



Agenda

Novi Public Library Board of Trustees
 Thursday, June 11, 2026
 at 7:00 p.m.
 Location: City of Novi, Council Chambers

Mission: Cultivate Learning, Inspire Creativity, Foster Inclusivity

Call to Order by President, Mark Sturing

Pledge of Allegiance

Roll Call by Secretary, Karla Halvangis

Trustees: Bartlett, Burke, Dooley, Halvangis, Sturing and Yu

Approval of Agenda.....1-3

Consent Agenda

- 1. Approve Minutes of: May 14, 2026 –Regular Board Meeting4-14
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#663) 15-17

Presentations

- 1. Ian Duncanson - MSUFCU for the check presentation for \$10,000..... 18

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

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- 2. President's Report (Mark Sturing)
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 - D. Reflections from Board Members
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 - A. 10 Year Financial Projection General Fund 27123
 - B. 2025-2026 Library Fund Budget 271- includes 4th Quarter Adjustments 24-27
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G. Marketing and Community Promotion Report (Dana VanOast)	55
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J. Friends of Novi Library – Agenda: 5/13/26; E-newsletter: June 2026	73-75
K. City of Novi Historical Commission – Minutes: 3/18/26	76-78

Public Comment – see language above to be recited

Committee Reports

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

 - Meeting held: 6/9/26 for 1st Draft review of several public policies..... 79-108
- HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: Dooley, Halvangis, OPEN, Staff Liaisons – Julie Farkas and Kristen Sullivan, HR Specialist)

 - Meeting held: May 12, May 26 and June 3..... 109-119
 - ACTION: Approve closing the Library on Sundays July 5th and July 19th
- Building & Grounds Committee:** Review Building, Grounds and IT infrastructure needs
(Chair: Sturing, Halvangis, Yu (Staff Liaison – Julie Farkas, Maryann Zurmuehlen and Jeff Smith)

 - ACTION: Approve the Main Entrance Door Project Bid 120-121
 - Meeting held: 6/2/26 Re: Technology Plan
- Finance Committee:** Financial assessment, review and planning for the Library
(Chair: Bartlett, Burke, Sturing; Staff Liaison – Julie Farkas)

 - Meeting held: May 27th ACTION: Approve 2nd Draft of Financial Plan ... 122-125
- Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
(Chair: Dooley, Burke, Yu; Staff Liaisons – Julie Farkas and Dana VanOast)

 - Meeting held: No meeting held.....N/A
- Strategic Planning Committee:**
(Chair: Bartlett, OPEN, Staff Liaisons – Julie Farkas and Lori Lowery)

 - Meeting scheduled for: July 1, 2026.....N/A
- Bylaw Committee (Ad-hoc):** Review of Library Board Bylaws
(Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)

 - Meeting held: no meeting heldN/A
 - Information from Trustee Bartlett Re: Matters for Board Action 126
- DEI: Diversity, Equity and Inclusion Committee**
(Chair: Halvangis, Dooley, OPEN (Staff Liaison – Julie Farkas)

 - Meeting held: no meeting heldN/A

Matters for Library Board Action

1. Policy Committee: 1st Draft of the Following Policies: 79-108
 - Circulation; Confidentiality; Collection Development; Computer & Internet Usage; Customer Service; Distribution & Postings; Emergency Closing; Patron Behavior
2. HR Committee: based on the current staff shortage at NPL, the Committee recommends to approve two Sunday closures, July 5th and July 19th. Any other staffing shortages that result on a Sunday throughout the summer will be considered an emergency closure and notified to the community as quickly as possible 120
3. Building & Grounds Committee: recommends approval of the 2nd bid in the amount of \$119,897 with a contingency that must be approved by the Library Director with a not to exceed \$5,750. Contract must be written for a completion date of September 30, 2026 120-121
4. Finance Committee: Approve the Financial Policy (2nd Draft) 122-125
5. From Trustee Bartlett: President of the Library Board releasing items "For Discussion or Motion" similar to the Novi Mayor Discussion 126
6. Policy Committee: 1st Draft Library Board Calendar for 2027 131
7. Approve Closure on Friday, December 18, 2026 for Staff Professional Development 8:30-12:30pm and City of Novi Holiday Event 1-4pm 132
8. Policy Committee: 1st Draft Library Closings for 2027 133

Communications

1. Email from Crystal Cannon Re: Summer Story times 127
2. Email from Barbara Wees Re: Jewish American Heritage Month 128-129

Closed Session

1. Library Director's Annual Review N/A

Adjournment**Supplemental Information**

- Library Board Calendar 2026 and Draft of Calendar 2027 130-131
- Library Closings 2026 and Draft of Closings 2027 132-133

2026 Future Events:

- 6/11/26: Library Board of Trustees Meeting at 7pm, City of Novi – Director Annual Review
- 6/17/26: City of Novi Historical Commission Meeting at 7pm, Novi Public Library
- **6/19/26: LIBRARY CLOSED – JUNETEENTH**
- **6/21/26: LIBRARY CLOSED – FATHER'S DAY**
- **7/3 – 7/4: LIBRARY CLOSED – 4th of July Holiday**
- 7/8: Friend of Novi Library Annual Meeting at 7pm, Novi Public Library
- 7/9: Library Board of Trustees Meeting at 7pm, City of Novi
- 7/15: City of Novi Historical Commission Meeting at 7pm, Novi Public Library

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

Cultivate Learning. Inspire Creativity. Foster Inclusivity.

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

<http://www.novilibrary.org>

MINUTES

Initial Draft



**Library Board of Trustees – Regular Meeting
Initial Draft – MINUTES
May 14, 2026, 7 PM
Novi Civic Center, Council Chambers**

Call to Order by President, Mark Sturing
Novi Civic Center, Council Chambers
Called to order by **President Mark Sturing at 7:01 PM.**

Pledge of Allegiance
The Pledge of Allegiance was recited.

Roll Call by Secretary, Karla Halvangis
Library Board – 5 board members were recorded present
Brian Bartlett, Treasurer
Kat Dooley, Vice President
Mark Sturing, President
Karla Halvangis, Secretary
Lori Burke, Board Member
Torey Yu, Board Member
Student Representatives
Positions not filled at this time
Library Staff
Julie Farkas, Director
Kirstin Kaufhold, Recording Secretary

Approval of Agenda.....1-3

Motion: To approve the agenda
Motion for Approval – 1st – Trustee Burke
2nd – Trustee Dooley

Motion passes – 6-0

Consent Agenda
3. Approve Minutes of: April 23, 2026 –Regular Board Meeting4-12
4. Approve Claims and Warrants of:
B. Accounts 271 and 272 (#662) 13-15

Motion: To approve the Consent Agenda
Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Yu

Motion passes – 6-0

Trustee Burke questioned why the payments for the Dodworth Saxhorn Band, referenced on pages 14–15, were made from two different accounts and asked which account is typically used for programming expenses.

Director Farkas explained that the expense was intended to be covered through sponsorship funds. The split between accounts was likely due to the need to pay the deposit before the sponsorship funds were received. If payment is required prior to receipt of sponsorship funds, the expense may be paid from account 272. Director Farkas stated that she will research the matter further and confirm the details.

Presentations

No presentations

Public Comment

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Mary Angela Winters attended the meeting representing the Friends of the Library Board and stated that it was nice that Trustee Burke was able to attend the Friends of the Library Board Meeting that occurred the day prior. She expressed hope that more trustees would attend Friends of the Library Board meetings in the future.

Trustee Sturing commented that attending and supporting one another's meetings is a great idea.

Reports

5. Teen Space Statistics 16

Nothing to report

6. President's Report (President Mark Sturing)

- E. Closed Session requested by Director Farkas for Annual Review on June 11, 2026 (HR Committee will be sending out information shortly)
- F. Board Invitation for: Read Japan Project 17
- G. Michigan Library Advocacy Day 2026 18
- H. 2026-2027 Draft Board Committee Assignments.....22
- I. Schedule for Trustees to attend the Friends monthly meetings by Secretary
- J. Reflections from Board Members

Trustee Sturing announced that a closed session will be scheduled to review Director Farkas' annual evaluation. Human Resources will distribute the necessary review materials to board members.

Regarding page 17, Trustee Sturing noted the upcoming Read Japan Project event on May 26 at 7:00 p.m., which has generated significant excitement. Director Farkas

encouraged board members to RSVP if they plan to attend so an accurate food count can be provided.

Discussion followed regarding a proposal to redirect funding currently allocated to libraries to the trial court system. The funding has supported libraries since 1977. While the proposal is under consideration, there is uncertainty whether it will move forward. Board members noted that losing this funding would have a significant impact on libraries. It was also noted that the State of Michigan has been supportive in helping offset losses related to reduced federal funding.

Although Director Farkas was unable to attend the related meeting, she shared the information with state representatives and is exploring opportunities to invite them to the library.

Trustee Sturing added that, in addition to the state of Michigan providing support for Michigan eLibrary services, there is also a request for an additional \$500,000 in library funding. He expressed his belief that the state may continue providing this support in place of the federal government.

Regarding page 22, discussion continued about the current vacancy on the Library Board and whether any committees are being impacted by the missing member. Trustee Dooley is currently serving in the HR Chair role due to being the most senior member of the committee, though she has not officially been appointed chair. Director Farkas stated that she has met individually with three interested candidates for approximately one hour each. Because the May 18th Council meeting was canceled, the appointment process has been delayed, though there is hope the vacancy will be filled soon. Interested candidates were encouraged to contact board members for additional information.

Trustee Halvangis created a schedule for Library Board members to attend Friends of the Library Board meetings.

Trustee Burke reported attending the Friends of the Library board meeting, where the organization received a generous donation from a board member who is affiliated with the sorority, Alpha Kappa Alpha (AKA). Fifty-five new books were donated to the Book Nook, with an estimated retail value of \$900. Trustee Burke also commented on the many donations received in recognition of the library's 65th anniversary. Director Farkas stated that thank-you notes will be sent to all individuals who donated directly to the library. She added that fundraising efforts are close to reaching the goal, with approximately \$1,300 remaining. Director Farkas also noted it was encouraging to see the Friends identify priorities that are meaningful to them in supporting the library.

Trustee Bartlett shared that he attended the Hidden Rivers presentation, where the speaker discussed rivers flowing beneath the City of Detroit. Audience members from Northville also discussed efforts to uncover and restore a river that has been hidden beneath the sewage system for approximately 40 years. Bartlett also reminded board members that registration for the Meijer Gardens trip opens next Monday and noted that registration fills within less than 24 hours.

Trustee Sturing and Trustee Bartlett attended the City Council meeting where the library budget was formally adopted. All seven council members voted in favor of the library budget. Trustee Sturing commented that the unanimous support reflects many years of

goodwill built within the community. He credited the library's strategic planning, financial forecasting, and staff contributions for maintaining strong community relationships and continued public support.

7. Treasurer's Report (Trustee Brian Bartlett)

H. 10 Year Financial Projection General Fund	23
I. 2025-2026 Library Fund Budget 271	24-27
J. 2025-2026 Contributed Fund Budget 272.....	28
K. Financial Report April 2026.....	29
L. Library Fund 271 Expenditure & Revenue Report as of April 30, 2026	30-32
M. Library Fund 272 Contributed Fund as of April 30,20226	33-34
N. Balance Sheets for Funds 271 and 272 as of April 30, 2026,.....	35-36

Currently, there is no year-end financial projection available. The delay is due in part to the City currently operating with part-time and temporary accounting staff, as positions vacated since last May have not yet been permanently filled. It is hoped that updated projections will be available soon, and expectations are that the library will remain in a favorable financial position.

Trustee Bartlett noted that the library currently has several staff vacancies, including two full-time librarians, one part-time librarian, and one part-time facilities staff member. As a result, payroll figures may appear artificially low due to understaffing. Despite the vacancies, the library is expected to come in under budget.

Trustee Bartlett also shared that a proposal regarding the library's financial policy and fund balance will be discussed in the future. The City is currently reviewing and revising its own fund balance policy as well. The proposed policy would establish both minimum and maximum fund balance thresholds to ensure funds are managed responsibly and not unnecessarily accumulated, recognizing that the money belongs to taxpayers and should be used according to a defined plan.

Trustee Burke questioned the budget line on page 31 related to severance pay. The budget reflected \$12,000 allocated for severance, while an additional \$12,000 appeared under wages and stipend expenses. Director Farkas explained that the expense had originally been budgeted under severance, but the City of Novi categorized the payment under severance/incentive pay. She stated that the budget will be updated during the next quarter to reflect the expense more accurately. Moving forward, the payment will be classified as a stipend rather than severance pay.

8. Director's Report (Julie Farkas)	34-47
A. Door Count Usage Statistics – (Jeff Smith)	43-44
B. Assistant Director of Building Operations Report (Maryann Zurmuehlen)	45
C. Information Technology Report (Jeff Smith)	46-49
D. Facilities Report (Keith Perfect)	49
E. Assistant Director of Public Services Report (Lori Lowery)	50-51
F. Information Services Report (Emily Brush and Rae Manela)	51-57
G. Marketing and Community Promotion Report (Dana VanOast)	58
H. Support Services Report (Sarah Mominee).....	59-63
I. Library Usage Statistics.....	64-73
J. Friends of Novi Library – April 2026 E-news; Agenda: 4/8/26; Minutes: 1/14/26.....	N/A

K. City of Novi Historical Commission – Minutes: 2/18/26.....N/A

Director Farkas recognized and celebrated library employees for their recent birthdays and work anniversaries.

Director Farkas reported that the copier previously located on the first floor has been moved to the second floor due to low usage downstairs and increased demand upstairs. Staff will continue monitoring usage to determine whether two printers are still necessary, as the current contract expires in May.

Construction related to the library's main entrance doors was discussed. A new front door system is planned, replacing the current automatic sliding doors with manual doors that will include automatic push-button accessibility features. The project has been rescheduled to September 2026 due to equipment lead times and insufficient bid information from the awarded contractor, which could have impacted library programming and operations.

Director Farkas shared that the library's Read Boxes were installed on May 6 and invited board members to visit and view them.

The patio area remains closed until further notice to allow for repairs to gates and raised pavement caused by winter weather damage.

The Novi Community Festival will take place on June 4, and the library will host two tables at the event. One table will provide general library information outdoors alongside local businesses, while another inside the venue will promote the Summer Reading Program and feature a raffle basket with a Summer Reading shirt prize. Director Farkas noted that the event is typically very well attended.

Director Farkas also reported that approximately 60 people attended the recent Tigers baseball program. Another Tigers event is scheduled for June 22.

The Summer Songfest event will take place on Thursdays at 6:30 p.m. at Paradise Park starting on June 25th. Community members are encouraged to attend for refreshments and an evening of entertainment.

Regarding page 61 and the catalog inventory project, Director Farkas explained that the library maintains more than 100,000 items within the building. Staff conducted a physical verification of every circulatable item in the library to locate materials, ensure they are shelved correctly, and update catalog records as needed.

Trustee Halvangis requested additional information regarding the CARL releases and Holly migration project referenced on page 60. Director Farkas stated that she would gather and provide more information.

Trustee Dooley asked for an update on staff planning efforts related to the library's strategic plan. Director Farkas explained that Lori is currently working on the project and will be meeting with Brian to continue development. A year-end review will be prepared and presented for discussion. Director Farkas also noted that the library received more than 400 public responses, which will be included in the final report.

Public Comment

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No Public Comment

Committee Reports

9. **Policy Committee:** Review current public policies for the Library
(Chair: Burke, Bartlett and Yu, Staff Liaison – Julie Farkas)
 - Meeting held: no meeting held; additional Sunday closure data and usage . 75-78
10. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
(Chair: OPEN, Dooley, Halvangis, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)
 - Meeting held: April 29, 2026 by Zoom Re: Staff Shortage..... 78-80
 - Meeting held: May 12, 2026 Re: Staff Shortage

Trustee Dooley reported that the HR Committee recently met to review the job postings for two full-time and two part-time open positions. Human Resources noted difficulty attracting qualified candidates due to competition with nearby libraries. Human Resources is currently reviewing pay ranges for these positions, and discussion of step adjustments has been tabled. It was noted that if the library is not competitive in compensation, it will be difficult to fill these vacancies.

It was further shared that the staffing shortage has already resulted in service impacts, including the cancellation of summer story time programming and the elimination of a Teen Space day. These changes have generated disappointment from parents and caregivers and are affecting service delivery going forward.

Director Farkas noted that during April and May alone, there were approximately 12 librarian openings in the area for similar roles, increasing competition for qualified staff. She added that some current staff members who received tuition assistance are still in school and have not yet completed their degrees. Despite challenges, a small number of new applications have been received, and interviews are beginning to be scheduled. She emphasized that recruitment will take time due to strong competition from other libraries seeking full-time employees.

Page 80 of the packet provides comparative library compensation data, which shows the library currently in the low-average range. This data was compiled in December. Human Resources is tracking new job postings to evaluate recent changes in pay and benefits, noting that some libraries have adjusted compensation in response to minimum wage increases to \$15 and differences in fiscal year timing.

Trustee Dooley commented that the library may not be effectively promoting non-salary benefits and other factors that differentiate it as an employer of choice. She suggested

highlighting organizational culture and employee testimonials, particularly from long-term staff, as a recruitment strategy—an approach that has not been emphasized recently.

Trustee Sturing agreed that while salary is a significant factor in recruitment, it is not the only consideration. He noted that other benefits and workplace factors can be equally meaningful to employees, though compensation remains a primary concern for most job seekers.

- 11. **Building & Grounds Committee:** Review Building, Grounds and IT infrastructure needs
(Chair: Sturing, Halvangis, Yu (Staff Liaison – Julie Farkas, Maryann Zurmehlen and Jeff Smith)
 - Meeting held: May 2, 2026 by Zoom Re: Main Door Entry Project81

The Board previously approved the front door project and awarded the contract; however, it was later determined that the selected vendor submitted an incomplete bid. The original goal was to have the new doors installed by June 30 in time for the Reading Program, but due to the issue, the project has now been rescheduled to September.

Director Farkas explained that the Request for Proposals (RFP) will need to be reissued due to the incomplete bid. The City, which posts the RFPs, will not be available until next week. She noted that there are no anticipated issues with the timeline for ordering the door system itself, but a complete parts list and scope will be required for a new bid. The plan is to schedule the installation during the month of September, with the East entrance serving as the primary access point during construction.

Trustee Halvangis inquired if we need to postpone the project due to cost considerations. It was noted that project expenses will need to be reallocated to the fourth quarter. Director Farkas stated even with the updated bid, this contractor still came in lower than the other contractor.

Trustee Burke stated that the vendor did not fully account for the scope of work included in the project plans. She added that updated cost information will be needed and confirmed that a new bid process is required. Regardless of vendor selection, the project timeline will need to be adjusted.

Trustee Sturing expressed disappointment that the vendor did not recognize the full scope of the project during bidding.

Trustee Dooley asked how long construction is expected to take. Director Farkas responded that installation could take a couple of weeks, which is why the library is reserving the entire month of September to accommodate the work.

- 12. **Finance Committee:** Financial assessment, review and planning for the Library
(Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)
 - Meeting held: May 7, 2026 81-82
- 13. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
(Chair: Dooley, Burke, Yu; Staff Liaisons – Julie Farkas and Dana VanOast)
 - Meeting held: April 22, 2026 by Zoom Re: Marketing Plan Review 83-92

Trustee Dooley is working with Dana on the marketing plan. The group will reconvene in July and August, and Trustee Yu will be kept informed to help manage expectations regarding the timing of the next meeting.

14. Strategic Planning Committee:

(Chair: Bartlett, OPEN, Staff Liaison – Julie Farkas and Dana VanOast, Info Services)

- Meeting held: No meeting held.....N/A

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

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

- Meeting held: No meeting held.....N/A

16. DEI: Diversity, Equity and Inclusion Committee

(Chair: Halvangis, Dooley, OPEN (Staff Liaison – Julie Farkas)

- Meeting held: No meeting heldN/A

Matters for Library Board Action

9. From HR Committee: based on the current staff shortage at NPL and Sunday hour data from other libraries a consideration for reduced hours 78-80

Motion: To approve closing the library Sundays from Memorial Day to Labor Day

**Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Halvangis**

Trustee Burke expressed opposition to closing the library on Sundays, noting that this would result in an additional 13 closed days beyond the existing 26. She stated that reducing service in this way is a disservice to the community and questioned whether other options, such as extending Saturday hours, had been considered. She added that closing due to staffing shortages places the library in a difficult position.

Trustee Dooley responded that the library currently does not have sufficient staff to safely operate on Sundays. She cited concerns regarding employee burnout, turnover, and reduced service quality. Dooley noted that only a limited number of employees are available to work Sundays, including librarians assigned to service desks.

Trustee Sturing distinguished between programming and maintaining building operations, noting that with approximately 60 staff members and only a small number unavailable, closing entirely felt like a step backward. He emphasized that Sunday users represent a distinct group of patrons compared to weekday users and expressed support for reducing programming rather than closing the building. He added that Sunday attendance typically ranges from 600–800 visitors, making it a high-use day.

Trustee Halvangis noted that librarian certification requirements differ from other staff roles and stated that while the situation is not ideal, staff capacity cannot be overstretched.

Director Farkas explained that an email had been sent to staff requesting availability to meet scheduling needs. She reported that the library is currently approximately 107 staff hours short, and reallocating staff during the week would create additional

shortages elsewhere. She noted that only one other library in the area (West Bloomfield) remains open on Sundays with similarly limited staffing.

Farkas referenced page 78, noting that circulation data shows approximately 19% of Sunday usage is attributable to patrons from other communities. She added that many neighboring libraries are also closed on Sundays.

She further explained that hiring efforts are ongoing, with hopes of filling positions by June, though training new staff —particularly those coming directly out of school — will take time. While some applicants are out of state, new hires will require onboarding before independently staffing service desks. She noted that Sunday programming is fully scheduled for the summer and that cancellations may be required depending on staffing levels. Sundays are busier during the school year than in summer months.

Director Farkas also stated that when staff call in on Sundays, only one librarian may be available on the floor, and in such cases, service desks may be closed, leaving only shelving support available without reference assistance. She added that efforts are being made to recruit school librarians who may have summer availability. The issue is staffing-related rather than budget-driven. Staff vacations were also pre-approved earlier in the year. The board would be notified in the event of morning call-offs resulting in service reductions or closure of service desks.

She added that ICube is heavily used on Sundays. One potential option discussed was closing only during May and June and reassessing staffing levels afterward. Extending Saturday hours would likely require overtime costs, which the library has not previously incurred.

Trustee Yu asked whether reduced hours had been considered and requested Sunday usage data for further review.

Farkas responded that it takes approximately six weeks to hire new staff, and additional uncertainty exists regarding notice periods from candidates. She noted that new hires often require significant training before independently staffing public service areas. Reduced hours will not solve the short staffing challenge as call-offs could occur and will leave unsafe staffing ratios.

Trustee Dooley asked how long it takes to open and close the building and whether reduced Sunday hours could be considered.

Director Farkas responded that opening and closing procedures are not lengthy; however, reducing hours would not resolve the underlying staffing shortages.

Trustee Bartlett asked whether reduced hours would impact staff willingness to work, particularly for those with longer commutes.

Trustee Bartlett requested additional staffing data, noting that only two Sundays remain before the next meeting. He moved to table the discussion until June 11th.

Motion: To approve the friendly motion to table this discussion until June 11th
Motion for Approval – 1st – Trustee Bartlett
2nd – Trustee Burke

Motion passes – 6-0

10. From Finance Committee: 1st draft review of the Financial Policy.....(to be sent in email)

Trustee Sturing noted on page 2 that "Excess Fund Balance" should be capitalized.

Trustee Burke noted on page 1 that the first bullet point should read "replacement of carpet" for clarity.

Director Farkas concluded that these proposed edits and clarifications will be reviewed at the next meeting.

11. From Finance Committee: a consideration for an increase in public printing costs from \$.20 to \$.25 for black and white copies effective July 1, 2026 due to service fee increases and rising supply costs (paper and toner.)

Motion: To approve an increase in public printing costs from \$.20 to \$.25 for black and white copies effective July 1, 2026 due to service fee increases and rising supply costs (paper and toner).

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

Motion passes – 6-0

Trustee Bartlett reported that credit card processing is currently handled through three separate systems. Program registrations are processed through Square, which is the lowest-cost option at approximately a 3% fee. He noted that debit card transactions still incur credit card processing fees that cannot be passed on to the customer.

He added that the library had previously considered increasing meeting room rental fees to help offset processing costs. While credit card payments are preferred due to reduced staff handling of cash, the current system at the circulation desk—processed through Fifth Third Bank—is the most expensive, with fees reaching approximately 9.52%. Staff are exploring the possibility of transitioning this system to Square to reduce costs.

It was also noted that print release transactions currently incur a 7.19% processing cost. One proposed option to help offset these expenses is increasing copier charges from \$0.20 to \$0.25 per copy. The goal is to avoid creating additional surcharges for credit card use and to maintain a consistent pricing structure regardless of payment method. Staff also expressed a preference not to implement separate pricing systems for debit versus credit card transactions.

Trustee Dooley asked whether the proposed increases would bring prices in line with other libraries. Director Farkas responded that the rates are consistent with peer institutions.

Trustee Sturing agreed that the proposed adjustments are reasonable and primarily aimed at covering operational costs. He noted that adjusting prices is simpler than implementing differentiated pricing or additional payment processing rules for different transaction types.

Director Farkas added that the last fee increase occurred approximately two years ago.

Trustee Yu asked about copier usage levels. Director Farkas responded that the copiers are heavily used throughout the day, with some users making as few as a single copy per transaction, including credit card payments.

Communications

- 2. 4/27/26: Email from Crystal Cannon Re: Library programming94

Closed Session

- 1. None

New Business

Adjournment

Motion: To adjourn at 8:44
 Motion for Approval – 1st – Trustee Burke
 2nd – Trustee Yu

Motion passes – 6-0

Supplemental Information

- Library Board Calendar 2026..... 95
- Library Closings 2026 96

2026 Future Events:

- 4/19-4/25: National Library Week – Find Your Joy!
- 5/14/26: Library Board of Trustees Meeting at 7pm, City of Novi
- 5/20/26: City of Novi Historical Commission Meeting at 7pm, Novi Public Library
- **5/23 – 5/25: LIBRARY CLOSED – MEMORIAL DAY WEEKEND**
- 6/1 – 8/8: Library Summer Reading: Unearth a Story
- 6/10/26: Friends of Novi Library Meeting at 7pm, Novi Public Library
- 6/11/26: Library Board of Trustees Meeting at 7pm, City of Novi – Director Annual Review
- 6/17/26: City of Novi Historical Commission Meeting at 7pm, Novi Public Library
- **6/19/26: LIBRARY CLOSED – JUNETEENTH**
- **6/21/26: LIBRARY CLOSED – FATHER’S DAY**

WARRANTS (Provided by Bindhya Raja, Bookkeeper)

Warrant 663	271 Accounts	June 2026	
Payable to	Invoice #	Account number	Amount
Quill	Copy paper	271-000.00-727.000	\$ 121.98
Stamps.com	4-22-26 to 5-22-26 CC	271-000.00-728.000	\$ 20.99
USPS	DK Agencies and Stamps	271-000.00-728.000	\$ 103.10
CDW Government	VMWARE VSPHERE STANDARD 8	271-000.00-734.000	\$ 3,831.12
HP	Service supporting material	271-000.00-734.000	\$ 1,056.00
Knight Technology	May 2026 - DATTO backups	271-000.00-734.000	\$ 700.00
Knight Watch	May thru July	271-000.00-734.000	\$ 210.00
Library Market	5/1/26 - 5/1/27	271-000.00-734.000	\$ 2,500.00
TechSoup	Microsoft 365 - 5/12/26 -6/11/26	271-000.00-734.000	\$ 93.60
Amazon	iCube	271-000.00-734.500	\$ 925.39
Amazon	USB, memory card	271-000.00-734.500	\$ 159.43
Monoprice	Extension cord	271-000.00-734.500	\$ 94.37
Xtool	Laser Cutter - iCube CC	271-000.00-734.500	\$ 7,597.10
Amazon	271-740.001	271-000.00-740.000	\$ 359.76
Quill	SS dept. Toner Cartridge -740.005	271-000.00-740.000	\$ 290.00
Lands' End	NPL Logo wear CC	271-000.00-741.000	\$ 57.85
Amazon	Books	271-000.00-742.000	\$ 4,347.08
Brodart	Books	271-000.00-742.000	\$ 27,357.54
Cengage	Books	271-000.00-742.000	\$ 416.00
Center Point	Books	271-000.00-742.000	\$ 176.79
DK Agencies	Books	271-000.00-742.000	\$ 3,400.00
Lakeshore Learning	Books	271-000.00-742.000	\$ 172.47
Rosen	Books	271-000.00-742.000	\$ 2,837.94
Amazon	Lending Library	271-000.00-742.010	\$ 80.04
Brodart	Lending Library	271-000.00-742.010	\$ 569.07
Midwest Tape	Lending Library	271-000.00-742.010	\$ 134.19
Waterford Township Public Library	lost item	271-000.00-742.100	\$ 29.99
Amazon	Audio Visual Materials	271-000.00-744.000	\$ 386.14
Library ideas	Audio Visual Materials	271-000.00-744.000	\$ 1,403.71
Midwest Tape	Audio Visual Materials	271-000.00-744.000	\$ 5,525.85
Playaway	Audio Visual Materials	271-000.00-744.000	\$ 129.98
Midwest Tape/Hoopla	Advance digital payment	271-000.00-745.200	\$ 14,600.00
OverDrive	eBook, Audiobook	271-000.00-745.200	\$ 1,381.69
GDI	April	271-000.00-817.000	\$ 8,120.00
Ooma	May	271-000.00-851.000	\$ 109.96
Telnet	May	271-000.00-851.000	\$ 964.30
T-Mobile	3/25-26 - 4/24/26	271-000.00-851.000	\$ 1,573.72
Verizon	4/2/26 - 5/1/26	271-000.00-851.000	\$ 508.12
Zoom.com	Annual - 5/18/2026 - 5/17/2026	271-000.00-851.000	\$ 479.69

E.DeCenso	Multiple programs	271-000.00-862.000	\$ 61.55
J.Smith	Tel Systems product review	271-000.00-862.000	\$ 44.95
J.Smith	TLN Tech-Community Meeting	271-000.00-862.000	\$ 42.05
Petty Cash	PTA Meeting	271-000.00-862.000	\$ 14.50
image360	ORSA Logo Update	271-000.00-880.000	\$ 216.00
Hers market & Onzo	Read Japan Unveiling CC	271-000.00-880.000	\$ 257.22
Ingstron/Muniweb	April	271-000.00-880.000	\$ 832.00
Janway Company	Stock Dinosaurs	271-000.00-880.000	\$ 1,027.00
AccuCut	program KM	271-000.00-880.268	\$ 876.00
Amazon	program - MR	271-000.00-880.268	\$ 1,992.14
Benitos Café	Program CC	271-000.00-880.268	\$ 262.90
Chicago Books	Autistic Children and Teen CC	271-000.00-880.268	\$ 58.89
Daniel Goree	Music Monday	271-000.00-880.268	\$ 300.00
Discount School Supply	Spring Sensory Party EB	271-000.00-880.268	\$ 63.23
Little Caesars	Teen Game Night CC	271-000.00-880.268	\$ 134.74
Magic Bus Band LLC	Summer Songfest	271-000.00-880.268	\$ 1,100.00
Sams	program TP	271-000.00-880.268	\$ 67.14
Scholastic	SRP Prize Books	271-000.00-880.268	\$ 705.95
Walmart	Program CC	271-000.00-880.268	\$ 74.65
Redwater	On the Road - Bus trip CC	271-000.00-880.271	\$ 300.00
Accuform	Summer Reading Brochure	271-000.00-900.000	\$ 2,648.00
Canon	print	271-000.00-900.000	\$ 615.31
Consumers Energy	March 07,2026 - April 08, 2026	271-000.00-921.000	\$ 2,570.54
Consumers Energy	April 09, 2026 - May 07,2026	271-000.00-921.000	\$ 1,413.47
DTE	3/25/16 - 4/23/26	271-000.00-922.000	\$ 9,621.18
Corrigan	5/1/26 - 5/31/26	271-000.00-942.100	\$ 29.18
Adventure Window	Window Cleaning	271-000.00-934.000	\$ 2,100.00
Allegion/Stanley	Front interior door	271-000.00-934.000	\$ 3,829.12
Allied Building	MB 18 & 23	271-000.00-934.000	\$ 373.00
Amazon	sanitizer	271-000.00-934.000	\$ 435.46
Anago	May Janitorial Services	271-000.00-934.000	\$ 440.00
Dalton	Monthly carpet maintenance	271-000.00-934.000	\$ 2,750.00
Home Depot	LED Light	271-000.00-934.000	\$ 99.91
image360	Meeting Room Signage	271-000.00-934.000	\$ 883.06
Imperial Dade	supplies	271-000.00-934.000	\$ 1,314.35
Orkin	Extra treatment	271-000.00-934.000	\$ 125.00
NorthStar	4/1/26 - 4/29/26	271-000.00-934.000	\$ 322.45
Home Depot	Play sand/Sandstone sealant	271-000.00-936.300	\$ 184.52
Canon	Lease - April	271-000.00-942.000	\$ 1,010.00
MCLS	Integrating Resources Cataloging	271-000.00-956.000	\$ 60.00
Library of Michigan	Conversations worth having workshop	271-000.00-956.000	\$ 35.00
Petty Cash	Board Workshop	271-000.00-956.000	\$ 24.96
S.Mominee	Tuition Reimbursement	271-000.00-957.000	\$ 3,487.67
TOTAL 271			\$ 135,628.05


Warrant 663	272 Accounts	June 2026	
The Human Library	Single Event License CC	272-000.00-742.036	\$ 249.00
Amazon	Historical Fiction Donation	272-000.00-742.230	\$ 74.67
DK Agencies	Youth International Donation	272-000.00-742.230	\$ 1,500.00
Brodart	MSUFCU Donation	272-000.00-742.230	\$ 1,607.49
Graph-X	butterfly	272-000.00-742.231	\$ 141.90
CDW Government	ViewSonic Ergonomic Monitors	272-000.00-742.233	\$ 2,131.07
Quill	13 Monitors	272-000.00-742.233	\$ 1,871.87
Amazon	Pottery Planter	272-000.00-742.236	\$ 24.65
Kroger	Cinco de Mayo CC	272-000.00-742.236	\$ 76.90
Novi Community Schools	Community Impact Day CC	272-000.00-742.236	\$ 37.31
Panera	Bagels & Books at NPL CC	272-000.00-742.236	\$ 207.15
Sam's Club	Staff Recognition	272-000.00-742.236	\$ 27.86
MCD Architects	Design - new main entry doors	272-000.00-972.141	\$ 1,426.25
TOTAL 272			\$ 9,376.12



45255 Ten Mile Rd, Novi, MI 48375
248-349-0720

Cultivate Learning
Inspire Creativity
Foster Inclusivity

2026-2027 Sponsorship Agreement

\$2,500.00	Technology 3D Printer: An opportunity for the iCube Makerspace to support the design, distribution and promotion of accessibility tools for residents. This equipment will help fill 3D print requests by community members. Signage would be placed at the equipment recognizing the support of MSUFCU.	
\$1,500.00	Collection Expansion of the library's Large Print materials for young readers (tweens and teens): A bookplate would be included in each title recognizing the support of MSUFCU.	
\$1,500.00	Collection A book club kit and public copies of the title <i>Never Let Go: How to Parent Your Child Through Mental Illness</i> by Suzanne Alderson: This is a partnership with the Novi Mental Health Alliance to provide materials to parents through the library. A book plate would be included in each title recognizing the support of MSUFCU.	
\$2,000.00	Programming Tuesday Tunes: MSUFCU would be invited to attend and host a table at all five performances (June 23, July 7, July 21, August 11 and August 25, 11:30am-1pm at the Library). MSUFCU would also get recognition on Library social media, verbal recognition at the beginning of each performance, business logo on Library website & program flyer, 3 Library eNewsletters with business logo and business logo on over 6,000 Summer Reading brochures, distributed to Novi, Northville and Walled Lake schools.	
\$2,500.00	Programming An opportunity to incorporate tools to strengthen inclusive and sensory story time programs at NPL. Tools would assist with communication, support with motor skills, focus and flexibility. Tool examples include: liquid floor tiles, adaptive scissors, wobble cushions, adjustable floor seats and sets of books for shared reading.	

Stats for NPL

novilibrary.org
24,000 visits monthly

eNewsletter
25,000+ subscribers

Facebook
5,400+ followers

Instagram
1,900+ followers

Sponsorship Perks

- Recognition on Library social media & website relating to 3D printer and collections
- Business logo on flyers & signage relating to 3D printer and collections
- eNewsletter blasts relating to 3D printer and collections
- Book plates with business logo on each title
- 2 Library-created short-form videos for social media (60 seconds max)
- 1 interview filmed by the City of Novi's Studio VI and featured on Library social media, website and eNewsletter

Teen Space Statistics

Teen Space hosted by: Anna Jakubiec, Shannon O'Leary, Taylor Price and Austin Webberly

Monthly Attendance in Teen Space August 2025 – May 2026

Month	Monthly Total	Average Per Week	Average Per Day
August	153	153	38
September	956	209	50
October	871	198	48
November	694	174	53
December	631	210	53
January	633	158	49
February	566	133	44
March	549	137	37
April	502	125	33
May	299	85	23

Yearly Total
5,854

As of 6/7/26: Trustee Yu and Director Farkas and scheduling a meeting to begin the planning of the Library Board Student Representative qualifications for the 26/27 fiscal year. More will be shared.

PRESIDENT'S REPORT

Follow-up question from Trustee Burke regarding charges on the May warrant. Email sent to the Library Board on 5/15/26:

There were 2 charges (one in 271 and one in 272) for the Dodsworth program. This was due to the fact that we received a sponsorship for part of the program to be paid out of 272 and therefore the remainder of the cost was taken from the 271 programming budget. The sponsorship was from DTE for \$1,000 but it covered 3 programs.

FOR IMMEDIATE RELEASE

May 28, 2026

Contact: press@michigan.gov

Governor Whitmer Signs Executive Order to Establish Every Child Reads Champions Council, Supporting Literacy Efforts and Student Success

MACKINAC ISLAND, Mich. — Today, Governor Gretchen Whitmer signed an executive order to create the Every Child Reads Champions Council. This group will bring together leaders in education, business, government, and the community to monitor and advise literacy efforts across the state, making sure that every Michigan student has the resources they need to succeed.

"Every kid deserves the chance to become a strong reader and writer," said **Governor Gretchen Whitmer**. "In Michigan, we're investing in the resources to help them get there. This council will play a crucial role keeping Michigan on track as we strengthen our literacy programs, support our teachers, and help our students thrive. Let's keep working together to make sure Every Child Reads."

"Improving literacy is the top priority of the Michigan Department of Education," said **State Superintendent Dr. Glenn Maleyko**. "We are excited to continue working with the governor and her team on the Every Child Reads initiative. The department will remain strongly committed to partnering with educators and stakeholders statewide in accomplishing Goal 2 in Michigan's Top 10 Strategic Education Plan, to improve early literacy achievement, and to implement the landmark 2024 literacy and dyslexia laws. We need as many champions as possible to ensure that literacy remains a top priority for the good of our students."

"Literacy creates possibility. It shapes how children learn, grow and begin to see what is possible for themselves," said **Dr. Beverly Walker-Griffea, Director of MiLEAP**. "The Every Child Reads Champions Council reflects a shared commitment to keeping children at the center of this work and bringing together leaders across sectors to help every child succeed. When we invest in literacy, we invest in stronger futures for children, families and Michigan."

The Every Child Reads Champions Council will monitor, advise, and champion literacy efforts across the state. Members will work to align state leaders in education, business, philanthropy, and government on goals related to student success, as well as engage with local, regional, state, and national leaders on opportunities for improvement. The Champions Council will monitor the state's progress on the Every Child Read goal, helping this mission achieve long term impact.

The Council will consist of 16 members selected for their experience in education, community organization, business, philanthropic work, and other relevant expertise. Applications for the Champions Council are open now, and interested candidates can apply [here](#). Appointments will be announced in August 2026, and the council will begin meeting at the start of the 2026-2027 school year.

Every Child Reads

Michigan's vision to help Every Child Read is a three-part plan that builds on years of record, bipartisan education investments in students and schools.

1. **Early Starts:** Ensures every child has a strong start by partnering with families to help every child meet their milestones. Continues delivering PreK for All to set every kid with a solid academic foundation, ensuring they arrive at kindergarten better prepared to learn.
2. **Proven Methods:** Gets evidence-based literacy teaching practices into all Michigan classrooms. Funds additional professional learning for teachers, including LETRS training and coaching, so all educators use the most effective strategies to improve student outcomes, and expands the use of effective curriculum.
3. **Extra Help:** Provides tutoring and small group support in class, over the summer, and in before-and after-school programs to every student who needs it.

Email to Deputy Consul General Yamane on May 28, 2026:

Dear Deputy Consul General Yamane,

Thank you for attending the Read Japan Project book launching on Tuesday, May 26th. It was an honor for me and Shannon O'Leary to give you an in depth tour of the Novi Public Library, as well as highlight the amazing partnership we have had with your office. Your nomination for the award of a Japanese book collection was greatly appreciated, but winning was truly a gift for us and our community!

We will proudly display these 125 materials in our Library and most importantly, share information with our community.

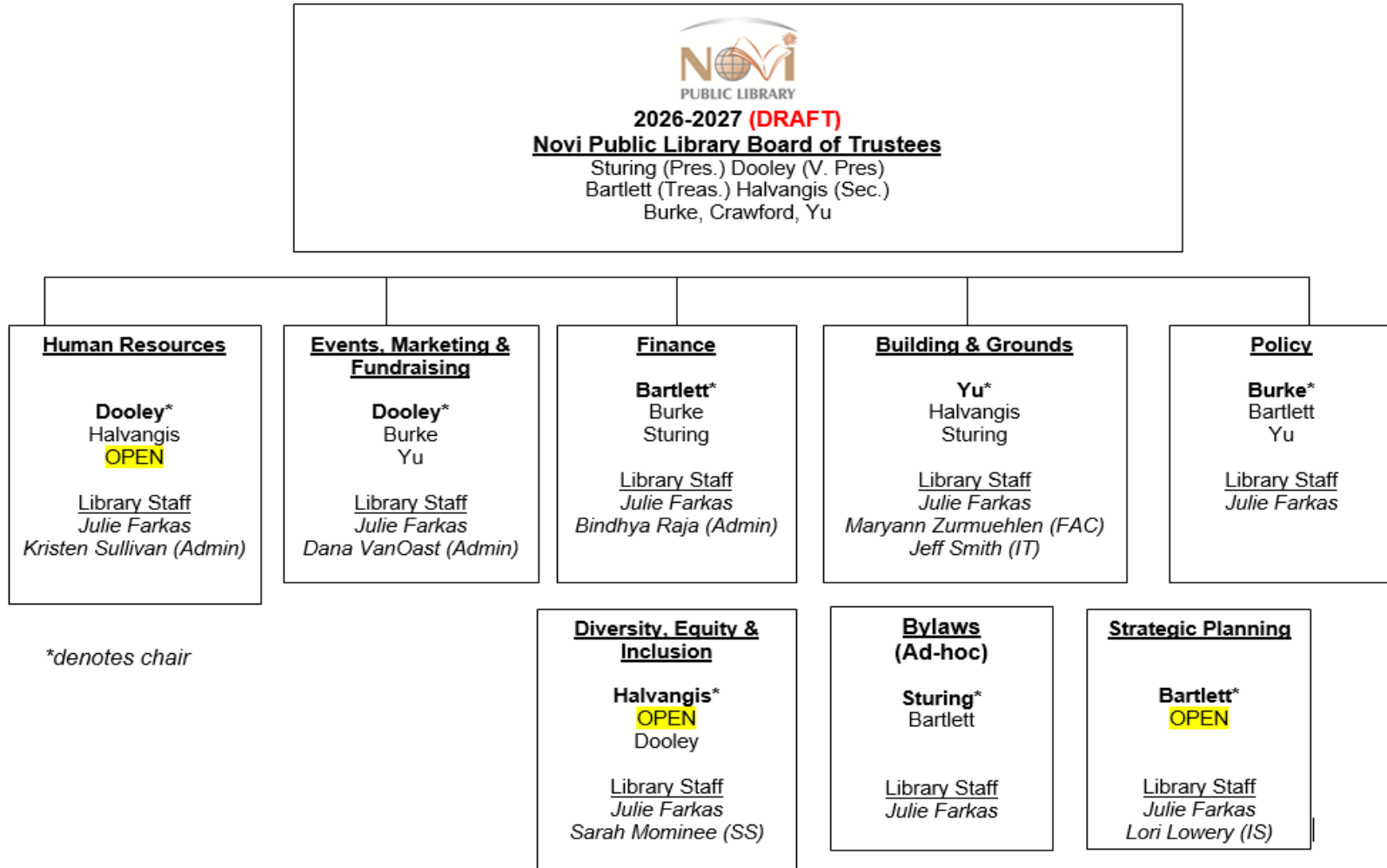
I have added some photos from the event. See below. In addition, Shannon found information about other libraries that have the Read Japan Project collection in Michigan. Novi Library is only one of two public libraries (the other is Dearborn Heights) that has this collection. The other libraries are university libraries. That is a HUGE distinction for us and we are VERY PROUD!

I look forward to seeing you over the summer!

Please stop in and say hello to us :)



Library Board Committee Assignments:



*denotes chair

FINANCIALS
10 Year Financial Projection for Account 271 with Millage Funding

Library Budget 271		2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	2035-2036
10 Year Projection 2026 - 2036		Year End Proposed	Proposed w/Add'l Millage									
Revenues		2/12/2026	2/12/2026									
Account	Description											
402.000	Tax Revenue - Current Levy (2% incr.)	3,806,000.00	3,875,668.00	3,991,938.00	4,111,696.00	4,193,929.92	4,277,808.52	4,363,364.69	4,450,632.00	4,539,644.62	4,630,437.51	4,723,046.26
	Additional Millage (incr. 3% annually)		1,084,409.00	1,117,000.00	1,150,500.00	1,185,015.00	1,220,565.45	1,257,182.41	1,294,897.89	1,333,744.82	1,373,757.17	1,414,969.88
Total Revenues		4,074,617.71	5,156,479.00	5,311,970.00	5,461,196.00	5,574,672.52	5,691,274.53	5,810,563.68	5,932,604.80	6,057,463.81	6,185,208.57	6,378,908.31
Total Personnel Services		2,901,321.00	3,020,454.00	3,110,473.00	3,239,392.00	3,350,667.83	3,466,359.93	3,586,800.82	3,712,241.04	3,842,945.82	3,979,198.54	4,121,301.76
Total Supplies & Materials		757,350.00	778,850.00	800,950.00	812,650.00	813,634.00	836,377.00	859,801.00	883,923.00	908,766.00	934,351.00	960,702.00
Total Services & Charges		740,101.60	690,450.00	715,200.00	735,800.00	761,670.00	760,802.00	780,835.00	783,864.00	806,062.00	806,673.00	831,571.00
Total Capital Outlay		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures		4,398,772.60	4,714,454.00	4,858,023.00	5,026,142.00	5,171,371.83	5,316,338.93	5,487,836.82	5,648,228.04	5,833,973.82	6,004,722.54	6,206,574.76
995.272	Transfer to 272 RESERVE		224,700.00	231,400.00	238,300.00	245,400.00	252,800.00	260,400.00	268,200.00	276,200.00	284,500.00	293,000.00
	Transfer to 271 from 272	241,377.00										
Total Expenditures		4,398,772.60	4,714,454.00	4,858,023.00	5,026,142.00	5,171,371.83	5,316,338.93	5,487,836.82	5,648,228.04	5,833,973.82	6,004,722.54	6,206,574.76
Total Revenues		4,315,994.71	5,156,479.00	5,311,970.00	5,461,196.00	5,574,672.52	5,691,274.53	5,810,563.68	5,932,604.80	6,057,463.81	6,185,208.57	6,378,908.31
Net Revenue		-82,777.89	442,025.00	453,947.00	435,054.00	403,300.69	374,935.60	322,726.86	284,376.76	223,489.99	180,486.03	172,333.55
Current Fund Balance 271		2,420,453.82	2,862,478.82	3,316,425.82	3,751,479.82	4,154,780.51	4,529,716.11	4,852,442.97	5,136,819.73	5,360,309.72	5,540,795.75	5,713,129.30
FUND BALANCE TARGET 28% of Expenditures		1,231,656.00	1,314,284.44	1,347,293.44	1,401,235.36	1,447,984.11	1,488,574.90	1,536,594.31	1,581,503.85	1,633,512.67	1,681,322.31	1,737,840.93

10 year projections of Revenues and Expenses from 2026 - 2036 assuming 2% increase in revenues annually; 3% of additional millage rate annually; 3% incr. in most expenditures annually.

Account 271 25/26: Yr. End 2/12/26; Approved 26/27 Budget as of 2/12/26; 4th Quarter June 11, 2026)

2026-2027 Library Budget 271		2024-2025	2025-2026	2025-2026	2025-2026	2026-2027	2027-2028	2028-2029
Approved Budget as of February 12, 2026		Audited	Approved	Year End	4th Qtr.	Approved	Projected	Projected
Revenues		10/31/2025	1st Qtr.	Approved	Projected	4/13/2026	4/13/2026	4/13/2026
Account	Description		9/11/2025	2/12/2026	6/11/2026			
402.000	Tax Revenue - Current Levy	3,620,624.41	3,762,784.00	3,806,000.00	3,806,000.00	4,960,077.00	5,108,938.00	5,262,196.00
	City approved .2000 mills 4/13/26							
404.003	Tax Revenue - Brow nfield B1	0.00	-506.00	-560.00	-560.00	-587.00	-692.00	-713.00
404.006	Tax Revenue - Brow nfield B2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404.007	Tax Revenue - Brow nfield B3 17	-16,000.68	-28,232.00	-28,232.00	-28,232.00	-38,396.00	-47,995.00	-49,435.00
404.008	Tax Revenue - CIA Cap 2018	-35,898.98	-55,783.00	-55,783.00	-55,783.00	-75,307.00	-94,135.00	-96,959.00
404.009	Tax Revenue - Brow nfield B4 21	-440.12	-469.00	-469.00	-469.00	-544.00	-625.00	-644.00
404.010	Tax Revenue - Brow nfield B4X	-44.00	-124.00	-124.00	-124.00	-143.00	-164.00	-169.00
412.000	Tax Reveune - C/Y Del PPT	-7,986.56	-10,000.00	-10,000.00	-10,000.00	-12,000.00	-12,000.00	-12,000.00
414.000	Tax Revenue - Tax Tribunal Accr	-3,900.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00
415.000	Tax Revenue - Cnty Chargebk	3,203.27	1,800.00	5,000.00	5,000.00	2,000.00	2,000.00	2,000.00
567.000	State Aid	69,947.04	70,000.00	68,650.00	72,130.00	69,000.00	69,000.00	69,000.00
573.000	State Grants - Local Comm Stablizatio	25,741.20	15,000.00	10,252.00	10,252.00	10,500.00	10,500.00	10,500.00
569.002	State Grants - SBTE				7,585.00			
658.000	State penal fines	91,226.15	98,967.71	98,967.71	98,967.71	93,000.00	93,000.00	93,000.00
659.000	Library book fees	8,858.67	8,000.00	6,600.00	8,500.00	7,000.00	7,000.00	7,000.00
665.000	Interest on Investments	138,007.28	100,000.00	65,000.00	70,600.00	65,000.00	100,000.00	100,000.00
669.500	Unrealized gain(loss) invest	43,492.21	10,000.00	44,292.00	44,292.00	10,000.00	10,000.00	10,000.00
674.289	Adult Programming (26/27)	19,451.99	7,500.00	7,200.00	12,500.00	7,500.00	7,500.00	7,500.00
674.290	Library Fundraising	0.00	0.00	0.00	0.00	0.00	0.00	0.00
674.400	Gifts and Donations	683.26	500.00	500.00	525.00	500.00	500.00	500.00
675.000	Miscellaneous income	3,193.89	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
675.006	Car Charging	77.94	100.00	300.00	400.00	300.00	300.00	300.00
675.100	Copier	14,062.26	8,500.00	12,000.00	14,000.00	9,800.00	9,800.00	9,800.00
675.300	Meeting Room	43,017.09	30,000.00	35,000.00	35,000.00	38,500.00	38,500.00	38,500.00
675.404	Novi Tow nship Assessment	8,228.00	7,850.00	8,524.00	8,524.00	8,779.00	9,043.00	9,320.00
675.650	Library Café	0.00	0.00	0.00	0.00	0.00	0.00	0.00
676.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues		4,025,544.32	4,027,387.71	4,074,617.71	4,100,607.71	5,156,479.00	5,311,970.00	5,461,196.00

2026-2027 Library Budget 271 Expenditures		2024-2025 Audited	2025-2026 9/11/2025	2025-2026 Yr. End	2025-2026 4th Qtr.	2026-2027 Approved	2027-2028 Projected	2028-2029 Projected
Personnel Svcs.								
Account	Description							
704.000	Permanent Salaries	1,422,713.26	1,530,000.00	1,507,200.00	1,495,000.00	1,531,880.00	1,577,800.00	1,625,200.00
704.100	Severance/Incentive Pay	0.00	0.00	12,000.00	0.00	0.00	0.00	0.00
704.200	Wages - stipend	0.00	0.00	0.00	12,000.00	0.00	0.00	0.00
704.210	Vacation Payout	5,157.60	7,500.00	7,500.00	7,500.00	5,500.00	5,750.00	5,900.00
704.250	Final Payout	6,921.72	0.00	6,800.00	6,800.00	0.00	0.00	0.00
705.000	Temporary Salaries	680,970.00	808,500.00	768,000.00	755,000.00	802,514.00	826,600.00	851,400.00
706.000	Overtime	915.08	500.00	800.00	1,000.00	850.00	500.00	500.00
715.000	Social Security	159,320.48	178,900.00	174,053.00	174,053.00	178,600.00	184,000.00	189,500.00
716.000	Insurance	272,645.88	276,000.00	230,400.00	276,000.00	269,212.00	259,109.00	317,481.00
716.200	HSA - Employer Contribution	1,812.74	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
716.999	Ins. Employee Reimbursement	-38,382.06	-41,400.00	-42,324.00	-42,324.00	-35,990.00	-38,866.00	-45,000.00
717.000	Workers' Comp	2,033.10	1,900.00	1,900.00	1,900.00	2,000.00	2,000.00	2,000.00
718.000	Pension DB Normal Cost	1,680.00	1,800.00	1,800.00	1,884.00	1,872.00	2,000.00	2,150.00
718.010	DB Unfunded Accrued Liability	92,196.00	108,192.00	108,192.00	108,192.00	122,604.00	131,000.00	140,480.00
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	112,273.59	120,000.00	120,000.00	124,300.00	137,412.00	156,580.00	145,781.00
719.000	Unemployment Ins	96.03	2,000.00	2,000.00	0.00	1,000.00	1,000.00	1,000.00
Total Personnel Services		2,720,353.42	2,996,892.00	2,901,321.00	2,924,305.00	3,020,454.00	3,110,473.00	3,239,392.00
Supplies and Materials								
Account	Description							
726.400	Supplies - Cash Over/Under	-8.38	100.00	50.00	50.00	50.00	50.00	50.00
727.000	Office supplies	7,804.48	10,000.00	8,000.00	8,000.00	8,000.00	8,500.00	9,000.00
728.000	Postage	2,035.09	3,500.00	2,000.00	2,000.00	2,500.00	3,000.00	3,500.00
734.000	Computer software/licensing	46,943.17	97,000.00	69,000.00	69,000.00	97,000.00	97,000.00	97,000.00
734.500	Computer supplies equip	44,721.95	52,000.00	52,000.00	52,000.00	40,000.00	52,000.00	52,000.00
740.000	Operating supplies	41,640.62	38,000.00	35,000.00	35,000.00	40,000.00	41,200.00	42,400.00
740.200	Supplies desk, chairs, cabinets	836.00	7,500.00	8,000.00	9,400.00	4,000.00	4,000.00	4,000.00
741.000	Supplies-Uniforms	1,176.64	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.000	Library Books	232,364.05	241,000.00	241,000.00	239,000.00	241,000.00	248,000.00	255,400.00
742.010	Library Books - Lending	7,815.27	15,400.00	13,000.00	13,000.00	13,000.00	13,400.00	14,000.00
742.100	Book Fines	118.98	200.00	200.00	650.00	200.00	200.00	200.00
743.000	Library Periodicals	16,749.33	18,000.00	19,100.00	19,100.00	19,100.00	19,600.00	21,100.00
744.000	Audio visual materials (CD/DVD)	50,869.75	52,000.00	52,000.00	52,000.00	50,000.00	50,000.00	50,000.00
745.200	Electronic media (Digital Books)	160,490.09	177,000.00	191,600.00	191,600.00	197,000.00	197,000.00	197,000.00
745.300	Electronic Resources - Online	80,376.53	80,000.00	65,400.00	65,400.00	66,000.00	66,000.00	66,000.00
Total Supplies & Materials		693,933.57	792,700.00	757,350.00	757,200.00	778,850.00	800,950.00	812,650.00

2026-2027 Library Budget 271 Services & Charges		2024-2025 Audited	2025-2026 Approved	2025-2026 Yr. End	2025-2026 4th Qtr.	2026-2027 Approved	2027-2028 Projected	2028-2029 Projected
Account	Description							
802.000	Data Processing - OnBase	891.07	1,600.00	900.00	900.00	1,000.00	1,000.00	1,000.00
802.100	Bank Service Charges	2,212.32	3,000.00	2,000.00	3,000.00	2,500.00	2,500.00	2,500.00
803.000	Independent Audit	622.00	800.00	761.00	761.00	800.00	800.00	800.00
804.000	Medical Service	1,508.00	1,500.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
806.000	Legal Fees	4,388.50	6,000.00	4,500.00	3,000.00	5,000.00	5,000.00	5,000.00
808.100	Rubbish Monthly	0.00	0.00	0.00	0.00	0.00	0.00	0.00
809.000	Memberships & Dues	6,233.26	8,500.00	8,500.00	7,000.00	8,500.00	8,500.00	8,500.00
816.000	Professional services	15,888.11	20,000.00	15,000.00	15,000.00	10,000.00	10,000.00	10,000.00
817.000	Custodial Services	95,725.00	95,000.00	96,000.00	96,000.00	96,000.00	96,000.00	96,000.00
818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	3,495.00	3,500.00	3,500.00	3,500.00
820.000	Property & Liability Insurance	15,874.00	16,350.00	15,145.60	15,145.60	16,600.00	18,200.00	20,000.00
820.001	Ins deduct/Uninsured claims	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00
851.000	Telephone	42,972.95	54,100.00	44,000.00	36,000.00	43,000.00	44,300.00	45,600.00
855.000	TLN Automation Services	71,297.68	81,000.00	81,000.00	81,000.00	85,000.00	89,200.00	93,700.00
861.000	Gasoline and oil	316.40	500.00	500.00	500.00	500.00	500.00	500.00
862.000	Mileage	1,536.19	1,700.00	1,200.00	800.00	1,400.00	1,500.00	1,600.00
880.000	Community Promotion	18,504.24	25,000.00	22,500.00	22,500.00	22,500.00	22,500.00	22,500.00
880.268	Library Programming	24,945.78	44,600.00	44,600.00	42,600.00	35,500.00	37,000.00	39,000.00
880.271	Adult Programming	9,424.83	10,000.00	10,000.00	12,500.00	10,000.00	10,000.00	10,000.00
882.200	Employee Assistance Program	506.94	1,000.00	1,000.00	1,800.00	1,000.00	1,000.00	1,000.00
900.000	Print, Graphic Design, Publish	22,970.79	26,000.00	26,000.00	26,000.00	25,000.00	25,000.00	25,000.00
921.000	Heat	13,139.86	15,700.00	15,700.00	21,000.00	16,000.00	16,800.00	17,600.00
922.000	Electricity	98,745.97	102,000.00	100,700.00	106,000.00	101,000.00	106,000.00	111,000.00
923.000	Water and Sewer	8,466.93	8,700.00	9,000.00	10,000.00	9,000.00	9,000.00	9,200.00
934.000	Building Maintenance	139,346.32	125,000.00	133,000.00	130,000.00	115,000.00	118,500.00	122,000.00
935.000	Vehicle Maintenance	426.22	500.00	500.00	3,600.00	500.00	1,000.00	1,000.00
936.300	Grounds Maint.	44,088.98	53,000.00	56,000.00	56,000.00	50,600.00	52,100.00	56,400.00
942.000	Office Equipment Lease	12,120.00	12,200.00	12,200.00	12,200.00	12,200.00	13,000.00	13,000.00
942.002	Copier Property Tax	621.90	800.00	800.00	800.00	800.00	800.00	800.00
942.100	Records storage	328.08	500.00	400.00	400.00	500.00	500.00	500.00
956.000	Conferences & Workshops	18,822.29	26,700.00	26,700.00	12,600.00	16,050.00	16,500.00	17,100.00
957.000	Tuition and Other Reimbursements	0	7000	7000	6987.67	0	3500	0
Total Services & Charges		675,419.61	762,250.00	740,101.60	728,589.27	690,450.00	715,200.00	735,800.00

2026-2027 Library Budget 271		2024-2025 Audited	2025-2026 Approved	2025-2026 Yr. End	2025-2026 4th Qtr.	2026-2027 Approved	2027-2028 Projected	2028-2029 Projected
Capital Outlay								
Account	Description							
962.000	Building Contingency							
989.000	Grounds Improvement							
976.000	Building Improvements/Entrance/Furn							
976.100	Parking lot improvements							
976.140	Auto Return System							
983.000	Vehicles - Van							
986.000	Technology	29,275.44						
Total Capital Outlay		29,275.44	0.00	0.00	0.00	0.00	0.00	0.00
995.272	Transfer to 272 RESERVE					224,700.00	231,400.00	238,300.00
	Transfer to 271 from 272		241,377.00	241,377.00	241,377.00			
Total Expenditures		4,118,982.04	4,551,842.00	4,398,772.60	4,410,094.27	4,714,454.00	4,858,023.00	5,026,142.00
Total Revenues		4,025,544.32	4,268,764.71	4,315,994.71	4,341,984.71	5,156,479.00	5,311,970.00	5,461,196.00
Net Revenue		-93,437.72	-283,077.29	-82,777.89	-68,109.56	442,025.00	453,947.00	435,054.00
Current Fund Balance 271		2,503,231.71	2,220,154.42	2,420,453.82	2,435,122.15	2,862,478.82	3,316,425.82	3,751,479.82
FUND BALANCE TARGET 28% of Expenditures		1,153,315.00	1,274,516.00	1,231,656.00	1,234,826.00	1,320,047.00	1,360,246.00	1,407,320.00

NOTES: All Capital projects are expensed out of budget 272

26/27: 271 Not filling 2 PT Librarian positions in IS Dept. This results in not offering Teen Space on Fridays (only Monday - Thursday), no teen volunteer program, reducing staffed hours in iCube from 32-28 per/wk (keeping 9.5 on weekends).
 Staff call-ins will result in a cancellation of the program/outreach (Effective 2/2026); No programming offered on Fridays and Sundays (Effective May 2026)

26/27: 272 Account: \$32,700 Technology; \$10,500 Parking Lot, \$25,000 Concrete and Sidewalk; Main Ent. Artwork (MSUFCU) \$3,000; \$125,000 Main Entrance (as of 6/11/26)

27/28: 272 Account: Youth Area Reno Architect Concepts \$30,000; Parking lot \$15,000; LLL Maint. \$20,000

28/29: 272 Account: Parking lot \$15,000; 1st Floor Carpeting \$200,000 (all public areas); Youth Area Renovation \$265,000 includes \$65,000 from Marten donations; LLL Maint

Account 272 25/26: Yr. End 2/12/26; Approved 26/27 Budget as of 2/12/26; 4th Quarter 6/11/26)

272 - Library Contributed Funds								
Revenues & Expenditures								
2026-2027 Budget as of 2/12/26								
		2024-2025 Audited	2025-2026 1st Qtr.	2025-2026 Year End	2025-2026 Year End	2026-2027 Approved	2027-2028 Projected	2028-2029 Projected
		10/31/2025	9/11/2025	2/12/2026	6/11/2026	2/12/2026	2/12/2026	2/12/2026
Revenues								
Interest Income						1st Qtr. 9/30/26		
665.000	Interest on Investments	\$ 59,391.02	\$ 27,000.00	\$ 28,000.00	\$ 28,335.00	\$ 47,245.00	\$ 47,245.00	\$ 47,245.00
669.500	Unrealized gain (loss) Investments	23,750.68	(4,500.00)	27,000.00	27,000.00	-	-	-
TOTAL		\$ 83,141.70	\$ 22,500.00	\$ 55,000.00	\$ 55,335.00	\$ 47,245.00	\$ 47,245.00	\$ 47,245.00
699.271	Transfer from Library Fund 271 Reserve Study				-	224,700.00	231,400.00	238,300.00
Donations								
674.036	Diversity, Equity & Inclusion	0.00	500.00	500.00	0.00	500.00	500.00	500.00
674.046	Makerspace (iCube) Rev	5,177.55	1,000.00	1,476.10	3,748.00	1,000.00	1,000.00	1,000.00
674.229	Raising a Reader Sponsors	-	1,000.00	1,000.00	-	1,000.00	1,000.00	1,000.00
674.230	Collections/Materials Rev	5,638.00	1,000.00	7,200.00	10,300.00	1,000.00	1,000.00	1,000.00
674.231	Buildings/Ground/Furniture Rev	4,068.72	1,000.00	1,000.00	275.00	1,000.00	1,000.00	1,000.00
674.232	Programming Revenue	14,597.75	2,000.00	9,500.00	10,500.00	2,000.00	2,000.00	2,000.00
674.233	Technology Library Rev	-	500.00	500.00	-	500.00	500.00	500.00
674.234	Undesignated Misc. Donations	-	500.00	500.00	-	500.00	500.00	500.00
674.235	Marketing Sponsorships	7,700.00	5,000.00	5,000.00	11,000.00	5,000.00	5,000.00	5,000.00
674.277	Youth Area Reno - M. Marten	34,294.00		20,000.00	29,689.00	10,000.00		
TOTAL		\$71,476	\$12,500	\$46,676	\$65,512	\$22,500	\$12,500	\$12,500
TOTAL Revenues		\$ 154,617.72	\$ 35,000.00	\$ 101,676.10	\$ 120,847.00	\$ 294,445.00	\$ 291,145.00	\$ 298,045.00
		2024-2025 Audited	2025-2026 1st Qtr.	2025-2026 Year End	2025-2026 Year End	2026-2027 Approved	2027-2028 Projected	2028-2029 Projected
		6/30/2025	9/11/2025	2/12/2026	6/11/2026	2/12/2026	2/12/2026	2//12/2026
Expenditures								
Supplies								
742.036	Diversity, Equity & Inclusion	454.57	500.00	500.00	250.00	500.00	500.00	500.00
742.046	Makerspace (iCube)	1,000.00	0.00	0.00	879.37	0.00	0.00	0.00
742.229	Raising a Reader	1,211.86	1,000.00	1,000.00	559.16	1,000.00	1,000.00	1,000.00
742.230	Collections/Materials	5,975.24	1,000.00	7,200.00	10,300.00	1,000.00	1,000.00	1,000.00
742.231	Buildings/Ground/Furniture	715.70	25,000.00	25,000.00	500.00	25,000.00	25,000.00	25,000.00
742.232	Programming Expenditures	10,739.06	1,000.00	9,500.00	10,500.00	1,000.00	1,000.00	1,000.00
742.233	Technology	-	61,500.00	61,500.00	61,500.00	32,600.00	68,400.00	80,100.00
742.234	Undesignated Misc.	108.54	500.00	500.00	24.11	500.00	500.00	500.00
742.236	Staff Recognition	1,579.29	2,500.00	2,500.00	3,000.00	4,000.00	4,000.00	4,000.00
820.001	Insurance deductible/Uninsured				5,000.00			
TOTAL		\$21,784	\$93,000	\$107,700	\$92,513	\$65,600	\$101,400	\$113,100
Capital Outlay								
976.000	Bldg. Improvements/Furniture/Carpet	79,452.67	115,000.00	90,100.00	90,100.00	28,000.00	-	200,000.00
976.002	Capital Outlay		37,300.00	-	-			
976.277	Youth Renovation - Marten						30,000.00	265,000.00
976.044	Auto Lending Library (Friends)	-	-	-	-	-	-	-
976.046	Makerspace (iCube)	-	-	-	-	-	-	-
976.140	Automated Return System (AST)	29,647.80	129,000.00	138,600.00	135,002.40	-	-	-
976.141	Main Entrance/Parking Lot	11,700.00	118,000.00	126,000.00	8,000.00	135,500.00	15,000.00	15,000.00
976.143	WiFi Upgrade; Firewall	13,235.89	-	-	-	-	-	-
976.144	Server & Camera Upgrade/Intercom System		-	10,500.00	10,500.00	-	-	-
TOTAL			\$399,300.00	365,200.00	243,602.40	163,500.00		
699.272	Transfer to 271 Account			241,377.00	241,377.00			
TOTAL		\$ 134,036.36	\$ 492,300.00	\$714,277.00	\$577,492.04	\$ 229,100.00	\$ 45,000.00	\$ 480,000.00
		2024-2025 Audited	2025-2026 1st Qtr.	2025-2026 Year End	2025-2026 Year End	2026-2027 Approved	2027-2028 Projected	2028-2029 Projected
		6/30/2025	9/11/2025	2/12/2026	6/11/2026	2/12/2006	2/12/2026	2/12/2026
TOTAL Expenditures		\$155,821	\$492,300	\$714,277	\$577,492	229,100.00	\$ 146,400.00	\$ 593,100.00
	Beginning Fund Balance Yr. End	\$ 1,643,951.09	\$ 1,642,748.19	\$ 1,642,748.19	\$ 1,642,748.19	\$ 1,030,147.29	\$ 1,220,492.29	\$ 1,384,637.29
	Revenues	155,821.00	35,000.00	101,676.10	120,847.00	294,445.00	291,145.00	298,045.00
	Expenditures	(\$155,821)	(\$492,300)	(\$714,277)	(\$577,492)	(\$229,100.00)	(\$146,400.00)	(\$593,100.00)
	NET Revenues vs. Expenditures	(1,202.90)	(457,300.00)	(612,600.90)	(456,645.04)	65,345.00	144,745.00	(295,055.00)
	Beginning Fund Balance							
	Ending Fund Balance Expected	\$ 1,642,748.19	\$ 1,185,448.19	\$ 1,030,147.29	\$ 1,186,103.15	\$ 1,095,492.29	\$ 1,365,237.29	\$ 1,089,582.29

Notes:
 25/26: Bldg. Improvements/Furniture: Parking lot seal/crack \$23,000 (\$18,000)- done; Architect for deslgn needs for main entry (\$8,000); NO youth area reno \$30,000; Add; Electric \$18,500 (6 locations)
 Staff chairs replacement (15 yrs.) \$36,000 (\$41,600); 2 Single-Use Study Booths \$15,500 (Friends \$7,000); 2 Staff Office Re-deslgn \$30,000; Main entrance project estimation: \$100,000 delayed to 9/26.
 AMHS: (\$115,800 - 121,500); Retrofllt of book return opening \$7500 (\$9,511 - construction, electrical and add'l piece from Lyngsoes);
 26/27: Technology \$32,600; Parking Lot \$10,500; Concrete/Sidewalks \$25,000; Main Ent. Artwork MSUFUCU \$3,000; \$125,000 Main Entrance (scheduled 9/26)
 27/28: Architect planning for Youth Area Renovation (\$30,000); Parking lot (\$15,000) ; LLL Maint. (\$20,000 in Technology)
 28/29: Parking Lot (\$15,000); 1st floor carpeting upgrade (20 years) - all public areas (\$200,000); Youth Area Renovation (\$265,000, Includes \$65,000 Marten donation); LLL Maint. (\$20,000 Technology)

Financial Report (Provided by Bindhya Raja) – May 31, 2026**Financial Report for May 2026****Budget for Fund 271 Fiscal Year 2025-2026**

	Original Budget	1st Quarter Amended Budget
TOTAL REVENUES	\$ 4,009,420	\$ 4,315,995
TOTAL EXPENDITURES	\$ 4,629,662	\$ 4,398,773
NET OF REVENUES & EXPENDITURES	(\$ 620,242)	(\$ 82,778)

Budget for Fund 272 Fiscal Year 2025-2026

	Original Budget	1st Quarter Amended Budget
TOTAL REVENUES	\$ 35,000	\$ 101,676
TOTAL EXPENDITURES	\$ 393,800	\$ 714,277
NET OF REVENUES & EXPENDITURES	(\$358,800)	(\$ 612,601)

Revenue & Expenditure Report for Fund 271

	YTD Apr 30, 2026	YTD May 31, 2026	Difference
TOTAL REVENUES	\$ 4,122,895	\$ 4,173,157	\$ 50,262
TOTAL EXPENDITURES	\$ 3,415,876	\$ 3,854,078	\$ 438,202
NET REVENUES & EXPENDITURES	\$ 707,019	\$ 319,079	

Revenue & Expenditure Report for Fund 272

	YTD Apr 30, 2026	YTD May 31, 2026	Difference
TOTAL REVENUES	\$ 95,740	\$ 117,115	\$ 21,375
TOTAL EXPENDITURES	\$ 274,644	\$ 283,412	\$ 8,768
NET REVENUES & EXPENDITURES	(\$ 178,904)	(\$ 166,297)	

Balance Report as of May 31, 2026

The ending fund balance for Fund 271 is: \$ 2,824,901.22

The ending fund balance for Fund 272 is: \$ 1,599,799.10

Revenues and Expenditures (Provided by Bindhya Raja) – as of May 31, 2026

06/05/2026 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 05/31/2026 □										
% Fiscal Year Completed: 91.78										
GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 NM (ABNOR)	2025-26 ORIGINAL BUDGET	2025-26 AMDD BUDGET	MTH ACTY MARCH 2026 INCR (DECR)	MTH ACTY APRIL 2026 INCR (DECR)	MTH ACTY MAY 2026 INCR (DECR)	YTD BALANCE 05/31/2026 NM (ABNM)	AVAILABLE BALANCE NM (ABNM)	% BDGT USED
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.00 - TREASURY										
Property tax revenue										
271-000.00-402.000	Property Tax Revenue - Current L	3,620,624.41	3,762,784.00	3,806,000.00	0.00	0.00	0.00	3,805,938.04	61.96	100.00
271-000.00-404.003	Property Tax Revenue - Brow nfid	0.00	(506.00)	(560.00)	0.00	0.00	0.00	0.00	(560.00)	0.00
271-000.00-404.007	Property Tax Revenue-Brow nfid C	(16,000.68)	(28,232.00)	(28,232.00)	0.00	0.00	0.00	(16,272.21)	(11,959.79)	57.64
271-000.00-404.008	Property Tax Revenue - CIA Cap C	(35,898.98)	(55,783.00)	(55,783.00)	0.00	0.00	0.00	(49,467.73)	(6,315.27)	88.68
271-000.00-404.009	Property Tax Revenue-Brow nfid C	(440.12)	(469.00)	(469.00)	0.00	0.00	0.00	(455.80)	(13.20)	97.19
271-000.00-404.010	Property Tax Revenue-Brow nfid C	(44.00)	(124.00)	(124.00)	0.00	0.00	0.00	(43.89)	(80.11)	35.40
271-000.00-412.000	Property Tax Revenue - C/Y Del F	(7,986.56)	(10,000.00)	(10,000.00)	0.00	0.00	0.00	0.00	(10,000.00)	0.00
271-000.00-414.000	Property Tax Revenue - Tax Tribu	(3,900.00)	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00
271-000.00-415.000	Property Tax Revenue - County C	3,203.27	1,800.00	5,000.00	800.16	239.24	10.19	7,611.03	(2,611.03)	152.22
Property tax revenue		3,559,557.34	3,668,470.00	3,714,832.00	800.16	239.24	10.19	3,747,309.44	(32,477.44)	100.87
State sources										
271-000.00-567.000	State aid	69,947.04	66,000.00	68,650.00	0.00	35,599.04	0.00	72,130.10	(3,480.10)	105.07
271-000.00-573.000	State Grants - Local Comm Stabiliz	25,741.20	15,000.00	10,252.00	0.00	0.00	24,619.37	34,871.40	(24,619.40)	340.14
State sources		95,688.24	81,000.00	78,902.00	0.00	35,599.04	24,619.37	107,001.50	(28,099.50)	135.61
State grants										
271-000.00-569.002	Other State Grants - SBTE	0.00	0.00	0.00	3,887.78	0.00	4,835.70	12,420.98	(12,420.98)	100.00
State grants		0.00	0.00	0.00	3,887.78	0.00	4,835.70	12,420.98	(12,420.98)	100.00
Fines and forfeitures										
271-000.00-658.000	State penal fines	91,226.15	85,000.00	98,968.00	0.00	0.00	0.00	98,967.71	0.29	100.00
271-000.00-659.000	Library book fees	8,858.67	8,000.00	6,600.00	3,098.20	752.62	369.65	8,458.38	(1,858.38)	128.16
Fines and forfeitures		100,084.82	93,000.00	105,568.00	3,098.20	752.62	369.65	107,426.09	(1,858.09)	101.76
Interest income										
271-000.00-665.000	Interest in investments	138,007.28	100,000.00	65,000.00	3,418.64	6,728.10	0.00	70,512.83	(5,512.83)	108.48
271-000.00-669.500	Gain (loss) on investments	43,492.21	10,000.00	44,292.00	(5,682.65)	2,966.71	0.00	57,203.46	(12,911.46)	129.15
Interest income		181,499.49	110,000.00	109,292.00	(2,264.01)	9,694.81	0.00	127,716.29	(18,424.29)	116.86
Donations										
271-000.00-674.289	Adult programs	19,451.99	7,500.00	7,200.00	0.00	0.00	6,891.51	13,154.42	(5,954.42)	182.70
271-000.00-674.400	Gifts and donations	683.26	500.00	500.00	32.16	176.86	19.10	522.62	(22.62)	104.52
Donations		20,135.25	8,000.00	7,700.00	32.16	176.86	6,910.61	13,677.04	(5,977.04)	177.62
Other revenue										
271-000.00-675.000	Miscellaneous income	3,193.89	2,500.00	2,500.00	136.26	117.10	23.75	2,492.74	7.26	99.71
271-000.00-675.006	Car Charging Revenue	77.94	100.00	300.00	0.00	89.35	0.00	353.70	(53.70)	117.90
271-000.00-675.100	Copier	14,062.26	8,500.00	12,000.00	1,642.80	1,738.23	1,407.85	13,927.69	(1,927.69)	116.06
271-000.00-675.300	Meeting room	43,017.09	30,000.00	35,000.00	2,832.35	2,877.45	2,390.77	32,307.99	2,692.01	92.31
271-000.00-675.404	Novi Tow nship Assessment	8,228.00	7,850.00	8,524.00	0.00	0.00	0.00	8,524.00	0.00	100.00
Other revenue		68,579.18	48,950.00	58,324.00	4,611.41	4,822.13	3,822.37	57,606.12	717.88	98.77
Unclassified										
271-000.00-699.272	Transfer from Library Contribution	0.00	0.00	241,377.00	0.00	0.00	0.00	0.00	241,377.00	0.00
Unclassified		0.00	0.00	241,377.00	0.00	0.00	0.00	0.00	241,377.00	0.00
Total Dept 000.00 - TREASURY		4,025,544.32	4,009,420.00	4,315,995.00	10,165.70	51,284.70	40,567.89	4,173,157.46	142,837.54	96.69
TOTAL REVENUES		4,025,544.32	4,009,420.00	4,315,995.00	10,165.70	51,284.70	40,567.89	4,173,157.46	142,837.54	96.69

		END BALANCE	2025-26		MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	ORIGINAL	2025-26	MARCH 2026	APRIL 2026	MAY 2026	05/31/2026	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNOR	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	1,422,713.26	1,589,000.00	1,507,200.00	113,442.45	113,174.22	163,743.66	1,342,711.47	164,488.53	89.09
271-000.00-704.100	Severance/Incentive Pay	0.00	12,000.00	12,000.00	0.00	0.00	0.00	0.00	12,000.00	0.00
271-000.00-704.200	Wages - Stipend	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00	(12,000.00)	100.00
271-000.00-704.210	Vacation Payout	5,157.60	7,500.00	7,500.00	0.00	0.00	0.00	7,232.56	267.44	96.43
271-000.00-704.250	Final Payout	6,921.72	0.00	6,800.00	0.00	0.00	0.00	0.00	6,800.00	0.00
271-000.00-705.000	Temporary salaries	680,970.00	810,000.00	768,000.00	62,542.34	58,102.79	84,815.75	676,711.05	91,288.95	88.11
271-000.00-706.000	Overtime	915.08	500.00	800.00	0.00	0.00	0.00	555.48	244.52	69.44
271-000.00-715.000	Social security	159,320.48	183,500.00	174,053.00	13,177.85	12,817.79	18,720.73	153,688.93	20,364.07	88.30
271-000.00-716.000	Insurance	272,645.88	239,560.00	230,400.00	35,739.21	8,920.02	25,778.66	254,567.12	(24,167.12)	110.49
271-000.00-716.200	HSA - employer contribution	1,812.74	3,000.00	3,000.00	0.00	0.00	0.00	1,189.98	1,810.02	39.67
271-000.00-716.999	Insurance - Employee Reimbursen	(38,382.06)	(35,934.00)	(42,324.00)	(3,979.46)	(3,977.68)	(3,723.32)	(37,267.76)	(5,056.24)	88.05
271-000.00-717.000	Workers compensation	2,033.10	1,900.00	1,900.00	149.63	145.42	206.64	1,729.06	170.94	91.00
271-000.00-718.000	Pension - DB Normal Cost	1,680.00	1,884.00	1,800.00	157.00	157.00	157.00	1,727.00	73.00	95.94
271-000.00-718.010	Pension - DB Unfunded Accrued L	92,196.00	108,192.00	108,192.00	9,016.00	9,016.00	9,016.00	99,176.00	9,016.00	91.67
271-000.00-718.200	Pension - defined contribution	112,273.59	132,210.00	120,000.00	10,209.82	10,185.68	14,736.93	119,057.73	942.27	99.21
271-000.00-719.000	Unemployment insurance	96.03	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
Personnel services		2,720,353.42	3,055,312.00	2,901,321.00	240,454.84	208,541.24	313,452.05	2,633,078.62	268,242.38	90.75
Supplies										
271-000.00-726.400	Supplies - Cash over/short	(8.38)	100.00	50.00	(1.00)	0.50	(0.20)	8.97	41.03	17.94
271-000.00-727.000	Office supplies	7,804.48	10,000.00	8,000.00	705.19	229.97	121.98	4,225.48	3,774.52	52.82
271-000.00-728.000	Postage	2,035.09	3,500.00	2,000.00	305.99	0.00	220.99	1,651.77	348.23	82.59
271-000.00-734.000	Computer supplies, software & lic	46,943.17	97,000.00	69,000.00	10,003.16	1,756.00	7,484.67	55,795.91	13,204.09	80.86
271-000.00-734.500	Computer supplies/equipment	44,721.95	52,000.00	52,000.00	11,488.09	2,315.93	(1,714.66)	27,202.12	24,797.88	52.31
271-000.00-740.000	Operating supplies	41,640.62	38,000.00	35,000.00	1,185.39	1,116.18	165.97	20,518.34	14,481.66	58.62
271-000.00-740.200	Supplies - Desk chairs and file cab	836.00	5,000.00	8,000.00	1,795.09	0.00	0.00	9,327.78	(1,327.78)	116.60
271-000.00-741.000	Supplies - Uniforms	1,176.64	1,000.00	1,000.00	0.00	0.00	0.00	696.47	303.53	69.65
271-000.00-742.000	Library books	232,364.05	241,000.00	241,000.00	21,481.36	32,342.42	16,878.84	205,198.49	35,801.51	85.14
271-000.00-742.010	Library Books - Lending	7,815.27	15,400.00	13,000.00	846.77	926.95	271.56	9,126.35	3,873.65	70.20
271-000.00-742.100	Library Books - Fines	118.98	200.00	200.00	72.98	0.00	0.00	345.81	(145.81)	172.91
271-000.00-743.000	Library periodicals	16,749.33	18,000.00	19,100.00	0.00	0.00	0.00	19,005.72	94.28	99.51
271-000.00-744.000	Audio visual materials	50,869.75	52,000.00	52,000.00	8,862.59	9,258.10	4,220.35	47,645.37	4,354.63	91.63
271-000.00-745.200	Electronic media	160,490.09	177,000.00	191,600.00	9,771.78	22,070.47	14,600.00	182,967.05	8,632.95	95.49
271-000.00-745.300	Electronic resources (CD rom mat	80,376.53	80,000.00	65,400.00	2,593.54	0.00	0.00	61,633.43	3,766.57	94.24
Supplies		693,933.57	790,200.00	757,350.00	69,110.93	70,016.52	42,249.50	645,349.06	112,000.94	85.21

GL NUMBER	DESCRIPTION	END BALANCE	2025-26		MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2025 NM (ABNM)	ORIGINAL BUDGET	2025-26 AMDD BUDGET	MARCH 2026 INCR (DECR)	APRIL 2026 INCR (DECR)	MAY 2026 INCR (DECR)	05/31/2026 NM (ABNM)	BALANCE NM (ABNM)	
Other services and charges										
271-000.00-802.000	Data processing	891.07	1,600.00	900.00	0.00	0.00	0.00	0.00	900.00	0.00
271-000.00-802.100	Bank Service Charges	2,212.32	3,000.00	2,000.00	158.70	554.19	528.82	2,528.49	(528.49)	126.42
271-000.00-803.000	Independent audit	622.00	800.00	761.00	0.00	0.00	0.00	761.00	0.00	100.00
271-000.00-804.000	Medical service	1,508.00	1,500.00	1,000.00	0.00	135.00	0.00	850.00	150.00	85.00
271-000.00-806.000	Legal fees	4,388.50	6,000.00	4,500.00	0.00	0.00	0.00	2,465.00	2,035.00	54.78
271-000.00-809.000	Memberships and dues	6,233.26	8,500.00	8,500.00	35.00	180.00	5.00	6,355.26	2,144.74	74.77
271-000.00-816.000	Professional services	15,888.11	20,000.00	15,000.00	0.00	0.00	0.00	10,270.83	4,729.17	68.47
271-000.00-817.000	Custodial services	95,725.00	100,000.00	96,000.00	8,120.00	8,120.00	0.00	80,360.00	15,640.00	83.71
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	0.00	0.00	0.00	3,495.00	0.00	100.00
271-000.00-820.000	Property & liability insurance	15,874.00	16,350.00	15,146.00	0.00	0.00	0.00	15,145.60	0.40	100.00
271-000.00-820.001	Insurance deductibles/Uninsured	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-851.000	Telephone	42,972.95	54,100.00	44,000.00	1,646.61	3,152.93	3,168.27	32,780.40	11,219.60	74.50
271-000.00-855.000	TLN Automation Services	71,297.68	81,000.00	81,000.00	1,985.25	17,751.68	0.00	72,309.36	8,690.64	89.27
271-000.00-861.000	Gasoline and oil	316.40	500.00	500.00	74.45	15.76	0.00	306.56	193.44	61.31
271-000.00-862.000	Mileage	1,536.19	1,700.00	1,200.00	108.69	115.49	148.55	798.93	401.07	66.58
271-000.00-880.000	Community promotion	18,504.24	25,000.00	22,500.00	808.00	601.36	1,838.02	16,032.71	6,467.29	71.26
271-000.00-880.268	Library programming	24,945.78	44,600.00	44,600.00	3,274.46	3,726.55	4,179.22	25,048.33	19,551.67	56.16
271-000.00-880.271	Adult programs	9,424.83	10,000.00	10,000.00	0.00	0.00	0.00	10,362.38	(362.38)	103.62
271-000.00-882.200	Employee assistance program	506.94	1,000.00	1,000.00	0.00	435.54	0.00	1,278.06	(278.06)	127.81
271-000.00-900.000	Printing, graphic design and publi	22,970.79	26,000.00	26,000.00	619.95	530.43	3,263.31	7,746.32	18,253.68	29.79
271-000.00-921.000	Heat	13,139.86	15,700.00	15,700.00	4,080.88	2,570.54	1,413.47	19,115.78	(3,415.78)	121.76
271-000.00-922.000	Electricity	98,745.97	118,900.00	100,700.00	10,790.46	9,621.18	0.00	85,908.75	14,791.25	85.31
Other services and charges Cont.										
271-000.00-923.000	Water and sewer	8,466.93	8,700.00	9,000.00	2,484.72	0.00	0.00	7,434.72	1,565.28	82.61
271-000.00-934.000	Building maintenance	139,346.32	125,000.00	133,000.00	13,787.77	8,086.19	8,746.98	104,226.44	28,773.56	78.37
271-000.00-935.000	Vehicle maintenance	426.22	500.00	500.00	604.39	0.00	0.00	3,571.54	(3,071.54)	714.31
271-000.00-936.300	Grounds maintenance	44,088.98	53,000.00	56,000.00	1,168.30	0.00	184.52	35,126.83	20,873.17	62.73
271-000.00-942.000	Office equipment lease	12,120.00	12,200.00	12,200.00	1,010.00	1,010.00	1,010.00	11,110.00	1,090.00	91.07
271-000.00-942.002	Copier Property Tax	621.90	800.00	800.00	0.00	0.00	0.00	0.00	800.00	0.00
271-000.00-942.100	Records storage	328.08	500.00	400.00	29.18	0.00	58.36	312.02	87.98	78.01
271-000.00-956.000	Conferences and workshops	18,822.29	26,700.00	26,700.00	2,021.55	566.49	1,951.10	12,961.96	13,738.04	48.55
271-000.00-957.000	Tuition & other reimbursements	0.00	7,000.00	7,000.00	0.00	0.00	3,487.67	6,987.67	12.33	99.82
Other services and charges										
		675,419.61	784,150.00	740,102.00	52,808.36	57,173.33	29,983.29	575,649.94	164,452.06	77.78
Capital outlay										
271-000.00-986.000	Technology - Capital Outlay	29,275.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay										
		29,275.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY										
		4,118,982.04	4,629,662.00	4,398,773.00	362,374.13	335,731.09	385,684.84	3,854,077.62	544,695.38	87.62
TOTAL EXPENDITURES										
		4,118,982.04	4,629,662.00	4,398,773.00	362,374.13	335,731.09	385,684.84	3,854,077.62	544,695.38	87.62
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		4,025,544.32	4,009,420.00	4,315,995.00	10,165.70	51,284.70	40,567.89	4,173,157.46	142,837.54	(385.46)
TOTAL EXPENDITURES		4,118,982.04	4,629,662.00	4,398,773.00	362,374.13	335,731.09	385,684.84	3,854,077.62	544,695.38	(385.46)
NET OF REVENUES & EXPENDITURES		(93,437.72)	(620,242.00)	(82,778.00)	(352,208.43)	(284,446.39)	(345,116.95)	319,079.84	(401,857.84)	(385.46)
BEG. FUND BALANCE		2,596,669.43	2,503,231.71	2,503,231.71				2,503,231.71		(385.46)
END FUND BALANCE		2,503,231.71	1,882,989.71	2,420,453.71				2,822,311.55		(385.46)

Fund 272 - LIBRARY CONTRIBUTION FUND										
GL NUMBER	DESCRIPTION	END BALANCE	2025-26		MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT USED
		06/30/2025	ORIGINAL	2025-26	MARCH 2026	APRIL 2026	MAY 2026	05/31/2026	BALANCE	
		NM (ABNR)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	59,391.02	27,000.00	28,000.00	1,385.12	2,828.93	0.00	28,335.74	(335.74)	101.20
272-000.00-669.500	Gain (loss) on investments	23,750.68	(4,500.00)	27,000.00	(2,302.42)	1,247.39	0.00	21,716.02	5,283.98	80.43
Interest income		83,141.70	22,500.00	55,000.00	(917.30)	4,076.32	0.00	50,051.76	4,948.24	91.00
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.046	Makerspace Renovation Revenue	5,177.55	1,000.00	1,476.00	1,592.90	184.25	173.60	3,799.20	(2,323.20)	257.40
272-000.00-674.229	Raising a Reader in Novi Sponsors	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.230	Collections/Materials Revenue	5,638.00	1,000.00	7,200.00	0.00	100.00	3,000.00	10,300.00	(3,100.00)	143.06
272-000.00-674.231	Buildings/Ground/Furniture Revenue	4,068.72	1,000.00	1,000.00	0.00	0.00	175.00	275.00	725.00	27.50
272-000.00-674.232	Programming Revenue	14,597.75	2,000.00	9,500.00	0.00	0.00	2,500.00	12,000.00	(2,500.00)	126.32
272-000.00-674.233	Technology Library Revenue	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.234	Undesignated Misc Donations	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.235	Marketing Sponsorships	7,700.00	5,000.00	5,000.00	0.00	7,000.00	3,500.00	10,500.00	(5,500.00)	210.00
272-000.00-674.277	Youth Area Reno-M Marten Rev	34,294.00	0.00	20,000.00	0.00	1,188.93	7,950.00	30,189.19	(10,189.19)	150.95
Donations		71,476.02	12,500.00	46,676.00	1,592.90	8,473.18	17,298.60	67,063.39	(20,387.39)	143.68
Total Dept 000.00 - TREASURY		154,617.72	35,000.00	101,676.00	675.60	12,549.50	17,298.60	117,115.15	(15,439.15)	115.18
TOTAL REVENUES		154,617.72	35,000.00	101,676.00	675.60	12,549.50	17,298.60	117,115.15	(15,439.15)	115.18
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	454.57	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-742.046	Makerspace iCube	1,000.00	0.00	0.00	879.37	0.00	0.00	879.37	(879.37)	100.00
272-000.00-742.229	Raising a Reader Expense	1,211.86	1,000.00	1,000.00	162.46	0.00	0.00	559.16	440.84	55.92
272-000.00-742.230	Collections/Materials Expense	5,975.24	1,000.00	7,200.00	3,127.36	1,827.40	1,682.16	6,816.93	383.07	94.68
272-000.00-742.231	Buildings/Ground/ Furniture Expen	715.70	25,000.00	25,000.00	70.00	0.00	71.90	446.93	24,553.07	1.79
272-000.00-742.232	Programming Expense	10,739.06	1,000.00	9,500.00	350.00	650.00	0.00	7,962.03	1,537.97	83.81
272-000.00-742.233	Technology Library Expense	0.00	61,500.00	61,500.00	0.00	0.00	4,002.94	33,768.94	27,731.06	54.91
272-000.00-742.234	Undesignated Misc	108.54	500.00	500.00	24.11	0.00	85.00	109.11	390.89	21.82
272-000.00-742.236	Staff Recognition	1,579.29	2,500.00	2,500.00	0.00	(70.12)	52.51	2,466.22	33.78	98.65
Supplies		21,784.26	93,000.00	107,700.00	4,613.30	2,407.28	5,894.51	53,008.69	54,691.31	49.22
Other services and charges										
272-000.00-820.001	Insurance deductibles/Uninsured c	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	(5,000.00)	100.00
Other services and charges		0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	(5,000.00)	100.00

GL NUMBER	DESCRIPTION	END BALANCE	2025-26		MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	ORIGINAL	2025-26	MARCH 2026	APRIL 2026	MAY 2026	05/31/2026	BALANCE	% BDGT
		NM (ABNOR	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Capital outlay										
272-000.00-976.000	Building improvements	79,452.67	111,500.00	90,100.00	0.00	0.00	0.00	83,585.00	6,515.00	92.77
272-000.00-976.002	Capital Outlay	0.00	37,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.140	Automated Return System	29,647.80	129,000.00	138,600.00	0.00	0.00	0.00	135,002.40	3,597.60	97.40
272-000.00-976.141	Main Entrance Design	11,700.00	23,000.00	126,000.00	0.00	5,390.00	1,426.25	6,816.25	119,183.75	5.41
272-000.00-976.143	Wi-Fi Upgrade	13,235.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-976.144	Server & Camera Upgrade	0.00	0.00	10,500.00	0.00	0.00	0.00	0.00	10,500.00	0.00
Capital outlay										
		134,036.36	300,800.00	365,200.00	0.00	5,390.00	1,426.25	225,403.65	139,796.35	61.72
Transfers out										
272-000.00-995.271	Transfer to Library Fund	0.00	0.00	241,377.00	0.00	0.00	0.00	0.00	241,377.00	0.00
Transfers out										
		0.00	0.00	241,377.00	0.00	0.00	0.00	0.00	241,377.00	0.00
Total Dept 000.00 - TREASURY										
		155,820.62	393,800.00	714,277.00	4,613.30	7,797.28	7,320.76	283,412.34	430,864.66	39.68
TOTAL EXPENDITURES										
		155,820.62	393,800.00	714,277.00	4,613.30	7,797.28	7,320.76	283,412.34	430,864.66	39.68
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES										
		154,617.72	35,000.00	101,676.00	675.60	12,549.50	17,298.60	117,115.15	(15,439.15)	27.15
TOTAL EXPENDITURES										
		155,820.62	393,800.00	714,277.00	4,613.30	7,797.28	7,320.76	283,412.34	430,864.66	27.15
NET OF REVENUES & EXPENDITURES										
		(1,202.90)	(358,800.00)	(612,601.00)	(3,937.70)	4,752.22	9,977.84	(166,297.19)	(446,303.81)	27.15
BEG. FUND BALANCE										
		1,643,951.09	1,642,748.19	1,642,748.19				1,642,748.19		27.15
END FUND BALANCE										
		1,642,748.19	1,283,948.19	1,030,147.19				1,476,451.00		27.15
TOTAL REVENUES - ALL FUNDS										
		4,180,162.04	4,044,420.00	4,417,671.00	10,841.30	63,834.20	57,866.49	4,290,272.61	127,398.39	
TOTAL EXPENDITURES - ALL FUNDS										
		4,274,802.66	5,023,462.00	5,113,050.00	366,987.43	343,528.37	393,005.60	4,137,489.96	975,560.04	
NET OF REVENUES & EXPENDITURES										
		(94,640.62)	(979,042.00)	(695,379.00)	(356,146.13)	(279,694.17)	(335,139.11)	152,782.65	(848,161.65)	
BEG. FUND BALANCE - ALL FUNDS										
		4,240,620.52	4,145,979.90	4,145,979.90				4,145,979.90		
END FUND BALANCE - ALL FUNDS										
		4,145,979.90	3,166,937.90	3,450,600.90				4,298,762.55		

Financial Balance Sheets (Provided by Bindhya Raja) – as of May 31, 2026

06/05/2026		BALANCE SHEET FOR CITY OF NOVI	
		Period Ending 05/31/2025	
GL Number	Description	Balance	
Fund 271 - LIBRARY FUND			
*** Assets ***			
271-000.00-001.000	Cash - Pooled	20,090.05	
271-000.00-004.000	Cash on Hand	600.00	
271-000.00-017.000	Investments - Pooled	2,863,723.30	
271-000.00-019.000	Current taxes receivable	8,450.99	
271-000.00-123.400	Prepaid Expenditure	3,149.99	
271-000.00-123.677	Prepaid Insurance - Self-Insurance	15,707.64	
	Total Assets	2,911,721.97	
*** Liabilities ***			
271-000.00-202.000	Accounts payable	79,514.25	
271-000.00-202.100	Accounts Payable - Manual	(603.75)	
271-000.00-258.702	Accrued liabilities - tax	7,800.00	
271-000.00-259.200	Unemployment insurance liability	110.25	
	Total Liabilities	86,820.75	
*** Fund Balance ***			
271-000.00-390.000	Fund balance	2,596,669.43	
	Total Fund Balance	2,596,669.43	
	Beginning Fund Balance	2,596,669.43	
	Net of Revenues VS Expenditures	228,231.79	
	Ending Fund Balance	2,824,901.22	
	Total Liabilities And Fund Balance	2,911,721.97	

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-017.000	Investments - Pooled	1,620,784.80
272-000.00-035.000	Accounts Receivable - Manual	13,313.00
	Total Assets	1,634,097.80
*** Liabilities ***		
272-000.00-202.000	Accounts payable	34,298.70
	Total Liabilities	34,298.70
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	44,529.12
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	(36,652.91)
272-000.00-375.232	Fund Balance Programming	31,803.96
272-000.00-375.233	Fund Balance Technology Library	1,050.00
272-000.00-375.262	Restricted-Book It-childrens collections	35,238.00
272-000.00-390.000	Fund balance - Unrestricted	1,567,982.92
	Total Fund Balance	1,643,951.09
	Beginning Fund Balance	1,643,951.09
	Net of Revenues VS Expenditures	(44,151.99)
	Ending Fund Balance	1,599,799.10
	Total Liabilities And Fund Balance	1,634,097.80

DIRECTOR'S REPORT



July Anniversaries – Years of Service



Keith Perfect – 14 yrs.
Facilities



Tracey Pelletier 9 yrs.
Support Services



Dana VanOast – 7 yrs.
Administration



Kim Drouillard – 1 yr.
Support Services



Stephanie Trifonoff – 1 yr.
Support Services

Library Updates:

Community Impact Day: May 13, 2026

The Library hosted six volunteers from various businesses in association with the Novi Chamber of Commerce. The volunteers book plated hundreds of books for the Read Box project and embossed coupons for the summer reading program.



DIRECTOR'S MONTHLY UPDATE – May

OUT & ABOUT

- 5/1: Leadership Novi event with Novi Chamber of Commerce
- 5/7 & 5/28: Novi Rotary mtg.
- 5/8: DSLRT mtg. at Plymouth District Library
- 5/13: Community Impact Day
- 5/19: Rotary Foundation mtg.
- 5/20: Field of Honor Memorial Day event – Fuerst Park
- 5/21: Novi Rotary Most Improved Student Awards
- 5/26: Read Japan Project
- 5/27: Beta Chi Chapter dinner (Read Box program)

BOARD, COMMITTEE & FRIENDS MEETINGS

- 5/2: Board Building & Grounds Committee mtg. by Zoom
- 5/7 & 5/27: Board Finance Committee mtg.
- 5/12 & 5/26: Board HR Committee mtg.
- 5/12 & 5/20: Staff Public Policy mtg.
- 5/14: Friends budget and project catch up mtg.

CURRENT PROJECTS

- 5/5: MLA Conference planning mtg.
- Ongoing - Main entrance door project
- 5/18: Patio planning for flexible furniture
- 5/19: DTE Energy Audit mtg.
- 5/21: Security Assessment mtg. for Staff Development Day
- 5/26: 2026 Community Reads planning mtg.
- 5/27: Single Use Booth construction w/Library Design

STAFF & CITY MEETINGS

- 5/2: Library Board candidate mtg.
- 5/3: Library Board candidate mtg.
- 5/5 & 5/26: City of Novi Leadership mtg.
- 5/5 & 5/18: Program planning mtgs. for NCSD summer presentation
- 5/6: Bagels & Books City of Novi Employee event hosted at NPL
- 5/6: Billing Issues mtg. w/Allied Services (Facilities)
- 5/7: Library Board candidate mtg.
- 5/12: City of Novi Director's Budget Workshop mtg.
- 5/14: Envisionware contract renewal mtg.
- 5/18: Barb Wees – Jewish American Heritage month mtg.
- 5/18: Brunett donation mtg. w/Sue Johnson
- 5/18: Marketing planning mtg. for staff maternity leave
- 5/19: City of Novi New Employee onboarding lunch
- 5/27: T-Fiber mtg. for sponsorship
- 5/28: Community Fest planning mtg.

WEEKEND ROTATION

- 5/2 & 5/3, 5/31

TRAINING & OFFICE DUTIES

- 5/4: Library shadowing opportunity with potential library student

OUT of the OFFICE: 5/9 - 5/11 Vacation

YOUR DETROIT TIGERS

The Great, The Good, The Top 400

*In collaboration with Fox Run's Tiger's Now and Then Club, baseball beat writer, **Tom Gage**, will be at Fox Run's Belmont Clubhouse for an engaging discussion with baseball legend, **Alex Avila**.*

Monday, June 22, 11am

Longtime scribe Tom Gage teams up with retired catcher Alex Avila in this rigorous yet spirited dive into Detroit Tigers history!



Event will be held at Fox Run Belmont Clubhouse,
Performing Arts Center.

**Visit the Sign Up locations to register
at the Ascot & Belmont locations
and Rose Court Front Desk for Continuing Care.**



Friends of the Novi Library present

Summer Songfest

Thursdays, 6:30pm

Jun 25 Magic Bus

Jul 16 Rick Leider Band

Jul 23 David Landry & Do It Again Band

Jul 30 Geff Phillips & Friends

Aug 6 Motor City Soul

Aug 20 The Phoenix Theory

Aug 27 Dueling Pianos



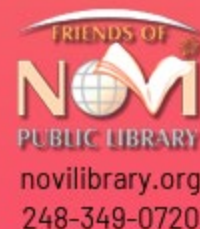
Location: Paradise Park, 45799 Grand River Ave. Novi

Arrive at 6pm to place your orders for dinner and drinks!

Events are free. Events will be held under an outdoor, covered pavilion. Cash bar, food service, attractions and games available for purchase.

Registration required.

Visit novilibrary.org/songfest or call 248-349-0720.



Daily use of the building by hour – May 2026 (Provided by Jeff Smith, Head of IT)

5/3/2026				5/4/2026				5/5/2026				5/6/2026 (before hrs event)				5/7/2026				5/8/2026				5/9/2026											
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	31	40	36	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	39	109	74	10-11am	35	93	64	10-11am	24	67	46	10-11am	38	114	76	10-11am	34	77	56	10-11am	34	77	56	10-11am	53	113	83	10-11am	53	113	83
11am-12	0	0	0	11am-12	63	66	65	11am-12	59	53	56	11am-12	74	82	78	11am-12	57	48	53	11am-12	41	53	47	11am-12	41	53	47	11am-12	55	65	60				
12-1pm	72	194	133	12-1pm	76	69	73	12-1pm	53	64	59	12-1pm	54	71	63	12-1pm	68	58	63	12-1pm	58	51	55	12-1pm	58	51	55	12-1pm	117	95	106				
1-2pm	89	171	130	1-2pm	64	57	61	1-2pm	43	62	53	1-2pm	64	60	62	1-2pm	62	77	70	1-2pm	51	68	60	1-2pm	98	105	102								
2-3pm	144	149	147	2-3pm	79	140	110	2-3pm	94	137	116	2-3pm	75	91	83	2-3pm	69	95	82	2-3pm	69	95	82	2-3pm	88	114	101								
3-4pm	162	134	148	3-4pm	137	169	153	3-4pm	136	149	143	3-4pm	117	155	136	3-4pm	138	145	142	3-4pm	132	101	117	3-4pm	106	92	99								
4-5pm	153	98	126	4-5pm	159	148	154	4-5pm	142	107	125	4-5pm	111	148	130	4-5pm	89	92	91	4-5pm	70	79	75	4-5pm	120	108	114								
5-6pm	146	39	93	5-6pm	161	135	148	5-6pm	125	96	111	5-6pm	166	105	136	5-6pm	135	63	99	5-6pm	136	62	99	5-6pm	151	56	104								
6-7pm	0	0	0	6-7pm	142	135	139	6-7pm	120	142	131	6-7pm	127	161	144	6-7pm	88	137	113	6-7pm	0	0	0	6-7pm	0	0	0								
7-8pm	0	0	0	7-8pm	111	74	93	7-8pm	126	78	102	7-8pm	125	70	98	7-8pm	95	68	82	7-8pm	0	0	0	7-8pm	0	0	0								
8-9pm	0	0	0	8-9pm	142	29	86	8-9pm	123	32	78	8-9pm	136	35	86	8-9pm	143	25	84	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								
776				1,152				1,035				1,095				952				589				768											
5/10/2026 CLOSED				5/11/2026				5/12/2026				5/13/2026				5/14/2026				5/15/2026				5/16/2026											
9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0	9-10am	0	0	0
10-11am	0	0	0	10-11am	34	75	55	10-11am	43	80	62	10-11am	54	142	98	10-11am	32	75	54	10-11am	27	64	46	10-11am	32	103	68								
11am-12	0	0	0	11am-12	56	82	69	11am-12	47	47	47	11am-12	78	55	67	11am-12	34	63	49	11am-12	53	57	55	11am-12	78	88	83								
12-1pm	0	0	0	12-1pm	82	78	80	12-1pm	35	51	43	12-1pm	76	79	78	12-1pm	82	54	68	12-1pm	55	54	55	12-1pm	101	90	96								
1-2pm	0	0	0	1-2pm	77	80	79	1-2pm	60	93	77	1-2pm	77	68	73	1-2pm	57	53	55	1-2pm	50	59	55	1-2pm	89	104	97								
2-3pm	0	0	0	2-3pm	109	122	116	2-3pm	93	127	110	2-3pm	91	114	103	2-3pm	72	129	101	2-3pm	68	116	92	2-3pm	101	82	92								
3-4pm	0	0	0	3-4pm	93	109	101	3-4pm	126	149	138	3-4pm	97	119	108	3-4pm	125	121	123	3-4pm	115	116	116	3-4pm	119	118	119								
4-5pm	0	0	0	4-5pm	122	130	126	4-5pm	155	120	138	4-5pm	120	111	116	4-5pm	96	93	95	4-5pm	121	92	107	4-5pm	111	82	97								
5-6pm	0	0	0	5-6pm	155	125	140	5-6pm	117	84	101	5-6pm	114	86	100	5-6pm	139	84	112	5-6pm	138	64	101	5-6pm	127	73	100								
6-7pm	0	0	0	6-7pm	134	125	130	6-7pm	121	164	143	6-7pm	96	147	122	6-7pm	90	105	98	6-7pm	0	0	0	6-7pm	0	0	0								
7-8pm	0	0	0	7-8pm	97	90	94	7-8pm	147	98	123	7-8pm	80	60	70	7-8pm	107	101	104	7-8pm	0	0	0	7-8pm	0	0	0								
8-9pm	0	0	0	8-9pm	127	23	75	8-9pm	155	44	100	8-9pm	158	22	90	8-9pm	122	29	76	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								
0				1,063				1,078				1,022				932				625				749											
5/1/2026 (After Hours Event)				5/2/2026																															
9-10am	0	0	0	9-10am	0	0	0																												
10-11am	37	113	75	10-11am	30	80	55																												
11am-12	69	74	72	11am-12	80	105	93																												
12-1pm	66	64	65	12-1pm	95	103	99																												
1-2pm	55	61	58	1-2pm	76	141	109																												
2-3pm	104	131	118	2-3pm	71	107	89																												
3-4pm	139	145	142	3-4pm	174	84	129																												
4-5pm	98	80	89	4-5pm	95	82	89																												
5-6pm	169	77	123	5-6pm	151	71	111																												
6-7pm	31	3	17	6-7pm	0	0	0																												
7-8pm	0	0	0	7-8pm	0	0	0																												
8-9pm	0	0	0	8-9pm	0	0	0																												
9-10pm	0	0	0	9-10pm	0	0	0																												
758				773																															

5/17/2026			
9-10am	0	0	0
10-11am	0	0	0
11am-12	0	0	0
12-1pm	179	178	179
1-2pm	89	104	97
2-3pm	101	82	92
3-4pm	119	118	119
4-5pm	111	82	97
5-6pm	127	73	100
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			682

5/18/2026			
9-10am	0	0	0
10-11am	43	131	87
11am-12	52	61	57
12-1pm	110	47	79
1-2pm	56	57	57
2-3pm	77	144	111
3-4pm	115	107	111
4-5pm	113	86	100
5-6pm	89	58	74
6-7pm	98	130	114
7-8pm	101	71	86
8-9pm	125	31	78
9-10pm	0	0	0
			951

5/19/2026			
9-10am	0	0	0
10-11am	23	90	57
11am-12	87	60	74
12-1pm	57	59	58
1-2pm	53	79	66
2-3pm	80	123	102
3-4pm	96	103	100
4-5pm	104	75	90
5-6pm	107	111	109
6-7pm	116	156	136
7-8pm	160	102	131
8-9pm	161	60	111
9-10pm	0	0	0
			1,031

5/20/2026			
9-10am	0	0	0
10-11am	34	71	53
11am-12	45	51	48
12-1pm	58	66	62
1-2pm	61	73	67
2-3pm	96	132	114
3-4pm	118	106	112
4-5pm	113	97	105
5-6pm	126	108	117
6-7pm	103	127	115
7-8pm	101	63	82
8-9pm	116	44	80
9-10pm	0	0	0
			955

5/21/2026			
9-10am	0	0	0
10-11am	33	106	70
11am-12	71	70	71
12-1pm	87	41	64
1-2pm	49	67	58
2-3pm	79	108	94
3-4pm	135	122	129
4-5pm	105	114	110
5-6pm	131	95	113
6-7pm	76	51	64
7-8pm	67	54	61
8-9pm	85	27	56
9-10pm	0	0	0
			887

5/22/2026			
9-10am	0	0	0
10-11am	43	149	96
11am-12	102	92	97
12-1pm	100	66	83
1-2pm	75	103	89
2-3pm	80	86	83
3-4pm	98	98	98
4-5pm	128	90	109
5-6pm	144	66	105
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			760

5/23/2026 CLOSED			
9-10am	0	0	0
10-11am	0	0	0
11am-12	0	0	0
12-1pm	0	0	0
1-2pm	0	0	0
2-3pm	0	0	0
3-4pm	0	0	0
4-5pm	0	0	0
5-6pm	0	0	0
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			0

5/24/2026 CLOSED			
9-10am	0	0	0
10-11am	0	0	0
11am-12	0	0	0
12-1pm	0	0	0
1-2pm	0	0	0
2-3pm	0	0	0
3-4pm	0	0	0
4-5pm	0	0	0
5-6pm	0	0	0
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			0

5/25/2026 CLOSED			
9-10am	0	0	0
10-11am	0	0	0
11am-12	0	0	0
12-1pm	0	0	0
1-2pm	0	0	0
2-3pm	0	0	0
3-4pm	0	0	0
4-5pm	0	0	0
5-6pm	0	0	0
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			0

5/26/2026			
9-10am	0	0	0
10-11am	40	114	77
11am-12	52	53	53
12-1pm	73	40	57
1-2pm	64	77	71
2-3pm	95	114	105
3-4pm	130	118	124
4-5pm	124	106	115
5-6pm	106	74	90
6-7pm	106	109	108
7-8pm	107	85	96
8-9pm	118	46	82
9-10pm	0	0	0
			976

5/27/2026			
9-10am	0	0	0
10-11am	37	104	71
11am-12	76	51	64
12-1pm	52	56	54
1-2pm	48	45	47
2-3pm	86	122	104
3-4pm	112	108	110
4-5pm	112	102	107
5-6pm	118	87	103
6-7pm	102	112	107
7-8pm	125	90	108
8-9pm	116	48	82
9-10pm	0	0	0
			955

5/28/2026			
9-10am	0	0	0
10-11am	29	118	74
11am-12	78	36	57
12-1pm	45	40	43
1-2pm	60	69	65
2-3pm	79	99	89
3-4pm	111	138	125
4-5pm	136	131	134
5-6pm	169	106	138
6-7pm	87	75	81
7-8pm	88	58	73
8-9pm	92	39	66
9-10pm	0	0	0
			942

5/29/2026			
9-10am	0	0	0
10-11am	38	80	59
11am-12	58	59	59
12-1pm	55	65	60
1-2pm	70	81	76
2-3pm	77	95	86
3-4pm	112	122	117
4-5pm	117	85	101
5-6pm	144	82	113
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			670

5/30/2026			
9-10am	0	0	0
10-11am	46	95	71
11am-12	81	72	77
12-1pm	82	89	86
1-2pm	79	92	86
2-3pm	108	113	111
3-4pm	99	140	120
4-5pm	145	69	107
5-6pm	158	82	120
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			775

5/31/2026			
9-10am	0	0	0
10-11am	0	0	0
11am-12	0	0	0
12-1pm	50	110	80
1-2pm	86	99	93
2-3pm	106	109	108
3-4pm	83	80	82
4-5pm	89	95	92
5-6pm	149	67	108
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			562

Assistant Director of Building Operations Report by Maryann Zurmuehlen –May 2026

Meetings & Trainings

- 5/4: 1:1 Training of Potential MLIS Student
- 5/5, 5/20: Management Team Meeting
- 5/6: CPR Training
- 5/7, 5/20: Catchup Meeting with Director
- 5/7: Library Board Finance Committee Meeting
- 5/12, 5/20: Held a Public Policy Committee Meeting
- 5/14: Envisionware Zoom Meeting
- 5/18: Patio Furniture Meeting
- 5/18: Facilities 1:1 Meeting with Keith Perfect
- 5/19: Attended a DTE Energy Audit Walkthrough
- 5/19: Catchup Meeting with Head of Support Services
- 5/21: Meeting with Aaron Witt for Security Assessment
- 5/27: Strategic Planning Committee Meeting
- 5/27: Catchup Meeting with Head of Information Technology
- 5/28: Assistant Directors/Director Catchup Meeting

Current Projects

- Complete Year End Performance Reviews with direct reports.
- A 20-hour Facilities Assistant position is posted for applications.
- Chair of the Public Policy Committee
 - April: Staff reviewing 8 policies
 - April: Finalized and distributed 3 approved policies the Board approved at the April meeting.
 - May: Consolidate feedback and review with Committee; create revised drafts to present for Board approval
- Project Manager for the Help Desk Ticket System Project (HDTS), including ongoing onboarding with vendor, initial setup/customization of software, creating training documentation, prepping for Winter 2026 staff training and launch
 - April 13: Launch of Phase 1 (Schedule Request Form)
 - May/June/July:
 - Preparing for launch of Phase 2 (NPL Help Desk Ticket Form) by updating training documentation and videos for agents and staff
 - Completing several hours of Agent training
 - Training beta testers and preparing for beta testing
- Updated our contracts for janitorial services and HVAC services.
- Project Manager for parking lot crack filling and restriping in September
 - Obtaining quote from current vendor.
- Project Manager for picnic table project.
 - Obtaining quote for a concrete pad.
 - Ordering umbrella, table, stand.
 - Planning installation.
- Will be attending "Conversations Worth Having" Trainer Certification on June 9 in Lansing.
- Working on a Facilities Department Manual.

Information Technology Report by Dept. Head Jeff Smith – May 2026

General

Jeff, Denise and Dominic attended the Merit Member's Conference at the Dearborn Inn. Topics for the conference included securing campus WIFI, Securing complex AI environments, SaaS Migration, Telnet Communications, and how to keep information overload from triggering burnout. It was also an opportunity to network with our counterparts from TLN and other regional libraries and schools.



One of the presentations seen by Jeff, Denise and Dom at the MMC Conference

Dom initiated an e-waste recycling pick-up. (The items filled a pickup truck)

Denise and Jeff visited TelSystems, our current vendor for A/V systems that are used throughout the library. While there, we saw a demo of a room control system that could replace the iPads that are mounted in several of our meeting rooms.



TelSystems demo room with Denise and a service manager.



The large screen in the iCube failed, so we were able to re-deploy an old screen from elsewhere in the library into the iCube. The screen will display a rotation of images of iCube projects and programs.

Large Screen display mounted in the iCube by Geoff, one of our Facilities Technicians.

- An IT Department meeting was held.
- Denise and Jeff participated in a BossDesk Admin meeting
- Jeff and Denise attended a TechComm Committee meeting at West Bloomfield Public Library
- Jeff attended Management meetings and met with Aaron Witt Security.
- Jeff and Denise met with Sarah and our newest Account Manager from Envisionware
- An iCube Committee meeting was led by Dominic
- Denise participated in a Customer Service Committee meeting.
- Mallory participated in a Professional Development Day Committee meeting.
- Jeff, Denise and Mallory attended the Board of Trustees Meet & Greet

Training

- Jeff attended "BossDesk 101 training on Asset management" by Bob Gruett
- Dom invited the entire iCube team to take Laser Safety Training
- Jeff attended "Empowering Library Staff and Customers: Building A Culture of Teamwork and Trust"
- Dominic, Denise and Jeff completed "BossDesk HDTS Training for IT Dept Agents"

iCube

We held 141 iCube appointments in May.

- 23 3D prints
- 3 3D scans
- 11 Adobe Creative Cloud projects
- 14 Cricut crafts
- 0 Carvey projects (The Carvey has been decommissioned)
- 28 Creative Kits
- 9 Digital Conversions
- 12 Heat Press jobs
- 6 Laser projects
- 7 Photo Prints
- 16 Sewing/Embroidery projects
- 12 Sublimation prints

On May 7, the iCube team met to discuss making room for the new P3 laser. The laser came in on May 21st. Thank you so much to Jess and Keith who assembled the P3 cart. The laser is the size of a workbench.



XTOOL P3 Laser sitting on its cart. Thank you Keith and Jess for assembling the cart.

Sid reported that "A family came in to use one of our creative kits" and "Four [teens] came in to work at our computers after classes let out. I had to speak to two of them when the projects they were working on turned into playing games."

Jess Put together a Google sheet for printer maintenance, as discussed at an earlier iCube meeting.

Dom reported that on Sunday he had "Walkins for Shirt Press, Sublimation, Cricut"

Mallory reported that "A patron came in to use the Brother sewing machine to add elastic to a pair of pajama pants." Mallory also fixed the serger machine which had a small piece of plastic that was out of position.

Mallory helped a patron embroider a bowling pin logo for a patron's bowling team. She reports that "We embroidered personalization in seven items of clothing in a little over an hour"



Mallory also shared, "Appointment with a patron on the BAi. We embroidered six beach towels for a bachelorette party and they turned out really cute! She was really happy with them and said she will be back to utilize the embroidery machine more often!"



Bowling pin logo and beach towel embroidered with Mallory's help.



Mallory sewed a curtain for the front of the welcome desk

Sid reported that, "Three walkins today. One used the cricut One made buttons One used the photo printer"

Mallory also reported that "Some patrons came in to use the sublimation printer and smaller heat press. I helped them with their design and making their first few ornaments. They also stuck around to make some buttons. They will be back tomorrow to make a few more buttons."

Jess reported, "Showed a patron from Fox Run how to scan 35mm slides on the flatbed scanner."

Dom also reported that he "Ran maintenance on Sawgrass, Epson Photo. Firmware updates on FastFoto and P1S iCubey." and "Regular patron sublimated 2 shirts, one of which was grey and it came out rather well." and "Another patron printed (4)11x17 sublimation sheets to take home and press."

Jess also Answered questions for a patron about using the Cricut maker to cut out an airbrushing stencil.



Mary "worked on sublimating lanyards for the Novi Adult Transition Center"

Lanyard made by the sublimation process by Mary



Mary helped a patron laser cut thin wood to make some replacement puzzle pieces. Mary also unboxed and tested the new tumbler heat press.

Keith took one of our work tables and modified it into a smaller sewing table. This clears up some room in the iCube for the Bai Embroidery Machine. Thank you, Keith!



The Bai Embroidery machine and the new sewing machine workbench

There were many more support, maintenance and crafts completed this month, both with Patrons and in preparation for future classes or programs. Thank you to all of the iCube Staff and Facilities staff who assisted!

Facilities Report by Keith Perfect – May 2026

In the past month the Facilities Department has closed 25 Facilities Maintenance tickets, 52 Meeting Room Requests/program set-ups and has completed approximately 351 Periodic Maintenance tickets:

- The monthly fire extinguisher check/inspection has been completed and all are in good
- The inner main entrance doors received a new control box and operator installed by vendor.
- All first aid kits were restocked.
- The manual book drop chute extension was re-installed in the sorting room after being modified to fit with the new sorting equipment.
- A concrete slab on the patio was leveled after it lifted during the winter freeze.
- Several areas of paver stones on the patio were removed and re-set to eliminate trip hazards.
- All interior/exterior window cleaning was completed by vendor.
- All of the weather radios in the building were reprogrammed and also received new batteries.
- The AED equipment in the lobby received a new battery and new pads installed by the fire department.
- HVAC filters were changed.
- All of the older sorting bins received new batteries installed by Facilities staff.
- The three large flower pots on the patio received new seasonal plants.
- The lawn irrigation system was activated by the vendor and a few lines/heads were repaired.
- Several boxes of Summer Reading brochures were delivered to local schools.
- A table was removed from the iCube and modified to allow room for new equipment.

Assistant Director of Public Services – Lori Lowery – May 2026

Professional Development –

- American Heart Association CPR & AED Training – Novi Fire Department
- Empowering Library Staff and Customers: Building a Culture of Teamwork and Trust webinar
- The Science of Conflict webinar
- Novi University – Novi Police Department
- School Library Journal Day of Dialog webinar

Committees –

- Date Customer Service Committee – Decided to hold off on second trial run of shadowing until after the summer due to staff shortages and other projects.
- Strategic Planning Committee – Reviewed rough data from 2026 Patron Survey and discussed items to include in year-end list of accomplishments.

Meetings –

- 5/5/26 – Management Meeting with HR
- 5/6/26 – Meeting with IS Supervisors
- 5/13/26 - Meeting with Adult Services Supervisor
- 5/14/2026 – Discuss programming on patio
- 5/18/2026 – Discuss furniture for patio programming
- 5/19/2026 – Meeting with Youth & Teen Supervisor
- 5/21/2026 – Meeting with IS Supervisors
- 5/28/2026 - Meeting with Director and ADBO

Interviews –

- 5/14/2026 -Discussed candidates for 2 youth positions
- 5/27/2026 – Part-time Librarian Interview
- 5/29/2026 – Two interviews for Youth Librarian positions

Projects –

- Analyzing results of 2026 Patron Survey
- Compiling list of 2025/26 Strategic Plan accomplishments
- Completing performance reviews of IS department supervisors
- Finishing review of current IS Manual draft, beginning to make additions
- Weeding books in Youth Fiction collection using dusty list and condition of materials
- Ordering books for Youth Fiction collection
- Looking at FY 25/26 collection and programming budgets
- Discussing ways to increase use of Lakeshore Lending Library kiosk

Other –

- 12 desk shifts on Information Service desks
- Spoke with student interested in pursuing MSLS degree

Information Services Department Report by Emily Brush and Rae Manela – May 2026

News and Notes

- Read Japan Books have arrived. Shannon and Julie hosted delegates from the Japanese Consulate's office for an unveiling ceremony on 5/26.
- Mary Robinson and Kirsten Malzahn were Employees of the Month.
- Kirsten launched the new Youth Launchpad Collection.



Photo: Read Japan book display



Photo: New Collection - Youth Launchpads

North End News

- Hosted Sip and Read in partnership with Novi Fountainwalk and the Hub Stadium 5/14 (Rae, Emily)
- Talk about Alzheimer's at Fox Run (Emma)
- Craft with Tila Beads at Lakeshore Park 5/7 (Emma)
- Black Tern Conservation at St. Claire Flast at Fox Run 5/12 (Emma)

Professional Development

- Library of Michigan Supervisor Cohort (Rae)
- Webinar: Collaborative Grant Seeking for Library Staff (Emma)
- Webinar: How PressReader Powers engagement (Mary)
- Webinar: Beyond the Headlines: How Patrons use Newsbank+ (Mary)
- Homeless De-Escalation 201: Nonverbal Tools to Eliminate Conflict (Jess, Taylor)
- Webinar: Tell Me More Summer Reads webinar presented by Brodart (Danielle)
- Webinar: Adult Faves (Danielle)

- Webinar: Information Literacy in the Era of Google AI Overviews and ChatGPT (Danielle)
- Webinar: Candlewick, Holiday House, and Peachtree Preview (Danielle)
- Webinar: Reycraft Books Fall 2026 New Releases - Stories That Inspire Growth, Knowledge & Lifelong Learning (Danielle)
- Webinar: How Do You Do, Fellow Kids? Connecting with Reluctant Teens at the Library (Anna)

Committee Work

NPL Committees

- iCube - Mary, Jess, Anna
- Customer Service - Lori
- Public Policy - Anna, Rae
- DEI - Jess, Austin, Shannon
- Strategic Planning - Rae, Lori, Shannon
- Professional Development Day - Danielle, Kirsten
- HR Policy - Emily, Kirsten

NPL Workgroups

- Summer Reading Program - Emily, Austin, Kirsten, Danielle, Jen, Rae, Taylor, Anna, Lindsay, Shannon, Lori

External Committees

- MLA Thumbs Up Award - Shannon, Austin
- Novi Mental Health Alliance - Austin, Emma
- Novi Historical Commission - Rae
- eConent Policy Committee - Mary
- American Women's Business Association - Emma

IS Staff Outreach

- Austin was interviewed by Onezo Cafe about working at the library and appeared on their social media
- Parkview Elementary Spring Fun Fest library table 5/1 (Emma)
- Craft with Tila Beads at Lakeshore Park 5/7 (Emma)
- Novi Middle School ESL/ELL Parent SRP Presentation (Rae)
- For the Love of Poetry at Sweetwaters Coffee and Tea 5/11 (Emma)
- Sip and Read at Hub Stadium 5/14 (Rae, Emily)
- StoryPoint Book Club (Emma)
- Black Tern Conservation at St. Claire Flast at Fox Run 5/12 (Emma)
- Lakes of Novi Senior Center (Emma)
- Rose Senior Living (Emma)
- Meadowbrook Commons Book Club (Emma)
- Village Oaks Elementary Book Club SRP Presentation 5/18 (Danielle)
- Michigan Shiga Sister State Board Meeting, Hinoki Foundation Board Meeting (Shannon)
- Little Birds Montessori Storytime Visit (Shannon)
- (2) KinderCare class visits at the library 5/27; 5/28 (Kirsten)

Adult Programs

- Beginner & Intermediate English Language Lessons 5/1 (Shannon)

- Celebrate America 250: Dodworth Saxhorn Band Historical Performance 5/2 (Gail)
- Community Conversations: Talk to Therapist Live 5/4 (Gail)
- Evening of English 5/4; 5/19 (Shannon)
- Japanese Conversation Group 5/6 (Shannon)
- Craftastic Wednesday: Wax Seal Stamps 5/6 (Mary)
- Knit 2gether Knitting Group 5/7; 5/14; 5/2; 5/28 (Mary)
- Monday Magic & More - for Adults with Developmental Disabilities 5/11 (Gail)
- Afternoon Read Book Club 5/12 (Rae)
- Women and the Holocaust 5/12 (Gail)
- Picky Eaters or Problem Feeders - Virtual 5/13 (Emily)
- Senior "Ask the Advisors" Lunch & Learn 5/18 (Gail)
- Masterpiece Monday 5/18 (Danielle)
- Novel Idea Book Club 5/18 (Rae)
- Spanish Conversation Group 5/19 (Shannon)
- Korean Conversation Group 5/20 (Shannon)
- Bad Art Night 5/28 (Emma)
- Strange Lands Book Club 5/28 (Jess)



Photo: Craftastic Wednesday: Wax Seal Stamps 5/6

Adult Displays

- **2nd Floor Adult**
 - **2nd Floor Shelf Displays:** AAPI Month, Jewish American Heritage Month, Adult Reading Challenge: Read a book on a Scientific Subject. (Rae, Shannon)
 - **1st floor Cabinet Display:** AAPI Month (Shannon)
 - **2nd Floor Information Desk Display:** Asian American & Pacific Islander Heritage Month (Bailey, Shannon)



Photos (Left to Right): Read a Book About a Scientific Subject; Jewish American Heritage Month; Asian American & Pacific Islander Heritage Month



Photo: Asian American & Pacific Islander Heritage Month 2nd Floor Desk Display

Early Literacy/Youth/Tween/Teen/Family Programs

- Lego Club 5/5 (Kirsten)
- Club Half-Blood 5/7 (Anna, Austin)
- Decorate a Tote Bag 5/12 (Taylor)
- Teen Advisory Board (TAB) Meeting 5/15 (Anna, Taylor)
- Spring Sensory Party 5/16 (Emily)
- Novi Inklings Creative Writing Club 5/19 (Anna)
- Decorate a Tote Bag - Tween 5/20 (Taylor)
- Preschool Science Fair 5/21 (Kirsten, Danielle)
- Teen Lounge Game Night 5/21 (Anna, Taylor)
- Sunset Stories 5/27 (Emily)
- Dino Fest 5/30 (Danielle, Austin)
- **Teen Space** (Austin, Anna, Taylor, Shannon) **299 for May (5,854 for 25/26 school year)**
 - Programs: crafts (perler beads, painting magnetic canvases), pizza party, boba bar



Photo: Kirsten and Danielle preparing for Preschool Science Fair 5/21

Youth/Teen Displays

- **1st Floor Information Desk Display** - "Unearth A Story" Summer Reading countdown (Danielle)
- **Libraries Are for Everyone** - Asian American & Pacific Islander Heritage Month, Jewish American Heritage Month, Mental Health Awareness Month, Free Comic Book Day, Star Wars Day, Cinco De Mayo, Mother's Day, Memorial Day, Hajj, Eid al Adha (Anna)
- **Teen Lounge Display** - AAPI Month (Austin)



Photo: Libraries are for Everyone Display

All Ages Programs

- NO-VI Chess Club (Austin)

Marketing & Community Promotions Report by Dana VanOast – May 2026

Webinars/Professional Development

- May 19 & 20, 2026: Attended Library Board Trustees Meet & Greet (Dana VanOast)
- May 20, 2026: Attended Library Board Trustees Meet & Greet (Amy Crockett)
- May 21, 2026: MI PR Group May Meeting (Dana VanOast)

Outreach

- May 7, 2026: Beckenham Subdivision HOA Presentation (Dana VanOast)
- May 16, 2026: Filmed Summer Songfest & Tuesday Tunes promo video with Programming Coordinator (Dana VanOast)
- May 19, 2026: Filmed 4 Library Minute videos at Fox Run (Dana VanOast)

Committee Involvement

- Amy organized staff activity "Paint Your Own Mini Flowerpot" on May 27, 2026
- Amy Attended Customer Service Committee meeting on May 28, 2026
- Dana attended Public Policy Committee meetings on May 12 & 20, 2026

Email Marketing

- 23,478 emails sent on May 1; 8,211 read (35% read rate); 538 Unique Clicks

Meeting Room News & Notes

- May totals: 39 rentals with 745 attendees
- Feedback from renters this month:
 - "The room information was really easy to find online and the experience was convenient throughout."
 - "Everything was excellent as always."
 - "The library staff were great and very helpful."

ReciteMe Update

ReciteMe is migrating users to an enhanced self-service reporting dashboard for clearer data, deeper insights, and greater control. NPL does not have complete access to this new dashboard yet to get stats for April & May. Stats will be added to the spreadsheet once access is complete.

SUPPORT SERVICES DEPARTMENT Report by Sarah Mominee - May 2026

Department Head/General

- Attended weekly management meetings (May 5 and May 20)
- Had my monthly supervisor 1:1s
- Attended my monthly 1:1 meeting with Maryann Zurmuehlen (May 19)
- Completed the desk schedules for each week in May
- Continued to collect invoices from FY 25-26 for budget maintenance
- Did withdrawals and discards with Tech Services
- Trained all 6 SS Dept supervisors on detailed troubleshooting methods for the new AMHS
- Gave 3 tours for the Books and Bagels event on May 6 of the AMHS
- Clarified and revamped MeLCAT processes with Kristin
- Updated all 7 manual copies in the department
- Completed the MCLS Workplace Essentials: Workplace Etiquette course on May 11
- Attended a webinar titled Accessible Library Spaces: The ADA and Beyond for the DEI committee on May 12
- Completed the MCLS Workplace Essentials: Emotional Intelligence course on May 13
- Wrote up instructions for the Launchpads for staff to use the new Decoupler and trained them individually
- Attended the TLN Webinar titled Implicit Bias: Assumptions, and How to Address Them on May 13

- Attended the TLN Circulation Committee Meeting on May 14
- Took part in a meeting with Maryann, Julie and Envisionware on May 14
- Met with the new Envisionware Sales Representative with Jeff and Denise on May 19
- Met with Julie to discuss the DEI committee on May 20
- Attended the Board Meet and Greet with Mark and Kat on May 21
- Completed the MCLS Workplace Essentials: Critical Thinking course on May 21
- Updated holiday closure checklists and procedures based on a document created by Maryann and turned into a checklist by Lori M.
- Completed the MCLS Workplace Essentials: Accountability at Work course on May 22
- Attended a Strategic Planning Committee meeting on May 27
- Reviewed and began brainstorming for the new TLN Delivery Procedures to be implemented by August of this year
- Attended TLN SASUG meeting on May 28
- Provided Kristen with data for a survey by a neighboring library

Circulation & Shelters

- Pat Cratty-Amireskandari announced that she will be retiring October 16th after 24 years of service to the Novi Public Library!

Average Weekly Desk Coverage in Support Services Report: This report was compiled several months ago for purposes of the Board seeing what an average day looks like on desk for the Support Services Clerks.

- **PLEASE NOTE:** With daily changes to programming, schedule (vacations, call-offs, etc.), quantity of holds or delivery and workload, the amount of things to do is not easily predictable. It is better to have two staff members scheduled to sit on desk when there happens to be less to do than having no one on desk because we did not consider outside factors.

RED Indicates time with more than 1 person on desk, **BLUE** Indicates time that typically has 1 person on desk

Time	Reason
Sunday	
12 PM - 1 PM	If any hour will be lighter on desk traffic Sunday, it's the opening hour; maybe because of lunch time or people getting out of church.
1 PM - 2 PM	Variable; however, two people on desk while FT supervisor is on break.
2 PM - 3 PM	Usually consistent desk traffic between 2-4pm while we're trying to get breaks covered; and very important to make sure there's two people on desk when we have programming like Gail's concerts or SRP
3 PM - 4 PM	See 2 PM - 3 PM note
4 PM - 5 PM	Variable.
5 PM - 6 PM	Closing duties; at least 1 supervisor and 1 clerk needed (supervisor performs closing duties exclusive to supervisors, clerk assists or helps patrons)
Time	Reason
Monday	
10 AM - 11 AM	Delivery Holds- off desk

11 AM - 12 PM	Delivery Holds- off desk; Switching off for breaks
12 PM - 1 PM	Delivery Holds- off desk; Switching off for breaks
1 PM - 2 PM	Switching off for breaks
2 PM - 3 PM	Without a Building Monitor, having two people on desk for the high school let-out time is strongly preferred, as typically a staff member is needed to help high schoolers find places to move to after their Cafe visit, and to ask cars to move.
3 PM - 4 PM	See 2 PM - 3 PM note.
4 PM - 5 PM	Variable.
5 PM - 6 PM	Usually busier due to people getting off work and evening program arrivals.
6 PM - 7 PM	Switching off for evening shift breaks.
7 PM - 8 PM	Variable.
8 PM - 9 PM	Closing duties; at least 1 supervisor and 1 clerk needed (supervisor performs closing duties exclusive to supervisors, clerk assists or helps patrons)
Time	Reason
Tuesday	
10 AM - 11 AM	Delivery Holds- off desk; Time for Twos and Threes runs from 10:15-10:45AM, so beginning and end of hour may have two people on desk, while mid-hour may be one while we're working on holds.
11 AM - 12 PM	Delivery Holds- off desk; Switching off for breaks
12 PM - 1 PM	Delivery Holds- off desk; Switching off for breaks
1 PM - 2 PM	Switching off for breaks
2 PM - 3 PM	Without a Building Monitor, having two people on desk for the high school let-out time is strongly preferred, as typically a staff member is needed to help high schoolers find places to move to after their Cafe visit, and to ask cars to move. Marketing Committee meeting attendance one a month for one SS staff.
3 PM - 4 PM	See 2 PM - 3 PM note.
4 PM - 5 PM	Variable.
5 PM - 6 PM	Usually busier due to people getting off work and evening program arrivals.
6 PM - 7 PM	Switching off for evening shift breaks.
7 PM - 8 PM	Variable.
8 PM - 9 PM	Closing duties; at least 1 supervisor and 1 clerk needed (supervisor performs closing duties exclusive to supervisors, clerk assists or helps patrons)
Time	Reason
Wednesday	
10 AM - 11 AM	Delivery Holds- off desk; Baby Time runs from 10:15-10:30AM, so beginning and end of hour may have two people on desk, while mid-hour may be one while we're working on holds; Outreach means 1-2 clerks out of building on delivery.
11 AM - 12 PM	Delivery Holds- off desk; Tot Time runs from 11:15-11:45AM, but we're handling the families from Baby Time checking out materials during this hour, so usually busier; Outreach means 1-2 clerks out of building on delivery.

12 PM - 1 PM	Switching off for breaks, but since Tot Time got out at 11:45AM, can be busier if families stick around (more variable because of proximity to lunchtime); Outreach means 1-2 clerks out of building on delivery.
1 PM - 2 PM	Switching off for breaks; Safety Committee attendance per meeting for one SS staff.
2 PM - 3 PM	Without a Building Monitor, having two people on desk for the high school let-out time is strongly preferred, as typically a staff member is needed to help high schoolers find places to move to after their Cafe visit, and to ask cars to move.
3 PM - 4 PM	See 2 PM - 3 PM note.
4 PM - 5 PM	Variable.
5 PM - 6 PM	Usually busier due to people getting off work and evening program arrivals.
6 PM - 7 PM	Switching off for evening shift breaks.
7 PM - 8 PM	Variable.
8 PM - 9 PM	Closing duties; at least 1 supervisor and 1 clerk needed (supervisor performs closing duties exclusive to supervisors, clerk assists or helps patrons)
Time	Reason
Thursday	
10 AM - 11 AM	Delivery Holds- off desk
11 AM - 12 PM	Delivery Holds- off desk; Switching off for breaks
12 PM - 1 PM	Delivery Holds- off desk; Switching off for breaks
1 PM - 2 PM	Switching off for breaks; Customer Service Committee attendance once a month for two SS staff.
2 PM - 3 PM	Fun for Fours and Fives runs from 2-2:30PM; Without a Building Monitor, having two people on desk for the high school let-out time is strongly preferred, as typically a staff member is needed to help high schoolers find places to move to after their Cafe visit, and to ask cars to move. Professional Development Day Committee attendance first Thursday of the month from one SS staff.
3 PM - 4 PM	See 2 PM - 3 PM note.
4 PM - 5 PM	Variable.
5 PM - 6 PM	Usually busier due to people getting off work and evening program arrivals.
6 PM - 7 PM	Switching off for evening shift breaks.
7 PM - 8 PM	Variable.
8 PM - 9 PM	Closing duties; at least 1 supervisor and 1 clerk needed (supervisor performs closing duties exclusive to supervisors, clerk assists or helps patrons)
Time	Reason
Friday	
10 AM - 11 AM	Delivery Holds- off desk
11 AM - 12 PM	Delivery Holds- off desk
12 PM - 1 PM	Delivery Holds- off desk; Switching off for breaks

1 PM - 2 PM	Delivery Holds- off desk; Switching off for breaks
2 PM - 3 PM	Without a Building Monitor, having two people on desk for the high school let-out time is strongly preferred, as typically a staff member is needed to help high schoolers find places to move to after their Cafe visit, and to ask cars to move.
3 PM - 4 PM	See 2 PM - 3 PM note.
4 PM - 5 PM	Variable.
5 PM - 6 PM	Closing duties; at least 1 supervisor and 1 clerk needed (supervisor performs closing duties exclusive to supervisors, clerk assists or helps patrons)
Time	Reason
Saturday	
10 AM - 11 AM	Two staff usually needed at open for questions, library cards and directions
11 AM - 12 PM	Family Story Time runs from 11 - 11:30AM
12 PM - 1 PM	Family Story Time runs from 12 - 12:30PM; Switching off for break
1 PM - 2 PM	Switching off for break
2 PM - 3 PM	Usually consistent desk traffic between 2-4pm while we're trying to get breaks covered; and very important to make sure there's two people on desk when we have programming like Gail's concerts or SRP
3 PM - 4 PM	See 2 PM - 3 PM note.
4 PM - 5 PM	Variable.
5 PM - 6 PM	Closing duties; at least 1 supervisor and 1 clerk needed (supervisor performs closing duties exclusive to supervisors, clerk assists or helps patrons)

Notes on Desk Coverage Report:

We have a doorbell function that staff utilize regularly. There is often one staff member on the desk when it is slow, due to the other staff member assigned on desk either:

- being a supervisor and stepping away in order to get their assigned supervisor work done (there are times when supervisors will complete their duties on the desk) or
- a staff member will step in the back to process the daily delivery holds that we get from TLN, then shelve the completed holds.

When shelving the holds in the lobby, staff can easily see when their fellow coworker needs their assistance. The amount of holds vary daily, with some days being completed quickly and other days taking until the end of the day. Other times, there may be staff members alone on desk due to breaks being taken (which we try to do when it is slower).

There are sometimes periods where staff are not completing the above and we have two staff members on desk when it is slow, but we try to keep two on desk for the above reasons and more (self-checks, last minute call-ins, patrons needing assistance with self-checks etc.). Busier times can be unpredictable, and we don't want staff to feel overwhelmed. This also allows our staff to provide quality customer service, knowing that with two service points in addition to the self-checks, we can keep moving patrons through at those busier times. Staff additionally have shelving, shelf reading and most recently Collection Inventory Project duties.

During training of circulation clerks, we have a veteran staff member sit with the trainee at the Welcome Desk for the first 2-3 months when they are on the Circulation Desk to answer any questions and assist them through scenarios that are difficult to replicate fully in the training environment (lost or damaged item, rep in lieu, missing disc, refunds, 3D print paperwork and pickup, knowing who to direct patrons to for specific needs, etc.). There will often be 3 members on staff during this time, and length of time a trainee is paired with a veteran staff member varies depending on how quickly the trainee picks things up.

There may be two clerks on desk if Tech holds, delivery holds, and any additional off-desk tasks are already completed. With the loss of a 16-hour shelving position in December of 2025, circulation staff now shelve during certain hours to assist shelving staff. We additionally lost 11 hours when a 40-hour a week supervisor position was cut to a 29-hour position. During the end of the Fiscal Year, circulation staff assist Tech Services in stamping and barcoding items to be added to the collection. Selectors are often trying to use up the rest of their budgets towards the end of the FY, which can easily overwhelm Tech Services and take precedence over the other important daily duties of Tech Services that keep the library and its collections operable.

If the Board members are interested, I would be more than happy to have a "Board shadowing day" where they come in for a day and work with Support Services and get to know the department operations. I can oversee the "training" and "schedule" and answer any questions they may have!

Tech Services

- Beyond their phenomenal daily work, Tech Services completed the following:
 - Two major projects took place:
 - Launchpads
 - Read Japan
 - May was all about processing, cataloging and withdrawing to start finishing the FY and getting prepared for the next one!

TLN SASUG:

- The CARL public catalog that we use through TLN will be receiving a WCAG update to be ADA compliant by August 31st
 - This is a discovery only update, not a new client
 - Steve Bowers stated that there would be a webinar available through TLN for staff to learn how the new ADA browsing works
- We are currently in our last year of our contract with CARL and TLN will be renewing
- There was a vote for an optional new patron type ("Student") that was passed. Based on current NPL processes, this will not be used by NPL.

Statistics (May 2026)

- **Cards Issued: 298**
- **Items Checked Out (NPL): 49,368**
- **Items Checked Out (LLL): 115**
- **Total Checkouts (NPL + LLL): 49,483**
- **Items Interloaned for NPL Patrons: 3,662 (64 through MeLCat)**

- **Items Interloaned to Other Libraries: 3,311 (113 through MeLCat)**
- **Items Added to the Collection: 1,586**
- **Items Discarded from the Collection: 1,262**
- **Drive-Up Window & Locker Hold Pickups: 13**
- **MAP Checkouts: 77**
- **Online New Card Registrations: 30**
- **Outreach:**
 - **NPL @ Your Door: 6 Mailer Bags / 28 Items**
 - **6 Facilities Visits / 24 Items Provided**
 - **5 Book Discussions / 71 Items Provided**

Please find the statistics below from the Mother's Day closure. Note that the manual bin did not open and the total number of Novi items that came through was 171.

Date: 5/10/2026	Amount
Number of days closed	1
(if applicable) How many items came in through the Manual Bin?	N/A
Total Number of White Slips	43
Total Number of Orange Slips	20
Total Number of Transits	63

Here are the statistics for items from the Memorial Day weekend closure:

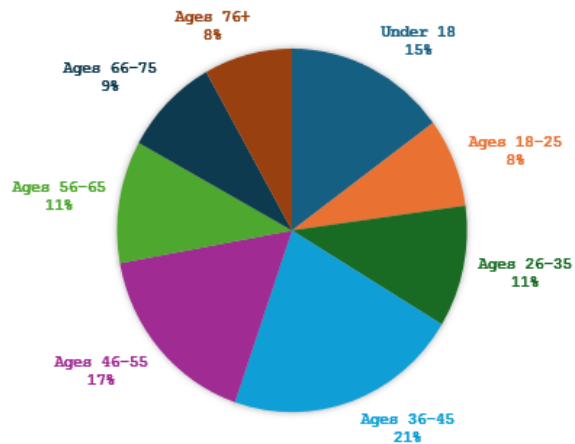
Date: 5/23-5/25/2026	Amount
Number of days closed	3
(if applicable) How many items came in through the Manual Bin?	176
Total Number of White Slips	102
Total Number of Orange Slips	31
Total Number of Transits	133

A breakdown of NOVI cardholders by age. The patrons I used from CARL include all patrons with a Default Branch of NOVI. These numbers exclude any NCSD, NPL, and NOVI BUS cards, since these cards use the date of creation as the birth date. **This data is as of April 27, 2026:**

Age ranges based on Strategic Planning Survey age ranges:

CRITERIA 2	TOTAL
Under 18	3773
Ages 18-25	1998
Ages 26-35	2738
Ages 36-45	5474
Ages 46-55	4253
Ages 56-65	2758
Ages 66-75	2233
Ages 76+	2063
TOTAL	25290

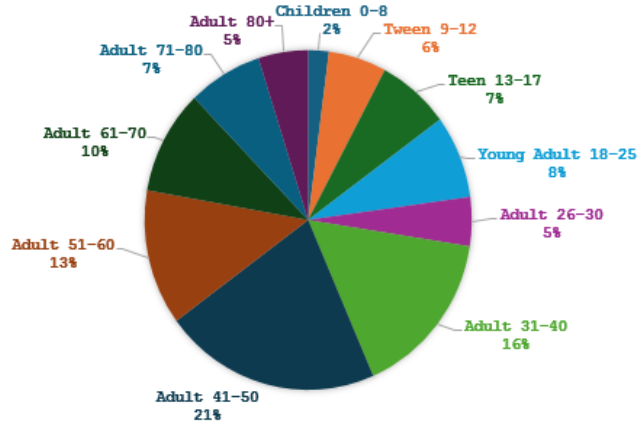
AGE BREAKDOWN OF NOVI CARDHOLDERS CURRENTLY IN CARL



Age ranges based on reader age ranges:

CRITERIA 1	TOTAL
Children 0-8	515
Tween 9-12	1451
Teen 13-17	1807
Young Adult 18-25	1998
Adult 26-30	1179
Adult 31-40	4049
Adult 41-50	5411
Adult 51-60	3270
Adult 61-70	2517
Adult 71-80	1851
Adult 80+	1242
TOTAL	25290

AGE BREAKDOWN OF NOVI CARDHOLDERS CURRENTLY IN CARL



Self-Check Totals 2025-26 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	64,417	45.17%	29,100	6,995	6,424	3,972	11,709
August	53,672	48.76%	26,168	7,670	5,108	3,021	10,369
September	53,672	43.63%	23,419	7,653	5,039	2,433	8,294
October	54,607	44.81%	24,470	8,161	4,724	3,291	8,294
November	51,438	57.05%	29,347	8,406	6,255	6,392	8,294
December	49,158	56.63%	27,836	8,664	6,057	4,821	8,294
January	55,427	44.63%	24,735	4,780	8,852	7,578	3,525
February	51,097	39.04%	19,946	7,294	3,280	4,371	5,001
March	57,482	45.74%	26,291	8,535	6,392	3,898	7,466
April	52,409	42.59%	22,321	7,368	5,813	2,863	6,277
May	49,483	42.37%	20,965	6,767	5,261	2,754	6,183
June							
FYTD	592,862	46.32%	274,598	82,293	63,205	45,394	83,706
January Notes: Self-Check #1 was down Jan 1 to Jan 6 due to a screen issue. And from Jan 13 to 28 due to a USB touch-pad issue. Self-Check #2 was down Jan 1 through Jan 15 due to a USB touch-pad issue. Youth Self-Check also was down from Jan 1 through Jan 13 due to a USB touch-pad issue and was down Jan 13 to 14 due to an ILS configuration issue.							
December Notes: Self-Check #1 was down from Dec 18 to Dec 23 due to an RFID issue. Self-Check #2 stopped working on December 28 due to a touch screen issue. Stats shown are Dec 1 to Dec 27.							
October Note #1: Self-Check #2 stopped working on October 30 due to a power supply connector issue. It was repaired on 11/4. Due to this issue, the October statistics are short those two days.							
October Note #2 Self-Check Youth #1 stopped working on October 29 due to a bad AIO PC and again on Oct 31 due to a power supply issue and again on Dec 18 due to an RFID pad issue. Due to these issues, the monthly statistics is not accessible at this time. Stat shown is estimated.							

Library Usage											
2024-2025 Fiscal Year							2025-2026 Fiscal Year				
	Lobby	Drive-Up	Total	Daily Average	Hours Open	Days Open		Lobby	Drive-Up (Verkada Camera Analytics)	Total	Daily Average
July	27,026	6,343	33,369	1,192	275	28	July	27,903	632	28,535	1,019
August	26,543	7,657	34,200	1,179	275	29	August	25,071	601	25,672	917
September	26,464	7,657	34,121	1,219	264	28	September	26,979	609	27,588	985
October	30,044	5,220	35,264	1,138	297	31	October	29,086	561	29,647	956
November	25,150	3,060	28,210	1,045	247	27	November	24,451	1,823	26,274	1,051
December	21,114	5,220	26,334	975	248	27	December	20,778	2,416	23,194	828
January	25,456	6,149	31,605	1,090	272	29	January	24,496	262	24,758	917
February	22,472	5,150	27,622	987	257	28	February	25,303	727	26,030	930
March	28,408	5,967	34,375	1,109	289	31	March	27,136	2,176	29,312	1,011
April	24,261	5,405	29,666	1,059	272	28	April	26,252	2,133	28,385	1,014
May	24,466	4,237	28,703	1,063	260	27	May	23,506	1,644	25,150	931
June	26,951	4,406	31,357	1,120	264	28	June				
FYTD Total	308,355	66,470	374,825	1,096		342	FYTD Total	280,961	13,584	294,545	959

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

Our car counter sensor began counting low numbers beginning November 10th due to transceiver interference. December numbers are estimated. *March Drive-Up: The car counter battery failed on March 30, losing 2 days of data. Included estimated data for the 2 days.

Based on the low level of accuracy, the frequent crashes of our SenSource Motion Sensor, and the fact that it counted some cars more than once, and sometimes it also counted pedestrians, we are only using the new Verkada Camera Analytics method beginning in July 2025. June 2025 Verkada Camera Analytics =550 cars.

Note: Items in Orange have been adjusted due to a tabulation error discovered in April 2026

The Verkada numbers are based on our drive-through security camera analytics. The method has been verified by comparison to three different physical counts performed by NPL IT Department Staff.

Note: Drive thru closed Jan 5 for construction and AST Installation. January Drive Thru number is 1/1 to 1/4

Note: Jan Drive-Up number was 42 -corrected to 262 due to a tabulating error

Feb Drive-up closed Feb 1 to Feb 17 due to AST installation

Note: Items in Orange have been adjusted due to a tabulation error discovered in April 2026

Computer Logins											
2024-2025 Fiscal Year						2025-2026 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,383	148,114	149,497	5,339	275	July	1,334	117,157	118,491	4,232	267
August	1,356	155,267	156,623	5,401	275	August	1,389	133,221	134,610	4,642	264
September	995	161,443	162,438	5,801	264	September	1,122	156,605	157,727	5,633	264
October	1,076	178,568	179,644	5,795	297	October	1,157	171,862	173,019	5,581	294
November	953	148,609	149,562	5,539	247	November	968	150,195	151,163	5,814	242
December	785	141,013	141,798	5,064	248	December	848	155,110	155,958	5,570	257
January	954	159,040	159,994	5,517	272	January	987	160,646	161,633	5,574	262
February	960	144,116	145,076	5,181	257	February	1,015	150,320	151,335	5,405	264
March	1,157	159,120	160,277	5,170	289	March	1,099	161,167	162,266	6,761	278
April	1,169	158,794	159,963	5,713	272	April	1,110	173,894	175,004	6,250	272
May	968	153,980	154,948	5,739	260	May	939	161,385	162,324	6,012	255
June	1,306	117,679	118,985	4,249	275	June					
FYTD Total	13,062	1,825,743	1,838,805	5,377	3,231	FYTD Total	11,968	1,691,562	1,703,530	5,549	2,919

Early Literacy Workstation Usage (AWE Workstations and Magic Desktop)							
2024-2025 Fiscal Year (AWE Workstations)				2025-2026 Fiscal Year (Magic Desktop)			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	768	10,949	14	July	373	33,043	88.59
August	743	10,876	13	August	327	31,825	97.32
September	664	9,187	13	September	355	27,572	77.67
October	729	10,029	14	October	353	28,586	80.98
November	742	9,999	13	November	268	20,589	76.82
December	553	7,803	14	December	307	17,502	57.01
January	711	9,566	13	January	314	16,830	53.60
February	649	9,353	14	February	332	19,795	59.62
March	807	10,672	14	March	346	19,713	56.97
April	686	9,519	14	April	339	20,037	59.11
May	692	9,685	14	May	360	19,890	55.25
June	258	3,441	13.3	June			
FYTD Total	8,002	111,079	16	FYTD Total	3,674	255,382	76
Note: Early Literacy Monthly Sessions is lower in June because we decommissioned both AWE Workstations on June 11th.				Magic Desktop Workstations usage began on June 11, 2025			

Notes 2024 – 2025:

Note: This 2024-25 chart had the wrong totals in the April 2025 report. Corrected for the May chart.

Note: Early Literacy Monthly Sessions is lower in June because we decommissioned both AWE Workstations on June 11th.

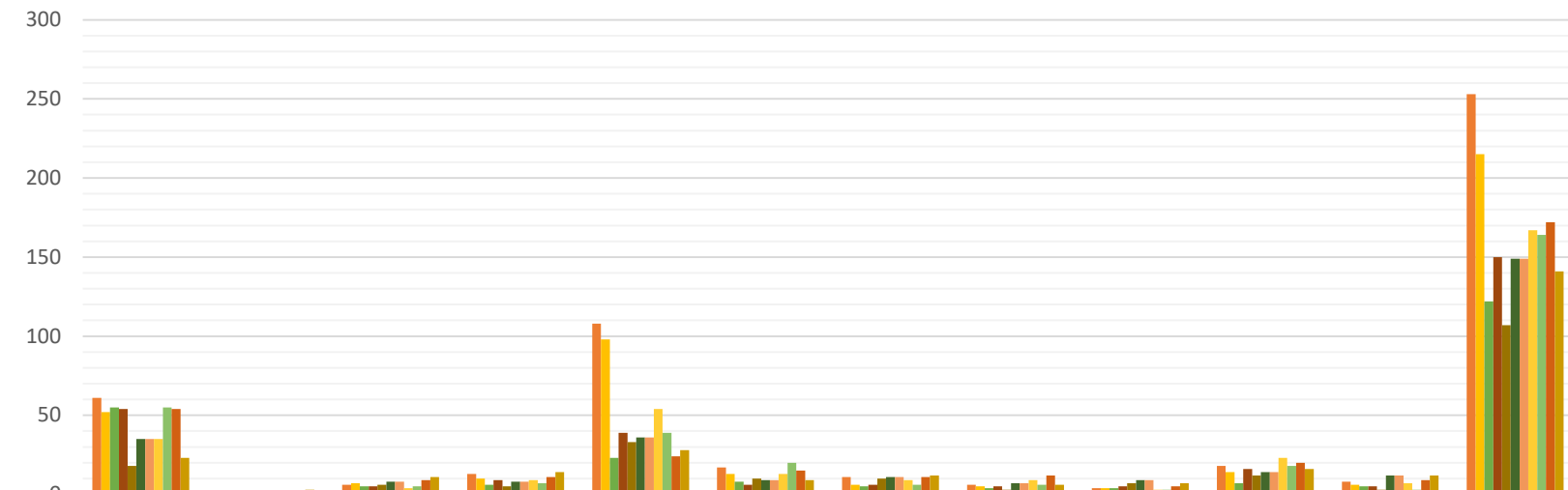
Also see the chart on the next page for June 2024 Magic Desktop totals.

AWE Workstations have been used at NPL since 2014. The hardware was based on the Windows 7 operating system and became obsolete in 2019. To comply with Asset Lifecycle and Cyber Security best practices, on June 11th, 2025, we replaced our two remaining AWE Workstations with two new 24" HP Envy Move All-in-One touch-screen workstations and subscriptions to Magic Desktop.

Magic Desktop (on 2 library workstations) is our new solution for Early Learning technology, to replace the obsolete A.W.E. Workstations that we have had since 2014. Magic Desktop offers safe, friendly, educational activities, games, and short videos. All of them are age-appropriate, engaging and developmental.

Technology Training Sessions 2025-26 Fiscal Year													
Device/Software	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
3D Printer	61	52	55	54	18	28	35	35	55	54	23		470
3D Scanner	1	0	0	0	0	1	0	1	2	2	3		10
Adobe CC	6	7	5	5	6	5	8	4	5	9	11		71
Cameo/Cricut	13	10	6	9	5	4	8	9	7	11	14		96
Carvey (decommissioned in April)	0	0	0	0	0	0	0	0	0				0
Creative Kits	108	98	23	39	33	43	36	54	39	24	28		525
Digital Conversion	17	13	8	6	10	6	9	13	20	15	9		126
Heat Press	11	6	5	6	10	9	11	9	6	11	12		96
Laser	6	5	4	5	3	8	7	9	6	12	6		71
Photo Printer	4	4	4	5	7	3	9	3	3	5	7		54
Sewing/Embroidery	18	14	7	16	12	10	14	23	18	20	16		168
Sublimation	8	6	5	5	3	10	12	7	3	9	12		80
Staff Training	0	3	2	2	4	0	0	0	2	3	0		16
Total	253	218	124	152	111	127	149	167	166	175	141	0	1783
Removed the following items from this chart due to low patron use: Formbox, Virtual Reality													
Renamed the following items: 3D Printing > 3D Printer, Cricut/Silhouette > Cameo/Cricut, Sublimation Printer > Sublimation, Carvey CNC > Carvey, Muse Laser > Laser													

iCube Usage 2025- 2026



	3D Printer	3D Scanner	Adobe CC	Cameo/Cricut	Creative Kits	Digital Conversion	Heat Press	Laser	Photo Printer	Sewing/Embroidery	Sublimation	Total
July	61	1	6	13	108	17	11	6	4	18	8	253
Aug	52	0	7	10	98	13	6	5	4	14	6	215
Sep	55	0	5	6	23	8	5	4	4	7	5	122
Oct	54	0	5	9	39	6	6	5	5	16	5	150
Nov	18	0	6	5	33	10	10	3	7	12	3	107
Dec	35	0	8	8	36	9	11	7	9	14	12	149
Jan	35	0	8	8	36	9	11	7	9	14	12	149
Feb	35	1	4	9	54	13	9	9	3	23	7	167
Mar	55	2	5	7	39	20	6	6	3	18	3	164
Apr	54	2	9	11	24	15	11	12	5	20	9	172
May	23	3	11	14	28	9	12	6	7	16	12	141
Jun												0

■ July
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2025-2026 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	2,988	857	381	19	573
August	2,826	855	416	22	379
September	2,659	860	433	17	456
October	2,659	860	433	17	456
November	2,748	884	444	19	211
December	2,802	874	455	25	296
January	2,649	932	462	22	573
February	2,360	897	473	18	258
March	2,637	951	482	22	551
April	2,508	907	501	31	472
May	2,649	920	506	12	229
June					
FYTD Total	29,435	9,793	4,979	224	4,388

2026-2026 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	8,075	4,024	12,099	2,334	119
August	7,785	3,837	11,622	2,252	120
September	7,465	3,624	11,089	2,058	121
October	7,750	3,783	11,533	2,348	101
November	7,460	3,788	11,248	1,953	106
December	7,883	3,787	11,670	2,266	114
January	8,632	4,352	12,984	2,298	188
February	7,877	3,909	11,786	2,297	140
March	8,828	4,426	13,254	2,676	145
April	8,392	3,917	12,309	2,463	120
May	8,478	4,034	12,512	2,505	122
June					
FYTD Total	88,625	43,481	132,106	25,450	1,396

Meeting Room Statistics 2024-2025 Fiscal Year		
	Rentals	Attendees
July	29	274
August	38	710
September	45	1,003
October	47	735
November	49	1,012
December	37	925
January	54	932
February	41	836
March	58	1096
April	46	917
May	43	924
June	51	1156
FYTD	538	10,520

Meeting Room Statistics 2025-2026 Fiscal Year		
	Rentals	Attendees
July	36	602
August	41	674
September*	39	666
October*	54	1,002
November*	34	588
December*	36	606
January	34	691
February	46	1,045
March	37	831
April	48	863
May	39	745
June		
FYTD	444	8,313

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

* Meeting room rentals down in Fall 25 due to a staff shortage in the Facilities Dept. Rooms had to be made unavailable due to no facilities staff available.

Recite Me (Website Accessibility Toolbar)											
2024-2025 Fiscal Year						2025-2026 Fiscal Year					
Month	Pages Viewed	Unique Users	Pages Viewed/Session	Screen Reader	Translation	Month	Pages Viewed	Unique Users	Pages Viewed/Session	Screen Reader	Translation
July	280	83	3.37	407	374	July	158	44	3.59	148	312
August	248	56	4.38	352	275	August	127	41	3.10	176	341
September	226	64	3.53	303	254	September	71	29	2.45	153	196
October	303	66	4.59	503	378	October	126	47	2.68	353	521
November	199	58	3.43	249	217	November	155	52	2.98	410	638
December	155	58	2.67	327	5,445	December	151	47	3.21	226	979
January	198	76	2.61	296	727	January	142	48	2.96	45	801
February	157	54	2.91	179	322	February	76	29	2.62	21	276
March	149	57	2.61	187	351	March	108	35	3.09	24	0
April	211	51	4.14	350	4,890	April					
May	193	37	5.22	144	144	May					
June	177	48	3.69	380	595	June					
FYTD Total	2,496	708		3,677	13,972	FYTD Total	1,114	375		1,556	4,064

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

myLIBRO (Library App)															
2024-2025				2025-2026				2024-2025				2025-2026			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
July	2,977	92,994	5,011	July	4,861	24,524	6,548	January	3,906	23,811	6,671	January	5,729	23,015	6,811
August	3,157	109,022	4,585	August	5,012	24,045	6,510	February	4,047	21,252	5,875	February	5,864	18,842	5,936
September	3,321	59,591	4,515	September	5,164	24,479	6,841	March	4,227	23,854	6,587	March	6,008	22,263	6,583
October	3,475	16,383	4,300	October	5,352	22,837	6,285	April	4,375	21,613	5,908	April	6,119	16,898	4,974
November	3,599	17,225	4,827	November	5,409	21,115	5,850	May	4,512	22,942	6,552	May	6,236	20,787	6,297
December	3,729	19,227	5,098	December	5,511	21,460	5,780	June	4,682	24,418	6,720	June			
								FYTD Tot.		452,332	66,649	FYTD Tot.		240,265	68,409

*Stats are delayed due to not being able to access a new reporting system.

FRIENDS OF NOVI LIBRARY – N/A

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – May 13, 2026**

- I. Call to Order, Roll Call Sue Johnson
- Introduction of Alpha Kappa Alpha Sorority, Inc., Page Turners Squad by Donna Eaddy
- II. Minutes of April 8, 2026 Meeting * Karen Schubert
- III. Treasurer's Report* Sue Johnson
- Prior month(s) Income and Expense
 - Statement Balances
 - Joyce Cherf Donation - \$5000
 - Roger & Megan Zatkoff - \$5000
 - John and Connie Garbacik - \$250
- IV. Reports
- Library Liaison Dana VanOast
 - Book Nook – revenue of \$ for April, YTD - \$, Thrift - \$
 - Membership Sue Johnson
 - Scholarships Megs Beller
 - President Sue Johnson
 - A Library Board member will be attending our meetings. Would anyone be interested in attending the Library Board meetings – ??? Thursday
 - Wish List changes for the remainder of the year 2025/2026
 - Wish List for 2026/2027
 - Shake Shack Novi opportunity, meeting with Dana and Julie 5/14
 - Library Open House, September 20th 2-4pm
- V. Announcements
- VI. Calendar
- Kaleidoscope
- Next event Fall 2026
- 2026 Listen at the Library
- 2026 Tuesday Tunes
-
- 2026 Summer Music at Paradise Park – all events start at 6:30pm
- Jun 25, 2026 - The Magic Bus
 - Jul 16, 2026 - Rick Leider Band
 - Jul 23, 2026 - David Landry and Do It Again Band
 - Jul 30, 2026 - Geff Phillips and Friends
 - Aug 6, 2026 - Motor City Soul
 - Aug 20, 2026 - The Phoenix Theory
 - Aug 27, 2026 - Dueling Pianos

Friends Events

- Next meeting June 10, 2026 at 7:00 pm

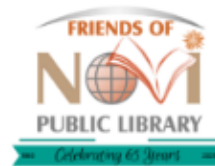
VII. Adjournment*

*Requires Action



Friends of the Novi Library

June 2026



The first **Summer Songfest of 2026** will be June 25th at Paradise Park. Arrive at 6 pm to place your dinner orders or purchase the buffet. Magic Bus will be performing at 6:30 pm. Once again the Friends will have themed baskets for our raffle. Support Songfest by purchasing raffle tickets! See you there!

Book Nook News: I've heard and read many stories about the beginning, but I decided to ask one of our Book Nook volunteers her recollection. She was one of the ladies who decided the village of Novi needed a library and went door to door collecting books, having bake sales to raise funds. Eventually they housed their books at the fire station. They later moved into the old National Bank of Detroit building on Grand River. Doors were opened to the public on September 24, 1960.

The purpose of our library, and I will paraphrase from the Articles of Incorporation, is to encourage the reading of books among the adult and minor population, to foster an appreciation of good literature, both for pleasure and information, to arouse and maintain an interest in reading, and to enlist the support of people interested in supporting and advancing these objectives. Case closedbecause the Novi Public Library is truly "a gem in our community".
--Carol Neumann

Kroger Community Rewards: Do you shop at Kroger? Did you know that you can designate "Friends of the Novi Library" as your chosen charity and Kroger will make a small donation to the Friends for every purchase you make? If you have not already done so, please consider making Friends of NPL your Kroger Community Rewards charity.

ANNUAL MEETING NOTICE:

The Annual Meeting of the Friends of the Novi Library will be held **Wednesday, July 8 at 7pm** in the Board Room on the 2nd floor of the Library.

Election: The meeting will focus on the highlights of the year 2025/26. We will be approving the Board roster, 2026/27 Budget and Wish List.

President Sue Johnson will talk about plans for the up coming year. Current members of the Friends are invited to participate in the Annual Meeting.

From the President:

It's Songfest time again. Last year we made \$1500 from our raffles at the Songfest events. With that money, we paid the down payment on Dueling Pianos who will play in August and shared the cost of Magic Bus with the Library. Many thanks to Gail Anderson who secures the talent for Songfest and to Jeff and Theresa Wainwright who donate their venue at Paradise Park. So put on your dancing shoes, have dinner at the park, and support the Friends with your raffle ticket purchases!

Calendar of Events:

Tuesday Tunes: all events start at 11:30am, admission is free. Bring a lunch or buy something from the Café!

June 23
July 7
July 21
August 11
August 25



Summer Music at Paradise Park: all events start at 6:30pm, admission is free, donations accepted.

Jun 25: Magic Bus
Jul 16: Rick Leider Band
Jul 23: David Landry & Do It Again Band
Jul 30: Geff Phillips & Friends
Aug 6: Motor City Soul
Aug 20: The Phoenix Theory
Aug 27: Dueling Pianos



CITY OF NOVI HISTORICAL COMMISSION



NOVI HISTORICAL COMMISSION
AGENDA
 Wednesday, March 18, 2026, at 7 PM
 Local History Room, Novi Library

CALL TO ORDER: 7:05 p.m. **Chairperson:** Kim Nice

ATTENDANCE: Kim Nice, Sharon Larson, Debbie Wrobel,
 Randy Van Wagnen, Kathy Crawford

ABSENT:

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

APPROVAL OF AGENDA: APPROVED

APPROVAL OF MINUTES: APPROVED

TREASURER'S REPORT: Sharon Larson

FINANCIAL SUMMARY REPORT - 2025/2026 Fiscal Year				
		BUDGET	EXPENDITURES	
			Thru Mar 18, 2026	
Display Cabinet Exhibit		\$ 700.00	\$ (53.98)	
Marketing/Brochures/Engage/Name Badges		\$ 900.00	\$ -	
Equipment/Supplies/Office/Upgrades/Repairs		\$ 3,000.00	\$ (1,830.23)	
Program/Speaker Fees		\$ 1,700.00	\$ (821.74)	
Storage Unit		\$ 2,750.00	\$ (2,220.00)	
Acquisition (Books/Materials/Subscriptions)		\$ 2,800.00	\$ (50.00)	
Conference/Continuing Education		\$ 1,300.00	\$ (32.00)	
Legal Fees		\$ 700.00	\$ -	
Special Project Items				
Betty Lang Internships			\$ (3,000.00)	
Oral Histories			\$ -	
City/Community Event			\$ (2,017.51)	
Four Corners Project			\$ (250.49)	
Photography			\$ -	
Special Projects Total		\$ 5,500.00	\$ (5,268.00)	
	TOTAL:	\$ 19,350.00	\$ (10,275.95)	\$ 9,074.05
Equitable Projects		Expenditures	Revenue Rec'd	
Villa Barr Book Sales YTD			\$ 40.00	
Revenue Rec'd - Wixom Historical Society			\$ 200.00	
Wreaths Across Novi Project		\$ 2,270.39	\$ 2,450.00	

Library covered Omeka subscription temporarily, and the commission owes the library \$350.

LIBRARY LIAISON REPORT: Rae Manela

Omeka allows us to archive our newspapers. OCHR is defunct. No historical newspapers now available. The library is working to digitize and publish the Novi News. These documents will be searchable.

Document collection for Novi community continues.

Final proof for Summer Engage is ready and corrected to include commission events.

Dig up history. Planned: floor map for students to dig up, silver and gold buttons, Lincoln logs, buckets, tarps for sand catching, packs of revolutionary war soldiers and cannons, dinosaurs. Going to use many existing library assets. Carnival games for Walled Lake Amusement Park exhibit remain to be planned.

Final decision – no camera in history room, room to remain locked.

History Room Office Hours:

- Monday, April 6th 10:30-12:30 Kathy/Sharon
- Monday, April 20th 6-8 pm Kim
- Monday, May 4th 10:30-12:30 Kathy/Debbie
- Monday, May 18th 6-8 pm Kim / Randy

DISCUSSION ITEMS:

- Annual Elections – Kathy Crawford to facilitate.
 - Chair – Kim Nice
 - Vice Chair – Kathy Crawford
 - Treasurer – Sharon Larson
 - Secretary – Randy Van Wagnen
- Novi's Community Impact Day- 5-13-26. Project being submitted.
- Novi Note Request for Photos. Kim to follow up.
- Trevor from Studio 6 is shooting in the history room March 26
- Summer 2026 Pgm. – "Dig Up History" (Rae, Kim, Randy) Sunday, July 12 1-3 p.m.
 - Follow-up meeting May 5
- Villa Barr Presentation in Wixom – February 16th at 7 pm.-Kathy Crawford. Reviewed.
- Fall 2026 Program Meeting-Kim, Debbie, Sharon, Sue
- Reviewed Options for Member Recruitment
- "Did you Know" Project. In progress
- Miniature Project, Part II – Kathy/Randy & Team (Schedule Fridays in April)
 - Roof constructed. Working on porch block.

- April 10 and 24 proposed, Rae to investigate.

- **Upcoming Events:**

- Wednesday April 8: Michigan Food and Drink at 7pm

- Document Donation Day, Saturday, March 21st 10-12:30

- Local History Conference at Oakland University, Fri-Sat, March 27th & 28th

- CommunityFest, Thursday, June 4th 3-8pm. Kim, Sue

ONGOING PROJECTS

- Omeka (see notes above)
- Display Case – Sue/Kim
- By-Law Review – Ongoing process (will review again in June 2026)
- Villa Barr Book Sales New Sales and Front Desk – 2 sold
- Gravestone Photos – Kim & Rae

NEW BUSINESS

PUBLIC COMMENT

NEXT MEETING: Wednesday, April 15, 2026, at 7pm ADJOURN:

8:23 p.m.

LIBRARY BOARD COMMITTEE REPORTS

Policy Committee – Meeting scheduled for: June 9, 2026

2025 – 2026 GOAL

1. Continued review of public policies by the staff committee



1st Draft

CIRCULATION POLICY

DRAFT—Reviewed by NPL Employees APR 2026; Reviewed by Public Policy Committee 5/12/26; Board Policy Committee 6/9/26

The Library is part of the Southeast Michigan-based library consortium, The Library Network (TLN). Membership in this consortium allows Novi residents the advantage of borrowing from more than fifty (50) public libraries within Oakland, St. Clair, Washtenaw and Wayne counties. Patrons living within the legal service area of a TLN member library and who have a valid library card from their home library may borrow physical library materials subject to any rules, regulations or policies enforced by Novi Public Library (NPL) or TLN.

Library Card General Information

- A valid scannable NPL card is required for all services involving access to a patron account in the Library.
- To obtain an NPL card, residents must visit the Library in person and present valid picture ID and proof of Novi residency as outlined below. Residents of other TLN member library service areas must obtain a card from their home library.
- To obtain an eCard, which provides a digital library barcode number and access only to the Library's digital resources, residents must complete the online application. NPL eCards may be exchanged for a physical Novi library card by visiting the Library in person and presenting a valid picture ID and proof of Novi residency.
- Only one library card will be issued per patron.
- Within TLN, there is no option for a family card. A library card must be obtained by an individual.
- A patron may have only one library card in the TLN shared system.
- An NPL card may be used at any TLN shared system library without further requirements. A patron must contact each individual library in the TLN standalone system to inquire about their policy for reciprocal borrowing. For a complete list of member libraries of TLN and their shared system or standalone classification, see TLN's website or the Library's TLN Phone Directory.
- NPL cardholders may also use their library card at the Lakeshore Lending Library located in Lakeshore Park (601 S Lake Dr, Novi, MI).
- The library card of any patron may be disabled and access to the Library may be denied for violations or failure to adhere to NPL and TLN policies.

Patron Responsibility

- Patrons are responsible for all materials borrowed on their library card. In signing the card, they agree to abide by the Library's lending rules and all policies and regulations. Possession of a library card by someone other than its owner (when not reported as lost) implies the consent of the individual named on the card for the holder's use of the card.
- Patrons will supply the Library with correct current contact information upon receipt of a card, and agree to inform the Library of any updates to home address, phone number or email as soon as possible. If the Library has a reasonable belief that the patron is no longer a resident of Novi, the Library reserves the right to cancel the Library card.
- Patrons must report a lost or stolen card immediately and are held responsible for all materials checked out on their card until the Library is contacted.

Acceptable Forms of Identification

- **Examples of valid picture ID include:** government-issued photo ID such as a current physical driver's license, Michigan State ID card or passport. Digital or photocopied versions are not accepted.
- **Examples of proof of residency include:** government-issued ID with current address, a copy of lease agreement, property tax receipt, Address Confidentiality Program Participation Card or official mail received at the resident's Novi address within the last ninety (90) days. All documentation must show the resident's name and Novi address to be used as proof of residency. Both physical and digital versions are acceptable.
 - Novi Residency Verification Postcard: If a resident cannot produce valid proof of residency, the Library will mail a verification postcard to the resident's Novi address, which can be returned in person to the Library as proof of residency.
 - Address Confidentiality Program (ACP) Participation Card: An applicant with an ACP card must also present a "letter of residency" from the ACP office demonstrating residency in Novi. The applicant may contact the ACP office while at the Library, and with the permission of the applicant, the ACP office may be able to verbally confirm over the phone that the person is a resident of Novi.

Types of Library Cards & Eligibility

The persons listed in this Policy are eligible for the issuance of an NPL card.

Standard Cards

- **Novi Resident Adult**
Residents or taxpayers of Novi 18 years and older must present a valid picture ID and proof of Novi residency to the Library.
- **Novi Resident Youth**
For those under age 18, a parent, guardian or caregiver (guardianship papers required) must bring their valid picture ID and proof of Novi residency to the Library with the child in attendance.

If the parent, guardian or caregiver has a valid scannable library card, it must not be blocked to register their child for a card.

A second parent, guardian or caregiver can be added to the child's account if they are present at registration with the registered primary parent, guardian or caregiver and the child in attendance. They must provide their valid picture ID and proof of Novi residency. If they have a valid scannable library card, it must not be blocked to be added to their child's account.

All parents, guardians or caregivers who sign the child's card or who are added to a child's account will have access to account information and are responsible for all materials borrowed.

- **Novi Resident Sponsor**

Residents of Novi who are affected by special circumstances (i.e. temporarily or permanently homebound, exchange student or temporary resident residing in a host household of a Novi resident, etc.) may be eligible for library cards when an approved sponsor is added to their account.

- Exchange student or temporary resident residing in a host household of a Novi resident:
 - The hosted temporary resident must bring their valid picture ID, and the sponsor must bring their valid picture ID and proof of Novi residency to the Library. If the sponsor has a valid library card, it must not be blocked to register the hosted temporary resident for a card and to be added to their account. Sponsors who sign the hosted temporary resident's card will have access to account information and are responsible for materials.
- Temporarily or permanently homebound Novi resident:
 - The sponsor must bring their valid picture ID showing their current address and the homebound Novi resident's valid picture ID and proof of Novi residency to the Library. If the sponsor has a valid library card within the TLN shared system, it must not be blocked to register the homebound Novi resident for a card and to be added to their account. Sponsors who sign the homebound Novi resident's card will have access to account information and are responsible for materials.

Non-Standard Cards (Valid Only at Novi Public Library)

- **Novi Business Owner**

Novi business owners may register for a library card that is valid only at Novi Public Library by presenting a valid picture ID showing their current home address and proof of Novi business ownership, which includes either (a) incorporation papers that list the owner and business name or (b) a current tax bill that lists the owner and business name. Business documentation must show the Novi address. A Novi business owner whose home library is a member of TLN may choose to keep their home library card for personal use and register the Novi library card in the business name only for business use.

- **Non-Resident City of Novi Employees**

Non-resident City of Novi employees may register for a library card that is valid only at Novi Public Library by presenting a valid picture ID showing their current home address and their City of Novi employee badge. A City of Novi employee whose home library is a member of TLN must relinquish their home library card in exchange for an NPL card. They can only have one library card in the TLN shared system.

- **Non-Residents Employed in Novi (Excluding City of Novi Employees)**

Non-residents who are employed at a business located in Novi may register for a library card that is valid only at Novi Public Library. They must present a valid picture ID showing their current home address and either (a) an official business letter on company letterhead showing the Novi business address and signed by a company or Human Resources representative dated within the last ninety (90) days or (b) a

paycheck showing the Novi business name and address dated within the last ninety (90) days. Non-residents employed in Novi whose home library is a member of TLN are not eligible for an NPL card.

- **Non-Resident Library Card (Purchased) (Excluding City of Novi Employees and Non-Residents Employed in Novi)**

NPL cards are available for purchase for a period of one (1) year based on the following criteria:

- Non-Residents Whose Home Library is a Member of TLN
Non-residents whose home library is a member of TLN may choose to purchase an NPL card that is valid only at Novi Public Library for an annual fee instead, as stated in "Borrowing Periods, Renewal Limits, Holds, Fees & Guidelines" and must relinquish their home library card. They can only have one library card in the TLN shared system. Non-residents must present a valid picture ID showing their current home address.
- Non-Residents Whose Home Library is Not a Member of TLN
Non-residents whose home library is not a member of TLN may purchase an NPL card that is valid only at Novi Public Library for an annual fee as stated in "Borrowing Periods, Renewal Limits, Holds, Fees & Guidelines." Non-residents must present a valid picture ID showing their current home address.

Other Library Cards

- **Non-Residents Whose Home Library is a Member of TLN**

For a complete list of member libraries of TLN and their shared system or standalone classification, see TLN's website or the Library's TLN Phone Directory.

- Shared System Library
Non-residents whose home library is a member of the TLN shared system can use their valid home library card at the Novi Public Library with limited access based on each home library's policies.
- Standalone Library
Non-residents whose home library is a member of the TLN standalone system are eligible to register their valid home library card for limited access and guest privileges at Novi Public Library in the TLN shared system.

Northville District Library is a standalone library and not a member of the TLN shared system as of July 2025. Northville tax-paying residents are eligible to register their valid Northville home library card for limited access and guest privileges at Novi Public Library in the TLN shared system.

Library Card Renewal Standard Cards

- **Novi Resident Adult**
 - Novi Resident Adult library cards that are not blocked will automatically renew annually after the Library's third-party vendor system authenticates Novi residency and account status. A confirmation email is sent to let the patron know their card is valid for another year. At the time the system checks a patron's card (thirty-one (31) days prior to expiration), if their account is blocked or residency can't be verified, their library card will not automatically renew.
 - If a Novi resident card fails to automatically renew, the patron must renew annually in person with their valid scannable library card, a valid picture ID and proof of Novi residency. All fees must be paid in full prior to renewal. A patron will be sent email notifications to renew in-person thirty (30) days before, seven (7) days before, seven (7) days after and thirty (30) days after their card's expiration date.
- **Novi Resident Youth**
 - Novi Resident Youth library cards do not automatically renew and must be renewed annually in-person. The registered parent, guardian or caregiver listed on the child's account must present their valid picture ID, proof of Novi residency and the child's valid scannable library card. If the parent, guardian or caregiver has a valid library card, it must not be blocked and must be presented to renew their child's card. All fees must be paid in full on both the child's card and the parent's, guardian's or caregiver's card prior to renewal.
 - If the parent, guardian or caregiver is not registered on the child's account, the child must be present and the parent, guardian or caregiver must present their valid picture ID and proof of Novi residency. If they have a valid scannable library card, it must not be blocked to be added to their child's account.
- **Novi Resident Sponsor**
 - Novi Resident Sponsor library cards do not automatically renew and must be renewed annually in-person.
 - Exchange student or temporary resident residing in a host household of a Novi resident:
 - The hosted temporary resident must bring their valid picture ID, and the sponsor listed on the account must present their valid picture ID, proof of Novi residency and the hosted temporary resident's valid scannable library card. If the sponsor has a valid library card, it must not be blocked and must be presented to renew the hosted temporary resident's card. All fees must be paid in full on both the hosted temporary resident's card and the sponsor's card prior to renewal.
 - Temporarily or permanently homebound Novi resident:
 - The sponsor listed on the account must present their valid picture ID showing their current address and the homebound Novi resident's valid picture ID, proof of Novi residency and their valid scannable library card. If the sponsor has a valid library card within the TLN shared system, it must not be blocked and must be presented to renew the homebound Novi resident's card. All fees must be paid in full on both the homebound Novi resident's card and the sponsor's card, if it is within the TLN shared system, prior to renewal.

Non-Standard Cards

- **Novi Business Owner, Non-Resident City of Novi Employee or Non-Resident Employed in Novi library cards** must be renewed annually in-person. Cardholders must present a valid picture ID showing their current home address, their valid scannable library card and the valid documentation that was required at registration. All fees must be paid in full prior to renewal.
- **Non-Resident Library Card (Purchased)** is valid for one (1) year with no renewal. Cards must be repurchased each year to maintain privileges.

Non-Residents Whose Home Library is a Member of TLN

- **Shared System Library**
Non-residents whose home library is a member of the TLN shared system must renew their library card at the home library where they were registered. Each library follows its own renewal schedule.
- **Standalone Library**
Non-residents whose home library is a member of the TLN standalone system and who have been registered as a guest in the TLN shared system must have their card renewed annually in-person at NPL. Non-residents must present their valid picture ID showing their current home address and their valid scannable home library card. All fees must be paid in full prior to renewal.

Borrowing, Renewing, Holds & Interloaned Materials

Library material loan periods and renewal and hold eligibility are listed in the current "Borrowing Periods, Renewal Limits, Holds, Fees & Guidelines" document, which is available at all service desks and is posted on the website. The Library Director has the authority to change the borrowing periods and fees information. The loan periods and renewal and hold eligibility of interloaned TLN materials are specified by the owning library.

Borrowing Materials

- Any materials borrowed from the Library must be checked out and fully processed on a valid scannable library card, which is required for all services involving access to a patron account in the Library.
- Patrons whose library cards are used by others are responsible for all charges and fees that may result from that use.

Renewing Materials

- **Automatic Item Renewal**
 - Materials that are eligible for renewal will automatically renew three (3) days before an item's due date as long as the item does not have a hold for another patron, has not reached its limit of two (2) renewals, the patron's account is not blocked and the item is not a Michigan Electronic Library Catalog (MeLCat) interloan.
 - Patrons may also renew materials in-person, by phone or through the Library's online catalog or app.

Holds

- Patrons may reserve materials ("place a hold") in-person, by phone or through the Library's online catalog or app. Patrons will be notified when the hold is available and can view their holds and availability in their account through the online catalog or app.
- The library card used to place a hold must be presented at checkout. Items will be held for pickup for seven (7) days.

- Items are not checked out to the requesting patron prior to being placed on the hold shelf. When picking up an item from the hold shelf, the item must be checked out by the patron either at the Circulation Desk or one of the four (4) Self-Check stations in the Library.

Materials From Other Libraries

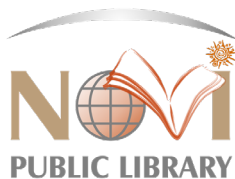
- The above policies pertain to materials owned by the Library and not necessarily to materials obtained from other member libraries of TLN or other libraries that share their materials with the Library.

Fees for Damaged, Destroyed or Lost Materials

- The Library is fine free. Due dates are meant to be followed and are intended to encourage patrons to bring back materials within a reasonable period of time.
- Patrons are charged fees for lost, damaged or destroyed materials, but not overdue fines on items returned past the due date. Overdue materials are considered lost and will be billed to the patron twenty-one (21) days after the due date. **If overdue materials are returned after they are considered lost and billed to the patron's account, the items will be removed from the patron's account and the fee for the replacement cost of the item will be waived so long as the replacement fee has not been paid.**
- If a patron claims an item that is charged to their account has been returned, they should contact the Library. Staff will search for the item over a period of three (3) weeks. The patron should simultaneously search for the item, contact the Library if found and return the item. If the item is not located after three (3) weeks, the item will remain on the patron's account and the patron will be held responsible for the replacement cost of the item. The replacement cost will be the original cost of the item as indicated in the Library's computer database.
- It is the responsibility of the patron to return materials in good condition. At the Library's discretion, if an item is lost or damaged/destroyed and deemed not to be shelf-worthy**, the patron must pay the replacement cost for the item. Replacement cost payments are non-refundable. If a lost item is found after the replacement cost is paid, it becomes the property of the patron.
 - **This may include highlighting, stamping, coloring, writing, rips/torn pages, soiling, liquid damage, pet/child/insect damage, stickiness, excessive odors or any other obvious damage as determined by staff. This list is meant to give examples and is not exhaustive of all types of damage that may occur.
- Once the replacement fee is paid, the destroyed/damaged material becomes the property of the patron. Due to space constraints and hygienic issues, the Library will keep billed, destroyed/damaged materials for thirty (30) days from the date the charge is added to the patron account. The Library reserves the right to immediately dispose of any materials in a condition deemed to be a risk of any kind.
- Interlibrary loan items that are lost, damaged or destroyed are subject to the policies of the owning library and/or the interlibrary loan network organization and must be addressed with the owning library.
- Failure to pay these fees may result in the suspension of borrowing privileges. Cancellation or suspension of borrowing privileges may also result from abuse of library materials, policies and procedures; repeated late return of materials; damage to or loss of materials by result of neglect or deliberate misuse or nonpayment of loss charges.
- All fees must be paid in full prior to library card renewal.

- The Library accepts payment by cash, check, debit card, credit card and contactless payment for fees. Payment may be made in-person or in the patron's account through the Library's online catalog.
- The Library requires a patron's signature for all card and contactless payment transactions at the Circulation Desk.
 - When paying with a card or contactless payment, patrons must provide a signature on the Library's copy of the receipt, even when the receipt states that "signature is not required."
- Circulation Desk transactions involving contactless payments must be handled by patrons on the patron-facing PIN pad unit and finished by staff on the staff-facing main credit card unit.
 - If a patron requires the assistance of a staff member with contactless payment on a patron-provided device, staff must receive permission from the patron to use their device.

Approved by the Novi Public Library Board of Trustees: June 12, 2025 (to include policies P1: Library Card Issuance/Renewal, P4: Miscellaneous Provisions, and Fees for Damaged, Destroyed or Lost Materials Policy).
Amended: October 9, 2025; April 23, 2026; **July 9, 2026**



1st Draft

CONFIDENTIALITY POLICY

DRAFT—Reviewed by NPL Employees APR 2026; Reviewed by Public Policy Committee 5/12/26; Board Policy Committee 6/9/26

Disclosure of Library Records

It is the policy of the Novi Public Library ("Library") to preserve the confidentiality and privacy of library records ("library records" or "library record") to the fullest extent permitted by law.

Definitions of Relating to a Library Record

- **Agent or Employee**
 An agent or employee includes an employee of the Library, a member of the Library Board of Trustees, an individual who is specifically designated as a volunteer and who is acting solely on behalf of the Library and any other person who is lawfully performing services on behalf of the Library under a written contract, including a collection agency.

- **Crime**

A crime means that term as defined in section 5 of the Michigan penal code, 1931 PA 328, MCL 750.5.

- **Law Enforcement Officer**

A law enforcement officer means an individual licensed under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615.

- **Library Record**

- Definition: As defined by the Michigan Library Privacy Act, for the purpose of this Policy means:

“a document, record or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron’s name, address or telephone number, or that identifies a person as having requested or obtained specific materials from a library.”

For example, a “library record” would include, but not be limited to, patron circulation records, internet browsing history and program attendance records.

- Excluded from Definition: The following are specifically excluded from the definition of library record:

- *Non-Identifying Material.* A “library record” does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.
- *Certain Video Surveillance.* A “library record” also does not include recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials or information resources from the Library.

- Library Director Determination of Library Record: The Library Director or designee will be responsible for determining whether a particular document meets the definition of “library record” or whether the video surveillance footage contains any images that would require it to be considered a “library record.”

Disclosure of Library Records

The Library takes seriously its obligation to protect the privacy of every patron, as required by law, even if this commitment to patron’s privacy may appear to cause inconvenience on occasion. To that end, “library records” or other confidential information will be released or disclosed only as provided for herein or otherwise provided by Michigan or federal law.

- **Freedom of Information Act Requests**

All requests for public records that are not subpoenas, court orders or other legal processes must be processed according to the Michigan Freedom of Information Act (FOIA) and the City of Novi’s FOIA Procedures and Guidelines. See the Michigan FOIA and the City of Novi’s FOIA Procedures and Guidelines for additional information. “Library records” are exempt from disclosure under the FOIA.

- **Subpoenas, Court Orders or Other Legal Process**

Any employee of the Library who is served with a subpoena, court order or other legal process to release or disclose any “library record” or other Library document from (1) a state or local law

enforcement agency or (2) a federal law enforcement agency must promptly notify the Library Director or designee. If neither is available, the **Library** Board President will be contacted.

- Consultation with Attorney: The Library Director or designee, or the Board President, has the authority to consult with the Library Attorney regarding the sufficiency, scope or any other matter related to the subpoena, court order or other legal process.
- Action by Library Director: After review of the subpoena, court order or other legal process, the Library Director or designee, or the Board President, will take appropriate action to respond.
- Opportunity to be Heard: Depending upon the type of subpoena, court order or other legal process, the Library may appear and be represented by counsel at a hearing on the request for records.
- Confidentiality: If a subpoena, court order or other legal process is submitted to the Library, the Library will keep the subpoena, court order or other legal process confidential if required by court order, Michigan law or federal law. To that end, the Library may not be able to inform the patron that their records were sought. The Board acknowledges that the Library Director, if required by a non-disclosure order or law, may not be permitted to inform the Board or its individual members that a local, state or federal agency has sought or obtained requested records.
- Law Enforcement Record Request and Search Procedures: The Library Director has implemented "Law Enforcement Record Request and Search Procedures" for staff to follow when law enforcement comes to the Library or requests information. The procedures may be amended from time to time upon approval of the Library Director.

- **Consent**

In compliance with the Michigan Library Privacy Act, a person who is liable for the payment or return of the materials identified in a "library record" or portion of a "library record" may provide written consent for the release of that "library record." Further, a parent, guardian or caregiver who signs to accept legal responsibility for return of their child's (under the age of **eighteen (18)**) library materials and accepts financial liability for that child's library fees and other charges, may authorize the disclosure of the minor's "library records" by signing the disclosure and release statement granting consent on behalf of the minor.

- **Voluntary Disclosure without Court Order and Consent**

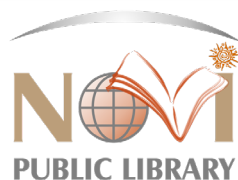
A The Library or an employee or agent of the Library may disclose "library records" without a court order or written consent under either of the following circumstances:

- Collection Agency: The Library or an employee or agent of the Library may report information about the delinquent account of a patron who obtains materials from the Library to a collection agency under contract with the Library. The Library or an employee or agent of the Library will provide the collection agency with only the "library records" necessary to seek the return of overdue or stolen materials or to collect fines from the patron.
- Interlibrary Loan: The Library or an employee or agent of the Library may disclose "library records" to another library or library cooperative for the purpose of conducting interlibrary loans. The "library records" must be limited to those required for providing interlibrary loans.

Disclosures Regarding Alleged Crimes in this Library

The Library Privacy Act does not prohibit an employee or agent of the Library from providing a sworn statement or testimony to a law enforcement officer based solely on the personal knowledge of the employee or agent of the Library regarding a crime alleged to have occurred at the Library.

Approved by the Novi Public Library Board of Trustees: June 12, 2025; July 9, 2026



COLLECTION DEVELOPMENT POLICY

DRAFT—Reviewed by NPL Employees APR 2026; Reviewed by Public Policy Committee 5/12/26; Board Policy Committee 6/9/26

This Policy ~~informs the public of the philosophy of collection development and~~ provides guidance, within budgetary and space limitations, for the evaluation, selection, acquisition, organization, display, maintenance and withdrawal of materials which anticipate and meet the needs of our diverse community. ~~It informs the public of the philosophy of collection development and the policies involved.~~

Novi Public Library (NPL) collects materials in a variety of popular formats. The collection serves the general educational and recreational interests and needs of the community, and reflects its racial, ethnic and cultural diversity. Selection includes recognition of diversity, equity, inclusion and awareness of the role diversity plays in responding to the needs and interests of our patrons and community. Selections are made to provide depth and diversity of viewpoints to the existing collection, including content created by and representative of marginalized and underrepresented groups. Access to the collections will not be limited or denied because of origin, race, religion, age, background, sex, sexual orientation, gender identity, disability, or political views. Inclusion of an item in the collection does not mean that the Library endorses any theory or statement contained in those materials and resources.

The Library collections will be organized and maintained to facilitate access. No collection materials or displays of those materials will be labeled, restricted, sequestered or altered because of any controversy about the author, subject matter, or intended or potential audience.

Materials are intended to broaden vision, support recreational reading, encourage and facilitate reading skills, supplement education needs, stimulate and widen interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world.

The reading and viewing activity of minors is ultimately the responsibility of ~~parents or guardians~~ parents, guardians or caregivers who guide and oversee their own child's development.

Definitions

The term "**Library Materials**" means circulating and non-circulating physical and digital items including books, periodicals, multimedia or other synonyms as they may occur in the Policy having the widest possible meaning. This statement of Policy applies to all Library materials in the collection, including adult, young adult, tween and youth. However, this Policy and the term "**Library Materials**" does not apply to websites available through the Library's computers or internet connection.

The term "**selection**" refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance.

Censorship & Intellectual Freedom

NPL is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. ~~Novi Public Library~~ NPL supports the principle of intellectual freedom. To this end, the Library strives to offer a collection that represents the needs of Novi's diverse community.

While every patron may not agree with the viewpoints offered in some Library material, the Library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas through which any side of a question, cause or movement may be explored, provided that the material meets the outlined selection criteria.

The Library does not use signage or stickers on any material in such a way as to show approval or disapproval of the content of that material. Materials are not separated to show approval, disapproval or judgment as to suitability of content for a particular audience. Signage and stickers are provided only as a directional aid to facilitate access by making it easier for patrons to locate materials and are not an endorsement of the material by the Library. Materials are accessible to all patrons, who may choose to consult or ignore the directional aids at their own discretion.

The Library is committed to free and open access to its collections and to connecting people with ideas, information and materials in a friendly, nonjudgmental manner. NPL recognizes the American Library Association's guidelines⁷ as an industry resource on public access to information, including but not limited to the Library Bill of Rights, the Freedom to Read Statement⁷ and the Freedom to View Statement (See Appendix).

Selection Criteria

Ultimate responsibility for material selection rests with the Library Director who operates under ~~these the following~~ guidelines established by the Library Board of Trustees. Librarians use professional judgment and expertise in making selection decisions. Librarians are responsible for choosing, replacing and deselecting materials ~~that reflect in accordance with~~ community demand and library service roles and goals. Both large scale national sources and small, independent sources are considered in making selections. An item need not meet all of the below criteria in order to be ~~acceptable selected~~. To build a collection of merit⁷, the criteria for selection in the general collection includes, but is not limited to:

- Current and anticipated patron demand
- Relevance to the interests of the Novi community
- A written request for consideration
- Addresses contemporary issues
- Facilitates continuing education
- Enhances job-related knowledge and skills
- Supports business, cultural, recreational and civic interests in the community
- Presents different viewpoints on issues

- Local significance of an author or subject
- Relationship and relevance to the existing collection's strengths and weaknesses
- Easy to use format
- Comparison of content and cost between formats
- Past usage of similar resources

Collection Maintenance & Withdrawal

Collections are constantly undergoing evaluation in order to provide the best service possible to its patrons. The withdrawal of materials (including Local Author materials), also called weeding, is an ongoing process used to maintain the collection's usefulness, currency and relevance. Weeding of infrequently used and damaged items will relieve overcrowded shelves, increase ease of access, and improve the efficiency of retrieving materials. Materials that no longer fit within the parameters of the collection are removed on a regular basis. The Library will continuously work to curate a collection representing a wide array of people, cultures, ideas and experiences. The criteria used in weeding the collections includes, but is not limited to:

- Accuracy and currency of information
- Physical condition of material
- Relevance to community interests
- Circulation statistics
- Availability of resource in alternative formats
- Ease of obtaining the item from another library with cooperative borrowing privileges
- Whether or not there are superseding sources

Some methods for disposing of library materials includes, but is not limited to: transfer to the Friends of NPL; use in Library Read Boxes; trade-in; return to vendor/manufacture; transfer to other City departments; bid process for resale, auction, sales to other libraries, local schools or non-profits; donation to other libraries, local schools or non-profits; junking or recycling.

Local Author Criteria

The Library recognizes and highlights authors currently living in or originally from Novi. Because these materials are not typically reviewed in sources used by selectors, the following guidelines will apply:

- For a work to be considered, materials must be donated to the Library and, the Local Author Material Submission Form (see Appendix) must be completed and submitted to members of the Information Services staff
- The Library will accept one copy of each title
- The same selection, maintenance and withdrawal criteria listed above apply
- All genres of materials will be considered, unless the format is not included in an existing collection
- This collection is reserved for human-created work; as such, entirely AI-generated text or narration will not be considered.
- Donated materials are placed in the area deemed most appropriate

The Library has the right to decline any donation by a local author which does not fit the selection criteria of the collection, as well as materials for which proper cataloging criteria cannot be established (i.e. MARC record validation).

- MARC record validation for cataloging includes but is not limited to an ISBN, title, Romanized title, author, and subject.

International Collection

In recognition of the diversity in Novi and surrounding communities, and in an effort to provide access to information for all patrons, the Library has an international collection that provides materials in various

languages that are prevalent in the community. The low volume of publishing in some languages or the difficulty in obtaining publications may make it impossible to provide the same amount of material in all languages. In addition to the criteria listed in the Selection Criteria section, staff will also consider the following, non-exhaustive list of criteria when choosing materials for the International Collection:

- Prevalence of languages spoken at home in the community
- The availability of materials in other languages located at libraries with cooperative borrowing privileges
- Whether the proper cataloging criteria can be established for the material (i.e. MARC record validation)

Local History Room Collection

The Local History Room preserves and maintains materials that record the history and development of Novi, greater Oakland County and surrounding areas as they pertain to Novi's past boundaries. Local History Room materials will be limited to those relating to Novi's history and formation, as well as Michigan history. Materials providing instruction relating to genealogy, local history, preservation and oral history will also be included. Due to the nature of this collection, materials must be used in the Local History Room and cannot be borrowed or taken out of the room.

Each transfer of ownership from a donor to the Library's Local History Room should be clearly documented in writing. This transfer establishes the Library as the legal owner, and includes date of transfer, donor's name, address and a statement that the Library will be responsible for managing the gift (see "Deed of Gift Form"). This will be followed by a thank you letter to the donor. The Library has the right to decline any donation which does not fit the scope or purpose of the Local History Room.

Displays of Library Materials

The Library strives to include a wide spectrum of opinions, viewpoints and genres in displays of library materials, which also appeal to a range of ages, interests and information needs. Displays of materials should not exclude materials or topics solely because they may be considered to be controversial. Inclusion of an item in a display does not mean that the Library endorses any theory or statement contained in those materials and resources.

The display of library materials is not inhibited by the possibility that particular works may be seen by or come into possession of children and young adults.

Display Cases & Cabinets

Display spaces are managed and maintained by Library staff. Library staff may work with outside organizations, businesses, partners and sponsors to provide displays that relate to library topics, programs and themes that are consistent with the Library's current Mission, Vision and Values statements. Display cabinets and cases are not available for the public to rent or reserve. The Library strives to include a wide spectrum of opinions, viewpoints, genres and collections which also appeal to a range of ages, interests and information needs when developing a display.

Should Library staff engage with an outside organization, business, partner or sponsor, display items must fit within the case or cabinet. The Library is not responsible for loss, theft or damage to any display items. Failure to retrieve display items by the agreed upon date will result in their removal and disposal by Administration Library staff. The Library does not store items before or after a display time limit.

Displays will be available for public viewing during regular library hours and whenever the Library is open to the public; however, the Library may temporarily remove the items on display for library events or for other reasons related to the Library's use of the designated areas.

Children's Choice of Library Materials

Responsibility for the choice of library materials of by children rests with their parents, guardians or caregivers. Selection shall not be inhibited solely by the possibility that books may come into the possession of children.

The Library respects each individual parent's right to supervise their children's choice of library materials. However, the Library does not have the right to act in *loco parentis* (in place of the parent). Therefore, a parent who chooses to restrict the materials their children select must accompany those children when they use the collection to impose those restrictions.

Resident Request for Reconsideration of Library Material

The Library accepts expressions of opinion from patrons concerning materials selected for the collection. Only Novi residents may request reconsideration of a selection decision of an NPL item by submitting a fully complete written request for reconsideration to the Library Director, at 45255 Ten Mile Rd, Novi, MI 48375, using the "Resident Request for Reconsideration of Library Materials Form."

Upon receipt of a Resident Request for Reconsideration, the Library Director collaborates with members of the Information Services staff to prepare a written response to an individual's written request. The Library Director shall respond to the Resident Request for Reconsideration, taking into consideration the Library's Collection Development Policy and any other relevant information to reach a decision. The Library Director may consult with any other staff or consultants when making this decision. A response to an individual's request can take up to **seventy-five (75)** days per item being reconsidered.

During the request for reconsideration process, library staff will not restrict or remove the material from its collection. The exception to this process is if the library owns only one copy of the material and it is needed for the review process by library staff.

The Board, upon request, hears appeals of the Library Director's written response. Appeals must be submitted in writing to the Board within ten (10) business days after a written response by the Library Director is made. Decisions on appeals are based on careful review of the objection, the material and this Policy and will be made within **seventy-five (75)** days of receiving the appeal. The final decision on appeals rests with the Board.

Donating Materials to the Library

The Library welcomes monetary gifts and donations of materials with the understanding that the same standards of selection are applied to gifts and donations as to materials purchased for the collection. If donations of materials are accepted, they will be accepted without commitment as to their final disposition and with the understanding that they may not necessarily be added to the collection. Once donated, materials become the property of the Library and will not be returned. Gifts and donations that are added to the Library collection will be housed in the area deemed most appropriate. Because of wear, theft or damage, the Library cannot guarantee the permanence of a gift in the collection. Items that are not needed for the Library may be given to the Friends of the Novi Public Library and offered for sale at the Friends of the Novi Public Library's ongoing used book sale, with proceeds benefiting the Library. The Library may choose not to accept some gifts or donations based on **but not limited to the following criteria:**

- Cost of processing
- Availability of shelving space
- Relevance to the collection
- Need in the collection
- Accuracy and currency of information
- Format of the material, such as textbooks, encyclopedias or magazines
- Physical condition of material

Prospective donors should contact the Library to discuss appropriate donations and procedures before dropping off gifts. A general guideline is that materials should be less than three (3) years old. All material should be in good condition. Upon request, the Library will give the donor a receipt for income tax purposes. The Library does not assign a value to the materials. Staff will not appraise books or other items. It is the donor's responsibility to determine the value of the donated material.

The Library is also pleased to accept monetary gifts intended for the purchase of library materials. The donor's intentions for the gifts and the Library's collection development objectives must be consistent. For gifts or donations of a historical value or significance, please refer to the Local History Room Collection section of this Policy. To make a monetary donation, contact the Library's Administration Office.

Approved by the Novi Public Library Board of Trustees: September 16, 2009

Amended: May 1, 2010; June 22, 2017; December 21, 2022 (to include policies C1: Collection Development, C1a: Novi Author/Artist Collection, C2: Censorship and Intellectual Freedom, C3: Adoption of the ALA's Library Bill of Rights, C4: Adoption of the ALA's Freedom to Read Statement, C5: Request for Reconsideration of Library Materials, C6: Collection Evaluation and Maintenance, C7: Disposition of Materials, C8: Donating Materials to the Library, C9: Local History Room Collection); October 26, 2023 (to include policy P8: Exhibits and Displays and P19: Art Exhibit); June 27, 2024; **July 9, 2026**



1st Draft

COMPUTER & INTERNET USAGE POLICY

DRAFT—Reviewed by NPL Employees APR 2026; Reviewed by Public Policy Committee 5/20/26; Board Policy Committee 6/9/26

General Statements Regarding Computer & Internet Usage

This Policy applies to public Library-owned computers, public wired local area network (LAN) connections, public wireless access and public internet connections available at the Library. It does not apply to staff LAN or internet connections (wired or wireless), iCube computers, staff computers, staff laptops, or ~~Library~~ meeting room laptops ~~or iCube computers~~.

- **Internet Access**

The Library provides access to a broad range of information resources, including those available through the Internet. Access to the Internet enables the Library to expand its information services significantly. This Policy applies to both the Library-owned computers and wireless access available at the Library. Patrons can use their own equipment to access the Internet wirelessly.

- **Validity of Information**

The Internet offers access to a wealth of information and Internet sites including useful ideas, information and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete or legal. Patrons will need to evaluate for themselves the validity of the information found.

- **Library Does Not Endorse Information on the Internet**

Because the Internet is a vast and unregulated information network, it also enables access to information, ideas and commentary beyond the confines of the Library's mission, selection criteria and the "Collection Development Policies." The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.

- **View Internet at Own Risk**

The Internet may contain information that is controversial, sexually explicit or offensive. Patrons are cautioned that ideas, points of view and images can be found on the Internet that are controversial, divergent and/or inflammatory. Because of this and the fact that access points on the Internet can and do change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive, disturbing or inaccurate. Patrons use the Internet at their own risk. Parents, guardians or caregivers of ~~minor~~ children are responsible for their child's use of the Internet through the Library's connection as stated more fully below.

- **No Liability**

The Library assumes no responsibility for any damages to patron-provided devices, direct or indirect, arising from its connections to the Internet. Patrons use Library computer hardware and software at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to patron-provided devices, the patron's disks or data or electronic transactions of any type. The Library is not responsible for the loss of any portable media. The Library is not responsible for the possible interception of wireless connections, viruses or malware, nor the risks of transmitting personal data.

- **Respect Others**

Because patrons of all ages, backgrounds and sensibilities are using the public computers, patrons are asked to be sensitive to others' values and beliefs when accessing potentially controversial information and images.

- **Use with Caution of Risks**

Patrons are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use.

Acceptable Use

All patrons using the Library's Internet connection and public computers are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this Policy and the "Patron Behavior Policy."

- **Compliance with the "Patron Behavior Policy"**

All patrons must comply with the Library's "Patron Behavior Policy," which is posted in the Library and on the Library's website. The same rules apply to the use of the Internet and public computers as with the use of any other Library materials.

- **Lawful Use**

The Library's Internet connection and public computers must be used in a lawful manner and cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, state or local law, including, but not limited to (1) accessing materials that can be classified as obscene or ~~child pornography~~ Child Sexual Abuse Material (CSAM); (2) gaining unauthorized access to or use of patron information or accounts; (3) engaging in identity theft; (4) engaging in civil rights violations; or (5)

monitoring or capturing information regarding individuals and their use of the public computers or Internet illegally.

- **Prohibited Uses**

The Library's Internet access must not be used for personal profit or commercial activities, including the sale of goods and services or fundraising. The Library's Internet is intended only for information gathering and ~~only. The Library's Internet resources should be used for educational, informational and recreational purposes only.~~

- **Use Must Not be Harmful to Minors**

Michigan law prohibits patrons from allowing minors' access to sexually explicit materials harmful to minors. Patrons will also not permit any minor to view sexually explicit material or any other material deemed harmful to minors.

- **Privacy: Unauthorized Access**

Patrons must respect the privacy of others by not misrepresenting oneself as another patron; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not hacking or seeking disallowed access to any computer system via the Internet.

- **Personal Information: Unauthorized Release**

No patron, including minors, may engage in the unauthorized disclosure, use and dissemination of personal information of any person, including minors.

- **Intellectual Property**

Patrons must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement or violations of other laws or agreements lies with the patron. The Library expressly disclaims any liability or responsibility resulting from such use.

- **Public Computer Use**

For the adult public computers, ~~if space allows, two people may use a computer, as long as both individuals are seated. Staff reserve the right to limit usage to one person per computer if there is not significant space for two people at a station~~ ~~only one (1) person may use a public computer, except for: (1) a parent, guardian or caregiver assisting a patron, and (2) a person assisting another individual who lacks the knowledge to effectively use the public computer alone. However, in either case, both individuals must be seated.~~ Upon request, staff may approve and allow additional patrons at a public computer.

- **Data**

Patrons who wish to have a permanent record of their work need to save data on their own portable media ~~or personal online account~~. Public computers do not allow patrons to permanently save data to the hard drive.

- **Automatic Deletion of Patron's Saved Files & Printed Files**

Saved files are automatically deleted at the end of a patron's public computer session and files sent to a public printer are automatically deleted overnight.

- **iCube Makerspace Computers - File Deletion**

iCube computers are not protected by instant restore software. Files and browsing history are not automatically deleted after each use. iCube patrons are responsible for deleting personal files, designs, artwork, photos or other documents or Personally Identifiable Information (PII) on any iCube computer.

- **Meeting Room Laptops and Other Laptops - File Deletion**

Meeting room or shared staff laptops are not protected by instant restore software. Files and browsing history are not automatically deleted after each use. Patrons and staff using meeting room or shared staff laptops are responsible for deleting personal files, designs, artwork, photos or other documents or ~~Personally Identifiable Information (PII)~~ on any meeting room or shared staff laptops.

- **Personal Software & System Modifications Prohibited**

Patrons will refrain from use of personal software, the attachment of equipment to the public computers (patron-provided mouse, keyboard and **headphones** are allowed) or networks (desktop network connections are allowed, if available). Patrons should not open staff access panels to connect to non-public network jacks or control panels. Patrons are not permitted to change the security setup, operating systems, ~~the~~ network configuration or any other configuration of any public computer without authorization.

- **Software Security Restrictions**

Patrons must not use the Library's Internet connection to disseminate computer viruses, spyware and malware or to otherwise hack, harm or interfere with the use of any other computer system.

- **Damage**

Patrons will be responsible for repayment of any costs to the Library for damage to public ~~computers or systems~~ hardware, software and/or systems.

Procedure for Use of Public Computers

- **Availability**

- The public computers are available for ~~use by~~ patrons if they are not being used for Library purposes, such as maintenance, classes, staff training, special programs ~~and sponsored or co-sponsored events. The Library reserves the right to have first priority of use for Library uses, included but not limited to sponsored events or co-sponsored events.~~
- Patrons should be aware that there are some public computers that are limited to only the online public access catalog and are clearly marked.
- Patrons must use a valid library card that is not blocked or a computer guest pass issued by staff.
- Use of the public computers is available on a first come, first served basis. In the event that all public computers are in use, a waitlist will be created.

- **Staff Assistance**

- Staff may assist patrons in getting started on the Internet. However, the Library cannot guarantee that staff will be available to assist patrons.
- Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application.
- When assisting patrons with public computers, staff will not enter personal information for patrons.

- **Printing & Payment**

- Patrons using Library-owned or patron-provided equipment may print to the Library's public printers using Library-provided paper.
- Patrons are responsible for all printing costs/printed pages and are encouraged to use "Print Preview" so they are aware of the number and format of pages to be printed.

- **Closing**

- All public computers are shut down five (5) minutes before the Library closes.

- Failure to leave a public computer upon the expiration of the allotted time is a violation of this Policy.
- **Meeting Room Laptops and Other Library Laptops**
 - Meeting Room laptops are available for use by staff and public meeting room renters ~~and to certain guest library program leaders or participants. When not being used, meeting room laptops are locked in a meeting room cabinet or closet, or in the IT office. Other shared staff laptops are also locked in the IT office when not in use.~~

Internet Filtering

- **Filtered Wired & Wireless Internet Access**

To comply with the requirements of Michigan's Public Act 212 of 2000 ("PA 212"), all wired and wireless Internet access is filtered. The Library has installed a program on the Internet connection that is designed to restrict minors from receiving obscene material or sexually explicit material that is harmful to minors as defined by PA 212. However, this software cannot block inappropriate social media or email content.

Public computers are placed in high-traffic, visible areas of the Library. Public computers in the first floor Youth Area are reserved for children, or adults accompanied by a child or parent, guardian or caregiver.

- **iCube Makerspace Computers — Filtering**

iCube Internet access may not be filtered to the same level that other Public computers are. Please see the "iCube Policy" for appropriate computer and Internet usage in the iCube.

- **Meeting Room Laptops & Other Library Laptops — Filtering**

Library wireless Internet access on meeting room laptops is filtered. If the laptop is connected to a different wireless network, the content may not be filtered to the same level that other public computers are.

- **Responsibility of Parents, Guardians & Caregivers**

As with other materials in the Library's collection, it is the Library's policy that parents, guardians and caregivers are responsible for ensuring that their minor child does not access inappropriate material on the Internet and for deciding which resources are appropriate. The Library urges parents, guardians and caregivers to discuss Internet use with their children and to monitor their use of this educational tool.

- **Safety of Minors Regarding E-Mail & Other Direct Communications**

The Library does not directly or remotely monitor anyone's use of the Internet nor does it prohibit the use of email, including by children. To the extent that the filters do not block email, it is the responsibility of the parent, guardian or caregiver to educate the minor on safety and security and monitor the use of these communications.

- **Access for Patrons Age 18 & Older**

Patrons 18 years of age or older may request to have the filters disabled for bona fide research or other lawful purposes. If a patron 18 years of age or older desires unfiltered Internet access, the patron may request staff to enter a bypass code.

- **Unblock Sites**

The Library uses software to block sites that spread viruses, malware, spyware or programs that will damage or interfere with the use of the public computers or network. Individuals who believe an Internet site has been improperly blocked can submit a written request that the site be "unblocked." A

decision on the site's status will be made by the Library Director, who will prepare a written reply to the individual submitting the ~~written request form~~. Any decision to deny the unblocking of a site by the Library Director may be appealed to the Library Board of Trustees within **ten (10)** days of receipt of the written reply.

Disciplinary Process for Library Facilities

As stated more fully below for violations of this Policy, the Library Director or designee may restrict access to the Library with immediate dismissal of the patron from the premises, by suspending the patron's access to the Library for a set period of time or by denying access to specific services and/or programs pursuant to this Policy. If necessary, public safety may be called to intervene.

Incident Reports:

Staff will complete an Incident Report Form for any violation of this Policy resulting in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

Violation of the Policy – Suspension of Privileges:

Unless otherwise provided in this Policy, the Library shall handle violations as follows:

- **Initial Violation:** Library patrons observed violating this Policy will be asked to stop the violation with a verbal request. If the patron does not comply, the patron will be asked to leave the building for the day. If the patron refuses, public safety will be called.
- **Subsequent Violations:** The Library Director or Director's designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing, specifying the nature of the violation. Subsequent violations of the same Policy shall result in additional suspensions of increasing length.

Violations that Affect Safety and Security:

Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

- **Initial Violation:** Public safety will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two (2) week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or Director's designee may add additional time to the initial limitation or suspension period.
- **Subsequent Violations:** Public safety will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. The Library Director or Director's designee may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

Reinstatement:

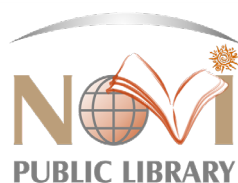
The patron whose privileges have been limited or suspended shall attend a meeting with the Library Director or Director's designee to review the "Patron Behavior Policy" before their privileges may be reinstated.

Right of Appeal:

Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Board within ten (10) business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Board. The decision of the Board is final.

Approved by the Novi Public Library Board of Trustees: December 15, 2004

Amended: May 15, 2010; May 25, 2011; February 20, 2013; June 22, 2017; December 11, 2025; **July 9, 2026**



1st Draft

CUSTOMER SERVICE POLICY

DRAFT—Reviewed by NPL Employees APR 2026; Reviewed by Public Policy Committee 5/12/26; Board Policy Committee 6/9/26

The Library will use the following quality standards as the operating priorities to guide the consistency of our customer service. These **quality** standards will provide parameters for making quality decisions when delivering service. They will also provide support for the Library's Mission, Values and Vision Statements.

Library staff will:

- ~~We will~~ be welcoming, compassionate and respectful in all of our professional encounters.
- ~~We will~~ provide prompt, responsive and resourceful services.
- ~~We will~~ be attentive and helpful while providing accurate information.
- ~~We will~~ provide a consistent and equitable experience with accessibility for all patrons.
- ~~We will~~ make an effort to listen to and understand all patrons.
- ~~We will~~ demonstrate patience and make a reasonable effort to assist with all patron inquiries that fall within the scope of the services we provide.
- ~~We will~~ offer a safe, clean, organized and inviting environment for patrons.

Approved by the Novi Public Library Board of Trustees: May 23, 2019

Amended: July 25, 2024; **July 9, 2026**



1st Draft

DISTRIBUTIONS & POSTINGS POLICY

DRAFT—Reviewed by NPL Employees APR 2026; Reviewed by Public Policy Committee 5/12/26; Board Policy Committee 6/9/26

The Library Director or designee will review materials to be posted in designated areas and/or distributed from the Library and reserves the right to limit quantities as space is limited. Priority for limited space shall be given to Novi community services, events and information.

Materials will be **accepted and** posted no earlier than four (4) weeks prior to the event. The **Library** Director or designee has exclusive authority to determine how long the materials will be posted.

Distribution and posting of materials is available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting use. Distribution and posting of information does not necessarily imply endorsement or recommendation by the Library.

The Library will not print emailed promotions; they must be printed and delivered **or mailed** by the requestor. The Library will not post information to its website, social media or library email listservs. **Flyers for non-Library-sponsored meeting room rentals will not be posted.**

Materials accepted for distribution and/or posting **MUST** be:

- Consistent with the Library's current ~~Mission Statement and Motto~~ **Mission, Vision and Values statements**
- Civic, educational, cultural or recreational in nature
- For non-profit, non-commercial organizations
- For activities that have relevance to the continuing education and/or cultural enlightenment of the community from groups outside the community (for example, information on museums, symphony orchestras, university continuing education courses for credit and other related groups)
- Limited to one posting per sponsor at a time and must contain the name of the sponsor
- Single-sided posters and flyers between 8.5" x 11" and 18" x 24"
- In support of the City of Novi and local school districts that serve residents in the City of Novi

The Library Director or designee reserves the right to refuse or remove any display, notice or handout which does not comply with these guidelines. Non-compliant or out of date materials will be disposed of and not held for return.

Any postings that violate Michigan law or would cause the Library to violate Michigan law are not permitted.

The Library does not permit petitions, solicitations, distribution of leaflets or similar types of appeals in the distribution area.

Any person may appeal the Library Director or designee's decision by sending an appeal in writing to the President of the Library Board of Trustees within ten (10) business days. The decision of the Board is final.

Approved by the Novi Public Library Board of Trustees: February 1, 1997
Amended: May 1, 2010; June 22, 2017; June 24, 2021 (Renamed); **July 9, 2026**

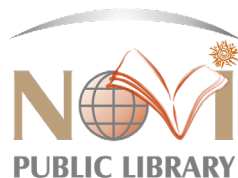


EMERGENCY CLOSING POLICY

DRAFT—Reviewed by NPL Employees APR 2026; Reviewed by Public Policy Committee 5/12/26; Board Policy Committee 6/9/26

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

Approved by the Novi Public Library Board of Trustees: August 9, 1982
Amended: May 1, 2010; June 22, 2017; May 23, 2024; January 9, 2025; **July 9, 2026**



1st Draft

PATRON BEHAVIOR POLICY

DRAFT—Reviewed by NPL Employees 2026; Reviewed by Public Policy Committee 5/20/26; Board Policy Committee 6/9/26

Patrons must comply with all Library policies.

For the purposes of this Policy:

- **“Harassment”** is defined as behavior that demeans, humiliates or embarrasses a person, and it is characteristically identified by its unlikelihood in terms of social and moral reasonableness. In the legal sense, these are behaviors that appear to be disturbing, upsetting or threatening. They evolve from discriminatory grounds, and have an effect of nullifying or impairing a person from benefiting from their rights.
- **“Bullying”** is defined as the use of force, threat or coercion to abuse, intimidate or aggressively dominate others. The behavior is often repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion and such acts may be directed repeatedly towards particular targets. Rationalizations of such behavior sometimes include differences of social class, race, religion, gender, sexual orientation, appearance, behavior, body language, personality, reputation, lineage, strength, size or ability. If bullying is done by a group, it is called mobbing.

The following guidelines and rules shall apply to the interior, exterior and all grounds controlled and operated by the Library and to all persons entering in or on the premises, unless otherwise specified. Failure to conform to the “Patron Behavior Policy” may result in a suspension of Library use. Age, any disabilities, housing status or other needs that play a role in the patron's behavior will be considered.

After-Hours Use: Patrons must leave the building promptly at closing and may not be in the Library when it is not open to the public unless for a previously approved meeting room rental or program. Unattended children (under the age of 12) who are still at the Library at closing time will be turned over to public safety as set forth in the Unattended Children Policy.

Alcohol and Drugs: Patrons cannot possess, consume, sell, distribute or be under the influence of alcohol, marijuana or illegal drugs on Library property.

- Alcohol may be allowed at certain Library-sponsored events if specifically approved by the Library Director.

Animals: Animals are not permitted in the Library other than trained Service Animals, including those in training, (as defined by the Americans with Disabilities Act (ADA) and Michigan law) for those patrons with disabilities, those used in law enforcement or for Library programming. Service Animals are permitted to accompany patrons with disabilities in all areas of the Library where the public is allowed to go.

- Emotional support or comfort animals are not permitted in the Library building. Animals may not be left unattended on Library grounds. The Library is not responsible for animals, including those left unattended.
- The Library is permitted to ask the person requiring a Service Animal the following questions:
 - Is the animal a Service Animal required because of a disability?
 - What work or task has the animal been individually trained to perform?
- The Library may not ask about the individual's disability, require medical documentation, require a special identification card or ask that the Service Animal demonstrate its ability.
- A Service Animal may be removed for either of the following reasons:
 - The animal is out of control and the handler does not take effective action to control it.
 - The animal is not housebroken.

Announcements: The public announcement system is used only by staff for Library building operations. Public announcements are not allowed by or for library patrons.

Blocking Access: Blocking aisles, doors or entrances with personal items or leaving such items unattended at the Library at any time is not allowed.

Café Usage: The café seating area is reserved for café customers only.

Care of Library Property: Patrons must not deface, vandalize, damage or improperly use or improperly remove Library materials, equipment or furniture from the Library building or the grounds. Copyright infringement and stealing of library material is not allowed. Patrons shall not load or install any programs or software on Library computers. Patrons shall not cause damage by returning books containing bedbugs or bringing bedbugs into the Library. Climbing on tables, shelving or other library furnishings is not allowed. Patrons will be responsible to reimburse the Library for costs incurred by the Library for violating this provision.

Congregating: Patrons cannot congregate in public areas in large groups (more than 4 people).

Engaging in Proper Library Activities: Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials or facilities as intended for civic, educational or cultural purposes will be required to leave the building and cannot remain on Library property. This includes sleeping on Library furniture or floors.

Identification: Patrons must provide identification to Library staff when requested.

Interference with Staff: Patrons cannot interfere with staff's performance of duties in the Library. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances or physical and/or verbal harassment.

Library's Phone System: Patrons are not allowed to use the Library's phone system. Staff will not make calls for patrons except in cases of an accident, emergency or a child needing to contact a parent, guardian or caregiver.

- In the event that a child reports suspicious activity or staff notice suspicious activity involving a child, that child can request to contact a parent, guardian or caregiver or, if staff deems appropriate, public safety.

Loud Noise: Producing or allowing any loud, unreasonable or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other patrons or have the intent of annoying other patrons is not allowed. This includes yelling, cheering, talking (with others), noisy food or noises from electronic devices. Patrons may use headphones or earbuds but at a volume that cannot be heard by other Library patrons or staff. Parents, guardians or caregivers may read aloud to children in the Youth Area, provided that they are reading in a voice that does not disturb others.

Missing/Lost Person: If staff are approached by a patron and informed that a person is missing/lost and is thought to be in the Library, staff will assist the patron in searching for the person on Library property only. Staff will not make a public announcement, but can assist the patron in contacting public safety upon request. Should there be a request by phone to assist with a missing/lost person, in the interest of patron and staff safety and privacy, staff will not disclose the whereabouts of another patron or staff member to a patron over the phone.

Mobility Devices: Wheelchairs, scooters and other power driven mobility devices are allowed by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.

Nondiscrimination

It is the policy of the Library not to discriminate on the basis of race, skin color, sex, age, height, weight, disability, religion, language, national origin, ethnicity, sexual orientation or gender identity in the operation of the Library, in its employment policies and other Library administered programs.

Odor: Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume or cologne or odors from items brought into the Library that cause a nuisance, is not allowed. (For example, if a patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy.)

Open Flame: Lighters, candles, matches, Sternos and other flame-producing devices are not allowed and cannot be used inside the Library.

Parking or Standing: Vehicles are not allowed to park or stand at the main entrance or in the drive-up window lane. Parking is not allowed in fire lanes.

Patron Privileges Denied: A patron whose privileges have been denied cannot enter the Library. Any patron whose privileges have been limited cannot use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, ~~Director's~~ designee or the Library Board of Trustees.

Patron Use of Youth Area and Computers: The Youth area of the Library is intended for use by children and the parent, guardian or caregiver who accompanies them. Computers located in the Youth area are for children and adults who are accompanying a child. Adults who are not accompanied by a child may browse the collection but may not remain or be seated in the Youth area. In the interests of protecting children, any patron may be asked to leave the area if they are not using the Youth area for its intended purpose.

~~Personal Property: Personal items brought into the Library are subject to the following:~~

- ~~• One carry-on item (backpack or briefcase) can be carried into the Library. The Library does not allow large items such as suitcases, large sports equipment bags/duffle bags or large plastic garbage bags.~~

~~Items must be small enough to fit under a chair at the Library and cannot block doors, entrances, walkways or aisles.~~

- ~~● The Library is not responsible for personal belongings left unattended, and Library staff will not guard or watch personal belongings (unless the patron is utilizing a restroom).~~
- ~~● The Library does not provide storage for personal property.~~
- ~~● Personal items may not take up seating or space if needed for use by other patrons.~~
- ~~● Items will be moved to Lost and Found if they reasonably appear to be abandoned or have been left unattended for ten (10) minutes or more.~~

Personal Property: Personal property must be managed safely and must not interfere with the use of Library spaces by others. The Library does not provide storage for personal property.

To ensure the Library remains safe, accessible, and comfortable for everyone, personal property must:

- not block aisles, walkways, entrances, exits, or access to shelves, seating, or equipment.
- not occupy seating or workspaces when others need them. Library furniture (chairs, tables, study areas) is intended for patron use.
- be kept within the patron's immediate area and under their supervision at all times.
 - The Library is not responsible for personal belongings left unattended, and Library staff will not guard or watch personal belongings (unless the patron is utilizing a restroom).
 - Items will be moved to Lost and Found if they reasonably appear to be abandoned or have been left unattended for ten (10) minutes or more.

Phone Usage: Quiet conversations utilizing phones or other electronic devices are allowed. Phone usage is not allowed in the Quiet Study Room. Staff have the right to request a patron move to another location to complete their phone conversation. Patrons are expected to end phone conversations before approaching a Library service desk.

Recreational Equipment and Personal Transport Devices: Use of skateboards, rollerblades, roller skates or other wheeled forms of recreational equipment is not allowed in the Library or on Library property with the exception of bicycles. Bicycles are not allowed in the Library, and Library patrons must park bicycles or other recreational vehicles in designated areas outside the Library.

Respecting the Rights of Others: Patrons shall respect the rights of other patrons and staff. Patrons may not stare, stalk, harass, bully, threaten, photograph, record or behave in a manner that:

- can be reasonably expected to disturb patrons or staff while at the Library;
- interferes with any patron's use of the Library or the ability of the staff person to do their job;
- would create or may result in a hostile work environment for Library staff; and/or
- violates federal, state or local law, ordinance or regulation (including but not limited to assault, indecent exposure, larceny, removing library materials from the property without authorization through the approved lending procedures, vandalism or copyright infringement).

Restrooms: Misuse of restrooms, including laundering, sleeping, shaving, bathing, hair cutting/trimming, drug usage or sexual activity, is not allowed. Unless a parent, guardian or caregiver is assisting a child or a patron is assisting a person with a disability, there must be only one person to a stall. Library materials are not allowed in the public restrooms.

Sales or Solicitation: Sales or solicitation of monetary donations is not allowed unless incidental to library programming and requires advance approval by the Library Director.

School Groups and Tours: School groups and tours must be approved in advance through Administration. A teacher or other appropriate staff is required to be present to ensure students use the Library in accordance with this Policy.

Seating: In the interest of safety, only one (1) patron per chair and one (1) patron per computer is allowed.

Sexual Activity: Engaging in any sexual contact, activities or conduct is not allowed.

Shirts, Shoes and Masks: Patrons must wear shirts and shoes at all times in the Library building. Bathing suits are not allowed. Based on city, county or state regulations, masks worn over the nose and mouth may be required for health and safety purposes.

Smoking, Tobacco or Marijuana Use: The Library is smoke free. Smoking, using e-cigarettes, vaping (or electronic nicotine delivery systems), chewing tobacco or otherwise using tobacco products is not allowed within 100 feet of Library entrances (City of Novi ordinance, Chapter 22, Article V, Section 22-101 (d)) and within the Library Building. Using, smoking or possessing marijuana on Library property is not allowed. Violators will be asked to leave the premises.

Staff Areas: Patrons are not allowed in any areas designated as "staff only" without prior authorization.

Study Rooms: The Library has rooms of various sizes, accommodating from one (1) to six (6) people, available throughout the Library at no cost. These rooms cannot be reserved and are available on a first-come, first-served basis with no time limit. Patrons cannot exceed the posted room capacity. Rooms left unattended for ten (10) minutes or more will be forfeited to the next patron waiting and any personal items will be moved to Lost and Found.

Tables or Structures on Library Property: No person may use or set up a table, stand, display, sign or similar structure on Library property. This does not apply to Library sponsored or co-sponsored events.

Verbal Harassment: Abusive or threatening language or writing that expresses prejudice, intends to vilify, humiliate or incite hatred against a group or a class of persons on the basis of race, skin color, sex, age, height, weight, disability, religion, language, national origin, ethnicity, sexual orientation or gender identity will not be tolerated.

Weapons: Carrying guns, pistols or other weapons, except as specifically allowed and exempt from local regulation by law, is forbidden.

Disciplinary Process for Library Facilities

As stated more fully below for violations of this Policy, the Library Director or designee may restrict access to the Library with immediate dismissal of the patron from the premises, by suspending the patron's access to the Library for a set period of time or by denying access to specific services and/or programs pursuant to this Policy. If necessary, public safety may be called to intervene.

Incident Reports:

Staff will complete an Incident Report Form for any violation of this Policy resulting in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

Violation of the Policy – Suspension of Privileges:

Unless otherwise provided in this Policy, the Library shall handle violations as follows:

- **Initial Violation:** Library patrons observed violating this Policy will be asked to stop the violation with a verbal request. If the patron does not comply, the patron will be asked to leave the building for the day. If the patron refuses, public safety will be called.
- **Subsequent Violations:** The Library Director or Director's designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing, specifying the nature of the violation. Subsequent violations of the same Policy shall result in additional suspensions of increasing length.

Violations that Affect Safety and Security:

Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

- **Initial Violation:** Public safety will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two (2) week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or Director's designee may add additional time to the initial limitation or suspension period.
- **Subsequent Violations:** Public safety will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. The Library Director or Director's designee may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

Reinstatement:

The patron whose privileges have been limited or suspended shall attend a meeting with the Library Director or Director's designee to review the "Patron Behavior Policy" before their privileges may be reinstated.

Right of Appeal:

Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Board within ten (10) business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Board. The decision of the Board is final.

Approved by the Novi Public Library Board of Trustees: June 17, 2009

Amended: May 15, 2010; August 15, 2012; July 17, 2013; June 22, 2017; June 27, 2019; February 25, 2021; September 23, 2021 (to include policy P12: Smoking In/On Library Property); August 24, 2023 (to include policy B5: Phone and Electronic Communications Devices); April 25, 2024; June 27, 2024 (to include policy P15: Nondiscrimination); September 26, 2024; July 9, 2026

HR Committee – Meeting held on: May 12, May 26th and June 3rd

2025 – 2026 GOALS:

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

Actions Taken by Director Farkas, HR and IS Staff based on Staff Shortage:

- Story times and some youth programs were cancelled if staffing was not available for April and May. Looking at other programs that were already planned due to Summer Reading.
- 2 Full-time and 1 Part-time position have been posted (107 hours); applications are coming in and being reviewed – TLN, MichLib, City/Library websites, social media and local Universities
- Sunday Librarians and Substitutes have been emailed dates where coverage is greatly needed (Sundays, Saturdays and some week days)
- Sunday Librarians were offered additional hours, but no takers at this time
- NPL Part-time staff have been offered additional hours, but only one of 3 were able to assist (due to other jobs and commitments)
- A call out to School Librarians who work in the Novi Community School District was made to see if there was interest in summer work

Total Hours of Staff Shortage as of May 2, 2026: 127 (Information Services 107; Facilities 20)

Summary HR Committee Meetings: May 12, 26 and June 3, 2026:

May 12, 2026

- Discussion on job postings and staffing shortages that will impact Sundays
- Discussion on readdressing steps in salaries originally discussed during budgets

May 26, 2026

- Discussion on staffing levels and recommendation for motion (materials will be included in packet)
- Discussion on salary structure to bring back from budget discussions to make recommendation for a motion due to turnover in staffing positions and to be able to compete with current job market

June 3, 2026

- Discussion for recommendation on Sunday closers and staffing impact that is leading up to the recommendation stated in the Matters for Board Action.
- Salary discussion based on budget conversations in Jan/Feb 2026 which pertains to our salary structure and how to move forward with implementing the minimum wage at \$15.00 (effective January 2027) and how other categories should move forward in order to be competitive in the current library job market.

Closure Days In our Area	Novi As of 2021	City of Novi	Farm	Lyon Twp.	Wixom	Walled Lake	N'ville	South Lyon	Commerce
New Year's Day	x	x	x	x		x	x	x	x
MLK Jr. Day as of Jan. 2025	x	x		x	x		x		x
President's Day		x			x				x
Fri before Easter		x		x	x	x			
Sat before Easter	x			x	x	x			
Easter Sunday	x	x	x	x	x	x	x	x	x
Mother's Day	x	x		x	x	x	x	x	
Fri of Memorial Day						x			
Sat of Memorial Day	x		x	x	x	x		x	
Sun of Memorial Day	x	x	x	x	x	x	x	x	x
Memorial Day	x	x	x	x	x	x	x	x	x
Juneteenth	x	x			x				
Father's Day	x	x		x	x	x	x	x	
Independence Day	X (3 rd , 4 th)	x	3 rd , 4 th , 5 th	4 th , 5 th	3 rd , 4 th , 5 th	3 rd , 4 th , 5 th	x		3 rd , 4 th
Staff In-Service Day	x								x
Sat of Labor Day	x	x	x	x	x	x		x	
Sun of Labor Day	x	x	x	x	x	x	x	x	x
Labor Day	x	x	x	x	x	x	x	x	x
Columbus Day, Vet Day, Early Voting Day	Floating day	x	x		x				x, x, x
Wed before T-Day (Library closes at 5pm)	x	Close at 5	Close at 3			Close at 4		Close at 5	Close at 5
Thanksgiving Day	x	x	x	x	x	x	x	x	x
Fri after T-Day	x	x		x	x	x		x	
Sat after T-Day	x				x	x			
Christmas Eve Day	x	x	x	x	x	x	x	x	x
Christmas Day	x	x	x	x	x	x	x	x	x
New Year's Eve Day	x	x	x	x	x	x	x	x	x
Notes	Open 7 days Has AMHS	Closed Sat/Sun	Open 7 days Has AMHS	Closed Sun in summer	Closed Sun Year Round	Closed Sun Year Round		Closed Sun Year Round	

X – Closure X – Closure & Paid Holiday; Comparison was with libraries that are in the surrounding area of Novi (part of our NLA Community Read Group – 4 out of the 7 Libraries are closed on Sundays)

Closure Days Class VI Libraries	Novi As of 2021	Grace A Dow	Howell	Portage	Royal Oak	Southfield	Taylor	Trenton	Waterford	West Bloom
New Year's Day	x	x	x	x	x	x	x	x	x	x
MLK Jr. Day	x	x			Weekend	x	x	x	x	
President's Day						x	x	x	x	
Fri before Easter		x			x	x	x		x	
Sat before Easter	x	x			x	x	x		x	
Easter Sunday	x	x	x	x	x	x	x	x	x	x
Mother's Day	x	x					x			
Fri of Memorial Day										
Sat of Memorial Day			x		x	x	x		x	x
Sun of Memorial Day	x	x	x	x	x	x	x	x	x	x
Memorial Day	x	x	x	x	x	x	x	x	x	x
Juneteenth	x			x	Weekend	x	x		x	
Father's Day	x	x	x	X		x	x	x	x	
Independence Day	3 rd , 4 th	4 th , 5 th	3 rd , 4 th , 5 th	4 th , 5 th	3 rd , 4 th , 5 th	3 rd , 4 th , 5 th	3 rd , 4 th , 5 th	4 th , 5 th	3 rd , 4 th , 5 th	3 rd , 4 th , 5 th
Staff In-Service Day	x	x	x	x	x	x	x	x	x	x
Saturday of Labor Day	x		x		x	x	x		x	x
Sunday of Labor Day	x	x	x	x	x	x	x	x	x	x
Labor Day	x	x	x	x	x	x	x		x	x
Columbus Day, Vet Day, Early Voting Day	Floating day - Vet	Vet Day				Columbus & Vet		Vet Day	Columbus & Vet	
Wed before T-Day	Close at 5	Close at 5	Close at 5	Close at 5					Close at 5	Close at 5
Thanksgiving Day	x	x	x	x	x	x	x	x	x	x
Fri after T-Day	x	x			x	x			x	x
Sat after T-Day	x	x			x	x				
Sun after T-Day	x	x			x	x	x	x	x	
December 23rd	Close at 5	x								x
Christmas Eve Day	x	x	x	x	x	x	x		x	x
Christmas Day	x, 26	x	X, 26, 27	x	X, 26, 27	X, 26, 27	x	X, 27	x	x
New Year's Eve Day	x	x	x	x	x	x	x		x	x
Notes	Open 7 days Has AMHS	Closed Sun	Closed Sun in Summer	Closed Sun in Summer	Closed Sun in Summer	Closed Sun in Summer	Closed Sun	Closed Sun	Closed Sun in Summer	Open 7 days Has AMHS

Snapshot of one month (March 2026) of usage by collection by community on Sunday

Count of Municipality UDF2/UDF1/Patron ID	Circ Count					OPEN SUNDAY ?
	1-Mar	15-Mar	22-Mar	29-Mar	Grand Total	
⊕ BERKLEY	1	1			2	No
⊕ COMMERCE	4	3	2	30	39	Yes 1-5pm
⊕ FARMINGTON	11	10	3		24	Yes 1-5pm
⊕ FARMNGTNHLS		3	12	6	21	
⊕ GREENOAK				2	2	No - Lyon Twp.
⊕ HAZELPARK	3				3	No
⊕ HIGHLAND	2				2	No
⊕ LIVONIA	29	9	41	71	150	Yes 1-5pm
⊕ LYONTWP	116	82	71	31	300	No
⊕ MILFORD			2		2	Yes 1-5pm
⊕ NORTHVILLE	22	37	4	37	100	Yes 1-5pm
⊕ NORTHVLTWP	39	15	57	19	130	
⊕ NOVI	1128	1028	876	725	3757	Yes 12 - 6pm
⊕ PLYMOUTH			1		1	Yes 10am - 5pm
⊕ PONTIAC			3		3	No
⊕ ROCHSTRHLS		30			30	Yes 1-6pm
⊕ SOUTHLION	7	6			13	No
⊕ WALLEDLAKE	1			12	13	No
⊕ WESTBLOOM		8	2		10	Yes 12 - 6pm
⊕ WIXOM	8	8	1	11	28	No
Grand Total	1371	1240	1075	944	4630	
Total percentage of usage outside Novi	18%	17%	19%	23%	19%	

Questions received from Trustee Dooley regarding Sunday Closures:

- What is a typical staff count on a fully staffed Sunday? How many employees are in the building? Please show # of Librarians and # of other staff and their positions.

Manager (1) – 4 out of the 6 Managers do not have a MLIS
Information Services Librarians (4) – (2) Sunday Librarians (6.5 hours), (2) Regular Staff Librarians (8 hours)
iCube – Technology Assistant (1)
Support Services Supervisor (2)
Support Services Clerk (3)
Support Services Shelves (3)
Facilities (1)
Total Staff: 15

- What is the staff count as of today if we open on a Sunday? Please show the # of Librarians and staff and their positions.

Manager (1) – 4 out of the 6 Managers do not have a MLIS
Information Services Librarians (2) – (2) Sunday Librarians
iCube – Technology Assistant (1)

Support Services Supervisor (2)

Support Services Clerk (3)

Support Services Shelves (3)

Facilities (0)

Total Staff: 12

• Can you show what the staffing levels will be for each floor on a typical fully staffed Sunday we are open vs. what it will look like going forward with current staffing levels?

We place two (2) Librarians on each floor to assist patrons with: information & materials inquiries – research, reader’s advisory and recommendations, book location, placing holds, downloadable and online resource needs, computer assistance/copier inquiries, customer service needs, program inquiries & registration, etc.

The iCube Technology Assistant is on the 2nd floor (1)

All other staff are located on the 1st floor, except Shelves which move throughout the 1st and 2nd floor based on the collections they are tending to.

If only 2 librarians are available:

Background information: Librarians scheduled 6.5 or more hours must be offered a 30-minute unpaid break. Both 6 and 6.5 hour librarians are allowed one 15 minute paid break.

If a full time librarian is one that calls in, there is no one available to open the desks or process the Sunday newspapers before 11:30. Only one Sunday Librarian comes in at 11:30, they would need to follow the checklists to open both floors. This can take librarians familiar with the process 30 minutes. It will take longer for a librarian that does not do it on a regular basis.

If the only two librarians working are a Substitute and the Sunday Librarian, who comes in at 12:00, there will be no one available to open the desks before 12.

Once we are open there would only be one librarian per floor. Typically, both desks are staffed with two librarians all day on Sundays due to the amount of patrons. Having only one person on the desk will cause patrons to have to wait. This is also stressful for the entire 6 hours for the person working the desk. During Summer Reading, the entire process of explaining the program takes time and the full attention of one librarian. Having only one person on the desk will not provide another set of eyes to monitor the floor.

To give each person even a 15-minute break will require one of the desks to remain unstaffed during that time. Because of the safety issue with children, we need to have the first floor staffed at all times. That means the second floor desk will have a sign stating the staff person will return at __X__(in 30 minutes)_. This leaves no one on the second floor to monitor the floor, help with computer usage, or answer any questions. While a patron could go to the first floor to ask a question, the first floor person cannot leave to help someone at a computer on the second floor. This scenario would leave the second floor desk unattended for between 30 and 90 minutes depending upon who is working and how many breaks they are allowed to take.

If Librarians had to spend 6 hours on the first floor in the high traffic/demand environment of Summer Reading, it would put undue pressure/stress on an already over taxed staff.

Even if we have three librarians working, breaks need to be covered, which would still limit the amount of double coverage available for the first floor. The second floor would remain having only one person on the desk for the entire day.

Closing the building with only 2 or 3 librarians also takes longer as they need to monitor the floors to ensure all patrons have left the building.

Total Visits on Sundays in the Summer 2025: Average Sunday Usage: 672 visits

6/1	613
6/8	642
6/15	Closed – Father's Day
6/22	789
6/29	515
7/6	Closed Holiday Weekend
7/13	598
7/20	1,315 Festival of Chariots
7/27	614
8/3	556
8/10	717
8/17	548
8/24	488
8/31	Closed – Labor Day Weekend

- **Please show what the job description is for a Librarian position. I think we need to clarify what exactly they handle every day, including Sunday. Even though there is no programming, there are other specific things they do in order to provide appropriate customer service needs of our patrons seeking information.**

Email to Library Board from Director Farkas on May 15, 2026

I felt there was some misunderstanding to what our Librarians do. Most of the conversation was questioning programming based on the closure of Sunday, but programming is just one component of a Librarian's work. I am sharing the job duties of a Librarian: I have provided info about the most recent posting for a Youth Librarian that we are currently looking to fill. The first

duty is very hands-on with patrons of the Library and requires a Librarian to be on the floor/desk for one on one interactions. Other duties such as committees, professional development (training/workshops), involvement with outside groups such as TLN/MLA and local Novi committees are also part of the position. Reading and research are also part of the requirements. I hope this provides some better context.



YOUTH SERVICES LIBRARIAN

Full-Time | Exempt

Reports to: Youth & Teen Services Supervisor

Primary Duties & Responsibilities:

1. Provide reference services, readers' advisory and computer assistance to patrons of all ages using a variety of collections, materials and formats. Recognize the essential role of reference services in public librarianship and prioritize time at the Information Desk over other responsibilities as necessary.
2. Participate in collection development and maintenance, keeping within monetary and physical space constraints.
3. Plan and present story times, with an emphasis on early literacy development, to children birth to age six and their caregivers/teachers.
4. Plan, promote and implement programming services appropriate to the needs of the community.
5. Engage in outreach opportunities within the community.

Other Duties & Responsibilities:

1. Mentor and train MLS Librarian Intern; train and oversee department volunteers; scheduling of department staff.
2. Maintain proficiency with Library databases and digital services, and learn new technologies and software.
3. Member of internal and external committees.
4. Enforce Library policies relevant to public use; respond to emergencies and provide support, as needed; act quickly, exercising good judgment.

What Librarians do while working on the desk: compiled by Lori Lowery, Assistant Director of Public Services

- Answer Reader's Advisory questions:
 - Suggestions on what a patron would enjoy reading based on other books they have read or their interests
 - Create a list of books based on patron's request (ex. Find children's books on counting or shapes, or the order of books in a series)
 - Find non-fiction books to cover the subject patron is requesting
 - Explain differences in the youth collections (ex. picture books vs. easy readers, youth vs. tween fiction)
 - Search CARL for books at NPL or other TLN libraries and place requests
 - Search MeLCat for books not owned by TLN libraries and place requests
 - Walk patrons to where their book is located
- Answer Reference Questions:
 - Use reference interview skills to determine the patrons actual need
 - Short factual questions
 - In depth questions requiring information to be pulled from more than one source

-
- Referrals to community or government agencies that can provide the needed information or services to the patron
 - Technology Assistance:
 - Demonstrate use of library catalog
 - Demonstrate use library databases
 - Assist with Library Apps: Beanstack, Libby, Hoopla, Comics Plus, Kanopy, LinkedIn Learning, Databases, Language Learning Software
 - How to add other libraries to Overdrive/Libby for ebooks
 - How to find and download ebooks
 - How to log onto a computer
 - How to find appropriate websites based on patron need
 - How to create an account
 - How to use print preview screens
 - How to send a print job from library computer
 - How to send a print job from a patron's personal computer, tablet, or phone
 - How to release print jobs sent from library computers or personal devices
 - How to get a verification code to be able to use public scanner
 - How to send a scan from the copier/printer to a person's email address
 - How to use the copier
 - How to format word documents
 - How to navigate to the internet

 - How to attach documents to emails

 - How to use basics of Microsoft or Google suite
 - Policy questions and enforcement:
 - What are the rules for using a study room?
 - How can I book a meeting room?
 - Directional questions:
 - Where to find a meeting room
 - Where is the restroom
 - Where are study rooms
 - Where to find a book when patron has the call number
 - Where to find specific collections
 - Program Questions:
 - Requesting clarification on specific programs
 - How to use the calendar to find programs
 - How to register for a program or registering the patron for a program
 - Basic questions about the type of programs we offer
 - Explain year round or seasonal Reading Challenges
 - On first floor, explain 1,000 Books Before Kindergarten, 500 Books Before Middle School, and 100 Books Before High School, giving out prizes when appropriate number of books have been read
 - Monitor behavior on the floor

-
- Walk the floor to ensure rules are being followed
 - Assist with tidying the space
 - Ask patrons in the stacks if they need assistance
 - Check study rooms and ensure capacity is not exceeded and behavior is appropriate
 - 1st Floor: Monitor youth play area, parents do not always monitor their children's use of the space
 - Ensure children are not climbing on shelves, throwing books, etc.
 - Scan for unattended young children
 - In case of fire or tornado alarm, ensure all patrons on that floor either leave the building or go into designated tornado area
 - Respond if patron opens emergency exit, triggering alarm
 - Check on patrons sleeping to ensure they are okay
 - Call Facilities when needed
 - Answer phone calls:
 - Place materials on hold, pull the book, check-in and take to pick-up window when requested by patron
 - Move materials already on hold from holds shelf to pick-up window when requested by patron
 - Reader's advisory
 - Technology
 - Library programs
 - City of Novi events & resources
 - Directions
 - Addresses, phone numbers,
 - Use of library apps including: Libby, Hoopla, Kanopy, MyLibro, LinkedIn Learning, Language Learning software
 - Research questions
 - Work with diverse populations
 - People whose English is limited
 - Unhoused people
 - People experiencing mental health problems
 - Kids, Teens, Adults, Older Adults
 - The disabled
 - Additional tasks during summer reading:
 - Explain in general how the Summer Reading Program works. The 2026 program has been revamped, so patrons will need extra guidance on the new format.
 - Explain how to sign up in Beanstack and how to add family members
 - Offer paper tracking bingo cards if patron/parent does not want to track on app
 - Making sure each person gets their free prize for registering
 - Beginning in July - handing out prizes to those completing the program
 - Check Beanstack to ensure they have not already claimed their prizes
 - Show patrons the books to choose from for their prize
 - Give patrons an envelope with prize certificates
 - Mark patrons complete in Beanstack
 - Enter paper forms into Beanstack to then mark as completed
 - Restock prize books

- Do you think you can pull the data that we had several years ago when we were looking at our vacation days? It showed just how many days we are actually open compared to class 6 libraries and also bigger libraries. It may need to be refreshed since we pulled it (5 yrs. ago).

DSLRT Report as of December 2025

Class Size	Library Name	Population Per LOM	Vacation days max earned per yr.	# of Paid Holidays	Closed Sundays
6	Novi Public Library	67,780	26	12	No
6	Grace A Dow Midland	No Information	No Information	No Information	Yes, year round
6	Howell Carnegie District Library	58,718	25	9	Yes, in the summer
6	Portage District Library	56,304	20	8	Yes in the summer
6	Royal Oak Public Library	58,211	25	12	Yes in the summer
6	Southfield	No information	No Information	No Information	Yes, in the summer
6	Taylor	No Information	No Information	No Information	Yes, year round
6	Trenton Veterans Memorial	75,467	No Information	13	Yes, year round
6	Waterford Township Public	73,767	12	No information	Yes in the summer
6	West Bloomfield Township	72,613	20	11	No

5/31/26: Additional Information from Director Farkas:

I want to thank the IS staff, and the Supervisors, Emily and Rae, for working to get as much coverage as possible to keep the Library open on most of the Sundays this summer, while experiencing the staff shortage. This was not easy, as vacations were already pre-approved when the shortage occurred. The department is currently 103 hours short. Supervisors are changing their schedules, the Assistant Director of Public Services will fill in when possible, Substitutes were scheduled, and the part time staff that had flexibility did take on extra shifts when possible.

The goal is to be fully staffed at 4 Librarians on Sunday, 3 minimal in order to cover breaks (as legally required by Labor Law) and not leave the floors unsafe without any staff for the public to connect with. To achieve the Sunday staffing, staff were moved around to other hours as well, which does shorten the time they are working during the work week. Should call-ins occur during the work week, programming could be cancelled depending on how the department is impacted.

ACTION: The two Sundays that are being recommended for closure in summer 2026 are:

Sunday, July 5th (4th of July holiday weekend)

Sunday, July 19th (Festival of Chariots day)

What will the Library do if there are call-offs from the IS Dept. on a Sunday and only 2 IS staff are available (this would be known just a short time before opening):

- For safety and customer service purposes, NPL would consider this an emergency closure and would not open to the public.

What is the status of filling the 2 Full-time and 1 Part-time Librarian positions?

The notice for the shortage began in early April. As of April 7th, the positions were posted (2 week posting), then extended because the first round of applications showed very few qualified candidates. Currently, HR and IS Supervisors have ten interviews that have been scheduled for the next two weeks. Interviews began the week of May 25th. This is great news and we are hopeful for making offers in the next week.

Building & Grounds Committee – Meeting held on: 6/2/26**2025 – 2026 GOAL:**

1. Review NPL's current Technology Plan - **COMPLETED**

As of 5/31/26: With the first bidder not providing a complete bid (omitting concrete costs and labor), the bid was able to go to the 2nd vendor. Unfortunately, the timeframe to complete the project by the end of June was not doable based on the time needed to order the door unit. Therefore, the 2nd bid can be accepted (in the amount of \$119,897 with a contingency that must be approved by the Library Director with a not to exceed \$5,750). Contract must be written for a completion date of September 30, 2026.

SUMMARY of Committee Meeting: 6/2/26

Committee reviewed the Technology Plan presented by Jeff Smith, Head of IT. Information was sent to Library Board members via email to review on: June 3, 2026. No approvals requested. Any edits/suggestions are due by: June 15th to Director Farkas.

ACTION: Building & Grounds Committee recommends approval of the 2nd bid in the amount of \$119,897 with a contingency that must be approved by the Library Director with a not to exceed \$5,750. Contract must be written for a completion date of September 30, 2026.

ESTIMATE

Midwest Commercial
Construction LLC
115 E Capac Rd
Imley City, MI 48444-1071

dawn@mwcc.biz
+1 (810) 721-1933
www.mwcc.biz



City of Novi:26-580 Library Front Door/Main Entry Door and Glass Replacement

Bill to

Tracey Marzonie
City of Novi
45175 W 10 Mile Rd
Novi, MI 48375

Ship to

Tracey Marzonie
City of Novi
45175 W 10 Mile Rd
Novi, MI 48375

Estimate details

Estimate no.: 1212
Estimate date: 04/17/2026

Project Mgr: Matthew Moilanen

#	Product or service	Description	Qty	Rate	Amount
1.	44 MCC Construction	<p>Replacement of existing storefront doors and new frost-free door footing</p> <p>1. Removal and disposal of existing automatic doors, openers, top and side transoms.</p> <p>2. Demo and disposal of approximately 60 SF of concrete in front of the library entrance.</p> <p>3. Supply and install approximately 4 yards of concrete and rebar as specified by drawings from MCD Architects.</p> <p>4. New Storefront Doors</p> <p>4A. Provide and install Kawneer 1600 Sys#1 Series Fabricated Curtain Wall Framing and Kawneer Pair Doors/Frames to match existing.</p> <p>4B. Provide and install 1" IG Low-E glass to match existing.</p> <p>4C. Provide and install all door hardware per door hardware schedule on page A-102.</p> <p>4D. Caulk, seal, etc. as necessary.</p> <p>5. Labor, Material, Clean-up, etc.</p> <p>Additions:</p> <p>1. Material price increase for Kawneer Door System</p> <p>2. Added \$5,000 contingency for future cost increases on fuel, hardware, glass, concrete, etc.</p>	1	\$119,897.00	\$119,897.00
2.	44 MCC Construction	Contingency for future price increases. Any price increases that are incurred will be	1	\$5,750.00	\$5,750.00

charged, any remaining balance that is unused will not be billed.

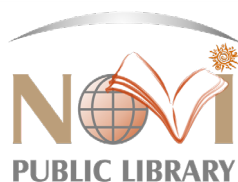
Finance Committee – Meeting held on: May 27, 2026

2025 – 2026 GOALS:

1. Establish a reserve plan for the Library for future capital expenses - **COMPLETED**
2. Present the need to Novi City Council for additional capital funding beginning in Fiscal 26/27 - **COMPLETED**

Finance Committee Mtg. Notes: May 27, 2026

- Reviewed the 271 and 272 Accounts for 4th Quarter approvals.
- **ACTION:** Recommendation from Finance Committee to accept the 4th Quarter changes for the 271 and 272 25/26 budgets in order to send to City of Novi Finance Dept. for year end.



2nd Draft

FINANCIAL POLICY

DRAFT—Reviewed by NPL Employees APR 2026; Reviewed by Finance Committee May 7, 2026; Reviewed by Public Policy Committee May 14, 2026

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

City Budgeting Guidelines

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

Financial Assumptions

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

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

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

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

Each year, as part of the budgeting process with the Library Director, various areas of expenses are evaluated. The Board ~~serves as fiduciary manager, and if is~~ responsible for giving library ~~management administration~~ direction and determining the right balance between expenditures and service levels.

Sources of Funding

The primary sources of operating funds for the Library is a 1 mil, Headlee-reduced property tax and .2000 mills property tax under the State Library Act collected in Novi. The Board recognizes that property tax funding fluctuates with changes in the economy, variations in taxable valuations and development within the library service area.

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

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

Financial Principles

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

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

General Fund (271)

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

In the event the General Fund Balance exceeds 50% (excess Fund Balance), the Board and Library Director shall do one or all of the following:

- Restore any programs, services or collections that were reduced or terminated solely for financial reasons.
- Pay down any longer term debt.
- Retain the excess Fund Balance in account 271 if a deficit is foreseeable within the next few years.
- Transfer funds the excess Fund Balance to the Contributed Fund 272.

Reserve Study:

- The Board and Library Director shall budget according to any current reserve study which requires transfers from the General Fund (271) to the Contributed Fund (272).

Strategy for increased financial stability would include:

- Have at least 5% of library revenue in all funds (271 and 272) come from non-tax related sources
- Continue to pursue grants to augment library programs and services
- Seek corporate partnerships and/or sponsorships

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

- Monitoring staffing patterns to ensure that work is getting done in the most cost-effective ways possible
- Seeking new technologies to increase staff output, carefully monitoring budget performance reports to ensure accuracy and timeliness
- Periodic reviews of internal controls

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

Accounting, Auditing & Financial Reporting

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

The Library will maintain strong internal audit controls.

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

Purchasing Guidelines

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

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

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

Purchases Or Contracts Under \$5,000:

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

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

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

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

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

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

Capital Purchases:

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

Approved by the Novi Public Library Board of Trustees: November 28, 2012

Amended: June 22, 2017; May 23, 2024; December 19, 2024, **June 11, 2026**

Events/Marketing/Fundraising Committee – Meeting held on: No meeting held

2025 – 2026 GOALS:

1. Continuing support with Friends of Library; more board presence at their events
2. Support of the 65th Anniversary Event – October 2025 - **COMPLETED**
3. Providing support for telling the Library's story and future funding needs
4. Review the Marketing Plan in coordination with the new Strategic Plan - **COMPLETED**

Strategic Planning Committee – Meeting scheduled for: July 1, 2026

2020 – 2026 GOAL:

Continue to review and oversee the progress for the current Strategic Plan 2023 – 2028.

Bylaw Committee (Adhoc) – Meeting held on: No Meeting Held

2025-2026 GOAL: This committee is ad-hoc. The main goal is to review bylaws annually.

From Trustee Bartlett
June 4, 2026

Roberts Rules of Order – Discussion vs. Motion

We had a discussion regarding Roberts Rules and the necessity of making a motion prior to discussing a topic. We were discussing new financial rules that didn't need immediate action. Upon reviewing Roberts Rules sources I believe we can have discussions without motions. Have observed the following upon reviewing meetings of our various sister boards within the city.

Novi City Council

Typical matters for council action occur as follows:

- Mayor asks City Manager for Comments
- After City Manager Comments the Mayor brings the action to the table:
- "For Discussion or a Motion"

Novi School Board

Matters typically indicate whether they are motions or discussion items

- Board President refers to Superintendent for comment
- Board President sends issue to board requesting either:
 - Discussion
 - Or Motion

Matters for board action seem to imbed either a clear motion or discussion action in each agenda item.

Proposal:

ACTION: Since our motions may come from committee or library administration, I am not looking to create anymore paper work for anyone. I think, however, the President of the library board could release items "For Discussion or Motion" similar to the Novi Mayor.

DEI Committee – Meeting held on: No meeting held

2025-2026 GOAL:

1. Bring forth recommendations that amplify DEI in new NPL Strategic Plan

COMMUNICATIONS

Date: Monday April 27, 2026
Email from: Crystal Cannon
To: Julie Farkas

Hello Ms. Farkas, I was looking at the events calendar to put some educational events on our calendar for summer. I was surprised to find that all of the storytime and reading events are canceled for summer. Is there a reason for this? I live in Novi and count on the library to provide educational events for my children in summer when schools are closed. It seems I cannot attend events in other municipalities because I am not a resident there. Please tell me storytime and other educational events will soon be on the library calendar.

Thank you, Crystal Cannon

Date: Tuesday, April 28, 2026
Email from: Julie Farkas
To: Crystal Cannon

Hello Crystal!

Thank you for your email. I completely understand your concerns. We have had to cancel some dates in April and May at the moment and this is due to a staff shortage that we are currently experiencing in our Information Services Dept.

Unfortunately, in the last month, two full-time employees and one part-time employee have left our organization. Two of the positions worked in our youth department and provided youth programming opportunities. This has left the IS Dept. 107 hours short of coverage for desk services, programming and outreach. The Library Board is also aware of our shortage. Currently, the open positions are posted and we are actively looking to fill them, however, it will take some time to get new staff on board and acclimated to our environment.

My team and I are planning for a very exciting summer reading program that will offer many programming opportunities. Those dates will be released shortly, as we are currently finalizing our events and dates. A summer brochure is also going to print very soon.

Please be patient with us! We know how important the Library is to our community.

Sincerely,
Julie Farkas, Library Director

Date: Tuesday, April 28, 2026
Email from: Crystal Cannon
To: Julie Farkas

Hi Julie,

Thanks for the update. I will look out for the summer brochure and finalized dates.

Crystal Cannon, MA

Email from: Julie Farkas
Date: Tue, May 19, 2026
To: Barbara, Rae, bcc: me
Re: Jewish American Heritage Month

Good Morning Barbara!

I have looped Rae in as well, as she was unable to join us yesterday. I appreciate the conversation we had yesterday. You are correct in keeping our community in the know about various cultures and learning, and I am so glad you are a conduit for us and the Jewish community. My team has always enjoyed putting information and displays about Jewish American Heritage Month in the Library as well as offering programming. I did find out that we only had 30 people in attendance for the program this year, which is unusually small compared to other events we have offered. As we discussed, having information and programs does bring awareness and education to our community and we will continue to provide opportunities.

Thank you for sharing your programming information with us. I will pass it along to Rae and our programming coordinator Gail. With us not having a huge request from our community for Jewish programming, we try to have a balance of opportunities and many are driven by demand and partnerships that are formed from groups that express interest. As we brainstormed yesterday, perhaps there is an opportunity within our school district based on the curriculum requirements you mentioned or a Jewish student group that they have? If you make those connections, please let us know. I know you planned to talk to the Novi Superintendent.

I welcome you to connect with us this fall for opportunities for the early spring and possibly a display. You had mentioned your disappointment in the placing of your display in the large case on the 2nd floor. We can certainly look at the 1st floor cabinet across from the stairs, however, it is limited in space (1/2 the size of the 2nd floor cabinet). In addition, please send me any local Jewish authors that might want to speak at NPL, based on your experience with the Jewish Community Center.

I will also see if I have interest from my staff to create a book display on our 2nd floor Information Desk, which could include well-known Jewish authors, scientists, etc.

You have given us all a lot to consider for the upcoming year!

Sincerely,
Julie Farkas, Library Director

Email from: Barbara Wees
Date: Mon, May 18, 2026
To: Julie Farkas
Re: Jewish American Heritage Month

Julie,
Always so nice to talk with you.

I look forward to continuing our conversation and figuring out how to enrich the Novi community in the years to come on Jewish American Heritage Month. As I mentioned, it's so very important for people to learn about others in their community and beyond in our country.

Likewise, I've changed my schedule for tomorrow so I can come to the superintendent's chat hour. I will approach him about making an increased connection between Novi schools'

students studying as well as coming to the holocaust center, and the role the library can contribute to education of the subject matter.

Below is the link for the program of when I spoke at March's Livonia Library's event. Make sure to scroll down after the picture to read the more specific blurb on myself:
<https://livonia.libcal.com/event/16282736>

Thank you for taking time to speak with me earlier today.
Barb Wees

Email from: Barbara Wees
Date: Fri, May 15, 2026
To: Julie Farkas
Re: Jewish American Heritage Month

Thanks for your prompt response. I happen to be coming in to the library on Monday morning when it opens at 10a. I'll ask for you at the front desk.
I'm looking forward to meeting with you.
Sincerely,
Barb

Email from: Julie Farkas
Date: Fri, May 15, 2026
To: Barbara Wees
Re: Jewish American Heritage Month

Hi Barbara,
I am available Monday between 10am-11:30am?
Thank you!
Julie

Email from: Barbara Wees
Date: Fri, May 15, 2026
To: Julie Farkas
Re: Jewish American Heritage Month

Hi Julie,
I hope you are doing well. I would like to draw your attention to the displays for Jewish American Heritage Month (JAHM) at the library. I was there the other day and looking at the displays for both: Jewish American Heritage Month (JAHM), and Asian American, Native Hawaiian, and Pacific Islander (AANHPI) Heritage Month. I see there are couple of areas with books for both of these Heritages being celebrated this month. While I observed at least 2 display cases and multiple posters for Asian Pacific Heritage Month around the librarian desk on the 2nd floor, there was nothing included like this for the Jewish American Heritage Month. When I inquired as to why there is not more for the Jewish American Month, I was told there had been a community celebration that was held earlier in the month. And, also that this group has a larger population in Novi and the Jewish community in Novi is rather small.
Please let me know when you are available for me to come into the library to discuss this further with you. I look forward to hearing back from you.
Thank you,
Barb Wees



Library Board Monthly Meetings

Meetings will occur on the 2nd Thursday of the month
Exceptions: March 26th (Board Elections) and April 16th (Director Conflict)

2026

January	2 Budget Planning Sessions at Novi Public Library: Saturday, January 17th 10am-2pm and Thursday, February 5th 6pm-8pm
January 8	Library Board Regular Meeting, Council Chambers Library Director Mid-Year Review
February 12	Library Board Regular Meeting, Council Chambers 2025-2026 Budget Approval
March 26	Library Board Regular Meeting, Council Chambers Board Elections
April 19-25	National Library Week 2026
April 23	Library Board Regular Meeting, Novi Public Library (instead of April 16)
May 14	Library Board Regular Meeting, Council Chambers
June 11	Library Board Regular Meeting, Council Chambers Library Director Annual Review
July 9	Library Board Regular Meeting, Council Chambers
August 13	Library Board Regular Meeting, Council Chambers
September 10	Library Board Regular Meeting, Council Chambers
October 8	Library Board Regular Meeting, Council Chambers
November 12	Library Board Regular Meeting, Council Chambers
December 10	Library Board Regular Meeting, Council Chambers

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

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

Approved: July 10, 2025



1st Draft

Library Board Monthly Meetings

Meetings occur on the 2nd Thursday of the month

**Exceptions: March 25th (Board Elections) and April 15th (Director Conflict)

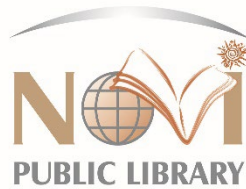
2027

January	<u>2 Budget Planning Sessions at Novi Public Library:</u> Saturday, January 16 ^h 10am-2pm Thursday, February 5 th 6pm-8pm (5:30pm dinner)
January 14	Library Board Regular Meeting, Council Chambers Library Director Mid-Year Review
February 11	Library Board Regular Meeting, Council Chambers 2026-2027 Budget Approval
March 25	**Library Board Regular Meeting, Novi Public Library Board Elections
April 11-17	National Library Week 2027
April 15	**Library Board Regular Meeting, Novi Public Library
May 13	Library Board Regular Meeting, Council Chambers
June 10	Library Board Regular Meeting, Council Chambers Library Director Annual Review
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Friends Board Meetings: second Wednesday of the month, 7 p.m. at Novi Public Library

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

Approved: July 9, 2026



LIBRARY CLOSINGS 2026

- Thursday, January 1st (New Year's Day) **H**
- Monday, January 19th (MLK Day) **H**
- Saturday, April 4th (Easter Weekend)
- Sunday, April 5th (Easter) **H**
- Sunday, May 10th (Mother's Day)
- Saturday, May 23rd (Memorial Day Weekend)
- Sunday, May 24th
- Monday, May 25th (Memorial Day) **H**
- Friday, June 19th (Juneteenth) **H**
- Sunday, June 21st (Father's Day)
- Friday, July 3rd (Independence Day Weekend)
- Saturday, July 4th (Independence Day) **H**
- Friday, August 14th (Staff Professional Development Day)
- Saturday, September 5th (Labor Day Weekend)
- Sunday September 6th
- Monday, September 7th (Labor Day) **H**
- Wednesday, November 25th (Day before Thanksgiving, close at 5 p.m.)
- Thursday, November 26th (Thanksgiving Day) **H**
- Friday, November 27th (Thanksgiving Weekend)
- Saturday, November 28th
- Sunday, November 29th
- Wednesday, December 23rd (Day before Christmas Eve, close at 5 p.m.)
- Thursday, December 24th (Christmas Eve Day) **H**
- Friday, December 25th (Christmas Day) **H**
- Saturday, December 26th (Weekend following Christmas holiday)
- Thursday, December 31st (New Year's Eve Day) **H**
- Friday, January 1st (New Year's Day) **H**

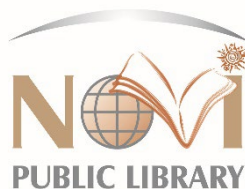
H – Paid Holiday for Employee (12 Total; 1 Floating Holiday for Veteran's Day in November)

LIBRARY BOARD MEETINGS

Second Thursday of the month @ 7:00 P.M; Location: Novi Civic Center

Exceptions: March 26th in Council Chambers and April 16th (Director Conflict) at Novi Library

Approved: July 10, 2025

1st Draft

LIBRARY CLOSINGS

~~2026~~ 2027

- ~~Thursday~~ **Friday**, January 1st (New Year's Day) **H**
- ~~Monday~~, January ~~19th~~ **18th** (MLK Day) **H**
- ~~Saturday~~, ~~April 4th~~ **March 27th** (Easter Weekend)
- ~~Sunday~~, ~~April 5th~~ **March 28th** (Easter) **H**
- ~~Sunday~~, ~~May 10th~~ **May 9th** (Mother's Day)
- ~~Saturday~~, ~~May 23rd~~ **29th** (Memorial Day Weekend)
- ~~Sunday~~, ~~May 24th~~ **May 30th**
- ~~Monday~~, ~~May 25th~~ **May 31st** (Memorial Day) **H**
- ~~Friday~~ **Saturday**, June 19th (Juneteenth) **H**
- ~~Sunday~~, ~~June 21st~~ **June 20th** (Father's Day)
- ~~Friday~~ **Saturday**, July 3rd (Independence Day Weekend)
- ~~Saturday~~ **Sunday**, July 4th (Independence Day) **H**
- ~~Friday~~, August 14th **13th** (Staff Professional Development Day)
- ~~Saturday~~, September 5th **4th** (Labor Day Weekend)
- ~~Sunday~~ September 6th **5th**
- ~~Monday~~, September 7th **6th** (Labor Day) **H**
- ~~Wednesday~~, November 25th **24th** (Day before Thanksgiving, close at 5 p.m.)
- ~~Thursday~~, November 26th **25th** (Thanksgiving Day) **H**
- ~~Friday~~, November 27th **26th** (Thanksgiving Weekend)
- ~~Saturday~~, November 28th **27th**
- ~~Sunday~~, November 29th **28th**
- **Friday in December (Staff Holiday Event w/City of Novi)**
- ~~Wednesday~~ **Thursday**, December 23rd (Day before Christmas Eve, close at 5 p.m.)
- ~~Thursday~~ **Friday**, December 24th (Christmas Eve Day) **H**
- ~~Friday~~ **Saturday**, December 25th (Christmas Day) **H**
- ~~Saturday~~ **Sunday**, December 26th (Weekend following Christmas holiday)
- ~~Thursday~~ **Friday**, December 31st (New Year's Eve Day) **H**
- ~~Friday~~ **Saturday**, January 1st (New Year's Day) **H**

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

LIBRARY BOARD MEETINGS

Second Thursday of the month @ 7:00 P.M.; Location: Novi Civic Center

Exceptions: March 26th – 4th Thursday (Board Elections) and April 15th Director Conflict

Approved: July 9, 2026