

Agenda

Novi Public Library Board of Trustees

Thursday, February 12, 2026

at 7:00 p.m.

Location: City of Novi, Council Chambers

Mission: Cultivate Learning, Inspire Creativity, Foster Inclusivity

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

Call to Order by Vice President, Kat Dooley

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: January 8, 2026 –Regular Board Meeting..... | 4-10 |
| 2. Approve Minutes of Library Board Budget Session: January 17, 2026..... | 11-15 |
| 3. Approve Minutes of Library Board Budget Session: February 5, 2026 | 16-20 |
| 4. Approve Claims and Warrants of: | |
| A. Accounts 271and 272 (#659) | 21-23 |

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

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| 1. Teen Space Statistics | 24 |
| 2. President's Report (V. President - Kat Dooley) | |
| A. Library Board Budget Session Agenda January 17, 2026..... | 25 |
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| D. Interim State Librarian, Michelle Bradley | 28 |
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| F. MLA Annual Report 2025..... | 30 |
| G. TLN Annual Report 2025..... | 30 |

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| H. 2025-2026 Board Committee Assignments | 31 |
| 3. Treasurer's Report (Brian Bartlett) | |
| A. 2025-2026 Library Fund Budget 271..... | 32-35 |
| B. 2025-2026 Contributed Fund Budget 272..... | 36 |
| C. Financial Report January 2026..... | 37 |
| D. Library Fund 271 Expenditure & Revenue Report as of January 31, 2025..... | 38-41 |
| E. Library Fund 272 Contributed Fund as of January 31, 2025..... | 42 |
| F. Balance Sheets for Funds 271 and 272 as of January 31, 2025..... | 43-44 |
| G. 10 Year Financial Projection for Account 271 with Millage Funding..... | 45 |
| H. Proposed Year End Budget for 25/26 for Accounts 271 and 272..... | 46-50 |
| I. Proposed 26/27 Budgets for Accounts 271 and 272..... | 46-50 |
| 4. Director's Report (Julie Farkas) | 51-56 |
| A. Door Count Usage Statistics – (Jeff Smith) | 57-58 |
| B. Assistant Director of Building Operations Report (Maryann Zumuehlen) | 59 |
| C. Information Technology Report (Jeff Smith) | 60-62 |
| D. Facilities Report (Keith Perfect) | 62-63 |
| E. Assistant Director of Public Services Report (Lori Lowery) | 63-64 |
| F. Information Services Report (Emily Brush and Rae Manela) | 65-69 |
| G. Marketing and Community Promotion Report (Dana VanOast) | 70 |
| H. Support Services Report (Sarah Mominee)..... | 71-72 |
| I. Library Usage Statistics..... | 73-82 |
| J. Friends of Novi Library –February 2026 E-Newsletter | 83 |
| K. City of Novi Historical Commission – | N/A |

Public Comment – see language above to be recited

Committee Reports

| | |
|---|-------|
| 1. Policy Committee: Review current public policies for the Library (Chair: Burke, Bartlett and Gawaalapu, Staff Liaison – Julie Farkas) | |
| • Meeting held: No meeting held..... | N/A |
| 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: No meeting held; | N/A |
| • Update from Director Farkas | 84 |
| 3. Building & Grounds Committee: (Chair: Gawaalapu, Sturing, Halvangis (Staff Liaison – Julie Farkas) | |
| • Meeting held: 2/3 Re: Intercom System and Updates | 84-89 |
| 4. Finance Committee: Financial plan based on building assessment review, Library endowment investigation (Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas) | |
| • Meeting held: 1/12 and 1/22 | 100 |
| 5. Events/Marketing/Fundraising Committee: Outreach and fundraising opportunities (Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast) | |
| • Meeting held: No meeting held..... | N/A |
| • Update from Director Farkas..... | 100 |

6. **Strategic Planning Committee:**
(Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Dana VanOast, Info Services)
 • Meeting held: No meeting held.....N/A

7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
(Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)
 • Meeting held: No meeting heldN/A

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

Matters for Library Board Action

1. Approve 25/26 Year End Proposed Budgets for 271 and 272 46-50
2. Approve 26/27 Proposed Budgets for 271 and 272 46-50
3. Approve 26/27 Proposed Budgets for 271 and 272 with additional millage funding 46-50
4. Recommendation from Library Board Building & Grounds Committee: Approve a contract with SSD Cabling in the amount of \$5,589.65 for a new Intercom System..... 84-99

Communications

1.N/A

Closed Session

1. None

Adjournment

Supplemental Information

- Library Board Calendar 2026.....101
- Library Closings 2026102

2025 Future Events:

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

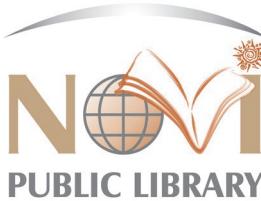
Cultivate Learning. Inspire Creativity. Foster Inclusivity.

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
January 8, 2026, 7 PM
Novi Civic Center, Council Chambers

Call to Order by President, Mark Sturing

Novi Civic Center, Council Chambers

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Karla Halvangis**Library Board – 6 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

Library Staff

Julie Farkas, Director

Approval of Agenda.....1-3

Motion: To approve the Agenda as presented

Motion for Approval – 1st – Trustee Burke

2nd – Trustee Dooley

Motion passes – 6-0

Consent Agenda

1. Approve Minutes of: December 11, 2025 –Regular Board Meeting4-12

2. Approve Claims and Warrants of:

A. Accounts 271and 272 (#658)13-15

Motion: To approve the Consent Agenda as presented

Motion for Approval – 1st – Trustee Burke

2nd – Trustee Bartlett

Motion passes – 6-0

Presentations

N/A

Public Comment

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

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No Public Comment

Reports

| | |
|---|-------|
| 1. Student Representatives Report – No Report..... | 16 |
| 2. President's Report (Mark Sturing) | |
| A. Budget Meetings: Saturday, January 17 th 10am-2pm; Thursday, February 5 th 5-8pm | |
| B. 2025 Year in Review ALA: magazine article from American Libraries (Jan/Feb)..... | 17-19 |
| C. 2025-2026 Board Committee Assignments | 21 |

Trustee Sturing invited Board Members to share comments.

Trustee Crawford wished everyone happy new year.

Trustee Burke noted that the policy committee met and presented a certificate to Trustee Gawalapu in recognition of her service to the Library Board over the last three years.

Director Farkas mentioned that State Librarian Randy Riley passed away suddenly, and she expressed appreciation for his service to Michigan libraries.

Trustee Burke asked if there would be someone to act as interim.

Director Farkas is not sure, but believes that they will search for someone to fill the position; mentioned that they are holding a service and have a memorial fund that people may contribute to.

Trustee Sturing asked about Annual Report on our table.

Director Farkas described it as a "cheat sheet" for the annual report that Dana put together for easy reference.

| | |
|---|-------|
| 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 December 31, 2025..... | 28-30 |
| E. Library Fund 272 Contributed Fund as of December 31, 2025 | 31 |
| F. Balance Sheets for Funds 271 and 272 as of December 31, 2025..... | N/A |

Trustee Bartlett noted that the finance committee will go over an adjusted version received from the city staff. The millage showing on the report is not approved by City Council at this time. We will have to sharpen our pencils to make our budget work two to three years out with only the 402,000 revenue line. In addition to making our commitment to the fund balance, we will also have to look at the possibility that we will not be able to cover the additional approximate \$200,000 per year that we have agreed to put aside to prepare for the items identified in our reserve study. Please do not use that in your budgeting because we have about a million dollars less in revenue.

Trustee Dooley asked if we have a date on the agenda.

Trustee Bartlett said we have no commitment to be on an agenda that he has seen. They made a request to meet in September, but the council has only met with Julie and not the finance committee.

Director Farkas mentioned that the information the Library Board members had in their December packets was also shared with City Council. Those predictions should be used to work on our budget. She was given the directive to reach out to them in February when we get close to final approval because that's when they will start to "hunker down" on the city budget plus our information and then they would schedule a meeting. The City Council would be finishing up their budget process in April, so she will be getting them the information in advance. We are following their timeline.

Trustee Sturing added that even though there isn't a meeting scheduled, they are aware of what we're looking for and it's on their minds.

Trustee Bartlett asked if they are looking for what we will cut if we don't have it – like closing on Sundays.

Director Farkas gave her opinion that we should put together the budget that we can work with without making cuts yet, present it to City Council, and see if they are comfortable with how we are moving forward and using some fund balance to fund operations and capital projects that we know are coming and see if they are willing to meet the .20 the Board has already approved. If not, then we would come back quickly and find ways to make adjustments. She is making some cuts in the budget as it is. She is not looking at cutting hours, but would like to have that discussion as a full Board if that is the direction we appear to be going.

Director Farkas noted the highlight on page 28. The report was pulled before the City's closeout date of 1/10/2026 in order to have it for our Board meeting. The finance committee will have the updated numbers through 1/10/2026. After the city council meeting, she will have the updated numbers through 1/17/2026 for our budget meeting.

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| 4. Director's Report (Julie Farkas) | 33-35 |
| A. Door Count Usage Statistics – (Jeff Smith) | 36-37 |
| B. Assistant Director of Building Operations Report (Maryann Zurmuehlen) | 38 |
| C. Information Technology Report (Jeff Smith) | 39-42 |
| D. Facilities Report (Keith Perfect) | N/A |
| E. Assistant Director of Public Services Report (Lori Lowery) | N/A |
| F. Information Services Report (Emily Brush and Rae Manela) | 43-45 |
| G. Marketing and Community Promotion Report (Dana VanOast) | 46 |
| H. Support Services Report (Sarah Mominee)..... | 47 |

| | |
|---|-------|
| I. Library Usage Statistics..... | 48-57 |
| J. Friends of Novi Library –Agenda | N/A |
| K. City of Novi Historical Commission – 10/15/25 Minutes; 11/19/25 Minutes..... | 58-61 |

Director Farkas recognized the staff anniversaries and highlighted upcoming events including the Mayor's Youth Forum. She hopes to have more information about how we will move forward with our own student representative program.

Trustee Sturing suggested removing the "Student Report" heading from our agenda for the time being.

Director Farkas would like to keep the section for the statistics, but will rename it. She thanked Emma DeCenso for working on the NPL Senior Kits with funding from a generous donor and highlighted the Friends of the Library scholarship opportunity.

Trustee Sturing asked how the construction for the new book return is going.

Director Farkas said it is going well. They have one more thing to get ready for when Lyngsoe delivers the machine. They had to add an additional electrical outlet. She relayed a story about a patron handing materials to her when she and Maryann were outside discussing the project before the library was open. She emphasized the importance of communicating with the public.

Trustee Sturing thanked Director Farkas for condensing the construction time.

Trustee Bartlett asked about returning at the Lakeshore Lending Library.

Director Farkas said they don't encourage extra returns there due to volume limitations. She highlighted The Polar Prizes incentive and potential activities that might increase foot traffic out there.

Trustee Crawford asked about the Senior Kits. Those most in need are in assisted living facilities or have a hard time getting out, especially in the winter. She wondered if there is the potential for them to go out to the various facilities.

Director Farkas said she'll have to look into that to see if that's a possibility or if people will be looking at working with caregivers at the various facilities.

Trustee Sturing directed attention to page 50 regarding library usage. He asked if the staff is comfortable with the accuracy of the Verkada system, given the discrepancies between the numbers before and after the adoption of the new system.

Director Farkas said that they are, and the numbers are accurate. The old system may have been duplicating cars. The Verkada only identifies cars and not people (specifically students walking from the high school). It changes our numbers a lot, and she will make a note of it in her State Aid reports to explain the discrepancies and that our numbers are now more accurate.

Trustee Sturing asked if Director Farkas has had a chance to look into the number of materials that are brought in through the drive-up specifically.

Director Farkas said that they will look at the drive-up numbers specifically once the new system is up and running.

Trustee Sturing asked about the 24-hour drive-up we advertised with the new building.

Director Farkas pointed out that the only time the drive-up is closed is when the library is closed two days or more, and that to keep it open all of the time, she would have to pay a staff member overtime to come in on a holiday, which she does not think is a good use of our money.

Trustee Sturing indicated that that may be something we could talk about.

Public Comment – see language above to be recited

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

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No public comment

Committee Reports

1. Policy Committee: Review current public policies for the Library
 - Chair: Burke, Bartlett and Gawaalapu; Staff Liaison – Julie Farkas
 - Meeting held on: December 16, 2025
 - iCube Usage Policy 2nd Reading.....62-64
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

 - No meeting held; Director Update65

Trustee Crawford reported that we are still looking for a recording secretary. She remarked that Director Farkas's update was huge – secretary and then no secretary and then a new Board member! She welcomed Torry Yu as the Board's newly appointed member. We will be interviewing for the recording secretary again.

Director Farkas explained that the person who was offered the position has not responded. We will be interviewing next week for the recording secretary position using previous applicants.

Trustee Sturing remarked that Trustee Halvangis continues to fill in.

Trustee Dooley asked if we can use a recording device at the budget meeting to help with minutes.

Director Farkas will look into it.

3. Building & Grounds Committee:
Chair: Gawalapu, Sturing, Halvangis; Staff Liaison – Julie Farkas
 - No meeting held; Director Update65-66
4. Finance Committee: Financial plan based on building assessment review, Library endowment investigation
Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas
 - No meeting held
5. Events/Marketing/Fundraising Committee: Outreach and fundraising opportunities Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast
 - No meeting held
6. Strategic Planning Committee:
Chair: Bartlett, Crawford; Staff Liaison – Julie Farkas and Dana VanOast, Info Services
 - No meeting held
7. Bylaw Committee (Ad-hoc): Review of Library Board Bylaws
Chair: Bartlett, Sturing; Staff Liaison – Julie Farkas
 - No Meeting held
8. DEI: Diversity, Equity and Inclusion Committee
Chair: Halvangis, Dooley, Crawford, Halvangis (Staff Liaison – Julie Farkas
 - No meeting held

Matters for Library Board Action

1. 2nd Reading: iCube Usage Policy.....62-64

Motion: To approve the iCube Usage Policy set forth on pages 62-64

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

Trustee Dooley suggested some changes in language and order of information for emphasis.

After some conversation, Trustee Dooley agreed to amend her motion to include the following adjustments: Under the heading of Safety, change the first bullet to read "Immediately report to a Library staff member any iCube accident/incident that occurs." Under the heading Equipment Usage, make the fourth bullet point the second bullet point. And under the same heading, make the information under the subheading No Liability into bullet points.

Trustee Crawford, as the second for the motion, also agreed.

Motion passes – 6-0

Communications

N/A

Adjournment

Motion: To adjourn at 7:38 PM
Motion to Adjourn – 1st – Trustee Halvangis
2nd – Trustee Burke

Motion Passes – 6-0

Closed Session

1. Library Director Mid-Year Review, Closed Session requested by Library Director

Motion: To adjourn at 8:25 PM
Motion to Adjourn – 1st – Trustee Sturing
2nd – Trustee Bartlett

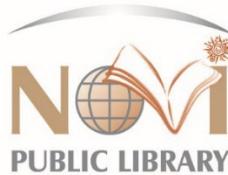
Motion Passes – 6-0

Supplemental Information

- Library Board Calendar 2026.....68
- Library Closings 2026.....69

2025 Future Events:

- 1/10/26: City Council Meeting/Goal Setting Session, 9am, City of Novi
- **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**
- 2/12/26: Library Board Regular Meeting, 7pm, City of Novi – Council Chambers (Budget Approval for 2026/2027)
- 2/18/26: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library



Library Board Budget Session for 2026-2027

Saturday, January 17, 2026

10am – 2pm

**Lunch served at 12pm for Board Members
Novi Public Library – Board Room, 2nd floor**

Initial Draft

Call to Order by President, Mark Sturing

Novi Public Library – Board Room, 2nd floor

Called to order by President Mark Sturing at 10:04

Roll Call by Secretary, Karla Halvangis

Library Board – 5 board members were recorded present

Mark Sturing, President

Brian Bartlett, Treasurer

Karla Halvangis, Secretary

Lori Burke, Board Member

Kathy Crawford, Board Member

Library Staff

Julie Farkas, Director

Pledge of Allegiance

The Pledge of Allegiance was recited.

Approval of Agenda

Motion: To approve the Agenda as presented

Motion for Approval – 1st – Trustee Crawford

2nd – Trustee Burke

Motion passes – 5-0

Public Comment

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

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No Public Comment

Trustee Sturing thanked Director Farkas for preparing such a thorough narrative and complimented the way she captured our current financial and physical situation.

Director Farkas thanked the finance committee for all of their time and patience.

Director Farkas explained the various items in the packets.

Trustee Crawford asked for simplified explanation of interest on investments
Trustee Sturing explained that relative to pooled investment that the City does, we get roughly about a 2% return. He explained fluctuating interest rates – if rates go up, the value goes down, and if rates go down, the principle is worth more. You cannot predict, but in an audit, it reflects where the investments are relative to current interest rates.

Trustee Bartlett: Need to have that information in case you were required to liquidate.

Trustee Crawford appreciated the explanation.

Trustee Burke asked how many defined benefit retirees we have.

Director Farkas will find out.

Trustee Halvangis asked what MERS stands for.

Director Farkas answered Municipal Employees Retirement System.

Director Farkas explained that the \$54,000 fund raising number does not reflect an appeal to businesses.

Trustee Burke offered to help with mailing.

Director Farkas said she will take her up on her offer.

Director Farkas suggested that due to the extensive programming we offer that we may need to pump the brakes with programming to prevent staff burnout.

Trustee Sturing asked if we have to update the State with corrected numbers.

Director Farkas indicated that we do not have to update, but she will add notes about the new systems in subsequent reports.

Director Farkas said that she will get updated numbers for the café, even though it doesn't have any bearing on our budget since they are self-sustained.

Director Farkas expressed gratitude for the relationship and financial support from the Friends of Novi Library.

2026-2027 Budget Narrative, 1st Draft by Julie Farkas, Library Director

1. 2025-2026 Year End

Trustee Burke asked what line item 415.000 "Tax Revenue – Cnty Chargebk" is.

Director Farkas said she will ask.

Trustee Halvangis asked why the "State Grants" numbers fluctuate so much.

Director Farkas pointed to the narrative "It's the Local Community Stabilization Authority Act. It provides for reimbursements to municipalities for operating and debt millages based on personal property taxable value declines and Eligible Manufacturing Personal Property (EMPP) acquisition costs. For counties, cities, villages, townships, libraries, authorities, and tax increment finance authorities, the personal property tax reimbursement revenue should be recorded to revenue account 573, Local Community Stabilization Share."

Trustee Sturing interjected that the 415.000 is a refund from Tax revenue as adjusted for Brownfields.

Trustee Halvangis asked why there were large differences in "Adult Programming" numbers.

Director Farkas explained that that revenue generally just covers costs, so it's not really a gain.

Trustee Burke asked why the \$54,000 isn't reflected in Library Fundraising?

Director Farkas explained that it will go in the 272 account. She asks donors if they want their donations to go to particular projects rather than the general fund, and they usually do.

Trustee Burke asked if Director Farkas has reached out to the school regarding the proposal to not have Teen Space on Fridays beginning in February.

Director Farkas said she hadn't yet. She wanted to get the information to the Board first.

General discussion about periodicals – hard copies and digital versions. We will need to make some decisions regarding subscriptions. A large percentage of patrons use hard copies of both books and periodicals.

Trustee Crawford asked about 742.100 "Book Fines."

Director Farkas explained that it covers lost or damaged books from other libraries. We collect our own fines for our lost or damaged books and then collect from our patrons.

Trustee Sturing asked if it is time to take another look at charging late fees.

Trustee Burke gave a handout looking at historical library fines vs. state penal fines

General discussion around pros and cons of reinstating late fees given our decreasing revenue.

Director Farkas explained that we are being charged for using credit cards. When someone uses a credit card to rent a room, we are getting charged 3%. Room rentals, materials (copies and iCube), programming, and lost or damaged books are all subject to those charges.

Trustee Burke wants to know what we are charged in a year for credit card fees.

Director Farkas will find out.

General discussion about how we would go about recuperating credit card fees – added fee or increase charges.

***** Lunch break for Board Members at 12:00 pm*****

2. Salary Structure for 2026-2027 (2 Options)
 - a. HR: Minimum wage of \$15.00 per hour goes into effect 1/1/27
 - b. HR: Attorney recommendation for Salary Structure

Director Farkas is recommending Option 2: a 2% increase for staff overall if they meet expectations, effective 7/1/2026. She will need an approval of salary structure that will go into effect July 1.

Director Farkas explained Option 1: a 2% increase, but the structure itself does not change. It does include the \$15 minimum wage increase, which would go into effect January 1, 2027. Unlike previous years, we will hold it until January and save us some money this year. It includes combining levels 7 and

8. Option 2: still combines levels 7 and 8 and then gives 2% increase and the structure changes 2% up and 2% over.

Trustee Halvangis asked why we would remove “0, 10, 20 years?”

Director Farkas said that it was recommended that we remove them.

General discussion of Option 1 and Option 2, specifically around salary schedule adjustments based on Minimum wage requirements and experience.

Trustee Burke asked about the number of staff members that meet expectations.

Director Farkas indicated that the vast majority of staff members meet or exceed expectations.

Trustee Crawford said she would like to know what the finance committee recommends.

Trustee Burke wanted to know many staff members would get more than the 2% with structure change.

Director Farkas said she would find out.

- c. HR: Recording Secretary duties for Library Board
- 3. 2026-2027 271 Library Fund Budget Document – 1st Draft which includes two options showing current revenues/expenditures with future millage funding and projections through June 2030

General discussion about potential adjustments to expenditures.

- 4. 2026-2027 272 Library Contributed Fund Budget Document – 1st Draft which includes reserve study projections

General discussion about reserve study items and youth renovation project.

Public Comment

No public comment

Board Members Individual Reflections

No individual reflections

Upcoming Dates:

- 2nd Budget Session – Thursday, February 5, 2026 Dinner provided at 5pm, meeting begins at 5:30pm
- Regular Board Meeting – Thursday, February 13, 2025 at 7pm at City of Novi – Council Chambers

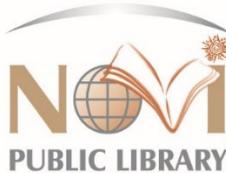
Adjournment

Motion: To adjourn at 2:15

Motion to Adjourn – 1st – Trustee Halvangis
2nd – Trustee Burke

Motion Passes – 5-0

Initial Draft



Library Board Budget Session for 2026-2027

Thursday, February 5, 2026

6:00-8:00pm

Dinner served at 5:30pm for Board Members

Novi Public Library – Board Room, 2nd floor

Call to Order by Vice President Kat Dooley

Novi Public Library – Board Room, 2nd floor

Called to order by Vice President Kat Dooley at 6:00

Roll Call by Secretary, Karla Halvangis

Library Board – 5 board members were recorded present

Kat Dooley, Vice President

Brian Bartlett, Treasurer

Karla Halvangis, Secretary

Lori Burke, Board Member

Library Staff

Julie Farkas, Director

Guest

Kristen Sullivan, Human Resource Specialist

Pledge of Allegiance

The Pledge of Allegiance was recited.

Approval of Agenda

Motion: To approve the Agenda as presented

Motion for Approval – 1st – Trustee Halvangis

2nd – Trustee Bartlett

Motion passes – 4-0

Public Comment

Vice President Dooley: 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 Novi Public Library Board of Trustees. Citizens must state their first, last name and address.

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

No Public Comment

2026-2027 Budget Narrative, 2nd Draft by Julie Farkas, Library Director

Director Farkas pointed out updated budget narrative, highlighted changes, and new additions

Updated Salary Structure Options for 2026-2027 by Kristen Sullivan, HR Specialist

Ms. Sullivan gave an overview of her memo on packet page 43 and the various options available for the Board to approve. She explained that the 2% or 3% raise would create more of a separation between the first level and the other levels.

Trustee Bartlett suggested that due to our current financial situation and until we know if the City will grant approve the Board's recommendation that we should go with option 1. If the City does not grant our recommendation, we will be looking at cutting positions, hours, and services.

Director Farkas pointed out that she has already started making cuts.

Trustee Bartlett acknowledged that fact but added that we would have to cut around \$300,000 in the worst-case scenario. He read the analysis that Ms. Sullivan presented and understands and agrees with it, but is just concerned about where we are financially and the message we will send to City Council.

Director Farkas said that she included the 3% option because she asked the City as recently as today if they are giving their admin staff a 3% raise, and they answered yes.

Trustee Bartlett doesn't think it is fair to pay one side of the parking lot more than the other, but his primary concern is our bottom line.

Discussion about how we should proceed as we wait to hear what City Council makes a decision.

Trustee Dooley expressed concern about losing staff. She asked what it costs when we have turnover.

Ms. Sullivan referred to her notes and explained that to hire a new clerk – one of the lowest positions on staff – costs approximately \$7,000 when considering training costs, onboarding costs, and termination costs for the employee who left.

Trustee Halvangis pointed out that Ms. Sullivan and the attorney both recommend choosing an option that involves adjusting the salary structure.

Trustee Burke suggested that we decide on a salary increase now and revisit the salary structure at a later time.

Motion: To pick option 2 as noted on page 43 of the budget narrative

Motion for Approval – 1st – Trustee Burke

2nd – Trustee Bartlett

Motion passes – 4-0

2025-2026 Year End

Director Farkas explained that under the "Gain (loss) on investments" (271-000.00-669.500) has been adjusted up to \$44,292, which will be reflected in the Proposed Year End Budget. Everything else remained the same, but the final -\$90,204.89 will be adjusted to reflect that increase in revenue.

Director Farkas directed the Board's attention to the 272 account, and explained that she got updates from the City on the interest investments and unrealized that went up and made adjustments accordingly. She made the adjustment to the Automated Materials Handling System to account for the addition equipment costs.

Trustee Dooley asked if we have to pay credit card fees when people book rooms with credit cards.

Director Farkas said there's a 3.1% charge that we are absorbing.

Trustee Dooley asked if the Library should add on that percentage to the room fees.

Trustee Burke explained that the Board decided to increase the cost of the rentals to cover the credit card fees at the last meeting.

Director Farkas answered Trustee Burke's question from the last meeting about printing and circulation fees. Last year the fees cost the Library \$2,000, and the charging fees already accrued this year are \$903, that the Library pays. We are looking at losing \$2,000 by eating that charge.

Trustee Burke suggested increasing all of the fees to account for those charges.

Director Farkas said she will be looking into that.

Defined Benefit Payoff

Director Farkas pointed out the historical information regarding paying off the Library's unfunded accrued liability. In 2010, it was \$150,000 to pay it off. The payoff amount now is over \$700,000. Paying it off in 2010 lasted just under 4 years that the Library did not have to pay.

Trustee Dooley asked how long it would last if we paid it off.

Director Farkas didn't know

Trustee Halvangis commented that the Library does not have the money to pay it off.

Director Farkas said that Trustee Sturing wanted to see about paying it off and then save the Library from paying it for some years.

Trustee Bartlett commented that in 16 years it went from zero to \$700,000. He pointed out that no investment would give you that kind of return. He is concerned that it is a volcano that will bubble and explode.

2026-2027 271 Library Fund Budget Document

Director Farkas discussed some updates to the proposed budgets. The cost of salt has gone up 85%, and she has updated the year-end budget already. She also updated the correct starting amount with the millage for 2026-2027 (1,084,409.00).

Director Farkas went over a few other updates to the proposed budgets.

Director Farkas directed the Board's attention to the Automated Materials Handling Systems 5-year contract and the options to pay year-by-year, or to pay in advance.

The Board discussed the small return for putting up such a large sum with our current budget restraints.

Motion: To pay year-by-year for the AMHS 5-year maintenance contract with Lyngsoe Systems

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

Motion passes: 4-0

Director Farkas continued pointing out other highlighted areas.

Board discussed different area libraries statistics and possible explanations for differences. In particular, the Board looked at how many libraries are closed on Sunday and considered how many non-residents may be using the Novi Public Library resources since their home libraries are not open.

Director Farkas directed the Board's attention to the proposed budget. This draft shows the projected budgets for 2026-2027, 2027-2028, and 2028-2029 both with the future millage funding and without. The updates are in pink. She increased the State Aid revenue based on \$.53 per person multiplied by our population.

Trustee Dooley asked if they increased the State Aid.

Director Farkas said it was not raised, but they kept it.

Director Farkas will make the changes to the permanent, the temporary, and the social security now that option 2 was approved. She continued to point out areas that changed since the first meeting. Discussed cost of programming and whether or not we should charge. As a public service, the Board came to the understanding that charging would not be appropriate.

Discussed the suggestion that we propose more than the .20 from the City Council in order to not be in a bind a few years out. It would not be an increase in taxes to the public.

Director Farkas will project out ten years with our budgeting for the regular February Board meeting so that the Board can better understand what the .20 will mean down the road.

Public Comment

No public comment

Board Members Individual Reflections

No individual reflections

Upcoming Dates:

- Regular Board Meeting – Thursday, February 13, 2025 at 7pm at City of Novi – Council Chambers

Adjournment

Motion: To adjourn at 7:54

Motion to Adjourn – 1st – Trustee Halvangis
2nd – Trustee Bartlett

Motion Passes – 5-0

WARRANTS (Provided by Bindhya Raja, Bookkeeper)

| Warrant 659 | 271 Accounts | February 2026 | |
|--------------------------|--------------------------------------|-----------------------|---------------|
| Payable to | Invoice # | Account number | Amount |
| Amazon | Storage box | 271-000.00-727.000 | \$ 19.18 |
| ELM USA | Disc Repair - Pad | 271-000.00-727.000 | \$ 334.95 |
| Quill | supplies | 271-000.00-727.000 | \$ 306.94 |
| Stamps.com | Postage CC | 271-000.00-728.000 | \$ 100.00 |
| Stamps.com | Monthly Service Charge CC | 271-000.00-728.000 | \$ 20.99 |
| Knight Watch | Galaxy Door Access 1/1/26-12/31/26 | 271-000.00-734.000 | \$ 184.80 |
| Knight Watch | Quarterly - Feb thru April | 271-000.00-734.000 | \$ 210.00 |
| Knight Technology | Monthly Datto Jan 2026 | 271-000.00-734-000 | \$ 700.00 |
| MagicDesktop.com | 2 Magic Desktop CC | 271-000.00-734.000 | \$ 298.00 |
| Springshare LLC | Module Usage Oct 2025- Dec 2025 | 271-000.00-734.000 | \$ 1,012.80 |
| TechSoup | Microsoft 365 - 1/12/26 - 2/11/26 CC | 271-000.00-734-000 | \$ 93.60 |
| Amazon | Art supplies | 271-000.00-734.500 | \$ 838.13 |
| eBay | Desktop Anti-Static Grounding Mat | 271-000.00-734.500 | \$ 52.80 |
| Quill | Bill and Coin Counter Machine | 271-000.00-734.500 | \$ 320.00 |
| Tel systems | Service call 53104 Board Room | 271-000.00-734.500 | \$ 475.00 |
| Tel systems | Service call 53105 2nd flr. Mtg. Rm | 271-000.00-734.500 | \$ 475.00 |
| Amazon | Weekly Planner | 271-000.00-740.000 | \$ 213.58 |
| Demco | label | 271-000.00-740.000 | \$ 127.34 |
| Quill | Toner Cartridges | 271-000.00-740.000 | \$ 520.00 |
| Actrace, LLC | books | 271-000.00-742.000 | \$ 1,200.00 |
| Amazon | Books | 271-000.00-742.000 | \$ 879.88 |
| Brodart | Books | 271-000.00-742.000 | \$ 14,854.83 |
| Cengage | books | 271-000.00-742.000 | \$ 599.79 |
| Center Point Large Print | books | 271-000.00-742.000 | \$ 302.64 |
| Rosen | Books | 271-000.00-742.000 | \$ 81.36 |
| Brodart | Lending Library | 271-000.00-742.010 | \$ 359.38 |
| Library Ideas | 744.400 | 271-000.00-744.000 | \$ 243.56 |
| Midwest Tape | 744.520 | 271-000.00-744.000 | \$ 1,817.30 |
| OverDrive | eBook, Audiobook | 271-000.00-745.200 | \$ 9,626.43 |
| MCLS | Library Research Center | 271-000.00-745.300 | \$ 5,859.57 |
| Shifman Fournier | Services through December 2025 | 271-000.00-806.000 | \$ 385.00 |
| NAEYC | MIAEYC Membership CC | 271-000.00-809.000 | \$ 72.00 |
| GDI | December | 271-000.00-817.000 | \$ 7,560.00 |
| AT&T | Oct 14 - Nov 13,2025 | 271-000.00-851.000 | \$ 73.73 |
| Ooma | 1/1 - 1/31/26 | 271-000.00-851.000 | \$ 219.40 |
| T-Mobile | 11/25/25 - 12/24/25 | 271-000.00-851.000 | \$ 1,037.02 |
| Telnet | | 271-000.00-851.000 | \$ 858.90 |

| | | | |
|------------------------------|--------------------------------------|--------------------|--------------|
| Verizon | Dec 2 - Jan 1 2026 | 271-000.00-851.000 | \$ 508.24 |
| The Library Network | SAS Circ Jan-Mar; SAS links Jan-Mar | 271-000.00-855.000 | \$ 17,751.68 |
| The Library Network | Circuit Speed Oct - Dec 25 | 271-000.00-855.000 | \$ 1,985.25 |
| E.DeCenso | Book Club/Outreach | 271-000.00-862.000 | \$ 40.30 |
| Petty Cash | E.DeCenso, L.BRANDON | 271-000.00-862.000 | \$ 27.86 |
| Collaborative Summer Library | T-Shirt | 271-000.00-880.000 | \$ 845.24 |
| Jimmy Johns | Lunch & Learn with NPL CC | 271-000.00-880.000 | \$ 299.38 |
| Muni web | Website hosting; updates; support | 271-000.00-880.000 | \$ 571.00 |
| Novi Chamber | Bronze Level Sponsorship; 4 Events | 271-000.00-880.000 | \$ 2,000.00 |
| Oriental Trade | 65th Aniv. Giveaways | 271-000.00-880.000 | \$ 169.90 |
| Petty Cash | Novi Chamber Leadership | 271-000.00-880.268 | \$ 10.99 |
| Amazon | Programming M.Robinson | 271-000.00-880.268 | \$ 359.24 |
| Ben Christensen | Fun Fridays | 271-000.00-880.268 | \$ 300.00 |
| Benitos Café | Program - MLK Day CC | 271-000.00-880.268 | \$ 501.82 |
| Rodney Liggins | MLK Day | 271-000.00-880.268 | \$ 400.00 |
| Sam's Club | Programming | 271-000.00-880.268 | \$ 160.09 |
| Sherrie Berry | MLK Day | 271-000.00-880.268 | \$ 300.00 |
| Target | Programming - CC | 271-000.00-880.268 | \$ 17.17 |
| United States Post Office | Job Fair Program Info-CC | 271-000.00-880.268 | \$ 13.84 |
| Canon | Print - December | 271-000.00-900.000 | \$ 416.78 |
| Consumers Energy | January | 271-000.00-921.000 | \$ 2,720.96 |
| Allied Building | boiler room - pressure valve leak | 271-000.00-934.000 | \$ 1,516.22 |
| Allied Building | cast iron trap - bathroom leak | 271-000.00-934.000 | \$ 2,097.30 |
| Aero Filter | filter | 271-000.00-934.000 | \$ 1,898.41 |
| Anago | January Janitorial Services | 271-000.00-934.000 | \$ 440.00 |
| Batteries Plus | battery | 271-000.00-934.000 | \$ 106.80 |
| Boynton | Fire Extinguisher Inspection Annual | 271-000.00-934.000 | \$ 2,265.00 |
| Boynton | Fire Alarm | 271-000.00-934.000 | \$ 2,380.00 |
| Boynton | Sprinkler System Inspection | 271-000.00-934.000 | \$ 690.00 |
| Dalton | Monthly Carpet Manit. | 271-000.00-934.000 | \$ 325.00 |
| Grainger | supplies | 271-000.00-934.000 | \$ 93.88 |
| ImperialDade | supplies | 271-000.00-934.000 | \$ 1,176.56 |
| Northstar | 12/4/25 - 12/25/25 | 271-000.00-934.000 | \$ 257.96 |
| Voss | Lighting | 271-000.00-934.000 | \$ 1,063.00 |
| West Metro Door | Delivery door | 271-000.00-934.000 | \$ 185.00 |
| Brien's | Snow - Plowing, salting | 271-000.00-936.300 | \$ 4,017.00 |
| Brien's | Snow Contract 3 of 3 | 271-000.00-936.300 | \$ 2,194.50 |
| Home Depot | Ice Melt bag | 271-000.00-936.300 | \$ 223.52 |
| Canon | Lease | 271-000.00-942.000 | \$ 1,010.00 |
| Corrigan | Storage Period - 1/1/26 - 1/31/26 | 271-000.00-942.100 | \$ 28.06 |
| ALA | PLA 2026 Registration - L. Lowery CC | 271-000.00-956.000 | \$ 364.00 |

| | | | |
|------------------|--------------------------------|--------------------|----------------------|
| Delta | Conference -Julie Farkas CC | 271-000.00-956.000 | \$ 208.48 |
| Jets Pizza | Budget Workshop CC | 271-000.00-956.000 | \$ 66.43 |
| MIAEYC | Results at Hand- - D. Mazur CC | 271-000.00-956.000 | \$ 265.00 |
| Southwest | Conference | 271-000.00-956.000 | \$ 1,676.74 |
| TOTAL 271 | | | \$ 106,282.50 |
| | | | |
| | | | |

| Warrant 659 | 272 Accounts | February 2026 | |
|--------------------|-----------------------------|----------------------|------------------|
| | | | |
| | | | |
| Lakeshore Learning | DEI - Portable CD Player CC | 271-000.00-742.036 | \$ 393.99 |
| Dollar Tree | Valentine's Day - Staff CC | 272-000.00-742.236 | \$ 17.00 |
| | | | |
| | | | |
| | TOTAL 272 | | \$ 410.99 |

Teen Space Statistics

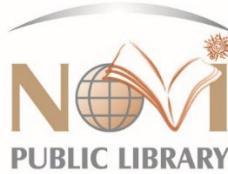
Teen Space hosted by: Anna Jakubiec, Shannon O'Leary, Taylor Price and Austin Webberly

Monthly Attendance in Teen Space August 2025 – May 2026:

| Month | Total Attendance |
|----------------------|--|
| August | 153 |
| September | 956 |
| October | 871 |
| November | 694 |
| December | 631 * no Teen Space 12/10, 12/22/25 – 1/2/26 |
| January | 633 |
| TOTAL to DATE | 3938 |

**The first Mayor's Youth Forum meeting will be held on Tuesday, January 20th at 6:30pm at the Novi Public Library. Director Farkas is planning to attend to understand the Mayor's process for soliciting feedback from the youth community and how it can impact the Novi Library.

1/20/26: Director Farkas attended the first Mayor Youth Forum. The Mayor and City Staff presented information about the purpose of the group and gave an overview of City workings. Then, Mayor Fischer and Sheryl Walsh-Molloy opened up for a dialog with the students about what the students' pros and cons of Novi. Students were very thoughtful in providing information about what they like to do after school and in their spare time. There were questions about sustainability, walkability and being supported as teens in the community. The students were very insightful.

PRESIDENT'S REPORT**Agendas for 2 Budget Sessions held on January 17, 2026 and February 5, 2026****Library Board Budget Session for 2026-2027****Saturday, January 17, 2026****10am – 2pm****Lunch served at 12pm for Board Members****Novi Public Library – Board Room, 2nd floor****AGENDA**

1. Call to Order- Mark Sturing, Vice President
2. Roll Call – Karla Halvangis, Secretary
3. Pledge of Allegiance
4. Approval and Overview of Agenda

5. Public Comment

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

*** Lunch break for Board Members at 12:00pm***

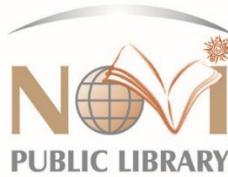
6. **2026-2027 Budget Narrative, 1st Draft by Julie Farkas, Library Director**

- A. 2025-2026 Year End
- B. Salary Structure for 2026-2027 (2 Options)
 1. HR: Minimum wage of \$15.00 per hour goes into effect 1/1/27
 2. HR: Attorney recommendation for Salary Structure
 3. HR: Recording Secretary duties for Library Board
- C. 2026-2027 271 Library Fund Budget Document – 1st Draft which includes two options showing current revenues/expenditures with future millage funding and projections through June 2030
- D. 2026-2027 272 Library Contributed Fund Budget Document – 1st Draft which includes reserve study projections
7. Public Comment (see language above)
8. Board Members Individual Reflections

Upcoming Dates:

- 2nd Budget Session – Thursday, February 5, 2026 Dinner provided at 5pm, meeting begins at 5:30pm
- Regular Board Meeting – Thursday, February 13, 2025 at 7pm at City of Novi – Council Chambers

9. Adjourn



Library Board Budget Session for 2026-2027

Thursday, February 5, 2026

6:00-8:00pm

**Dinner served at 5:30pm for Board Members
Novi Public Library – Board Room, 2nd floor**

AGENDA

1. Call to Order- Kat Dooley, Vice President
2. Roll Call – Karla Halvangis, Secretary
3. Pledge of Allegiance
4. Approval and Overview of Agenda
5. Public Comment

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

6. 2026-2027 Budget Narrative, 2nd Draft by Julie Farkas, Library Director

- A. Updated Salary Structure Options for 2026-2027 by Kristen Sullivan, HR Specialist
 - d. Memo from HR Specialist, Kristen Sullivan
 - e. Director Farkas needs an approval of which option the Board would like incorporated into the 26/27 budget
 - f. Costs associated with filling a position vs. retention
 - g. Information about Defined Benefit
- B. 2025-2026 Year End – Director Farkas will entertain any questions pertaining to the proposed year end budgets (271 and 272)
- C. 2026-2027 271 Library Fund Budget Document – 2nd Draft which includes two options showing current revenues/expenditures with future millage funding and projections through June 2030. Changes have been made and are noted in pink.
 1. Director Farkas needs an approval on which payment option the Board would like incorporated for the AMHS for the 26/27 budget
- D. 2026-2027 272 Library Contributed Fund Budget Document – 2nd Draft which includes reserve study projections

7. Public Comment (see language above)
8. Board Members Individual Reflections

Upcoming Dates:

- Regular Board Meeting – Thursday, February 13, 2025 at 7pm at City of Novi – Council Chambers

9. Adjourn



Remembering Randy Riley

The Michigan Library Association mourns the loss of Randy Riley and expresses our deepest sympathies to his family and friends, the Library of Michigan team, and the hundreds of colleagues and friends across Michigan's library community.

As Michigan's State Librarian since 2014, Randy's passion, character, and commitment to the betterment of libraries were always evident in his work. Today, MLA honors the life and legacy of our friend and library champion, Randy.

Randy brought a calm and thoughtful approach to his work that resonated with peers and colleagues across library types, associations, and organizations. His contributions and collaboration with so many of us have made for a stronger Michigan library community. As an ex officio member of the MLA Board of Directors during his tenure as State Librarian, Randy's voice and institutional knowledge were instrumental in helping MLA envision what's possible and how to achieve it in service to all Michigan libraries.



When MLA needed Randy's expertise on an issue, he was always there for us. Whether he was on the other end of a phone call or presenting to MLA members online, Randy was quick and eager to commit his time to education and development in the Michigan library community. During a period of significant challenge for libraries over the last several years, Randy's stable and steadfast leadership will be remembered by many.

The impact of losing Randy feels, in many ways, incalculable. His leadership, integrity, and presence shaped Michigan's library community in ways that will continue beyond his tenure. While we grieve Randy's absence, we know his example will continue to guide the work of Michigan libraries. At MLA, as we reflect on Randy's enduring contributions, we send our condolences to his family during this difficult time.

Email Received by the Library of Michigan on January 28, 2026

Please join our State Superintendent and the Library of Michigan in welcoming Michelle Bradley to the position of Interim State Librarian. Michelle has been the Manager of Library Development at the Library of Michigan since 2024, overseeing statewide services such as the Michigan E-Library, public library state aid, public library certification, LSTA federal funding programs, continuing education for library staff, statewide digitization initiatives, library law, technology, and youth services. Prior to her time at the Library of Michigan, Michelle spent 10 years working for statewide library services organizations, including the Midwest Collaborative for Library Services, serving Michigan and Indiana libraries, and Ohio-Net. Before that she spent over 20 years in public library management and administration. In addition to her work in libraries, Michelle is an appreciative inquiry practitioner, trainer, facilitator, and coach, as well as a certified forest bathing guide. Michelle enjoys spending time with her husband Morgan, chocolate lab Coco, and Itty Bitty Kitty. She enjoys nature, travel, and reading. She has a bachelor's degree from Purdue University, a master's degree in library science from Indiana University, and a graduate certificate in public management from Indiana University.

Michelle will serve in the Interim role until July 4. At that time David Votta will start his term as Interim State Librarian. We will introduce David as we get closer to that date. Our goal is to have the State Librarian position filled permanently by the end of 2026.

Thank you and good luck in your new role Michelle!



I want you to hear the good news straight from ALA: this week, Congress passed a series of spending bills that included an increase in federal funds for libraries in Fiscal Year (FY) 2026. **This win is as big as you think it is.** Less than a year ago, libraries were dealt a blow

with an [executive order](#) to dismantle the Institute of Museum and Library Services (IMLS). As ALA Associate Executive Director of Public Policy and Advocacy Lisa Varga put it in a detailed new [blog post for American Libraries](#), "these wins for libraries are not the result of good luck. In the worst climate in recent memory, libraries managed to win because advocates made an effort to show up for our libraries." You spoke up for libraries, and Congress listened. It has never been so critical for advocates to show up. The fight to protect IMLS and other sources of federal support for libraries is far from over, as you'll read on American Libraries. Thanks to your ALA membership, our profession and our patrons have fulltime staff in Washington to help us navigate the challenges ahead and provide opportunities to take action that gets results. This week's win is a milestone of success and resilience for library advocates. I couldn't be prouder than I am now to be an ALA member — and to expand our reach.

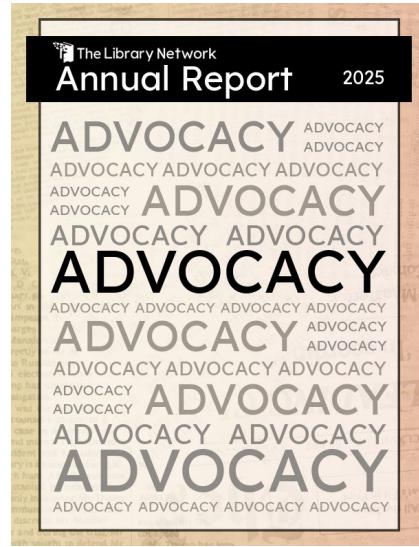
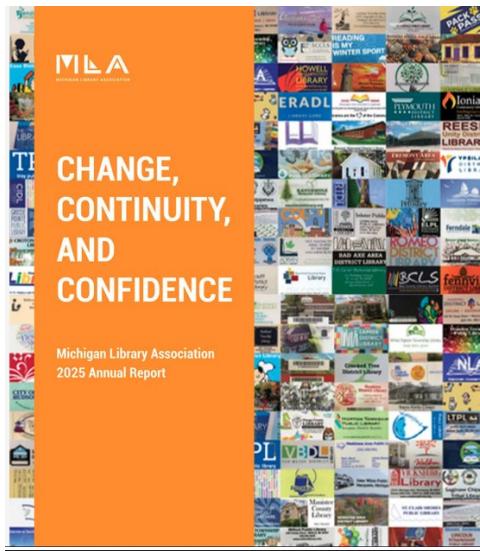
As ALA celebrates 150 years, please join me as an ambassador by:

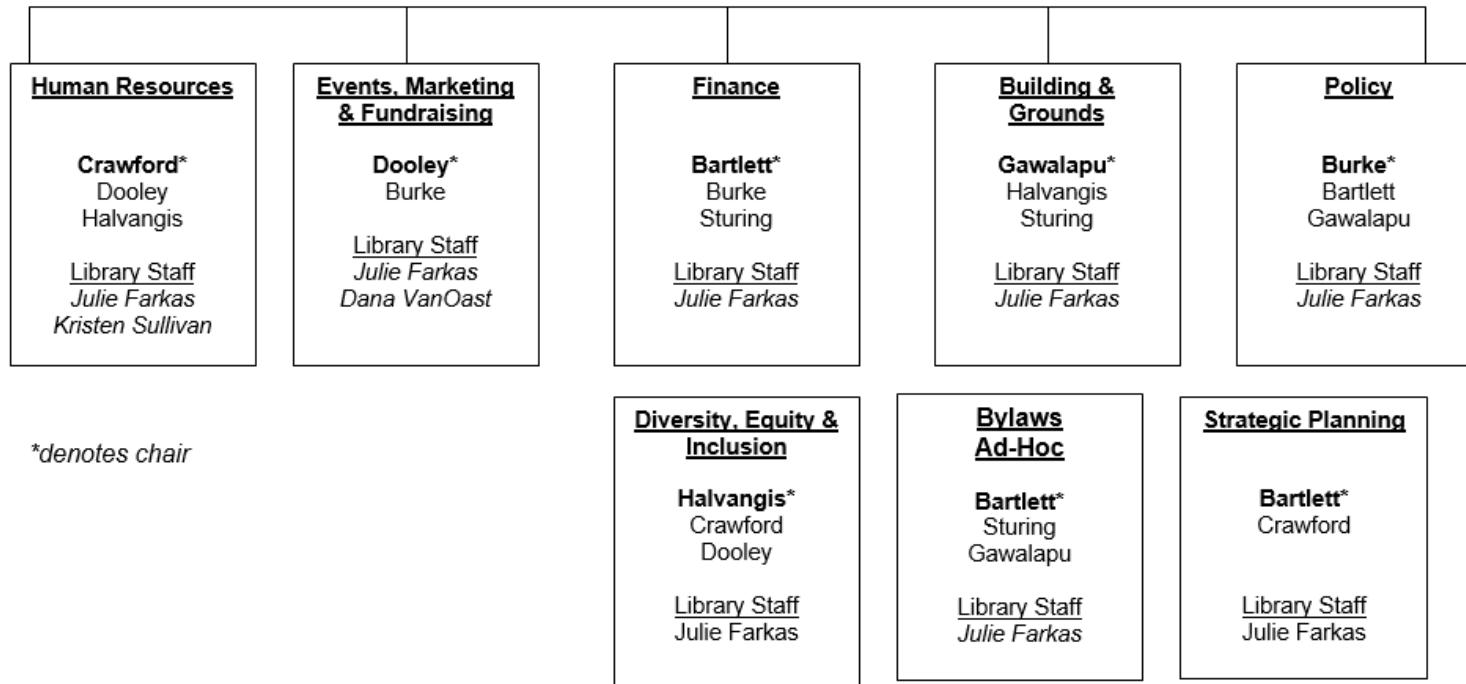
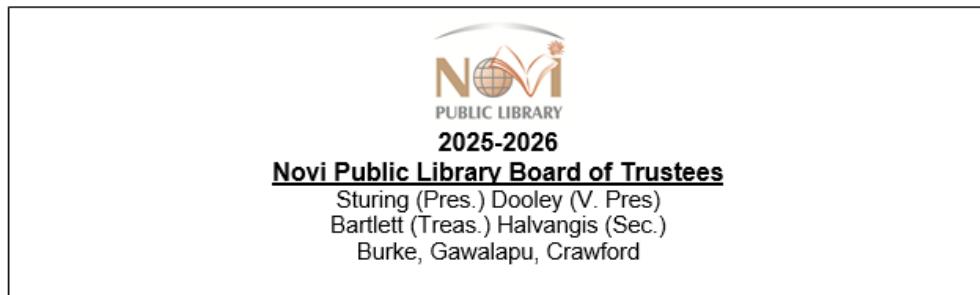
- Renewing your [ALA membership](#)
- Encouraging your network of friends, family and colleagues to [become a public supporter](#) of ALA
- Signing up for [ALA's advocacy updates and alerts](#) (We're gearing up to launch our FY 2027 Fund Libraries campaign!)

Onward Together,

Sam Helmick, ALA President (2025-2026)

Annual Reports: Michigan Library Association and The Library Network 2025 (provided separately)





*denotes chair

FINANCIALS – 271 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 | | 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 Township Assessment | 7,701.00 | 8,228.00 | 7,850.00 | 7,850.00 | 7,850.00 | 8,000.00 | 8,000.00 | 8,500.00 |
| 675.650 | Library Café | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 676.100 | Insurance Reimbursement | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Revenues | | 3,827,332.74 | 4,025,544.32 | 4,009,420.00 | 4,027,387.71 | 4,090,141.00 | 5,221,426.58 | 5,336,516.38 | 5,455,558.87 |

| 2025-2026 Library Budget 271 Expenditures | | 2023-2024 Audited | 2024-2025 Unaudited | 2025-2026 Approved | 2025-2026 Approved | 2026-2027 Projected | 2027-2028 Projected | 2028-2029 Projected | 2029-2030 Projected |
|--|--|----------------------|------------------------|-----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Account | Description | | | | | | | | |
| 704.000 | Permanent Salaries (3% incr. annually) | 1,268,177.70 | 1,422,713.26 | 1,589,000.00 | 1,530,000.00 | 1,575,900.00 | 1,623,200.00 | 1,671,800.00 | 1,722,100.00 |
| 704.100 | Severance/Incentive Pay | 0.00 | 0.00 | 12,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 704.200 | Wages - stipend | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 704.210 | Vacation Payout | 3,538.40 | 5,157.60 | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 |
| 704.250 | Final Payout | 0.00 | 6,921.72 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 705.000 | Temporary Salaries | 683,363.35 | 680,970.00 | 810,000.00 | 808,500.00 | 862,700.00 | 888,600.00 | 915,200.00 | 942,700.00 |
| 706.000 | Overtime | 38.82 | 915.08 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 |
| 715.000 | Social Security | 147,519.92 | 159,320.48 | 183,500.00 | 178,900.00 | 186,000.00 | 192,000.00 | 198,000.00 | 204,000.00 |
| 716.000 | Insurance | 230,346.09 | 272,645.88 | 239,560.00 | 276,000.00 | 287,040.00 | 298,522.00 | 310,463.00 | 322,882.00 |
| 716.200 | HSA - Employer Contribution | 1,138.25 | 1,812.74 | 3,000.00 | 3,000.00 | 3,000.00 | 3,000.00 | 3,000.00 | 3,000.00 |
| 716.999 | Ins. Employee Reimbursement | -33,477.49 | -38,382.06 | -35,934.00 | -41,400.00 | -43,056.00 | -44,778.30 | -46,569.45 | -48,432.30 |
| 717.000 | Workers' Comp | 1,640.32 | 2,033.10 | 1,900.00 | 1,900.00 | 2,000.00 | 2,100.00 | 2,200.00 | 2,300.00 |
| 718.000 | Pension DB Normal Cost | 5,520.00 | 1,680.00 | 1,884.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 | 1,800.00 |
| 718.010 | DB Unfunded Accrued Liability | 73,488.00 | 92,196.00 | 108,192.00 | 108,192.00 | 110,355.84 | 112,562.96 | 114,814.22 | 117,110.50 |
| 718.050 | Pension - add'l DB Contribution | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 718.200 | Pension - Defined Contribution | 67,418.77 | 112,273.59 | 132,210.00 | 120,000.00 | 145,590.00 | 150,320.00 | 155,180.00 | 160,210.00 |
| 719.000 | Unemployment Ins | 36.84 | 96.03 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| Total Personnel Services | | 2,448,748.97 | 2,720,353.42 | 3,055,312.00 | 2,996,892.00 | 3,141,329.84 | 3,237,326.66 | 3,335,887.77 | 3,437,670.20 |
| Supplies and Materials | | | | | | | | | |
| Account | Description | | | | | | | | |
| 726.400 | Supplies - Cash Over/Under | 36.72 | -8.38 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| 727.000 | Office supplies | 9,181.98 | 7,804.48 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 728.000 | Postage | 4,014.04 | 2,035.09 | 3,500.00 | 3,500.00 | 4,000.00 | 4,000.00 | 4,500.00 | 4,500.00 |
| 734.000 | Computer software/licensing | 61,936.23 | 46,943.17 | 97,000.00 | 97,000.00 | 97,000.00 | 97,000.00 | 97,000.00 | 97,000.00 |
| 734.500 | Computer supplies equip | 23,251.80 | 44,721.95 | 52,000.00 | 52,000.00 | 52,000.00 | 52,000.00 | 52,000.00 | 52,000.00 |
| 740.000 | Operating supplies | 27,352.10 | 41,640.62 | 38,000.00 | 38,000.00 | 39,100.00 | 40,300.00 | 41,500.00 | 42,700.00 |
| 740.200 | Supplies desk, chairs, cabinets | 4,173.51 | 836.00 | 5,000.00 | 7,500.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 741.000 | Supplies-Uniforms | 0.00 | 1,176.64 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 742.000 | Library Books | 219,615.55 | 232,364.05 | 241,000.00 | 241,000.00 | 248,000.00 | 255,600.00 | 263,300.00 | 271,200.00 |
| 742.010 | Library Books - Lending | 10,641.12 | 7,815.27 | 15,400.00 | 15,400.00 | 15,900.00 | 16,300.00 | 16,800.00 | 17,300.00 |
| 742.100 | Book Fines | 91.97 | 118.98 | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 |
| 743.000 | Library Periodicals | 17,561.82 | 16,749.33 | 18,000.00 | 18,000.00 | 15,000.00 | 15,000.00 | 15,000.00 | 15,000.00 |
| 744.000 | Audio visual materials (CD/DVD) | 60,196.64 | 50,869.75 | 52,000.00 | 52,000.00 | 52,000.00 | 52,000.00 | 52,000.00 | 52,000.00 |
| 745.200 | Electronic media (Digital Books) | 135,445.89 | 180,490.09 | 177,000.00 | 177,000.00 | 194,700.00 | 204,400.00 | 214,600.00 | 225,400.00 |
| 745.300 | Electronic Resources - Online | 67,776.44 | 80,376.53 | 80,000.00 | 80,000.00 | 80,000.00 | 80,000.00 | 80,000.00 | 80,000.00 |
| Total Supplies & Materials | | 641,275.81 | 713,933.57 | 790,200.00 | 792,700.00 | 814,000.00 | 832,900.00 | 853,000.00 | 873,400.00 |

| 2025-2026 Library Budget 271 | | 2023-2024 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/Uhinsured 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 Maintainence | 101,144.38 | 139,346.32 | 125,000.00 | 125,000.00 | 128,700.00 | 132,600.00 | 136,600.00 | 140,600.00 |
| 935.000 | Vehicle Maintenance | 169.02 | 426.22 | 500.00 | 500.00 | 500.00 | 1,000.00 | 1,000.00 | 1,500.00 |
| 936.300 | Grounds Maint. | 51,938.72 | 44,088.98 | 53,000.00 | 53,000.00 | 54,500.00 | 56,100.00 | 57,800.00 | 59,500.00 |
| 942.000 | Office Equipment Lease | 11,350.94 | 12,120.00 | 12,200.00 | 12,200.00 | 12,200.00 | 13,400.00 | 13,400.00 | 13,400.00 |
| 942.002 | Copier Property Tax | 0.00 | 621.90 | 800.00 | 800.00 | 800.00 | 800.00 | 800.00 | 800.00 |
| 942.100 | Records storage | 315.36 | 328.08 | 500.00 | 500.00 | 550.00 | 550.00 | 550.00 | 550.00 |
| 956.000 | Conferences & Workshops | 25,185.11 | 18,822.29 | 26,700.00 | 26,700.00 | 22,000.00 | 26,700.00 | 22,000.00 | 26,700.00 |
| 957.000 | Tuition and Other Reimbursements | 0 | 0 | 7000 | 7000 | 3500 | 3500 | 3500 | 3500 |
| Total Services & Charges | | 670,066.27 | 675,419.61 | 784,150.00 | 762,250.00 | 794,650.00 | 824,550.00 | 844,050.00 | 870,950.00 |

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

NOTES: All Capital projects are expensed out of budget 272

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

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

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

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

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

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

25/26: Went from 25 to 24 FT employees

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

| 272 - Library Contributed Funds | | | | | | | | | |
|--|--|------------------------|------------------------|------------------------|--------------------------|------------------------|------------------------|------------------------|------------------------|
| Revenues & Expenditures | | | | | | | | | |
| 2025-2026 as of 2/13/2025; Updated as of 9/11/25 | | | | | | | | | |
| | | 2023-2024 Audited | 2024-2025 Unaudited | 2025-2026 Approved | 2025-2026 1st Quarter | 2026-2027 Projected | 2027-2028 Projected | 2028-2029 Projected | 2029-2030 Projected |
| | | 6/30/2024 | 9/11/2025 | 2/13/2025 | 9/11/2025 | 9/11/2025 | 9/11/2025 | 9/11/2025 | 9/11/2025 |
| Revenues | | | | | | | | | |
| Interest Income | | | | | | | | | |
| 665,000 | Interest on Investments | \$ 52,873.99 | \$ 59,391.02 | \$ 27,000.00 | \$ 27,000.00 | \$ 27,000.00 | \$ 27,000.00 | \$ 27,000.00 | \$ 27,000.00 |
| 669,500 | Unrealized gain (loss) Investments | 37,885.77 | 23,750.68 | (4,500.00) | (4,500.00) | (4,500.00) | (4,500.00) | (4,500.00) | (4,500.00) |
| TOTAL | | \$ 90,759.76 | \$ 83,141.70 | \$ 22,500.00 | \$ 22,500.00 | \$ 22,500.00 | \$ 22,500.00 | \$ 22,500.00 | \$ 22,500.00 |
| | | | | | | | | | |
| 699,271 | Transfer from Library Fund 271 Reserve Study | 35,238.00 | | | | 196,000.00 | 201,900.00 | 208,000.00 | 214,200.00 |
| | | | | | | | | | |
| Donations | | | | | | | | | |
| 674,036 | Diversity, Equity & Inclusion | 500.00 | 0.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 |
| 674,046 | Makerspace (iCube) Rev | 8,216.55 | 5,177.55 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 674,229 | Raising a Reader Sponsors | 29.66 | - | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 674,230 | Collections/Materials Rev | 12,070.61 | 5,638.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 674,231 | Buildings/Ground/Furniture Rev | 625.00 | 4,068.72 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 674,232 | Programming Revenue | 4,098.70 | 14,597.75 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 674,233 | Technology Library Rev | 50.00 | - | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 |
| 674,234 | Undesignated Misc. Donations | 100.00 | - | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 |
| 674,235 | Marketing Sponsorships | 5,000.00 | 7,700.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 674,277 | Youth Area Reno - M. Marten | | 34,294.00 | | | | | | |
| TOTAL | | \$30,691 | \$71,476 | \$12,500 | \$12,500 | \$12,500 | \$12,500 | \$12,500 | \$12,500 |
| | | | | | | | | | |
| TOTAL Revenues | | \$ 156,688.28 | \$ 154,617.72 | \$ 35,000.00 | \$ 35,000.00 | \$ 231,000.00 | \$ 236,900.00 | \$ 243,000.00 | \$ 249,200.00 |
| | | | | | | | | | |
| Expenditures | | | | | | | | | |
| Supplies | | | | | | | | | |
| 742,036 | Diversity, Equity & Inclusion | 0.00 | 454.57 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 |
| 742,046 | Makerspace (iCube) | 9,856.18 | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 742,229 | Raising a Reader | 1,362.10 | 1,211.86 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 742,230 | Collections/Materials | 10,904.06 | 5,975.24 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 742,231 | Buildings/Ground/Furniture | 66,001.70 | 715.70 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 |
| 742,232 | Programming Expenditures | 8,612.26 | 10,739.06 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 742,233 | Technology | - | - | 61,500.00 | 61,500.00 | 32,000.00 | 67,400.00 | 57,800.00 | 54,600.00 |
| 742,234 | Undesignated Misc. | 246.00 | 108.54 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 |
| 742,236 | Staff Recognition | 3,296.10 | 1,579.29 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 |
| TOTAL | | \$100,278 | \$21,784 | \$93,000 | \$93,000 | \$63,500 | \$98,900 | \$89,300 | \$86,100 |
| | | | | | | | | | |
| Capital Outlay | | | | | | | | | |
| 976,000 | Bldg. Improvements/Furniture | - | 79,452.67 | 111,500.00 | 111,500.00 | - | - | - | - |
| 976,044 | Auto Lending Library (Friends) | - | - | - | - | - | - | - | - |
| 976,046 | Makerspace (iCube) | (500.00) | - | - | - | - | - | - | - |
| 976,140 | Automated Return System (AST) | - | 29,647.80 | 129,000.00 | 129,000.00 | | | | |
| 976,141 | Main Entrance /Parking Lot | 25,145.00 | 11,700.00 | 23,000.00 | 118,000.00 | - | - | - | - |
| 976,143 | WiFi Upgrade; Firewall | 17,562.89 | 13,235.89 | - | - | - | - | - | - |
| 976,144 | Server & Camera Upgrade | 68,838.00 | | - | - | - | - | - | - |
| | | | | | | | | | |
| Unknown Capital Improvements | | | - | 37,300.00 | 37,300.00 | 37,300.00 | 37,300.00 | 37,300.00 | 37,300.00 |
| | | | | | | | | | |
| | Transfer to 271 Account | | | | 241,377.00 | | | | |
| | | | | | | | | | |
| TOTAL | | \$ 111,045.89 | \$ 134,036.36 | \$ 300,800.00 | \$ 637,177.00 | \$ 37,300.00 | \$ 37,300.00 | \$ 37,300.00 | \$ 37,300.00 |
| | | | | | | | | | |
| TOTAL Expenditures | | \$211,324 | \$155,821 | \$393,800 | \$730,177 | \$100,800 | \$136,200.00 | \$126,600.00 | \$123,400.00 |
| | | | | | | | | | |
| Beginning Fund Balance Yr. End | | \$ 1,698,587.10 | \$ 1,643,951.09 | \$ 1,516,217.00 | \$ 1,642,748.19 | \$ 947,571.19 | \$ 1,077,771.19 | \$ 1,178,471.19 | \$ 1,294,871.19 |
| Revenues | | 156,688.28 | 154,617.72 | 35,000.00 | 35,000.00 | 231,000.00 | 236,900.00 | 243,000.00 | 249,200.00 |
| Expenditures | | (21,324.29) | (155,821) | (539,800) | (730,177) | (100,800.00) | (136,200.00) | (126,600.00) | (123,400.00) |
| NET Revenues vs. Expenditures | | (54,636.01) | (1,202.90) | (358,800.00) | (695,177.00) | 130,200.00 | 100,700.00 | 116,400.00 | 125,800.00 |
| Beginning Fund Balance | | | | | | | | | |
| Ending Fund Balance Expected | | \$ 1,643,951.09 | \$ 1,642,748.09 | \$ 1,157,417.00 | \$ 947,571.19 | \$ 1,077,771.19 | \$ 1,178,471.19 | \$ 1,294,871.19 | \$ 1,420,671.19 |

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

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

Budget for Fund 272 Fiscal Year 2025-2026

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

Revenue & Expenditure Report for Fund 271

| | YTD Dec 31,2025 | YTD Jan 31,2026 | Difference |
|-----------------------------|-----------------|-----------------|---------------|
| TOTAL REVENUES | \$ 3,980,945.27 | \$ 4,028,413.68 | \$ 47,468.41 |
| TOTAL EXPENDITURES | \$ 1,990,540.53 | \$ 2,335,888.81 | \$ 345,348.28 |
| NET REVENUES & EXPENDITURES | \$ 1,990,404.74 | \$ 1,692,524.87 | |

Revenue & Expenditure Report for Fund 272

| | YTD Dec 31,2025 | YTD Jan 31,2026 | Difference |
|-----------------------------|-----------------|-----------------|--------------|
| TOTAL REVENUES | \$ 48,485.34 | \$ 61,062.63 | \$ 12,577.29 |
| TOTAL EXPENDITURES | \$ 98,613.61 | \$ 98,720.56 | \$ 106.95 |
| NET REVENUES & EXPENDITURES | (50,128.27) | (37,657.93) | |

Balance Sheet Report as of January 31, 2026

The ending fund balance for Fund 271 is: \$ 4,195,756.58

The ending fund balance for Fund 272 is: \$ 1,605,090.26

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

| REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI | | | | | | | | | | |
|---|--|--|-------------------------------|------------------------|-------------------------|-------------------------|-------------------------|--|-----------------------------------|----------------|
| PERIOD ENDING 01/31/2026 | | | | | | | | | | |
| % Fiscal Year Completed: 58.90 | | | | | | | | | | |
| GL NUMBER | DESCRIPTION | END BALANCE 06/30/2025 NM (ABNM) | 2025-26 ORIGINAL BUDGET | 2025-26 AMDD BUDGET | MTH ACTY INCR (DECR) | MTH ACTY INCR (DECR) | MTH ACTY INCR (DECR) | YTD BALANCE 01/31/2026 NM (ABNM) | AVAILABLE BALANCE NM (ABNM) | % BDGT USED |
| Fund 271 - LIBRARY FUND | | | | | | | | | | |
| Revenues | | | | | | | | | | |
| Dept 000.00 - TREASURY | | | | | | | | | | |
| Property tax revenue | | | | | | | | | | |
| 271-000.00-402.000 | Property Tax Revenue - Current Levy | 3,620,624.41 | 3,762,784.00 | 3,762,784.00 | 0.00 | 0.00 | 0.00 | 3,805,938.04 | (43,154.04) | 101.15 |
| 271-000.00-404.003 | Property Tax Revenue - Brow nfield Cap E | 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 nfeld Cap B3 | (16,000.68) | (28,232.00) | (28,232.00) | 0.00 | 0.00 | 0.00 | (16,272.21) | (11,959.79) | 57.64 |
| 271-000.00-404.008 | Property Tax Revenue - CIA Cap C1 2018 | (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 nfeld Cap B4 | (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 nfeld Cap B4 | (44.00) | (124.00) | (124.00) | 0.00 | 0.00 | 0.00 | (43.89) | (80.11) | 35.40 |
| 271-000.00-412.000 | Property Tax Revenue - C/Y Del PPT | (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 Tribunal Acc | (3,900.00) | (1,000.00) | (1,000.00) | 0.00 | 0.00 | 0.00 | 0.00 | (1,000.00) | 0.00 |
| 271-000.00-415.000 | Property Tax Revenue - County Chargeba | 3,203.27 | 1,800.00 | 1,800.00 | 3,182.88 | 57.04 | 1,860.74 | 6,553.05 | (4,753.05) | 364.06 |
| Property tax revenue | | 3,559,557.34 | 3,668,470.00 | 3,668,470.00 | 3,182.88 | 57.04 | 1,860.74 | 3,746,251.46 | (77,781.46) | 102.12 |
| State sources | | | | | | | | | | |
| 271-000.00-567.000 | State aid | 69,947.04 | 66,000.00 | 70,000.00 | 0.00 | 0.00 | 0.00 | 36,531.06 | 33,468.94 | 52.19 |
| 271-000.00-573.000 | State Grants - Local Comm Stabilization | 25,741.20 | 15,000.00 | 15,000.00 | 10,252.03 | 0.00 | 0.00 | 10,252.03 | 4,747.97 | 68.35 |
| State sources | | 95,688.24 | 81,000.00 | 85,000.00 | 10,252.03 | 0.00 | 0.00 | 46,783.09 | 38,216.91 | 55.04 |
| State grants | | | | | | | | | | |
| 271-000.00-569.002 | Other State Grants - SBTE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,697.50 | (3,697.50) | 100.00 |
| State grants | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,697.50 | (3,697.50) | 100.00 |
| Fines and forfeitures | | | | | | | | | | |
| 271-000.00-658.000 | State penal fines | 91,226.15 | 85,000.00 | 98,968.00 | 0.00 | 0.00 | 0.00 | 98,967.71 | 0.29 | 100.00 |
| 271-000.00-659.000 | Library book fees | 8,858.67 | 8,000.00 | 8,000.00 | 477.55 | 450.81 | 520.98 | 3,733.14 | 4,266.86 | 46.66 |
| Fines and forfeitures | | 100,084.82 | 93,000.00 | 106,968.00 | 477.55 | 450.81 | 520.98 | 102,700.85 | 4,267.15 | 96.01 |
| Interest income | | | | | | | | | | |
| 271-000.00-665.000 | Interest in investments | 138,007.28 | 100,000.00 | 100,000.00 | 7,909.22 | 5,926.94 | 0.00 | 38,681.73 | 61,318.27 | 38.68 |
| 271-000.00-669.500 | Gain (loss) on investments | 43,492.21 | 10,000.00 | 10,000.00 | 10,102.10 | 7,426.82 | 0.00 | 44,292.09 | (34,292.09) | 442.92 |
| Interest income | | 181,499.49 | 110,000.00 | 110,000.00 | 18,011.32 | 13,353.76 | 0.00 | 82,973.82 | 27,026.18 | 75.43 |
| Donations | | | | | | | | | | |
| 271-000.00-674.289 | Adult programs | 19,451.99 | 7,500.00 | 7,500.00 | 0.00 | 0.00 | 0.00 | 6,262.91 | 1,237.09 | 83.51 |
| 271-000.00-674.400 | Gifts and donations | 683.26 | 500.00 | 500.00 | 36.02 | 81.06 | 40.06 | 243.20 | 256.80 | 48.64 |
| Donations | | 20,135.25 | 8,000.00 | 8,000.00 | 36.02 | 81.06 | 40.06 | 6,506.11 | 1,493.89 | 81.33 |
| Other revenue | | | | | | | | | | |
| 271-000.00-675.000 | Miscellaneous income | 3,193.89 | 2,500.00 | 2,500.00 | 144.55 | 191.60 | 64.85 | 1,995.83 | 504.17 | 79.83 |
| 271-000.00-675.006 | Car Charging Revenue | 77.94 | 100.00 | 100.00 | 0.00 | 0.00 | 110.35 | 264.35 | (164.35) | 264.35 |
| 271-000.00-675.100 | Copier | 14,062.26 | 8,500.00 | 8,500.00 | 1,022.15 | 1,369.15 | 1,322.40 | 7,950.61 | 549.39 | 93.54 |
| 271-000.00-675.300 | Meeting room | 43,017.09 | 30,000.00 | 30,000.00 | 2,003.46 | 4,787.26 | 3,678.19 | 20,766.06 | 9,233.94 | 69.22 |
| 271-000.00-675.404 | Novi Township Assessment | 8,228.00 | 7,850.00 | 7,850.00 | 0.00 | 0.00 | 0.00 | 8,524.00 | (674.00) | 108.59 |
| Other revenue | | 68,579.18 | 48,950.00 | 48,950.00 | 3,170.16 | 6,348.01 | 5,175.79 | 39,500.85 | 9,449.15 | 80.70 |
| Unclassified | | | | | | | | | | |
| 271-000.00-699.272 | Transfer from Library Contribution 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 | | 4,025,544.32 | 4,009,420.00 | 4,268,765.00 | 35,129.96 | 20,290.68 | 7,597.57 | 4,028,413.68 | 240,351.32 | 94.37 |
| TOTAL REVENUES | | 4,025,544.32 | 4,009,420.00 | 4,268,765.00 | 35,129.96 | 20,290.68 | 7,597.57 | 4,028,413.68 | 240,351.32 | 94.37 |

| GL NUMBER | DESCRIPTION | END BALANCE | 2025-26 | 2025-26 | MTH ACTY | MTH ACTY | MTH ACTY | YTD BALANCE | AVAILABLE | % BDGT |
|------------------------|--|--------------|--------------|--------------|-------------|-------------|-------------|--------------|--------------|--------|
| | | 06/30/2025 | ORIGINAL | | NOV 2025 | DEC 2025 | JAN 2026 | 01/31/2026 | BALANCE | |
| Expenditures | | NM (ABNM) | BUDGET | AMDD BUDGET | INCR (DECR) | INCR (DECR) | INCR (DECR) | NM (ABNM) | NM (ABNM) | USED |
| 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 | 124,087.84 | 117,649.24 | 118,935.68 | 845,794.46 | 684,205.54 | 55.28 |
| 271-000.00-704.100 | Severance/Incentive Pay | 0.00 | 12,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 271-000.00-704.200 | Wages - Stipend | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 12,000.00 | 12,000.00 | (12,000.00) | 100.00 |
| 271-000.00-704.210 | Vacation Payout | 5,157.60 | 7,500.00 | 7,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,500.00 | 0.00 |
| 271-000.00-704.250 | Final Payout | 6,921.72 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 271-000.00-705.000 | Temporary salaries | 680,970.00 | 810,000.00 | 808,500.00 | 60,336.01 | 57,331.59 | 56,518.76 | 412,406.09 | 396,093.91 | 51.01 |
| 271-000.00-706.000 | Overtime | 915.08 | 500.00 | 500.00 | 172.03 | 0.00 | 37.83 | 517.65 | (17.65) | 103.53 |
| 271-000.00-715.000 | Social security | 159,320.48 | 183,500.00 | 178,900.00 | 13,951.96 | 13,217.89 | 14,074.41 | 96,061.23 | 82,838.77 | 53.70 |
| 271-000.00-716.000 | Insurance | 272,645.88 | 239,560.00 | 276,000.00 | 21,476.89 | 21,962.89 | 8,243.27 | 140,130.81 | 135,869.19 | 50.77 |
| 271-000.00-716.200 | HSA - employer contribution | 1,812.74 | 3,000.00 | 3,000.00 | 103.13 | 103.13 | 637.50 | 1,189.98 | 1,810.02 | 39.67 |
| 271-000.00-716.999 | Insurance - Employee Reimbursement | (38,382.06) | (35,934.00) | (41,400.00) | (3,108.08) | (3,108.08) | (3,767.88) | (21,403.00) | (19,997.00) | 51.70 |
| 271-000.00-717.000 | Workers compensation | 2,033.10 | 1,900.00 | 1,900.00 | 156.39 | 148.74 | 159.32 | 1,080.82 | 819.18 | 56.89 |
| 271-000.00-718.000 | Pension - DB Normal Cost | 1,680.00 | 1,884.00 | 1,800.00 | 157.00 | 157.00 | 0.00 | 942.00 | 858.00 | 52.33 |
| 271-000.00-718.010 | Pension - DB Unfunded Accrued Lia | 92,196.00 | 108,192.00 | 108,192.00 | 9,016.00 | 9,016.00 | 0.00 | 54,096.00 | 54,096.00 | 50.00 |
| 271-000.00-718.200 | Pension - defined contribution | 112,273.59 | 132,210.00 | 120,000.00 | 10,839.46 | 10,252.33 | 10,244.43 | 73,680.87 | 46,319.13 | 61.40 |
| 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 | 237,188.63 | 226,730.73 | 217,083.32 | 1,616,496.91 | 1,380,395.09 | 53.94 |
| Supplies | | | | | | | | | | |
| 271-000.00-726.400 | Supplies - Cash over/short | (8.38) | 100.00 | 100.00 | (0.75) | 7.75 | (0.35) | 5.47 | 94.53 | 5.47 |
| 271-000.00-727.000 | Office supplies | 7,804.48 | 10,000.00 | 10,000.00 | 355.90 | 192.26 | 641.89 | 2,726.48 | 7,273.52 | 27.26 |
| 271-000.00-728.000 | Postage | 2,035.09 | 3,500.00 | 3,500.00 | 148.29 | 20.99 | 0.00 | 750.26 | 2,749.74 | 21.44 |
| 271-000.00-734.000 | Computer supplies, software & licensing | 46,943.17 | 97,000.00 | 97,000.00 | 1,033.59 | 5,808.69 | 700.00 | 35,136.88 | 61,863.12 | 36.22 |
| 271-000.00-734.500 | Computer supplies/equipment | 44,721.95 | 52,000.00 | 52,000.00 | 1,249.77 | 2,046.02 | 136.78 | 11,656.42 | 40,343.58 | 22.42 |
| 271-000.00-740.000 | Operating supplies | 41,640.62 | 38,000.00 | 38,000.00 | 1,290.82 | 710.97 | 647.34 | 17,424.95 | 20,575.05 | 45.86 |
| 271-000.00-740.200 | Supplies - Desk chairs and file cabinets | 836.00 | 5,000.00 | 7,500.00 | 0.00 | 1,965.69 | 0.00 | 7,532.69 | (32.69) | 100.44 |
| 271-000.00-741.000 | Supplies - Uniforms | 1,176.64 | 1,000.00 | 1,000.00 | 259.91 | 0.00 | 0.00 | 547.34 | 452.66 | 54.73 |
| 271-000.00-742.000 | Library books | 232,364.05 | 241,000.00 | 241,000.00 | 11,860.76 | 19,769.57 | 12,967.69 | 114,697.73 | 126,302.27 | 47.59 |
| 271-000.00-742.010 | Library Books - Lending | 7,815.27 | 15,400.00 | 15,400.00 | 1,255.74 | 191.96 | 324.76 | 5,572.51 | 9,827.49 | 36.19 |
| 271-000.00-742.100 | Library Books - Fines | 118.98 | 200.00 | 200.00 | 20.00 | 0.00 | 0.00 | 111.98 | 88.02 | 55.99 |
| 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 | 1,766.17 | 3,881.04 | 351.10 | 19,925.68 | 32,074.32 | 38.32 |
| 271-000.00-745.200 | Electronic media | 160,490.09 | 177,000.00 | 177,000.00 | 1,762.59 | 8,636.99 | 0.00 | 94,938.91 | 82,061.09 | 53.64 |
| 271-000.00-745.300 | Electronic resources (CD rom materials) | 80,376.53 | 80,000.00 | 80,000.00 | 0.00 | 0.00 | 0.00 | 52,621.02 | 27,378.98 | 65.78 |
| Supplies | | 693,933.57 | 790,200.00 | 792,700.00 | 21,002.79 | 43,231.93 | 15,769.21 | 363,648.32 | 429,051.68 | 45.87 |

| GL NUMBER | DESCRIPTION | END BALANCE | 2025-26 | | MTH ACTY | MTH ACTY | MTH ACTY | YTD BALANCE | AVAILABLE | % BDGT |
|----------------------------------|---|-------------|------------|-------------|-------------|-------------|-------------|-------------|------------|--------|
| | | 06/30/2025 | ORIGINAL | 2025-26 | | | | NOV 2025 | DEC 2025 | |
| | | NM (ABNM) | BUDGET | AMDD BUDGET | INCR (DECR) | INCR (DECR) | INCR (DECR) | NM (ABNM) | NM (ABNM) | 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 | 160.39 | 342.61 | 156.02 | 1,137.20 | 1,862.80 | 37.91 |
| 271-000.00-803.000 | Independent audit | 622.00 | 800.00 | 800.00 | 0.00 | 0.00 | 0.00 | 761.00 | 39.00 | 95.13 |
| 271-000.00-804.000 | Medical service | 1,508.00 | 1,500.00 | 1,500.00 | 116.00 | 0.00 | 0.00 | 580.00 | 920.00 | 38.67 |
| 271-000.00-806.000 | Legal fees | 4,388.50 | 6,000.00 | 6,000.00 | 0.00 | 385.00 | 0.00 | 2,465.00 | 3,535.00 | 41.08 |
| 271-000.00-809.000 | Memberships and dues | 6,233.26 | 8,500.00 | 8,500.00 | 46.00 | 291.26 | 0.00 | 6,063.26 | 2,436.74 | 71.33 |
| 271-000.00-816.000 | Professional services | 15,888.11 | 20,000.00 | 20,000.00 | 0.00 | 0.00 | 0.00 | 10,270.83 | 9,729.17 | 51.35 |
| 271-000.00-817.000 | Custodial services | 95,725.00 | 100,000.00 | 95,000.00 | 7,280.00 | 7,560.00 | 0.00 | 47,320.00 | 47,680.00 | 49.81 |
| 271-000.00-818.000 | TLN Central Services | 3,495.00 | 3,500.00 | 3,500.00 | 3,495.00 | 0.00 | 0.00 | 3,495.00 | 5.00 | 99.86 |
| 271-000.00-820.000 | Property & liability insurance | 15,874.00 | 16,350.00 | 16,350.00 | 0.00 | 0.00 | 0.00 | 15,145.60 | 1,204.40 | 92.63 |
| 271-000.00-820.001 | Insurance deductibles/Uninsured claims | 0.00 | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| 271-000.00-851.000 | Telephone | 42,972.95 | 54,100.00 | 54,100.00 | 1,136.64 | 3,083.66 | 1,970.62 | 20,662.67 | 33,437.33 | 38.19 |
| 271-000.00-855.000 | TLN Automation Services | 71,297.68 | 81,000.00 | 81,000.00 | 17,751.68 | 0.00 | 17,751.68 | 54,024.72 | 26,975.28 | 66.70 |
| 271-000.00-861.000 | Gasoline and oil | 316.40 | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 133.68 | 366.32 | 26.74 |
| 271-000.00-862.000 | Mileage | 1,536.19 | 1,700.00 | 1,700.00 | 42.70 | 5.00 | 40.30 | 359.04 | 1,340.96 | 21.12 |
| 271-000.00-880.000 | Community promotion | 18,504.24 | 25,000.00 | 25,000.00 | 369.00 | 1,156.24 | 2,571.00 | 12,311.51 | 12,688.49 | 49.25 |
| 271-000.00-880.268 | Library programming | 24,945.78 | 44,600.00 | 44,600.00 | 1,532.33 | 1,287.94 | 415.78 | 9,087.35 | 35,512.65 | 20.38 |
| 271-000.00-880.271 | Adult programs | 9,424.83 | 10,000.00 | 10,000.00 | 3,650.00 | 1,494.98 | 0.00 | 10,362.38 | (362.38) | 103.62 |
| 271-000.00-882.200 | Employee assistance program | 506.94 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 414.12 | 585.88 | 41.41 |
| 271-000.00-900.000 | Printing, graphic design and publishing | 22,970.79 | 26,000.00 | 26,000.00 | 618.82 | 712.67 | 416.78 | 2,960.28 | 23,039.72 | 11.39 |
| 271-000.00-921.000 | Heat | 13,139.86 | 15,700.00 | 15,700.00 | 1,583.79 | 2,399.16 | 2,720.96 | 8,129.73 | 7,570.27 | 51.78 |
| Other services and charges Cont. | | | | | | | | | | |
| 271-000.00-922.000 | Electricity | 98,745.97 | 118,900.00 | 102,000.00 | 7,607.07 | 7,047.97 | 0.00 | 48,798.55 | 53,201.45 | 47.84 |
| 271-000.00-923.000 | Water and sewer | 8,466.93 | 8,700.00 | 8,700.00 | 2,552.76 | 0.00 | 0.00 | 4,950.00 | 3,750.00 | 56.90 |
| 271-000.00-934.000 | Building maintenance | 139,346.32 | 125,000.00 | 125,000.00 | 6,841.84 | 4,589.17 | 7,560.29 | 59,371.11 | 65,628.89 | 47.50 |
| 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 | 1,750.00 | 6,686.80 | 2,418.02 | 24,365.30 | 28,634.70 | 45.97 |
| 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 | 7,070.00 | 5,130.00 | 57.95 |
| 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 | 196.42 | 303.58 | 39.28 |
| 271-000.00-956.000 | Conferences and workshops | 18,822.29 | 26,700.00 | 26,700.00 | 1,294.92 | 429.00 | 0.00 | 5,308.83 | 21,391.17 | 19.88 |
| 271-000.00-957.000 | Tuition & other reimbursements | 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 | 58,867.00 | 38,509.52 | 37,059.51 | 355,743.58 | 406,506.42 | 46.67 |

| GL NUMBER | DESCRIPTION | END BALANCE | 2025-26 | | MTH ACTY | MTH ACTY | MTH ACTY | YTD BALANCE | AVAILABLE | |
|--------------------------------|-----------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|----------|
| | | 06/30/2025 | ORIGINAL | 2025-26 | NOV 2025 | DEC 2025 | JAN 2026 | 01/31/2026 | BALANCE | % BDGT |
| 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 | 317,058.42 | 308,472.18 | 269,912.04 | 2,335,888.81 | 2,215,953.19 | 51.32 |
| TOTAL EXPENDITURES | | 4,118,982.04 | 4,629,662.00 | 4,551,842.00 | 317,058.42 | 308,472.18 | 269,912.04 | 2,335,888.81 | 2,215,953.19 | 51.32 |
| Fund 271 - LIBRARY FUND: | | | | | | | | | | |
| TOTAL REVENUES | | 4,025,544.32 | 4,009,420.00 | 4,268,765.00 | 35,129.96 | 20,290.68 | 7,597.57 | 4,028,413.68 | 240,351.32 | (597.90) |
| TOTAL EXPENDITURES | | 4,118,982.04 | 4,629,662.00 | 4,551,842.00 | 317,058.42 | 308,472.18 | 269,912.04 | 2,335,888.81 | 2,215,953.19 | (597.90) |
| NET OF REVENUES & EXPENDITURES | | (93,437.72) | (620,242.00) | (283,077.00) | (281,928.46) | (288,181.50) | (262,314.47) | 1,692,524.87 | (1,975,601.87) | (597.90) |
| BEG. FUND BALANCE | | 2,596,669.43 | 2,503,231.71 | 2,503,231.71 | | | | 2,503,231.71 | | (597.90) |
| END FUND BALANCE | | 2,503,231.71 | 1,882,989.71 | 2,220,154.71 | | | | 4,195,756.58 | | (597.90) |

| GL NUMBER | DESCRIPTION | END BALANCE | 2025-26 | | MTH ACTY | | MTH ACTY | | YTD BALANCE | AVAILABLE | % BDGT USED |
|---|--|-------------------|---------------------|---------------------|------------------|-----------------|--------------|--------------------|---------------------|---------------|-------------|
| | | 06/30/2025 | ORIGINAL | 2025-26 | NOV 2025 | DEC 2025 | JAN 2026 | 01/31/2026 | BALANCE | | |
| 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 | 2,453.43 | 1,944.00 | 0.00 | 15,968.79 | 11,031.21 | 59.14 | |
| 272-000.00-669.500 | Gain (loss) on investments | 23,750.68 | (4,500.00) | (4,500.00) | 3,133.66 | 2,435.95 | 0.00 | 16,715.13 | (21,215.13) | (371.45) | |
| Interest income | | 83,141.70 | 22,500.00 | 22,500.00 | 5,587.09 | 4,379.95 | 0.00 | 32,683.92 | (10,183.92) | 145.26 | |
| Donations | | | | | | | | | | | |
| 272-000.00-674.036 | Diversity, Equity, & Inclusion | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 | |
| 272-000.00-674.046 | Makerspace Renovation Revenue | 5,177.55 | 1,000.00 | 1,000.00 | 275.20 | 273.50 | 78.05 | 1,528.45 | (528.45) | 152.85 | |
| 272-000.00-674.229 | Raising a Reader in Novi Sponsors | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | |
| 272-000.00-674.230 | Collections/Materials Revenue | 5,638.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 200.00 | 800.00 | 20.00 | |
| 272-000.00-674.231 | Buildings/Ground/Furniture Revenue | 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 | 1,200.00 | 0.00 | 0.00 | 9,500.00 | (7,500.00) | 475.00 | |
| 272-000.00-674.233 | Technology Library Revenue | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 | |
| 272-000.00-674.234 | Undesignated Misc Donations | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 | |
| 272-000.00-674.235 | Marketing Sponsorships | 7,700.00 | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 | |
| 272-000.00-674.277 | Youth Area Reno-M Marten Rev | 34,294.00 | 0.00 | 0.00 | 15,535.00 | 1,615.26 | 0.00 | 17,150.26 | (17,150.26) | 100.00 | |
| Donations | | 71,476.02 | 12,500.00 | 12,500.00 | 17,010.20 | 1,888.76 | 78.05 | 28,378.71 | (15,878.71) | 227.03 | |
| Total Dept 000.00 - TREASURY | | 154,617.72 | 35,000.00 | 35,000.00 | 22,597.29 | 6,268.71 | 78.05 | 61,062.63 | (26,062.63) | 174.46 | |
| TOTAL REVENUES | | 154,617.72 | 35,000.00 | 35,000.00 | 22,597.29 | 6,268.71 | 78.05 | 61,062.63 | (26,062.63) | 174.46 | |
| 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 | 84.96 | 0.00 | 0.00 | 396.70 | 603.30 | 39.67 | |
| 272-000.00-742.230 | Collections/Materials Expense | 5,975.24 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 180.01 | 819.99 | 18.00 | |
| 272-000.00-742.231 | Buildings/Ground/ Furniture Expense | 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 | 5,289.00 | 0.00 | 0.00 | 6,962.03 | (5,962.03) | 696.20 | |
| 272-000.00-742.233 | Technology Library Expense | 0.00 | 61,500.00 | 61,500.00 | 0.00 | 0.00 | 0.00 | 29,766.00 | 31,734.00 | 48.40 | |
| 272-000.00-742.234 | Undesignated Misc | 108.54 | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 | |
| 272-000.00-742.236 | Staff Recognition | 1,579.29 | 2,500.00 | 2,500.00 | 201.56 | 106.95 | 0.00 | 2,525.79 | (25.79) | 101.03 | |
| Supplies | | 21,784.26 | 93,000.00 | 93,000.00 | 5,575.52 | 106.95 | 0.00 | 40,135.56 | 52,864.44 | 43.16 | |
| Other services and charges | | | | | | | | | | | |
| 272-000.00-820.001 | Insurance deductibles/Uninsured Claims | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | (5,000.00) | 100.00 | |
| Other services and charges | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | (5,000.00) | 100.00 | |
| Capital outlay | | | | | | | | | | | |
| 272-000.00-976.000 | Building improvements | 79,452.67 | 111,500.00 | 111,500.00 | 0.00 | 0.00 | 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 | | 155,820.62 | 393,800.00 | 730,177.00 | 5,575.52 | 106.95 | 0.00 | 98,720.56 | 631,456.44 | 13.52 | |
| TOTAL EXPENDITURES | | 155,820.62 | 393,800.00 | 730,177.00 | 5,575.52 | 106.95 | 0.00 | 98,720.56 | 631,456.44 | 13.52 | |
| Fund 272 - LIBRARY CONTRIBUTION FUND: | | | | | | | | | | | |
| TOTAL REVENUES | | 154,617.72 | 35,000.00 | 35,000.00 | 22,597.29 | 6,268.71 | 78.05 | 61,062.63 | (26,062.63) | 5.42 | |
| TOTAL EXPENDITURES | | 155,820.62 | 393,800.00 | 730,177.00 | 5,575.52 | 106.95 | 0.00 | 98,720.56 | 631,456.44 | 5.42 | |
| NET OF REVENUES & EXPENDITURES | | (1,202.90) | (358,800.00) | (695,177.00) | 17,021.77 | 6,161.76 | 78.05 | (37,657.93) | (657,519.07) | 5.42 | |
| BEG. FUND BALANCE | | 1,643,951.09 | 1,642,748.19 | 1,642,748.19 | | | | | 1,642,748.19 | | 5.42 |
| END FUND BALANCE | | 1,642,748.19 | 1,283,948.19 | 947,571.19 | | | | | 1,605,090.26 | | 5.42 |
| TOTAL REVENUES - ALL FUNDS | | 4,180,162.04 | 4,044,420.00 | 4,303,765.00 | 57,727.25 | 26,559.39 | 7,675.62 | 4,089,476.31 | 214,288.69 | | |
| TOTAL EXPENDITURES - ALL FUNDS | | 4,274,802.66 | 5,023,462.00 | 5,282,019.00 | 322,633.94 | 308,579.13 | 269,912.04 | 2,434,609.37 | 2,847,409.63 | | |
| NET OF REVENUES & EXPENDITURES | | (94,640.62) | (79,042.00) | (978,254.00) | (264,906.69) | (282,019.74) | (262,236.42) | 1,654,866.94 | (2,633,120.94) | | |
| BEG. FUND BALANCE - ALL FUNDS | | 4,240,620.52 | 4,145,979.90 | 4,145,979.90 | | | | 4,145,979.90 | | | |
| END FUND BALANCE - ALL FUNDS | | 4,145,979.90 | 3,166,937.90 | 3,167,725.90 | | | | 5,800,846.84 | | | |

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

02/03/2026

BALANCE SHEET FOR CITY OF NOVI

Period Ending 01/31/2026

| GL Number | Description | Balance |
|-------------------------|------------------------------------|--------------|
| Fund 271 - LIBRARY FUND | | |
| *** Assets *** | | |
| 271-000.00-001.000 | Cash - Pooled | (357,529.12) |
| 271-000.00-004.000 | Cash on hand | 600.00 |
| 271-000.00-017.000 | Investments - Pooled | 4,526,404.85 |
| 271-000.00-019.000 | Current taxes receivable | 57,253.81 |
| 271-000.00-035.050 | Accounts Receivable - BSA MR | 8,524.00 |
| | Total Assets | 4,235,253.54 |
| *** Liabilities *** | | |
| 271-000.00-202.000 | Accounts payable | 27,840.35 |
| 271-000.00-258.702 | Accrued liabilities - tax | 11,700.00 |
| 271-000.00-259.300 | Accrued workers compensation | (43.39) |
| | Total Liabilities | 39,496.96 |
| *** Fund Balance *** | | |
| 271-000.00-390.000 | Fund balance | 2,503,231.71 |
| | Total Fund Balance | 2,503,231.71 |
| | Beginning Fund Balance | 2,503,231.71 |
| | Net of Revenues VS Expenditures | 1,692,524.87 |
| | Ending Fund Balance | 4,195,756.58 |
| | Total Liabilities And Fund Balance | 4,235,253.54 |

| Fund 272 - LIBRARY CONTRIBUTION FUND | | |
|--------------------------------------|---|---------------------|
| *** Assets *** | | |
| 272-000.00-001.000 | Cash - Pooled | 30,347.12 |
| 272-000.00-017.000 | Investments - Pooled | 1,574,828.47 |
| | Total Assets | 1,605,175.59 |
| *** 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 | (37,657.93) |
| | Ending Fund Balance | 1,605,090.26 |
| | Total Liabilities And Fund Balance | 1,605,175.59 |

10 Year Financial Projection for Account 271 with Millage Funding

| Library Budget 271 | | 2025-2026 | 2026-2027 | 2027-2028 | 2028-2029 | 2029-2030 | 2030-2031 | 2031-2032 | 2032-2033 | 2033-2034 | 2034-2035 | 2035-2036 |
|---|--|----------------------|-----------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 10 Year Projection 2026 - 2036 | | Year End Proposed | Proposed w/Add'l Millage | | | | | | | | | |
| Revenues | | 2/12/2026 | 2/12/2026 | | | | | | | | | |
| Account | Description | | | | | | | | | | | |
| 402.00 | Tax Revenue - Current Levy (2% incr.) | 3,806,000.00 | 3,875,668.00 | 3,991,938.00 | 4,111,696.00 | 4,193,929.92 | 4,277,808.52 | 4,363,364.69 | 4,450,632.00 | 4,539,644.62 | 4,630,437.51 | 4,723,046.26 |
| | Additional Millage (incr. 3% annually) | | 1,084,409.00 | 1,117,000.00 | 1,150,500.00 | 1,185,015.00 | 1,220,565.45 | 1,257,182.41 | 1,294,897.89 | 1,333,744.82 | 1,373,757.17 | 1,414,969.88 |
| Total Revenues | | 4,074,617.71 | 5,156,479.00 | 5,311,970.00 | 5,461,196.00 | 5,574,672.52 | 5,691,274.53 | 5,810,563.68 | 5,932,604.80 | 6,057,463.81 | 6,185,208.57 | 6,378,908.31 |
| Total Personnel Services | | 2,901,321.00 | 3,020,454.00 | 3,110,473.00 | 3,239,392.00 | 3,350,667.83 | 3,466,359.93 | 3,586,800.82 | 3,712,241.04 | 3,842,945.82 | 3,979,198.54 | 4,121,301.76 |
| Total Supplies & Materials | | 757,350.00 | 778,850.00 | 800,950.00 | 812,650.00 | 813,634.00 | 836,377.00 | 859,801.00 | 883,923.00 | 908,766.00 | 934,351.00 | 960,702.00 |
| Total Services & Charges | | 740,101.60 | 690,450.00 | 715,200.00 | 735,800.00 | 761,670.00 | 760,802.00 | 780,835.00 | 783,864.00 | 806,062.00 | 806,673.00 | 831,571.00 |
| Total Capital Outlay | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expenditures | | 4,398,772.60 | 4,714,454.00 | 4,858,023.00 | 5,026,142.00 | 5,171,371.83 | 5,316,338.93 | 5,487,836.82 | 5,648,228.04 | 5,833,973.82 | 6,004,722.54 | 6,206,574.76 |
| 995.272 | Transfer to 272 RESERVE | | 224,700.00 | 231,400.00 | 238,300.00 | 245,400.00 | 252,800.00 | 260,400.00 | 268,200.00 | 276,200.00 | 284,500.00 | 293,000.00 |
| | Transfer to 271 from 272 | | 241,377.00 | | | | | | | | | |
| Total Expenditures | | 4,398,772.60 | 4,714,454.00 | 4,858,023.00 | 5,026,142.00 | 5,171,371.83 | 5,316,338.93 | 5,487,836.82 | 5,648,228.04 | 5,833,973.82 | 6,004,722.54 | 6,206,574.76 |
| Total Revenues | | 4,315,994.71 | 5,156,479.00 | 5,311,970.00 | 5,461,196.00 | 5,574,672.52 | 5,691,274.53 | 5,810,563.68 | 5,932,604.80 | 6,057,463.81 | 6,185,208.57 | 6,378,908.31 |
| Net Revenue | | -82,777.89 | 442,025.00 | 453,947.00 | 435,054.00 | 403,300.69 | 374,935.60 | 322,726.86 | 284,376.76 | 223,489.99 | 180,486.03 | 172,333.55 |
| Current Fund Balance 271 | | 2,420,453.82 | 2,862,478.82 | 3,316,425.82 | 3,751,479.82 | 4,154,780.51 | 4,529,716.11 | 4,852,442.97 | 5,136,819.73 | 5,360,309.72 | 5,540,795.75 | 5,713,129.30 |
| FUND BALANCE TARGET 28% of Expenditures | | 1,231,656.00 | 1,314,284.44 | 1,347,293.44 | 1,401,235.36 | 1,447,984.11 | 1,488,574.90 | 1,536,594.31 | 1,581,503.85 | 1,633,512.67 | 1,681,322.31 | 1,737,840.93 |

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

Proposed 2026 – 2027 Budget for Account 271 with and without additional millage funding

Recommendation from Director Farkas is to vote on both options in order to take to City Council for review

| 2026-2027 Library Budget 271 | | 2023-2024 | 2024-2025 | 2025-2026 | 2025-2026 Year End Proposed | 2026-2027 Proposed | 2026-2027 Proposed w/Add'l Millage | 2027-2028 Projected | 2027-2028 Proposed w/Add'l Millage | 2028-2029 Projected | 2028-2029 Proposed w/Add'l Millage | NOTES |
|--------------------------------------|---------------------------------|---------------------|---------------------|----------------------|-----------------------------------|-----------------------|---|------------------------|---|------------------------|---|--|
| Draft Budget as of February 12, 2026 | | Audited | Audited | Approved 1st Qtr. | 2/12/2026 | 2/12/2026 | 2/12/2026 | 2/12/2026 | 2/12/2026 | 2/12/2026 | 2/12/2026 | |
| Revenues | | 10/31/2024 | 10/31/2025 | 9/11/2025 | | | | | | | | |
| Account | Description | | | | | | | | | | | |
| 402.000 | Tax Revenue - Current Levy | 3,410,762.72 | 3,620,624.41 | 3,762,784.00 | 3,806,000.00 | 3,875,668.00 | 3,875,668.00 | 3,991,938.00 | 3,991,938.00 | 4,111,696.00 | 4,111,696.00 | Provided by City of Novi 1/5/26 |
| | Additional Millage | | | | | | 1,084,409.00 | | 1,117,000.00 | | 1,150,500.00 | Estimated millage amount from City (see memo to City) |
| 404.003 | Tax Revenue - Browfield B1 | -376.24 | 0.00 | -506.00 | -560.00 | -587.00 | -587.00 | -692.00 | -692.00 | -713.00 | -713.00 | 26/27:.24007 mills, 27/28:.2000 mills + 3%; 28/29:.2000 mills + |
| 404.006 | Tax Revenue - Browfield B2 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 404.007 | Tax Revenue - Browfield B3 17 | -15,263.59 | -16,000.68 | -28,232.00 | -28,232.00 | -38,396.00 | -38,396.00 | -47,995.00 | -47,995.00 | -49,435.00 | -49,435.00 | |
| 404.008 | Tax Revenue - CIA Cap 2018 | -30,637.16 | -35,898.98 | -55,783.00 | -55,783.00 | -75,307.00 | -75,307.00 | -94,135.00 | -94,135.00 | -96,959.00 | -96,959.00 | |
| 404.009 | Tax Revenue - Browfield B4 21 | -354.57 | -440.12 | -469.00 | -469.00 | -544.00 | -544.00 | -625.00 | -625.00 | -644.00 | -644.00 | |
| 404.010 | Tax Revenue - Browfield B4X | -44.00 | -44.00 | -124.00 | -124.00 | -143.00 | -143.00 | -164.00 | -164.00 | -169.00 | -169.00 | |
| 412.000 | Tax Revenue - C/Y Del PPT | -4,707.59 | -7,986.56 | -10,000.00 | -10,000.00 | -12,000.00 | -12,000.00 | -12,000.00 | -12,000.00 | -12,000.00 | -12,000.00 | |
| 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 | -1,000.00 | -1,000.00 | |
| 415.000 | Tax Revenue - Cnty Chargebk | 3,020.33 | 3,203.27 | 1,800.00 | 5,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | |
| 567.000 | State Aid | 67,337.40 | 69,947.04 | 70,000.00 | 68,650.00 | 69,000.00 | 69,000.00 | 69,000.00 | 69,000.00 | 69,000.00 | 69,000.00 | 2nd pymt. Due by 6/2026; avg. yr. end; \$.53 per person |
| 573.000 | State Grants - Local Comm | 17,786.09 | 25,741.20 | 15,000.00 | 10,252.00 | 10,500.00 | 10,500.00 | 10,500.00 | 10,500.00 | 10,500.00 | 10,500.00 | Provided by City of Novi |
| 658.000 | State penal fines | 89,070.72 | 91,226.15 | 98,967.71 | 98,967.71 | 93,000.00 | 93,000.00 | 93,000.00 | 93,000.00 | 93,000.00 | 93,000.00 | Took avg. of 2023 - 2026 for future budgets |
| 659.000 | Library book fees | 9,341.82 | 8,858.67 | 8,000.00 | 6,600.00 | 7,000.00 | 7,000.00 | 7,000.00 | 7,000.00 | 7,000.00 | 7,000.00 | Lost material charges; no overdue fines charged |
| 665.000 | Interest on Investments | 118,788.12 | 138,007.28 | 100,000.00 | 65,000.00 | 65,000.00 | 65,000.00 | 50,000.00 | 100,000.00 | 50,000.00 | 100,000.00 | Provided by City of Novi 1/5/26 |
| 669.500 | Unrealized gain/(loss) invest | 92,415.46 | 43,492.21 | 10,000.00 | 44,292.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | Change to \$44,292; |
| 674.289 | Adult Programming | 12,086.76 | 19,451.99 | 7,500.00 | 7,200.00 | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 | Fees for On the Road; Ladies Night Out |
| 674.290 | Library Fundraising | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 65th Anniversary Campaign; see Narrative Info |
| 674.400 | Gifts and Donations | 2,365.78 | 683.26 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | Unsolicited Donations (Paypal, checks, register) |
| 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 | 2,500.00 | 2,500.00 | Sale of misc. items at Circ Desk; earbuds, lib cards, etc. |
| 675.006 | Car Charging | 11.07 | 77.94 | 100.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | Seeing more usage of stations (2) |
| 675.100 | Copier | 3,620.99 | 14,062.26 | 8,500.00 | 12,000.00 | 9,800.00 | 9,800.00 | 9,800.00 | 9,800.00 | 9,800.00 | 9,800.00 | Took avg. of 2023 - 2026 for future budgets |
| 675.300 | Meeting Room | 37,477.41 | 43,017.09 | 30,000.00 | 35,000.00 | 38,500.00 | 38,500.00 | 38,500.00 | 38,500.00 | 38,500.00 | 38,500.00 | Lower in 25/26 due to staffing w/Facilities team |
| 675.404 | Novi Township Assessment | 7,701.00 | 8,228.00 | 7,850.00 | 8,524.00 | 8,779.00 | 8,779.00 | 9,043.00 | 9,043.00 | 9,320.00 | 9,320.00 | Not collected as of 1/17/26; Provided by City; 3% incr. |
| 675.650 | Library Café | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 676.100 | Insurance Reimbursement | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total Revenues | | 3,827,332.74 | 4,025,544.32 | 4,027,387.71 | 4,074,617.71 | 4,072,070.00 | 5,156,479.00 | 4,144,970.00 | 5,311,970.00 | 4,260,696.00 | 5,461,196.00 | 25/26 Orig. Budget \$4,009,420 to 26/27 \$4,072,070 (1.56%) |

| 2026-2027 Library Budget 271 | | 2023-2024 Audited | 2024-2025 Audited | 2025-2026 Approved | 2025-2026 Yr. End | 2026-2027 Proposed | Millage | 2027-2028 Projected | Millage | 2028-2029 Projected | Millage |
|-------------------------------------|----------------------------------|----------------------|----------------------|-----------------------|----------------------|-----------------------|-------------------|------------------------|-------------------|------------------------|--|
| Services & Charges | | | | | | | | | | | |
| Account | Description | | | | | | | | | | |
| 802.000 | Data Processing - OnBase | 828.90 | 891.07 | 1,600.00 | 900.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | Cost from the City's IT Dept. |
| 802.100 | Bank Service Charges | 3,666.52 | 2,212.32 | 3,000.00 | 2,000.00 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | Do we charge a flat fee for CC use? |
| 803.000 | Independent Audit | 800.00 | 622.00 | 800.00 | 761.00 | 800.00 | 800.00 | 800.00 | 800.00 | 800.00 | City of Novi administers this for Library |
| 804.000 | Medical Service | 1,624.00 | 1,508.00 | 1,500.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | Brought down if full staff as of 6/26 |
| 806.000 | Legal Fees | 19,931.70 | 4,388.50 | 6,000.00 | 4,500.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | Some HR and Public Policy Review; millage recommendation |
| 808.100 | Rubbish Monthly | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | City of Novi contract through 2029 |
| 809.000 | Memberships & Dues | 6,677.50 | 6,233.26 | 8,500.00 | 8,500.00 | 8,500.00 | 8,500.00 | 8,500.00 | 8,500.00 | 8,500.00 | |
| 816.000 | Professional services | 12,103.50 | 15,888.11 | 20,000.00 | 15,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | Professional Developmnt; IT Professional Services |
| 817.000 | Custodial Services | 83,332.60 | 95,725.00 | 95,000.00 | 96,000.00 | 96,000.00 | 96,000.00 | 96,000.00 | 96,000.00 | 96,000.00 | |
| 818.000 | TLN Central Services | 3,495.00 | 3,495.00 | 3,500.00 | 3,495.00 | 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 | 15,145.60 | 16,600.00 | 16,600.00 | 18,200.00 | 18,200.00 | 20,000.00 | City is looking into a new company; 10% incr. |
| 820.001 | Ins deduct/Uninsured claims | 0.00 | 0.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | Removed \$10,000 and will pay if needed |
| 851.000 | Telephone | 40,560.37 | 42,972.95 | 54,100.00 | 44,000.00 | 43,000.00 | 43,000.00 | 44,300.00 | 44,300.00 | 45,600.00 | Hotspots not deployed as of 1/26; less phone equip.; 3% incr |
| 855.000 | TLN Automation Services | 71,993.10 | 71,297.68 | 81,000.00 | 81,000.00 | 85,000.00 | 85,000.00 | 89,200.00 | 89,200.00 | 93,700.00 | 93,700.00 |
| 861.000 | Gasoline and oil | 334.00 | 316.40 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | |
| 862.000 | Mileage | 1,300.01 | 1,536.19 | 1,700.00 | 1,200.00 | 1,400.00 | 1,400.00 | 1,500.00 | 1,500.00 | 1,600.00 | 1,600.00 |
| 880.000 | Community Promotion | 23,899.12 | 18,504.24 | 25,000.00 | 22,500.00 | 22,500.00 | 22,500.00 | 22,500.00 | 22,500.00 | 22,500.00 | Less Engage; Lending Lib Target mailer 26/27 |
| 880.268 | Library Programming | 36,897.47 | 24,945.78 | 44,600.00 | 44,600.00 | 35,500.00 | 35,500.00 | 37,000.00 | 37,000.00 | 39,000.00 | 39,000.00 |
| 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 | 10,000.00 | |
| 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 | 1,000.00 | |
| 900.000 | Print, Graphic Design, Publish | 25,459.42 | 22,970.79 | 26,000.00 | 26,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | |
| 921.000 | Heat | 12,267.57 | 13,139.86 | 15,700.00 | 15,700.00 | 16,000.00 | 16,000.00 | 16,800.00 | 16,800.00 | 17,600.00 | 17,600.00 |
| 922.000 | Electricity | 102,779.81 | 98,745.97 | 102,000.00 | 100,700.00 | 101,000.00 | 101,000.00 | 106,000.00 | 106,000.00 | 111,000.00 | 111,000.00 |
| 923.000 | Water and Sewer | 8,065.10 | 8,466.93 | 8,700.00 | 9,000.00 | 9,000.00 | 9,000.00 | 9,000.00 | 9,000.00 | 9,200.00 | 9,200.00 |
| 934.000 | Building Maintenance | 101,144.38 | 139,346.32 | 125,000.00 | 133,000.00 | 115,000.00 | 115,000.00 | 118,500.00 | 118,500.00 | 122,000.00 | 122,000.00 |
| 935.000 | Vehicle Maintenance | 169.02 | 426.22 | 500.00 | 500.00 | 500.00 | 500.00 | 1,000.00 | 1,000.00 | 1,000.00 | Van repairs and maintenance |
| 936.300 | Grounds Maint. | 51,938.72 | 44,088.98 | 53,000.00 | 56,000.00 | 50,600.00 | 50,600.00 | 52,100.00 | 52,100.00 | 56,400.00 | 56,400.00 |
| 942.000 | Office Equipment Lease | 11,350.94 | 12,120.00 | 12,200.00 | 12,200.00 | 12,200.00 | 12,200.00 | 13,000.00 | 13,000.00 | 13,000.00 | Contract up August 2027 - quotes in spring 2027; |
| 942.002 | Copier Property Tax | 0.00 | 621.90 | 800.00 | 800.00 | 800.00 | 800.00 | 800.00 | 800.00 | 800.00 | |
| 942.100 | Records storage | 315.36 | 328.08 | 500.00 | 400.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | |
| 956.000 | Conferences & Workshops | 25,185.11 | 18,822.29 | 26,700.00 | 26,700.00 | 16,050.00 | 16,050.00 | 16,500.00 | 16,500.00 | 17,100.00 | No Out of State Conferences; 3% incr. |
| 957.000 | Tuition and Other Reimbursements | 0 | 0 | 7000 | 7000 | 0 | 0 | 3500 | 3500 | 0 | No tuition reimbursement in 26/27; every other yr. |
| Total Services & Charges | | 670,066.27 | 675,419.61 | 762,250.00 | 740,101.60 | 690,450.00 | 690,450.00 | 715,200.00 | 715,200.00 | 735,800.00 | 735,800.00 |
| | | | | | | | | | | | 25/26 Orig. Budget \$784,150 to 26/27 \$690,450 (-11.9%) |

| 2026-2027 Library Budget 271 | | 2023-2024 Audited | 2024-2025 Audited | 2025-2026 Approved | 2025-2026 Yr. End | 2026-2027 Proposed | Millage | 2027-2028 Projected | Millage | 2028-2029 Projected | Millage |
|---|-------------------------------------|----------------------|----------------------|-----------------------|----------------------|-----------------------|---------------------|------------------------|---------------------|------------------------|---------------------|
| 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 | 0.00 | |
| 995.272 | Transfer to 272 RESERVE | 35,238.00 | | | | | 224,700.00 | 231,400.00 | 231,400.00 | 238,300.00 | 238,300.00 |
| | Transfer to 271 from 272 | 0.00 | | 241,377.00 | 241,377.00 | | | | | | |
| Total Expenditures | | 3,829,403.33 | 4,118,982.04 | 4,551,842.00 | 4,398,772.60 | 4,489,754.00 | 4,714,454.00 | 4,858,123.00 | 4,858,023.00 | 5,026,142.00 | 5,026,142.00 |
| Total Revenues | | 3,827,332.74 | 4,025,544.32 | 4,268,764.71 | 4,315,994.71 | 4,072,070.00 | 5,156,479.00 | 4,144,970.00 | 5,311,970.00 | 4,260,696.00 | 5,461,196.00 |
| Net Revenue | | -2,070.59 | -93,437.72 | -283,077.29 | -82,777.89 | -417,684.00 | 442,025.00 | -713,153.00 | 453,947.00 | -765,446.00 | 435,054.00 |
| Current Fund Balance 271 | | 2,596,669.43 | 2,503,231.71 | 2,220,154.42 | 2,420,453.82 | 2,002,769.82 | 2,862,478.82 | 1,289,616.82 | 3,316,425.82 | 524,170.82 | 3,751,479.82 |
| FUND BALANCE TARGET 28% of Expenditure | | 1,072,233.00 | 1,153,315.00 | 1,274,516.00 | 1,231,656.00 | 1,251,368.44 | 1,314,284.44 | 1,347,293.44 | 1,347,293.44 | 1,401,235.36 | 1,401,235.36 |

NOTES: All Capital projects are expensed out of budget 272

26/27: 271 Not filling 2 PT Librarian positions in IS Dept. This results in not offering Teen Space on Fridays (only Monday - Thursday), no teen volunteer program, reducing staffed hours in iCube from 32-28 per/wk (keeping 9.5 on weekends).

Staff call-ins will result in a cancellation of the program/outreach (Effective 2/2026); No programming offered on Fridays and Sundays (Effective May 2026)

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

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

28/29: 272 Account: Parking lot \$15,000; 1st Floor Carpentry \$200,000 (all public areas); Youth Area Renovation \$265,000 includes \$65,000 from Marten donations; LLL Maint. \$20,000

Proposed 2026 – 2027 Budget for Account 272

| 272 - Library Contributed Funds | | | | | | | | | | |
|---|-----------------------------------|-----------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|-----------------|--|
| Revenues & Expenditures 2026-2027 Budget as of 2/12/26 | | | | | | | | | | |
| | 2023-2024 Audited 6/30/2024 | 2024-2025 Audited 6/30/2025 | 2025-2026 Approved 2/13/2025 | 2025-2026 1st Qtr. 9/11/2025 | 2025-2026 Year End 2/12/2026 | 2026-2027 Proposed 2/12/2026 | 2027-2028 Projected 2/12/2026 | 2028-2029 Projected 2/12/2026 | Notes | |
| Revenues | | | | | | | | | | |
| Interest Income | | | | | | | | | | |
| 665.000 Interest on Investments | \$ 52,873.99 | \$ 59,391.02 | \$ 27,000.00 | \$ 27,000.00 | \$ 28,000.00 | \$ 47,245.00 | \$ 47,245.00 | \$ 47,245.00 | City of Novi | |
| 669.500 Unrealized gain (loss) Investments | 37,885.77 | 23,750.68 | (4,500.00) | (4,500.00) | 27,000.00 | - | - | - | | |
| TOTAL | \$ 90,759.76 | \$ 83,141.70 | \$ 22,500.00 | \$ 22,500.00 | \$ 55,000.00 | \$ 47,245.00 | \$ 47,245.00 | \$ 47,245.00 | | |
| 699.271 Transfer from Library Fund 271 Reserve Study | 35,238.00 | | | | | 224,700.00 | 231,400.00 | 238,300.00 | | |
| Donations | | | | | | | | | | |
| 674.036 Diversity, Equity & Inclusion | 500.00 | 0.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | | |
| 674.046 Makerspace (iCube) Rev | 8,216.55 | 5,177.55 | 1,000.00 | 1,000.00 | 1,476.10 | 1,000.00 | 1,000.00 | 1,000.00 | | |
| 674.229 Raising a Reader Sponsors | 29.66 | - | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | | |
| 674.230 Collections/Materials Rev | 12,070.61 | 5,638.00 | 1,000.00 | 1,000.00 | 7,200.00 | 1,000.00 | 1,000.00 | 1,000.00 | | |
| 674.231 Buildings/Ground/Furniture Rev | 625.00 | 4,068.72 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | | |
| 674.232 Programming Revenue | 4,098.70 | 14,597.75 | 2,000.00 | 2,000.00 | 9,500.00 | 2,000.00 | 2,000.00 | 2,000.00 | | |
| 674.233 Technology Library Rev | 50.00 | - | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | | |
| 674.234 Undesignated Misc. Donations | 100.00 | - | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | | |
| 674.235 Marketing Sponsorships | 5,000.00 | 7,700.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | | |
| 674.277 Youth Area Reno - M. Marten | | 34,294.00 | | | 20,000.00 | 10,000.00 | | | | |
| TOTAL | \$30,691 | \$71,476 | \$12,500 | \$12,500 | \$46,676 | \$22,500 | \$12,500 | \$12,500 | | |
| TOTAL Revenues | \$ 156,688.28 | \$ 154,617.72 | \$ 35,000.00 | \$ 35,000.00 | \$ 101,676.10 | \$ 294,445.00 | \$ 291,145.00 | \$ 298,045.00 | | |
| | 2023-2024 Audited 6/30/2024 | 2024-2025 Audited 6/30/2025 | 2025-2026 Approved 2/13/2025 | 2025-2026 1st Qtr. 9/11/2025 | 2025-2026 Year End 2/12/2026 | 2026-2027 Proposed 2/5/2026 | 2027-2028 Projected 2/5/2026 | 2028-2029 Projected 2/5/2026 | Notes | |
| Expenditures | | | | | | | | | | |
| Supplies | | | | | | | | | | |
| 742.036 Diversity, Equity & Inclusion | 0.00 | 454.57 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | | |
| 742.046 Makerspace (iCube) | 9,856.18 | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 742.229 Raising a Reader | 1,362.10 | 1,211.86 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | | |
| 742.230 Collections/Materials | 10,904.06 | 5,975.24 | 1,000.00 | 1,000.00 | 7,200.00 | 1,000.00 | 1,000.00 | 1,000.00 | | |
| 742.231 Buildings/Ground/Furniture | 66,001.70 | 715.70 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | | |
| 742.232 Programming Expenditures | 8,612.26 | 10,739.06 | 1,000.00 | 1,000.00 | 9,500.00 | 1,000.00 | 1,000.00 | 1,000.00 | | |
| 742.233 Technology | - | - | 61,500.00 | 61,500.00 | 61,500.00 | 32,600.00 | 68,400.00 | 80,100.00 | LLL maint. | |
| 742.234 Undesignated Misc. | 246.00 | 108.54 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | | |
| 742.236 Staff Recognition | 3,296.10 | 1,579.29 | 2,500.00 | 2,500.00 | 2,500.00 | 4,000.00 | 4,000.00 | 4,000.00 | City cost incr. | |
| TOTAL | \$100,278 | \$21,784 | \$93,000 | \$93,000 | \$107,700 | \$65,600 | \$101,400 | \$113,100 | | |
| Capital Outlay | | | | | | | | | | |
| 976.000 Bldg. Improvements/Furniture/Carpet | - | 79,452.67 | 111,500.00 | 115,000.00 | 90,100.00 | 28,000.00 | - | 200,000.00 | | |
| 976.277 Youth Renovation - Marten | | | | | | - | 30,000.00 | 265,000.00 | | |
| 976.044 Auto Lending Library (Friends) | - | - | - | - | - | - | - | - | | |
| 976.046 Makerspace (iCube) | (500.00) | - | - | - | - | - | - | - | | |
| 976.140 Automated Return System (AST) | - | 29,647.80 | 129,000.00 | 129,000.00 | 138,600.00 | - | | | | |
| 976.141 Main Entrance /Parking Lot | 25,145.00 | 11,700.00 | 23,000.00 | 118,000.00 | 126,000.00 | 10,500.00 | 15,000.00 | 15,000.00 | | |
| 976.143 WiFi Upgrade; Firewall | 17,562.89 | 13,235.89 | - | - | - | - | - | - | | |
| 976.144 Server & Camera Upgrade/Intercom System | 68,838.00 | - | - | - | 10,500.00 | - | - | - | | |
| Unknown Capital Improvements | | | 37,300.00 | 37,300.00 | - | - | - | - | | |
| TOTAL | | | | \$399,300.00 | 365,200.00 | 38,500.00 | | | | |
| 699.272 Transfer to 271 Account | | | | | 241,377.00 | | | | | |
| TOTAL | \$ 111,045.89 | \$ 134,036.36 | \$ 300,800.00 | \$ 492,300.00 | \$714,277.00 | \$ 104,100.00 | \$ 45,000.00 | \$ 480,000.00 | | |
| | 2023-2024 Audited 6/30/2024 | 2024-2025 Audited 6/30/2025 | 2025-2026 Approved 2/13/2025 | 2025-2026 1st Qtr. 9/11/2025 | 2025-2026 Year End 2/5/2026 | 2026-2027 Proposed 2/5/2026 | 2027-2028 Projected 2/5/2026 | 2028-2029 Projected 2/5/2026 | Notes | |
| TOTAL Expenditures | \$211,324 | \$155,821 | \$393,800 | \$492,300 | \$714,277 | 104,100.00 | \$ 146,400.00 | \$ 593,100.00 | | |
| Beginning Fund Balance Yr. End | \$ 1,698,587.10 | \$ 1,643,951.09 | \$ 1,516,217.00 | \$ 1,642,748.19 | \$ 1,642,748.19 | \$ 1,030,147.29 | \$ 1,220,492.29 | \$ 1,384,637.29 | | |
| Revenues | 156,688.28 | 155,821.00 | 35,000.00 | 35,000.00 | 101,676.10 | 294,445.00 | 291,145.00 | 298,045.00 | | |
| Expenditures | (211,324.29) | (155,821) | (593,800) | (492,300) | (5714,277) | (104,100.00) | (146,400.00) | (153,100.00) | | |
| NET Revenues vs. Expenditures | (54,636.01) | (1,202.90) | (358,800.00) | (457,300.00) | (612,600.90) | 190,345.00 | 144,745.00 | (295,055.00) | | |
| Beginning Fund Balance | | | | | | | | | | |
| Ending Fund Balance Expected | \$ 1,643,951.09 | \$ 1,642,748.19 | \$ 1,157,417.00 | \$ 1,185,448.19 | \$ 1,030,147.29 | \$ 1,220,492.29 | \$ 1,365,237.29 | \$ 1,089,582.29 | | |

Notes:

25/26: Bldg. Improvements/Furniture: Parking lot seal/crack \$23,000 (\$18,000) - done; Architect for design needs for main entry (\$8,000); NO youth area reno \$30,000; Add; Electric \$18,500 (6 locations)
Staff chairs replacement (15 yrs.) \$36,000 (\$41,600); 2-Single Use Study Booths \$15,500 (Friends \$7,000); 2 Staff Office Re-designs \$30,000; Main entrance project estimation: \$100,000.

AMHS: (\$115,800 - 121,500); Retrofit of book return opening \$7500 (\$9,511 - construction, electrical and add'l piece from Lyngsoes);

26/27: Technology \$32,600; Parking Lot \$10,500; Concrete/Sidewalks \$25,000; Main Ent. Artwork MSUFCU \$3,000;

27/28: Architect planning for Youth Area Renovation (\$30,000); Parking lot (\$15,000); LLL Maint. (\$20,000 in Technology)

28/29: Parking Lot (\$15,000); 1st floor carpeting upgrade (20 years) - all public areas (\$200,000); Youth Area Renovation (\$265,000, includes \$65,000 Marten donation); LLL Maint. (\$20,000 Technology)

DIRECTOR'S REPORT



March Anniversaries – Years of Service



**Jean Aldrich – 9 yrs.
Support Services**



**Anna Jakubiec – 5 yrs.
Information Services**



**Amy Birmingham – 4 yrs.
Support Services**

TLN Update on Downloadable Materials

OverDrive Download Destination patrons checked out a total of 2,383,591 titles during the period January 1, 2025 through December 31, 2025. This represents a 13% increase vs. the 2024 calendar year total of 2,109,766 DD checkouts.

Jim
Technical Services Manager
The Library Network

MyLIBRO App Update

Due to a recent update to the **myLIBRO app**, users will need to sign back into their library account(s), including any additional cards they use. As a reminder, a scannable library card must be presented for all services. We apologize for the inconvenience.

**"Novi Special" Online Exhibit**

A new exhibit about the Novi Special racecar is now online! Thanks to the **Novi Historical Commission** and the Fall 2025 Betty Lang Intern, residents can now visit novilibrary.org/novispecial to view photos of this Novi treasure.

If you have photos or information about the Novi Special, you may donate them to the Local History Room at the the next **Document Donation Day** on Sat, Mar 21 from 10am-12:30pm.

[View Exhibit](#)

STAFF COMMITTEE PURPOSES

Customer Service:

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

Strategic Plan:

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

Marketing Committee:

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

ICube Committee:

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

DEI Committee:

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

Policy Committee:

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

HR Committee:

Review current and new policies for employee related purposes.

Safety Committee: Information has not been submitted as of 2/8/26

Other Ad-Hoc Staff Committees

- Professional Development Day
- Help Desk
- SRP and Programming

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

- 1/8: Programming mtg. w/Jewish Family Services
- 1/9: Leadership Presentation to Novi Chamber of Commerce
- 1/15: MLK Unity Celebration
- 1/21: Programming mtg. w/Fountainwalk of Novi
- 1/22: Novi Rotary mtg.
- 1/26: Novi Youth Assistance mtg.
- 1/27: Novi Rotary Foundation mtg.
- 1/29: Lunch and Learn program with local schools and preschools
- 1/29: TLN and Smart Money program planning mtg.

BOARD, COMMITTEE & FRIENDS MEETINGS

- 1/8: Library Board mtg.
- 1/12: Library Board Finance Committee mtg.
- 1/17: Library Board Budget Session #1
- 1/27: Budget catch up mtg. w/Trustee Dooley
- 1/29: Professional Development Day planning mtg.

CURRENT PROJECTS

- 1/2 – 1/17 Budget Preparation
- 1/14: Office spaces planning mtg. w/vendor
- 1/15: Main Entrance planning mtg. w/architect
- 1/20: Recording Secretary interviews for Library Board
- 1/22: African American Read-In planning mtg. w/Novi Schools
- 1/22 – 1/26: State Aid data submission

STAFF & CITY MEETINGS

- 1/4/26: Support Services Budget mtg.
- 1/6: City of Novi Leadership mtg.
- 1/10: City Council Goal Setting Session
- 1/12: Post City Council Goal Setting Session with Leadership team
- 1/20: City of Novi Leadership mtg.
- 1/21: Staff Q&A mtg.
- 1/21: Tour for new library staff
- 1/27: City of Novi Employee Recognition

WEEKEND ROTATION

- 1/3 – 1/4/26

TRAINING & OFFICE DUTIES

- 1/26 – 1/10: Bookkeeper duties (daily cash, invoices, board reports)
-

OUT of the OFFICE

- 1/23, 1/30

Community Partners Email invite sent out – January 26, 2026

Good Afternoon Community Partners!

Many years back, Novi Library offered an opportunity for non-profit, help organizations to come together and share resources and network with each other. It is time to bring all of us fabulous minds back together so that we can connect and help each other service our great Novi community in the best way we know how.

I will be hosting a morning session from 8am-9:15am on Thursday, March 5th at the Novi Library - Large Meeting Room. Coffee and treats will be served. I ask that you bring a 1-minute elevator speech for who you are and what you and your organization does to help Novi community members.

The Library has kept a database on our website for many years to offer information and resources. Please visit this resource and update your organization's information if needed.

You will find our information at: <https://novilibrary.org/services/novis-caring-community/>

You are also welcome to bring flyers about upcoming events and resources that you promote.

This event was ALWAYS invaluable for making great connections with each other and with the Novi Library.

Please feel free to send this along to other organizations that you feel would benefit being at the table.

PLEASE RSVP BY: Monday, March 2nd if you plan to attend :)

Thank you,

Julie Farkas, Library Director



MIGHT IN OUR STORIES 2026 AFRICAN AMERICAN READ-IN



**Thursday, February 26
6-7pm
Novi Meadows, 25549 Taft Road, Novi**

Oakland Schools is proud to host author Kwame Alexander as our guest for this year's African American Read-In.



Kwame Alexander is a #1 New York Times bestselling author of over 45 books, including the Newbery Medal-winning *The Crossover*, later adapted into an Emmy® Award-winning Disney+ series. He is an award-winning literacy advocate and founder of the One Word at a Time nonprofit.



OaklandSchools

2111 Pontiac Lake Rd. Waterford, MI 48328 | oakland.k12.mi.us | 248.209.2000

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LADIES NIGHT OUT

AFTER HOURS WINE TASTING, FASHION SHOW,
SHOPPING, LIVE MUSIC & PRIZES!

FRIDAY, MAY 15

7-10PM

\$19 PER PERSON



**Ladies, leave the kids at home
and join us for an awesome
evening just for you!**

Come and enjoy wine tasting and hors d'oeuvres, a fashion show featuring trendy styles from Coral Sash Boutique, live music, raffles, prizes and lots of fun! Glasses of wine will be available for purchase.

ONLINE REGISTRATION & CREDIT CARD PAYMENT:
Visit novilibrary.org/ladiesnightout to register and pay by credit card.

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

**Friends of
NOM
PUBLIC LIBRARY**
novilibrary.org
248-349-0720

DTE



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

| 1/4/2026 | | | |
|----------|-----|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 0 | 0 | 0 |
| 11am-12 | 0 | 0 | 0 |
| 12-1pm | 48 | 96 | 72 |
| 1-2pm | 51 | 88 | 70 |
| 2-3pm | 85 | 139 | 112 |
| 3-4pm | 125 | 99 | 112 |
| 4-5pm | 124 | 85 | 105 |
| 5-6pm | 167 | 59 | 113 |
| 6-7pm | 0 | 0 | 0 |
| 7-8pm | 0 | 0 | 0 |
| 8-9pm | 0 | 0 | 0 |
| 9-10pm | 0 | 0 | 0 |
| | | | 583 |

| 1/5/2026 | | | |
|----------|-----|-----|-------|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 34 | 79 | 57 |
| 11am-12 | 58 | 55 | 57 |
| 12-1pm | 60 | 57 | 59 |
| 1-2pm | 48 | 69 | 59 |
| 2-3pm | 100 | 148 | 124 |
| 3-4pm | 118 | 152 | 135 |
| 4-5pm | 165 | 177 | 171 |
| 5-6pm | 198 | 125 | 162 |
| 6-7pm | 125 | 130 | 128 |
| 7-8pm | 97 | 64 | 81 |
| 8-9pm | 117 | 30 | 74 |
| 9-10pm | 0 | 0 | 0 |
| | | | 1,103 |

| 1/6/2026 | | | |
|----------|-----|-----|-------|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 39 | 105 | 72 |
| 11am-12 | 72 | 58 | 65 |
| 12-1pm | 65 | 61 | 63 |
| 1-2pm | 61 | 60 | 61 |
| 2-3pm | 68 | 119 | 94 |
| 3-4pm | 126 | 141 | 134 |
| 4-5pm | 154 | 147 | 151 |
| 5-6pm | 120 | 117 | 119 |
| 6-7pm | 122 | 141 | 132 |
| 7-8pm | 120 | 50 | 85 |
| 8-9pm | 116 | 32 | 74 |
| 9-10pm | 0 | 0 | 0 |
| | | | 1,047 |

| 1/7/2026 | | | |
|----------|-----|-----|-------|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 32 | 69 | 51 |
| 11am-12 | 63 | 69 | 66 |
| 12-1pm | 71 | 52 | 62 |
| 1-2pm | 56 | 63 | 60 |
| 2-3pm | 61 | 136 | 99 |
| 3-4pm | 124 | 192 | 158 |
| 4-5pm | 177 | 132 | 155 |
| 5-6pm | 140 | 81 | 111 |
| 6-7pm | 109 | 144 | 127 |
| 7-8pm | 113 | 92 | 103 |
| 8-9pm | 138 | 30 | 84 |
| 9-10pm | 0 | 0 | 0 |
| | | | 1,072 |

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

| 1/2/2026 | | | |
|----------|-----|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 31 | 101 | 66 |
| 11am-12 | 72 | 83 | 78 |
| 12-1pm | 74 | 77 | 76 |
| 1-2pm | 93 | 75 | 84 |
| 2-3pm | 96 | 116 | 106 |
| 3-4pm | 85 | 86 | 86 |
| 4-5pm | 107 | 100 | 104 |
| 5-6pm | 154 | 79 | 117 |
| 6-7pm | 0 | 0 | 0 |
| 7-8pm | 0 | 0 | 0 |
| 8-9pm | 0 | 0 | 0 |
| 9-10pm | 0 | 0 | 0 |
| | | | 715 |

| 1/3/2026 | | | |
|----------|-----|----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 36 | 96 | 66 |
| 11am-12 | 75 | 89 | 82 |
| 12-1pm | 90 | 76 | 83 |
| 1-2pm | 85 | 98 | 92 |
| 2-3pm | 104 | 98 | 101 |
| 3-4pm | 90 | 88 | 89 |
| 4-5pm | 101 | 76 | 89 |
| 5-6pm | 139 | 60 | 100 |
| 6-7pm | 0 | 0 | 0 |
| 7-8pm | 0 | 0 | 0 |
| 8-9pm | 0 | 0 | 0 |
| 9-10pm | 0 | 0 | 0 |
| | | | 701 |

| 1/11/2026 | | | |
|-----------|-----|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 0 | 0 | 0 |
| 11am-12 | 0 | 0 | 0 |
| 12-1pm | 44 | 160 | 102 |
| 1-2pm | 125 | 136 | 131 |
| 2-3pm | 110 | 144 | 127 |
| 3-4pm | 145 | 170 | 158 |
| 4-5pm | 151 | 141 | 146 |
| 5-6pm | 229 | 60 | 145 |
| 6-7pm | 0 | 0 | 0 |
| 7-8pm | 0 | 0 | 0 |
| 8-9pm | 0 | 0 | 0 |
| 9-10pm | 0 | 0 | 0 |
| | | | 808 |

| 1/12/2026 | | | |
|-----------|-----|-----|-------|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 27 | 75 | 51 |
| 11am-12 | 54 | 54 | 54 |
| 12-1pm | 63 | 46 | 55 |
| 1-2pm | 42 | 49 | 46 |
| 2-3pm | 67 | 161 | 114 |
| 3-4pm | 170 | 214 | 192 |
| 4-5pm | 199 | 205 | 202 |
| 5-6pm | 139 | 187 | 163 |
| 6-7pm | 169 | 158 | 164 |
| 7-8pm | 115 | 85 | 100 |
| 8-9pm | 157 | 29 | 93 |
| 9-10pm | 0 | 0 | 0 |
| | | | 1,233 |

| 1/13/2026 | | | |
|-----------|-----|-----|-------|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 30 | 81 | 56 |
| 11am-12 | 66 | 60 | 63 |
| 12-1pm | 44 | 37 | 41 |
| 1-2pm | 39 | 46 | 43 |
| 2-3pm | 113 | 160 | 137 |
| 3-4pm | 158 | 195 | 177 |
| 4-5pm | 176 | 185 | 181 |
| 5-6pm | 104 | 52 | 78 |
| 6-7pm | 56 | 73 | 65 |
| 7-8pm | 171 | 110 | 141 |
| 8-9pm | 163 | 25 | 94 |
| 9-10pm | 0 | 0 | 0 |
| | | | 1,304 |

| 1/14/2026 -CLOSED EARLY | | | |
|-------------------------|-----|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 2 | 4 | 3 |
| 11am-12 | 2 | 3 | 3 |
| 12-1pm | 30 | 71 | 51 |
| 1-2pm | 40 | 65 | 53 |
| 2-3pm | 61 | 74 | 68 |
| 3-4pm | 80 | 69 | 75 |
| 4-5pm | 76 | 73 | 75 |
| 5-6pm | 95 | 114 | 105 |
| 6-7pm | 97 | 169 | 133 |
| 7-8pm | 109 | 52 | 81 |
| 8-9pm | 147 | 29 | 88 |
| 9-10pm | 0 | 0 | 0 |
| | | | 781 |

| 1/15/2026 | | | |
|-----------|-----|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 32 | 89 | 61 |
| 11am-12 | 112 | 202 | 157 |
| 12-1pm | 102 | 79 | 91 |
| 1-2pm | 109 | 87 | 98 |
| 2-3pm | 79 | 69 | 74 |
| 3-4pm | 66 | 70 | 68 |
| 4-5pm | 96 | 77 | 87 |
| 5-6pm | 114 | 52 | 83 |
| 6-7pm | 0 | 0 | 0 |
| 7-8pm | 0 | 0 | 0 |
| 8-9pm | 0 | 0 | 0 |
| 9-10pm | 0 | 0 | 0 |
| | | | 731 |

| 1/16/2026 | | | |
|-----------|-----|-----|-----|
| 9-10am | 0 | 0 | 0 |
| 10-11am | 34 | 106 | 70 |
| 11am-12 | 106 | 131 | 119 |
| 12-1pm | 118 | 101 | 110 |
| 1-2pm | 127 | 147 | 137 |
| 2-3pm | 158 | 125 | 142 |
| 3-4pm | 117 | 103 | 110 |
| 4-5pm | 116 | 112 | 114 |
| 5-6pm | 142 | 69 | 106 |
| 6-7pm | 0 | 0 | 0 |
| 7-8pm | 0 | 0 | 0 |
| 8-9pm | 0 | 0 | 0 |
| 9-10pm | 0 | 0 | 0 |
| | | | 718 |

| 1/18/2026 | | | | |
|-----------|-----|-----|-----|-----|
| 9-10am | 0 | 0 | 0 | |
| 10-11am | 0 | 0 | 0 | |
| 11am-12 | 0 | 0 | 0 | |
| 12-1pm | 52 | 162 | 107 | |
| 1-2pm | 114 | 120 | 117 | |
| 2-3pm | 95 | 144 | 120 | |
| 3-4pm | 140 | 158 | 149 | |
| 4-5pm | 159 | 157 | 158 | |
| 5-6pm | 210 | 57 | 134 | |
| 6-7pm | 0 | 0 | 0 | |
| 7-8pm | 0 | 0 | 0 | |
| 8-9pm | 0 | 0 | 0 | |
| 9-10pm | 0 | 0 | 0 | |
| | | | | 784 |

| 1/19/2026 -CLOSED | | | | |
|-------------------|---|---|---|---|
| 9-10am | 0 | 0 | 0 | |
| 10-11am | 0 | 0 | 0 | |
| 11am-12 | 0 | 0 | 0 | |
| 12-1pm | 0 | 0 | 0 | |
| 1-2pm | 0 | 0 | 0 | |
| 2-3pm | 0 | 0 | 0 | |
| 3-4pm | 0 | 0 | 0 | |
| 4-5pm | 0 | 0 | 0 | |
| 5-6pm | 0 | 0 | 0 | |
| 6-7pm | 0 | 0 | 0 | |
| 7-8pm | 0 | 0 | 0 | |
| 8-9pm | 0 | 0 | 0 | |
| 9-10pm | 0 | 0 | 0 | |
| | | | | 0 |

| 1/20/2026 | | | | |
|-----------|-----|-----|-----|-------|
| 9-10am | 0 | 0 | 0 | |
| 10-11am | 51 | 101 | 76 | |
| 11am-12 | 67 | 71 | 69 | |
| 12-1pm | 75 | 56 | 66 | |
| 1-2pm | 51 | 57 | 54 | |
| 2-3pm | 63 | 125 | 94 | |
| 3-4pm | 132 | 184 | 158 | |
| 4-5pm | 184 | 173 | 179 | |
| 5-6pm | 159 | 116 | 138 | |
| 6-7pm | 119 | 168 | 144 | |
| 7-8pm | 118 | 85 | 102 | |
| 8-9pm | 160 | 41 | 101 | |
| 9-10pm | 0 | 0 | 0 | |
| | | | | 1,178 |

| 1/21/2026 | | | | |
|-----------|-----|-----|-----|-----|
| 9-10am | 0 | 0 | 0 | |
| 10-11am | 15 | 30 | 23 | |
| 11am-12 | 26 | 45 | 36 | |
| 12-1pm | 41 | 45 | 43 | |
| 1-2pm | 32 | 36 | 34 | |
| 2-3pm | 74 | 109 | 92 | |
| 3-4pm | 135 | 155 | 145 | |
| 4-5pm | 91 | 100 | 96 | |
| 5-6pm | 123 | 116 | 120 | |
| 6-7pm | 101 | 168 | 135 | |
| 7-8pm | 130 | 75 | 103 | |
| 8-9pm | 144 | 26 | 85 | |
| 9-10pm | 0 | 0 | 0 | |
| | | | | 909 |

| 1/22/2026 | | | | |
|-----------|-----|-----|-----|-----|
| 9-10am | 0 | 0 | 0 | |
| 10-11am | 30 | 87 | 59 | |
| 11am-12 | 88 | 73 | 81 | |
| 12-1pm | 68 | 69 | 69 | |
| 1-2pm | 60 | 54 | 57 | |
| 2-3pm | 68 | 127 | 98 | |
| 3-4pm | 166 | 180 | 173 | |
| 4-5pm | 128 | 106 | 117 | |
| 5-6pm | 136 | 78 | 107 | |
| 6-7pm | 83 | 114 | 99 | |
| 7-8pm | 94 | 60 | 77 | |
| 8-9pm | 95 | 34 | 65 | |
| 9-10pm | 0 | 0 | 0 | |
| | | | | 999 |

| 1/23/2026 | | | | |
|-----------|-----|----|----|-----|
| 9-10am | 0 | 0 | 0 | |
| 10-11am | 37 | 71 | 54 | |
| 11am-12 | 39 | 55 | 47 | |
| 12-1pm | 49 | 54 | 52 | |
| 1-2pm | 51 | 79 | 65 | |
| 2-3pm | 76 | 61 | 69 | |
| 3-4pm | 65 | 65 | 65 | |
| 4-5pm | 67 | 61 | 64 | |
| 5-6pm | 105 | 28 | 67 | |
| 6-7pm | 0 | 0 | 0 | |
| 7-8pm | 0 | 0 | 0 | |
| 8-9pm | 0 | 0 | 0 | |
| 9-10pm | 0 | 0 | 0 | |
| | | | | 482 |

| 1/24/2026 | | | | |
|-----------|-----|-----|-----|-----|
| 9-10am | 0 | 0 | 0 | |
| 10-11am | 27 | 78 | 53 | |
| 11am-12 | 89 | 86 | 88 | |
| 12-1pm | 103 | 132 | 118 | |
| 1-2pm | 95 | 115 | 105 | |
| 2-3pm | 127 | 147 | 137 | |
| 3-4pm | 97 | 114 | 106 | |
| 4-5pm | 98 | 64 | 81 | |
| 5-6pm | 184 | 59 | 122 | |
| 6-7pm | 0 | 0 | 0 | |
| 7-8pm | 0 | 0 | 0 | |
| 8-9pm | 0 | 0 | 0 | |
| 9-10pm | 0 | 0 | 0 | |
| | | | | 808 |

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

| 1/26/2026 | | | | |
|-----------|-----|-----|-----|-----|
| 9-10am | 0 | 0 | 0 | |
| 10-11am | 31 | 80 | 56 | |
| 11am-12 | 78 | 81 | 80 | |
| 12-1pm | 69 | 71 | 70 | |
| 1-2pm | 56 | 83 | 70 | |
| 2-3pm | 78 | 96 | 87 | |
| 3-4pm | 100 | 104 | 102 | |
| 4-5pm | 124 | 77 | 101 | |
| 5-6pm | 106 | 108 | 107 | |
| 6-7pm | 98 | 134 | 116 | |
| 7-8pm | 75 | 81 | 78 | |
| 8-9pm | 162 | 26 | 94 | |
| 9-10pm | 0 | 0 | 0 | |
| | | | | 959 |

| 1/27/2026 | | | | |
|-----------|-----|-----|-----|-----|
| 9-10am | 0 | 0 | 0 | |
| 10-11am | 48 | 113 | 81 | |
| 11am-12 | 76 | 56 | 66 | |
| 12-1pm | 54 | 42 | 48 | |
| 1-2pm | 31 | 39 | 35 | |
| 2-3pm | 64 | 113 | 89 | |
| 3-4pm | 116 | 173 | 145 | |
| 4-5pm | 157 | 135 | 146 | |
| 5-6pm | 142 | 94 | 118 | |
| 6-7pm | 100 | 111 | 106 | |
| 7-8pm | 76 | 45 | 61 | |
| 8-9pm | 89 | 30 | 60 | |
| 9-10pm | 0 | 0 | 0 | |
| | | | | 952 |

| 1/28/2026 | | | | |
|-----------|-----|-----|-----|-------|
| 9-10am | 0 | 0 | 0 | |
| 10-11am | 31 | 90 | 61 | |
| 11am-12 | 76 | 73 | 75 | |
| 12-1pm | 81 | 43 | 62 | |
| 1-2pm | 72 | 144 | 108 | |
| 2-3pm | 103 | 121 | 112 | |
| 3-4pm | 119 | 138 | 129 | |
| 4-5pm | 125 | 101 | 113 | |
| 5-6pm | 113 | 71 | 92 | |
| 6-7pm | 92 | 136 | 114 | |
| 7-8pm | 107 | 79 | 93 | |
| 8-9pm | 126 | 25 | 76 | |
| 9-10pm | 0 | 0 | 0 | |
| | | | | 1,033 |

| 1/29/2026 | | | | |
|-----------|-----|-----|-----|-----|
| 9-10am | 0 | 0 | 0 | |
| 10-11am | 31 | 80 | 56 | |
| 11am-12 | 54 | 53 | 54 | |
| 12-1pm | 49 | 38 | 44 | |
| 1-2pm | 54 | 49 | 52 | |
| 2-3pm | 66 | 126 | 96 | |
| 3-4pm | 145 | 186 | 166 | |
| 4-5pm | 152 | 142 | 147 | |
| 5-6pm | 163 | 85 | 124 | |
| 6-7pm | 73 | 73 | 73 | |
| 7-8pm | 89 | 102 | 96 | |
| 8-9pm | 140 | 40 | 90 | |
| 9-10pm | 0 | 0 | 0 | |
| | | | | 995 |

| 1/30/2026 | | | | |
|-----------|-----|-----|-----|--|
| 9-10am | 0 | 0 | 0 | |
| 10-11am | 34 | 111 | 73 | |
| 11am-12 | 58 | 58 | 58 | |
| 12-1pm | 62 | 52 | 57 | |
| 1-2pm | 68 | 68 | 68 | |
| 2-3pm | 95 | 153 | 124 | |
| 3-4pm | 160 | 153 | 157 | |
| 4-5pm | 117 | 103 | 110 | |

Assistant Director of Building Operations Report by Maryann Zurmuehlen – January 2026**Meetings & Trainings**

- 1/5, 1/29: SS Dept Budget Meeting
- 1/6: Leadership Meeting at Civic Center
- 1/6: Meeting for Cooling Fan in Board Room
- 1/6, 1/20: Management Team Meeting
- 1/7: Held a Facilities Dept Meeting
- 1/10 & 1/11: Weekend Rotation
- 1/13: Catchup Meeting with Head of Support Services
- 1/14: Strategic Planning Committee Meeting
- 1/14: Meeting about Whole Meeting Room Signage
- 1/14: Office Renovations Meeting with Library Design
- 1/16: Training Kristen Sullivan on New Organization Chart
- 1/21: Zoom Meeting with Help Desk Ticket System vendor
- 1/21: Catchup Meeting with Director
- 1/26, 1/29: 1:1 Meetings with Facilities
- 1/26: Meeting for Mapping New AMHS
- 1/28: Catchup Meeting with Head of Information Technology
- 1/28: Assistant Directors/Director Catchup Meeting

Current Projects

- Held Mid-Year Performance Reviews for Head of SS Dept (1/13), Facilities (1/20, 1/21, 1/26), and Head of IT Dept (1/21).
- Ongoing training of new Head of Support Services, Sarah Mominee
- Chair of the Public Policy Committee
 - January: drafts of policies for Quarter 1 reviewed by staff
- Project Manager for the installation of the Automated Materials Handling System (AMHS) in January, including building modifications
 - January 5 - 23: Construction to make building modifications for the new machine
 - January 28 - Present: Installation of new machine
- 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
 - January: Preparing for launch of Phase 1 (Schedule Request Form) by creating training documentation and videos for approvers and staff; trained approvers and completed beta-testing with each until they felt confident; held 1:1 meetings with some staff for further in-depth training; resolved issues and created new workflows in the HDTs to address issues that came about from beta-testing
- Updating and reformatting the Emergency Manual and all emergency procedures
- Updating the Building Operations Manual for Managers and Facilities
- Obtaining quotes for a new Landscape and Lawn Services Contract

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

General

On January 16, we opened a ticket with Tel Systems for a warranty fix of our West Meeting Room HDMI wall plate transmitters. We are waiting for a replacement device to be installed.

We also have requested quotes from Tel Systems for a Board Room A/V Cabinet fan and new Crestron iPad controllers for all 4 meeting rooms.

The IT Department processed several onboarding requests. We also configured our overhead paging system and phone auto-attendant system announcements for several holiday and weather-related closings. Denise configured a staff-wide Security Awareness training activity and a Phishing Simulation Campaign with KnowBe4.

Mid-Year reviews were held, invoices were processed, research was done on several projects including credit card fees, shredders, Microsoft Office, Cash register programming by Denise.

Configuration work was done on BossDesk, Knowledge Based Articles were written by Denise and Dom, Hot Spots were migrated to 5G by Dom and Denise, and follow-up work was done for the 2026-27FY IT budget proposal.

Our self-checks had several issues in December and January including 3 RFID readers stopped working due to a failed USB connection, and 2 malfunctioning touch-screens. These issues were fixed by Denise and Envisionware Support.

In addition to the above projects and issues, regular maintenance was done on all our public PCs, catalog computers and copiers by Denise.

- 2 bi-weekly IT Department meetings were held.
- An iCube meeting was led by Dominic
- A Strategic Planning meeting, 2 Managers meetings, and a monthly catch-up meeting were attended by Jeff
- A Customer Service Committee meeting was attended by Denise
- A Teen Volunteer meeting was attended by Jeff and Denise
- Mid-Year Review meetings were held with Jeff, Denise, Dom, Mallory and Sid.
- A Professional Development Day Committee meeting was attended by Mallory
- A Director's Q&A meeting was attended.

Training

- Mallory, Dom, Denise, Jeff, Sid completed 2025 NPL Security Awareness Training - Internet Threats training
- Denise completed "Physical Network Segmentation" and "Intro to Domains" professional development training

iCube

We held 149 iCube appointments in December.

- 35 3D prints
- 0 3D scans
- 8 Adobe Creative Cloud projects
- 8 Cricut crafts
- 0 Carvey projects
- 36 Creative Kits
- 9 Digital Conversions
- 11 Heat Press jobs

- 7 Laser projects
- 9 Photo Prints
- 14 Sewing/Embroidery projects
- 12 Sublimation prints

Sid worked on many 3D print jobs for patrons.

Jess helped a patron with the flatbed scanner, helped a patron engrave a Bible cover and a cutting board.



Mary gave a tour to several teachers and laminated several green level instruction sheets.

Dominic assisted several patrons with creative kits and to photo print some birthday party placeholders. Dom also 3D printed some figurines for a patron and did maintenance on the Sawgrass sublimation printer.

Mallory led a Beginner Sewing Class and gave the Novi Chamber of Commerce a tour of the iCube. She said, "It went incredibly well and I think we're going to have a lot of people come back to utilize the room!"



Beginner Sewing Class

Sid cleaned up the desktop computers of patron files and performed maintenance on several iCube machines.

Mary figured out how to engrave ceramic using the xTool laser

Mallory assisted a patron in engraving two Owala bottles. "The patrons were very happy with how they turned out!"



Ceramic mug engraved by Mary



Mallory continues to work on configuring and learning how to use the new Bai Embroidery Machine. She digitized and embroidered a Sailor Moon Wallet

Wallet made by Mallory with the embroidery machine and heat transfer vinyl.



Jess helped a patron with the laser engraver to cut out some designs from paper that will be used for glazing pottery.

Pottery designs cut with our laser engraver for a patron by Jess

Facilities Report by Keith Perfect – December 2025

In the past month the Facilities Department has closed 16 Facilities Maintenance tickets, 40 Meeting Room Requests/programs and has completed approximately 345 Periodic Maintenance tickets.

- Carpet spot cleaning was performed by Facilities staff.
- The library van received a new battery.
- Four new book carts for the Youth Department were assembled.
- The large laminating machine received a new roll of laminate.
- A pallet of salt was ordered and delivered.

Facilities Report by Keith Perfect – January 2026

In the past month the Facilities Department has closed 10 Facilities Maintenance tickets, 48 Meeting Room Requests/programs and has completed approximately 343 Periodic Maintenance tickets.

- The holiday tree was taken down and returned to storage.
- A leaking 4in. drain trap from the boiler room was replaced by vendor.
- The quarterly elevator inspection/ preventative maintenance was performed by vendor.
- HVAC filters, including extended surface air filters were changed.
- Many light ballasts throughout the building were changed by Facilities.
- The library van received a new crankshaft sensor, installed by DPW Fleet Maintenance.

Email from our Snowplowing Vendor – received January 2, 2026

Good Morning and Happy New Year!

We have been notified by our salt suppliers that their orders are all on hold despite our contract with them due to an emergency order to supply municipalities as a priority. We have been acquiring additional salt from some of the other local suppliers at a much higher rate and their loading lines have been very long so it has been slowing down our drivers and getting to your sites. We are working as best as we can in this difficult situation. Please be patient. We are working on servicing our Level A salt customers as we are under thresh hold for plowing with today's event.

Thank you,

Amy Zidel
Brien's Services Inc.

Salt prices are up 85% as of 2/5/26

Assistant Director of Public Services by Lori Lowery - December 2025

Professional Development –

- Watched Recruiting and Engaging Volunteers webinar
- Watched Building Community Connection: The importance of foreign-language content in U.S. public libraries webinar

Committees –

- Strategic Planning Committee meeting cancelled
- 12/18/2025 Customer Service Committee reviewed responses to surveys on job shadowing and began making plans for trial shadowing in two departments.

Meetings –

- 12/2/2025 Management meeting with HR
- 12/3/2025 Budget meeting with IS Supervisors
- 12/9/2025 Budget meeting with IS Supervisors and Director
- 12/16/2025 Adult programming brainstorm session
- 12/17/2025 Catch up meeting with Director
- 12/17/2025 African American Read-In informational meeting
- 12/18/2025 Youth & teen programming brainstorm session
- 12/17/2025 African American Read-In meeting with Novi Community Schools

Projects –

- Preliminary budget for FY 2026/27 submitted to Director
- Budget changes made after discussion with Director
- Began working on mid-year performance evaluations

Other –

- Worked four Information desk shifts
- Attended A Toast to Service, City of Novi event
- Attended Holiday Staff Appreciation Event

Assistant Director of Public Services – Lori Lowery - January 2026

Professional Development –

- Welcoming All: Inclusivity in Library Spaces webinar

Committees –

- 1/8/2026 Summer Reading Workgroup Meeting – committees assigned and brainstorming for summer
- 1/14/2026 Strategic Plan Meeting – Reviewed items not in progress
- 1/15/2026 Customer Service Committee Meeting – finalized form for staff shadowing and developed procedure to match staff members for shadowing

Meetings -

- 1/6/2026 City of Novi Leadership Meeting
- 1/6/2026 Library Management meeting with HR
- 1/8/2026 Meeting with IS Supervisors
- 1/13/2026 Teen Volunteer Meeting
- 1/12/2026 IS Department Meeting
- 1/14/2026 Office Spaces planning Meeting
- 1/15/2026 One-on-one with Rae
- 1/20/2026 Management Meeting
- 1/21/2026 Catch up meeting with Julie
- 1/22/2026 African American Read-In Planning Meeting
- 1/22/2026 IS Department Meeting
- 1/22/2026 IS Supervisors Meeting
- 1/22/2026 Director's Q&A
- 1/27/2026 One-on-One with Rae
- 1/28/2026 Assistant Directors/Director Meeting
- 1/29/2026 One-on-One with Emily

Projects –

- Preparing for office renovation
- Reviewing Information Services Department Manual for updates
- Completed mid-year performance reviews
- Reviewing questions for public survey

Other –

- 4 Desk shifts on first floor
- 2 desk shifts on second floor
- Participated in Lunch & Learn with educational professionals

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

News and Notes

- Austin hosted TLN Youth and Teen Services Meeting 1/9
- Gail hosted MLK Day Unity Dinner 1/15
- Gail started offering Fun Fridays for Adults with Disabilities 1/16
- Emma and Lindsay hosted a library table at NCSD Parent Camp 1/24
- Staff hosted Lunch & Learn for Novi school representatives 1/29

Professional Development

- Dementia: How to work with people with dementia and Alzheimer's - Emma
- Drunk or High: How to de-escalate someone who is under the influence - Emma
- Traumatic Brain Injury - Emma
- Body Odor: How to Address Body Odor Without Awkwardness - Emma
- Homeless De-escalation Core Training - Jess
- Smart Money Kids Read Book Review - How Do YOU Spend? Michigan Financial Wellness Network - Danielle
- Welcoming All: Inclusivity in Library Spaces - Danielle
- Beanstack EDU: Summer Reading Roundtable - Danielle
- Accessibility in Libraries - Real Stories, Practical Lessons - Danielle
- Hatchette Library Preview - Danielle
- Booked for Wellness Webinar: Wellness Inspiration for Every Reader - Danielle
- NSLA Libraries and Literacy PLC Monthly Meeting 1/15 - Jen
- Foundations of the Science of Reading for Public Library Professionals - Jen
- SubShift: The TLN Substitute Pool Demo webinar - Emily
- Giving Effective Feedback (Niche Academy) - Emily

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, Danielle
- Marketing - Jen
- Safety - Jen

NPL Workgroups

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

External Committees

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

- Youth Services Advisory Council (YSAC) - Jen
- Ready to Read Michigan - Jen

IS Staff Outreach

- Walton Wood Senior Center - Emma
- For the Love of Poetry at Sweetwater Cafe 1/12 - Emma
- Storypoint Senior Center Book Club - Emma
- Lakes of Novi Senior Center - Emma
- Fox Run - Emma, Mary
- Meadowbrook Senior Center - Emma
- Fox Run Alzheimers Talk - Emma
- ECEC Special Education Family Activity Day 1/9 - Lindsay

Adult Programs

- Strange Lands Book Club 1/22 - Jess
- Craftastic Wednesday: Mini Bookcases 1/14 - Mary
- Evening of English 1/6, 1/20 - Shannon
- Spanish Conversation Group 1/20 - Shannon
- Korean Conversation Group 1/21 - Shannon
- Afternoon Read Book Club 1/13 - Rae
- Novel Idea Book Club 1/26 - Rae
- Business Book Club Virtual 1/6 - Jen
- Business Book Club In-Person 1/7 - Jen
- Knit 2gether Knitting Group 1/8, 1/22, 1/29 - Mary
- "Taste The Season:" Roots and Shoots 1/13 - Gail
- Sweet Dreams: Healthy Sleep for Infants, Toddlers, and Their Families 1/14 - Jen
- Fun Fridays for Adults with Developmental Disabilities 1/16, 1/30 - Gail
- Art Tour at NPL 1/18 - Jen
- Navigating Teens Transitioning to Adults 1/20 - Gail
- Preschool & Childcare Resource Fair 1/21 - Lindsay
- Jigsaw Puzzle Swap 1/24 - Emma
- Masterpiece Monday 1/26 - Danielle
- Growing Early Literacy Skills Through Songs and Rhymes 1/28 - Jen

Adult Displays

- **2nd Floor Adult**
 - New Year, New You! - Emma
 - Korean Conversation Group Display - Shannon
 - Adult Reading Challenge 2026: Read a Book with "New" in the Title - Rae
 - Korean Conversation Group Display - Shannon



Display: New Year, New You!



Display: Read a Book with "New" in the Title



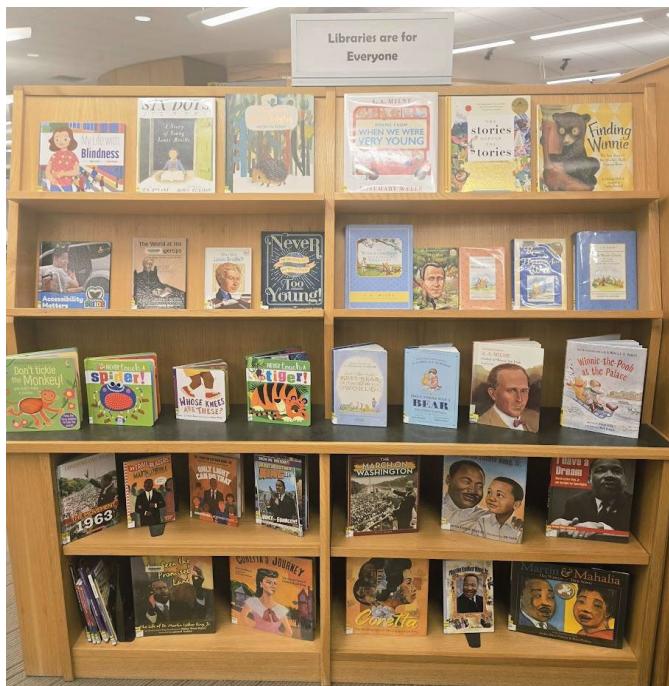
Display: Korean Conversation Group

Youth/Tween/Teen/Family Programs

- Baby Time 1/7, 1/14, 1/28 - Danielle
- Tot Time 1/7, 1/14, 1/28 - Danielle
- Time for Twos & Threes 1/6, 1/13, 1/20, 1/27 - Jen
- Fun for Fours and Fives 1/8, 1/15, 1/22, 1/29 - Kirsten, Danielle, Lindsay
- Family Story Time (2 sessions each) 1/17, 1/24, 1/31 - Jen
- Yoga Storytime 1/3 - Jen
- Block Party Play Date 1/4 - Jen
- Lego Club 1/6 - Kirsten
- Teen Advisory Board Meeting 1/9 - Anna, Taylor
- Clean out the Cupboards Craft Night - Youth 1/13 - Taylor
- Sunset Stories 1/14 - Lindsay
- PJ Reading Party 1/17 - Kirsten, Anna
- Novi Inklings Creative Writing Club 1/20 - Anna
- Story Explorers Book Club 1/21 - Jen
- Clean Out the Cupboards Craft Night - Tweens 1/21 - Taylor
- Fact Finders Book Club 1/29 - Jen
- Teen Space 1/5 - 1/30 - Austin, Anna, Shannon, Taylor (**633 attendees**)

Youth/Teen Displays

- **Teen Lounge Display** – Books Our Staff Loved in 2025 - Austin
- **Youth Desk Display** – Continuing “Winter Reading Snowflakes” - Danielle
- **Libraries Are for Everyone** - National Braille Literacy Month, Appreciate a Dragon Day, Winnie the Pooh Day, Martin Luther King Jr. Day, MIsself in Books, International Holocaust Remembrance Day - Anna
 - Left side of kiosk: African American Read-In - Kwame Alexander
- **Youth DVD/CD Book** - Winnie the Pooh - Anna



Display: Libraries Are For Everyone Display



Display: African American Read-In: Kwame Alexander

All Ages Programs

- NO-VI Chess Club 1/8; 1/29

Marketing & Community Promotions Report by Dana VanOast – January 2025

Webinars/Professional Development

- January 7, 2026: Niche Academy, "Telling Your Library's Story" (Dana VanOast)
- January 14, 2026: "Emotional Intelligence and the Workplace" (Amy Crockett)
- January 23, 2026: MI PR Group January Meeting (Dana VanOast)
- January 23, 2026: Niche Academy, "Giving Effective Feedback" (Dana VanOast)
- January 23, 2026: Springshare, "Mix Up Your Summer Marketing" (Dana VanOast)

Outreach

- January 6, 2026: Filmed 4 Library Minute videos at Fox Run (Dana VanOast)
- Pulled the second winner for Polar Prizes through our Lakeshore Lending Library campaign! The campaign runs December–February and encourages cardholders to visit the kiosk to check out items, where they may find a ticket entry inside. There will be 5 winners.

Committee Involvement

- Amy attended monthly Customer Service Committee meeting on 1/15/26
- Dana attended monthly Strategic Planning Meeting on 1/14/26

Recite Me Stat Reports

Translation stats received from Recite Me were highly elevated. December stats shown in February Board Report are from a new beta report with more accurate usage tracking (see below)

Message from Recite Me: After reviewing your December stats, the spike in translation usage does look consistent with automated/bot interaction rather than a change in real visitor behavior or language needs from your community.

A few things point in that direction:

- Translation clicks were significantly higher than actual user sessions
- The top languages don't align with typical Novi demographics (Quechua, Basque, Assamese, Gaelic, Belarusian, etc.)
- Libraries occasionally see "bulk scraping" from bots that rapidly cycle through languages, it doesn't impact site performance or data security, but it can inflate translation numbers

One thing I wanted to highlight: our Product team has been working hard on a new reporting system that records events and actions differently to prevent anomalies like this from skewing usage data.

Email Marketing

- eNewsletter: 23,343 emails sent on January 2; 8,763 read (37.5% read rate); 995 Unique Clicks

Meeting Room News & Notes

- January totals: 33 rentals with 690 attendees (as of January 28)
- Meeting Room Welcome/Exit Procedures for staff were updated
- Promotional email sent to lapsed renters on 1/28/26
- Feedback from renters this month:
 - "Excellent experience overall, I would recommend to others."

SUPPORT SERVICES DEPARTMENT Report by Sarah Mominee – January 2026

Department Head/General

- Attended weekly management meetings
- Had my monthly supervisor 1:1s
- Attended my monthly 1:1 meeting with Maryann Zumuehlen
- Trained with Lori Mullins or her new role as supervisor
- Completed the desk schedules for each week in January and February
- Attended a meeting about the SS Dept Budget with Julie Farkas and Maryann Zumuehlen on January 5
- Attended a Management meeting with HR on January 6
- Conducted a Support Services Supervisor meeting on January 6
- Guest-starred in an iCube meeting to discuss 3D print procedures on January 8
- Conducted a DEI Committee meeting on January 8
- Helped Julie sign people up from the Chamber with Shang-Yeu on January 9
- Trained Diana Masters from January 12 through January 22
- Gave supervisors their Mid-Year Performance reviews
- Conducted an "Upward Feedback Opportunity" for my department supervisors to get their feedback on my management
- Received my Mid-Year Performance review from Maryann Zumuehlen on January 13
- Helped Lori Mullins give her newly acquired staff their Mid-Year Performance reviews'
- Attended a Strategic Planning Committee Meeting on January 14
- Attended a meeting with Kristin Abate and Rae Manela about the portable CD players on January 14
- Updated holiday closure signage for the rest of the year
- Attended the TLN SASUG meeting on January 22
- Had a meeting with Maryann Zumuehlen and Kristin Abate about the mapping and configurations for the new AST machine on January 26
- Presented about NPL to an HOA on January 26
- Was trained by Maryann Zumuehlen on Budget Maintenance and began compiling and filing the invoices from FY 25-26
- Met with Julie Farkas and Elizabeth Kopko to discuss closing language on January 29
- Completed MeLCAT on January 30
- Did withdrawals and discards with Tech Services each Thursday
- Worked with Jill Wasson on the language and flyers for the WLCSD card campaign as well as the NCSD Staff card campaign

Circulation & Shelves

- Staff are working on the Collection Inventory Project which began in January 2024
- Diana Masters started on January 12th as a 19-Hour Support Services Clerk. When you see her, say hello!
- Lori Mullins officially started her new supervisor position in January! Please tell her 'congratulations' when you see her!

Tech Services

Beyond their phenomenal daily work, Tech Services completed the following:

- Trained new clerk on shelf reading (Amy)
- Completed MCLS Class Assigning Library of Congress Call Numbers (Jordan)
- Completed Mid-Year Performance Evaluations for Tech Services Clerks (Kristin)
- Attended Support Services Supervisor Meeting (Kristin)
- Meeting with Maryann and Sarah regarding mapping of new AMHS (Kristin)
- Meeting with Bailey, new IS librarian, to go over Tech Services and ordering (Kristin)
- Moved items in Tech Services for the upcoming construction on MZ's new office (Kristin)
- Tech Services meeting to discuss Processing Manual edits (all of Tech Services)

TLN SASUG:

- New helpdesk department- SAS Migration is for Holly only while joining the shared system or any libraries that come after and join the system
- HelpDesk- CARL down is for an emergency
- MeLCAT Linking- use one of the two melcat linking types when creating item records (the melcat media types have specific loan limits; items will be automatically renewed if not melcat media type items); remove melcat items marked withdrawn once per week so need to know melcat media type to accomplish this
- Do not contact CARL or TLC directly!!!!
- Testing new upgrade of CARL, will include both 2025 releases
- Will be able to see patrons old barcode numbers (for when they get them changed for LIBBY) CARL CONNECT ONLY
- CARL connect discovery- making stop-words super effective (will now show items) LIBRARIANS: if keyword searches are giving them issues, let cmorse@tln.org know
- Will allow patrons to select what libraries they want to search a book on (only 1 library)
- TLN has accepted a bid and will be going with Envisionware for their new AMHS. (board notes: <https://tln.org/annualreport>); they will have demo tour for MLA in Novi in October (hopefully)
- TLN about 3 million out of 3.8 million items have been RFID tagged.

Statistics (January 2026)

- Cards Issued: 300
- Items Checked Out (NPL): 55,370
- Items Checked Out (LLL): 57
- Total Checkouts (NPL + LLL): 55,427
- Items Interloaned for NPL Patrons: 4,584 (108 through MeLCat)
- Items Interloaned to Other Libraries: 4,067 (183 through MeLCat)
- Items Added to the Collection: 1,520
- Items Discarded from the Collection: 1,694
- Drive-Up Window & Locker Hold Pickups: 1
- MAP Checkouts: 24
- Online New Card Registrations: 35
- **Outreach:**
 - NPL @ Your Door: 7 Mailer Bags /26 Items
 - 4 Facilities Visits / 33 Items Provided
 - 5 Book Discussions / 75 Items Provided

| Support Services Statistics 2025-2026 | | | | | | | | | | | | | |
|--|--------|--------|--------|--------|--------|--------|--------|-----|-----|-----|-----|-----|----------------|
| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | TOTAL |
| Cards Issued This Month | 302 | 356 | 447 | 256 | 253 | 215 | 300 | | | | | | 2,129 |
| ↳ Of Which, Online Registrations Totaled | 15 | 12 | 20 | 17 | 23 | 28 | 35 | | | | | | 150 |
| Checkouts (NPL) | 64,301 | 59,557 | 53,597 | 54,544 | 51,380 | 49,108 | 55,370 | | | | | | 387,857 |
| Checkouts (Lakeshore Lending Library) | 116 | 84 | 75 | 63 | 58 | 50 | 57 | | | | | | 503 |
| Total Checkouts (NPL + LLL) | 64,417 | 59,641 | 53,672 | 54,607 | 51,438 | 49,158 | 55,427 | | | | | | 388,360 |
| Items Borrowed | 4,739 | 3,934 | 4,147 | 4,056 | 3,347 | 3,532 | 4,584 | | | | | | 28,339 |
| Items Loaned | 3,696 | 3,411 | 3,667 | 3,595 | 2,959 | 3,313 | 4,067 | | | | | | 24,708 |
| Hold Pickups (Drive-Up & Lockers) | 28 | 21 | 20 | 24 | 28 | 22 | 1 | | | | | | 144 |
| MAP Pass Checkouts | 106 | 97 | 64 | 70 | 32 | 23 | 24 | | | | | | 416 |
| Read Boxes | 748 | 502 | 362 | 360 | 0 | 0 | 0 | | | | | | 1,972 |
| NPL @ Your Door (# of Bags) | 10 | 8 | 9 | 9 | 5 | 8 | 7 | | | | | | 56 |
| NPL @ Your Door (# of Items) | 53 | 21 | 31 | 21 | 18 | 18 | 26 | | | | | | 188 |
| January Hold Pickups Note: Drive-thru lane was unavailable due to closure for construction related to and installation of the new AMHS from Monday, January 5th through Saturday, January 31st. | | | | | | | | | | | | | |

| Year-to-Year Comparison | | | | Read Boxes | | | | | |
|------------------------------------|--|--|--|--|------------|-------------|-------------|------------|-------------|
| | | | | May to October Totals | | | | | |
| | | | | 2024 | | | 2025 | | |
| | | | | Youth | Adult | Total | Youth | Adult | Total |
| Cards Issued This Month | | | | 777 | 55 | 832 | 844 | 76 | 920 |
| Total Checkouts (NPL + LLL) | | | | 495 | 23 | 518 | 372 | 32 | 404 |
| Items Borrowed | | | | 1002 | 58 | 1060 | 969 | 35 | 1004 |
| | | | | 164 | 24 | 188 | 107 | 9 | 116 |
| | | | | 0 | 0 | 0 | 583 | 29 | 612 |
| | | | | 2438 | 160 | 2382 | 2875 | 181 | 3056 |
| Items Loaned | | | | May 7 through October 29, 2025 was our eleventh season of Read Box Service in Novi. ITC Park was the most used read box with Pavillion Shore coming in second. | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

| Self-Check Totals 2025-26 Fiscal Year | | | | | | | |
|---------------------------------------|-------------------|-----------------------|-------------------|---------------|---------------|---------------|---------------|
| | Total Circulation | Self-check % of Total | Total Self-checks | Self-Check #1 | Self-Check #2 | Self-Check #3 | Youth #1 |
| July | 64,417 | 45.17% | 29,100 | 6,995 | 6,424 | 3,972 | 11,709 |
| August | 53,672 | 48.76% | 26,168 | 7,670 | 5,108 | 3,021 | 10,369 |
| September | 53,672 | 43.63% | 23,419 | 7,653 | 5,039 | 2,433 | 8,294 |
| October | 54,607 | 44.81% | 24,470 | 8,161 | 4,724 | 3,291 | 8,294 |
| November | 51,438 | 57.05% | 29,347 | 8,406 | 6,255 | 6,392 | 8,294 |
| December | 49,158 | 56.63% | 27,836 | 8,664 | 6,057 | 4,821 | 8,294 |
| January | 55,427 | 44.63% | 24,735 | 4,780 | 8,852 | 7,578 | 3,525 |
| February | | | | | | | |
| March | | | | | | | |
| April | | | | | | | |
| May | | | | | | | |
| June | | | | | | | |
| FYTD | 382,391 | 48.40% | 185,075 | 52,329 | 42,459 | 31,508 | 58,779 |

| Library Usage | | | | | | | | | | | |
|---|----------------|---------------|----------------|---|------------|-----------|-----------------------|----------------|-------------------------------------|----------------|---------------|
| 2024-2025 Fiscal Year | | | | | | | 2025-2026 Fiscal Year | | | | |
| | Lobby | Drive-Up | Total | Daily Average | Hours Open | Days Open | | Lobby | Drive-Up (Verkada Camera Analytics) | Total | Daily Average |
| July | 27,026 | 6,343 | 33,369 | 1,192 | 275 | 28 | July | 27,903 | 632 | 28,535 | 1,019 |
| August | 26,543 | 7,657 | 34,200 | 1,179 | 275 | 29 | August | 25,071 | 601 | 25,672 | 885 |
| September | 26,464 | 7,657 | 34,121 | 1,219 | 264 | 28 | September | 26,979 | 609 | 27,588 | 985 |
| October | 30,044 | 5,220 | 35,264 | 1,138 | 297 | 31 | October | 29,086 | 561 | 29,647 | 956 |
| November | 25,150 | 3,060 | 28,210 | 1,045 | 247 | 27 | November | 24,451 | 1,823 | 26,274 | 1,011 |
| December | 21,114 | 5,220 | 26,334 | 941 | 248 | 28 | December | 20,778 | 2,416 | 23,194 | 828 |
| January | 25,456 | 6,149 | 31,605 | 1,090 | 272 | 29 | January | 24,496 | 42 | 24,538 | 846 |
| February | 22,472 | 5,150 | 27,622 | 987 | 257 | 28 | February | | | | |
| March | 28,408 | 5,967 | 34,375 | 1,109 | 289 | 31 | March | | | | |
| April | 24,261 | 5,405 | 29,666 | 1,059 | 272 | 28 | April | | | | |
| May | 24,466 | 4,237 | 28,703 | 1,063 | 260 | 27 | May | | | | |
| June | 26,951 | 4,406 | 31,357 | 1,120 | 275 | 28 | June | | | | |
| FYTD Total | 308,355 | 66,470 | 374,825 | 1,096 | | 342 | FYTD Total | 178,764 | 6,684 | 185,448 | 932 |
| 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. | | | | Note: Drive thru closed Jan 5 to Feb 8 for construction and AST Installation. January Drive Thru number is 1/1 to 1/4 | | | | | | | |

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 | 848 | 155,110 | 155,958 | 5,570 | 257 |
| January | 954 | 159,040 | 159,994 | 5,517 | 272 | January | 987 | 160,646 | 161,633 | 5,574 | 262 |
| February | 960 | 144,116 | 145,076 | 5,181 | 257 | February | | | | | |
| 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 | 7,805 | 1,044,796 | 1,052,601 | 5,289 | 1,850 |

| Early Literacy Workstation Usage (AWE Workstations and Magic Desktop) | | | | | | | |
|--|------------------|---------------------------|------------------------------|---|------------------|---------------------------|------------------------------|
| 2024-2025 Fiscal Year (AWE Workstations) | | | | 2025-2026 Fiscal Year (Magic Desktop) | | | |
| | Monthly Sessions | Monthly Time (In Minutes) | Average Session (In Minutes) | | Monthly Sessions | Monthly Time (In Minutes) | Average Session (In Minutes) |
| July | 768 | 10,949 | 14 | July | 373 | 33,043 | 88.59 |
| August | 743 | 10,876 | 13 | August | 327 | 31,825 | 97.32 |
| September | 664 | 9,187 | 13 | September | 355 | 27,572 | 77.67 |
| October | 729 | 10,029 | 14 | October | 353 | 28,586 | 80.98 |
| November | 742 | 9,999 | 13 | November | 268 | 20,589 | 76.82 |
| December | 553 | 7,803 | 14 | December | 307 | 17,502 | 57.01 |
| January | 711 | 9,566 | 13 | January | 314 | 16,830 | 53.60 |
| February | 649 | 9,353 | 14 | February | | | |
| March | 807 | 10,672 | 14 | March | | | |
| April | 686 | 9,519 | 14 | April | | | |
| May | 692 | 9,685 | 14 | May | | | |
| June | 258 | 3,441 | 13.3 | June | | | |
| FYTD Total | 8,002 | 111,079 | 16 | FYTD Total | 2,297 | 175,947 | 76 |
| Note: Early Literacy Monthly Sessions is lower in June because we decommissioned both AWE Workstations on June 11th. | | | | Magic Desktop Workstations usage began on June 11, 2025 | | | |

Notes 2024 – 2025:

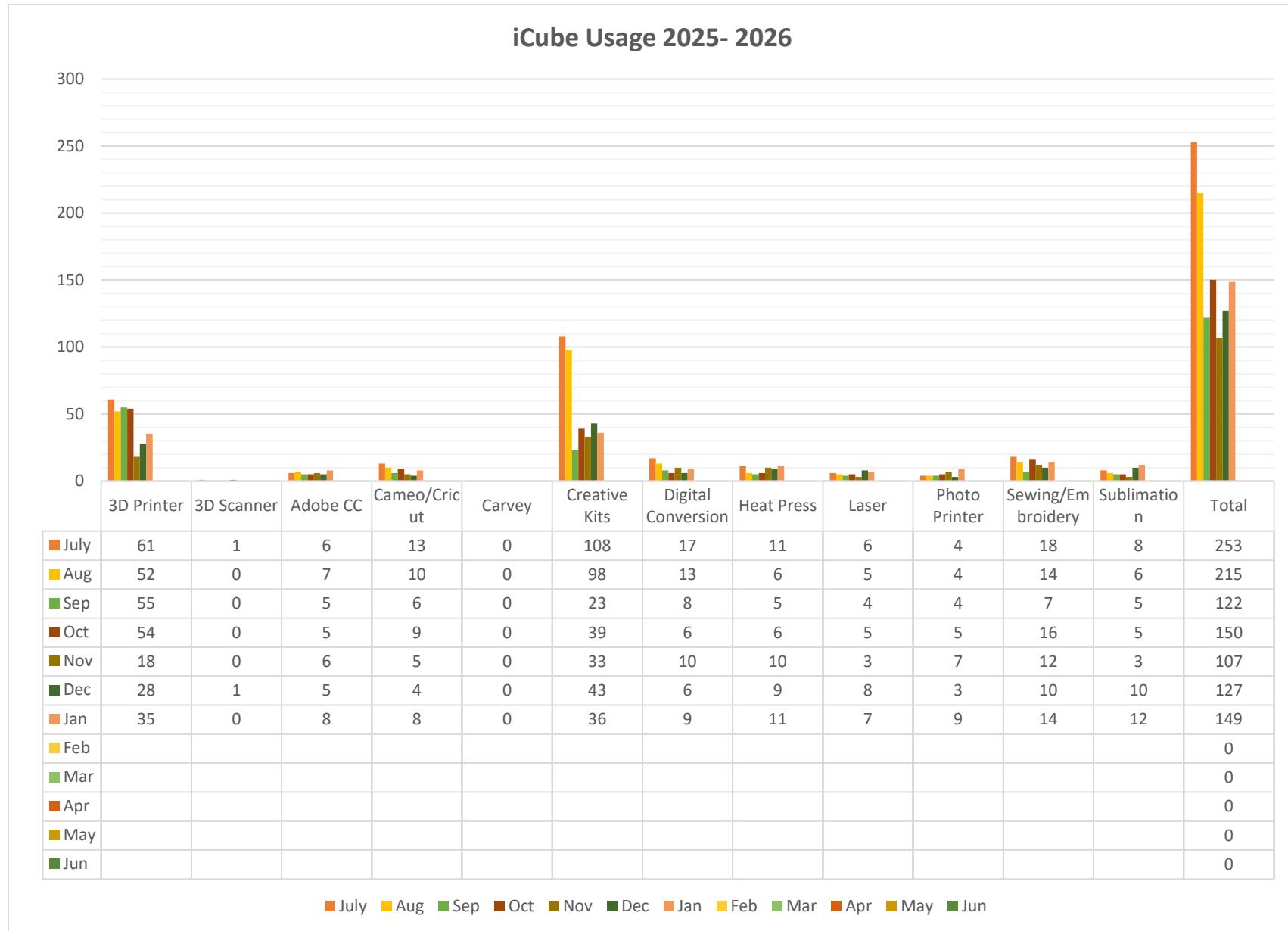
Note: This 2024-25 chart had the wrong totals in the April 2025 report. Corrected for the May chart.

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

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

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

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



| 2025-2026 Fiscal Year | | | | | |
|-----------------------|---------------|--------------|--------------|------------|-------------------|
| | Hoopla | | LinkedIn | | |
| | Check-Outs | Users | Active Users | Logins | Total Video Views |
| July | 2,988 | 857 | 381 | 19 | 573 |
| August | 2,826 | 855 | 416 | 22 | 379 |
| September | 2,659 | 860 | 433 | 17 | 456 |
| October | 2,659 | 860 | 433 | 17 | 456 |
| November | 2,748 | 884 | 444 | 19 | 211 |
| December | 2,802 | 874 | 455 | 25 | 296 |
| January | 2,649 | 932 | 462 | 22 | 573 |
| February | | | | | |
| March | | | | | |
| April | | | | | |
| May | | | | | |
| June | | | | | |
| FYTD Total | 19,281 | 6,118 | 3,017 | 141 | 2,878 |

| 2026-2026 Fiscal Year | | | | | |
|-----------------------|-----------------------|----------------------|-----------------|---------------|------------|
| OverDrive | | | | | |
| | Consortium Collection | Advantage Collection | Total OverDrive | Magazines | New Users |
| July | 8,075 | 4,024 | 12,099 | 2,334 | 119 |
| August | 7,785 | 3,837 | 11,622 | 2,252 | 120 |
| September | 7,465 | 3,624 | 11,089 | 2,058 | 121 |
| October | 7,750 | 3,783 | 11,533 | 2,348 | 101 |
| November | 7,460 | 3,788 | 11,248 | 1,953 | 106 |
| December | 7,883 | 3,787 | 11,670 | 2,266 | 114 |
| January | 8,632 | 4,352 | 12,984 | 2,298 | 188 |
| February | | | | | |
| March | | | | | |
| April | | | | | |
| May | | | | | |
| June | | | | | |
| FYTD Total | 55,050 | 27,195 | 82,245 | 15,509 | 869 |

| Meeting Room Statistics 2024-2025 Fiscal Year | | | Meeting Room Statistics 2025-2026 Fiscal Year | | |
|--|---------|-----------|--|---------|-----------|
| | Rentals | Attendees | | Rentals | Attendees |
| July | 29 | 274 | July | 36 | 602 |
| August | 38 | 710 | August | 41 | 674 |
| September | 45 | 1,003 | September* | 39 | 666 |
| October | 47 | 735 | October* | 54 | 1,002 |
| November | 49 | 1,012 | November* | 34 | 588 |
| December | 37 | 925 | December* | 36** | 606** |
| January | 54 | 932 | January | 34 | 691 |
| February | 41 | 836 | February | | |
| March | 58 | 1096 | March | | |
| April | 46 | 917 | April | | |
| May | 43 | 924 | May | | |
| June | 51 | 1156 | June | | |
| FYTD | 538 | 10,520 | FYTD | 274 | 4,829 |

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

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

**** December 2025 meeting room statistics as of December 23rd.**

| Recite Me (Website Accessibility Toolbar) | | | | | | | | | | | | |
|---|--------------|--------------|----------------------|---------------|---------------|-----------------------|--------------|--------------|----------------------|---------------|--------------|--|
| 2024-2025 Fiscal Year | | | | | | 2025-2026 Fiscal Year | | | | | | |
| Month | Pages Viewed | Unique Users | Pages Viewed/Session | Screen Reader | Translation | Month | Pages Viewed | Unique Users | Pages Viewed/Session | Screen Reader | Translation | |
| July | 280 | 83 | 3.37 | 407 | 374 | July | 158 | 44 | 3.59 | 148 | 312 | |
| August | 248 | 56 | 4.38 | 352 | 275 | August | 127 | 41 | 3.10 | 176 | 341 | |
| September | 226 | 64 | 3.53 | 303 | 254 | September | 71 | 29 | 2.45 | 153 | 196 | |
| October | 303 | 66 | 4.59 | 503 | 378 | October | 126 | 47 | 2.68 | 353 | 521 | |
| November | 199 | 58 | 3.43 | 249 | 217 | November | 155 | 52 | 2.98 | 410 | 638 | |
| December | 155 | 58 | 2.67 | 327 | 5,445 | December | 151 | 47 | 3.21 | 226 | 979 | |
| January | 198 | 76 | 2.61 | 296 | 727 | January | | | | | | |
| 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 | 788 | 260 | | 1,466 | 2,987 | |

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 | 5,511 | 21,460 | 5,780 | June | 4,682 | 24,418 | 6,720 | June | | | |
| | | | | | | | | FYTD Tot. | | 452,332 | 66,649 | FYTD Tot. | | 138,460 | 37,814 |

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

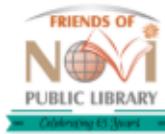
FRIENDS OF NOVI LIBRARY**N****Novi Library Friends**

to OurFriends ▾



Friends of the Novi Library

February 2026



Book Nook Notes: In October, November and December we made a total of \$5,447.89 in the Book Nook! Thanks to all of you who buy books and donate them. It's a wonderful way to support our library.

The 65th anniversary celebration was a lot of fun. I worked the Book Nook, and so many of you came by to say hello. I enjoyed meeting all of you! Wasn't the 60's band great? They certainly got people up and dancing. So many of us remembered growing up to that music.

Hearing the history of NPL made me think of my own library growing up which was the Bela Hubbard Library on McNichols. The big event each summer was walking there with my sister and cousin, which was at least a three-mile walk, and selecting as many books as we could carry. (There was no such thing as backpacks and tote bags, we carried everything in our arms!). We left with our arms full and managed to walk to a Top Hat for sliders and fries. For those of you who don't remember them, Top Hats were like White Castles. That was our resting spot. After eating, we carried our books home and proceeded to start reading the minute we arrived. The celebration made me think of my library, and I wonder if the same happened to some of you. You'll have to stop by and let me know so we can share those wonderful days and times with each other. Carol Neumann

Start the new year with a new hobby

The iCube maker-space has a variety of machines and tools for all levels of crafters. Want to take up sewing, or try your hand at etching glassware? Supervision and training is available.

Check novilibrary.org/icube for more information.

From the President:

We should get the discussion of the weather out of the way. Yes, it is cold, has been cold and looks like it will continue to be cold. Thanks to all of you who come into the Book Nook anyway. Our sales have been good!

We had our annual Michigan Basket drawing as well as our Holiday sale in December. Holiday sales were \$1000 with donations of \$166 (an all time high!). Thanks to all who donated items to sell. Our Michigan basket made \$385. You will not believe this, but the winner this year, Terry Rife from Wixom, won the basket last year as well. Terry asked that the staff have the basket. Dana VanOast came up with the idea of drawing 3 names of staff each day of the week before Christmas and letting them choose an item from the basket. Many thanks Terry.

Novi Friends Donations

Each year around the holidays, the Friends donate to a charity that exemplifies reading. In past years we have given \$500 to [Seedlings](#), an organization providing braille books. This year we also gave \$500 to [Breaking the Cycle with Books](#) – an organization that encourages teen reading.

Youth Area Renovations

Join NPL's mission to raise \$65,000 for future renovations in our Youth Area, ensuring that young readers will enjoy this space for many years to come! The Friends have given \$18,000 to this program due to the generosity of our members.

As of January 15, \$54,140.26 has been raised!

Calendar of Events:

Kaleidoscope: 7pm at NPL, registration required
March 4 – Native Roots: Indigenous History of Belle Isle: Catherine Waldecker, Programs Coordinator, Detroit Historical Society

Register [here](#).

CITY OF NOVI HISTORICAL COMMISSION – N/A**LIBRARY BOARD COMMITTEE REPORTS**

***** see information from Director Farkas about the staff committee's at NPL and their purpose statement located in the Director's Report.**

Policy Committee – Meeting held on: No Meeting Held

2025 – 2026 GOAL

1. Continued review of public policies by the staff committee

HR Committee – Meeting held on: No Meeting Held

2/7/26: Director Update: A candidate has been chosen and an offer has been made. HR is waiting background check and physical to move forward with onboarding.

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: February 3, 2026

2025 – 2026 GOAL:

1. Review NPL's current Technology Plan

2/3/26: Director Update: Committee met with Jeff Smith, Head of IT and Maryann Zurmuehlen to discuss the upgrade of the Intercom System.

Recommendation from the Committee: Approve a contract with SSD Cabling in the amount of \$5,589.65 for a new Intercom System at NPL.

Summary

The project involves replacing an end-of-life analog **Aiphone JK-DA** door station and **JK-1MD** master console with a modern IP-based system from either the **Verkada TD62** or **Aiphone IXG** series. The primary considerations for this upgrade are enhanced display quality and future maintenance costs.

Project Scope

This project will remove the existing two-wire analog Aiphone JK system, which was discontinued in 2019, and install a new IP video intercom solution. The new system will leverage modern Power over Ethernet (PoE) connectivity via Cat-5 cable, requiring new wiring in place of the old 2-conductor wires. The scope includes the installation of a new door station with camera, keypad and RFID sensors, two new consoles and the integration with cloud-based management platforms.

Key criteria for the final selection will be the trade-off between the advanced, all-in-one features but higher total cost of ownership of the Verkada system versus the more cost-effective Aiphone IXG system.

Key criteria for vendor selection will be the total cost of installation, the cost and quality of service. Novi Library already does business with two of the vendors, and several referrals are available below for the third vendor.*

Current Intercom Solution

The JK-DA is a 2-wire analog video intercom suited for small, standalone, or residential applications. It has a 1/4" CMOS camera with 525 scanning lines and a 3.5" screen. The camera view is 170deg with Pan Tilt and Zoom. There is no desktop, web, or mobile access.



Aiphone JK-DA Intercom



Aiphone JK-1MD Console

Total Cost of Four Options

| Vendor | Manufacturer | Product | Hardware | | Total Installation | Freight | Shipping | Total | Warranty / Service | On-Site Service |
|-----------------------|--------------|---------|----------------|--|--------------------|----------|-------------|-------|--------------------|--|
| | | | Total Hardware | | | | | | | |
| Sentinel | Verkada | TD63 | \$2,543.00 | | \$3,894.00 | \$92.00 | \$8,614.00 | | 10-year | \$75/hr cable tech \$200/hr engineer |
| Knight Watch | Verkada | TD63 | \$2,945.54 | | \$3,676.46 | \$114.00 | \$10,303.48 | | 5-year | \$135/hr cable tech \$160/hr engineer |
| Knight Watch | Aiphone | IXG | \$3,709.04 | | \$3,676.46 | \$114.00 | \$8,725.65 | | 5-year | \$135/hr cable tech \$160/hr engineer |
| SSD Cabling (Milford) | Aiphone | IXG | \$3,043.50 | | \$1,306.00 | \$0.00 | \$5,589.65 | | 5-year | 2 visits/yr for \$400/yr for 5-years = |

Budget Information

| 2025/26 FY 271-734.000 (Software) Budget (based on Nov 1, 2024 quote from Sentinel) | | |
|--|------------|---|
| | \$2,767.00 | Verkada Solution |
| | \$1,250.00 | Prof Services |
| | \$1,867.00 | Installation and cabling |
| Total | \$5,884.00 | |
| Reasons for the proposal cost increase | | |
| <ul style="list-style-type: none"> Unfortunately, there was a 10-30% price increase in general on all Verkada items in February. The originally quoted fob-only TD52 \$1,060 intercom is no longer available, so Maryann and I are recommending a full-featured TD63 \$1,390 device, which adds a keypad that can be used to enter the building with a code, in addition to using a fob or buzzing a person in. The original quote only included one iPad. \$383 But we need two iPads to replace the display stations at the Circ desk and in the staff hallway near the copier \$852. The original quote includes a 3-year pre-paid license (\$796 covering intercom and one iPad viewer). We are going with a 5-year pre-paid license \$2,085 (covering intercom and two iPad viewers) to align with other licenses we have been going with recently. No price increases for 5 years. | | |
| Unplanned | \$4,419.48 | (based on highest cost quote shown above) |
| The \$4,419.48 between the project cost and the current budget could come from | | |
| <ul style="list-style-type: none"> 271-734.000 "Other" which has \$6,200 available 271-734.500 Miscellaneous, which has \$2,504 unused, and the Car Counter replacement budget of \$1,010 which we no longer need. | | |

Verkada TD63 Intercom



Entrance Station



Desk Station



Pass App

Aiphone IXG Intercom



Entrance Station



Tenant Station



Intercom App

Hardware Choices

| Manufacturer | Product | Software | | | | Hardware | | | | | Comments |
|--------------|---------|-------------------------|----------------------------------|--------------------|----------------|--------------------------|-------------|----------------------|-------------------|----------------|---|
| | | 5-Year Intercom License | 5 Year Desk Station licenses (2) | Mobile App Gateway | Total Licenses | Video Intercom w/ Keypad | Angle Mount | Console Stations (2) | Tablet Stands (2) | Total Hardware | |
| Verkada | TD63 | \$695.00 | \$1,390.00 | inc | \$2,085.00 | \$1,329.00 | \$266.00 | \$852.00 | \$96.00 | \$2,543.00 | (2) 11 Inch 128GB iPads corrected 12/2 was \$9,511.00 |
| Verkada | TD63 | \$1,469.16 | \$2,098.32 | inc | \$3,567.48 | \$1,679.16 | \$335.18 | \$837.80 | \$93.80 | \$2,945.54 | (2) 11 Inch 128GB iPads |
| Aiphone | IXG | n/a | n/a | \$1,226.15 | \$1,226.15 | \$1,046.02 | | \$2,663.02 | | \$3,709.04 | 7-inch TouchScreen Intercom and (2) Tenant Stations |
| Aiphone | IXG | n/a | n/a | \$1,240.15 | \$1,240.15 | \$1,910.00 | | \$1,132.90 | | \$3,043.50 | 7-inch TouchScreen Intercom and (2) Tenant Stations |

Verkada Pros and cons:

The Verkada TD63 is a premium, all-in-one IP video intercom featuring a 5MP (2688 x 1944) Infra-Red camera, built-in keypad, and Bluetooth, NFC, and RFID credential support for secure access control. It uses an 11" iPad for its console screen. It has durable construction, and cloud-based management. However, it is known to be a more expensive option and it requires a recurring license fee.

AiPhone Pros and cons:

The Aiphone IXG is a robust IP-based video intercom system originally designed for multi-tenant buildings, featuring PoE connectivity, mobile app support, and scalability. It has HD camera (WVGA 720p) and a 7" LCD console screen, flexible integration, and cloud-based management. It does not require a recurring license fee. However, it is known to be complex, and some users find the interface to be dated.

Intercom Hardware Solution Referrals

VERKADA INTERCOM SOLUTION

Dundee Community Schools

Thomas Litchford, District Director of Technology, thomas.litchford@dundeeschools.org, 734-529-6106

Hi Jeff,

I'm happy to share our experience and answer any questions. We have been very happy with the Verkada intercoms that we have installed in the district. We use them in each of our four schools' front offices/entrances, and we have one for our delivery receiving area.

We have two primary use cases: (1) granting entry to visitors at our main entries, and (2) receiving deliveries. Basically, when someone presses the intercom button, the designated users are notified via the Verkada Command website, app, or phone call. The recipient can then grant access. Recipient groups can be configured for each intercom.

The newest model of the intercom also serves as a badge reader for access control, which can be programmed with existing staff badges or with a phone app.

Our intercoms are paired with Verkada cameras, as well. We migrated to the Verkada platform over the past two years, and it's great having everything on their Command platform.

Let me know if you have any other questions.

Best,
Tom

Genesee District Library

Tony Rodriguez, Information Technology Manager, trodriguez@thegdl.org, 810-230-3341

Thanks for reaching out. Yes, we do have Verkada Intercoms installed at Genesee District Library, and they've helped our staff a lot.

The intercom functions like a video doorbell and has made it much easier for staff to manage deliveries and after-hours access without having to physically go to the door. Being able to see, speak with, and

remotely grant access has improved both efficiency and security, and staff feedback has been very positive.

Overall, we've been very happy with the product and would recommend it to other libraries considering a similar setup.

Feel free to email or call if you'd like to discuss it further.

Best regards,
Tony

AIPHONE INTERCOM SOLUTION

Saint Pauls Rochester united Methodist Church

Kevin Floch, Facilities Manager 724-813-2495

Kevin returned my call to provide a positive review of the work that SSD Cabling has done at Saint Paul's Church. He has had SSD Cabling install and support many projects over the years including an AiPhone Video Intercom system, cameras, networking, and the video door access system. Saint Pauls has an AiPhone Video Intercom on two doors, and he is planning for a third door. He said that he especially appreciates the mobile access controls, which he uses regularly to get alerts, see who is at the door, and grant access, all from his phone. Kevin said that Saint Pauls did not purchase the IXG series intercom that we have had quoted. Instead he installed a lower price model. But he said it was a good choice for them, and he is very satisfied with it.

Highland Township Public Library

Brenda Dunseth, Director 248-887-2218 bdunseth@highland.lib.mi.us

Brenda responded to my call and said that they have a video intercom on their delivery entrance, and a display panel at their circulation desk wall so that staff can let people in. It is an AiPhone system, and was installed by a local locksmith.

She also sent us the following email:

Jeff,

Here are a few pictures of the [video intercom] system we had installed a few years ago by our local locksmith. Staff do love it and it is very easy to use.

The first picture shows the screen up at circ when there is no activity at the back door. The second picture shows who would be at the back door except my librarian was too shy to get in the picture. The final picture shows the door bell that delivery folks use. The system is from AiPhone. [Note: The pictures show an AiPhone model JO system which does not include the touch screen/keypad]



Good luck! I think you will be happy you added one.

Brenda

AiPhone.com Corporate response

Matt Martinez, Synergy Marketing Consultants, Inc. 313-622-6288 mobile

Hello Jeffrey,

We may have met before as I was on site with JCI a while ago. Regardless, I hope all is well. I am the local rep for Aiphone. We have several references for you. Some of the largest systems we have done locally in Michigan are **Dearborn Public Schools**, **Grand Rapid Public Schools**, and **Detroit Public Schools**. I have references for correctional facilities for example **Midland County Jail**, **St Clair County Jail**, as well as **all the State ran Psychiatric Hospitals**. Currently we are hard spec into a current project out for bid for **Detroit Housing Commission** which is about 1400 total units throughout 7 buildings. We also just received the PO for **Monroe County Jail** but has not yet been installed. If you want to see a demo, please let me know. I can accommodate.

Vendor/Installer Selection

The two choices are shown here

| Vendor | Manufacturer | Product | Installation | | | | | | | | | Total Installation |
|-----------------------|--------------|---------|----------------------------|----------|-------------------|--------------|--------------------|-------------|-------------|-------|------------|--------------------|
| | | | Physical Install & Cabling | Cabling | Project Materials | Installation | Project Management | Programming | Engineering | Labor | | |
| Sentinel | Verkada | TD63 | \$1,934.00 | | \$665.00 | | \$1,295.00 | | | | | \$3,894.00 |
| Knight Watch | Verkada | TD63 | | \$261.46 | \$210.00 | \$2,160.00 | \$270.00 | \$640.00 | \$135.00 | | | \$3,676.46 |
| Knight Watch | Aiphone | IXG | | \$261.46 | \$210.00 | \$2,160.00 | \$270.00 | \$640.00 | \$135.00 | | | \$3,676.46 |
| SSD Cabling (Milford) | Aiphone | IXG | | \$306.00 | Inc | | | | | | \$1,000.00 | \$1,306.00 |

Vendor/Installer Referrals

VENDOR/INSTALLER -SENTINEL TECHNOLOGIES

Novi Public Library

Sentinel is a current NPL vendor, providing all of our security cameras since 2024.

VENDOR/INSTALLER -KNIGHT WATCH

Novi Public Library

Knight Watch is a current NPL vendor, providing our Galaxy Door Access system and Burglar Alarm system and our Data Closet and Server Room temperature and water sensor alarms.

VENDOR/INSTALLER -SSD CABLING

Highland Township

Beth Corwin, Planning and Development Director, corwinb@highlandtwp.org 248-887-3791 x136

Beth informed me via phone that Highland Township contracted SSD Cabling to install all the network cabling for the Highland Township Town Hall. She enjoyed working with Amber Strong for the contract and Justin Strong, the company president. She said that the project went so well that the company was also hired to install cameras at both Fire halls and the Highland Station House, a 140-year old building. She said that SSD Cabling worked very neatly and left no mess. The sales team was "not pushy". Overall, Highland Township was very pleased with all the projects and highly recommends SSD Cabling and she is glad that the township chose a local company.

Highland Township Public Library

Brenda Dunseth, Director 248-887-2218 bdunseth@highland.lib.mi.us

Brenda responded to my call and said that SSD Cabling installed the security cameras at Highland library. She said that even though there is no subscription for the cameras, she is able to call SSD Cabling and get support when needed - so even though she wishes she had better cameras, she is very happy with the service from SSD Cabling.

Saint Pauls Rochester united Methodist Church

Kevin Fioch, Facilities Manager 724-813-2495

Kevin returned my call to provide a positive review of the work that SSD Cabling has done at Saint Paul's Church. He has had SSD Cabling install and support many projects over the years including an AiPhone Video Intercom system, cameras, networking, and the video door access system. Saint Pauls has an AiPhone Video Intercom on two doors, and he is planning for a third door. He said that he especially appreciates the mobile access controls, which he uses regularly to get alerts, see who is at the door, and grant access, all from his phone. Kevin said that Saint Pauls did not purchase the IXG series intercom that we have had quoted. Instead he installed a lower price model. But he said it was a good choice for them, and he is very satisfied with it.

First Baptist Church of Rochester

Kendra Pace, Office Manager 248-904-9520

Kendra answered my call and told me that First Baptist is very satisfied with the work that SSD Cabling did installing an AiPhone Video Intercom at her church.

Saline Area Schools

Jay Grossman, Director of Technology 734-401-4751 grossmaj@salineschools.org

Hi Jeff,

I am the Director of Technology for Saline Area Schools. Rex forwarded me your email regarding information about having worked with SSD cabling. Over the past year and a half I have worked with them on two projects. They installed all of our network cabling for our Operations building which was completed in November 2024 and for our Steam/Robotics and Weight Room additions to our high school which was completed in August 2025. I was very pleased with the work Amber, her husband Justin, and their team did to make sure the project was completed on time and to our specifications.

I'd be happy to answer any additional questions. Please feel free to reach out via email or my direct line, 734-401-4751.

Thank you,

OTHER NOTES

City of Novi

Pat Oleszkowicz, Information Technology

Jeff, the only [video intercom] I can think of [in City of Novi buildings] is used by Meadowbrook Commons. Looks like they are using a Brivo Access Control system. It was installed and upgraded by Everon. The salesperson is Jeff Brandt jeffbrandt@everonsolutions.com. You would need to contact Meadowbrook [and ask] how they like it.

White Lake Library

April Stevenson, Director astevenson@whitelakelibrary.org 248-698-4942

White Lake Library does not have an intercom system

Lyon Township Public Library

Marjorie Dixon, Technology Coordinator mdixon@ltpl.org 248-437-8800 ext 614 phone

Lyon Library has a video intercom but it is not Verkada or AiPhone, and it was not installed by SSD Cabling.

Howell Carnegie District Library

Jeremy Eden, IT Manager eden@howelllibrary.org (517) 546-0720 x192

Howel library has a video intercom but it is not Verkada or AiPhone, and it was not installed by SSD Cabling.

*The project scope was developed with assistance from Google AI tools. The project scope content was reviewed, edited, and approved by Jeffrey Smith to ensure accuracy. All other report data was compiled and written by Jeffrey Smith 1/30/2025



admin@ssdcabling.com
www.ssdcabling.com
248-717-1579

QUOTE No. 15382

Order No.
Valid for 30 days

Novi Public Library
45255 W 10 Mile Rd
Novi, MI,48375

Site: 45255 W 10 Mile Rd

Site Contact: Jeff Smith

Date: 11/20/2025

Intercom

Installation of cabling + material for new intercom and two desk stations
Includes touchscreen intercom with keypad on interface, may downgrade to standard DX
intercom with no keypad and **deduct \$848**
SSD to reuse all existing door hardware

Gateway added for mobile access

| Item | Quantity | Unit Price | Total |
|---|-----------|------------|------------|
| Aiphone IXG-2C7 IP Video Tenant Station with 7" LCD Touchscreen | 2.00 | \$566.45 | \$1,132.90 |
| Aiphone IXG-DM7-HIDA IP Video Entrance Station - Touchscreen | 1.00 | \$1,910.60 | \$1,910.60 |
| Cat6, 18/2, Connectivity, Material | 1.00 | \$306.00 | \$306.00 |
| Aiphone IXGW-TGW IXG Cloud Gateway Adaptor with Sim Card | 1.00 | \$1,240.15 | \$1,240.15 |
| Labor | 10.00 hrs | \$100.00 | \$1,000.00 |

Maintenance Plan

Extended Maintenance Plan - 5 years (@\$400/yr)
Includes 1 service visit (labor only) and 1 PM visit

| Item | Quantity | Unit Price | Total |
|-------|----------|------------|------------|
| Labor | 1.00 hrs | \$2,000.00 | \$2,000.00 |

| | |
|------------------|-------------------|
| Sub Total | \$7,589.65 |
| Tax | \$0.00 |
| Total | \$7,589.65 |

Please sign to accept the quote and return to our office.

Verkada Solution (TD63 w 5yr)

| Product Description | Qty | Price | Ext. Price |
|--|-----|------------|-----------------------------|
| Verkada Hardware | | | |
| TD63 Video Intercom Keypad | 1 | \$1,329.00 | \$1,329.00 |
| Apple 11-inch iPad, 128GB | 2 | \$426.00 | \$852.00 |
| iPad Stand | 2 | \$48.00 | \$96.00 |
| TD63 Angle Mount | 1 | \$266.00 | \$266.00 |
| Shipping and Handling | 1 | \$92.00 | \$92.00 |
| Challenger2 Install Material | | | |
| Materials - Subcontractor | 1 | \$665.00 | \$665.00 |
| Verkada Licensing | | | |
| <i>Solution Subscriptions - Unless explicitly indicated otherwise within this contract, the below term for these subscription services will automatically renew, absent at least ninety (90) days' notice of cancellation by Customer before the start of the renewal term. For subscription services that do not automatically renew, Customer must provide Sentinel with at least ninety (90) days' notice of its intention to renew the services and shall hold Sentinel harmless from any service interruption to result from the cessation of services due to Customer's failure to provide timely notice as stated herein.</i> | | | |
| Initial Term: 60 Months Requested Start Date: Upon Shipment Billing Model: Prepaid Renewal Term: Requote | | | |
| 5-Year Intercom License, Capacity Increase | 1 | \$695.00 | \$695.00 |
| 5-Year Desk Station License, Capacity Increase | 2 | \$695.00 | \$1,390.00 |
| | | | Subtotal: \$5,385.00 |

Professional Services

| Product Description | Ext Price |
|--|------------|
| Professional Services - Verkada Configuration & Project Management | \$1,295.00 |
| Subtotal: \$1,295.00 | |

Confidential Information Property of Sentinel Technologies, Inc.

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Installation Services

| Product Description | Ext Price |
|--|------------|
| Professional Services - Physical Install & Cabling | \$1,934.00 |
| Subtotal: \$1,934.00 | |



Verkada Employee Entrance Intercom

Prepared by:**Sentinel Technologies, Inc**

Patrick Bowles

pbowles@sentrinet.com

Prepared for:**City of Novi - Novi Public Library**

45175 Ten Mile Road

Novi, MI 48375

Jeffrey Smith

+12488697222

jsmith@novilibrary.org

Contract Information:**Contract # 016616**

Version: 8

Delivery Date: 02/01/2026

Expiration Date: 02/27/2026

Quote Summary

| Description | Amount |
|-------------------------------|-------------------|
| Verkada Solution (TD63 w 5yr) | \$5,385.00 |
| Professional Services | \$1,295.00 |
| Installation Services | \$1,934.00 |
| Total: | \$8,614.00 |



Verkada Option

| Product Description | Qty | Price | Ext. Price |
|--|-----|------------|-------------------|
| Intercom | | | |
| 5-Year Intercom License, Capacity Increase | 1 | \$1,469.16 | \$1,469.16 |
| Verkada TD63 Video Intercom Keypad | 1 | \$1,679.16 | \$1,679.16 |
| ACC-INT-ANGLE-3 - TD63 Angle Mount | 1 | \$335.16 | \$335.16 |
| Viewing Stations | | | |
| 5-Year Desk Station License, Capacity Increases | 2 | \$1,049.16 | \$2,098.32 |
| Apple 11-inch iPad, 128GB | 2 | \$418.80 | \$837.60 |
| Stouchi Tablet Stand | 2 | \$46.80 | \$93.60 |
| Cabling | | | |
| CAT6 - Keystone Jack - White - Snap-In | 6 | \$3.60 | \$21.60 |
| CAT6 - 1 Port Box - Surface Mount - White - Min Qty: 10 | 3 | \$2.16 | \$6.48 |
| CAT6 - Patch Cable - Blue - 3' | 3 | \$2.22 | \$6.66 |
| CAT6 - Patch Cable - Blue - 7' | 3 | \$3.24 | \$9.72 |
| CAT6 - Roll - Plenum - Blue - 1000' | 700 | \$0.31 | \$217.00 |
| Misc. Materials | | | |
| Project Materials, Installation Hardware and Consumables | 1 | \$210.00 | \$210.00 |
| Freight Charges | 1 | \$114.00 | \$114.00 |
| Subtotal: | | | \$7,098.46 |

Services

| Product Description | Qty | Price | Ext. Price |
|---------------------|-----|----------|-------------------|
| Installation | 16 | \$135.00 | \$2,160.00 |
| Programming | 4 | \$160.00 | \$640.00 |
| Project Management | 2 | \$135.00 | \$270.00 |
| Engineering | 1 | \$135.00 | \$135.00 |
| Subtotal: | | | \$3,205.00 |



Aiphone Option

| Product Description | Qty | Price | Ext. Price |
|--|-----|------------|------------|
| Intercom | | | |
| SURFACE MOUNTED IP VIDEO DOOR STATION | 1 | \$1,046.02 | \$1,046.02 |
| Viewing Stations | | | |
| IP Video Intercom Master Station, Black | 2 | \$1,331.51 | \$2,663.02 |
| Mobile Gateway and Licensing | | | |
| Aiphone IXG Series Mobile App Gateway | 1 | \$1,226.15 | \$1,226.15 |
| Cabling | | | |
| CAT6 - Keystone Jack - White - Snap-In | 6 | \$3.60 | \$21.60 |
| CAT6 - 1 Port Box - Surface Mount - White - Min Qty: 10 | 3 | \$2.16 | \$6.48 |
| CAT6 - Patch Cable - Blue - 3' | 3 | \$2.22 | \$6.66 |
| CAT6 - Patch Cable - Blue - 7' | 3 | \$3.24 | \$9.72 |
| CAT6 - Roll - Plenum - Blue - 1000' | 700 | \$0.31 | \$217.00 |
| Misc. Materials | | | |
| Project Materials, Installation Hardware and Consumables | 1 | \$210.00 | \$210.00 |
| Freight Charges | 1 | \$114.00 | \$114.00 |

Subtotal: **\$5,520.65**

Services

| Product Description | Qty | Price | Ext. Price |
|---------------------|-----|----------|------------|
| Installation | | | |
| Programming | 4 | \$160.00 | \$640.00 |
| Project Management | 2 | \$135.00 | \$270.00 |
| Engineering | 1 | \$135.00 | \$135.00 |

Subtotal: **\$3,205.00**

Finance Committee – Meeting held on: January 12 and 22, 2026

1/12 and 1/22/26: Director Farkas received further guidance on the 26/27 budget relating to millage information, salaries and a benchmark for fund balance.

2025 – 2026 GOALS:

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

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

2/5/26: Director Farkas sent out a draft letter regarding donations for the 65th Anniversary for local businesses to the Committee to review.

2025 – 2026 GOALS:

1. Continuing support with Friends of Library; more board presence at their events
2. Support of the 65th Anniversary Event – October 2025
3. Providing support for telling the Library's story and future funding needs

Strategic Planning Committee – No Meeting Held**2020 – 2026 GOAL:**

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

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

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

DEI Committee – Meeting held on: No meeting held**2025-2026 GOAL:**

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

COMMUNICATIONS – N/A



Library Board Monthly Meetings

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

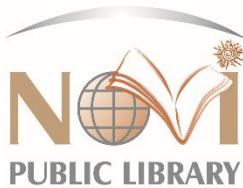
2026

| | |
|--------------|---|
| 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