



**Agenda**

Novi Public Library Board of Trustees--Regular Meeting  
Thursday, January 25, 2024  
at 7:00 p.m.  
Location: Council Chambers, City of Novi

*Mission Statement: Novi Public Library provides the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community.*

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

**Call to Order by President, Mark Sturing**

Welcome Lori Burke, new Board Trustee  
Welcome Amy Crockett, Recording Secretary

**Pledge of Allegiance**

**Roll Call by Secretary, Brian Bartlett**

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

**Approval of Agenda**.....1-4

**Consent Agenda**

- 1. Approve Minutes of: December 21, 2023 Regular Board Meeting .....5-9
- 2. Approve Claims and Warrants of:  
A. Accounts 271 and 272 (#634) ..... 10-12
- 3. Closed Session for Library Director Mid-Year Review

**Presentations**

- A. None scheduled .....N/A

**Public Comment**

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

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

## Reports

1. Student Representatives Report –December 2023..... 13-16
2. President's Report (Mark Sturing)
  - A. City Council Early Input Budget Session – January 6, 2024.....17
  - B. Committee appointments as needed ..... 18
  - C. Support the Friends of Novi Library on April 14, 2024 – event at Brentwood Grille..... 19
  - D. Reports in the Board Packet – what types of information does the Board want?
  - E. President's comments, Trustee experiences and involvement
3. Treasurer's Report (Sreeny Cherukuri)
  - A. 2023-2024 Library Budget Fund 271 .....20-22
  - B. 2023-2024 Contributed Fund Budget 272 .....23
  - C. Financial Report December 2023.....24
  - D. Library Fund 271 Expenditure & Revenue Report as of December 31, 2023 ..... 25-28
  - E. Library Fund 272 Contributed Fund as of December 31, 2023 ..... 28-29
  - F. Balance Sheets for Funds 271 and 272 as of December 31, 2023.....30-31
4. Director's Report (Julie Farkas) ..... 32-37
  - A. Information Technology Report (Jeffrey Smith) ..... 38-41
  - B. Facilities Report (Keith Perfect) ..... 41-42
  - C. Information Services Report (Hillary Hentschel) ..... 42-45
  - D. Support Services Report (Maryann Zurmuehlen) ..... 46
  - E. Library Usage Statistics..... 47-56
  - F. Friends of Novi Library - Agenda 1/10/24; Minutes 11/8/23 ..... 57-60
  - G. City of Novi Historical Commission – Agenda 1/17/24; Minutes 12/20 & 11/15/23 ... 61-67

## Public Comment

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

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## Committee Reports

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

**GOALS 2022-2023: (NEED NEW GOALS)**

  1. Continued review of public policies
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals  
(Chair: Crawford, Dooley, Staff Liaison – Julie Farkas)
  - Meeting scheduled for 1/22/24..... 68

**GOALS 2022-2023: (NEED NEW 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.
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation  
(Chair: Cherukuri, Bartlett, Sturing, Staff Liaisons – Julie Farkas)
- No meeting held .....N/A
  - First Board of Trustees Budget Session on 1/18/24 – Agenda attached.....68-69
- GOALS 2022-2023: (NEED NEW GOALS)**
1. Review Financial Plan
  2. Library Endowment/Foundation investigation
  3. Salary Comparison and review – **COMPLETED**
4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities  
(Chair: OPEN, Dooley, Staff Liaisons – Julie Farkas & Dana VanOast)
- No Meeting held: X.....N/A
- GOALS 2022-2023: (NEED NEW 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
5. **Strategic Planning Committee:**  
(Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas).
- No Meeting held .. .....70-71
6. **Building & Grounds Committee:**  
(Chair: Gawalapu, Sturing, Cherukuri, Staff Liaison – Julie Farkas)
- No meeting held .....72
- GOALS 2022-2023: (NEED NEW 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 (Ad-hoc): Review of Library Board Bylaws**  
(Chair: Bartlett, Sturing, Gawalapu, Staff Liaison – Julie Farkas)
- 2<sup>nd</sup> reading of the Bylaw suggested changes .....N/A
- GOAL 2022-2023: (NEED NEW GOAL)**
1. This committee is ad-hoc. The main goal is to review bylaws annually.
8. **DEI: Diversity, Equity and Inclusion Committee**  
(Chair: Dooley, Crawford, Staff Liaison – Julie Farkas)
- Meeting held on December 27, 2023 .....72
- GOALS 2022-2023: (NEED NEW GOALS)**
1. Recommend All Board Trustees – Attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person).
  2. Assist in launching the DEI Scorecard for NPL
  3. Bring forth recommendations that amplify DEI in new NPL Strategic Planning

**Matters for Library Board Action**

A. None.....N/A

**Communications**

1. N/A

**Adjournment**

**Supplemental Information**

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

**2024 Future Events:**

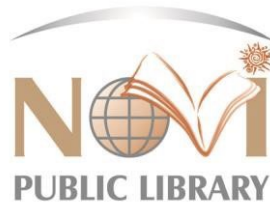
- 2/1/24: 2<sup>nd</sup> Library Board Budget Session at 5:30pm, Novi Public Library – Board Room
- **CHANGE: 2/15/24: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library – Board Room**
- 2/21/24: Historical Commission Regular Meeting at 7pm, Novi Public Library, Local History Room
- 3/20/24: Historical Commission Regular Meeting at 7pm, Novi Public Library, Local History Room
- **CHANGE: 3/21/24: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library – Board Room**

**Inform. Inspire. Include.**

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

<http://www.novilibrary.org>

**Initial Draft**



**Library Board of Trustees – Regular Meeting  
Initial Draft - MINUTES  
December 21, 2023, 7 PM  
Novi Public Library**

**Call to Order by President Mark Sturing**

Novi Public Library – Board Room  
Called to order by President Mark Sturing at 7:02 PM

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Roll Call by Vice-President Crawford**

**Library Board – 5 Board members were recorded present**

- Mark Sturing, President
- Kathy Crawford, Vice-President
- Sreeny Cherukuri, Treasurer
- Kat Dooley, Board Member
- Priya Gurmurthy, Board Member – Absent, Excused
- Ajeeta Gawalapu, Board Member – Absent, Excused
- Brian Bartlett, Secretary

**Student Representatives**

- Alexandra DeMore
- Alyna Dohadwala

**Library Staff**

- Julie Farkas, Director

**Approval of Agenda**

**Motion:** The presentation for Recognition of Years of Service to the Senior Book Discussion Program will not occur tonight and will be presented at a future meeting. Motion to approve the Agenda minus the listed presentation (Pages 1-4 of the board packet).

Motion for Approval – 1<sup>st</sup> – Trustee Crawford  
2<sup>nd</sup> – Trustee Dooley

**Motion passes – 5-0**

**Consent Agenda**

1. Approve Minutes of: November 16, 2023 Regular Board Meeting .....5-12
2. Approve Claims and Warrants of:
  - A. Accounts 271 and 272 (#633).....13-16

**Motion:** To approve the Consent Agenda as presented.

Motion for Approval – 1<sup>st</sup> – Trustee Cherukuri  
 2<sup>nd</sup> – Trustee Crawford

**Motion passes – 5-0**

**Presentations**

None

**Public Comment**

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Mike Ducheneau discussed the need for a program where seniors could contribute to the Library from IRAs that require RMD's (Required Minimum Distributions) for tax planning. QCD's (Qualified Charitable Distributions) can help seniors manage tax liability and support organizations such as the Library.

**Reports**

- 1. Student Representatives Report – November, 2023.....17-18
- 2. President's Report (Mark Sturing)
- A. Approved 2022-2023 Annual Report.....19-24
- B. President's comments, Trustee experiences and involvement

Member Priya Gurumurthy has been appointed to fill the remaining 2 years of Justin Fischer's term on City Council and will be resigning her position on the Library Board for the remaining 2 years of that term.

Brief discussion by board members regarding financing and millage support for the Library. This included the discussions of a "fully funded" Library over the campaign months and the recent financial presentations to council by Carl Johnson as it affects the Library. Members requested further explanation and discussion of headlee amendments.

- 3. Treasurer's Report (Sreeny Cherukuri)
  - A. 2023-2024 Library Budget Fund 271 .....25-27
  - B. 2023-2024 Contributed Fund Budget 272 .....28
  - C. Financial Report November 30, 2023.....29
  - D. Library Fund 271 Expenditure & Revenue Report as of as of November 30, 2023.....30-33
  - E. Library Fund 272 Contributed Fund as of November 30, 2023.....33-34
  - F. Balance Sheets for Funds 271 and 272 as of November 30, 2023 .....35-36
- 4. Director's Report (Julie Farkas) .....37-40
  - A. Information Technology Report (Jeffrey Smith).....41-44

B. Facilities Report (Keith Perfect).....	45
C. Information Services Report (Hillary Hentschel).....	45-52
D. Support Services Report (Maryann Zurmuehlen).....	52-53
E. Library Usage Statistics.....	54-63
F. Friends of Novi Library .....	N/A
G. City of Novi Historical Commission Minutes 10/18/23, Agenda 11/15/2023.....	64-66

## 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.

Mike Ducheneau discussed the services for seniors and the Asian book collection.

## Committee Reports

1. **Policy Committee:** Review current public policies for the Library  
(Chair: Sturing, Bartlett and OPEN, Staff Liaison: Julie Farkas)  
· Staff Committee: Julie Farkas, Betty Lang, Dana VanOast and  
Hillary Hentschel  
· No Meeting Held  
· **GOALS 2022-2023: (NEED NEW GOALS)**
  1. Continued review of public policies
  
2. **HR Committee:** Review HR Policies for the Library, Director Review &  
Goals (Chair: Crawford, Dooley, Staff Liaison: Julie Farkas)  
· No Meeting Held.....67  
· **GOALS 2022-2023: (NEED NEW 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
  
3. **Finance Committee:** Financial plan based on building assessment  
review, Library endowment investigation  
(Chair: Cherukuri, Bartlett, Sturing, Staff Liaison: Julie Farkas)  
· Meeting Held: November 28.....67  
· **GOALS 2022-2023: (NEED NEW GOALS)**
  1. Review Financial Plan

- 2. Library Endowment/Foundation investigation
- 3. Salary comparison and review; last done in 2018

**4. Events/Marketing/Fundraising Committee:** Outreach opportunities  
(Chair: Gurumurthy, Dooley, Staff Liaisons: Julie Farkas and Dana VanOast)

· Meetings held November 13 and December 7.....67-69

**GOALS 2022-2023: (NEED NEW GOALS)**

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

**5. Strategic Planning Committee:**

(Chair: Bartlett, Gurumurthy, Crawford, Staff Liaison: Julie Farkas)

· No Meeting Held

**6. Building & Grounds Committee:**

(Chair: Gawalapu, Sturing, Cherukuri, Staff Liaison: Julie Farkas)

· No Meeting Held

**GOALS 2022-2023: (NEED NEW GOALS)**

- 1. Explore ways to make our infrastructure (i.e. phone, security system) 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 (Ad-hoc): Review of Library Board Bylaws**

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

· 2<sup>nd</sup> review of updated bylaws.....70-82

**GOAL 2022-2023: (NEED NEW GOALS)**

- 1. As this committee is ad-hoc the main goal is a committee review before the annual meeting in 2023. Since it is not standing it simply has a singular goal as needed.

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

(Chair: Dooley, Gurumurthy, Crawford, Staff Liaison: Julie Farkas)

· Meeting scheduled December 27

**GOALS 2022-2023: (NEED NEW GOALS)**

- 1. Recommend all Board Trustees – attend at least 3 DEI trainings minimum per year (self-learning and/or in-person)
- 2. Assist in launching the DEI Scorecard for NPL
- 3. Bring forth recommendations that amplify DEI in NPL Strategic Planning

**Closed Session**

No Closed Session

**Matters for Library Board Action**

- 1. Approve changes to the Bylaws of the City of Novi Library Board (2<sup>nd</sup> Draft)..... 77-82



**Trustee Sturing:** Per the bylaws, notice must be provided before the bylaws are adopted (Article IX). As the first reading in November was approved, it may not have met the 10day requirement. This second reading will officially accept the bylaws if approved.

**Trustee Bartlett:** Changes in these bylaws were made per the previous meeting, most notably the Board's responsibility for championing intellectual freedom in the first section. All previous changes are still highlighted in red for the Board's review.

**Trustee Crawford:** Thanked the committee for the work and effort put into updating these bylaws including the efforts by city staff and council.

**Motion:** To approve the modified Bylaws of the City of Novi Library Board

1<sup>st</sup> – Trustee Dooley  
2<sup>nd</sup> – Trustee Cherukuri

**Motion passes – 5-0**

**Communications**

N/A

**Adjournment**

**Motion:** Motion to adjourn at 8:23 PM

1<sup>st</sup> – Trustee Crawford  
2<sup>nd</sup> – Trustee Bartlett

**Motion Passes – 5-0**

**Supplemental Information**

- Library Board Calendar 2023 and 2024.....83-84
- Library Closings 2023 and 2024 .....85

**2023-2024 Future Events:**

- **12/23 – 12/25: LIBRARY CLOSED for Christmas Holiday**
- **12/30 – 12/31: LIBRARY CLOSED for New Year's Holiday**
- **1/1/24: LIBRARY CLOSED for New Year's Day**
- 1/18/24: 1<sup>st</sup> Library Board Budget Meeting at 5:30pm, Novi Public Library (dinner at 5pm)
- 1/25/24: January Library Board Meeting – City of Novi, Council Chambers
- 2/1/24: 2<sup>nd</sup> Library Board Budget Meeting at 5:30pm, Novi Public Library (dinner at 5pm)
- **CHANGE: 2/15/24: Library Board Budget Approval Meeting at 7pm, Novi Public Library**

**WARRANTS**

<b>Warrant 634</b>	<b>271 Accounts</b>	<b>January 2024</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Amazon	Scissors ,EXPO markers, rubber bands	271-000.00-727.000	\$ 35.86
Quill	paper, sticky notes	271-000.00-727.000	\$ 293.88
Smart Business	Thermal roll	271-000.00-727.000	\$ 36.22
Amazon	Toner Cartridge; HR printer	271-000.00-734.500	\$ 790.74
CDW-G	supplies	271-000.00-734.500	\$ 2,141.62
Verizon	hardware; due 1/20/24	271-000.00-734.500	\$ 686.10
Amazon	standing desk	271-000.00-740.000	\$ 2,191.68
image360	engraved name plates	271-000.00-740.000	\$ 50.00
Amazon	742.111	271-000.00-742.000	\$ 4,222.43
Brodart	Books	271-000.00-742.000	\$ 11,664.41
Cavendish Square	742.916	271-000.00-742.000	\$ 204.44
Cavendish Square	742.916	271-000.00-742.000	\$ 131.45
Center Point	742.300	271-000.00-742.000	\$ 328.98
DK Agencies	International Books	271-000.00-742.000	\$ 980.00
Rosen Publishing	742.916	271-000.00-742.000	\$ 18.95
Tsai Fong books	742.600	271-000.00-742.000	\$ 1,329.08
WT.COX	Magazines;742.906	271-000.00-742.000	\$ 764.03
Amazon	Lending Library	271-000.00-742.010	\$ 234.72
Baker & Taylor	Lending Library	271-000.00-742.010	\$ 48.81
Brodart	Lending Library	271-000.00-742.010	\$ 71.36
Center Point	Lending Library	271-000.00-742.010	\$ 72.51
WT.COX	Magazines;743.000 & 743.100	271-000.00-743.000	\$ 16,488.91
Amazon	744.310R	271-000.00-744.000	\$ 234.31
Baker & Taylor	Books	271-000.00-744.000	\$ 1,541.99
Library Ideas	The Big Cheese	271-000.00-744.000	\$ 43.96
Midwest Tape	744.530	271-000.00-744.000	\$ 3,714.61
OverDrive	EBook, Audiobook	271-000.00-745.200	\$ 11,139.65
Foster Swift	November	271-000.00-806.000	\$ 1,645.00
Rosato,Schltz	November	271-000.00-806.000	\$ 518.00
Envisionware	coin box installation	271-000.00-816.000	\$ 390.00
Knight Technology	Fibre install & Camera Network	271-000.00-816.000	\$ 892.50
Sentinel	wire tracing	271-000.00-816.000	\$ 1,500.00
Professional Building Services	November 2023	271-000.00-817.000	\$ 489.13
AT&T	Nov 14-Dec 13,2023	271-000.00-851.000	\$ 743.65
T-Mobile	due 1/17/24	271-000.00-851.000	\$ 1,040.88

Telnet	36306; due 1/4/24	271-000.00-851.000	\$ 1,015.43
Verizon	due 1/20/24	271-000.00-851.000	\$ 498.08
E.Brush	Mileage	271-000.00-862.000	\$ 25.68
Petty Cash	Mileage	271-000.00-862.000	\$ 16.43
Demco	Sign Holder	271-000.00-880.000	\$ 144.70
MCLS	TALK subscription	271-000.00-880.000	\$ 175.00
Amazon	programming	271-000.00-880.268	\$ 431.24
Aaron Parrott	MLK Day Program	271-000.00-880.268	\$ 300.00
Kevin Wood	Lunch with Lincoln	271-000.00-880.268	\$ 275.00
Oriental trading	Programming	271-000.00-880.268	\$ 547.14
Sam's	programming	271-000.00-880.268	\$ 361.98
Sam's	cookie tray	271-000.00-880.271	\$ 71.92
Canon	Print	271-000.00-900.000	\$ 637.08
Consumers Energy	October & November	271-000.00-921.000	\$ 2,648.09
DTE	due 01-12-24	271-000.00-922.000	\$ 7,382.09
Amazon	cabinet	271-000.00-934.000	\$ 202.24
Anago	Deep Clean & Disinfect Bathrooms	271-000.00-934.000	\$ 420.00
Dalton	Quarterly Carpet Maintenance	271-000.00-934.000	\$ 2,800.00
Home Depot	strainer	271-000.00-934.000	\$ 382.99
Laforce	Lock	271-000.00-934.000	\$ 270.00
North Star	December	271-000.00-934.000	\$ 319.56
Orkin	pest	271-000.00-934.000	\$ 80.99
Redford	Cut Key	271-000.00-934.000	\$ 24.00
Precise	refund	271-000.00-935.000	\$ (25.00)
Brien's	seasonal snow 3 of 3	271-000.00-936.300	\$ 1,985.50
Brien's	lawn	271-000.00-936.300	\$ 2,090.00
Thelen Landscape	Winterize Sprinkler - Oct 2023	271-000.00-936.300	\$ 155.00
Canon	lease	271-000.00-942.000	\$ 1,010.00
Corrigan	storage	271-000.00-942.100	\$ 25.93
Austin Webberly	Transforming Teen Services Training	271-000.00-956.000	\$ 93.01
MCLS	Mary Grewell: BIBFRAME	271-000.00-956.000	\$ 220.00
Amazon	Monitors	271-000.00-986.000	\$ 4,534.97
CDW-G	desktop, Staff PC	271-000.00-986.000	\$ 17,670.67
<b>TOTAL 271</b>			<b>\$ 113,469.58</b>

<b>Warrant 634</b>	<b>272 Accounts</b>	<b>January 2024</b>	
Amazon	iCube	272-000.00-742.046	\$ 161.35
Amazon	Raise a Reader	272-000.00-742.229	\$ 57.76
Amazon	international Donation	272-000.00-742.230	\$ 648.78
Bandibooks	international donation	272-000.00-742.230	\$ 322.69
Brodart	Ava Smith Donation	272-000.00-742.230	\$ 398.14
DK Agencies	international donation	272-000.00-742.230	\$ 1,000.00
Tsai Fong Books	International donation	272-000.00-742.230	\$ 29.87
Library Design	replace floor glides on chairs	272-000.00-742.231	\$ 985.00
M.Zurmuehlen	Gift card	272-000.00-742.236	\$ 55.95
Amazon	iCube	272-000.00-742.046	\$ 161.35
Begonia Brothers	holiday decorations	101-803.00-880.400	\$ 1,946.00
<b>TOTAL 272</b>			<b>\$ 5,766.89</b>

## December 2023 Library Board Student Representatives Report

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

### Tween and Teen Library Programs:

The Wacky Winter Science Fun with Mad Science of Detroit was held off site at Lakeshore Park on December 4. Kids heard how Frosty ate too many cookies and couldn't fit through the door of his house - he needed our scientific magic to help him return home! Kids also watched our special Snowman defrost right before their eyes! As a special treat, kids got to see some hair-raising fun as we learned about static electricity with our Van de Graaff generator. The audience also discovered how Jack Frost filled an eight-foot air bag with one breath! Then, as a grand finale, our wacky Mad Scientist introduced the audience to a mysterious North Pole rock that turned out to be Dry Ice!! Using the Dry Ice, the Mad Scientist made bubbling potions, popping corks, shivering quarters, and clouds of fog! (Attendance = 130)

The Gingerbread House Decorating program was held off site at Lakeshore Park on December 12. Guests enjoyed a fun filled evening of building, designing, and decorating their family's own gingerbread house. All supplies were provided. Participants registered as a family/team with a maximum of 6 people. (Attendance = 76)

### Teen Space Update:

Aiden Palmer (Teen Space Monitor) comments:

During December 2023, there were 901 guests who visited Teen Space.

The total weekly Teen Space stats for December 2023 are:

- 12/1 = 53
- 12/4-12/8 = 285
- 12/11-12/15 = 312
- 12/18-12/22 = 251

Teen Space was not in session on the following dates:

- 12/8 -- NPL closed at 5pm and the Whole Meeting Room was needed for pop-up market setup
- 12/25-12/19 -- No school due to winter break

This past month has been a great way to end Teen Space for 2023! We had Liz from NCC visit once again on 12/7, and her bracelet making was a success, with 17 students participating! We offered cookies on 12/4 and candy on 12/13.

### Teen Advisory Board (TAB) Update:

The fourth TAB meeting of the 2023-2024 school year was held on December 15. This was our gingerbread house making event, one of our most popular activities! Members were able to build gingerbread houses with graham crackers, frosting, and candies while chatting with friends. It was a very nice way to ease into the holiday festivities! Pictured below are the colorful houses and towers our members created! (Attendance = 24)



**Upcoming Programs:**

- Teen Space (grades 7-12) – Monday through Friday except February 19-20 (due to mid-winter break at Novi High School) and February 26-28 (due to election set-up, election and take down), 2:45-5pm
- Club Half-Blood (grades 4-8) – February 1, 6:30-7:30pm
- Candy Sushi (grades 4-8) - February 7, 7-8pm
- NO-VI Chess Club: All Skill Levels (ages 5+) – February 8, 7-8:30pm
- Public Speaking and Communication Skills Workshop for Tweens and Teens (grades 4-12) – February 20, 6:30-8pm



- Teen Advisory Board (TAB) Meeting (grades 9-12) – February 23, 3:30-4:30pm
- SAT Practice Test courtesy of College Tutors (grades 9-12) – February 24, 1-5pm
- Tail Waggin' Reading Buddies (grades K-6) – February 28, 6:30-7:30pm
- NO-VI Chess Club and NO-VI Chess Club: Experienced Players (ages 5+) – February 29, 7-8pm

### Teen Stop Featured Display:

The December Teen Stop display featured the Best Books of 2023!



Teen Advisory Board Members,

Thank you for selecting my charity this past December. 30 pairs of slippers were donated at the library. The cards you made were awesome and very much appreciated at the shelter. In total we donated 620 pairs of slippers to 15 organizations across the state of Michigan. Your contribution was greatly appreciated!

Wishing you all a prosperous 2024!

Michelle Garr  
Founder- Slippers for Mom



slippersformom.org  
Facebook @slippersformom




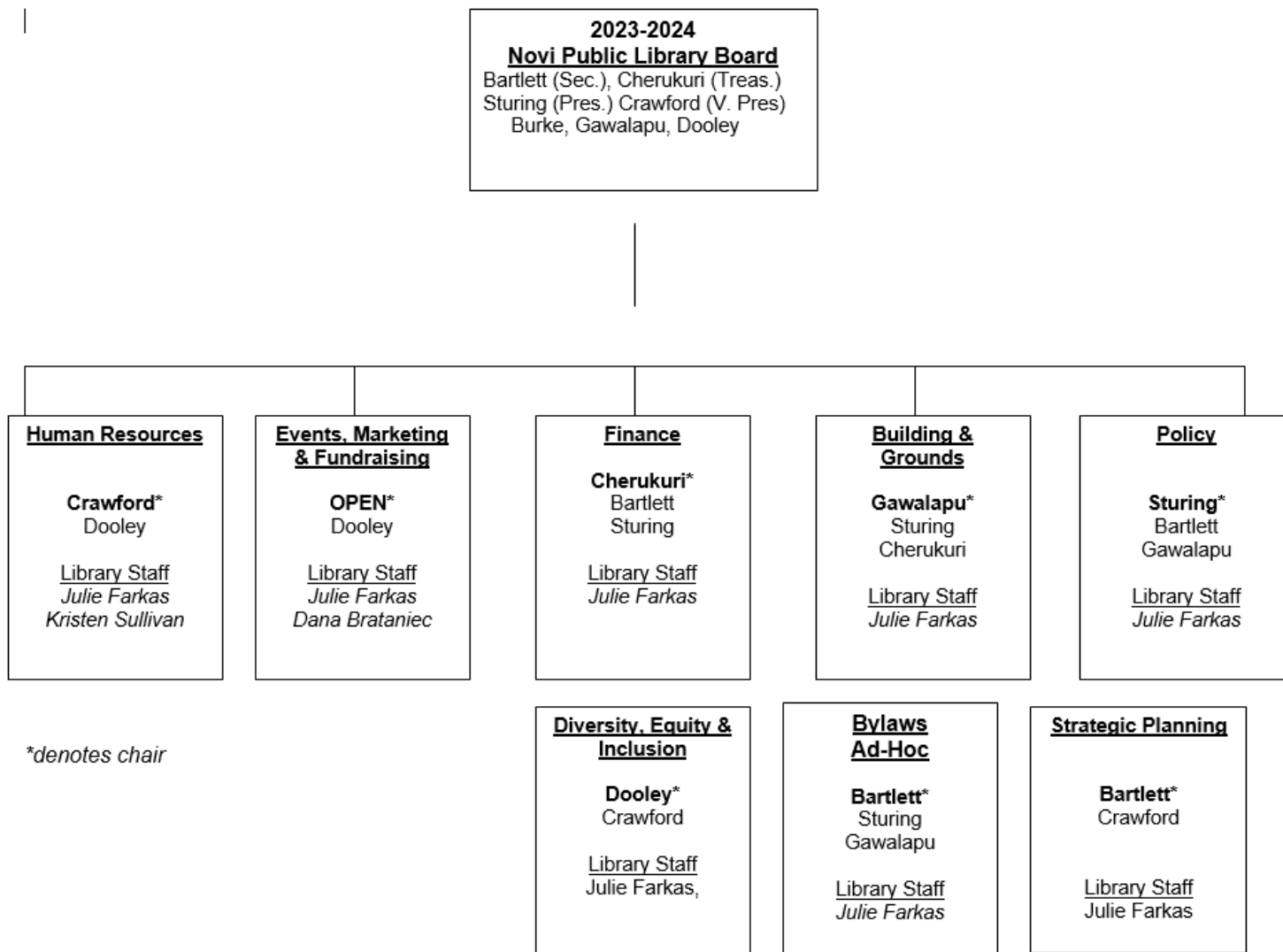
SLIPPERS  
FOR MOM





## PRESIDENT'S REPORT

 City Council Early Input Budget Session Results Saturday, January 6, 2023	
Build a desirable and vibrant community for residents and businesses	
Idea	Votes
<b>SHORT-TERM</b>	
DTE Matters	7
Woodlands and Wetlands Ordinance Reivew	6
Assess & create a Novi Downtown Vibrancy Strategy that is organized under four pillars: Downtown as a home – (e.g. create outdoor space for people to gather?) Downtown as an economic center (e.g. entice retailers to remain in and open downtown) Downtown as a destination (e.g. bring diverse business/restaurants/specialty shops/international festival/international taste fest/ farmers market, street performers to enhance the brand of Novi as a diverse community) Downtown as a safe, welcoming place e.g. Encourage inclusive, connected, walkable streets) - PG	5
Broadband- Create a broadband master plan- ET	5
Develop proposals for council action to address entry/college age and older adult housing for new and redevelopment.	4
Identify areas and build trails throughout Novi for Pocket Parks	4
Develop a policy/strategy for the Tree Fund -- both revenue and expense - JF	4
Acquire and obtain control of Shawood Lake and study rehabilitation	3
Develop and manage a list of companies that can help seniors who need to get work done around their home (lawn maintenance, snow maintenance, etc.) with a goal of identifying high quality companies who may offer discounted rates for seniors. - LC	2
More community festivals - 50s Fest is out of date, but similar community events more frequently during the year. Acknowledge the diversity in our community - BS	2
Expand scope of neighborhood sign program. (e.g. is per sign dollar amount still sufficient to be an incentive, can we promote other worthy beautification efforts within subdivisions); Is there a similar program to encourage beautification of businesses, etc? - JF	1
Identify traffic sidewalk section (~2 miles) and place benches along it. - BS	1
Develop an assistance program for people in dire need address ordinance violations (grass cutting, etc) — not meant to be a continuous program (e.g. limited to one "assistance" every 5 years or the like) - JF	1
Support the implementation of the Novi Public Library Strategic Plan (e.g funding, space) - PG (MOVED FROM INVEST)	1
Winter outdoor skating rink/summer farmers market or other use (Farmington Hills, Sterling Heights examples) - BS	1
Work with Northville to connect trails/paths/sidewalks between cities at Center, Taft, Novi, Griswold - BS	1
<b>LONG-TERM</b>	
Construct a Facility that serves and connects ALL of our residents	5
Develop walkable 'Pocket Parks' in areas of city where there are no walkable parks - BS	5
Pursue partnership with Northvillefor Trail connection from Novi-Northville, possibly near the railroad bridge on 8 mile (e.g. presentation at Walkable Novi) - JF	4
Work with neighboring communities to complete connections through Novi to local trail systems (Airline/Huron Valley, Hines Drive, I-275 when complete). Make Novi businesses an appealing rest stop for cyclists using the trails - BS	4
Transform the Novi Downtown and create a brand as a gathering space for diverse communities - PG	2



\*denotes chair

# LOVE YOUR LIBRARY LUNCHEON



**Come join us! All the proceeds raised from this event will go directly to the Friends, who work tirelessly to support and enhance the Novi Public Library!**



**Sunday, April 14, 2024**

11am-1pm



**Brentwood Grille**

43150 Grand River Ave.

Novi, MI 48375



**\$50 per person**

Includes lunch, entertainment, three-flight wine tasting or non-alcoholic beverages, raffles & fun

*Cash bar for beer & wine only*



**Registration begins February 26.**

**Only 100 seats will be sold!**

Call the Administration Office at 248-869-7204, (M-F, 10am-5pm)

*Cash or check strongly encouraged due to credit card fees*

## FINANCIALS

2023-2024 Library Budget 271								
1/26/2023 Approved		2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2024-2025	2025-2026
6/22/23 Updated; 1st Qtr. 9/28/23		Audited	Approved	4th Quarter	Approved	1st Qtr.	Projected	Projected
Revenues		6/30/2022	1/27/2022	6/22/2023	1/26/2023	9/28/2023	1/26/2023	1/26/2023
Account	Description							
402.000	Tax Revenue - Current Levy	3,081,796.39	3,209,191.00	3,230,768.38	3,401,742.00	3,401,742.00	3,537,812.00	3,643,947.00
404.003	Tax Revenue - Brownfield B1 08	-59.74	0.00	-324.00	0.00	0.00	0.00	0.00
404.006	Tax Revenue - Brownfield B2 15	-7,282.79	-12,749.00	-5,618.00	-15,299.00	-15,299.00	-18,359.00	-22,031.00
404.007	Tax Revenue - Brownfield	0.00	0.00	-11,204.00				
404.008	Tax Revenue - CIA Cap 2018	-15,037.43	-22,538.00	-22,598.00	-31,553.00	-31,553.00	-41,019.00	-49,223.00
404.009	Tax Revenue - Brownfield	0.00	0.00	-331.00				
404.010	Tax Revenue - Brownfield	0.00	0.00	-94.00				
412.000	Tax Revenue - C/Y Del PPT	-4,648.79	-5,000.00	-6,193.00	-5,000.00	-5,000.00	-5,000.00	-5,000.00
414.000	Tax Revenue - Tax Tribunal Acc	3,500.00	-1,000.00	0.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00
415.000	Tax Revenue - Cnty Chargebk	744.21	2,000.00	-5,800.00	0.00	0.00	0.00	0.00
567.000	State Aid	56,619.13	33,000.00	66,291.75	50,000.00	50,000.00	50,000.00	50,000.00
573.000	State Grants - Local Comm	5,968.34		13,372.71	0.00	0.00	0.00	0.00
658.000	State penal fines	97,789.47	95,000.00	99,226.60	95,000.00	89,070.72	95,000.00	95,000.00
659.000	Library book fees	8,720.61	8,000.00	8,325.00	7,000.00	7,000.00	7,000.00	7,000.00
665.000	Interest on Investments	44,180.81	39,000.00	67,500.00	42,000.00	42,000.00	44,000.00	44,000.00
669.500	Unrealized gain(loss) invest	-117,830.18	1,000.00	10,872.00	5,000.00	5,000.00	10,000.00	10,000.00
674.289	Adult Programming	0.00	2,000.00	4,700.00	2,000.00	2,000.00	2,000.00	2,000.00
674.290	Library Fundraising	12,049.53	4,000.00	2,000.00	4,000.00	4,000.00	4,000.00	4,000.00
674.400	Gifts and donations	1,035.04	1,500.00	3,500.00	1,000.00	1,000.00	1,000.00	1,000.00
675.000	Miscellaneous income	7,121.82	5,000.00	9,500.00	5,000.00	5,000.00	5,000.00	5,000.00
675.100	Copier	84.41	1,000.00	50.00	1,000.00	1,000.00	1,000.00	1,000.00
675.300	Meeting Room	18,532.37	25,000.00	29,500.00	25,000.00	25,000.00	25,000.00	25,000.00
675.404	Novi Township Assessment	6,970.00	7,000.00	7,256.00	7,000.00	7,000.00	7,000.00	7,000.00
675.650	Library Café	6,000.00	6,000.00	0.00	6,000.00	6,000.00	6,000.00	6,000.00
676.100	Insurance Reimbursement	89,230.69	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>		<b>3,295,483.89</b>	<b>3,397,404.00</b>	<b>3,500,700.44</b>	<b>3,598,890.00</b>	<b>3,592,960.72</b>	<b>3,729,434.00</b>	<b>3,823,693.00</b>

2023-2024		2021-2022 Audited	2022-2023 Approved	2022-2023 4th Quarter	2023-2024 Approved	2023-2024 1st Qtr.	2024-2025 Projected	2025-2026 Projected
<b>Expenditures</b>								
<b>Personnel Svcs.</b>								
Account	Description							
704.000	Permanent Salaries	931,808.07	1,039,792.00	1,077,300.00	1,142,000.00	1,395,000.00	1,174,200.00	1,209,400.00
704.100	Severance/Incentive Pay			12,000.00	0.00	0.00	0.00	0.00
704.200	Wages - stipend	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00
704.210	Vacation Payout	0.00	5,000.00	6,056.80	6,000.00	6,000.00	6,000.00	6,000.00
704.250	Final Payout	0.00	0.00	15,000.00	0.00	0.00	0.00	0.00
705.000	Temporary Salaries	623,961.02	725,000.00	645,000.00	810,200.00	720,000.00	856,700.00	882,400.00
706.000	Overtime	802.33	500.00	133.80	500.00	500.00	500.00	500.00
715.000	Social Security	116,783.24	135,000.00	130,000.00	150,000.00	162,000.00	155,860.00	160,500.00
716.000	Insurance	215,480.66	193,000.00	206,000.00	224,100.00	254,000.00	233,064.00	242,387.00
716.200	HSA - Employer Contribution	2,625.00	6,300.00	2,800.00	6,600.00	6,600.00	6,600.00	6,600.00
716.999	Ins. Employee Reimbursement	-36,090.77	-29,775.00	-26,348.74	-33,615.00	-33,615.00	-34,960.00	-36,358.00
718.000	Pension DB Normal Cost	6,156.00	5,795.00	4,700.00	5,795.00	5,795.00	5,795.00	5,795.00
718.010	DB Unfunded Accrued Liability	58,404.00	59,765.00	88,464.00	90,233.00	90,233.00	92,033.00	93,873.00
718.050	Pension - add'l DB Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	31,155.34	48,400.00	54,900.00	49,852.00	55,000.00	51,348.00	52,888.00
719.000	Unemployment Ins	91.64	2,000.00	-3,996.72	2,000.00	2,000.00	2,000.00	2,000.00
717.000	Workers' Comp	1,686.71	1,700.00	1,165.80	1,800.00	1,800.00	1,900.00	2,000.00
<b>Total Personnel Services</b>		<b>1,952,863.24</b>	<b>2,192,477.00</b>	<b>2,215,174.94</b>	<b>2,455,465.00</b>	<b>2,665,313.00</b>	<b>2,551,040.00</b>	<b>2,627,985.00</b>
<b>Supplies and Materials</b>								
Account	Description							
726.400	Daily Cash Over/Under			-9.00				
727.000	Office supplies	12,752.79	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00
728.000	Postage	488.51	2,000.00	5,000.00	2,000.00	2,000.00	2,000.00	2,000.00
734.000	Computer software/licensing	71,847.11	83,000.00	87,500.00	83,000.00	90,000.00	83,000.00	83,000.00
734.500	Computer supplies equip	132,954.83	21,000.00	21,000.00	32,000.00	32,000.00	32,000.00	32,000.00
740.000	Operating supplies	9,873.36	28,000.00	28,000.00	30,000.00	30,000.00	30,000.00	30,000.00
740.010	Gift and Donations expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740.200	Supplies desk, chairs, cabinets	700.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
741.000	Supplies uniforms	422.00	300.00	200.00	500.00	500.00	500.00	500.00
742.000	Library Books	199,639.76	197,000.00	197,000.00	224,000.00	224,000.00	212,000.00	200,000.00
742.010	Library Books - Lending	13,973.37	17,000.00	17,000.00	15,000.00	15,000.00	15,000.00	15,000.00
742.100	Book Fines	672.48	1,000.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00
742.666	Books - Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
743.000	Library Periodicals	22,471.42	18,000.00	18,000.00	18,000.00	18,000.00	16,000.00	16,000.00
744.000	Audio visual materials	128,743.17	136,000.00	136,000.00	70,300.00	70,300.00	72,100.00	74,200.00
745.200	Electronic media	42,783.60	46,900.00	46,900.00	125,700.00	125,700.00	129,400.00	133,200.00
745.300	Electronic Resources - Online	65,243.18	70,000.00	70,000.00	75,000.00	75,000.00	77,500.00	79,800.00
<b>Total Supplies &amp; Materials</b>		<b>702,565.58</b>	<b>643,200.00</b>	<b>650,091.00</b>	<b>699,500.00</b>	<b>706,500.00</b>	<b>693,500.00</b>	<b>689,700.00</b>

2023-2024 Library Budget 271		2021-2022 Audited	2022-2023 Approved	2022-2023 4th Quarter	2023-2024 Approved	2023-2024 1st Qtr.	2024-2025 Projected	2025-2026 Projected
<b>Services &amp; Charges</b>								
Account	Description							
801.925	Public Information (cable)	741.09	700.00	700.00	850.00	850.00	850.00	850.00
802.000	Data Processing - OnBase	734.34	800.00	800.00	750.00	750.00	750.00	750.00
802.100	Bank Service Charges	3,939.96	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
803.000	Independent Audit	723.00	800.00	800.00	800.00	800.00	800.00	800.00
804.000	Medical Service	1,841.00	1,500.00	2,500.00	1,500.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	16,967.90	7,500.00	9,500.00	8,500.00	8,500.00	8,500.00	8,500.00
808.100	Rubbish Monthly	0.00	0.00	0.00	0.00	0.00	0.00	0.00
809.000	Memberships & Dues	5,712.45	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
816.000	Professional services	15,753.87	24,000.00	36,000.00	16,000.00	16,000.00	16,000.00	16,000.00
817.000	Custodial Services	88,544.00	90,000.00	89,000.00	89,000.00	89,000.00	89,000.00	88,000.00
818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	3,500.00	3,500.00	3,500.00	3,500.00
851.000	Telephone	25,661.68	24,000.00	34,000.00	34,000.00	34,000.00	34,000.00	34,000.00
855.000	TLN Automation Services	64,789.07	71,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00
861.000	Gasoline and oil	407.86	500.00	500.00	500.00	500.00	500.00	500.00
862.000	Mileage	88.60	200.00	700.00	200.00	200.00	200.00	200.00
880.000	Community Promotion	16,001.29	24,000.00	24,000.00	22,000.00	22,000.00	22,000.00	22,000.00
880.268	Library Programming	13,014.04	28,000.00	28,000.00	38,000.00	38,000.00	38,000.00	38,000.00
880.271	Adult Programming	0.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
900.000	Print, Graphic Design, Publish	9,046.55	28,000.00	22,000.00	28,000.00	28,000.00	28,000.00	28,000.00
920.000	Property & Liability Insurance	14,444.00	14,500.00	16,480.00	16,480.00	16,480.00	16,480.00	16,480.00
920.001	Ins deduct/Uninsured claims	0.00	10,000.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00
921.000	Heat	13,510.02	12,000.00	18,000.00	14,500.00	14,500.00	15,000.00	15,500.00
922.000	Electricity	97,881.06	96,500.00	114,000.00	102,500.00	102,500.00	105,500.00	108,500.00
923.000	Water and Sewer	6,964.48	6,500.00	7,000.00	7,000.00	7,000.00	7,500.00	8,000.00
934.000	Building Maintenance	108,177.81	110,000.00	139,300.00	106,400.00	106,400.00	109,400.00	112,600.00
935.000	Vehicle Maintenance	456.85	300.00	300.00	500.00	500.00	500.00	500.00
936.300	Grounds Maint.	32,391.87	39,000.00	39,000.00	40,500.00	40,500.00	41,700.00	42,900.00
942.000	Office Equipment Lease	7,811.28	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
942.100	Records storage	299.40	400.00	400.00	400.00	400.00	400.00	400.00
956.000	Conferences & Workshops	3,510.07	15,000.00	12,000.00	24,900.00	24,900.00	20,000.00	24,900.00
<b>Total Services &amp; Charges</b>		<b>552,908.54</b>	<b>636,200.00</b>	<b>705,975.00</b>	<b>674,280.00</b>	<b>674,280.00</b>	<b>677,580.00</b>	<b>689,880.00</b>
<b>2023-2024 Library Budget 271</b>		<b>2021-2022 Audited</b>	<b>2022-2023 Approved</b>	<b>2022-2023 4th Quarter</b>	<b>2023-2024 Approved</b>	<b>2023-2024 1st Qtr.</b>	<b>2024-2025 Projected</b>	<b>2025-2026 Projected</b>
<b>Capital Outlay</b>								
Account	Description							
962.000	Building Contingency							
989.000	Grounds Improvement							
976.000	Building Improvements/Entrance	0.00					0.00	0.00
976.100	Parking lot improvements	10,700.00	12,500.00	12,411.80			125,000.00	125,000.00
983.000	Vehicles - Van							
986.000	Internal Tech - AST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
986.000	Computers and AWE stations	8,257.40	83,000.00	83,000.00	47,000.00	47,000.00	30,000.00	32,000.00
989.001	Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Capital Outlay</b>		<b>18,957.40</b>	<b>95,500.00</b>	<b>95,411.80</b>	<b>47,000.00</b>	<b>47,000.00</b>	<b>155,000.00</b>	<b>157,000.00</b>
<b>Total Expenditures</b>		<b>3,227,294.76</b>	<b>3,567,377.00</b>	<b>3,666,652.74</b>	<b>3,876,245.00</b>	<b>4,093,093.00</b>	<b>4,077,120.00</b>	<b>4,164,565.00</b>
<b>Total Revenues</b>		<b>3,295,483.89</b>	<b>3,397,404.00</b>	<b>3,500,700.44</b>	<b>3,598,890.00</b>	<b>3,592,960.72</b>	<b>3,729,434.00</b>	<b>3,823,693.00</b>
680.000	<b>TOTAL Fundbalance</b>	<b>68,189.13</b>	<b>-169,973.00</b>	<b>-165,952.30</b>	<b>-277,355.00</b>	<b>-500,132.28</b>	<b>-347,686.00</b>	<b>-340,872.00</b>

22/23: 268 Account Capital Outlay: NO - AST replacement \$115,800, Camera/Computer replacement \$83,000, Parking Lot \$12,500

Update 23/24: \$47,000 for computer replacement and new AWE stations.

272 - Library Contributed Funds								
Revenues & Expenditures								
2023-2024 (as of 2/16/2023)								
		2021-2022 Audited	2022-2023 Approved	2022-2023 4th Quarter	2023-2024 Approved	2023-2024 1st Quarter	2024-2025 Projected	2025-2026 Projected
	1st Quarter Amendment 9/28/23	6/30/2022	1/27/2022	6/22/2023	1/26/2023	9/28/2023	2/16/2023	2/16/2023
<b>Revenues</b>								
<b>Interest Income</b>								
665.000	Interest on Investments	\$ 19,767.63	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
669.500	Unrealized gain (loss) on investments	(50,325.76)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
<b>TOTAL</b>		<b>\$ (30,558.13)</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>
			1/27/2022	1/26/2023				
<b>Transfer</b>	From 271 Account (Annual Net Revenue)					35,238.06		
<b>Donations</b>								
674.036	Diversity, Equity & Inclusion	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
674.046	Makerspace (iCube)	-	1,000.00	1,250.00	1,000.00	5,000.00	1,000.00	1,000.00
674.229	Raising a Reader	207.59	1,500.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00
674.230	Collections/Materials Revenue	1,852.61	1,000.00	6,350.00	1,000.00	1,000.00	1,000.00	1,000.00
674.231	Buildings/Ground/Furniture Revenue	3,191.96	1,000.00	400.00	1,000.00	1,000.00	1,000.00	1,000.00
674.232	Programming Revenue	3,000.00	1,500.00	4,300.00	2,000.00	2,000.00	2,000.00	2,000.00
674.233	Technology Library Revenue	50.00	2,500.00	1,000.00	500.00	500.00	500.00	500.00
674.234	Undesignated Misc. Donations	250.00	500.00	1,750.00	500.00	500.00	500.00	500.00
674.235	Marketing Sponsorships	10,146.00	10,000.00	10,750.00	-	-	-	-
<b>TOTAL</b>		<b>\$19,698</b>	<b>\$20,000</b>	<b>\$ 26,300.00</b>	<b>\$8,000</b>	<b>\$12,000</b>	<b>\$8,000</b>	<b>\$8,000</b>
<b>TOTAL Revenues</b>		<b>\$ (10,859.97)</b>	<b>\$ 42,500.00</b>	<b>\$ 48,800.00</b>	<b>\$ 30,500.00</b>	<b>\$ 69,738.06</b>	<b>\$ 30,500.00</b>	<b>\$ 30,500.00</b>
<b>Expenditures</b>								
<b>Supplies</b>								
742.036	Diversity, Equity & Inclusion	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
742.046	Makerspace (iCube)					\$5,000.00		
742.229	Raising a Reader	723.13	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials Expenditures	830.56	500.00	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.231	Buildings/Ground/Furniture Exp	8,683.30	34,200.00	34,200.00	29,000.00	48,500.00	29,000.00	29,000.00
742.232	Programming Expenditures	-	1,000.00	3,500.00	1,000.00	1,000.00	1,000.00	1,000.00
742.233	Technology Library Expenditures	10,490.00	-	-	3,000.00	5,000.00	3,000.00	3,000.00
742.234	Undesignated Misc. Expenditures	(7.16)	500.00	500.00	500.00	500.00	500.00	500.00
742.236	Staff Recognition	2,002.78	1,500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
<b>TOTAL</b>		<b>\$23,723</b>	<b>\$39,700</b>	<b>\$43,200</b>	<b>\$38,500</b>	<b>\$65,000</b>	<b>\$38,500</b>	<b>\$38,500</b>
<b>Capital Outlay</b>								
976.044	Auto Lending Library	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
976.045	LED Lighting Conversion project	-	-	-	-	-	-	-
976.046	Makerspace (iCube)	5,017.01	3,000.00	3,000.00	3,000.00	-	3,000.00	3,000.00
976.140	Automated Return System		115,800.00	-	115,800.00	115,800.00	-	-
976.141	Main Entrance Design /Parking Lot		10,000.00	-	116,500.00	41,500.00	-	-
976.142	Server & Camera Upgrade (RFP)					109,000.00		
976.143	WiFi Upgrade (RFP)					15,000.00		
<b>TOTAL</b>		<b>\$ 5,017.01</b>	<b>\$ 131,300.00</b>	<b>\$ 3,000.00</b>	<b>\$ 237,800.00</b>	<b>\$ 283,800.00</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>
<b>TOTAL Expenditures</b>		<b>\$ 28,739.62</b>	<b>\$ 171,000.00</b>	<b>\$ 46,200.00</b>	<b>\$ 276,300.00</b>	<b>\$ 348,800.00</b>	<b>\$ 44,000.00</b>	<b>\$ 44,000.00</b>
	Beginning Fund Balance Yr. End	\$ 1,695,655.03	\$ 1,675,979.00	\$ 1,656,055.44	\$ 1,644,374.69	\$ 1,644,374.69	\$ 1,398,574.69	\$ 1,385,074.69
	Revenues	(10,859.97)	42,500.00	48,800.00	30,500.00	69,738.06	30,500.00	30,500.00
	Expenditures	(28,739.62)	(171,000.00)	(46,200.00)	(276,300.00)	(348,800.00)	(44,000.00)	(44,000.00)
	NET Revenues vs. Expenditures	(39,599.59)	(128,500.00)	2,600.00	(245,800.00)	(279,061.94)	(13,500.00)	(13,500.00)
	Beginning Fund Balance							
	Ending Fund Balance Expected	\$ 1,656,055.44	\$ 1,547,479.00	\$ 1,658,655.44	\$ 1,398,574.69	\$ 1,365,312.75	\$ 1,385,074.69	\$ 1,371,574.69

Notes:

22/23:Automated Return System \$115,800, Main Entrance design work \$10,000, Teen 2nd phase \$12,500 + \$15,000 reupholstery + \$6,700 CD upgrade

Auto Lending Library \$2,500 for library card dispensing service; instead of Teen 2nd phase go with Podcast room \$11,210 (end of yr. June 2023)

23/24: (Update 9/28/23): Auto Lending Library card dispenser \$2500, Automated Return System \$115,800, Steam Kits Shelving Area \$8,000, Retrofit mktg, displays \$4000

Furniture upgrades for 2nd floor \$17,000, Main entrance HVAC \$25,000, Parking Lot \$16,500, WiFi Upgrade \$15,000, Server & Camera Upgrade \$109,000, 10th Study Room \$11,210, Coin-op \$2,000

Patio/Waste container upgrades \$6000



## Financial Report for December 2023

### Approved Budget for Fund 271 Fiscal Year 2023-2024

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

### Approved budget for Fund 272 Fiscal Year 2023-2024

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

### Revenue & Expenditure Report for Fund 271

	YTD Nov 30 2023	YTD Dec 31, 2023	Difference *
TOTAL REVENUES	\$ 3,563,949	\$ 3,568,535	\$ 4,586
TOTAL EXPENDITURES	\$1,436,615	\$ 1,849,649	\$ 413,034
NET OF REVENUES & EXPENDITURES	\$ 2,127,334	\$1,718,886	

### Revenue & Expenditure Report for Fund 272

	YTD Nov 30, 2023	YTD Dec 31, 2023	Difference*
TOTAL REVENUES	\$ 66,960	\$ 71,323	\$ 47,721
TOTAL EXPENDITURES	\$ 33,584	\$ 46,112	\$ 18,856
NET OF REVENUES & EXPENDITURES	\$ 33,376	\$ 25,211	

### Balance Sheet Report as of December 31, 2023

The ending fund balance for Fund 271 is \$ 4,317,626.19

The ending fund balance for Fund 272 is \$ 1,723,797.86



01/09/2024 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 12/31/2023										
% Fiscal Year Completed: 50.27										
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	OCT 2023	NOV 2023	DEC 2023	12/31/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
<b>Fund 271 - LIBRARY FUND</b>										
Revenues										
Dept 000.00 - TREASURY										
Property tax revenue										
271-000.00-402.00	Property Tax Revenue - Current	3,230,768.38	3,401,742.00	3,401,742.00	0.00	0.00	0.00	3,413,266.26	(11,524.26)	100.34
271-000.00-404.00	Property Tax Revenue - Brownfield	(323.55)	0.00	0.00	0.00	0.00	0.00	(376.24)	376.24	100.00
271-000.00-404.00	Property Tax Revenue - Brownfield	(5,618.75)	(15,299.00)	(15,299.00)	0.00	0.00	0.00	0.00	(15,299.00)	0.00
271-000.00-404.00	Property Tax Revenue - Brownfield	(11,203.59)	0.00	0.00	0.00	0.00	0.00	(15,263.59)	15,263.59	100.00
271-000.00-404.00	Property Tax Revenue - CIA Capital	(22,598.40)	(31,553.00)	(31,553.00)	0.00	0.00	0.00	(30,607.99)	(945.01)	97.01
271-000.00-404.00	Property Tax Revenue - Brownfield	(331.45)	0.00	0.00	0.00	0.00	0.00	(351.10)	351.10	100.00
271-000.00-404.01	Property Tax Revenue - Brownfield	(94.23)	0.00	0.00	0.00	0.00	0.00	(94.23)	94.23	100.00
271-000.00-412.00	Property Tax Revenue - C/Y Delinquent	(6,192.97)	(5,000.00)	(5,000.00)	0.00	0.00	0.00	0.00	(5,000.00)	0.00
271-000.00-414.00	Property Tax Revenue - Tax Tribunal	3,100.00	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00
271-000.00-415.00	Property Tax Revenue - County Court	(5,021.30)	0.00	0.00	208.32	303.20	0.00	1,246.07	(1,246.07)	100.00
Property tax revenue		3,182,484.14	3,348,890.00	3,348,890.00	208.32	303.20	0.00	3,367,819.18	(18,929.18)	100.57
<b>State sources</b>										
271-000.00-567.00	State aid	66,291.75	50,000.00	50,000.00	0.00	0.00	0.00	33,904.96	16,095.04	67.81
271-000.00-573.00	State Grants - Local Comm Stab	13,372.71	0.00	0.00	6,199.63	0.00	0.00	6,199.63	(6,199.63)	100.00
State sources		79,664.46	50,000.00	50,000.00	6,199.63	0.00	0.00	40,104.59	9,895.41	80.21
<b>Fines and forfeitures</b>										
271-000.00-658.00	State penal fines	99,226.60	95,000.00	89,070.00	0.00	0.00	0.00	89,070.72	(0.72)	100.00
271-000.00-659.00	Library book fees	8,801.36	7,000.00	7,000.00	663.54	1,072.53	463.50	4,551.61	2,448.39	65.02
Fines and forfeitures		108,027.96	102,000.00	96,070.00	663.54	1,072.53	463.50	93,622.33	2,447.67	97.45
<b>Interest income</b>										
271-000.00-665.00	Interest in investments	82,420.14	42,000.00	42,000.00	0.00	0.00	0.00	29,553.26	12,446.74	70.36
271-000.00-669.50	Unrealized gain (loss) on invest	(1,660.33)	5,000.00	5,000.00	0.00	0.00	0.00	4,367.37	632.63	87.35
Interest income		80,759.81	47,000.00	47,000.00	0.00	0.00	0.00	33,920.63	13,079.37	72.17
<b>Donations</b>										
271-000.00-674.28	Adult programs	4,222.77	2,000.00	2,000.00	123.98	348.74	39.04	6,549.82	(4,549.82)	327.49
271-000.00-674.40	Gifts and donations	3,489.57	1,000.00	1,000.00	473.72	1.05	858.39	2,018.38	(1,018.38)	201.84
Donations		7,712.34	3,000.00	3,000.00	597.70	349.79	897.43	8,568.20	(5,568.20)	285.61
<b>Other revenue</b>										
271-000.00-674.29	Library fund raising revenue	1,920.08	4,000.00	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00
271-000.00-675.00	Miscellaneous income	10,231.22	5,000.00	5,000.00	852.67	1,008.25	882.20	5,538.83	(538.83)	110.78
271-000.00-675.10	Copier	39.36	1,000.00	1,000.00	0.00	0.00	412.55	412.55	587.45	41.26
271-000.00-675.30	Meeting room	29,858.47	25,000.00	25,000.00	3,502.58	2,949.03	2,614.63	18,549.03	6,450.97	74.20
271-000.00-675.40	Novi Township Assessment	7,256.00	7,000.00	7,000.00	0.00	0.00	0.00	0.00	7,000.00	0.00
271-000.00-675.65	Library Cafe	0.00	6,000.00	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0.00
Other revenue		49,305.13	48,000.00	48,000.00	4,355.25	3,957.28	3,909.38	24,500.41	23,499.59	51.04
<b>TOTAL REVENUES</b>		<b>3,507,953.84</b>	<b>3,598,890.00</b>	<b>3,592,960.00</b>	<b>12,024.44</b>	<b>5,682.80</b>	<b>5,270.31</b>	<b>3,568,535.34</b>	<b>24,424.66</b>	<b>99.32</b>

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	OCT 2023	NOV 2023	DEC 2023	12/31/2023	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	1,063,986.14	1,142,000.00	1,395,000.00	101,904.47	101,425.50	147,937.92	595,767.99	799,232.01	42.71
271-000.00-704.100	Severance/Incentive Pay	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.200	Wages - Stipend	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.210	Vacation Payout	6,056.80	6,000.00	6,000.00	0.00	3,538.40	0.00	3,538.40	2,461.60	58.97
271-000.00-704.250	Final Payout	13,005.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-705.000	Temporary salaries	626,824.36	810,200.00	720,000.00	52,101.61	49,984.84	78,532.42	322,380.65	397,619.35	44.78
271-000.00-706.000	Overtime	133.80	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-715.000	Social security	129,888.37	150,000.00	162,000.00	11,635.16	11,708.59	17,149.32	69,667.16	92,332.84	43.00
271-000.00-716.000	Insurance	215,479.95	224,100.00	254,000.00	17,535.81	17,087.93	17,836.44	102,623.43	151,376.57	40.40
271-000.00-716.200	HSA - employer contribution	1,040.31	6,600.00	6,600.00	93.75	93.75	93.75	522.19	6,077.81	7.91
271-000.00-716.999	Insurance - Employee Reimburs	(28,006.70)	(33,615.00)	(33,615.00)	(2,681.69)	(2,630.44)	(2,630.44)	(14,953.44)	(18,661.56)	44.48
271-000.00-717.000	Workers compensation	1,165.80	1,800.00	1,800.00	123.69	123.87	210.26	731.58	1,068.42	40.64
271-000.00-718.000	Pension - DB Normal Cost	4,620.00	5,795.00	5,795.00	460.00	460.00	460.00	2,760.00	3,035.00	47.63
271-000.00-718.010	Pension - DB Unfunded Accrued	88,464.00	90,233.00	90,233.00	6,124.00	6,124.00	6,124.00	36,744.00	53,489.00	40.72
271-000.00-718.200	Pension - defined contribution	39,392.20	49,852.00	55,000.00	5,573.82	5,774.26	8,409.03	28,820.92	26,179.08	52.40
271-000.00-719.000	Unemployment insurance	(3,996.72)	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
Personnel services		2,172,053.70	2,455,465.00	2,665,313.00	192,870.62	193,690.70	274,122.70	1,148,602.88	1,516,710.12	43.09
Supplies										
271-000.00-726.400	Supplies - Cash over/short	(7.88)	0.00	0.00	1.97	(23.30)	8.55	(27.76)	27.76	100.00
271-000.00-727.000	Office supplies	16,445.97	18,000.00	18,000.00	764.48	196.26	342.85	3,286.45	14,713.55	18.26
271-000.00-728.000	Postage	4,670.17	2,000.00	2,000.00	119.99	495.99	0.00	1,125.95	874.05	56.30
271-000.00-734.000	Computer supplies, software &	62,786.73	83,000.00	90,000.00	2,839.97	615.32	0.00	17,838.74	72,161.26	19.82
271-000.00-734.500	Computer supplies/equipment	19,622.77	32,000.00	32,000.00	1,450.54	3,231.36	1,626.92	8,293.24	23,706.76	25.92
271-000.00-740.000	Operating supplies	24,241.77	30,000.00	30,000.00	119.74	11,484.34	2,034.44	16,532.04	13,467.96	55.11
271-000.00-740.200	Supplies - Desk chairs and file ca	1,960.00	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	156.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-742.000	Library books	207,067.49	224,000.00	224,000.00	18,752.06	14,026.92	16,409.18	105,215.30	118,784.70	46.97
271-000.00-742.010	Library Books - Lending	12,890.22	15,000.00	15,000.00	247.32	2,069.74	320.03	5,981.26	9,018.74	39.88
271-000.00-742.100	Library Books - Fines	125.77	1,000.00	1,000.00	0.00	0.00	0.00	59.97	940.03	6.00
271-000.00-743.000	Library periodicals	14,626.22	18,000.00	18,000.00	0.00	0.00	16,488.91	16,488.91	1,511.09	91.61
271-000.00-744.000	Audio visual materials	132,004.72	70,300.00	70,300.00	5,354.81	5,952.06	2,333.54	29,863.95	40,436.05	42.48
271-000.00-745.200	Electronic media	38,721.83	125,700.00	125,700.00	10,156.17	5,581.29	21,614.99	80,987.45	44,712.55	64.43
271-000.00-745.300	Electronic resources (CD rom m	63,762.60	75,000.00	75,000.00	2,428.34	8,382.03	0.00	67,618.60	7,381.40	90.16
Supplies		599,074.38	699,500.00	706,500.00	42,235.39	52,012.01	61,179.41	353,264.10	353,235.90	50.00

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	OCT 2023	NOV 2023	DEC 2023	12/31/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
271-000.00-801.925	Public information (cable, etc)	844.35	850.00	850.00	0.00	0.00	0.00	0.00	850.00	0.00
271-000.00-802.000	Data processing	734.34	750.00	750.00	0.00	0.00	0.00	1,188.78	(438.78)	158.50
271-000.00-802.100	Bank Service Charges	3,425.93	4,000.00	4,000.00	263.43	0.00	0.00	1,012.84	2,987.16	25.32
271-000.00-803.000	Independent audit	800.00	800.00	800.00	800.00	0.00	0.00	800.00	0.00	100.00
271-000.00-804.000	Medical service	2,164.00	1,500.00	1,500.00	232.00	116.00	0.00	1,044.00	456.00	69.60
271-000.00-806.000	Legal fees	8,130.60	8,500.00	8,500.00	1,027.50	894.00	0.00	9,933.00	(1,433.00)	116.86
271-000.00-809.000	Memberships and dues	5,525.41	7,500.00	7,500.00	1,475.50	0.00	0.00	5,606.50	1,893.50	74.75
271-000.00-816.000	Professional services	28,927.05	16,000.00	16,000.00	2,162.50	2,362.50	1,282.50	7,673.50	8,326.50	47.96
271-000.00-817.000	Custodial services	88,525.64	89,000.00	89,000.00	6,894.24	7,747.60	6,749.03	33,940.42	55,059.58	38.14
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	3,495.00	0.00	0.00	3,495.00	5.00	99.86
271-000.00-820.000	Property & liability insurance	16,480.00	16,480.00	16,480.00	0.00	0.00	0.00	16,480.00	0.00	100.00
271-000.00-820.001	Insurance deductibles/Uninsur	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	32,786.06	34,000.00	34,000.00	3,179.52	3,327.24	980.43	18,330.68	15,669.32	53.91
271-000.00-855.000	TLN Automation Services	76,884.99	80,000.00	80,000.00	16,469.16	0.00	0.00	35,987.50	44,012.50	44.98
271-000.00-861.000	Gasoline and oil	377.55	500.00	500.00	26.40	26.40	17.59	172.72	327.28	34.54
271-000.00-862.000	Mileage	659.43	200.00	200.00	141.68	107.66	25.68	384.62	(184.62)	192.31
271-000.00-880.000	Community promotion	22,610.02	22,000.00	22,000.00	3,985.45	2,619.00	1,311.70	15,125.37	6,874.63	68.75
271-000.00-880.268	Library programming	23,589.81	38,000.00	38,000.00	4,127.82	531.56	990.24	10,079.66	27,920.34	26.53
271-000.00-880.271	Adult programs	5,119.59	8,000.00	8,000.00	3,036.00	2,100.43	71.92	6,126.59	1,873.41	76.58
271-000.00-900.000	Printing, graphic design and put	17,868.81	28,000.00	28,000.00	308.17	657.61	(251.92)	1,899.89	26,100.11	6.79
271-000.00-921.000	Heat	16,753.06	14,500.00	14,500.00	472.71	1,069.14	1,578.95	3,891.82	10,608.18	26.84
271-000.00-922.000	Electricity	111,990.00	102,500.00	102,500.00	8,871.82	7,814.24	7,382.09	52,023.78	50,476.22	50.75
271-000.00-923.000	Water and sewer	7,507.60	7,000.00	7,000.00	0.00	0.00	0.00	2,096.55	4,903.45	29.95
271-000.00-934.000	Building maintenance	106,938.54	106,400.00	106,400.00	5,519.14	12,321.72	4,275.60	37,160.01	69,239.99	34.92
271-000.00-935.000	Vehicle maintenance	134.69	500.00	500.00	25.00	0.00	0.00	25.00	475.00	5.00
271-000.00-936.300	Grounds maintenance	36,253.45	40,500.00	40,500.00	5,000.95	4,975.28	2,140.50	25,179.21	15,320.79	62.17
271-000.00-942.000	Office equipment lease	6,335.87	8,000.00	8,000.00	1,010.00	1,010.00	1,010.00	4,690.94	3,309.06	58.64
271-000.00-942.100	Records storage	303.32	400.00	400.00	25.93	25.93	25.93	155.58	244.42	38.90
271-000.00-956.000	Conferences and workshops	8,540.85	24,900.00	24,900.00	5,616.11	3,583.03	(443.39)	13,505.26	11,394.74	54.24
Other services and charges		633,705.96	674,280.00	674,280.00	74,166.03	51,289.34	27,146.85	308,009.22	366,270.78	45.68

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2023-24	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	BUDGET	AMED BUDGET	OCT 2023	NOV 2023	DEC 2023	12/31/2023	BALANCE	% BDGT
		NM (ABNM)			INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Capital outlay										
271-000.00-976.100	Parking lot improvements	12,411.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-986.000	Technology - Capital Outlay	55,469.94	47,000.00	47,000.00	0.00	0.00	4,534.97	4,534.97	42,465.03	9.65
Capital outlay										
		67,881.74	47,000.00	47,000.00	0.00	0.00	4,534.97	4,534.97	42,465.03	9.65
Unclassified										
271-000.00-995.272	Transfer to Librar Contribution	0.00	0.00	0.00	0.00	35,238.00	0.00	35,238.00	(35,238.00)	100.00
Unclassified										
		0.00	0.00	0.00	0.00	35,238.00	0.00	35,238.00	(35,238.00)	100.00
Total Dept 000.00 - TREASURY		3,472,715.78	3,876,245.00	4,093,093.00	309,272.04	332,230.05	366,983.93	1,849,649.17	2,243,443.83	45.19
TOTAL EXPENDITURES		3,472,715.78	3,876,245.00	4,093,093.00	309,272.04	332,230.05	366,983.93	1,849,649.17	2,243,443.83	45.19
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,507,953.84	3,598,890.00	3,592,960.00	12,024.44	5,682.80	5,270.31	3,568,535.34	24,424.66	(343.69)
TOTAL EXPENDITURES		3,472,715.78	3,876,245.00	4,093,093.00	309,272.04	332,230.05	366,983.93	1,849,649.17	2,243,443.83	(343.69)
NET OF REVENUES & EXPENDITURES		35,238.06	(277,355.00)	(500,133.00)	(297,247.60)	(326,547.25)	(361,713.62)	1,718,886.17	(2,219,019.17)	(343.69)
Fund 272 - LIBRARY CONTRIBUTION FUND										
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	36,206.78	27,000.00	27,000.00	0.00	0.00	0.00	15,213.10	11,786.90	56.34
272-000.00-669.500	Unrealized gain (loss) on invest	(3,061.21)	(4,500.00)	(4,500.00)	0.00	0.00	0.00	3,059.27	(7,559.27)	(67.98)
Interest income										
		33,145.57	22,500.00	22,500.00	0.00	0.00	0.00	18,272.37	4,227.63	81.21
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	500.00	500.00	50.00
272-000.00-674.046	Makerspace Renovation Reven	1,154.15	1,000.00	5,000.00	0.00	3,774.40	3,117.70	6,892.10	(1,892.10)	137.84
272-000.00-674.229	Raising a Reader in Novi Sponso	278.99	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.230	Collections/Materials Revenue	6,350.00	1,000.00	1,000.00	400.00	5,100.00	1,020.61	6,520.61	(5,520.61)	652.06
272-000.00-674.231	Buildings/Ground/Furniture Rev	375.00	1,000.00	1,000.00	0.00	175.00	175.00	350.00	650.00	35.00
272-000.00-674.232	Programming Revenue	5,137.00	2,000.00	2,000.00	0.00	0.00	0.00	900.00	1,100.00	45.00
272-000.00-674.233	Technology Library Revenue	1,000.00	500.00	500.00	0.00	0.00	50.00	50.00	450.00	10.00
272-000.00-674.234	Undesignated Misc Donations	1,750.00	500.00	500.00	2,500.00	0.00	0.00	2,600.00	(2,100.00)	520.00
272-000.00-674.235	Marketing Sponsorships	11,740.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donations										
		27,785.14	8,000.00	12,000.00	2,900.00	9,049.40	4,363.31	17,812.71	(5,812.71)	148.44
Transfers in										
272-000.00-699.271	Transfer from Library Fund	0.00	0.00	0.00	0.00	35,238.00	0.00	35,238.00	(35,238.00)	100.00
Transfers in										
		0.00	0.00	0.00	0.00	35,238.00	0.00	35,238.00	(35,238.00)	100.00

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	OCT 2023	NOV 2023	DEC 2023	12/31/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
<hr/>										
Total Dept 000.00 - TREASURY		60,930.71	30,500.00	34,500.00	2,900.00	44,287.40	4,363.31	71,323.08	(36,823.08)	206.73
TOTAL REVENUES		60,930.71	30,500.00	34,500.00	2,900.00	44,287.40	4,363.31	71,323.08	(36,823.08)	206.73
<hr/>										
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-742.046	Makerspace iCube	0.00	0.00	5,000.00	604.80	95.88	2,227.45	2,928.13	2,071.87	58.56
272-000.00-742.229	Raising a Reader Expense	603.22	1,000.00	1,000.00	145.98	0.00	57.76	565.92	434.08	56.59
272-000.00-742.230	Collections/Materials Expense	1,410.79	1,000.00	1,000.00	0.00	130.59	1,450.47	1,581.06	(581.06)	158.11
272-000.00-742.231	Buildings/Ground/ Furniture Exp	8,344.00	29,000.00	48,500.00	0.00	0.00	0.00	10,525.00	37,975.00	21.70
272-000.00-742.232	Programming Expense	2,975.43	1,000.00	1,000.00	16.17	0.00	0.00	7,215.02	(6,215.02)	721.50
272-000.00-742.233	Technology Library Expense	0.00	3,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
272-000.00-742.234	Undesignated Misc	228.85	500.00	500.00	246.00	0.00	0.00	246.00	254.00	49.20
272-000.00-742.236	Staff Recognition	1,968.54	2,000.00	2,000.00	524.12	175.03	121.85	1,818.00	182.00	90.90
Supplies		15,530.83	38,500.00	65,000.00	1,537.07	401.50	3,857.53	24,879.13	40,120.87	38.28
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Capital outlay										
272-000.00-976.044	Auto Lending Library	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
272-000.00-976.046	Makerspace Renovation	2,868.22	3,000.00	0.00	(115.43)	4,202.43	(2,055.40)	3,670.30	(3,670.30)	100.00
272-000.00-976.140	Automated Return System	0.00	115,800.00	115,800.00	0.00	0.00	0.00	0.00	115,800.00	0.00
272-000.00-976.141	Main Entrance Design	0.00	116,500.00	41,500.00	0.00	0.00	0.00	0.00	41,500.00	0.00
272-000.00-976.143	Wi-Fi Upgrade	0.00	0.00	15,000.00	0.00	0.00	0.00	17,562.89	(2,562.89)	117.09
272-000.00-976.144	Server & Camera Upgrade	0.00	0.00	109,000.00	0.00	0.00	0.00	0.00	109,000.00	0.00
Capital outlay		2,868.22	237,800.00	283,800.00	(115.43)	4,202.43	(2,055.40)	21,233.19	262,566.81	7.48
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Total Dept 000.00 - TREASURY		18,399.05	276,300.00	348,800.00	1,421.64	4,603.93	1,802.13	46,112.32	302,687.68	13.22
TOTAL EXPENDITURES		18,399.05	276,300.00	348,800.00	1,421.64	4,603.93	1,802.13	46,112.32	302,687.68	13.22
<hr/>										
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES		60,930.71	30,500.00	34,500.00	2,900.00	44,287.40	4,363.31	71,323.08	(36,823.08)	(8.02)
TOTAL EXPENDITURES		18,399.05	276,300.00	348,800.00	1,421.64	4,603.93	1,802.13	46,112.32	302,687.68	(8.02)
NET OF REVENUES & EXPENDITURES		42,531.66	(245,800.00)	(314,300.00)	1,478.36	39,683.47	2,561.18	25,210.76	(339,510.76)	(8.02)
<hr/>										
TOTAL REVENUES - ALL FUNDS		3,568,884.55	3,629,390.00	3,627,460.00	14,924.44	49,970.20	9,633.62	3,639,858.42	(12,398.42)	
TOTAL EXPENDITURES - ALL FUNDS		3,491,114.83	4,152,545.00	4,441,893.00	310,693.68	336,833.98	368,786.06	1,895,761.49	2,546,131.51	
NET OF REVENUES & EXPENDITURES		77,769.72	(523,155.00)	(814,433.00)	(295,769.24)	(286,863.78)	(359,152.44)	1,744,096.93	(2,558,529.93)	

01/09/2024		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 12/31/2023	
GL Number	Description	Balance	
<b>Fund 271 - LIBRARY FUND</b>			
<b>*** Assets ***</b>			
271-000.00-001.000	Cash - Pooled	(694,140.61)	
271-000.00-004.000	Cash on hand	600.00	
271-000.00-016.000	Deposits	1,200.00	
271-000.00-017.000	Investments - Pooled	5,048,858.56	
271-000.00-019.000	Current taxes receivable	46,450.59	
	<b>Total Assets</b>	<b>4,402,968.54</b>	
<b>*** Liabilities ***</b>			
271-000.00-202.000	Accounts payable	79,342.35	
271-000.00-258.702	Accrued liabilities - tax	6,000.00	
	<b>Total Liabilities</b>	<b>85,342.35</b>	
<b>*** Fund Balance ***</b>			
271-000.00-390.000	Fund balance	2,598,740.02	
	<b>Total Fund Balance</b>	<b>2,598,740.02</b>	
	Beginning Fund Balance	2,598,740.02	
	Net of Revenues VS Expenditures	1,718,886.17	
	Ending Fund Balance	4,317,626.19	
	<b>Total Liabilities And Fund Balance</b>	<b>4,402,968.54</b>	

<b>Fund 272 - LIBRARY CONTRIBUTION FUND</b>			
<b>*** Assets ***</b>			
272-000.00-001.000	Cash - Pooled	31,420.13	
272-000.00-017.000	Investments - Pooled	1,694,113.96	
	Total Assets	1,725,534.09	
<b>*** Liabilities ***</b>			
272-000.00-202.000	Accounts payable	1,736.23	
	Total Liabilities	1,736.23	
<b>*** Fund Balance ***</b>			
272-000.00-375.230	Fund Balance Collections/Materials	43,362.57	
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	28,723.79	
272-000.00-375.232	Fund Balance Programming	36,317.52	
272-000.00-375.233	Fund Balance Technology Library	1,000.00	
272-000.00-390.000	Fund balance - Unrestricted	1,589,183.22	
	Total Fund Balance	1,698,587.10	
	Beginning Fund Balance	1,698,587.10	
	Net of Revenues VS Expenditures	25,210.76	
	Ending Fund Balance	1,723,797.86	
	Total Liabilities And Fund Balance	1,725,534.09	

## Director's Report – Julie Farkas



### February Anniversaries



Eva Sabolcik – 8 years Support Services

### Article from the January E-newsletter Regarding Seating at NPL

#### Happy New Year Novi!

We wanted to take a moment to remind our community members that while the Novi Public Library is open to all residents in Novi, the Library does not have unlimited seating and operates on a first-come, first-served basis. As much as the Library would love to accommodate every guest, it is important to note that there may not always be space available in the Library, especially after school from 2:45-5:30pm, during the most heavily used time of the day.

Library staff understand how important it is for users to have access to spaces to study, work, read or socialize. However, we cannot guarantee seating for every visitor who walks through our doors between 2:45-5:30pm. Library staff actively encourage guests to find seats quickly and disperse to groups of no more than four, as large crowds can create noise disturbances, barriers to aisle ways and safety concerns for accessibility.

Library staff will do their very best to help find seating for a guest, but we encourage visitors to have a plan in place in case they arrive at the Library and find that there are no seats available. To maximize all seating in the building, single users at a table may be asked to share.

The Library does offer a number of rental spaces for those ages 18+, varying in size from 10 person accommodations to 162. If you would like to learn more about this service, please [click here](#).

**This was also shared with the Novi High School to alert parents to the space constraints after school.**



## Artwork in and around the Library



In 2009, when the Library was planning its new building, The Library Board was approached by a local Novi artist, Connie Lunski, for the consideration of her artwork to be on permanent display at NPL. From that generous gift, sparked opportunities for other art pieces to be commissioned and donated (Glass Apples, Maha Maze, Quilt, etc.) Today, the Library has many unique pieces of artwork on display that were created in many mediums (wood, fabric, ceramic tile, glass, paint, bronze, etc.)

The Life Tiles collection consists of just under 1,600 different hand-crafted ceramic tiles created by local Artist, Educator, and long-time Novi Resident, Connie Lunski. The Life Tiles tell a unique visual story of our living universe from its beginning, billions of years ago, through our civilizations of today. There are 20 different Life Tile displays located throughout the Library. Unfortunately, Connie passed away a few years ago, but her art legacy remains and integral part of NPL's art story.

When accepting artwork and displaying it, the Library understands that it is providing an opportunity for others in the community to view. Art is a visual and emotional experience, therefore we understand that sometimes viewing artwork can trigger personal experiences, expressions and opinions.

As a viewer of the Library's artwork, one might consider the four levels of art criticism: description, analysis, interpretation, and evaluation. Description merely describes objective qualities of a work of art. Analysis attempts to answer what techniques have been used by the artist to achieve their results. Interpretation makes claims about what a work of art means. Art criticism is the analysis and evaluation of works of art. More subtly, art criticism is often tied to theory; it is interpretive, involving the effort to understand a particular work of art from a theoretical perspective and to establish its significance in the history of art. (Kuspit, Donald Burton. "art criticism". Encyclopedia Britannica, 1 Aug. 2022, <https://www.britannica.com/art/art-criticism>. Accessed 20 January 2024.).

## Artwork Coming to Novi Library in May 2024



Canaletto – The Piazza San Marco

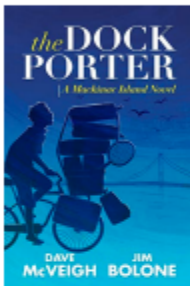
A replica of **Canaletto – The Piazza San Marco** will be on display from the Detroit Institute of Art as part of the Inside/Outside art program. The City of Novi will have on display 10 different pieces throughout the City, thanks to the City of Novi's Parks, Recreation and Cultural Services Dept. The Library has been chosen as one of those locations.

# AUTHORS LIVE LUNCHEON



Fox Run  
 BY ERICKSON SENIOR LIVING™  
 in partnership with the  
 Movies That Make You  
 Think Resident Group

Enjoy a buffet lunch experience that brings people together to talk about great books and hear from the authors who created them!



**Jim Bolone**  
Author

***The Dockporter: A Mackinac Island Novel***

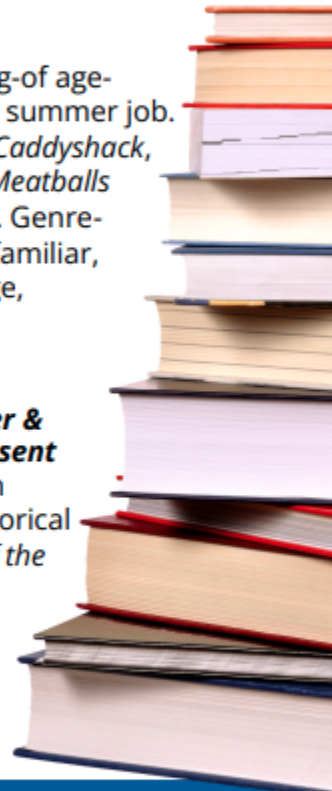
*The Dockporter* is an offbeat, nostalgic coming-of-age story that appeals to anyone who ever had a summer job. If *Rushmore* director Wes Anderson remade *Caddyshack*, but it emerged as a hybrid of *Footloose* and *Meatballs* (and was a book), it would be *The Dockporter*. Genre-smashing, hilariously fresh, yet refreshingly familiar, it's a novel about friends, family, love, luggage, and the summers we never forget.



**Tom Carr**  
Author

***The Dark Side of the Mitten: Crimes of Power & Powerful Criminals in Michigan's Past & Present***

Michigan's past has a more sinister side than what's commonly displayed on roadside historical markers. In *Dark Side of the Mitten: Crimes of the Powerful and Powerful Criminals in Michigan's Past and Present*, author Tom Carr presents a wide array of stories about Michigan's gritty and gruesome past, all told with his signature humor and irreverence.



<p><b>TUESDAY MARCH 5</b></p>	<p><b>FOX RUN BELMONT CLUBHOUSE SIGNATURES RESTAURANT &amp; THEATER</b>                  41200 Fox Run Rd.                  Novi, MI, 48377</p>	<p><b>\$20 PER PERSON</b></p>
	<p><b>11:30AM-2PM</b></p>	

Books will be available for purchase. Cash and check accepted.

To reserve your spot for this event, contact the Administration Office at 248-869-7204. No refunds after Friday, February 16.



12/10/2023				12/11/2023				12/12/2023				12/13/2023				12/14/2023				12/15/2023				12/16/2023											
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	14	65	40	10-11am	26	76	51	10-11am	24	86	55	10-11am	43	90	67	10-11am	39	64	52	10-11am	39	64	52	10-11am	35	96	66				
11am-12pm	0	0	0	11am-12pm	62	52	57	11am-12pm	47	62	55	11am-12pm	70	51	61	11am-12pm	59	44	52	11am-12pm	47	49	48	11am-12pm	47	49	48	11am-12pm	71	78	75				
12-1pm	44	129	87	12-1pm	55	44	50	12-1pm	45	46	46	12-1pm	48	43	46	12-1pm	46	60	53	12-1pm	43	47	45	12-1pm	43	47	45	12-1pm	113	113	113				
1-2pm	404	212	308	1-2pm	48	53	51	1-2pm	56	63	60	1-2pm	39	45	42	1-2pm	51	51	51	1-2pm	54	57	56	1-2pm	54	57	56	1-2pm	84	149	117				
2-3pm	90	135	113	2-3pm	78	192	135	2-3pm	86	129	108	2-3pm	65	143	104	2-3pm	79	147	113	2-3pm	89	134	112	2-3pm	89	134	112	2-3pm	122	143	133				
3-4pm	218	120	169	3-4pm	163	149	156	3-4pm	172	200	186	3-4pm	128	136	132	3-4pm	124	161	143	3-4pm	131	125	128	3-4pm	131	125	128	3-4pm	157	91	124				
4-5pm	140	84	112	4-5pm	150	162	156	4-5pm	177	137	157	4-5pm	161	118	140	4-5pm	214	151	183	4-5pm	144	140	142	4-5pm	144	140	142	4-5pm	155	114	135				
5-6pm	132	37	85	5-6pm	187	144	166	5-6pm	139	89	114	5-6pm	110	111	111	5-6pm	148	86	117	5-6pm	149	80	115	5-6pm	149	80	115	5-6pm	139	61	100				
6-7pm	0	0	0	6-7pm	120	89	105	6-7pm	98	110	104	6-7pm	111	83	97	6-7pm	91	132	112	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0				
7-8pm	0	0	0	7-8pm	106	47	77	7-8pm	98	54	76	7-8pm	83	64	74	7-8pm	120	87	104	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0				
8-9pm	0	0	0	8-9pm	69	20	45	8-9pm	75	23	49	8-9pm	92	18	55	8-9pm	118	23	71	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				
			873				1,035				1,004				915				1,063				696				861								
12/17/2023				12/18/2023				12/19/2023				12/20/2023				12/21/2023				12/22/2023				12/23/2023 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	9-10am	0	0	0
10-11am	0	0	0	10-11am	24	73	49	10-11am	28	74	51	10-11am	43	81	62	10-11am	41	81	61	10-11am	20	60	40	10-11am	20	60	40	10-11am	0	0	0				
11am-12pm	0	0	0	11am-12pm	63	63	63	11am-12pm	54	51	53	11am-12pm	53	57	55	11am-12pm	63	54	59	11am-12pm	52	59	56	11am-12pm	52	59	56	11am-12pm	0	0	0				
12-1pm	46	138	92	12-1pm	51	54	53	12-1pm	53	58	56	12-1pm	53	62	58	12-1pm	65	53	59	12-1pm	54	44	49	12-1pm	54	44	49	12-1pm	0	0	0				
1-2pm	89	101	95	1-2pm	42	64	53	1-2pm	62	96	79	1-2pm	62	78	70	1-2pm	45	52	49	1-2pm	62	74	68	1-2pm	62	74	68	1-2pm	0	0	0				
2-3pm	81	114	98	2-3pm	65	141	103	2-3pm	89	146	118	2-3pm	87	176	132	2-3pm	78	153	116	2-3pm	88	145	117	2-3pm	88	145	117	2-3pm	0	0	0				
3-4pm	118	120	119	3-4pm	140	176	158	3-4pm	119	118	119	3-4pm	160	128	144	3-4pm	182	189	186	3-4pm	150	130	140	3-4pm	150	130	140	3-4pm	0	0	0				
4-5pm	109	88	99	4-5pm	187	138	163	4-5pm	190	155	173	4-5pm	145	119	132	4-5pm	167	129	148	4-5pm	151	115	133	4-5pm	151	115	133	4-5pm	0	0	0				
5-6pm	152	57	105	5-6pm	135	90	113	5-6pm	127	114	121	5-6pm	145	94	120	5-6pm	130	76	103	5-6pm	130	73	102	5-6pm	130	73	102	5-6pm	0	0	0				
6-7pm	0	0	0	6-7pm	122	82	102	6-7pm	113	96	105	6-7pm	88	92	90	6-7pm	70	73	72	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0				
7-8pm	0	0	0	7-8pm	75	37	56	7-8pm	121	56	89	7-8pm	84	48	66	7-8pm	65	36	51	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0				
8-9pm	0	0	0	8-9pm	33	14	24	8-9pm	57	15	36	8-9pm	65	20	43	8-9pm	60	30	45	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				
			607				935				996				970				946				704				0								
12/24/2023 CLOSED				12/25/2023 CLOSED				12/26/2023				12/27/2023				12/28/2023				12/29/2023				12/30/2023 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	9-10am	0	0	0
10-11am	0	0	0	10-11am	0	0	0	10-11am	41	81	61	10-11am	26	87	57	10-11am	38	85	62	10-11am	30	61	46	10-11am	30	61	46	10-11am	0	0	0				
11am-12pm	0	0	0	11am-12pm	0	0	0	11am-12pm	64	86	75	11am-12pm	77	66	72	11am-12pm	58	53	56	11am-12pm	75	105	90	11am-12pm	75	105	90	11am-12pm	0	0	0				
12-1pm	0	0	0	12-1pm	0	0	0	12-1pm	87	80	84	12-1pm	54	66	60	12-1pm	68	79	74	12-1pm	56	56	56	12-1pm	56	56	56	12-1pm	0	0	0				
1-2pm	0	0	0	1-2pm	0	0	0	1-2pm	76	80	78	1-2pm	89	100	95	1-2pm	71	72	72	1-2pm	97	90	94	1-2pm	97	90	94	1-2pm	0	0	0				
2-3pm	0	0	0	2-3pm	0	0	0	2-3pm	87	93	90	2-3pm	100	101	101	2-3pm	84	68	76	2-3pm	72	88	80	2-3pm	72	88	80	2-3pm	0	0	0				
3-4pm	0	0	0	3-4pm	0	0	0	3-4pm	83	78	81	3-4pm	69	81	75	3-4pm	67	85	76	3-4pm	91	71	81	3-4pm	91	71	81	3-4pm	0	0	0				
4-5pm	0	0	0	4-5pm	0	0	0	4-5pm	89	78	84	4-5pm	124	99	112	4-5pm	95	83	89	4-5pm	78	67	73	4-5pm	78	67	73	4-5pm	0	0	0				
5-6pm	0	0	0	5-6pm	0	0	0	5-6pm	70	63	67	5-6pm	70	65	68	5-6pm	93	78	86	5-6pm	95	38	67	5-6pm	95	38	67	5-6pm	0	0	0				
6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	85	58	72	6-7pm	62	44	53	6-7pm	62	37	50	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0				
7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	42	15	29	7-8pm	36	31	34	7-8pm	46	27	37	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0				
8-9pm	0	0	0	8-9pm	0	0	0	8-9pm	39	13	26	8-9pm	85	24	55	8-9pm	40	14	27	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				
			0				0				744				778				702				585				0								



## **Information Technology Report by Jeffrey Smith – January 25, 2024**

### **General**

We upgraded our Support Services “Outreach” JetPack hotspot to a new Verizon 5G TCL LinkZone. The upgrade was free, and we will have faster and more reliable service when visiting remote community events.



The new Verizon 5G TCL LinkZone Outreach Hotspot

Our Security Camera RFP installation project was finished. Sentinel Technologies completed the project on time and provided us with plenty of support and training in the process. We installed Verkada cloud-based cameras, which do not require us to maintain an on-site server.

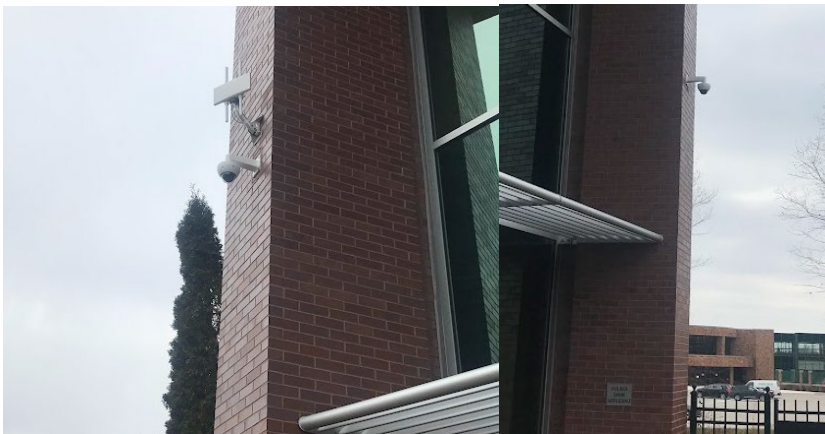


35 new security cameras inside the library





7 camas in the parking lot and on North, South and East side of the building



2 cameras on the Patio

IT staff finished out the year with a brief holiday team meeting in the Upstairs Meeting Room. Fun and snacks while discussing all things NPL Technology.

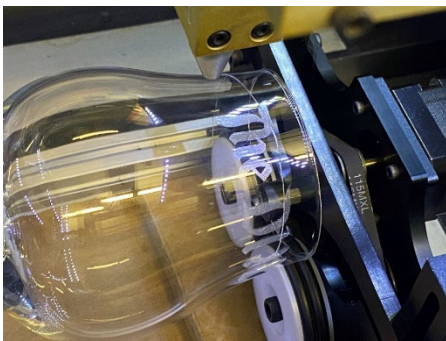


**iCube**

- We held 214 iCube appointments in November

- 29 3D prints
- 2 3D scans
- 11 Adobe Creative Cloud projects
- 26 Cricut crafts
- 0 Carvey projects
- 63 Creative Kits
- 31 Digital Conversions
- 35 Heat Press jobs
- 15 Laser projects
- 28 Photo Prints
- 9 Sewing/Embroidery projects
- 38 Sublimation prints

**iCube projects during November -Dominic, Anna B, Mary R, Anna J, Jess H.**



Rotary Engraving by a guest with the help of iCube staff member Anna Burbo

The iCube staff wrote instructions for printing personalized tote bags



On December 3, we had the unveiling and dedication of our new Archival scanner. Mary Robinson designed mugs commemorating the event.





Follows are a few log entries of the many sessions our iCube staff had with iCube guests:

12/7 Mary

- Walk-in who needed help with the Cricut, weeding, and using transfer tape to transfer her cut out to 3 silicone bibs....The guest was happy.

12/10 Dominic

- Tour for a mother and daughter
- Tour for a father and his 2 children
- Helped a guest design in Sawgrass Creative Studio an apron graphic.

12/13 Jess

- Appointment with guest at 7pm for the sublimation printer. We completed 28 ornaments!

12/14 Anna B

- Repeat guest came in to continue her sublimation project. She printed off 17 sheets of sublimation paper. We used the large heat press to press her designs.

12/20 Anna J

- Walk-in appointment for photo printer. The guest was so happy with the result.

### Training

The entire IT Team participated in Verkada admin Security Camera training. Denise and Jeff attended training in Support Services computer software, led by Maryann Zurmuehlen, our Head of Support Services

### **Facilities Report by Keith Perfect – December**

In the past month the Facilities Department has closed 5 Facilities tickets, 49 Meeting Room Requests and has updated 360 Periodic Maintenance tickets.

- Three wall mounted cabinets were installed in staff restrooms for personal hygiene products.
- Eighteen light ballasts were changed throughout the building.
- The door knob/lock on the Administration Office door was changed due to failure caused by normal wear and tear.
- Three material handling carts were purchased and assembled by Facilities staff.

- The café sink basin drain strainer was replaced due to a leak.
- Software and hardware upgrades/updates for the HVAC system were approved to be completed. The work will be completed by our HVAC controls vendor and will be done in phases. The first phase was completed on 1/9/24.

## Information Services Department by Hillary Hentschel – December

### **News and Notes**

- In December, we said farewell to three IS Staff: Pauline Druschel, Margi Karp-Opperer and Dorothy Manty. We are thankful for their many years of service and wish them well on their future endeavors.
- The “Cozy Up with a Good Book Winter Reading Challenge” is ongoing from December 1 through February 29. Guests who complete four Beanstack badges in a month will be entered into a raffle to win a coupon for the iCube. Three winners will be picked each month of the challenge.
- The Film Lovers Challenge wrapped up on December 31. More than 50 guests completed 373 activities and 24 BINGOs.
- The 2023 Adult Year Long Reading Challenge wrapped up at the end of the year. 342 adults participated and 28 completed the entire challenge. Staff and guests are excited for the launch of the new 2024 Adult Reading Challenge in January.
- Staff attended monthly department meetings and committee meetings for iCube, Strategic Planning and Catalog Inventory Project

### **Professional Development**

- Staff received training on the new security cameras
- Collection Development Crash Course:
  - Weeding Your Collection: Emily, Emma, Lindsay
- CLSP Virtual Summer Reading Symposium – Lindsay, Kirsten
- “Beyond Books: Adult Library Programs that Work” webinar – Emma
- “Building Community through Book Clubs” webinar – Emma
- “ChatGPT: Engaging with Technology in the Generative AI Era” webinar – Emma, Mary, Danielle
- “Library Programs for Homeschoolers” webinar – Anna
- “Tools for Reimagining School Readiness” webinar – Kirsten, Jen
- “Play, Diversity and Inclusion” webinar – Jen
- “Diversity and Inclusion Committee: Library Services for Customers with Accessibility Adaptations” – Jen
- “Empowering Future Managers through Cohort Mentoring” webinar – Hillary
- “Transient Populations: How to Work with Patrons Experiencing Homelessness in Libraries” webinar – Danielle
- “Speak Up! Be a Strong Introverted Leader” webinar – Danielle
- Library of Michigan Digital Preservation office hours – Rae
- TLN Adult Services Committee Presenter Showcase – Gail
- IS staff on external committees:
  - Cultural Arts Advisory Board (City of Novi): Mary
  - MiYouth: Lindsay
  - Mitten Award Workgroup: Emily, Kirsten
  - School Library Journal reviews: Emily
  - TLN digital tech support: Mary

### IS Staff Outreach

- Preschool Outreach at Little Birds Montessori, Novi ECEC, Novi Woods Montessori and Goddard – Emily
- Novi ECEC Special Education Class Visit – Emily
- Novi Chamber Holiday Luncheon – Hillary, Emma, Rae, Gail
- ABWA monthly meeting – Emma
- Novi Mental Health Alliance meeting – Emma
- iCube tour to Clarkson Library – Mary
- Novi Meadows English Language Development (ELD) Night – Shannon

### Adult Programs

- Knit 2gether Knitting Group (4) – 28
- Spanish Conversation Group – 15
- Japanese Conversation Group – 20
- English Conversation Group (2) – 22
- Lunchtime Concert (Oakland Homeschool Chamber Ensemble) – 48
- Shop Small Pop-Up Market – 345
- Novi Concert Band Holiday Performance – 85
- Silent Reading Party – 2
- Multicultural Book Club – 4
- Craftastic Wednesday (Alcohol Ink Ornaments) – 20

### Adult Displays

- **Adult Desk Display:** "'Tis the Season to Stay Inside and Read"
- **Feature Collection:**
  - Reading Challenge: Read a book with a person's name in the title



- Learn a new language
- **Business Spotlight:** Business Plan Writing Month

### Youth/Tween/Teen/Family Programs

- Lego Club – 30
- Teen Advisory Board (TAB) – 24
- Chanukah Storytime - 12
- Wacky Winter Science Fun with Mad Science of Detroit (Lakeshore) – 130
- Gingerbread House Decorating (Lakeshore) – 76

- Gingerbread Grab and Go Kit – 48
- Holiday Matinee – 3
- Chess Club - 28

### Youth/Tween/Teen Displays

- **Teen Stop display** – Best Books of 2023
- **Youth Feature Display** – Reading Is My Favorite!
- **Youth Desk Display** – Winter Reading Challenge (Cozy Up with a Good Book)
- **New for You Kiosk**
  - **Libraries Are for Everyone:** Rosa Parks Day, Hanukkah, Winter Solstice, Christmas, Kwanzaa, New Year's
  - **Featured Display:** continuation of Libraries Are for Everyone



Craftastic Wednesday: Alcohol Ink Ornaments



## SUPPORT SERVICES DEPARTMENT MONTHLY UPDATE by Maryann Zurmuehlen – December

### Interim Assistant Director/Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended Management Team meetings.
- Attended SS Department budget meetings.
- Attended IT Department and Facilities budget meetings.
- Attended training for the the Security Camera RFP Project on December 11<sup>th</sup> and 21<sup>st</sup>.
- Attended a Strategic Planning Committee meeting on December 13<sup>th</sup>.

### Circulation & Shelves

- Aiden Palmer's first day as our new 12-hour Shelver was December 4<sup>th</sup>. Please congratulate her when you see her!
- Aisar Taha's first day as our new 16-hour Shelver was December 11<sup>th</sup>. Please welcome her back to NPL when you see her!
- A new Collection Inventory Project will begin this month:
  - Novi Public Library's catalog has not been thoroughly reviewed by staff for inconsistencies in labeling and catalog entry since before completion of our migration to CARLX in May 2018. During recent withdrawal of materials by librarians and staff, a higher number of items than expected were not found on the shelf despite having no check-outs since before the May 2018 migration. Issues such as this can be resolved for cleaner record keeping with a thorough inter-departmental Catalog Inventory Project (CIP). Beginning in January 2024, we will coordinate a systematic review of materials on shelf utilizing librarians, shelving staff, and Tech Services clerks to confirm each item's physical presence and the precision of its associated catalog record.

### Tech Services

- Staff are completing several MCLS classes towards either a Basic or Advanced Cataloging Certificate.
- As needed assistance with holds and unclaims for Circulation due to Shelving staff turnover.
- Specialty Projects:
  - Completed: Belpre Books, Lucky Day Extension

### Statistics (December 2023)

- **Cards Issued: 225**
- **Items Checked Out (NPL): 50,745**
- **Items Checked Out (LLL): 54**
- **Total Checkouts (NPL + LLL): 50,799**
- **Items Interloaned for NPL Patrons: 3,439 (70 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,124 (136 through MeLCat)**
- **Items Added to the Collection: 1,144**
- **Items Discarded from the Collection: 1,388**
- **Drive-Up Window & Locker Hold Pickups: 19**
- **MAP Checkouts: 6**
- **Online New Card Registrations: 17**
- **Outreach:**
  - **NPL @ Your Door: 11 Mailer Bags / 32 Items**
  - **5 Facilities Visits / 46 Items Provided**
  - **6 Book Discussions / 87 Items Provided**



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Support Services Statistics 2023-2024													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>Cards Issued This Month</b>	373	334	370	548	314	225							<b>2,164</b>
↳ <i>Of Which, Online Registrations Totaled</i>	4	29	18	13	21	17							<b>102</b>
<b>Checkouts (NPL)</b>	67,511	62,374	53,996	52,951	51,559	50,745							<b>339,136</b>
<b>Checkouts (Lakeshore Lending Library)</b>	203	103	96	73	50	54							<b>579</b>
<b>Total Checkouts (NPL + LLL)</b>	67,714	62,477	54,092	53,024	51,609	50,799							<b>339,715</b>
<b>Items Borrowed</b>	4,525	4,983	3,985	3,886	3,716	3,439							<b>24,534</b>
<b>Items Loaned</b>	3,728	3,648	3,306	3,636	3,446	3,124							<b>20,888</b>
<b>Hold Pickups (Drive-Up &amp; Lockers)</b>	28	14	15	13	19	19							<b>108</b>
<b>MAP Pass Checkouts</b>	99	77	46	28	12	6							<b>268</b>
<b>Read Boxes</b>	392	453	373	160	0	0							<b>1,378</b>
<b>NPL @ Your Door (# of Bags)</b>	11	13	8	10	7	11							<b>60</b>
<b>NPL @ Your Door (# of Items)</b>	40	30	16	32	10	32							<b>160</b>

Year-to-Year Comparison				Read Boxes						
				May to October Totals						
				2019			2023			
				Youth	Adult	Total	Youth	Adult	Total	
		DEC	DEC	<b>Pavillion</b>	575	91	666	813	115	928
		<b>2023</b>	<b>2022</b>							
<b>Cards Issued This Month</b>		225	231	<b>Rotary</b>	491	74	565	331	30	361
<b>Total Checkouts (NPL + LLL)</b>		50,799	51,014	<b>ITC</b>	778	96	874	881	54	935
				<b>Brookfarm</b>	n/a	n/a	n/a	142	16	158
<b>Items Borrowed</b>	TLN	3,360	3,522	<b>All Combined</b>	<b>1844</b>	<b>261</b>	<b>2105</b>	<b>2167</b>	<b>215</b>	<b>2382</b>
	MeL	70	58							
		3,439	3,580							
<b>Items Loaned</b>	TLN	2,988	2,891	May 1 through October 26, 2023 was our ninth season of Read Box Service in Novi. Due to COVID in 2020/2021 and staffing shortages in 2022, this was the first year the service returned since 2019. We added Brookfarm as a 4th location this year. ITC Park was the most used with Pavillion Shore coming in a close second.						
	MeL	136	56							
		3,124	2,947							

Self-Check Totals 2023-24 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	67,714	44.27%	29,979	8,633	7,030	4,482	9,834
August	62,477	44.65%	27,893	8,474	6,433	3,921	9,065
September	54,092	40.94%	22,143	7,125	4,604	3,384	7,030
October	53,024	42.69%	22,637	7,107	4,770	3,112	7,648
November	51,609	42.13%	21,742	6,528	4,676	2,801	7,737
December	50,799	40.68%	20,665	6,537	4,672	2,544	6,912
January							
February							
March							
April							
May							
June							
<b>FYTD</b>	<b>339,715</b>	<b>42.56%</b>	<b>145,059</b>	<b>44,404</b>	<b>32,185</b>	<b>20,244</b>	<b>48,226</b>



Library Usage									
2022-2023 Fiscal Year					2023-2024 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	26,439	7,468	33,907	1,130	July	35,488	7,105	42,593	1,704*
August	26,252	7,248	33,500	1,117	August	24,612	4,137	28,749	1,106
September	22,293	8,056	30,349	1,124	September	50,117	6,560	56,677	2,099
October	26,053	8,864	34,917	1,126	October	29,335	1,636**	30,738	1,025
November	24,413	9,155	33,568	1,199	November	27,349	6,356	33,705	1,248
December	21,123	7,248	28,371	1,091	December	21,975	7,197	29,172	1,122
January	26,060	7,248	33,308	1,149	January				
February	25,615	7,248	32,863	1,174	February				
March	26,395	7,248	33,643	1,085	March				
April	24,470	7,248	31,718	1,094	April				
May	23,598	5,020	28,618	1,022	May				
June	27,140	6,777	33,917	1,211	June				
<b>FYTD Total</b>	<b>299,849</b>	<b>88,828</b>	<b>388,677</b>	<b>1,127</b>	<b>FYTD Total</b>	<b>188,876</b>	<b>32,991</b>	<b>221,867</b>	<b>1,378</b>

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

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

Computer Logins											
2022-2023 Fiscal Year						2023-2024 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,224	46,582	47,806	1,594	269	July	1,128	38,208	39,336*	1,573*	237*
August	1,310	47,479	48,789	1,626	289	August	1,250	44,166**	45,416	1,747*	265*
September	979	45,290	46,269	1,714	266	September	1,025	104,753	105,778	3,918	255
October	1,066	53,634	54,700	1,765	288	October	1,102*	182,259	183,361*	6,112*	292
November	963	51,914	52,877	1,888	263	November	1,021	180,487	181,508	6,723	263
December	883	14,326	15,209	585	253	December	873	116,491	117,364	4,514	247
January	1,027	50,970	51,997	1,793	275	January					
February	1,043	58,598	59,641	2,130	264	February					
March	1,122	32,663	33,785	1,090	294	March					
April	1,026	54,630	55,656	1,919	272	April					
May	889	44,893	45,782	1,635	274	May					
June	1,077	46,751	47,828	1,771	260	June					
<b>FYTD Total</b>	<b>12,609</b>	<b>547,730</b>	<b>560,339</b>	<b>1,629</b>	<b>3,267</b>	<b>FYTD Total</b>	<b>6,399</b>	<b>666,364</b>	<b>672,763</b>	<b>4,179</b>	<b>1,559</b>

\*stats corrected

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

Early Literacy Workstation Usage							
2022-2023 Fiscal Year				2023-2024 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	447	8,742	19	July	612	8,955	14
August	443	8,650	19	August	693	9,007	13
September	342	5,918	17	September	610	6,615	12
October	388	7,418	19	October	724	9,029	25
November	346	6,366	18	November	636	8,190	18
December	343	5,964	17	December	*556	*6540	*24
January	456	9,317	20	January			
February	388	7,990	20	February			
March	457	8,727	19	March			
April	350	5,741	16	April			
May	278	4,684	16	May			
June	438	8,276	18	June			
<b>FYTD Total</b>	<b>4,684</b>	<b>87,799</b>	<b>18</b>	<b>FYTD Total</b>	<b>3,831</b>	<b>48,336</b>	<b>18</b>

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

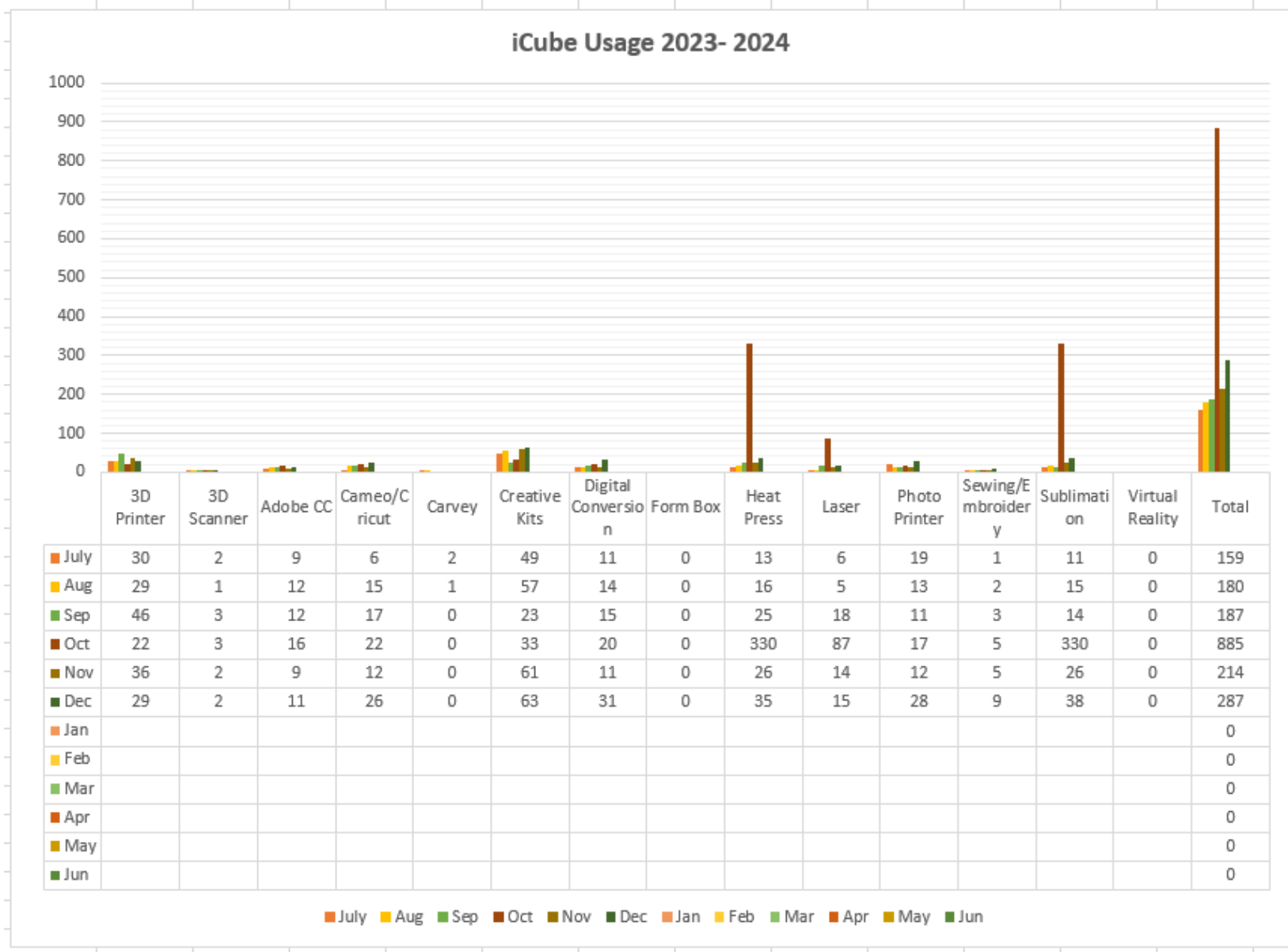
Stats are now downloaded from the individual AWE workstations.

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

Recite Me (Website Accessibility Toolbar)											
2022-2023 Fiscal Year						2023-2024 Fiscal Year					
Month	Pages Viewed	Unique Users	Pages Viewed Per Session	Screen Reader	Translation	Month	Pages Viewed	Unique Users	Pages Viewed Per Session	Screen Reader	Translation
June	14290**	2,211	6.46	13,470	16,540	July	1,761	357	4.93	2,638	18,161
<b>FYTD Total</b>	<b>14,290</b>	<b>2,211</b>	<b>6.46</b>	<b>13,470</b>	<b>16,540</b>	August	926	230	4.03	1,222	1,096
*Recite Me was launched June 2023						September	731	221	3.31	751	910
**Number potentially inflated due to website bot usage						October	591	143	4.13	645	960
						November	561	173	3	582	786
						December					
						January					
						February					
						March					
						April					
						May					
						June					
						<b>FYTD Total</b>	<b>4,570</b>	<b>1,124</b>	<b>20</b>	<b>5,838</b>	<b>21,913</b>

myLIBRO (Library App)							
2022-2023				2023-2024			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
June	n/a	1,786	189	July	57	1,488	100
*Available for download starting in June 2023, officially launched July 2023				August	1,166	25,673	2,961
				September	1,196	26,853	2,023
				October	1,373	49,714	2,566
				November	1,390	8,665	410
				December			
				January			
				February			
				March			
				April			
				May			
				June			
				<b>FYTD Total</b>	<b>5182</b>	<b>112,393</b>	<b>8060</b>

Technology Training Sessions 2023-24 Fiscal Year																
	3D Printing	Cricut/Silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Heat Press	Creative Kits	Virtual Reality	Staff Training	Total Sessions
Jul	30	6	11	19	1	11	2	6	0	2	9	13	49	0	4	163
Aug	29	15	14	13	2	15	1	5	0	1	12	16	57	0	3	183
Sep	46	17	15	11	3	14	0	18	0	3	12	25	23	0	8	195
Oct	22	22	20	17	5	330	0	87	0	3	16	330	33	0	0	885
Nov	36	12	11	12	5	26	0	14	0	2	9	26	61	0	0	214
Dec	29	26	31	28	9	38	0	15	0	2	11	35	63	0	6	293
Jan																0
Feb																0
Mar																0
Apr																0
May																0
Jun																0
Sessions	192	98	102	100	25	434	3	145	0	13	69	445	286	0	21	1933



2023-2024 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	1,947	513	206	20	175
August	2,009	520	221	13	287
September	1,867	535	232	28	436
October	1,916	540	236	17	173
November	1,898	549	240	10	275
December	2,194	616	244	12	241
January					
February					
March					
April					
May					
June					
<b>FYTD Total</b>	<b>11,831</b>	<b>3,273</b>	<b>1,379</b>	<b>100</b>	<b>1,587</b>

2023-2024 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,017	4,390	9,407	649	111
August	6,724	2,656	9,380	750	123
September	6,400	2,429	8,829	1,081	110
October	6,294	4,438	10,732	2,195	114
November	7,758	2,620	10,378	2,314	124
December	7,952	3,132	11,084	2,461	162
January					
February					
March					
April					
May					
June					
<b>FYTD Total</b>	<b>40,145</b>	<b>19,665</b>	<b>59,810</b>	<b>9,450</b>	<b>744</b>

<b>Meeting Room Statistics 2023-2024 Fiscal Year</b>		
	<b>Rentals</b>	<b>Attendees</b>
<b>July</b>	26	390
<b>August</b>	25	443
<b>September</b>	40	859
<b>October</b>	52	1084
<b>November</b>	44	851
<b>December</b>	37	783
<b>January</b>		
<b>February</b>		
<b>March</b>		
<b>April</b>		
<b>May</b>		
<b>June</b>		
<b>FYTD</b>	<b>224</b>	<b>4410</b>



**FRIENDS OF NOVI LIBRARY – No Meeting in December 2023**

**Friends of the Novi Public Library  
Meeting of the Board of Directors  
Agenda – January 10, 2024**

- |  |                  |
|--|------------------|
| I. Call to Order, Roll Call – introduction of guests   | Sue Johnson      |
| II. Minutes of the November 8, 2023 Meeting *  | Evelyn Cadicamo  |
| III. Treasurer’s Report*   | Marilyn Amberger |
| • Prior month(s) Income and Expense  |                  |
| • Statement Balances   |                  |
| IV. Reports  |                  |
| • Library Liaison  | Dana Brataniec   |
| • Book Nook  | Carol Hoffman    |
| • Membership   | Sue Johnson      |
| • President  | Sue Johnson      |
| • Update on money remaining from Joyce for Book Nook   |                  |
| • Update on Giving Tree – 39 leaves, \$6200  |                  |
| • Applebee’s fundraiser – \$235.20   |                  |
| • Seedlings thank you  |                  |
| • Michigan Basket raffle – 2023 Michigan Basket winner is Linda McAleer. We had 123 entries and made \$625. That is our largest raffle total to date! We had 23 requests for the free, one year membership, issues with some requests, redesign of ticket. |                  |
| • Approval of \$600 for Fox Run Author’s Live for 2024, increase Community Read by \$600   |                  |
| • Approval of \$225 for January lunch for sorters – 9 people, \$25 each  |                  |
| • February event with Brentwood Grill – Sunday, April 14 <sup>th</sup> during National Library Week.   |                  |
| • Updates to promotional material – trifold, bookmarks, ... we have \$500 allocated to Promotion   |                  |
| • April volunteer appreciation event – week of April 21-27 - \$500 allocated, 2023 spent \$283.50  |                  |
| V. Announcements   |                  |
| VI. Calendar   |                  |
| <u>Kaleidoscope</u>  |                  |
| • March 12, 2024 - Imagining Detroit: A Visual Journey Through Detroit’s Planning History, Rod Arroyo, Photographer  |                  |
| • April 24, 2024 - Jennifer Pardonnet, owner Pine Meadow Ranch (Ranch is on south side of Ten Mile between Wixom and Napier Rd.)   |                  |
| • May 21, 2024 - Armando Delicato, author, Detroit Opera House (Located on southeast side of Grand Circus Park, downtown Detroit)  |                  |
| <u>2023 Listen at the Library</u>  |                  |
| <u>2023 Bringing the Music to You – senior centers</u>   |                  |
| • Friday January 12, 2024 - Fox Run, 2pm   |                  |
| • Friday January 26, 2024 – Stoney Point (previously Anthology), 4:30 pm   |                  |
| • Monday January 29, 2024 – Meadowbrook Senior Center, 4:00 pm   |                  |
| <u>2023 Tuesday Tunes</u>  |                  |
| • Done for the season  |                  |
| <u>2023 Summer Music at Paradise Park – all events start at 6:30pm</u>   |                  |
| • Done for the season  |                  |
| <u>Friends Events</u>  |                  |
| • No meeting in February, March, next meeting April 10, 2024 at 7:00 pm  |                  |
| VII. Adjournment*  |                  |
| *Requires Action   |                  |

**Friends of the Novi Public Library  
Meeting of the Board of Directors  
November 8, 2023**

**Call to Order:** Sue Johnson. Sue called the meeting to order at 7:08 p.m.

**Present:** Marilyn Amberger, Evelyn Cadicamo, Sue Johnson, Karen Schubert, Stephania Tolliver, Mary Angela Winter.

**Absent:** Carol Hoffman, Dana VanOast, Library Liaison, (Dana was on assignment.)

**Minutes of the September 13, 2023 Meeting:** Evelyn Cadicamo. As there weren't any additions or corrections to be made, motion was made by Mary Angela and seconded by Stephania to accept the Minutes as presented. Motion passed: 6-0.

**Treasurer's Report:** Marilyn. Marilyn quickly read through the Account Balances, pausing to "admire" our money market account! She did point out that \$15,000 of the money market total was a donation and was already the Library's. Funds will be used in 2024.

Sue then turned our attention to a number of Budget items, namely, explaining changes necessary to add pod cast equipment of \$1600 and increasing Staff in-Service to \$1000.

Income	\$4,335.94	CF CD	\$25,691.69
Expense	<u>2,089.51</u>	CF CD – 2	15,361.81
Overall Total	2,246.43	CFCF Checking	19,588.88
		CF Money Market.	28,614.45
		CF Savings	0.23
		Vibe Checking	0.00
		Vibe Savings	<u>0.00</u>
		Total Bank Accts.	\$89,257.06
		Start-up Fund	<u>100.00</u>
		Overall Total	\$89,357/06

Sue then quickly reviewed the following:

- Update on the Giving Tree – 3 new leaves ordered
- Ideas for Holiday promotion for the Giving Tree; Sue will work with Dana on this
- October 9, 2023 was Senior Day – we got 9 new memberships
- October 28, 2023 – was the Vera Bradley event – we made \$40
- Community Read book sales - \$220 – revenue of \$52.91 but we pay sales tax
- Applebee's fundraiser – still awaiting sales report
- Approval of \$500 for Seedlings – Gift of Reading – Approved
- Michigan Basket raffle – 11/10/23 – 12/9/23 - \$5 donation for an entry – Joyce
- Donations in memory of John Hoffman - \$2850 (Friends) and \$100 (Library) -purchase of iCube equipment

- February event (Love Your Library Luncheon) Brentwood Grill (old Steve & Rocky's) – 2/3/24, afternoon. Mary Angela will help with this. (Possible Valentine event.)
- Out of money for all music programs
- Tuesday Tunes – done for the season
- Listen at the Library – do a variety
- Sponsor a Christmas concert - maybe
- Summer Song Fest – successfully completed

**Library Liaison** – (usually reported by Dana VanOest but she was out of the Library on assignment) – reported by Sue Johnson;

- Money that was donated to the Library in memory of John Hoffman went to purchase a scanner for the Icube
- Filters were also purchased (these are necessary for maintenance of the scanners)
- Staff gratitude of the new logo wear. All were very much appreciative as each staff member could determine just what they wanted.

Motion to approve the Amended Budget made by Karen and seconded by Mary Angela . Motion passed 6-0.

**President's Remarks** – Sue Johnson. Sue informed us that Julie Farkas, the Library Director, wanted to share some information with us. Some of the items she addressed were:

- Use of Teen Space;
- Capacity for activities and the potential of not having enough room to accommodate those interested in the programs offered;
- Starbuck's and the large number of students taking advantage of their offerings;
- Review of the building history – we came from a 20,000 sq. ft. building to a 28,000 sq. ft. building and we are outgrowing that;
- Potential need for expansion/new building and those pros and cons;
- Need for additional vs. new furniture in the library;
- The need for developing a strategic plan;
- Additional staff to accommodate changes in some duty stations, new positions as well as to fill in shortages of personnel, especially in the summer;
- Future Budget to accommodate additional needs.

Julie let us know that she was setting forth her concerns in letter form and sending it on to the Library Board. She offered to include the Friends in her distribution so that we all would be aware of what lies before us.

- Book Nook –Holiday books would be ready for sale by November 17<sup>th</sup>.
- Membership – “Going like gang busters!” From January, we have had 79 new members, 46 were free memberships given away during the raffle
- Give the Gift of Reading – Use of the Giving Tree is a great gift
- Budget – give \$500 from Music for a special program to be announced

Motion was made by Marilyn, and seconded by Evelyn, to accept the changes in the Budget. Motion passed 6-0.

There being no further business to discuss, Sue adjourned our meeting at 8:30 p.m. She reminded us of our Christmas Luncheon. And said she would be in touch.

Our next meeting will be held in January, 2024. We will meet on **Wednesday, January 10, 2024 at 7 p.m.**

Respectfully submitted,

Evelyn Cadicamo

**Addendum to Minutes of November 8, 2023 Meeting.**

Due to the personal loss of a family member, it was determined by the Board to cancel the Christmas Luncheon out of respect for her family. It was decided that should any library matters need to be discussed or attended to, the matter(s) would be handled through emails. Thus, emails were sent on :

November 28, 2023 reporting that our fundraiser at Applebees had earned \$235.20.

December 11, 2023 informing us that the Michigan Basket had been won by Linda McAleer. We had had 123 entries and made \$625.

December 16, 2023 another email was sent out informing the Friends that the Book Nook had earned \$2,164.05 during the month of November.

Respectfully,

Evelyn Cadicamo

**CITY OF NOVI HISTORICAL COMMISSION**



NOVI HISTORICAL COMMISSION  
**WEDNESDAY, January 17**  
**2024 Happy New Year**  
 NOVI LIBRARY LOCAL HISTORY ROOM

**CALL TO ORDER** VP Kathy Crawford

**ATTENDANCE**

**ABSENT**

**INTRODUCTION OF GUESTS**

**APPROVAL OF AGENDA**

**APPROVAL OF DECEMBER MINUTES**

**TREASURERS REPORT**

Kim Nice

**LIBRARY LIASON REPORT**

Rae Manela

Office Hours:

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

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

Mon. March 4 (12-2)

Mon. March 18 (6-8pm)

Microfilm Equipment

Michigan in Perspective conference March 22-24

Intern activities

Document Day

**DISCUSSION**

Historical Commission Appointments

Election of officers: President, Vice President, Secretary, Treasurer

Ballot or Verbal

Perpetual Plaque honoring Betty

Development of Programs... 2 people?

Improved Organization of files

Miniature Project

Program Development for 2024 (we have March/April/May planned)

Upcoming Program: Women of Michigan's Capitol March 21

Sign Goof Up news from Jeff

Commission Website

Gravestone photos

Display Case

Wisdom Exchange

**NEW BUSINESS**

**PUBLIC COMMENT**

**NEXT MEETING- Wednesday, February 21, 7pm**

**ADJOURN**



**NOVI HISTORICAL COMMISSION**  
**DECEMBER Minutes**  
**Wednesday, December 20, 2023**  
**Novi Library Local History**

**CALL TO ORDER:** 7:04 pm

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

**ABSENT:** None

**INTRODUCTION OF GUESTS:** Rae Manela (Library Liaison), Sue Grifor, Dorothy Duchesneau and Mike Duchesneau

**APPROVAL OF AGENDA:** APPROVED

**APPROVAL OF NOVEMBER MINUTES:** APPROVED

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2023/2024 Fiscal Year			
	BUDGET	EXPENDITURES Through December 20, 2023	
Display Cabinet Exhibit	\$ 500	\$	(37.67)
Marketing/Brochures/Engage/Name Badges	\$ 900	\$	-
Equipment/Supplies/Office/Upgrades/Repairs	\$ 3,000	\$	(24.58)
Program/Speaker Fees	\$ 1,200	\$	(200.00)
Storage Unit	\$ 2,800	\$	(2,852.00)
Acquisition (Books/Materials)	\$ 1,500	\$	(1,200.00)
Conference/Continuing Education	\$ 1,200	\$	(50.00)
Legal Fees	\$ 800	\$	-
Special Projects - Examples: Vila Rovi, Photography, Veterans Sign, Oral Histories, City/Community Events, Moor City Marker	\$ 4,000	\$	(10,896.62)
<b>Total:</b>	<b>\$ 21,700</b>	<b>\$</b>	<b>(14,373.64)</b> <b>\$ 7,326</b>
<b>Available Funds</b>	<b>Expenditures</b>	<b>Revenue Received</b>	
Vila Rovi Book Sales YTD		\$0.00	YTD
Wreaths Across Novi Project		\$ 3,500.00	\$ 887.35 - carryover funds

**Treasurer's Report:** APPROVED as Amended – *No new expenses from last month.*

**LIBRARY LIAISON REPORT:**

**History Room Office Hours:**

Mon. Jan. 1 (no office hours)

Mon. Jan. 15 (6-8pm) Kim Nice & Debbie Wrobel

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

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

**Library Intern:** The library has an intern, Justin, will do a shelf review of the books in the Local History Room in January. As part of the review, he will be checking books against the room's inventory list and looking for lost or misplaced items. He will also look for books that have been damaged and decide if they should be repaired or discarded.

**Local History Room Computer:** Rae Manela will be looking through the computer and helping convert images from jpeg to tiffs. This will be better for saving the images long-term, eliminating possible digital degradation.

**Development of Library's Photo Lending Policy:** Reviewing photo lending policy of other libraries to help create one for the Novi Public Library. This includes attribution for photos shared for use in books, research or other projects.

**Micro-film Scanner:** Rae is getting three bids for a new history room scanner. She will present a recommendation for the Historical Commission to decide in February.

**Betty Lang Recognition:** The Commission considered several ideas for recognizing the service Betty Lang has provided the Novi Historical Commission and Novi Library for more than 30 years. Ideas will be reviewed and voted on at the January meeting.

#### **DISCUSSION ITEMS:**

**Commission Opening/Interviews:** Interviews took place for the two commissioners (Debbie Wrobel and Kelly Kasper) seeking re-appointment to the Novi Historical Commission at the December Novi City Council Meeting. A candidate (Randy Van Wagnen ) was also considered for the open position on the Commission.

**Commission Elections:** Commissioners were asked to think about the positions they would like to hold next year. Elections will take place at the January meeting.

**Holiday History at Lakeshore:** The event took place on Dec. 15 at 2 p.m. Commissioners Kathy Crawford, Kim Nice and Sharon Larson, along with volunteer Sue Grifor, worked on the program. The event received a lot of good feedback from participants.

**Miniature Project:** A new meeting with the Novi Historical Commission and the students at the Washtenaw Community College will be planned in the new year. The class at WCC are also interested in doing a future project on the Walled Lake Amusement Park.

#### **Upcoming Historical Programs:**

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

**Cemetery Sign Correction:** Jeff Muck is looking at possible solutions for fixing the spelling error on the Novi Road Cemetery sign.

#### **ONGOING PROJECTS:**

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

**Motor City Markers Brochure:** The cost to re-print is \$1 per brochure. The Commission will order 500 of them and see how long they will last before ordering more.

**Document Donation Day:** Looking at a Saturday in May for document donation day (1-3 p.m.) in the future. This will be the first time the Commission does a document day on a Saturday.

**NEW BUSINESS:**

**Human Library Project:** The Novi Library is considering bringing in this project next Fall. It's a program that allows people to apply to share their story (a doctor, a refugee, etc.). People can "check" the person out and have a discussion with the "human book." More details to come.

**PUBLIC COMMENT:**

*Dorothy Duchesneau asked how the Historical Commission is funded. Kathy Crawford explained it is funded by the City of Novi under the umbrella of the Novi Library. She also asked if monetary donations can be made to the Novi Historical Commission. Rae Manela said that any donation should go through the friends of the Library (a 501c3).*

*Mike Duchesneau said he thought the Commission was an interesting group. Mike also asked about Library funding and if the Historical Commission was a line item part of the budget.*

**NEXT MEETING:** Wednesday, Jan. 17 at 7 p.m.

**ADJOURN:** 8:45 p.m.





**NOVI HISTORICAL COMMISSION**  
**NOVEMBER Minutes**  
**Wednesday, November 15, 2023**  
**Novi Library Local History**

**CALL TO ORDER:** 7:04 pm

**ATTENDANCE:** Kim Nice, Sharon Larson, Kathy Crawford, Kelly Kasper, Rae Manela and Debbie Wrobel

**ABSENT:** Dan Pierce

**INTRODUCTION OF GUESTS:** Sue Grifor, Randy Van Wagnen

**APPROVAL OF AGENDA:** APPROVED w/ amendments

**APPROVAL OF OCTOBER MINUTES:** APPROVED

**TREASURER'S REPORT- Kim**

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2023/2024 Fiscal Year				
	BUDGET	EXPENDITURES Through November 15, 2023		
Display Cabinet Exhibit	\$ 500	\$	(37.57)	
Marketing/Brochures/Engage/Name Badges	\$ 900	\$	-	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 8,000	\$	(34.55)	
Program/Spoken Fees	\$ 1,200	\$	(300.00)	
Storage Unit	\$ 2,900	\$	(2,852.00)	
Acquisition (Books/Materials)	\$ 1,500	\$	(1,200.00)	
Conference/Continuing Education	\$ 1,200	\$	(88.00)	
Legal Fees	\$ 500	\$	-	
Special Projects - Examples: Vets Bar, Photography, Veterans Sign, Oral Histories, City/Community Events, Motor City Marker	\$ 4,000	\$	(10,999.62)	
<b>Total:</b>	<b>\$ 21,700</b>	<b>\$</b>	<b>(14,373.84)</b>	<b>\$ 7,326</b>
<b>Available Funds</b>		Expenditures	Revenue Received	\$0.00 YTD
Vets Bar Book Sales YTD		\$ 3,100.00		\$ 887.38 carryover funds
Wealth Across Novi Project				

Treasurer's Report: APPROVED

**LIBRARY LIAISON REPORT:**

**Library Liaison Update:** Rae Manela read a letter from Betty Lang announcing she is retiring as the Historical Commission Library Liaison. Rae Manela has been appointed as the new liaison. The Commission is looking at ways to recognize Betty for her years of service. Ideas include naming the room after her or placing a plaque on the door.

**Library Closed:** The library will be closed on June 19, 2024. Therefore, the June Historical Commission meeting will be moved to 6-26-2024.

**History Room Update:** Two people were in last week. One was looking for school district maps and was sent to Oakland County Schools. A WWII group contacted Rae Manela to discuss a program for Farmington, but the Commission would prefer to do one on Novi.

**History Room Office Hours:**

Monday, Nov. 20 (6 – 8 p.m.): Kelly Kasper and Kim Nice  
Monday, Dec. 4 (Noon – 2 p.m.): Sharon Larson and Debbie Wrobel  
Monday, Dec. 18 (6 – 8 p.m.): Kelly Kasper and Kim Nice  
Monday, Jan. 1- LIBRARY CLOSED  
Monday, Jan. 15 (6 – 8 p.m.): Sharon Larson and Kim Nice

**DISCUSSION ITEMS:**

**Open Seat on Commission:** There is an opening on the Novi Historical Commission. Interviews are expected to take place sometime in December. Two commission members are also up for another term.

**One Room School House Program Recap:** The program was well attended with feedback varying. The speaker seemed a bit unprepared with music failing and other issues.

**2023 – 2024 History Speakers Series:**

“A City Called Midnight” speaker series was held on Sept. 21. The event was well attended, and the speaker did a good job keeping the audience engaged.

The remaining events scheduled for 2023 – 2024 CY year:

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

**Wreaths Across Novi:** The event took place on Nov. 11. Numerous city officials, commission members and guests attended. Commissioners Rae Manela, Kathy Crawford and Kim Nice spoke. VWF chapter 1519 played taps. Representatives from the Boy Scouts Troop 407 helped lay the wreaths. Overall, a great event for the 5<sup>th</sup> anniversary. Ornaments were well received. Nice job to Kim and Kelly for all their hard work to organize the event.

**Walton Wood Tour:** Feedback was that the group really enjoyed the tour. In fact, Tom Coles from Walton Woods said the group loved it. They would like to do another tour again soon.

**January Elections:** Commissioners were asked to think about the positions they would like to hold next year. Elections will take place at the January meeting.

**Program Development:** Need a new person to review and secure programs for 2024 and beyond. Presentations are already scheduled for March, April and May.

**Cemetery Sign Correction:** Jeff Muck is looking at possible solutions for fixing the spelling error on the Knapp Cemetery sign.

**ONGOING PROJECTS:**

**Holiday History at Lakeshore:** The event takes place on Dec. 15 at 2 p.m. Commissioners Kathy, Kim and Sharon to work on the program. Kathy will put flier on Facebook page.

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**Miniature Project:** Washtenaw Community College professor Randy Van Wagnen reviewed how much progress his students had made on the project. A new meeting with the Novi Historical Commission will be planned to review the work. Randy also suggested that a future project could be a miniature of the Walled Lake Amusement Park.

**NEW BUSINESS:**

**2024-2025 Fiscal Year Budget:** Kim presented a draft of the new budget to the team. Some changes were decided and approved. Kim to send the final copy to Julie Farkas.

**Donation:** A donor reached out to Kathy Crawford about a plate of the Old Methodist Church that they would like to donate to the Commission. The Commission agreed to accept and keep the object as part of its history collection.

**Social Media:** The Commission will explore being more active on Facebook, Instagram and Twitter. The Commission nominated Daniel Pierce to investigate the amount of work and effort that needs to be done to accomplish this project. Rae to report out on current info and share admin info for all accounts.

**PUBLIC COMMENT:** NONE

**NEXT MEETING:** Dec. 20, 2023, at 7 p.m.

**ADJOURN:** 8:40 p.m.

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## **LIBRARY BOARD COMMITTEE REPORTS**

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

#### **2. HR Committee update by Director Farkas**

As of 12/16/23, we have not received the final draft from the Attorney to complete the staff and Board review.

#### **HR Policy Reviews by Staff: 9/27, 10/12, 10/26, 11/2, 11/6, 11/9 and 11/20**

The Staff Committee has looked at time off banks in relation to how the City of Novi is currently administering benefit time.

Kristen and Julie are looking at the % of retirement for staff versus the City of Novi. The Library's percentage is lower. Also looking at tuition reimbursement opportunities, which the City of Novi offers. These are conversations that will be brought to the full board during 24/25 budget planning.

A new organizational chart is being reviewed by Kristen Sullivan and Dana VanOast.

HR Board Committee is scheduled to meet on: Monday, January 22<sup>nd</sup>

### **3. Finance Committee – No meeting held**



**Library Board Budget Session for 2024-2025**  
**Thursday, January 18, 2024**  
**5:30pm – 8:30pm**  
**Novi Public Library – Board Room, 2<sup>nd</sup> floor**

### AGENDA

1. Call to Order- Mark Sturing, President  
 Welcome: Amy Crockett, Recording Secretary
2. Roll Call – Brian Bartlett, Secretary
3. Pledge of Allegiance
4. Approval and Overview of Agenda
5. Public Comment  
 In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three-minute time limit. This is not a question-answer session, therefore, Library Board members will not respond to questions. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees.
6. 2024-2025 Budget Narrative, Proposed 271 and 272 Library Budgets– Julie Farkas, Library Director
  - A. 2023 – 2024 Year End
  - B. 2024-2025 Budget Narrative – 1<sup>st</sup> Draft
  - C. 271 Library Fund Budget Document – 1<sup>st</sup> Draft as of January 18, 2024 (including 24/25, 25/26 and 27/28)
  - D. 272 Library Contributed Fund Budget Document – 1<sup>st</sup> Draft as of January 18, 2024 (including 24/25, 25/26 and 26/27)
7. Public Comment (see language above)
8. Board Members Individual Reflections
9. Director Updates:
  - Library Director's mid-year review on January 25, 2024 by Closed Session

**Upcoming Dates:**

  - Thursday, January 25, 2024: Regular Meeting at 7pm, City of Novi – Council Chambers
  - Thursday, February 1, 2024: 2<sup>nd</sup> Budget Session at 5:30pm, Novi Library – Board Room
  - Thursday, February 15, 2024: Regular Meeting at 7pm, Novi Library – Board Room (Approval of the Library Board Budgets for 23/24 Accounts 271 and 272 for year-end, 24/25 Accounts 271 and 272, 25/26 Accounts 271 and 272 Projected, 27/27 271 and 272 Projected.
10. Adjourn

**4. Events/Marketing/Fundraising Committee – No meeting held****5. Strategic Planning Committee – No meeting held****Update to Board Committee as of 1/20/24 from Director Farkas:**

The current draft plan with many initiatives/goals was sent to the Committee on 1/20/24. In December, it was sent to Re-Thinking Libraries for their feedback and they have shared that they feel it is very thorough, but also a lot of information and a lot of detail that seems to be too much. The next step for the staff committee is to bring more staff into the process so that staff can review it and add thoughts and comments. We need staff to feel confident about what is being presented and asked of them over the next three - five years. In addition, more time frames need to be identified based on the initiatives. The next staff meeting is scheduled for: February 14<sup>th</sup>.



# Novi Public Library STRATEGIC PLAN 2023-2028



## Mission

Cultivate Learning  
Inspire Creativity  
Foster Inclusivity

## Vision

A vital community hub  
for enrichment, exploration  
and understanding.

## Values

**Welcoming and Inclusive Environment:** We embrace all voices and value diverse perspectives.

**Community Focus:** We engage through spaces, programs and services to support our community.

**Collaboration:** We explore partnerships to better connect resources and serve beyond our walls.

**Innovation:** We evolve with changing needs and are open-minded and adaptable.

**Learning:** We empower lifelong learners as they discover and cultivate their passions.

**Creativity:** We encourage adventure and wonder in all we do.



### Align Funding & Services

**Challenge:**  
The funding vs.  
expected services gap

**Goal:** Share with the community the current gap between service expectations/needs and funding levels and explore opportunities to align funding to the service needs and expectations of the community.



### Improve Internal Communications

**Challenge:**  
Disconnected internal  
decision processes

**Goal:** Improve processes and internal communications and expand decision input across the organization to keep service levels in-line with resources.



### Adapt Resources, Services & Facilities

**Challenge:** Need  
to align services  
& resources to funding

**Goal:** Explore & develop efforts that optimize the quality, usability and community alignment of Library resources and facilities and ensure the community's aware of these resources, services & programs.



### Staff Investment & Retention

**Challenge:** Staff  
engagement &  
turnover

**Goal:** Invest more in the Library staff to improve effectiveness, efficiency and job satisfaction to meet the current and future needs of the community.



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

To read the full strategic plan,  
visit our website at [novilibrary.org](http://novilibrary.org).



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

Update as of 1/20/24: IT and Facilities Staff are currently working with our vendor for the building monitoring software (BMS) that may allow better temperature flow in the library, including the lobby. The software does need an upgrade as it is out of warranty and exceeds lifespan (system was original to the building as of March 2010) and is no longer supported based on upgrades. There is confidence from the vendor in fixing this issue and improving the lobby temperatures. More details will be provided as soon as the software update occurs.

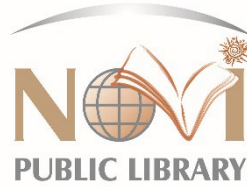
The software upgrade was completed the first week of January. The vendor was out on 1/20/24 to connect hardware to software and test. More work will continue on 1/23/24.

#### **7. Bylaw Committee – No meeting held**

#### **8. DEI Committee - Meeting held: Tuesday, December 27, 2023.**

Committee members discussed information pertaining to definitions of DEI for the Library. A draft of language is being shared with the Staff DEI Committee on 1/25/24 for further feedback. Next meeting is scheduled for: January 31, 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
- 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. 15<sup>th</sup>, March 21<sup>st</sup> – due to Director Request (3<sup>rd</sup> Thursday)

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

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



## Library Board Calendar

**\*\* Meetings occur on the 4<sup>th</sup> Thursday of the month, unless otherwise noted**

### 2024

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

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