



**Agenda**

Novi Public Library Board of Trustees  
 Thursday, March 27, 2025  
 at 7:00 p.m.

Location: Novi Public Library, Board Room – 2<sup>nd</sup> Floor

**Mission: Cultivate Learning, Inspire Creativity, Foster Inclusivity**

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

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

**Pledge of Allegiance**

**Roll Call by Secretary, Kat Dooley**

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

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

**Consent Agenda**

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

**Presentations**

- 1. ....N/A

**Public Comment**

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

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

**Reports**

- 1. Student Representatives Report –February 2025..... 13-16
- 2. President's Report (Mark Sturing)..... 17-25
  - A. Various statements from ALA, MLA and TLN regarding the dismantling of IMLS (Institute of Museum and Library Services)
  - B. 2024-2025 Board Committee Assignments .....26
  - C. Election of Officers – March 27, 2025 coordinated by Secretary Kat Dooley
  - D. Committee Appointments – May 8, 2025

3. Treasurer's Report (Brian Bartlett)
  - A. **Future Approvals from the City:** 3rd Qtr. budget amendment will go to council April 21. In order to incorporate all changes, information is needed by April 14th.  
4th Qtr. budget amendment will go to council June 16th. In order to incorporate all changes, we will need information by June 9th.
  - B. 2024-2025 Library Budget Fund 271 .....27-29
  - C. 2024-2025 Contributed Fund Budget 272.....30
  - D. Financial Report February 2025.....31
  - E. Library Fund 271 Expenditure & Revenue Report as of February 28, 2025 ..... 32-35
  - F. Library Fund 272 Contributed Fund as of February 28, 2025 .....36
  - G. Balance Sheets for Funds 271 and 272 as of February 28, 2025.....37-38
4. Director's Report (Julie Farkas) ..... 39-49
  - A. Information Technology Report (Jeffrey Smith) ..... 50-52
  - B. Facilities Report (Keith Perfect) .....53
  - C. Information Services Report (No Dept. Head at the Time) ..... 54-58
  - D. Marketing and Community Promotion (Dana VanOast) .....59
  - E. Support Services Report (Sarah Mominee) .....60
  - F. Library Usage Statistics ..... 61-70
  - G. Friends of Novi Library – Newsletter: March 2025.....71
  - H. City of Novi Historical Commission – 1/15/25 Minutes..... 72-74

**Public Comment – see language above to be recited**

**Committee Reports**

1. **Policy Committee:** Review current public policies for the Library  
(Chair: Sturing, Bartlett and Gawalapu, Staff Liaison – Julie Farkas)
  - No meeting held .....N/A
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals  
(Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)
  - Meeting held on 3/20/25 – Approve 2025-2026 Salary Structure; HR Sick Policy; HR Information Technology Usage Policy ..... 75-87
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation  
(Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)
  - Meeting scheduled for 3/31/25.....N/A
4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities  
(Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)
  - 3<sup>rd</sup> planning meeting is scheduled for 4/24/25.....N/A
5. **Strategic Planning Committee:**  
(Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Hillary Hentschel, Info Services)

- No meeting held .....N/A
- 6. **Building & Grounds Committee:**  
 (Chair: Gawalapu, Sturing, Halvangis (Staff Liaison – Julie Farkas)
  - No meeting held - Approve Conceptual Design Costs for Main Entrance; Floor & Upholstery Cleaning Services ..... 90-104
- 7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**  
 (Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)
- 8. **DEI: Diversity, Equity and Inclusion Committee**  
 (Chair: Dooley, Crawford, Halvangis (Staff Liaison – Julie Farkas)
  - No Meeting held .....N/A

**Matters for Library Board Action**

1. Election of Library Board Officers (April 2025 – March 2026)  
**OFFICER BALLOT [PROPOSED]**  
 President - Mark Sturing  
 Vice President - Katherine Dooley  
 Treasurer - Brian Bartlett  
 Secretary - No Nominee as of 3-20-25
2. Approve the salary structure for fiscal year 2025-2026, as of 3/27/25; which includes the minimum wage increase at \$13.73..... 75
3. Approve revisions to the HR Sick Time Policy based on new legislation..... 76-78
4. Approve revisions to the HR Information Technology Usage Policy ..... 79-84
5. Approve conceptual design costs in the amount of \$2,500 for the main entrance with MCD Architects..... 90-91
6. Approve the quote submitted by Dalton Commercial Cleaning for Floor & Upholstery Clearing with a not to exceed amount of \$21,248.00 ..... 92-104

**Communications**

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

**Closed Session**

1. None

**Adjournment**

**Supplemental Information**

- Library Board Calendar 2025..... 107
- Library Closings 2025 ..... 108

**2025 Future Events:**

- **3/27/25: Library Board of Trustees Regular Meeting, 7pm, Novi Public Library – Board Room**
- National Library Week – April 6 – 12: Drawn to the Library
- Tiny Art Show: Month of April
- 4/9/25: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- **4/10/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 4/16/25: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **4/19 – 4/20/25: LIBRARY CLOSED – Easter Weekend**
- **5/8/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 5/14: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 5/21/25: Novi Historical Commission Meeting at 7pm, Novi Public Library

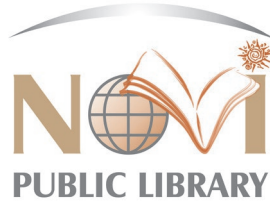
**Cultivate Learning. Inspire Creativity. Foster Inclusivity.**

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

<http://www.novilibrary.org>

MINUTES

Initial Draft



Library Board of Trustees – Regular Meeting  
Initial Draft – MINUTES  
February 13, 2025  
City of Novi – Council Chambers

**Call to Order by Vice President, Kathy Crawford**

Novi Civic Center, Council Chambers  
Called to order by Vice President Kathy Crawford at 7:00 PM

**Pledge of Allegiance**

The Pledge of Allegiance was recited

**Roll Call by Secretary, Kat Dooley**

**Library Board – 6 board members were recorded present**

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

**Student Representatives**

- Alexandra DeMore
- Alyna Dohadwala – absent, excused

**Library Staff**

- Julie Farkas, Director
- Amy Crockett, Recording Secretary

**Approval of Agenda.....1-3**

**Motion:** To approve the Agenda as presented  
Motion for Approval – 1<sup>st</sup> – Trustee Burke  
2<sup>nd</sup> – Trustee Bartlett

**Motion passes – 6-0**



for the next year will take place at the March board meeting, so if you are interested in a position, let Trustee Dooley know. You can also change what committees you are part of. These will be appointed in May for the following year.

3. Treasurer's Report (Brian Bartlett)
  - A. Future Approvals from the City: 3rd Qtr. budget amendment will go to council April 21. In order to incorporate all changes, information is needed by April 14. 4th Qtr. budget amendment will go to council June 16. In order to incorporate all changes, we will need by June 9.
  - B. 2024-2025 Library Budget Fund 271 .....28-30
  - C. 2024-2025 Contributed Fund Budget 272.....31
  - D. Financial Report January 2025.....32
  - E. Library Fund 271 Expenditure & Revenue Report as of January 31, 2025.....33-35
  - F. Library Fund 272 Contributed Fund as of January 31, 2025.....36
  - G. Balance Sheets for Funds 271 and 272 as of January 31, 2025.....37-38

Trustee Bartlett: Will cover 2024-2025 Year End Budget and 2025-2026 Proposed Budget during Matters for Board Action.

Director Farkas: Believes approving the 2024-2025 Year End Budget today will cover changes through the 3<sup>rd</sup> quarter, so we will just have to do 4<sup>th</sup> quarter amendments in June.

4. Director's Report (Julie Farkas) .....39-45
  - A. Information Technology Report (Jeffrey Smith) .....46-49
  - B. Facilities Report (Keith Perfect) .....50
  - C. Information Services Report (No Dept. Head at the Time) .....50-55
  - D. Marketing and Community Promotion (Dana VanOast) .....56
  - E. Support Services Report (Sarah Mominee) .....57
  - F. Library Usage Statistics.....58-67
  - G. Friends of Novi Library – February 2025 Newsletter; 25/26 Proposed Wish List.....68-69
  - H. City of Novi Historical Commission – Minutes 11/20/24 & 12/18/24; Approved 25/26 Budget.....70-74

Director Farkas: A motor in the Library's vestibule heating system, which was 15 years old, broke this week, causing cold temperatures in the lobby. The part is on order and should arrive in the next few days. The Library closed early at 5:00pm on Wednesday, February 12 because the roads were starting to get slippery and we wanted to ensure staff could get home safely. We did not have to close or have a delayed opening today (Thursday, February 13) because we did not get as much snow as predicted and the roads got cleared well. Always speaks to the City's Department of Public Works about the road conditions before making a decision to close, and also views security cameras from home to know if our vendor has cleared the parking lot. We have added courtesy phone charging stations throughout the building. The Library is partnering with Fox Run for 2 author events in April that will take place at Fox Run.

### Public Comment

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

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No Public Comment

**Committee Reports**

1. **Policy Committee:** Review current public policies for the Library
  - Chair: Sturing, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
  - No Meeting Held.....N/A
  
2. **HR Committee:** Review HR Policies for the Library, Director review & goals
  - Chair: Crawford, Dooley, Staff Liaisons: Julie Farkas and Kristen Sullivan
  - No Meeting Held.....N/A
  
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
  - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
  - Meeting Held on 2/4/25 to discuss the 25/26 proposed budgets.....N/A
  
4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
  - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
  - Planning meeting held for 65<sup>th</sup> Anniversary on 2/5/25.....N/A
  - Planning meeting for 65<sup>th</sup> Anniversary scheduled for 3/6/25.....N/A
  
5. **Strategic Planning Committee:**
  - Chair: Bartlett, Crawford, Staff Liaison: Julie Farkas
  - No Meeting Held.....N/A
  
6. **Building & Grounds Committee:**
  - Chair: Gawalapu, Sturing, Halvangis, Staff Liaison: Julie Farkas
  - No Meeting Held.....N/A
  
7. **Bylaw Committee (Ad-hoc):** Review of Library Board Bylaws
  - Chair: Bartlett, Sturing, Gawalapu, Staff Liaison: Julie Farkas
  - No Meeting Held.....N/A
  
8. **DEI: Diversity, Equity and Inclusion Committee:**
  - Chair: Dooley, Crawford, Halvangis, Staff Liaison: Julie Farkas
  - No Meeting Held.....N/A

**Matters for Library Board Action**

Trustee Crawford: A lot of planning and meetings have gone into creating these budgets, this is just the finale. Reminded everyone that the budget is a guideline, but it can be changed as things come up.

7. Approve 2024/2025 Year End Budgets for Accounts 271 and 272 as of February 13, 2025 .....28-31



**Motion:** to approve the 2024-2025 Year End Budgets for Accounts 271 and 272 as of February 13, 2025

Motion to Approve – 1<sup>st</sup> – Trustee Burke  
2<sup>nd</sup> – Trustee Halvangis

Trustee Bartlett: The Year End Budgets are a little better than we had anticipated due to higher tax revenue and interest in investments than predicted.

**Motion Passes – 6-0**

- 8. Approve 2025/2026 Proposed Budget for Accounts 271 and 272 as of February 13, 2025 .....28-31

**Motion:** to approve the 2025/2026 Proposed Budget for Accounts 271 and 272 as of February 13, 2025

Motion to Approve – 1<sup>st</sup> – Trustee Halvangis  
2<sup>nd</sup> – Trustee Burke

**Motion Passes – 6-0**

**Communications**

No Communications

**Closed Session**

No Closed Session

**Adjournment**

Trustee Crawford: Reminded everyone that March is Reading Month and there are always special activities going on throughout the month at the Library.

**Motion:** to adjourn at 7:28 PM  
Motion to Adjourn – 1<sup>st</sup> – Trustee Bartlett  
2<sup>nd</sup> – Trustee Burke

**Motion Passes – 6-0**

**Supplemental Information**

- Library Board Calendar 2025.....78
- Library Closings 2025 .....79

**2025 Future Events:**

- 2/19/25: Novi Historical Commission Meeting, 7pm, Novi Public Library
- **March is Reading Month**
- 3/12/25: Friends of Novi Library Regular Meeting – NO MEETING
- 3/19/25: Novi Historical Commission Meeting, 7pm, Novi Public Library
- **3/27/25: Library Board of Trustees Regular Meeting, 7pm, Novi Public Library – Board Room, 2<sup>nd</sup> floor**
- **National Library Week – April 6 - 12**
- 4/9/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- **4/10/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 4/16/25: Novi Historical Commission Meeting, 7pm, Novi Public Library

**WARRANTS (Provided by Bindhya Suriyanarayanan, Bookkeeper)**

<b>Warrant 648</b>	<b>271 Accounts</b>	<b>February 2025</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Quill	office supplies	271-000.00-727.000	\$ 392.07
Smart Business Source	office supplies	271-000.00-727.000	\$ 196.87
Vista Print	Business Cards CC	271-000.00-727.000	\$ 673.79
Petty Cash	DK Agencies postage	271-000.00-728.000	\$ 23.40
Stamps.com	Monthly Service Charges	271-000.00-728.000	\$ 19.99
USPS	Postage CC	271-000.00-728.000	\$ 100.00
Adobe	Subscription	271-000.00-734.000	\$ 28.19
Knight Watch	Monthly Monitoring	271-000.00-734.000	\$ 315.00
Magic Desktop	Desktop for organization - 1 year	271-000.00-734.000	\$ 298.00
TechSoup	Microsoft 365 - 2/12/25 - 3/11/25 CC	271-000.00-734.000	\$ 90.00
Amazon	power bank, cable	271-000.00-734.500	\$ 571.12
Joann	iCube Supplies CC	271-000.00-734.500	\$ 19.53
Knight Watch	Alarm repair service and parts	271-000.00-734.500	\$ 726.69
Knight Technology	Monthly DATTO - February	271-000.00-734.500	\$ 700.00
Makengine	3D printer repair	271-000.00-734.500	\$ 225.00
Novi Public Library	Test transaction CC	271-000.00-734.500	\$ 1.20
Telsystems	West Meeting Room Projection	271-000.00-734.500	\$ 700.00
Amazon	bookends	271-000.00-740.000	\$ 591.11
Aunt Flow	Feminine Products CC	271-000.00-740.000	\$ 420.00
CDW-G	Toner Cartridge	271-000.00-740.000	\$ 558.12
Metcom	Library cards	271-000.00-740.000	\$ 21,500.00
Home Depot	staff lounge microwave	271-000.00-740.000	\$ 178.00
Petty Cash	Kroger; water	271-000.00-740.000	\$ 8.34
Amazon	books	271-000.00-742.000	\$ 653.42
Brodart	books	271-000.00-742.000	\$ 18,472.63
Cavendish Square	books	271-000.00-742.000	\$ 204.44
Cengage	books	271-000.00-742.000	\$ 206.32
Center Point	books	271-000.00-742.000	\$ 99.48
Lerner	books	271-000.00-742.000	\$ 882.60
Rosen	books	271-000.00-742.000	\$ 1,318.20
Amazon	Lending Library	271-000.00-742.010	\$ 375.50
Brodart	Lending Library	271-000.00-742.010	\$ 754.14
Midwest Tape	Lending Library	271-000.00-742.010	\$ 201.67
Baker & Taylor	744.400	271-000.00-744.000	\$ 469.50
Midwest Tape	744.300	271-000.00-744.000	\$ 4,408.60
Playway	744.300	271-000.00-744.000	\$ 1,568.70

OverDrive	eBooks, Audiobook	271-000.00-745.200	\$ 4,910.82
Foster Swift	January	271-000.00-806.000	\$ 586.50
Shifman Fournier	January	271-000.00-806.000	\$ 402.50
Knight Technology	Cabling IDF1 and IDF2	271-000.00-816.000	\$ 380.00
Suttle Shifts	consulting	271-000.00-816.000	\$ 2,600.00
GDI	January	271-000.00-817.000	\$ 8,120.00
AT&T	Dec 23 - Jan 22, 2025	271-000.00-851.000	\$ 869.57
T-Mobile	due on 2/23/25	271-000.00-851.000	\$ 1,022.68
Telnet	due 3/7/25	271-000.00-851.000	\$ 1,037.27
Verizon	Jan 02 - Feb 01	271-000.00-851.000	\$ 665.56
Petty Cash	Mileage	271-000.00-862.000	\$ 16.31
4imprint	Notebook set	271-000.00-880.000	\$ 1,236.51
Muniweb	January	271-000.00-880.000	\$ 627.00
Novi Chamber	State of the City	271-000.00-880.000	\$ 180.00
Amazon	programming	271-000.00-880.268	\$ 361.87
Amanda Gossett	Tail Waggin' Reading Buddies	271-000.00-880.268	\$ 35.00
Christopher Strode	MLK Day	271-000.00-880.268	\$ 250.00
Kroger	Programming CC	271-000.00-880.268	\$ 26.46
One World Market	Adult Program CC	271-000.00-880.268	\$ 29.35
Oriental Trading	Grab & go	271-000.00-880.268	\$ 156.89
Sams	Baby cupid dance party	271-000.00-880.268	\$ 36.90
Target	Baby cupid dance party CC	271-000.00-880.268	\$ 42.33
Canon	print	271-000.00-900.000	\$ 497.24
DTE	due on 2/17/25	271-000.00-922.000	\$ 7,526.17
Allegion Access	motion sensor	271-000.00-934.000	\$ 901.43
Allied Building	Credit for invoice 00356661	271-000.00-934.000	\$ (13.50)
Allied Building	blower mtr	271-000.00-934.000	\$ 3,102.00
Amazon	Vacuum Cleaner	271-000.00-934.000	\$ 484.79
Anago	1/9/25 & 2/20/25	271-000.00-934.000	\$ 840.00
Dalton	carpet/furniture maintenance	271-000.00-934.000	\$ 4,332.00
ImperialDade	supplies	271-000.00-934.000	\$ 1,112.25
North Star	January	271-000.00-934.000	\$ 322.45
Redford	cut key	271-000.00-934.000	\$ 45.00
Smart Business	Wipes	271-000.00-934.000	\$ 47.92
Brien's	snow	271-000.00-936.300	\$ 3,708.00
Home Depot	ice melt bag	271-000.00-936.300	\$ 389.10
Weingartz	clutch cable	271-000.00-936.300	\$ 98.96
Canon	lease	271-000.00-942.000	\$ 1,010.00
Corrigan	February	271-000.00-942.100	\$ 26.98
Jets Pizza	Board Budget Workshop CC	271-000.00-956.000	\$ 77.75
MCLS	Assigning Library of Congress	271-000.00-956.000	\$ 100.00

MLA	Service animals in the library	271-000.00-956.000	\$ 25.00
Petty Cash	Kroger; Board meeting	271-000.00-956.000	\$ 12.38
	<b>TOTAL 271</b>		<b>\$ 106,191.06</b>

<b>Warrant 647</b>	<b>272 Accounts</b>	<b>February 2025</b>	
Amazon	International Donation	272-000.00-742.230	\$ 851.30
Brodart	Norm Young Donation	272-000.00-742.230	\$ 440.23
Cengage	Vicky Mclean Donation	272-000.00-742.230	\$ 197.49
Angela Shinozaki	March Reading Month Author	272-000.00-742.232	\$ 350.00
Lakeshore	Play Area	272-000.00-742.232	\$ 97.17
Kroger	Lindsay going away CC	272-000.00-742.236	\$ 118.91
	<b>TOTAL 272</b>		<b>\$ 2,055.10</b>

## February 2025 Library Board Student Representatives Report

By: Alexandra DeMore and Alyna Dohadwala (Student Representatives)

### Tween and Teen Library Programs:

The Club Half-Blood program was held on February 6th. This event was for all fans of Greek mythology, monsters, and mayhem! Those loving Percy Jackson joined our monthly club for book talks, snacks, games, and crafts inspired by the books! (Attendance = 8)

The No Required Reading Book Club program was held on February 13th. Taking a break from reading for school, this book club is just for teens! Each month we will pick a new book to read, and then come together to discuss our thoughts and feelings about the book. (Attendance = 3)

The NO-VI Chess Club program was held on February 13th and 27th. This event provides an opportunity for teens and tweens to participate in games, learn about chess, and sharpen their skills. (Attendance = 16, 27)

The Oil Pastel Art event was held on February 19th. Tweens got together to make beautiful artwork using oil pastels! (Attendance = 25)

The February Grab and Go Kit Distribution was on February 21st. For February being Black History Month, these kits centered around celebrating Black history. Kids could grab the kits in the morning. (Attendance = 96)

The Sewing Machine Demo happened on February 25th. Participants joined us in the iCube to see a demo of the sewing machine, and were able to make fabric bookmarks. (Attendance = 9)

### Teen Space Update:

During February 2025, there were [513] patrons who visited Teen Space.

The total weekly Teen Space stats for February 2025 were:

- 2/3-2/7 = 135
- 2/10-2/14 = 74
- 2/17-2/21 = 73
- 2/24-2/28 = 231

Teen Space was not in session for the following dates:

- 2/11 - virtual day of school, 2/14 - 2/18 NCSD mid-winter break, 2/21 TAB mtg.

### Teen Advisory Board (TAB) Update:

The sixth Teen Advisory Board meeting of the year was held on February 21st. First, TAB spent the beginning of the meeting with a fun icebreaker that involved a little movement. Members switched from group to group to talk about their favorite winter activities. In addition to this fun activity, TAB members continued the discussion on possible names for the new teen area. Finally, in honor of Valentine's Day, TAB spent the rest of the meeting using a variety of frosting and sprinkles to decorate cookies! Overall this was a super fun opportunity to catch up with other TAB Members! (Attendance was 12).

**Upcoming Programs:**

- Teen Space (grades 7-12) – daily program held Monday-Friday (except during vacation breaks and days that school is closed), 2:45-5pm
- Club Half Blood- April 3, 6:30-8pm
- Novi Chess Club- April 3 & 24, 7-8pm
- No Required Reading Book Club- April 10, 4-5pm
- Teen Reality Check with MSU Credit Union- April 15, 3-4:30pm
- April Tween Grab & Go Kit- April 18, All Day
- Tape Resist Art- April 22, 7-8pm
- Teen Advisory Board Meeting- April 25, 3:30-4:30pm, MSU Credit Union Presentation

**Teen Stop Featured Display:**

The February Teen Stop display featured: **Romantasy**



# REALITY CHECK

## A BUDGET WORKSHOP FOR TEENS

**Tuesday, April 15**  
**3-4:30pm**



Reality Check is a program that MSUFCU created to give students a realistic understanding of how much life costs when you get into the workforce and start paying your own bills.

Participants will choose a career and be given a budget sheet that will list the occupation and entry level salary. During the class, students will visit 16 "life booths" where they will have to make decisions about what to purchase in life.

**Students in grades 7-12 welcome. Registration required. Visit [novilibrary.org/events](http://novilibrary.org/events). Pizza and refreshments will be served.**



# CREDIT AND LOANS

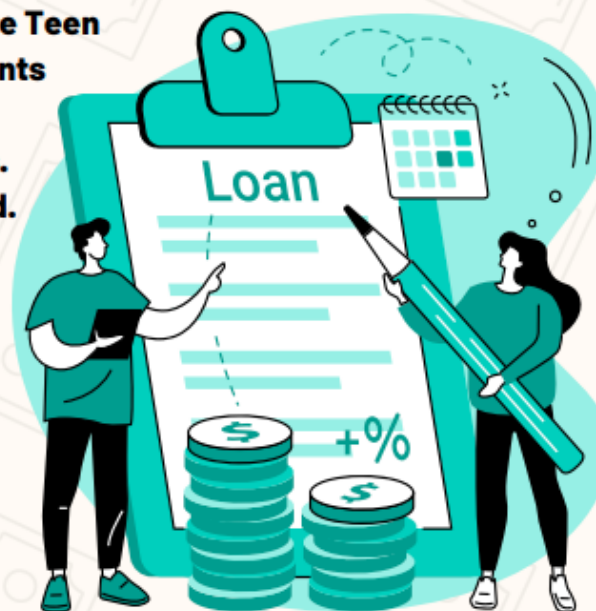
## FINANCIAL WELLNESS FOR TEENS

**Friday, April 25**  
**3:30-4:30pm**

Understanding Credit and Loans centers on one of the most significant factors to financial wellness. This presentation simplifies the topic of credit by sharing foundational information with relevant and real examples.

This presentation will also give an overview of the student loan process and financial considerations including available options, interest accrual, and repayment strategies.

**Presentation will take place during the Teen Advisory Board (TAB) Meeting. Students in grades 7-12 welcome. Registration required. Visit [novilibrary.org/events](http://novilibrary.org/events). Pizza and refreshments will be served.**





**PRESIDENT'S REPORT**

## **Joint Statement on IMLS from Michigan Libraries, Museums, and Archives**

On March 14, 2025, President Trump issued an [Executive Order](#) (EO) that adversely affects the only federal agency that provides resources to our nation's libraries, museums, and archives. The EO "Continuing the Reduction of the Federal Bureaucracy" directs the Institute of Museum and Library Services (IMLS) to eliminate non-statutory programs and reduce its functions and personnel to the minimum required by law. For IMLS, this would mean a dramatic reduction in its scope and capacity to support our nation's cultural institutions. Libraries and museums across the country will feel the effects of these cuts, particularly in areas reliant on discretionary funding and special initiatives.

Michigan receives modest federal funding from IMLS, but our 397 public library systems, 87 academic libraries, nearly 3,000 school libraries, 650 museums, and hundreds of historical organizations pride themselves on using these resources efficiently and innovatively to deliver outstanding programs and services. The changes to IMLS ordered in the EO would be devastating to the cultural and literary landscape enjoyed by all Michigan residents.

What is at stake if IMLS reduces its workforce and dismantles programming, funding, and services to our libraries, museums, and archives?

Close to \$2.25 million/year in individual grants to our libraries, and an additional \$1.77 million/year for our museums and archives could be affected.

In addition, the Library of Michigan may be adversely affected if the \$4.78 million Grants to States were to cease including:

- the Michigan Electronic Library (MeL and MeLCat) – a centralized catalog and resource-sharing service (inter-library loan) created to lend and share materials among all types of libraries in Michigan
- MeL databases that are used extensively by our academic and school libraries
- travel stipends for library staff to attend professional development opportunities to stay current with trends that affect the profession
- funding for cohorts on financial sustainability, digital literacy, artificial intelligence, and public library management
- excellent training and educational opportunities for all library workers through participation in Niche Academy offerings

We strongly support continued funding and staffing and implore President Trump to rescind this Executive Order. Our goal is to ensure that the IMLS continues to fund worthy and essential library, museum, and archival programs that benefit Michigan communities well into the future.

In Fiscal Year 2024, the government spent \$6.75 trillion, exceeding its revenue and resulting in a deficit. While the stated purpose of the EO is to reduce bureaucracy and waste, it is unreasonable to target the federal funding allocated to libraries and museums that represents just a tiny fraction – approximately 0.0043% in FY 2024 – of the federal budget. This minimal investment supports institutions that are vital to education, cultural preservation, and community enrichment.

While funding for the remainder of Fiscal Year 2025 (ending Sept. 2025) has been appropriated to the IMLS in the newly approved Continuing Resolution, we have no guarantees of funding for IMLS in the Fiscal Year 2026 budget.

It is time to take a stand and speak up today by calling, writing, emailing, visiting, or sending a letter to your federal elected officials. We encourage you to use one of the links below that have been set up by various national organizations.

Contact your legislators and tell them to continue fully funding IMLS – both discretionary programs and those explicitly mandated by law. Don't forget that your communication will be stronger by adding your own words, and how this will affect you, your cultural institution, and your community.

**American Library Association:**

<https://app.oneclickpolitics.com/campaign-page?cid=9CyapZUB9sorxFLO4J0c&lang=en>

**EveryLibrary:**

<https://action.everylibrary.org/saveimls2025>

**American Association for State and Local History:**

<https://www.congressweb.com/aam/94/>

**American Alliance of Museums:**

<https://www.congressweb.com/aam/95/>

Collectively, we the undersigned, stand together and call on all Michiganders who value reading, learning, history, and enrichment to take a stand in support of our libraries, museums, and archives. We urge President Trump to rescind the EO targeting IMLS and implore Congress to continue fully funding IMLS at levels that protect both discretionary and statutory programs.

Sincerely,

Deborah E. Mikula  
Deborah E. Mikula  
Executive Director, Michigan Library  
Association

Lisa Craig Brisson  
Lisa Craig Brisson  
Executive Director, Michigan Museums  
Association

Steven K. Bowers  
Steven Bowers  
President, Library Cooperatives of Michigan

Elizabeth Nicholson Green  
Elizabeth Nicholson Green  
President, Michigan Archival Association

Christine Beachler  
Christine Beachler  
President, Michigan Association of School  
Librarians

Larry J. Wagenaar  
Larry J. Wagenaar  
Executive Director and CEO, Historical Society  
of Michigan

Mies Martin  
Mies Martin  
President, Michigan Academic Library  
Association

## FAQ: Executive Order Targeting IMLS

March 18, 2025

On Friday night, March 14, President Trump issued an [Executive Order](#) intended to dismantle the only federal agency dedicated to funding library services, the Institute of Museum and Library Services (IMLS), as well as six other agencies. This set of frequently asked questions is intended to help library workers, library advocates, and library users understand this Executive Order.

### What does this Executive Order do?

This White House announcement orders that seven agencies, including the Institute of Museum and Library Services, **be eliminated to the maximum extent of the law** and the agencies are ordered to reduce their services and personnel to the minimum amount required to perform the functions required by law.

The announcement also orders the Office of Management and Budget (OMB) to reject any budget requests from IMLS (and the other six named agencies) other than funds needed to shut down the agency.

### Is IMLS being eliminated?

The clear intent of the Executive Order, as stated in the language of the order, is to eliminate IMLS.

The Executive Order does not directly eliminate the agency entirely. That would clearly exceed executive authority, because IMLS is established by law. Instead, the Executive Order aims to move as far toward eliminating the agency as possible. It requires that the agency only do what is “statutorily required,” which means the actions required by current laws. At this time, it is not fully clear which agency functions the Administration will deem to be “statutorily required.”

The announcement orders that the head of each agency submit a list of functions that they believe are statutorily required to the White House’s Office of Management and Budget (OMB). Since the president has stated in his Executive Order that his intent is to eliminate IMLS to the fullest extent that he is able, it is reasonable to conclude that the Office of Management and Budget will take a narrow interpretation of what is statutorily required.

In addition, the order directs OMB to reject funding requests from IMLS “except insofar as necessary to effectuate an expected termination” of the agency. Therefore, it is expected that the president’s future budget requests will propose to eliminate to IMLS.

### **What statutes apply to IMLS?**

The Museum and Library Services Act (MLSA) is the law that established IMLS. MLSA codifies the agency’s programs under the Library Services & Technology Act (LSTA) and the Museum Services Act, as well as other agency activities like data collection and the National Museum and Library Services Board. MLSA was first enacted in 1996 and has been reauthorized on a bipartisan basis several times since then – most recently in 2018, which was signed into law by President Trump. As described above, it is not yet clear which agency functions the Administration will deem to be “statutorily required.”

In addition to MLSA, certain provisions of appropriations laws apply to IMLS. Congress provides funding to IMLS annually through appropriations laws, most recently in the law enacted on March 15, 2025. In addition to providing funding for federal agencies to carry out programs and activities, these laws also sometimes provide directions to the agencies.

Additionally, some provisions of law apply across all or several federal agencies, including IMLS. For instance, all executive agencies are required to comply with and implement the Freedom of Information Act. In addition, all federally funded education programs (which is considered to include libraries and museums) must comply with Title IX of the Education Amendments of 1972.

### **What does this mean for grants to libraries?**

At this time, it is unclear how the Executive Order may impact current or future grant rounds.

### **But didn’t Congress just fund IMLS?**

On March 14th, the Senate passed and the president signed a continuing resolution for fiscal year 2025, which provides funding for IMLS through September 2025.

Although this continuing resolution provides funding for IMLS, President Trump has instead directed the agency’s elimination all on the same day. This Executive Order usurps the intent of Congress’s decision to provide funding for IMLS, which President Trump agreed to in signing that law.

**What will happen to the IMLS staff?**

The Trump Administration has pursued several strategies to reduce the federal workforce, including workers employed at IMLS. Some of these attempts have been subject to litigation and disallowed by the courts, while other efforts proceed. The March 14 Executive Order also aims to reduce, and eventually eliminate, the number of employees at IMLS. If the Trump Administration is allowed to proceed with a broad interpretation of the March 14 Executive Order, it likely would result ultimately in the loss of employment for IMLS staff.

**What does this mean for libraries?**

The intent to undercut and eliminate the Institute for Museum and Library Services (IMLS) is extremely shortsighted and perilous for the millions of Americans who rely on our public, school, academic, and special libraries. Library funding draws less than 0.003% of the annual federal budget yet has enormous impact in communities nationwide. From technology classes for jobseekers to services for people with disabilities, from library delivery for older Americans to summer reading programs for families, IMLS funding makes a real, concrete difference in the lives of Americans every day. The president's Executive Order puts all of those services at risk.

**How can the Executive Order be stopped or limited?**

The March 14 Executive Order could be stopped or limited in the following ways:

- Congress could enact a law that overrides the president's action.
- A court can overturn provisions of the Executive Order, or actions taken to implement the Executive Order, that it finds to violate the Constitution or a federal law.
- President Trump, or a future president, could rescind or modify the Executive Order, or direct that it be interpreted in ways that reduce the disruption of IMLS's activities and programs.

**What is ALA doing?**

The American Library Association is fighting for IMLS to be preserved and to continue supporting our nation's 125,000 public, school, academic, and special libraries.

Our policy and advocacy team in Washington DC is working with partners and library supporters across the country to advocate for IMLS.

ALA leaders are raising awareness in the media of the devastating impact that eliminating IMLS will have on communities. ALA is also working with chapters to engage members of Congress in their state and to educate their elected officials on the impact of federal dollars to libraries on their constituents. Finally, we are mobilizing our members and library lovers everywhere to contact their members of Congress, and to make their voices heard.

### **What can I do?**

We need every library supporter to show up and make their voices heard. Here are concrete, effective actions you can take now:

- [Send a message to your Senators and Representatives](#) urging them to overturn the Executive Order and protect IMLS funding.
- [Call your Senators and Representatives](#) urging them to overturn the Executive Order and protect IMLS funding.
- Encourage a friend or relative to become a [Supporter of the American Library Association](#).
- Send this [action alert](#) to five people in your network.
- Write a letter to the editor in your local newspaper explaining why IMLS is important and the impact of federal dollars on communities.
- [Share your story](#) for ALA's story collection about the impact of federal funding on your community.
- Sign up for future [action alerts from ALA](#).

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Mar 15, 2025

## Steven K. Bowers

### The Library Network Responds to Executive Order Dismantling IMLS

The Library Network is closely monitoring developments in conjunction with a [new executive order](#) from The White House which aims to effectively eliminate several federal agencies including the Institute of Museum and Library Services (IMLS), which provides federal funding and grants to libraries, archives, and museums across the nation.

This order, which was signed on Friday (March 14, 2025) and aims to eliminate the IMLS “to the maximum extent consistent with applicable law,” may impact LSTA grants, Michigan Activity Pass, Michigan eLibrary, and other programs funded in Michigan through this federal agency.

Libraries and museums have traditionally had bipartisan support from the government and the communities we serve. The LSTA grants to states program has a decades’ long track record of efficiency and financial auditing which ensures proper use of funding appropriated by Congress.

Individuals may contact their legislators to express support for LSTA and continued funding for library and museum programs. For more information on this developing news, and for contact information, please see [this statement](#) from EveryLibrary.

“IMLS provides critical funding to libraries throughout the nation and the impact will change how much libraries are able to provide the public,” says TLN Executive Director Steven K. Bowers. “We will be watching very closely as we expect this to be challenged in court, but we’ll continue to fight to help libraries navigate this change in federal support.”

The Library Network remains committed to providing services to assist libraries working together in Southeast Michigan. We are continuing work with partners statewide to ensure continued access to library services, even if some programs may be affected.

## Federal Funding for Libraries and Access

All,

The Library of Michigan, the cooperatives, and others have all received several questions regarding Federal funding and what a loss of funding may mean for libraries locally. Since we have had several inquiries I wanted to send a summary note with some basic information that each of you may distribute as you see fit.

Yesterday I provided the TLN Board some information and can summarize currently for you:

1. The state funding for LSTA includes about \$5 million that runs MeL.org and MeLCat. Both of those would be a loss for the state if they were discontinued. Library of Michigan and other partners have been discussing asking the state to replace that \$5 million if it was lost. As partners develop a plan we will try to keep everyone updated. If the state did replace the \$5 million, long-term, it would likely cause state aid to start seeing little/no increase for library direct aid (which would affect cooperatives as well). These programs are currently funded through September of this year and no Federal budget has yet been approved, let alone for LSTA funds.

In short, most libraries and the cooperatives do not see direct money from the LSTA. Cooperatives would not be directly affected if the LSTA funding went away for the state, but could eventually see a decrease in direct state aid if that money was diverted to cover lost LSTA funding. At the very least, we are hopeful that state aid will not drop below the 50 cent per capita again. As long as it stays up there TLN is fine.

2. Federal funding outside of LSTA includes major programs such as E-Rate and Universal Services Fund (telecommunication money for low income and high use areas). These programs may be in jeopardy for multiple reasons, including funding uncertainty as well as a major legal challenge that has made its way to the Supreme Court. Loss of E-Rate and/or USF would be extremely painful for libraries and the communities that we serve. For a summary of the current situation, and ways to take action, please see: <https://americanlibrariesmagazine.org/blogs/the-scoop/outlook-on-threats-to-libraries/>

If I can clarify anything, please feel free to contact me.

Sincerely,  
Steven K. Bowers  
Executive Director  
The Library Network



## News - MLA

Thursday, February 27, 2025 12:00 AM

### Note from Debbie

February 27, 2025

MLA is proud to serve a vibrant and growing membership. Our mission and commitment drive everything we do and as we close in on the final meetings to update our strategic plan, we are even more committed. Every day we are making sure that you are informed through online and in-person events—through our pillars of advocacy, education, and engagement.

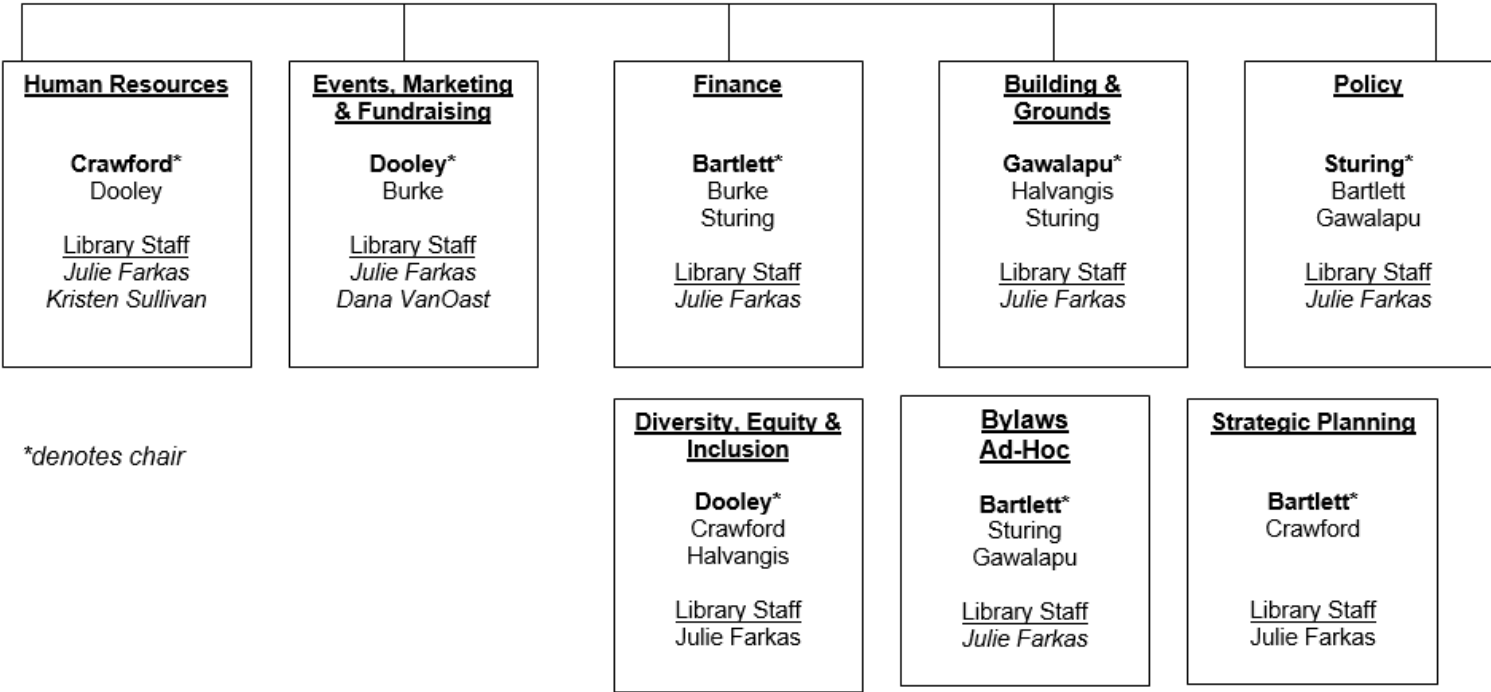
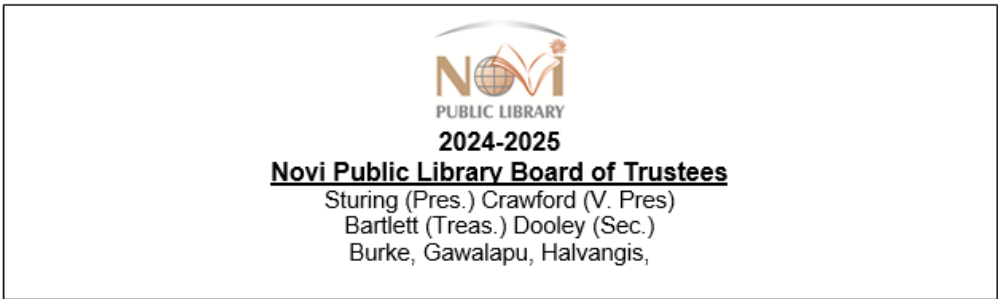
With that said, we want to make sure that you know that MLA's leadership (on the board, staff, and committees) is closely monitoring the fast-paced discussions that are taking place in our country, and we will continue to strongly and loudly advocate for the essential and critical role that libraries play in our communities throughout Michigan.

I can say without hesitation that the kinds of colossal changes that are being proposed on a federal level concern us, as I'm sure they concern you as well. The massive federal layoffs; federal funds from IMLS that play a key role in sustaining statewide services like MeL, educational scholarships, and grants; the E-rate challenges; rapid implementation of AI, challenges to those who support DEI and so much more, will most likely affect us in one way or another. We are in unprecedented times (again) and we want you to know that MLA is paying attention...we are at the table...we are amplifying our voices...adding to our resolve to protect the foundation that we have built and the infrastructure that each of our libraries brings to the betterment of our communities. We must all stay connected.

You are a vital part of our mission and we hope you never forget how important your voice is. We encourage you to regularly contact your state and federal legislators about those things that affect you, affect your library, and affect your community. If you don't know your state and federal legislators, here is a link: [www.milibraries.org/find-your-legislators](http://www.milibraries.org/find-your-legislators). You are resourceful and committed professionals – continue to find the opportunities in this massive shakeup where libraries can step up. We will be needed, more so in the coming months, as the future quickly unfolds. Find your voice – let your concerns be known – find your lane and continue the good work you have always done!

In this rapidly changing environment, it is hard to keep up with all that is happening on a federal level and assess how it affects our libraries...what is true one day, may have changed the next, but we will do our best. We thank you for your work that impacts so many lives in Michigan and for your continued trust in MLA and investment in our steadfast mission.

Deborah E. Mikula  
MLA Executive Director



\*denotes chair

**FINANCIALS**

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

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

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

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

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

272 - Library Contributed Funds									
Revenues & Expenditures									
2025-2026 as of 2/13/2025									
		2023-2024	2024-2025	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
		Audited	Approved	Year End	Approved	Projected	Projected	Projected	Projected
		6/30/2024	2/15/2024	2/13/2025	2/13/2025	2/13/2025			
<b>Revenues</b>									
<b>Interest Income</b>									
665.000	Interest on Investments	\$ 52,873.99	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
669.500	Unrealized gain (loss) Investments	37,885.77	(4,500.00)	12,547.91	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
<b>TOTAL</b>		<b>\$ 90,759.76</b>	<b>\$ 22,500.00</b>	<b>\$ 39,547.91</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>
699.271	Transfer from Library Fund	35,238.00	-						
<b>Donations</b>									
674.036	Diversity, Equity & Inclusion	500.00	500.00	0.00	500.00	500.00	500.00	500.00	500.00
674.046	Makerspace (iCube) Rev	8,216.55	1,000.00	3,610.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
674.229	Raising a Reader Sponsors	29.66	1,000.00	-	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
674.230	Collections/Materials Rev	12,070.61	1,000.00	5,018.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
674.231	Buildings/Ground/Furniture Rev	625.00	1,000.00	4,068.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
674.232	Programming Revenue	4,098.70	3,000.00	13,589.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
674.233	Technology Library Rev	50.00	1,000.00	-	500.00	500.00	500.00	500.00	500.00
674.234	Undesignated Misc. Donations	100.00	1,000.00	-	500.00	500.00	500.00	500.00	500.00
674.235	Marketing Sponsorships	5,000.00	-	6,200.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
<b>TOTAL</b>		<b>\$30,691</b>	<b>\$9,500</b>	<b>\$32,485</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>
<b>TOTAL Revenues</b>		<b>\$ 156,688.28</b>	<b>\$ 32,000.00</b>	<b>\$ 72,032.91</b>	<b>\$ 35,000.00</b>	<b>\$ 35,000.00</b>	<b>\$ 35,000.00</b>	<b>\$ 35,000.00</b>	<b>\$ 35,000.00</b>
<b>Expenditures</b>									
<b>Supplies</b>									
742.036	Diversity, Equity & Inclusion	0.00	500.00	100.00	500.00	500.00	500.00	500.00	500.00
742.046	Makerspace (iCube)	9,856.18	0.00	3,610.00	0.00	0.00	0.00	0.00	0.00
742.229	Raising a Reader	1,362.10	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials	10,904.06	1,000.00	5,018.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.231	Buildings/Ground/Furniture	66,001.70	-	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
742.232	Programming Expenditures	8,612.26	3,000.00	13,589.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.233	Technology	-	0.00	0.00	61,500.00	32,000.00	67,400.00	57,800.00	54,600.00
742.234	Undesignated Misc.	246.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
742.236	Staff Recognition	3,296.10	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
<b>TOTAL</b>		<b>\$100,278</b>	<b>\$8,500</b>	<b>\$26,317</b>	<b>\$93,000</b>	<b>\$63,500</b>	<b>\$98,900</b>	<b>\$89,300</b>	<b>\$86,100</b>
<b>Capital Outlay</b>									
976.000	Bldg. Improvements/Furniture	-	63,900.00	82,200.00	111,500.00	-	-	-	-
976.044	Auto Lending Library (Friends)	-	-	-	-	-	-	-	-
976.046	Makerspace (iCube)	(500.00)	-	-	-	-	-	-	-
976.140	Automated Return System (AST)	-	115,800.00	28,950.00	129,000.00	-	-	-	-
976.141	Main Entrance /Parking Lot	25,145.00	30,000.00	10,000.00	23,000.00	-	-	-	-
976.143	WiFi Upgrade; Firewall	17,562.89	-	15,000.00	-	-	-	-	-
976.144	Server & Camera Upgrade	68,838.00	-	-	-	-	-	-	-
	Unknown Capital Improvements		37,300.00	37,300.00	37,300.00	37,300.00	37,300.00	37,300.00	37,300.00
<b>TOTAL</b>		<b>\$ 111,045.89</b>	<b>\$ 247,000.00</b>	<b>\$ 173,450.00</b>	<b>\$ 300,800.00</b>	<b>\$ 37,300.00</b>	<b>\$ 37,300.00</b>	<b>\$ 37,300.00</b>	<b>\$ 37,300.00</b>
<b>TOTAL Expenditures</b>		<b>\$211,324</b>	<b>\$255,500</b>	<b>\$199,767</b>	<b>\$393,800</b>	<b>\$100,800</b>	<b>\$ 136,200.00</b>	<b>\$ 126,600.00</b>	<b>\$ 123,400.00</b>
	Beginning Fund Balance Yr. End	\$ 1,698,587.10	\$ 1,643,951.09	\$ 1,643,951.09	\$ 1,516,217.00	\$ 1,157,417.00	\$ 1,091,617.00	\$ 990,417.00	\$ 898,817.00
	Revenues	156,688.28	32,000.00	72,032.91	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00
	Expenditures	(211,324.29)	(255,500.00)	(199,767.00)	(393,800.00)	(100,800.00)	(136,200.00)	(126,600.00)	(123,400.00)
	NET Revenues vs. Expenditures	(54,636.01)	(223,500.00)	(127,734.09)	(358,800.00)	(65,800.00)	(101,200.00)	(91,600.00)	(88,400.00)
	Beginning Fund Balance								
	Ending Fund Balance Expected	\$ 1,643,951.09	\$ 1,420,451.09	\$ 1,516,217.00	\$ 1,157,417.00	\$ 1,091,617.00	\$ 990,417.00	\$ 898,817.00	\$ 810,417.00
<b>Notes:</b>									
24/25: Furniture upgrades: \$22,800 (2nd floor), Teen Stop Area Phase 1 & 2: \$39,600 (furniture, shelving), 2nd Flr. Furniture move \$1,500;									
Main Entrance/Parking: Parking Lot Lights \$10,000 (\$12,071)									
Update: \$28,950 for deposit for Automated Return System; Furniture Replament \$10,200; 2nd flr. Electrical - Teen Area Project, Info Desk Doors \$8,100									
25/26: Building Improvements/Furniture: Parking lot seal/crack \$23,000 (Aug/Sept. 25/26); Architect for design needs for main entry and youth area renovations \$30,000;									
Staff chairs replacement (15 yrs.) \$36,000; 2 Single Use Study Booths \$15,500; 2 Staff Office Re-designs \$30,000.									
Automated Return System (AST): 5% increase in Automated Return System (\$115,800 - 121,500); Retrofit of book return opening \$7500; Parking lot seal/crack \$23,000 (Aug/Sept. 25/26);									
26/27: Youth Area/Main Lobby Renovation (Potential Legacy Donation for Youth Area); Plan for additional building costs based on the Reserve Study that will be done in June 2025.									

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

**Approved Budget for Fund 271 Fiscal Year 2024-2025**

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

**Approved budget for Fund 272 Fiscal Year 2024-2025**

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

**Revenue & Expenditure Report for Fund 271**

	YTD Jan 31, 2025	YTD Feb 28,2025	Difference *
TOTAL REVENUES	\$ 3,831,664	\$ 3,868,633	\$ 36,969
TOTAL EXPENDITURES	\$ 2,288,842	\$ 2,637,999	\$ 349,157
NET OF REVENUES & EXPENDITURES	\$ 1,542,822	\$ 1,230,634	

**Revenue & Expenditure Report for Fund 272**

	YTD Jan 31, 2025	YTD Feb 28,2025	Difference*
TOTAL REVENUES	\$ 62,368	\$ 75,717	\$ 13,349
TOTAL EXPENDITURES	\$ 49,342	\$ 52,167	\$ 2,825
NET OF REVENUES & EXPENDITURES	\$ 13,026	\$ 23,550	

**Balance Sheet Report as of February 28, 2025**

The ending fund balance for Fund 271 is \$ 3,821,725.15

The ending fund balance for Fund 272 is \$ 1,667,500.46

**Revenues and Expenditures (Provided by Bindhya Suriyanarayanan, Bookkeeper)**

03/05/2025 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 02/28/2025										
% Fiscal Year Completed: 66.58										
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	DEC 2024	JAN 2025	FEB 2025	02/28/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.00 - TREASURY										
Property tax revenue										
271-000.00-402.000	Property Tax Revenue - Current Levy	3,410,762.72	3,618,062.00	3,621,174.00	(4,059.50)	0.00	0.00	3,621,173.08	0.92	100.00
271-000.00-404.003	Property Tax Revenue - Brow nfield Cap B1	(376.24)	(436.00)	(436.00)	0.00	0.00	0.00	(431.56)	(4.44)	98.98
271-000.00-404.007	Property Tax Revenue-Brow nfld Cap B3 17	(15,263.59)	(20,759.00)	(20,759.00)	0.00	0.00	0.00	(16,000.68)	(4,758.32)	77.08
271-000.00-404.008	Property Tax Revenue - CIA Cap C1 2018	(30,637.16)	(41,321.00)	(41,321.00)	0.00	0.00	0.00	(35,988.88)	(5,332.12)	87.10
271-000.00-404.009	Property Tax Revenue-Brow nfld Cap B4 21	(354.57)	(404.00)	(404.00)	0.00	0.00	0.00	(440.12)	36.12	108.94
271-000.00-404.010	Property Tax Revenue-Brow nfld Cap B4X 21	(44.00)	(108.00)	(108.00)	0.00	0.00	0.00	(44.00)	(64.00)	40.74
271-000.00-412.000	Property Tax Revenue - C/Y Del PPT	(4,707.59)	(8,000.00)	(8,000.00)	0.00	0.00	0.00	0.00	(8,000.00)	0.00
271-000.00-414.000	Property Tax Revenue - Tax Tribunal Accr	(1,800.00)	(1,000.00)	(4,112.00)	0.00	0.00	0.00	0.00	(4,112.00)	0.00
271-000.00-415.000	Property Tax Revenue - County Chargeback	3,020.33	1,500.00	1,500.00	85.29	33.62	209.18	1,339.66	160.34	89.31
Property tax revenue		3,360,599.90	3,547,534.00	3,547,534.00	(3,974.21)	33.62	209.18	3,569,607.50	(22,073.50)	100.62
State sources										
271-000.00-567.000	State aid	67,337.40	50,000.00	50,000.00	0.00	0.00	0.00	34,336.06	15,663.94	68.67
271-000.00-573.000	State Grants - Local Comm Stabilization	17,786.09	15,000.00	15,000.00	0.00	0.00	0.00	8,101.99	6,898.01	54.01
State sources		85,123.49	65,000.00	65,000.00	0.00	0.00	0.00	42,438.05	22,561.95	65.29
Fines and forfeitures										
271-000.00-658.000	State penal fines	89,070.72	80,000.00	80,000.00	0.00	0.00	0.00	91,226.15	(11,226.15)	114.03
271-000.00-659.000	Library book fees	9,341.82	8,000.00	8,000.00	545.88	1,388.25	501.49	5,855.22	2,144.78	73.19
Fines and forfeitures		98,412.54	88,000.00	88,000.00	545.88	1,388.25	501.49	97,081.37	(9,081.37)	110.32
Interest income										
271-000.00-665.000	Interest in investments	118,788.12	44,000.00	44,000.00	14,004.24	0.00	0.00	74,878.46	(30,878.46)	170.18
271-000.00-669.500	Gain (loss) on investments	92,415.46	10,000.00	10,000.00	407.18	0.00	0.00	23,102.87	(13,102.87)	231.03
Interest income		211,203.58	54,000.00	54,000.00	14,411.42	0.00	0.00	97,981.33	(43,981.33)	181.45
Donations										
271-000.00-674.289	Adult programs	12,086.76	5,000.00	5,000.00	56.16	0.00	0.00	13,673.84	(8,673.84)	273.48
271-000.00-674.400	Gifts and donations	2,365.78	4,500.00	4,500.00	35.03	25.51	50.26	371.44	4,128.56	8.25
Donations		14,452.54	9,500.00	9,500.00	91.19	25.51	50.26	14,045.28	(4,545.28)	147.85
Other revenue										
271-000.00-675.000	Miscellaneous income	8,730.22	8,500.00	8,500.00	333.66	241.96	196.95	2,041.27	6,458.73	24.01
271-000.00-675.006	Car Charging Revenue	11.07	100.00	100.00	0.00	0.00	0.00	14.80	85.20	14.80
271-000.00-675.100	Copier	3,620.99	1,000.00	1,000.00	889.50	1,007.56	923.49	8,591.71	(7,591.71)	859.17
271-000.00-675.300	Meeting room	37,477.41	27,500.00	27,500.00	4,004.64	5,037.19	1,930.75	28,603.63	(1,103.63)	104.01
271-000.00-675.404	Novi Tow nship Assessment	7,701.00	7,850.00	7,850.00	0.00	0.00	0.00	8,228.00	(378.00)	104.82
Other revenue		57,540.69	44,950.00	44,950.00	5,227.80	6,286.71	3,051.19	47,479.41	(2,529.41)	105.63
Total Dept 000.00 - TREASURY										
		3,827,332.74	3,808,984.00	3,808,984.00	16,302.08	7,734.09	3,812.12	3,868,632.94	(59,648.94)	101.57
TOTAL REVENUES										
		3,827,332.74	3,808,984.00	3,808,984.00	16,302.08	7,734.09	3,812.12	3,868,632.94	(59,648.94)	101.57



GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2024-25	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2024	BUDGET	AMED BUDGET	DEC 2024	JAN 2025	FEB 2025	02/28/2025	BALANCE	
		NM (ABNM)			INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	1,268,177.70	1,453,000.00	1,453,000.00	112,479.97	111,256.39	112,076.64	900,615.21	552,384.79	61.98
271-000.00-704.210	Vacation Payout	3,538.40	7,500.00	7,500.00	0.00	0.00	0.00	5,157.60	2,342.40	68.77
271-000.00-705.000	Temporary salaries	683,363.35	743,000.00	743,000.00	51,981.48	54,540.75	52,639.52	432,904.73	310,095.27	58.26
271-000.00-706.000	Overtime	38.82	500.00	500.00	278.28	26.84	34.79	579.00	(79.00)	115.80
271-000.00-715.000	Social security	147,519.92	168,000.00	168,000.00	12,387.42	12,461.08	12,378.43	100,774.74	67,225.26	59.98
271-000.00-716.000	Insurance	230,346.09	225,000.00	225,000.00	22,239.56	18,911.05	17,509.39	166,142.37	58,857.63	73.84
271-000.00-716.200	HSA - employer contribution	1,138.25	3,000.00	3,000.00	93.75	1,237.50	0.00	1,746.44	1,253.56	58.21
271-000.00-716.999	Insurance - Employee Reimbursement	(33,477.49)	(32,200.00)	(32,200.00)	(3,156.66)	(3,496.95)	(3,502.30)	(24,841.21)	(7,358.79)	77.15
271-000.00-717.000	Workers compensation	1,640.32	1,800.00	1,800.00	148.73	150.01	149.94	1,207.88	592.12	67.10
271-000.00-718.000	Pension - DB Normal Cost	5,520.00	6,000.00	6,000.00	140.00	140.00	140.00	1,120.00	4,880.00	18.67
271-000.00-718.010	Pension - DB Unfunded Accrued Lia	73,488.00	92,200.00	92,200.00	7,683.00	7,683.00	7,683.00	61,464.00	30,736.00	66.66
271-000.00-718.200	Pension - defined contribution	67,418.77	112,000.00	112,000.00	9,831.70	9,696.53	9,773.49	79,586.35	32,413.65	71.06
271-000.00-719.000	Unemployment insurance	36.84	2,000.00	2,000.00	0.00	0.00	0.00	96.03	1,903.97	4.80
Personnel services		2,448,748.97	2,781,800.00	2,781,800.00	214,107.23	212,606.20	208,882.90	1,726,553.14	1,055,246.86	62.07
Supplies										
271-000.00-726.400	Supplies - Cash over/short	36.72	0.00	0.00	(0.03)	(0.50)	(18.05)	2.22	(2.22)	100.00
271-000.00-727.000	Office supplies	9,181.98	16,000.00	16,000.00	357.47	880.12	489.17	3,667.45	12,332.55	22.92
271-000.00-728.000	Postage	4,014.04	5,500.00	5,500.00	132.99	243.39	0.00	1,154.73	4,345.27	21.00
271-000.00-734.000	Computer supplies, software & licensing	61,936.23	83,000.00	83,000.00	775.00	3,876.03	315.00	24,904.27	58,095.73	30.01
271-000.00-734.500	Computer supplies/equipment	23,251.80	52,000.00	52,000.00	10,321.53	1,859.55	1,909.73	26,677.48	25,322.52	51.30
271-000.00-740.000	Operating supplies	27,352.10	44,800.00	44,800.00	372.24	20,096.33	1,405.63	32,223.57	12,576.43	71.93
271-000.00-740.200	Supplies - Desk chairs and file cabinets	4,173.51	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
271-000.00-741.000	Supplies - Uniforms	0.00	500.00	500.00	0.00	442.05	0.00	972.17	(472.17)	194.43
271-000.00-742.000	Library books	219,615.55	241,000.00	241,000.00	19,430.23	18,400.93	11,168.44	135,213.79	105,786.21	56.11
271-000.00-742.010	Library Books - Lending	10,641.12	15,000.00	15,000.00	268.08	257.77	1,216.64	4,681.38	10,318.62	31.21
271-000.00-742.100	Library Books - Fines	91.97	500.00	500.00	0.00	30.00	0.00	58.98	441.02	11.80
271-000.00-743.000	Library periodicals	17,561.82	18,000.00	18,000.00	0.00	0.00	0.00	16,749.33	1,250.67	93.05
271-000.00-744.000	Audio visual materials	60,196.64	52,300.00	52,300.00	3,691.97	3,570.73	3,523.54	28,847.37	23,452.63	55.16
271-000.00-745.200	Electronic media	135,445.89	160,700.00	160,700.00	12,900.38	11,287.43	3,662.12	107,647.41	53,052.59	66.99
271-000.00-745.300	Electronic resources (CD rom materials)	67,776.44	80,000.00	80,000.00	5,744.68	0.00	0.00	77,299.23	2,700.77	96.62
Supplies		641,275.81	774,300.00	774,300.00	53,994.54	60,943.83	23,672.22	460,099.38	314,200.62	59.42

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2024-25	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2024	BUDGET	AMED BUDGET	DEC 2024	JAN 2025	FEB 2025	02/28/2025	BALANCE	
		NM (ABNM)			INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	
Other services and charges										
271-000.00-802.000	Data processing	828.90	1,300.00	1,300.00	0.00	0.00	0.00	891.07	408.93	68.54
271-000.00-802.100	Bank Service Charges	3,666.52	6,000.00	6,000.00	331.71	142.26	0.00	1,062.16	4,937.84	17.70
271-000.00-803.000	Independent audit	800.00	800.00	800.00	0.00	0.00	0.00	622.00	178.00	77.75
271-000.00-804.000	Medical service	1,624.00	1,500.00	1,500.00	116.00	0.00	0.00	1,044.00	456.00	69.60
271-000.00-806.000	Legal fees	19,931.70	9,000.00	9,000.00	437.50	402.50	586.50	2,816.00	6,184.00	31.29
271-000.00-809.000	Memberships and dues	6,677.50	8,000.00	8,000.00	0.00	271.00	0.00	5,954.26	2,045.74	74.43
271-000.00-816.000	Professional services	12,103.50	23,000.00	23,000.00	452.61	1,850.00	2,600.00	8,538.11	14,461.89	37.12
271-000.00-817.000	Custodial services	83,332.60	92,000.00	92,000.00	7,560.00	8,120.00	0.00	55,720.00	36,280.00	60.57
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,495.00	5.00	99.86
271-000.00-820.000	Property & liability insurance	16,480.00	17,000.00	17,000.00	0.00	0.00	0.00	15,874.00	1,126.00	93.38
271-000.00-820.001	Insurance deductibles/Uninsured claims	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	40,560.37	43,000.00	43,000.00	3,617.02	3,592.82	2,690.51	25,759.85	17,240.15	59.91
271-000.00-855.000	TLN Automation Services	71,993.10	76,000.00	76,000.00	0.00	15,280.08	0.00	50,444.09	25,555.91	66.37
271-000.00-861.000	Gasoline and oil	334.00	500.00	500.00	22.15	32.06	0.00	221.09	278.91	44.22
271-000.00-862.000	Mileage	1,300.01	800.00	800.00	324.02	16.31	0.00	1,010.86	(210.86)	126.36
271-000.00-880.000	Community promotion	23,899.12	25,000.00	25,000.00	1,445.27	1,677.51	755.55	11,766.70	13,233.30	47.07
271-000.00-880.268	Library programming	36,897.47	38,000.00	38,000.00	1,702.02	2,334.43	246.01	18,481.74	19,518.26	48.64
271-000.00-880.271	Adult programs	7,467.05	10,000.00	10,000.00	0.00	0.00	0.00	9,321.83	678.17	93.22
271-000.00-900.000	Printing, graphic design and publishing	25,459.42	32,000.00	32,000.00	599.62	502.82	497.24	4,029.91	27,970.09	12.59
271-000.00-921.000	Heat	12,267.57	15,300.00	15,300.00	1,347.36	2,244.31	2,504.99	7,542.63	7,757.37	49.30
271-000.00-922.000	Electricity	102,779.81	115,500.00	115,500.00	7,443.83	7,526.17	7,238.09	65,267.78	50,232.22	56.51
271-000.00-923.000	Water and sewer	8,065.10	8,200.00	8,200.00	2,059.92	0.00	0.00	4,192.56	4,007.44	51.13
271-000.00-934.000	Building maintenance	101,144.38	121,400.00	121,400.00	5,970.72	9,236.13	9,173.78	87,356.94	34,043.06	71.96
271-000.00-935.000	Vehicle maintenance	169.02	200.00	200.00	0.00	0.00	0.00	0.00	200.00	0.00
271-000.00-936.300	Grounds maintenance	51,938.72	48,000.00	48,000.00	4,048.50	3,837.70	345.37	25,952.83	22,047.17	54.07
271-000.00-942.000	Office equipment lease	11,350.94	13,000.00	13,000.00	1,010.00	1,010.00	1,010.00	8,080.00	4,920.00	62.15
271-000.00-942.100	Records storage	315.36	450.00	450.00	26.98	26.98	26.98	215.84	234.16	47.96
271-000.00-956.000	Conferences and workshops	25,185.11	20,000.00	20,000.00	(51.78)	626.39	25.00	15,202.15	4,797.85	76.01
Other services and charges		670,066.27	739,450.00	739,450.00	38,463.45	58,729.47	27,700.02	430,863.40	308,586.60	58.27

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2024-25	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2024 NM (ABNM)	BUDGET	AMED BUDGET	DEC 2024 INCR (DECR)	JAN 2025 INCR (DECR)	FEB 2025 INCR (DECR)	02/28/2025 NM (ABNM)	BALANCE NM (ABNM)	
Capital outlay										
271-000.00-986.000	Technology - Capital Outlay	34,074.28	37,000.00	37,000.00	7,854.46	1,766.98	0.00	20,483.44	16,516.56	55.36
Capital outlay		34,074.28	37,000.00	37,000.00	7,854.46	1,766.98	0.00	20,483.44	16,516.56	55.36
Transfers out										
271-000.00-995.272	Transfer to Library Contribution Fund	35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers out		35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY		3,829,403.33	4,332,550.00	4,332,550.00	314,419.68	334,046.48	260,255.14	2,637,999.36	1,694,550.64	60.89
TOTAL EXPENDITURES		3,829,403.33	4,332,550.00	4,332,550.00	314,419.68	334,046.48	260,255.14	2,637,999.36	1,694,550.64	60.89
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,827,332.74	3,808,984.00	3,808,984.00	16,302.08	7,734.09	3,812.12	3,868,632.94	(59,648.94)	(235.05)
TOTAL EXPENDITURES		3,829,403.33	4,332,550.00	4,332,550.00	314,419.68	334,046.48	260,255.14	2,637,999.36	1,694,550.64	(235.05)
NET OF REVENUES & EXPENDITURES		(2,070.59)	(523,566.00)	(523,566.00)	(298,117.60)	(326,312.39)	(256,443.02)	1,230,633.58	(1,754,199.58)	(235.05)
BEG. FUND BALANCE		2,598,740.02	2,596,669.43	2,596,669.43				2,596,669.43		(235.05)
END FUND BALANCE		2,596,669.43	2,073,103.43	2,073,103.43				3,827,303.01		(235.05)
Fund 272 - LIBRARY CONTRIBUTION FUND										
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	52,873.99	27,000.00	27,000.00	5,055.84	0.00	0.00	29,654.34	(2,654.34)	109.83
272-000.00-669.500	Gain (loss) on investments	37,885.77	(4,500.00)	(4,500.00)	147.00	0.00	0.00	13,545.04	(18,045.04)	(301.00)
Interest income		90,759.76	22,500.00	22,500.00	5,202.84	0.00	0.00	43,199.38	(20,699.38)	192.00
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	500.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.046	Makerspace Renovation Revenue	8,216.55	1,000.00	1,000.00	517.40	206.35	308.70	4,092.30	(3,092.30)	409.23
272-000.00-674.229	Raising a Reader in Novi Sponsors	29.66	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.230	Collections/Materials Revenue	12,070.61	1,000.00	1,000.00	0.00	5,570.00	0.00	5,588.00	(4,588.00)	558.80
272-000.00-674.231	Buildings/Ground/Furniture Revenue	625.00	1,000.00	1,000.00	0.00	0.00	0.00	4,068.72	(3,068.72)	406.87
272-000.00-674.232	Programming Revenue	4,098.70	3,000.00	3,000.00	32.00	58.24	440.98	14,068.23	(11,068.23)	468.94
272-000.00-674.233	Technology Library Revenue	50.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.234	Undesignated Misc Donations	100.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.235	Marketing Sponsorships	5,000.00	0.00	0.00	0.00	0.00	1,500.00	4,700.00	(4,700.00)	100.00
Donations		30,690.52	9,500.00	9,500.00	549.40	5,834.59	2,249.68	32,517.25	(23,017.25)	342.29

GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2024-25	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT
		06/30/2024	BUDGET	AMED BUDGET	DEC 2024	JAN 2025	FEB 2025	02/28/2025	BALANCE	
		NM (ABNM)			INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Transfers in										
272-000.00-699.271	Transfer From Library Fund	35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers in		35,238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY		156,688.28	32,000.00	32,000.00	5,752.24	5,834.59	2,249.68	75,716.63	(43,716.63)	236.61
TOTAL REVENUES		156,688.28	32,000.00	32,000.00	5,752.24	5,834.59	2,249.68	75,716.63	(43,716.63)	236.61
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	0.00	500.00	500.00	0.00	0.00	0.00	85.60	414.40	17.12
272-000.00-742.046	Makerspace iCube	9,856.18	0.00	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	100.00
272-000.00-742.229	Raising a Reader Expense	1,362.10	1,000.00	1,000.00	359.02	0.00	0.00	731.29	268.71	73.13
272-000.00-742.230	Collections/Materials Expense	10,904.06	1,000.00	1,000.00	37.42	614.91	1,074.72	1,903.57	(903.57)	190.36
272-000.00-742.231	Buildings/Ground/ Furniture Expense	66,001.70	0.00	0.00	0.00	0.00	0.00	215.70	(215.70)	100.00
272-000.00-742.232	Programming Expense	8,612.26	3,000.00	3,000.00	1,054.79	1,133.82	447.17	6,996.99	(3,996.99)	233.23
272-000.00-742.234	Undesignated Misc	246.00	500.00	500.00	0.00	0.00	0.00	108.54	391.46	21.71
272-000.00-742.236	Staff Recognition	3,296.10	2,500.00	2,500.00	106.95	(1,000.00)	0.00	1,257.57	1,242.43	50.30
Supplies		100,278.40	8,500.00	8,500.00	1,558.18	748.73	1,521.89	12,299.26	(3,799.26)	144.70
Capital outlay										
272-000.00-976.000	Building improvements	0.00	101,200.00	101,200.00	0.00	0.00	0.00	39,868.00	61,332.00	39.40
272-000.00-976.046	Makerspace Renovation	(500.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.140	Automated Return System	0.00	115,800.00	115,800.00	0.00	0.00	0.00	0.00	115,800.00	0.00
272-000.00-976.141	Main Entrance Design	25,145.00	30,000.00	30,000.00	0.00	0.00	0.00	0.00	30,000.00	0.00
272-000.00-976.143	Wi-Fi Upgrade	17,562.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.144	Server & Camera Upgrade	68,838.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		111,045.89	247,000.00	247,000.00	0.00	0.00	0.00	39,868.00	207,132.00	16.14
Total Dept 000.00 - TREASURY		211,324.29	255,500.00	255,500.00	1,558.18	748.73	1,521.89	52,167.26	203,332.74	20.42
TOTAL EXPENDITURES		211,324.29	255,500.00	255,500.00	1,558.18	748.73	1,521.89	52,167.26	203,332.74	20.42
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES		156,688.28	32,000.00	32,000.00	5,752.24	5,834.59	2,249.68	75,716.63	(43,716.63)	(10.54)
TOTAL EXPENDITURES		211,324.29	255,500.00	255,500.00	1,558.18	748.73	1,521.89	52,167.26	203,332.74	(10.54)
NET OF REVENUES & EXPENDITURES		(54,636.01)	(223,500.00)	(223,500.00)	4,194.06	5,085.86	727.79	23,549.37	(247,049.37)	(10.54)
BEG. FUND BALANCE		1,698,587.10	1,643,951.09	1,643,951.09				1,643,951.09		(10.54)
END FUND BALANCE		1,643,951.09	1,420,451.09	1,420,451.09				1,667,500.46		(10.54)
GL NUMBER	DESCRIPTION	END BALANCE	ORIGINAL	2024-25	MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT
		06/30/2024	BUDGET	AMED BUDGET	DEC 2024	JAN 2025	FEB 2025	02/28/2025	BALANCE	
		NM (ABNM)			INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
TOTAL REVENUES - ALL FUNDS		3,984,021.02	3,840,984.00	3,840,984.00	22,054.32	13,568.68	6,061.80	3,944,349.57	(103,365.57)	
TOTAL EXPENDITURES - ALL FUNDS		4,040,727.62	4,588,050.00	4,588,050.00	315,977.86	334,795.21	261,777.03	2,690,166.62	1,897,883.38	
NET OF REVENUES & EXPENDITURES		(56,706.60)	(747,066.00)	(747,066.00)	(293,923.54)	(321,226.53)	(255,715.23)	1,254,182.95	(2,001,248.95)	
BEG. FUND BALANCE - ALL FUNDS		4,297,327.12	4,240,620.52	4,240,620.52				4,240,620.52		
END FUND BALANCE - ALL FUNDS		4,240,620.52	3,493,554.52	3,493,554.52				5,494,803.47		

## Financial Balance Sheets (Provided by Bindhya Suriyanarayanan, Bookkeeper)

03/05/2025		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 02/28/2025	
GL Number	Description	Balance	
Fund 271 - LIBRARY FUND			
*** Assets ***			
271-000.00-001.000	Cash - Pooled	(299,302.86)	
271-000.00-004.000	Cash on hand	600.00	
271-000.00-017.000	Investments - Pooled	4,124,009.52	
271-000.00-019.000	Current taxes receivable	45,401.47	
271-000.00-123.400	Prepaid Expenditure	2,649.99	
	Total Assets	3,873,358.12	
*** Liabilities ***			
271-000.00-202.000	Accounts payable	43,722.72	
271-000.00-258.702	Accrued liabilities - tax	7,800.00	
271-000.00-259.200	Unemployment insurance liability	110.25	
	Total Liabilities	51,632.97	
*** Fund Balance ***			
271-000.00-390.000	Fund balance	2,596,669.43	
	Total Fund Balance	2,596,669.43	
	Beginning Fund Balance	2,596,669.43	
	Net of Revenues VS Expenditures	1,225,055.72	
	Ending Fund Balance	3,821,725.15	
	Total Liabilities And Fund Balance	3,873,358.12	

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	5,543.35
272-000.00-017.000	Investments - Pooled	1,649,485.50
272-000.00-035.000	Accounts Receivable - Manual	13,313.00
	Total Assets	1,668,341.85
*** Liabilities ***		
272-000.00-202.000	Accounts payable	841.39
	Total Liabilities	841.39
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	44,529.12
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	(36,652.91)
272-000.00-375.232	Fund Balance Programming	31,803.96
272-000.00-375.233	Fund Balance Technology Library	1,050.00
272-000.00-375.262	Restricted-Book It-childrens collections	35,238.00
272-000.00-390.000	Fund balance - Unrestricted	1,567,982.92
	Total Fund Balance	1,643,951.09
	Beginning Fund Balance	1,643,951.09
	Net of Revenues VS Expenditures	23,549.37
	Ending Fund Balance	1,667,500.46
	Total Liabilities And Fund Balance	1,668,341.85

**DIRECTOR'S REPORT**



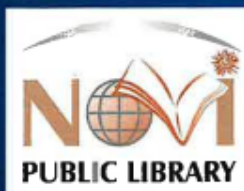
**April Anniversaries – Years of Service**



**Arom Park – 3 years  
Support Services - Clerk**

**Budgeting & Financial Procedures – February 2025**

Bindhya Suriyanarayanan, Bookkeeper, and Julie Farkas, Library Director, offered three training sessions (February 25, 26 and 27) for library staff to learn more about the various budget and financial procedures of the library. We have many staff that order materials and work with various vendors which involve monetary transactions. These procedures have been put in place to assist staff with meeting the financial requirements that the Library follows in cooperation with the City of Novi and to meet current policies.



## Budgeting & Financial Procedures February 2025

### A. There are two accounts that support the funding of the Novi Public Library:

These funds are managed by the Library Director and approved by the Library Board. The accounts include both revenues and expenditures. The Library Board approves an annual budget every January/February for the future fiscal year, including two projected years.

#### 1. LIBRARY FUND: General Account – 271-000.00-account numbers

General Account includes all tax revenue, state aid and general donations as well as all operational expenses for the Library. There are four general expenditure categories reported to the City of Novi (personnel, supplies, other services & charges and capital outlay). The Library is currently funded with a millage rate of approximately .733 mills (Headlee opportunity of 1.0). A Headlee override has never been asked of the community. The current library building debt is separate from the general funding of the Library.

#### 2. LIBRARY CONTRIBUTION FUND (Formerly the Walker Fund) – 272-000.00-account numbers

A donation account that was established by the Walker Family prior to 2007. The Library received a generous donation of \$1,000,000 and was encouraged to raise additional funds for a match opportunity. \$150,000 was raised for a total of \$1,300,000 gifted to the Library.

Additional support:

- a. Friends of the Novi Public Library – a 501c3 entity affiliated, but not governed by the Library. A wish list is generated annually to accept donations to fund library-related projects
  - b. Sponsorships (local businesses)
  - c. Leaving a Legacy – opportunity for naming rights (see brochure)
  - d. Grants
- B. Review of individual accounts for 2025-2026 271 & 272 budgets and their purpose approved by the Library Board on February 13, 2025 (see budget example attached with descriptions)
- C. Review of monthly revenue/expenditure reports for 271 & 272, monthly warrant, monthly financial summary report and balance sheets (provided in board packet)



## Budgeting & Financial Procedures February 2025

### D. Expense Reports

Monthly expense reports can be provided to staff members by the Bookkeeper on large category expenses. The Bookkeeper requires 48 hours' notice of the reports needed. During budget season (November – January) the Bookkeeper requires at least 72 hours' notice for reports to be generated. If collection budget reports are needed, see Support Services – Tech Services Supervisor for more details.

### E. Invoices and Receipts

1. All invoices and receipts require a signature from the person ordering/purchasing and a Manager/Supervisor must also approve.
2. A W9 is required to be in file for any vendor/speaker/presenter in order for payment to occur.
3. All invoices and receipts require an account number for payment.
4. The Library Director reviews and signs all invoices over \$200.00 after the staff member/manager approves.
5. All invoices and receipts must be submitted to the Bookkeeper for payment. Failure to submit invoices and receipts in a timely manner (within 2 business days of purchase) can result in delayed payments to the vendors/speaker/presenter.
6. **The Library is TAX EXEMPT.** No receipts will be accepted with tax included. The employee, in advance of a purchase, must provide the tax exempt documentation to the vendor/speaker/presenter. The employee is responsible for contacting the vendor/speaker/presenter if tax is shown on a receipt or invoice and must have a new receipt or invoice issued before payment can occur.
7. If tipping is required by a vendor/speaker/presenter, the tip must be included in the invoice for payment, cash will not be provided from the Library.
8. The library does not prefer to use cash for tipping. Should it be the only option, the Library Director must approve in advance. A separate check must be requested at least 6 weeks prior to the event and submitted to the City of Novi for a check to be cut to the Library Director. The check is then cashed by the Library Director and submitted for payment.

### F. Payments

Payments are generated through the City of Novi. All invoices are approved by City Council at regular council meetings (typically twice a month). Checks are then released to the vendor/speaker/presenter following approval. If a check is lost, the City requires 60 days before payment is stopped, then a new check is issued. The Library does not make payments.

### G. Request for Payment for Vendor/Speaker/Presenter

1. The Library does not allow an employee to use their own personal funds to pay for a vendor/speaker/presenter.
2. A check request form is required to be filled out by the staff member responsible for a vendor/speaker/presenter.
3. W9 and Workers Compensation information is required by the vendor/speaker/presenter for payment.
4. An Independent Contract Agreement is required for a speaker/presenter in addition to W9 and Workers Compensation forms.

5. A check request is required at least **6 weeks** prior to the event to ensure the check is approved and available for payment at the time of the event, otherwise payments will be received after the event and mailed directly to the vendor/speaker/presenter.
6. The library **DOES NOT** pay in advance to the vendor/speaker/presenter.
7. A deposit can be negotiated to hold the vendor work/speaker/presenter.
8. Full payment **DOES NOT** occur until after the vendor work/speaker or presenter event has been completed.

#### H. Library Credit Card Usage

1. The Library has two identical credit cards for staff usage. The credit card limit is \$8,000. The credit card should only be used when a check cannot be cut by the City and/or the vendor/speaker/presenter does not accept check payment.
  2. Director approval is required for a credit card transaction that is over \$250.00 and two (2) weeks' notice is required prior to the purchase to ensure funds are available on the credit card.
  3. Purchases must be approved in advance by Manager/Director before usage.
  4. There is a credit card sign-up sheet located in Administration. This sheet must be completed before a credit card transaction is made.
5. A credit card can be signed out for no more than 24 hours, unless authorized by the Library Director, or is for conferences/workshops/travel. Employee is held responsible for a lost/stolen credit card and should report any issues with the Administration Office immediately.

#### I. Library Credit Card Usage for Travel (Conferences/Workshops)

With Library Director approval, a staff member can be issued a library credit card to cover travel expenses for a conference/workshop.

1. The Library covers food, mileage/gas and accommodations when necessary, based on the current per diem for the location traveling to. Alcohol is not allowed to be purchased with the library's credit card for personal use and cannot be submitted on receipts.

#### J. Mileage Reimbursement

1. The Library does reimburse an employee for mileage for outreach events, conferences/workshops, and when library purchases need to be made at local businesses for events/programs. A mileage form is required to be filled out by the employee and submitted within 14 days of the mileage occurring. Mileage is paid from the Library to the destination, or shortest distance. The Library is not responsible for any personal vehicle damage, accidents, traffic violations, etc. while driving on library time.
2. To avoid mileage/gas costs, an employee can request the use of a City of Novi vehicle for conferences/workshops that are outside of Novi. Requests need to be made at least 60 days in advance of travel and approved by the Library Director.

#### K. Cash Reimbursement

1. The Library does not allow an employee to use their own personal funds to pay for a vendor/speaker/presenter.
2. The Library does not provide cash payment for a vendor/speaker/presenter. This includes tipping.
3. The Library does allow for a cash reimbursement to staff for mileage, program purchases, conferences and workshops up to \$25.00. A receipt greater than \$25.00 needs to be submitted for payment by check and will be approved based on the City of Novi's payment schedule.

#### L. Purchasing

\$5,000 - \$24,999 require three comparable quotes and authorization by the Library Director before a purchase can occur.

Examples of quotes: annual snow removal contract, HVAC annual maintenance contract, equipment, technology, etc.

\$25,000 and higher a RFP (Request for Proposal) is required

Examples of RFPs: building cleaning contract, phone system, camera/server upgrade



### Celebrate Reading Month!

March is Reading Month, and the Novi Public Library invites readers of all ages to come by, explore our materials and participate in various programs that celebrate reading throughout the month!

Interested in **story time**? NPL offers sessions for children aged 0-5! Looking to join a **book club** this month? We host several options for adults, as well as book clubs specifically for teens and tweens! Don't miss the chance to hear from local authors at our **virtual Author Discussion** on Mar 11.

To join the excitement at NPL this March, **check out our calendar here**. Happy Reading!



### National Library Week Prize Basket

Check out something from **Lakeshore Lending Library now through Apr 12** and you may find a National Library Week grand prize entry ticket inside.

If you find a ticket, fill it out and bring it back to the Library before Sat, Apr 12. If your name is pulled, you could win a prize basket with library swag, books and more!



### Tiny Art Show

Calling artists of all ages to participate in the the 3rd Annual NPL Tiny Art Show! **Beginning Mar 1**, pick up a 4"x4" canvas from the 2nd Floor Information Desk, while supplies last, to get started with your mini masterpiece. Use art supplies from home - anything goes, as long as it fits on the tiny canvas.

After you've created your masterpiece, **return it by Mar 29** to be on display at the Library for the month of April in honor of National Library Week. Participants will pick up their artwork after the display is taken down.

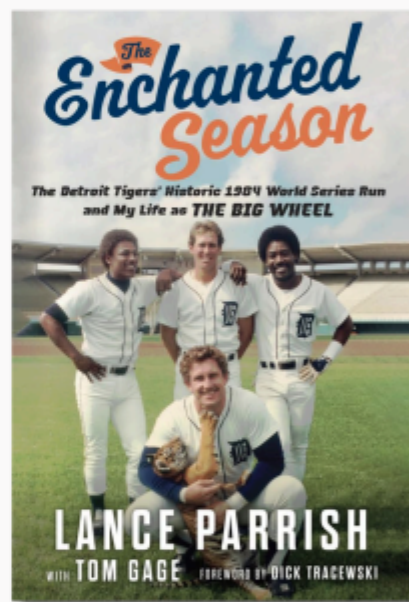
# The Enchanted Season

In partnership with Fox Run's History Club, Lance Parrish, retired Detroit Tiger, and Tom Gage, authors of *The Enchanted Season*, will be at Fox Run's Belmont Clubhouse for a presentation and discussion.

## Tuesday, April 1, 1pm

Told from the perspective of Lance Parrish himself and the expertise of award-winning Tigers scribe Tom Gage - who covered the 1984 Tigers for the Detroit News - *The Enchanted Season* takes readers onto the field and inside the locker room, from the spring training trade for Hernandez to Morris's April no-hitter to Gibson's October home run to seal the Tigers' clinching Game 5.

Sharing insight on manager Sparky Anderson's leadership, the magical keystone combination of Alan Trammell and Lou Whitaker, the power and speed of Lemon and Gibson, and much more, this essential read provides fans a new look back at the year the Tigers roared.



Event will be held at Fox Run Belmont Clubhouse,  
Performing Arts Center,  
41200 Fox Run Rd, Novi, MI 48377

**Register on [novilibrary.org/events](http://novilibrary.org/events)  
or call 248-349-0720.**

  
**Fox Run**  
BY ERICKSON SENIOR LIVING™

  
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# AUTHORS LIVE LUNCHEON

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248-349-0720

Enjoy a buffet lunch experience that brings people together to talk about a great book and hear from the author who created it!



Curtis Chin  
Author

## *Everything I Learned, I Learned in a Chinese Restaurant*

Nineteen eighties Detroit was a volatile place to live, but above the fray stood a safe haven: Chung's Cantonese Cuisine, where anyone—from the city's first Black mayor to the local drag queens, from a big-time Hollywood star to elderly Jewish couples—could sit down for a warm, home-cooked meal. Here was where, beneath a bright-red awning and surrounded by his multigenerational family, filmmaker and activist Curtis Chin came of age; where he learned to embrace his identity as a gay ABC, or American-born Chinese; where he navigated the divided city's spiraling misfortunes; and where—between helpings of almond boneless chicken, sweet-and-sour pork, and some of his own, less-savory culinary concoctions—he realized just how much he had to offer to the world, to his beloved family, and to himself.



THURSDAY  
APRIL  
**10**

**FOX RUN BELMONT CLUBHOUSE  
SIGNATURES RESTAURANT & THEATER**

41200 Fox Run Rd.  
Novi, MI, 48377

**11:45AM-2PM**

**\$20**  
PER  
PERSON

Copies of the book will be available for purchase. Cash and check accepted.

### ONLINE REGISTRATION & CREDIT CARD PAYMENT:

Visit [novilibrary.org/authorslive](http://novilibrary.org/authorslive) to register and pay by credit card.

**TO REGISTER & PAY BY CASH OR CHECK:** Please call the Administration Office at 248-869-7204 (Mon-Fri, 10am-5pm).

No refunds after Friday, March 28.

**FREE!**

# NOVI COMMUNITY FEST

CELEBRATING THE BEST OF NOVI!

**THURSDAY, JUNE 5 | 4-8PM**

**NOVI CIVIC CENTER**

NOVI PUBLIC LIBRARY | NOVI CITY | NOVI CHAMBER of Commerce

**COMMUNITY OPEN HOUSE | BUSINESS & CULTURAL EXPO**

**BUSINESS SHOWCASE  
FOOD TRUCKS**

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

**FAMILY ACTIVITIES  
AND MORE!**

**CITYOFNOVI.ORG/NOVIFEST**

Daily use of the building by hour – February 2025 (Provided by Jeff Smith, Head of IT)

												2/1/2025																							
												9-10am	0	0	0																				
												10-11am	52	136	94																				
												11am-12	121	134	128																				
												12-1pm	131	103	117																				
												1-2pm	83	112	98																				
												2-3pm	112	152	132																				
												3-4pm	143	130	137																				
												4-5pm	146	104	125																				
												5-6pm	178	41	110																				
												6-7pm	0	0	0																				
												7-8pm	0	0	0																				
												8-9pm	0	0	0																				
												9-10pm	0	0	0																				
												939																							
2/2/2025				2/3/2025				2/4/2025				2/5/2025				2/6/2025				2/7/2025				2/8/2025											
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0				
10-11am	0	0	0	10-11am	32	88	60	10-11am	47	118	83	10-11am	25	62	44	10-11am	10	54	32	10-11am	29	74	52	10-11am	35	141	88	10-11am	115	132	124				
11am-12	0	0	0	11am-12	55	46	51	11am-12	64	63	64	11am-12	63	80	72	11am-12	31	74	53	11am-12	44	44	44	11am-12	115	132	124	11am-12	115	132	124				
12-1pm	51	115	83	12-1pm	48	36	42	12-1pm	60	40	50	12-1pm	81	72	77	12-1pm	59	60	60	12-1pm	47	40	44	12-1pm	135	106	121	12-1pm	135	106	121				
1-2pm	55	74	65	1-2pm	55	51	53	1-2pm	38	62	50	1-2pm	49	54	52	1-2pm	79	71	75	1-2pm	48	65	57	1-2pm	99	83	91	1-2pm	99	83	91				
2-3pm	63	107	85	2-3pm	79	171	125	2-3pm	67	122	95	2-3pm	70	138	104	2-3pm	90	71	81	2-3pm	87	147	117	2-3pm	81	103	92	2-3pm	81	103	92				
3-4pm	104	101	103	3-4pm	140	157	149	3-4pm	142	135	139	3-4pm	133	118	126	3-4pm	73	83	78	3-4pm	140	125	133	3-4pm	116	135	126	3-4pm	116	135	126				
4-5pm	118	104	111	4-5pm	138	130	134	4-5pm	169	142	156	4-5pm	120	107	114	4-5pm	81	92	87	4-5pm	130	117	124	4-5pm	102	96	99	4-5pm	102	96	99				
5-6pm	164	45	105	5-6pm	147	112	130	5-6pm	112	101	107	5-6pm	117	101	109	5-6pm	99	79	89	5-6pm	187	78	133	5-6pm	189	52	121	5-6pm	189	52	121				
6-7pm	0	0	0	6-7pm	144	118	131	6-7pm	98	135	117	6-7pm	113	141	127	6-7pm	77	89	83	6-7pm	21	2	12	6-7pm	0	0	0	6-7pm	0	0	0				
7-8pm	0	0	0	7-8pm	88	49	69	7-8pm	99	54	77	7-8pm	68	48	58	7-8pm	81	30	56	7-8pm	0	2	1	7-8pm	0	0	0	7-8pm	0	0	0				
8-9pm	0	0	0	8-9pm	118	30	74	8-9pm	134	28	81	8-9pm	130	27	79	8-9pm	57	16	37	8-9pm	5	5	5	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				
551				1,016				1,015				959				728				719				860											
2/9/2025				2/10/2025				2/11/2025				2/12/2025 CLOSED at 5:00				2/13/2025				2/14/2025				2/15/2025											
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	19	71	45	10-11am	44	130	87	10-11am	41	79	60	10-11am	6	37	22	10-11am	46	111	79	10-11am	46	111	79	10-11am	30	97	64				
11am-12	0	0	0	11am-12	55	52	54	11am-12	80	79	80	11am-12	56	60	58	11am-12	19	31	25	11am-12	76	67	72	11am-12	76	67	72	11am-12	61	102	82				
12-1pm	34	20	27	12-1pm	38	41	40	12-1pm	72	93	83	12-1pm	65	49	57	12-1pm	46	47	47	12-1pm	70	51	61	12-1pm	70	51	61	12-1pm	134	46	90				
1-2pm	53	83	68	1-2pm	44	57	51	1-2pm	70	59	65	1-2pm	58	51	55	1-2pm	51	52	52	1-2pm	45	56	51	1-2pm	45	56	51	1-2pm	41	52	47				
2-3pm	72	86	79	2-3pm	68	163	116	2-3pm	91	79	85	2-3pm	73	110	92	2-3pm	43	66	55	2-3pm	81	76	79	2-3pm	81	76	79	2-3pm	64	64	64				
3-4pm	80	76	78	3-4pm	145	134	140	3-4pm	98	88	93	3-4pm	135	146	141	3-4pm	54	63	59	3-4pm	82	75	79	3-4pm	82	75	79	3-4pm	72	77	75				
4-5pm	117	114	116	4-5pm	156	149	153	4-5pm	106	102	104	4-5pm	185	101	143	4-5pm	91	59	75	4-5pm	84	75	80	4-5pm	84	75	80	4-5pm	78	71	75				
5-6pm	152	86	119	5-6pm	140	118	129	5-6pm	75	71	73	5-6pm	0	0	0	5-6pm	70	44	57	5-6pm	118	67	93	5-6pm	118	67	93	5-6pm	111	53	82				
6-7pm	0	0	0	6-7pm	142	116	129	6-7pm	97	142	120	6-7pm	0	0	0	6-7pm	51	46	49	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0				
7-8pm	0	0	0	7-8pm	75	45	60	7-8pm	122	61	92	7-8pm	0	0	0	7-8pm	49	47	48	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0				
8-9pm	0	0	0	8-9pm	103	22	63	8-9pm	107	25	66	8-9pm	0	0	0	8-9pm	65	25	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				
487				977				946				605				531				590				577											



2/16/2025 CLOSED				2/17/2025				2/18/2025				2/19/2025				2/20/2025				2/21/2025				2/22/2025							
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	20	98	59	10-11am	41	114	78	10-11am	43	101	72	10-11am	27	113	70	10-11am	34	97	66	10-11am	64	174	119	10-11am	64	174	119
11am-12	0	0	0	11am-12	67	55	61	11am-12	74	68	71	11am-12	71	82	77	11am-12	65	44	55	11am-12	61	74	68	11am-12	126	138	132	11am-12	126	138	132
12-1pm	0	0	0	12-1pm	72	72	72	12-1pm	65	56	61	12-1pm	77	29	53	12-1pm	76	67	72	12-1pm	51	64	58	12-1pm	161	93	127	12-1pm	161	93	127
1-2pm	0	0	0	1-2pm	88	59	74	1-2pm	80	89	85	1-2pm	39	49	44	1-2pm	65	58	62	1-2pm	54	76	65	1-2pm	92	103	98	1-2pm	92	103	98
2-3pm	0	0	0	2-3pm	56	66	61	2-3pm	85	88	87	2-3pm	73	134	104	2-3pm	92	172	132	2-3pm	100	131	116	2-3pm	95	100	98	2-3pm	95	100	98
3-4pm	0	0	0	3-4pm	68	76	72	3-4pm	74	55	65	3-4pm	120	135	128	3-4pm	148	152	150	3-4pm	192	172	182	3-4pm	105	112	109	3-4pm	105	112	109
4-5pm	0	0	0	4-5pm	83	54	69	4-5pm	78	104	91	4-5pm	127	103	115	4-5pm	163	143	153	4-5pm	169	115	142	4-5pm	107	95	101	4-5pm	107	95	101
5-6pm	0	0	0	5-6pm	71	71	71	5-6pm	118	101	110	5-6pm	133	100	117	5-6pm	140	88	114	5-6pm	194	69	132	5-6pm	176	80	128	5-6pm	176	80	128
6-7pm	0	0	0	6-7pm	78	96	87	6-7pm	105	147	126	6-7pm	108	141	125	6-7pm	108	144	126	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	63	44	54	7-8pm	94	80	87	7-8pm	87	63	75	7-8pm	175	57	116	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	94	21	58	8-9pm	159	22	91	8-9pm	155	17	86	8-9pm	56	15	36	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				736				949				994				1,084				827				911				
2/23/2025				2/24/2025				2/25/2025				2/26/2025				2/27/2025				2/28/2025											
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	35	65	50	10-11am	34	107	71	10-11am	34	103	69	10-11am	38	86	62	10-11am	26	72	49	10-11am	26	72	49				
11am-12	0	0	0	11am-12	50	46	48	11am-12	80	59	70	11am-12	80	59	70	11am-12	49	40	45	11am-12	42	44	43	11am-12	42	44	43				
12-1pm	68	147	108	12-1pm	38	43	41	12-1pm	60	57	59	12-1pm	60	57	59	12-1pm	46	36	41	12-1pm	49	44	47	12-1pm	49	44	47				
1-2pm	87	117	102	1-2pm	49	54	52	1-2pm	54	56	55	1-2pm	54	56	55	1-2pm	37	49	43	1-2pm	43	47	45	1-2pm	43	47	45				
2-3pm	96	114	105	2-3pm	75	174	125	2-3pm	62	111	87	2-3pm	62	111	87	2-3pm	79	155	117	2-3pm	78	105	92	2-3pm	78	105	92				
3-4pm	111	133	122	3-4pm	152	137	145	3-4pm	121	152	137	3-4pm	121	152	137	3-4pm	160	133	147	3-4pm	128	144	136	3-4pm	128	144	136				
4-5pm	153	93	123	4-5pm	173	180	177	4-5pm	164	143	154	4-5pm	164	143	154	4-5pm	133	144	139	4-5pm	131	111	121	4-5pm	131	111	121				
5-6pm	145	63	104	5-6pm	157	123	140	5-6pm	177	115	146	5-6pm	177	115	146	5-6pm	108	72	90	5-6pm	184	97	141	5-6pm	184	97	141				
6-7pm	0	0	0	6-7pm	158	116	137	6-7pm	98	116	107	6-7pm	98	116	107	6-7pm	93	96	95	6-7pm	0	0	0	6-7pm	0	0	0				
7-8pm	0	0	0	7-8pm	67	45	56	7-8pm	112	82	97	7-8pm	112	82	97	7-8pm	98	86	92	7-8pm	0	0	0	7-8pm	0	0	0				
8-9pm	0	0	0	8-9pm	125	28	77	8-9pm	107	31	69	8-9pm	107	31	69	8-9pm	106	20	63	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				
			664				1,045				1,049				1,047				932				673								

## Information Technology Report by Jeffrey Smith – February 2025

### General

IT and IS staff are testing our new Magic Desktop children's computer workstations. The PCs are 24" touch-screen HP Envy Move All-in-One computers. Magic Desktop is the software that runs in kiosk mode on the PC. "Magic Desktop is a safe educational computer environment where children can learn, play and develop important skills." Once a thorough round of testing is done, we plan to use these systems to replace our two remaining public A.W.E. Children's Workstations.



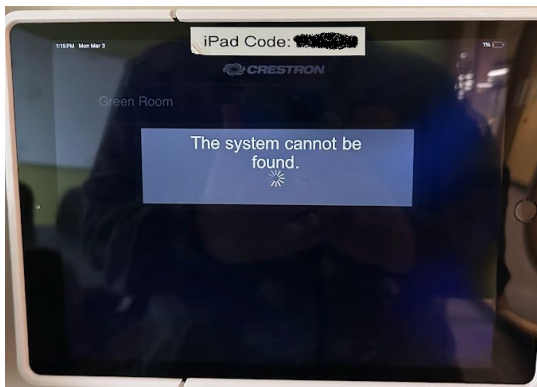
Magic Desktop application displayed on 24" Touch Screen PC

A new A/V receiver was installed by Tel Systems in our West meeting Room. The old receiver had failed. Previously, Tel Systems installed a loaner until the replacement warranty parts came in from Atlona.



A/V receiver replacement for the West Meeting Room

The iPad in the 2nd Floor Meeting Room lost its connection to the Green Room A/V system. Tel Systems found the issue - its network settings needed to be reconfigured. They did that and it began working again.



2nd Floor Meeting Room iPad was reconfigured by Tel Systems

A new *Electronic Waste Recycling* area was set up in the Mechanical Room. Most e-waste is picked up by *Advance Recycling*, when we have enough items.



Wooden table and signs identifying a new e-waste recycling area.

Mid-year evaluations were completed.

Jeff wrote work instructions for East and West Meeting Room iPads.

- Jeff led two IT Department meetings.
- Denise led a Customer Service Feedback meeting
- Jeff and Denise attended "myCiena Portal and Community Walkthrough"
- Denise attended two Customer Service Committee meetings.
- Jeff attended a TLN Tech-Comm meeting and an NPL Safety Team meeting.
- Dom, Denise, and Jeff attended a "Help Desk Ticketing System" committee meeting.
- Jeff, Denise, Dom, and Mallory attended "Library Finance 101" by Bindhya and Julie.

## iCube

We held 229 iCube appointments in January.

- 68 3D prints
- 0 3D scans
- 12 Adobe Creative Cloud projects
- 12 Cricut crafts
- 0 Carvey projects
- 43 Creative Kits
- 32 Digital Conversions
- 18 Heat Press jobs
- 6 Laser projects
- 11 Photo Prints
- 7 Sewing/Embroidery projects
- 20 Sublimation prints

A few iCube highlights from February:

Mallory led a SECOND Sewing Demo on Feb 25th which had 9 people attend.



Families are learning how to use a sewing machine.  
Dominic led the monthly iCube Team Meeting

Our Raise3D 3D Printer was repaired by ThingSmiths. It had a bad extruder, but now it is working!

"Because of school closings, families dropped in to use the Creative Kits, coloring pages, and sublimation mugs" -Mary

"A patron had some questions about a knitting project, so I pointed them toward the Knitting 2gether group that meets in the boardroom every Thursday morning after doing my best to help." -Jess

"Met with a lovely regular who was working on making quilts" and "Met with three tweens working on a school presentation" -Sid

"Had a patron come in and use the 8mm digitizer and VHS digitizer at the same time. Another patron came in and inquired about learning to use the 8mm so they could come in on their own and use it. I love that we made the 8mm digitizer green equipment! Another patron came in to use the 8mm digitizer after the first patron was done." -Mallory

"Walkins for 8mm, sublimation, paper cutter, and Cricut. One patron made some lovely stickers for his laptop" -Dom

### Training

- Sidney continued their "Technology Assistant" training, led by Dominic.
- Mallory led a second Sewing Demo on 2/25
- Keith trained Mallory on cleaning the filter for the Muse laser engraver.

**Facilities Report by Keith Perfect – February**

In the past month the Facilities Department has closed 8 Facilities Maintenance tickets, 60 Meeting Room Requests/programs and has updated 352 Periodic Maintenance tickets.

- Numerous new LED light fixtures were installed to provide more lighting to the staff parking area, installed by vendor.
- LED replacement wall-pack lights were installed along the drive-up lane and North sidewalk near North emergency exit/ meeting room doors, installed by vendor.
- A broken play table from the youth area was repaired.
- Both HVAC boilers were cleaned and new electrodes were installed by vendor as part of the 5-7 yr. maintenance interval.
- Numerous lighting ballasts were replaced.
- The disc cleaning machine was serviced and dried compound was removed from the clogged line.
- The vestibule heating unit received a new fan motor, installed by vendor.
- The library van received a new battery.
- A minor patch and paint was done in the café that was caused by a small plumbing drip. The drip had been fixed last year.
- The café sink was re-caulked.
- A dollhouse was assembled for the youth play area.
- The small Toro snow thrower received a new belt and a broken clutch cable was replaced.
- Three display kiosks received new wood laminate bases, installed by vendor.
- Swinging gates were installed at the Information Desks, installed by vendor.
- The repair work of some peeling laminate in the building was started but re-scheduled due to the overwhelming odor from the adhesive. The work will be done before/after staff/public hours in the near future.

**Information Services Department – January Report  
Compiled by Shannon O’Leary (In the Absence of Dept. Head)**

**Information Services Department February Report**

**News and Notes**

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

**Professional Development**

- Digital Safety and Privacy for Librarians webinar - Anna
- Inclusive Shelves: Titles to Help Curate Your Collection webinar - Austin, Danielle
- The Look of the Book webinar - Austin
- Tools for Overcoming Rejection and Social Exclusion at Work-Emma, Danielle
- Getting to Know the MySawgrass Programs (iCube related)- Mary
- Access and Agency: Welcoming the Disabled Community at Public Libraries webinar - Danielle
- Assisting Patrons with Legal Questions- Shannon
- Q & A 101: Interview Questions and Answers- Shannon
- And the Award Goes To: The People and Process Behind ALA's Audiobook Awards webinar - Anna
- CPR Training - Josefa
- National Forum to Connect and Advance Library Makerspaces - Mary
- Library Finance 101- Mary
- IS staff on external committees:
  - Thumbs Up! Award Workgroup - Austin and Kirsten
  - Mitten Award Workgroup - Emily
  - TLN eContent Users Group Meeting - Mary
  - TLN eContent Tech Support Team - Mary

**IS Staff Outreach**

- ECEC Open House (100) - Taylor
- Novi ECEC Story Time Visits (8 story times) - Emily
- Novi Woods Montessori Story Time Visit (3 story times) - Emily
- Novi ECEC Special Education Family Activity Day - Emily
- Little Birds Montessori Story Time Visit - Emily
- Japanese Job Fair - 200+ - Shannon & Jen
- Novi Mental Health Alliance - Austin and Emma
- "Bringing the Music to You" Fox Run Concert- 77-Gail
- Waltonwood Outreach (13)-Emma
- StoryPoint Book Club (7)-Emma
- Lakes of Novi (10)-Emma
- Lakeshore Book Club-(5)-Emma



### Adult Programs

- For the Love of Poetry (7)-Emma
- Amache: America's Newest Historical Site (34) Shannon & Rae
- Japanese Conversation Group (30) -Shannon
- Korean Conversation Group (5)- Shannon
- Spanish Conversation Group (10)- Shannon
- Evening of English x2 (33)- Shannon
- International Student Tutoring Program x3 (97)- Shannon
- Virtual Author Visit/Discussion- 38 (Gail)
- Cooking at Home (virtual)- 58 (Gail)



### Adult Displays

- **Adult Desk Display:**  
Lunar New Year



- **Feature Collection:**



- **1st floor glass case:**

### Youth/Tween/Teen/Family Programs

- LEGO Club - 28
- BHM Youth grab and go - 96
- BHM Tween grab and go - 96
- Club Half-Blood - 8
- Blow Paint Monsters (Youth) - 36
- No Required Reading Book Club - 3
- Baby Cupid Dance Party - 104
- Oil Pastel Art (Tween) - 25
- Teen Advisory Board (TAB) - 12
- Sunset Stories - 21
- Baby Time - 76
- Tot Time - 157
- Time for Twos & Threes - 150
- Fun for Fours & Fives -
- Family Story Time (Saturday) - 253
- Teen Space - 513

### All Ages Programs – N/A

### Youth/Tween/Teen Displays

- **Teen Stop display** – Romantasy





- Youth Feature Display –
- Youth Desk Display – Black History Month



- **New for You Kiosk**

- **Libraries Are for Everyone:** Black History Month, 2024 Award Winners, Groundhog Day, 100 Days of School, Valentine's Day, President's Day, Anniversary of Pluto's Discovery, Carnival/Mardi Gras, Ramadan



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

## Marketing & Community Promotions – February 2025

### By Dana VanOast, Communications Manager

#### Promotions

Feb 12, 2025: Launched raffle campaign at Lakeshore Lending Library

- If patrons check out items from the kiosk, they may find a ticket inside. They can return the ticket to the Library for a chance to win a National Library Week Prize Basket.

#### Webinars/Demos

Feb 27, 2025: Libraries LibMaps – The Perfect Match (SpringShare)

- LibMaps is an interactive floor mapping and stack holdings wayfinding tool

#### Marketing Committee

- Committee reviewed murals for lobby entrance and provided feedback about design and readability.

#### Publicity – Novi Note, February 6, 2025



NOVI NOTE • FEBRUARY 6, 2025



Photo provided by Chelsea Reesbeck

ABOVE: The fourth grade art class poses for a picture at Deerfield Elementary School. BOTTOM RIGHT: Harper Barbey, 9, a fourth grader at Deerfield Elementary School in Novi, shows the drink sleeve she made to help promote the Read A Latte Cafe at the Novi Public Library.

## Fourth graders decorate coffee cup sleeves for library's Read a Latte Cafe

BY CHARITY MEIER  
cmeier@candnews.com

Those who "read a latte" will soon have another reason to do so.

Fourth graders throughout the Novi Community School District have decorated coffee cup sleeves to be handed out with hot drink purchases at the "Read a Latte Cafe"

located inside the Novi Public Library Feb. 10-14, or while supplies last.

"I really like (the drink sleeves project) because I like helping to spread community cheer and kindness and tell people about the cafe," student Harper Barbey, 9, said.

This is not the first time fourth grade students at Deerfield Elementary have decorated coffee cup sleeves. See SLEEVES on page 8A



## Sleeves

from page 3A

rated coffee sleeves. In December, they decorated sleeves for the local Starbucks to provide some holiday cheer.

After hearing about Deerfield's collaboration with Starbucks, Kim Sinclair, Chartwells K12 director of food and nutrition services for the Novi Community School District, thought it would be the perfect way to market the Read A Latte Cafe and reached out to the Deerfield art teacher, Chelsea Reesbeck.

The cafe, run by Chartwells K12 and the district, offers the community a place to go for nourishment without having to leave the library. It also provides students with special needs in the Novi Adult Transition Center program a chance to learn and implement life skills. The cafe employs two people full time, one part-time, while helping to educate two NATC students.

However, many people don't realize the cafe is there, according to Sinclair. "It's a great program, but it's self-funded and they don't get a lot of food traffic, just because it is hidden within the library," Reesbeck said. "So when (Sinclair) asked if I would be interested in doing another collaborative project, I was all for it. I would much rather work with our district and do what I can to bring in money and revenue for this type of a program."

She said the kids are decorating the sleeves to bring awareness of the cafe's existence and some "Valentine's Day cheer."

According to Sinclair, the majority of the cafe's business is done between 2:45 and 5 p.m. when the high school students get out of classes each day.

"It's just not busy," Sinclair said. "Here's what I can tell you. The Novi High School students support the cafe. If it wasn't for those high school students, we would not be in that program. They come over every day after school and they get themselves a latte or a cookie. ... They really do keep us moving and shaking."

Sinclair hopes that by utilizing the children's art on the drink sleeves, more parents and community members will become aware of the cafe and patronize it more, so that it can remain open to help educate more individuals with special needs and benefit the community as a whole.

"My whole goal for this coffee sleeve (project) is just to bring awareness to this operation so that people know that this money all goes back to the Novi Community School District to help support some of these great programs that we run," Sinclair said.

Reesbeck said this might become a more frequent project if it goes over well. She is considering talking to Sinclair about other holiday themes.

"It was really fun designing the coffee sleeves. I got to choose the materials and see what looks good," Harper said. "My hope is that when they get my design, I want them to feel, like, happy and, like, loved."

Read A Latte Cafe is open from 10 a.m. to 5 p.m. Mondays through Fridays. They anticipate having about 500 coffee sleeves to pass out. Along with the sleeves, they will have holiday baked goods such as heart-shaped red velvet cake pops made by Susan Rudlick, executive chef for Chartwells K12 at NCSD.

Call Staff Writer Charity Meier at (586) 498-1092.

#### Novi Note, February 6, 2025

### Genealogical assistance at library

NOVI — The Northville Genealogical Society will offer free genealogical research assistance to Novi Public Library patrons from noon to 2 p.m. Feb. 24. The assistance will be available in the local history room at the Novi Public Library. This service will continue to be offered on the fourth Monday of every month.

## **SUPPORT SERVICES DEPARTMENT- February 2025 by Sarah Mominee**

### **Department Head/General**

- Attended weekly Management Team meetings
- Continued "Question of the Week" each Monday
- Updated all documentation on the 1st Floor Canon Printer
- Completed the SkillPath course Managing Multiple Projects, Objectives and Deadlines (February 6th)
- Trained with Kristin Abate in Tech Services Acquisitions and Processing throughout the month
- Trained with Amy Bermingham on MELCat
- Continued weekly "catch-up" meetings with Maryann Zurmuehlen.
- Conducted interviews for the 16-hour Shelving position that opened in January
- Observed Mid-Year Performance Reviews with Maryann
- Attended a Customer Service Committee Feedback meeting on February 12th

### **Circulation & Shelvers**

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

### **Tech Services**

- Tech Services has been continuing their daily work that is the backbone of our collections!
- Kristin Abate concluded her training of me in Tech Services

### **TLN SASUG:**

- The migration to Oracle Cloud was rescheduled to be through May 3rd and 4th. There is a potential for downtime on the following Sunday.
- The CARLX password will be changed on March 25th. The password will be sent out ahead of time.
- TLN is conducting a survey open to all employees at TLN libraries in regards to CARL. Julie forwarded this email to full staff.

### **Statistics (February 2025)**

- **Cards Issued: 232**
- **Items Checked Out (NPL): 51,401**
- **Items Checked Out (LLL): 95**
- **Total Checkouts (NPL + LLL): 51,496**
- **Items Interloaned for NPL Patrons: 4,182 (63 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,659 (192 through MeLCat)**
- **Items Added to the Collection: 1,669**
- **Items Discarded from the Collection: 1,932**
- **Drive-Up Window & Locker Hold Pickups: 24**
- **MAP Checkouts: 20**
- **Online New Card Registrations: 13**
- **Outreach:**
  - **NPL @ Your Door: 7 Mailer Bags / 16 Items**
  - **7 Facilities Visits / 61 Items Provided**

Support Services Statistics 2024-2025													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>Cards Issued This Month</b>	327	324	497	455	260	229	258	232					<b>2,582</b>
<i>↳ Of Which, Online Registrations Totaled</i>	89	25	28	18	21	23	45	13					<b>262</b>
<b>Checkouts (NPL)</b>	64,018	61,933	54,351	52,691	50,807	47,899	55,537	51,401					<b>438,637</b>
<b>Checkouts (Lakeshore Lending Library)</b>	121	113	100	96	65	26	32	95					<b>648</b>
<b>Total Checkouts (NPL + LLL)</b>	64,139	62,046	54,451	52,787	50,872	47,925	55,569	51,496					<b>439,285</b>
<b>Items Borrowed</b>	5,002	4,383	4,000	4,245	3,416	3,625	4,820	4,182					<b>33,673</b>
<b>Items Loaned</b>	3,775	3,455	3,789	3,487	3,024	3,169	3,814	3,659					<b>28,172</b>
<b>Hold Pickups (Drive-Up &amp; Lockers)</b>	25	21	26	24	13	16	24	24					<b>173</b>
<b>MAP Pass Checkouts</b>	74	78	57	55	25	26	23	20					<b>358</b>
<b>Read Boxes</b>	609	341	347	42	0	0	0	0					<b>1,339</b>
<b>NPL @ Your Door (# of Bags)</b>	10	8	10	7	5	6	13	7					<b>66</b>
<b>NPL @ Your Door (# of Items)</b>	31	27	30	17	12	15	35	16					<b>183</b>

Year-to-Year Comparison				Read Boxes						
				May to October Totals						
				2023			2024			
		FEB	FEB	Youth			Youth			
		2025	2024	Adult	Total	Adult	Total	Total		
<b>Cards Issued This Month</b>		232	295	<b>Pavillion</b>	813	115	928	777	55	832
<b>Total Checkouts (NPL + LLL)</b>		51,496	56,253	<b>Rotary</b>	331	30	361	495	23	518
				<b>ITC</b>	881	54	935	1002	58	1060
				<b>Brookfarm</b>	142	16	158	164	24	188
<b>Items Borrowed</b>	TLN	4,119	4,354	<b>All Combined</b>	<b>2167</b>	<b>215</b>	<b>2382</b>	<b>2438</b>	<b>160</b>	<b>2598</b>
	MeL	63	88							
		4,182	4,442							
<b>Items Loaned</b>	TLN	3,467	3,287							
	MeL	192	172							
		3,659	3,459							

May 1 through October 23, 2024 was our tenth season of Read Box Service in Novi. ITC Park was the most used read box with Pavillion Shore coming in second.

Self-Check Totals 2024-25 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	64,139	46.26%	29,668	8,417	6,009	4,799	10,443
August	62,046	44.43%	27,568	8,474	5,963	4,006	9,125
September	54,451	42.70%	23,250	7,236	5,014	2,842	8,158
October	52,787	43.15%	22,776	6,835	4,784	2,703	8,454
November	50,872	39.73%	20,210	5,447	4,608	2,841	7,314
December	47,925	43.01%	20,612	6,090	4,407	2,965	7,150
January	55,569	45.88%	25,497	7,764	5,067	3,457	9,209
February	51,496	46.01%	23,693	7,091	5,087	3,116	8,399
March							
April							
May							
June							
FYTD	<b>439,285</b>	<b>44.00%</b>	<b>193,274</b>	<b>57,354</b>	<b>40,939</b>	<b>26,729</b>	<b>68,252</b>

Library Usage									
2023-2024 Fiscal Year					2024-2025 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	35,488	7,105	42,593	1,704	July	27,026	6,343	33,369	1,192
August	24,612	4,137	28,749	1,106	August	26,543	7,657	34,200	1,179
September	25,059	6,560	31,619	1,171	September	26,464	7,657	34,121	1,219
October	29,335	1,636	30,971	1,032	October	30,044	5,220	35,264	1,138
November	27,349	6,356	33,705	1,248	November	25,150	3,060	28,210	1,045
December	21,975	7,197	29,172	1,122	December	21,114	5,220	26,334	941
January	24,865	7,650	32,515	1,084	January	25,456	6,149	31,605	1,090
February	27,211	6,815	34,026	1,173	February	22,472	5,150	27,622	987
March	24,943	4,721	29,664	1,023	March				
April	28,725	5,704	34,429	1,148	April				
May	24,053	7,709	31,762	1,176	May				
June	26,941	4,583	31,524	1,126	June				
<b>FYTD Total</b>	<b>320,555</b>	<b>70,173</b>	<b>390,728</b>	<b>1,170</b>	<b>FYTD Total</b>	<b>204,269</b>	<b>46,456</b>	<b>250,725</b>	<b>1,100</b>
Lobby count has been corrected for September, March and April due to a calculation error (reported number was doubled in previous reports).					Our Car counter sensor failed at 10PM on 8/28/2024. September 2024 Drive-Up numbers are estimated.				
					Our car counter sensor began counting low numbers beginning November 10th due to transceiver interference. December numbers are estimated.				

Computer Logins											
2023-2024 Fiscal Year						2024-2025 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,128	38,208	39,336	1,573	237	July	1,383	148,114	149,497	5,339	275
August	1,250	*44,166	45,416	1,747	265	August	1,356	155,267	156,623	5,401	275
September	1,025	*104,753	105,778	3,918	255	September	995	161,443	162,438	5,801	264
October	1,102	182,259	183,361	6,112	292	October	1,076	178,568	179,644	5,795	297
November	1,021	180,487	181,508	6,723	263	November	953	148,609	149,562	5,539	247
December	873	116,491	117,364	4,514	247	December	785	141,013	141,798	5,064	248
January	430	**164,392	164,822	5,494	286	January	954	159,040	159,994	5,517	272
February	1,185	161,577	162,762	5,612	267	February	960	144,116	145,076	5,181	257
March	1,199	148,575	149,774	5,165	272	March					
April	1,258	169,967	171,225	5,708	286	April					
May	506	160,279	160,785	5,955	266	May					
June	1,253	153,389	154,642	5,523	261	June					
<b>FYTD Total</b>	<b>12,230</b>	<b>1,624,543</b>	<b>1,636,773</b>	<b>4,901</b>	<b>3,197</b>	<b>FYTD Total</b>	<b>8,462</b>	<b>1,236,170</b>	<b>1,244,632</b>	<b>5,459</b>	<b>2,135</b>

**Notes 2023-2024:**

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

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

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

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



Early Literacy Workstation Usage							
2023-2024 Fiscal Year				2024-2025 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	612	8,955	14	July	768	10,949	14
August	693	9,007	13	August	743	10,876	13
September	610	6,615	12	September	664	9,187	13
October	724	9,029	25	October	729	10,029	14
November	636	8,190	18	November	742	9,999	13
December	*556	*6,540	*24	December	553	7,803	14
January	637	9,309	13	January	711	9,566	13
February	751	10,617	14	February	649	9,353	14
March	743	10,870	15	March			
April	687	9,805	14	April			
May	562	7,796	14	May			
June	767	11,181	15	June			
<b>FYTD Total</b>	<b>7,978</b>	<b>107,914</b>	<b>16</b>	<b>FYTD Total</b>	<b>5,559</b>	<b>77,762</b>	<b>14</b>

**Notes 2023 – 2024:**

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

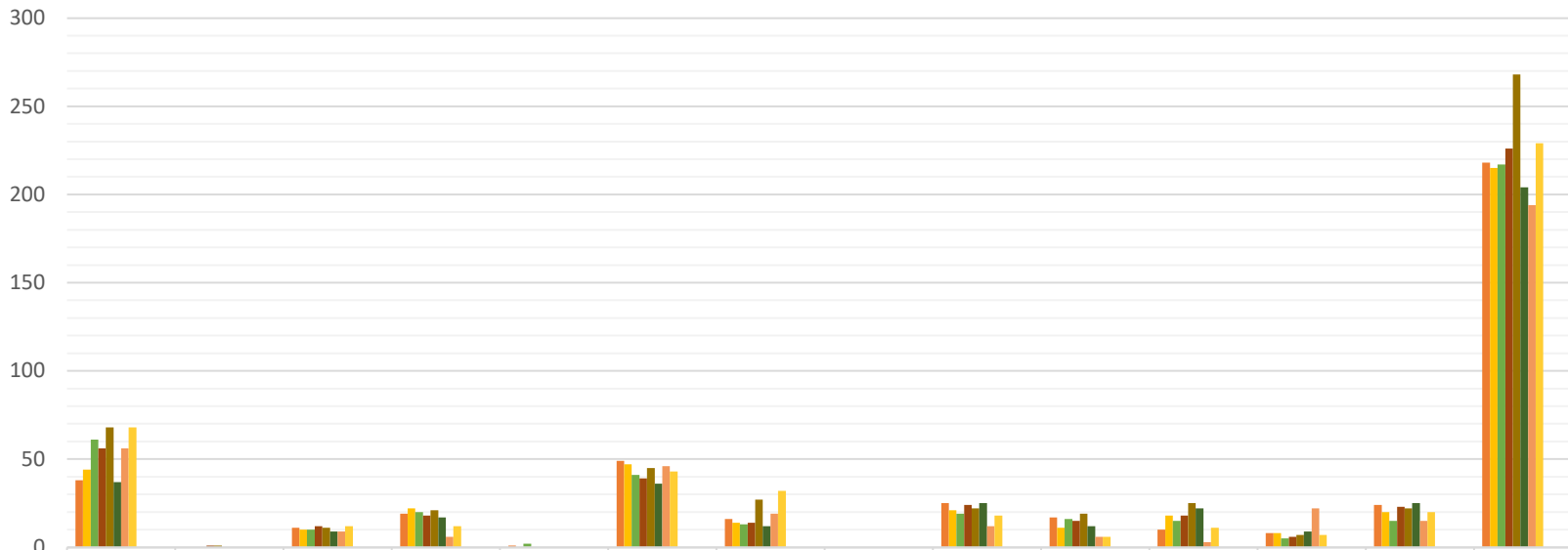
Stats are now downloaded from the individual AWE workstations.

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

Technology Training Sessions 2024-25 Fiscal Year																
	3D Printing	Cricut/Silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Heat Press	Creative Kits	Virtual Reality	Staff Training	Total Sessions
<b>Jul</b>	38	19	16	10	8	24	1	17	0	0	11	25	49	0	8	226
<b>Aug</b>	44	22	14	18	8	20	0	11	0	0	10	21	47	0	2	217
<b>Sep</b>	61	20	13	15	5	15	2	16	0	0	10	19	41	0	3	220
<b>Oct</b>	56	18	14	18	6	23	0	15	0	1	12	24	39	0	4	230
<b>Nov</b>	68	21	27	25	7	22	0	19	0	1	11	22	45	0	4	272
<b>Dec</b>	37	17	12	22	9	25	0	12	0	0	9	25	36	0	2	206
<b>Jan</b>	56	6	19	3	22	15	0	6	0	0	9	12	46	0	2	196
<b>Feb</b>	68	12	32	11	7	20	0	6	0	0	12	18	43	0	4	233
<b>Mar</b>																
<b>Apr</b>																
<b>May</b>																
<b>Jun</b>																
<b>Sessions</b>	<b>428</b>	<b>135</b>	<b>147</b>	<b>122</b>	<b>72</b>	<b>164</b>	<b>3</b>	<b>102</b>	<b>0</b>	<b>2</b>	<b>84</b>	<b>166</b>	<b>346</b>	<b>0</b>	<b>29</b>	<b>1800</b>

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

### iCube Usage 2024- 2025



	3D Printer	3D Scanner	Adobe CC	Cameo/Cricut	Carvey	Creative Kits	Digital Conversion	Form Box	Heat Press	Laser	Photo Printer	Sewing/Embroidery	Sublimation	Total
July	38	0	11	19	1	49	16	0	25	17	10	8	24	218
Aug	44	0	10	22	0	47	14	0	21	11	18	8	20	215
Sep	61	0	10	20	2	41	13	0	19	16	15	5	15	217
Oct	56	1	12	18	0	39	14	0	24	15	18	6	23	226
Nov	68	1	11	21	0	45	27	0	22	19	25	7	22	268
Dec	37	0	9	17	0	36	12	0	25	12	22	9	25	204
Jan	56	0	9	6	0	46	19	0	12	6	3	22	15	194
Feb	68	0	12	12	0	43	32	0	18	6	11	7	20	229
Mar														0
Apr														0
May														0
Jun														0

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

2024-2025 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	2,564	682	304	23	392
August	2,520	702	312	17	454
September	2,564	710	320	24	364
October	2,726	732	329	26	609
November	2,664	732	333	19	272
December	2,683	756	333	18	538
January	3,154	853	356	24	394
February	2,815	794	365	23	440
March					
April					
May					
June					
<b>FYTD Total</b>	<b>21,690</b>	<b>5,961</b>	<b>2,652</b>	<b>174</b>	<b>3,463</b>

2024-2025 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	7,746	3,510	11,256	1,610	124
August	7,441	3,712	11,153	1,499	131
September	7,440	3,437	10,877	2,037	136
October	7,261	3,396	10,657	1,944	94
November	7,180	3,546	10,726	2,070	114
December	6,782	3,462	10,244	1,867	113
January	8,308	4,395	12,703	2,309	184
February	7,387	3,687	11,074	2,173	132
March					
April					
May					
June					
<b>FYTD Total</b>	<b>59,545</b>	<b>29,145</b>	<b>88,690</b>	<b>15,509</b>	<b>1,028</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>	31	669
<b>February</b>	38	748
<b>March</b>	44	624
<b>April</b>	56	1144
<b>May</b>	36	751
<b>June</b>	36	597
<b>FYTD</b>	<b>465</b>	<b>8,943</b>

<b>Meeting Room Statistics 2024-2025 Fiscal Year</b>		
	<b>Rentals</b>	<b>Attendees</b>
<b>July</b>	29	274
<b>August</b>	38	710
<b>September</b>	45	1,003
<b>October</b>	47	735
<b>November</b>	49	1,012
<b>December</b>	37	925
<b>January</b>	54	932
<b>February</b>	41	836
<b>March</b>		
<b>April</b>		
<b>May</b>		
<b>June</b>		
<b>FYTD</b>	<b>340</b>	<b>6,427</b>

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

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

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

myLIBRO (Library App)															
2023-2024				2024-2025				2023-2024				2024-2025			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
July	57	1,488	100	July	2,977	92,994	5,011	January	1,940	58,637	3,312	January	3,906	23,811	6,671
August	1,166	25,673	2,961	August	3,157	109,022	4,585	February	2,166	73,177	4,232	February	4,047	21,252	5,875
September	1,196	26,853	2,023	September	3,321	59,591	4,515	March	2,317	85,934	4,377	March			
October	1,373	49,714	2,566	October	3,475	16,383	4,300	April	2,494	82,606	3,745	April			
November	1,390	57,778	2,919	November	3,599	17,225	4,827	May	2,639	86,606	3,562	May			
December	1,390	67,496	3,281	December	3,729	19,227	5,098	June	2,803	74,301	4,756	June			
								<b>FYTD Tot.</b>		<b>229,002</b>	<b>13,850</b>	<b>FYTD Tot.</b>		<b>359,505</b>	<b>40,882</b>

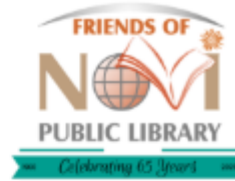
Recite Me and/or myLIBRO stats may be delayed due to auto-reports sent at the beginning of each month.

## FRIENDS OF NOVI LIBRARY



## Friends of the Novi Library

### March 2025



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

#### Volunteer of the Month:

##### Donna Haucher

Hello fellow readers!

My name is Donna Haucher, and I've been volunteering at the Novi Library many years. I am a retired French teacher; I spent most of my career teaching in Dearborn at Edsel Ford high school; but I did teach a couple of years at Gabriel Richard HS in Riverview; and one of my favorite students was Julie Farkas, our head librarian!

Besides reading, I enjoy walking outdoors, taking exercise classes, golfing in the summer & snow shoeing in the winter. I love to travel, and we usually spend a couple of months in Arizona visiting my daughter.

Please say "hi" next time you're in the Book Nook!



#### From the President:

##### Novi Library Friends celebrate 65 years!

This article, printed in the Novi News April 28, 1960, talks of the new library and the incorporation of the "The Friends of the Novi Library". In September of that year the library opened in a former bank building on Novi Road near Grand River with approximately 150 donated books.

Novi residents spent countless hours cataloging the donations and setting up the Library.

About 7,500 items circulated that first year.

Circulation in Fiscal Year 23/24 was 835,917.

### Plans for Library Move Ahead Swiftly

Plans to establish a library in Novi moved ahead by giant steps this past week with the announcement that the public facility probably will be ready to start operation in September.

Sanford Sawyer, chairman of the self-appointed library boosters committee, told members of the Citizens' Development committee Friday that the library won't be opened for several months — but that it is certain to be ready during the first weeks of the new school year.

Library committee members met Monday night to coordinate their plans and discuss ways of assuring a successful library.

Meanwhile, incorporation papers have been filed under the name, "Friends of The Library", thus making the library committee an official non-profit, tax exempt organization.

The library, according to the committee, will be entirely supported by voluntary contributions. Several persons have already volunteered to work in the library once it is started.

Novi News

April 28, 1960

#### Calendar of Events:

**Kaleidoscope: Exploring Tollgate Farm** Mar 19, 7pm, NPL. Learn more about the animals, community gardens and agricultural demonstrations that link Tollgate the educational center to its original role as the home of one of Novi's earliest pioneer families.

**Authors Live: Curtis Chin**, author of *Everything I Learned, I Learned in a Chinese Restaurant*.

April 10, 11:45-2pm Fox Hills register at [novilibrary.org/authorslive](http://novilibrary.org/authorslive) or call 248-869-7204.

**Kaleidoscope: Print & Digital the Newspapers of Today** April 16, 7pm, NPL. **Neal Rubin**, columnist, **Detroit Free Press** Rubin, a columnist who has been a part of the momentous changes in journalism over the past 25 years, will talk about his time at both the Detroit Free Press and the Detroit News. For 18 years, Rubin also wrote the "Gil Thorpe" comic strip that still appears in newspapers today.

#### Authors Live Luncheon:

**Curtis Chin**, author of *Everything I Learned, I Learned in a Chinese Restaurant*. April 10, 11:45-2pm, Fox Hills Belmont Clubhouse & Theater, \$20/person

Enjoy a buffet lunch and hear from author Curtis Chin about his book and growing up in 1980's Detroit and the lessons he learned about life, family, and himself at community hub and neighborhood safe-haven Chung's Cantonese Cuisine.

Register [novilibrary.org/authorslive](http://novilibrary.org/authorslive) or call 248-869-7204.



Copies of the book will be available for purchase at the event. Cash and check accepted.

Tax deductible donations can be made to [novilibrary.org/friendsdonate](http://novilibrary.org/friendsdonate).



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

**January Minutes**  
**Wednesday, January 15, 2025**  
**Novi Library Board Room**

**CALL TO ORDER:** 7:04 p.m.

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

**ABSENT:**

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

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

**APPROVAL OF December MINUTES:** APPROVED

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2024/2025 Fiscal Year			
	BUDGET	EXPENDITURES Thru January 13, 2025	
Display Cabinet Exhibit	\$ 80.00	\$ (80.00)	
Marketing/Brochures/Engage/Name Badges	\$ 80.00	\$ (104.00)	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 12,000.00	\$ (5,098.72)	
Program/Speaker Fees	\$ 1,200.00	\$ (894.16)	
Storage Unit	\$ 2,750.00	\$ (2,430.00)	
Acquisition (Books/Materials/Subscriptions)	\$ 2,000.00	\$ (20.00)	
Conference/Continuing Education	\$ 1,000.00	\$ -	
Legal Fees	\$ 300.00	\$ -	
Special Project Items			
Betty Lang Internships		\$ -	
Oral Histories		\$ -	
City/Community Events		\$ (34.70)	
Photography		\$ -	
Special Project Totals	\$ 3,000.00	\$ (34.70)	
<b>TOTAL:</b>	<b>\$ 20,880.00</b>	<b>\$ (10,750.00)</b>	<b>\$ 10,130.00</b>
Equitable Projects	Expenses	Sales/ Contributions	
Via Bar Book Sales YTD			
Wealths Across Novi Project	\$ 2,070.84	\$ 1,605.00	

**Treasurer's Report:** APPROVED – Expenses last month were for half the payment for the new scanner and items for the display case.

**LIBRARY LIAISON REPORT:**

**New Microfilm Reader:** Rae is hoping to set up a training with the company early in the new year. Until the training is done, the machine not available for public use.

**Upcoming Betty Lang Internship Selection:** Rae has interviewed and selected a possible intern. Rae is waiting to hear back from the candidate if he/she accepted the position. A total of five interviews were conducted.

**Yearbooks:** Rae is looking to donate some of the duplicate Novi High School yearbooks that the Novi Public Library has to the Library of Michigan. The Library of Michigan is trying to collect two yearbooks from every year from every high school in Michigan.



**History Room Office Hours:**

Monday, February 3 (10:30 a.m. – 12:30 p.m.): Debbie Wrobel and Sharon Larson

Monday, February 17 (6 – 8 p.m.): Kim Nice and Kathy Crawford

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

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

**DISCUSSION ITEMS:**

**Elections:** The Historical Commission voted to table January elections to February to allow newly re-appointed commission members to get sworn in and vote in the election.

**DYK Project:** Sharon and Daniel met with Rae to discuss the did you know project that will help provide new content (historical facts) about the City's history on the Novi Historical Commission's Facebook page in hopes of growing engagement and followers. The updated content should start in January or early February.

**Novi Public Library 65<sup>th</sup> Anniversary:** Rae and Kim attended a kickoff meeting for the Novi Public Library 65<sup>th</sup> anniversary celebration starting this summer. The Commission is considering supporting the celebration by having a table at the event and staffing the Local History room. The celebration will take place on Oct. 26 1 – 5 p.m.

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

**Miniature Project:** Progress continues to be made on the miniature project. A group of Commissioners will meet on January 24 from Noon – 2 p.m. in the Youth Activity Room.

**Program/Speaker Series for 2025:** Kim and Sharon have reached out to several different speakers to see if they would be available for the May 22 speaker series slot and others. The Commission is also considering a presentation on the old Novi general store in Oct.

**By-Laws:** The Historical Commission is supposed to review the Commission by laws every two years. The By-laws will be reviewed and voted on in 2025. Kim will send the bylaws to every commissioner and will ask for a vote in February.

**ONGOING PROJECTS:**

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

**Display Case:** The new display case is highlighting the upcoming speakers series presentation on Lincoln. The next display will be on Belle Isle.

**NEW BUSINESS:** NONE

**PUBLIC COMMENT:** NONE

**NEXT MEETING:** February 19, 2025 at 7 p.m.

**ADJOURN:** 8:42 p.m.

## **LIBRARY BOARD COMMITTEE REPORTS**

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

#### **GOALS**

1. Continued review of public policies by the staff committee

### **2. HR Committee –**

#### **GOALS**

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

#### **Meeting held on 3/20/2025 (Information provided by Kristen Sullivan, HR Specialist)**

Attached is the revised salary structure. The revisions include a total increase of 10% to the Grade 1 minimum to coincide with the minimum wage increase to \$13.73, effective January 1, 2026. All other areas were increased by 3% based on board approval at the budget meeting on 2/13/25.

Effective February 21, 2025, the Workforce Opportunity Wage Act was amended, making the following minimum wage adjustments:

Beginning February 21, 2025: \$12.48 per hour  
 Beginning January 1, 2026: \$13.73 per hour  
 Beginning January 1, 2027: \$15.00 per hour

Every October beginning in 2027, the adjusted minimum wage rate will be calculated, to be effective beginning January 1st of the succeeding year.

This represents a 20% increase to minimum wage between now and January 2027. To maintain the integrity of our salary structure as a whole and to keep the proper separation between Grades, I recommend a review of the entire salary structure prior to FY 2026/2027.

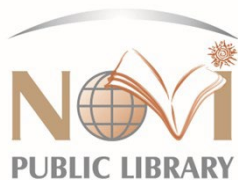
**Committee recommends: Approve the salary structure below for fiscal year 2025-2026, as of 3/27/25; which includes the minimum wage increase at \$13.73.**

Currently, the projected budgets beyond 2025-2026 do not take into consideration the minimum wage changes as of 1/1/2027 which go up to \$15.00.

Novi Public Library Salary Structure 2025-2026					
Revisions to: Approved by the Library Board 2/8/2025; Effective 7/1/2025					
Increase minimum Grade 1 to <del>\$12.48</del> \$13.73/hour for Jan 2026 minimum wage increase; 3% increase for all other areas					
Grade		0 yrs. Minimum	10 yrs. Midpoint	20 yrs. Maximum	Range Width
12	Director (FT - MLIS Required)	\$95,960.40 \$46.13	\$115,169.60 \$55.37	\$134,347.20 \$64.59	40.00%
11	Assistant Director Building Operations (FT) Assistant Director Public Services - (FT - MUS Required)	\$73,819.20 \$35.49	\$88,566.40 \$42.58	\$103,355.20 \$49.69	40.00%
10	Information Technology Department Head (FT; Certifications Required) Information Services Department Head (FT; MLIS Required) Adult/Youth & Teen Services Supervisor (FT; MLIS Required)	\$61,318.40 \$29.48	\$73,819.20 \$35.49	\$86,132.80 \$41.41	40.00% Not Filled
9	Support Services Department Head (FT) Collections Specialist (FT; MLIS Required) Youth & Teen Services Supervisor (FT; MLIS Required) Communications Manager (FT) Systems Administrator (FT; Certifications Required) Building Operations Manager (FT; Certifications Required)	\$55,910.40 \$26.88	\$67,100.80 \$32.26	\$78,312.00 \$37.65	40.00% Not Filled Not Filled
8	Librarian (PT/FT) - MLIS Required (Electronic Services, Int'l Language, Teen, Youth, Literacy Spec.) Sunday Librarian Substitute Librarian (on call/varies)	\$53,288.80 \$25.61 \$21.00 \$20.00	\$62,587.20 \$30.09 \$21.00 \$20.00	\$71,905.60 \$34.57 \$21.00 \$20.00	35.00% Fixed Rate Fixed Rate
7	Human Resources Specialist (FT) Communications Coordinator (PT/FT)	\$53,227.20 \$25.59	\$62,524.80 \$30.06	\$71,843.20 \$34.54	35.00% Not Filled
6	Programming Coordinator Bookkeeper (PT)	\$46,529.60 \$22.37	\$54,683.20 \$26.29	\$62,816.00 \$30.20	35.00%
5	Programming Assistant (Youth/Adult) (PT) Administrative Assistant (PT) Facilities Assistant III (FT) Intern (Info Services - Librarian, working on MUS)	\$42,286.40 \$20.33	\$49,691.20 \$23.89	\$57,075.20 \$27.44	35.00% Not Filled
4	Support Services Supervisor (FT/PT) Meeting Room Coordinator (PT) Facilities Assistant I (PT) Technology Supervisor (PT) Support Services Supervisor Substitute (on call/varies)	\$38,438.40 \$18.48 \$17.25	\$44,200.00 \$21.25 \$17.25	\$49,982.40 \$24.03 \$17.25	30.00% Fixed Rate/Not Filled
3	Technology Assistant (IS/IT) (PT) Office Assistant (PT) Technology Assistant Substitute (on call/varies)	\$36,753.60 \$17.67 \$16.00	\$42,286.40 \$20.33 \$16.00	\$47,798.40 \$22.98 \$16.00	30.00% Not Filled Fixed Rate/Not Filled
2	Support Services Clerk (PT) Customer Service Assistant Teen Space Monitor (PT) Outreach Driver Support Services Clerk Substitute (on call/varies) Intern (Info Services/Cube/IT/Graphic Designer - Required enrollment in 2-4 yr undergraduate program)	\$33,425.60 \$16.07 \$15.00 \$13.00	\$38,438.40 \$18.48 \$15.00 \$13.00	\$43,451.20 \$20.89 \$15.00 \$13.00	30.00% Not Filled Not Filled Fixed Rate Fixed Rate/Not Filled
1	Shelver (PT) (Age 16+ Required) Shelver Substitute (on call/varies)	\$ 27,843.20 <del>\$12.48</del> \$13.73 \$12.48	\$ 30,078.80 \$14.46 \$12.48	\$ 33,425.60 \$16.07 \$12.48	20.00% 17.00% Fixed Rate

2/2025: Minimum wage \$12.48 per State of Michigan

1/2026: Minimum wage \$13.73 per State of Michigan



Reviewed by HR Attorney; Reviewed by Staff HR Committee 3/11/25; Reviewed by Management Team 3/11/25; Reviewed by Board HR Committee 3/20/25.

## SICK TIME

Employees will accrue sick time starting on their date of hire. Employees working twenty (20) hours or more per week will be given their sick time with the first paycheck of each month. For new employees working twenty (20) hours or more per week, the first month of sick time will be pro-rated using the 15<sup>th</sup> of the month rule, based on their date of hire. The 15<sup>th</sup> of the month rule specifies that new employees with a hire date between the 1<sup>st</sup> and the 15<sup>th</sup> of the month will receive their full amount of sick time for that month and new employees with a hire date after the 15<sup>th</sup> of the month will receive half of their sick time for that month.

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

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

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

Effective February 21, 2025, part-time employees working less than twenty (20) hours per week will accrue 1 hour of earned sick time for every 30 hours worked.

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

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

An employee may use earned sick time for the following reasons:

- The employee's own mental or physical illness, injury or health condition, including preventative medical care.
- The mental or physical illness, injury or health condition of an immediate family member, including preventative medical care.
- Closure of the employee's workplace or the employee's child's school or place of care due to a public health emergency.
- To address the consequences of domestic violence or sexual assault affecting the employee or an immediate family member.
- To mourn the loss of a pet (see Funeral/Bereavement policy).

The "immediate family" may consist of mothers, fathers, children, spouses/partners/significant others, brothers, sisters, grandparents and grandchildren, including in-laws, step, half or full relationships. "Significant others" are defined as individuals with which the employee has a meaningful relationship.

~~The employee may accumulate in a sick time bank up to a maximum of sixty-five (65) days (see chart above). Employees who have more than sixty-five (65) days in their sick bank may not add more days to their sick bank until they have less than sixty-five (65) days in their sick bank.~~ Employees may carry over a maximum of seventy-two (72) hours of sick time each calendar year. Unused sick days may not be cashed out, either during employment or at the termination of employment. If an employee separates from the Library and is rehired within 60 days, any and all earned, unused sick time will be reinstated and available to the employee for use immediately.

## Notice & Documentation

It is the employee's responsibility to inform their Manager/Supervisor when they intend to use sick time. Foreseeable requests for the use of sick time should be made at least seven (7) calendar days in advance. If the need to use sick time is not foreseeable, the employee is expected to give notice of the intention as soon as possible.

For sick time of more than 3 consecutive days, the Library may require reasonable documentation. The employee must provide this documentation within fifteen (15) days of the request. If the Library requires documentation, the Library is responsible for paying all out-of-pocket expenses the employee incurs in obtaining the documentation.

## Donation of Sick Time

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

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

This policy is in compliance with the requirements and provisions of the State of Michigan's Earned Sick Time Act (Public Act 338 of 2018, as amended).

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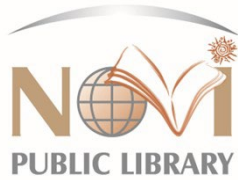
**Approved by the Novi Public Library Board of Trustees:** January 1, 1995

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

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

**Amended:** December 19, 2024; **March 27, 2025**

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Reviewed City of Novi Policy; 3/11/25: Reviewed by HR Staff Committee; 3/11/25 Sent to full staff for feedback; Reviewed by HR Board Committee 3/20/25

## INFORMATION TECHNOLOGY USAGE

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

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

### Prohibited uses

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

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

### Hardware & Software

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

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

## Internet

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

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

## Email

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



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

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

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

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

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

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

## **Remote Access**

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

## **Personal Use**

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

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

## **Information Systems**

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

## **Anti-Harassment**

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

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

## **Legal Disclosure**

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

## **Library Property**

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

## **Privacy**

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

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

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

## **User Identification**

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

such confidential information. Employees MUST NOT share individual usernames or passwords with any other person, including other employees.

## Personally Identifiable Information (PII)

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

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

## Acceptable Use of Generative AI Tools

Generative AI (artificial intelligence) tools are tools that automatically create content like text, audio, video or images, often in response to prompts or information/data input by the user. With the increasing popularity of these tools, it has become necessary to outline the proper use of such tools in your daily work.

These guidelines aim to allow the beneficial use of Generative AI in a responsible manner that prioritizes protecting the Library, its patrons and yourself from the potential negative consequences of the misuse of Generative AI.

These guidelines apply to using Generative AI on Library devices, networks or systems. They also apply to the uploading or inputting of any data (text, digital information, records, recordings, videos, etc.) that the Library creates, uses, possesses and stores into a Generative AI tool.

As with any document or project you develop, you are responsible for the quality and accuracy of the work you produce, regardless of whether Generative AI is used.

## Acceptable Use Guidelines

- Do not represent work generated by a Generative AI tool as being your original work product.
- You are responsible for ensuring the accuracy, appropriateness and compliance of any response from a Generative AI tool you intend to rely on or use. Do not rely on Generative AI to provide accurate information.
- Any document created through a Generative AI tool may become a public record for FOIA and public retention purposes. Information you enter into any Generative AI tool might be subject to disclosure under FOIA or in some other situations (e.g., a lawsuit). Do not submit information to the Generative AI tool that should not be publicly available. Assume that all data associated with creating a document will be disclosed.
- Do not upload or input confidential, proprietary or sensitive Library information into any Generative AI tool. Examples of sensitive information include, but are not limited to, passwords and other credentials, protected health information, criminal justice (CJIS) information, personally identifiable information, payment card information or personnel materials.

- Be aware that you are not authorized to accept or approve Generative AI license agreements or other terms on behalf of the Library. If you accept any terms or agreements to use Generative AI, you are doing so in your own personal capacity. You should comply with the terms and conditions of the Generative AI that you use, including, but not limited to, any conditions or restrictions regarding intellectual property.

## Reporting Violations

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

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**This Policy is a combination of the previous “Information Systems” and “Technology Use” Policies**  
**“Information Systems” approved by the Novi Public Library Board of Trustees:** March 16, 2016  
**“Technology Use” approved by the Novi Public Library Board of Trustees:** October 21, 2009 and;  
**Amended:** January 20, 2010, March 16, 2016  
**Full Handbook Approved by the Novi Public Library Board of Trustees:** July 25, 2024  
**Amended:** December 19, 2024; **March 27, 2025**

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## **Guidelines for Acceptable Use of Generative AI Tools**

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### **PURPOSE:**

With the increasing popularity of Generative AI (GenAI)—tools that automatically create content like text, audio, video, or images, often in response to prompts or information/data input by the user—it has become necessary to outline the proper use of such tools in your daily work. The City of Novi remains committed to adopting new technologies to assist in efficiently performing your work in support of our citizens. This commitment is a testament to our dedication to innovation and progress. However, GenAI, as a developing technology, comes with serious security, accuracy, and intellectual property risks. To that end, it is essential to ensure responsible use. While GenAI can, for example, rapidly produce clear writing on a topic, the content or information it provides may be inaccurate, outdated, or just made up. As with any document or project you develop, you are responsible for the quality and accuracy of the work you produce, regardless of whether GenAI is used. These guidelines aim to allow the beneficial use of GenAI in a responsible manner that prioritizes protecting the City of Novi, its citizens, and yourself from the potential negative consequences of the misuse of GenAI.

### **SCOPE:**

These guidelines apply to using any GenAI on City devices, networks, or systems. They also apply to the uploading or inputting any data (text, digital information, records, recordings, video, etc.) that the city creates, uses, possesses, and stores into a GenAI tool. This comprehensive scope is designed to ensure responsible and safe use of GenAI in all aspects of your work.

### **ACCEPTABLE USE GUIDELINES:**

1. Do not represent work generated by a GenAI tool as being your original work product.
2. Your role in the verification process is not just important but crucial. You are responsible for ensuring the accuracy, appropriateness, and compliance of any response from a GenAI tool you intend to rely on or use. This includes ensuring—just as you would in creating and providing any document or project—that it is unbiased, does not violate an individual's privacy or intellectual property rights, and is consistent with City policies and applicable laws. Do not rely on GenAI to provide accurate answers. Review,

revise, and fact-check the entire product via all available or typical sources and any output from the GenAI tool before moving from the draft to the final.

3. Information you enter into any GenAI tool might be subject to disclosure under FOIA or in some other situations (e.g., a lawsuit). Do not submit information to the GenAI tool that should not be publicly available. Assume that all data associated with creating a document will be disclosed. Do not upload or input confidential, proprietary, or sensitive City information into any GenAI tool. This is not just a guideline but a crucial step to avoid potential breaches of your or the City's obligations to keep certain information confidential and secure. Failure to adhere to this guideline risks widespread disclosure and may challenge the City's rights to that information, underscoring the importance of your role in maintaining security.
4. Similarly, any document created through a GenAI tool may become a public record for FOIA and public record retention purposes. Treat every bit of information you provide to a GenAI tool as if it will go viral on the Internet, attributed to you or the city, regardless of the settings you have selected within the tool (or the assurances made by its creators). Write careful prompts and look at all the information before uploading.
5. If you are unsure whether information should be shared with GenAI, it is crucial to seek guidance from your manager, director, or the Integrated Solutions Technology Team before making it public domain for GenAI to leverage. This support system is in place to ensure your decisions are secure and in line with our policies, providing you with a sense of support and security in your decision-making process. Examples of sensitive information include passwords and other credentials, protected health information, criminal justice (CJIS) information, personally identifiable information, payment card information, or personnel materials.
6. Be careful to review information submitted into a GenAI tool for attorney-client privilege. Such materials are often buried in text, e-mails, or other digital information. "Waiver" of the privilege, even by someone not authorized to do so, can be very problematic. Again, consult with others if the status of the information is unclear.
7. Be aware that you are not authorized to accept or approve GenAI license agreements or other terms on behalf of the City. If you accept any terms or agreements to use GenAI, you are doing so in your personal capacity. You should comply with the terms and conditions of the GenAI that you use, including, but not limited to, any conditions and restrictions regarding intellectual property.
8. All GenAI systems are subject to the bias of source materials used for training. Carefully review any AI-generated content for unintended or undesirable instances of bias or potentially harmful material. Do not use GenAI to create communication about personally, professionally, or politically sensitive issues.
9. Departments may provide additional rules for GenAI use. Consult with your supervisor on that.

**CONCLUSION:**

GenAI offers users the opportunity to work better, faster, and smarter. However, because the technology and the rules or laws surrounding it are evolving and present unknown risks, its adoption comes with responsibility.

January 2025

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

**GOALS**

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

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

**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

**65<sup>th</sup> Anniversary meeting held on:** Meeting rescheduled for: April 24, 2025 at 3pm

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

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

**GOALS**

1. Review NPL's current Technology Plan



### **Automated Material Handling System (AMHS) RFP: Update by Maryann Zurmuehlen, Assistant Director of Building Operations**

Below are the dates for the RFP Process:

- RFP Issue Date Monday, March 10, 2025
- Last Date for Questions Wednesday, March 25, 2025
- Question Responses Due by Tuesday, March 28, 2025
- Proposals Due Date Monday, March 31, 2025 at 3:00pm

Once the RFPs have been reviewed by the library staff committee, virtual demos will be offered to the top 3 companies. The Building & Grounds Committee has been invited to attend the virtual demos. The virtual demo dates are scheduled for:

Monday, April 14, 2025 2:30pm – 4:00pm

Tuesday, April 22, 2025 2:30pm – 4:00pm

Monday, April 28, 2025 2:30pm – 4:00pm

### **Heating Issues at NPL Reported to Library Board on 2/11/25:**

Making you aware of a heating issue in our vestibule at the Library. The motor died and we had a technician out for repair today. The motor needs to be replaced and they are rushing the part. At this time, a small space heater is being used in the ceiling to avoid any concerns with freezing pipes as this area is very cold. We are also leaving the inner doors open (locking the outer doors) overnight to keep temperatures from getting too cold.

### **Email from Director Farkas to Building & Grounds Committee 3/5/25 Regarding Architect for Main Entrance:**

Attached is a quote I have received from a local architect that has done significant work with public libraries. Steve came out to the Library on 2/19/25 to see the issue with the main entrance and concerns for cold temps. He was on the property during the school rush.

He has put a proposal together for a cost of \$2,500.00 that I will be signing this week to give him an opportunity to present some ideas to our committee in the future. This cost is currently able to be spent out of the Professional Services budget line 271-816.00.



February 28, 2025

**Fee Proposal for Conceptual Design for Main Entry  
Renovations for the Novi Public Library**

Novi Public Library  
**Julie Farkas, Director**  
45255 W. Ten Mile Road  
Novi, MI 48026

Dear Director Farkas,

Please find following a proposal to provide architectural conceptual design services for improvements to the library's main entry. The following is an outline of the scope of services that we are proposing to provide.

**I. Proposed Work Scope**

MCD Architects will provide a conceptual design proposal for improvements to the existing main entryway. It is understood that the current configuration of the main entry allows for significant heat loss during certain times of the year, making the lobby and adjacent areas uncomfortable for staff and patrons. MCD will propose conceptual plans for options to remedy the problem.

**II. Existing Conditions**

MCD will use the existing owner-provided building and site plans, and field verify the existing building conditions as required, to develop base CAD documents.

**III. Reimbursable Expenses**

No reimbursable expenses are anticipated. Mileage is included in the fees shown below.

33610 Grand River Avenue | Farmington, Michigan 48335 | 248-374-0001 | [www.mcdarchitects.com](http://www.mcdarchitects.com)

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**Recommendation: Approve conceptual design costs in the amount of \$2,500 for the main entrance with MCD Architects.**

**IV. Extra Services**

The following services are not included in this proposal but can be, upon written agreement, provided for additional fee.

- Services beyond the scope of this proposal

MCD Architect's standard hourly rates are as follows:

Principal	\$225.00
Architect	\$195.00
Designer	\$175.00
CAD Operator	\$155.00
Intern	\$95.00
Clerical	\$65.00

**V. Fees**

Based on the Work Plan as outlined in paragraph I above, the fees for services shall be billed hourly, not-to-exceed \$2,500.

**VI. Schedule**


MCD can begin the project immediately. We would anticipate that an initial conceptual design would take approximately 4 weeks to complete.

**VII. Payment**

The fee, plus reimbursable expenses and any extra services as requested will be invoiced on a monthly basis based on the percentage of work complete or at the completion of the work scope, whichever comes first.

This proposal is valid for 30 days from the date shown above. Thank you again for this opportunity. Please do not hesitate to contact us with any questions.

Sincerely,  
MCD Architects



Steven Schneemann, Firm Principal

Accepted By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Floor and Upholstery Cleaning Quotes for Contract**

Three quotes were solicited by the Facilities Team. Quotes were reviewed by Assistant Director of Building Operations, Maryann Zurmuehlen and her team.

The quotes breakdown as follows:

Vendor	Total Amount
Dalton Commercial Cleaning	\$21,248.00
Stanley Steemer	\$23,642.00
GDI Integrated Facilities Services	\$65,466.00

**Recommendation: Approve the quote submitted by Dalton Commercial Cleaning with a not to exceed amount of \$21,248.00.**

Dalton Commercial Cleaning provided the lowest quote. In addition, Dalton has provided carpet cleaning services in the past for Novi Public Library and has proven to be a reliable vendor for the requested services.

**NOTE 1:**

In the quote, Dalton Commercial Cleaning highlighted a few areas of concern regarding the age and condition of the Library's flooring, stating "As previously noted, there are several conditions due to the aged carpet (approximately 15 years old), including: up-curling/loose carpet tiles, asphalt molecular fusion, fading, pile compaction, and permanent stains. Our crew will continue to strive to provide the best overall appearance possible; however, some conditions are permanent."

I would bring this to the awareness of the Board as an issue that may require attention sooner than expected. Our Facilities Assistant II does routine re-gluing of loose carpet tiles, but after 15 years, the original method of installation, age of the original glue, and wear and tear from traffic patterns prevents this repair approach from being permanent. At some point, consideration will need to be given to re-carpeting the whole library, or at the minimum, certain high traffic, damaged areas.

**NOTE 2:**

In the FY 25-26 Facilities budget, we had \$16,400 allocated to carpet cleaning. The additional funds needed amounting to \$4,848.00 would be an unexpected cost.



## Request for Quotation: Floor & Upholstery Cleaning Services

### **Requested By:**

Novi Public Library  
45255 Ten Mile Rd.  
Novi, MI 48375  
[www.novilibrary.org](http://www.novilibrary.org)

### **Contact:**

Maryann Zurmuehlen  
Assistant Director of Building Operations  
Office: 248-869-7212  
[mzurmuehlen@novilibrary.org](mailto:mzurmuehlen@novilibrary.org)

Novi Public Library is seeking floor and upholstery cleaning services for its approximately 60,000 sq. ft. building.

- Carpeted – 43,000 sq. ft. (approximate)
- Vinyl Flooring – 3,000 sq. ft. (approximate)
- Ceramic Tile Flooring – 3,000 sq. ft. (approximate)
- The remaining square footage (11,000 sq. ft.) is either painted concrete floor or inaccessible areas where equipment is present and cleaning is not required.

### **Attached Documents:**

- 1<sup>st</sup> & 2<sup>nd</sup> Floor Full Building Carpet Cleaning Maps
- 1<sup>st</sup> & 2<sup>nd</sup> Floor High Traffic Carpet Cleaning Maps
- 1<sup>st</sup> Floor Specialty High Traffic Areas Carpet Cleaning Map
- 1<sup>st</sup> & 2<sup>nd</sup> Floor Upholstery Cleaning Maps
- NPL Building Upholstery Inventory Pictures
- 1<sup>st</sup> & 2<sup>nd</sup> Floor Non-Carpeted Floor Cleaning Maps

### **Mandatory Walkthrough:**

**Tuesday, February 11, 2025 at 10am**

Attendance at a mandatory walkthrough at the Library is required for quotations to be accepted.

### **Quotations Due:**

Please complete this form in its entirety and return it by email to Maryann Zurmuehlen at [mzurmuehlen@novilibrary.org](mailto:mzurmuehlen@novilibrary.org) no later than **5:00pm on Friday, February 21, 2025.**

### **Service Timing & Scope of Work**

Performance of this Contract shall commence on April 15, 2025 and end on April 14, 2026. Upon mutual consent of the Client and the Contractor, the contract may be renewed two (2) additional years in one (1) year increments at the same prices, terms, and conditions of the original contract for up to a total of three (3) years.

Floor and upholstery cleaning services shall be performed after-hours, when the Library is not open to the public. Current hours of operation: Monday – Thursday 10am – 9pm; Friday & Saturday 10am – 6pm; Sunday 12pm – 6pm.

Contractor shall not be expected to provide services under this contract on the following holidays:

- 1) New Year Day, January 1
- 2) MLK Day (3<sup>rd</sup> Monday in January)
- 3) Easter Sunday
- 4) Mother's Day (3<sup>rd</sup> Sunday in May)
- 5) Memorial Weekend (Sunday)
- 6) Memorial Day (Last Monday in May)
- 7) Juneteenth, June 19
- 8) Father's Day (3<sup>rd</sup> Sunday in June)
- 9) Independence Day, July 4
- 10) Labor Day Weekend (Saturday, Sunday)
- 11) Labor Day (1<sup>st</sup> Monday in September)
- 12) Thanksgiving Day (4<sup>th</sup> Thursday in November)
- 13) Day after Thanksgiving (4<sup>th</sup> Friday in November)
- 14) Christmas Eve, December 24
- 15) Christmas Day, December 25
- 16) New Year's Eve, December 31

Client shall notify Contractor of Library closures due to weather, act of God, pandemic, building issues, etc. as soon as possible. Client will not charge for service due to closure. The service date will be rescheduled at the convenience of the Client.

Any work necessary to be performed on Saturdays, Sundays or Library closure days shall be performed WITHOUT additional expense to the Library.

Client shall advise Contractor if there are any additional days the Library will be closed when Contract will not be able to perform cleaning services.

All costs and expenses incurred by Contractor under this Contract are included in the amounts above. Contractor will not begin additional work that is not stated in the Contract without first obtaining Client's written approval for the additional work. Client shall not be obligated to pay for additional work unless it request the additional work is in writing and signed by both parties.

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#### **Work Specifications**

\*See attached building maps of highlighted areas.

1. **Full Building** (ALL carpeted areas cleaned at one time). See 1<sup>st</sup> and 2<sup>nd</sup> floor maps detailing the red areas for "Full Building Carpet Cleaning."  
\*Approximately 2 full building cleanings per year (February, August)

**Total Price per Cleaning:** \$2,650<sup>00</sup>

**Total for 2 Cleanings:** \$5,300<sup>00</sup>

2. **High Traffic** (Designated carpeted areas that require frequent cleaning due to use of the building and food/drink). See 1<sup>st</sup> and 2<sup>nd</sup> floor maps detailing the orange areas for "High Traffic Carpet Cleaning."

\*Approximately 4 high traffic cleanings per year (April, June, October, December)

Total Price per Cleaning: \$1,000<sup>++</sup>

Total for 4 Cleanings: \$4,000<sup>++</sup>

3. **Specialty High Traffic Areas** (Three designated carpeted areas—youth play area, whole meeting room, and 1<sup>st</sup> floor staff work area main hallway—that require cleaning every other month due to extra heavy use of the building by staff and public). See 1<sup>st</sup> floor map detailing the yellow areas for "Specialty High Traffic Areas Carpet Cleaning."

\*Approximately 6 specialty high traffic area cleanings per year (January, March, May, July, September, November)

Total Price per Cleaning: \$325<sup>++</sup>

Total for 6 Cleanings: \$1,950<sup>++</sup>

4. **Upholstery Cleaning** (Fabric chairs, stools, benches). See 1<sup>st</sup> and 2<sup>nd</sup> floor maps detailing the green locations of various furniture and attached photos for the "Upholstery Cleaning."

\*Approximately 3 upholstery cleanings per year (February, June, October)

Total Price per Cleaning: \$1,716<sup>++</sup>

Total for 3 Cleanings: \$5,148<sup>++</sup>

5. **Non-Carpeted Floor Cleaning** (Designated non-carpeted areas that require deep machine cleaning, including marmoleum, concrete, and tile—with special attention to grout lines.) See 1<sup>st</sup> and 2<sup>nd</sup> floor maps detailing the blue areas for "Non-Carpeted Floor Cleaning."

\*Approximately 2 full building cleanings per year (April, October)

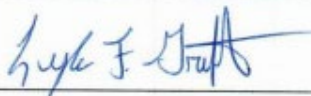
Total Price per Cleaning (for all areas listed below): \$2,425<sup>++</sup>

- o Tile Floor
  - Lobby & Vestibule
  - Café workspace and café public area
  - 9 restrooms: 1st floor (5) & 2nd floor (4)
  - Main Stairway (27 stairs, 1 landing)
- o Marmoleum Floor
  - Staff Lounge
  - Youth Activity Room
- o Concrete Floor
  - Receiving Area, Janitor's Closet, & Meter Room

Total for 2 Cleanings: \$4,850<sup>++</sup>

**Total Cost for an annual cycle of floor and furniture cleaning: \$21,248<sup>++</sup>**

Vendor Information

Date Quotation Issued:	
Vendor Name:	Dalton Commercial Cleaning
Vendor Address:	145 S. Livernois Rd. Ste #254 Rochester Hills, MI 48307
Vendor Website:	<a href="http://www.Daltoncleaning.com">www.Daltoncleaning.com</a>
Vendor Contact Person:	Lyle (DJ) Griffin
Contact Email:	<a href="mailto:Lyle@daltoncleaning.com">Lyle@daltoncleaning.com</a>
Contact Office Phone:	248-353-8050
Contact Cellphone:	
Signature:	





## Request for Quotation: Floor & Upholstery Cleaning Services

### **Requested By:**

Novi Public Library  
45255 Ten Mile Rd.  
Novi, MI 48375  
[www.novilibrary.org](http://www.novilibrary.org)

### **Contact:**

Maryann Zurmuehlen  
Assistant Director of Building Operations  
Office: 248-869-7212  
[mzurmuehlen@novilibrary.org](mailto:mzurmuehlen@novilibrary.org)

Novi Public Library is seeking floor and upholstery cleaning services for its approximately 60,000 sq. ft. building.

- Carpeted – 43,000 sq. ft. (approximate)
- Vinyl Flooring – 3,000 sq. ft. (approximate)
- Ceramic Tile Flooring – 3,000 sq. ft. (approximate)
- The remaining square footage (11,000 sq. ft.) is either painted concrete floor or inaccessible areas where equipment is present and cleaning is not required.

### **Attached Documents:**

- 1<sup>st</sup> & 2<sup>nd</sup> Floor Full Building Carpet Cleaning Maps
- 1<sup>st</sup> & 2<sup>nd</sup> Floor High Traffic Carpet Cleaning Maps
- 1<sup>st</sup> Floor Specialty High Traffic Areas Carpet Cleaning Map
- 1<sup>st</sup> & 2<sup>nd</sup> Floor Upholstery Cleaning Maps
- NPL Building Upholstery Inventory Pictures
- 1<sup>st</sup> & 2<sup>nd</sup> Floor Non-Carpeted Floor Cleaning Maps

### **Mandatory Walkthrough:**

**Tuesday, February 11, 2025 at 10am**

Attendance at a mandatory walkthrough at the Library is required for quotations to be accepted.

### **Quotations Due:**

Please complete this form in its entirety and return it by email to Maryann Zurmuehlen at [mzurmuehlen@novilibrary.org](mailto:mzurmuehlen@novilibrary.org) no later than **5:00pm on Friday, February 21, 2025.**

### **Service Timing & Scope of Work**

Performance of this Contract shall commence on April 15, 2025 and end on April 14, 2026. Upon mutual consent of the Client and the Contractor, the contract may be renewed two (2) additional years in one (1) year increments at the same prices, terms, and conditions of the original contract for up to a total of three (3) years.

Floor and upholstery cleaning services shall be performed after-hours, when the Library is not open to the public. Current hours of operation: Monday – Thursday 10am – 9pm; Friday & Saturday 10am – 6pm; Sunday 12pm – 6pm.

Contractor shall not be expected to provide services under this contract on the following holidays:

- 1) New Year Day, January 1
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- 3) Easter Sunday
- 4) Mother's Day (3<sup>rd</sup> Sunday in May)
- 5) Memorial Weekend (Sunday)
- 6) Memorial Day (Last Monday in May)
- 7) Juneteenth, June 19
- 8) Father's Day (3<sup>rd</sup> Sunday in June)
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#### **Work Specifications**

*\*See attached building maps of highlighted areas.*

1. **Full Building** (ALL carpeted areas cleaned at one time). See 1<sup>st</sup> and 2<sup>nd</sup> floor maps detailing the red areas for "Full Building Carpet Cleaning."  
\*Approximately 2 full building cleanings per year (February, August)

**Total Price per Cleaning:      \$9,030**

**Total for 2 Cleanings:          \$18,060**

2. **High Traffic** (Designated carpeted areas that require frequent cleaning due to use of the building and food/drink). See 1<sup>st</sup> and 2<sup>nd</sup> floor maps detailing the orange areas for "High Traffic Carpet Cleaning."

\*Approximately 4 high traffic cleanings per year (April, June, October, December)

**Total Price per Cleaning**      **\$3,656**

**Total for 4 Cleanings:**      **\$14,624**

3. **Specialty High Traffic Areas** (Three designated carpeted areas—youth play area, whole meeting room, and 1<sup>st</sup> floor staff work area main hallway—that require cleaning every other month due to extra heavy use of the building by staff and public). See 1<sup>st</sup> floor map detailing the yellow areas for "Specialty High Traffic Areas Carpet Cleaning."

\*Approximately 6 specialty high traffic area cleanings per year (January, March, May, July, September, November)

**Total Price per Cleaning:**      **\$657**

**Total for 6 Cleanings:**      **\$3,942**

4. **Upholstery Cleaning** (Fabric chairs, stools, benches). See 1<sup>st</sup> and 2<sup>nd</sup> floor maps detailing the green locations of various furniture and attached photos for the "Upholstery Cleaning."

\*Approximately 3 upholstery cleanings per year (February, June, October)

**Total Price per Cleaning:**      **\$5,660**

**Total for 3 Cleanings:**      **\$16,980**

5. **Non-Carpeted Floor Cleaning** (Designated non-carpeted areas that require deep machine cleaning, including marmoleum, concrete, and tile—with special attention to grout lines.) See 1<sup>st</sup> and 2<sup>nd</sup> floor maps detailing the blue areas for "Non-Carpeted Floor Cleaning."

\*Approximately 2 full building cleanings per year (April, October)


**Total Price per Cleaning (for all areas listed below):**      **\$5,930**

- o Tile Floor
  - Lobby & Vestibule
  - Café workspace and café public area
  - 9 restrooms: 1st floor (5) & 2nd floor (4)
  - Main Stairway (27 stairs, 1 landing)
- o Marmoleum Floor
  - Staff Lounge
  - Youth Activity Room
- o Concrete Floor
  - Receiving Area, Janitor's Closet, & Meter Room

**Total for 2 Cleanings:**      **\$11,860**

**Total Cost for an annual cycle of floor and furniture cleaning:** **\$65,466**

**Vendor Information**

<b>Date Quotation Issued:</b>	January 31, 2025
<b>Vendor Name:</b>	GDI Services Inc.
<b>Vendor Address:</b>	24300 Southfield Rd. Southfield, MI 48075
<b>Vendor Website:</b>	www.gdi.com
<b>Vendor Contact Person:</b>	Richard Ellstrom
<b>Contact Email:</b>	richard.ellstrom@gdi.com
<b>Contact Office Phone:</b>	(248) 483-3170
<b>Contact Cellphone:</b>	(312) 402-7446
<b>Signature:</b>	



## Request for Quotation: Floor & Upholstery Cleaning Services

---

**Requested By:**

Novi Public Library  
45255 Ten Mile Rd.  
Novi, MI 48375  
[www.novillibrary.org](http://www.novillibrary.org)

**Contact:**

Maryann Zurmuehlen  
Assistant Director of Building Operations  
Office: 248-869-7212  
[mzurmuehlen@novillibrary.org](mailto:mzurmuehlen@novillibrary.org)

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- 1<sup>st</sup> Floor Specialty High Traffic Areas Carpet Cleaning Map
- 1<sup>st</sup> & 2<sup>nd</sup> Floor Upholstery Cleaning Maps
- NPL Building Upholstery Inventory Pictures
- 1<sup>st</sup> & 2<sup>nd</sup> Floor Non-Carpeted Floor Cleaning Maps

**Mandatory Walkthrough:**

**Tuesday, February 11, 2025 at 10am**

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- 7) Juneteenth, June 19
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- 10) Labor Day Weekend (Saturday, Sunday)
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Client shall notify Contractor of Library closures due to weather, act of God, pandemic, building issues, etc. as soon as possible. Client will not charge for service due to closure. The service date will be rescheduled at the convenience of the Client.

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#### **Work Specifications**

\*See attached building maps of highlighted areas.

1. **Full Building** (ALL carpeted areas cleaned at one time). See 1<sup>st</sup> and 2<sup>nd</sup> floor maps detailing the red areas for "Full Building Carpet Cleaning."  
\*Approximately 2 full building cleanings per year (February, August)

**Total Price per Cleaning:**           \$ 3,135          

**Total for 2 Cleanings:**           \$ 6,270

2. **High Traffic** (Designated carpeted areas that require frequent cleaning due to use of the building and food/drink). See 1<sup>st</sup> and 2<sup>nd</sup> floor maps detailing the orange areas for "High Traffic Carpet Cleaning."

\*Approximately 4 high traffic cleanings per year (April, June, October, December)

Total Price per Cleaning: \$1,725

Total for 4 Cleanings: \$6,900

3. **Specialty High Traffic Areas** (Three designated carpeted areas—youth play area, whole meeting room, and 1<sup>st</sup> floor staff work area main hallway—that require cleaning every other month due to extra heavy use of the building by staff and public). See 1<sup>st</sup> floor map detailing the yellow areas for "Specialty High Traffic Areas Carpet Cleaning."

\*Approximately 6 specialty high traffic area cleanings per year (January, March, May, July, September, November)

Total Price per Cleaning: \$359

Total for 4 Cleanings: \$1,436

4. **Upholstery Cleaning** (Fabric chairs, stools, benches). See 1<sup>st</sup> and 2<sup>nd</sup> floor maps detailing the green locations of various furniture and attached photos for the "Upholstery Cleaning."

\*Approximately 3 upholstery cleanings per year (February, June, October)

Total Price per Cleaning: \$1,650

Total for 3 Cleanings: \$4,950

5. **Non-Carpeted Floor Cleaning** (Designated non-carpeted areas that require deep machine cleaning, including marmoleum, concrete, and tile—with special attention to grout lines.) See 1<sup>st</sup> and 2<sup>nd</sup> floor maps detailing the blue areas for "Non-Carpeted Floor Cleaning."

\*Approximately 2 full building cleanings per year (April, October)

Total Price per Cleaning (for all areas listed below): \$2,043

- o Tile Floor
  - Lobby & Vestibule
  - Café workspace and café public area
  - 9 restrooms: 1st floor (5) & 2nd floor (4)
  - Main Stairway (27 stairs, 1 landing)
- o Marmoleum Floor
  - Staff Lounge
  - Youth Activity Room
- o Concrete Floor
  - Receiving Area, Janitor's Closet, & Meter Room

Total for 2 Cleanings: \$4,086

**Total Cost for an annual cycle of floor and furniture cleaning:** \$23,642

**Vendor Information**

Date Quotation Issued:	2/14/25
Vendor Name:	Stanley Steemer
Vendor Address:	39200 Schoolcraft Rd Livonia MI, 48150
Vendor Website:	Stanley Steemer.com
Vendor Contact Person:	Howard Brumfield
Contact Email:	Howard.Brumsfield@steemer.com
Contact Office Phone:	(888) 637-9940 - Cindy Jarrell
Contact Cellphone:	(734) 245-1188
Signature:	Howard Brumfield

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

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

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

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



## COMMUNICATIONS

Google Review 3/7/25:

Patron: In mentioning concerns with the library director she was too busy with excuses, lies, and long winded "explanations" to listen. The copy machine has gone up in price. At least double what it was. She said the price was the same as at the other area libraries/businesses... which I knew was a flat out lie as I had made price inquiries in the area prior to meeting with her, and, this was not what had been mentioned by multiple other higher up staff members in her own facility. They cut the computer area size in half and moved it well away from the nice windows with a really great view... took bookshelves out of a room by that area and put them where the computers used to be, thereby blocking much of the view outside...all this so kids coming out of school can sit in the room... for 2 and 1/2 hours mon through fri she said. The three days I've been there in the past 2 weeks there was nobody in the room. Prior to the "rearranging" of things I never saw more than maybe 8 or so people in that area/room at most. Usually 5ish and often times it was empty. The space could easily hold 50 people. People, not just kids. I love kids, have kids of my own, but this is nonsense... especially as there is an entire HUGE teen/kids room on the first floor. Also, a big point, why not put the bookshelves where they jammed all of the computers and the computers where they put the shelves. That way ALL people doing computer things could enjoy the view... this would have required using brainpower... the excuse here was something like well we hired someone to do a study and they came up with this layout... what the smell! What did that cost us taxpayers?! And. That does not mean that the "study" is good and/or correct! Etc etc etc. This director, she's no genius... that building was designed with a long massive wall of windows and beautiful landscaping to see through the windows... what a colossal waste of money that is now...

### **Response from Director Farkas to Library Board:**

On 3/6/25: I welcomed the patron into my office to discuss the concerns. Management staff had previously addressed concerns on 3/1/25 and 3/6/25. I shared with the patron that the copy prices were raised in July 2024, based on the increasing costs of paper and ink that the library was incurring. Prior to raising the prices, library staff had contacted other libraries and copier businesses to seek out comparable pricing. The decision was made to increase black and white copies from \$.10 to \$.20. Color copies were raised from \$.50 to \$1.00. The Library made the community aware of the pricing increase in the July 2025 E-newsletter, social media and signage at the copier machines in advance of the change. See info attached.

In January/February 2025, the Board approved the renovations to the 2<sup>nd</sup> floor Teen Area, which allowed for more seating and group work spaces for our teen patrons. Usage of the library in teen space, which then spills over to other spaces in the library increased 114 %. At 5:10pm on 3/11/25, there were 11 students sitting in the various sections of the room (group study, tables, individual study spots and comfy floor seating. There are typically more earlier in the day between 2:45 – 5:00pm when school first lets out.

The space inside and outside the teen area was reviewed and assessed by an outside design team that maximized seating along with giving more access to the YA collections for all readers, including adults. I shared with the patron that the shelves were specifically positioned to be east/west in direction to allow for the access of the windows and natural light instead of north/south direction which would have blocked the views entirely. In addition, based on the popularity of the collection, we had the opportunity to increase the height of the shelving, but chose not to so that the view of the outside and natural light would not be compromised. Many positive responses have been received. Overall, the use of computers has come down by patrons, therefore, it gave us the opportunity to condense the number of them in 4 pods instead of 8 and then move the additional 4 pods to the south end of the library where there are clear views of the west through the windows.

Novi Public Library  
Published by Dana VanOast  
June 24, 2024

Starting July 1, the cost for printing and copying at the Library will be as follows:  
Black and White - \$0.20 per page  
Color - \$1.00 per page

This is due to the rising costs of paper and ink. This is the first increase in over 13 years.

**New Printing/Copying Prices**  
Starting Monday, July 1  
**Black & White: \$0.20**  
**Color: \$1.00**  
Price Per Page

NOVI PUBLIC LIBRARY novilibrary.org  
Cultivate Learning  
Inspire Creativity  
Foster Inclusivity



PROGRAMS & EVENTS

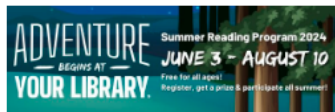
RESEARCH & LEARN

BOOKS & MORE

**Summer Closures**

**Thursday, July 4 - Sunday, July 7:** Independence Day weekend  
**Friday, August 9:** Staff Professional Development Day  
**Saturday, August 31 - Monday, September 2:** Labor Day weekend

*No materials will be due when the Library is closed. The Library is also now permanently fine free.*



**Summer Reading Program**

There is still time to [sign up](#) for our 2024 Summer Reading Program! All ages are welcome to participate!

**Tamil Summer Read-A-Thon**

**Sat, Jul 13 - Aug 24, 10:30am-12:30pm**  
**Youth Activity Room**

This seven-week workshop is designed to help your child read Tamil fluently and quickly with interactive lessons and fun-filled activities. For grades K-12. Event hosted by Nunmaan Tamil Academy.

[Register Here](#)

**Printing and Copying Prices are Increasing**

Starting **July 1**, the cost for printing and copying at the Library will be as follows:

- Black and white - \$.20 per page
- Color - \$1.00 per page

This is due to the rising costs of paper and ink. This is the first increase in over 13 years.



## Library Board Calendar

**\*\* Meetings occur on the 2<sup>nd</sup> Thursday of the month; except March, 4<sup>th</sup> Thursday of the month**

### 2025

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

Approved: September 26, 2024



## LIBRARY CLOSINGS 2025

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

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

### LIBRARY BOARD MEETINGS

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

**Except: March 27, 2025 (4<sup>th</sup> Thursday of the month at Novi Public Library)**

Approved: June 27, 2024