



## Agenda

Novi Public Library Board of Trustees

Thursday, May 8, 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: April 10, 2025 –Regular Board Meeting .....4-9
2. Approve Claims and Warrants of:
  - A. Accounts 271 and 272 (#650) ..... 10-12

### 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 –March & April 2025..... 13-15
2. President's Report (Mark Sturing)
  - A. IMLS Updates ..... 16-21
  - B. 2025-2026 Board Committee Assignments .....22
  - C. Board Members wear your Summer Reading Shirts on May 8<sup>th</sup> for a group photo
  - D. Director's Annual Review in Closed Session – June 12, 2025, HR Committee

3. Treasurer's Report (Brian Bartlett)
  - A. **Future Approvals from the City:** Yr. End amendment went to council on May 5, 2025. 4th Qtr. budget amendment will go to council June 23rd. In order to incorporate all changes, we will need information by June 6th.
  - 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 10, 2025 ..... 28-31
  - F. Library Fund 272 Contributed Fund as of March 31, 2025 ..... 32-33
  - G. Balance Sheets for Funds 271 and 272 as of April 10, 2025.....34-35
4. Director's Report (Julie Farkas) ..... 36-49
  - A. Door Count Usage Statistics – April 2025 (Jeff Smith)..... 50-51
  - B. Information Technology Report (Jeffrey Smith)..... 52-55
  - C. Facilities Report (Keith Perfect) .....55
  - C. Information Services Report (No Dept. Head at the Time) ..... 56-61
  - D. Marketing and Community Promotion (Dana VanOast) ..... 62-63
  - E. Support Services Report (Sarah Mominee) ..... 64-65
  - F. Library Usage Statistics..... 66-75
  - G. Friends of Novi Library – May E-news; 4/9/25 Agenda; 11/13/2024 Minutes ..... 76-82
  - H. City of Novi Historical Commission – 3/19/25 Minutes..... 83-85

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

#### **Committee Reports**

1. **Policy Committee:** Review current public policies for the Library  
(Chair: Sturing, Bartlett and 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 HR Specialist – 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 Liaisons – Julie Farkas)
  - Meeting scheduled for 5/7/25.....
  - 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
  - 65<sup>th</sup> Anniversary: 3<sup>rd</sup> planning meeting is scheduled for 5/13/25.....N/A
5. **Strategic Planning Committee:**  
(Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Hillary Hentschel, Info Services)
  - No meeting held .....N/A

6. **Building & Grounds Committee:**

(Chair: Gawalapu, Sturing, Halvangis (Staff Liaison – Julie Farkas)

- Meetings held on: Demos for AMHS (Automated Material Handling System scheduled for: 4/14, 4/22 and 4/28; Committee meeting held on 4/29..... 91 - 101

7. **Bylaw Committee (Ad-hoc): Review of Library Board Bylaws**

(Chair: Bartlett, Sturing (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**

1. 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

**Communications**

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

**Closed Session**

1. None

**Adjournment**

**Supplemental Information**

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

**2025 Future Events:**

- **5/8: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- **5/11: LIBRARY CLOSED – Mother's Day**
- 5/14: Friends of Novi Library Regular Meeting at 7pm, Novi Public Library
- 5/21: Novi Historical Commission Meeting at 7pm, Novi Public Library
- **5/24 – 5/26: LIBRARY CLOSED – Memorial Weekend**
- **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**

MINUTES

Initial Draft



Library Board of Trustees – Regular Meeting  
Initial Draft – MINUTES  
April 10, 2025  
City of Novi – Council Chambers

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

Novi Civic Center, Council Chambers  
Called to order by President Mark Sturing at 7:00 PM

**Pledge of Allegiance**

The Pledge of Allegiance was recited

**Roll Call by Secretary, Karla Halvangis**

**Library Board – 7 board members were recorded present**

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

**Student Representatives**

Alexandra DeMore – absent, excused  
Alyna Dohadwala – absent, excused

**Library Staff**

Julie Farkas, Director  
Amy Crockett, Recording Secretary

**Approval of**

**Agenda**.....1-4

**Motion:** To approve the Agenda as presented  
Motion for Approval – 1<sup>st</sup> – Trustee Crawford  
2<sup>nd</sup> – Trustee Burke

**Motion passes – 7-0**

**Consent Agenda**

1. Approve Minutes of: March 27, 2025 Regular Board Meeting.....5-12
2. Approve Claims and Warrants of:

A. Accounts 271 and 272 (#649).....	13-15
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**Motion:** To approve the Consent Agenda as presented  
 Motion for Approval – 1<sup>st</sup> – Trustee Dooley  
 2<sup>nd</sup> – Trustee Gawalapu

Trustee Burke: Had a question about why the Human Library license fee comes out of account 272 (page 15).

Director Farkas: Explained that we have a Diversity, Equity and Inclusion (DEI) line item in account 272 which the Human Library program falls under.

**Motion passes – 7-0**

### 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.*

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

No Public Comment

### Reports

1. Student Representatives Report – March 2025 – Not available due to spring break.....N/A

No report this month due to spring break.

2. President's Report (Mark Sturing) – 2025 National Library Week Proclamation.....16
  - E. 2024-2025 Board Committee Assignments.....17
  - F. Committee Appointments – May 8, 2025
  - G. Board Members wear your Summer Reading Shirts on May 8 for a group photo
  - H. Director's Annual Review in Closed Session – June 12, 2025, HR Committee

Trustee Sturing: Read National Library Week Proclamation.

Director Farkas: Promoted the Tiny Art Show happening at the Library throughout April in honor of National Library Week. Thanked the Friends of the Novi Public Library for hosting a staff appreciation lunch this week. Thanked the board members for the time they put in to the Library.

Trustee Sturing: Told board members that if they would like to serve on a different committee for the upcoming year to let him know by April 17. He will announce committee assignments at the May 8 board meeting.

Discussion about the Institute of Museum and Library Services (IMLS), what the organization does, and it potentially losing its funding. Director Farkas explained that

funding for the Michigan Electronic Library (MeL) and MeLCat, the statewide interlibrary loan system, comes from IMLS and losing that would be extremely detrimental to Novi Public Library patrons. Director Farkas has shared information with the community about this issue, both on social media and through the monthly e-Newsletter. She thanked the community for the support they have expressed. Discussion about the administrative costs to run IMLS, with some board members thinking it is high. Director Farkas said she would see if she could find more detailed information about their administrative budget. Trustee Sturing reminded that nobody knows for sure what is going to happen with IMLS and reminded that around 98% of budgets for libraries come from their local communities.

Trustee Crawford: The Historical Commission has a program next Thursday with a Novi resident who is a shipwreck survivor.

3. Treasurer's Report (Brian Bartlett)

- A. Future Approvals from the City: 3<sup>rd</sup> Qtr. budget amendment will go to council April 21. In order to incorporate all changes, information is needed by April 14. 4<sup>th</sup> 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.....18-20
- C. 2024-2025 Contributed Fund Budget 272.....21
- D. Financial Report March 2025.....22
- E. Library Fund 271 Expenditure & Revenue Report as of March 31, 2025.....23-25
- F. Library Fund 272 Contributed Fund as of March 31, 2025.....26-27
- G. Balance Sheets for Funds 271 and 272 as of March 31, 2025.....28-29

Trustee Bartlett: It looks like we will not have quite as large a deficit as we predicted in both accounts 271 and 272. The Finance Committee is meeting with a City of Novi accountant to look at year-end amendments.

- 4. Director's Report (Julie Farkas) .....30-34
  - A. Door Count Usage Statistics – March 2025 (Jeffrey Smith).....35-36
  - B. Information Technology Report (Jeffrey Smith) .....37-40
  - C. Facilities Report (Keith Perfect) .....41
  - D. Information Services Report (No Dept. Head at the Time).....42-46
  - E. Marketing and Community Promotion (Dana VanOast) .....47-48
  - F. Support Services Report (Sarah Mominee).....49
  - G. Library Usage Statistics.....50-59
  - H. Friends of Novi Library.....N/A
  - I. City of Novi Historical Commission – Minutes 2/19/25.....61-63

Director Farkas: Included a report this month about some of the things she has been working on. Highlighted a mental health program on April 23 and Novi Community Fest on June 5. Answered question about Tiny Art Show: the artists get to pick up their artwork at the end of the show. Answered question about the Food for Thought donation drive: it will go through the end of the weekend and donations are being collected in the Library's main lobby, past the second set of doors.

Trustee Burke: Recommended that we have a save-the-date for the 65<sup>th</sup> anniversary event to hand out at Community Fest.

## Public Comment

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

No Public Comment

## 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 – Approve revisions to the Employee Donation of Benefit Time HR Policy.....65
3. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
  - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
  - Meeting Scheduled for 3/31/25.....66

Trustee Bartlett: Met with the City of Novi on March 31 regarding future funding for the Library. There is funding available via some state acts that the Library can receive through City Council if we come up with a proposal for what we will need. This means we probably won't have to go out for a headlee, but even if we do, we could do one just for the Library, and it wouldn't have to include all City departments.
4. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
  - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
  - Planning meeting for 65<sup>th</sup> Anniversary scheduled for 4/24/25.....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
  - No Meeting Held - Demos for AMHS (Automated Material Handling System) scheduled for: 4/14, 4/22 and 4/28.....  
...N/A

Director Farkas: There is a date change for one of the demos, so they will now be on 4/16, 4/22 and 4/28. The three demos are each for a different company. They will take place through Zoom and will be approximately one hour for a presentation and demonstration. Committee members will meet at the Library to view them together.

Library staff did an RFP process, reviewed applicants and narrowed it down to these three companies. Will send committee members the pricing information tomorrow.

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**

2. Approve the Employee Donation of Benefit Time HR Policy.....65

Trustee Sturing: There is one change, limiting the amount of donated time an employee may receive.

**Motion:** to approve the Employee Donation of Benefit Time HR Policy

Motion to Approve – 1<sup>st</sup> – Trustee Crawford

2<sup>nd</sup> – Trustee Dooley

Trustee Halvangis: Asked if when a staff member donates time, does it go to a general bank or to a specific employee?

Director Farkas: It goes to a specific employee who is currently on leave.

Trustee Dooley: Asked if an employee could donate time from any of their PTO banks, or does it have to be from their sick time bank?

Director Farkas: They could donate from any of their PTO banks.

Trustee Burke: Clarified that this means a single employee can only receive one week of donated time total, not one week each from multiple employees. Wondered if a staff member can go on unpaid leave if they have exhausted all of their PTO.

Director Farkas: Some employees qualify for FMLA, but not all. This policy allows someone who is not eligible for FMLA to have some time donated to them.

**Motion Passes – 7-0**

#### **Communications**

None

#### **Closed Session**

No Closed Session

#### **Adjournment**

**Motion:** to adjourn at 7:37 PM

Motion to Adjourn – 1<sup>st</sup> – Trustee Crawford

2<sup>nd</sup> – N/A

**Motion Passes – 7-0**



**Supplemental Information**

- Library Board Calendar 2025.....68
- Library Closings 2025 .....69

**2025 Future Events:**

- 4/16/25: Novi Historical Commission Meeting, 7pm, Novi Public Library
- **4/19/25 – 4/20/25: LIBRARY CLOSED – Easter Weekend**
- **5/8/25: Library Board of Trustees Regular Meeting, 7pm, City of Novi – Council Chambers**
- **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
- 6/5/25: SRP Kick-off and Community Festival, 4-7pm, 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)**

<b>Warrant 650</b>	<b>271 Accounts</b>	<b>May 2025</b>	
<b>Payable to</b>	<b>Invoice #</b>	<b>Account number</b>	<b>Amount</b>
Amazon	storage box	271-000.00-727.000	\$ 43.07
Quill	copy paper	271-000.00-727.000	\$ 729.66
Vista Print	Business Cards CC	271-000.00-727.000	\$ 2,370.35
USPS	Postage CC	271-000.00-728.000	\$ 200.00
Stamps.com	Monthly Service Charge CC	271-000.00-728.000	\$ 20.99
Adobe	Acrobat pro CC	271-000.00-734.000	\$ 29.99
Knight Technology	April 2025	271-000.00-734.000	\$ 700.00
TechSoup	Microsoft 365 4/12/25 - 5/11/25 CC	271-000.00-734.000	\$ 91.56
CDW-G	Honeywell barcode scanner stand	271-000.00-734.500	\$ 871.60
Amazon	Honeywell scanner Cable	271-000.00-734.500	\$ 1,890.80
Bambulab	iCube CC	271-000.00-734.500	\$ 239.88
Sawgrass Technologies	iCube - sublimation printing service annual fee CC	271-000.00-734.500	\$ 129.95
Uline	stackable bins	271-000.00-734.500	\$ 1,204.04
Amazon	Toner Cartridges	271-000.00-740.000	\$ 280.24
Aunt Flow	Feminine Products CC	271-000.00-740.000	\$ 420.00
Positive promotions	recycled press	271-000.00-740.000	\$ 588.83
Amazon	Standing Desk	271-000.00-740.200	\$ 567.00
Lands' End	logo wear CC	271-000.00-741.000	\$ 204.47
Actrace	Chinese books	271-000.00-742.000	\$ 1,200.00
Amazon	books	271-000.00-742.000	\$ 663.84
Brodart	books	271-000.00-742.000	\$ 28,207.00
Cengage	books	271-000.00-742.000	\$ 187.94
Center Point	books	271-000.00-742.000	\$ 146.22
China Sprout	books	271-000.00-742.000	\$ 378.20
Scholastic Education	books CC	271-000.00-742.000	\$ 2,370.35
Amazon	Lending Library	271-000.00-742.010	\$ 1,067.45
Brodart	lending library	271-000.00-742.010	\$ 534.31
Baker & Taylor	744.400	271-000.00-744.000	\$ 59.17
Midwest Tape	744.510	271-000.00-744.000	\$ 4,610.73
OverDrive	eBook, Audiobook	271-000.00-745.200	\$ 13,965.55
Hoopla	Digital	271-000.00-745.200	\$ 15,000.00
Foster Swift	March	271-000.00-806.000	\$ 127.50
Shifman Fournier	March	271-000.00-806.000	\$ 122.50
Novi Rotary	Quarterly dues(Apr - Jun 2025)	271-000.00-809.000	\$ 180.00
Knight Watch	Prof. Services	271-000.00-816.000	\$ 500.00

Telsystems	Service	271-000.00-816.000	\$ 450.00
GDI	March	271-000.00-817.000	\$ 8,645.00
AT&T	Feb 14 - Mar 13,2025	271-000.00-851.000	\$ 869.24
T-Mobile	Feb 25,2025 - Mar 24,2025	271-000.00-851.000	\$ 1,048.51
Telnet	due 5/5/25	271-000.00-851.000	\$ 1,000.71
Verizon	Mar 02 - Ap 01	271-000.00-851.000	\$ 665.83
The Library Network	Jan25 - Mar25	271-000.00-855.000	\$ 2,158.74
D.VanOast	Friends of Michigan Libraries	271-000.00-862.000	\$ 89.32
K.Malzahn	Belleville Library - Mileage	271-000.00-862.000	\$ 35.64
Petty Cash	E.DeCenso, G.Anderson	271-000.00-862.000	\$ 35.63
Ulliance	2025 2nd quarter	271-000.00-882.200	\$ 506.94
4imprint	Summer Reading	271-000.00-880.000	\$ 1,255.59
Muniweb	March	271-000.00-880.000	\$ 417.00
Novi Chamber	payment 1 of 2	271-000.00-880.000	\$ 697.50
Signarama	Graphics	271-000.00-880.000	\$ 514.90
Amanda Gossett	Tail Waggin' Reading Buddies	271-000.00-880.268	\$ 35.00
Amazon	1CLN-YVCL-GHJ4;program	271-000.00-880.268	\$ 481.51
Amy Flowers	Tail Waggin' Reading Buddies	271-000.00-880.268	\$ 35.00
GFS	Program CC	271-000.00-880.268	\$ 21.99
Kroger	Program CC	271-000.00-880.268	\$ 5.29
Michaels	Learn to Crochet CC	271-000.00-880.268	\$ 26.90
Oriental trading	programming	271-000.00-880.268	\$ 641.52
Ransom Brown	Tail Waggin' Reading Buddies	271-000.00-880.268	\$ 35.00
VegMichigan	Virtual Cooking; 2/20/25	271-000.00-880.268	\$ 100.00
Canon	print	271-000.00-900.000	\$ 628.60
DTE	due 4/16/25	271-000.00-922.000	\$ 8,612.19
City of Novi	12/23/24 to 03/31/25	271-000.00-923.000	\$ 2,114.46
Allied building	Data room -compressor & control board	271-000.00-934.000	\$ 4,622.97
Amazon	sanitizer	271-000.00-934.000	\$ 206.64
Amazon	LED bulb	271-000.00-934.000	\$ 143.99
Anago	4/3/2025	271-000.00-934.000	\$ 420.00
Detroit Sponge	blue recycled huck towels	271-000.00-934.000	\$ 41.00
Home Depot	supplies	271-000.00-934.000	\$ 154.66
ImperialDade	supplies	271-000.00-934.000	\$ 1,345.57
Integrated Interiors	repair bottom seal actuator	271-000.00-934.000	\$ 750.00
NorthStar	3/6/25 - 3-27/25	271-000.00-934.000	\$ 257.96
Sanitor	Toilet seat covers	271-000.00-934.000	\$ 195.58
Schindler	Annual Hydraulic test;2 of 2	271-000.00-934.000	\$ 2,062.50
Sherwin-Williams	paint	271-000.00-934.000	\$ 245.55
State of Michigan	Boiler inspection	271-000.00-934.000	\$ 150.00
TeachersPayTeachers	Black Musicians Poster	271-000.00-934.000	\$ 3.00

Brien's	Salting	271-000.00-936.300	\$ 309.00
Creating Sustainable	bioswale maintenance 4/17/25	271-000.00-936.300	\$ 750.00
Canon	lease	271-000.00-942.000	\$ 1,010.00
Corrigan	April	271-000.00-942.100	\$ 28.06
Amway Grand Plaza	hotel room CC	271-000.00-956.000	\$ 408.56
MCLS	S.Mominee;MARC:An introduction	271-000.00-956.000	\$ 100.00
MCLS	S.Mominee;Serials Cataloging	271-000.00-956.000	\$ 100.00
Petty Cash	E.Brush-MIAEYC & D.VanOast-parking	271-000.00-956.000	\$ 16.81
Techsoup	8 laptops	271-000.00-986.000	\$ 8,792.00
	<b>TOTAL 271</b>		<b>\$ 133,145.05</b>

<b>Warrant 650</b>	<b>272 Accounts</b>	<b>May 2025</b>	
Amazon	Raising a Reader	272-000.00-742.229	\$ 40.18
Brodart	Raising a Reader	272-000.00-742.229	\$ 25.99
Actrace	Chinese-youth international donation	272-000.00-742.230	\$ 1,000.00
Brodart	Youth International Donation	272-000.00-742.230	\$ 18.24
Benito's	Teen Program CC	272-000.00-742.232	\$ 154.00
Renaissance Hotels	Authors Event Expense CC	272-000.00-742.232	\$ 24.08
Bromberg & Associates	Welcome! And Read!	272-000.00-742.231	\$ 500.00
Kroger	Staff Luncheon CC	272-000.00-742.236	\$ 36.78
	<b>TOTAL 272</b>		<b>\$ 1,799.27</b>

### **March 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 March 6th. 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 = 6)

The No Required Reading Book Club program was held on March 13th. 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 March 13th and 27th. This event provides an opportunity for teens and tweens to participate in games, learn about chess, and sharpen their skills. (Attendance = 22 & 14)

The March Grab and Go Kit Distribution occurred on March 14th. Kids picked up kits themed around St. Patrick's Day on a first come first serve basis. (Attendance = 96)

The DIY Mason Jars event was held on March 25th. Tweens joined the library to make one of a kind mason jar lanterns with cool silhouette decals. (Attendance = 20)

The Sewing Machine Demo happened on March 27th. Participants joined us in the iCube to see a demo of the sewing machine, and were able to make fabric bookmarks. (Attendance = 4)

#### **Teen Space Update:**

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

The total weekly Teen Space stats for March 2025 were: 506

- 3/3-3/7 = 202
- 3/10-3/14 = 85
- 3/17-3/21 = 89
- 3/24-3/28 = 130

Teen Space was not in session for the following dates:

- 3/21 - TAB Meeting

#### **Teen Advisory Board (TAB) Update:**

The seventh TAB meeting of the year was held on March 21st. TAB discussed upcoming officer elections (to be held in May) and promoted the MSUFCU financial programs on April 15th and 25th. The April 25th session will be held in place of a TAB meeting. For Reading Month, TAB selected some favorite books from the Young Adult and Graphic Novel sections to write recommendations on index cards. Then, members worked to set the index cards to be displayed outside the 2nd floor teen room. This was a fun way to talk about some awesome books! (Attendance = 7)

#### **Upcoming Programs:**

- Teen Space (grades 7-12) – daily program held Monday-Friday (except during vacation breaks and days that school is closed), 2:45-5pm
- Club Half-Blood- May 1, 6:30-8pm
- Japanese Conversation Group- May 7, 6:30-8:30pm

- No Required Reading Book Club- May 8, 4-5pm
- NO-VI Chess Club- May 8, 7-8pm
- Put More Dream in Your Team! - An Inclusive Employment Awareness Program- May 8, 7-8pm
- May Tween Grab & Go Kit- May 16
- Teen Advisory Board Meeting- May 16, 3:30-4:30pm
- Beginner Sewing Class: Pillowcase- May 17, 2-4pm
- Spanish Conversation Group- May 20, 6:30-8pm

### Teen Stop Featured Display:

The March Teen Stop display featured: **Books Hand-Picked by Teen Advisory Board**



### April 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 April 3rd. 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 =6)

The NO-VI Chess Club program was held on March 3rd and 24th. This event provides an opportunity for teens and tweens to participate in games, learn about chess, and sharpen their skills. (Attendance =17 & 15)

The No Required Reading Book Club program was held on April 10th. 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 = 2)

Teen Reality Check with MSU Federal Credit Union was held on April 15th. Reality Check is a program that MSUFCU created to give students a realistic understanding of how much life costs when they get into the workforce and start paying their own bills. (Attendance = 9)

The April Tween Grab and Go Kit Distribution was held on April 18th. Tweens stopped by the Library beginning at 10am to pick up a youth grab and go kit. (Attendance = )

The Tape Resist Art activity was held on April 22nd. Tweens participated in a hand painting activity. (Attendance = 96)

### Teen Space Update:

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

The total weekly Teen Space stats for April 2025 were: 308

- 4/7-4/11 = 88
- 4/15-4/18 = 95
- 4/21-4/25 = 54
- 4/28-4/30 = 71

Teen Space was not in session for the following dates:

- 4/1 - 4/4 Spring Break, 4/9, 4/10, 4/18

### Teen Advisory Board (TAB) Update:

The eighth TAB meeting of the year was held on April 25th. Teens had the opportunity to learn about credit and finances through the Michigan State Credit Union presentation. Overall, this presentation was incredibly informational and will be helpful for Teens! (Attendance = 15)



### Upcoming Programs:

- Teen Space (grades 7-12) – daily program held Monday-Friday (except during vacation breaks and days that school is closed), 2:45-5pm
- Club Half-Blood- June 12th, 6:30-8pm
- June Tween Grab & Go Kit- June 20th
- Treat Your Shelf Book Exchange- June 21st, 2-4pm
- iCube Teen Invasion: Retro Shrinky-Dinks- June 26th, 2:30-4pm
- Novi Chess Club- June 26th, 7-8pm

Teen Stop Featured Display: N/A

## PRESIDENT'S REPORT

### FOR IMMEDIATE RELEASE:

April 4, 2025

#### Attorney General Nessel Sues Trump Administration to Protect Libraries and Museums

**LANSING** – Michigan Attorney General Dana Nessel today joined a coalition of 20 other attorneys general in [suing the Trump administration \(PDF\)](#) to stop the dismantling of three federal agencies that provide services and funding supporting public libraries and museums, workers, and minority-owned businesses nationwide.

In March, the Trump administration issued an Executive Order that would dismantle federal agencies created by Congress that collectively provide hundreds of millions of dollars for programs in every state. As a result of this Executive Order, the Institute of Museum and Library Services (IMLS) – one of the targeted agencies – has placed almost its entire staff on administrative leave and will cut hundreds of grants for state libraries and museums. The lawsuit filed by Attorney General Nessel and the coalition seeks to stop the targeted destruction of the IMLS and two other agencies targeted in the administration's EO that millions of Americans rely on, especially those in underserved communities.

"Once again, the President has signed an executive order that clearly oversteps the powers of his office, tramples the role of Congress in establishing and funding agencies, and commits unnecessary and potentially irreparable harms to Michiganders," said Nessel. "These agencies serve important roles and their destruction could reshape whole communities. The absolute vitality of local public and school libraries to our children's education and development just cannot be overstated, in addition to the countless other benefits a local library provides."

This Executive Order is the administration's latest attempt to dismantle federal agencies in defiance of Congress. Attorney General Nessel and the coalition are seeking to stop the dismantling of three agencies targeted in the administration's Executive Order:

1. The Institute of Museum and Library Services (IMLS), which supports museums and libraries nationwide through grantmaking, research, and policy development;
2. The Minority Business Development Agency (MBDA), which promotes the growth and inclusion of minority-owned businesses through federal financial assistance programs; and
3. The Federal Mediation and Conciliation Service (FMCS), which promotes peaceful resolution of labor disputes.

As Attorney General Nessel and the coalition assert in the lawsuit, dismantling these agencies will have devastating effects on communities throughout Michigan and nationwide that rely on them to provide important services, including funding their libraries, promoting minority-owned businesses, and protecting workers' rights.

In 2024, IMLS invested \$180 million in libraries nationwide under its Grants to States Program. The administration's action will threaten hundreds of library staff across the country that provide essential services to their communities.



Michigan received \$4,788,124 under the IMLS Grants to States program in 2024, and anticipated receiving approximately \$4,775,000 under the program in 2025. The \$4.788 million in 2024 federal funding accounted for 75% of all funding to support statewide library services, resources, and support to Michigan libraries across the State and their users. These funds primarily supported statewide resources and programs that benefit school libraries, public libraries, and academic libraries and all their users.

Per the State Librarian for the Library of Michigan, this Executive Order and consequent reduction in IMLS staff will result in their inability to administer financial awards and programs, causing considerable harm to Michigan and the Library of Michigan, and significant harm upon tribal libraries, academic libraries, public libraries, and non-profits serving libraries throughout Michigan that receive support and competitive grants through IMLS. Training resources for library staff offered by the State Library of Michigan will be greatly reduced, and as a result of this Executive Order, the Library of Michigan has already been forced to cancel a summer grant program primarily used to support small and rural libraries. The program typically provides approximately 130-150 grants each year.

Michigan's MeL and MeLCat programs are perhaps the most significantly and existentially imperiled by the attempted illegal teardown of the IMLS. MeLCat is the program that enables Michigan residents to easily identify and request convenient, quick, and free delivery of materials from other participating Michigan libraries to their own library for pick up, loaning well over a million items a year between participating libraries. In Michigan, 368 out of 397 public libraries, and 52 out of 79 academic libraries, use MeLCat as an integral part of their daily circulation of library materials— in 2024, libraries shared 1,061,217 items, an average of 2,907 books a day, and Michigan residents accessed 19,236,855 articles and journals through the vital MeLCat program. This service is of particular importance to K-12 students and higher education students, and is used in every county of the state.

In addition to the MeLCat program, federal funds to Michigan support:

- High-quality, resource-filled summer reading manuals from the Collaborative Summer Library Program, provided by the Library of Michigan to public libraries for early literacy support. Also support for the Ready to Read early literacy program that helps provide quality early literacy programming and training to children's librarians as they work with families in their communities;
- A collection of thousands of non-fiction and reference eBooks for K-12 students and teachers, college-level academics, and professionals;
- A comprehensive, interactive tests, tutorials, and workforce development website with occupational, licensing, and academic practice tests and tutorials for K-16 and job seekers, from the GED to the GRE;
- Digitization support from The Library of Michigan, via participation in statewide digitization efforts such as the Michigan Digital Preservation Network, Michigan newspaper digitization work at CMU, and grants funding local history and special collections work; and
- Various grants through the Library of Michigan, such as Public Library Services grants for public libraries in the areas of technology, children & 7 teen programs, and literacy, and Improving Access to Information grants for public and academic libraries to increase capacity to provide access to library collections and information.

In addition, the Trump administration has cut the staff of MBDA from approximately 40 to just five individuals and has effectively stopped issuing new grants, hurting vulnerable small businesses across the country. The FMCS has slashed its staff from roughly 200 to fewer than 15 individuals and announced the termination of several of its core programs, making it harder for unionized workers to secure their rights.

Attorney General Nessel and the coalition argue that the Executive Order violates the Constitution and the Administrative Procedure Act by eliminating the programs of agencies without any regard for the laws and regulations that govern each source of federal funding. The coalition argues that the president cannot decide to unilaterally override laws governing federal spending, and that this Executive Order unconstitutionally overrides Congress's power to decide how federal funds are spent.

Joining the lawsuit are the attorneys general of Arizona, California, Colorado, Connecticut, Delaware, Hawai'i, Illinois, Maine, Maryland, Massachusetts, Michigan, Minnesota, Nevada, New Jersey, New Mexico, New York, Oregon, Rhode Island, Vermont, Washington, and Wisconsin.

###

**Deborah E. Mikula**

Executive Director

Michigan Library Association

PO Box 27337

Lansing, MI 48909

Office: 517-394-2774, ext. 5

**Direct: 517-881-1266**

[dmikula@milibraries.org](mailto:dmikula@milibraries.org)

[www.milibraries.org](http://www.milibraries.org)

Pronouns: she/her/hers

**April 24, 2025**

**Email from: Steven Bowers, Executive Director of The Library Network**

All,

The Library of Michigan held a meeting for library directors today to provide an update on Federal funding (IMLS) for libraries. A positive point was that MI has been officially notified that we can still anticipate a 50% award next year (approximately \$2.4 million), which will allow the Library of Michigan to continue MeLCat and several MeL databases. Although no details have been decided at this point in time, this is welcomed news.

IMLS is still not reauthorized past September 2025, most of the organization has been disbanded, and budgeting for 2026 is still not complete. Because permanent funding is not certain, participants in MLA Advocacy Day will still be asking Michigan legislators to consider permanent funding for the Michigan eLibrary at the state level.

Talking points that you may share with the public, other constituents, and legislators:

<https://www.milibraries.org/assets/docs/AdvocacyDay2025/Advocacy%20Day%202025%20Talking%20Points%20MeL.pdf>

We will share more information as it becomes available. If you have questions, please feel free to contact me directly. I may or may not have answers!

Sincerely,

Steven K. Bowers  
Executive Director  
The Library Network

**FOR IMMEDIATE RELEASE | MAY 1, 2025**

# Federal Court Halts Dismantling of Federal Library Agency in ALA Lawsuit

## *Library Supporters Continue Call for Congressional Action*

Washington, DC – Today, the U.S. District Court for the District of Columbia [granted a temporary restraining order](#) to block the Trump Administration's dismantling of the Institute of Museum and Library Services (IMLS). The decision was issued in response to [a lawsuit](#) filed by the American Library Association (ALA) and the American Federation of State, County and Municipal Employees (AFSCME), represented by Democracy Forward and Gair Gallo Eberhard LLP.

IMLS is the only federal agency dedicated to the nation's libraries and museums. On March 14, President Trump issued Executive Order 14238, which directed the elimination of the agency. Subsequently, the Trump Administration put nearly all agency staff on administrative leave, began mass termination of the agency's grants, dismissed all members of the IMLS board, and halted crucial data collection and research. These actions left IMLS unable to fulfill its duties required by federal law and threw libraries across the country into a state of chaos.

ALA President Cindy Hohl said, "The immediate halt to the gutting of IMLS is a win for America's libraries and the millions of Americans who rely on them. ALA is encouraged that the court recognizes the immediacy of the need for IMLS and library services at risk. The temporary restraining order will stop the dismantling of IMLS while the court considers the merits in this case."

The temporary restraining order was issued days before the mass layoff of nearly all IMLS employees was set to take effect on May 4.

ALA President Hohl continued, "Even with a temporary restraining order in place, Congress also must act to ensure our nation's libraries can continue to serve their communities, including by funding IMLS for next year."

Parallel to its efforts to preserve IMLS through litigation, ALA [mounted a campaign](#) to secure funding for the agency in Fiscal Year (FY) 2026. ALA is currently asking advocates to request their Congressmembers to demonstrate their commitment to library funding by signing congressional "Dear Appropriator" letters in support of IMLS funding next year. The window for Congressmembers to sign on to the FY 2026 library funding letters is expected to close in mid-May.

"There is one final wall of defense against destruction of federal funding for libraries, constituents who [tell elected leaders](#) to continue providing libraries the federal resources that bring opportunity to millions of Americans. Right now is prime time for every American to show up for our libraries by urging their Senators and Representatives to sign 'Dear Appropriator' letters in support of federal library funding," Hohl said.

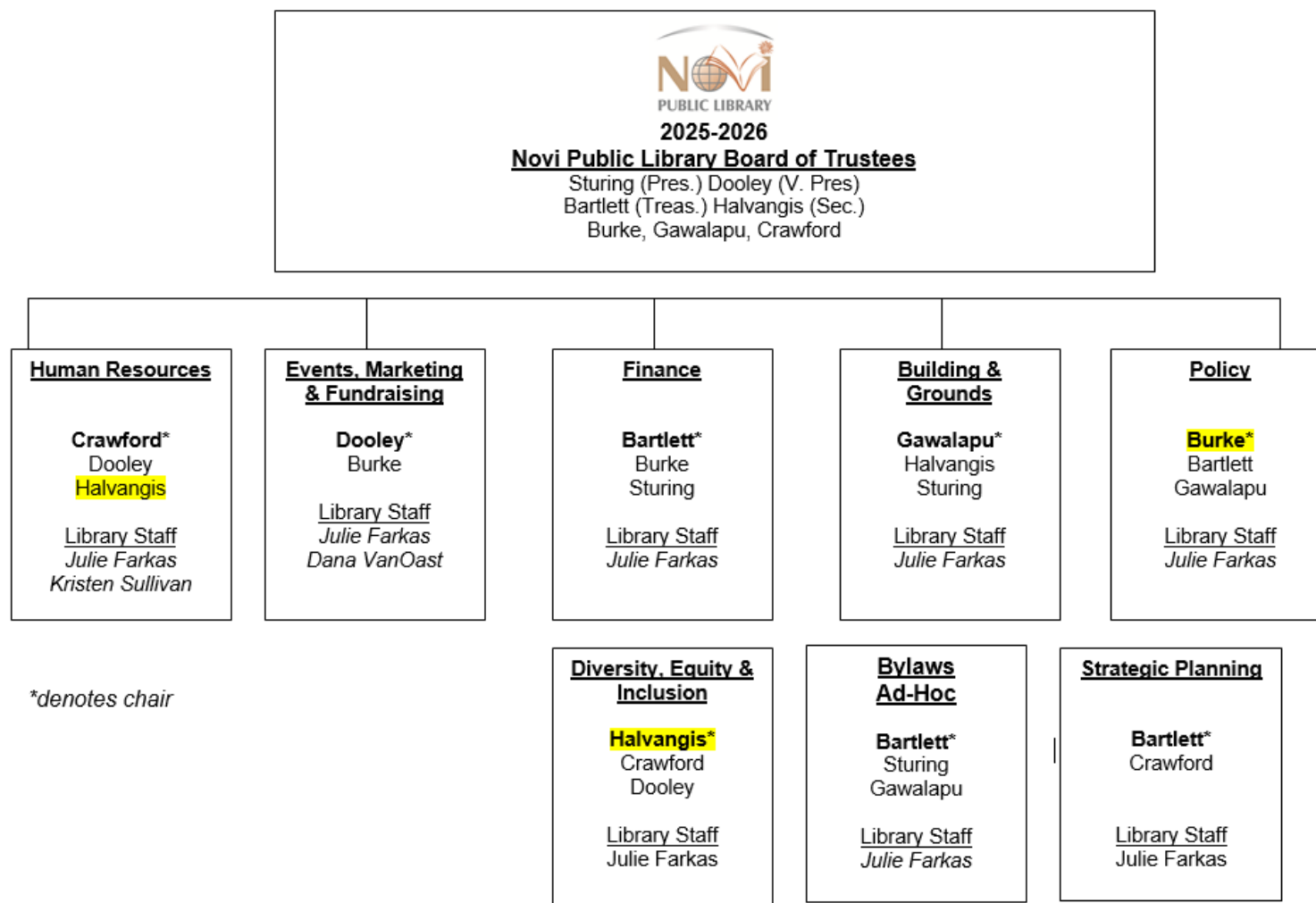
###

The American Library Association (ALA) is the only non-partisan, nonprofit organization dedicated entirely to America's libraries and library professionals. For almost 150 years, ALA has provided resources to inspire library and information professionals to transform their communities through essential programs and services. The ALA serves academic, public, school, government, and special libraries, advocating for

the profession and the library's role in enhancing learning and ensuring access to information for all. For more information, visit [www.ala.org](http://www.ala.org).

Democracy Forward is a national legal organization that advances democracy and social progress through litigation, policy, public education, and regulatory engagement. For more information, please visit [www.democracyforward.org](http://www.democracyforward.org).

AFSCME's 1.4 million members provide the vital services that make America happen. With members in communities across the nation, serving in hundreds of different occupations — from nurses to corrections officers, child care providers to sanitation workers — AFSCME advocates for fairness in the workplace, excellence in public services and freedom and opportunity for all working families.



## FINANCIALS

2025-2026 Library Budget 271										
		2023-2024	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	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									
402.000	Tax Revenue - Current Levy	3,410,762.72	3,618,062.00	3,625,232.58	3,762,784.00	3,875,668.00	3,991,938.04	4,111,696.18	4,235,047.07	4,362,098.48
404.003	Tax Revenue - Brownfield B1	-376.24	-436.00	-431.56	-506.00	-587.00	-692.66	-713.44	-734.84	-756.89
404.006	Tax Revenue - Brownfield B2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404.007	Tax Revenue - Brownfield B3 17	-15,263.59	-20,759.00	-16,000.68	-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	-55,783.00	-75,307.00	-94,133.75	-96,957.76	-99,866.50	-102,862.49
404.009	Tax Revenue - Brownfield B4 21	-354.57	-404.00	-440.12	-469.00	-544.00	-625.60	-644.37	-663.70	-683.61
404.010	Tax Revenue - Brownfield B4X	-44.00	-108.00	-44.00	-124.00	-143.00	-164.45	-169.38	-174.47	-179.70
412.000	Tax Revenue - C/Y Del PPT	-4,707.59	-8,000.00	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	-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	1,800.00	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	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	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
658.000	State penal fines	89,070.72	80,000.00	91,226.15	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	8,000.00	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	50,000.00	50,000.00	50,000.00	50,000.00
669.500	Unrealized gain(loss) invest	92,415.46	10,000.00	20,172.26	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
674.289	Adult Programming	12,086.76	5,000.00	13,450.00	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
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
675.000	Miscellaneous income	8,730.22	8,500.00	2,500.00	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	100.00	100.00	100.00	100.00	100.00	100.00
675.100	Copier	3,620.99	1,000.00	8,500.00	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	30,000.00	30,000.00	31,500.00	31,500.00	31,500.00	31,500.00
675.404	Novi Township Assessment	7,701.00	7,850.00	7,850.00	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
676.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>		<b>3,827,332.74</b>	<b>3,808,984.00</b>	<b>3,930,672.61</b>	<b>4,009,420.00</b>	<b>4,090,641.00</b>	<b>4,129,926.58</b>	<b>4,245,016.38</b>	<b>4,364,058.87</b>	<b>4,486,157.63</b>

2025-2026		2023-2024	2024-2025	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
Expenditures		Audited	Approved	Year End	Approved	Projected	Projected	Projected	Projected	Projected
<b>Personnel Svcs.</b>										
Account	Description									
704.000	Permanent Salaries	1,268,177.70	1,453,000.00	1,482,405.00	1,589,000.00	1,637,000.00	1,685,800.00	1,737,000.00	1,789,000.00	1,842,000.00
704.100	Severance/Incentive Pay	0.00	0.00	0.00	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
704.210	Vacation Payout	3,538.40	7,500.00	7,500.00	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	0.00	0.00	0.00	0.00	0.00	0.00
705.000	Temporary Salaries	683,363.35	743,000.00	720,000.00	810,000.00	834,300.00	860,000.00	885,000.00	912,000.00	939,000.00
706.000	Overtime	38.82	500.00	1,000.00	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	183,500.00	189,000.00	194,800.00	200,500.00	206,600.00	212,800.00
716.000	Insurance	230,346.09	225,000.00	230,000.00	239,560.00	249,143.00	259,109.00	269,474.00	280,253.00	291,464.00
716.200	HSA - Employer Contribution	1,138.25	3,000.00	1,100.00	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	-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	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	1,884.00	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	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
718.200	Pension - Defined Contribution	67,418.77	74,000.00	112,000.00	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						
719.000	Unemployment Ins	36.84	2,000.00	1,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
<b>Total Personnel Services</b>		<b>2,448,748.97</b>	<b>2,781,800.00</b>	<b>2,789,005.00</b>	<b>3,055,312.00</b>	<b>3,150,927.39</b>	<b>3,246,885.61</b>	<b>3,345,067.12</b>	<b>3,446,925.55</b>	<b>3,550,397.11</b>
<b>Supplies and Materials</b>										
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
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
728.000	Postage	4,014.04	5,500.00	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	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
740.000	Operating supplies	27,352.10	44,800.00	38,000.00	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	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	1,000.00	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	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	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	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	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	52,000.00	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	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	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00
<b>Total Supplies &amp; Materials</b>		<b>641,275.81</b>	<b>774,300.00</b>	<b>759,700.00</b>	<b>790,200.00</b>	<b>814,000.00</b>	<b>832,900.00</b>	<b>853,000.00</b>	<b>873,400.00</b>	<b>894,600.00</b>



2025-2026 Library Budget 271		2023-2024 Audited	2024-2025 Approved	2024-2025 Year End	2025-2026 Approved	2026-2027 Projected	2027-2028 Projected	2028-2029 Projected	2029-2030 Projected	2030-2031 Projected
<b>Services &amp; Charges</b>										
Account	Description									
802.000	Data Processing - OnBase	828.90	1,300.00	1,600.00	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	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	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
806.000	Legal Fees	19,931.70	9,000.00	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
809.000	Memberships & Dues	6,677.50	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	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	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	3,500.00	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	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	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	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	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
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
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
880.000	Community Promotion	23,899.12	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	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
900.000	Print, Graphic Design, Publish	25,459.42	32,000.00	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	15,700.00	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	118,900.00	122,000.00	126,000.00	130,000.00	133,800.00	137,800.00
923.000	Water and Sewer	8,065.10	8,200.00	8,500.00	8,700.00	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	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	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	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	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
942.100	Records storage	315.36	450.00	450.00	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	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	7000	7000	7000	7000	7000	7000
<b>Total Services &amp; Charges</b>		<b>670,066.27</b>	<b>739,450.00</b>	<b>750,741.00</b>	<b>784,150.00</b>	<b>798,150.00</b>	<b>828,050.00</b>	<b>845,550.00</b>	<b>874,450.00</b>	<b>894,450.00</b>
2025-2026 Library Budget 271		2023-2024 Audited	2024-2025 Approved	2024-2025 Year End	2025-2026 Approved	2026-2027 Projected	2027-2028 Projected	2028-2029 Projected	2029-2030 Projected	2030-2031 Projected
<b>Capital Outlay</b>										
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	0.00	0.00	0.00	0.00	0.00	0.00
989.001	Furniture	0.00								
<b>Total Capital Outlay</b>		<b>34,074.28</b>	<b>37,000.00</b>	<b>37,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
995.272	Transfer out expense to 272	35,238.00								
<b>Total Expenditures</b>		<b>3,829,403.33</b>	<b>4,332,550.00</b>	<b>4,336,446.00</b>	<b>4,629,662.00</b>	<b>4,763,077.39</b>	<b>4,907,835.61</b>	<b>5,043,617.12</b>	<b>5,194,775.55</b>	<b>5,339,447.11</b>
<b>Total Revenues</b>		<b>3,827,332.74</b>	<b>3,808,984.00</b>	<b>3,930,672.61</b>	<b>4,009,420.00</b>	<b>4,090,641.00</b>	<b>4,129,926.58</b>	<b>4,245,016.38</b>	<b>4,364,058.87</b>	<b>4,486,157.63</b>
<b>Net Revenue</b>		<b>-2,070.59</b>	<b>-523,566.00</b>	<b>-405,773.39</b>	<b>-620,242.00</b>	<b>-672,436.39</b>	<b>-777,909.03</b>	<b>-798,600.74</b>	<b>-830,716.68</b>	<b>-853,289.48</b>
<b>Current Fund Balance</b>		<b>2,596,669.43</b>	<b>2,073,103.43</b>	<b>2,190,896.04</b>	<b>1,571,654.04</b>	<b>898,217.65</b>	<b>120,308.62</b>	<b>-678,292.12</b>		

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 April 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 Mar 31, 2025	YTD Apr 30,2025	Difference *
TOTAL REVENUES	\$ 3,942,815	\$ 3,949,708	\$ 6,893
TOTAL EXPENDITURES	\$ 2,972,761	\$ 3,288,889	\$ 316,128
NET OF REVENUES & EXPENDITURES	\$ 970,054	\$ 660,819	

### Revenue & Expenditure Report for Fund 272

	YTD Mar 31, 2025	YTD Apr 30,2025	Difference*
TOTAL REVENUES	\$ 92,599	\$ 93,931	\$ 1,332
TOTAL EXPENDITURES	\$ 98,795	\$ 101,369	\$ 2,574
NET OF REVENUES & EXPENDITURES	(\$ 6,196)	(\$ 7,438)	

### Balance Sheet Report as of April 30, 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)**

05/02/2025		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI								
		PERIOD ENDING 04/30/2025								
		% Fiscal Year Completed: 83.29								
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	FEB 2025	MARCH 2025	APRIL 2025	04/30/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNORM)	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 Levy	3,410,762.72	3,618,062.00	3,621,174.00	0.00	0.00	0.00	3,621,173.08	0.92	100.00
271-000.00-404.003	Property Tax Revenue - Brownfield Cap	(376.24)	(436.00)	(436.00)	0.00	0.00	0.00	0.00	(436.00)	0.00
271-000.00-404.007	Property Tax Revenue-Brownfield Cap B3	(15,263.59)	(20,759.00)	(20,759.00)	0.00	0.00	0.00	(16,000.68)	(4,758.32)	77.08
271-000.00-404.008	Property Tax Revenue - CIA Cap C1 2018	(30,637.16)	(41,321.00)	(41,321.00)	0.00	0.00	0.00	(35,988.88)	(5,332.12)	87.10
271-000.00-404.009	Property Tax Revenue-Brownfield Cap B4	(354.57)	(404.00)	(404.00)	0.00	0.00	0.00	(440.12)	36.12	108.94
271-000.00-404.010	Property Tax Revenue-Brownfield Cap B4	(44.00)	(108.00)	(108.00)	0.00	0.00	0.00	(44.00)	(64.00)	40.74
271-000.00-412.000	Property Tax Revenue - C/Y Del PPT	(4,707.59)	(8,000.00)	(8,000.00)	0.00	0.00	0.00	0.00	(8,000.00)	0.00
271-000.00-414.000	Property Tax Revenue - Tax Tribunal Acc	(1,800.00)	(1,000.00)	(4,112.00)	0.00	0.00	0.00	0.00	(4,112.00)	0.00
271-000.00-415.000	Property Tax Revenue - County Chargeb	3,020.33	1,500.00	1,500.00	209.18	220.92	218.54	1,779.12	(279.12)	118.61
Property tax revenue		3,360,599.90	3,547,534.00	3,547,534.00	209.18	220.92	218.54	3,570,478.52	(22,944.52)	100.65
State sources										
271-000.00-567.000	State aid	67,337.40	50,000.00	50,000.00	0.00	35,610.98	0.00	69,947.04	(19,947.04)	139.89
271-000.00-573.000	State Grants - Local Comm Stabilization	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	65,000.00	0.00	35,610.98	0.00	78,049.03	(13,049.03)	120.08
Fines and forfeitures										
271-000.00-658.000	State penal fines	89,070.72	80,000.00	80,000.00	0.00	0.00	0.00	91,226.15	(11,226.15)	114.03
271-000.00-659.000	Library book fees	9,341.82	8,000.00	8,000.00	501.49	536.23	547.42	6,938.87	1,061.13	86.74
Fines and forfeitures		98,412.54	88,000.00	88,000.00	501.49	536.23	547.42	98,165.02	(10,165.02)	111.55
Interest income										
271-000.00-665.000	Interest in investments	118,788.12	44,000.00	44,000.00	8,539.06	0.00	0.00	97,475.73	(53,475.73)	221.54
271-000.00-669.500	Gain (loss) on investments	92,415.46	10,000.00	10,000.00	6,634.48	0.00	0.00	31,814.47	(21,814.47)	318.14
Interest income		211,203.58	54,000.00	54,000.00	15,173.54	0.00	0.00	129,290.20	(75,290.20)	239.43
Donations										
271-000.00-674.289	Adult programs	12,086.76	5,000.00	5,000.00	0.00	0.00	0.00	13,673.84	(8,673.84)	273.48
271-000.00-674.400	Gifts and donations	2,365.78	4,500.00	4,500.00	50.26	31.22	30.23	432.89	4,067.11	9.62
Donations		14,452.54	9,500.00	9,500.00	50.26	31.22	30.23	14,106.73	(4,606.73)	148.49
Other revenue										
271-000.00-675.000	Miscellaneous income	8,730.22	8,500.00	8,500.00	196.95	564.56	222.45	2,828.28	5,671.72	33.27
271-000.00-675.006	Car Charging Revenue	11.07	100.00	100.00	0.00	0.00	63.14	77.94	22.06	77.94
271-000.00-675.100	Copier	3,620.99	1,000.00	1,000.00	923.49	1,432.10	1,514.95	11,538.76	(10,538.76)	1,153.88
271-000.00-675.300	Meeting room	37,477.41	27,500.00	27,500.00	1,930.75	4,046.08	4,296.16	36,945.87	(9,445.87)	134.35
271-000.00-675.404	Novi Township 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	44,950.00	3,051.19	6,042.74	6,096.70	59,618.85	(14,668.85)	132.63
Total Dept 000.00 - TREASURY		3,827,332.74	3,808,984.00	3,808,984.00	18,985.66	42,442.09	6,892.89	3,949,708.35	(140,724.35)	103.69
TOTAL REVENUES		3,827,332.74	3,808,984.00	3,808,984.00	18,985.66	42,442.09	6,892.89	3,949,708.35	(140,724.35)	103.69

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	FEB 2025	MARCH 2025	APRIL 2025	04/30/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNORM)	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	1,453,000.00	112,076.64	114,037.45	107,813.22	1,122,465.88	330,534.12	77.25
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
271-000.00-705.000	Temporary salaries	683,363.35	743,000.00	743,000.00	52,639.52	51,892.95	53,305.20	538,102.88	204,897.12	72.42
271-000.00-706.000	Overtime	38.82	500.00	500.00	34.79	0.00	0.00	579.00	(79.00)	115.80
271-000.00-715.000	Social security	147,519.92	168,000.00	168,000.00	12,378.43	12,490.08	12,144.15	125,408.97	42,591.03	74.65
271-000.00-716.000	Insurance	230,346.09	225,000.00	225,000.00	23,859.79	23,499.27	21,341.77	222,911.67	2,088.33	99.07
271-000.00-716.200	HSA - employer contribution	1,138.25	3,000.00	3,000.00	0.00	0.00	0.00	1,746.44	1,253.56	58.21
271-000.00-716.999	Insurance - Employee Reimburser	(33,477.49)	(32,200.00)	(32,200.00)	(3,502.30)	(3,223.62)	(3,101.97)	(31,166.80)	(1,033.20)	96.79
271-000.00-717.000	Workers compensation	1,640.32	1,800.00	1,800.00	149.94	151.48	183.02	1,542.38	257.62	85.69
271-000.00-718.000	Pension - DB Normal Cost	5,520.00	6,000.00	6,000.00	140.00	140.00	140.00	1,400.00	4,600.00	23.33
271-000.00-718.010	Pension - DB Unfunded Accrued l	73,488.00	92,200.00	92,200.00	7,683.00	7,683.00	7,683.00	76,830.00	15,370.00	83.33
271-000.00-718.200	Pension - defined contribution	67,418.77	112,000.00	112,000.00	9,773.49	9,946.82	9,386.64	98,919.81	13,080.19	88.32
271-000.00-719.000	Unemployment insurance	36.84	2,000.00	2,000.00	0.00	0.00	0.00	96.03	1,903.97	4.80
Personnel services		2,448,748.97	2,781,800.00	2,781,800.00	215,233.30	216,617.43	208,895.03	2,163,993.86	617,806.14	77.79
Supplies										
271-000.00-726.400	Supplies - Cash over/short	36.72	0.00	0.00	(18.05)	(0.01)	(3.71)	(1.50)	1.50	100.00
271-000.00-727.000	Office supplies	9,181.98	16,000.00	16,000.00	1,162.96	472.47	751.24	5,564.95	10,435.05	34.78
271-000.00-728.000	Postage	4,014.04	5,500.00	5,500.00	119.99	294.99	0.00	1,569.71	3,930.29	28.54
271-000.00-734.000	Computer supplies, softw are & lic	61,936.23	83,000.00	83,000.00	731.19	5,521.84	700.00	31,542.30	51,457.70	38.00
271-000.00-734.500	Computer supplies/equipment	23,251.80	52,000.00	52,000.00	2,013.34	3,048.20	3,284.77	33,114.06	18,885.94	63.68
271-000.00-740.000	Operating supplies	27,352.10	44,800.00	44,800.00	3,384.78	690.34	511.50	35,404.56	9,395.44	79.03
271-000.00-740.200	Supplies - Desk chairs and file ca	4,173.51	5,000.00	5,000.00	0.00	0.00	567.00	567.00	4,433.00	11.34
271-000.00-741.000	Supplies - Uniforms	0.00	500.00	500.00	0.00	0.00	0.00	972.17	(472.17)	194.43
271-000.00-742.000	Library books	219,615.55	241,000.00	241,000.00	14,935.69	30,230.27	12,639.92	183,051.23	57,948.77	75.95
271-000.00-742.010	Library Books - Lending	10,641.12	15,000.00	15,000.00	1,680.03	786.87	1,207.79	7,139.43	7,860.57	47.60
271-000.00-742.100	Library Books - Fines	91.97	500.00	500.00	0.00	0.00	0.00	58.98	441.02	11.80
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	4,128.19	3,454.77	2,133.80	35,040.59	17,259.41	67.00
271-000.00-745.200	Electronic media	135,445.89	160,700.00	160,700.00	6,418.87	23,409.57	20,796.76	154,610.49	6,089.51	96.21
271-000.00-745.300	Electronic resources (CD rom mat	67,776.44	80,000.00	80,000.00	559.30	2,518.00	0.00	80,376.53	(376.53)	100.47
Supplies		641,275.81	774,300.00	774,300.00	35,116.29	70,427.31	42,589.07	585,759.83	188,540.17	75.65

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	FEB 2025	MARCH 2025	APRIL 2025	04/30/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNORM)	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	1,300.00	0.00	0.00	0.00	891.07	408.93	68.54
271-000.00-802.100	Bank Service Charges	3,666.52	6,000.00	6,000.00	125.14	58.05	0.00	1,245.35	4,754.65	20.76
271-000.00-803.000	Independent audit	800.00	800.00	800.00	0.00	0.00	0.00	622.00	178.00	77.75
271-000.00-804.000	Medical service	1,624.00	1,500.00	1,500.00	0.00	116.00	0.00	1,160.00	340.00	77.33
271-000.00-806.000	Legal fees	19,931.70	9,000.00	9,000.00	1,475.50	250.00	0.00	3,955.00	5,045.00	43.94
271-000.00-809.000	Memberships and dues	6,677.50	8,000.00	8,000.00	0.00	77.00	180.00	6,211.26	1,788.74	77.64
271-000.00-816.000	Professional services	12,103.50	23,000.00	23,000.00	2,600.00	500.00	450.00	9,488.11	13,511.89	41.25
271-000.00-817.000	Custodial services	83,332.60	92,000.00	92,000.00	7,560.00	8,645.00	0.00	71,925.00	20,075.00	78.18
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	3,495.00	5.00	99.86
271-000.00-820.000	Property & liability insurance	16,480.00	17,000.00	17,000.00	0.00	0.00	0.00	15,874.00	1,126.00	93.38
271-000.00-820.001	Insurance deductibles/Uninsured claims	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	40,560.37	43,000.00	43,000.00	3,560.12	4,583.74	1,631.54	32,844.74	10,155.26	76.38
271-000.00-855.000	TLN Automation Services	71,993.10	76,000.00	76,000.00	0.00	2,158.74	0.00	52,602.83	23,397.17	69.21
271-000.00-861.000	Gasoline and oil	334.00	500.00	500.00	0.00	34.35	0.00	255.44	244.56	51.09
271-000.00-862.000	Mileage	1,300.01	800.00	800.00	51.17	113.89	89.32	1,300.88	(500.88)	162.61
271-000.00-880.000	Community promotion	23,899.12	25,000.00	25,000.00	755.55	2,467.32	1,629.40	15,863.42	9,136.58	63.45
271-000.00-880.268	Library programming	36,897.47	38,000.00	38,000.00	787.14	1,483.55	476.56	20,982.98	17,017.02	55.22
271-000.00-880.271	Adult programs	7,467.05	10,000.00	10,000.00	0.00	103.00	0.00	9,424.83	575.17	94.25
271-000.00-882.200	Employee assistance program	0.00	0.00	0.00	0.00	0.00	506.94	506.94	(506.94)	100.00
271-000.00-900.000	Printing, graphic design and publishing	25,459.42	32,000.00	32,000.00	497.24	744.18	628.60	5,402.69	26,597.31	16.88
271-000.00-921.000	Heat	12,267.57	15,300.00	15,300.00	2,504.99	2,161.30	1,608.43	11,312.36	3,987.64	73.94
271-000.00-922.000	Electricity	102,779.81	115,500.00	115,500.00	7,238.09	8,612.19	8,198.40	82,078.37	33,421.63	71.06
271-000.00-923.000	Water and sewer	8,065.10	8,200.00	8,200.00	0.00	2,114.46	0.00	6,307.02	1,892.98	76.91
271-000.00-934.000	Building maintenance	101,144.38	121,400.00	121,400.00	13,457.74	13,937.35	2,157.42	107,735.67	13,664.33	88.74
271-000.00-935.000	Vehicle maintenance	169.02	200.00	200.00	305.14	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	3,744.37	321.99	750.00	30,423.82	17,576.18	63.38
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	10,100.00	2,900.00	77.69
271-000.00-942.100	Records storage	315.36	450.00	450.00	26.98	28.06	28.06	271.96	178.04	60.44
271-000.00-956.000	Conferences and workshops	25,185.11	20,000.00	20,000.00	102.75	565.00	100.00	15,944.90	4,055.10	79.72
Other services and charges		670,066.27	739,450.00	739,450.00	45,801.92	50,085.17	19,444.67	518,651.86	220,798.14	70.14

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	FEB 2025	MARCH 2025	APRIL 2025	04/30/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNORM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Capital outlay										
271-000.00-986.000	Technology - Capital Outlay	34,074.28	37,000.00	37,000.00	0.00	0.00	0.00	20,483.44	16,516.56	55.36
Capital outlay		34,074.28	37,000.00	37,000.00	0.00	0.00	0.00	20,483.44	16,516.56	55.36
Transfers out										
271-000.00-995.272	Transfer to Library Contribution Fund	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	4,332,550.00	296,151.51	337,129.91	270,928.77	3,288,888.99	1,043,661.01	75.91
TOTAL EXPENDITURES		3,829,403.33	4,332,550.00	4,332,550.00	296,151.51	337,129.91	270,928.77	3,288,888.99	1,043,661.01	75.91
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		3,827,332.74	3,808,984.00	3,808,984.00	18,985.66	42,442.09	6,892.89	3,949,708.35	(140,724.35)	(126.22)
TOTAL EXPENDITURES		3,829,403.33	4,332,550.00	4,332,550.00	296,151.51	337,129.91	270,928.77	3,288,888.99	1,043,661.01	(126.22)
NET OF REVENUES & EXPENDITURES		(2,070.59)	(523,566.00)	(523,566.00)	(277,165.85)	(294,687.82)	(264,035.88)	660,819.36	(1,184,385.36)	(126.22)
BEG. FUND BALANCE		2,598,740.02	2,596,669.43	2,596,669.43				2,596,669.43		(126.22)
END FUND BALANCE		2,596,669.43	2,073,103.43	2,073,103.43				3,257,488.79		(126.22)

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	FEB 2025	MARCH 2025	APRIL 2025	04/30/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNORM)	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	4,694.17	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)	3,351.03	0.00	0.00	17,694.62	(22,194.62)	(393.21)
Interest income		90,759.76	22,500.00	22,500.00	8,045.20	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	308.70	154.75	331.65	4,578.70	(3,578.70)	457.87
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	0.00	5,588.00	(4,588.00)	558.80
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	420.98	499.52	0.00	14,547.75	(11,547.75)	484.93
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	1,500.00	2,000.00	1,000.00	7,700.00	(7,700.00)	100.00
Donations		30,690.52	9,500.00	9,500.00	2,229.68	2,654.27	1,331.65	36,483.17	(26,983.17)	384.03
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										
TOTAL REVENUES		156,688.28	32,000.00	32,000.00	10,274.88	2,654.27	1,331.65	93,930.97	(61,930.97)	293.53
Expenditures										
Dept 000.00 - TREASURY										
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	0.00	500.00	500.00	0.00	249.00	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	119.10	31.13	40.18	921.70	78.30	92.17
272-000.00-742.230	Collections/Materials Expense	10,904.06	1,000.00	1,000.00	1,942.19	1,106.61	8.09	4,885.74	(3,885.74)	488.57
272-000.00-742.231	Buildings/Ground/ Furniture Expense	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	1,199.80	650.00	0.00	8,399.62	(5,399.62)	279.99
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
272-000.00-742.236	Staff Recognition	3,296.10	2,500.00	2,500.00	118.91	48.52	0.00	1,425.00	1,075.00	57.00
Supplies		100,278.40	8,500.00	8,500.00	3,380.00	2,085.26	48.27	17,790.90	(9,290.90)	209.30
Capital outlay										
272-000.00-976.000	Building improvements	0.00	101,200.00	101,200.00	0.00	33,709.67	0.00	73,577.67	27,622.33	72.71
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	0.00	10,000.00	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	0.00	0.00	0.00
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	0.00	43,709.67	0.00	83,577.67	163,422.33	33.84
Total Dept 000.00 - TREASURY										
TOTAL EXPENDITURES		211,324.29	255,500.00	255,500.00	3,380.00	45,794.93	48.27	101,368.57	154,131.43	39.67



		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2024	ORIGINAL	2024-25	FEB 2025	MARCH 2025	APRIL 2025	04/30/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNORM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES		156,688.28	32,000.00	32,000.00	10,274.88	2,654.27	1,331.65	93,930.97	(61,930.97)	3.33
TOTAL EXPENDITURES		211,324.29	255,500.00	255,500.00	3,380.00	45,794.93	48.27	101,368.57	154,131.43	3.33
NET OF REVENUES & EXPENDITURES		(54,636.01)	(223,500.00)	(223,500.00)	6,894.88	(43,140.66)	1,283.38	(7,437.60)	(216,062.40)	3.33
BEG. FUND BALANCE		1,698,587.10	1,643,951.09	1,643,951.09				1,643,951.09		3.33
END FUND BALANCE		1,643,951.09	1,420,451.09	1,420,451.09				1,636,513.49		3.33
TOTAL REVENUES - ALL FUNDS		3,984,021.02	3,840,984.00	3,840,984.00	29,260.54	45,096.36	8,224.54	4,043,639.32	(202,655.32)	
TOTAL EXPENDITURES - ALL FUNDS		4,040,727.62	4,588,050.00	4,588,050.00	299,531.51	382,924.84	270,977.04	3,390,257.56	1,197,792.44	
NET OF REVENUES & EXPENDITURES		(56,706.60)	(747,066.00)	(747,066.00)	(270,270.97)	(337,828.48)	(262,752.50)	653,381.76	(1,400,447.76)	
BEG. FUND BALANCE - ALL FUNDS		4,297,327.12	4,240,620.52	4,240,620.52				4,240,620.52		
END FUND BALANCE - ALL FUNDS		4,240,620.52	3,493,554.52	3,493,554.52				4,894,002.28		

## Financial Balance Sheets (Provided by Bindhya Suriyanarayanan, Bookkeeper)

05/02/2025	BALANCE SHEET FOR CITY OF NOVI	
	Period Ending 04/30/2025	
GL Number	Description	Balance
Fund 271 - LIBRARY FUND		
*** Assets ***		
271-000.00-001.000	Cash - Pooled	(590,510.90)
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	31,415.28
	Total Assets	3,331,999.82
*** Liabilities ***		
271-000.00-202.000	Accounts payable	66,600.78
271-000.00-258.702	Accrued liabilities - tax	7,800.00
271-000.00-259.200	Unemployment insurance liability	110.25
	Total Liabilities	74,511.03
*** 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	660,819.36
	Ending Fund Balance	3,257,488.79
	Total Liabilities And Fund Balance	3,331,999.82

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	(45,378.23)
272-000.00-017.000	Investments - Pooled	1,668,635.08
272-000.00-035.000	Accounts Receivable - Manual	13,313.00
	Total Assets	1,636,569.85
*** Liabilities ***		
272-000.00-202.000	Accounts payable	56.36
	Total Liabilities	56.36
*** 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	(7,437.60)
	Ending Fund Balance	1,636,513.49
	Total Liabilities And Fund Balance	1,636,569.85

## DIRECTOR'S REPORT



### June Anniversaries – Years of Service



**Eileen Massarello – 8 yrs.  
Support Services**



**Josef Ploski – 8 yrs.  
Facilities**



**Shang-Yeu Chang – 3 yrs.  
Support Services**



**Taylor Price – 2 yrs.  
Information Services**



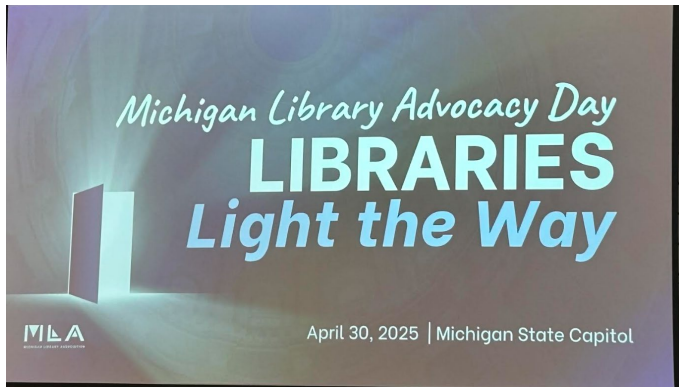
**Vera Wexler – 2 yrs.  
Information Services**

### Take Your Child to Work Day – April 24, 2025



## Library Advocacy Day in Lansing – April 30, 2025

Thank you Senator Bayer and Representative Breen for meeting with us to discuss the support of MeL (MeLCat and MeL Databases)



## Michigan eLibrary (MeL): A Vital Resource at Risk Why Additional State Funding Is Needed Now

### About the Michigan eLibrary (MeL)

The Michigan eLibrary (MeL) is the state's free digital library, administered by the Library of Michigan, an agency of the Michigan Department of Education, in partnership with libraries statewide. MeL includes two key services:

#### MeL Databases

80+ curated databases (used by students, job seekers, and researchers) accessed over 19.2 million times in 2024.

#### MeLCat

A statewide interlibrary loan system linking 435+ libraries, with access to 34 million+ books, films, and audio materials. Over 1 million+ items loaned in 2024.

### MeL Federal Funding Uncertainty

MeL is funded by both state appropriations and federal funds through the Institute of Museum and Library Services (IMLS). In early March, a federal executive order directed IMLS to drastically reduce operations and on March 31, all of IMLS staff were placed on administrative leave. This effectively cuts more than \$4.8M in IMLS federal funds to Michigan, putting MeL at risk of severe service disruptions.

### **ASK of Michigan Legislators:**

***Fund the Library of Michigan's interlibrary loan program and other statewide initiatives at \$6.74 million in FY 2026, increasing the state's investment by \$5 million***

### By the Numbers

MeL saves schools, libraries, and residents millions by providing shared access to 34 million resources, career certifications, and academic databases—services that would cost 5–10x more if purchased independently. By leveraging bulk purchasing power and statewide partnerships, MeL provides these resources at fractions of individual costs. For less than \$0.77 per resident annually, MeL ensures all Michiganders—regardless of zip code or income—have 365/24/7 access to education, jobs, and opportunity.

## Michigan Residents Rely on MeL

Resource-sharing among libraries across the state is the current way libraries are surviving deep cuts to their budgets and still providing their faculty and students with the research materials they need. MeLCat gives Calvin University and other colleges and universities the opportunity to be good neighbors to one another and at the same time save money. If we believe that brainpower and ingenuity play a critical part in solving the state's complex problems, we will recognize that MeLCat is a lifeline for all of us.

~Lew Klatt, Calvin University Library, Grand Rapids

Discovering Melcat was for me the equivalent of discovering a secret door in my bookcase that swings open and allows me entry into a world of authors and subjects that would not otherwise be available to me. Melcat has let me explore many rabbit holes at no cost and gifted me with countless hours of new knowledge and enjoyment.

~Judith, Kent District Library - East Grand Rapids

Sodus, as a small public library, relies heavily on Melcat since we don't have a lot of our own catalog. The access to a broader range of materials through Melcat enriches our library services and provides our patrons with more resources than we could offer alone. It's heartwarming to see our community thrive with the help of this wonderful network!

~Alexandra, Sodus Township Library, Sodus

As a first grade teacher at a Tribal School, I find the services of MeLCat to be extremely valuable. I have borrowed books from all over the area; from picture books for read alouds to help with my students' reading comprehension, to early reader biographies and science books for our research writing, to books that help us know how to be Socially and Emotionally safe. The wide range of books offered through this service helps me be a better teacher so our children can have a bright future.

~Bambi, Saginaw Chippewa Tribal Academy, Mt Pleasant

I am a children's librarian and MeLCat is invaluable to the work I do. MeLCat is one of the best tools in my toolbox. It allows me to share so many more stories with the children that come visit our library. Storytelling to children is vitally important it promotes creative thinking, language development, emotional intelligence, and can help teach moral values.

~Marisa, Rawson Memorial Library, Cass City

As a library worker in a remote area, I see firsthand how MeLCat fills critical gaps in our library's collection. Our limited budget and space make it difficult to stock every book or resource our patrons need, and interlibrary transfers aren't always as fast as we'd like. MeLCat has been a lifeline, allowing our patrons to access a much broader range of materials quickly and efficiently. A big part of my current project focuses on promoting college readiness for local teens. Test preparation materials are expensive and can take up valuable shelf space, but MeLCat provides access to a wide range of these resources digitally—making it possible for our students to prepare for exams without added financial strain.

~Asako, Portage Lake District Library, Houghton

Through the years, MEL has helped me access books statewide. Most recently, as an online graduate student, MEL's interlibrary loan system helped me save \$600 in one semester by allowing me to use good sources to write a final exam paper. I am so happy that state libraries have this service available to their residents.

~Christine, Livonia Public Library, Livonia

As an individual rural citizen and taxpayer, I participate in a foreign policy discussion program at the Petoskey District Library called Great Decisions. The background reading for this group often refers to articles of periodicals that are no longer saved by libraries for more than a year or two.....they are digitized and available on Michigan eLibrary (MEL). The ability of rural citizens to have access to digital media is essential to move our democracy into the future.

~John Kafer, Levering MI

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## A Month in Review ( April 2025) by Director Farkas

### Out and About (Outreach and Programs)

- 4/1 Author's Event – Enchanted Season at Fox Run
- 4/1 Hosted Ambassador Academy for City of Novi – Library Edition
- 4/10 Author's LIVE event with Curtis Chin at Fox Run
- 4/15 Reality Check Teen Program
- 4/23 NCSD Mental Health Alliance Program featuring Matt Swartz
- 4/24 Hosted Bring Your Child to Work Day for a Library Tour/Scavenger Hunt
- 4/29 Advocacy Day for Libraries in Lansing – met with Senator Bayer and Representative Breen

### Board, Committee & Friends Meetings

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- 4/22 Building & Grounds Mtg. RE: Main Doors and Heating Issues
- 4/28 E/M/F mtg. by Zoom
- 4/29 Building & Grounds Mtg. RE: AMHS Recommendation

### Current Projects

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- 4/1 Worked on draft of Incident Report
- 4/2 Read Box project for Splash Park
- 4/1 – 4/3 Reviewed AMHS RFPs
- 4/3 Planning mtg. for Authors LIVE event on 4/10
- 4/16, 4/22, 4/28 Demos for AMHS System
- 4/22 Parking Lot Re-surfacing mtg. w/Aaron Staup, DTW

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

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- 4/1, 4/15, 4/22, 4/29 Leadership mtg./Council Meeting Updates
- 4/1 Meeting to discuss Youth and Adult Supervisor positions
- 4/23, 4/24 Director Q&A Meetings with staff
- 4/3, 4/24 Customer Service Committee catch up mtg. w/Consultant
- 4/3 TLN EX Comm. mtg.
- 4/3 Staff SRP planning mtg.
- 4/10 IS Staff mtg.
- 4/16 Staff Strategic Planning Committee mtg.
- 4/16 City Council Budget Session
- 4/22 TLN Board Meet & Greet by Zoom
- 4/24 Library of Michigan Director's Update for IMLS funding
- 4/29 Community Fest planning mtg.

### Weekend Rotation

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- April 3 & 4



## Training

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- 4/17 Advocacy Day training with MLA
- 4/23 Advocacy Day training as leader of Senator Bayer's group and participating in training for Representative Breen's group
- Completed KNowBe4 training

## Important Update: Changes to Hoopla Digital Service



- After careful consideration, Novi Public Library has recognized the need to make a service change to our popular digital media service, Hoopla, which provides access to eBooks, audiobooks, movies, music, and more.
- **Effective May 1st, the monthly checkout limit for Hoopla will be reduced from 10 items per patron to 7.**
- This adjustment is necessary to ensure that we can continue offering equitable access to digital resources for all of our patrons while staying within the Library's budget.
- **Why are we reducing the number of hoopla checkouts?**
- Novi Public Library and other libraries nationwide are facing similar challenges as digital media usage continues to rise while budgets stay the same. According to a 2023 report from the American Library Association, digital book use in libraries has increased by 34% since 2019, with many libraries reporting even higher rates of usage. [Read the full report here.](#)
- At Novi Public Library, we've seen similar growth. In 2023, our patrons borrowed 22,230 items from Hoopla, but that number surged to 30,906 in 2024—a nearly 40% increase.
- With this increased usage comes increased costs. Hoopla operates on a pay-per-use model, which means the library incurs charges for each item borrowed, regardless of whether it is fully consumed. For example, eBooks and videos cost us around \$2 per checkout, while audiobooks, the most popular—and most expensive—category, can cost as much as \$3.99 each.
- In 2023, our Hoopla costs totaled \$48,647, but that figure has also seen an over 40% increase in 2024, reaching \$68,475. Unfortunately, we anticipate even higher costs in 2025. By reducing the monthly checkout limit, we hope to better manage these rising costs and ensure that this valuable service remains available to everyone.
- **What can you do?**
- We encourage you to take advantage of Hoopla's "Bonus Borrows" feature, available towards the end of each month. Bonus Borrows don't count against your monthly limit, and they don't incur any cost to the library. Additionally, we kindly ask that you consider borrowing only the titles you plan to fully enjoy. By doing so, we can help ensure that more patrons can benefit from the service.
- **Please Note: These changes apply only to Hoopla. Our other digital services, such as Libby/OverDrive, Kanopy, and Comics Plus, will remain unaffected.**
- We understand that this change may be disappointing to some, and we sincerely appreciate your understanding and support as we navigate these necessary adjustments to ensure the continued success of our digital resources.
- Thank you for being a valued patron of the Novi Public Library.



**Due to a catalog  
system upgrade,  
many of our services  
will not  
be available  
from  
6pm, Sat, May 3 - Sun, May 4**



Cultivate Learning  
Inspire Creativity  
Foster Inclusivity

**Due to a catalog system upgrade, many of our services  
will not be available from 6pm, Saturday, May 3 through  
Sunday, May 4.**

**Services Unavailable**

- Library card access on public computers
- Printing with a library card
- Placing holds
- Public catalog
- Renewing materials or cards
- Lakeshore Lending Library kiosk
- myLIBRO (library app)

**Services Available**

- Guest pass access on public computers
  - Printing with a guest pass
  - Wifi & mobile printing
  - Checking out materials
- A valid library card is required for service. We cannot look up your account by driver's license.**
- Returning materials  
Items returned during this time frame will not come off your account until the week of May 5.
  - Digital Library

We apologize for the inconvenience and thank you for your patience while these upgrades are being made.

***Novi Public Library***



# Mental Health Awareness Month



## Mindful Parenting

Integrating the Reset  
Pillars of Holistic Mental  
Health Care

Thursday, May 8th  
6:00 PM - 7 PM

## Depression Demystified

Coping Strategies for  
Families  
with Alexander Borrello

Tuesday, May 20th  
6:30 PM - 7:30 PM

TURN  
AWARENESS >>  
INTO ACTION

## Cook Center Webinar

Compassionate  
Parenting and Self-  
Compassion

Wednesday, May 14th  
6:30 PM - 7:30 PM  
Zoom

## Ask a Therapist With Ellie Health

Get insights and clarity  
on topics that matter to  
you.

Thursday, May 29th  
6:00 PM - 7:00 PM

For additional descriptions and registration, please follow the link below to the Mental Health Awareness Month S'More.

<https://bit.ly/MHAFamilySmore>



With Generous Support by Delta Kappa Gamma and Novi Parks & Recreation Department



# Read Box Grand Opening

**Join us in celebrating the grand opening  
of the Novi Public Library's  
Read Box at Jessica's Splashpad!**

**Tuesday, May 20, 4-5pm**

**Read Boxes are designed to encourage  
summer reading for all ages!  
Readers can keep the book as long  
as they like and when done, return  
it to the Read Box or the Library.**

**Location**  
**Jessica's Splashpad**  
**25805 Beck Rd.**  
**Novi, MI 48374**



Cultivate Learning  
Inspire Creativity  
Foster Inclusivity







# Looking Back Cooking Forward with Chef & Author Mary Brady

## Tuesday, May 20, 6:30-8pm

You and your friends are invited to join our special guest, Mary Brady, certified executive chef "in the kitchen" as she demos recipes from her all new Made in Michigan cookbook, "Looking Back Cooking Forward." Picnic pleasing recipes such as chicken salad and a delicious bean salad will be prepared to taste test.

Plan to arrive early to purchase Mary's cookbook for \$35 (accepting credit cards and Venmo) so you can review recipes from the book as she discusses, or purchase at [chefmarybrady.com](http://chefmarybrady.com).



**Register on [novilibrary.org/events](http://novilibrary.org/events)  
or call 248-349-0720.**



**FREE!**

# NOVI COMMUNITY FEST

CELEBRATING THE BEST OF NOVI!

**THURSDAY, JUNE 5 | 4-8PM**

**NOVI CIVIC CENTER**

**COMMUNITY OPEN HOUSE | BUSINESS & CULTURAL EXPO**

**BUSINESS SHOWCASE**  
FOOD TRUCKS

**CULTURAL SHOWS**  
BOUNCE HOUSES  
FACE PAINTING  
DPW, POLICE & FIRE VEHICLES

**FAMILY ACTIVITIES**  
AND MORE!

**CITYOFNOVI.ORG/NOVIFEST**



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](http://novilibrary.org/songfest) or call 248-349-0720.



				4/1/2025				4/2/2025				4/3/2025				4/4/2025				4/5/2025									
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				1-2pm	71	62	67	1-2pm	50	49	50	1-2pm	62	75	69	1-2pm	65	63	64	1-2pm	74	84	79						
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5-6pm	146	48	97	5-6pm	160	153	157	5-6pm	114	106	110	5-6pm	140	93	117	5-6pm	132	97	115	5-6pm	101	51	76	5-6pm	0	0	0		
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## **Information Technology Report by Jeffrey Smith – April 2025**

### **General**

IT Dept Bin Project - We did more organization of the technology supplies in the IT department.



Technology Cubbies now feature new clear bins

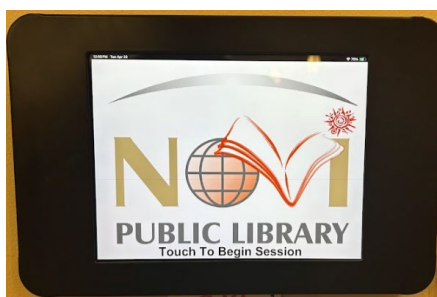


More clear bins in the server room

In March, TLN upgraded our fiber internet connection to an AT&T ASEoD solution. ASEoD is a self-service, on-demand, intelligent networking solution. It will allow TLN to change the bandwidth on demand if our need increases or decreases. They had to come back later in the month to install a longer cable, and route it behind our server rack -to make it more reliable.



New ASEoD fibre for our internet



iPad A/V controller in East/West meeting rooms

The iPad A/V controllers in the East and West meeting rooms were replaced because the old iPads both had battery issues due to their age. We were able to repurpose old iPads for this, allowing us to keep the rooms operational, and to have time to work on a more permanent solution next year.

Mallory created some staff voicemail instructions for our desk phones. The instructions will be included in a packet that is being created by the Customer Service Committee.

On Sunday, April 15th, TLN installed our new Meraki MX105 firewall. The installation went smoothly, and was finished before we opened to the public that day. This new firewall has several benefits over the old one that was at its end-of-life. The MX105 is manageable from our existing Meraki dashboard - allowing us to make changes to it easily. The MX105 will give us more options for content filtering, and importantly, it will be under an active support agreement, which will allow us to get assistance from Meraki if we have any issues with the new firewall.



Network Engineer Alex from TLN is migrating us from our old Cisco firewall to the new MX105

- Jeff led two IT Department meetings and attended Managers meetings.
- Denise, Dom, and Jeff participated in the HDTS help desk review team.
- Denise and Jeff attended training in PhishER, our phishing report/evaluation system.
- Jeff participated in the TLN Tech-Com meeting and presented information about NPL to a Novi Homeowners Association.
- Denise participated in a Customer Service Committee meeting and iCube Committee meeting
- Dom led an iCube Team meeting
- Mallory and Sid attended an iCube Team meeting and IT Department meeting

### **Training**

- Denise led our first KnowBe4 Security Awareness Training campaign for all NPL staff.
- Various IT Dept staff received their Annual Safety training.
- Sid participated in self-led training in GIMP graphics application.
- Jeff worked toward completion of a "Budgeting Process" curriculum from the Library of Michigan's Niche Academy.

### **iCube**

We held 205 iCube appointments in April.

- 86 3D prints
- 0 3D scans
- 6 Adobe Creative Cloud projects
- 11 Cricut crafts
- 1 Carvey projects
- 40 Creative Kits
- 0 Digital Conversions
- 14 Heat Press jobs
- 6 Laser projects
- 9 Photo Prints
- 6 Sewing/Embroidery projects
- 8 Sublimation prints

iCube staff have begun preparations for the annual NPL Tiny Art Show. Preparations include 3d



Fun t-shirts made with our sublimation process



T-shirts made by a patron with the help of Mallory



And one with the help of Mary

Jess unboxed our new knitting machine! They also had an appointment with a patron for the laser engraver, and a walk-in patron who wanted to use the cricut to cut out vinyl to put on glasses.

A guest who was using our VHS digitizer, commented that they "really loved ours and found it easy to use." Thanks Mallory for the assist.

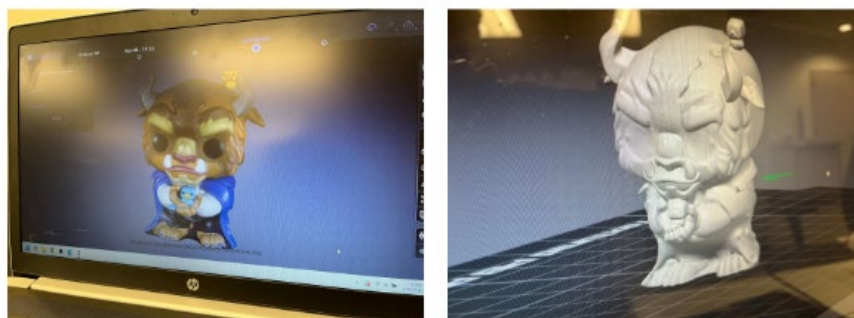
Sid was able to do some hardware maintenance, and helped a patron submit a 3D printing request. They also assisted a patron family to choose some creative kits for a group activity..

A guest used our Cricut and the small heat press to add a cool vinyl decal for a custom book design. "This turned out so cool!"



Custom book design by a guest made with our Cricut and Heat Press

Dominic repaired and tested our Einscan 3D scanner, getting it ready for an upcoming appointment.



Model scanned using Einscan software, then exported into BambuStudio as an STL file.

### **Facilities Report by Keith Perfect – April 2025**

In the past month the Facilities Department has closed 8 Facilities Maintenance tickets, 48 Meeting Room Requests/programs and has updated 360 Periodic Maintenance tickets.

- Safety tours have been provided to library staff.
- The main entrance canopy/ vestibule roof gutters were cleaned out and seams/joints were re-caulked to prevent leaks.
- The lighting underneath the main entrance canopy has been upgraded to LED.
- The staff entrance doors were re-painted.
- The hall lantern/call speaker was replaced on the second floor of elevator #2.
- The library van received a thorough washing.
- The library van was taken to Signorama to update the sponsorship decal on rear windows.
- Our pest control vendor was on-site to treat for insects that may come in at doors/windows.
- The Server Room AC unit received a new compressor and control board by vendor.
- The Read Boxes were picked up by DPW for installation at the parks.
- The low-limit sensor on AHU-1 was replaced by vendor.
- Our landscaping vendor has installed mulch in the flower beds.
- Our bio-swale maintenance vendor has removed foreign debris and weeds from the bio-swales.
- The vestibule air-curtain has been turned off for the season.
- The Facilities Dept. is working on cultivating the soils in the outdoor patio planters in preparation of spring plantings.

## Information Services Department – April

### 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
  - Interview Committees
  - Summer Reading Program Committees and Subcommittees
  - Help Desk Ticketing System Committee

#### Professional Development

- Diverse Books: Something for Everyone webinar - Austin
- Engaging People Living with Dementia with Library Materials - Emma
- The First Amendment and Libraries - Emma, Jess
- Getting Dads: Engage Male Caregivers to Increase Attendance - Parenting Awareness Month Webinar Series - Kevin Zoromski - MSU Extension - Jen
- It's All Relative: Supporting Kinship Caregivers - Parenting Awareness Month Webinar Series - Jen
- Andragogy: Understanding Adult Learners - Jen, Jess
- KnowBe4 Cybersecurity Training - Emma, Shannon, Jen
- SLJ Spring Teen & Young Adult Books- Shannon
- Summer Scares YA Panel webinar - Austin

#### IS staff on external committees:

- ABWA-Emma
- YSAC - Jen
- TLN Outreach Services - Jen
- Guild of Library Makers (GOLM) - Jess

#### IS Staff Outreach



- Waltonwood (13)-Emma
- StoryPoint (8)-Emma
- Lakes of Novi (13)-Emma
- Lakeshore Karaoke (6)-Emma





- Lakeshore Book Club-(2)-Emma
- ELD Night- Shannon
- Novi Mental Health Alliance - Austin and Emma
- iCube tour for Farmington Community Library staff -Jess, Mary, Mallory

### Adult Programs

- Night of Poetry-(4)-Emma
- ESL Book Club x4 - Shannon - 48
- Evening of English x2 - Shannon - 26
- English Language Lessons Beginner x3 - Shannon - 39
- English Language Lessons Intermediate x3 - Shannon - 42
- Korean Conversation Group - Shannon - 5
- Japanese Conversation Group - Shannon - 33
- Spanish Conversation Group - Shannon - 10
- Business Book Club - Jennifer - 4
- Virtual Business Book Club - Jennifer - 2
- Craftastic Wednesday: Bleach Painting - Jess - 16
- Masterpiece Monday- Gail 23
- Celebrating Spring Concert- Gail 67
- Strange Lands Book Club - Jess - 3

### Adult Displays

- **Adult Desk Display:**  
National Jazz Month



- **Feature Collection:**

Arab American Heritage Month and National Poetry Month



### Youth/Tween/Teen/Family Programs

- LEGO CLUB - 20 TP
- TAPE RESIST ART YOUTH - 36 TP
- TAPE RESIST ART TWEEN - 5 TP
- NATIONAL LIB WEEK G&G YOUTH & TWEEN - 192 TP
- Club Half-Blood - 6
- Storytime - Time for Twos and Threes - 258 (4) - JM
- Storytime - Baby Time- 61 (4), DM, KM
- Storytime - Tot Time- 161 (4), DM, KM
- Storytime - Fun For Fours and Fives- 36 (3) KM
- Storytime - Saturday Family Storytime - 177 (4) - JM
- ISTP (International Student Tutoring Program) with Novi High School x4 136
- No Required Reading Book Club - 2 - AW

### All Ages Programs

- NO-VI Chess Club - 32 - Austin and Jen

### Youth/Tween/Teen Displays

- **Teen Stop display** – Teen Advisory Board (TAB) Recommendations



- Youth Feature Display –
- Youth Desk Display –
- New for You Kiosk
  - **Libraries Are for Everyone:** National Poetry Month, Arab American Heritage Month, National Garden Month, April Fool's Day, Passover, Easter, Earth Day, Spanish Language Day, World Immunization Week, and Arbor Day



- **Featured Display:** Battle of the Books





**Lunchtime Spring Concert**



**Masterpiece Monday**



**Third Annual Tiny Art Show** - This year we had about 153 submissions from our talented community.





## Marketing & Community Promotions – April 2025

By Dana VanOast, Communications Manager

### Webinars/Professional Development

- Apr 24, 2025: Annual Safety Tour (Dana VanOast)
- Apr 25, 2025: MR PR Group (Dana VanOast)
- Apr 29, 2025: Millages: Methods, Marketing & Musings (Dana VanOast)
- Apr 30, 2025: KnowBe4 Security Awareness Training (Amy Crockett & Dana VanOast)

### Outreach

- Apr 11, 2025: Friends of Michigan Libraries Annual Meeting (Dana VanOast)
- Apr 14, 2025: Library Minutes Filming at Fox Run (4 clips)

### Committee Involvement

- Amy attended weekly Customer Service Committee meetings and helped develop customer service-based activities for Professional Development Day
- 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

- 21,607 emails sent on April 1; 8,232 read (38.1% read rate); 396 Unique Clicks

### Library Market Update – April 20, 2025

Library Market completed an update to streamline performance while allowing for more flexibility in event registration. The main update is patron-centric:

- What you see when you view the details page for an event with registration. You'll now click a button to launch the registration process, which has been broken into multiple phases.

Benefits of the Modular Registration Model:

- Compartmentalizing the components means the form is validating step-by-step instead of all at once.
- Reduces the likelihood of overbooking when many people are trying to register simultaneously.
- Makes it far easier to ensure that our registration form adheres to ADA compliance standards.
- Erects more barriers against registration spambots.

### Meeting Room News & Notes:

- 46 rentals with 917 attendees in April
- Amy updated the Meeting Room Brochure
- Feedback from renters:
  - Overall the Novi Library is a great place to educate the public and to work with when booking!
  - Thanks for your accommodations! Really nice spot to hold general meetings.

## Publicity – Novi Note, April 3, 2025



### MSU Federal Credit Union to offer teen budgeting and finance seminars

The Michigan State University Federal Credit Union is providing two financial awareness programs for teens at the Novi Public Library, 45255 W. 10 Mile Road. On April 15, the credit union will present "Teen Reality Check," which is designed to teach teenagers about budgeting, loans and other financial topics. The class will be held at the Novi Public Library Whole Meeting Room at 3 p.m.

The credit union will also be giving a presentation during the Teen Advisory Board meeting at 3:30 p.m. April 25 in the library's board room.

Pizza and refreshments will be provided at both events, which are open to teens in seventh to 12th grades. To register for either session, go to the library's website, [novilibrary.org](http://novilibrary.org).

### Toy drive

The Novi Public Library, in partnership with its Teen Advisory Board, is collecting toys for children at C.S. Mott Children's Hospital through April 30. The community is asked to bring new toys to the library's lobby, 45255 W. 10 Mile Road.

### Food drive

The Novi Public Library will be holding a food drive for Gleaners Community Food Bank. Nonperishable food items can be dropped off in designated food boxes in the library's lobby April 6-11. The items must have the label intact and not expire before Oct. 1.



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

### Department Head/General

- Attended the following MCLS courses: Serials Cataloging class April 1st-3rd, Just Enough to be Dangerous: Cataloging for Non-Catalogers course on April 10th, and an MCLS meeting on the new MeLCat web-based system on April 24th
- Attended the Author's Live Luncheon at Fox Run featuring Curtis Chin and helped to represent NPL on April 10th
- Attended my first Strategic Planning Committee meeting on April 16th
- Attended 3 AMHS RFP presentations (April 16th, 22nd, and 28th)
- Attended a course through TLN: I'll Take Management for \$500 on April 22nd
- Travelled to Canton Public Library and Farmington Public Library to observe their AMHS machines with Maryann Zurmuehlen on April 23rd.
- Attended the Board Building and Grounds meeting with Maryann Zurmuehlen and Julie Farkas on April 29th.
- Was trained by Kristin Abate on Lost Item Reports
- Attended weekly Management Team meetings
- Conducted the Food for Thought food drive through TLN April 6th-11th for National Library Week
- Sent out a Quarterly Reminder to Circulation
- Reviewed and updated the SS Main Manual, 4 Quick Reference Manuals, 4 New Hire manuals and am currently working on updating the 2 procedures binders and updated the manuals on the SS StaffShare Folder
- Trained circulation staff on the new IS cash slips that are being implemented May 1st

### Circulation & Shelves

- Staff are working on the Collection Inventory Project which began in January 2024.
- Andrew Van Boven has taken over our open 16-Hour shelving position and has started his new hours. Congratulations Andrew!
- Jillian Cole has let us know that her last day will be May 16th- she will be moving on to a full time internship at Henry Ford Museum. Congratulations Jillian! We will miss you!
- Two 20-hour Circulation Clerk positions will be posted this week
- Andrew's previous Shelving position has been posted

### Tech Services

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

### TLN SASUG:

- Meeting for April was cancelled.
- The night of May 3rd through May 4th there will be a shift to an Oracle Cloud-based system and there will be some outages as TLN upgrades the system and then tests it on May 4th. Preparations were discussed in Management and have been made in advance to remain open this day

### Statistics (April 2025)

- Cards Issued: **225**
- Items Checked Out (NPL): **53,785**
- Items Checked Out (LLL): **104**
- Total Checkouts (NPL + LLL): **53,889**
- Items Interloaned for NPL Patrons: **4,117 (79 through MeLCat)**
- Items Interloaned to Other Libraries: **3,432 (198 through MeLCat)**
- Items Added to the Collection: **2,202**
- Items Discarded from the Collection: **2,390**
- Drive-Up Window & Locker Hold Pickups: **17**
- MAP Checkouts: **50**



- Online New Card Registrations: 27
- Outreach:
  - NPL @ Your Door: 11 Mailer Bags / 40 Items
  - 6 Facilities Visits / 40 Items Provided
  - 6 Book Discussions / 85 Items Provided

Support Services Statistics 2024-2025													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>Cards Issued This Month</b>	327	324	497	455	260	229	258	232	293	225			<b>3,100</b>
↳ <i>Of Which, Online Registrations Totaled</i>	89	25	28	18	21	23	45	13	17	27			<b>306</b>
<b>Checkouts (NPL)</b>	64,018	61,933	54,351	52,691	50,807	47,899	55,537	51,401	61,353	53,785			<b>553,775</b>
<b>Checkouts (Lakeshore Lending Library)</b>	121	113	100	96	65	26	32	95	101	104			<b>853</b>
<b>Total Checkouts (NPL + LLL)</b>	64,139	62,046	54,451	52,787	50,872	47,925	55,569	51,496	61,454	53,889			<b>554,628</b>
<b>Items Borrowed</b>	5,002	4,383	4,000	4,245	3,416	3,625	4,820	4,182	4,092	4,117			<b>41,882</b>
<b>Items Loaned</b>	3,775	3,455	3,789	3,487	3,024	3,169	3,814	3,659	3,689	3,432			<b>35,293</b>
<b>Hold Pickups (Drive-Up &amp; Lockers)</b>	25	21	26	24	13	16	24	24	21	17			<b>211</b>
<b>MAP Pass Checkouts</b>	74	78	57	55	25	26	23	20	50	50			<b>458</b>
<b>Read Boxes</b>	609	341	347	42	0	0	0	0	0	0			<b>1,339</b>
<b>NPL @ Your Door (# of Bags)</b>	10	8	10	7	5	6	13	7	8	11			<b>85</b>
<b>NPL @ Your Door (# of Items)</b>	31	27	30	17	12	15	35	16	16	40			<b>239</b>

Year-to-Year Comparison				Read Boxes							
						May to October Totals					
						2023			2024		
		APR		APR		Youth	Adult	Total	Youth	Adult	Total
		2025		2024	Pavillion	813	115	928	777	55	832
Cards Issued This Month		225		337	Rotary	331	30	361	495	23	518
Total Checkouts (NPL + LLL)		53,889		54,953	ITC	881	54	935	1002	58	1060
					Brookfarm	142	16	158	164	24	188
Items Borrowed	TLN	4,038		4,507	All Combined	2167	215	2382	2438	160	2598
	MeL	79		76							
		4,117		4,583							
Items Loaned	TLN	3,234		3,387	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	198		199							
		3,432		3,586							

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							
June							
FYTD	<b>554,628</b>	<b>44.13%</b>	<b>244,735</b>	<b>72,870</b>	<b>51,811</b>	<b>32,854</b>	<b>87,200</b>

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				
June	26,941	4,583	31,524	1,126	June				
FYTD Total	320,555	70,173	390,728	1,170	FYTD Total	256,938	57,827	314,765	1,097
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					
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	10,788	1,554,084	1,564,872	5,453	2,696

**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			
June	767	11,181	15	June			
FYTD Total	7,978	107,914	16	FYTD Total	6,366	88,434	14

**Notes 2023 – 2024:**

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

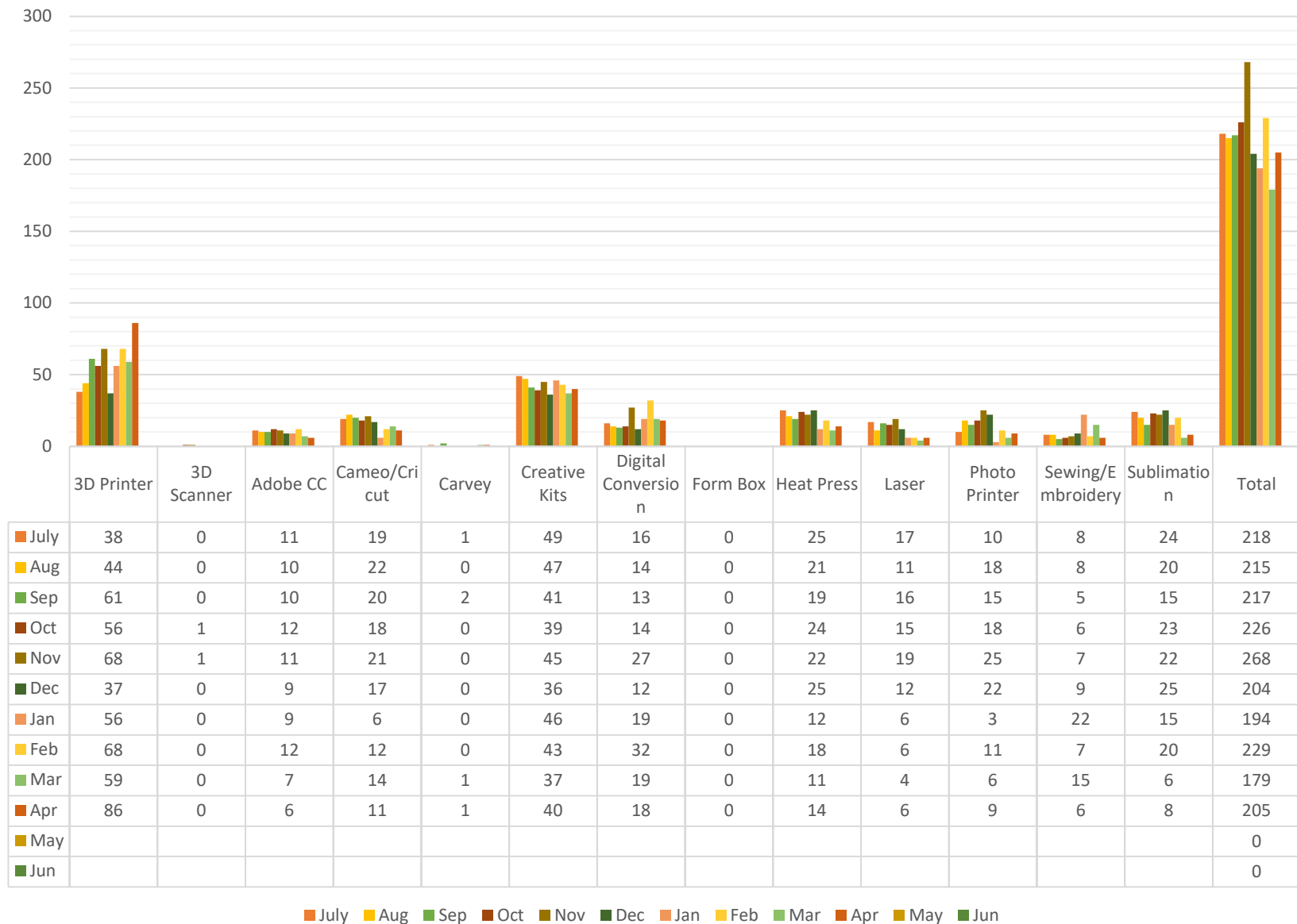
Stats are now downloaded from the individual AWE workstations.

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

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																
Jun																
Sessions	573	160	184	137	93	178	5	112	0	2	97	191	423	0	36	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					
June					
FYTD Total	27,800	7,670	3,405	223	4,187

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					
June					
FYTD Total	75,509	37,174	112,683	20,320	1,267

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
<b>FYTD</b>	<b>465</b>	<b>8,943</b>

Meeting Room Statistics 2024-2025 Fiscal Year		
	Rentals	Attendees
July	29	274
August	38	710
September	45	1,003
October	47	735
November	49	1,012
December	37	925
January	54	932
February	41	836
March	58	1096
April	46	917
May		
June		
<b>FYTD</b>	<b>444</b>	<b>8,440</b>

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					
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	1,915	572		2,803	8,343

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

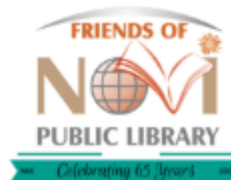
myLIBRO (Library App)															
2023-2024				2024-2025				2023-2024				2024-2025			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
July	57	1,488	100	July	2,977	92,994	5,011	January	1,940	58,637	3,312	January	3,906	23,811	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			
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.		404,972	53,377

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

**FRIENDS OF NOVI LIBRARY**

## Friends of the Novi Library

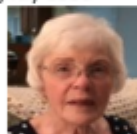
### May 2025



#### **Congratulations to our Friends of the Novi Library Scholarship winners!**

**Stella Tatulli** and **Kavni Pappuni**, both Novi High School seniors, were chosen from over 50 applicants to receive scholarships of \$1000. Both recipients wrote wonderful essays and stunned the judges with the level of the commitment to community and extra-curricular activities. The Friends' scholarship is awarded each spring, and is open to any high school senior who resides in the city of Novi or Novi township.

**Book Nook News:** Thanks again to the hours of work from our wonderful volunteers and donations from generous patrons. For the month of March, the Book Nook raised \$1755. Donations to the Book Nook are always welcome. Currently, we are particularly in need of lightly used children's books.



#### **Volunteer of the Month:**

##### **Evelyn Cadicamo**

Evelyn graduated from Oakland University, Magna Cum Laude with a degree in English Literature. Prior to finishing my degree, my husband and I had been relocated 8 times while raising our three sons. In each location we called home, I volunteered my time and energy in school libraries. Returning to Michigan, I was fortunate to work for the General Motors Technical Library. Some time later, I was employed by Northville Public Schools where I taught reading to 1<sup>st</sup> and 2<sup>nd</sup> graders. I did this for 18 years and loved every minute of it! Still wanting to be of service in my retirement, I assisted with events, projects, programs, displays, showcases, to support and encourage participation in the library! After a while, I was elected Secretary of the Friends Board, where I still serve.

**Tax deductible donations** can be made to

[novilibrary.org/friendsdonate](http://novilibrary.org/friendsdonate).



#### **From the President:**

June 30, 2025, the end of our fiscal year 2024/2025, is fast approaching. We have received the 2025/2026 Wish List from the Library Director, Julie Farkas, and will be reviewing it in detail at our May 14<sup>th</sup> meeting. Interested members are welcome to come to the meeting. The 2025/2026 Budget and Wish List are approved at the Friends Annual Meeting in July.

Kathy Mutch, Kaleidoscope program manager, was honored at the April 9<sup>th</sup> meeting when her leaf was attached to the Giving Tree.

It reads:

*Applauding the Friends' Kaleidoscope Series and its Planner Kathy Mutch*



May 11<sup>th</sup> is Mother's Day and what better way to honor your mom with her own special leaf on our Giving Tree. For more information [click here](#).

Hope to see you at Summer Songfest/Tuesday Tunes!

#### **Calendar of Events:**

**Kaleidoscope: MotorCities National Heritage Area:** May 22, 7pm, NPL. Director Brian Yopp will describe how MotorCities links the world's largest collections of libraries, museums, archives private collections, and more to preserve the story of how the auto industry and labor helped build the middle class while transforming worldwide manufacturing.

**Summer Music at Paradise Park:** all events start at 6:30pm, admission is free, donations accepted.

June 26 – Elvis (not the real one!)

July 17 – Billy Mack and the Juke Joint Johnnies

July 24 – Magic Bus

July 31 – Vanessa Carr

August 7 – Do It Again Band

August 21 – Geoff Phillips Band

Aug 28 Motor City Soul



**Friends of the Novi Public Library  
Meeting of the Board of Directors  
Agenda – April 9, 2025**

- |  |               |
|--|---------------|
| I. Call to Order, Roll Call                                    | Sue Johnson   |
| II. Minutes of November 13, 2024 Meeting *                     | Sue Johnson   |
| III. Treasurer's Report*                                       | Sue Johnson   |
| • Prior month(s) Income and Expense                            |               |
| • Statement Balances   |               |
| • Budget changes – additional Scholarship – confirm email vote |               |
| IV. Reports  |               |
| • Library Liaison  | Dana VanOast  |
| • Book Nook  | Carol Hoffman |
| • Membership   | Sue Johnson   |
| • President  | Sue Johnson   |
| • Kaleidoscope - Tollgate                                      |               |
| • Scholarship learnings – Megs Beller                          |               |
| • Report on \$5000 grant for special needs/accessibility       |               |
| • Volunteer Appreciation breakfast – week of April 20-26       |               |
| • Donations year-to-date                                       |               |
| • 2025/2026 Wish List  |               |
| • Single User Pod results                                      |               |
| • Library/Friends 65 <sup>th</sup> Anniversary events          |               |
| V. Announcements   |               |
| VI. Calendar   |               |

Kaleidoscope

- April 16<sup>th</sup> at 7:00 pm - Presenter: Neal Rubin, Columnist, Detroit Free Press - Rubin, a columnist who has been a part of the many changes to newspapers, will talk about his time at both the Detroit Free Press and the Detroit News. For 18 years Rubin also wrote the "Gil Thorpe" comic strip that still appears in newspapers today.
- May 22 at 7:00 pm - Presenter: Brian Yopp, Deputy Director, MotorCities National Heritage Area
- MotorCities links the world's largest collection of cultural and labor organizations, museums, archives, factories, auto collections and events to preserve the story of how tinkers became titans and how auto and labor helped build the middle class while transforming manufacturing worldwide.

2024 Listen at the Library

•

2024 Tuesday Tunes -

- 7-8 - Dan and Fred
- 7/15 - Steve Floyd
- 7/22 - Al Carmichael
- 7/29 - Silver Strings
- 8/12 - Jim Duprey
- 8/19 - TBD

2024 Summer Music at Paradise Park – all events start at 6:30pm

- June 26: Elvis
- July 17: Billy Mack and the Juke Joint Johnnies
- July 24: Magic Bus
- July 31: Vanessa Carr
- August 7: Do It Again Band
- August 21: Geoff Phillips Band

- August 28: Motor City Soul

Friends Events

- Next meeting – May 14 – 7:00 pm

VII. Adjournment\*

\*Requires Action

**Friends of the Novi Public Library  
Meeting of the Board of Directors  
November 13, 2024**

**Call to Order** – Sue Johnson. Sue called the meeting to order at 7:04 p.m.

**Present:** Margaret (Megs) Beller, Evelyn Cadicamo, Anne Craig, Donna Eaddy, Carol Hoffman, Sue Johnson, Karen Schubert, Mary Angela Winter. Also present was our Library Director, Julie Farkas.

**Absent:** Marilyn Amberger, Dana VanOest, Library Liaison. We also learned that Stephanie Tolliver would not be rejoining our Board; unfortunately, she had passed away.

Guests: Dorothy and Mike Duchesneau.

**Minutes of the October 9, 2024 Meeting.** Evelyn Cadicamo. As the Minutes had been received and read prior to the meeting, Meg proposed that the Minutes be accepted as presented; this was seconded by Mary Angela. Motion passed: 8-0.

**Treasurer's Report** – Sue Johnson. Sue pointed out that there has been a major reallocation to the Budget. We have begun to spend down the \$13,000 we had taken in over the previous two years. This was all money donated by Joyce Cherf to the Friends but intended for the Library. Sue then told us about Community Reads and that now we would have to register in order to read the book. She then called our attention to the Cash Flow statement as well as to the Budget; she quickly addressed a number of items and commented that "things were pretty good" with \$8,000 in the Book Nook and almost \$10,000 in book sales. After this review Sue asked if we could accept the financial statements as they were presented. Evelyn so moved and Carol seconded the motion. Motion passed: 8-0.

Income	\$4,431.16	CF CD	\$26,917.63
Expenses	<u>18,367.03</u>	CF CD-2	16,021.88
Overall Total	- \$13,935.67	CF Checking	14,267.95
		CF Money Market	30,464.22
		CF Savings	<u>0.23</u>
		Total Bank Accts.	\$87,671.91
		Cash Accts.	<u>100.00</u>
		Overall Total	\$87,771.91

Sue let us know that Joyce Cherf was in the hospital and had to have some surgery. She let us know that she had sent Joyce a get well gift from the Board.

Sue then directed us to consult the Wish List and notice that we had reduced the Senior Community Program by \$500, but added \$500 to Senior Day. Looking at the iCube account notice the 3D printer - \$11,000 had been allocated and we had \$561 remaining



but we needed an extra \$539 to Staff National Library Week. Sue then had us think about individual space. There would be teen space renovations and we posed the question of how can we handle the many individual needs that will be presenting themselves. E.g., people in big wheel chairs, chairs and tables that would be the right level to handle computers and paperwork. It was at this point that Sue called on Julie to open the discussion on an article she had emailed to all the members of the Board. But before dealing with this next issue, Sue called for a vote to approve the changes made to the Wish List. Meg made the motion and Karen seconded it. All the changes were approved. Motion passed: 8-0.

**Single Use Study/Work Pod** – Julie Farkas. Julie began her presentation by stating that “people need space” and how do we get it! Prior to this, Julie had spoken with Sue and they sent out a flyer giving measurements and full details to members of the Friends Board. (The work pod measures 44 “wide and 89” high) It was felt that this might be a good option as the Library is consistently being asked for single use spaces. This cannot be accommodated unless it is for the quiet study room. After some discussion, it was decided to run a trial to see how much it is actually used. Julie then told us that she was going to Ann Arbor to look at one pod in person at a business. She posed would we be able to consider this purchase for NPL for a trial. After email members of the Friends Board, Julie got all seven of the board members to agree because a full refund would be guaranteed if we do not want to buy it.

Still other questions were being asked but the overwhelming feeling was that we should try this. After all, it does solve the “single use space problem.” We did discuss such things as ventilation, color, lights (led), the work space. The pod is carpeted and there is a chair to be used at the desk. It was suggested that we could offer a webinar about this! We started addressing some necessary rules for using this pod should this prove to be successful! There would be no eating in the work space; could allow a drink; there would be a sign-up for a two-hour shift; first come, first serve (no reservations). Depending on how much usage it gets would determine how many of these work space pods we could accommodate in the library. There is no other public library in Michigan that has this product – “privacy as well as productivity” all in one unit!!

It was even suggested that perhaps we could create an article on this work study/pod and run it in the Friends of Michigan Libraries newsletter!!

It is hoped that all of this can come about as quickly as possible and that we would be able to place the work space/pod on the second floor some time between January 6, and February 6, 2025

**Book Nook** – Carol Hoffman. Carol told us that in October we earned \$1,899. That is really great considering we earn this amount either \$.50 or a \$1.00 at a time!! By the way, the Christmas materials are already out.

As space is an issue, Carol did ask that the staff in the library not shelve the books until after they had been scanned.

**Membership** – Sue Johnson. We are doing very well. We even received an anonymous \$100 donation from one of the donation groups..

**President's Remarks** – Sue Johnson. Stephania has not attended a Board meeting in some time. She had been in the hospital and when we tried to call her, found out her phone had been disconnected. With no direct way to get in touch with her, it was suggested we accept a letter of resignation from the Board. Should she return at some point, we can easily reinstate her. This affects our majority when voting on issues as a board. Hence, we made a motion to accept with regret Stephania's resignation from the board. Motion passed: 8-0.

**Scholarship update** – Megs Beller. "Yes" to the scholarship! Meg reported that Katie (Counselor) was in the lead with the questions being asked. Megs offered the following:

- Generally the scholarship is \$1,000;
- Standard essay – basic form
- Have you been accepted into college?
- Course of study;
- Your goals;
- Personal strengths;
- Why are you deserving of a scholarship
- Distinct time line;
- 250-500 words for the essay
- If you go to school in South Lyon, you can apply for this scholarship.
- Because we offer the scholarship to everyone normally, you are not invited to the breakfast; make an exception this year; all in motion right now.

**Gift of Reading** – Sue Johnson. The Board approved a donation of \$500 to Seedlings. Motion was offered to approve this donation. Karen made the motion and Evelyn seconded. Motion passed: 8-0.

**Report on \$5,000 grant** for special needs/accessability – Sue Johnson. The Friends had received a \$5,000 donation from Joyce Cherf. She would like the Friends to spend this money on programs/equipment that could be used by those individuals with special needs; accessibility needs, as well as items that could be utilized in the iCube by people with arthritis and other maladies.

**Report on October 27, 2024** - Sunday, 2-4 p.m. Vanessa Carr – light refreshments. Put simply, it was "wonderful." And, the food was delicious and delightful!

**December 7, 2024**, 10 a.m. – 2 p.m. - Pop-up Market -- Friends Holiday Sale. Have a drawing, present holiday items.

**Michigan Basket** – put it out on Thursday and we had 24 entries. Made \$120.

**Holiday Luncheon** at Sue Johnson's house. December 11, 2024 at Noon. Bring a dish to pass – salad or dessert. Sue will send out a holiday card to remind us of our luncheon!

Respectfully submitted,  
Evelyn Cadicamo

**Addendum to Minutes of November 13, 2024 Meeting**

Early on February, 20, 2025, Sue Johnson sent the Friends Board word that Megs Beller and Mary Angela Winter did a stellar job in reviewing all of the applications for our Library General scholarship. They came down to 2, and were asking that we increase our scholarship budget to \$3000 in order that we could award both. In the past, we awarded 2 scholarships and only changed to awarding one when we had so few applications. We have already spent \$1000 on the summer interns. We have the money to do this.

Sue made the motion to increase the scholarship budget from \$2000 to \$3000 and award two scholarships for 2025. The motion was seconded by Mary Angela Winter.

Sue sent an email to the Friends Board members requesting that we approve and second this motion if we are in agreement. By 9:53 a.m. on February 21, 2025 email approval was received from: Sue Johnson, Mary Angela Winter, Anne Craig, Carol Hoffman, Margaret Beller, Marilyn Amberger, Evelyn Cadicamo, Karen Schubert and Donna Eaddy. Vote approved 9-0.

Respectfully submitted,

Evelyn Cadicamo  
March 24, 2025

**CITY OF NOVI HISTORICAL COMMISSION****NOVI HISTORICAL COMMISSION**

**MARCH Minutes**  
**Wednesday, March 19, 2025**  
**Novi Library Local History Room**

**CALL TO ORDER:** 7:10 p.m.

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

**ABSENT:** Dan Pierce

**INTRODUCTION OF GUESTS:** Rae Manela (Library Liaison)

**APPROVAL OF AGENDA:** APPROVED

**APPROVAL OF February MINUTES:** APPROVED

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2024/2025 Fiscal Year			
	BUDGET	EXPENDITURES Thru March 28, 2025	
Display Cabinet Exhibit	\$ 500.00	\$ (281.30)	
Marketing/Brochures/Engage/Name Badges	\$ 500.00	\$ (194.90)	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 12,000.00	\$ (13,898.22)	
Program/Speaker Fees	\$ 1,200.00	\$ (7,483.94)	
Storage Unit	\$ 2,700.00	\$ (2,400.00)	
Acquisition (Books/Materials/Subscriptions)	\$ 2,000.00	\$ (900.00)	
Conference/Continuing Education	\$ 1,000.00	\$ -	
Legal Fees	\$ 500.00	\$ -	
Special Project Items			
Betty Lang Internships		\$ (1,800.00)	
Oral Histories		\$ -	
City/Community Events		\$ (53.70)	
Photography		\$ -	
Special Project Totals	\$ 3,000.00	\$ (7,553.70)	
<b>TOTAL:</b>	<b>\$ 21,800.00</b>	<b>\$ (25,080.16)</b>	<b>\$ 3,769.42</b>
Equitable Projects			
Villa Bari Book Sales YTD		Expenses	Sales/Contributions
Wreaths Across Novi Project	\$ 2,100.16	\$ 2,800.00	

**Treasurer's Report:** APPROVED – Expenses last month were for half the renewal of the Omeka subscription for the graveyard images and for a hard drive to store images and documents. The commission received the final donation for Wreaths Across Novi.

**LIBRARY LIAISON REPORT:**

**Digitization Project:** The library intern (Jillian) is making progress on digitizing images. Rae is working on a new binder to reference where things are located in the Local History Room.

**Newspapers:** Rae received the digitized Novi News archives from the Lake Orion Library following the Oakland County Historical Records closing. They are currently being stored on a Google drive until Rae finds a new place for them to be stored.

**Document Donation Day:** The next document donation day will be held on Saturday, May 3 at the Novi Public Library from 2 – 4 p.m. Rae asked that when we receive any documents, we use a pencil not a pen to write what the items are on a sticky note. Pens can leak onto the document.

**Microfiche Reader:** Rae said that the new microfiche reader in the Local History Room will be available for public use this Spring.

**History Room Office Hours:**

Monday, April 7 (10:30 a.m. – 12:30 p.m.): Sharon Larson and Kathy Crawford

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

**DISCUSSION ITEMS:**

**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. Kathy will assist by getting some information from Ed Grewal.

**By-Laws:** Kim is sending out a digital copy of the Historical Commission's by-laws to all of the commissioners. Each commissioner is asked to review them and provide Kim with any feedback. The deadline for review and approval of any changes will be the July meeting.

**Fox Run Presentation:** Kathy Crawford will be giving a presentation on the history of Novi at Fox Run, Wednesday, March 26<sup>th</sup> at 10 a.m. Commission members will be attending as well.

**DYK Project:** Kim plans on posting a DYK next week and will need new ones for April. Sharon and Dan will provide some additional posts for April and May to be placed on the Commission Facebook page.

**Speaker Series:** Rae updated the upcoming speaker's schedule for February through May 2026.

**Novi Public Library 65<sup>th</sup> Anniversary:** The March planning meeting was pushed to April. Kim and Sue will work on the display case space to promote the event. The celebration will take place on Oct. 26 from 1-5 p.m. All commission members are expected to attend. Assignments leading up to the event will be made following the April planning meeting.

**Michigan in Perspectives History Conference:** The annual history conference will take place March 28-29 at Oakland University. Historical Commission members are planning to attend.

**Miniature Project:** Progress continues to be made on the miniature project. Kathy is working on the floor for the store. Kim asked Rae to book the Youth Activity Room from Noon – 3 p.m. on April 4, April 11, April 25 and May 9.

**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.

**NEW BUSINESS:**

**Items for Donations:** Kathy Crawford and Randy Van Wagnen are getting together with Sheryl Walsh from the City of Novi to participate in a podcast. No date is set yet. They will likely talk about the amusement park or the general store.

**PUBLIC COMMENT:** NONE

**NEXT MEETING:** April 16, 2025 at 7 p.m.

**ADJOURN:** 8:28 p.m.

**LIBRARY BOARD COMMITTEE REPORTS****Policy Committee – No Meeting held****GOALS**

1. Continued review of public policies by the staff committee

**HR Committee – No Meeting held****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 scheduled for May 7, 2025****GOALS**

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



## Novi Public Library

# Memo

**To:** Mayor Justin Fischer and City Council Members

**From:** Julie Farkas, Library Director and Mark Sturing, Library Board President

**cc:** Victor Cardenas, City Manager

**Date:** Wednesday, April 16, 2025

**Re:** Library Budget for Fiscal Year 2025-2026

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This memo is intended to explain the upcoming 2025-2026 budget information for accounts 271 and 272 as it pertains to the Novi Public Library.

The Library Board unanimously approved its 2025-2026 budget on February 13, 2025. The budget for 2025-2026 shows the potential usage of fund balance in the amount of \$620,242 to offset the expenditures. The Library Board and Library Director is aware of this potential usage and the usage of additional fund balance in future years.

There was a mistake in communication by the Library Director with the City Finance Dept. that did not call out a budget report error (located on page 38 of the 2025-2026 Recommended Annual Budget & Financial Plan) when the budget was presented during final review. The report shows an ending fund balance of \$2,515 for the projected 2027-2028 fiscal year. This is inaccurate as a year-end budget for 3rd quarter and a 4th quarter amendment is always submitted to show final budget results. We understand this has caused great concern for the City Council when reviewing this page of the City budget.

Based on the approved budgets that were submitted to the City Finance Dept. on February 13, 2025, there is an additional estimated year-end savings in fiscal year 2024-2025 of approximately \$118,000. With the year not complete, the Board and Director are planning for at least an additional \$100,000 in savings in personnel and operational costs. The Board and Director are also watching other expenditure budget lines for savings.

Annually, when budgets are created for the Library, Library Administration takes into account all positions being filled for the full fiscal year, all projects being completed by end of year and all expenses to come in on target based on past years' data. This is being watched carefully by the Library Board and Director. Over the past few years as the building has aged, the Library has

experienced rising costs for HVAC repairs, elevator upgrades and repairs, building cleaning, book collections (both in print and digital) as well as many needed upgrades to the library's technology systems (firewall, security camera system, Wi-Fi upgrades). The concern for these rising operational costs have been shared with City Leadership and members of City Council over the past few years knowing operational costs were continuing to rise and the need to ask for additional support would be needed in the future.

The Library Board and Director provide a "worst case scenario" for the budgets annually so that there are no surprises during the year. The Library Board and Director look at projects that can be held off if costs are of concern, and detailed conversations occur with all Library Board members during budget sessions to determine the needs of the Library. The 272 Library Contributed Fund has been historically used for large capital projects such as annual parking lot resurfacing, furniture replacement in the public areas of the library, a Teen Area renovation, etc. This account has a current fund balance of \$1.5 million. In the 2025-2026 budget there are plans for a replacement of the Automated Materials Handling System (AMHS), which is fifteen years old, technology replacements for public areas, furniture replacement and an architect review of the main entrance lobby for heating concerns.

When the new library was approved by Novi residents in 2007, an increase in operational costs to operate the building was not requested. A bond was for building costs only. The footprint for the Library was going from approximately 24,000 sq. ft. to 59,000 sq. ft. It was understood that any additional costs for the new library building, during the next ten to twelve years, would need to come from fund balances. It has now been over fifteen years. The Library Board and Director have been cautiously utilizing the reserves in the fund balance to offset expenditures when needed, and for the first time, this amount has been greater than in previous years, as well as projecting larger needs in the future.

#### **Current Plan of Action:**

- A reserve study is being conducted in June 2025 to determine future capital costs for the Library.
- The Library currently has 23 full-time positions and 40 part-time positions. There are no additional positions being added to the organization.
- Review current programming and service statistics to reduce the amount of events and resources that are currently being offered by the Library, if necessary.
- Review the current usage of the Library to consider a reduction in public hours, if necessary.
- Review current state and federal funds that could impact services for the public.

At this time, the Library Board and Director are bringing to City Council's attention the need to consider future operational funding for the Novi Public Library. The debt service for the current building bond will expire in 2026-2027. We are requesting a portion of those funds to be reallocated for operational purposes. The Library Board and Director do not feel the full amount of approximately \$1.6 million, which is currently being collected from residents is necessary. The Library Board and Director will provide a more detailed cost analysis following the completion of the reserve study. The Library Board and Director have appreciated the many discussions with council members and city staff over the past few years regarding this need for additional funding.

## Novi Public Library

### Budget Summary

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Based on the approved budgets that were submitted to the City Finance Dept. on February 13, 2025, there is an additional estimated year-end savings in fiscal year 2024-2025 of approximately \$118,000. With the year not complete, the Board and Director are planning for at least an additional \$100,000 in savings in personnel and operational costs. The Board and Director are also watching other expenditure budget lines for savings.

Annually, when budgets are created for the Library, Library Administration takes into account all positions being filled for the full fiscal year, all projects being completed by end of year and all expenses to come in on target based on past years' data. This is being watched carefully by the Library Board and Director. Over the past few years as the building has aged, the Library has experienced rising costs for HVAC repairs, elevator upgrades and repairs, building cleaning, book collections (both in print and digital) as well as many needed upgrades to the library's technology systems (firewall, security camera system, Wi-Fi upgrades). The concern for these rising operational costs have been shared with City Leadership and members of City Council over the past few years knowing these operational costs were continuing to rise and the need to ask for additional support would be needed in the future.

The Library Board and Director provide a conservative outlook for the budgets annually so that there are no surprises during the year. The Library Board and Director look at projects that can be held off if costs are of concern, and detailed conversations occur with all Library Board members during budget sessions to determine the needs of the Library. The 272 Library Contributed Fund has been historically used for large capital projects such as annual parking lot resurfacing, furniture replacement in the public areas of the library, a Teen Area renovation, etc. This account has a current fund balance of \$1.5 million. In the 2025-2026 budget there are plans for a replacement of the Automated Materials Handling System (AMHS), which is fifteen years old, technology replacements for public areas, furniture replacement and an architect review of the main entrance lobby for heating concerns.

When the new library was approved by Novi residents in 2007, an increase in personnel costs to operate the new building was not requested, even though it has taken four additional full-time employees from 2010-2025 to provide the services the Novi community has requested. These added positions include: International Language Librarian, Early Literacy Librarian, Outreach Librarian and Digital Services Librarian. The bond was for building costs only. The footprint for the Library was going from approximately 24,000 sq. ft. to 59,000 sq. ft. It was understood that any additional costs for the new library building, during the next ten to twelve years, would need to come from fund balances. It has now been over fifteen years. The Library Board and Director have been cautiously utilizing the reserves in the fund balance to offset expenditures when needed, and for the first time, this amount has been greater than in previous years, as well as projecting larger needs in the future.

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#### **Events/Marketing/Fundraising Committee –**

**Meeting Held on:** April 28, 2025 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

**65<sup>th</sup> Anniversary meeting held on:** Meeting rescheduled for: May 13, 2025 at 3pm

**Strategic Planning Committee –** No meeting held

**Building & Grounds Committee** – Committee members took part in three demos to learn more about the AMHS (Automated Materials Handling System) project. Demo days were: 4/16, 4/22 and 4/28. Committee members met on 4/22 with a local architect to discuss the main entrance and options for improving the cold temps in the lobby. The architect will be presenting some options in approximately 3 weeks for the committee to discuss and bring to the full board.

### GOALS

1. Review NPL's current Technology Plan

## Automated Materials Handling System RFP Project

### *Recommendation to Board*

### Summary

The Automated Materials Handling System (AMHS) RFP review team is recommending for Board approval the purchase of an AMH system with an Exterior Patron Induction Station, Staff Induction Station, and accompanying Locking Backup Book drop from Lyngsoe Systems in the amount of \$148,239. Between what is already budgeted for a new AMHS in Capital Outlay for both FY 2024-2025 and FY 2025-2026 plus savings from expenses planned for the old AMHS which are not needed in FY 2025-2026, the total amount of unused budget funds after the purchase would equal a savings of \$20,211.

### Introduction

Before beginning the project, the main feedback from staff for what they hoped to see in a new AMHS included a quieter, shorter, waist-level machine; staying with electronic bins for ease of loading/unloading and better ergonomics; ensuring items were returned one at a time through the exterior slot; same or increased capacity for bins; and a holds/transit slip printer connected to the machine that automatically printed them.

The Library issued an RFP for a new AMHS on Monday, March 10, 2025. We asked for proposals for a new AMHS with at least five bins, an exterior patron return station, and a staff induction station. We also asked for optional proposals for solutions for the interior lobby return slots and the exterior manual return slot. We received proposals from five vendors in total.

The RFP review team consisted of Julie Farkas (Director), Maryann Zurmuehlen (Assistant Director of Building Operations), Sarah Mominee (Head of Support Services), Kristin Abate, Jolanta Borek, Shang-Yeu Chang, Elizabeth Kopko, Eva Sabolcik, and Jill Wasson (Support Services Supervisors).

We first evaluated the five proposals we received on five criteria:

- Experience and qualifications
- Capacity to perform the work and timeframe to complete the project
- References and past performance
- Methodology/Work plan/Ability to provide timely and qualified maintenance and support
- Cost/Fees for services rendered/Cost of a comprehensive solution, including training, support and maintenance

The top three highest scoring vendors were then asked to present to the RFP review team and the Board Building & Grounds Committee members via Zoom on three separate dates in April. Each presentation lasted ninety minutes with time for the presentation and questions. Mark

Sturing was able to attend all three presentations, while Karla Halvangis attended two and watched the demo for the third, and Ajeeta Gawalapu attended one.

Each vendor was given a set list of required features from the RFP that they were to demonstrate for the group. The RFP review team then rated the vendors on each of these demonstrated required features and how well the vendor's solution would work for the Library. Those scores were added to the RFP evaluation scores for a final total to determine the team's recommendation.

Additionally, a survey was sent to all of the references submitted by the top three highest scoring vendors, and out of ten references contacted, eight responded. Most of the responses were very positive about the vendors. In addition to reference checks, Maryann Zurmuehlen and Sarah Mominee visited Canton Public Library (FE Technologies) and Farmington Hills Public Library (Lyngsoe Systems) to see their AMH systems in person, ask them for feedback, and take photo and video footage to share with the RFP review team. Mark Sturing was able to visit Traverse City Public Library (Bibliotheca) to complete a similar type of tour.

### Submitted Proposals

AUTOMATED MATERIALS HANDLING SYSTEM WITH STAFF INDUCTION STATION & EXTERIOR DRIVE-UP PATRON INDUCTION STATION	
Vendor	Total Cost
Bibliotheca	\$83,260.00
EnvisionWare	\$116,078.23
FE Technologies	\$91,976.00
Lyngsoe Systems	\$116,627.00
mk Solutions, Inc.	\$77,780.00

### RFPs Evaluation

RFP Evaluator	Bibliotheca	EnvisionWare	FE Technologies	Lyngsoe Systems	mk Solutions
Julie Farkas	400	200	190	275	435
Maryann Zurmuehlen	340	200	310	485	165
Sarah Mominee	165	130	385	510	310
Kristin Abate	330	160	395	445	170
Jolanta Borek	285	220	310	470	215
Shang-Yeu Chang	350	190	355	405	200
Elizabeth Kopko	285	230	325	430	230
Eva Sabolcik	335	255	290	430	190
Jill Wasson	450	305	350	275	120
<b>TOTAL</b>	<b>2940</b>	<b>1890</b>	<b>2910</b>	<b>3725</b>	<b>2035</b>

Vendors	RFP Scores
Lyngsoe Systems	3725
Bibliotheca	2940
FE Technologies	2910
mk Solutions	2035
EnvisionWare	1890

### Presentations Evaluation

Evaluator Name	Bibliotheca	FE Technologies	Lyngsoe Systems
Julie Farkas	72	55	70
Maryann Zurmuehlen	52	53	74
Sarah Mominee	46	52	73
Kristin Abate	71	60	74
Shang-Yeu Chang	68	66	71
Elizabeth Kopko	67	58	75
Eva Sabolcik	68	66	75
Jill Wasson	66	59	75
<b>TOTAL POINTS:</b>	<b>510</b>	<b>469</b>	<b>587</b>

*\*NOTE: Jolanta Borek attended the presentations by FE Technologies and Lyngsoe Systems, scoring them with 60 and 75 points respectively. However, at the last minute, she was unable to attend the Bibliotheca presentation, so her scores for the other two vendors were omitted.*

### Total Scores

Vendors	RFP Score	Presentation Score	Total Score
Lyngsoe Systems	3725	587	4312
Bibliotheca	2940	510	3450
FE Technologies	2910	469	3379

### Spring-Loaded vs Electronic Bins

The Library's current AMHS uses electronic bins, which allows the floor of each bin to be automatically raised and lowered in height depending on the quantity of items in each. It also allows staff to manually raise the height as needed when removing items from the bin to allow for the most ergonomic way of emptying them and placing items on shelving carts.

Initially, it was not clear if all vendors were proposing spring-loaded bins or electronic bins. Upon verification with each, all three vendors' original RFPs only included spring-loaded bins, not electronic bins. Bibliotheca quoted for five bins and both FE Technologies and Lyngsoe Systems



quoted for six bins. Each vendor then provided what the individual and total cost for upgrading from spring-loaded to electronic bins would be.

The RFP review team took this into consideration and agreed that in purchasing a new AMHS, if we were to purchase spring-loaded bins, we would be taking a step down in performance, ergonomics, and service quality. One of the main factors in considering purchasing a new AMHS was that staff have to reach up and over a guardrail on the current sorter to place items on the conveyor belt. This repetitive action has led to injuries and strains on staff, and we wanted to find a sorter that eliminated that (hence a staff induction station). In trying to eliminate that issue, we agreed that we did not want to create a new issue with the potential for repetitive strain injuries from staff having to bend over and/or reach down into spring-loaded bins. That would defeat one of the reasons behind purchasing a new AMHS. As such, the review team decided we would want to purchase only electronic bins.

### Manual Return Option (aka Locking Backup Bookdrop)

Lyngsoe Systems presented an electric manual return slot option (aka "Locking Backup Bookdrop") that is synchronized with the AMHS. It remains locked/closed when the AMHS is functional, and only opens if the AMHS goes offline or is not functioning. It can also be opened by staff manually, if we choose. The benefit to this is that it encourages patrons to use the AMHS. This allows items to come off patron accounts automatically for less potential errors and for up-to-the-minute account accuracy, and it allows us to get the best usage out of the AMHS. The review team decided we wanted to purchase this option as well.

### Pricing

As previously stated, the original proposals included only spring-loaded bins for each of the three vendors. Below are the updated proposal costs based on what we would actually purchase, including electronic bins and the Locking Backup Bookdrop that the review team was interested in purchasing.

**\*\*NOTE:** While each vendor indicated that their AMHS should fit into the existing space and slots without modification, most stated that until the old AMHS is removed and the condition of the location is accessed, this cannot be fully confirmed. If any modifications are necessary to our building, that cost is not included in the pricing below and would be an additional cost, requiring the hiring of a contractor to carry out the modifications before installation. We would be able to seek out references from Canton Public Library and Farmington Hills Public Library on contractors to hire.

Bibliotheca		Updated Proposal	
PRODUCTS	QTY	PRICE PER UNIT	EXTENDED PRICE
flexAMH 5-bin system Includes installation, training	1	\$67,945.00	\$67,945.00
<b>flexAMH autoBin (includes charging cord)</b>	<b>5</b>	<b>\$3,050.00</b>	<b>\$15,250.00</b>
Unifi+ dynamic messaging	1	Included	Included
libraryConnect LINK subscription	1	\$199.00	\$199.00
Training: (1) hour training on libraryConnect LINK and RFID bookDrop	1	\$200.00	\$200.00
Removal and disposal	1	\$1,911.00	\$1,911.00
Installation	1	Included	Included

Shipping	1	\$9,005.00	\$9,005.00
First Year Hardware & Software Maintenance	1	Year 1 Warranty Included	Year 1 Warranty Included
<b>TOTAL COST:</b>			<b>\$94,510.00</b>

FE Technologies		Updated Proposal	
PRODUCTS	QTY	PRICE PER UNIT	EXTENDED PRICE
6 Bin Sorter with 6 x Bins ( <b>upgrade charge separate</b> ), Induction 1: External Patron Inlet C15 with 22" 1500nits monitor, with front flap, Terminal Printer, Induction 2: Staff Inlet Height Adjustable L1000mm (RFID only), with 22" monitor (RFID and Barcode)	1	\$85,596.00	\$85,596.00
<b>Upgrade to Bins -- Small eBins</b>	<b>6</b>	<b>\$3,794.00</b>	<b>\$22,764.00</b>
Installation	1	\$2,400.00	\$2,400.00
Shipping	1	\$3,280.00	\$3,280.00
Training	1	\$700.00	\$700.00
First Year Hardware & Software Maintenance	1	Included in Warranty	Included in Warranty
<b>TOTAL COST:</b>			<b>\$114,740.00</b>

Lyngsoe Systems		Updated Proposal	
PRODUCTS	QTY	PRICE PER UNIT	EXTENDED PRICE
LibraryMate 2100 Exterior check in station (RFID) with touchscreen interface, patron shelf, and patron receipt printer Ergo Staff ES1200 Staff induction check in station (RFID Top scan barcode Hybrid) with touchscreen interface, height adjustable work surface, backdating Qty (1) Hold Slip Printer Qty (1) Sort Mate SM 2000 High-Speed Sorter with 6-destinations, LSC and chute full capacity	1	\$97,117.00	\$97,117.00
<b>Qty (6) Ergo Bins (with "nesting" charging stations)</b>	<b>6</b>	<b>\$4,050.00</b>	<b>\$24,300.00</b>
Color Graphics Display System Qty (1) 50" flat screen monitor with wall mount (to be positioned within 20 feet of sorter)	1	\$7,712.00	\$7,712.00
System Removal and Recycling	1	\$2,500.00	\$2,500.00
Installation	1	\$5,250.00	\$5,250.00
Shipping	1	\$3,560.00	\$3,560.00
Training	1	\$1,000.00	\$1,000.00
First Year Hardware & Software Maintenance	1	Included	Included
<b>Subtotal:</b>			<b>\$141,439.00</b>
<b>Optional Add On:</b> <b>Locking Backup Bookdrop</b>	<b>1</b>	<b>\$6,800.00</b>	<b>\$6,800.00</b>

<b>TOTAL COST:</b>	<b>\$148,239.00</b>
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## Maintenance

Each vendor provided what maintenance and support would cost for the first five years. For the first year, these costs were included in the purchase price, and below are the costs over years two through five. Additionally, we would want to check with Lyngsoe Systems to see if a discount is offered when all five years are paid up front, as some vendors offer.

Bibliotheca			
Year 2	Year 3	Year 4	Year 5
\$5,560	\$5,560	\$5,727	\$6,014

FE Technologies			
Year 2	Year 3	Year 4	Year 5
\$7,735	\$7,735	\$7,735	\$7,735

Lyngsoe Systems			
Year 2	Year 3	Year 4	Year 5
\$9,389	\$9,680	\$9,971	\$10,271

## Reasons for Choosing Lyngsoe Systems

- **Updated Technology:** everything in/on the system is configurable; if something is not available, their engineers can create it for us; system is custom-built for us upon purchase (no pre-made unit sitting in a warehouse); modular and expandable at any time; 22–23-year longevity for the machine and parts
- **AMHS:** the quietest and fastest (40 items = 55 secs, 2618 items per hour) system of all the vendors; waist-level height; greatly reduced footprint (dimensions are much smaller than our current AMHS allowing for more maneuverability in the sorting room); low profile belts and rollers to prevent items from snagging or getting stuck; still functions even if there is a jam/error; low maintenance only requiring cleaning every six months; spare parts kit provided to be kept onsite
- **Electronic Bins:** easy to roll and maneuver; high quality build materials; nesting charging stations connected to the AMHS with no cords and easy docking; ergonomic and reduces repetitive strain; evenly distributes items sorted into bin to prevent blockages or uneven stacking; giving us six bins instead of five allows us to have more bins than our old AMHS (more bins means we can distribute items better amongst all of the bins for less potential damage to items from heavy ones landing on cases, pages bent, etc.)

- **Exterior Patron Induction Station:** touchscreen that offers multiple languages; works in four season weather; fully configurable step-by-step instructions; ability to have one item inserted at a time; email receipt option; backdating and fine free options
- **Staff Induction Station:** adjustable height; instant holds/transit slip printing so items don't have to go through sorter; backdating and fine free options
- **Software:** cloud/web-based software accessible anywhere with internet connection; extensive reporting and sort table configuration available; customer has access to change everything without having to rely on vendor to make changes; can set up notifications by email, text, or monitor alerts
- **Installation & Training:** sign off documentation for every step of the process; full site survey before installation to determine if adjustments are needed to prepare site; fully interactable training session onsite with our machine with recording provided; extensive self-help documentation
- **Support/Maintenance:** 24/7 hotline where agents must respond within 15 minutes; ticketing portal; vendor able to remote into AMHS for diagnostics; technician can be onsite within 24 hours; continued partnership after sale with frequent check ins/visits
- **Energy Savings:** Lyngsoe Systems uses a power consumption formula to compare current AMHS power usage with that of a new Lyngsoe Systems AMHS.

Here is what their representative, **Mason Melville**, stated about these calculations:

*"In terms of the power consumption, looking at the numbers below, we honestly found them very difficult to believe. If these Tech Logic drawings are accurate, this system is pulling an insane amount of power.*

*To cut Tech Logic a bit of a break and giving them some benefit- since they only asked for a 60a circuit, and didn't ask for a 40a circuit- that must mean they will be using at least 40a, with a built-in safety factor. So, this system with a 40a draw will be utilizing **14,401 Watts**.*

*In comparison – a similar Lyngsoe sorter (LM2100, ES1200, 6-bin) would only utilize **160 Watts** or **1.1% of TL's usage**.*

*Given those numbers (this is where it gets hard to believe) the sorter is currently costing Novi Public **\$20,817** a year to run for electricity only, while we would only be **\$231**. This is running all the time, and again, seems totally crazy. We tried to pull some numbers on our own – just for a slightly more realistic comparison assuming Tech Logic had to make some improvements to the system over the years.*

*Novi Public has 853,000 returns per year, or 71,083 returns per month. If ~50% of returns are coming through the drive up - that's 35,542 items per month. If the Tech Logic sorter runs for 30 seconds per item, at 14,401 Watts AND assuming that they have ZERO power usage while the system is sleeping (which usually isn't the case on any TL sorters, let alone aging systems).*

*This would equate to the TL costing Novi Public **\$8,446** a year to run for electricity only, while we would only be **\$231**."*

## Savings

By purchasing a new AMHS, we will have the following savings in the FY 2025-2026 budget to offset the purchase price. These savings are from expenses we would have incurred by keeping our old AMHS but which are no longer necessary with the purchase of a new AMHS.

Fund	Expense	Amount
271-734.000	AST Cleaning Service (6 visits) with Tech Logic	\$3,500.00
271-734.000	Tech Logic Tech Support	\$2,000.00
271-734.500	AST Replacement of Parts	\$5,000.00
271-734.500	Annual Replacement of Bin Batteries	\$250.00
<b>TOTAL SAVINGS:</b>		<b>\$10,750.00</b>

Similarly, for the past five years, we have budgeted between \$8,000 to \$10,500 each year for the old AMHS for these costs, which covered technical support, cleaning services, replacement parts, and replacement bin batteries. Since these expenses would be covered under the yearly maintenance cost of a new AMHS, in actuality, we would not be incurring any new costs for maintenance in years two through five that we hadn't already been budgeting for previously.

## Budget

For FY 2024-2025, we currently have \$28,950 budgeted in Capital Outlay 272-976.140 for a deposit on a new automated return system (AST).

For FY 2025-2026, we currently have \$129,000 budgeted in Capital Outlay 272-976.140 for a new automated return system (AST).

## Total Cost Breakdown for Purchase

Expenses	
Item	Cost
New AMHS with: ▪Exterior Patron Induction Station ▪Staff Induction Station ▪6 Electronic Bins	\$141,439.00
Locking Backup Bookdrop	\$6,800.00
**Possible Architectural Modification Costs (See corresponding note under the "Pricing" section for details.)	Unknown
<b>Subtotal for Expenses:</b>	<b>\$148,239.00</b>
Budget & Savings	
Item	Amount
Budgeted for FY 2024-2025 in Capital Outlay 272-976.140	\$28,950.00
Budgeted for FY 2025-2026 in Capital Outlay 272-976.140	\$129,000.00
Savings from Expenses Budgeted for Old AMHS in FY 2025-2026	\$10,500.00
<b>Subtotal for Budget/Savings:</b>	<b>\$168,450.00</b>
<b>Unused Budget Amount →</b>	<b>\$20,211.00</b>

## Follow-Up Questions from Board Building & Grounds Committee Meeting 4/29/25

- **We are hesitant about the energy savings numbers provided by Lyngsoe Systems. Can they provide us with their calculations and how they arrived at the numbers they did?**
  - Maryann emailed Mason Melville at Lyngsoe Systems and received the following reply from him and his Director of Engineering, Neil Gillott. This is taken word-for-word from their email:

*"I'm happy to share any additional information I can about this—but please understand that I am speculating about the actual power usage of the TL [Tech Logic] machine—the only way to truly know what the actual power consumption is would be to have an electrician attach an ammeter to the system and monitor and measure during its use.*

*But just to give a little color to how I am starting my assumptions—in the TL drawing below, when they are asking for a 208vac 3phase 60amp circuit for their system, to me this looks like a 3 foot water pipe going into a single family home. That's a lot of water!*

*To do my calculations—to get the Power of the system—the formula is  
Power = Voltage (V) x Current(I) x Power factor(PV) x sqrt(3)*

*Here,                      Voltage = 208  
                                Current = 40amp (I have assumed a 20amp safety factor)  
                                Power Factor = (this varies— induction motors are usually between .8 and 1)  
                                Sqrt(3) = 1.73*

*So the power consumption of the TL is  $208 \times 40 \times 1 \times 1.73 = 14,410$  watts  
 $208 \times 40 \times .8 \times 1.73 = 11,528$  watts*

*I used 14,410 watts below, but the draw would be somewhere between 14,410 and 11,528 watts.*

*And I have been using a price of \$0.165 per kW/h. I am not sure what your actual rate is from your electric company, but this should be close.*

*With 8760 hours in a year*

*$14,410 \text{ watts} / 1000 = 14.41 \text{ kw}$*

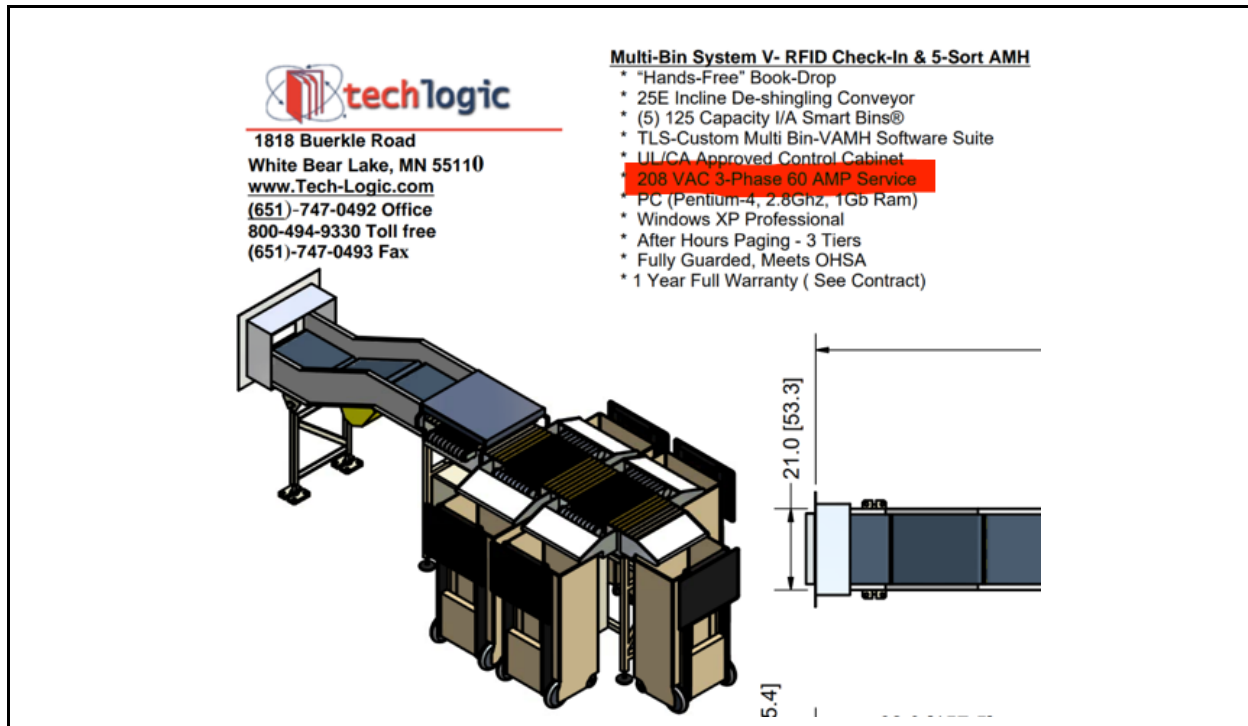
*$14.41 \text{ kw} \times 8760 \times .165 = \$20,828$*

*To get to my \$8,446 number, I was attempting to calculate the actual run time of the sorter based on your circulation.*

*I found a website that also may explain things a little better as well*

*<https://www.calculator.net/electricity-calculator.html?appliance=&power=14410&powerunit=W&capacity=100&usage=24&usageunit=hr&price=0.165&x=Calculate>*

*And obviously for our machines, we have measured the power consumption, and I am using the measured numbers."*



- **MARYANN'S NOTE:** From the original energy cost email under the "Reasons for Choosing Lyngsoe Systems" section, Lyngsoe estimated that about 50% of our returned items were being processed through the AMHS. In actuality, about 75% or more of our items are processed through the AMHS. Very few items are processed on any other workstation. So the energy savings may potentially be more than they're estimating because of the "items processed" number they're using in their calculations.
- **Will the current administration's tariffs impact this purchase since the AMHS is manufactured in Europe?**
  - Per the Lyngsoe Systems representative, Mason Melville:  
*"The shipping price on our original proposal shouldn't be impacted. On another positive note, our manufacturing takes place in Denmark/Finland."*
- **Will a more efficient AMHS have an impact on personnel?**
  - While it's not possible to have a 100% accurate idea of the full impact of a new AMHS until it's implemented, we could start tracking data both before and after the installation to have a better understanding moving forward. That would tell us if and how it reduces staff hours needed for operating the AMHS and how those hours could be allocated to other patron services.

However, it can be assumed that the impact of a new AMHS will be seen most in how quickly tasks are completed, including:

- Time it takes for items to be processed through the AMHS.



Currently, our old AMHS processes about 4 items in 55 seconds, based on our testing. The Lyngsoe Systems AMHS processes 40 items in 55 seconds. This means returned items are processed quicker through the Lyngsoe Systems AMHS and are getting onto a shelving cart to be returned to circulation faster.

This would also be very noticeable during the Summer Reading Program months (May - August) when the amount of returns greatly increases and more staff time is assigned to work the old AMHS. With the Lyngsoe Systems AMHS, we may be able to schedule less staff in the workroom on average or need less doubling up of staff during certain busier times of the day.

- Time for processing holds and transits to other libraries.  
Currently, processing these items is a five-step process involving processing the items through the AMHS, removing these items from bins, printing/creating hold wrappers or transit slips at a separate workstation, wrapping up the items, and then moving them to either the lobby shelves (holds) or the TLN delivery bins (transits).

For at least 50% of our returns, with the Lyngsoe Systems AMHS that process is reduced because the first three steps are all done at the Staff Induction Station. There is no handling of items multiple times and no relocating items to different workstations to be processed.

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

##### **GOAL**

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

#### **DEI Committee – No meeting held**

##### **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

Email from: Mark Sturing

Thu, Apr 24, 2025

Thanks Mary: I appreciate the additional information. I had looked at the Institutes website but was unable to locate the specific salaries. Although interesting, but not worth the time to figure out, is where the Institutue spends the other 15 million dollars for administrative expenses and 5.5 million dollars for research and evaluation. Most important is finding a way to protect the 4,700,000 for MelCat and the Michigan e Library. Thanks again for taking the time to locate the specific salaries. Mark

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Email from Mary Storch

Wed, Apr 23, 2025

Hello Mark,

I recently viewed the April Library Board meeting and found that I question your calculation of personnel costs and estimation that the employees of the Institute of Museum and Library Services receive salaries of roughly 200K a year.

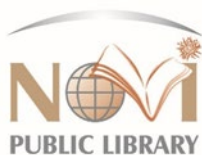
I did a quick internet search and this is what I found from OpenPayrolls.com:

In 2023, the average salary at the Institute of Museum and Library Services (IMLS) was \$96,426. The highest reported pay was \$195,000 for Rufus Kemper. The IMLS ranked 273rd among the highest paying federal agencies and 506th overall for highest paying employers. The agency reported 38 employees making over \$100,000.

A more detailed breakdown of their salaries can be found here: <https://openpayrolls.com/rank/highest-paid-employees/institute-of-museum-and-library-services>

I can only guess why the 273rd highest paying department was a specific target of DOGE, however, any loss of funding to museums and libraries, be it through staffing or loss of grants, will result in a hit to our institutions. While Novi has a fairly well-funded library and the TLN consortium for interloaning items, the patrons will definitely feel the loss of Michigan eLibrary and MelCat interloans.

I support the library's mission and fight to preserve museums and libraries for everyone.  
Mary Storch



## Library Board Calendar

**\*\* Meetings occur on the 2<sup>nd</sup> Thursday of the month; except March, 4<sup>th</sup> Thursday of the month**

### 2025

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

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 (4<sup>th</sup> Thursday of the month at Novi Public Library)**

Approved: June 27, 2024