



Agenda

Novi Public Library Board of Trustees

Thursday, June 12, 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: DeMore and Dohadwala

Approval of Agenda.....1-3

Consent Agenda

1. Approve Minutes of: May 8, 2025 –Regular Board Meeting4-10
2. Approve Claims and Warrants of:
 - A. Accounts 271and 272 (#651) 11-13

Presentations

1.N/A

Public Comment

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

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

Reports

1. Student Representatives Report –May 2025..... 14-15
2. President's Report (Mark Sturing)
 - A. 2025-2026 Board Committee Assignments 17
 - B. Director's Annual Review in Closed Session – June 12, 2025, HR Committee
3. Treasurer's Report (Brian Bartlett)
 - A. 2024-2025 Library Budget Fund 271.....18-21
 - B. 2024-2025 Contributed Fund Budget 272.....22
 - C. Financial Report May 2025.....23
 - D. Library Fund 271 Expenditure & Revenue Report as of May 31, 2025 24-26

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| E. Library Fund 272 Contributed Fund as of May 31, 2025 | 27 |
| F. Balance Sheets for Funds 271 and 272 as of May 31, 2025..... | 28-29 |
| 4. Director's Report (Julie Farkas) | 30-34 |
| A. Door Count Usage Statistics – May 2025 (Jeff Smith)..... | 35-36 |
| B. Information Technology Report (Jeffrey Smith)..... | 37-40 |
| C. Facilities Report (Keith Perfect) | 41 |
| C. Information Services Report (No Dept. Head at the Time) | 42-49 |
| D. Marketing and Community Promotion (Dana VanOast) | 50-51 |
| E. Support Services Report (Sarah Mominee) | 52 |
| F. Library Usage Statistics..... | 53-62 |
| G. Friends of Novi Library – | N/A |
| H. City of Novi Historical Commission – 4/16/25 Minutes..... | 63-65 |

Public Comment – see language above to be recited

Committee Reports

- Policy Committee:** Review current public policies for the Library
 (Chair: Sturing, Bartlett and Gawalapu, Staff Liaison – Julie Farkas)
 - No meeting held
 - Approve Public Policies: Circulation, Confidentiality and Public Relations, Media, Photography & Videography Policy 67-96
- HR Committee:** Review HR Policies for the Library, Director Review & Goals
 (Chair: Crawford, Dooley, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)
 - Meeting held on 5/29/25..... 97
- Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)
 - Meetings held on May 29, June 3 and June 4, 2025..... 97-101
- Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 (Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)
 - Meeting held on 5/7/25
 - 65th Anniversary: 3rd planning meeting is scheduled for 5/13/25.....N/A
- Strategic Planning Committee:**
 (Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Hillary Hentschel, Info Services)
 - No meeting heldN/A
- Building & Grounds Committee:**
 (Chair: Gawalapu, Sturing, Halvangis (Staff Liaison – Julie Farkas)
 - Meeting held on 5/29/25..... 101-102
- 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: Dooley, Crawford, Halvangis (Staff Liaison – Julie Farkas)

- Meeting held on 5/29/25 103

Matters for Library Board Action

1. Approve the 4th Quarter Amendment for Library Budgets 271 and 272 for 2024-2025 . 18-22
2. Approve the Circulation Policy..... 67-74
3. Approve the Confidentiality Policy 79-81
4. Approve the Public Relations, Media, Photography & Videography Policy 91-93

Communications

1. 5/16: Email from Heidi Philips Re: Novi Student Transition Program..... 104

Closed Session

1. Library Director's Annual Review for 24/25

Adjournment

Supplemental Information

- Library Board Calendar 2025 105
- Library Closings 2025 106

2025 Future Events:

- **6/2 – 8/9: SUMMER READING PROGRAM**
- 6/5: SRP Kick-off and Community Festival – City of Novi 4-8pm
- 6/11: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- **6/12: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers – Director's Annual Review in Closed Session**
- 6/18: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- **6/15: LIBRARY CLOSED – Father's Day**
- **6/19: LIBRARY CLOSED – Juneteenth Holiday**
- **7/4: LIBRARY CLOSED – 4th of July Holiday**
- **7/5-7/6 LIBRARY CLOSED – Weekend of 4th of July**
- 7/9: Friends of Novi Library Annual Meeting at 7pm, Novi Public Library
- **7/10: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- 7/16: Novi Historical Commission Regular Meeting at 7pm, Novi Public Library
- **8/15: LIBRARY CLOSED – Professional Development Day for Library Staff**

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
May 8, 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 7:00 PM

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Karla Halvangis

Library Board – 5 board members were recorded present

Mark Sturing, President

Kat Dooley, Vice-President – absent, excused

Brian Bartlett, Treasurer

Karla Halvangis, Secretary

Lori Burke, Board Member

Kathy Crawford, Board Member – absent, excused

Ajeeta Gawalapu, Board Member

Student Representatives

Alexandra DeMore – absent, excused

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 Bartlett

2nd – Trustee Burke

Motion passes – 5-0

Consent Agenda

1. Approve Minutes of: April 10, 2025 Regular Board Meeting.....4-9
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#650).....10-12

Motion: To approve the Consent Agenda as presented

Motion for Approval – 1st – Trustee Burke

2nd – Trustee Halvangis

Motion passes – 5-0

Presentations

No Presentations

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.

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No Public Comment

Reports

1. Student Representatives Report – March & April 2025.....13-15

Director Farkas: Noted some corrections on pages 14 and 15. The Chess Club dates should read April 3 and 24. The April Tween Grab and Go Kit attendance should read 96. The Tape Resist Art attendance should read 5.

Trustee Gawalapu: Wondered about the low attendance at the No Required Reading Book Club.

Student Representative Dohadwala: Thinks a lot of teens don't know about the program yet and they are hoping to get the word out more to increase attendance.

Trustee Halvangis: Asked how the Michigan State University Federal Credit Union teen programs went.

Director Farkas: The programs went really well; we got good feedback from them and are planning to offer programs again in the fall and next spring. These programs are part of our partnership with MSUFCU.

2. President's Report (Mark Sturing)
 - C. IMLS
 - Updates.....16-21
 - D. 2025-2026 Board Committee Assignments.....22
 - E. Board Members wear your Summer Reading Shirts on May 8 for a group photo
 - F. Director's Annual Review in Closed Session – June 12, 2025, HR Committee

Trustee Sturing: Included some updates about funding for the Institute for Museum and Library Services on pages 16-21, including a press release from the Michigan Library Association. There is a lot of information about what IMLS does for Michigan as well as how to contact your representatives if you would like. Thanked Mary Storch for her email regarding IMLS salaries, which is included on page 102.

Director Farkas: Took part in a library director's meeting with the state librarian. We know Michigan will get 50% of the funding for the Michigan Electronic Library from IMLS this year, which is good, but there will still be cuts. We don't know anything about funding for 2026 yet. There is legal action being taken, so it is a wait and see situation. Participated in Library Advocacy Day at the state capital on April 30. We have great representatives who are library lovers and users. We are doing our best to put the word out and I think we're being heard. Encouraged anyone who is comfortable to contact their representatives.

Trustee Sturing: We are hoping that even if federal funding gets cut, it might come from the state level instead.

Director Farkas: That is what we were asking Michigan representatives for at Advocacy Day. Since libraries fall under the Department of Education in Michigan, we would need the funding to come through that department.

Trustee Sturing: Presented board committee assignments for 2025-2026. The only changes are that Trustee Halvangis will chair the DEI committee and will join the HR committee, and Trustee Burke will chair the Policy committee. Director Farkas' annual review will take place at the June meeting.

Director Farkas: Will send the annual review paperwork to the HR committee next week.

3. Treasurer's Report (Brian Bartlett)

- A. Future Approvals from the City: Year End amendment went to council on May 5. 4th Qtr. budget amendment will go to council June 23. In order to incorporate all changes, we will need information by June 6.
- B. 2024-2025 Library Budget Fund 271.....23-25
- C. 2024-2025 Contributed Fund Budget 272.....26
- D. Financial Report April 2025.....27
- E. Library Fund 271 Expenditure & Revenue Report as of April 30, 2025.....28-31
- F. Library Fund 272 Contributed Fund as of April 30, 2025.....32-33
- G. Balance Sheets for Funds 271 and 272 as of April 30, 2025.....34-35

Trustee Bartlett: Encouraged board members to watch the video from the City Council budget meeting on April 16. Some documents were sent to Council that showed the Library's bottom line and they did not respond well to it. See page 87 for a memo from Director Farkas to Council regarding what we have been discussing in our board meetings about the Library's budget and the need for additional funding. We are expecting to come in a little ahead of our projected budget this year. We should have more information in June closer to the end of the fiscal year.

Director Farkas: Will bring fourth quarter numbers to the June meeting.

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| 4. Director's Report (Julie Farkas) | 36-49 |
| A. Door Count Usage Statistics – April 2025 (Jeffrey Smith)..... | 50-51 |
| B. Information Technology Report (Jeffrey Smith) | 52-55 |
| C. Facilities Report (Keith Perfect) | 55 |
| D. Information Services Report (No Dept. Head at the Time)..... | 56-61 |
| E. Marketing and Community Promotion (Dana VanOast) | 62-63 |
| F. Support Services Report (Sarah Mominee)..... | 64-65 |
| G. Library Usage Statistics..... | 66-75 |
| H. Friends of Novi Library – May e-News; Agenda 4/9/25; Minutes 11/13/24..... | 76-82 |
| I. City of Novi Historical Commission – Minutes 3/19/25..... | 83-85 |

Director Farkas: Included talking points we received from MLA for Advocacy Day. We made the decision to bring the number of checkouts per month for hoopla digital service down from ten to seven due to rising costs. Libraries across the country are having to do this. Also asking patrons to make sure they are planning to read/watch something before checking it out on hoopla, because the Library gets charged for it when you check it out, even if you don't end up reading/watching it.

Trustee Burke: Doesn't think people using digital resources realize that the Library has to pay for them.

Director Farkas: The Library pays for the digital service in order to provide it for free to the public. We had a catalog upgrade on Sunday that went well and we had less downtime than expected. Everything is up and running now. We have a new Read Box opening at Jessica's Splash Pad.

Trustee Sturing: Told Director Farkas that she does not need to provide the report of her monthly activities (pages 40-41) if it takes up her time to put it together, because the board has so much interaction with her, they already know a lot of what she is doing.

Director Farkas: Thanked Trustee Sturing for that feedback.

Public Comment

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No Public Comment

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 - Chair: Sturing, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
2. **HR Committee:** Review HR Policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, 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
 - Meeting scheduled for 5/7/25.....N/A
 - 4/16/25 Memo to City Council; Budget Summary for 2025-2026.....89-90
4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Meeting held on 4/28/25.....N/A
 - Planning meeting for 65th Anniversary scheduled for 5/13/25.....N/A
5. **Strategic Planning Committee:**
 - Chair: Bartlett, Crawford, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
6. **Building & Grounds Committee:**
 - Chair: Gawalapu, Sturing, Halvangis, Staff Liaison: Julie Farkas
 - Meetings held on 4/14/25, 4/22/25 and 4/28/25 - demos for AMHS (Automated Material Handling System); Committee meeting held on 4/29/25.....91-101
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: Dooley, Crawford, Halvangis, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A

Matters for Library Board Action

5. The Automated Materials Handling System (AMHS) RFP review team is recommending for Board approval the purchase of an AMH (Automated Material Handling) system with an Exterior Patron Induction Station, Staff Induction Station and accompanying Locking Backup Book drop from Lyngsoe Systems in a not to exceed amount of \$148,239.91

Director Farkas: Gave a huge thank you to Assistant Director of Building Operations Maryann Zurmuehlen for her work on this project. This machine is 15 years old and it is doing ok, but it takes 6-9 months to replace it, so we don't want to wait until it breaks, we want to be proactive to replace it. This cost was included in the 2025-2026 budget. Went through an RFP process and selected three companies to do demos with. Had many staff members involved in the process, including all six supervisors from the Support Services Department who use this machine every day with their staff, and this recommendation comes from the staff review team. It is the most expensive of the three options, but it is much better than what we have in terms of efficiency and will save a lot of staff time, and it should last longer.

Motion: to approve the purchase of an AMH (Automated Material Handling) system with an Exterior Patron Induction Station, Staff Induction Station and accompanying Locking Backup Book drop from Lyngsoe Systems in a not to exceed amount of \$148,239

Motion to Approve – 1st – Trustee Halvangis

2nd – Trustee Burke

Trustee Burke: Thanked everyone involved in the process. With all the work that has been put in, will not second guess their decision and will support the motion.

Trustee Halvangis: Appreciated being able to be a part of the process and see behind the scenes.

Trustee Gawalapu: Commented that staff had answers to all of the committee's questions.

Trustee Sturing: This new system is very technologically advanced, will take us into the future and save us staff time. Supports the motion.

Trustee Burke: Wishes we had a full board tonight to vote on such a big purchase, but doesn't want to postpone the decision because the cost could go up if we wait.

Trustee Bartlett: Recognizes that this is a system the Library needs and appreciates all the work that has been done on this process, but is concerned about the price of it after the communication we just received from City Council regarding our budget. Would like to suggest approving this as a first reading and revisiting it again next month, after trying to come up with a hard cost that we would save by getting the new machine. Thinks approving such a large cost right now could send the wrong message.

Director Farkas: Would have to go back to the proposed quotes to see how long they are good for, because the cost could go up if we wait. The cost would come out of account 272, which is the capital reserve designated for building upgrades, not the general fund, which I think does make a difference. We also set aside enough to make a down payment for the new machine in the 2024-2025 budget. Commented that if she had known we would not be moving forward with this, she would've held off on putting all the staff time into the process.

Trustees Halvangis, Sturing and Gawalapu all expressed support for moving forward with the purchase now to keep the building operating.

Trustee Bartlett: Has had several conversations with City Council members who have said the Library needs to cut operations.

Trustee Burke: Commented that this cost would come out of capital, not operations.

Trustee Bartlett: We serve at the direction of City Council and that is what I am doing. I need to say that for the record.

Trustee Burke: I am working for the taxpayers of Novi. We have known this cost was coming. We have put several Band-Aids on the machine already. It is a vital part of the Library and if we want to maintain the integrity of the Library, we need to bite the bullet, regardless of what anyone else says.

Motion Passes – 4-1

Yes: Trustees Burke, Halvangis, Gawalapu, Sturing

No: Trustee Bartlett

Communications

1. 4/23/25: Email from Mary Storch to President Sturing Re: IMLS Salaries 102

Trustee Sturing: Thanked Mary for her email. She provided a very helpful website as well.

Closed Session

No Closed Session

Adjournment

Motion: to adjourn at 7:56 PM

Motion to Adjourn – 1st – Trustee Burke

2nd – Trustee Bartlett

Motion Passes – 5-0

Supplemental Information

- Library Board Calendar 2025.. 103
- Library Closings 2025 104

2025 Future Events:

- **5/11/25: LIBRARY CLOSED – Mother's Day**
- 5/14/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- 5/21/25: Novi Historical Commission Meeting, 7pm, Novi Public Library
- **5/24 – 5/26: LIBRARY CLOSED – Memorial Day Weekend**
- **6/2 – 8/9: SUMMER READING PROGRAM**
- 6/5/25: SRP Kick-off and Community Festival, 4-8pm, City of Novi
- 6/11/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- **6/12/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers – Director's Annual Review in Closed Session**
- 6/18/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **6/15/25: LIBRARY CLOSED – Father's Day**
- **6/19/25: LIBRARY CLOSED – Juneteenth Holiday**

WARRANTS (Provided by Bindhya Suriyanarayanan, Bookkeeper)

| Warrant 651 | 271 Accounts | June 2025 | |
|-------------------------|---|-----------------------|---------------|
| Payable to | Invoice # | Account number | Amount |
| | | | |
| Quill | Tape, file, folder, screen wipes, thermal pouch | 271-000.00-727.000 | \$ 645.35 |
| Stamps.com | Monthly Service Charges - 4/22/25 to 5/22/25 | 271-000.00-728.000 | \$ 20.99 |
| USPS | Postage CC | 271-000.00-728.000 | \$ 123.40 |
| Adobe | Acrobat Pro - Circ Supervisor Subscription CC | 271-000.00-734.000 | \$ 29.99 |
| CDW-G | annual | 271-000.00-734.000 | \$ 3,831.12 |
| Knight Watch | Monthly monitoring | 271-000.00-734.000 | \$ 315.00 |
| Knight Technology | May | 271-000.00-734.000 | \$ 700.00 |
| Library Market | 4106; Library Calendar Annual Subscription(5/1/25 -4/30/25) | 271-000.00-734.000 | \$ 2,500.00 |
| TechSoup | Microsoft 365 - 5/12/25 - 6/11/25 CC | 271-000.00-734.000 | \$ 93.60 |
| TechSoup | Windows Pro Microsoft Surface CC | 271-000.00-734.000 | \$ 16.00 |
| Tel Systems | Service | 271-000.00-734.000 | \$ 225.00 |
| Amazon | iCube | 271-000.00-734.500 | \$ 503.55 |
| Knight Technology | VMWare upgrade & ESX Upgrade | 271-000.00-734.500 | \$ 780.00 |
| Sentinel | Re-aim camera # 24 & 25 | 271-000.00-734.500 | \$ 800.00 |
| Xtool Store | iCube - Engraver CC | 271-000.00-734.500 | \$ 5,395.05 |
| Amazon | Toner Cartridge | 271-000.00-740.000 | \$ 1,244.61 |
| Home Depot | floor pops | 271-000.00-740.000 | \$ 20.41 |
| American Library Labels | label | 271-000.00-740.000 | \$ 905.15 |
| Demco | office supplies | 271-000.00-740.000 | \$ 531.60 |
| Midwest Tape | Blue Ray AVD | 271-000.00-740.000 | \$ 499.96 |
| Amazon | standing desk | 271-000.00-740.200 | \$ 199.00 |
| Amazon | Books | 271-000.00-742.000 | \$ 6,673.45 |
| Brodart | Books | 271-000.00-742.000 | \$19,189.17 |
| Cavendish Square | Books | 271-000.00-742.000 | \$ 305.84 |
| Center Point | Books | 271-000.00-742.000 | \$ 149.22 |
| DK Agencies | Tamil & Hindi Children's books | 271-000.00-742.000 | \$ 347.85 |
| Amazon | lending library | 271-000.00-742.010 | \$ 174.92 |
| Brodart | lending library | 271-000.00-742.010 | \$ 446.06 |
| Midwest Tape | lending library | 271-000.00-742.010 | \$ 66.72 |
| Amazon | 1DLY-M96F-61KF;744.530 | 271-000.00-744.000 | \$ 99.49 |
| Baker & Taylor | 2039031331;744.400 | 271-000.00-744.000 | \$ 2,531.46 |
| Midwest Tape | 507073899;744.520 | 271-000.00-744.000 | \$ 3,381.87 |
| Playway | Audio/Visual materials | 271-000.00-744.000 | \$ 586.91 |
| OverDrive | eBook, Audiobook | 271-000.00-745.200 | \$ 3,317.62 |
| Suttle Enterprises | Effective communication & conflict training | 271-000.00-816.000 | \$ 2,800.00 |

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| GDI | April | 271-000.00-817.000 | \$ 8,120.00 |
| AT&T | Mar 23 - Apr 22,2025 | 271-000.00-851.000 | \$ 1,104.91 |
| T-Mobile | due 5/24/25 | 271-000.00-851.000 | \$ 1,032.24 |
| Telnet | 5/15/25 - 5/31/25 | 271-000.00-851.000 | \$ 569.58 |
| Verizon | due 5/24/25 | 271-000.00-851.000 | \$ 667.98 |
| Zoom | Zoom Workplace Pro Annual CC | 271-000.00-851.000 | \$ 479.69 |
| The Library Network | Apr25-Jun25 | 271-000.00-855.000 | \$16,536.11 |
| E.Brush | Mileage; Story Time Visits | 271-000.00-862.000 | \$ 27.16 |
| Petty Cash | E.DeCenso; Mileage | 271-000.00-862.000 | \$ 18.62 |
| J.Farkas | Mileage | 271-000.00-862.000 | \$ 63.46 |
| Amazon | marketing holders | 271-000.00-880.000 | \$ 69.49 |
| Collaborative Summer | poster | 271-000.00-880.000 | \$ 118.16 |
| Muniweb | April | 271-000.00-880.000 | \$ 499.00 |
| Amazon | program | 271-000.00-880.268 | \$ 90.03 |
| Jen McArdle | CVS; Parkview Elementary Fun Fair | 271-000.00-880.268 | \$ 57.47 |
| Sams | Programming | 271-000.00-880.268 | \$ 118.34 |
| Walmart | TAB Meeting - programming CC | 271-000.00-880.268 | \$ 43.04 |
| Accuform | Summer Reading Program Brochure | 271-000.00-900.000 | \$ 2,798.00 |
| Canon | 40871971; Print | 271-000.00-900.000 | \$ 642.01 |
| Consumer Energy | 3-7-25 - 4/3/25 | 271-000.00-921.000 | \$ 1,608.43 |
| Consumer Energy | 4/4/25 - 5/6/25 | 271-000.00-921.000 | \$ 1,185.10 |
| DTE | due on 5/16/25 | 271-000.00-922.000 | \$ 8,198.40 |
| Allied Building | switch & new filters | 271-000.00-934.000 | \$ 4,187.45 |
| Anago | May deep cleaning 5/1/25 | 271-000.00-934.000 | \$ 420.00 |
| Dalton | Quarterly Carpet maintenance & semiannual | 271-000.00-934.000 | \$ 3,200.00 |
| Doors & Drawers | Veneer work, doors | 271-000.00-934.000 | \$ 3,825.50 |
| Home Depot | supplies | 271-000.00-934.000 | \$ 172.54 |
| ImperialDade | supplies | 271-000.00-934.000 | \$ 2,116.38 |
| NorthStar | April | 271-000.00-934.000 | \$ 257.96 |
| Schindler Elevator | inspection & replace hall board | 271-000.00-934.000 | \$ 7,728.66 |
| Voss | LED Bulb | 271-000.00-934.000 | \$ 418.30 |
| Brien's | mulch 60 yards | 271-000.00-936.300 | \$ 4,800.00 |
| Home Depot | supplies | 271-000.00-936.300 | \$ 38.79 |
| SCA | April | 271-000.00-936.300 | \$ 77.95 |
| Canon | lease | 271-000.00-942.000 | \$ 1,010.00 |
| Corrigan | Storage 5/1/25 - 3/31/25 | 271-000.00-942.100 | \$ 28.06 |
| Arby's | Think Space Directors Conference - Dinner CC | 271-000.00-956.000 | \$ 13.03 |
| BS&A | Budgeting.Net | 271-000.00-956.000 | \$ 200.00 |
| Click Mart | Think Space Directors Conference - Gas CC | 271-000.00-956.000 | \$ 41.40 |
| E.Brush | Mileage; MIAEYC Conference | 271-000.00-956.000 | \$ 182.00 |
| J.Farkas | Library Advocacy Day | 271-000.00-956.000 | \$ 82.60 |

| | | | |
|-----------------|---|--------------------|----------------------|
| Petty cash | J.Farkas; Mileage | 271-000.00-956.000 | \$ 20.00 |
| Marathon | Think Space Directors Conference - Gas CC | 271-000.00-956.000 | \$ 45.85 |
| MCLS | S.Mominee:Cataloging | 271-000.00-956.000 | \$ 60.00 |
| MCLS | A.Park:Assigning Library of Congress | 271-000.00-956.000 | \$ 100.00 |
| MCLS | A.Birmingham:Authorities | 271-000.00-956.000 | \$ 100.00 |
| Seabiscuit Café | Think Space Directors Conference - Lunch CC | 271-000.00-956.000 | \$ 52.00 |
| | TOTAL 271 | | \$ 132,676.05 |

| Warrant 651 | 272 Accounts | June 2025 | |
|----------------------------|---|--------------------|---------------------|
| | | | |
| Brodart | Raising a Reader | 272-000.00-742.229 | \$ 26.54 |
| Brodart | Norm young Donation | 272-000.00-742.230 | \$ 27.77 |
| DK Agencies | Youth International Donation | 272-000.00-742.230 | \$ 352.15 |
| Amazon | programming | 272-000.00-742.232 | \$ 287.14 |
| Fox Run | Authors Live Luncheon CC | 272-000.00-742.232 | \$ 1,000.00 |
| Kroger | Cinco de Mayo - Staff Recognition | 272-000.00-742.236 | \$ 80.87 |
| Original Murdicks Fudge | Think Space Directors Conference - Fudge | 272-000.00-742.236 | \$ 39.95 |
| Library Design | Reference desk door | 272-000.00-976.000 | \$ 5,875.00 |
| The library Network | firewall project | 272-000.00-976.143 | \$ 13,235.89 |
| | TOTAL 272 | | \$ 20,925.31 |
| | | | |

May 2025 Library Board Student Representatives Report

By: Alexandra DeMore and Alyna Dohadwala (Student Representatives)

Tween and Teen Library Programs:

The Club Half-Blood program was held on May 1st. This event was for all fans of Greek mythology, monsters, and mayhem! Those loving Percy Jackson joined our monthly club for book talks, snacks, games, and crafts inspired by the books! (Attendance = 7)

The No Required Reading Book Club program was held on May 8th. Taking a break from reading for school, this book club is just for teens! Each month we will pick a new book to read, and then come together to discuss our thoughts and feelings about the book. (Attendance = 1)

The NO-VI Chess Club program was held on May 8th. This event provides an opportunity for teens and tweens to participate in games, learn about chess, and sharpen their skills. (Attendance = 13)

The Watercolor Bookmark event was held on May 27th. Tweens joined us to make their very own watercolor bookmarks! (Attendance = 12)

Teen Space Update:

During May 2025, there were #506 patrons who visited Teen Space.

The total weekly Teen Space stats for May 2025 were:

5/1 & 5/2 =56

5/5-5/9 =117

5/12-5/16 =110

5/19-5/23 =105

5/26-5/30 =118

Teen Space was not in session for the following dates:

5/26

| Month | Monthly Total | Average Per Week | Average Per Day | | |
|-----------|---------------|------------------|-----------------|--|--------------|
| August | 211 | 211 | 53 | | Yearly Total |
| September | 993 | 199 | 52 | | 6,408 |
| October | 1,359 | 272 | 68 | | |
| November | 684 | 137 | 57 | | |
| December | 658 | 132 | 51 | | |
| January | 670 | 134 | 45 | | |
| February | 513 | 103 | 39 | | |
| March | 506 | 84 | 28 | | |
| April | 308 | 62 | 24 | | |
| May | 506 | 101 | 25 | | |

Teen Advisory Board (TAB) Update:

The ninth TAB meeting of the year was held on May 16th. This meeting was the conclusion to the Teen Advisory Board's fabulous year. Officer elections were held along with a super tasty ice cream bar! Finally, the meeting included a wrap up presentation to showcase the fun activities and wonderful community service projects that TAB was a part of this year. All in all, this meeting concluded another successful year for the Novi Public Library Teen Advisory Board!

(Attendance =12)

Upcoming Programs:

Tuesday Tunes on the Patio- July 8th, 15th, 22nd, 29th 11:30am-1pm

Collage Art- July 15th, 7-8pm

iCube Teen Invasion: Miniature Bookcases- July 17th, 2:30-4pm

Novi Chess Club- July 17th, 7-8pm

July Tween Grab and Go Kit- July 18th

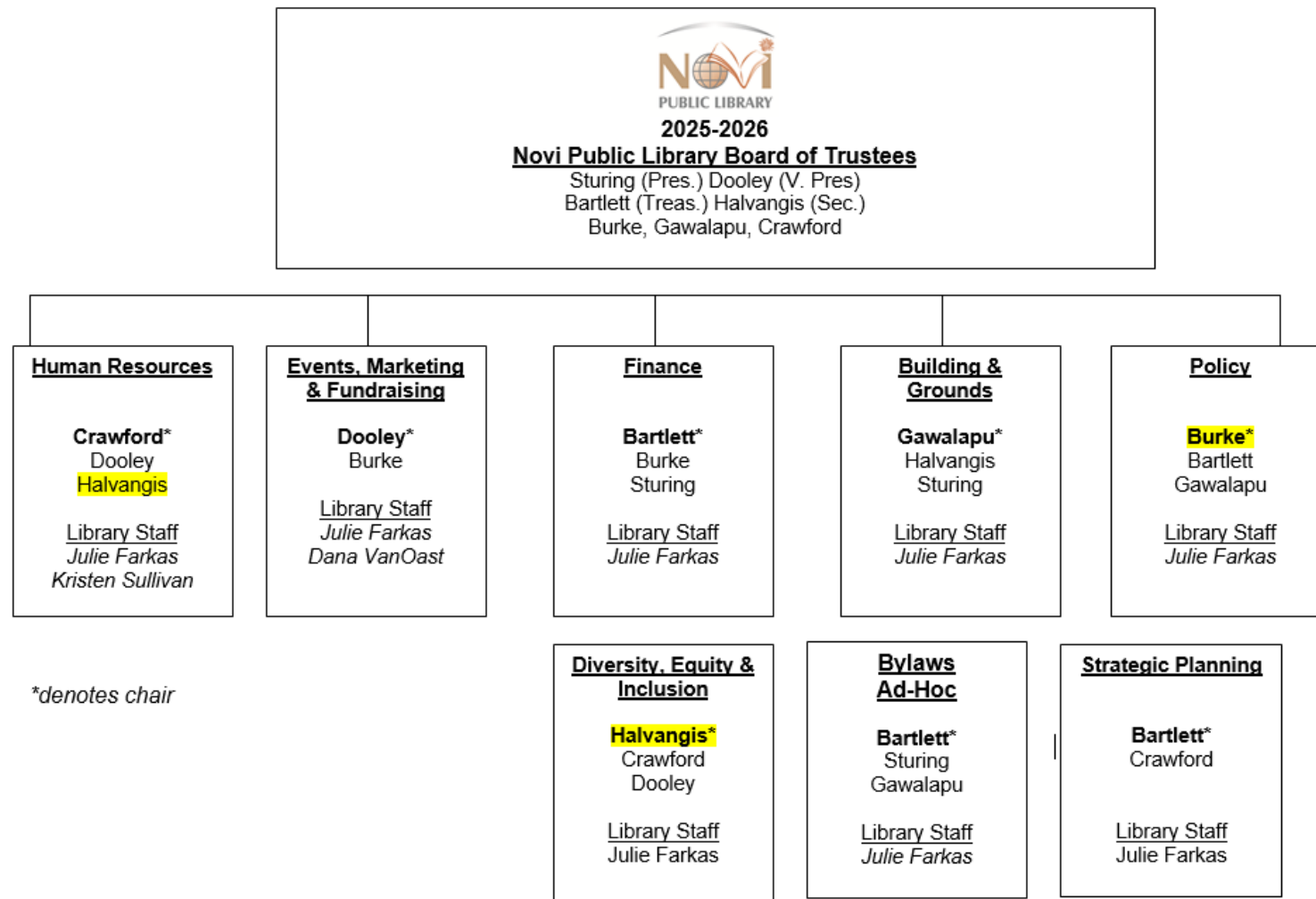
Tie Dye (3 Sessions)- July 23rd, 2-7:30pm

Beginner Sewing Class- Zippered Pouch- July 26th, 2-4pm

The Marvel Superhero in Real Time- July 30th 6:30-8pm

Teen Stop Featured Display:

PRESIDENT'S REPORT



FINANCIALS

| 2025-2026 Library Budget 271 | | | | | | | | | | | | | | |
|------------------------------|---------------------------------|--------------|--------------|--------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------------------------------|--|--|
| | | 2023-2024 | 2024-2025 | 2024-2025 | 2024-2025 | 2025-2026 | 2026-2027 | 2027-2028 | 2028-2029 | 2029-2030 | 2030-2031 | | | |
| As of February 13, 2025 | | Audited | Approved | Year End | 4th Qtr. | Approved | Projected | Projected | Projected | Projected | Projected | | | |
| Revenues | | 10/30/2024 | 2/15/2024 | 2/13/2025 | | 2/13/2025 | 2/13/2025 | 2/13/2025 | | | | | | |
| Account | Description | | | | As of 6/12/25 | | | | | | | | | |
| 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 | City checking on final number | | |
| 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 17 | -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 | City checking on final number | | |
| 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 | City provides info; possibly higher | | |
| 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 | City provides info; possibly higher | | |
| 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 | ** 25/26 @ \$1,534,000; 1 open | | |
| 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 | Employee left; final payout | | |
| 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 | ** 25/26 @ \$824,000; 5 open | | |
| 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 | **25/26: 7.65% of Perm & Temp lines | | |
| 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 | City underestimated the cost in 24/25 | | |
| 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 softw are/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 Sew er | 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

Financial Report for May 2025
(Provided by Bindhya Suriyanarayanan, Bookkeeper)

Approved Budget for Fund 271 Fiscal Year 2024-2025

| | |
|--------------------------------|--------------|
| TOTAL REVENUES | \$ 3,808,984 |
| TOTAL EXPENDITURES | \$ 4,332,550 |
| NET OF REVENUES & EXPENDITURES | (\$ 523,566) |

Approved budget for Fund 272 Fiscal Year 2024-2025

| | |
|--------------------------------|-------------|
| TOTAL REVENUES | \$ 32,000 |
| TOTAL EXPENDITURES | \$ 255,500 |
| NET OF REVENUES & EXPENDITURES | (\$223,500) |

Revenue & Expenditure Report for Fund 271

| | YTD Apr 30,2025 | YTD May 31,2025 | Difference * |
|--------------------------------|-----------------|-----------------|--------------|
| TOTAL REVENUES | \$ 3,949,708 | \$ 3,960,835 | \$ 11,127 |
| TOTAL EXPENDITURES | \$ 3,288,889 | \$ 3,718,218 | \$ 429,329 |
| NET OF REVENUES & EXPENDITURES | \$ 660,819 | \$ 242,617 | |

Revenue & Expenditure Report for Fund 272

| | YTD Apr 30,2025 | YTD May 31,2025 | Difference* |
|--------------------------------|-----------------|-----------------|-------------|
| TOTAL REVENUES | \$ 93,931 | \$ 94,274 | \$ 343 |
| TOTAL EXPENDITURES | \$ 101,369 | \$ 121,457 | \$ 20,088 |
| NET OF REVENUES & EXPENDITURES | (\$ 7,438) | (\$ 27,183) | |

Balance Sheet Report as of May 31, 2025

The ending fund balance for Fund 271 is \$
3,257,488.79

The ending fund balance for Fund 272 is \$ 1,636,513.49

Revenues and Expenditures (Provided by Bindhya Suriyanarayanan, Bookkeeper)

| | | | | | | | | | | |
|------------------------------|-------------------------------------|---|--------------|--------------|-------------|-------------|-------------|--------------|-------------|--------|
| 06/04/2025 | | REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI | | | | | | | | |
| | | PERIOD ENDING 05/31/2025 | | | | | | | | |
| | | % Fiscal Year Completed: 91.78 | | | | | | | | |
| | | END BALANCE | | | MTH ACTY | MTH ACTY | MTH ACTY | YTD BALANCE | AVAILABLE | |
| | | 06/30/2024 | ORIGINAL | 2024-25 | MARCH 2025 | APRIL 2025 | MAY 2025 | 05/31/2025 | BALANCE | % BDGT |
| GL NUMBER | DESCRIPTION | NM (ABNM) | BUDGET | AMDD BUDGET | INCR (DECR) | INCR (DECR) | INCR (DECR) | NM (ABNM) | NM (ABNM) | USED |
| Fund 271 - LIBRARY FUND | | | | | | | | | | |
| Revenues | | | | | | | | | | |
| Dept 000.00 - TREASURY | | | | | | | | | | |
| Property tax revenue | | | | | | | | | | |
| 271-000.00-402.000 | Property Tax Revenue - Current Lev | 3,410,762.72 | 3,618,062.00 | 3,628,345.00 | 0.00 | 0.00 | 0.00 | 3,621,173.08 | 7,171.92 | 99.80 |
| 271-000.00-404.003 | Property Tax Revenue - Brow nfield | (376.24) | (436.00) | (432.00) | 0.00 | 0.00 | 0.00 | 0.00 | (432.00) | 0.00 |
| 271-000.00-404.007 | Property Tax Revenue-Brow nfield C | (15,263.59) | (20,759.00) | (16,001.00) | 0.00 | 0.00 | 0.00 | (16,000.68) | (0.32) | 100.00 |
| 271-000.00-404.008 | Property Tax Revenue - CIA Cap C | (30,637.16) | (41,321.00) | (35,989.00) | 0.00 | 0.00 | 0.00 | (35,988.88) | (0.12) | 100.00 |
| 271-000.00-404.009 | Property Tax Revenue-Brow nfield C | (354.57) | (404.00) | (440.00) | 0.00 | 0.00 | 0.00 | (440.12) | 0.12 | 100.03 |
| 271-000.00-404.010 | Property Tax Revenue-Brow nfield C | (44.00) | (108.00) | (44.00) | 0.00 | 0.00 | 0.00 | (44.00) | 0.00 | 100.00 |
| 271-000.00-412.000 | Property Tax Revenue - C/Y Del PP | (4,707.59) | (8,000.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 271-000.00-414.000 | Property Tax Revenue - Tax Tribuna | (1,800.00) | (1,000.00) | (3,112.00) | 0.00 | 0.00 | 0.00 | 0.00 | (3,112.00) | 0.00 |
| 271-000.00-415.000 | Property Tax Revenue - County Cha | 3,020.33 | 1,500.00 | 1,097.00 | 220.92 | 218.54 | 0.00 | 1,779.12 | (682.12) | 162.18 |
| Property tax revenue | | 3,360,599.90 | 3,547,534.00 | 3,573,424.00 | 220.92 | 218.54 | 0.00 | 3,570,478.52 | 2,945.48 | 99.92 |
| State sources | | | | | | | | | | |
| 271-000.00-567.000 | State aid | 67,337.40 | 50,000.00 | 60,000.00 | 35,610.98 | 0.00 | 0.00 | 69,947.04 | (9,947.04) | 116.58 |
| 271-000.00-573.000 | State Grants - Local Comm Stabiliza | 17,786.09 | 15,000.00 | 15,000.00 | 0.00 | 0.00 | 0.00 | 8,101.99 | 6,898.01 | 54.01 |
| State sources | | 85,123.49 | 65,000.00 | 75,000.00 | 35,610.98 | 0.00 | 0.00 | 78,049.03 | (3,049.03) | 104.07 |
| Fines and forfeitures | | | | | | | | | | |
| 271-000.00-658.000 | State penal fines | 89,070.72 | 80,000.00 | 91,226.00 | 0.00 | 0.00 | 0.00 | 91,226.15 | (0.15) | 100.00 |
| 271-000.00-659.000 | Library book fees | 9,341.82 | 8,000.00 | 8,000.00 | 536.23 | 547.42 | 1,440.99 | 8,379.86 | (379.86) | 104.75 |
| Fines and forfeitures | | 98,412.54 | 88,000.00 | 99,226.00 | 536.23 | 547.42 | 1,440.99 | 99,606.01 | (380.01) | 100.38 |
| Interest income | | | | | | | | | | |
| 271-000.00-665.000 | Interest in investments | 118,788.12 | 44,000.00 | 100,000.00 | 0.00 | 0.00 | 0.00 | 97,475.73 | 2,524.27 | 97.48 |
| 271-000.00-669.500 | Gain (loss) on investments | 92,415.46 | 10,000.00 | 20,172.00 | 0.00 | 0.00 | 0.00 | 31,814.47 | (11,642.47) | 157.72 |
| Interest income | | 211,203.58 | 54,000.00 | 120,172.00 | 0.00 | 0.00 | 0.00 | 129,290.20 | (9,118.20) | 107.59 |
| Donations | | | | | | | | | | |
| 271-000.00-674.289 | Adult programs | 12,086.76 | 5,000.00 | 13,450.00 | 0.00 | 0.00 | 5,782.47 | 19,456.31 | (6,006.31) | 144.66 |
| 271-000.00-674.400 | Gifts and donations | 2,365.78 | 4,500.00 | 500.00 | 31.22 | 30.23 | 46.11 | 479.00 | 21.00 | 95.80 |
| Donations | | 14,452.54 | 9,500.00 | 13,950.00 | 31.22 | 30.23 | 5,828.58 | 19,935.31 | (5,985.31) | 142.91 |
| Other revenue | | | | | | | | | | |
| 271-000.00-675.000 | Miscellaneous income | 8,730.22 | 8,500.00 | 2,500.00 | 564.56 | 222.45 | 57.10 | 2,885.38 | (385.38) | 115.42 |
| 271-000.00-675.006 | Car Charging Revenue | 11.07 | 100.00 | 50.00 | 0.00 | 63.14 | 0.00 | 77.94 | (27.94) | 155.88 |
| 271-000.00-675.100 | Copier | 3,620.99 | 1,000.00 | 8,500.00 | 1,432.10 | 1,514.95 | 1,579.90 | 13,118.66 | (4,618.66) | 154.34 |
| 271-000.00-675.300 | Meeting room | 37,477.41 | 27,500.00 | 30,000.00 | 4,046.08 | 4,296.16 | 2,220.04 | 39,165.91 | (9,165.91) | 130.55 |
| 271-000.00-675.404 | Novi Tow nship Assessment | 7,701.00 | 7,850.00 | 7,850.00 | 0.00 | 0.00 | 0.00 | 8,228.00 | (378.00) | 104.82 |
| Other revenue | | 57,540.69 | 44,950.00 | 48,900.00 | 6,042.74 | 6,096.70 | 3,857.04 | 63,475.89 | (14,575.89) | 129.81 |
| Total Dept 000.00 - TREASURY | | 3,827,332.74 | 3,808,984.00 | 3,930,672.00 | 42,442.09 | 6,892.89 | 11,126.61 | 3,960,834.96 | (30,162.96) | 100.77 |
| TOTAL REVENUES | | 3,827,332.74 | 3,808,984.00 | 3,930,672.00 | 42,442.09 | 6,892.89 | 11,126.61 | 3,960,834.96 | (30,162.96) | 100.77 |

| | | END BALANCE | | | MTH ACTY | MTH ACTY | MTH ACTY | YTD BALANCE | AVAILABLE | |
|------------------------|--------------------------------------|--------------|--------------|--------------|-------------|-------------|-------------|--------------|------------|--------|
| | | 06/30/2024 | ORIGINAL | 2024-25 | MARCH 2025 | APRIL 2025 | MAY 2025 | 05/31/2025 | BALANCE | % BDGT |
| GL NUMBER | DESCRIPTION | NM (ABNM) | BUDGET | AMDD BUDGET | INCR (DECR) | INCR (DECR) | INCR (DECR) | NM (ABNM) | NM (ABNM) | USED |
| Expenditures | | | | | | | | | | |
| Dept 000.00 - TREASURY | | | | | | | | | | |
| Personnel services | | | | | | | | | | |
| 271-000.00-704.000 | Permanent salaries | 1,268,177.70 | 1,453,000.00 | 1,482,405.00 | 107,115.73 | 107,813.22 | 162,921.09 | 1,278,465.25 | 203,939.75 | 86.24 |
| 271-000.00-704.210 | Vacation Payout | 3,538.40 | 7,500.00 | 7,500.00 | 0.00 | 0.00 | 0.00 | 5,157.60 | 2,342.40 | 68.77 |
| 271-000.00-704.250 | Final Payout | 0.00 | 0.00 | 0.00 | 6,921.72 | 0.00 | 0.00 | 6,921.72 | (6,921.72) | 100.00 |
| 271-000.00-705.000 | Temporary salaries | 683,363.35 | 743,000.00 | 720,000.00 | 51,892.95 | 53,305.20 | 76,630.63 | 614,733.51 | 105,266.49 | 85.38 |
| 271-000.00-706.000 | Overtime | 38.82 | 500.00 | 1,000.00 | 0.00 | 0.00 | 313.07 | 892.07 | 107.93 | 89.21 |
| 271-000.00-715.000 | Social security | 147,519.92 | 168,000.00 | 168,000.00 | 12,490.08 | 12,144.15 | 18,147.27 | 143,556.24 | 24,443.76 | 85.45 |
| 271-000.00-716.000 | Insurance | 230,346.09 | 225,000.00 | 230,000.00 | 23,499.27 | 21,341.77 | 15,049.76 | 237,961.43 | (7,961.43) | 103.46 |
| 271-000.00-716.200 | HSA - employer contribution | 1,138.25 | 3,000.00 | 1,100.00 | 0.00 | 0.00 | 0.00 | 1,746.44 | (646.44) | 158.77 |
| 271-000.00-716.999 | Insurance - Employee Reimburseme | (33,477.49) | (32,200.00) | (34,000.00) | (3,223.62) | (3,101.97) | (3,108.08) | (34,274.88) | 274.88 | 100.81 |
| 271-000.00-717.000 | Workers compensation | 1,640.32 | 1,800.00 | 1,800.00 | 151.48 | 183.02 | 326.04 | 1,868.42 | (68.42) | 103.80 |
| 271-000.00-718.000 | Pension - DB Normal Cost | 5,520.00 | 6,000.00 | 6,000.00 | 140.00 | 140.00 | 140.00 | 1,540.00 | 4,460.00 | 25.67 |
| 271-000.00-718.010 | Pension - DB Unfunded Accrued Li | 73,488.00 | 92,200.00 | 92,200.00 | 7,683.00 | 7,683.00 | 7,683.00 | 84,513.00 | 7,687.00 | 91.66 |
| 271-000.00-718.200 | Pension - defined contribution | 67,418.77 | 112,000.00 | 112,000.00 | 9,946.82 | 9,386.64 | 14,218.95 | 113,138.76 | (1,138.76) | 101.02 |
| 271-000.00-719.000 | Unemployment insurance | 36.84 | 2,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 96.03 | 903.97 | 9.60 |
| Personnel services | | 2,448,748.97 | 2,781,800.00 | 2,789,005.00 | 216,617.43 | 208,895.03 | 292,321.73 | 2,456,315.59 | 332,689.41 | 88.07 |
| | | | | | | | | | | |
| Supplies | | | | | | | | | | |
| 271-000.00-726.400 | Supplies - Cash over/short | 36.72 | 0.00 | 100.00 | (0.01) | (3.71) | 0.00 | (1.50) | 101.50 | (1.50) |
| 271-000.00-727.000 | Office supplies | 9,181.98 | 16,000.00 | 10,000.00 | 472.47 | 1,306.67 | 132.89 | 6,253.27 | 3,746.73 | 62.53 |
| 271-000.00-728.000 | Postage | 4,014.04 | 5,500.00 | 2,500.00 | 294.99 | 220.99 | 0.00 | 1,790.70 | 709.30 | 71.63 |
| 271-000.00-734.000 | Computer supplies, software & lice | 61,936.23 | 83,000.00 | 83,000.00 | 5,521.84 | 821.55 | 7,571.12 | 39,234.97 | 43,765.03 | 47.27 |
| 271-000.00-734.500 | Computer supplies/equipment | 23,251.80 | 52,000.00 | 52,000.00 | 3,048.20 | 4,833.27 | 904.88 | 35,567.44 | 16,432.56 | 68.40 |
| 271-000.00-740.000 | Operating supplies | 27,352.10 | 44,800.00 | 38,000.00 | 671.27 | 2,868.21 | 1,246.52 | 38,988.72 | (988.72) | 102.60 |
| 271-000.00-740.200 | Supplies - Desk chairs and file cabi | 4,173.51 | 5,000.00 | 5,000.00 | 0.00 | 766.00 | 0.00 | 766.00 | 4,234.00 | 15.32 |
| 271-000.00-741.000 | Supplies - Uniforms | 0.00 | 500.00 | 2,000.00 | 0.00 | 204.47 | 0.00 | 1,176.64 | 823.36 | 58.83 |
| 271-000.00-742.000 | Library books | 219,615.55 | 241,000.00 | 241,000.00 | 30,230.27 | 26,361.00 | 15,314.60 | 212,086.91 | 28,913.09 | 88.00 |
| 271-000.00-742.010 | Library Books - Lending | 10,641.12 | 15,000.00 | 15,000.00 | 786.87 | 1,598.25 | 279.34 | 7,809.23 | 7,190.77 | 52.06 |
| 271-000.00-742.100 | Library Books - Fines | 91.97 | 500.00 | 100.00 | 0.00 | 0.00 | 0.00 | 58.98 | 41.02 | 58.98 |
| 271-000.00-743.000 | Library periodicals | 17,561.82 | 18,000.00 | 18,000.00 | 0.00 | 0.00 | 0.00 | 16,749.33 | 1,250.67 | 93.05 |
| 271-000.00-744.000 | Audio visual materials | 60,196.64 | 52,300.00 | 52,300.00 | 3,454.77 | 6,365.46 | 2,368.07 | 41,640.32 | 10,659.68 | 79.62 |
| 271-000.00-745.200 | Electronic media | 135,445.89 | 160,700.00 | 160,700.00 | 23,409.57 | 20,796.76 | 3,317.62 | 157,928.11 | 2,771.89 | 98.28 |
| 271-000.00-745.300 | Electronic resources (CD rom mater | 67,776.44 | 80,000.00 | 80,000.00 | 2,518.00 | 0.00 | 0.00 | 80,376.53 | (376.53) | 100.47 |
| Supplies | | 641,275.81 | 774,300.00 | 759,700.00 | 70,408.24 | 66,138.92 | 31,135.04 | 640,425.65 | 119,274.35 | 84.30 |

| | | END BALANCE | | | MTH ACTY | MTH ACTY | MTH ACTY | YTD BALANCE | AVAILABLE | |
|--------------------------------|--------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------|
| | | 06/30/2024 | ORIGINAL | 2024-25 | MARCH 2025 | APRIL 2025 | MAY 2025 | 05/31/2025 | BALANCE | % BDGT |
| GL NUMBER | DESCRIPTION | NM (ABNM) | BUDGET | AMDD BUDGET | INCR (DECR) | INCR (DECR) | INCR (DECR) | NM (ABNM) | NM (ABNM) | USED |
| Other services and charges | | | | | | | | | | |
| 271-000.00-802.000 | Data processing | 828.90 | 1,300.00 | 1,600.00 | 0.00 | 0.00 | 0.00 | 891.07 | 708.93 | 55.69 |
| 271-000.00-802.100 | Bank Service Charges | 3,666.52 | 6,000.00 | 2,500.00 | 137.18 | 0.00 | 0.00 | 1,324.48 | 1,175.52 | 52.98 |
| 271-000.00-803.000 | Independent audit | 800.00 | 800.00 | 622.00 | 0.00 | 0.00 | 0.00 | 622.00 | 0.00 | 100.00 |
| 271-000.00-804.000 | Medical service | 1,624.00 | 1,500.00 | 1,500.00 | 116.00 | 0.00 | 0.00 | 1,160.00 | 340.00 | 77.33 |
| 271-000.00-806.000 | Legal fees | 19,931.70 | 9,000.00 | 4,500.00 | 250.00 | 0.00 | 0.00 | 3,955.00 | 545.00 | 87.89 |
| 271-000.00-809.000 | Memberships and dues | 6,677.50 | 8,000.00 | 8,000.00 | 77.00 | 180.00 | 0.00 | 6,211.26 | 1,788.74 | 77.64 |
| 271-000.00-816.000 | Professional services | 12,103.50 | 23,000.00 | 23,000.00 | 500.00 | 450.00 | 2,800.00 | 12,288.11 | 10,711.89 | 53.43 |
| 271-000.00-817.000 | Custodial services | 83,332.60 | 92,000.00 | 100,000.00 | 8,645.00 | 8,120.00 | 0.00 | 80,045.00 | 19,955.00 | 80.05 |
| 271-000.00-818.000 | TLN Central Services | 3,495.00 | 3,500.00 | 3,495.00 | 0.00 | 0.00 | 0.00 | 3,495.00 | 0.00 | 100.00 |
| 271-000.00-820.000 | Property & liability insurance | 16,480.00 | 17,000.00 | 15,874.00 | 0.00 | 0.00 | 0.00 | 15,874.00 | 0.00 | 100.00 |
| 271-000.00-820.001 | Insurance deductibles/Uninsured cl | 0.00 | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| 271-000.00-851.000 | Telephone | 40,560.37 | 43,000.00 | 45,000.00 | 4,583.74 | 2,500.78 | 2,234.80 | 35,948.78 | 9,051.22 | 79.89 |
| 271-000.00-855.000 | TLN Automation Services | 71,993.10 | 76,000.00 | 76,000.00 | 2,158.74 | 16,536.11 | 0.00 | 69,138.94 | 6,861.06 | 90.97 |
| 271-000.00-861.000 | Gasoline and oil | 334.00 | 500.00 | 500.00 | 34.35 | 0.00 | 0.00 | 255.44 | 244.56 | 51.09 |
| 271-000.00-862.000 | Mileage | 1,300.01 | 800.00 | 1,700.00 | 113.89 | 152.11 | 63.46 | 1,427.13 | 272.87 | 83.95 |
| 271-000.00-880.000 | Community promotion | 23,899.12 | 25,000.00 | 25,000.00 | 2,467.32 | 1,817.05 | 499.00 | 16,550.07 | 8,449.93 | 66.20 |
| 271-000.00-880.268 | Library programming | 36,897.47 | 38,000.00 | 38,000.00 | 1,483.55 | 635.66 | 163.92 | 21,306.00 | 16,694.00 | 56.07 |
| 271-000.00-880.271 | Adult programs | 7,467.05 | 10,000.00 | 10,000.00 | 103.00 | 0.00 | 0.00 | 9,424.83 | 575.17 | 94.25 |
| 271-000.00-882.200 | Employee assistance program | 0.00 | 0.00 | 1,000.00 | 0.00 | 506.94 | 0.00 | 506.94 | 493.06 | 50.69 |
| 271-000.00-900.000 | Printing, graphic design and publish | 25,459.42 | 32,000.00 | 25,000.00 | 744.18 | 628.60 | 3,440.01 | 8,842.70 | 16,157.30 | 35.37 |
| 271-000.00-921.000 | Heat | 12,267.57 | 15,300.00 | 15,300.00 | 2,161.30 | 1,608.43 | 1,185.10 | 12,497.46 | 2,802.54 | 81.68 |
| 271-000.00-922.000 | Electricity | 102,779.81 | 115,500.00 | 115,500.00 | 8,612.19 | 8,198.40 | 7,698.50 | 89,776.87 | 25,723.13 | 77.73 |
| 271-000.00-923.000 | Water and sewer | 8,065.10 | 8,200.00 | 8,500.00 | 2,114.46 | 0.00 | 0.00 | 6,307.02 | 2,192.98 | 74.20 |
| 271-000.00-934.000 | Building maintenance | 101,144.38 | 121,400.00 | 136,500.00 | 16,885.92 | 12,202.61 | 1,623.44 | 130,081.53 | 6,418.47 | 95.30 |
| 271-000.00-935.000 | Vehicle maintenance | 169.02 | 200.00 | 200.00 | 0.00 | 0.00 | 0.00 | 426.22 | (226.22) | 213.11 |
| 271-000.00-936.300 | Grounds maintenance | 51,938.72 | 48,000.00 | 48,000.00 | 321.99 | 827.95 | 4,838.79 | 35,340.56 | 12,659.44 | 73.63 |
| 271-000.00-942.000 | Office equipment lease | 11,350.94 | 13,000.00 | 13,000.00 | 1,010.00 | 1,010.00 | 1,010.00 | 11,110.00 | 1,890.00 | 85.46 |
| 271-000.00-942.100 | Records storage | 315.36 | 450.00 | 450.00 | 28.06 | 28.06 | 28.06 | 300.02 | 149.98 | 66.67 |
| 271-000.00-956.000 | Conferences and workshops | 25,185.11 | 20,000.00 | 20,000.00 | 565.00 | 1,167.37 | 82.60 | 17,094.87 | 2,905.13 | 85.47 |
| | | END BALANCE | | | MTH ACTY | MTH ACTY | MTH ACTY | YTD BALANCE | AVAILABLE | |
| | | 06/30/2024 | ORIGINAL | 2024-25 | MARCH 2025 | APRIL 2025 | MAY 2025 | 05/31/2025 | BALANCE | % BDGT |
| GL NUMBER | DESCRIPTION | NM (ABNM) | BUDGET | AMDD BUDGET | INCR (DECR) | INCR (DECR) | INCR (DECR) | NM (ABNM) | NM (ABNM) | USED |
| Other services and charges | | | | | | | | | | |
| | | 670,066.27 | 739,450.00 | 750,741.00 | 53,112.87 | 56,570.07 | 25,667.68 | 592,201.30 | 158,539.70 | 78.88 |
| Capital outlay | | | | | | | | | | |
| 271-000.00-986.000 | Technology - Capital Outlay | 34,074.28 | 37,000.00 | 37,000.00 | 0.00 | 8,792.00 | 0.00 | 29,275.44 | 7,724.56 | 79.12 |
| Capital outlay | | 34,074.28 | 37,000.00 | 37,000.00 | 0.00 | 8,792.00 | 0.00 | 29,275.44 | 7,724.56 | 79.12 |
| Transfers out | | | | | | | | | | |
| 271-000.00-995.272 | Transfer to Library Contribution Fur | 35,238.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Transfers out | | 35,238.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 000.00 - TREASURY | | | | | | | | | | |
| | | 3,829,403.33 | 4,332,550.00 | 4,336,446.00 | 340,138.54 | 340,396.02 | 349,124.45 | 3,718,217.98 | 618,228.02 | 85.74 |
| TOTAL EXPENDITURES | | | | | | | | | | |
| | | 3,829,403.33 | 4,332,550.00 | 4,336,446.00 | 340,138.54 | 340,396.02 | 349,124.45 | 3,718,217.98 | 618,228.02 | 85.74 |
| Fund 271 - LIBRARY FUND: | | | | | | | | | | |
| TOTAL REVENUES | | 3,827,332.74 | 3,808,984.00 | 3,930,672.00 | 42,442.09 | 6,892.89 | 11,126.61 | 3,960,834.96 | (30,162.96) | (59.79) |
| TOTAL EXPENDITURES | | 3,829,403.33 | 4,332,550.00 | 4,336,446.00 | 340,138.54 | 340,396.02 | 349,124.45 | 3,718,217.98 | 618,228.02 | (59.79) |
| NET OF REVENUES & EXPENDITURES | | (2,070.59) | (523,566.00) | (405,774.00) | (297,696.45) | (333,503.13) | (337,997.84) | 242,616.98 | (648,390.98) | (59.79) |
| BEG. FUND BALANCE | | 2,598,740.02 | 2,596,669.43 | 2,596,669.43 | | | | 2,596,669.43 | | (59.79) |
| END FUND BALANCE | | 2,596,669.43 | 2,073,103.43 | 2,190,895.43 | | | | 2,839,286.41 | | (59.79) |

| | | END BALANCE | | | MTH ACTY | MTH ACTY | MTH ACTY | YTD BALANCE | AVAILABLE | |
|---------------------------------------|------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------|
| | | 06/30/2024 | ORIGINAL | 2024-25 | MARCH 2025 | APRIL 2025 | MAY 2025 | 05/31/2025 | BALANCE | % BDGT |
| GL NUMBER | DESCRIPTION | NM (ABNM) | BUDGET | AMDD BUDGET | INCR (DECR) | INCR (DECR) | INCR (DECR) | NM (ABNM) | NM (ABNM) | USED |
| Fund 272 - LIBRARY CONTRIBUTION FUND | | | | | | | | | | |
| Revenues | | | | | | | | | | |
| Dept 000.00 - TREASURY | | | | | | | | | | |
| Interest income | | | | | | | | | | |
| 272-000.00-665.000 | Interest in investments | 52,873.99 | 27,000.00 | 27,000.00 | 0.00 | 0.00 | 0.00 | 39,753.18 | (12,753.18) | 147.23 |
| 272-000.00-669.500 | Gain (loss) on investments | 37,885.77 | (4,500.00) | (4,500.00) | 0.00 | 0.00 | 0.00 | 17,694.62 | (22,194.62) | (393.21) |
| Interest income | | 90,759.76 | 22,500.00 | 22,500.00 | 0.00 | 0.00 | 0.00 | 57,447.80 | (34,947.80) | 255.32 |
| Donations | | | | | | | | | | |
| 272-000.00-674.036 | Diversity, Equity, & Inclusion | 500.00 | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 272-000.00-674.046 | Makerspace Renovation Revenue | 8,216.55 | 1,000.00 | 1,000.00 | 154.75 | 331.65 | 243.40 | 4,822.10 | (3,822.10) | 482.21 |
| 272-000.00-674.229 | Raising a Reader in Novi Sponsors | 29.66 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 272-000.00-674.230 | Collections/Materials Revenue | 12,070.61 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 50.00 | 5,638.00 | (4,638.00) | 563.80 |
| 272-000.00-674.231 | Buildings/Ground/Furniture Revenue | 625.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 4,068.72 | (3,068.72) | 406.87 |
| 272-000.00-674.232 | Programming Revenue | 4,098.70 | 3,000.00 | 3,000.00 | 499.52 | 0.00 | 50.00 | 14,597.75 | (11,597.75) | 486.59 |
| 272-000.00-674.233 | Technology Library Revenue | 50.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 272-000.00-674.234 | Undesignated Misc Donations | 100.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 272-000.00-674.235 | Marketing Sponsorships | 5,000.00 | 0.00 | 0.00 | 2,000.00 | 1,000.00 | 0.00 | 7,700.00 | (7,700.00) | 100.00 |
| Donations | | 30,690.52 | 9,500.00 | 9,500.00 | 2,654.27 | 1,331.65 | 343.40 | 36,826.57 | (27,326.57) | 387.65 |
| Transfers in | | | | | | | | | | |
| 272-000.00-699.271 | Transfer From Library Fund | 35,238.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Transfers in | | 35,238.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 000.00 - TREASURY | | 156,688.28 | 32,000.00 | 32,000.00 | 2,654.27 | 1,331.65 | 343.40 | 94,274.37 | (62,274.37) | 294.61 |
| TOTAL REVENUES | | 156,688.28 | 32,000.00 | 32,000.00 | 2,654.27 | 1,331.65 | 343.40 | 94,274.37 | (62,274.37) | 294.61 |
| Expenditures | | | | | | | | | | |
| Dept 000.00 - TREASURY | | | | | | | | | | |
| Supplies | | | | | | | | | | |
| 272-000.00-742.036 | Diversity, Equity, & Inclusion | 0.00 | 500.00 | 500.00 | 249.00 | 0.00 | 0.00 | 334.60 | 165.40 | 66.92 |
| 272-000.00-742.046 | Makerspace iCube | 9,856.18 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | (1,000.00) | 100.00 |
| 272-000.00-742.229 | Raising a Reader Expense | 1,362.10 | 1,000.00 | 1,000.00 | 31.13 | 84.62 | 0.00 | 966.14 | 33.86 | 96.61 |
| 272-000.00-742.230 | Collections/Materials Expense | 10,904.06 | 1,000.00 | 1,000.00 | 1,106.61 | 388.01 | 0.00 | 5,265.66 | (4,265.66) | 526.57 |
| 272-000.00-742.231 | Buildings/Ground/ Furniture Expens | 66,001.70 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 715.70 | (715.70) | 100.00 |
| 272-000.00-742.232 | Programming Expense | 8,612.26 | 3,000.00 | 3,000.00 | 650.00 | 178.08 | 287.14 | 8,864.84 | (5,864.84) | 295.49 |
| 272-000.00-742.234 | Undesignated Misc | 246.00 | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 108.54 | 391.46 | 21.71 |
| Supplies Cont. | | | | | | | | | | |
| 272-000.00-742.236 | Staff Recognition | 3,296.10 | 2,500.00 | 2,500.00 | 48.52 | 36.78 | 50.92 | 1,512.70 | 987.30 | 60.51 |
| Supplies | | 100,278.40 | 8,500.00 | 8,500.00 | 2,085.26 | 687.49 | 338.06 | 18,768.18 | (10,268.18) | 220.80 |
| Capital outlay | | | | | | | | | | |
| 272-000.00-976.000 | Building improvements | 0.00 | 101,200.00 | 101,200.00 | 33,709.67 | 5,875.00 | 0.00 | 79,452.67 | 21,747.33 | 78.51 |
| 272-000.00-976.046 | Makerspace Renovation | (500.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 272-000.00-976.140 | Automated Return System | 0.00 | 115,800.00 | 115,800.00 | 0.00 | 0.00 | 0.00 | 0.00 | 115,800.00 | 0.00 |
| 272-000.00-976.141 | Main Entrance Design | 25,145.00 | 30,000.00 | 30,000.00 | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 20,000.00 | 33.33 |
| 272-000.00-976.143 | Wi-Fi Upgrade | 17,562.89 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13,235.89 | (13,235.89) | 100.00 |
| 272-000.00-976.144 | Server & Camera Upgrade | 68,838.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Capital outlay | | 111,045.89 | 247,000.00 | 247,000.00 | 43,709.67 | 5,875.00 | 0.00 | 102,688.56 | 144,311.44 | 41.57 |
| Total Dept 000.00 - TREASURY | | 211,324.29 | 255,500.00 | 255,500.00 | 45,794.93 | 6,562.49 | 338.06 | 121,456.74 | 134,043.26 | 47.54 |
| TOTAL EXPENDITURES | | 211,324.29 | 255,500.00 | 255,500.00 | 45,794.93 | 6,562.49 | 338.06 | 121,456.74 | 134,043.26 | 47.54 |
| Fund 272 - LIBRARY CONTRIBUTION FUND: | | | | | | | | | | |
| TOTAL REVENUES | | 156,688.28 | 32,000.00 | 32,000.00 | 2,654.27 | 1,331.65 | 343.40 | 94,274.37 | (62,274.37) | 12.16 |
| TOTAL EXPENDITURES | | 211,324.29 | 255,500.00 | 255,500.00 | 45,794.93 | 6,562.49 | 338.06 | 121,456.74 | 134,043.26 | 12.16 |
| NET OF REVENUES & EXPENDITURES | | (54,636.01) | (223,500.00) | (223,500.00) | (43,140.66) | (5,230.84) | 5.34 | (27,182.37) | (196,317.63) | 12.16 |
| BEG. FUND BALANCE | | 1,698,587.10 | 1,643,951.09 | 1,643,951.09 | | | | 1,643,951.09 | | 12.16 |
| END FUND BALANCE | | 1,643,951.09 | 1,420,451.09 | 1,420,451.09 | | | | 1,616,768.72 | | 12.16 |
| TOTAL REVENUES - ALL FUNDS | | | | | | | | | | |
| TOTAL EXPENDITURES - ALL FUNDS | | 3,984,021.02 | 3,840,984.00 | 3,962,672.00 | 45,096.36 | 8,224.54 | 11,470.01 | 4,055,109.33 | (92,437.33) | |
| NET OF REVENUES & EXPENDITURES | | 4,040,727.62 | 4,588,050.00 | 4,591,946.00 | 385,933.47 | 346,958.51 | 349,462.51 | 3,839,674.72 | 752,271.28 | |
| BEG. FUND BALANCE - ALL FUNDS | | (56,706.60) | (747,066.00) | (629,274.00) | (340,837.11) | (338,733.97) | (337,992.50) | 215,434.61 | (844,708.61) | |
| END FUND BALANCE - ALL FUNDS | | 4,297,327.12 | 4,240,620.52 | 4,240,620.52 | | | | 4,240,620.52 | | |

Financial Balance Sheets (Provided by Bindhya Suriyanarayanan, Bookkeeper)

06/04/2025

BALANCE SHEET FOR CITY OF NOVI

Period Ending 05/31/2025

| GL Number | Description | Balance |
|-------------------------|------------------------------------|----------------|
| Fund 271 - LIBRARY FUND | | |
| *** Assets *** | | |
| 271-000.00-001.000 | Cash - Pooled | (1,021,492.89) |
| 271-000.00-004.000 | Cash on hand | 600.00 |
| 271-000.00-017.000 | Investments - Pooled | 3,848,147.13 |
| 271-000.00-019.000 | Current taxes receivable | 39,198.32 |
| 271-000.00-123.400 | Prepaid Expenditure | 3,149.99 |
| 271-000.00-123.677 | Prepaid Insurance - Self-Insurance | 15,707.64 |
| | Total Assets | 2,885,310.19 |
| *** Liabilities *** | | |
| 271-000.00-202.000 | Accounts payable | 38,113.53 |
| 271-000.00-258.702 | Accrued liabilities - tax | 7,800.00 |
| 271-000.00-259.200 | Unemployment insurance liability | 110.25 |
| | Total Liabilities | 46,023.78 |
| *** Fund Balance *** | | |
| 271-000.00-390.000 | Fund balance | 2,596,669.43 |
| | Total Fund Balance | 2,596,669.43 |
| | Beginning Fund Balance | 2,596,669.43 |
| | Net of Revenues VS Expenditures | 242,616.98 |
| | Ending Fund Balance | 2,839,286.41 |
| | Total Liabilities And Fund Balance | 2,885,310.19 |

| | | |
|--------------------------------------|--|--------------|
| | | |
| | | |
| Fund 272 - LIBRARY CONTRIBUTION FUND | | |
| | | |
| *** Assets *** | | |
| | | |
| 272-000.00-001.000 | Cash - Pooled | (64,892.22) |
| 272-000.00-017.000 | Investments - Pooled | 1,668,635.08 |
| 272-000.00-035.000 | Accounts Receivable - Manual | 13,313.00 |
| | | |
| | Total Assets | 1,617,055.86 |
| | | |
| *** Liabilities *** | | |
| | | |
| 272-000.00-202.000 | Accounts payable | 287.14 |
| | | |
| | Total Liabilities | 287.14 |
| | | |
| *** 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 | 1,643,951.09 |
| | Net of Revenues VS Expenditures | (27,182.37) |
| | Ending Fund Balance | 1,616,768.72 |
| | Total Liabilities And Fund Balance | 1,617,055.86 |

DIRECTOR'S REPORT



July Anniversaries – Years of Service



**Keith Perfect – 13 yrs.
Facilities**



**Donna Filipiak – 9 yrs.
Support Services**



**Tracey Pelletier – 8 yrs.
Support Services**



**Dana VanOast – 6 yrs.
Administration**

May 12, 2025: Book-plating event with DKG (Delta Kappa Gamma) for the newest Read Box at the Jessica Starr Splash Pad. Over 2,000 books were labeled.



Northville District Library (NDL) is changing over to a new catalog system and will no longer be a part of the TLN shared system. This update will change the privileges of patrons with Northville as their home library.

IMPORTANT DATES

Tuesday, June 3:

- For Northville District Library (NDL) patrons, borrowing from all other libraries will shift to the Michigan eLibrary Catalog (aka MeLCat).
- NDL patrons will still be able to place holds on NDL items in Northville's catalog.
- Items from all other libraries, including Novi, will need to be checked out in person at the owning library. NDL patrons will not be able to place holds on items owned by other libraries.

Monday, July 21 to Tuesday, September 30:

- NDL patrons are eligible to update their valid Northville home library card for limited access and guest privileges at Novi Public Library and other libraries in the TLN shared system.
 - NDL patrons must present their valid Northville home library card and valid driver's license showing their Northville home address at Novi Public Library (or any other TLN shared system library) to update their library card. All fees and any lost/damaged items must be paid or resolved in order to update the library card.

Starting October 1:

- NDL patrons who have NOT visited a TLN shared system library to update their library card will be removed from the shared system and will lose all privileges at shared system libraries.
- After being removed, NDL patrons are eligible to register their valid Northville home library card for limited access and guest privileges at Novi Public Library and other libraries in the TLN shared system.
 - NDL patrons must present their valid Northville home library card and valid driver's license showing their Northville home address at Novi Public Library (or any other TLN shared system library) to register their library card. If there are fees or any lost/damaged items that were not resolved prior to September 30, these will show in the shared system and must be paid or resolved in order to register the library card.

HAVE MORE QUESTIONS?

We understand that this transition can raise many questions. Northville District Library is available to answer all questions, offer help and support, and explain its transition from the TLN shared system to their new catalog system to all patrons.

Contact them at 248-349-3020 or visit www.northvillelibrary.org for more information.



PROGRAMS & EVENTS

RESEARCH & LEARN

BOOKS & MORE

Upcoming Closures

Sun, Jun 15: Father's Day

Thu, Jun 19: Juneteenth

Fri, Jul 4 - Sun, Jul 6*:
Independence Day Weekend

***We will not be accepting returns during this closure. Our return boxes will be closed. As a reminder, NPL is fine free.**



2025 Summer Reading Program

All ages are welcome to join NPL's Summer Reading Program, **Mon, Jun 2 - Sat, Aug 9**. [Click here for more details about reading goals and prizes.](#)

Register for the program [online](#), through the Beanstack app, or stop by the Library for a printed brochure.



New Read Box Unveiled!

Soak up the sun and cool off at [Jessica's Splashpad](#)! While you're there, don't miss our newest Read Box, stocked with free books for all ages.

A big shoutout to Delta Kappa Gamma - Beta Chi Educators for teaming up with NPL to purchase the materials to build the new box and host a book drive! Thanks to your support, we have over 2,000 books ready to fill our Read Boxes all summer long. We appreciate your dedication to spreading the love of reading! This Read Box was decorated by artist Linda McLean.

A Month in Review (May 2025) by Director Farkas

Out and About (Outreach and Programs)

- 5/1, 5/8, 5/15, 5/20, 5/29: Novi Rotary meeting
- 5/6: ALA President Presentation at Belleville District Library
- 5/20: Read Box unveiling at Splash Pad

Board, Committee & Friends Meetings

- 5/1: Friends Annual Volunteer Breakfast
- 5/7: Events, Marketing and Fundraising mtg.
- 5/7: Staff Strategic Planning mtg.
- 5/7: Board Finance Committee mtg. (4th Quarter Budget)
- 5/12: Staff Public Policy mtg.
- 5/13: 65th Anniversary Planning mtg.
- 5/14: DEI Board mtg. w/Chair Halvangis
- 5/29: Friends budget mtg.
- 5/29: Building & Grounds Board Committee mtg. re: main entrance
- 5/29: DEI Board Committee mtg.

Current Projects

- 5/6: Library chair inventory and ordering
- 5/12: Read Box book plating project w/DKG
- 5/12: Summer Reading program planning mtg. w/vendors
- 5/27: Teen Area signage meeting
- 5/1-5/30 Budget preparation for 4th Quarter

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

- 5/1, 5/29: Community Fest planning mtg.
- 5/5: Novi Youth Assistance mtg. w/Sabrina Matsil
- 5/13: Monthly mtg. w/City Manager & Head of HR
- 5/13, 5/20, 5/27: City of Novi Leadership mtg.
- 5/14 and 5/15 Director's Q&A mtgs.
- 5/15: ServPro Vendor mtg.
- 5/29: Professional Development Day planning mtg.

Weekend Rotation

- May 3rd and 4th

Training

- 5/8: IS Supervisors training mtg.
- 5/15: IS Supervisors training mtg. on budget
- 5/21 – 5/23: Think Space Director's Conference

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.



[illegible]

| 5/18/2025 | | | | | 5/19/2025 | | | | | 5/20/2025 | | | | | 5/21/2025 | | | | | 5/22/2025 | | | | | 5/23/2025 | | | | | 5/24/2025 CLOSED | | | | |
|------------------|-----|-----|-----|---|------------------|-----|-----|-----|---|-----------|-----|-------|-------|---|-----------|-----|-------|-----|---|-----------|-----|-------|-----|---|-----------|-----|-----|-----|---|------------------|-----|-----|-----|---|
| 9-10am | 0 | 0 | 0 | 0 | 9-10am | 0 | 0 | 0 | 0 | 9-10am | 0 | 0 | 0 | 0 | 9-10am | 0 | 0 | 0 | 0 | 9-10am | 0 | 0 | 0 | 0 | 9-10am | 0 | 0 | 0 | 0 | 9-10am | 0 | 0 | 0 | 0 |
| 10-11am | 0 | 0 | 0 | 0 | 10-11am | 27 | 77 | 52 | | 10-11am | 25 | 65 | 45 | | 10-11am | 20 | 62 | 41 | | 10-11am | 47 | 111 | 79 | | 10-11am | 38 | 80 | 59 | | 10-11am | 0 | 0 | 0 | 0 |
| 11am-12 | 0 | 0 | 0 | 0 | 11am-12 | 52 | 41 | 47 | | 11am-12 | 44 | 57 | 51 | | 11am-12 | 59 | 69 | 64 | | 11am-12 | 67 | 57 | 62 | | 11am-12 | 44 | 54 | 49 | | 11am-12 | 0 | 0 | 0 | 0 |
| 12-1pm | 56 | 144 | 100 | | 12-1pm | 33 | 39 | 36 | | 12-1pm | 53 | 55 | 54 | | 12-1pm | 46 | 53 | 50 | | 12-1pm | 53 | 54 | 54 | | 12-1pm | 63 | 67 | 65 | | 12-1pm | 0 | 0 | 0 | 0 |
| 1-2pm | 92 | 109 | 101 | | 1-2pm | 67 | 67 | 67 | | 1-2pm | 63 | 58 | 61 | | 1-2pm | 55 | 75 | 65 | | 1-2pm | 78 | 70 | 74 | | 1-2pm | 51 | 53 | 52 | | 1-2pm | 0 | 0 | 0 | 0 |
| 2-3pm | 107 | 121 | 114 | | 2-3pm | 56 | 118 | 87 | | 2-3pm | 73 | 146 | 110 | | 2-3pm | 96 | 126 | 111 | | 2-3pm | 85 | 134 | 110 | | 2-3pm | 94 | 110 | 102 | | 2-3pm | 0 | 0 | 0 | 0 |
| 3-4pm | 91 | 95 | 93 | | 3-4pm | 139 | 118 | 129 | | 3-4pm | 135 | 126 | 131 | | 3-4pm | 122 | 112 | 117 | | 3-4pm | 128 | 115 | 122 | | 3-4pm | 119 | 126 | 123 | | 3-4pm | 0 | 0 | 0 | 0 |
| 4-5pm | 136 | 97 | 117 | | 4-5pm | 98 | 102 | 100 | | 4-5pm | 113 | 94 | 104 | | 4-5pm | 94 | 91 | 93 | | 4-5pm | 90 | 115 | 103 | | 4-5pm | 118 | 106 | 112 | | 4-5pm | 0 | 0 | 0 | 0 |
| 5-6pm | 137 | 56 | 97 | | 5-6pm | 98 | 85 | 92 | | 5-6pm | 114 | 93 | 104 | | 5-6pm | 111 | 85 | 98 | | 5-6pm | 146 | 83 | 115 | | 5-6pm | 206 | 122 | 164 | | 5-6pm | 0 | 0 | 0 | 0 |
| 6-7pm | 0 | 0 | 0 | 0 | 6-7pm | 122 | 105 | 114 | | 6-7pm | 109 | 171 | 140 | | 6-7pm | 76 | 69 | 73 | | 6-7pm | 113 | 169 | 141 | | 6-7pm | 0 | 0 | 0 | 0 | 6-7pm | 0 | 0 | 0 | 0 |
| 7-8pm | 0 | 0 | 0 | 0 | 7-8pm | 87 | 91 | 89 | | 7-8pm | 133 | 90 | 112 | | 7-8pm | 97 | 73 | 85 | | 7-8pm | 99 | 81 | 90 | | 7-8pm | 0 | 0 | 0 | 0 | 7-8pm | 0 | 0 | 0 | 0 |
| 8-9pm | 0 | 0 | 0 | 0 | 8-9pm | 127 | 24 | 76 | | 8-9pm | 165 | 42 | 104 | | 8-9pm | 75 | 21 | 48 | | 8-9pm | 160 | 34 | 97 | | 8-9pm | 0 | 0 | 0 | 0 | 8-9pm | 0 | 0 | 0 | 0 |
| 9-10pm | 0 | 0 | 0 | 0 | 9-10pm | 0 | 0 | 0 | 0 | 9-10pm | 0 | 0 | 0 | 0 | 9-10pm | 0 | 0 | 0 | 0 | 9-10pm | 0 | 0 | 0 | 0 | 9-10pm | 0 | 0 | 0 | 0 | 9-10pm | 0 | 0 | 0 | 0 |
| | | | 621 | | | | | 887 | | | | | 1,012 | | | | 844 | | | | | 1,045 | | | | 726 | | | | | | 0 | | |
| 5/25/2025 CLOSED | | | | | 5/26/2025 CLOSED | | | | | 5/27/2025 | | | | | 5/28/2025 | | | | | 5/29/2025 | | | | | 5/30/2025 | | | | | 5/31/2025 | | | | |
| 9-10am | 0 | 0 | 0 | 0 | 9-10am | 0 | 0 | 0 | 0 | 9-10am | 0 | 0 | 0 | 0 | 9-10am | 0 | 0 | 0 | 0 | 9-10am | 0 | 0 | 0 | 0 | 9-10am | 0 | 0 | 0 | 0 | 9-10am | 0 | 0 | 0 | 0 |
| 10-11am | 0 | 0 | 0 | 0 | 10-11am | 0 | 0 | 0 | 0 | 10-11am | 37 | 80 | 59 | | 10-11am | 72 | 87 | 80 | | 10-11am | 27 | 107 | 67 | | 10-11am | 38 | 79 | 59 | | 10-11am | 32 | 111 | 72 | |
| 11am-12 | 0 | 0 | 0 | 0 | 11am-12 | 0 | 0 | 0 | 0 | 11am-12 | 65 | 61 | 63 | | 11am-12 | 54 | 47 | 51 | | 11am-12 | 83 | 58 | 71 | | 11am-12 | 60 | 63 | 62 | | 11am-12 | 122 | 141 | 132 | |
| 12-1pm | 0 | 0 | 0 | 0 | 12-1pm | 0 | 0 | 0 | 0 | 12-1pm | 69 | 71 | 70 | | 12-1pm | 39 | 46 | 43 | | 12-1pm | 77 | 65 | 71 | | 12-1pm | 54 | 66 | 60 | | 12-1pm | 96 | 79 | 88 | |
| 1-2pm | 0 | 0 | 0 | 0 | 1-2pm | 0 | 0 | 0 | 0 | 1-2pm | 60 | 73 | 67 | | 1-2pm | 49 | 56 | 53 | | 1-2pm | 64 | 63 | 64 | | 1-2pm | 35 | 44 | 40 | | 1-2pm | 113 | 100 | 107 | |
| 2-3pm | 0 | 0 | 0 | 0 | 2-3pm | 0 | 0 | 0 | 0 | 2-3pm | 104 | 118 | 111 | | 2-3pm | 73 | 128 | 101 | | 2-3pm | 69 | 113 | 91 | | 2-3pm | 60 | 85 | 73 | | 2-3pm | 119 | 114 | 117 | |
| 3-4pm | 0 | 0 | 0 | 0 | 3-4pm | 0 | 0 | 0 | 0 | 3-4pm | 102 | 122 | 112 | | 3-4pm | 145 | 124 | 135 | | 3-4pm | 104 | 112 | 108 | | 3-4pm | 106 | 80 | 93 | | 3-4pm | 117 | 125 | 121 | |
| 4-5pm | 0 | 0 | 0 | 0 | 4-5pm | 0 | 0 | 0 | 0 | 4-5pm | 110 | 84 | 97 | | 4-5pm | 90 | 115 | 103 | | 4-5pm | 103 | 78 | 91 | | 4-5pm | 124 | 104 | 114 | | 4-5pm | 126 | 87 | 107 | |
| 5-6pm | 0 | 0 | 0 | 0 | 5-6pm | 0 | 0 | 0 | 0 | 5-6pm | 132 | 131 | 132 | | 5-6pm | 130 | 93 | 112 | | 5-6pm | 115 | 93 | 104 | | 5-6pm | 134 | 47 | 91 | | 5-6pm | 143 | 75 | 109 | |
| 6-7pm | 0 | 0 | 0 | 0 | 6-7pm | 0 | 0 | 0 | 0 | 6-7pm | 142 | 143 | 143 | | 6-7pm | 121 | 144 | 133 | | 6-7pm | 113 | 108 | 111 | | 6-7pm | 0 | 0 | 0 | 0 | 6-7pm | 0 | 0 | 0 | 0 |
| 7-8pm | 0 | 0 | 0 | 0 | 7-8pm | 0 | 0 | 0 | 0 | 7-8pm | 143 | 125 | 134 | | 7-8pm | 153 | 88 | 121 | | 7-8pm | 121 | 84 | 103 | | 7-8pm | 0 | 0 | 0 | 0 | 7-8pm | 0 | 0 | 0 | 0 |
| 8-9pm | 0 | 0 | 0 | 0 | 8-9pm | 0 | 0 | 0 | 0 | 8-9pm | 140 | 47 | 94 | | 8-9pm | 114 | 37 | 76 | | 8-9pm | 115 | 39 | 77 | | 8-9pm | 0 | 0 | 0 | 0 | 8-9pm | 0 | 0 | 0 | 0 |
| 9-10pm | 0 | 0 | 0 | 0 | 9-10pm | 0 | 0 | 0 | 0 | 9-10pm | 0 | 0 | 0 | 0 | 9-10pm | 0 | 0 | 0 | 0 | 9-10pm | 0 | 0 | 0 | 0 | 9-10pm | 0 | 0 | 0 | 0 | 9-10pm | 0 | 0 | 0 | 0 |
| | | | 0 | | | | | 0 | | | | 1,080 | | | | | 1,003 | | | | | 956 | | | 590 | | | | | | | 850 | | |

Information Technology Report by Jeffrey Smith – May 2025

General

TLN migrated Carl to a new cloud-based system in May. As part of the upgrade, the IT Team changed the configuration of over 70 computers, including our Self-Checks, Catalog machines, and our Lakeshore Lending Library machine. We also had to make changes to several digital providers such as LinkedIn, Tuteur.com, and EZProxy.



"Connection restored" screen at Lakeshore Lending Library following the TLN Carl migration.

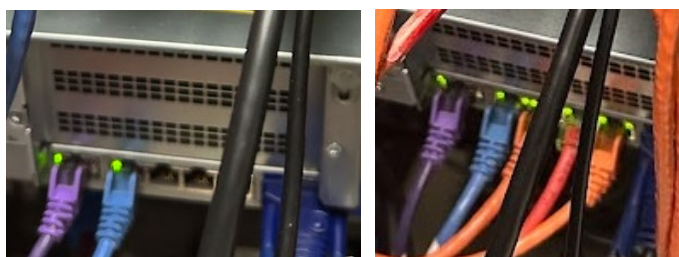
The IT Team upgraded our VMWare server from Ver 6 to Ver 8. The server hosts about 20 other servers that are critical for NPL operations. The upgrade turned out to be a major effort due to the Ver 8 prerequisites. Fortunately, Denise was able to work with Knight Technology Group to bring the configuration up to standard, so that the upgrade could proceed. Version 8 will be critical in the future, as Version 6 is no longer supported.

While we were working on the VMWare server, we learned that we had 2 bad hard drives on the HP ProLiant Servers that host VMWare. HPE provided the replacement hard drives under our maintenance agreement, and Denise installed them.



One of the hard drives on our VMWare server - before and after replacement

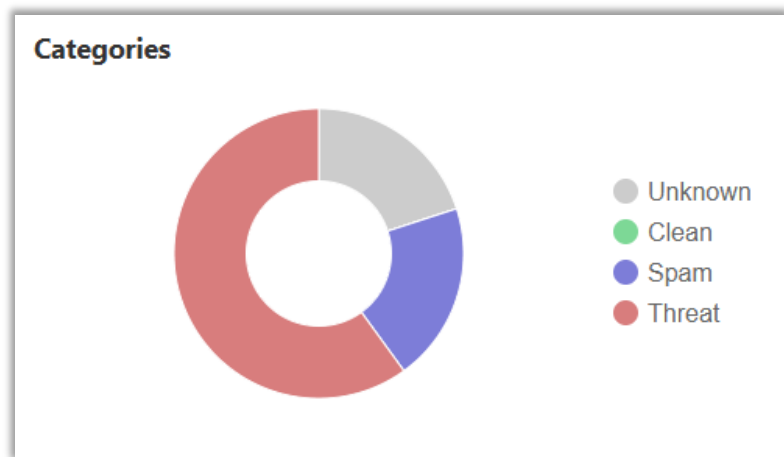
We also discovered that the VMWare server was missing several ethernet cables. We added the missing cables to improve the machine's performance and redundancy.



VMWare Server ethernet cables - before and after

Following our Security Awareness Training in April, the IT Team began receiving reports from staff of phishing emails in their email inboxes. We will be providing staff with a new tool called the "Phish Alert

Button" which will make it easier for staff to report suspicious email. When a staff member reports a suspicious email, we can use PhishER and VirusTotal to evaluate the message to see if it is clean, spam, or a threat. The chart below shows the breakdown of a few of those reported emails from May.



Our four AT&T elevator and fire alarm copper phone lines (Plain Old Telephone Service or POTS) are old technology that are candidates for migration to newer technology. The cost of copper lines is going up, and their reliability is going down due to the age of the legacy telephone infrastructure. Jeff met with Julie and Maryann to discuss some options for the future. If we replace those 4 lines with "Dual Cellular" technology, we will have a more reliable connection, and the monthly cost will be significantly lower. We will keep you updated as this project progresses.

- Jeff attended the Managers' meetings and a Tech-Comm Group meeting.
- The IT Team held 2 IT Department meetings, one led by Jeff and one led by Dom and Denise.
- Jeff and Denise met with BossDesk and with the HDTS ad-hoc Committee.
- Dom led an iCube Team meeting.
- Jeff attended a Strategic Planning session and a ThreatLocker demo.
- Denise attended a Customer Service Meeting; Mallory attended a Professional Development Day meeting. Both Denise and Mallory attended the iCube Meeting.
- Sid adjusted their schedule to attend the iCube Team meeting and an IT department meeting.

Training

- Denise and Jeff joined TLN and several area libraries at the 2-day Merit Member Conference in Plymouth. Topics included network design, server room security, combating ransomware, and of course: AI in schools and libraries.
- Denise and Jeff received training in PhishER, our Phishing Report analysis tool, which is part of our KnowBe4 Security Awareness Training solution.
- Mallory led a Beginner Sewing Class in our iCube, with the help of our new sewing machines.
- Sid shadowed our System Administrator, Denise, for some IT learning.

iCube

We held 201 iCube appointments in May.

- 75 3D prints
- 2 3D scans
- 6 Adobe Creative Cloud projects
- 8 Cricut crafts
- 1 Carvey projects
- 57 Creative Kits

- 9 Digital Conversions
- 11 Heat Press jobs
- 4 Laser projects
- 9 Photo Prints
- 10 Sewing/Embroidery projects
- 7 Sublimation prints

iCube staff have begun busy organizing and maintaining the iCube equipment, ordering supplies, scheduling appointments, and assisting patrons and being creative. Here are just a few of the activities that happened in the iCube in May:

The iCube team ordered a new xTool F1 Ultra Laser Engraver. This machine includes a rotary tool to more easily engrave mugs, tumblers, and glasses. It is also able to engrave metal. It includes an attached air filter.



xTool F1 Ultra Laser Engraver

Dominic sublimated a Laser Safety aluminum sign to put up once the new xTool F1 Ultra arrives. Protective glasses are only required while the laser door is open. iCube Staff will be trained in laser safety and operation of the device.



Aluminum Laser Safety sign made by Dominic

"A patron brought their family in to make t-shirts for their grandmas for Mother's Day presents. They were really excited to make them and had a lot of fun!" -Mallory



T-shirts for Mother's Day presents

A patron engraved these nice notebooks using the Muse laser engraver. Assisted by Mallory



Notebooks engraved with the Muse laser engraver.

Jess assisted patrons with the Photo Printer, Sublimation Printer, 8mm Converter, FastFolio and helped a father and daughter who were working with the Calligraphy Creative Kit.

Sid assisted a patron who was having trouble with the FastPhoto scanner. She figured out the issue so that he could continue his project! Sid also helped a patron to make a booklet and restocked several Creative Kits.

Mary took down the Tiny Art Show display and notified the many creators that they can pick their art up. She helped a patron make a Boy Scout plaque. "He was happy with how it all turned out." She also hosted a Craftastic class and ordered our new XTool laser. Mary also worked with fellow librarians Jen and Emma to host a Novi Adult Transition Center maker session - button making (15 attendees), both pin on and magnets. "They had a great time and look forward to coming back in the fall."

Facilities Report by Keith Perfect – May 2025

In the past month the Facilities Department has closed 6 Facilities Maintenance tickets, 46 Meeting Room Requests/programs and has updated 355 Periodic Maintenance tickets.

- The HVAC filters have been changed.
- The newly issued boiler certificates have been placed in the boiler room.
- Summer Reading brochures were delivered to ten schools.
- The Facilities staff attended multiple Help Desk Ticketing System meetings/demos to choose a new HDTS for the library's needs.
- The patio planters were cultivated and the summer plantings were done. Thank you Bill B.!
- A new replacement door was created/painted for the Pavilion Shores Park Read Box.
- The all-glass indoor/outdoor window cleaning was completed by vendor.
- A meeting was held by Servpro and attended by Facilities and the management team to discuss Servpro's services for possible emergency needs.
- The outdoor mulch application was completed by vendor.
- The vendor has completed the repairs of the peeling laminate of some areas of millwork throughout the building.
- The outdoor Library, State of Michigan and U.S. flags were replaced.

Information Services Department – May 2025**Compiled by Shannon O'Leary (In the Absence of Dept. Head)****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
 - Marketing
 - iCube
 - Public Policy

Professional Development

- IS staff on external committees:
 - TLN eContent Users Group - Mary
 - Michigan Shiga Sister State Board Meeting- Shannon
- Booklist & YALSA Present: Twenty-Five Years of the Printz Award webinar - Austin
- Information Literacy: Autism Awareness for Library Workers webinar - Austin
- Developing Library Services for Teens with Disabilities webinar - Anna, Jen
- Youth Services: Building Relationships, Programs, and Engagement (LJ/SLJ) - Jen
- Craftivism in Your Makerspace - Mary
- Building the Makerspace Program Is Making, Too! - Mary
- Library Makers Webinar: 10 Tips to Engage Play in makerspaces - Mary
- Cultivating AI Literacy in Your Patrons: How to Help Patrons (And Yourself!) Adapt to Our AI-Driven World - Jen
- Passive Library Programming- Shannon
- Adult Learning in the Library- Shannon
- Canva and Design for Libraries- Shannon
- Reading "Developmentally Appropriate Practice in Early Childhood Programs: Serving Children from Birth through Age 8", edited by Carol Copple and Sue Bredekamp - Jen
- Celebrating LGBTQ+ Stories: New Titles for Pride Month and Beyond webinar - Austin
- Disability is Not a Bad Word (Michigan Alliance for Families) - Jen
- MLA Connect Webinar: Librarian: Profession, Trade or Vocation? MLIS: Must Have or Moving On?- Emma
- Instructional Design for Adult Learners: A Primer-Emma
- Beyond the Pizza Party: A Panel Discussion on how to Maintain Staff Morale-Emma

IS Staff Outreach

- Novi Mental Health Alliance - Did not meet in May
- Parkview Elementary Fun Fair - Shannon and Jen - 456
- Hanami Festival Tollgate Farm- 150- Shannon
- Koby Learning Group Japanese Tour- 12- Shannon
- Novi Meadow's Multicultural Night- 50- Shannon
- Fox Run tour of the iCube - 26 - Jess and Mary
- Novi ECEC Story Times (9 story times) - 360 - Emily
- Novi Woods Montessori Story Times (3 story times) - 80 - Emily
- Little Birds Montessori Story Time - 15 - Emily
- KinderCare PreK Class Visit- 25- Kirsten



- Waltonwood Outreach -8-Emma



- StoryPoint Book Club-8-Emma
- Lakes of Novi Outreach-9-Emma



- Meadowbrook Book Club-6-Emma
- Lakeshore Multicultural Book Club-2-Emma

- iCube Maker Session with NHS Special Education Class - Mary, Jen and Emma



- iCube Maker Session with Novi Adult Transition Center-15 – Mary



Adult Programs

- Japanese Conversation Group - SO - 34
- Spanish Conversation Group-SO -4
- Korean conversation Group- SO -4
- Evening of English (x2) -SO- 23
- ESL Bookclub (x1)- SO- 10
- English Language Lessons Beginner (x2)- SO- 21
- English Language Lessons Intermediate (x2)- SO- 20

- Put More Dream in Your Team! - An Inclusive Employment Awareness Program - JM - 48
- Infant & Toddler Sleep Workshop - EB -10
- For the Love of Poetry-ED-3

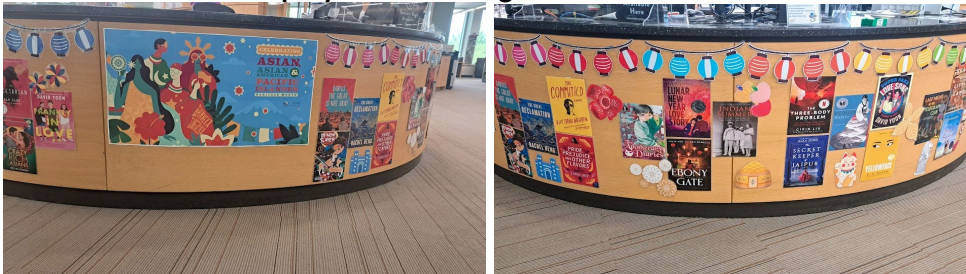


- Craftastic Wednesday: Encaustic Painting -Mary - 17



Adult Displays

- **Adult Desk Display: AAPI Heritage Month**



- **Feature Collection:**



- **1st floor glass case:**



- **2nd floor glass case**



- **Pop up Display- Adult International Asian Authors**



Youth/Tween/Teen/Family Programs

- Fun for Fours and Fives- 23 (1)-KM
- Club Half-Blood - 7
- ISTP (International Student Tutoring Program) with NHS (x6 - 2 sessions per day)- SO- 154
- No Required Reading Book Club - 0
- Sunset Stories (40) - EB
- Teen Advisory Board (TAB) - 12

All Ages Programs

- NO-VI Chess Club - Austin and Jen - 13

Youth/Tween/Teen Displays

- **Teen Stop display** – AAPI Heritage Month



- Youth Feature Display –
- Youth Desk Display –
- New for You Kiosk
 - **Libraries Are for Everyone:** Asian American & Pacific Islander Heritage Month, Jewish American Heritage Month, Mental Health Awareness Month, Free Comic Book Day, Star Wars Day, Cinco De Mayo, Mother's Day, Endangered Species Day, International Museum Day, Memorial Day





Marketing & Community Promotions – May 2025

By Dana VanOast, Communications Manager

Webinars/Professional Development

- May 5, 2025: Library Marketing Makeover Session 1 (Dana VanOast)
- May 5, 2025: Library Marketing Makeover Session 2 (Dana VanOast)
- May 5, 2025: Impact of Inclusion on Your Digital Marketing Success (Dana VanOast)
- May 18, 2025: Library Marketing Makeover Session 3 (Dana VanOast)
- May 21, 2025: MI PR Group (Dana VanOast)
- May 21, 2025: Building a Time Management Mindset (Dana VanOast)

Outreach

- May 9, 2025: MSUFCU Sponsorship Video (Dana VanOast)
- May 12, 2025: Library Minutes Filming at Fox Run (4 clips – Dana VanOast)

Committee Involvement

- Amy Crockett attended weekly Customer Service Committee meetings and created new policy bookmarks (an idea that came out of the committee, to be used by all staff)
- Dana facilitated a Strategic Planning Committee Meeting as the interim head of the committee
- Dana tested free trials of two Help Desk Ticket systems

eNewsletter

- 21,738 emails sent on May 1; 7,157 read (32.9% read rate); 836 Unique Clicks

Meeting Room News & Notes:

- 43 rentals with 924 attendees in May
- Held quarterly meeting room meeting with Facilities Department
- Feedback from renters:
- It was a super great experience!
- Best place with facilities

Publicity – Novi Note, May 1, 2025

ADULTS WITH DISABILITIES TO DISCUSS BENEFITS OF DIVERSITY IN WORKPLACE

Employment ambassadors from Anastasia and Katie's Coffee Shop, in Livonia, which focuses on hiring and training people with intellectual and developmental disabilities, will give a presentation at the Novi Public Library at 7 p.m. May 8 in the west meeting room. The presentation is designed to provide insight into inclusive hiring practices and the benefits of having a diversified workforce. The Novi Public Library is located at 45255 W. 10 Mile Road.

Novi Note, May 15, 2025

Mi Work Matters promotes workers with intellectual, developmental disabilities

BY CHARITY MEIER
cmeier@candnews.com

People with intellectual and developmental disabilities who have found employment held a discussion at the Novi Public Library May 8 as ambassadors for

Mi Work Matters, a nonprofit organization, on the value of workers with disabilities.

"This team will show you disability does not mean inability," said Novi librarian Jennifer McArdle, who organized the event. "They are living proof that inclusivity

brings strength and prosperity to both business and communities."

Mi Work Matters provides leadership training for people with intellectual and developmental disabilities through advocacy, paid work experience and transferable job skills. It was started in 2018 by

families, caregivers and advocates.

Presentations by the group provide a way to empower the ambassadors and serve as an opportunity to debunk myths about workers with disabilities.

One of those myths is that employees with disabilities will

cost more, but according to the group, they increase revenue.

The motto for Mi Work Matters is "work the dream," a philosophy that stresses how important work is for an individual.

"Work the dream. Work is a See WORKERS on page 4A

4A

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Workers

from page 1A

dream come true for most of us. We all need a job. We need money. We need social connection. Having a job is more than money; it's part of your identity, it's being part of the community. So, work truly is a dream come true," said Grace Boldman, who coaches the ambassadors. "The other thing that 'work the dream' means to us is that you have to work to make your dreams come true."

Nathan Smith, a married father who has Asperger's syndrome, spoke about the importance of work to him. He works for Kohl's and serves as an auxiliary member for the United States Coast Guard.

"My words to live by are, 'You are always at your best when you are serving others,'" Smith said.

Smith said that because of Asperger's, he struggles to comprehend communication differences such as sarcasm. But in spite of that, he has loving relationships, an enthusiasm for learning and a talent for leadership.

"What makes me a great employee? I'm a leader. I'm willing to try new things. I don't let my disability define what I can do," he said.

See WORKERS on page 11A



Photo provided by Jane Muszynski

Mi Work Matters ambassadors and coaches pose for a picture before giving a presentation at the Novi Public Library May 8. From left are Grace Boldman, Ian Edgar, Catie Boldman, Jane Muszynski, Voshon Moore, Jared Lonnerstater and Nathan Smith.

NOVI NOTE • MAY 15, 2025

Workers

from page 4A

"I care deeply about people and feel best when I am helping," he said.

Jared Lonnerstater said that he was the first employee with a disability to be hired at Mod Market in Northville. He said that since then he has been recognized as hard-working and dedicated to his job.

"I love working and I never want to stop," he said. "Having a job is an important part of my life."

Anastasia and Katie's Coffee Shop and Cafe in Livonia is named after the daughters of the co-founders of Mi Work Matters. It opened in 2019 as a social enterprise of the nonprofit.

"It is a coffee shop with a purpose. We believe everyone is unique in their own way and makes an undeniable contribution to our society," Jane Muszynski said.

The shop provides support and training for people with and without disabilities. The shop offers breakfast and lunch as well as catering and box lunch services.

"Their coffee shop is a beautiful example of what's possible when we make room for everyone," McArdle said.

"My words to live by: 'Never ever give up,'" said ambassador Ian Edgar, who has hydrocephalus.

Edgar said he has learned a lot from working at the coffee shop for the last five years and has been able to utilize those skills and expand his work by creating Anastasia and Katie's Car Show.

Edgar suffered a stroke as an infant that caused cerebral palsy, a cognitive impair-

ment, and a speech impediment. However, he said, despite his disability, he is a great employee because he is enthusiastic, reliable, punctual and supports his team.

"Having a job has made my whole life better," Edgar said.

"My favorite thing about working at the coffee shop is just knowing that I'm starting the customer's day off right," he said. "Whenever I serve a customer and they are happy, it just makes my day."

Of those in the U.S. with an intellectual disability, only about 20% of them are working, according to the federal Bureau of Labor Statistics.

"Aren't these ambassadors wonderful? They are proof positive that inclusive hiring works, and it doesn't just work for you, it works for our world," Muszynski said.

She said that people with intellectual disabilities have a lot of support from family, friends and caregivers, and therefore it is a huge target audience.

"So, including them is not just a good thing to do to be a good person, it's good business," Muszynski said.

"Regardless if you have a disability or not, just do what feels right for you and don't let anybody stop you," Edgar said. "If anyone tries to give you a hard time about the choices you make, just forget about them. Don't let them stop you."

A waitlist is available online for those with intellectual and physical disabilities interested in employment at the coffee shop. To sign up for the waitlist, go to anastasiaandkatiecoffee.com.

Call Staff Writer Charity Meier at (586) 498-1092.

SUPPORT SERVICES DEPARTMENT MONTHLY UPDATE April 2025- Sarah Mominee May 2025

Department Head/General

- Gave a presentation to an HOA on May 5th
- Attended weekly management meetings
- Attended the Strategic Planning Committee Meeting on May 7th
- Filled Read Boxes with Tracey Pelletier on May 7th
- Attended weekly Assistant Director/Head of Support Services meetings
- Held shelve interviews on May 13th, 14th and 20th
- Met with ServPro representatives on May 15th
- Attended the Jessica's SplashPad Read Box unveiling on May 20th
- Turned over the Lakeshore Lending Kiosk with Eva Sabolcik on May 21st
- Attended the monthly TLN SASUG meeting on May 22nd
- Had a Support Services Supervisor Meeting on May 27th
- Trained with Jill Wasson on Outreach Camp Cards
- Updated all procedures binders in the department
- Began creating videos for charge and return to use for training
- Set up 6 interviews for the two recently closed 20-hour Clerk positions
- Prepared Performance Reviews
- Met with IS staff to discuss procedures, decided on meeting more often to improve communication between departments

Circulation & Shelves

- Staff are working on the Collection Inventory Project which began in January 2024
- Interviews have been held for a 16-Hour Shelving Position
- Interviews have been scheduled for the two 20-Hour Clerk positions that recently closed

Tech Services

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

TLN SASUG:

- The timeline of Northville leaving the Shared System has been shared (more information forthcoming)
- TLN is working to weed out AI and bootleg created materials
- There was a vote to raise the SAS Guest patron type borrowing limit from 10 to 30, it was unanimously voted yes and has since been updated
- TLN touched on the address confidentiality program- a reminder that if someone's address is for "Dimondale," they are a part of the program and can receive a library card no questions asked

Statistics (May 2025)

- **Cards Issued: 230**
- **Items Checked Out (NPL): 52,440**
- **Items Checked Out (LLL): 96**
- **Total Checkouts (NPL + LLL): 52,536**
- **Items Interloaned for NPL Patrons: 3,639 (90 through MeLCat)**
- **Items Interloaned to Other Libraries: 3,290 (166 through MeLCat)**
- **Items Added to the Collection: 2,334**
- **Items Discarded from the Collection: 1,396**
- **Drive-Up Window & Locker Hold Pickups: 19**
- **MAP Checkouts: 87**
- **Online New Card Registrations: 15**
- **Outreach:**
 - **NPL @ Your Door: 9 Mailer Bags / 34 Items**
 - **7 Facilities Visits / 65 Items Provided**
 - **5 Book Discussions / 85 Items Provided**

| Support Services Statistics 2024-2025 | | | | | | | | | | | | | | |
|--|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-----|---------|
| | | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | TOTAL |
| | | | | | | | | | | | | | | |
| Cards Issued This Month | | 327 | 324 | 497 | 455 | 260 | 229 | 258 | 232 | 293 | 225 | 230 | | 3,330 |
| ↳ Of Which, Online Registrations Totaled | | 89 | 25 | 28 | 18 | 21 | 23 | 45 | 13 | 17 | 27 | 15 | | 321 |
| Checkouts (NPL) | | 64,018 | 61,933 | 54,351 | 52,691 | 50,807 | 47,899 | 55,537 | 51,401 | 61,353 | 53,785 | 52,440 | | 606,215 |
| Checkouts (Lakeshore Lending Library) | | 121 | 113 | 100 | 96 | 65 | 26 | 32 | 95 | 101 | 104 | 96 | | 949 |
| Total Checkouts (NPL + LLL) | | 64,139 | 62,046 | 54,451 | 52,787 | 50,872 | 47,925 | 55,569 | 51,496 | 61,454 | 53,889 | 52,536 | | 607,164 |
| Items Borrowed | | 5,002 | 4,383 | 4,000 | 4,245 | 3,416 | 3,625 | 4,820 | 4,182 | 4,092 | 4,117 | 3,639 | | 45,521 |
| Items Loaned | | 3,775 | 3,455 | 3,789 | 3,487 | 3,024 | 3,169 | 3,814 | 3,659 | 3,689 | 3,432 | 3,456 | | 38,749 |
| Hold Pickups (Drive-Up & Lockers) | | 25 | 21 | 26 | 24 | 13 | 16 | 24 | 24 | 21 | 17 | 19 | | 230 |
| MAP Pass Checkouts | | 74 | 78 | 57 | 55 | 25 | 26 | 23 | 20 | 50 | 50 | 87 | | 545 |
| Read Boxes | | 609 | 341 | 347 | 42 | 0 | 0 | 0 | 0 | 0 | 0 | 534 | | 1,873 |
| NPL @ Your Door (# of Bags) | | 10 | 8 | 10 | 7 | 5 | 6 | 13 | 7 | 8 | 11 | 9 | | 94 |
| NPL @ Your Door (# of Items) | | 31 | 27 | 30 | 17 | 12 | 15 | 35 | 16 | 16 | 40 | 34 | | 273 |

| Year-to-Year Comparison | | | | | Read Boxes | | | | | | | | | |
|-----------------------------|-----|--------|--|--------|--------------|---|-----------------------|-------|-------|-------|-------|-------|--|--|
| | | | | | | | May to October Totals | | | | | | | |
| | | | | | | | 2023 | | | 2024 | | | | |
| | | MAY | | MAY | | | Youth | Adult | Total | Youth | Adult | Total | | |
| | | 2025 | | 2024 | Pavillion | | 813 | 115 | 928 | 777 | 55 | 832 | | |
| Cards Issued This Month | | 230 | | 236 | Rotary | | 331 | 30 | 361 | 495 | 23 | 518 | | |
| Total Checkouts (NPL + LLL) | | 52,536 | | 49,237 | ITC | | 881 | 54 | 935 | 1002 | 58 | 1060 | | |
| | | | | | Brookfarm | | 142 | 16 | 158 | 164 | 24 | 188 | | |
| Items Borrowed | TLN | 3,549 | | 4,051 | All Combined | | 2167 | 215 | 2382 | 2438 | 160 | 2598 | | |
| | MeL | 90 | | 96 | | | | | | | | | | |
| | | 3,639 | | 4,147 | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Items Loaned | TLN | 3,290 | | 2,891 | | May 1 through October 23, 2024 was our tenth season of Read Box Service in Novi. ITC Park was the most used read box with Pavillion Shore coming in second. | | | | | | | | |
| | MeL | 166 | | 207 | | | | | | | | | | |
| | | 3,456 | | 3,098 | | | | | | | | | | |

| Self-Check Totals 2024-25 Fiscal Year | | | | | | | |
|---------------------------------------|----------------------|--------------------------|----------------------|------------------|------------------|------------------|---------------|
| | Total Circulation | Self-check % of Total | Total Self-checks | Self-Check #1 | Self-Check #2 | Self-Check #3 | Youth #1 |
| July | 64,139 | 46.26% | 29,668 | 8,417 | 6,009 | 4,799 | 10,443 |
| August | 62,046 | 44.43% | 27,568 | 8,474 | 5,963 | 4,006 | 9,125 |
| September | 54,451 | 42.70% | 23,250 | 7,236 | 5,014 | 2,842 | 8,158 |
| October | 52,787 | 43.15% | 22,776 | 6,835 | 4,784 | 2,703 | 8,454 |
| November | 50,872 | 39.73% | 20,210 | 5,447 | 4,608 | 2,841 | 7,314 |
| December | 47,925 | 43.01% | 20,612 | 6,090 | 4,407 | 2,965 | 7,150 |
| January | 55,569 | 45.88% | 25,497 | 7,764 | 5,067 | 3,457 | 9,209 |
| February | 51,496 | 46.01% | 23,693 | 7,091 | 5,087 | 3,116 | 8,399 |
| March | 61,454 | 46.62% | 28,649 | 8,469 | 6,028 | 3,780 | 10,372 |
| April | 53,889 | 42.33% | 22,812 | 7,047 | 4,844 | 2,345 | 8,576 |
| May | 52,536 | 42.38% | 22,263 | 6,949 | 4,327 | 2,835 | 8,152 |
| June | | | | . | | | |
| FYTD | 607,164 | 43.97% | 266,998 | 79,819 | 56,138 | 35,689 | 95,352 |

| Library Usage | | | | | | | | | |
|---|---------|----------|---------|---------------|--|---------|----------|---------|---------------|
| 2023-2024 Fiscal Year | | | | | 2024-2025 Fiscal Year | | | | |
| | Lobby | Drive-Up | Total | Daily Average | | Lobby | Drive-Up | Total | Daily Average |
| July | 35,488 | 7,105 | 42,593 | 1,704 | July | 27,026 | 6,343 | 33,369 | 1,192 |
| August | 24,612 | 4,137 | 28,749 | 1,106 | August | 26,543 | 7,657 | 34,200 | 1,179 |
| September | 25,059 | 6,560 | 31,619 | 1,171 | September | 26,464 | 7,657 | 34,121 | 1,219 |
| October | 29,335 | 1,636 | 30,971 | 1,032 | October | 30,044 | 5,220 | 35,264 | 1,138 |
| November | 27,349 | 6,356 | 33,705 | 1,248 | November | 25,150 | 3,060 | 28,210 | 1,045 |
| December | 21,975 | 7,197 | 29,172 | 1,122 | December | 21,114 | 5,220 | 26,334 | 941 |
| January | 24,865 | 7,650 | 32,515 | 1,084 | January | 25,456 | 6,149 | 31,605 | 1,090 |
| February | 27,211 | 6,815 | 34,026 | 1,173 | February | 22,472 | 5,150 | 27,622 | 987 |
| March | 24,943 | 4,721 | 29,664 | 1,023 | March | 28,408 | 5,967 | 33,990 | 1,096 |
| April | 28,725 | 5,704 | 34,429 | 1,148 | April | 24,261 | 5,405 | 29,666 | 1,059 |
| May | 24,053 | 7,709 | 31,762 | 1,176 | May | 24,466 | 4,237 | 28,703 | 1,063 |
| June | 26,941 | 4,583 | 31,524 | 1,126 | June | | | | |
| FYTD Total | 320,555 | 70,173 | 390,728 | 1,170 | FYTD Total | 281,404 | 62,064 | 343,468 | 1,094 |
| Lobby count has been corrected for September, March and April due to a calculation error (reported number was doubled in previous reports). | | | | | Our Car counter sensor failed at 10PM on 8/28/2024. September 2024 Drive-Up numbers are estimated. | | | | |
| | | | | | *Our car counter sensor began counting low numbers beginning November 10th due to transceiver interference. *December numbers are estimated. *March Drive-Up: The car counter battery failed on March 30, losing 2 days of data. Included estimated data for the 2 days. | | | | |

| Computer Logins | | | | | | | | | | | |
|-----------------------|---------------------|-----------|-----------|---------------|------------|-----------------------|---------------------|-------------------|-----------|---------------|------------|
| 2023-2024 Fiscal Year | | | | | | 2024-2025 Fiscal Year | | | | | |
| | Public Workstations | Wireless | Total | Daily Average | Hours Open | | Public Workstations | Wireless Sessions | Total | Daily Average | Hours Open |
| July | 1,128 | 38,208 | 39,336 | 1,573 | 237 | July | 1,383 | 148,114 | 149,497 | 5,339 | 275 |
| August | 1,250 | *44,166 | 45,416 | 1,747 | 265 | August | 1,356 | 155,267 | 156,623 | 5,401 | 275 |
| September | 1,025 | *104,753 | 105,778 | 3,918 | 255 | September | 995 | 161,443 | 162,438 | 5,801 | 264 |
| October | 1,102 | 182,259 | 183,361 | 6,112 | 292 | October | 1,076 | 178,568 | 179,644 | 5,795 | 297 |
| November | 1,021 | 180,487 | 181,508 | 6,723 | 263 | November | 953 | 148,609 | 149,562 | 5,539 | 247 |
| December | 873 | 116,491 | 117,364 | 4,514 | 247 | December | 785 | 141,013 | 141,798 | 5,064 | 248 |
| January | 430 | **164,392 | 164,822 | 5,494 | 286 | January | 954 | 159,040 | 159,994 | 5,517 | 272 |
| February | 1,185 | 161,577 | 162,762 | 5,612 | 267 | February | 960 | 144,116 | 145,076 | 5,181 | 257 |
| March | 1,199 | 148,575 | 149,774 | 5,165 | 272 | March | 1,157 | 159,120 | 160,277 | 5,170 | 289 |
| April | 1,258 | 169,967 | 171,225 | 5,708 | 286 | April | 1,169 | 158,794 | 159,963 | 5,713 | 272 |
| May | 506 | 160,279 | 160,785 | 5,955 | 266 | May | 968 | 153,980 | 154,948 | 5,739 | 260 |
| June | 1,253 | 153,389 | 154,642 | 5,523 | 261 | June | | | | | |
| FYTD Total | 12,230 | 1,624,543 | 1,636,773 | 4,901 | 3,197 | FYTD Total | 11,756 | 1,708,064 | 1,719,820 | 5,477 | 2,956 |

Notes 2023-2024:

"Hours Open" is lower from 6/18/23 through 9/2/23 due to summer Sunday closures.

*44,166 Total August 2023 WIFI Sessions = 12,972 Cisco Sessions Aug 1 to Aug 17 + 31,194 Meraki Sessions Aug 18 to Aug 31.

*Beginning September 2023: Wireless Sessions = Meraki "Number of Sessions Over Time"

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

| Early Literacy Workstation Usage | | | | | | | |
|----------------------------------|------------------|---------------------------|------------------------------|-----------------------|------------------|---------------------------|------------------------------|
| 2023-2024 Fiscal Year | | | | 2024-2025 Fiscal Year | | | |
| | Monthly Sessions | Monthly Time (In Minutes) | Average Session (In Minutes) | | Monthly Sessions | Monthly Time (In Minutes) | Average Session (In Minutes) |
| July | 612 | 8,955 | 14 | July | 768 | 10,949 | 14 |
| August | 693 | 9,007 | 13 | August | 743 | 10,876 | 13 |
| September | 610 | 6,615 | 12 | September | 664 | 9,187 | 13 |
| October | 724 | 9,029 | 25 | October | 729 | 10,029 | 14 |
| November | 636 | 8,190 | 18 | November | 742 | 9,999 | 13 |
| December | *556 | *6,540 | *24 | December | 553 | 7,803 | 14 |
| January | 637 | 9,309 | 13 | January | 711 | 9,566 | 13 |
| February | 751 | 10,617 | 14 | February | 649 | 9,353 | 14 |
| March | 743 | 10,870 | 15 | March | 807 | 10,672 | 14 |
| April | 687 | 9,805 | 14 | April | 686 | 9,519 | 14 |
| May | 562 | 7,796 | 14 | May | 692 | 9,685 | 14 |
| June | 767 | 11,181 | 15 | June | | | |
| FYTD Total | 7,978 | 107,914 | 16 | FYTD Total | 7,744 | 107,638 | 15 |

Notes 2023 – 2024:

AWE Stats previously taken from AWE Customer portal. Beginning July 2023, the portal is no longer available.

Stats are now downloaded from the individual AWE workstations.

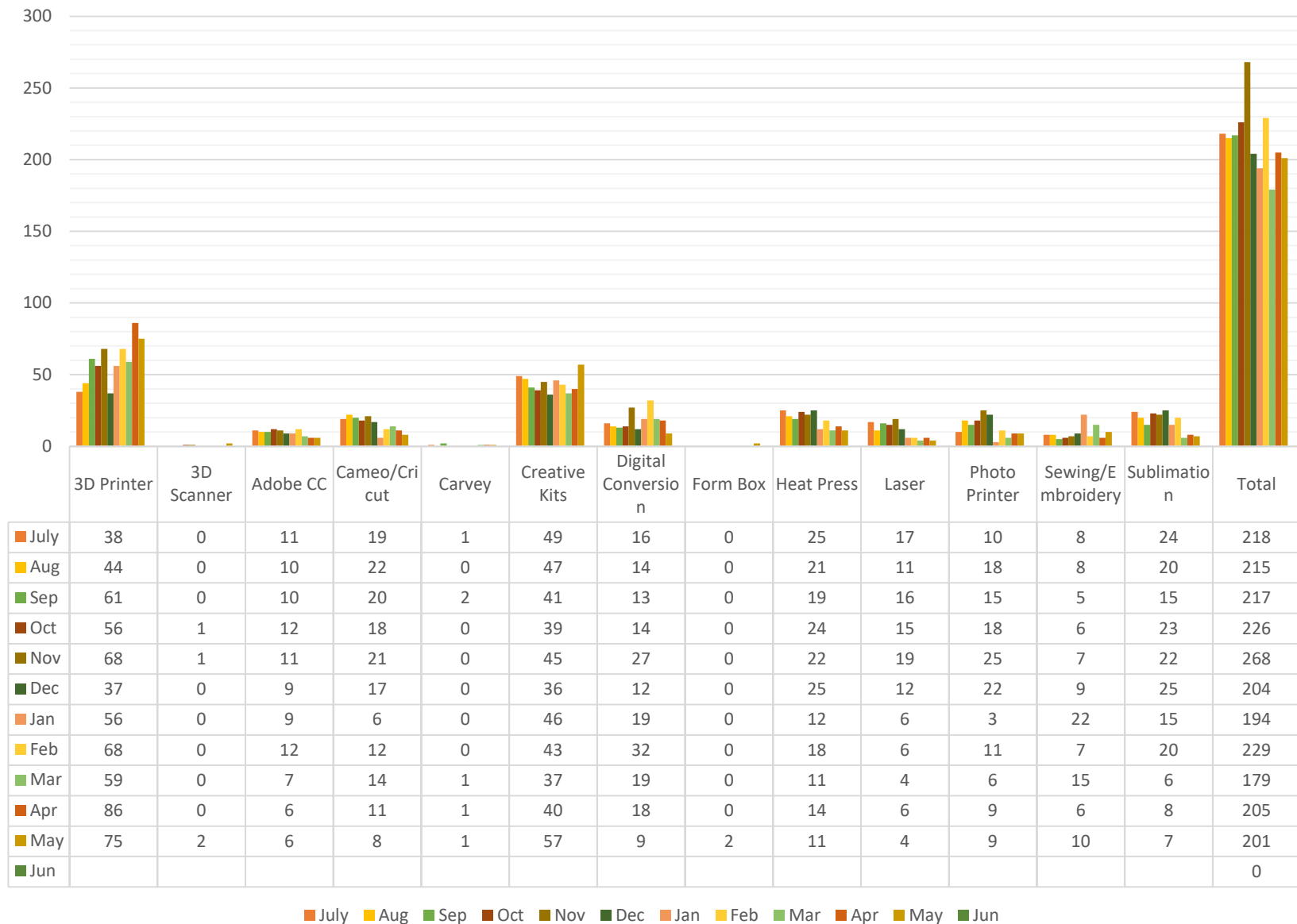
*Dec 2023 monthly stats estimated due to a system failure on one of our two public AWE Workstations

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

| Technology Training Sessions 2024-25 Fiscal Year | | | | | | | | | | | | | | | | |
|--|-------------|-------------------|--------------------|---------------|-------------------|---------------------|------------|------------|---------|------------|----------|------------|---------------|-----------------|----------------|----------------|
| | 3D Printing | Cricut/Silhouette | Digital Conversion | Photo Printer | Sewing/Embroidery | Sublimation Printer | Carvey CNC | Muse Laser | Formbox | 3D Scanner | Adobe CC | Heat Press | Creative Kits | Virtual Reality | Staff Training | Total Sessions |
| Jul | 38 | 19 | 16 | 10 | 8 | 24 | 1 | 17 | 0 | 0 | 11 | 25 | 49 | 0 | 8 | 226 |
| Aug | 44 | 22 | 14 | 18 | 8 | 20 | 0 | 11 | 0 | 0 | 10 | 21 | 47 | 0 | 2 | 217 |
| Sep | 61 | 20 | 13 | 15 | 5 | 15 | 2 | 16 | 0 | 0 | 10 | 19 | 41 | 0 | 3 | 220 |
| Oct | 56 | 18 | 14 | 18 | 6 | 23 | 0 | 15 | 0 | 1 | 12 | 24 | 39 | 0 | 4 | 230 |
| Nov | 68 | 21 | 27 | 25 | 7 | 22 | 0 | 19 | 0 | 1 | 11 | 22 | 45 | 0 | 4 | 272 |
| Dec | 37 | 17 | 12 | 22 | 9 | 25 | 0 | 12 | 0 | 0 | 9 | 25 | 36 | 0 | 2 | 206 |
| Jan | 56 | 6 | 19 | 3 | 22 | 15 | 0 | 6 | 0 | 0 | 9 | 12 | 46 | 0 | 2 | 196 |
| Feb | 68 | 12 | 32 | 11 | 7 | 20 | 0 | 6 | 0 | 0 | 12 | 18 | 43 | 0 | 4 | 233 |
| Mar | 59 | 14 | 19 | 6 | 15 | 6 | 1 | 4 | 0 | 0 | 7 | 11 | 37 | 0 | 3 | 182 |
| Apr | 86 | 11 | 18 | 9 | 6 | 8 | 1 | 6 | 0 | 0 | 6 | 14 | 40 | 0 | 4 | 209 |
| May | 75 | 8 | 9 | 9 | 11 | 7 | 1 | 4 | 2 | 2 | 6 | 11 | 57 | 0 | 1 | 203 |
| Jun | | | | | | | | | | | | | | | | |
| Sessions | 648 | 168 | 193 | 146 | 104 | 185 | 6 | 4 | 2 | 4 | 103 | 202 | 480 | 0 | 37 | 2191 |

*November Muse Laser total was 29, corrected to 19.

iCube Usage 2024- 2025



| 2024-2025 Fiscal Year | | | | | |
|-----------------------|------------|-------|--------------|--------|-------------------|
| | Hoopla | | LinkedIn | | |
| | Check-Outs | Users | Active Users | Logins | Total Video Views |
| July | 2,564 | 682 | 304 | 23 | 392 |
| August | 2,520 | 702 | 312 | 17 | 454 |
| September | 2,564 | 710 | 320 | 24 | 364 |
| October | 2,726 | 732 | 329 | 26 | 609 |
| November | 2,664 | 732 | 333 | 19 | 272 |
| December | 2,683 | 756 | 333 | 18 | 538 |
| January | 3,154 | 853 | 356 | 24 | 394 |
| February | 2,815 | 794 | 365 | 23 | 440 |
| March | 3,135 | 877 | 372 | 27 | 467 |
| April | 2,975 | 832 | 381 | 22 | 257 |
| May | 2,675 | 816 | 381 | 21 | 207 |
| June | | | | | |
| FYTD Total | 30,475 | 8,486 | 3,786 | 244 | 4,394 |

| 2024-2025 Fiscal Year | | | | | |
|-----------------------|-----------------------|----------------------|-----------------|-----------|-----------|
| OverDrive | | | | | |
| | Consortium Collection | Advantage Collection | Total OverDrive | Magazines | New Users |
| July | 7,746 | 3,510 | 11,256 | 1,610 | 124 |
| August | 7,441 | 3,712 | 11,153 | 1,499 | 131 |
| September | 7,440 | 3,437 | 10,877 | 2,037 | 136 |
| October | 7,261 | 3,396 | 10,657 | 1,944 | 94 |
| November | 7,180 | 3,546 | 10,726 | 2,070 | 114 |
| December | 6,782 | 3,462 | 10,244 | 1,867 | 113 |
| January | 8,308 | 4,395 | 12,703 | 2,309 | 184 |
| February | 7,387 | 3,687 | 11,074 | 2,173 | 132 |
| March | 8,230 | 4,123 | 12,353 | 2,443 | 131 |
| April | 7,734 | 3,906 | 11,640 | 2,368 | 108 |
| May | 7,788 | 3,932 | 11,720 | 2,368 | 106 |
| June | | | | | |
| FYTD Total | 83,297 | 41,106 | 124,403 | 22,688 | 1,373 |

| Meeting Room Statistics 2023-2024 Fiscal Year | | |
|--|------------|--------------|
| | Rentals | Attendees |
| July | 26 | 390 |
| August | 25 | 443 |
| September | 40 | 859 |
| October | 52 | 1084 |
| November | 44 | 851 |
| December | 37 | 783 |
| January | 31 | 669 |
| February | 38 | 748 |
| March | 44 | 624 |
| April | 56 | 1144 |
| May | 36 | 751 |
| June | 36 | 597 |
| FYTD | 465 | 8,943 |

| 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 | | |
| FYTD | 487 | 9,364 |

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

| Recite Me (Website Accessibility Toolbar) | | | | | | | | | | | |
|---|--------------|--------------|----------------------|---------------|-------------|-----------------------|--------------|--------------|----------------------|---------------|-------------|
| 2023-2024 Fiscal Year | | | | | | 2024-2025 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 | 1,761 | 357 | 4.93 | 2,638 | 18,161 | July | 280 | 83 | 3.37 | 407 | 374 |
| August | 926 | 230 | 4.03 | 1,222 | 1,096 | August | 248 | 56 | 4.38 | 352 | 275 |
| September | 731 | 221 | 3.31 | 751 | 910 | September | 226 | 64 | 3.53 | 303 | 254 |
| October | 591 | 143 | 4.13 | 645 | 960 | October | 303 | 66 | 4.59 | 503 | 378 |
| November | 561 | 173 | 3.24 | 582 | 786 | November | 199 | 58 | 3.43 | 249 | 217 |
| December | 524 | 140 | 3.74 | 578 | 640 | December | 155 | 58 | 2.67 | 327 | 5,445 |
| January | 488 | 150 | 3.25 | 491 | 565 | January | 198 | 76 | 2.61 | 296 | 727 |
| February | 385 | 124 | 3.10 | 338 | 438 | February | 157 | 54 | 2.91 | 179 | 322 |
| March | 491 | 141 | 3.48 | 534 | 614 | March | 149 | 57 | 2.61 | 187 | 351 |
| April | 326 | 98 | 3.33 | 328 | 349 | April | 211 | 51 | 4.14 | 350 | 4,890 |
| May | 237 | 78 | 3.04 | 378 | 295 | May | | | | | |
| June | 323 | 101 | 3.20 | 445 | 483 | June | | | | | |
| FYTD Total | 7,344 | 1,956 | | 8,930 | 25,297 | FYTD Total | 2,126 | 623 | | 3,153 | 13,233 |

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

| myLIBRO (Library App) | | | | | | | | | | | | | | | |
|-----------------------|--------------|--------|--------|-----------|--------------|---------|--------|-----------|--------------|---------|--------|-----------|--------------|---------|--------|
| 2023-2024 | | | | 2024-2025 | | | | 2023-2024 | | | | 2024-2025 | | | |
| Month | Patron Count | Usage | Search | Month | Patron Count | Usage | Search | Month | Patron Count | Usage | Search | Month | Patron Count | Usage | Search |
| July | 57 | 1,488 | 100 | July | 2,977 | 92,994 | 5,011 | January | 1,940 | 58,637 | 3,312 | January | 3,906 | 23,811 | 6,671 |
| August | 1,166 | 25,673 | 2,961 | August | 3,157 | 109,022 | 4,585 | February | 2,166 | 73,177 | 4,232 | February | 4,047 | 21,252 | 5,875 |
| September | 1,196 | 26,853 | 2,023 | September | 3,321 | 59,591 | 4,515 | March | 2,317 | 85,934 | 4,377 | March | 4,227 | 23,854 | 6,587 |
| October | 1,373 | 49,714 | 2,566 | October | 3,475 | 16,383 | 4,300 | April | 2,494 | 82,606 | 3,745 | April | 4,375 | 21,613 | 5,908 |
| November | 1,390 | 57,778 | 2,919 | November | 3,599 | 17,225 | 4,827 | May | 2,639 | 86,606 | 3,562 | May | 4,512 | 22,942 | 6,552 |
| December | 1,390 | 67,496 | 3,281 | December | 3,729 | 19,227 | 5,098 | June | 2,803 | 74,301 | 4,756 | June | | | |
| | | | | | | | | FYTD Tot. | | 229,002 | 13,850 | FYTD Tot. | | 427,914 | 59,929 |

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

FRIENDS OF NOVI LIBRARY – N/A**CITY OF NOVI HISTORICAL COMMISSION****NOVI HISTORICAL COMMISSION**

APRIL Minutes
Wednesday, April 16, 2025
Novi Library Local History Room

CALL TO ORDER: 7:08 p.m.

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

ABSENT: Dan Pierce

INTRODUCTION OF GUESTS: Rae Manela (Library Liaison)

APPROVAL OF AGENDA: APPROVED w/ amendment

APPROVAL OF MARCH MINUTES: APPROVED

| NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2024/2025 Fiscal Year | | | |
|--|---------------------|---------------------------------------|--------------------|
| | BUDGET | EXPENDITURES (Thru April 15, 2025) | |
| Display Cabinet Exhibit | \$ 900.00 | \$ (200.00) | |
| Marketing/Brochures/Engage/Name Badges | \$ 900.00 | \$ (100.00) | |
| Equipment/Supplies/Office/Upgrades/Repairs | \$ 12,000.00 | \$ (10,041.21) | |
| Program/Speaker Fees | \$ 1,200.00 | \$ (1,493.94) | |
| Storage Unit | \$ 2,700.00 | \$ (2,400.00) | |
| Acquisition (Books/Materials/Subscriptions) | \$ 2,000.00 | \$ (400.00) | |
| Conference/Continuing Education | \$ 1,000.00 | \$ (892.81) | |
| Legal Fees | \$ 500.00 | \$ - | |
| Special Project Items | | | |
| Betty Long Internships | | \$ (3,000.00) | |
| Oral Histories | | \$ - | |
| City/Community Events | | \$ (20.70) | |
| Photography | | \$ - | |
| Special Project Totals | \$ 3,000.00 | \$ (3,020.70) | |
| TOTAL | \$ 25,000.00 | \$ (22,057.61) | \$ 2,942.39 |
| Equitable Projects | | | |
| Vila Bar Book Sales YTD | | | |
| Wreaths Across Novi Project | \$ 2,100.00 | \$ 2,000.00 | |

Treasurer's Report: APPROVED – Expenses last month were for conference and speaker fees and the new library intern. The Commission has almost \$1,500 remaining in its 2024/25 budget.

Upcoming expenses include the Andria Doria speaker, Local History Room supplies and items needed for the Novi Community Fest. The storage unit bill will be due in July.

LIBRARY LIAISON REPORT:

Local History Room Organization: Rae walked the Commissioners through the new materials and resources for finding information in the filing cabinet and room. There is a vertical file that provides a general list of what is in each drawer inside the history room. There is also a map finder. The reference book information on the books on the shelves was also updated. Instructions for using history room equipment (computer, scanner, etc.) is listed inside a book.

Document Donation Day: The next document donation day will Saturday, May 3 at the Novi Public Library from 2 – 4 p.m. Kim Nice and Kathy Crawford will attend from the Commission.

Library Staffing Update: Rae shared with the Commission that she was promoted to Supervisor of Adult Services and Librarians. She will continue to serve as the liaison to the Novi Historical Commission.

Library Intern: Jillian, the library intern supporting the Novi Historical Commission, has been doing a great job and will be presenting her work at the May Historical Commission Meeting. As part of her internship, she put together a digitization process for the Novi Historical Commission.

History Room Office Hours:

Monday, April 21 (6 – 8 p.m.): Kelly Kasper and Dan Pierce

Monday, May 5 (10:30 a.m. – 12:30 p.m.): Sharon Larson and Debbie Wrobel

Monday, May 19 (6 – 8 p.m.): Kelly Kasper and Randy Van Wagnen

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

Monday, June 16 (6 – 8 p.m.): Kim Nice

DISCUSSION ITEMS:

Expenses: Julie Farkas from the Novi Public Library has been receiving expense reports from NHC Commissioners that are unsigned. She asked Kim to remind the commission to have all expense reports signed by the Chair, Vice Chair, Treasurer or Library Liaison (Rae). Sharon will add a line for the needed signature to the check request form. Rae also asked that we check the Commission by-laws to confirm who should sign the expense reports.

Novi Community Fest: The annual Novi Community Fest will take place on Thursday, June 5 from 4 – 8 p.m. at the Novi Community Center. Kim, Debbie and Sue plan on doing something for the Commission's booth around the Novi Special. A meeting is being set up to discuss the ideas for the event with Randy.

By-Laws: Kim emailed a copy of the novi Historical Commission by-laws to each commissioner to review. She is asking for any feedback by the August meeting.

City of Novi Podcast: Kathy Crawford is working with the City of Novi to do two podcasts. The topics will be on the Walled Lake Amusement Park and the City's cemeteries. Target date of the podcasts is the week of May 12.

DYK Project: Sharon pulled together a list of facts and dates and shared them with Dan to review. Once images are identified, they will be provided to Kim for posting on the Commission's Facebook page.

Fox Run Presentation Update: Kathy Crawford gave a presentation on "What's in a Name?" to Fox Run residents. Kathy said the presentation was a lot of fun and the interest level was high. There were lots of questions, so the program ran longer than expected. She was asked to come back and present again. Right now, the Commission is planning to present the miniature project to Fox Club residents in November.

America250MI: Kim provided a flyer from the History Conference for a grant that she would like to apply for in the Fall. It would be for \$2500 and possibly be used for Novi's cemeteries.

Speaker's Series: The Fall speakers are in place. Ideas for future programs include America at 250 years, Faygo, Michigan Oil & Gas, Ernie Harwell, and Benjamin Franklin.

Miniature Project: Progress continues to be made on the miniature project. The next meetings are scheduled for Noon – 3 p.m. on April 25 and May 9.

Volunteer Offer from Fox Run: Susan Pomerantz from Fox Run has a lot of experience in history research and archiving items. The Commission is looking at ways to use her as a volunteer. Rae said she could use the iCube or the IT area for any work once she completes a background check.

ONGOING PROJECTS:

Villa Barr Books: The Novi Public Library has Villa Barr books for sale and a flyer is posted inside the library letting people know.

Novi Public Library 65th Anniversary Event: No new update on the event, but the Commission plans on participating in a meaningful way.

NEW BUSINESS:

Library Request: The library is asking for help with identifying Commissioners when they show up to ask for access to the Local History Room. Please bring your name badges. Maybe a sheet can be provided with names and images of each Commissioner.

PUBLIC COMMENT: NONE

NEXT MEETING: May 21, 2025 at 7 p.m.

ADJOURN: 8:30 p.m.

LIBRARY BOARD COMMITTEE REPORTS

Policy Committee – No Meeting held

GOALS

1. Continued review of public policies by the staff committee



CIRCULATION POLICY

DRAFT—Reviewed by Circulation Staff August 2024; Staff Public Policy Committee 1/30/25 & 5/12/25; Attorney 1/14/25 & 2/7/25

Subsumes policies P1: Library Card Issuance/Renewal, P4: Miscellaneous Provisions, and Fees for Damaged, Destroyed or Lost Materials Policy.

The Library is part of the southeast Michigan-based library consortium, The Library Network (TLN). Membership in this consortium allows Novi residents the advantage of borrowing from more than 50 public libraries within Oakland, St. Clair, Washtenaw and Wayne counties. Patrons living within the legal service area of a TLN member library and who have a valid library card from their home library may borrow physical library materials subject to any rules, regulations or policies enforced by Novi Public Library (NPL) or TLN.

Library Card General Information

- A valid scannable NPL card is required for all services involving access to a patron account in the Library.
- To obtain a NPL card, residents must visit the Library in person and present valid picture ID and proof of Novi residency as outlined below. Residents of other TLN member library service areas must obtain a card from their home library.
- To obtain an eCard, which provides a digital library barcode number and access only to the Library's digital resources, residents must complete the online application. NPL eCards may be exchanged for a physical Novi library card by visiting the Library in person and presenting a valid picture ID and proof of Novi residency.
- Only one library card will be issued per patron.
- Within TLN, there is no option for a family card. A library card must be obtained by an individual.
- A patron may have only one library card in the TLN shared system.
- A NPL card may be used at any TLN shared system library without further requirements. A patron must contact each individual library in the TLN standalone system to inquire about their policy for reciprocal borrowing. For a complete list of member libraries of TLN and their shared system or standalone classification, see TLN's website or the Library's TLN Phone Directory.
- Novi Public Library residents may also use their library card at the Lakeshore Lending Library located in Lakeshore Park (601 S Lake Dr, Novi, MI).
- The library card of any patron may be disabled and access to the Library may be denied for violations of failure to adhere to Library and TLN policies.

Patron Responsibility

- Patrons are responsible for all materials borrowed on their library card. In signing the

card, they agree to abide by the Library's lending rules and all policies and regulations. Possession of a library card by someone other than its owner (when not reported as lost) implies the consent of the individual named on the card for the holder's use of the card.

- Patrons will supply the Library with correct current contact information upon receipt of a card, and agree to inform the Library of any updates to home address, phone number, or email as soon as possible. If the Library has a reasonable belief that the patron is no longer a resident of Novi, the Library reserves the right to cancel the Library card.
- Patrons must report a lost or stolen card immediately and are held responsible for all materials checked out on their card until the Library is contacted.

Acceptable Forms of Identification

- **Examples of valid picture ID include:** government-issued photo ID such as a current driver's license, Michigan State ID card or passport.
- **Examples of proof of residency include:** government-issued ID with current address, a copy of lease agreement, property tax receipt, Address Confidentiality Program Participation Card or official mail received at the resident's Novi address within the last 90 days. All documentation must show the resident's name and Novi address to be used as proof of residency.
 - **Novi Residency Verification Postcard:** If a resident cannot produce valid proof of residency, the Library will mail a verification postcard to the resident's Novi address, which can be returned in person to the Library as proof of residency.
 - **Address Confidentiality Program (ACP) Participation Card:** An applicant with an ACP card must also present a "letter of residency" from the ACP office demonstrating residency in Novi. The applicant may contact the ACP office while at the Library, and with the permission of the applicant, the ACP office may be able to verbally confirm over the phone that the person is a resident of Novi.

Types of Library Cards & Eligibility

The persons listed in this policy are eligible for the issuance of a NPL card.

Standard Cards

- **Novi Resident Adult**
Residents or taxpayers of Novi 18 years and older must present a valid picture ID and proof of Novi residency to the Library.
- **Novi Resident Youth**
For those under age 18, a parent, guardian or caregiver (guardianship papers required) must bring their valid picture ID and proof of Novi residency to the Library with the child in attendance.

If the parent, guardian or caregiver has a valid scannable library card, it must not be blocked to register their child for a card. Parents, guardians or caregivers who sign the

child's card will have access to account information and are responsible for all materials borrowed.

- **Novi Resident Sponsor**

Residents of Novi who are affected by special circumstances (i.e. temporarily or permanently homebound, exchange student or temporary resident residing in a host household of a Novi resident, etc.) may be eligible for library cards when an approved sponsor is added to their account.

- Exchange student or temporary resident residing in a host household of a Novi resident:
 - The hosted temporary resident must bring their valid picture ID, and the sponsor must bring their valid picture ID and proof of Novi residency to the Library. If the sponsor has a valid library card, it must not be blocked to register the hosted temporary resident for a card and to be added to their account. Sponsors who sign the hosted temporary resident's card will have access to account information and are responsible for materials.
- Temporarily or permanently homebound Novi resident:
 - The sponsor must bring their valid picture ID showing their current address and the homebound Novi resident's valid picture ID and proof of Novi residency to the Library. If the sponsor has a valid library card within the TLN shared system, it must not be blocked to register the homebound Novi resident for a card and to be added to their account. Sponsors who sign the homebound Novi resident's card will have access to account information and are responsible for materials.

Non-Standard Cards (Valid Only at Novi Public Library)

- **Novi Business Owner**

Novi business owners may register for a library card that is valid only at Novi Public Library by presenting a valid picture ID showing their current home address and proof of Novi business ownership, which includes either (a) incorporation papers that list the owner and business name or (b) a current tax bill that lists the owner and business name. Business documentation must show the Novi address. A Novi business owner whose home library is a member of TLN may choose to keep their home library card for personal use and register the Novi library card in the business name only for business use.

- **Non-Resident City of Novi Employees**

Non-resident City of Novi employees may register for a library card that is valid only at Novi Public Library by presenting a valid picture ID showing their current home address and their City of Novi employee badge. A City of Novi employee whose home library is a member of TLN must relinquish their home library card in exchange for a NPL card. They can only have one library card in the TLN shared system.

- **Non-Residents Employed in Novi (Excluding City of Novi Employees)**

Non-residents who are employed at a business located in Novi may register for a library card that is valid only at Novi Public Library. They must present a valid picture ID showing their current home address and either (a) an official business letter on company letterhead showing the Novi business address and signed by a company or Human Resources representative dated within the last ninety (90) days or (b) a paycheck

showing the Novi business name and address dated within the last ninety (90) days. Non-residents employed in Novi whose home library is a member of TLN are not eligible for a NPL card.

- **Non-Resident Library Card (Purchased) (Excluding City of Novi Employees and Non-Residents Employed in Novi)**

NPL cards are available for purchase for a period of one year based on the following criteria:

- Non-Residents Whose Home Library is a Member of TLN
Non-residents whose home library is a member of TLN may choose to purchase a NPL card that is valid only at Novi Public Library for an annual fee instead, as stated in "Borrowing Periods, Renewal Limits, Holds, Fees & Guidelines" and must relinquish their home library card. They can only have one library card in the TLN shared system. Non-residents must present a valid picture ID showing their current home address.
- Non-Residents Whose Home Library is a Not a Member of TLN
Non-residents whose home library is not a member of TLN may purchase a NPL card that is valid only at Novi Public Library for an annual fee as stated in "Borrowing Periods, Renewal Limits, Holds, Fees & Guidelines." Non-residents must present a valid picture ID showing their current home address.

Other Library Cards

- **Non-Residents Whose Home Library is a Member of TLN**

For a complete list of member libraries of TLN and their shared system or standalone classification, see TLN's website or the Library's TLN Phone Directory.

- Shared System Library
Non-residents whose home library is a member of TLN shared system can use their valid home library card at the Novi Public Library with limited access based on each home library's policies.
- Standalone Library
Non-residents whose home library is a member of TLN standalone system are eligible to register their valid home library card for limited access and guest privileges at Novi Public Library in the TLN shared system.

Northville District Library is a standalone library and not a member of the TLN shared system as of July 2025. Northville tax-paying residents are eligible to register their valid Northville home library card for limited access and guest privileges at Novi Public Library in the TLN shared system.

Library Card Renewal

Standard Cards

- **Novi Resident Adult**
 - Novi Resident Adult library cards that are not blocked will automatically renew annually after the Library's third-party vendor system authenticates Novi residency and account status. A confirmation email is sent to let the patron know their card is valid for another year. At the time the system checks a patron's card (thirty-one (31) days prior to expiration), if their account is blocked or residency can't be verified, their library card will not automatically renew.
 - If a Novi resident card fails to automatically renew, the patron must renew annually in person with their valid scannable library card, a valid picture ID and proof of Novi residency. All fees must be paid in full prior to renewal. A patron will be sent email notifications to renew in person thirty (30) days before, seven (7) days before, seven (7) days after, and thirty (30) days after their card's expiration date.
- **Novi Resident Youth**
 - Novi Resident Youth library cards do not automatically renew and must be renewed annually in person. The registered parent, guardian or caregiver listed on the child's account must present their valid picture ID, proof of Novi residency and the child's valid scannable library card. If the parent, guardian or caregiver has a valid library card, it must not be blocked and must be presented to renew their child's card. All fees must be paid in full on both the child's card and the parent's, guardian's or caregiver's card prior to renewal.
 - If the parent, guardian or caregiver is not registered on the child's account, the child must be present and the parent, guardian or caregiver must present an acceptable form of identification and valid scannable library cards listed above.
- **Novi Resident Sponsor**
 - Novi Resident Sponsor library cards do not automatically renew and must be renewed annually in person.
 - Exchange student or temporary resident residing in a host household of a Novi resident:
 - The hosted temporary resident must bring their valid picture ID, and the sponsor listed on the account must present their valid picture ID, proof of Novi residency and the hosted temporary resident's valid scannable library card. If the sponsor has a valid library card, it must not be blocked and must be presented to renew the hosted temporary resident's card. All fees must be paid in full on both the hosted temporary resident's card and the sponsor's card prior to renewal.

- Temporarily or permanently homebound Novi resident:
 - The sponsor listed on the account must present their valid picture ID showing their current address and the homebound Novi resident's valid picture ID, proof of Novi residency, and their valid scannable library card. If the sponsor has a valid library card within the TLN shared system, it must not be blocked and must be presented to renew the homebound Novi resident's card. All fees must be paid in full on both the homebound Novi resident's card and the sponsor's card, if it is within the TLN shared system, prior to renewal.

Non-Standard Cards

- **Novi Business Owner, Non-Resident City of Novi Employee or Non-Resident Employed in Novi library cards** must be renewed annually in person. Cardholders must present a valid picture ID showing their current home address, their valid scannable library card and the valid documentation that was required at registration. All fees must be paid in full prior to renewal.
- **Non-Resident Library Card (Purchased)** is valid for one year with no renewal. Cards must be repurchased each year to maintain privileges.

Non-Residents Whose Home Library is a Member of TLN

- **Shared System Library**
Non-residents whose home library is a member of the TLN shared system must renew their library card at the home library where they were registered. Each library follows its own renewal schedule.
- **Standalone Library**
Non-residents whose home library is a member of TLN standalone system and who have been registered as a guest in the TLN shared system must be renewed annually in person. Non-residents must present their valid picture ID showing their current home address and their valid scannable home library card. All fees must be paid in full prior to renewal.

Borrowing, Renewing, Holds & Interloaned Materials

Library material loan periods and renewal and hold eligibility are listed in the current "Borrowing Periods, Renewal Limits, Holds, Fees & Guidelines," which is available at all service desks and is posted on the website. The Library Director has the authority to change the borrowing periods and fees information. The loan periods and renewal and hold eligibility of interloaned TLN materials is specified by the owning library.

Borrowing Materials

- Any materials borrowed from the Library must be checked out and fully processed on a valid scannable library card, which is required for all services involving access to a patron account in the Library.

- Patrons whose library cards are used by others are responsible for all charges and fees that may result from that use.

Renewing Materials

- **Automatic Item Renewal**
 - Materials that are eligible for renewal will automatically renew three (3) days before an item's due date as long as the item does not have a hold for another patron, has not reached its limit of two (2) renewals, the patron's account is not blocked and the item is not a MeLCat interloan.
 - Patrons may also renew materials in person, by phone or through the Library's online catalog.

Holds

- Patrons may reserve materials ("place a hold") in person, by phone, or through the Library's online catalog or app. Patrons will be notified when the hold is available and can view their holds and availability in their account through the online catalog.
- The library card used to place a hold must be presented at checkout. Items will be held for pickup for seven (7) days.

Materials From Other Libraries

- The above policies pertain to materials owned by the Library and not necessarily to materials obtained from other member libraries of TLN or other libraries that share their materials with the Library.

Fees for Damaged, Destroyed or Lost Materials

- The Library is fine free. Due dates are meant to be followed and are intended to encourage patrons to bring back materials within a reasonable period of time.
- Patrons are charged fees for lost, damaged or destroyed materials but not overdue fines on items returned past the due date. Overdue materials are considered lost and will be billed to the patron twenty-one (21) days after the due date.
- If a patron claims an item that is charged to their account has been returned, they should contact the Library. Staff will search for the item over a period of three (3) weeks. The patron should simultaneously search for the item, contact the Library if found and return the item. If the item is not located after three (3) weeks, the item will remain on the patron's account and the patron will be held responsible for the replacement cost of the item.
- It is the responsibility of the patron to return materials in good condition. At the Library's discretion, if an item is lost, or damaged/destroyed and deemed not to be shelf-worthy**, the patron must pay the replacement cost for the item. The replacement cost will be the original cost of the item as indicated in the Library's computer database. Replacement cost payments are non-refundable. If a lost item is found after the replacement cost is paid, it becomes the property of the patron.
 - **Highlighting, stamping or coloring, writing, tears, soiling, damage by liquids, pet/child/insect damage, excessive odors or any other obvious damage as

determined by staff. This list is meant to give examples and is not exhaustive of all types of damage that may occur.

- Once the replacement fee is paid, the destroyed/damaged material becomes the property of the patron. Due to space constraints and hygienic issues, the Library will keep billed, destroyed/damaged materials for thirty (30) days from the date the charge is added to the patron account. The Library reserves the right to immediately dispose of any materials in a condition deemed to be a risk of any kind.
- Interlibrary loan items that are lost, damaged or destroyed are subject to the policies of the owning library and/or the interlibrary loan network organization and must be addressed with the owning library.
- Failure to pay these fees may result in the suspension of borrowing privileges. Cancellation or suspension of borrowing privileges may also result from abuse of library materials, policies and procedures; repeated late return of materials; damage to or loss of materials by result of neglect or deliberate misuse or nonpayment of loss charges.
- All fees must be paid in full prior to library card renewal.
- The Library accepts cash, check, debit card and credit card for the payment of fees. Payment may be made in person or in the patron's account through the Library's online catalog.

Approved by the Novi Public Library Board of Trustees: June 12, 2025 (to include policies P1: Library Card Issuance/Renewal, P4: Miscellaneous Provisions, and Fees for Damaged, Destroyed or Lost Materials Policy).



Policy Manual

PUBLIC

P1: Library Card Issuance/Renewal

The persons listed in this policy are eligible for the issuance of a Novi Public Library card.

Residents of Novi and Novi Business Owners:

Residents of Novi and owners of businesses that are located in Novi are eligible for library card. The applicant must present a valid picture ID and proof of Novi residency and/or business ownership. Novi resident proof of residency includes a valid driver's license or a current (dated within last three months) piece of mail showing the resident's name with a current Novi address or address that pays Novi taxes. All documentation must show resident's name to be used as proof of residency. If resident cannot produce a valid piece of mail as proof of residency, the Library will mail a verification postcard to the resident's Novi address, which can be returned in person to the Library as proof of residency. Proof of Novi Business Owner includes incorporation papers that have owner and business name or a current tax bill in owner and business name and addresses.

Children under the age of 18 who are residents of Novi:

Children under the age of 18 who are residents of Novi are eligible for library cards. They must apply at the Library while accompanied by a parent or guardian with a picture ID and proof of residency within Novi. All documentation must show the parent or legal guardian's name, if applying for a minor, to be used as proof of residency. To obtain a card for the child, for which they'll be responsible, the parent or guardians library account must be in good standing with the Library (i.e. all fines and fees are paid in full). Guardians will be required to present a copy of a current letter of authority or order appointing them as guardian. The parent or guardian must co-sign for the library card and they will be responsible for all debts/obligations/fines incurred by their child and for the return (or loss) of materials borrowed by their child. Under the Novi Code of Ordinances, Section 19-5(d), the parent or guardian of a minor who has borrowed property from the Library shall be deemed to be the person to whom the property was lent. Both parents may (but shall not be required to) co-sign for the minor.

Novi Resident Sponsor Card

Residents of Novi who are affected by special circumstances (i.e. temporarily or permanently homebound, exchange student or temporary resident residing in a host household of a Novi resident, etc.) may be eligible for library cards when an approved sponsor will be added to their account. The sponsor must be a Novi resident with a picture ID and proof of residency within Novi. The sponsor can apply at the Library for the sponsored resident's library card by presenting the sponsored resident's valid picture ID and proof of Novi residency. To obtain a card for the sponsored resident, for which they'll be responsible, the sponsor library account must be in good standing with the Library (i.e. all fines and fees are paid in full). The sponsor must co-sign for the library card and they will be held responsible for all debts/obligations/fines incurred by the sponsored and for the return (or loss) of materials borrowed by the sponsored. Under the Novi Code of Ordinances, Section 19-5(d), the sponsor who has borrowed property from the Library shall be deemed to be the person to whom the property was lent.

Non-Residents who work in Novi:

Non-residents who work in Novi are eligible to obtain a library card. Proof of employment in Novi and a picture ID are required. Acceptable proof of employment is one of the following: current paycheck stub, dated within 2 weeks or letter of employment, dated within 4 weeks, on company letterhead and signed by HR Department or Company Representative. Proof of continued employment will be required at each renewal.

Those who live in a different city, but would like to borrow materials from the Novi Library:

Non-residents who have a library card from a library that is a member of the TLN network or with whom the Novi Public Library has a reciprocity agreement can use their home library card at the Novi Public Library, but with limited access.

Non-residents who have a library card from a library that is a member of the TLN network may choose to relinquish their home library card and purchase a Novi Public Library card for an annual fee instead, as stated in the Schedule of Loans, Fines, and Fees, with full access to library resources.

Non-residents whose home libraries are not part of the TLN network may purchase a Novi Public Library card for an annual fee as stated in the Schedule of Loans, Fines and Fees.

Family Card:

Due to regulations with The Library Network (TLN), consortium under which Novi Library provides public catalog and patron record services, there is no option for a family card. A library card must be obtained by an individual.

Library Card Renewal:

Library cards must be renewed annually with valid picture ID and proof of Novi residency and/or business ownership. All fines and fees must be paid in full prior to renewal.

General:

The library card of any patron may be disabled and access to the Library may be denied for failure to adhere to policies contained in this Policy Manual. The Library Director has the authority to make card revocation and restoration decisions. A library card must be presented at checkout (enforcement effective September 1, 2013).

Approved: October 1, 2008; Amended: May 1, 2010; August 15, 2012; January 16, 2013; June 22, 2017; June 28, 2018

Signed:



Tara Michener
President
Novi Public Library Board of Trustees



Policy Manual

PUBLIC

P4: Miscellaneous Provisions

All materials must be checked out with a valid library card and in accordance with the Library Policies and Procedures. A library card must be presented at checkout (Enforcement effective September 1, 2013).

1. **Borrowing Materials:** Any materials borrowed from the Library must be checked out and fully processed on a valid Library card. A library card must be presented at checkout (Enforcement effective September 1, 2013). Patrons whose Library cards or access codes are used by others are responsible for all charges, fines and fees that may result from that use.
2. **Renewals:** Patrons may renew loans of materials charged out from the Library in person, by telephone, or through the library's online catalog. Renewals are for three weeks from the date of renewal unless a shorter time is specified in the Schedule of Loans, Fines and Fees. Loans of materials that are designated as "short loan materials" may not be renewed. A loan cannot be renewed if another patron has placed a hold on the material.
3. **Holds:** Patrons may reserve materials (a "hold"). This may be done in person, by telephone, or through the library's online catalog. Names shall be added to the hold list in the order in which they are submitted, and patrons shall be contacted when the item is available. The library card used to place a hold must be presented at checkout. Items may only be held for a limited time. Patrons requesting the use of an After-Hours Holds Locker must retrieve the items from the Locker before the building opens on the next business day. Lockers will be cleared of items at the start of the next business day.
4. **Materials From Other Libraries:** The above policies pertain to materials owned by the Library and not necessarily to materials obtained from other member libraries of The Library Network or other libraries that share their materials with the Library.

Approved: June 19, 2003; Amended: May 1, 2010; August 15, 2012; January 16, 2013;
June 22, 2017

Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees

Policy Manual - May, 2010; Amended August, 2012; January, 2013; June, 2017



FEES FOR DAMAGED, DESTROYED OR LOST MATERIALS POLICY

- Due dates are intended to encourage patrons to bring back materials within reasonable periods of time.
- The current *Borrowing Periods & Fees** information shall be available at all service desks and will be posted on the website. The Library Director has the authority to change the borrowing periods and fees information.
- Patrons shall be responsible for any fees or other charges due in accordance with the Library's standard schedules. Failure to pay these fees may result in the suspension of borrowing privileges.
- A charge will be assessed for any damage incurred to library materials.
- In the case of destroyed or lost materials, the amount charged will be the original cost of the item or the standard amount for the type of article as stated in the *Borrowing Periods & Fees** information.
- Cancellation or suspension of borrowing privileges may result from abuse of library materials, policies and procedures; repeated late return of materials, damage to or loss of materials by result of neglect or deliberate misuse; or nonpayment of loss charges.
- Overdue materials are considered lost and will be billed to the patron twenty-one (21) days after the due date. Payments for lost materials are not refundable.
- All fees must be paid in full prior to library card renewal.

**Borrowing Periods & Fees* information current circulation procedures and fees

Approved by the Novi Public Library Board of Trustees: June 19, 2003

Amended: May 1, 2010; April 20, 2011; August 15, 2012; June 25, 2021; December 15, 2021; April 28, 2022; April 27, 2023



CONFIDENTIALITY POLICY

DRAFT—Reviewed by Staff Public Policy Committee 1/30/25 & 5/12/25; Reviewed by Attorney 2/7/25

Disclosure of Library Records

It is the policy of the Novi Public Library ("Library") to preserve the confidentiality and privacy of library records ("library records" or "library record") to the fullest extent permitted by law.

Definitions of Library Record

- **Agent or Employee**
An agent or employee includes an employee of the Library, a member of the Library Board, an individual who is specifically designated as a volunteer and who is acting solely on behalf of the Library, and any other person who is lawfully performing services on behalf of the Library under a written contract, including a collection agency.
- **Crime**
A crime means that term as defined in section 5 of the Michigan penal code, 1931 PA 328, MCL 750.5.
- **Law Enforcement Officer**
A law enforcement officer means an individual licensed under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615.
- **Library Record**
 - **Definition:** As defined by the Michigan Library Privacy Act, for the purpose of this policy means:

"a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library."
 - For example, a "library record" would include, but not be limited to patron circulation records, internet browsing history and program attendance records.
 - **Excluded from Definition:** The following are specifically excluded from the definition of library record.

- *Non-Identifying Material.* A “library record” does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.
- *Certain Video Surveillance.* A “library record” also does not include recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials or information resources from the Library.
- Library Director Determination of Library Record: The Library Director or designee, will be responsible for determining whether a particular document meets the definition of “library record” or whether the video surveillance footage contains any images that would require it to be considered a “library record.”

Disclosure of Library Records

The Library takes seriously its obligation to protect the privacy of every patron, as required by law, even if this commitment to patron's privacy may appear to cause inconvenience on occasion. To that end, “library records” or other confidential information will be released or disclosed only as provided for herein or otherwise provided by Michigan or federal law.

- **Freedom of Information Act Requests**

All requests for public records that are not subpoenas, court orders or other legal processes must be processed according to the Michigan Freedom of Information Act (“FOIA”) and the City of Novi’s FOIA Procedures and Guidelines. See the Michigan Freedom of Information Act (“FOIA”) and the City of Novi’s FOIA Procedures and Guidelines for additional information. “Library records” are exempt from disclosure under the “FOIA.”

- **Subpoenas, Court Orders or Other Legal Process**

Any employee of the Library who is served with a subpoena, court order or other legal process to release or disclose any “library record” or other Library document from (1) a state or local law enforcement agency or (2) a federal law enforcement agency must promptly notify the Library Director or designee. If neither is available, the Library Board President will be contacted.

- Consultation with Attorney: The Library Director or designee, or the Board President, has the authority to consult with the Library Attorney regarding the sufficiency, scope or any other matter related to the subpoena, court order or other legal process.
- Action by Library Director: After review of the subpoena, court order or other legal process, the Library Director or designee, or the Board President, will take appropriate action to respond.
- Opportunity to be Heard: Depending upon the type of subpoena, court order or other legal process, the Library may appear and be represented by counsel at a hearing on the request for records.
- Confidentiality: If a subpoena, court order or other legal process is submitted to the Library, the Library will keep the subpoena, court order or other legal process

confidential if required by court order, Michigan law or federal law. To that end, the Library may not be able to inform the patron that their records were sought. The Library Board acknowledges that the Library Director, if required by a non-disclosure order or law, may not be permitted to inform the Board or its individual members that a local, state or federal agency has sought or obtained requested records.

- Law Enforcement Record Request and Search Procedures: The Library Director has implemented "Law Enforcement Record Request and Search Procedures" for staff to follow when law enforcement comes to the Library or requests information. The procedures may be amended from time to time upon approval of the Library Director.
- **Consent**
In compliance with the Michigan Library Privacy Act, a person who is liable for the payment or return of the materials identified in a "library record" or portion of a "library record" may provide written consent for the release of that "library record." Further, a parent, guardian or caregiver who signs to accept legal responsibility for return of their child's (under the age of 18) library materials and accepts financial liability for that child's library fees and other charges, may authorize the disclosure of the minor's "library records" by signing the disclosure and release statement granting consent on behalf of the minor.
- **Voluntary Disclosure without Court Order and Consent**
A library or an employee or agent of the Library may disclose "library records" without a court order or written consent under either of the following circumstances:
 - Collection Agency: The Library or an employee or agent of the Library may report information about the delinquent account of a patron who obtains materials from the Library to a collection agency under contract with the Library. The Library or an employee or agent of the Library will provide the collection agency with only the "library records" necessary to seek the return of overdue or stolen materials or to collect fines from the patron.
 - Interlibrary Loan: The Library or an employee or agent of the Library may disclose "library records" to another library or library cooperative for the purpose of conducting interlibrary loans. The "library records" must be limited to those required for providing interlibrary loans.

Disclosures Regarding Alleged Crimes in this Library

The Library Privacy Act does not prohibit an employee or agent of the Library from providing a sworn statement or testimony to a law enforcement officer based solely on the personal knowledge of the employee or agent of the Library regarding a crime alleged to have occurred at the Library.



Policy Manual

PUBLIC

P5: Confidentiality of Patron Records: Freedom of Information Act Requests and Subpoenas

1. Michigan Library Privacy Act. The purpose of this policy is to preserve the confidentiality and privacy of the registration and circulation records of Library patrons to the fullest extent permitted by law. To that end, the registration and circulation records of the Library shall be released or disclosed only in accordance with this Policy and the Michigan Library Privacy Act (PA 455 of 1982, as amended). If there is any conflict between the provisions of this policy and the Michigan Library Privacy Act, the terms of the Act will control.

Unless ordered by a court of competent jurisdiction, no employee of the Library may release or disclose a Library Record (as defined below) to any person without the written consent of the person who is liable for payment or for return of the materials identified in that Library Record. In the case of a minor, that means the person who has co-signed for the minor's library card (see Policy P1). Please note that if only one parent has co-signed for the minor's library card, the other parent cannot be given access to the minor's Library Records under the Michigan Library Privacy Act.

For purposes of this policy, a Library Record means a document, record or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address or telephone number, or that identifies a person as having requested or obtained specific materials from a library. A Library Record does not include nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

A Library Record is not subject to disclosure under the Michigan Freedom of Information Act (PA 442 of the Public Acts of 1976, as amended).

2. Nonidentifying Records. Any other record or data pertaining to the circulation of library materials or any public record that does not meet the definition of a Library Record under the Michigan Library Privacy Act may be released or disclosed to the extent and in the manner provided in the Michigan Freedom of Information Act (See MCLA Section 15.235).

3. Freedom of Information Act Requests. Any employee of the Library who receives a request for a public record or who is served with a subpoena, court order, or other legal process, to release or disclose any library circulation record or other public records shall promptly notify the Library Director. The Library Board adopts the City of Novi's Freedom of Information Act Policy and Procedure, written public summary and detailed itemization by reference approved by the City of Novi on June 22, 2015, and the FOIA Coordinator for the City of Novi shall also act as the FOIA Coordinator for the Library. The FOIA policies and procedures and written public summary are available at cityofnovi.org.
4. Subpoena. If the Library Director believes that a subpoena seeks the disclosure of a Library Record covered by the Michigan Library Privacy Act, or seeks the disclosure of any other information that the Library Director believes is privileged or subject to non-disclosure, the Library Director will refer the matter to the City Attorney. All subpoenas will be reported to the Library Board.

Adopted: November 11, 1996; Amended: May 1, 2010; July 15, 2015; June 22, 2017

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees



LAW ENFORCEMENT RECORD REQUEST AND SEARCH PROCEDURE

This procedure provides guidance to staff when record requests are presented by state and local law enforcement officers and by federal agents. The Library Board has also adopted a "Confidentiality Policy." The following is the Library's procedures for implementing that policy.

Procedure In Advance of the Subpoena, Search Warrant or Other Legal Process

- **Evaluate the Library Records**

The Library Director or designee should evaluate the Library Records located in the Library. This evaluation should include (1) how the documents are kept; (2) who is responsible for preservation of the Library records; (3) what records are maintained by the Library and what records are maintained by the Library Cooperative; (4) how long documents are kept and (5) how can the documents be preserved.

- **Staff Training**

The Library staff should receive training on implementing the "Confidentiality Policy," following these procedures if law enforcement were to come to the Library and understanding issues of library privacy.

- **Private Areas**

Clearly mark private areas in the Library. For example, the Library should mark as private areas that patrons are not permitted to remain unattended.

Procedure To Follow For Handling Requests for Records or Searches of the Premises

- **Notification of the Library Director**

Any employee of the Library who receives a written request for documents, or who is served with a subpoena, court order or other legal process (1) to release or disclose any Library records or (2) to search the Library premises must promptly notify the Library Director or designee.

- **Law Enforcement Officials Come to the Library**

If law enforcement officials come to the Library to serve a subpoena, search warrant or other legal process, staff must direct those officials to the Library Director. The Library Director may provide a copy of Michigan's Library Privacy Act, MCL 397.601 *et seq.* The Library Director will ask for credentials and keep records of the identity and contact information of the law enforcement officials. The Library Director will make copies of all documents provided by law enforcement. Staff should be aware that law enforcement agents are permitted to come into public (not private) areas of the Library without a subpoena, search warrant or other judicial warrant.

- **Action by the Library Director**

The Library Director will review all requests and orders, consult with the Library attorney as necessary and respond in an appropriate manner to each such request and order in accordance with this procedure. The Library Director will contact the Library Board President unless such contact is prohibited by law or the search warrant, subpoena or other legal process.

If the request involves computer or other digital records that must be preserved, the Library Director will contact the appropriate entity to request that the records be preserved. The action taken by the Library Director will vary depending on the nature of the request as set forth more fully below:

- Verbal Requests: The Library Director will inform the law enforcement officer that the Library Privacy Act prohibits the release of "library records" without a proper court order. Thus, the Library Director will not release any records in response to a verbal request.
 - If the request involves computer or other digital records that must be preserved, the Library Director will contact the appropriate entity to request that the records be preserved in the event that the law enforcement officer is able to obtain a proper search warrant or other legal process.
 - If the request is for records that are not included in the definition of "library record," the Library Director will request that the officer submit a written request for the records and they will be processed pursuant to the Freedom of Information Act ("FOIA").
 - If law enforcement is seeking verbal consent for a search of the Library premises, the Library Director will inform law enforcement that the Library Director does not consent and has no authority to consent to a search without a lawful court order or search warrant.
 - Staff are not required to answer questions from law enforcement unless such responses are required pursuant to a search warrant.
- Written Requests (Not in the Form of a Subpoena, Search Warrant or other Legal Process): If the Library receives a written request for records that is not in the form of a subpoena, search warrant or other legal process, the Library Director will process the request pursuant to the Library's Freedom of Information Act policy, regardless of whether the request was made by law enforcement officials.
- Subpoenas: A Subpoena is a command to appear at a certain time and place to give testimony on a certain matter or the Subpoena may command a witness to bring certain documents, books, papers and other things (including computers). It can be addressed to a specific individual or to an organization like a library. Unlike a search warrant, subpoenas are not immediately executable, so the Library has time to determine how to respond.
 - Upon receipt of any subpoena, the Library Director will determine the date by which a response is required.

-
- The Library Director will also determine whether "library records" are being requested.
 - The Library Director will then contact the Library Board President and the Library's attorney.
 - The Library is authorized by the Library Privacy Act to have notice of the request and an opportunity to be heard before releasing a "library record." The Library Director, upon consultation with the Board President if necessary, will determine whether to request a hearing.
 - If the Library determines that it will not release records in response to the subpoena or to request a hearing, the Library will contact the Library's attorney to address whether a Motion to Quash will be filed.
- Search Warrants: A search warrant is an order issued by a judge, authorizing a law enforcement officer to search and seize any property named in the warrant.
- If a law enforcement officer has a Search Warrant, it is immediately executable. Put another way, law enforcement is authorized to seize the named documents or property immediately. If a search of the premises is included in the search warrant, the law enforcement officer is authorized to search the premises within the scope of the warrant.
 - With that said, the Library may request that law enforcement allow the Library to send a copy of the search warrant to the Library Attorney. If law enforcement does not permit advanced legal review, the Library should obtain a copy and send it as soon as possible to the Library Attorney.
 - If law enforcement does not provide the opportunity for legal review, the Library Director should review the search warrant to make sure it has the following:
 - The warrant is signed by a judge (not an immigration official or other administrative official).
 - The warrant is dated.
 - The warrant includes the name of the Library or a Library employee.
 - The warrant has not expired.
 - Review the scope to ensure that only the areas or items identified in the warrant may be searched and only the records identified in the warrant may be obtained.
 - The Library Director will also notify the Library Board President, unless prohibited by the terms of the warrant. After the fact, the Library may still request the opportunity for a hearing if law enforcement are obtaining "library records" through the search warrant.
 - Monitor the search to ensure that only the records identified in the warrant are produced and that no other patron's records are viewed or scanned. The Library may be required to assist in access to the records being

requested if the items or records are not easily obtainable by law enforcement alone.

- Keep a list of all records/items taken and costs associated with responding to the request.
- Federal Order Under USA Patriot Act:
 - The Library Director will follow the same procedure identified above for search warrants.
 - Since there may be a "gag" order attached to the request, staff must not discuss the investigation with anyone other than the people identified in this procedure. Only those staff members necessary to respond to this request will be notified of the request.
 - The "gag" order does not change the right to legal representation during the search. The Library Director can still seek legal advice concerning the warrant and request that the Library Attorney is present during the actual search and execution of the warrant.
- U.S. Immigration and Customs Enforcement ("ICE") Actions:
 - This procedure does not address any requests to review I-9 or other employment records. This procedure relates only to information on patron accounts or access to the Library in general.
 - If there is a request by an ICE agent for "library records" pursuant to a subpoena or ICE administrative warrant (*Identified by ICE Form I-205 and I-200 on the bottom of the form for example – Exhibit A*), the Library should follow the same procedures identified above for subpoenas.
 - If there is a request for "library records" pursuant to a judicial warrant (*See for example, the search and seizure warrant identified in Exhibit B*), the Library should follow the same procedures identified above for search warrants.
 - ICE agents are permitted to come into public (not private) areas of the library for the purpose of immigration enforcement without a judicial warrant.
 - ICE agents are not permitted to enter private areas for the purpose of immigration enforcement unless permitted by a lawful judicial warrant.
 - If an ICE agent enters the Library and demands immediate access based on statutory authority or a proper search warrant, we recommend that staff comply with the order. Staff should not put themselves in a position where they are interfering with the officer, even if staff believes that the officer may be acting without authority. Staff should document the actions of the officer while at the facility.

EXHIBIT A

U.S. DEPARTMENT OF HOMELAND SECURITY Warrant for Arrest of Alien

File No. _____

Date: _____

To: Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations

I have determined that there is probable cause to believe that _____ is removable from the United States. This determination is based upon:

- ☐ the execution of a charging document to initiate removal proceedings against the subject;
- ☐ the pendency of ongoing removal proceedings against the subject;
- ☐ the failure to establish admissibility subsequent to deferred inspection;
- ☐ biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or
- ☐ statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.

YOU ARE COMMANDED to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.

(Signature of Authorized Immigration Officer)

(Printed Name and Title of Authorized Immigration Officer)

Certificate of Service

I hereby certify that the Warrant for Arrest of Alien was served by me at _____
(Location)

on _____ on _____, and the contents of this
(Name of Alien) (Date of Service)

notice were read to him or her in the _____ language.
(Language)

Name and Signature of Officer

Name or Number of Interpreter (if applicable)

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement
WARRANT OF REMOVAL/DEPORTATION

File No: _____

Date: _____

To any immigration officer of the United States Department of Homeland Security:

(Full name of alien)

who entered the United States at _____ on _____
(Place of entry) (Date of entry)

is subject to removal/deportation from the United States, based upon a final order by:

- ☐ an immigration judge in exclusion, deportation, or removal proceedings
☐ a designated official
☐ the Board of Immigration Appeals
☐ a United States District or Magistrate Court Judge

and pursuant to the following provisions of the Immigration and Nationality Act:

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Secretary of Homeland Security under the laws of the United States and by his or her direction, command you to take into custody and remove from the United States the above-named alien, pursuant to law, at the expense of:

(Signature of immigration officer)_____
(Title of immigration officer)_____
(Date and office location)

Exhibit B

AO 93 (Rev. 11/13) Search and Seizure Warrant

UNITED STATES DISTRICT COURT

for the

In the Matter of the Search of
*(Briefly describe the property to be searched
 or identify the person by name and address)*

Case No.

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search
 of the following person or property located in the _____ District of _____
(identify the person or describe the property to be searched and give its location):

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property
 described above, and that such search will reveal *(identify the person or describe the property to be seized):*

YOU ARE COMMANDED to execute this warrant on or before _____ *(not to exceed 14 days)*

☐ in the daytime 6:00 a.m. to 10:00 p.m. ☐ at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the
 person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the
 property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory
 as required by law and promptly return this warrant and inventory to _____
(United States Magistrate Judge)

☐ Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C.
 § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose
 property, will be searched or seized *(check the appropriate box)*

☐ for _____ days *(not to exceed 30)* ☐ until, the facts justifying, the later specific date of _____.

Date and time issued:

Judge's signature

City and state:

Printed name and title



PUBLIC RELATIONS, MEDIA, PHOTOGRAPHY & VIDEOGRAPHY POLICY

DRAFT—Reviewed by Staff Public Policy Committee 1/30/25, 5/12/25 & 6/8/25; Reviewed by Attorney 2/7/25

Combines policies P17: Photos and Videos of Patrons and P18: Public Relations

Points of Contact

The Library Director or designee are the points of contact and the official spokespeople for the Library. Employees and other members of the Library Board should (1) refer all requests for information about the Library, its policies and operations to the Library Director or designee and (2) may not represent or speak on behalf of the Library (either verbally or in writing) unless otherwise authorized.

Press Releases, Statements and Media Appearances

The Library Director approves all press releases or statements to the press. All requests for interviews by the media should be directed to the Library Director and the Library Director will have the authority to determine if an interview is conducted.

Crisis Management

If there is a crisis or incident in the Library that requires police or emergency services intervention, the Library Director or designee at the Library at the time of the incident will call 911, if possible. The person will then inform the Library Board President. Depending upon the situation and acting in compliance with the Open Meetings Act, the Library Board will be contacted if necessary and as timely as the situation will allow. If an emergency Library Board meeting is required, the Library will convene such a meeting in compliance with the Open Meetings Act.

Photography or Videography

- **By Public Other than Staff, Employees, Board Members or Agents**

The Library will not regulate visitors and patrons who engage in casual photography or videography while present in public areas of the Library building and grounds, subject to the provisions of this policy.

For the purposes of this policy, “**public areas**” are defined as areas available to the public where individuals do not have a reasonable expectation of privacy from being viewed by other patrons. These areas can include, but may not be limited to, lobbies, vestibules or meeting rooms. Areas in the Library where there is a reasonable expectation of privacy for individuals include, but may not be limited to, restrooms, private offices, staff areas not in view of the public, stacks or other areas and/or event areas where photography is prohibited by signage. For all areas other than “public areas,” the person must obtain permission from the Library Director or designee to photograph or video.

Only handheld cameras may be used. Because of safety, liability and other concerns, the use of additional equipment, such as tripods or lighting, is not permitted.

- Commercial Photography and Videography
The Library permits commercial photography or videography on or in its buildings and grounds if a written request is submitted and approved by the Library Director or designee. Commercial use includes taking portraits, filming, movie-making and similar activities for profit.
- Liability
Persons involved in taking photographs or videos of any kind are solely liable for any damages, lawsuits or other claims that result from their activities on Library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The Library has no responsibility to obtain these releases or permissions. Persons involved in taking photographs and videos are also solely responsible for any copyright, intellectual property, criminal or other violations of law.
- No Endorsement
The Library does not endorse any content of photographs or videos taken in the Library or on Library property.
- Violations and Appeal
Staff will enforce any violations of Library policy, including the Patron Behavior Policy. Staff will intervene if filming or photography appears to potentially compromise public safety or security. This policy does not give photographers or videographers the right to violate Library policy, including the harassment provisions contained more fully in the Patron Behavior Policy.

If a person has violated Library policy, the appeal provisions in the policy that was violated will govern any appeals. Any person denied the right to take pictures, videos or capture images in the Library not as a result of policy violations, may appeal that decision within ten (10) days of receiving such denial to the Library Board. This provision does not apply to any meeting that is open to the public pursuant to the Michigan Open Meetings Act.

- By Staff, Employees, Board Members or Agents
Photos and videos that appear on the Library's website, social media and promotional materials may be gathered at public programs, events and Library spaces. If Library employees or approved volunteers take videos or obtain images of visitors to or patrons of the Library, Library must obtain prior written permission and release for use of the photo or video by the proposed subject of the photo or video. Physical copies of these releases are to be provided to the Library. Requests for permission to photograph or video minors under the age of eighteen (18) must be signed by the minor's parent, guardian or caregiver.

Open Meetings Act Exception

This policy does not apply to photographs or videos taken at a meeting that is open to the public pursuant to the Michigan Open Meetings Act.

Approved by the Novi Public Library Board of Trustees: November 28, 2012

Amended: June 22, 2017, **June 12, 2025 (to combine P17: Photos and Videos of Patrons and P18: Public Relations)**



Policy Manual

PUBLIC

P17: Photos and Videos of Patrons

Photos and videos that appear on the Library's website, Social Media, and promotional materials may be gathered at public programs, events and Library spaces. Attendance at Library programs, events or Library spaces constitutes consent to be photographed or filmed for use in print and/or electronic publicity of the Library. Photos, images and videos submitted by users for online galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of individuals and children, images will not be identified using full name or personal identifying information without written approval from the photographed subject, parent or legal guardian. If a patron does not want the Library to use a photo or video of them or of their child, they must inform the Library staff member who is coordinating the event prior to the start of the program.

Approved: May 15, 2010; Amended: June 22, 2017

Signed:

A handwritten signature in black ink, which appears to read "Craig Messerknecht".

Craig Messerknecht
President
Novi Public Library Board of Trustees



Policy Manual

PUBLIC

P18: Public Relations

General

To ensure the public is informed about the Library's mission and receives consistent and accurate information about library policies, procedures, programs, and services to foster a positive public image and maximize effective use, community satisfaction, and support.

Objectives

1. To promote awareness and understanding of the Library and its role and activities in the community.
2. To stimulate interest and facilitate use of the Library.
3. To encourage community participation in planning Library resources and services.
4. To build advocacy for the Library's needs and the activities of the Friends of the Novi Public Library organization.

Process

1. Specify goals and activities to be developed annually and evaluated periodically.
2. Maintain relationship and communication with government officials, library community, and local organizations by Library leadership, staff, and board members.
3. Utilize local media to keep public aware and informed about the Library's resources and services.
4. Create and distribute a variety of electronic and print communications to share library information within the community.
5. Sponsor programs and other library-centered activities and cooperate with other libraries and organizations to support the educational, cultural, informational, and recreational needs of the community.

6. The Library Director or designated staff member will have responsibility for coordinating the public relations and communication activities, including acting as the media contact for the Library.
7. Funds will be allocated annually for public relations and a regular report of public relations activities will be shared with the Library Board.

Approved: November 28, 2012; Amended: June 22, 2017

Signed:

A handwritten signature in black ink, reading "Craig Messerknecht". The signature is written in a cursive, flowing style with a large initial "C" and a long, sweeping underline.

Craig Messerknecht
President
Novi Public Library Board of Trustees



Photo, Video & Audio Release Form

I, _____ hereby authorize and grant permission to the Novi Public Library to use, reproduce and publish photographs, video and audio recordings or any other images of me, including any of my images, likenesses and voices, without compensation. I understand that these photographs and video/audio recordings may be used by the Library for publicity or promotion in any print or electronic format or other format or media, including, but not limited to, newsletters, brochures or other publications, public affairs releases, recruitment materials, and the website or social media sites of the Library. I hereby release the Library and its officers, agents and employees from all claims relating to the release, use, reproduction or publication of any photographs, audiovisual materials or other images by signing this "Photo, Video, & Audio Release Form."

Signature: _____

Printed Name: _____

Date: _____

For persons under the age of 18, the permission of a parent, guardian or caregiver is required.

I, _____ hereby represent that I am the parent, guardian or caregiver and grant permission to the Novi Public Library to use, reproduce and publish photographs and video/audio recordings of my child, and to use the name of my child, as outlined above.

Name of Child Under 18:

Signature of Parent/Guardian/Caregiver:

Printed Name of Parent/Guardian/Caregiver:

Date: _____

HR Committee – Meeting held on: May 29, 2025

Committee briefly discussed the process for the Library Director's annual review and when information was needed back to the Chair for compilation.

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: May 29, June 3 and June 4, 2025

Meeting on June 3rd: Committee reviewed the 4th Quarter recommendations for budget amendments. This information will be presented to the full board on June 12, 2025.

Meeting on June 4th: Meeting with Michigan Reserve Associates LLC to discuss future capital costs for the Library based on a full review of the library's infrastructure.

GOALS

1. Review Financial Policy – COMPLETED
2. Library Endowment/Foundation investigation – Agreement with Friends of Novi Library has been instituted - COMPLETED

Reserve Study Meeting on June 4, 2025

Michigan Reserve Associates LLC

424 Little Lake Drive, Suite 23
Ann Arbor, MI 48103

Office: (734) 237-1828
Direct: (734) 417-4736

paul@MichiganReserveAssociates.com
www.MichiganReserveAssociates.com



NOVI PUBLIC LIBRARY

AGENDA

1) Introductions (1 Minute/Person)

5 Minutes

2) Review Basic Information/Aerial Photo

5 Minutes

3) Review Financials

10 Minutes

4) Review Past and Current Projects

10 Minutes

5) Identify Reserve Components

30 Minutes

6) Discuss Contingency Assumption

5 Minutes

7): Conclusion and Next Steps

5 Minutes

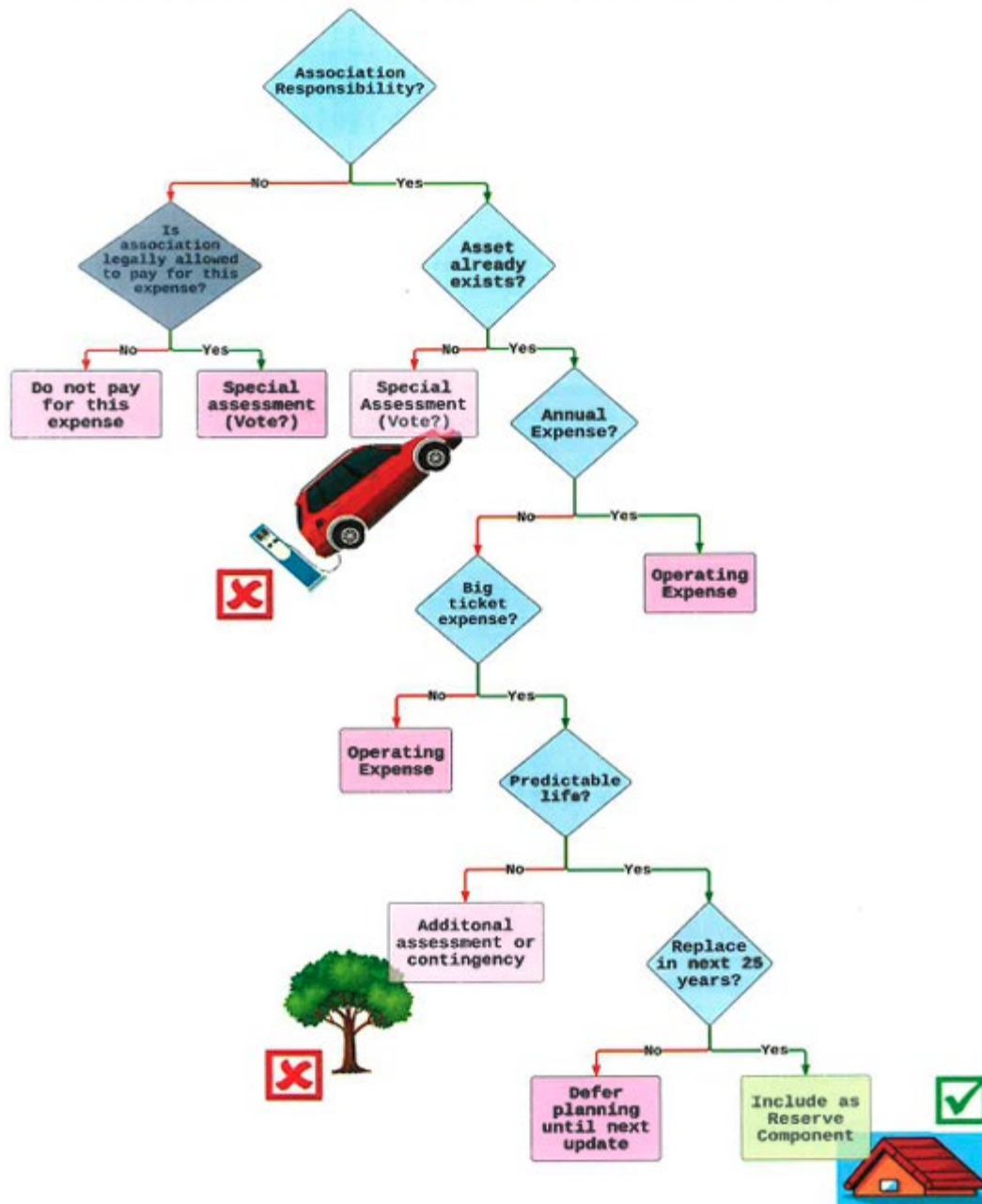
Goal
1. Review inclusion criteria

REVIEW RESERVE COMPONENT INCLUSION CRITERIA

To be considered for inclusion in a reserve study, a reserve component must:

- 1) **Be an association responsibility that already exists as defined in the master deed or legal agreements**
 - a. Components which typically fail this test include:
 - i. Limited common elements specifically designated as co-owner responsibilities in the Association's master deed.
- 2) **Be a big-ticket item and is not an annual expense**
 - a. Components which typically fail this test include:
 - i. Items with an estimated replacement cost which is less than 1-2% of the Organization's total annual budget (2024-2025 budget is \$3,808,984; 1%=\$38,089)
- 3) **Have a predictable and limited useful life**
 - a. Components which typically fail this test include:
 - i. The electrical power distribution system
 - ii. Sewer and water mains
 - iii. Landscaping
 - iv. Unit foundations
 - v. Unit structural framing
- 4) **Have an estimated first year of replacement within the next 25 years**
 - a. Components which typically fail this test include:
 - i. Irrigation systems
 - ii. Exterior entry doors
 - iii. Cement fiber siding, brick and masonry siding

RESERVE COMPONENT INCLUSION FLOWCHART



Email from: **Lilla, Sabrina**

Fri, Jun 6, 9:44 AM

Tax revenue and state grants I do not see changing in any material way. I am comfortable with the numbers we discussed on Monday.

The interest income will only go up. Unfortunately, I'm still catching upon the investment reconciliations. Carl handled those and I'm a little slow in learning how to do this.

Again, the income will only go up!

Hope that helps Julie.

Sabrina Lilla, CPA | Deputy Finance Director
Financial Services | Finance Division
City of Novi | 45175 Ten Mile Rd | Novi, MI 48375

Events/Marketing/Fundraising Committee –

Meeting Held on: May 7, by Zoom

GOALS

1. Continuing support with Friends of Library; more board presence at their events
2. Marketing Plan Update pending the new Strategic Plan
3. Marketing efforts put in place for the Strategic Plan

65th Anniversary meeting held on: Meeting rescheduled for: May 13, 2025 at 3pm

Strategic Planning Committee – No meeting held

Building & Grounds Committee – Meeting held on: May 29, 2025

Committee met with architect from MCD Architects to review options for a new front door system that would improve the cold air issues. 2 designs were presented. Estimated costs would be \$40-160k depending on design chosen, not including architecture costs.

GOALS

1. **Review NPL's current Technology Plan**



Bylaw Committee (Adhoc) – No meeting held**GOAL**

This committee is ad-hoc. The main goal is to review bylaws annually.

DEI Committee – Meeting held on: May 29, 2025

Committee discussed an opportunity to read a book for the 25/26 year on a DEI topic that would be relevant for both board and staff development.

GOALS

1. Recommend All Board Trustees – Attend at least 3 DEI trainings minimum for board per year (self-learning and/or in-person).
3. Bring forth recommendations that amplify DEI in new NPL Strategic Planning

COMMUNICATIONS

Fri, May 16, 2025

Email from: Heidi Phelps

Good Morning,

On behalf of the Novi Adult Transition Center (NATC), we sincerely thank you for your continued support. Your partnership has played a vital role in helping our adult learners not only develop specific employment skills but also gain independence through self-advocacy and task initiation. Moments of great growth have been evident as our students confidently apply these skills, enhancing their employability and preparing for their futures.

Please note that the last week for job sites for the 24/25 school year is

Monday, May 19th- Friday, May 23rd

We truly appreciate the opportunity to collaborate with you and hope to continue working together. Please keep an eye out for more information in July regarding next year's opportunities in hopes of continued partnerships!

Thank you again for your generosity and commitment to our program!

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Heidi Phelps
Novi Community Schools
Transition Coordinator





Library Board Calendar

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

2025

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| January | <u>2 Budget Planning Sessions at Novi Public Library:</u> Thursday, Saturday, January 18th 10am-1pm; Thursday, February 6th 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)
- 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