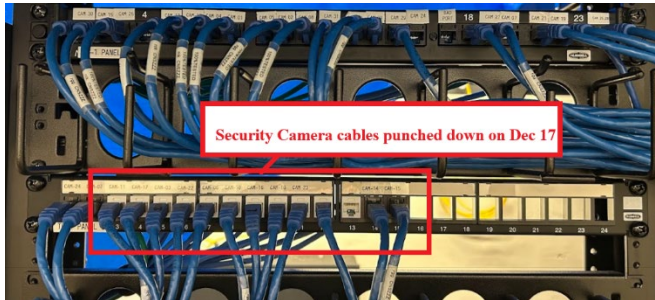
12/15/2024				12/16/2024				12/17/2024				12/18/2024				12/19/2024				12/20/2024 After Hours Event				12/21/2024							
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	33	57	45	10-11am	38	82	60	10-11am	29	78	54	10-11am	30	71	51	10-11am	20	64	42	10-11am	36	79	58	10-11am	36	79	58
11am-12	0	0	0	11am-12	41	55	48	11am-12	47	54	51	11am-12	55	63	59	11am-12	51	45	48	11am-12	46	44	45	11am-12	63	54	59	11am-12	63	54	59
12-1pm	39	146	93	12-1pm	43	59	51	12-1pm	66	55	61	12-1pm	54	55	55	12-1pm	57	48	53	12-1pm	47	44	46	12-1pm	49	58	54	12-1pm	49	58	54
1-2pm	101	120	111	1-2pm	125	188	157	1-2pm	36	54	45	1-2pm	50	71	61	1-2pm	53	60	57	1-2pm	45	54	50	1-2pm	71	91	81	1-2pm	71	91	81
2-3pm	98	127	113	2-3pm	105	97	101	2-3pm	61	64	63	2-3pm	88	154	121	2-3pm	82	148	115	2-3pm	73	134	104	2-3pm	91	87	89	2-3pm	91	87	89
3-4pm	96	103	100	3-4pm	78	77	78	3-4pm	71	83	77	3-4pm	131	143	137	3-4pm	146	171	159	3-4pm	107	110	109	3-4pm	86	86	86	3-4pm	86	86	86
4-5pm	137	88	113	4-5pm	102	107	105	4-5pm	93	117	105	4-5pm	150	120	135	4-5pm	165	132	149	4-5pm	116	101	109	4-5pm	113	86	100	4-5pm	113	86	100
5-6pm	158	52	105	5-6pm	101	102	102	5-6pm	107	121	114	5-6pm	125	90	108	5-6pm	94	71	83	5-6pm	173	104	139	5-6pm	116	33	75	5-6pm	116	33	75
6-7pm	0	0	0	6-7pm	116	60	88	6-7pm	104	100	102	6-7pm	90	114	102	6-7pm	90	103	97	6-7pm	30	78	54	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	55	40	48	7-8pm	117	57	87	7-8pm	126	64	95	7-8pm	99	59	79	7-8pm	117	29	73	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	93	19	56	8-9pm	110	33	72	8-9pm	106	24	65	8-9pm	86	27	57	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
			633				877				835				990				944				768				600				
12/22/2024 After Hours Event				12/23/2024 CLOSED at 5				12/24/2024 CLOSED				12/25/2024 CLOSED				12/26/2024				12/27/2024				12/28/2024							
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	47	108	78	10-11am	0	0	0	10-11am	0	0	0	10-11am	25	58	42	10-11am	36	94	65	10-11am	24	63	44	10-11am	24	63	44
11am-12	0	0	0	11am-12	79	77	78	11am-12	0	0	0	11am-12	0	0	0	11am-12	39	48	44	11am-12	40	64	52	11am-12	56	57	57	11am-12	56	57	57
12-1pm	46	81	64	12-1pm	92	71	82	12-1pm	0	0	0	12-1pm	0	0	0	12-1pm	56	73	65	12-1pm	93	85	89	12-1pm	54	48	51	12-1pm	54	48	51
1-2pm	42	75	59	1-2pm	70	73	72	1-2pm	0	0	0	1-2pm	0	0	0	1-2pm	55	53	54	1-2pm	69	65	67	1-2pm	58	90	74	1-2pm	58	90	74
2-3pm	79	69	74	2-3pm	84	87	86	2-3pm	0	0	0	2-3pm	0	0	0	2-3pm	70	88	79	2-3pm	69	85	77	2-3pm	92	101	97	2-3pm	92	101	97
3-4pm	75	109	92	3-4pm	82	55	69	3-4pm	0	0	0	3-4pm	0	0	0	3-4pm	73	67	70	3-4pm	85	68	77	3-4pm	91	75	83	3-4pm	91	75	83
4-5pm	96	74	85	4-5pm	121	65	93	4-5pm	0	0	0	4-5pm	0	0	0	4-5pm	79	61	70	4-5pm	100	84	92	4-5pm	84	72	78	4-5pm	84	72	78
5-6pm	103	37	70	5-6pm	0	0	0	5-6pm	0	0	0	5-6pm	0	0	0	5-6pm	71	45	58	5-6pm	121	50	86	5-6pm	95	31	63	5-6pm	95	31	63
6-7pm	31	18	25	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	57	38	48	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	2	0	1	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	34	14	24	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	33	17	25	8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	0	0	0
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
			469				556				0				0				577				604				546				
12/29/2024				12/30/2024				12/31/2024 CLOSED																							
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0																				
10-11am	0	0	0	10-11am	31	82	57	10-11am	0	0	0																				
11am-12	0	0	0	11am-12	68	72	70	11am-12	0	0	0																				
12-1pm	25	52	39	12-1pm	64	64	64	12-1pm	0	0	0																				
1-2pm	40	82	61	1-2pm	79	70	75	1-2pm	0	0	0																				
2-3pm	71	58	65	2-3pm	82	78	80	2-3pm	0	0	0																				
3-4pm	50	61	56	3-4pm	98	86	92	3-4pm	0	0	0																				
4-5pm	80	68	74	4-5pm	86	81	84	4-5pm	0	0	0																				
5-6pm	105	44	75	5-6pm	69	47	58	5-6pm	0	0	0																				
6-7pm	0	0	0	6-7pm	50	34	42	6-7pm	0	0	0																				
7-8pm	0	0	0	7-8pm	32	26	29	7-8pm	0	0	0																				
8-9pm	0	0	0	8-9pm	41	8	25	8-9pm	0	0	0																				
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0																				
			368				674				0																				

Information Technology Report by Jeffrey Smith – December 2024

General

On Dec 16, the NPL IT Department hosted a tour of our IT infrastructure for the Heads of Farmington and Royal Oak libraries. The tour was organized by Sharon Lu from Farmington Community Library.

On December 17, Michael Peeters of LoVo Communications punched down and labeled a series of legacy security camera cables in both first and second floor data closets, as part of our Data Closet Cleanup project.



Security Camera cables punched down and labeled, as seen in the 1st Floor Data Closet.

Our System Administrator Denise configured new laptops for NPL managers. The laptops will improve efficiency while attending events, meetings, or working remotely. The laptops were purchased in November from TechSoup.



New HP EliteBook laptop, configured by Denise

The IT Department created two new Google Spaces for staff to communicate in real time via Chat. The spaces are called, "*NPL Non-Emergency Updates*" and "*NPL Social Announcements and Thank You*"

A new cell phone was configured for the Teen Space staff. This phone will help them to stay in contact with management, facilities and other staff when they cannot leave their station.

Our old NPL virtual FAX line was decommissioned.

8 new PCs were ordered to complete our 2024-25FY Staff PC Refresh.

Late in December, we ordered 10 printers to replace older printers at the Reference Desks, in the IS Dept, and in the Support Services department. The previous printers were all at least 5 years old. Several had been purchased in 2010.



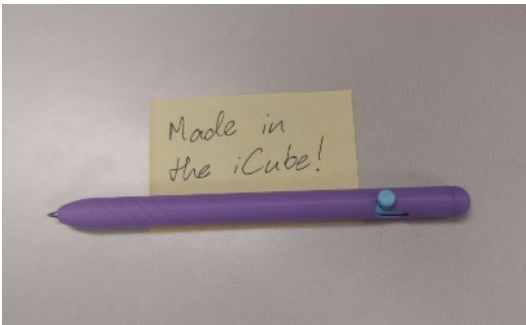
Ten printers, to be deployed at the reference desks, IS Dept and Support Services

iCube

We held 204 iCube appointments in October.

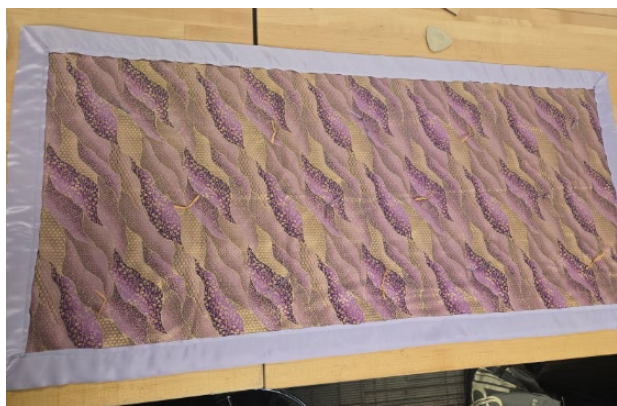
- 37 3D prints
- 0 3D scans
- 9 Adobe Creative Cloud projects
- 17 Cricut crafts
- 0 Carvey projects
- 36 Creative Kits
- 12 Digital Conversions
- 25 Heat Press jobs
- 12 Laser projects
- 22 Photo Prints
- 9 Sewing/Embroidery projects
- 25 Sublimation prints

Jess figured out how to make refillable ball-point pens with our 3D printer. "This could be a fun piece of swag to give out when we're doing outreach"



Refillable ball-point pen, made in the iCube by Jess

Mallory helped a patron make 5 mugs for the patron's book club, and helped a patron sew double fold bias tape around the edge of a quilt with one of our new Brother sewing machines.



Quilt made by one of our patrons with the help of Mallory

Dom kept the iCube Schedule, chaired an iCube Team meeting, helped clean out two storage areas, and assisted a patron with questions about transferring films to digital.

Mary made 10 keychains for the Novi High School special education class. The keychains were made with our Heat Press.



Keychains made with our heat press by Mary

Mary also helped a patron sublimate on fabric to be made into a pillow. she said, "It turned out very nice!"



"Guardian Angel Watching Over Children on Bridge" by Lindberg, sublimated on fabric by a guest with the help of NPL staff-member Mary

Saturdays tend to be busy days in the iCube. One Saturday this month, Mallory reported people were waiting in line to use some of the equipment.

- A patron sublimated 6 tote bags
- A patron sublimated a few mugs
- A patron sublimated Christmas ornaments
- A patron cut out vinyl decals for their car on the Cricut maker
- A patron used the print- then cut feature on the Canon printer and Cricut
- A patron printed out some dark heat transfer vinyl logos
- A patron asked questions about making vinyl decals with multiple layers and colors and will return this week with supplies to work on her project.

Training

- Dominic and Denise developed *Google Spaces Chat* training and provided it to some NPL staff.
- IT Staff attended department meetings, the Director's Q&A session, Morning Jam, and an iCube meeting.
- Jeff and Mallory attended the City of Novi's "Evening of Appreciation" employee event.

Facilities Report by Keith Perfect - December

In the past month the Facilities Department has closed 8 Facilities Maintenance tickets, 46 Meeting Room Requests/Programs and has updated 360 Periodic Maintenance tickets.

- A fifth Read Box was constructed for Jessica's Splash pad park.
- The first floor women's restroom door was repaired/trimmed. It is now closing properly.
- The inside main entrance door sensor was replaced by vendor.
- The filter in the water bottle filler drinking fountain has been replaced.
- A one-person study booth has been assembled and placed on the second floor for patron use.
- Numerous light ballasts and bulbs have been changed throughout the building.

**Information Services Department - December Report
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-Kirsten Malzahn
 - Customer Service
 - Employee Wellbeing - Austin
- Youth Staff toured Belleville District Library, Shelby Township Library, and Clinton-Macomb North Branch Library

Professional Development

- Managing Your Own Emotions During Conflict webinar - Anna
- IS staff on external committees:
 - Thumbs Up! Award Workgroup - Austin and Kirsten
 - Webinar: Grip the Future: Strategies for Improving Pencil Grasp with Young Learners- Kirsten
- Turning the Page on Period Poverty (Aunt Flow) - Jen
- BTBL - Services for People with Low Vision and No Vision - Jen
- American Sign Language with Children in Storytime or in the Classroom - Jen
- CSLP Summer Symposium - Jen
- Copyright for libraries: What You Need to Know- Shannon
- The Fight Against Book Bans- Shannon

IS Staff Outreach

- Preschool Outreach at ECEC (8), Goddard (4), Little Birds Montessori - Emily
- Novi ECEC Special Education Family Activity Day - Emily
- Senior Outreach at... – Emma
- Novi Mental Health Alliance - Austin

Adult Programs

- Afternoon Read Book Club
- Novel Idea book Club
- Shop Small Pop Up Market - 200+
- ISTP x2 (60)
- Evening of English x2 (27)
- Korean Conversation Group (NEW)- 5

Adult Displays

- **Adult Desk Display:** Holiday Traditions Around the World



- **Feature Collection:**
 - :
- **1st floor glass case**
 -

Youth/Tween/Teen/Family Programs

- No Required Reading Book Club - 0
- Teen Advisory Board - 22
- Teen Space - 658

Youth/Tween/Teen Displays

- **Teen Stop display – Best of 2024**



- **Youth Feature Display –**
- **Youth Desk Display –**
- **New for You Kiosk**
 - **Libraries Are for Everyone: Winter, Christmas, Hanukkah, Kwanzaa**



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

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

Webinars/Demos

December 17, 2024: MI PR Group

Marketing

December 18, 2024: Created new marketing piece for updated DEI statement

Publicity – Novi Note, December 12, 2024

NEWS & NOTES

7A / NOVI NOTE • DECEMBER 12, 2024

Brunch with Santa at Paradise Park

Paradise Park will host a brunch with Santa Claus from 10:30 a.m. to 12:30 p.m. Dec. 14. The event will include a full breakfast buffet with pancakes, sausage, eggs, doughnuts, juice, coffee and hot cocoa. The event also includes a game of laser tag, photos with Santa, crafts, coloring and *special deals on attractions. Tickets cost \$22.95 for anyone 9 and older. Tickets for children 8 and under cost \$19.95 each. Tickets can be purchased online at www.paradiseparknovi.com.

COMMUNITY WELCOMES CHRISTMAS SEASON

RIGHT: Santa Claus makes a special guest appearance for Novi's Christmas tree lighting and to visit with children during Light the Lights Nov. 15 at Twelve Mile Crossing at Fountain Walk. **BELOW:** The annual event draws a large crowd. For more photos, visit candgnews.com/galleries.



Photo by Patricia O'Brien



Whoville 5k benefits Northville High School track and field

The annual Whoville 5K family fun run/walk took place at Northville High School Dec. 8. Approximately 160 people participated with some dressing up as various characters from Dr. Seuss's classic books. The event featured an untimed 5K run/walk, a kids quarter-mile fun run, post-run treats and more. All participants received a festive hat and medal. Proceeds from the event benefitted the Northville High School track and field team. The exact amount of funds raised had not been totaled as of press time, but in past years it has raised approximately \$2,500 for the team.



Photo provided by Hope Brown

Donations sought for splash pad Readbox

The Novi Public Library in partnership with Delta Kappa Gamma International Society for Key Women Educators, is collecting donations of new and gently used books for youth, tweens and teens through Jan. 31. The books will be used to fill a new Readbox at Jessica's Splash Pad in the summer. Books can be placed in a collection box in the library's lobby.

Blood Drive to aid in medical research

Michigan Blood Collection, 46430 Peary Court in Novi, is holding a community blood drive from 10 a.m. to 3 p.m. Dec. 13. Blood donated to MBC is used to help scientists develop cures, treatments and diagnosis methods for various diseases and illnesses through medical research. Donors will be compensated for their time with a \$50 gift card. Advanced registration is recommended, but walk-ins are welcome. Use the QR code to register.



Catholic Central students volunteer at NPL

Students from Detroit Catholic Central volunteered at the Novi Public Library in late November for the school's Goodness, Discipline and Knowledge Service Day. The young men put up the library's Christmas tree and helped dust and clean around the building.

City of Novi 2025 Calendar



MARCH



Support Services Department Report by Sarah Mominnee- December

Department Head/General

- Attended Management Team meetings.
- Continued "Question of the Week."
- Created "Procedure" binders for both Circulation and Tech Services.
- Completed the following SkillPath courses: Assertiveness Skills for Managers, Excelling as a Manager or Supervisor, and Organization Skills for the Overwhelmed!
- Worked through various LinkedIn Learning management programs.
- Had a budget meeting with Julie and Maryann.
- Attended an Item Maintenance training through TLN.
- Went to Fox Run with Eva for library card sign-ups.
- Attended a NPL/NSCD meeting.
- Conducted interviews for the 16-hour shelver position that opened in November.

Circulation & Shelves

- A 16-hour shelver position was interviewed for.
- Staff are working on the Collection Inventory Project which began in January.

Tech Services

- Mary Grewell said "farewell" to Tech Services and "hello" to retirement!
- A 27-hour Tech Services Clerk position was opened internally from 12/10/24 through 12/20/24.
- Movement (and Future) of Business, Career, and Test Prep Collections was completed.

TLN SASUG:

- TLN SASUG Meeting was cancelled this month due to the holidays.

Statistics (December 2024)

- **Cards Issued: 229**
- **Items Checked Out (NPL): 47,899**
- **Items Checked Out (LLL): 26**
- **Total Checkouts (NPL + LLL): 47,925**
- **Items Interloaned for NPL Patrons: 3,625 (68 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,024 (188 through MeLCat)**
- **Items Added to the Collection: 814**
- **Items Discarded from the Collection: 906**
- **Drive-Up Window & Locker Hold Pickups: 16**
- **MAP Checkouts: 26**
- **Online New Card Registrations: 23**
- **Outreach:**
 - **NPL @ Your Door: 6 Mailer Bags / 15 Items**
 - **3 Facilities Visits / 24 Items Provided**
- **5 Book Discussions / 74 Items Provided**
- **READ Boxes:**

Read Boxes						
May to October Totals						
	2023			2024		
	Youth	Adult	Total	Youth	Adult	Total
Pavillion	813	115	928	777	55	832
Rotary	331	30	361	495	23	518
ITC	881	54	935	1002	58	1060
Brookfarm	142	16	158	164	24	188
All Combined	2167	215	2382	2438	160	2598

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.

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							2,092
<i>↳ Of Which, Online Registrations Totaled</i>	89	25	28	18	21	23							204
Checkouts (NPL)	64,018	61,933	54,351	52,691	50,807	47,899							331,699
Checkouts (Lakeshore Lending Library)	121	113	100	96	65	26							521
Total Checkouts (NPL + LLL)	64,139	62,046	54,451	52,787	50,872	47,925							332,220
Items Borrowed	5,002	4,383	4,000	4,245	3,416	3,625							24,671
Items Loaned	3,775	3,455	3,789	3,487	3,024	3,169							20,699
Hold Pickups (Drive-Up & Lockers)	25	21	26	24	13	16							125
MAP Pass Checkouts	74	78	57	55	25	26							315
Read Boxes	609	341	347	42	0	0							1,339
NPL @ Your Door (# of Bags)	10	8	10	7	5	6							46
NPL @ Your Door (# of Items)	31	27	30	17	12	15							132

Year-to-Year Comparison				Read Boxes							
				May to October Totals							
				2023			2024				
				Youth	Adult	Total	Youth	Adult	Total		
		DEC	DEC	Pavillion	813	115	928	777	55	832	
		2024	2023		Rotary	331	30	361	495	23	518
Cards Issued This Month		229	225		ITC	881	54	935	1002	58	1060
Total Checkouts (NPL + LLL)		47,925	50,799		Brookfarm	142	16	158	164	24	188
					All Combined	2167	215	2382	2438	160	2598
Items Borrowed	TLN	3,557	3,360								
	MeL	68	70								
		3,625	3,430								
Items Loaned	TLN	2,981	2,988								
	MeL	188	136								
		3,169	3,124								

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.

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							
February							
March							
April							
May							
June							
FYTD	332,220	43.37%	144,084	42,499	30,785	20,156	50,644

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				
February	27,211	6,815	34,026	1,173	February				
March	24,943	4,721	29,664	1,023	March				
April	28,725	5,704	34,429	1,148	April				
May	24,053	7,709	31,762	1,176	May				
June	26,941	4,583	31,524	1,126	June				
FYTD Total	320,555	70,173	390,728	1,170	FYTD Total	156,341	35,157	191,498	1,120
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. December numbers are estimated.				

Computer Logins											
2023-2024 Fiscal Year						2024-2025 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,128	38,208	39,336	1,573	237	July	1,383	148,114	149,497	5,339	275
August	1,250	*44,166	45,416	1,747	265	August	1,356	155,267	156,623	5,401	275
September	1,025	*104,753	105,778	3,918	255	September	995	161,443	162,438	5,801	264
October	1,102	182,259	183,361	6,112	292	October	1,076	178,568	179,644	5,795	297
November	1,021	180,487	181,508	6,723	263	November	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					
February	1,185	161,577	162,762	5,612	267	February					
March	1,199	148,575	149,774	5,165	272	March					
April	1,258	169,967	171,225	5,708	286	April					
May	506	160,279	160,785	5,955	266	May					
June	1,253	153,389	154,642	5,523	261	June					
FYTD Total	12,230	1,624,543	1,636,773	4,901	3,197	FYTD Total	6,548	933,014	939,562	5,495	1,606

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			
February	751	10,617	14	February			
March	743	10,870	15	March			
April	687	9,805	14	April			
May	562	7,796	14	May			
June	767	11,181	15	June			
FYTD Total	7,978	107,914	16	FYTD Total	4,199	58,843	14

Notes 2023 – 2024:

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

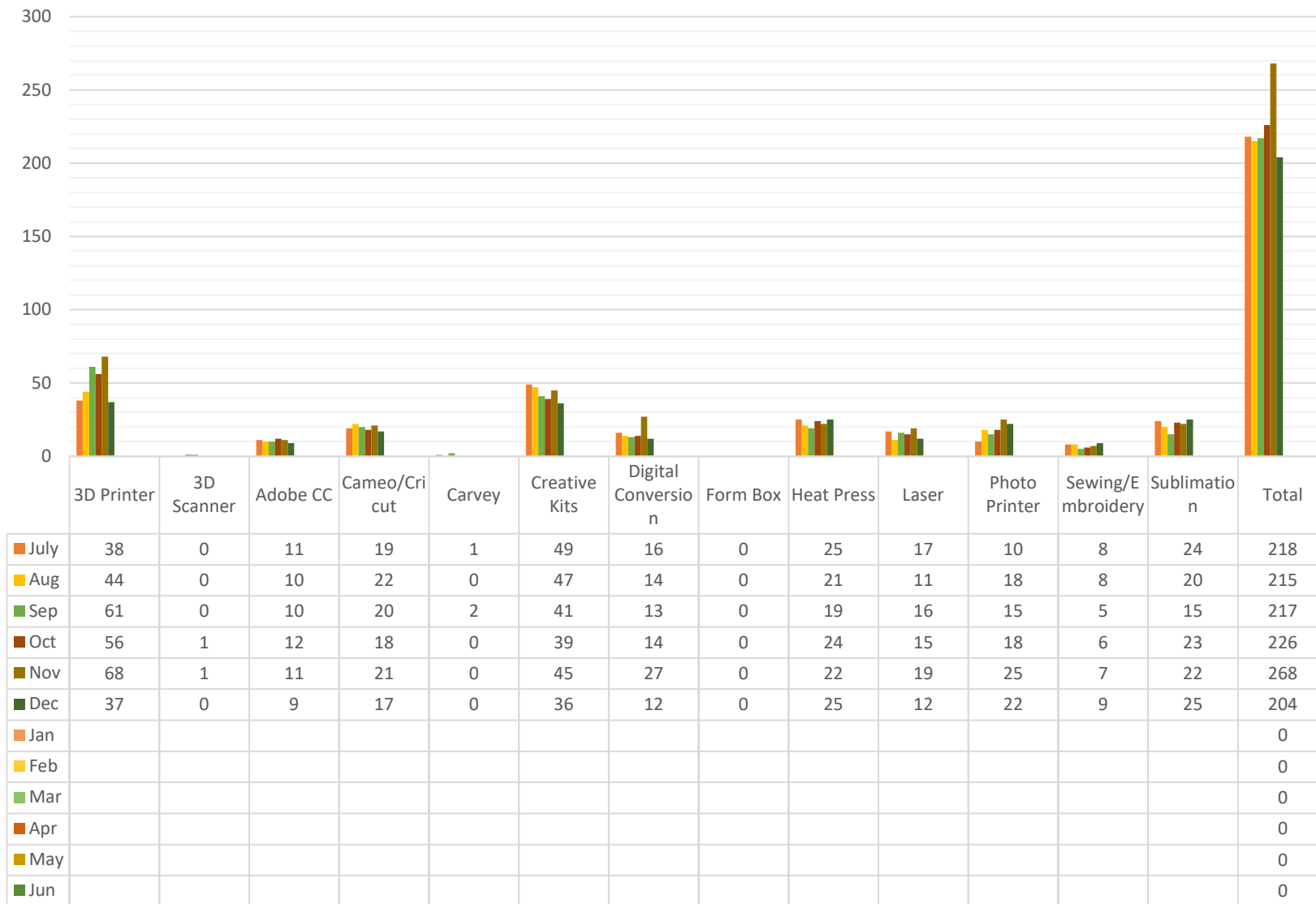
Stats are now downloaded from the individual AWE workstations.

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

Technology Training Sessions 2024-25 Fiscal Year																
	3D Printing	Cricut/Silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Heat Press	Creative Kits	Virtual Reality	Staff Training	Total Sessions
Jul	38	19	16	10	8	24	1	17	0	0	11	25	49	0	8	226
Aug	44	22	14	18	8	20	0	11	0	0	10	21	47	0	2	217
Sep	61	20	13	15	5	15	2	16	0	0	10	19	41	0	3	220
Oct	56	18	14	18	6	23	0	15	0	1	12	24	39	0	4	230
Nov	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																
Feb																
Mar																
Apr																
May																
Jun																
Sessions	304	117	96	108	43	129	3	100	0	2	63	136	257	0	23	1371

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

iCube Usage 2024- 2025



July Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

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					
February					
March					
April					
May					
June					
FYTD Total	15,721	4,314	1931	127	2,629

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					
February					
March					
April					
May					
June					
FYTD Total	43,850	21,063	64,913	11,027	712

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		
February		
March		
April		
May		
June		
FYTD	245	4,659

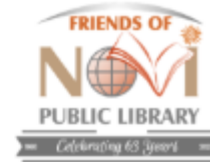
Recite Me (Website Accessibility Toolbar)											
2023-2024 Fiscal Year						2024-2025 Fiscal Year					
Month	Pages Viewed	Unique Users	Pages Viewed/Session	Screen Reader	Translation	Month	Pages Viewed	Unique Users	Pages Viewed/Session	Screen Reader	Translation
July	1,761	357	4.93	2,638	18,161	July	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					
January	488	150	3.25	491	565	January					
February	385	124	3.10	338	438	February					
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	1,256	327		1,814	1,498

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			
August	1,166	25,673	2,961	August	3,157	109,022	4,585	February	2,166	73,177	4,232	February			
September	1,196	26,853	2,023	September	3,321	59,591	4,515	March	2,317	85,934	4,377	March			
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.		314,442	28,336

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

FRIENDS OF NOVI LIBRARY**Friends of the Novi Library**

January 2025
Happy New Year!



Book Nook News: Thanks again to the hours of work from our wonderful volunteers and donations from generous patrons. The Book Nook continues to be a great success. If you're at the library, please stop by and say "hello" to our dedicated volunteers.

Volunteer of the Month:**Karen Schubert**

Karen and her husband Tom have lived in Novi for 34 years. They have three daughters, three great sons-in-law and five grandchildren. She has a BS in Accounting. Karen retired from Northville Public Schools where she was a paraprofessional with the Learning Consultant and resource room. She started with the Friends volunteering in the Book Nook where she both sorted and shelved books as well as selling. She joined the Board in 2019. In addition to working in the Book Nook, Karen helps with Friends fundraising events and volunteers at Maybury Farm. She enjoys being a grandmother and being active in her grandchildren's lives.

**From the President:**

Best wishes for 2025. A quick review of 2024 before we say goodbye and look forward. We participated in the Library's Holiday Pop-up sale on December 7. Thanks to Carol Neumann for doing this with me. Also, to May Angela Winter for helping set up tables and Carol Hoffman and Megs Beller for helping during the sale. Our total holiday sales was \$746. We drew the winning entry for the Michigan Basket. Terry Rife from Wixom was the happy winner. We made \$540.

Sadly, longtime Friends member Norm Young passed away November 9th. He and Evelyn worked at the Book Nook every Wednesday for many years, He will be greatly missed. We will be putting a leaf on our Giving Tree in his memory as well as purchasing books with donations received.

The Friends Board will not meet again until April to plan our annual Volunteer Appreciation event to thank all of those who have help us through the year.

Kaleidoscope is back! Wednesday, March 19th, is our first Kaleidoscope of the Spring. It will feature Tollgate Farms. Learn more about the animals, community gardens and agricultural demonstrations that link Tollgate, the educational center, to its original role as the home of one of Novi's earliest pioneer families

Single User Booth Available on 2nd Floor

This booth is ideal for an individual seeking a private space to study, work remotely, take a phone call, meditate or engage in any other activity in a quiet space. The Friends funded the \$6,000 purchase, which is completely refundable if the feedback is not what Julie anticipates. However, if the booth is a success, the purchase of additional units may be added to the NPL budget.

The booth is now available until February 6. Please stop by, check it out, and let the Library know what you think!

Check out the iCube Makerspace

If your New Year's resolution is to learn a new skill or try out a new hobby, consider stopping by the iCube at the NPL. You will be amazed at the technology that is available. 3D printers, a laser engraver, and more! If you are feeling a little hesitant, training and/or assistance is available. For more information check out the library website: novilibrary.org/icube.

Tax deductible donations can be made to novilibrary.org/friendsdonate.



CITY OF NOVI HISTORICAL COMMISSION – N/A

LIBRARY BOARD COMMITTEE REPORTS

1. Policy Committee – No Meeting held

GOALS

1. Continued review of public policies by the staff committee



EMERGENCY CLOSING POLICY

- Authority to close the Library under this policy rests with **the Library Director or their designee**. All closings will be reported to the Library Board.
- The Library may be closed at any time that it is deemed unsafe to operate the Library or to travel to the Library, including (but not limited to):
 - Storms, natural disaster or casualty (fire, flood, etc.).
 - The order of a recognized governmental official.
 - Loss of any necessary utility.
 - Health related matters (epidemic/pandemic) that could affect the general public or library staff.
 - Public safety matters such as bomb or other threat, riots or civil insurrection.
- In case of emergency closing during library hours, standard closing procedures are to be followed if possible and all appropriate notifications should be made (Ex: City of Novi; The Library Network (TLN); Library's website, social media and email notifications).

Approved by the Novi Public Library Board of Trustees: August 9, 1982

Amended: May 1, 2010; June 22, 2017; May 23, 2024; **January 9, 2025**

2. HR Committee – No Meeting held**GOALS**

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

The Remote Work policy is being brought back for a 2nd draft review. The HR Committee met on October 10th and November 21st to work on the first draft. The policy draft was sent out to full staff on November 22nd for them to provide feedback. The HR Committee met once more on December 11th to finalize the draft based on the feedback that was received. The HR Specialist and Library Director met to discuss the concerns for language pertaining to safety and work-related injuries section of the policy. The Library is providing the same language that is presented in the City of Novi's Remote Work policy. Director Farkas has provided the Remote Work Policy from the City of Novi as a comparison.

Questions from the December 19, 2024 Meeting:

Discussion about traveling to an offsite work event and if there is any difference in policy if you travel to the event from the Library or from home.

Discussion about the limited amount of remote work available to Library employees and if the policy adequately conveys this.

Discussion about internet security, equipment available to staff and how to ensure staff members are meeting the Library's security standards when working remotely.



2nd Draft: Reviewed City of Novi Remote Work Policy; Reviewed by HR Committee on 10/10/24 and 11/21/24 to work on the first draft. The policy draft was sent out to full staff on 11/22/24 for feedback. The HR Committee met on 12/11/24 to finalize the draft based on the feedback that was received; **1/3/25 Reviewed City of Novi's Remote Work Policy**

REMOTE WORK

The Library considers remote work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement.

To work remotely, the employee and their Manager must sign a Remote Work Agreement which must be approved by the Library Director before remote work can begin. The agreement is at the discretion of the Manager and the Library Director and may be revoked or modified by the Library at any time for any reason.

Duties, obligations, responsibilities and conditions of employment (including salary, benefits and work status) remain unchanged except those obligations and responsibilities specifically addressed in this Policy and associated documents.

The employee must comply with all Library rules, policies, procedures and agreements while working remotely.

Eligibility

Eligibility is based on many criteria, and certain job classifications and associated job responsibilities may not be conducive to remote work. The following requirements are presented to help the employee and Manager determine if remote work is feasible. A change in job responsibilities, such as being assigned to a new project, or serving as a backup for coworkers who are out on leave, may affect eligibility. It is the Manager's responsibility to periodically assess the remote work arrangement with the employee to address any change in eligibility.

Approval is given on a case-by-case basis. For approval to be given, an employee must meet all requirements, however, meeting all requirements does not guarantee approval to work remotely.

Requirements for an employee to be eligible to work remotely include:

- Demonstrated job performance to be able to work independently as determined by the Manager and/or Library Director
- The employee's job performance meets or exceeds expectations
- The employee's remote work consists of the employee's regular work responsibilities
- The employee's job duties allow them to be away from the Library work site for a period of time during the work week
- Remote work will not impede other staff members from performing their job duties
- There will be no reduction in service to internal or external customers
- The employee has access to required supplies and equipment to work remotely and has an acceptable workspace and environment to effectively work remotely

The Library Director has total discretion to approve or reject all or part of any remote work request based on the individual needs of the department/Library, quality of work, assessed ability to be self-motivated, supervisory responsibilities and to maintain high standards of work.

Should an applicant's remote work request be rejected, the decision is final and not subject to an appeal process. The employee may request to meet with their Manager or the Library Director to discuss the reason for denial.

General Terms & Conditions

The following terms and conditions apply to remote work:

- The employee must be available to communicate with those with whom they normally conduct business using the agreed upon method(s) from the Remote Work Agreement. Office/desk phones must be forwarded to the employee's Library-issued cell phone (if one exists) or to the employee's personal cell phone.
- While working remotely, the employee must respond to any work-related communication within thirty (30) minutes. The employee must provide a contact number to their Manager/Supervisor. This contact information will only be shared with "need-to-know" coworkers and business contacts.
- When attending virtual meetings, the employee must have their camera on, have appropriate dress that follows the Library Dress Code policy and have work appropriate backgrounds/surroundings (the NPL logo or a plain/blurred background).
- The employee must comply with all Federal, State and local laws, including the Fair Labor Standards Act (FLSA) and Health Insurance Portability and Accountability Act (HIPAA).
- An employee who is on Workers' Compensation is not permitted to work remotely.

Schedule & Hours

Hours of remote work are expected to be within the employee's regular work schedule, unless otherwise approved. Any changes to the remote work schedule must be in writing and must be communicated to all affected parties. If the employee must take time away from remote work for any reason, the employee must report this to their Manager and state which hours of the remote work engagement the employee will not be able to work.

All Library procedures, including time reporting and time off requests, are to be followed while working remotely.

The business needs of the Library take precedence over remote workdays; therefore, an employee may be required to be on-site during a previously approved remote workday. The Manager will attempt to give forty-eight (48) hours' notice, if possible, but may give less notice should an immediate need arise.

Equipment

Remote work is a voluntary program; therefore, the Library is not obligated to pay for any costs associated with working remotely. The Library Director will determine the equipment needs for each employee on a case-by-case basis and those details will be included in the Remote Work Agreement.

Laptops assigned to employees may be used for remote work or an employee may use their own personal computer equipment. If an employee is granted a remote work opportunity and

requires a Library-issued laptop, they may request one. Due to budget constraints, satisfying requests for additional laptops may not be feasible, and lack of a laptop and Library network connection capability may impact whether an employee will be allowed to work remotely. Laptops may be reserved and checked out from the Information Technology department provided there are laptops available. The duration of the use of the laptop must be agreed upon and included in the Remote Work Agreement.

Library-issued equipment may be used for Library work purposes only and only by the employee to which the equipment is assigned. The employee must notify a Manager immediately if any equipment used to perform Library business is lost, stolen, damaged or otherwise compromised.

If an employee needs to connect to the Library's network, they must follow existing procedures to request and obtain remote access. If network access is required, the remote work location must have high speed internet service.

Remote Work Site

Not every environment is conducive to remote work. To ensure successful remote work, the employee must comply with the following:

- The employee must choose a distraction-free workspace and must dedicate their full attention to their job duties during working hours. The **employee** must minimize interruptions and interference from others while working remotely.
- The employee must be working while at the remote work site. Remote work carries the same responsibilities and tasks as required while working onsite at the Library.
- Remote work is not a replacement for routine dependent or elder care.
- No in-person meetings are to take place at a remote work site.
- Remote work is limited to the continental US.

Confidentiality

Employees working remotely must follow secure practices to protect Library equipment, data and systems. This includes, but is not limited to:

- The employee will not take confidential information home without the prior approval of their Manager
- The employee will properly use Library applications, systems and networks, including using strong passwords and logging out of applications when not in use.
- The employee will keep all Library equipment and documents in a safe and secure location at all times.
- The employee will return documents containing sensitive or confidential information to the Library for proper storage, shredding and disposal, and will not discard in a household receptacle.

Safety & Work-Related Injuries

The employee's remote workspace is the employee's responsibility, not the Library's. The remote workspace may be subject to inspection by the Library with at least forty-eight (48) hours' notice and must comply with recommended safety rules for the workplace, including:

- Smoke detectors
- A working fire extinguisher
- Clear, unobstructed exits
- Removal of hazards that could cause falls

- Adequate electrical circuitry
- Coverage under the employee's homeowner's or renter's insurance, if working from their home

If an employee is injured in their remote workspace during their designated work hours and while performing their Library duties, the employee must notify a Manager or the Library Director immediately and follow Library procedures for reporting on-the-job injuries.

The Manager or Library Director will follow all applicable rules and procedures governing employee injuries. Such injuries may be covered by Workers' Compensation benefits, provided that all eligibility requirements are met. Existing Workers' Compensation policies apply, such as treatment by Library/City approved healthcare providers and the need for appropriate paperwork to be completed by the Library/City before visiting the healthcare provider.

The Library/City assumes no liability for injuries to the employee that occur outside of the designated workspace or outside of the employee's scheduled remote work hours. The employee is liable for injuries to third parties who enter the designated remote workspace.

Termination of the Remote Work Agreement

The Remote Work Agreement will remain in effect until it is terminated or amended in writing by either of the parties to the agreement or until the approved remote work period ends.

The employee or the Library may terminate the Remote Work Agreement should the arrangement become no longer beneficial to either party. The terminating party is to give written or email notification to the other party immediately once the decision to terminate is made.

Non-compliance with any portion of the Remote Work Policy or the Remote Work Agreement may result in the termination of the remote work assignment and/or disciplinary action, up to and including termination.

Approved by the Novi Public Library Board of Trustees: September 23, 2021

Full Handbook Approved by the Novi Public Library Board of Trustees: July 25, 2024; **Revised**
January 9, 2025



REMOTE WORK

Remote work allows employees to work at home, on the road or in a satellite location for all or part of their workweek. The Library considers remote work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Remote work may be appropriate for some employees and jobs but not for others. Remote work is not an entitlement, and it in no way changes the terms and conditions of employment with the Library.

Employees will be advised of the opportunity or requirement to remote working by the Library Director. Preparations should be made by employees and managers well in advance to allow remote work. This includes appropriate equipment needs, such as hardware, software, phone and data lines. IT personnel will be available to review these equipment needs with employees and to provide support to employees in advance of emergency remote work situations. The employee will comply with all Library rules, policies, practices and instructions that would apply if the employee were working at the Library.

To work remotely, the employee and their Manager must sign a Remote Work Agreement which must be approved by the Library Director before remote work can begin.

The employee must establish an appropriate work environment within their home for work purposes. The Library will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

There are various types of jobs at the Library. To ensure that employee performance will not suffer during the time of remote work, employees are encouraged to:

- Choose a quiet and distraction-free working space
- Have an internet connection that is adequate for their job
- Dedicate their full attention to the job duties during working hours
- Adhere to all meal and rest break and attendance schedules agreed upon with their Department Manager and in compliance with State law
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively

The Library Director will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the Library is to be used for business purposes only.

Consistent with the Library's expectations of information security for employees working at the Library, remote working employees will be expected to ensure the protection of confidential Library and patron information accessible from their home office.

The Library can require employees to return to regular, in-person work at any time.

Approved by the Novi Public Library Board of Trustees: September 23, 2021

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



Remote Work Policy and Procedures

This Remote Work Policy is intended to cover only those employees who are not covered by a Collective Bargaining Agreement.

The foregoing Policy is NOT a guarantee of remote work. All requests for remote work schedules must be discussed with and approved by employee's Department Director. Not all positions are conducive to remote work.

Implementation

This Policy/program may not be modified without prior review and express approval from the City Manager's Office and Human Resources.

If the remote work Policy does not address a Department's specific need, the Department may contact Human Resources to evaluate a possible addendum to the Policy to meet the needs of a Department that are not contained here.

Glossary

Definitions for terms used in this document include:

- *City work site*: The City work location normally occupied when not working remotely
- *Designated remote workspace*: The remote work area that the employee will use during remote work.
- *Web Based Access (WBA)*: Provides web-based access to City email via an internet browser that allows employees to access their City email from outside of Novi. An example of WBA is *Outlook Web Access (OWA)*. This may also include access to the Virtual Desktop used to access drive specific work and/or BS&A modules.
- *Remote Work*: Working from a remove location, away from the employee's normal work location.
- *Remote work agreement*: The written agreement between the employee and the Department Director that includes the approval of remote work. Written approval is needed from the City Manager or their designee.
- *Remote work assignment*: The agreed upon parameters specific to an employee's arrangement (e.g., work assignments).
- *Remote work engagement*: when the employee is working remotely.

Statement of Policy

The City of Novi recognizes that flexible work arrangements and reduced commutes can benefit the employee and the department by making more efficient use of staff time.

Remote work policies and requirements that pertain to emergency situations take precedence over the policies outlined in this document and will be communicated separately if enacted.

Remote work is a management option, not an entitlement. The agreement is at the discretion of the Department Director and may be revoked or modified by the Department and/or City at any time for any reason.

Eligibility Requirements and Prerequisites

Eligibility is based on many criteria, and certain job classifications and associated job responsibilities may not be conducive to remote work. The following requirements are presented to help the employee and supervisor determine if remote work is feasible. Additionally, a change in job responsibilities, such as being assigned to a new project, or serving as a backup for coworkers who are out on leave, may affect eligibility. For this reason, it is the Department Director/supervisor's responsibility to periodically assess the remote work arrangement with the employee to address any change in eligibility.

Meeting any eligibility requirement does not guarantee approval to work remotely. Approval is given on a case-by-case basis; however, for approval to be given, an employee must meet all requirements.

Criteria for an employee to be eligible to work remotely include:

- Permanent status (not on probation); others on exception basis only, subject to approval by Department Director;
- Demonstrated job performance to be able to work independently as determined by the immediate supervisor and/or Department Director;
- Job performance meets or exceeds expectations;
- Employee's remote work consists of the employee's regular work responsibilities;
- Employee's job duties allow them to be away from the city work site for a period of time during the work week;
- Remote work does not impede other workers from performing their job duties;
- No reduction of service to internal or external customers;
- Employee and supervisor and/or Department Director agree in writing on a remote work arrangement, which is approved in writing by the City Manager and/or their designee;
- Employee has access to required supplies and equipment to work remotely and has an acceptable workspace (acceptable internet, private and safe workspace, etc.) and environment to effectively work at home.

In addition to meeting the eligibility requirements, the following items are required before allowing an employee to work remotely:

- Remote Work Request and Decision Form is completed and approved;
- If needed, remote access to City network systems and/or Outlook Web Access/email will be established;
- Employee/supervisor work assignment expectations are reviewed, agreed upon and signed off by Department Director;
- Required training for the employee and the supervisor is completed (i.e., initial training and any ongoing training assigned to the employee);
- Employee has reviewed and signed the following: Email/Voicemail Usage Policy, Internet Usage Policy, Technology Use and Electronic Records Policy;

Responsibility for Remote Work Costs

Remote work is a voluntary program. The employer is not obligated to pay for the costs of remote work. Nevertheless, the City has determined that the following equipment and/or supplies may be covered depending upon the approved budget of each department:

Cost responsibility of the City:

- Standard remote technology package;
- Repairs and replacement of City issued laptops or other required computer equipment based on need and budget availability. City will not repair or replace personally owned computers.
- No other costs will be covered by the City unless prior written approval is given.
- Work related phone calls (if employee does not have a City-issued mobile phone) will be reimbursed with proof thereby providing an itemized statement of each call.
- If applicable, mileage will be reimbursed dependent on IRS rules. Existing procedures to request mileage reimbursement are to be followed. (**Note**, the employee will not receive mileage reimbursement for any travel that would not occur if the employee were at the City's office worksite. Mileage reimbursement will not be reimbursed for any travel between home and the normal work site for any reason on remote workdays.)

Cost responsibility of the employee:

- In general, any cost not itemized as covered by the City will be the employee's responsibility to pay.
- Work related telephone call costs that do not meet department reimbursement requirements (e.g., not itemized as indicated above). As an option, the department may choose to supply employees with cell phones or pre-paid phone cards for use when working remotely and conducting City business.
- Home workspace furniture, ergonomic equipment and related modifications.
- Network access set-up and continuing charges (e.g., DSL, broadband, etc.)

- Purchase, repair or replacement of employee-owned equipment including computer equipment/supplies
- Liability for any claims by third parties including family members
- Homeowner's and renter's insurance, including any changes in rates or coverage required for remote work and maintaining a home office.
- Tax advice/preparation and tax liability for setting up and maintaining a home office; employees are encouraged to consult with a qualified tax professional to discuss income tax implications.
- Legal expenses and associated financial liabilities
- Any cost to relocate personal or City issued equipment and/or to re-install equipment if the employee moves to a new home workspace or new residence or re-establishes equipment within the existing home.
- Cost of utilities (gas, electric, etc.) including maintenance costs incurred while working at home.

Department's Rights Reserved

Administering the remote work program is under the authority of the City Manager and/or their designee with general oversight by Human Resources. Any changes to this program and document will be managed by Human Resources through the City Manager's Office, with input by the Department Head or designee. The Department may establish specific time periods for submitting requests, duration of the remote work period, and review of the working remotely participation.

The Department reserves the right to accept or reject the employee's application for remote work based on the individual needs of the department, quality of work, assessed ability to be self-motivated, supervisory responsibilities, and to maintain high work standards.

Should an applicant's remote work request be rejected, the decision is final and not subject to any appeal process. The employee may request to meet with Department Head or designee to discuss the reason for denial. That meeting shall occur within a reasonable period of time. If the meeting does not occur, the employee can contact Human Resources.

If the employee participating in the remote work program fails to conform to the program criteria, the remote work privileges may be revoked. In summary, the Department Director has total discretion to approve or reject all or part of any remote work request.

General Terms and Conditions

The following general terms and conditions apply to remote work:

- Duties, obligations, responsibilities and conditions of employment with the City of Novi remain unchanged except those obligations and responsibilities specifically addressed in this Policy and associated documents.
- Salary, benefits, and work status remain unchanged because of remote work.

- The supervisor and the employee will create a work plan (as described in the Remote Work Agreement/Assignment Form) for work to be done during remote work. The supervisor will review the work results with the employee on a regular basis to ensure that work expectations are being met.
- Employee must comply with all organizational rules, policies, agreements and procedures.
- Remote work is limited to the continental US.
- Remote work is not a replacement for routine dependent child or elder care.
- Employee must comply with all Federal, State and local laws, including Fair Labor Standards Act (FLSA) and Health Insurance Portability and Accountability Act (HIPAA), plus applicable labor contracts.
- Prior to remote work assignment, employee and Department Director/supervisor shall determine the method of communication (Teams messaging, text, email, phone call, etc.).
- Employee must be available to communicate with those with whom they normally conduct business (e.g., supervisor, management team, coworkers, and vendor contacts) by phone and/or email (per agreement with supervisor) during the remote work engagement, including by web and audio conferencing, if required. Office/desk phones must be forwarded to employee's city-issued cell phone, if one exists. During the remote work engagement, unless otherwise approved by the supervisor, the employee must respond to any email or phone communication within ½ hour, except for pre-determined (such as training, meetings, etc.) periods.
- The employee must notify the Department Director/supervisor immediately if any equipment used to perform City work is stolen, lost, or otherwise compromised.
- If the employee encounters restraints that prohibit the employee from continuing the remote work engagement including any equipment failure the employee must immediately notify their supervisor, and either come to the city work site to continue working, or determine with their supervisor if alternate work can be done to continue the remote work engagement. Alternatively, with supervisor approval, the employee may take remaining time off via leave time banks.
- If the employee becomes sick or must take time away from remote work to assist with a dependent family member's illness or injury, the employee must report to their supervisor the need to use the appropriate bank of hours (e.g., PTO) and state which hours of the remote work engagement the employee will not be able to work.
- The immediate supervisor will monitor and periodically review the remote work arrangement.
- The employee must provide a contact phone and (if applicable) fax number to the supervisor; this contact information will be shared with "need to know" managers, coworkers and other business contacts (e.g., vendor contacts) so that communications with the employee can continue during remote work engagements.
- No in-person meetings are to take place at a remote work site.
- When attending virtual meetings, employee must have camera on, have appropriate/professional dress, and have suitable background/surroundings.

- An employee who is on Worker's Compensation is not permitted to work remotely.

Schedule and Hours

Unless approved on an exception basis, the schedule and hours allowed for remote work must be within the following guidelines, but subject to approval by the supervisor:

- The number of remote work hours of an employee's normal work week must be approved by the supervisor.
- The total number of work hours will not change due to working remotely.
- Hours of remote work are expected to be within the employee's existing pre-approved work schedule unless otherwise approved.
- The business needs of the city on-site office may take precedence over remote workdays. An employee may be required to be on-site during a regularly scheduled remote workday. The supervisor is to give at least 48 hours' notice, if possible, but can give less than 48 hours' notice should an immediate need arise.
- Employee is still subject to Department's time reporting process and schedule.
- Employee must ensure that in-person meetings are not delayed due to remote work schedules.
- Departmental procedures, including obtaining prior approval for time off are to be followed as when working at the City work site.

Equipment

Use of equipment is pursuant to the following requirements:

- Laptops assigned to employees may be used for remote work or an employee may use their own personal computer equipment. If granted remote work and it is deemed necessary other equipment (27" monitor, keyboard, and mouse) may be authorized to be taken off site. All equipment requires prior City Department approval and must comply with City Technology security policies and practices.
- If the employee needs to connect to the City's network, they must follow existing procedures to request and obtain remote access.
- If an employee is granted remote work and requires a laptop but does not have a City issued laptop, they may request one. Due to budget constraints, satisfying requests for additional laptops may not be feasible, and lack of a laptop and City network connection capability can impact whether an employee will be allowed to work remotely. As an alternative, a laptop, if available, may be reserved and checked out from the Integrated Solutions Department; the duration of the use of the equipment being checked out would need to be agreed upon.
- The City may issue a desktop computer and monitor for remote work if equipment is available, and it is mutually agreed upon between employee and City to do so.

- Use of City owned equipment and/or personal equipment used for City business is subject to compliance with the City of Novi's Technology Use and Electronic Records Policy. City issued equipment may be used for City work purposes only and only by the employee to which the equipment is assigned.
- The employee is to immediately report evidence/suspicion of computer virus on equipment used for remote work and any theft, damage, or failure of equipment.
- Taking unauthorized City owned equipment may lead to disciplinary action up to and including termination, unless permitted above.

Confidentiality/Security

The same security practices required at work regarding City data applied to the employee's designated workspace. Employees often work with confidential and/or critical information, and employees must exercise due diligence to ensure that City data and systems are protected, and not left available for intentional or inadvertent access by others. Employees are to follow all laws and City and Departmental policies and procedures including Technology security, privacy, and confidentiality policies and guidelines as when working in the office.

The employee must follow secure practices to protect equipment, City data and systems. This includes, but is not limited to:

- Employee will not take confidential information home (either on a laptop, flash drive, CD, paper copy, or other medium) without the prior approval from the supervisor. Such an agreement will be for a specific task and time duration.
- Provide secure workspace for protection of City equipment, City data and City systems, particularly confidential data including what is covered under HIPAA regulations.
- Properly use City applications, systems, and network, including use of strong passwords, and logging out of applications when not in use.
- Remote worker will keep all City equipment and documents in a safe and secure space at all times. Depending on the documents, a fireproof box may be required.
- Return documents containing sensitive information to the Department for proper storage, shredding or disposal and do not discard in a household receptacle.
- The employee must comply with The City of Novi Technology User Forms which provides the detailed Policy on use of City networks, data, and systems. Remote access to City systems is subject to City and department policies and approval.

Safety and Work-Related Injuries

The employee's remote workspace is the employee's responsibility, not the City's, and must:

Comply with recommended safety rules for the workplace, including:

- Smoke detector
- Working fire extinguisher
- Clear, unobstructed exits
- Removal of hazards that could cause falls
- Adequate electrical circuitry
- Appropriate furniture
- Be subject to inspection by the City with at least 48 hours' notice
- Provide a quiet, well lit, and ergonomically appropriate work environment
- If an employee is subject to an ergonomic plan, that plan must be duplicated in the remote workspace.
- Be covered by employee's homeowner's or renter's insurance
- Be secured, so that City data is not compromised, shared, or lost
- Be secured to minimize chance of damage or theft of equipment
- If network access is required, the workspace must have high speed internet service (no dial-up)
- Review the Worker's Compensation process on the intranet:
<https://eweb.cityofnovi.org/Human-Resources/Workers-Comp.aspx>

If an employee is injured in their designated remote workspace during remote work hours while conducting City business, the employee must notify their supervisor immediately and follow City policy for reporting on-the-job work injuries. If the immediate supervisor is not available, the employee is to contact the manager or an alternate supervisor or manager for reporting the injury. The supervisor is to follow all applicable rules and procedures governing employee injuries (e.g., fill out appropriate forms such "Employer's Report of Injury", and escalate information as needed). Such injuries may be covered by Worker's Compensation provided that all eligibility requirements are met. Existing policies for Worker's Compensation apply, such as treatment by the City approved health providers, or the need for appropriate paperwork to be completed by the City before visiting the healthcare provider.

The City assumes no liability for injuries to the employee that occur outside of the designated workspace and outside of employee's scheduled remote work hours. Employee is liable for injuries to third parties who enter designated workspace.

Requirements for Successful Remote Work

Not every environment is conducive to remote work. Therefore, to ensure successful remote work, the employee must understand and convey to all family, friends, and neighbors, and comply with the following:

- The employee is working while at home. Working at home carries the same responsibilities and tasks which need to be completed as required in the office.
- The employee must keep interruptions to a minimum by developing ground rules for family and others to follow regarding interruptions while working remotely.
- Remote work is not a replacement for dependent child or elder care. Successful participation in the remote work program requires minimizing interference from others in the home-work environment. If dependent child or elder care is needed, the employee must arrange for care to be secured so

that the employee is not interrupted from performing work duties during remote work hours.

- The employee must establish guidelines for the proper use of office supplies and develop an understanding with family members the City equipment/office materials are not for personal use.
- City owned equipment may only be used by the employee to whom the equipment is issued; any access by third parties is strictly prohibited (e.g., children may not use the computer).

Evaluation

The Department Head or designee will conduct evaluations of the Department's Remote Work Program to determine if program changes or program termination is required. Employees and their supervisors will be expected to take part in the evaluation process to help provide feedback and suggestions.

Evaluation measurements will include, but are not limited to: productivity, quality of work, responsiveness, sick leave use, and availability/flexibility to Department needs.

Term of Agreement

The agreement shall remain in effect until it is terminated or amended in writing by either of the parties to the agreement or the approved remote work period ends. Any changes in the remote work schedule must be in writing and must be communicated to all affected employees.

Termination of Agreement

The employee or the Department may terminate an agreement for remote work should the arrangement become no longer beneficial to either party. The terminating party is to give written or email notification to the other party immediately once the decision is made to terminate the remote work agreement.

Non-compliance with any of these policies and procedures may result in the termination from the Remote Work program and/or disciplinary action up to and including termination from employment.

If the employee terminates the remote work agreement, the employee must immediately return any City owned equipment relating to the remote work. If the Department Director/supervisor terminates the remote work agreement, the supervisor is to determine if any City owned equipment should be returned by the employee or if support staff should be sent to retrieve that equipment. That equipment shall be returned immediately or within one calendar day from the termination date and within five calendar days from the termination date at a maximum. (If employee is terminated, they must return any documents of City correspondence to their supervisor. No physical work product is to be kept.)

Required Documents

The following documents are required as part of the Policy:

- Employee Self-Assessment Form
- Remote Work Request and Decision Form
- Equipment Sign-Out Sheet (Please see Integrated Solutions for sign-out)
- City of Novi Technology Forms

10/01/24

3. Finance Committee – Meeting held on December 30, 2024

Committee discussed the investments for the Library based on responses from the City of Novi Finance Dept. Director Farkas provided information about the tax revenue projections for the next 5 years from the City of Novi. Committee asked Director Farkas to look into the Defined Benefit Unfunded Accrued Liability and whether it would be worth the Library to consider additional contributions.

GOALS

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

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

GOALS

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

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

5. Strategic Planning Committee – No meeting held

6. Building & Grounds Committee – No Meeting held

GOALS

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

7. Bylaw Committee (Adhoc) – No meeting held

GOAL

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

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

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

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

Approved: September 26, 2024



LIBRARY CLOSINGS 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 28, 2025 (4th Thursday of the month)

Approved: June 27, 2024