

Agenda

Novi Public Library Board of Trustees--Regular Meeting
Thursday, November 16, 2023
at 7:00 p.m.
Location: Novi Public Library

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

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

Call to Order by President, Mark Sturing

Pledge of Allegiance

Roll Call by Secretary, Brian Bartlett

- 1. Trustees: Bartlett, Cherukuri, Crawford, Dooley, Gawalapu, Gurumurthy and Sturing

Welcome New Student Representatives – Alexandra DeMore & Alyna Dohadwala

Approval of Agenda.....1-4

Consent Agenda

- 1. Approve Minutes of: October 26, 2023 Regular Board Meeting.....5-13
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#632) 14-17

Presentations

- A. 2022-2023 Annual Report Presentation by Dana VanOast (Draft copies will be provided at the meeting)

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 – October 2023 18-24
2. President's Report (Mark Sturing)
 - A. President's comments, Trustee experiences and involvement.....25
3. Treasurer's Report (Sreeny Cherukuri)
 - A. 2023-2024 Library Budget Fund 27126-28
 - B. 2023-2024 Contributed Fund Budget 27229
 - C. Financial Report October 2023.....30
 - D. Library Fund 271 Expenditure & Revenue Report as of October 31, 2023..... 31-34
 - E. Library Fund 272 Contributed Fund as of October 31, 2023.....35
 - F. Balance Sheets for Funds 271 and 272 as of October 31, 2023.....36-37
4. Director's Report (Julie Farkas) 38-48
 - A. Information Technology Report (Jeffrey Smith) 49-51
 - B. Facilities Report (Keith Perfect) 52
 - C. Information Services Report (Hillary Hentschel) 52-63
 - D. Support Services Report (Maryann Zurmuehlen) 64-65
 - E. Library Usage Statistics..... 66-75
 - F. Friends of Novi Library - Agenda: November 8, 2023; Minutes: September 13, 2023. 76-78
 - G. City of Novi Historical Commission – Minutes: September 20, 2023..... 79-80

Public Comment

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Committee Reports

1. **Policy Committee:** Review current public policies for the Library
(Chair: Sturing, Bartlett and Gawalapu, Staff Liaison – Julie Farkas)
 - No Meeting Held: New Policy – Programming (Draft 2) 81-83
GOALS 2022-2023: (NEED NEW GOALS)
 1. Continued review of public policies
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Crawford, Dooley, Staff Liaison – Julie Farkas)
 - Meeting held on: November 3, 2023.....84
GOALS 2022-2023: (NEED NEW GOALS)
 1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
 2. Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.
 3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library.

3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Cherukuri, Bartlett, Sturing, Staff Liaisons – Julie Farkas)
 - No Meeting heldN/A
 - Next meetingN/A

GOALS 2022-2023: (NEED NEW GOALS)

 1. Review Financial Plan
 2. Library Endowment/Foundation investigation
 3. Salary Comparison and review – **COMPLETED**

4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 (Chair: Gurumurthy, Dooley, Staff Liaisons – Julie Farkas & Dana Brataniec)
 - Meeting held: November 8, 2023.....84-92
 - Next meeting: November 13 and December 7th

GOALS 2022-2023: (NEED NEW GOALS)

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

5. **Strategic Planning Committee:**
 (Chair: Bartlett, Gurumurthy, Crawford, Staff Liaison – Julie Farkas).
 - No Meeting held93
 - Library staff met on October 11th, and will meet again on November 15th to continue brainstorming for the 12-month plan.

6. **Building & Grounds Committee:**
 (Chair: Gawalapu, Sturing, Cherukuri, Staff Liaison – Julie Farkas)
 - Café Lease93-103

GOALS 2022-2023: (NEED NEW GOALS)

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

7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
 (Chair: Bartlett, Sturing, Gawalapu, Staff Liaison – Julie Farkas)
 - Meeting held on October 9, 2023
 - The Committee has reviewed and is making Bylaw changes for three particular areas, see information enclosed 104-116

GOAL 2022-2023: (NEED NEW GOAL)

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

8. **DEI: Diversity, Equity and Inclusion Committee**
 (Chair: Dooley, Gurumurthy, Crawford, Staff Liaison – Julie Farkas)
 - Meeting held on November 7, 2023117

GOALS 2022-2023: (NEED NEW GOALS)

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

Closed Session

1. No Session

Motion to Adjourn into Closed Session

Matters for Library Board Action

- A. Approve the 2022-2023 Annual Report for Novi Public Library (Copies provided at meeting)
- B. Approve NEW policy: Programming Policy (2nd Draft) 81-83
- C. Approve updates to the Lease Agreement for Library Café Services with Novi Community School District 94-103
- D. Approve changes to the BYLAWS OF THE CITY OF NOVI LIBRARY BOARD NOVI PUBLIC LIBRARY (1st Draft) 111-116

Communications

1. N/A

Adjournment

Supplemental Information

- Library Board Calendar 2023 and 2024..... 118-119
- Library Closings 2023 and 2024 120-121

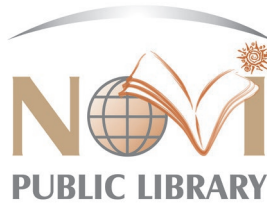
2023 Future Events:

- 11/15: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- **CHANGE: 11/16: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library**
- Friends of Novi Library – NO MEETING in December
- 12/20: City of Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- **CHANGE: 12/21: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library**
- **11/22: Library Closes at 5pm for Thanksgiving Holiday**
- **11/23-11/24 LIBRARY CLOSED for Thanksgiving Holiday**
- **12/23 – 12/25: LIBRARY CLOSED for Christmas Holiday**
- **12/30 – 12/31: LIBRARY CLOSED for New Year’s Holiday**
- **1/1/24: LIBRARY CLOSED for New Year’s Day**
- 1/18/24: 1st Library Board Budget Meeting at 5pm, Novi Public Library
- 2/1/24: 2nd Library Board Budget Meeting at 5pm, Novi Public Library
- **2/15/24: Library Board Budget Approval Meeting at 7pm, City of Novi, City Chambers**

Inform. Inspire. Include.

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

<http://www.novilibrary.org>



**Library Board of Trustees – Regular Meeting
Initial Draft - MINUTES
October 26, 2023, 7 PM
Novi City Council Chambers**

Call to Order by President Mark Sturing

City Council Chambers
Called to order by President Mark Sturing at 7:00 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Vice-President Crawford

Library Board – 6 Board members were recorded present

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

Student Representatives

Vacant

Library Staff

Julie Farkas, Director

Approval of Agenda

Motion: To approve the Agenda as presented (pages 1-4 of the board packet)

Motion for Approval – 1st – Trustee Bartlett
2nd – Trustee Crawford

Motion passes – 6-0

Consent Agenda

1. Approve Minutes of: September 28, 2023 Regular Board Meeting5-11
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#631).....12-14

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

Motion passes – 6-0

Presentations

A. Novi Community Coalition Annual Report by Debbie Wertz, Director; introducing Liz Young and Lacinda (Cindy) Warren

Presentation by the Novi Community Coalition. The Coalition discussed the various assistance and mental health services provided by the Coalition. The Coalition works with various organizations and is available in the Novi Library on Thursdays. Board members received a folder detailing several of the Coalition's programs.

Debbie Wertz has been sharing time between Novi and Waterford programs and will be handling the Waterford program full time. She introduced Liz Young to the board as the new Coalition Director. Liz comes to the program from Huron Valley.

The Board thanked the Coalition for their efforts.

Public Comment

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No Public Comment

Reports

- 1. Student Representatives' Report – August, 2023.....16-17
- 2. President's Report (Mark Sturing)
 - A. President's comments, Trustee experiences and involvement.....N/A
 - B. Michigan Library Appreciation Month - Proclamation from Governor Whitmer.....18-19
- 3. Treasurer's Report (Sreeny Cherukuri)
 - A. 2023-2024 Library Budget Fund 27120-22
 - B. 2023-2024 Contributed Fund Budget 27223
 - C. Financial Report September 30, 2023.....24
 - D. Library Fund 271 Expenditure & Revenue Report as of September 30, 2023.....25-27
 - E. Library Fund 272 Contributed Fund as of September 30, 2023.....28
 - F. Balance Sheets for Funds 271 and 272 as of September 30, 202329-30
- 4. Director's Report (Julie Farkas) 31-35
 - A. Information Technology Report (Jeffrey Smith)36-40
 - B. Facilities Report (Keith Perfect)41
 - C. Information Services Report (Hillary Hentschel)41-44

D. Support Services Report (Maryann Zurmuehlen)44-46
 E. Library Usage Statistics.....47-57
 F. Friends of Novi Library: Friends of Library Week, Vera Bradley
 Fundraiser.....58-59
 G. City of Novi Historical Commission Minutes August 16, 2023.....60-61

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.

No Public Comment

Committee Reports – Note: Committee assignments following reflect 2022-2023 assignments

1. **Policy Committee:** Review current public policies for the Library
 (Chair: Sturing, Bartlett and OPEN, Staff Liaison – Julie Farkas)
 · Staff Committee: Julie Farkas, Betty Lang, Dana Brataniec and
 Hillary Hentschel
 · No Meeting Held
 · New Policies: Programming (Draft 1); Collection Development Policy
 (Draft 2)62-74

GOALS 2022-2023: (NEED NEW GOALS)

1. Continued review of public policies

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals

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

· Staff Committee: Julie Farkas, Lindsay Gojcaj, Kristin Abate and Kirsten Malzahn

· No Meeting Held

· Staff HR Committee met with the HR attorney to review the first draft of the new policy manual, second meeting TBD

· Next Meeting: Meet new HR specialist Kristen Sullivan

GOALS 2022-2023: (NEED NEW GOALS)

1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth

- 2. Implement human resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention
- 3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library

3. Finance Committee: Financial plan based on building assessment review, Library endowment investigation

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

· No Meeting held

GOALS 2022-2023: (NEED NEW GOALS)

- 1. Review financial plan
- 2. Library endowment/foundation investigation
- 3. Salary comparison and review; last done in 2018

4. Events/Marketing/Fundraising Committee: Outreach opportunities

(Chair: Gurumurthy, Dooley, Staff Liaisons – Julie Farkas and Dana Brataniec)

· Meeting held: October 9.....75

· Next meeting: November 13

GOALS 2022-2023: (NEED NEW GOALS)

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

5. Strategic Planning Committee:

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

· No Meeting Held

6. Building & Grounds Committee:

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

· Meeting held on October 18, RE: Security Camera/Server RFP...76-78

GOALS 2022-2023: (NEED NEW GOALS)

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

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

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

· Meeting held on October 9.....79

GOAL 2022-2023: (NEED NEW GOALS)

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

8. DEI: Diversity, Equity and Inclusion Committee

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

· Meeting held October 9.....79-92

GOALS 2022-2023: (NEED NEW GOALS)

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

Matters for Library Board Action

A. NEW policy: Programming Policy (1st draft)62-64

Trustee Sturing: Reviewed the new policy that the library has looked to add to the policy manual. The programming policy mirrors policies from other libraries. This is a first read and the board is not expected to act upon it tonight.

Director Farkas: Is presenting this for approval. For the purposes of this policy, programming includes all events, presentations and engagement opportunities. It is not related to computer programming.

Motion: No Board Action Taken

B. Approve revisions to the Collection Development Policy – 2nd draft (reviewed by staff, attorney, Policy Committee & DEI Committee) ...69-74

Trustee Sturing: Policy has been reviewed within the various committees and the attorney, the comments in the packet are in red as to modifications of the original policy. Signage and stickers are addressed in the policy and has been fully reviewed within staff and legal counsel.

Trustee Crawford: The DEI Committee reviewed the policy and previous comments extensively and also considered input from staff committees. The DEI Committee had very long meetings dealing with this policy.

Trustee Cherukuri: Reviewed the Library issues and wishes to discuss various items. He proposes a request for material consideration come from a Novi resident, similar to a material request for exclusion must come from a Novi resident. Also, there are various groups that run programs to get books accepted at a national level. This protects the Library from such campaigns.

Trustee Crawford: Accepted this request as a friendly amendment for discussion.

Trustee Bartlett: Since the Novi Library is part of a broader metro area and broader group, requests should be accepted from other sources in the

area (example Jalen Rose autobiography, Jalen supports and raises funds for a charter school). Does not support Novi residency.

Trustee Gurumurthy: Asked in the last year how many requests were from outside residents. Unfortunately, the Library doesn't track that information.

Trustee Sturing: This is a request and just one criteria. Unlike a challenge, which mandates a response, this does not require a response and is just one of several criteria.

Trustee Cherukuri: Has questions regarding the ISBN language regarding the cataloging materials when entered. He asked about the data included to be sure that self-published or foreign books were excluded from the collection. Must come from a Novi resident.

Also, there are various groups, especially children, that need protections such as those established within the groups such as the motion picture rating system via the FCC. The FCC is a standard applied to material that has generated few descriptions and there needs to be notification at least on displays. Has contacted publishers and has not received effective guidelines as far as obscenity guidelines.

Trustee Sturing: The note for ISBN categorization could result in not being included, does not say it must be excluded. The policies are designed to protect both the Library and the staff when barriers exist that cannot be resolved in a reasonable amount of time.

Is not sure that the FCC standard is the appropriate standard for all material. As is a certain word or picture in a book may not have the same impact as in a motion picture. He believes the right decision/judgment as to children's view should be in the hands of the parents.

Director Farkas: Explained the limitations of ISBN and this is an occasional problem. She is aware that librarians have run into problems at time and the staff needs to handle the situations where items could not be catalogued.

Regarding the MPA/FCC rating system, the labels put on materials such as movies and CDs are not put on by the Library, but is already on the material. Libraries have a set of guidelines provided by the Miller Test as documented from the Michigan Library Association. There are differences between media and written documentation.

Trustee Crawford: There is a wide range of definitions and values as to what is acceptable and unacceptable. Senior citizens, for example, may have an entirely different point of view based on their upbringing than young adults. Expects this will happen. Various media and materials are more available than ever before. We rely on our librarians to use discretion to address the needs of the entire community and support holidays and events. They appear to have done a good job and doesn't believe we have a problem.

Trustee Gurumurthy: Has observed the Library operation and agrees that there doesn't appear to be a problem in her opinion.

Motion: To approve revisions to the Collection Development Policy – 2nd Draft (reviewed by staff, attorney, Policy Committee & DEI Committee)

1st – Trustee Crawford

2nd – Trustee Gurumurthy

Motion passes – 5-1

Ayes – Bartlett, Crawford, Gawalapu, Gurumurthy, Sturing

Nays – Cherukuri

- C. Approve the closure of the Library at 5:00pm on Friday, December 8, 2023 to allow staff to attend the Annual Evening of Appreciation hosted by the City of Novi

Motion: To approve the closure of the Library at 5:00pm on Friday, December 8, 2023 to allow staff to attend the Annual Evening of Appreciation hosted by the City of Novi

1st – Trustee Gurumurthy

2nd – Trustee Gawalapu

Motion passes – 6-0

- D. Approve the security camera and server recommendation by the staff and Building & Grounds Committee for a not to exceed amount of \$68,838.00 with Sentinel Technologies Inc.....76-78

Trustee Gawalapu: We are currently running the security system on a loaner system. This creates an urgent issue for a permanent replacement. The new solution is cloud-based so it does not require local server operation and support. There are several questions in the packet that will be addressed by Director Farkas.

Director Farkas: The loaner vendor will work with the Library through the new installation. The RFP is for a 5-year license; the Library must follow the direction in the public RFP. Further price discounts cannot be considered over above the time frame considered. A decision tonight should enable installation by the end of the calendar year.

Trustee Sturing: Inacomp was a lower priced supplier, but did not provide all the information and cameras requested. The proposal was essentially incomplete.

Motion: To approve the security camera and server recommendation by the staff and Building & Grounds Committee for a not to exceed amount of \$68,838.00 with Sentinel Technologies Inc.

1st – Trustee Bartlett

2nd – Trustee Cherukuri

Motion passes – 6-0

Adjournment

Motion: Motion to Adjourn at 9:08 PM
Motion – Trustee Crawford
2nd – Trustee Gurumurthy

Motion Passes – 6-0

Communications

1. Email to Ben Mainka, Nicole Carter and Victor Cardenas, RE: After-school crowds at NPL.....93-94
2. Email to Jeff Smith and Board of Trustees, RE: PC Information Security Concern.....95

Trustee Bartlett: Jeff Smith included further information regarding the information security procedures, it will be included as an addendum to the notes.

Supplemental Information

- Library Board Calendar 2023 and 2024.....96-97
- Library Closings 2023 and 202498-99

2023 Future Events:

- 10/28: Vera Bradley Event – Friends of Novi Library 10am-5pm, Twelve Oaks Mall
- 11/7: Election Day
- 11/8: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 11/11: Wreaths Across Novi event at 11am, Novi Cemetery on Novi Road
- 11/15: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library • **11/16: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library**
- **11/22: Library Closes at 5pm for Thanksgiving Holiday**
- **11/23 -11/24 LIBRARY CLOSED for Thanksgiving Holiday**
- **12/21: Library Board of Trustees Regular Meeting at 7pm, Novi Public Library**
- **12/23 – 12/25: LIBRARY CLOSED for Christmas Holiday**
- **12/30 – 12/31: LIBRARY CLOSED for New Year’s Holiday**
- **1/1/24: LIBRARY CLOSED for New Year’s Day**
- 1/18/24: 1st Library Board Budget Meeting at 5pm, Novi Public Library
- **1/25/24: Library Board of Trustees Regular Meeting at 7pm, City of Novi, City Chambers**
- 2/1/24: 2nd Library Board Budget Meeting at 5pm, Novi Public Library
- **2/15/24: Library Board Budget Approval Meeting at 7pm, City of Novi, City Chambers**

Addendum – Further Discussion/Detail of Library Computer Policy

Jeffrey Smith <jsmith@novilibrary.org>

Sat, Oct 21,
1:00 PM

To Brian Bartlett – Novi Library Trustee,

Brian,

I am not sure the procedure that other libraries or public access places follow, but here is what we do:

Here is how DeepFreeze works.

1. We update and clean up the machine. Delete cookies, downloaded files, documents, and browsing history in Chrome and Edge.
2. We "Freeze" the machine in that state.
3. Then the user does their thing - browsing, editing, downloading, and even installing software. It does not matter what they do. When they are done, they log out and the system automatically reboots.
4. When it reboots, it restores the "state" that the computer was in when we originally froze it. This effectively removes all their installed software, cookies, files, and browsing history.
5. When the next user logs in, they get a fresh machine with no sign of the previous users.

The only potential issues are:

*If we fail to properly clean the machine before freezing it.

*If we fail to freeze the machine after we clean it up.

In this case, we did fail to do one of those tasks, so when the user logged in, they saw files from a previous user.

Hope that helps

Jeff

WARRANTS

Warrant 632	271 Accounts	November 2023	
Payable to	Invoice #	Account number	Amount
Amazon	laminating Pouches	271-000.00-727.000	\$ 48.28
Quill	Weekly/Monthly Planners	271-000.00-727.000	\$ 848.17
Vista Print	Business cards CC	271-000.00-727.000	\$ 57.98
Stamps.com	Postage CC	271-000.00-728.000	\$ 19.99
USPS	Postage CC	271-000.00-728.000	\$ 100.00
Lsoft technologies	Disk Image Professional CC	271-000.00-734.000	\$ 101.17
Patron Point	July 2023 - Sep 2023	271-000.00-734.000	\$ 1,963.80
The Library Network	Oct23-Sep24	271-000.00-734.000	\$ 775.00
Amazon	DYMO label Printer	271-000.00-734.500	\$ 121.90
Apple	Apple developer CC	271-000.00-734.500	\$ 0.99
Wulff Enterprises	Toshiba Copier returns CC	271-000.00-734.500	\$ 611.00
Amazon	19L4-JPTC-RJY7;cartridge	271-000.00-740.000	\$ 322.53
Label Value	Dymo CD/DVD labels CC	271-000.00-740.000	\$ 10.16
Quill	Certificate Holder	271-000.00-740.000	\$ 31.44
Sam's	facilities	271-000.00-740.000	\$ 25.56
Amazon	742.222R	271-000.00-742.000	\$ 2,020.51
Brodart	Books	271-000.00-742.000	\$ 13,780.15
Cengage/Gale	Books	271-000.00-742.000	\$ 410.53
Center Point	Books	271-000.00-742.000	\$ 109.25
Genealogical.com	American Place	271-000.00-742.000	\$ 48.00
Maruzen	Books - Japan	271-000.00-742.000	\$ 480.19
Amazon	Lending Library	271-000.00-742.010	\$ 159.86
Brodart	Lending Library	271-000.00-742.010	\$ 22.52
Amazon	Audio Visual	271-000.00-744.000	\$ 41.90
Baker& Taylor	Audio Visual	271-000.00-744.000	\$ 1,872.93
Library Ideas	744	271-000.00-744.000	\$ 1,219.32
Midwest Tape	744.301R	271-000.00-744.000	\$ 2,584.39
OverDrive	EBook, Audiobook	271-000.00-745.200	\$ 10,156.17
Foster Swift	August	271-000.00-806.000	\$ 5,057.50
Rosati, Schultz	September	271-000.00-806.000	\$ 615.00
ALA	membership	271-000.00-809.000	\$ 835.50
Kulture City	Sensory Initiative - Year four	271-000.00-809.000	\$ 250.00
MLA	Membership	271-000.00-809.000	\$ 85.00
Novi-ABWA	Connect Across Cultures -Emma & Hillary CC	271-000.00-809.000	\$ 40.00
Novi Chamber	Annual Membership 8/1/23 - 7/31/24	271-000.00-809.000	\$ 523.00

Novi Rotary	Quarterly Dues; Oct-Dec 2023	271-000.00-809.000	\$ 150.00
PayPal ABWA	Registration CC	271-000.00-809.000	\$ 115.00
Knight Technology	Network Consulting	271-000.00-816.000	\$ 832.50
Knight Watch	Service Labor	271-000.00-816.000	\$ 430.00
Professional Building Services	September	271-000.00-817.000	\$ 6,558.74
The Library Network	Oct 23 - Sep 24	271-000.00-818.000	\$ 3,495.00
AT&T	Aug 14 - Sep 13	271-000.00-851.000	\$ 44.73
AT&T	Sep 23 - Oct 22	271-000.00-851.000	\$ 706.29
T-Mobile	due 10/17/23	271-000.00-851.000	\$ 1,032.24
T-Mobile	due 11/17/23	271-000.00-851.000	\$ 1,026.50
Telnet	due 11/4/23	271-000.00-851.000	\$ 1,004.25
Verizon	Aug 29 -Sep 28	271-000.00-851.000	\$ 457.77
The Library Network	Jul23-Sep23	271-000.00-855.000	\$ 2,209.64
The Library Network	Oct23-Dec23	271-000.00-855.000	\$ 16,469.16
A. Jakubiec	Mileage- youth performers showcase	271-000.00-862.000	\$ 70.74
E. Brush	Mileage- Story Time, RAR log, book box	271-000.00-862.000	\$ 30.13
Petty Cash	Mileage- E. DeCenso	271-000.00-862.000	\$ 40.81
Busch's	Student Representative Gift Card CC	271-000.00-880.000	\$ 61.20
Muniweb	Website Hosting	271-000.00-880.000	\$ 3,018.00
Novi Chamber of Commerce	Holiday Luncheon	271-000.00-880.000	\$ 400.00
Novi Community School	Breakfast & Coffee	271-000.00-880.000	\$ 496.25
Getaway Tours & Charters	On the Road - Rochester	271-000.00-880.271	\$ 1,295.00
Meadowbrook Theater	On the Road - Rochester	271-000.00-880.271	\$ 1,741.00
Amazon	1N4Y-999J-C6NV	271-000.00-880.268	\$ 133.57
Buddy's Pizza	Senior Day CC	271-000.00-880.268	\$ 287.93
Creative Art & Design LLC	Senior Day	271-000.00-880.268	\$ 600.00
Cultural Cooking	Shruti Majalika	271-000.00-880.268	\$ 200.00
Dore Productions	Senior Day	271-000.00-880.268	\$ 250.00
Kroger	Programming CC	271-000.00-880.268	\$ 13.16
LTG Management	Making Mocktails Program-Senior Day CC	271-000.00-880.268	\$ 200.00
Masterpiece Monday	Creative Art & Design LLC	271-000.00-880.268	\$ 350.00
Michael Wilson	Senior Day Computer class	271-000.00-880.268	\$ 280.00
Northville Cider Mill	Gift Card CC	271-000.00-880.268	\$ 45.00
Oriental Trading	Halloween	271-000.00-880.268	\$ 183.42
Sam's	Programming	271-000.00-880.268	\$ 426.16
Target	Programming CC	271-000.00-880.268	\$ 94.28
Tom Lee	Senior Day Concert	271-000.00-880.268	\$ 125.00

Trivia Maker	Yearly Subscription - 10/5/23 to 10/5/24 CC	271-000.00-880.268	\$ 19.00
Walmart	Multiple programs, Senior Day CC	271-000.00-880.268	\$ 193.34
Canon	print	271-000.00-900.000	\$ 308.17
Consumers energy	September	271-000.00-921.000	\$ 290.40
Consumers energy	October	271-000.00-921.000	\$ 472.71
DTE	due 11/16/23	271-000.00-922.000	\$ 8,871.82
City of Novi - Utility	6/22/23 to 9/24/23	271-000.00-923.000	\$ 2,096.55
Allied Building	rebuild back flow device	271-000.00-934.000	\$ 717.50
Amazon	supplies	271-000.00-934.000	\$ 588.94
Anago	deep clean & disinfect bathrooms 10/5	271-000.00-934.000	\$ 420.00
Aunt Flow	Cartridge pads CC	271-000.00-934.000	\$ 280.00
Batteries Plus	batteries	271-000.00-934.000	\$ 466.47
Boynton	Fire Alarm System - Labor	271-000.00-934.000	\$ 1,105.00
Dalton	Quarterly carpet maintenance	271-000.00-934.000	\$ 950.00
Grainger	Diaphragm assembly	271-000.00-934.000	\$ 62.92
Home Depot	step stool	271-000.00-934.000	\$ 56.70
Imperial Dade	Facilities	271-000.00-934.000	\$ 1,266.38
Orkin	Facilities	271-000.00-934.000	\$ 80.99
Sanitor	4-Oct	271-000.00-934.000	\$ 192.18
Brien's	Seasonal Snow 1 of 3 payments	271-000.00-936.300	\$ 1,985.50
SCA	Parking lot sweeping	271-000.00-936.300	\$ 79.44
TruGreen	Ice Melt Pallets	271-000.00-936.300	\$ 497.35
Canon	Lease	271-000.00-942.000	\$ 1,010.00
Corrigan	Storage; October	271-000.00-942.100	\$ 25.93
ALA	PLA Conference 2024 CC	271-000.00-956.000	\$ 1,388.00
BP	Fuel CC	271-000.00-956.000	\$ 44.09
Hilton Garden Inn	4 Rooms CC	271-000.00-956.000	\$ 1,768.40
Hyatt Regency Indianapolis	Library Marketing - Hotel Rooms	271-000.00-956.000	\$ 1,326.78
J.Farkas	Guest with Disabilities - Trainer lunch	271-000.00-956.000	\$ 33.70
J.Farkas	MLA Conference, Author, Library censorship, Hotel	271-000.00-956.000	\$ 338.83
MCLS	L.Rinkel	271-000.00-956.000	\$ 360.00
Petty Cash	J.Farkas - Guest with Disabilities	271-000.00-956.000	\$ 40.81
R.Manela	MLA Conference Kalamazoo- Mileage	271-000.00-956.000	\$ 78.60
Radisson	Parking CC	271-000.00-956.000	\$ 83.00
Starbucks	Coffee CC	271-000.00-956.000	\$ 16.01
WPY Book & Author	Cancellation - 10 Tickets Refund CC	271-000.00-956.000	\$ (600.00)
TOTAL 271			\$ 117,138.67

Warrant 632	272 Accounts	November 2023	
B & H	iCube Scanner CC	272-000.00-742.046	\$ 604.80
Amazon	17HM-7KJK-6LKF;742.229	272-000.00-742.229	\$ 145.98
Library Design	23-143-01; Podcast Room	272-000.00-742.231	\$ 10,525.00
Hyatt Place Detroit	Bakery; Author event CC	272-000.00-742.232	\$ 16.17
Brentwood Grille	Author Event - 5 staff CC	272-000.00-742.234	\$ 246.00
J.Farkas	Kroger - Staff Breakfast reimbursement	271-000.00-742.236	\$ 124.86
Lands' End	Logo wear t-shirts CC	271-000.00-742.236	\$ 327.51
Moe's on ten	Staff Awards Lunch CC	271-000.00-742.236	\$ 63.00
Petty Cash	J.Farkas - Staff Lunch	271-000.00-742.236	\$ 8.75
Amazon	1C1Y-D7QL-69D1;iCube	272-000.00-976.046	\$ 165.07
TOTAL 272			\$ 12,227.14

October 2023 Library Board Student Representative Report

By: Lindsay Gojcaj (Library Staff Liaison)

Good-bye and Thank you to Abhay Kakarla –Student Representative 9/12/21 – 8/31/23



Thank you Abhay for your leadership and commitment to the Novi Public Library Board of Trustees during your two-year appointment as a Student Representative. A certificate and gift was presented to Abhay on October 25, 2023. We wish him well as he applies to college with hopes of becoming a Doctor.

Welcome New Student Representatives:



Alexandra DeMore



Alyna Dohadwala

NOVI PUBLIC LIBRARY

STUDENT REPRESENTATIVE EXPECTATIONS

LIBRARY BOARD

MEETINGS

- Attend monthly meetings held on the 4th Thursday of the month at the Novi Civic Center unless location otherwise noted below
- Verbally present information from the written monthly report
- Upcoming meetings:
 - November 16, 2023 - Novi Library
 - December 21, 2023 - Novi Library
 - January 25, 2024
 - February 15, 2024
 - March 21, 2024
 - April 25, 2024
 - May 23, 2024
 - June 27, 2024
 - July 25, 2024
 - August 22, 2024
 - September 26, 2024
 - October 24, 2024
 - November 21, 2024 - Novi Library
 - December 19, 2024 - Novi Library

MONTHLY REPORTS

- Write up a monthly report to be submitted to the Library Board
- Report includes tween and teen programming information, attendance statistics, program pictures, upcoming program information, and Teen Stop display information

END OF YEAR

PRESENTATION

- Compile annual fiscal year (July 1 - June 30) information, including overview of tween and teen programming, TAB meetings, Teen Space, Teen Stop displays and other accomplishments
- Typically presented in either July or August

TEEN ADVISORY

BOARD (TAB)

- Attend monthly TAB meetings held on Fridays from 3:30-4:30pm
- Expected to attend 6 out of 9 meetings per school year
- Upcoming meetings:
 - November 17, December 15
- Participate in at least one community service project per school year

OUTREACH

- Attend at least one outreach event per year (example: Novi High School Open House)

TEEN VOLUNTEER

PROGRAM

- Sign up to be a teen volunteer at the Novi Public Library



NOVI PUBLIC LIBRARY

STUDENT REPRESENTATIVE EXPECTATIONS

MONTHLY REPORT SAMPLE

September 2023 Library Board Student Representative Report

By: Student Representative Names and Lindsay Gojcaj (Library Staff Liaison)

Tween and Teen Library Programs:

The NO-VI Chess Club: All Skill Levels program was held on September 21. This club is an opportunity to participate, learn and sharpen your chess skills. No previous knowledge of chess is necessary. This program included lectures, practice games, game analysis, and other components of chess training. Chess boards, timers, and rule books are provided (sponsored by a generous library donor). (Attendance = 22)

The Candy Corn Catapult program was held on September 26. Guests built and tested catapults to see which innovative design launched candy corn the farthest. (Attendance = 20)

The Tail Waggin' Reading Buddies program was held on September 27. Youth and tweens in grades K-6 had an opportunity in a comfortable and non-judgmental space for a child (and their family, if they desire) to read to a therapy dog to encourage the child's reading skills, confidence, and love of reading. (Attendance = 12)

The Robotics Demonstration Day program was held on September 30. This program was an opportunity for local robotics teams to give robotics demonstrations and get feedback from the community. 13 robotics teams participated in the program. (Attendance = 77)

Teen Space Update:

The Library welcomed a new Teen Space Monitor, Aiden Palmer.

During September 2023, there were 960 guests who visited Teen Space.

The total weekly Teen Space stats for September 2023 are:

9/5-9/8 = 194

9/11-9/15 = 251

9/18-9/22 = 246

9/25-9/29 = 269

Teen Space was not in session on the following dates:

9/1 -- Teen Space not yet started for the 2023-2024 fiscal year

9/4 -- Library closed

NOVI PUBLIC LIBRARY

STUDENT REPRESENTATIVE EXPECTATIONS

MONTHLY REPORT SAMPLE

Teen Advisory Board (TAB) Update:

The first TAB Meeting of the 2023-2024 school year was held on September 15. The meeting started with a welcome and icebreaker to help get to know each other. The TAB Officers were introduced to the members. The members split into groups to brainstorm ideas for upcoming meeting agendas, icebreakers, activities, and snacks they would like to see at future meetings. Groups shared their responses and library staff liaison will use this information with the TAB Officers in planning future meetings. Information was also shared about the Library's teen volunteer program and how students could become volunteers and earn volunteer hours. (Attendance = 14)

Upcoming Programs:

- Teen Space – Monday through Friday except November 6-7 and November 22-24
- NO-VI Chess Club and NO-VI Chess Club: Experienced Players (Ages 5+) – November 9
- Tail Waggin' Reading Buddies (Grades K-6) – November 15
- Teen Advisory Board (TAB) Meeting – November 17
- Fall Egg Carton Wreath – November 28

Teen Stop Featured Display:

The September Teen Stop display featured books celebrating Hispanic Heritage Month.



Tween and Teen Library Programs:

The Grab and Go Halloween Kit (Tween) was held on October 16. Guests had one week to pick up the kit starting on Monday, October 16, through Monday, October 23. (Attendance = 36)

The NO-VI Chess Club: All Skill Levels program was held on October 19. This club is an opportunity to participate, learn and sharpen your chess skills. No previous knowledge of chess is necessary. This program included lectures, practice games, game analysis, and other components of chess training. Chess boards, timers, and rule books are provided (sponsored by a generous library donor).

The Tail Waggin' Reading Buddies program was held on October 25. Youth and tweens in grades K-6 had an opportunity in a comfortable and non-judgmental space for a child (and their family, if they desire) to read to a therapy dog to encourage the child's reading skills, confidence, and love of reading.

Teen Space Update:

During October 2023, there were 1,491 guests who visited Teen Space.

The total weekly Teen Space stats for October 2023 are:

- 10/2-10/6 = 372
- 10/9-10/13 = 325
- 10/16-10/20 = 363
- 10/23-10/27 = 260
- 10/30+10/31 = 171

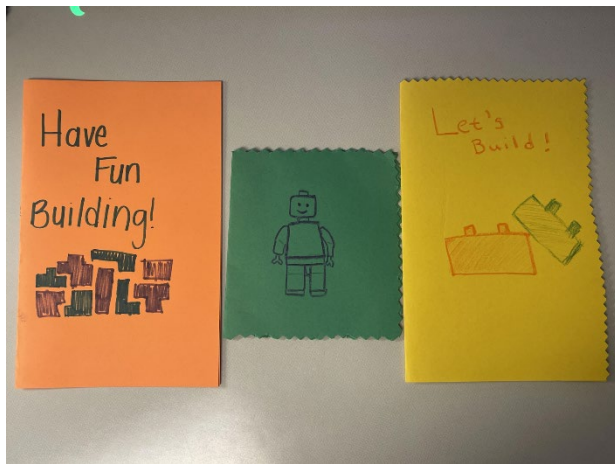
Teen Space was not in session on the following dates:

- 10/9 -- No school due to professional development at Novi High School
- 10/24 -- No Teen Space due to Community Reads set-up
- 10/27 -- Half-day/no school due to PSAT testing at Novi High School

Teen Space continued to see an incredible amount of students this month! We introduced "Fun Fridays" this month, which will have coloring pages available for the teens every Friday. We also had Halloween craft kits and candy available for them on October 30th. Due to even higher attendance than last month, we added two more tables to Teen Space, bringing the total number of seats available to 72.

Teen Advisory Board (TAB) Update:

The second TAB Meeting of the 2023-2024 school year was held on October 24. The meeting started with a welcome and icebreaker to help get to know each other. Feedback was shared regarding partnerships for two upcoming community service projects to host donation drives in the Library lobby in November and December. Members voted and supported the two projects. The remainder of the meeting was spent working on making cards for the LEGO community service project. These cards will be included in the LEGO kits put together with donations collection at the Library. Below are some of the cards that were made for the LEGO kits. (Attendance = 25)



Upcoming Programs:

- Teen Space (grades 7-12) – Monday through Friday except December 8 and December 25-29
- Wacky Winter Science Fun with Mad Science of Detroit – December 4 (held off site at Lakeshore Park (601 S Lake Dr, Novi, MI 48375))
- Gingerbread House Decorating – December 12 (held off site at Lakeshore Park (601 S Lake Dr, Novi, MI 48375))
- NO-VI Chess Club and NO-VI Chess Club: Experienced Players (Ages 5+) – December 14
- Teen Advisory Board (TAB) Meeting (Grades 9-12) – December 15
- Tail Waggin' Reading Buddies (Grades K-6) – December 20

Teen Stop Featured Display:

The October Teen Stop display featured books that go bump in the night – spooky books!





SLIPPER DONATION DRIVE

Partnership between the Novi Public Library's
Teen Advisory Board & Slippers for Mom

DECEMBER 4-22

Accepting slippers for women, men, teens, and children

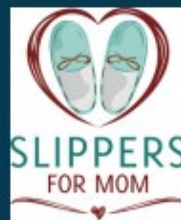
Only **NEW** slippers can be accepted

Women's medium
(sizes 7/8) and large
(sizes 9/10) are most
common sizes needed

Hard-sole slippers for
women and men and
soft sole slippers for
children are preferred

Slippers will be donated to First Step, a women and children's
domestic violence shelter, in Wayne and other local organizations

Please donate items at the
Novi Public Library
45255 W. 10 Mile Rd., Novi, MI 48375



PRESIDENT'S REPORT

President Sturing attended two staff meetings (9am and 4:30pm) on Wednesday, November 1, 2023, to share the Board's decision on the Collection Development Policy and to answer any questions staff had regarding the additional edits and language.

FINANCIALS

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

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

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

22/23: 268 Account Capital Outlay: NO - AST replacement \$115,800, Camera/Computer replacement \$83,000, Parking Lot \$12,500
Update 23/24: \$47,000 for computer replacement and new AWE stations.

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

Notes:

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

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

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

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

Patio/Waste container upgrades \$6000

Financial Report for October 2023

Approved Budget for Fund 271 Fiscal Year 2023-2024

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

Approved budget for Fund 272 Fiscal Year 2023-2024

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

Revenue & Expenditure Report for Fund 271

	YTD Sep 30, 2023	YTD Oct 31, 2023	Difference *
TOTAL REVENUES	\$ 3,523,857	3,546,462	\$ 22,605
TOTAL EXPENDITURES	\$ 794,227	1,073,983	\$ 279,756
NET OF REVENUES & EXPENDITURES	2,729,630	2,472,479	

22,605

Revenue & Expenditure Report for Fund 272

	YTD Sep 30, 2023	YTD Oct 31, 2023	Difference*
TOTAL REVENUES	\$ 10,254	\$ 19,239	\$ 8,985
TOTAL EXPENDITURES	\$ 4,048	\$ 14,728	\$ 10,680
NET OF REVENUES & EXPENDITURES	\$ 6,206	\$ 4511	

Balance Sheet Report as of October 31, 2023

The ending fund balance for Fund 271 is
\$5,071,219.36

The ending fund balance for Fund 272 is \$ 1,703,097.92

11/06/2023 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 10/31/2023										
% Fiscal Year Completed: 33.61										
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	AUG 2023	SEP 2023	OCT 2023	10/31/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	(MEDD 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 - Curre	3,230,768.38	3,401,742.00	3,401,742.00	0.00	0.00	0.00	3,413,266.26	(11,524.26)	100.34
271-000.00-404.003	Property Tax Revenue-Brown	(323.55)	0.00	0.00	0.00	(376.24)	0.00	(376.24)	376.24	100.00
271-000.00-404.006	Property Tax Revenue-Brown	(5,618.75)	(15,299.00)	(15,299.00)	0.00	0.00	0.00	0.00	(15,299.00)	0.00
271-000.00-404.007	Property Tax Revenue-Brown	(11,203.59)	0.00	0.00	0.00	(15,263.59)	0.00	(15,263.59)	15,263.59	100.00
271-000.00-404.008	Property Tax Revenue - CIA Ca	(22,598.40)	(31,553.00)	(31,553.00)	0.00	(30,607.99)	0.00	(30,607.99)	(945.01)	97.01
271-000.00-404.009	Property Tax Revenue-Brown	(331.45)	0.00	0.00	0.00	(351.10)	0.00	(351.10)	351.10	100.00
271-000.00-404.010	Property Tax Revenue-Brown	(94.23)	0.00	0.00	0.00	(94.23)	0.00	(94.23)	94.23	100.00
271-000.00-412.000	Property Tax Revenue - C/Y D	(6,192.97)	(5,000.00)	(5,000.00)	0.00	0.00	0.00	0.00	(5,000.00)	0.00
271-000.00-414.000	Property Tax Revenue - Tax Tr	3,100.00	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00
271-000.00-415.000	Property Tax Revenue - Coun	(5,021.30)	0.00	0.00	110.01	624.54	208.32	942.87	(942.87)	100.00
Property tax revenue		3,182,484.14	3,348,890.00	3,348,890.00	110.01	(46,068.61)	208.32	3,367,515.98	(18,625.98)	100.56
State sources										
271-000.00-567.000	State aid	66,291.75	50,000.00	50,000.00	33,904.96	0.00	0.00	33,904.96	16,095.04	67.81
271-000.00-573.000	State Grants - Local Comm St	13,372.71	0.00	0.00	0.00	0.00	6,199.63	6,199.63	(6,199.63)	100.00
State sources		79,664.46	50,000.00	50,000.00	33,904.96	0.00	6,199.63	40,104.59	9,895.41	80.21
Fines and forfeitures										
271-000.00-658.000	State penal fines	99,226.60	95,000.00	89,070.00	89,070.72	0.00	0.00	89,070.72	(0.72)	100.00
271-000.00-659.000	Library book fees	8,801.36	7,000.00	7,000.00	562.94	743.10	663.54	3,015.58	3,984.42	43.08
Fines and forfeitures		108,027.96	102,000.00	96,070.00	89,633.66	743.10	663.54	92,086.30	3,983.70	95.85
Interest income										
271-000.00-665.000	Interest in investments	82,420.14	42,000.00	42,000.00	7,611.21	0.00	0.00	16,463.73	25,536.27	39.20
271-000.00-669.500	Unrealized gain (loss) on inve	(1,660.33)	5,000.00	5,000.00	2,969.18	0.00	0.00	6,336.72	(1,336.72)	126.73
Interest income		80,759.81	47,000.00	47,000.00	10,580.39	0.00	0.00	22,800.45	24,199.55	48.51
Donations										
271-000.00-674.289	Adult programs	4,222.77	2,000.00	2,000.00	1,923.18	4,114.88	123.98	6,162.04	(4,162.04)	308.10
271-000.00-674.400	Gifts and donations	3,489.57	1,000.00	1,000.00	184.38	100.20	473.72	1,158.94	(158.94)	115.89
Donations		7,712.34	3,000.00	3,000.00	2,107.56	4,215.08	597.70	7,320.98	(4,320.98)	244.03

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	AUG 2023	SEP 2023	OCT 2023	10/31/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	MEDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other revenue										
271-000.00-674.290	Library fund raising revenue	1,920.08	4,000.00	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00
271-000.00-675.000	Miscellaneous income	10,231.22	5,000.00	5,000.00	1,058.38	916.67	852.67	3,648.38	1,351.62	72.97
271-000.00-675.100	Copier	39.36	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
271-000.00-675.300	Meeting room	29,858.47	25,000.00	25,000.00	3,883.88	3,592.77	3,502.58	12,985.37	12,014.63	51.94
271-000.00-675.404	Novi Township assessment	7,256.00	7,000.00	7,000.00	0.00	0.00	0.00	0.00	7,000.00	0.00
271-000.00-675.650	Library Cafe	0.00	6,000.00	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0.00
Other revenue		49,305.13	48,000.00	48,000.00	4,942.26	4,509.44	4,355.25	16,633.75	31,366.25	34.65
Total Dept 000.00 - TREASURY		3,507,953.84	3,598,890.00	3,592,960.00	141,278.84	(36,600.99)	12,024.44	3,546,462.05	46,497.95	98.71
TOTAL REVENUES		3,507,953.84	3,598,890.00	3,592,960.00	141,278.84	(36,600.99)	12,024.44	3,546,462.05	46,497.95	98.71
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	1,063,986.14	1,142,000.00	1,395,000.00	85,670.67	94,357.12	101,904.47	346,404.57	1,048,595.43	24.83
271-000.00-704.100	Severance/Incentive Pay	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.200	Wages - Stipend	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.210	Vacation Payout	6,056.80	6,000.00	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0.00
271-000.00-704.250	Final Payout	13,005.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-705.000	Temporary salaries	626,824.36	810,200.00	720,000.00	51,686.38	50,763.30	52,101.61	193,863.39	526,136.61	26.93
271-000.00-706.000	Overtime	133.80	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-715.000	Social security	129,888.37	150,000.00	162,000.00	10,318.63	10,961.65	11,635.16	40,809.25	121,190.75	25.19
271-000.00-716.000	Insurance	215,479.95	224,100.00	254,000.00	16,647.13	22,439.15	1,881.37	56,423.68	197,576.32	22.21
271-000.00-716.200	HSA - employer contribution	1,040.31	6,600.00	6,600.00	93.75	93.75	93.75	334.69	6,265.31	5.07
271-000.00-716.999	Insurance - Employee Reimbu	(28,006.70)	(33,615.00)	(33,615.00)	(2,574.43)	(2,630.44)	(2,681.69)	(9,692.56)	(23,922.44)	28.83
271-000.00-717.000	Workers compensation	1,165.80	1,800.00	1,800.00	107.30	114.10	123.69	397.45	1,402.55	22.08
271-000.00-718.000	Pension - DB Normal Cost	4,620.00	5,795.00	5,795.00	460.00	460.00	460.00	1,840.00	3,955.00	31.75
271-000.00-718.010	Pension - DB Unfunded Accru	88,464.00	90,233.00	90,233.00	6,124.00	6,124.00	6,124.00	24,496.00	65,737.00	27.15
271-000.00-718.200	Pension - defined contributio	39,392.20	49,852.00	55,000.00	4,578.78	992.40	5,573.82	14,637.63	40,362.37	26.61
271-000.00-719.000	Unemployment insurance	(3,996.72)	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
Personnel services		2,172,053.70	2,455,465.00	2,665,313.00	173,112.21	183,675.03	177,216.18	669,514.10	1,995,798.90	25.12

Supplies										
271-000.00-726.400	Supplies - Cash over/short	(7.88)	0.00	0.00	1.40	(2.74)	1.97	(13.01)	13.01	100.00
271-000.00-727.000	Office supplies	16,445.97	18,000.00	18,000.00	346.92	1,069.64	464.16	2,222.77	15,777.23	12.35
271-000.00-728.000	Postage	4,670.17	2,000.00	2,000.00	119.99	0.00	0.00	389.98	1,610.02	19.50
271-000.00-734.000	Computer supplies, software	62,786.73	83,000.00	90,000.00	1,689.41	0.00	2,738.80	17,472.25	72,527.75	19.41
271-000.00-734.500	Computer supplies/equipme	19,622.77	32,000.00	32,000.00	51.13	1,372.04	(158.19)	1,825.24	30,174.76	5.70
271-000.00-740.000	Operating supplies	24,241.77	30,000.00	30,000.00	469.07	1,069.42	(171.85)	2,691.83	27,308.17	8.97
271-000.00-740.200	Supplies - Desk chairs and file	1,960.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
271-000.00-741.000	Supplies - Uniforms	156.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-742.000	Library books	207,067.49	224,000.00	224,000.00	21,325.31	22,162.66	9,342.31	65,369.45	158,630.55	29.18
271-000.00-742.010	Library Books - Lending	12,890.22	15,000.00	15,000.00	1,366.91	1,220.91	71.55	3,415.72	11,584.28	22.77
271-000.00-742.100	Library Books - Fines	125.77	1,000.00	1,000.00	38.98	20.99	0.00	59.97	940.03	6.00
271-000.00-743.000	Library periodicals	14,626.22	18,000.00	18,000.00	0.00	0.00	0.00	0.00	18,000.00	0.00
271-000.00-744.000	Audio visual materials	132,004.72	70,300.00	70,300.00	3,861.34	4,743.75	3,076.24	15,351.08	54,948.92	21.84
271-000.00-745.200	Electronic media	38,721.83	125,700.00	125,700.00	14,174.42	4,640.16	0.00	43,635.00	82,065.00	34.71
271-000.00-745.300	Electronic resources (CD rom	63,762.60	75,000.00	75,000.00	2,097.38	0.00	0.00	53,579.38	21,420.62	71.44
Supplies		599,074.38	699,500.00	706,500.00	45,542.26	36,296.83	15,364.99	205,999.66	500,500.34	29.16
Other services and charges										
271-000.00-801.925	Public information (cable, et	844.35	850.00	850.00	0.00	0.00	0.00	0.00	850.00	0.00
271-000.00-802.000	Data processing	734.34	750.00	750.00	0.00	0.00	0.00	828.90	(78.90)	110.52
271-000.00-802.100	Bank Service Charges	3,425.93	4,000.00	4,000.00	249.79	251.90	263.43	1,012.84	2,987.16	25.32
271-000.00-803.000	Independent audit	800.00	800.00	800.00	0.00	0.00	0.00	0.00	800.00	0.00
271-000.00-804.000	Medical service	2,164.00	1,500.00	1,500.00	580.00	116.00	0.00	696.00	804.00	46.40
271-000.00-806.000	Legal fees	8,130.60	8,500.00	8,500.00	1,605.50	1,343.50	0.00	4,011.50	4,488.50	47.19
271-000.00-809.000	Memberships and dues	5,525.41	7,500.00	7,500.00	0.00	523.00	1,067.00	5,198.00	2,302.00	69.31
271-000.00-816.000	Professional services	28,927.05	16,000.00	16,000.00	663.07	812.93	832.50	2,698.50	13,301.50	16.87
271-000.00-817.000	Custodial services	88,525.64	89,000.00	89,000.00	503.80	5,748.16	6,558.74	19,108.29	69,891.71	21.47
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00
271-000.00-820.000	Property & liability insuranc	16,480.00	16,480.00	16,480.00	15,273.14	1,206.86	0.00	16,480.00	0.00	100.00
271-000.00-820.001	Insurance deductibles/Unins	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	32,786.06	34,000.00	34,000.00	2,105.40	3,443.15	(35.00)	10,081.80	23,918.20	29.65
271-000.00-855.000	TLN Automation Services	76,884.99	80,000.00	80,000.00	0.00	2,209.64	16,469.16	35,987.50	44,012.50	44.98
271-000.00-861.000	Gasoline and oil	377.55	500.00	500.00	51.03	51.30	0.00	102.33	397.67	20.47
271-000.00-862.000	Mileage	659.43	200.00	200.00	17.16	9.89	100.87	210.47	(10.47)	105.24
271-000.00-880.000	Community promotion	22,610.02	22,000.00	22,000.00	388.97	912.46	3,914.25	8,540.57	13,459.43	38.82
271-000.00-880.268	Library programming	23,589.81	38,000.00	38,000.00	891.31	964.60	2,565.10	6,912.76	31,087.24	18.19
271-000.00-880.271	Adult programs	5,119.59	8,000.00	8,000.00	200.00	350.00	3,036.00	3,586.00	4,414.00	44.83
271-000.00-900.000	Printing, graphic design and	17,868.81	28,000.00	28,000.00	688.49	497.54	0.00	1,186.03	26,813.97	4.24
271-000.00-921.000	Heat	16,753.06	14,500.00	14,500.00	189.09	290.40	472.71	1,243.73	13,256.27	8.58
271-000.00-922.000	Electricity	111,990.00	102,500.00	102,500.00	9,288.19	9,685.70	8,871.82	36,827.45	65,672.55	35.93
271-000.00-923.000	Water and sewer	7,507.60	7,000.00	7,000.00	0.00	2,096.55	0.00	2,096.55	4,903.45	29.95
271-000.00-934.000	Building maintenance	106,938.54	106,400.00	106,400.00	7,218.95	3,807.78	3,215.12	17,838.67	88,561.33	16.77
271-000.00-935.000	Vehicle maintenance	134.69	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-936.300	Grounds maintenance	36,253.45	40,500.00	40,500.00	5,608.30	3,839.44	1,985.50	15,047.98	25,452.02	37.16
271-000.00-942.000	Office equipment lease	6,335.87	8,000.00	8,000.00	650.94	1,010.00	0.00	1,660.94	6,339.06	20.76
271-000.00-942.100	Records storage	303.32	400.00	400.00	25.93	25.93	25.93	103.72	296.28	25.93
271-000.00-956.000	Conferences and workshops	8,540.85	24,900.00	24,900.00	1,871.51	40.00	2,987.91	7,008.42	17,891.58	28.15
Other services and charges		633,705.96	674,280.00	674,280.00	48,070.57	39,236.73	52,331.04	198,468.95	475,811.05	29.43

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	AUG 2023	SEP 2023	OCT 2023	10/31/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	MEDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Capital outlay										
271-000.00-976.100	Parking lot improvements	12,411.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-986.000	Technology - Capital Outlay	55,469.94	47,000.00	47,000.00	0.00	0.00	0.00	0.00	47,000.00	0.00
Capital outlay										
		67,881.74	47,000.00	47,000.00	0.00	0.00	0.00	0.00	47,000.00	0.00
Total Dept 000.00 - TREASURY										
		3,472,715.78	3,876,245.00	4,093,093.00	266,725.04	259,208.59	244,912.21	1,073,982.71	3,019,110.29	26.24
TOTAL EXPENDITURES										
		3,472,715.78	3,876,245.00	4,093,093.00	266,725.04	259,208.59	244,912.21	1,073,982.71	3,019,110.29	26.24
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES										
		3,507,953.84	3,598,890.00	3,592,960.00	141,278.84	(36,600.99)	12,024.44	3,546,462.05	46,497.95	(494.36)
TOTAL EXPENDITURES										
		3,472,715.78	3,876,245.00	4,093,093.00	266,725.04	259,208.59	244,912.21	1,073,982.71	3,019,110.29	(494.36)
NET OF REVENUES & EXPENDITURES										
		35,238.06	(277,355.00)	(500,133.00)	(125,446.20)	(295,809.58)	(232,887.77)	2,472,479.34	(2,972,612.34)	(494.36)
Fund 272 - LIBRARY CONTRIBUTION FUND										
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	36,206.78	27,000.00	27,000.00	4,377.53	0.00	0.00	9,994.49	17,005.51	37.02
272-000.00-669.500	Unrealized gain (loss) on inve	(3,061.21)	(4,500.00)	(4,500.00)	1,707.70	0.00	0.00	3,844.42	(8,344.42)	(85.43)
Interest income										
		33,145.57	22,500.00	22,500.00	6,085.23	0.00	0.00	13,838.91	8,661.09	61.51
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	500.00	500.00	50.00
272-000.00-674.046	Makerspace Renovation Rev	1,154.15	1,000.00	5,000.00	1,000.00	0.00	0.00	1,000.00	4,000.00	20.00
272-000.00-674.229	Raising a Reader in Novi Spor	278.99	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.230	Collections/Materials Reven	6,350.00	1,000.00	1,000.00	0.00	0.00	400.00	400.00	600.00	40.00
272-000.00-674.231	Buildings/Ground/ Furniture	375.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.232	Programming Revenue	5,137.00	2,000.00	2,000.00	250.00	0.00	0.00	900.00	1,100.00	45.00
272-000.00-674.233	Technology Library Revenue	1,000.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.234	Undesignated Misc Donatior	1,750.00	500.00	500.00	0.00	100.00	2,500.00	2,600.00	(2,100.00)	520.00
272-000.00-674.235	Marketing Sponsorships	11,740.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donations										
		27,785.14	8,000.00	12,000.00	1,250.00	100.00	2,900.00	5,400.00	6,600.00	45.00
Total Dept 000.00 - TREASURY										
		60,930.71	30,500.00	34,500.00	7,335.23	100.00	2,900.00	19,238.91	15,261.09	55.76
TOTAL REVENUES										
		60,930.71	30,500.00	34,500.00	7,335.23	100.00	2,900.00	19,238.91	15,261.09	55.76

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2023	ORIGINAL	2023-24	AUG 2023	SEP 2023	OCT 2023	10/31/2023	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	IMEDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-742.229	Raising a Reader Expense	603.22	1,000.00	1,000.00	151.80	50.66	145.98	508.16	491.84	50.82
272-000.00-742.230	Collections/Materials Expen	1,410.79	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-742.231	Buildings/Ground/ Furniture	8,344.00	29,000.00	48,500.00	0.00	10,525.00	0.00	10,525.00	37,975.00	21.70
272-000.00-742.232	Programming Expense	2,975.43	1,000.00	1,000.00	0.00	4,562.10	0.00	4,562.10	(3,562.10)	456.21
272-000.00-742.233	Technology Library Expense	0.00	3,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
272-000.00-742.234	Undesignated Misc	228.85	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-742.236	Staff Recognition	1,968.54	2,000.00	2,000.00	175.00	(20.00)	124.86	279.86	1,720.14	13.99
Supplies		15,530.83	38,500.00	60,000.00	326.80	15,117.76	270.84	15,875.12	44,124.88	26.46
Capital outlay										
272-000.00-976.044	Auto Lending Library	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
272-000.00-976.046	Makerspace Renovation	2,868.22	3,000.00	5,000.00	284.01	(2,009.97)	(115.43)	(1,147.03)	6,147.03	(22.94)
272-000.00-976.140	Automated Return System	0.00	115,800.00	115,800.00	0.00	0.00	0.00	0.00	115,800.00	0.00
272-000.00-976.141	Main Entrance Design	0.00	116,500.00	41,500.00	0.00	0.00	0.00	0.00	41,500.00	0.00
272-000.00-976.143	Wi-Fi Upgrade	0.00	0.00	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
272-000.00-976.144	Server & Camera Upgrade	0.00	0.00	109,000.00	0.00	0.00	0.00	0.00	109,000.00	0.00
Capital outlay		2,868.22	237,800.00	288,800.00	284.01	(2,009.97)	(115.43)	(1,147.03)	289,947.03	(0.40)
Total Dept 000.00 - TREASURY										
		18,399.05	276,300.00	348,800.00	610.81	13,107.79	155.41	14,728.09	334,071.91	4.22
TOTAL EXPENDITURES										
		18,399.05	276,300.00	348,800.00	610.81	13,107.79	155.41	14,728.09	334,071.91	4.22
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES										
		60,930.71	30,500.00	34,500.00	7,335.23	100.00	2,900.00	19,238.91	15,261.09	(1.44)
TOTAL EXPENDITURES										
		18,399.05	276,300.00	348,800.00	610.81	13,107.79	155.41	14,728.09	334,071.91	(1.44)
NET OF REVENUES & EXPENDITURES										
		42,531.66	(245,800.00)	(314,300.00)	6,724.42	(13,007.79)	2,744.59	4,510.82	(318,810.82)	(1.44)
TOTAL REVENUES - ALL FUNDS										
		3,568,884.55	3,629,390.00	3,627,460.00	148,614.07	(36,500.99)	14,924.44	3,565,700.96	61,759.04	
TOTAL EXPENDITURES - ALL FUNDS										
		3,491,114.83	4,152,545.00	4,441,893.00	267,335.85	272,316.38	245,067.62	1,088,710.80	3,353,182.20	
NET OF REVENUES & EXPENDITURES										
		77,769.72	(523,155.00)	(814,433.00)	(118,721.78)	(308,817.37)	(230,143.18)	2,476,990.16	(3,291,423.16)	

11/06/2023		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 10/31/2023	
GL Number	Description	Balance	
Fund 271 - LIBRARY FUND			
*** Assets ***			
271-000.00-001.000	Cash - Pooled	(232,980.82)	
271-000.00-004.000	Cash on hand	600.00	
271-000.00-016.000	Deposits	1,200.00	
271-000.00-017.000	Investments - Pooled	5,282,827.91	
271-000.00-019.000	Current taxes receivable	63,461.81	
271-000.00-123.400	Prepaid expenditures	12,352.39	
	Total Assets	5,127,461.29	
*** Liabilities ***			
271-000.00-202.000	Accounts payable	50,241.93	
271-000.00-258.702	Accrued liabilities-tax	6,000.00	
	Total Liabilities	56,241.93	
*** Fund Balance ***			
271-000.00-390.000	Fund balance	2,598,740.02	
	Total Fund Balance	2,598,740.02	
	Beginning Fund Balance	2,598,740.02	
	Net of Revenues VS Expenditures	2,472,479.34	
	Ending Fund Balance	5,071,219.36	
	Total Liabilities And Fund Balance	5,127,461.29	

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	(11,365.28)
272-000.00-017.000	Investments - Pooled	1,714,899.11
	Total Assets	1,703,533.83
*** Liabilities ***		
272-000.00-202.000	Accounts payable	435.91
	Total Liabilities	435.91
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	43,362.57
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	28,723.79
272-000.00-375.232	Fund Balance Programming	36,317.52
272-000.00-375.233	Fund Balance Technology Library	1,000.00
272-000.00-390.000	Fund balance - Unrestricted	1,589,183.22
	Total Fund Balance	1,698,587.10
	Beginning Fund Balance	1,698,587.10
	Net of Revenues VS Expenditures	4,510.82
	Ending Fund Balance	1,703,097.92
	Total Liabilities And Fund Balance	1,703,533.83

Director's Report – Julie Farkas



Emily Brush – 8 years, Early Literacy Specialist



Shannon O'Leary – 8 years, Int'l Language Librarian

MLA Conference by Julie Farkas

I attended the conference for the Awards dinner on Wednesday, October 18th and Thursday, October 19th, I took part in the Think Space graduation, which I was a member of for 22-23, as well as catching a few hours with library vendors. On Wednesday, there was an opportunity for me to connect with NPL staff over a fabulous meal and recognition of library colleagues. Longtime Librarians who have been in the profession for many years and Librarians who are fighting the “good” fight against censorship were honored. I was most impressed with the fact that awards ranged from a class 2 library to a class 6. This means to me that librarianship, no matter the community or economic support, is going “GREAT” work.

My first observation at conference was the amazing amount of young people that are joining our profession. I was energized to see such passion and dedication to the work that Librarians and Libraries are doing for their communities. With over 20 years of library experience under my belt, it's awesome to see the enthusiasm, caring nature, professionalism and commitment by those joining libraries.

I want to thank the Board for affording me the opportunity to be a student of Think Space in 22/23. This was a Director ONLY conference held for 5 days over three separate meeting dates. I was immersed in learning about library policies, networking with Director colleagues and discussing current library trends and topics. This was invaluable. Honestly, since COVID it was the best professional development I had experienced in a few years. This was supported by MLA and it was amazing! Unfortunately, the 23/24 class is falling on dates that I am unable to attend this year, therefore, I am planning to attend PLA instead, but hoping to be back to this unique learning experience in 24/25.

Finally, I had the opportunity to connect with a variety of vendors (furniture, ILS options, marketing ideas, digital collection options) that are servicing our library as well as experiencing new opportunities to improve NPL. This conference is always full of professional learning opportunities, and I am confident we have a professional organization that is full committed to serving our staff and our Library.

Email to Library Board on November 2, 2023

Library Board-

Wanted to share what has been coming out of the iCube this month from the iCube team... This is the work of Mary Robinson, Dominic Doot, Anna Burbo, Anna Jakubiec and Jessica Holowicki. AMAZING!

They laser cut and engraved over 75 ornaments and one custom stamp for the Historical Commission's Wreaths Across Novi project. If we have time, they'd like 25 more to give to those who can't make it to the ceremony on Nov. 11th.

Almost 400 round and square coasters were sublimation printed and heat pressed for Older Adult Services to present to Veterans at their program next Thursday, November 9th.





donate

event calendar

my account

Upcoming Closures

Wednesday, November 22: Closing at 5pm

Thursday, November 23 - Friday, November 24: Thanksgiving holiday

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

Election Day

Tuesday, November 7, 7am-8pm

Novi Public Library serves as a polling location for Precinct 18. The Library building will also be open for normal business on election day. The Library Café will open at 7am for those needing an early cup of coffee or beverage to go!



WIFI @ NPL Gets an Upgrade!

New this fall, we completed the installation of our new outdoor WIFI. This extension to our coverage provides WIFI in both our East Parking Lot and the patio and lawn area to the west of our building. Guests should be able to access WIFI from their car or while having a picnic!

We also added brand new WIFI hardware indoors. This gear is so powerful, we were able to reduce the number access points in our building from 20 to only 10 and still improve our strength and coverage area. This new system doesn't require a server, so the risk of our WIFI crashing is very low.

So come to NPL, bring your laptop or smartphone and enjoy a strong internet connection through our new WIFI. It's new!

Collection Development Survey



We want your input on the future of collections at the Novi Public Library! One of the top priorities in our new Strategic Plan is to adapt and optimize the quality and usability of our resources and services to better meet community needs and wants. Please fill out this short, 4-question survey to help us make decisions about next steps in three areas. Submit your response by Sunday, November 12.



Giving Tuesday

Join a movement for generosity by supporting NPL for Giving Tuesday on **Tuesday, November 28!** Our mission is to cultivate learning, inspire creativity and foster inclusivity, and we're so grateful to our donors and supporters who help make that possible! Any donations made today will go towards building renovations that will help our teen guests!

[Donate Now](#)

Shop Small Pop-Up Market

Don't miss our [Shop Small® Pop-Up Market](#) on **Saturday, December 9 from 10am-2pm**. Whether you're looking for health & beauty, home décor, holiday gifts and more, you can get your shopping done with unique gifts from local small businesses. The Café will be open from 10am-2pm to serve delicious beverages and food for hungry shoppers. Make a purchase at any of the vendors and be entered to win a gift card. Show your support for our local businesses and stop by the market!

COVID Tests Available

Free at-home COVID Test Kits are currently available at NPL. They can be picked up through the drive-up window only during regular Library hours of operation. No appointment is necessary. There is a limit of two (2) test kits per car. Kits expire on November 23, 2023.

Please consider your fellow residents and refrain from entering the Library if you are sick.

Questions? Please contact the Michigan Department of Health and Human Services COVID Hotline at 888-535-6136 or email COVID19@michigan.gov.

Upcoming Meetings

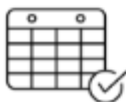
Friends of the Novi Library Meeting:

Wed, Nov 8, 7pm - Board Room

Novi Historical Commission Meeting:

Wed, Nov 15, 7pm - Local History Room

Library Board Meeting: Thu, Nov 16, 7pm
- Whole Meeting Room



Programs

Adult Programs

- Cultural/International & ESL Programs
 - 11/3: Lunchtime Matinee
 - 11/5: Viva Las Vegas with Vanessa Carr
 - 11/6: Novi Mental Health Alliance
 - 11/7: For the Health of It
 - 11/14: Afternoon Read Book Club
 - 11/15: Photography Club Meeting
 - 11/16: Coffee with the Superintendent
 - 11/18: Experience Culture: Armenian American
 - 11/27: Genealogy Research Assistance
 - 11/27: A Novel Idea Book Club
-

Youth Programs

- Story Times
 - 11/7: Lego Club
 - 11/9: Tamil Enrichment Program
 - 11/9: NO-VI Chess Club
 - 11/9: NO-VI Chess Club (Experienced)
 - 11/13: Grab and Go Fall Kit
 - 11/14: DIY Kaleidoscope
 - 11/15: Tail Waggin' Reading Buddies
-

Tween/Teen Programs

- Teen Space
 - 11/9: Tamil Enrichment Program
 - 11/9: NO-VI Chess Club
 - 11/9: NO-VI Chess Club (Experienced)
 - 11/17: Teen Advisory Board Meeting
 - 11/28: Fall Egg Carton Wreath
-

KALEIDOSCOPE SERIES



August Snow Returns!

Wed, Nov 15, 7pm

August Snow, private detective, returns in "Deus X", the fourth book in a critically acclaimed, best-selling series written by Stephen Mack Jones, a Farmington Hills based author. Jones is also an accomplished playwright, a poet and an entertaining speaker. He has won numerous awards for his writing. Join us in welcoming him back and hearing more about August Snow.

[Register Here](#)

Experience Culture: Armenian American

Sat, Nov 18, 2-3:30pm

Join us as we spotlight and celebrate ethnic groups. Learn about various cultures, traditions and customs through presentations, food, music, art and more. This month we will explore Armenian culture. All ages are welcome!

[Register Here](#)



Novi Library Café



Café Hours: Monday-Friday, 10am-5pm
Café sales directly benefit the Novi Community School District. We're so proud to partner with them and Chartwells to bring delicious, quality food and drinks to Library guests!

November weekly specials (valid Mon-Fri until 2pm):

- **Week of Oct 30** - Chicken Pesto Panini on ciabatta with chips & drink for \$8
- **Week of Nov 6** - Cranberry Apple Chicken Salad on croissant with chips & drink for \$8
- **Week of Nov 13** - Chicken Caesar Wrap with chips & drink for \$8
- **Week of Nov 20** - Turkey Club Wrap with chips & drink for \$8
- **Week of Nov 27** - Italian Hoagie with chips & drink for \$8



Did You Know?

Novi Community Coalition holds office hours every Thursday at the Library from 10am to 2pm. They will work alongside you to help identify your specific needs and link you to the appropriate resources the community has to offer, including housing, food, employment, education, childcare and physical/mental health.

Call or text 248-378-9899 to schedule an appointment. Appointments are not required, but help them prepare information for your unique needs.

We are excited to introduce the newest member of the team, Cindy Warren. Please welcome Cindy when you see her at the Library!

Welcome our newest team member

Cindy Warren

Lacinda (Cindy) Warren and her family have called the city of Novi home since 2015. A graduate of Wayne State University with a Bachelor of Science in Community Health Education has joined the Novi Coalition team to help support the endeavors of bringing wellness support & resources to the community. She has been in service of community for over 25 years in various outreach programs throughout Michigan. Cindy received an outstanding service award from Word of Faith International Christian Center, Grand Rapids MI, for 13 years of service in Grand Rapids Michigan. I love and enjoy our community. May we all continue to thrive to reach a balance of wellness (spiritually, mentally, physically, financially and socially) encouraging each other along the way.

NOVI
Community Coalition
Empowering Next-Gen Leaders

Welcome to the Novi Community Coalition





Services



Don't forget that your NPL card gives you access to Comics Plus! Read thousands of digital comics, graphic novels and manga 24 hours a day, 7 days a week, with no holds and unlimited checkouts!

There are two Comics Plus collections — the Children's Library and the Full Library.

[Full Library](#)

[Children's Library](#)

Create Your Own Gifts in the iCube Makerspace



Looking for a one-of-a-kind gift for your family and friends this holiday season? Look no further than the iCube! Use our sublimation printer or heat press to create custom tshirts, mugs, tote bags and more. Learn to use the carving machine to produce unique wooden ornaments. Or try the knitting or sewing machine to craft something cozy. Creative kits are also available for making beautiful cards, gift bags and bows!

[Learn More Here](#)



Community Info

Light the Lights
Fri, Nov 17, 6-9pm
[Learn more here.](#)



Veterans Day Celebration

Thur, Nov 9, 11:30am-1:30pm

The City of Novi honors and invites veterans and their guests to the Civic Center to enjoy a lunch in their honor featuring performances by local musicians. [Pre-registration is required](#) by November 2. Veterans attend for free.

Brain Health 101

Wed, Dec 13, 1-2pm

Pre-registration required at cityofnovi.org or by calling 248-347-0414.

Oakland County Veterans Resource Fair at Novi Civic Center

Thur, Dec 14, 9am-12pm

Pre-registration required [here](#).



Recommended Book Lists

Our Librarians have carefully curated dozens of recommended reading lists based on different age groups and interests to help you figure out what to read next. You might even discover your new favorite book!

[View Here](#)



Red Cross Blood Drive

The American Red Cross is hosting a blood drive at NPL on **Wednesday, November 22** from **10am-4pm**. To schedule an appointment, please log onto redcrossblood.org (sponsor code: NoviLibrary) or call 1-800-RED CROSS (1-800-733-2767).



Film Lovers Challenge

From September 1 to December 31, guests 18+ can share their love of movies and win prizes. Keep track of the activities you complete in the Beanstack app. Winners will be drawn in January 2024.

[Learn More](#)

Connect With Us:



Daily use of the building by hour – October 2023

Sunday				Monday				Tuesday				Wednesday				Thursday				Friday				Saturday							
10/1/2023				10/2/2023				10/3/2023				10/4/2023				10/5/2023				10/6/2023				10/7/2023							
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	41	113	77	10-11am	76	120	98	10-11am	32	60	46	10-11am	31	110	71	10-11am	53	99	76	10-11am	63	148	106	10-11am	63	148	106
11am-12pm	0	0	0	11am-12pm	109	82	96	11am-12pm	74	37	56	11am-12pm	38	39	39	11am-12pm	106	39	73	11am-12pm	78	68	73	11am-12pm	120	115	118	11am-12pm	120	115	118
12-1pm	61	136	99	12-1pm	68	44	56	12-1pm	46	48	47	12-1pm	45	67	56	12-1pm	54	54	54	12-1pm	71	64	68	12-1pm	121	141	131	12-1pm	121	141	131
1-2pm	102	150	126	1-2pm	56	62	59	1-2pm	37	58	48	1-2pm	50	37	44	1-2pm	49	56	53	1-2pm	78	82	80	1-2pm	109	120	115	1-2pm	109	120	115
2-3pm	84	192	138	2-3pm	107	177	142	2-3pm	93	163	128	2-3pm	88	149	119	2-3pm	85	156	121	2-3pm	165	248	207	2-3pm	105	128	117	2-3pm	105	128	117
3-4pm	98	130	114	3-4pm	155	204	180	3-4pm	196	217	207	3-4pm	159	198	179	3-4pm	183	213	198	3-4pm	121	75	98	3-4pm	119	129	124	3-4pm	119	129	124
4-5pm	318	145	232	4-5pm	166	128	147	4-5pm	188	139	164	4-5pm	134	96	115	4-5pm	144	113	129	4-5pm	124	93	109	4-5pm	152	79	116	4-5pm	152	79	116
5-6pm	134	49	92	5-6pm	161	98	130	5-6pm	140	88	114	5-6pm	152	98	125	5-6pm	127	138	133	5-6pm	150	83	117	5-6pm	180	64	122	5-6pm	180	64	122
6-7pm	0	0	0	6-7pm	117	89	103	6-7pm	108	141	125	6-7pm	84	111	98	6-7pm	119	119	119	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	74	51	63	7-8pm	120	97	109	7-8pm	108	75	92	7-8pm	153	69	111	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	62	17	40	8-9pm	117	37	77	8-9pm	85	14	50	8-9pm	59	18	39	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
			800				1,091				1,170				960				1,098				826				947				
10/8/2023				10/9/2023				10/10/2023				10/11/2023				10/12/2023				10/13/2023				10/14/2023							
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	43	208	126	10-11am	35	106	71	10-11am	34	64	49	10-11am	24	95	60	10-11am	22	70	46	10-11am	45	192	119	10-11am	45	192	119
11am-12pm	0	0	0	11am-12pm	114	132	123	11am-12pm	80	54	67	11am-12pm	43	47	45	11am-12pm	66	51	59	11am-12pm	60	57	59	11am-12pm	111	106	109	11am-12pm	111	106	109
12-1pm	62	141	102	12-1pm	99	66	83	12-1pm	56	50	53	12-1pm	40	51	46	12-1pm	70	55	63	12-1pm	59	61	60	12-1pm	142	100	121	12-1pm	142	100	121
1-2pm	107	97	102	1-2pm	68	63	66	1-2pm	55	69	62	1-2pm	50	55	53	1-2pm	56	55	56	1-2pm	39	58	49	1-2pm	75	91	83	1-2pm	75	91	83
2-3pm	69	99	84	2-3pm	94	75	85	2-3pm	80	175	128	2-3pm	81	161	121	2-3pm	82	169	126	2-3pm	93	136	115	2-3pm	94	119	107	2-3pm	94	119	107
3-4pm	124	153	139	3-4pm	144	84	114	3-4pm	166	233	200	3-4pm	204	257	231	3-4pm	186	192	189	3-4pm	168	160	164	3-4pm	104	95	100	3-4pm	104	95	100
4-5pm	136	101	119	4-5pm	89	126	108	4-5pm	215	125	170	4-5pm	170	92	131	4-5pm	154	104	129	4-5pm	151	98	125	4-5pm	162	131	147	4-5pm	162	131	147
5-6pm	127	36	82	5-6pm	118	126	122	5-6pm	171	113	142	5-6pm	171	141	156	5-6pm	128	102	115	5-6pm	147	63	105	5-6pm	152	61	107	5-6pm	152	61	107
6-7pm	0	0	0	6-7pm	102	87	95	6-7pm	125	136	131	6-7pm	139	162	151	6-7pm	89	86	88	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	109	65	87	7-8pm	102	81	92	7-8pm	99	90	95	7-8pm	115	62	89	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	85	25	55	8-9pm	130	34	82	8-9pm	170	45	108	8-9pm	54	17	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
			626				1,061				1,196				1,183				1,006				721				890				

10/15/2023				10/16/2023				10/17/2023				10/18/2023				10/19/2023				10/20/2023				10/21/2023							
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10-11am	0	0	0	10-11am	29	75	52	10-11am	31	99	65	10-11am	26	59	43	10-11am	32	87	60	10-11am	27	77	52	10-11am	27	77	52	10-11am	51	149	100
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12-1pm	35	100	68	12-1pm	73	50	62	12-1pm	70	69	70	12-1pm	49	65	57	12-1pm	49	45	47	12-1pm	48	66	57	12-1pm	48	66	57	12-1pm	83	74	79
1-2pm	55	74	65	1-2pm	43	40	42	1-2pm	59	67	63	1-2pm	43	53	48	1-2pm	30	46	38	1-2pm	41	62	52	1-2pm	41	62	52	1-2pm	119	95	107
2-3pm	99	111	105	2-3pm	71	196	134	2-3pm	118	177	148	2-3pm	100	169	135	2-3pm	95	183	139	2-3pm	110	163	137	2-3pm	110	163	137	2-3pm	68	62	65
3-4pm	107	133	120	3-4pm	190	185	188	3-4pm	148	107	128	3-4pm	168	183	176	3-4pm	137	143	140	3-4pm	152	136	144	3-4pm	152	136	144	3-4pm	99	115	107
4-5pm	122	105	114	4-5pm	161	151	156	4-5pm	208	177	193	4-5pm	190	146	168	4-5pm	182	137	160	4-5pm	136	108	122	4-5pm	136	108	122	4-5pm	106	99	103
5-6pm	187	69	128	5-6pm	162	96	129	5-6pm	137	107	122	5-6pm	143	96	120	5-6pm	136	71	104	5-6pm	163	56	110	5-6pm	163	56	110	5-6pm	144	44	94
6-7pm	0	0	0	6-7pm	115	104	110	6-7pm	145	112	129	6-7pm	105	100	103	6-7pm	86	113	100	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	88	69	79	7-8pm	93	75	84	7-8pm	88	65	77	7-8pm	93	120	107	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	111	15	63	8-9pm	102	28	65	8-9pm	84	26	55	8-9pm	155	25	90	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
			599				1,047				1,120				1,029				1,040				725				747				

10/22/2023				10/23/2023				10/24/2023				10/25/2023				10/26/2023				10/27/2023				10/28/2023							
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	46	105	76	10-11am	47	105	76	10-11am	22	58	40	10-11am	49	113	81	10-11am	29	82	56	10-11am	29	82	56	10-11am	68	136	102
11am-12pm	0	0	0	11am-12pm	98	107	103	11am-12pm	57	37	47	11am-12pm	44	50	47	11am-12pm	94	63	79	11am-12pm	79	112	96	11am-12pm	79	112	96	11am-12pm	93	85	89
12-1pm	33	107	70	12-1pm	82	56	69	12-1pm	54	66	60	12-1pm	42	78	60	12-1pm	55	64	60	12-1pm	80	66	73	12-1pm	80	66	73	12-1pm	102	102	102
1-2pm	71	73	72	1-2pm	59	48	54	1-2pm	49	52	51	1-2pm	769	60	415	1-2pm	100	162	131	1-2pm	74	62	68	1-2pm	74	62	68	1-2pm	94	196	145
2-3pm	73	103	88	2-3pm	75	151	113	2-3pm	87	152	120	2-3pm	88	164	126	2-3pm	69	165	117	2-3pm	63	60	62	2-3pm	63	60	62	2-3pm	131	115	123
3-4pm	80	84	82	3-4pm	152	187	170	3-4pm	173	218	196	3-4pm	177	205	191	3-4pm	199	177	188	3-4pm	80	52	66	3-4pm	80	52	66	3-4pm	166	160	163
4-5pm	104	83	94	4-5pm	167	161	164	4-5pm	158	131	145	4-5pm	158	115	137	4-5pm	166	128	147	4-5pm	61	63	62	4-5pm	61	63	62	4-5pm	159	122	141
5-6pm	131	45	88	5-6pm	200	108	154	5-6pm	157	118	138	5-6pm	133	80	107	5-6pm	163	117	140	5-6pm	102	58	80	5-6pm	102	58	80	5-6pm	199	66	133
6-7pm	0	0	0	6-7pm	97	95	96	6-7pm	150	211	181	6-7pm	102	83	93	6-7pm	98	99	99	6-7pm	0	0	0	6-7pm	0	0	0	6-7pm	0	0	0
7-8pm	0	0	0	7-8pm	111	72	92	7-8pm	107	109	108	7-8pm	76	78	77	7-8pm	117	70	94	7-8pm	0	0	0	7-8pm	0	0	0	7-8pm	0	0	0
8-9pm	0	0	0	8-9pm	77	22	50	8-9pm	202	31	117	8-9pm	98	29	64	8-9pm	58	18	38	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
			494				1,138				1,236				1,355				1,172				562				997				

10/29/2023				10/30/2023				10/31/2023			
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	35	105	70	10-11am	38	81	60
11am-12pm	0	0	0	11am-12pm	93	68	81	11am-12pm	51	48	50
12-1pm	24	85	55	12-1pm	72	50	61	12-1pm	49	43	46
1-2pm	89	98	94	1-2pm	49	51	50	1-2pm	31	62	47
2-3pm	64	104	84	2-3pm	85	135	110	2-3pm	60	121	91
3-4pm	135	126	131	3-4pm	226	326	276	3-4pm	145	170	158
4-5pm	109	99	104	4-5pm	285	233	259	4-5pm	173	113	143
5-6pm	144	51	98	5-6pm	220	137	179	5-6pm	98	44	71
6-7pm	0	0	0	6-7pm	115	84	100	6-7pm	46	40	43
7-8pm	0	0	0	7-8pm	94	55	75	7-8pm	30	19	25
8-9pm	0	0	0	8-9pm	75	27	51	8-9pm	36	3	20
9-10pm	0	0	0	9-10pm	0	0	0	9-10pm	0	0	0
			564				1,310				751

Information Technology Report by Jeffrey Smith – November 16 2023

General

Coin Boxes – Now that we have new Canon copiers, we have started working on re-deploying our Envisionware Jamex Coin Boxes for guests to use to self-pay for their prints and copies. We plan to bring them online in November.



Coin Box under construction

Security Camera Project – Our RFP was approved in October, and we are working to develop an installation plan with the selected vendor.

Hot Spots – Hot Spots are popular with our guests and staff who are working or travelling where there is no WIFI service. We are working on replacing our old Alcatel Hot Spots with new T-Mobile Franklin T-10 devices. There is no cost for the upgrade, and the new Franklin Hot Spots should be more reliable, and will be supported by T-Mobile.



A Franklin T-Mobile hot spot

Friends of Novi Library Fundraiser – The entire IT Staff attended a fundraiser held at Applebees Restaurant for the Friends of the Novi Library.

Consulting and Learning time with Knight Technology Group – During this consulting time, we looked at our various IT hardware and received various recommendations for improvement. Included were several hardware devices in our server rack that are no longer being used. We will be removing the old equipment and straightening up the old wiring.



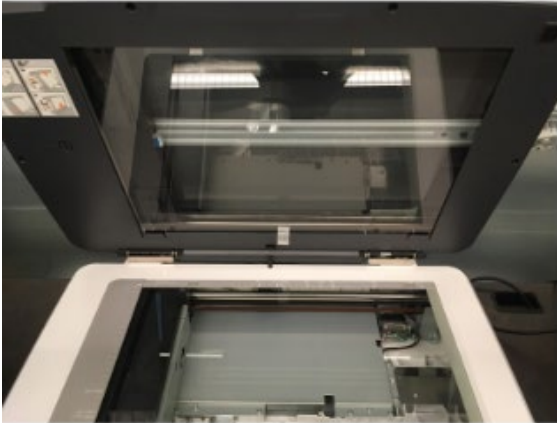
Old Wireless Lan Controller which was previously decommissioned.

iCube

- We held 885 iCube appointments in October
 - 22 3D prints
 - 3 3D scans
 - 16 Adobe Creative Cloud projects
 - 22 Cricut crafts
 - 0 Carvey projects
 - 33 Creative Kits
 - 20 Digital Conversions
 - 330 Heat Press jobs
 - 87 Laser projects
 - 17 Photo Prints
 - 5 Sewing/Embroidery projects
 - 330 Sublimation prints

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

A Transparency Unit (TPU) was purchased for our new large-format archival scanner with donated funds. The TPU will aid in scanning slides, different sizes of film and photo negatives.



The new transparency unit for our archival scanner

Jessica Holowicki helped a guest use our Heat Press and Sublimation Printer to make a shirt and she helped another guest use our laser engraver to make a set of ceramic coasters.



Design engraved on leather by a guest with the help of Jessica Holowicki

Mary Robinson helped a guest digitize 107 photographs on our Epson Fast Foto Scanner for an 80th birthday party. She also used Design Space to separate an image so they can be cut out on the Cricut. She wrote instructions so that other staff can help guests do more of this technique.



Dia De Los Muertos skeleton from Creative Bug separated by Mary Robinson using Design Space

Anna Burbo helped a robotics team use our paper circuitry kit to work on a project. She demonstrated our knitting machine to several groups of seniors who were touring the library on Senior Day. She also 3-D printed a Book-shaped business card holder, which was raffled off to the staff.



Book business card holder printed by Anna Burbo

Anna Jakubiec worked on updating some of our creative kits. Anna J and Mary helped volunteers from the city make Veteran's Day coasters.

Dominic Doot helped one family create 8 Halloween tumblers and another family create Detroit Lions artwork using our DotsPen electric stippeling pen. He also installed our Transparency unit and assisted guests with some media transfers from VHS and CD to USB.

Dom, Mary and Anna J helped a class of 7th grade students from a local school make buttons, tote bags and mugs. The school donated funds to cover the materials they used.

Training

Anna, Denise, Dominic and Jeff attended "Guests with Disabilities Training" on October 5

Denise and Jeff attended Envisionware Coin Box Training on October 18th

Jeff attended "Employees with Disabilities: Addressing Misconceptions & Celebrating their Work" on October 25th

Facilities Report by Keith Perfect – October

In the past month the Facilities Department has closed 4 Facilities tickets, 48 Meeting Room Requests and has updated 353 Periodic Maintenance tickets.

- A fourth quote for meeting room carpet was obtained.
- 12- emergency lights received new batteries and/or bulbs.
- A fire drill was conducted on October 26th and the alarm system worked as it should.
- A load of electronics/batteries and used light bulbs were dropped off at the DPW for Hazardous Waste Disposal Day.
- A pallet of Ice Melt was ordered and received.
- The NPL snow throwers were tested and seem to be ready for winter.
- Several light ballasts and bulbs were changed.
- Our landscaping vendor has started our fall clean-up of the grounds.
- The domestic water backflow testing was completed. Five devices passed and one failed. The vendor returned and repaired the failed device and all have now passed.
- Yellow directional arrows were added to the main stairwell to replace the missing ones.
- DPW staff have removed the Read Boxes from the parks and have returned them to the library for storage until next spring.

Information Services Department by Hillary Hentschel – October

News and Notes – It was a very busy month for the IS Team!

- Hillary Hentschel, Jess Holowicki, Rae Manela and Danielle Mazur attended the Michigan Library Association Annual Conference in Kalamazoo October 18-20. Rae and Danielle presented on the topic of offering reading challenges for all ages using Beanstack. Hillary was a panelist for a presentation on the topic of supporting entrepreneurs at public libraries. All four of us went to many educational and interesting presentations and conference activities, which are featured in more detail in the Director's Report.

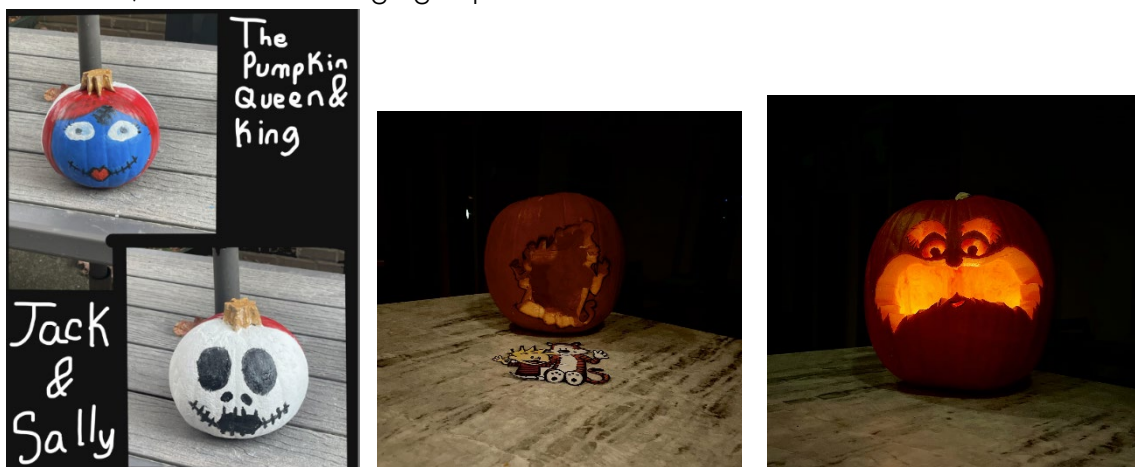




- Shannon O'Leary, International Librarian, was featured in the local Japanese Newspaper, related to NPL's participation in the recent Japanese Festival in Novi. Translated from Japanese, the article says, "Novi Public Library also held a booth this year to introduce Japanese books and reading materials. The International Services Librarian Shannon O'Leary answered questions about Novi library's programs in fluent Japanese with a smile." Shannon was also featured in the Consulate-General of Japan in Detroit's newsletter. See the end of the report for that featured article.
- Read and Recreation BINGO challenge has concluded. We had 155 participants, with 29 completing at least one BINGO. Participants completed over 550 activities at the Library and Novi Parks this fall! The winner of the raffle received a backpack full of NPL and City of Novi swag.
- The Film Lovers Challenge is ongoing through December 31. This is a paper and Beanstack BINGO challenge for adults. In addition to promoting our DVD and Blu-Ray collections, this challenge also promotes our Kanopy digital library of movies and TV shows.
- We partnered with Novi High School's Spanish Latino Heritage Society on Hispanic Heritage Month displays



- We hosted a Virtual Pumpkin Decorating Contest. Winning entries, based on community votes, for Tween, Teen and Adult age groups below:



- Teen Space continues to be very popular! Attendance for October was nearly 1500 students. That's an average of almost 80 students per day! Even with large numbers in Teen Space, we are also nearly capacity for seating elsewhere in the building during busy after school hours.
- We offered a TeenTober book raffle throughout October for a bundle of 3 teen fiction books. 244 teens participated in the raffle.
- Staff participated in the annual fire drill.
- Staff attended monthly department meetings and committee meetings for iCube, Calendar, Summer Reading (wrap-up), Strategic Planning, Programming, Building Policy and HR Policy.

Professional Development

- Staff completed Guests with Disabilities training and City of Novi Anti-Discrimination and Anti-Harassment Training
- TLN Performer Showcase – Lindsay, Anna and Taylor
- Training on Friends book sorting and Book Nook – Emma, Lindsay, Jen, Hillary
- Meeting with NoveList rep – Mary, Rae and Hillary
- Meeting with Baker & Taylor rep – Hillary
- “AI and Libraries” webinar – Emma, Anna
- “Employees with Disabilities: Addressing Misconceptions and Celebrating Their Work” webinar – Lindsay, Hillary
- “Advocating Digital Citizenship in Libraries” webinar – Jess
- “Adult Programs that Work” webinar – Rae
- “Resources for Identifying and Debunking Disinformation” webinar – Danielle
- “After Care: How Employees Can Care for Themselves and Their Co-Workers after Difficult Patron Interactions” webinar – Danielle
- “Super Searchers for Library Workers” webinar – Danielle and Hillary
- “Do-It-Yourself with the MeL Resources” webinar – Danielle
- “Rally for the Right to Read: A Banned Books Week Event” webinar – Austin
- IS staff on external committees:
 - Cultural Arts Advisory Board (City of Novi): Mary
 - MiYouth: Lindsay
 - Mitten Award Workgroup: Emily
 - School Library Journal reviews: Emily
 - TLN digital tech support: Mary

IS Staff Outreach

- Back to School Breakfast with local school librarians, principals and child care directors – Emily, Lindsay, Danielle, Shannon and Hillary
- MSU Tollgate Pumpkinfest – Lindsay and Taylor (325 guests)



- Jack-o'-lantern Jubilee (Parks and Rec program at ITC Park) – Hillary and Taylor (750 guests)
- International Japanese Festival – Shannon and Emma
- Preschool Outreach at A Growing Place, ECEC, and Little Birds – Emily
- Senior Outreach to Waltonwood Senior Living and Manor of Novi Senior Living – Emma
- Novi ECEC Special Education Class Visit – Emily
- ESL Night for South Lyon School District – Shannon
- ABWA monthly meeting – Emma and Hillary
- Library field trips for 60 Novi Meadows students and 10 students from Novi High School's Integrated Studies class – Lindsay, Taylor and Hillary
- iCube tours and workshops for St. Mary's Lutheran School and Senior Day programming – Anna, Mary and Jess

Adult Programs

- Knit 2gether Knitting Group (4) – 25
- Craftastic Wednesday (Hand-lettered Chalk Sign) – 21
- Spanish Conversation Group – 15
- Japanese Conversation Group – 33
- English Conversation Group (2) – 42
- English Language Lessons (8) – 120
- ESL Book Club (9) – 72
- Masterpiece Monday – 25
- Afternoon Read Book Club – 8
- Novel Idea Book Club – 3
- Coffee with the Superintendent (2) – 17
- Five Lakes Silver Band Live in Concert – 133
- Senior Day – 122
- Talking with Children about Body Safety – 18
- Cultural Cooking – 31
- Community Reads with Emiko Jean – 115

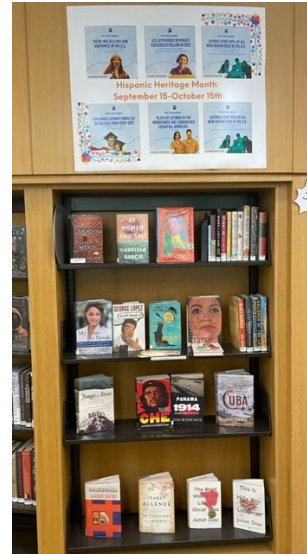
Adult Displays

- **Desk Display:** Let Freedom Read



- **Feature Collection:**

- Reading Challenge: Read a Book with a Green Cover
- Hispanic Heritage Month
- Hindu Heritage
- Spine Tingling Reads (spooky fiction, books about ghost hunting and Michigan hauntings)



Youth/Tween/Teen/Family Programs

- Baby Time (4) – 131
- Tot Time (4) – 252
- Time for Twos and Threes (4) – 200
- Fun for Fours and Fives (3) – 43
- Family Story Time (3) – 157
- NO-VI Chess Club –
- Lego Club – 17
- Tail Waggin' Reading Buddies
- Teen Advisory Board (TAB) – 25
- Halloween Crafts – 50
- Halloween Grab and Go Kit (Youth) – 48
- Halloween Grab and Go Kit (Tween) – 36

Youth/Tween/Teen Displays

- **Teen Stop display** – Spooky Books

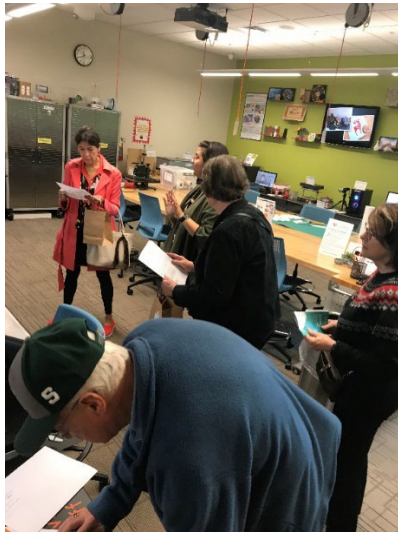
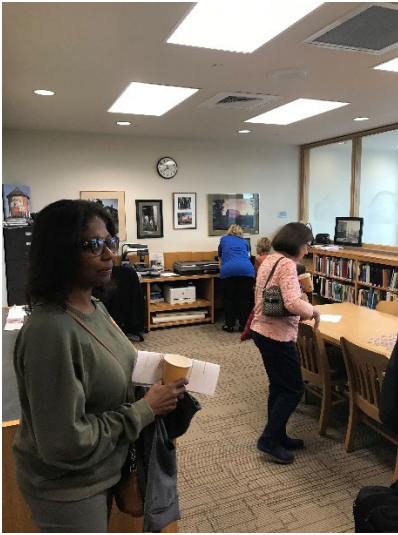


- **Youth Feature Display** – Books Fall Open, You Fall In (fall-themed books)
- **Youth Desk Display** – Read and Recreation Challenge / nature and the outdoors
- **New for You Kiosk**
 - **Libraries are for Everyone:** National Bullying Prevention Month, Let Freedom Read, Hispanic Heritage Month, Sukkot, World Space Week, Indigenous Peoples' Day, Ada Lovelace Day, Pronouns Day, Halloween, Day of the Dead
 - **Feature Display:** Community Reads: *Mika in Real Life* by Emiko Jean



Senior Day





Cultural Cooking program



Masterpiece Monday



Craftastic Wednesday





ConsuLink

Oct./Nov. 2023 Newsletter

Keeping you updated on Japan-related news in Michigan and Ohio

Novi Librarian to Visit Japan on Goodwill Mission

For Ms. Shannon O'Leary, International Librarian at Novi (MI) Public Library (pictured below left with Consul General Shindo and his wife), a love of reading has led to a lifelong passion for Japanese culture. Ms. O'Leary first encountered a publication from Japan at the Birmingham (MI) library while in middle school. Stumbling upon an English translation of a Rumiko Takahashi *Inuyasha* series story, she began to read, and fell in love with the *manga* genre.



Ms. O'Leary made her first visit to Japan the summer before her senior year at St. Mary's College of California. She spent a month with her English-teacher aunt in Tokushima, then moved to Tokyo to take courses at Sophia University. After completing a master's degree in library and information science at Wayne State University in Detroit, Ms. O'Leary made her second visit to Japan in 2019, exploring Tokyo, Osaka, Nagano, and even climbing Mt. Fuji.

Since 2015, Ms. O'Leary has worked at the public library in Novi, a city with Michigan's largest concentration of Japanese residents. She manages the ESL and international collections, facilitates a monthly Japanese conversation group, and collaborates with local groups to expand cultural awareness. She volunteers as a *kamishibai* reader at the annual Hinamatsuri at the Detroit Institute of Arts, and deeply appreciates the "warm, welcoming openness" she has enjoyed from the Japanese community here. This fall, she is making her third visit to Japan, as a member of the Michigan-Shiga Goodwill Mission. She hopes that the experience will help her better serve the multicultural community of patrons at Novi Public Library and beyond.



The Mayor, Vice Mayor, and other government officials of Hikone, Shiga (Japan) were the recipients of handmade NPL bookmarks, created in Novi Library iCube. These wooden bookmarks were bought on amazon and etched with a design using the laser. The back was stamped with a handmade stamp stating that it (the bookmark) was made in the iCube. If you look closely at the photo you can see the tassels!



MLA Annual Conference 2023 Write Up by Hillary Hentschel

The highlight of MLA this year was presenting at the conference for the first time, and cheering on two of my staff, Rae Manela and Danielle Mazur, who also presented for the first time. Along with a panel of librarians from Farmington, Clarkston and West Bloomfield, I spoke on the topic of "Aspiring Entrepreneurs and Your Library: A Perfect Match" and discussed successful NPL programs like our Pop-Up Market and our fruitful relationship with the Novi Chamber of Commerce, among others. I received many thoughtful questions from the audience.

I also attended breakout sessions on the following topics: Hosting a Living Library (Muskegon Area District Library); Canton Public Library's "Strategic Library Integrated Content" model for working across departments on social media content, programming and book lists; Best Meeting Ever! (MCLS) about improving the quality of meetings and similar events; Explaining Censorship to Patrons (Ferndale Area District Library); and First Amendment, Censorship and Spine Labels (Anne Seuryneck and Library of Michigan). Through both the breakouts and the keynotes, I have grown in my confidence in talking about intellectual freedom with staff and guests. All of the sessions produced great conversations with other NPL staff and staff from other libraries.

All four NPL attendees enjoyed the reception at Kalamazoo Public Library, where we had the opportunity to see how a larger urban library approaches collections and services. In particular, we spent significant time exploring their youth and teen areas for inspiration, but we also investigated their makerspace, local history and archival spaces, and their Library of Things. Visits to the vendor hall were also beneficial, including conversations with Brodart, Library Design, Envisionware, MCLS, and Penworthy (kits for youth and seniors).

MLA 2023 Summary by Jess Holowicki, Librarian

Last month I attended the Michigan Library Association's 2023 conference in Kalamazoo, Michigan. This was my first time attending a professional conference, and I was eager to learn as much as I could from fellow librarians across the state.

While there was much to take away from the breakout sessions, I especially enjoyed The Power of Play: Playful Programming For All Ages. The presenters were emphatic about the benefits of play from birth to adulthood, how each age group specifically benefits, and provided plenty of examples of how they incorporated play into their programming.

As book challenges and attempts at censorship in libraries continue to escalate across the country, I found it helpful to attend What's All This Then? How To Talk About Censorship With Your Patrons. Although it is a concerning topic, it was empowering to learn how to advocate for the library and what we do for the community, help guests feel ownership of their library, and in turn build stronger connections with them. Showing guests "what's under the hood" of their library will ultimately create understanding of how important their access to information truly is.

Due to my work in the iCube, I also attended Integrate Your Makerspace Into Your Library. It was illuminating to see how Baldwin Public Library's Idea Lab utilized their resources to enrich the library, such as creating infrastructure for the library like book display stands, adhesive floor signage, and even 3D printing replacement parts for an older shelf. The presenter touched on ways to involve guests of all skill levels in the makerspace, outreach ideas, and provided a hefty list of resources for project ideas and materials. It was an invigorating presentation, and I'm eager to use some of those ideas here at NPL. Although I can't fit my entire summary of the conference into just half a page, it was an exhilarating experience. I'm thankful for the opportunity to connect with other librarians, and I can't wait for the next one.

MLA Conference 2023 by Rachel Manela

The MLA conference in Kalamazoo this year was great. The top highlight for me was the opportunity to present with my colleague, [Danielle Mazur](#) about the reading challenges and our use of Beanstack at Novi Public Library. We worked together on our presentation and presented together. We had about 30 attendees and they had great questions for us afterwards. It was really fulfilling to present to other librarians from different libraries across the state.

My favorite breakout sessions were about meetings and working with teens. In the presentation about meetings, I learned about how to purposefully and intentionally plan a meeting and how to flip and reframe meetings so your group's goals are met. The presentation about teens was from the Brooklyn (NY) public library. It was primarily about their digital library card for young people across the country. But, their approach to working with and for teens was my main takeaway. They have internships, interesting teen programs, and work hard to make deep connections with young people.

The opportunity to visit the central location of the Kalamazoo Public library was fun and so impressive. I loved seeing how they had designed their spaces. The children's area was adorable, the Teen area was very cool, and I asked a million questions when we went to the Local History Room. It was fun to see a large city library.

I also really enjoyed the keynote speakers; Ellen Hopkins and Stephen Jackson. Ellen Hopkins had a very powerful presentation about the need to stop censorship and get books in the hands of young people. Stephen Jackson's personal story and his approach to restorative practices was very inspiring. I also really enjoyed spending time with my coworkers and getting to know them better and hearing about their sessions. I was also very fortunate to connect with a few friends from my Wayne State classes, and former colleagues from NPL!

MLA Annual Conference by Danielle Mazur

I had the privilege of attending this year's Michigan Library Association Annual Conference held in Kalamazoo, MI. In addition to taking advantage of the numerous breakout sessions, guest speaker presentations, and countless networking opportunities, I was also able to give a presentation with my coworker, Rae Manela. Immersing myself in a gathering of like-minded library professionals over these three days was an invaluable educational experience and has strengthened my resolve as a youth services librarian for my community.

Rae and I chose to present a topic to MLA attendees that I personally enjoy discussing very much - reading challenges! We shared our experience from the past year working towards the goal of increasing reading challenge participation across all guest age groups. We discussed our failures and successes, and potential changes we plan on implementing in the future using the digital logging software. The audience was very receptive to the information we shared and asked some great questions, not only about Beanstack, but reading challenges in general. I had a wonderful time as a first-time presenter and valued my time spent collaborating with Rae.

Of the variety of topics offered in the breakout session schedule, I chose to attend presentations covering the following topics: book banning, making connections with school districts and teachers, explaining censorship and intellectual freedom to patrons, and creating partnerships with local authors/businesses/community organizations to offer unique programming. These session presenters suggested a range of ways to overcome challenges libraries, in every type of community, deal with on a day to day basis. It was also refreshing to learn from the personal experience of so many different perspectives and gain ideas for potential programming, collection development, and policy improvement at NPL. My favorite keynote speaker was Stephen Jackson, who closed out the

conference by discussing his work as the Director of Equity and Anti-Racism at Oak Park Public Library in Oak Park, IL and how utilizing restorative practices has greatly improved the user experience and engagement at his library.

This conference was a fantastic way to interact with my fellow NPL librarians not just in a professional and educational capacity, but on a personal level as well. I truly enjoyed attending the Michigan Library Awards cocktail reception and dinner, AtoZ spelling Bee luncheon, and Kalamazoo Public Library reception with Julie, Hillary, Jess, and Rae. I think each one of us had a fun and memorable time at this year's MLA annual conference!

SUPPORT SERVICES DEPARTMENT MONTHLY UPDATE by Maryann Zurmuehlen - October 2023

Interim Assistant Director/Department Head/General

- Board Packet Statistics were completed for the Support Services Department.
- Attended Management Team meetings.
- Attended weekly SS Department catchup meetings.
- Attended weekly IT Department catchup and Facilities meetings.
- Attended the mandatory walkthrough for the Security Camera RFP Project on October 2nd.
- Held interviews for 1 Shelver and 2 Clerk positions on October 3rd and 4th.
- Attended the "Guests with Disabilities" training on October 5th.
- Held a Building Policy Committee meeting on October 9th.
- Attended the Bid Opening for the Security Camera RFP Project on October 16th.
- Held a meeting with our Envisionware rep to explore their Hub Tablet station on October 17th.
- Held a Building & Grounds Board Committee meeting on October 18th.
- Held an assessment meeting with DPW employees to look over the parking lot's condition on October 24th.
- Participated in our annual Fire Drill on October 26th.

Circulation & Shelves

- Interviews for 1 Shelver and 2 Clerk positions were held on October 3rd and 4th.
- We held a NCSD and WLCSD online student card campaign from October 2 – 27th. We had 231 number of new cardholders get registered (223 for NCSD and 8 for WLCSD).
- A new Collection Inventory Project will begin in January:
 - Novi Public Library's catalog has not been thoroughly reviewed by staff for inconsistencies in labeling and catalog entry since before completion of our migration to CARL.X in May 2018. During recent withdrawal of materials by librarians and staff, a higher number of items than expected were not found on the shelf despite having no check-outs since before the May 2018 migration. Issues such as this can be resolved for cleaner record keeping with a thorough inter-departmental Catalog Inventory Project (CIP). Beginning in January 2024, we will coordinate a systematic review of materials on shelf utilizing librarians, shelving staff, and Tech Services clerks to confirm each item's physical presence and the precision of its associated catalog record.

Tech Services

- Staff are completing several MCLS classes towards either a Basic or Advanced Cataloging Certificate.
- Emily Lonchar's has resigned as a Tech Services Clerk, and her last day was October 12th.

Statistics (October 2023)

- **Cards Issued: 548** (of which **231** were from our student card campaigns)
- **Items Checked Out (NPL): 52,951**
- **Items Checked Out (LLL): 73**
- **Total Checkouts (NPL + LLL): 53,024**
- **Items Interloaned for NPL Patrons: 3,886** (**84** through MeLCat)
- **Items Interloaned to Other Libraries: 3,636** (**178** through MeLCat)
- **Items Added to the Collection: 1,768**
- **Items Discarded from the Collection: 2,107**
- **Drive-Up Window & Locker Hold Pickups: 13**
- **MAP Checkouts: 28**
- **Online New Card Registrations: 13**
- **Outreach:**
 - **NPL @ Your Door: 10 Mailer Bags / 32 Items**
 - **6 Facilities Visits / 32 Items Provided**
 - **7 Book Discussions / 107 Items Provided**
- **Read Boxes:**
 - **2 Weekly Deliveries**
 - **19 Adult Items Circulated**
 - **141 Youth Items Circulated**

Support Services Statistics 2023-2024													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	373	334	370	548									1,625
↳ Of Which, Online Registrations Totaled	4	29	18	13									64
Checkouts (NPL)	67,511	62,374	53,996	52,951									236,832
Checkouts (Lakeshore Lending Library)	203	103	96	73									475
Total Checkouts (NPL + LLL)	67,714	62,477	54,092	53,024									237,307
Items Borrowed	4,525	4,983	3,985	3,886									17,379
Items Loaned	3,728	3,648	3,306	3,636									14,318
Hold Pickups (Drive-Up & Lockers)	28	14	15	13									70
MAP Pass Checkouts	99	77	46	28									250
Read Boxes	392	453	373	160									1,378
NPL @ Your Door (# of Bags)	11	13	8	10									42
NPL @ Your Door (# of Items)	40	30	16	32									118

Year-to-Year Comparison			
		OCT 2023	OCT 2022
Cards Issued This Month		548	409
Total Checkouts (NPL + LLL)		53,024	55,340
Items Borrowed	TLN	3,802	3,742
	MeL	84	96
		3,886	3,838
Items Loaned	TLN	3,458	3,102
	MeL	178	111
		3,636	3,213

Read Boxes			
		OCT 2023	OCT 2022
Read Boxes	Adult	19	0
	Youth	141	0
	Total	160	0
<p>NOTE: Read Boxes were emptied on October 26th for the 2023 season.</p>			

Self-Check Totals 2023-24 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	67,714	44.27%	29,979	8,633	7,030	4,482	9,834
August	62,477	44.65%	27,893	8,474	6,433	3,921	9,065
September	54,092	40.94%	22,143	7,125	4,604	3,384	7,030
October	53,024	42.69%	22,637	7,107	4,770	3,112	7,648
November							
December							
January							
February							
March							
April							
May							
June							
FYTD	237,307	43.14%	102,652	31,339	22,837	14,899	33,577

Library Usage									
2022-2023 Fiscal Year					2023-2024 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average		Lobby	Drive-Up	Total	Daily Average
July	26,439	7,468	33,907	1,130	July	35,488	7,105	42,593	1,704*
August	26,252	7,248	33,500	1,117	August	24,612	4,137	28,749	1,106
September	22,293	8,056	30,349	1,124	September	50,117	6,560	56,677	2,099
October	26,053	8,864	34,917	1,126	October	29,335	1,636	30,738	1,025
November	24,413	9,155	33,568	1,199	November				
December	21,123	7,248	28,371	1,091	December				
January	26,060	7,248	33,308	1,149	January				
February	25,615	7,248	32,863	1,174	February				
March	26,395	7,248	33,643	1,085	March				
April	24,470	7,248	31,718	1,094	April				
May	23,598	5,020	28,618	1,022	May				
June	27,140	6,777	33,917	1,211	June				
FYTD Total	299,849	88,828	388,677	1,127	FYTD Total	139,552	19,438	158,990	1,472

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

*corrected

Computer Logins											
2022-2023 Fiscal Year						2023-2024 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,224	46,582	47,806	1,594	269	July	1,128	38,208	39,336	1,573*	237*
August	1,310	47,479	48,789	1,626	289	August	1,250	44,166**	45,416	1,514	289
September	979	45,290	46,269	1,714	266	September	1,025	104,753	105,778	3,918	255
October	1,066	53,634	54,700	1,765	288	October	400	182,259	182,659	6,089	292
November	963	51,914	52,877	1,888	263	November					
December	883	14,326	15,209	585	253	December					
January	1,027	50,970	51,997	1,793	275	January					
February	1,043	58,598	59,641	2,130	264	February					
March	1,122	32,663	33,785	1,090	294	March					
April	1,026	54,630	55,656	1,919	272	April					
May	889	44,893	45,782	1,635	274	May					
June	1,077	46,751	47,828	1,771	260	June					
FYTD Total	12,609	547,730	560,339	1,629	3,267	FYTD Total	3,803	369,386	373,189	3,332	1,073

*July stats corrected

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

Early Literacy Workstation Usage							
2022-2023 Fiscal Year				2023-2024 Fiscal Year			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	447	8,742	19	July	612	8,955	14
August	443	8,650	19	August	693	9,007	13
September	342	5,918	17	September	610	6,615	12
October	388	7,418	19	October	724	9,029	25
November	346	6,366	18	November			
December	343	5,964	17	December			
January	456	9,317	20	January			
February	388	7,990	20	February			
March	457	8,727	19	March			
April	350	5,741	16	April			
May	278	4,684	16	May			
June	438	8,276	18	June			
FYTD Total	4,684	87,799	18	FYTD Total	2,639	33,606	16

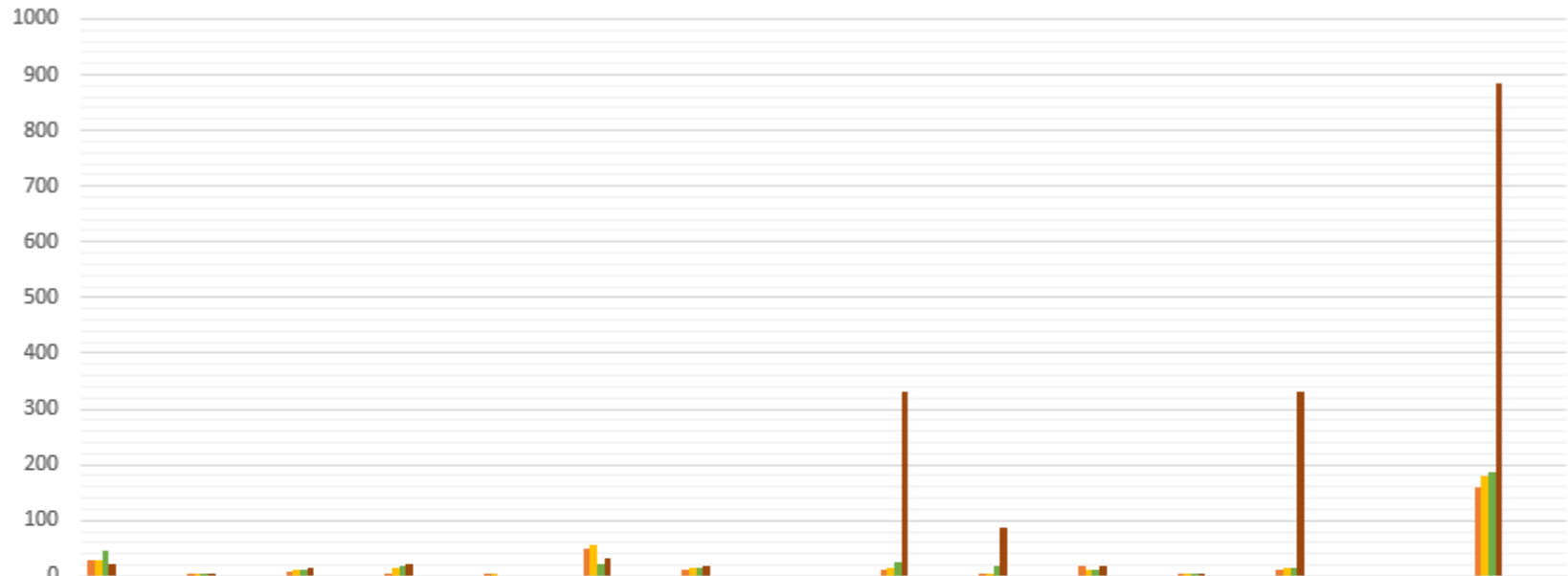
*AWE Stats previously taken from AWE Customer portal. Beginning July 2023, portal is no longer available. Stats are now downloaded from the AWE workstations.

Recite Me (Website Accessibility Toolbar)											
2022-2023 Fiscal Year						2023-2024 Fiscal Year					
Month	Pages Viewed	Unique Users	Pages Viewed Per Session	Screen Reader	Translation	Month	Pages Viewed	Unique Users	Pages Viewed Per Session	Screen Reader	Translation
June	14290**	2,211	6.46	13,470	16,540	July	1,761	357	4.93	2,638	18,161
FYTD Total	14,290	2,211	6.46	13,470	16,540	August	926	230	4.03	1,222	1,096
*Recite Me was launched June 2023						September	731	221	3.31	751	910
**Number potentially inflated due to website bot usage						October	591.00	143.00	4.13	645	960
						November					
						December					
						January					
						February					
						March					
						April					
						May					
						June					
						FYTD Total	4,009	951	16	5,256	21,127

myLIBRO (Library App)							
2022-2023				2023-2024			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
June	n/a	1,786	189	July	57	1,488	100
*Available for download starting in June 2023, officially launched July 2023				August	1,166	25,673	2,961
				September	1,196	26,853	2,023
				October	1,373	49,714	2,566
				November			
				December			
				January			
				February			
				March			
				April			
				May			
				June			
				FYTD Total	3792	103,728	7650

Technology Training Sessions 2023-24 Fiscal Year																
	3D Printing	Cricut/Silhouette	Digital Conversion	Photo Printer	Sewing/Embroidery	Sublimation Printer	Carvey CNC	Muse Laser	Formbox	3D Scanner	Adobe CC	Heat Press	Creative Kits	Virtual Reality	Staff Training	Total Sessions
Jul	30	6	11	19	1	11	2	6	0	2	9	13	49	0	4	163
Aug	29	15	14	13	2	15	1	5	0	1	12	16	57	0	3	183
Sep	46	17	15	11	3	14	0	18	0	3	12	25	23	0	8	195
Oct	22	22	20	17	5	330	0	87	0	3	16	330	33	0	0	885
Nov																0
Dec																0
Jan																0
Feb																0
Mar																0
Apr																0
May																0
Jun																0
Sessions	127	60	60	60	11	370	3	116	0	9	49	384	162	0	15	1426

iCube Usage 2022- 2023



	3D Printer	3D Scanner	Adobe CC	Cameo/Cricut	Carvey	Creative Kits	Digital Conversion	Form Box	Heat Press	Laser	Photo Printer	Sewing/Embroidery	Sublimation	Virtual Reality	Total
July	30	2	9	6	2	49	11	0	13	6	19	1	11	0	159
Aug	29	1	12	15	1	57	14	0	16	5	13	2	15	0	180
Sep	46	3	12	17	0	23	15	0	25	18	11	3	14	0	187
Oct	22	3	16	22	0	33	20	0	330	87	17	5	330	0	885
Nov															0
Dec															0
Jan															0
Feb															0
Mar															0
Apr															0
May															0
Jun															0

Legend: July (orange), Aug (yellow), Sep (green), Oct (brown), Nov (dark green), Dec (dark blue), Jan (light blue), Feb (light yellow), Mar (light green), Apr (red), May (gold), Jun (dark green)

2023-2024 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	1,947	513	206	20	175
August	2,009	520	221	13	287
September	1,867	535	232	28	436
October	1,916	540	236	17	173
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	7,739	2,108	895	78	1,071

2023-2024 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	5,017	4,390	9,407	649	111
August	6,724	2,656	9,380	750	123
September	6,400	2,429	8,829	1,081	110
October	6,294	4,438	10,732	2,195	114
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	24,435	13,913	38,348	4,675	458

Meeting Room Rentals					
2022-23 Fiscal Year			2023-24 Fiscal Year		
	Rentals	Attendees		Rentals	Attendees
July	26	604	July	26	390
August	38	823	August	25	443
September	33	719	September	40	859
October	35	748	October	52	1,084
November	30	699	November		
December	24	516	December		
January	30	663	January		
February	43	868	February		
March	39	1116	March		
April	33	879	April		
May	16	377	May		
June	35	826	June		
FYTD	382	8,838	FYTD	143	2,776

FRIENDS OF NOVI LIBRARY

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

- I. Call to Order, Roll Call – introduction of Ann Craig Sue Johnson
- II. Minutes of the September 13, 2023 Meeting * Evelyn Cadicamo
- III. Treasurer's Report* Marilyn Amberger
- Prior month(s) Income and Expense
 - Statement Balances
 - Approve budget changes, add podcast equip - \$1600, increase Staff in Service to \$1000
- IV. Reports
- Library Liaison Dana Brataniec
 - Book Nook Carol Hoffman
 - Membership Sue Johnson
 - President Sue Johnson
 - Summer Reading Interns – check issue with Chase Bank
 - Update on Giving Tree – leaf order
 - Ideas for Holiday promotion for Giving Tree – new flyer
 - October 9, 2023 – Senior Day – 9 new memberships
 - October 28, 2023 - Vera Bradley event - \$40
 - Community Read books sales - \$220 – revenue of \$52.91 but we pay sales tax
 - Applebee's fundraiser – waiting for Applebee's Sales Report
 - Approval of \$500 for Seedlings
 - Michigan Basket raffle – 11/10/2023 – 12/9/2023, \$5 donation for an entry
 - Holiday Sale – skipping the Pop-up event
 - Donations in memory of John Hoffman - \$2850 (Friends) and \$100 Library – purchase of iCube equipment
 - February event with Brentwood Grill – 2/3/2024, afternoon – Need a coordinator
 - Christmas Lunch 12/6
- V. Announcements
- VI. Calendar
- Kaleidoscope
- Thursday Nov 16, 2023 - August Snow Returns!, author - Stephen Mack Jones
- 2023 Listen at the Library
- 2023 Bringing the Music to You – senior centers
-
- 2023 Tuesday Tunes
- Done for the season
- 2023 Summer Music at Paradise Park – all events start at 6:30pm
- Done for the season
- Friends Events
- No meeting in December
- VII. Adjournment*
- *Requires Action

**Friends of the Novi Public Library
Meeting of the Board of Directors
September 13, 2023**

Call to Order – Sue Johnson. Sue called the meeting to order at 7:04 p.m.

Present: Marilyn Amberger, Evelyn Cadicamo, Sue Johnson, Karen Schubert, Stephania Tolliver, Mary Angela Winder, and Dana Brataniec - Library Liaison.

Absent: Carol Hoffman

Guest: Kat Dooley* - Library Board.

Summer Reading Interns Check Presentation – Sue Johnson. Sue asked the interns to give us a little play-by-play of what they did over the summer to earn their reward. Sophia Berent and Aarna Aradhya did so willing and eagerly shared a number of responsibilities they had; even let us know some 1400 youngsters attended the kick-off. WOW! Each intern received a \$500 stipend.

Minutes of the August 8, 2023 Meeting: Evelyn Cadicamo. There being no additions nor corrections to be made, motion was made by Mary Angela to accept the Minutes as presented. Motion seconded by Stephania. Motion passed: 6-0

FOML Start-up – Sue Johnson. Sue announced that Friends of Michigan Libraries group has also just started up for the year. As she is President of this organization also, she wanted to acquaint us with a few facts: they have 86 members and when they get together they present a large variety of programs. She was proud of the fact that they have an interactive map on their website.

Treasurer’s Report – Sue Johnson. Sue was delighted that we are starting to see some interest rates come up. She quickly went through the Account Balances, was very pleased and stated that “it comes in, and goes out” as we are fortunate to have some hefty balances. On this note, Karen made a motion to accept the Budget as presented; Mary Angela seconded. Budget accepted and motion passed: 6-0.

Income	\$4,555.63	CF CD	\$25,439.06
Expenses	<u>3,641.16</u>	CF CD – 2	15,199.75
Overall Total	914.47	CF Checking	16,782.34
		CF Money Market	28,239.50
		CF Savings	0.23
		Vibe Checking	0.00
		Vibe Savings	<u>0.00</u>
		Total Bank Accts.	\$85,660.88
		Start-up Fund	<u>100.00</u>
		Overall Total	\$85,760.88

Library Liaison – Dana Brataniec. Dana provided us with the summer reading stats;

Very impressive:

Registered	1,956
Completed	1,097
Books read	42,314
Programs	117
Attending	8,047
Materials	83,199

On October 24, 2023 the “Community Reads” event begins. Carol and Sue usually handle this event. We may need another volunteer so be thinking about being in the library before 7 p.m.

President’s notes – Sue Johnson.

- Membership – Everyone but one person is a member of the Library. Julie did a major push. Kat endorses this.
- Giving Tree – three additional leaves - \$5350 total so far.
- Giving Tree stories – Val Kushman and the stories behind the giving. Will have some more stories - demo the webpage.
- Giving Tree – promote this for the holidays – “Give the gift of reading.”
- Songfest memberships – How many people attending the songfest were Library Friends? Possibly next year if anyone doesn’t have a Friends membership will have to pay an admission. We need the money the Friends generate in order to put on these programs. Think about this.
- Book Nook sales events – children’s books; coffee table books
- Thrift Books scanning featuring DVDs and the coffee table books. August total was \$2897. Pam takes over library discards. All are scanned. We do have an enormous amount of rejects. Use Better World Books as they will pay to have shipped.
- October 9th, 2023 is Senior Day at Novi Library. See flyer for “what is going on” and enjoy a free lunch and a concert too! Event runs from 10 a.m. to 3 p.m.
- Vera Bradley event on October 28, 2023 – Julie 12-2; Karen 2-3:30; Sue 3:30-5
- Applebee’s fundraiser – we get 20% of the sales. Trying to get people into the restaurant during the week. October 19th, 4-9 p.m. We need to have someone there to handle paperwork.
- Holiday Sale – with Library Pop-up market – December 9th.
- Donations in memory of John Hoffinan - \$2110. Sue to meet with Carol.

Sue reminded us that there would not be an October meeting. With no more business to discuss, Sue adjourned our meeting. Marilyn had made the motion to do so; Karen seconded. We adjourned at 8:15 p.m.

Respectfully submitted,
Evelyn Cadicamo`

*Adult Book Fair – After the adjournment, Kat offered this suggestion as a possible fundraiser. It would be much along the lines of the old Scholastic Book Fairs. She suggested we think about it and discuss it at a later date. emc

CITY OF NOVI HISTORICAL COMMISSION



NOVI HISTORICAL COMMISSION
SEPTEMBER Minutes
Wednesday, September 20, 2023
Novi Library Local History

CALL TO ORDER: 7:02 pm

ATTENDANCE: Kim Nice, Debbie Wrobel, Sharon Larson, Kathy Crawford, Dan Pierce, Kelly Kasper, Rae Manela

ABSENT: None

INTRODUCTION OF GUESTS: Sue Grifor, Jillian Cole

APPROVAL OF AGENDA: APPROVED w/ amendment

APPROVAL OF AUGUST MINUTES: APPROVED

TREASURER’S REPORT- Kim

NOVI HISTORICAL COMMISSION
 FINANCIAL SUMMARY REPORT - 2023/2024 Fiscal Year

	BUDGET	EXPENDITURES Through September 20, 2023
Display Cabinet Exhibit	\$ 900	\$ -
Marketing/Brochures/Engage/Name Badges	\$ 900	\$ -
Equipment/Supplies/Office Upgrades/Repairs	\$ 9,000	\$ (17,86)
Programs/Speaker Fees	\$ 1,200	\$ -
Storage Unit	\$ 2,900	\$ (2,652.00)
Acquisition (Books/Materials)	\$ 1,900	\$ (1,200.00)
Conference/Continuing Education	\$ 1,200	\$ -
Legal Fees	\$ 900	\$ -
Special Projects - Examples: Villa Barr, Photography, Veterans Sign, Oral Histories, City/Community Events, Motor City Marker	\$ 4,000	\$ (265.62)
Total:	\$ 21,700	\$ (4,075.21) \$ 17,625
Available Projects	Expenditures	Revenue Received
Villa Barr Book Sales YTD		\$0.00 YTD
Windsor Across Novi Project		\$ 897.38 carryover funds

Treasurer’s Report: ALL APPROVED

EXPENSES: There were some small expenditures for a monitor stand and office supplies.

LIBRARY LIAISON REPORT:

Oakland County Historical Research (OCHR) Alternative: Betty Lang created a list of possible alternatives for the Novi Historical Commission to use for digitizing newspapers. Betty will provide the list to Dan Pierce to narrow down the list to three for the Historical Commission to review.

History Room Office Hours:

Monday, 10/2 (Noon – 2 p.m.): Kim Nice and Sharon Larson

Monday, 10/16 (6 – 8 p.m.): Kelly Kasper

DISCUSSION ITEMS:

Changing Office Hours Days/Times: No office hour changes will be made for the 2024 year.

Senior Day: Library Senior Day will take place on Monday, Oct. 9 from 10 a.m. – 3 p.m. Kathy Crawford, Kim Nice and Sharon Larson will staff.

DATA Input Intern – Amie Fuentes was selected as the intern helping support the cemetery data entry to the Historical Commission’s Omeka site. Amie will be providing us with updates throughout the year and will plan on presenting to the Commission in February.

Miniature Project: The project continues to move along. Another meeting will be held on Oct. 4th from 1 – 3 p.m. in the Novi Historical Commission Local History Room.

2023 – 2024 History Speakers Series: There are five events scheduled for 2023-2024 CY year:

- Thursday, Sept. 21, 2023 – A City Called Midnight
- Thursday, Oct. 19, 2023 – One Room School House
- Thursday, March 21, 2024 – Women of Michigan’s Capitol
- Thursday, April 18, 2024 – History of Detroit Coney Island
- Thursday, May 16, 2024 – Survivors, Victims & Legacies

ONGOING PROJECTS:

Wreaths Across Novi: The Commission approved the purchase of 60 flag holders to be placed in front of the tombstones of veterans buried inside the two Novi cemeteries. The flag holders will be in place ahead of the Wreaths Across Novi ceremony. Kelly Kasper shared prototypes of the wooden ornaments that will be given to attendees to celebrate the 5th anniversary of the event. Sponsorship letters have been sent out to companies around Novi. Kelly will also create a program so people are aware of the order and process of the event.

Wisdom Exchange: Some Commission members and guest Sue Grifor are being contacted by Novi students to share knowledge and the history of the area. The students are looking to set up meetings with the Novi seniors.

Novi Bus Tour: Kathy Crawford reached out to Novi Transportation about using a bus to use for a city tour with Walton Woods residents. Novi Transportation would like more information on the tour route. Kathy has created a tour route that would be about 2.5 hours. Kathy offered up Oct. 19th or 20th as tour dates.

Display Case: Kim Nice and Sue Grifor will update the display case with a theme that will match the upcoming one-room school house speaker session.

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

NEXT MEETING: Oct. 18, 2023, at 7 p.m.

ADJOURN: 8:28 p.m.

LIBRARY BOARD COMMITTEE REPORTS

Policy Committee – No Meeting held

- **NEW** Programming Policy – Being introduced for the first time; was sent to Policy Committee to review by email. No comments/questions received. This Policy was reviewed by the staff and the attorney.

2nd Draft: Reviewed by Staff and Attorney as of 10/17/23. Sent to Policy Committee for review; presented to Library Board on 10/26/23.



Programming Policy

The Novi Public Library ("Library") supports its mission of connecting people to ideas, information, experiences and materials that provide enjoyment, enrich peoples' lives and strengthen our community by developing and presenting programs that provide additional opportunities to further the Library's mission to provide information, learning and entertainment. Programming is an integral component of Library service that:

- Expands the Library's role as a community resource
- Introduces guests and non-users to Library services
- Provides entertainment
- Provides opportunities for learning
- Expands the visibility of the Library
- Furthers the mission of the Library

Program Determination

Ultimate responsibility for programming at the Library rests with the Library Director. The Library Director, in turn, delegates the authority for approved program management to the Head of Information Services and other designated staff, who oversee this responsibility through delegation to designated staff. The Library Director has the discretion to determine which programs the Library shall sponsor or co-sponsor. This policy does not apply to any program that is not conducted or co-sponsored by the Library.

Criteria for Programs

Library staff plan and develop programs for the community based on relevance to community interests and issues, popular appeal, the mission of the Library and suitability for general or targeted audiences.

Program presenters are chosen for their expertise and public performance experience. Program presenters may be required to undergo a criminal background screening.

The Library does not plan programs or classes that are commercial in nature. Although a professional or businessperson may be invited to speak, the purpose of the program is to educate, inform or entertain and otherwise further the Library's mission. Programs are not designed for commercial purposes or for the solicitation of business.

Co-Sponsorship of Programs

The Library may co-sponsor programs with other persons, agencies, organizations and institutions. The Library Director has the sole discretion to determine whether to co-sponsor a program according to the criteria set forth in this Programming Policy. If the Library desires to co-sponsor a Library program, these individual or organizational partners must coordinate marketing efforts with the Library's Head of Information Services and other designated staff. No co-sponsor may use the Library's name in any marketing material without prior approval of the Library Director. If a person or organization desires to co-sponsor a program, the person or organization shall make such request in writing to the Library Director.

Non-Discrimination

The Library does not discriminate in its programs. Library sponsorship or co-sponsorship of a program does not constitute endorsement of the content or the views expressed by the presenter or the participants. Program topics, speakers and resources are not excluded from programs because of possible controversy, and the Library will strive to offer multiple viewpoints.

Program Attendance

Library programs and classes are open to the public; however, due to the nature of certain programs, attendance may be limited. For example, some children's programs may be limited based on age.

Further, attendance may be limited based on the occupancy permitted in the room. When occupancy limits must be established, advanced registration may be required. In the cases where advanced registration is not required, the Library may limit the number of people that may attend any program at the door. Attendance will be determined on a first come, first served basis, either with advanced registration or at the door.

Generally, Library programs are free; however, some classes or programs may require a nominal materials fee or require a ticket to be purchased.

Library Staff

Library staff members who present programs or classes do so as part of their regular job and are not hired as outside contractors.

Programming Concerns

The Library welcomes expressions of opinion from guests concerning programming. If a guest questions a Library program, they should first address the concern with the Library Director. Guests who wish to continue their request for review of Library programs may submit the Request for Reconsideration form to the Library Director. Requests for review of programs will be considered in the same manner as requests for reconsideration of Library materials as outlined in the Library's Collection Development Policy.

Guidelines for Selling Books, Recordings, Art or Other Items at Library Programs

With advance approval, program presenters may sell their published work or goods. The program presenter must agree to donate ten percent (10%) of all sales to the Novi Public Library, unless a

registration fee has been charged by the Library to the program presenter. Program presenters are responsible for all transactions. The Library will not provide change or equipment to assist with credit card transactions. Program presenters are responsible for handling all returns or for providing written notice of a no-return policy. Program presenters are not allowed to solicit donations, charge memberships or engage in any other monetary activity exchanged on Library property.

Approved: November 16, 2023

Signed:

Mark Sturing, President
Novi Public Library

HR Committee

Staff committee continues to meet with HR Attorney to review the 1st draft of the HR Policy Manual; edits continue to be made. A plan to present a draft to the Library Board in November 2023 with approval for December 2023 and policies to take effect as of January 1, 2024.

Meeting held on: November 3rd



Committee members met the new HR Specialist, Kristen Sullivan.

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

Currently the full HR Manual is being reviewed by the Attorney with staff revisions noted. 3 meetings are scheduled with HR Board Committee to review all of the HR Policy edits. Hoping to have a draft of the HR Manual to the Library Board in December.

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

Kristen and Julie are looking at the % of retirement for staff versus the City of Novi. The Library's percentage is lower. Also looking at tuition reimbursement opportunities, which the City of Novi offers.

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

Finance Committee- No meeting held

Events/Marketing/Fundraising Committee – November 8, 2023 by Trustee Gurumurthy

Next meetings: November 13 and December 7th



Staff Updates



- Recite Me - Need update
 - It was highlighting a language that was not used in Novi.
 - WE are going to compare the Recite Me stats with Google Analytics
 - French, Hebrew, Gaelic languages are noted
- MyLibro - certain communities still use older version of the app, so they are encouraging everyone to use the most recent version
 - MyLibro team helping improve the user friendliness of the app
 - Dana will get the number of users using the app
 - As App stores all the information, then you can just use it without having to have physical card
- Calendar/Meeting Room software will sunset by the this year, so Dana is looking for evaluating multiple options talking to libraries. The goal is to identify the new application in few months and roll it out by the end of the year. Signed a new contract with the new company - **Library Market**. Cost Savings! Guest driven meeting room sign ups online. Will not be available in the App - Dana will give more update next month
- Julie is working on getting a list of HOAs
 - Library Cards
 - Pitch



Marketing

- Reviewed the Annual Report and provided a number of feedback
- **Marketing Plan** - wait for the Strategic Plan
- Lending Library
 - Through the GIS data analysis, it is necessary to do a postcard to local residents all letting them know that the lending library is there.
- Bring a contest back at the lending library to attract patrons similar to what we did in 2022



Fundraising

- We will be able to focus on this once we have staff available
- Current Split
 - \$10,000.00 - Community Financial - 272
 - \$6,344.57 - general donations 272 account
 - \$3,000.00 - raised in program and event sponsorship
- Julie is working with the Community Financial Organization on leveraging “Accessibility” as the main focus to apply for their grant (\$40K)
- We can come up with a goal for 272 account
- Lending library - future updates
 - Explore an option to get library cards through the kiosk
 - Later we will think about adding a holds pick up unit, once it is used as a library
 - Potentially can add some of these modules in the 3rd and 4th year
- Starting to think about language & story to get additional \$\$ for building
 - Reaching out to ex-senior members who were involved in the campaign of the building
 - Why wasn't the operational money request considered at the time of building money request?



Events

- Board members should look out for “Book Signal” from Julie/staff to help them with any unplanned support they need
- Historical Commission - Event on Nov 11th

From Dana VanOast, Communications Manager:

We've signed on with a new calendar/meeting room vendor called Library Market! We're extremely excited to start working with them.

As A LOT of libraries are also signing on with Library Market, it will take a bit longer for us to get on-boarded. The initial kick-off meeting with them isn't scheduled until the last week of December. They estimate 8 weeks until go-live, putting us at mid-February 2024.

We will continue using the current vendor, Demco, until we're live on Library Market.

Current Library Calendar & Meeting Room Software		
DEMCO Sign-Up/Spaces		
Price Annually	\$5,071.50	
Paid in September 2022, for services 11/1/2022-10/31/2023; they extended our service for no charge through February 29, 2024		
Potential Library Calendar & Meeting Room Vendors		Staff Rating
Assabet		100.5/160 points
Price First Year	\$2,100.00 (\$1,650.00 annual fee + one-time set-up fee \$450)	
Price Annually	\$1,650.00	
Local Hop		136/200 points
Price First Year	\$1,863.00 (\$1,288.00 annual fee + \$399.00 one-time training fee)	
Price Annually	\$1,288.00	
Library Market		181.5/200 points
Price First Year	\$6,500.00 (one-time implementation fee \$2,500.00 & eCommerce set-up fee \$1,500.00 + annual fee \$2,500.00)	
Price Annually	\$2,500.00	
Number of staff involved in the decision process: 10 (from Information Services, Administration & Facilities Departments) Unanimous vote for Library Market as our new vendor.		
Staff provided ratings on each software based on a number of functions/features: Calendar public display, calendar public searching/filtering, calendar patron registration, meeting rooms public bookings, Admin adding events to the calendar, Admin adding meeting room bookings, Admin running reports and Admin general navigation and ease of use.		
Library Market staff have combined library experience of over 50 years.		
Michigan libraries that have Library Market: Troy Public Library Royal Oak Public Library (just signed on) Lake Orion Township Library Saginaw Public Library		

FEATURES

LibraryCalendar

Each instance of LibraryCalendar is customized to meet our clients' specific needs and provide a user-friendly experience for both patrons and staff members. LibraryCalendar comes with two modules which are managed from the same calendar, eliminating room and event conflicts and giving staff a clear picture of events and reservations across the library:

Events - allows your staff to create and manage events with ease. Each department can add and customize its events. Registrations, reports, and automated communications tools provide library staff with a single portal for event and calendar management. Patrons can find, view, and register for events from their desktop, laptop, tablet, or smartphone.

Reservations - enables patrons to see which rooms are available and submit room reservation requests. Emails are automatically sent so that staff can approve reservations.



Events

Staff users can create and customize events by filling out a form with the following options:

- **Administrative Settings:** record internal notes and categories, track attendance, and event status
- **Scheduling:** create all-day, multi-day, or regular hours events; create single events or a series
- **Room:** select location (branch, branch + room, virtual, or offsite) and equipment and room setup as needed
- **Registration:** use a standard form and settings or customize parameters and restrictions
- **Categories:** set main filter categories for age group(s) and program type(s)
- **Details:** select from a library of standard images, descriptions, and disclaimers and/or customize image and details; provide contact information and upload files



Room Reservations

Patrons can request to reserve a room by filling out a form with the following options:

- Accept policy Terms & Conditions
- Schedule based on library rules:
 - Soonest allowed reservation
 - Farthest allowed reservation
 - Longest allowed reservation
 - Shortest allowed reservation
 - Number of reservations allowed in a set period

FEATURES

CONTINUED



Taxonomy Structure

- Select from public rooms, including the ability to request equipment and room setup
- Provide required contact information (name, library card, email/ phone, address, birth date)
- Select organization type and provide 501(c)(3) EIN, if required
- Provide a description of the meeting and notes
- Short forms available by request for specific room types (like study rooms)

Staff administrators can add or edit program types, age groups, rooms, image/description library, and library hours at any time. These taxonomies will populate throughout the LibraryCalendar system rather than needing to be updated in multiple locations. A new event type, for example, will appear automatically in the event creation form and the calendar filters.



Room Equipment & Setups

The LibraryCalendar system can manage room equipment, allowing patrons who are reserving rooms to request laptops, projectors, and other items. Private equipment can also be added for use by staff for events. These items can be tied to individual rooms or shared with validation to ensure no equipment conflicts. Rooms can also be assigned setup options (use our standard icons or provide your own) so that staff creating events and patrons requesting rooms can select a particular room configuration.



Multiple Branch Support

Rooms and events are assigned to branches. LibraryCalendar can accommodate any number of branches and gives staff the ability to add new branches or rooms at any time. Patrons can easily filter events or rooms based on branch location. An additional branch modal tool for selecting preferred locations before viewing the calendar is available for large systems with 10+ branches.

FEATURES

CONTINUED

LibraryCalendar



Staff & Patron Notifications

Automated email notifications can be sent for the following situations:

- The library can send custom email notifications to event registrants at any time.
- The patron receives an email before an event they registered for.
- The patron receives a reminder email before a non-registration event they chose to be notified about.
- The patron receives an email if their registration status is updated (moved up from waitlist, cancellations, etc.)
- The library receives a reminder email when a patron requests a room reservation.
- The patron receives an email when they request a room reservation.
- The patron receives an email when a room reservation request is approved or denied.
- The patron receives a reminder email before a reservation they requested.

Library emails are directed to specific email addresses as requested by the library. You can set custom "trigger" times for reminder emails to send, but they are 24 hours before by default. Email language is standard based on case (aside from custom registrant emails), but custom language can be inserted in most emails globally or per event/reservation. Customizable confirmation pages that are presented to patrons immediately following a registration or reservation request are also available.



Shareable Assets

The Library will be able to share assets from within the CMS to external websites and services via RSS, XML, iCal, or JSON data feeds. Includes multiple query parameters for filtering results. Please note that Library Market cannot guarantee how any third-party code will parse or style feed results.



Patron Interaction

LibraryCalendar offers the following interaction options for public events: Share to Twitter or Facebook, Print, Email, Add to Calendar, and Remind Me.

FEATURES

CONTINUED



Multi-tier Permissions

User accounts can be created by any top-level administrator of LibraryCalendar. Library Market will create a minimum of one top-level administrator during the staff training phase of the project and can add different types of users with levels of granular control, including:

- Staff User who can view calendars and register patrons for events
- Event Creator who can make and edit events and access reports
- Reservations Administrator who can view and approve room reservation requests
- User types are fully customizable for the library's needs.



Event Reporting

Detailed reports are available, including data for Events, Registrations, Reservations, and Room Setup. Export data, bookmark commonly-used reports, and customize what should be available in each report. Some custom reports are available by request.



Fully Responsive, No Apps Needed

All Library Market products are fully responsive, which means that they are mobile and tablet-friendly. Layouts stack vertically on smaller devices, but all of the information is still present, providing a consistent patron experience regardless of their device. It eliminates the need for a secondary calendar app!



Accessibility

LibraryCalendar meets WCAG 2.0 AA compliance criteria. Please note that we are required to use your brand colors in an accessible way that meets or exceeds appropriate color contrast ratios.



Minimum Browser & Device Support

Modern browsers, including Microsoft Edge, Google Chrome, Apple's Safari, and Mozilla Firefox are all supported by Library Market products. Library Market develops in accordance with the standards set forth by the W3C and thoroughly tests our software in all modern browsers.

FEATURES

CONTINUED

LibraryCalendar



Fast & Reliable

LibraryCalendar is configured to offer your staff and patrons a seamless web experience with no lags in response time. The central calendar that controls both events and room reservations is updated in real-time, eliminating scheduling conflicts. We host on Pantheon, a premier containerized environment that offers in-built protection for database failures and server traffic fluctuations.



Support

Library Market's customer service team is available via phone and our email help desk ticketing system. All of our clients will receive periodic updates with new features and improvements to LibraryCalendar as they become available.



Training

Extensive staff training is included with every LibraryCalendar implementation. This includes a minimum of training the calendar administrator on all functions and providing a user manual; additional training for specific staff functions is available as needed.



eCommerce (Optional)

This add-on module allows for online payments through a third-party payment processor. Pass-through API allows payment forms to be placed on LibraryCalendar and stores purchases with a transaction ID. For room reservations, the payment structure is determined by library policy and can include rules for charging based on location, room type, room, organization type, equipment, and hours in use. Additional eCommerce configurations outside these rulesets can be implemented but will be quoted separately and according to an estimated number of hours required for development time. Patrons can make requests and see their calculated charges and will be directed to the payment form through email once the library approves their request. For event registrations, payment functionality, specific charges, and other settings are enabled on a per-event basis. Supported payment processors include Braintree and Square. Please note that waitlist functionality is not available for paid events.

FEATURES

CONTINUED

LibraryCalendar



ILS Integration (Optional)

This add-on module connects LibraryCalendar to patron data using APIs provided by standard ILS systems or SIP2. Integration provides a streamlined user experience for both event registrations and room reservations. Features include:

Forms request patron barcode and PIN at the beginning of registration or reservation and validates account information before allowing registration or reservation:

- Card number exists in system
- PIN matches card
- Card is not expired
- Fines are not above an allowed amount (set by library)
- Card belongs to appropriate home library and/or patron group

Pulls patron contact information from the ILS as available to pre-fill the form fields for:

- Patron name
- Patron phone number
- Patron email address
- Patron birth date

Strategic Planning Committee – No meeting held

Staff Committee met on October 11, 2023 to begin creating the 12-month document. The next staff meeting is scheduled for: November 15th. Other staff have been invited to join the committee as well to ensure staff representation and commitment to the plan and process.

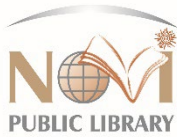
Building & Grounds Committee – No meeting held

Café Update as of 10/18/23:

Café Library July 1, 2021 thru June 30, 2022					
	Revenue:			Expenses:	
	Gross Sales	\$80,033.86		Fees	\$1,989.38
	Returns	-\$122.70		Rent 21-22	\$6,000.00
	Discounts and Comps	-\$465.54		Digital play cost	\$216.00
	Net Sales:	\$79,445.62		Square cost	\$540.00
	Gift card sales	\$2,056.39		Food/Paper	\$37,429.90
	Tax	-\$4,725.50		Labor	\$42,000.00
	Tip	\$0.00		Repairs Turbo Chef	\$1,133.40
	Refunds by amount	-\$100.00			
	Total Revenue:	\$76,676.51		Total Expenses:	\$89,308.68
	Profit/Loss:	-\$12,632.17			

Café Library July 1, 2022 thru June 30, 2023					
	Revenue:			Expenses:	
	Gross Sales	\$133,991.58		Fees	\$3,650.90
	Returns	-\$256.95		Rent 22-23	\$0.00
	Discounts and Comps	-\$714.35		Digital play cost	\$216.00
	Net Sales:	\$133,020.28		Square cost	\$540.00
	Gift card sales	\$4,346.63		Food/Paper	\$73,001.01
	Tax	-\$7,822.44		Labor	\$60,513.21
	Tip	\$0.00		Repairs	\$3,094.53
	Refunds by amount	-\$453.71			
	Total Revenue:	\$129,090.76		Total Expenses:	\$141,015.65
	Profit/Loss:	-\$11,924.89			

- Café contract will be brought to the Library Board at the November meeting for approval.



LEASE AGREEMENT

This Lease and Service Agreement (“Agreement”) is made this _____ day of _____, 2023, by and between Novi Public Library, whose address is 45255 W. Ten Mile Road, Novi, Michigan 48375 (“Library”) and the Novi Community School District, a Michigan general powers school district, organized and operating pursuant to the Revised School Code, MCL 380.1, *et seq.*, whose address is 25345 Taft Road, Novi, MI 48374 (“District”) (individually, a “Party” and collectively, the “Parties”).

WHEREAS, Library is the owner of certain real property in the City of Novi commonly known as the Novi Public Library (the “Leased Premises” or “Library”);

WHEREAS, District desires to use a portion of the Library designated in Attachment A hereto (“Café”) for the educational purpose of providing special education students with life skill training related to food service operations;

WHEREAS, Library recognizes that the District’s educational use of the Café will provide an incidental benefit to its guests;

WHEREAS, Library requires that the Café be operated on a business schedule for the benefit of its guests, but acknowledges District’s determination that such a schedule is outside of the District’s educational need for the Café;

WHEREAS, the District has extensive experience in the food service industry and has the desire and ability to operate the Café when it is not being operated for educational need for the Café and at all other times that Library is open, which allows Library to accommodate District’s educational needs while also ensuring that the needs of its guests are being met during all hours of its operation; and

WHEREAS, Library desires to lease the Café to the District, and Library desires to allow District to operate the Café at all times outside of its educational use, in accordance with the terms and conditions herein.

NOW THEREFORE, the Parties hereto agree as follows:

1. PROPERTY LEASED. Library does hereby lease to District and District does hereby lease from Library, for the Term and upon the terms and conditions set forth in this Agreement, the Café.

2. CONSIDERATION. For the Term set forth in Paragraph 16, District shall pay the Library \$0.00 (“Rent”) for December 1, 2023 – November 30, 2024, and annually re-evaluate sales based on annual reports being submitted by July of each calendar year to look at profit/loss, unless and to the extent reasonably disputed by District in good faith. Late payments shall be subject to interest as set forth in MCL 438.31.

3. DISTRICT'S EDUCATIONAL USE OF THE CAFÉ.

- 3.1 *Purpose.* District intends to use the Café to assist its special education students, within the District's adult transition program, in learning work-based skills, including money management, food preparation, time management, safety, and organization.
- 3.2 *Student Oversight.* District has primary responsibility for its students while engaging in educational programs at the Café.
- 3.3 *Café Employee Assistance.* Café employees agree to assist District during its students' participation in education-related activities in accordance with Paragraph 4.1, below, and otherwise at District's reasonable request. Café employees will comply with all applicable federal, state, and local laws, rules, regulations, and policies in providing assistance to District, including but not limited to, complying with District's Board of Education policies and other requirements about using school-controlled property, confidentiality, and safety.
- 3.4 *Background Checks.* District acknowledges and agrees that any of its agents, employees or representatives who will be at the Café regularly and continuously to perform the duties set forth in this Agreement will be fingerprinted and subjected to criminal history and background checks through the Michigan State Police and Federal Bureau of Investigation, as detailed in MCL 380.1230 *et seq.*, as amended, prior to fulfilling the terms and conditions set forth within this Agreement by presenting themselves, or any of its agents, employees or representatives, for proper fingerprinting and criminal backgrounds checks, or provide written notification to the District and Library that the applicable personnel have previously completed fingerprinting and a criminal history and background check in connection with Café related purposes and consent to the sharing or transferring of the appropriate fingerprinting and criminal history background report from the other Agency in accordance with law. Additionally, the District will at all times during the Term of this Agreement be in compliance with MCL 380.1230, *et seq.*, as amended.
- 3.5 *Relationship.* The Parties acknowledge that the District has a separate and distinct contract for food service management related to the District's school food program ("FSMC Contract"). District warrants that it has sufficient staffing and experience to fully and satisfactorily perform this Agreement. This Agreement will in no manner affect service related to the FSMC Contract. District further warrants that it will not use USDA donated food commodities in fulfilling its obligations under this Agreement, nor will it improperly use any supplies, materials, equipment, facilities, or employees that are limited to school purposes or the FSMC Contract.

4. CAFÉ MANAGEMENT AND OPERATION.

4.1 *During District Use.*

4.1.1 *Educational Purpose.* Library acknowledges District's representation that it has a strictly educational purpose in entering into this Agreement, that District is not a business, and that District cannot operate the Café at the times and service levels typical of a commercial food service provider. The Parties represent that the purpose of involving Compass in oversight of District's operations and during times that District is not using the Café is to ensure that those times and those service levels are being met through its oversight and direct responsibilities as set forth herein.

4.1.2 *Advertising.* Upon request and with at least two weeks advanced notice, Library may assist in creating marketing materials and signage related to the Café. All other advertising materials shall be subject to Library's approval, acknowledging the purpose of this Agreement. District shall not use Library's name or logo, or any variation thereof, in its advertising without Library's prior written approval.

4.1.3 *Library Purpose.* District acknowledges that Library requires a fully-operational, properly run café as a benefit to its guests. Café employees agree to assist District during the District's educational use of the Café to provide a learning environment that is commensurate with a commercial business. District will oversee and manage the Café's operations under this dual purpose. Library and District agree that, during operations for the District's educational purposes, District will ensure that all standards and requirements set forth in Paragraph 4.2.

4.2 *During Other Times*

4.2.1 During times when the Café is not being used for the District's educational purposes, District will also be responsible for managing and operating the Café in accordance with this Paragraph 4.2.

4.2.2 *Hours of Operation.*

4.2.2.1 The hours of business shall be mutually agreed upon by the Parties and determined by staffing availability and need of service. The Parties may agree to have the Café open before the Library opens or afterhours, or during program related events that support the Library and the community. If the Library closes for any reason (weather, holiday, etc.) the Café shall be closed; provided, however, that the Library shall give notice to the District, as soon as reasonably practicable, of any unscheduled closings.

At the time of execution of this Agreement, Library's scheduled days and hours are: Monday – Thursday 10:00 a.m. – 9:00 p.m., Friday and Saturday 10:00 a.m. – 6:00 p.m., Sundays 12:00 p.m. – 6:00 p.m.

Hours of operation shall be prominently displayed in the front window area of the Premises.

District shall determine when the Café will be used for educational purposes and shall keep the Library reasonably informed of this determination.

4.2.2.2 District shall be responsible to maintain adequate personnel at all applicable times for the efficient service of Café customers, and, in general, employ its best judgment, efforts, and abilities to operate the Café in a first-class manner in accordance with all applicable laws, rules, regulations, and Library policies, including but not limited to those of the Oakland County Health Department and the City of Novi.

4.2.3 *Use; Quality of Products for Sale.* District may use the Café only for the purposes set forth in this Agreement and for no other purpose without Library's prior written consent. Baking and cooking of food on the Leased Premises shall not be permitted; however, re-warming of baked products and other appropriate café foods shall be permitted. The Café products sold shall be of the highest quality reasonably available. In particular, District shall provide high-quality coffee products of a class similar to nation-wide top-tier commercial coffeehouse chains. Library shall approve, and reserves the absolute right to reject, in its sole discretion, the proposed provider of coffee products.

4.2.4 *Stock and Manner of Sales.* District agrees to carry in stock the merchandise advertised for sale at all times during the Scheduled Times. District further agrees that it will clearly mark all goods for sale and will maintain prices consistent with industry standards.

4.2.5 *Designated Areas.* Food and beverages are allowed in designated areas of the Library. Closed containers for liquids and food are required to be provided by District. District shall be responsible for the maintenance and cleaning of the Café, including bussing any refuse resulting from the operation of the Café.

4.2.6 *Access.*

4.2.6.1 All deliveries related to the operation of the Café must use the staff entrance/loading dock and not the main entrance area. Vehicles are not to be permanently parked in the staff entrance/loading dock area.

4.2.6.2 Customers of the Café shall enter through the Library's main entrance. Café employees shall enter the Leased Premises through either the public

entrance and/or the staff entrance based on need. Library will determine staff entrance privileges.

4.2.7 *Catering/Food Service.* District shall have the right to offer food service, beverage service, and catering to users of the meeting room areas, as well as guests of the Library. If applicable, information about catering will be supplied for marketing and promotional purposes. Use of open flame and chafing dishes for catering services may be permitted as long as one employee is present at all times during use.

4.2.8 *Protection of Person and Property.* District shall be responsible for initiating, maintaining, and providing supervision of safety precautions and programs in connection with the performance of food and beverage services at the Café. District shall refrain from loading the floors, electrical system, plumbing systems, or heating, ventilating and air conditioning systems beyond the point considered safe or appropriate by a competent engineer or architect, and shall refrain from using electrical, water, sewer, HVAC and plumbing systems in any improper way. District shall use grease traps and other drain protection devices as may be deemed necessary to protect the drainage, sewer and plumbing systems. Library, at its sole cost, will arrange for annual cleaning of such systems to comply with health and safety regulations. District shall not permit hazardous substances to be located at or adjacent to the Library, or to be generated, treated, stored, disposed of or otherwise deposited at or adjacent to the Library, except with the prior written approval of Library and as may be reasonably needed for ordinary maintenance and operation.

4.2.9 *Overseeing Staffing.* District shall be responsible for the hiring and termination of its employees and shall provide its employees with workspace, uniforms, and equipment at District's expense and in its sole discretion.

4.3 *Generally.*

4.3.1 *Compliance with Library Rules; Standards of Conduct.* District and employees will at all times be governed by and shall observe all rules prescribed by Library in the Library's Guest Behavior Policy. Employees will alert the Library staff to any guests failing to conduct themselves appropriately or in compliance with the Library Rules. Library staff will enforce Library Rules in Café area as needed.

4.3.2 *Licenses and Permits.* District shall be responsible for obtaining all appropriate licenses and permits necessary to operate the Café in compliance with all federal, state, and local laws and regulations, and to provide proof of the same upon written request of Library.

4.3.3 Use of the Library's photocopier machine is restricted to Café related business and marketing only.

- 4.4 *Responsibility and Consideration.* The Parties acknowledge that District shall be responsible to directly oversee and operate the Café, which provides a benefit to the Library, and to assist the District in its educational use of the Café, which provides a benefit to the District. Revenues collected from the sales of the Café will be retained by District. Café employees shall be entitled to receive and keep any gratuity amount paid or given by customers.

5. RELATIONSHIP OF PARTIES. It is agreed that the relationship between Library and District is cooperative, in accordance with MCL 380.11a (4), in furtherance of the District's general powers to educate pupils. It does not create a relationship of employment. Furthermore, except as expressly set forth in this Agreement, no Party is authorized to enter into or sign any agreements on behalf of another Party or to make any representation to third parties that are binding upon another Party.

6. UTILITIES.

- 6.1 *General.* Library agrees to furnish, at its sole cost, all utilities adequate and reasonable for the Leased Premises, at least as necessary for reasonable use and operation of the Café. The Library acknowledges that the Café's operation requires access to water and electricity. The Parties also acknowledge that the Café is merely a portion of the Library and is not equipped with separate HVAC.
- 6.2 *Metered Services.* District shall be responsible for all telephone charges incurred upon its dedicated line, and any other separately metered services.
- 6.3 *Wi-Fi.* Library will furnish, at its sole cost, Wi-Fi and provide a password to access the internet. If the Library plans to change the Wi-Fi password, the Library will notify and provide the new password to the District at least five (5) days before that change.

7. TAXES AND SPECIAL ASSESSMENTS.

- 7.1 *Tax Exempt.* Both Library and District are tax exempt entities and District shall not be required to pay any real or personal property tax related to this Agreement.
- 7.2 *Sales Taxes.* District is solely responsible for all sales taxes concerning the sale of food and beverages within the Library, if any.
- 7.3 *Personnel Taxes.* As an independent contractor, District is solely responsible for making all requisite employee-employer tax filings, deductions, and payment to the appropriate federal, state, and local tax authorities for and on behalf of all persons contracted by the District.

8. DAMAGES AND INJURIES. Each Party will be solely responsible for the actions or omissions of its employees and agents, which include any actions or omissions that cause (1)

damage or injury to the Café; and/or (2) any damage or injury to Leased Premises property or injury to a person related to this Agreement.

9. INSURANCE.

9.1 *General Insurance.* District shall obtain and maintain insurance in such amounts as are set forth on Attachment C hereto. Said insurance shall cover all hours of operation and shall be obtained from a business authorized to do business in the State of Michigan and kept in force during the Term of this Agreement. Upon written request, a certificate of insurance shall be provided to the Library. Library shall be named as an additional insured under such insurance, such coverage to be primary and non-contributory. The Library expressly acknowledges that the failure by District to comply with this provision shall be a default subject to termination under Section 16.2(3). Alternatively, at the Library's option, if District fails to provide the required insurance, the Library may provide such insurance and charge the cost to District. Upon Districts' failure to pay such cost, and notwithstanding any other provision of this Agreement, the Library may terminate this Agreement upon seven (7) days' written notice.

9.2 *Worker's Compensation Coverage.* District will maintain worker's compensation insurance, as required by state law, covering its respective employees.

10. ACCEPTANCE OF PREMISES. District's execution of this Agreement shall constitute an acknowledgement by District of its acceptance of the Café in its "as is" condition.

11. ALTERATIONS. No improvements, alterations, additions, or physical changes shall be made on the Leased Premises by District without the prior written consent of Library, which consent Library may withhold in its sole discretion.

12. CHANGES BY LIBRARY. Library reserves the absolute right at any time and from time to time to make changes or revisions in the Library, including changes to the layout of the Library, changes to the parking lot, driveways, signs, landscaping, and sidewalks, and by making additions to, subtractions from, or rearrangements of, the improvements in the Library. Library must inform the District ten (10) days prior to making any changes or revisions to the Leased Premises that may interfere with District's operation of the Café and, particularly, with its educational program.

13. INDEMNIFICATION.

13.1 *Indemnification by District.* To the fullest extent permitted by law, District shall hold Library harmless from any and claims, suits, demands, judgments, or causes of action made against Library, its officials, employees, agents, or volunteers for the negligent or intentionally wrongful actions of District's officers or employees arising from or in connection with the performance of this Agreement.

Nothing in this Agreement is intended, nor shall it operate, to diminish, delegate, divest, impair, or contravene any constitutional, statutory, and/or other legal right, privilege,

power, obligation, duty, capacity, immunity or character of office including, but not limited to, governmental immunity on behalf of a Party or any of its agents.

14. DESTRUCTION AND CONDEMNATION

14.1 Condemnation. In the event Library receives notification of any condemnation proceedings affecting the Leased Premises, Library will immediately provide notice of the proceedings to District. If a condemning authority takes title to the entire Leased Premises, or a portion sufficient, in District's reasonable determination, to render the Leased Premises unsuitable for the operation of the Café, this Agreement will terminate as of the date the title vests in the condemning authority. The District will be entitled to pursue their own separate awards in the condemnation proceedings, which for District may include, if applicable, the value of its interest in the Leased Premises, moving expenses, prepaid Rent, and dislocation expenses. District will be entitled to reimbursement of any prepaid Rent on a prorated basis.

14.2 Destruction. In the event the Leased Premises is wholly or partially destroyed by fire, or other casualty through no fault of District, as well as their employees and/or agents, resulting in District inability to operate the Café, Library shall provide District with written notice within fifteen (15) days of the occurrence indicating whether Library intends to repair or rebuild the Leased Premises. Such notice will provide Library's intentions regarding the repairing or rebuilding of the Leased Premises and whether Library is able to repair or rebuild within sixty (60) days of the date of the occurrence. In the event that Library indicates that Library is able and will repair or rebuild after the occurrence with a reasonable belief that such repair or rebuild can be completed within sixty (60) days of the occurrence, this Agreement will continue and District's obligation to pay Rent will abate as to the entire Leased Premises. If Library indicates that it cannot repair the Leased Premises as mentioned or fails to give any notice, unless otherwise agreed by the Parties, the Agreement shall terminate and none of the Parties shall have any further obligation hereunder.

15. QUIET POSSESSION. Library covenants to District that it has the right to execute this Agreement for the Term set forth herein and that it will put the District into quiet possession of the Café, free from all encumbrances, liens or defects in the title for the full Term of this Agreement and any extensions thereof.

16. TERM AND TERMINATION.

16.1 Term. The Agreement shall be for a term of one year, commencing on the Effective Date.

16.2 Termination. The Agreement may be terminated:

(1) If the District so agree in writing;

(2) By any of the Parties, upon 180 days' written notice to the other Party;

(3) Upon a Party's failure to comply with any of its obligations to another Party under this Agreement, if notice of default is provided to all Parties in writing and such default is not cured within ten (10) business days of such notice.

(4) Upon Library's reasonable determination that the Café is not being operated at the times and service levels typical of a commercial food service provider. In such event, Library may terminate the Agreement upon thirty (30) days' written notice, or upon the conclusion of the then-current school semester, whichever is later.

(5) If operation of the Café is discontinued for a period in excess of seven (7) days. In such event, Library may terminate the Agreement upon seven (7) days' written notice. The Library may, at its sole discretion, determine to extend the time for termination until the end of the then-current school semester.

Upon termination, all rights of District to occupy or use the Café will cease, and District and their respective officers, agents and employees shall vacate the Café. Termination of this Agreement will not prevent or interfere with any Party's ability to recover from another Party for breaching this Agreement or otherwise. Without limiting the breadth of the foregoing, Library may also recover any Rent, as defined below, from District for months the District occupied the Café before termination. District agree to deliver the Café to Library at the end of the Term of this Agreement, or of any extension thereof, without further demand or notice, and in as good order and repair as it is on the Effective Date, allowing for reasonable wear and tear, unless the damage to the Leased Premises is attributable to the Library or its employees, agents, or invitees.

17. SUCCESSORS AND ASSIGNS. The covenants and terms of this Agreement shall be binding upon and inure to the benefit of the successors and assigns of the Parties hereto. Notwithstanding the foregoing, a Party shall not assign any portion of this Agreement without the written consent of the other Parties. Consent to any assignment under this Agreement shall be limited to that stated in such written consent and shall not constitute a release, waiver, or consent to any other assignment.

18. NO WAIVER. The failure of any Party to enforce any covenant or condition of this Agreement shall not be deemed a waiver of that covenant or condition or of the right of a Party to enforce any other covenant or condition of this Lease. No provision of this Agreement shall be deemed to have been waived unless such waiver is in writing and signed by the waiving Party.

19. NOTICES. All notices, bills, and statements shall be in writing, and shall be deemed to have been given if either delivered personally or mailed by certified or registered mail to District at District's address and to Library at Library's address, as first stated above. A Party may change its address for such notices by giving written notice of those changes to the other Parties.

20. ENTIRE AGREEMENT. This Agreement contains and fully integrates the entire agreement between the Parties and shall not be modified in any manner except by an instrument

in writing executed by the Parties. If any term or provision of this Agreement or its application to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law, unless removal of any such term materially changes the basic intent of this Agreement.

21. CONDITIONS PRECEDENT. This Agreement shall not be effective or enforceable until approved by Library’s Board of Trustees and District’s Board of Education.

22. EXECUTION IN COUNTERPARTS. This Agreement may be executed in counterparts, including facsimile transmissions, each of which shall be deemed an original.

23. NONDISCRIMINATION. District agree not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, due to race, color, religion, sex, national origin, pregnancy, age, height, weight, disability, marital status or veteran status. Breach of covenants recited in this Paragraph shall be regarded as a material breach of this Agreement.

24. EFFECTIVE DATE. The Effective Date of this Agreement shall be the date upon which the last of the Parties signs below.

NOVI PUBLIC LIBRARY,

**NOVI COMMUNITY SCHOOL DISTRICT,
a Michigan general powers school district**

By: _____

By: _____

Its: _____

Its: _____

Dated: _____

Dated: _____

Bylaw Committee – Meeting held October 9, 2023

Meeting with the Attorney to discuss edits to the Bylaws. There is a need to ask Council for a change in the appointment process for the Library Board, asking for a December appointment timeframe annually, which will then allow for new members to get on-boarded, learn about the Library Board processes and sworn in by March. The City Clerk will bring this information to Council in November.

Information provided by Trustee Bartlett:

Board Proposal 1 - By-laws House-keeping -

These are topics that should have been cleaned up in the by-laws and have been modified to address the way's we do business, current procedures, and best practices here I would include:

Article 1 Changes

Article 4 - Sections 7-8-9 - Dealing with Roberts Rules of Order and Audience participation. (and re-ordering of sections)

Article 5 - DEI committee

Board Proposal 2 - By-Laws relating to office terms - Council reappointment

All topics related to the change in office and selection of board members. This would focus the discussion on the changes relating to the new appointment schedule for City Council, the ability to orient new members to the board and getting them ready for March. This is the first chance to educate the board regarding new City Council procedures.

Article 2 - All modifications with the exception of Section 6.

Article 3 - Section 2

Board Proposal 3 - Secretarial changes. Separated discussion of the secretarial duties.

Article 2 Section 6. This section is unchanged. But it had been changed informally. We have a library board that has operated under a different procedure for going on 20 months. Library staff who implemented the old system are not on staff. We somehow need to annotate in this section that WE ARE changing the status quo.

Article 4 - Minutes section.

**BYLAWS OF THE CITY OF NOVI LIBRARY BOARD
NOVI PUBLIC LIBRARY**

**Article I
Identification**

The official name of this body shall be the City of Novi Library Board, and it shall be referred to herein as the "Library Board". The authority of the Library Board is established and defined under Chapter 16 of the Novi City Charter, Chapter 19 of the City of Novi Code of Ordinances, and Act Number 164 of the Public Acts of Michigan of 1877 as amended. The Library Board will exercise the powers and assume the duties granted or assigned to it under said statute and ordinances.

**Article II
Membership**

Section 1. Appointments and Terms of Office. The City of Novi Library Board shall consist of seven (7) members (a "member" or a "trustee"), appointed by the Mayor, with the approval of the City Council. Members shall serve terms of three (3) years each and shall hold office until their respective terms have expired and their successors have been duly appointed and qualified, or until they earlier resign.

Section 2. Meeting Attendance. Members shall attend all regular and special meetings of the Library Board. The Library Board may request the City Council to remove any member for neglect of duty who has two successive unexcused absences from regular or special meetings. An unexcused absence is one in which the Board member failed to notify the Library in advance of an anticipated absence

Section 3. Vote. Each Board member shall have one vote on any question being considered. Votes may only be cast in person, and Board members may not grant proxies to other Board members.

Section 4. Compensation. Members of the Board shall serve without compensation.

Section 5. Resignation. Resignations from the Library Board shall be submitted in writing to the Mayor and the City Council and shall be automatically effective upon delivery without need of acceptance.

Section 6. Vacancies. In the event of a vacancy on the Board, the Library Board will await appointment by the Mayor with the approval of City Council within the next appointment cycle.

Section 7. Student Representatives. The Mayor of the City of Novi may appoint two student representatives to attend all open meetings of the Library Board. The student representatives will act as liaison between the Library and student organizations of the schools in which they attend and will advise the Board and Library staff concerning youth and teen issues that are pertinent to the Library. Students serve ex-officio, as non-voting members of the Library Board. Appointment cycle runs January – December, serving two terms based on positive attendance records and engagement. (Refer to Resolution Regarding Terms of Youth Council Members and Appointment to Other Boards and Commission – August 8, 2016). Student Representative must be a resident of Novi, Michigan.

Article III Officers

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the April annual meeting of the Library Board or if adjourned or cancelled, at the next regularly scheduled meeting of the Library Board. No member shall hold more than one office at a time.

Section 2. At least one month prior to the annual meeting, the secretary shall present a slate of officers to the board for consideration. Additional nominations may be made by any member from the floor at that time.

Section 3. Officers shall serve until the next annual meeting and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, call special meetings and authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on Library funds (except at times that the Library funds are administered by the City of Novi), and generally perform all duties associated with the office of president.

Section 5. The vice president shall act as the president in the absence of the president. In the event of a vacancy in the office of president the vice president shall assume the office of president for the remainder of the president's unexpired term. The vice president shall perform such other duties as may be assigned by the president.

Section 6. A member of the Library staff designated by the Library Director shall be assigned to keep true and accurate minutes of all open meetings of the Board and shall issue and post notice of all regular and special meetings. The secretary shall perform the foregoing duties in the absence of Library staff and shall perform such other duties as are generally associated with the office of secretary.

Section 7. The treasurer shall make monthly reports to the Board showing in summary detail the amount and investment of, and additions to and disbursements from the Library funds.

Section 8. In case of a vacancy in any office other than the office of president, the vacancy shall be filled by vote at the next regular meeting of the Library Board after the vacancy occurs.

Section 9. In the event that the Library Board fails, refuses or is otherwise unable to fill any office, officers shall be automatically appointed with the eligible members with the most seniority

filling the offices in the order of president, vice president, treasurer and secretary. Seniority is measured from the date and time of the member was first sworn in as a member of the Library Board.

Article IV Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meetings. An annual meeting for the purpose of the election of officers shall be held at the time of the regular meeting in April of each year or at the next regular meeting thereafter if the regular meeting in April does not occur. The President shall schedule a meeting at least once each year for the purpose of setting annual goals.

Section 3. Agendas and Notices. The order of business for regular meetings shall be according to an agenda that shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. The agenda shall be transmitted to Board members at least two days prior to the meeting. The agenda will provide time for public participation. The agenda may be amended by action of the Library Board during Library Board meetings.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted in the Library.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of a majority of the members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. The purpose of the meeting shall be stated in the notice of the meeting.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of a majority of the members of the Board.

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with the Michigan Open Meetings Act, PA 267 of the Public Acts of 1976.

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board. The Library Board may appoint a parliamentarian.

Section 9. Public Participation. Members of the public may address the Board at any of its regular or special meetings, as provided for in the Open Meetings Act. Public comment is limited to five minutes per person and an individual may only speak once per meeting.

The president will present the following public comment guidelines prior to inviting guests to speak:

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the five minute time limit. This is not a question-answer session, therefore, Library Board members will not respond to questions. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees.

Guests will be required to state their full name and address.

Section 10. Broadcast and Recording. Meetings of the Board shall be broadcast by a media generally available to the citizens of the City of Novi unless broadcast facilities are unavailable, inoperable or if it is otherwise impractical for broadcast to occur. Visual/audio recordings of all meetings shall be available at the Library and on the Library's internet site for a period of time determined by the Library Director but not less than 3 months after the meeting. Closed meetings shall not be broadcast or recorded.

Article V Committees

Section 1. Standing Committees. The following committees: Finance Committee, Human Resources Committee, Events/Marketing/Fundraising Committee, Strategic Planning Committee, Building/Landscaping Committee and Policy Committee and a chairperson for each shall be appointed by the president promptly after the annual meeting.

Section 2. Powers. Committees shall make recommendations to the Board as pertinent to Board meeting agenda items and no committee shall have other than advisory powers.

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special circumstances shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed.

Section 4. Board committees may be appointed by the President and may also consist of Novi citizens, Library staff and other qualified resource persons or experts.

Article VI Duties of the Board of Trustees

Section 1. Responsibility for the operation of the Novi Public Library is vested in the Library Board. Subject to State law and City ordinance, the Board has the power and duty to determine the policies, rules and regulations governing Library operations and services.

Section 2. The Library Board shall select, appoint and supervise a Library Director. The Library Board shall annually review the performance of the Library Director and set the salary and benefits of the Library Director.

Section 3. The Library Board shall adopt and approve a budget for each fiscal year.

Section 4. The Library Board shall have exclusive control of the expenditure of all monies collected, donated or appropriated for the library fund and shall approve all library expenditures. The Board may delegate administration of any Library funds to the City of Novi.

Section 5. The Library Board regularly reviews various physical and building needs to see that they meet the requirements of the overall library program.

Section 6. The Library Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Library Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Library Board shall approve and submit an annual report of the operations of the Library to the Novi City Council.

Article VII Library Director

The Library Director shall be the chief officer of the Library and shall be responsible for the implementation of the rules and policies established by the Library Board. The Library Director shall be responsible for the day-to-day management and operation of the Library. The Library Director shall act as an advisor to the Board. The Library Director shall attend all Board meetings unless excused for good cause, and may be excused from closed sessions other than any closed session to review the performance of the Library Director, and shall have no vote.

Article VIII Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Novi Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a financial interest.

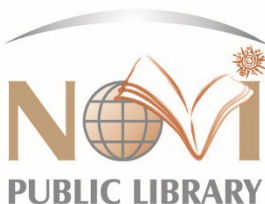
Section 3. A board member may not receive anything of value that could reasonably be expected to influence a vote or other official action.

Article IX
General

Section 1. An affirmative vote of the majority of all members of the Board present at a meeting at which a quorum is present shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any notice permitted or required to be given by these Bylaws may be given by personal delivery, first class mail, or by e-mail transmission. In the case of first class mail, then notice shall be deemed to have been given on the date of the postmark. It is the responsibility of each member to keep the Library Director informed of their current and accurate contact information.

Section 3. These bylaws may be amended at any regular meeting of the Library Board by majority vote of all members of the Board, provided that notice of the proposed amendment shall have been given to all members at least ten days prior to the meeting at which such action is proposed to be taken.



Draft as of October 26, 2023; Committee and Attorney Reviewed.

BYLAWS OF THE CITY OF NOVI LIBRARY BOARD NOVI PUBLIC LIBRARY

Article I Identification

The official name of this body shall be the City of Novi Library Board, and it shall be referred to herein as the "Library Board". The authority of the Library Board is established and defined under Chapter 16 of the Novi City Charter, Chapter 19 of the City of Novi Code of Ordinances, and Act Number 164 of the Public Acts of Michigan of 1877 as amended. The Library Board will exercise the powers and assume the duties granted or assigned to it under said statute and ordinances. All meetings and business of the Novi Public Library shall be conducted in accordance with the Michigan Open Meetings Act (Act No. 267 of Public Acts of 1976 as amended, MCL 15.261-15.275).

The Library Board has the responsibility of championing the cause of intellectual freedom, which includes fighting censorship efforts.

Article II Membership

Section 1. Appointments and Terms of Office. The City of Novi Library Board shall consist of seven (7) members (a "member" or a "trustee"), appointed by the Mayor, with the approval of the City Council. Members shall serve terms of three (3) years each and shall hold office until their respective terms have expired and their successors have been duly appointed and qualified, or until they earlier resign.

Section 2. Meeting Attendance. Members shall attend all regular and special meetings of the Library Board. The Library Board may request the City Council to remove any member for neglect of duty who has two successive unexcused absences from regular or special meetings. An unexcused absence is one in which the Board member failed to notify the Library in advance of an anticipated absence

Section 3. Vote. Each Board member shall have one vote on any question being considered. Votes may only be cast in person, and Board members may not grant proxies to other Board members.

Section 4. Compensation. Members of the Board shall serve without compensation.

Section 5. Resignation. Resignations from the Library Board shall be submitted in writing to the Mayor and the City Council and shall be automatically effective upon delivery without need of acceptance.

Section 6. Vacancies. In the event of a vacancy on the Board, the Library Board will await appointment by the Mayor with the approval of City Council within the next appointment cycle.

Section 7. Student Representatives. The Mayor of the City of Novi may appoint two student representatives to attend all open meetings of the Library Board. The student representatives will act as liaison between the Library and student organizations of the schools in which they attend and will advise the Board and Library staff concerning youth and teen issues that are pertinent to the Library. Students serve ex-officio, as non-voting members of the Library Board. Appointment cycle runs January – December, serving two terms based on positive attendance records and engagement. (Refer to Resolution Regarding Terms of Youth Council Members and Appointment to Other Boards and Commission – August 8, 2016). Student Representative must be a resident of Novi, Michigan.

~~Section 8. Reappointments. a member is reappointed by the Mayor with the approval of City Council, that member can complete their current officer and committee assignments after taking their oath of office with the City Clerk.~~

Article III Officers

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the **March** annual meeting of the Library Board or if adjourned or cancelled, at the next regularly scheduled meeting of the Library Board. No member shall hold more than one office at a time.

Section 2. **In the agenda packet for the annual meeting,** the secretary shall present a slate of officers to the board for consideration. Additional nominations may be made by any member from the floor at that time.

Section 3. Officers shall serve until the next annual meeting and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, call special meetings and authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on Library funds (except at times that the Library funds are administered by the City of Novi), and generally perform all duties associated with the office of president.

Section 5. The vice president shall act as the president in the absence of the president. In the event of a vacancy in the office of president, the vice president shall assume the office of president for the remainder of the president's unexpired term. The vice president shall perform such other duties as may be assigned by the president.

Section 6. ~~The secretary will keep accurate minutes of all open meetings and actions of the Board for approval at the next board meeting.~~ A member of the library staff designated by the Library Director shall be assigned to keep ~~and~~ accurate minutes of all meetings of the Board ~~and in the absence of the secretary. The Library Director or designated staff member~~ shall issue and post notice of all regular and special meetings. **The designated employee will be compensated for performing library board secretarial duties as it is seen as duties above and beyond general work related duties.** The **library board** secretary shall perform the foregoing duties in the absence of library staff and shall perform such other duties as are generally

associated with the office of secretary. ~~The secretary may be called upon to perform other correspondence duties for the Library.~~

Section 7. The treasurer shall make monthly reports to the Board showing in summary detail the amount and investment of, and additions to and disbursements from the Library funds.

Section 8. In case of a vacancy in any office other than the office of president, the vacancy shall be filled by vote at the next regular meeting of the Library Board after the vacancy occurs.

Section 9. In the event that the Library Board fails, refuses or is otherwise unable to fill any office, officers shall be automatically appointed with the eligible members with the most seniority filling the offices in the order of president, vice president, treasurer and secretary. Seniority is measured from the date and time of the member was first sworn in as a member of the Library Board ~~and has been serving continuously.~~

Section 10. ~~At the meeting prior to City Council Board appointment, the secretary will prepare a list of members whose term of office is expiring, the office they hold, and positions affected by reappointment.~~

Article IV Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board. ~~at its annual meeting.~~

Section 2. Annual Meetings. An annual meeting for the purpose of the election of officers shall be held at the time of the regular meeting in **March** of each year or at the next regular meeting thereafter if the regular meeting in **March** does not occur. The President shall schedule a meeting at least once each year for the purpose of setting annual goals.

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Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted in the Library. ~~Library staff shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer. Library staff shall make approved minutes available for public inspection within 5 business days after the meeting at which the minutes are approved by the Board.~~

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of a majority of the members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. The purpose of the meeting shall be stated in the notice of the meeting.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of a majority of the members of the Board.

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with the Michigan Open Meetings Act, PA 267 of the Public Acts of 1976. **Moved to the top introduction paragraph**

Section 8. Parliamentary Authority. The rules contained in Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board. The Library Board may appoint a parliamentarian.

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The president will present the following public comment guidelines prior to inviting guests to speak:

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the **five three (3) minute time limit**. This is not a question-answer session, therefore, Library Board members will not respond to questions. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees. **All issues must be addressed to the Library Board, not to individual board members.**

Guests will be ~~required~~ **asked** to state their full name and address.

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Article VI

Duties of the Board of Trustees

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Article VIII Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Novi Public Library in which they have a direct or indirect financial interest.

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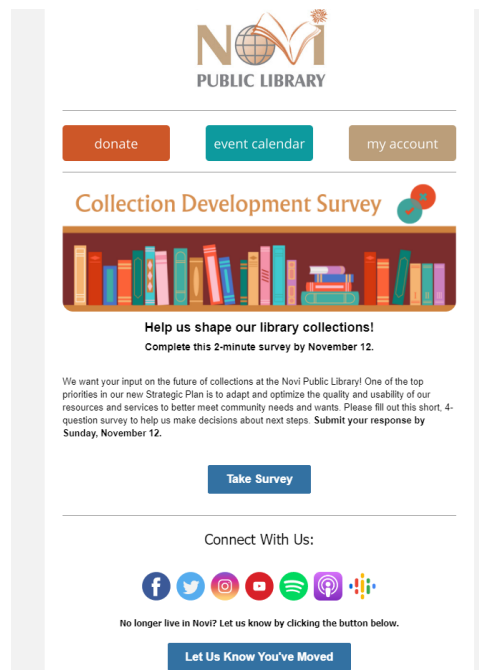
DEI Committee – Meeting held on November 7, 2023 by Trustee Dooley

- * Collections Policy is passed.
- * Brand new programming policy in review currently by the board
- * Staff did an Autism training in October, staff is working together to build related programming and initiatives
- * Wayfinding and signage improvements are being looked into
- * Survey is out on getting feedback from the community on stickering, etc., the committee will review data at the next committee meeting
- * The director has asked the city to do GIS data info to see where our Novi cardholders live - we want to see where there are gaps in service and how we can keep encouraging and getting people access to our resources
- * Human Library is being investigated to bring to Novi
- * Wayne state has Exile to Motown exhibit - the library is investigating getting people from Novi to go see it - it is about the Japanese American story in Detroit

Board response to Christian stickers at NPL, provided at the Library Board meeting on 10/26/23:

We reviewed the issue from a legal and operational perspective. In our opinion, the sticker is not directing the public to books with Christian themes, but is merely making those books more easily identifiable to those who look for them. The Library did not initiate the process, but used the stickers in response to requests from the public. This is a similar process with use for other types of topics, so we are applying the same policies as we are using for other stickers to all types of subjects and not singling out religious or other topics.

Next DEI Committee Meeting is Monday, Dec 11



NOVI PUBLIC LIBRARY

donate event calendar my account

Collection Development Survey

Help us shape our library collections!
Complete this 2-minute survey by November 12.

We want your input on the future of collections at the Novi Public Library! One of the top priorities in our new Strategic Plan is to adapt and optimize the quality and usability of our resources and services to better meet community needs and wants. Please fill out this short, 4-question survey to help us make decisions about next steps. Submit your response by Sunday, November 12.

[Take Survey](#)

Connect With Us:

No longer live in Novi? Let us know by clicking the button below.

[Let Us Know You've Moved](#)



LIBRARY CLOSINGS 2023

- SUNDAY, JANUARY 1 (New Year's Day) **H**
- SUNDAY, APRIL 9 (Easter Sunday) **H**
- SUNDAY, MAY 14 (Mother's Day)
- SUNDAY, MAY 28 (Sunday of Memorial Day Weekend)
- MONDAY, MAY 29 (Memorial Day) **H**
- SUNDAY, JUNE 18 (Father's Day)
- MONDAY, JUNE 19 (Juneteenth) **H**
- TUESDAY, JULY 4 (Independence Day) **H**
- FRIDAY, AUGUST 18 (Staff In-Service Day)
- SATURDAY, SEPTEMBER 2 (Saturday of Labor Day Weekend)
- SUNDAY, SEPTEMBER 3 (Sunday of Labor Day Weekend)
- MONDAY, SEPTEMBER 4 (Labor Day) **H**
- FRIDAY, OCTOBER 20 (Friends Event closing at 5 p.m.)
- WEDNESDAY, NOVEMBER 22 (Wednesday before Thanksgiving, close at 5 p.m.)
- THURSDAY, NOVEMBER 23 (Thanksgiving Day) **H**
- FRIDAY, NOVEMBER 24 (Day after Thanksgiving)
- SATURDAY, DECEMBER 23
- SUNDAY, DECEMBER 24 (Christmas Eve Day) **H**
- MONDAY, DECEMBER 25 (Christmas Day) **H**
- SATURDAY, DECEMBER 30
- SUNDAY, DECEMBER 31 (New Year's Eve Day) **H**
- MONDAY, JANUARY 1, 2024 (New Year's Day) **H**

LIBRARY BOARD MEETINGS

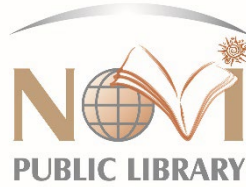
FOURTH THURSDAY OF EACH MONTH AT THE NOVI CIVIC CENTER @ 7:00 P.M.

Except: Nov. 16th, Dec. 21st – due to holidays

H – Paid Holiday for Employee

Approved by Library Board 6/23/2022; Updated 6/27/22

As of May 25, 2023 Library Board approved closing on Sundays June 18th – September 3, 2023



LIBRARY CLOSINGS 2024

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

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

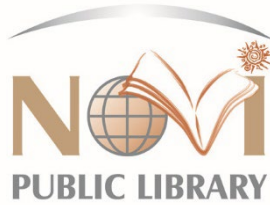
LIBRARY BOARD MEETINGS

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

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

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

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



Library Board Calendar

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

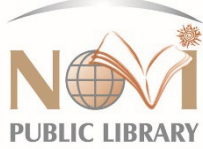
2023

January	Budget Planning Sessions at NPL: Thursday, January 12 th at 5:30pm and Saturday, January 21 st at 10:00am, Novi Public Library
January 26	Library Board Regular Meeting, Council Chambers 2023-2024 Budget approval and Library Director Mid-Year Review
February 16	Library Board Regular Meeting, Novi Public Library (Change due to conflict for Director)
March 23	Library Board Regular Meeting, Council Chambers
April 23-29	National Library Week – Theme: There's More to the Story
April 27	Library Board Regular Meeting, Council Chambers (Slate of Officers & Board Elections)
May 25	Library Board Regular Meeting, Council Chambers (Committee Appointments)
June 22	Library Board Regular Meeting, Council Chambers Library Director Annual Review
July 27	Library Board Regular Meeting, Council Chambers
August 18	Staff In-service, Library Closed
August 24	Library Board Regular Meeting, Council Chambers
September 28	Library Board Regular Meeting, Council Chambers
October 26	Library Board Regular Meeting, Council Chambers
November 16	Library Board Regular Meeting (Thursday), Novi Public Library ** 1 week in advance due to the holiday
December 21	Library Board Regular Meeting (Thursday), Novi Public Library ** 1 week in advance due to the holiday

Friends Board Meeting: second Wednesday of the month, 2 p.m. at the Library.

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

Approved August 24, 2022



Library Board Calendar

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

2024

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

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

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

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