



Agenda

Novi Public Library Board of Trustees
 Thursday, December 19, 2024
 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.....1-4

Consent Agenda

- 1. Approve Minutes of: November 21, 2024 - Regular Board Meeting5-11
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#645) 12-14

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 –November 2024 15-17
- 2. President’s Report (Mark Sturing)- MLA Legislative Update 18-19
 - A. City of Novi Long Range/Community Plan Update 20-21
 - B. 2023-2024 Annual Report 22-23
 - C. 2024-2025 Board Committee Assignments 24
- 3. Treasurer’s Report (Brian Bartlett)
 - A. 2024-2025 Library Budget Fund 27125-27
 - 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
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 – 10/16/24 Minutes.....	67-69

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
 - Updates to Public Policies based on staff committee review 70-76
- 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
 - Updates to HR Policies based on staff committee review..... 77-113
- Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
(Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)

 - Meeting held on December 12, 2024 114-118
- Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
(Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)

 - No meeting heldN/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. Revision to Public Policy: Alcohol	71-72
2. Revision to Public Policy: Unattended Child/Children	73-74
3. Revision to Public Policy: Volunteer	75-76
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
9. Revision to HR Policy: Jury Duty.....	87
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
13. HR Policy: Remote Work (1 st Reading based on complete revision).....	93-97
14. Revision to HR Policy: Rules of Conduct	98-99
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
19. Revision to HR Policy: Travel and Other Expense Reimbursement.....	110
20. Revision to HR Policy: Vacation	111-113
21. Revision to Public Policy: Financial.....	115-118

Communications

1. Thank you email from Tim Laundra, Re: Pop Up Market.....	120
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Closed Session

- N/A

Adjournment**Supplemental Information**

• Library Board Calendar 2024.....	121
• Library Board Calendar 2025.....	122
• Library Closings 2024	123
• Library Closings 2025	124

2024 Future Events:

- 12/18/24: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **12/19/24 – 3rd Thursday due to holiday: Library Board of Trustees Meeting at 7pm, Novi Public Library – Board Room, 2nd floor**
- **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 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**
- **2/13/25: Library Board of Trustees Meeting at 7pm, City of Novi – Council Chambers (25/26 BUDGET APPROVAL)**

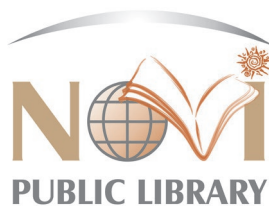
Cultivate Learning. Inspire Creativity. Foster Inclusivity.

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
November 21, 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 7:00 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Kat Dooley

Library Board – 7 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
- Karla Halvangis, Board Member

Student Representatives

- Alexandra DeMore
- Alyna Dohadwala

Library Staff

- Julie Farkas, Director
- Amy Crockett, Recording Secretary

Approval of

Agenda.....1-3

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

Motion passes – 7-0

Consent Agenda

1. Approve Minutes of: October 24, 2024 Regular Board Meeting.....4-10
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#644).....11-14

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

Motion passes – 7-0

Presentations

2. Novi Historical Commission Annual Report by Rae Manela, Library Liaison and Kim Nice, Chair

Rae Manela: Discussed events the Historical Commission has held at the Library and throughout the community over the past year, including their 6th annual Wreaths Across Novi event, and other projects the Commission has been working on, including an internship program and purchasing a new microfilm reader.

Discussion about the types of documents the Historical Commission will accept for the Local History Room.

Kim Nice: Spoke about future projects, including growing the Wreaths Across Novi event, doing more with the Novi schools and speaking events that are scheduled at the Library for 2025.

Discussion about microfilm.

Discussion about why the Local History Room cannot be left open to the public at all times, due to the nature of the materials in the room.

Discussion about the internship program, which is open to graduate students studying history, archiving and library services.

3. 2023-2024 Annual Report Presentation by Dana VanOast, Communications Manager – documentation provided at the meeting

Dana VanOast: Explained that there are two versions of the Annual Report this year. One is a one-pager to be used for outreach activities which includes the main points of the report. The other is a digital version which has more in-depth information. The digital version can be accessed through a QR code on the one-pager and on our website. Went through the report, including letter from the Board President, highlights from the past year, looking forward to plans for the current fiscal year, usage statistics, donations and sponsorships, financial summary, library leadership, policy updates and links for further reading.

Discussion about how items are chosen for Lakeshore Lending Library.

Discussion about when the Annual Report will be shared with the public. The Board should send any feedback to Dana VanOast and Julie Farkas by Monday, November 25 so they can make updates and then share the report with the public next week. They will be presenting the report at the City Council meeting on December 2.

Discussion about how the report is shared with the public. It is not mailed, but does go out in the monthly eNewsletter to all cardholders. Also discussed possibly advertising it at Lakeshore Lending Library.

The Board thanked Dana for the report.

Public Comment

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No Public Comment

Reports

- 1. Student Representatives Report – October 2024.....15-16

Students were asked about what they are currently reading.

- 2. President's Report (Mark Sturing) – MLA Legislative Update.....17-18
 - A. 2024-2025 Board Committee Assignments19

Trustee Sturing: Spoke about the letter he wrote for the Annual Report. Read through the main points of the Freedom to Read legislation that has been introduced in the Michigan House of Representatives.

Discussion about the Freedom to Read legislation and how it might impact NPL if passed, particularly in regards to point number two on page 18 about book challenges. It was brought up that with leadership changing in the Michigan House of Representatives, this legislation could not be addressed for a while and could go through many changes before a vote. Library leadership will keep an eye on it.

Director Farkas: Thanked the Board for understanding their role as Board Members of a public library and going through extensive training. Not all communities are lucky enough to have that.

Discussion about the Human Library program that took place on November 9 and will become an annual event. Staff was thanked for the hard work in putting on the program, particularly Outreach Librarian Emma DeCenso who took the lead. Trustee Dooley expressed that this program helps build bridges in the community.

Trustee Sturing: Attended Novi Historical Commission Wreaths Across Novi event.

Trustee Halvangis: Attended Ladies Night event at the Library and said it was a nice evening.

Trustee Bartlett: Attended a financial event at the Library last night that was put on by an organization renting the meeting room and the renter expressed how much they enjoy renting at NPL.

3. Treasurer's Report (Brian Bartlett)
 - A. 2024-2025 Library Budget Fund 271.....20-22
 - B. 2024-2025 Contributed Fund Budget 272.....23
 - C. Financial Report October 2024.....24
 - D. Library Fund 271 Expenditure & Revenue Report as of October 24, 2024.....25-28
 - E. Library Fund 272 Contributed Fund as of October 24, 2024.....28-29
 - F. Balance Sheets for Funds 271 and 272 as of October 24, 2024.....30-31

Discussion about the fund balance.

Discussion about adjusting the 2024-2025 budget. Numbers will be brought to the December meeting and amendments can be made then.

Discussion about changing the colors on the budget spreadsheets for better clarity.

4. Director's Report (Julie Farkas).....32-36
 - A. Information Technology Report (Jeffrey Smith)37-40
 - B. Facilities Report (Keith Perfect)40
 - C. Information Services Report (No Dept. Head at the Time)41-43
 - D. Marketing and Community Promotion (Dana VanOast)44
 - E. Support Services Report (Maryann Zurmuehlen).....45
 - F. Library Usage Statistics.....46-54
 - G. Friends of Novi Library – Agenda 11/13/24; November 2024 Newsletter55-56
 - H. City of Novi Historical Commission – Minutes 9/18/24.....57-58

Discussion about Shop Small Pop Up Market on Saturday, December 7 from 10am to 2pm.

Trustee Sturing: Commented on two of the staff members who have anniversaries in December and how it speaks positively that staff staying are at NPL long-term and moving up in the organization.

Trustee Dooley: Asked if the Board Members could do a project in the iCube Makerspace in 2025, which Julie Farkas will coordinate.

Public Comment

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No Public Comment

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 - Chair: Sturing, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A

2. **HR Committee:** Review HR Policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - No Meeting Held.....N/A
 - Revision to Breaks Policy.....60-61

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - Meeting Held on 10/31/24.....62

Trustee Bartlett: Have started talking about going out for a millage and bond due to our bond expiring soon. We are planning to go out for less than what the current amount is, which will still allow us to operate at the same level of service. More information will come in January.

Director Farkas: Said this bond would also help NPL tackle some capital improvement projects.

4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Meeting Held on 11/11/24.....62

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
 - 2nd Draft review of DEI Statement and Definitions for NPL.....63-64

Matters for Library Board Action

1. Revisions to HR Breaks Policy.....60-61

Director Farkas: Just a few wording changes, highlighted in yellow. Time amounts are staying the same.

Motion: to approve the revisions to the HR Breaks Policy

Motion to Approve – 1st – Trustee Burke

2nd – Trustee Halvangis

Motion Passes – 7-0

2. 2nd Draft review of the DEI Statement and Definitions for NPL.63-64

Motion: to approve the DEI Statement and Definitions for NPL

Motion to Approve – 1st – Trustee Dooley

2nd – Trustee Crawford

Trustee Dooley: Thanked the committee for moving so quickly to consider things that were brought up at last month's meeting. Understands that we do not want to overpromise what we can do or overextend staff. Reminded that this is not a policy, it is a guide for staff. It reinforces what has been worked on through strategic planning.

Trustee Bartlett: Expressed worry that the Library will still not be able to satisfy all the needs that may be requested, and referenced a book the Board read several years ago written by a librarian who left the profession due to dealing with DEI issues that caused her to be diagnosed with PTSD.

Trustee Halvangis: Does not think having this DEI Statement will cause a sudden influx of people making unreasonable demands, and that it is more about making sure we are providing people access.

Trustee Crawford: Reminded that staff has reviewed this document and is ok with it. Also reminded that it is not set in stone and can be changed if/when necessary. She thinks it is a positive thing.

Discussion about the word "ensuring" in the Inclusion definition. Board agreed on changing "Ensuring that..." to "Working together to help..."

Discussion about the phrase "at every level of the organization" in the Inclusion definition. Board agreed to take that phrase out.

Motion: to amend the Inclusion definition in the DEI Statement and Definitions for NPL document to read "Working together to help all patrons feel a sense of engagement and belonging at NPL, and that every patron will be heard and supported."

Motion to Approve – 1st – Trustee Crawford

2nd – Trustee Burke

Motion Passes – 7-0

Motion: to approve the DEI Statement and Definitions for NPL with the amended language

Motion Passes – 7-0

Communications

- 2. Thank You Letter from ABWA – Novi Oaks Charter Chapter Re: Donation.....66-67

Closed Session

No Closed Session

Trustee Stiring: Reminder about City of Novi Employee Appreciation Dinner tomorrow, Friday November 22 at the Suburban Collection Showplace.

Adjournment

Motion: to adjourn at 9:06 PM
 Motion to Adjourn – 1st – Trustee Crawford
 2nd – Trustee Bartlett

Motion Passes – 7-0

Supplemental Information

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

2024/2025 Future Events:

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

WARRANTS

Warrant 645	271 Accounts	December 2024	
Payable to	Invoice #	Account number	Amount
Amazon	thermal laminating Pouches	271-000.00-727.000	\$ 47.76
Quill	yellow binders	271-000.00-727.000	\$ 270.49
Smart Business	label	271-000.00-727.000	\$ 3.00
Petty Cash	postage DK Agencies	271-000.00-728.000	\$ 23.40
Stamps.com	Postage CC	271-000.00-728.000	\$ 19.99
USPS	Postage CC	271-000.00-728.000	\$ 205.00
Knight Technology	Monthly DATTO backups - Nov, Dec	271-000.00-734.000	\$ 1,400.00
Knight Watch	Monthly monitoring -Nov	271-000.00-734.000	\$ 315.00
TechSoup	Microsoft 365 11/12/24 - 12/11/24 CC	271-000.00-734.000	\$ 75.00
Amazon	Communications	271-000.00-734.500	\$ 645.04
Bambu Lab	iCube filament CC	271-000.00-734.500	\$ 240.84
Circuit	Cricut Access Standard - Yearly CC	271-000.00-734.500	\$ 95.88
Monoprice	Patch Cable CC	271-000.00-734.500	\$ 106.77
Sentinel	Camera 24 warranty	271-000.00-734.500	\$ 374.00
Amazon	Toner cartridge	271-000.00-740.000	\$ 378.29
Sam's	Supplies	271-000.00-740.000	\$ 126.70
Land's End	logo wear CC	271-000.00-741.000	\$ 37.67
Amazon	Books	271-000.00-742.000	\$ 1,433.12
Brodart	Books	271-000.00-742.000	\$ 17,262.56
Cengage	Books	271-000.00-742.000	\$ 155.14
Center Point	Books	271-000.00-742.000	\$ 270.87
OverDrive	Battle of the Books	271-000.00-742.000	\$ 359.99
Seedling Braille	Books	271-000.00-742.000	\$ 40.00
WT.COX	Chases Callender of Events	271-000.00-742.000	\$ 145.90
Amazon	Lending library	271-000.00-742.010	\$ 29.51
Brodart	Lending library	271-000.00-742.010	\$ 478.01
Midwest Tape	Lending library	271-000.00-742.010	\$ 92.94
Baker & Taylor	744.400	271-000.00-744.000	\$ 906.48
Midwest Tape	744.510	271-000.00-744.000	\$ 2,326.47
Hoopla	digital	271-000.00-745.200	\$ 15,000.00
OverDrive	eBook, Audiobook	271-000.00-745.200	\$ 12,540.45
Orion Township Public Library	Oakland County Historical Resources	271-000.00-745.300	\$ 356.00
The New York Times	license	271-000.00-745.300	\$ 2,537.60
Knight Technology	cabling mapping	271-000.00-801.925	\$ 237.50
ABWA	35-Year Anniversary/ Kathy Crawford CC	271-000.00-809.000	\$ 25.00
ALA	Membership	271-000.00-809.000	\$ 547.00

Suttle Shifts	Aug 20 - Oct 31, 2024	271-000.00-816.000	\$ 2,600.00
GDI	October	271-000.00-817.000	\$ 8,680.00
GDI	November	271-000.00-817.000	\$ 7,560.00
AT&T	Sep 23 - Oct 22, 2024 & Oct 23 - Nov 22, 2024	271-000.00-851.000	\$ 1,640.16
Telnet	due 12/5/24	271-000.00-851.000	\$ 1,062.15
T-Mobile	Oct & Nov	271-000.00-851.000	\$ 2,039.30
Verizon	Oct 02 - Nov 01	271-000.00-851.000	\$ 562.99
Jen McArdle	MLA Conference; Mileage	271-000.00-862.000	\$ 30.30
Petty Cash	E.DeCenso & J.Farkas	271-000.00-862.000	\$ 35.04
R.Manela	Michigan Humanities Author Event	271-000.00-862.000	\$ 71.02
Muniweb	Website; October	271-000.00-880.000	\$ 487.00
Amazon	program	271-000.00-880.268	\$ 885.17
Creative Nature Art	Masterpiece Monday	271-000.00-880.268	\$ 350.00
Oriental Trading	programming	271-000.00-880.268	\$ 392.45
Sam's	Club Half-Blood	271-000.00-880.268	\$ 38.44
Target	Club Half Blood CC	271-000.00-880.268	\$ 5.48
Walmart	Programming CC	271-000.00-880.268	\$ 226.60
Barrel & Blooms	Ladies Night Out CC	271-000.00-880.271	\$ 300.00
Petty Cash	G.Anderson -Ladies Night Out	271-000.00-880.271	\$ 12.76
Twisted Cork	Ladies Night Out CC	271-000.00-880.271	\$ 250.00
Canon	October	271-000.00-900.000	\$ 773.84
DTE	due 12/17/24	271-000.00-922.000	\$ 7,922.07
Allied Building	new door switch & compressor	271-000.00-934.000	\$ 3,034.80
Amazon	supplies	271-000.00-934.000	\$ 133.68
Anago	deep clean	271-000.00-934.000	\$ 420.00
Boynton	Sprinkler & Fire Alarm System	271-000.00-934.000	\$ 595.00
Dalton	monthly carpet maintenance	271-000.00-934.000	\$ 225.00
Home Depot	supplies	271-000.00-934.000	\$ 286.39
ImperialDade	supplies	271-000.00-934.000	\$ 1,042.71
North Star	October & November	271-000.00-934.000	\$ 438.76
Schindler	corridor position indicator	271-000.00-934.000	\$ 1,142.41
Voss	due 12/1/24	271-000.00-934.000	\$ 887.40
Brien's	fall clean up, lawn & fertilizer	271-000.00-936.300	\$ 4,150.00
SCA	10/26/24	271-000.00-936.300	\$ 78.10
Corrigan	Storage November	271-000.00-942.100	\$ 26.98
Canon	October Lease	271-000.00-942.000	\$ 1,010.00
A.Webberly	MLA Conference; Reimbursement	271-000.00-956.000	\$ 83.57
Brewhouse	LMCC CC	271-000.00-956.000	\$ 60.42
Enterprise Center	LMCC CC	271-000.00-956.000	\$ 55.67
Hyatt Regency	LMCC CC	271-000.00-956.000	\$ 215.29

Jen McArdle	MLA Conference; DTW Airport	271-000.00-956.000	\$ 24.24
McDonald's	LMCC CC	271-000.00-956.000	\$ 18.85
MLA	J.Farkas-Think Space (May & Dec) Director's Conference	271-000.00-956.000	\$ 1,960.00
Pickles Deli Down	LMCC CC	271-000.00-956.000	\$ 35.40
Reducing Staff Stress	Reducing Staff Stress and Trauma CC	271-000.00-956.000	\$ 275.04
Ruth's Chris Steakhouse	LMCC CC	271-000.00-956.000	\$ 72.00
Salt and Smoke	LMCC CC	271-000.00-956.000	\$ 72.00
Starbucks	LMCC CC	271-000.00-956.000	\$ 46.41
Uber	LMCC CC	271-000.00-956.000	\$ 212.97
Sentinel	Camera install	271-000.00-986.000	\$ 1,334.00
	TOTAL 271		\$ 112,971.23

Warrant 645	272 Accounts	December 2024	
Cottage Inn	Human Library - Pizza CC	272-000.00-742.036	\$ 74.17
Maria Italian Bakery	Human Library - Cookies CC	272-000.00-742.036	\$ 11.43
Graph-X	large butterfly	272-000.00-742.231	\$ 143.80
Brentwood Grille	Author dinner - 5 staff & Author CC	272-000.00-742.232	\$ 284.00
Fox Run	Author's Live Luncheon	272-000.00-742.232	\$ 820.00
Lakeshore	Play Area Refresh	272-000.00-742.232	\$ 960.19
Novi Community Schools	Author - Community Reads CC	272-000.00-742.232	\$ 9.22
Novi Community School	Volunteers Cleaning the library CC	272-000.00-742.234	\$ 108.54
Library Design	Teen study tables, Teen entry door, electrical units	272-000.00-976.231	\$ 21,548.00
	TOTAL 272		\$ 23,959.35

November 2024 Library Board Student Representatives Report

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

Tween and Teen Library Programs:

The Club Half-Blood program was held on November 7. This event was for all fans of Greek mythology, monsters, and mayhem! Those loving Percy Jackson joined our monthly club for book talks, snacks, games, and crafts inspired by the books! (Attendance = 8)

The NO-VI Chess Club program was held on November 7 and 14. This event provides an opportunity for teens and tweens to participate in games, learn about chess, and sharpen their skills. (Attendance = 27 and 16)

The Craftastic Wednesday: Felted Wool Pom Pom Trivet program was held on November 13. With holiday cooking around the corner, participants learned how to make handmade felted wool pom poms, and then made a colorful trivet to protect surfaces from hot dishes. (Attendance = 18)

The No Required Reading Book Club program was held on November 14. 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 = 4)

The Tween Fall Grab and Go Kit distribution was on November 15. 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 Silly Stone Faces program was held on November 20. Tweens got creative by making silly portraits of family and friends using stones and paint. (Attendance = 17)

Teen Space Update:

During November 2024, there were 684 patrons who visited Teen Space.

The total weekly Teen Space stats for November 2024 were:

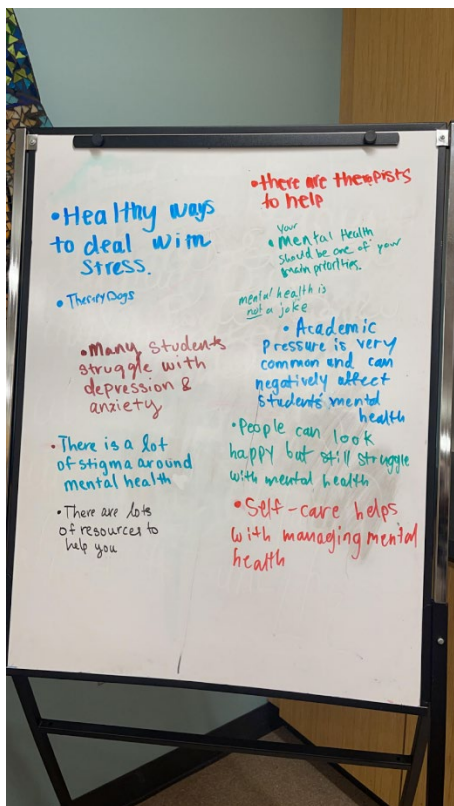
- 11/1 = 0
- 11/4 - 11/8 = 157
- 11/11 - 11/15 = 219
- 11/18 - 11/22 = 222
- 11/25 - 11/29 = 86

Teen Space was not in session for the following dates:

- 11/1 and 11/4 - Novi High School closed for late Fall break
- 11/5 - Novi High School closed for Election Day
- 11/6 - Novi High School half day
- 11/15 - Due to staffing, we will not host Teen Space on Fridays when a Teen Advisory Board (TAB) meeting takes place once per month.
- 11/22 - Novi High School closed due to no power
- 11/27 - Novi High School closed for Thanksgiving break
- 11/28 and 11/29 - Novi Public Library closed

Teen Advisory Board (TAB) Update:

The third TAB meeting of the year was held on November 15. The meeting began with a presentation from the Association for Children's Mental Health (ACMH). ACMH is an organization that recruits youth with lived mental health experiences to help stop the stigma around this topic by spreading awareness and working with officials by providing a youth perspective on the mental health crisis we are facing. Two members from the Youth Advisory Council for ACMH came to speak about these stigmas surrounding mental health and how to take care of your mental health. Together, members of TAB participated in the "Wish You Knew" Activity. TAB wrote things they wished they knew about mental health on a whiteboard and had an informative discussion about the topics afterwards (see photo below). In addition to this activity, members continued the discussion about the suggestions for a name of the new teen area on the second floor. This list of names has been narrowed down, however not finalized. Overall, it was another productive meeting! (Attendance = 7)



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
- No Required Reading Book Club (grades 9-12) – January 9, 4-5pm
- NO-VI Chess Club (ages 5+) – January 16 and January 23, 7-8pm
- Element Jar Necklaces (grades 4-8) - January 21, 7-8pm
- January Tween Grab and Go Kit (grades 4-8) - January 24, starting at 10am (while supplies last)
- Teen Advisory Board (TAB) Meeting (grades 9-12) – January 24, 3:30-4:30pm

Teen Stop Featured Display:

The November Teen Stop display featured books on the theme of wicked witches.



**BREAKING NEWS:
The HOUSE has passed the Freedom to
Read Acts**

**We have more work to do...NOW ONTO
THE SENATE!**

**The Freedom to Read Acts legislation, tie-
barred House Bills [6034](#) and [6035](#), are
now in the Senate's hands. The bills
could see a vote no earlier than next
Friday, it is imperative that you contact
your Senator NOW!**

TAKE ACTION

With a small number of changes, the Freedom to Read bills passed the House on Friday, December 13.

House Bills [6034](#) and [6035](#) were introduced by Michigan State Representatives Veronica Paiz (D-Harper Woods) and Carol Glanville (D-Walker). These bills will help to secure the right to read in Michigan's public libraries and create a uniform set of rules dictating when and how library materials can be challenged and removed from shelves.

The bills now move to the Senate. The Michigan constitution requires bills be in the possession of each house for at least five days before a bill can become law. That means the earliest the Senate can consider these bills is next Friday, December 20. If approved by the Senate, the bills will be sent to the Governor who can either sign them into law, veto them, or allow them to become law without signature.

We need to continue to be proactive in advocating for this legislation to our Senators! Please continue to contact them using our online form - even if you have already reached out, send another email or better yet call their office! [Contact information and a script can be found here.](#)

To make things as quick and simple as possible, we have drafted an email for your use. We encourage you to email your Senator's office and Governor Whitmer as soon as possible!

We're almost there! Please continue to share this call to action and urge your networks to support the freedom to read!

Deborah E. Mikula
Executive Director, Michigan Library Association

MEMORANDUM



TO: MAYOR AND CITY COUNCIL
FROM: VICTOR CARDENAS, CITY MANAGER
SUBJECT: LONG RANGE/COMMUNITY PLAN UPDATE
DATE: DECEMBER 4, 2024

The Long Range/Community Plan/Novi 2050 Committee has been diligently meeting since its inception, making significant progress on its charge. To maintain momentum and align efforts with Council, the Committee has outlined a proposed schedule of key workshops, including their budgetary implications:

Council Workshop #1

Date: Tuesday, January 21, 2025
Time: 5:30 p.m. (dinner) 6:00 p.m. (meeting start)
Focus: Prioritization and Direction for Transformative Projects

The goal of this workshop is to discuss and ultimately decide on the prioritization and strategic direction of projects that will shape Novi's future (previously termed "Transformative"):

- Public Safety facilities
- ITC Park, expansion/re-configuration
- Third space/Community Center
- Beck Road Widening

Council Workshop #2

Date: Late February 2025 (Exact Date TBD)
Focus: Strategic Forecasting and Emerging Trends with a Futurist

The Committee recommends engaging a professional [Futurist](#) to lead Council in a forward-thinking discussion on emerging trends, strategic forecasting techniques, and Novi's future demographic shifts. Topics will include societal, technological, economic, environmental, and political trends, providing critical insights for long-term strategic planning.

Estimated Cost: \$25,000

Council Workshop #3

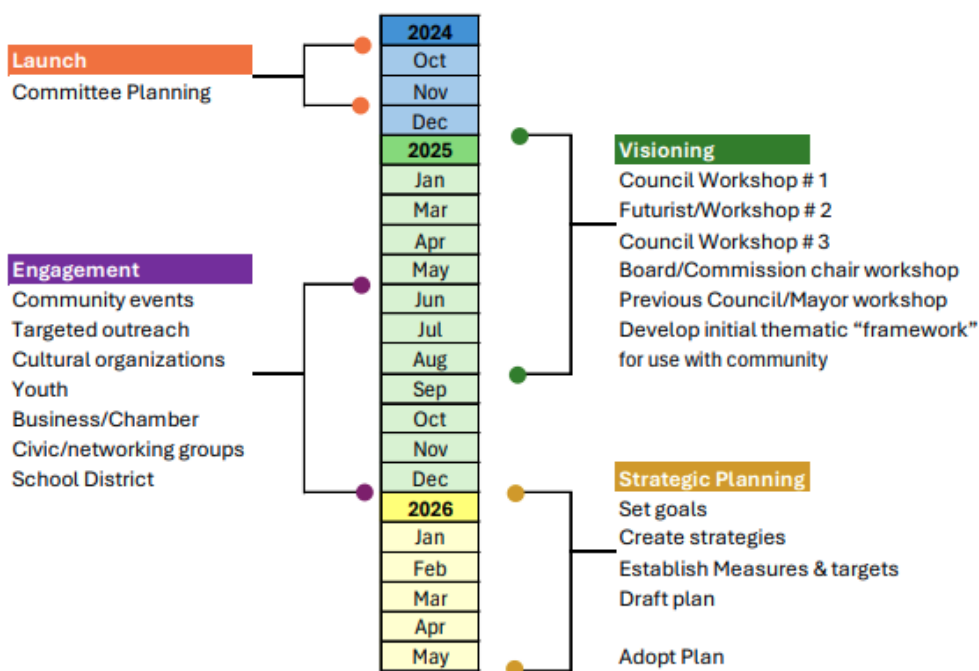
Date: Mid-March (Exact Date TBD)

Focus: Novi 2050 Consultant Engagement

The final workshop will serve as the launch of a collaboration with a consultant (to be selected prior to this workshop) to assist in the development of the Novi 2050 Plan. The consultant will guide the Council and City in creating a comprehensive, future-focused strategic community plan over the next two years (and span two fiscal years).

Estimated Cost: \$100,000

Below is the draft timeline that the committee has been working off:



These workshops reflect the Committee's commitment to developing a forward-thinking, innovative plan for Novi's future. Please let me know if you have any questions or comments on the plan that has been outlined.

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

853,856
total checkouts
2% increase
676,938 physical **176,918** digital

390,728
visits to the Library
43,672
program participants
18% increase

2,723
Summer Reading participants
39% increase
1,636,773
library computer & wireless logins
192% increase

3,947
new library cards issued

8,751
Teen Space visits
114% increase

1,004
checkouts at Lakeshore Lending Library
32% increase

153,863
total items
in our collection

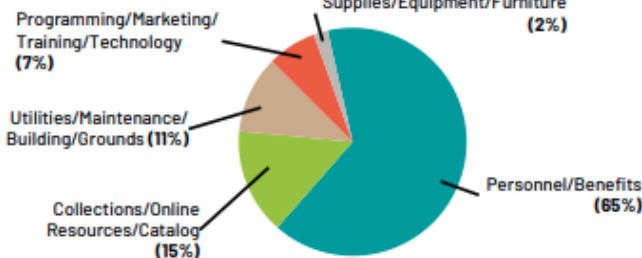
465
meeting room rentals
21% increase

3,351
iCube Makerspace training sessions
26% increase

July 2023–June 2024 Financial Summary

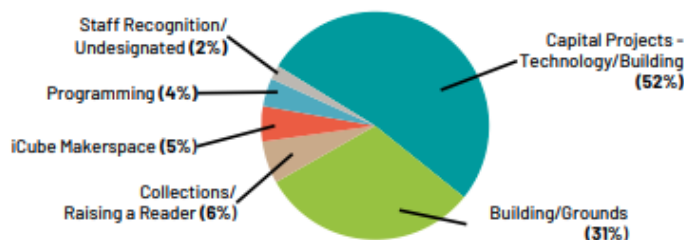
(Audited: October 31, 2024)

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

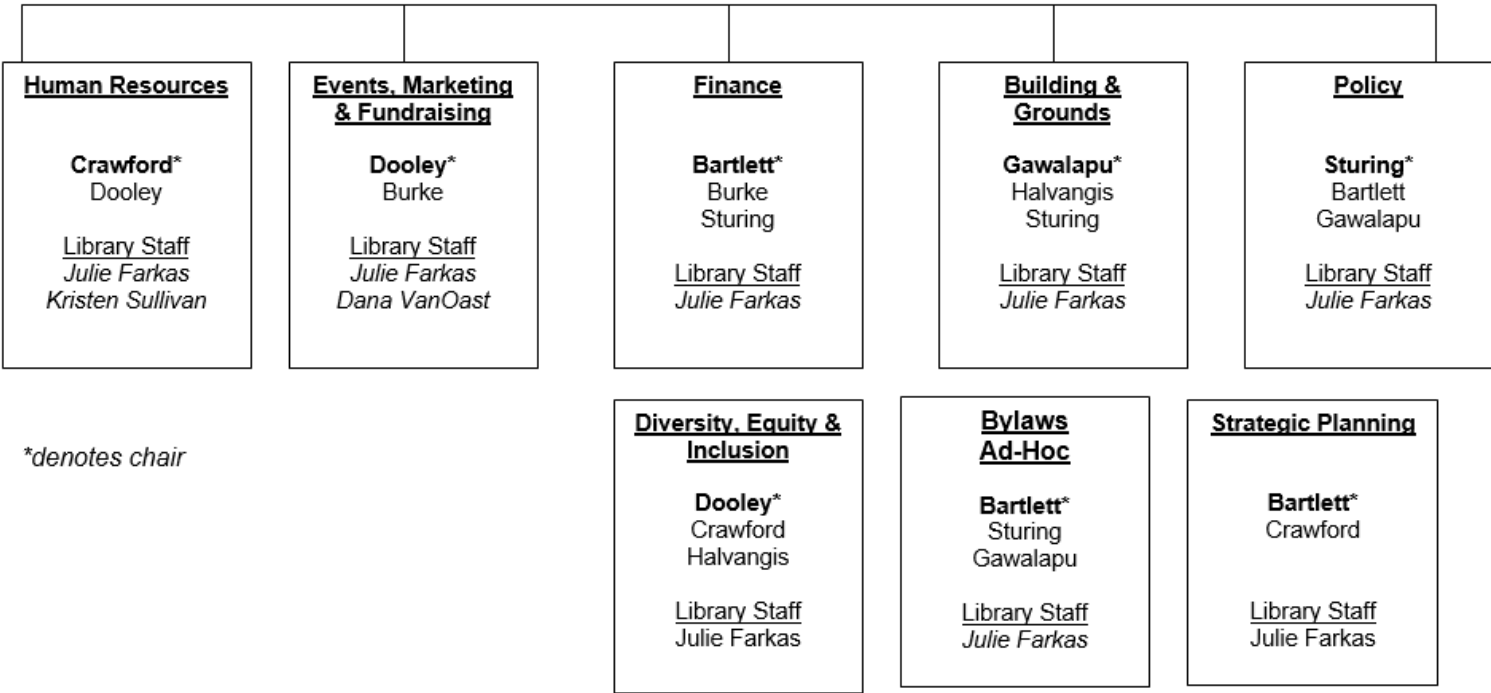
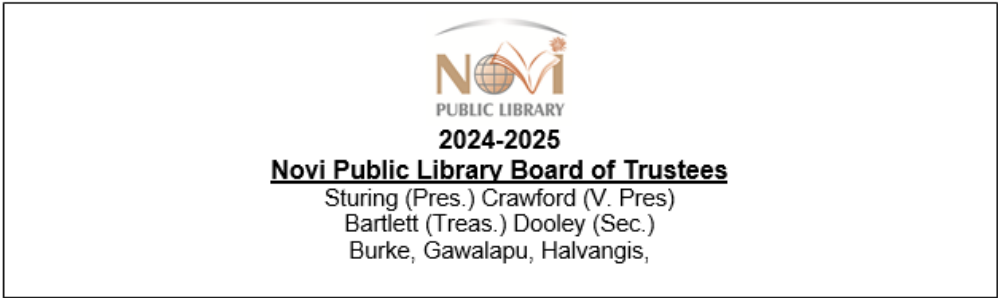
raised in program and event sponsorship

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									
		2022-2023	2023-2024	2023-2024	2023-2024	2023-2024	2024-2025	2025-2026	2026-2027
4th Qtr. 2023-2024 Amendment 6/27/24		Audited	Approved	1st Qtr.	Yr. End	4th Qtr.	Approved	Projected	Projected
Revenues		10/30/2023	1/26/2023	9/28/2023	2/15/2024	6/27/2024	2/15/2024	2/15/2024	2/15/2024
Account	Description								
402.000	Tax Revenue - Current Levy	3,230,768.38	3,401,742.00	3,401,742.00	3,413,266.26	3,413,266.26	3,618,062.00	3,762,784.00	3,875,668.00
404.003	Tax Revenue - 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**November 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 Oct 31, 2024	YTD Nov 30,2024	Difference *
TOTAL REVENUES	\$ 3,778,931	\$ 3,808,883	\$ 29,952
TOTAL EXPENDITURES	\$ 1,230,426	\$ 1,640,959	\$ 410,533
NET OF REVENUES & EXPENDITURES	\$ 2,548,505	\$ 2,167,924	

Revenue & Expenditure Report for Fund 272

	YTD Oct 31, 2024	YTD Nov 30,2024	Difference*
TOTAL REVENUES	\$ 41,132	\$ 54,207	\$ 13,075
TOTAL EXPENDITURES	\$ 23,879	\$ 47,563	\$ 23,684
NET OF REVENUES & EXPENDITURES	\$ 17,253	\$ 6,644	

Balance Sheet Report as of November 30, 2024

The ending fund balance for Fund 271 is \$
4,764,592.94

The ending fund balance for Fund 272 is \$ 1,650,595.08

Revenues and Expenditures

12/05/2024 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 11/30/2024										
% Fiscal Year Completed: 41.92										
GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NM (ABNM)	2024/25 ORIGINAL BUDGET	2024-25 AMEND BUDGET	MTH ACTY SEP 2024 INCR (DECR)	MTH ACTY OCT 2024 INCR (DECR)	MTH ACTY NOV 2024 INCR (DECR)	YTD BALANCE 11/30/2024 NM (ABNM)	AVAILABLE BALANCE NM (ABNM)	% BDGT 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 - Brow nfk	(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-Brow nfk	(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-Brow nfk	(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-Brow nfk	(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 Trik	(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	291.11	469.33	743.05	1,011.57	488.43	67.44
Property tax revenue		3,360,599.90	3,547,534.00	3,547,534.00	291.11	469.33	743.05	3,573,338.91	(25,804.91)	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	0.00	8,101.99	0.00	8,101.99	6,898.01	54.01
State sources		85,123.49	65,000.00	65,000.00	0.00	8,101.99	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	1,215.28	553.71	373.91	3,404.60	4,595.40	42.56
Fines and forfeitures		98,412.54	88,000.00	88,000.00	1,215.28	553.71	373.91	94,630.75	(6,630.75)	107.53
Interest income										
271-000.00-665.000	Interest in investments	118,788.12	44,000.00	44,000.00	14,369.42	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	9,506.69	0.00	0.00	30,476.22	(20,476.22)	304.76
Interest income		211,203.58	54,000.00	54,000.00	23,876.11	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	1,012.10	1,764.05	320.88	13,394.51	(8,394.51)	267.89
271-000.00-674.400	Gifts and donations	2,365.78	4,500.00	4,500.00	26.01	0.77	50.27	260.64	4,239.36	5.79
Donations		14,452.54	9,500.00	9,500.00	1,038.11	1,764.82	371.15	13,655.15	(4,155.15)	143.74
Other revenue										
271-000.00-675.000	Miscellaneous income	8,730.22	8,500.00	8,500.00	145.08	238.47	230.29	1,268.70	7,231.30	14.93
271-000.00-675.006	Car Charging Revenue	11.07	100.00	100.00	0.00	6.81	0.00	14.80	85.20	14.80
271-000.00-675.100	Copier	3,620.99	1,000.00	1,000.00	1,343.30	1,204.36	1,177.90	5,771.16	(4,771.16)	577.12
271-000.00-675.300	Meeting room	37,477.41	27,500.00	27,500.00	3,442.98	3,816.10	3,125.35	17,252.97	10,247.03	62.74
271-000.00-675.404	Novi Tow nship 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	4,931.36	5,265.74	4,533.54	24,307.63	20,642.37	54.08
Total Dept 000.00 - TREASURY		3,827,332.74	3,808,984.00	3,808,984.00	31,351.97	16,155.59	6,021.65	3,808,882.66	101.34	100.00
TOTAL REVENUES		3,827,332.74	3,808,984.00	3,808,984.00	31,351.97	16,155.59	6,021.65	3,808,882.66	101.34	100.00

		END BALANCE	2024/25		MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	SEP 2024	OCT 2024	NOV 2024	11/30/2024	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	1,268,177.70	1,453,000.00	1,453,000.00	108,094.68	110,351.98	174,713.35	569,959.81	883,040.19	39.23
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	50,733.57	52,321.03	81,032.71	273,742.98	469,257.02	36.84
271-000.00-706.000	Overtime	38.82	500.00	500.00	0.00	86.73	0.00	239.09	260.91	47.82
271-000.00-715.000	Social security	147,519.92	168,000.00	168,000.00	11,929.84	12,213.88	19,324.51	63,547.81	104,452.19	37.83
271-000.00-716.000	Insurance	230,346.09	225,000.00	225,000.00	16,470.38	15,003.84	14,592.54	87,593.99	137,406.01	38.93
271-000.00-716.200	HSA - employer contribution	1,138.25	3,000.00	3,000.00	93.75	93.75	93.75	415.19	2,584.81	13.84
271-000.00-716.999	Insurance - Employee Reimburse	(33,477.49)	(32,200.00)	(32,200.00)	(3,156.66)	(3,155.57)	(3,156.66)	(14,685.30)	(17,514.70)	45.61
271-000.00-717.000	Workers compensation	1,640.32	1,800.00	1,800.00	149.02	146.15	230.53	759.20	1,040.80	42.18
271-000.00-718.000	Pension - DB Normal Cost	5,520.00	6,000.00	6,000.00	140.00	140.00	140.00	700.00	5,300.00	11.67
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	38,415.00	53,785.00	41.66
271-000.00-718.200	Pension - defined contribution	67,418.77	112,000.00	112,000.00	6,274.69	18,494.21	15,249.39	50,284.63	61,715.37	44.90
271-000.00-719.000	Unemployment insurance	36.84	2,000.00	2,000.00	96.03	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	198,508.30	213,379.00	309,903.12	1,071,068.43	1,710,731.57	38.50
Supplies										
271-000.00-726.400	Supplies - Cash over/short	36.72	0.00	0.00	1.00	(0.21)	8.08	20.80	(20.80)	100.00
271-000.00-727.000	Office supplies	9,181.98	16,000.00	16,000.00	307.84	703.99	174.07	1,919.71	14,080.29	12.00
271-000.00-728.000	Postage	4,014.04	5,500.00	5,500.00	169.99	119.99	0.00	529.96	4,970.04	9.64
271-000.00-734.000	Computer supplies, software &	61,936.23	83,000.00	83,000.00	876.40	1,504.05	1,015.00	19,863.24	63,136.76	23.93
271-000.00-734.500	Computer supplies/equipment	23,251.80	52,000.00	52,000.00	881.28	5,600.60	645.99	11,492.74	40,507.26	22.10
271-000.00-740.000	Operating supplies	27,352.10	44,800.00	44,800.00	2,081.21	1,111.96	431.59	5,805.35	38,994.65	12.96
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	240.00	252.45	0.00	492.45	7.55	98.49
271-000.00-742.000	Library books	219,615.55	241,000.00	241,000.00	16,636.88	21,580.07	2,968.35	75,455.85	165,544.15	31.31
271-000.00-742.010	Library Books - Lending	10,641.12	15,000.00	15,000.00	117.00	1,254.89	38.31	2,856.79	12,143.21	19.05
271-000.00-742.100	Library Books - Fines	91.97	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-743.000	Library periodicals	17,561.82	18,000.00	18,000.00	16,749.33	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	2,934.51	3,943.06	473.07	13,791.75	38,508.25	26.37
271-000.00-745.200	Electronic media	135,445.89	160,700.00	160,700.00	8,703.09	580.32	8,826.07	62,184.25	98,515.75	38.70
271-000.00-745.300	Electronic resources (CD rom m	67,776.44	80,000.00	80,000.00	2,170.79	2,893.60	0.00	69,016.95	10,983.05	86.27
Supplies		641,275.81	774,300.00	774,300.00	51,869.32	39,544.77	14,580.53	280,179.17	494,120.83	36.18

GL NUMBER	DESCRIPTION	END BALANCE	2024/25		MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2024 NM (ABNM)	ORIGINAL BUDGET	2024-25 AMED BUDGET	SEP 2024 INCR (DECR)	OCT 2024 INCR (DECR)	NOV 2024 INCR (DECR)	11/30/2024 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	150.52	134.34	0.00	460.32	5,539.68	7.67
271-000.00-803.000	Independent audit	800.00	800.00	800.00	217.00	405.00	0.00	622.00	178.00	77.75
271-000.00-804.000	Medical service	1,624.00	1,500.00	1,500.00	232.00	116.00	0.00	812.00	688.00	54.13
271-000.00-806.000	Legal fees	19,931.70	9,000.00	9,000.00	931.00	0.00	0.00	1,242.50	7,757.50	13.81
271-000.00-809.000	Memberships and dues	6,677.50	8,000.00	8,000.00	40.00	295.00	547.00	4,843.67	3,156.33	60.55
271-000.00-816.000	Professional services	12,103.50	23,000.00	23,000.00	0.00	3,398.00	0.00	3,398.00	19,602.00	14.77
271-000.00-817.000	Custodial services	83,332.60	92,000.00	92,000.00	8,120.00	8,680.00	0.00	32,480.00	59,520.00	35.30
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	3,495.00	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	3,453.14	2,470.28	2,625.89	15,002.78	27,997.22	34.89
271-000.00-855.000	TLN Automation Services	71,993.10	76,000.00	76,000.00	2,158.74	16,536.11	0.00	35,164.01	40,835.99	46.27
271-000.00-861.000	Gasoline and oil	334.00	500.00	500.00	42.30	30.55	0.00	143.23	356.77	28.65
271-000.00-862.000	Mileage	1,300.01	800.00	800.00	110.13	353.33	0.00	635.49	164.51	79.44
271-000.00-880.000	Community promotion	23,899.12	25,000.00	25,000.00	334.06	1,587.00	487.00	7,888.37	17,111.63	31.55
271-000.00-880.268	Library programming	36,897.47	38,000.00	38,000.00	262.61	1,932.07	466.29	13,514.07	24,485.93	35.56
271-000.00-880.271	Adult programs	7,467.05	10,000.00	10,000.00	2,411.86	1,927.12	0.00	8,509.07	1,490.93	85.09
271-000.00-900.000	Printing, graphic design and pub	25,459.42	32,000.00	32,000.00	873.46	656.81	773.84	2,430.23	29,569.77	7.59
271-000.00-921.000	Heat	12,267.57	15,300.00	15,300.00	197.48	856.24	0.00	1,445.97	13,854.03	9.45
271-000.00-922.000	Electricity	102,779.81	115,500.00	115,500.00	9,368.55	8,206.10	0.00	35,137.62	80,362.38	30.42
271-000.00-923.000	Water and sewer	8,065.10	8,200.00	8,200.00	2,132.64	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	18,788.59	6,749.21	5,311.55	59,420.36	61,979.64	48.95
271-000.00-935.000	Vehicle maintenance	169.02	200.00	200.00	0.00	0.00	0.00	0.00	200.00	0.00
271-000.00-936.300	Grounds maintenance	51,938.72	48,000.00	48,000.00	3,003.92	4,347.60	1,750.00	14,583.76	33,416.24	30.38
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	5,050.00	7,950.00	38.85
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	134.90	315.10	29.98
271-000.00-956.000	Conferences and workshops	25,185.11	20,000.00	20,000.00	1,194.75	3,890.23	1,960.00	13,538.49	6,461.51	67.69
Other services and charges										
		670,066.27	739,450.00	739,450.00	55,059.73	67,102.97	14,958.55	278,849.55	460,600.45	37.71
Capital outlay										
271-000.00-986.000	Technology - Capital Outlay	34,074.28	37,000.00	37,000.00	0.00	7,693.00	1,334.00	10,862.00	26,138.00	29.36
Capital outlay										
		34,074.28	37,000.00	37,000.00	0.00	7,693.00	1,334.00	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	305,437.35	327,719.74	340,776.20	1,640,959.15	2,691,590.85	37.88
TOTAL EXPENDITURES										
		3,829,403.33	4,332,550.00	4,332,550.00	305,437.35	327,719.74	340,776.20	1,640,959.15	2,691,590.85	37.88
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,827,332.74	3,808,984.00	3,808,984.00	31,351.97	16,155.59	6,021.65	3,808,882.66	101.34	(414.07)
TOTAL EXPENDITURES		3,829,403.33	4,332,550.00	4,332,550.00	305,437.35	327,719.74	340,776.20	1,640,959.15	2,691,590.85	(414.07)
NET OF REVENUES & EXPENDITURES		(2,070.59)	(523,566.00)	(523,566.00)	(274,085.38)	(311,564.15)	(334,754.55)	2,167,923.51	(2,691,489.51)	(414.07)
BEG. FUND BALANCE		2,598,740.02	2,596,669.43	2,596,669.43				2,596,669.43		(414.07)
END FUND BALANCE		2,596,669.43	2,073,103.43	2,073,103.43				4,764,592.94		(414.07)

GL NUMBER	DESCRIPTION	END BALANCE	2024/25		MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BGDG USED
		06/30/2024 NM (ABNM)	ORIGINAL BUDGET	2024-25 AMED BUDGET	SEP 2024 INCR (DECR)	OCT 2024 INCR (DECR)	NOV 2024 INCR (DECR)	11/30/2024 NM (ABNM)	BALANCE 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	5,545.79	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)	3,669.05	0.00	0.00	15,801.71	(20,301.71)	(351.15)
	Interest income	90,759.76	22,500.00	22,500.00	9,214.84	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	165.65	1,177.30	390.65	3,059.85	(2,059.85)	305.99
272-000.00-674.229	Raising a Reader in Novi Sponsor	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	0.00	18.00	18.00	982.00	1.80
272-000.00-674.231	Buildings/Ground/Furniture Revenue	625.00	1,000.00	1,000.00	343.72	3,250.00	300.00	4,068.72	(3,068.72)	406.87
272-000.00-674.232	Programming Revenue	4,098.70	3,000.00	3,000.00	1,080.64	3,000.00	3,123.84	13,537.01	(10,537.01)	451.23
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	450.00	2,750.00	0.00	3,200.00	(3,200.00)	100.00
	Donations	30,690.52	9,500.00	9,500.00	2,040.01	10,177.30	3,832.49	23,883.58	(14,383.58)	251.41
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	11,254.85	10,177.30	3,832.49	54,207.29	(22,207.29)	169.40
	TOTAL REVENUES	156,688.28	32,000.00	32,000.00	11,254.85	10,177.30	3,832.49	54,207.29	(22,207.29)	169.40
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
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	75.62	77.95	0.00	372.27	627.73	37.23
272-000.00-742.230	Collections/Materials Expense	10,904.06	1,000.00	1,000.00	88.08	88.44	0.00	176.52	823.48	17.65
272-000.00-742.231	Buildings/Ground/ Furniture Expense	66,001.70	0.00	0.00	71.90	71.90	0.00	215.70	(215.70)	100.00
272-000.00-742.232	Programming Expense	8,612.26	3,000.00	3,000.00	0.00	3,780.19	0.00	3,780.19	(780.19)	126.01
272-000.00-742.234	Undesignated Misc	246.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-742.236	Staff Recognition	3,296.10	2,500.00	2,500.00	0.00	1,230.30	(839.00)	2,150.62	349.38	86.02
	Supplies	100,278.40	8,500.00	8,500.00	235.60	5,248.78	(839.00)	7,695.30	804.70	90.53
Capital outlay										
272-000.00-976.000	Building improvements	0.00	101,200.00	101,200.00	0.00	18,393.00	3,155.00	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	0.00	18,393.00	3,155.00	39,868.00	207,132.00	16.14
	Total Dept 000.00 - TREASURY	211,324.29	255,500.00	255,500.00	235.60	23,641.78	2,316.00	47,563.30	207,936.70	18.62
	TOTAL EXPENDITURES	211,324.29	255,500.00	255,500.00	235.60	23,641.78	2,316.00	47,563.30	207,936.70	18.62
	TOTAL REVENUES	156,688.28	32,000.00	32,000.00	11,254.85	10,177.30	3,832.49	54,207.29	(22,207.29)	(2.97)
	TOTAL EXPENDITURES	211,324.29	255,500.00	255,500.00	235.60	23,641.78	2,316.00	47,563.30	207,936.70	(2.97)
	NET OF REVENUES & EXPENDITURES	(54,636.01)	(223,500.00)	(223,500.00)	11,019.25	(13,464.48)	1,516.49	6,643.99	(230,143.99)	(2.97)
	BEG. FUND BALANCE	1,698,587.10	1,643,951.09	1,643,951.09				1,643,951.09		(2.97)
	END FUND BALANCE	1,643,951.09	1,420,451.09	1,420,451.09				1,650,595.08		(2.97)
	TOTAL REVENUES - ALL FUNDS	3,984,021.02	3,840,984.00	3,840,984.00	42,606.82	26,332.89	9,854.14	3,863,089.95	(22,105.95)	
	TOTAL EXPENDITURES - ALL FUNDS	4,040,727.62	4,588,050.00	4,588,050.00	305,672.95	351,361.52	343,092.20	1,688,522.45	2,899,527.55	
	NET OF REVENUES & EXPENDITURES	(56,706.60)	(747,066.00)	(747,066.00)	(263,066.13)	(325,028.63)	(333,238.06)	2,174,567.50	(2,921,633.50)	
	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				6,415,188.02		

Financial Balance Sheets

12/05/2024		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 11/30/2024	
GL Number	Description	Balance	
Fund 271 - LIBRARY FUND			
*** Assets ***			
271-000.00-001.000	Cash - Pooled	(376,224.84)	
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	63,180.39	
271-000.00-123.400	Prepaid Expenditure	2,649.99	
	Total Assets	4,786,588.41	
*** Liabilities ***			
271-000.00-202.000	Accounts payable	14,062.60	
271-000.00-258.702	Accrued liabilities - tax	7,800.00	
271-000.00-259.200	Unemployment insurance liability	132.87	
	Total Liabilities	21,995.47	
*** Fund Balance ***			
271-000.00-390.000	Fund balance	2,596,669.43	
	Total Fund Balance	2,596,669.43	
	Beginning Fund Balance	2,596,669.43	
	Net of Revenues VS Expenditures	2,167,923.51	
	Ending Fund Balance	4,764,592.94	
	Total Liabilities And Fund Balance	4,786,588.41	

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	7,231.71
272-000.00-017.000	Investments - Pooled	1,651,742.17
272-000.00-035.000	Accounts Receivable - Manual	13,313.00
	Total Assets	1,672,286.88
*** Liabilities ***		
272-000.00-202.000	Accounts payable	21,691.80
	Total Liabilities	21,691.80
*** 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	6,643.99
	Ending Fund Balance	1,650,595.08
	Total Liabilities And Fund Balance	1,672,286.88

DIRECTOR'S REPORT



January Anniversaries – Years of Service



**Kelly Kolchuk – Information Services
23 Years**



**Jeff Smith – Information Technology
2 Years**



**Jillian Cole – Support Services
2 Years**



**Maggie Nelson – Support Services
2 Years**

Single Use Booth – Trial at NPL (mid-December through February 6, 2025)

Thanks to the very generous support of the Friends of NPL, we will be trialing a single space study booth at NPL from mid-December - February 6th. A photo of the booth is below.

Here are Space Details for the Unit:

- Space offers ventilation from the top and bottom, with a slight white noise sound.
- Space has two LED lights at the top that overlook the counter work space.
- Work space is 12" deep and 24" long.
- The inside is padded with fabric and noise cancelling material to allow for conference calls/audio & video meetings.
- There is electrical with 2 outlets and USB in the unit for laptop use, etc.
- Magnetic strip all around the door for complete closure and sound proofing.

NPL Procedures for the Space Usage:

- Single use ONLY.
- First come; first served - no reservation of space
- NO Food; Covered drinks allowed (Temporary signage will be placed on the outside of the unit by the door handle).
- This unit is not ADA compliant and does not provide wheelchair accessibility.
- Dana will create a QR Code to capture usage feedback (Temporary signage inside the space).
- Dana will add information about the unit in the mid-December and January E-newsletters to promote the space.





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



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.



11/10/2024				11/11/2024				11/12/2024				11/13/2024				11/14/2024				11/15/2024				11/16/2024			
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	44	95	70	10-11am	50	112	81	10-11am	30	77	54	10-11am	28	84	56	10-11am	34	123	79	10-11am	51	133	92
11am-12	0	0	0	11am-12	55	48	52	11am-12	64	48	56	11am-12	64	61	63	11am-12	61	54	58	11am-12	67	58	63	11am-12	86	130	108
12-1pm	59	169	114	12-1pm	60	57	59	12-1pm	71	51	61	12-1pm	71	51	61	12-1pm	61	42	52	12-1pm	77	62	70	12-1pm	157	90	124
1-2pm	130	194	162	1-2pm	50	52	51	1-2pm	55	82	69	1-2pm	46	65	56	1-2pm	53	85	69	1-2pm	60	74	67	1-2pm	59	80	70
2-3pm	138	128	133	2-3pm	90	176	133	2-3pm	81	113	97	2-3pm	86	138	112	2-3pm	97	209	153	2-3pm	99	147	123	2-3pm	94	116	105
3-4pm	132	125	129	3-4pm	146	188	167	3-4pm	185	254	220	3-4pm	155	188	172	3-4pm	156	176	166	3-4pm	138	153	146	3-4pm	124	139	132
4-5pm	228	180	204	4-5pm	208	197	203	4-5pm	181	160	171	4-5pm	147	110	129	4-5pm	188	128	158	4-5pm	142	97	120	4-5pm	148	77	113
5-6pm	158	45	102	5-6pm	241	179	210	5-6pm	149	98	124	5-6pm	105	79	92	5-6pm	149	85	117	5-6pm	154	56	105	5-6pm	149	55	102
6-7pm	0	0	0	6-7pm	148	108	128	6-7pm	130	128	129	6-7pm	96	176	136	6-7pm	84	129	107	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	66	53	60	7-8pm	121	76	99	7-8pm	114	47	81	7-8pm	122	72	97	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	125	19	72	8-9pm	102	24	63	8-9pm	134	22	78	8-9pm	130	23	77	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
			843				1,203				1,168				1,031				1,108				771				844

11/17/2024				11/18/2024				11/19/2024 Before Hours Event				11/20/2024				11/21/2024				11/22/2024				11/23/2024							
9-10am	0	0	0	9-10am	0	0	0	9-10am	4	9	7	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	23	104	64	10-11am	28	80	54	10-11am	41	98	70	10-11am	39	138	89	10-11am	29	84	57	10-11am	17	56	37	10-11am	17	56	37
11am-12	0	0	0	11am-12	66	45	56	11am-12	50	57	54	11am-12	56	42	49	11am-12	49	45	47	11am-12	52	57	55	11am-12	92	142	117	11am-12	92	142	117
12-1pm	45	128	87	12-1pm	74	54	64	12-1pm	66	47	57	12-1pm	43	45	44	12-1pm	107	61	84	12-1pm	58	41	50	12-1pm	105	97	101	12-1pm	105	97	101
1-2pm	94	13	54	1-2pm	65	66	66	1-2pm	67	81	74	1-2pm	48	55	52	1-2pm	90	72	81	1-2pm	42	56	49	1-2pm	96	92	94	1-2pm	96	92	94
2-3pm	85	94	90	2-3pm	95	179	137	2-3pm	104	157	131	2-3pm	99	211	155	2-3pm	97	216	157	2-3pm	66	71	69	2-3pm	95	91	93	2-3pm	95	91	93
3-4pm	91	101	96	3-4pm	157	174	166	3-4pm	128	142	135	3-4pm	160	155	158	3-4pm	170	173	172	3-4pm	79	69	74	3-4pm	93	110	102	3-4pm	93	110	102
4-5pm	112	97	105	4-5pm	146	167	157	4-5pm	166	146	156	4-5pm	158	127	143	4-5pm	205	174	190	4-5pm	145	83	114	4-5pm	117	98	108	4-5pm	117	98	108
5-6pm	155	60	108	5-6pm	197	147	172	5-6pm	134	102	118	5-6pm	140	103	122	5-6pm	127	79	103	5-6pm	21	8	15	5-6pm	185	64	125	5-6pm	185	64	125
6-7pm	0	0	0	6-7pm	158	109	134	6-7pm	136	189	163	6-7pm	128	123	126	6-7pm	139	187	163	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	107	57	82	7-8pm	63	56	60	7-8pm	85	94	90	7-8pm	122	64	93	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	92	27	60	8-9pm	180	17	99	8-9pm	130	20	75	8-9pm	115	14	65	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
			538				1,155				1,105				1,081				1,242				481				775				

11/24/2024				11/25/2024				11/26/2024				11/27/2024 - Early Close at 5p				11/28/2024 - CLOSED				11/29/2024 - CLOSED				11/30/2024 - CLOSED							
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	41	77	59	10-11am	50	98	74	10-11am	43	115	79	10-11am	0	0	0	10-11am	0	0	0	10-11am	0	0	0	10-11am	0	0	0
11am-12	0	0	0	11am-12	48	59	54	11am-12	84	66	75	11am-12	88	92	90	11am-12	0	0	0	11am-12	0	0	0	11am-12	0	0	0	11am-12	0	0	0
12-1pm	57	148	103	12-1pm	44	43	44	12-1pm	71	64	68	12-1pm	76	81	79	12-1pm	0	0	0	12-1pm	0	0	0	12-1pm	0	0	0	12-1pm	0	0	0
1-2pm	85	99	92	1-2pm	56	51	54	1-2pm	68	92	80	1-2pm	95	95	95	1-2pm	0	0	0	1-2pm	0	0	0	1-2pm	0	0	0	1-2pm	0	0	0
2-3pm	113	122	118	2-3pm	82	159	121	2-3pm	95	138	117	2-3pm	83	94	89	2-3pm	0	0	0	2-3pm	0	0	0	2-3pm	0	0	0	2-3pm	0	0	0
3-4pm	119	111	115	3-4pm	166	194	180	3-4pm	152	125	139	3-4pm	121	119	120	3-4pm	0	0	0	3-4pm	0	0	0	3-4pm	0	0	0	3-4pm	0	0	0
4-5pm	122	85	104	4-5pm	189	208	199	4-5pm	121	117	119	4-5pm	204	104	154	4-5pm	0	0	0	4-5pm	0	0	0	4-5pm	0	0	0	4-5pm	0	0	0
5-6pm	158	55	107	5-6pm	221	153	187	5-6pm	123	81	102	5-6pm	0	0	0	5-6pm	0	0	0	5-6pm	0	0	0	5-6pm	0	0	0	5-6pm	0	0	0
6-7pm	0	0	0	6-7pm	114	66	90	6-7pm	90	71	81	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	83	41	62	7-8pm	65	39	52	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	72	16	44	8-9pm	56	22	39	8-9pm	0	0	0	8-9pm	0	0	0	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
			637				1,092				944				705				0			0				0				0	

Information Technology Report by Jeffrey Smith – November 2024

General

When NPL has a holiday closing, the IT department programs the changes into our Telephone Auto-Attendant and Overhead Announcement systems. Denise and Jeff worked on these programs for the Novi Evening of Appreciation early close, and for the Thanksgiving break.

Our upstairs meeting room A/V system stopped working. We arranged for Tel Systems to replace the video transmitter, which was under warranty.



New A/V Transmitter in the Upstairs Meeting Room

The BlueRay player in our Boardroom also failed this month. While Tel Systems was here, they replaced it.



New BlueRay player in the Boardroom

We began planning for our new firewall project. Dates for the installation are still to be determined.

We also began working on our Data Closet Clean-up project. Multi-color CAT-6 Patch Cables have been ordered. When the project is complete, we will show before/after photos.

Denise volunteered to help with the Human Library program on November 9th.

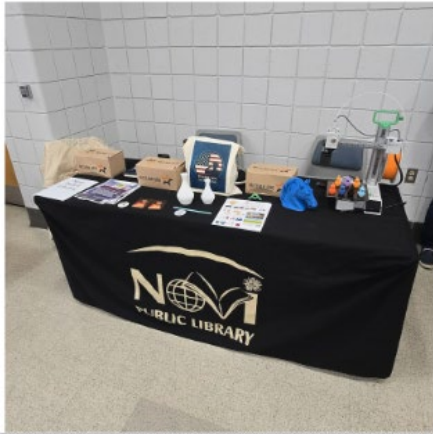
iCube

We held 268 iCube appointments in October.

- 68 3D prints
- 1 3D scans
- 11 Adobe Creative Cloud projects
- 21 Cricut crafts
- 0 Carvey projects
- 45 Creative Kits
- 27 Digital Conversions

- 22 Heat Press jobs
- 19 Laser projects
- 25 Photo Prints
- 7 Sewing/Embroidery projects
- 22 Sublimation prints

On November 7th, "Mallory, Mary, and Dom attended the City's Veterans Day event. We brought the Bambu A1 Mini printer and ran off a few orange Benchys. People really enjoyed them and I wish I had printed a bunch of the mini Benchys to give out." -Report by Dominic



the iCube's Veterans Day display at the Novi Civic Center

Dominic helped a patron with the 8mm converter and performed some maintenance and sample prints on the 3D printers.

Jess helped a patron use our button maker and another patron with some scanning. "[The patron] used the Epson FastFoto and the flatbed scanner to scan some family photographs. We then printed the photographs on the photo printer"

Jess also helped migrate an old 3D printing Gmail address over to a new NPL email address. This should save some steps for staff in the future.

Mallory reported, "[A patron family] scanned the favorite artwork they made using the photo scanners, printed them on sublimation paper, and we heat pressed them on t-shirts today. They turned out so fantastic and I was so happy for them and applauded their creativity! Below are pictures of their t-shirts."



Two sublimated t-shirts made by a patron family in the iCube

The iCube Team installed accessibility keyboards and an ergonomic mouse on the Creation Station computer.



Accessibility keyboards and ergonomic mouse on our Creation Station and Digital Transfer PC

Thanks to the *Friends of Novi Public Library*, the iCube has purchased 6 new Brother XM2701 sewing machines. The machines will be used to offer beginner and intermediate level sewing classes for age 11 and up in the iCube. Sewing machine demonstrations will be held in Jan, Feb, March and the classes will begin in the spring.



Brother XM2701 Sewing Machine

Mary reported that the Techno Toads robotics team came in and printed vinyl on tee shirts



Techno Toads Robotics Team T-Shirt printed in the iCube

Training

- Jeff attended: "Conquering Conflict: Practical Strategies for Turning Conflict into a Strategic Advantage" -web training by Dion Leadership and recommended by our HR Specialist Kristin Sullivan.
- Jeff and Denise attended "Developing a budgetary quote for MIBS for E-Rate this spring." with Sentinel Technologies
- Dominic updated Mallory's iCube training program.

Facilities Report by Keith Perfect - November

In the past month the Facilities Department has closed 10 Facilities Maintenance tickets, 48 Meeting Room Requests/Programs and has updated 362 Periodic Maintenance tickets.

- Twenty-four Catholic Central teen volunteers performed a cleaning/dusting blitz of the building.
- Several plexi-glass sneeze shields were removed from service desks.
- Two information display monitors were removed.
- A large shipment of library bags was received.
- A faulty fire alarm pull station was replaced by vendor.
- Approximately 25 light ballasts were changed throughout the building.
- Child safety plug/caps were installed throughout the youth area.

**Information Services Department – November
Compiled by Shannon O’Leary (in 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 (Shannon, Rae, Lori)
 - HR
 - Customer Service (Lindsay, Lori)
 - iCube Committee (Jess, Mary, Anna)
 - Teen Space (Lindsay, Anna, Austin, Taylor and Lori)
- Celebrated Children’s Book Week with a raffle for a set of children’s books. 147 entries. (Lindsay)
- Interviews conducted for the Information Services Intern position. (Lindsay and Lori)
- In partnership with Novi Meadows, Novi Library set up a display of materials available for checkout for the upcoming 2025 Battle of the Books. Thanks to our Tech Services Department for getting these materials processed and ready for checkout as well as the Friends of the Novi Library for supporting the purchase of materials!
- Staff met with Lori, Assistant Director of Public Services, to discuss budget requests for FY25-26.

Professional Development

- IS staff on external committees:
 - TLN eContent Users Group - Mary
 - TLN Tech Support for Download Destination Nov. 11-16 - Mary (8 hours)
 - MLA Thumbs Up! Award Workgroup - Austin and Kirsten
 - MLA Mitten Award Workgroup - Emily
- Webinars
 - From Diversity to Inclusion: Auditing your collection - Shannon
 - Small Scale ESL Programs for your Library - Shannon
 - Unreal: Online Misinformation, Deep Fakes, and Youth - Danielle
 - Safety and De-Escalation Foundations for Frontline Staff - Anna
 - School Library Journal - Behind the Scenes: SLJ’s 2024 Best Books - Emily
 - Conquering Conflict - Mary, Lindsay and Danielle
 - Congress.gov: Taking the Fear out of Questions about Congress - Jess
 - Proving the Value of Soft Skills - Lindsay
- Other
 - ICLR (International Collection Librarian’s Round Table) hosted by NPL (via Zoom)- Shannon
 - University of Wisconsin-Madison: Nonfiction RA: Beyond the Basics course - Emma

IS Staff Outreach

- Preschool outreach story times at ECEC (10), Little Birds Montessori, Novi Woods Montessori (3) - Emily
- Novi ECEC Special Education Family Activity Day - Emily
- Northville ECEC Special Education Family Activity Day - Emily
- StoryPoint Book Club (7) – Emma
- Lakes of Novi (11) - Emma
- Meadowbrook Commons (8) -Emma
- Multicultural book club at Lakeshore (2) -Emma
- Novi Mental Health Alliance - Austin
- Multicultural Night Village Oaks - Shannon
- Multicultural Night Parkview - Shannon

- Consul General of Japan Farewell party - Shannon
- Novi Chamber of Commerce Ambassador Meeting - Jen
- Novi Chamber of Commerce Multi-Chamber Networking Event - Jen
- Gill Staffing - Jen
- 6 Outreach book discussions
- Coordinated a Library visit from a Novi High School class - Lindsay and Rae



- Mary, along with other iCube staff, set up a table to answer questions about the makerspace and give 3D printing demos during the City of Novi Veterans Day event on 11/7/24. Mallory (IT) and Mary made 200 Veterans Day tote bags that were given to Veterans.

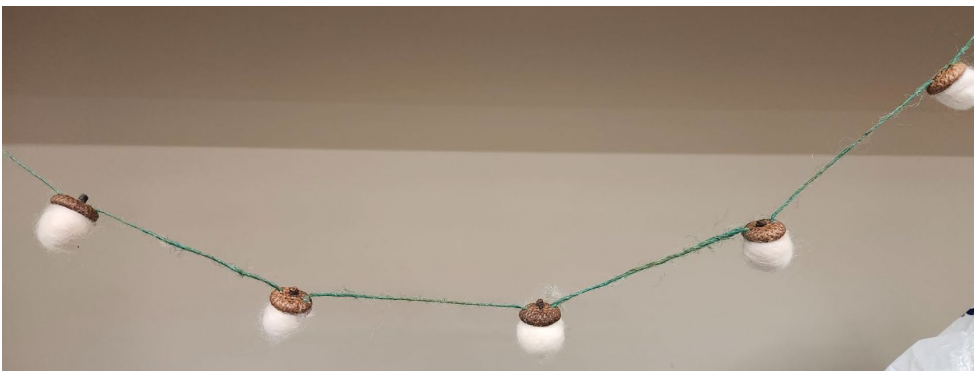


Adult Programs

- Afternoon Read Book Club
- Novel Idea book Club
- Novi Roar Center ESL Annual Tour- Shannon (25)
- An Evening of English x2- Shannon (32)
- Japanese Conversation Group- Shannon (34)
- Spanish Conversation Group- Shannon (9)
- ESL Bookclub (Mondays) x2 -Shannon (22)
- ESL Bookclub (Wednesdays) x2- Shannon (20)
- Strange Lands Book Club - Jess (1)
- Human Library (28)-Emma, Julie, Lori, Jess, Denise, Shannon, Dana
- For the Love of Poetry (2)-Emma



- Craftastice Wednesday: Felted PomPom Trivets and Acorn garlands (18) -Mary



Adult Displays

- **Adult Desk Display:**

Native American Heritage Month-Emma



- **Feature Collection:**

Homelessness month -Emma



Youth/Tween/Teen/Family Programs

- Baby Time - 53
- Tot Time - 110
- Time for Twos & Threes - 110
- Fun for Fours and Fives - 16
- Saturday Family Story Time - 62
- Sunset Stories - 50
- Club Half-Blood - 8
- Gnome Homes - 36
- Silly Face Stones - 17
- Youth Grab and Go - 96
- Tween Grab and Go - 96
- ISTP x4 - Shannon (120)

- No Required Reading Book Club - 4
- Teen Space - 684

Youth/Tween/Teen Displays

- **Teen Stop display** – Wicked Witches



- **Youth Feature Display** –
- **Youth Desk Display** – Fall into Reading Bingo Challenge
- **New for You Kiosk**
 - **Libraries Are for Everyone:** Day of the Dead, Native American Heritage Month, Homeless Awareness Month, Election Day, STEAM Day, Veteran's Day, Transgender Day of Remembrance, Thanksgiving



Marketing and Community Promotion by Dana VanOast –November

Presentations

Nov 21, 2024: Presented 2023/2024 Annual Report to the Library Board

Conference

Nov 13 & 14, 2024: Library Marketing & Communications Conference, St. Louis, MO

Sessions attended:

- Bite-Sized Market Research Tools: Micro Surveys & Usability Studies
- Two for the Price of One: Creating Campaigns that Increase Philanthropy & Brand Awareness
- The Recovering Journalists Department: How to Get Media Coverage From the People Who Used to Decide Who Gets Media Coverage
- Beg, Borrow, Steal: Finding and Implementing Ideas for Library Outreach
- Email Essentials
- Elevate Library Milestones: From Concrete to Community – The Robarts Library 50th Anniversary Journey
- Structuring Internal Communication from the Top Down and Bottom Up
- Building Buy-In: Change Management Strategies for Library Marketers

Webinars/Demos

Nov 10, 2024: Maintaining Boundaries & Practicing Self-Care (Library Journal)

Nov 10, 2024: Trauma Informed Practices (Library Journal)

Nov 20, 2024: MI PR Group

Nov 25, 2024: Conquering Conflict (Dion Leadership)

Videos Filmed

Nov 7, 2024: Fox Run, 4 “Library Minute” videos filmed to air during live-show

Library Market Updates

- New text editor was released so staff can have more formatting options in event descriptions. Some examples include standard text formatting, embedding links (including best practices for maintaining accessible content), media uploads, listed/bulleted content, tables, paragraph/heading formats and more.
- Several accessibility adjustments, the most noticeable of which is a high contrast focus element applied around form inputs and links accessed via keyboard navigation.

Publicity – Novi Note, November 25, 2024 (Friends of NPL)

NEWS & NOTES

8A/ NOVI NOTE • NOVEMBER 25, 2024



Friends of Novi Public Library offering scholarship opportunity to Novi students

The Friends of the Novi Library has a \$1,000 scholarship opportunity available for students residing in Novi. To be considered for the scholarship, students need to write a 250- to 500-word essay detailing their personal and professional goals and strengths, as well as what makes them the best candidate. The students should also be sure to include their chosen fields of study, and what colleges they will be attending next fall, along with what financial assistance they will be receiving. Applications can be picked up at local schools and are due Jan. 13, 2025. Those who do not attend Novi High School must email their application and essay to friends@novilibrary.org. The winner will be notified by the end of March 2025. For more information, email friends@novilibray.org.

Support Services Department Report by Sarah Mominee- November

Department Head/General

- Attended Management Team meetings.
- Had lovely 1:1 meetings with everyone in the department and got to know everyone a little better.
- Officially finished 6-week training period
- Continued "Question of the Week."
- Created procedure for CARL outage when computers are up, but CARL is not.
- Completed the following SkillPath courses: Coaching and Performance Management Strategies, Create a Record-Keeping System to Track Performance and Improvements All Year, Building Accountability in the Workplace, Giving Performance Feedback, Bulletproof Documentation, and How to Conduct an Effective Interview.
- Worked through intermediate Google Workspace LinkedIn Learning programs.

Circulation & Shelves

- A 16-hour shelve position was posted on November 11th and closed on November 27th.
- Staff are working on the Collection Inventory Project which began in January.

Tech Services

- Movement (and Future) of Business, Career, and Test Prep Collections
 - This project was paused for the month of November
- Next up, changing the rest of the books to TEST PREP (starting in December)

TLN SASUG:

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

Statistics (November 2024)

- **Cards Issued: 260**
- **Items Checked Out (NPL): 50,807**
- **Items Checked Out (LLL): 65**
- **Total Checkouts (NPL + LLL): 50,872**
- **Items Interloaned for NPL Patrons: 3,416 (58 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,024 (175 through MeLCat)**
- **Items Added to the Collection: 1,085**
- **Items Discarded from the Collection: 1,400**
- **Drive-Up Window & Locker Hold Pickups: 13**
- **MAP Checkouts: 25**
- **Online New Card Registrations: 21**

Outreach:

- o NPL @ Your Door: 5 Mailer Bags / 12 Items
- o 7 Facilities Visits / 54 Items Provided
- o 5 Book Discussions / 84 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								1,863
↳ Of Which, Online Registrations Totaled	89	25	28	18	21								181
Checkouts (NPL)	64,018	61,933	54,351	52,691	50,807								283,800
Checkouts (Lakeshore Lending Library)	121	113	100	96	65								495
Total Checkouts (NPL + LLL)	64,139	62,046	54,451	52,787	50,872								284,295
Items Borrowed	5,002	4,383	4,000	4,245	3,416								21,046
Items Loaned	3,775	3,455	3,789	3,487	3,024								17,530
Hold Pickups (Drive-Up & Lockers)	25	21	26	24	13								109
MAP Pass Checkouts	74	78	57	55	25								289
Read Boxes	609	341	347	42	0								1,339
NPL @ Your Door (# of Bags)	10	8	10	7	5								40
NPL @ Your Door (# of Items)	31	27	30	17	12								117

Year-to-Year Comparison				Read Boxes						
				May to October Totals						
				2023			2024			
				Youth	Adult	Total	Youth	Adult	Total	
		NOV 2024	NOV 2023	Pavillion	813	115	928	777	55	832
Cards Issued This Month		260	314	Rotary	331	30	361	495	23	518
Total Checkouts (NPL + LLL)		50,807	51,609	ITC	881	54	935	1002	58	1060
				Brookfarm	142	16	158	164	24	188
Items Borrowed	TLN	3,358	3,656	All Combined	2167	215	2382	2438	160	2598
	MeL	58	60							
		3,416	3,716							
Items Loaned	TLN	2,849	3,252							
	MeL	175	194							
		3,024	3,446							

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							
January							
February							
March							
April							
May							
June							
FYTD	284,295	43.43%	123,472	36,409	26,378	17,191	43,494

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				
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	135,227	29,937	165,164	1,155

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

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

Computer Logins											
2023-2024 Fiscal Year						2024-2025 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,128	38,208	39,336	1,573	237	July	1,383	148,114	149,497	5,339	275
August	1,250	*44,166	45,416	1,747	265	August	1,356	155,267	156,623	5,401	275
September	1,025	*104,753	105,778	3,918	255	September	995	161,443	162,438	5,801	264
October	1,102	182,259	183,361	6,112	292	October	1,076	178,568	179,644	5,795	297
November	1,021	180,487	181,508	6,723	263	November	953	148,609	149,562	5,539	247
December	873	116,491	117,364	4,514	247	December					
January	430	**164,392	164,822	5,494	286	January					
February	1,185	161,577	162,762	5,612	267	February					
March	1,199	148,575	149,774	5,165	272	March					
April	1,258	169,967	171,225	5,708	286	April					
May	506	160,279	160,785	5,955	266	May					
June	1,253	153,389	154,642	5,523	261	June					
FYTD Total	12,230	1,624,543	1,636,773	4,901	3,197	FYTD Total	5,763	792,001	797,764	5,579	1,358

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			
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	3,646	51,040	13

Notes 2023 – 2024:

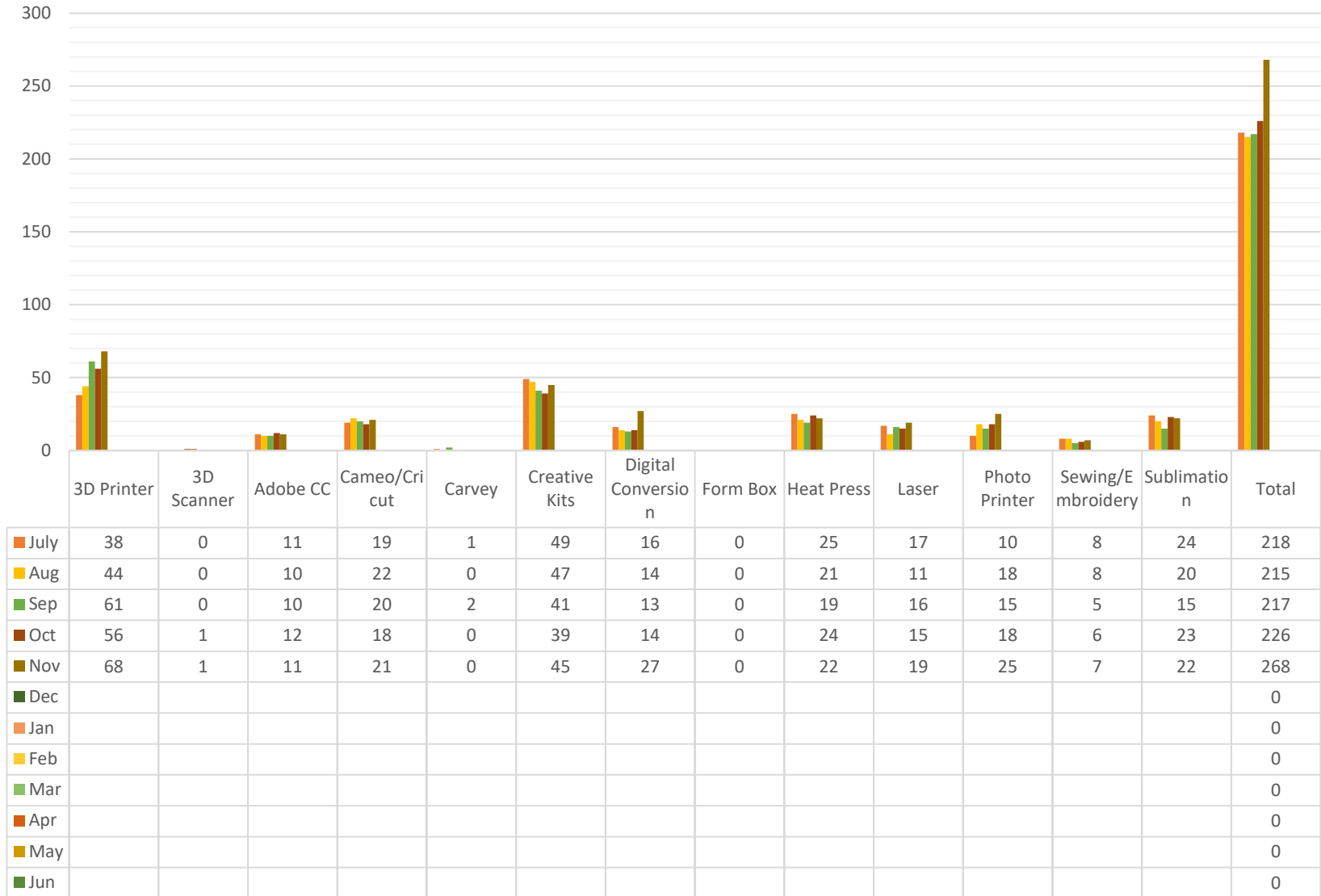
AWE Stats previously taken from AWE Customer portal. Beginning July 2023, the portal is no longer available.

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	29	0	1	11	22	45	0	4	282
Dec																
Jan																
Feb																
Mar																
Apr																
May																
Jun																
Sessions	267	100	84	86	34	104	3	88	0	2	54	111	221	0	21	1175

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					
January					
February					
March					
April					
May					
June					
FYTD Total	13,038	3,558	1,598	109	2,091

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					
January					
February					
March					
April					
May					
June					
FYTD Total	37,068	17,601	54,669	9,160	599

Recite Me (Website Accessibility Toolbar)

2023-2024 Fiscal Year						2024-2025 Fiscal Year			
Month	Pages Viewed	Unique Users	Pages Viewed Per Session	Screen Reader	Translation	Month	Pages Viewed	Unique Users	P
July	1,761	357	4.93	2,638	18,161	July	280	83	
August	926	230	4.03	1,222	1,096	August	248	56	
September	731	221	3.31	751	910	September	226	64	
October	591	143	4.13	645	960	October	303	66	
November	561	173	3.24	582	786	November	199	58	
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	

myLIBRO (Library App)

2023-2024				2024-2025			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
July	57	1,488	100	July	2,977	92,994	5,011
August	1,166	25,673	2,961	August	3,157	109,022	4,585
September	1,196	26,853	2,023	September	3,321	59,591	4,515
October	1,373	49,714	2,566	October	3,475	16,383	4,300
November	1,390	57,778	2,919	November	3,599	17,225	4,827
December	1,390	67,496	3,281	December			
January	1,940	58,637	3,312	January			
February	2,166	73,177	4,232	February			
March	2,317	85,934	4,377	March			
April	2,494	82,606	3,745	April			
May	2,639	86,606	3,562	May			
June	2,803	74,301	4,756	June			
FYTD Total		690,263	37,834	FYTD Total		295,215	23,238

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		
January		
February		
March		
April		
May		
June		
FYTD	208	3,734

FRIENDS OF NOVI LIBRARY

Friends of the Novi Library

December 2024



Book Nook News: Thanks to the hours of work from our wonderful volunteers and donations from generous patrons, the Book Nook continues to be a great success. In October, we made \$1,899 in the Nook Thanks to all of you who buy books and those donate them.

Holiday books and some gift items are now available in the Book Nook

Volunteer of the Month:

Adina Tofan

I work as an IT manager

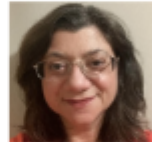
At Credit Acceptance, a

finance company headquartered in Southfield, where I've been for 6 years.

The part of my job I like the best is the coaching and mentoring that I do of my direct reports and helping them develop in their careers. I am still working full time, although we've been a remote-first company since the pandemic, so I continue to work from home.

I believe strongly in volunteering and giving back to the community. In addition to the library, I also volunteer with Michigan Humane. I've also just recently completed training with my dog, Brody, who passed his Canine Good Citizen exam, with the intent of doing pet therapy with him at hospitals and nursing homes.

I lived in Novi for 26 years but moved to Farmington last year.



If you want to help us with the 2025 Songfest and Tuesday Tunes, donations can be made at <https://novilibrary.org/about-us/friends-of-the-library/summer-music-2024/>

From the President:

Holiday wishes to our family of Friends. You have been so generous this past year in your support of the Friends. With a month remaining in 2024, we are approaching \$22,000 in Book Nook sales and \$8,000 in membership! Thank you to my great Board of Directors who attend our meetings and share their enthusiasm and their great ideas. Thank you to our volunteers who manage and staff the Book Nook and sort and shelve our donations. Thanks to you our **Book Nook is a Gem**. Thanks to the Library staff who always greet the Friends with a smile and a willingness to help.

We look forward to 2025 and new opportunities.

Private Study/Work pod coming to the NPL

If you have walked through the library recently you may have noticed that all of the private work/study rooms are occupied. Since Covid, there has been an increased demand for meeting and work space that can accommodate multiple people, or privacy for calls and web meetings. To expand the library's ability to meet the need of patrons, and at the request of Julie Farkas, Director of NPL, the Friends approved the purchase of a single-person study/work pod. This self-contained pod will allow an individual to have a quiet space for study and also has sufficient sound-proofing to make phone/web meetings possible. The \$6,000 purchase is completely refundable if the reaction is not what Julie anticipates. However, if the pod is a success, the purchase of additional units will be added to the NPL budget.

The pod should be up and running in early January. Please stop by, check it out, and let us know what you think.

Calendar of Events:

- Dec 7 – **Holiday Pop-up Market**, Novi Public Library, 10am -2pm.



CITY OF NOVI HISTORICAL COMMISSION**NOVI HISTORICAL COMMISSION****October Minutes****Wednesday, October 16, 2024****Novi Library Local History****CALL TO ORDER:** 7:06 p.m.**ATTENDANCE:** Kim Nice, Sharon Larson, Debbie Wrobel, Kelly Kasper, Dan Pierce and Randy Van Wagnen**ABSENT:** Kathy Crawford**INTRODUCTION OF GUESTS:** Rae Manela (Library Liaison) and Sue Grifor**APPROVAL OF AGENDA:** APPROVED**APPROVAL OF SEPTEMBER MINUTES:** APPROVED

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2024/2025 Fiscal Year			
	BUDGET	EXPENDITURES Thru October 16, 2024	
Display Cabinet Exhibit	\$ 500.00	\$ (101.74)	
Marketing/Brochures/Engage/Name Badges	\$ 900.00	\$ -	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 12,000.00	\$ -	
Program/Speaker Fees	\$ 1,200.00	\$ -	
Storage Unit	\$ 2,750.00	\$ (2,400.00)	
Acquisition (Books/Materials/Subscriptions)	\$ 2,000.00	\$ -	
Conference/Continuing Education	\$ 1,000.00	\$ -	
Legal Fees	\$ 500.00	\$ -	
Special Project Items Betty Lang Internships Oral Histories City/Community Event Photography	\$ 3,000.00	\$ -	
TOTAL:	\$ 23,850.00	\$ (2,501.74)	\$ 21,348.26
Equitable Projects	Expenditures	Revenue Rec'd	
Via Barr Book Sales YTD			
Wreaths Across Novi Project			

Treasurer's Report: APPROVED – There were no new expenses this past month.**LIBRARY LIAISON REPORT:****New Scanner:** Rae will order the new scanner at the beginning of November for delivery by end of the year. Once the order is placed, she will provide more of an updated delivery date.**Digital Newspapers:** Oakland County Historical Resources (OCHR) is officially disbanded. All the libraries that were part of OCHR have decided to digitize and preserve papers individually.**Web Site Updates:** Rae mentioned that the web site edits have been made. This includes the names of all the Commissioners.

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

Local History Room Organizational Update: Melissa, the library intern, has been coming in on Fridays to organize and clean up the Local History Room drawers and shelves. Melissa will be working with the library, historical commission through December.

History Room Office Hours:

Mon., Oct. 21 (6 – 8p.m.): Randy Van Wagnen and Kim Nice
 Monday, Nov. 4 (Noon – 2 p.m.): Kathy Crawford and Debbie Wrobel
 Monday, Nov. 18 (6 – 8 p.m.): Kelly Kasper and Daniel Pierce
 Monday, Dec. 2 (Noon – 2 p.m.): Debbie Wrobel and Sharon Larson
 Monday, Dec. 16 (6 – 8 p.m.): Kelly Kasper and Kim Nice

Note: Local History Room hours will change in January. The first Monday of the month the hours will be 12:30 – 2:30 p.m.

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

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

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

DISCUSSION ITEMS:

2025/2026 Budget FY Budget Proposal: The Commission needs to submit its 2025-2026 FY Budget to the Novi Library by Dec. 1. Kim and the commissioners reviewed some of the line items from the previous year and will seek to get an increase in the annual budget in some areas including printer/equipment suppliers, special projects and speaker fees.

Wreaths Across Novi: Donations for the event have been coming in from businesses across Novi. The event will take place on Saturday, Nov. 16. Kelly and Kim are asking any volunteers from the commission to arrive by 11:30 a.m. (with the event starting at 1 p.m.)

Ella Mae Park Inquiry: A resident inquired about who Ella Mae was and if the City or Novi Historical Commission had a short bio of her. Rae will do some research to see if information can be provided.

Recent NHC Events: The Guardians of Michigan program was well received with attendees enjoying the cookies and drinks provided. PumpkinFest was a success as well with the Commission participating on Saturday, Oct. 5. The Commission also participated in the Library Open House and Senior Day at the Library.

Did You Know Project: Sharon Larson and Dan Pierce will work on a content calendar for posting Novi Historical dates on the Commission's Facebook page for 2025.

ONGOING PROJECTS:

Display Case: Kim Nice and Sue Grifor put up the display case for the Michigan Haunts speaker.

Miniature Project: Randy brought in pieces that his class 3D printed for the miniature project. The project continues to make progress with additional pieces being made.

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

NEXT MEETING: November 20, 2024 at 7 p.m.

ADJOURN: 8:36 p.m.

LIBRARY BOARD COMMITTEE REPORTS

1. Policy Committee – No Meeting held

GOALS

1. Continued review of public policies by the staff committee



ALCOHOL POLICY

RECOMMENDATION BY CHIEF ZINSER TO ADOPT CITY OF NOVI'S POLICY

CITY OF NOVI — ALCOHOL ALLOWANCE POLICY

NOVI CIVIC CENTER, TOWNSHIP HALL and NOVI PUBLIC LIBRARY

Alcohol consumption is prohibited during regular business hours:

Civic Center & Township Hall Monday through Friday, 8:00am - 5:00pm

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

Private Events

- Liquor License **NOT** required
- Copy of Sponsor's Personal Liability Homeowners, Condominium Owners, or Renters Liability Policy **IS** required
- Licensed Bartender for parties over 25 in attendance

Non-Profit Special Events

- Special Event Liquor License **IS** required
- Copy of Certificate of Insurance (\$500,000 per occurrence and minimum aggregate coverage of \$1,000,000 including \$1,000,000 alcohol liability coverage/City of Novi, City council, officers, agents and employees names as additional insured) **IS** required.

A deposit fee of \$1000 (credit card) is due at the time the Alcohol Use Application is submitted. ENGAGEMENT IS NOT CONFIRMED UNTIL PAYMENT, USE APPLICATION, AND SPECIAL EVENT LICENSE (if applicable) ARE RECEIVED AND APPROVED BY THE CITY.

Applicant must be 21 years of age or older and accept responsibility for their guests. Applicant must be present for the entire engagement.

When 25 or more people are in attendance, a bartender who has completed a Michigan Server Training Program is required.

Alcoholic beverage service shall stop 30 minutes prior to the end of the engagement. No alcohol shall be stored in the building.

No one under 21 years of age shall consume alcohol on the premises. Guests shall ONLY use the area that is reserved (except for restrooms).

Alcohol shall be consumed in the reserved room ONLY.

No person employed by the City of Novi can be privately hired for the engagement.

Approved by the Novi Public Library Board of Trustees: May 15, 2010

Amended: June 22, 2017; December 19, 2024 (Adopted City of Novi's "Alcohol Allowance Policy")



UNATTENDED CHILD/CHILDREN POLICY

DRAFT — Reviewed by Public Policy Committee 11/6/24

This policy provides for the safety and well-being of children at the Library. A “**child**” is any person under the age of eighteen (18). Children need to feel comfortable in the use of the Library and the services and collections designed specifically for them. However, as in any public facility, the usual cautions and dangers exist. If you see or experience something suspicious, please report it to staff immediately.

General Rules

- Children are the responsibility of parents, guardians or caregivers (ages 18 and older).
- Children must comply with the Library's Patron Behavior Policy ~~(P11)~~ at all times.
- The Library will not function as a babysitting service or day care facility. Staff are not expected to monitor or supervise children.
- Children of any age who, because of a disability or medical issue, require supervision or personal care ~~shall~~ **must** be attended by a parent, guardian, or caregiver at all times.
- Staff are not responsible if unattended children leave the Library alone or with other persons. Further, staff are not responsible for children who may be asked to leave the Library if the child is in violation of a Library policy.

Age-Based Rules

- Parents, guardians or caregivers of children under the age of seven (7) years must be responsible for maintaining visual contact with and must be in the presence of their child at all times, including programming and trips to the restroom.
- Parents, guardians or caregivers of children between seven (7) and eleven (11) years old must remain at the Library but not necessarily in visual contact with their child.
- Children twelve (12) years and older may be left on their own to attend library programs or use the Library unless staff determines the child needs supervision, assistance or the child has demonstrated that they cannot comply with the Patron Behavior Policy ~~(P11)~~.
- **Exception to the above is allowed when:**
 - ~~the child is~~ Children under the age of seven (7) years are attending library programs that are specifically designated as allowing children to attend alone. However, the parent, guardian or caregiver must remain in the Library for the duration of the program.

- Children under the age of seventeen (17) are using a meeting room. The adult, age 18 or older, who signed the Meeting Room Rental application, must provide supervision and becomes the responsible party. If the person who completed the application is not physically present during the rental, a second signature is required on the application by someone age 18 or older who will be present.
- Children twelve (12) years ~~or~~ and older who are unattended at the Library should know their telephone number and other contact information. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls. If a parent, guardian or caregiver is unreachable, staff will contact public safety to request assistance.
- If an unattended child ~~f~~under the age of twelve (12) is at the Library after closing time, staff will contact public safety to request assistance.

Follow Disciplinary Process for Library Facilities in Patron Behavior Policy

Approved by the Novi Public Library Board of Trustees: January 16, 2008

Amended: May 15, 2010; June 20, 2012; June 22, 2017; June 27, 2019; June 24, 2021; **December 19, 2024**



VOLUNTEER POLICY

DRAFT — Reviewed by Public Policy Committee 11/6/24

~~The Library identifies volunteers~~ A “**volunteer**” is defined as a person who regularly performs duties or tasks for the Library without wages or benefits. The Library ~~shall~~ **must** use the services of volunteers to supplement the efforts of paid Library staff in meeting demands for quality public service and to serve as a method to encourage citizens to become familiar with their Library and the services being offered. The Library ~~shall~~ **must** make use of the services of interested volunteers to supplement and not to replace the work done by Library staff. The volunteers described in this policy are different from the Friends of the Library volunteers who are governed by their own policies and bylaws.

Categories of Volunteers

General Adult Volunteers

~~An opportunity for~~ Volunteers over the age of 18. ~~to enhance Library services based on specific tasks identified by Library staff.~~

Community Service Workers

Offenders referred by the courts of Oakland County to the Library for community service work in lieu of punishment.

Interns/Practicum Student

A bachelors or masters level student who is working to complete a practicum as part of their course of study. Scope of work will be determined by the intern/practicum student and Manager during an interview.

Student Transition

Volunteers accompanied by a coach; Novi Community Schools partnership.

Teen Volunteers

Students must be 14 to 17 years of age ~~and up~~ with an interest in working with the Library. ~~They must obtain a Michigan work permit from the Library, which must then be signed by their school.~~

Guidelines

- ~~The Library shall designate a volunteer coordinator~~ HR Specialist or designee ~~to oversees the use of volunteers, and to maintains a file of volunteers. Each department that uses volunteers shall designates a volunteer supervisor~~ HR Specialist or designee ~~and assigns a staff member to train, supervise, and evaluate volunteers.~~
- Volunteers ~~over the age of 18~~ must complete a volunteer application form. All volunteers are subject to an acceptable background check prior to starting their volunteer commitment. ~~Teen volunteers under 18 years of age~~ 14 to 17 years of

age must have a completed work permit to volunteer for the Library. Volunteers will not be accepted if there is no suitable job match when skills, interests, locations, schedules, and transportation are considered.

- ~~Volunteers will not take the place of paid staff and will provide special, unusual, or supplemental services and will be recruited for specific jobs rather than on a general basis.~~
- Volunteer hours will be determined based on the needs of the Library and availability of the volunteer. While the Library will attempt to accommodate the volunteer's schedule, we cannot guarantee it.
- Volunteers are recognized by the public as representatives of the Library and ~~shall be~~ are guided by the same work, behavior and dress code as Library employees.
- Volunteers are expected to arrive at the Library in time to begin volunteer work as scheduled or notify the Library if they will be absent. All volunteer work must be completed within normal Library hours. Volunteers who fail to show as scheduled may forfeit their volunteer opportunity.
- Volunteers ~~shall~~ must wear an identification badge when working for the Library. ~~They shall must have access to staff restrooms and lounge during their work hours.~~
- This policy ~~shall~~ will not be deemed a contract between the volunteer and the Library. Both the volunteer and the Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause. The Library does not provide any employee benefits to persons serving as volunteers.

Recognition

- Recognition is an important component of a volunteer program and is often the only way in which the Library can say "thank you." At least annually, there will be a formal recognition of ~~general and teen~~ Adult Volunteers from the Library.
- Community Service Workers – The ~~Volunteer Coordinator~~ HR Specialist will verify satisfactory performance levels and the number of hours worked to fulfill the court requirements.
- Students and Interns/Practicum - The ~~Volunteer Coordinator~~ HR Specialist will verify that these volunteers have satisfactorily completed the requirements for their volunteer activity.

Duties

- Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include, but are not limited to: shelf reading to ascertain if books are in proper order, tagging/weeding/withdrawing materials for the Library's collection, cleaning materials, outdoor maintenance, dusting, moving books, interactive opportunities with the public such as greeting at program events and providing support for programs, and will be expected to help enforce the ~~Library's Rules of Conduct (P11)~~ Patron Behavior Policy.
- ~~Community Service Workers~~ Volunteers who refuse the assigned duties or who ~~behave inappropriately~~ do not follow the Patron Behavior Policy and Rules of Conduct ~~may~~ will forfeit their volunteer opportunity.

Approved by the Novi Public Library Board of Trustees: August 11, 1997

Amended: October 21, 2009; May 15, 2010; June 22, 2017; March 29, 2018; **December 19, 2024**

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.

12/11/24: Update from: Kristen Sullivan, HR Specialist

Here are all of the policies that have been revised/drafted:

Dress Code

Funeral/Bereavement Leave

Information Security

Information Technology Usage

Introductory Period and Benefit Eligibility

Jury Duty

Payroll

Personal Business Time

Personnel Files and Release of Information

*Remote Work (1st draft – complete revision)

Rules of Conduct

Safety, Injuries and Workers' Disability Compensation Insurance

Selection and Separation

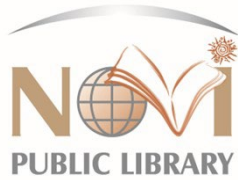
Sick Time

Social Media

Travel and Other Expense Reimbursement

Vacation

*For the Remote Work policy, 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.



DRESS CODE

As a representative of the Library and the City of Novi, an employee and/or volunteer is expected to dress in a professional, business-like manner.

Do's:

- Business or business casual dress
- Attire that is neat and clean
- Wear the Library's identification badge while working
- Protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole
- Footwear free of dirt and holes
- Library and City of Novi logo wear and summer reading apparel
- Jeans

Don'ts:

- Visible undergarments
- Tank tops, halter tops, low-cut or cropped tops, spaghetti straps or strapless tops unless worn under a jacket, sweater or covering
- Baseball caps, visors, hats and head coverings, unless they are being worn for library programs, cultural, medical or religious reasons
- Shorts
- Skirts or dresses hitting above ~~the knee~~ mid-thigh.
- Athletic or workout apparel
- Attire that is sheer or revealing
- Attire that is torn, ripped, faded, frayed, worn, soiled, stained, odorous, excessively wrinkled or has holes
- Attire that contains obscene language, pictures, slogans, symbols or political slogans, logos or messages.
- Headphones/wireless earbuds while in a public area
- Disruptive scents by either hygiene or product

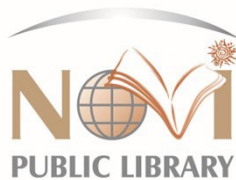
An employee and/or volunteer who violates the dress code policy will be given a verbal warning the first time and will be asked to go home, change and return to work, making up the time missed or using benefit time. An employee choosing not to return to work must use benefit time or go without pay.

Employees in violation of this policy will be subject to disciplinary measures, up to and including termination. Volunteers in violation of this policy will have their volunteer opportunity terminated.

Approved by the Novi Public Library Board of Trustees: February 18, 2009

Amended: October 21, 2009; March 16, 2016; May 26, 2022

Full Handbook Approved by the Novi Public Library Board of Trustees: July 25, 2024; **Revised** 12/19/14



FUNERAL / BEREAVEMENT LEAVE

All employees must notify a Manager/Supervisor and complete a Funeral/Bereavement Leave form if they will be absent due to a death in the family.

~~Immediately upon hire, paid bereavement is available to all employees who regularly work twenty (20) hours per week or more.~~ Employees who regularly work twenty (20) hours or more per week are eligible for paid funeral/bereavement leave immediately upon hire.

Up to five (5) days ~~leave time with pay~~ of paid bereavement leave will be granted to eligible employees ~~individuals~~ having a death in the immediate family or ~~a~~ the immediate family of their significant other. The "immediate family" may consist of ~~grandparents,~~ a mother, father, children, spouse/partner, brothers, sisters, ~~grandparent or grandchildren,~~ and including in-laws, step, half or full relationships.

One day of paid bereavement leave will be granted to eligible employees upon the death of other family members including: uncle, aunt, niece or nephew.

Eligible employees ~~have the option to~~ may use any available form of benefit time, including sick time, to mourn the loss of a pet.

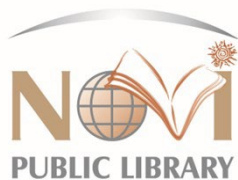
~~Additional unpaid leave may be available at the discretion of the Director.~~ Employees requiring additional leave may use benefit time to cover the absence or go unpaid. Any additional leave must be approved by a Manager/Supervisor.

(Edits for clarity)

Approved by the Novi Public Library Board of Trustees: April 14, 1987

Amended: October 21, 2009

Full Handbook Approved by the Novi Public Library Board of Trustees: July 25, 2024; **Revised** 12/19/24



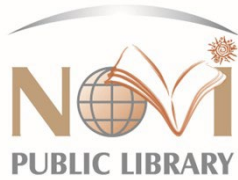
INFORMATION SECURITY

The Library Circulation Desk staff handle sensitive cardholder information daily. Merchants must have adequate safeguards in place to protect the cardholder data, cardholder privacy, and to ensure compliance with PCI Security Standards. This policy aims to make Library Circulation Desk staff aware of these standards and to ensure that they operate in a way that reduces the potential for payment processing security issues.

PCI Security Standards

- No **Circulation Desk** credit card payments may be accepted via phone.
- No **Circulation Desk** credit card numbers may be written either by an employee or patron for processing. **(Edited to clarify that these rules do not apply to meeting room payments taken in the Admin office)**
- Any Circulation Desk payments must be paid by cash/check when not in person.
- The Circulation Desk credit card payment devices must be physically examined upon opening each day to look for damage, tampering, etc.
- Any written credit card data (prior to this policy) may be stored only for the required period of seven (7) years before being destroyed.
- Staff must be aware of the retention period for registration forms and other payment-related documents and must shred expired documents on a quarterly basis.
- Credit card payments must be made using a Library Circulation Desk credit card device (see chart below) or by a staff member entering data while the patron is present.

Asset/Device Name	Description	Owner/Approved User	Location
Circ1	Primary Credit Card Terminal	Support Services Dept	Circulation Desk
Circ1	Auxiliary Credit Card Terminal	Support Services Dept	Circulation Desk



INFORMATION TECHNOLOGY USAGE

This policy establishes guidelines for use of the computer, internet, email and other information systems owned by the Library. Violation of this policy can lead to system privileges being revoked and/or disciplinary action up to and including termination of employment. This policy intends to provide compliance with all Federal, State and Internal Revenue Service regulations.

All employees should remember that Library-issued technology is public property and its purpose is to facilitate and support Library business.

Prohibited uses

Library technology cannot be used for knowingly transmitting, retrieving or storing any communication that:

- Is in violation of State or Federal law
- Shares technology in a way that violates Federal copyright laws
- Circumvents the Open Meetings Act
- Misrepresents the user's identity
- Results in a hostile work environment
- Contains an offensive, disruptive or malicious message
- Is discriminatory or harassing
- Is defamatory or threatening
- Is for political or religious purposes
- Is for purposes of lobbying or solicitation
- Creates or forwards chain letters
- Shares Intellectual Property (IP), trade secrets, proprietary information, license agreements, patents or similar materials
- Violates license governing the use of software
- Creates any liability for the Library

Hardware & Software

The Library prohibits the unauthorized use of Library hardware, software, programs, scripts or applications (apps). Employees will refrain from making or using unauthorized copies of software programs. Employees may not install or run outside software. Software requests must be approved, purchased and installed by Library Information Technology (IT) staff.

Software products are intellectual property under copyright law. Copyrighted materials must not be downloaded, copied or transmitted without the author's, or appropriate authority's, permission, and the purchase of an appropriate user license. Software for which the Library has purchased a license may not be installed on employee-owned computers.

Internet

Employees should not have any expectation of privacy regarding websites accessed through Library-issued technology. Therefore, any incidental use of the Internet for personal use must be conducted with the highest level of professionalism.

- It is unacceptable to interfere with or disrupt another network user's service or equipment. Such interference or disruption includes, but is not limited to:
 - Exceeding normal user privileges,
 - Creating accounts or using any account without authorization,
 - Probing or tampering with any security feature or file,
 - Exploiting any security vulnerability,
 - Distributing unsolicited advertising,
 - Transmitting excessive amounts of non-business-related email,
 - Propagating computer worms or viruses,
 - Transmitting any type or quantity that causes disruption of service to others,
 - Using the network to make unauthorized entry, or other acceptable use, to other computational, information or communications devices or resources,
 - Sending, receiving, transferring, storing or using sniffers, spoofers, hacking scripts, etc.
- The Internet cannot be used for the following purposes:
 - Browsing or use of restricted content sites,
 - Commercial purposes other than Library business,
 - Participating in gambling, betting pools or investment clubs,
 - Downloading non-business-related data,
 - Downloading non-approved applications or programs
- Employees who share their passwords may be held responsible for any resulting unauthorized usage.

Email

All Library employees will be issued an email account and password. Passwords do not imply confidentiality, nor do they grant the user an expectation of privacy. Upon separation of an employee from Library employment, that user's email account will be terminated. Personal email accounts should not be used for Library business.

Electronic records (including email) may be subject to the Michigan Freedom of Information Act (FOIA) and discovery in litigation to the same extent as and with the same exemptions as those applicable to paper documents. (See MCL 15.231 for FOIA exemptions)

The Library reserves the right to inspect any email found in its system and to disclose the contents of any email to appropriate personnel.

The Library IT department will be responsible for establishing, maintaining and monitoring all Library issued email accounts. Requests for new accounts must be approved by the Library IT Department.

For purposes of record retention, electronic records related to an email account are subject to the same retention/disposal schedule applicable to paper files and documents of like type. It is the responsibility of each employee to organize, extract and purge email at their workstation in accordance with the applicable retention schedule.

The Library IT department will establish the maximum email account size for each employee. It is the responsibility of each employee to manage their email account within these storage limitations.

To avoid malware, employees should use extreme caution with email attachments from unknown senders. Email attachments may contain ransomware, viruses, worms, Trojans, dangerous macros or other malicious code. Employees should avoid Phishing scams and report any suspicious messages to the IT Department.

Remote Access

VPN Software may be provided by the Library IT Department to allow the connection when remote access to the Library network is needed. See the Library's "Remote Work" policy for more information on working remotely.

Personal Use

Library technology is primarily for business use. Limited, occasional or incidental use of Library technology (sending or receiving) for personal, non-business purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes.

Personal use should be limited and should not interfere with work responsibilities or work time. While there may be some discretion allowed before and after business hours, and during **lunch, meals or other breaks**, the other restrictions in this document remain applicable during those times. Employees are expected to demonstrate a sense of responsibility and not abuse this privilege. **(Edited to cover all meal breaks)**

Information Systems

The Library may provide various Information Systems for use by its employees in performing their assigned duties. The Information Systems may include, but are not limited to, social media accounts such as Facebook, Instagram, Twitter, etc., email accounts, voicemail systems, text messaging applications, digital photo apps, GPS apps and all communications and information transmitted by, received from, entered into or stored on these systems and applications.

Anti-Harassment

Employees may not use Information Systems to create, originate, share or transmit any offensive or harassing statements, images or messages which disparage or discriminate against a person based upon the person's race, color, gender, religion, national origin, creed, disability, height, weight, pregnancy, marital status or age. Accessing or displaying any kind of sexually explicit image or document on an Information System is a violation of the Library's "Harassment" policy. Employees may not post, publish or store any such statements, messages, documents or images on an Information System. If an employee is the recipient of such content, they should inform a Manager, Supervisor or the Library Director immediately.

Employees may not transmit any form of harassment on any Information System, whether through language, frequency or size of messages.

Legal Disclosure

Anything transmitted over an Information System, however confidential or potentially embarrassing, may have to be disclosed in court proceedings or investigations by governmental authorities or regulatory bodies.

Library Property

Any data produced and stored in an Information System, whether in electronic, print or verbal form, remains the property of the Library, regardless of whether the data is on or off Library premises. Employees in possession of Library data are expected to use due care to protect it from loss and should not share it with anyone not authorized by the IT Department.

Privacy

There is NO expectation of privacy with respect to information on ANY information system. The Library reserves the right to record and monitor all access to and use of Information Systems. By accessing and using Information Systems, and as a condition of such use, Library employees consent to the Library's monitoring, which may include, but is not limited to:

- Calculating time spent on the Information System,
- Determining specific internet sites accessed on the Information System,
- Reviewing any communications, images or messages sent, received or stored on the Information System,
- Keystrokes used on the Information System

Never send confidential messages over the Information System without observing appropriate security precautions approved by Library management.

User Identification

Employees must not attempt to interfere with the Library's ability to monitor their use of Information Systems by using any unauthorized encryption method, by failing to enter their assigned user identification when logging onto the Information System or in any other manner. Employees must keep any and all assigned user identification, access codes or passwords strictly

confidential. Employees must not let anyone else use a session that they have logged onto using such confidential information. Employees MUST NOT share individual usernames or passwords with any other person, including other employees.

Personally Identifiable Information (PII)

Personally Identifiable Information (PII) is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information. The disclosure of PII can have privacy repercussions, and can result in substantial harm to individuals, including identity theft or other fraudulent use of the information. Because NPL employees may have access to PII, they have a responsibility to protect that information from loss and misuse. [See: The Privacy Act (5 U.S.C. 522a, as amended)]

Library employees must safeguard employee and patron PII. If a PII disclosure occurs, employees should immediately inform a Manager or the Library Director.

Reporting Violations

Use of Library-issued technology to engage in any communications that are in violation of any Library policy, including but not limited to, the acquisition, possession or transmission of defamatory, obscene, offensive or harassing material, is strictly prohibited. If an employee is harassed or discriminated against through the use of Library issued technology, they must immediately report this to the Head of the Information Technology Department.

This Policy is a combination of the previous “Information Systems” and “Technology Use” Policies “Information Systems” approved by the Novi Public Library Board of Trustees: March 16, 2016 “Technology Use” approved by the Novi Public Library Board of Trustees: October 21, 2009 and; Amended: January 20, 2010, March 16, 2016 Full Handbook Approved by the Novi Public Library Board of Trustees: July 25, 2024; Revised 12/19/24



INTRODUCTORY PERIOD AND BENEFIT ELIGIBILITY

The purpose of the introductory period is to familiarize employees with the Library's way of doing business. It is also a time during which the Library decides if the employee is a good fit for the Library, and the employee decides if the Library is a good fit for them. New employees should review Library policies and procedures and become familiar with the Library, as well as the opportunities that come with being an employee of the Library. Any questions concerning policies or procedures should be discussed with Library Administration. The introductory period lasts sixty (60) days.

The following benefits are offered to full-time employees and part-time employees who are regularly scheduled twenty (20) or more hours per week: Paid Vacation, Paid Holidays, Sick Days, Personal Business Days and Funeral/Bereavement Leave. Additionally, full-time employees are eligible for a Defined Contribution Retirement Plan and Health, Life, Dental, Optical and Long-Term Disability Insurance. If an employee is going to be eligible for benefits, benefit eligibility begins on the date of hire.

Employees will not be paid for any benefit time accruals if employment is terminated for any reason during the introductory period (i.e., accruals do not "vest" until the end of the introductory period).

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

~~(Removed: the Library no longer enforces an introductory period for any employee when it comes to benefit time)~~

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

Amended: March 16, 2016

Full Handbook Approved by the Novi Public Library Board of Trustees: July 25, 2024; **Revised** 12/19/24



JURY DUTY

An employee must notify their Manager immediately when they become aware of the need to miss work for jury duty. They must fill out a schedule request for the time they are out. After jury duty is completed, the employee must:

- Fill out their timecard as if they worked during the days/time they were on jury duty
- Make a copy of the check and information stub with the check
- Cash the check
- Keep the money that was issued to the employee for mileage
- Write a check payable to "Novi Public Library" for the remaining amount they were given for jury duty payment and give it to the HR Specialist so it can be deposited. Note on the check that the check is for income that was received while on jury duty. With the check, turn in the information that was copied from the original check.

An employee required to serve on a jury will be excused from regular duties during that time. ~~except that on such days the employee will be required to work all scheduled hours during which attendance in court is not required with reasonable travel time provided.~~ If the employee is excused from jury duty early or is not called to serve, the employee will be required to work their normally scheduled hours or use benefit time to cover the missed hours. The Library will pay the employee for actual time lost from their scheduled work hours and the employee will be required to submit any jury fees received to the Library for such time.
(Language edited for clarity)

Approved by the Novi Public Library Board of Trustees: March 16, 2016

Full Handbook Approved by the Novi Public Library Board of Trustees: July 25, 2024; Revised 12/19/24



PAYROLL

The Library's payroll is handled by the City of Novi Finance Department. Employees are paid every other Friday. It is the responsibility of the employee to submit their timecard ~~at least one (1) week prior to payday.~~ immediately following the close of each pay period.
(Edited: pay periods end 6 days prior to payday, not one week)

All payroll disbursements are made through direct deposit.

Deductions & Errors

The City will deduct the following from the employee's gross pay: insurance premiums, federal and state income taxes, social security taxes, back taxes, garnishments (including child support) and any other deductions required by law. The employee must authorize, in writing, any other deductions. All deductions are itemized on the employee's pay stub. Improper deductions from salaries of exempt employees will not be made.

Every precaution is taken to ensure that employees are paid properly. However, if an employee believes an error has been made, they should provide a written notice of the alleged error and furnish a clear copy of the pay stub with the written notice, to ~~Administration~~ the HR Specialist immediately. If an error has been made by the employee, the error will be corrected on the next paycheck. If the error has been made by the City, they will attempt to correct the error immediately. If the error cannot be adjusted immediately, it will be adjusted as soon as possible.
(Edited to clarify the specific person who can accept this documentation.)

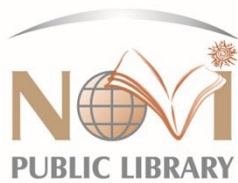
Timekeeping

The Library keeps track of hours worked using timecards. Payroll is submitted bi-weekly by way of Electronic Time Keeping. Employees are responsible for inputting an accurate accounting of their time. Time records are then approved by the designated Manager, Supervisor, HR Specialist or Director. Disciplinary action, up to or including termination, will be taken for submitting and/or approving fraudulent time records, to include excessive absences and/or tardiness. The Library Director and/or Human Resources Specialist are the only individuals authorized to execute forms related to payroll changes.

This Policy is a combination of the previous "Pay and Direct Deposit", "Payroll Deductions and Errors" and "Timekeeping" policies, all approved by the Novi Public Library Board of Trustees:

March 16, 2016

Full Handbook Approved by the Novi Public Library Board of Trustees: July 25, 2024; Revised 12/19/24



PERSONAL BUSINESS TIME

Full-time employees will be allowed six (6) personal business days per calendar year, with three (3) days being awarded each January 1 and July 1.

Part-time employees who work at least twenty (20) hours per week will be allowed personal business time based on a flat rate of regularly scheduled hours worked (see chart).

New employees will receive a pro-rated amount of personal business time using the 15th of the month rule, based on their date of hire. New employees with a hire date between the 1st and the 15th of the month will receive their full amount of benefit time for that month. New employees with a hire date after the 15th of the month will receive half of their benefit time for that month.

(Edited to include and explain the "15th of the month" rule)

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

Personal business time will be authorized only for those items which cannot be done except during normal working hours and will be by permission only. The employee must submit a written request for personal business time through their Manager/Supervisor at least twenty-four (24) hours in advance, except in cases of emergency. If the Manager/Supervisor is not available to grant an immediate request, such time may be granted by the Director.

Following the close of the calendar year, any unused personal business time, up to the specified maximum (see chart below), will be put into the employee's sick leave "bank". Unused personal business time may not be cashed out, either during employment or at the termination of employment.

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

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

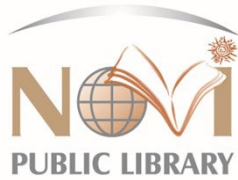
(Removed: the Library no longer enforces an introductory period for any employee when it comes to benefit time)

At any time throughout the year, employees have the option to donate their personal business time to another employee (see "*Employee Donation of Benefit Time*" policy for the full guidelines).

Approved by the Novi Public Library Board of Trustees: May 1, 1996

Amended: October 21, 2009; January 6, 2010; September 21, 2011; March 16, 2016; March 21, 2024

Full Handbook Approved by the Novi Public Library Board of Trustees: July 25, 2024; **Revised** 12/19/24



PERSONNEL FILES AND RELEASE OF INFORMATION

The Library maintains two files for each employee. These employee files contain confidential documents and are managed and maintained by the HR Specialist.

Typical documents in a personnel file include the employment application, a family emergency contact form, documented disciplinary action history, background checks, a resume, Employee Handbook signature and acceptance page, current personal information and job references. Payroll and benefit information is also maintained in personnel files including, but not limited to, a history of the employee's jobs, departments, compensation changes, payroll, deductions and time off records.

Typical documents in a medical file include results of drug tests, Family and Medical Leave Act (FMLA) leave records, worker's compensation claims and any documentation about past or present health, medical condition or disabilities, etc. Not all employee files contain the same documents, but each employee file has some documents that are the same.

All employees, former employees and representatives of employees may view certain contents of their personnel file by notifying the HR Specialist. Documents that relate to the employee's qualifications for hire such as the application, promotion, disciplinary action and transfer may be viewed. Additionally, the employee may review policy signoff forms and training records.

Documents that the employee may not review include references or reference checks, records of any investigation undertaken by management, medical records, documents related to a judicial proceeding, any document that would violate the confidentiality of another employee and documents used for employee planning.

An employee who wants to review the allowable contents of their personnel file should contact the HR Specialist with ~~twenty-four (24) hours' notice~~ a notice of one (1) business day. Former employees, or people unknown to the HR Specialist, must present identification and / or proof of permission to access the personnel file. Personnel files must be reviewed in the presence of the HR Specialist. No part of the personnel file may be removed from the Administrative office by the employee.

(Changed to "business day" to eliminate weekends from the notice period)

Photocopies of the file, or portions of the file, may be requested by the employee. Within reason, the HR Specialist will provide photocopies. For extensive copying, the employee will need to pay for the photocopies.

If the employee is unhappy with a document in their personnel file, in the presence of the HR Specialist, the employee may write an explanation or clarification and attach it to the disputed document.

The employee may also ask to have a document removed from the personnel file. If the Director agrees, the document may be removed. If the Director disagrees, the matter may be appealed in the manner described in the Library's Open Door Policy.

References

The Library will provide only your dates of service and the title of your last position in response to requests for references.

Health Insurance Portability & Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA) establishes certain privacy rights regarding employees' personal health information. The Library will not release any information regarding employees' health insurance unless deemed required information to release to insurance providers. All information given will be released in strict confidence to only qualified sources.

Social Security Number Policy

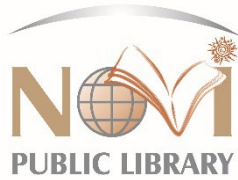
The Library's goal is to ensure, to the largest extent possible, that employees' social security numbers are maintained confidentially. Employees' social security numbers will not be released to anyone, except as required by law. Employees' social security numbers will be made available internally on a "need-to-know" basis.

More than four sequential digits of a social security number will not be included on any external correspondence, except as required by law, nor will it be publicly displayed in any manner. Social security numbers are not to be used as passwords or identifiers for any Library information system. The social security number will not be used in the ordinary course of business except as the Library may determine that it is necessary to verify an individual's identity. Any documents that include social security numbers that are discarded are to be shredded.

Any violation of this policy may result in discipline, up to and including termination from employment with the Library. In addition, violations may result in misdemeanor charges, civil fines or civil actions.

Approved by the Novi Public Library Board of Trustees: March 16, 2016

Full Handbook Approved by the Novi Public Library Board of Trustees: July 25, 2024; **Revised**
12/19/24



1st 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.

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. They 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



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.

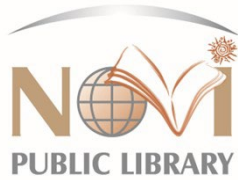
There are various types of jobs at the Library. To ensure that employee performance will not suffer during the time of remote work, employees are encouraged to:

- 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.



RULES OF CONDUCT

Conduct that interferes with operations, discredits the Library or is harmful to either another employee, volunteer or patron will not be tolerated.

An employee must follow these rules of conduct:

- Comply with the Library's policies, procedures, health codes and safety rules
- Report to work on time as scheduled
- Notify a Manager/Supervisor/HR Specialist in advance when unable to report for work on time or when absent from work; contact the staff line to report being late or absent
- Carry key fob/keys to access secure points in the Library and report to the Administration Office if lost
- Perform assigned tasks efficiently
- Maintain professional conduct
- Keep personal conversations to a minimum and prioritize productivity
- Maintain a work area that is clean and orderly
- Consume food and beverages in designated areas
- Minimize use of personal devices on work time

The following conduct is not allowed for employees or volunteers:

- Reporting to work under the influence of alcohol, marijuana and/or illegal drugs
- Using, selling, dispensing or possessing alcoholic beverages, marijuana and/or illegal drugs on Library grounds
- Possessing firearms or other weapons, including tasers
- Using abusive language, bullying, harassment, fighting or assault on another employee, volunteer or patron; threatening or intimidating another employee, volunteer or patron
- **Using inappropriate or foul language while on duty**
(Added due to recent staff concerns)
- Engaging in theft, destruction, defacement or misuse of Library property or the personal property of an employee, volunteer or patron
- Gambling on Library grounds
- Loitering in non-public or staff areas at the Library while not on duty
- Falsifying or altering any library record or report, such as an application for employment, a medical report, a timecard, an expense account, an absentee report, patron record or shipping and receiving invoices
- Sleeping on the job
- Accepting individual gifts, gratuities, favors or services from patrons or staff on Library grounds. If a gift/gratuity is offered to an individual at the Library, it will be shared with the entire organization.
- Purchasing from or soliciting to patrons or staff on Library grounds
- Using Library-owned equipment for personal use.
- **Photographing another individual without their permission while on duty**

(Added here and "Photograph" policy removed)

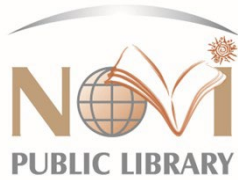
The examples above are not all-inclusive. Employees should direct any questions or concerns to a Manager, Supervisor or the HR specialist, who will investigate the matter.

Employees in violation of this policy will be subject to disciplinary measures, up to and including termination.

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

Amended: September 21, 2011; March 16, 2016; August 25, 2022

Full Handbook Approved by the Novi Public Library Board of Trustees: July 25, 2024; Revised
12/19/24



SAFETY, INJURIES AND WORKERS' DISABILITY COMPENSATION INSURANCE

Employees covered by this Policy who are unable to work as the result of an injury which was incurred while performing their job may receive pay during such disability as follows:

An employee incurring an illness or injury arising out of and in the course of employment while performing their job duties in the employ of the Library may be eligible to receive benefits under the Michigan Workers' Compensation Act. An employee must immediately report any illness or injury however minor, to their immediate Manager, Supervisor or the Director. The employee must also immediately record the injury in writing by completing the appropriate injury form, which can be found on the Library's and City's Intranet (e-Web). Completed forms should be forwarded to the Library's Administration Office. The employee will also be required to may seek medical treatment from an occupational health provider designated by the Library, or if after hours, the nearest emergency room.

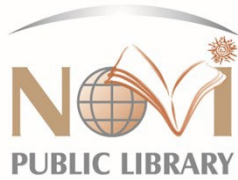
- An absence of more than seven (7) workdays that is a result of a work-related illness or injury will be coordinated through the City of Novi's Workers' Compensation insurance carrier. The employee will receive benefits based on a percentage of their regular net pay, which is computed by the employee's actual number of dependents, including sums received by way of weekly benefits under the workers' disability compensation law, any other disability benefit provided by law, disability insurance provided for by the Library and any social security benefits.
- Disability payments will be paid for the duration of the employee's illness or injury but may not exceed twelve (12) months from the date of injury or illness. If an employee is unable to return to work after the twelve (12) months have lapsed, the employee will be considered to have resigned from their position. All benefits afforded to employees will be continued during the period of worker's compensation. Employees must make arrangements to pay their portion of the health care premium while on disability leave.
- Employees are not entitled to compensation for absence from work on account of injuries that were not job incurred in the course of employment. Such absence from work will be considered as sick leave and will be governed by the rules pertaining to sick leave.
- Medical costs resulting from an injury arising during the performance of job duties may be covered by the City's workers' compensation insurance. This does not include injuries that occur during an employee's lunch, dinner or other breaks, or while the employee is traveling to and from work.

Approved by the Novi Public Library Board of Trustees: March 16, 2016

Amended: December 20, 2017

Full Handbook Approved by the Novi Public Library Board of Trustees: July 25, 2024; **Revised**
12/19/24

(Highlighted portions added for clarity. Workers compensation only applies if the injury occurs while the employee is performing their job duties. It does not cover injuries that occur while the employee is on a meal or other break. Also, an employee is never *required* to seek medical attention, but they are always given the option to do so if they choose.)



SELECTION AND SEPARATION

Selection

Job Descriptions

- Job descriptions will be generated by the HR Specialist with departmental input.
- Managers and Supervisors may review the job descriptions before positions are posted. Any changes must be approved by the Director.
- For a position to be posted, a current job description must be on file.

Job Postings

In the event the Library desires to fill a full-time or a part-time position vacancy, one of the following procedures (or a combination of procedures) generally will be followed. In the event of immediate need, the Library reserves the right to fill the vacancy on a temporary basis pending completion of the appointment process.

- Internal Posting. Notice of job vacancies will be posted setting forth the minimum requirements for the position. Interested employees must apply in writing within the posting period in order to be considered for the position.
- External Posting. When vacancies occur, the Library may seek candidates from outside sources in an effort to ensure that the vacancy is filled by the most qualified person available. Jobs will be posted at a minimum on the Library website and City of Novi website. At the request of the Hiring Manager, jobs will be posted on additional sites.
- Employer Assignment. The Library may grant work assignments, transfer employees, fill temporary or permanent, full-time or part-time positions and/or additional work hours to current staff members.

At the close of the ten (10)-day posting period (or approved timeframe), the HR Specialist will remove all job postings and submit the applications meeting the minimum requirements of the position to the Hiring Manager.

In the event that not enough qualified applications are received to schedule interviews, the HR Specialist will contact the Hiring Manager to determine an adequate timeline for reposting, including a closing date.

In filling a vacancy, the Library will consider, among other things, the candidate's:

- Education, training and experience
- Qualifications for the job
- Ability on their present job
- Responsibility, conduct, punctuality and attendance

- Potential for future development
- Current working relationships with existing staff

Application Process

The HR Specialist will receive all resumes and applications. If applications are submitted to any other department, they must then be forwarded to ~~Library Administration~~ **the HR Specialist** for consideration and tracking.

The HR Specialist will forward all applications that meet the minimum qualifications of the job posting to the Hiring Manager.

Interviews

Scheduling Interviews

- The Hiring Manager will have the discretion of whom they would like to interview based on the qualified applicants submitted to them.
- Qualified internal candidates will always be interviewed.
- An initial phone screening may take place at the Hiring Manager's discretion.
- Candidates will be interviewed by a minimum of two people.
- Second interviews may be deemed appropriate to narrow down candidates from round one interviews.
- If round one or two interviews do not yield an offer, the position will be reposted, and the application and interview process will start again.

Conducting Interviews

- General questions and procedures will be provided by the HR Specialist to ensure compliance with all Equal Employment Opportunity Commission Laws and Regulations.
- All department-specific questions will be provided to **the** HR Specialist for approval at least ~~seventy-two (72) hours~~ **three (3) business days** prior to the interview.
- The Library reserves the right to administer written and/or oral examinations as permitted by law. Any pre-employment testing the department would like to include in the interview/selection process must be reviewed and approved by ~~Library Administration~~ **the Library Director** prior to the interviews for that position.
- All interviews will start with an explanation of the process, a description of the position and then questions will proceed.

Offers of Employment

Offer Letters

- Offer letters will be generated by the HR Specialist. The Offer letter must include the job title, the rate of pay, the weekly schedule, an outline of job responsibilities, the start date and benefit information (if applicable).
- Job titles are assigned by the HR Specialist with departmental input. The titles reflected in offer letters will be the same as the position posted and job description to support that posting.
- If a department would like to add a position or change a title, this must first be approved by the Library Director.

Pay Rates

Rates of pay are established through extensive research and salary studies by **Library Administration the Library Director**. All positions posted will be within established salary grades and pay scales.

Separation

Notice Requirements

- Employees should submit a written resignation, that includes the last day to be worked, that will be placed in their personnel file. It is requested that all employees give a minimum of two (2)-weeks' notice prior to separation. Employees in Director/Management positions are requested to provide a minimum of four (4)-weeks' notice prior to separation. If an employee provides less notice than is recommended, the employee may be deemed ineligible for rehire.
- If an employee decides to withdraw an already-submitted and accepted resignation, it will be up to the Supervisor's discretion whether to allow the withdrawal.
- An employee will be paid for all hours worked or earned salary through the date on which employment terminates. Employees whose employment is terminated by the Library and resigning employees will be paid for accumulated but unused vacation time, but not for unused personal/sick days.
- Health insurance coverage continues only through the last day of the month during which the employee's separation occurs, unless the employee elects COBRA. The separated employee will be provided with information concerning their rights for continuation coverage under COBRA.
- In the event of a separation (retirement, resignation, termination), the employee may not use remaining vacation or personal time in lieu of actual time worked for service credits or to continue healthcare.
- The Library does not have a severance pay policy and does not pay severance pay.

Personnel Action Form Process

- Once an employee has given a written resignation notice, the HR Specialist will complete a Personnel Action Form, including the anticipated separation date. The promptness of this step will ensure a successful off-boarding process which includes payroll and benefit management, exit interviews, equipment return, etc.
- The HR Specialist will notify the Information Technology department of the employee's anticipated separation.

Exit Interviews

- Exit Interviews will be scheduled by the HR Specialist for the employee's last week of employment.
- Exit interviews will be submitted to the Library Director, placed in the employee's personnel file and may be shared with Direct Supervisors and the Department Head.
- The employee must return all Library phones, building keys, key card, desk keys and other Library property.
- The employee must return this Handbook.

Position Evaluation

- In anticipation of a position becoming available, the Hiring Manager will notify the Library Director of their desire to fill a position. This notice will be given to the HR Specialist following the resignation letter submission (for that position), or creation of a new position.
- A determination to retain the position will be made by the Library Director.
- If the position is to be filled, the "Selection Process" begins.

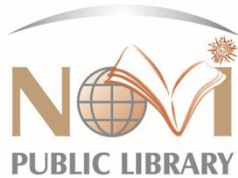
Approved by the Novi Public Library Board of Trustees: February 17, 1992

Amended: March 16, 2016

Full Handbook Approved by the Novi Public Library Board of Trustees: July 25, 2024; **Revised**
12/19/24

(Added specific people responsible for certain items as opposed to the general "Library Administration")

(Changed "72-hours" notice to "three business days" to eliminate weekends from the notice period)



SICK TIME

~~The Library may grant paid sick time for actual cases of sickness or disability at the request of the employee for the employee, or for care of immediate family or significant other. Paid sick time accrual begins on the date of hire. Sick time will be accrued on the first paycheck of each month.~~ Employees will accrue sick time starting on their date of hire. Employees will be given their sick time with the first paycheck of each month. For new employees, the first month of sick time will be pro-rated using the 15th of the month rule, based on their date of hire. New employees with a hire date between the 1st and the 15th of the month will receive their full amount of sick time for that month. New employees with a hire date after the 15th of the month will receive half of their sick time for that month. (First sentence removed as it is already stated in paragraph 5. Sentences 2 and 3 edited for clarity and consistency with other leave time policies. Edited to include and explain the "15th of the month" rule).

Full-time employees will be allowed up to twelve (12) sick days per year at the rate of one (1) day per month prorated.

Part-time employees working twenty (20) hours or more per week will be allowed up to twelve (12) sick days, per year at a rate of one (1) day per month, based on a flat rate of regularly scheduled hours worked (see chart).

Hours Regularly scheduled Per Week	Hours equivalent to one sick "day"	Hours Received Per Year	Maximum Hours Allowed in Bank
Full-Time (40 hours)	8 hours	96 hours	520 hours
Part-Time (26-29.5 hours)	6 hours	72 hours	390 hours
Part-Time (23.5-25.5 hours)	5 hours	60 hours	325 hours
Part-Time (20-23 hours)	4 hours	48 hours	260 hours

The allowance of sick time is at the discretion of the Library Director or their Designee(s). Sick time may be used only for actual sickness, physician's appointments, hospitalization or disability. The Library Director or Designee(s) may require a doctor's note or other evidence that the Employee was qualified for sick time.

An employee may use sick time for their own illness or injury, to care for "immediate family" or a "significant other" or to mourn the loss of a pet (see Funeral/Bereavement policy). An "employee" is defined as an individual who is either a full-time employee of the Library or an individual scheduled for the year as a part-time person who is an employee of the Library for at least twenty (20) hours or more per week.

The "immediate family" ~~shall~~ may consist of ~~grandparents,~~ mothers, fathers, children, spouses/partners/significant others, brothers, sisters, ~~grandparents~~ and grandchildren, ~~and including~~ in-laws, step, half or full relationships. "Significant others" are defined as individuals with which the employee has a meaningful relationship. ~~This will not be limited to the individual, but~~

~~also that person's immediate family.~~ (Edited for clarity and consistency with other leave time policies)

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

~~Persons who are currently employed with the Library who begin to receive benefit time, will be given the allotted hours immediately upon the change in scheduled hours based on eligibility and benefit policies foregoing the introductory period of sixty (60) days.~~ (Removed: the Library no longer enforces an introductory period for any employee when it comes to benefit time)

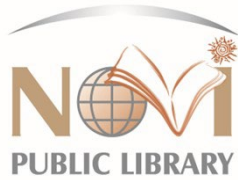
At any time throughout the year, employees have the option to donate their sick time to another employee (see "Employee Donation of Benefit Time" policy for the full guidelines).

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

Approved by the Novi Public Library Board of Trustees: January 1, 1995

Amended: October 21, 2009; December 16, 2009; January 6, 2010; September 21, 2011; March 16, 2016; May 23, 2019; March 21, 2024

Full Handbook Approved by the Novi Public Library Board of Trustees: July 25, 2024; **Revised** 12/19/24



SOCIAL MEDIA

~~"Social Media" includes all means of communicating or posting information or content of any sort on the Internet, including an employee's or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Library~~

This policy does not prohibit employees from engaging in social media activity, not prohibit any other activity that is protected by the National Labor Relations Act. This policy does not apply to employees' personal use of social media where no reference is made to the Library and/or such usage has no connection to the workplace or work-related matter. Any information created, posted or discussed in a public social networking platform that is within the public domain may be accessed by the Library at any time without notice or consent.

Employees must always be respectful, fair and courteous to fellow employees, patrons, suppliers or people who work on behalf of the Library. If an employee decides to post complaints or criticism, they must not use statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages constituents, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of a protected classification, as identified in the Equal Employment Opportunity policy.

Before creating online content, employees should consider the risks and rewards that are involved. When posting content on social media as a private citizen regarding a matter of public concern, employees should not post content that adversely affects the efficiency of the Library's public service, impairs workplace discipline or destroys harmony with co-workers.

Employees may not:

- Post any content, document, image or other information on any social media platform in a manner that will disparage or reflect negatively on the Library
- Use social media while on work time or on the Library information system, unless it is work-related as authorized by a Manager/Supervisor
- Use Library email addresses to register on social networking sites or other online tools utilized for personal use
- Represent themselves as a spokesperson for the Library on social media or social networking platforms, unless authorized to do so by the Library
- Reveal confidential information gained through their employment on social media or social networking platforms
- Use Library computers, cell phones/devices or any Library email address or other identifier to discriminate against, harass or retaliate against any individual

~~Employees may not use Social Media while on work time, or on the Library Information System, unless it is work-related as authorized by a Manager/Supervisor. (Moved to bulleted list)~~

~~This policy applies to employees whenever using Social Media, including when employees are not at work, not on work time or when using their own personal computer or electronic device.~~

~~Employees may not use Library email addresses to register on social networks, blogs or other online tools utilized for personal use. (Moved to bulleted list)~~

~~Postings must be consistent with the Library's policies which prohibit unlawful discrimination and harassment.~~

~~Employees must always be respectful, fair and courteous to fellow employees, patrons, suppliers or people who work on behalf of the Library. If an employee decides to post complaints or criticism, they must not use statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages constituents, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of a protected classification, as identified in the Equal Employment Opportunity policy. (Moved above)~~

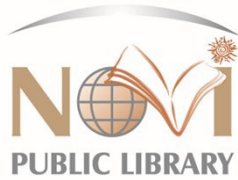
~~Unless authorized to do so by the Library, an employee must never represent themselves as a spokesperson for the Library. (Moved to bulleted list)~~

~~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. (Moved above)~~

~~Failure to comply with this Social Media Policy may result in disciplinary action, up to and including termination. In addition, the Library may report potentially illegal activities to law enforcement authorities, as appropriate.~~

Approved by the Novi Public Library Board of Trustees: March 16, 2016

Full Handbook Approved by the Novi Public Library Board of Trustees: July 25, 2024; **Revised** 12/19/24



TRAVEL AND OTHER EXPENSE REIMBURSEMENT

Expense Reimbursement

The Library reimburses employees for out-of-pocket expenses incurred in the course of Library business provided that the expense was approved in advance by a Manager, or if the employee is a Manager, if the expense is within their budget and is otherwise reasonable. Travel expenses, including transportation, lodging and meals should be budgeted in advance by a Manager or the Director. The meal allowance for out-of-town travel is determined by the IRS regulations pertaining to per diem which indicates a flat rate per day allowed for meals and incidentals for out-of-town travel. To be eligible for this payment, travel must be for a minimum of one (1) overnight stay.

Alcoholic drinks are not covered by the per diem allowance. Whenever possible, a separate receipt should be requested for any alcohol purchases, so they do not show on Library receipts.

Mileage

The Library reimburses employees for mileage, parking and tolls when they use their own vehicles to travel to Library-supported workshops or programs, or when they are on Library business. Mileage is allowed for the distance from the Library/point of origin to the workshop, or Library business, and back to the Library/point of origin. The Library does not reimburse employees for citations (tickets), or for accidents or other damage that may occur to a vehicle while on Library business.

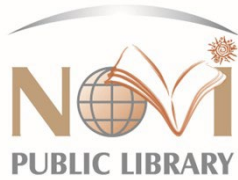
Employees must register the number of miles traveled, and upon return, complete a Mileage Reimbursement Request form located on the Intranet (forms), and submit that request to Administration the Library's Bookkeeper. If the mileage reimbursement amount is \$25 or less and funds are available in the Petty Cash fund, then reimbursement will be made. If funds are not available upon submission of the Mileage Reimbursement Request form and reimbursement is \$25 or less, the employee has the option to have the request submitted in the Warrant or wait until the funds become available. If the reimbursement is more than \$25, the Mileage Reimbursement Request will be submitted through the Warrant, and a check will be issued. (Edited to clarify the specific person who can accept this documentation.)

The reimbursement amount on the Mileage Reimbursement Request will be changed from time to time to match the deductible rate that is set by the Internal Revenue Service. Wear and tear or damage to a vehicle is not the responsibility of the Library.

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

Amended: February 15, 2012; March 16, 2016

Full Handbook Approved by the Novi Public Library Board of Trustees: July 25, 2024; Revised 12/19/24



VACATION

Employees will accrue vacation time starting on their date of hire. Employees will be given their vacation hours ~~at the beginning~~ with the first paycheck of each month. For new employees, the first month of vacation time will be pro-rated using the 15th of the month rule, based on their ~~hire date~~ date of hire. New employees with a hire date between the 1st and the 15th of the month will receive their full amount of vacation hours for that month. New employees with a hire date after the 15th of the month will receive half of their vacation hours for that month. (Edited for consistency with other leave policies and to include and explain the "15th of the month" rule)

For all benefited employees, years of benefited service will increase at the beginning of each calendar year. Employees will receive vacation hours based on the years of service they will celebrate during that upcoming year. Years of benefited service begin on the date that an employee becomes eligible for benefits and will continue as long as the employee remains in a benefited position. Years of benefited service will never be lost because of an increase in part-time hours or upon transferring to a full-time position.

Full-time employees will receive vacation according to the chart below:

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

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

Part-time employees will receive vacation according to the charts below:

For employees working 26 – 29.5 hours/week	Hours received per month	Hours received per year	Maximum Rollover each year
0 – 4 years of benefited service	6	72	72 hours
5 – 9 years of benefited service	9	108	90 hours
10 – 15 years of benefited service	12	144	108 hours
16+ years of benefited service	15	180	126 hours

For employees working 23.5 – 25.5 hours/week	Hours received per month	Hours received per year	Maximum Rollover each year
0 – 4 years of benefitted service	5	60	60 hours
5 – 9 years of benefitted service	7.5	90	75 hours
10 – 15 years of benefitted service	10	120	90 hours
16+ years of benefitted service	12.5	150	105 hours

For employees working 20 – 23 hours/week	Hours received per month	Hours received per year	Maximum Rollover each year
0 – 4 years of benefitted service	4	48	48 hours
5 – 9 years of benefitted service	6	72	60 hours
10 – 15 years of benefitted service	8	96	72 hours
16+ years of benefitted service	10	120	84 hours

Part-time employees earning benefit time who later convert to full-time status begin earning vacation at a full-time rate at the beginning of their first full month as a full-time employee.

No vacation time benefits are given to staff members who work less than twenty (20) hours per week.

Full-time employees may receive an annual payout for vacation time, in 8-hour increments, not to exceed forty (40) hours. Written requests must be made prior to September 15. To be eligible for this payout, employees must have a minimum of ninety-six (96) hours of vacation remaining in their time bank at the time the vacation is paid out. If an employee's vacation balance falls below ninety-six (96) hours between the submission of the request and the time of payout, the request for payout will be denied. Payouts are subject to any/all payroll income tax withholdings, garnishments and employee benefit contributions. All payouts are at the discretion of the Director who will consider the budgetary means available and workload requirement.

At the end of each calendar year, unused vacation hours (not to exceed the maximum hours listed in the charts above) will be automatically rolled over and remain in the employee's vacation bank. Vacation rollover will be allowed with permission of the Director. Any additional unused time shall be forfeited.

In cases of retirement, resignation, discharge or death of an employee, they or their estate will be paid for all earned but unused vacation days as of their effective date of separation. If an employee's date of separation is in the middle of a month, the employee will forego payout of the amount of vacation hours that would have been earned from their date of separation until the end of their final calendar month.

Employees will not accrue vacation leave benefits if they are on disability leave or off payroll.

Holidays that occur during vacation leave will not be charged against accrued vacation time.

~~Persons who are currently employed with the Library who begin to receive benefit time will be given the allotted hours immediately upon the change in scheduled hours based on eligibility and benefit policies foregoing the probation period of sixty (60) days. (Removed: the Library no longer enforces an introductory period for any employee when it comes to benefit time)~~

Employees will be entitled to take their vacation leave when they request except in cases of conflict which would create a staffing problem at the Library. In the event of conflict, the Library Director or Manager will approve vacation requests based on seniority and past patterns of vacation leave time.

Time off requests will only be approved up to six (6) months in advance. In the case of international travel/airline ticket purchases, time off requests may be approved beyond the six-month timeframe and will be approved on a case-by-case basis.

When planning vacation or travel plans, you must gain approval for the time off prior to making plans. If you already made reservations and then are not approved for the time off, that will not be used for justification in gaining approval for the time off.

At any time throughout the year, employees have the option to donate their vacation time to another employee (see "*Employee Donation of Benefit Time*" policy for the full guidelines).

Approved by the Novi Public Library Board of Trustees: June 8, 2009

Amended: September 21, 2011; March 16, 2016; November 16, 2022; March 21, 2024

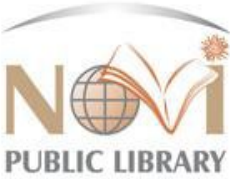
Full Handbook Approved by the Novi Public Library Board of Trustees: July 25, 2024; **Revised**
12/19/24

3. Finance Committee – Meeting held on December 12, 2024

Committee discussed the current Financial Policy and is making a recommendation for language to be included in the policy regarding fund balance reserves. In addition, a conversation regarding the upcoming minimum wage increases as it relates to current salaries was proposed for the 25/26, which will be brought to the full board to consider during the upcoming budget sessions. Trustee Burke asked a few questions pertaining to the library's investments with the City of Novi and those questions are being asked of the City Financial staff for further clarification during the upcoming budget sessions.

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



FINANCIAL POLICY

The Financial Policy helps the Library conduct library operations in a fiscally responsible way, documents the Library's fiscal strategies and focuses its efforts toward future financial goals as outlined in the Library's Strategic Plan. The Library relies on the City of Novi's Finance Department to provide accurate accounting and budgeting information as it relates to the Library's general and contributed accounts. In addition, it is the policy of the Library to depend on the City of Novi to invest Library funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Library and comply with all state statutes governing the investment of public funds. This policy applies to all financial assets of the Library.

City Budgeting Guidelines

The State Budget Act requires all governmental bodies to appropriate amounts annually prior to the beginning of each fiscal year. The Act also requires the budget be monitored during the year and amended as facts and circumstances change during the year. If an expenditure budget was to go over the budgeted amount, even a dollar (\$1.00), this is a violation of the Act and is considered an unauthorized expenditure. The City, which the Library is a part of, would be in violation of the Act and the noncompliance condition would be noted in the annual audit report and to the State of Michigan. The State would in turn require the City/Library to submit a corrective action plan on how to ensure this violation does not occur.

Financial Assumptions

While the Library's general goals and objectives are concerned with collections, programs, services, technology and staff development, its financial goals and objectives are concerned with the funding to provide these library services.

It is assumed that financial stability is a function of adequate and dependable revenues from diverse sources. As a public service organization, most of these revenues should provide benefits and services to the citizens; however, some fund balances are allocated to reserves to cover unexpected expenses, such as automation upgrades, revenue shortfalls or unbudgeted expenses. It is assumed that no sudden major changes will take place that will substantially change the revenue sources or governing structure of the library.

The Novi Public Library Board of Trustees and staff are committed to evaluating the various areas of expenses in advance of the needs arising:

- Major facility expenses (replacement carpet, roof, HVAC, parking lot, furniture, etc.)
- Automation system in association with The Library Network
- Automated Check-in System
- Patron self-checkout equipment
- Updating patron and staff office technology
- Appropriate staffing levels

Each year, as part of the budgeting process with the Library Director, various areas of expenses are evaluated. The Library Board of Trustees serves as fiduciary managers, therefore, giving library administration direction and determining the right balance between expenditures and service levels.

Sources of Funding

The primary source of operating funds for the Library is a 1 mil, Headlee-reduced property tax collected in Novi. The Board recognizes that property tax funding fluctuates with changes in the economy, variations in taxable valuations and development within the library service area.

Additional revenue sources come from, but are not limited to:

- Penal fines
- Direct mail appeal to current donors within the Library service area
- Friends of the Novi Public Library
- Bequests-and gifts
- Grants
- Fees
- State Aid
- Fundraising efforts
- Facility space rentals (Meeting Rooms and Café)

Financial Principles

The Library primarily operates on a cash accounting system with the exceptions of unrealized gain or loss on investments, accrued interest and deferred tax revenues. The Library recognizes and records transactions when cash is received or disbursed. Bills are paid on original invoices only and are paid as close to the invoice due date as possible while taking into consideration the Library's business cycles and the City of Novi's council meeting schedule.

Donated or contributed funds may be restricted for specific designated library service-related purposes by the Donor, for which the Library (and Board) will honor and ensure proper fund expenditure.

General Fund (271):

For the General Fund (271), the reserve will be maintained at a target minimum of 28% of budgeted annual expenditures. In the event that circumstances arise causing the fund balance of the General Fund (271) account to fall below 25% the Library Board will immediately discuss a corrective action plan.

Strategy for increased financial stability would include:

- Have at least 8% of library revenue in all funds come from non-tax related sources
- Continue to pursue grants to augment library programs and services
- Seek corporate partnerships and/or sponsorships

Conservation of resources can be achieved through cost containment measures such as:

- Monitoring staffing patterns to ensure that work is getting done in the most cost-effective ways possible

- Seeking new technologies to increase staff output, carefully monitoring budget performance reports to ensure accuracy and timeliness
- Periodic reviews of internal controls

Financial statements will be prepared on a timely, recurring basis by the City of Novi, and will be reviewed by the Library Director and Board of Trustees on an on-going basis to ensure budgetary compliance.

Accounting, Auditing & Financial Reporting

An independent audit of the Library's finances is performed annually with the City of Novi.

The Library will maintain strong internal audit controls.

The City of Novi will provide annual financial reports following Generally Accepted Accounting Principles (GAAP) as outlined by the Governmental Accounting Standards Board (GASB).

Purchasing Guidelines

The Library Director, Managers and designated staff are responsible for the administration of the procurement process for the supplies, materials, services and equipment required for operation and maintenance of the Library.

Purchases will be made in accordance with federal, state and municipal requirements.

Purchases will be made in an impartial, economical, competitive and efficient manner.

Purchases Or Contracts Under \$5,000:

For expenditures of less than \$5,000, Managers are authorized to make the purchase with Director approval. It is the responsibility of the Manager to ensure the quality of goods/services and that competitive prices are received. Verbal quotations are acceptable.

Purchases Or Contracts Between \$5,000 - \$24,999:

For expenditures over \$5,000 it is the Manager's responsibility to assure that a competitive price is received. At least three (3) written quotations must be obtained, unless the Manager can establish to the satisfaction of the Director that there are not three (3) qualified vendors, in which case as many quotations as can be secured are required. Quotations are to be maintained by the individual departments.

An explanation must be provided if the lowest cost is not selected. Factors including, but not limited to, product quality, serviceability, delivery and other considerations of a similar kind normally relevant to the exercise of good business judgment shall constitute sufficient and good cause on which to base such decisions.

Purchases Or Contracts Of \$25,000 & Over:

Goods and services with a dollar value of \$25,000 or more shall be procured by the formal sealed bid process.

Capital Purchases:

All capital purchases require prior approval by the Library Director. "**Capital**" is defined as any item with a cost of \$25,000 or more and has a life of one (1) year or more. Capital purchases of \$25,000 or greater require a Purchase Order.

Approved by the Novi Public Library Board of Trustees: November 28, 2012
Amended: June 22, 2017; May 23, 2024; **Revised December 19, 2024**

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

Date: December 10, 2024

Email from Jennifer McArdle – Librarian

To: Tim Laundra

Re: Pop Up Market

Hello Tim,

Thank you so much for your kind note and for being part of this year's Pop-Up Market! We're thrilled to hear that you enjoyed the event and found value in the connections you made while participating.

It's wonderful to hear how much you enjoy the unique atmosphere of our library events and the engaging conversations with attendees. It's those connections and shared moments that make the Pop-Up Market so special to us as well.

While the weather may not have been on our side this year, it's great to know you still had a positive experience. We're grateful for your continued support and enthusiasm.

Thank you again for participating in this event and sharing your experience with us.
Warm regards, Jennifer (Jen) McArdle

Date: December 7, 2024

Email from: Tim Laundra

To: Library Staff

Re: Pop Up Market

Thank all of you and especially Gail for organizing this year's Pop-Up market.

I noticed this year we had less traffic than we did last year, I am blaming the weather, but I still did well and had fun.

One of the things I like the most about the Library Pop-Up is the people that come to the show. Most are connected to the library in some way. They are always interested in the process and many of them are interesting to me. I end up having great conversations, connect with people, and always learn something. From a little experience now at doing this I feel that this is unique to the being at the library which I appreciate.

Again, thank you so much and I really look forward to joining you again next year if you will have me!

Tim Laundra /Zeb's Ceramic's





Library Board Calendar

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

2024

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

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

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

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



Library Board Calendar

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

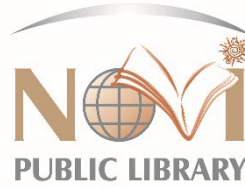
2025

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

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

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

Approved: September 26, 2024



LIBRARY CLOSINGS 2024

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

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

LIBRARY BOARD MEETINGS

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

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

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

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



LIBRARY CLOSINGS 2025

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

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

LIBRARY BOARD MEETINGS

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