



Agenda

Novi Public Library Board of Trustees

Thursday, August 14, 2025

at 7:00 p.m.

Location: City of Novi, Council Chambers

Mission: Cultivate Learning, Inspire Creativity, Foster Inclusivity

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

Call to Order by President, Mark Sturing

Pledge of Allegiance

Roll Call by Secretary, Karla Halvangis

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

Student Representatives: Not filled at this time

Approval of Agenda.....1-3

Consent Agenda

1. Approve Minutes of: July 10, 2025 –Regular Board Meeting4-12
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#653) 13-15

Presentations

1. Friends of Novi Library Annual Presentation by Sue Johnson, President..... 73-76
2. Novi Historical Commission Annual Presentation by Rae Manela, Liaison and Kim Nice, ChairN/A

Public Comment

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

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

Reports

1. Student Representatives Report –July 2025 by Director Farkas 16-17
2. Memo: Novi Youth Council Transition (City of Novi) 18-19
3. President's Report (Mark Sturing)
 - A. 2025-2026 Board Committee Assignments21
4. Treasurer's Report (Brian Bartlett)
 - A. 2025-2026 Library Budget Fund 27122-25
 - B. 2025-2026 Contributed Fund Budget 272.....26
 - C. Financial Report July 202527

D. Library Fund 271 Expenditure & Revenue Report as of July 31, 2025	28-30
E. Library Fund 272 Contributed Fund as of July 31, 2025	31
F. Balance Sheets for Funds 271 and 272 as of July 31, 2025.....	32-33
5. Director's Report (Julie Farkas)	34-43
A. Door Count Usage Statistics – July 2025 (Jeff Smith)	44-45
B. Assistant Director of Building Operations Report (Maryann Zurmuehlen)	46
C. Information Technology Report (Jeffrey Smith)	46-50
D. Facilities Report (Keith Perfect)	51
E. Assistant Director of Public Services Report (Lori Lowery)	53-55
F. Information Services Report (Emily Brush and Rae Manela)	53-55
G. Marketing and Community Promotion Report (Dana VanOast)	56-59
H. Support Services Report (Sarah Mominee)	60-61
I. Library Usage Statistics.....	62-72
J. Friends of Novi Library – Agenda 7/15/25; Minutes 7/10/2024.....	77-82
K. City of Novi Historical Commission – Minutes 6/18/25	83-85

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: July 22, 2025.....85
 - Approve: Mobile Hot Spot Usage Policy (2nd Reading) 86-88
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.....N/A
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)
 - Meetings held on: July 30, 2025.....89
4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 (Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)
 - Next meeting: No meeting scheduled 89-91
5. **Strategic Planning Committee:**
 (Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Dana VanOast, Info Services)
 - Next meeting: No meeting scheduled.....N/A
6. **Building & Grounds Committee:**
 (Chair: Gawalapu, Sturing, Halvangis (Staff Liaison – Julie Farkas)
 - Meeting held on: No meeting scheduledN/A
7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**
 (Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)
 - No Meeting heldN/A

8. DEI: Diversity, Equity and Inclusion Committee

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

- Next Meeting on: August 18, 2025..... 92-93

Matters for Library Board Action

1. Approve MOBILE HOTSPOT USAGE POLICY (2nd Reading) 86-87

Communications

1. Email from Krista Williams, RE: Study Rooms..... 94

Closed Session

1. No session scheduled at this timeN/A

Adjournment

Supplemental Information

- Library Board Calendar 2025..... 95
- Library Closings 2025 96
- Library Board Calendar 2026..... 97
- Library Closings 2026 98

2025 Future Events:

- **8/14: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- **8/15: LIBRARY CLOSED – Professional Development Day for Library Staff**
- 8/20: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- 8/25: First day of Teen Space (Novi Community Schools back in session)
- **8/30 – 9/1 LIBRARY CLOSED – Labor Day Weekend**
- 9/10/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- **9/11/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 9/17/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- 9/21/25: Library Open House 2-4pm, Novi Public Library
- 10/8/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- **10/9/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 10/15/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- 10/19 – 10/25/25: National Friends of Libraries Week
- 10/26/25: Library's 65th Anniversary Party 1-5pm, Novi Public Library

Cultivate Learning. Inspire Creativity. Foster Inclusivity.

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

<http://www.novilibrary.org>

MINUTES

Initial Draft



**Library Board of Trustees – Regular Meeting
Initial Draft – MINUTES
July 10, 2025, 7 PM
Novi Civic Center, Council Chambers**

Call to Order by President, Mark Sturing

Novi Civic Center, Council Chambers

Called to order by President Mark Sturing at 7:01 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Karla Halvangis

Library Board – 4 board members were recorded present

Mark Sturing, President

Kat Dooley, Vice-President – absent, excused

Brian Bartlett, Treasurer – originally recorded as absent, arrived at 7:04 PM

Karla Halvangis, Secretary

Lori Burke, Board Member

Kathy Crawford, Board Member

Ajeeta Gawalapu, Board Member – absent, excused

Student Representatives

Alexandra DeMore

Alyna Dohadwala

Library Staff

Julie Farkas, Director

Amy Crockett, Recording Secretary

Approval of Agenda.....1-3

Motion: To approve the Agenda as presented

Motion for Approval – 1st – Trustee Crawford

2nd – Trustee Burke

Motion passes – 4-0

Consent Agenda

1. Approve Minutes of: June 12, 2025 Regular Board Meeting.....4-10
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#652).....11-13

Motion: To approve the Consent Agenda as presented

Motion for Approval – 1st – Trustee Crawford

2nd – Trustee Burke

Motion passes – 4-0

Presentations

3. Student Representatives Annual Presentation for 2024-2025.....14-22

Student Representatives DeMore and Dohadwala gave a presentation about teen programs, Teen Space, the Teen Advisory Board and teen book displays over the past fiscal year.

Trustee Crawford: Thanked students. Asked if there is anything they would change about the program.

Student Representative DeMore: Expressed that it would be good to use social media, particularly Instagram, to engage teens more and promote events, which could help get more consistent attendance. Student Representative Dohadwala agreed.

4. Farewell to Alexandra DeMore and Alyna Dohadwala for their 2 years of service to the Novi Public Library as Student Representatives on the Library BoardN/A

Director Farkas: Thanked the students for their 2-year commitment to the Library and all the work they did. Presented them with certificates and gifts.

Board Members thanked the students for all their hard work.

5. Marketing Plan Presentation July 2025 – 2027 by Dana VanOast91-99

Dana VanOast: Presented the Library's 2-year marketing plan. Explained that this plan was influenced by the strategic plan and is very focused on storytelling, both sharing the Library's story and patron stories. The board Events/Marketing/Fundraising Committee has reviewed this plan and given feedback. Highlighted 3 marketing goals: to increase community awareness of NPL's services, increase library cardholders, and increase funding and sponsorship opportunities. Discussed strategies for achieving these goals and a timeline for completion.

Trustee Bartlett: Asked if the \$65,000 the Library is trying to raise for the 65th anniversary includes the funds we normally get from the Friends of the Novi Public Library, or if it is in addition to those funds.

Dana VanOast: It is \$65,000 in addition to what we get from the Friends.

Trustee Halvangis: Asked about the goal of increasing library cardholders and if the Library has a database to know who has a library card and who doesn't.

Dana VanOast: Explained that the Library has GIS data and maps from the City of Novi that show where in the city a larger or smaller percentage of residents have library cards, so we know where to target.

Trustee Burke: Thanked Dana for the report and the work she put into developing the plan. Believes it is a great plan and now we have to implement it.

6. Strategic Planning Year in Review 2024-2025 by Dana VanOast.....101-104

Dana VanOast: Presented Year in Review report that shows all the work the Library has done toward the strategic plan in the first year. Thanked the Board for feedback on this document. Went through each of the 4 strategic planning goals and what has been accomplished over the past year.

Director Farkas: Thanked Dana for compiling this report. Thanked the entire staff for their work over the past year. Thinks this report tells a great story of the year.

Dana VanOast: Our strategic planning consultants, ReThinking Libraries, are going to do some sessions with staff to get feedback on how they think things are going so far. This report will be shared on the Library's website, social media, etc.

Director Farkas: Would like to present this report to the Novi City Council as well.

Board Members thanked Dana.

Public Comment

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No Public Comment

Reports

1. Student Representatives Report – June 2025.....23-24

Board Members again thanked the students for their work over the past 2 years.

Director Farkas: Has not heard from the City of Novi yet about filling the student representative positions for the future, but will keep the board posted when she learns more.

2. President's Report (Mark Sturing)

B. 2026 Library Board Monthly Meetings (for approval in Matters for Board Action)..25

C. MLA Strategic Plan 2025 – 2028.....26-31

D. 2025-2026 Board Committee Assignments32

Discussion about MLA's strategic plan. Director Farkas expressed appreciation for the organization and the support they provide NPL.

Trustee Halvangis: Attended the first Summer Songfest concert, which was very well-attended.

Trustee Burke: Noted that on a recent library visit she saw a parent with 2 small children checking out 2 huge stacks of books. Seems like the Summer Reading Program is going well.

Director Farkas: Reminded everyone that Novi residents can check out up to 100 books!

3. Treasurer's Report (Brian Bartlett)
 - A. 2024-2025 Library Budget Fund 271.....33-36
 - B. 2024-2025 Contributed Fund Budget 272.....37
 - C. Financial Report May 2025 (Updated) and June 2025.....38-39
 - D. Library Fund 271 Expenditure & Revenue Report as of June 30, 2025.....40-42
 - E. Library Fund 272 Contributed Fund as of June 30, 2025.....43
 - F. Balance Sheets for Funds 271 and 272 as of June 30, 2025.....44-45

Trustee Bartlett: Nothing much has changed since what we approved last month. We will see updated revenue numbers in the next few weeks. In the process of restructuring 271 and 272 accounts. Also noted that data we received from strategic planning consultants when we first started the process showed that per resident, NPL gets significantly less funding than most of the similar libraries in our area, but that we are in the top quarter in terms of the services we provide. This is important for newer board members to know and for us all to remember.

Director Farkas: Received the results of the reserve study, so will set up a meeting with the board Finance Committee to review before it is brought to the full board.

Trustee Sturing: These budget numbers are not audited yet, but show what has been processed at the time the report was pulled.

Director Farkas: We are still processing invoices for the 2024-2025 fiscal year. Should have fairly good numbers at the August meeting, as well as a 2025-2026 first-quarter budget amendment for approval. Thanked staff for their work getting invoices in quickly.

4. Director's Report (Julie Farkas)46-54
 - A. Door Count Usage Statistics – June 2025 (Jeffrey Smith).....55-56
 - B. Information Technology Report (Jeffrey Smith)57-60
 - C. Facilities Report (Keith Perfect)60
 - D. Information Services Report (Emily Brush and Rae Manela)61-63
 - E. Marketing and Community Promotion (Dana VanOast)64-65
 - F. Support Services Report (Sarah Mominee).....66-67
 - G. Library Usage Statistics.....68-79
 - H. Friends of Novi Library – 5/14/25 Minutes; 6/11/25 Agenda; June/July e-News.. 80-83
 - I. City of Novi Historical Commission – 5/21/25 Minutes.....84-85

Director Farkas: Included information about parking at the Library on July 20, when the Festival of Chariots is taking place at Fuerst Park. Shared more information about Northville District Library changes.

Trustee Crawford: Asked if we have been getting a lot of questions about the Northville changes.

Director Farkas: Yes, primarily from Northville residents who use the Novi Library. We have information available and staff have talking points. If you have questions, reach out to Northville District Library.

Director Farkas: Pointed out new information the Library has been putting out about food deliveries. Gave a shout out to Gail Anderson for planning Summer Songfest and Tuesday Tunes concerts.

Trustee Halvangis: Asked about the Tech-Comm Committee referenced on page 57.

Director Farkas: Explained this is a group through TLN that meets regularly. NPL hosted the group in June.

Trustee Crawford: Wondered if it would be helpful to know how many individual people are using the iCube, or if it is the same people using it repeatedly.

Director Farkas: Doesn't think there would be a way to track that, except for those who make appointments. Thinks overall usage numbers still show how much the space is being utilized.

Trustee Crawford: Saw that South Lyon library is loaning out items for parties.

Director Farkas: Some libraries have a "Library of Things" that they loan out. NPL does not have the storage capacity to do that. The nice thing about being part of the TLN consortium is that you may be able to get some of those items from other libraries that do loan them out.

Trustee Halvangis: Asked if there is somewhere where all these resources are compiled for the consortium so people know what is available where.

Director Farkas: Doesn't think that there is, but will check.

Trustee Sturing: Noted that NPL's self-check-out numbers are around the 40% range and thought that seemed low. Wondered what other libraries see and what we can do to encourage more use.

Director Farkas: Will check with other libraries. Thinks there are a lot of variables that contribute to use – such as comfort with technology, wanting human interaction, having account questions, etc.

Public Comment

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No Public Comment

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 - Chair: Burke, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
 - Approve: 2026 Library Closings, Mobile Hot Spot Usage Policy.....86-89
2. **HR Committee:** Review HR Policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, Halvangis, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - No Meeting Held.....N/A
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - Meetings held on 6/18/25, 6/30/25.....90
4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Meetings held on 6/16/25, 6/30/25.....90
 - Marketing Plan 2025-2027.....91-99
 - Planning meeting for 65th Anniversary scheduled for 7/15/25.....99
5. **Strategic Planning Committee:**
 - Chair: Bartlett, Crawford, Staff Liaisons: Julie Farkas and Dana VanOast
 - Meeting Held on 6/25/25.....N/A
6. **Building & Grounds Committee:**
 - Chair: Gawalapu, Halvangis, Sturing, Staff Liaison: Julie Farkas
 - No Meeting Held; Staff met on 6/17/25 Re: Kick-off meeting for Automated Material Handling System.....105
7. **Bylaw Committee (Ad-hoc):** Review of Library Board Bylaws
 - Chair: Bartlett, Sturing, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held..... N/A
8. **DEI: Diversity, Equity and Inclusion Committee:**
 - Chair: Halvangis, Crawford, Dooley, Staff Liaison: Julie Farkas
 - Meeting held on 5/29/25.....105

Trustee Halvangis: The Committee read *Serving Patrons with Disabilities* and would like all board members to read so we can have a discussion at the October meeting.

Matters for Library Board Action

1. Approve the 2026 Library Board Monthly Meetings Calendar.....25

Motion: To approve the 2026 Library Board Monthly Meetings Calendar

Motion to Approve – 1st – Trustee Crawford

2nd – Trustee Halvangis

Trustee Burke: Asked when Easter is in 2026.

Director Farkas: Answered that Easter is on April 5, 2026.

Motion Passes – 5-0

2. Approve the request for a closure of the Library at 2pm on Friday, December 19, 2025 for a staff appreciation event in cooperation with the City of Novi.....47,108

Director Farkas: Explained that the City is moving this to an afternoon event for staff only and will have a separate event for Board and Commission members. The Library would close at 2pm so that staff can participate in the event 2-5pm.

Motion: To approve the closure of the Library at 2pm on Friday, December 19, 2025 for a staff appreciation event in cooperation with the City of Novi

Motion to Approve – 1st – Trustee Burke
2nd – Trustee Crawford

Motion Passes – 5-0

3. Approve the 2026 Library Closings Calendar87

Director Farkas: Dates highlighted in yellow are her recommendations for new dates based on how holidays fall on the 2026 calendar.

Motion: To approve the 2026 Library Closings Calendar

Motion to Approve – 1st – Trustee Crawford
2nd – Trustee Halvangis

Trustee Burke: Does not support the closures on July 5, December 26, 27 and 30. Expressed that it is important to be open for the community and shared that the Library had good attendance on December 26 and 27 in 2024.

Discussion about the closing calendar, including City of Novi closure dates, historical context for Library closures, paid holidays vs. closure dates, book return closure information, advance notice given to the community about closures, other libraries being closed on Sundays year-round, and concerns about being closed too many days in a row.

Director Farkas: Expressed support for giving staff time off to be with family around the holidays.

Discussed waiting to vote until August. Would need to decide then to meet calendar deadlines.

Trustee Burke: Proposed an amendment to remove December 26, 27 and 30 from the closure dates and correct the date for the day before Thanksgiving to read Wednesday, November 25.

Trustee Crawford: As the maker of the motion, will consider this as a friendly amendment, but does not support the amendment. Staff look forward to the holiday time off and the public gets plenty of notice.

Trustee Bartlett: Proposed an amendment to Trustee Burke's amendment, to remove July 5 from the closure dates but keep December 26 as a closure date.

Trustees Burke and Crawford: Consider this as a friendly amendment to their motions.

Trustee Sturing: Believes this is a good compromise for staff and community needs and will support.

Motion: To approve the 2026 Library Closings Calendar with the removal of July 5, December 27 and December 30, and correcting the date for the day before Thanksgiving to Wednesday, November 25

Motion Passes – 4-1

Yes: Bartlett, Burke, Halvangis, Sturing

No: Crawford

4. Approve the Public Policy: Mobile Hot Spot Usage Policy88-89

Director Farkas: This is a new policy we wanted to put in place now that we have been loaning out hot spots for a few years and have seen how popular they are. This policy was created with feedback from staff and was reviewed by the staff Policy Committee.

Burke: Asked why this policy was not brought to the board Policy Committee before the full board.

Director Farkas: Thought it could be brought to the full board first. Since this is a first read-through, board could wait until the August meeting to vote.

Trustee Burke: Thinks it needs to go through the board committee first.

Trustee Sturing: Agreed with Trustee Burke.

Director Farkas: Will make sure to do this in the future.

Motion: To send the Mobile HotSpot Usage Policy to the board Policy Committee for review

Motion – 1st – Trustee Sturing

2nd – Trustee Burke

Motion Passes – 5-0

5. Approve the 2024-2025 Strategic Plan Year in Review.....101-104

Director Farkas: This is the board approving the document Dana VanOast presented earlier this evening.

Motion: To approve the 2024-2025 Strategic Plan Year in Review

Motion – 1st – Trustee Burke

2nd – Trustee Bartlett

Motion Passes – 5-0

Communications

1. Thank you note from Novi Chamber of Commerce for participation in the Novi Community Fest.....106

Closed Session

No Closed Session

Adjournment

Motion: To adjourn at 8:49 PM
 Motion to Adjourn – 1st – Trustee Crawford
 2nd – Trustee Burke

Motion Passes – 5-0

Supplemental Information

- Library Board Calendar 2025..... 107
- Library Closings 2025 108

2025 Future Events:

- **6/2/25 – 8/9/25: SUMMER READING PROGRAM**
- 7/15/25: Friends of Novi Library Annual Meeting, 7pm, Novi Public Library
- 7/16/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **8/14/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- **8/15/25: LIBRARY CLOSED – Professional Development Day for Library Staff**
- 8/20/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **8/30/25 – 9/1/25 LIBRARY CLOSED – Labor Day Weekend**
- 9/10/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- **9/11/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 9/17/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library

WARRANTS (Provided by Bindhya Suriyanarayanan, Bookkeeper)

Warrant 653	271 Accounts	August 2025	
Payable to	Invoice #	Account number	Amount
Naz Haque	Meeting Room Refund	271-000.00-675.300	\$ 20.00
Patricia McLaughlin	On the Road Refund	271-000.00-674.289	\$ 238.00
Friends of Novi Library	Reimbursement	271-000.00-674.400	\$ 50.00
Quill	folders	271-000.00-727.000	\$ 511.75
Stamps	Postage	271-000.00-728.000	\$ 100.00
Adobe	Creative Cloud	271-000.00-734.000	\$ 779.88
Business Oriented	Service & Asset management	271-000.00-734.000	\$ 7,356.00
ConverSight	myLIBRO Cardholders	271-000.00-734.000	\$ 3,300.00
Knight Technology	July	271-000.00-734.000	\$ 700.00
Ionos	Domain-7/10/25-7/9/26	271-000.00-734.000	\$ 55.16
Springshare	Patron Point	271-000.00-734.000	\$ 3,790.80
Techsoup	Microsoft 365 - 7/12/25 - 8/11/25	271-000.00-734.000	\$ 93.60
Techsoup	Visio Standard	271-000.00-734.000	\$ 126.00
Adobe	Acrobat Pro	271-000.00-734.500	\$ 29.99
Amazon	IT supplies	271-000.00-734.500	\$ 56.98
Amazon	iCube	271-000.00-734.500	\$ 200.98
Bambulab	Filament - iCube	271-000.00-734.500	\$ 324.84
Canon	Staples for staff copiers	271-000.00-734.500	\$ 150.00
Knight Watch	Point 32 Server Room Water Sensor	271-000.00-734.500	\$ 940.00
Petty Cash	Test Transaction	271-000.00-734.500	\$ 0.60
Amazon	Waste Container	271-000.00-740.000	\$ 640.96
Amazon	Blue Ray Replacement case	271-000.00-740.000	\$ 175.96
Amazon	Envelopes	271-000.00-740.000	\$ 8.49
Amazon	Zen Den	271-000.00-740.000	\$ 18.78
Aunt Flow	Feminine Products 1 of 4	271-000.00-740.000	\$ 760.00
Midwest Tape	DVD Case	271-000.00-740.000	\$ 371.99
Quill	Toner Cartridge	271-000.00-740.000	\$ 5,523.80
Showcases	DVD-Sleeve & Case	271-000.00-740.000	\$ 578.34
Amazon	742.911	271-000.00-742.000	\$ 2,246.79
Barnes&Noble	books	271-000.00-742.000	\$ 576.00
Brodart	books	271-000.00-742.000	\$ 9,441.04
Cengage	742.300	271-000.00-742.000	\$ 687.48
Center Point	742.300	271-000.00-742.000	\$ 326.61
Rosen	books	271-000.00-742.000	\$ 1,212.82
Amazon	Lending Library	271-000.00-742.010	\$ 149.35
Brodart	Lending Library	271-000.00-742.010	\$ 663.60
Baker & Taylor	744.52	271-000.00-744.000	\$ 37.41
Amazon	744.520	271-000.00-744.000	\$ 80.65

Midwest Tape	744.520	271-000.00-744.000	\$ 1,771.61
Hoopla/Midwest Tape	Advance Digital Payment	271-000.00-745.200	\$ 20,000.00
OverDrive	Ebook, Audiobook	271-000.00-745.200	\$ 8,094.79
The Washington Post	Jul -1,2025 - Jul 1, 2026	271-000.00-745.300	\$ 2,036.00
Linkedin	7/1/25 - 6/30/26	271-000.00-745.300	\$ 13,125.00
Foster Swift	June	271-000.00-806.000	\$ 433.50
MCLS	Annual Membership	271-000.00-809.000	\$ 250.00
Novi Chamber	Annual Membership	271-000.00-809.000	\$ 535.00
Novi Rotary	July - Sep	271-000.00-809.000	\$ 180.00
Calm App	7/1/25 - 6/30/25	271-000.00-816.000	\$ 601.83
Michigan Reserve	7/1/26 - 6/30/27	271-000.00-816.000	\$ 1,470.00
Suttle Enterprises	Staff Prof.Development Day	271-000.00-816.000	\$ 4,300.00
GDI	June	271-000.00-817.000	\$ 8,120.00
AT&T	May 14 - Jun 13,2025	271-000.00-851.000	\$ 1,012.51
Ooma	7/1/25 - /31/25	271-000.00-851.000	\$ 538.37
T-Mobile	due on 7/24/25	271-000.00-851.000	\$ 1,028.41
Telnet	due on 6/21/25	271-000.00-851.000	\$ 1,038.62
Verizon	June	271-000.00-851.000	\$ 665.44
E.Brush	Mileage	271-000.00-862.000	\$ 28.70
M.Zurmuehlen	Mileage	271-000.00-862.000	\$ 45.43
Muniweb	Website - June	271-000.00-880.000	\$ 700.00
Rally House	Student Rep Grad Gifts	271-000.00-880.000	\$ 62.96
Belle Isle	On the Road Trip	271-000.00-880.271	\$ 21.00
Feet on the Street Tours	On the Road Trip	271-000.00-880.271	\$ 450.00
Ford House	On the Road Trip	271-000.00-880.271	\$ 442.90
Germack roasting	On the Road Trip	271-000.00-880.271	\$ 11.39
Lakeland Banquet	On the Road Trip	271-000.00-880.271	\$ 1,409.54
Sams	On the Road Trip	271-000.00-880.271	\$ 116.44
Walmart	On the Road Trip	271-000.00-880.271	\$ 37.57
Amazon	Program	271-000.00-880.268	\$ 1,199.47
Gordon Food	Program	271-000.00-880.268	\$ 94.96
Jen McArdle	Hanging Yam Art	271-000.00-880.268	\$ 59.69
MPLC	Blanket License FY 25/26	271-000.00-880.268	\$ 384.80
Canon	Print	271-000.00-900.000	\$ 556.61
Consumers Energy	5/7/25 - 6/6/25	271-000.00-921.000	\$ 642.40
Consumers Energy	6/7/25 - 7/8/25	271-000.00-921.000	\$ 304.77
DTE	5/22/25 - 6/3/25	271-000.00-922.000	\$ 8,969.10
City of Novi	3/31/25 to 6/26/25	271-000.00-923.000	\$ 2,159.91
Allied Building	Chiller condenser coil wash	271-000.00-934.000	\$ 1,100.00
Anago	July deep clean	271-000.00-934.000	\$ 420.00
Dalton	Monthly Carpet/chair cleaning	271-000.00-934.000	\$ 340.00

Home Depot	Staff Zen	271-000.00-934.000	\$ 390.82
Home Depot	Battery	271-000.00-934.000	\$ 57.48
ImperialDade	supplies	271-000.00-934.000	\$ 1,067.44
NorthStar	June	271-000.00-934.000	\$ 144.64
Orkin	Seasonal	271-000.00-934.000	\$ 598.01
Orkin	Seasonal	271-000.00-934.000	\$ 125.00
Schindler Elevator	Phone line replacement	271-000.00-934.000	\$ 2,614.68
Brien's	Weeding, lawn	271-000.00-936.300	\$ 4,870.00
image360	Black Dye Plate	271-000.00-936.300	\$ 125.00
SCA	June - Parking lot Sweeping	271-000.00-936.300	\$ 77.13
Canon	Printing	271-000.00-942.000	\$ 1,010.00
Canon	Property Tax	271-000.00-942.002	\$ 621.90
Corrigan	July	271-000.00-942.100	\$ 28.06
Kroger	Manager Training	271-000.00-956.000	\$ 45.55
MCLS	serials cataloging	271-000.00-956.000	\$ 100.00
Novi Community School	Presenter Coffee	271-000.00-956.000	\$ 2.81
Panera	Staff Training for Managers	271-000.00-956.000	\$ 141.00
	TOTAL 271		\$ 139,102.89

Warrant 653	272 Accounts	August 2025	
Library Design	Remove and recycle shelving	272-000.00-742.231	\$ 475.00
Amazon	Cards - Birthday, Thank you	272-000.00-742.236	\$ 81.28
AT Home	Staff Space - Zen Den	272-000.00-742.236	\$ 183.39
Kroger	Staff Ice Cream	272-000.00-742.236	\$ 72.89
	TOTAL 272		\$ 812.56

July 2025 Library Board Student Representatives Report

By: Julie Farkas

Tween and Teen Library Programs:

- 7/15: Collage Art - Tweens joins us at the library to make collages using a variety of art materials; Attendance: 27
- 7/17: ICUBE TEEN INVASION: Miniature Bookcases; Attendance: 15
- 7/17: NO-VI Chess Club: Join our NO-VI Chess Club to participate, learn and sharpen your chess skill. No previous knowledge of chess is necessary. This program will include lectures, practice games, game analysis, and other components of chess training; Attendance: N/A
- 7/18: July Tween Grab and Go Kit; Attendance: 96
- 7/22: Open Art Studio: "Color your world" with an evening of art making! Students are welcome to join us for a variety of craft making activities. We supply the materials; you supply the creativity; Attendance: 17
- 7/23: Tie Dye: Learn about the art of tie dying and create your own colorful socks! (3 Sessions); Attendance: 56
- 7/26: Tamil Summer Read A Thon: This five week workshop is designed to help your child read Tamil fluently and quickly with interactive lessons and fun filled activities provided by our experienced teachers. We will train our students to read not only fluency but also an understanding of the material as well! For grades K-12. Event hosted by Nunmaan Tamil Academy; Attendance: 27
- 7/26: Beginner: Sewing Class – Zippered Pouch: This sewing class will teach introductory information such as terminology, how to thread a sewing machine, how to wind a bobbin, and basic stitches. With this information, students will be able to make their own custom zippered pouch. Teaching and tools provided. Attendance: N/A
- 7/30: Marvel Superhero in Real Time: Jerry DeCaire, MARVEL Comics artist for Wolverine, Thor and other world-famous superheroes, presents his own signature, live drawing performance. The artist shows how a comic book is made from beginning to end, and the demo-drawings are then signed and dated and given away for free; Attendance: 40

Teen Space Update:

Teen space did not operate in July, as the 2024-2025 school year ended. This program will resume on August 25, 2025 (the first day of school for Novi Community School District)

Teen Advisory Board (TAB) Update:

Novi Teen Advisory Board did not meet in the month of July.

Upcoming Programs: SEPTEMBER

- 9/4: Club Half-Blood: Calling all fans of mythology, monsters, and mayhem! If you love Rick Riordan's books, or want to read them for the first time, join our monthly club for discussion, snacks, games, and crafts inspired by the books!
- 9/6: Sewing Class: Introduction to Serger Basics
- 9/12: Teen Space: Mario Kart Tournament
- 9/16: Novi Inklings Creative Writing Club: Future writer? Grow your creativity at our tween creative writing club! Practice your writing skills, learn about storytelling, and share your work with your peers! Our focus is creative writing, such as stories, poems, and creative nonfiction.
- 9/19: Teen Advisory Board (TAB) Meeting
- 9/23: Aboriginal Dot Art: Tweens, join us at the library to create and learn about Aboriginal Australian art characterized by the use of dots, symbols, and images. Please dress for a mess, we will be using paint.

MEMORANDUM



TO: VICTOR CARDENAS, CITY MANAGER
FROM: SHERYL WALSH-MOLLOY, DIRECTOR OF COMMUNICATIONS
SUBJECT: NOVI YOUTH COUNCIL TRANSITION
DATE: JULY 15, 2025

Background

The Novi Youth Council was established in 2005 with the intention of providing teens an opportunity to engage with local government, build leadership skills, and represent youth voices in the community. While the mission remains commendable, the structure and operation of the Youth Council have remained largely unchanged for nearly two decades.

Current Challenges

In the years since its inception, the world has evolved significantly. Today's high school students are immersed in a highly connected, fast-paced environment shaped by academic rigor, extracurricular commitments, part-time jobs, and digital saturation. As a result:

- Many Youth Council members are overcommitted and unable to fully engage in meetings or initiatives.
- Participation often wanes after appointment, with attendance and follow-through becoming inconsistent.
- The current model caps involvement at 13 members, leaving many interested students without a voice.
- For some, participation is pursued primarily to enhance college or job applications, rather than to contribute meaningfully.

Despite these challenges, the input and perspectives of Novi's youth remain critically important — particularly on issues directly impacting their lives, such as sustainability, mobility, community safety, and recreation.

Recommendation: Establish a Mayor's Youth Forum

To create a more effective, inclusive, and sustainable model of youth engagement, I recommend dissolving the current Youth Council as well as the designated student representative positions on the Library Board and Parks, Recreation and Cultural Services Commission. In their place, we would establish a **Mayor's Youth Forum**, a new initiative open to all Novi high school students.

Key features of the proposed Mayor's Youth Forum:

- **Open Participation:** No application or appointment process—any high-school-aged resident of Novi can attend.
- **Quarterly or Biannual Meetings:** Flexible scheduling allows students to attend as their schedules permit.
- **Topic-Focused Dialogue:** Each session would center around a specific issue, initiative, or area of interest identified by City Council, City departments, or community partners.
- **Broader Reach:** This model invites a wider range of voices, reflecting Novi's diversity and ensuring more equitable representation.

The Library and Parks, Recreation & Cultural Services Directors support this transition. The Library has an established Teen Advisory Committee and would consider appointing a student representative to their Board, if desired. Parks, Recreation and Cultural Services staff believe the Mayor's Youth Forum will more optimally meet their engagement needs, particularly from a recreation and programming standpoint.

Next Steps

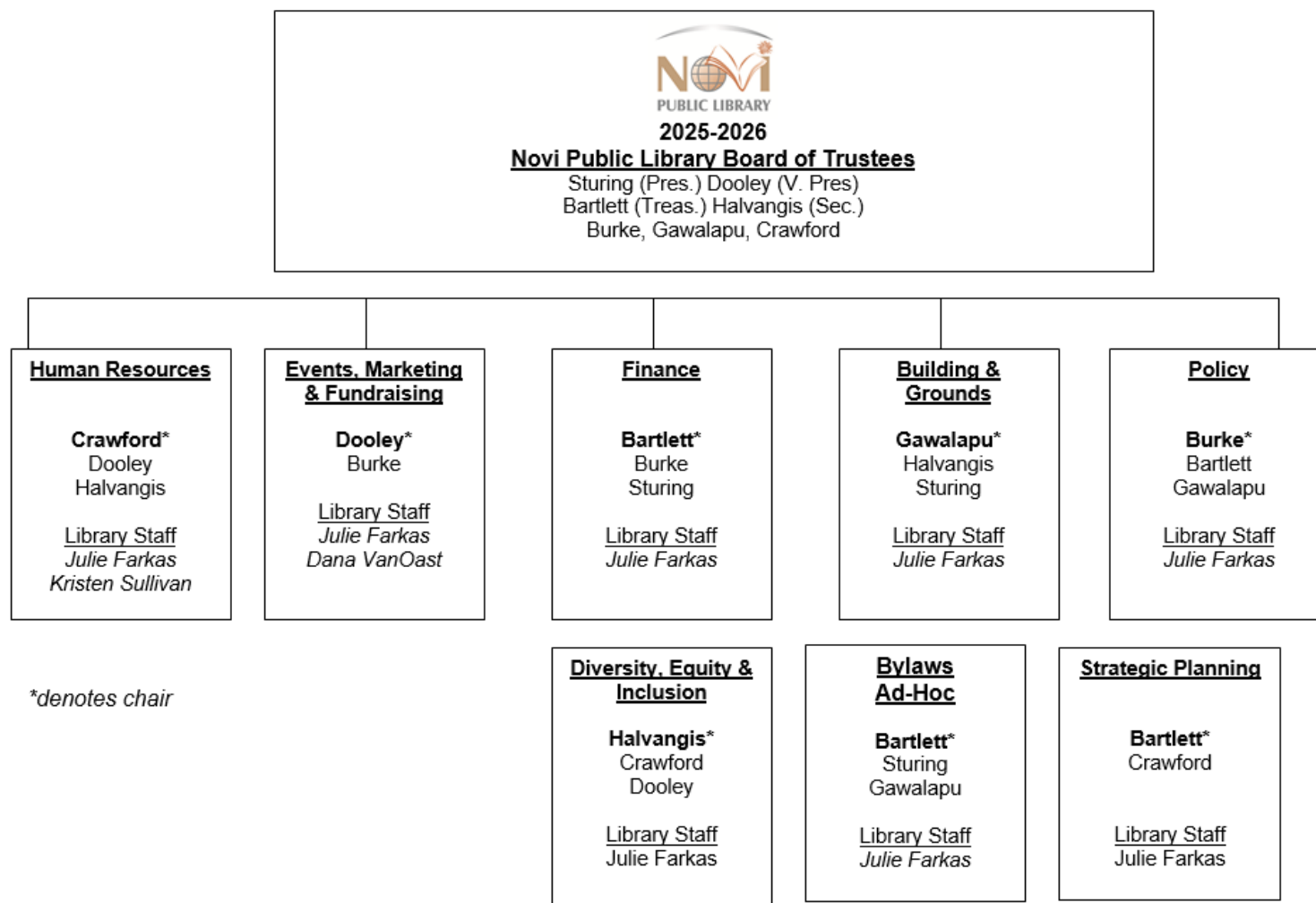
If supported by City Council, staff will return with a resolution to formally dissolve the existing Youth Council and student board representative roles, and to create the Mayor's Youth Forum framework.

Conclusion

After nearly 20 years, it is time to evolve our approach to youth engagement. A Mayor's Youth Forum aligns with the realities of today's high school students while amplifying the voices of those most impacted by the policies and programs we shape. It reflects our commitment to innovation, inclusion, and responsive local government.

City Council will be taking action at the August 25th meeting

PRESIDENT'S REPORT



FINANCIALS – 24/25 Approved 4th Quarter as of 6/12/25

2025-2026 Library Budget 271											
As of February 13, 2025		2023-2024 Audited	2024-2025 Approved	2024-2025 Year End	2024-2025 4th Qtr.	2025-2026 Approved	2026-2027 Projected	2027-2028 Projected	2028-2029 Projected	2029-2030 Projected	2030-2031 Projected
Revenues		10/30/2024	2/15/2024	2/13/2025	6/12/2025	2/13/2025	2/13/2025	2/13/2025			
Account	Description										
402.000	Tax Revenue - Current Levy	3,410,762.72	3,618,062.00	3,625,232.58	3,621,173.08	3,762,784.00	3,875,668.00	3,991,938.04	4,111,696.18	4,235,047.07	4,362,098.48
404.003	Tax Revenue - Brow nfield B1	-376.24	-436.00	-431.56	-432.00	-506.00	-587.00	-692.66	-713.44	-734.84	-756.89
404.006	Tax Revenue - Brow nfield B2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404.007	Tax Revenue - Brow nfield B3 12	-15,263.59	-20,759.00	-16,000.68	-16,001.00	-28,232.00	-38,396.00	-47,995.00	-49,434.85	-50,917.90	-52,445.43
404.008	Tax Revenue - CIA Cap 2018	-30,637.16	-41,321.00	-35,988.88	-35,989.00	-55,783.00	-75,307.00	-94,133.75	-96,957.76	-99,866.50	-102,862.49
404.009	Tax Revenue - Brow nfield B4 21	-354.57	-404.00	-440.12	-440.00	-469.00	-544.00	-625.60	-644.37	-663.70	-683.61
404.010	Tax Revenue - Brow nfield B4X	-44.00	-108.00	-44.00	-44.00	-124.00	-143.00	-164.45	-169.38	-174.47	-179.70
412.000	Tax Reveune - C/Y Del PPT	-4,707.59	-8,000.00	0.00	0.00	-10,000.00	-12,000.00	-12,000.00	-12,360.00	-12,730.80	-13,112.72
414.000	Tax Revenue - Tax Tribunal Acc	-1,800.00	-1,000.00	0.00	-3,112.00	-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	1,500.00	1,096.86	1,779.12	1,800.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
567.000	State Aid	67,337.40	50,000.00	60,000.00	69,947.04	66,000.00	66,000.00	66,000.00	66,000.00	66,000.00	66,000.00
573.000	State Grants - Local Comm	17,786.09	15,000.00	15,000.00	8,101.99	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	80,000.00	91,226.15	91,226.15	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00
659.000	Library book fees	9,341.82	8,000.00	8,000.00	8,400.00	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	44,000.00	100,000.00	100,000.00	100,000.00	100,000.00	50,000.00	50,000.00	50,000.00	50,000.00
669.500	Unrealized gain(loss) invest	92,415.46	10,000.00	20,172.26	32,000.00	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	5,000.00	13,450.00	19,456.00	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	0.00	0.00
674.400	Gifts and donations	2,365.78	4,500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
675.000	Miscellaneous income	8,730.22	8,500.00	2,500.00	3,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
675.006	Car Charging	11.07	100.00	50.00	80.00	100.00	100.00	100.00	100.00	100.00	100.00
675.100	Copier	3,620.99	1,000.00	8,500.00	13,500.00	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	27,500.00	30,000.00	40,000.00	30,000.00	30,000.00	31,500.00	31,500.00	31,500.00	31,500.00
675.404	Novi Tow nship Assessment	7,701.00	7,850.00	7,850.00	8,228.00	7,850.00	7,850.00	8,000.00	8,000.00	8,500.00	8,500.00
675.650	Library Café	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
676.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues		3,827,332.74	3,808,984.00	3,930,672.61	3,961,373.38	4,009,420.00	4,090,641.00	4,129,926.58	4,245,016.38	4,364,058.87	4,486,157.63

2025-2026		2023-2024	2024-2025	2024-2025	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
Expenditures		Audited	Approved	Year End	4th Qtr.	Approved	Projected	Projected	Projected	Projected	Projected
Personnel Svcs.											
Account	Description										
704.000	Permanent Salaries	1,268,177.70	1,453,000.00	1,482,405.00	1,450,000.00	1,589,000.00	1,637,000.00	1,685,800.00	1,737,000.00	1,789,000.00	1,842,000.00
704.100	Severance/Incentive Pay	0.00	0.00	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	0.00	0.00
704.210	Vacation Payout	3,538.40	7,500.00	7,500.00	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	0.00	0.00	6,921.72	0.00	0.00	0.00	0.00	0.00	0.00
705.000	Temporary Salaries	683,363.35	743,000.00	720,000.00	694,733.00	810,000.00	834,300.00	860,000.00	885,000.00	912,000.00	939,000.00
706.000	Overtime	38.82	500.00	1,000.00	1,000.00	500.00	500.00	500.00	500.00	500.00	500.00
715.000	Social Security	147,519.92	168,000.00	168,000.00	164,000.00	183,500.00	189,000.00	194,800.00	200,500.00	206,600.00	212,800.00
716.000	Insurance	230,346.09	225,000.00	230,000.00	252,000.00	239,560.00	249,143.00	259,109.00	269,474.00	280,253.00	291,464.00
716.200	HSA - Employer Contribution	1,138.25	3,000.00	1,100.00	2,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
716.999	Ins. Employee Reimbursement	-33,477.49	-32,200.00	-34,000.00	-37,500.00	-35,934.00	-37,371.45	-38,866.35	-40,421.10	-42,037.95	-43,719.60
717.000	Workers' Comp	1,640.32	1,800.00	1,800.00	2,000.00	1,900.00	2,000.00	2,100.00	2,200.00	2,300.00	2,400.00
718.000	Pension DB Normal Cost	5,520.00	6,000.00	6,000.00	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	92,200.00	92,200.00	92,200.00	108,192.00	110,355.84	112,562.96	114,814.22	117,110.50	119,452.71
718.050	Pension - add'l DB Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
718.200	Pension - Defined Contribution	67,418.77	74,000.00	112,000.00	128,000.00	132,210.00	151,700.00	156,580.00	161,700.00	166,900.00	172,200.00
	Employer Pre-tax Contribution	0.00	38,000.00	0.00	0.00						
719.000	Unemployment Ins	36.84	2,000.00	1,000.00	100.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Total Personnel Services		2,448,748.97	2,781,800.00	2,789,005.00	2,762,292.32	3,055,312.00	3,150,927.39	3,246,885.61	3,345,067.12	3,446,925.55	3,550,397.11
Supplies and Materials											
Account	Description										
726.400	Supplies - Cash Over/Under	36.72	0.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
727.000	Office supplies	9,181.98	16,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
728.000	Postage	4,014.04	5,500.00	2,500.00	2,500.00	3,500.00	4,000.00	4,000.00	4,500.00	4,500.00	4,500.00
734.000	Computer software/licensing	61,936.23	83,000.00	83,000.00	83,000.00	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	52,000.00	52,000.00	52,000.00	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	44,800.00	38,000.00	44,800.00	38,000.00	39,100.00	40,300.00	41,500.00	42,700.00	44,000.00
740.200	Supplies desk, chairs, cabinets	4,173.51	5,000.00	5,000.00	1,500.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
741.000	Supplies-Uniforms	0.00	500.00	2,000.00	1,500.00	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	241,000.00	241,000.00	241,000.00	241,000.00	248,000.00	255,600.00	263,300.00	271,200.00	279,300.00
742.010	Library Books - Lending	10,641.12	15,000.00	15,000.00	8,000.00	15,400.00	15,900.00	16,300.00	16,800.00	17,300.00	17,900.00
742.100	Book Fines	91.97	500.00	100.00	100.00	200.00	200.00	200.00	200.00	200.00	200.00
743.000	Library Periodicals	17,561.82	18,000.00	18,000.00	18,000.00	18,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
744.000	Audio visual materials (CD/DVD)	60,196.64	52,300.00	52,300.00	52,300.00	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	160,700.00	160,700.00	160,700.00	177,000.00	194,700.00	204,400.00	214,600.00	225,400.00	236,600.00
745.300	Electronic Resources - Online	67,776.44	80,000.00	80,000.00	80,500.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00
Total Supplies & Materials		641,275.81	774,300.00	759,700.00	756,000.00	790,200.00	814,000.00	832,900.00	853,000.00	873,400.00	894,600.00

2025-2026 Library Budget 271		2023-2024 Audited	2024-2025 Approved	2024-2025 Year End	2024-2025 4th Qtr.	2025-2026 Approved	2026-2027 Projected	2027-2028 Projected	2028-2029 Projected	2029-2030 Projected	2030-2031 Projected
Services & Charges											
Account	Description										
802.000	Data Processing - OnBase	828.90	1,300.00	1,600.00	900.00	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	6,000.00	2,500.00	2,500.00	3,000.00	3,000.00	3,500.00	3,500.00	4,000.00	4,000.00
803.000	Independent Audit	800.00	800.00	622.00	622.00	800.00	800.00	800.00	800.00	800.00	800.00
804.000	Medical Service	1,624.00	1,500.00	1,500.00	1,500.00	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	9,000.00	4,500.00	4,500.00	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	0.00	0.00
809.000	Memberships & Dues	6,677.50	8,000.00	8,000.00	8,000.00	8,500.00	8,500.00	8,500.00	9,000.00	9,000.00	9,500.00
816.000	Professional services	12,103.50	23,000.00	23,000.00	18,000.00	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	92,000.00	100,000.00	96,500.00	100,000.00	100,000.00	103,000.00	103,000.00	103,000.00	106,000.00
818.000	TLN Central Services	3,495.00	3,500.00	3,495.00	3,495.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
820.000	Property & Liability Insurance	16,480.00	17,000.00	15,874.00	15,874.00	16,350.00	16,850.00	17,400.00	17,900.00	18,400.00	19,000.00
820.001	Ins deduct/Uninsured claims	0.00	10,000.00	10,000.00	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	43,000.00	45,000.00	46,300.00	54,100.00	55,700.00	57,300.00	59,000.00	60,800.00	62,700.00
855.000	TLN Automation Services	71,993.10	76,000.00	76,000.00	76,000.00	81,000.00	87,000.00	93,000.00	99,000.00	106,000.00	114,000.00
861.000	Gasoline and oil	334.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
862.000	Mileage	1,300.01	800.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00
882.200	Employee Assistance Program			1,000.00	1,000.00	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	25,000.00	25,000.00	25,000.00	25,000.00	25,750.00	26,500.00	27,300.00	28,100.00	29,000.00
880.268	Library Programming	36,897.47	38,000.00	38,000.00	38,000.00	44,600.00	44,600.00	44,600.00	48,000.00	48,000.00	48,000.00
880.271	Adult Programming	7,467.05	10,000.00	10,000.00	10,000.00	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	32,000.00	25,000.00	25,000.00	26,000.00	26,700.00	27,500.00	28,400.00	29,200.00	30,000.00
921.000	Heat	12,267.57	15,300.00	15,300.00	15,300.00	15,700.00	16,200.00	16,700.00	17,200.00	17,700.00	18,300.00
922.000	Electricity	102,779.81	115,500.00	115,500.00	106,000.00	118,900.00	122,000.00	126,000.00	130,000.00	133,800.00	137,800.00
923.000	Water and Sewer	8,065.10	8,200.00	8,500.00	8,500.00	8,700.00	9,000.00	9,300.00	9,500.00	9,800.00	10,100.00
934.000	Building Maintenance	101,144.38	121,400.00	136,500.00	136,500.00	125,000.00	128,700.00	132,600.00	136,600.00	140,600.00	144,900.00
935.000	Vehicle Maintenance	169.02	200.00	200.00	500.00	500.00	500.00	1,000.00	1,000.00	1,500.00	1,500.00
936.300	Grounds Maint.	51,938.72	48,000.00	48,000.00	43,000.00	53,000.00	54,500.00	56,100.00	57,800.00	59,500.00	61,300.00
942.000	Office Equipment Lease	11,350.94	12,200.00	12,200.00	12,200.00	12,200.00	12,200.00	13,400.00	13,400.00	13,400.00	13,400.00
942.002	Copier Property Tax	0.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00
942.100	Records storage	315.36	450.00	450.00	350.00	500.00	550.00	550.00	550.00	550.00	550.00
956.000	Conferences & Workshops	25,185.11	20,000.00	20,000.00	20,000.00	26,700.00	22,000.00	26,700.00	20,000.00	26,700.00	20,000.00
957.000	Tuition and Other Reimbursement	0	0	0	0	7000	7000	7000	7000	7000	7000
Total Services & Charges		670,066.27	739,450.00	750,741.00	718,541.00	784,150.00	798,150.00	828,050.00	845,550.00	874,450.00	894,450.00

2025-2026 Library Budget 271		2023-2024 Audited	2024-2025 Approved	2024-2025 Year End	2024-2025 4th Qtr.	2025-2026 Approved	2026-2027 Projected	2027-2028 Projected	2028-2029 Projected	2029-2030 Projected	2030-2031 Projected
Capital Outlay											
Account	Description										
962.000	Building Contingency										
989.000	Grounds Improvement										
976.000	Building Improvements/Entrance	0.00									
976.100	Parking lot improvements	0.00									
983.000	Vehicles - Van										
986.000	Internal Tech - AST	0.00									
986.000	Technology	34,074.28	37,000.00	37,000.00	37,000.00	0.00	0.00	0.00	0.00	0.00	0.00
989.001	Furniture	0.00									
Total Capital Outlay		34,074.28	37,000.00	37,000.00	37,000.00	0.00	0.00	0.00	0.00	0.00	0.00
995.272	Transfer out expense to 272	35,238.00									
Total Expenditures		3,829,403.33	4,332,550.00	4,336,446.00	4,273,833.32	4,629,662.00	4,763,077.39	4,907,835.61	5,043,617.12	5,194,775.55	5,339,447.11
Total Revenues		3,827,332.74	3,808,984.00	3,930,672.61	3,961,373.38	4,009,420.00	4,090,641.00	4,129,926.58	4,245,016.38	4,364,058.87	4,486,157.63
Net Revenue		-2,070.59	-523,566.00	-405,773.39	-312,459.94	-620,242.00	-672,436.39	-777,909.03	-798,600.74	-830,716.68	-853,289.48
Current Fund Balance		2,596,669.43	2,073,103.43	2,190,896.04	2,284,209.49	1,571,654.04	898,217.65	120,308.62	-678,292.12		

24/25: Capital 271-986.000: \$37,000 for computer replacement/2 additional security cameras.

25/26: Capital 271-986.000: \$61,500 for computer replacement, Cisco switches and Local History cameras - 2/4/25 recommended move to 272 Account

272 - Library Contributed Funds										
Revenues & Expenditures										
2025-2026 as of 2/13/2025										
		2023-2024 Audited	2024-2025 Approved	2024-2025 Year End	2024-2025 4th Quarter	2025-2026 Approved	2026-2027 Projected	2027-2028 Projected	2028-2029 Projected	2029-2030 Projected
		6/30/2024	2/15/2024	2/13/2025	6/12/2025	2/13/2025	2/13/2025			
Revenues										
Interest Income										
665.000	Interest on Investments	\$ 52,873.99	\$ 27,000.00	\$ 27,000.00	\$ 39,753.18	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
669.500	Unrealized gain (loss) Investments	37,885.77	(4,500.00)	12,547.91	17,694.62	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)	(4,500.00)
TOTAL		\$ 90,759.76	\$ 22,500.00	\$ 39,547.91	\$ 57,447.80	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
699.271	Transfer from Library Fund	35,238.00	-							
Donations										
674.036	Diversity, Equity & Inclusion	500.00	500.00	0.00	0.00	500.00	500.00	500.00	500.00	500.00
674.046	Makerspace (iCube) Rev	8,216.55	1,000.00	3,610.00	4,822.00	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	1,000.00	5,018.00	5,638.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
674.231	Buildings/Ground/Furniture Rev	625.00	1,000.00	4,068.00	4,068.72	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
674.232	Programming Revenue	4,098.70	3,000.00	13,589.00	14,597.75	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
674.233	Technology Library Rev	50.00	1,000.00	-	-	500.00	500.00	500.00	500.00	500.00
674.234	Undesignated Misc. Donations	100.00	1,000.00	-	-	500.00	500.00	500.00	500.00	500.00
674.235	Marketing Sponsorships	5,000.00	-	6,200.00	7,700.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
TOTAL		\$30,691	\$9,500	\$32,485	\$36,826	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
TOTAL Revenues		\$ 156,688.28	\$ 32,000.00	\$ 72,032.91	\$ 94,274.27	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
Expenditures										
Supplies										
742.036	Diversity, Equity & Inclusion	0.00	500.00	100.00	500.00	500.00	500.00	500.00	500.00	500.00
742.046	Makerspace (iCube)	9,856.18	0.00	3,610.00	1,000.00	0.00	0.00	0.00	0.00	0.00
742.229	Raising a Reader	1,362.10	1,000.00	1,000.00	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	1,000.00	5,018.00	5,638.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.231	Buildings/Ground/Furniture	66,001.70	-		1,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
742.232	Programming Expenditures	8,612.26	3,000.00	13,589.00	13,589.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
742.233	Technology	-	0.00	0.00	0.00	61,500.00	32,000.00	67,400.00	57,800.00	54,600.00
742.234	Undesignated Misc.	246.00	500.00	500.00	200.00	500.00	500.00	500.00	500.00	500.00
742.236	Staff Recognition	3,296.10	2,500.00	2,500.00	1,600.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
TOTAL		\$100,278	\$8,500	\$26,317	\$24,527	\$93,000	\$63,500	\$98,900	\$89,300	\$86,100
Capital Outlay										
976.000	Bldg. Improvements/Furniture	-	63,900.00	82,200.00	82,200.00	111,500.00	-	-	-	-
976.044	Auto Lending Library (Friends)	-	-		-	-	-	-	-	-
976.046	Makerspace (iCube)	(500.00)	-		-	-	-	-	-	-
976.140	Automated Return System (AST)	-	115,800.00	28,950.00	29,647.80	129,000.00				
976.141	Main Entrance /Parking Lot	25,145.00	30,000.00	10,000.00	12,000.00	23,000.00	-	-	-	-
976.143	WiFi Upgrade; Firewall	17,562.89	-	15,000.00	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	37,300.00
TOTAL		\$ 111,045.89	\$ 247,000.00	\$ 173,450.00	\$ 137,083.69	\$ 300,800.00	\$ 37,300.00	\$ 37,300.00	\$ 37,300.00	\$ 37,300.00
TOTAL Expenditures										
		\$211,324	\$255,500	\$199,767	\$161,611	\$393,800	\$100,800	\$ 136,200.00	\$ 126,600.00	\$ 123,400.00
	Beginning Fund Balance Yr. End	\$ 1,698,587.10	\$ 1,643,951.09	\$ 1,643,951.09	\$ 1,643,951.09	\$ 1,516,217.00	\$ 1,157,417.00	\$ 1,091,617.00	\$ 990,417.00	\$ 898,817.00
	Revenues	156,688.28	32,000.00	72,032.91	94,274.27	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00
	Expenditures	(211,324.29)	(255,500.00)	(199,767.00)	(161,610.69)	(393,800.00)	(100,800.00)	(136,200.00)	(126,600.00)	(123,400.00)
	NET Revenues vs. Expenditures	(54,636.01)	(223,500.00)	(127,734.09)	(67,336.42)	(358,800.00)	(65,800.00)	(101,200.00)	(91,600.00)	(88,400.00)
	Beginning Fund Balance									
	Ending Fund Balance Expected	\$ 1,643,951.09	\$ 1,420,451.09	\$ 1,516,217.00	\$ 1,576,614.67	\$ 1,157,417.00	\$ 1,091,617.00	\$ 990,417.00	\$ 898,817.00	\$ 810,417.00

Notes:

24/25: Furniture upgrades: \$22,800 (2nd floor), Teen Stop Area Phase 1 & 2: \$39,600 (furniture, shelving), 2nd Flr. Furniture move \$1,500;

Main Entrance/Parking: Parking Lot Lights \$10,000 (\$12,071)

Update: \$28,950 for deposit for Automated Return System; Furniture Replacement \$10,200; 2nd flr. Electrical - Teen Area Project, Info Desk Doors \$8,100

25/26: Building Improvements/Furniture: Parking lot seal/crack \$23,000 (Aug/Sept. 25/26); Architect for design needs for main entry and youth area renovations \$30,000;

Staff chairs replacement (15 yrs.) \$36,000; 2 Single Use Study Booths \$15,500; 2 Staff Office Re-designs \$30,000.

Automated Return System (AST): 5% increase in Automated Return System (\$115,800 - 121,500); Retrofit of book return opening \$7500; Parking lot seal/crack \$23,000 (Aug/Sept. 25/26);

26/27: Youth Area/Main Lobby Renovation (Potential Legacy Donation for Youth Area); Plan for additional building costs based on the Reserve Study that will be done in June 2025.

Financial Report for July 2025 (Provided by Bindhya Suriyanarayanan, Bookkeeper)**Original Budget for Fund 271 Fiscal Year 2025-2026**

TOTAL REVENUES	\$ 4,009,420
TOTAL EXPENDITURES	\$ 4,629,662
NET OF REVENUES & EXPENDITURES	(\$ 620,242)

Original budget for Fund 272 Fiscal Year 2025-2026

TOTAL REVENUES	\$ 35,000
TOTAL EXPENDITURES	\$ 393,800
NET OF REVENUES & EXPENDITURES	(\$358,800)

Revenue & Expenditure Report for Fund 271

	YTD June 30,2025	YTD July 31,2025	Difference *
TOTAL REVENUES	\$ 4,013,440	\$ 141,351	(\$ 3,872,089)
TOTAL EXPENDITURES	\$ 4,009,806	\$ 264,523	(\$ 3,745,283)
NET OF REVENUES & EXPENDITURES	\$ 3,634	(\$ 123,172)	

Revenue & Expenditure Report for Fund 272

	YTD June 30,2025	YTD July 31,2025	Difference*
TOTAL REVENUES	\$ 145,964	\$ 2,362	(\$ 143,602)
TOTAL EXPENDITURES	\$ 155,260	\$ 81	(\$ 155,179)
NET OF REVENUES & EXPENDITURES	(\$ 9,296)	(\$ 2,281)	

***Difference resulting from comparing prior fiscal to first month of the new Fiscal Year (2025-2026)**

Balance Sheet Report as of July 31, 2025

The ending fund balance for Fund 271 is \$
2,409,873.98

The ending fund balance for Fund 272 is \$ 1,645,029.06

Revenues and Expenditures (Provided by Bindhya Suriyanarayanan, Bookkeeper)

08/07/2025		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI							
		PERIOD ENDING 07/31/2025							
		% Fiscal Year Completed: 8.49							
		END BALANCE	4th QUARTER			MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	2024-25	ORIGINAL	2025-26	JULY 2025	07/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	MDD BUDGET	BUDGET	MDD BUDGET	INCR (DECR)	NM (ABNM)	NORM (ABNM)	USED
Fund 271 - LIBRARY FUND									
Revenues									
Dept 000.00 - TREASURY									
Property tax revenue									
271-000.00-402.000	Property Tax Revenue - Current Levy	3,620,624.41	3,621,173.00	3,762,784.00	3,762,784.00	0.00	0.00	3,762,784.00	0.00
271-000.00-404.003	Property Tax Revenue - Brownfield Cap B1	0.00	(432.00)	(506.00)	(506.00)	0.00	0.00	(506.00)	0.00
271-000.00-404.007	Property Tax Revenue-Brownfld Cap B3 17	(16,000.68)	(16,001.00)	(28,232.00)	(28,232.00)	0.00	0.00	(28,232.00)	0.00
271-000.00-404.008	Property Tax Revenue - CIA Cap C1 2018	(35,898.98)	(35,989.00)	(55,783.00)	(55,783.00)	0.00	0.00	(55,783.00)	0.00
271-000.00-404.009	Property Tax Revenue-Brownfld Cap B4 21	(440.12)	(440.00)	(469.00)	(469.00)	0.00	0.00	(469.00)	0.00
271-000.00-404.010	Property Tax Revenue-Brownfld Cap B4X 21	(44.00)	(44.00)	(124.00)	(124.00)	0.00	0.00	(124.00)	0.00
271-000.00-412.000	Property Tax Revenue - C/Y Del PPT	(7,986.56)	0.00	(10,000.00)	(10,000.00)	0.00	0.00	(10,000.00)	0.00
271-000.00-414.000	Property Tax Revenue - Tax Tribunal Accr	(3,900.00)	(3,112.00)	(1,000.00)	(1,000.00)	0.00	0.00	(1,000.00)	0.00
271-000.00-415.000	Property Tax Revenue - County Chargeback	1,981.40	1,779.00	1,800.00	1,800.00	1,221.87	1,221.87	578.13	67.88
Property tax revenue		3,558,335.47	3,566,934.00	3,668,470.00	3,668,470.00	1,221.87	1,221.87	3,667,248.13	0.03
State sources									
271-000.00-567.000	State aid	69,947.04	69,947.00	66,000.00	66,000.00	36,531.06	36,531.06	29,468.94	55.35
271-000.00-573.000	State Grants - Local Comm Stabilization	25,741.20	8,102.00	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
271-000.00-573.001	State Grant -QHERPP	41,431.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State sources		137,119.38	78,049.00	81,000.00	81,000.00	36,531.06	36,531.06	44,468.94	45.10
Fines and forfeitures									
271-000.00-658.000	State penal fines	91,226.15	91,226.00	85,000.00	85,000.00	98,967.71	98,967.71	(13,967.71)	116.43
271-000.00-659.000	Library book fees	8,858.67	8,400.00	8,000.00	8,000.00	511.27	511.27	7,488.73	6.39
Fines and forfeitures		100,084.82	99,626.00	93,000.00	93,000.00	99,478.98	99,478.98	(6,478.98)	106.97
Interest income									
271-000.00-665.000	Interest in investments	138,007.28	100,000.00	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00
271-000.00-669.500	Gain (loss) on investments	43,492.21	32,000.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
Interest income		181,499.49	132,000.00	110,000.00	110,000.00	0.00	0.00	110,000.00	0.00
271-000.00-674.289	Adult programs	19,451.99	19,456.00	7,500.00	7,500.00	(12.80)	(12.80)	7,512.80	(0.17)
271-000.00-674.400	Gifts and donations	683.26	500.00	500.00	500.00	1.09	1.09	498.91	0.22
Donations		20,135.25	19,956.00	8,000.00	8,000.00	(11.71)	(11.71)	8,011.71	(0.15)
Other revenue									
271-000.00-675.000	Miscellaneous income	3,193.89	3,000.00	2,500.00	2,500.00	1,036.09	1,036.09	1,463.91	41.44
271-000.00-675.006	Car Charging Revenue	77.94	80.00	100.00	100.00	56.05	56.05	43.95	56.05
271-000.00-675.100	Copier	14,062.26	13,500.00	8,500.00	8,500.00	514.00	514.00	7,986.00	6.05
271-000.00-675.300	Meeting room	43,017.09	40,000.00	30,000.00	30,000.00	2,525.13	2,525.13	27,474.87	8.42
271-000.00-675.404	Novi Township Assessment	8,228.00	8,228.00	7,850.00	7,850.00	0.00	0.00	7,850.00	0.00
Other revenue		68,579.18	64,808.00	48,950.00	48,950.00	4,131.27	4,131.27	44,818.73	8.44
Total Dept 000.00 - TREASURY		4,065,753.59	3,961,373.00	4,009,420.00	4,009,420.00	141,351.47	141,351.47	3,868,068.53	3.53
TOTAL REVENUES		4,065,753.59	3,961,373.00	4,009,420.00	4,009,420.00	141,351.47	141,351.47	3,868,068.53	3.53

		END BALANCE	4th QUARTER			MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	2024-25	ORIGINAL	2025-26	JULY 2025	07/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	AMDD BUDGE	BUDGET	AMDD BUDGE	INCR (DECR)	NM (ABNM)	NORM (ABNM)	USED
Expenditures									
Dept 000.00 - TREASURY									
Personnel services									
271-000.00-704.000	Permanent salaries	1,422,713.26	1,450,000.00	1,589,000.00	1,589,000.00	76,124.32	76,124.32	1,512,875.68	4.79
271-000.00-704.100	Severance/Incentive Pay	0.00	0.00	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
271-000.00-704.210	Vacation Payout	5,157.60	5,158.00	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00
271-000.00-704.250	Final Payout	6,921.72	6,922.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-705.000	Temporary salaries	680,970.00	694,733.00	810,000.00	810,000.00	37,345.05	37,345.05	772,654.95	4.61
271-000.00-706.000	Overtime	915.08	1,000.00	500.00	500.00	102.12	102.12	397.88	20.42
271-000.00-715.000	Social security	159,320.48	164,000.00	183,500.00	183,500.00	8,658.19	8,658.19	174,841.81	4.72
271-000.00-716.000	Insurance	270,375.88	252,000.00	239,560.00	239,560.00	1,200.00	1,200.00	238,360.00	0.50
271-000.00-716.200	HSA - employer contribution	1,812.74	2,000.00	3,000.00	3,000.00	36.83	36.83	2,963.17	1.23
271-000.00-716.999	Insurance - Employee Reimbursement	(38,382.06)	(37,500.00)	(35,934.00)	(35,934.00)	(2,104.38)	(2,104.38)	(33,829.62)	5.86
271-000.00-717.000	Workers compensation	2,033.10	2,000.00	1,900.00	1,900.00	96.86	96.86	1,803.14	5.10
271-000.00-718.000	Pension - DB Normal Cost	1,680.00	1,680.00	1,884.00	1,884.00	0.00	0.00	1,884.00	0.00
271-000.00-718.010	Pension - DB Unfunded Accrued Lia	92,196.00	92,200.00	108,192.00	108,192.00	0.00	0.00	108,192.00	0.00
271-000.00-718.200	Pension - defined contribution	112,273.59	128,000.00	132,210.00	132,210.00	6,711.53	6,711.53	125,498.47	5.08
271-000.00-719.000	Unemployment insurance	96.03	100.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Personnel services		2,718,083.42	2,762,293.00	3,055,312.00	3,055,312.00	128,170.52	128,170.52	2,927,141.48	4.20
Supplies									
271-000.00-726.400	Supplies - Cash over/short	(8.38)	100.00	100.00	100.00	(6.30)	(6.30)	106.30	(6.30)
271-000.00-727.000	Office supplies	7,804.48	10,000.00	10,000.00	10,000.00	223.77	223.77	9,776.23	2.24
271-000.00-728.000	Postage	2,035.09	2,500.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
271-000.00-734.000	Computer supplies, software & licensing	41,637.91	83,000.00	97,000.00	97,000.00	22,012.75	22,012.75	74,987.25	22.69
271-000.00-734.500	Computer supplies/equipment	44,851.90	52,000.00	52,000.00	52,000.00	407.56	407.56	51,592.44	0.78
271-000.00-740.000	Operating supplies	41,640.62	44,800.00	38,000.00	38,000.00	7,144.04	7,144.04	30,855.96	18.80
271-000.00-740.200	Supplies - Desk chairs and file cabinets	836.00	1,500.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
271-000.00-741.000	Supplies - Uniforms	1,176.64	1,500.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
271-000.00-742.000	Library books	232,364.05	241,000.00	241,000.00	241,000.00	13,594.55	13,594.55	227,405.45	5.64
271-000.00-742.010	Library Books - Lending	7,815.27	8,000.00	15,400.00	15,400.00	812.95	812.95	14,587.05	5.28
271-000.00-742.100	Library Books - Fines	118.98	100.00	200.00	200.00	0.00	0.00	200.00	0.00
271-000.00-743.000	Library periodicals	16,749.33	18,000.00	18,000.00	18,000.00	0.00	0.00	18,000.00	0.00
271-000.00-744.000	Audio visual materials	50,869.75	52,300.00	52,000.00	52,000.00	1,809.02	1,809.02	50,190.98	3.48
271-000.00-745.200	Electronic media	180,490.09	160,700.00	177,000.00	177,000.00	8,094.79	8,094.79	168,905.21	4.57
271-000.00-745.300	Electronic resources (CD rom materials)	80,376.53	80,500.00	80,000.00	80,000.00	41,125.65	41,125.65	38,874.35	51.41
Supplies		708,758.26	756,000.00	790,200.00	790,200.00	95,218.78	95,218.78	694,981.22	12.05

		END BALANCE	4th QUARTER			MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	2024-25	ORIGINAL	2025-26	JULY 2025	07/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	MDD BUDGET	BUDGET	MDD BUDGET	INCR (DECR)	NM (ABNM)	NORM (ABNM)	USED
Other services and charges									
271-000.00-802.000	Data processing	891.07	900.00	1,600.00	1,600.00	0.00	0.00	1,600.00	0.00
271-000.00-802.100	Bank Service Charges	2,212.32	2,500.00	3,000.00	3,000.00	38.94	38.94	2,961.06	1.30
271-000.00-803.000	Independent audit	622.00	622.00	800.00	800.00	0.00	0.00	800.00	0.00
271-000.00-804.000	Medical service	1,508.00	1,500.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
271-000.00-806.000	Legal fees	4,388.50	4,500.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
271-000.00-809.000	Memberships and dues	6,233.26	8,000.00	8,500.00	8,500.00	4,158.00	4,158.00	4,342.00	48.92
271-000.00-816.000	Professional services	15,888.11	18,000.00	20,000.00	20,000.00	6,371.83	6,371.83	13,628.17	31.86
271-000.00-817.000	Custodial services	95,725.00	96,500.00	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00
271-000.00-818.000	TLN Central Services	3,495.00	3,495.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
271-000.00-820.000	Property & liability insurance	15,874.00	15,874.00	16,350.00	16,350.00	7,475.00	7,475.00	8,875.00	45.72
271-000.00-820.001	Insurance deductibles/Uninsured claims	0.00	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	42,972.95	46,300.00	54,100.00	54,100.00	525.87	525.87	53,574.13	0.97
271-000.00-855.000	TLN Automation Services	69,138.94	76,000.00	81,000.00	81,000.00	0.00	0.00	81,000.00	0.00
271-000.00-861.000	Gasoline and oil	316.40	500.00	500.00	500.00	0.00	0.00	500.00	0.00
271-000.00-862.000	Mileage	1,536.19	1,700.00	1,700.00	1,700.00	0.00	0.00	1,700.00	0.00
271-000.00-880.000	Community promotion	18,504.24	25,000.00	25,000.00	25,000.00	3,272.96	3,272.96	21,727.04	13.09
271-000.00-880.268	Library programming	24,945.78	38,000.00	44,600.00	44,600.00	1,120.26	1,120.26	43,479.74	2.51
271-000.00-880.271	Adult programs	9,424.83	10,000.00	10,000.00	10,000.00	2,045.00	2,045.00	7,955.00	20.45
271-000.00-882.200	Employee assistance program	506.94	1,000.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Other services and charges Cont.									
271-000.00-900.000	Printing, graphic design and publishing	22,970.79	25,000.00	26,000.00	26,000.00	(473.00)	(473.00)	26,473.00	(1.82)
271-000.00-921.000	Heat	13,139.86	15,300.00	15,700.00	15,700.00	304.77	304.77	15,395.23	1.94
271-000.00-922.000	Electricity	98,745.97	106,000.00	118,900.00	118,900.00	9,407.82	9,407.82	109,492.18	7.91
271-000.00-923.000	Water and sewer	8,466.93	8,500.00	8,700.00	8,700.00	0.00	0.00	8,700.00	0.00
271-000.00-934.000	Building maintenance	139,346.32	136,500.00	125,000.00	125,000.00	5,722.71	5,722.71	119,277.29	4.58
271-000.00-935.000	Vehicle maintenance	426.22	500.00	500.00	500.00	0.00	0.00	500.00	0.00
271-000.00-936.300	Grounds maintenance	44,088.98	43,000.00	53,000.00	53,000.00	125.00	125.00	52,875.00	0.24
271-000.00-942.000	Office equipment lease	12,120.00	13,000.00	12,200.00	12,200.00	1,010.00	1,010.00	11,190.00	8.28
271-000.00-942.002	Copier Property Tax	621.90	0.00	800.00	800.00	0.00	0.00	800.00	0.00
271-000.00-942.100	Records storage	328.08	350.00	500.00	500.00	28.06	28.06	471.94	5.61
271-000.00-956.000	Conferences and workshops	18,822.29	20,000.00	26,700.00	26,700.00	0.00	0.00	26,700.00	0.00
271-000.00-957.000	Tuition & other reimbursements	0.00	0.00	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
Other services and charges		673,260.87	718,541.00	784,150.00	784,150.00	41,133.22	41,133.22	743,016.78	5.25
Capital outlay									
271-000.00-986.000	Technology - Capital Outlay	29,275.44	37,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		29,275.44	37,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY		4,129,377.99	4,273,834.00	4,629,662.00	4,629,662.00	264,522.52	264,522.52	4,365,139.48	5.71
TOTAL EXPENDITURES		4,129,377.99	4,273,834.00	4,629,662.00	4,629,662.00	264,522.52	264,522.52	4,365,139.48	5.71
Fund 271 - LIBRARY FUND:									
TOTAL REVENUES		4,065,753.59	3,961,373.00	4,009,420.00	4,009,420.00	141,351.47	141,351.47	3,868,068.53	19.86
TOTAL EXPENDITURES		4,129,377.99	4,273,834.00	4,629,662.00	4,629,662.00	264,522.52	264,522.52	4,365,139.48	19.86
NET OF REVENUES & EXPENDITURES		(63,624.40)	(312,461.00)	(620,242.00)	(620,242.00)	(123,171.05)	(123,171.05)	(497,070.95)	19.86

GL NUMBER	DESCRIPTION	END BALANCE	4th QUARTER	ORIGINAL	2025-26	MTH ACTY	YTD BALANCE	AVAILABLE	% BDGT
		06/30/2025	2024-25			JULY 2025	07/31/2025	BALANCE	
		NM (ABNM)	MDD BUDGET	BUDGET	MDD BUDGET	INCR (DECR)	NM (ABNM)	NORM (ABNM)	USED
Fund 272 - LIBRARY CONTRIBUTION FUND									
Revenues									
Dept 000.00 - TREASURY									
Interest income									
272-000.00-665.000	Interest in investments	59,391.02	39,753.00	27,000.00	27,000.00	0.00	0.00	27,000.00	0.00
272-000.00-669.500	Gain (loss) on investments	23,750.68	17,695.00	(4,500.00)	(4,500.00)	0.00	0.00	(4,500.00)	0.00
Interest income									
		83,141.70	57,448.00	22,500.00	22,500.00	0.00	0.00	22,500.00	0.00
Donations									
272-000.00-674.036	Diversity, Equity, & Inclusion	0.00	0.00	500.00	500.00	0.00	0.00	500.00	0.00
272-000.00-674.046	Makerspace Renovation Revenue	5,177.55	4,822.00	1,000.00	1,000.00	362.15	362.15	637.85	36.22
272-000.00-674.229	Raising a Reader in Novi Sponsors	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
272-000.00-674.230	Collections/Materials Revenue	5,638.00	5,638.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
272-000.00-674.231	Buildings/Ground/Furniture Revenue	4,068.72	4,069.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
272-000.00-674.232	Programming Revenue	14,597.75	14,598.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	100.00
272-000.00-674.233	Technology Library Revenue	0.00	0.00	500.00	500.00	0.00	0.00	500.00	0.00
272-000.00-674.234	Undesignated Misc Donations	0.00	0.00	500.00	500.00	0.00	0.00	500.00	0.00
272-000.00-674.235	Marketing Sponsorships	7,700.00	7,700.00	5,000.00	5,000.00	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	0.00	0.00	0.00	0.00
Donations									
		71,476.02	36,827.00	12,500.00	12,500.00	2,362.15	2,362.15	10,137.85	18.90
Total Dept 000.00 - TREASURY									
		154,617.72	94,275.00	35,000.00	35,000.00	2,362.15	2,362.15	32,637.85	6.75
TOTAL REVENUES									
		154,617.72	94,275.00	35,000.00	35,000.00	2,362.15	2,362.15	32,637.85	6.75
Expenditures									
Dept 000.00 - TREASURY									
Supplies									
272-000.00-742.036	Diversity, Equity, & Inclusion	454.57	500.00	500.00	500.00	0.00	0.00	500.00	0.00
272-000.00-742.046	Makerspace iCube	1,000.00	1,000.00	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	1,000.00	0.00	0.00	1,000.00	0.00
272-000.00-742.230	Collections/Materials Expense	5,975.24	5,638.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
272-000.00-742.231	Buildings/Ground/ Furniture Expense	715.70	1,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
272-000.00-742.232	Programming Expense	10,739.06	13,589.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
272-000.00-742.233	Technology Library Expense	0.00	0.00	61,500.00	61,500.00	0.00	0.00	61,500.00	0.00
272-000.00-742.234	Undesignated Misc	108.54	200.00	500.00	500.00	0.00	0.00	500.00	0.00
272-000.00-742.236	Staff Recognition	1,579.29	1,600.00	2,500.00	2,500.00	81.28	81.28	2,418.72	3.25
Supplies									
		21,784.26	24,527.00	93,000.00	93,000.00	81.28	81.28	92,918.72	0.09
Capital outlay									
272-000.00-976.000	Building Improvements	79,452.67	82,200.00	111,500.00	111,500.00	0.00	0.00	111,500.00	0.00
272-000.00-976.002	Capital Outlay	0.00	0.00	37,300.00	37,300.00	0.00	0.00	37,300.00	0.00
272-000.00-976.140	Automated Return System	29,647.80	29,648.00	129,000.00	129,000.00	0.00	0.00	129,000.00	0.00
272-000.00-976.141	Main Entrance Design	11,700.00	12,000.00	23,000.00	23,000.00	0.00	0.00	23,000.00	0.00
272-000.00-976.143	Wi-Fi Upgrade	13,235.89	13,236.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay									
		134,036.36	137,084.00	300,800.00	300,800.00	0.00	0.00	300,800.00	0.00
Total Dept 000.00 - TREASURY									
		155,820.62	161,611.00	393,800.00	393,800.00	81.28	81.28	393,718.72	0.02
TOTAL EXPENDITURES									
		155,820.62	161,611.00	393,800.00	393,800.00	81.28	81.28	393,718.72	0.02
Fund 272 - LIBRARY CONTRIBUTION FUND:									
TOTAL REVENUES									
		154,617.72	94,275.00	35,000.00	35,000.00	2,362.15	2,362.15	32,637.85	(0.64)
TOTAL EXPENDITURES									
		155,820.62	161,611.00	393,800.00	393,800.00	81.28	81.28	393,718.72	(0.64)
NET OF REVENUES & EXPENDITURES									
		(1,202.90)	(67,336.00)	(358,800.00)	(358,800.00)	2,280.87	2,280.87	(361,080.87)	(0.64)
BEG. FUND BALANCE									
		1,643,951.09	1,643,951.09	1,643,951.09	1,643,951.09		1,643,951.09		(0.64)
NET OF REVENUES/EXPENDITURES - 2024-25									
							(1,202.90)	(1,202.90)	(0.64)
END FUND BALANCE									
		1,642,748.19	1,576,615.09	1,285,151.09	1,285,151.09		1,645,029.06		(0.64)
TOTAL REVENUES - ALL FUNDS									
		4,220,371.31	4,055,648.00	4,044,420.00	4,044,420.00	143,713.62	143,713.62	3,900,706.38	
TOTAL EXPENDITURES - ALL FUNDS									
		4,285,198.61	4,435,445.00	5,023,462.00	5,023,462.00	264,603.80	264,603.80	4,758,858.20	
NET OF REVENUES & EXPENDITURES									
		(64,827.30)	(379,797.00)	(979,042.00)	(979,042.00)	(120,890.18)	(120,890.18)	(858,151.82)	
BEG. FUND BALANCE - ALL FUNDS									
		4,240,620.52	4,240,620.52	4,240,620.52	4,240,620.52		4,240,620.52		
END FUND BALANCE - ALL FUNDS									
		4,175,793.22	3,860,823.52	3,261,578.52	3,261,578.52		4,054,903.04		

Financial Balance Sheets (Provided by Bindhya Suriyanarayanan, Bookkeeper)

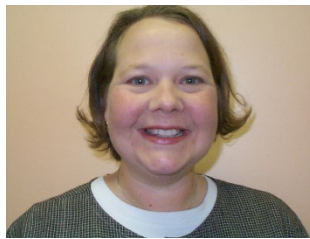
08/07/2025	BALANCE SHEET FOR CITY OF NOVI	
	Period Ending 07/31/2025	
GL Number	Description	Balance
Fund 271 - LIBRARY FUND		
*** Assets ***		
271-000.00-001.000	Cash - Pooled	85,582.83
271-000.00-004.000	Cash on hand	600.00
271-000.00-017.000	Investments - Pooled	2,642,112.76
271-000.00-019.000	Current taxes receivable	(259,780.92)
271-000.00-123.400	Prepaid Expenditure	3,149.99
	Total Assets	2,471,664.66
*** Liabilities ***		
271-000.00-202.000	Accounts payable	50,023.82
271-000.00-258.702	Accrued liabilities - tax	11,700.00
271-000.00-259.200	Unemployment insurance liability	110.25
271-000.00-259.300	Accrued workers compensation	(43.39)
	Total Liabilities	61,790.68
*** Fund Balance ***		
271-000.00-390.000	Fund balance	2,596,669.43
	Total Fund Balance	2,596,669.43
	Beginning Fund Balance - 24-25	2,596,669.43
	Net of Revenues VS Expenditures - 24-25	(63,624.40)
	*24-25 End FB/25-26 Beg FB	2,533,045.03
	Net of Revenues VS Expenditures - Current Year	(123,171.05)
	Ending Fund Balance	2,409,873.98
	Total Liabilities And Fund Balance	2,471,664.66
* Year Not Closed		

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	7,769.33
272-000.00-017.000	Investments - Pooled	1,624,113.34
272-000.00-035.000	Accounts Receivable - Manual	13,313.00
	Total Assets	1,645,195.67
*** Liabilities ***		
272-000.00-202.000	Accounts payable	166.61
	Total Liabilities	166.61
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	44,529.12
272-000.00-375.231	Fund Balance Buildings/Ground/Furniture	(36,652.91)
272-000.00-375.232	Fund Balance Programming	31,803.96
272-000.00-375.233	Fund Balance Technology Library	1,050.00
272-000.00-375.262	Restricted-Book It-childrens collections	35,238.00
272-000.00-390.000	Fund balance - Unrestricted	1,567,982.92
	Total Fund Balance	1,643,951.09
	Beginning Fund Balance - 24-25	1,643,951.09
	Net of Revenues VS Expenditures - 24-25	(1,202.90)
	*24-25 End FB/25-26 Beg FB	1,642,748.19
	Net of Revenues VS Expenditures - Current Year	2,280.87
	Ending Fund Balance	1,645,029.06
	Total Liabilities And Fund Balance	1,645,195.67
* Year Not Closed		

DIRECTOR'S REPORT



September Anniversaries – Years of Service



**Mary Robinson – 20 yrs.
Information Services**



**Dominic Doot – 14 yrs.
Information Technology**



**Jill Wasson – 6 yrs.
Support Services**



**Bindhya Suriyanarayanan – 3yrs.
Administration**



**Emma DeCenso – 2 yrs.
Information Services**



**Kristen Sullivan – 2 yrs.
Administration**



**Lily Kosaka – 2 yrs.
Support Services**



**Jason Nunez – 2yrs.
Support Services**



**Kelsey Lynn – 1 yr.
Support Services**



**Sarah Mominee – 1 yr.
Support Services**



“Building Blocks” by Julie Farkas

Building – A strong and sturdy infrastructure that stands tall, with a solid core and mission to serve those who utilize its structure

Blocks – the pieces that you need to complete the building structure.

I use these words as a metaphor for the perfect expression of who the Friends are... you were our starting point, our foundation to a wonderful organization that is almost 65 years young.

Look what you have helped us build over the past 65 years... services, outreach, collections, technology, experiences, resources and MORE!

Each of you bring a block of talents that is so appreciated by me, the Library Board and the staff. You have helped us shape the perfect Library that aims to serve all of our residents in the best possible ways.

This year alone you helped build new experiences with...youth play items, a new study booth, thoughtful programs that enriched and entertained our community, the renovation of our teen area on the 2nd floor, new sewing machines and a 3D printer for the iCube and phone charging stations.

In addition, you helped support our Library staff (my amazing team) with funds to support our annual training day and a celebration of National Library Week. You are also cheerleaders for the work that they do every day! Thank you for recognizing our talents and library profession is such a positive way and supporting the work that we do for our community!

We cannot be the structure we are today without the amazing building blocks that you provide in the volunteerism that you all give to us at the building and the wonderful gifts you give to continue to build library users and champion literacy.

I am forever grateful for the continued structural support that you all provide to build our library on a mission of: learning, creativity and inclusivity. You have been our foundation since 1960 and it is truly an honor and pleasure to work with all of you to continue to build a library that will stand the test of time and continue to serve as a vital community hub for enrichment, exploration and understanding.

Friends - Thank you for your continued service to Novi Public Library!

Parking Lot Maintenance

Between Mon, Aug 25 to Fri, Aug 29, sections of the Library's parking lot will be blocked off and closed for maintenance work to be completed, weather depending. Patrons will still be able to park in our lot, but not all spaces will be available.

The Library will be closed Sat, Aug 29 through Mon, Sep 1 for the Labor Day holiday weekend, and the whole parking lot will be closed to public usage, weather depending. Our manual and automatic return slots will also be closed and unavailable and we will not be accepting returns. As a reminder, NPL is fine free.

Save the Date for Fall Events!

NPL has many exciting events coming up this fall! Make sure to mark these dates on your calendar so you can attend. Stay tuned for more information!

- **Open House:** Sun, Sep 21
- **Senior Day:** Mon, Oct 6
- **65th Anniversary:** Sun, Oct 26
- **Human Library:** Sat, Nov 8

[View our full program calendar here.](#)



Needed: Human Library Volunteers

NPL is hosting our 2nd annual Human Library event on **Sat, Nov 8** and we are looking for volunteers to serve as "books".

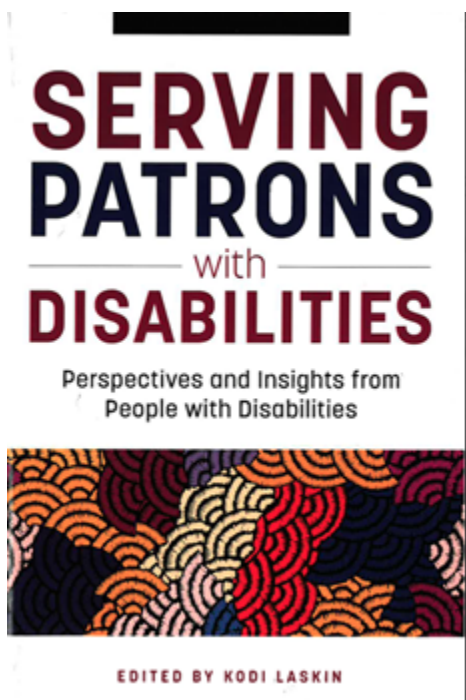
The Human Library model is that each person sharing their story is a "book". Like in a library, attendees will have the opportunity to "borrow" a book, and engage in conversations that foster understanding.

Email to Staff Regarding the Book “Serving Patrons with Disabilities”: August 2, 2025

Hello Library Staff,

On Thursday 7/31, the DEI Staff Committee met for the first time in many months. Sarah Mominee is the new Chair for the staff DEI Committee. Staff committee members include: Jess Holowicki, Bill Bembeneck, Austin Webberly, Jen McArdle, Shannon O'Leary and Julie Farkas.

The 7/31 meeting was prompted by a Board DEI Committee meeting that was held on May 29th, followed by a recommendation to the Library Board at the July 10, 2025 meeting for the Board and staff to engage in reading the book *Serving Patrons with Disabilities* (ALA).



The hope is that board members and all staff will read the 70 page book and engage in an anonymous questionnaire that encourages board members and staff to provide their thoughts/reflections for serving patrons with disabilities as it relates to NPL. This is a new approach to DEI at NPL by having a book drive a discussion as well as any future planning as it relates to the Strategic Plan.

Copies of the book for staff are available at the Circulation Desk in the middle cabinet. Please check out the book on your library card. Staff are asked to only keep the book for no more than one week in order to allow for other staff to have an opportunity to read the title. There are 20 copies of the book available for staff. Staff can read this title on work time.

Sarah will be sending out a google form/questionnaire the week of August 4th pertaining to the book so that you have the questions while you read. Information is gathered anonymously. This questionnaire was approved by the Board DEI Committee.

We ask that questionnaires be completed and submitted by: Friday, September 5th.

Questionnaire data will then be shared with the staff and board DEI Committee's and used for a Library Board discussion at the October 9th Board meeting. This information will also be shared with the Library's Strategic Planning Committee for future need considerations.

It is our hope that you will enjoy reading the book and the opportunity to provide thoughtful and valuable feedback to both the staff and board DEI committees.

If you have any questions, please feel free to connect with a staff DEI Committee member.

Thank you,
Julie & the Staff DEI Committee



PROFESSIONAL DEVELOPMENT DAY AGENDA

Friday, August 15, 2025

Committee: Kristen Sullivan, Danielle Mazur, Mallory Lindeman, Bill Bembeneck, Gail Anderson and Julie Farkas

8:30 – 8:45 am (15 minutes) Welcome (Julie), Agenda, Ice-Breaker (Marilyn Suttle)

8:45 – 9:10 am (25 minutes) The Customer Service Plan Roll Out: 7 Themes (Marilyn and the Customer Service Committee)

9:10 – 10:10 pm (60 minutes) Two Concurrent Tracks

BREAKOUT 1: STAFF (Marilyn & the Customer Service Committee)

9:10 – 9:20 am: Marilyn will prepare staff for role-plays.

9:25 am – 9:40: **Station 1** Staff will move into **pre-assigned small group role-play practice**

9:40 am – 9:45: Move to the next station

9:45 am–10 am: **Station 2** Staff will move into **pre-assigned small group role-play practice**

10 am – 10:10 am The staff segment concludes with a full-group debrief

BREAKOUT 2: MANAGEMENT TEAM (Dr. Margarita Gurri) – Board Room

9:10 – 10:10 am: **Use the principles of Tango Leadership to inspire others to follow you and your team to success. Fun, informative, and you learn to tango!**

- Lead so they follow
- Understand the impact of nonverbal cues
- Speak so they listen
- Tango with clear communication

10:10 – 10:25 am (15 minutes) – BREAK, snacks served in the Lobby

10:25 – 11:55 am (90 minutes) The 4 Motivational Styles with Marilyn Suttle: Understanding your own motivational style, and learning to recognize the diverse styles of patrons and coworkers, creates a foundation for empathy, flexibility, and better internal and external customer service.

11:55 – 12:40 pm (45 min) – LUNCH, food served in the Staff Lounge

12:40 – 1:15 pm (35 minutes) Activity: Cross-Department Connection Paired Share and Quote Creation led by Marilyn Suttle (Whole Meeting Room)

This activity is designed to strengthen internal customer service by building empathy, appreciation, and cross-department connection—while celebrating the unique contributions of every role.

1:15 – 2:15 pm (60 minutes) Psychological Safety with Margarita Gurri – The Hidden Driver of Strong Teams and Great Service (Whole Meeting Room)

2:15 – 2:30 pm (15 minutes) BREAK – Ice cream served in the Staff Lounge

2:30 – 2:55 pm Awards/Yrs. of Service (Whole Meeting Room)

3:00 – 4:00 pm Creating Mosaic Tiles & Raffles (2nd Floor Public Area) facilitated by: Laurie Freeman, Kiss My Glass LLC

Next year's staff day: Friday, August 14, 2026

Monthly Report by Julie Farkas, Library Director

Out and About (Outreach and Programs)

- 7/8: Rotary Cares – summer lunch program
- 7/10: Novi Rotary
- 7/15: Rotary Foundation mtg.
- 7/23: Arts Council Reception at NPL
- 7/24: Songfest Event
- 7/29: City of Novi Employee Recognition and Lunch
- 7/31: Songfest Event

Board, Committee & Friends Meetings

- 7/15: 65th Anniversary Mtg.
- 7/15: Friends Annual Mtg.
- 7/22: Board Policy Mtg.
- 7/30: Board Finance Committee Mtg.

Current Projects

- 7/9: Teen Lounge signage
- 7/17: Millage Information mtg. w/attorney
- 7/17: Automated Return System Architect Review mtg.
- 7/21: Financial Literacy mtg. w/VIBE Credit Union
- 7/23: Hosted Tie Dye programs (2)
- 7/29: Office Space planning mtg.

Staff and City of Novi Meetings (this does not include weekly meetings w/management staff)

- 7/1, 7/8, 7/22: Weekly City of Novi Leadership mtgs.
- 7/1: Meeting w/PBS to discuss possible library programming
- 7/8, 7/10: Information Services mtg.
- 7/10: Meeting with City of Novi Finance Dept.
- 7/14, 7/15: Director's Q&A mtgs. w/staff
- 7/15: Admin Office mtg.
- 7/16: Financial Wellthy program mtg.
- 7/22: Boards and Commissions processes mtg.
- 7/30: DEI Staff Committee mtg.
- 7/30: Staff Professional Development Day planning mtg.

Weekend Rotation

- Sat, July 26th

Training

- 7/10: IS Supervisors training
- 7/16: New Hire Staff Tour



Northville's New Library Catalog is Here!

Your new NDL catalog features predictive searching, library event discovery, personalized recommendations, the availability and location of NDL items right from the results page, account linking, eBooks, and more!

If you live in the Northville District Library service area, your library card already gives you full access at Northville and guest access at Novi Public Library — no need to get a new library card or pay a fee. Register your Northville library card at Novi, with picture ID, and continue borrowing.

If there's something you want to borrow and cannot find it, please contact NDL. We are more than happy to help you find anything. NDL also has a purchase suggestion form on our website that you can fill out any time so that we can consider adding it to our collection.

Deliveries to NDL will continue. We use the Michigan eLibrary Catalog (MeLCat) to borrow and share library materials with 400+ libraries throughout the state, including all TLN libraries.

Whether you visit us often or just use your card nearby in Novi, you're a valued Northville patron — and we're here to support you with everything your library card unlocks. Your Northville card matters. Keep it. Use it. Enjoy it.

Have questions? Reach out — we're always happy to help!

Northville District Library
212 W Cady St, Northville, MI 48167

Call: (248)349-3020

Email: nortref@northvillelibrary.org

Website: www.northvillelibrary.org

Hours of operation:

Mon - Thu 10 AM - 9 PM · Fri & Sat 10 AM - 5 PM · Sun 1 - 5 PM

✦ *One card. Many libraries. Zero extra cost.* ✦

Friends of the Novi Library present

Summer Songfest

Thursdays, 6:30pm

Jun 26 Elvis & Friends

Elvis tribute artist

Jul 17 Billy Mack & the Juke Joint Johnnies

Vintage R & R, Lounge, Rockabilly, Surf, Blues

Jul 24 Magic Bus

Tribute to Woodstock

Jul 31 Vanessa Carr

Broadway meets Vegas (optional dressy affair)

Aug 7 Do It Again Band

Familiar Oldies

Aug 21 Geff Phillips Band

Rock hits from 60s-today

Aug 28 Motor City Soul

Motown & more



Location: Paradise Park, 45799 Grand River Ave. Novi

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

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

Registration required.

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



TUESDAY TUNES

ON THE PATIO AT NOVI LIBRARY

11:30am-1pm

- July 8** Dan & Fred (Familiar Oldies & Motown)
- July 15** Shelia Landis (Jazz, Brazilian Music & Blues)
- July 22** Al Carmichael (Familiar Oldies)
- July 29** Silver Strings Dulcimer
- August 12** Jim Duprey (Familiar Tunes, Sinatra to Jimmy Buffett)
- August 19** Matt Watroba (Folk Music)

Bring a lunch or purchase food from our Café and enjoy live music and good company on the patio. Children can participate in outdoor games. Concerts will be held in the meeting room if inclement weather.

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

FRIENDS OF
NOVI
PUBLIC LIBRARY
novilibrary.org
248-349-0720

Diversified
MEMBERS CREDIT UNION
dmcu.com



JUICE BOX DRIVE

AUGUST 1-31

**Donate unexpired,
single-serving juice boxes!**

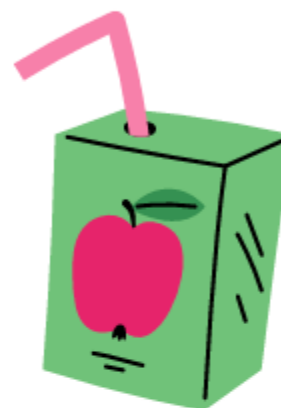
DROP-OFF LOCATION

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

Donations will go towards Hospitality House's Weekend Food program which is designed to address the needs of students (K-12) experiencing food insecurity. This program is currently in the Novi Community School District and Walled Lake Consolidated School District.



Hospitality House
FOOD PANTRY




NOVI
PUBLIC LIBRARY
novilibrary.org
248-349-0720

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

7/1/2025			
9-10am	0	0	0
10-11am	60	148	104
11am-12	83	84	84
12-1pm	101	89	95
1-2pm	91	93	92
2-3pm	124	178	151
3-4pm	116	88	102
4-5pm	103	74	89
5-6pm	104	92	98
6-7pm	101	133	117
7-8pm	117	59	88
8-9pm	135	32	84
9-10pm	0	0	0
			1,103

7/2/2025			
9-10am	0	0	0
10-11am	50	123	87
11am-12	78	95	87
12-1pm	109	91	100
1-2pm	91	80	86
2-3pm	108	164	136
3-4pm	122	93	108
4-5pm	139	92	116
5-6pm	92	104	98
6-7pm	103	77	90
7-8pm	61	57	59
8-9pm	103	39	71
9-10pm	0	0	0
			1,036

7/3/2025			
9-10am	0	0	0
10-11am	54	121	88
11am-12	88	89	89
12-1pm	105	86	96
1-2pm	89	77	83
2-3pm	68	102	85
3-4pm	92	86	89
4-5pm	113	62	88
5-6pm	87	91	89
6-7pm	98	61	80
7-8pm	75	44	60
8-9pm	51	26	39
9-10pm	0	0	0
			883

7/4/2025 - 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

7/5/2025 - 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

7/6/2025 - 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

7/7/2025			
9-10am	0	0	0
10-11am	79	159	119
11am-12	102	122	112
12-1pm	116	108	112
1-2pm	121	115	118
2-3pm	138	187	163
3-4pm	141	100	121
4-5pm	142	117	130
5-6pm	140	104	122
6-7pm	150	138	144
7-8pm	105	73	89
8-9pm	121	56	89
9-10pm	0	0	0
			1,317

7/8/2025			
9-10am	0	0	0
10-11am	42	137	90
11am-12	91	189	140
12-1pm	127	123	125
1-2pm	199	114	157
2-3pm	148	169	159
3-4pm	111	83	97
4-5pm	153	96	125
5-6pm	91	64	78
6-7pm	67	63	65
7-8pm	102	68	85
8-9pm	94	45	70
9-10pm	0	0	0
			1,188

7/9/2025			
9-10am	0	0	0
10-11am	38	159	99
11am-12	117	113	115
12-1pm	107	83	95
1-2pm	98	82	90
2-3pm	89	141	115
3-4pm	118	106	112
4-5pm	138	117	128
5-6pm	138	103	121
6-7pm	91	83	87
7-8pm	78	69	74
8-9pm	93	34	64
9-10pm	0	0	0
			1,098

7/10/2025			
9-10am	0	0	0
10-11am	42	140	91
11am-12	109	133	121
12-1pm	123	105	114
1-2pm	101	103	102
2-3pm	129	182	156
3-4pm	153	107	130
4-5pm	117	89	103
5-6pm	103	84	94
6-7pm	99	91	95
7-8pm	108	65	87
8-9pm	88	38	63
9-10pm	0	0	0
			1,155

7/11/2025			
9-10am	0	0	0
10-11am	75	154	115
11am-12	107	119	113
12-1pm	102	91	97
1-2pm	97	86	92
2-3pm	100	157	129
3-4pm	149	106	128
4-5pm	157	111	134
5-6pm	154	71	113
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			918

7/12/2025			
9-10am	0	0	0
10-11am	37	119	78
11am-12	108	107	108
12-1pm	122	102	112
1-2pm	79	69	74
2-3pm	77	101	89
3-4pm	96	103	100
4-5pm	101	55	78
5-6pm	129	70	100
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			738

7/13/2025			
9-10am	0	0	0
10-11am	0	0	0
11am-12	0	0	0
12-1pm	50	120	85
1-2pm	109	155	132
2-3pm	109	90	100
3-4pm	91	84	88
4-5pm	101	86	94
5-6pm	147	54	101
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			598

7/14/2025			
9-10am	0	0	0
10-11am	56	120	88
11am-12	83	104	94
12-1pm	104	95	100
1-2pm	76	89	83
2-3pm	128	150	139
3-4pm	104	89	97
4-5pm	104	150	127
5-6pm	106	89	98
6-7pm	100	87	94
7-8pm	112	62	87
8-9pm	136	142	139
9-10pm	0	0	0
			1,143

7/15/2025			
9-10am	0	0	0
10-11am	36	123	80
11am-12	80	149	115
12-1pm	104	90	97
1-2pm	119	94	107
2-3pm	135	154	145
3-4pm	92	79	86
4-5pm	112	76	94
5-6pm	91	91	91
6-7pm	108	110	109
7-8pm	103	88	96
8-9pm	122	39	81
9-10pm	0	0	0
			1,098

7/16/2025			
9-10am	0	0	0
10-11am	40	131	86
11am-12	104	110	107
12-1pm	99	102	101
1-2pm	107	102	105
2-3pm	106	154	130
3-4pm	94	90	92
4-5pm	140	81	111
5-6pm	136	84	110
6-7pm	96	123	110
7-8pm	128	84	106
8-9pm	104	40	72
9-10pm	0	0	0
			1,128

7/17/2025			
9-10am	0	0	0
10-11am	39	133	86
11am-12	95	101	98
12-1pm	102	69	86
1-2pm	72	90	81
2-3pm	108	163	136
3-4pm	120	109	115
4-5pm	134	101	118
5-6pm	111	77	94
6-7pm	109	122	116
7-8pm	84	88	86
8-9pm	174	61	118
9-10pm	0	0	0
			1,131

7/18/2025			
9-10am	0	0	0
10-11am	45	153	99
11am-12	108	95	102
12-1pm	114	92	103
1-2pm	90	81	86
2-3pm	80	60	70
3-4pm	96	107	102
4-5pm	95	73	84
5-6pm	143	61	102
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			747

7/19/2025			
9-10am	0	0	0
10-11am	46	94	70
11am-12	86	105	96
12-1pm	100	99	100
1-2pm	96	79	88
2-3pm	84	86	85
3-4pm	96	99	98
4-5pm	101	87	94
5-6pm	154	61	108
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			737

7/20/2025				
9-10am	0	0	0	
10-11am	0	0	0	
11am-12	0	0	0	
12-1pm	96	151	124	
1-2pm	223	248	236	
2-3pm	303	372	338	
3-4pm	309	263	286	
4-5pm	184	182	183	
5-6pm	208	91	150	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				1,315

7/21/2025				
9-10am	0	0	0	
10-11am	35	104	70	
11am-12	85	111	98	
12-1pm	102	101	102	
1-2pm	89	89	89	
2-3pm	107	98	103	
3-4pm	110	91	101	
4-5pm	89	81	85	
5-6pm	113	86	100	
6-7pm	96	135	116	
7-8pm	102	90	96	
8-9pm	160	46	103	
9-10pm	0	0	0	
				1,060

7/22/2025				
9-10am	0	0	0	
10-11am	47	146	97	
11am-12	90	168	129	
12-1pm	123	103	113	
1-2pm	174	91	133	
2-3pm	95	63	79	
3-4pm	62	77	70	
4-5pm	104	102	103	
5-6pm	103	85	94	
6-7pm	102	135	119	
7-8pm	122	108	115	
8-9pm	155	50	103	
9-10pm	0	0	0	
				1,153

7/23/2025				
9-10am	0	0	0	
10-11am	70	172	121	
11am-12	113	124	119	
12-1pm	129	98	114	
1-2pm	98	103	101	
2-3pm	110	103	107	
3-4pm	98	94	96	
4-5pm	89	87	88	
5-6pm	123	129	126	
6-7pm	97	109	103	
7-8pm	150	95	123	
8-9pm	91	26	59	
9-10pm	0	0	0	
				1,154

7/24/2025				
9-10am	0	0	0	
10-11am	31	164	98	
11am-12	125	103	114	
12-1pm	114	81	98	
1-2pm	82	72	77	
2-3pm	68	74	71	
3-4pm	87	74	81	
4-5pm	69	79	74	
5-6pm	85	90	88	
6-7pm	102	90	96	
7-8pm	94	60	77	
8-9pm	81	24	53	
9-10pm	0	0	0	
				925

7/25/2025				
9-10am	0	0	0	
10-11am	42	106	74	
11am-12	62	81	72	
12-1pm	113	94	104	
1-2pm	60	61	61	
2-3pm	83	79	81	
3-4pm	83	83	83	
4-5pm	84	58	71	
5-6pm	124	49	87	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				631

7/26/2025				
9-10am	0	0	0	
10-11am	39	123	81	
11am-12	104	116	110	
12-1pm	150	92	121	
1-2pm	92	113	103	
2-3pm	88	89	89	
3-4pm	91	91	91	
4-5pm	111	97	104	
5-6pm	137	61	99	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				797

7/27/2025				
9-10am	0	0	0	
10-11am	0	0	0	
11am-12	0	0	0	
12-1pm	53	136	95	
1-2pm	86	129	108	
2-3pm	101	88	95	
3-4pm	111	129	120	
4-5pm	116	72	94	
5-6pm	154	53	104	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				614

7/28/2025				
9-10am	0	0	0	
10-11am	36	114	75	
11am-12	73	109	91	
12-1pm	112	96	104	
1-2pm	86	91	89	
2-3pm	87	79	83	
3-4pm	104	84	94	
4-5pm	93	68	81	
5-6pm	89	71	80	
6-7pm	107	97	102	
7-8pm	73	58	66	
8-9pm	105	40	73	
9-10pm	0	0	0	
				936

7/29/2025				
9-10am	0	0	0	
10-11am	42	148	95	
11am-12	101	175	138	
12-1pm	109	134	122	
1-2pm	227	93	160	
2-3pm	97	117	107	
3-4pm	120	119	120	
4-5pm	105	64	85	
5-6pm	86	95	91	
6-7pm	134	126	130	
7-8pm	109	74	92	
8-9pm	104	39	72	
9-10pm	0	0	0	
				1,209

7/30/2025				
9-10am	0	0	0	
10-11am	51	127	89	
11am-12	85	79	82	
12-1pm	104	110	107	
1-2pm	94	108	101	
2-3pm	84	99	92	
3-4pm	112	83	98	
4-5pm	106	107	107	
5-6pm	107	85	96	
6-7pm	83	101	92	
7-8pm	91	66	79	
8-9pm	113	29	71	
9-10pm	0	0	0	
				1,012

7/31/2025				
9-10am	0	0	0	
10-11am	36	114	75	
11am-12	128	135	132	
12-1pm	135	98	117	
1-2pm	106	106	106	
2-3pm	104	94	99	
3-4pm	96	91	94	
4-5pm	112	103	108	
5-6pm	86	76	81	
6-7pm	105	105	105	
7-8pm	106	73	90	
8-9pm	111	50	81	
9-10pm	0	0	0	
				1,085

Monthly Assistant Director of Building Operations Report (July 2025)

by Maryann Zurmuehlen

Meetings & Trainings

- 7/1: Management Meeting with HR Specialist
- 7/2, 7/30: Catchup Meeting with Head of Support Services
- 7/3, 7/24: Weekly Facilities Department Meetings
- 7/23: Monthly Janitorial Services Walk Through with vendor
- 7/23, 7/30: Catchup Meeting with Head of Information Technology
- 7/24: NCSD Employee Card Campaign Meeting with Sarah Mominee and Jill Wasson
- 7/24: Kick-Off Meeting with Help Desk Ticket System vendor
- 7/25: Management Training for Customer Service with Marilyn Suttle (9:45am - 4:45pm)
- 7/29: Meeting with Library Design
- 7/29: Monthly Assistant Directors & Director Meeting
- 7/30: Training Session #1 with Help Desk Ticket System vendor
- 7/30: Meeting with Board Finance Committee about Reserve Study
- 7/31: Catchup Meeting with Director

Current Projects

- Ongoing training of new Head of Support Services, Sarah Mominee
- Automated Materials Handling System (AMHS) Project: kick-off meeting with vendor, spec drawing approval
- Help Desk Ticket System Project: Onboarding with vendor, initial setup/customization of software, prepping for Fall launch

Recently Completed Noteworthy Tasks & Projects

- 21 new trash cans were purchased and installed throughout the Library
- Contracts were renewed for an additional year for our HVAC Preventative Maintenance and Janitorial Services
- Parking Lot maintenance was arranged for the last week of August

Information Technology Report Compiled by Dept. Head Jeffrey Smith – July 2025

General

Our Circulation Desk Credit Card Terminal was upgraded to maintain compliance with Payment Card Industry (PCI) requirements. As a result of the upgrade the terminal is now able to accept contactless payments.

On July 2nd, a technician from Knight Watch, our security alarm partner, replaced all of the wiring for our Server Room Water and Temp sensor/alarm systems. The system was previously displaying an error on our alarm panel. During the re-wire process, the technician discovered that we actually have 3 water sensors in our building that are connected to the alarm panel.



One of three water sensors located in our server room or data closets.

Since the 7 new HP laser printers were installed in staff areas, we learned that to keep the printers working well, we need to purchase genuine HP toner cartridges for this printer model. 3rd party cartridges cause toner leaks, misfeeds, and error messages.

Our facilities team reported that during some programs in the East and West meeting rooms, certain microphones were crossing over into the wrong audio channels. This causes an issue when we have two programs running in both rooms at the same time. After doing extensive research into Novi wireless microphone frequencies, and replacing the wireless microphone antennas, we have revised our Whole Meeting Room procedures to reduce the possibility of signal crossover.



RF Spectrum Analyzer showing wireless microphone and other frequencies in and around the library.

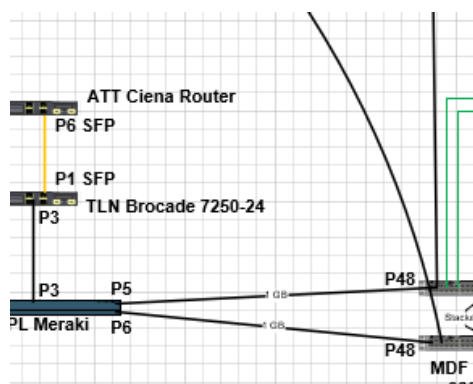
On July 17th, we replaced our old copper "Plain Old Telephone Service" Fire Panel Phone lines with cellular service through a new Honeywell Dual Path AT&T / Verizon LTE Communicator cellular dialer. The new hardware will be more reliable than the old copper lines and will cost considerably less. The new fire line cost is \$600 per year. Compare that to the \$420 per month for two fire lines plus other fees that we were paying for AT&T POTS line service. Boynton will also be monitoring the LTE phone lines, saving us \$35 per month we were paying to our alarm company.

We are currently waiting for a City of Novi Electrical Inspection of the new hardware, after which we will be able to cancel the old AT&T POTS line service.



New Cellular Dialer installed by Boynton Fire Systems in the library lobby.

On July 22nd, the IT Department brought in a network engineer to begin mapping our current computer network onto a Visio network diagram. The most recent network outline we have is several years old and there have been many changes since the library moved into this building. When the diagram is complete, the result will be a detailed roadmap that can be used for troubleshooting technical issues and mapping out future network projects.



Part of a network roadmap - under construction.

Training

- Jeff attended the Managers' meetings, a Confidentiality Policy Training session, and hosted a Tech-Comm Group meeting and an IT Team meeting
- Denise participated in 3 Customer Service Committee meetings and a Staff Q&A session
- Mallory participated in Personal Development Day Committee meetings
- Mallory led an iCube Team meeting.
- Mallory participated in Re-Thinking Library's Staff Discussion session.
- Mallory led 'Beginner Sewing Class -Zippered Pouch' for patrons in the iCube.
- Jeff participated in Management Training for Customer Service
- Jeff created a PCI Compliance training process for staff who use the Circulation Desk Credit Card Terminal.
- Denise and Jeff joined Maryann for Boss Desk helpdesk admin training.

iCube

We held 253 iCube appointments in June.

- 61 3D prints
- 1 3D scans
- 6 Adobe Creative Cloud projects
- 13 Cricut crafts
- 0 Carvey projects
- 108 Creative Kits
- 17 Digital Conversions
- 11 Heat Press jobs
- 6 Laser projects
- 4 Photo Prints
- 18 Sewing/Embroidery projects
- 8 Sublimation prints

Our iCube Supervisor Dominic returned to us on July 28th. We are glad to have him back.

It has been a busy July in the iCube. Here are just a few things that iCube staff worked on with patrons:

Mallory reported that her Zippered Pouch Sewing Class “went really well and all attendees left with a cute new zippered pouch!”

Sid met a teen who “explained that she is in design school and she thinks our makerspace is awesome!” They also had a patron who “came in to use the toaster oven and heat gun for a shrinky-dink project he was working on.”

Anna helped a young patron with the die cut machine and the Huion tablet. Anna also worked on 3D printing and did Creative Kit and 3D printer maintenance.

Jess assisted patrons with the Cricut, the Epson Photo Printer, the large heat press, and Adobe Creative Cloud.

Mary ordered supplies for the iCube, helped with a sublimation sweatshirt, stencils on the Cricut, and helped a patron scan slides and film negatives.

Dominic worked on setting up the new X-Tool laser to engrave glass.



Sublimated T-shirt designed in Inkscape -Mary



New "Reverse Coloring Pages" Creative Kit - Jess



-New "Dot Marker Art" Creative Kit -Mary



Sweatshirt made with the sublimation printer - Mallory



Glass etched on the new X-Tool laser -DD / MR

Laser Engraved Campfire Toasting Sticks -Mary



"We had a walk-in guest who wanted to use the Dremel. The guest was happy with the results of their project. -Mary



A Few Changes Made to the Statistics for IT:

- Changed the daily door count from a screen dump to a real chart to comply with the Accessibility Guidelines.
- Changes to the Drive Thru
- Deleted a couple of iCube items on the chart that we have not had any activity for.
- Reformatted the Training chart to make it possible to cut and paste instead of typing it in every month
- Updated the name of a few iCube items for consistency.
- Changed my Monthly Door Count method slightly so that it will consistently match the total in the Daily Door Count chart.

Facilities Report Compiled by Facilities Staff Keith Perfect – July 2025

In the past month the Facilities Department has closed 18 Facilities Maintenance tickets, 44 Meeting Room Requests/programs and has updated 357 Periodic Maintenance tickets.

- The staff break room refrigerator has been defrosted and cleaned.
- Carpet spot cleaning was performed by Facilities staff.
- A quote was received to replace the overhead door opener in the receiving area.
- A wall was constructed inside of the second floor storage room to divide the room to provide a special use room within a room.
- The HVAC Chiller coils were cleaned by vendor.
- The new staff office chairs were delivered and distributed.
- Weed killer was applied to areas where grass/weeds were growing up through sidewalks and perimeter of the parking lot.
- A quote was provided by roofing vendor for preventative maintenance on areas that may soon fail.

Assistant Director of Public Services – by Lori Lowery, July 2025

Professional Development –

- Teens (Part 1): Basics of Teenage Behavior
- Management Training for Customer Service (all day session)

Committees –

- 7/10 Customer Service Full Committee Meeting
- 7/24 Customer Service Full Committee Meeting
- 7/31 Customer Service Full Committee Meeting
- Set dates for FY 25-26 meetings of Strategic Planning Committee

Meetings -

- 7/1 Management Meeting with HR
- 7/1 Met with Information Services (IS) Supervisors
- 7/8 and 7/10 – IS Staff Meetings (Full staff)
- 7/8 Met with IS Supervisors and SS Staff regarding Lakeshore Lending Library
- 7/10 Met with IS Supervisors and Director
- 7/14 Met with IS Supervisors and SS Staff regarding Withdrawal procedures
- 7/14 and 7/15 Attended Director's Q&A to discuss new Communication Best Practices document
- 7/15 Catch up meeting with Director
- 7/15 Met with IS Supervisors
- 7/15 Management Meeting
- 7/29 Director and Assistant Directors Meeting
- 7/31 Met with IS Supervisors

Interviews –

- Held interviews for Early Literacy Outreach Librarian throughout the month, candidate chosen and set to start in August

Projects –

- Customer Service Committee Finalizing Customer Service Plan as well as creating presentation for Staff Professional Development Day
- Made updates to Communications Best Practices
- Began compiling year end stats for IS Department
- Began to review policies with IS Supervisors
- Working with TLN to update CARL, so that the catalog show on which floor items are located

Information Services Report – Compiled by IS Supervisors Emily Brush and Rae Manela – July 2025

Information Services Department July 2025 Report

News and Notes

- Staff attended department meetings.
- Staff attended staff Q&A session update meetings with the Library Director.
- Staff attended committee meetings for the following:
 - Strategic Planning
 - HR
 - Customer Service (Jen)
 - Marketing
 - iCube (Mary, Jess)
 - Policy
 - Professional Development Day (Danielle)
 - DEI (Austin, Shannon)
 - 65th Anniversary Committee
- Staff participated in interviews for Early Literacy Outreach Librarian position (Emily, Jen, Lori)
- Staff participated in Strategic Plan - Virtual Staff Feedback Session - July 30
- Staff participated in ESL Program interviews

Professional Development

- IS staff on external committees:
 - eContent Policy Committee (Mary)
 - MLA Thumbs Up! Award Workgroup (Austin)
 - TLN Outreach Services Interest Group (Jen)
 - Beginning in October, Jen will be co-chair and chair-elect for this group
- Teens (Part 1): Basics of Teenage Behavior Webinar Training (Kirsten, Jen, Austin, Anna, Danielle, Mary, Emma, Shannon, Rae, Taylor)
- Serving Patrons with Disabilities reading (Shannon)
- We Need Diverse Books Presents: Magic Stories are for Everyone (Panel #1) Webinar (Austin)
- Storytime Success: Crafting Engaging Sessions from Start to Finish Webinar (Danielle)
- School Library Journal Picture Book Palooza Virtual Event (Danielle)
 - For the Very Young
 - Lives and Legacies: The Artists
 - Navigating Our Emotions
 - Strangers in a New Land

iCube Updates

- 3 new creative kits introduced: Pepakura Papercraft, Dot Marker Art, and Reverse Coloring Pages (Mary)

IS Staff Outreach

- Little Birds Montessori Story Time Visit - July 10 (Emily & Shannon)
- Novi Woods Montessori Story Time Visit - July 14 (Emily)
- A Growing Place Story Time Visit - July 15 (Emily)
- Story Point (Emma)
- Meadowbrook (Emma)
- Novi Mental Health Alliance (Austin)

Adult Programs

- Business Book Club, Virtual - July 1 (Jen)
- Business Book Club, In-Person - July 2 (Jen)
- Adult Collage - July 27 (Jen)
- Masterpiece Monday - July 21 (Danielle)
- Korean Conversation Group (Shannon)
- Spanish Conversation Group (Shannon)
- Knit2gether Knitting Group (Mary)
- On the Road Bus Trip (Gail)
- Summer Songfest at Paradise Park (Gail)
- Villa Barr Artist in Residence Talk (Mary)
- Adult Coloring Evening (Rae)

Adult Displays

- **Adult Desk Display: Summer reading:** Color Our World
- **2nd floor glass case Collection:** Celebrating 50 years of Jaws! (Julie)
- **1st floor glass case:** Japanese Boy's Day
- **Adult Reading Challenge:** Read a book featuring Art or an Artist
- **2nd floor book shelves:** Loving Nature Through Camping
- **2nd floor book shelves:** Color Our World Summer Reading

All Ages Programs

- Tanabata Program (Passive program through the month of July)
- Tuesday Tunes on the Patio (Gail)
- No-VI Chess Club
- The History of Pewabic Pottery (Jess)

Youth/Tween/Teen/Family Programs

- Saturday Family Story Times - July 12, 19, 26 (Jen)
- Thursday Family Story Times - July 10, 17, 24, 31 (Danielle, Emily)
- Ultimate Crafts - July 8 (Jen, Kirsten)
- July Youth Grab & Go Kits - July 11 (Taylor)
- Design Your Own Cap - July 13 (Jen)
- Tween Collage - July 15 (Jen, Taylor)

- Sunset Stories - July 16 (Emily)
- July Tween Grab & Go Kits - July 18 (Taylor)
- Tie Dye Sessions - July 23
- iCube Teen Invasion: Mini Bookcases - July 27 [Anna, Taylor, Austin (Mary and Jess 3D printed the book cases)]
- Open Art Studio - July 22 (Jen, Danielle)
- Preschool Art Party - July 29 (Jen, Kirsten)
- The Marvel Superhero in Real Time - July 30
- Tamil Summer Read A Thon (Shannon)

Youth/Tween/Teen Displays

- **Teen Lounge Display** – Summer Vibes
- **Youth Desk Display** – Color Our World (SRP 2025)
- **New for You Kiosk**
 - **Libraries Are for Everyone:** Disability Pride Month, National Ice Cream Month, Workbooks, Independence Day, Tanabata and Japanese culture, National Hot Dog Day, Nelson Mandela Day, National Moon Day
- **Youth DVD** - Summer, Disability Pride Month, Nelson Mandela Day
- **SRP Window Display** - Color Our World



New Teen Lounge Activity Cart (Created by Taylor and Anna)



iCube Teen Invasion: Mini Bookcases

Marketing & Community Promotions Compiled by Communications Mgr. Dana VanOast – July 2025

Webinars/Professional Development

- July 3, 2025: MI PR Group, June Meeting (Dana VanOast)
- July 16, 2025: MI PR Group, July Meeting (Dana VanOast)
- July 25, 2024: Management Training for Customer Service (Dana VanOast)
- July 7, 2025: Responding to Aggressive Workplace Behavior (Amy Crockett)
- July 16, 2025: Conquering Conflict: Practical Strategies for Turning Conflict into a Strategic Advantage (Amy Crockett)

Outreach

- July 7, 2025: Library Minutes Filming 4 Clips at Fox Run (Dana VanOast)
- July 10, 2025: Library Board Meeting, presented Strategic Plan 23/24 Year in Review and Draft Marketing Plan (Dana VanOast)
- July 31, 2025: Community Financial Credit Union Groundbreaking event (Dana VanOast)

Committee Involvement

- Amy attended weekly Customer Service Committee meetings to finalize Customer Service Plan, Scripts & Talking Points and Professional Development Day presentation/activity.
- Amy reviewed the new Art Brochure for the Marketing Committee.

e-Newsletter

- 22,011 emails sent on July 1; 6,882 read (31.3% read rate); 694 Unique Clicks

Meeting Room News & Notes:

- July totals: 36 rentals with 602 attendees
- Compiled a Meeting Room Report for the 2024-2025 fiscal year (see below) and updated the post-rental survey for the 2025-2026 fiscal year
- Updated Meeting Room Procedures for renters and Welcome/Exit Procedures for staff
- Feedback from renters:
 - Everything was great. Well organized
 - Aside from the projector issue, we had good experience and I will rent this room again

Novi Note, July 24, 2025



File photo by Patricia O'Brien

Novi Public Library calling for volunteers for 'Human Library'

The Novi Public Library is seeking volunteers to share their stories and experiences with prejudice as "published books" as part of its "Human Library" special event from 1 to 4 p.m. Nov. 8. Through the Human Library, members of the Novi Public Library will be able to have conversations with people instead of checking out books on the topic of prejudice.

According to a press release, the concept is about "acknowledging and challenging prejudice that we all carry towards one another." The Human Library creates a safe space for conversation where topics can be openly addressed without any preconceived biases, the release states.

Ten book volunteers will be accepted for the event following interviews. The book volunteers will also receive training. Interviews will be conducted July 31 through Sept. 2. For more information or to apply to be a "book," visit novilibrary.org.

2024-2025 Meeting Room Report

OVERALL STATS

- Room Rentals: 538 (up 16% from 23-24)
- Attendees: 10,520 (up 18% from 23-24)
- Gross Revenue: \$42,189.00 (up 14% from 23-24)

MEETING ROOM PROJECTS COMPLETED

- Launched, promoted, and continued to make improvements to the new online meeting room reservation system, Library Market
- Made updates to the meeting room webpage, brochure, and procedures for renters based on the new reservation system and feedback from staff
- Created new Meeting Room Set-Up Procedures document to clarify set-up arrangements for staff
- Updated the Meeting Room Welcome/Exit Procedures for staff to help streamline processes
- Created new Meeting Room/Study Room quick-reference policy bookmark to help staff highlight key points with patrons
- Held quarterly meetings with Facilities Department to discuss updates and ongoing challenges

POST-RENTAL SURVEY RESULTS

- Sent: 333 times
- Responses: 86
- 26% response rate

Question: How did you complete your meeting room reservation?

- Online system: 69%
- Via phone and/or email: 24%
- In-person: 7%

Question: Rank the following based on your recent Meeting Room rental experience

(Percent answering Excellent or Good)

- Information provided about meeting rooms: 100%
- Ease of reserving meeting room: 95%
- Pricing for meeting rooms: 88%
- Ease of making payment: 98%
- Communication prior to rental: 100%
- Accuracy of room set-up upon arrival: 95%
- Comfort and convenience of rooms: 100%
- Equipment/technology offerings available: 95%

Question: Is there any additional equipment or technology you wish was available in our Meeting Rooms?

- 84% responded No or N/A
- Suggestions included: TV, better sound system/speakers, better WiFi, help guide/instructions for existing technology, Apple connection cables, coffee maker

Question: Would you rent a meeting room at the Novi Public Library again?

- 96.5% responded Yes
- 3.5% responded Maybe
- 0% responded No

Question: How did you hear about our meeting rooms? (check all that apply)

- Library's website (64%)
- Have rented here previously (28%)

- Visiting the Library (19%)
- Word of Mouth (13%)
- Through the City of Novi (website, Engage Magazine, etc.) (5%)
- Library's social media (2%)

Suggestions for Improving Meeting Rooms and/or reservation process:

Suggestions Received Multiple Times:

- Open the room early for set-up time (x4)
- Allow reservation requests online even when they are outside of library hours (x3)
- Make sure that equipment requested is set up prior to rental time (x3)
- Find solution for microphones issues (x3)
- Make sure desk staff are polite and knowledgeable about where to direct renters (x3)
- Open the reservations more than 60 days in advance (x2)
- Provide formal payment receipt (x2)
- Once reservation is complete and payment made, provide information on the location of the room within the Library.
- Super confusing that I couldn't reserve beyond 30 days out.
- Allow a sign-in table just a few feet outside the room
- Make the whole process online, reduce human intervention as much as possible, make it similar to hotel booking.
- Please try to reduce the full room rental price for Novi residents.
- Had to wait for 15-20 mins to make reservation. And had interruption during the reservation regarding the reservation form.

Other Suggestions:

- It would be great if the website list all rentable items such as pin microphones, microphone stands, etc.
- When the board room doors are closed it automatically locks from the outside, so perhaps an unlock mechanism would be convenient so that when guests need to step out and come back it doesn't disrupt the meeting
- Allow me to put the financial transaction information in at the time of the request and process a hold on it until such time as the reservation is confirmed. Having me react after the confirmation and within a time-bound window is really an chaotic in this digital world we live in.

Positive Feedback:

- It's my first time renting a room at the Novi library and I just want to say that I was very pleased with the accommodations and set up as well as the professionalism of the staff. In addition it was very cost effective for me.
- NPL makes it super easy to rent meeting rooms. Amy and her teammates are extremely accommodating and helpful.
- It was a very good experience. The room fit our needs perfectly. It was easy to rent. Thank you
- Great experience working with Novi Library Team members, always helpful.
- Novi Library helps us in making our meetings smoothly and on-time without any hassle. I will rate them 10/10.
- Amy and her team have always been on top of things. They have earned their raise!
- It was an excellent and very cost-effective resource. In addition, I made a same-day adjustment to my reservation without issue, and someone was waiting for us to make sure the A/V was working. Great experience!
- Thanks for your accommodations! Really nice spot to hold general meetings.
- The front desk where we were is beneficial and kind, and we appreciate their service.

- We ran into an issue with the projector in the scheduled room not working. The team on site was very friendly and worked quickly to relocate us to another conference room in time for our virtual meeting. Much appreciated! We've already booked another room for a future meeting. Thank you for making this space available!
- Wonderful experience! And the library cafe catering services were excellent.
- Thank you so much for accommodating me last minute. I really appreciated your kindness and flexibility given the situation.
- Process was easy and Amy helped accommodate our group when our initial times were not available. I found that to be very helpful. Amy also came to check on us during one of our times to make sure that we had everything we needed. Will look to utilize the location again in 2025.
- Overall the Novi Library is a great place to educate the public and to work with when booking!
- We found it to be an excellent venue and the room and the help provided was outstanding.
- Novi library staff members are very helpful and makes the whole registration process easy for tenants. We rent every Sunday and are very happy.
- The room was awesome and the man who came to help us get started up was also very helpful!
- Staff was informative and appreciated the knock on the door that my time will end in 5 minutes
- The website was good but it was extra helpful to go in person to talk to someone and see the options in person.
- I always reserve this room to meet people in the community, nothing can be complained
- Great support, the room was setup and prepared along with the audio requests.
- Everything was awesome. We are going to reserve two more dates this week.
- Thank you for making reservations and payment so easy
- Overall experience was excellent and thank you for such a great facility.
- The transition went smoothly from reservation to reservation.
- Staff were very helpful in booking the room and when using the room
- It was a super great experience!
- Clean room and setup up was as requested
- Overall, it was a perfect solution for my group.
- Joe is always great. IT helped immediately.
- Very good experience, I will use the library again.
- Overall, this is a great experience. Thank you!
- I just want to say thank you.
- Keep up the great work!
- Perfect! Thank you very much.
- All staff are great!!
- Overall it was a good experience
- Joe was very helpful!
- Good experience
- Thank you
- The current experience was first rate
- It's efficient!
- Everything was great
- We appreciate the room and equipment
- Staff was friendly and helpful
- The set up is perfect, well organized.
- Great support
- Everyone and everything was wonderful.
- Great service!
- Best place with facilities

SUPPORT SERVICES DEPARTMENT MONTHLY UPDATE- July 2025

Department Head/General

- Completed practice training with circulation supervisors in preparation for two new circulation clerk staff starting
- Attended weekly management meetings
- Trained two new circulation clerks from July 7 to July 18
- Attended the following SkillPath course: How to effectively communicate on July 8
- Gave several presentations to HOA meetings held at NPL
- Met with the IS supervisors and Lori Lowery to discuss withdrawal and not-on-shelf processes on July 14
- Met with an architect with Jeff, Julie, and Keith on July 17
- Met with the director of Northville on July 17
- Worked with TLN and staff to ensure that we were prepared for Northville's change over to the new system
- Had several meetings with Jill Wasson and Maryann Zurmuehlen about the NCSD staff cards and the NCSD Virtual School E-Cards
- Attended a Management Training for Customer Service on July 25
- Received my Certificate of Library Development from MCLS for Basic Cataloging
- Attended the staff DEI committee meeting and was appointed as chair by Julie on July 31

Circulation & Shelves

- Staff are working on the Collection Inventory Project which began in January 2024
- Stephanie Trifonoff began as a circulation clerk on July 7th. Say hello to her when you see her!
- Kim Drouillard began as a circulation clerk on July 7th. Say hello to her when you see her!
- Emily Delfino's last day was on July 30th
- A Shelves position has been posted and is currently closed and in review by the hiring team

Tech Services

- Tech Services are continuing their phenomenal daily work with no new projects to report on!

TLN SASUG:

- The July meeting was cancelled.

Statistics (July 2025)

- **Cards Issued: 302**
- **Items Checked Out (NPL): 64,301**
- **Items Checked Out (LLL): 75**
- **Total Checkouts (NPL + LLL): 64,376**
- **Items Interloaned for NPL Patrons: 4,739 (81 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,693 (198 through MeLCat)**
- **Items Added to the Collection: 1,371**
- **Items Discarded from the Collection: 2,001**
- **Drive-Up Window & Locker Hold Pickups: 28**
- **MAP Checkouts: 106**

- **Online New Card Registrations: 15**
- **Outreach:**
 - **NPL @ Your Door: 10 Mailer Bags / 53 Items**
 - **6 Facilities Visits / 51 Items Provided**
 - **6 Book Discussions / 85 Items Provided**

Support Services Statistics 2025-2026													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	302												302
↳ Of Which, Online Registrations Totaled	15												15
Checkouts (NPL)	64,301												64,301
Checkouts (Lakeshore Lending Library)	116												116
Total Checkouts (NPL + LLL)	64,417												64,417
Items Borrowed	4,739												4,739
Items Loaned	3,696												3,696
Hold Pickups (Drive-Up & Lockers)	28												28
MAP Pass Checkouts	106												106
Read Boxes	748												748
NPL @ Your Door (# of Bags)	10												10
NPL @ Your Door (# of Items)	53												53

Year-to-Year Comparison				Read Boxes								
								July Totals				
								2025				
		JULY		JULY				Youth	Adult	Total		
		2025		2024			Pavillion	196	13	209		
Cards Issued This Month		302		327			Rotary	72	2	74		
Total Checkouts (NPL + LLL)		64,417		64,018			ITC	195	6	201		
							Brookfarm	18	3	21		
Items Borrowed	TLN	4,658		4,929			Splash Pad	232	11	243		
	MeL	81		73			All Combined	713	35	748		
		4,739		5,002								
							Splash Pad is our newest Read Box. Its first fill of the season was the week of June 1st.					
Items Loaned	TLN	3,495		3,572								
	MeL	198		203								
		3,693		3,775								

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							
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
FYTD	64,417	45.17%	29,100	6,995	6,424	3,972	11,709

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				
September	26,464	7,657	34,121	1,219	September				
October	30,044	5,220	35,264	1,138	October				
November	25,150	3,060	28,210	1,045	November				
December	21,114	5,220	26,334	941	December				
January	25,456	6,149	31,605	1,090	January				
February	22,472	5,150	27,622	987	February				
March	28,408	5,967	34,375	1,109	March				
April	24,261	5,405	29,666	1,059	April				
May	24,466	4,237	28,703	1,063	May				
June	26,951	4,406	31,357	1,120	June				
FYTD Total	308,355	66,470	374,825	1,096	FYTD Total	27,903	632	28,535	1,019
Our Car counter sensor failed at 10PM on 8/28/2024. September 2024 Drive-Up numbers are estimated.					The Verkada numbers are based on our drive-through security camera analytics. The method has been verified by comparison to three different physical counts performed by NPL IT Department Staff.				
Our car counter sensor began counting low numbers beginning November 10th due to transceiver interference. December numbers are estimated. *March Drive-Up: The car counter battery failed on March 30, losing 2 days of data. Included estimated data for the 2 days.									

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

Computer Logins											
2024-2025 Fiscal Year						2025-2026 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,383	148,114	149,497	5,339	275	July	1,334	117,157	118,491	4,232	267
August	1,356	155,267	156,623	5,401	275	August					
September	995	161,443	162,438	5,801	264	September					
October	1,076	178,568	179,644	5,795	297	October					
November	953	148,609	149,562	5,539	247	November					
December	785	141,013	141,798	5,064	248	December					
January	954	159,040	159,994	5,517	272	January					
February	960	144,116	145,076	5,181	257	February					
March	1,157	159,120	160,277	5,170	289	March					
April	1,169	158,794	159,963	5,713	272	April					
May	968	153,980	154,948	5,739	260	May					
June	1,306	117,679	118,985	4,249	275	June					
FYTD Total	13,062	1,825,743	1,838,805	5,377	3,231	FYTD Total	1,334	117,157	118,491	4,232	267

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			
September	664	9,187	13	September			
October	729	10,029	14	October			
November	742	9,999	13	November			
December	553	7,803	14	December			
January	711	9,566	13	January			
February	649	9,353	14	February			
March	807	10,672	14	March			
April	686	9,519	14	April			
May	692	9,685	14	May			
June	258	3,441	13.3	June			
FYTD Total	8,002	111,079	16	FYTD Total	373	33,043	89
Note: Early Literacy Monthly Sessions is lower in June because we decommissioned both AWE Workstations on June 11th.				Magic Desktop Workstations usage began on June 11, 2025			

Notes 2024 – 2025:

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

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

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

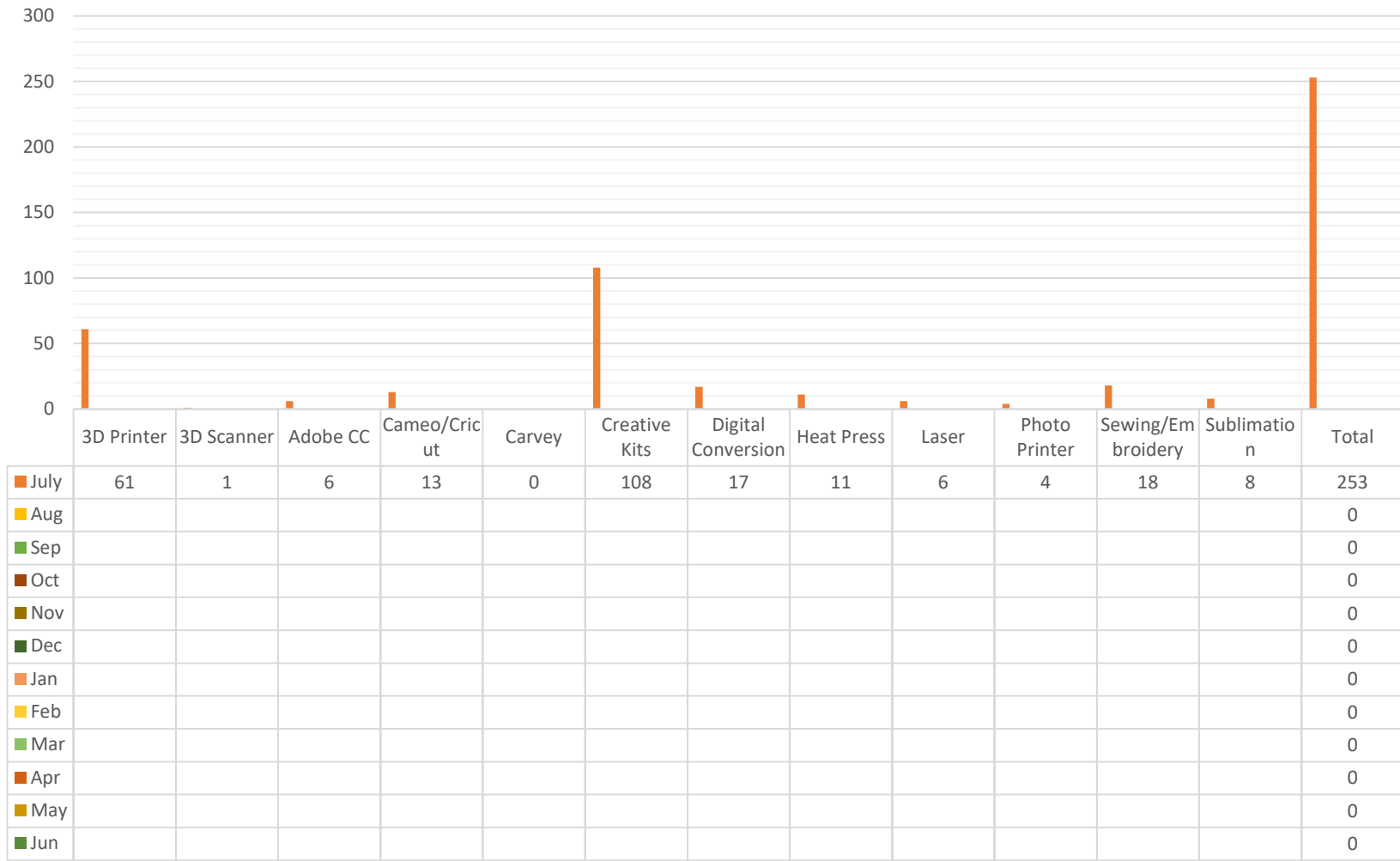
AWE Workstations have been used at NPL since 2014. The hardware was based on the Windows 7 operating system and became obsolete in 2019. To comply with Asset Lifecycle and Cyber Security best practices, on June 11th, 2025, we replaced our two remaining AWE Workstations with two new 24" HP Envy Move All-in-One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

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

Early Literacy Workstation Usage (Magic Desktop)			
2024-2025 Fiscal Year			
	Monthly	Monthly Time	Average Session
	Sessions	(In Minutes)	(In Minutes)
June 2025	216	18,995	87.94
FYTD Total	216	18,995	88
Magic Desktop Workstations usage began on June 11 Also see the chart on the previous page.			

Technology Training Sessions 2025-26 Fiscal Year													
Device/Software	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
3D Printer	61												61
3D Scanner	1												1
Adobe CC	6												6
Cameo/Cricut	13												13
Carvey	0												0
Creative Kits	108												108
Digital Conversion	17												17
Heat Press	11												11
Laser	6												6
Photo Printer	4												4
Sewing/Embroidery	18												18
Sublimation	8												8
Staff Training	0												0
Total	253	0	0	0	0	0	0	0	0	0	0	0	253
Removed the following items from this chart due to low patron use: Formbox, Virtual Reality													
Renamed the following items: 3D Printing > 3D Printer, Cricut/Silhouette > Cameo/Cricut, Sublimation Printer > Sublimation, Carvey CNC > Carvey, Muse Laser > Laser													

iCube Usage 2025- 2026



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

2025-2026 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	2,988	857	381	19	573
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	2,988	857	381	19	573

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					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	8,075	4,024	12,099	2,334	119

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

Meeting Room Statistics 2025-2026 Fiscal Year		
	Rentals	Attendees
July	36	602
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
FYTD	36	602

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

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					
August	248	56	4.38	352	275	August					
September	226	64	3.53	303	254	September					
October	303	66	4.59	503	378	October					
November	199	58	3.43	249	217	November					
December	155	58	2.67	327	5,445	December					
January	198	76	2.61	296	727	January					
February	157	54	2.91	179	322	February					
March	149	57	2.61	187	351	March					
April	211	51	4.14	350	4,890	April					
May	193	37	5.22	144	144	May					
June	177	48	3.69	380	595	June					
FYTD Total	2,496	708		3,677	13,972	FYTD Total					

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				February	4,047	21,252	5,875	February			
September	3,321	59,591	4,515	September				March	4,227	23,854	6,587	March			
October	3,475	16,383	4,300	October				April	4,375	21,613	5,908	April			
November	3,599	17,225	4,827	November				May	4,512	22,942	6,552	May			
December	3,729	19,227	5,098	December				June	4,682	24,418	6,720	June			
								FYTD Tot.		452,332	66,649	FYTD Tot.		24,524	6,548

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

FRIENDS OF NOVI LIBRARY

Friends of the Novi Library

2024/2025 Year in Review



2023/2024



- Annual Contributions (\$17,004)
 - Summer Reading - \$2574
 - Community Read - \$4000 – 3 events
 - Music Programs - \$8095, Senior Outreach, Tuesday Tunes, Summer Songfest, Listen at Library
- Wish List (\$47,097)
 - iCube Makerspace - \$1758
 - Teen Space improvements - \$12,842 – Cherf Donation
 - Single User Pod - \$6290

Book Nook - \$27,123



- \$22,682 from sales in the Book Nook
- \$33 from internet sales
- \$4408 from Thrift

Membership/Donations

- Membership
 - We made \$8276 in memberships for the year as compared to \$8000 in 2023/2024
 - 216 memberships
 - 95 memberships for \$30 or more
- Donations - \$25,116
- Fundraisers – 3181 (Giving Tree - \$1750)



Looking Forward



2024/2025

- Presented check for \$58,917 at our annual meeting
- All our Friends Board Members stayed on for another year.
- Songfest has been a great success this summer.

Looking Forward



Looking Forward



Looking Forward



**Friends of the Novi Public Library
Annual Meeting of the Board of Directors
Agenda – July 15, 2025**

I. Call to Order, Roll Call	Sue Johnson
II. Minutes of the 2024 Annual Meeting	Evelyn Cadicamo
III. Introduction of Guests	Sue Johnson
IV. Presentation of gifts to the Library - \$ 58,917	
V. 2024-25 Accomplishments	Sue Johnson
VI. Adoption of 2025-26 Budget/Wish List	Sue Johnson
VII. Election of 2025-26 Friends Board	Julie Farkas
VIII. Installation of new officers	Julie Farkas
IX. President's remarks	Sue Johnson
X. Announcements	
XI. Adjournment	

Friends of the Novi Library Election slate - July 15, 2025

President- Sue Johnson
Vice-President- open
Secretary- Evelyn Cadicamo
Treasurer- Carol Neumann
Trustees- Marilyn Amberger
Margaret Beller
Anne Craig
Donna Eaddy
Carol Hoffman
Karen Schubert
Mary Angela Winter

**Friends of the Novi Public Library
Annual Meeting of the Board of Directors
July 10, 2024**

Call to Order, Roll Call: Sue Johnson: Sue called the annual meeting to order at 7 p.m.

Present: Marilyn Amberger, Evelyn Cadicamo, Carol Hoffman, Sue Johnson, Karen Schubert, Stephania Tolliver, and Mary Angela Winter.

Guests: Julie Farkas, Library Director, Mark Sturing, Library Board President. Also, Don Collum, husband of Sue Johnson, and Connie Abicht.

Absent: Anne Craig, Donna Eaddy, Kathleen Mutch, Editor of Kaleidoscope, and Dana VanOast, Library Liaison.

Minutes of the 2023 Annual Meeting. Evelyn Cadicamo: As there were no additions or corrections to be made, motion was made by Karen Schubert to accept the Minutes as presented. Carol Hoffman seconded. Motion passed: 7-0.

Presentation of gifts to the Library: Sue was extremely delighted to present a check in the amount of \$34,570 from the Friends of the Novi Library! It was a moment that warmed all our hearts.

Sue took us on a “**Year-in-Review**” (2023-2024):

In the 2023-2024 year sales in the Book Nook were \$24,970; internet sales were \$4,268, and other books sales were \$53 for a total of \$29,291.

For many years the library has used Thrift Books for our “last chance” books. In July of 2023 Thrift contacted the library with a new request to scan books before they were sent to reduce the number of rejected books. The system was set up and the sorters trained to use it. To acknowledge the additional effort required the Friends now receive the income from Thrift. We thank the library for that. We discontinued working with our internet seller. He did not feel that the volume of sales was worth his effort. We currently have no plans to find a new seller.

Our Friends members have been generous as always. Membership income for 2023/2024 was a record \$8,000 from 235 members. Donations were \$2,737 and income from fundraising was \$2,735.

Anne Craig joined our board in 2023/24. Carol Neumann agreed to be our new treasurer and started in May of 2024. Carol has a background in banking and will be a fine addition to our staff. She will not join the board but nothing in our by-laws states that an officer must be a board member.

Adoption of 2024/25 Budget/Wish List. Sue Johnson– After a rather quick review of the items on our Wish List and a brief explanation of some of the items, Sue asked for a motion to approve the four music events as well as other items on the Wish List. Motion was made by Mary Angela to approve said items and was seconded by Marilyn. Motion was passed: 7-0.

The Friends and the Novi Library Board agreed on changes to their *Operating Agreement* to cover Large Donations. The section added specifics to process for donations intended for the Novi Library but given to the Friends for the benefit of their 501 (c)(3) status.

Comments by Mark Sturing, Library Board President. Mr. Sturing was very complimentary to the Friends: he was complimentary to what a strong group we were and the great contribution we had made to the Library. He assured us that he was positive that this will continue and we will only get bigger and better! He was positive that our membership would only increase and that our contributions would only grow upward. He was very much appreciative of our collective efforts, and predicted that next year we will raise even more money. It is here that he brought up the subject of our operating agreement and spoke in general terms about those individuals who had an IRA and wanted to make a contribution to the library. He gave us some background information regarding how people in this position might go about accomplishing their goal. Simplifying the whole procedure he merely told us that one would be able to make a contribution from one's IRA. He informed us that this is something that would require further discussion in order to allow one's entire contribution can fall in to a 501(c)(3) entity. He informed us that there were different circumstances and these needed to be discussed in greater detail. He had another meeting to attend and had to leave early, but left us with much to think about.

Here are a few highlights for the year:

Toward our goal to include – bringing the library to the community:

- Brought four musical performances by Steven Floyd to area senior facilities including Fox Run, StoryPoint (Anthology), Meadowbrook and Waltonwood. Friends member Tom Coles was instrumental in bringing one of our concerts to Waltonwood. He emailed after the event that it was enjoyed by all.
- Supported a giveaway for Battle of the Books at Novi Meadows Elementary with 150 kids participating.
- Funded the music for Tuesday Tunes and Summer Songfest at Paradise Park for the fourth year. These are both free events for the community and were again very well attended. Summer Songfest brought in 13 new members in September.
- Brought Vegas to Novi with a performance by Vanessa Carr. Light refreshments were served.
- Mailed two newsletters to our members and sent emails periodically to share what we were doing with our Friends.

Toward our goal to inform:

- Sponsored four evening Kaleidoscope programs. Attendance was up over last year,

- and all the programs were very well received. We had planned for six programs, but unfortunately two were canceled by the presenters for health reasons.
 - Albert Kahn – Unintended Consequences
 - John Carlisle – Life in the Motor City
 - A return performance by author, Stephen Mack Jones
 - Rod Arroyo – imagining
- Sponsored Authors Live Luncheon on March 5th at Fox Run Belmont Clubhouse. Authors included Jim Bolone of *The Dockporter: A Mackinac Island Novel*, and Tom Carr of *The Dark Side of the Mitten: Crimes of Power & Powerful Criminals in Michigan's Past & Present*.
- Helped to sponsor Community Reads, a joint event held each year with 7 local libraries participating. This year the author was New York Times bestselling Young adult novel author, Emika Jean, on her 2022 novel, "Mika in Real Life!" The event was held at the Novi Public Library.

Toward our goal to inspire:

- Treated our Sorters to lunch at Moe's on Ten to thank them for their help in complying with the requirements of Thrift Books.
- Held a Volunteer Appreciation Breakfast in April to thank all our volunteers and library support staff.
- Hosted a luncheon for the staff and Friends Board during National Library Week.
- Supported Listen @ the Library with performances on Sunday afternoons.
- Purchased a large format archival scanner for the iCube.

Toward furthering reading:

- Supported Summer Reading which is open to anyone in the community.
- The Friends are funding two Summer Reading interns.
- Supported Raising a Reader to encourage our youngest friends to love reading books as we do.

Fundraising Events/Donations:

- Sadly Carol Hoffman's husband died in August 2023. The Friends received \$2850 in donations in memory of John. The family asked that the money be used for purchases in the iCube.
 - The Friends Giving Tree was installed in April of 2023. Since then we have printed 42 leaves and raised \$6800. Each leaf tells a story of a loved one lost or honors someone dear. Several thanked the Novi Library for their superior
-

service to the community. This year we are letting the purchaser select where on the tree you would like your leaf and come in when we put it on.

- A longtime friend supplied a basket of Michigan items for a drawing in December. For a \$5 donation, an individual received an entry into the basket drawing. 2023 Michigan Basket winner was Linda McAleer. There were 123 entries and the Friends made \$625. That is our largest single raffle total to date! We had 23 requests for the free one-year membership.
- We made \$385 from the raffle at the 2023 Summer Songfest event.
- We made \$235.20 from our October 25, 2023 fundraiser with Applebee's. Applebee's gave the Friends 20% off the proceeds from the event.
- Participated with Vera Bradley in Twelve Oaks Mall. For a \$5 donation, shoppers received a discount coupon toward their purchase. We made \$40. Traffic was very slow at Twelve Oaks Mall that day.

Remarks by Library Director. Julie Farkas. We were all pondering just what word Julie would present to us a her "word of the year." She did talk about our Friends connecting the Library with the community and she did inform us that our staff did make connections with the educational community. And her presentation began:

CONNECTS - The Oxford Dictionary defines the word "connects" as:
"joining or linking things (or people) together, especially so as to provide access and communication."

The Friends of the Novi Public Library are an exceptional example of the word "Connects."

On a daily basis, the Friends of the Novi Public Library...

Connects our Novi community with literacy and reading – the summer reading program, battle of the books and raising a reader (1,000 books before Kindergarten).

Connects our Novi community with fun and amazing music – the ongoing concerts throughout the year.

Connects our Novi community with beautiful art and an opportunity to recognize others -- the Giving Tree.

Connects our Novi community with lifelong learning – the Kaleidoscope series.

Connects our Novi community with technology – the newest and greatest equipment for the iCube.

Connects our Novi community with unique experiences – the annual Community Read and Authors LIVE.

Connects our Novi community with volunteer opportunities – the Book Nook and donation services.

Connects our Staff with our community – the logo wear we proudly wear.

Connects our Staff with our purpose – the celebration of National Library Week.

The Friends is not just a group of community volunteers. It is an integral piece of our library family. I thank each of the Board Members tonight for their leadership, willingness to connect our library with our community and staff and the immense dedication that each of you bring to our cause – a cause that cultivates learning, inspires creativity and fosters inclusivity. We are stronger and more relevant in our Novi community because of your continuous support.

Thank you for always positively connecting with our staff, our Board and our Novi community. We all work so wonderfully together!

Strong respect and appreciation. You also take that out into the community as well!

Announcements: Sue Johnson.

- Margaret (Megs) Beller will be going on the Board as a Trustee;
- Sue would like to mentor someone who will be Vice President and then President of the Board. She would like to get new people involved and active;
- Donna Eaddy would like to be more involved in the library and play a larger role in the activities of the library.
- There is still a lot of people using and buying books.
- If we look at our Eleven Year Comparison chart, we can see that over that period the Book Nook made \$261,622; Eleven Year Membership amounted to over \$72,000.
- Total contributions to the library amounted to \$139,144 and contributions to the Director's Wish Lists came to over \$137,000. Total eleven year income was over \$300,000 while total expenses over the same period was \$356,913.
- Next year, we will receive another \$5,000 gift from Joyce Cherf. She would like to focus on people with disabilities – making the library more friendly toward people with special needs. One of our members did bring Joyce to one of Kaleidoscope programs and it gave her "food for thought."
- Other ideas: Senior Day at the Library; Ladies Night Out (Gail will handle this program); spend time with Vanessa Carr; Bridgerton Tea Party (perhaps for Mothers' Day), but we need to discuss this further.

There being no further business to transact, Sue adjourned the annual meeting at 7:55 p.m. She announced that our next Friends meeting would be on **Wednesday, August 14, 2024 at 7 p.m.**

Respectfully submitted,
Evelyn Cadicamo

CITY OF NOVI HISTORICAL COMMISSION**NOVI HISTORICAL COMMISSION****June Minutes****Wednesday, June 18, 2025****Novi Library Board Room****CALL TO ORDER:** 7:01 p.m.**ATTENDANCE:** Kim Nice, Sharon Larson, Debbie Wrobel, Kelly Kasper and Dan Pierce**ABSENT:** Kathy Crawford and Randy Van Wagnen**INTRODUCTION OF GUESTS:** Rae Manela (Library Liaison) and Sue Grifor**APPROVAL OF AGENDA:** APPROVED**APPROVAL OF MAY MINUTES:** APPROVED

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2024/2025 Fiscal Year				
	BUDGET	EXPENDITURES Thru June 18, 2025		
Display Cabinet Exhibit	\$ 900.00	\$ (281.39)		
Marketing/Brochures/Envelope/Name Badges	\$ 900.00	\$ (132.83)		
Equipment/Supplies/Office/Upgrades/Repairs	\$ 12,000.00	\$ (13,965.58)		
Program/Speaker Fees	\$ 1,200.00	\$ (1,805.46)		
Storage Unit	\$ 2,750.00	\$ (2,400.00)		
Acquisition (Books/Materials/Subscriptions)	\$ 2,000.00	\$ (400.00)		
Conference/Continuing Education	\$ 1,000.00	\$ (852.81)		
Legal Fees	\$ 900.00	\$ -		
Special Project Items				
Betty Lang Internships		\$ (3,000.00)		
Oral Histories		\$ -		
City/Community Events		\$ (196.47)		
Photography		\$ -		
Special Project Totals	\$ 3,000.00	\$ (3,196.47)		
TOTAL:	\$ 23,850.00	\$ (22,824.84)		\$ 1,025.16
Equitable Projects				
Villa Barr Book Sales YTD				
Wreaths Across Novi Project	\$ 2,196.16	\$ 2,800.00		

Treasurer's Report: APPROVED – Expenses last month were for speaker fees and some Local History Room supplies. Sharon also reminded all commissioners that any expenses need to be signed/approved by Sharon or Kim to be approved and reimbursed.

LIBRARY LIAISON REPORT:

Commission Intern: Rae will be looking to start the application process for a new library/Historical Commission intern in August. She will be reaching out to Wayne State as part of where the position will be located.

History Room Office Hours:

No Summer Office Hours

Samuel White House: Rae received a call from an individual about the possibility of preserving the house and possibly selling it to the City or Commission. The person's parents are currently living in the house and looking to downsize.

Microfilm Reader/Scanner Instructions: Rae printed out instructions for the new microfilm reader and scanner. While these items cannot be used without someone from the library or Commission around, the instructions will help users understand how to work the machines.

DISCUSSION ITEMS:

Fiscal Year Expense Reports: End of the year expense reports are due by the end of the month, but the library is asking for them to be turned in as soon as possible. Any outstanding expenses need to be turned in by June 30 to count against the 2024-2025 fiscal year budget. Expenses turned by the end of June should be paid out within three weeks.

Library Storage Clean-Up: Kim is looking to set up some time to organize and clean up the space the Historical Commission has inside the Novi Public Library. The clean-up will take place on Tuesday, July 29 from 3 -5 p.m.

Novi Community Fest: The annual Novi Community Fest took place on Thursday, June 5 from 4 – 8 p.m. at the Novi Community Center. The Commission's booth highlighted the Novi Special. A variety of businesses and non-profits attended the event. Kim said the event had a large turnout and the Commission's booth was well visited with kids getting the opportunity to win candy, a matchbox car and Paradise Park gift cards. Next year's event will be Thursday, June 4, 2026.

By-Laws: Kim asked the commissioners to review the Novi Historical Commission by-laws. Feedback is being requested by the August meeting. Commissioners should send the edits to Kim Nice for collection and review at a future meeting.

Novi Public Library 65th Anniversary Event: Save the Dates for the Novi Public Library's 65th Anniversary. The event is Oct. 26 from 1 – 5 p.m. The Commission is participating in the library anniversary organizing committee meetings. Rae will be stationed in the Local History Room. All commissioners are being asked to participate and share information about the Novi Historical Commission and the history of Novi. The Commission will have a table as well.

Four Corners Miniature Project: The project continues to make progress with the Commission members painting items and filling up shelves for inside the store. The next project meetings are scheduled for July 11 and 25 at Noon in the Novi Library's Youth Activity Room (YAR).

ONGOING PROJECTS:

Speaker's Series: The Fall speakers are in place. Kelly will help make fliers for the upcoming speakers. Ideas for future topics including Boblo Island and the Boblo boats were discussed. There is also a focus on doing some topics around America's 250th anniversary next year.

Did You Know Project: Dan and Sharon finished pulling together the next round of Novi historical facts to share on the Commission's Facebook page. The Commission is considering setting up a new Facebook page so it can change/add admin rights for others to be able to post.

NEW BUSINESS:

Wreaths Across Novi: Kim brought up the need to pick out some dates for the 2026 Wreaths Across Novi. She also shared some ideas for giveaways including something like car coasters.

PUBLIC COMMENT: NONE

NEXT MEETING: July 16, 2025 at 7 p.m.

ADJOURN: 8:20 p.m.

LIBRARY BOARD COMMITTEE REPORTS

Policy Committee – Meeting Held on July 22nd

Notes provided by Lori Burke, Chair:

Brief meeting to discuss the mobile hotspot usage policy. Also requested from the director was the mobile hotspot borrower agreement to be included in the board packet. The library has been lending mobile hotspots for the last five years and has determined that a usage policy be established. The committee is recommending approval of this policy as written. NPL currently has 30 mobile hotspots, which are very actively borrowed by our patrons. There was a question regarding cost per unit and annual data cost for this service. This information will be available at the next finance committee meeting on July 30.

GOALS

1. Continued review of public policies by the staff committee



New Policy for Board Review & Approval;
Reviewed by Policy Committee on 7/22/25

MOBILE HOTSPOT USAGE POLICY

**DRAFT—Reviewed by Staff Public Policy Committee 6/24/25;
Reviewed by Staff 7/24/25**

General Use

To promote equitable access to the Internet and online resources, the Library offers mobile hotspots as a part of its circulating collection. The collection is meant for temporary uses such as vacations, education, employment, special projects, etc. Mobile hotspots are not intended to provide patrons with a permanent solution to Internet access. A mobile hotspot is a device that can be used to create a wireless network so patrons can connect up to ten (10) Wi-Fi-enabled devices.

Mobile hotspot users are responsible for complying with the Library's "Computer & Internet Usage Policy" where applicable and are encouraged to follow safe Internet practices. Parents, guardians and caregivers are responsible for monitoring their child's Internet access via the mobile hotspot. Internet content filtering is not provided through the mobile hotspot. The Library is not responsible for information accessed using this device or for personal information that is shared over the Internet.

Mobile hotspots work in any area where T-Mobile has coverage. Service is only available within the continental United States and will not work internationally. If the device is outside the service area, the Library will bill the user for all roaming charges and any other associated fees. The Library does not guarantee that the mobile hotspot will provide a consistent Internet connection.

Borrowing a Mobile Hotspot

- **To checkout a mobile hotspot, a patron must:**
 - Be a Novi resident, 18 years of age or older
 - Present **a valid picture ID (i.e. current driver's license, Michigan State ID card or passport)** and a valid Novi Public Library card registered under their name that is not blocked at the time of checkout.
 - Sign a "Mobile Hotspot Borrower Agreement" at time of checkout (the patron signing the borrower agreement must be the patron listed on the library card used to check out the mobile hotspot)
- **Borrowing Rules**
 - Mobile hotspots check out for seven (7) days. There are no renewals on hotspots.
 - Limit one (1) hotspot per library card.
 - Overdue mobile hotspots will be deactivated within 24 hours of the due date.

Charges and Liability

- Failure to comply with any part of the "Mobile Hotspot Borrower Agreement" will result in the suspension of borrowing privileges and may result in the assessment of repair and/or replacement costs.
- Each mobile hotspot circulates in a case along with a micro-USB cord with USB port AC charger and an instruction sheet. The mobile hotspot should be kept in a temperature-controlled environment and not left in the patron's vehicle. The patron is responsible for costs associated with loss or damage of the mobile hotspot and/or the accompanying components, including the mobile hotspot unit, the micro-USB cord with USB port AC charger and the case.
- Mobile hotspots must be returned ONLY to a staff member at the Circulation Desk. Patrons will be charged a fee for any mobile hotspot returned to a **manual or automated** book drop (indoor or outdoor) or to another library and will also be responsible for any damage to the mobile hotspot if returned in a book drop.
- If mobile hotspots are repeatedly returned late, returned significantly later than the due date or returned in a book drop or at another library, a suspension of six (6) months for borrowing mobile hotspots may be issued to the patron.

MOBILE HOTSPOT BORROWER AGREEMENT



Understand and agree to fully abide by the following rules and procedures:

- **Guidelines for Borrowing and Use Outside of the Library**
 - Patron must be a **Novi resident**, 18 years of age or older, and have a valid Novi Public Library card that is **not blocked in order to check out a Mobile Hotspot**. A valid Novi Public Library card must be presented at the time of checkout.
 - Mobile Hotspots may be checked out for one week with no renewals.
 - **Overdue** Mobile Hotspots will be **deactivated** within 24 hours of due date.
 - The Mobile Hotspot can provide Wi-Fi Internet access for up to 10 devices.
 - **NOTE TO PARENTS/GUARDIANS:** Internet content filtering is NOT provided through the NPL Wireless Hotspot. Parents/Guardians are responsible for monitoring what their children access via the NPL Wireless Hotspot.
- **Fees and Liability**
 - The Mobile Hotspot must **ONLY** be returned to the Novi Public Library Circulation Desk. **Patrons will be charged \$25 for Mobile Hotspots returned to a book drop (indoor or outdoor) or to another library.**
 - The Mobile Hotspot should be kept in a temperature controlled environment; **DO NOT** leave in your car.
 - The patron is responsible for costs associated with loss or damage of the Mobile Hotspot and/or peripherals, including the Mobile Hotspot Unit (\$115), the Power Cord (\$20), and/or the Case (\$15), totaling \$150.
 - Failure to comply with any part of this agreement will result in the suspension of borrowing privileges and may result in the assessment of repair and/or replacement costs.

By signing below, I acknowledge that I am a Novi resident at least 18 years of age, and I am legally bound by this agreement.

Signature of Borrower

Date

Borrower Name (print)

Library Card Number

Hotspot Due Date

Hotspot Service Suspended Date & Initials

Hotspot Service Resumed Date & Initials

STAFF USE ONLY: Check the color corresponding to the Hotspot being borrowed and complete chart.

- | | | | | |
|----------------------------------|-----------------------------------|---------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> BLACK 1 | <input type="checkbox"/> BLACK 7 | <input type="checkbox"/> BLUE 2 | <input type="checkbox"/> BLUE 11 | <input type="checkbox"/> YELLOW 3 |
| <input type="checkbox"/> BLACK 2 | <input type="checkbox"/> BLACK 8 | <input type="checkbox"/> BLUE 3 | <input type="checkbox"/> RED 1 | <input type="checkbox"/> YELLOW 4 |
| <input type="checkbox"/> BLACK 3 | <input type="checkbox"/> BLACK 9 | <input type="checkbox"/> BLUE 4 | <input type="checkbox"/> RED 2 | <input type="checkbox"/> YELLOW 5 |
| <input type="checkbox"/> BLACK 4 | <input type="checkbox"/> BLACK 10 | <input type="checkbox"/> BLUE 5 | <input type="checkbox"/> RED 4 | <input type="checkbox"/> YELLOW 6 |
| <input type="checkbox"/> BLACK 5 | <input type="checkbox"/> BLACK 11 | <input type="checkbox"/> BLUE 6 | <input type="checkbox"/> YELLOW 1 | <input type="checkbox"/> YELLOW 7 |
| <input type="checkbox"/> BLACK 6 | <input type="checkbox"/> BLUE 1 | <input type="checkbox"/> BLUE 7 | <input type="checkbox"/> YELLOW 2 | <input type="checkbox"/> YELLOW 8 |

CHECK OUT	CHECK IN	Mobile Hotspots MUST be returned to the Circulation Desk ONLY.
		Mobile Hotspot can be powered on.
		All 4 pieces present: (1) Mobile Hotspot unit, (1) Power Cord, (1) Case, (1) Info Sheet
		No visible damage to Mobile Hotspot unit, case, power cord or adapter.
		Check Mobile Hotspot in/out in CARL.
		Resume Hotspot Service (only if Hotspot is overdue and service was already suspended).
		File completed forms in binder.
		SUPERVISOR AT CLOSING: Verify checked out Hotspot forms & patron accts filed out correctly.
		SUPERVISOR AT CLOSING: Verify returned Hotspot forms & patron accts filed out correctly.

04/09/24

HR Committee – Meeting held on: No meeting scheduled**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.

Finance Committee – Meeting held on: July 30th

Meeting on June 30th: Discussed reallocating some of the budget lines in 272 to the 271. Director Farkas is still working on the final numbers and will be bringing them to the September 11, 2025 for approval. The Finance Committee had questions that were posed to the Reserve Study consultant and figures for some larger projects that need to be considered in future years are being calculated.

2025 – 2026 GOALS:

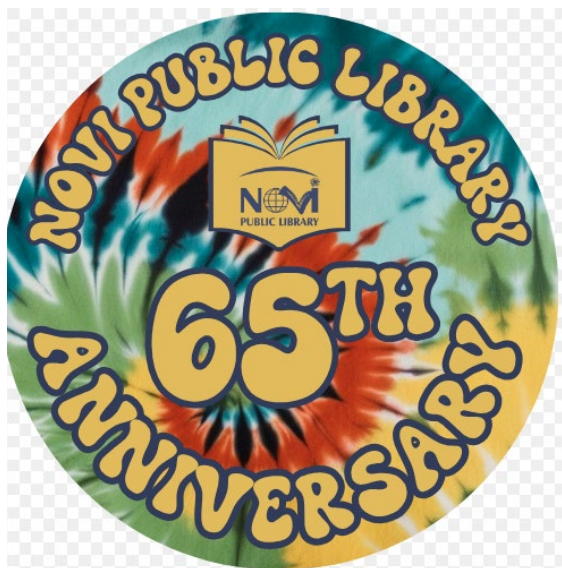
1. Establish a reserve plan for the Library for future capital expenses
2. Present the need to Novi City Council for additional capital funding beginning in Fiscal 26/27.

Events/Marketing/Fundraising Committee – No Meeting Held**2025 – 2026 GOALS:**

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

65th Anniversary meeting scheduled for: August 21st

- Date: Sunday, October 26th from 1-5pm
- 1:00pm welcome and presentations; music from 2-5pm
- 60's Tie Dye/Woodstock theme
- Live band is being planned for entertainment
- Photo opportunities
- Drop in crafts, iCube open, history of the Library exhibit
- Cake, balloons and give-a-ways
- Magician/Balloon artist
- Sponsorship by DTE for \$1,000
- Partners: Friends of Novi Library and Novi Historical Commission
- A quilt is being made out of old library summer reading/book themed t-shirts. The Friends are paying for the quilt to be made and will have a raffle for the quilt as a fundraiser.
- Create something that expresses what the library means to you! 12x12 artwork
- Design of logo

**Create something that expresses what the library means to you!**

For NPL's 65th Anniversary, the Friends are putting out a call for artwork from the community. They're extending this invitation to Library staff and Board members starting now so your art can be put on display ahead of time to inspire the community to participate.

Create something that expresses what the library means to you! You can paint, draw, create a collage, write a poem or a short story. The Friends will supply you with one piece of 12"x12" cardstock. If you would like to participate in this optional activity, please stop by my office to pick up a piece of cardstock (or email me and I will put it in your mailbox). Turn your art back into me by Tuesday, September 2 to be on display through November.

Here is an example of Friends President, Sue Johnson's, artwork!



Strategic Planning Committee – No Meeting Held

2020 – 2026 GOAL:

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

Building & Grounds Committee – Meeting held on: No meeting held

2025 – 2026 GOAL:

1. Review NPL's current Technology Plan

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

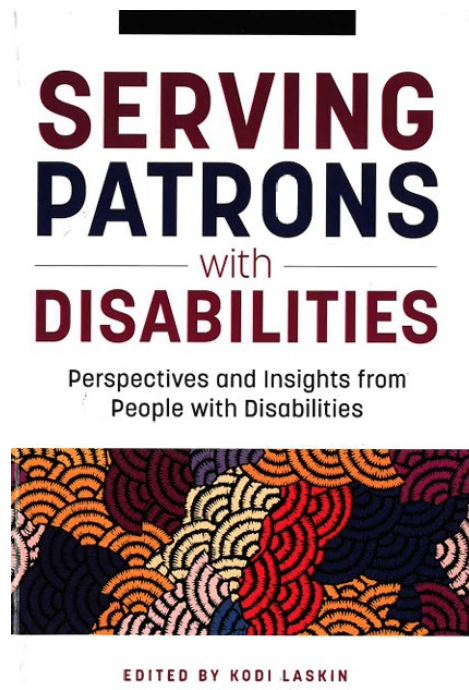
2025-2026 GOAL: This committee is ad-hoc. The main goal is to review bylaws annually.

DEI Committee – Meeting held on: No meeting held

Library staff have received copies of the book (20 copies) and have been asked to take no longer than a week to read and respond to a questionnaire by September 4th. The questions are below.

2025-2026 GOAL:

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



Serving Patrons with Disabilities: Discussion Questions

The NPL board and staff DEI committees have provided 20 copies of the book "Serving Patrons with Disabilities" for all staff to read. Books are located at the Circulation Desk for check-out. Please limit your check out to 1 week. These committees are seeking feedback and ideas from staff as it relates to the topic of serving patrons with disabilities. Please provide your feedback below. Feedback is due by: Friday, September 4, 2025.

1. Please provide your overall thoughts/comments as it pertains to the reading of this book.
2. Knowing budgets are increasingly challenged, but serving the needs of our patrons with disabilities at NPL is important, what immediate thoughts, suggestions, and/or recommendations do you have? (Short term goal: can be accomplished with very little cost as budgets have already been allocated, minimal staff time, but implemented within this fiscal year 25/26)
3. If budgets were of no concern, what thoughts, suggestions, and/or recommendations do you have for improving NPL as it relates to serving patrons with disabilities? (Long term goal: would need additional planning, funding and staffing needs beyond the current fiscal year to accomplish)
4. On a scale of 1-5 (5 being excellent, 1 being poor), how would you rate NPL's service quality to patrons with disabilities?
For the above question, why did you score the way you did?
5. What impact did this book have on you as it relates to NPL?

COMMUNICATIONS

Email to: Kristia Williams
From: Julie Farkas, Library Director
Date: July 8, 2025

Hello Kristia,

Thank you for your email. I am sorry you were disappointed in our process for study rooms. We have a unique situation at NPL with our proximity to Novi High School. We are visited by many students (sometimes over a 100 at one time) on a daily basis, even in the summer due to the summer school curriculum.

Knowing this, we have made a conscious effort to serve our student population and this means not having a sign up system for study rooms, as we found when talking to our students that they are not accustomed to using an online registration system, and also find their needs to be more "in the moment" than planned when visiting the library. This then allows for first come, first served opportunities for the students to have a chance to use the spaces as they visit.

If we didn't leave this option available to our students, we would only serve the adult tutoring population of the community, and I find this unfair when these adults tend to be running a business and using free space at the library. We find that we are catering to our Teen population very well with study rooms, the Teen Lounge on the second floor and Teen Space during the school year. First floor has been designed for more talkative groups, with additional use of our patio, and the second floor has a more quiet environment.

If study rooms are filled, we do provide a Quiet Study room on the 2nd floor for individuals to use, this seats 8-10 at one time and requires no talking. In addition, we have added a single use study booth on the second floor, and plan to add more this fall.

I appreciate your feedback and will share your thoughts with my Information Services Department.

Sincerely,
Julie Farkas, Library Director

Email to: Julie Farkas
Email from: Kristia Williams
Date: July 8, 2025

Very disappointed in how novi does their study rooms. Not only were all the rooms filled, as we were trying to find a quiet place for my daughter to study - summer school kids bombarded the library. We left and went to Northville library where they have time limits on rooms and where you can sign up on a waiting list. Ever since Covid I've been disappointed with novi. I lived at your library when my kids were little.



Library Board Calendar

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

2025

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

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

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

Approved: September 26, 2024



LIBRARY CLOSINGS 2025

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

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

LIBRARY BOARD MEETINGS

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

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

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



Library Board Monthly Meetings

Meetings will occur on the 2nd Thursday of the month

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

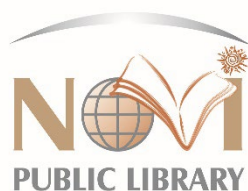
2026

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

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

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

Approved: July 10, 2025



LIBRARY CLOSINGS 2026

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

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

LIBRARY BOARD MEETINGS

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

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

Approved: July 10, 2025