



Agenda

Novi Public Library Board of Trustees

Thursday, December 11, 2025

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

Pledge of Allegiance

Roll Call by Secretary, Karla Halvangis

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

Student Representatives: Not filled at this time

Approval of Agenda.....1-3

Consent Agenda

1. Approve Minutes of: November 13, 2025 –Regular Board Meeting.....4-12
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#657) 13-16

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. Student Representatives Report –No Report 17
2. President's Report (Mark Sturing)
 - A. 12/4/25: Memo to Mayor Fischer and Novi City Council RE: Novi Library Future Finances..... 18-20
 - B. Budget Meetings: Saturday, January 17th 10am-2pm; Thursday, February 5th 5-8pm
 - C. 2025-2026 Board Committee Assignments21
3. Treasurer's Report (Brian Bartlett)
 - A. 2025-2026 Library Fund Budget 271.....22-25
 - B. 2025-2026 Contributed Fund Budget 272.....26
 - C. Financial Report November 2025.....27

D. Library Fund 271 Expenditure & Revenue Report as of November 30, 2025.....	28-30
E. Library Fund 272 Contributed Fund as of November 30, 2025.....	31-32
F. Balance Sheets for Funds 271 and 272 as of November 30, 2025.....	33-34
4. Director's Report (Julie Farkas)	35-37
A. Door Count Usage Statistics – (Jeff Smith)	38-39
B. Assistant Director of Building Operations Report (Maryann Zurmuehlen)	40
C. Information Technology Report (Jeff Smith)	41-43
D. Facilities Report (Keith Perfect)	44
E. Assistant Director of Public Services Report (Lori Lowery)	45
F. Information Services Report (Emily Brush and Rae Manela)	46-49
G. Marketing and Community Promotion Report (Dana VanOast)	49-50
H. Support Services Report (Sarah Mominee)	50-51
I. Library Usage Statistics.....	52-62
J. Friends of Novi Library –November 2025 E-news; Agenda 11/12/25; Minutes 10/8/25	63-68
K. City of Novi Historical Commission –	N/A

Public Comment – see language above to be recited

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 (Chair: Burke, Bartlett and Gawalapu, Staff Liaison – Julie Farkas)
 - Meeting held on: November 18, 2025 by Zoom 69
 - Computer & Internet Usage Policy 69-75
 - Meeting Room Rental and Usage Policy 76-81
 - iCube Usage Policy 81-84
2. **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 on: no meeting held; update on Recording Secretary Position84
3. **Building & Grounds Committee:**
 (Chair: Gawalapu, Sturing, Halvangis (Staff Liaison – Julie Farkas)
 - Meeting held on: meeting held on December 2, 2025..... 85-88
4. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)
 - Meetings held on: No meeting heldN/A
5. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 (Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)
 - Meeting held:12/1/25: final review of the Annual Report 2024/202589
6. **Strategic Planning Committee:**
 (Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Dana VanOast, Info Services)
 - Next meeting: no meeting held.....N/A
7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
 (Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)

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

Matters for Library Board Action

1. 2nd Reading: Approve revisions to the Computer & Internet Usage Policy 69-75
2. 2nd Reading: Approve revisions to the Meeting Room Rental & Usage Policy 76-81
3. 1st Reading: iCube Usage Policy 81-84
4. Recommendation from Building and Grounds Committee: Approve a not to exceed \$8,000 for the fee proposal by MCD Architects for design for the main entry renovations for the Novi Public Library (which includes bid package documents and standard construction administration services throughout the project) 85-87
5. Recommendation from Building and Grounds Committee: Approve a not to exceed \$10,111.20 by Crossbeam Building Contractors for building modifications in preparation of the new Automated Material Handling System installation in January 2026 87-88

Communications

1.N/A

Closed Session

1. No session scheduled at this timeN/A

Adjournment

Supplemental Information

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- Library Board Calendar 2026..... 93
- Library Closings 2026 94

2025 Future Events:

- **11/13/25: Library Board Regular Meeting, 7pm, City of Novi – Council Chambers**
- 12/10/25: Friends of Novi Library Regular Meeting – CANCELLED
- **12/11/25: Library Board Regular Meeting, 7pm, City of Novi – Council Chambers**
- 12/17/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **12/19/25: Library closes at 2pm for Staff Holiday Event**
- **12/23/25: Library closes at 5pm**
- **12/24/25 – 12/25/25: LIBRARY CLOSED**
- **12/31/25 – 1/1/26: LIBRARY CLOSED**
- **1/12/26: Library Board Regular Meeting, 7pm, City of Novi – Council Chambers (Library Director Mid-Year Review)**
- 1/10/26: City Council Meeting/Goal Setting Session, 9am, TBD
- **1/17/26: Library Board Budget Session 10am-2pm, Novi Public Library**
- **1/19/26: LIBRARY CLOSED: Martin Luther King Jr. Day**
- 1/21/26: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **2/5/26: Library Board Budget Session 6-8pm, Novi Public Library**

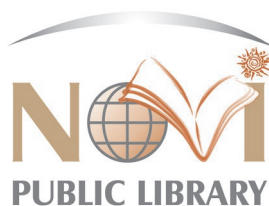
Cultivate Learning. Inspire Creativity. Foster Inclusivity.

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

<http://www.novilibrary.org>

MINUTES

Initial Draft



**Library Board of Trustees – Regular Meeting
Initial Draft – MINUTES
November 13, 2025, 7 PM
Novi Civic Center, Council Chambers**

Call to Order by President, Mark Sturing

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Karla Halvangis

Library Board – 7 board members were recorded present

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

Student Representatives

Positions not filled at this time

Library Staff

Julie Farkas, Director
Amy Crockett, Recording Secretary

Approval of Agenda.....1-3

Trustee Dooley: Proposed adding a fifth item under Matters for Board Action: 1st Reading of Novi Public Library Annual Report July 2024-June 2025

Motion: To approve the Agenda with proposed amendment

Motion for Approval – 1st – Trustee Crawford

2nd – Trustee Burke

Motion passes – 7-0

Consent Agenda

1. Approve Minutes of: October 9, 2025 Regular Board Meeting.....4-10
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#656).....11-14

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

Motion passes – 7-0

Presentations

2. Sue Johnson – President, Friends of Novi Library: check presentation in support of the Library's 65th AnniversaryN/A

Sue Johnson and Mary Angela Winter: Presented Director Farkas with a check from the Friends of Novi Library for \$14,385, which has been raised for the Library's 65th anniversary campaign. This includes \$2,600 from the quilt raffle, as well as two large anonymous donations.

Director Farkas: Expressed that she was speechless. Thanked the community for their support and the Friends for all their work. With this check added to our total, we are already over half-way to our fundraising goal for the entire year.

The Board thanked the Friends of Novi Library.

Public Comment

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No Public Comment

Reports

1. Student Representatives Report – No Report.....15
2. President's Report (Mark Sturing)
 - D. State of Michigan Proclamation for Library Appreciation Month.....16
 - E. Get to Know Library Board Members – Meet & Greet at NPL.....17
 - F. Board Questions17-21
 - G. Budget Meetings: Saturday, January 17, 10am-2pm; Thursday, February 5, 5-8pm.....N/A
 - H. 2025-2026 Board Committee Assignments22

Discussion about opportunity for NPL staff and board members to get to know each other. This came from a suggestion from a staff member. Director Farkas is working on scheduling dates for early December. They will be informal meet & greet discussions with some coffee and treats.

Trustee Sturing: Would like the Library to rethink the book return slot closure policy, because it is important to the community to have it open more often.

Director Farkas: When we get the new book return machine, we hope we will be able to leave the book return slots open during Library closures.

Trustee Sturing: Appreciates the report compiled about other libraries' self-check-out percentages. It shows NPL has similar numbers. Would still like to see more self-check-out usage encouraged.

Director Farkas: We have done such a great job with customer service and people appreciate the personal connections they receive when checking out materials. Does not want to compromise that.

Trustee Sturing: Gave reminder that budget planning meetings will be held on Saturday, January 17 from 10am-2pm and Thursday, February 5 from 5-8pm.

Director Farkas: There are going to be some more changes coming to the City's Finance Department, which could affect timing for budgeting. Will keep the Board posted as I learn more.

Trustee Crawford: Expressed that she does not know of any other libraries that have had more community events and brought the community together more than NPL. The community wants these programs and connection, and our attendance shows that. Thanked the staff for all their work.

Trustee Halvangis: Attended the Human Library event, which was great, but not as well-attended as last year, so would like to see some more marketing opportunities for it next year.

Trustee Gawalapu: Attended the City's Diwali event, which had a huge turnout.

Trustee Sturing: Attended the Ben Sharkey concert at the Library this past Sunday, which was a great example of NPL bringing things to the Library that weren't so common in the past.

Director Farkas: Commented that the Community Reads Author Event was also this past Monday night, so the Library has had a huge week for attendance. Expressed appreciation for the wonderful comments about the staff, and will share those comments with them.

Trustee Crawford: Commented that there is something magic about the partnership between the Library, Friends and Historical Commission which helps them all succeed.

Discussion about the 65th Anniversary Celebration. Board members expressed that it was a great event with a wonderful turnout, including the mayor and state representatives, that they enjoyed the video and that the library staff and 65th Anniversary Committee worked very hard to make the event a success. Director Farkas explained that if the Library exceeds its fundraising goal of \$65,000, any additional funds raised would still go toward the Youth Area renovation project.

3. Treasurer's Report (Brian Bartlett)
 - A. 2025-2026 Library Budget Fund 271.....23-26
 - B. 2025-2026 Contributed Fund Budget 272.....27
 - C. Financial Report October 2025.....28
 - D. Library Fund 271 Expenditure & Revenue Report as of October 31, 2025.....29-31
 - E. Library Fund 272 Contributed Fund as of October 31, 2025.....32-33
 - F. Balance Sheets for Funds 271 and 272 as of October 31, 2025.....34-35

Trustee Bartlett: Report shows amended numbers for Quarter 1. Reminded the Board that everything highlighted in yellow is not real yet. Our budget sessions coming up will involve more cuts than normal. We do not have a place on the City Finance Committee's agenda yet.

Director Farkas: Has a meeting with the mayor next week. Will give the Board more details after that and connect with the Board Finance Committee.

4. Director's Report (Julie Farkas)36-42
 - A. Door Count Usage Statistics – October 2025 (Jeffrey Smith)43-44
 - B. Assistant Director of Building Operations Report (Maryann Zurmuehlen)45
 - C. Information Technology Report (Jeffrey Smith)46-49
 - D. Facilities Report (Keith Perfect)50
 - E. Assistant Director of Public Services Report (Lori Lowery).....51
 - F. Information Services Report (Emily Brush and Rae Manela)52-55
 - G. Marketing and Community Promotion Report (Dana VanOast)56
 - H. Support Services Report (Sarah Mominee)57-58
 - I. Library Usage Statistics59-69
 - J. Friends of Novi Library – 10/8/25 Agenda (mistakenly recorded as 9/10/25), 9/10/25 Minutes70-73
 - K. City of Novi Historical Commission – 8/20/25 and 9/17/25 Minutes.....74-79

Director Farkas: Thanked the sponsors for the 65th Anniversary Celebration – DTE, Singh and VIBE Credit Union – as well as the Friends of Novi Library and the Novi Historical Commission. NPL also recently took part in celebrating 20 years of MeLCat.

Trustee Sturing: We have participated in MeLCat for a long time. It is a relatively nominal cost for the great services we get.

Trustee Burke: Asked about the memo on page 41 regarding High-Performance Organization training at the City and wondered if anyone from the Library participated in that training.

Director Farkas: Did participate in the training. It was a great three days.

Trustee Dooley: Had a question on page 58 about the 340 Northville users.

Director Farkas: Explained that currently, 340 Northville residents have come in to NPL and registered their Northville library card with us. They must do that now if they would like to use NPL because Northville District Library is no longer part of the TLN shared system.

Trustee Crawford: Brought up the Library Visit Request Form found on NPL's website. Thinks this is a great opportunity that HOAs and other organizations could take advantage of, and that the Library could promote it more.

Director Farkas: Expressed that it is hard to promote it big-time because we need to be able to dedicate staff time to meet demand. It is mostly used by schools, but we would be happy to provide tours to other groups as much as possible. Noted that if a Novi HOA holds their annual meeting at the NPL, we will waive their meeting room rental fee if they

agree to a 10–15-minute presentation about the Library and its services at the start of their meeting.

Trustee Halvangis: Wondered if staff who participate in professional development trainings have the opportunity to share what they have learned.

Director Farkas: Nothing formal, but is confident staff are sharing amongst themselves, including sending recordings to other staff members.

Trustee Halvangis: Asked about the merger of Library Market with LibraryIQ mentioned in the Marketing and Community Promotion report on page 56.

Director Farkas: Expressed that she doesn't think it will affect us much.

Trustee Gawalapu: Noticed that the Library has decided to remove conference phones from meeting rooms. Asked how often they were getting used.

Director Farkas: They were not being used at all, which is why we decided not to renew them and save a little bit of money.

Public Comment

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No Public Comment

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 - Chair: Burke, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held; planning a meeting in NovemberN/A
 - Computer & Internet Usage Policy.....80-90
 - Meeting Room Rental and Usage Policy.....91-96
2. **HR Committee:** Review HR Policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, Halvangis, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - Meeting held on 10/30/25.....96
 - Recording Secretary job posting for Library Board.....96-97
3. **Building & Grounds Committee:**
 - Chair: Gawalapu, Halvangis, Sturing, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
4. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
 - Question regarding tax collection for the Library.....98

5. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Meeting held on 10/13/25.....98
6. **Strategic Planning Committee:**
 - Chair: Bartlett, Crawford, Staff Liaisons: Julie Farkas and Dana VanOast
 - No Meeting Held.....N/A
7. **Bylaw Committee (Ad-hoc):** Review of Library Board Bylaws
 - Chair: Bartlett, Sturing, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held; discussions on 10/30/25 and 11/3/25.....N/A
 - City of Novi: Changes to Boards and Commissions.....99-102
 - Student Representative duties.....103-108
8. **DEI: Diversity, Equity and Inclusion Committee:**
 - Chair: Halvangis, Crawford, Dooley, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A

Matters for Library Board Action

6. 1st Reading: Computer & Internet Usage Policy80-86

Director Farkas: This is a big overhaul because it has not been significantly updated since 2017 and we have had a lot of changes with technology in the building since then. This has been reviewed by our attorney. Added language about differences in how some computers in the Library are filtered. For example, we have found that computers in the iCube Makerspace cannot be filtered as much because they have additional software on them and the filtering was not allowing the computers to run efficiently. We have not had any issues, we just want to put everything in writing in case there are issues in the future.

Discussion about how the policy should be shared so users of the iCube computers know they need to delete their content from the computer after using it.

Trustee Sturing: Pointed out there is duplicate language on pages 81 and 82. Doesn't think it is needed in both places.

Trustee Burke: Noted that "keylogger" is one word, not two, so that should be corrected. Asked how a patron can get a website unblocked.

Director Farkas: A patron can work with library staff, who can unblock a website for them.

Trustee Burke: Wondered if an incident report has ever been needed in relation to the Computer & Internet Policy.

Director Farkas: Yes, it has not happened often, but it is good to have documentation in case another incident occurs.

No Vote

7. 1st Reading: Meeting Room Rental & Usage Policy.....91-96

Trustee Burke: Wondered about the third bullet point on page 91 – if someone rents a room, anyone can go in and attend?

Director Farkas: Technically, yes, because we are a public building. But it does not happen.

Trustee Halvangis: Asked about meeting room fees not being refunded. Was that policy put in place due to incidents?

Director Farkas: Yes, we were getting a lot of cancellations and it took a lot of staff time to handle refunds.

Trustee Halvangis: Noticed a few small punctuation corrections she will send to Director Farkas.

No Vote

8. The HR Committee is recommending approval of the Recording Secretary job posting and to give the HR Committee the authority to interview and select the candidate for hire.97

Motion: To approve the Recording Secretary job posting and to give the HR Committee the authority to interview and select the candidate for hire

Motion – 1st – Trustee Dooley
2nd – Trustee Burke

Trustee Crawford: This is something that is necessary. We should get it posted as soon as possible.

Trustee Dooley: Thanked current Recording Secretary Amy Crockett for all her work. This position was initially posted internally to library staff, but did not get any bites, so we will now be posting it externally for the first time. We definitely need this and are looking for someone with a high standard skill-set that we are used to with Amy.

Director Farkas: Explained that the position will be posted widely, including on the City's job board and TLN's job board.

Trustee Sturing: Believes this might be a hard position to fill and that if it is not getting filled, the Board may have to send it back to Director Farkas to be filled internally.

Motion Passes – 7-0

9. The By-Law Committee is recommending approval of updates to the Student Representative duties (Article II Membership; Section 7) 103-108

Motion: To approve updates to the Student Representative duties (Article II Membership; Section 7)

Trustee Sturing: The City has discontinued their student representative program and we would like to continue it with the Library Board. This is the suggested language to do so.

Motion – 1st – Trustee Halvangis, with small grammatical/punctuation changes
2nd – Trustee Dooley

Director Farkas: Would like to consider changing the months for the appointment cycle to follow the Library's budget cycle.

Trustee Dooley: Suggested leaving it open ended, such as "The appointment cycle runs in accordance to the Library's needs."

This language is adopted as a friendly amendment to the original motion.

Trustee Bartlett: Wondered how the City selected the student representatives and what the school district's involvement was.

Director Farkas: This opportunity will be posted at the schools, but the schools were not involved in selecting students. Would also like to use the Library's Teen Advisory Board and Teen Space to promote this opportunity.

Trustee Halvangis: Asked if we need to change the language in Article III, Section 6 about a library staff member taking meeting minutes, since this will be changing.

Director Farkas: Suggested leaving the language for now. We may have to change it later, but it depends on what happens with the job posting.

Motion Passes – 7-0

10. 1st Reading: Novi Public Library Annual Report July 2024-June 2025Addendum

Trustee Dooley: The Events/Marketing/Fundraising Committee met today to review this document. This is a print-out of a webpage, so this version is not formatted for print. This gives the Board an idea of what will be included, but numbers are still being finalized and designs are still being worked on.

Director Farkas: Communications Manager Dana VanOast will attend the December 11 Library Board meeting to present the final draft and it will be brought for board approval then. It will then be presented at the December 15 City Council meeting. Please send me any feedback you have. The Events/Marketing/Fundraising Committee will meet again to review before the December meeting.

No Vote

Communications

2. 10/13/25: Email from Christina Horta, RE: Study Rooms.....109

Trustee Crawford: Expressed she is beginning to be concerned about study room space and how it is used, due to receiving several comments about it. Thinks there are probably many other people having issues that we have not heard from. Does not want rumors to grow and become an issue. Thinks the Board needs to keep an eye on this and they may have to consider some other options moving forward.

Trustee Halvangis: Agrees with Trustee Crawford but is concerned about the logistics of staff time it might take if we changed the study room policy.

Director Farkas: Said she does not think we have a real issue and that it is a difficult thing to address. We are in a unique situation because of our proximity to Novi High School.

Trustee Sturing: Has not seen the study rooms being misused or abused and would like to dispel that rumor, but does understand that people are disappointed when they cannot get a room.

Closed Session

No Closed Session

Adjournment

Motion: To adjourn at 8:29 PM

Motion to Adjourn – 1st – Trustee Crawford

2nd – Trustee Burke

Motion Passes – 7-0

Supplemental Information

• Library Board Calendar 2025.....	110
• Library Closings 2025	111
• Library Board Calendar 2026.....	112
• Library Closings 2026	113

2025/2026 Future Events:

- 11/19/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **11/26/25: Library Closes at 5pm**
- **11/27/25 – 11/30/25: LIBRARY CLOSED – Thanksgiving Day and weekend**
- 12/10/25: Friends of Novi Library Regular Meeting – CANCELLED
- **12/11/25: Library Board of Trustees Regular Meeting, 7pm, Novi Civic Center – Council Chambers**
- 12/17/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **12/19/25: Library closes at 2pm for Staff Holiday Event**
- **12/23/25: Library closes at 5pm**
- **12/24/25: LIBRARY CLOSED**
- **12/25/25: LIBRARY CLOSED**
- **12/31/25: LIBRARY CLOSED**
- **1/1/26: LIBRARY CLOSED**

WARRANTS (Provided by Bindhya Raja, Bookkeeper)

	Warrant 657			
Invoice Date	Payable to	Description	Account number	Invoice amt
10/21/2025	Quill	supplies	271-000.00-727.000	\$ 670.83
11/12/2025	USPS	Postage CC	271-000.00-728.000	\$ 27.30
11/25/2025	Stamps.com	Postage CC	271-000.00-728.000	\$ 120.99
11/22/2025	Adobe	22-Nov-2025 to 21-Dec-2025 CC	271-000.00-734.000	\$ 29.99
11/05/2025	Knight Technology	November	271-000.00-734.000	\$ 700.00
11/01/2025	Knight Watch	Nov thru Jan	271-000.00-734.000	\$ 210.00
11/12/2025	TechSoup	11/12/25 - 12/11/25 CC	271-000.00-734.000	\$ 93.60
10/21/2025	Amazon	IT Supplies	271-000.00-734.500	\$ 1,503.56
11/03/2025	Cricut	iCube	271-000.00-734.500	\$ 95.88
10/31/2025	LoVo Communications	Install Category 6 Cables	271-000.00-734.500	\$ 1,615.28
11/17/2025	Novi Public Library	Test Transaction CC	271-000.00-734.500	\$ 2.40
10/27/2025	Amazon	supplies	271-000.00-740.000	\$ 1,221.60
11/17/2025	Aunt Flow	Feminine products	271-000.00-740.000	\$ 760.00
11/12/2025	Quill	Toner Cartridge - SS	271-000.00-740.000	\$ 354.14
10/23/2025	Sam's	supplies	271-000.00-740.000	\$ 107.00
10/10/2025	Library Design	Task Stool	271-000.00-740.200	\$ 430.00
11/07/2025	Lands End	New Facilities Staff Logo wear CC	271-000.00-741.000	\$ 259.91
10/27/2025	Amazon	Books	271-000.00-742.000	\$ 713.13
10/22/2025	Bandibooks	Korean Youth Books	271-000.00-742.000	\$ 1,035.78
10/29/2025	Barnes&Nobel	Books	271-000.00-742.000	\$ 360.00
10/16/2025	Brodart	Books	271-000.00-742.000	\$ 15,400.18
10/17/2025	Cengage	Books	271-000.00-742.000	\$ 714.17
11/13/2025	Center Point	Books	271-000.00-742.000	\$ 300.71
10/30/2025	Kinokuniya	Japanese Books	271-000.00-742.000	\$ 1,040.49
11/20/2025	Meternally	Senior Kits CC	271-000.00-742.000	\$ 759.96
11/03/2025	Amazon	Lending Library	271.000.00-742.010	\$ 812.51
10/21/2025	Brodart	Lending Library	271-000.00-742.010	\$ 725.74
11/05/2025	Midwest Tape	Lending Library	271-000.00-742.010	\$ 511.30
10/02/2025	Belleville District Library	Projector - lost item	271-000.00-742.100	\$ 250.00
10/07/2025	Midwest Tape	744.530	271-000.00-744.000	\$ 1,698.69
11/05/2025	Playway	744.400	271-000.00-744.000	\$ 61.99
11/20/2025	OverDrive	Ebook, Audiobook	271-000.00-745.200	\$ 1,762.59
10/31/2025	Foster Swift	October	271-000.00-806.000	\$ 127.50
11/03/2025	Shifman Fournier	October	271-000.00-806.000	\$ 35.00

11/20/2025	ABWA	Power of Positivity CC	271-000.00-809.000	\$ 46.00
10/01/2025	Novi Rotary	Oct -Dec 2025	271-000.00-809.000	\$ 180.00
12/01/2025	Novi Chamber of Commerce	Membership	271-000.00-809.000	\$ 224.26
10/31/2025	GDI	October	271-000.00-817.000	\$ 8,680.00
11/24/2025	The Library Network	Oct 25 - Sep 26	271-000.00-818.000	\$ 3,495.00
10/13/2025	AT&T	Sep 14 - Oct 13,2025	271-000.00-851.000	\$ 47.25
11/18/2025	Knight Technology	Visio Networking Project	271-000.00-851.000	\$ 585.00
11/04/2025	Ooma	11/1/25 - 11/30/25	271-000.00-851.000	\$ 109.70
10/23/2025	T-Mobile	9/25/25 - 10/24/25	271-000.00-851.000	\$ 1,044.68
11/03/2025	Telnet	due 11/21/25	271-000.00-851.000	\$ 1,040.41
11/01/2025	Verizon	Oct 2 - Nov 1,2025	271-000.00-851.000	\$ 596.47
11/25/2025	The Library Network	Oct 25 - Dec 25	271-000.00-855.000	\$ 17,751.68
11/03/2025	E.DeCenso	Outreach	271-000.00-862.000	\$ 8.54
09/03/2025	J.Farkas	Multiple events	271-000.00-862.000	\$ 53.76
09/16/2025	L.Brandon	Outreach	271-000.00-862.000	\$ 28.70
11/19/2025	Petty Cash	E.DeCenso - Program	271-000.00-862.000	\$ 34.16
11/05/2025	Muniweb	October	271-000.00-880.000	\$ 369.00
10/29/2025	Amazon	Program - Gail	271-000.00-880.268	\$ 483.68
11/08/2025	Benitos	Human Library CC	271-000.00-880.268	\$ 166.72
11/06/2025	Busch's	Human Library CC	271-000.00-880.268	\$ 35.44
11/26/2025	Busch's	Program CC	271-000.00-880.268	\$ 22.47
11/10/2025	Meijer	Program CC	271-000.00-880.268	\$ 282.56
11/17/2025	Northville Cider Mill	TAB Meeting CC	271-000.00-880.268	\$ 56.25
11/21/2025	Petty Cash	Program	271-000.00-880.268	\$ 17.97
11/07/2025	Red Olive	Game Day CC	271-000.00-880.268	\$ 200.00
11/07/2025	Sam's	program - Gail	271-000.00-880.268	\$ 281.23
10/31/2025	313 Presents	Bus Trip CC	271-00.00-880.271	\$ 2,155.00
12/07/2025	Getaway Tours	Fox Theater	271-000.00-880.271	\$ 1,495.00
11/11/2025	Canon	Print - 10/1/25 - 10/31/25	271-000.00-900.000	\$ 618.82
10/29/2025	DTE	9/24/25 - 10/23/25	271-000.00-922.000	\$ 7,887.17
11/10/2025	Adventure Window	Window cleaning	271-000.00-934.000	\$ 2,100.00
11/05/2025	Aero Filter	45996	271-000.00-934.000	\$ 1,542.64
10/29/2025	Allied Building	credit for inv#379252	271-000.00-934.000	\$ 5,479.05
10/23/2025	Amazon	Lamp	271-000.00-934.000	\$ 721.96
10/01/2025	American Fireplace	Service & safety check	271-000.00-934.000	\$ 465.00
11/14/2025	Anago	deep cln & disinfect rstrm 11/13/25	271-000.00-934.000	\$ 420.00
10/23/2025	Dalton	semiannual/furniture/carpet	271-000.00-934.000	\$ 5,466.00
08/20/2025	Enerco	closed loop treatment	271-000.00-934.000	\$ 356.00
11/19/2025	image360	Wood Plaque CC	271-000.00-934.000	\$ 75.00
10/22/2025	Imperial Dade	supplies	271-000.00-934.000	\$ 1,573.20

10/29/2025	Michigan Dept. of Licensing	Elevator inspection	271-000.00-934.000	\$ 180.25
10/29/2025	Michigan Dept. of Licensing	Elevator inspection	271-000.00-934.000	\$ 180.25
10/31/2025	North Star	10/2/25 - 10/30/25	271-000.00-934.000	\$ 180.80
10/27/2025	Perfect cleaners	blanket cleaning	271-000.00-934.000	\$ 72.00
11/10/2025	Sams	supplies	271-000.00-934.000	\$ 202.34
09/16/2025	Uline	truck	271-000.00-934.000	\$ 1,161.30
10/31/2025	Brien's	lawn	271-000.00-936.300	\$ 2,095.00
11/20/2025	Brien's	Fall Clean-up	271-000.00-936.300	\$ 1,750.00
10/27/2025	Creating Sustainable Landscape	maintenance 10/10/25	271-000.00-936.300	\$ 750.00
10/31/2025	SCA	parking lot sweeping	271-000.00-936.300	\$ 78.40
11/11/2025	Canon	Lease-11/1/25 - 11/30/25	271-000.00-942.000	\$ 1,010.00
11/01/2025	Corrigan	November	271-000.00-942.100	\$ 28.06
11/04/2025	ALA	PLA Conference CC	271-000.00-956.000	\$ 364.00
10/31/2025	Double Tree Hotels	MLA Conference CC	271-000.00-956.000	\$ 361.66
10/29/2025	E.DeCenso	MLA Conference	271-000.00-956.000	\$ 99.26
10/29/2025	K.Malzahn	MLA Conference	271-000.00-956.000	\$ 102.64
10/21/2025	MCLS	J.Ehrmann:MARC	271-000.00-956.000	\$ 100.00
10/21/2025	MCLS	S.Mominee:Object Cataloging	271-000.00-956.000	\$ 100.00
10/14/2025	MCLS	S.Mominee:Cataloging Children	271-000.00-956.000	\$ 60.00
11/04/2025	MCLS	J.Ehrmann:Just enough to be dangerous	271-000.00-956.000	\$ 60.00
10/31/2025	North Grand Ramp	MLA Conference CC	271-000.00-956.000	\$ 30.00
12/01/2025	SkillPath	M.Zurmuehlen-Elearning subscription	271-000.00-956.000	\$ 349.00
10/30/2025	T.Price	MLA Conference	271-000.00-956.000	\$ 108.50
11/04/2025	University of Wisconsin	Back in Circulation Again CC	271-000.00-956.000	\$ 200.00
	TOTAL 271			\$ 110,331.45

	Warrant 657			
Invoice Date	Payable to	Description	Account number	Invoice amt
11/24/2025	Amazon	RAR	272-000.00-742.229	\$ 84.96
10/24/2025	Brodart	Sherlock Donation	272-000.00-742.230	\$ 24.95
11/12/2025	Brentwood Grille	Author Dinner CC	272-000.00-742.232	\$ 171.00
10/23/2025	Sam's	65th Anniversary	272-000.00-742.232	\$ 31.92
11/09/2025	Sedona Taphouse	Author Dinner CC	272-000.00-742.232	\$ 118.00
11/10/2025	Katie Williams	Comm Read Author	272-000.00-742.232	\$ 5,000.00
11/13/2025	Lands End	New Staff Logo wear CC	272.000.00-742.236	\$ 97.41
11/25/2025	Novi Community School	Appreciation CC	272-000.00-742.236	\$ 104.15
	TOTAL 272			\$ 5,632.39

October 2025 Library Board Student Representatives Report

No Report this month

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

PRESIDENT'S REPORT

Novi Public Library

Memo

To: Mayor Justin Fischer and Novi City Council Members
From: Julie Farkas, Library Director
Mark Sturing, Library Board President
cc: Victor Cardenas, City Manager
Date: December 4, 2025
Re: Novi Library Future Finances

This memo serves as an update to the information provided to the City Council on April 16, 2025.

Back in April, the Library Board and Director addressed a misunderstanding with the Library's finances that was reported during the budget approval process. At that time, the Library Board and Director also brought to City Council's attention the need to consider future operational and capital funding for the Novi Public Library based on the current 25/26 budget and projected budgets that were provided through 29/30.

When the new Library was approved by Novi residents in 2007, an increase in operational costs to operate the building was not requested. A bond was for building costs only. The footprint for the Library was going from approximately 24,000 sq. ft. to 59,000 sq. ft. It was understood that any additional costs for the new library building, during the next ten to twelve years, would need to come from fund balances. It has now been over fifteen years and based on the incredible use of the building, averaging over 1,000 visits per day, it is time to begin addressing infrastructure needs. The debt service for the Library's current building bond will expire in 2026-2027 (October 2026).

During Strategic Planning in 23/24, Novi Public Library was compared to other neighboring public libraries and it was found that the average library operational cost was \$76.00/year/resident versus Novi's operational cost of \$56.00/year/resident. The Library Board and Director have been cautiously utilizing the reserves in the fund balance to offset expenditures when needed, and for the first time, the amount has been greater than in previous years, as well as projecting much larger expenditures in the future.

This summer, the Library Board and Director met with Patrick McGow, from Miller Canfield, and City Manager, Victor Cardenas, to discuss millage options for the Library. In that meeting, it was brought to our attention that "when the Library Debt millage drops off entirely in 2027, the Act 164 could be increased to approximately 0.3471 mills to maintain the same overall millage level for Library purposes" (See letter dated August 28, 2025 from Patrick McGow, Miller Canfield).

Actions taken by the Library Board and Director since April 2025:

- A reserve study was conducted in June 2025 to determine future capital costs for the Library. A detailed plan has been provided to the Library that will help guide the Library Board and Director over the next twenty years for building improvements, replacements and upgrades. See report attached. Thank you to Council member, David Staudt, for giving us guidance on obtaining a consultant for reserve study purposes.

In the next five years, the following capital necessities for the library building will need to be addressed by the Library Board pursuant to the reserve study (these are estimated costs that have not gone out for bid):

➤ Main door replacement (25/26)	\$100,000
➤ Automated Return System (25/26)	\$129,000
SUBTOTAL	\$229,000
➤ Carpet replacement: public areas (27/28)	\$350,000
➤ Painting/Wallcoverings replacement: public areas (27/28)	\$60,000
➤ Youth Area Renovation/upgrade (27/28)	\$350,000
Currently in a one-year fundraising campaign for \$65,000; already have received over 60% of the goal	
➤ Magazine/Newspaper Renovation (27/28)	\$26,000
SUBTOTAL	\$786,000
➤ HVAC Mechanical: air handlers, fan motors, heating/cooling coils, water pumps, backflow preventers (30/31)	\$1,200,000
➤ Mechanical: boilers (30/31)	\$200,000
SUBTOTAL	\$1,400,000
Estimated Total Costs:	\$2,415,000

- The Library Board and Director will begin to allocate funds specifically for upcoming capital projects and place them in reserve for future use based on the reserve study recommendations. This will be effective in the 26/27 budget. This amount is projected at \$224,700.

Operational Measures Taken Thus Far by Library Board and Director since April 2025:

- The Library reviewed its current personnel needs. Currently, the Library has 24 full-time positions and approximately 40 part-time positions as of December 2025. A retirement will occur in December 2025 and the full-time position will not be replaced in a full-time capacity. There are no additional positions being added to the organization, and when full-time positions are vacated, these positions are being reviewed for its need in the organization.
- The Library reviewed its current state and federal funds that could impact services for the public. At this time, the state has not reduced the state funding that the Novi Public Library receives. State funding was reported as flat for the current fiscal year 25/26. State funding amounts to approximately \$69,000 annually, which is less than .02% of revenue received.
- The Library Board reviewed the current 25/26 budget for the Library. As of September 11, 2025 (1st Quarter Amendment to Library Budget), the Library is reporting a fund balance

need of \$283,077.29 to balance the current expenditures to revenue, instead of \$620,242 that was first approved and reported in February 2025.

- A review of current programming and service statistics to reduce the amount of events and resources that are currently being offered by the Library has not been completed.
- A review of the current usage of the Library to consider a reduction in public hours has not been completed. The Library is currently open 66 hours per week, Monday – Sunday.
- A review of current staffing needs to consider future reductions has not been completed.

Action Taken by the Library Board on September 11, 2025:

On September 11, 2025, the Library Board's Finance Committee made a recommendation to the full library board to approve: to request that Novi City Council approve an additional capital and operating millage in the amount of .2000 mills for the Library beginning in the year after the expiration of the approximate .3471 millage for the construction of the Library building. The recommendation was approved.

Impact to Novi Residents as it Relates to Their Tax Bill: Taxes Levied in July Annually

**numbers provided by City of Novi Finance Dept.*

25/26: Current Annual Tax Levy for Building Bond at .3471 mills (July 2025) \$1,764,049

26/27: Residents will pay off the building bond at .04077 mills (October 2026) \$221,044
Request from Library Board to City Council for .2000 mills (July 2026) \$1,084,409

26/27: TOTAL .24077 mills (reduction of .10633 from Building Bond) \$1,305,453

27/28: Additional capital and operating millage at .2000 mills annually \$1,117,000
(reduction of .04077; includes an inflation increase of 3%)

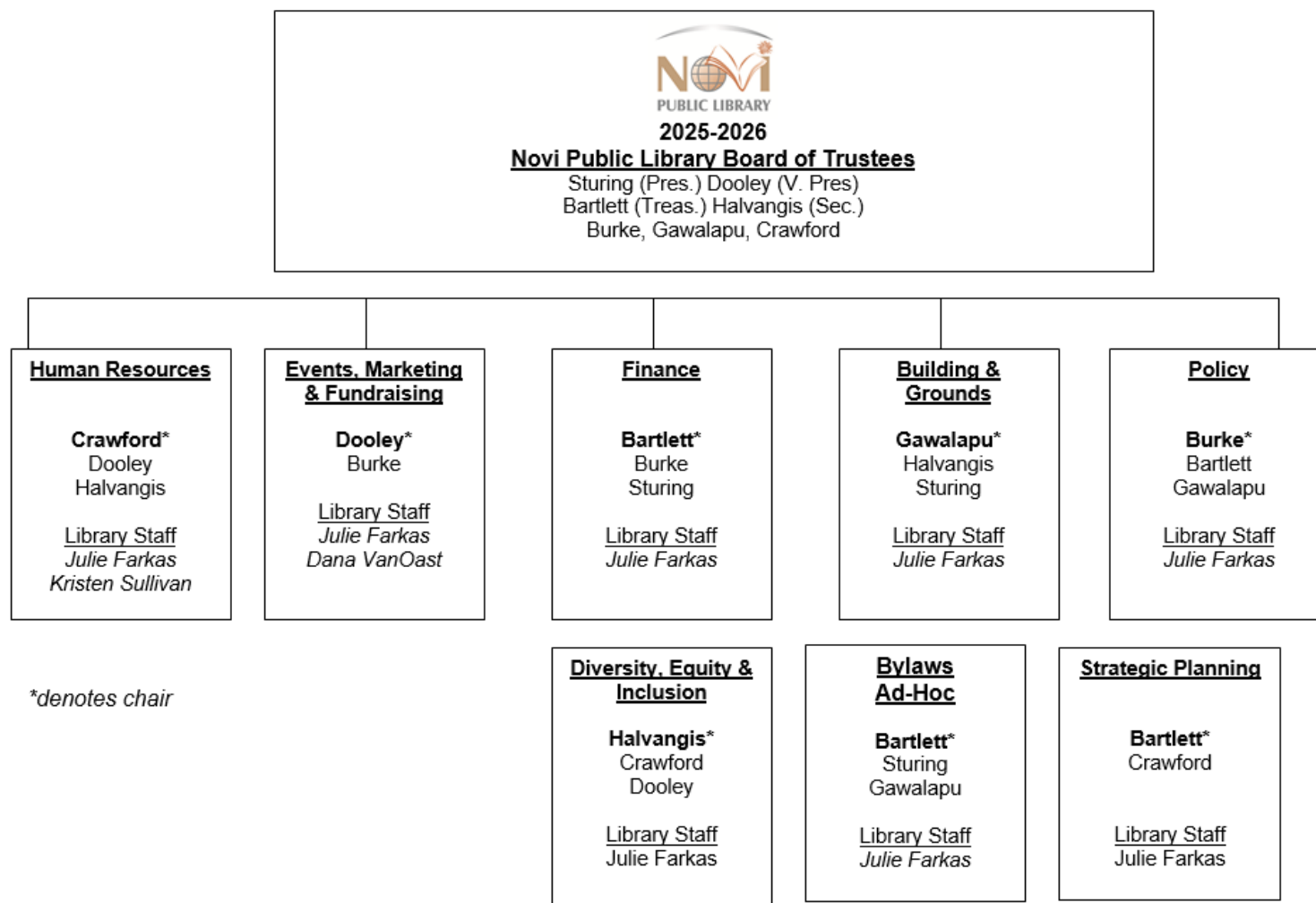
28/29: Consistent additional capital and operating millage at (.2000 mills) annually \$1,150,500
(Compound 3% on top of 27/28)

If the .2000 is approved by City Council, the Library would still hold its total millage needs under 1.0 mills at approximately .9285 mills for full operational and capital needs, however as we know, Headlee rollback impacts this annually. This would satisfy a three prong approach to current capital needs, future capital needs and increasing operational needs for the Library, thus equating to about half of the total millage that could be authorized for library purposes based on Public Act 164 and Current City Charter.

The City of Novi's Fund Balance Policies, adopted by resolution on September 26, 2011, provides "in the event the level of expenditures exceeds the estimated appropriations, the City will create a plan to replenish fund balance/reserves within three years by controlling operating expenditures, adjusting operations and/or dedicating excess or specific revenue sources." The Library Board and Director recognize and agree with this policy and recommend an increase in the Library's millage in the amount of .2000 mills as set forth in this memo.

The Library Board and Director will submit its annual budget for 2026/2027 and future projections for 2027/2028 and 2028/2029 following two study sessions scheduled in January and February 2026, and will look forward to a future discussion to address the Library's needs.

On behalf of myself and the Library Board, I want to thank the City Council for its continued support of the Novi Public Library.



*denotes chair

FINANCIALS – 25/26 First Quarter Budget Amendment, 9/11/25

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	1st Qtr.	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 - Brow nfield B1	-376.24	0.00	-506.00	-506.00	-587.00	-692.66	-713.44	-734.84
404.006	Tax Revenue - Brow nfield B2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404.007	Tax Revenue - Brow nfield 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 - Brow nfield B4 21	-354.57	-440.12	-469.00	-469.00	-544.00	-625.60	-644.37	-663.70
404.010	Tax Revenue - Brow nfield B4X	-44.00	-44.00	-124.00	-124.00	-143.00	-164.45	-169.38	-174.47
412.000	Tax Reveune - 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 Tow nship 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 softw are/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 Audited	2024-2025 Unaudited	2025-2026 Approved	2025-2026 Approved	2026-2027 Projected	2027-2028 Projected	2028-2029 Projected	2029-2030 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

Financial Report (Provided by Bindhya Raja, Bookkeeper) – November 2025**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 Oct 31,2025	YTD NOV 30,2025	Difference *
TOTAL REVENUES	\$ 3,923,481	3,955,589.18	\$32,108.10
TOTAL EXPENDITURES	\$ 1,371,393	1,677,379.41	\$305,986.40
NET OF REVENUES & EXPENDITURES	\$ 2,552,088	2,278,209.77	

Revenue & Expenditure Report for Fund 272

	YTD Oct 31,2025	YTD NOV 30, 2025	Difference*
TOTAL REVENUES	\$ 20,601	43,590.55	\$22,989.55
TOTAL EXPENDITURES	\$ 92,401	98,038.09	\$5,637.09
NET OF REVENUES & EXPENDITURES	(\$ 71,800)	(54,447.54)	

Balance Sheet Report as of October 31, 2025

The ending fund balance for Fund 271 is
\$4,781,441.48

The ending fund balance for Fund 272 is \$1,588,300.65

Revenues and Expenditures (Provided by Bindhya Raja, Bookkeeper)

12/03/2025		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI								
		PERIOD ENDING 11/30/2025								
		% Fiscal Year Completed: 41.92								
		END BALANCE	2025-26		MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2025	ORIGINAL	2025-26	SEPT 2025	OCT 2025	NOV 2025	11/30/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION		BUDGET	AMEND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	FORM (ABNORM)	NORM (ABNORM)	USED
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.00 - TREASURY										
Property tax revenue										
271-000.00-402.000	Property Tax Revenue - Curr	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 - Brov	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	(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	(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	(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	(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	(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	(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 - Cour	3,203.27	1,800.00	1,800.00	69.14	366.49	3,182.88	4,635.27	(2,835.27)	257.52
Property tax revenue		3,559,557.34	3,668,470.00	3,668,470.00	69.14	366.49	3,182.88	3,744,333.68	(75,863.68)	102.07
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 S	25,741.20	15,000.00	15,000.00	0.00	0.00	10,252.03	10,252.03	4,747.97	68.35
State sources		95,688.24	81,000.00	85,000.00	0.00	0.00	10,252.03	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	3,697.50	0.00	0.00	3,697.50	(3,697.50)	100.00
State grants		0.00	0.00	0.00	3,697.50	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	437.47	679.91	477.55	2,761.35	5,238.65	34.52
Fines and forfeitures		100,084.82	93,000.00	106,968.00	437.47	679.91	477.55	101,729.06	5,238.94	95.10
Interest income										
271-000.00-665.000	Interest in investments	138,007.28	100,000.00	100,000.00	4,920.68	0.00	0.00	16,432.21	83,567.79	16.43
271-000.00-669.500	Gain (loss) on investments	43,492.21	10,000.00	10,000.00	10,068.43	0.00	0.00	16,775.60	(6,775.60)	167.76
Interest income		181,499.49	110,000.00	110,000.00	14,989.11	0.00	0.00	33,207.81	76,792.19	30.19
Donations										
271-000.00-674.289	Adult programs	19,451.99	7,500.00	7,500.00	0.00	6,275.71	0.00	6,262.91	1,237.09	83.51
271-000.00-674.400	Gifts and donations	683.26	500.00	500.00	0.53	50.73	36.02	122.08	377.92	24.42
Donations		20,135.25	8,000.00	8,000.00	0.53	6,326.44	36.02	6,384.99	1,615.01	79.81
Other revenue										
271-000.00-675.000	Miscellaneous income	3,193.89	2,500.00	2,500.00	100.40	149.90	144.55	1,739.38	760.62	69.58
271-000.00-675.006	Car Charging Revenue	77.94	100.00	100.00	0.00	97.95	0.00	154.00	(54.00)	154.00
271-000.00-675.100	Copier	14,062.26	8,500.00	8,500.00	1,324.05	1,337.95	1,022.15	5,259.06	3,240.94	61.87
271-000.00-675.300	Meeting room	43,017.09	30,000.00	30,000.00	2,653.53	2,394.81	2,003.46	12,300.61	17,699.39	41.00
271-000.00-675.404	Novi Tow nship Assessment	8,228.00	7,850.00	7,850.00	0.00	0.00	0.00	0.00	7,850.00	0.00
Other revenue		68,579.18	48,950.00	48,950.00	4,077.98	3,980.61	3,170.16	19,453.05	29,496.95	39.74
Unclassified										
271-000.00-699.272	Transfer from Library Contrib	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	23,271.73	11,353.45	17,118.64	3,955,589.18	313,175.82	92.66
TOTAL REVENUES		4,025,544.32	4,009,420.00	4,268,765.00	23,271.73	11,353.45	17,118.64	3,955,589.18	313,175.82	92.66

		END BALANCE	2025-26		MONTH ACTI	MONTH ACTI	MONTH ACTI	YTD BALANCE	AVAILABLE	
		06/30/2025	ORIGINAL	2025-26	SEPT 2025	OCT 2025	NOV 2025	11/30/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION		BUDGET	AMEND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	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	117,923.04	176,756.82	124,087.84	609,209.54	920,790.46	39.82
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
271-000.00-704.210	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	54,628.42	86,190.69	60,336.01	298,555.74	509,944.26	36.93
271-000.00-706.000	Overtime	915.08	500.00	500.00	0.00	113.49	172.03	479.82	20.18	95.96
271-000.00-715.000	Social security	159,320.48	183,500.00	178,900.00	13,030.53	19,936.08	13,951.96	68,768.93	110,131.07	38.44
271-000.00-716.000	Insurance	272,645.88	239,560.00	276,000.00	23,130.39	21,026.89	6,972.30	95,099.06	180,900.94	34.46
271-000.00-716.200	HSA - employer contribution	1,812.74	3,000.00	3,000.00	103.13	103.13	103.13	449.35	2,550.65	14.98
271-000.00-716.999	Insurance - Employee Reimbu	(38,382.06)	(35,934.00)	(41,400.00)	(3,108.08)	(3,098.42)	(3,108.08)	(14,527.04)	(26,872.96)	35.09
271-000.00-717.000	Workers compensation	2,033.10	1,900.00	1,900.00	145.79	223.48	156.39	772.76	1,127.24	40.67
271-000.00-718.000	Pension - DB Normal Cost	1,680.00	1,884.00	1,800.00	157.00	157.00	157.00	785.00	1,015.00	43.61
271-000.00-718.010	Pension - DB Unfunded Accr	92,196.00	108,192.00	108,192.00	9,016.00	9,016.00	9,016.00	45,080.00	63,112.00	41.67
271-000.00-718.200	Pension - defined contribution	112,273.59	132,210.00	120,000.00	10,276.97	15,403.67	10,839.46	53,184.11	66,815.89	44.32
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	225,303.19	325,828.83	222,684.04	1,157,857.27	1,839,034.73	38.64
Supplies										
271-000.00-726.400	Supplies - Cash over/short	(8.38)	100.00	100.00	(10.21)	(0.02)	(0.75)	(1.93)	101.93	(1.93)
271-000.00-727.000	Office supplies	7,804.48	10,000.00	10,000.00	480.01	456.40	280.44	1,816.87	8,183.13	18.17
271-000.00-728.000	Postage	2,035.09	3,500.00	3,500.00	220.99	159.99	0.00	580.98	2,919.02	16.60
271-000.00-734.000	Computer supplies, software	46,943.17	97,000.00	97,000.00	1,946.79	138.92	910.00	28,504.60	68,495.40	29.39
271-000.00-734.500	Computer supplies/equipment	44,721.95	52,000.00	52,000.00	1,339.47	3,765.59	411.34	8,635.19	43,364.81	16.61
271-000.00-740.000	Operating supplies	41,640.62	38,000.00	38,000.00	2,597.85	2,589.03	1,284.18	16,060.00	21,940.00	42.26
271-000.00-740.200	Supplies - Desk chairs and fi	836.00	5,000.00	7,500.00	0.00	430.00	0.00	5,567.00	1,933.00	74.23
271-000.00-741.000	Supplies - Uniforms	1,176.64	1,000.00	1,000.00	0.00	0.00	0.00	287.43	712.57	28.74
271-000.00-742.000	Library books	232,364.05	241,000.00	241,000.00	18,235.72	18,014.20	4,070.45	73,991.45	167,008.55	30.70
271-000.00-742.010	Library Books - Lending	7,815.27	15,400.00	15,400.00	631.00	1,101.21	1,061.88	4,829.51	10,570.49	31.36
271-000.00-742.100	Library Books - Fines	118.98	200.00	200.00	54.99	(250.00)	0.00	(158.02)	358.02	(79.01)
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	6,615.77	2,075.54	164.46	14,091.83	37,908.17	27.10
271-000.00-745.200	Electronic media	160,490.09	177,000.00	177,000.00	5,183.71	26,272.82	0.00	84,539.33	92,460.67	47.76
271-000.00-745.300	Electronic resources (CD rom	80,376.53	80,000.00	80,000.00	614.52	2,664.48	0.00	52,621.02	27,378.98	65.78
Supplies		693,933.57	790,200.00	792,700.00	37,910.61	57,418.16	8,182.00	291,365.26	501,334.74	36.76

		END BALANCE	2025-26		MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2025	ORIGINAL	2025-26	SEPT 2025	OCT 2025	NOV 2025	11/30/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION		BUDGET	AMEND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
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	141.18	140.67	160.39	638.57	2,361.43	21.29
271-000.00-803.000	Independent audit	622.00	800.00	800.00	253.00	508.00	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	232.00	0.00	464.00	1,036.00	30.93
271-000.00-806.000	Legal fees	4,388.50	6,000.00	6,000.00	0.00	162.50	0.00	2,080.00	3,920.00	34.67
271-000.00-809.000	Memberships and dues	6,233.26	8,500.00	8,500.00	626.00	702.00	0.00	5,726.00	2,774.00	67.36
271-000.00-816.000	Professional services	15,888.11	20,000.00	20,000.00	499.00	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	8,120.00	8,680.00	0.00	32,480.00	62,520.00	34.19
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00
271-000.00-820.000	Property & liability 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/Uninsu	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	3,695.27	3,775.78	504.39	14,976.14	39,123.86	27.68
271-000.00-855.000	TLN Automation Services	71,297.68	81,000.00	81,000.00	1,985.25	0.00	0.00	18,521.36	62,478.64	22.87
271-000.00-861.000	Gasoline and oil	316.40	500.00	500.00	0.00	46.73	0.00	133.68	366.32	26.74
271-000.00-862.000	Mileage	1,536.19	1,700.00	1,700.00	134.68	108.92	8.54	279.58	1,420.42	16.45
271-000.00-880.000	Community promotion	18,504.24	25,000.00	25,000.00	806.60	1,666.20	369.00	8,318.77	16,681.23	33.28
271-000.00-880.268	Library programming	24,945.78	44,600.00	44,600.00	1,796.94	1,758.67	712.20	6,563.50	38,036.50	14.72
271-000.00-880.271	Adult programs	9,424.83	10,000.00	10,000.00	0.00	500.00	1,495.00	6,712.40	3,287.60	67.12
271-000.00-882.200	Employee assistance program	506.94	1,000.00	1,000.00	0.00	414.12	0.00	414.12	585.88	41.41
271-000.00-900.000	Printing, graphic design and p	22,970.79	26,000.00	26,000.00	512.62	677.06	618.82	1,830.83	24,169.17	7.04
271-000.00-921.000	Heat	13,139.86	15,700.00	15,700.00	375.19	438.52	1,583.79	3,009.61	12,690.39	19.17
271-000.00-922.000	Electricity	98,745.97	118,900.00	102,000.00	7,957.02	7,887.17	0.00	34,143.51	67,856.49	33.47
271-000.00-923.000	Water and sewer	8,466.93	8,700.00	8,700.00	2,397.24	0.00	0.00	2,397.24	6,302.76	27.55
271-000.00-934.000	Building maintenance	139,346.32	125,000.00	125,000.00	4,207.29	13,709.83	5,700.60	40,845.19	84,154.81	32.68
271-000.00-935.000	Vehicle maintenance	426.22	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-936.300	Grounds maintenance	44,088.98	53,000.00	53,000.00	2,478.69	5,117.90	0.00	13,510.48	39,489.52	25.49
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	5,050.00	7,150.00	41.39
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	140.30	359.70	28.06
271-000.00-956.000	Conferences and workshops	18,822.29	26,700.00	26,700.00	1,062.00	1,132.29	159.26	3,744.17	22,955.83	14.02
271-000.00-957.000	Tuition & other reimbursemen	0.00	7,000.00	7,000.00	0.00	0.00	0.00	0.00	7,000.00	0.00
Other services and charges		675,419.61	784,150.00	762,250.00	38,086.03	48,696.42	12,350.05	228,156.88	534,093.12	29.93
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	301,299.83	431,943.41	243,216.09	1,677,379.41	2,874,462.59	36.85
TOTAL EXPENDITURES		4,118,982.04	4,629,662.00	4,551,842.00	301,299.83	431,943.41	243,216.09	1,677,379.41	2,874,462.59	36.85
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		4,025,544.32	4,009,420.00	4,268,765.00	23,271.73	11,353.45	17,118.64	3,955,589.18	313,175.82	(804.80)
TOTAL EXPENDITURES		4,118,982.04	4,629,662.00	4,551,842.00	301,299.83	431,943.41	243,216.09	1,677,379.41	2,874,462.59	(804.80)
NET OF REVENUES & EXPENDITURES		(93,437.72)	(620,242.00)	(283,077.00)	(278,028.10)	(420,589.96)	(226,097.45)	2,278,209.77	(2,561,286.77)	(804.80)
BEG. FUND BALANCE		2,596,669.43	2,503,231.71	2,503,231.71				2,503,231.71		(804.80)
END FUND BALANCE		2,503,231.71	1,882,989.71	2,220,154.71				4,781,441.48		(804.80)

		END BALANCE	2025-26		MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2025	ORIGINAL	2025-26	SEPT 2025	OCT 2025	NOV 2025	11/30/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION		BUDGET	AMEND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	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	1,962.99	0.00	0.00	9,039.16	17,960.84	33.48
272-000.00-669.500	Gain (loss) on investments	23,750.68	(4,500.00)	(4,500.00)	4,016.57	0.00	0.00	8,139.49	(12,639.49)	(180.88)
Interest income		83,141.70	22,500.00	22,500.00	5,979.56	0.00	0.00	17,178.65	5,321.35	76.35
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 Rev	5,177.55	1,000.00	1,000.00	237.80	175.90	275.20	1,176.90	(176.90)	117.69
272-000.00-674.229	Raising a Reader in Novi Spo	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	0.00	200.00	800.00	20.00
272-000.00-674.231	Buildings/Ground/Furniture R	4,068.72	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.232	Programming Revenue	14,597.75	2,000.00	2,000.00	0.00	3,800.00	1,200.00	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 F	34,294.00	0.00	0.00	0.00	0.00	15,535.00	15,535.00	(15,535.00)	100.00
Donations		71,476.02	12,500.00	12,500.00	237.80	3,975.90	17,010.20	26,411.90	(13,911.90)	211.30
Total Dept 000.00 - TREASURY										
TOTAL REVENUES		154,617.72	35,000.00	35,000.00	6,217.36	3,975.90	17,010.20	43,590.55	(8,590.55)	124.54
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	454.57	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-742.046	Makerspace iCube	1,000.00	0.00	0.00	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	311.74	0.00	311.74	688.26	31.17
272-000.00-742.230	Collections/Materials Expense	5,975.24	1,000.00	1,000.00	0.00	180.01	0.00	180.01	819.99	18.00
272-000.00-742.231	Buildings/Ground/ Furniture E	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	1,673.03	5,000.00	6,673.03	(5,673.03)	667.30
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	859.63	474.41	0.00	2,217.28	282.72	88.69
Supplies		21,784.26	93,000.00	93,000.00	859.63	2,639.19	5,000.00	39,453.09	53,546.91	42.42
Other services and charges										
272-000.00-820.001	Insurance deductibles/Uninsu	0.00	0.00	0.00	5,000.00	0.00	0.00	5,000.00	(5,000.00)	100.00
Other services and charges		0.00	0.00	0.00	5,000.00	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	0.00	53,585.00	57,915.00	48.06
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	0.00	0.00	0.00	129,000.00	0.00
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	0.00	0.00	53,585.00	342,215.00	13.54
Unclassified										
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
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										
TOTAL EXPENDITURES		155,820.62	393,800.00	730,177.00	5,859.63	2,639.19	5,000.00	98,038.09	632,138.91	13.43

		END BALANCE	2025-26		NTH ACTIVITY	NTH ACTIVITY	NTH ACTIVITY	YTD BALANCE	AVAILABLE	
		06/30/2025	ORIGINAL	2025-26	SEPT 2025	OCT 2025	NOV 2025	11/30/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION		BUDGET	AMEND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	ORM (ABNORM)	NORM (ABNORM)	USED
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES		154,617.72	35,000.00	35,000.00	6,217.36	3,975.90	17,010.20	43,590.55	(8,590.55)	7.83
TOTAL EXPENDITURES		155,820.62	393,800.00	730,177.00	5,859.63	2,639.19	5,000.00	98,038.09	632,138.91	7.83
NET OF REVENUES & EXPENDITURES		(1,202.90)	(358,800.00)	(695,177.00)	357.73	1,336.71	12,010.20	(54,447.54)	(640,729.46)	7.83
BEG. FUND BALANCE		1,643,951.09	1,642,748.19	1,642,748.19				1,642,748.19		7.83
END FUND BALANCE		1,642,748.19	1,283,948.19	947,571.19				1,588,300.65		7.83
TOTAL REVENUES - ALL FUNDS		4,180,162.04	4,044,420.00	4,303,765.00	29,489.09	15,329.35	34,128.84	3,999,179.73	304,585.27	
TOTAL EXPENDITURES - ALL FUNDS		4,274,802.66	5,023,462.00	5,282,019.00	307,159.46	434,582.60	248,216.09	1,775,417.50	3,506,601.50	
NET OF REVENUES & EXPENDITURES		(94,640.62)	(979,042.00)	(978,254.00)	(277,670.37)	(419,253.25)	(214,087.25)	2,223,762.23	(3,202,016.23)	
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				6,369,742.13		

Financial Balance Sheets (Provided by Bindhya Suriyanarayanan, Bookkeeper)

Fund 271 - LIBRARY FUND		
*** Assets ***		
GL Number	Description	Balance
271-000.00-001.000	Cash - Pooled	-298,461.97
271-000.00-004.000	Cash on hand	600
271-000.00-017.000	Investments - Pooled	5,048,888.36
271-000.00-019.000	Current taxes receivable	70,325.33
	Total Assets	4,821,351.72
*** Liabilities ***		
271-000.00-202.000	Accounts payable	28,253.63
271-000.00-258.702	Accrued liabilities - tax	11,700.00
271-000.00-259.300	Accrued workers compensation	-43.39
	Total Liabilities	39,910.24
*** 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	2,278,209.77
	Ending Fund Balance	4,781,441.48
	Total Liabilities And Fund Balance	4,821,351.72

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	22,133.15
272-000.00-017.000	Investments - Pooled	1,566,252.83
	Total Assets	1,588,385.98
*** Liabilities ***		
272-000.00-202.000	Accounts payable	85.33
	Total Liabilities	85.33
*** 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	(54,447.54)
	Ending Fund Balance	1,588,300.65
	Total Liabilities And Fund Balance	1,588,385.98

DIRECTOR'S REPORT



January Anniversaries – Years of Service



Kelly Kolchuk – 24yrs.
Information Services – Sunday Librarian



Jeff Smith – 3 yrs.
Head of Information Technology



Maggie Nelson – 3 yrs.
Support Services Clerk



Bailey Caswell-Kemp 1 yr.
Information Services Intern



Participate in Polar Prizes!

When you check out an item from Lakeshore Lending Library at Lakeshore Park this Dec-Feb, you may find an entry ticket to win one of several great prizes! The more tickets you find, the better chance you have of winning!

[Learn More](#)



Support NPL on Giving Tuesday

This Giving Tuesday, join us in our mission to raise \$65,000 for our 65th anniversary. Since Oct 26, we have received \$15,135, bringing our total so far to **\$49,429!** Your contributions on **Tue, Dec 2** can help us reach our goal!

These funds will be used for future renovations in our Youth Area, ensuring that young readers will enjoy this space for many years to come! Renovations will include furniture, expanded program space, shelving, new carpeting and interactive play equipment.

Thank you for supporting NPL!

[Donate Here](#)

Upcoming Closure of the Drive-Up Return Slots

A new Automated Materials Handling System will be installed this winter! This will require a shut down of access to the drive-up return slots area sometime in Dec through Jan (approx. 6-8 weeks).

During this closure, patrons will only be able to return materials inside the Library's lobby. Once we have exact closure dates, we will send out an email alert to all patrons. Check our website for the most updated information throughout Dec and Jan.

We appreciate your patience as we work towards improving your drive-up return services at NPL!

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

- 11/3: Meeting with representative from Angela Hospice for future programming opportunities
- 11/4: Election Day – early opening of the building @ 5:45am
- 11/5: Novi Chamber Stakeholder mtg.
- 11/5: Meet & Greet at ECEC – new Director, Kristen Meier
- 11/6: Veteran's Day Event at City of Novi
- 11/8: Veteran's Wreath Event – Novi Historical Commission
- 11/8: Friendship Dolls Presentation, City of Novi
- 11/9: Dinner with Community Read Author – Katie Williams
- 11/10: Community Read Author Event
- 11/11: Novi Schools Bond Project Introduction w/Stewart Reich
- 11/12: Community Impact Day planning mtg. w/Chamber of Commerce
- 11/12: Catch up mtg. w/MSUFCU – Ian Duncanson
- 11/18: Novi Rotary Foundation mtg.
- 11/21: Chamber 101 Library Program & Tour
- 11/25: Catholic Central Volunteer Program

BOARD, COMMITTEE & FRIENDS MEETINGS

- 11/13: Board E/M/F Committee mtg.
- 11/18: Board Policy Committee mtg.

CURRENT PROJECTS

- Main Entrance Door project
- State Aid Report and Annual Statistics; Annual Stats for City of Novi
- Authors LIVE program for April 2026 – Fox Run

STAFF & CITY MEETINGS

- 11/4: Electrical vendor mtg. re: additional outlets
- 11/12: City of Novi Leadership Mtg.
- 11/17: Director's Q&A with staff
- 11/18: Team Novi Administrative Goal Setting Session
- 11/19: Tabletop Group Exercise – Police Training Center
- 11/19: Director's Q&A
- 11/21: Catch up mtg. w/Mayor Fischer and Mayor Pro-Tem Casey
- 11/24: City of Novi Budget Conversation
- 11/24: Budget meeting w/Sabrina Lilla
- 11/25: City of Novi Leadership Mtg.

WEEKEND ROTATION

- 11/8 & 11/9

TRAINING

- 11/4: BS&A training w/Bindhya Raja
- 11/5: Cash deposits training w/Bindhya Raja
- 11/11: Invoices training w/Bindhya Raja
- 11/17: Coin Boxes training w/Bindhya Raja
- 11/19: Director tours for Nicolas Carrizales and Geoff Frankling
- 11/20: Board Packet training w/Bindhya Raja

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

11/1/2025			
9-10am	0	0	0
10-11am	22	82	52
11am-12	71	93	82
12-1pm	119	82	101
1-2pm	103	131	117
2-3pm	88	185	137
3-4pm	106	271	189
4-5pm	241	173	207
5-6pm	345	88	217
6-7pm	28	2	15
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			1,115

11/2/2025			
9-10am	0	0	0
10-11am	0	0	0
11am-12	0	0	0
12-1pm	75	164	120
1-2pm	100	137	119
2-3pm	122	113	118
3-4pm	116	117	117
4-5pm	104	107	106
5-6pm	185	65	125
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			703

11/3/2025			
9-10am	0	0	0
10-11am	26	92	59
11am-12	58	48	53
12-1pm	71	55	63
1-2pm	57	54	56
2-3pm	65	143	104
3-4pm	151	160	156
4-5pm	140	175	158
5-6pm	186	98	142
6-7pm	125	111	118
7-8pm	86	80	83
8-9pm	89	11	50
9-10pm	0	0	0
			1,041

11/4/2025			
9-10am	0	0	0
10-11am	70	158	114
11am-12	125	123	124
12-1pm	131	119	125
1-2pm	132	124	128
2-3pm	83	92	88
3-4pm	99	89	94
4-5pm	122	115	119
5-6pm	121	99	110
6-7pm	143	183	163
7-8pm	94	56	75
8-9pm	81	23	52
9-10pm	0	0	0
			1,191

11/5/2025			
9-10am	0	0	0
10-11am	44	119	82
11am-12	180	255	218
12-1pm	134	96	115
1-2pm	89	73	81
2-3pm	80	73	77
3-4pm	81	6	44
4-5pm	87	78	83
5-6pm	96	89	93
6-7pm	77	129	103
7-8pm	83	61	72
8-9pm	132	24	78
9-10pm	0	0	0
			1,043

11/6/2025			
9-10am	0	0	0
10-11am	26	77	52
11am-12	46	51	49
12-1pm	55	36	46
1-2pm	51	85	68
2-3pm	81	136	109
3-4pm	185	172	179
4-5pm	155	141	148
5-6pm	148	143	146
6-7pm	120	156	138
7-8pm	141	54	98
8-9pm	106	26	66
9-10pm	0	0	0
			1,096

11/7/2025			
9-10am	0	0	0
10-11am	31	83	57
11am-12	57	57	57
12-1pm	52	3	28
1-2pm	49	73	61
2-3pm	88	139	114
3-4pm	153	178	166
4-5pm	158	113	136
5-6pm	188	82	135
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			752

11/8/2025			
9-10am	0	0	0
10-11am	45	102	74
11am-12	83	104	94
12-1pm	73	82	78
1-2pm	102	104	103
2-3pm	86	108	97
3-4pm	131	142	137
4-5pm	118	92	105
5-6pm	178	51	115
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			801

11/9/2025			
9-10am	0	0	0
10-11am	0	0	0
11am-12	0	0	0
12-1pm	37	98	68
1-2pm	81	213	147
2-3pm	95	155	125
3-4pm	229	123	176
4-5pm	129	101	115
5-6pm	168	48	108
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			739

11/10/2025			
9-10am	0	0	0
10-11am	23	71	47
11am-12	44	38	41
12-1pm	38	47	43
1-2pm	50	53	52
2-3pm	69	141	105
3-4pm	133	197	165
4-5pm	194	177	186
5-6pm	200	145	173
6-7pm	142	201	172
7-8pm	81	100	91
8-9pm	239	21	130
9-10pm	0	0	0
			1,202

11/11/2025			
9-10am	0	0	0
10-11am	26	99	63
11am-12	69	68	69
12-1pm	65	72	69
1-2pm	81	77	79
2-3pm	83	126	105
3-4pm	168	181	175
4-5pm	207	174	191
5-6pm	148	108	128
6-7pm	94	131	113
7-8pm	113	75	94
8-9pm	145	39	92
9-10pm	0	0	0
			1,175

11/12/2025			
9-10am	0	0	0
10-11am	32	78	55
11am-12	66	69	68
12-1pm	64	48	56
1-2pm	56	51	54
2-3pm	59	127	93
3-4pm	161	230	196
4-5pm	201	165	183
5-6pm	179	121	150
6-7pm	119	206	163
7-8pm	112	91	102
8-9pm	181	17	99
9-10pm	0	0	0
			1,217

11/13/2025			
9-10am	0	0	0
10-11am	33	105	69
11am-12	71	58	65
12-1pm	47	45	46
1-2pm	81	69	75
2-3pm	72	130	101
3-4pm	165	221	193
4-5pm	175	169	172
5-6pm	173	99	136
6-7pm	127	131	129
7-8pm	71	60	66
8-9pm	137	30	84
9-10pm	0	0	0
			1,135

11/14/2025			
9-10am	0	0	0
10-11am	26	113	70
11am-12	67	53	60
12-1pm	70	46	58
1-2pm	50	52	51
2-3pm	93	151	122
3-4pm	149	156	153
4-5pm	177	123	150
5-6pm	171	69	120
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			783

11/15/2025			
9-10am	0	0	0
10-11am	29	105	67
11am-12	104	143	124
12-1pm	142	86	114
1-2pm	66	69	68
2-3pm	91	84	88
3-4pm	91	101	96
4-5pm	103	89	96
5-6pm	137	58	98
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			749

11/16/2025				
9-10am	0	0	0	
10-11am	0	0	0	
11am-12	0	0	0	
12-1pm	41	109	75	
1-2pm	89	114	102	
2-3pm	96	148	122	
3-4pm	134	131	134	
4-5pm	160	128	144	
5-6pm	202	54	128	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				704

11/17/2025				
9-10am	0	0	0	
10-11am	23	73	48	
11am-12	40	49	45	
12-1pm	51	42	47	
1-2pm	53	51	52	
2-3pm	64	136	100	
3-4pm	179	202	191	
4-5pm	188	182	185	
5-6pm	195	176	186	
6-7pm	125	158	142	
7-8pm	150	69	110	
8-9pm	150	19	85	
9-10pm	0	0	0	
				1,188

11/18/2025				
9-10am	0	0	0	
10-11am	31	86	59	
11am-12	56	53	55	
12-1pm	50	41	46	
1-2pm	47	56	52	
2-3pm	60	126	93	
3-4pm	165	191	178	
4-5pm	159	138	149	
5-6pm	162	90	126	
6-7pm	85	121	103	
7-8pm	96	37	67	
8-9pm	98	16	57	
9-10pm	0	0	0	
				982

11/19/2025				
9-10am	0	0	0	
10-11am	27	71	49	
11am-12	40	51	46	
12-1pm	55	51	53	
1-2pm	56	40	48	
2-3pm	55	153	104	
3-4pm	188	199	194	
4-5pm	152	111	132	
5-6pm	128	105	117	
6-7pm	112	136	124	
7-8pm	81	73	77	
8-9pm	165	22	94	
9-10pm	0	0	0	
				1,036

11/20/2025				
9-10am	0	0	0	
10-11am	36	88	62	
11am-12	67	69	68	
12-1pm	56	37	47	
1-2pm	56	67	62	
2-3pm	63	146	105	
3-4pm	151	179	165	
4-5pm	156	131	144	
5-6pm	147	107	127	
6-7pm	101	82	92	
7-8pm	72	33	53	
8-9pm	68	24	0	
9-10pm	0	0	0	
				922

11/21/2025 7AM Event				
7-10am	18	26	22	
10-11am	26	74	50	
11am-12	49	51	50	
12-1pm	62	45	54	
1-2pm	66	79	73	
2-3pm	58	119	89	
3-4pm	174	173	174	
4-5pm	161	120	141	
5-6pm	169	86	128	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				778

11/22/2025				
9-10am	0	0	0	
10-11am	39	79	59	
11am-12	84	89	87	
12-1pm	95	112	104	
1-2pm	95	132	114	
2-3pm	96	117	107	
3-4pm	115	98	107	
4-5pm	110	108	109	
5-6pm	183	72	128	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				812

11/23/2025				
9-10am	0	0	0	
10-11am	0	0	0	
11am-12	0	0	0	
12-1pm	46	141	94	
1-2pm	104	140	122	
2-3pm	113	109	111	
3-4pm	120	100	110	
4-5pm	140	115	128	
5-6pm	151	68	110	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				674

11/24/2025				
9-10am	0	0	0	
10-11am	18	58	38	
11am-12	56	53	55	
12-1pm	41	65	53	
1-2pm	53	44	49	
2-3pm	74	140	107	
3-4pm	168	199	184	
4-5pm	157	130	144	
5-6pm	164	102	133	
6-7pm	117	87	102	
7-8pm	66	52	59	
8-9pm	108	19	64	
9-10pm	0	0	0	
				986

11/25/2025				
9-10am	0	0	0	
10-11am	34	95	65	
11am-12	75	52	64	
12-1pm	50	67	59	
1-2pm	65	55	60	
2-3pm	86	137	112	
3-4pm	171	190	181	
4-5pm	135	112	124	
5-6pm	134	110	122	
6-7pm	113	91	102	
7-8pm	61	42	52	
8-9pm	75	33	54	
9-10pm	0	0	0	
				992

11/26/2025 CLOSED EARLY				
9-10am	0	0	0	
10-11am	45	101	73	
11am-12	77	62	70	
12-1pm	72	56	64	
1-2pm	87	121	104	
2-3pm	96	92	94	
3-4pm	93	117	105	
4-5pm	141	64	103	
5-6pm	0	0	0	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				612

11/27/2025 CLOSED				
9-10am	0	0	0	
10-11am	0	0	0	
11am-12	0	0	0	
12-1pm	0	0	0	
1-2pm	0	0	0	
2-3pm	0	0	0	
3-4pm	0	0	0	
4-5pm	0	0	0	
5-6pm	0	0	0	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				0

11/28/2025 CLOSED				
9-10am	0	0	0	
10-11am	0	0	0	
11am-12	0	0	0	
12-1pm	0	0	0	
1-2pm	0	0	0	
2-3pm	0	0	0	
3-4pm	0	0	0	
4-5pm	0	0	0	
5-6pm	0	0	0	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				0

11/29/2025 CLOSED				
9-10am	0	0	0	
10-11am	0	0	0	
11am-12	0	0	0	
12-1pm	0	0	0	
1-2pm	0	0	0	
2-3pm	0	0	0	
3-4pm	0	0	0	
4-5pm	0	0	0	
5-6pm	0	0	0	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				0

11/30/2025 CLOSED				
9-10am	0	0	0	
10-11am	0	0	0	
11am-12	0	0	0	
12-1pm	0	0	0	
1-2pm	0	0	0	
2-3pm	0	0	0	
3-4pm	0	0	0	
4-5pm	0	0	0	
5-6pm	0	0	0	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				0

Assistant Director of Building Operations Report by Maryann Zurmuehlen – November 2025**Meetings & Trainings**

- 11/4, 11/19, 11/24: Catchup Meeting with Head of Support Services
- 11/4, 11/18: Management Team Meeting
- 11/12: Training Sessions with Help Desk Ticket System vendor
- 11/12: Strategic Plan Committee Meeting
- 11/12, 11/20: AMHS Construction Quotes Walkthroughs with Vendors
- 11/18: Catchup Meeting with Director
- 11/19: Catchup Meeting with Head of Information Technology
- 11/19: Attended City of Novi Tabletop Emergency Preparedness Exercise
- 11/20: Budget Meeting with Heads of SS Dept. & IT Dept.
- 11/24: Director/Assistant Directors Meeting
- 11/24: Facilities Budget Meeting

Current Projects

- Ongoing training of new Head of Support Services, Sarah Mominee
- Chair of the Public Policy Committee
- Project Manager for the installation of the Automated Materials Handling System (AMHS) in January, including building modifications
 - November: Obtaining quotes for building modifications
- 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
- Training (2) 20 hour part-time Facilities Assistant new hires
- Updating and reformatting the Emergency Manual and all emergency procedures
- Updating the Building Operations Manual for Managers and Facilities
- Overseeing the budget creation for Facilities, Information Technology, and Support Services for FY 26-27
- Obtaining quotes for a new Landscape and Lawn Services Contract

Information Technology Report by Dept. Head Jeff Smith – November 2025

General

Knight Technology continued to work with us on our Network Roadmap. In addition to two Visio diagrams, we are developing a new "Network Project Plan". Our old project plan dates back to 2014 or 2019 so an update is very badly needed due to all the hardware changes over the last several years.

Denise and Jeff worked on populating BossDesk -our new NPL Help Desk - with IT and non-IT assets such as computers, software, licenses, contracts, and supplies. BossDesk will help us to manage the devices more efficiently. We also created Onboarding, Off-boarding and Staff Transfer workflows to help us keep track of all the IT tasks that must be completed when an employee leaves NPL or is assigned to a new job.



Boss Desk Service Requests for Staff Onboarding / Off-boarding and Transferring.

Denise provided regular maintenance for our copiers and computers. She is refining several images - one for each type of computer - to make diagnosis, updating and replacement quick and efficient.



New Franklin JEXtream 2100 5G Hotspot

The IT Team began the task of replacing our old public and staff hotspots with new JEXtreme 5G hotspots. We are replacing about 40 at a rate of 5 per week. Thank you, Dom, Denise, Shang-Yeu, Sarah, and Kristin for your work on this project.

- Jeff attended a Management meeting, a TLN Tech Comm meeting, an iCube Committee meeting and led an IT Team meeting.
- Denise participated in the Human Library event, attended a Customer Service Meeting, an iCube meeting and an IT Team Meeting
- Dominic led an iCube Team meeting and attended a Quarterly Supervisor's Meeting and an IT Team meeting

- Mallory attended iCube and IT Team meetings and helped with the Human Library event.

Training

- Jeff led Denise and Dominic in "Hotspot Deployment Training"
- Mallory led a Beginner Sewing Class (Zippered Pouch) for patrons.
- Jeff and Denise attended "GoTo - Print Service powered by Princh" Webinar sponsored by Envisionware

iCube

We held 107 iCube appointments in November.

- 18 3D prints
- 0 3D scans
- 6 Adobe Creative Cloud projects
- 5 Cricut crafts
- 0 Carvey projects
- 33 Creative Kits
- 10 Digital Conversions
- 10 Heat Press jobs
- 3 Laser projects
- 7 Photo Prints
- 12 Sewing/Embroidery projects
- 3 Sublimation prints

"Mary and I spent a couple of hours at the Civic Center's Veterans Day event. We took the A1 Mini and a button maker with pre-printed images. The buttons were a big hit with probably between 50-75 people making one." -Dominic



Librarian Mary R. and Dominic representing the iCube at the City of Novi Veteran's Day event.



Tumblers with letters engraved by patrons and Mallory with our new laser.



Harry Potter themed tote bags made by a patron and Mallory

Mallory reported that she "had an appointment with a patron at noon to use the heat press to make tote bags. They are having a Harry Potter themed party, and she made a really cute design for tote bags as gift bags."

Mary and Dominic reported, "Our 'Behind the Scenes: Makerspaces Serving Library Staff and Stretching Budgets' presentation went well. There were about 70ish registrants and about half joined in. We even had someone from Alaska join in! Those that registered got a link to the recorded session afterwards to attend at their leisure. We had lots of questions at the end and some compliments on the cool things our makerspace is doing."



A presentation slide from the "Makerspace Serving Library Staff" presentation.

Jess reported, "Walk-in for the flatbed scanner. And I walked an older couple through scanning 35mm slides and they did just fine after that."

Jess also reported, "Walk-in for the heat press. Made a few shirts. "A patron came in and asked about his prints that he just picked up. The quality wasn't where he needed it in order for it to function as a stamp. We quickly diagnosed the problem being that it had been printed on its side instead of standing up, like previous iterations of his project. As a result of printing on its side, the layers were very visible on the stamp's face. I elected to reprint the stamps at no cost, so a new sheet has been drafted and put in the print queue."

Sid reported, "Had a few walk-ins come throughout my shift to use the Creative Kits (they were POPULAR today!)." and "Worked on a few of the 3D print requests and processed new ones coming in. Shadowed Dominic to refresh my memory on checking the charge on the microphones/other equipment downstairs in the large meeting room."

Facilities Report by Keith Perfect – November 2025

In the past month the Facilities Department has closed 20 Facilities Maintenance tickets, 42 Meeting Room Requests/programs and has completed approximately 352 Periodic Maintenance tickets.

- Safety tours were provided to our two new Facilities staff members.
- An order for HVAC filters was placed/received.
- An attempt was made to repair the non-functional light in the Historical Commission display case, it was determined that it is time to replace the fixtures. Fixtures will be replaced soon.
- A few emergency lights/exit signs and batteries were replaced by vendor.
- All worn/damaged first-aid kits were replaced.
- The seasonal plants in the patio planters were removed and disposed of.

Assistant Director of Public Services by Lori Lowery - November 2025

Professional Development –

- Watched Brodart Bibz Analytics webinar
- Watched Self Care for Burnout webinar

Committees –

- The Customer Service Committee reviewed responses to the Cross-Departmental Learning Opportunity survey and began planning how this can be implemented.
- The Strategic Plan Committee discussed the difference between items marked as completed and those that are ongoing.

Meetings –

- 11/4/2025 Management Meeting
- 11/5/2025 Meeting with Director and IS Supervisors
- 11/11/2025 Summer Reading Workgroup meeting
- 11/11/2025 Meeting with IS Supervisors
- 11/12/2025 Strategic Plan Committee Meeting
- 11/13/2025 IS Staff Meeting
- 11/18/2025 Budget meeting with IS Supervisors
- 11/18/2025 Management Meeting
- 11/19/2025 Meeting with Director
- 11/20/2025 Customer Service Committee meeting
- 11/20/2025 Meeting with IS Supervisor
- 11/24/2025 Meeting with Oakland County Health & Human services - ESL resources
- 11/24/2025 Assistant Director's Meeting
- 11/25/2025 Meeting with IS Supervisor Projects – • Working on FY 26-27 budget
- Completed State Aid numbers for 2024-25

Other –

- Assisted with Yokai Festival
- Assisted with Human Library
- Watched City of Novi Open Enrollment Plan Changes Presentation
- Monitored Teen Space
- Presented NPL information to Oberlin HOA
- Worked 2 shifts on Information Services Desk
- Lead ESL/ELL Book Club

Information Services Department Report by Emily Brush and Rae Manela – November 2025

News and Notes

- Shannon and staff hosted the Yokai Festival, with 350 in attendance.
- Community Reads received 147 attendees, plus 30 students at the Novi High School
- Mary and Dominic presented to Library Makers, a national organization, on how they use the makerspace to internally serve library staff.

Professional Development

- Celebrate Native American and Indigenous Voices Booklist webinar (Danielle)
- What Got Us Here Won't Get Us There: Building the Next Generation of Thriving Libraries webinar (Danielle)
- Creating Thriving Workplaces: Mental Health & Well-being webinar (Danielle)
- Tell Me More: Global Voices Children's Voices and Young Adult Titles (Danielle)
- Picture Book Buzz webinar presented by School Library Journal (Danielle)
- DK Spring 2026 Season Preview (Danielle)
- Not Your Mother's Librarian: Libraries in the 21st Century (Danielle)
- Library Trends - Generative AI and Libraries (Jen)
- Universal Design: Inclusive Approaches to Public Librarianship (Jen)
- Joining the StoryWalk Movement, and Taking your Outreach to the Next Level! Webinar (Lindsay)
- Conflict Prevention Series: Saying the wrong thing with your body (Emma)
- Violating the "5 second rule" (Emma)
- PBS Books Caregiving Webinar: Exploring Compassion, Connection & Community (Emma and Gail)
- Self-Care for Burnout, Vicarious Trauma and Moral Injury (Emma)
- Michigan Digital Preservation Conference (Mary and Rae)
- Library Con Live (Shannon)

Committee Work

NPL Committees

- iCube - Mary, Jess, Anna, Danielle
- Customer Service - Lori, Lindsay
- Public Policy - Anna
- DEI - Jess, Austin, Jen, Shannon
- Strategic Planning - Rae, Josefa, Lori, Shannon
- Professional Development Day - Jen

NPL Workgroups

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

Outside NPL Committees

- MLA Thumbs Up Award - Shannon, Austin
- Novi Mental Health Alliance - Austin, Emma
- Novi Historical Commission - Rae
- Collaborative Summer Library Program (CSLP) Early Literacy Manual Committee - Emily

IS Staff Outreach

- Danielle and Jen represented NPL at Parkview Elementary's Multicultural Night (11/18)
- Vocational Training Presentation at Anastasia and Katie's Coffee Shop and Cafe 11/5 (Jen)
- Novi High School Makerspace session 11/13 (Jen, Mary)
- Jen provided Growing Early Literacy Skill Through Books - A Workshop for Early Childhood Educators for the Greater Detroit Cooperative Preschool Teacher's Association's Fall Conference 11/14 (Jen)
- Northville Early Childhood Special Education Family Activity Day 11/14 (Emily)
- Little Birds Montessori Story Time Visit 11/20 (Shannon, Emily)
- Novi ECEC Story Time Visits (10 sessions 11/10-11/20) (Lindsay)
- Novi Early Childhood Special Education Family Activity Day 11/21 (Lindsay)
- Waltonwood Crafts (Emma)
- Storypoint Visit (Emma)
- Lakes of Novi Visit (Emma)
- Fox Run - Delta Blues (Emma)
- Meadowbrook Commons - Writing Workshop (Emma)
- iCube outreach for City of Novi Veterans Day Celebration (Mary & Dominic)
- ESL Tour with NCSD (Shannon)

Adult Programs

- Business Book Club In-Person 11/5 (Jen)
- Business Book Club Virtual 11/4 (Jen)
- Growing Early Literacy Skills Through Songs & Rhymes - A Workshop for Early Childhood Educators 11/12 (Jen)
- Growing Early Literacy Skills Through Books - A Workshop for Early Childhood Educators (Jen)
- Introduction to the Anishinaabeg Program (Emma)
- Human Library (Emma)
- Adult Game Day (Gail)
- Community Read (Rae and Julie)
- Novel Idea Book Club (Rae)
- Afternoon Read Book Club (Rae)
- Tea Blending Workshop (Bailey)
- Evening of English (Shannon)
- Craftastic Wednesday: Kumihimo (Jess and Bailey)
- Spanish Conversation Group (Shannon)
- Masterpiece Monday (Danielle)
- History talk: the Wreck of the Edmund Fitzgerald (Rae)
- For the Love of Poetry (Emma)
- The Magnificence of the Friendship Doll "Miss Akita Fukiko" (Shannon)
- Japanese Conversation Group (Shannon)
- Korean Conversation Group (Shannon)
- Strange Lands Book Club (Jess)

Adult Displays

- **Adult Desk Display** - Native American Heritage Month
- **2nd Floor Adult**
 - Adult Reading Challenge: Read a book featuring a soldier or veteran
 - Homelessness Awareness Month



- ## Youth Displays

-
- PHILLY BLAZIN'
- BRAIDED ROOTS
- ROCK YOUR MOCS
- FIERCE AUNTIES!
- NATIVE PEOPLE
- NATIVE AMERICAN HERITAGE MONTH**
- ...a time to celebrate rich and diverse cultures, traditions, and histories and to acknowledge the important contributions of Native people.
- National Congress of American Indians
- NCAI
NATIVE CONGRESS OF AMERICAN INDIANS



All Ages Programs

- NO-VI Chess Club 11/13 (Austin)
- Game On! - A Neurodivergent, Disability, and Family-Friendly Event 11/16 (Jen)
- Ben Sharkey Concert (Gail)
- Yokai Festival (Shannon)

Marketing & Community Promotions Report by Dana VanOast – November 2025

Outreach

- November 13, 2025: Springshare "The Heart of Library Work: Balancing Service, Compassion, and Self-Care" webinar (Amy Crockett)
- November 18, 2025: Springshare "Reconnecting the Library through Email Marketing" webinar (Dana VanOast)
- November 20, 2025: Tour of Goddard School of Novi (Dana VanOast)
- November 21, 2025: MI PR Group, October & November meetings (Dana VanOast)
- November 25, 2025: Filmed four Fox Run Library Minute videos (Dana VanOast)
- November 25, 2025: Springshare "Reconnecting the Library through Email Marketing" webinar (Dana VanOast)
- November 26, 2026: "Working Well with Your Team: How to Manage Your Staff" webinar (Dana VanOast)

Committee Involvement

- Amy Crockett attended monthly Customer Service Committee meeting on 11/20/25
- Dana attended monthly Strategic Planning Committee meeting on 11/12/25, Events, Marketing & Fundraising Board Committee meeting on 11/13/25 and Patron Point Check-In meeting on 11/25/25

eNewsletter

- 22,981 emails sent on October 31; 7,508 read (32.7% read rate); 823 Unique Clicks

Meeting Room News & Notes

- November totals: 34 rentals with 588 attendees
 - Meeting room availability was limited this month due to Facilities staffing
 - Meeting Room Policy was updated and submitted to the Board of Trustees for review
 - Feedback from renters this month:
 - "As always a great experience & venue."
 - "This place is great, the staff is just lovely."

- “Easy process to follow - having the option to book by date or room is really great.”

Novi Note – November 25, 2025

Friends of the Library annual scholarship

The Friends of the Novi Public Library is once again offering two \$1,000 scholarships to high school students who attend Novi High School or reside in the city.

To apply for a scholarship, students must write a 250- to 500-word essay, provide a transcript of their grades and a list of the extracurricular activities they have participated in, as well as the college they plan to attend and their course of study.

Scholarship applications are available at the high school or at novilibrary.org. NHS students should submit the application and essay to the school. Students who don't attend NHS should email their application to friends@novilibrary.org. Applications must be received by Jan. 12. Recipients will be notified by the end of March.

SUPPORT SERVICES DEPARTMENT Report by Sarah Mominee – November 2025

Department Head/General

- Attended weekly management meetings
- Had my monthly supervisor 1:1s
- Attended weekly 1:1 meetings with Maryann Zurmuehlen
- Ran the first Quarterly Supervisor Meeting with Support Services, Information Services, and Information Technology supervisors on November 4
- Attended a meeting with Jeff Smith about the new Hotspots on November 6
- Did MeLCAT On November 7
- Began and finished doing Statistics for Julie Farkas and Dana VanOast for the Support Services Department
- Attended a Strategic Plan Committee Meeting on November 12
- Met with Eva Sabolcik on November 12 to discuss staff talking points for the Youth Area
- Attended the Back in Circulation 2025 University of Wisconsin-Madison virtual conference on November 13 and 14. Attended the following breakout sessions:
 - A keynote speaker spoke about Defusing and Preventing Behavioral Escalation in Libraries and Beyond: The Role of Three Core Human Needs
 - Breakout session 1: Rethinking Library Access: A Critical Review of Gates and Book Loss Prevention
 - Breakout session 2: Engaging with English Language Learners: Strategies for Effective Communication with Positive Outcomes
 - Breakout session 3: Empowering Ideas, Building Connections: How Staff Vision and Community Collaboration Transformed Circulation Services
 - Breakout session 4: Can Anyone Cover My Shift? Lessons from Implementing a Location Agnostic Public Services Staffing Model
 - Breakout session 5: MHOT or Not: A Materials Handling Operations Team for Libraries
- Completed State Aid for Julie Farkas
- Prepared the first draft of the Support Services Department FY 26-27 budget
- Attended my final class required for my Advanced Cataloging Certificate: MCLS: Cataloging with Variant Titles on November 20
- Had a budget meeting with Jeff Smith to go over shared budget lines with Support Services and IT on November 20
- Aided Julie Farkas in the Chamber 101 program in getting Novi Business Owner cards for Novi Chamber members that attended on November 21
 - 4 new card sign ups were completed at this time
- Wrote a report for Julie Farkas and Maryann Zurmuehlen on the Back in Circulation 2025 conference as well as the MLA conference

Circulation & Shelves

- Staff are working on the Collection Inventory Project which began in January 2024
- Jolanta Borek has announced that she will be retiring at the end of the year, December 31. Please visit her desk on December 18 and say goodbye!
- Lori Mullins has been promoted to 29-hour Support Services Supervisor! She starts her training in December and will officially be a supervisor starting in January
- A 19-hour Circulation Clerk and a 16-hour Shelves position were posted on November 18

Tech Services

- Beyond their phenomenal daily work, Tech Services completed the following:
 - Processed and added 922 items to the catalog
 - Withdrew 1,199 items from the catalog
 - Trained Jacob on Unclaims (Jordan)
 - MCLS Class - Cataloging with Variant Titles (Jordan and Amy)
 - Added Amy to the MCLS Rides contact list
 - Began the Missing Item Report for Reference staff (Kristin)
 - Provided a supply budget to Sarah (Kristin)
 - Attended the 1st Quarterly Supervisor Meeting (Kristin)
 - Homeless De-Escalation Core Training webinar (Kristin)
 - Amazon Library Customer Exclusive Webinar 201: MARC records and upcoming features (Kristi)
 - Wrote Donation Statistics procedure for the Tech Services Procedure Manual (Lisa)
 - Updated Tech Services Default Price List (Lisa)

TLN SASUG:

- There was no meeting this month

Statistics (November 2025)

- Cards Issued: **253**
- Items Checked Out (NPL): **51,380**
- Items Checked Out (LLL): **58**
- Total Checkouts (NPL + LLL): **51,438**
- Items Interloaned for NPL Patrons: **3,347 (78 through MeLCat)**
- Items Interloaned to Other Libraries: **2,959 (139 through MeLCat)**
- Items Added to the Collection: **923**
- Items Discarded from the Collection: **1,199**
- Drive-Up Window & Locker Hold Pickups: **28**
- MAP Checkouts: **32**
- Online New Card Registrations: **23**
- Outreach:
 - NPL @ Your Door: **5 Mailer Bags / 18 Items**
 - **7 Facilities Visits / 32 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								1,614
↳ Of Which, Online Registrations Totaled	15	12	20	17	23								87
Checkouts (NPL)	64,301	59,557	53,597	54,544	51,380								283,379
Checkouts (Lakeshore Lending Library)	116	84	75	63	58								396
Total Checkouts (NPL + LLL)	64,417	59,641	53,672	54,607	51,438								283,775
Items Borrowed	4,739	3,934	4,147	4,056	3,347								20,223
Items Loaned	3,696	3,411	3,667	3,595	2,959								17,328
Hold Pickups (Drive-Up & Lockers)	28	21	20	24	28								121
MAP Pass Checkouts	106	97	64	70	32								369
Read Boxes	748	502	362	360	0								1,972
NPL @ Your Door (# of Bags)	10	8	9	9	5								41
NPL @ Your Door (# of Items)	53	21	31	21	18								144

[illegible]

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							
January							
February							
March							
April							
May							
June							
FYTD	277,806	47.70%	132,504	38,885	27,550	19,109	46,960
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 30 due to a bad AIO PC. Due to this issue, the October statistics is not accessible. Stat shown is estimated.							
November Note: Self-Check Youth #1 stopped working on November 19. Due to this issue, the November statistics is not accessible. Stat shown is estimated.							

Library Usage									
2024-2025 Fiscal Year					2025-2026 Fiscal Year				
	Lobby	Drive-Up (Sensource motion sensor)	Total	Daily Average		Lobby	Drive-Up (Verkada Camera Analytics)	Total	Daily Average
July	27,026	6,343	33,369	1,192	July	27,903	632	28,535	1,019
August	26,543	7,657	34,200	1,179	August	25,071	601	25,672	885
September	26,464	7,657	34,121	1,219	September	26,979	609	27,588	985
October	30,044	5,220	35,264	1,138	October	29,086	561	29,647	956
November	25,150	3,060	28,210	1,045	November	24,451	1,823	26,274	1,011
December	21,114	5,220	26,334	941	December				
January	25,456	6,149	31,605	1,090	January				
February	22,472	5,150	27,622	987	February				
March	28,408	5,967	34,375	1,109	March				
April	24,261	5,405	29,666	1,059	April				
May	24,466	4,237	28,703	1,063	May				
June	26,951	4,406	31,357	1,120	June				
FYTD Total	308,355	66,470	374,825	1,096	FYTD Total	133,490	4,226	137,716	970
Our Car counter sensor failed at 10PM on 8/28/2024. September 2024 Drive-Up numbers are estimated.					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.				
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 counts some cars more than once, and sometimes it also counts pedestrians, we will only be using the new Verkada Camera Analytics method beginning in July 2025. June 2025 Verkada Camera Analytics =550 cars.

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					
January	954	159,040	159,994	5,517	272	January					
February	960	144,116	145,076	5,181	257	February					
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	5,970	729,040	735,010	5,176	1,331

Notes 2024-2025:

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

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			
January	711	9,566	13	January			
February	649	9,353	14	February			
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	1,676	141,615	105
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.

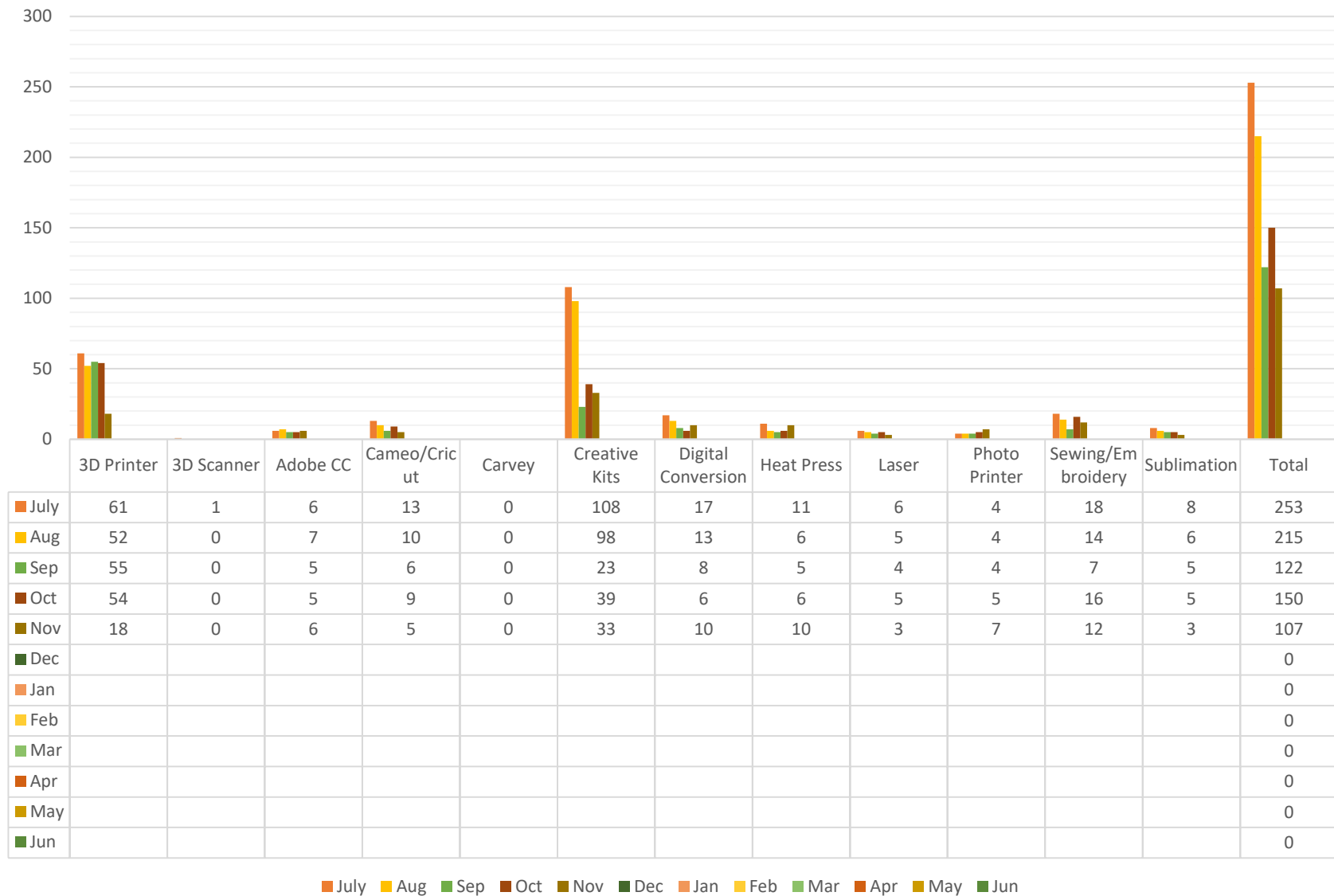
Also see the chart on the next page for June 2024 Magic Desktop totals.

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								168
3D Scanner	1	0	0	0	0								1
Adobe CC	6	7	5	5	6								18
Cameo/Cricut	13	10	6	9	5								29
Carvey	0	0	0	0	0								0
Creative Kits	108	98	23	39	33								229
Digital Conversion	17	13	8	6	10								38
Heat Press	11	6	5	6	10								22
Laser	6	5	4	5	3								15
Photo Printer	4	4	4	5	7								12
Sewing/Embroidery	18	14	7	16	12								39
Sublimation	8	6	5	5	3								19
Staff Training	0	3	2	2	4								5
Total	253	218	124	152	111	0	0	0	0	0	0	0	595
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



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					
January					
February					
March					
April					
May					
June					
FYTD Total	13,830	4,312	2,100	94	2,009

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					
January					
February					
March					
April					
May					
June					
FYTD Total	38,535	19,056	57,591	10,945	567

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		
January		
February		
March		
April		
May		
June		
FYTD	204	3,532

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

*** meeting room rentals may be down in 24/25 due to a staff shortage in the Facilities Dept. in the fall 2025. 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					
December	155	58	2.67	327	5,445	December					
January	198	76	2.61	296	727	January					
February	157	54	2.91	179	322	February					
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	482	161		830	1,370

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

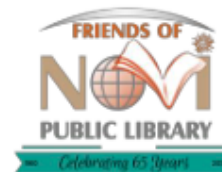
myLIBRO (Library App)															
2024-2025				2025-2026				2024-2025				2025-2026			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
July	2,977	92,994	5,011	July	4,861	24,524	6,548	January	3,906	23,811	6,671	January			
August	3,157	109,022	4,585	August	5,012	24,045	6,510	February	4,047	21,252	5,875	February			
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				June	4,682	24,418	6,720	June			
								FYTD Tot.		452,332	66,649	FYTD Tot.		117,000	32,034

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

FRIENDS OF NOVI LIBRARY

Friends of the Novi Library

November 2025



Book Nook Notes: In September, we made \$1,961 in the Nook. Thanks to all of you who buy books and those donate them.

The Book Nook has so many wonderful books in it. I love to see what people are buying. Some take out their phones to consult their reading lists, some just wander around to take it all in. When someone buys a "classic" I think of the Christmas when I was 11, and I received my very own copy of "Gone With the Wind." I read it all Christmas day, much to my mother's chagrin, and then I read it again! My father received the condensed Reader's Digest books, and I read Daphne Du Maurier's "Rebecca" many times, and I was intrigued. These magnificent writers like Jane Austen, the Bronte sisters and Edith Wharton paved the way for Betty Smith ("A Tree Grows in Brooklyn", Pearl Buck ("The Good Earth") and Shirley Jackson ("The Lottery"). They in turn handed the reins to Kristin Hannah, Ruth Ware and Beatriz Williams, wonderful writers of today. I just wonder what the writers of tomorrow will have for the next generation of avid, passionate readers. ---Carol Neumann



Coming soon to the iCube Makerspace & Sponsored by the Friends: Our new BAI The Mirror Embroidery Machine is a 15-needle embroidery machine designed for enhancing hats, T-shirts, hoodies, jeans, jackets, patches, and more. It can create vibrant and detailed patterns, logos, and lettering on a wide range of fabrics! Check novilibrary.org/icube for more information.

From the President:

Our 65th Anniversary celebration on Sunday, October 26th was lots of fun. There were speeches by Julie Farkas, Library Director, Justin Fischer, our Mayor who grew up in Novi, Mark Sturing, Library Board President, and Sue Johnson, Friends of the Library Board President. All had heart warming stories to tell.

We had a book cake made by Maria of Maria's Italian Bakery in Novi. I had the dubious honor of cutting the cake which went pretty well with help.

Mary Angela Winter and I updated the Library History boards which were read by many and will be on the windows of the second floor through November. Take a look if you did not see them.

There is a great video that includes many Novi residents who remember the Library and talk about their experiences. You can see it through the Novi Public Library Facebook page.

Dress code was easy. The Friends purchased shirts for everyone involved in the day whether you served on the 65th committee, were on the Library or Friends board, were library staff or a speaker. The only choice was whether you wanted blue or green.

Tickets for the beautiful Library Quilt purchased by the Friends for the raffle, were on sale. The winner was picked on October 31st. Elizabeth Kopko, Support Services Supervisor at the Library, was the winner.

Calendar of Events:

Kaleidoscope: 7pm at NPL, registration required
November 13 – **How Do Newspapers Survive in a Digital World?**: Charity Meier, Staff Writer/Reporter, *Novi Note*
March 4 – **Native Roots: Indigenous History of Belle Isle**: Catherine Waldecker, Programs Coordinator, Detroit Historical Society
December 6th: Holiday Market

Register on novilibrary.org/events.

**Friends of the Novi Public Library
Meeting of the Board of Directors
Agenda – November 12, 2025**

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|---|--|
| I. Call to Order, Roll Call | Sue Johnson |
| II. Minutes of October 8, 2025 Meeting * | Evelyn Cadicamo |
| III. Treasurer's Report* | Sue Johnson |
| <ul style="list-style-type: none"> • Prior month(s) Income and Expense • Statement Balances • Budget changes approval | |
| IV. Reports | |
| <ul style="list-style-type: none"> • Library Liaison • Book Nook • Membership • Scholarships • President <ul style="list-style-type: none"> • Library/Friends 65th Anniversary update • Quilt Raffle – sold 262 tickets, made \$2617.19 including \$15 in donations, fees - \$17.81 • Ben Sharkey concert update • Community Read update • Gift of Reading - Seedlings • Youth Area Renovations, presentation of checks at the Library Board Meeting – 11/13 – approval required • Michigan Basket Raffle – drawing 12/12 • Holiday Sale – 12/6 • Blue History Boards | Dana VanOast
Carol Hoffman
Sue Johnson
Megs Beller
Sue Johnson |
| V. Announcements | |
| VI. Calendar | |
| <u>Kaleidoscope</u> <ul style="list-style-type: none"> • November 13 – How Do Newspapers Survive in a Digital World?: Charity Meier, Staff Writer/Reporter, Novi Note | |
| <u>2024 Listen at the Library</u> | |
| <u>2024 Tuesday Tunes -</u> | |
| <u>2024 Summer Music at Paradise Park – all events start at 6:30pm</u> | |
| <u>Friends Events</u> <ul style="list-style-type: none"> • Date for the Christmas luncheon – Sue's house | |
| VII. Adjournment* | |
| *Requires Action | |

Youth Area Renovation Donations

- \$2600 – quilt Raffle
- \$700 – donation - Richard A. Rich and Judy Wright
- \$85 – in memory of Norm Young (Burnett membership renewal)
- \$6500 – Fidelity Charity – name not disclosed
- \$2000 – donation – name not disclosed

Total \$11,885

+ \$2,500 - Joyce Chert

Total: \$14,385.00

Friends of the Novi Public Library Meeting of the Board of Directors October 8, 2025

Call to order: Sue Johnson called the meeting to order at 7:07 p.m.

Present: Marilyn Amberger, Margaret (Megs) Beller, Evelyn Cadicamo, Anne Craig, Sue Johnson, Karen Schubert, Mary Angela Winter, and Dana VanOast, Library Liaison

Minutes of the September 10, 2025 Meeting: Evelyn Cadicamo.
Megs made a motion to accept the minutes as presented, Mary Angela seconded.
Motion passed 7-0. Evelyn is stepping down as secretary and Karen will be filling in for the remainder of her term.

Treasurer's Report: Sue Johnson.
After being reviewed a motion was made by Marilyn and seconded by Mary Angela to accept the Treasurer's Report. Motion passed 7-0. Sue is working with an accountant to complete the Friends' taxes.

Library Liaison: Dana VanOast.
Dana passed out the 65th Anniversary tee shirts to the members of our board.

Membership: Sue Johnson.
Membership is doing well. There were 5 new and 6 renewals on the NPL sponsored senior day (10/6).

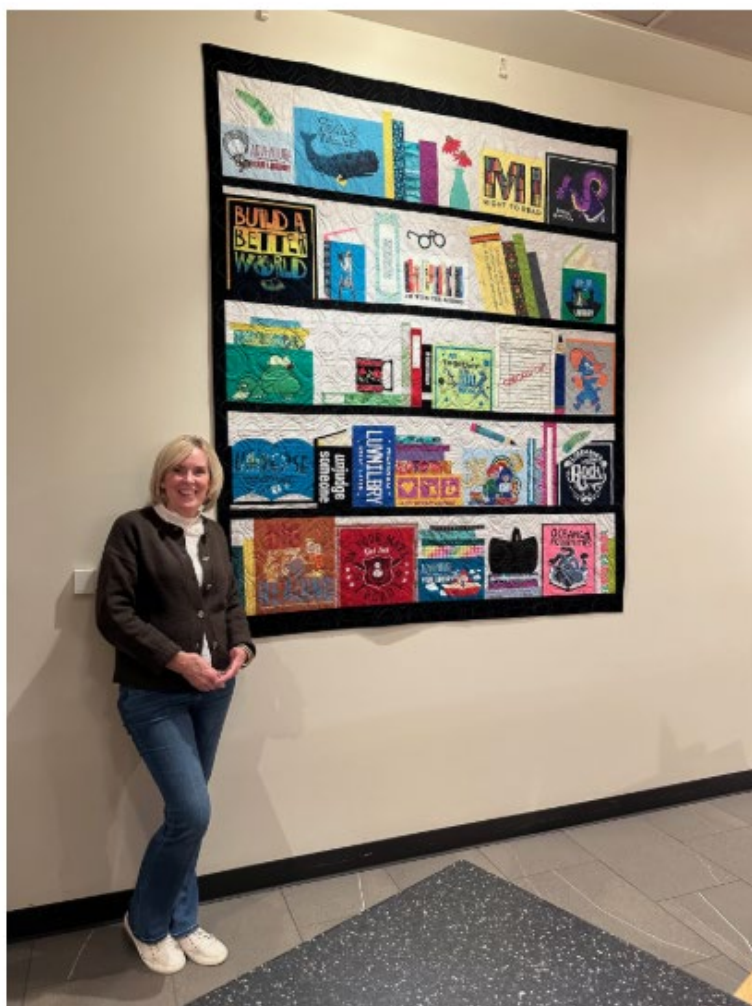
Upcoming events:
October 26 - NPL 65th Anniversary, 1:00 -5:00
November 9 - Fall concert, Ben Sharkey, 2:00 pm
November 10 - Michigan basket raffle begins
December 6 - Holiday Sale

A motion to adjourn was made by Megs and seconded by Mary Angela. Passed 6-0.
Meeting adjourned at 8:25 p.m.

Respectfully submitted,
Karen Schubert

We sold 262 tickets for the Quilt Raffle (110 tickets on-line) and made just under \$2620 with some fees from credit purchases. In most cases the fee was paid by the on-line buyer and we thank you for that! \$2600 has been given to the Library for the Youth Area Renovation. This will help them reach their goal of \$65,000 in honor of our 65th Anniversary.

The Quilt Raffle was won by Elizabeth Kopko, support services supervisor for the Novi Library. She will leave the quilt where it is for now.



Friends of the Novi Public Library

MICHIGAN MADE

GIFT BASKET DRAWING

Visit the Circulation Desk to enter into
a drawing for a chance to win a gift basket
filled with Michigan Made goodies!

Basket generously donated by a longtime Friend.

For each \$5 donation to the Friends,
you will receive one (1) entry into the drawing.

**Enter now through
December 12.**

Drawing will be held
on December 12 at 2pm!
Cash or check only.



Valued at \$300.



CITY OF NOVI HISTORICAL COMMISSION – N/A

LIBRARY BOARD COMMITTEE REPORTS

Policy Committee – Meeting held on: November 18, 2025

Notes submitted by Chair, Lori Burke as of 11/18/25:

The library board policy committee met on November 18 to discuss changes to two different policies: computer and Internet usage policy, and meeting room rental and usage policy. The Board Policy Committee recommends the policies as written for adoption by the full Library Board.

2025 – 2026 GOAL

1. Continued review of public policies by the staff committee



COMPUTER & INTERNET USAGE POLICY

DRAFT—Reviewed by Staff Public Policy Committee 1/30/25, 5/12/25, 10/2/25, 12/2/25; Reviewed by Attorney 2/7/25; Reviewed by Head of IT 8/29/25, 11/3/25; Reviewed by Board Policy Committee on 11/18/25 & Board of Trustees on 11/3/25

General Statements Regarding Computer & Internet Usage

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

- **Internet Access**

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

- **Validity of Information**

The Internet offers access to a wealth of information and Internet sites including useful ideas, information and opinions from around the world. However, not all sources on the

Internet provide information that is accurate, complete or legal. Patrons will need to evaluate for themselves the validity of the information found.

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

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

- **View Internet at Own Risk**

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

- **No Liability**

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

- **Respect Others**

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

- **Use with Caution of Risks**

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

- ~~**iCube Makerspace Computers**~~

~~iCube computers are not protected by instant restore software. Files and browsing history are not automatically deleted after each use. Therefore, iCube patrons are responsible for deleting personal files, designs, artwork, photos or other documents or Personally Identifiable Information (PII) on any iCube computers. In addition, iCube internet access may not be filtered to the same level as other public computers. See the "iCube Policy" for more information.~~

Acceptable Use

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

- **Compliance with the “Patron Behavior Policy”**

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

- **Lawful Use**

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

- **Prohibited Uses**

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

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

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

- **Privacy: Unauthorized Access**

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

- **Personal Information: Unauthorized Release**

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

- **Intellectual Property**

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

- **Public Computer Use**

For the adult public computers, only one (1) person may use a public computer, except for: (1) a parent, guardian or caregiver assisting a patron, and (2) a person assisting another individual who lacks the knowledge to effectively use the public computer alone. However, in either case, both individuals must be seated. Upon request, staff may approve and allow additional patrons at a public computer.

- **Data**
Patrons who wish to have a permanent record of their work need to save data on their own portable media. Public computers do not allow patrons to permanently save data to the hard drive.
- **Automatic Deletion of Patron's Saved Files & Printed Files**
Saved files are automatically deleted at the end of a patron's public computer session and files sent to a public printer are automatically deleted overnight.
- **iCube Makerspace Computers - File Deletion**
iCube computers are not protected by instant restore software. Files and browsing history are not automatically deleted after each use. iCube patrons are responsible for deleting personal files, designs, artwork, photos or other documents or Personally Identifiable Information (PII) on any iCube computer.
- **Meeting Room Laptops and Other Laptops - File Deletion**
Meeting room or shared staff laptops are not protected by instant restore software. Files and browsing history are not automatically deleted after each use. Patrons and staff using meeting room or shared staff laptops are responsible for deleting personal files, designs, artwork, photos or other documents or Personally Identifiable Information (PII) on any meeting room or shared staff laptops.
- **Personal Software & System Modifications Prohibited**
Patrons will refrain from use of personal software, the attachment of equipment to the public computers (patron-provided mouse and keyboard are allowed) or networks (desktop network connections are allowed, if available) Patrons should not open staff access panels to connect to non-public network jacks or control panels. Patrons are not permitted to change the security setup, operating systems, the network configuration or any other configuration of any public computer without authorization.
- **Software Security Restrictions**
Patrons must not use the Library's Internet connection to disseminate computer viruses, spyware and malware or to otherwise hack, harm or interfere with the use of any other computer system.
- **Damage**
Patrons will be responsible for repayment of any costs to the Library for damage to public computers or systems.

Procedure for Use of Public Computers

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

- **Staff Assistance**
 - Staff may assist patrons in getting started on the Internet. However, the Library cannot guarantee that staff will be available to assist patrons.
 - Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application.
 - When assisting patrons with public computers, staff will not enter personal information for patrons.
- **Printing & Payment**
 - Patrons using Library-owned or patron-provided equipment may print to the Library's public printers using Library-provided paper.
 - Patrons are responsible for all printing costs/printed pages and are encouraged to use "print preview" so they are aware of the number and format of pages to be printed.
- **Closing**
 - All public computers are shut down five (5) minutes before the Library closes.
 - Failure to leave a public computer upon the expiration of the allotted time is a violation of this Policy.
- **Meeting Room Laptops and Other Library laptops**
 - Meeting Room laptops are available for use by staff and public meeting room renters and to certain guest library program leaders or participants. When not being used, meeting room laptops are locked in a meeting room cabinet or closet, or in the IT office. Other shared staff laptops are also locked in the IT office when not in use.

Internet Filtering

- **Filtered Wired & Wireless Internet Access**
~~Wired and wireless Internet access is filtered. Public computers are filtered to block sites that are deemed obscene or contain sexually explicit content that is harmful to children.~~
 To comply with the requirements of Michigan's Public Act 212 of 2000 ("PA 212"), all wired and wireless Internet access is filtered. The Library has installed a program on ~~its~~ the internet connection that is designed to restrict minors from receiving obscene material or sexually explicit material that is harmful to minors as defined by PA 212. However, this software cannot block inappropriate social media or email content.

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

- **iCube Makerspace Computers — Filtering**
~~iCube internet access may not be filtered to the same level that other Public computers are. Please see the "iCube Policy" for appropriate computer and internet usage in the iCube.~~

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

~~Laptop internet content may not be filtered to the same level that other public computers are. Library wireless internet access on meeting room laptops is filtered. If the laptop is connected to a different wireless network, the content may not be filtered to the same level that other public computers are. Please see the Computer & Internet Usage Policy for more information. Please see the "Meeting Room Rental & Use Policy" for other important information related to the meeting rooms.~~

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

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

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

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

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

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

- **Unblock Sites**

The Library uses software to block sites that spread viruses, malware, spyware or programs that will damage or interfere with the use of the public computers or network. Individuals who believe an Internet site has been improperly blocked can request that the site be "unblocked." A decision on the site's status will be made by the Director, who will prepare a written reply to the individual submitting the form. Any decision to deny the unblocking of a site by the Director may be appealed to the Library Board within 10 days of receipt of the written reply.

Disciplinary Process for Library Facilities

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

Incident Reports:

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

Violation of the Policy – Suspension of Privileges:

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

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

Violations that Affect Safety and Security:

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

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

Reinstatement:

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

Right of Appeal:

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

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

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



MEETING ROOM RENTAL & USE POLICY

DRAFT—Reviewed by Staff Public Policy Committee 10/2/25, 12/2/25; Reviewed by Meeting Room Coordinator 11/3/25; Reviewed by Board Policy Committee on 11/18/25 & Board of Trustees on 11/3/25

General Regulations

- Library programs and Library co-sponsored activities, meetings and events have first priority for scheduling use of the facilities. **Meeting Room reservation requests** ~~Other applications~~ will be considered on a first-come, first-served basis **starting sixty (60) days prior to the rental date**. Meeting room rentals must not interfere with Library operations.
- The Library is not liable for injuries to people or damage to renter's property, individuals or organizations using the meeting rooms.
- All meetings and programs held during Library business hours are open to the public. Renters who are not subject to the Michigan Open Meetings Act and who rent the meeting rooms after Library business hours may close their functions to the public.
- Meeting rooms are made available regardless of the beliefs or affiliations of individuals or those requesting use of the rooms. Permission to meet at the Library does not in any way constitute or imply endorsement of the users' policies, beliefs or programs by the Library, including its staff, Board of Trustees or the City of Novi.
- Renters shall abide by all applicable laws, ordinances, codes and other rules. Violations of any regulation may result in the immediate removal of renters from the meeting rooms and Library. Violators are also subject to prosecution for any violations of any local ordinances or state or federal laws.
- Maximum capacities for meeting room rentals have been determined based on Fire Department regulations and Americans with Disabilities Act compliance. The most up-to-date room capacities are available on our website and meeting room documents. Renters violating the maximum capacity will be asked to leave.

Reservations & Fees

- A completed meeting room **reservation request application**, either online or a physical copy, must be submitted to and approved by Administration before a room rental will be deemed final.
- The **reservation request application** must be **completed signed** by an adult, age **eighteen (18)** or older, who becomes the responsible party. Youth groups must have adult supervision. If the person who completes the application will not be physically present during the rental, a second **name signature** is required **to be listed** on the **reservation request application** by someone age **eighteen (18)** or older who will be present.
- Fees for use of the rooms will be charged to all renters other than program partners and/or co-sponsors of the Library. A list of the fees is included on the Library website and all meeting room documents. **Meeting room fees will not be refunded** unless canceled by the Library.

- Payment must be made within two (2) business days after being contacted by Administration of approval of the ~~reservation request application~~. Failure to comply will result in rental cancellation.
- Rental time may be extended at the discretion of Administration or Management if the room is available. Extensions must be requested at least ~~fifteen~~ (15) minutes before the previously scheduled end time. Renters exceeding their previously agreed upon rental time will be charged for additional time. Rental extensions, including clean-up, must end at least ~~thirty~~ (30) minutes before the Library's closing time.

Cancellation/Rescheduling

- Except in cases of emergency, renters must give at least 24-hours' advance notice of any cancellations. For last-minute cancellations, call 248-349-0720 and ask to speak with a Manager.
- Rentals can be rescheduled, but must take place within ~~sixty~~ (60) days of the original rental date. Funds will be held from the original date and applied to the rescheduled date. If rescheduled rental does not take place within ~~sixty~~ (60) days, the funds will no longer be available to use.
- Failure to notify the Library of a cancellation prior to the rental start time will constitute a "no show," which cannot be rescheduled or refunded.
- The Library may cancel any meeting room reservation and the fees will be refunded.

Use of Room

- Conduct
 - All ~~renters and~~ guests using meeting rooms must abide by all Novi Public Library policies, including but not limited to the "Patron Behavior Policy", ~~and~~ "Unattended Child Policy," ~~and~~ "Computer & Internet Usage Policy."
 - Charging for admission is not allowed. No solicitation, fundraising, raffles or financial transactions are allowed. The sale of goods or services is prohibited but may be permitted at the discretion of Administration if it is reasonably related to the Library's purpose (e.g., author sales of signed books).
 - All renters ~~and guests~~ using the meeting rooms shall keep noise to a minimum so as not to disturb others in the Library. Renters ~~and guests~~ making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the meeting room.
 - The Novi Public Library is released and held harmless from any and all claims for personal injury or property damage. The renter shall acknowledge release as part of the ~~reservation application~~ process.
- Set-Up
 - Rooms are only available to renters during their specified rental time. Reservation requests must include adequate time for the renter's own set-up and clean-up needs. **No early admittance will be allowed.**
 - The Library will not supply any storage space. Renters cannot drop off items at the Library ahead of their rental time.
 - The Library has five (5) standard set-up arrangements available to choose from for the East, West and Whole Meeting Rooms. Only minimal changes will be allowed to these standard set-ups (e.g. reducing the number of tables/chairs used, using tables for check-in/refreshments rather than seating) and these instructions must be given at the time of ~~the reservation request application approval.~~

-
- If renters wish to create a custom set-up arrangement outside of the five (5) standard set-up arrangements, they must work with Library staff to create a detailed diagram. This diagram must be finalized and approved by Library staff at least forty-eight (48) hours prior to the rental. A \$20 standard fee will be charged for all custom set-ups arrangements.
 - The 2nd Floor Meeting Room, Board Room and Youth Activity Room come in one (1) standard arrangement and cannot be changed.
 - All set-ups will be performed by Library staff in accordance with the arrangement chosen by the renter, including any instructions given at the time of the reservation request application approval. If the renter wishes to change their previously agreed upon set-up arrangement, all changes must be approved by Library staff at least forty-eight (48) hours in advance of the rental. If Library staff is asked to change the set-up arrangement with less than 48-hours' notice, including upon renter arrival, a \$20 fee will be charged. Renters must not move tables and/or equipment themselves.
 - If the renter wishes to change their previously agreed upon meeting room, all changes are dependent on availability and must be approved by Library staff at least forty-eight (48) hours in advance of the rental. The renter will be charged the additional cost difference for the room upgrade. If Library staff is asked to change the meeting room with less than 48-hours' notice, including upon renter arrival, a \$20 fee will be charged.
 - Furniture is not allowed to be brought in by renters.
 - Banners, literature, photographs or signage may not be placed anywhere outside of the meeting room or in a window or display that is facing the outside of the building.
 - Do not affix or adhere anything to doors, walls, ceilings or light fixtures. Decorations must remain at least one (1) foot below light fixtures.
 - Technology
 - Rental fees for audio visual equipment will be set by Administration, and the list of current rental fees is included on the Library's website and on meeting room documents. Any equipment requested will be set up by staff prior to rental time.
 - If a renter is planning to bring their own equipment, it is strongly recommended that they set up a time to test the equipment in the selected meeting room to ensure it works properly prior to their rental. The Novi Public Library is a PC-friendly environment and may not be able to accommodate the use of Apple products with the available projection system.
 - Staff will only provide assistance with library equipment. They will not assist renters with accessing information on a library computer (such as logging into their email, accessing a presentation, setting up or running a Zoom meeting, etc.). Staff will not assist renters with their own personal equipment.
 - If there is an issue with library equipment, staff will make every effort to resolve the issue. If it cannot be resolved in a timely manner, a rental may be moved to another meeting room with functioning equipment if one is available, or equipment rental fees may be refunded.
 - Renters shall observe all federal intellectual property laws. Renters are prohibited from playing video recordings without proper licensing or viewing permissions.
 - Meeting room laptops are not protected by instant restore software. Files and browsing history are not automatically deleted after each use. Renters using meeting room laptops are responsible for deleting personal files, designs, artwork, photos or other documents or Personally Identifiable Information (PII).

- Library wireless internet access on meeting room laptops is filtered. If the laptop is connected to a different wireless network, the content may not be filtered to the same level that other public computers are. Please see the Computer & Internet Usage Policy for more information.
- Renters are responsible for costs associated with damage or theft of a meeting room laptop and/or accompanying components, including the laptop, laptop charger, mouse and presentation remote.
- Food & Beverage
 - Food and beverages must be contained within the meeting rooms.
 - The delivery of commercially prepared food is permitted. Renters must instruct delivery drivers to meet them in the Library's lobby. Someone from the group must be present in the lobby by the scheduled delivery time to accept the food. Staff will not accept food items from delivery sources. The Library is not responsible for food items that have been delivered but not accepted by a renter and left unattended on Library property.
 - ~~Catering options are also available through the current vendor of the Library Café.~~
 - No alcohol may be consumed at the Library or in its meeting rooms during regular business hours. Alcoholic beverages may be allowed at after-hours rentals with the proper license acquired ahead of time through the City of Novi. See the "City of Novi Alcohol Allowance Policy" and "Alcohol Use Application" for more information.
 - Lighters, candles, matches, Sterno[®], and other flame-producing devices are not allowed and cannot be used inside the Library. Renters may bring electric slow cookers or hot plates to keep food warm.
- Clean-Up
 - Reservation requests must include adequate time for the renter's own set-up and clean-up needs. Meeting room use, including clean-up, must end thirty (30) minutes before the Library's closing time.
 - Renters are responsible for leaving the meeting room space in the condition (including furniture arrangements) in which they found it.
 - Waste and recycling should be placed in the proper receptacles. If additional bags or receptacles are needed, please ask Library a staff member.
 - The Library will not supply any storage space. Renters must remove all personal items from the meeting room at the conclusion of the rental.
 - Renters are responsible for any and all damage caused by meeting attendees or others associated with the meeting. A minimum fee of \$100 will be assessed to cover the cost of any damages, necessary repairs or cleaning. The Library reserves the right to deny use or access to any renter that has violated this Policy.
- Publicity
 - The name, address or phone number of the Library may not be used as the official address or headquarters of any organization except those formally affiliated with the Library.
 - Rental of the meeting room by a non-Library group must will not be publicized in such a way as to imply Library sponsorship of the renter's activities, nor will the Library publicize the rental. Renters must include a disclaimer on marketing materials stating that the Novi Public Library is in no way affiliated with, endorsing or sponsoring the renter's meeting or event.

- The person ~~signing~~ **completing** the meeting room **reservation request application** is the contact person for the rental and becomes responsible for answering questions from the public. The Library will not assume this responsibility.
- Renters shall not distribute personal or group literature, brochures and other materials to Library guests outside the meeting rooms. Users **must** ~~shall~~ not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.
- A sign on or near the door will be provided by the Library for all rentals, including the name of the organization or event and date and time of rental. No additional signage is allowed outside the room. Do not affix or adhere anything to doors, walls, ceilings or light fixtures.

Disciplinary Process for Library Facilities

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

Incident Reports

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

Violation of the Policy – Suspension of Privileges

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

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

Violations that Affect Safety and Security

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

- **Initial Violation:** Public safety will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Director or Director's designee may add additional time to the initial limitation or suspension period.
- **Subsequent Violations:** Public safety will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. The

Director or Director's designee may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same Policy will result in additional suspensions of increasing length.

Reinstatement

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

Right of Appeal

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

Approved by the Novi Public Library Board of Trustees: April 15, 2009

Amended: May 1, 2010; July 17, 2013; June 22, 2017; September 28, 2023; June 27, 2024;
December 11, 2025



DRAFT: 1st Reading

ICUBE USAGE POLICY

DRAFT—Reviewed by Staff Public Policy Committee 10/2/25, 12/2/25; Reviewed by iCube Committee NOV 2025

~~The following policy establishes terms of use in the iCube:~~

General

- All Library policies, including the ~~Guest~~Patron Behavior Policy, apply to the usage of the iCube. Failure to comply with iCube or Library policies may result in the loss of iCube or Library privileges.
- Capacity ~~limits in levels stated in/outside of~~ the iCube must be followed, unless otherwise approved by Library staff.
- Children eleven (11) years old and under must be accompanied by a parent, guardian or caregiver (ages 18 and older) while using the iCube.
- Food is not allowed in the iCube. Covered drinks are allowed (See ~~the~~ "Food in the Library Policy").

Safety

- The ~~guest~~patron agrees to follow the safety policies and procedures involved with the iCube, including the following:
 - Report any accident/incident that occurs to Library staff at the time of the accident/incident.
 - Follow all equipment safety procedures as documented in the provided instructions, training session, program and/or as detailed in the available manufacturer's manuals.
 - Discontinue use of the tool if the tool or piece of equipment becomes unsafe or in a state of disrepair. Notify ~~L~~ibrary staff immediately.
 - Return items in the same condition as they were issued, barring normal wear and tear.
 - Take precautions to avoid causing unnecessary mess, agree to clean up the workspace following use and inform Library staff in the event that they are unable to return a work surface, tool or equipment to its original state.

Equipment Usage

- Equipment in the iCube is available for use on a first-come, first-served basis. Supplies, equipment, Creative Kits and other items must only be used within the iCube.
- Only designated Library staff and volunteers have hands-on access to red level equipment.
- ~~Guest~~Patrons ~~will~~ must avoid wasting supplies and only use them for their indicated use.
- ~~Guest~~Patrons are financially responsible for any and all damage done in the iCube and its equipment resulting from misuse or from failure to follow all rules, policies, procedures and restrictions. ~~The guest~~Patrons agrees to pay for the loss or damage to any items and further agrees to accept the Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total.
- All equipment failures and accidents must be reported to ~~L~~ibrary staff immediately.
- Library staff reserve the right to:
 - Stop a request due to time or equipment capabilities.
 - Set a limit as to the maximum amount of projects requested by a ~~guest~~patron.
 - Close down the iCube at any time for programs or maintenance with little or no notice.
 - Refuse any request/service. If denied, a ~~guest~~patron may appeal that decision to deny the request/service to the Library Director by sending a written notice of appeal to the Library Director within ~~ten~~ (10) days of notice of the denial.
 - Review and approve all ~~guest~~patron's materials before using specific equipment in the iCube. ~~Guest~~Patrons are responsible for bringing their own materials unless otherwise noted. Some materials may be available for purchase. If there is a problem identified with designs and/or production, the ~~guest~~patron will be informed. Library staff cannot guarantee a successful project or time frame of completion. Failed projects may be attempted up to two more times.
- Library staff will provide limited assistance in using the equipment and software. ~~Guest~~Patrons are responsible for transporting their own supplies and equipment to and from the iCube.

- While the Library makes every effort to oversee the use of the equipment, usage of the equipment is not under the direction or control of the Library.

- **No Liability**

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

Additionally, the Library is not responsible for:

- Any manufacturing defects, issues with quality of workmanship, safety, or flaws or failures in materials associated with the use of the iCube's tools or equipment.
 - Any loss of digital data or damage to materials provided by ~~guest~~patrons.
 - A project that is destroyed, does not print correctly or does not work.
 - Refunds for purchased materials.
 - ~~A guest's personal equipment (VHS, DVD, etc.) if damaged or destroyed while using the tools or equipment in the iCube.~~
 - Any object created with the use of the equipment, including any harm or injury incurred as a result of any usage of the equipment.
- **Prohibited Uses**
Equipment in the iCube may be used only for lawful purposes subject to any condition set forth in this policy or any other Library policy. The public ~~will not be~~ is not permitted to use the equipment in the iCube to create material that is:
 - Prohibited by local, state or federal law or regulation.
 - Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
 - Obscene, sexually explicit or harmful to minors.
 - ~~Related to weapons, weapon parts~~ or weapon replicas ~~of any kind~~. Costume pieces or props may be evaluated on a case-by-case basis.
 - Produced for commercial purposes or goods to be sold for profit.
 - In violation of ~~another's~~ intellectual property rights. The ~~guest~~patron ~~will be~~ is responsible for compliance with all intellectual property laws, including patent, trade dress, trademark and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with ~~guest~~patrons and the Library disclaims any responsibility or liability resulting there from. The person requesting to use iCube equipment is liable for any infringement.

Computer & Internet Usage

- Computers in the iCube are to be used for digital content creation and creative work only.
- **Data**
~~Guests must save their work on an external memory source, such as external hard drive, CD, DVD or flash drive. Patrons who wish to have a permanent record of their work must save data on their own portable media or cloud-based storage device.~~

- **File Deletion**

~~Guest~~Patrons are responsible for deleting and/or removing any files (digital or print) from ~~the Library equipment in the iCube~~ iCube computers and equipment. The Library is not responsible for equipment or files (digital or print) left behind by ~~guest~~patrons.

- **Personal Software & System Modifications Prohibited**

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

~~This Policy includes language pertaining to the use of 3D printing. The 3D Printer Policy is no longer in effect as of May 25, 2023.~~

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

Amended: May 25, 2023 (to combine P20: 3D Printer); December 11, 2025

HR Committee – Meeting held on: No Meeting Held

Applications were received for the Recording Secretary position for the Library Board. Kristen Sullivan and Julie Farkas reviewed the submissions. Six top candidates were chosen, based on experience and availability, and those resumes were sent to the Board HR Committee to review and were then narrowed down to three candidates for interviews by the HR Committee. Interviews will take place the week of December 8th.

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.

Building & Grounds Committee – Meeting held on: Meeting held on December 2, 2025

2025 – 2026 GOAL:

1. Review NPL's current Technology Plan



October 23, 2025

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

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

Dear Director Farkas,

Please find following a proposal to provide architectural and engineering (A/E) design services for improvements to the library's main entry. The following is an outline of the scope of services that we are proposing to provide.

I. Proposed Work Scope

MCD Architects will provide A/E design services for improvements to the existing main entryway. It is understood that the current configuration of the main entry allows for significant heat loss during certain times of the year, making the lobby and adjacent areas uncomfortable for staff and patrons. Using the approved conceptual design strategy of two sets of swing doors in series, MCD will prepare design and construction drawings for the modifications.

II. Existing Conditions

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

III. Reimbursable Expenses

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

33610 Grand River Avenue | Farmington, Michigan 48335 | 248-374-0001 | www.mcdarchitects.com

IV. Design

MCD will use the library board-approved design strategy of two sets of swing doors in series.

V. Construction Documentation

MCD will produce signed and sealed construction documents that can be used for bidding, permitting, and construction of the new entry.

VI. Bidding

MCD will prepare a bid package and RFP for bidding by general contractors and will assist the Owner throughout the bidding process.

VII. Construction Administration

MCD will provide standard construction administration services throughout construction including processing RFI's, submittals, pay applications, etc.

VIII. Extra Services

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

- Services beyond the scope of this proposal

MCD Architect's standard hourly rates are as follows:

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

IX. Fees

Based on the Work Scope as outlined in paragraph I above, the fees for services shall be billed hourly, not-to-exceed \$8,000.

X. Schedule

MCD can begin the project immediately. We would anticipate that the construction documents will take approximately 6 weeks to complete.

XI. Payment

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

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

Sincerely,
MCD Architects



Steven Schneemann, Firm Principal

Accepted By: _____

Title: _____

Date: _____

Automated Materials Handling System (AMHS) Project: Building Modifications Quotes Building & Grounds Committee Meeting — December 2, 2025

SUMMARY

Required Building Modifications

Our AMHS vendor, Lyngsoe Systems, requires specific building modifications to be completed before installation of the new sorter in January 2026:

- removing the first section of our old sorter away from the wall where drywall work must be performed and removing the old metal facings of the current return slots from the exterior wall
- existing return slots must be widened and more support framing needs to be built around them to support the dimensions and weight of the new induction stations/return slots
- two (2) bollards need to be installed, one on either side of the new automatic patron induction station



They provided us with specification drawings to illustrate to contractors what work was required. Those are attached.

Difficulties Obtaining Quotes

In my attempt to obtain three quotes for the building modifications, I contacted over ten different contractors. I reached out to the City of Novi, Lyngsoe Systems, Farmington Hills Library (who also installed a Lyngsoe Systems AMHS), ServPro (who stated interest in the project during Summer 2025), and several construction firms whom Sarah Mominee had spoken with at MLA, either for contractor recommendations or to obtain a quote.

The majority of them stated the project was too small for them to take on, while a few either didn't return my multiple calls and emails or spoke with me initially but never answered my follow-up calls and emails.

I held a mandatory walkthrough on Wednesday, November 12 and only two contractors attended. Of these two, one submitted a quote and one did not, even after several emails.

After that, I contacted additional contractors, trying to get the required three quotes. Of the remaining contractors I contacted, only one additional one agreed to meet with me for a project walkthrough and submitted a quote.

As such, even after extensive networking and research, I have only been able to obtain two quotes for review. The original quotes are attached.

COST COMPARISON

Company	Total Quote Amount
Crossbeam Building Contractors	\$10,111.20
Shaw Construction & Management Co.	\$15,560.60

Finance Committee – Meeting held on: No meeting held

Library Annual Report will be delivered to City Council on: Monday, December 15, 2025

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: December 1, 2025

Summary E/M/F Meeting on 12/1/25:

Final review of the Annual Report for 2024-2025

Next meeting:

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:

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



Library Board Calendar

**** Meetings occur on the 2nd Thursday of the month; except March, 4th Thursday of the month**

2025

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

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

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

Approved: September 26, 2024



LIBRARY CLOSINGS 2025

- WEDNESDAY, JANUARY 1 (New Year's Day) **H**
- MONDAY, JANUARY 20 (MLK Day) **H**
- SATURDAY, APRIL 19 (Easter Weekend)
- SUNDAY, APRIL 20 (Easter) **H**
- SUNDAY, MAY 11 (Mother's Day)
- SATURDAY, MAY 24 (Memorial Day Weekend)
- SUNDAY, MAY 25 (Memorial Day Weekend)
- MONDAY, MAY 26 (Memorial Day) **H**
- SUNDAY, JUNE 15 (Father's Day)
- THURSDAY, JUNE 19 (Juneteenth) **H**
- FRIDAY, JULY 4 (Independence Day) **H**
- SATURDAY, JULY 5 (Independence Day Weekend)
- SUNDAY, JULY 6 (Independence Day Weekend)
- FRIDAY, AUGUST 15 (Staff In-Service Day)
- SATURDAY, AUGUST 30 (Labor Day Weekend)
- SUNDAY, AUGUST 31 (Labor Day Weekend)
- MONDAY, SEPTEMBER 1 (Labor Day) **H**
- WEDNESDAY, NOVEMBER 26 (Day before Thanksgiving, close at 5 p.m.)
- THURSDAY, NOVEMBER 27 (Thanksgiving Day) **H**
- FRIDAY, NOVEMBER 28 (Thanksgiving Weekend)
- SATURDAY, NOVEMBER 29 (Thanksgiving Weekend)
- SUNDAY, NOVEMBER 30 (Thanksgiving Weekend)
- FRIDAY, DECEMBER 19 (Close at 2pm for Staff Appreciation event with City of Novi)
- TUESDAY, DECEMBER 23 (Day before Christmas Eve, close at 5 p.m.)
- WEDNESDAY, DECEMBER 24 (Christmas Eve Day) **H**
- THURSDAY, DECEMBER 25 (Christmas Day) **H**
- WEDNESDAY, DECEMBER 31 (New Year's Eve Day) **H**
- THURSDAY, JANUARY 1 (New Year's Day) **H**

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

LIBRARY BOARD MEETINGS

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

Except: March 27, 2025 (4th Thursday of the month at Novi Public Library)

Approved: June 27, 2024; Revised July 10, 2025



Library Board Monthly Meetings

Meetings will occur on the 2nd Thursday of the month

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

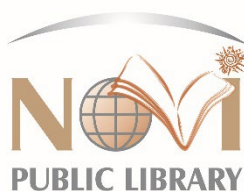
2026

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