

## Agenda

Novi Public Library Board of Trustees

Thursday, January 8, 2026

at 7:00 p.m.

Location: City of Novi, Council Chambers

### ***Mission: Cultivate Learning, Inspire Creativity, Foster Inclusivity***

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

### **Call to Order by President, Mark Sturing**

### **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: December 11, 2025 –Regular Board Meeting .....	4-12
2. Approve Claims and Warrants of:	
A. Accounts 271and 272 (#658) .....	13-15

### **Presentations**

1. ....	N/A
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### **Public Comment**

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

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

### **Reports**

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

**Public Comment – see language above to be recited**

**Committee Reports**

1. **Policy Committee:** Review current public policies for the Library  
(Chair: Burke, Bartlett and Gawalapu, Staff Liaison – Julie Farkas)
  - Meeting held on: December 16, 2025
  - iCube Usage Policy (2<sup>nd</sup> Reading) .....
2. **HR Committee:** Review HR Policies for the Library, Director Review & Goals  
(Chair: Crawford, Dooley, Halvangis, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)
  - Meeting held on: No meeting held; Director Update .....
3. **Building & Grounds Committee:**  
(Chair: Gawalapu, Sturing, Halvangis (Staff Liaison – Julie Farkas)
  - Meeting held on: No meeting held; Director Update .....
4. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation  
(Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)
  - Meetings held on: No meeting held
5. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities  
(Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)
  - Meeting held: No meeting held
6. **Strategic Planning Committee:**  
(Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Dana VanOast, Info Services)
  - Next meeting: No meeting held
7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**  
(Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)
  - No Meeting held; No meeting held

8. **DEI: Diversity, Equity and Inclusion Committee**

(Chair: Halvangis, Dooley, Crawford, Halvangis (Staff Liaison – Julie Farkas)  
 • Meeting held on: No meeting held

**Matters for Library Board Action**

1. 2<sup>nd</sup> Reading: iCube Usage Policy ..... 62-64

**Communications**

1. ..... N/A

**Closed Session**

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

**Adjournment**

**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

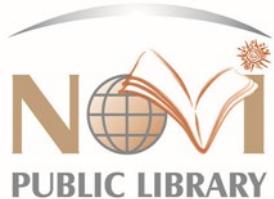
**Cultivate Learning. Inspire Creativity. Foster Inclusivity.**

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

<http://www.novilibrary.org>

## MINUTES

## Initial Draft

**Agenda**

Novi Public Library Board of Trustees

Thursday, December 11, 2025

at 7:00 p.m.

Location: City of Novi, Council Chambers

**Call to Order by President, Mark Sturing**

Novi Civic Center, Council Chambers

Called to order by President Mark Sturing at 7:00

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Roll Call by Secretary, Karla Halvangis****Library Board – 7 board members were recorded present**

Mark Sturing, President

Kat Dooley, Vice-President

Brian Bartlett, Treasurer

Karla Halvangis, Secretary

Lori Burke, Board Member

Kathy Crawford, Board Member

Ajeeta Gawalapu, Board Member

**Student Representatives**

Positions not filled at this time

**Library Staff**

Julie Farkas, Director

**Approval of Agenda.....1-3**

**Motion to approve**

Trustee Dooley: Proposed adding Dana VanOast under presentations to present the Annual Report to the Board.

**Motion:** To approve the Agenda with proposed amendment

Motion for Approval – 1<sup>st</sup> – Trustee Dooley

2<sup>nd</sup> – Trustee Gawalapu

**Motion passes – 7-0**

**Consent Agenda**

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

**Motion:** To approve the Consent Agenda as presented

Motion for Approval – 1<sup>st</sup> – Trustee Burke  
2<sup>nd</sup> – Trustee Crawford  
**Motion passes – 7-0**

### **Presentations**

2. Dana VanOast: Novi Public Library Annual Report .....N/A

Dana VanOast: Ms. VanOast remarked that this is her 7<sup>th</sup> annual report presentation. Expressed her appreciation for having the opportunity to put together all of the statistics, pictures, and accomplishments to showcase the impact our library has on our community. Marked first full year of working toward the goals outlined in the Strategic Plan. Presented digital report. Pointed out President Sturing's letter and the "Impact on the Community" graphic. Highlighted accomplishments from the '24-'25 fiscal year including usage, events, technology, facilities, outreach, and staffing. Usage and participation are up. Thanked The Friends for their contributions. Directed attention to the link to the Strategic Plan that is available online.

Celebrated 65<sup>th</sup> Anniversary in October – currently working to raise funding toward our goal of \$65,000 to help with the youth area renovations (as of 10/9, a little over \$51,000 raised already) – and are looking forward to some projects for upgrades to the building including a new materials handling machine and front doors. There is a link to the fundraising video and a link where residents can donate. Thanked sponsors and donors for their generous donations. Reemphasized the contributions from The Friends.

Going forward, she is working on telling NPL's impact story with a "Your Library, Your Story" campaign. Highlighted a couple of positive comments from social media regarding our services and programming.

Pointed out the financial graphics that illustrate how we've utilized our funding.

Thanked the Board and the Director for their ongoing leadership and support, and the staff for their dedication, creativity, and hard work, as well as community members for their support and patronage, helping our library become stronger and more essential for our community with every interaction.

The Board members thanked Dana.

Trustee Sturing: Thanked Dana for putting the information together in a colorful, dramatic handout.

Trustee Burke: Echoed Mark's sentiment and acknowledged Dana's hard work as part of the committee.

Ms. VanOast: Thanked Trustee Dooley and Trustee Burke for their help reviewing everything over the course of a couple months.

Director Farkas: Dana will be presenting the report at Monday's city council meeting on Dec. 15. She and Trustee Sturing will be at the meeting to support her. Invited trustees to join if they are interested.

### **Public Comment**

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No public comment

### **Reports**

5. Student Representatives Report – No Report .....	17
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Director Farkas: Still seeing great numbers in teen space even though it's heading into the holidays.

6. President's Report (Mark Sturing)	
D. 12/4/25: Memo to Mayor Fischer and Novi City Council RE: Novi Library Future Finances.....	18-20
E. Budget Meetings: Saturday, January 17 <sup>th</sup> 10am-2pm; Thursday, February 5 <sup>th</sup> 5-8pm	
F. 2025-2026 Board Committee Assignments .....	21

Trustee Sturing: Pointed out the memo that has been delivered to City Council for Monday's meeting.

Director Farkas: Indicated that the information has already been presented to city council members. Monday will be about addressing the annual report, but she will be happy to answer any questions that council members may have. She is hoping the information in the memo will help start the conversation that will continue into January and February around budgeting.

Trustee Sturing: Reminded of budget meeting dates. Notified the Board that he will not be in attendance for the second meeting. Acknowledged and showed appreciation for Trustee Gawalapu's service as a library board member and specifically as the chair of the Building and Grounds Committee. She decided not to run again, and her last meeting will be tonight.

Trustee Crawford: Historical Commission presented at Fox Run in November – the day before Thanksgiving. Presented on miniature store – Matt Moren's store. When they present there, their presentation goes to all the residents' rooms. Many residents moved from all over and are happy to hear about Novi. Sunday, a full bus went downtown to see the Nutcracker. All trips include a stop for lunch or dinner. "We are more than books."

Trustee Dooley: Many attended the swearing in of the mayor and council members. Happy to continue to work with Mayor Fischer and new members. Fun event.

Trustee Sturing: Nice dinner of appreciation at the Hub. Different venue worked out nicely.

Trustee Burke: Four of us were there and they acknowledged people's anniversary of service, including lifetime achievement for Dr. Mav Sanghvi.

7. Treasurer's Report (Brian Bartlett)	
G. 2025-2026 Library Fund Budget 271.....	22-25
H. 2025-2026 Contributed Fund Budget 272.....	26
I. Financial Report November 2025.....	27
J. Library Fund 271 Expenditure & Revenue Report as of November 30, 2025.....	28-30
K. Library Fund 272 Contributed Fund as of November 30, 2025.....	31-32
L. Balance Sheets for Funds 271 and 272 as of November 30, 2025.....	33-34

Trustee Bartlett: Pages are out and we have some challenges ahead. The items in yellow – the extra million dollars – is not there at this point. It still has to go through City Council. The survey was based on 2020 numbers. Some of the numbers are outdated due to inflation and no influx in population in southeastern Michigan. Those numbers per city – the \$76 and the \$82 today is more like \$84 and \$90. That's what other cities are funding their libraries at. Appreciated the simple formula Rethinking Libraries used: Money spent divided by residents. The most important thing to focus on in our discussions with City Council is taking the top line of the 271 account, which is just under four million dollars, and divide it by 67,000 people, we are expected to do things for \$58 or \$59 per person. The averages for other communities are in the \$80-\$90 range.

Trustee Burke: You're just using tax revenue. Not anything extra. Not what we're hoping to get in the future.

Trustee Bartlett: Yes. We are only using the hard and fast tax revenue. Take the top line and divide it by roughly 67,000 residents

Trustee Dooley: Wonders if we're asking for enough to carry us through.

Trustee Bartlett: We are still asking to fund our libraries at a 10% discount from other peer libraries.

Trustee Dooley: Just wants to make sure we're confident with what we're asking that'll it will last us how long?

Trustee Bartlett: Five to ten years. But this should get us by for about the next ten years.

Trustee Sturing: Novi has a reputation for delivering more and costing less – from the education standpoint, from the library standpoint, to public services. Echoed Brian's comments about the information from Rethinking Libraries being three to four years old.

Trustee Crawford: Looking over the data from RTL: "Novi Public Library's total usage per dollar of funding is one of the highest our firm has ever worked with." Using comparisons near and far – NPL is a star library. A message like that coming from a firm like theirs that works with all kinds of libraries is the story we should be telling every day.

Trustee Bartlett: Reminded that our community is very supportive. The new building would not have been built without the Walker Fund – over a million dollars given to the building of the Library. Talked about the same with Lakeshore Park – brought to fruition by someone giving us naming rights for the first three years. We're building infrastructure based on the community saying, "We're going to put our money into it." That's an important part of this discussion when you're talking about saving money for the citizens.

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

Director Farkas: Started with staff years of service anniversaries, expressing appreciation for all their efforts. Getting ready for Polar Prizes at Lakeshore Lending Library.

Fundraising over \$51,000! Donations continue to come in – including taking a call from someone who is working with financial advisor to make a donation through The Friends organization. Sending letters to businesses. AMH machine coming! Will be closures beginning in December into January. Pointed out the other manager and supervisor reports.

Trustee Burke: Noted that it may be possible to use part of required minimum distribution from retirement accounts and not pay taxes on that distribution. Consult tax advisor.

Trustee Sturing: Asked Director to look into library usage based on drive up numbers and discrepancies. Now we're only showing 600 per month. Based on the volume of books we're getting in, it seems like we should be more than 600 per month. Wants to know if there's a way to verify.

Director Farkas: Thinks old system double counted. New security points out by each car. Thinks the numbers are more accurate.

Discussion about patron usage for drive up versus foot traffic. Discussion about how the AMH is used – for drive up, and in person. Asked Director to check on numbers of books coming into drive up per day.

Director Farkas will look into the number of materials that come through just the drive-up return slot.

### **Public Comment**

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No Public Comment

## Committee Reports

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

- Meeting held on: November 18, 2025 by Zoom ..... 69
- Computer & Internet Usage Policy ..... 69-75
- Meeting Room Rental and Usage Policy ..... 76-81
- iCube Usage Policy ..... 81-84

10. **HR Committee:** Review HR Policies for the Library, Director Review & Goals  
(Chair: Crawford, Dooley, Halvangis, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)

- Meeting held on: no meeting held; update on Recording Secretary Position ..... 84

Trustee Halvangis: Noted that we received applications from a number of qualified candidates. Interviews were held and the committee is in the decision-making process.

11. **Building & Grounds Committee:**  
(Chair: Gawalapu, Sturing, Halvangis (Staff Liaison – Julie Farkas)

- Meeting held on: meeting held on December 2, 2025 ..... 85-88

12. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation  
(Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)

- Meetings held on: No meeting held ..... N/A

13. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities  
(Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)

- Meeting held: 12/1/25; final review of the Annual Report 2024/2025 ..... 89

14. **Strategic Planning Committee:**  
(Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Dana VanOast, Info Services)

- Next meeting: no meeting held ..... N/A

15. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**  
(Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)

- No Meeting held; no meeting held ..... N/A

16. **DEI: Diversity, Equity and Inclusion Committee**  
(Chair: Halvangis, Dooley, Crawford, Halvangis (Staff Liaison – Julie Farkas)

- Meeting held on: no meeting held ..... N/A

## Matters for Library Board Action

2. 2<sup>nd</sup> Reading: Approve revisions to the Computer & Internet Usage Policy ..... 69-75

**Motion:** To approve the revisions to the Computer & Internet Usage Policy

Motion – 1<sup>st</sup> – Trustee Dooley  
2<sup>nd</sup> – Trustee Burke

Trustee Sturing: Observed the changes reflected what we had discussed in our last meeting.

Director Farkas: Agreed and reported that the staff agreed as well.

**Motion Passes – 7-0**

3. 2<sup>nd</sup> Reading: Approve revisions to the Meeting Room Rental & Usage Policy ..... 76-81

**Motion:** To approve the revisions to the Meeting Room Rental & Usage Policy

Motion – 1<sup>st</sup> – Trustee Crawford  
2<sup>nd</sup> – Trustee Dooley

**Motion Passes – 7-0**

4. 1<sup>st</sup> Reading: iCube Usage Policy ..... 81-84

Director Farkas: Pointed out that with the Computer Usage Policy, some changes needed to be made for the iCube as well.

Trustee Halvangis: Recommended two grammatical changes.

Director Farkas: Has a meeting scheduled next week with the Policy Committee before it comes to a vote.

**No Vote**

5. Recommendation from Building and Grounds Committee: Approve a not to exceed \$8,000 for the fee proposal by MCD Architects for design for the main entry renovations for the Novi Public Library (which includes bid package documents and standard construction administration services throughout the project) ..... 85-87

**Motion:** To approve a not-to-exceed contract for \$8,000 for the fee proposal by MCD Architects for the design for the main entry renovations for the Novi Public Library (which includes bid package documents and standard construction administration services throughout the project)

Trustee Sturing: Reminded that this is not construction – just plans and supervision.

Director Farkas: Targets end of May to early June for construction project.

Motion – 1<sup>st</sup> – Trustee Crawford  
2<sup>nd</sup> – Trustee Dooley

**Motion Passes – 7-0**

6. Recommendation from Building and Grounds Committee: Approve a not to exceed \$10,111.20 by Crossbeam Building Contractors for building modifications in preparation of the new Automated Material Handling System installation in January 2026 ..... 87-88

**Motion:** To approve a not-to-exceed contract for \$10,111.20 by Crossbeam Building Contractors for building modifications in preparation of the new Automated Material Handling System installation in or around January 2026

Motion – 1<sup>st</sup> – Trustee Crawford  
 2<sup>nd</sup> – Trustee Burke

Director Farkas: Had about \$7500 budgeted, but it is more.

Trustee Sturing: Difficult to get qualified contractors to bid in \$10,000 contracts. Credit to staff for getting the bids.

Director Farkas: Thanked Maryann Zurmuehlen, Assistant Director for Operations, for her considerable efforts to get feedback from contractors.

Trustee Dooley: Asked how long the old AMH lasted

Director Farkas: Over fifteen years

Trustee Dooley: Wondered if keeping the AMH running over closures would add to wear and tear on the machine.

Trustee Sturing: It would only add a few days a year and the machine shuts off when not being used.

Director Farkas: Acknowledged that part of the concern with running the AMH during breaks was about trust in the machine, and the newer equipment will allay some fears of breakdown. There are also safeguards in place that make checking the system easier when the building is closed.

### **Motion Passes – 7-0**

#### **Communications**

2. ..... N/A

#### **Closed Session**

2. No session scheduled at this time ..... N/A

Director Farkas: Pointed out that there will be a closed session scheduled in January for the Director's mid-year review. Trustee Dooley will get information out in the next couple weeks.

#### **Adjournment**

**Motion:** To adjourn at 7:58

Motion – 1<sup>st</sup> – Trustee Halvangis  
 2<sup>nd</sup> – Trustee Crawford

### **Motion Passes – 7-0**

#### **Supplemental Information**

- Library Board Calendar 2025..... 91
- Library Closings 2025 ..... 92
- Library Board Calendar 2026..... 93
- Library Closings 2026 ..... 94

**2025 Future Events:**

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

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**WARRANTS (Provided by Bindhya Raja, Bookkeeper)**

<b>Warrant 658</b>	<b>Acct 271</b>		
<b>Payable to</b>	<b>Description</b>	<b>Account number</b>	<b>Invoice Amount</b>
Quill	office supplies	271-000.00-727.000	\$ 192.26
Knight technology	December - Monthly DATTO	271-000.00-734.000	\$ 700.00
Knowbe4	Subscription	271-000.00-734.000	\$ 2,978.90
Library Network	Deep Freeze; WinSelect; Open DNS	271-000.00-734.000	\$ 715.00
TechSoup	Cloud License 12/12/2025 - 1/11/2026	271-000.00-734.000	\$ 93.60
Amazon	iCube	271-000.00-734.500	\$ 125.89
Amazon	Supplies - Ref Desks	271-000.00-734.500	\$ 283.43
HP	5yr.warranty (3) printers;12/2025 - 12/2030	271-000.00-734.500	\$ 660.00
Amazon	Hot Air Gun	271-000.00-740.000	\$ 18.98
Amazon	Cable Zip Ties	271-000.00-740.000	\$ 6.99
Amazon	binder rings, envelopes, index cards	271-000.00-740.000	\$ 57.80
Quill	SS Dept Toner Cartridge	271-000.00-740.000	\$ 637.00
Demco	library carts - 4	271-000.00-740.200	\$ 1,965.69
ABDO	books	271-000.00-742.000	\$ 1,512.40
Amazon	books	271-000.00-742.000	\$ 650.31
Barnes & Noble	books	271-000.00-742.000	\$ (216.00)
Brodart	books	271-000.00-742.000	\$ 13,353.71
Cengage	books	271-000.00-742.000	\$ 382.27
Center Point Large Print	books	271-000.00-742.000	\$ 103.08
Center Point Large Print	books	271-000.00-742.000	\$ 25.17
Center Point Large Print	books	271-000.00-742.000	\$ 73.71
Chau,Luna! Books	books	271-000.00-742.000	\$ 324.56
Lakeshore Learning	books	271-000.00-742.000	\$ 229.96
Rosen Publishing	books	271-000.00-742.000	\$ 2,107.33
Brodart	books	271-000.00-742.010	\$ 157.34
Springfield Township Library	Lost item	271-000.00-742.100	\$ 20.00
Library Ideas	744.400	271-000.00-744.000	\$ 584.72
Library Ideas	744.400	271-000.00-744.000	\$ 658.55
Library Ideas	744.400	271-000.00-744.000	\$ 732.37

Midwest Tape	744.520	271-000.00-744.000	\$ 1,817.44
Overdrive	ebook/audiobooks	271-000.00-745.200	\$ 3,388.68
Overdrive	ebook/audiobooks	271-000.00-745.200	\$ 5,248.31
GDI	November	271-000.00-817.000	\$ 7,280.00
Ooma	12/1/25 - 12/31/25	271-000.00-851.000	\$ 109.70
		271-000.00-851.000	
Telnet	December	271-000.00-851.000	\$ 923.17
T-Mobile	10/25/25 - 11/24/25	271-000.00-851.000	\$ 1,042.78
Verizon	November	271-000.00-851.000	\$ 1,104.71
Chicago Distribution Cntr	Bookmarks; Poster	271-000.00-880.000	\$ 95.60
Muniweb	Website - November	271-000.00-880.000	\$ 311.00
Amazon	Programming	271-000.00-880.268	\$ 542.68
McCormick Consulting	Gather & Grow Taste the Season	271-000.00-880.268	\$ 400.00
SAMS - CC	Programming supplies - CC	271-000.00-880.268	\$ 183.93
SAMS - CC	Programming Supplies - CC	271-000.00-880.268	\$ 19.56
Canon	Printing	271-000.00-900.000	\$ 712.67
DTE	due 12/16/25	271-000.00-922.000	\$ 7,607.07
DTE	due 1/13/26	271-000.00-922.000	\$ 7,047.97
Aero Filter	Air filters	271-000.00-934.000	\$ 871.92
Amazon	supplies	271-000.00-934.000	\$ 408.34
Amazon	supplies - CM	271-000.00-934-000	\$ (169.60)
Amazon	supplies - CM	271-000.00-934.000	\$ (238.74)
Anango	Dec. Deep Cleaning Restrooms	271-000.00-934.000	\$ 420.00
Dalton	Carpet cleaning	271-000.00-934.000	\$ 1,000.00
Home Depot	Poinsettias	271-000.00-934.000	\$ 95.40
Home Depot	cleaning supplies	271-000.00-934.000	\$ 36.92
Imperial Dade	cfold towels, liners, toilet tissue, face tissue	271-000.00-934.000	\$ 988.25
North Star	11/6/2025 - 11/27/25	271-000.00-934.000	\$ 257.96
Perfect Cleaners	Table Cloth	271-000.00-934.000	\$ 24.00
SAMS - CC	Hand sanitizer, batteries, liq. Laundry	271-000.00-934.000	\$ 82.16
Sanitor	Toilet seat covers	271-000.00-934.000	\$ 234.22

Brien's	2 of 3 Snow Contract	271-000.00-936.300	\$ 2,194.50
TruGreen	Ice Melt	271-000.00-936.300	\$ 475.30
Canon	Lease	271-000.00-942.000	\$ 1,010.00
Corrigan	12/1-12/31 Storage Unit	271-000.00-942.100	\$ 28.06
MCLS	A.Birmingham-Cataloging with Variant Titles	271-000.00-956.000	\$ 60.00
MCLS	S.Mominee-Cataloging with Variant Titles	271-000.00-956.000	\$ 60.00
MCLS	J.Ehrmann-Cataloging with Variant titles	271-000.00-956.000	\$ 60.00
MCLS	A.Birmingham-MARC fixed fields	271-000.00-956.000	\$ 80.00
		<b>TOTAL</b>	<b>\$ 74,948.98</b>

<b>Warrant 658</b>		<b>Acct 272</b>	
<b>Payable to</b>	<b>Description</b>	<b>Account number</b>	<b>Invoice Amount</b>
			\$0.00
	<b>TOTAL 272</b>		<b>\$0.00</b>

**December 2025 Library Board Student Representatives Report**  
No Report this month

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

**Monthly Attendance in Teen Space August 2025 – May 2026:**

Month	Total Attendance
August	153
September	956
October	871
November	694
December	631 * no Teen Space 12/10, 12/22/25 – 1/2/26
<b>TOTAL to DATE</b>	<b>3305</b>

\*\*The first Mayor's Youth Forum meeting will be held on Tuesday, January 20<sup>th</sup> 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.

## PRESIDENT'S REPORT

## A recap of news that shaped a tumultuous year for libraries and library workers

### FREEDOM TO READ FACES FEDERAL SCRUTINY

Following the **Trump administration's executive orders** targeting diversity, equity, and inclusion (DEI), the US Naval Academy removed nearly 400 books deemed DEI-related from its Nimitz Library (later returning most of them to circulation). Meanwhile, in April, the Supreme Court heard arguments in *Mahmoud v. Taylor*, a case brought by parents wishing to opt their children out of instruction that incorporates books with LGBTQ+ themes at Montgomery County (Md.) Public Schools. The Court ruled 6–3 in June that the district violated families' First Amendment rights in not allowing such opt-outs.

### NEW LEADERSHIP AT ALA

**Dan Montgomery** joined the American Library Association (ALA) as executive director on November 10, succeeding Leslie Burger, who had served as executive director on an interim basis since November 2023. Montgomery was previously president of the Illinois Federation of Teachers.



### A WIN FOR FEDERAL LIBRARY FUNDING

On March 14, President Trump signed an executive order to **dismantle the Institute of Museum and Library Services** (IMLS), leaving many state libraries to cope with staffing and service cuts. Lawsuits to protect IMLS were filed in response, one by a coalition of 21 attorneys general, another from ALA and the American Federation of State, County, and Municipal Employees. On November 21, in response to the lawsuit filed by the attorneys general, the US District Court for the District of Rhode Island struck down the administration's efforts, ruling that they were unconstitutional. By December 3, IMLS had reinstated all federal grants.



## ALA INITIATIVES TO SUPPORT LIBRARIES

ALA kicked off 2025 with *Show Up for Our Libraries*, an advocacy campaign designed to engage elected officials and policymakers to protect libraries, their funding, and the freedom to read. The following month, the Association unveiled a companion public supporter program to invite the general public to contribute donations to the movement ([bit.ly/ALA-Public](https://bit.ly/ALA-Public)).



## LIBRARIANS IN THE PUBLIC EYE

Last year saw the release of a handful of **librarian-focused documentaries**, including *The Librarians*, which hit the big screen in October, and *Free for All: The Public Library*, which



aired on PBS. Ionia (Iowa) Public Library Director India May, meanwhile, raised the librarian profile by announcing her candidacy for a seat in the state's House of Representatives, following other librarian candidates in recent years in Indiana, Ohio, and Utah.

## LIBRARY OF CONGRESS UNDER ATTACK

On May 8, Trump abruptly fired **Librarian of Congress Carla Hayden**, with the White House later claiming that she promoted DEI at the institution. Two days later, Trump fired Register of Copyrights Shira Perlmutter. A federal court reinstated Perlmutter while she challenges the legality of her removal.



## SHUTDOWN LEAVES LIBRARIES IN LIMBO

The longest **federal government shutdown** in US history, which ended November 12, halted the work—and paychecks—of library workers at IMLS, the Library of Congress, and other agencies. At its outset, ALA warned that some federal and state funding for the 2025 fiscal year that had yet to be drawn down may be impacted and could delay future grants libraries rely on.

## A SETBACK FOR BROADBAND ACCESS

In May, the Trump administration cut the \$2.8 billion **Digital Equity Act grant program**, designed to close the nationwide broadband gap. Passed in 2021, the act distributes funds for libraries and other institutions to use toward tech support and equipment upgrades for communities with limited digital access.



## THREATS TO E-RATE

It was a mixed year for the federal **E-Rate program**, which provides funding for broadband access to libraries and schools. In June, the Supreme Court upheld the constitutionality of the Universal Service Fund, which includes the E-Rate program. However, in September, the Federal Communications Commission voted to rescind funding for library and school Wi-Fi hotspot lending programs previously approved in 2024.

## ALA FORWARD INTRODUCED

In early 2025, the **Association launched ALA Forward**, an initiative designed to improve member engagement and ensure financial stability. It includes three projects: a new strategic plan; a program assessment (reviewing the impact and value of programs at ALA); and an organizational assessment (reviewing staff operations, structure, and processes).

ALA Forward's evaluations concluded last summer, and implementation of its recommendations is ongoing.



Photo: iStock/Adobe Stock (msz)

Photo: Steven Nagy/WireImage (Hayden); iStockphoto/Adobe Stock (Wi-Fi); Luke Fildes/In Pictures/The Library of Congress



### TRUMP EDITS FEDERAL RECORDS

Shortly after his inauguration, Trump issued a slew of executive orders that affected **federal data and information**. As demanded by Executive Order 14172, the Library of Congress revised 45 subject headings on February 18, notably changing "Mexico, Gulf of" to "America, Gulf of" and "Denali, Mount (Alaska)" to "McKinley, Mount (Alaska)." Archivists scrambled to preserve thousands of federal data sets and web pages that were altered or removed in response to Trump's orders, including environmental data, signage in national parks, and Centers for Disease Control and Prevention findings.

### BAKER & TAYLOR ANNOUNCES CLOSURE

On October 6, the nearly 200-year-old book distributor **Baker & Taylor** (B&T) told employees it had begun shutting down business operations. B&T had faced financial difficulties in recent years, and its primary creditor had declared its loans to be in default. B&T was a major provider of books for public libraries, and its closure disrupted supplies as those libraries sought new vendors.

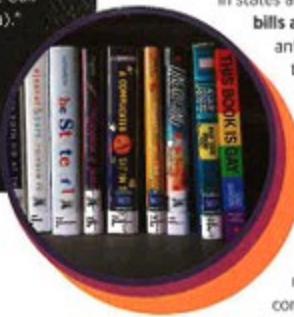


BAKER & TAYLOR

### LIBRARIES WEATHER LOS ANGELES FIRES

Multiple **wildfires raged** across Los Angeles in January, destroying tens of thousands of acres across Southern California, including the Los Angeles Public Library's Palisades branch. Amid the devastation, area libraries acted as hubs for internet access, power, masks, and information about recovering from the disaster.

Photo: CALLIE REYNOLDS/GETTY IMAGES/STOCK PHOTO



### MORE BATTLES FOR AND AGAINST STATE BOOK BANS

In states across the country, **book banning bills and laws** persisted—as did anticensorship efforts and rulings to counter them. In July, New Hampshire Gov. Kelly Ayotte (R) defied her party by vetoing a bill that would make it easier for parents to remove books from school libraries. In August, US District Judge Carlos Mendoza deemed Florida's efforts to restrict school materials that "describe sexual conduct" vague and unconstitutional. And in September, a law that allows Texas parents to form councils that could flag books for removal from school libraries went into effect.

### GRAPPLING WITH AI

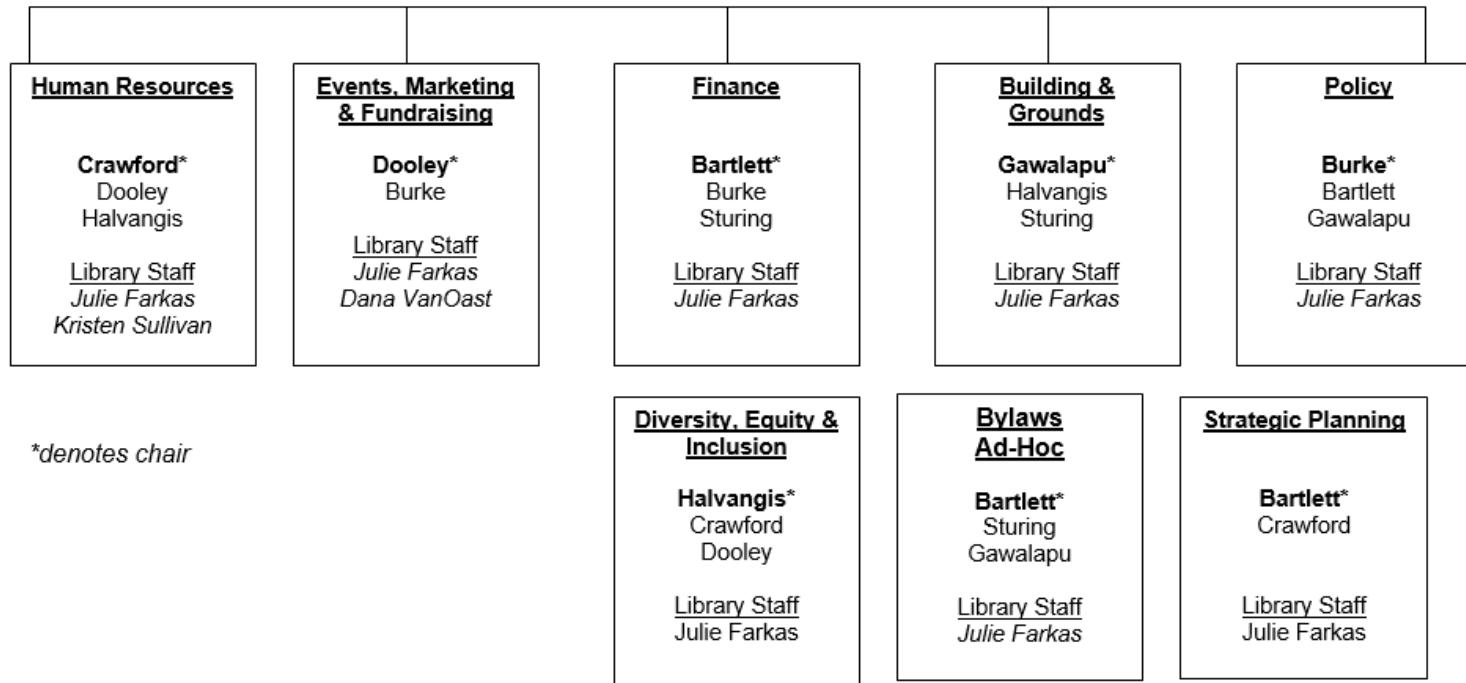
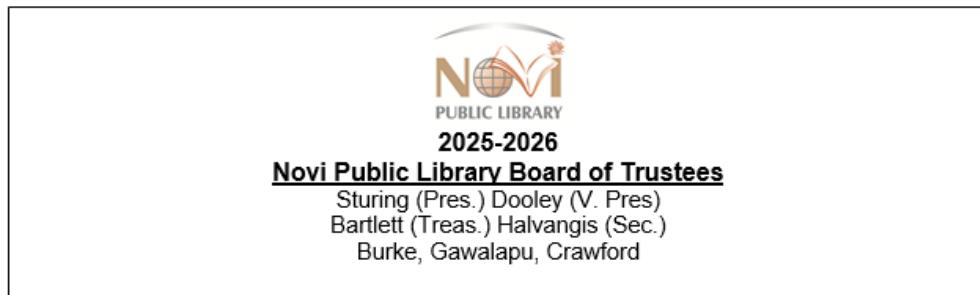
**Use of artificial intelligence (AI)** continued to evolve in 2025. In one major legal decision last summer, a court ruled that it was acceptable for AI company Anthropic to use legally purchased copyrighted materials to train its large language model but not for it to train on pirated works. Meanwhile, libraries grappled with unlabeled AI content in their collections and suffered server disruptions caused by bots scraping the internet for training materials. Librarians also worked with this technology, leveraging AI to improve accessibility of collections and forming committees to ensure ethical AI use.



**Thank you Ajeeta Gawalapu!**

On December 16, 2025, members of the Board Policy Committee and I presented Ajeeta Gawalapu with a certificate of appreciation for serving on the Library Board for three years and participating in the Building and Grounds Committee and the Policy Committee. We appreciate your service to NPL and wish you the best!





\*denotes chair

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

2025-2026 Library Budget 271 1st Qtr. With Reserve Study Information		2023-2024 Audited	2024-2025 Unaudited	2025-2026 Approved	2025-2026 Approved 9/11/25 1st Qtr.	2026-2027 Projected	2027-2028 Projected	2028-2029 Projected	2029-2030 Projected
Revenues		10/30/2024	6/30/2025	2/13/2025		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
<b>Total Revenues</b>		<b>3,827,332.74</b>	<b>4,025,544.32</b>	<b>4,009,420.00</b>	<b>4,027,387.71</b>	<b>4,090,141.00</b>	<b>5,221,426.58</b>	<b>5,336,516.38</b>	<b>5,455,558.87</b>

2025-2026 Library Budget 271		2023-2024	2024-2025	2025-2026	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
Expenditures		Audited	Unaudited	Approved	Approved	Projected	Projected	Projected	Projected
<b>Personnel Svcs.</b>									
<b>Account</b>	<b>Description</b>								
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	<span style="color: red;">-33,477.49</span>	<span style="color: red;">-38,382.06</span>	<span style="color: red;">-35,934.00</span>	<span style="color: red;">-41,400.00</span>	<span style="color: red;">-43,056.00</span>	<span style="color: red;">-44,778.30</span>	<span style="color: red;">-46,569.45</span>	<span style="color: red;">-48,432.30</span>
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
<b>Total Personnel Services</b>		<b>2,448,748.97</b>	<b>2,720,353.42</b>	<b>3,055,312.00</b>	<b>2,996,892.00</b>	<b>3,141,329.84</b>	<b>3,237,326.66</b>	<b>3,335,887.77</b>	<b>3,437,670.20</b>
<b>Supplies and Materials</b>									
<b>Account</b>	<b>Description</b>								
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
<b>Total Supplies &amp; Materials</b>		<b>641,275.81</b>	<b>713,933.57</b>	<b>790,200.00</b>	<b>792,700.00</b>	<b>814,000.00</b>	<b>832,900.00</b>	<b>853,000.00</b>	<b>873,400.00</b>

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
<b>Total Services &amp; Charges</b>		<b>670,066.27</b>	<b>675,419.61</b>	<b>784,150.00</b>	<b>762,250.00</b>	<b>794,650.00</b>	<b>824,550.00</b>	<b>844,050.00</b>	<b>870,950.00</b>

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
<b>Capital Outlay</b>									
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						
<b>Total Capital Outlay</b>		<b>34,074.28</b>	<b>29,275.44</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
995.272	Transfer to 272 RESERVE	<b>35,238.00</b>				<b>196,000.00</b>	<b>201,900.00</b>	<b>208,000.00</b>	<b>214,200.00</b>
###	Transfer to 271 from 272	0.00			241,377.00				
<b>Total Expenditures</b>		<b>3,829,403.33</b>	<b>4,138,982.04</b>	<b>4,629,662.00</b>	<b>4,551,842.00</b>	<b>4,945,979.84</b>	<b>5,096,676.66</b>	<b>5,240,937.77</b>	<b>5,396,220.20</b>
<b>Total Revenues</b>		<b>3,827,332.74</b>	<b>4,025,544.32</b>	<b>4,009,420.00</b>	<b>4,268,764.71</b>	<b>4,090,141.00</b>	<b>5,221,426.58</b>	<b>5,336,516.38</b>	<b>5,455,558.87</b>
<b>Net Revenue</b>		<b>-2,070.59</b>	<b>-113,437.72</b>	<b>-620,242.00</b>	<b>-283,077.29</b>	<b>-855,838.84</b>	<b>124,749.92</b>	<b>95,578.61</b>	<b>59,338.67</b>
<b>Current Fund Balance 271</b>		<b>2,596,669.43</b>	<b>2,483,231.71</b>	<b>1,862,989.71</b>	<b>2,200,154.42</b>	<b>1,344,315.58</b>	<b>1,469,065.50</b>	<b>1,564,644.11</b>	<b>1,623,982.78</b>
<b>FUND BALANCE TARGET 28%</b>		<b>1,072,233.00</b>	<b>1,158,915.00</b>	<b>1,296,305.00</b>	<b>1,270,603.00</b>	<b>1,380,195.00</b>	<b>1,422,029.00</b>	<b>1,456,503.00</b>	<b>1,505,136.00</b>

**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
<b>Revenues</b>									
<b>Interest Income</b>									
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)
<b>TOTAL</b>		<b>\$ 90,759.76</b>	<b>\$ 83,141.70</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>
699,271	Transfer from Library Fund 271 Reserve Study	35,238.00				196,000.00	201,900.00	208,000.00	214,200.00
<b>Donations</b>									
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						
<b>TOTAL</b>		<b>\$30,691</b>	<b>\$71,476</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>
<b>TOTAL Revenues</b>		<b>\$ 156,688.28</b>	<b>\$ 154,617.72</b>	<b>\$ 35,000.00</b>	<b>\$ 35,000.00</b>	<b>\$ 231,000.00</b>	<b>\$ 236,900.00</b>	<b>\$ 243,000.00</b>	<b>\$ 249,200.00</b>
<b>Expenditures</b>									
<b>Supplies</b>									
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
<b>TOTAL</b>		<b>\$100,278</b>	<b>\$21,784</b>	<b>\$93,000</b>	<b>\$93,000</b>	<b>\$63,500</b>	<b>\$98,900</b>	<b>\$89,300</b>	<b>\$86,100</b>
<b>Capital Outlay</b>									
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
	<b>Transfer to 271 Account</b>				241,377.00				
<b>TOTAL</b>		<b>\$ 111,045.89</b>	<b>\$ 134,036.36</b>	<b>\$ 300,800.00</b>	<b>\$ 637,177.00</b>	<b>\$ 37,300.00</b>	<b>\$ 37,300.00</b>	<b>\$ 37,300.00</b>	<b>\$ 37,300.00</b>
<b>TOTAL Expenditures</b>		<b>\$211,324</b>	<b>\$155,821</b>	<b>\$393,800</b>	<b>\$730,177</b>	<b>\$100,800</b>	<b>\$136,200.00</b>	<b>\$126,600.00</b>	<b>\$123,400.00</b>
Beginning Fund Balance Yr. End		<b>\$ 1,698,587.10</b>	<b>\$ 1,643,951.09</b>	<b>\$ 1,516,217.00</b>	<b>\$ 1,642,748.19</b>	<b>\$ 947,571.19</b>	<b>\$ 1,077,771.19</b>	<b>\$ 1,178,471.19</b>	<b>\$ 1,294,871.19</b>
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		<b>\$ 1,643,951.09</b>	<b>\$ 1,642,748.09</b>	<b>\$ 1,157,417.00</b>	<b>\$ 947,571.19</b>	<b>\$ 1,077,771.19</b>	<b>\$ 1,178,471.19</b>	<b>\$ 1,294,871.19</b>	<b>\$ 1,420,671.19</b>

**Financial Report (Provided by Director Farkas) – December 2025****Budget for Fund 271 Fiscal Year 2025-2026**

	<b>Original Budget</b>	<b>1<sup>st</sup> Quarter Amended Budget</b>
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**

	<b>Original Budget</b>	<b>1<sup>st</sup> Quarter Amended Budget</b>
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 Nov 30,2025	YTD Dec 31,2025	Difference
TOTAL REVENUES	\$ 3,955,589.18	\$ 3,980,945.27	\$ 25,356.09
TOTAL EXPENDITURES	\$ 1,677,379.41	\$ 1,990,540.53	\$ 313,161.12
NET OF REVENUES & EXPENDITURES	\$ 2,278,209.77	\$ 1,990,404.74	

**Revenue & Expenditure Report for Fund 272**

	YTD Nov 30,2025	YTD Dec 31,2025	Difference
TOTAL REVENUES	\$ 43,590.55	\$ 48,485.34	\$ 4,894.79
TOTAL EXPENDITURES	\$ 98,038.09	\$ 98,613.61	\$ 575.52
NET OF REVENUES & EXPENDITURES	(54,447.54)	(50,128.27)	

**Balance Sheet Report as of December 31, 2025**

The ending fund balance for Fund 271 is: \$ 4,493,636.45

The ending fund balance for Fund 272 is: \$ 1,592,619.92

## Revenues and Expenditures (Provided by Director Farkas)

01/04/2026		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI PERIOD ENDING 12/31/2025 □												
		% Fiscal Year Completed: 50.41 (Pulled before 1/10/26; which is final monthly close-out)												
GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 NORM (ABNORM)	2025-26		MONTH ACTIVITY OCT 2025		MONTH ACTIVITY NOV 2025		MONTH ACTIVITY DEC 2025		YTD BALANCE 12/31/2025 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	
			ORIGINAL	2025-26 BUDGET	AMEND BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)	INCR (DECR)				
<b>Fund 271 - LIBRARY FUND</b>														
Revenues														
Dept 000.00 - TREASURY														
Property tax revenue														
271-000.00-402.000	Property Tax Revenue - Current	3,620,624.41	3,762,784.00	3,762,784.00	0.00	0.00	0.00	0.00	3,805,938.04	(43,154.04)	101.15			
271-000.00-404.003	Property Tax Revenue - Brow nf	0.00	(506.00)	(506.00)	0.00	0.00	0.00	0.00	0.00	(506.00)	0.00			
271-000.00-404.007	Property Tax Revenue-Brow nfc	(16,000.68)	(28,232.00)	(28,232.00)	0.00	0.00	0.00	0.00	(16,272.21)	(11,959.79)	57.64			
271-000.00-404.008	Property Tax Revenue - CIA Cap	(35,898.98)	(55,783.00)	(55,783.00)	0.00	0.00	0.00	0.00	(49,467.73)	(6,315.27)	88.68			
271-000.00-404.009	Property Tax Revenue-Brow nfc	(440.12)	(469.00)	(469.00)	0.00	0.00	0.00	0.00	(455.80)	(13.20)	97.19			
271-000.00-404.010	Property Tax Revenue-Brow nfc	(44.00)	(124.00)	(124.00)	0.00	0.00	0.00	0.00	(43.89)	(80.11)	35.40			
271-000.00-412.000	Property Tax Revenue - C/Y Del	(7,986.56)	(10,000.00)	(10,000.00)	0.00	0.00	0.00	0.00	0.00	(10,000.00)	0.00			
271-000.00-414.000	Property Tax Revenue - Tax Trib	(3,900.00)	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	0.00	(1,000.00)	0.00			
271-000.00-415.000	Property Tax Revenue - County	3,203.27	1,800.00	1,800.00	366.49	3,182.88	57.04	4,692.31	(2,892.31)	260.68				
Property tax revenue		3,559,557.34	3,668,470.00	3,668,470.00	366.49	3,182.88	57.04	3,744,390.72	(75,920.72)	102.07				
State sources														
271-000.00-567.000	State aid	69,947.04	66,000.00	70,000.00	0.00	0.00	0.00	36,531.06	33,468.94	52.19				
271-000.00-573.000	State Grants - Local Comm Stab	25,741.20	15,000.00	15,000.00	0.00	10,252.03	0.00	10,252.03	4,747.97	68.35				
State sources		95,688.24	81,000.00	85,000.00	0.00	10,252.03	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	679.91	477.55	450.81	3,212.16	4,787.84	40.15				
Fines and forfeitures		100,084.82	93,000.00	106,968.00	679.91	477.55	450.81	102,179.87	4,788.13	95.52				
Interest income														
271-000.00-665.000	Interest in investments	138,007.28	100,000.00	100,000.00	0.00	0.00	0.00	16,432.21	83,567.79	16.43				
271-000.00-669.500	Gain (loss) on investments	43,492.21	10,000.00	10,000.00	9,987.57	0.00	0.00	26,763.17	(16,763.17)	267.63				
Interest income		181,499.49	110,000.00	110,000.00	9,987.57	0.00	0.00	43,195.38	66,804.62	39.27				
Donations														
271-000.00-674.289	Adult programs	19,451.99	7,500.00	7,500.00	6,275.71	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	50.73	36.02	81.06	203.14	296.86	40.63				
Donations		20,135.25	8,000.00	8,000.00	6,326.44	36.02	81.06	6,466.05	1,533.95	80.83				
Other revenue														
271-000.00-675.000	Miscellaneous income	3,193.89	2,500.00	2,500.00	149.90	144.55	191.60	1,930.98	569.02	77.24				
271-000.00-675.006	Car Charging Revenue	77.94	100.00	100.00	97.95	0.00	0.00	154.00	(54.00)	154.00				
271-000.00-675.100	Copier	14,062.26	8,500.00	8,500.00	1,337.95	1,022.15	1,276.75	6,535.81	1,964.19	76.89				
271-000.00-675.300	Meeting room	43,017.09	30,000.00	30,000.00	2,394.81	2,003.46	4,787.26	17,087.87	12,912.13	56.96				
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	3,980.61	3,170.16	6,255.61	34,232.66	14,717.34	69.93				
Unclassified														
271-000.00-699.272	Transfer from Library Contributio	0.00	0.00	241,377.00	0.00	0.00	0.00	0.00	241,377.00	0.00				
Unclassified		0.00	0.00	241,377.00	0.00	0.00	0.00	0.00	241,377.00	0.00				
Total Dept 000.00 - TREASURY		4,025,544.32	4,009,420.00	4,268,765.00	21,341.02	17,118.64	6,844.52	3,980,945.27	287,819.73	93.26				
TOTAL REVENUES		4,025,544.32	4,009,420.00	4,268,765.00	21,341.02	17,118.64	6,844.52	3,980,945.27	287,819.73	93.26				

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025	2025-26	MONTH ACTIVITY OCT 2025	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	% BDGT BALANCE USED				
			ORIGINAL		2025-26 BUDGET	MENDED BUDGET	INCR (DECR)	INCR (DECR)					
<b>Expenditures</b>													
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	176,756.82	124,087.84	117,649.24	726,858.78	803,141.22	47.51			
271-000.00-704.100	Severance/Incentive Pay	0.00	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
271-000.00-704.210	Vacation Payout	5,157.60	7,500.00	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0.00			
271-000.00-704.250	Final Payout	6,921.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
271-000.00-705.000	Temporary salaries	680,970.00	810,000.00	808,500.00	86,190.69	60,336.01	57,331.59	355,887.33	452,612.67	44.02			
271-000.00-706.000	Overtime	915.08	500.00	500.00	113.49	172.03	0.00	479.82	20.18	95.96			
271-000.00-715.000	Social security	159,320.48	183,500.00	178,900.00	19,936.08	13,951.96	13,217.89	81,986.82	96,913.18	45.83			
271-000.00-716.000	Insurance	272,645.88	239,560.00	276,000.00	21,026.89	6,972.30	1,400.00	96,499.06	179,500.94	34.96			
271-000.00-716.200	HSA - employer contribution	1,812.74	3,000.00	3,000.00	103.13	103.13	103.13	552.48	2,447.52	18.42			
271-000.00-716.999	Insurance - Employee Reimbursed	(38,382.06)	(35,934.00)	(41,400.00)	(3,098.42)	(3,108.08)	(3,108.08)	(17,635.12)	(23,764.88)	42.60			
271-000.00-717.000	Workers compensation	2,033.10	1,900.00	1,900.00	223.48	156.39	148.74	921.50	978.50	48.50			
271-000.00-718.000	Pension - DB Normal Cost	1,680.00	1,884.00	1,800.00	157.00	157.00	157.00	942.00	858.00	52.33			
271-000.00-718.010	Pension - DB Unfunded Accrued	92,196.00	108,192.00	108,192.00	9,016.00	9,016.00	9,016.00	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	15,403.67	10,839.46	10,252.33	63,436.44	56,563.56	52.86			
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	325,828.83	222,684.04	206,167.84	1,364,025.11	1,632,866.89	45.51			
<b>Supplies</b>													
271-000.00-726.400	Supplies - Cash over/short	(8.38)	100.00	100.00	(0.02)	(0.75)	7.75	5.82	94.18	5.82			
271-000.00-727.000	Office supplies	7,804.48	10,000.00	10,000.00	456.40	355.90	192.26	2,084.59	7,915.41	20.85			
271-000.00-728.000	Postage	2,035.09	3,500.00	3,500.00	159.99	148.29	0.00	729.27	2,770.73	20.84			
271-000.00-734.000	Computer supplies, software & l	46,943.17	97,000.00	97,000.00	138.92	1,033.59	3,772.50	32,400.69	64,599.31	33.40			
271-000.00-734.500	Computer supplies/equipment	44,721.95	52,000.00	52,000.00	3,765.59	1,249.77	1,069.32	10,542.94	41,457.06	20.27			
271-000.00-740.000	Operating supplies	41,640.62	38,000.00	38,000.00	2,589.03	1,290.82	710.97	16,777.61	21,222.39	44.15			
271-000.00-740.200	Supplies - Desk chairs and file c	836.00	5,000.00	7,500.00	430.00	0.00	1,965.69	7,532.69	(32.69)	100.44			
271-000.00-741.000	Supplies - Uniforms	1,176.64	1,000.00	1,000.00	0.00	259.91	0.00	547.34	452.66	54.73			
271-000.00-742.000	Library books	232,364.05	241,000.00	241,000.00	18,074.18	11,860.76	9,039.90	91,032.79	149,967.21	37.77			
271-000.00-742.010	Library Books - Lending	7,815.27	15,400.00	15,400.00	1,101.21	1,255.74	0.00	5,023.37	10,376.63	32.62			
271-000.00-742.100	Library Books - Fines	118.98	200.00	200.00	0.00	20.00	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	2,075.54	1,766.17	1,616.46	17,310.00	34,690.00	33.29			
271-000.00-745.200	Electronic media	160,490.09	177,000.00	177,000.00	26,272.82	1,762.59	8,636.99	94,938.91	82,061.09	53.64			
271-000.00-745.300	Electronic resources (CD rom m	80,376.53	80,000.00	80,000.00	2,664.48	0.00	0.00	52,621.02	27,378.98	65.78			
Supplies		693,933.57	790,200.00	792,700.00	57,728.14	21,002.79	27,011.84	331,659.02	461,040.98	41.84			

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025	2025-26		MONTH ACTIVITY OCT 2025	MONTH ACTIVITY NOV 2025	MONTH ACTIVITY DEC 2025	YTD BALANCE 12/31/2025	AVAILABLE BALANCE	% BDGT USED
			ORIGINAL	2025-26 BUDGET	MENDED BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)
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	140.67	160.39	342.61	981.18	2,018.82	32.71
271-000.00-803.000	Independent audit	622.00	800.00	800.00	508.00	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	232.00	116.00	0.00	580.00	920.00	38.67
271-000.00-806.000	Legal fees	4,388.50	6,000.00	6,000.00	162.50	0.00	0.00	2,080.00	3,920.00	34.67
271-000.00-809.000	Memberships and dues	6,233.26	8,500.00	8,500.00	702.00	46.00	224.26	5,996.26	2,503.74	70.54
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	8,680.00	7,280.00	0.00	39,760.00	55,240.00	41.85
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	3,495.00	0.00	3,495.00	5.00	99.86
271-000.00-820.000	Property & liability insurance	15,874.00	16,350.00	16,350.00	0.00	0.00	0.00	15,145.60	1,204.40	92.63
271-000.00-820.001	Insurance deductibles/Uninsured	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	42,972.95	54,100.00	54,100.00	3,775.78	1,136.64	2,528.22	18,136.61	35,963.39	33.52
271-000.00-855.000	TLN Automation Services	71,297.68	81,000.00	81,000.00	0.00	17,751.68	0.00	36,273.04	44,726.96	44.78
271-000.00-861.000	Gasoline and oil	316.40	500.00	500.00	46.73	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	108.92	42.70	0.00	313.74	1,386.26	18.46
271-000.00-880.000	Community promotion	18,504.24	25,000.00	25,000.00	1,666.20	369.00	311.00	8,725.37	16,274.63	34.90
271-000.00-880.268	Library programming	24,945.78	44,600.00	44,600.00	1,758.67	1,532.33	984.43	8,368.06	36,231.94	18.76
271-000.00-880.271	Adult programs	9,424.83	10,000.00	10,000.00	500.00	3,650.00	0.00	8,867.40	1,132.60	88.67
271-000.00-882.200	Employee assistance program	506.94	1,000.00	1,000.00	414.12	0.00	0.00	414.12	585.88	41.41
271-000.00-900.000	Printing, graphic design and pub	22,970.79	26,000.00	26,000.00	677.06	618.82	712.67	2,543.50	23,456.50	9.78
271-000.00-921.000	Heat	13,139.86	15,700.00	15,700.00	438.52	1,583.79	2,399.16	5,408.77	10,291.23	34.45
271-000.00-922.000	Electricity	98,745.97	118,900.00	102,000.00	7,887.17	7,607.07	7,047.97	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	0.00	0.00	0.00	2,397.24	6,302.76	27.55
271-000.00-934.000	Building maintenance	139,346.32	125,000.00	125,000.00	13,709.83	6,841.84	3,362.33	45,938.98	79,061.02	36.75
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	5,117.90	1,750.00	2,669.80	17,930.28	35,069.72	33.83
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	6,060.00	6,140.00	49.67
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	168.36	331.64	33.67
271-000.00-956.000	Conferences and workshops	18,822.29	26,700.00	26,700.00	1,132.29	1,294.92	429.00	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	48,696.42	56,314.24	22,049.51	294,856.40	467,393.60	38.68
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	432,253.39	300,001.07	255,229.19	1,990,540.53	2,561,301.47	43.73
TOTAL EXPENDITURES		4,118,982.04	4,629,662.00	4,551,842.00	432,253.39	300,001.07	255,229.19	1,990,540.53	2,561,301.47	43.73
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		4,025,544.32	4,009,420.00	4,268,765.00	21,341.02	17,118.64	6,844.52	3,980,945.27	287,819.73	(703.13)
TOTAL EXPENDITURES		4,118,982.04	4,629,662.00	4,551,842.00	432,253.39	300,001.07	255,229.19	1,990,540.53	2,561,301.47	(703.13)
NET OF REVENUES & EXPENDITURES		(93,437.72)	(620,242.00)	(283,077.00)	(410,912.37)	(282,882.43)	(248,384.67)	1,990,404.74	(2,273,481.74)	(703.13)
BEG. FUND BALANCE		2,596,669.43	2,503,231.71	2,503,231.71				2,503,231.71		(703.13)
END FUND BALANCE		2,503,231.71	1,882,989.71	2,220,154.71				4,493,636.45		(703.13)

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 IORM (ABNORM)	2025-26	2025-26 ORIGINAL BUDGET	MONTH ACTIVITY	MONTH ACTIVITY	MONTH ACTIVITY	YTD BALANCE	AVAILABLE	% BDGT USED				
			OCT 2025 MENDED BUDGET		INCR (DECR)	NOV 2025 INCR (DECR)	DEC 2025 INCR (DECR)	12/31/2025 NORM (ABNORM)	NORM (ABNORM)					
<b>Fund 272 - LIBRARY CONTRIBUTION FUND</b>														
<b>Revenues</b>														
<b>Dept 000.00 - TREASURY</b>														
<b>Interest income</b>														
272-000.00-665.000	Interest in investments	59,391.02	27,000.00	27,000.00	0.00	0.00	0.00	9,039.16	17,960.84	33.48				
272-000.00-669.500	Gain (loss) on investments	23,750.68	(4,500.00)	(4,500.00)	3,006.03	0.00	0.00	11,145.52	(15,645.52)	(247.68)				
Interest income		83,141.70	22,500.00	22,500.00	3,006.03	0.00	0.00	20,184.68	2,315.32	89.71				
<b>Donations</b>														
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	175.90	275.20	273.50	1,450.40	(450.40)	145.04				
272-000.00-674.229	Raising a Reader in Novi Sponsor	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00				
272-000.00-674.230	Collections/Materials Revenue	5,638.00	1,000.00	1,000.00	0.00	0.00	0.00	200.00	800.00	20.00				
272-000.00-674.231	Buildings/Ground/Furniture Reve	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	3,800.00	1,200.00	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	0.00	15,535.00	1,615.26	17,150.26	(17,150.26)	100.00				
Donations		71,476.02	12,500.00	12,500.00	3,975.90	17,010.20	1,888.76	28,300.66	(15,800.66)	226.41				
<b>Total Dept 000.00 - TREASURY</b>		<b>154,617.72</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>6,981.93</b>	<b>17,010.20</b>	<b>1,888.76</b>	<b>48,485.34</b>	<b>(13,485.34)</b>	<b>138.53</b>				
<b>TOTAL REVENUES</b>		<b>154,617.72</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>6,981.93</b>	<b>17,010.20</b>	<b>1,888.76</b>	<b>48,485.34</b>	<b>(13,485.34)</b>	<b>138.53</b>				
<b>Expenditures</b>														
<b>Dept 000.00 - TREASURY</b>														
<b>Supplies</b>														
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	311.74	84.96	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	180.01	0.00	0.00	180.01	819.99	18.00				
272-000.00-742.231	Buildings/Ground/ Furniture Exp	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	1,673.03	5,289.00	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	474.41	201.56	0.00	2,418.84	81.16	96.75				
Supplies		21,784.26	93,000.00	93,000.00	2,639.19	5,575.52	0.00	40,028.61	52,971.39	43.04				
<b>Other services and charges</b>														
272-000.00-820.001	Insurance deductibles/Uninsured	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	(5,000.00)	100.00				
Other services and charges		0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	(5,000.00)	100.00				
<b>Capital outlay</b>														
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				
<b>Unclassified</b>														
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				
<b>Total Dept 000.00 - TREASURY</b>		<b>155,820.62</b>	<b>393,800.00</b>	<b>730,177.00</b>	<b>2,639.19</b>	<b>5,575.52</b>	<b>0.00</b>	<b>98,613.61</b>	<b>631,563.39</b>	<b>13.51</b>				
<b>TOTAL EXPENDITURES</b>		<b>155,820.62</b>	<b>393,800.00</b>	<b>730,177.00</b>	<b>2,639.19</b>	<b>5,575.52</b>	<b>0.00</b>	<b>98,613.61</b>	<b>631,563.39</b>	<b>13.51</b>				
<b>Fund 272 - LIBRARY CONTRIBUTION FUND:</b>														
<b>TOTAL REVENUES</b>		<b>154,617.72</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>6,981.93</b>	<b>17,010.20</b>	<b>1,888.76</b>	<b>48,485.34</b>	<b>(13,485.34)</b>	<b>7.21</b>				
<b>TOTAL EXPENDITURES</b>		<b>155,820.62</b>	<b>393,800.00</b>	<b>730,177.00</b>	<b>2,639.19</b>	<b>5,575.52</b>	<b>0.00</b>	<b>98,613.61</b>	<b>631,563.39</b>	<b>7.21</b>				
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(1,202.90)</b>	<b>(358,800.00)</b>	<b>(695,177.00)</b>	<b>4,342.74</b>	<b>11,434.68</b>	<b>1,888.76</b>	<b>(50,128.27)</b>	<b>(645,048.73)</b>	<b>7.21</b>				
BEG. FUND BALANCE		1,643,951.09	1,642,748.19	1,642,748.19					1,642,748.19	7.21				
END FUND BALANCE		1,642,748.19	1,283,948.19	947,571.19					1,592,619.92	7.21				
<b>TOTAL REVENUES - ALL FUNDS</b>		<b>4,180,162.04</b>	<b>4,044,420.00</b>	<b>4,303,765.00</b>	<b>28,322.95</b>	<b>34,128.84</b>	<b>8,733.28</b>	<b>4,029,430.61</b>	<b>274,334.39</b>					
<b>TOTAL EXPENDITURES - ALL FUNDS</b>		<b>4,274,802.66</b>	<b>5,023,462.00</b>	<b>5,282,019.00</b>	<b>434,892.58</b>	<b>305,576.59</b>	<b>255,229.19</b>	<b>2,089,154.14</b>	<b>3,192,864.86</b>					
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(94,640.62)</b>	<b>(979,042.00)</b>	<b>(978,254.00)</b>	<b>(406,569.63)</b>	<b>(271,447.75)</b>	<b>(246,495.91)</b>	<b>1,940,276.47</b>	<b>(2,918,530.47)</b>					
BEG. FUND BALANCE - ALL FUNDS		4,240,620.52	4,145,979.90	4,145,979.90					4,145,979.90					
END FUND BALANCE - ALL FUNDS		4,145,979.90	3,166,937.90	3,167,725.90					6,086,256.37					

**Financial Balance Sheets (Provided by) – N/A as of 1/4/26**

## DIRECTOR'S REPORT



## February Anniversaries – Years of Service



**Eva Sabolcik – 10 yrs.  
Support Services**



**Heather Hames – 2 yrs.  
Information Services**

**Programs** 

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**MLK Day Unity Dinner**

**Thu, Jan 15, 6:30pm**

**Whole Meeting Room**

Join us as we recognize and celebrate the works of Dr. Martin Luther King, Jr. through reflection, inspiration and a delicious dinner.

[\*\*Register Here\*\*](#)

**Preschool/Childcare Resource Fair**

**Wed, Jan 21, 6:30-8pm**

**Whole Meeting Room**

Representatives from local Novi and surrounding area preschools and childcare centers will be at the Library to provide information about their programs. Don't miss your chance to meet staff and ask questions! No registration required.

**Community Info** 

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**Mayor's Youth Forum**

**Tue, Jan 20, 6:30pm**

**Novi Public Library**

The Mayor's Youth Forum provides a platform for Novi students in grades 9-12 to share ideas, discuss what matters to Novi's youth and help shape the City's future initiatives. No application or appointment necessary.

**2026 Parent Camp**

**Sat, Jan 24, 8:00am-12:00pm**

**Novi High School**

The 4th annual Novi Parent Camp will feature workshops and speakers for parents of students of all ages, with topics related to mental health and wellness. There is no cost to attend and free childcare is provided.



### New to NPL - Senior Kits

Thanks to a generous donor, NPL now offers four senior kits. Each kit includes items designed to stimulate the senses, spark memories and encourage engagement around a given topic.

These kits are located near the Book Discussion Kits on the 2nd floor and can be checked out for 14 days. One senior kit per patron.

[Learn More](#)

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### Scholarship Opportunity

The Friends of Novi Library are offering two \$1,000 scholarships to Novi High School students or Novi resident students. Applications and essays are due **Mon, Jan 12**.

[Apply Now](#)

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

- 12/16: Rotary Foundation mtg.
- 12/19: Staff Holiday Staff Appreciation Event w/City of Novi

**BOARD, COMMITTEE & FRIENDS MEETINGS**

- 12/2: Building & Grounds Board Committee mtg.
- 12/11: Library Board mtg.
- 12/16: Board Policy Committee mtg.

**CURRENT PROJECTS**

- 12/8 12/10: Recording Secretary interviews
- 12/3 - 12/10: Worked on memo to City of Novi RE: Library Future Finances
- 12/10 – 12/26: Bookkeeper duties
- 12/17: African American Read-In Planning mtg. w/Oakland Schools
- 12/22: Completed and submitted the DSLRT Report for 24/25

**STAFF & CITY MEETINGS**

- 12/2: Public Policy Staff Committee mtg.
- 12/3: Facilities Dept. Budget Planning mtg.
- 12/8: IT/iCube Budget Planning mtg.
- 12/9: City Update mtg. w/V. Cardenas
- 12/9: City of Novi Leadership mtg.
- 12/9: IS Dept. Budget Planning mtg.
- 12/11: Staff DEI Committee mtg.
- 12/11: Staff Professional Development Day Planning mtg.
- 12/15: Library Annual Report presentation to Novi City Council
- 12/15: Support Services Budget Planning mtg.
- 12/15: IT Budget Planning mtg. (2<sup>nd</sup> draft)
- 12/16: City of Novi Leadership mtg.
- 

**WEEKEND ROTATION**

- 12/13 & 12/14

**TRAINING & OFFICE DUTIES**

- 12/1 – 12/9: Bookkeeper duties (coin machines, daily cash, invoices, daily reports, board packet preparation)
- 12/6: Board Packet preparation
- 12/22: Completed timecards in absence of HR Specialist

**OUT of the OFFICE**

- 12/4 & 12/5
- 12/23
- 12/29 – 12/30

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

12/1/2025			
9-10am	0	0	0
10-11am	42	76	59
11am-12	64	54	59
12-1pm	62	51	57
1-2pm	49	66	58
2-3pm	89	154	122
3-4pm	141	156	149
4-5pm	138	140	139
5-6pm	179	119	149
6-7pm	129	109	119
7-8pm	96	83	90
8-9pm	124	31	78
9-10pm	0	0	0
			1,076

12/2/2025			
9-10am	0	0	0
10-11am	26	73	50
11am-12	40	40	40
12-1pm	39	48	44
1-2pm	47	69	58
2-3pm	64	96	80
3-4pm	148	170	159
4-5pm	154	134	144
5-6pm	128	130	129
6-7pm	116	116	116
7-8pm	87	59	73
8-9pm	124	24	74
9-10pm	0	0	0
			966

12/3/2025			
9-10am	0	0	0
10-11am	26	105	66
11am-12	82	63	73
12-1pm	62	51	57
1-2pm	37	46	42
2-3pm	75	113	94
3-4pm	146	189	168
4-5pm	141	123	132
5-6pm	152	93	123
6-7pm	108	67	88
7-8pm	51	43	47
8-9pm	59	15	37
9-10pm	0	0	0
			924

12/4/2025			
9-10am	0	0	0
10-11am	21	91	56
11am-12	57	41	49
12-1pm	56	41	49
1-2pm	57	74	66
2-3pm	71	135	103
3-4pm	169	187	178
4-5pm	146	160	153
5-6pm	156	127	142
6-7pm	107	87	97
7-8pm	63	46	55
8-9pm	127	19	73
9-10pm	0	0	0
			1,019

12/5/2025			
9-10am	0	0	0
10-11am	32	84	58
11am-12	28	24	26
12-1pm	53	51	52
1-2pm	47	58	53
2-3pm	77	137	107
3-4pm	139	124	132
4-5pm	123	86	105
5-6pm	138	64	101
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			633

12/6/2025			
9-10am	0	0	0
10-11am	66	140	103
11am-12	75	157	116
12-1pm	85	117	101
1-2pm	180	94	137
2-3pm	76	86	81
3-4pm	135	100	118
4-5pm	102	103	103
5-6pm	147	53	100
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			858

12/7/2025			
9-10am	0	0	0
10-11am	0	0	0
11am-12	0	0	0
12-1pm	36	88	62
1-2pm	50	94	72
2-3pm	101	135	118
3-4pm	124	137	131
4-5pm	157	128	143
5-6pm	186	56	121
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			646

12/8/2025			
9-10am	0	0	0
10-11am	19	61	40
11am-12	51	37	44
12-1pm	40	47	44
1-2pm	50	68	59
2-3pm	102	135	119
3-4pm	111	168	140
4-5pm	135	135	135
5-6pm	156	94	125
6-7pm	98	59	79
7-8pm	66	50	58
8-9pm	90	17	54
9-10pm	0	0	0
			895

12/9/2025			
9-10am	0	0	0
10-11am	11	52	32
11am-12	33	44	39
12-1pm	53	42	48
1-2pm	55	79	67
2-3pm	65	100	83
3-4pm	130	154	142
4-5pm	156	52	54
5-6pm	117	98	108
6-7pm	127	127	127
7-8pm	122	55	89
8-9pm	102	34	68
9-10pm	0	0	0
			942

12/10/2025			
9-10am	0	0	0
10-11am	12	34	23
11am-12	27	39	33
12-1pm	29	48	39
1-2pm	32	58	45
2-3pm	66	51	59
3-4pm	153	175	164
4-5pm	147	153	150
5-6pm	136	90	113
6-7pm	104	141	123
7-8pm	83	65	74
8-9pm	136	17	77
9-10pm	0	0	0
			511

12/11/2025			
9-10am	0	0	0
10-11am	25	80	53
11am-12	44	40	42
12-1pm	66	40	53
1-2pm	37	40	39
2-3pm	53	122	88
3-4pm	153	175	164
4-5pm	147	153	150
5-6pm	136	90	113
6-7pm	104	141	123
7-8pm	83	65	74
8-9pm	136	17	77
9-10pm	0	0	0
			974

12/12/2025			
9-10am	0	0	0
10-11am	33	78	56
11am-12	48	35	42
12-1pm	51	37	44
1-2pm	37	51	44
2-3pm	52	113	83
3-4pm	170	222	196
4-5pm	163	109	136
5-6pm	164	58	111
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			711

12/13/2025			
9-10am	0	0	0
10-11am	39	100	70
11am-12	79	86	83
12-1pm	85	91	88
1-2pm	60	81	71
2-3pm	72	80	76
3-4pm	105	111	108
4-5pm	93	85	89
5-6pm	139	45	92
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			676

12/14/2025			
9-10am	0	0	0
10-11am	0	0	0
11am-12	0	0	0
12-1pm	36	121	79
1-2pm	70	148	109
2-3pm	103	103	103
3-4pm	118	98	108
4-5pm	117	110	114
5-6pm	172	81	127
6-7pm	0	0	0
7-8pm	0	0	0
			98

| 12/15/2025 | | | |</
| --- | --- | --- | --- |

8-9pm	0	0	0
9-10pm	0	0	0
			639

8-9pm	95	23	59
9-10pm	0	0	0
			979

8-9pm	69	20	45
9-10pm	0	0	0
			994

8-9pm	87	16	52
9-10pm	0	0	0
			947

8-9pm	93	12	53
9-10pm	0	0	0
			932

8-9pm	0	0	0
9-10pm	0	0	0
			213

8-9pm	0	0	0
9-10pm	0	0	0
			623

12/21/2025			
9-10am	0	0	0
10-11am	0	0	0
11am-12	0	0	0
12-1pm	37	79	58
1-2pm	64	0	32
2-3pm	84	82	83
3-4pm	85	79	82
4-5pm	84	78	81
5-6pm	86	27	57
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			393

12/22/2025			
9-10am	0	0	0
10-11am	37	92	65
11am-12	72	70	71
12-1pm	59	82	71
1-2pm	68	76	72
2-3pm	99	87	93
3-4pm	6	83	45
4-5pm	105	98	102
5-6pm	92	65	79
6-7pm	83	54	69
7-8pm	58	31	45
8-9pm	53	27	40
9-10pm	0	0	0
			749

12/23/2025 CLOSED AT 5PM			
9-10am	0	0	0
10-11am	49	150	100
11am-12	71	74	73
12-1pm	101	75	88
1-2pm	68	71	70
2-3pm	80	84	82
3-4pm	108	97	103
4-5pm	194	114	154
5-6pm	27	5	16
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			684

12/24/2025 CLOSED			
9-10am	0	0	0
10-11am	0	0	0
11am-12	0	0	0
12-1pm	0	0	0
1-2pm	0	0	0
2-3pm	0	0	0
3-4pm	0	0	0
4-5pm	0	0	0
5-6pm	0	0	0
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			0

12/25/2025 CLOSED			
9-10am	0	0	0
10-11am	0	0	0
11am-12	0	0	0
12-1pm	0	0	0
1-2pm	0	0	0
2-3pm	0	0	0
3-4pm	0	0	0
4-5pm	0	0	0
5-6pm	0	0	0
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			0

12/26/2025			
9-10am	0	0	0
10-11am	16	44	30
11am-12	20	28	24
12-1pm	39	28	34
1-2pm	35	46	41
2-3pm	44	43	44
3-4pm	49	72	61
4-5pm	85	82	84
5-6pm	87	39	63
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			379

12/27/2025			
9-10am	0	0	0
10-11am	34	66	50
11am-12	44	101	73
12-1pm	114	91	103
1-2pm	105	67	86
2-3pm	77	94	86
3-4pm	81	79	80
4-5pm	83	76	80
5-6pm	93	33	63
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			619

12/28/2025			
9-10am	0	0	0
10-11am	0	0	0
11am-12	0	0	0
12-1pm	22	55	39
1-2pm	43	61	52
2-3pm	59	62	61
3-4pm	55	60	58
4-5pm	67	42	55
5-6pm	96	54	75
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			338

12/29/2025			
9-10am	0	0	0
10-11am	28	89	59
11am-12	56	67	62
12-1pm	71	55	63
1-2pm	69	67	68
2-3pm	59	57	58
3-4pm	53	63	58
4-5pm	89	59	74
5-6pm	54	41	48
6-7pm	50	47	49
7-8pm	37	19	28
8-9pm	28	3	16
9-10pm	0	0	0
			581

12/30/2025			
9-10am	0	0	0
10-11am	33	90	62
11am-12	78	109	94
12-1pm	113	90	102
1-2pm	79	82	81
2-3pm	72	77	75
3-4pm	102	101	102
4-5pm	102	106	104
5-6pm	110	84	97
6-7pm	77	47	62
7-8pm	46	43	45
8-9pm	87	40	64
9-10pm	0	0	0
			884

12/31/2025 CLOSED			
9-10am	0	0	0
10-11am	0	0	0
11am-12	0	0	0
12-1pm	0	0	0
1-2pm	0	0	0
2-3pm	0	0	0
3-4pm	0	0	0
4-5pm	0	0	0
5-6pm	0	0	0
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			0

## **Assistant Director of Building Operations Report by Maryann Zurmuehlen – December 2025**

### **Meetings, Presentations, & Trainings**

- 12/1, 12/15: Catchup Meeting with Head of Support Services
- 12/2: Management Team Meeting
- 12/2: Training Sessions with Help Desk Ticket System vendor
- 12/2: Chaired a Public Policy Committee Meeting
- 12/2: Presented at a Board Building & Grounds Committee Meeting
- 12/3: Facilities Budget Meeting for FY 25-26
- 12/4: Meeting to Review Deep Restroom Cleaning & Sanitization Quotes
- 12/4: Catchup Meeting with Head of Information Technology
- 12/4: Held a Facilities Dept Meeting
- 12/4: AMHS Downtime Logistics & Planning Meeting
- 12/8: 1st IT/iCube Budget Meeting for FY 25-26
- 12/9, 12/17, 12/19: Catchup Meeting with Director
- 12/15: Support Services Budget Meeting for FY 25-26
- 12/15: 2nd IT/iCube Budget Meeting for FY 25-26
- 12/15: HOA Presentation to Andelina Ridge HOA
- 12/16: Zoom Meeting to Review EnvisionWare Quotes

### **Current Projects**

- Planned and held a day celebrating the retirement of Jolanta Borek with balloons, decorations, and congratulations from staff and visitors. Thank you for a terrific 18 years, JB!
- Ongoing training of new Head of Support Services, Sarah Mominee
- Chair of the Public Policy Committee
  - December: Finalized last policies for Board approval; prepared drafts of policies for Quarter 1 staff review of policies
- Project Manager for the installation of the Automated Materials Handling System (AMHS) in January, including building modifications
  - December: Finalizing contract for building modifications, preparing the Support Services Department for temporary workflow plan and public verbiage announcing shutdown with Eva Sabolcik, Sarah Mominee, and Dana VanOast
- 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
  - December: Prepared 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
- Training (2) 20-hour part-time Facilities Assistant new hires
- Updating and reformatting the Emergency Manual and all emergency procedures
- Updating the Building Operations Manual for Managers and Facilities
- Overseeing the budget creation for Facilities, Information Technology, and Support Services for FY 26-27
  - December: Total of 7 hours in budget meetings; working with each department to get quotes for accurate final budget numbers; coaching each department on revisions that needed to be made for final drafts
- Obtaining quotes for a new Landscape and Lawn Services Contract

## **Information Technology Report by Dept. Head Jeff Smith – December 2025**

### General

Jeff and Denise continued work with Maryann on BossDesk, adding assets and making adjustments to the configuration.



Denise worked on the Youth Self-Check which had issues with both the computer and the RFID scanner. Envisionware has sent us several parts to replace on the machine.

Denise works on the Youth Self-Check machine.

Jeff and Denise processed several phishing reports from staff and fixed the Phish Alert Button when it stopped working.

Tel Systems installed a demo wireless handheld microphone and a lapel mic in the East Meeting Room. We are hoping that this microphone will be user friendly and have less wireless frequency issues.



Demo Audio-Technical wireless microphones and receiver installed in the East Meeting Room

Tel Systems also installed two new A/V transmitters in our two upstairs meeting rooms. The previous transmitters were starting to randomly fail during meetings. The hardware was covered under warranty.



Two A/V transmitters shown under the tables in the Boardroom and 2nd Floor Meeting Room

- Jeff attended a NPL Building & Grounds Committee meeting, 2 Management meetings, 2 budget meetings, an iCube Committee meeting and led 2 IT Team meetings.

- Denise attended a Customer Service Meeting, an iCube meeting, 2 budget meetings and 2 IT Team Meetings.
- Dominic led an iCube Team meeting, attended a budget meeting and 2 IT Team meetings.
- Mallory attended an iCube meeting, Professional Development Committee and 2 IT Team meetings.
- Jeff and Denise attended the City of Novi Employee Appreciation event.

### Training

- Mallory viewed several webinars on the operation of the new Bai Embroidery Machine.

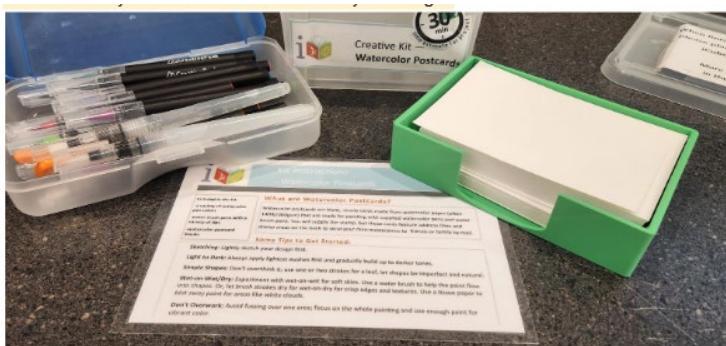
### iCube

We held 127 iCube appointments in December.

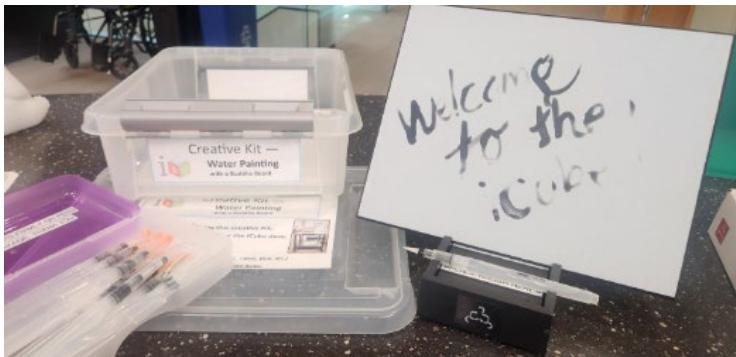
- 28 3D prints
- 1 3D scans
- 5 Adobe Creative Cloud projects
- 4 Cricut crafts
- 0 Carvey projects
- 43 Creative Kits
- 6 Digital Conversions
- 9 Heat Press jobs
- 8 Laser projects
- 3 Photo Prints
- 10 Sewing/Embroidery projects
- 10 Sublimation prints

The iCube staff have been very busy keeping up with patrons who want to make gifts. Here are just a few of the highlights over the last 3 weeks:

Mary introduced two new creative kit to the iCube: Water Color Postcards and Water Painting with a Buddha Board



“Water Color Postcards” Creative Kit



“Water Painting with a Buddha Board” Creative Kit

Mary also worked with another Librarian Rae to engrave a tag for the Betty Lang Plaque for the Local History Room. They used the XTool laser to do the engraving.

Sid did some 3D printing and checked in many returned creative kits - and also assisted several patrons with digitizing, sublimating, and creating Christmas gifts.

Dom worked on finding out why we have been missing 3D printing requests. It was determined that mail from our website was not getting through the Google spam filter. The issue is now resolved, and requests are continuing to come in. Yay!

Jess helped a patron with using the scanner, photo printer, and with the heat press.

Jess also assisted a patron, and the patron was so happy with the results of his project that he brought it back to show us. It is an engraved wooden sign that says “Lodge”



Engraved wood sign by a patron with the help of Jess



Mallory worked on configuring the new embroidery machine. She programmed the machine to create a multi-colored embroidered test pattern.

Setting up the new Embroidery Machine - picture used with permission



Mallory assisted a patron make a "cute long-sleeved shirt"

Shirt sublimated by a patron and Mallory

**Facilities Report by Keith Perfect – December 2025 – Not Available as of 1/4/26**

**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.

**Assistant Director of Public Services by Lori Lowery - December 2025 - Not Available as of 1/4/26****Information Services Department Report by Emily Brush and Rae Manela – December 2025****News and Notes**

- Gail hosted the On the Road Bus Trip to the Fox Theatre in Detroit - 12/7
- Emma launched (4) Senior Kits, now available for checkout. This is a collection of reminiscence activities and products. These items offer opportunities for reminiscence through sight, sound, and touch. Themes available: patriotic, spring, dog, great outdoors.

**Professional Development**

- Attended sessions from PRH Winter Book & Author Festival (Danielle)
- Rethinking Student Mental Health Support: The Power of Dual-Factor Screening webinar (Austin)
- Recruiting and Engaging Volunteers webinar (Austin)
- B&N Virtually Presents: Ava Reid discusses an Archive of Romance webinar (Austin)
- Page Turners and Heart Burners: The Art of YA Romance webinar (Austin)
- Creating Thriving Workplaces: Mental Health & Well-Being webinar (Austin)
- Ryan Dowd Training - Teenagers Part 2 & 3 (Jen)
- Ryan Down Training Homeless De-Escalation 101 - 501 (Jen)
- Supporting AAC at Home with Alt+Shift (Jen)

**Committee Work****NPL Committees**

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

**NPL Workgroups**

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

**Outside NPL Committees**

- MLA Thumbs Up Award - Shannon, Austin
- Novi Mental Health Alliance - Austin, Emma

- Novi Historical Commission - Rae
- Collaborative Summer Library Program (CSLP) Early Literacy Manual Committee - Emily

## IS Staff Outreach

- Novi Mental Health Alliance Meeting @ NPL - 12/1 (Austin, Emma)
- Goddard Story Time Visit - 12/2 (4 sessions) (Lindsay)
- StoryPoint Book Club - 12/9 (Emma)
- Lakes of Novi - 12/10 (Emma)
- ECEC Story Time Visits - 12/11-12/18 (8 sessions) (Lindsay)
- Novi ECEC Special Education Family Activity Day @ NPL 12/19 (Lindsay)
- Delivered book boxes to ECEC & Novi Northville Montessori (Lindsay)

## **Adult Programs**

- Evening of English - 12/2 & 12/16 (Shannon)
- Japanese Conversation Group - 12/3 (Shannon)
- Pages to Pages: ESL/ELL Bookclub - 12/4 & 12/18 (Shannon)
- Silent Reading Party - 12/6 (Rae)
- On the Road Bus Trip to The Fox Theatre - Detroit 12/7 (Gail)
- For the Love of Poetry @ Sweetwaters Coffee and Tea - 12/8 (Emma)
- Growing Early Literacy Skills Through Books - A Workshop for Early Childhood Educators - 12/10 (Jen)
- Craftastic Wednesday: Decoupage Air Dry Clay Ornaments 12/10 (Mary)

## **Adult Displays**

## • 2nd Floor Adult

- Read a book published in 2025
- We Celebrate You for this Holiday!



## Youth/Tween/Teen/Family Programs

- Lego Club 12/2 (Kirsten)
- Block Party Play Date: Build, Play, Learn! - 12/7 (Jen)

- Gingerbread House Decorating - Youth - 12/9 (Taylor, Kirsten, Emily)
- Gingerbread House Decorating - Tween - 12/9 (Taylor, Kirsten)
- Teen Advisory Board (TAB) Meeting - 12/12 (Anna, Taylor)
- Yoga Story Time - 12/14 (Jen)
- Fact Finders Book Club - 12/17 (Jen)
- Noon Year's Eve Dance Party - 12/27 (Danielle, Austin)
- Teen Space 12/1-12/18 (Austin, Shannon, Anna, Taylor) - **12 sessions, 631 attendees**

### **Youth Displays**

- **Teen Lounge Display** – Books That Will Emotionally Destroy You
- **Youth Desk Display** – Books are like snowflakes, no two are alike!
- **Libraries Are for Everyone** - Winter, Hanukkah, Jane Austen's 250th Birthday, Christmas, Kwanzaa & Teen Choice Display (selected by TAB)
- **Youth DVD/CD Book** - Winter Holidays



### **All Ages Programs**

- NO-VI Chess Club - 12/11; 12/18 (Jen, Austin)

## **Marketing & Community Promotions Report by Dana VanOast – December 2025**

### **Webinars/Professional Development**

- Correction from November report - November 18, 2025: Springshare "Reconnecting the Library through Email Marketing" webinar (Amy Crockett)
- December 3, 2025: Homeless De-Escalation Core Training 101 (Amy Crockett)
- December 17, 2025: MI PR Group, December meeting (Dana VanOast)
- December 17, 2025: Springshare "Don't Let Them Go! Re-Engaging Lapsed Users with Patron Point" (Dana VanOast)
- December 20, 2025: Bibliocommons "Mining Library Data for Strategic Decision Making" (Dana VanOast)

### **Outreach**

- December 5, 2025: Novi Chamber of Commerce Holiday Lunch (Dana VanOast)
- December 11, 2025: 2024/2025 Annual Report presentation at the Library Board Meeting (Dana VanOast)
- December 15, 2025: 2024/2025 Annual Report presentation at the City Council Meeting (Dana VanOast)
- Pulled the first 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 12/18/25
- Dana attended monthly Events, Marketing & Fundraising Board Committee meeting on 12/1/25 and Public Policy Meeting on 12/2/25

### **Email Marketing**

- eNewsletter: 23,149 emails sent on December 1; 8,190 read (35.4% read rate); 688 Unique Clicks
- Began bi-monthly program emails for Youth, Tweens & Teens and Adults on Sunday, December 7

### **Meeting Room News & Notes**

- December totals: 36 rentals with 606 attendees (as of December 23)
- Meeting room availability was limited this month due to Facilities staffing
- Meeting Room Policy updates were approved by the Board of Trustees
- Feedback from renters this month:
  - "Amy Crockett is always very pleasant and efficient and helpful."
  - "Staff was very helpful and knowledgeable on process and requirements. Made the whole process easy and manageable."

## **SUPPORT SERVICES DEPARTMENT Report by Sarah Mominee – December 2025**

### **Department Head/General**

- Attended weekly management meetings
- Had my monthly supervisor 1:1s
- Attended weekly 1:1 meetings with Maryann Zumuehlen (will become monthly beginning in January)
- Trained with Lori Mullins or her new role as supervisor
- Trained with Jolanta Borek on desk schedule making throughout December
- Attended an AMHS Downtime Planning Meeting with Eva Sabolcik and Maryann Zumuehlen on December 4
- Completed MeLCat on December 5
- Presented the Support Services FY 26/27 budget to Julie Farkas on December 15
- Attended a management meeting lunch on December 16
- Attended the City of Novi Staff Appreciation event on December 19

### **Circulation & Shelves**

- Staff are working on the Collection Inventory Project which began in January 2024
- Lori Mullins has been promoted to 29-hour Support Services Supervisor! She started her training in December and will officially be a supervisor starting on January 12
- Jolanta Borek retired on December 29
- Interviews were held for the 19-hour clerk and 16-hour shelver positions
- The open 16-hour shelving position was cut due to budget needs

### **Tech Services**

- Beyond their phenomenal daily work, Tech Services completed the following:
  - Updating the MeLCat Manual (Amy)
  - Completed Homeless De-Escalation 101 training (Lisa)
  - Finalized the Procedure Manual edits (Lisa)
  - Completed MCLS online course (Lisa)
  - Reviewed Processing Manual (all of tech services)
  - Attended webinar MeLCat Help! Finding the help to your MeLCat questions
  - Helped with holds and unclaims (Jordan, Arom, Lisa, Amy)

### **TLN SASUG:**

- There was no meeting this month

### **Statistics (December 2025)**

- **Cards Issued:** 215
- **Items Checked Out (NPL):** 49,108
- **Items Checked Out (LLL):** 50
- **Total Checkouts (NPL + LLL):** 49,158
- **Items Interloaned for NPL Patrons:** 3,532 (47 through MeLCat)
- **Items Interloaned to Other Libraries:** 3,313 (187 through MeLCat)
- **Items Added to the Collection:** 856
- **Items Discarded from the Collection:** 1,818
- **Drive-Up Window & Locker Hold Pickups:** 22
- **MAP Checkouts: N/A- TLN has yet to post**
- **Online New Card Registrations:** 28
- **Outreach:**
  - **NPL @ Your Door:** 8 Mailer Bags / 18 Items
  - **5 Facilities Visits** / 18 Items Provided
  - **4 Book Discussions** / 75 Items Provided



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							
February							
March							
April							
May							
June							
FYTD	<b>326,964</b>	<b>49.04%</b>	<b>160,340</b>	<b>47,549</b>	<b>33,607</b>	<b>23,930</b>	<b>55,254</b>

Library Usage									
2024-2025 Fiscal Year					2025-2026 Fiscal Year				
	Lobby	Drive-Up (Sensource motion sensor)	Total	Daily Average		Lobby	Drive-Up (Verkada Camera Analytics)	Total	Daily Average
July	27,026	6,343	33,369	1,192	July	27,903	632	28,535	1,019
August	26,543	7,657	34,200	1,179	August	25,071	601	25,672	885
September	26,464	7,657	34,121	1,219	September	26,979	609	27,588	985
October	30,044	5,220	35,264	1,138	October	29,086	561	29,647	956
November	25,150	3,060	28,210	1,045	November	24,451	1,823	26,274	1,011
December	21,114	5,220	26,334	941	December	20,778	2,416	23,194	828
January	25,456	6,149	31,605	1,090	January				
February	22,472	5,150	27,622	987	February				
March	28,408	5,967	34,375	1,109	March				
April	24,261	5,405	29,666	1,059	April				
May	24,466	4,237	28,703	1,063	May				
June	26,951	4,406	31,357	1,120	June				
<b>FYTD Total</b>	<b>308,355</b>	<b>66,470</b>	<b>374,825</b>	<b>1,096</b>	<b>FYTD Total</b>	<b>154,268</b>	<b>6,642</b>	<b>160,910</b>	<b>947</b>
Our Car counter sensor failed at 10PM on 8/28/2024. <b>September 2024</b> Drive-Up numbers are <b>estimated</b> .					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. <b>December</b> numbers are <b>estimated</b> .									
*March Drive-Up: The car counter battery failed on March 30, losing 2 days of data. Included estimated data for the 2 days.									

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

Computer Logins											
2024-2025 Fiscal Year						2025-2026 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
<b>July</b>	1,383	148,114	149,497	5,339	275	<b>July</b>	1,334	117,157	118,491	4,232	267
<b>August</b>	1,356	155,267	156,623	5,401	275	<b>August</b>	1,389	133,221	134,610	4,642	264
<b>September</b>	995	161,443	162,438	5,801	264	<b>September</b>	1,122	156,605	157,727	5,633	264
<b>October</b>	1,076	178,568	179,644	5,795	297	<b>October</b>	1,157	171,862	173,019	5,581	294
<b>November</b>	953	148,609	149,562	5,539	247	<b>November</b>	968	150,195	151,163	5,814	242
<b>December</b>	785	141,013	141,798	5,064	248	<b>December</b>	848	155,110	155,958	5,570	257
<b>January</b>	954	159,040	159,994	5,517	272	<b>January</b>					
<b>February</b>	960	144,116	145,076	5,181	257	<b>February</b>					
<b>March</b>	1,157	159,120	160,277	5,170	289	<b>March</b>					
<b>April</b>	1,169	158,794	159,963	5,713	272	<b>April</b>					
<b>May</b>	968	153,980	154,948	5,739	260	<b>May</b>					
<b>June</b>	1,306	117,679	118,985	4,249	275	<b>June</b>					
<b>FYTD Total</b>	<b>13,062</b>	<b>1,825,743</b>	<b>1,838,805</b>	<b>5,377</b>	<b>3,231</b>	<b>FYTD Total</b>	<b>6,818</b>	<b>884,150</b>	<b>890,968</b>	<b>5,241</b>	<b>1,588</b>

**Notes 2024-2025:**

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

Early Literacy Workstation Usage (AWE Workstations and Magic Desktop)							
2024-2025 Fiscal Year (AWE Workstations)				2025-2026 Fiscal Year (Magic Desktop)			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	768	10,949	14	July	373	33,043	88.59
August	743	10,876	13	August	327	31,825	97.32
September	664	9,187	13	September	355	27,572	77.67
October	729	10,029	14	October	353	28,586	80.98
November	742	9,999	13	November	268	20,589	76.82
December	553	7,803	14	December	307	17,502	57.01
January	711	9,566	13	January			
February	649	9,353	14	February			
March	807	10,672	14	March			
April	686	9,519	14	April			
May	692	9,685	14	May			
June	258	3,441	13.3	June			
<b>FYTD Total</b>	<b>8,002</b>	<b>111,079</b>	<b>16</b>	<b>FYTD Total</b>	<b>1,983</b>	<b>159,117</b>	<b>80</b>
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.

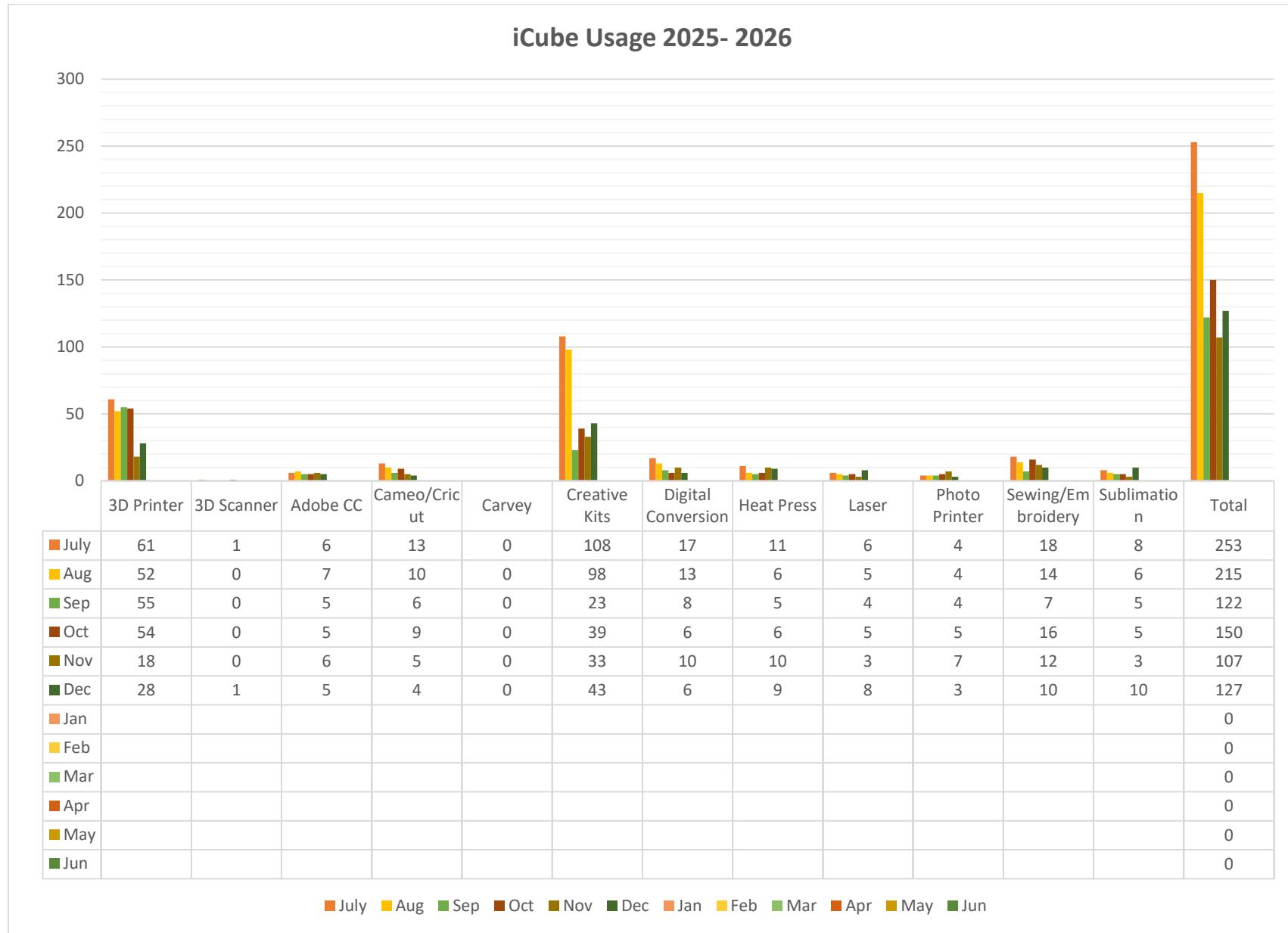
Note: Early Literacy Monthly Sessions is lower in June because we decommissioned both AWE Workstations on June 11th.

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 11<sup>th</sup>, 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					
February					
March					
April					
May					
June					
<b>FYTD Total</b>	<b>16,632</b>	<b>5,186</b>	<b>2,555</b>	<b>119</b>	<b>2,305</b>

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					
February					
March					
April					
May					
June					
<b>FYTD Total</b>	<b>46,418</b>	<b>22,843</b>	<b>69,261</b>	<b>13,211</b>	<b>681</b>

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

Meeting Room Statistics 2025-2026 Fiscal Year		
	Rentals	Attendees
July	36	602
August	41	674
September*	39	666
October*	54	1,002
November*	34	588
December*	<b>36**</b>	<b>606**</b>
January		
February		
March		
April		
May		
June		
<b>FYTD</b>	<b>240</b>	<b>4,138</b>

**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 23<sup>rd</sup>.**

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						
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						
<b>FYTD Total</b>	<b>2,496</b>	<b>708</b>		<b>3,677</b>	<b>13,972</b>	<b>FYTD Total</b>	<b>637</b>	<b>213</b>		<b>1,240</b>	<b>2,008</b>	

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			
								<b>FYTD Tot.</b>		<b>452,332</b>	<b>66,649</b>	<b>FYTD Tot.</b>		<b>138,460</b>	<b>37,814</b>

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

**FRIENDS OF NOVI LIBRARY - No meeting in December****CITY OF NOVI HISTORICAL COMMISSION – N/A****NOVI HISTORICAL COMMISSION**

October Minutes

Wednesday, October 15, 2025  
Novi Library Local History Room**CALL TO ORDER:** 7:04 p.m.**ATTENDANCE:** Kim Nice, Sharon Larson, Kelly Kasper, Randy Van Wagnen and Dan Pierce**ABSENT:** Debbie Wrobel and Kathy Crawford**INTRODUCTION OF GUESTS:** Rae Manela (Library Liaison)**APPROVAL OF AGENDA:** APPROVED**APPROVAL OF SEPTEMBER MINUTES:** APPROVED

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2025/2026 Fiscal Year		
	BUDGET	EXPENDITURES Thru Oct 15, 2025
Display Cabinet Exhibit	\$ 700.00	\$ (44.98)
Marketing/Brochures/Engage/Name Badges	\$ 900.00	\$ -
Equipment/Supplies/Office/Upgrades/Repairs	\$ 3,000.00	\$ -
Program/Speaker Fees	\$ 1,750.00	\$ (88.26)
Storage Unit	\$ 2,750.00	\$ (2,020.00)
Acquisition (Books/Materials/Subscriptions)	\$ 2,800.00	\$ -
Conference/Continuing Education	\$ 1,300.00	\$ -
Legal Fees	\$ 700.00	\$ -
Special Project Items		
Betty Lang Internships		\$ -
Oral Histories		\$ -
City/Community Event		\$ (1,477.44)
Four Corners Project		\$ (99.17)
Photography		\$ -
Special Projects Total	\$ 5,000.00	\$ (1,576.61)
 TOTAL:	\$ 19,350.00	\$ (3,910.86) \$ 15,439.15
 Equitable Projects		
Vita Bim Book Sales - YTD	Expenditures	Revenue Rec'd
Wreaths Across Novi Project		\$ 700.00

**Treasurer's Report:** APPROVED – The only expenses for last month were around community events including Pumpkinfest and the sponsorship of the Library Board Sharkey concert.**LIBRARY LIAISON REPORT:****History Room Office Hours:****Monday, Oct. 20 (6-8 p.m.):** Kim Nice and Kelly Kasper**Monday, Nov. 3 (10:30 a.m. – 12:30 p.m.):** Kim Nice**Monday, Nov. 17 (6-8 p.m.):** Kelly Kasper**Monday, Dec. 1 (10 a.m. – 12:30 p.m.):** Sharon Larson and Kim Nice**Monday, Dec. 15 (6-8 p.m.):** Randy Van Wagnen and Kelly Kasper

**Microfilm Reader Annual Maintenance and Replacement Contract:** The annual maintenance and replacement contract should there be any issues or problems with the microfilm reader. The annual fee is \$1,760. A vote on the renewal of the contract was set for the November Historical Commission Meeting.

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**Document Donation Day:** The next document donation day is set for October 18 at the Novi Public Library.

**Library Liaison 2026-2027 FY Budget Request:** Rae submitted a \$8,860 library liaison budget request for the 2026-2027 fiscal year. The budget would cover costs associated with new equipment, books for archival materials, the Fall and Winter/Spring interns, the Omeka subscription, and the Crowley Maintenance Plan annual renewal.

**DISCUSSION ITEMS:**

**2026/2027 Fiscal Year Budget:** The Commission reviewed a proposed plan for the 2026/2027 fiscal year budget. The Commission will vote on the budget at its November meeting.

**Library Storage Clean-Up:** Kim and Rae will plan another date to clean and organize the "bowling alley."

**Northville Genealogy Society:** The Northville Genealogy Society will be using the Novi Public Library display case from Dec. 8, 2025, through Jan. 3, 2026. The Society will have a display that highlights genealogy with America's 250<sup>th</sup> anniversary. After it is done in Novi, the display will move to the Northville Library.

**Pumpkinfest at Toll Gate:** Pumpkinfest took place on Oct. 4 from 11 a.m. - 5 p.m. The Historical Commission had a display focusing on the Novi Special Race Car. Kim and Debbie staffed the event.

**Wreaths Across Novi:** The annual Wreaths Across Novi will take place at 1 p.m. on Saturday, Nov. 8. Kim and Kelly are working on the final steps of planning. A local girl scout group will help with wreaths and the VFW will play taps. The Commission is also seeking corporate sponsors.

**Novi Public Library 65<sup>th</sup> Anniversary Event:** The Library's 65<sup>th</sup> Anniversary event will take place Sunday, Oct. 26 from 1-5 p.m. The Commission will have a table, and the Local History Room will be open starting at 1:45 p.m. A final meeting was held on Tuesday, Oct. 14

**Speaker's Series:** Flyers are being developed for the upcoming programs. Flyer due dates: Dec 2025 for JAN-MAY Programs, verbiage from Kim by mid-October.

**ONGOING PROJECTS:**

**Villa Barr Book Sales:** No new book sales.

**NEW BUSINESS: NONE**

**PUBLIC COMMENT: NONE**

**NEXT MEETING:** November 19, 2025 at 7 p.m.

**ADJOURN:** 8:31 p.m.



## NOVI HISTORICAL COMMISSION

### November Minutes

Wednesday, November 19, 2025

Novi Library Local History Room

**CALL TO ORDER:** 7:04 p.m.

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

**ABSENT:** Kelly Kasper and Dan Pierce

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

**APPROVAL OF AGENDA:** APPROVED

**APPROVAL OF OCTOBER MINUTES:** APPROVED

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2025/2026 Fiscal Year		
	BUDGET	EXPENDITURES Thru Oct 15, 2025
Display Cabinet Exhibit	\$ 700.00	\$ (44.96)
Marketing/Brochures/Engage/Name Badges	\$ 900.00	\$ -
Equipment/Supplies/Office/Upgrades/Repairs	\$ 3,000.00	\$ -
Program/Speaker Fees	\$ 1,700.00	\$ (88.26)
Storage Unit	\$ 2,750.00	\$ (2,220.00)
Acquisition (Books/Materials/Subscriptions)	\$ 2,000.00	\$ -
Conferences/Continuing Education	\$ 1,300.00	\$ -
Legal Fees	\$ 700.00	\$ -
Special Project Items		
Betty Lang Internships		\$ -
Oral Histories		\$ -
City/Community Event		\$ (1,477.44)
Four Corners Project		\$ (98.17)
Photography		\$ -
Special Projects Total	\$ 5,000.00	\$ (1,676.61)
 TOTAL:	 \$ 19,300.00	 \$ (3,910.85) \$ 15,439.15
 Equitable Projects	 Expenditures	 Revenue Rec'd
Vita Brie Book Sales YTD		
Wreaths Across Novi Project		\$ 700.00

**Treasurer's Report:** APPROVED

### LIBRARY LIAISON REPORT:

#### History Room Office Hours:

Monday, Nov. 17 (6-8 p.m.): Kelly Kasper

Monday, Dec. 1 (10 a.m. – 12:30 p.m.): Sharon Larson and Kim Nice

Monday, Dec. 15 (6-8 p.m.): Randy Van Wagnen and Kelly Kasper

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

**Microfilm Reader Annual Maintenance and Replacement Contract:** A discussion took place over the annual maintenance and replacement contract with Crowley for the new microfilm reader. should there be any issues or problems with the microfilm reader. The annual fee is \$1,760. A vote on the renewal of the contract/services subscription was approved.

**ENGAGE:** Novi Historical Commission office hours have been submitted to the Novi publication. There is an increase in programming next year around America's 250<sup>th</sup> anniversary.

**Library Liaison Office Hours:** Rae's office hours will shift in January. She will continue to be at the Commission's Wednesday meeting and work Tuesday evenings as well.

**Library Intern:** Next month's Novi Historical Commission monthly meeting will be held in the Library Board Room to allow Sarah, the Betsy Lang Historical Commission Intern. A chance to present her finished project.

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

**Program Attendance:** Attendance for all programs at the library have increased dramatically in 2025. The Commission's program on the Edmund Fitzgerald had 132 people attend.

#### **DISCUSSION ITEMS:**

**2026/2027 Fiscal Year Budget:** Kim Nice and Sharon Larson proposed a budget that was slightly more than last year given that speaker fees have increased and there could be other potential increases in expenses (i.e. storage unit, supplies, etc.). The budget was approved.

**Four Corners Presentation:** Kathy Crawford, Kim Nice, Sharon Larson and Debbie Wrobel will be presenting the history of Novi's Four Corners and Matt Moeren's General Store to the Fox Run Women's Group on Wednesday, Nov. 26 at 10 a.m.

**Novi Public Library 65<sup>th</sup> Anniversary:** The public library's 65<sup>th</sup> anniversary was a huge success. Commissioners were all in attendance and staffed the history room and a table at the event.

**Friends of the Library Holiday Sale:** Friends of the Novi Library are having a holiday sale and a big basket raffle on Dec. 6. Donations can be made prior to the sale.

**Commissioner Re-Appointment:** Kim Nice and Daniel Pierce are up for re-appointment. Kim plans on seeking re-appointment. Daniel has decided he will not seek re-appointment since he has been experiencing an increase in travel demands for his work.

#### **ONGOING PROJECTS:**

**Villa Barr Book Sales:** No new book sales.

**NEW BUSINESS:** NONE

**PUBLIC COMMENT:** NONE

**NEXT MEETING:** Wednesday, Dec. 17 2025 at 7 p.m. in the Library Board Room.

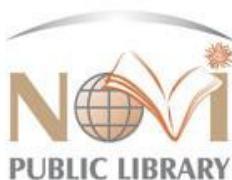
**ADJOURN:** 8:30 p.m.

## **LIBRARY BOARD COMMITTEE REPORTS**

**Policy Committee** – Meeting held on: December 16, 2025

### **2025 – 2026 GOAL**

1. Continued review of public policies by the staff committee



**DRAFT: 2<sup>nd</sup> Reading**

## **ICUBE USAGE POLICY**

**DRAFT—Reviewed by Staff Public Policy Committee 10/2/25, 12/2/25; Reviewed by iCube Committee NOV 2025; Reviewed by Board 12/16/25**

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

### **General**

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

### **Safety**

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

## Equipment Usage

- Equipment in the iCube is available for use on a first-come, first-served basis. **Supplies, equipment, Creative Kits and other items must only be used within the iCube.**
- Only designated Library staff and volunteers have hands-on access to red level equipment.
- **GuestPatrons** ~~will~~ must avoid wasting supplies and only use them for their indicated use.
- **GuestPatrons** are financially responsible for any and all damage done in the iCube and its equipment resulting from misuse or from failure to follow all rules, policies, procedures and restrictions. ~~The guestPatrons~~ agrees to pay for the loss or damage to any items and further agrees to accept the Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total.
- All equipment failures and accidents must be reported to ~~the~~ Library staff immediately.
- Library staff reserve the right to:
  - Stop a request due to time or equipment capabilities.
  - Set a limit as to the maximum ~~amount~~ number of projects requested by a ~~guest~~patron.
  - Close down the iCube at any time for programs or maintenance with little or no notice.
  - Refuse any request/service. If denied, a ~~guest~~patron may appeal that decision to deny the request/service to the Library Director by sending a written notice of appeal to the Library Director within ~~ten (10)~~ days of notice of the denial.
  - Review and approve all ~~guest~~patrons's materials before using specific equipment in the iCube. **GuestPatrons** are responsible for bringing their own materials unless otherwise noted. Some materials may be available for purchase. If there is a problem identified with designs and/or production, the ~~guest~~patron will be informed. Library staff cannot guarantee a successful project or time frame of completion. Failed projects may be attempted up to two more times.
- Library staff will provide limited assistance in using the equipment and software. **GuestPatrons** are responsible for transporting their own supplies and equipment to and from the iCube.
- While the Library makes every effort to oversee the use of the equipment, usage of the equipment is not under the direction or control of the Library.
- **No Liability**  
The Library assumes no responsibility for any damages to patron-provided devices, direct or indirect, arising from its connections to the Internet. Patrons use Library computer hardware and software at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to patron-provided devices, the patron's disks or data or electronic transactions of any type. The Library is not responsible for the loss of any portable media. The Library is not responsible for the possible interception of wireless connections, viruses or malware—nor the risks of transmitting personal data.

Additionally, the Library is not responsible for:

- Any manufacturing defects, issues with quality of workmanship, safety, or flaws or failures in materials associated with the use of the iCube's tools or equipment.

- Any loss of digital data or damage to materials provided by ~~guest~~patrons.
- A project that is destroyed, does not print correctly or does not work.
- Refunds for purchased materials.
- ~~A guest's personal equipment (VHS, DVD, etc.) if damaged or destroyed while using the tools or equipment in the iCube.~~
- Any object created with the use of the equipment, including any harm or injury incurred as a result of any usage of the equipment.

- **Prohibited Uses**

Equipment in the iCube may be used only for lawful purposes subject to any condition set forth in this policy or any other Library policy. The public ~~will not be~~ is not permitted to use the equipment in the iCube to create material that is:

- Prohibited by local, state or federal law or regulation.
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
- Obscene, sexually explicit or harmful to minors.
- ~~Related to weapons, weapon parts or weapon replicas of any kind. Costume pieces or props may be evaluated on a case-by-case basis.~~
- Produced for commercial purposes or goods to be sold for profit.
- In violation of ~~another's~~ intellectual property rights. The ~~guest~~patron ~~will be~~ is responsible for compliance with all intellectual property laws, including patent, trade dress, trademark and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with ~~guest~~patrons and the Library disclaims any responsibility or liability resulting there from. The person requesting to use iCube equipment is liable for any infringement.

## Computer & Internet Usage

- Computers in the iCube are to be used for digital content creation and creative work only.
- **Data**  
~~Guests must save their work on an external memory source, such as external hard drive, CD, DVD or flash drive. Patrons who wish to have a permanent record of their work must save data on their own portable media or cloud-based storage device.~~
- **File Deletion**  
~~Guest~~Patrons are responsible for deleting and/or removing any files (digital or print) from ~~the Library equipment in the iCube~~ iCube computers and equipment. The Library is not responsible for equipment or files (digital or print) left behind by ~~guest~~patrons.
- **Personal Software & System Modifications Prohibited**  
Patrons will refrain from use of personal software or networks (desktop network connections are allowed, if available). Patrons should not open staff access panels to connect to non-public network jacks or control panels. Patrons are not permitted to change the security setup, operating systems, the network configuration or any other configuration of any public computer without authorization.

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

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**Approved by the Novi Public Library Board of Trustees:** May 23, 2019  
**Amended:** May 25, 2023 (to combine P20: 3D Printer); January 8, 2026

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**HR Committee – Meeting held on:** No Meeting Held

1/3/26: Two interviews took place the week of December 8<sup>th</sup>. A candidate was narrowed down and currently we are trying to connect with the person to see if they are interested in the position. Karla will continue to take minutes for the Board until the seat is filled.

**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:** No Meeting Held**2025 – 2026 GOAL:**

1. Review NPL's current Technology Plan

1/3/26: Since the December board meeting, Director Farkas has reached out to the MCD Architects and has signed the proposal for the main doors design proposal. A planning meeting is being proposed for mid-January.

1/3/26: Update on Automated Material Handling System

Due to a delay by Lyngsoe Systems, our installation is being pushed back a week, and therefore our building modifications project is being pushed back by one week. Here is the updated timeline, with changes in red.

The contractor for the AMHS Building Modifications Project, Chris Helinski with Crossbeam Building Contractors will begin work on the sorting room on **Monday, January 5** (not MON 12/29, as originally planned to reduce downtime). The drive-up return lane and both return slots will be shut down from **Monday, January 5 - Sunday, February 8**.

**Here is a timeline for the building modifications part of the project:**

**SUN 1/4/26**

- complete final steps to clear the AST room of carts, materials, and anything else that can be removed at this time.
- cover the Exceptions computer, phone, and printer on the desk by the drive-up window during construction.

**MON 1/5/26**

- Chris Helinski and his crew expect to arrive at 8:30am to begin construction work. I am working 8:30am - 5pm to be here for them.
- remove the section of the AST machine closest to the wall.

- The drive-up return lane and return slots will close. Maryann will tape closure signs to the exterior return slots about this closure (which Sarah will laminate and provide to her).
- The AST room is off limits to ALL staff unless they are working with Chris and his crew.
- Support Services staff will begin following the temporary workflow plan to make up for no access to the AST room.

**MON 1/5/26 - FRI 1/23/26**

- Construction to complete the building modifications necessary for our new Lyngsoe Systems sorter will take place.
- At some point during this time, Chris and his crew will be removing the outside return slot panels. They are allowed to park their vehicles in the drive-up lane, and they have cones to block off their work areas outside.
- All construction needs to be completed by the end of day January 23.

**TUE 1/27/26 - FRI 2/6/26**

- The Lyngsoe Systems sorter will be delivered and installed.
- I will send out a separate email with these details.

**MON 2/9/26**

- Launch of new sorter to the public.

**Finance Committee – Meeting held on:** No meeting held

1/3/26: Library Annual Report was delivered to City Council on: Monday, December 15, 2025

**2025 – 2026 GOALS:**

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

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

**2025 – 2026 GOALS:**

1. Continuing support with Friends of Library; more board presence at their events
2. Support of the 65<sup>th</sup> 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

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**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)**

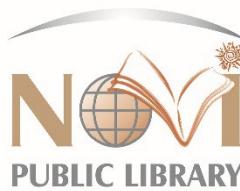
### 2026

January	2 Budget Planning Sessions at Novi Public Library: <b>Saturday, January 17th 10am-2pm and Thursday, February 5th 6pm-8pm</b>
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 24<sup>th</sup>
- Monday, May 25<sup>th</sup> (Memorial Day) **H**
- Friday, June 19<sup>th</sup> (Juneteenth) **H**
- Sunday, June 21<sup>st</sup> (Father's Day)
- Friday, July 3<sup>rd</sup> (Independence Day Weekend)
- Saturday, July 4<sup>th</sup> (Independence Day) **H**
- Friday, August 14<sup>th</sup> (Staff Professional Development Day)
- Saturday, September 5<sup>th</sup> (Labor Day Weekend)
- Sunday September 6<sup>th</sup>
- Monday, September 7<sup>th</sup> (Labor Day) **H**
- Wednesday, November 25<sup>th</sup> (Day before Thanksgiving, close at 5 p.m.)
- Thursday, November 26<sup>th</sup> (Thanksgiving Day) **H**
- Friday, November 27<sup>th</sup> (Thanksgiving Weekend)
- Saturday, November 28<sup>th</sup>
- Sunday, November 29<sup>th</sup>
- Wednesday, December 23<sup>rd</sup> (Day before Christmas Eve, close at 5 p.m.)
- Thursday, December 24<sup>th</sup> (Christmas Eve Day) **H**
- Friday, December 25<sup>th</sup> (Christmas Day) **H**
- Saturday, December 26<sup>th</sup> (Weekend following Christmas holiday)
- Thursday, December 31<sup>st</sup> (New Year's Eve Day) **H**
- Friday, January 1<sup>st</sup> (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 26<sup>th</sup> in Council Chambers and April 16<sup>th</sup> (Director Conflict) at Novi Library**

Approved: July 10, 2025