



Agenda

Novi Public Library Board of Trustees

Thursday, November 13, 2025

at 7:00 p.m.

Location: City of Novi, Council Chambers

Mission: Cultivate Learning, Inspire Creativity, Foster Inclusivity

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

Call to Order by President, Mark Sturing

Pledge of Allegiance

Roll Call by Secretary, Karla Halvangis

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

Student Representatives: Not filled at this time

Approval of Agenda.....1-3

Consent Agenda

1. Approve Minutes of: October 9, 2025 –Regular Board Meeting.....4-10
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#656) 11-14

Presentations

1. Sue Johnson – President, Friends of Novi Library: check presentation in support of the Library's 65th AnniversaryN/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 –No Report 15
2. President's Report (Mark Sturing)
 - A. State of Michigan Proclamation for Library Appreciation Month..... 16
 - B. Get to Know Library Board Members – Meet & Greets at NPL..... 17
 - C. Board Questions 17-21
 - D. Budget Meetings: Saturday, January 17th 10am-2pm; Thursday, February 5th 5-8pm
 - E. 2025-2026 Board Committee Assignments22
3. Treasurer's Report (Brian Bartlett)
 - A. 2025-2026 Library Fund Budget 271.....23-26

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C. Financial Report October 2025.....	28
D. Library Fund 271 Expenditure & Revenue Report as of October 31, 2025.....	29-31
E. Library Fund 272 Contributed Fund as of October 31, 2025.....	32-33
F. Balance Sheets for Funds 271 and 272 as of October 31, 2025.....	34-35
4. Director's Report (Julie Farkas)	36-42
A. Door Count Usage Statistics – (Jeff Smith)	43-44
B. Assistant Director of Building Operations Report (Maryann Zurmuehlen)	45
C. Information Technology Report (Jeff Smith)	46-49
D. Facilities Report (Keith Perfect)	50
E. Assistant Director of Public Services Report (Lori Lowery)	51
F. Information Services Report (Emily Brush and Rae Manela)	52-55
G. Marketing and Community Promotion Report (Dana VanOast)	56
H. Support Services Report (Sarah Mominee).....	57-58
I. Library Usage Statistics.....	59-69
J. Friends of Novi Library –Agenda:10/8/25 (mistakenly recorded as 9/10/25; Minutes: 9/10/25	70-73
K. City of Novi Historical Commission –Minutes: 8/20/25; Minutes 9/17/25	74-79

Public Comment – see language above to be recited

Committee Reports

- Policy Committee:** Review current public policies for the Library
 (Chair: Burke, Bartlett and Gawalapu, Staff Liaison – Julie Farkas)
 - Meeting held: No meeting held; planning a meeting in NovemberN/A
 - Computer & Internet Usage Policy..... 80-90
 - Meeting Room Rental and Usage Policy 91-96
- HR Committee:** Review HR Policies for the Library, Director Review & Goals
 (Chair: Crawford, Dooley, Halvangis, Staff Liaisons – Julie Farkas and HR Specialist – Kristen Sullivan)
 - Meeting held on: 10/30/2596
 - Recording Secretary job posting for Library Board 96-97
- Building & Grounds Committee:**
 (Chair: Gawalapu, Sturing, Halvangis (Staff Liaison – Julie Farkas)
 - Meeting held on: No meeting held.....N/A
- Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 (Chair: Bartlett, Burke, Sturing; Staff Liaisons – Julie Farkas)
 - Meetings held on: No meeting heldX
 - Question regarding tax collection for the Library.....98
- Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 (Chair: Dooley, Burke; Staff Liaisons – Julie Farkas and Dana VanOast)
 - Meeting held:10/13/25.....98
- Strategic Planning Committee:**
 (Chair: Bartlett, Crawford, Staff Liaison – Julie Farkas and Dana VanOast, Info Services)
 - Next meeting: No meeting heldN/A

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

(Chair: Bartlett, Sturing (Staff Liaison – Julie Farkas)

- No Meeting held; discussions on 10/30/25 and 11/3/25N/A
- City of Novi: Changes to Boards and Commissions..... 99-102
- Student Representative duties 103-108

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

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

- Meeting held on: no meeting heldN/A

Matters for Library Board Action

1. 1st Reading: Computer & Internet Usage Policy..... 80-86
2. 1st Reading: Meeting Room Rental & Usage Policy 91-96
3. The HR Committee is recommending approval of the Recording Secretary job posting and to give the HR Committee the authority to interview and select the candidate for hire. 97
4. The By-Law Committee is recommending approval of updates to the Student Representative duties (Article II Membership; Section 7) 103-108

Communications

1. 10/13/25: Email from Christina Horta, RE: Study Rooms..... 109

Closed Session

1. No session scheduled at this timeN/A

Adjournment

Supplemental Information

- Library Board Calendar 2025..... 110
- Library Closings 2025 111
- Library Board Calendar 2026..... 112
- Library Closings 2026 113

2025 Future Events:

- **11/13/25: Library Board Regular Meeting, 7pm, City of Novi – Council Chambers**
- 11/19/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **11/26/25: Library closes at 5pm**
- **11/27 – 11/30 LIBRARY CLOSED – Thanksgiving Day and weekend**
- 12/10/25: Friends of Novi Library Regular Meeting – CANCELLED
- **12/11/25: Library Board Regular Meeting, 7pm, City of Novi – Council Chambers**
- 12/17/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **12/19/25: Library closes at 2pm for Staff Holiday Event**
- **12/23/25: Library closes at 5pm**
- **12/24/25: LIBRARY CLOSED**
- **12/25/25: LIBRARY CLOSED**
- **12/31/25: LIBRARY CLOSED**
- **1/1/26: LIBRARY CLOSED**

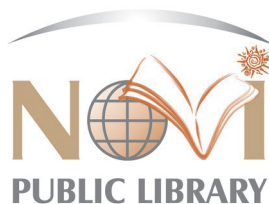
Cultivate Learning. Inspire Creativity. Foster Inclusivity.

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

<http://www.novilibrary.org>

MINUTES

Initial Draft



**Library Board of Trustees – Regular Meeting
Initial Draft – MINUTES
October 9, 2025, 7 PM
Novi Civic Center, Council Chambers**

Call to Order by President, Mark Sturing

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call by Secretary, Karla Halvangis

Library Board – 7 board members were recorded present

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

Student Representatives

Positions not filled at this time

Library Staff

Julie Farkas, Director
Amy Crockett, Recording Secretary

Approval of Agenda.....1-3

Motion: To approve the Agenda as presented
Motion for Approval – 1st – Trustee Dooley
2nd – Trustee Burke

Motion passes – 7-0

Consent Agenda

1. Approve Minutes of: September 11, 2025 Regular Board Meeting.....4-11
2. Approve Claims and Warrants of:
 - A. Accounts 271 and 272 (#655).....12-14

Motion: To approve the Consent Agenda as presented
 Motion for Approval – 1st – Trustee Crawford
 2nd – Trustee Burke

Motion passes – 7-0

Presentations

2. Read Japan Project 2025 presented by International Services Librarian, Shannon O'Leary 15

Shannon O'Leary: Explained the Read Japan project, which donates Japan-related books written in English to institutions to provide an accurate depiction of Japan around the world through books. NPL was recommended for the project, applied and was approved. Our librarians have selected 100 books from their list of titles to be added to our collection, including a variety of genres, topics and age ranges. The books should arrive in spring 2026.

Trustee Dooley: Asked if this is something that can be renewed every few years.

Shannon O'Leary: Explained that we would have to reapply, but thinks that 100 books is really great for now. Promoted two Japanese programs being hosted by the Library soon – the Yokai Festival on November 1 at NPL, and a friendship doll program on November 8 at the Novi Civic Center.

Trustee Crawford: Asked about the application process for the Read Japan project.

Shannon O'Leary: Explained the application process, which included the book selection process.

Director Farkas: Explained that book plates will be placed in each book to designate it as a Read Japan project book. The Library will host an unveiling event for the collection and promote it through social media, newsletters, etc.

The Board thanked Shannon for her work and presentation.

Public Comment

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No Public Comment

Reports

1. Student Representatives Report – No Report.....16
2. President's Report (Mark Sturing)
 - F. Board Book Discussion: Serving Patrons with Disabilities: Perspectives and Insights from People with Disabilities Edited by Kodi Laskin.....N/A
 - G. FY 2026 Michigan Budget Updates.....17-18

H. 2025-2026 Board Committee Assignments.....19

Trustee Halvangis: Led discussion amongst the board members about the book *Serving Patrons with Disabilities*, posing the following questions:

1. On a personal note, what about *Serving Patrons with Disabilities* most stood out for you or gave you the greatest aha moment?
2. What idea(s) – either from the attached document or your own – do you believe we should prioritize as we continue to move forward with our efforts to provide the best possible experience for our community members?

Director Farkas: The staff DEI Committee is already working on implementing feedback from staff members after reading this book, working on setting realistic goals and timelines. We want to put out a survey to ask the community for their feedback as well. Thanked the Board for having this conversation.

Trustee Sturing: Library funding stayed flat in the 2026 Michigan state budget. Had dinner with Director Farkas and staff award winners in September. Attended the Library's Open House on September 21, which was well-attended. Pointed out some upcoming programs: fraud protection for seniors at StoryPoint on October 14, Veterans Day essay contest for high school students with submissions due October 20, and the Library's 65th Anniversary Celebration from 1-5pm on October 26.

Trustee Crawford: The Historical Commission is hosting the program "Novi's 4 Corners" at the Library on October 22, which will include a model of Matt Moren's General Store.

Trustee Burke: Encouraged everyone to attend the 65th Anniversary Celebration. Also recommended that everyone visit the Local History Room in the Library.

Trustee Bartlett: Mentioned that the Friends of Novi Library are raffling off a library-related quilt, which is on display at the Library now and you can purchase raffle tickets for \$10 each.

3. Treasurer's Report (Brian Bartlett)

- A. 2025-2026 Library Budget Fund 271.....20-23
- B. 2025-2026 Contributed Fund Budget 272.....24
- C. Financial Report September 2025.....25
- D. Library Fund 271 Expenditure & Revenue Report as of September 30, 2025...26-29
- E. Library Fund 272 Contributed Fund as of September 30, 2025.....30-32
- F. Balance Sheets for Funds 271 and 272 as of September 30, 2025.....33-34

Trustee Bartlett: Nothing much has changed. Items highlighted in yellow are things we are hoping to change. We have been trying to meet with Novi City Council about these changes, but have not been able to get a meeting with them. If these changes are not approved, we will need to have some serious discussions about what we are going to cut, which could include Library hours.

Trustee Sturing: Asked if the Library gets revenue from both summer and winter taxes. Also asked about highlighted note on page 32.

Director Farkas: Believes the Library gets revenue from both summer and winter taxes, but it may be lumped in with another City service and not its own item on your tax bill. Will

check on this. Explained that the highlighted note on page 32 is to signify that we believe these are final numbers, but that they have not been audited yet.

4. Director's Report (Julie Farkas)	35-48
A. Door Count Usage Statistics – September 2025 (Jeffrey Smith).....	49-50
B. Assistant Director of Building Operations Report (Maryann Zurmuehlen).....	51
C. Information Technology Report (Jeffrey Smith)	52-55
D. Facilities Report (Keith Perfect)	55
E. Assistant Director of Public Services Report (Lori Lowery).....	55-56
F. Information Services Report (Emily Brush and Rae Manela) ..	56-59
G. Marketing and Community Promotion Report (Dana VanOast)	60
H. Support Services Report (Sarah Mominee)	61-62
I. Library Usage Statistics	63-73
J. Friends of Novi Library – Agenda 9/10/25, Sep & Oct e-Newsletters, History of NPL	74-81
K. City of Novi Historical Commission – Minutes 7/16/25.....	82-83

Director Farkas: Included results from the Professional Development Day survey from staff.

Trustee Burke: Commented on how meticulously done Professional Development Day seemed, from the planning to the survey report. Asked Director Farkas for the staff's biggest takeaway from the day.

Director Farkas: Thinks the staff really appreciate the chance to all be together and develop camaraderie on that day. Staff members also walked through different customer service scenarios so they could practice how to respond.

Trustee Sturing: Wondered why the automatic book return was closed on the day the Library had to close due to the water main break in Novi.

Director Farkas: Noted that the book return should not have been closed and will look into it.

Director Farkas: Included information written by Friends of Novi Library President Sue Johnson about the history of NPL, as well as newspaper clippings from the Library's opening.

Public Comment

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No Public Comment

Committee Reports

1. **Policy Committee:** Review current public policies for the Library
 - Chair: Burke, Bartlett, Gawalapu, Staff Liaison: Julie Farkas
 - Meeting held: Staff Committee met on 10/2/25 to discuss minor changes to the existing Circulation Policy.....84-91
2. **HR Committee:** Review HR Policies for the Library, Director review & goals
 - Chair: Crawford, Dooley, Halvangis, Staff Liaisons: Julie Farkas and Kristen Sullivan
 - Meeting held on 9/30/25.....92
3. **Building & Grounds Committee:**
 - Chair: Gawalapu, Halvangis, Sturing, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
4. **Finance Committee:** Financial plan based on building assessment review, Library endowment investigation
 - Chair: Bartlett, Burke, Sturing, Staff Liaison: Julie Farkas
 - Meeting held on 9/17/25 – Reserve study update.....92-100
5. **Events/Marketing/Fundraising Committee:** Outreach and fundraising opportunities
 - Chair: Dooley, Burke, Staff Liaisons: Julie Farkas and Dana VanOast
 - Meeting held on 9/18/25.....100-101
6. **Strategic Planning Committee:**
 - Chair: Bartlett, Crawford, Staff Liaisons: Julie Farkas and Dana VanOast
 - No Meeting Held.....N/A
7. **Bylaw Committee (Ad-hoc):** Review of Library Board Bylaws
 - Chair: Bartlett, Sturing, Gawalapu, Staff Liaison: Julie Farkas
 - No Meeting Held.....N/A
8. **DEI: Diversity, Equity and Inclusion Committee:**
 - Chair: Halvangis, Crawford, Dooley, Staff Liaison: Julie Farkas
 - Meeting held on 9/30/25.....102-110

Matters for Library Board Action

5. Approve changes to the Circulation Policy.....84-91

Motion: To approve changes to the Circulation Policy

Motion – 1st – Trustee Dooley
 2nd – Trustee Burke

Trustee Dooley: Asked about non-residents employed in Novi – if they have a card at another library, don't they have to relinquish that to get a card at NPL?

Director Farkas: It depends on if their home library is part of The Library Network consortium or if it is a standalone library, which is why we left the language intentionally vague.

Trustee Sturing: Wondered about library cards being automatically renewed every year and if that is actually happening.

Director Farkas: Yes, as long as there is nothing stopping their account from being automatically renewed, it is happening.

Trustee Halvangis: Brought up two grammatical errors to be fixed. On page 84, "southeast" should be capitalized. On page 85, the word "ninety" should be written out, with the number 90 in parenthesis after, for consistency.

Trustee Burke: The Board Policy Committee met to discuss these updates and recommends approving them.

Director Farkas: Explained that the additions on page 91 regarding payments includes requirements from credit card companies and will help the Library from an auditing and liability perspective.

Trustee Gawalapu: Asked if the Library stores any credit card information.

Director Farkas: Replied that no, the Library does not store any credit card information.

Trustees Dooley and Burke agree to amend their motion to include the grammatical changes recommended by Trustee Halvangis.

Motion Passes – 7-0

Communications

2. Email from Ashish Poddar Re: Meeting Room Rentals.....111

Closed Session

No Closed Session

Adjournment

Motion: To adjourn at 8:33 PM

Motion to Adjourn – 1st – Trustee Halvangis

2nd – Trustee Bartlett

Motion Passes – 7-0

Supplemental Information

- Library Board Calendar 2025..112
- Library Closings 2025113
- Library Board Calendar 2026.....114
- Library Closings 2026115

2025 Future Events:

- 10/15/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- 10/19/25 – 10/25/25: National Friends of Libraries Week
- 10/26/25: Library's 65th Anniversary Party, 1-5pm, Novi Public Library
- **11/4/25: Election Day – Library is OPEN; Precinct 17**
- 11/8/25: Novi Historical Commission Veteran's Wreath Event, 1-3pm, Novi Road Cemetery
- **11/11/25: Veteran's Day – Library is OPEN; City Offices Closed**
- 11/12/25: Friends of Novi Library Regular Meeting, 7pm, Novi Public Library
- **11/13/25: Library Board of Trustees Regular Meeting, 7pm, Novi Civic Center – Council Chambers**

- 11/19/25: Novi Historical Commission Regular Meeting, 7pm, Novi Public Library
- **11/26/25: Library Closes at 5pm**
- **11/27/25 – 11/30/25: LIBRARY CLOSED – Thanksgiving Day and weekend**
- 12/10/25: Friends of Novi Library Regular Meeting – CANCELLED
- **12/11/25: Library Board of Trustees Regular Meeting, 7pm, Novi Civic Center – Council Chambers**
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- **12/24/25: LIBRARY CLOSED**
- **12/25/25: LIBRARY CLOSED**
- **12/31/25: LIBRARY CLOSED**
- **1/1/26: LIBRARY CLOSED**

WARRANTS (Provided by Bindhya Suriyanarayanan, Bookkeeper)

Warrant 656	271 Accounts	Oct-25	
Payable to	Description	Account number	Invoice Amount
Autumn Insurance & Benefits	Meeting room Refund	271-000.00-675.300	\$ 150.00
Quill	clipboard, Thermal pouches	271-000.00-727.000	\$ 45.00
Quill	paper/tape	271-000.00-727.000	\$ 141.47
Stamps	Postage CC	271-000.00-728.000	\$ 100.00
Stamps	Monthly Service charge	271-000.00-728.000	\$ 20.99
USPS	Stamps CC	271-000.00-728.000	\$ 39.00
Adobe	Acrobat Pro	271-000.00-734.000	\$ 29.99
Lsoft	Annual Support for Software CC	271-000.00-734.000	\$ 15.33
Springshare	Patron Point - Usage	271-000.00-734.000	\$ 1,003.80
TechSoup	10/12/25 - 11/11/25 CC	271-000.00-734.000	\$ 93.60
Amazon	iCube	271-000.00-734.500	\$ 21.99
Amazon	iCube	271-000.00-734.500	\$ 142.47
Amazon	Barcode scanner	271-000.00-734.500	\$ 49.99
Amazon	iCube	271-000.00-734.500	\$ 148.85
American Button	iCube CC	271-000.00-734.500	\$ 294.14
Bambulab	iCube CC	271-000.00-734.500	\$ 229.90
CDW-G	Facilities Printer	271-000.00-734.500	\$ 493.05
HP	90 Watt Power	271-000.00-734.500	\$ 279.00
Knight Technology	DATTO backups - Oct	271-000.00-734.500	\$ 700.00
Monoprice	HDMI Cable CC	271-000.00-734.500	\$ 33.98
Uline	stakable bins	271-000.00-734.500	\$ 458.95
Amazon	supplies	271-000.00-740.000	\$ 121.97
Amazon	labels	271-000.00-740.000	\$ 35.91
Amazon	30 Office door signs	271-000.00-740.000	\$ 427.20
Amazon	sign holder	271-000.00-740.000	\$ 47.75
Amazon	CM - sign holder	271-000.00-740.000	\$ (46.75)
Computype	CD/DVD	271-000.00-740.000	\$ 678.60
Demco	labels	271-000.00-740.000	\$ 100.67
Quill	IS Toner Cartridge	271-000.00-740.000	\$ 1,640.00
Sam's	supplies	271-000.00-740.000	\$ 127.00
The Library Network	Library Labels	271-000.00-740.000	\$ 408.40
Amazon	Books	271-000.00-742.000	\$ 491.13
Brodart	Books	271-000.00-742.000	\$ 14,431.39

Cengage	Books	271-000.00-742.000	\$ 806.13
Center Point	Books	271-000.00-742.000	\$ 25.17
Center Point	Books	271-000.00-742.000	\$ 49.14
Lakeshore Learning	Books	271-000.00-742.000	\$ 46.98
Center Point	Books	271-000.00-742.000	\$ 102.48
Rosen	Books	271-000.00-742.000	\$ 45.85
Amazon	Lending Library	271-000.00-742.010	\$ 89.02
Brodart	Lending Library	271-000.00-742.010	\$ 613.54
Midwest Tape	Lending Library	271-000.00-742.010	\$ 22.49
Amazon	744.520	271-000.00-744.000	\$ 55.65
Midwest Tape	744.300	271-000.00-744.000	\$ 4,556.92
Playway	744.400	271-000.00-744.000	\$ 58.99
Playway	744.400	271-000.00-744.000	\$ 67.99
Midwest Tape/Hoopla	Digital	271-000.00-745.200	\$ 20,000.00
OverDrive	Ebook, Audiobook	271-000.00-745.200	\$ 8,781.77
Graphic Science	Novi News -6/1/23 - 5/29/25	271-000.00-745.300	\$ 614.52
The New York Times	News - 10/22/25 - 10/21/26	271-000.00-745.300	\$ 2,664.48
ALA	Membership CC	271-000.00-809.000	\$ 332.00
Novi Rotary	Oct - Dec 2025	271-000.00-809.000	\$ 180.00
ABWA	Membership CC	271-000.00-809.000	\$ 125.00
The Library Network	Homeless training	271-000.00-816.000	\$ 499.00
GDI	September	271-000.00-817.000	\$ 8,120.00
AT&T	Aug 14 - Sep 13,2025	271-000.00-851.000	\$ 47.07
AT&T	Aug 23 - Sep 22,2025	271-000.00-851.000	\$ (907.56)
Ooma	October	271-000.00-851.000	\$ 109.60
T-Mobile	due 10/24/25	271-000.00-851.000	\$ 1,048.53
Telnet	October	271-000.00-851.000	\$ 1,039.52
Verizon	October	271-000.00-851.000	\$ 521.38
The Library Network	Jul - Sep 25	271-000.00-855.000	\$ 1,985.25
Petty Cash	Mileage	271-000.00-862.000	\$ 12.88
Amazon	gift baskets/smile stickers	271-000.00-880.000	\$ 47.58

Ingstron/Muniweb	September	271-000.00-880.000	\$ 429.00
Tomedes	Translation CC	271-000.00-880.000	\$ 1,189.62
Amazon	Program	271-000.00-880.268	\$ 84.04
Amazon	Program	271-000.00-880.268	\$ 84.77
Amazon	Program - SOL	271-000.00-880.268	\$ 38.78
Amazon	program-Gail	271-000.00-880.268	\$ 155.72
Amazon	program-Gail	271-000.00-880.268	\$ 64.33
Amazon	Program - TP	271-000.00-880.268	\$ 161.65
GFS	Program CC	271-000.00-880.268	\$ 169.43
Kevin Leonard	An Intro to Anishinaabeg	271-000.00-880.268	\$ 100.00
Kroger	MSU Vs U of M Tailgate	271-000.00-880.268	\$ 265.41
Leonardo Gianola	Solo Country and Delta Blues	271-000.00-880.268	\$ 100.00
McCormick Consulting	Taste the Season	271-000.00-880.268	\$ 400.00
Sam's	Senior Day	271-000.00-880.268	\$ 142.54
Sam's	Program	271-000.00-880.268	\$ 163.20
Sam's	program	271-000.00-880.268	\$ 18.48
Target	program CC	271-000.00-880.268	\$ 24.48
Schuler Books	Yokai Festival CC	271-000.00-880.268	\$ 28.00
Walmart	Program CC	271-000.00-880.268	\$ 109.08
Walmart	program CC	271-000.00-880.268	\$ 42.72
Lakeland Banquet	Bus Trip CC	271-000.00-880.271	\$ 500.00
Ulliance	Employee Assistance	271-000.00-882.200	\$ 414.12
Canon	Print	271-000.00-900.000	\$ 677.06
Consumers Energy	Sep 06,25 - Oct 06, 25	271-000.00-921.000	\$ 438.52
DTE	8/25/25 thru 9/23/25	271-000.00-922.000	\$ 7,957.02
City of Novi	6/26/25 to 9/22/25	271-000.00-923.000	\$ 2,397.24
Allied Building	boilers	271-000.00-934.000	\$ 790.00
Amazon	Deep Cleaning machine	271-000.00-934.000	\$ 461.72
Amazon	First aid/Stachions	271-000.00-934.000	\$ 249.39
Anago	October	271-000.00-934.000	\$ 420.00
Home Depot	supplies	271-000.00-934.000	\$ 85.92
Imperial Dade	supplies	271-000.00-934.000	\$ 876.26
North Star	9/4/25 - 9/25/25	271-000.00-934.000	\$ 144.64
Orkin	September	271-000.00-934.000	\$ 125.00
Orkin	October	271-000.00-934.000	\$ 125.00
Sams	sanitizers	271-000.00-934.000	\$ 31.72
Brien's	Lawn	271-000.00-936.300	\$ 2,400.00

Brien's	Snow contract 1 of 3	271-000.00-936.300	\$ 2,194.50
SCA	Parking Lot Sweeping	271-000.00-936.300	\$ 78.69
Canon	lease	271-000.00-942.000	\$ 1,010.00
Corrigan	October	271-000.00-942.100	\$ 28.06
Maritz AT&L ALA	ALA Conference CC	271-000.00-956.000	\$ 364.00
Maritz AT&L ALA	PLA 2026 Registration CC	271-000.00-956.000	\$ 259.00
MCLS	L.Rinkel:Ctataloging	271-000.00-956.000	\$ 60.00
MCLS	S.Mominee:Rare Book	271-000.00-956.000	\$ 100.00
Veg Head	MLA Conference	271-000.00-956.000	\$ 38.15
	TOTAL		\$ 100,713.40

Warrant 656	272 Accounts	Oct-25	
Payable to	Description	Account number	Invoice Amount
Amazon	RAR	272-000.00-742.229	\$ 311.74
Brodart	Sherlock Donation	272-000.00-742.230	\$ 11.25
Brodart	Sherlock Donation	272-000.00-742.230	\$ 17.08
Brodart	Sherlock Donation	272-000.00-742.230	\$ 26.14
Brodart	Sherlock Donation	272-000.00-742.230	\$ 28.56
Brodart	Sherlock Donation	272-000.00-742.230	\$ 72.03
Amazon	65th Anniversary	272-000.00-742.232	\$ 34.98
Kroger	66th Anniversary CC	272-000.00-742.232	\$ 106.13
Novi Community School District	Senior Day	272-000.00-742.232	\$ 1,500.00
Brentwood Grille	Staff Award Lunch CC	272-000.00-742.236	\$ 209.00
Julie Farkas	Note Cards	272-000.00-742.236	\$ 30.14
	TOTAL		\$ 2,347.05

October 2025 Library Board Student Representatives Report

No Report this month

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

Monthly Attendance in Teen Space August 2025 – May 2026:

Month	Total Attendance
August	153
September	956
October	871
November	

PRESIDENT'S REPORT

Library Appreciation Month - October



Request from Staff to Get to Know Library Board Members

Director Farkas will be sending out invites to set up 30-40 minutes meet and greets that will give library staff the opportunity to connect with our Library Board members on a more personal level. These will occur in December. To be cognizant of the OMA regulations, only 3 board members will be scheduled at one time.

Here are some ideas for what to share with staff, along with anything you feel would be helpful. Staff will also be encouraged to ask questions as well.

- Share your personal/professional background
- Why did you choose to be a member of the Library Board; what do you enjoy most about the work as a Board member?
- What are you reading?
- What do you see as challenges and/or strengths of libraries?

Board Question: Why was the automatic return slot closed on the day of the water main break, September 25, 2025?

Answer provided by Sarah Mominee, Head of Support Services: We did not know how long we would be closed, and so we closed the machine and slots in accordance with our "emergency closure" procedures. Luckily, it was only one day! Here is what is currently in our manual:

EMERGENCY & HOLIDAY CLOSURES AST ROOM SETUP

***SEE APPENDIX H**

- **Holiday or Planned Closure**
(Effective November 1, 2023, during a 2+ day holiday or Library closure, the return slots will be closed. For any 1-day closure, the return slots will remain open and the holiday closure procedure should be followed).
 - Refer to the "Emergency & Holiday Closures AST Room Setup" instructions in Appendix H.
- **Emergency Closure**
 - With **Emergency Closures**, we cannot know for sure when we will reopen, so we must set up the AST room and machine in anticipation for one or more days of closure. It is sometimes a busy, stressful time prepping in the moment for an **Emergency Closure**, but please take the time to ensure this is properly done.
 - The AST room and machine MUST be setup a specific way:
 - Manual Drop Slot Stays **Locked**
 - AST Computer **ON** but programs closed and monitor **ON**
 - **Emergency Closure** sign taped to Drive-Up Window

Board Question: How does NPL compare to other libraries with self-check usage?

Sarah Mominee, Head of Support Services, was asked to solicit information from four libraries similar in size to Novi for data pertaining to their self-check-out services and usage. Portage, Howell, Royal Oak and West Bloomfield were surveyed.

From the information provided, Director Farkas, finds that we are similar in scope as to how we provide self-service for checkouts. Staff have always been encouraged to remain helpful and visible to patrons who are wanting to check out materials either in person or at the self-check-out stations. We find that self-check service is a personal choice by patrons when using the machines. There are libraries that force patrons to use the self-check-outs by not offering any

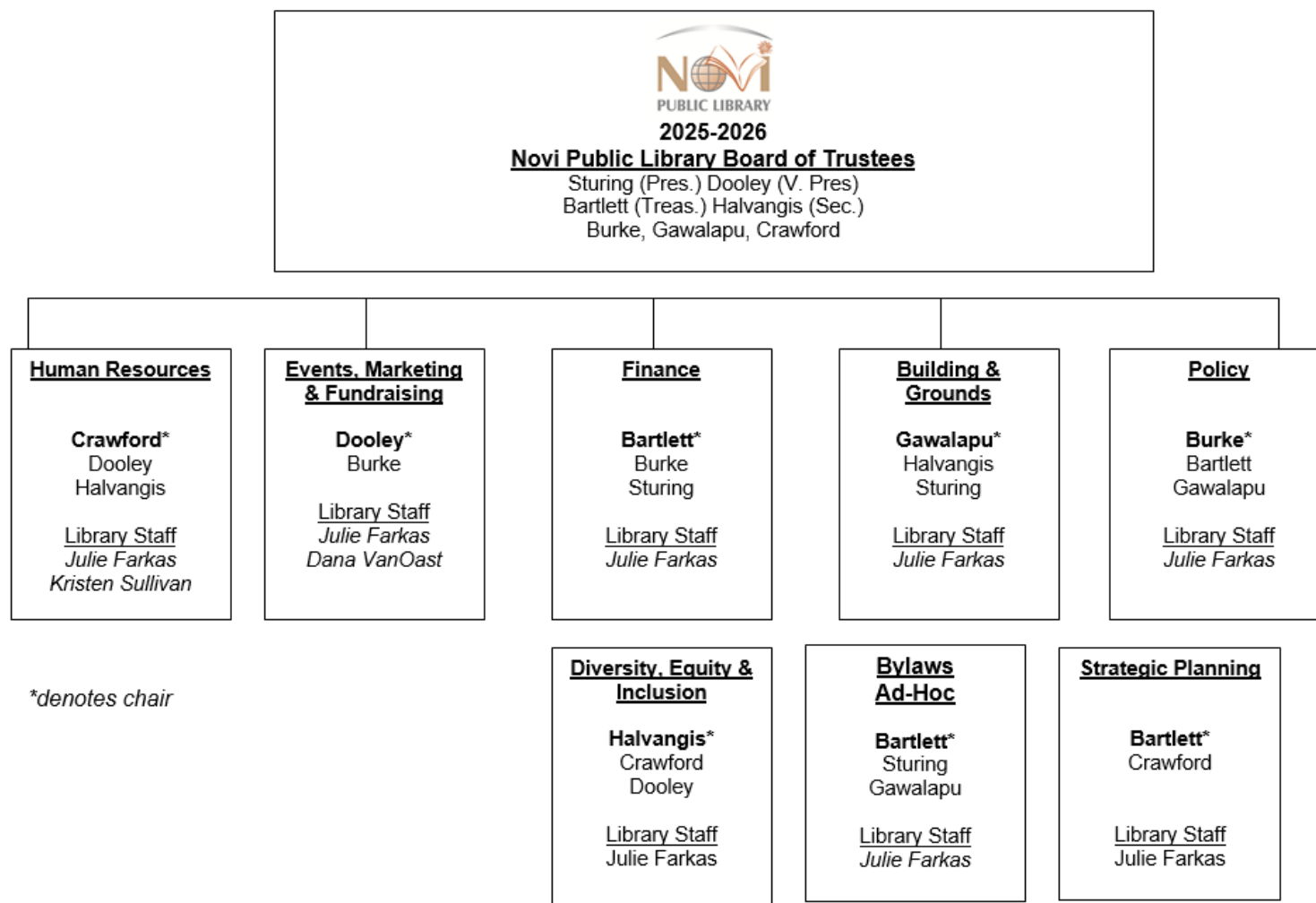
visible staff to assist patrons. I believe this approach is unfriendly and goes against our desire to provide excellent customer service to our patrons.

Recently, I have entertained questions from the Library Board regarding staff that appear to be sitting at the circulation desk with little patron engagement. The nature of the work is based on usage of the building, which can be difficult to determine, however, I will encourage the Management and Supervisors of the Support Services department to look more closely at building usage data to see when spikes/dips occur with the front door activity to see if less staffing is needed at the service desk without compromising our commitment to quality customer service.

Library	Does your library offer self check service at the library?	How many self checks do you have in your building?	What is the percentage of usage for self checkout service at your library? Does the percentage of self checkout usage have any effect on the in person staff you provide at your circulation desk? Is there a target percentage that you strive for?
Portage District Library	Yes, we do. I have been employed here for almost 10 years, and we have had the self-check option since before I started here.	We have 5 self-checkout stations (I believe. I might be forgetting about one...so maybe 6). We have 2 in our Adult area and 3 in the Preschool and Youth area.	For the percentage of our self-check usage, roughly 54% of our checkouts are done on our self-checkout machines. Again, we do not try to push people to use them, nor do we push people to come to the desk.
Howell Carnegie	Yes	We have 3, two on our main level and one in our youth services department	Curbside- 19.5% (checked out by a staff member) Circ. desk- 33.4% (checked out by a staff member) Self-check- 47.1% (patron checks out using self-check) No, our staff is there to either assist with issues, still checkout patrons, or are doing one of our other tasks (such as relabeling material, pulling holds, etc.) No, it is meant as a convenience for patrons.
Royal Oak Public Library	Yes	4 – one at the Circ Desk, one near the Adult Ref Desk (both on the main level), and two in the Youth area on the lower level	We do not track self-checkout separately from our overall checkouts.
West Bloomfield Public Library	Yes. We have 6 machines at our Main Branch and 3 at our Westacres Branch.	We have 6 machines at our Main Branch and 3 at our Westacres Branch.	If you exclude renewals (we have automatic renewals) about 95% of our physical checkouts happen at the self-check machines. We've had self-check for years and I've only been at the library for 2-3 years so I can't speak to past staffing trends but no, we haven't made any recent reductions to staffing at public service desks because of self-checkout. We currently don't have a fixed percentage of total checkouts as a target to reach.
Novi Public Library	Yes	4 (3 near the circulation desk, 1 near the 1st floor reference desk)	44.28% for FY 24-25. The percentage of self-check usage does not impact our in person staffing. We additionally don't have a specific percentage that we strive for.

How many staff are scheduled on desk at one time if you offer self check service?	Is the Circulation Desk always scheduled with staff even with self check services offered?	If you don't offer staff in person and only offer a self checkout option, how does the public alert the staff when they have a problem/need with the self checkout service?	What self checkout system do you offer?
1 or 2	Yes	Not applicable	We use Bibliotheca (I believe).
We have one staff member on our front desk and another doing mel or additional tasks in our backroom in case we get busy.	Yes, we do not want patrons to feel like they have to use the self-check and there are multiple times a day that people will need help with logging in or an item does not check out correctly.	N/A	We use Envisionware
We have at least two people working Circ at all times – one on the Circ desk and one in the workroom providing backup, phone support, etc., but usually we have four people actively working the Circ desk and the workroom, plus at least one shelver. (Yes, we are very fortunate!)	Yes	All four self-checkout stations are in the sight line of at least one service desk.	We use Envisionware. I am told it is not as customizable as we would like, e.g., it does not differentiate between the assorted patron card type and item type parameters. I am not entirely convinced that this is not fixable, in the right hands.
One staff member at our Main Reception desk (with backup staff in the Circulation Workroom) and one staff member at the Westacres Reception desk.	Yes, not only for public service reasons but for security reasons.	N/A	Bibliotheca. Previously we had Express Lane stations from Innovative.
We strive to have two people at the circulation desk (by the main 3 self-check stations) and then 2 at the reference desk (next to 1 of the self-check stations)	Yes	N/A	Envisionware

What self checkout system do you offer?	Does your self check out system offer instructions in multiple languages? Which languages do you offer?	What is your goal for check out services at your Library? Do you push for self checkout usage or do you provide options as a means to meet the needs of the library user?	Is someone on your staff readily available for training the public for self check out services when needed?	Does your staff actively ask patrons if they want to learn to use the self check out equipment?
We use Bibliotheca (I believe).	Our machine is able to provide information in other languages. The main screen shows French and Spanish options, with a more button that has multiple other languages. It also has the option of changing the font size on the screen, if needed.	We like our patrons to have the independence to use the self-checkout machines, but we also know that there are some patrons who enjoy or require the human interaction. We try to be as accommodating as possible for the patrons.	We don't have someone who is specifically used for training the public, but there is usually someone in the building willing to train the patron if they need assistance.	We do not actively ask patrons if they want to learn. Most of our patrons either gravitate towards the self-check because they know how to use them, or they ask questions when they get to the machines. We have our 2 Adult area machines in close proximity to our circulation desk.
We use Envisionware	Ours can switch between English and Spanish.	It is provided as a convenience for our patrons. We do not push our patrons to use it, but are always willing to show them how to work it if they are interested. It was more offered for ease if we have a long line or are assisting a patron and they don't want to wait.	Yes, our staff member on the front desk can help with questions and show patrons how to use the self-checkouts.	If they show interest in it, we will ask, but we don't want patrons to feel as if we are not there to assist them with checking out. More of a way to help mitigate wait time or for convenience.
We use Envisionware. I am told it is not as customizable as we would like, e.g., it does not differentiate between the assorted patron card type and item type parameters. I am not entirely convinced that this is not fixable, in the right hands.	Yes. About fourteen or so languages, from around the world, including Maori.	Options for users! Families downstairs can streamline their visits, introverts can bypass service desks completely, curious users can try new-to-them tech with the safety net of Circ staff a few feet away, etc.	All Circ staff are expected to assist patrons with self-checkout. Most of the librarians will also assist if they see a need and the Circ staff are busy.	No. We let them choose their preferred interface, although the positioning of the station at the Circ desk could be construed as attention-seeking.
Bibliotheca. Previously we had Express Lane stations from Innovative.	Yes, over 60 languages come as part of the default package from Bibliotheca.	Our goal is to provide patrons the checkout experience they prefer. Whether that is checking out with a staff member or using a self check we will always provide both options.	Yes. Our Bibliotheca units are still quite new (less than a year out from implementation) so Circulation staff and other staff will always take the time to demonstrate how the machines work.	Yes. Our Circ staff do a good job of reading the patron and if they just want to quickly checkout and leave, they will check the items out for them. If they seem like they have more time and are curious they will offer to give the patron a tour of the machines. I should mention that all MeLCat holds for patrons are only checked out via a staff member at a Reception Desk. MeLCat holds are kept behind the desk and so require staff assistance.
Envisionware	Yes, we have 17 currently offered at the stations	We do not have a goal for this, but that we just provide self-checkout as an option for patrons. We do not push usage, but encourage patrons to checkout however they feel.	Yes, since we have 2 staff at all times at the circulation desk, we are readily available to answer questions. Often times, if we are not helping another patron, we politely offer guidance if we notice someone struggling. We try our best to monitor the self-check stations and the patrons using them to make sure they do not need help, or that we can offer help if required.	We do not actively ask, because there is often other transactions happening that the staff are preoccupied with. We do our best to monitor if there are questions and to offer help and polite suggestions (such as remembering to hit the "done" button) but otherwise allow patrons to decide if they need help with the self-checks.



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

2025-2026 Library Budget 271 1st Qtr. With Reserve Study Information		2023-2024 Audited	2024-2025 Unaudited	2025-2026 Approved	2025-2026 Approved 9/11/25 1st Qtr.	2026-2027 Projected	2027-2028 Projected	2028-2029 Projected	2029-2030 Projected
Revenues		10/30/2024	6/30/2025	2/13/2025	1st Qtr.	6/30/2025	6/30/2025	6/30/2025	6/30/2025
Account	Description								
402.000	Tax Revenue - Current Levy	3,410,762.72	3,620,624.41	3,762,784.00	3,762,784.00	3,875,668.00	3,991,938.04	4,111,696.18	4,235,047.07
	Add'l Millage at .20 (estimated)						1,042,000.00	1,042,000.00	1,042,000.00
404.003	Tax Revenue - Brow nfield B1	-376.24	0.00	-506.00	-506.00	-587.00	-692.66	-713.44	-734.84
404.006	Tax Revenue - Brow nfield B2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404.007	Tax Revenue - Brow nfield B3 17	-15,263.59	-16,000.68	-28,232.00	-28,232.00	-38,396.00	-47,995.00	-49,434.85	-50,917.90
404.008	Tax Revenue - CIA Cap 2018	-30,637.16	-35,898.98	-55,783.00	-55,783.00	-75,307.00	-94,133.75	-96,957.76	-99,866.50
404.009	Tax Revenue - Brow nfield B4 21	-354.57	-440.12	-469.00	-469.00	-544.00	-625.60	-644.37	-663.70
404.010	Tax Revenue - Brow nfield B4X	-44.00	-44.00	-124.00	-124.00	-143.00	-164.45	-169.38	-174.47
412.000	Tax Reveune - C/Y Del PPT	-4,707.59	-7,986.56	-10,000.00	-10,000.00	-12,000.00	-12,000.00	-12,360.00	-12,730.80
414.000	Tax Revenue - Tax Tribunal Accr	-1,800.00	-3,900.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00
415.000	Tax Revenue - Cnty Chargebk	3,020.33	3,203.27	1,800.00	1,800.00	2,000.00	2,000.00	2,000.00	2,000.00
567.000	State Aid	67,337.40	69,947.04	66,000.00	70,000.00	66,000.00	66,000.00	66,000.00	66,000.00
573.000	State Grants - Local Comm	17,786.09	25,741.20	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
658.000	State penal fines	89,070.72	91,226.15	85,000.00	98,967.71	85,000.00	85,000.00	85,000.00	85,000.00
659.000	Library book fees	9,341.82	8,858.67	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
665.000	Interest on Investments	118,788.12	138,007.28	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
669.500	Unrealized gain(loss) invest	92,415.46	43,492.21	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
674.289	Adult Programming	12,086.76	19,451.99	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
674.290	Library Fundraising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
674.400	Gifts and Donations	2,365.78	683.26	500.00	500.00				
675.000	Miscellaneous income	8,730.22	3,193.89	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
675.006	Car Charging	11.07	77.94	100.00	100.00	100.00	100.00	100.00	100.00
675.100	Copier	3,620.99	14,062.26	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00
675.300	Meeting Room	37,477.41	43,017.09	30,000.00	30,000.00	30,000.00	31,500.00	31,500.00	31,500.00
675.404	Novi Tow nship Assessment	7,701.00	8,228.00	7,850.00	7,850.00	7,850.00	8,000.00	8,000.00	8,500.00
675.650	Library Café	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
676.100	Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues		3,827,332.74	4,025,544.32	4,009,420.00	4,027,387.71	4,090,141.00	5,221,426.58	5,336,516.38	5,455,558.87

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

2025-2026 Library Budget 271		2023-2024 Audited	2024-2025 Unaudited	2025-2026 Approved	2025-2026 Approved	2026-2027 Projected	2027-2028 Projected	2028-2029 Projected	2029-2030 Projected
Services & Charges									
Account	Description								
802.000	Data Processing - OnBase	828.90	891.07	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00
802.100	Bank Service Charges	3,666.52	2,212.32	3,000.00	3,000.00	3,000.00	3,500.00	3,500.00	4,000.00
803.000	Independent Audit	800.00	622.00	800.00	800.00	800.00	800.00	800.00	800.00
804.000	Medical Service	1,624.00	1,508.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
806.000	Legal Fees	19,931.70	4,388.50	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
808.100	Rubbish Monthly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
809.000	Memberships & Dues	6,677.50	6,233.26	8,500.00	8,500.00	8,500.00	8,500.00	9,000.00	9,000.00
816.000	Professional services	12,103.50	15,888.11	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
817.000	Custodial Services	83,332.60	95,725.00	100,000.00	95,000.00	100,000.00	103,000.00	103,000.00	103,000.00
818.000	TLN Central Services	3,495.00	3,495.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
820.000	Property & Liability Insurance	16,480.00	15,874.00	16,350.00	16,350.00	16,850.00	17,400.00	17,900.00	18,400.00
820.001	Ins deduct/Uninsured claims	0.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
851.000	Telephone	40,560.37	42,972.95	54,100.00	54,100.00	55,700.00	57,300.00	59,000.00	60,800.00
855.000	TLN Automation Services	71,993.10	71,297.68	81,000.00	81,000.00	87,000.00	93,000.00	99,000.00	106,000.00
861.000	Gasoline and oil	334.00	316.40	500.00	500.00	500.00	500.00	500.00	500.00
862.000	Mileage	1,300.01	1,536.19	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00
882.200	Employee Assistance Program		506.94	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
880.000	Community Promotion	23,899.12	18,504.24	25,000.00	25,000.00	25,750.00	26,500.00	27,300.00	28,100.00
880.268	Library Programming	36,897.47	24,945.78	44,600.00	44,600.00	44,600.00	44,600.00	48,000.00	48,000.00
880.271	Adult Programming	7,467.05	9,424.83	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
900.000	Print, Graphic Design, Publish	25,459.42	22,970.79	26,000.00	26,000.00	26,700.00	27,500.00	28,400.00	29,200.00
921.000	Heat	12,267.57	13,139.86	15,700.00	15,700.00	16,200.00	16,700.00	17,200.00	17,700.00
922.000	Electricity	102,779.81	98,745.97	118,900.00	102,000.00	122,000.00	126,000.00	130,000.00	133,800.00
923.000	Water and Sewer	8,065.10	8,466.93	8,700.00	8,700.00	9,000.00	9,300.00	9,500.00	9,800.00
934.000	Building Maintenance	101,144.38	139,346.32	125,000.00	125,000.00	128,700.00	132,600.00	136,600.00	140,600.00
935.000	Vehicle Maintenance	169.02	426.22	500.00	500.00	500.00	1,000.00	1,000.00	1,500.00
936.300	Grounds Maint.	51,938.72	44,088.98	53,000.00	53,000.00	54,500.00	56,100.00	57,800.00	59,500.00
942.000	Office Equipment Lease	11,350.94	12,120.00	12,200.00	12,200.00	12,200.00	13,400.00	13,400.00	13,400.00
942.002	Copier Property Tax	0.00	621.90	800.00	800.00	800.00	800.00	800.00	800.00
942.100	Records storage	315.36	328.08	500.00	500.00	550.00	550.00	550.00	550.00
956.000	Conferences & Workshops	25,185.11	18,822.29	26,700.00	26,700.00	22,000.00	26,700.00	22,000.00	26,700.00
957.000	Tuition and Other Reimbursements	0	0	7000	7000	3500	3500	3500	3500
Total Services & Charges		670,066.27	675,419.61	784,150.00	762,250.00	794,650.00	824,550.00	844,050.00	870,950.00

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

NOTES: All Capital projects are expensed out of budget 272

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

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

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

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

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

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

25/26: Went from 25 to 24 FT employees

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

Notes:

24/25: Furniture upgrades: \$22,800 (2nd floor), Teen Stop Area Phase 1 & 2: \$39,600 (furniture, shelving), 2nd Flr. Furniture move \$1,500; Main Entrance/Parking: Parking Lot Lights \$10,000 (\$12,071)

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

25/26: Building Improvements/Furniture: Parking lot seal/crack \$23,000 (Aug/Sept. 25/26); Architect for design needs for main entry and youth area renovations \$30,000; Staff chairs replacement (15 yrs.) \$36,000; 2 Single Use Study Booths \$15,500 (Updated: Friends \$7,000); 2 Staff Office Re-designs \$30,000; Main entrance project estimation: \$100,000.

Automated Return System (AST): 5% increase in Automated Return System (\$115,800 - 121,500); Retrofit of book return opening \$7500; Parking lot seal/crack \$23,000 (Update: \$18,000 Aug/Sept. 25/26);

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

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

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

Budget for Fund 272 Fiscal Year 2025-2026

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

Revenue & Expenditure Report for Fund 271

	YTD Sep 30,2025	YTD Oct 31,2025	Difference *
TOTAL REVENUES	\$ 154,361	\$ 3,923,481	\$ 3,769,120
TOTAL EXPENDITURES	\$ 931,209	\$ 1,371,393	\$ 440,184
NET OF REVENUES & EXPENDITURES	(\$ 776,848)	\$ 2,552,088	

Revenue & Expenditure Report for Fund 272

	YTD Sep 30,2025	YTD Oct 31,2025	Difference*
TOTAL REVENUES	\$ 5,426	\$ 20,601	\$ 15,175
TOTAL EXPENDITURES	\$ 89,539	\$ 92,401	\$ 2,862
NET OF REVENUES & EXPENDITURES	(\$ 84,113)	(\$ 71,800)	

Balance Sheet Report as of October 31, 2025

The ending fund balance for Fund 271 is
\$5,055,319.86

The ending fund balance for Fund 272 is \$1,570,948.30

Revenues and Expenditures (Provided by Bindhya Suriyanarayanan, Bookkeeper)

11/06/2025 REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI										
PERIOD ENDING 10/31/2025										
% Fiscal Year Completed: 33.70										
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	ORIGINAL	2025-26	AUG 2025	SEP 2025	OCT 2025	10/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.00 - TREASURY										
Property tax revenue										
271-000.00-402.000	Property Tax Revenue - Current L	3,620,624.41	3,762,784.00	3,762,784.00	0.00	0.00	0.00	3,805,938.04	(43,154.04)	101.15
271-000.00-404.003	Property Tax Revenue - Brow nfid	0.00	(506.00)	(506.00)	0.00	0.00	0.00	0.00	(506.00)	0.00
271-000.00-404.007	Property Tax Revenue-Brow nfid	(16,000.68)	(28,232.00)	(28,232.00)	0.00	0.00	0.00	(16,272.21)	(11,959.79)	57.64
271-000.00-404.008	Property Tax Revenue - CIA Cap	(35,898.98)	(55,783.00)	(55,783.00)	0.00	0.00	0.00	(49,467.73)	(6,315.27)	88.68
271-000.00-404.009	Property Tax Revenue-Brow nfid	(440.12)	(469.00)	(469.00)	0.00	0.00	0.00	(455.80)	(13.20)	97.19
271-000.00-404.010	Property Tax Revenue-Brow nfid	(44.00)	(124.00)	(124.00)	0.00	0.00	0.00	(43.89)	(80.11)	35.40
271-000.00-412.000	Property Tax Revenue - C/Y Del f	(7,986.56)	(10,000.00)	(10,000.00)	0.00	0.00	0.00	0.00	(10,000.00)	0.00
271-000.00-414.000	Property Tax Revenue - Tax Tribu	(3,900.00)	(1,000.00)	(1,000.00)	0.00	0.00	0.00	0.00	(1,000.00)	0.00
271-000.00-415.000	Property Tax Revenue - County C	3,203.27	1,800.00	1,800.00	1,016.76	69.14	366.49	1,452.39	347.61	80.69
Property tax revenue		3,559,557.34	3,668,470.00	3,668,470.00	1,016.76	69.14	366.49	3,741,150.80	(72,680.80)	101.98
State sources										
271-000.00-567.000	State aid	69,947.04	66,000.00	70,000.00	0.00	0.00	0.00	36,531.06	33,468.94	52.19
271-000.00-573.000	State Grants - Local Comm Stabili	25,741.20	15,000.00	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
State sources		95,688.24	81,000.00	85,000.00	0.00	0.00	0.00	36,531.06	48,468.94	42.98
State grants										
271-000.00-569.002	Other State Grants - SBTE	0.00	0.00	0.00	0.00	3,697.50	0.00	3,697.50	(3,697.50)	100.00
State grants		0.00	0.00	0.00	0.00	3,697.50	0.00	3,697.50	(3,697.50)	100.00
Fines and forfeitures										
271-000.00-658.000	State penal fines	91,226.15	85,000.00	98,968.00	0.00	0.00	0.00	98,967.71	0.29	100.00
271-000.00-659.000	Library book fees	8,858.67	8,000.00	8,000.00	655.15	437.47	679.91	2,283.80	5,716.20	28.55
Fines and forfeitures		100,084.82	93,000.00	106,968.00	655.15	437.47	679.91	101,251.51	5,716.49	94.66
Interest income										
271-000.00-665.000	Interest in investments	138,007.28	100,000.00	100,000.00	3,290.78	0.00	0.00	11,511.53	88,488.47	11.51
271-000.00-669.500	Gain (loss) on investments	43,492.21	10,000.00	10,000.00	8,645.12	0.00	0.00	6,707.17	3,292.83	67.07
Interest income		181,499.49	110,000.00	110,000.00	11,935.90	0.00	0.00	18,218.70	91,781.30	16.56
Donations										
271-000.00-674.289	Adult programs	19,451.99	7,500.00	7,500.00	0.00	0.00	6,275.71	6,262.91	1,237.09	83.51
271-000.00-674.400	Gifts and donations	683.26	500.00	500.00	33.71	0.53	50.73	86.06	413.94	17.21
Donations		20,135.25	8,000.00	8,000.00	33.71	0.53	6,326.44	6,348.97	1,651.03	79.36
Other revenue										
271-000.00-675.000	Miscellaneous income	3,193.89	2,500.00	2,500.00	308.44	100.40	149.90	1,594.83	905.17	63.79
271-000.00-675.006	Car Charging Revenue	77.94	100.00	100.00	0.00	0.00	97.95	154.00	(54.00)	154.00
271-000.00-675.100	Copier	14,062.26	8,500.00	8,500.00	1,060.91	1,324.05	1,337.95	4,236.91	4,263.09	49.85
271-000.00-675.300	Meeting room	43,017.09	30,000.00	30,000.00	2,723.68	2,653.53	2,394.81	10,297.15	19,702.85	34.32
271-000.00-675.404	Novi Tow nship Assessment	8,228.00	7,850.00	7,850.00	0.00	0.00	0.00	0.00	7,850.00	0.00
Other revenue		68,579.18	48,950.00	48,950.00	4,093.03	4,077.98	3,980.61	16,282.89	32,667.11	33.26
Unclassified										
271-000.00-699.272	Transfer from Library Contribution	0.00	0.00	241,377.00	0.00	0.00	0.00	0.00	241,377.00	0.00
Unclassified		0.00	0.00	241,377.00	0.00	0.00	0.00	0.00	241,377.00	0.00
Total Dept 000.00 - TREASURY		4,025,544.32	4,009,420.00	4,268,765.00	17,734.55	8,282.62	11,353.45	3,923,481.43	345,283.57	91.91
TOTAL REVENUES		4,025,544.32	4,009,420.00	4,268,765.00	17,734.55	8,282.62	11,353.45	3,923,481.43	345,283.57	91.91

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	ORIGINAL	2025-26	AUG 2025	SEP 2025	OCT 2025	10/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Expenditures										
Dept 000.00 - TREASURY										
Personnel services										
271-000.00-704.000	Permanent salaries	1,422,713.26	1,589,000.00	1,530,000.00	114,317.52	117,923.04	176,756.82	485,121.70	1,044,878.30	31.71
271-000.00-704.100	Severance/Incentive Pay	0.00	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-704.210	Vacation Payout	5,157.60	7,500.00	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0.00
271-000.00-704.250	Final Payout	6,921.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
271-000.00-705.000	Temporary salaries	680,970.00	810,000.00	808,500.00	60,055.57	54,628.42	86,190.69	238,219.73	570,280.27	29.46
271-000.00-706.000	Overtime	915.08	500.00	500.00	92.18	0.00	113.49	307.79	192.21	61.56
271-000.00-715.000	Social security	159,320.48	183,500.00	178,900.00	13,192.17	13,030.53	19,936.08	54,816.97	124,083.03	30.64
271-000.00-716.000	Insurance	272,645.88	239,560.00	276,000.00	23,171.54	23,130.39	21,026.89	88,126.76	187,873.24	31.93
271-000.00-716.200	HSA - employer contribution	1,812.74	3,000.00	3,000.00	103.13	103.13	103.13	346.22	2,653.78	11.54
271-000.00-716.999	Insurance - Employee Reimburse	(38,382.06)	(35,934.00)	(41,400.00)	(3,108.08)	(3,108.08)	(3,098.42)	(11,418.96)	(29,981.04)	27.58
271-000.00-717.000	Workers compensation	2,033.10	1,900.00	1,900.00	150.24	145.79	223.48	616.37	1,283.63	32.44
271-000.00-718.000	Pension - DB Normal Cost	1,680.00	1,884.00	1,800.00	157.00	157.00	157.00	628.00	1,172.00	34.89
271-000.00-718.010	Pension - DB Unfunded Accrued	92,196.00	108,192.00	108,192.00	9,016.00	9,016.00	9,016.00	36,064.00	72,128.00	33.33
271-000.00-718.200	Pension - defined contribution	112,273.59	132,210.00	120,000.00	9,952.48	10,276.97	15,403.67	42,344.65	77,655.35	35.29
271-000.00-719.000	Unemployment insurance	96.03	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
Personnel services		2,720,353.42	3,055,312.00	2,996,892.00	227,099.75	225,303.19	325,828.83	935,173.23	2,061,718.77	31.20
Supplies										
271-000.00-726.400	Supplies - Cash over/short	(8.38)	100.00	100.00	15.35	(10.21)	(0.02)	(1.18)	101.18	(1.18)
271-000.00-727.000	Office supplies	7,804.48	10,000.00	10,000.00	376.25	480.01	141.47	1,221.50	8,778.50	12.22
271-000.00-728.000	Postage	2,035.09	3,500.00	3,500.00	100.00	220.99	0.00	420.99	3,079.01	12.03
271-000.00-734.000	Computer supplies, softw are & lic	46,943.17	97,000.00	97,000.00	1,033.59	1,946.79	0.00	27,455.68	69,544.32	28.30
271-000.00-734.500	Computer supplies/equipment	44,721.95	52,000.00	52,000.00	1,661.30	1,339.47	1,239.95	6,420.71	45,579.29	12.35
271-000.00-740.000	Operating supplies	41,640.62	38,000.00	38,000.00	1,334.90	2,597.85	1,064.15	13,250.94	24,749.06	34.87
271-000.00-740.200	Supplies - Desk chairs and file ca	836.00	5,000.00	7,500.00	0.00	0.00	0.00	5,137.00	2,363.00	68.49
271-000.00-741.000	Supplies - Uniforms	1,176.64	1,000.00	1,000.00	287.43	0.00	0.00	287.43	712.57	28.74
271-000.00-742.000	Library books	232,364.05	241,000.00	241,000.00	15,276.63	18,235.72	6,612.56	58,519.36	182,480.64	24.28
271-000.00-742.010	Library Books - Lending	7,815.27	15,400.00	15,400.00	846.74	631.00	339.82	3,006.24	12,393.76	19.52
271-000.00-742.100	Library Books - Fines	118.98	200.00	200.00	36.99	54.99	0.00	91.98	108.02	45.99
271-000.00-743.000	Library periodicals	16,749.33	18,000.00	18,000.00	0.00	0.00	0.00	0.00	18,000.00	0.00
271-000.00-744.000	Audio visual materials	50,869.75	52,000.00	52,000.00	2,661.30	6,615.77	1,438.77	13,290.60	38,709.40	25.56
271-000.00-745.200	Electronic media	160,490.09	177,000.00	177,000.00	24,888.01	5,183.71	24,255.23	82,521.74	94,478.26	46.62
271-000.00-745.300	Electronic resources (CD rom ma	80,376.53	80,000.00	80,000.00	1,300.00	614.52	0.00	49,956.54	30,043.46	62.45
Supplies		693,933.57	790,200.00	792,700.00	49,818.49	37,910.61	35,091.93	261,579.53	531,120.47	33.00

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	ORIGINAL	2025-26	AUG 2025	SEP 2025	OCT 2025	10/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Other services and charges										
271-000.00-802.000	Data processing	891.07	1,600.00	1,600.00	0.00	0.00	0.00	0.00	1,600.00	0.00
271-000.00-802.100	Bank Service Charges	2,212.32	3,000.00	3,000.00	157.39	141.18	140.67	478.18	2,521.82	15.94
271-000.00-803.000	Independent audit	622.00	800.00	800.00	0.00	253.00	253.00	506.00	294.00	63.25
271-000.00-804.000	Medical service	1,508.00	1,500.00	1,500.00	232.00	0.00	232.00	464.00	1,036.00	30.93
271-000.00-806.000	Legal fees	4,388.50	6,000.00	6,000.00	1,917.50	0.00	0.00	1,917.50	4,082.50	31.96
271-000.00-809.000	Memberships and dues	6,233.26	8,500.00	8,500.00	240.00	626.00	180.00	5,204.00	3,296.00	61.22
271-000.00-816.000	Professional services	15,888.11	20,000.00	20,000.00	3,400.00	499.00	0.00	10,270.83	9,729.17	51.35
271-000.00-817.000	Custodial services	95,725.00	100,000.00	95,000.00	0.00	8,120.00	0.00	23,800.00	71,200.00	25.05
271-000.00-818.000	TLN Central Services	3,495.00	3,500.00	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00
271-000.00-820.000	Property & liability insurance	15,874.00	16,350.00	16,350.00	7,670.60	0.00	0.00	15,145.60	1,204.40	92.63
271-000.00-820.001	Insurance deductibles/Uninsured	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
271-000.00-851.000	Telephone	42,972.95	54,100.00	54,100.00	2,668.11	3,695.27	2,684.03	12,657.50	41,442.50	23.40
271-000.00-855.000	TLN Automation Services	71,297.68	81,000.00	81,000.00	16,536.11	0.00	0.00	16,536.11	64,463.89	20.41
271-000.00-861.000	Gasoline and oil	316.40	500.00	500.00	36.72	0.00	46.73	133.68	366.32	26.74
271-000.00-862.000	Mileage	1,536.19	1,700.00	1,700.00	27.44	134.68	0.00	162.12	1,537.88	9.54
271-000.00-880.000	Community promotion	18,504.24	25,000.00	25,000.00	2,061.05	806.60	476.58	6,760.15	18,239.85	27.04
271-000.00-880.268	Library programming	24,945.78	44,600.00	44,600.00	1,080.47	1,796.94	1,144.99	5,237.62	39,362.38	11.74
271-000.00-880.271	Adult programs	9,424.83	10,000.00	10,000.00	250.00	0.00	0.00	4,717.40	5,282.60	47.17
271-000.00-882.200	Employee assistance program	506.94	1,000.00	1,000.00	0.00	0.00	414.12	414.12	585.88	41.41
271-000.00-900.000	Printing, graphic design and publi	22,970.79	26,000.00	26,000.00	465.33	512.62	677.06	1,212.01	24,787.99	4.66
271-000.00-921.000	Heat	13,139.86	15,700.00	15,700.00	307.34	375.19	438.52	1,425.82	14,274.18	9.08
271-000.00-922.000	Electricity	98,745.97	118,900.00	102,000.00	8,891.50	7,957.02	0.00	26,256.34	75,743.66	25.74
271-000.00-923.000	Water and sewer	8,466.93	8,700.00	8,700.00	0.00	2,397.24	0.00	2,397.24	6,302.76	27.55
271-000.00-934.000	Building maintenance	139,346.32	125,000.00	125,000.00	9,932.46	3,045.99	2,328.90	21,752.36	103,247.64	17.40
271-000.00-935.000	Vehicle maintenance	426.22	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
271-000.00-936.300	Grounds maintenance	44,088.98	53,000.00	53,000.00	3,262.35	2,478.69	2,194.50	10,587.08	42,412.92	19.98
271-000.00-942.000	Office equipment lease	12,120.00	12,200.00	12,200.00	1,010.00	1,010.00	1,010.00	4,040.00	8,160.00	33.11
271-000.00-942.002	Copier Property Tax	621.90	800.00	800.00	0.00	0.00	0.00	0.00	800.00	0.00
271-000.00-942.100	Records storage	328.08	500.00	500.00	28.06	28.06	28.06	112.24	387.76	22.45
271-000.00-956.000	Conferences and workshops	18,822.29	26,700.00	26,700.00	1,201.26	1,062.00	0.00	2,452.62	24,247.38	9.19
271-000.00-957.000	Tuition & other reimbursements	0.00	7,000.00	7,000.00	0.00	0.00	0.00	0.00	7,000.00	0.00
Other services and charges		675,419.61	784,150.00	762,250.00	61,375.69	34,939.48	12,249.16	174,640.52	587,609.48	22.91
Capital outlay										
271-000.00-986.000	Technology - Capital Outlay	29,275.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		29,275.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00 - TREASURY										
TOTAL EXPENDITURES		4,118,982.04	4,629,662.00	4,551,842.00	338,293.93	298,153.28	373,169.92	1,371,393.28	3,180,448.72	30.13
Fund 271 - LIBRARY FUND:										
TOTAL REVENUES		4,025,544.32	4,009,420.00	4,268,765.00	17,734.55	8,282.62	11,353.45	3,923,481.43	345,283.57	(901.55)
TOTAL EXPENDITURES		4,118,982.04	4,629,662.00	4,551,842.00	338,293.93	298,153.28	373,169.92	1,371,393.28	3,180,448.72	(901.55)
NET OF REVENUES & EXPENDITURES		(93,437.72)	(620,242.00)	(283,077.00)	(320,559.38)	(289,870.66)	(361,816.47)	2,552,088.15	(2,835,165.15)	(901.55)
BEG. FUND BALANCE		2,596,669.43	2,503,231.71	2,503,231.71				2,503,231.71		(901.55)
END FUND BALANCE		2,503,231.71	1,882,989.71	2,220,154.71				5,055,319.86		(901.55)

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	ORIGINAL	2025-26	AUG 2025	SEP 2025	OCT 2025	10/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 272 - LIBRARY CONTRIBUTION FUND										
Revenues										
Dept 000.00 - TREASURY										
Interest income										
272-000.00-665.000	Interest in investments	59,391.02	27,000.00	27,000.00	2,022.85	0.00	0.00	7,076.17	19,923.83	26.21
272-000.00-669.500	Gain (loss) on investments	23,750.68	(4,500.00)	(4,500.00)	5,314.18	0.00	0.00	4,122.92	(8,622.92)	(91.62)
Interest income		83,141.70	22,500.00	22,500.00	7,337.03	0.00	0.00	11,199.09	11,300.91	49.77
Donations										
272-000.00-674.036	Diversity, Equity, & Inclusion	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.046	Makerspace Renovation Revenue	5,177.55	1,000.00	1,000.00	125.85	237.80	175.90	901.70	98.30	90.17
272-000.00-674.229	Raising a Reader in Novi Sponsor	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.230	Collections/Materials Revenue	5,638.00	1,000.00	1,000.00	200.00	0.00	0.00	200.00	800.00	20.00
272-000.00-674.231	Buildings/Ground/Furniture Revenue	4,068.72	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
272-000.00-674.232	Programming Revenue	14,597.75	2,000.00	2,000.00	2,500.00	0.00	3,800.00	8,300.00	(6,300.00)	415.00
272-000.00-674.233	Technology Library Revenue	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.234	Undesignated Misc Donations	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-674.235	Marketing Sponsorships	7,700.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
272-000.00-674.277	Youth Area Reno-M Marten Rev	34,294.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donations		71,476.02	12,500.00	12,500.00	2,825.85	237.80	3,975.90	9,401.70	3,098.30	75.21
Total Dept 000.00 - TREASURY										
		154,617.72	35,000.00	35,000.00	10,162.88	237.80	3,975.90	20,600.79	14,399.21	58.86
TOTAL REVENUES										
		154,617.72	35,000.00	35,000.00	10,162.88	237.80	3,975.90	20,600.79	14,399.21	58.86
Expenditures										
Dept 000.00 - TREASURY										
Unclassified										
272-000.00-995.271	Transfer to Library Fund	0.00	0.00	241,377.00	0.00	0.00	0.00	0.00	241,377.00	0.00
Unclassified		0.00	0.00	241,377.00	0.00	0.00	0.00	0.00	241,377.00	0.00

		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	ORIGINAL	2025-26	AUG 2025	SEP 2025	OCT 2025	10/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Supplies										
272-000.00-742.036	Diversity, Equity, & Inclusion	454.57	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-742.046	Makerspace iCube	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
272-000.00-742.229	Raising a Reader Expense	1,211.86	1,000.00	1,000.00	0.00	0.00	311.74	311.74	688.26	31.17
272-000.00-742.230	Collections/Materials Expense	5,975.24	1,000.00	1,000.00	0.00	0.00	155.06	155.06	844.94	15.51
272-000.00-742.231	Buildings/Ground/ Furniture Expense	715.70	25,000.00	25,000.00	0.00	0.00	0.00	305.03	24,694.97	1.22
272-000.00-742.232	Programming Expense	10,739.06	1,000.00	1,000.00	0.00	0.00	1,534.98	1,534.98	(534.98)	153.50
272-000.00-742.233	Technology Library Expense	0.00	61,500.00	61,500.00	29,766.00	0.00	0.00	29,766.00	31,734.00	48.40
272-000.00-742.234	Undesignated Misc	108.54	500.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00
272-000.00-742.236	Staff Recognition	1,579.29	2,500.00	2,500.00	545.68	859.63	0.00	1,742.87	757.13	69.71
Supplies		21,784.26	93,000.00	93,000.00	30,311.68	859.63	2,001.78	33,815.68	59,184.32	36.36
Other services and charges										
272-000.00-820.001	Insurance deductibles/Uninsured	0.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00	(5,000.00)	100.00
Other services and charges		0.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00	(5,000.00)	100.00
Capital outlay										
272-000.00-976.000	Building improvements	79,452.67	111,500.00	111,500.00	17,190.00	0.00	0.00	53,585.00	57,915.00	48.06
272-000.00-976.002	Capital Outlay	0.00	37,300.00	37,300.00	0.00	0.00	0.00	0.00	37,300.00	0.00
272-000.00-976.140	Automated Return System	29,647.80	129,000.00	129,000.00	0.00	0.00	0.00	0.00	129,000.00	0.00
272-000.00-976.141	Main Entrance Design	11,700.00	23,000.00	118,000.00	0.00	0.00	0.00	0.00	118,000.00	0.00
272-000.00-976.143	Wi-Fi Upgrade	13,235.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital outlay		134,036.36	300,800.00	395,800.00	17,190.00	0.00	0.00	53,585.00	342,215.00	13.54
Total Dept 000.00 - TREASURY		155,820.62	393,800.00	730,177.00	47,501.68	5,859.63	2,001.78	92,400.68	637,776.32	12.65
TOTAL EXPENDITURES		155,820.62	393,800.00	730,177.00	47,501.68	5,859.63	2,001.78	92,400.68	637,776.32	12.65
		END BALANCE			MTH ACTY	MTH ACTY	MTH ACTY	YTD BALANCE	AVAILABLE	
		06/30/2025	ORIGINAL	2025-26	AUG 2025	SEP 2025	OCT 2025	10/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NM (ABNM)	BUDGET	AMDD BUDGET	INCR (DECR)	INCR (DECR)	INCR (DECR)	NM (ABNM)	NM (ABNM)	USED
Fund 272 - LIBRARY CONTRIBUTION FUND:										
TOTAL REVENUES		154,617.72	35,000.00	35,000.00	10,162.88	237.80	3,975.90	20,600.79	14,399.21	10.33
TOTAL EXPENDITURES		155,820.62	393,800.00	730,177.00	47,501.68	5,859.63	2,001.78	92,400.68	637,776.32	10.33
NET OF REVENUES & EXPENDITURES		(1,202.90)	(358,800.00)	(695,177.00)	(37,338.80)	(5,621.83)	1,974.12	(71,799.89)	(623,377.11)	10.33
BEG. FUND BALANCE		1,643,951.09	1,642,748.19	1,642,748.19				1,642,748.19		10.33
END FUND BALANCE		1,642,748.19	1,283,948.19	947,571.19				1,570,948.30		10.33
TOTAL REVENUES - ALL FUNDS		4,180,162.04	4,044,420.00	4,303,765.00	27,897.43	8,520.42	15,329.35	3,944,082.22	359,682.78	
TOTAL EXPENDITURES - ALL FUNDS		4,274,802.66	5,023,462.00	5,282,019.00	385,795.61	304,012.91	375,171.70	1,463,793.96	3,818,225.04	
NET OF REVENUES & EXPENDITURES		(94,640.62)	(979,042.00)	(978,254.00)	(357,898.18)	(295,492.49)	(359,842.35)	2,480,288.26	(3,458,542.26)	
BEG. FUND BALANCE - ALL FUNDS		4,240,620.52	4,145,979.90	4,145,979.90				4,145,979.90		
END FUND BALANCE - ALL FUNDS		4,145,979.90	3,166,937.90	3,167,725.90				6,626,268.16		

Financial Balance Sheets (Provided by Bindhya Suriyanarayanan, Bookkeeper)

11/06/2025	BALANCE SHEET FOR CITY OF NOVI	
	Period Ending 10/31/2025	
GL Number	Description	Balance
Fund 271 - LIBRARY FUND		
*** Assets ***		
271-000.00-001.000	Cash - Pooled	(305,363.41)
271-000.00-004.000	Cash on hand	600.00
271-000.00-017.000	Investments - Pooled	5,348,819.93
271-000.00-019.000	Current taxes receivable	72,020.89
	Total Assets	5,116,077.41
*** Liabilities ***		
271-000.00-202.000	Accounts payable	49,100.94
271-000.00-258.702	Accrued liabilities - tax	11,700.00
271-000.00-259.300	Accrued workers compensation	(43.39)
	Total Liabilities	60,757.55
*** Fund Balance ***		
271-000.00-390.000	Fund balance	2,503,231.71
	Total Fund Balance	2,503,231.71
	Beginning Fund Balance	2,503,231.71
	Net of Revenues VS Expenditures	2,552,088.15
	Ending Fund Balance	5,055,319.86
	Total Liabilities And Fund Balance	5,116,077.41

Fund 272 - LIBRARY CONTRIBUTION FUND		
*** Assets ***		
272-000.00-001.000	Cash - Pooled	10,829.29
272-000.00-017.000	Investments - Pooled	1,562,236.26
	Total Assets	1,573,065.55
*** Liabilities ***		
272-000.00-202.000	Accounts payable	2,117.25
	Total Liabilities	2,117.25
*** Fund Balance ***		
272-000.00-375.230	Fund Balance Collections/Materials	44,191.88
272-000.00-375.231	Fund Balance Buildings/Ground/Furnitur	(33,299.89)
272-000.00-375.232	Fund Balance Programming	35,662.65
272-000.00-375.233	Fund Balance Technology Library	1,050.00
272-000.00-375.262	Restricted-Book It-childrens collections	35,238.00
272-000.00-390.000	Fund balance - Unrestricted	1,559,905.55
	Total Fund Balance	1,642,748.19
	Beginning Fund Balance	1,642,748.19
	Net of Revenues VS Expenditures	(71,799.89)
	Ending Fund Balance	1,570,948.30
	Total Liabilities And Fund Balance	1,573,065.55

DIRECTOR'S REPORT**December Anniversaries – Years of Service**

Emily Brush – 10 years
Information Services



Shannon O'Leary – 10 years
Information Services



Aisar Taha – 2 years
Support Services

**65TH Anniversary of the Novi Public Library**

We had an awesome day celebrating 65 years with the Novi community on Sunday, October 26, 2025. HUGE thank you to the planning committee: Sue Johnson, Mary-Angela Winter, Kim Nice, Lori Burke, Gail Anderson, Rae Manela, Dana VanOast and Shannon O'Leary. Our speakers: Mayor Justin Fischer, President of the Library Board Mark Sturing and

President of the Friends Board Sue Johnson shared some wonderful remarks. We also received 2 proclamations, one from Congresswoman Debbie Dingell's office and one from Representative Kelly Breen! A beautiful video (17 minutes in length), put together by Josh Buscher and Dana VanOast, was created and shown at the event. The video included a lot of longtime patrons, young and old, that shared their love of NPL. The event would not have been possible without the generous support of our sponsors: Friends of the Novi Library, DTE, Singh Development, VIBE Credit Union and Novi Historical Commission. Cake was eaten, history boards were read, crafts were made, glasses were given out, peace necklaces were worn, friends and community members connected and music was enjoyed! Even members of the Walker Family celebrated with us!

More photos to come as we had a professional photographer on site for the event!



On October 26, 2025 we kicked off a year-long campaign to raise \$65,000 for the Library's Youth Area and a future renovation



Raising \$65,000 to Celebrate NPL's 65th Anniversary!



Join us in our mission to raise \$65,000 for future renovations in our Youth Area, ensuring that young readers will enjoy this space for many years to come!

Renovations will include furniture, expanded program space, shelving, new carpeting and interactive play equipment.

Donation Information:
novillibrary.org/65years



\$5,000

\$10,000

\$10,000

\$10,000

\$10,000

\$10,000

\$10,000

As of September 18, \$34,000 has already been raised!

Celebrating 20 Years of MeLCat Service (provided by Amy Bermingham and Jordan Ehrmann, Support Services – Tech Services and the Support Services Outreach Team – Jean and Tracey)

The celebration continues here at the Novi Public Library! Recently, we had Mittens, the MeLCat mascot stop by to celebrate 20 years that MeLCat has been in service! MeLCat is a statewide interlibrary loan service that manages and transports library materials all over the state of Michigan.

Mittens started the day with some coffee from our Cafe. After that it was out to check out our Lakeshore Lending Library and fill some of Novi's book boxes around town. Mittens came back and warmed up fireside while hanging out with some of our stuffed animal pals! Mittens took a look at our I-Cube space and tried to figure out what the next project would be. For some quiet time, Mittens utilized our single space booth. Mittens wrapped up the trip here by learning that Novi Public Library recently celebrated our 65th year of serving the community.

We wish Mittens the best as the traveling continues to many other Michigan Libraries!

#MittensLovesMeLCat



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

- 10/2: Goddard School Ribbon Cutting
- 10/9: Catch up w/Media Specialist at Novi High School
- 10/9: Novi University Graduation lunch
- 10/14: Fraud Program at Storypoint of Novi
- 10/14: Rotary Foundation mtg.
- 10/16: Diwali event at City of Novi
- 10/17: City of Novi Employee breakfast
- 10/20: Authors LIVE planning mtg. w/Fox Run
- 10/20: Metro Detroit Book and Author event
- 10/21: Elder Abuse/Fraud Program at Waltonwood of Novi
- 10/21: State Fair Harvest Dinner
- 10/22: Novi Rotary mtg.
- 10/22: Dedication for Sakura Gardens
- 10/26: 65th Anniv. event

BOARD, COMMITTEE & FRIENDS MEETINGS

- 10/9: Board Policy Committee mtg.
- 10/13: Board E/M/F Committee mtg.
- 10/14: 65th Anniv. Planning mtg.

CURRENT PROJECTS

- Main Entrance Door project – mtg. w/architect 10/6
- 65th Anniversary Event
- State Aid Report and Annual Statistics; Annual Stats for City of Novi

STAFF & CITY MEETINGS

- 10/2: Staff Policy mtg.
- 10/2: Professional Development Day Recap mtg.
- 10/8: Staff Strategic Planning mtg.
- 10/9: Staff DEI Committee mtg.
- 10/13: Programming mtg. w/MSUFCU
- 10/14: Library Update mtg. w/City Manager
- 10/14: City Leadership mtg.
- 10/14: Interview for Facilities position at NPL
- 10/15: Director Q&A mtg. w/staff
- 10/17: Hosted staff open house
- 10/20: Director Q&A mtg. w/staff
- 10/22: Hosted MSU vs. UofM tailgate for staff

WEEKEND ROTATION

- 10/5
- 10/12

TRAINING

- 10/1: Attended 3 days of HPO – High Performance Organization training with the City of Novi (see information below)
- 10/15: Fire Drill participation for NPL

MEMORANDUM

TO: MAYOR FISCHER AND CITY COUNCIL
CC: VICTOR CARDENAS, CITY MANAGER
FROM: DANIELLE MAHONEY, ASSISTANT CITY MANAGER
SUBJECT: HIGH-PERFORMANCE ORGANIZATION (HPO) TRAINING
DATE: OCTOBER 9, 2025

Last week, approximately 30 members of Team Novi participated in a High-Performance Organization (HPO) training led by Angela Nicholson of Kansas University's *HPO in Local Government* program. The session was part of our ongoing effort to strengthen Novi's organizational culture and reinforce our shared values of Team, Innovation, Commitment, and Trust, and continue our focus on building a high-performing organization. The session provided an opportunity for staff to reflect on how they show up as stewards for the organization and how we can continue aligning our internal culture with the expectations of a high-performing, service-oriented government.

Key Themes & Insights

1. **Alignment Around Innovation and Priorities**
Participants shared thoughtful reflections on how innovation connects to stability and direction. There was appreciation that Novi's elected leadership is actively engaging in the long-range strategic planning process (Novi 2050 Plan), which will provide clear long-term priorities and a consistent framework for innovation across departments.
2. **Resourcing and Capacity**
Participants noted that with the City's growth and changing expectations, some functions have not evolved as quickly as others. This underscores the importance of regularly reviewing workload and service delivery approaches to ensure departments are equipped to serve the community effectively.
3. **Strengthening Internal Communication**
Employees consistently praised Novi's external communication with the community and expressed a desire for earlier or more proactive internal updates. Many noted that receiving key information sooner helps them serve as more effective stewards and ambassadors for the City's message.
4. **Continued Engagement of Novi Next Participants**
The Novi Next group remains enthusiastic and eager to be part of ongoing organizational development efforts. Their engagement represents an opportunity to

cultivate peer leaders and champions of the HPO framework throughout the organization.

5. After Action Reviews and Learning Culture

The team expressed interest in implementing After Action Briefings following significant events (such as the recent water main break). This would provide a safe, constructive space to reflect on what went well, identify opportunities for improvement, and celebrate teamwork, which is consistent with HPO's "learning organization" principles.

6. Leadership Philosophy Refinement

As part of the training, participants revisited the City's Leadership Philosophy, and updated drafts were created to help further define the behaviors that align with Novi's values and leadership expectations.

7. Focusing on What We Can Control

A recurring theme was empowerment, focusing on what's within our control: how we show up, how we support one another, and how we model the principles of a high-performing organization in every interaction.

Next Steps

Building on the momentum from this session, staff will continue to integrate HPO principles into our day-to-day work and leadership practices. In the months ahead, the Manager's Office will designate an internal lead(s) to coordinate ongoing HPO efforts, oversee future trainings, and maintain alignment across departments.

As City Council continues its long-range strategic planning process, staff will ensure that the HPO framework serves as a foundation for connecting organizational culture with long-term goals and priorities. Departments will also work to embed HPO concepts (including the Seven Questions, stewardship model, and Team Novi values) into meetings, onboarding, evaluations, and team development conversations.

The HPO framework is more than a training course; it is what drives us, and is a long-term investment in Novi's people, culture, and shared purpose. By continuing to live our values and strengthen our internal capacity, we position Novi to remain a high-performing, values-driven organization that delivers exceptional service to our community.

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

10/1/2025			
9-10am	0	0	0
10-11am	29	61	45
11am-12	59	71	65
12-1pm	53	49	51
1-2pm	59	61	60
2-3pm	68	135	102
3-4pm	169	178	174
4-5pm	117	103	110
5-6pm	146	81	114
6-7pm	102	141	122
7-8pm	99	73	86
8-9pm	104	17	61
9-10pm	0	0	0
			988

10/2/2025			
9-10am	0	0	0
10-11am	29	83	56
11am-12	74	71	73
12-1pm	78	58	68
1-2pm	55	74	65
2-3pm	79	137	108
3-4pm	172	178	175
4-5pm	142	138	140
5-6pm	140	97	119
6-7pm	111	134	123
7-8pm	139	86	113
8-9pm	106	27	67
9-10pm	0	0	0
			1,104

10/3/2025			
9-10am	0	0	0
10-11am	49	120	85
11am-12	53	55	54
12-1pm	102	80	91
1-2pm	55	85	70
2-3pm	123	143	133
3-4pm	171	187	179
4-5pm	136	91	114
5-6pm	187	101	144
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			869

10/4/2025			
9-10am	0	0	0
10-11am	53	136	95
11am-12	93	97	95
12-1pm	104	102	103
1-2pm	92	128	110
2-3pm	93	87	90
3-4pm	138	87	113
4-5pm	98	70	84
5-6pm	108	60	84
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			773

10/5/2025			
9-10am	0	0	0
10-11am	0	0	0
11am-12	0	0	0
12-1pm	52	124	88
1-2pm	77	109	93
2-3pm	118	156	137
3-4pm	112	108	110
4-5pm	135	71	103
5-6pm	134	55	95
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			626

10/6/2025			
9-10am	0	0	0
10-11am	37	165	101
11am-12	56	69	63
12-1pm	71	63	67
1-2pm	110	89	100
2-3pm	77	75	76
3-4pm	127	69	98
4-5pm	80	110	95
5-6pm	125	99	112
6-7pm	105	116	111
7-8pm	76	70	73
8-9pm	109	21	65
9-10pm	0	0	0
			960

10/7/2025			
9-10am	0	0	0
10-11am	31	126	79
11am-12	64	36	50
12-1pm	68	37	53
1-2pm	40	51	46
2-3pm	57	139	98
3-4pm	200	191	196
4-5pm	141	135	138
5-6pm	129	102	116
6-7pm	128	150	139
7-8pm	111	70	91
8-9pm	122	35	79
9-10pm	0	0	0
			1,082

10/8/2025			
9-10am	0	0	0
10-11am	35	90	63
11am-12	78	86	82
12-1pm	93	67	80
1-2pm	69	77	73
2-3pm	98	138	118
3-4pm	177	254	216
4-5pm	142	110	126
5-6pm	155	119	137
6-7pm	158	125	142
7-8pm	106	91	99
8-9pm	130	53	92
9-10pm	0	0	0
			1,226

10/9/2025			
9-10am	0	0	0
10-11am	39	123	81
11am-12	94	61	78
12-1pm	64	47	56
1-2pm	64	56	60
2-3pm	60	137	99
3-4pm	161	175	168
4-5pm	164	159	162
5-6pm	118	94	106
6-7pm	123	102	113
7-8pm	77	55	66
8-9pm	87	23	55
9-10pm	0	0	0
			1,042

10/10/2025			
9-10am	0	0	0
10-11am	35	103	69
11am-12	50	55	53
12-1pm	74	49	62
1-2pm	54	64	59
2-3pm	79	144	112
3-4pm	176	183	180
4-5pm	158	107	133
5-6pm	179	72	126
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			791

10/11/2025			
9-10am	0	0	0
10-11am	35	119	77
11am-12	91	114	103
12-1pm	106	90	98
1-2pm	87	102	95
2-3pm	93	96	95
3-4pm	75	76	76
4-5pm	92	98	95
5-6pm	156	47	102
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			739

10/12/2025			
9-10am	0	0	0
10-11am	0	0	0
11am-12	0	0	0
12-1pm	46	138	92
1-2pm	83	81	82
2-3pm	97	96	97
3-4pm	101	110	106
4-5pm	95	77	86
5-6pm	124	50	87
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			549

10/13/2025			
9-10am	0	0	0
10-11am	28	70	49
11am-12	58	58	58
12-1pm	49	44	47
1-2pm	51	68	60
2-3pm	76	147	112
3-4pm	177	229	203
4-5pm	170	161	166
5-6pm	188	127	158
6-7pm	153	112	133
7-8pm	110	85	98
8-9pm	120	24	72
9-10pm	0	0	0
			1,153

10/14/2025			
9-10am	0	0	0
10-11am	36	110	73
11am-12	58	52	55
12-1pm	69	64	67
1-2pm	59	64	62
2-3pm	84	145	115
3-4pm	194	211	203
4-5pm	138	135	137
5-6pm	150	90	120
6-7pm	95	122	109
7-8pm	130	103	117
8-9pm	141	30	86
9-10pm	0	0	0
			1,140

10/15/2025			
9-10am	0	0	0
10-11am	33	72	53
11am-12	49	48	49
12-1pm	61	66	64
1-2pm	91	130	111
2-3pm	70	138	104
3-4pm	203	232	218
4-5pm	158	126	142
5-6pm	124	102	113
6-7pm	139	154	147
7-8pm	143	100	122
8-9pm	131	30	81
9-10pm	0	0	0
			1,200

10/16/2025			
9-10am	0	0	0
10-11am	37	92	65
11am-12	59	60	60
12-1pm	71	34	53
1-2pm	44	52	48
2-3pm	96	148	122
3-4pm	141	140	141
4-5pm	131	110	121
5-6pm	113	81	97
6-7pm	84	71	78
7-8pm	83	73	78
8-9pm	73	50	62
9-10pm	0	0	0
			922

10/17/2025			
9-10am	0	0	0
10-11am	31	101	66
11am-12	51	59	55
12-1pm	92	56	74
1-2pm	43	57	50
2-3pm	94	140	117
3-4pm	184	169	177
4-5pm	118	108	113
5-6pm	158	84	121
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			773

10/18/2025			
9-10am	0	0	0
10-11am	37	137	87
11am-12	66	72	69
12-1pm	130	123	127
1-2pm	83	91	87
2-3pm	101	117	109
3-4pm	154	131	143
4-5pm	139	135	137
5-6pm	162	62	112
6-7pm	0	0	0
7-8pm	0	0	0
8-9pm	0	0	0
9-10pm	0	0	0
			870

10/19/2025				
9-10am	0	0	0	
10-11am	0	0	0	
11am-12	0	0	0	
12-1pm	49	157	103	
1-2pm	90	153	122	
2-3pm	134	125	130	
3-4pm	124	126	125	
4-5pm	147	111	129	
5-6pm	165	62	114	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				722

10/20/2025				
9-10am	0	0	0	
10-11am	25	71	48	
11am-12	58	57	58	
12-1pm	62	89	76	
1-2pm	64	73	69	
2-3pm	84	75	80	
3-4pm	99	117	108	
4-5pm	104	109	107	
5-6pm	139	137	138	
6-7pm	99	110	105	
7-8pm	89	53	71	
8-9pm	104	12	58	
9-10pm	0	0	0	
				915

10/21/2025				
9-10am	0	0	0	
10-11am	39	144	92	
11am-12	101	88	95	
12-1pm	98	86	92	
1-2pm	105	82	94	
2-3pm	93	88	91	
3-4pm	81	77	79	
4-5pm	86	90	88	
5-6pm	103	90	97	
6-7pm	81	102	92	
7-8pm	86	60	73	
8-9pm	109	23	66	
9-10pm	0	0	0	
				956

10/22/2025				
9-10am	0	0	0	
10-11am	28	90	59	
11am-12	95	80	88	
12-1pm	57	60	59	
1-2pm	64	56	60	
2-3pm	53	146	100	
3-4pm	179	206	193	
4-5pm	152	108	130	
5-6pm	169	121	145	
6-7pm	89	160	125	
7-8pm	98	60	79	
8-9pm	142	21	82	
9-10pm	0	0	0	
				1,117

10/23/2025				
9-10am	0	0	0	
10-11am	31	77	54	
11am-12	56	57	57	
12-1pm	56	42	49	
1-2pm	46	49	48	
2-3pm	65	133	99	
3-4pm	183	192	188	
4-5pm	175	161	168	
5-6pm	169	123	146	
6-7pm	109	124	117	
7-8pm	85	81	83	
8-9pm	137	29	83	
9-10pm	0	0	0	
				1,090

10/24/2025				
9-10am	0	0	0	
10-11am	46	149	98	
11am-12	114	119	117	
12-1pm	87	60	74	
1-2pm	56	69	63	
2-3pm	96	62	79	
3-4pm	78	73	76	
4-5pm	84	79	82	
5-6pm	118	55	87	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				673

10/25/2025				
9-10am	0	0	0	
10-11am	44	97	71	
11am-12	72	105	89	
12-1pm	94	96	95	
1-2pm	104	87	96	
2-3pm	88	100	94	
3-4pm	122	110	116	
4-5pm	104	95	100	
5-6pm	147	59	103	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				762

10/26/2025				
9-10am	0	0	0	
10-11am	0	0	0	
11am-12	0	0	0	
12-1pm	80	183	132	
1-2pm	94	229	162	
2-3pm	227	221	224	
3-4pm	203	171	187	
4-5pm	225	163	194	
5-6pm	176	56	116	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				1,014

10/27/2025				
9-10am	0	0	0	
10-11am	39	87	63	
11am-12	58	51	55	
12-1pm	52	60	56	
1-2pm	52	60	56	
2-3pm	90	151	121	
3-4pm	146	218	182	
4-5pm	159	154	157	
5-6pm	200	141	171	
6-7pm	189	155	172	
7-8pm	115	96	106	
8-9pm	135	26	81	
9-10pm	0	0	0	
				1,217

10/28/2025				
9-10am	0	0	0	
10-11am	35	110	73	
11am-12	82	58	70	
12-1pm	52	59	56	
1-2pm	62	58	60	
2-3pm	87	154	121	
3-4pm	137	180	159	
4-5pm	196	205	201	
5-6pm	200	147	174	
6-7pm	143	151	147	
7-8pm	146	117	132	
8-9pm	146	20	83	
9-10pm	0	0	0	
				1,273

10/29/2025				
9-10am	0	0	0	
10-11am	20	70	45	
11am-12	71	66	69	
12-1pm	56	50	53	
1-2pm	42	54	48	
2-3pm	96	135	116	
3-4pm	138	185	162	
4-5pm	129	84	107	
5-6pm	130	90	110	
6-7pm	105	133	119	
7-8pm	116	70	93	
8-9pm	105	30	68	
9-10pm	0	0	0	
				988

10/30/2025				
9-10am	0	0	0	
10-11am	24	92	58	
11am-12	67	58	63	
12-1pm	72	4	38	
1-2pm	53	51	52	
2-3pm	82	163	123	
3-4pm	166	209	188	
4-5pm	173	127	150	
5-6pm	142	102	122	
6-7pm	106	114	110	
7-8pm	61	72	67	
8-9pm	143	23	83	
9-10pm	0	0	0	
				1,052

10/31/2025				
9-10am	0	0	0	
10-11am	33	74	54	
11am-12	35	34	35	
12-1pm	61	42	52	
1-2pm	40	55	48	
2-3pm	60	109	85	
3-4pm	138	92	115	
4-5pm	83	58	71	
5-6pm	74	26	50	
6-7pm	0	0	0	
7-8pm	0	0	0	
8-9pm	0	0	0	
9-10pm	0	0	0	
				507

Door count for 65th Anniversary

Total guests for the entire day: 1014

For comparison, the previous Sunday was 722
and the 4th Sunday of October last year was 726

Assistant Director of Building Operations Report by Maryann Zurmuehlen – October 2025**Meetings & Trainings**

- 10/1, 10/7, 10/8, 10/14, 10/20, 10/28: Catchup Meeting with Head of Support Services
- 10/2: Facilities Pre-Planning Budget Meeting for FY26-27
- 10/2: Meeting with Sentinel
- 10/2: Public Policy Committee Meeting
- 10/2, 10/16, 10/30: Facilities Department Meeting
- 10/6, 10/22: Director/Assistant Directors Meeting
- 10/8: Strategic Plan Committee Meeting
- 10/8, 10/21: Management Team Meeting
- 10/15: Catchup Meeting with Director
- 10/16: Training Sessions with Help Desk Ticket System vendor
- 10/20: HOA Presentation to South Pointe HOA
- 10/21, 10/22: Catchup Meeting with Head of Information Technology
- 10/23: SASUG Zoom Meeting (in absence of Head of Support Services)

Current Projects

- Ongoing training of new Head of Support Services, Sarah Mominee
- Chair of the Public Policy Committee
- Project Manager for the installation of the Automated Materials Handling System (AMHS) in January, including building modifications
- Project Manager for the Help Desk Ticket System Project (HDTS), including ongoing onboarding with vendor, initial setup/customization of software, prepping for Winter 2026 launch
- Training (2) 20 hour part-time Facilities Assistant new hires
- Updating and reformatting the Emergency Manual and all emergency procedures
- Updating the Building Operations Manual for Managers and Facilities
- Completing the FY 2024-2025 Annual Statistics
- Overseeing the budget creation for Facilities, Information Technology, and Support Services for FY 26-27

Other Items of Note

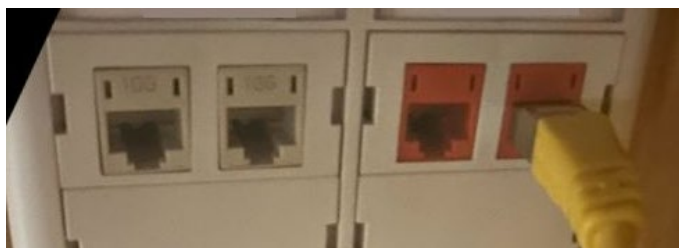
- Assisting Facilities staff with setups as needed due to short staffing.
- Oversaw the Fire Drill on 10/15

Information Technology Report by Dept. Head Jeff Smith – October 2025

General

We have been having an ongoing issue of not enough network jacks in the iCube. In October, LoVo Communications installed two new wall plates with two network connections in each. This should improve the network performance of several computers that are used by the public.

We have also had a performance issue with the network connections at the Circulation Desk which affected our credit card terminal. LoVo Communications determined that the issue was due to 3 of the existing 4 network jacks under the desk being damaged. The jacks were replaced.



Circulation Desk Network Jacks

The library renewed our desk phone service/support agreement. We received \$65.75/month savings over the previous agreement due to a new discount and removing two conference room phones and one phone sidecar from our account. The conference room phones will be returned to the vendor. We will also be adding an *Enhanced Hunt Group* for the facilities team so that they can be easily reached by staff when they are needed.



NPL Desk Phone

Dominic created updated instructions for the A/V in the Whole Meeting Room. The instructions reflect some changes we have made to the procedures for using microphones and the video equipment.

Jeff worked on getting quotes for a new Intercom at our delivery/staff door. He also worked on the process of deploying our new 5G hotspots which are used by the public and staff.

Denise re-deployed a staff computer to the Facilities Office for Geoffrey, our new Facilities Assistant. She also installed 6 new label printers in Tech Services.



Epson LW-PX400 label printer in Tech Services

During this quarter, the entire IT staff is pitching in to help ensure that all 8 microphones in the Whole Meeting Room have good batteries ready for the many events that occur in the room. Our aim is to take some pressure off the Facilities staff.

- Jeff attended a Management meeting, a TLN Tech Comm meeting, an iCube Committee meeting and led an IT Team meeting.
- Denise and Jeff attended a Boss Desk helpdesk configuration session
- Dominic led an iCube Team meeting and attended an IT Team meeting.
- Denise attended a Customer Service Committee meeting, an IT meeting and an iCube meeting. She also participated in the fall Fire Drill by operating one of the emergency walkie-talkies.
- Mallory attended an iCube meeting and IT meeting.

Training

- Jeff attended "High Performing Organizations" a 3-day Leadership event provided by the City of Novi
- Dominic attended "First-time Supervisors Training with Gary Atkins".
- Mallory led a Sewing Class. The topic was "Pillowcase"
- Sid was trained by Mary in using the XTool laser to engrave glasses

iCube

We held 150 iCube appointments in October.

- 54 3D prints
- 0 3D scans
- 5 Adobe Creative Cloud projects
- 9 Cricut crafts
- 0 Carvey projects
- 39 Creative Kits
- 6 Digital Conversions
- 6 Heat Press jobs
- 5 Laser projects
- 5 Photo Prints
- 16 Sewing/Embroidery projects
- 5 Sublimation prints

For October, the iCube team consisted of Anna J., Dom, Mallory, Mary, Jess and Sid. They all did an amazing job representing the library at various events, assisting patrons with iCube projects, and

keeping the equipment maintained. Denise assisted by supplying some of her technical System Admin skills.

The iCube Committee spent time working on an update to our iCube Policy. Anna J has done a great job editing and organizing the document and communicating with the Policy Committee.

Anna J helped a mother and son duo with a digitizing project, helped a patron with the archival scanner, and worked on many 3D printing projects.

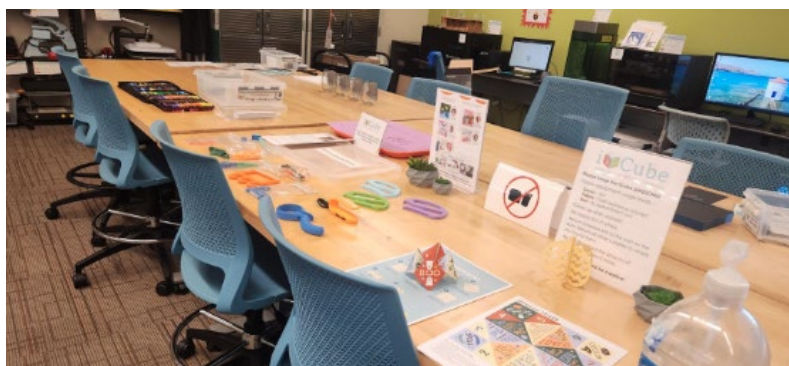
Jess had multiple appointments and walk-in patrons this month. One evening they reported that "The iCube was Hopping tonight!"

Mary Printed images on 6x9 watercolor paper for the upcoming HS special ed maker session.

Sid demonstrated our creative kits and assistive devices to patrons on Senior Day.

Denise decommissioned our old "Creation Station" workstations that were previously used for transferring video to digital storage. The Creation Stations dated back to 2017 and were not compatible with some of the recent Windows updates. We are now using new USB devices from Roxio to do the transfers on standard computers.

Mary was in the iCube for 5 hours on Senior Day. She talked to about 45 people about the space and equipment. She "especially promoted our 3D Printed Accessibility Devices and put together a double-sided handout with the list of items and descriptions."



Ready for Senior Day with creative kits and 3-D printed assistive devices on display

On October 20th, our Bambu P1S 3D Printer had an issue rendering it unable to print. Mary ordered a new print head for the machine. Update 11/5: The new print head resolved the issue and the Bambu is printing again!

Dom and Mary gave an iCube tour to a visiting library, in this case: Cascade District Library. "They asked a lot of questions and seemed impressed with our space." Visitors from other libraries and maker spaces happen regularly due to our reputation as an innovative environment for creative patrons.

Mallory led a Sewing Class on October 25th. "This beginner sewing class will teach introductory information such as terminology, how to thread a sewing machine, how to wind a bobbin, and basic stitches. With this information, students will be able to make their own custom pillowcase"

Mallory assisted a Veteran to make sublimated coasters for members of his Air Force unit.



Sublimated coasters made by an Air Force veteran

iCube staff participated in the NPL 65th Anniversary Celebration on Sunday, October 26th. Both Mallory and Dominic met with many visitors, and they passed out 65 Glasses on behalf of the Friends of Novi Library. The glasses had been previously engraved on the new Fibre F1 Laser by iCube staff. The team also put both the new BAi "The Mirror" Embroidery Machine and the portable Bambu 3D printer on display in the iCube and "[the machines] received quite a bit of attention."

Dominic helped a patron who was making 6 T-shirts using DTF vinyl transfers.



DTF Vinyl Transfer T-Shirt made with our Heat Press

Facilities Report by Keith Perfect – October 2025

In the past months the Facilities Department has closed 26 Facilities Maintenance tickets, 40 Meeting Room Requests/programs and has completed approximately 368 Periodic Maintenance tickets.

- The lawn irrigation system has been winterized by vendor.
- The fireplace inspection has been completed by vendor. No issues found.
- The annual fire inspection was completed by the Novi Fire Department. No deficiencies were found.
- All non-carpeted floors were cleaned by vendor. The breakroom and Youth Activity Room floors were polished by Facilities staff.
- The CSD-1 boiler inspection was performed by vendor.
- Numerous light ballasts were changed.
- The boiler fresh water fill valve was replaced.
- The vestibule air-curtain was turned on for the winter season.
- The backflow preventer device testing was completed. One valve failed, but will not be replaced until spring 2026 due to it being for the lawn irrigation system which has been turned off and winterized.

Assistant Director of Public Services by Lori Lowery - October 2025**Professional Development –**

- Evolving Staff Roles, Policies, and Practices: Results from PLA's 2024 Annual Survey
- Crafting a Memorable Staff Development Day
- Unattended Children: How to talk to parents about their children's behavior

Committees –

- The Customer Service Committee is working on a survey to gather employee feedback. This feedback will be used to guide the committee's work for this fiscal year.
- The Strategic Plan Committee looked at how the items on the strategic plan are divided among departments and committees. This information will be shared within the departments.

Meetings –

- 10/1/2025 One-on-one meeting with IS Supervisor
- 10/2/2025 One-on-one meeting with IS Supervisor
- 10/2/2025 Discussion with staff regarding the Teen Advisory Board for this school year
- 10/6/2025 Assistant Directors/Director Meeting
- 10/8/2025 Strategic Plan Committee Meeting
- 10/8/2025 Management Meeting with HR
- 10/9/2025 IS/SS Meeting – Children's Area
- 10/15/2025 Meeting with Director
- 10/16/2025 Customer Service Committee Meeting
- 10/16/2025 Meeting with IS Supervisors
- 10/20/2025 Director's Q&A
- 10/21/2025 IS Department Meeting
- 10/21/2025 Management Meeting
- 10/21/2025 Discuss Fiction Shift
- 10/22/2025 Assistant Directors/Director Meeting
- 10/22/2025 Discuss Youth Play Area
- 10/23/2025 IS Department Meeting • 10/29/2025 Budget Meeting with IS Supervisors

Interviews –

- 10/17/2025 Interview for Reference Librarian

Projects –

- Beginning to plan for FY 26-27 IS Budget
- Reviewing programming numbers

Other -

- Worked Information Desk
- Assisted with Senior Day and 65th Anniversary Party
- Sent information to Oakland County Health & Human Services on the ESL/ELL programs we offer
- Lead ESL/ELL Book club

Information Services Department Report by Emily Brush and Rae Manela –October 2025

News and Notes

- Library's 65th Anniversary Celebration (Rae, Austin, Shannon, Gail, Mary)
- TLN Performer Showcase 10/11 (Emily, Jen)
- MLA Conference 10/29 - 10/31 (Emma, Kirsten, Taylor)

Professional Development

- A Day in the Life of a New Library Leader webinar (Library of Michigan) (Emily)
- Balancing the Books: Addressing Economic Insecurity Among Library Workers webinar (Colorado State Library) (Emily)
- Overdrive Stats to Circs: Librarian Tips for Leveraging Data to Better Serve Readers webinar (Anna)
- Fall in Love with Series Nonfiction webinar (Austin)
- Read On: Tools to Help You Prepare for and Respond to Book Challenges online workshop (Danielle, Vera)
- Fall and Winter Picture Books webinar (Booklist) (Danielle)
- Random House Children's Books Spring 2026 Preview webinar (Danielle)
- Domestic Violence in the Library: A Safety and Security Issue Facing Patrons and Staff webinar by Library 2.0 (Danielle)
- Managing Your Library's Afterschool Crowd webinar (Lindsay)
- Lindsay joined the Association of Bookmobile & Outreach Services listserv
- Supercharge Your Collection Development: Prioritize, Curate, and Optimize with Bibz Analytics (Library Journal) (Emma, Vera)
- Creative Aging Action: Strategies for Libraries (Emma)
- Accessibility Intelligence (Emma)
- AI Made Simple (Emma, Vera)
- Encampments: A Conversation with Iain De Jong (Emma)
- Homeless De-Escalation 401- Managing Your Own Emotions During a Conflict & 501 Verbal Tools for Conflict (Emma)
- Wiki for Library Makers Training (Mary)
- De-escalation Core Training 201, 301 & 401 on Niche Academy (Vera)
- Leading Through Disruption: How Public Libraries Adapt, Innovate, and Thrive (Library Journal) (Vera)
- School Library Journal Day of Dialog (Vera)
- HarperCollins Winter/Spring 2026 Adult Preview (Library Journal) (Vera)
- Listen to the Earth panel at LJ Day of Dialog (Vera)
- Safer Libraries Through Smarter Data Webinar (Library Journal) (Vera)

Committee Work

NPL Committees

- iCube - Mary, Jess, Anna, Danielle
- Customer Service - Lori, Lindsay
- Public Policy - Anna
- Wellness - Emma
- DEI - Jess, Austin, Jen, Shannon

- Novi Historical Commission Meeting - Rae
- 65th Anniversary Committee - Rae, Shannon, Gail
- Strategic Planning - Rae, Josefa, Lori, Shannon
- Professional Development Day - Jen

NPL Workgroups

- Teen Volunteer Program - Emily, Austin, Anna

Outside NPL Committees

- MLA Thumbs Up Award - Shannon, Austin
- Novi Mental Health Alliance - Austin, Emma
- MiYouth - Jen
- Ready to Read Michigan Trainers Cohort - Jen
- TLN-ILS Meeting about CARLX and CARL Connect - Jess
- TLN Adult Services Interest Group - Jen
- eContent Policy Committee - Mary
- Novi Historical Commission - Rae

IS Staff Outreach

- Taylor and Emily hosted a library table at MSU Tollgate's Pumpkinfest 10/4 - 121
- Hosted 53 Novi Meadows students at the library for presentation, tour & scavenger hunt 10/9 (Emily, Taylor, Shannon)
- Novi ECEC Story Time Visits (10 sessions) (Lindsay)
- A Growing Place Story Time Visit (2 sessions) (Lindsay)
- Little Birds Montessori Story Time Visit 10/16 (Emily)
- Novi Woods Montessori Story Time Visit (3 sessions) (Lindsay)
- Jen and Emma hosted a library table at the City of Novi's Jack O'Lantern Jubilee 10/18 - 380+
- Waltonwood Decoupage Boxes Activity (Emma)
- Lakes of Novi Visit (Emma)
- Storypoint Book Club (Emma)
- Storypoint Vibe Credit Union Presentation (Emma)
- Meadowbrook Writing Workshop (Emma)





Adult Programs

- Business Book Club In-Person 10/1 (Jen)
- Business Book Club Virtual 10/7 (Jen)
- Growing Early Literacy Skills Through Songs & Rhymes - A Workshop for Early Childhood Educators 10/8 (Jen)
- Growing Early Literacy Skills Through Books - A Workshop for Early Childhood Educators 10/22 (Jen)
- Senior Day (Gail, Mary, Bailey)
- Craftastic: Nichos and Literary Calaveras for Dia De Muertos (Mary, Josefa)
- Japanese Conversation Group (Shannon)
- Knit2gether Group (Mary)
- Pages to Pages ESL/ELL Book Club (Shannon, Rae, Lori)
- Community Conversations: Guiding Students through Tech and Relationships Novi Mental Health Alliance
- Beginner and Intermediate English Language Lessons (Shannon)
- Evening of English (Shannon)
- Korean Conversation Group (Shannon)
- Afternoon Read Book Club (Rae)
- Let's Talk People: An Interactive Guide to Personality Types (Gail)
- Beginner Sewing Class - Pillowcase (Mallory)
- Novel Idea Book Club (Rae)
- Strange Lands Book Club (Jess)

Adult Displays

- Adult Desk Display - Books and Media from the 60s for the Library's 65th Anniversary!
- 2nd Floor Adult
 - Adult Reading Challenge: Read a Book Featuring a Paranormal Character (Rae)
 - Banned Books/Censorship (Shannon)
 - "Judge a Book by its Cover" (Bailey)



Youth/Tween/Teen/Family Programs

- Baby Time 10/1; 10/8; 10/22; 10/29 (Danielle)
- Tot Time 10/1; 10/8; 10/22; 10/29 (Danielle)
- Time for Twos & Threes 10/7; 10/21 (Jen)
- Fun with Fours & Fives 10/2; 10/9; 10/23; 10/30 (Kirsten)
- Family Story Times (2 sessions) 10/4; 10/11; 10/25 (Jen)
- Club Half-Blood 10/2 (Austin, Anna)
- Block Party Play Date 10/5 (Jen)
- Lego Club 10/7 (Kirsten)
- Pop Up Kpop Party 10/14 (Taylor, Shannon)
- Story Explorers Book Club 10/15 (Jen)
- Halloween Crafts - Youth 10/15 (Taylor, Danielle, Jen)
- Novi Inkings Creative Writing Club 10/21 (Anna)
- October Grab & Go Kits - Youth 10/24 (Taylor)
- Teen Advisory Board (TAB) Meeting 10/24 (Anna, Taylor)
- Joel's Spooktacular Magic Show 10/27 (Emily)
- Potion Jars - Tween 10/28 (Taylor, Danielle)
- Sunset Stories 10/29 (Emily)
- Test Prep and Treats - Teen Space 10/30 (Vera)
- October Grab & Go Kits - Tween 10/31 (Taylor)
- Teen Space (Austin, Anna, Taylor, Shannon)

Youth Displays

- Teen Lounge Display – Get Spooky With It
- Youth Desk Display – Welcome to the '60s
- Libraries Are for Everyone - Hispanic Heritage Month, National Bullying Prevention Month, Polish American Heritage Month, Yom Kippur, World Space Week, Read for Your Rights, Indigenous Peoples Day, Diwali, Halloween, Day of the Dead
- Youth DVD/CD Book - Autumn, Back to School, Halloween and spooky stories Diwali



All Ages Programs

- NO-VI Chess Club 10/23; 10/30 (Austin, Jen)
- Library's 65th Anniversary 10/26 (Lori, Rae, Shannon, Gail, Austin)



Marketing & Community Promotions Report by Dana VanOast – October 2025

As of 10/23/25

Outreach

- October 3, 2025: Filmed 65th Anniversary Video Interviews (Dana VanOast)
- October 17, 2024: Filmed O'Brien Sullivan Sponsorship Interview (Dana VanOast)
- October 21, 2025: Filmed five Fox Run Library Minute videos (Dana VanOast)

Committee Involvement

- Amy Crockett attended monthly Customer Service Committee meeting on 10/16/25
- Dana attended monthly Strategic Planning Committee meeting on 10/8/25, Events, Marketing & Fundraising Board Committee meeting on 10/13/25 and 64TH Anniversary Planning Meeting on 10/14/25

Recite Me Q2 2025 Updates

- **Page Structure:** Enhanced support for lazy-loaded headings, improved focus and navigation, and refreshed mobile UI.
- **Text to Speech – Upgraded:** New client controls for player setup, plus enhanced accessibility with draggable controls and word-by-word highlighting.
- **AI-Powered Dictionary:** Added phonetic spelling to the AI-powered Dictionary for clearer word understanding.

Library Market (Events & Meeting Room Calendar) Update, Announced October 9, 2025

"Over the last several months, we've been in talks with the leadership team at LibraryIQ about a potential merger. While we've discussed partnerships with other companies in the past, we ultimately passed on those opportunities because the resulting offerings wouldn't have our desired impact on the industry. With LibraryIQ, however, it was clear that we have a shared vision and values, and we have decided to move forward with this merger. Given the performance intelligence and patron engagement tools LibraryIQ and OrangeBoy deliver, an integration of our products would provide a robust suite of offerings to libraries that Library Market would never be able to provide on our own. We also want to assure you that you will continue to receive the same high-quality products and customer service you've come to expect from us over the years. We continue to hold ourselves to the same standard we always have, and your success remains our top priority."

eNewsletter

- 22,634 emails sent on October 1; 7,812 read (34.5% read rate); 1032 Unique Clicks

Meeting Room News & Notes:

- October totals 53 rentals with 999 attendees
- Meeting room availability was limited this month due to Facilities staffing

Novi Note – October 16, 2025

JAPANESE YOKAI FESTIVAL

The Novi Public Library, 45255 10 Mile Road, in partnership with the Japan-U.S. Friendship Commission, Hinoki Foundation and visitors from Shimane University in Japan, will host a Japanese Yokai Festival from 3 to 5 p.m. Nov. 1 in the Whole Meeting Room. Yokai are supernatural beings from Japanese folklore. The event will feature themed crafts and a performance by Sakura Japanese Instrumental Group. For more information, visit novilibrary.org.

Library to celebrate 65th anniversary

The Novi Public Library, 45255 10 Mile Road, will mark 65 years of service to the community from 1 to 5 p.m. Oct. 26 with a drop-in celebration. The event will include a live band, a selfie wall, displays of the library's history, and a chance to meet the library staff, board members, Friends of the Library, and historical commission volunteers. Welcoming remarks will begin at 1:15 p.m. For more information, visit novilibrary.org/65years.

SUPPORT SERVICES DEPARTMENT Report by Sarah Mominee – October 2025

Department Head/General

- Attended weekly management meetings
- Had my monthly supervisor 1:1s
- Attended weekly 1:1 meetings with Maryann Zurmuehlen
- Attended the MCLS: Cataloging Children's Materials course on October 7
- Tabled at the City of Novi Health and Wellness Fair with Eva Sabolcik on October 8
- Attended a Strategic Planning Committee meeting on October 8
- Attended a course for A Day in the Life of a New Library Leader on October 8
- Conducted a DEI Committee Meeting on October 9
- Did MeLCAT on October 10
- Took the MCLS: Object Cataloging for Library of Things course on October 14-16
- Met with Maryann to start on the Support Services FY 26-27 budget on October 14
- Was the "orange vest" person for the fire drill held on October 15
- Formatted the Spanish, Japanese and Hindi versions of the New Card and Card Options brochures
- Attended the annual MLA Conference in East Lansing on October 30, taking the following breakout sessions:
 - Welcome Aboard! Reframing Orientation into Effective Onboarding
 - Accessibility in the Library
 - The Manager's Toolbox: A Guide for Planning, Decision-Making & Building Culture

Circulation & Shelves

- Staff are working on the Collection Inventory Project which began in January 2024
- Becky Peans' last day will be November 12
- Jolanta Borek has announced that she will be retiring at the end of the year, December 31. Please visit her desk on December 18 and say goodbye!
- A 29-hour Support Services Supervisor position was opened on October 14 and closed on October 27

Tech Services

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

TLN SASUG:

- Holly will be joining the Shared System in Spring, 2026
- TLN has voted to stay with TLC CARL for a multi-year contract

Statistics (October 2025)

- Cards Issued: 256
- Items Checked Out (NPL): 54,544
- Items Checked Out (LLL): 63
- Total Checkouts (NPL + LLL): 54,607
- Items Interloaned for NPL Patrons: 4,056 (72 through MeLCat)
- Items Interloaned to Other Libraries: 3,595 (195 through MeLCat)
- Items Added to the Collection: 1,390
- Items Discarded from the Collection: 1,323
- Drive-Up Window & Locker Hold Pickups: 24
- MAP Checkouts: 484
- Online New Card Registrations: 17
- Outreach:
 - NPL @ Your Door: 9 Mailer Bags / 21 Items
 - 6 Facilities Visits / 27 Items Provided
 - 6 Book Discussions / 85 Items Provided

Update on Northville Patron Usage at Novi Library by Sarah Mominee

As of June 30, 2025, there were 15,221 Northville users in the TLN system.

About 340 of the Northville users are now registered as SAS Guests at Novi.

At the end of October 2025, there are 10,862 Northville users remaining in the entire TLN system. The number of Northville patrons is down by 4,359 in the system overall.

Of the 4,359 that were removed, those are either patrons who have been removed from the system or patrons that have registered as SAS Guest at other SAS libraries so they no longer count as Northville patrons. According to Anne Neville, the removal of Northville patrons is ongoing.

Support Services Statistics 2025-2026													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cards Issued This Month	302	356	447	256									1,361
↳ Of Which, Online Registrations Totaled	15	12	20	17									64
Checkouts (NPL)	64,301	59,557	53,597	54,544									231,999
Checkouts (Lakeshore Lending Library)	116	84	75	63									338
Total Checkouts (NPL + LLL)	64,417	59,641	53,672	54,607									232,337
Items Borrowed	4,739	3,934	4,147	4,056									16,876
Items Loaned	3,696	3,411	3,667	3,595									14,369
Hold Pickups (Drive-Up & Lockers)	28	21	20	24									93
MAP Pass Checkouts	106	97	64	70									337
Read Boxes	748	502	362	360									1,972
NPL @ Your Door (# of Bags)	10	8	9	9									36
NPL @ Your Door (# of Items)	53	21	31	21									126

Year-to-Year Comparison				Read Boxes									
						May to October Totals							
						2024			2025				
		OCTOBER	OCTOBER			Youth	Adult	Total	Youth	Adult	Total		
		2025	2024		Pavillion	777	55	832	844	76	920		
Cards Issued This Month		256	455		Rotary	495	23	518	372	32	404		
Total Checkouts (NPL + LLL)		54,607	52,787		ITC	1002	58	1060	969	35	1004		
					Brookfarm	164	24	188	107	9	116		
Items Borrowed	TLN	3,984	4,156		Splash Pad	0	0	0	583	29	612		
	MeL	72	89		All Combined	2438	160	2382	2875	181	3056		
		4,056	4,245										
Items Loaned	TLN	3,400	3,276		May 7 through October 29, 2025 was our eleventh season of Read Box Service in Novi. ITC Park was the most used read box with Pavillion Shore coming in second.								
	MeL	195	211										
		3,595	3,487										

Self-Check Totals 2025-26 Fiscal Year							
	Total Circulation	Self-check % of Total	Total Self-checks	Self-Check #1	Self-Check #2	Self-Check #3	Youth #1
July	64,417	45.17%	29,100	6,995	6,424	3,972	11,709
August	53,672	48.76%	26,168	7,670	5,108	3,021	10,369
September	53,672	43.63%	23,419	7,653	5,039	2,433	8,294
October	54,607	44.81%	24,470	8,161	4,724	3,291	8,294
November							
December							
January							
February							
March							
April							
May							
June							
FYTD	226,368	45.57%	103,157	30,479	21,295	12,717	38,666
October Note#1: Self-Check #2 stopped working on October 30 due to a power supply connector issue. It was repaired on 11/4. Due to this issue, the October statistics are short those two days.							
October Note#2: Self-Check Youth #1 stopped working on October 30 due to a bad AIO PC. Due to this issue, the October statistics is not accessible at this time. Stat shown is estimated. It will be corrected in a future report after the hardware is fixed.							

Library Usage									
2024-2025 Fiscal Year					2025-2026 Fiscal Year				
	Lobby	Drive-Up (Sensource motion sensor)	Total	Daily Average		Lobby	Drive-Up (Verkada Camera Analytics)	Total	Daily Average
July	27,026	6,343	33,369	1,192	July	27,903	632	28,535	1,019
August	26,543	7,657	34,200	1,179	August	25,071	601	25,672	885
September	26,464	7,657	34,121	1,219	September	26,979	609	27,588	985
October	30,044	5,220	35,264	1,138	October	29,086	561	29,647	956
November	25,150	3,060	28,210	1,045	November				
December	21,114	5,220	26,334	941	December				
January	25,456	6,149	31,605	1,090	January				
February	22,472	5,150	27,622	987	February				
March	28,408	5,967	34,375	1,109	March				
April	24,261	5,405	29,666	1,059	April				
May	24,466	4,237	28,703	1,063	May				
June	26,951	4,406	31,357	1,120	June				
FYTD Total	308,355	66,470	374,825	1,096	FYTD Total	109,039	2,403	111,442	961
Our Car counter sensor failed at 10PM on 8/28/2024. September 2024 Drive-Up numbers are estimated.					The Verkada numbers are based on our drive-through security camera analytics. The method has been verified by comparison to three different physical counts performed by NPL IT Department Staff.				
Our car counter sensor began counting low numbers beginning November 10th due to transceiver interference. December numbers are estimated. *March Drive-Up: The car counter battery failed on March 30, losing 2 days of data. Included estimated data for the 2 days.									

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

Computer Logins											
2024-2025 Fiscal Year						2025-2026 Fiscal Year					
	Public Workstations	Wireless	Total	Daily Average	Hours Open		Public Workstations	Wireless Sessions	Total	Daily Average	Hours Open
July	1,383	148,114	149,497	5,339	275	July	1,334	117,157	118,491	4,232	267
August	1,356	155,267	156,623	5,401	275	August	1,389	133,221	134,610	4,642	264
September	995	161,443	162,438	5,801	264	September	1,122	156,605	157,727	5,633	264
October	1,076	178,568	179,644	5,795	297	October	1,157	171,862	173,019	5,581	294
November	953	148,609	149,562	5,539	247	November					
December	785	141,013	141,798	5,064	248	December					
January	954	159,040	159,994	5,517	272	January					
February	960	144,116	145,076	5,181	257	February					
March	1,157	159,120	160,277	5,170	289	March					
April	1,169	158,794	159,963	5,713	272	April					
May	968	153,980	154,948	5,739	260	May					
June	1,306	117,679	118,985	4,249	275	June					
FYTD Total	13,062	1,825,743	1,838,805	5,377	3,231	FYTD Total	5,002	578,845	583,847	5,033	1,089

Notes 2024-2025:

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

Early Literacy Workstation Usage (AWE Workstations and Magic Desktop)							
2024-2025 Fiscal Year (AWE Workstations)				2025-2026 Fiscal Year (Magic Desktop)			
	Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)		Monthly Sessions	Monthly Time (In Minutes)	Average Session (In Minutes)
July	768	10,949	14	July	373	33,043	88.59
August	743	10,876	13	August	327	31,825	97.32
September	664	9,187	13	September	355	27,572	77.67
October	729	10,029	14	October	353	28,586	80.98
November	742	9,999	13	November			
December	553	7,803	14	December			
January	711	9,566	13	January			
February	649	9,353	14	February			
March	807	10,672	14	March			
April	686	9,519	14	April			
May	692	9,685	14	May			
June	258	3,441	13.3	June			
FYTD Total	8,002	111,079	16	FYTD Total	1,408	121,026	86
Note: Early Literacy Monthly Sessions is lower in June because we decommissioned both AWE Workstations on June 11th.				Magic Desktop Workstations usage began on June 11, 2025			

Notes 2024 – 2025:

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

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

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

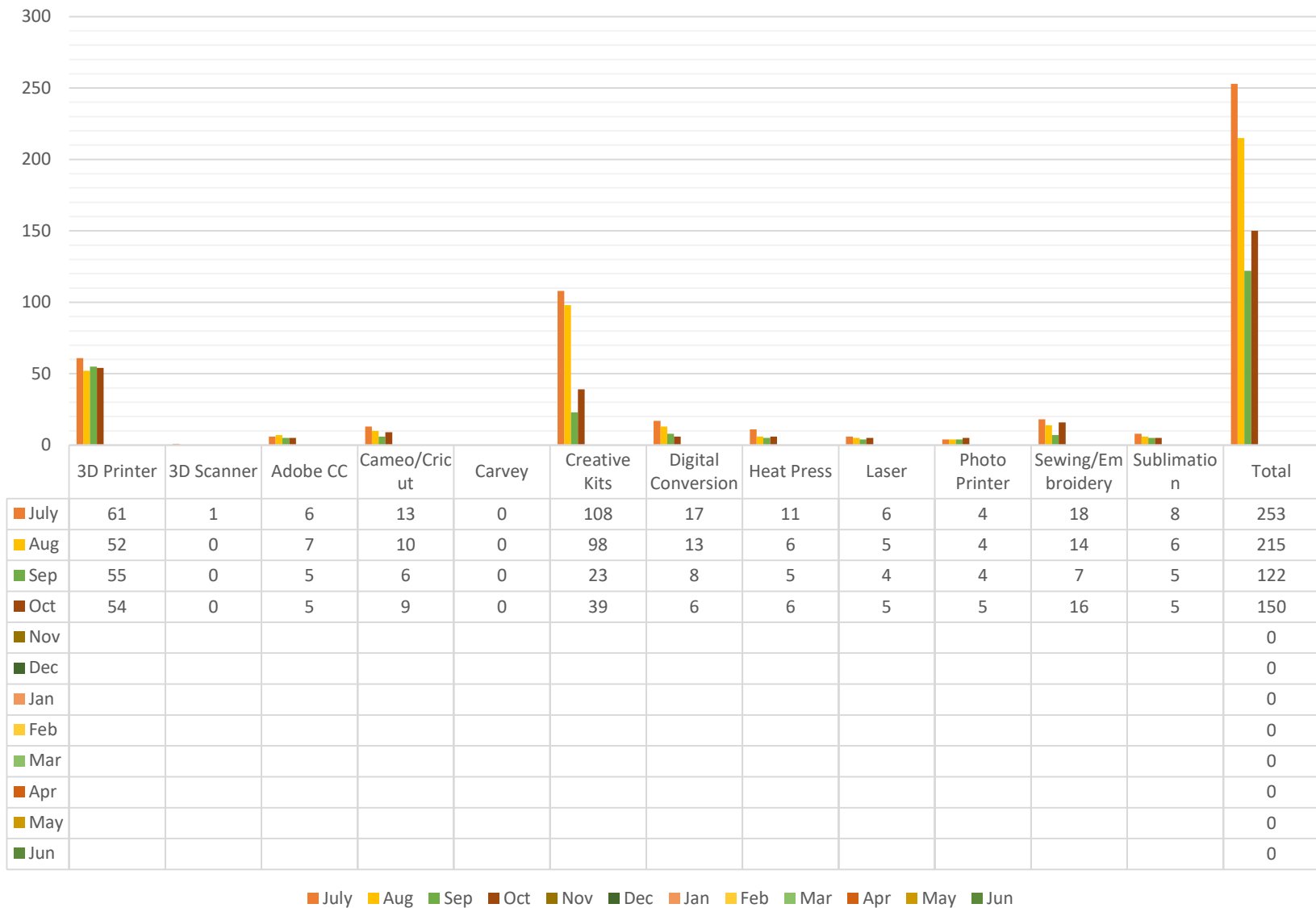
AWE Workstations have been used at NPL since 2014. The hardware was based on the Windows 7 operating system and became obsolete in 2019. To comply with Asset Lifecycle and Cyber Security best practices, on June 11th, 2025, we replaced our two remaining AWE Workstations with two new 24" HP Envy Move All-in-One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

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

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

Technology Training Sessions 2025-26 Fiscal Year													
Device/Software	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
3D Printer	61	52	55	54									168
3D Scanner	1	0	0	0									1
Adobe CC	6	7	5	5									18
Cameo/Cricut	13	10	6	9									29
Carvey	0	0	0	0									0
Creative Kits	108	98	23	39									229
Digital Conversion	17	13	8	6									38
Heat Press	11	6	5	6									22
Laser	6	5	4	5									15
Photo Printer	4	4	4	5									12
Sewing/Embroidery	18	14	7	16									39
Sublimation	8	6	5	5									19
Staff Training	0	3	2	2									5
Total	253	218	124	152	0	0	0	0	0	0	0	0	595
Removed the following items from this chart due to low patron use: Formbox, Virtual Reality													
Renamed the following items: 3D Printing > 3D Printer, Cricut/Silhouette > Cameo/Cricut, Sublimation Printer > Sublimation, Carvey CNC > Carvey, Muse Laser > Laser													

iCube Usage 2025- 2026



2025-2026 Fiscal Year					
	Hoopla		LinkedIn		
	Check-Outs	Users	Active Users	Logins	Total Video Views
July	2,988	857	381	19	573
August	2,826	855	416	22	379
September	2,659	860	433	17	456
October					
November					
December					
January					
February					
March					
April					
May					
June	11,082	3,428	1,656	75	1,798
FYTD Total	2,659	860	433	17	456

2026-2026 Fiscal Year					
OverDrive					
	Consortium Collection	Advantage Collection	Total OverDrive	Magazines	New Users
July	8,075	4,024	12,099	2,334	119
August	7,785	3,837	11,622	2,252	120
September	7,465	3,624	11,089	2,058	121
October	7,750	3,783	11,533	2,348	101
November					
December					
January					
February					
March					
April					
May					
June					
FYTD Total	31,075	15,268	46,343	8,992	461

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

Meeting Room Statistics 2025-2026 Fiscal Year		
	Rentals	Attendees
July	36	602
August	41	674
September	39	666
October	54	1,002
November		
December		
January		
February		
March		
April		
May		
June		
FYTD	170	2,944

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

*** meeting room rentals may be down in 24/25 due to a staff shortage in the Facilities Dept. in the fall 2025. Rooms had to made unavailable due to no facilities staff available.

Recite Me (Website Accessibility Toolbar)											
2024-2025 Fiscal Year						2025-2026 Fiscal Year					
Month	Pages Viewed	Unique Users	Pages Viewed/Session	Screen Reader	Translation	Month	Pages Viewed	Unique Users	Pages Viewed/Session	Screen Reader	Translation
July	280	83	3.37	407	374	July	158	44	3.59	148	312
August	248	56	4.38	352	275	August	127	41	3.10	176	341
September	226	64	3.53	303	254	September	71	29	2.45	153	196
October	303	66	4.59	503	378	October					
November	199	58	3.43	249	217	November					
December	155	58	2.67	327	5,445	December					
January	198	76	2.61	296	727	January					
February	157	54	2.91	179	322	February					
March	149	57	2.61	187	351	March					
April	211	51	4.14	350	4,890	April					
May	193	37	5.22	144	144	May					
June	177	48	3.69	380	595	June					
FYTD Total	2,496	708		3,677	13,972	FYTD Total	356	114		477	849

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

myLIBRO (Library App)															
2024-2025				2025-2026				2024-2025				2025-2026			
Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search	Month	Patron Count	Usage	Search
July	2,977	92,994	5,011	July	4,861	24,524	6,548	January	3,906	23,811	6,671	January			
August	3,157	109,022	4,585	August	5,012	24,045	6,510	February	4,047	21,252	5,875	February			
September	3,321	59,591	4,515	September	5,164	24,479	6,841	March	4,227	23,854	6,587	March			
October	3,475	16,383	4,300	October				April	4,375	21,613	5,908	April			
November	3,599	17,225	4,827	November				May	4,512	22,942	6,552	May			
December	3,729	19,227	5,098	December				June	4,682	24,418	6,720	June			
								FYTD Tot.		452,332	66,649	FYTD Tot.		73,048	19,899

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 Public Library
Meeting of the Board of Directors
Agenda – September 10, 2025**

- | | |
|--|-----------------|
| I. Call to Order, Roll Call | Sue Johnson |
| II. Minutes of September 10, 2025 Meeting * | Evelyn Cadicamo |
| III. Treasurer's Report* | Sue Johnson |
| • Prior month(s) Income and Expense | |
| • Statement Balances | |
| IV. Reports | |
| • Library Liaison | Dana VanOast |
| • Book Nook | Carol Hoffman |
| • Membership | Carol Hoffman |
| • President | Sue Johnson |
| • Update on Joyce Cherf - \$5000 donation – 2025/2026 | |
| • Report on new laptop for the sort room | |
| • Library Open House – September 21 st – 2:00 to 4:00, \$14 in the Book Nook | |
| • Senior Day - October 6, great success, \$130 in raffle tickets, 11 memberships (5 new, 6 renewals), \$94.50 Book Nook | |
| • Fall Concert – Ben Sharkey, refreshments | |
| • Library/Friends 65 th Anniversary events | |
| V. Announcements | |
| VI. Calendar | |
| <u>Kaleidoscope</u> | |
| • October 7– The Curtain Rises: Jeff Thomakos, Producer/Artistic Director, The Inspired Acting Company | |
| • November 13 – How Do Newspapers Survive in a Digital World?: Charity Meier, Staff Writer/Reporter, Novi Note | |
| <u>2024 Listen at the Library</u> | |
| • November 9 - Fall Concert with Ben Sharkey: Ben Sharkey, known as "Detroit's Crooner," brings timeless charm and velvet vocals to the stage with his signature blend of vintage style and modern flair, light refreshments, 2pm at NPL, registration required. | |
| <u>2024 Tuesday Tunes -</u> | |
| <u>2024 Summer Music at Paradise Park – all events start at 6:30pm</u> | |
| <u>Friends Events</u> | |
| • Next meeting – Board Meeting – November 12, 2025 – 7:00 pm | |
| VII. Adjournment* | |
| *Requires Action | |

1

**Friends of the Novi Library
Meeting of the Board of Directors
September 10, 2025**

Before we started our evening, Sue Johnson introduced us to Al Bilak, a guest who introduced himself to us. He has been involved with all sorts of learning and teaching wanted to explain himself to us in case there was an opportunity for him to have discussions, etc. related to history, Viet Nam War, etc. He has lots of knowledge and would like to give back to the community by holding talks so that others might learn something. He is very enthusiastic, thanked us for allowing him to bring his idea forward, and looks forward to hearing from us.

Call to Order: Sue Johnson. Sue called the meeting to order at 7:08 p.m. We then proceeded downstairs in order to hang the next five leaves on our Giving Tree. Two of the leaves were for Stephania Tolliver, and Gail's mother, Delois Mae "Mama Dee" Anderson.

Present: Marilyn Amberger, Evelyn Cadicamo, Anne Crain, Donna Eaddy, Sue Johnson, Karen Schubert, and Dana VanOast, library Liaison.

Also Present were: Gail Anderson, and her daughter, Jaylyn.

Late: Mary Angela Winter.

Absent: Megs Beller and Carol Hoffman. Sue then recalled our order at 7:21 p.m.

Minutes of the June 11, 2025 meeting: Evelyn Cadicamo. There were no adjustments to be made to the Minutes therefore Mary Angela made a motion to accept the Minutes as presented; Karen seconded the motion. MOTION passed: 7-0.

Treasurer's Report: Sue Johnson. Sue told us she renewed the CD but it was only for 8 months. The rates "are not decent." Marilyn looked over the report and she approved; Donna seconded the motion to accept the report as presented.

Library Liaison: Dana VanOast. For the Summer Reading Program, Dana delivered the following numbers: 2,484 patrons registered; 1,519 patrons completed their reading goal; 40,195 books were read by patrons, and 135 programs were held in June, July and August.

The following are points that Sue Johnson raised so that we were made aware of what agenda items were available for discussion:

Senior Day - October 6, 2025 from 10 – 3:30 p.m. Please register if you want to attend.

1

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Luncheon with Music – If you want to partake of luncheon, please submit your name so that you have a reservation.

Girls' Night Out - May 5th, 2026 after hours.

Book Nook; Children's Book Sales were a huge success. In July we sold \$2664. In August we sold \$2741.

Membership: Very well done! Sue Johnson inquired whether or not anyone would be willing to send out the renewal letters. Sue explained the procedure during the course of the conversation. There was also some discussion regarding the labels and how to affix them. Karen seems interested.

Joyce Cherf – another \$5,000 donation and the things we could purchase with these funds. Joyce is keenly interested in accessibility issues as well as people who have low vision. She is very independent but she is inspirational. We also know that Carol Neumann keeps in touch with her. We are going to see what we do with the collection. Karen wants to hear her ideas.

September 21st, 2025 is the Library Open House. The Library will be open from 2:00 to 4:00 in the afternoon.

65th Anniversary Event – we will put forth event ideas for decorating the Book Nook: (e.g.,) display 1960s books: *To Kill a Mockingbird*, *Bell Jar*, *One Fish, Two Fish, Godfather*, *Catch-22*, *Cricket in Times Square*, *Island of the Blue Dolphins*, google additional texts from the list. At the Anniversary, we will have music, Sue will be speaking, Mayor is speaking, Library Board President will be speaking. In attendance will also be young families with children. We will see the new library we had on Novi Road and Grand River.

Our Book Nook will be open and we will have a balloon extravaganza; food from Maria's Deli; could even come in costume!!!!!!

Historical Society – Sue will interview the first Librarian, Dorothy Flannery. 1951 first Story Hour, 1953 to 1963.

Tumbler Wine Glasses: red in clear glass; white in etched glass. Give so many away so people have a chance to use the iCube; people have to walk in every ½ hour in order to take a glass with them in a bag. Try to get 65 done.

Music in front of a fireplace.

Mich Libel - - Libraries post on it. Positions; jobs; having a scholastic book fair – consider doing this. Have it in the summer so it does not conflict with the schools. Find out more about it. You have to man it for a week. Think about this. Where? When?

2

Quilt – need a gaming license. Since the quilt is lovely, we want to make money on it – advertise it -- on Mich-L and have the other patrons request a ticket; Library people would appreciate this as they would be interested in a transaction like this one.

If you look at this transaction, you would see that it is pretty generic. The quality is there; I am thinking \$600 over \$500. Counter offer = \$150 just for the material and probably \$450 for the workmanship. Perhaps it could be more!

We will be selling tickets for the month of October. Quickly hang it downstairs as you have to display it. You don't want people handling it prior to tickets being sold. Then you would have to come up with a pre-form standard for selling tickets, numbering order, then they would go away with all kinds of records and then have to bring it up to a drawing. = imposed rules. You kind of do see \$10 a ticket or 6/\$50 = this was Julie's original idea. You have to have a different style ticket for each person to do it online.

Old Square - Simplify; \$10 a ticket; have to do the ticket form – concerned about getting a license. Value is in the labor. We better the material and gift it to someone to make. If you sell tickets outside the day, (the day of the drawing); If we sell along on October 26, then this is okay. Selling tickets for a month – there is a warning if the value is more than \$600, then you may be liable to collect tax..

Look into Avery Labels. Check into the cost of a printer.

As we were nearing the end of the evening, Sue thought it best that we adjourn and called for a vote. Mary Angela made a motion for adjournment; Sue seconded. Motion passed. Board meeting was dismissed at 8:44 p.m.

Our next Board meeting will be Wednesday, October 8, 2025 at 7 p.m.

Respectfully submitted,

Evelyn Cadicamo

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

August Minutes
Wednesday, August 20, 2025
Novi Library Local History Room

CALL TO ORDER: 7:08 p.m.

ATTENDANCE: Kim Nice, Sharon Larson, Debbie Wrobel, Kathy Crawford and Kelly Kasper

ABSENT: Randy Van Wagnen and Dan Pierce

INTRODUCTION OF GUESTS: Rae Manela (Library Liaison)

APPROVAL OF AGENDA: APPROVED

APPROVAL OF JULY MINUTES: APPROVED

	BUDGET	EXPENDITURES Thru Aug 20, 2025	
Display Cabinet Exhibit	\$ 700.00	\$ -	
Marketing/Brochures/Engage/Name Badges	\$ 900.00	\$ -	
Equipment/Supplies/Office Upgrades/Repairs	\$ 3,000.00	\$ -	
Program/Speaker Fees	\$ 1,700.00	\$ -	
Storage Unit	\$ 2,700.00	\$ (2,220.00)	
Acquisition (Books/Materials/Subscriptions)	\$ 2,800.00	\$ -	
Conference/Continuing Education	\$ 1,300.00	\$ -	
Legal Fees	\$ 700.00	\$ -	
Special Project Items			
Betty Lang Internship		\$ -	
Oral Histories		\$ -	
City/Community Event		\$ -	
Four Corners Project		\$ (99.17)	
Photography		\$ -	
Special Projects Total	\$ 5,500.00	\$ (99.17)	
TOTAL:	\$ 19,300.00	\$ (2,319.17)	\$ 17,000.83
Equitable Projects			
Villa San Book Sales YTD			
Wreaths Across Novi Project			

Treasurer's Report: APPROVED – The only expense for last month were for the Four Corners miniature project and the annual storage locker fee.

LIBRARY LIAISON REPORT:**History Room Office Hours:**

Monday, Sept. 15 (6-8 p.m.): Kelly Kasper and Kim Nice

Monday, Oct. 6 (10:30 a.m. – 12:30 p.m.): Debbie Wrobel and Kim Nice

Monday, Oct. 6 10 a.m. – 3 p.m. (Senior Day at NPL): Debbie Wrobel, Kim Nice and Sharon Larson

Monday, Oct. 20 (6-8 p.m.): Kim Nice

New Novi Public Library Room Request Process: The new process for requesting rooms and space requires the NHC to get things on the calendar ASAP: Rae needs dates for January - April 202 events by Sept 5th.

Microfilm Reader/Scanner Instructions: Members from the City Building Department received a Freedom of Information Act request and asked to use the microfilm reader to support it. The machine worked well.

Fall Programming: Flyers for the Fall programming have been put out in the library. Trying to create more interest in the Piquette Plant talk.

Document Donation Day: The next document donation day is set for October 18.

Northville Genealogy Group: The genealogy group is doing an intermediate genealogy workshop on Sept. 6.

Historical Commission Library Internship: Rae posted the internship for the Fall, and it will be open until the end of August. So far there has been two applicants that fit the needed criteria.

DISCUSSION ITEMS:

By-Laws: There was a discussion on several parts of the by-laws including incorporating the rules of elections. The Commission decided to put the rules in the room procedures book instead. The Commission also discussed the election date and that office hours need more clarification.

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

Wreaths Across Novi: The annual Wreaths Across Novi will take place at 1 p.m. on Nov. 8. Kim and Kelly are working on the next steps.

Novi Public Library 65th Anniversary Event: The Library's 65th Anniversary event will take place Oct. 25 from 1-5 p.m. The Commission is participating in the library anniversary organizing committee meetings. The Commission will have a table and Rae will be stationed in the Local History Room.

Four Corners Miniature Project: No new update.

Speaker's Series: No one is scheduled for the first quarter yet but we are booked for May with the Ernie Harwell program. Flyer due dates: Dec 2025 for JAN-MAY Programs, verbiage from Kim by mid-October.

Pumpkinfest at Toll Gate: Pumpkinfest will take place on Oct. 4 from 11 a.m. – 5 p.m. The Historical Commission is looking at focusing on the Novi Special Race Car as a topic. Kim, Debbie and Sharon to be lead on the event from the Historical Commission.

Donations: Kathy Crawford donated items for the display case including a piece of wood that is certified from the U.S.S. Constitution to celebrate the U.S.'s anniversary.

ONGOING PROJECTS:

Villa Barr Book Sales: No new book sales.

Display Case: The Novi Special display case got a lot of attention. Kim and Sue are working on the next display case for the upcoming program.

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

NEXT MEETING: September 17, 2025 at 7 p.m.

ADJOURN: 8:31 p.m.



NOVI HISTORICAL COMMISSION

September Minutes
Wednesday, September 17, 2025
Novi Library Local History Room

CALL TO ORDER: 7:08 p.m.

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

ABSENT: Sharon Larson and Daniel Pierce

INTRODUCTION OF GUESTS: Rae Manela (Library Liaison)

APPROVAL OF AGENDA: APPROVED

APPROVAL OF AUGUST MINUTES: APPROVED

NOVI HISTORICAL COMMISSION FINANCIAL SUMMARY REPORT - 2025/2026 Fiscal Year			
	BUDGET	EXPENDITURES Thru Sep 17, 2025	
Display Cabinet Exhibit	\$ 700.00	\$ -	
Marketing/Brochures/Engage/Name Badges	\$ 800.00	\$ -	
Equipment/Supplies/Office/Upgrades/Repairs	\$ 3,000.00	\$ -	
Program/Speaker Fees	\$ 1,700.00	\$ -	
Storage Unit	\$ 2,700.00	\$ (2,200.00)	
Acquisition (Books/Materials/Subscription)	\$ 2,800.00	\$ -	
Conference/Continuing Education	\$ 1,000.00	\$ -	
Legal Fees	\$ 700.00	\$ -	
Special Project Items			
Belly Lang Internships		\$ -	
Oral Histories		\$ -	
City/Community Event		\$ (80.00)	
Ford Camera Project		\$ (88.75)	
Photography		\$ -	
Special Projects Total	\$ 5,500.00	\$ (768.75)	
TOTAL:	\$ 16,500.00	\$ (2,488.75)	\$ 16,540.75
Equitable Projects	<u>Expenditures</u>	<u>Revenue Receipt</u>	
Vila San Book Sales YTD			
Woodsie Across Road Project			

Treasurer's Report: APPROVED – There was only one expense last month from Community Fest. Kim shared a spreadsheet of the budget

LIBRARY LIAISON REPORT:

History Room Office Hours:

Monday, Oct. 6 (10:30 a.m. – 12:30 p.m.): Debbie Wrobel and Kim Nice

Monday, Oct. 6 10 a.m. – 3 p.m. (Senior Day at NPL): Debbie Wrobel, Kim Nice and Sharon Larson

Monday, Oct. 20 (6-8 p.m.): Kim Nice (possibly Kelly Kasper)

Monday, Nov. 3 (10:30 a.m. – 12:30 p.m.): Kim Nice and Rae Manela

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

Historical Commission Library Internship: A new intern has been hired. Her name is Sarah and she will be working from 10 a.m. – 6 p.m. on Fridays. Sarah will be digitizing photos using the previously established process to organize and archive.

Historical Commission Library Internship Scholarship: Rae is asking for the Historical Commission to consider increasing the Fall intern scholarship from \$1,500 to \$2,000 due to the increase in tuition at universities. The Commission is trying to cover a three-hour course. The topic will be added to next month's agenda.

Historical Commission Budget: Julie Farkas wants to make sure that the Historical Commission vote on the annual budget during the December meeting as normally planned.

Community Read Author: A Community Read Author is coming to the Novi Public Library on Nov. 10. More details to come.

DISCUSSION ITEMS:

Novi Public Library 65th Anniversary Event: The Library's 65th Anniversary event will take place Oct. 25 from 1-5 p.m. The Commission is participating in the library anniversary organizing committee meetings. The next planning meeting is scheduled for Sept. 23.

Pumpkinfest at Toll Gate: Pumpkinfest will take place on Oct. 4 from 11 a.m. – 5 p.m. The Historical Commission is looking at focusing on the Novi Special Race Car as a topic. Kim, Debbie and Sharon to be lead on the event from the Historical Commission.

Library Open House: The Novi Public Library will have an open house on Sept. 21 from 2- 4 p.m. Kathy, Kim, Kelly and possibly Debbie will staff the Local History Room.

Document Donation Day: Document Donation Day will take place at the Novi Public Library on Saturday, Oct. 18 from 2 – 4 p.m.

Wreaths Across Novi: The annual Wreaths Across Novi will take place at 1 p.m. on Nov. 8. Kim and Kelly are working on the next steps. The VFW reached out to Kim re: replacing the flag at the Novi Road Cemetery. Kim will contact Jeff Muck to see if Parks & Rec will handle.

Four Corners Miniature Project: The project will be on display at the Novi Public Library Open House. The display will also be taken to Fox Run on November 26 at 10 a.m. for the Four Corners program.

Speaker's Series: No one is scheduled for the first quarter yet but we are booked for May with the Ernie Harwell program. Flyer due dates: Dec 2025 for JAN-MAY Programs, verbiage from Kim by mid-October. Rae needs to get everything to ENGAGE by October 24. Kim will provide Kelly with programming information by October 24 so flyers can be complete by Nov. 12.

Wixom Historical Society: The Wixom Historical Society called Kathy Crawford to request a presentation on Villa Barr on February 16 at 7 p.m.

ONGOING PROJECTS:

Villa Barr Book Sales: No new book sales.

Display Case: The Novi Special display case got a lot of attention. Kim and Sue are working on the next display case for the upcoming program.

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

NEXT MEETING: October 15, 2025 at 7 p.m.

ADJOURN: 8:29 p.m.

LIBRARY BOARD COMMITTEE REPORTS

Policy Committee – No meeting held; Next meeting: being determined at this time to review the following policies.

2025 – 2026 GOAL

1. Continued review of public policies by the staff committee



COMPUTER & INTERNET USAGE POLICY

DRAFT—Reviewed by Staff Public Policy Committee 1/30/25, 5/12/25, 10/2/25; Reviewed by Attorney 2/7/25; Reviewed by Head of IT 8/29/25, 11/3/25; Reviewed by Attorney 11/4/25

General Statements Regarding Computer & Internet Usage

This Policy applies to public Library-owned computers, public wired local area network (LAN) connections, public wireless access and public internet connections available at the Library. It does not apply to staff LAN or internet connections (wired or wireless), iCube computers, staff computers, staff laptops, Library meeting room laptops or iCube computers.

- **Internet Access**
The Library provides access to a broad range of information resources, including those available through the Internet. Access to the Internet enables the Library to expand its information services significantly. This Policy applies to both the Library-owned computers and wireless access available at the Library. Patrons can use their own equipment to access the Internet wirelessly.
- **Validity of Information**
The Internet offers access to a wealth of information and Internet sites including useful ideas, information and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete or legal. Patrons will need to evaluate for themselves the validity of the information found.
- **Library Does Not Endorse Information on the Internet**
Because the Internet is a vast and unregulated information network, it also enables access to information, ideas and commentary beyond the confines of the Library's mission, selection criteria and collection development policies. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.
- **View Internet at Own Risk**
The Internet may contain information that is controversial, sexually explicit or offensive. Patrons are cautioned that ideas, points of view and images can be found on the Internet that are controversial, divergent and/or inflammatory. Because of this and the

fact that access points on the Internet can and do change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive, disturbing or inaccurate. Patrons use the Internet at their own risk. Parents, guardians or caregivers of minor children are responsible for their child's use of the Internet through the Library's connection as stated more fully below.

- **No Liability**

The Library assumes no responsibility for any damages to patron-provided devices, direct or indirect, arising from its connections to the Internet. Patrons use Library computer hardware and software at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to patron-provided devices, the patron's disks or data or electronic transactions of any type. The Library is not responsible for the loss of any portable media. The Library is not responsible for the possible interception of wireless connections, viruses or malware—nor the risks of transmitting personal data.

- **Respect Others**

Because patrons of all ages, backgrounds and sensibilities are using the public computers, patrons are asked to be sensitive to others' values and beliefs when accessing potentially controversial information and images.

- **Use with Caution of Risks**

Patrons are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use.

- **iCube Makerspace Computers**

iCube computers are not protected by instant restore software. Files and browsing history are not automatically deleted after each use. Therefore, iCube patrons are responsible for deleting personal files, designs, artwork, photos or other documents or Personally Identifiable Information (PII) on any iCube computers. In addition, iCube internet access may not be filtered to the same level as other public computers. See the "iCube Policy" for more information.

Acceptable Use

All patrons using the Library's Internet connection and public computers are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this Policy and the "Patron Behavior Policy."

- **Compliance with the "Patron Behavior Policy"**

All patrons must comply with the Library's "Patron Behavior Policy," which is posted in the Library and on the Library's website. The same rules apply to the use of the Internet and public computers as with the use of any other Library materials.

- **Lawful Use**

The Library's Internet connection and public computers must be used in a lawful manner and cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, state or local law, including, but not limited to (1) accessing materials that can be classified as obscene or child pornography; (2) gaining unauthorized access to or use of patron information or accounts; (3) engaging in identity theft; (4) engaging in civil rights violations; or (5) monitoring or capturing information regarding individuals and their use of the public computers or Internet illegally, such as by using a key logger.

- **Prohibited Uses**

The Library's Internet resources should be used for educational, informational, and recreational purposes only. The Library's Internet Access must not be used for personal profit or commercial activities, including the sale of goods and services or fund raising. The Library's Internet is intended for information gathering only.

- **Use Must Not be Harmful to Minors**

Michigan law prohibits patrons from allowing minors' access to sexually explicit materials harmful to minors. Patrons will also not permit any minor to view sexually explicit material or any other material deemed harmful to minors.

- **Privacy: Unauthorized Access**

Patrons must respect the privacy of others by not misrepresenting oneself as another patron; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not hacking or seeking disallowed access to any computer system via the Internet.

- **Personal Information: Unauthorized Release**

No patron, including minors, may engage in the unauthorized disclosure, use and dissemination of personal information of any person, including minors.

- **Intellectual Property**

Patrons must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement or violations of other laws or agreements lies with the patron. The Library expressly disclaims any liability or responsibility resulting from such use.

- **Public Computer Use**

For the adult public computers, only one (1) person may use a public computer, except for: (1) a parent, guardian or caregiver assisting a patron, and (2) a person assisting another individual who lacks the knowledge to effectively use the public computer alone. However, in either case, both individuals must be seated. Upon request, staff may approve and allow additional patrons at a public computer.

- **Data**

Patrons who wish to have a permanent record of their work need to save data on their own portable media. Public computers do not allow patrons to permanently save data to the hard drive.

- **Automatic Deletion of Patron's Saved Files & Printed Files**

Saved files are automatically deleted at the end of a patron's public computer session and files sent to a public printer are automatically deleted overnight.

- **iCube Makerspace Computers - File Deletion**

iCube computers are not protected by instant restore software. Files and browsing history are not automatically deleted after each use. iCube patrons are responsible for deleting personal files, designs, artwork, photos or other documents or Personally Identifiable Information (PII) on any iCube computer.

- **Meeting Room Laptops and Other Laptops - File Deletion**
Meeting room or shared staff laptops are not protected by instant restore software. Files and browsing history are not automatically deleted after each use. Patrons and staff using meeting room or shared staff laptops are responsible for deleting personal files, designs, artwork, photos or other documents or Personally Identifiable Information (PII) on any meeting room or shared staff laptops.
- **Personal Software & System Modifications Prohibited**
Patrons will refrain from use of personal software, the attachment of equipment to the public computers (patron-provided mouse and keyboard are allowed) or networks (desktop network connections are allowed, if available) Patrons should not open staff access panels to connect to non-public network jacks or control panels. Patrons are not permitted to change the security setup, operating systems, the network configuration or any other configuration of any public computer without authorization.
- **Software Security Restrictions**
Patrons must not use the Library's Internet connection to disseminate computer viruses, spyware and malware or to otherwise hack, harm or interfere with the use of any other computer system.
- **Damage**
Patrons will be responsible for repayment of any costs to the Library for damage to public computers or systems.

Procedure for Use of Public Computers

- **Availability**
 - The public computers are available for use by patrons if they are not being used for Library purposes, such as maintenance, classes, staff training or special programs. The Library reserves the right to have first priority of use for Library uses, sponsored events or co-sponsored events.
 - Patrons should be aware that there are some public computers that are limited to only the online public access catalog and are clearly marked.
 - Patrons must use a valid library card that is not blocked or a computer guest pass issued by staff.
 - Use of the public computers is available on a first come, first served basis. In the event that all public computers are in use, a waitlist will be created.
- **Staff Assistance**
 - Staff may assist patrons in getting started on the Internet. However, the Library cannot guarantee that staff will be available to assist patrons.
 - Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application.
 - When assisting patrons with public computers, staff will not enter personal information for patrons.
- **Printing & Payment**
 - Patrons using Library-owned or patron-provided equipment may print to the Library's public printers using Library-provided paper.

- Patrons are responsible for all printing costs/printed pages and are encouraged to use "print preview" so they are aware of the number and format of pages to be printed.
- **Closing**
 - All public computers are shut down five (5) minutes before the Library closes.
 - Failure to leave a public computer upon the expiration of the allotted time is a violation of this Policy.
- **Meeting Room Laptops and Other Library laptops**
 - Meeting Room laptops are available for use by staff and public meeting room renters and to certain guest library program leaders or participants. When not being used, meeting room laptops are locked in a meeting room cabinet or closet, or in the IT office. Other shared staff laptops are also locked in the IT office when not in use.

Internet Filtering

- **Filtered Wired & Wireless Internet Access**
~~Wired and wireless Internet access is filtered. Public computers are filtered to block sites that are deemed obscene or contain sexually explicit content that is harmful to children.~~
 To comply with the requirements of Michigan's Public Act 212 of 2000 ("PA 212"), all wired and wireless Internet access is filtered. The Library has installed a program on its internet connection that is designed to restrict minors from receiving obscene material or sexually explicit material that is harmful to minors as defined by PA 212. However, this software cannot block inappropriate social media or email content.
- Public computers are placed in high-traffic, visible areas of the Library. Public computers in the first floor Youth Area are reserved for children or adults accompanied by a child or parent, guardian or caregiver.
- **iCube Makerspace Computers — Filtering**
 iCube internet access may not be filtered to the same level that other Public computers are. Please see the "iCube Policy" for appropriate computer and internet usage in the iCube.
 - **Meeting Room Laptops & Other Library Laptops — Filtering**
~~Laptop internet content may not be filtered to the same level that other public computers are.~~ Library wireless internet access on meeting room laptops is filtered. If the laptop is connected to a different wireless network, the content may not be filtered to the same level that other public computers are. Please see the Computer & Internet Usage Policy for more information. Please see the "Meeting Room Rental & Use Policy" for other important information related to the meeting rooms.
 - **Responsibility of Parents, Guardians & Caregivers**
 As with other materials in the Library's collection, it is the Library's policy that parents, guardians and caregivers are responsible for ensuring that their minor child does not access inappropriate material on the internet and for deciding which resources are appropriate. The Library urges parents, guardians and caregivers to discuss Internet use with their children and to monitor their use of this educational tool.

- **Safety of Minors Regarding E-Mail & Other Direct Communications**

The Library does not directly or remotely monitor anyone's use of the Internet nor does it prohibit the use of email, including by children. To the extent that the filters do not block email, it is the responsibility of the parent, guardian or caregiver to educate the minor on safety and security and monitor the use of these communications.

- **Access for Patrons Age 18 & Older**

Patrons 18 years of age or older may request to have the filters disabled for bona fide research or other lawful purposes. If a patron 18 years of age or older desires unfiltered Internet access, the patron may request staff to enter a bypass code.

- **Unblock Sites**

The Library uses software to block sites that spread viruses, malware, spyware or programs that will damage or interfere with the use of the public computers or network. Individuals who believe an Internet site has been improperly blocked can request that the site be "unblocked." A decision on the site's status will be made by the Director, who will prepare a written reply to the individual submitting the form. Any decision to deny the unblocking of a site by the Director may be appealed to the Library Board within 10 days of receipt of the written reply.

Disciplinary Process for Library Facilities

As stated more fully below for violations of this Policy, the Library Director or designee may restrict access to the Library with immediate dismissal of the patron from the premises, by suspending the patron's access to the Library for a set period of time or by denying access to specific services and/or programs pursuant to this Policy. If necessary, public safety may be called to intervene.

Incident Reports:

Staff will complete an Incident Report Form for any violation of this Policy resulting in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

Violation of the Policy – Suspension of Privileges:

Unless otherwise provided in this Policy, the Library shall handle violations as follows:

- **Initial Violation:** Library patrons observed violating this Policy will be asked to stop the violation with a verbal request. If the patron does not comply, the patron will be asked to leave the building for the day. If the patron refuses, public safety will be called.
- **Subsequent Violations:** The Director or Director's designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same Policy shall result in additional suspensions of increasing length.

Violations that Affect Safety and Security:

Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security

of staff and/or patrons shall be handled as follows:

- **Initial Violation:** Public safety will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Director or Director's designee may add additional time to the initial limitation or suspension period.
- **Subsequent Violations:** Public safety will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. The Director or Director's designee may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

Reinstatement:

The patron whose privileges have been limited or suspended shall attend a meeting with the Director or Director's designee to review the "Patron Behavior Policy" before their privileges may be reinstated.

Right of Appeal:

Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within ten (10) business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Approved by the Novi Public Library Board of Trustees: December 15, 2004

Amended: May 15, 2010; May 25, 2011; February 20, 2013; June 22, 2017; **December 11, 2025**



Policy Manual

PUBLIC

P10: Computer Use

1. General Statement

In furtherance of Novi Public Library's mission to support the educational, cultural, informational and recreational needs of its diverse community, public access to computers, electronic equipment and the Internet are provided. Library computers for public use are accessible via a valid Library card or computer guest pass issued by Library staff. Patrons are welcome to use their own equipment to access the Internet wirelessly. The Internet offers global access to data, news, information and entertainment. The information available through the Internet changes rapidly and unpredictably. The Library does not filter materials that are available through the Internet, with the following exceptions:

- A. The access of Minors (defined as patrons under the age of 18) is filtered to block sites that are obscene, child pornography, or contain sexually explicit material that is harmful to Minors in accordance with Section 6 of the Michigan Library Privacy Act (PA 212 of the Public Acts of 2000) and the Children's Internet Protection Act (CIPA).
- B. Internet access available on the first floor computers, in the computer lab, via a guest pass, and all walk-up terminals will be filtered to block-sites that are obscene, child pornography, or contain sexually explicit material that is harmful to Minors.
- C. The Library uses software to block sites that spread viruses, malware, spyware or programs that will damage or interfere with the use of the Library's computers or network.

Parents or guardians, not the library or its staff, are ultimately responsible for monitoring their children's access to Internet content.

2. Staff Assistance

Library staff will provide the procedure necessary to access the Internet via a wireless connection, but are not responsible for any changes patrons make to their computer settings and cannot guarantee that a patron's hardware will work with the library's network. The Library shall not be responsible for the possible interception of wireless connections, viruses or malware, nor the risks of transmitting personal data.

Staff will provide assistance to patrons using the Internet connection to the extent that time and patron demands allow. The Library cannot guarantee that staff with specialized or technical knowledge about a particular application will be available to assist patrons.

3. Children and the Internet

- A. Parents and legal guardians assume responsibility for deciding what is appropriate for their children, and should discuss with their children the responsibilities of usage, including safety and security when using email and social media. The Library does not directly or remotely monitor anyone's use of the computers, including Minors. However, the Library will react to a report of inappropriate use (see (C) (vi), below).
- B. Minors must use their own library card or a guest pass when accessing the Library's electronic equipment or the Internet.
- C. In compliance with Section 6 of the Michigan Library Privacy Act (Act 212 of the Public Acts of 2000) and the Children's Internet Protection Act (CIPA), the Library provides the following system designed to prevent a Minor from viewing obscene or sexually explicit content that is harmful to Minors:
 - i) Whenever a Minor logs-on to any computer using their own library card or guest pass, the Internet will be filtered to block sites that are obscene or contain sexually explicit material that is harmful to Minors. However, this software cannot block inappropriate social media or e-mail content.
 - ii) Public Internet computers are placed in high-traffic, visible areas of the library.
 - iii) A separate area is provided for youth public Internet computers. All computers that are located in areas intended for youth use will be filtered to block sites that are deemed obscene or contain sexually explicit content that is harmful to Minors. Public computers in the first floor Youth Area are reserved for Minors and adults accompanied by a Minor.
 - iv) Materials are provided for parents/guardians regarding Internet safety for Minors.
 - v) Librarians will respond to reports of patrons viewing, printing and/or downloading content that is considered harmful to Minors by:
 - (1) Advising the patron that a report or complaint has been received.
 - (2) Informing the patron that this content may not be accessed at the Library.
 - (3) Informing the patron that failure to comply with this policy will result in eviction from the Library and a loss of Library privileges.

4. Choosing and Evaluating Sources

- A. The Library does not filter access to the Internet to adults except as noted above. Choosing access points is the responsibility of the user.
- B. The Library is not responsible for the accuracy, quality or currency of any Internet resource and shall not be liable for any resulting direct or indirect damages.
- C. Users should evaluate Internet sources just as they do print materials.

5. Acceptable Use

All users of the Library's Internet connection through library owned or patron-provided equipment are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this policy.

- A. Lawful Use. The Library Internet connection shall be used in a lawful manner. The Library Internet connection cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, Michigan or local law, including but not limited to accessing material that can be classified as obscene or child pornography.
- B. Intellectual Property. Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement lies with the user. The Library expressly disclaims any liability or responsibility resulting from such use.
- C. Use Must Not Be Harmful to Minors. Internet users shall not permit any minor to view sexually explicit material or any other material deemed harmful to Minors.
- D. Compliance with Rules of Conduct. The same rules apply to the use of the Internet connection as with the use of any other Library materials. The Library has adopted Rules of Conduct (Policy P11). All patrons must comply with the Library's Rules of Conduct, which shall be posted in the Library.
- E. Privacy. Patrons must respect the privacy of others by not misrepresenting oneself as another patron; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not seeking disallowed access to any computer system via the Internet.
- F. Printing. The patron using library-owned or patron-provided equipment may print to the library's printers using library provided paper and is responsible for payment of all printing charges.
- G. Personal Software Prohibited. Patrons shall refrain from use of personal software on Library systems or the modification of any Library operating system or network configuration.

- H. System Modifications. Patrons are not permitted to change the security setup, operating systems, the network configuration or any other configuration of any Library computer or equipment. Patrons may not install software onto any Library computer.
- I. Software Security Restrictions. Patrons may not use the Library's Internet connection to disseminate computer viruses, spyware, and malware or to otherwise hack, harm or interfere with the use of any other computer system.
- J. Purpose and Prohibited Uses. The Library's Internet resources should be used for educational, informational, and recreational purposes only.

6. Violations of Computer Use Policy

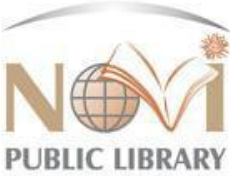
A violation of this Policy shall be deemed to be a violation of the Rules of Conduct (Policy P11) and may result in a temporary or permanent suspension of some or all of the patron's Library privileges.

Approved: December 15, 2004; Amended: May 15, 2010; May 25, 2011;
February 20, 2013; June 22, 2017

Signed:



Craig Messerknecht
President
Novi Public Library Board of Trustees



Reviewed based on changes to the Computer & Internet Usage Policy by Staff Policy Committee (10/2/25) and Meeting Room Coordinator (11/4/25)

MEETING ROOM RENTAL & USAGE POLICY

General Regulations

- Library programs and Library co-sponsored activities, meetings and events have first priority for scheduling use of the facilities. **Meeting Room reservation requests** ~~Other applications~~ will be considered on a first-come, first-served basis **starting sixty (60) days prior to the rental date**. Meeting room rentals must not interfere with Library operations.
- The Library is not liable for injuries to people or damage to renter's property, individuals or organizations using the meeting rooms.
- All meetings and programs held during Library business hours are open to the public. Renters who are not subject to the Michigan Open Meetings Act and who rent the meeting rooms after Library business hours may close their functions to the public.
- Meeting rooms are made available regardless of the beliefs or affiliations of individuals or those requesting use of the rooms. Permission to meet at the Library does not in any way constitute or imply endorsement of the users' policies, beliefs or programs by the Library, including its staff, Board of Trustees or the City of Novi.
- Renters shall abide by all applicable laws, ordinances, codes and other rules. Violations of any regulation may result in the immediate removal of renters from the meeting rooms and Library. Violators are also subject to prosecution for any violations of any local ordinances or state or federal laws.
- Maximum capacities for meeting room rentals have been determined based on Fire Department regulations and Americans with Disabilities Act compliance. The most up-to-date room capacities are available on our website and meeting room documents. Renters violating the maximum capacity will be asked to leave.

Reservations & Fees

- A completed meeting room **reservation request application**, either online or a physical copy, must be submitted to and approved by Administration before a room rental will be deemed final.
- The **reservation request application** must be **completed signed** by an adult, age 18 or older, who becomes the responsible party. Youth groups must have adult supervision. If the person who completes the application will not be physically present during the rental, a second **name signature** is required **to be listed** on the **reservation request application** by someone age 18 or older who will be present.
- Fees for use of the rooms will be charged to all renters other than program partners and/or co-sponsors of the Library. A list of the fees is included on the Library website and all meeting room documents. **Meeting room fees will not be refunded** unless canceled by the Library.
- Payment must be made within two (2) business days after being contacted by Administration of approval of the **reservation request application**. Failure to comply will result in rental cancellation.
- Rental time may be extended at the discretion of Administration or Management if the room is available. Extensions must be requested at least 15 minutes before the previously scheduled end time. Renters exceeding their previously agreed upon rental time will be

charged for additional time. Rental extensions, including clean-up, must end at least 30 minutes before the Library's closing time.

Cancellation/Rescheduling

- Except in cases of emergency, renters must give at least 24-hour advance notice of any cancellations. For last-minute cancellations, call 248-349-0720 and ask to speak with a Manager.
- Rentals can be rescheduled, but must take place within 60 days of the original rental date. Funds will be held from the original date and applied to the rescheduled date. If rescheduled rental does not take place within 60 days, the funds will no longer be available to use.
- Failure to notify the Library of a cancellation prior to the rental start time will constitute a "no show," which cannot be rescheduled or refunded.
- The Library may cancel any meeting room reservation and the fees will be refunded.

Use of Room

- Conduct
 - All **renters and** guests using meeting rooms must abide by all Novi Public Library policies, including but not limited to the "Patron Behavior Policy", **and** "Unattended Child Policy," **and** "Computer & Internet Usage Policy."
 - Charging for admission is not allowed. No solicitation, fundraising, raffles or financial transactions are allowed. The sale of goods or services is prohibited but may be permitted at the discretion of Administration if it is reasonably related to the Library's purpose (e.g., author sales of signed books).
 - All renters **and guests** using the meeting rooms shall keep noise to a minimum so as not to disturb others in the Library. Renters **and guests** making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the meeting room.
 - The Novi Public Library is released and held harmless from any and all claims for personal injury or property damage. The renter shall acknowledge release as part of the **reservation application** process.
- Set-Up
 - Rooms are only available to renters during their specified rental time. Reservation requests must include adequate time for the renter's own set-up and clean-up needs. **No early admittance will be allowed.**
 - The Library will not supply any storage space. Renters cannot drop off items at the Library ahead of their rental time.
 - The Library has five standard set-up arrangements available to choose from for the East, West and Whole Meeting Rooms. Only minimal changes will be allowed to these standard set-ups (e.g. reducing the number of tables/chairs used, using tables for check-in/refreshments rather than seating) and these instructions must be given at the time of **the reservation request application approval.**
 - If renters wish to create a custom set-up arrangement outside of the five standard set-up arrangements, they must work with **Library** staff to create a detailed diagram. This diagram must be finalized and approved by **Library** staff at least 48 hours prior to the rental. A \$20 fee will be charged for all custom set-ups **s** arrangements.
 - The 2nd Floor Meeting Room, Board Room and Youth Activity Room come in one standard arrangement and cannot be changed.
 - All set-ups will be performed by **Library** staff in accordance with the arrangement chosen by the renter, including any instructions given at the time of **the**

~~reservation request application approval.~~ If the renter wishes to change their previously agreed upon set-up arrangement, all changes must be approved by Library staff at least 48 hours in advance of the rental. If ~~Library~~ staff is asked to change the set-up arrangement with less than 48-hour notice, including upon renter arrival, a \$20 fee will be charged. Renters must not move tables and/or equipment themselves.

- If the renter wishes to change their previously agreed upon meeting room, all changes are dependent on availability and must be approved by ~~Library~~ staff at least 48 hours in advance of the rental. The renter will be charged the additional cost difference for the room upgrade. If ~~Library~~ staff is asked to change the meeting room with less than 48-hour notice, including upon renter arrival, a \$20 fee will be charged.
- Furniture is not allowed to be brought in by renters.
- Banners, literature, photographs or signage may not be placed anywhere outside of the meeting room or in a window or display that is facing the outside of the building.
- Do not affix or adhere anything to doors, walls, ceilings or light fixtures. Decorations must remain at least one (1) foot below light fixtures.
- Technology
 - Rental fees for audio visual equipment will be set by Administration and the list of current rental fees is included on the Library's website and on meeting room documents. Any equipment requested will be set up by staff prior to rental time.
 - If a renter is planning to bring their own equipment, it is strongly recommended that they set up a time to test the equipment in the selected meeting room to ensure it works properly prior to their rental. The Novi Public Library is a PC-friendly environment and may not be able to accommodate the use of Apple products with the available projection system.
 - Staff will only provide assistance with library equipment. They will not assist renters with accessing information on a library computer (such as logging into their email, accessing a presentation, setting up or running a Zoom meeting, etc.). Staff will not assist renters with their own personal equipment.
 - If there is an issue with library equipment, staff will make every effort to resolve the issue. If it cannot be resolved in a timely manner, a rental may be moved to another meeting room with functioning equipment if one is available, or equipment rental fees may be refunded.
 - Renters shall observe all federal intellectual property laws. Renters are prohibited from playing video recordings without proper licensing or viewing permissions.
 - Meeting room laptops are not protected by instant restore software. Files and browsing history are not automatically deleted after each use. Renters using meeting room laptops are responsible for deleting personal files, designs, artwork, photos or other documents or Personally Identifiable Information (PII).
 - Library wireless internet access on meeting room laptops is filtered. If the laptop is connected to a different wireless network, the content may not be filtered to the same level that other public computers are. Please see the Computer & Internet Usage Policy for more information.
 - Renters are responsible for costs associated with damage or theft of a meeting room laptop and/or accompanying components, including the laptop, laptop charger, mouse and presentation remote.
- Food & Beverage
 - Food and beverages must be contained within the meeting rooms.
 - The delivery of commercially prepared food is permitted. ~~Renters must instruct delivery drivers to meet them in the Library's lobby. Someone from the group must~~

be present in the lobby by the scheduled delivery time to accept the food. Staff will not accept food items from delivery sources. The Library is not responsible for food items that have been delivered but not accepted by a renter and left unattended on Library property.

~~Catering options are also available through the current vendor of the Library Café.~~

- No alcohol may be consumed at the Library or in its meeting rooms during regular business hours. Alcoholic beverages may be allowed at after-hours rentals with the proper license acquired ahead of time through the City of Novi. See the "City of Novi Alcohol Allowance Policy" and "Alcohol Use Application" for more information.
- Lighters, candles, matches, Sterno~~s~~, and other flame-producing devices are not allowed and cannot be used inside the Library. Renters may bring electric slow cookers or hot plates to keep food warm.

- Clean-Up

- Reservation requests must include adequate time for the renter's own set-up and clean-up needs. Meeting room use, including clean-up, must end 30 minutes before the Library's closing time.
- Renters are responsible for leaving the meeting room space in the condition (including furniture arrangements) in which they found it.
- Waste and recycling should be placed in the proper receptacles. If additional bags or receptacles are needed, please ask ~~Library a~~ staff member.
- The Library will not supply any storage space. Renters must remove all personal items from the meeting room at the conclusion of the rental.
- Renters are responsible for any and all damage caused by meeting attendees or others associated with the meeting. A minimum fee of \$100 will be assessed to cover the cost of any damages, necessary repairs or cleaning. The Library reserves the right to deny use or access to any renter that has violated this Policy.

- Publicity

- The name, address or phone number of the Library may not be used as the official address or headquarters of any organization except those formally affiliated with the Library.
- Rental of the meeting room by a non-Library group ~~must will~~ not be publicized in such a way as to imply Library sponsorship of the renter's activities, nor will the Library publicize the rental. Renters must include a disclaimer on marketing materials stating that the Novi Public Library is in no way affiliated with, endorsing or sponsoring the renter's meeting or event.
- The person ~~signing completing~~ the meeting room ~~reservation request application~~ is the contact person for the rental and becomes responsible for answering questions from the public. The Library will not assume this responsibility.
- Renters shall not distribute personal or group literature, brochures and other materials to Library guests outside the meeting rooms. Users ~~must shall~~ not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.
- A sign on or near the door will be provided by the Library for all rentals, including the name of the organization or event and date and time of rental. No additional signage is allowed outside the room. Do not affix or adhere anything to doors, walls, ceilings or light fixtures.

Disciplinary Process for Library Facilities

As stated more fully below for violations of the Policy, the Library Director or Director's designee may restrict access to the Library with immediate dismissal of the patron from the premises, by suspending the patron's access to the Library for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, public safety may be called to intervene.

Incident Reports

Staff will complete an Incident Report Form for any violation of this Policy resulting in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

Violation of the Policy – Suspension of Privileges

Unless otherwise provided in this Policy, the Library shall handle violations as follows:

- **Initial Violation:** Library patrons observed violating this Policy will be asked to stop the violation with a verbal request. If the patron does not comply, the patron will be asked to leave the building for the day. If the patron refuses, public safety will be called.
- **Subsequent Violation:** The Director or Director's designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same Policy shall result in additional suspensions of increasing length.

Violations that Affect Safety and Security

Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

- **Initial Violation:** Public safety will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Director or Director's designee may add additional time to the initial limitation or suspension period.
- **Subsequent Violations:** Public safety will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. The Director or Director's designee may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same Policy will result in additional suspensions of increasing length.

Reinstatement

The patron whose privileges have been limited or suspended shall attend a meeting with the Director or Director's designee to review the "Patron Behavior Policy" before their privileges may be reinstated.

Right of Appeal

Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within ten (10) business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Approved by the Novi Public Library Board of Trustees: April 15, 2009

Amended: May 1, 2010; July 17, 2013; June 22, 2017; September 28, 2023; June 27, 2024;
December 11, 2025

HR Committee – Meeting held on: October 30, 2025

2025 – 2026 GOALS:

1. Seek to assure employees have a safe and stable work environment with equal opportunity for learning and personal growth
2. Implement Human Resource best practices and innovative human resource solutions that support improved employee welfare, empowerment, growth and retention.
3. Maintain a dedicated focus on customer service and continuous improvement that supports the goals and mission of the Novi Public Library.

Recording Secretary for the Library Board

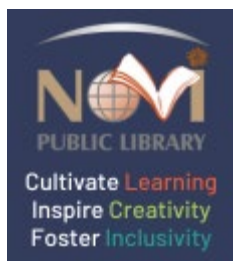
Unfortunately, there were no internal resume submissions for the Recording Secretary position. The Committee reviewed the Recording Secretary job posting for the Library Board (see below) in order to have it put out externally.

The HR Committee is recommending approval of the Recording Secretary job posting and to give the HR Committee the authority to interview and select the candidate for hire.

The goal would be to have the person in the position by the January 8th Board meeting and then budget meetings following. An update could be given at the December 11th meeting.

If the job posting is approved by the Board, the position would be posted on Friday, November 14, 2025. The posting will close at noon on Monday, December 1, 2025. Kristen Sullivan and Director Farkas will review applications the week of December 1st and set up interviews for the week of December 8th.

The posting will go out widely to the City of Novi, through TLN, our website/social media as well as through our Applicant Pro system which goes to INDEED and other job sites.



RECORDING SECRETARY

Novi Public Library Board of Trustees

Position Summary: The recording secretary is responsible for providing high-quality administrative support to the Library Board of Trustees by attending all official meetings, accurately recording meeting minutes, and maintaining official records. The ideal candidate will be professional, reliable, and able to produce clear, accurate, and concise meeting notes in a timely manner.

Primary Duties & Responsibilities:

1. Attend all regular monthly and special meetings of the Library Board of Trustees.
2. Accurately and concisely summarize meeting discussions, decisions, and action items in real-time.
3. Translate complex discussions and verbal information into clear, well-structured, and factual written meeting minutes. Minutes are expected to be submitted to the Library Board Secretary and Library Director within eight (8) business days of the Board meeting.
4. Ensure all motions and decisions are clearly documented in the official record.
5. Maintain the confidentiality of Library Board meetings and Library records.
6. Follow all current Library HR policies as set by the Library Board.

Job Qualifications & Skills:

1. Excellent written and verbal communication skills.
2. Meticulous approach to recording and proofreading to ensure accuracy of facts, names, motions, and decisions.
3. Ability to work effectively with elected officials, Library staff, and the public in a diplomatic and professional manner.

Additional Job Details:

1. The Library will provide a laptop to be used for the purposes of accurate summarization, recording, maintenance, and submission of Library Board minutes.
2. The Library Director and Human Resources Specialist will administer all employee compensation and benefits on behalf of the Library board.
3. This position requires the employee to be present for all Library Board meetings. The summarization of meeting minutes will be done remotely.

Hourly Rate: \$25.00 per hour

Benefits: This position offers sick time at the rate of 1 hour for every 30 hours worked.

Hours: This position requires 4-6 hours per month, including time to summarize meeting minutes. Library Board meetings are held on the second Thursday of each month at 7pm, with the exception of the March and April meetings which will be held on March 26, 2026 and April 16, 2026.

Application Deadline: TBD

Application Details: Interested applicants should submit a cover letter and resume to:

Kristen Sullivan, HR Specialist

Novi Public Library

45255 W. Ten Mile Rd.

Novi, MI 48375

ksullivan@novilibrary.org

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

2025 – 2026 GOAL:

1. Review NPL's current Technology Plan

Finance Committee – Meeting held on: No meeting held

Library Annual Report will be delivered to City Council on: Monday, December 15, 2025

Question: When does the Library receives its revenue from property taxes?

The City confirmed that taxes for both library operations and the current building bond are received as of July 1.

10/29/2025 09:22 AM User: slilla DB: Novi		REVENUE AND EXPENDITURE REPORT FOR CITY OF NOVI PERIOD ENDING 11/30/2025 % Fiscal Year Completed: 41.92					Page: 1/3	
GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 NORM (ABNORM)	2025-26 ORIGINAL BUDGET	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	
Fund 271 - LIBRARY FUND								
Revenues								
Dept 000.00 - TREASURY								
Property tax revenue								
271-000.00-402.000	Property Tax Revenue - Current	3,620,624.41	3,762,784.00	3,762,784.00	3,805,938.04	(43,154.04)	101.15	
271-000.00-404.003	Property Tax Revenue - Brownfi	0.00	(506.00)	(506.00)	0.00	(506.00)	0.00	
271-000.00-404.007	Property Tax Revenue-Brownfld	(16,000.68)	(28,232.00)	(28,232.00)	(16,272.21)	(11,959.79)	57.64	
271-000.00-404.008	Property Tax Revenue - CIA Cap	(35,898.98)	(55,783.00)	(55,783.00)	(49,467.73)	(6,315.27)	88.68	
271-000.00-404.009	Property Tax Revenue-Brownfld	(440.12)	(469.00)	(469.00)	(455.80)	(13.20)	97.15	
271-000.00-404.010	Property Tax Revenue-Brownfld	(44.00)	(124.00)	(124.00)	(43.89)	(80.11)	35.40	
271-000.00-412.000	Property Tax Revenue - C/Y Del	(7,986.56)	(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00	
271-000.00-414.000	Property Tax Revenue - Tax Tri	(3,900.00)	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00	
271-000.00-415.000	Property Tax Revenue - County	3,203.27	1,800.00	1,800.00	1,452.39	347.61	80.69	
Property tax revenue		3,559,557.34	3,668,470.00	3,668,470.00	3,741,150.80	(72,680.80)	101.98	

2025 – 2026 GOALS:

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

Events/Marketing/Fundraising Committee – Meeting held on: October 13, 2025

Summary E/M/F Meeting 10-13-25 by Trustee Dooley:

Annual report discussion
65th Anniversary discussion
Sakura place partnership
Promoting 65th party upcoming opportunities
65th Anniversary video

Next meeting: November 13, 2025

2025 – 2026 GOALS:

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

Strategic Planning Committee – No Meeting Held

2020 – 2026 GOAL:

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

Bylaw Committee (Adhoc) – Meeting held on: Discussion on October 30th and November 3, 2025

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

City Council Meeting – October 21, 2025: Changes with Boards and Commissions

Subject: Consideration of Ordinance Amendment 25-196 to add a new section to establish consistent starting and ending dates for Boards and Commissions. **(First Reading).**

Further information from Cortney Hanson, City Clerk for Novi: We were envisioning aligning terms to January 1st for consistency, but if it's important for the flow of the Library Board, we would keep it the same and have the appointments made at the end of the year with everyone else, but the official term start date of March 1st. That way you wouldn't have any interruption!

There has not been another council meeting since October 21, 2025. The November 3, 2025 meeting was cancelled. The next meeting is scheduled for Monday, November 17, 2025.

The By-Law Committee is recommending approval of updates to the Student Representative duties (Article II Membership; Section 7)



**CITY OF NOVI CITY COUNCIL
OCTOBER 21, 2025**

SUBJECT: Consideration of Ordinance Amendment 25-196 to add a new section to establish consistent starting and ending dates for Boards and Commissions.
FIRST READING

SUBMITTING DEPARTMENT: City Clerk

KEY HIGHLIGHTS:

- This action is in support of City Council goal: Review and update current board and commission structure and add new boards/commissions as appropriate to maximize opportunities for resident engagement and input to City Staff.
- Majority of terms will be aligned with a January 1st start date.

BACKGROUND INFORMATION:

As part of our effort to meet the Council goal of updating the boards and commission structure, staff is recommending this ordinance amendment that would establish a single, standardized term start date for all boards, commissions, and committees. If the first reading is approved, a resolution would be brought forward with the second reading to ensure that all advisory bodies – regardless of how they were originally established – are included in this alignment.

The goal is to simplify and modernize the appointment process for those interested in serving. This approach is a broad-based action to address the appointment process generally. Members of boards or commissions affected by a change in appointment date will remain in place until their successor (which may be themselves) is formally appointed on the standardized term date. This approach results in a more manageable, equitable, and predictable appointment cycle for Council, staff and residents alike.

RECOMMENDED ACTION: Consideration of Ordinance Amendment 25-196 to add a new section at Chapter 2, "Administration," Article V, "Boards and Commissions," Division 1, "Generally," to add a new section 2-161, "Commencement of Term of Office," in order to establish consistent starting and ending dates for Boards and Commissions where a different date is not set by other law or ordinance or resolution.
FIRST READING

STATE OF MICHIGAN

COUNTY OF OAKLAND

CITY OF NOVI

ORDINANCE NO. 25-196

AN ORDINANCE TO AMEND THE CITY OF NOVI CODE OF ORDINANCES, AT CHAPTER 2, "ADMINISTRATION," ARTICLE V, "BOARDS AND COMMISSIONS," DIVISION 1, "GENERALLY," TO ADD A NEW SECTION 2-161, "COMMENCEMENT OF TERM OF OFFICE," IN ORDER TO ESTABLISH CONSISTENT STARTING AND ENDING DATES FOR APPOINTMENTS TO BOARDS AND COMMISSIONS WHERE A DIFFERENT DATE IS NOT SET BY OTHER LAW OR ORDINANCE OR RESOLUTION.

THE CITY OF NOVI ORDAINS:

Part I. That Chapter 2, "Administration," Article V, "Boards and Commissions," Division 1, "Generally," of the City of Novi Code of Ordinances shall be amended to add a new Section 2-161, "Commencement of Term of Office," to read as follows:

Sec. 2-161 Commencement of Term of Office

If the term of a board or commission created by this Code of Ordinances, by state law, or by Resolution of Council is established by reference to a period of years, then unless there is something in the ordinance, law, or resolution clearly establishing a different date for commencement, such term shall commence on January 1st.

PART II. Severability. Should any section, subdivision, clause, or phrase of this Ordinance be declared by the courts to be invalid, the validity of the Ordinance as a whole, or in part, shall not be affected other than the part invalidated.

PART III. Savings Clause. The amendment of the Novi Code of Ordinances set forth in this Ordinance does not affect or impair any act done, offense committed, or right accruing, accrued, or acquired or liability, penalty, forfeiture or punishment, pending or incurred prior to the amendment of the Novi Code of Ordinances set forth in this Ordinance.

PART IV. Repealer. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

PART V. Effective Date. The provisions of this Ordinance are ordered to take effect following publication in the manner prescribed by the Charter of the City of Novi.

PART VI. Adoption. This ordinance is hereby declared to have been adopted by the Novi City Council in a meeting thereof duly held and called on the ____ day of _____, 2025, in order to be given publication in the manner prescribed by the Charter of the City of Novi.

Moved by _____ and supported by _____.

Justin P. Fischer, Mayor

Cortney Hanson, City Clerk

Certificate of Adoption

I hereby certify that the foregoing is a true and complete copy of the ordinance adopted at the regular meeting of the Novi City Council held on the _____ day of _____, 2025.

Cortney Hanson, City Clerk

Student Representative for Library Board

With the changes from City Council to discontinue the Youth Council, the Bylaw Committee discussed language that would be added to the current Bylaws to continue the Student Representative program through the Library Board.

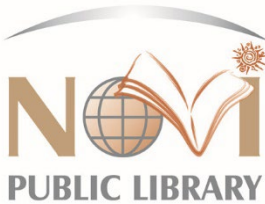
Procedures that will be executed include:

The Library (through the Director) will take on the responsibility of soliciting students that would be interested in the Student Representative position. Students will be solicited through the TAB (Teen Advisory Board), Teen Space after-school program, the library's website and the library's e-newsletter. Expectations for the position have been (see below). The interview team will consist of: Director, Youth and Teen Services Supervisor and a member of the Teen Space team. The Student Representative reports directly to the Director.

Expectations of Student Representative:

- Attend monthly Library Board meetings
- Present information about library tween/teen programming
- Write up the monthly report that is included in the Library Board packet
- Presents an annual report (typically July or August) to the Library Board
- Attends the Teen Advisory Board monthly meetings (expectation is 6 of 9 meetings per year)
- Attends at least one outreach event per year with the Library (preferably the High School Open House or another teen-related event)
- Volunteering at tween/teen events is welcome

Revised and Adopted by the Library Board November, 17, 2010; Revised September 21, 2016; Revised October 25, 2018; Revised January 24, 2019; December 21, 2023; **November 13, 2025**



Reviewed by Bylaw Board Committee on:
October 30, 2025 and November 3, 2025

BYLAWS OF THE CITY OF NOVI LIBRARY BOARD NOVI PUBLIC LIBRARY

Article I Identification

The official name of this body shall be the City of Novi Library Board, and it shall be referred to herein as the "Library Board". The authority of the Library Board is established and defined under Chapter 16 of the Novi City Charter, Chapter 19 of the City of Novi Code of Ordinances, and Act Number 164 of the Public Acts of Michigan of 1877 as amended. The Library Board will exercise the powers and assume the duties granted or assigned to it under said statute and ordinances. All meetings and business of the Novi Public Library shall be conducted in accordance with the Michigan Open Meetings Act (Act No. 267 of Public Acts of 1976 as amended, MCL 15.261-15.275).

The Library Board has the responsibility of championing the cause of intellectual freedom.

Article II Membership

Section 1. Appointments and Terms of Office. The City of Novi Library Board shall consist of seven (7) members (a "member" or a "trustee"), appointed by the Mayor, with the approval of the City Council. Members shall serve terms of three (3) years each and shall hold office until their respective terms have expired and their successors have been duly appointed and qualified, or until they earlier resign.

Section 2. Meeting Attendance. Members shall attend all regular and special meetings of the Library Board. The Library Board may request the City Council to remove any member for neglect of duty who has two successive unexcused absences from regular or special meetings. An unexcused absence is one in which the Board member failed to notify the Library in advance of an anticipated absence

Section 3. Vote. Each Board member shall have one vote on any question being considered. Votes may only be cast in person, and Board members may not grant proxies to other Board members.

Section 4. Compensation. Members of the Board shall serve without compensation.

Section 5. Resignation. Resignations from the Library Board shall be submitted in writing to the Mayor and the City Council and shall be automatically effective upon delivery without need of acceptance.

Section 6. Vacancies. In the event of a vacancy on the Board, the Library Board will await appointment by the Mayor with the approval of City Council within the next appointment cycle.

Section 7. Student Representatives. The Mayor of the City of Novi may appoint two student representatives to attend all open meetings of the Library Board. The student representatives will act as liaison between the Library and student organizations of the schools in which they attend and will advise the Board and Library staff concerning youth and teen issues that are pertinent to the Library. Students serve ex-officio, as non-voting members of the Library Board. Appointment cycle runs January – December, serving two terms based on positive attendance records and engagement. (Refer to Resolution Regarding Terms of Youth Council Members and Appointment to Other Boards and Commission – August 8, 2016). Student Representative must be a resident of Novi, Michigan.

Section 7. Student Representative. The Library Board through the Library Director may appoint a student representative to attend all open meetings of the Library Board. The student representative will act as liaison between the Library and the Teen Advisory Board (TAB) and student organizations of the school in which they attend and will advise the Board and Library staff concerning teen issues that are pertinent to the Library. The student is encouraged to promote library programs that serve a teen audience, as well as attend various teen programs. The student serves ex-officio, as a non-voting member of the Library Board. The appointment cycle runs January – December, serving two terms based on positive attendance records and engagement. A student representative must be a resident of Novi. At monthly board meetings, the student will be asked to provide an update on the past month's teen programming initiatives, and teen space attendance and activities, as well as future teen events. Annually in July or August, the student will present a year in review to the Library Board.

Article III Officers

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the March annual meeting of the Library Board or if adjourned or cancelled, at the next regularly scheduled meeting of the Library Board. No member shall hold more than one office at a time.

Section 2. In the agenda packet for the annual meeting, the secretary shall present a slate of officers to the board for consideration. Additional nominations may be made by any member from the floor at that time.

Section 3. Officers shall serve until the next annual meeting and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, call special meetings and authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on Library funds (except at times that the Library funds are administered by the City of Novi), and generally perform all duties associated with the office of president.

Section 5. The vice president shall act as the president in the absence of the president. In the event of a vacancy in the office of president, the vice president shall assume the office of president for the remainder of the president's unexpired term. The vice president shall perform such other duties as may be assigned by the president.

Section 6. A member of the library staff designated by the Library Director shall be assigned to keep accurate minutes of all meetings of the Board and shall issue and post notice of all regular and special meetings. The designated employee will be compensated for performing library board minutes. The library board secretary shall perform the foregoing duties in the absence of library staff and shall perform such other duties as are generally associated with the office of secretary.

Section 7. The treasurer shall make monthly reports to the Board showing in summary detail the amount and investment of, and additions to and disbursements from the Library funds.

Section 8. In case of a vacancy in any office other than the office of president, the vacancy shall be filled by vote at the next regular meeting of the Library Board after the vacancy occurs.

Section 9. In the event that the Library Board fails, refuses or is otherwise unable to fill any office, officers shall be automatically appointed with the eligible members with the most seniority filling the offices in the order of president, vice president, treasurer and secretary. Seniority is measured from the date and time of the member was first sworn in as a member of the Library Board and has been serving continuously.

Section 10. At the meeting prior to City Council Board appointment, the secretary will prepare a list of members whose term of office is expiring, the office they hold, and positions affected by reappointment.

Article IV Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board.

Section 2. Annual Meetings. An annual meeting for the purpose of the election of officers shall be held at the time of the regular meeting in March of each year or at the next regular meeting thereafter if the regular meeting in March does not occur. The President shall schedule a meeting at least once each year for the purpose of setting annual goals.

Section 3. Agendas and Notices. The order of business for regular meetings shall be according to an agenda that shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. The agenda shall be transmitted to Board members at least two days prior to the meeting. The agenda will provide time for public participation. The agenda may be amended by action of the Library Board during Library Board meetings.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted in the Library. Library staff shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer. Library staff shall make approved minutes available for public inspection within 5 business days after the meeting at which the minutes are approved by the Board.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of a majority of the members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. The purpose of the meeting shall be stated in the notice of the meeting.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of a majority of the members of the Board.

Section 8. Parliamentary Authority. The rules contained in Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board. The Library Board may appoint a parliamentarian.

Section 9. Public Participation. Members of the public may address the Board at any of its regular or special meetings, as provided for in the Open Meetings Act. Public comment is limited to three (3) minutes per person during each public comment period.

The president will present the following public comment guidelines prior to inviting guests to speak:

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three (3) minute time limit. This is not a question-answer session, therefore, Library Board members will not respond to questions. It is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees. All issues must be addressed to the Library Board, not to individual board members.

Guests will be asked to state their full name and address.

Section 10. Broadcast and Recording. Meetings of the Board shall be broadcast by a media generally available to the citizens of the City of Novi unless broadcast facilities are unavailable, inoperable or if it is otherwise impractical for broadcast to occur. Visual/audio recordings of all meetings shall be available at the Library and on the Library's internet site for a period of time determined by the Library Director but not less than 3 months after the meeting. Closed meetings shall not be broadcast or recorded.

Article V Committees

Section 1. Standing Committees. The following committees: Finance Committee, Human Resources Committee Events/Marketing/Fundraising Committee, Strategic Planning Committee, Building/Landscaping Committee, Diversity, Equity and Inclusion Committee, and Policy Committee and a chairperson for each shall be appointed by the president promptly after the annual meeting.

Section 2. Powers. Committees shall make recommendations to the Board as pertinent to Board meeting agenda items and no committee shall have other than advisory powers.

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special circumstances shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed.

Section 4. Board committees may be appointed by the President and may also consist of Novi citizens, Library staff and other qualified resource persons or experts.

Article VI

Duties of the Board of Trustees

Section 1. Responsibility for the operation of the Novi Public Library is vested in the Library Board. Subject to State law and City ordinance, the Board has the power and duty to determine the policies, rules and regulations governing Library operations and services.

Section 2. The Library Board shall select, appoint and supervise a Library Director. The Library Board shall annually review the performance of the Library Director and set the salary and benefits of the Library Director.

Section 3. The Library Board shall adopt and approve a budget for each fiscal year.

Section 4. The Library Board shall have exclusive control of the expenditure of all monies collected, donated or appropriated for the library fund and shall approve all library expenditures. The Board may delegate administration of any Library funds to the City of Novi.

Section 5. The Library Board regularly reviews various physical and building needs to see that they meet the requirements of the overall library program.

Section 6. The Library Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Library Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Library Board shall approve and submit an annual report of the operations of the Library to the Novi City Council.

Article VII Library Director

The Library Director shall be the chief officer of the Library and shall be responsible for the implementation of the rules and policies established by the Library Board. The Library Director shall be responsible for the day-to-day management and operation of the Library. The Library Director shall act as an advisor to the Board. The Library Director shall attend all Board meetings unless excused for good cause, and may be excused from closed sessions other than any closed session to review the performance of the Library Director, and shall have no vote.

Article VIII Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Novi Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence a vote or other official action.

Article IX General

Section 1. An affirmative vote of the majority of all members of the Board present at a meeting at which a quorum is present shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any notice permitted or required to be given by these Bylaws may be given by personal delivery, first class mail, or by e-mail transmission. In the case of first class mail, then notice shall be deemed to have been given on the date of the postmark. It is the responsibility of each member to keep the Library Director informed of their current and accurate contact information.

Section 3. These bylaws may be amended at any regular meeting of the Library Board by majority vote of all members of the Board, provided that notice of the proposed amendment shall have been given to all members at least ten days prior to the meeting at which such action is proposed to be taken.

DEI Committee – Meeting held on: No meeting held

2025-2026 GOAL:

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

COMMUNICATIONS

Email to: Julie Farkas, Library Board
Email from: Christina Horta
Re: Study Rooms
Date: Mon, Oct 13, 2025

I'm writing to express my concern about the current use and policies regarding the study rooms. I recently visited the library hoping to use one with another student to access our lecture we needed to listen to out loud, but all study rolls were full and the teen lounges were empty but staff told us that we could not use the teen rooms because we were college students. At the same time, all of the regular study rooms were occupied by teenagers who were not using them for studying they used them to eat food and drink coffee.

It's frustrating to see that the spaces intended for group study are being taken up by groups treating them as hangout spots, while those of us genuinely trying to study are turned away. I believe the study rooms should be considered a privilege for patrons actively using them for academic or professional purposes, regardless of age.

I also wanted to suggest implementing a two-hour sign-up limit per person, as many other libraries do. This system would help ensure that everyone has a fair chance to use the rooms and that they're being shared responsibly.

As a local college student who values the library as a place for focus and learning, I hope you'll consider reviewing your current policy to promote fair and balanced use of all study spaces.

Thank you for your time and understanding.

Email to: Christina Horta
Email from: Julie Farkas, Library Director
Re: Study Rooms
Date: Mon, Oct 13, 2025

Thank you Christina for your email!

I am sorry you are disappointed in our process for study rooms. We have a unique situation at NPL with our proximity to Novi High School. We are visited by many students (sometimes over a 100 at one time) on a daily basis.

Knowing this, we have made a conscious effort to serve our student population and this means not having a sign up system for study rooms, as we found when talking with our students that they are not accustomed to using an online registration system, and also find their needs to be more "in the moment" than planned when visiting the Library. This then allows for first come, first served opportunities for the students to have a chance to use the spaces as they visit. We don't question the use of the study rooms by any user, but in good faith, we hope they have a purpose that suits their needs as well keeping to behaviors and use of the room that follows our Patron Behavior Policy.

I can assure you that in the many times that I have walked by study rooms, they are being used for group conversations, studying, group work and online training or interviews. Also, to have a student group choose a study room and provide a space where they can talk more freely than in the open spaces of the Library is also a service that benefits other users of the Library as well. If we didn't have the first come, first serve option for our students, we would only serve our adult population of the community, and I find this to be inequitable.

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

Sincerely,
Julie Farkas, Library Director



Library Board Calendar

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

2025

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

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

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

Approved: September 26, 2024



LIBRARY CLOSINGS 2025

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

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

LIBRARY BOARD MEETINGS

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

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

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



Library Board Monthly Meetings

Meetings will occur on the 2nd Thursday of the month

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

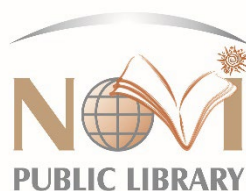
2026

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

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

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

Approved: July 10, 2025



LIBRARY CLOSINGS 2026

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

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

LIBRARY BOARD MEETINGS

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

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

Approved: July 10, 2025