

Agenda

Novi Public Library Board of Trustees
 Thursday, March 26, 2026
 at 7:00 p.m.
 Location: City of Novi, Council Chambers

Mission: Cultivate Learning, Inspire Creativity, Foster Inclusivity

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

Call to Order by President, Mark Sturing

Welcome: Torry Yu, Library Board Trustee
Welcome: Kirstin Kaufhold, Recording Secretary

Pledge of Allegiance

Roll Call by Secretary, Karla Halvangis

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

Approval of Agenda.....1-4

Consent Agenda

- 1. Approve Minutes of: February 12, 2026–Regular Board Meeting5-13
- 2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#660) 14-16

Presentations

- 1.N/A

Public Comment

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

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

Reports

- 1. Teen Space Statistics 17
- 2. President's Report (Mark Sturing)
 - A. Gov. Whitmer Proclaims March is Reading Month 18-20
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 - F. Assignments for Board Committees at the April 16, 2026 meeting

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| 3. Treasurer's Report (Brian Bartlett) | |
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| G. Balance Sheets for Funds 271 and 272 as of February 28, 2026..... | 38-39 |
| 4. Director's Report (Julie Farkas) | 40-52 |
| A. Door Count Usage Statistics – (Jeff Smith) | 53-54 |
| B. Assistant Director of Building Operations Report (Maryann Zurmuehlen) | 55-56 |
| C. Information Technology Report (Jeff Smith) | 57-60 |
| D. Facilities Report (Keith Perfect) | 60 |
| E. Assistant Director of Public Services Report (Lori Lowery) | 61 |
| F. Information Services Report (Emily Brush and Rae Manela) | 62-65 |
| G. Marketing and Community Promotion Report (Dana VanOast) | 66 |
| H. Support Services Report (Sarah Mominee)..... | 67-68 |
| I. Library Usage Statistics..... | 69-78 |
| J. Friends of Novi Library – Kaleidoscope 2026 Spring Series..... | 79 |
| K. City of Novi Historical Commission – Minutes: December 17, 2025 | 80-82 |

Public Comment – see language above to be recited

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 (Chair: Burke, Bartlett and Staff Liaison – Julie Farkas)
 - Meeting held: Meeting scheduled for April 14thN/A
 - 1st Reading of Public Policies 83-98

2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
 (Chair: Crawford, Dooley, Halvangis, Staff Liaisons – Julie Farkas and Kristen Sullivan, HR Specialist)
 - Meeting held: March 9, 2026
 - Met to review changes to the HR Holidays Policy. A recommendation will be made by the Committee 98-100

3. **Building & Grounds Committee:**
 (Chair: Sturing, Halvangis (Staff Liaison – Julie Farkas)
 - Meeting held: March 19, 2026
 - Met to review quotes for Lawn Maintenance for a 1-year contract beginning April 1, 2026. A recommendation will be made by the Committee 101-102

4. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Burke, Sturing; Staff Liaison – Julie Farkas)
 - Meeting held: No meeting held.....N/A
 - Approved 26/27 budget information was sent to the City of Novi on 2/12/26

5. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 (Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)
 - Meeting held: Meeting scheduled for March 24thN/A

6. **Strategic Planning Committee:**
(Chair: Bartlett, Crawford, Staff Liaisons – Julie Farkas and Lori Lowery)
 - Meeting held: No meeting held.....N/A
7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
(Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)
 - Meeting held: No meeting heldN/A
8. **DEI: Diversity, Equity and Inclusion Committee**
(Chair: Halvangis, Dooley, Crawford, Halvangis (Staff Liaison – Julie Farkas)
 - Meeting held: No meeting heldN/A

Matters for Library Board Action

1. Election of Library Board Officers for 2026-2027, effective April 16, 2026
Slate Presented:
President – Mark Sturing
Vice President – Kat Dooley
Treasurer – Brian Bartlett
Secretary – Karla Halvangis
2. 1st Reading: Accommodations & Accessibility Policy 83-86
3. 1st Reading: Campaigning, Petitioning, Interviewing & Similar Activities Policy 87
4. 1st Reading: Changes to Policies Policy 88
5. 1st Reading: Circulation Policy 88-96
6. 1st Reading: Closures Policy 97-98
7. Approve a universal change in policy terminology: To change "Board" to "Library Board of Trustees" when mentioned in a policy for the first time, then to "Board" for any subsequent mention within a policy.
8. Recommendation from HR Board Committee to approve revisions to the HR Policy:
Holidays 99-100
9. Recommendation from the Building and Grounds Committee to approve a one (1) year Landscaping and Lawn Care Services Contract with Brien's Services, Inc., with an option to renew two (2) additional years in one (1) year increments at the same prices, terms and conditions of the original contract. With a not to exceed annual cost of \$23,647.00, which includes regular landscaping and lawn care for \$20,378.00, spring cleanup for \$1,362.00, and fall cleanup for \$1,907.00..... 101-102

Communications

1. 2/11/26: Email from Connie Varana RE: Library Programming 103-104
2. 3/1/26: Email from Dhruva Patel RE: Book Drive 105

Closed Session

1. None

Adjournment

Supplemental Information

- Library Board Calendar 2026..... 106
- Library Closings 2026 107

2025 Future Events:

- 3/26/26: Library Board Regular Meeting at 7pm, City of Novi – Council Chambers (Officer Elections)
- **4/4 and 4/5: Library CLOSED**
- 4/8/26: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 4/15/26: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 4/16/26: Library Board Regular Meeting at 7pm, Novi Public Library
- 4/19 – 4/25: National LIBRARY WEEK

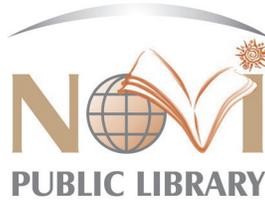
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MINUTES

Initial Draft



**Library Board of Trustees – Regular Meeting
Initial Draft – MINUTES
February 12, 2026, 7 PM
Novi Civic Center, Council Chambers**

Call to Order by Vice President, Kat Dooley
Novi Civic Center, Council Chambers
Called to order by Vice President Kat Dooley at 7:00.

Pledge of Allegiance
The Pledge of Allegiance was recited.

Roll Call by Secretary, Karla Halvangis
Library Board – 4 board members were recorded present
Kat Dooley, Vice President
Brian Bartlett, Treasurer
Karla Halvangis, Secretary
Lori Burke, Board Member
Student Representatives
Positions not filled at this time
Library Staff
Julie Farkas, Director

Approval of Agenda.....1-3
Director Farkas pointed out edits: Page 2 under the treasurer’s report should say January 31, 2026 and not 2025 for three of those dates; page 3 it should say 2026 under future events; where it says 4/4 and 4/5 library closed, those first three days after should be a 4 for April and not a 3 for March.

Motion: To approve the agenda with Director Farkas's changes
Motion for Approval – 1st – Trustee Burke
2nd – Trustee Halvangis

Motion passes – 4-0

Consent Agenda

3. Approve Minutes of: January 8, 2026 –Regular Board Meeting.....4-10
4. Approve Minutes of Library Board Budget Session: January 17, 2026..... 11-15
5. Approve Minutes of Library Board Budget Session: February 5, 2026 16-20
6. Approve Claims and Warrants of:
B. Accounts 271 and 272 (#659) 21-23

Trustee Dooley pointed out that Trustee Sturing caught the errors in the February 5th minutes on page 16. The minutes should reflect that there were only the 4 members were present instead of 5. On page 20, for adjournment, the minutes should reflect that the motion passed 4-0.

Trustee Burke asked about the charge to MCLS Library Research Center on Page 21 for \$5,859. on line 745.300.

Director Farkas believes it is for a database purchased through MCLS, a library consortium that provides discounted databases and coordinates with the state and TLN. She will confirm and get back to the Board.

Motion: To approve the Consent Agenda as presented with changes to minutes of Feb 5.
Motion for Approval – 1st – Trustee Burke
2nd – Trustee Halvangis

Motion passes – 4-0

Presentations

No presentations

Public Comment

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No Public Comment

Reports

- 5. Teen Space Statistics24

Director Farkas attended the Mayor's Youth Forum. It was well attended. She thinks there's an opportunity for our program to have a teen rep.

- 6. President's Report (Vice President - Kat Dooley)

Trustee Dooley pointed out the MLA and TLN annual reports in the packet. She talked about a documentary on PBS called *The Librarians*. It was released in 2025 and premiered at Sundance. It has to do with what's been going on with librarians in Texas and Florida and discusses the impact of censorship on education and the implications for those communities. People can access it on their local PBS independent lens page. The website is thelibrariansfilm.com if people want to learn more about it. She emphasized that it is not to be confused with the fictional series called *The Librarians*.

Director Farkas added that there have been some local showings, including in Southfield. She will let the trustees know if there are any others.

Trustee Dooley thanked the trustees for the robust discussion during the budget

meetings and particularly the Finance Committee for all of their work. She reminded everyone that former Trustee Yu will be returning and joining us in March. Officer positions will need to be decided in March in addition to committee assignments and committee chairs.

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| I. MLA: Remembering Randy Riley, State Librarian | 27-28 |
| J. Interim State Librarian, Michelle Bradley | 28 |
| K. ALA: Federal funding by Sam Helmick, President | 29 |
| L. MLA Annual Report 2025 | 30 |
| M. TLN Annual Report 2025..... | 30 |
| N. 2025-2026 Board Committee Assignments | 31 |

7. Treasurer's Report (Brian Bartlett)

Trustee Bartlett attended the MLA meeting. They discussed the courts taking over the penal fines. Libraries in the state of Michigan run from 2% of their budgets to around 7.5%, depending on the size of their library. We're sitting about 2.5% -- at the low end of that spectrum. At this time, it is just a discussion with the judiciary. There are no active bills in front of either house. There is no active initiative from the governor. This is sitting in the state constitution. If it became actionable, it would probably be a 2-year process. It is unlikely to pass in a split government like we have now. They do not believe it will come up this year, so we are looking at about a 3-year procedure. No particular party is talking about it as part of their platform. They suggested that we get to know our legislators and express our support for it to stay in the constitution.

Trustee Burke asked Trustee Bartlett to clarify if the library receiving the penal fines is in the constitution.

Trustee Bartlett answered yes. He is not sure how it got there. The constitution would have to change, and they would have to get bills through the house. And without one party having all three branches, it's not likely to happen in the near future. We are not in imminent danger of losing that funding.

Continued discussion of the Governor's budget.

Director Farkas will be attending the Advocacy Day in Lansing on April 28. She will be looking to ask staff members to join her. They will have the opportunity to meet with local representatives.

Trustee Bartlett asked if City Council wants to see particular columns.

Director Farkas said that they want to see both – we will approve both.

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| O. Proposed Year End Budget for 25/26 for Accounts 271 and 272..... | 46-50 |
| P. Proposed 26/27 Budgets for Accounts 271 and 272..... | 46-50 |
| 8. Director's Report (Julie Farkas) | 51-56 |
| A. Door Count Usage Statistics – (Jeff Smith) | 57-58 |
| B. Assistant Director of Building Operations Report (Maryann Zurmuehlen) | 59 |
| C. Information Technology Report (Jeff Smith) | 60-62 |
| D. Facilities Report (Keith Perfect) | 62-63 |
| E. Assistant Director of Public Services Report (Lori Lowery) | 63-64 |
| F. Information Services Report (Emily Brush and Rae Manela) | 65-69 |
| G. Marketing and Community Promotion Report (Dana VanOast) | 70 |
| H. Support Services Report (Sarah Mominee) | 71-72 |
| I. Library Usage Statistics..... | 73-82 |
| J. Friends of Novi Library –February 2026 E-Newsletter | 83 |
| K. City of Novi Historical Commission – | N/A |

Director Farkas acknowledged staff anniversaries and congratulated them. TLN Downloadable Materials have seen a 13% usage increase. MyLIBRO had an app update, so people will have to log in again.

She highlighted the list staff committees with their purpose statements and goals.

She drew attention to the Community Partners event that she will be hosting in March. They used to hold it three or four times a year, inviting non-profits and organizations in the community to come together to talk about what they provide. Organizations can network together, and the event allows the Library to update the database that is on the website for the public to use to find resources they may be looking for such as clothes closets, food pantries, or employment services. It was interrupted because of COVID, but she is happy to be bringing it back.

In partnership with our school district and Oakland County Schools, the Novi Public Library will be presenting an African American Read-In on Thursday, February 26 at Novi Meadows from 6-7. The popular author, Kwame Alexander, who writes picture books and middle school and high school materials, will be Zoomed in through Oakland County.

Ladies Night Out is on hold for now as they look to make some different arrangements since the Library will no longer be hosting events on Friday evenings.

Trustee Bartlett expressed thanks to Maryann for her efforts to get the book return up and running.

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 Gawalapu, Staff Liaison – Julie Farkas)
 - Meeting held: No meeting held.....N/A

10. **HR Committee:** Review HR Policies for the Library, Director Review & Goals
 (Chair: Crawford, Dooley, Halvangis, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)
 - Meeting held: No meeting held;N/A
 - Update from Director Farkas84

Director Farkas notified the Board that a recording secretary candidate has been selected and will be on-boarded soon. The new recording secretary will be here for the March meeting.

11. **Building & Grounds Committee:**
 (Chair: Gawalapu, Sturing, Halvangis (Staff Liaison – Julie Farkas)
 - Meeting held: 2/3 Re: Intercom System and Updates 84-89

Trustee Halvangis informed the Board about the selection process for the new intercom system, mentioning that Jeff did a great job collecting and compiling all the information and the references.

12. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)
 - Meeting held: 1/12 and 1/22 100

13. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 (Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)
 - Meeting held: No meeting held.....N/A
 - Update from Director Farkas.....100

14. **Strategic Planning Committee:**
 (Chair: Bartlett, Crawford, 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 heldN/A

16. **DEI: Diversity, Equity and Inclusion Committee**
 (Chair: Halvangis, Dooley, Crawford, Halvangis (Staff Liaison – Julie Farkas)
 - Meeting held: No meeting heldN/A

Matters for Library Board Action

10. Approve 25/26 Year-End Proposed Budgets for 271 and 272 46-50

Trustee Burke remarked that this was a tough budget session. She thanked Director Farkas and her staff for working so hard and sacrificing certain projects to reduce the budget deficit. We all love our library and strive to make it the best it can be, so it is hard to pull stuff away that we don't want to. We are all very proud of our library and want it to continue being the community gem that it is. She thanked the Friends

for their support.

Trustee Dooley agreed and thanked Trustee Burke for her comments. She thought the discussion was great. She reiterated that it was hard and that we have to balance the excitement and passion of the team, but then take on our fiscal responsibility. She is thankful for having a balanced membership on the Board of Trustees. Everyone has different expertise when it comes to this. She acknowledged that her philosophy is to do things, believing the money will come. However, she acknowledges that there are other members on the Board who are more realistic and who are able to crunch the numbers and think about those things. It was a challenging budget, but we did really well. She echoed Trustee Burke's appreciation of the staff and Director Farkas's asking them to think about needs instead of wants. She doesn't believe the public realizes how hard the staff works and how they don't want to say no. They try to please everyone, but we have to be realistic on their behalf as well. Going forward, they've got guidance from Director Farkas and from us. She just wants to appreciate them – it was hard to do.

Trustee Burke doesn't think the public understands how much the Library employees create different programs and put their blood, sweat and tears into it.

Director Farkas added time to the Trustee Burke's list. She complimented their creativity and their unique areas of expertise including hobbies that they've brought to the Library to the benefit of the community. She appreciates that both budget sessions were very productive and positive.

Trustee Bartlett noted that due to the hard work that everyone put in that our deficit number is considerably lower than the beginning of the year. It is also in part due to the assessment and the revenue from the City. He acknowledged that the City has had some challenges as far as the finance department. Also, our austerity is part of it as well. Our deficit is not as high as it was expected, but we still have a need for additional funding.

Trustee Halvangis echoed appreciation for everyone's hard work. She noted Director Farkas's efforts to give the Board the information they need and to answer questions. She expressed appreciation for the opportunity to work with fellow trustees.

Motion: To approve 25/26 Year-End Proposed Budgets for 271 and 272
Motion for Approval – 1st – Trustee Halvangis
2nd – Trustee Bartlett

Motion passes – 4-0

11. Approve 26/27 Proposed Budgets for 271 and 272..... 46-50

Trustee Bartlett noted that the second and third year probably don't look as good as Some people would like. The Board made a decision not to make massive cuts or closures because those things cause morale problems. We made a conscious decision not to have people worry about their jobs. He pointed out an important part of the Library that is not obvious on the budget sheets – the amount of community support and donations from business. That is all driven by the staff. We have no 501c3 that is focused on this. The Friends do not focus on this. We have had to pull them into discussions for legacy gifts because we have to move them through

a 501c3. The Friends do a marvelous job raising \$30-\$35,000 a year. He doesn't want to pull them into that. To keep it going, we need a motivated staff; we need a happy staff; and we need a staff with time to do it. He reminded the Board that we would not have the building we have without the patrons' donations. The previous millage was voted down. There is a list of benefactors in the front of the Engage magazine. We have a \$65,000 fundraising project with \$50,000 from donations. He warned that we cannot get to a place where people think that the Library is not delivering what it used to and then choose not to donate. If you want the library that you want to be proud of, we have come up with a proposal that is still about 10% below the average library that allows us to say to the citizens that we are still going to do a good job with your money, and we are still going to do our best to deliver to you value over and above what you are spending.

Trustee Dooley thanked Trustee Bartlett for bringing up the 10%. During budgets, we brought forward that we are open way more, and that's going to change a little bit. We do so much more for less than our sister libraries. She believes the proposed budget is fair and realistic. Of course she would like more, but seeing the 10-year outlook was helpful in reassuring her that it would be sufficient.

Trustee Halvangis asked a clarifying question about approving both the proposed and the proposed with additional millage in order for the City to determine which they accept and if no further action will be necessary on our part.

Director Farkas confirmed.

Motion: To approve 26/27 Proposed Budgets for 271 and 272
 Motion for Approval – 1st – Trustee Burke
 2nd – Trustee Halvangis

Motion passes – 4-0

12. Approve 26/27 Proposed Budgets for 271 and 272 with additional millage funding 46-50

Trustee Dooley explained the difference between the two proposed budgets – one without and one with additional millage funding.

Trustee Bartlett noted for the public that our bond millage is expiring, and that the expiring bond millage is greater than what we are asking. Residents' overall millage to the library will decrease by about 10%.

Trustee Burke wanted people to understand that we now have a 20-year-old building. We will need the funding to maintain it.

Trustee Dooley added that the reserve study identified some big-ticket items that will be coming up.

Motion: To approve 26/27 Proposed Budgets for 271 and 272 with additional millage funding
 Motion for Approval – 1st – Trustee Halvangis
 2nd – Trustee Burke

Motion passes – 4-0

- 13. Recommendation from Library Board Building & Grounds Committee: Approve a contract with SSD Cabling in the amount of \$5,589.65 for a new Intercom System..... 84-99

Trustee Halvangis gave more information about the purchase. It will be for a backdoor intercom system that will replace a 15-year-old system that is out of warranty and has become unreliable. It provides significant upgrades in quality and features, including two large screens that can be viewed by different areas of the building and a system that can be accessed remotely.

Trustee Burke asked if it was coming from the 272 account and if it was part of the reserve study.

Director Farkas confirmed that it is coming from the 272 account and that it was not part of the reserve study. It was budgeted for, but anything from the reserve study will be from this time period going forward.

Trustee Burke asked how much was budgeted for it.

Director Farkas said about \$4,000.

Trustee Halvangis mentioned that Jeff had noted that he had some ideas of where in his budget the additional cost could be covered.

Motion: To approve the recommendation from the Library Board Building & Grounds Committee: Approve a contract with SSD Cabling in the amount of \$5,589.65 for a new Intercom System
 Motion for Approval – 1st – Trustee Bartlett
 2nd – Trustee Halvangis

Motion passes – 4-0

Communications

- 3.N/A

Closed Session

- 2. None

Adjournment

Motion: To adjourn at 7:49
 Motion for Approval – 1st – Trustee Burke
 2nd – Trustee Bartlett

Motion passes – 4-0

Supplemental Information

- Library Board Calendar 2026..... 101
- Library Closings 2026 102

2025 Future Events:

- 2/18/26: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **March is National Reading Month**
- 3/11/26: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 3/18/26: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 3/26/26: Library Board Regular Meeting at 7pm, City of Novi – Council Chambers (Officer Elections)
- 4/4 and 4/5: Library CLOSED
- 3/8/26: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 3/15/26: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 3/16/26: Library Board Regular Meeting at 7pm, Novi Public Library
- 4/19 – 4/25: National LIBRARY WEEK

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WARRANTS (Provided by Bindhya Raja, Bookkeeper)

| Warrant 660 | 271 Accounts | March 2026 | |
|---------------------------------------|---|-----------------------|---------------|
| Payable to | Invoice # | Account number | Amount |
| Amazon | Tape dispenser | 271-000.00-727.000 | \$ 38.63 |
| Quill | Tape book scotch | 271-000.00-727.000 | \$ 354.05 |
| Petty Cash | Postage | 271-000.00-728.000 | \$ 24.98 |
| Stamps.com | Postage CC | 271-000.00-728.000 | \$ 220.99 |
| USPS | Postage CC | 271-000.00-728.000 | \$ 7.59 |
| 2COCOM STELLER | Bit Raser Drive Eraser License CC | 271-000.00-734.000 | \$ 20.00 |
| Knight Technology | February | 271-000.00-734.000 | \$ 700.00 |
| TechSoup | Microsoft 365 - 2/12/26 - 3/11/26 CC | 271-000.00-734.000 | \$ 93.60 |
| Amazon | headphone with microphone | 271-000.00-734.500 | \$ 375.25 |
| Petty Cash | Credit Card Test Transaction | 271-000.00-734.500 | \$ 0.98 |
| Amazon | planner | 271-000.00-740.000 | \$ 166.00 |
| Bayscan | Adhesive paper | 271-000.00-740.000 | \$ 203.34 |
| Petty Cash | Staff Lounge | 271-000.00-740.000 | \$ 12.95 |
| Amazon | books | 271-000.00-742.000 | \$ 1,349.16 |
| Brodart | books | 271-000.00-742.000 | \$ 12,009.78 |
| Cavendish Square | books | 271-000.00-742.000 | \$ 305.64 |
| Cengage/Gale | books | 271-000.00-742.000 | \$ 340.69 |
| Center Point | books | 271-000.00-742.000 | \$ 201.36 |
| Rosen | books | 271-000.00-742.000 | \$ 275.00 |
| USPS | Book Returned CC | 271-000.00-742.000 | \$ 4.96 |
| Amazon | Lending Library | 271-000.00-742.010 | \$ 415.60 |
| Brodart | Lending Library | 271-000.00-742.010 | \$ 401.49 |
| Midwest Tape | Lending Library | 271-000.00-742.010 | \$ 348.60 |
| Addison Township Library | Running with Sherman the Donkey | 271-000.00-742.100 | \$ 27.95 |
| Berkley Public Library | Curious Beginning | 271-000.00-742.100 | \$ 25.95 |
| Bloomfield Township Public Library | Library MelCat Item | 271-000.00-742.100 | \$ 18.00 |
| Livonia Civic Center Library | White feather murders | 271-000.00-742.100 | \$ 12.99 |
| Livonia Public Library Sandburg | Sloth Sleuth the legend of Gnawface | 271-000.00-742.100 | \$ 15.99 |
| Melvindale Public Library | Blood Meridan | 271-000.00-742.100 | \$ 17.99 |
| Milford Public Library | Garfield & Co 6 | 271-000.00-742.100 | \$ 7.99 |
| Library Ideas | Audio Visual Materials | 271-000.00-744.000 | \$ 212.78 |
| Midwest Tape | Audio Visual Materials | 271-000.00-744.000 | \$ 2,703.68 |
| USPS | Audio Visual Materials Return CC | 271-000.00-744.000 | \$ 9.20 |
| Kanopy | Pay per Use program - allocation | 271-000.00-745.200 | \$ 2,000.00 |
| Midwest Tape/Hoopla | Advance Digital payment | 271-000.00-745.200 | \$ 20,000.00 |

| | | | |
|----------------------|--------------------------------|--------------------|---------------------|
| OverDrive | ebook, Audiobook | 271-000.00-745.200 | \$ 9,959.46 |
| GDI | January | 271-000.00-817.000 | \$ 8,120.00 |
| AT&T | Dec 14 - Jan 13, 2026 | 271-000.00-851.000 | \$ 47.16 |
| Ooma | February | 271-000.00-851.000 | \$ 109.70 |
| T-Mobile | due 2/23/26 | 271-000.00-851.000 | \$ 996.83 |
| Telnet | February | 271-000.00-851.000 | \$ 909.67 |
| Verizon | January | 271-000.00-851.000 | \$ 508.24 |
| Petty Cash | Mileage | 271-000.00-862.000 | \$ 39.30 |
| Ingstron Corporation | Website - January | 271-000.00-880.000 | \$ 705.00 |
| Novi Chamber | Holiday Lunch | 271-000.00-880.000 | \$ 135.00 |
| Amazon | Program - Jess | 271-000.00-880.268 | \$ 555.91 |
| Chicago books | program CC | 271-000.00-880.268 | \$ 125.46 |
| Demco | youth programming | 271-000.00-880.268 | \$ 104.71 |
| McCormick Consulting | Taste the Season | 271-000.00-880.268 | \$ 400.00 |
| Michael Woloszyk | America 250 - Paul Revere | 271-000.00-880.268 | \$ 150.00 |
| Oriental Trading | Program | 271-000.00-880.268 | \$ 224.38 |
| Sam's | Tween Program/TAB | 271-000.00-880.268 | \$ 36.96 |
| Stephen Plummer | Swing Into Spring Concert | 271-000.00-880.268 | \$ 1,400.00 |
| Target | Program | 271-000.00-880.268 | \$ 30.29 |
| Ulliance | Employee Assistance Program | 271-000.00-882.200 | \$ 428.40 |
| Canon | Print - January | 271-000.00-900.000 | \$ 372.35 |
| DTE | 12/22/25 - 1/25/26 | 271-000.00-922.000 | \$ 7,666.23 |
| Allied Building | Second floor Damper | 271-000.00-934.000 | \$ 1,227.50 |
| Anago | February | 271-000.00-934.000 | \$ 440.00 |
| Crossbeam | Book Sorting machine | 271-000.00-934.000 | \$ 625.90 |
| Dalton | carpet maintenance | 271-000.00-934.000 | \$ 4,366.00 |
| Home Depot | Read Box | 271-000.00-934.000 | \$ 179.61 |
| Imperial Dade | Supplies | 271-000.00-934.000 | \$ 2,017.30 |
| NorthStar | January | 271-000.00-934.000 | \$ 322.45 |
| Rich Osterman | Electrical | 271-000.00-934.000 | \$ 3,200.00 |
| Sherwin-Williams | paint | 271-000.00-934.000 | \$ 237.69 |
| Brien's | plowing, salting | 271-000.00-936.300 | \$ 5,787.30 |
| Home Depot | Salt | 271-000.00-936.300 | \$ 103.76 |
| Thelen Landscape | sprinkler system | 271-000.00-936.300 | \$ 165.00 |
| Canon | Lease - January | 271-000.00-942.000 | \$ 1,010.00 |
| Corrigan | February | 271-000.00-942.100 | \$ 28.06 |
| Jimmy Johns | Budget Workshop JF | 271-000.00-956.000 | \$ 134.34 |
| MCLS | Assigning Library of Congress | 271-000.00-956.000 | \$ 100.00 |
| Skill Path | Management & Leadership Skills | 271-000.00-956.000 | \$ 299.00 |
| Taylor Price | Tuition Reimbursement | 271-000.00-957.000 | \$ 3,500.00 |
| TOTAL 271 | | | \$ 99,692.12 |

| Warrant 660 | 272 Accounts | March 2026 | |
|--------------------|---|--------------------|---------------------|
| | | | |
| J.Farkas | Library Card Making w/Staff for Seniors | 272-000.00-742.236 | \$ 38.45 |
| Crossbeam | Book Sorting Machine | 272-000.00-976.140 | \$ 10,111.20 |
| Crossbeam | Book Sorting Machine - electrical | 272-000.00-976.140 | \$ 1,300.00 |
| Lyngsoe Systems | Automated Return System | 272-000.00-976.140 | \$ 51,883.65 |
| | | | |
| | | | |
| | TOTAL 272 | | \$ 63,333.30 |

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 | Total Attendance |
|----------------------|--|
| August | 153 |
| September | 956 |
| October | 871 |
| November | 694 |
| December | 631 * no Teen Space 12/10, 12/22/25 – 1/2/26 |
| January | 633 |
| February | 566 |
| March | |
| April | |
| May | |
| TOTAL to DATE | 4504 |

Average visits per day in Teen Space: 44

PRESIDENT'S REPORT**FOR IMMEDIATE RELEASE**

March 1, 2026

Contact: press@michigan.gov

Gov. Whitmer Proclaims March 2026 as March is Reading Month

LANSING, Mich. – Today, Governor Gretchen Whitmer declared March as Reading Month in Michigan and highlighted her continued focus on literacy supporting readers through the new Every Child Reads plan announced in her State of the State address.

“This March, and every month, we are reminded of the crucial role reading plays in our lives,” said **Governor Whitmer**. “Literacy is an ordinary superpower that every child deserves. That’s why we’ve tripled literacy coaches in schools, signed ‘Science of Reading’ legislation to teach phonics in Michigan schools, and proposed the ‘Every Child Reads’ plan, the largest literacy investment in Michigan history. This March, and every day, I encourage every Michigander to visit a local library, show appreciation for teachers and librarians, and read. Let’s keep working together to help every Michigander be a strong reader, writer, and communicator.”

The March as Reading Month proclamation builds on the Governor’s long-time commitment to strong public schools, excellent educators, and thriving students. Throughout her time in office, the governor has remained focused on bipartisan efforts to improve education access and outcomes. During her first year in office, the Whitmer administration tripled the number of literacy coaches in Michigan schools. In 2023, the governor secured free breakfast and lunch for all 1.4 million public school students, saving parents almost a \$1,000 a year per kid. Last month, Governor Whitmer proposed making free breakfast and lunch permanent and signed a bipartisan law to reduce phone distractions in classrooms and improve focus.

The governor’s top education priority during her final year in office is to put Michigan on a path to ensure that every child in Michigan reads. Governor Whitmer’s 2027 budget recommendation includes the largest literacy investment in state history.

Governor Whitmer will advocate for her vision to help Every Child Read with a three-part plan that builds on years of record, bipartisan education investments in students and schools.

1. **Early Starts:** build on work parents already to do talk to, sing with, and read their babies stories with free, high-quality preK education. Continue 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:** get evidence-based, proven literacy teaching practices into all Michigan classrooms. Fund additional professional learning for teachers, including LETRS training, so all educators use the most effective strategies to improve student outcomes, and expand the use of effective curriculum.
3. **Extra Help:** provide every student more tutoring and small group support in class, over the summer, and in before- and after-school programs.

Today, over 6,000 educators have been trained in the intensive science of reading program, LETRS. Through the Every Child Reads plan, LETRS training would be offered to all educators. The plan emphasizes proven methods to give teachers the most effective, evidence-based tools to support their

students. Every Child Reads would also help schools identify students who need additional support and provide those students expanded learning opportunities in class, after school, before school, and over the summer.

"We appreciate Governor Whitmer's focus on literacy and strengthening early learning across Michigan, and public libraries are proud to be longstanding partners in this work," said **Dillon Geshel, Executive Director, Michigan Library Association**. "March is Reading Month is the perfect occasion for families across the state to explore what their local public libraries have to offer. From free access to books, early literacy programs, and evidence-based learning resources that help build vocabulary, print awareness, and positive reading habits, public libraries are an early literacy hub for March is Reading Month and beyond."

"March is Reading Month is a celebration of stories, but even more importantly, it's a celebration of the foundations that make lifelong reading possible," said **Jenny Marr, Executive Director, Capital Area District Library**. "Public libraries play a vital role in early childhood literacy, providing access to books, storytimes, and welcoming spaces where families can build the skills that prepare children for school and beyond. We are grateful for the continued support of Governor Whitmer in championing literacy initiatives that help ensure every child in Michigan has the opportunity to become a confident reader. When we invest in our youngest learners through our libraries, we are investing in stronger readers, stronger families, and stronger communities."

"Governor Whitmer's continued focus on literacy — from funding LETRS professional development to structured tutoring — means our certified school librarians and classroom teachers can collaborate more deeply to support differentiated reading instruction," said **Christine Beachler, District School Librarian, Lowell Area Schools**. "School librarians help connect students with the *right books at the right time*, reinforce literacy skills learned in classrooms, and shape cultures of reading across our school communities to build and develop skilled, lifelong readers."

March as Reading Month is a commitment to continue working together to help all Michiganders be strong readers, writers, and communicators while encouraging a love of discovering literature in Michigan youth. Regular reading that starts in pre-K helps ensure that no child falls behind. Reading strengthens kids' creativity and builds lifelong literacy. When students read, they can follow their passions through literary works to better understand their own story and the stories around them. Celebrate March is Reading Month by visiting your local library, the Michigan Learning Channel, or picking up a book for yourself or a young reader in your life.

March 2026: Reading Month

March 01, 2026

WHEREAS, in honor of the birthday of one of America's most admired authors and illustrators, Theodor Seuss (Dr. Seuss) Geisel, March is celebrated as Reading Month to celebrate and promote the joys and the importance of reading across our state and nation; and,

WHEREAS, reading plays a crucial role in our lives, stimulating our imaginations, expanding our knowledge of the world and each other, and helping us develop essential language skills; and,

WHEREAS, reading is associated with early childhood learning and development, as it helps children to learn sounds, words, and language, expand literacy skills, and develop the ability to focus, concentrate, socialize, and communicate; and,

WHEREAS, reading has long-lasting health benefits for individuals of all ages, including increased cognitive function, memory, empathy, and decreased levels of stress; and,

WHEREAS, during this month, we encourage each other to read every day, spend ample time reading our favorite books, and recommit ourselves to making sure children and young adults read diverse literary works early and often so they can see themselves and others in what they read;

NOW, THEREFORE, I, Gretchen Whitmer, governor of Michigan, and Garlin Gilchrist II, lieutenant governor of Michigan, do hereby proclaim March 2026 as Reading Month in Michigan. As Dr. Seuss said, "The more you read, the more things you will know. The more that you learn, the more places you will go."



Dillon Geshel Named Executive Director of the Michigan Library Association

The Michigan Library Association Board of Directors is happy to announce the appointment of Dillon Geshel as the association's new Executive Director. Following a comprehensive executive search and selection process, Geshel, who has served as MLA's Interim Executive Director since May 2025, will continue leading the association and advancing its mission to support libraries and library professionals across Michigan.

Geshel stepped into the interim role during a planned leadership transition and provided steady direction during a pivotal period for the organization, helping guide MLA's strategic planning work, advocacy initiatives, and the launch of major projects, including the grant activities supported by the Mellon Foundation. His leadership, institutional knowledge, and longstanding commitment to Michigan libraries positioned him as the clear choice to serve permanently in the role.

"Dillon has demonstrated thoughtful, steady leadership during an important time for the Michigan Library Association," said Jenny Marr, President of the MLA Board of Directors. "His deep understanding of Michigan's library landscape, commitment to strong advocacy, and collaborative approach have strengthened the association and positioned it for continued success. We are confident that under Dillon's leadership, MLA will continue to champion libraries and the professionals who power them across our state."

A proven leader in Michigan's library community, Geshel has played an active role in shaping MLA's recent successes. He previously led the Intellectual Freedom Task Force and the implementation of MI Right to Read, and contributed to the Advocacy and Legislative Committee, Strategic Planning Committee, and Annual Conference Workgroup. He also brings extensive administrative experience from his previous role as Director of the Superiorland Library Cooperative and prior leadership at Portage Lake District Library.

Following the retirement of former Executive Director Debbie Mikula last June, MLA partnered with executive search firm Organizational Architects to conduct a national search. After candidate outreach, pre-screening, and multiple rounds of interviews, the Board determined that Geshel's vision, relationships, and demonstrated leadership made him the strongest candidate to guide MLA into its next chapter.

"The search process for appointing a new Executive Director was rigorous, lasting more than six months, but throughout the process, Dillon's expertise and vision launched him to the top of the applicant pool and impressed the full board beyond compare," said Juliane Morian, Chair of the MLA Executive Director Search Committee. "I am so pleased that Dillon was appointed by unanimous consent and look forward to this next chapter for MLA."

"Dillon's steady leadership, professionalism, and thoughtful approach have already guided the association through an important transition and fostered a positive, collaborative work environment for MLA staff," said Rachel Adams, MLA Membership and Communications Director. "I'm excited about what his leadership means for our members and the broader library community, and look forward to continuing to work alongside him as we build on MLA's momentum, supporting our members, strengthening advocacy, and creating more opportunities for Michigan's library community to thrive."

"I'm honored by the board's confidence and grateful to continue serving the Michigan library community in the Executive Director role," said Geshel. "Serving MLA in the interim has been the most meaningful experience of my professional career, and I'm eager to continue impactful work alongside our dedicated staff, members, partners, and Michigan's incredible libraries."

Geshel holds a Master's in Library and Information Science from Wayne State University and a Bachelor of Arts in English from Michigan Technological University. His career has been defined by a passion for intellectual freedom, collaboration, and the transformative power of libraries.

Article from Publisher's Weekly

Book Output Topped Four Million in 2025

By Jim Milliot |
Mar 17, 2026



The total number of books published in the U.S. in 2025 with ISBN numbers jumped 32.5% over 2024, to more than four million books, according to statistics compiled by Bowker.

The increase was led by self-published works, for which the number of print and e-books (including those without BISAC codes) soared 38.7% to more than 3.5 million from 2.5 million in 2024.

The number of traditionally published books released in 2025 rose 6.6%, to 642,242, from 602,428 in 2024. That total includes 310,513 books that were released with BISAC codes, which are used to help classify the categories where books belong. There was a much smaller discrepancy among self-published

books, suggesting that self-published authors have recognized the importance of using BISAC for discovery purposes.

Andrew Kovacs, product marketing manager for Bowker, offered a number of possible factors driving the rebound of self-published books in 2025, which had fallen in 2024 from 2023 levels. He posited that one reason for the increase is the growing availability and adoption of new tools in the author community.

“The fact that every aspect of the publishing process once available only through traditional publishers can now be obtained from the self-publishing service providers at a comparable level of quality” is likely the key driver in lifting output, Kovacs said.

These new tools, Kovacs continued, help authors not only write and publish books, but distribute and market them as well. And the ease to publish the same title in different formats—be it hardcover, paperback, or e-book (all of which require a unique ISBN)—is another reason for the increase in the number of books published, Kovacs said.

The most popular genres of self-published titles, the vast majority of which are published as e-books, remain generally consistent. In 2025, the top five genres were: fiction (477,104 books); juvenile nonfiction (401,716 books); games and activities (354,684 books); juvenile fiction (265,615 books); and travel (246,615 books).

These categories, along with self-help, accounted for over half of the increase in book output last year, Kovacs said.

On the traditional publishing side, adult fiction remained the most popular category, with 39,681 books published in 2025, followed by juvenile fiction, which had 24,768 books released last year. The figures in both categories were down slightly from 2024.

Rounding out the top five categories were juvenile nonfiction (21,283 books); business and economics (18,105 books); and religion (16,095 books).

Taking a longer-range view, the number of traditionally published books increased 10% between 2022 and 2025, while the number of self-published books jumped 43.5%.

| | | 2022–2023 | | 2023–2024 | | 2024–2025 |
|-------------|-------------|------------------|-------------|------------------|-------------|------------------|
| 2022 | 2023 | Change | 2024 | Change | 2025 | Change |
| 584,283 | 563,019 | -3.6% | 602,428 | 7.0% | 642,242 | 6.6% |
| 2,459,367 | 2,637,565 | 7.2% | 2,545,885 | -3.5% | 3,529,980 | 38.7% |

Courtesy Bowker.

For Library Board Members – Please RSVP by: April 8th



Volunteer Appreciation Breakfast

To celebrate Volunteer Recognition Week, join us for a special event to celebrate YOU and all of the hard work our wonderful volunteers do for the Novi Public Library!

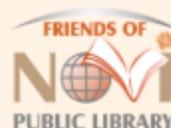
Wednesday | April 22 | 9-10am

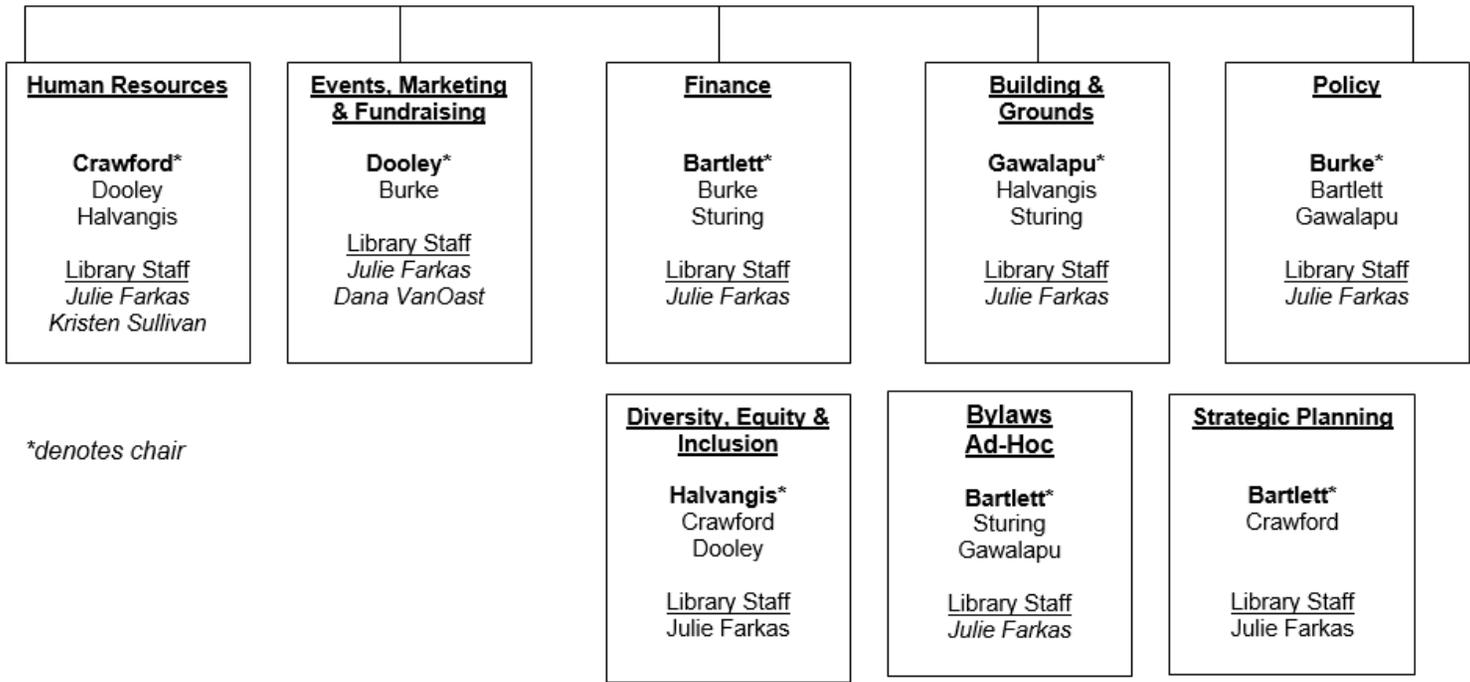
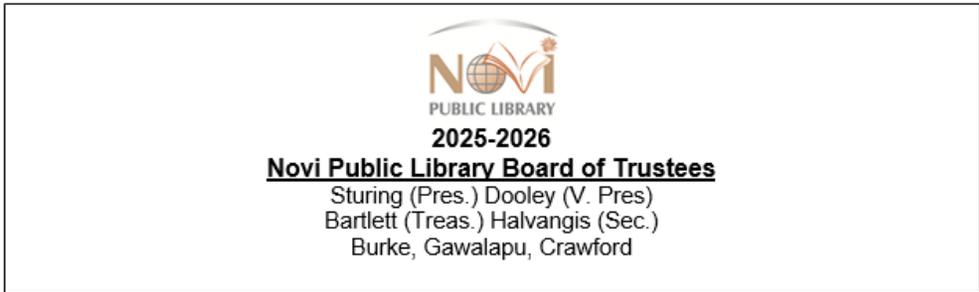
Novi Public Library, 45255 W. Ten Mile Rd.

Be thinking about your favorite book as you will get to pick it from the collection and add your own bookplate in honor of your volunteerism!
Book must be available in the library the day-of the event.



Full breakfast will be served.





*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: First Quarter Budget Amendment, 9/11/25; Yr. End 2/12/26 and Approved 26/27 Budget as of 2/12/26

| 2025-2026 Library Budget 271 1st Qtr. With Reserve Study Information | | 2023-2024 Audited | 2024-2025 Unaudited | 2025-2026 Approved | 2025-2026 Approved 9/11/25 1st Qtr. | 2026-2027 Projected | 2027-2028 Projected | 2028-2029 Projected | 2029-2030 Projected |
|---|----------------------------------|----------------------|------------------------|-----------------------|--|------------------------|------------------------|------------------------|------------------------|
| Revenues | | 10/30/2024 | 6/30/2025 | 2/13/2025 | | 6/30/2025 | 6/30/2025 | 6/30/2025 | 6/30/2025 |
| Account | Description | | | | | | | | |
| 402.000 | Tax Revenue - Current Levy | 3,410,762.72 | 3,620,624.41 | 3,762,784.00 | 3,762,784.00 | 3,875,668.00 | 3,991,938.04 | 4,111,696.18 | 4,235,047.07 |
| | Add'l Millage at .20 (estimated) | | | | | | 1,042,000.00 | 1,042,000.00 | 1,042,000.00 |
| 404.003 | Tax Revenue - Brownfield B1 | -376.24 | 0.00 | -506.00 | -506.00 | -587.00 | -692.66 | -713.44 | -734.84 |
| 404.006 | Tax Revenue - Brownfield B2 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 404.007 | Tax Revenue - Brownfield B3 17 | -15,263.59 | -16,000.68 | -28,232.00 | -28,232.00 | -38,396.00 | -47,995.00 | -49,434.85 | -50,917.90 |
| 404.008 | Tax Revenue - CIA Cap 2018 | -30,637.16 | -35,898.98 | -55,783.00 | -55,783.00 | -75,307.00 | -94,133.75 | -96,957.76 | -99,866.50 |
| 404.009 | Tax Revenue - Brownfield B4 21 | -354.57 | -440.12 | -469.00 | -469.00 | -544.00 | -625.60 | -644.37 | -663.70 |
| 404.010 | Tax Revenue - Brownfield B4X | -44.00 | -44.00 | -124.00 | -124.00 | -143.00 | -164.45 | -169.38 | -174.47 |
| 412.000 | Tax Revenue - C/Y Del PPT | -4,707.59 | -7,986.56 | -10,000.00 | -10,000.00 | -12,000.00 | -12,000.00 | -12,360.00 | -12,730.80 |
| 414.000 | Tax Revenue - Tax Tribunal Accr | -1,800.00 | -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 | 3,020.33 | 3,203.27 | 1,800.00 | 1,800.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 567.000 | State Aid | 67,337.40 | 69,947.04 | 66,000.00 | 70,000.00 | 66,000.00 | 66,000.00 | 66,000.00 | 66,000.00 |
| 573.000 | State Grants - Local Comm | 17,786.09 | 25,741.20 | 15,000.00 | 15,000.00 | 15,000.00 | 15,000.00 | 15,000.00 | 15,000.00 |
| 658.000 | State penal fines | 89,070.72 | 91,226.15 | 85,000.00 | 98,967.71 | 85,000.00 | 85,000.00 | 85,000.00 | 85,000.00 |
| 659.000 | Library book fees | 9,341.82 | 8,858.67 | 8,000.00 | 8,000.00 | 8,000.00 | 8,000.00 | 8,000.00 | 8,000.00 |
| 665.000 | Interest on Investments | 118,788.12 | 138,007.28 | 100,000.00 | 100,000.00 | 100,000.00 | 100,000.00 | 100,000.00 | 100,000.00 |
| 669.500 | Unrealized gain(loss) invest | 92,415.46 | 43,492.21 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 674.289 | Adult Programming | 12,086.76 | 19,451.99 | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 |
| 674.290 | Library Fundraising | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 674.400 | Gifts and Donations | 2,365.78 | 683.26 | 500.00 | 500.00 | | | | |
| 675.000 | Miscellaneous income | 8,730.22 | 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 | 11.07 | 77.94 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| 675.100 | Copier | 3,620.99 | 14,062.26 | 8,500.00 | 8,500.00 | 8,500.00 | 8,500.00 | 8,500.00 | 8,500.00 |
| 675.300 | Meeting Room | 37,477.41 | 43,017.09 | 30,000.00 | 30,000.00 | 30,000.00 | 31,500.00 | 31,500.00 | 31,500.00 |
| 675.404 | Novi Township Assessment | 7,701.00 | 8,228.00 | 7,850.00 | 7,850.00 | 7,850.00 | 8,000.00 | 8,000.00 | 8,500.00 |
| 675.650 | Library Café | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 676.100 | Insurance Reimbursement | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Revenues | | 3,827,332.74 | 4,025,544.32 | 4,009,420.00 | 4,027,387.71 | 4,090,141.00 | 5,221,426.58 | 5,336,516.38 | 5,455,558.87 |

| 2025-2026 Library Budget 271 | | 2023-2024 | 2024-2025 | 2025-2026 | 2025-2026 | 2026-2027 | 2027-2028 | 2028-2029 | 2029-2030 |
|---------------------------------------|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Expenditures | | Audited | Unaudited | Approved | Approved | Projected | Projected | Projected | Projected |
| Personnel Svcs. | | | | | | | | | |
| Account | Description | | | | | | | | |
| 704.000 | Permanent Salaries (3% incr. annually | 1,268,177.70 | 1,422,713.26 | 1,589,000.00 | 1,530,000.00 | 1,575,900.00 | 1,623,200.00 | 1,671,800.00 | 1,722,100.00 |
| 704.100 | Severance/Incentive Pay | 0.00 | 0.00 | 12,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 704.200 | Wages - stipend | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 704.210 | Vacation Payout | 3,538.40 | 5,157.60 | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 |
| 704.250 | Final Payout | 0.00 | 6,921.72 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 705.000 | Temporary Salaries | 683,363.35 | 680,970.00 | 810,000.00 | 808,500.00 | 862,700.00 | 888,600.00 | 915,200.00 | 942,700.00 |
| 706.000 | Overtime | 38.82 | 915.08 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 |
| 715.000 | Social Security | 147,519.92 | 159,320.48 | 183,500.00 | 178,900.00 | 186,000.00 | 192,000.00 | 198,000.00 | 204,000.00 |
| 716.000 | Insurance | 230,346.09 | 272,645.88 | 239,560.00 | 276,000.00 | 287,040.00 | 298,522.00 | 310,463.00 | 322,882.00 |
| 716.200 | HSA - Employer Contribution | 1,138.25 | 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 | -33,477.49 | -38,382.06 | -35,934.00 | -41,400.00 | -43,056.00 | -44,778.30 | -46,569.45 | -48,432.30 |
| 717.000 | Workers' Comp | 1,640.32 | 2,033.10 | 1,900.00 | 1,900.00 | 2,000.00 | 2,100.00 | 2,200.00 | 2,300.00 |
| 718.000 | Pension DB Normal Cost | 5,520.00 | 1,680.00 | 1,884.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 |
| 718.010 | DB Unfunded Accrued Liability | 73,488.00 | 92,196.00 | 108,192.00 | 108,192.00 | 110,355.84 | 112,562.96 | 114,814.22 | 117,110.50 |
| 718.050 | Pension - add'l DB Contribution | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 718.200 | Pension - Defined Contribution | 67,418.77 | 112,273.59 | 132,210.00 | 120,000.00 | 145,590.00 | 150,320.00 | 155,180.00 | 160,210.00 |
| 719.000 | Unemployment Ins | 36.84 | 96.03 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| Total Personnel Services | | 2,448,748.97 | 2,720,353.42 | 3,055,312.00 | 2,996,892.00 | 3,141,329.84 | 3,237,326.66 | 3,335,887.77 | 3,437,670.20 |
| Supplies and Materials | | | | | | | | | |
| Account | Description | | | | | | | | |
| 726.400 | Supplies - Cash Over/Under | 36.72 | -8.38 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| 727.000 | Office supplies | 9,181.98 | 7,804.48 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 728.000 | Postage | 4,014.04 | 2,035.09 | 3,500.00 | 3,500.00 | 4,000.00 | 4,000.00 | 4,500.00 | 4,500.00 |
| 734.000 | Computer software/licensing | 61,936.23 | 46,943.17 | 97,000.00 | 97,000.00 | 97,000.00 | 97,000.00 | 97,000.00 | 97,000.00 |
| 734.500 | Computer supplies equip | 23,251.80 | 44,721.95 | 52,000.00 | 52,000.00 | 52,000.00 | 52,000.00 | 52,000.00 | 52,000.00 |
| 740.000 | Operating supplies | 27,352.10 | 41,640.62 | 38,000.00 | 38,000.00 | 39,100.00 | 40,300.00 | 41,500.00 | 42,700.00 |
| 740.200 | Supplies desk, chairs, cabinets | 4,173.51 | 836.00 | 5,000.00 | 7,500.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 741.000 | Supplies-Uniforms | 0.00 | 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 | 219,615.55 | 232,364.05 | 241,000.00 | 241,000.00 | 248,000.00 | 255,600.00 | 263,300.00 | 271,200.00 |
| 742.010 | Library Books - Lending | 10,641.12 | 7,815.27 | 15,400.00 | 15,400.00 | 15,900.00 | 16,300.00 | 16,800.00 | 17,300.00 |
| 742.100 | Book Fines | 91.97 | 118.98 | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 |
| 743.000 | Library Periodicals | 17,561.82 | 16,749.33 | 18,000.00 | 18,000.00 | 15,000.00 | 15,000.00 | 15,000.00 | 15,000.00 |
| 744.000 | Audio visual materials (CD/DVD) | 60,196.64 | 50,869.75 | 52,000.00 | 52,000.00 | 52,000.00 | 52,000.00 | 52,000.00 | 52,000.00 |
| 745.200 | Electronic media (Digital Books) | 135,445.89 | 180,490.09 | 177,000.00 | 177,000.00 | 194,700.00 | 204,400.00 | 214,600.00 | 225,400.00 |
| 745.300 | Electronic Resources - Online | 67,776.44 | 80,376.53 | 80,000.00 | 80,000.00 | 80,000.00 | 80,000.00 | 80,000.00 | 80,000.00 |
| Total Supplies & Materials | | 641,275.81 | 713,933.57 | 790,200.00 | 792,700.00 | 814,000.00 | 832,900.00 | 853,000.00 | 873,400.00 |

| 2025-2026 Library Budget 271 | | 2023-2024 | 2024-2025 | 2025-2026 | 2025-2026 | 2026-2027 | 2027-2028 | 2028-2029 | 2029-2030 |
|-------------------------------------|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | | Audited | Unaudited | Approved | Approved | Projected | Projected | Projected | Projected |
| Services & Charges | | | | | | | | | |
| Account | Description | | | | | | | | |
| 802.000 | Data Processing - OnBase | 828.90 | 891.07 | 1,600.00 | 1,600.00 | 1,600.00 | 1,600.00 | 1,600.00 | 1,600.00 |
| 802.100 | Bank Service Charges | 3,666.52 | 2,212.32 | 3,000.00 | 3,000.00 | 3,000.00 | 3,500.00 | 3,500.00 | 4,000.00 |
| 803.000 | Independent Audit | 800.00 | 622.00 | 800.00 | 800.00 | 800.00 | 800.00 | 800.00 | 800.00 |
| 804.000 | Medical Service | 1,624.00 | 1,508.00 | 1,500.00 | 1,500.00 | 1,500.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| 806.000 | Legal Fees | 19,931.70 | 4,388.50 | 6,000.00 | 6,000.00 | 6,000.00 | 6,000.00 | 6,000.00 | 6,000.00 |
| 808.100 | Rubbish Monthly | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 809.000 | Memberships & Dues | 6,677.50 | 6,233.26 | 8,500.00 | 8,500.00 | 8,500.00 | 8,500.00 | 9,000.00 | 9,000.00 |
| 816.000 | Professional services | 12,103.50 | 15,888.11 | 20,000.00 | 20,000.00 | 20,000.00 | 20,000.00 | 20,000.00 | 20,000.00 |
| 817.000 | Custodial Services | 83,332.60 | 95,725.00 | 100,000.00 | 95,000.00 | 100,000.00 | 103,000.00 | 103,000.00 | 103,000.00 |
| 818.000 | TLN Central Services | 3,495.00 | 3,495.00 | 3,500.00 | 3,500.00 | 3,500.00 | 3,500.00 | 3,500.00 | 3,500.00 |
| 820.000 | Property & Liability Insurance | 16,480.00 | 15,874.00 | 16,350.00 | 16,350.00 | 16,850.00 | 17,400.00 | 17,900.00 | 18,400.00 |
| 820.001 | Ins deduct/Uninsured claims | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 851.000 | Telephone | 40,560.37 | 42,972.95 | 54,100.00 | 54,100.00 | 55,700.00 | 57,300.00 | 59,000.00 | 60,800.00 |
| 855.000 | TLN Automation Services | 71,993.10 | 71,297.68 | 81,000.00 | 81,000.00 | 87,000.00 | 93,000.00 | 99,000.00 | 106,000.00 |
| 861.000 | Gasoline and oil | 334.00 | 316.40 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 |
| 862.000 | Mileage | 1,300.01 | 1,536.19 | 1,700.00 | 1,700.00 | 1,700.00 | 1,700.00 | 1,700.00 | 1,700.00 |
| 882.200 | Employee Assistance Program | | 506.94 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 880.000 | Community Promotion | 23,899.12 | 18,504.24 | 25,000.00 | 25,000.00 | 25,750.00 | 26,500.00 | 27,300.00 | 28,100.00 |
| 880.268 | Library Programming | 36,897.47 | 24,945.78 | 44,600.00 | 44,600.00 | 44,600.00 | 44,600.00 | 48,000.00 | 48,000.00 |
| 880.271 | Adult Programming | 7,467.05 | 9,424.83 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 900.000 | Print, Graphic Design, Publish | 25,459.42 | 22,970.79 | 26,000.00 | 26,000.00 | 26,700.00 | 27,500.00 | 28,400.00 | 29,200.00 |
| 921.000 | Heat | 12,267.57 | 13,139.86 | 15,700.00 | 15,700.00 | 16,200.00 | 16,700.00 | 17,200.00 | 17,700.00 |
| 922.000 | Electricity | 102,779.81 | 98,745.97 | 118,900.00 | 102,000.00 | 122,000.00 | 126,000.00 | 130,000.00 | 133,800.00 |
| 923.000 | Water and Sewer | 8,065.10 | 8,466.93 | 8,700.00 | 8,700.00 | 9,000.00 | 9,300.00 | 9,500.00 | 9,800.00 |
| 934.000 | Building Maintenance | 101,144.38 | 139,346.32 | 125,000.00 | 125,000.00 | 128,700.00 | 132,600.00 | 136,600.00 | 140,600.00 |
| 935.000 | Vehicle Maintenance | 169.02 | 426.22 | 500.00 | 500.00 | 500.00 | 1,000.00 | 1,000.00 | 1,500.00 |
| 936.300 | Grounds Maint. | 51,938.72 | 44,088.98 | 53,000.00 | 53,000.00 | 54,500.00 | 56,100.00 | 57,800.00 | 59,500.00 |
| 942.000 | Office Equipment Lease | 11,350.94 | 12,120.00 | 12,200.00 | 12,200.00 | 12,200.00 | 13,400.00 | 13,400.00 | 13,400.00 |
| 942.002 | Copier Property Tax | 0.00 | 621.90 | 800.00 | 800.00 | 800.00 | 800.00 | 800.00 | 800.00 |
| 942.100 | Records storage | 315.36 | 328.08 | 500.00 | 500.00 | 550.00 | 550.00 | 550.00 | 550.00 |
| 956.000 | Conferences & Workshops | 25,185.11 | 18,822.29 | 26,700.00 | 26,700.00 | 22,000.00 | 26,700.00 | 22,000.00 | 26,700.00 |
| 957.000 | Tuition and Other Reimbursements | 0 | 0 | 7000 | 7000 | 3500 | 3500 | 3500 | 3500 |
| Total Services & Charges | | 670,066.27 | 675,419.61 | 784,150.00 | 762,250.00 | 794,650.00 | 824,550.00 | 844,050.00 | 870,950.00 |

| 2025-2026 Library Budget 271 | | 2023-2024 Audited | 2024-2025 Unaudited | 2025-2026 Approved | 2025-2026 Approved | 2026-2027 Projected | 2027-2028 Projected | 2028-2029 Projected | 2029-2030 Projected |
|---------------------------------|-------------------------------------|----------------------|------------------------|-----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Capital Outlay | | | | | | | | | |
| Account | Description | | | | | | | | |
| 962.000 | Building Contingency | | | | | | | | |
| 989.000 | Grounds Improvement | | | | | | | | |
| 976.000 | Building Improvements/Entrance/Furn | 0.00 | | | | | | | |
| 976.100 | Parking lot improvements | 0.00 | | | | | | | |
| 976.140 | Auto Return System | | | | | | | | |
| 983.000 | Vehicles - Van | | | | | | | | |
| 986.000 | Technology | 34,074.28 | 29,275.44 | | | | | | |
| Total Capital Outlay | | 34,074.28 | 29,275.44 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 995.272 | Transfer to 272 RESERVE | 35,238.00 | | | | 196,000.00 | 201,900.00 | 208,000.00 | 214,200.00 |
| ### | Transfer to 271 from 272 | 0.00 | | | 241,377.00 | | | | |
| Total Expenditures | | 3,829,403.33 | 4,138,982.04 | 4,629,662.00 | 4,551,842.00 | 4,945,979.84 | 5,096,676.66 | 5,240,937.77 | 5,396,220.20 |
| Total Revenues | | 3,827,332.74 | 4,025,544.32 | 4,009,420.00 | 4,268,764.71 | 4,090,141.00 | 5,221,426.58 | 5,336,516.38 | 5,455,558.87 |
| Net Revenue | | -2,070.59 | -113,437.72 | -620,242.00 | -283,077.29 | -855,838.84 | 124,749.92 | 95,578.61 | 59,338.67 |
| Current Fund Balance 271 | | 2,596,669.43 | 2,483,231.71 | 1,862,989.71 | 2,200,154.42 | 1,344,315.58 | 1,469,065.50 | 1,564,644.11 | 1,623,982.78 |
| FUND BALANCE TARGET 28% | | 1,072,233.00 | 1,158,915.00 | 1,296,305.00 | 1,270,603.00 | 1,380,195.00 | 1,422,029.00 | 1,456,503.00 | 1,505,136.00 |

NOTES: All Capital projects are expensed out of budget 272

25/26: Capital 272-976.000: Bldg Improvements: Architect Design for Main Ent/Youth Renovation \$30,000, Chair Replacement \$36,000,

2 Study Booths \$15,500, 2 Staff Offices \$30,000; (9/11/25: Update: Booth approved by Friends \$7,000

25/26: Capital 272-976-141: Parking Lot: ~~\$23,000~~ (\$18,000); ; Main Entrance estimate spring 2026 \$100,000)

25/26: Capital 272-976.140: AST: \$129,000 (machine \$121,500 and Retrofit book return construction \$7500)

25/26: Capital 272-742.233: \$61,500 for computer replacement, Cisco switches and Local History cameras

Add'l Note: The last debt service payment is 10/1/26 which is fiscal year 2027. FY 27/28 would be the first year for the .20 millage.

25/26: Went from 25 to 24 FT employees

Current open positions: 2 PT Facilities, 1 PT Librarian, 1 Clerk, 2 Shelves

| 272 - Library Contributed Funds | | | | | | | | | |
|--|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Revenues & Expenditures | | | | | | | | | |
| 2025-2026 as of 2/13/2025; Updated as of 9/11/25 | | | | | | | | | |
| | | 2023-2024 | 2024-2025 | 2025-2026 | 2025-2026 | 2026-2027 | 2027-2028 | 2028-2029 | 2029-2030 |
| | | Audited | Unaudited | Approved | 1st Quarter | Projected | Projected | Projected | Projected |
| | | 6/30/2024 | 9/11/2025 | 2/13/2025 | 9/11/2025 | 9/11/2025 | 9/11/2025 | 9/11/2025 | 9/11/2025 |
| Revenues | | | | | | | | | |
| Interest Income | | | | | | | | | |
| 665.000 | Interest on Investments | \$ 52,873.99 | \$ 59,391.02 | \$ 27,000.00 | \$ 27,000.00 | \$ 27,000.00 | \$ 27,000.00 | \$ 27,000.00 | \$ 27,000.00 |
| 669.500 | Unrealized gain (loss) Investments | 37,885.77 | 23,750.68 | (4,500.00) | (4,500.00) | (4,500.00) | (4,500.00) | (4,500.00) | (4,500.00) |
| TOTAL | | \$ 90,759.76 | \$ 83,141.70 | \$ 22,500.00 |
| 699.271 | Transfer from Library Fund 271 Reserve Study | 35,238.00 | | | | 196,000.00 | 201,900.00 | 208,000.00 | 214,200.00 |
| Donations | | | | | | | | | |
| 674.036 | Diversity, Equity & Inclusion | 500.00 | 0.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 |
| 674.046 | Makerspace (iCube) Rev | 8,216.55 | 5,177.55 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 674.229 | Raising a Reader Sponsors | 29.66 | - | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 674.230 | Collections/Materials Rev | 12,070.61 | 5,638.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 674.231 | Buildings/Ground/Furniture Rev | 625.00 | 4,068.72 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 674.232 | Programming Revenue | 4,098.70 | 14,597.75 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 674.233 | Technology Library Rev | 50.00 | - | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 |
| 674.234 | Undesignated Misc. Donations | 100.00 | - | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 |
| 674.235 | Marketing Sponsorships | 5,000.00 | 7,700.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 674.277 | Youth Area Reno - M. Marten | | 34,294.00 | | | | | | |
| TOTAL | | \$30,691 | \$71,476 | \$12,500 | \$12,500 | \$12,500 | \$12,500 | \$12,500 | \$12,500 |
| TOTAL Revenues | | \$ 156,688.28 | \$ 154,617.72 | \$ 35,000.00 | \$ 35,000.00 | \$ 231,000.00 | \$ 236,900.00 | \$ 243,000.00 | \$ 249,200.00 |
| Expenditures | | | | | | | | | |
| Supplies | | | | | | | | | |
| 742.036 | Diversity, Equity & Inclusion | 0.00 | 454.57 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 |
| 742.046 | Makerspace (iCube) | 9,856.18 | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 742.229 | Raising a Reader | 1,362.10 | 1,211.86 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 742.230 | Collections/Materials | 10,904.06 | 5,975.24 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 742.231 | Buildings/Ground/Furniture | 66,001.70 | 715.70 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 |
| 742.232 | Programming Expenditures | 8,612.26 | 10,739.06 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 742.233 | Technology | - | - | 61,500.00 | 61,500.00 | 32,000.00 | 67,400.00 | 57,800.00 | 54,600.00 |
| 742.234 | Undesignated Misc. | 246.00 | 108.54 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 |
| 742.236 | Staff Recognition | 3,296.10 | 1,579.29 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 |
| TOTAL | | \$100,278 | \$21,784 | \$93,000 | \$93,000 | \$63,500 | \$98,900 | \$89,300 | \$86,100 |
| Capital Outlay | | | | | | | | | |
| 976.000 | Bldg. Improvements/Furniture | - | 79,452.67 | 111,500.00 | 111,500.00 | - | - | - | - |
| 976.044 | Auto Lending Library (Friends) | - | - | - | - | - | - | - | - |
| 976.046 | Makerspace (iCube) | (500.00) | - | - | - | - | - | - | - |
| 976.140 | Automated Return System (AST) | - | 29,647.80 | 129,000.00 | 129,000.00 | - | - | - | - |
| 976.141 | Main Entrance /Parking Lot | 25,145.00 | 11,700.00 | 23,000.00 | 118,000.00 | - | - | - | - |
| 976.143 | WiFi Upgrade; Firewall | 17,562.89 | 13,235.89 | - | - | - | - | - | - |
| 976.144 | Server & Camera Upgrade | 68,838.00 | - | - | - | - | - | - | - |
| | Unknown Capital Improvements | - | - | 37,300.00 | 37,300.00 | 37,300.00 | 37,300.00 | 37,300.00 | 37,300.00 |
| | Transfer to 271 Account | | | | 241,377.00 | | | | |
| TOTAL | | \$ 111,045.89 | \$ 134,036.36 | \$ 300,800.00 | \$ 637,177.00 | \$ 37,300.00 | \$ 37,300.00 | \$ 37,300.00 | \$ 37,300.00 |
| TOTAL Expenditures | | \$211,324 | \$155,821 | \$393,800 | \$730,177 | \$100,800 | \$ 136,200.00 | \$ 126,600.00 | \$ 123,400.00 |
| Beginning Fund Balance Yr. End | | \$ 1,698,587.10 | \$ 1,643,951.09 | \$ 1,516,217.00 | \$ 1,642,748.19 | \$ 947,571.19 | \$ 1,077,771.19 | \$ 1,178,471.19 | \$ 1,294,871.19 |
| Revenues | | 156,688.28 | 154,617.72 | 35,000.00 | 35,000.00 | 231,000.00 | 236,900.00 | 243,000.00 | 249,200.00 |
| Expenditures | | (211,324.29) | (155,821) | (393,800) | (730,177) | (100,800.00) | (136,200.00) | (126,600.00) | (123,400.00) |
| NET Revenues vs. Expenditures | | (54,636.01) | (1,202.90) | (358,800.00) | (695,177.00) | 130,200.00 | 100,700.00 | 116,400.00 | 125,800.00 |
| Beginning Fund Balance | | | | | | | | | |
| Ending Fund Balance Expected | | \$ 1,643,951.09 | \$ 1,642,748.09 | \$ 1,157,417.00 | \$ 947,571.19 | \$ 1,077,771.19 | \$ 1,178,471.19 | \$ 1,294,871.19 | \$ 1,420,671.19 |
| Notes: | | | | | | | | | |
| 24/25: Furniture upgrades: \$22,800 (2nd floor), Teen Stop Area Phase 1 & 2: \$39,600 (furniture, shelving), 2nd Flr. Furniture move \$1,500; Main Entrance/Parking: Parking Lot Lights \$10,000 (\$12,071) | | | | | | | | | |
| Update: \$28,950 for deposit for Automated Return System; Furniture Replacment \$10,200;2nd flr. Electrical - Teen Area Project, Info Desk Doors \$8,100 | | | | | | | | | |
| 25/26: Building Improvements/Furniture: Parking lot seal/crack \$23,000 (Aug/Sept. 25/26); Architect for design needs for main entry and youth area renovations \$30,000; Staff chairs replacement (15 yrs.) \$36,000; 2 Single-Use Study Booths \$15,500 (Updated: Friends \$7,000); 2 Staff Office Re-designs \$30,000; Main entrance project estimation: \$100,000. | | | | | | | | | |
| Automated Return System (AST): 5% increase in Automated Return System (\$115,800 - 121,500); Retrofit of book return opening \$7500; Parking lot seal/crack \$23,000 (Update: \$18,000 Aug/Sept. 25/26); | | | | | | | | | |
| 26/27: Youth Area/Main Lobby Renovation (Potential Legacy Donation for Youth Area); Plan for additional building costs based on the Reserve Study that will be done in June 2025. | | | | | | | | | |

Financial Report (Provided by Bindhya Raja) – February 28, 2026
Budget for Fund 271 Fiscal Year 2025-2026

| | Original Budget | 1 st Quarter Amended Budget |
|--------------------------------|-----------------|--|
| TOTAL REVENUES | \$ 4,009,420 | \$ 4,268,765 |
| TOTAL EXPENDITURES | \$ 4,629,662 | \$ 4,551,842 |
| NET OF REVENUES & EXPENDITURES | (\$ 620,242) | (\$ 283,077) |

Budget for Fund 272 Fiscal Year 2025-2026

| | Original Budget | 1 st Quarter Amended Budget |
|--------------------------------|-----------------|--|
| TOTAL REVENUES | \$ 35,000 | \$ 35,000 |
| TOTAL EXPENDITURES | \$ 393,800 | \$ 730,177 |
| NET OF REVENUES & EXPENDITURES | (\$358,800) | (\$ 695,177) |

Revenue & Expenditure Report for Fund 271

| | YTD Jan 31, 2025 | YTD Feb 28, 2026 | Difference |
|-----------------------------|------------------|------------------|------------|
| TOTAL REVENUES | \$ 4,028,414 | \$ 4,050,744 | \$ 22,330 |
| TOTAL EXPENDITURES | \$ 2,335,889 | \$ 2,699,093 | \$ 363,204 |
| NET REVENUES & EXPENDITURES | \$ 1,692,525 | \$ 1,351,651 | |

Revenue & Expenditure Report for Fund 272

| | YTD Jan 31, 2025 | YTD Feb 28, 2026 | Difference |
|-----------------------------|------------------|------------------|------------|
| TOTAL REVENUES | \$ 61,063 | \$ 77,540 | \$ 16,477 |
| TOTAL EXPENDITURES | \$ 98,721 | \$ 262,778 | \$ 164,057 |
| NET REVENUES & EXPENDITURES | (37,658) | (185,238) | |

Balance Sheet Report as of February 28, 2026

The ending fund balance for Fund 271 is: \$ 3,854,882.64

The ending fund balance for Fund 272 is: \$ 1,457,509.93

Revenues and Expenditures (Provided by Bindhya Raja) – as of February 28, 2026

**** Year end 25/26 Financials have not been updated by the City of Novi as of 3/19/26**

| 03/18/2026 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI | | | | | | | | | | |
|--|-----------------------------------|--------------|--------------|--------------|-------------|-------------|-------------|--------------|-------------|--------|
| PERIOD ENDING 02/28/2026 | | | | | | | | | | |
| % Fiscal Year Completed: 66.58 | | | | | | | | | | |
| | | END BALANCE | 2025-26 | | MTH ACTY | MTH ACTY | MTH ACTY | YTD BALANCE | AVAILABLE | |
| | | 06/30/2025 | ORIGINAL | 2025-26 | DEC 2025 | JAN 2026 | FEB 2026 | 02/28/2026 | BALANCE | % BDGT |
| GL NUMBER | DESCRIPTION | NM (ABNM) | BUDGET | AMD BUDGET | INCR (DECR) | INCR (DECR) | INCR (DECR) | NM (ABNM) | NM (ABNM) | USED |
| Fund 271 - LIBRARY FUND | | | | | | | | | | |
| Revenues | | | | | | | | | | |
| Dept 000.00 - TREASURY | | | | | | | | | | |
| Property tax revenue | | | | | | | | | | |
| 271-000.00-402.000 | Property Tax Revenue - Current | 3,620,624.41 | 3,762,784.00 | 3,762,784.00 | 0.00 | 0.00 | 0.00 | 3,805,938.04 | (43,154.04) | 101.15 |
| 271-000.00-404.003 | Property Tax Revenue - Brow nfid | 0.00 | (506.00) | (506.00) | 0.00 | 0.00 | 0.00 | 0.00 | (506.00) | 0.00 |
| 271-000.00-404.007 | Property Tax Revenue-Brow nfid | (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 | (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 | (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 | (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 | (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 Trib | (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 | 1,800.00 | 57.04 | 1,860.74 | 8.39 | 6,561.44 | (4,761.44) | 364.52 |
| Property tax revenue | | 3,559,557.34 | 3,668,470.00 | 3,668,470.00 | 57.04 | 1,860.74 | 8.39 | 3,746,259.85 | (77,789.85) | 102.12 |
| State sources | | | | | | | | | | |
| 271-000.00-567.000 | State aid | 69,947.04 | 66,000.00 | 70,000.00 | 0.00 | 0.00 | 0.00 | 36,531.06 | 33,468.94 | 52.19 |
| 271-000.00-573.000 | State Grants - Local Comm Stabl | 25,741.20 | 15,000.00 | 15,000.00 | 0.00 | 0.00 | 0.00 | 10,252.03 | 4,747.97 | 68.35 |
| State sources | | 95,688.24 | 81,000.00 | 85,000.00 | 0.00 | 0.00 | 0.00 | 46,783.09 | 38,216.91 | 55.04 |
| State grants | | | | | | | | | | |
| 271-000.00-569.002 | Other State Grants - SBTE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,697.50 | (3,697.50) | 100.00 |
| State grants | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,697.50 | (3,697.50) | 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 | 8,000.00 | 450.81 | 535.97 | 489.78 | 4,237.91 | 3,762.09 | 52.97 |
| Fines and forfeitures | | 100,084.82 | 93,000.00 | 106,968.00 | 450.81 | 535.97 | 489.78 | 103,205.62 | 3,762.38 | 96.48 |
| Interest income | | | | | | | | | | |
| 271-000.00-665.000 | Interest in investments | 138,007.28 | 100,000.00 | 100,000.00 | 5,926.94 | 13,239.34 | 0.00 | 51,921.07 | 48,078.93 | 51.92 |
| 271-000.00-669.500 | Gain (loss) on investments | 43,492.21 | 10,000.00 | 10,000.00 | 7,426.82 | 3,676.75 | 0.00 | 47,968.84 | (37,968.84) | 479.69 |
| Interest income | | 181,499.49 | 110,000.00 | 110,000.00 | 13,353.76 | 16,916.09 | 0.00 | 99,889.91 | 10,110.09 | 90.81 |
| Donations | | | | | | | | | | |
| 271-000.00-674.289 | Adult programs | 19,451.99 | 7,500.00 | 7,500.00 | 0.00 | 0.00 | 0.00 | 6,262.91 | 1,237.09 | 83.51 |
| 271-000.00-674.400 | Gifts and donations | 683.26 | 500.00 | 500.00 | 81.06 | 40.06 | 51.30 | 294.50 | 205.50 | 58.90 |
| Donations | | 20,135.25 | 8,000.00 | 8,000.00 | 81.06 | 40.06 | 51.30 | 6,557.41 | 1,442.59 | 81.97 |
| Other revenue | | | | | | | | | | |
| 271-000.00-675.000 | Miscellaneous income | 3,193.89 | 2,500.00 | 2,500.00 | 191.60 | 79.45 | 205.20 | 2,215.63 | 284.37 | 88.63 |
| 271-000.00-675.006 | Car Charging Revenue | 77.94 | 100.00 | 100.00 | 0.00 | 110.35 | 0.00 | 264.35 | (164.35) | 264.35 |
| 271-000.00-675.100 | Copier | 14,062.26 | 8,500.00 | 8,500.00 | 1,369.15 | 1,425.20 | 1,085.40 | 9,138.81 | (638.81) | 107.52 |
| 271-000.00-675.300 | Meeting room | 43,017.09 | 30,000.00 | 30,000.00 | 4,787.26 | 4,422.87 | 2,696.68 | 24,207.42 | 5,792.58 | 80.69 |
| 271-000.00-675.404 | Novi Tow nship Assessment | 8,228.00 | 7,850.00 | 7,850.00 | 0.00 | 0.00 | 0.00 | 8,524.00 | (674.00) | 108.59 |
| Other revenue | | 68,579.18 | 48,950.00 | 48,950.00 | 6,348.01 | 6,037.87 | 3,987.28 | 44,350.21 | 4,599.79 | 90.60 |
| Unclassified | | | | | | | | | | |
| 271-000.00-699.272 | Transfer from Library Contributio | 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 | 4,268,765.00 | 20,290.68 | 25,390.73 | 4,536.75 | 4,050,743.59 | 218,021.41 | 94.89 |
| TOTAL REVENUES | | | | | | | | | | |
| | | 4,025,544.32 | 4,009,420.00 | 4,268,765.00 | 20,290.68 | 25,390.73 | 4,536.75 | 4,050,743.59 | 218,021.41 | 94.89 |

| | | END BALANCE | 2025-26 | | MTH ACTY | MTH ACTY | MTH ACTY | YTD BALANCE | AVAILABLE | |
|------------------------|------------------------------------|--------------|--------------|--------------|-------------|-------------|-------------|--------------|--------------|--------|
| | | 06/30/2025 | ORIGINAL | 2025-26 | DEC 2025 | JAN 2026 | FEB 2026 | 02/28/2026 | BALANCE | % BDGT |
| GL NUMBER | DESCRIPTION | NM (ABNM) | BUDGET | AMD 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 | 1,530,000.00 | 117,649.24 | 118,935.68 | 113,789.24 | 959,583.70 | 570,416.30 | 62.72 |
| 271-000.00-704.100 | Severance/Incentive Pay | 0.00 | 12,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 271-000.00-704.200 | Wages - Stipend | 0.00 | 0.00 | 0.00 | 0.00 | 12,000.00 | 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 | 0.00 | 7,500.00 | 0.00 |
| 271-000.00-704.250 | Final Payout | 6,921.72 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 271-000.00-705.000 | Temporary salaries | 680,970.00 | 810,000.00 | 808,500.00 | 57,331.59 | 56,518.76 | 58,844.08 | 471,250.17 | 337,249.83 | 58.29 |
| 271-000.00-706.000 | Overtime | 915.08 | 500.00 | 500.00 | 0.00 | 37.83 | 37.83 | 555.48 | (55.48) | 111.10 |
| 271-000.00-715.000 | Social security | 159,320.48 | 183,500.00 | 178,900.00 | 13,217.89 | 14,074.41 | 12,911.33 | 108,972.56 | 69,927.44 | 60.91 |
| 271-000.00-716.000 | Insurance | 272,645.88 | 239,560.00 | 276,000.00 | 21,962.89 | 22,735.45 | 5,800.50 | 160,423.49 | 115,576.51 | 58.12 |
| 271-000.00-716.200 | HSA - employer contribution | 1,812.74 | 3,000.00 | 3,000.00 | 103.13 | 637.50 | 0.00 | 1,189.98 | 1,810.02 | 39.67 |
| 271-000.00-716.999 | Insurance - Employee Reimburse | (38,382.06) | (35,934.00) | (41,400.00) | (3,108.08) | (3,767.88) | (4,184.30) | (25,587.30) | (15,812.70) | 61.81 |
| 271-000.00-717.000 | Workers compensation | 2,033.10 | 1,900.00 | 1,900.00 | 148.74 | 159.32 | 146.55 | 1,227.37 | 672.63 | 64.60 |
| 271-000.00-718.000 | Pension - DB Normal Cost | 1,680.00 | 1,884.00 | 1,800.00 | 157.00 | 0.00 | 0.00 | 942.00 | 858.00 | 52.33 |
| 271-000.00-718.010 | Pension - DB Unfunded Accrued | 92,196.00 | 108,192.00 | 108,192.00 | 9,016.00 | 0.00 | 0.00 | 54,096.00 | 54,096.00 | 50.00 |
| 271-000.00-718.200 | Pension - defined contribution | 112,273.59 | 132,210.00 | 120,000.00 | 10,252.33 | 10,244.43 | 10,244.43 | 83,925.30 | 36,074.70 | 69.94 |
| 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 | 2,996,892.00 | 226,730.73 | 231,575.50 | 197,589.66 | 1,828,578.75 | 1,168,313.25 | 61.02 |
| Supplies | | | | | | | | | | |
| 271-000.00-726.400 | Supplies - Cash over/short | (8.38) | 100.00 | 100.00 | 7.75 | (0.35) | 4.20 | 9.67 | 90.33 | 9.67 |
| 271-000.00-727.000 | Office supplies | 7,804.48 | 10,000.00 | 10,000.00 | 192.26 | 760.06 | 333.69 | 3,178.34 | 6,821.66 | 31.78 |
| 271-000.00-728.000 | Postage | 2,035.09 | 3,500.00 | 3,500.00 | 20.99 | 120.99 | 24.96 | 896.21 | 2,603.79 | 25.61 |
| 271-000.00-734.000 | Computer supplies, software & li | 46,943.17 | 97,000.00 | 97,000.00 | 5,808.69 | 1,091.60 | 910.00 | 36,438.48 | 60,561.52 | 37.57 |
| 271-000.00-734.500 | Computer supplies/equipment | 44,721.95 | 52,000.00 | 52,000.00 | 2,046.02 | 1,191.38 | 2,401.74 | 15,112.76 | 36,887.24 | 29.06 |
| 271-000.00-740.000 | Operating supplies | 41,640.62 | 38,000.00 | 38,000.00 | 710.97 | 860.92 | 412.27 | 18,050.80 | 19,949.20 | 47.50 |
| 271-000.00-740.200 | Supplies - Desk chairs and file ca | 836.00 | 5,000.00 | 7,500.00 | 1,965.69 | 0.00 | 0.00 | 7,532.69 | (32.69) | 100.44 |
| 271-000.00-741.000 | Supplies - Uniforms | 1,176.64 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 547.34 | 452.66 | 54.73 |
| 271-000.00-742.000 | Library books | 232,364.05 | 241,000.00 | 241,000.00 | 19,769.57 | 19,802.14 | 12,958.73 | 134,490.91 | 106,509.09 | 55.81 |
| 271-000.00-742.010 | Library Books - Lending | 7,815.27 | 15,400.00 | 15,400.00 | 191.96 | 472.67 | 1,360.65 | 7,081.07 | 8,318.93 | 45.98 |
| 271-000.00-742.100 | Library Books - Fines | 118.98 | 200.00 | 200.00 | 15.99 | 17.99 | 84.89 | 238.84 | (38.84) | 119.42 |
| 271-000.00-743.000 | Library periodicals | 16,749.33 | 18,000.00 | 18,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 18,000.00 | 0.00 |
| 271-000.00-744.000 | Audio visual materials | 50,869.75 | 52,000.00 | 52,000.00 | 3,881.04 | 2,433.83 | 3,286.72 | 25,295.13 | 26,704.87 | 48.64 |
| 271-000.00-745.200 | Electronic media | 160,490.09 | 177,000.00 | 177,000.00 | 8,636.99 | 5,938.76 | 30,192.83 | 136,524.80 | 40,475.20 | 77.13 |
| 271-000.00-745.300 | Electronic resources (CD rom ma | 80,376.53 | 80,000.00 | 80,000.00 | 0.00 | 5,859.57 | 559.30 | 59,039.89 | 20,960.11 | 73.80 |
| Supplies | | 693,933.57 | 790,200.00 | 792,700.00 | 43,247.92 | 38,549.56 | 52,529.98 | 444,436.93 | 348,263.07 | 56.07 |

| GL NUMBER | DESCRIPTION | END BALANCE | 2025-26 | | MTH ACTY | MTH ACTY | MTH ACTY | YTD BALANCE | AVAILABLE | % BDGT USED |
|--------------------------------|------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|-------------|
| | | 06/30/2025 | ORIGINAL | 2025-26 | DEC 2025 | JAN 2026 | FEB 2026 | 02/28/2026 | BALANCE | |
| | | NM (ABNM) | BUDGET | AMD BUDGET | INCR (DECR) | INCR (DECR) | INCR (DECR) | NM (ABNM) | NM (ABNM) | |
| Other services and charges | | | | | | | | | | |
| 271-000.00-802.000 | Data processing | 891.07 | 1,600.00 | 1,600.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,600.00 | 0.00 |
| 271-000.00-802.100 | Bank Service Charges | 2,212.32 | 3,000.00 | 3,000.00 | 342.61 | 156.02 | 149.61 | 1,286.78 | 1,713.22 | 42.89 |
| 271-000.00-803.000 | Independent audit | 622.00 | 800.00 | 800.00 | 0.00 | 0.00 | 0.00 | 761.00 | 39.00 | 95.13 |
| 271-000.00-804.000 | Medical service | 1,508.00 | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 135.00 | 715.00 | 785.00 | 47.67 |
| 271-000.00-806.000 | Legal fees | 4,388.50 | 6,000.00 | 6,000.00 | 385.00 | 0.00 | 0.00 | 2,465.00 | 3,535.00 | 41.08 |
| 271-000.00-809.000 | Memberships and dues | 6,233.26 | 8,500.00 | 8,500.00 | 291.26 | 72.00 | 0.00 | 6,135.26 | 2,364.74 | 72.18 |
| 271-000.00-816.000 | Professional services | 15,888.11 | 20,000.00 | 20,000.00 | 0.00 | 0.00 | 0.00 | 10,270.83 | 9,729.17 | 51.35 |
| 271-000.00-817.000 | Custodial services | 95,725.00 | 100,000.00 | 95,000.00 | 7,560.00 | 8,120.00 | 8,680.00 | 64,120.00 | 30,880.00 | 67.49 |
| 271-000.00-818.000 | TLN Central Services | 3,495.00 | 3,500.00 | 3,500.00 | 0.00 | 0.00 | 0.00 | 3,495.00 | 5.00 | 99.86 |
| 271-000.00-820.000 | Property & liability insurance | 15,874.00 | 16,350.00 | 16,350.00 | 0.00 | 0.00 | 0.00 | 15,145.60 | 1,204.40 | 92.63 |
| 271-000.00-820.001 | Insurance deductibles/Uninsured | 0.00 | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| 271-000.00-851.000 | Telephone | 42,972.95 | 54,100.00 | 54,100.00 | 3,083.66 | 3,014.65 | 3,058.73 | 24,765.43 | 29,334.57 | 45.78 |
| 271-000.00-855.000 | TLN Automation Services | 71,297.68 | 81,000.00 | 81,000.00 | 0.00 | 19,736.93 | (3,437.54) | 52,572.43 | 28,427.57 | 64.90 |
| 271-000.00-861.000 | Gasoline and oil | 316.40 | 500.00 | 500.00 | 20.00 | 0.00 | 0.00 | 153.68 | 346.32 | 30.74 |
| 271-000.00-862.000 | Mileage | 1,536.19 | 1,700.00 | 1,700.00 | 5.00 | 68.16 | 39.30 | 426.20 | 1,273.80 | 25.07 |
| 271-000.00-880.000 | Community promotion | 18,504.24 | 25,000.00 | 25,000.00 | 1,156.24 | 2,870.38 | 818.76 | 13,564.65 | 11,435.35 | 54.26 |
| 271-000.00-880.268 | Library programming | 24,945.78 | 44,600.00 | 44,600.00 | 1,287.94 | 2,266.40 | 2,774.38 | 13,712.35 | 30,887.65 | 30.75 |
| 271-000.00-880.271 | Adult programs | 9,424.83 | 10,000.00 | 10,000.00 | 1,494.98 | 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 | 428.40 | 0.00 | 842.52 | 157.48 | 84.25 |
| 271-000.00-900.000 | Printing, graphic design and publi | 22,970.79 | 26,000.00 | 26,000.00 | 712.67 | 416.78 | 372.35 | 3,332.63 | 22,667.37 | 12.82 |
| 271-000.00-921.000 | Heat | 13,139.86 | 15,700.00 | 15,700.00 | 2,399.16 | 2,720.96 | 2,921.16 | 11,050.89 | 4,649.11 | 70.39 |
| 271-000.00-922.000 | Electricity | 98,745.97 | 118,900.00 | 102,000.00 | 7,047.97 | 7,666.23 | 0.00 | 56,464.78 | 45,535.22 | 55.36 |
| 271-000.00-923.000 | Water and sewer | 8,466.93 | 8,700.00 | 8,700.00 | 0.00 | 0.00 | 0.00 | 4,950.00 | 3,750.00 | 56.90 |
| 271-000.00-934.000 | Building maintenance | 139,346.32 | 125,000.00 | 125,000.00 | 4,589.17 | 11,065.14 | 10,722.56 | 73,598.52 | 51,401.48 | 58.88 |
| 271-000.00-935.000 | Vehicle maintenance | 426.22 | 500.00 | 500.00 | 0.00 | 0.00 | 2,019.08 | 2,019.08 | (1,519.08) | 403.82 |
| 271-000.00-936.300 | Grounds maintenance | 44,088.98 | 53,000.00 | 53,000.00 | 6,686.80 | 8,205.32 | 3,621.41 | 33,774.01 | 19,225.99 | 63.72 |
| 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 | 8,080.00 | 4,120.00 | 66.23 |
| 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 | 500.00 | 28.06 | 28.06 | 28.06 | 224.48 | 275.52 | 44.90 |
| 271-000.00-956.000 | Conferences and workshops | 18,822.29 | 26,700.00 | 26,700.00 | 429.00 | 2,680.65 | 299.00 | 8,288.48 | 18,411.52 | 31.04 |
| 271-000.00-957.000 | Tuition & other reimbursements | 0.00 | 7,000.00 | 7,000.00 | 0.00 | 0.00 | 3,500.00 | 3,500.00 | 3,500.00 | 50.00 |
| Other services and charges | | 675,419.61 | 784,150.00 | 762,250.00 | 38,529.52 | 70,526.08 | 36,711.86 | 426,076.98 | 336,173.02 | 55.90 |
| 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 | 4,551,842.00 | 308,508.17 | 340,651.14 | 286,831.50 | 2,699,092.66 | 1,852,749.34 | 59.30 |
| TOTAL EXPENDITURES | | 4,118,982.04 | 4,629,662.00 | 4,551,842.00 | 308,508.17 | 340,651.14 | 286,831.50 | 2,699,092.66 | 1,852,749.34 | 59.30 |
| Fund 271 - LIBRARY FUND: | | | | | | | | | | |
| TOTAL REVENUES | | 4,025,544.32 | 4,009,420.00 | 4,268,765.00 | 20,290.68 | 25,390.73 | 4,536.75 | 4,050,743.59 | 218,021.41 | (477.49) |
| TOTAL EXPENDITURES | | 4,118,982.04 | 4,629,662.00 | 4,551,842.00 | 308,508.17 | 340,651.14 | 286,831.50 | 2,699,092.66 | 1,852,749.34 | (477.49) |
| NET OF REVENUES & EXPENDITURES | | (93,437.72) | (620,242.00) | (283,077.00) | (288,217.49) | (315,260.41) | (282,294.75) | 1,351,650.93 | (1,634,727.93) | (477.49) |
| BEG. FUND BALANCE | | 2,596,669.43 | 2,503,231.71 | 2,503,231.71 | | | | 2,503,231.71 | | (477.49) |
| END FUND BALANCE | | 2,503,231.71 | 1,882,989.71 | 2,220,154.71 | | | | 3,854,882.64 | | (477.49) |

| | | END BALANCE | 2025-26 | | MTH ACTY | MTH ACTY | MTH ACTY | YTD BALANCE | AVAILABLE | |
|--------------------------------------|----------------------------------|-------------|------------|------------|-------------|-------------|-------------|-------------|-------------|----------|
| | | 06/30/2025 | ORIGINAL | 2025-26 | DEC 2025 | JAN 2026 | FEB 2026 | 02/28/2026 | BALANCE | % BDGT |
| GL NUMBER | DESCRIPTION | NM (ABNM) | BUDGET | AMD BUDGET | INCR (DECR) | INCR (DECR) | INCR (DECR) | NM (ABNM) | NM (ABNM) | USED |
| Fund 272 - LIBRARY CONTRIBUTION FUND | | | | | | | | | | |
| Revenues | | | | | | | | | | |
| Dept 000.00 - TREASURY | | | | | | | | | | |
| Interest income | | | | | | | | | | |
| 272-000.00-665.000 | Interest in investments | 59,391.02 | 27,000.00 | 27,000.00 | 1,944.00 | 4,819.17 | 0.00 | 20,787.96 | 6,212.04 | 76.99 |
| 272-000.00-669.500 | Gain (loss) on investments | 23,750.68 | (4,500.00) | (4,500.00) | 2,435.95 | 1,338.35 | 0.00 | 18,053.48 | (22,553.48) | (401.19) |
| Interest income | | 83,141.70 | 22,500.00 | 22,500.00 | 4,379.95 | 6,157.52 | 0.00 | 38,841.44 | (16,341.44) | 172.63 |
| 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 | 1,000.00 | 273.50 | 130.90 | 267.15 | 1,848.45 | (848.45) | 184.85 |
| 272-000.00-674.229 | Raising a Reader in Novi Sponsor | 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 | 1,000.00 | 0.00 | 0.00 | 7,000.00 | 7,200.00 | (6,200.00) | 720.00 |
| 272-000.00-674.231 | Buildings/Ground/Furniture Reven | 4,068.72 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 100.00 | 100.00 | 900.00 | 10.00 |
| 272-000.00-674.232 | Programming Revenue | 14,597.75 | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 9,500.00 | (7,500.00) | 475.00 |
| 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 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 272-000.00-674.277 | Youth Area Reno-M Marten Rev | 34,294.00 | 0.00 | 0.00 | 1,615.26 | 0.00 | 2,900.00 | 20,050.26 | (20,050.26) | 100.00 |
| Donations | | 71,476.02 | 12,500.00 | 12,500.00 | 1,888.76 | 130.90 | 10,267.15 | 38,698.71 | (26,198.71) | 309.59 |
| Total Dept 000.00 - TREASURY | | 154,617.72 | 35,000.00 | 35,000.00 | 6,268.71 | 6,288.42 | 10,267.15 | 77,540.15 | (42,540.15) | 221.54 |
| TOTAL REVENUES | | 154,617.72 | 35,000.00 | 35,000.00 | 6,268.71 | 6,288.42 | 10,267.15 | 77,540.15 | (42,540.15) | 221.54 |
| Expenditures | | | | | | | | | | |
| Dept 000.00 - TREASURY | | | | | | | | | | |
| Supplies | | | | | | | | | | |
| 272-000.00-742.036 | Diversity, Equity, & Inclusion | 454.57 | 500.00 | 500.00 | 0.00 | 393.99 | (393.99) | 0.00 | 500.00 | 0.00 |
| 272-000.00-742.046 | Makerspace iCube | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 272-000.00-742.229 | Raising a Reader Expense | 1,211.86 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 396.70 | 603.30 | 39.67 |
| 272-000.00-742.230 | Collections/Materials Expense | 5,975.24 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 180.01 | 819.99 | 18.00 |
| 272-000.00-742.231 | Buildings/Ground/ Furniture Expe | 715.70 | 25,000.00 | 25,000.00 | 0.00 | 0.00 | 0.00 | 305.03 | 24,694.97 | 1.22 |
| 272-000.00-742.232 | Programming Expense | 10,739.06 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 6,962.03 | (5,962.03) | 696.20 |
| 272-000.00-742.233 | Technology Library Expense | 0.00 | 61,500.00 | 61,500.00 | 0.00 | 0.00 | 0.00 | 29,766.00 | 31,734.00 | 48.40 |
| 272-000.00-742.234 | Undesignated Misc | 108.54 | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 272-000.00-742.236 | Staff Recognition | 1,579.29 | 2,500.00 | 2,500.00 | 106.95 | 17.00 | 38.45 | 2,581.24 | (81.24) | 103.25 |
| 272-000.00-742.277 | Youth Area Reno--M. Marten Exp | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (1,000.00) | (1,000.00) | 1,000.00 | 100.00 |
| Supplies | | 21,784.26 | 93,000.00 | 93,000.00 | 106.95 | 410.99 | (1,355.54) | 39,191.01 | 53,808.99 | 42.14 |
| Other services and charges | | | | | | | | | | |
| 272-000.00-820.001 | Insurance deductibles/Uninsured | 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 |
| Capital outlay | | | | | | | | | | |
| 272-000.00-976.000 | Building improvements | 79,452.67 | 111,500.00 | 111,500.00 | 0.00 | 0.00 | 30,000.00 | 83,585.00 | 27,915.00 | 74.96 |
| 272-000.00-976.002 | Capital Outlay | 0.00 | 37,300.00 | 37,300.00 | 0.00 | 0.00 | 0.00 | 0.00 | 37,300.00 | 0.00 |
| 272-000.00-976.140 | Automated Return System | 29,647.80 | 129,000.00 | 129,000.00 | 0.00 | 11,411.20 | 71,707.55 | 135,002.40 | (6,002.40) | 104.65 |
| 272-000.00-976.141 | Main Entrance Design | 11,700.00 | 23,000.00 | 118,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 118,000.00 | 0.00 |
| 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 |
| Capital outlay | | 134,036.36 | 300,800.00 | 395,800.00 | 0.00 | 11,411.20 | 101,707.55 | 218,587.40 | 177,212.60 | 55.23 |
| 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 |

| | | END BALANCE | 2025-26 | | MTH ACTY | MTH ACTY | MTH ACTY | YTD BALANCE | AVAILABLE | |
|---------------------------------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|--------|
| | | 06/30/2025 | ORIGINAL | 2025-26 | DEC 2025 | JAN 2026 | FEB 2026 | 02/28/2026 | BALANCE | % BDGT |
| GL NUMBER | DESCRIPTION | NM (ABNM) | BUDGET | AMD BUDGET | INCR (DECR) | INCR (DECR) | INCR (DECR) | NM (ABNM) | NM (ABNM) | USED |
| ----- | | | | | | | | | | |
| Total Dept 000.00 - TREASURY | | 155,820.62 | 393,800.00 | 730,177.00 | 106.95 | 11,822.19 | 100,352.01 | 262,778.41 | 467,398.59 | 35.99 |
| ----- | | | | | | | | | | |
| TOTAL EXPENDITURES | | 155,820.62 | 393,800.00 | 730,177.00 | 106.95 | 11,822.19 | 100,352.01 | 262,778.41 | 467,398.59 | 35.99 |
| ----- | | | | | | | | | | |
| Fund 272 - LIBRARY CONTRIBUTION FUND: | | | | | | | | | | |
| TOTAL REVENUES | | 154,617.72 | 35,000.00 | 35,000.00 | 6,268.71 | 6,288.42 | 10,267.15 | 77,540.15 | (42,540.15) | 26.65 |
| TOTAL EXPENDITURES | | 155,820.62 | 393,800.00 | 730,177.00 | 106.95 | 11,822.19 | 100,352.01 | 262,778.41 | 467,398.59 | 26.65 |
| NET OF REVENUES & EXPENDITURES | | (1,202.90) | (358,800.00) | (695,177.00) | 6,161.76 | (5,533.77) | (90,084.86) | (185,238.26) | (509,938.74) | 26.65 |
| BEG. FUND BALANCE | | 1,643,951.09 | 1,642,748.19 | 1,642,748.19 | | | | 1,642,748.19 | | 26.65 |
| END FUND BALANCE | | 1,642,748.19 | 1,283,948.19 | 947,571.19 | | | | 1,457,509.93 | | 26.65 |
| ----- | | | | | | | | | | |
| TOTAL REVENUES - ALL FUNDS | | 4,180,162.04 | 4,044,420.00 | 4,303,765.00 | 26,559.39 | 31,679.15 | 14,803.90 | 4,128,283.74 | 175,481.26 | |
| TOTAL EXPENDITURES - ALL FUNDS | | 4,274,802.66 | 5,023,462.00 | 5,282,019.00 | 308,615.12 | 352,473.33 | 387,183.51 | 2,961,871.07 | 2,320,147.93 | |
| NET OF REVENUES & EXPENDITURES | | (94,640.62) | (979,042.00) | (978,254.00) | (282,055.73) | (320,794.18) | (372,379.61) | 1,166,412.67 | (2,144,666.67) | |
| 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 | 3,167,725.90 | | | | 5,312,392.57 | | |

Financial Balance Sheets (Provided by Bindhya Raja) – as of February 28, 2026

03/18/2026

BALANCE SHEET FOR CITY OF NOVI

Period Ending 02/28/2026

| GL Number | Description | Balance |
|-------------------------|------------------------------------|--------------|
| Fund 271 - LIBRARY FUND | | |
| *** Assets *** | | |
| 271-000.00-001.000 | Cash - Pooled | (245,898.94) |
| 271-000.00-004.000 | Cash on hand | 600.00 |
| 271-000.00-017.000 | Investments - Pooled | 4,130,081.60 |
| 271-000.00-019.000 | Current taxes receivable | 53,356.49 |
| | Total Assets | 3,938,139.15 |
| *** Liabilities *** | | |
| 271-000.00-202.000 | Accounts payable | 71,599.90 |
| 271-000.00-258.702 | Accrued liabilities - tax | 11,700.00 |
| 271-000.00-259.300 | Accrued workers compensation | (43.39) |
| | Total Liabilities | 83,256.51 |
| *** Fund Balance *** | | |
| 271-000.00-390.000 | Fund balance | 2,503,231.71 |
| | Total Fund Balance | 2,503,231.71 |
| | Beginning Fund Balance | 2,503,231.71 |
| | Net of Revenues VS Expenditures | 1,351,650.93 |
| | Ending Fund Balance | 3,854,882.64 |
| | Total Liabilities And Fund Balance | 3,938,139.15 |

| 03/18/2026 | | BALANCE SHEET FOR CITY OF NOVI | |
|---|---|--------------------------------|--|
| | | Period Ending 02/28/2026 | |
| GL Number | Description | Balance | |
| Fund 272 - LIBRARY CONTRIBUTION FUND | | | |
| *** Assets *** | | | |
| 272-000.00-001.000 | Cash - Pooled | (5,041.82) | |
| 272-000.00-017.000 | Investments - Pooled | 1,576,166.82 | |
| | Total Assets | 1,571,125.00 | |
| *** Liabilities *** | | | |
| 272-000.00-202.000 | Accounts payable | 113,615.07 | |
| | Total Liabilities | 113,615.07 | |
| *** Fund Balance *** | | | |
| 272-000.00-375.230 | Fund Balance Collections/Materials | 44,191.88 | |
| 272-000.00-375.231 | Fund Balance Buildings/Ground/Furniture | (33,299.89) | |
| 272-000.00-375.232 | Fund Balance Programming | 35,662.65 | |
| 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 | 1,559,905.55 | |
| | Total Fund Balance | 1,642,748.19 | |
| | Beginning Fund Balance | 1,642,748.19 | |
| | Net of Revenues VS Expenditures | (185,238.26) | |
| | Ending Fund Balance | 1,457,509.93 | |
| | Total Liabilities And Fund Balance | 1,571,125.00 | |

DIRECTOR'S REPORT



April Anniversaries – Years of Service



Arom Park – 4 years
Support Services

65th Anniversary Update:

As of March 19, 2026: NPL has successfully raised **\$56,633.62** toward our goal of \$65,000.



Book Packing Project for Financial Literacy Month:

Huge thank you to Kelly Masters, members of the Michigan Credit Union Foundation, our consortium, The Library Network, and library staff, Amy Bermingham and Kristin Abate for helping this project come to fruition. Annually books are sent to over 100 public libraries in Michigan to celebrate financial literacy month in April. This year, TLN, welcomed the volunteers to their site for the storing, un-packing and packing of the books. This was a huge help to NPL as in the past our meeting rooms and spaces have needed to be used, which compromised public programming and staff work flow.

DIRECTOR'S MONTHLY UPDATE –February**OUT & ABOUT**

- 2/5, 2/24: Novi Rotary mtg.
- 2/9: Orsa Credit Union mtg.
- Community Impact Day mtg. w/Novi Chamber of Commerce
- 2/25: Novi Community Schools State of the School Address/Community Event

BOARD, COMMITTEE & FRIENDS MEETINGS

- 2/2: Board Building & Grounds Committee mtg.

CURRENT PROJECTS

- Sponsorship opportunities with local businesses/partners for 2026 Summer Reading
- Main Entrance Doors (construction drawings reviewed)
- Mid-Year Reviews for Admin staff (2 employees) and Dept. Heads (3 employees)
- Budget Review mtgs. for all Dept. Heads and Supervisors
- Book Packing project for Michigan Libraries

STAFF & CITY MEETINGS

- 2/2, 2/10, 2/24: City of Novi Leadership mtg.
- 2/10: Library and City monthly mtg. with City Manager, Victor Cardenas
- 2/10: Staff discussion regarding ICE with Novi Police Dept.
- 2/25 & 2/26: Director Q&A's with Library Staff Re: 26/27 Budget

WEEKEND ROTATION

- 2/7 & 2/8

TRAINING & OFFICE DUTIES

- 2/24: PLA Webinar: Responding to ICE at the Library (this was offered to all library staff)

OUT of the OFFICE

- 2/13 – 2/23

STAFF COMMITTEE PURPOSES (as of March 2026)

Customer Service:

Utilize staff feedback, develop and maintain Customer Service practices, documents, and tools to create a more supportive culture and improve the internal and external customer service experience.

Strategic Plan:

Maintain a roadmap that focuses and tracks progress on goals, holds departments accountable, and helps allocate resources that upholds the vision of the Library for stakeholders, staff, and the community.

Marketing Committee:

Collaborate in developing creative, effective and brand-aligned marketing strategies that support the Library's mission, highlight our programs, services and collections, and strengthen community connection to NPL.

ICube Committee:

Evaluate existent and emerging technology, equipment, materials and how to assist patrons and staff with their use in order to provide an accessible space to foster creativity, exploration and continuous learning.

DEI Committee:

Provide an inclusive environment for staff by encouraging open minds and promoting open communications relating to diversity, equity, inclusivity and accessibility. This committee looks to develop guidelines/procedures/practices, facilitate staff education and ensure questions can be asked in a non-judgmental environment and in good faith to provide a welcoming environment to staff and the community.

Policy Committee:

Review current and new policies to be used by the staff in conjunction with public use of the Library.

HR Committee:

Review current and new policies for employee related purposes.

Safety Committee:

Foster a safe environment for all who work in or visit the library and its campus. This is achieved by proactively identifying and addressing potential risks, implementing safety practices, providing training to staff to support the safety, well-being, and security of staff and patrons. The Committee will continually review and strengthen policies and procedures to maintain a safe, functional, and secure library environment.

[PROGRAMS & EVENTS](#)[RESEARCH & LEARN](#)[BOOKS & MORE](#)

New Drive-Up Automated Return Slot is Open!

Our new automated return slot in the drive-up lane is now open! We appreciated your cooperation during our downtime as we made renovations to the Library and installed this new machine.

The new drive-up automated return slot accepts materials a little differently than our old one, so we thank you in advance for your patience during this initial time as both staff and patrons learn how to use the new machine.

To make using the drive-up automated return slot easier, check out this quick video guide. Staff are also available to assist you in the drive-up lane if needed.



We thank you again for your support as we improve services at NPL!

Novi Public Library

How do I use the new drive-up automated return slot?

Step 1

- Drive up to the **first return slot** with the touch screen. You should be close enough to reach the button and screen.
- Press the **green circle button** on the front of the shelf to start a return.

Step 2

- Insert materials **one at a time**.
- The green lights on the conveyor belt mean you can insert an item.
- The red lights on the conveyor belt mean you must pause before inserting the next item.
- On the screen, a list will show the items successfully checked in.

Step 3

- After inserting all your returns, press the "Done" button on the screen.
 - Makes sure all items have been accepted into the machine.
 - **Do not leave items behind if they have not gone fully into the machine. They will remain on your account.**
-

Not Accepted in the Automated Return Slot

If any of the following are inserted into the machine, it will push them back out towards you for you to collect. An error message will also appear on the screen.

- Stacks of materials
- Kits, Book Discussion Bags, Hotspots and Oversized Items
- Donations

Possible Error Messages

- **"Insert items one at a time!"**
You tried to insert more than one item into the machine at once. Only insert one item into the machine at a time.
- **"Item was rejected by the host system."**
You tried to insert an item that cannot be checked in through the machine. Return the item inside the Library instead.
- **"Try another machine, or contact a librarian - Sorter not running"**
The machine is offline and unavailable at that moment. Return your materials through the manual return slot instead.

If you need help, ring the door bell by the drive-up window and a staff member will assist you.

Read Box Book Drive

**Your generous donations will provide
free youth, tween & teen books
in NPL's Read Boxes this summer!**

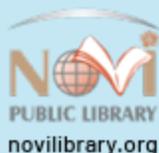
Collecting April 4-30

**Donate your gently used
or new up to a 10th grade
reading level:**

- Youth board books
- Youth picture books
- Youth easy readers
- Youth chapter books
- Youth/tween/teen novels
 - Fiction & non-fiction

Drop-Off Location

**Novi Public Library Lobby
45255 W. Ten Mile Rd.
Novi, MI 48375**



Cultivate Learning
Inspire Creativity
Foster Inclusivity

AUTHORS LIVE

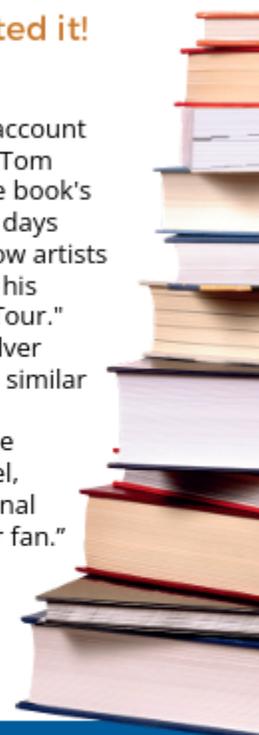
Enjoy an experience that brings people together to talk about a great book and hear from the author who created it!



Turn the Page: The Bob Seger Story

"The book offers a detailed, unbiased and accurate account of Seger's life and career as a true rock legend, with Tom Weschler (Bob's former road manager) providing the book's forward. *Turn the Page*, follows Bob from his earliest days emerging out of the Detroit music scene, just as fellow artists Kid Rock and Glenn Frey, up through, and including, his current 2019 national tour "Roll Me Away, the Final Tour." It tracks Seger's entire music career, including the Silver Bullet Band - comparing the songs and stage shows, similar to Tom Petty and The Heartbreakers, and Bruce Springsteen's E-street Band. The book features inside stories, interviews, Bob's composing, band personnel, recording sessions, tours, and his very private personal life. Turn the Page is a "must" for any true Bob Seger fan."

-Goodreads



**MONDAY
APRIL**

6

**FOX RUN BELMONT CLUBHOUSE
PERFORMING ARTS CENTER**

41200 Fox Run Rd.
Novi, MI, 48377

7-8:30PM

FREE!

A book signing will follow the program, with copies available for purchase (cash or check only).

Registration is not required. Seats available on a first-come, first-served basis.



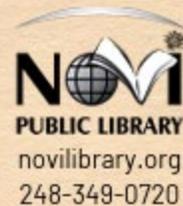
Novi Youth Assistance Presentation

**Tuesday, April 14
10-11am & 6-7pm**

Novi Youth Assistance, has been a prevention program here in Novi since 1960! We continue to be dedicated to strengthening youth and families through meaningful community involvement.

This presentation will provide a refresher on how NYA came to be, what we are doing in the community, and how we can provide support to your family! Participants will learn about the services NYA offers, including casework, scholarships, mentoring and holiday support. The presentation will also outline opportunities for community members to get involved in supporting local youth and strengthening families.

Register on novilibrary.org/events or call 248-349-0720.





FREE!

NOVI COMMUNITY FEST

CELEBRATING THE BEST OF NOVI!

THURSDAY, JUNE 4 | 4-8PM

NOVI CIVIC CENTER



COMMUNITY OPEN HOUSE | BUSINESS & CULTURAL EXPO

BUSINESS SHOWCASE
FOOD FOR PURCHASE

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

FAMILY ACTIVITIES
DJ DANCE PARTY
AND MORE!



CITYOFNOVI.ORG/NOVIFEST

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.**



Explanation to the Public About E-books and Audiobooks

Why can't my library buy more e-books and audiobooks?

e-book and digital audiobook costs are **too high** for libraries, and access is **limited**.



Print books are owned by the library and can be used for decades until they're worn out.

e-books and digital audiobooks are licensed—libraries don't own them.

Plus, publishers put limits on how long the content can be used:



1 or 2 years

OR



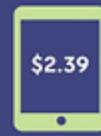
26 or 52 checkouts



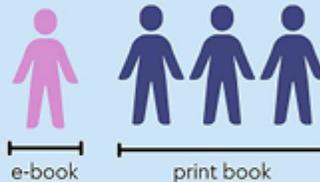
Cultivate Learning
Inspire Creativity
Foster Inclusivity



The cost per circulation of an electronic title is **3.7x higher** than a physical title.



Three people could check out the same print book for **less than the cost of a single e-book checkout.**



e-books and audiobooks are free for patrons to use, but not free for libraries to offer.

An average e-book costs a library **3.9x more** than what you would pay to buy it on your Kindle.



Let's see some real-time examples:

*Library costs reflect single user, 2-year limit agreement

| | Format | Consumer Cost | Library Cost |
|--|--------|---------------|----------------|
| | | \$32.00 | \$32.00 |
| | | \$16.99 | \$67.99 |
| | | \$19.99 | \$84.99 |

| | Format | Consumer Cost | Library Cost |
|--|--------|---------------|----------------|
| | | \$32.00 | \$29.00 |
| | | \$14.99 | \$55.00 |
| | | \$14.99 | \$95.00 |

e-content usage is increasing

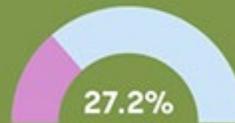
In 2024, a mid-size, suburban public library saw:

25%

increase in e-book circulation

15%

increase in audiobook circulation



Libraries spend nearly **one-third** of their budget on digital content so their patrons can enjoy these popular titles.

How does this affect my community?



Libraries will reach their **budget breaking point**



You'll have **limited options**



Hold wait lists will get **even longer**



Cultivate Learning
Inspire Creativity
Foster Inclusivity

How can I help?

Keep borrowing e-content from your local library.

The numbers help us advocate for funding

Stay informed and support your library-serving organizations:

*American Library Association
Michigan Library Association
The Library Network*

Content for this flyer provided by RAILS, Reaching Across Illinois Library System

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

| 2/1/2026 | | | |
|----------|-----|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 0 | 0 | 0 |
| 11am-12 | 0 | 0 | 0 |
| 12-1pm | 63 | 168 | 116 |
| 1-2pm | 118 | 112 | 115 |
| 2-3pm | 90 | 148 | 119 |
| 3-4pm | 145 | 109 | 127 |
| 4-5pm | 134 | 145 | 140 |
| 5-6pm | 180 | 65 | 123 |
| 6-7pm | 0 | 0 | 0 |
| 7-8pm | 0 | 0 | 0 |
| 8-9pm | 0 | 0 | 0 |
| 9-10pm | 0 | 0 | 0 |
| | 739 | | |

| 2/2/2026 | | | |
|----------|-----|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 27 | 31 | 29 |
| 11am-12 | 26 | 25 | 26 |
| 12-1pm | 34 | 38 | 36 |
| 1-2pm | 46 | 49 | 48 |
| 2-3pm | 71 | 131 | 101 |
| 3-4pm | 123 | 175 | 149 |
| 4-5pm | 170 | 124 | 147 |
| 5-6pm | 138 | 126 | 132 |
| 6-7pm | 138 | 141 | 140 |
| 7-8pm | 95 | 71 | 83 |
| 8-9pm | 127 | 29 | 78 |
| 9-10pm | 0 | 0 | 0 |
| | 968 | | |

| 2/3/2026 | | | |
|----------|-----|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 47 | 124 | 86 |
| 11am-12 | 86 | 74 | 80 |
| 12-1pm | 60 | 66 | 63 |
| 1-2pm | 62 | 54 | 58 |
| 2-3pm | 70 | 66 | 68 |
| 3-4pm | 93 | 97 | 95 |
| 4-5pm | 88 | 105 | 97 |
| 5-6pm | 104 | 82 | 93 |
| 6-7pm | 91 | 155 | 123 |
| 7-8pm | 127 | 49 | 88 |
| 8-9pm | 125 | 36 | 81 |
| 9-10pm | 0 | 0 | 0 |
| | 931 | | |

| 2/4/2026 | | | |
|----------|-------|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 39 | 94 | 67 |
| 11am-12 | 70 | 88 | 79 |
| 12-1pm | 73 | 43 | 58 |
| 1-2pm | 55 | 69 | 62 |
| 2-3pm | 94 | 107 | 101 |
| 3-4pm | 129 | 158 | 144 |
| 4-5pm | 136 | 137 | 137 |
| 5-6pm | 154 | 119 | 137 |
| 6-7pm | 131 | 162 | 147 |
| 7-8pm | 111 | 70 | 91 |
| 8-9pm | 119 | 31 | 75 |
| 9-10pm | 0 | 0 | 0 |
| | 1,095 | | |

| 2/5/2026 | | | |
|----------|-------|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 31 | 78 | 55 |
| 11am-12 | 59 | 67 | 63 |
| 12-1pm | 52 | 58 | 55 |
| 1-2pm | 58 | 65 | 62 |
| 2-3pm | 78 | 120 | 99 |
| 3-4pm | 137 | 179 | 158 |
| 4-5pm | 189 | 155 | 172 |
| 5-6pm | 147 | 90 | 119 |
| 6-7pm | 103 | 131 | 117 |
| 7-8pm | 88 | 42 | 65 |
| 8-9pm | 90 | 30 | 60 |
| 9-10pm | 0 | 0 | 0 |
| | 1,024 | | |

| 2/6/2026 | | | |
|----------|-----|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 24 | 73 | 49 |
| 11am-12 | 49 | 55 | 52 |
| 12-1pm | 56 | 42 | 49 |
| 1-2pm | 30 | 62 | 46 |
| 2-3pm | 91 | 120 | 106 |
| 3-4pm | 142 | 114 | 128 |
| 4-5pm | 102 | 92 | 97 |
| 5-6pm | 129 | 57 | 93 |
| 6-7pm | 0 | 0 | 0 |
| 7-8pm | 0 | 0 | 0 |
| 8-9pm | 0 | 0 | 0 |
| 9-10pm | 0 | 0 | 0 |
| | 619 | | |

| 2/7/2026 | | | |
|----------|-----|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 36 | 127 | 82 |
| 11am-12 | 103 | 131 | 117 |
| 12-1pm | 143 | 98 | 121 |
| 1-2pm | 86 | 105 | 96 |
| 2-3pm | 97 | 109 | 103 |
| 3-4pm | 123 | 129 | 126 |
| 4-5pm | 92 | 121 | 107 |
| 5-6pm | 189 | 73 | 131 |
| 6-7pm | 0 | 0 | 0 |
| 7-8pm | 0 | 0 | 0 |
| 8-9pm | 0 | 0 | 0 |
| 9-10pm | 0 | 0 | 0 |
| | 881 | | |

| 2/8/2026 | | | |
|----------|-----|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 0 | 0 | 0 |
| 11am-12 | 0 | 0 | 0 |
| 12-1pm | 53 | 111 | 82 |
| 1-2pm | 72 | 134 | 103 |
| 2-3pm | 106 | 142 | 124 |
| 3-4pm | 118 | 116 | 117 |
| 4-5pm | 138 | 109 | 124 |
| 5-6pm | 170 | 60 | 115 |
| 6-7pm | 0 | 0 | 0 |
| 7-8pm | 0 | 0 | 0 |
| 8-9pm | 0 | 0 | 0 |
| 9-10pm | 0 | 0 | 0 |
| | 665 | | |

| 2/9/2026 | | | |
|----------|-------|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 19 | 68 | 44 |
| 11am-12 | 43 | 31 | 37 |
| 12-1pm | 44 | 55 | 50 |
| 1-2pm | 46 | 46 | 46 |
| 2-3pm | 70 | 128 | 99 |
| 3-4pm | 125 | 155 | 140 |
| 4-5pm | 132 | 150 | 141 |
| 5-6pm | 155 | 123 | 139 |
| 6-7pm | 138 | 154 | 146 |
| 7-8pm | 85 | 73 | 79 |
| 8-9pm | 174 | 35 | 105 |
| 9-10pm | 0 | 0 | 0 |
| | 1,025 | | |

| 2/10/2026 | | | |
|-----------|-------|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 39 | 103 | 71 |
| 11am-12 | 91 | 67 | 79 |
| 12-1pm | 58 | 47 | 53 |
| 1-2pm | 54 | 66 | 60 |
| 2-3pm | 84 | 117 | 101 |
| 3-4pm | 119 | 156 | 138 |
| 4-5pm | 152 | 137 | 145 |
| 5-6pm | 137 | 97 | 117 |
| 6-7pm | 105 | 125 | 115 |
| 7-8pm | 84 | 59 | 72 |
| 8-9pm | 118 | 23 | 71 |
| 9-10pm | 0 | 0 | 0 |
| | 1,019 | | |

| 2/11/2026 | | | |
|-----------|-----|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 27 | 80 | 54 |
| 11am-12 | 74 | 54 | 64 |
| 12-1pm | 47 | 55 | 51 |
| 1-2pm | 54 | 73 | 64 |
| 2-3pm | 85 | 127 | 106 |
| 3-4pm | 143 | 177 | 160 |
| 4-5pm | 130 | 101 | 116 |
| 5-6pm | 122 | 110 | 116 |
| 6-7pm | 111 | 121 | 116 |
| 7-8pm | 107 | 64 | 86 |
| 8-9pm | 89 | 17 | 53 |
| 9-10pm | 0 | 0 | 0 |
| | 984 | | |

| 2/12/2026 | | | |
|-----------|-----|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 24 | 83 | 54 |
| 11am-12 | 52 | 38 | 45 |
| 12-1pm | 40 | 32 | 36 |
| 1-2pm | 46 | 57 | 52 |
| 2-3pm | 72 | 131 | 102 |
| 3-4pm | 143 | 155 | 149 |
| 4-5pm | 139 | 161 | 150 |
| 5-6pm | 144 | 80 | 112 |
| 6-7pm | 103 | 110 | 107 |
| 7-8pm | 113 | 74 | 94 |
| 8-9pm | 99 | 10 | 55 |
| 9-10pm | 0 | 0 | 0 |
| | 953 | | |

| 2/13/2026 | | | |
|-----------|-----|----|----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 25 | 92 | 59 |
| 11am-12 | 75 | 70 | 73 |
| 12-1pm | 72 | 61 | 67 |
| 1-2pm | 75 | 66 | 71 |
| 2-3pm | 51 | 63 | 57 |
| 3-4pm | 74 | 70 | 72 |
| 4-5pm | 79 | 89 | 84 |
| 5-6pm | 115 | 46 | 81 |
| 6-7pm | 0 | 0 | 0 |
| 7-8pm | 0 | 0 | 0 |
| 8-9pm | 0 | 0 | 0 |
| 9-10pm | 0 | 0 | 0 |
| | 562 | | |

| 2/14/2026 | | | |
|-----------|-----|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 45 | 135 | 90 |
| 11am-12 | 107 | 130 | 119 |
| 12-1pm | 118 | 66 | 92 |
| 1-2pm | 76 | 59 | 68 |
| 2-3pm | 71 | 84 | 78 |
| 3-4pm | 80 | 91 | 86 |
| 4-5pm | 86 | 94 | 90 |
| 5-6pm | 170 | 75 | 123 |
| 6-7pm | 0 | 0 | 0 |
| 7-8pm | 0 | 0 | 0 |
| 8-9pm | 0 | 0 | 0 |
| 9-10pm | 0 | 0 | 0 |
| | 744 | | |

| 2/15/2026 | | | |
|-----------|-----|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 0 | 0 | 0 |
| 11am-12 | 0 | 0 | 0 |
| 12-1pm | 52 | 140 | 96 |
| 1-2pm | 112 | 117 | 115 |
| 2-3pm | 86 | 97 | 92 |
| 3-4pm | 93 | 96 | 95 |
| 4-5pm | 91 | 73 | 82 |
| 5-6pm | 123 | 58 | 91 |
| 6-7pm | 0 | 0 | 0 |
| 7-8pm | 0 | 0 | 0 |
| 8-9pm | 0 | 0 | 0 |
| 9-10pm | 0 | 0 | 0 |
| | | | 569 |

| 2/16/2026 before hours event | | | |
|------------------------------|-----|-----|-----|
| 9-10am | 7 | 47 | 27 |
| 10-11am | 34 | 109 | 72 |
| 11am-12 | 80 | 99 | 90 |
| 12-1pm | 92 | 90 | 91 |
| 1-2pm | 94 | 118 | 106 |
| 2-3pm | 85 | 74 | 80 |
| 3-4pm | 133 | 79 | 106 |
| 4-5pm | 91 | 56 | 74 |
| 5-6pm | 76 | 72 | 74 |
| 6-7pm | 79 | 97 | 88 |
| 7-8pm | 73 | 44 | 59 |
| 8-9pm | 77 | 18 | 48 |
| 9-10pm | 0 | 0 | 0 |
| | | | 912 |

| 2/17/2026 | | | |
|-----------|-----|-----|-------|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 58 | 184 | 121 |
| 11am-12 | 108 | 67 | 88 |
| 12-1pm | 93 | 77 | 85 |
| 1-2pm | 86 | 113 | 100 |
| 2-3pm | 67 | 98 | 83 |
| 3-4pm | 136 | 105 | 121 |
| 4-5pm | 121 | 103 | 112 |
| 5-6pm | 136 | 94 | 115 |
| 6-7pm | 86 | 126 | 106 |
| 7-8pm | 72 | 49 | 61 |
| 8-9pm | 140 | 26 | 83 |
| 9-10pm | 0 | 0 | 0 |
| | | | 1,073 |

| 2/18/2026 | | | |
|-----------|-----|-----|-------|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 36 | 103 | 70 |
| 11am-12 | 89 | 78 | 84 |
| 12-1pm | 64 | 62 | 63 |
| 1-2pm | 62 | 79 | 71 |
| 2-3pm | 87 | 135 | 111 |
| 3-4pm | 158 | 184 | 171 |
| 4-5pm | 160 | 147 | 154 |
| 5-6pm | 151 | 100 | 126 |
| 6-7pm | 124 | 144 | 134 |
| 7-8pm | 127 | 81 | 104 |
| 8-9pm | 115 | 19 | 67 |
| 9-10pm | 0 | 0 | 0 |
| | | | 1,153 |

| 2/19/2026 | | | |
|-----------|-----|-----|-------|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 29 | 99 | 64 |
| 11am-12 | 50 | 71 | 61 |
| 12-1pm | 103 | 76 | 90 |
| 1-2pm | 54 | 76 | 65 |
| 2-3pm | 124 | 194 | 159 |
| 3-4pm | 170 | 163 | 167 |
| 4-5pm | 136 | 119 | 128 |
| 5-6pm | 138 | 85 | 112 |
| 6-7pm | 96 | 96 | 96 |
| 7-8pm | 83 | 22 | 53 |
| 8-9pm | 52 | 16 | 34 |
| 9-10pm | 0 | 0 | 0 |
| | | | 1,026 |

| 2/20/2026 | | | |
|-----------|-----|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 34 | 113 | 74 |
| 11am-12 | 67 | 114 | 91 |
| 12-1pm | 139 | 62 | 101 |
| 1-2pm | 55 | 79 | 67 |
| 2-3pm | 80 | 88 | 84 |
| 3-4pm | 157 | 159 | 158 |
| 4-5pm | 135 | 134 | 135 |
| 5-6pm | 148 | 55 | 102 |
| 6-7pm | 0 | 0 | 0 |
| 7-8pm | 0 | 0 | 0 |
| 8-9pm | 0 | 0 | 0 |
| 9-10pm | 0 | 0 | 0 |
| | | | 810 |

| 2/21/2026 | | | |
|-----------|-----|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 35 | 139 | 87 |
| 11am-12 | 109 | 113 | 111 |
| 12-1pm | 148 | 143 | 146 |
| 1-2pm | 117 | 150 | 134 |
| 2-3pm | 117 | 134 | 126 |
| 3-4pm | 150 | 140 | 145 |
| 4-5pm | 152 | 104 | 128 |
| 5-6pm | 155 | 57 | 106 |
| 6-7pm | 0 | 0 | 0 |
| 7-8pm | 0 | 0 | 0 |
| 8-9pm | 0 | 0 | 0 |
| 9-10pm | 0 | 0 | 0 |
| | | | 982 |

| 2/22/2026 | | | |
|-----------|-----|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 0 | 0 | 0 |
| 11am-12 | 0 | 0 | 0 |
| 12-1pm | 55 | 160 | 108 |
| 1-2pm | 105 | 134 | 120 |
| 2-3pm | 111 | 138 | 125 |
| 3-4pm | 104 | 154 | 129 |
| 4-5pm | 155 | 133 | 144 |
| 5-6pm | 226 | 58 | 142 |
| 6-7pm | 0 | 0 | 0 |
| 7-8pm | 0 | 0 | 0 |
| 8-9pm | 0 | 0 | 0 |
| 9-10pm | 0 | 0 | 0 |
| | | | 767 |

| 2/23/2026 | | | |
|-----------|-----|-----|-------|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 19 | 73 | 46 |
| 11am-12 | 40 | 42 | 41 |
| 12-1pm | 40 | 49 | 45 |
| 1-2pm | 56 | 61 | 59 |
| 2-3pm | 69 | 122 | 96 |
| 3-4pm | 123 | 166 | 145 |
| 4-5pm | 175 | 190 | 183 |
| 5-6pm | 180 | 131 | 156 |
| 6-7pm | 140 | 117 | 129 |
| 7-8pm | 71 | 94 | 83 |
| 8-9pm | 153 | 26 | 90 |
| 9-10pm | 0 | 0 | 0 |
| | | | 1,069 |

| 2/24/2026 | | | |
|-----------|-----|-----|-------|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 33 | 118 | 76 |
| 11am-12 | 84 | 57 | 71 |
| 12-1pm | 44 | 32 | 38 |
| 1-2pm | 42 | 56 | 49 |
| 2-3pm | 86 | 115 | 101 |
| 3-4pm | 150 | 191 | 171 |
| 4-5pm | 162 | 143 | 153 |
| 5-6pm | 147 | 98 | 123 |
| 6-7pm | 101 | 115 | 108 |
| 7-8pm | 89 | 38 | 64 |
| 8-9pm | 86 | 26 | 56 |
| 9-10pm | 0 | 0 | 0 |
| | | | 1,007 |

| 2/25/2026 | | | |
|-----------|-----|-----|-------|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 27 | 91 | 59 |
| 11am-12 | 52 | 55 | 54 |
| 12-1pm | 81 | 51 | 66 |
| 1-2pm | 41 | 59 | 50 |
| 2-3pm | 68 | 126 | 97 |
| 3-4pm | 141 | 190 | 166 |
| 4-5pm | 184 | 147 | 166 |
| 5-6pm | 141 | 91 | 116 |
| 6-7pm | 121 | 123 | 122 |
| 7-8pm | 100 | 58 | 79 |
| 8-9pm | 87 | 21 | 54 |
| 9-10pm | 0 | 0 | 0 |
| | | | 1,028 |

| 2/26/2026 | | | |
|-----------|-----|-----|-------|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 30 | 88 | 59 |
| 11am-12 | 68 | 38 | 53 |
| 12-1pm | 47 | 47 | 47 |
| 1-2pm | 52 | 65 | 59 |
| 2-3pm | 66 | 135 | 101 |
| 3-4pm | 153 | 185 | 169 |
| 4-5pm | 169 | 133 | 151 |
| 5-6pm | 153 | 97 | 125 |
| 6-7pm | 119 | 159 | 139 |
| 7-8pm | 99 | 83 | 91 |
| 8-9pm | 133 | 20 | 77 |
| 9-10pm | 0 | 0 | 0 |
| | | | 1,070 |

| 2/27/2026 | | | |
|-----------|-----|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 33 | 68 | 51 |
| 11am-12 | 45 | 61 | 53 |
| 12-1pm | 59 | 51 | 55 |
| 1-2pm | 46 | 55 | 51 |
| 2-3pm | 86 | 112 | 99 |
| 3-4pm | 124 | 121 | 123 |
| 4-5pm | 152 | 133 | 143 |
| 5-6pm | 130 | 56 | 93 |
| 6-7pm | 0 | 0 | 0 |
| 7-8pm | 0 | 0 | 0 |
| 8-9pm | 0 | 0 | 0 |
| 9-10pm | 0 | 0 | 0 |
| | | | 666 |

| 2/28/2026 | | | |
|-----------|-----|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 29 | 120 | 75 |
| 11am-12 | 117 | 101 | 109 |
| 12-1pm | 123 | 139 | 131 |
| 1-2pm | 106 | 135 | 121 |
| 2-3pm | 163 | 167 | 165 |
| 3-4pm | 170 | 150 | 160 |
| 4-5pm | 130 | 109 | 120 |
| 5-6pm | 136 | 47 | 92 |
| 6-7pm | 0 | 0 | 0 |
| 7-8pm | 0 | 0 | 0 |
| 8-9pm | 0 | 0 | 0 |
| 9-10pm | 0 | 0 | 0 |
| | | | 971 |

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

Meetings & Trainings

- 2/2: HOA Presentation
- 2/3: Leadership Meeting at Civic Center
- 2/3: Management Team Meeting
- 2/3: Board Building & Grounds Committee Meeting
- 2/4 & 2/5: Training for new Automated Materials Handling Machine
- 2/10: ICE Interactions at NPL Meeting
- 2/10: Trained 6 Circulation staff on the new Automated Materials Handling Machine
- 2/11: Mid-Year Performance Review
- 2/17: Catchup Meeting with Head of Support Services
- 2/19: Office Renovations Meeting with Library Design
- 2/21 & 2/22: Weekend Rotation
- 2/25: Catchup Meeting with Head of Information Technology
- 2/25: Catchup Meeting with Director

Current Projects

- Ongoing training of Head of Support Services, Sarah Mominee
- Chair of the Public Policy Committee
- Project Manager for the installation of the Automated Materials Handling System (AMHS):
 - January 28 - February 6:
 - Installation of new machine
 - Coded first sort table for testing with vendor
 - February 6 - 9:
 - Troubleshooted and solved issue with CARL media code not compatible with vendor's software for sorting
 - Coded a second sort table with a workaround from TLN
 - Completed testing 200+ materials through the AMHS
 - February 9:
 - Deep cleaned the sorting room (mopped, wiped down shelves, baseboards, counters) and tied up and tidied all computer cords
 - Created labels for the bins and prepared the AMHS for staff/patron use
 - February 10:
 - Trained initial Circulation staff on the AMHS in the absence of the department head and launched the new AMHS to the public
 - February 10 - 18:
 - Worked with vendor to push through a software upgrade to allow proper sorting of materials using the CARL media code
 - Coded a third sort table utilizing the upgraded software element
 - Completed testing 200+ materials through the AMHS
 - Troubleshooted and corrected additional minor glitches with the AMHS not accepting some RFID tagged materials and non-tagged materials
 - Filmed and created a tutorial video showing patrons how to use the new AMHS, created a content post announcing the launch of the AMHS for the Communications Manager to post on our website, socials, and to send in a marketing email
 - February 10 - Present:
 - Assisted staff during non-schedule hours with minor downtime and restarting issues for the AMHS
 - Working with department head to review and edit a troubleshooting guide for staff, to edit our opening/closing checklists for the sorting room
 - Will be working with department head to create a FAQ guide for patrons to add to our website

- Project Manager for the Office Renovation Project for the Assistant Directors
 - January/February: After a finalized spec drawing meeting with Library Design, created and distributed a full project breakdown checklist of all internal construction and preparation tasks required to be completed by the Facilities, Information Services, Information Technology, and Support Services departments.
- 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
 - February: Preparing for launch of Phase 1 (Schedule Request Form) by updating training documentation and videos for approvers and staff based on changes that were implemented during beta testing. The project was delayed due to the priority of the AMHS Project & Office Renovation Project.
- Updated and revamped the Emergency Manual and all emergency procedures to be more concise, to put instructions both within the procedures and in the manual as a whole in more logical order, and to match the formatting of our other manuals. Printed and distributed the February 2026 version to staff and am overseeing a staff read-through and sign-off on the updated manual.
- Updated and revamped the Building Operations Manual for Managers to add new procedures, to revise current procedures based on changes throughout the fiscal year, and to match the formatting of our other manuals. Printed and distributed the March 2026 version to Managers and Facilities staff.
- Obtaining quotes for a new Landscape and Lawn Services Contract
- Project Manager for updating all staff Safety Training for Spring 2026 to include a walkthrough, educational video of safety measures throughout the building, preparing in-person training for staff by Facilities for certain hands-on procedures, and preparing staff assessments of the Emergency Manual.

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

General

On Feb 3, Jeff presented several options, including references and referrals from other libraries, churches and schools to the NPL Board's Building and Grounds Committee for replacement of our Staff/Delivery door video intercom. The NPL board selected a vendor at their February 12th meeting. SSD Cabling is scheduled to complete the installation and provide training on March 11th.

Aiphone IXG Intercom



Rendering of the new Staff/Delivery Door Intercom to be installed



On February 19, the IT Department brought in TelSystems to install a new automatic vent fan in the A/V cabinet in the NPL board room. The fan senses the temperature of the cabinet equipment and turns on when needed. Previously, we were having an issue with the equipment overheating. The fan bezel has been painted to match the cabinet hardware.

Tel Systems also came out this month to re-program the A/V system in the Whole meeting Room, to help the room's CD player to work with the Crestron A/V controls.

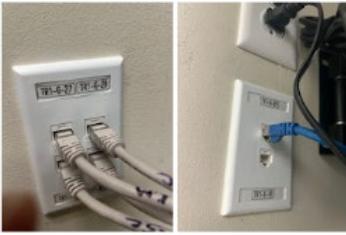
Denise sent out a phishing simulation test to all staff. Nearly 40% of staff reported the suspicious email as a phishing attempt. Very few staff clicked on the messages. We are making progress in our security training.

We worked on configuring a new Verifone T650c Credit Card Terminal with P400 Pin Pad for use at the Circulation Desk. This device is expected to reduce the number of COMM errors that our old device has been getting, and will also give us some flexibility regarding transaction fees.



Verifone T650c and P400 Pin Pad for use at the Circulation Desk

On February 26, the IT Department brought in Mike Peeters of LoVo Communications to install 5 network jacks in the Sorting Room. The network jacks allow the 5 computers that make up the new Lyngsoe AMHS machine to communicate.



New network jacks installed in the sorting room

5 new network connections at switch

Denise assisted staff members in relocating their computers temporarily due to some construction work that was planned for their areas.

- An IT Department meeting was held.
- An iCube Committee meeting was led by Dominic
- A Strategic Planning Committee meeting, Management meeting, and a monthly catch-up meeting were attended by Jeff
- Denise and Jeff participated in a staff budget update meeting
- A Customer Service Committee meeting was attended by Denise
- A Professional Development Day Committee meeting was attended by Mallory

Training

- The IT Dept provided KnowBe4 "2025 NPL Security Awareness Training - Internet Threats" 3-minute training to the entire NPL staff
- Denise completed "Troubleshooting Methodology" computer network training
- Jeff completed "A Beginner's Guide to Routers and WiFi For Libraries" part of the Library of Michigan -Digital Defense: Strengthening Library Cybersecurity " Webinar Series
- Mallory and Jeff completed "Basics of Teenage Behavior" training, provided by TLN
- Mallory and Jeff completed "Teens in Groups" training, provided by TLN
- Denise and Jeff participated in admin training for the Lyngsoe AMHS machine
- Denise and Jeff participated in "Responding to ICE at the Library: PLA Webinar"

iCube

We held 167 iCube appointments in December.

- 35 3D prints
- 1 3D scans
- 4 Adobe Creative Cloud projects
- 9 Cricut crafts
- 0 Carvey projects
- 54 Creative Kits
- 13 Digital Conversions
- 9 Heat Press jobs
- 9 Laser projects
- 3 Photo Prints
- 23 Sewing/Embroidery projects
- 7 Sublimation prints

Jess helped a patron to engrave glasses with the XTool laser and a mug on the heat press.



Sid made some Valentine's Day cards as part of the staff card-making event. The cards will be added to many more made by staff to be provided by the library to local senior centers.

On Feb 21, Mallory led an 11+ "Intro to Serger Basics" sewing class with the iCube's Baby Lock Serger sewing machine.



Jess designed a card and made printed samples in preparation for a Craftastic activity. The cards were made on our Woodzilla Lino Press.



Mallory took the iCube's first appointment for the BAI embroidery machine. "The embroidery turned out amazing and she was super happy with it! She said, "I'm so happy our first embroidery appointment went so well!"

Jess worked on cleaning the print heads on the Epson photo printer. The printer had been smudging when patrons tried to print 13x19 art on the printer. Thank you, Jess.

Sid helped patrons with the cricket and the fast photo scanner and the 8mm digitizer.

Mary worked with a patron to develop a procedure for engraving stemless wine glasses.

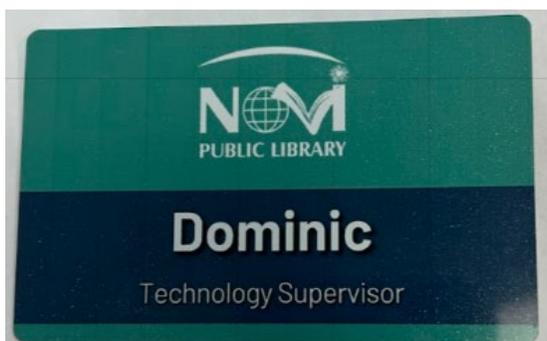
Denise climbed under the desks on the East wall and re-arranged a bunch of power and network cables. It looks so much nicer in the iCube now.



Mary learned how to use our xTool laser to engrave on stainless steel IN COLOR.

Color keychains engraved by Mary on our xTool laser. Serving tool engraved by Mary -photo made by Dominic

Jess helped "a mother and her little ones who came in to use the Origami creative kit"



Dominic worked on creating NPL staff badges using our official logo and colors by sublimating aluminum. The plan is to issue new badges to the entire staff.

Facilities Report by Keith Perfect – February 2026

- The faulty first floor data closet AC unit repairs were quoted by vendor. The quote was approved and a new compressor will be scheduled to be installed.
- Prep work for Lori and Maryann's enclosed office partitions were completed. Office furniture was disassembled/moved to allow vendor to assemble the new partition walls. This work is ongoing and the vendor has started the work.
- Additional electrical outlets were installed in new office spaces and iCube by vendor.
- Patching and painting of walls has been done in various locations.
- The library van experienced a non-start issue and was sent to DPW for repairs. After the van was returned, the power steering pump went bad and was returned to DPW for replacement. The van was returned.

Assistant Director of Public Services – Lori Lowery – February 2026

Professional Development –

- Discussion about ICE with Novi Public Safety
- Stoplights, Roundabouts, and Leadership: Navigating the Highways and Backroads of Organizational Life webinar
- Responding to ICE at the Library: Real World Approaches webinar

Committees –

- Customer Service Committee matched staff wanting to participate in the job shadowing trial.
- Strategic Plan Committee discussed topics and questions for an upcoming survey for Library patrons.

Meetings –

- 2/5/2026 – Customer Service Committee
- 2/10/2026 – Summer Reading Workgroup
- 2/11/2026 - Strategic Plan Committee
- 2/12/2026 – One on One with IS Supervisor
- 2/12/2026 – Mid Year Review with Director
- 2/14/2026 – One on One with IS Supervisor
- 2/18/2026 – Program pitch for Money Minds teen/tween program
- 2/19/2026 – IS Supervisors
- 2/24/2026 – IS Department Meeting
- 2/25/2026 – Assistant Directors & Director Meeting
- 2/25/2026 – Director Q&A
- 2/26/2026 – IS Staff Meeting
- 2/26/2026 – IS Supervisors

Projects –

- Designing survey for Strategic Plan Committee
- Creating survey regarding use of library periodicals
- Labeling periodicals that are available digitally
- Developing method to analyze periodical usage
- Updating Magazines and Newspapers webpage
- Updating Information Services Staff manual

Other –

- 5 Information Desk shifts on second floor
- 1 Information Desk shift on first floor
- Hosted African American Read-In Outreach event at Meadows

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

News and Notes

- Danielle offered the 2026 Winter Olympics Reading Challenge on Beanstack.
- Rae introduced the new Portable CD player collection, which can be found in the Magnifier Case on the 1st floor. Thank you to the Friends of the Novi Library for funding this new collection!
- Anna introduced Chillax Packs, now available in the Teen Lounge.
 - 6 craft kits are available containing materials and instructions for DIY crafts.



Professional Development

- KnowBe4 NPL Security Awareness Training-Internal Threats - All IS Staff
- IS Staff attended a discussion with Novi Public Safety on ICE Interactions 2/10
- “Responding to ICE in the Library” (ALA webinar) - Rae, Anna, Emma, Jess, Danielle
- Sustainable Librarianship Core Competencies E-Course - Emma
- Teens with Trauma Training on Niche - Jess
- Wax Seal Virtual Workshop - Mary
- Makerspace Webinar: Engineering with Paper - Mary
- Accessible and Welcoming Makerspaces - Mary
- Books, Beats & Bonding: Fostering Connection Through Stories, Songs, and Play - Lindsay
- Spring Adult Faves (Booklist) - Danielle
- Tell Me More: Horror - Danielle
- Amazing Audiobooks (Booklist) - Danielle
- What You Need to Know About AI: The Library 2.0 2026 "AI and Libraries" Overview - Danielle
- Beyond the Basics: Unlocking the Magic of Libby - Danielle
- MacKids School & Library Spring 2026 Preview - Danielle
- Difficult Topics webinar - Danielle

Committee Work

NPL Committees

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

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
- Youth Services Advisory Council (YSAC) - Jen
- Ready to Read Michigan - Jen
- eConent Policy Committee - Mary

IS Staff Outreach

- Walton Wood Senior Center - Emma
- StoryPoint Senior Center - Emma
- Lakes of Novi - Emma
- For the Love of Poetry at Sweetwaters - Emma
- Gleaners Food Drive at NPL - Emma
- Novi ECEC Special Education Family Activity Day 2/6 - Lindsay
- Novi ECEC Story Time Visits (9 sessions 2/2-2/12) - Lindsay
- Novi Woods Montessori Story Time Visit 2/17 - Lindsay
- Lindsay delivered book boxes to Novi Woods Montessori and Novi ECEC
- Lindsay is adding Primrose School of Novi to book box deliveries

Adult Programs

- Knit2gether Knitting Group (weekly)
- Novi Historical Commission Office Hours
- Business Book Club (Virtual) 2/3 - Jen
- Navigating the Needs of Aging Parents 2/3 - Gail
- Evening of English 2/3, 2/17 - Shannon
- Japanese Conversation Group 2/4 - Shannon
- Afternoon Read Book Club 2/10 - Rae
- Coffee with the Superintendent 2/10 - Gail
- Craftastic Wednesday: Linocut Valentine's Day Cards 2/11 - Jess
- Let's Talk about Kindness 2/16 - Emma
- Pause! Is it Menopause? 2/17 - Gail
- Spanish Conversation Group 2/17 - Shannon
- Korean Conversation Group 2/18 - Shannon
- Fun Fridays for Adults with Developmental Disabilities: Variety Show 2/20 - Gail
- Introduction to Serger Basics 2/21 - Mallory
- Novel Idea Book Club 2/23 - Rae
- Strange Lands Book Club 2/26 - Jess

Adult Displays

- **2nd Floor Adult**

- Learn About Ramadan - Emma
- Adult Reading Challenge 2026: Read a book with an unusual friendship – Rae



Display: Learn About Ramadan



Display: Read a Book Featuring an Unusual Friendship

Early Literacy/Youth/Tween/Teen/Family Programs

- Time for Twos & Threes 2/3, 2/17 - Jen
- Baby Time 2/4, 2/18, 2/25 - Danielle, Kirsten
- Tot Time 2/4, 2/18, 2/25 - Danielle, Kirsten
- Fun for Fours & Fives 2/5, 2/19, 2/26 - Kirsten, Jen
- Family Story Time 2/7, 2/21 - Jen
- Lego Club 2/3 - Shannon
- Club Half-Blood 2/5 - Austin, Anna
- Lego Print Art 2/10 - Jen
- Yoga Story Time 2/14 - Jen
- Valentine's Day Sensory Party 2/14 - Lindsay
- Winter Art Craft Program 2/15 - Jen
- Novi Inklings Creative Writing Club 2/17 - Anna
- Story Explorers Book Club 2/18 - Jen
- Sunset Stories 2/18 - Lindsay
- Decorate a Picture Frame (Youth) 2/18 - Taylor
- Teen Advisory Board 2/20- Anna, Taylor
- Low Sensory Storytime: Calm and Cozy 2/22 - Jen
- High Sensory Storytime: Move and Explore 2/22 - Jen
- Decorate a Picture Frame (Tween) 2/24 - Taylor
- **Teen Space** - Austin, Anna, Taylor, Shannon - **566**

Youth/Teen Displays

- **Youth Desk Display** - Winter Reading Snowflakes + 2026 Winter Olympics Reading Challenge - Danielle
- **Libraries Are for Everyone** - MIMself in Books, Black History Month, 2025 Award Winners, African American Read-In - Kwame Alexander, Valentine's Day, Lunar New Year, Ramadan - Anna
- **Teen Lounge Display** - Mystery Books ("Can you solve these mysteries?") - Austin
- **Youth DVD/CD Book** - Black History Month - Anna



Display: Libraries Are for Everyone



Display: Libraries Are for Everyone

All Ages Programs

- NO-VI Chess Club 2/12, 2/26 - Austin
- African American Read In partnership with NCSD and Oakland Schools - Julie, Lori, Emily, Anna
- Game Afternoon at the Library - A Games Program for All Abilities - Jen

Marketing & Community Promotions Report by Dana VanOast – February 2026

Webinars/Professional Development

- February 2, 2026: "Security Awareness Training - Internet Threats" (Amy Crockett)
- February 10, 2026: Discuss ICE Interactions at NPL (Dana VanOast)
- February 17, 2026: MI PR Group January Meeting (Dana VanOast)
- February 20, 2026: "From Data to Story: Visualizing Library Impact and Strategic Progress" (Dana VanOast)
- February 24, 2026: "Responding to ICE at the Library: PLA Webinar" (Amy Crockett & Dana VanOast)

Outreach

- February 11, 2026: Filmed 4 Library Minute videos at Fox Run (Dana VanOast)
- Pulled the third winner & two grand prize winners for Polar Prizes through our Lakeshore Lending Library campaign! There were 15 entries total. The campaign ran December–February and encouraged cardholders to visit the kiosk to check out items, where they may find a ticket entry inside. There were 5 winners total.

Committee Involvement

- Amy attended monthly Customer Service Committee meeting on 2/5/26
- Dana attended monthly Strategic Planning Meeting on 2/11/26

Email Marketing

- 23,457 emails sent on February 2; 7,980 read (34% read rate); 786 Unique Clicks

Meeting Room News & Notes

- February totals: 46 rentals with 1,045 attendees
- "Spaces in the Library" page was launched on website
- Meeting room location information was added to website and Library Market
- Feedback from renters this month:
 - "All went well. I look forward to returning."
 - "Very nice accommodations"
 - "The Novi Public Library Rocks!"

SUPPORT SERVICES DEPARTMENT Report by Sarah Mominee – February 2026

Department Head/General

- Attended weekly management meetings
- Had my monthly supervisor 1:1s
- Attended my monthly 1:1 meeting with Maryann Zurmuehlen
- Trained with Lori Mullins on her new role as supervisor
- Completed the desk schedules for each week in February
- Did withdrawals and discards with Tech Services each Thursday
- Collected invoices from FY 25-26 thus far for learning budget maintenance
- Watched the Lyngsoe training video on sortation table creation
- Attended Eva's LLL meeting on February 4
- Was trained on the Lyngsoe Software with Jeff, Denise and Maryann on February 5
- Met with Bindhya to discuss the register layout on February 6
- Trained SS Department staff on using the new AMHS machine
- Attended the Recharging in Challenging Times: An ALA Virtual Event on February 10
- Attended a Strategic Planning meeting on February 11
- Led a DEI Committee meeting on February 12
- Began making manuals, troubleshooting documents, opening/closing lists and FAQ documents for staff for the new AMHS machine
- Made official schedule making instructions for Lori Mullins to learn the schedule in the case of my absence
- Attended a Director Q&A about the budget on February 25
- Attended the monthly TLN SASUG meeting on February 26
- Reviewed the HR manual for Kristen Sullivan
- Created a report of Self-Check machines other TLN libraries have based on a survey I sent out for Julie Farkas and Maryann Zurmuehlen.

Circulation & Shelves

- Staff are working on the Collection Inventory Project which began in January 2024
- Lori Mullins is learning how to make the schedule as a back-up
- Our new AMHS machine officially launched this month to the public!

Tech Services

- Beyond their phenomenal daily work, Tech Services completed the following:
 - Attended 'Discuss ICE interactions at the Novi Public Library' (Lisa, Jordan, Kristin)
 - Attended 'Responding to ICE at the Library' PLA webinar (Lisa, Kristin, Amy, Jordan)
 - Attended Directors Q&A (Kristin)
 - Attended HR policy meeting (Kristin)
 - Completed KnowB4 Internet Security Training - Internet Threats (All of Tech Services)
 - Completed Smart Money shipping labels for Julie (Amy)
 - Completed the Adult Mystery collection in the Catalog Inventory Project (Amy)
 - Completed Verkada Security camera training (Kristin)
 - Lisa shadowed Anna in Information Services to learn about Collection Development
 - Placed "ONLY RETURN TO CIRCULATION DESK" labels on the oversized collection to accommodate for the new return slot opening (Jordan, Arom)
 - Received training on the Lyngsoe automated sorting machine (All of Tech Services)
 - Reviewed Emergency Manual (Lisa, Kristin, Jordan)
 - Reviewed HR Policy Manual (Lisa, Kristin)
 - Support Services Clerk Stephanie shadowed Amy to learn about MeLCat

TLN SASUG:

- Serials module: There is NOT a way to prevent other libraries from editing
 - Ensure we are touching our own *before* making changes
- New AMH or self-check system? Make sure you tell TLN that you are going to be doing that so they can come onsite to help them set up

- System maintenance Feb 28 (6:15 pm - 2 am)
- Tentative CARL update: Wednesday, April 8th (TLN will send out list of upgrade highlights when they confirm the date)
- Password changes: Tuesday, March 17th; passwords sent out in delivery during first week of March
 - Passwords will be longer 12-15 characters
 - Each password has been cross referenced between leaked passwords so that we don't use those and have secure passwords
 - Login failure lock out: User will be locked out of system for 15 minutes after 5 incorrect tries (this will happen across all computers using CARL in the building)
 - Meeting security standards
- CARL making changes needed to implement the needed changes required by law to make the catalog ADA compliant:
 - Easier to read
 - Easier to see things
 - Does not take away functionality for what we currently have
- Vote: K-12 students able to have 2 cards in the system (one from the TLN library that serves the area their school is in AND one from their home library) with new patron type to reflect student
 - Was voted yes to explore further with an attorney

Statistics (February 2026)

- Cards Issued: 278
- Items Checked Out (NPL): 51,061
- Items Checked Out (LLL): 36
- Total Checkouts (NPL + LLL): 51,097
- Items Interloaned for NPL Patrons: 4,453 (107 through MeLCat)
- Items Interloaned to Other Libraries: 3,420 (160 through MeLCat)
- Items Added to the Collection: 1,560
- Items Discarded from the Collection: 1,434
- Drive-Up Window & Locker Hold Pickups: 10
- MAP Checkouts: 36
- Online New Card Registrations: 27
- Outreach:
 - NPL @ Your Door: 8 Mailer Bags / 32 Items
 - 6 Facilities Visits / 25 Items Provided
 - 5 Book Discussions / 75 Items Provided

| Support Services Statistics 2025-2026 | | | | | | | | | | | | | |
|--|--------|--------|--------|--------|--------|--------|--------|--------|-----|-----|-----|-----|----------------|
| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | TOTAL |
| Cards Issued This Month | 302 | 356 | 447 | 256 | 253 | 215 | 300 | 278 | | | | | 2,407 |
| <i>↳Of Which, Online Registrations Totaled</i> | 15 | 12 | 20 | 17 | 23 | 28 | 35 | 27 | | | | | 177 |
| Checkouts (NPL) | 64,301 | 59,557 | 53,597 | 54,544 | 51,380 | 49,108 | 55,370 | 51,061 | | | | | 438,918 |
| Checkouts (Lakeshore Lending Library) | 116 | 84 | 75 | 63 | 58 | 50 | 57 | 36 | | | | | 539 |
| Total Checkouts (NPL + LLL) | 64,417 | 59,641 | 53,672 | 54,607 | 51,438 | 49,158 | 55,427 | 51,097 | | | | | 439,457 |
| Items Borrowed | 4,739 | 3,934 | 4,147 | 4,056 | 3,347 | 3,532 | 4,584 | 4,453 | | | | | 32,792 |
| Items Loaned | 3,696 | 3,411 | 3,667 | 3,595 | 2,959 | 3,313 | 4,067 | 3,420 | | | | | 28,128 |
| Hold Pickups (Drive-Up & Lockers) | 28 | 21 | 20 | 24 | 28 | 22 | 1 | 10 | | | | | 154 |
| MAP Pass Checkouts | 106 | 97 | 64 | 70 | 32 | 23 | 24 | 36 | | | | | 452 |
| Read Boxes | 748 | 502 | 362 | 360 | 0 | 0 | 0 | 0 | | | | | 1,972 |
| NPL @ Your Door (# of Bags) | 10 | 8 | 9 | 9 | 5 | 8 | 7 | 8 | | | | | 64 |
| NPL @ Your Door (# of Items) | 53 | 21 | 31 | 21 | 18 | 18 | 26 | 32 | | | | | 220 |
| January Hold Pickups Note: Drive-thru lane was unavailable due to closure for construction related to and installation of the new AMHS from Monday, January 5th through Saturday, January 31st. | | | | | | | | | | | | | |

| Year-to-Year Comparison | | | | Read Boxes | | | | | | |
|---|-----------------|--------|-----------------|------------------------------|--------------|--------------|--------------|--------------|--------------|-------------|
| | | | | May to October Totals | | | | | | |
| | | | | 2024 | | | 2025 | | | |
| | | | | Youth | Adult | Total | Youth | Adult | Total | |
| Cards Issued This Month | FEB 2026 | | FEB 2025 | | | | | | | |
| | 278 | | 232 | | | | | | | |
| Total Checkouts (NPL + LLL) | | 51,097 | 51,496 | | | | | | | |
| | | | | | | | | | | |
| Items Borrowed | TLN | 4,346 | 4,119 | | | | | | | |
| | MeL | 107 | 63 | | | | | | | |
| | | 4,453 | 4,182 | | | | | | | |
| Items Loaned | TLN | 3,260 | 3,467 | | | | | | | |
| | MeL | 160 | 192 | | | | | | | |
| | | 3,420 | 3,659 | | | | | | | |
| | | | | Pavillion | 777 | 55 | 832 | 844 | 76 | 920 |
| | | | | Rotary | 495 | 23 | 518 | 372 | 32 | 404 |
| | | | | ITC | 1002 | 58 | 1060 | 969 | 35 | 1004 |
| | | | | Brook Farm | 164 | 24 | 188 | 107 | 9 | 116 |
| | | | | Splash Pad | 0 | 0 | 0 | 583 | 29 | 612 |
| | | | | All Combined | 2438 | 160 | 2382 | 2875 | 181 | 3056 |
| <p>May 7 through October 29, 2025 was our eleventh season of Read Box Service in Novi. ITC Park was the most used read box with Pavillion Shore coming in second.</p> | | | | | | | | | | |

| 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 | | | | | | | |
| April | | | | | | | |
| May | | | | | | | |
| June | | | | | | | |
| FYTD | 433,488 | 47.30% | 205,021 | 59,623 | 45,739 | 35,879 | 63,780 |
| 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 | 885 |
| 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 | 1,011 |
| December | 21,114 | 5,220 | 26,334 | 941 | 248 | 28 | 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 | 854 |
| 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 | | | | |
| April | 24,261 | 5,405 | 29,666 | 1,059 | 272 | 28 | April | | | | |
| May | 24,466 | 4,237 | 28,703 | 1,063 | 260 | 27 | May | | | | |
| June | 26,951 | 4,406 | 31,357 | 1,120 | 275 | 28 | June | | | | |
| FYTD Total | 308,355 | 66,470 | 374,825 | 1,096 | | 342 | FYTD Total | 204,067 | 7,631 | 211,698 | 933 |

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.

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

| 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 | | | | | |
| April | 1,169 | 158,794 | 159,963 | 5,713 | 272 | April | | | | | |
| May | 968 | 153,980 | 154,948 | 5,739 | 260 | May | | | | | |
| 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 | 8,820 | 1,195,116 | 1,203,936 | 5,304 | 2,114 |

| 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 | | | |
| April | 686 | 9,519 | 14 | April | | | |
| May | 692 | 9,685 | 14 | May | | | |
| June | 258 | 3,441 | 13.3 | June | | | |
| FYTD Total | 8,002 | 111,079 | 16 | FYTD Total | 2,629 | 195,742 | 74 |
| 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.

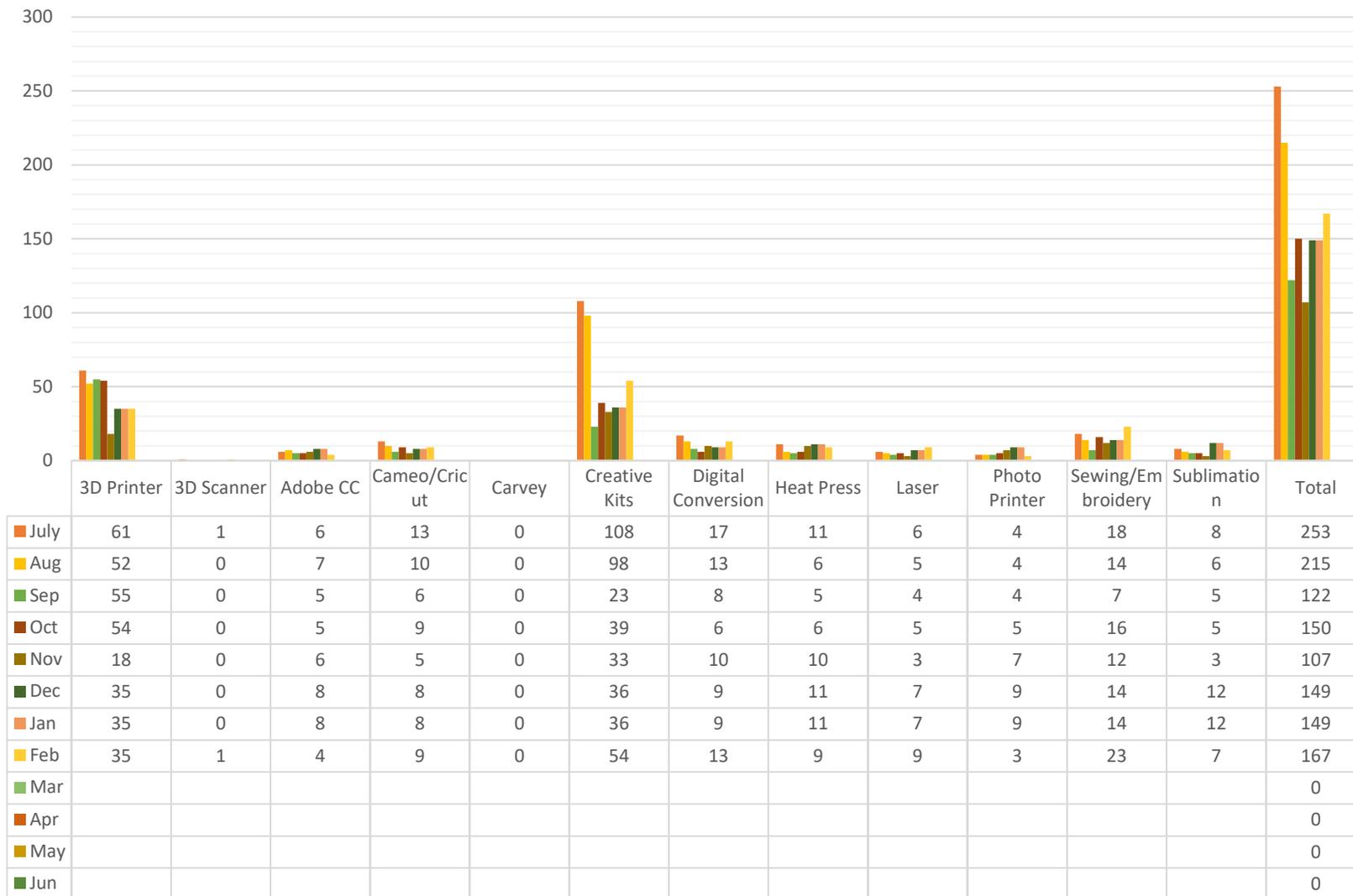
Also see the chart on the next page for June 2024 Magic Desktop totals.

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 | | | | | 338 |
| 3D Scanner | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | | | | | 3 |
| Adobe CC | 6 | 7 | 5 | 5 | 6 | 5 | 8 | 4 | | | | | 46 |
| Cameo/Cricut | 13 | 10 | 6 | 9 | 5 | 4 | 8 | 9 | | | | | 64 |
| Carvey | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | 0 |
| Creative Kits | 108 | 98 | 23 | 39 | 33 | 43 | 36 | 54 | | | | | 434 |
| Digital Conversion | 17 | 13 | 8 | 6 | 10 | 6 | 9 | 13 | | | | | 82 |
| Heat Press | 11 | 6 | 5 | 6 | 10 | 9 | 11 | 9 | | | | | 67 |
| Laser | 6 | 5 | 4 | 5 | 3 | 8 | 7 | 9 | | | | | 47 |
| Photo Printer | 4 | 4 | 4 | 5 | 7 | 3 | 9 | 3 | | | | | 39 |
| Sewing/Embroidery | 18 | 14 | 7 | 16 | 12 | 10 | 14 | 23 | | | | | 114 |
| Sublimation | 8 | 6 | 5 | 5 | 3 | 10 | 12 | 7 | | | | | 56 |
| Staff Training | 0 | 3 | 2 | 2 | 4 | 0 | 0 | 0 | | | | | 11 |
| Total | 253 | 218 | 124 | 152 | 111 | 127 | 149 | 167 | 0 | 0 | 0 | 0 | 1301 |
| 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



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

| 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 | | | | | |
| April | | | | | |
| May | | | | | |
| June | | | | | |
| FYTD Total | 21,641 | 7,015 | 3,490 | 159 | 3,136 |

| 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 | | | | | |
| April | | | | | |
| May | | | | | |
| June | | | | | |
| FYTD Total | 62,927 | 31,104 | 94,031 | 17,806 | 1,009 |

| 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 | | |
| April | | |
| May | | |
| June | | |
| FYTD | 320 | 5,874 |

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 | | | | | |
| 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 | 1,006 | 337 | | 1,532 | 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 | | | |
| October | 3,475 | 16,383 | 4,300 | October | 5,352 | 22,837 | 6,285 | April | 4,375 | 21,613 | 5,908 | April | | | |
| November | 3,599 | 17,225 | 4,827 | November | 5,409 | 21,115 | 5,850 | May | 4,512 | 22,942 | 6,552 | May | | | |
| 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. | | 180,317 | 50,561 |

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

FRIENDS OF NOVI LIBRARY

FRIENDS OF NOVI LIBRARY
KALEIDOSCOPE
2026 SPRING SERIES



Wednesday, March 4, 7pm

Native Roots: Indigenous History of Belle Isle

Catherine Waldecker, Programs Coordinator, Detroit Historical Society

See Belle Isle through the lens of Indigenous history!
Learn about the generations of Native people who lived there
and their connections to both the island and the river.
Knowing the story of the Indigenous is essential to understanding
and preserving Belle Isle's history.

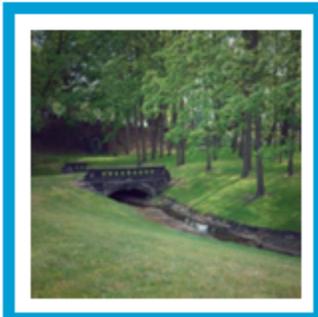


Wednesday, April 1, 7pm

**Albert Kahn: Memorials, Mausoleums
and Grave Markers**

Dale A. Carlson, Architectural Historian

Rarely are gravestone designers publicly known,
but in the Detroit metro area and beyond, the detailed work of renowned
architect Albert Kahn is in the most unexpected places including cemeteries.
This program will reveal well-known individuals who selected Kahn
to memorialize them and how he chose to do that.



Thursday, May 7, 7pm

Mapping Detroit's Buried Waterways

Joanne Coutts, Cartographer

Coutts has walked or biked along more than 260 miles of Detroit's
buried waterways creating maps to show what was once there
and what has survived. So many creeks, rivers and marshes
have been lost or buried in the development of the city.
Hear about ways maps help reveal unwritten history.



**Register on novilibrary.org/events
or call 248-349-0720.**

CITY OF NOVI HISTORICAL COMMISSION



NOVI HISTORICAL COMMISSION

DECEMBER Minutes
Wednesday, December 17, 2025
Novi Library Board Room

CALL TO ORDER: 7:07 p.m.

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

ABSENT: Dan Pierce

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

APPROVAL OF AGENDA: APPROVED

APPROVAL OF NOVEMBER MINUTES: APPROVED

| NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2025/2025 Fiscal Year | | | |
|--|---------------------|------------------------------------|---------------------|
| | BUDGET | EXPENDITURES Thru Dec. 17, 2025 | |
| Display Cabinet Exhibit | \$ 700.00 | \$ (53.98) | |
| Marketing/Brochures/Engage/Name Badges | \$ 900.00 | \$ (182.50) | |
| Equipment/Supplies/Office/Upgrades/Repairs | \$ 3,000.00 | \$ (70.23) | |
| Program/Speaker Fees | \$ 1,700.00 | \$ (943.07) | |
| Storage Unit | \$ 2,750.00 | \$ (2,220.00) | |
| Acquisition (Books/Materials/Subscriptions) | \$ 2,800.00 | \$ (90.00) | |
| Conference/Continuing Education | \$ 1,300.00 | \$ (32.00) | |
| Legal Fees | \$ 700.00 | \$ - | |
| Special Project Items | | | |
| Betty Lang Internships | | \$ - | |
| Oral Histories | | \$ - | |
| City/Community Event | | \$ (2,017.51) | |
| Four Corners Project | | \$ (280.49) | |
| Photography | | \$ - | |
| Special Projects Total | \$ 5,500.00 | \$ (2,288.00) | |
| TOTAL: | \$ 19,300.00 | \$ (5,419.78) | \$ 13,880.22 |
| Equitable Projects | | | |
| Villa Barr Book Sales YTD | | Expenditures | Revenue Rec'd |
| Wealth Across Novi Project | \$ 1,985.39 | \$ 2,450.00 | |

Treasurer's Report: APPROVED

There was a quarterly payment for ENGAGE. The financial statement needs to be amended for 2024/2025 FY report because ENGAGE has been giving the Historical Commission our invoice later.

LIBRARY LIAISON REPORT:

History Room Office Hours:

Monday, Jan. 5 (10:30 a.m. – 12:30 p.m.): Debbie Wrobel and Kathy Crawford

Monday, Jan. 19 (6-8 p.m.): LIBRARY CLOSED

Monday, Feb. 2 (10 a.m. – 12:30 p.m.): Debbie Wrobel and Kim Nice

Monday, Feb. 16 (6-8 p.m.): Kelly Kasper

Samuel White House: The Library continues to get more inquiries on the Samuel White house.

Library Intern: Sarah, the Betsy Lang Historical Commission Intern presented her end of year internship project to the Commission.

Library Holiday Schedule: Rae mentioned the Novi Public Library would be closed for Christmas and New Year's.

DISCUSSION ITEMS:

Commissioner Re-Appointment and Recruitment: Daniel has decided he will not seek re-appointment since he has been experiencing an increase in work travel demands. Daniel has offered to serve as a volunteer. The commission voted unanimously to approve his role as a volunteer.

Four Corners Presentation: Kathy Crawford, Kim Nice, Sharon Larson and Debbie Wrobel presented the history of Novi's Four Corners and Matt Moeren's General Store to the Fox Run Women's Group on Wednesday, Nov. 26. Attendance, in person, was a little lower due to the holiday. The presentation was shown on residents' televisions.

Community Impact Day (May 13): The informational meeting for Community Impact Day is scheduled for January 15, 2026. The Chamber said they are reaching out to everyone to get involved. They want people to submit projects within the community that would improve Novi. The Commission discussed Wreath across Novi as qualifying for the criteria. Kim, Debbie and Rae will attend the meeting.

Summer 2026 Program: "Dig Up History" Dig Up History: This is going to be a program for families and kids (all ages). The proposed date is in July on a Saturday or Sunday and it will be a two-hour program with an anthropologist to discuss/demonstrate an archaeological dig for historical items throughout specific periods of time in Novi. Kim suggested that maybe the Genealogy group could be involved. Kim, Randy, Sharon, and Rae set up a meeting to discuss on Jan. 13 at Novi Public Library in the Local History Room for the meeting.

Villa Barr Presentation: Kathy Crawford will be presenting in Wixom at 7 p.m. on Feb. 16.

Intern Presentation: The fall intern, Sarah Offerman, presented her work to the Commissioners. Within her internship, she processed 750 photos. Her goals were to organize, digitize, improve the metadata quality, and prepare them for OMEKA. She added the Novi Special collection to OMEKA. She said she feels like she gained a lot of valuable hands-on experience. The community impact of her work is that the collections will now be available to the public online, and the collections are preserved and protected.

Program Flyers for 2026: Flyers are completed through June 2026. Kelly will continue to work on them moving forward.

Did You Know Project: The Novi Historical Commission may need to create a new Facebook page to allow additional access to other Commissioners.

Another Miniature Project: The Commission is thinking of putting together another miniature project. This could include a Front porch. The group also discussed the need to secure the existing project better as it doesn't travel well.

ONGOING PROJECTS:

Display Case: Northville Genealogy Group has a nice display currently - but note that the light in the display isn't working. Kim said she will talk to Keith and get an ETA to get it fixed.

Villa Barr Book Sales: No new book sales.

Omeka: No new update.

America 250MI Grant Opportunity: Commission will revisit after Kim does some research.

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

NEXT MEETING: Wednesday, Jan. 21 at 7 p.m.

ADJOURN: 8:29 p.m.

LIBRARY BOARD COMMITTEE REPORTS

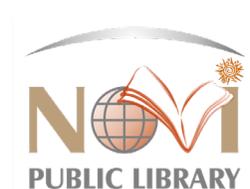
Policy Committee – Meeting scheduled for: April 14, 2026

2025 – 2026 GOAL

1. Continued review of public policies by the staff committee

The Committee will review the following policies at the April 14th committee meeting for approval at the May 14th meeting:

- Accommodations & Accessibility Policy
 - Campaigning, Petitioning, Interviewing & Similar Activities Policy
 - Changes to Policies Policy
 - Circulation Policy
 - Closures Policy
- Approve a universal change in policy terminology: To change "Board" to "Library Board of Trustees" when mentioned in a policy for the first time, then to "Board" for any subsequent mention within a policy.



1st Reading

ACCOMMODATIONS & ACCESSIBILITY POLICY

DRAFT—Reviewed by NPL Employees JAN 2026; Staff Public Policy Committee MAR 2026

The Library has policies and practices in place which are fully compliant with both the federal Americans With Disabilities Act (ADA) and the state of Michigan's Persons with Disabilities Civil Rights Act. The Library is committed to providing reasonable accommodations to ensure that patrons with disabilities have equal access to all services, programs and activities available to those without disabilities. A **"disability"** is defined as a physical or mental impairment that substantially limits one or more major life activities.

All Library staff members have been instructed to be sensitive to all requests for accommodation by any patron with disabilities and to make reasonable effort to provide accommodation on an individual basis. To request an accommodation, a patron must complete and submit the "Application for Accommodation Form" to the Library Director at least fourteen (14) days in advance of the date of accommodation. The reasonable accommodation **offered by the Library** may not be the accommodation that is requested. Examples of accommodations include:

- The Library has two (2) public elevators ~~are~~ available for patrons to move between floors.
- The Library reserves front-row seating if requested.
- The Library provides a wheelchair for use in the Library. ~~and~~
- The Library welcomes attendants to assist patrons with disabilities to enjoy the Library's programs and services. The Library provides adequate space for any attendants, including trained Service Animals, as defined by the ADA and Michigan law (see "Service Animals" below), as well as assistive devices that a person with disabilities may need to help them enjoy the Library's programs and services.

Accessibility of Materials & Library Information

Despite our best efforts, not all library materials are available in all formats.

- **Materials by Mail**
 - The Library provides home delivery of materials to Novi residents through USPS with the NPL @ Your Door service (see "NPL @ Your Door Usage Policy" for additional details).
- **The Library provides access to information and assistive devices in a variety of formats, such as:**
 - Audiobooks in multiple formats
 - Braille books
 - Large print materials
 - Multimedia kits
 - Online databases
 - Periodicals in multiple formats
 - Printed material
 - Video materials in multiple formats
 - Referrals to the Oakland Talking Book Service at Rochester Hills Public Library for a larger selection of materials and visual aids
 - Wide variety of magnifiers

Library staff are available to answer questions verbally or in writing, in person, by phone, by email or via the "Contact Us Form" on the Library's website.

Library Mobility Aids

The Library has ~~two (2) a~~ wheelchairs available for patron use in the Library and on Library grounds. ~~one located on the first floor near the front entrance and one located on the second floor at the top of the main staircase.~~

Library staff are not permitted to assist patrons with using the wheelchairs or to operate the wheelchair for a patron, except in emergency situations such as a fire or severe weather.

Patron Mobility Aids

Library staff are available to retrieve any materials which are inaccessible to wheelchair users or others with mobility impairments. The Library provides space for ~~the~~ wheelchair users to study and work at desks, computers, tables, carrels and catalog stations.

Wheelchairs, Mobility Aids and Other Power Driven Mobility Devices (“OPDMDs”) are only permitted by those who require them because of a disability. All other uses of OPDMDs inside the Library are prohibited. The Library is permitted to ask the person using the device to provide a “credible assurance” that the device is necessary because of a disability. The Library Director or their designee shall obtain such credible assurances if required.

OPDMDs shall be permitted in all areas where patron pedestrian traffic is permitted. When not in use, OPDMDs cannot block doors, entrances, walkways or aisles. OPDMDs shall be operated at the speed of walking pedestrian traffic, which is approximately **three (3)** miles per hour. OPDMDs that use a gas or combustion engine are prohibited from operating inside of the Library.

Restrooms

- The Library has a single use/family restroom, located on the first floor, for patrons who require additional space or privacy.
- Public restrooms, including the first and second floor men's and women's restrooms have automatic door activation switches.

Service 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. “**Housebroken**” is defined as a pet trained to urinate and defecate outside of a building or only in a special place.

Website & Mobile App Access

The Library's website has an accessibility toolbar that offers a screen reader, alternate fonts and text size, alternate background and text colors, a reading ruler, screen mask, dictionary, magnifier, language translation and plain text mode.

The Library designs its website and mobile app to meet or exceed the standards for accessibility required by law. To that end, the Library will follow Title II of the ADA and the federal rules regarding accessibility. The Library will ensure that its websites and any mobile apps meet the requirements of the Web Content Accessibility Guidelines (WCAG) at a minimum within the time as provided by the Department of Justice Federal Rule.

If any person has difficulty accessing the Library's website or mobile app, please contact the Library to explain the following:

- The specific access and accessibility problem
- The link to the portion of the website at issue or specific URL
- The reasonable accommodation or change you are requesting
- Your preferred contact information

Filing a Grievance

A Grievance Procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a grievance alleging discrimination on the basis of disability by the Library in the provision of its services, activities and programs. Please note that the policy applies to patrons and users of the Library.

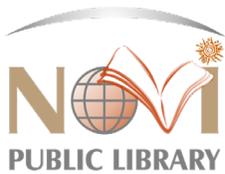
A grievance should be in writing and contain information about the alleged discrimination such as name, address, phone number of the filer; and location, date and description of the problem. Alternative means for filing a grievance, such as personal interviews or an audio recording, will be made available for persons with disabilities upon request. A grievance should be submitted by the filer or their designee as soon as possible but no later than fourteen (14) business days after the date of the alleged violation to:

Library Director
45255 Ten Mile Rd
Novi, MI 48375

Within fourteen (14) business days after receipt of a grievance, the Library Director or designee will meet with the filer to discuss the grievance and possible resolutions. Within fourteen (14) business days of the meeting, the Library Director will respond in writing and, when appropriate, in a format accessible to the complainant, such as large print or audio recording. The response will explain the position of the Library and offer options for substantive resolution of the grievance.

If the response by the Library Director does not satisfactorily resolve the issue, the filer or their designee may appeal the decision within thirty (30) business days after receipt of the response to the Library Board **of Trustees**. After receipt of the appeal, the Library Board shall hear the appeal and notify the filer in writing and, when appropriate, in a format accessible to the filer, with a final resolution of the grievance.

All written grievances received by the Library Director or the Library Board **of Trustees** will be retained by the Library for at least three (3) years.



1st Reading

CAMPAIGNING, PETITIONING, INTERVIEWING & SIMILAR ACTIVITIES POLICY

DRAFT—Reviewed by NPL Employees JAN 2026; Staff Public Policy Committee MAR 2026

As a limited public forum, the Library reserves the right to regulate the time, place and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:

- Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting are not allowed inside the Library building.

Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside the Library building but on Library property are subject to the following requirements:

- Persons or groups are required to check in with a Manager on **D**uty.
- Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is subject to the petition, interview, campaign or discussion.
- Locations for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to areas that are 100 feet from all entrances.
- No person shall block ingress or egress from the Library building.
- Times will be limited to operating hours of the Library.
- Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.
- No person may use or set up a table, stand, sign or similar structure on Library property. This does not apply to Library-sponsored or co-sponsored events.
- When the Library serves as a polling location for general elections, campaigning is allowed outside the Library limited to an area 100 feet from all entrances. No person shall violate Michigan law.

Follow Disciplinary Process for Library Facilities in **the** "Patron Behavior Policy."

Approved by the Novi Public Library Board of Trustees: May 2021

Amended: June 22, 2017; June 24, 2021; **May 14, 2026**



1st Reading

CHANGES TO POLICIES POLICY

DRAFT—Reviewed by NPL Employees JAN 2026; Staff Public Policy Committee MAR 2026

The authority to adopt and modify Library policies rests with the Library Board. The Library Board welcomes suggestions as to new policies and policy modifications from patrons and staff. Suggestions should be submitted to the Library Director who will forward them to the Library Board in the next available Board meeting packet. Suggestions will be considered in any reasonably understandable form.

Approved by the Novi Public Library Board of Trustees: May 1, 2010

Amended: June 22, 2017; May 23, 2024; **May 14, 2026**



1st Reading

CIRCULATION POLICY

DRAFT—Reviewed by NPL Employees JAN 2026; Staff Public Policy Committee MAR 2026

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 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.
- **Novi Public Library residents 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 of failure to adhere to **NPL Library** 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 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 ~~e~~ 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 ~~an acceptable form of identification and valid scannable library cards listed above.~~ 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 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~~ is listed in the current "Borrowing Periods, Renewal Limits, Holds, Fees & Guidelines," which ~~are~~ is available at all service desks and ~~are~~ 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 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.
 - ****Including highlighting, stamping or coloring, writing, tears, soiling, damage by liquids, pet/child/insect damage, sticky, 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; **May 14, 2026**



1st Reading

CLOSURES POLICY

DRAFT—Reviewed by NPL Employees JAN 2026; Staff Public Policy Committee MAR 2026

The Library will be closed on the following days **each year**:

**New Year's Day
 Martin Luther King Jr. Day
 Easter Sunday
 Mother's Day
 Saturday of Memorial Day weekend
 Sunday of Memorial Day weekend
 Memorial Day
 Juneteenth
 Father's Day
 Independence Day
~~*Staff In-Service Day~~ Professional Development Day
 Saturday of Labor Day weekend
 Sunday of Labor Day weekend
 Labor Day
 Wednesday before Thanksgiving (Library closes at 5pm)
 Thanksgiving Day
 Friday after Thanksgiving Day
 Day before Christmas Eve Day (Library closes at 5pm)
 Christmas Eve Day
 **Christmas Day
 New Year's Eve Day

Any other day may be approved by the Library Board ~~from time to time~~.

~~*Staff In-Service Day~~ Professional Development Day is usually scheduled ~~for on the third a~~ Friday in August, but is subject to change at the discretion of the Library Director.

**Whenever Christmas Day or New Year's Day falls on a Sunday, the Library will be closed on the Friday before.

Notice of all closures ~~will be posted in the Library and on the website~~ will be announced to the public in as many ways as possible, including the Library website, social media outlets, Library phone system and signage.

Approved by the Novi Public Library Board of Trustees: December 19, 2007

Amended: May 1, 2010; February 11, 2012; January 1, 2013; October 15, 2014; June 22, 2017; January 1, 2018; June 25, 2020; March 25, 2021; **May 14, 2026**

HR Committee – Meeting held on: March 9, 2026

2025 – 2026 GOALS:

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

Review of HR Policy: Holidays

Information from Kristen Sullivan, HR Specialist:

Effective July 25, 2024, the following language was removed from NPL's Holiday Policy:

"To be eligible for holiday pay for the Library holidays, employees must work their usual hours the last regularly scheduled day before and the next regularly scheduled day after the Library holiday, unless otherwise approved by the Director."

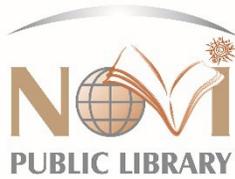
Unfortunately, based on a review of the number of call-offs immediately preceding and following NPL holidays, the HR Committee feels it is necessary to add this back into the Holiday Policy.

Staff call-ins were compared for the periods of July 2022-January 2024 (when the language was part of the Holiday Policy) and July 2024-January 2026 (after the language was removed from the policy). Since the language was removed from the policy, staff call-ins surrounding holidays have increased by 227%.

It is recommended that the following language be added to the Holiday policy:

"To be eligible for holiday pay for Library holidays, staff members must work their usual hours the last regularly scheduled day before and the next regularly scheduled day after the Library holiday, unless a Doctor's note is provided for the absence."

The hope is that this change will encourage staff members to be present for their regularly scheduled shifts, unless illness prevents them from doing so.



HOLIDAYS

The following days are recognized as "Library Holidays", and the Library will not be open for service:

- New Year's Day
- Martin Luther King Jr. Day
- Easter Sunday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day*
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve

*Floating Holiday for November as Library is open on Veteran's Day

Approved by the Novi Public Library Board of Trustees: December 19, 2007

Amended: May 1, 2010; February 11, 2012; October 15, 2014; March 16, 2016; December 15, 2021; March 21, 2024

Eligibility for Holiday Pay

All permanent (i.e. not seasonal or temporary) employees working at least twenty (20) hours per week will be entitled to holiday pay for those days designated as "Library Holidays." These will be referred to as "eligible employees".

If the paid holiday falls on a day the eligible employee is normally scheduled to work, the employee will be paid for the number of hours normally scheduled to work on that day, not to exceed eight (8) hours.

If the paid holiday falls on a day the eligible employee is not normally scheduled to work, the employee will be granted a floating (paid) holiday during the pay period in which the holiday occurs, subject to the approval of their Manager or Supervisor. The employee will be paid for

the hours normally scheduled on the day the floating holiday is observed, not to exceed eight (8) hours.

Holidays that occur during a staff member's planned vacation leave are not charged against their vacation leave. Employees on a leave of absence without pay are not eligible for paid holidays.

To be eligible for holiday pay for Library holidays, staff members must work their usual hours the last regularly scheduled day before and the next regularly scheduled day after the Library holiday, unless a Doctor's note is provided for the absence.

Holiday time off requests will be approved based on staffing needs and past patterns of holiday vacation leave time. Holiday time off requests are time off requests that are around any holiday.

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

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

Approved by the Novi Public Library Board of Trustees: October 9, 1995

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

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

Amended: **March 26, 2026**

Building & Grounds Committee – Meeting held on: March 19, 2026**2025 – 2026 GOAL:**

- Review NPL's current Technology Plan

Landscaping & Lawn Care Services Contract Quotes

Recommendation to the Board of Trustees

Presented by Maryann Zurmuehlen

Summary

Our current contract for Landscaping and Lawn Care Services with Brien's Services, Inc., which cost \$21,725.00, ended on December 31, 2025. Quotes were requested for a new contract from five (5) different local companies. Three (3) quotes were received. For one of the quotes, I originally contacted Lightning Lawn and Landscaping Services, but after receiving a quote from Ace Outdoor Services instead, I was informed that Lightning Lawn and Landscaping Services was bought by and merged with Ace Outdoor Service last year. However, Ace Outdoor Services is not a company we are familiar with nor have heard of before, and their quote was returned at the deadline without all the required information. Of the two quotes I received at the deadline with all the required information, the lowest quote was from Brien's Services, Inc., who we've contracted with for many years and feel confident about continuing to work with them.

Quotes

| Novi Public Library | Frequency | Approx. Acres | Brien's Services, Inc. | | Xpert Lawn and Snow, Inc. | | Ace Outdoor Services** | |
|--|--|---------------|----------------------------|-----------------------------------|----------------------------|-----------------------------------|----------------------------|-----------------------------------|
| | | | Per Cut/ Per Unit Price | Extended Cost Annual | Per Cut/ Per Unit Price | Extended Cost Annual | Per Cut/ Per Unit Price | Extended Cost Annual |
| Mowing / Bed Care (DOES NOT include bioswales) | 25-35 Cuttings Per Year | 3.88 | \$ 370.00 | \$ 12,950.00 | \$ 309.00 | \$ 7,725.00 | \$ 203.00 | \$ 5,278.00 |
| Weeding (all beds, tree beds, all patio beds) | 2 times per month by 15th/30 th | | \$ 408.00 | \$ 5,304.00 | \$ 799.00 | \$ 11,186.00 | \$ 97.00 | \$ 1,261.00 |
| Lawn fertilization | 4 times per year | 3.88 | \$ 354.00 | \$ 1,416.00 | \$ 599.00 | \$ 2,396.00 | \$ 418.00 | \$ 1,672.00 |
| Weed and dandelion control (all beds, tree beds, all patio beds) | As needed | 3.88 | \$ 354.00 | \$ 708.00 | \$ 699.00 | | \$ 155.00 | \$ 1,085.00 |
| | | | TOTAL COST | \$ 20,378.00 | TOTAL COST | \$ 21,307.00 | TOTAL COST | \$ 9,296.00 |
| Spring cleanup (Separately invoiced) | 1 time per year | 3.88 | | \$ 1,362.00 | | \$ 4,676.00 | | \$ 366.00 |
| Fall cleanup (Separately invoiced) | 1 time per year | 3.88 | | \$ 1,907.00 | | \$ 6,495.00 | | \$ 778.00 |
| ** 3 Bioswales NOT INCLUDED in quotation | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Materials ONLY (labor included) | Frequency | | | Costs to be Considered | | Costs to be Considered | | Costs to be Considered |
| Seed (Per lb. delivered) | As requested | | (Per lb.) | \$ 10.40 | (Per lb.) | \$ 5.00 | (Per lb.) | \$ - |
| Sod (Per Yard delivered) | As requested | | (Per yd.) | \$ 8.70 | (Per yd.) | \$ 9.00 | (Per yd.) | \$ - |
| Topsoil (Per Cu. Yd. delivered) | As requested | | (Per cu. yd.) | \$ 65.00 | (Per cu. yd.) | \$ 35.00 | (Per cu. yd.) | \$ - |
| Flowers – annuals (per flat) | As requested | | (Per flat) | \$ 42.00 | (Per flat) | \$ 30.00 | (Per flat) | \$ - |
| Premium D, Brown Dyed Enviro- Mulch (Per Yd. delivered) - Approx. 60 yds. (all beds, tree beds, all patio beds) | As requested | | (Per yd.) | \$ 95.00 | (Per yd.) | \$ 125.00 | (Per yd.) | \$ - |

| Comparison | | | | |
|---------------------------|--------------|----------------|--------------|--------------|
| Vendor | Annual Cost | Spring Cleanup | Fall Cleanup | Total Cost |
| Brien's Services, Inc. | \$ 20,378.00 | \$ 1,362.00 | \$ 1,907.00 | \$ 23,647.00 |
| Xpert Lawn and Snow, Inc. | \$ 21,307.00 | \$ 4,676.00 | \$ 6,495.00 | \$ 32,478.00 |
| Ace Outdoor Services** | \$ 9,296.00 | \$ 366.00 | \$ 778.00 | \$ 10,440.00 |

Board Action

To approve a one (1) year Landscaping and Lawn Care Services Contract with **Brien's Services, Inc.**, with an option to renew two (2) additional years in one (1) year increments at the same prices, terms and conditions of the original contract. **With a not to exceed annual cost of \$23,647.00**, which includes regular landscaping and lawn care for \$20,378.00, spring cleanup for \$1,362.00, and fall cleanup for \$1,907.00.

Main Door Project Update: as of March 19, 2026

The architect was able to see that there is a solid foundation under the concrete at the main doors based on the set of plans that were shared from the City's Community Development Office.

Director Farkas has sent the door designs to Charles Boulard, City of Novi Community Development, for review and a draft of the RFP will be reviewed the week of March 23rd.

Finance Committee – Meeting held on:

2025 – 2026 GOALS:

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

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
3. Providing support for telling the Library's story and future funding needs

Strategic Planning Committee – No Meeting Held

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.

DEI Committee – Meeting held on: No meeting held

2025-2026 GOAL:

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

COMMUNICATIONS – N/A

Date: Wed, Feb 11, 2026
Email to: Julie Farkas
Email from: Connie Varana

Hi Julie ~

I'm feeling a good deal of trepidation in forwarding this email to you, concerned you might be offended and I wouldn't blame you. I love our library but it upsets and angers me that the city doesn't seem to provide enough financial resources, evidence by the need to solicit funds to improve the youth area. But I don't understand why Plymouth has the resources and staff to offer so much more? Aside from their page being easier to read, the activities for youth are abundant.

I apologize for being so judgmental but Novi has let down the senior citizens as well! Other communities have a dedicated building for seniors, Novi has an activity center at the senior housing complex. SAD SAD SAD
Sincerely

Connie Varana

** There was an email prior of March 1, 2026, acknowledging Connie's comments, letting her know that I would be looking further into her concerns and reviewing Plymouth District's offerings once I returned from being out of the office.

Date: March 1, 2026
Email to: Connie Varana
Email from: Julie Farkas

Hi Connie-

Thanks for your patience while I reviewed our programming vs. Plymouth District Library. Even with Plymouth being a smaller library (class 5) compared to Novi (class 6), they do bring in close to \$600,000 more in funds annually for their tax revenue compared to Novi.

Looking at the programs you shared with us:

We offer storytimes weekly for numerous age groups on: Tuesdays, Wednesdays, Thursdays and Saturdays weekly.

We offer a Lego Club monthly

The Library Board meets on the 2nd Thursday of each month, except for March which is the 4th Thursday of the month.

We used to have a writing club for Adults, but it did not get the attendance and therefore it was stopped.

We offer a knitting club every Thursday from 10am-12pm

Our staff development day is scheduled for the 2nd Friday in August annually (we don't want to take a day away during the school year and close to our community).

TAB - Teen Advisory Board meets monthly

Youth book clubs monthly

Chess Club meets monthly

We just hosted an author, Kwame Alexander, for an African American Read-in with our Oakland County School and Novi School partners. Other author events are held throughout the year.

Everyday Monday - Thursday we offer Teen Space, an after-school program for middle school and high school students, based on the very close proximity to Novi High School.

For Adults: we have a variety of book clubs, Masterpiece Monday, craft-tastic, historical programming, and music events in partnership with our Friends of NPL and Novi Historical Commission.

We offer a variety of language learning opportunities for ESL learners and conversation groups for those we want to stay current with the languages they speak.

Overall, I find that we offer a huge variety of events for all ages. What tends to not be offered is programming that would be considered "recreational". As an example: yoga, card playing, dance classes, etc. due to Novi having a very robust Parks and Recreation department. We try to stay in the literary and informational lanes for the most part.

I hope you find this helpful! Please let me know if there is something you don't find that might be of interest to you or our community and I would gladly make your recommendations to our programming coordinator.

Sincerely,
Julie Farkas, Library Director

Date: Mar 10, 2026
Email To: Julie Farkas and Lindsay Brandon
Email From: Dhruva Patel

Dear Lindsay and Julie & Team,
Thank you so much for partnering with us on our book drive! Our staff & families had a lot of fun gathering books, and we're so happy they'll be shared with young readers through the Novi Public Library.

We love supporting a community that raises readers, and we'd be excited to find more fun ways to work together in the future.
Thanks again for helping us spread the love of books!

Sincerely,
Dhruva

Dhruva Patel
Franchise Owner
Primrose School of Novi

Date: March 10, 2026
Email To: Dhruva Patel
Email from: Julie Farkas

Thank you Dhruva!
Your book drive will help support the six Read Boxes that are currently located in five Novi Parks and the Sakura development that has come to Novi. Boxes are installed annually from May - October and anyone visiting these locations has the opportunity to access reading materials in partnership with the Novi Library. This is just one small way NPL is getting more books into our community and building literacy and a love of reading.

Sincerely,
Julie Farkas



Library Board Monthly Meetings

Meetings will occur on the 2nd Thursday of the month

Exceptions: March 26th (Board Elections) and April 16th (Director Conflict)

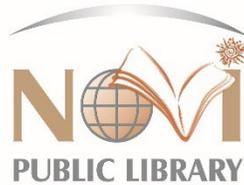
2026

| | |
|--------------|---|
| 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 16 | Library Board Regular Meeting, Novi Public Library (instead of April 9) |
| 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



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